

Raptor

- [Setting Up Raptor Hardware](#)
- [Custom Alerts](#)
 - [Creating a Custom Alert](#)
 - [Managing Alert Notifications](#)
 - [PowerSchool - Guardian No Contact Report](#)
- [Staff Sign In/Out via Raptor Kiosk](#)

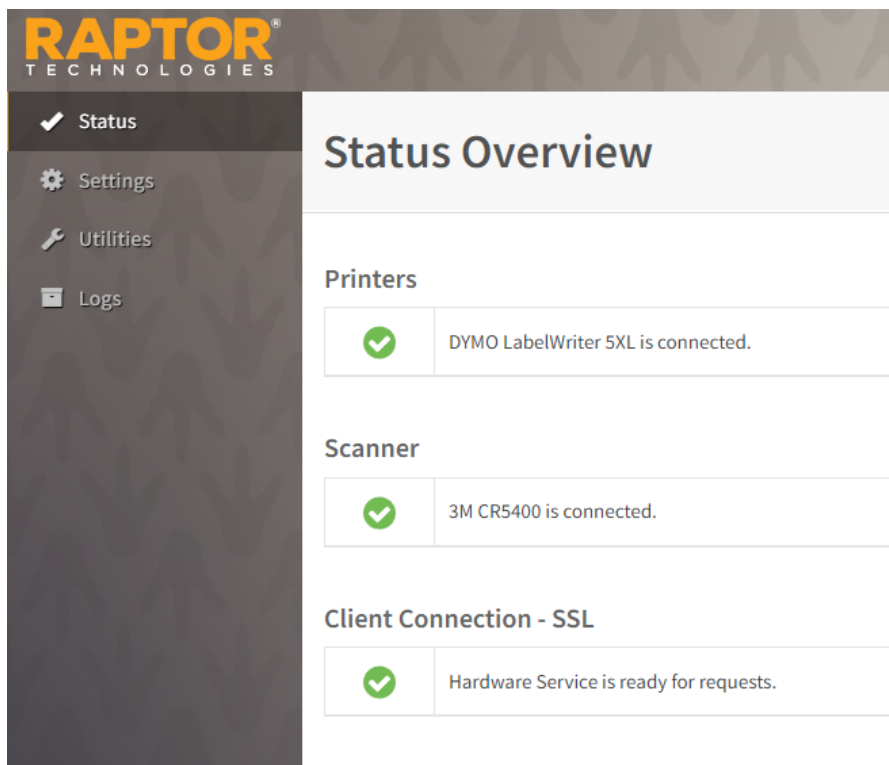
Setting Up Raptor Hardware

This article explains how to set up the Raptor label printer and ID scanner on a Secretary's computer.

Before plugging the ID scanner and label printer into the computer, download and install [all hardware components from the Raptor Support site](#).

Follow the steps in the installer. Once all drivers have finished installing, plug the ID scanner and badge label printer into the computer via USB port.

Visit <http://localhost:7779/status> for Raptor to make a connection with each device.



You can then perform a "Test Scan" within the Utilities tab to ensure the scanner is working correctly.

That's it! If you would like to further test the functionality of the ID scanner and label printer, visit the [Visitor Management Sign In/Sign Out page](#) in Raptor.

