

The School District of Osceola County



Digital Sign-In Application

We have a new application available in the district to electronically record meeting attendance. All it requires is a computer connected to the district's network and a barcode scanner. Reports of attendees can be created that include school/department, time & date, and attendee's email address.

Please note that the application is only for reading SDOC employee ID cards.

Connecting to the application

The application is web-based and will work with most web browsers. The web address is:

digitalsignin.osceola.k12.fl.us

A screenshot of the "EMPLOYEE CARD READER" web application. The page has a dark blue header with "EMPLOYEE CARD READER" and navigation links for "Home", "Reports", and "About". Below the header, a red message says "Welcome. You may choose Reports (above) or select a Cost Center for ID Scan." There is a dropdown menu for "Select a School/Cost Center for ID Scan." with "ACCLAIM ACADEMY OF FLORIDA" selected. Below that is an "Event Description (optional)" text input field. A note states "The system is set up to record multiple sign-ins per day. If you would like to system to allow only one sign-in per day, check the box below." There is a checkbox for "One Sign-In per Day" which is currently unchecked. At the bottom is a "Go to ID Scanning" button.

Select a School/Cost Center

The main function of the program is to scan employee IDs. In order to differentiate events from different departments, one of the available Cost Centers must be selected from the dropdown list.

A screenshot of the dropdown menu for "Select a School/Cost Center for ID Scan." The menu is open, showing a list of options: "ACCLAIM ACADEMY OF FLORIDA" (highlighted in blue), "ADMINISTRATIVE CENTER", "ADOLESCENT RESIDENTIAL CENTER", "ADULT LEARNING CENTER", and "AVANT GARDE ACADEMY".

Event Description

Since it is possible that a school or department may be running concurrent events, a field has been added to allow a description of the event to be entered. It may also serve as a reminder of the event function should it be reported on at a later date. Event attendee information will be available for reporting for at least a year.

One Sign-In Per Day

The application is designed to record every time an employee's card is scanned. However, there is an option to only allow one scan per event per day. This would be most useful in cases where some kind of incentive is being offered and repeat signins are discouraged. On the **rare occasion** when this is necessary, check the *One Sign-In Per Day* Box and any additional

One Sign-In per Day signins will display a message that the employee has already signed in for that day.

Reports

After the event, the attendee information is retrieved through the Reports function. On the Reports page, select the date it occurred and the School/Cost Center that held the event. The Event Description pulldown will then show a list of events for that day, if any. Next, click the Start Report button to generate the listing. Short reports may be printed directly but for longer reports it is recommended that the report be sent to PDF, Excel, or Word through use of the Export icon.



Scanners

Using the system requires a computer that is connected to the school district network and a 1-Dimensional (1D) scanner to read the barcode on the employee IDs. Most schools have scanners in the Media Center but it may not be feasible to remove them and/or they may not be programmed to scan in the correct format (usually called a keyboard wedge.) It may be

possible to borrow a scanner from another department but it might also be preferable to purchase your own. Below are some quick recommendations. There are hundreds of scanner models on the market to meet most any need.

Datalogic Heron Scanners



Datalogic Heron scanners are corded with a USB connection. A basic model (HD 3130) is available for about \$170. The scanner can be used either handheld or mounted on their stand.

Honeywell Upgradeable Scanner

The Honeywell 1450G scanner is also a USB corded scanner. It is available for



about \$140 and can be upgraded. The 1450G comes with a flex stand for mounted use.

Socket Bluetooth Scanner



The **Socket CHS 7Ci** is a handheld Bluetooth scanner that retails for just over \$200. It is used for scanning 1D barcodes and has a long battery life. Keep in mind that not all computers are equipped with Bluetooth capability. It is found mostly on some laptop models.