

# School Visitor Log

User guide

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## School Visitor Log

This program is to keep a log of the visitors which are coming into the school



Click on the links below to find out more

## Visitors Log

- Close** Will close this Screen
- Add Event** Add a new Event to the grid
- Edit Event** Click this Button to edit Your own Selected event
- Delete Event** Delete Your own Selected Event
- Print** Print the Grid to your Printer
- Help** This Help File, press F1 at any time to show this help file
- Export** Export the current Grid to Excel
- Search** Search the Database for Event Date, Time, Visitor Name, Seeing Who, When Added, Added By
- Find People** This Screen will show enabling you to Find People in the database

Close
Add Event
Edit Event
Delete Event
Print
Help

January 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

**Today: 13/01/2014**

Visitor
Staff

No Picture Available



Search Events from Selected Date

Export

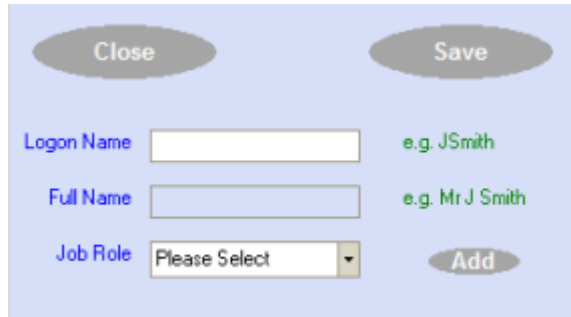
Search
Find People

Event Date / Time	Visitor Name	Approved	Seeing Who	Reason	Added By	When Added
13/01/2014 Morning	Mr A Smith	Not Approved	Mr S Riley	Backups	steve	13/01/2014 03:25:43
13/01/2014 Anytime	Mr S Mather	Not Approved	Miss N Johnson		steve	07/01/2014 06:32:35
16/01/2014 15:10	Mr S Mather	Not Approved	Mrs L Amos		steve	07/01/2014 06:34:46
16/01/2014 Anytime	Ms A Whyte	Not Approved	Ms D Nash	zx	steve	07/01/2014 06:35:11
16/01/2014 Anytime	Mr G Holdsworth	Not Approved	Miss A Gibbs	testing1	tstaff	11/01/2014 12:14:22
18/01/2014 Anytime	Mr V Rowley	Not Approved	Mr P Thackaberry		tstaff	11/01/2014 18:05:42
18/01/2014 Anytime	Mr J Cleeve	Not Approved	Miss A Gibbs		tstaff	11/01/2014 18:27:31
18/01/2014 Anytime	Ms A Whyte	Not Approved	Miss A Gibbs		tstaff	11/01/2014 18:28:48

Connected: steve-it\EDSS
User: steve (3)
Total: 8
13/01/2014 03:29:34

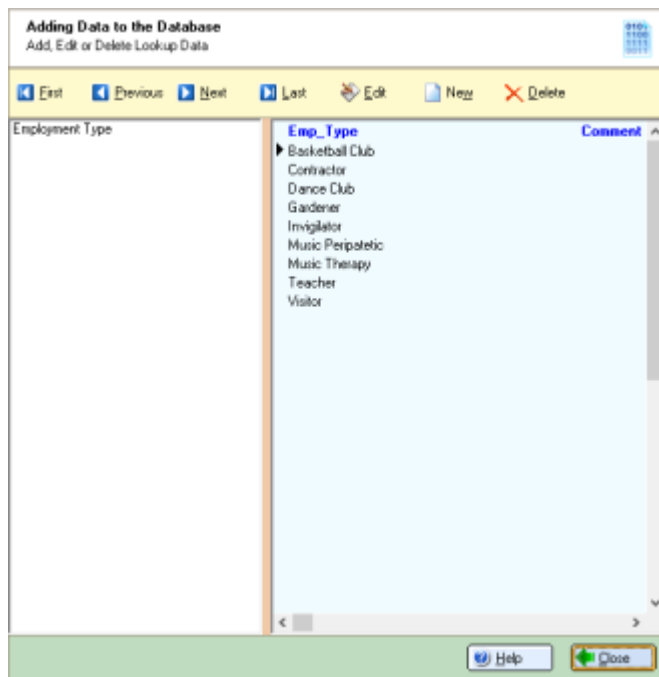
## Settings Screen

- Close** Closes this Screen
- Edit Visitor** Use this Button to Edit the selected Visitor Details
- Add New Visitor** Add a New Visitor Name to the Database  
If the Visitor Name is not showing then click "Add New Visitor" button, this screen will appear