Custom Alerts

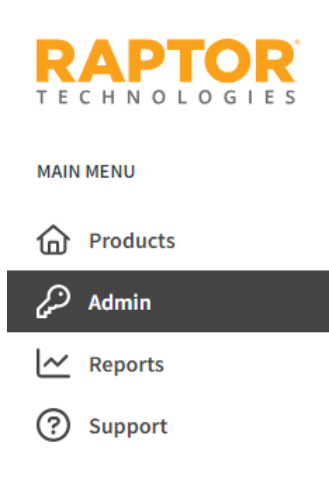
Creating a Custom Alert

This article explains how to create a Custom Alert in Raptor Visitor Management

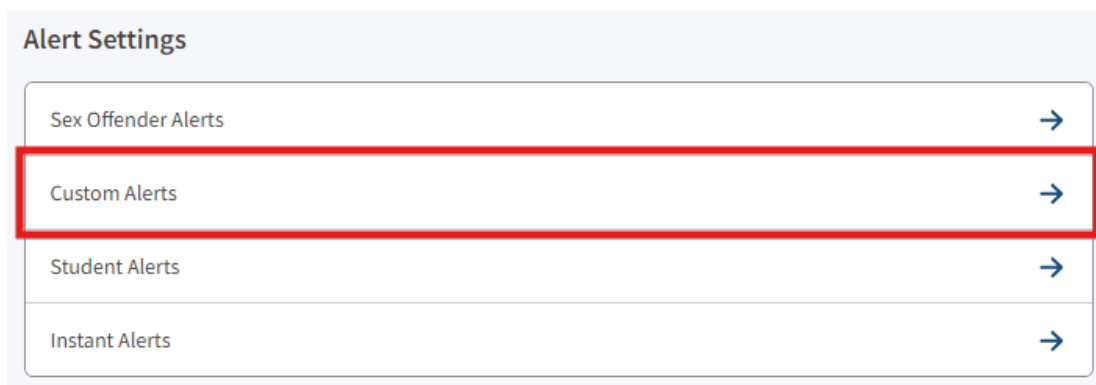
The Custom Alert will flag an individual person entering the building via Raptor Visitor Management. A notification will also be sent to the building Principal and Secretaries via email and text message.

To create a Custom Alert follow these steps:

1. From the Raptor Main Menu panel, select "Admin"



2. Select "Custom Alerts"



3. Select "Add Custom Alert"

Custom alerts are intended to be used for visitors, contractors, guardians and volunteers. For students, go to the Student Alerts page.

Custom Alerts

[+ Add Custom Alert](#)

Details	First Name		Last Name		Building Scope		Expiration Date
There is no data to show here							

Navigation icons: Previous, First, 0, Last, Next. 100 items per page

4. Enter the details of the person you would like to flag upon entry. Fill out the "Alert Text" that will be sent to the building Principal when this person is flagged.

If you would like to add a Courtesy Notification, photo of the person, or have a document to attach, that can be added as well.

Here is an example of the Custom Alert Details page filled out:

[Custom Alerts](#) > Custom Alert Detail



Update Photo

SELECT FILE

First Name *

Example

Middle Name

Last Name *

Example

Date of Birth

1/1/1981



First Name Alias

Start Date *

4/29/2024



Expiration Date



Notification Name

Building Principal Notification

Alert Text *

PERSON_NAME is not allowed to have contact with STUDENT_NAME. Do not allow entry to the building.

Custom Alert Buildings *

+ Add Building

ALL BUILDINGS ✕

Upload file must be Acrobat PDF format under 5 MB in size. This file can be viewed from the Possible Custom A

Document File Name

SELECT FILES...

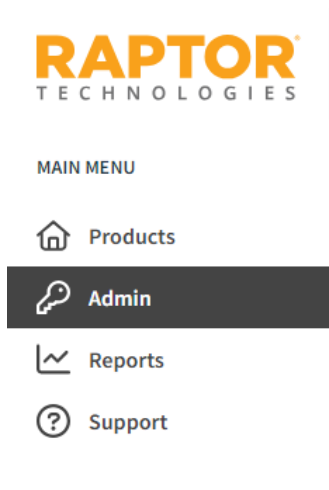
Click Save, and that's it!

To manage the recipients of this alert, visit [Managing Alert Notifications](#)

