



PeopleTrack

User Guide

This brief slideshow will guide you through the basic features and everyday use of the **PeopleTrack** software. By the end, you'll know how to navigate the program and plan your setup.

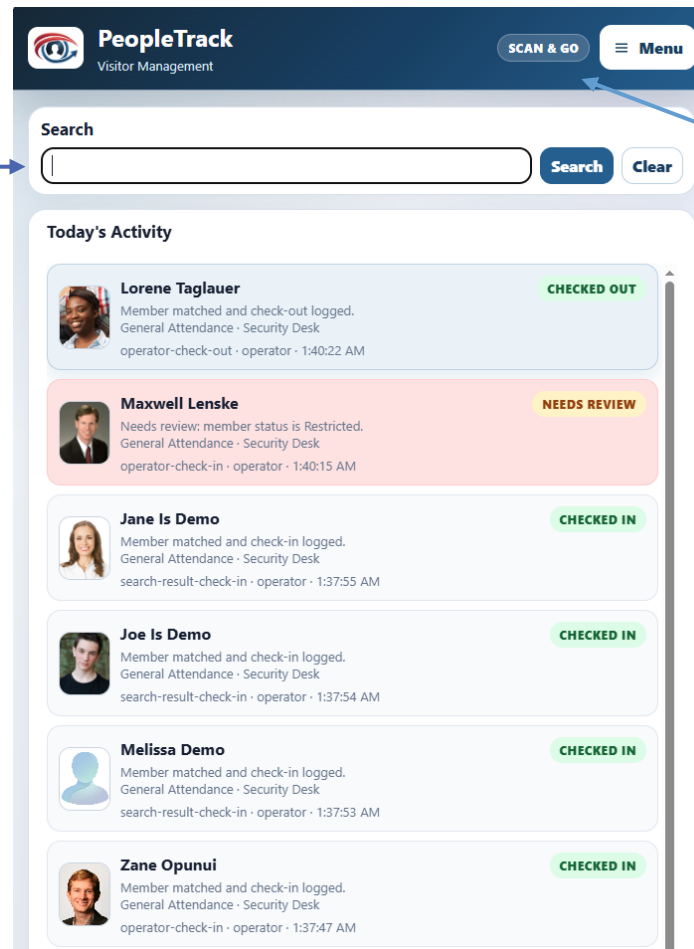
Enrollments & Registrations



There are several ways to register new people, and you do not need to choose every method up front. You can start by entering profiles manually or importing a spreadsheet, then add more registration methods later.

Scan & Go

The **Search Bar** finds the scanned in entries and lets you manually search for profiles by System ID, Custom ID, name, partial spellings, and email address.



The screenshot shows the PeopleTrack Visitor Management interface in Scan & Go mode. At the top, there is a dark blue header with the PeopleTrack logo, the text "Visitor Management", a "SCAN & GO" button, and a "Menu" button. Below the header is a search bar with a "Search" button and a "Clear" button. The main content area is titled "Today's Activity" and displays a list of member activity entries. Each entry includes a profile picture, the member's name, a status indicator, and a timestamp.

Member Name	Status	Timestamp
Lorene Taglauer	CHECKED OUT	operator-check-out · operator · 1:40:22 AM
Maxwell Lenske	NEEDS REVIEW	operator-check-in · operator · 1:40:15 AM
Jane Is Demo	CHECKED IN	search-result-check-in · operator · 1:37:55 AM
Joe Is Demo	CHECKED IN	search-result-check-in · operator · 1:37:54 AM
Melissa Demo	CHECKED IN	search-result-check-in · operator · 1:37:53 AM
Zane Opunui	CHECKED IN	operator-check-in · operator · 1:37:47 AM

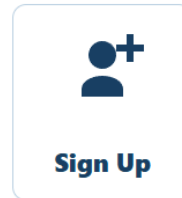
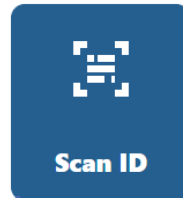
There are three tracking modes: **Operator**, **Self Check-In**, and **Scan & Go**. Click the **Tracking Mode** button to switch between them.

Scan & Go is designed for quickly scanning recognized IDs and automatically tracking existing members, without creating new member profiles.

