SCANTEK

BDR ID Scanning Terminal
Quick User Guide

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1. Power on the Terminal

Ensure the unit is plugged in.

Turn on with the button (1) on the back of the unit.
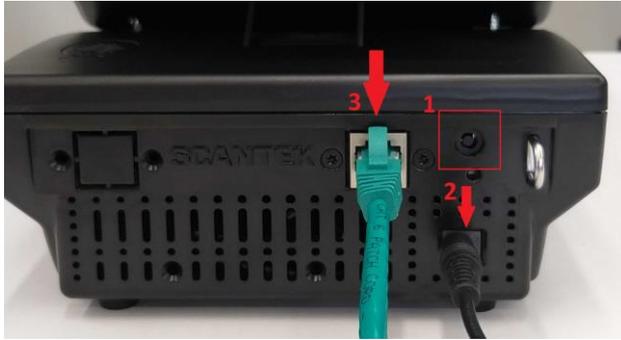

Figure 1

#	Short Description	Comment
1	Power Button	Power button to turn the Scanning Terminal on or off.
2	Power Port	Socket for power cable.
3	Network Port	This allows a data cable to be connected.

2. Enable Wi-Fi / Internet Connection

Once the terminal boots up, you will see a Scantek Login page.

- Option 1 - Wired Connection
    - Connect an ethernet cable to the ethernet port (3) as shown in *Figure 1*.
    - Once connected a green cloud symbol will appear in the bottom right corner of the screen (see *Figure 2* below).

Video Tutorials: How to connect the BDR Terminal to Internet with Ethernet Cable

- Option 2 - Enable Wi-Fi
    - On the login screen, tap on the *Scantek* logo in the bottom right corner (see *Figure 2* below).
    - A pop-up will appear with a list of available networks. Select the network you wish to connect with and enter the password.
    - If the network you are searching for does not appear in the list, ensure the network is available and press *'Rescan'*.
    - Once connected, a network connectivity indicator can be found near the time in the bottom right corner of the login screen.

Video Tutorials:

- How to turn on the WIFI Dongle
- How to connect the BDR Terminal to Internet with WIFI dongle

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3. Log In

To login, enter your *Login* and *Password* at the login screen (see *Figure 2*), and select '*Login*'.
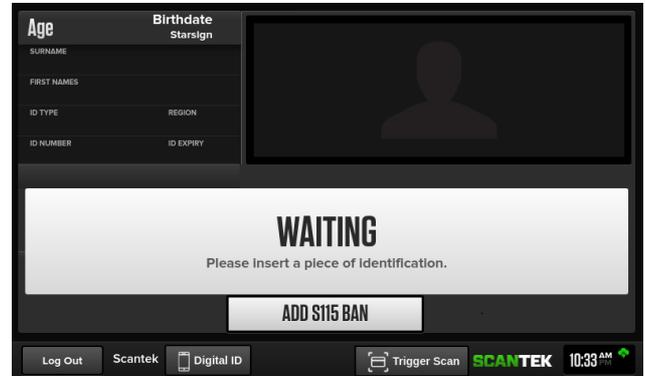

Figure 2

Figure 3

4. Scan ID

To start scanning, please make sure that you are on the main screen (see *Figure 3*, above). This is displayed after you have successfully logged in.

Video Tutorial: How to scan an ID with a BDR Terminal

Insert the ID facedown into the scanner, ensuring that:
- Picture is facedown.
- ID is sitting entirely over the glass.
- ID is placed centrally on the glass (i.e., not pushed to the far end or either side)
- ID is not moving during the scan process.
- Hands and fingers are removed from the scanner.
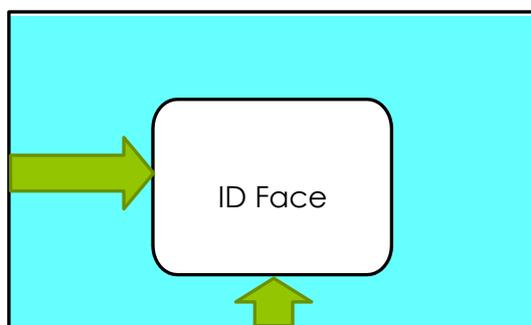

Figure 4

Figure 5

To avoid slowing down entrance speed please ensure all operators are aware of how to scan an ID correctly.

To scan Digital IDs, the scanning terminal must be connected to the network and have an available internet connection.

Scanning NSW Digital IDs:

a. Tap the *Digital ID* button (see *Figure 3*).
b. Follow the on-screen instructions; the patron must scan the displayed QR code with their phone:
  i. Log in to the Service NSW App,
  ii. Select the driver license,
  iii. Tap the dots in the right-hand corner,
  iv. Click Sign into a venue,
  v. Follow the process and scan the displayed QR code.
c. The patron ID details will display on the main screen.

Scanning Australia Post Digital ID:

a. Patron's phone will display the QR Code in the App.
b. Place the phone face-down in the scanning terminal.
c. Ensure the top of the phone is pointing into the scanner.

If the scanning terminal doesn't detect the phone, tap the *Trigger Scan* button at the bottom-right of the scanning interface to initiate a scan.

> **!** To avoid damaging the physical terminals or mobile phones, remove bulky phone cases before scanning.