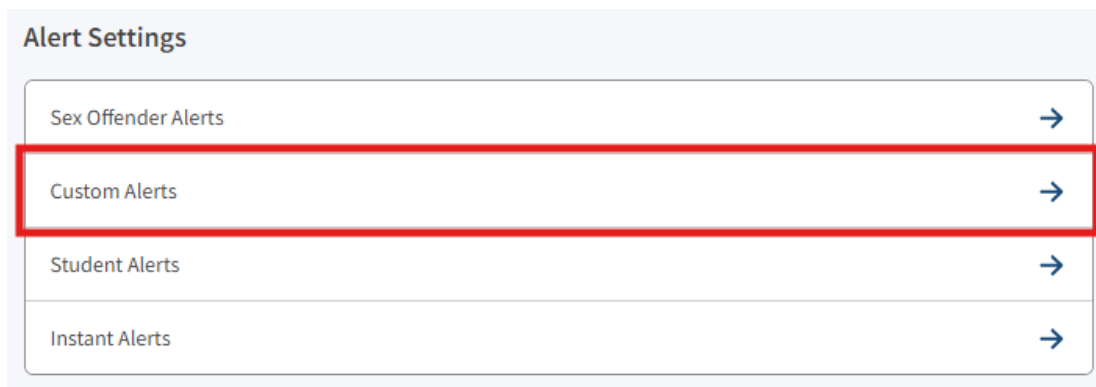
Managing Alert Notifications

This article explains how to manage Alert Notifications in Raptor Visitor Management

1. From the Raptor Main Menu panel, select "Admin"



2. Select the alerts that you would like to change, in this example we will use "Custom Alerts"



3. Under "Alert Notifications", select the alert that you would like to make changes for

Alert Notifications

Details

Notification Name ↑

Details

No Contact Alert Notification

|< < 1 > >| 100 ▾ items per page

4. Add Email and Text Message Contacts by typing their name into the search bar

[Admin](#) > [Custom Alerts](#) > Notification Detail

Notification Name *

No Contact Alert Notification

Buildings

+ Add Building

ALL BUILDINGS ✕

Email Message

Messa

A no contact alert for a visitor named %ALERTFULLNAME% was logged today %JUSTDATE% at %JUSTTIME% when signi
at %BUILDINGNAME% building. Below is the visitor information that was logged. For more information, contact

Email Message Contacts

+ Add Contact

TRAVIS LANNING ✕

Begin typing to search by first and/or last name

Text Message

Messa

A no contact alert for a visitor named %ALERTFULLNAME% was logged today %JUSTDATE% at %JUSTTIME% when signi
at %BUILDINGNAME% building. For more information, contact %USERFULLNAME%. The first 90 characters of the alert te

