

# VeriScan Desktop

Visitor Management, Age Verification, and Data Capture  
Application

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A Product of 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:

- Last Name
- First Name
- Middle 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

Windows 7 or later with .NET framework (free download)

RAM: 4GB or higher (8GB strongly recommended)

Device with 3 track magnetic stripe reader or 2D barcode (PDF417) scanner

Some devices may require additional settings and adjustments. If you need any help setting up your device, please visit our YouTube channel <https://www.youtube.com/user/IDScanNautilus>, our website <http://idscan.net/>, or send an email to [support@idscan.net](mailto:support@idscan.net).

Additional information on how to obtain and set up readers/scanners can be found on our website <http://idscan.net/>.

## Installing VeriScan

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

## Desktop Downloads

### VeriScan Desktop - v2.86.4

Download

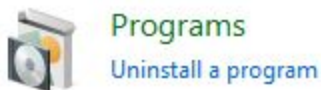
Release Notes

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

## Uninstalling VeriScan

Windows XP through Windows 8.1

1. Go to **Start > Control Panel > Programs > Uninstall a program**



Windows 10

1. Go to **Start > Settings > System > Apps & features**



2. Select VeriScan from the Apps & features window and click “Uninstall”

In some cases, you will find that when removing software, there will be one or two files that the operating system will ask if you want them removed since they may be shared by other programs. If you are unsure, always opt to keep these files.

Once the VeriScan application is installed, please make sure to configure the software to work properly with the hardware of your choice. Drivers for your device can be downloaded from <http://idscan.net/support/driversfirmware/>.

## 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 Notepad).

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.



After the License Key is entered, the program must be restarted. You can view the status of your Registration via the **About** menu located under the **Help** tab.

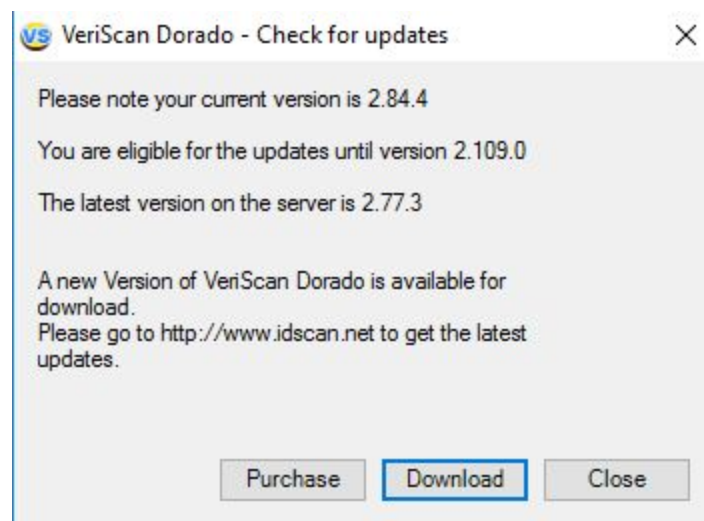
## Subscription Renewal

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/IDScannet-VeriScan-WizzForms-Software-Annual-Maintenance-Updates\\_p\\_65.html](http://store.idscan.net/IDScannet-VeriScan-WizzForms-Software-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.

## Software Updates

To check for the most up to date software, click on **Check for a New Version** under the **Help** tab. A screen similar to the one below will appear:



This screen reflects your eligibility for the updates. It will display the version you currently have installed, the version you are eligible to receive updates for (based on your paid subscription), as well as the latest version available on our server.

## Device Setup

VeriScan supports different types of devices, such as scanners by E-Seek and 3M, including full-page passport readers.

