



Let's create the
perfect solution
for your school

A powerful system made easy

Passtab has many options designed to meet the needs of every school.

This document lets you select what you think you'll need to set Passtab up exactly how you need it.

Our team of specialists will do all the set-up work for you.

So let's get started.



A few easy steps to get started

1. White list Passtab on your Network
2. Set your Access Names and Passwords
3. Open your Passtab Administration Area on your computer
4. Set up your first Passtab iPad station
5. Setting up Emergency Access to Passtab on a Mobile Phone
6. Emergency readiness
7. Lets customise your account!
8. Software price list

Lets create the perfect solution
for your school.



You'll need to add Passtab to your internet white list

For Passtab to function correctly within your internet security, you must have your IT person add the following domains to your internet white list:

`*.passtab.com.*`

`*passtab.com*`

To ensure uninterrupted access to our online store, please also white list:

`*invision.zohocommerce.com.au*`

2

Set your access names and passwords



Setting up your username and password

1. You will receive an email that guides you through setting up your username and password.
2. You can then proceed to set up you first iPad station by following the steps on pages 6-7.
3. Any further iPad stations will be set up by us for you.

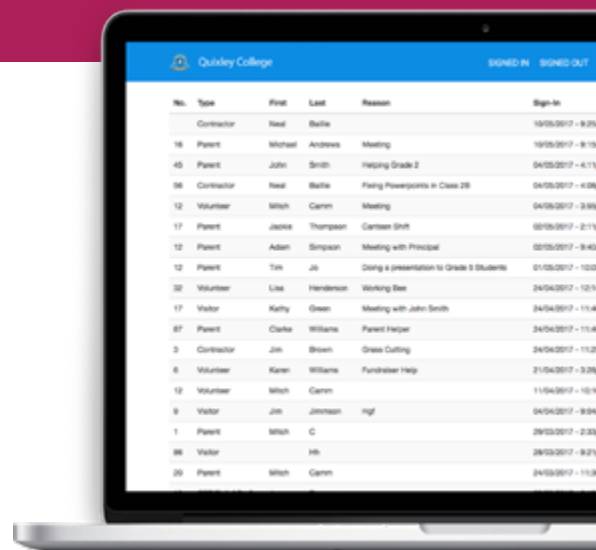
3

Open your Passtab Administration Area on your computer

Your administration dashboard

1. Open a web browser on your administration computer.
2. Type in the provided Passtab website URL
Website URL:

As shown on your set-up email eg: schoolname.passtab.com
3. Enter your username and password (this is the one you have created)



The Passtab dashboard allows you to view all visitor activity at your school.

We can set it up so your reports are exactly as you need them.

For example:

- How the information is laid out
- Data filters
- Sortable columns

All reports are available in real-time for authorised staff on their desktop and mobile devices.

4

Set up your first Passtab iPad station



Download the Passtab iPad app



Download 'Passtab' from the App Store

Go to the App Store and install the "Passtab Visitor Management" App on your iPad.
Your iPad operating system will need to be a minimum requirement iOS11.



Tap the Passtab icon on your iPad

Log in with these details:

Account ID:

As shown on your set-up email eg: schoolname.passtab.com

Access: **front desk** (unless you changed it during the set up steps)

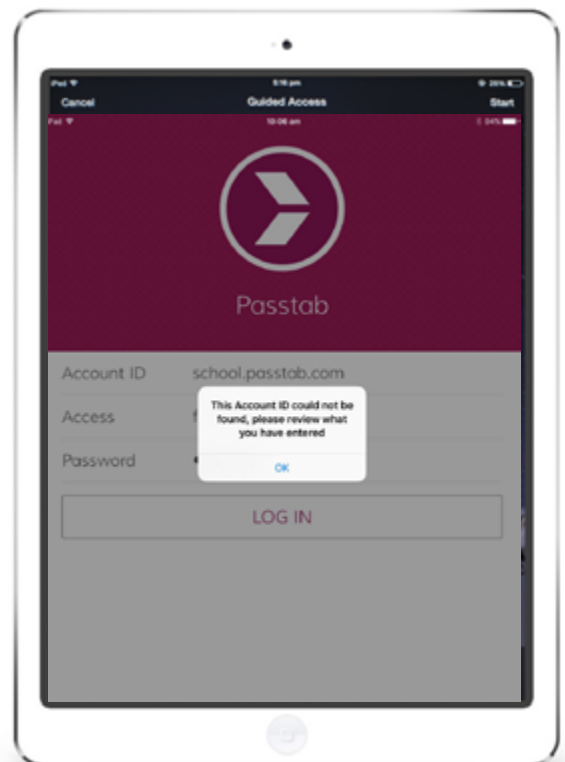
Password: Enter the username and password you set up.

Trouble shooting

Do you see this error message when logging in to Passtab?

It's either because you've entered the incorrect details or the iPad does not have internet connection.

If you have entered the details correctly, either click [here](#) or scan this QR code to troubleshoot iPad connectivity.

