Instructional Management Program
& Academic Communication Tool


User Guide

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Verify.Net Overview

Verify.Net is an IMPACT application used to report and manage all incidents at a school, including student code of conduct (SCC) violations, alleged employee misconducts, injuries, property damage, vehicle accidents and harassment/threat incidents. Verify also contains a variety of modules that allow school personnel to perform their day-to-day activities related to student building access, detentions, student debts and purchases, textbook distribution and truancy. Student information from SIM and SSM is available in Verify to help facilitate these activities.

Key Modules of Verify.Net

- **Building Access Module**: Scanners at building entrance identify student IDs to determine tardiness and exclusion, to track individuals who have entered the building, to deny access to inactive and suspended students, and to serve as a reference to identify class cutters.
- **Messaging Module**: Create messages by student or by message for a batch of students to be displayed upon Swipe in through Doorswipe.
- **Event Module**: Creates special events with optional student lists for the purpose of tracking attendance through Doorswipe ID scanning.
- **Detentions – as part of larger Incident Management Module**: Provides the ability to automatically assign detention based on tardy or other criteria; monitor the serving of detentions; send out notifications to school personnel, students and parents of pending detentions. *Note: SCC Infractions, Incidents, and Interventions are covered in a different manual: “Verify Incident Management User Guide”.*
- **Student Finance Module**: Tracks all student debts and purchases; debts may be assigned in groups (school fees), individually (lost instrument), or automatically (temporary ID or lost textbook); debt payments may be made partially; and credit card payments may be approved.
- **ID Module**: Captures and stores photos of students and staff; prints ID hard cards for students/staff and temporary ID labels for students.
- **Textbook Module**: Maintains an inventory of textbooks; distributes labeled textbooks to students and records book returns; lost books are automatically debited.
- **Truancy Analytics**: Truancy tracking and reporting (5- and 10- Day Letters) *Note: Truancy procedures are covered in a different manual: “Verify Truancy Analytics User Guide”.*
Additional Modules of Verify.Net

- **Reports**: Select and view reports
- **Setup**: Manage general properties and access the mobile platform
- **Calendar**: To view your schools bell schedule and calendar on a given day
- **Verify.Net Mobile**: Mobile handheld platform used on Omicron handheld devices. Features include:
  - Lookup students to view pictures and programs
  - Scan students for special events
  - Assign and unassign textbooks

Verify.Net Roles and Responsibilities

The following highlights the various roles within the Verify.Net application. Keep in mind that the level of access is determined by a user’s role and responsibilities.

- Principal
- Assistant Principal
- Technology Coordinator
- Counselor
- Scheduler
- Attendance Coordinator
- ID Clerk
- Security Guard
- Textbook Clerk
- Textbook Admin
- Business Manager
- Cashier
- Disciplinarian
- Disciplinarian Clerk
- Teacher
Login into Verify.Net

You will use your CPS username and password to login to Verify.Net.

1. Log in to the CPS network using your CPS username and password.
2. Go to http://impact.cps.k12.il.us/application.asp, or use the IMPACT icon on your desktop
3. The IMPACT landing page will be displayed.
   
5. A login screen will be displayed. Please enter your username and password you use to log into the CPS network. In the User Name field, please type in your CPS username. In the Password field, type in your password.
6. Click on the Login button.
7. If your username allows you to access multiple schools, select a school from the drop-down and click on the Select Unit button.

8. Welcome to the Verify.Net homepage! Confirm that your school name is displayed in the center.
Verify.Net Functionality and Modules

Search Functionality

The search function at the top of the Verify.Net page offers unparalleled access to student information. It enables CPS personnel (Verify.Net Clients) to search for students by any one of the following or a combination thereof: last name, first name, division, student ID, or status (Active or Inactive).

1. From the Verify.Net Homepage, click on the Search icon in the upper right-hand corner of the page. The Search Screen will be displayed.

   ![Search Screen](image)

2. Perform a search by entering “Jones” in the Last Name field and select Active Students from the Status dropdown menu.

3. Click on the Find button. The Search with Results page will be displayed.
4. Select a Student then click on the **View Bar** button or, if the “Show Viewbar on Update” checkbox is checked, double-click on a student record. The View Bar provides critical, read-only information for the selected student.