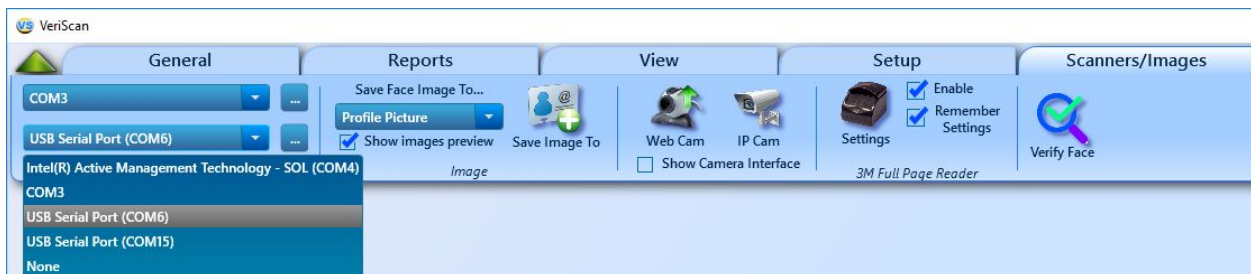
Drivers for our supported scanners can be found on our website here:



<https://idscan.net/support/driversfirmware/>.

## USB/COM-Port Scanner Setup (non 3M scanners)

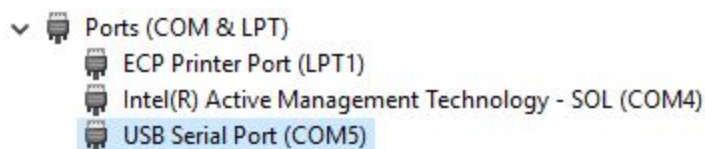
1. Plug in your device with a magnetic stripe or barcode reader.
2. Make sure your device appears in Device Manager.
3. Open VeriScan application.
4. Select the Scanners/Images tab from the top menu and use the drop down box on the left to select your device.



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):



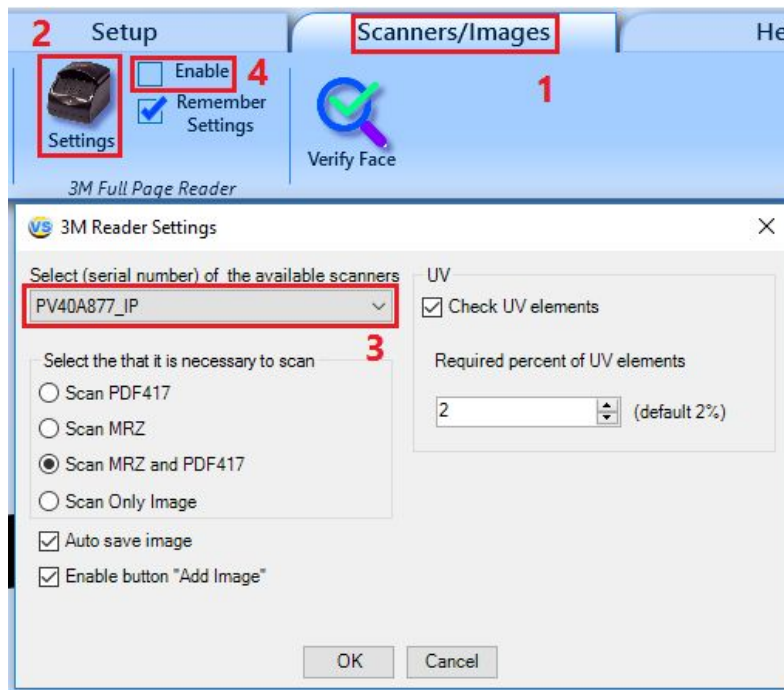
The USB magnetic card reader should look similar to the one illustrated in the picture below (note COM9 Port):



## 3M Scanner Setup

1. Select the Scanners/Images tab from the top menu
2. Click the 3M Scanner icon to access the Settings.
3. Select connected scanner serial number from the drop down box. (Drivers should already be installed at this point. If not, visit <http://idscan.net/support/driversfirmware/>).
4. Click Enable checkbox.

Selecting Remember Settings with save your scanner settings for future configuration.

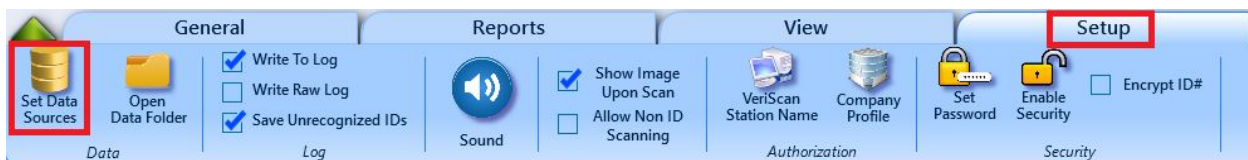


Your selected device should now be ready to use within the VeriScan application.