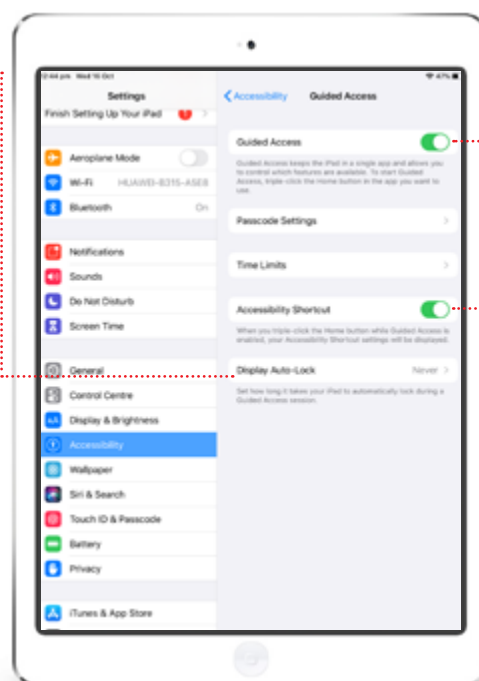


Setting up iPad as a kiosk

The iPad on your front desk will need to be locked so that students and the public can only use the Passtab application.

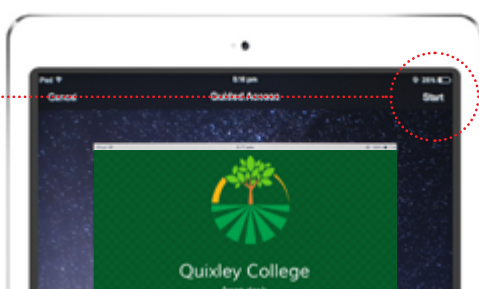
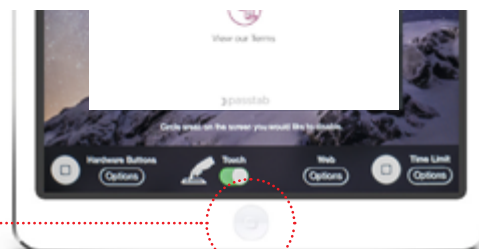
1. Tap the **Settings** icon
2. Drag down left menu to reveal **Search Bar**
Search for– **Guided Access**
3. Turn ON **Guided Access** and **Accessibility Shortcut**
4. Set **Display Auto Lock** to **Never** (available on new iPads)
5. Select **Passcode Settings**
6. Select **Set Guided Access Passcode**
7. Create a code and record for future use.
8. Drag down left menu to reveal 'Search Bar'
Search for– **Display and Brightness**
Set– **Auto Lock** to **Never**

Note: Don't forget to keep a record of your Guided Access passcode!



Locking the iPad screen to Passtab

1. Triple click the home button
2. Tap **Start** at the top right hand corner of the screen
3. Confirm that the iPad is now locked to Passtab.
You should not be able to access any other functions on the iPad.
If you can access any other functions repeat the instructions on this page.
Your iPad is now set up for Front Desk operation.





Apple iPhone

How to install the Passtab icon on your home screen.

For emergency access to your list of who is signed into the school.

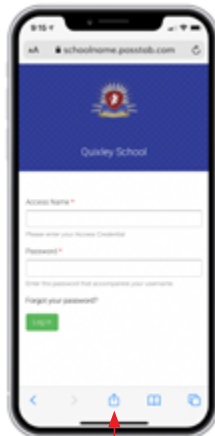


1.



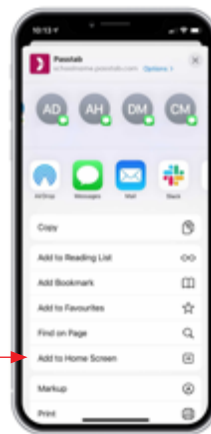
Open Safari on your phone type into the URL address bar

2.



Tap on

3.



Tap on 'Add to Home Screen'

4.



Tap on 'Add'

5.



Tap on the Passtab icon and login with your username and the password you set

5

Setting up Emergency Access to Passtab on a Mobile Phone



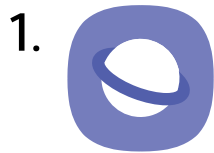
Android Phone

How to install the Passtab icon on your home screen.

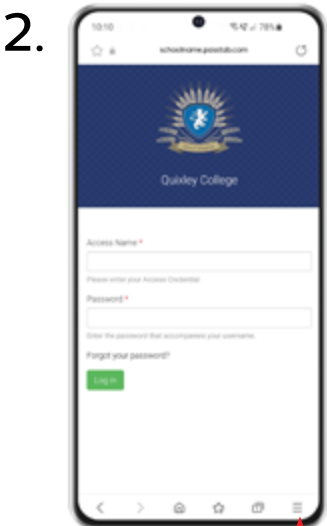
For emergency access to your list of who is signed into the school.