5. Scan Result Display

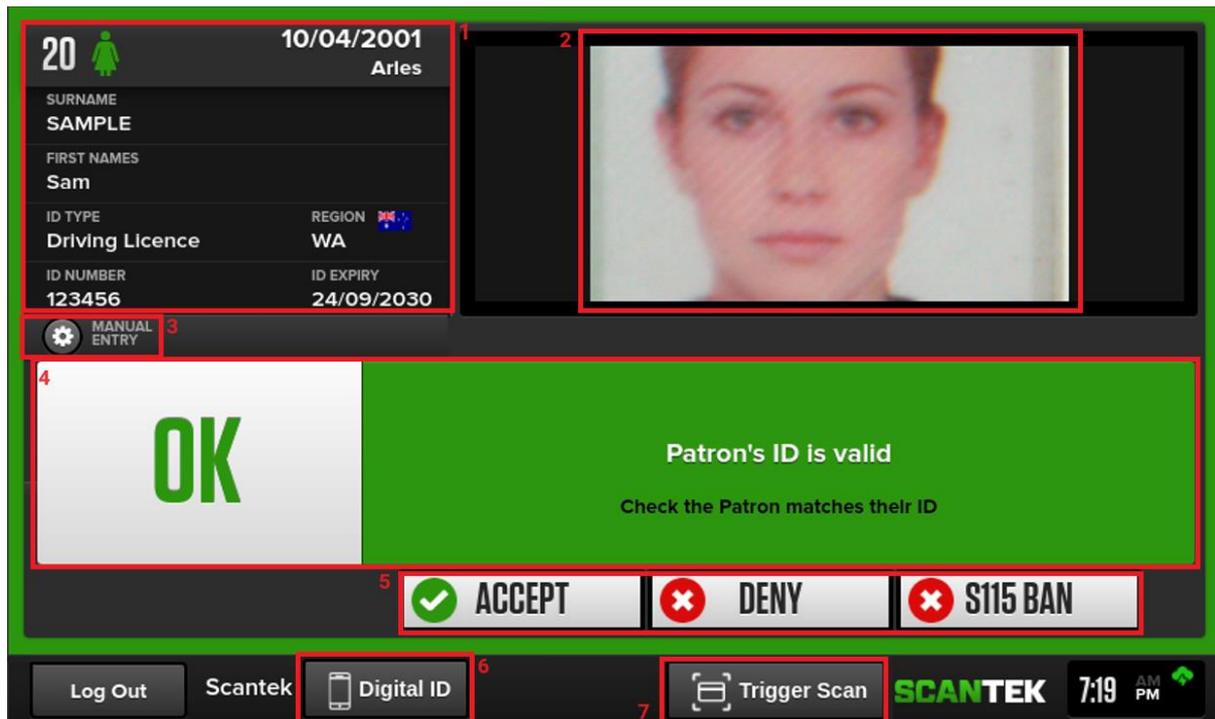Once an ID is scanned and validated, the results will be displayed in the format as shown in *Figure 6*.

Figure 6

#	Short Description	Comment
1	Patron Information	Indicates age, DOB, star sign, full name, region, licence type and number and expiry date.
2	Identification	The scanned photo of the document.
3	Manual Entry	To manually add or fix misread patron information
4	Status Box	Indicates if the patron's ID is valid or fraudulent if the patron is underage or banned.
5	Action Buttons	Select whether you want to accept or deny entry to the patron; or add a S115 ban.
6	Trigger Scan	To manually initiate a scan.
6	Digital ID	Select this to scan a digital ID.
7	Trigger Scan	If the document is not automatically scanned, tap on this button to manually trigger a scan.

6. Manual Entry

If an ID did not scan correctly, it is possible to enter the patron's details manually.
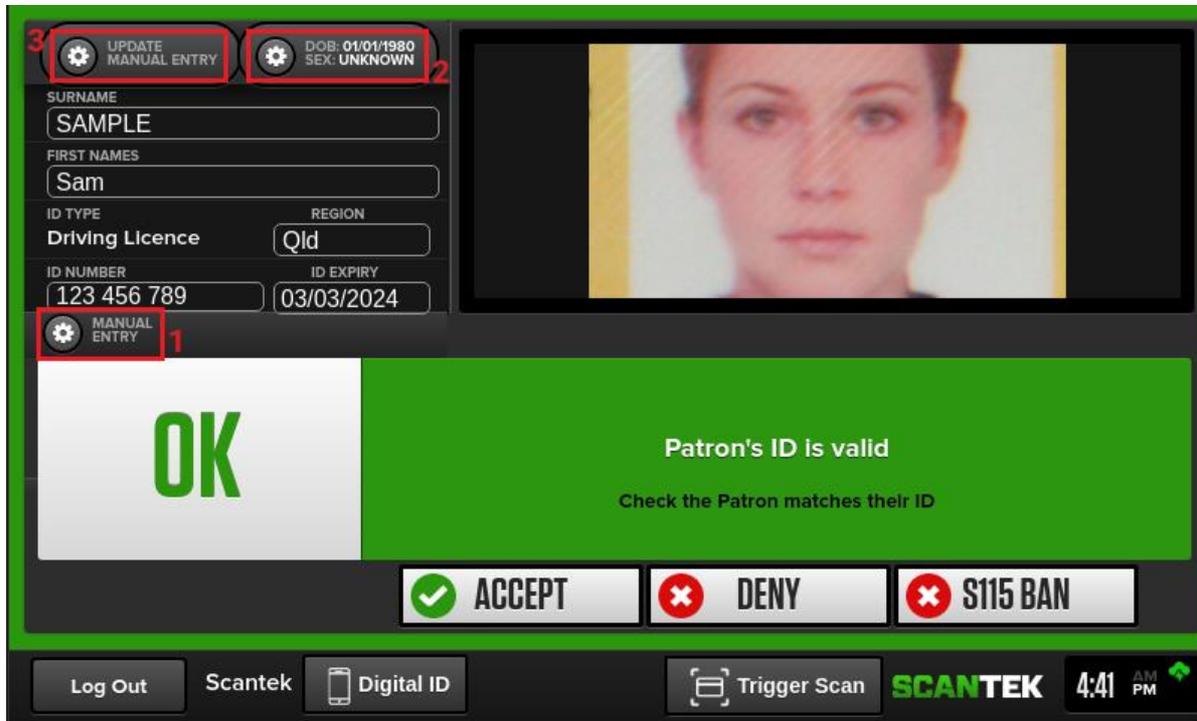
Figure 7

- To begin manual entry, press the *Manual Entry* button **(1)**.
- To change the DOB and gender press the appropriate button on the top **(2)**. Tap each of the text fields to make changes to other details.
- Once you have completed entering the information required press the *Update Manual Entry* button **(3)**.

