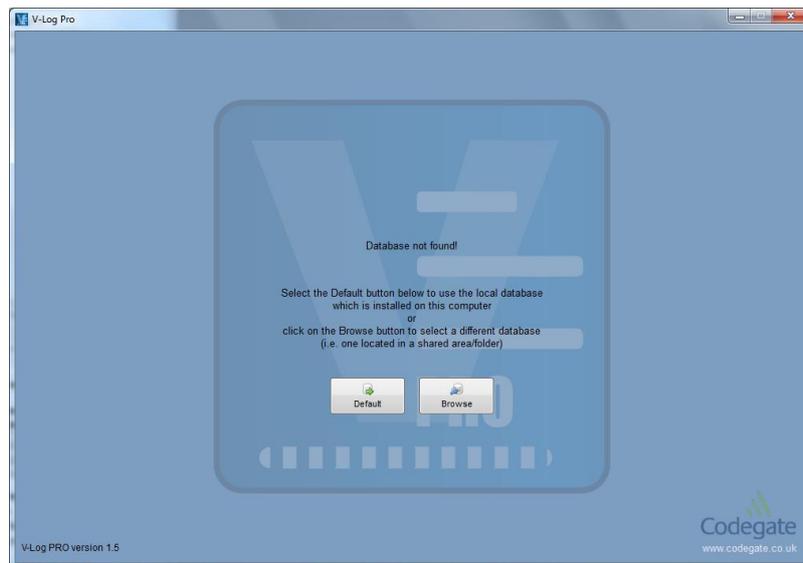




V-Log is a Visitor Logging system that enables you to easily keep track of visitors to your work place. A simple to use interface makes entering visitor information quick and easy.

Startup

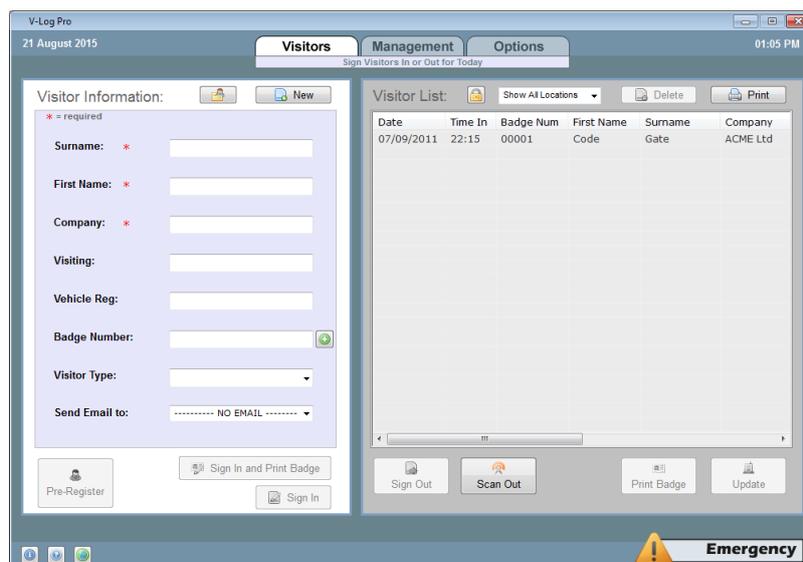
If this is the first time that you have ran V-Log then you will need to select the location of your database file. You can select the Default button to use the local database which can be found in the main V-Log application folder or select the Browse button to select a different database.



The database file will be checked and V-Log will then go to the main Visitor screen.

Visitors Main Screen

The Visitors screen is where you will spend the majority of your time and it is here that you will sign visitors in or out of your building. The screen is split into two sections – **Visitor Information** and **Visitor List**.



The **Visitor Information** section is where you enter the actual visitor details. From here you can sign the person into the building, out of the building and even print a visitor badge.



The **Visitor List** section shows everyone that has signed into the building.

Entering Visitor Information

You enter the visitor information into each of the required fields. Once the information is complete you then click on either the “**Sign In**” button or the “**Sign In and Print Badge**” button.

Sign In – Once clicked the visitors information will be entered into the database and they will appear in the Visitor List on the right hand side of the screen.

Sign In and Print Badge – This does the same as above but also prints off a visitor badge to your Brother Label Printer using the default template.

