

# Custom Scanners

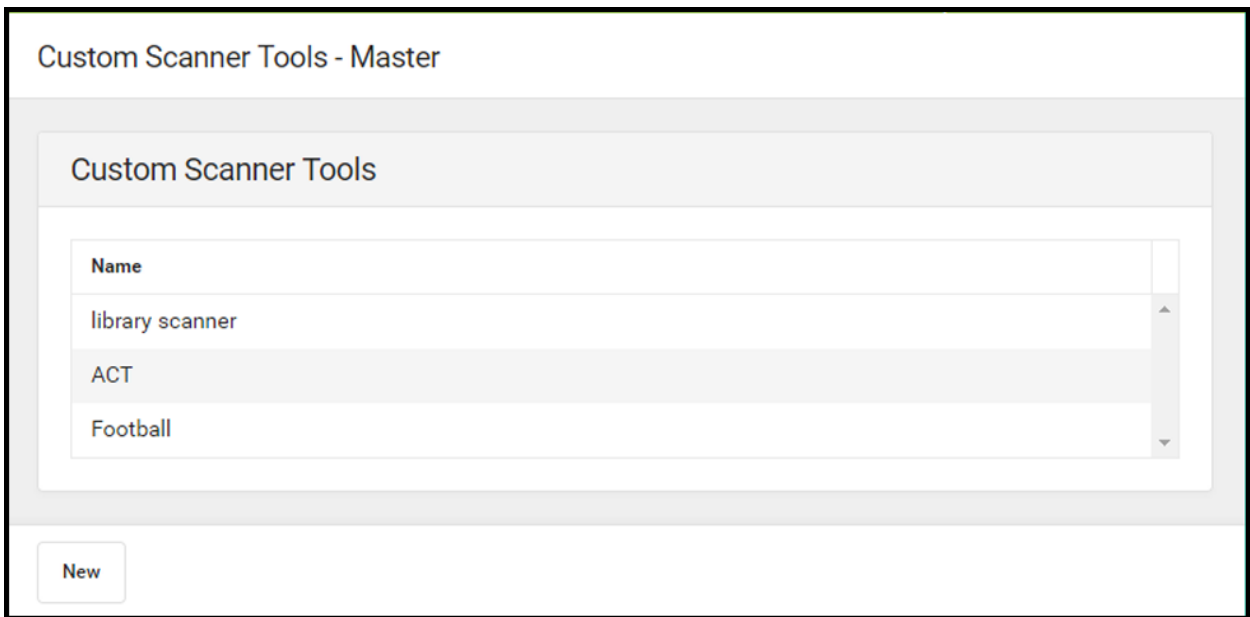
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The Scanning toolset is part of the [Campus Workflow Suite](#).

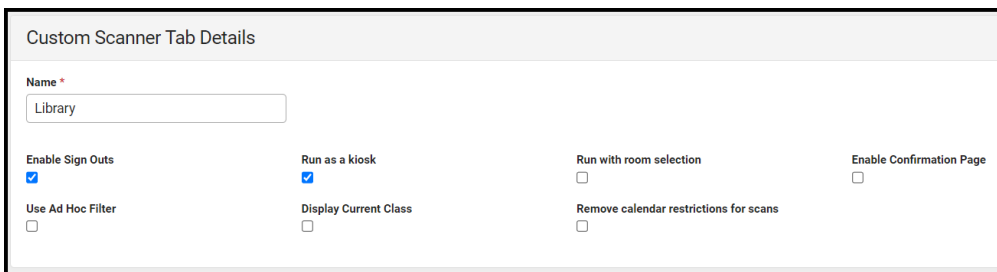
Tool Search: Custom Scanners

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.



Field	Description
<b>Name</b> <i>Required</i>	The name of the custom scanner. <div style="background-color: #fff9c4; padding: 5px; margin-top: 5px;">             The Name can only contain letters, numbers, and spaces.           </div>
<b>Enable Sign Outs</b>	A checkbox allowing students to check out of the custom scanning location.
<b>Run as a kiosk</b>	A checkbox enabling this custom scanner to run as a kiosk mode.
<b>Run with room selection</b>	A checkbox enabling room selection for the custom scanner.
<b>Enable Confirmation Page</b>	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 <a href="#">Printer Setup</a> documentation for additional information.
<b>Use Ad Hoc Filter</b>	A checkbox enabling the use of ad hoc filters to look up students as they scan in to a custom scanning location.
<b>Display Current Class</b>	A checkbox enabling the student current schedule to display on the confirmation screen.
<b>Remove calendar restrictions for scan</b>	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.