![View Bar Image]

5. The View Additional Student Information screen will be displayed. (Note: You can view specific information by clicking on the named tabs, below. A Print button is included in each tabbed area. The tabs that you can view are based on the roles you have been assigned in Verify.)

6. Alternatively, multiple students can be selected and accumulated in the show selected students list section for submission to some modules and reports (for example, see the ADV button in Detention management).
Building Access Module

The Verify.Net Building Access Module manages building access by monitoring doorway entry within a school, including the morning arrival of students, the late arrival of students throughout the school day, students leaving to and returning from lunch, and the analysis of data collected from student entry and exits. Students can be scanned in during hall sweeps and when entering special events. Numerous reports and student rosters with pictures can be accessed.

With Verify.Net, users are able to:

- **Show Rosters**: Allows users to display course, division and group rosters.
- **Doorswipe/ID**: Allows users to manage incoming students, print temporary or permanent IDs as well as mark the students according to selected categories such as School Tardy, Hall Loitering, Swiping, Lunchroom Entrance Scanning, and Special Event Attendance.
- **Doorswipe Monitor**: Allows users to view multiple scanners from a single remote computer. Additionally, administration and security can monitor students entering the building from the comfort of their office.
- **Options**: Provides greater granularity in identifying a Class List of classes to be screened from the IMPACT import; Options to be set to customize the Doorswipe operation (visual and audible alerts); and to identify network addresses of remote scanners for the Doorswipe monitor option.

The Building Access Module provides a wide range of access management solutions. The simple menu interface guides users through the different functions of the system. Verify.Net provides the same robust access solutions as Verify with the same user interface and functionality.
Show Rosters

1. Select the **Building Access** menu option from the main menu bar.

2. Select **Show Rosters**. The Show Rosters page will be displayed with current day rosters.

3. To choose a particular Roster enter in the Course ID/Division or select from the list.
4. Click on the **Go To** button. The selected course roster will be displayed.

Doorswipe/ID

1. Select the **Building Access** menu option from the main menu bar, and then select **Doorswipe/ID**. The DoorSwipe/ID page will be displayed, the right side of which is displayed below.

2. If you want to display a photo of the student, click on the **Show Picture** check box.
3. Select the doorswipe category you want to use, descriptions of each category are below.
   - School Tardy – First entry to the building that day
   - Hall Loitering – Hall sweep
   - Swipe Only – Stamp date and time
   - Lunch – Confirm lunch period at lunchroom entrance
• Event – Record presence at event entrance
4. Scan a student ID, enter a Student ID number, or use the Search function to bring in a student.
5. The student’s picture and the date and time of the swipe will display.
6. If needed, click on the Print Temp ID button. This will print a temporary ID for the selected student.
   Note: Please make sure you have the appropriate printer hooked up to the stations printing Temp IDs.
7. If needed, click on the Print Perm. ID button. This will print a permanent ID for the selected student.
   Note: Please make sure you have the appropriate printer hooked up to the stations printing Perm. IDs.
8. If the School Tardy category has been selected, a tardy pass will automatically be printed, if appropriate,
   based on each student’s schedule and the school bell schedule set for the calendar day.

Doorswipe Monitor

1. Select the Building Access menu option from the main menu bar, and then select Doorswipe Monitor. The Doorswipe Monitor screen will be displayed.

Notes:
• Doorswipe monitor requires special equipment and configuration. Call Verify support, 773-583-8267, for assistance.
• After the Doorswipe Monitor Options have been set, a monitoring workstation can view up to four students at a time entering the building.
• Doorswipe Monitor works only in School Tardy Mode.
• Doorswipe Monitor will automatically print tardy passes at a near-by monitoring work station.
• Doorswipe Monitor cannot print replacement or temporary IDs; a near-by Doorswipe station must be utilized to provide that functionality.
Options

1. Select the **Building Access** menu option from the main menu bar, and then select **Options**. The Building Access Options Screen will be displayed.

2. Click on the **Class List** tab to identify courses that students are “enrolled” in but are not to be imported and printed on student ids.

3. Click on the **Doorswipe** tab to customize your building access environment, including Messaging options (see next section).