Signing a Visitor Out

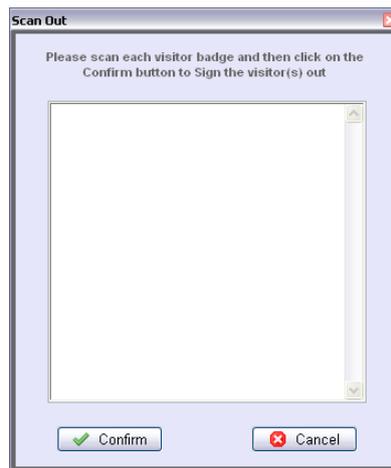
Once a visitor is about to leave the building they need to be signed out.

This is a simple process. All you need to do is to select the visitor that is leaving from the **Visitor List** on the right hand side and then click the **Sign Out** button.

Scan Out

The Scan Out function allows for rapid sign out of multiple users. This is an ideal solution if you have a large number of visitors wishing to sign out after a training course or conference.

Just click on the **Scan Out** button and you will be presented with the following scan out box:



All you have to do is to scan the bar code on each of the visitor badges with your bar code scanner and then click on the Confirm button.

In one quick process all the visitors will be signed out.

Other Options

On the main Visitors screen there are also a number of other buttons which are explained below:



Click this button to clear any visitor information so you are ready to sign in a new visitor.



If you want to delete a visitor then first of all select that person from the Visitor List on the right hand side and then click the Delete button.



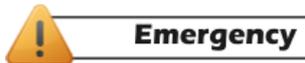
Prints a list of all visitors who are still signed in to the default printer.



If you've signed someone in but forgotten to print them a visitor badge you can select their name from the Visitor List and then click on the Print Badge button.



Some visitors may move between buildings during their visit. To update their location you can select their name from the Visitor List and then click the Update button to set their current location.



The Emergency button is located in the bottom right of the screen. If there is a Fire Drill or other emergency where the building has to be evacuated, click on the Emergency button. This will send a list of all visitors who are still in the building to the default printer.



Click on this icon to hide the Visitor List. Clicking in the frame restores the list.



Click on this icon to automatically create a Badge Number for the visitor you are signing in. If you want to use your own badge number then just input it in the relevant field.

Email Notification

When a person is signed in you can also select an email notification to be sent to a specific email address. This might be a specific person or to a generic email address. The list of email addresses is held in a simple text file which can be found in the main V-Log application folder – *“email.txt”*

Before you use the email notification feature you will need to go to the Options screen and turn on Email Notifications. You will also need to click on the Configure button to setup your company SMTP email settings as shown below.

The dialog box titled "Email Settings" contains the following elements:

- Header: "Please enter your SMTP email settings"
- Server: Input field with example "(eg: 'smtp.DomainName.com')"
- Username: Input field with example "(eg: NAME@DomainName.com)"
- Password: Input field with example "(eg: [Email Password])"
- Status: "Waiting to test..." with a red dot icon
- Action: "Test Connection" button with a green checkmark icon
- Section: "Email Contacts" with a sub-button icon
- Footer: "Save" button with a green checkmark icon and "Cancel" button with a red X icon