Text Message Contacts

+ Add Contact

TRAVIS LANNING ✕

Begin typing to search by first and/or last name

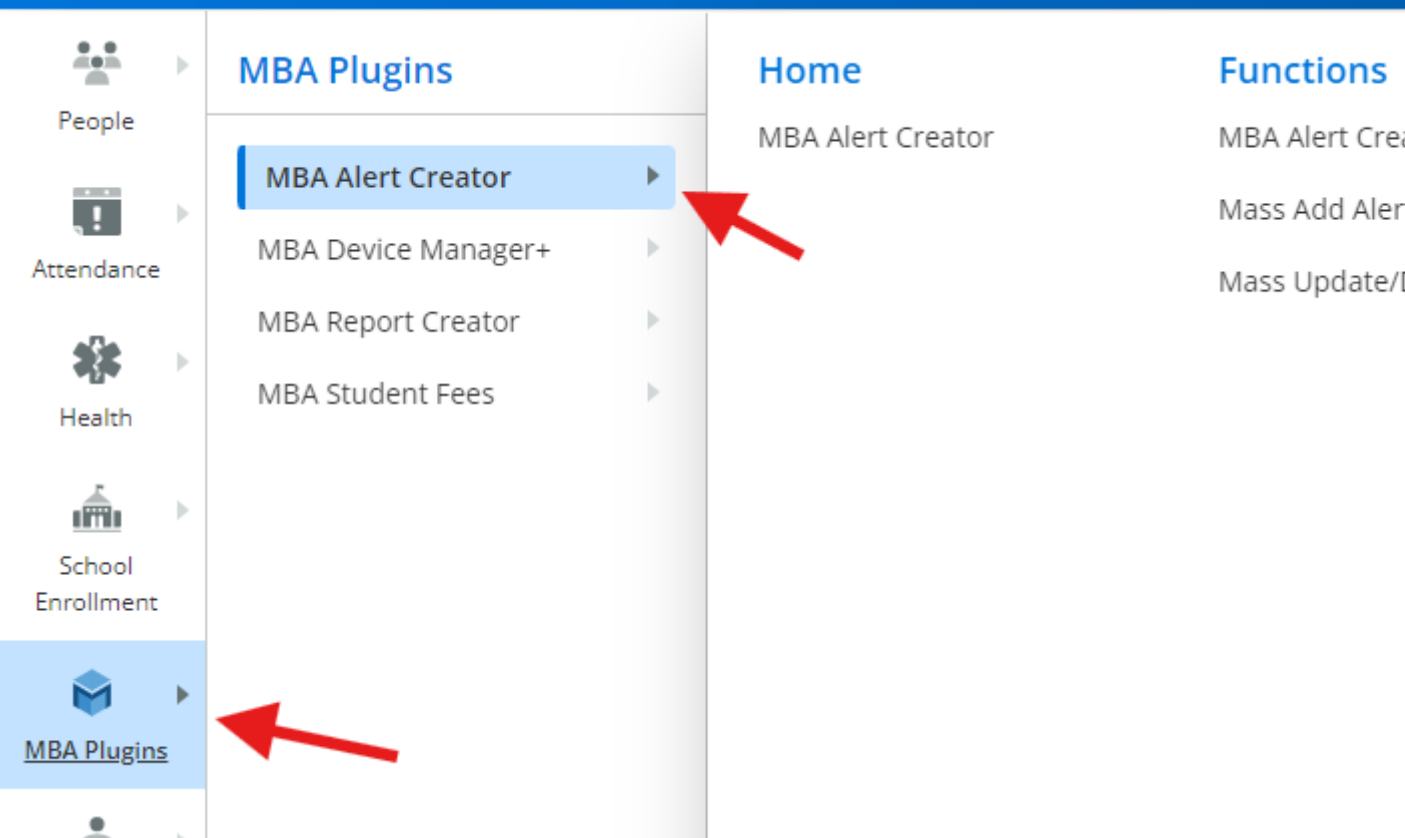
Save

Cancel

PowerSchool - Guardian No Contact Report

This article explains how to find guardians who are not allowed contact with a student

- 1. Log into PowerSchool Admin
- 2. Navigate to the Alerts Report - MBA Plugins > MBA Alert Creator > Alerts Report



