

# VeriScan Desktop

Visitor Management, Age Verification, and Data Capture  
Application

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**IDScan.net**

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## **Introduction**

When you go to the DMV to get a driver's license or state ID, the issuers encode a plethora of information within the magnetic stripe or 2D barcode on the back of the ID.

This information includes:

- First Name
- Middle Name
- Last Name
- Address1
- Address2
- City
- State
- Zip Code
- Birthdate
- Driver's License Number
- License Expiration Date
- Sex
- Height
- Weight
- Hair Color
- Eye Color

By utilizing VeriScan and a Magnetic Stripe/Barcode reader, you can capture, display, and save this information with an easy-to-use, streamlined interface.

## **System Requirements**

OS: Windows 7 or later with .NET framework (free download)  
RAM: 4GB or higher (8GB strongly recommended)

## Installing VeriScan

1. Visit <http://idscan.net/support/downloadsmanuals/>
2. Download VeriScan Desktop software

### VeriScan Desktop – v2.107.3

Download

Release Notes

3. Follow the prompts until installation is completed
4. Restart your PC if necessary

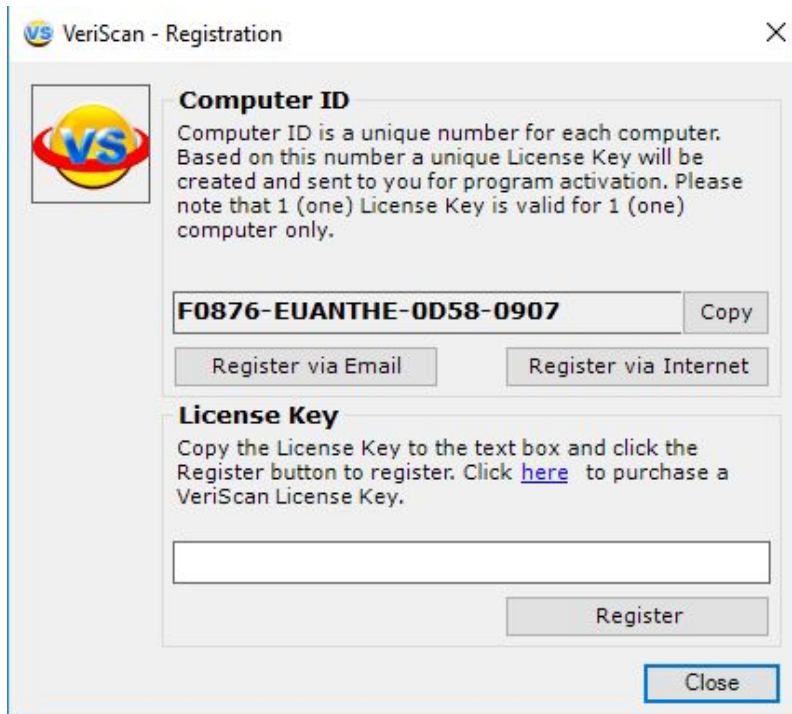
## Registration/Updates

The Demo (complimentary) evaluation version includes 100 scans and is fully functional. In this mode, the program saves every 5<sup>th</sup> scan into the log-file in a comma-delimited format (.CSV files can be opened in Microsoft Excel or similar).

The Registered version allows unlimited scans. In the Registered mode, all scanned information is saved in a log file.

## Registration Process

To pay for full registration, you can access our website at <http://store.idscan.net/> and pay using our secure server (all major credit cards are accepted). All options are 100% secure and guaranteed. After purchase, send us your Computer ID by clicking on the Help tab of the VeriScan application, Registration, and Via Internet. You can also email the Computer ID to [orders@idscan.net](mailto:orders@idscan.net) along with your order number.



In order to take advantage of ID format updates that are being released by different issuing authorities, you will have to go through a process of subscription renewal. A renewal subscription can be purchased from our website here: [http://store.idscan.net/-VeriScan-WizzForms-Annual-Maintenance-Updates\\_p\\_65.html](http://store.idscan.net/-VeriScan-WizzForms-Annual-Maintenance-Updates_p_65.html).