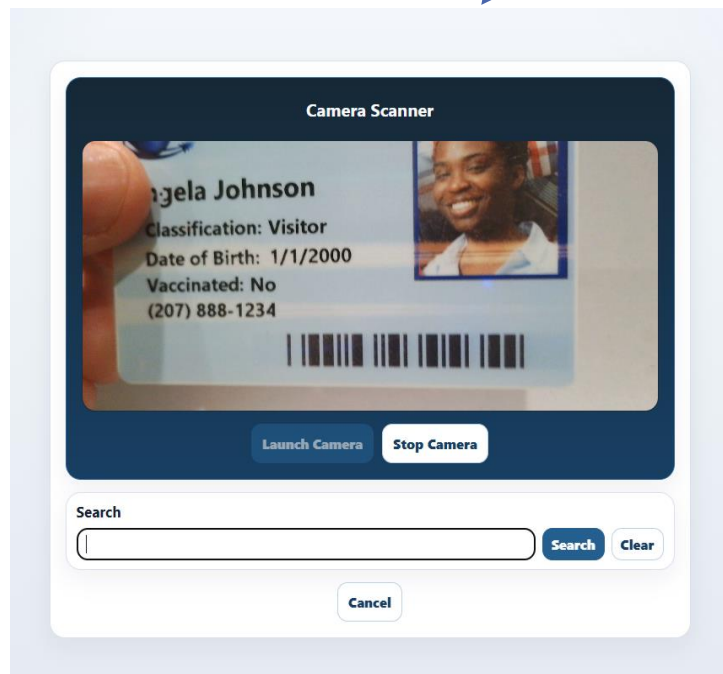
Self Check-In

Choose an option to continue.

Existing members scan their ID using a webcam, barcode scanner, or any compatible input device.



New visitors can scan their driver's license or enter their information manually to check themselves in.



Camera Scanner

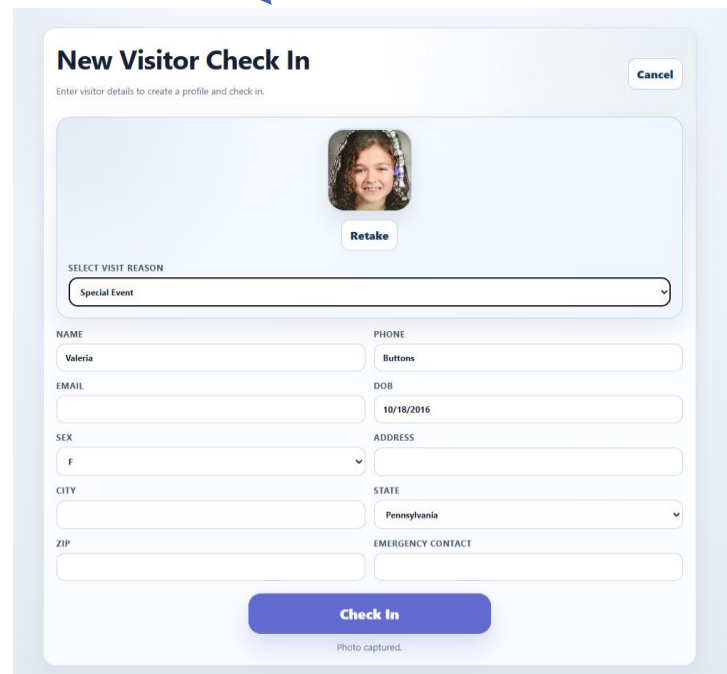
Angela Johnson
Classification: Visitor
Date of Birth: 1/1/2000
Vaccinated: No
(207) 888-1234

Launch Camera Stop Camera

Search

Search Clear

Cancel



New Visitor Check In

Enter visitor details to create a profile and check in.