- 3. Filter by: Standard Alerts > Guardian

Filter Alerts

Students

All ▼

☐ Include Inactive

Student Fields ▼

- ☐ Ethnicity
 - ☐ Gender
 - ☐ Home Room
 - ☐ School Abbreviation
-

Standard Alerts ▼

- ☐ Discipline
 - ☒ Guardian
 - ☐ Medical
 - ☐ Other
-

Custom Alerts ►

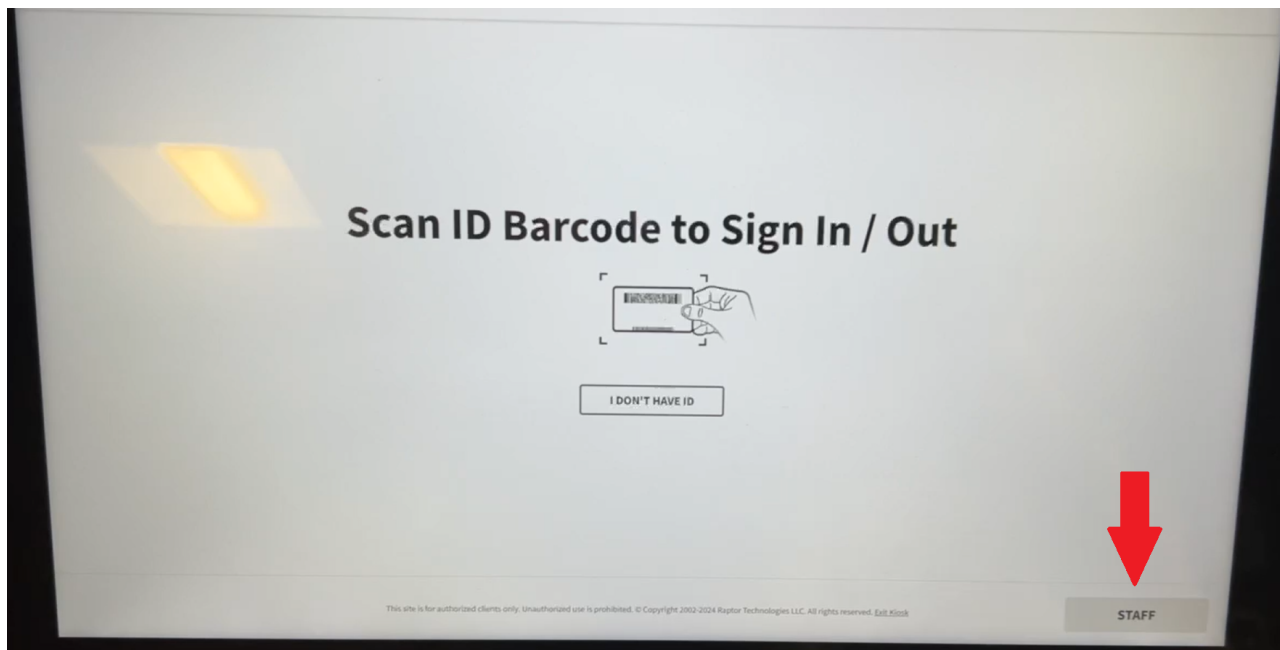
Display View

- ☐ Display Expired Alerts
 - ☐ Display Alerts in Column Format
-

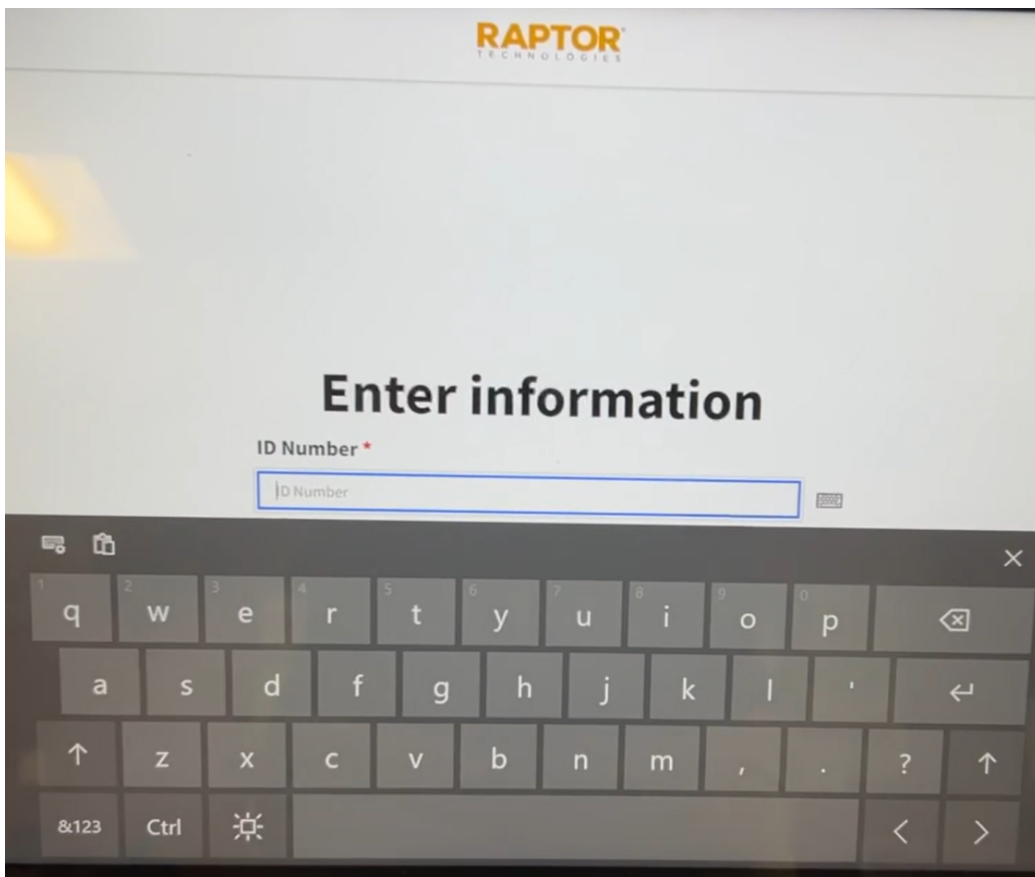
Staff Sign In/Out via Raptor Kiosk

Staff members can sign in and sign out via the kiosk by scanning their Staff ID (1D barcode) or entering their Staff ID number.