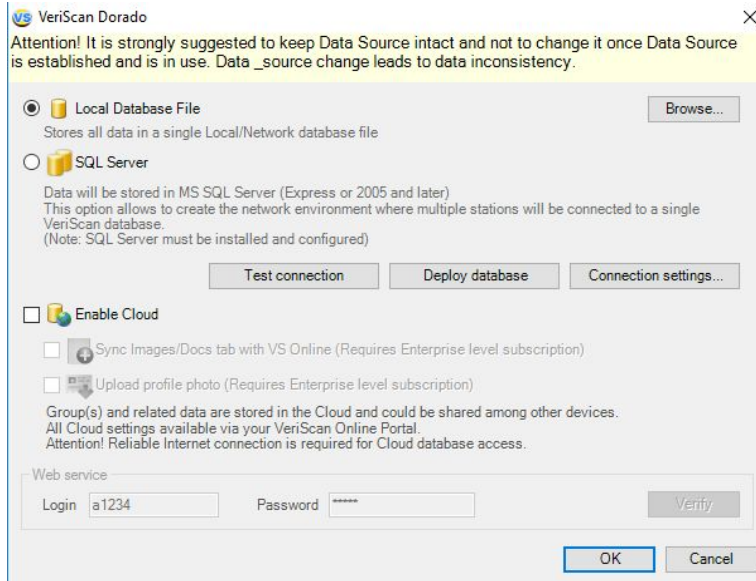
## Database Setup

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.

Please click here to see our guide on setting up SQL Server.

## 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.

## Additional Setup Settings

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

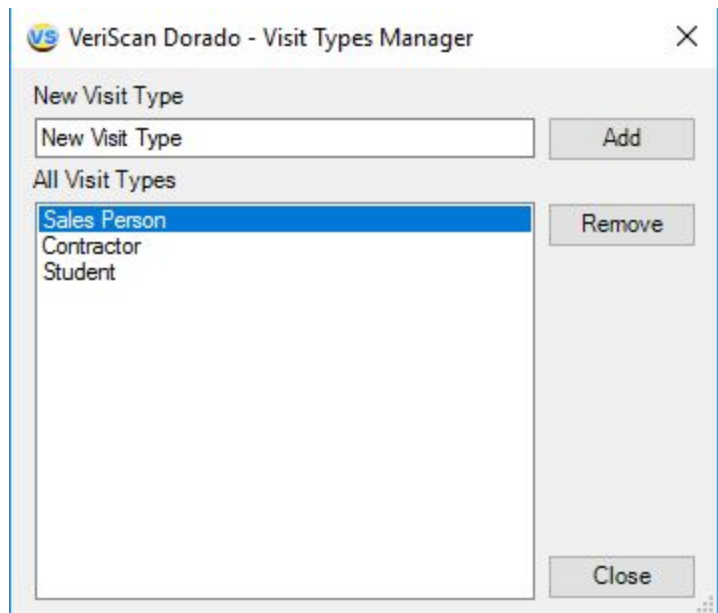
Under the Scanner/Images tab, select Save Image To.



