Custom Scanners

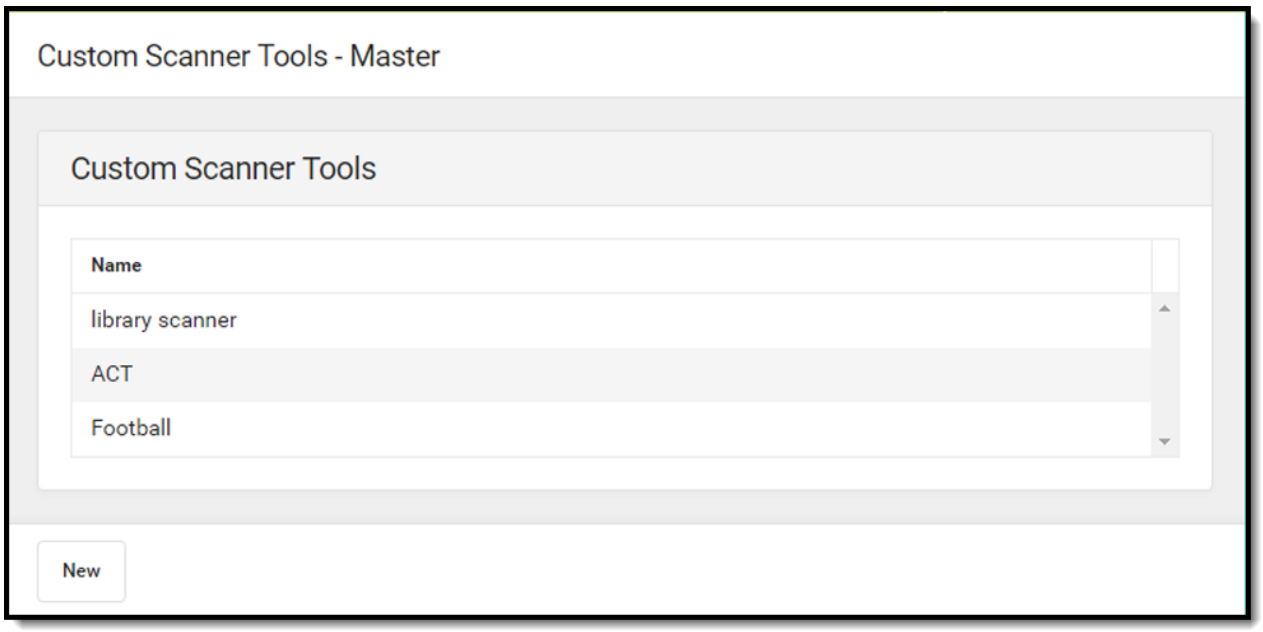
Last Modified on 03/11/2024 8:46 am CDT

Create New Custom Scanner | Edit or Delete Existing Custom Scanners

The Scanning toolset is part of the Campus Workflow Suite.

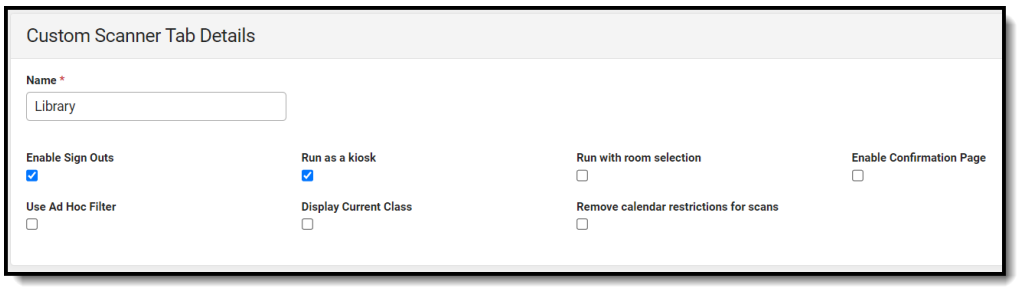
Tool Search: Custom Scanners

System administrators can create custom scanning locations with the Custom Scanners tool, such as a computer lab, study hall, etc.



Create New Custom Scanner

Click **New** to create a new custom scanner location. The Custom Scanner Tab Detail displays.



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Field	Description
Name *Required*	The name of the custom scanner. The Name can only contain letters, numbers, and spaces.
Enable Sign Outs	A checkbox allowing students to check out of the custom scanning location.
Run as a kiosk	A checkbox enabling this custom scanner to run as a kiosk mode.
Run with room selection	A checkbox enabling room selection for the custom scanner.
Enable Confirmation Page	A checkbox enabling an additional confirmation to display when a student scans in or out of a custom scanning location. This page can be printed and used as a hall pass if a printer is set up. See the Printer Setup documentation for additional information.
Use Ad Hoc Filter	A checkbox enabling the use of ad hoc filters to look up students as they scan in to a custom scanning location.
Display Current Class	A checkbox enabling the student current schedule to display on the confirmation screen.
Remove calendar restrictions for scan	A checkbox enabling students from multiple school the ability to scan into the same custom location, such as school events

Click **Save** after entering data into each desired field.

Users must log out and log back in to see the newly created custom scanner. Custom scanners are located at Attendance > Custom Scanning Tools. See the Custom Scanning Tools documentation for additional information.

Edit or Delete Existing Custom Scanners

After a custom scanner has been created, it can be edited or deleted. Click on the custom scanner record in System Administration to change existing data or click **Delete** to remove the custom scanner.

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