

Health Office Scanner

Last Modified on 01/27/2025 10:47 am CST

[Health Office Kiosk](#) | [Health Office Attended Mode](#)

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

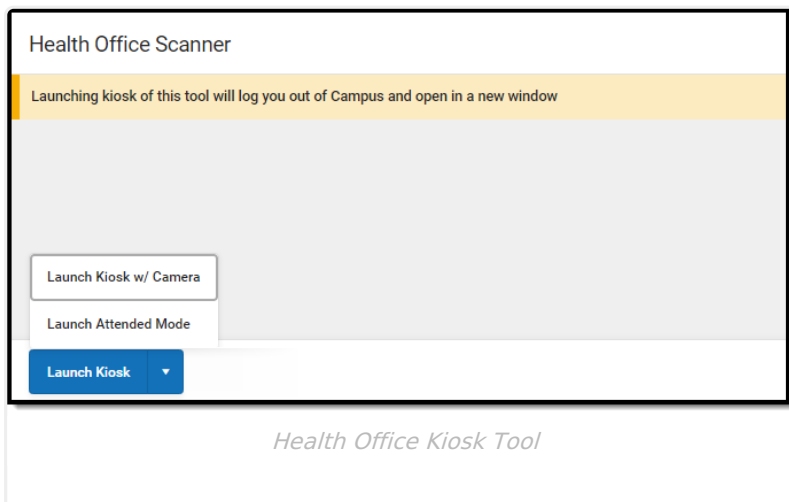
It is recommended to have a webcam with the ability to auto-focus at close distances if you plan to use your webcam as a scanner. Webcams without this feature may have trouble reading barcodes.

In order for scanners to work correctly, the cursor must be in the entry box prior to scanning a barcode. If the cursor is not in the box, the scanner will not be able to copy/paste the number into the box and the student will not be scanned in correctly.

Tool Search: Health Office Scanner

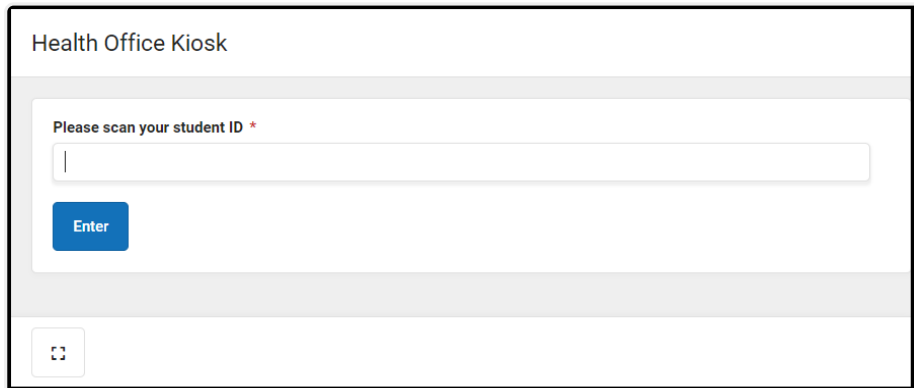
The Health Office Scanner tool is used to check students into the nurse's office. Click the **Launch Kiosk** button to begin taking attendance in an untended mode. Click the **Launch Attended Mode** button to begin taking attendance in an attended mode.

Selecting the **Launch Kiosk w/ Camera** option from the dropdown allows users to use the device's webcam to take a picture of the student's ID and use that to scan them in.



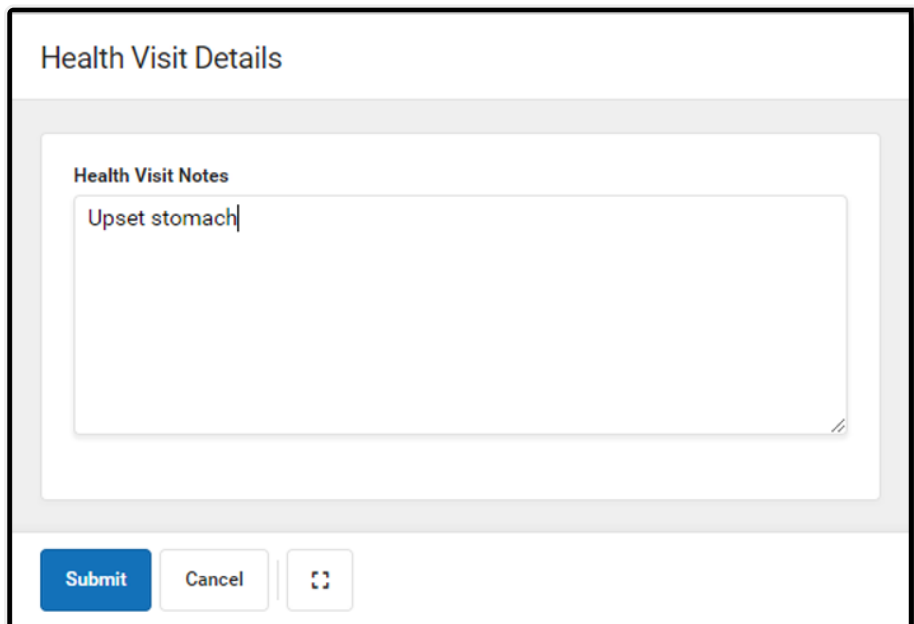
Health Office Kiosk

Once the Health Office Kiosk tool is launched, a separate window displays and the user is automatically logged out of Campus. This allows students to check in to the nurse's office without having access to a Campus account.