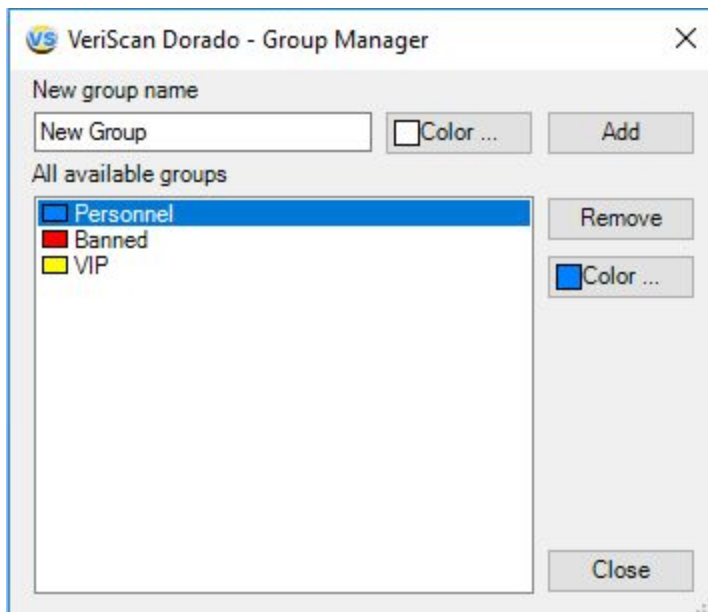
## Manage Visit Types

If your establishment tracks customers by purpose of visit, you may create an unlimited number of them from the drop down menu **Visit Type**. Go to **General Manage Visit Types**. Please note that a Visit Type is associated with a singular ID scan while a customer might have many Visit Types.

When using one of our cloud services, Visit Types as well as Tags will be downloaded from the VeriScan Online portal.



## Manage Groups



If your establishment tracks customers by groups, you may create an unlimited number of them for the drop down menu **Group**. Go to **General Manage Groups**. Please note that a group type is associated with one **ID**, whereas visit type is associated with one ID **scan**. An ID may only be assigned to one group at a time.

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 one of our cloud services.

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

## Offenders Check

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

This is a subscription based service. Please email [info@idscan.net](mailto:info@idscan.net) for more information.

## Images/Docs Functionality

VeriScan Desktop has the ability to capture and store a Profile and 2 Visit Images of your customers via a connected USB camera. A Profile Image is permanently stored with other records of a customer, while a Visit Image is associated and stored with a one-time card scan. In addition to taking a photograph of a customer, you might also use Visit Image to take a picture of a Customer ID, vehicle number, etc. Please note that only three will appear on the display profile but multiple images and documents can be stored. The customer’s profile needs to be opened to view these.

To take a Profile Picture, simply click on the **Profile Picture** button or the area inside the Profile Picture window. To take a Visit Picture, click on the **Visit Picture** button or on an area inside the Visit Picture window.

To adjust the settings on your camera, click on the Scanners/Images tab, make sure your camera is selected in the drop down menu on the left, then click the camera icon. A settings window similar to the image at the right will display:

If using the E-Seek M-280 or comparable flatbed scanners and full card reader, VeriScan Desktop also allows the user to capture scanned images of the Driver’s License, and will automatically capture and display the ID owner’s