7. Understand Scan Results

Video Tutorial: [How to use the BDR Terminal – Without TAMS](#)

OK

You will see a green screen if a patron's ID is valid – you can proceed with the sale by tapping '*Accept*'.
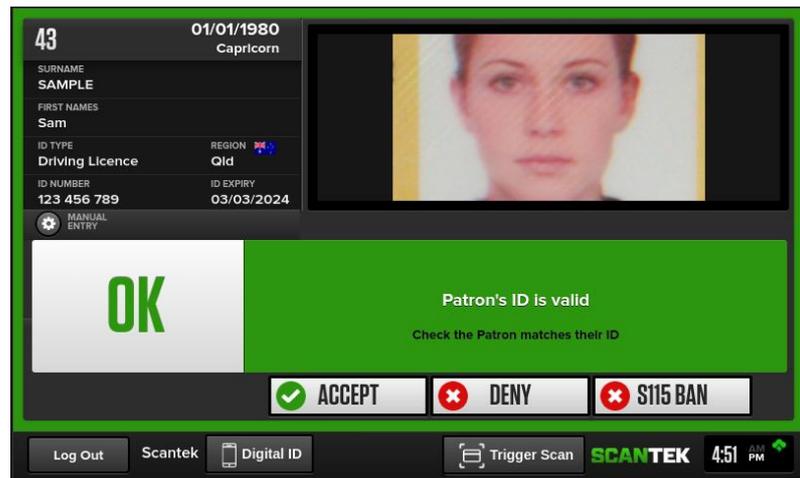
Figure 8

Banned

The red screen indicates that the patron is banned.

The patron should not be permitted to enter the venue.
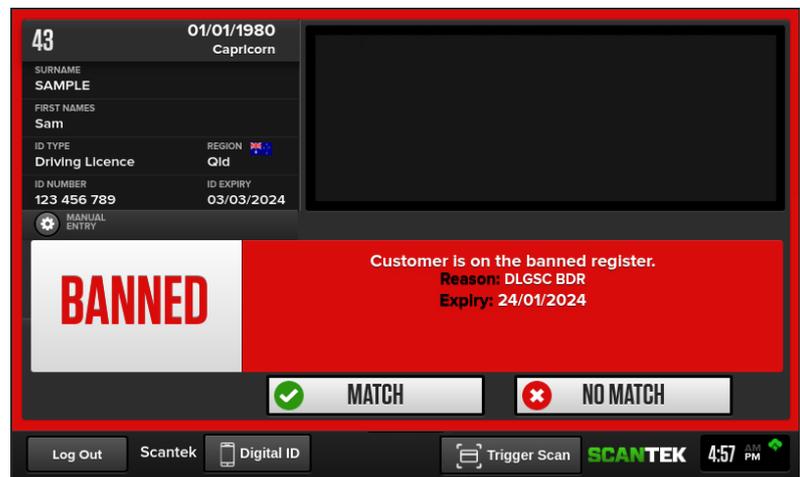
Figure 9

Possible Ban

This orange screen indicates that the patron's details are very similar to a banned Patron.

If the patron matches the ban, select Match. The patron must be refused sale and the ban match confirmed.
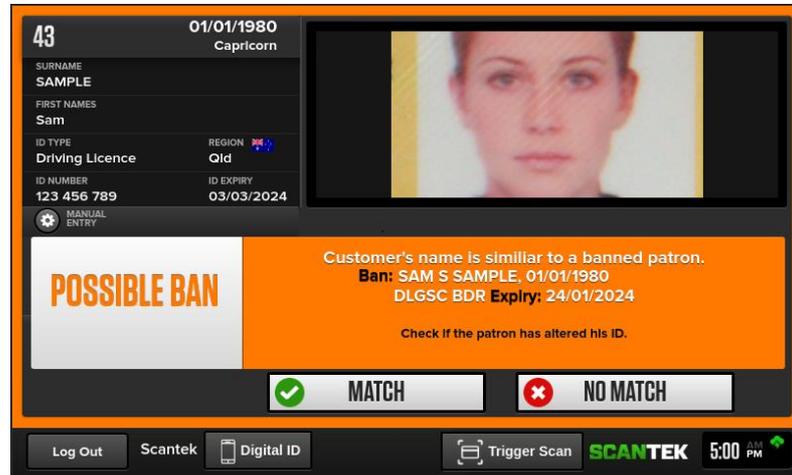
Figure 10

S115 Banned

This orange screen indicates that the patron has been banned from the venue by the Licensee.