4. Click on the **Doorswipe Monitor** tab to identify the IP addresses of scanners that are channeled into a single monitoring station. Call the Verify help desk at 773-583-8267 for assistance.
Messaging Module

The Verify.net Messaging Module allows users to create custom messages alerting students or school staff for various reasons, such as suspensions (blocking students at the door from entry) or directing a student to see a particular staff member. Messages appear when students swipe in using Verify.Net Doorswipe Module.

With Verify.Net, users are able to:

- **Add/Edit/Delete Messages**: Create custom messages by student or by message for a group of students.
- **Options**: Set up display features for messages such as separate pop-up windows and alarms.

### Add/Edit/Delete Messages

1. Select the **Messaging** menu option from the main menu bar.
2. View existing messages **By Message** or **By Student** by selecting the appropriate tab.

![Messaging Module Interface]

3. Create a new message by clicking **Add Message**. You can also click the **Adv** button and switch to Multiple Students mode to add a message to a batch of students.
4. Use the **Search** tool in the upper right hand corner of the screen to find a student by name or student ID number. Double-click on a student’s name to bring them into the Messaging module.

5. Click the **Add Selected Student(s)** button to add them to the Message queue.

6. Add additional students if needed.

7. If the message should apply for a specified date range, select the **Date Range** option under **Specify message conditions** and enter the start and end date. The default condition is **Indefinite**. The message will remain active for the selected student(s) until you remove it or until the end date is reached.

8. Type the message in the **Specify message** text box.

9. Click **Save** to commit your changes.

10. You can edit or delete existing messages by selecting the message or Student ID and clicking **Modify** or **Delete Message**.

**Options**

1. Select **Building Access** menu option from the main menu bar and then select **Options**.

2. Optional pop-up boxes and alarms can be added to messages to give them more emphasis by clicking the appropriate boxes here.

3. Otherwise, the message will appear below the student’s photo in Doorswipe.
Events Module

The Verify.Net Events Module allows tracking of attendance at school-sponsored events, such as prom, pep rallies or sporting events. Sign up or exclusionary lists can be created to predict attendance or block students from participation.

With Verify.Net, users are able to:

- **Manage Events**: Create, edit or delete events and create optional lists.
- **Event Options**: Assign an automated fee for an event if desired.

Manage Events

1. Select the Events menu option from the main menu bar and then select Manage Events.
2. Click the Add Event button to create a new event.
3. Enter the Event Date, Event Name, Event Price (optional), Max Registered (optional) and select Yes or No for Is Deny List to indicate whether the event list should be inclusionary or exclusionary. If you
select “Is Deny = No,” this will be a registration list. If you select “Is Deny = Yes,” this will be an exclusion list of students to be blocked from the event.

4. Use the Search tool in upper right hand corner of screen to add students to your list. Click the ADV button and switch to multiple student mode to add students to the list in a batch.
5. Select your event and click Add Student(s) to associate this new list to your event.
6. To charge an auto fee for an event, select Events menu option, then Event Options and enter it here.
7. To begin swiping students into your event, select the Building Access menu option, then Doorwipe/ID and change the doorswipe category to Event.

8. A pop-up message stating “Student is not part of event” will appear upon swipe for Students who are not registered for the event or that are on the Is Deny List.
Detention Module

The Verify.Net Detention Module is used for recording detentions and the general management of discipline options (detentions, warnings, tardies and cuts); tracking of detention status (pending, served) and the identification of optional detention schedules (for example, Wednesday PM, Saturday).

With Verify.Net, users are able to:

- **Manage Detentions**: Allows users to quickly manage detentions served and pending
- **Serve Detentions**: Allows users to serve detentions by individuals or in batch
- **Serve by Date**: Allows users to serve detentions by a scheduled date
- **Options**: Provides control over specific detention conditions
Manage Detentions

1. Select the **Incident Management** menu option from the main menu bar. Select **Detentions** to view the Detention Module menu options.
2. Select **Manage Detentions**. The Manage Detention screen will be displayed.