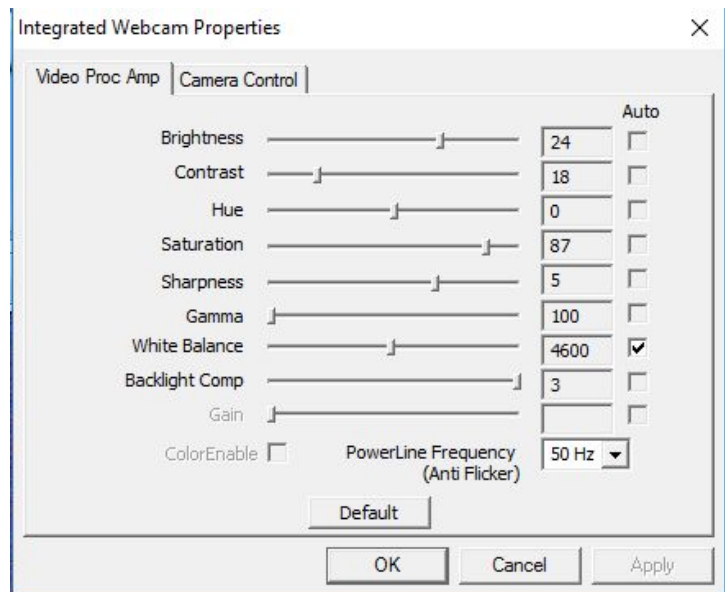
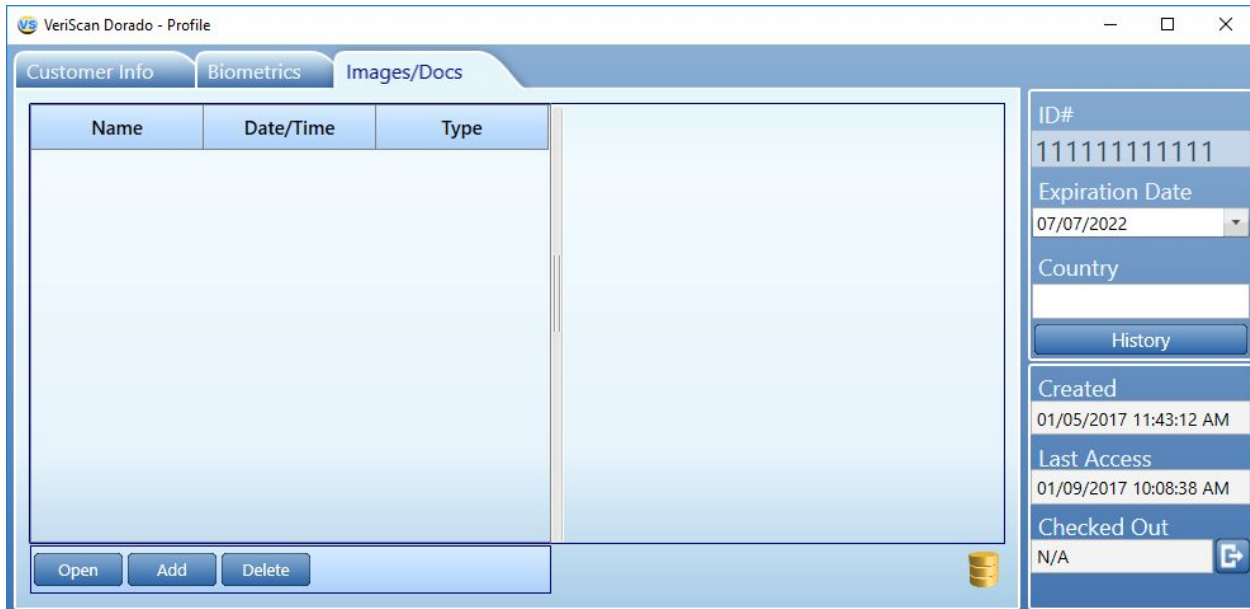


photo under the profile image section.

After completing the scan, the associated image may be found in the **Images/Docs** section of the Profile Manager. This section may also be used to associate files of any type with the ID by using the **Add** button at the bottom left.



This feature is especially useful for backing up your scans with data that proves your clientele was actually on site. If the user is fighting chargebacks and fraud claims, or complying with alcohol and beverage committee standards, this feature is especially useful.

## Reports

In addition to exporting a data log (that has all available information, including time stamps of the scans) (located under **General View/Export Log**), VeriScan offers detailed Daily Reports via the **Reports Menu Date/Time Report**. The report can be saved in Excel, Word or PDF format and offers a quick summary breakdown of customers in addition to providing details such as name, age, gender, address, scan time, date, male/female count, etc. (Make sure that under **Setup Log, Write to Log** is checked in order for the scans to be saved and utilized when creating reports).

Report Viewer

Filter By Time Criteria

1 of 1 100%

## VeriScan Detail Date/Time Report 1/9/2017

Date	Time	Name	Age	Sex	Address	City
January 09, 2017	10:08 AM	GARCIA FRED	67	Male	123 MAIN STREET	CHARLOTTE

Report Total: 1

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Female Count: 0

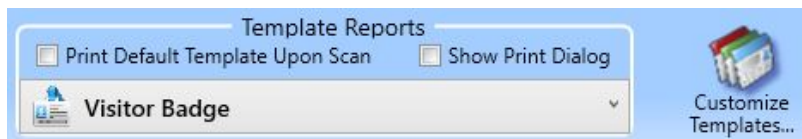
Male Count: 1

You may also use the **Find** feature to quickly search data by any text string.