Figure 11

SCANTEK
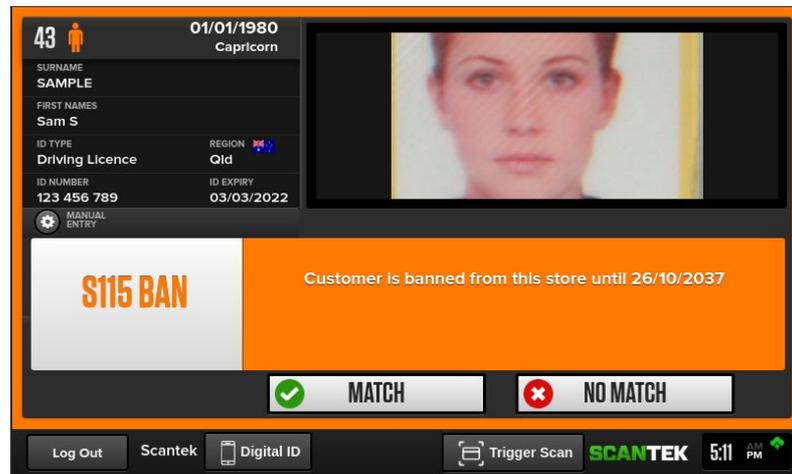
Possible S115 Ban

This orange screen indicates that the patron's details are very similar to a patron banned from the Venue by the Licensee. If the patron matches the ban, select Match.
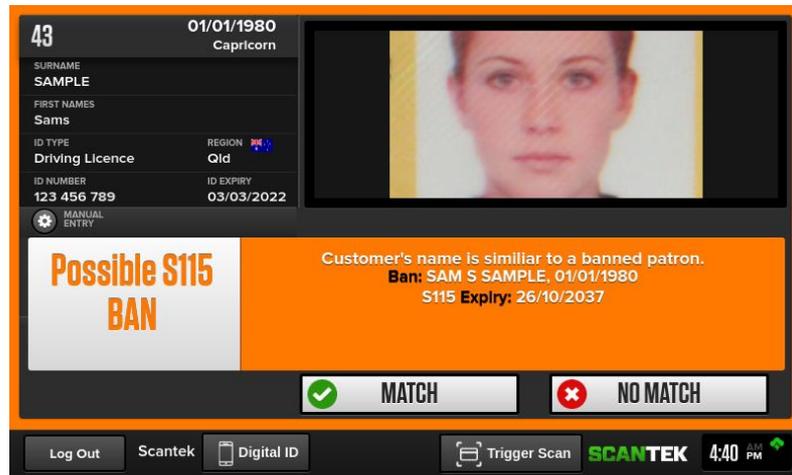
Figure 12

Under 18

This screen warns that the Patron is under 18 and should not be allowed into the venue.

Figure 13

SCANTEK
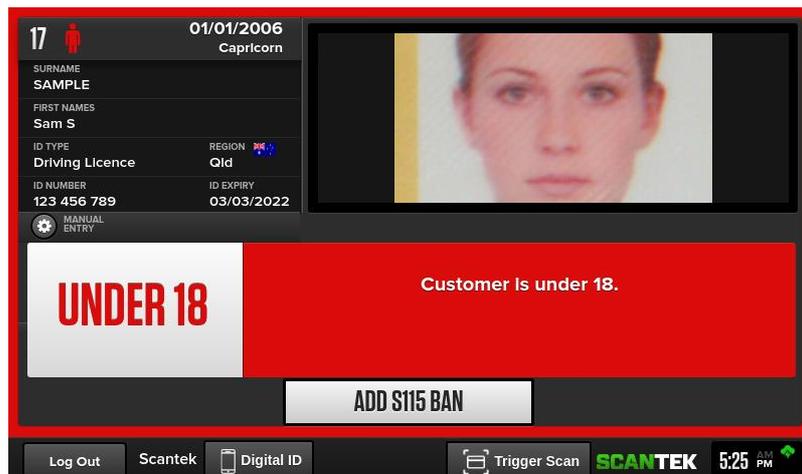
Unrecognised

This orange screen warns you that the ID scanned is not recognized by the system, and a new ID must be scanned.
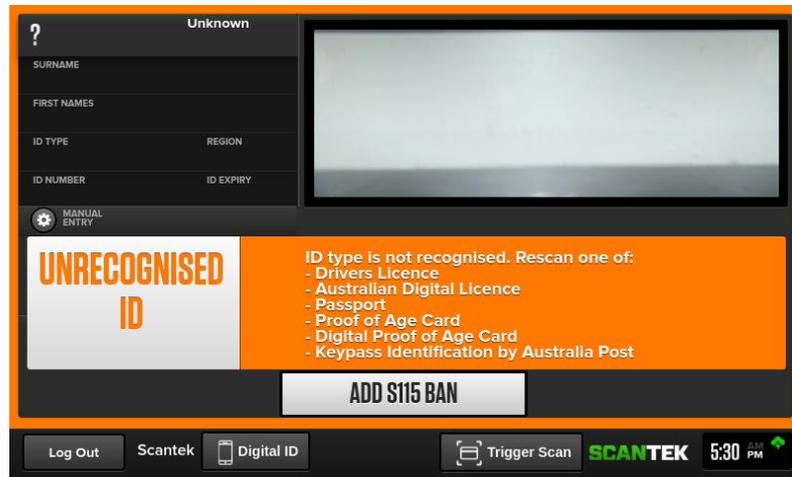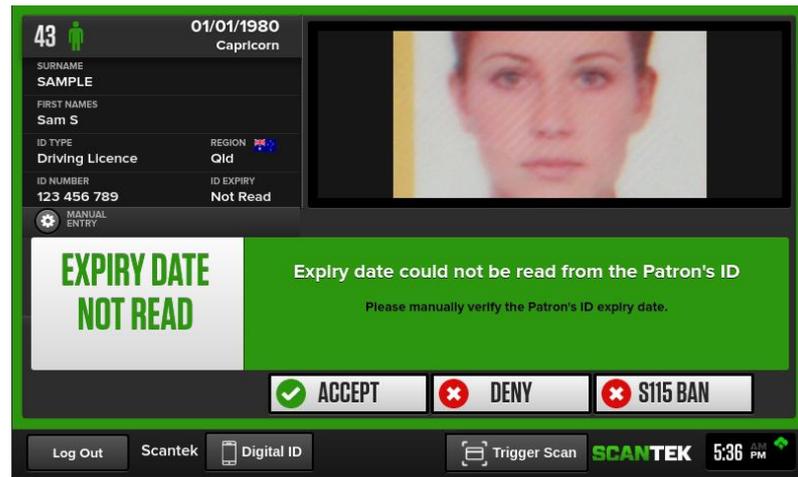
Figure 14

Possible Causes
a. The document was removed before the scan could be initiated.
b. Device is placed under direct, bright lights (e.g., sunlight or halogen lights)
c. Document is **removed** while scanning is in process.

Solution
● Re-scan the document.
● Ensure it is placed face-down.

Do not remove the document until the screen is populated.

