

MTA Reference Card

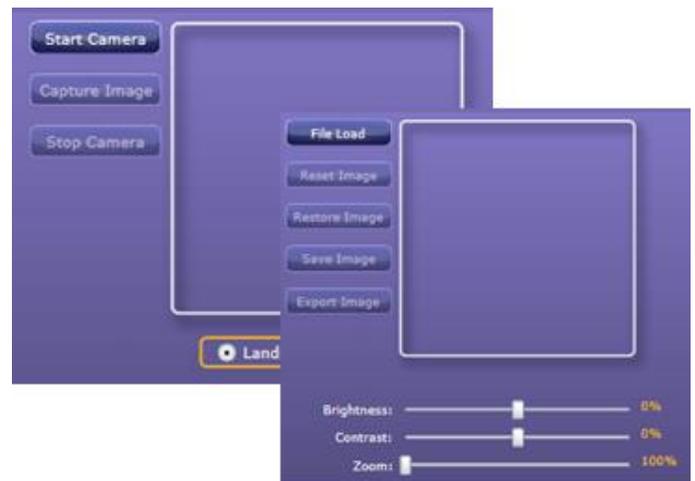
Installing Webcam

1. Plug the webcam in an empty USB slot on the computer
2. You will see in the bottom right corner a message saying "Installing Driver Software", click on the up arrow and then click on the  symbol. It will tell you when the webcam is ready to be used.
3. Once the webcam is finished installing, startup CAASS, then go to PhotoStation
4. The first time you load PhotoStation with the webcam installed it ask you to allow Silverlight to use the webcam. Click "Yes", also there is a check box that says "Remember my answer" check the box.
5. You are now ready to use PhotoStation.



Operating PhotoStation

1. From the "Menu", click on the "PhotoStation" module, then go to "PhotoStation".
2. Within the "Person Selector", select a student for their picture to be taken.
3. Click "Start Camera"
4. Click "Capture Image" to capture the picture.
5. The image will populate the area to the right
 - Adjust the Brightness, Contrast, and Zoom of the photo before saving.
 - Export Image will allow you to download the photo for the selected student.
6. Click the "Save Image" button to add the photo to the students record. **Which will load the new photo over the existing one**
7. Click "Stop Camera" when you are finish taking photos.



OneCard Override

1. From the "Menu", click on the "Students" module, then go to "Demographics".
2. Select the student you wish to override within the "Person Selector".
3. Click on the "Check box" to override the students MTA status. To remove the override, click the check box to uncheck the override and return it to its original value.

MTA Rider: **Yes** **Override**

4. After checking or unchecking the override check box, a message box will appear asking for the reasoning of the override. Select the appropriate response from the drop down menu and click the "Agree" to commit the change.

Students can also have their MTA status overridden within the OneCard Express screen.

Reports

1. In order to access the various reports within CAASS, click on the "Menu", then go to "Reports", click on the "Generate Reports" section. From here you will be presented with the different reports CAASS offers.
2. Once you have selected your report, use the various filters to fine tune your results. Using the "Report Type" drop down, select the type of file you would like to receive. Click on "Run Report" to view your results.

MTA Reference Card

The OneCard Express screen will allow schools to reprint student MTA Cards. Within this screen there is a snap shot of the various cards status.

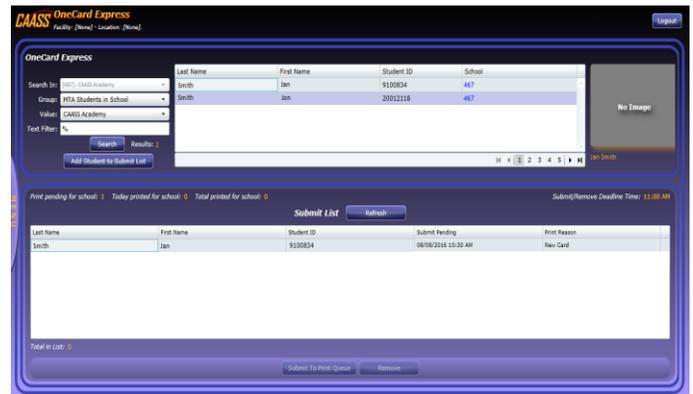
- Print pending for school – Number of cards that are queued and waiting to be printed by Access411.
- Today printed for school – Total count of cards that were printed from the queue.
- Total printed for school – Total count of cards printed for the whole school.

To assist in the time it takes for cards to be printed and shipped please submit all reprint requests by the time designated by the **“Submit/Remove Deadline Time (for school User):”**. This will insure that your cards will be printed and shipped in a timely manner.

Please allow for up to 3 to 4 days for your reprints to be delivered to your site.

Ordering OneCard Reprints

1. From the **“Menu”**, click on the **“OneCard Express”** module, then go to **“OneCard Express”**.
2. Select the student you wish to reprint within the **“Person Selector”**. Once their student data populates, double click on their record to add them to the print queue or click once to highlight the student record, then press **“Add Student to Submit List”**
 - When a selecting student who is not currently a MTA rider, a prompt will appear asking for the reason the student will become a MTA rider. Use the drop down provided to select the reasoning for the override and then press the **“Agree”** button to add the student into the submit queue.
3. To remove a student from the queue, click to highlight the record you wish to remove and press the **“Remove”** button. When you are ready to submit the reprint request, press the **“Submit to Print Queue”** button. ***Once the cards have been submitted for reprint, you are unable to remove them from the queue. All print requests are final, upon submitting the request.***



If you any questions or concerns please email support at Support@access411.com