### 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.

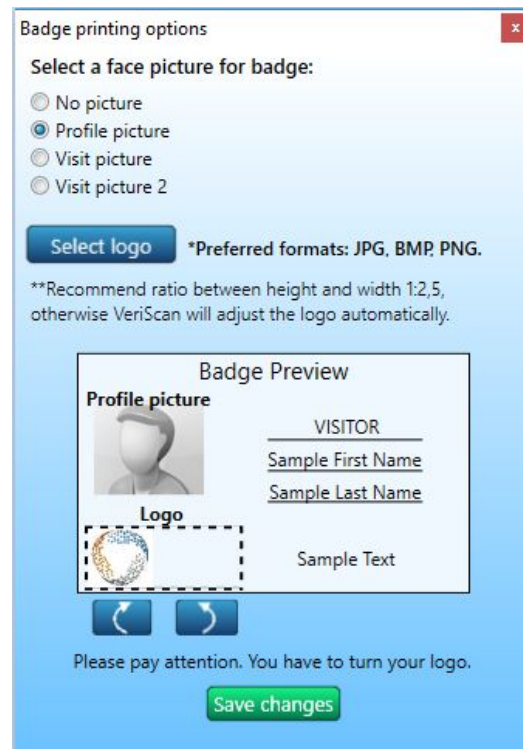
The custom report will be printed to a default printer automatically upon selecting the option **Print Default Template Upon Scan**. The report can be configured as print badges, authorization forms, applications, etc.

## Badge Printing

Clicking on the Badge printing Options button (located under the Reports tab) enables the printing of said badge with every ID scan. This is especially useful in institutions such as schools or secure locations such as vaults or other facilities that require additional clearance.



Under **Badge printing Options** **Select Logo**, you can designate your brand image (1:2.5 height to width ratio recommended; JPG, BMP, PNG supported) to appear on the badge when printed.



## View

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



## 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.



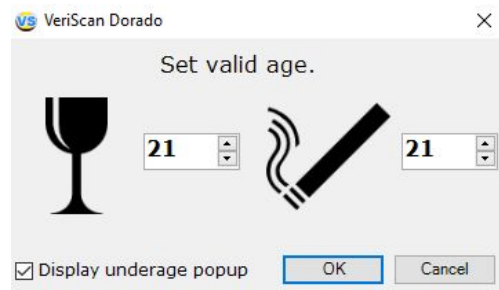
Under certain circumstances, a user may want to disable the actual age displayed on the screen when running the program. If the option **Display Age** is NOT selected, then only the icons for drinking and smoking will appear when an ID is scanned. The icon will appear **red** if the ID holder is under 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.

## Set Valid Age

This option allows the user to flag underage visitors by displaying their age in red (overage be shown in green). You can manually enter a number associated with Valid Age by selecting **Set Valid Age** from the **View** tab (default is set to 21 years old).



will



## 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

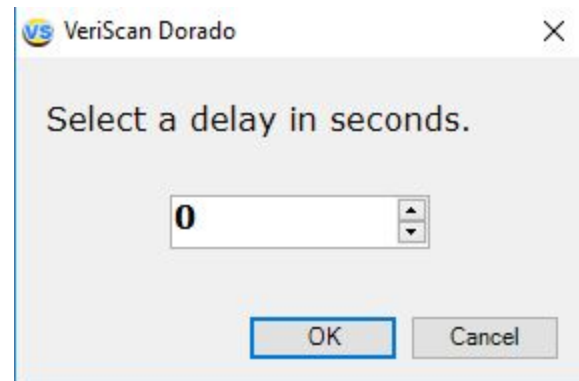
Enables automatic photo capture with an attached camera via USB cable on an ID scan

## Always On Top

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

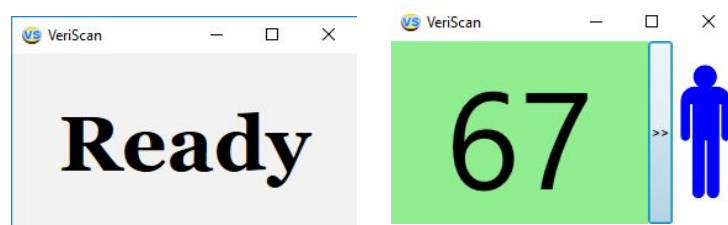
## Hide Scan

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.



## 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.

### Display Address





Address is displayed upon ID Scan.