Cancel

Retake

SELECT VISIT REASON
Special Event

NAME Valeria PHONE Buttons

EMAIL DOB 10/18/2016

SEX F ADDRESS

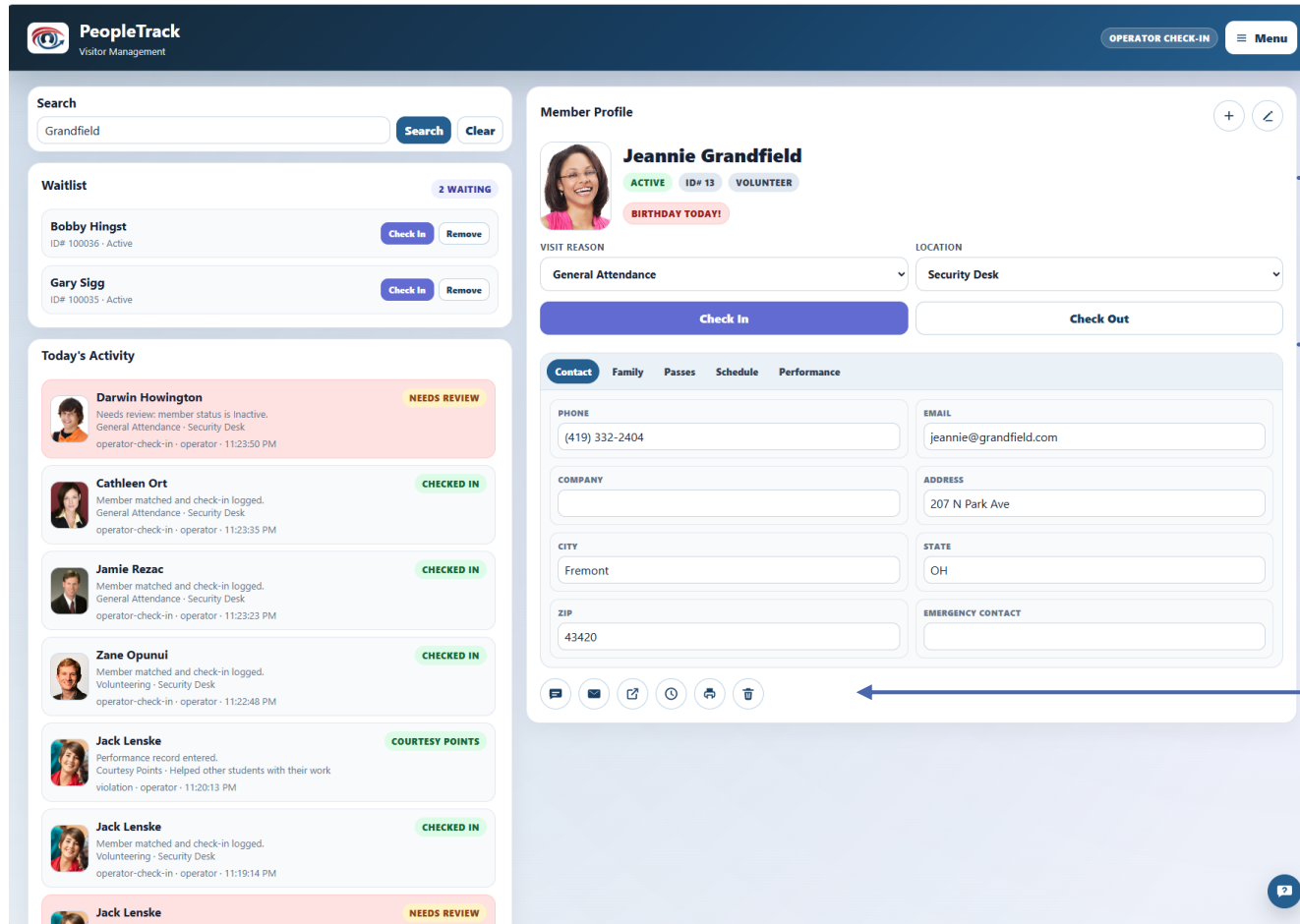
CITY STATE Pennsylvania

ZIP EMERGENCY CONTACT

Check In

Photo captured.