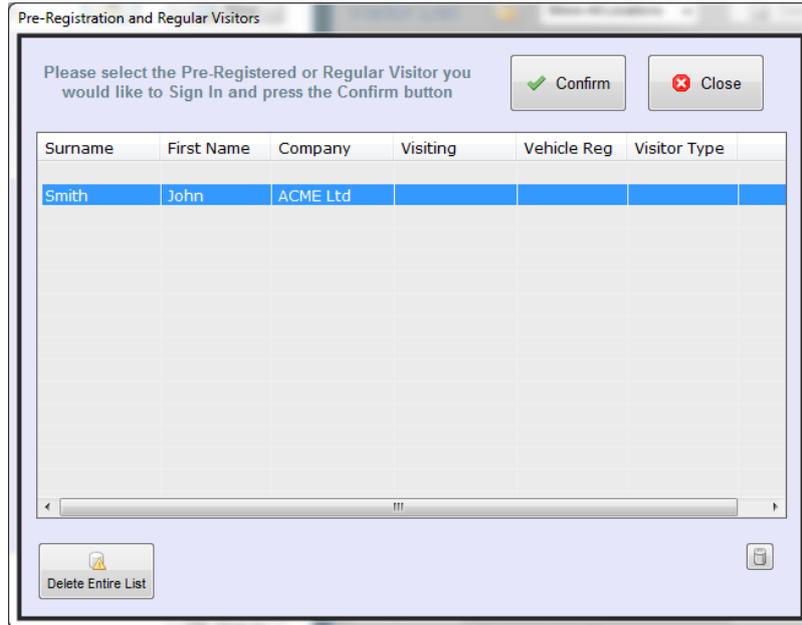
Pre-Register

On the main Visitors screen you are also able to pre-register visitors. Just enter their details as you normally would and then click on the Pre-Register button at the bottom left of the screen. You will get a confirmation showing that the visitor has been pre-registered.



This is the Select button to select a Pre-Registered visitor. Press it to bring up the list of pre-registered or regular visitors.

Once you've clicked on the Select button the pre-registered visitor list will be displayed as shown below:



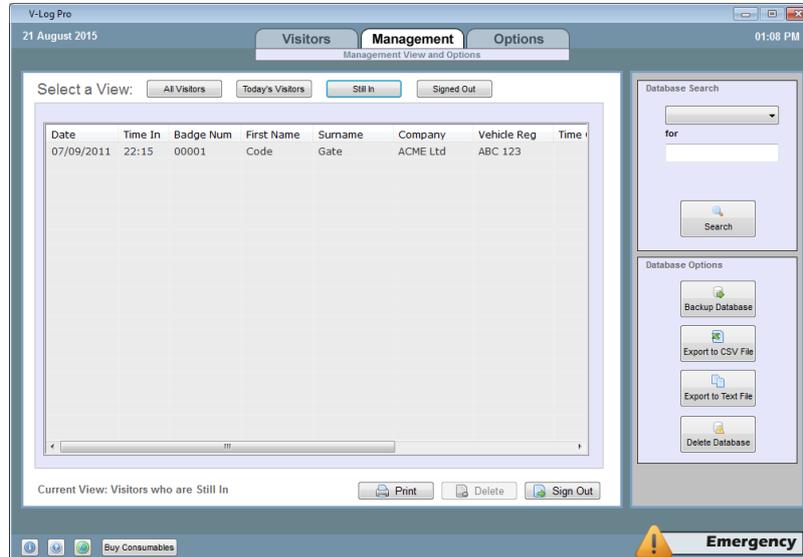
Select the person you would like to Sign In and then click on the Confirm button. The visitor's information will then be passed back to the main Visitor screen where you can then sign them in.

From the Pre-Registered list you can also delete any entries or remove the entire list.



Management Main Screen

If you click on the Management tab at the top of the screen you will be taken to the Management section of the software. From here you can select different views of the database, search for visitors and export the information to another format.



The majority of the screen is taken up with the database view. There are 4 different views you can select. They are **All Visitors**, **Today's Visitors**, **Still In** and **Signed Out**.

The buttons from the Visitor screen for **Deleting** and **Signing Out** visitors are also available. The **Print** button can also be used to print off the current view of the database.

A useful feature is the **Database Search**. The Search facility allows you to look for entries in the database relating to Date, Surname, Company etc. In the first drop down box select the criteria and in the "for" field enter the search term. When you click the Search button the results will be displayed in the Database View.

Management Database Options

Down the right hand side of the screen there is also a number of other options relating to the database.



Clicking this button will make a backup of the entire database. A dialog box will appear on screen allowing you to browse to a location and also to name your backup.



This option allows you to export the current view of the database to a CSV format which can be opened with Microsoft Excel. Again a dialog box will appear allowing you to specify a location and name for the export.



Similar to above except that the current database view is exported into a plain text file.