This is not a mandatory requirement, but it is highly recommended so that your device can continue functioning accordingly and take advantage of all new features and updates as they are released.

## **Scanner Setup**

VeriScan supports different types of devices, such as scanners by E-Seek and Gemalto (3M).

Drivers for our supported scanners can be found on our website here: <https://idscan.net/support/driversfirmware/>.

### **E-Seek**

1. Plug scanner into any available USB port
2. Download driver: <https://idscan.net/support/driversfirmware/>
3. Right-click the file **CDM21228\_Setup.exe** and Run as administrator
4. Follow prompts to install the driver
5. Restart VeriScan

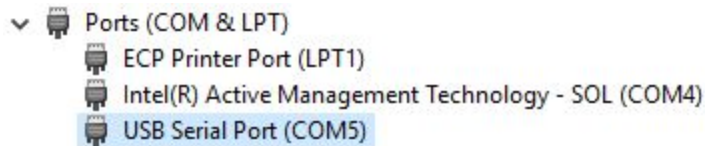
6. Select the Scanners/Images tab from the top menu and use the drop down box on the left to select your device (USB Serial Port w/ COM#)



Please note that E-Seek devices as well as magnetic readers with USB cables are considered “Serial Devices”, and thus need to be configured accordingly. You can only use one scanning device at a time. If you are not sure which COM port to select for your reader, simply refer to Device Manager via the Hardware and Sound tab in Control Panel\*. Once in Device Manager, use the drop down under Ports (COM & LPT).

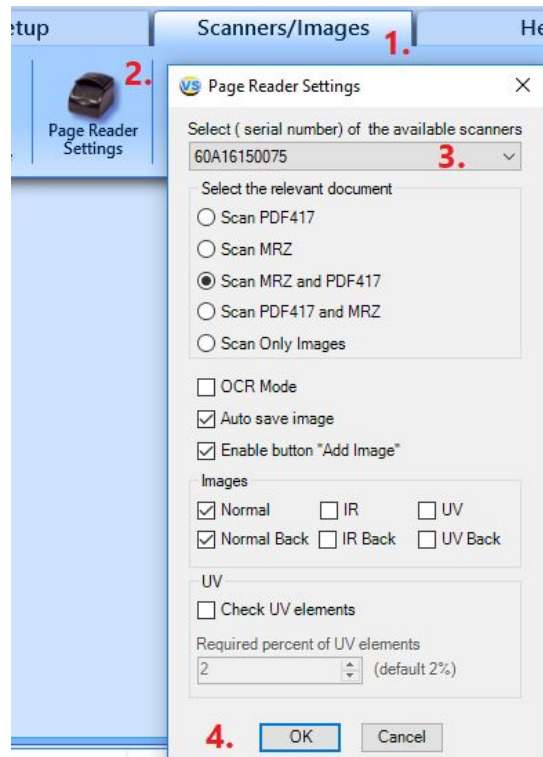
*\*If running Windows 10, Control Panel can be accessed by using the Search feature (Windows Key + S), or by right-clicking the Start button.*

E-Seek devices look similar to the following image (note COM5 port):



## Gemalto

1. Plug scanner into any available USB port
2. Download driver:  
<https://idscan.net/support/driversfirmware/>
3. Run install file and follow prompts to install the driver
4. Restart VeriScan
5. Select the Scanners/Images tab from the top menu
6. Click on Page Reader Settings
7. Select connected scanner serial number from the drop down
8. Click OK



## ID Tech

1. Download driver from (<https://idscan.net/support/driversfirmware/>)
2. Plug in your scanner and allow Windows to install the basic drivers
3. Unzip your downloaded file (**USBCDC\_Driver\_A.zip**) until you are left with the folder **80066803-004\_USBCDC\_Driver**
4. Open Device Manager on your PC
5. Click on Ports and right-click USB Serial Device
6. Update driver
7. Select Browse my computer for driver software
8. Point it to your previously unzipped folder, then click OK
9. Select Next and Windows should install update the scanner with the required drivers
10. Select the Scanners/Images tab from the top menu and use the drop down box on the left to select your device

Your selected device should now be ready to use within the VeriScan application.

