

SEC³URE Facility Administrator | Check-in/out Preferences

Facility Check-in / Check-out preferences:

Intellcentrics SEC³URE offers a few different methods of Check-in / Check-out of your facilities:



Mobile App Check-in / Check-out

The most convenient option, HCIRs / Reps simply use their mobile devices to check-in and/or check-out of your facilities. This also allows HCIRs / Reps to take full advantage of geo-fencing capabilities of their mobile devices.



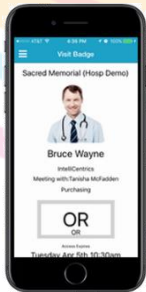
Manual Check-in / Check-out

More of a concierge method, a staff member greets the HCIRs / Reps and completes the check-in and/or check-out in person. The staff member will use her/his own SEC³URE Facility Host User login.



Kiosk Check-in / Check-out

This is a free-standing computer that your HCIRs / Reps use to log themselves in and out. This is a self-service method that does not require a staff member be present.



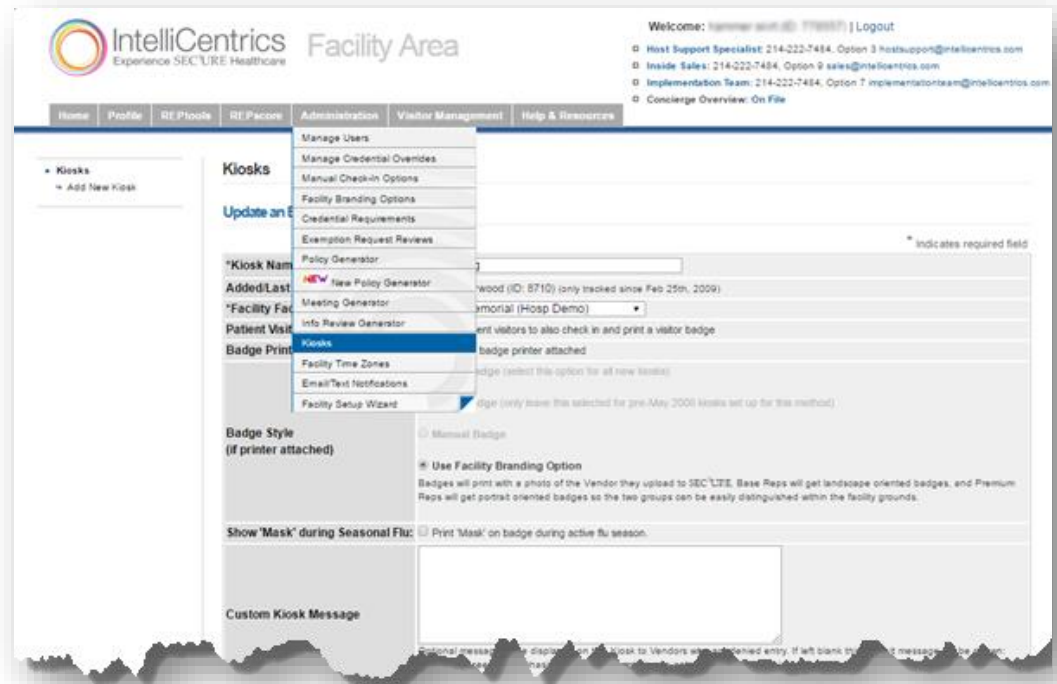
You may require a badge to print at your kiosk or have the badge image populate on the HCIR's device.

Many of our facilities not requiring an adhesive badge have a policy requiring the HCIRs to wear their **company badge** while complying with your check-in check-out requirements.

In SEC³URE, indicate the facility's check-in / check-out preferences (Mobile, Kiosk, and/or Manual) by using **Kiosks** located under the **Administration** menu.

Use the SEC³URE Launch posters to communicate your facility's check-in / check-out methods. Launch posters can be found under:

Help & Resources > Support > Getting Started in SEC³URE





How to set SEC³URE Mobile App Check-in / Check-out preferences:

Administration > Kiosks > Add New Kiosk

IntelliCentrics Facility Area

Welcome: [User Name] | Logout

Host Support Specialist: 214-222-7484, Option 3: hostsupport@intellcentrics.com
 Inside Sales: 214-222-7484, Option 9: sales@intellcentrics.com
 Implementation Team: 214-222-7484, Option 7: implementationteam@intellcentrics.com
 Concierge Overview: On File

Home | Profile | REPtools | REPacore | Administration | Visitor Management | Help & Resources

Kiosks

Add New Kiosk

Add a New Kiosk

*Kiosk Name: Mobile Check-in w/Badge Printer

*Facility: Sacred Memorial (Hosp Demo)

Patient Visitors: ☐ Allow patient visitors to also check in and print a visitor badge

Badge Printer: ☒ Kiosk has badge printer attached

Show 'Mask' during Seasonal Flu: ☒ Print 'Mask' on badge during active flu season.

Custom Access-Denied Message: [Text Area]

Optional message to be displayed on this kiosk to reps who are denied entry. If left blank, this default message will be shown: "Please proceed to Purchasing to receive permission to enter. Facility personnel have been sent notification and are expecting your arrival."

