Mobile Verify

User & Setup Guide

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Software Usage: General

Verify.Net and Mobile Devices Overview

Verify.Net is an IMPACT application used to manage student behavior, 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. The vendor for Verify offers handheld scanners (mobile devices) to use in conjunction with the building access module; schools have the option to use their discretionary funds to purchase these devices directly from the vendor. The devices can help facilitate the management of door swipes, hall sweeps and breakfast in the classroom.
1. Click Start.
2. Select mobileVerify.

3. Enter mobile username and password.
4. Click Login.
5. If retrieving general info click on Lookup.
6. Scan ID Barcode, type in ID number, or click '?' to search for a student. Student data will populate. You can click on Gen, Prog, or Att tabs to see info. You can also print Temp ID if mobile printer is available.
7. Click the back button when finished.
8. To record Tardy/Hall Loitering, click Tardy.
9. Select Tardy or Hall Loitering.
10. Check Print checkbox if you wish to print a tardy, if mobile printer is available.
11. Scan ID Barcode, type in Student ID, or click '?' to search for a student
12. Click back when finished.
13. To assign/serve detentions, click Detention.
Note: When using detention schedules first create the schedule in Verify.net. Sync the mobile device with the new detention schedule by checking the detention schedule checkbox in the Sync module. (see Pg 10)
14. Select Assign to record a Detention.
15. Select Cause from dropdown.
16. If using schedules, select Schedule from dropdown.
17. Select an Assign Date.
18. Check the Print checkbox if you wish to print a pass.
19. Scan ID Barcode, type in student ID or click '?' to search for a student.

Software Usage
20. Select Serve to serve a Detention.

21. If using schedules, select a schedule from dropdown.
22. Select a Serve Date.
23. Select the number of detentions to set as Served from dropdown.
24. Scan ID Barcode or click “?” to search for a student or type in student ID.
25. Click Back when finished.

27. Select Events to record student participation in a stored event.
   Note: When using events, first create the event in Verify.net and add desired students. Sync the mobile device with the new event by checking the Events checkbox in the Sync module.
   (See Pg 10)

28. Select an event from the dropdown.
29. Scan ID Barcode, type in student ID or click “?” to search for a student.
30. Click Back when finished.
Software Usage: Breakfast in the Classroom
1. Click on the Windows Logo.

2. Select mobileVerify.

3. Enter your mobile username and password.

4. Select Breakfast

5. Start scanning student or staff ID barcodes by clicking the side buttons or the orange button on the keypad. You can also enter in the ID number manually.

6. When you are finished scanning IDs, ensure you are in a WIFI zone and click Sync.

7. To upload data that you have collected press Perform Sync.

8. To download any new data that has been added to your school, check the desired checkboxes and click Perform Sync.

9. Wait for a successful sync message upon completion.
After a successful mobile sync, you can view your data in various ways using Verify.net. Log into Verify.net using your CPS credentials and click on the Breakfast in the Classroom menu item. Each of the grids displayed can be exported to Excel or PDF. You can also run a report of Breakfast swipes by entering a date and time range and click submit. Once you have entered the desired date range click Display Report. This will display a report of all Breakfast swipes within your date range for all students and staff.
Data Sync
1. Click Start.
2. Select mobileVerify.
3. Enter Username and Password provided by Omicron.
4. Click Login.
5. Click on Sync.
6. To upload data that you have collected press Perform Sync.
7. To download any new data that has been added to your school, check the desired checkboxes and click Perform Sync.
ScanWedge Setup:
Configuring the Barcode Scanner
1. Click Start.
2. Select ScanWedge.

3. Verify that all the settings are correct as they appear on the screen above.

4. ScanWedge: Enable.
5. Beep Sound: Enable.
7. Send barcode is checked.
8. Send ENTER key after suffix is checked.
9. Click Apply.
10. Click the X in the top right corner of the screen to exit.

11. Verify that the barcode scanner is working by squeezing the side buttons or the orange button on the keypad.
   
   *(shown on the diagram below)*
Wifi Setup
1. Click Start.
2. Select SCU.
3. Click on Admin Login.
4. Enter SUMMIT all caps in the password field and click OK.
5. Click on Profile.
6. Enter SSID.
7. Select Encryption.
8. Select EAP Type if required.
9. Enter WEP keys/PSKs if required.
10. Enter Credentials.
11. When finished, click Commit.
12. Click OK in the top right corner of the screen to exit.
Mobile Verify

Setup Guide

Mobile Printer Setup
1. Click Start.
2. Select Settings.
3. Make sure printer and Bluetooth are turned on. Click on Connections.
4. Click on Bluetooth.
5. Click on Add new device or Add.
6. Select Printer and click Next.
7. Passcode window will pop up.
8. Enter passcode 1234, then click Next.
9. You will get a Device Added message, then click Done.
10. Click on COM Ports.
11. Click on New Outgoing Port.

12. Highlight the Printer and Click Next.

(By default Port COM0 and Secure Connection are checked) DO NOT CHANGE THESE SETTINGS.

13. Click on Finish.

14. The Printer name and the COM port assigned to it will appear on the screen.
Installing Paper

1. Insert a roll of paper with the end of the roll exiting from the bottom of the paper cavity (Figure 3).

2. Open the print head by raising the green, print head release lever until it stops (Figure 4).

3. Wake up the printer by briefly pressing the green, self-test button (Figure 5).

4. Feed the end of the paper under the roller. The paper automatically feeds under the roller and exits from the top of the print head. Verify the paper exits straight.

5. Lower the green, print head release lever (Figure 6).

6. Feed the paper through the printer's cover (Figure 7).

7. Close and latch the printer's cover.

8. Tear off any excess media.
1. Click Start
2. Select mobileVerify

Note: When connecting the printer to the handheld unit, press the Bluetooth button until all 3 LEDs turn off and turn back on. You will see a blue light blinking; that means that it is sending a signal to the handheld unit.