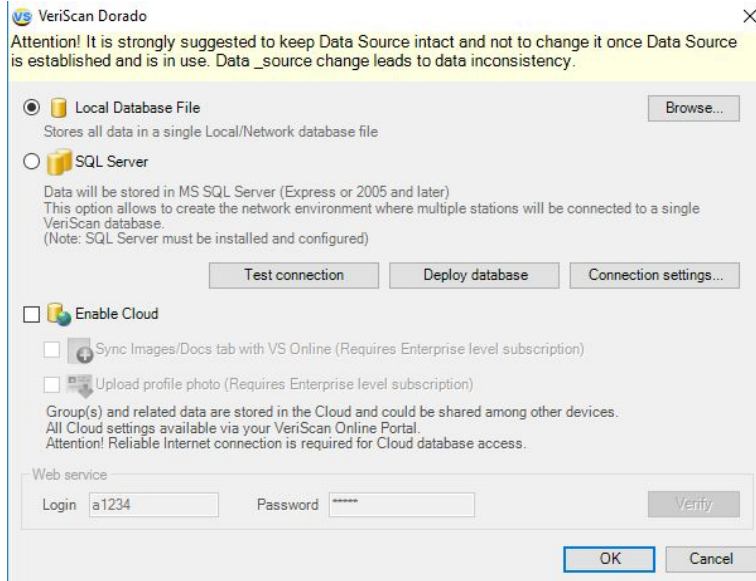
Contact [support@idscan.net](mailto:support@idscan.net) if you don't see your scanner setup instructions listed.

## Database Setup

VeriScan has a few different ways you can save your database depending on the overall setup of your business.

To access these options, click the Setup tab and then Set Data Sources on the left side.





## Local Database File

For single desktop installations and small businesses, you can store the database file on a local or network drive so multiple computers utilize it in a client server environment.

## SQL Server

For a high number of transactions and/or multiple client machines, please consider using SQL Server 2008 or later.

**Windows 7:** [SQL Server Express](#), [SQL Server Management Studio](#)

**Windows 10:** [SQL Server Express](#), [SQL Server Management Studio](#)

Please email [support@idscan.net](mailto:support@idscan.net) for further assistance.

