Using VPass with GradeXpert

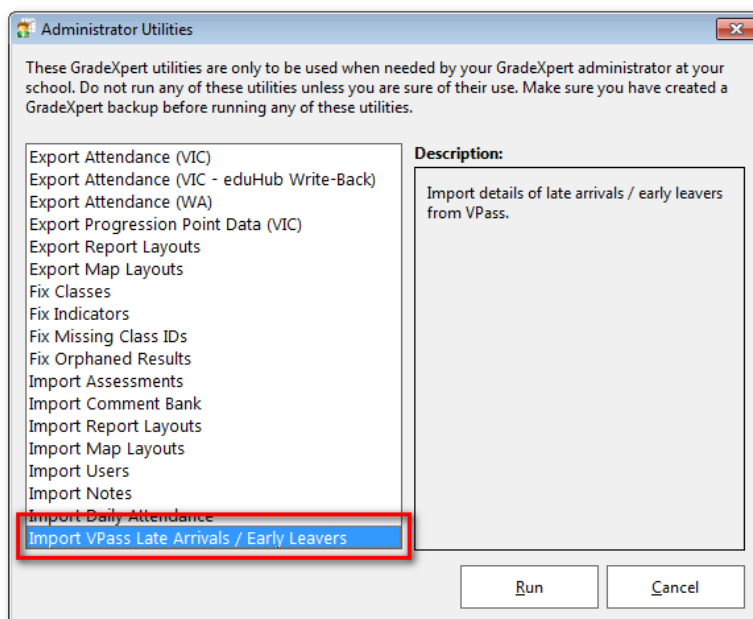VPass is a fully customisable iPad visitor management system, installed in a school's reception area, to capture details of students arriving late or leaving early, as well as visitor details.

If you are using GradeXpert for student attendance, and you are (or will be) using VPass, you can now import details of student late arrivals and early departures (e.g. time of arrival, reason for lateness, etc.) from VPass into the GradeXpert attendance screen, relieving staff of having to capture this information manually into GradeXpert.
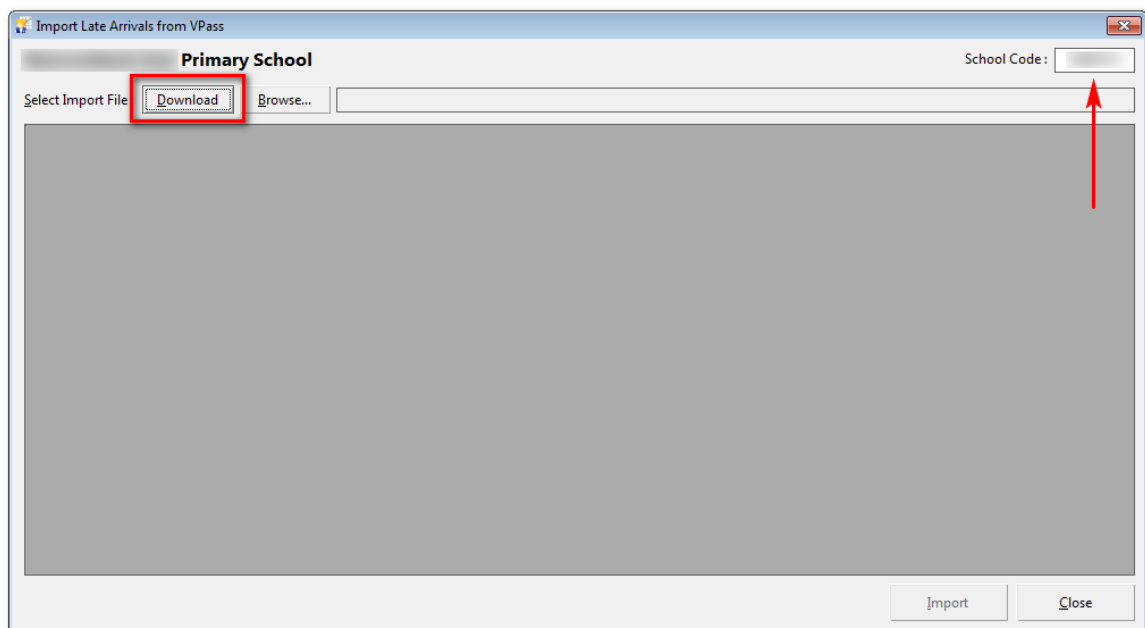
Note that VPass is a separate company to GradeXpert, we are simply providing the ability to import data that is extracted from their visitor management system.