Rescan

This orange screen warns you that the ID document was incorrectly scanned; or there was a misread scan.
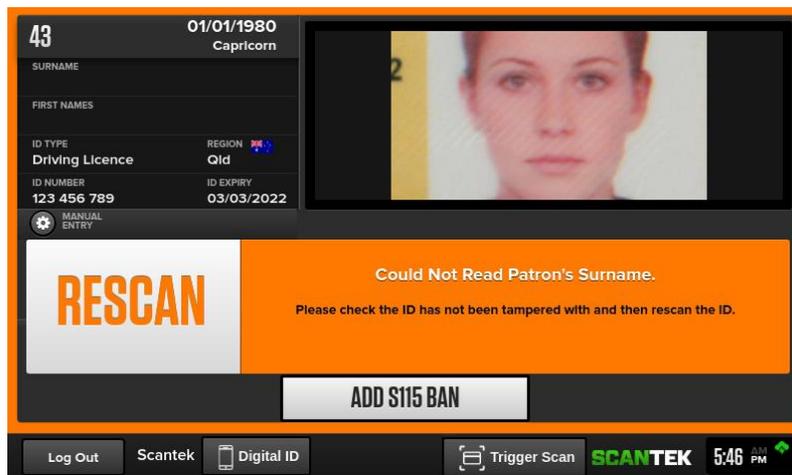
Figure 15

This green screen warns you that expiry date could not be read from the ID document.

You can proceed with the sale by tapping '*Accept*' or rescan the document.

Figure 16

Possible Causes
a. The document was removed before the scan could be initiated.
b. Device is placed under direct, bright lights (e.g., sunlight or halogen lights)
c. Document is removed while scanning is in process.

Solution
● Re-scan the document.
● Ensure it is placed face-down.

Do not remove the document until the screen is populated.

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8. TAMS – Make a Purchase

Video Tutorial: How to use the BDR Terminal – With TAMS Enabled

8.1.   Status

OK

Indicates a patron's ID is valid and you can proceed with the purchase.
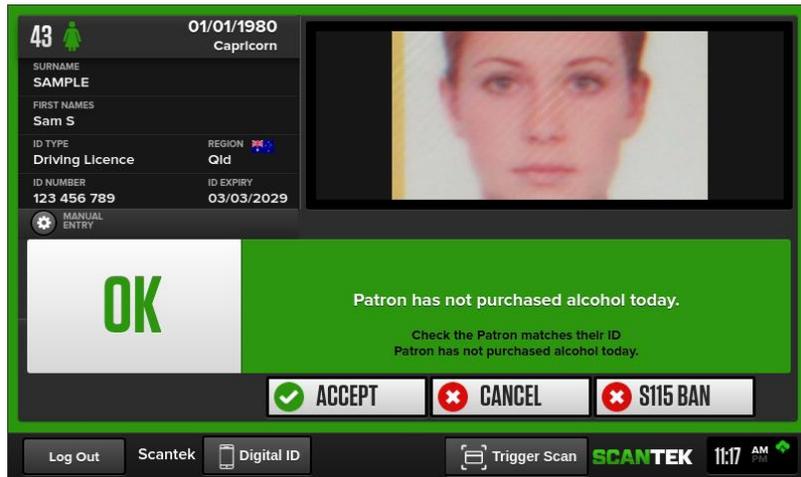
<div align="center">Figure 17</div>

Warning

Indicates that previous purchases have been made by the patron you have scanned in.
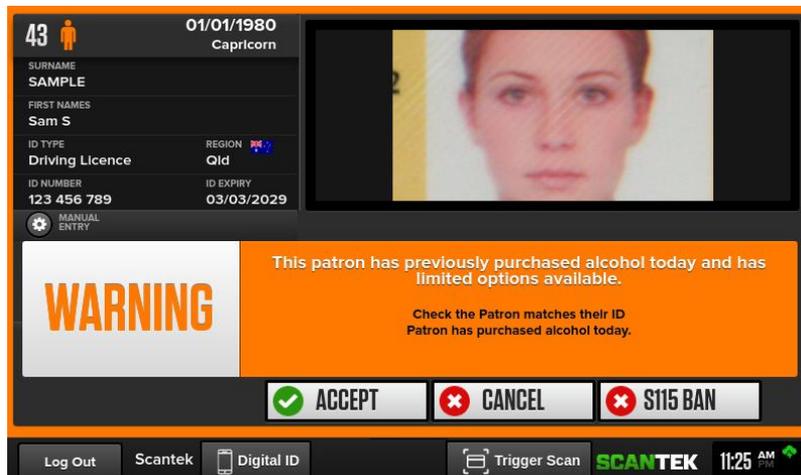
<div align="center">Figure 18</div>

Indicates that the patron has reached their daily purchase limit.
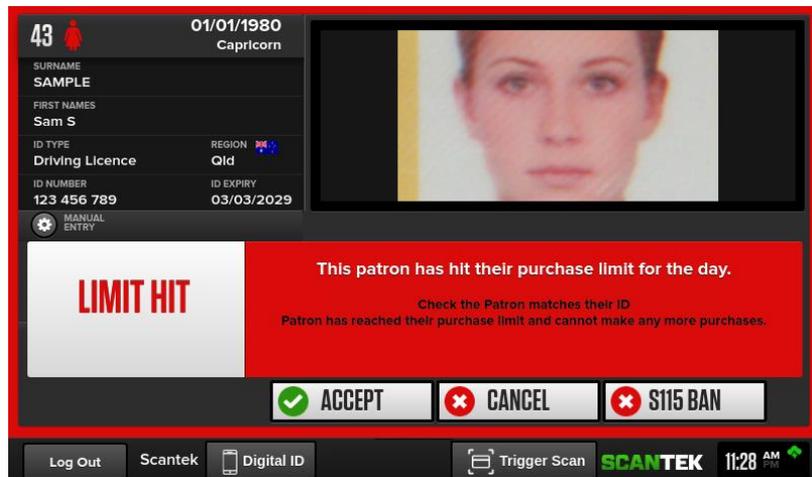
Figure 19

8.2. Make a Purchase

If the patron's ID records as 'Valid', you can proceed with recording a purchase.

Recording a Purchase:

Select the appropriate options and tap '*Sale*'.