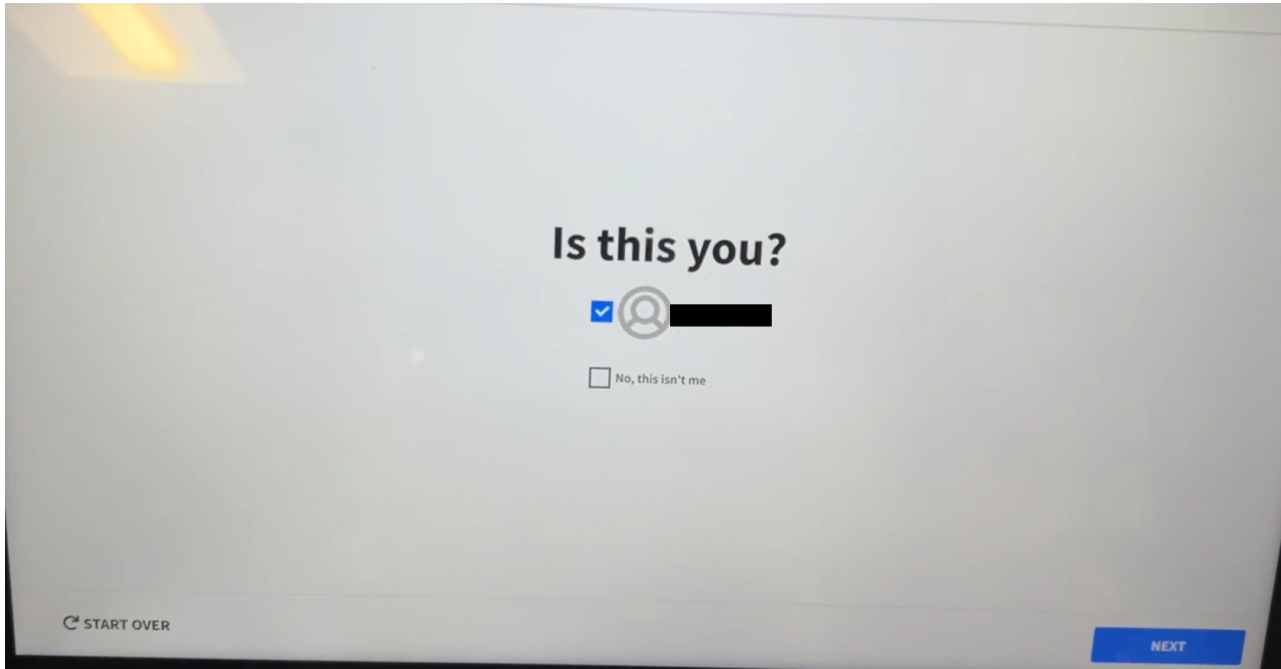
1. On the lower right-hand corner of the Raptor Kiosk screen, select "Staff".



2. You will be asked to enter your ID number. Scan the barcode on located on your Staff ID, or type in your employee ID number. Then press "Next" in the bottom right-hand corner of the kiosk screen.



3. Confirm your identity when prompted "Is this you?". Then press "Next" in the bottom right-hand corner of the kiosk screen.



You will be greeted with the "Welcome" message confirming that you have successfully sign in.

Follow the same steps when exiting the building to sign out.

