

# Custom Scanners

Last Modified on 01/22/2026 2:37 pm CST

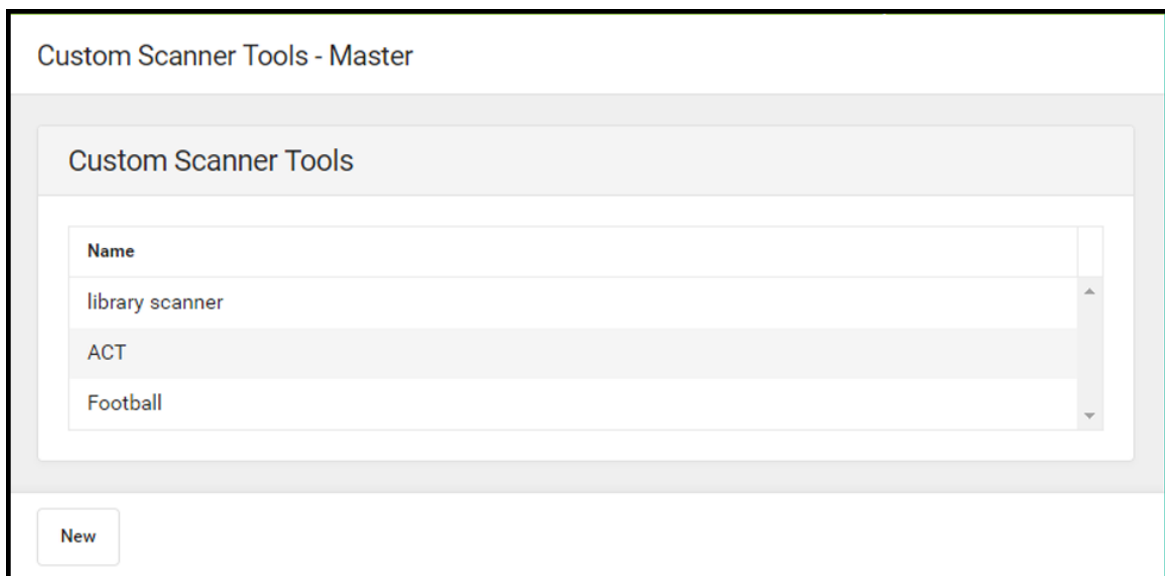
The Scanning toolset is part of the [Campus Workflow Suite](#).

It is recommended to have a webcam with auto-focus at close range if you plan to use it as a scanner. Webcams without this feature may have trouble reading barcodes.

The cursor must be in the entry box before scanning a barcode for the scanner to properly work. If the cursor is not in the box, the scanner cannot copy/paste the number into the box, and the student is not scanned in correctly.

Tool Search: Custom Scanners

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



The screenshot shows the 'Custom Scanner Tools - Master' interface. It features a table with the following data:

Name
library scanner
ACT
Football

Below the table is a 'New' button.

## Create New Custom Scanner

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

Custom Scanner Tab Details

Name (Required)