Operator Check-In



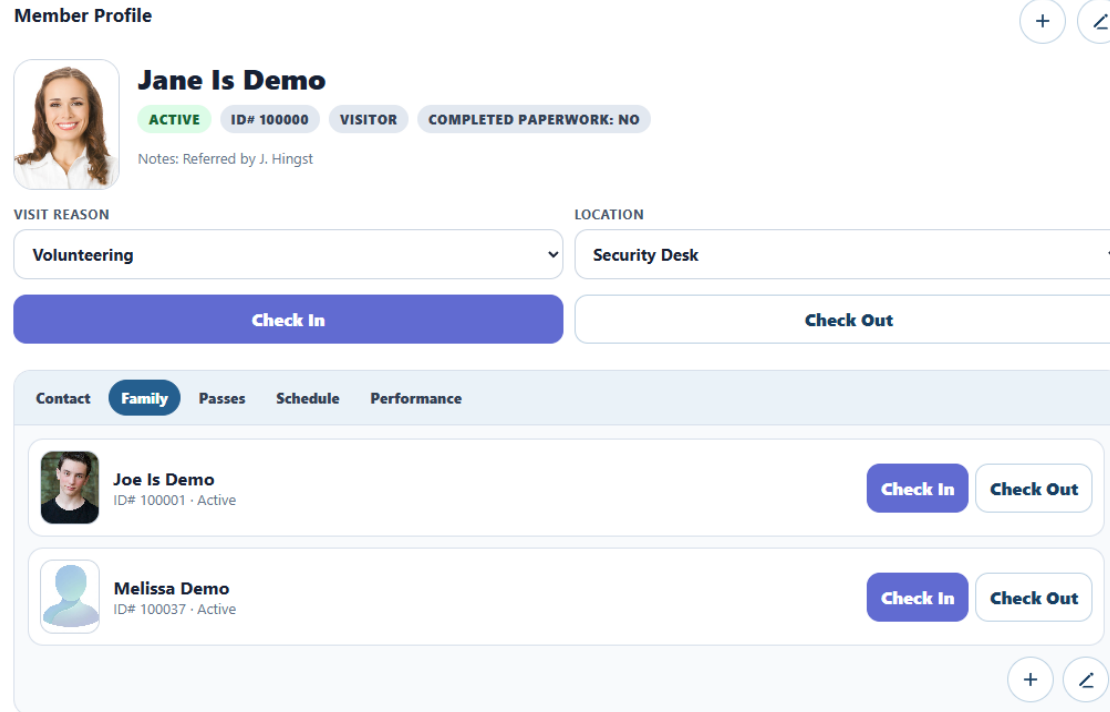
The screenshot shows the PeopleTrack Operator Check-In interface. At the top, there is a search bar with 'Grandfield' entered and a 'Search' button. Below the search bar is a 'Waitlist' section with two entries: Bobby Hingst and Gary Sigg, each with 'Check In' and 'Remove' buttons. To the right of the waitlist is a 'Member Profile' for Jeannie Grandfield, showing her photo, name, status (ACTIVE), ID# (13), and role (VOLUNTEER). Below the profile are dropdown menus for 'VISIT REASON' (General Attendance) and 'LOCATION' (Security Desk), and 'Check In' and 'Check Out' buttons. At the bottom of the profile is an 'Action Buttons' menu with icons for text, email, print, and delete. On the left side, there is a 'Today's Activity' section with several entries, including Darwin Howington (NEEDS REVIEW), Cathleen Ort (CHECKED IN), Jamie Rezac (CHECKED IN), Zane Opunui (CHECKED IN), Jack Lenske (COURTESY POINTS), and another Jack Lenske (CHECKED IN). A notification bell icon is visible in the bottom right corner of the interface.

View alerts, log visit details, and check the person in/out. Dropdowns can be modified in the Settings—Labels menu

Use the **Action Buttons** menu to text, email, or print IDs; add admin notes; add the person to the queue; or delete the profile.

Member Profile - Family

Member Profile



Jane Is Demo
ACTIVE ID# 100000 VISITOR COMPLETED PAPERWORK: NO
Notes: Referred by J. Hingst