![Detention Module Menu Options](image)

3. Enter in the desired Student ID or use the **Search** tool in the upper right hand corner of the screen to search for students. *(Note: Click on the **Adv** button if you wish to search for multiple students at a time.)*

![Detention Module Search](image)

4. There are five discipline types that can be managed here: **Detention**, **Warnings**, **School Tardys**, **Hall Loiterings** and **Cuts**. Detention is the default.
5. Select the type of discipline: **Detention**
   a. If you have selected Detention and wish to manually add a new record, please fill in as much information as possible in the cause and notes fields.
   b. You may also modify a record for the selected student by changing a Pending detention to Waived or Void or change the assigned scheduled detention to another.
   *(Note: You may modify the displayed detentions (only pending detentions are displayed), by checking the boxes at the bottom of the screen to Served, Waived, or Voided.)*
6. Select the type of discipline: **Warnings**.
a. If you have selected Warnings and wish to manually add a new record, please fill in as much information as possible in the cause and notes fields and click **Add Warning**.

7. Select the type of discipline: **School Tardys**.

   a. If a school tardy is deemed inappropriate for the selected student, highlight that tardy record and click on the **Void** button.

8. Select the type of discipline: **Hall Loiterings**.
a. If a Hall Loitering is deemed inappropriate for the selected student, highlight that record and click on the Void button.

9. Select the type of discipline: Cuts.

   a. The Cuts screen will list all cuts associated with the selected student for the current school year. Cuts are generated in a nightly import from SIM. Cuts may only be removed by modifying the attendance record in SIM to some other attendance tag besides Unexcused Absence, AUX.

Serve Detentions

1. Select the Incident Management menu option, then select Detentions and select Serve Detentions. The Serve Detentions screen will be displayed.

2. Unless selecting an individual student, or all students with outstanding pending detentions, click on the Advanced button (ADV) next to the ID entry window. Select the second option, multiple student(s) mode.

3. Use the Search tool in the upper right hand corner of the screen to select all students or a grade level and then Add all to the Show Selected Students section.

4. Close the Search tool and click Show Outstanding and the students you selected will be displayed.

5. Next, check the box of each student serving a detention (check all if appropriate).

6. Finally, enter the quantity of detentions to be served by each check student (almost always 1) and click Serve for Selected Students.

Note: Credits are not given for future detentions.
Options

1. Click on the **Incident Management** menu option, select **Detentions**, and then select **Options**.

![Incident Management Menu](image1)

2. Select the **Schedule** tab to set a local schedule (Days of the week, dates of the month, time of day) to set a specific time and date for automatically assigned detentions to be served. For example, the School Tardy detention defined below could be assigned to be served on the next Wednesday before school begins; excessive school tardys could be served on Saturday morning. Be sure to schedule calendar dates on which detentions are to be served. 

   Note: Students cannot be scheduled for two detentions on the same date; detentions will automatically be forwarded to the next available date when seats are available.

3. Select the **Conditions** tab to add or remove local conditions for automated detention assignments. For example, you can set a condition that a detention is automatically assigned for every third School Tardy (3, 6, 9, 12, etc.). No paper work is involved, except a notice to the student. If no schedule is assigned, the student is responsible for serving the detention at his or her earliest convenience.

![Conditions Tab](image2)
Finance Module

Through the Verify.net Finance Module, users are able to manage student debts for activity fees, class fees, lost instructional materials, temp ids, and other student purchases. The Finance Module enables the assignment and collection of payments from students for debts, and provides financial accountability for schools. Student debts may be assigned automatically (temp ids, lost books), individually (school lock, prom bid), or in batches (activity fee for all, graduation fee for seniors). Partial payments and over-payments (credits) are allowed. Credit card transactions are supported.

With Verify.Net, users are able to:

- **Manage Student Debts/Journal**
- **Manage Accounts:** Allows users to add/edit/remove accounts and items.
- **Manage Purchases:** In addition to the Student Debts screen (used when assigning debts and collecting payments for outstanding debts) and the Journal Entry screen (used when recording transactions already reconciled in an external accounting system, like a receipt book), the Purchase screen can be customized to display items for purchase during student orientation, school store, or senior fees.
- **Manage Finance Options:** Options can be set locally to automatically debt for IDs. Set Debt for ID to “None” at beginning of school year for printing of original copy of ID and then to “Permanent ID” to automatically charge for each replacement.

