Raptor

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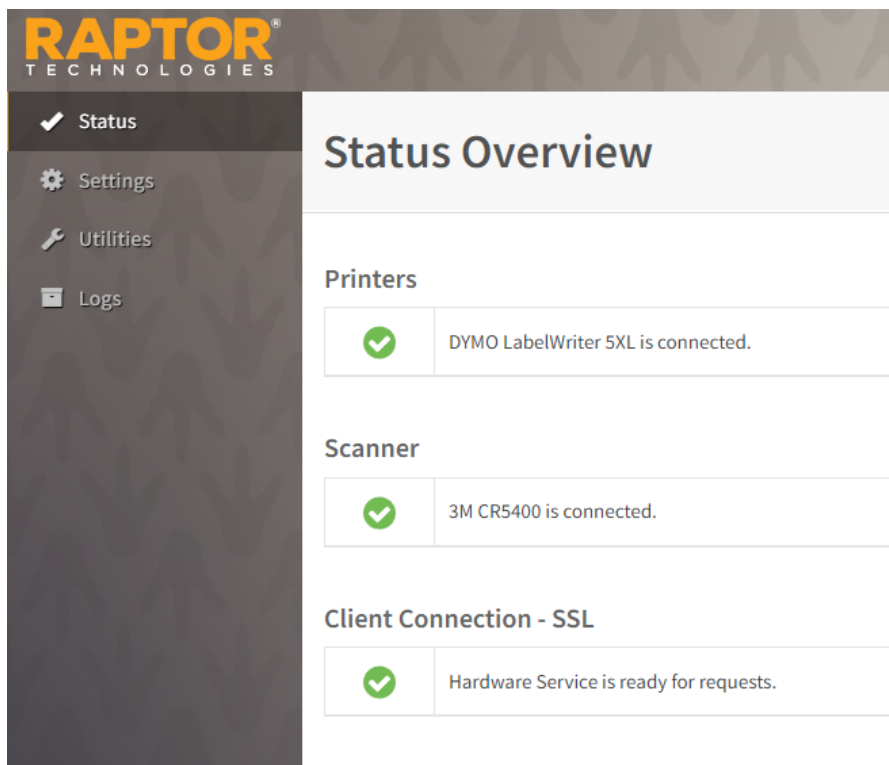
You can then perform a "Test Scan" within the Utilities tab to ensure the scanner is working correctly.

That's it! If you would like to further test the funcionality 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
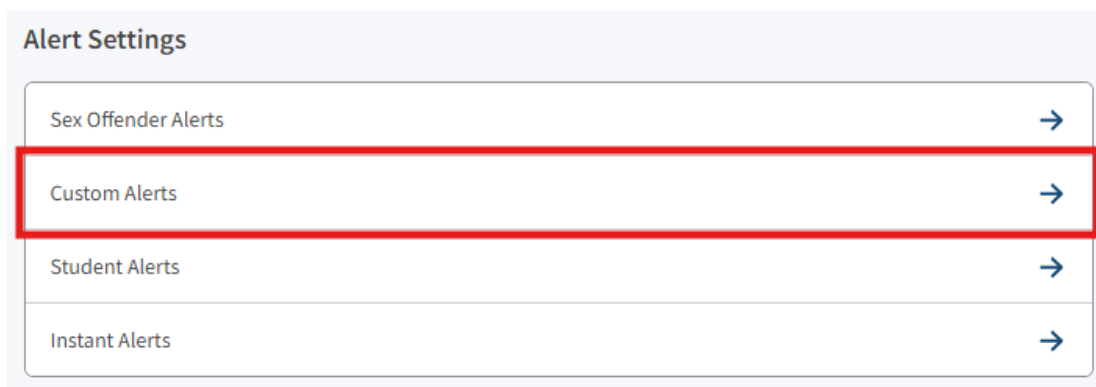
The Custom Alert will flag an individual person entering the building via Raptor Visitor Management. A notification will also be sent to the building Principal and Secretaries via email and text message.

To create a Custom Alert follow these steps:

1. From the Raptor Main Menu panel, select "Admin"
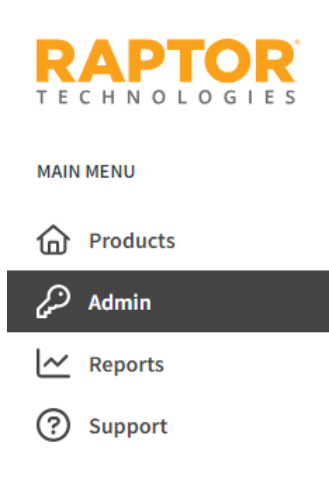
2. Select "Custom Alerts"

3. Select "Add Custom Alert"

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:

First Name *

Example

Middle Name

Last Name *

Example

Date of Birth

1/1/1981

First Name Alias

Update Photo

SELECT FILE

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
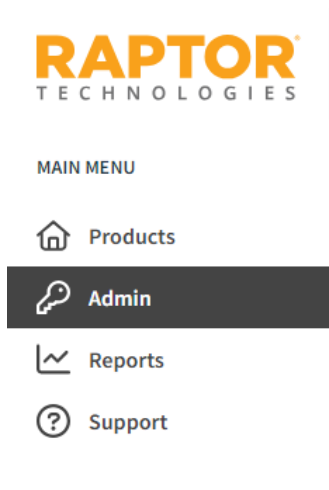
Document File Name

SELECT FILES...

Click Save, and that's it!