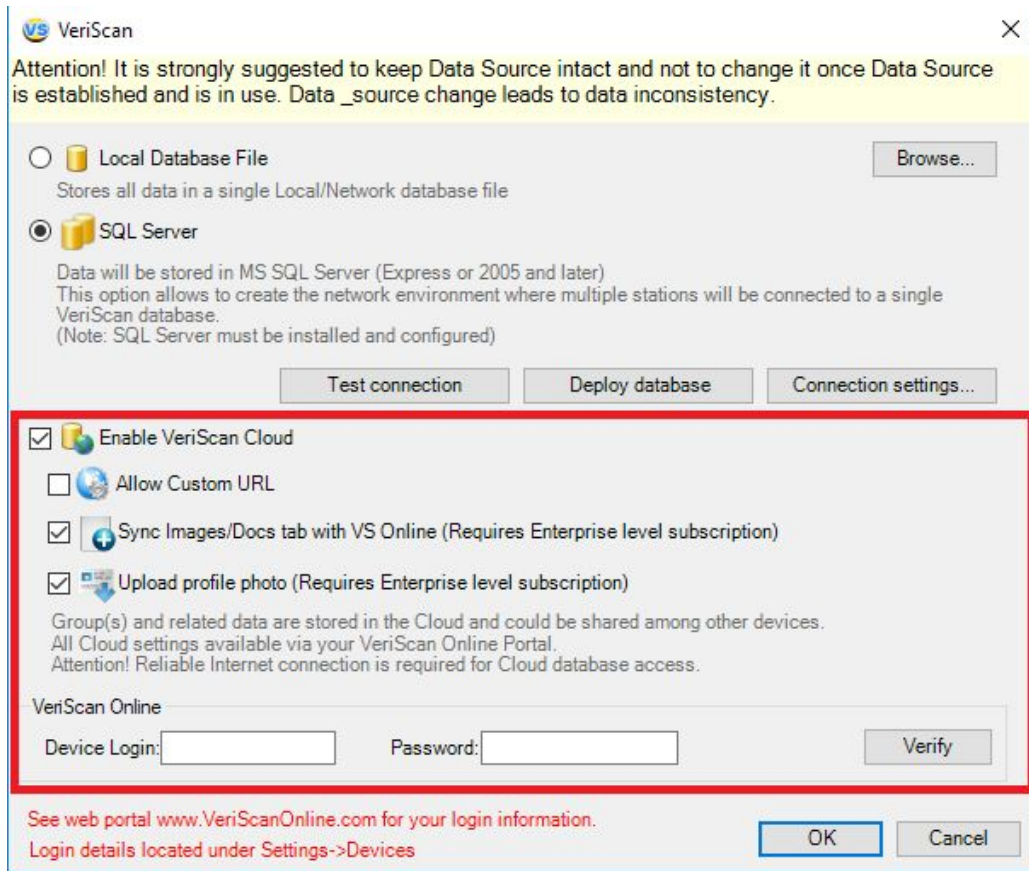
## Enable Cloud

Cloud-based storage is available for VeriScan Online users.

You can sign up and learn more about VeriScan Online here: <https://veriscanonline.com/>.

Once you've signed up, make sure you log in with your mobile device login and password, and not your VeriScan Online website login.





If you're unsure which login to use, refer to the Welcome email you received after signing up with VeriScan Online or contact [support@idscan.net](mailto:support@idscan.net).

## Additional Setup Settings

### Save Image To

VeriScan Plus users will need to specify which folder images will be stored.

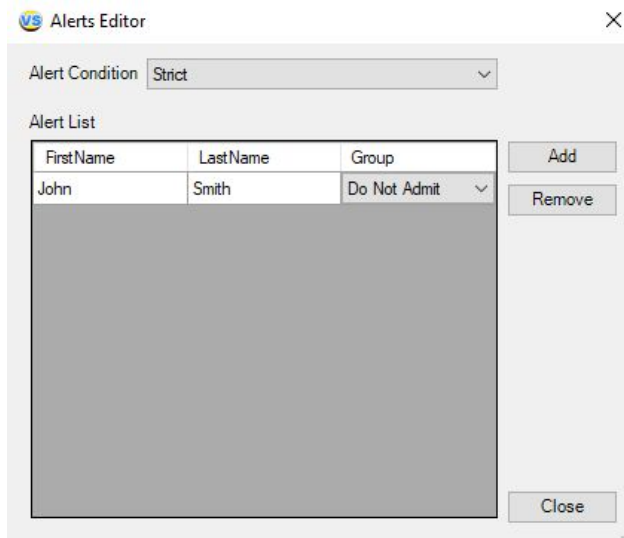
Under the Scanner/Images tab, select Save Image To. Set the path and click OK.



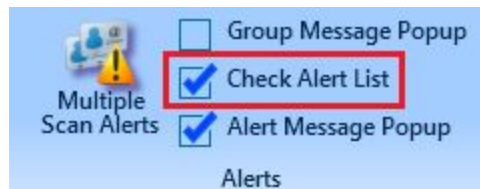
### Edit Alerts

Add the first and last name of an individual that has not yet been scanned.

Be alerted when the individual is scanned in, and automatically have them assigned to a group, such as VIP or Do Not Admit.



Enable 'Check Alert List' under the View tab for these to take effect.