This will update the patron's alcohol purchase history on all online devices.
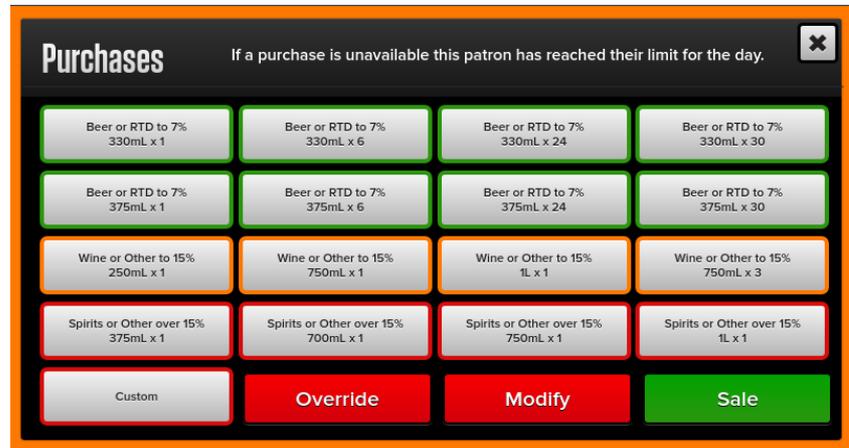
Figure 20

Once you've selected the purchase option, click the Save button that pops up.
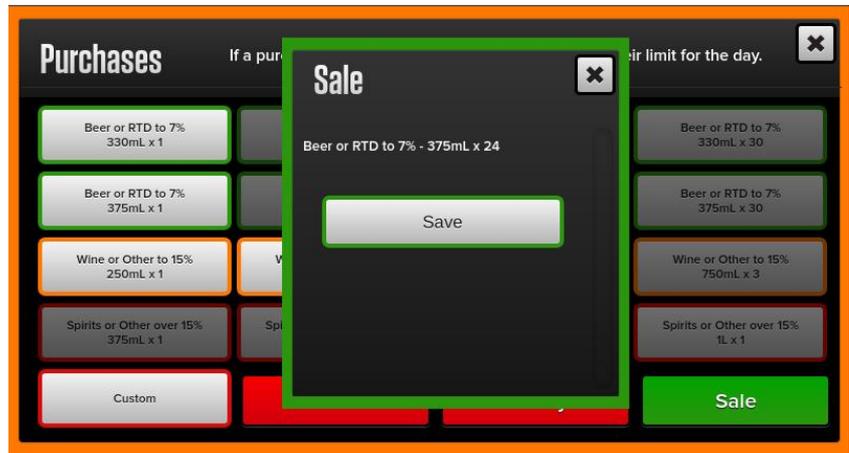
Figure 21

Custom Purchases: Manually enter a purchase by tapping on 'Custom' and selecting the 'Type' of purchase from the dropdown. Then enter the 'Size' (in mL) of the item and the 'Amount' the customer has purchased. Once complete, tap 'Save'.
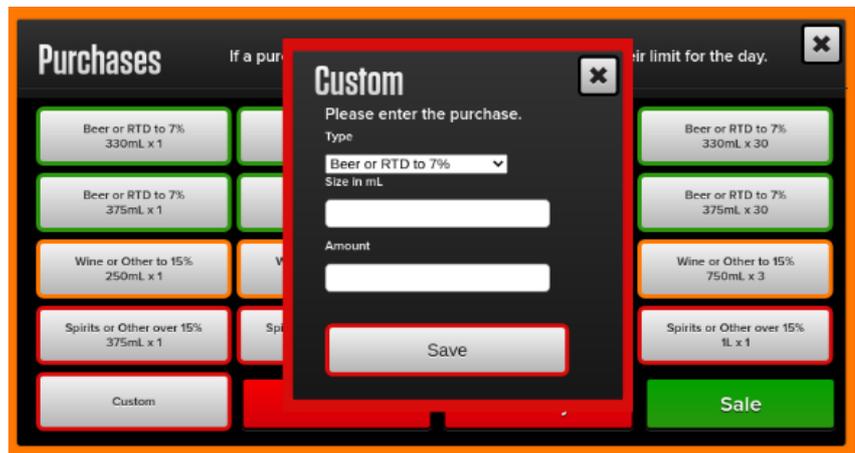
Figure 22

Earlier purchases: When a patron has already made a purchase earlier in the day, the 'Purchases' screen displays the limited options now available for purchase for that patron.
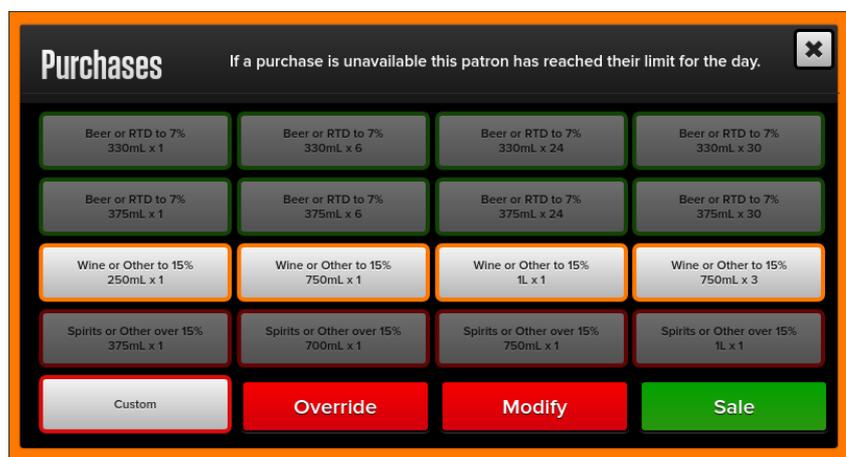
Figure 23

Incorrectly entered items: Use the Remove Items button.