VISIT REASON: Volunteering LOCATION: Security Desk

Check In Check Out

Contact **Family** Passes Schedule Performance

Joe Is Demo
ID# 100001 - Active
Check In Check Out

Melissa Demo
ID# 100037 - Active
Check In Check Out

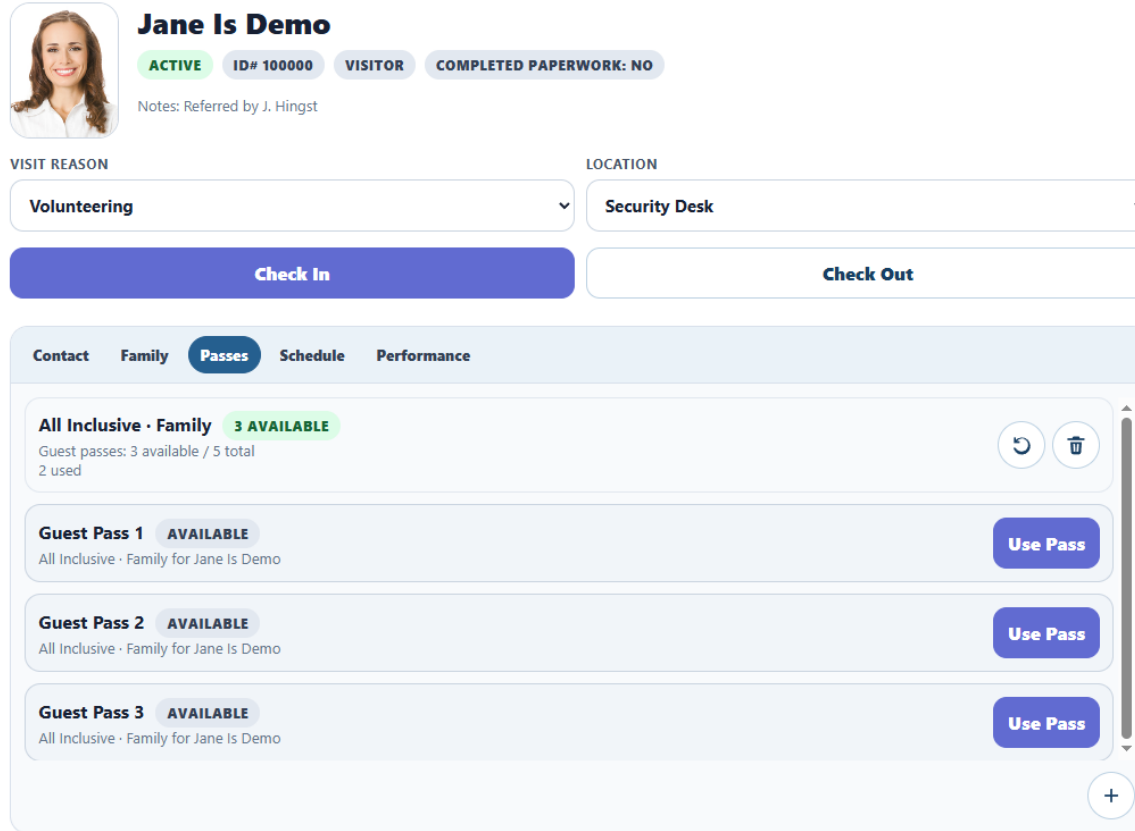
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Manually create a new profile or edit the person currently on the screen.

Use the **Family Menu** to check families in or out, add new family members, or remove existing ones.

Member Profile - Passes



The screenshot shows the 'Member Profile - Passes' interface for Jane Is Demo. At the top left is a profile picture of Jane Is Demo. To her right, the name 'Jane Is Demo' is displayed. Below the name are several status tags: 'ACTIVE' (green), 'ID# 100000', 'VISITOR', and 'COMPLETED PAPERWORK: NO'. A note below these tags reads 'Notes: Referred by J. Hingst'. Below the profile information are two dropdown menus: 'VISIT REASON' set to 'Volunteering' and 'LOCATION' set to 'Security Desk'. Below these are two buttons: 'Check In' (blue) and 'Check Out' (white). At the bottom, there is a navigation bar with tabs for 'Contact', 'Family', 'Passes' (selected), 'Schedule', and 'Performance'. The 'Passes' section shows a summary for 'All Inclusive - Family' with '3 AVAILABLE' passes (3 available / 5 total, 2 used). Below this are three 'Guest Pass' entries, each with a 'Use Pass' button. A plus sign button is at the bottom right of the passes list.

The Pass Categories and Types can be modified in the Settings-Labels menu.

Use the **Passes Menu** to add individual or shared passes, apply a guest pass, or reset the passes available on a membership.