Add New Kiosk >>

Providing this (mobile) kiosk information informs the Implementation Team about your check-in / check-out preferences. It will also be informative when HCIRs / Reps contact IntelliCentrics Customer Services with questions about accessing your facilities.

We also provide launch posters to communicate your check-in / check-out preferences with your HCIR / Rep populations. Go to:

Help & Resources > Support > Getting Started in SEC³URE



The *Add a New Kiosk* page displays.

- For ***Kiosk Name**, indicate "Mobile" if the HCIRs / Reps should use the SEC³URE Mobile App to enter and/or exit the facility. For example:

- HCIRs need to check-in and check-out via the SEC³URE Mobile App. They will also need to print and wear a printed label badge while visiting.

Mobile Check-in/Check-out w/Badge Printer

- HCIRs can check-in via the SEC³URE Mobile App and show the mobile badge (on their devices) while visiting. They may then simply leave the facility when done and let the geo-fencing automatically check them out.

Mobile Check-in/Check-out no badge printer

- Select the *** Facility** this applies to.
- Skip over **Patient Visitors** (*patient visitors will not download the Mobile App for now*).
- Check **Badge Printer** if HCIRs will be printing and wearing paper label badges while visiting. (*The facility will need to set up and then maintain a badge printer.*)
- Check **Show 'Mask' during Seasonal Flu**: if applicable (*October – March*)
- Add a **Custom Access-Denied Message** if there is someone designated at the facility HCIRs / Reps should contact for access.
- Add New Kiosk >>**



How to set SEC³URE Kiosk Check-in / Check-out preferences:

Administration > Kiosks > Add New Kiosk

The screenshot shows the 'Add a New Kiosk' form in the IntelliCentrics Facility Area. The form has a sidebar with 'Kiosks' and 'Add New Kiosk'. The main form area has a title 'Add a New Kiosk' and a list of fields:

- *Kiosk Name: East Entrance Check-in w/Badge Printer
- *Facility: Sacred Memorial (Hosp Demo)
- Patient Visitors: ☐ Allow patient visitors to also check in and print a visitor badge
- Badge Printer: ☒ Kiosk has badge printer attached
- Show 'Mask' during Seasonal Flu: ☒ Print 'Mask' on badge during active flu season.
- Custom Access-Denied Message: A text area containing a message about contacting Tanisha McFadden for concerns or help.

 A blue button labeled 'Add New Kiosk >>' is at the bottom right.

Providing this kiosk information informs the Implementation Team about your check-in / check-out preferences. It will also be informative when HCIRs / Reps contact IntelliCentrics Customer Services with questions about accessing your facilities.

We also provide launch posters to communicate your check-in / check-out preferences with your HCIR / Rep populations. Go to:

Help & Resources > Support > Getting Started in SEC³URE



The *Add a New Kiosk* page displays.

- For ***Kiosk Name**, indicate the facility location or department name if the HCIRs / Reps should check-in / Check-out and/or print paper label badges via the kiosk. For example:

East Entrance Check-in w/Badge Printer

If there is more than one kiosk, the names in SEC³URE must be unique.

- Select the *** Facility** this applies to.
- Check **Patient Visitors** if they should also register and print visitor badges. (*Patient visitor information is checked for any matches to existing HCIR / Rep accounts in SEC³URE*).
- Please contact the Implementation Team to discuss Patient Visitor management in detail.
- Check **Badge Printer** if HCIRs will be printing and wearing paper label badges while visiting. (*The facility will need to set up and then maintain a badge printer.*)
- Check **Show 'Mask' during Seasonal Flu**: if applicable (*October – March*)
- Add a **Custom Access-Denied Message** if there is someone designated at the facility HCIRs / Reps should contact for access.
- Add New Kiosk >>**

See the SEC³URE Kiosk Setup Guide (*PDF) for full specifications, details, and instructions for setting up kiosks and printers.





How to set SEC³URE Manual Check-in / Check-out preference:

Administration > Kiosks > Add New Kiosk

Providing this (manual) kiosk information informs the Implementation Team about your check-in / check-out preferences. It will also be informative when HCIRs / Reps contact IntelliCentrics Customer Services with questions about accessing your facilities.

We also provide launch posters to communicate your check-in / check-out preferences with your HCIR / Rep populations. Go to:

Help & Resources > Support > Getting Started in SEC³URE



The *Add a New Kiosk* page displays.

- For ***Kiosk Name**, indicate “*Manual Check-in*” if the HCIRs / Reps need to physically show identification to a facility employee to check-in and/or check-out:

Manual Check-in/Check-out w/Badge Printer

- Select the *** Facility** this applies to.
 - Check **Patient Visitors** if they should also register and print visitor badges. (*Patient visitor information is checked for any matches to existing HCIR / Rep accounts in SEC³URE*).
- Please contact the Implementation Team to discuss Patient Visitor management in detail.
- Check **Badge Printer** if HCIRs are required to wear paper label badges while visiting. (*The facility will need to set up and then maintain a badge printer and then connect the printer to the facility employee’s SEC³URE user account.*)
 - Check **Show ‘Mask’ during Seasonal Flu**: if applicable (*October – March*)
 - Skip over **Custom Access-Denied Message**
 - Add New Kiosk >>**

See the **SEC³URE Manual Check-in Setup Guide** (*PDF) for full specifications, details, and instructions for setting up workstations and printers.