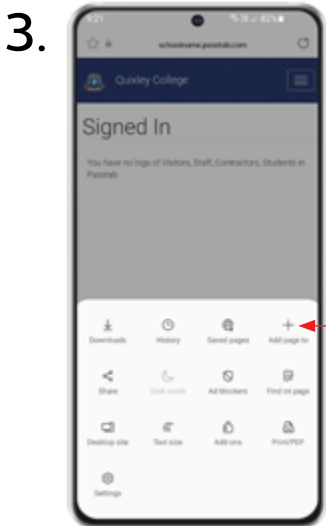
Note: these steps may vary depending on the browser you are using. Screenshots below are from Samsung Internet Browser. Any other Android browser can also be used.



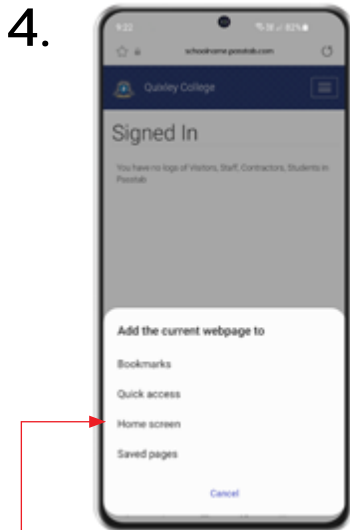
1. Open Samsung Internet Browser on your phone and enter your account URL into the search bar. Your account URL can be found on the password set up email. eg: schoolname.passtab.com



2. Tap this icon



3. Tap Add page to



4. Tap on home screen



5. Tap on Add



6. Tap on the Passtab icon and login with your username and password you set up.

We would like to emphasise the importance setting up staff phones to access the administration area for checklists.

Checklists show who has used Passtab to sign in and sign out and are an aid to your incident procedures.



Mobile phone access for staff

(See setup instructions on page 8-9)

Key staff members should have Passtab on their smart phones to allow access to checklists. Prepare for this by having Passtab saved as a home screen icon that is logged in. Check this Passtab icon regularly to ensure that the login is valid.



iPad station

The iPad is used for sign in and sign out only. It does not have access to admin records. In an emergency, do not remove the iPad as lists can not be viewed.

Passtab does not allow access to admin records from the iPad to prevent visitors gaining unauthorised access to this information.



Reminders

To ensure that new staff are informed and existing staff are reminded, we will send you regular reminders for this information. If you have any concerns about the process, please contact us and we will provide assistance.

A

Begin with the standard account

We've included enough features to show you how Passtab works in it's simplest form.

Your school logo and colour

Visitor sign in/sign out

Contractor sign in/sign out

Parent sign in/sign out

Volunteer sign in/sign out

Student late arrival/early leaver

Staff sign out/sign back in

QuickPIN for regular visitors

Digital signature against each sign in

Administrator override sign in/sign out tool

Records automatically archived each day

Access to lists and reports via computer and smartphone

Export reports to Excel and Word

Full record history

B

Select additional features from this leaflet

Passtab will set up the features you select and work with you to make any adjustments you need for your school.

Additional modules that integrate directly into Passtab that have additional fees are listed in their descriptions.

Once you've been through these options, email us with the features you'd like us to include.

Please email support@invision.net.au to request the customisations or features you require.

Printing ID badges



See the Passtab Pricelist document for printer and label roll pricing.

Passtab can instantly print a badge with the visitors details.

The content and layout can be customised to meet your schools exact requirements.

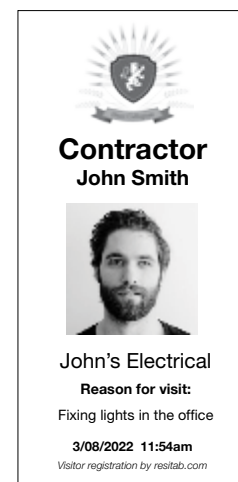
The printed badge can be:

- Used as a sticker directly to clothing
- Slipped into a Visitor ID lanyard



Why the ID badge important.


When a visitor or contractor is inside your school, the ID badge is a visual reinforcement that the sign in process has been completed.




Printing ID badges

Select a printed badge format
Of the eight options, number 5 is the most popular.


Most
popular is
No.5




Contractor
John Smith



John's Electrical
Reason for visit:
Fixing lights in the office
4/02/2022 11:54am
Visitor registration by resitab.com



Contractor
John Smith




John's Electrical
Reason for visit: Fixing lights in the office
4/02/2022 11:54am
Visitor registration by passtab.com

John's Electrical


Reason for visit: Fixing lights in the office

4/02/2022 11:54am
Visitor registration by passtab.com



Contractor
John Smith


John's Electrical
Reason for visit: Fixing lights in the office
Friday 4 February 2022 11:54am
Visitor registration by passtab.com



John's Electrical


Reason for visit: Fixing lights in the office

Friday 4 February 2022 11:54am
Visitor registration by passtab.com




Contractor
John Smith

John's Electrical
Reason for visit:
Fixing lights in the office
Friday 4 February 2022 11:54am
Visitor registration by passtab.com




Contractor
John Smith

John's Electrical
Reason for visit:
Fixing lights in the office
4/02/2022 11:54am
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Contractor
John Smith

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Visitor registration by passtab.com



Contractor
John Smith

John's Electrical
Reason for visit: Fixing lights in the office
4/02/2022 11:54am
Visitor registration by passtab.com