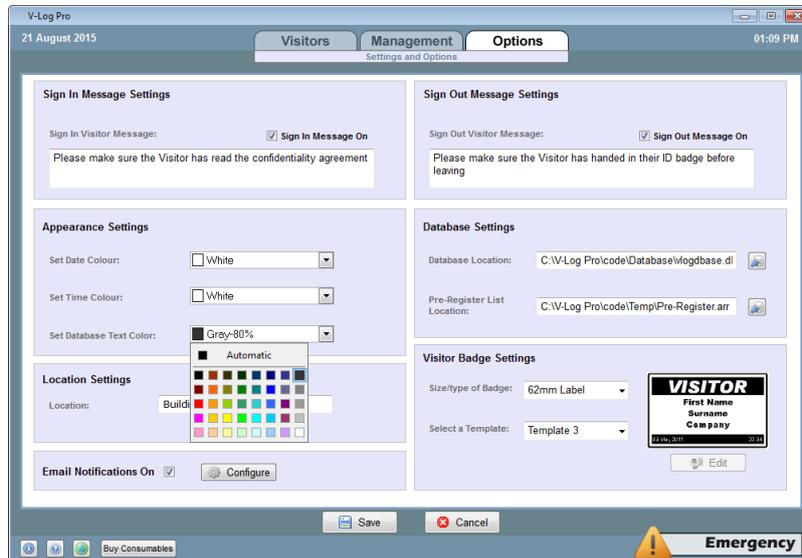
Choosing this option will remove all visitor information from the database. A warning message will be displayed first.

Please Note: Once you've said **Yes** to the warning message this operation **cannot** be undone. It would be wise to choose a Backup of the database first before going ahead with this operation.



Options Main Screen

The Options section of the software allows you to change the Sign In/Out messages, appearance settings and also the default visitor badge templates.



Sign In/Out Message Settings

When you sign a visitor in or out, by default a message is displayed.

You can alter the text you'd like displayed simply by typing the new message in the selected box.

This option can also be turned off by removing the tick in the **Sign In/Out Messages On** section.

Appearance Settings

These settings basically allow you to change the colour of the Date, Time and the main database text colour.

Database Settings

Clicking on the small browse button under **Database Location** allows you to select a different database to use. This could be useful if you needed to look at some information from a previous backup.

Location Settings

Some companies may have multiple buildings that a visitor can move between during their visit. This option allows you to set a name for the current building.

Visitor Badge Settings

There are 4 different Visitor Badge templates that you can use when printing out a visitor badge.

To change to a different one just use the drop down list. A preview icon will show you what the template looks like.

If you have the **Brother P-Touch Editor** software installed on your PC then you can also click the **Edit** button and make changes to the templates to customise them for your own business.

There is also the option to change the size/type of badge to use which includes card and sticky labels.

After making any changes be sure to click the **Save** button located near the bottom of the screen.

If you decide not to keep any of the changes then just click on the **Cancel** button.



Self Service (Sign-in and Sign-Out)

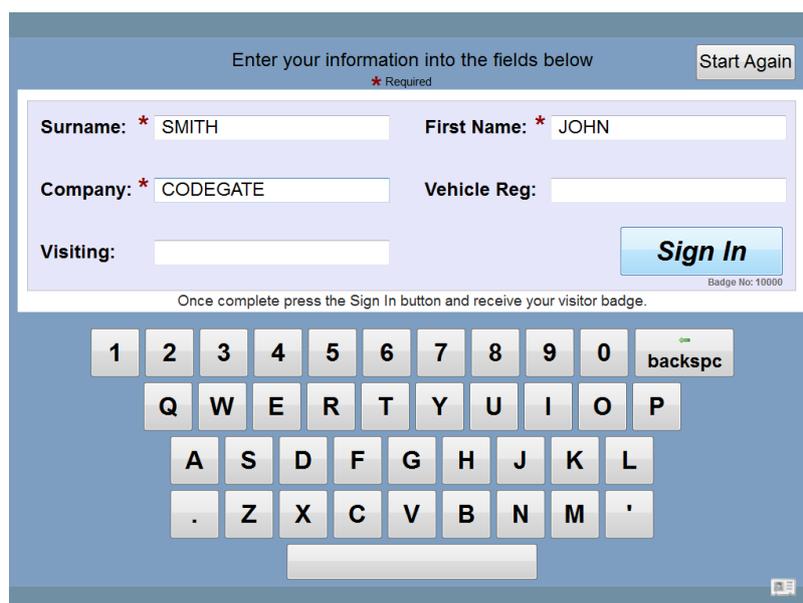
V-Log Pro also comes with a Self Service option which can be used on touch screens and tablets. This is the perfect option for busy or unmanned receptions and allows your visitors to sign themselves in and out.



When you install the V-Log Client an application called **V-Log Self Service** will also be available as an icon on your desktop.