Manage Student Debts/Journal

1. Select the **Finance** menu option from the main menu bar, and then select **Student Debts**. The Student Debts screen will be displayed.
2. Enter a Student ID number, scan a student ID, or use the Search tool in the upper right hand corner of the screen to bring in the desired Student. The Student Debts screen with Results Page will be displayed. Note: By default, outstanding debts only will be displayed. Select the **Show All Transactions** option to view a student’s entire transaction history including debts paid.

3. Click the **Add Debt** button to add an individual student debt.

4. Select the date from the **Date For** drop-down.

5. Select a **Receiving Account** and an **Item** associated with that account.
   
   Note: The amount of the item will be displayed.

6. Enter **Notes** if desired.

7. Click on the **Save** button. You will be returned to the Student Debt Screen which will display the new debt.

8. To pay a debt, select each checkbox of the debt to be paid or select the **Check All Payable Debts** checkbox if appropriate.

9. Click on the **Pay Checked Debts** button. The Pay Checked Debts screen will be displayed.
10. Enter the amount to be paid (partial, full, or overpayment) in the Amount field.
11. Select a date from the Date For calendar if it is not the current date.
12. Select a Payment Type.
13. Select a Payment Exclusion if applicable: Void, Waiver, or Return (textbook).
14. Enter a Receipt No. if you have a number to enter (typically from a receipt book)
15. The Internal Receipt No. will auto populate.
16. Enter any Notes, if needed.
17. Click on the Pay Now button.
18. Select the Finance menu from the main menu bar and select the Student Journal Entry. The Student Journal Entry screen will be displayed.

19. The Student Journal screen is similar to the Student Debts screen except for the Add Debt/Pay Journal button at the bottom.
   Note: The Student Journal screen is only used when financial transactions have already been reconciled in an external accounting system (e.g. receipt books). The screen is intended for tracking purposes and to maintain a single source for all student transactions.
20. Click on the Add Debt/Pay Journal button. The Add Debt/Pay Journal screen will be displayed.

![Add Debt/Pay Journal Screen]

21. Select a date from the Date For calendar.
22. Select a Receiving Account.
23. Select the account Item.
24. The Amount field will automatically populate.
25. Select the Payment Type.
26. Enter in the Receipt No., if appropriate.
27. Enter in any Notes, if needed.
28. Click on the Save button.

Note: The Student Journal Add Debt/Pay Journal button allows the user to accomplish two tasks with a single entry: Add a debt and pay the debt during one transaction.

Manage Accounts

1. Select the Finance menu option from the main menu bar, select Accounts Management. There are three options related to Accounts Management: Add/Edit/Remove Accounts, Add/Edit/Remove Items, Add/Edit/Remove Courses.
2. Select Add/Edit/Remove Accounts. The Add/Edit/Remove Accounts screen will be displayed.

![Add/Edit/Remove Accounts Screen]

3. Click on the Add Account button to create a new account.
4. Enter the **Account Name** and **Account No.** you wish to add.
5. Select whether the account will be active, **Account Active** Yes or No.
6. Click on the **Save** button. You will redirected to the Account Management screen.

7. Click on the **Modify Account** button if you wish to make a modification to an existing account. The Modify Account screen will be displayed.

8. Select a different Account Active status and click on the **Save** button.
   Note: Account Modification is restricted to changing the Account Active status. Accounts cannot be removed or modified.
9. Select the **Finance** menu option from the main menu, select **Accounts Management**, and then select **Add/Edit/Remove Items**. The Add/Edit/Remove Items screen will be displayed.
10. Click on the **Add Item** button if you wish to create a new item.

11. Enter the desired **Item Name**.

12. Enter the desired **Item No**.

13. Click on the **Receiving Account** drop-down arrow to associate the item to a single account.

14. Enter the **Price** of the item.

15. Click on the **Item Active** drop-down arrow to select whether the item is active or inactive.

   Note: The **Quantity Available** and **Quantity Sold** fields can be ignored unless the item being defined will be sold and monitored in the school store (e.g. PE Shorts, School Uniform Shirts, etc.) Please contact Omicron if you wish to manage a school store.

16. Indicate whether or not you would like this item to be included on the Purchase screen, select **Show on Purchase Screen** Yes or No.

