How to Use ID123’s Barcode Scanner to Scan ID Cards

ID Card Scanner · https://www.id123.io/knowledgebase/how-to-use-id123s-barcode-scanner-to-scan-id-cards/

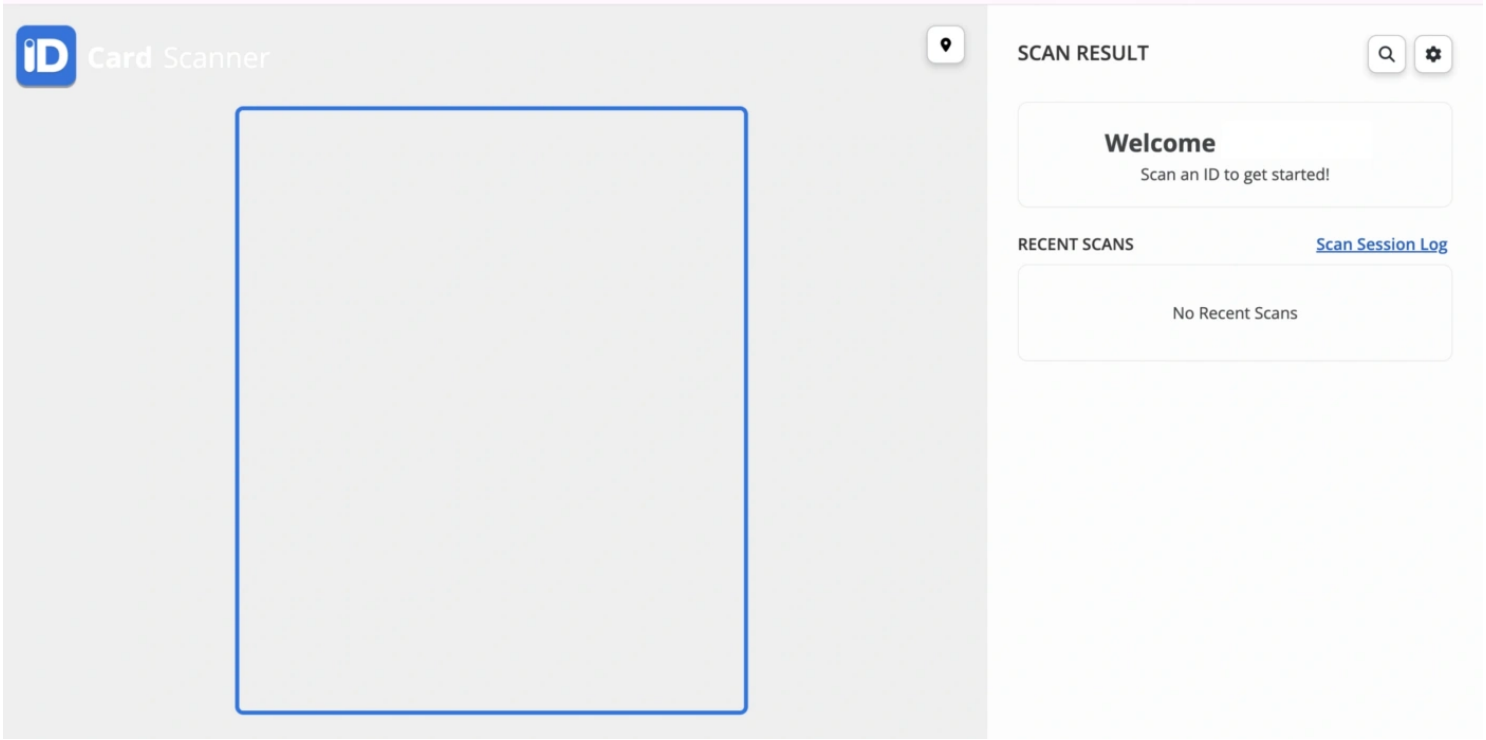
ID123's barcode scanner lets you verify ID cards issued from your ID123 ID Management System (IDMS) account in real time during a scan session. Every scan is recorded in the session's scan log, so you always have a record of who was checked, where, and when. This article walks you through how to access a scan session, scan an ID card, understand each scan result, review the scan log, adjust your scan session settings, and look up or virtually scan a card by the cardholder's name.