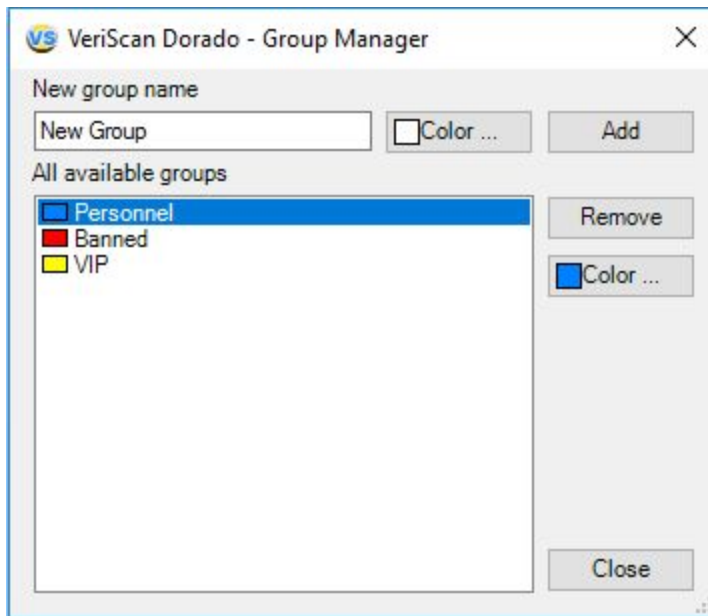
## Visit Types

If your establishment tracks customers by purpose of visit, you may create an unlimited number of them.

Visit Types are located in General > Manage Visit Types. These Visit Types will be available upon each scan.

When using one of our cloud services, Visit Types are the same as Tags. Your Tags from the VeriScan Online portal will be downloaded and available on your desktop application.

## Groups



Using the Groups feature, the user may create groups such as “Banned” or “VIP” to alert employees when specific types of visitors attempt to enter the premises.

Something to note is that an ID may only be assigned to one group at a time, whereas multiple Visit Types or Tags can be assigned.

A color of your choice can be assigned to each Group. This color coding helps to easier identify customers during ID scanning.

Your Groups will also be downloaded from the VeriScan Online portal when using our cloud services.

## Online History

For VeriScan Online users, access to your scanned data couldn't be made easier. With the Online History feature, you can view the scanned data from all your connected devices right from your VeriScan Desktop application.

Select your date range and search. You can also log the entry of the individual if their ID is not present. Refer to the [Enable Cloud](#) section of this manual to get started.

Online History x

Date Range From  To  Close

Text Search  Search

Scanned	Name	State	Group
3/28/2018 8:29:53 PM	AMANDA STACY	GA	Full membership
3/28/2018 8:29:48 PM	I SAMPLE	RI	
3/28/2018 8:29:44 PM	AMY ZZSAMPLE	WI	
3/28/2018 8:29:34 PM	JULIE MURPHY	MS	
3/28/2018 8:29:28 PM	LAURA CHABLA	NY	



Scanned: 03/28/2018 08:29 PM  
 ID#: Z5140017266800  
 First Name: AMY  
 Middle Name: A  
 Last Name: ZZSAMPLE

Address: 4802 SHEBOYGAN AVE      DOB: 05/08/1972  
 City: MADISON      Gender: Female  
 State: WI      Exp Date: 05/08/2015  
 ZIP: 53705-2927

Phone:  
 E-mail:  
 Group Comment:  
 Group:  
 Comments:  
 Tags:

Log Entry

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## Offenders Check

Offenders Check allows you to check against offenders that may try to enter your establishment.

This is a subscription based service and requires an Authorization Token. Please email [info@idscan.net](mailto:info@idscan.net) to get started.

## Reports



VeriScan has several reports you can run depending on your needs, all of which can be exported/printed.

### Date/Time Report

The Date/Time Report will display the most data out of all the reports. With your desired date and time range selected, this report will display all information about your customers.

Report Viewer

Filter By Time Criteria

From 08/23/2017 To 08/23/2017 Refresh

1 of 1 100%

### VeriScan Detail Date/Time Report 8/23/2017

Date	Time	Name	Age	Sex	Address	City	State	Postal Code	Birthdate	ID#
August 23, 2017	01:08 PM	ZZZSAMPLE AMY A	45	Female	4802 SHEBOYGAN AVE	MADISON	WI	53705-2927	05/08/1972	Z5140017266800
	01:07 PM	STACY AMANDA	53	Female	10 1/2 ST NW	KENNESAW	GA	24099-0000	10/04/1963	000000125
	01:07 PM	SAMPLE IAM A	30	Female	1 SMITH ST	PROVIDENCE	RI	02903-0000	01/05/1987	9999999

**Report Total:** 3

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**Female Count:** 3

**Male Count:** 0

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**Customers under 21:** 0

**Customers 21-40:** 1

**Customers over 40:** 2

## Unique Visitors List

The Unique Visitors List will show you which of your visitors are unique and not repeat customers

## Daily Summary Report

The Daily Summary Report gives you a count of male and female visitors.