Before using the Self Service software you should run the **Self Service Configuration Tool** as explained below.

The software is simple for visitors to use and if you would like to **exit the application** then click (or tap) the bottom right corner of the screen and a small icon will appear. Then just double click (or double tap) on the icon and the application will exit.

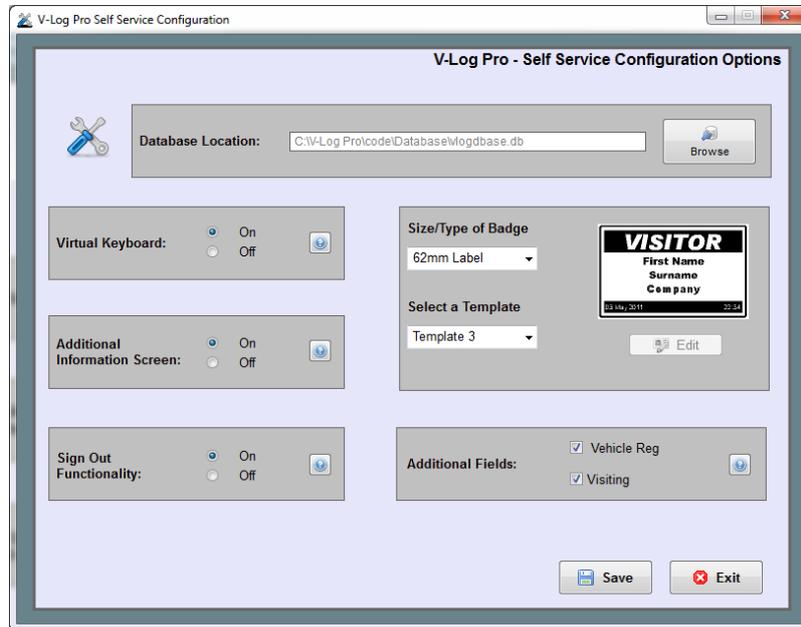


The screenshot above shows the Sign-In process which is very simple to follow and by using the configuration tool described below, can be tailored easily to fit with your own requirements.



Self Service Configuration Tool

The Self Service Configuration tool can be accessed through the V-Log Pro Start Menu folder.



This application allows you to make changes to how the Self Service option functions:

Database Location

Allows you to browse to a local database or one on a shared area of your network.

Virtual Keyboard

If set to ON V-Log Pro will use its own virtual keyboard rather than the standard Windows pop-up keyboard. Default is set to ON.

Additional Information Screen

If set to ON an additional information screen will be displayed after the Welcome screen when visitors Sign-In. This can be useful for displaying further company information or maybe Fire or Health & Safety information. Default is OFF.

In the **Pro version** you can also customise the Welcome and Finish screens as well as adding your own additional information screen.

Just replace the files in the InfoScreens folder with your own files, making sure that they keep the same filename.

By default V-Log will always display the Welcome and Finish screens.

Sign Out Functionality

Allows visitors to sign themselves out. Default is OFF.

Additional Field

Allows you to include the “Visiting” or “Vehicle Reg” field for the Sign-In process.

Size/Type of Badge

Allows you to select the size and the badge template to use if you are printing visitor badges. *NOTE:* If you’re using the Sign-Out functionality then make sure that you select the Custom Template.



Self Service (Sign-Out)

The Sign-Out process is also very simple to use and requires the visitor to enter the badge number displayed on their visitor badge.

A screenshot of the V-Log Pro Sign-Out interface. At the top, it says "Please enter your Badge Number" with a "Start Again" button. Below this, a text box displays "00055" and a "Sign Out" button. Underneath the text box, it says "and then press the Sign Out button". At the bottom, there is a numeric keypad with buttons for 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, and a "DEL" button. The number 5 is highlighted in blue on the keypad.

Clicking on the Sign Out button will retrieve the visitors name and display it on screen. Once confirmed the visitor is then signed out.

Network/Multi-User Capability

V-Log supports networking and multi-user capability.

For example you may have 2 entrances to your building where visitors need to be signed in. V-log clients can be installed at both entrances and can both use the same database.

Further clients can also be added, e.g. an Office Administrator may also need to look at the data.

For this to work the main database will need to be located on a shared network drive or server and each V-Log client will need to select that database location at first run of the software.

Help and Support

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