Library

Enable Sign Outs

☐

Run as a Kiosk

☐

Run with room selection

☐

Enable Confirmation Page

☐

Use Ad Hoc Filter

☐

Display Current Class

☐

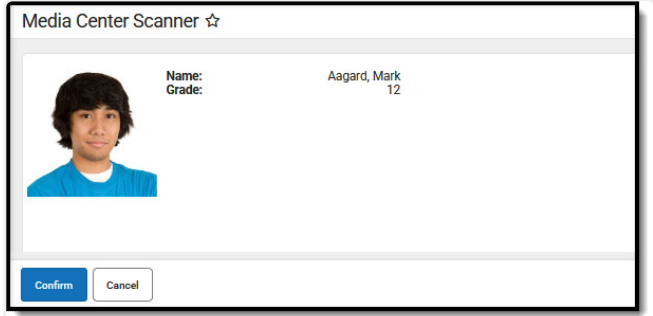

Remove calendar restrictions for scans


☐

Custom Scanner Settings

## Custom Scanner Setting Fields

Field	Description
<b>Name</b> <b>Required</b>	<p>Enter a <b>Name</b> for the scanner being added.</p> <p>The Name can only contain letters, numbers, and spaces. This field is limited to 27 characters.</p>
<b>Enable Sign Outs</b>	<p>Mark the <b>Enable Sign Outs</b> option to allow students the ability to check out from the custom scanning location. Leave this option unmarked if students should be allowed to only sign in at the location.</p>
<b>Run as a kiosk</b>	<p>Mark the <b>Run as a Kiosk</b> option if the scanner should function as a Kiosk. Leave the option unmarked to use the device as a scanner only.</p>
<b>Run with room selection</b>	<p>To enable room selection for the device, mark the <b>Run with room selection</b> option. This allows the user to specify a specific room when launching the scanner. The selected room is recorded on the student's scans. Leave this option unmarked if room selection is not necessary.</p> <p>When this option is selected, the scanner's first screen requires the user to select a <b>Room</b>.</p> <div> <div>Library - Scanning</div> <div> <div>Room *</div> <div></div> </div> <div> <div>Launch w/ Camera</div> <div>Launch</div> </div> </div> <p>Scanner with Run with Room Selected Enabled</p>

Field	Description
<b>Enable Confirmation Page</b>	<p>Mark the <b>Enable Confirmation Page</b> option to require staff to confirm student sign-in. When a student signs in to the custom scanning location, a screen displays with the student's name and grade. The staff member must press <b>Confirm</b> to continue the sign-in. Leave this option unmarked if a confirmation is not needed. This page can be printed and used as a hall pass if a printer is set up. See <a href="#">Printer Setup</a> for additional information.</p>  <p><i>Scanner with Confirmation Enabled</i></p> <p><b>NOTE:</b> This option cannot be used if the scanner is set to <b>Run as a Kiosk</b>.</p>
<b>Use Ad Hoc Filter</b>	<p>To allow specific students to use this scanner for sign-in, mark the <b>Use Ad Hoc Filter</b> option. Users then choose the Ad Hoc Filter they'd like to use when launching the scanner. Leave this option unmarked to allow anyone to use the scanner for sign-in. When this option is selected, the scanner's first screen requires the user to select an <b>Ad Hoc Filter</b>.</p>  <p><i>Scanner with Use Ad Hoc Filter Enabled</i></p> <p><b>NOTE:</b> This option cannot be used if the scanner is set to <b>Run as a Kiosk</b>.</p>

Field	Description																											
Display Current Class	<p>Mark the <b>Display Current Class</b> option to display the student's name, grade, personID, and current schedule on the confirmation screen. Leave this option unmarked if the student's schedule should not display.</p> <p>When this option is selected, the student's current and next class information displays upon check-in.</p> <div><div><div>Student Information</div><div><p><b>Name:</b> Aagard, Jonathan <b>Grade:</b> 12 <b>PersonID:</b> 18725</p><p><b>Current Classes</b></p><table><thead><tr><th></th><th>Period Name</th><th>Start Time</th><th>End Time</th><th>Period Seq</th><th>Course Name</th><th>Course Number</th><th>Room</th><th>Teacher</th></tr></thead><tbody><tr><td>Current Class</td><td>8</td><td>1:00 PM</td><td>1:55 PM</td><td>8</td><td>Scanning</td><td>00001</td><td>100</td><td>Administrator, System</td></tr><tr><td>Next Class</td><td>9</td><td>2:00 PM</td><td>4:55 PM</td><td>9</td><td>Scanning</td><td>00001</td><td>100</td><td>Administrator, System</td></tr></tbody></table></div></div><div>Scanned in Student Current and Next Class Display</div></div> <div><p><b>NOTE:</b> The <b>Enable Confirmation Page</b> option <b>MUST</b> also be enabled for the Current Class information to display.</p></div>		Period Name	Start Time	End Time	Period Seq	Course Name	Course Number	Room	Teacher	Current Class	8	1:00 PM	1:55 PM	8	Scanning	00001	100	Administrator, System	Next Class	9	2:00 PM	4:55 PM	9	Scanning	00001	100	Administrator, System
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Remove calendar restrictions for scan	<p>To enable scanning for students across multiple schools at the same custom scanner, mark the <b>Remove calendar restrictions for scan</b> option. This option is often used for school events that include students from multiple schools. Leave this option unmarked to limit scanning on this device to the selected school/calendar.</p> <div><p><b>NOTE:</b> This option cannot be used if <b>Ad Hoc Filters</b> and <b>Enable Confirmation Page</b> options are enabled.</p></div>																											

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

**NOTE:** When creating new scanners or altering existing scanners, users **MUST** log out and then log back in to insure new scanners and scanner modifications are recognized. See [Custom Scanning Tools](#) 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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