   Note: If the item is to be displayed on the Purchase screen, you may also select that the item be checked as **Default for Purchase** (e.g. Pre-checked - Activity Fee during Orientation), **Mandatory Debt** (e.g. Pre-checked – Item Cannot be Unchecked by the Cashier), **Mandatory Pay If Selected** (e.g. School Lock or Bus Pass), or **Allow Unit Cost Override** (e.g. Used School Shirt rather than a New One).

17. Click on the **Save** button to save this item and return to the Add/Edit/Remove Items screen.

   Note: Make sure all of the item descriptions fields have been filled in correctly because you will not be able to modify fields after saving.
18. Click on the Modify Item button if you wish to make a modification to an existing item. The Modify Item screen will be displayed.

19. The only fields that cannot be modified are item name and item number. Note: If an item requires a name or number change, you will have to create a new item.

20. Click on the Save button to return to the Accounts Management screen.

21. Select the Finance menu option from the main menu bar, select Accounts Management, and then select Add/Edit/Remove Course Fees. The Add/Edit/Remove Course Fees screen will be displayed.
22. To remove a Course Fee, select the fee you wish to remove. Click on the Remove Course Fee button. Confirm that the selected fee has been removed.

23. To add a Course Fee, select the desired course from the Course drop-down menu located at the bottom of the screen.

24. Select the desired account from the Fee Account drop-down.

25. Select the desired item from the Fee Item drop-down.
   Note: An account for each fee and an associated item, including cost(s) must have been created previously in the Accounts Management Module before you can assign fees in the Course Fee screen.

26. To apply a selected course fee to all students enrolled in a particular course, scroll through the list displayed and select the desired course.

27. Click on the Apply Selected Fee to Students button.
Manage Purchases

1. Select the **Finance** menu option from the main menu bar, and then select **Purchase**. The Purchase screen will be displayed.

2. Enter a Student ID number, scan a student ID, or use the Search tool in the upper right hand corner of the screen to bring in the desired Student. Note: The selected student’s outstanding debt prior to this purchase is displayed on the first line.

3. Select the payment type from the **Payment Type** drop-down.

4. If appropriate, enter the **Receipt No**. Note: The Receipt No. field should be filled in if a payment is made via check or money order.

5. Next to each item to be purchased, select the checkbox and fill in the quantity of that item to be purchased. Note: The amount to be paid for the item will be displayed next to the Unit Cost.

6. If the item is to be paid for now, select the checkbox next to the **Pay** field for that item.

7. If the total amount is being paid now, go to the next item to be purchased.

8. If partial payment is being made, modify the amount being paid. The remainder will be debited to the student account. Note: An accumulated total of the amount of the purchase is displayed at the bottom left-hand side of the screen.
Manage Finance Options

1. Select the Finance menu option from the main menu bar, and then select Options. The Options screen will be displayed.

2. Select the Enable percentage based waivers checkbox if your school has an incentive program to reduce the Activity Fee if paid promptly.
   Note: Options can be set locally to automatically debt for IDs. Set Debt for ID to “None” at the beginning of the school year for the printing of the original ID and then “to the item name” to automatically charge for each replacement ID.
ID Module

The Verify.net ID Module allows for the capture of student pictures, printing of IDs, and the performance of related administrative tasks to ensure proper identification. Two forms of IDs permanent and temporary.

With Verify.Net, users are able to:

Manage Student IDs: Student ID photos are captured with a video camera and stored under the student ID number. Photos may be updated and the last picture stored. ID cards may be printed individually or in batches (e.g. All freshman or just homeroom 201).

For Windows 7 Users:

System Requirements:
- Adobe Flash 11.1 or higher (free download from www.Adobe.com)
- Webcam or video camera with Hauppauge device (Please note: Belkin cables are not supported by Windows 7)
- Windows 7 or WinXP

1. Log in to Verify with your CPS credentials. You need to be provisioned through ODA as a Tech Coordinator, Principal, Assistant Principal or ID Clerk to access this screen.

2. Go to ID Menu and select Student ID/Picture Taker.

To Take a Picture:

3. Ensure you have a webcam or a video camera with a standard video out jack and cable converter device (e.g. Hauppauge. NOTE: Belkin converters are not supported by Win7).
4. Click on the button Show Picture Taker.
5. Note: The first time Verify photo taker is used, you will receive an Adobe Flash warning.
6. Right click on the warning, and select **Settings**.
7. Select **Allow** and check the box to tell Flash to **Remember** your setting.