## Emergency Roster

If you're tracking In and Out, the Emergency Roster is a good way, in the event of an emergency, to see a list of everyone that should be on the premises.

## In/Out Report

The In/Out Report gives you a summary of all In and Outs within a selected period of time.

## Template Reports

VeriScan allows you to design custom reports depending on your needs. The following fields can be filled out:

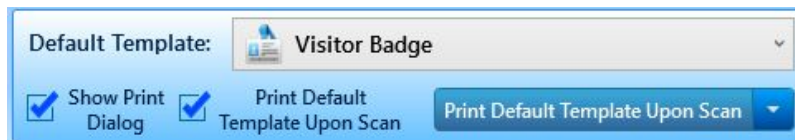
[DateTime] [FullName] [FirstName]  
 [LastName] [Address] [City]

[State] [Birthdate] [Age]  
[IDNumber]

Each VeriScan has a preinstalled Default Report Template located in **C:\ProgramData\Nautilus\VeriScan\Reports**.

Feel free to customize this default report using Notepad or any other text editor.

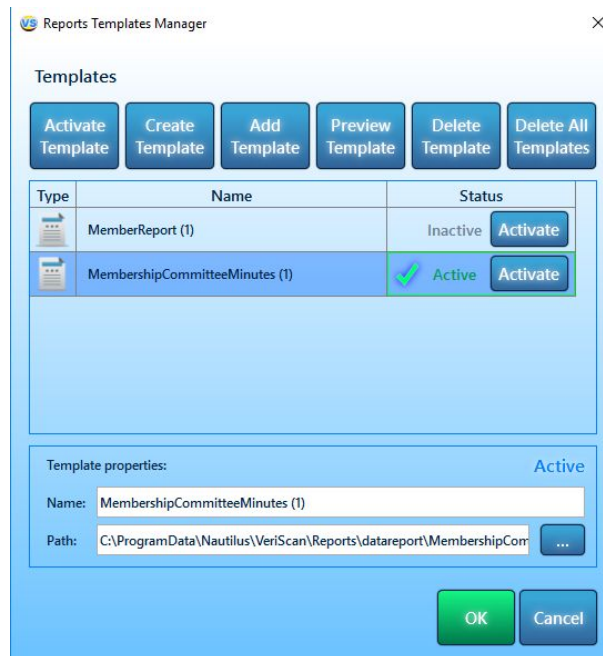
The custom report will be printed to a default printer automatically upon selecting the option **Print Default Template Upon Scan**. The report can be configured as print badges, authorization forms, applications, etc.



## Customize Templates

Within the Reports Templates Manager, you can activate, create, add, and preview templates.

Once your template is added, select Activate in the list below to make it active. The report will be available to preview and print either following a scan or at any time between scans.



## View

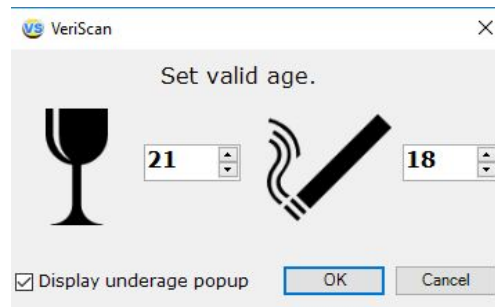
To access various options and features of VeriScan, click **View** from the Main Menu. The following will appear:



### Set Valid Age

This option allows the user to flag underage visitors by displaying their age in red (overage will be shown in green). You can manually enter a number associated with Valid Age by selecting **Set Valid Age** from the **View** tab.

