

# What is VeriCool School Reception?



To enhance our biometric lesson registration software we have developed *VeriCool* Reception, an automated, electronic solution that replaces not only the paper late book but also the need for visitors to sign in at your school reception. A stand-alone, touch screen terminal is situated at the school reception.

**This unit provides the ability for students to both sign in late, and to sign out, using our proven fingertip verification software. However, we have also designed an electric solution for recording the arrival of visitors to your school. The elements of VeriCool School reception are listed below and overleaf.**

**The Late Book** – Using our unique biometric verification software, students can record their late arrival and then select from a list of pre-defined reasons. Once the reason is selected the data is recorded electronically in the **VeriCool** Attendance Monitor module, enabling administration staff to produce reports at a later date.

**Signing Out** – In the event a student leaves school for a period, morning or afternoon or an entire day, your administration staff must have the ability to record the departure along with a relevant reason. The ‘Signing Out’ feature within this new module enables a student to identify themselves using our fingertip verification software, input a reason if applicable, and record that they have left the school for that period or day.

As with the ‘Late Book’, the relevant data is recorded, along with any given reason, for the administration staff to access in seconds.



VeriCool		Student Sign Out Report			
Time	Attendance Number	Reason/Status	Sign Out by	Reason	
19/05/2014 08:00	812	Leave Drop	10	Library user	
19/05/2014 08:00	0026	Talks Overlap	10	Education user	
19/05	0028	Leave Drop	10	Education user	
19/05	0029	My Hand	10	Library user	
12/11	0031	Drop in After	10	Most recent equipment	
12/11	0031	my camera	10	Most recent equipment	
12/11	0028	Charlie's Drop	10	Education user	
11/05	0026	Drop in After	11	Most recent equipment	

# What is VeriCool School Reception?

SCHOOL RECEPTION

## Signing In

In the event a student returns to school having been absent for a period, morning, afternoon or an entire day, your administration staff must have the ability to record their arrival along with a relevant reason. The 'Signing In' feature within this new module enables a student to identify themselves using our fingertip verification software, input a reason and record that they have returned to school for that period or day. As with the 'Late Book', the relevant data is recorded for the administration staff to access in seconds.



## Visitors

When a visitor arrives at your School it can be a time consuming task to record their arrival in one of the many visitors books so often found at a school reception. With **VeriCool** Reception this process is performed by the visitor entering data specific to them such as name, car registration, the company they represent and who they are visiting.

Once completed a small label identifying the visitor is produced on a label printer attached to the module. This information is recorded electronically, including time of arrival and departure, so that should you have a fire drill whilst they are on site, you will immediately be able to identify whether they are still on site.



## Staff

Recording attendance of non-teaching staff can become a headache. Ensuring who is, or is not, on site such as contract cleaners or maintenance staff can now easily be recorded using the manual interface. As with the visitor option, their attendance is recorded and can be viewed in a standard report format.



VeriCool for schools... the market leading Biometric multi lesson registration, cashless catering and school reception software provider.