8. Use the Verify **Search** tool in upper right hand corner of the screen to bring a student or group of students (e.g. a division/homeroom) into the screen.

9. You can adjust the behavior of the Search to either add new student(s) upon each new search or clear out the batch every time.
10. Click the Select to Take Photo button next to the student for whom you are taking a photo and adjust the camera if needed.

11. Click Take Picture within Verify when you are ready. You will see the student photo save to his/her record when complete.

12. Select your next student and repeat steps 8-10 as needed.

To print IDs:

1. **Any students added to the batch will be a part of your print queue.** To print an ID for an individual student, search for that student and ensure only that student is in the main screen grid.

2. Select the radio button next to the type of ID you wish to run (Permanent ID or Temporary ID.)

3. Click Print ID button. This will launch a separate PDF window with the ID or IDs you wish to print. You need to ensure you have pop-up blockers disabled and Adobe Silent Print installed to print the ID automatically to your ID printer.

4. Do not close the ID PDF window until all the IDs have printed.

5. If printing several IDs, you can leave the PDF pop up screen up and minimize it so it remains in the background.

6. If you have automatic debts set to either Permanent or Temporary ID printing, a separate Pay Debt pop up window will appear to pay the debt. Click Cancel (payment) if not paying at this time and unpaid debt will be assigned.

Batch ID printing from **Student ID/Picture Taker** screen:
1. Go to the ID module and choose the option Student ID/Picture Taker.

2. Click on Search at the top right hand corner of the screen. In the division box put in the division you want to print out the IDs for. If you want to print a whole grade level you would just put in A then the first number of that division. To select all students, check the box on the top of the column and click Add Selected.

3. All students should be displayed on the screen. Make sure permanent ID or Temporary ID is checked and click Print ID. A separate PDF pop-up window will appear with all the Student IDs selected.
7. To disable auto-debt features, go to Finance->Options.

8. Using the drop-down arrow, change the Item to Charge value from ID to None. You can change the value back to ID when finished with the original batch printing and you begin auto-charging for replacement IDs.
For XP Users:

1. Select the **ID** menu option from the main menu bar, and then select the **Student IDs**. The Student IDs screen will be displayed.

2. Enter a Student ID number, scan a student ID, or use the Search tool in the upper right hand corner of the screen to bring in the desired Student.
   - Note: Select the **Adv** button if you wish to search for multiple students at a given time.
3. Click on the **Take Picture** button to capture the student image.
4. Click on the **Print ID** button to print the student ID.

**How to Batch Print IDs**

From the ID module **Student ID**

1. Next to the student ID box click on the AD or ADV button, then select multi-student mode.

2. Go up in the right top corner and click on **Search**. In the division box put in the division you want to print out the IDs for. If you want to print a whole grade level you would just put in A then the first number of that division.
3. To add all students click on **Show Selected Students List**. To add student’s to the list click on **Add All**. This will then add all students to the bottom grid.

Once they are all added to the bottom grid, close the Search box. The Student ID screen will now show how many students have been added in the Batch Mode. To print IDs make sure you have **Permanent ID** selected and click **Print ID**. A separate PDF pop-up window will appear with all the Student IDs selected.
Textbook Module

The Verify.net Textbook Module manages the issuance of textbooks to students, the collection of textbooks from students, the organization and labeling of textbooks, and the management of a school’s textbook inventory.

With Verify.Net, users are able to:

- **Distribution**: A way to easily track and distribute textbooks to students
- **Returns**: At year-end, a quick way to record stacks of returned books is to use the return feature to scan each book.
- **Lookups**: If a book is found during the school year, scanning the book ID in the Lookup feature will identify the student the book is assigned to.
- **Management**: Is where you will enter all textbook titles and information on textbooks you wish to distribute.
- **Rollover**: Allows users to mark any textbooks not returned by a certain date as lost and to debt those students that they were assigned to for the replacement cost
- **Options**: To set auto debt for Lost/Damaged Materials and to set an auto charge to Lost textbooks.
Distribution

1. Select the **Textbook/Asset** menu option from the main menu bar, and then select **Distribution**. The Distribution screen will be displayed.