Member Profile - Schedule



Lauren Knighton

ACTIVE ID# 17 VISITOR

VISIT REASON

Volunteering

LOCATION

Security Desk

Check In

Check Out

Contact Family Passes **Schedule** Performance

Saturday Dance Class REGISTERED
08/08/2026

Check In Check Out

Book Club
Tuesday Fiction Book Club
07/05/2026

Register Check In Check Out

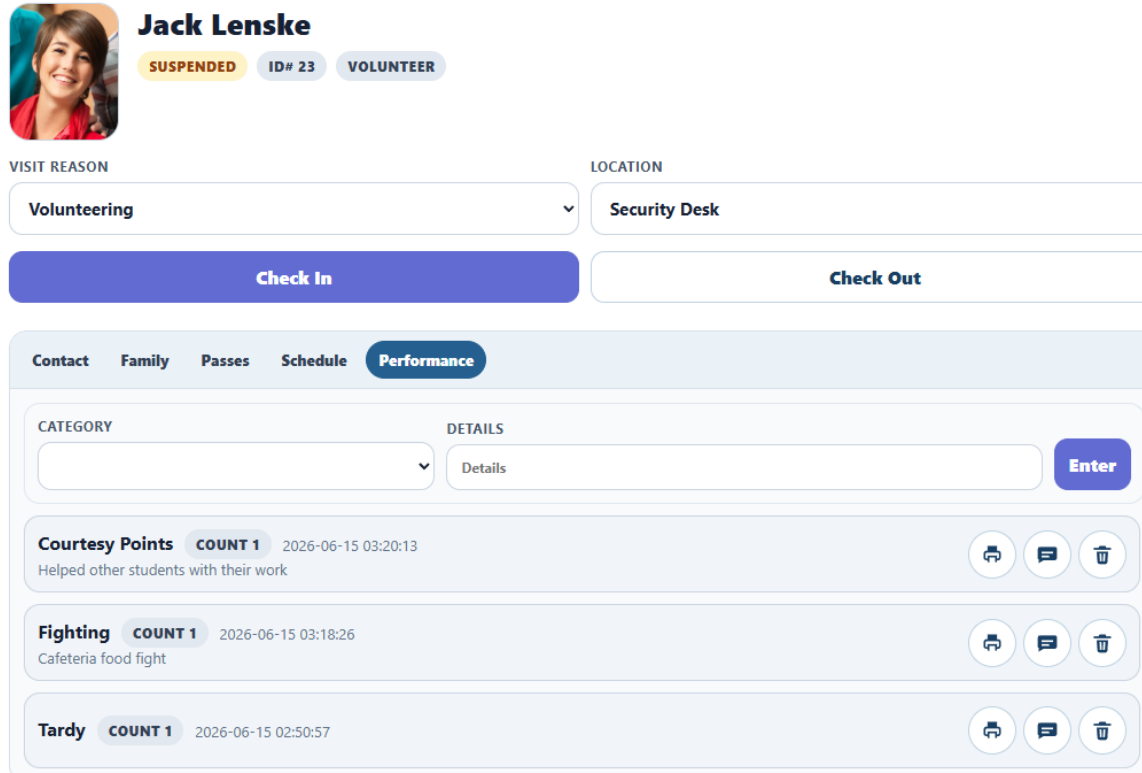
Special Event
NYE Ball
12/31/2028

Register Check In Check Out

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Use the **Schedule** to create events, register for existing events, or check in and out of exclusive events.