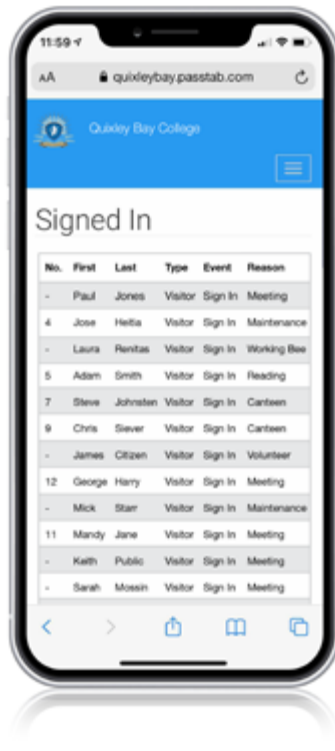


Contractor
John Smith

John's Electrical
Reason for visit: Fixing lights in the office
Friday 4 February 2022 11:54am
Visitor registration by passtab.com

13

Mobile access for staff



With mobile access to Passtab, staff are able to sign in and out without having to be at the front desk.

It's for schools where staff do not pass through the main office during their arrival and departure.

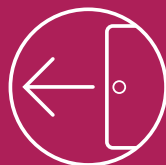
It also gives staff access to checklists. Checklists show who has used Passtab to sign in and sign out and are an aid to your incident procedures.

Any language or dual language

Display iPad screens in any language. Passtab also allows you to display 2-3 languages on the screen throughout the sign in process.



Sign in/ Log masuk



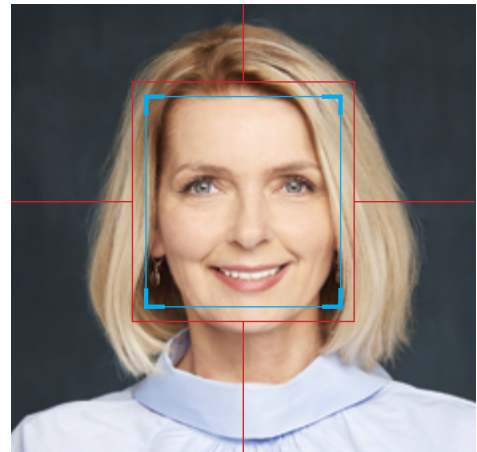
Sign out/Daftar keluar



Photograph visitors during sign in

Passtab ensures each person takes a clear photograph of their face when asked.

This feature means the photo will not be taken unless their face is visible, well lit and correctly positioned in front of the camera.



Collect a photograph of ID cards

Photograph and store relevant ID cards such as drivers license, equipment operational licenses or any other card you may wish to record.

To run this module you will need to purchase the Passtab ID Card Holder Bracket and be using the Passtab iPad Desk Stand or Wall Mount.

Please see the Hardware & Accessories price list for the bracket pricing.



Fast tracking regular visitors



Passtab offers a number of options that allows the profile of regular visitors to be saved and activated quickly using:

- **QR codes**

Allocate numeric or alphabetical PIN to a QR code and scan. These are scanned using the iPads camera.

- **RFID (tap cards)**

Use your door card, printer token or Passtab key tag to tap in and out.

Note: you'll require the Passtab RFID scanner. See the Passtab price list document

- **Barcodes**

Passtab will scan most existing barcodes such as library card, student card or staff card.

- **QuickPINs**

Allocate numeric or alphabetical PIN

Your visitors can set their own QuickPIN during sign in. Let us know if you'd like this and we'll active this module.

Keyring QR code cards are available from Passtab as either:

- Passtab branded
- Your own schools branding

The QR code is scanned using the iPad camera.



Tap in and out with a RFID keyring tags. Ideal for staff and regular visitors.

Requires the Passtab RFID scanner and RFID to be activated on your account.

Relief staff attendance tracking

Use Passtab to track hours of your relief teachers and casual staff. Collect and store details such as position, worked full or half day and teacher number.

Access the information in a special reporting page that can tally hours, calculate totals and view results depending on your administration requirements. Create a QuickPIN or use scanning options to make it easy for regular relief and casual staff to sign in and out.



Staff attendance tracking

This module has been designed specifically to aid in attendance tracking of school staff.

While you can monitor who is signed in and out on a particular day, you can also see a list of staff who **DID NOT** sign in.

This will allow you to manage staff times for payroll and absences.

If you have a part time workforce, simply load in the work days of each staff member for accurate day-to-day information.

While designed at the request of schools in New South Wales, we are finding schools in other states using it also.



Live Working with children card and Blue Card validation

Passtab can be configured to collect card numbers, certificates and card photos.

Live checks are currently been conducted in Victoria, Western Australia and Queensland.

South Australia is in development.

Unfortunately the New South Wales Working with Children cards will not allow programmatic checking.



Notifications



Email

Email notifications can be sent to nominated email addresses based on selections a visitor makes at the iPad.

- Notify a staff member when a visitor arrives for them,
- Notify a class teacher when their student sign in late or leaves early. We'll need a list of staff names and email addresses for the initial set up of this feature.