2. Enter a Student ID number, scan a student ID, or use the Search tool in the upper right hand corner of the screen to bring in the desired Student.
   Note: You can also perform a search for the desired student by their name or use the **ADV** button to assign books in a batch mode.

3. Ensure that the **Assign** radio button is selected if you wish to assign a textbook.
   Note: If book titles have been assigned to specific courses, for example, Introduction to Algebra is assigned to students taking Algebra I, then suggested books will be listed to the left while scanned books will be transferred to the right.

4. If a student is returning a textbook, ensure that the **Return** radio button is selected prior to scanning the textbook.

Returns

1. Select the **Textbook/Asset** menu option from the main menu bar, and then select **Return**. The Return screen will be displayed.
2. Scan the textbook.
   Note: If a student is returning another student’s textbook, the student returning the book will not be credited for returning the book and the student the book was assigned to will be not be debited for a lost book. Refer to the Rollover screen for corrections.

**Lookups**

1. Select the **Textbook/Asset** menu option from the main menu bar, and then select **Lookup**. The Lookup screen will be displayed.

![Lookup Screen](image1)

2. Enter/scan the Book ID label of a misplaced book and the current owner will be identified as all of the display fields are filled in by the system. The book can then be returned to the student/owner.

**Management**

1. Select the **Textbook/Asset** menu option from the main menu bar, and then select **Management**. The Management screen will be displayed.

![Management Screen](image2)

Note: Book titles are entered using the Management screen. Ranges of book IDs are assigned to each title. If 300 copies of an existing title are added to the inventory, a new range of 300 book ID numbers is added to the title’s set of ranges. Textbook labels can be printed for ranges already created.
2. To create a new Book Title, click on the **New Title** button.
3. Fill in as much information as possible. The **Title**, **ISBN**, and **Cost** fields are mandatory.

4. Click on the **Save** button.
5. To modify an existing Book Title, select a title from the **Textbook Title** drop-down arrow.
6. Click on the **Modify Title** button.

7. Update the fields as needed.
8. Click on the **Save** button.
9. To assign a textbook title to a course, select the desired title from the **Title** drop-down menu.
10. Select the course(s) from the **Assigned Courses** drop-down arrow.
   Note: This feature is optional but advantageous when assigning copies based on a student’s program.
11. To assign a range of numbers to the select book title in the **Basic** tab.
12. Enter the number of copies of the book in the # to add to inventory window.
13. Click on the **Generate** button. The system will allocate the next available sequential numbers to the selected title and display the range of numbers at the bottom.
14. If you are converting book IDs from another system that uses a more complex numbering system, click on the **Advanced** tab.
15. Enter the first number and the last number in the range to be assigned to the selected book.
16. To print labels, select a title and then refer to the bottom section of the Management screen to highlight the specific sub-range of book IDs to be printed.
   Note: The sub-range selected can be subdivided further if you only want to print some of the labels.

**Rollover**

1. Select the **Textbook/Asset** menu option from the main menu bar, and then select **Rollover**. The Rollover screen will be displayed.
2. If you have collected all your books by the year-end deadline and wish to issue debts for all unreturned books, click on the Rollover List based on issue date.

3. Select the start date from the Calendar drop-down arrow when books were distributed for the school year. Select the current date for the last date range.

4. Click on the View Rollover List button to display all the books that have not yet been returned for the date range.

5. Click on the Process Rollover button to tag all copies listed as ‘Lost’ and assign a debt to the current owner of each book.

6. If you wish to rollover books for transferring students, for seniors departing earlier than other, or all outstanding books click on the Rollover List based on students selected from Search, follow the steps below.

7. Click on the Search button.

8. Identify the students to be rolled over.

9. Click on the View Rollover List and then the Process Rollover button to tag all listed books as lost and debit owners.

Options

1. Select the Textbook/Asset menu option from the main menu bar, and then select Options. The Options screen will display.

2. To manage textbooks and rollovers, select the textbook Debt Account from the drop-down menu.

3. To identify which item is to be referenced to assign a debt for returning a misplaced book, select the item from the drop-down menu associated with the textbook account.

4. Select the number of digits for the Book ID.

5. If your school is converting from another vendor, select Yes for STARS Compatible.

6. Click on the Save button.