#### Display Age



Under certain circumstances, a user may want to disable the actual age displayed on the computer monitor when running the program. If option **Display Age** is NOT selected then only the icons for drinking and smoking will appear when an ID is scanned: icon is **red**, if ID holder is under the age limit (determined in **Setup Valid Age**) or icon is **green**, if ID holder is above the age limit. Again this feature is available as added insurance to protect patron anonymity. Please remember that this information will be available for later review in the log and custom reports section.



Under certain circumstances, a user may want to disable the actual age displayed on the screen when running the program. If the option **Display Age** is NOT selected, then only the icons for drinking and smoking will appear when an ID is scanned. The icon will appear **red** if the ID holder is under the age limit (determined in **Set Valid Age**). If the icon appears **green**, the ID holder meets or is above the age limit. This feature is available as added insurance to protect patron anonymity. Please remember that this information will be available for later review in the log and custom reports section.

### Verify Age

This option is set by default and allows a user to conduct age verification of customers. When age verification is not important, this option can be deactivated.



## Profile Visible

A profile picture is an original picture taken when an ID is scanned for the FIRST time. This option will allow the operator to compare the original picture stored in the database with a visitor's appearance.

## Visit Profile 1 and 2

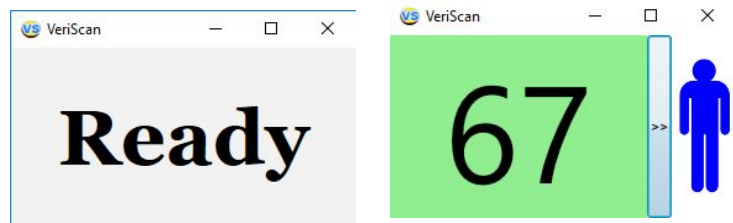
Use this optional feature to photograph visitors every time their ID is scanned. Pictures will be stored in a database for future reference.

## Auto Picture

Enables automatic photo capture with an attached camera via USB cable on an ID scan

## Compact View

Creates a small window that can be placed anywhere on the screen and display age, gender and validity of driver's license. The compact view is especially useful when trying to limit the information displayed on screen to just mandatory entry information. This keeps sensitive information hidden from personnel and employees and protects the anonymity of patrons.



To disable Compact View, right-click the window and choose **Options → Compact View**.

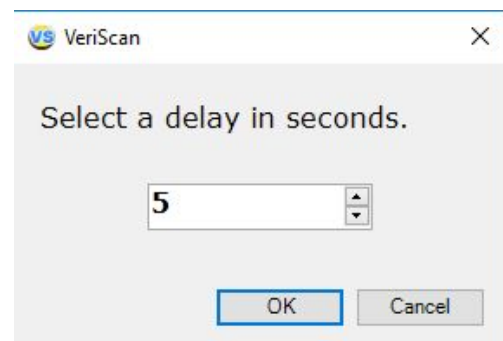
Alternatively, you can press the keyboard combination of CTRL + T to enable and disable Compact View.

## Always On Top

VeriScan windows will remain visible regardless if it is active or not.

## Hide Scan

Use this option to set the number of seconds results from an ID scan should stay on the screen. Default value is 5 seconds. Use 0 seconds to keep results on the screen until the next scan.









## Display Address





Address is displayed upon ID Scan.

## In/Out

Enabling **In/Out** allows the user to monitor individuals logged as “in” and “out” of the premises. The red door indicates that the user has clocked in, while the green door indicates that the user is clocked out.

If an individual is logged as in (red door) and the ID is scanned again afterwards, you will receive a prompt asking if you want to mark the ID as “Out”.

	Name or Card #	Scan Time
 	STACY AMANDA	4/17/2017 3:46:32 PM
 	ZZZSAMPLE AMY A	4/17/2017 3:46:25 PM

	Name or Card #	Scan Time
 	DURAN NICOLE MARIE	6/7/2017 10:00:03 AM
 	LOPEZ SANCHEZ JOSE EDUARDO	5/15/2017 12:28:43 PM



## Reset All “In” Records

Changes all Profiles marked as “In” to “Out”.