Figure 24

Daily Purchase Limits Reached: When a patron has reached their daily purchase limit, all purchase options will be greyed out, indicating they are not available.
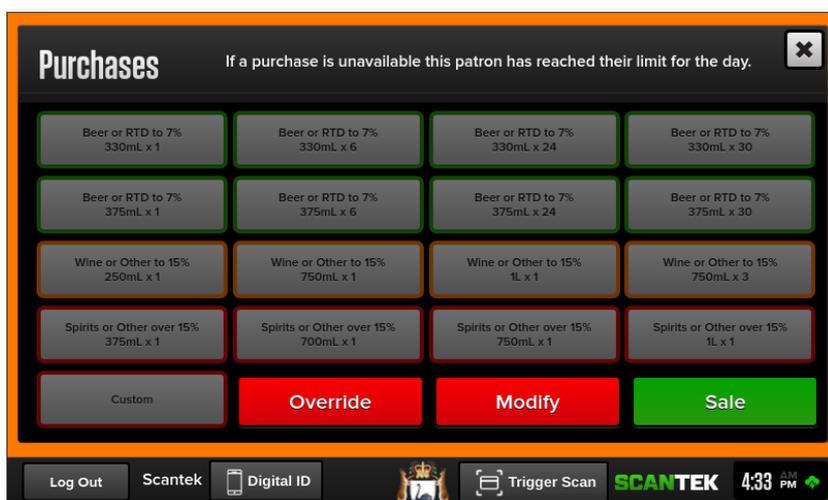
Figure 25

Override: Use the Override button to override purchase limits. Please check that sufficient evidence for exemption is available.
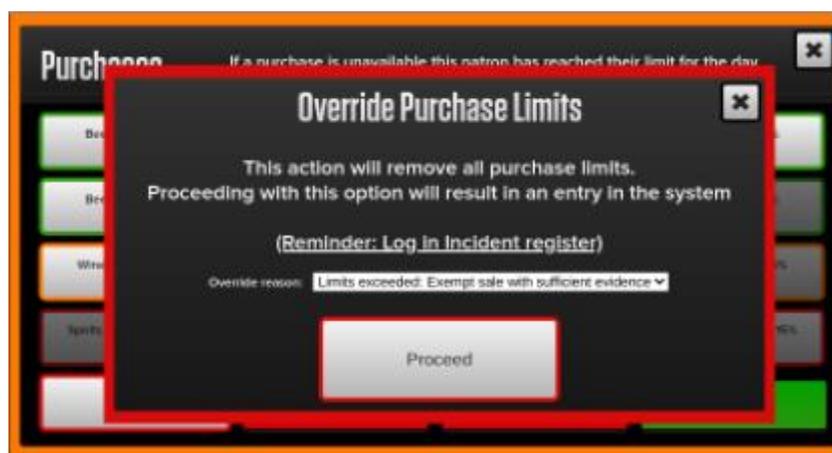

Figure 26

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9. S115 Bans

9.1. Add a S115 Ban from Main Screen

To add a S115 ban, select the '*Add S115 Ban*' button.
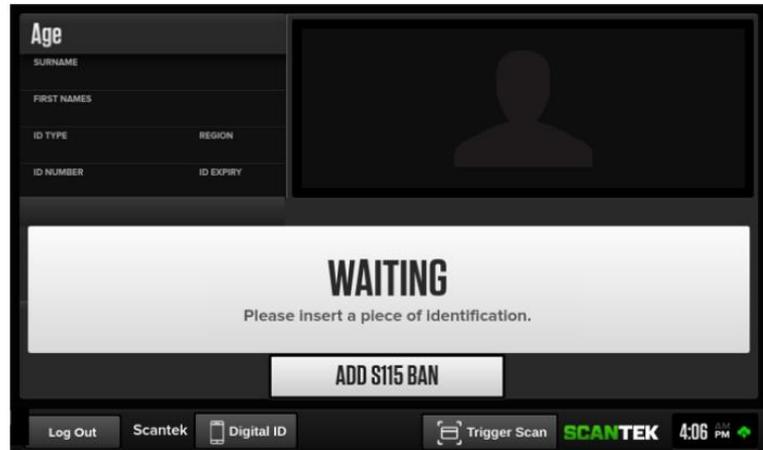
Figure 27

This will display a screen for adding a S115 ban.

Complete the fields and select '*Add*' to save and add the S115 Ban to the system.

Fields marked with an asterisk (*) are mandatory.

Figure 28

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9.2. Add a S115 Ban from a Scan

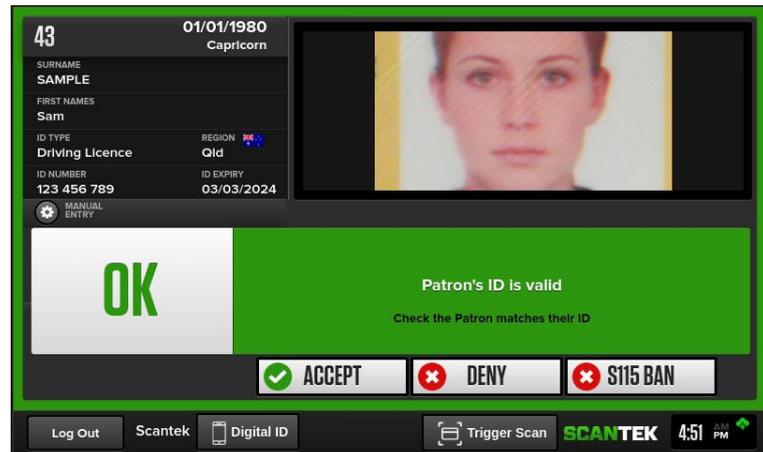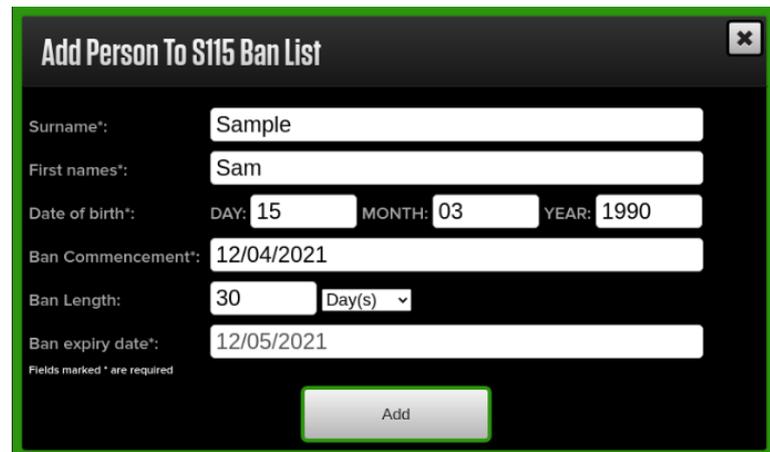To add a S115 ban on the patron whose ID was scanned, select the '*S115 Ban*' button.