Member Profile - Performance



Jack Lenske
SUSPENDED ID# 23 VOLUNTEER

VISIT REASON: Volunteering
LOCATION: Security Desk

Check In **Check Out**

Contact Family Passes Schedule **Performance**

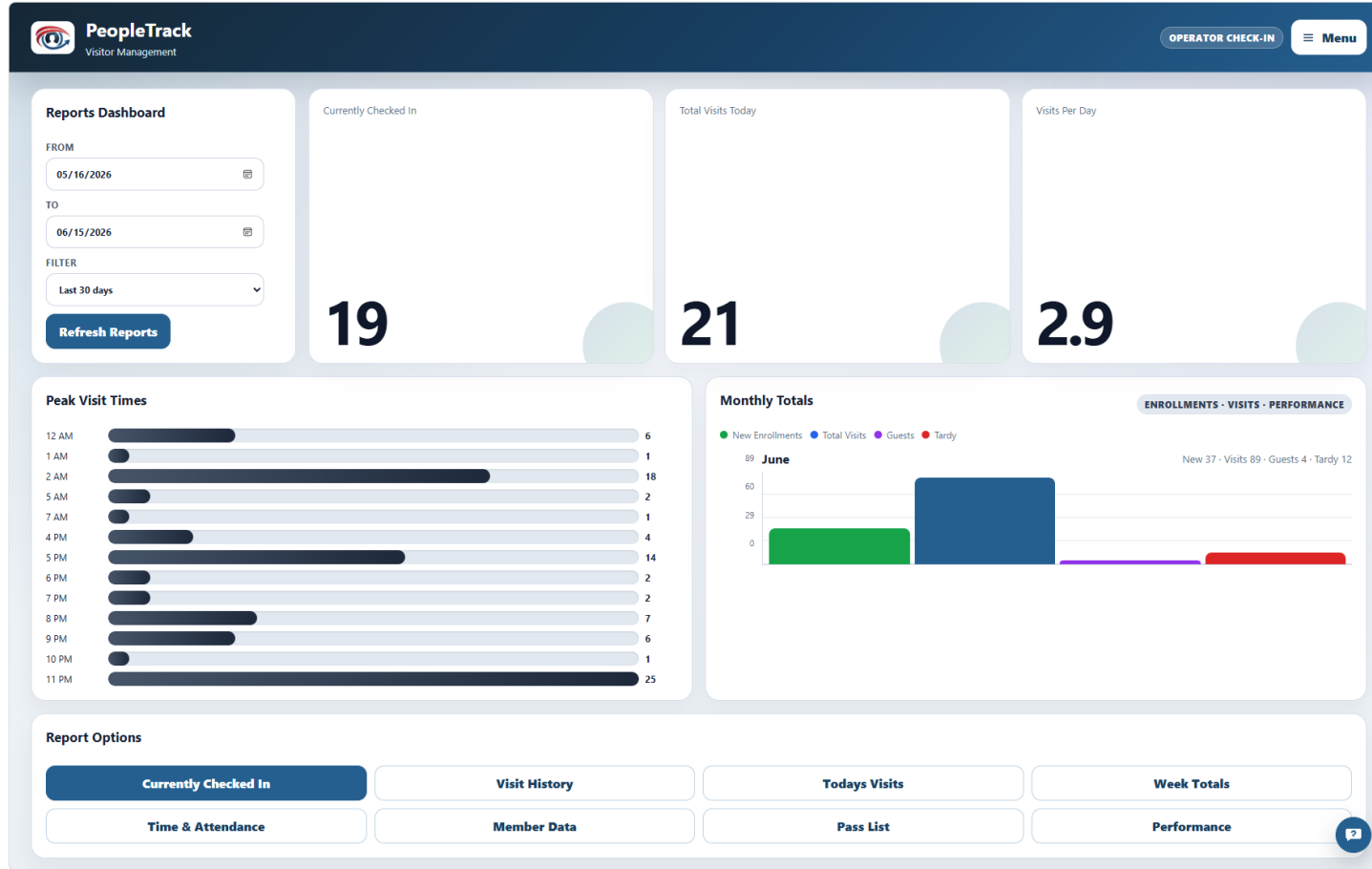
CATEGORY: [Dropdown] DETAILS: [Text Field] **Enter**

- Courtesy Points** COUNT 1 2026-06-15 03:20:13
Helped other students with their work
- Fighting** COUNT 1 2026-06-15 03:18:26
Cafeteria food fight
- Tardy** COUNT 1 2026-06-15 02:50:57

Each category has its own count. Categories can be modified in the Settings—Labels menu.

Use the **Performance** menu to enter and track behavioral incidents, tardies, points, and other notes. You can also print or text tickets to parents and log additional details.