## Multiple Scan Alerts

If you have a business that needs to detect multiple scans of the same ID within a certain number of hours, this task is accomplished via the **Multiple Scan Alerts** option. Simply program VeriScan to alert you about a second (third, fourth, etc) scan via the **Multiple**

**Scan Alerts** menu (min. value = 1 hour) and a warning message will appear the next time the very same card is scanned.

### Group Message Popup

When enabled, displays group in a separate window on ID scan.

### Check Alert List

Sends out alerts when preselected IDs are scanned.

### Fingerprint and Signature Capture

Displays UI for fingerprint capture functionality. Again, this feature is available for record keeping and additional identity verification.



VeriScan currently supports the U.are.U 4000 and 4500 models. The drivers can be downloaded here: <http://idscan.net/support/driversfirmware/>.

### Match ID and Fingerprint

Allows the user to search for a client's profile upon fingerprint scan



### Save Fingerprint to History Log

Creates a record of fingerprint saved in the history log. This can be accessed via the **Biometrics** tab under the Profile Manager.

### Display Fingerprint Interface

Displays interface for signature capture. When using an attached signature pad the signature image will be shown here. This may also be accessed via the **Biometrics** tab.

### Save Signature to History Log

Creates a record of the signature in the history log. This is an additional security and verification feature, which can be useful for the signing of waivers and contracts.

## Setup

### Log Settings

**Delete records older than X days** - Allows user to set amount of days VeriScan will automatically delete records from the local machine (does not apply to VeriScan Online subscription data).

**Write To Log** - The program lets you save ID information to a log file. To view/export data, go to General → View/Export Log. The file is saved in the following formats: Text, Unicode Text, HTML, or CSV (Comma Delimited File). You can open a CSV file with almost any program intended to work with data (MS Excel, MS Access, Lotus Office, for example). You can also import this file into any modern database.

The log file can save the following fields:

Date/Time of ID scan, Full Name, Age, Gender, ID Number, City, State, Zip, Address, Date of Birth and Comments.

The log can be exported for all dates available or a certain period (such as a day or a week).

**Write Raw Log** - This option allows developers to take a closer look at the actual data that is stored on the IDs that you scan.

**Save Unrecognized IDs** - Any unrecognized IDs can be saved in a special folder if this option is checked.

**Save Unrecognized IDs (Images)** - Unrecognized ID images will be saved.

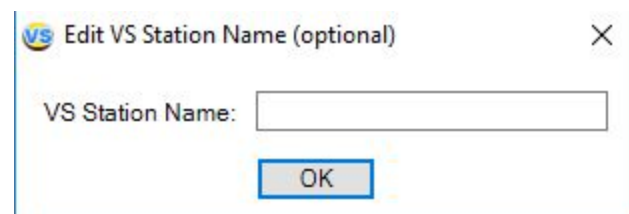
### Non ID Scanning

Allow for other IDs such as school IDs or badges to be scanned as well.

Additional configuration is required. Please contact [support@idscan.net](mailto:support@idscan.net) for further instructions.

### Station Name

This feature is useful for users with multiple scanning stations, checkpoints, or locations, in that it allows for the categorization of scans by station.



## **Company Profile**

Input company information such as Name, Address, Phone Number, Email, and Federal ID

## **Set Password**

Enabling security will prevent unauthorized access of restricted data. It will also disable most features that are used to modify the way VeriScan behaves.

Start off by creating a password, then selecting Enable Security (default password is the Enter key).

To disable security, simply type your password and press OK to unlock VeriScan.

## **Encrypt ID#**

Enabling this feature will prevent VeriScan from displaying the ID numbers in your scans.

## **Sound**

Use this option to alert the user about an underage person or expired ID.

## **Contacts**

IDScan.net  
2045 Lakeshore Dr  
Suite 213  
New Orleans, LA 70122  
USA

(631) 380-8121

General: [info@idscan.net](mailto:info@idscan.net)  
Sales: [sales@idscan.net](mailto:sales@idscan.net)  
Support: [support@idscan.net](mailto:support@idscan.net)  
Website: <http://idscan.net/>