The screenshot shows a light blue background with two buttons at the top: "Close" and "Save". Below these are three input fields: "Logon Name" with a text box and "e.g. JSmith" next to it; "Full Name" with a text box and "e.g. Mr J Smith" next to it; and "Job Role" with a dropdown menu showing "Please Select" and an "Add" button to its right.

if the correct Role is not showing then click the "Add" button and a screen will appear allowing you to add a New Role



The screenshot shows a window titled "Adding Data to the Database" with the subtitle "Add, Edit or Delete Lookup Data". The window has a yellow toolbar with buttons for "First", "Previous", "Next", "Last", "Edit", "New", and "Delete". The main area is split into two panes. The left pane is titled "Employment Type" and is currently empty. The right pane is titled "Emp\_Type" and contains a list of roles: "Basketball Club", "Contractor", "Dance Club", "Gardener", "Invgiletor", "Music Peripatic", "Music Therapy", "Teacher", and "Visitor". A "Comment" column is visible on the right side of the list. At the bottom of the window, there are "Help" and "Close" buttons.

- Find People** This Screen will show enabling you to Find People in the database

**Select a member of Staff**  
Select or type in the staff name then click Select

User Name	Full Name	Code
► Siley	Mr S Riley	SR

Approved or Not  
Stall  
Employment Type

Search for User Name  
rile Total: 1

Connected: steve-IT\EDS User: Steve 13/01/2014 03:30:41

## Settings

Click the Tick boxes to turn on or off these settings

Close Help

Add New Visitors

Visitors Names 25

Full Name
► Mr A Smith
Mr C Varnava
Mr D Mason
Mr G Holdsworth
Mr G Naiwo
Mr Ian Beach
Mr J Cleeve
Mr Lee Burnett
Mr M Horkan
Mr M Treaty
Mr S Mather
Mr V Rowley

No Picture Available

Edit Visitor

Add New Visitor

Find People

Role: Visitor  
Approved: Not Approved

Search

Settings

- Users can Only Delete thier own Events
- Users can Only Edit thier own Events

## Adding an Event

Run the program, click the "Visitors Log" button then click the "Add Event" button

Select a date for this event from the Calendar, (if this is going to be an On going event, the same Day and Time each week, then click the "Multiple Events" tick box, change the number of weeks this event will occur)

Now Select the Visitor Name from the Visitors Grid, (if the Visitor Name is not showing then you can add a new one by Clicking "Add New Visitor" button  
then Select the Staff Name who this visitor is going to visit

Add a Time if you wish or leave it Blank  
Add a Reason if you wish or leave it Blank

Then click the "Save" button

The event will now be saved

January 2014

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27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: 13/01/2014

Multiple Events  
On the Same day for 3 weeks

Visitors Names 25

No Picture Available

Add New Visitor

Search for Visitor

Role: Visitor

Staff Names 79

Search for Staff

IT

Vistor Mr A Smith will be coming to see Mr S Riley on 13/01/2014 and every 3 weeks

If this is correct then click the save button

Optional

Time: Morning

Reason: Backups

Close Help Save

## **Edit Event**

To Edit an Event click the Search Button, Find your Event, then Right Click the Event and Click Edit, You can now Edit this Event, Click Save to save the changes.



## About

This dialogue screen will give you information about this Program and GilRil

Program Name

Version number

Who created it

Who suggested this part of the program  
and some Web links

[Gilril web Site](#)

[Send an Email to GilRil](#)

[Send an Email to Support](#)

Click on the credit button for a message about who has helped me in making this program and which components we have used