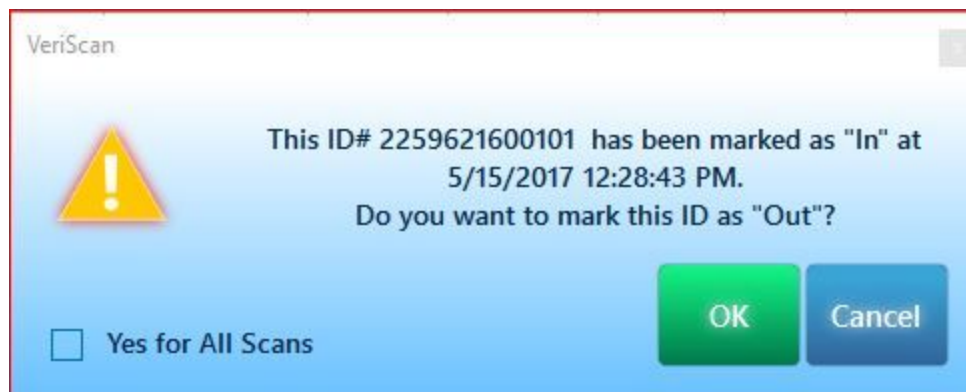
### In/Out

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”.

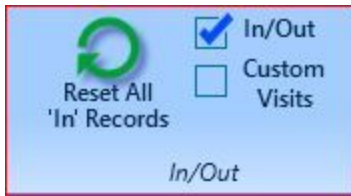
	Name or Card #	Scan Time
 	STACY AMANDA	4/17/2017 3:46:32 PM
 	ZZZSAMPLE AMY A	4/17/2017 3:46:25 PM

	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”.



### Group Message Popup

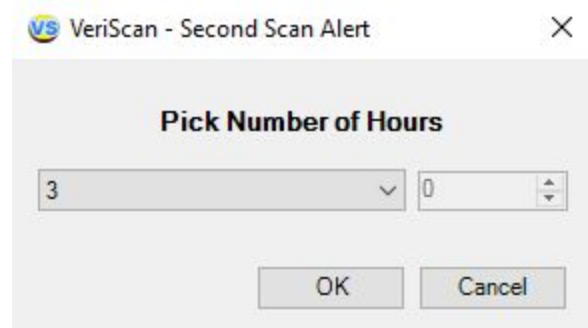
When enabled, displays group in a separate window on ID scan.

### Check Alert List

Sends out alerts when preselected IDs are scanned.

### 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.



### 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, as well as the 3M CSD200i and CSD330 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.

## Show Signature Button

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

### 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).

Please note that this option is NOT available by default.

## 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.

Please note that this option is NOT available by default.

## Save Unrecognized IDs

Any unrecognized cards can be saved in a special folder if this option is checked.

## Sounds

Use this option to alert the user about an underage customer via sound.

## Show Image Upon Scan

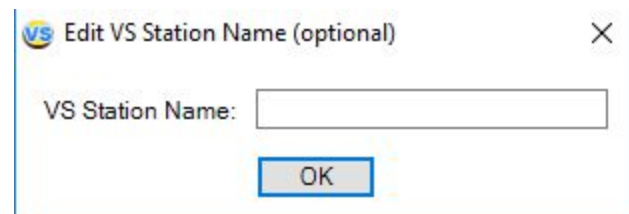
Display image associated with ID upon scan

## Allow Non ID Scanning

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

## VeriScan 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

## Security

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.



A dialog box titled "Create/Change Password" with a close button (X) in the top right corner. It contains three text input fields labeled "Old Password", "New Password", and "Confirm Password". Below the fields are two buttons: "OK" and "Cancel".

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.




## Camera

The camera is used to take photos of the customer. The photo can be used as a Profile Picture or Visitor Picture. You can change the settings of the camera under **Camera Settings**.

## Show Video Interface

Enabling this option will display the profile and visitor pictures associated with the ID scan.



Using this option with a webcam allows pictures to be taken automatically. When you scan an ID, the camera will automatically take a picture of the person once the ID is scanned; this image will be applied to the visitors profile picture.

**Contacts**

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

(504) 434-0222

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/>