Twice per day (9:30am and 3:30pm), a VPass import file will automatically be created for you. This file can be directly imported into GradeXpert, so that the details entered into VPass will appear on the GradeXpert attendance system.
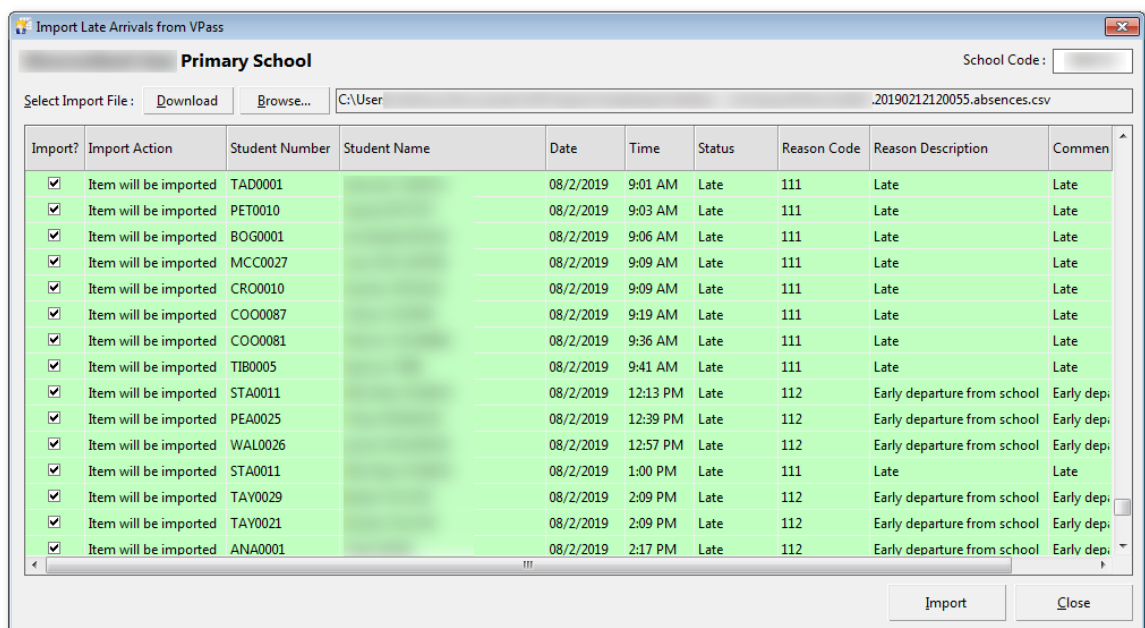
1. Go to *Options > Database Utilities > Administrator Utilities > Import VPass Late Arrivals / Early Leavers.*

2. Once the VPass import screen is shown, ensure your school name and unique GradeXpert school code are shown as per the screenshot below. If your school code is not shown, please contact GradeXpert to get your school code.

3. Click *Download*, and the latest import file from VPass will be downloaded from the correct location on the internet, and then validated and displayed on this screen for you to check.

4. If any rows are shown in red, e.g. "Student not found", either update the student details in GradeXpert or simply ignore those rows if they do not need to be imported.
5. Once all rows are displayed in green, click *Import*. Any existing absence reason will then be overwritten with this new one from VPass, updating the GradeXpert attendance data with the latest information from VPass.
6. Then click *Close* to exit this utility.
7. Simply follow this process each time you want to import a VPass file.

IMPORTANT NOTE

The data in the VPass file is always all data from the start of the year, so if you forget to import this data one day, it will be included in the next days' import.

Contact GradeXpert:

Phone: 1300 762 455

Web: www.gradexpert.com.au

Email: support@gradexpert.com.au

Contact VPass:

Web: http://vpass.io/

Email: info@vpass.io