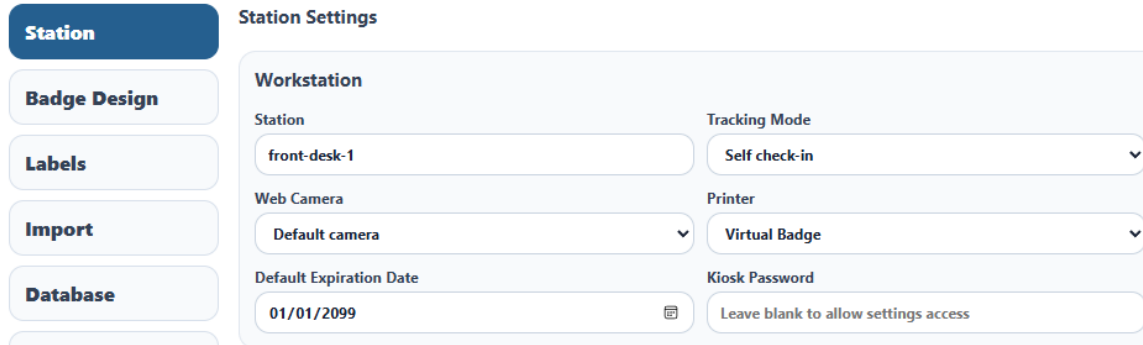
Reports Dashboard



View current attendance, peak times, and daily or monthly totals on the Reports Dashboard.

Select the desired report from Report Options to view and explore the report choices and data filters.

The Settings Menu

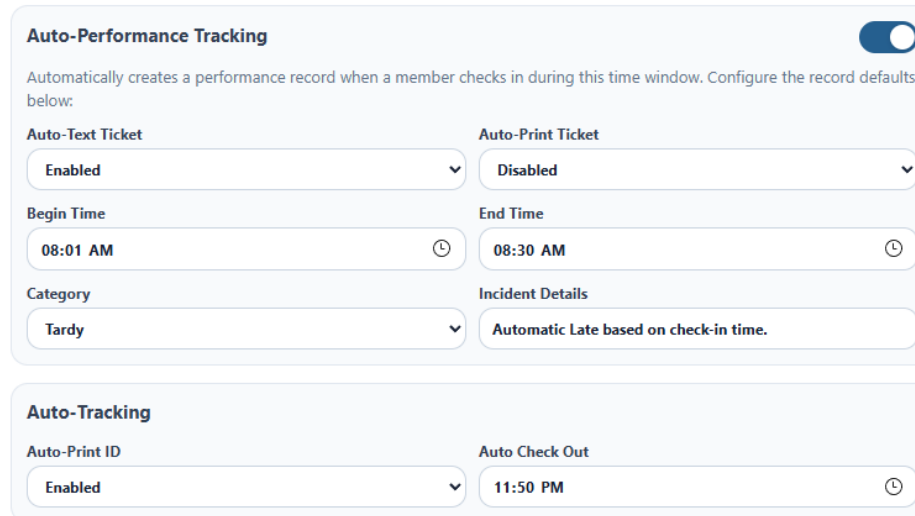


The screenshot shows the 'Station Settings' menu. On the left is a vertical sidebar with buttons for 'Station' (highlighted), 'Badge Design', 'Labels', 'Import', 'Database', and 'Account'. The main area is titled 'Station Settings' and contains a 'Workstation' section with the following fields: 'Station' (text input with 'front-desk-1'), 'Tracking Mode' (dropdown menu with 'Self check-in'), 'Web Camera' (dropdown menu with 'Default camera'), 'Printer' (dropdown menu with 'Virtual Badge'), 'Default Expiration Date' (text input with '01/01/2099' and a calendar icon), and 'Kiosk Password' (text input with 'Leave blank to allow settings access').

Design digital and printed IDs, customize the app, import data, perform database operations, and manage your account.

In **Workstation Settings**, you can set a kiosk password to lock the app to a single screen, such as **Self Check-In**.

These settings control how this screen behaves for the current workstation.



The screenshot shows two sections of settings. The first is 'Auto-Performance Tracking', which has a toggle switch turned on. Below it is a description: 'Automatically creates a performance record when a member checks in during this time window. Configure the record defaults below:'. It includes 'Auto-Text Ticket' (dropdown menu with 'Enabled'), 'Auto-Print Ticket' (dropdown menu with 'Disabled'), 'Begin Time' (time picker with '08:01 AM'), 'End Time' (time picker with '08:30 AM'), 'Category' (dropdown menu with 'Tardy'), and 'Incident Details' (text input with 'Automatic Late based on check-in time.'). The second section is 'Auto-Tracking', which includes 'Auto-Print ID' (dropdown menu with 'Enabled') and 'Auto Check Out' (time picker with '11:50 PM').

Configure your station's automation settings.