SMS

Anywhere that email notifications are used, SMS notifications can also be used. For emergencies, Passtab can also collect a mobile number at sign in and dispatch an SMS alert to everyone who are signed in.

SMS usage costs are an additional fee.

After hours duty of care

Passtab can email nominated staff such as the principal when the iPad registers a sign in during the nominated "out of hours" times.

Provide us your nominated email and out of hours times and we'll enable this feature.

Terms of entry

Are there terms of entry you'd like visitors to agree to?

Provide us with a copy of your terms of entry documents such as student safety code of conduct or school policy.

We will load in a copy of the terms for visitors to view and add an "I agree" check box into the sign-in process.

Passtab Premium includes a comprehensive induction & compliance solution.

Victoria: *We've created a module to meet the needs of Contractor Handbook.*

Queensland: *Ask us about the Mandatory All Staff Training module*



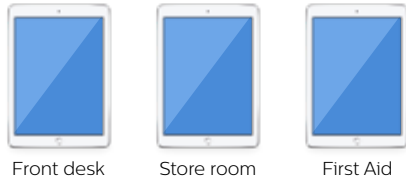
Data analysis and reporting



Your administration dashboard will allow you to run reports in a number of ways by using the default settings.

If you require additional reporting, let us know and we'll set them up for you.

iPad stations



Do you require additional iPad stations? eg: in the staff room or back entrance.

There is no charge of additional iPad stations.

Send us a description of the locations and we will provide you an iPad login for each station.



Integration with your student information system

Wonde Integration

Syncing your school

Passtab has partnered with Wonde for easy integration to most student information systems.

This integration service is free to your school.

As some background, Wonde is an education integration platform that delivers seamless data sharing for 2,200+ schools in Australia.



SIMON Integration

Saving administration time

Passtab has partnered with SIMON to provide seamless integration to streamline administration processes.

The system accurately records Late Sign In and Early Sign Out and sends this information to your SIMON student information system.



Document first aid visits



Do you wish to use Passtab to document first aid visits?

If you would like to use the Passtab first aid module, simply ask for it to be enabled on your account, along with the following information;

Do you require Passtab to sign people in and out of the first aid room, or to only record information of the incident that resulted in a visit to first aid?

Will you use the module through the admin area (ie: a desktop computer) or through an iPad?

If you will be using the module on an iPad, will it be a dedicated iPad or through the main sign in sign out iPad already set-up?

Let us know if you'd like this module activated.

Track medication expiry dates

Passtab monitors the expiry dates of all medicines and items like EpiPens in your first aid centre.

Parents can document medication details such as the student name, expiry date and contact name for future replacements.

To aid in the visual identification of medications, Passtab can print a label with all relevant details that can be attached to the medication that is being stored.

The expiry dates of all the schools medications can be continually monitored to ensure they are up-to-date.

When an expiry date is due, it is highlighted in the administration dashboard.



Key and Item Tracking

The Passtab Item Tracker lets you manage who has borrowed and who has returned your registered items. It's a comprehensive solution that gives you full visibility of all your items at any given time. Easy to use reports allow you to quickly view the current status and a detailed history of activity on each registered item.

How it works

The Passtab Item Tracker works by registering each item in the system with a unique item code. When a person borrows an item, they enter this code and their name to create an accurate record that includes the time and date and who the item is registered to.

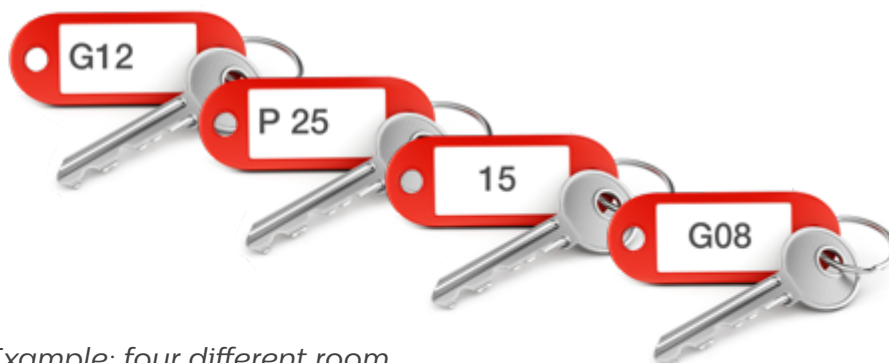
What you'll need

To get started, you will need to prepare the following:

Unique Item Codes: Label each item you would like to include on the register with a unique code. The code just needs to be unique to each item and does not need to follow a sequence.

Current item records: If you have accurate records of the loan status of each item, this information is added to your Passtab Item Tracker and the change-over is seamless.

If you don't have accurate records, you will need to build them inside Passtab as items are loaned. Once all items have been loaned through Passtab, you will have an accurate system.



Example: four different room keys that can have any unique codes.

IT desk drop-off and pick-up

The IT desk at your school can be streamlined to reduce the workload in collecting relevant details from students and staff.