Figure 29

This will display a screen for adding a S115 ban, with ID information pre-populated from the scan data.

Complete the fields and select '*Add*' to save and add the S115 Ban to the system.

Fields marked with an asterisk (*) are mandatory.

Figure 30

9.3. Remove a S115 Ban

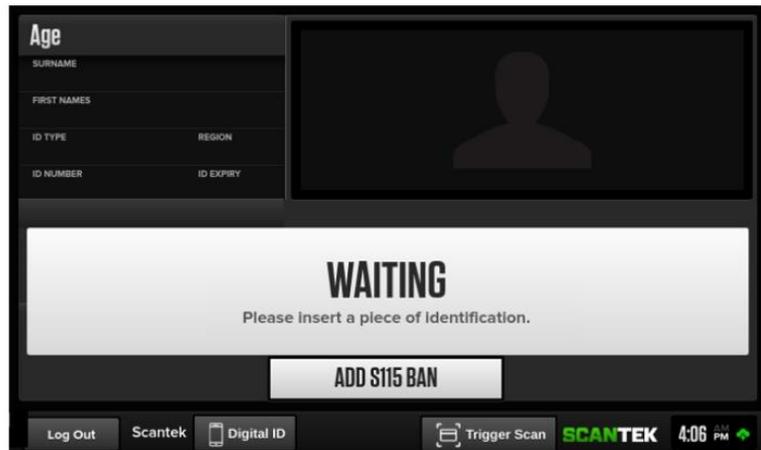To remove an existing S115 Ban before its expiry date, select the *Scantek* logo at the bottom of the main screen.

Figure 31

This will display a screen to browse patrons that have been scanned.

Filter the list for S115 Banned patrons by changing the '*Status*' (1) field to '*S115 Bans*' (2).
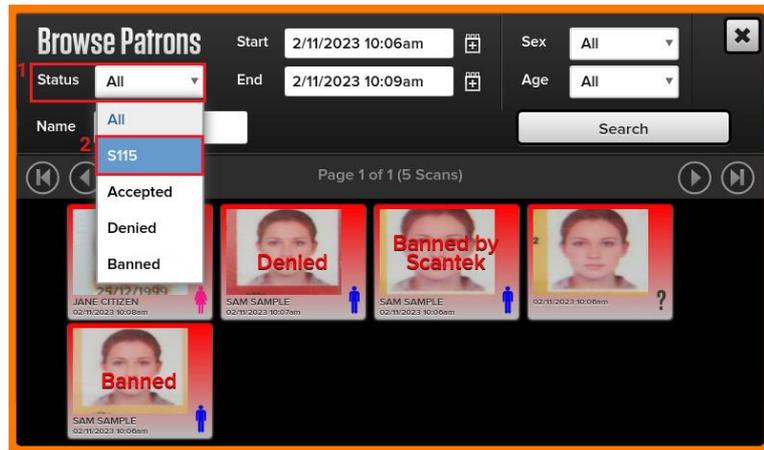
Figure 32

This will display only S115 Banned patrons.

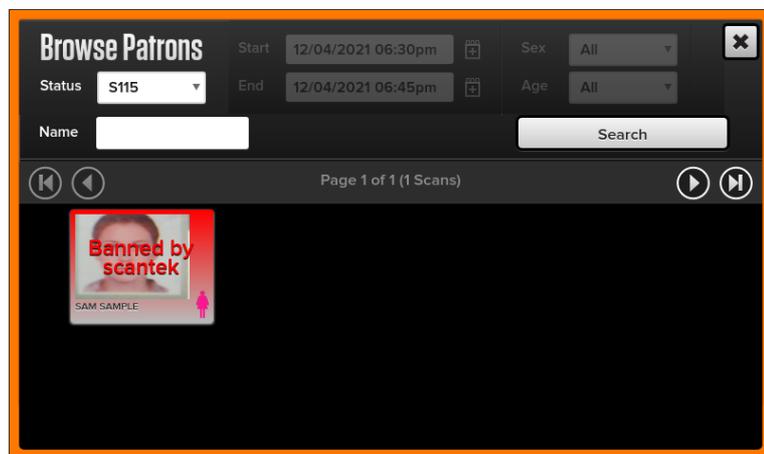Select the S115 Ban you wish to remove.

Figure 33

Select the '*Remove S115 Ban*' and '*Confirm*' to remove the S115 ban from the system.
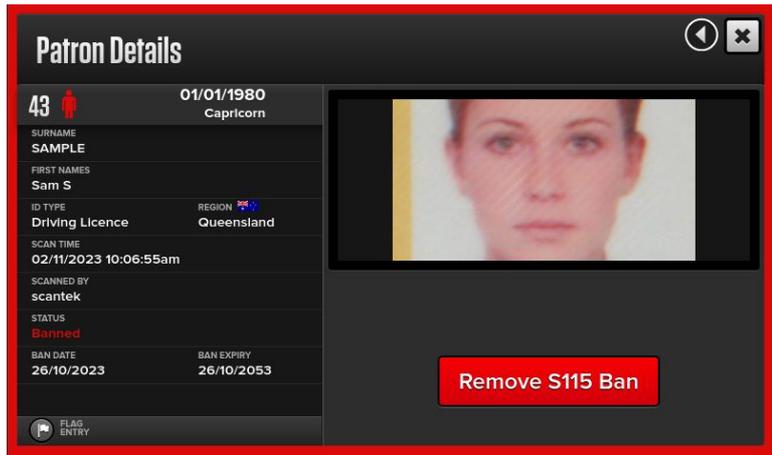
This action cannot be undone.

Figure 34