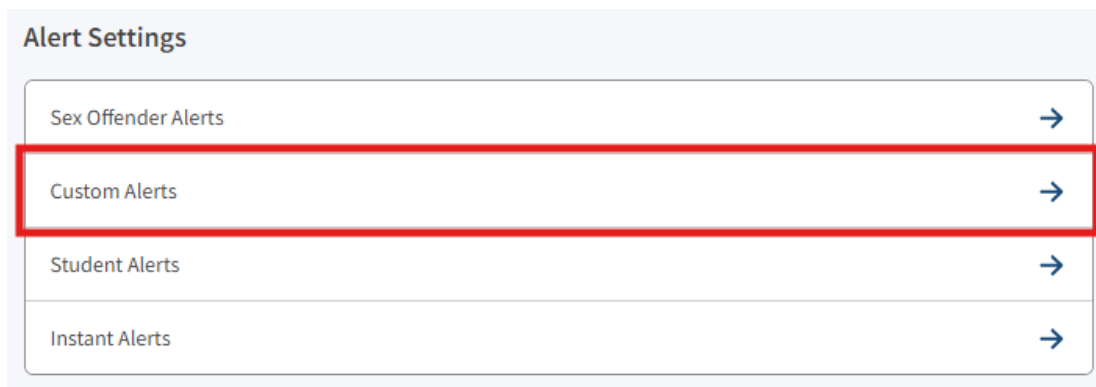To manage the recipients of this alert, visit Managing Alert Notifications

Managing Alert Notifications

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

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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 ✕]

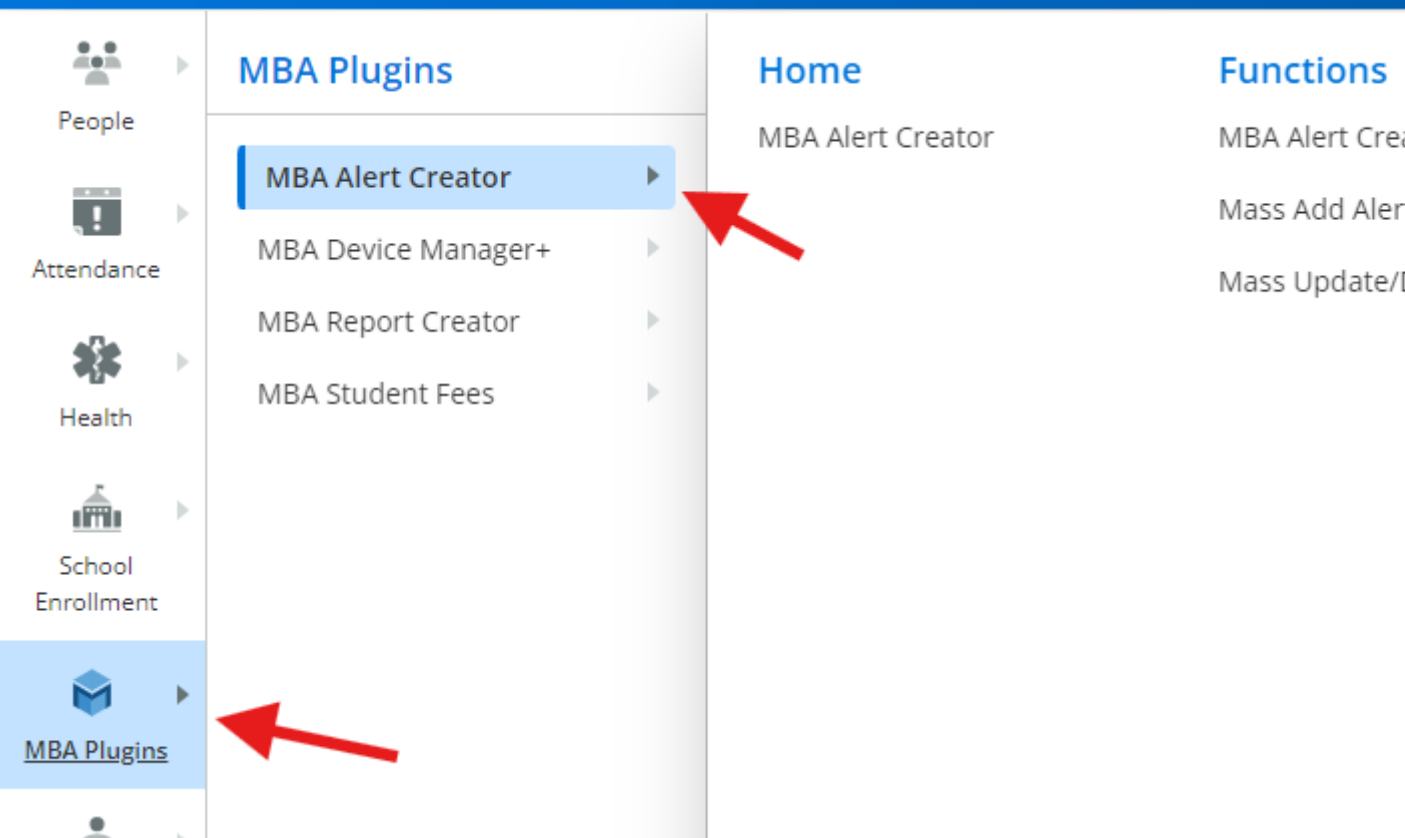Begin typing to search by first and/or last name

[**Save**] [Cancel]

PowerSchool - Guardian No Contact Report

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

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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