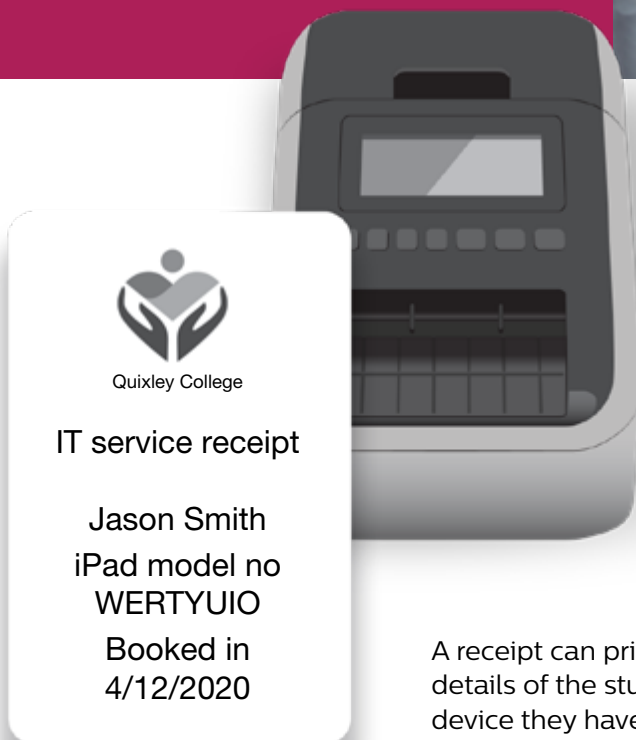
A dedicated iPad located at your IT desk can be customised to collect information like:

- Booking in laptops or iPads to be fixed
- Borrowing devices from IT
- Request for IT support

Once the data has been entered into Passtab, an email is sent to the relevant staff member.

The data can also be viewed in the dashboard or downloaded for use outside of Passtab.

Used in combination with the Passtab printer, a docket or label can be printed as a job ticket or receipt.



A receipt can be printed with the details of the student and the device they have booked in for servicing.

Record open day visitor information.

Open Day

The open day module will allow you to run your iPad as an "open day" version to easily collect the information of all attendees.

All the collected names and contact details are ready for download from your dashboard.



Record school tour visitor information.

School Tour

This Passtab module is designed to make it easy to collect the details of a group of people participating in a tour at your school.



Families managed together with multiple student sign in

For parents signing in or out more than one child, their lives just became that little bit easier. The multi sign in feature allows parents to sign in multiple students at the same time rather than one at a time.

Passtab will then create a record for each student that is displayed in the administration dashboard.

Group sign in

When a number of people are visiting your school, Passtab has several options designed to make the process fast and efficient. We'll work with you to develop the best solution for your school.

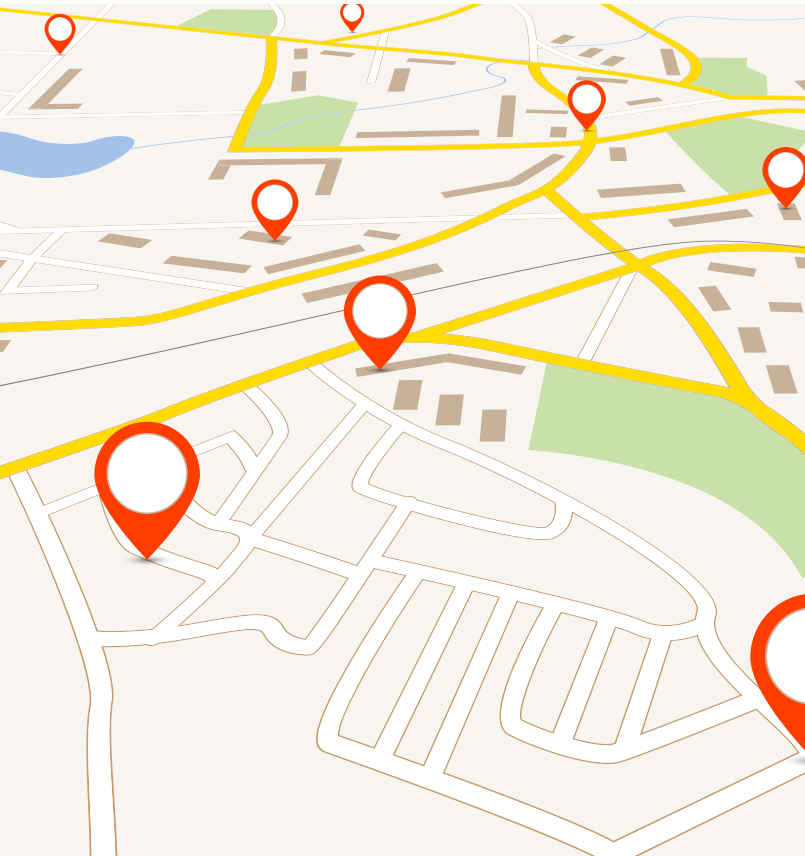


Important guests

If you're holding an event at your school for a number of important guests such as a network meeting, Passtab allows you to pre-register visitors for faster sign in and sign out.



Passtab Network



If you are responsible for the management of a number of schools, Passtab Network may be of interest to you.