Launched Health Office Kiosk

Once a student enters or scans in a student ID, the **Health Visit Detail** screen displays.



Health Visit Details

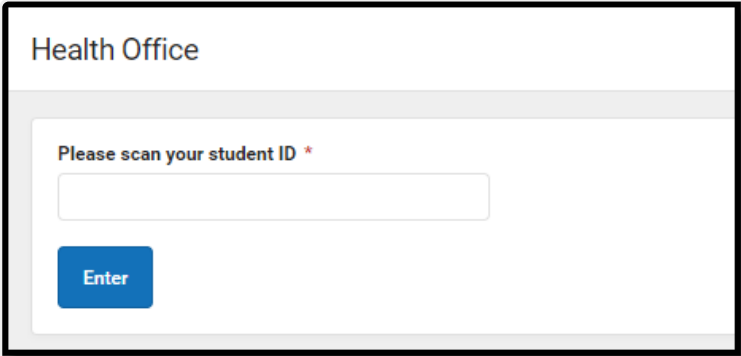
The student enters text into the **Health Visit Notes** field and then **Submit** or **Cancel**.

The student's attendance is automatically captured on the [Health Office Calendar](#) tool and the student's [Health Office Visits](#) tool.

Health Office Attended Mode

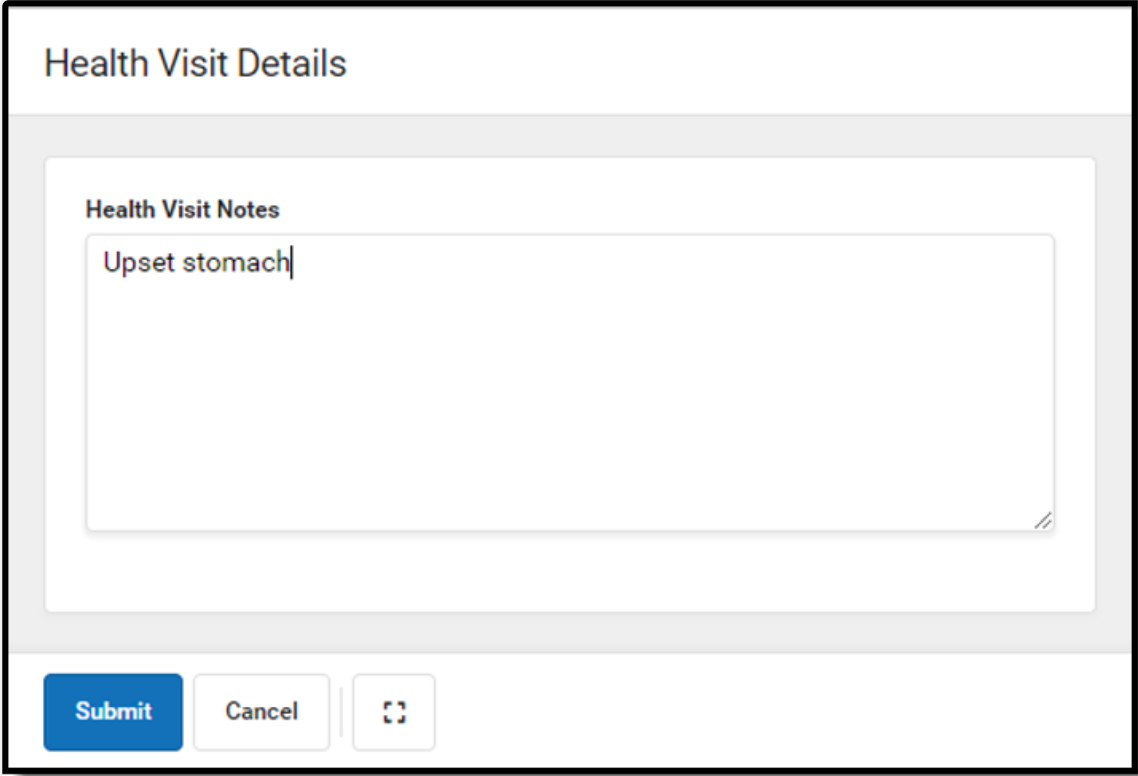
Once the Health Office Attended tool is launched, health staff can enter or scan in student ID

numbers.



Health Office Attended Mode

Once a student enters or scans in a student ID, the **Health Visit Detail** screen displays.



Health Visits Detail

The student enters text into the **Health Visit Notes** field and then **Submit** or **Cancel**.

The student's attendance is automatically captured on the [Health Office Calendar](#) tool and the student's [Health Office Visits](#) tool.

Tip: The **Expand** button can be used to extend the work space to the full size of the user's

screen. Click the Expand button again or **Esc** on the keyboard to exit full screen mode.
