

# How to control tickets with a PC

It is possible with SecuTix to control tickets from the back office on a PC.

You will find here under the steps to configure this option.

## 1- Prerequisites

Access control must be configured.

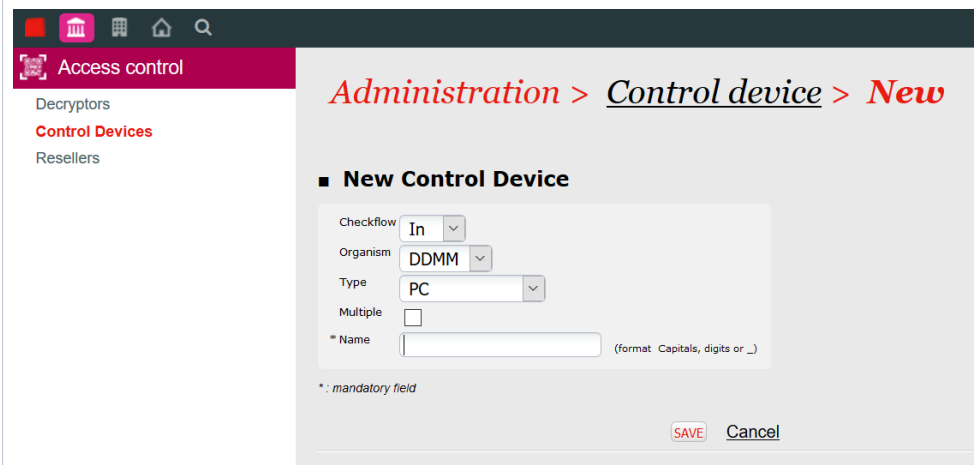
You need to have privileges for the following menus :

- Institution > Access Control >Control devices
- Organization > Access control > Gates
- Organisation > Operators > Operators

The workstation must be created in Organization > Initialisation

## 2- Create the control device

Go to Institution > Access Control >Control devices and click on "New" above the device list.



**Checkflow** : chose "In" to control entries or "Out" to control exits. A workstation can only control in one direction.

**Organism** : chose the organism for which the workstation will control the access.

**Type** : chose "PC"

**Multiple** : check if you need SecuTiw to multiply the number of entries for a single scan.

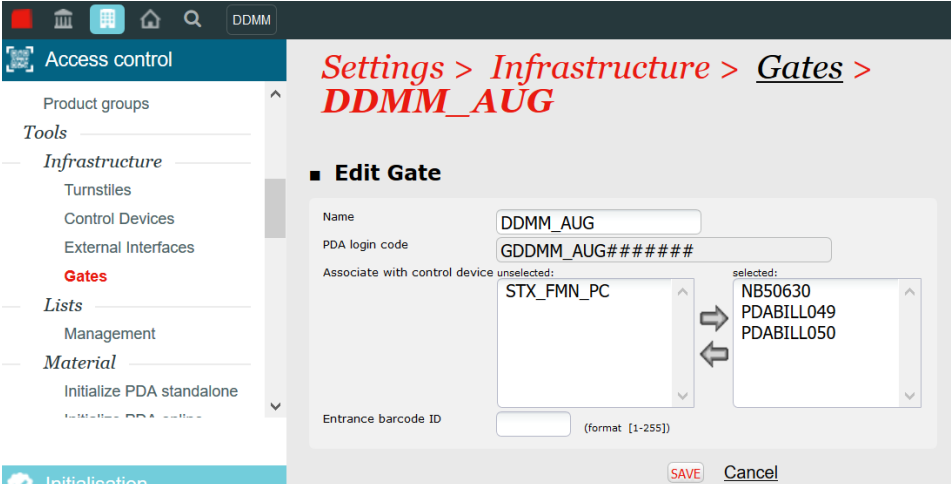
**Name** : enter a name including only capital letters, digits or \_ (there is no link with the workstation configured to access the sales channel)

=> then click on the **"Save"** button just below.

## 3- Link the device to a gate

Go to Organisation > Access control > Gates and open the gate by clicking on its name in the list.

Then drop the control device to the right and click on the **"Save"** button just below the list.



#### 4- Grant the relevant privileges to the operator and link him to the device

Go to Organisation > Operators > Operators and open the corresponding operator.

Then go to "**Access control rights**" menu :

[illegible]

In the user roles, drop at least **"Inspector Check PC"**.

**Chose the PC device** created at step 2 in the drop down list. The same device can be linked to several operators.

## 5- Control tickets

Once the operator is authorised and the workstation is configured and linked to a gate, you can go to Organisation > Access control > Web control and start scanning tickets :

Access control

Monitoring

Availability monitoring

Dashboard

Audit log

Controls

Helpdesk

Web control

Exchange bracelet

History

Control history

Reports

Control log

Total entries

Report By Gate

Report By Device

Report By Product

Initialisation

Venue

Catalogue

Operators

Goods

Tools

Contact

Audience Management

Sales Management

Access control

Control > Web Control

Barcode

Check

Change CheckFlow

IN

Season

Product

Reduced price

Start validity date

Ticket Id

Checkflow

Specimen

Seat

Entrance barcode ID

No

0

IN

Invalid barcode

Barcode control history (2)

DATE	DEVICE	SECTOR	RESULT	REASON	CHECKFLOW	OPERATOR
2021-10-25 11:25:17.478	STU_FHM_PC	Fall	Invalid barcode	IN	STU_FHM	
2021-10-25 11:19:31.629	STU_FHM_PC	Fall	Invalid barcode	IN	STU_FHM	