It allows you to manage your complete group with centralised reporting and structured privileges while maintaining the individual requirements of each school.

The key advantage of Passtab Network is the ability to control all of your schools management of visitors, induction and compliance processes. Your central dashboard allows you to monitor and run reports by school or the entire Network.

You may require a consistency in key functions while individual schools may have the need to add or subtract other process within the system.

Passtab Network is very versatile and we work with you to build the system to meet your exact needs.

Give us a call to discuss your requirements and you're on the path to a truly unique visitor management solution.

Student phone register

Passtab can be used to register students phones that are being handed in and stored by the school.

Talk to us about your requirements and we'll create a system that works perfectly at your school.



Multi campuses linked together

Passtab effortlessly integrates multiple iPad stations across any number of entry locations within a single campus or multiple campuses.

It doesn't matter whether your campuses are close by, or located in other countries. Passtab will consolidate all data into an easy-to-access administration dashboard.

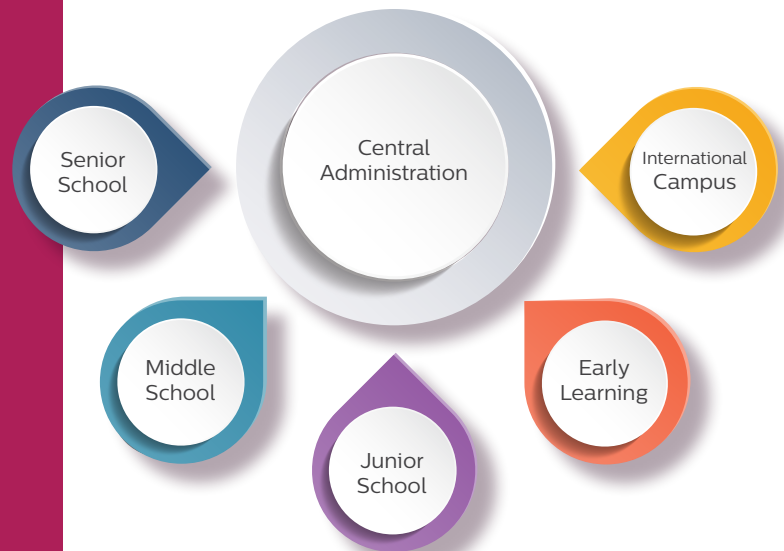
Passtab's multi-campus configuration includes:

- Campus based views and reports
- Data sharing between campuses
- Integrated sign in/sign out for staff moving between campuses

Because each campus can be very different and have very different visitor management requirements, Passtab treats each one individually with their own admin dashboard and configuration structure.

The central administrator has control over all locations and is able to draw reports on a campus by campus basis.

- Individual configuration for each campus
- Individual logo and colour for each campus
- Individual name for each campus



Multi Campus Pricing

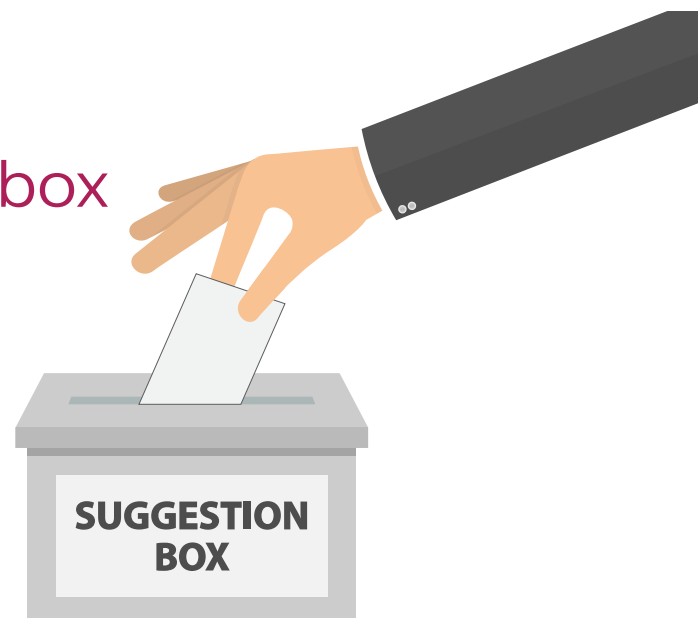
Passtab is charged per campus based on each campus size.

See pricing page for more details.

Suggestion box

Suggestion box

Replace the old school suggestion box with Passtab. Parents enter their ideas at your front desk and all suggestions are filed and accessible on your Passtab dashboard.

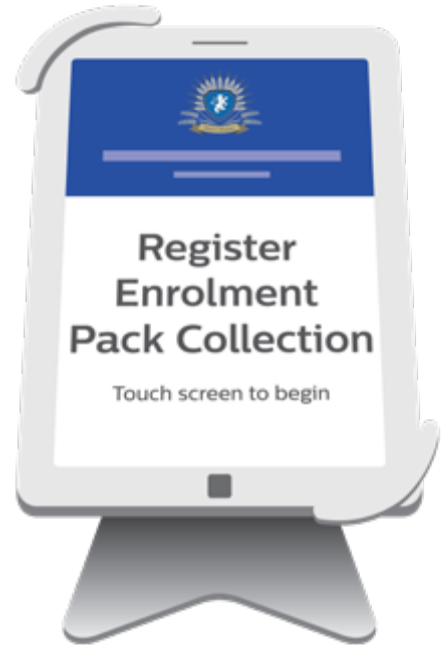


Enrolment pack recording

Using a specialised form on the Passtab iPad App, prospective families to your school can register their details directly into the iPad when they collect an Enrolment Pack.

This information is securely stored in the Passtab administration area, with flexible reporting features.

A huge improvement from paper registers, with illegible hand writing, or Excel sheet registers where collecting details can be troublesome for spelling of names other details collected.



Single Sign On (SSO)

Single Sign On Simplicity for your users

Our Single Sign On (SSO) options allows your staff to use their main identity provider (IdP) credentials to login to your Passtab dashboard. Permission based roles also allow you to map users to specific levels of access.

Passtab has many more SSO options in addition those listed here. Simply let us know your preference.

This feature is a part of the Premium package.



Secure Wi-Fi access

with Aruba Clearpass and Extreme Networks integration

How it works:

Passtab integration with Aruba ClearPass and Extreme Networks delivers a safe and secure way to provide Wi-Fi network access to your visitors, staff and contractors.

Following a visitor's sign in, Passtab will send an email or text message to the visitor with Wi-Fi access credentials that are used to connect to your network. Passtab also links these credentials to the visitors details for identification purposes.

When the visitor signs out, network access is terminated but a history of their activity is maintained.

Network user visibility:

The Passtab integration increases security at your school by ensuring visitors use the school's secured network instead of the unrestricted access on their mobile device. This means your school's network restrictions are applied to the visitor's connected device or devices.

Your administrators are able to see the online activity of specific people, which is big advantage over using the network anonymously.

Granting access to a named person and seeing their specific activity helps administrators understand how the network is being used and by whom.

Added layer of security

By using the Passtab integration, your network password is not being made public on a notice board or print outs. Each issued password is single use and can not be used by another person.

Saves staff time

By issuing Wi-Fi access via Passtab during sign in, the system is automated and does not require your staff to be involved in the process.



This feature is a part of the Premium package.

Using Passtab to manage the Mandatory all-staff training program

A specially designed module to enforce the Key Messages Guide for all contractors, volunteers and visitors at your school.

Contact us for information on the Mandatory All-Staff Training module.

This feature is a part of the Premium package.



Designed for
Queensland
Schools

Using Passtab to manage the Contractor Handbook

A specially designed module to enforce the Victorian Contractor Handbook conditions of entry to your school.

Contact us for information on the Contractor Handbook module.

This feature is a part of the Premium package.



Designed for
Victorian
Schools



passtab

Small School	Medium School	Large School
Under 350 students	351 - 750 students	Over 750 students
\$400 per year +	\$500 per year +	\$800 per year +
\$200 Once off set up charge	\$300 Once off set up charge	\$400 Once off set up charge

Prices exclude GST

Multi Campus Configuration

In a multi-campus package, pricing of each campus is based on its size as listed above. Each campus is individually configured and linked to a central reporting administration.

Passtab Software Package Inclusions

- Access to all system features.
- Unlimited stations/terminals.
- Unlimited priority phone and email support.
- Unlimited submissions.
- Unlimited email notifications.
- Optional SMS notifications (additional fees apply).
- No locked in contracts.
- iPad and other hardware not included.



passtab PREMIUM

Passtab PREMIUM takes visitor management to the next level with the addition of induction training and compliance certificates management.

As a fully integrated system, Passtab PREMIUM ensures your school's conditions of entry are met by all visitors and contractors.

Induction

Coordinate the induction of visitors and contractors to your school with ease and accuracy.

Visitors are presented with information pertinent to the nature of their visit. They are instructed to learn and acknowledge this information to complete their induction.

The induction process can be completed either during sign in or before arriving at your school. They can submit their personal details, review your schools induction information or watch your induction video.

Once completed, Passtab continues to check their status is valid each time they sign into your school.

Integration

To seamlessly transfer data between Passtab and your school's Student Information System, Passtab Premium supports integration between systems. Please talk to us about what can be achieved and supported systems.

Compliance

Passtab Compliance assists your school in meeting its legal requirements and risk responsibilities of visitors, contractors and relief staff.

The program provides visibility and management of the licences, certificates and insurance documents required to operate at your premises.

It securely stores and monitors the expiry dates and validity of these documents, sending out notifications when there is an issue or the expiry date is near.

During sign in, Passtab checks that the visitor is compliant before granting them entry to your school.

Multi Campus

In a multi-campus package, pricing of each campus is based on its size as listed above.

Each campus is individually configured and linked to a central reporting administration.

Small School	Medium School	Large School
Under 350 students	351 - 750 students	Over 750 students
\$800 per year + \$400 Once off set up charge	\$1,100 per year + \$600 Once off set up charge	\$1,700 per year + \$800 Once off set up charge

Prices exclude GST

Contact our friendly team

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