Step 1: Access the Scan Session and Grant Permissions

- Before you can scan, you need access to an active scan session. Follow the article that matches your role:
  1. **Guest Scanners:** How to Accept a Scan Session Email Invite as a Guest Scanner
  2. **IDMS Administrators:** How to Accept a Scan Session Email Invite as an IDMS Admin
- If a scan session hasn't been set up yet, see How to Create a Scan Session in the ID Management System
- The scanner runs in your web browser, so no app or extra hardware is needed, just a device with internet access and a camera
- When your browser asks for permission to use your camera, click 'Allow while visiting the site' so the scanner can read barcodes. If you block camera access, the scanner will not be able to scan cards until you allow it in your browser settings.

Step 2: Scan an ID Card

- Ask the cardholder to present their digital or printed ID card
- Point the camera at the barcode on the card and hold it steady inside the scanning frame until it is read
- The scan result appears in the 'Scan Result' panel immediately and is added to the session's scan log



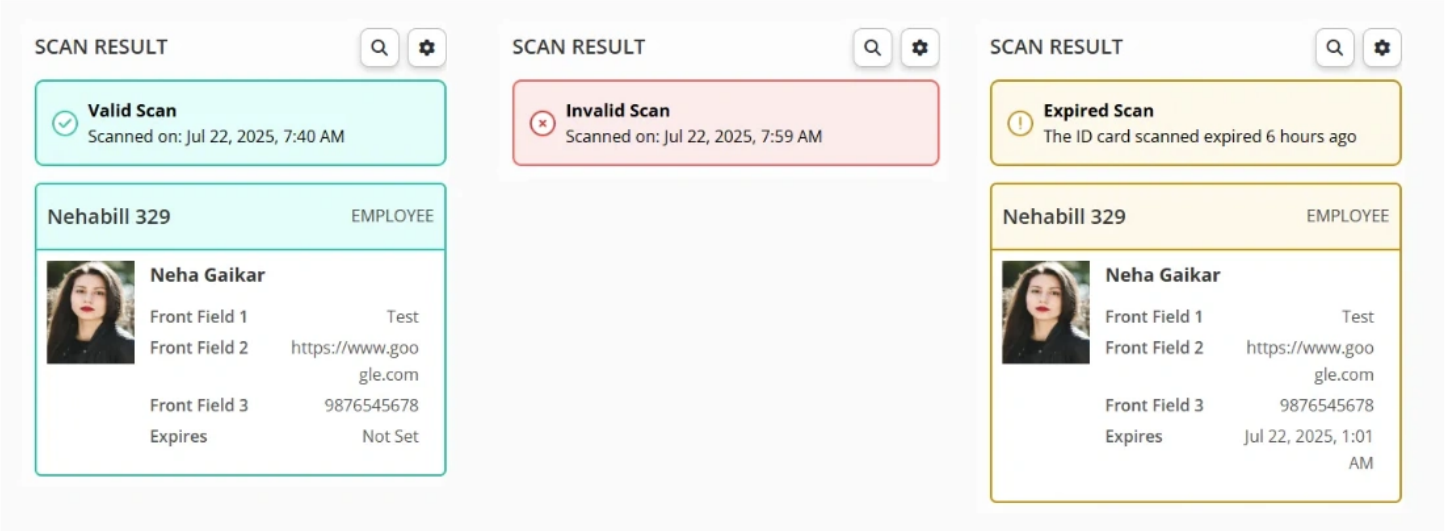
Step 3: Understand the Scan Results

- Each scan returns one of three results in the 'Scan Result' panel: Valid, Invalid, or Expired. The scanning frame and the result banner change color to match the result.

1. **Valid:** The card is active and within its validity dates. The cardholder can be granted access or service.

2. **Invalid:** The card was found but is not in good standing, for example because it has been deactivated. Do not accept the card, and direct the cardholder to your ID card administrator.

3. **Expired:** The card's expiration date has passed. The cardholder will need to renew their card before it can be accepted.



Step 4: Check the Scan Log in the Scan Session

- Your most recent scans are listed under 'Recent Scans' in the 'Scan Result' panel
- Click 'Scan Session Log' to see every card scanned during the current scan session

SCAN RESULT

Welcome

Scan an ID to get started!

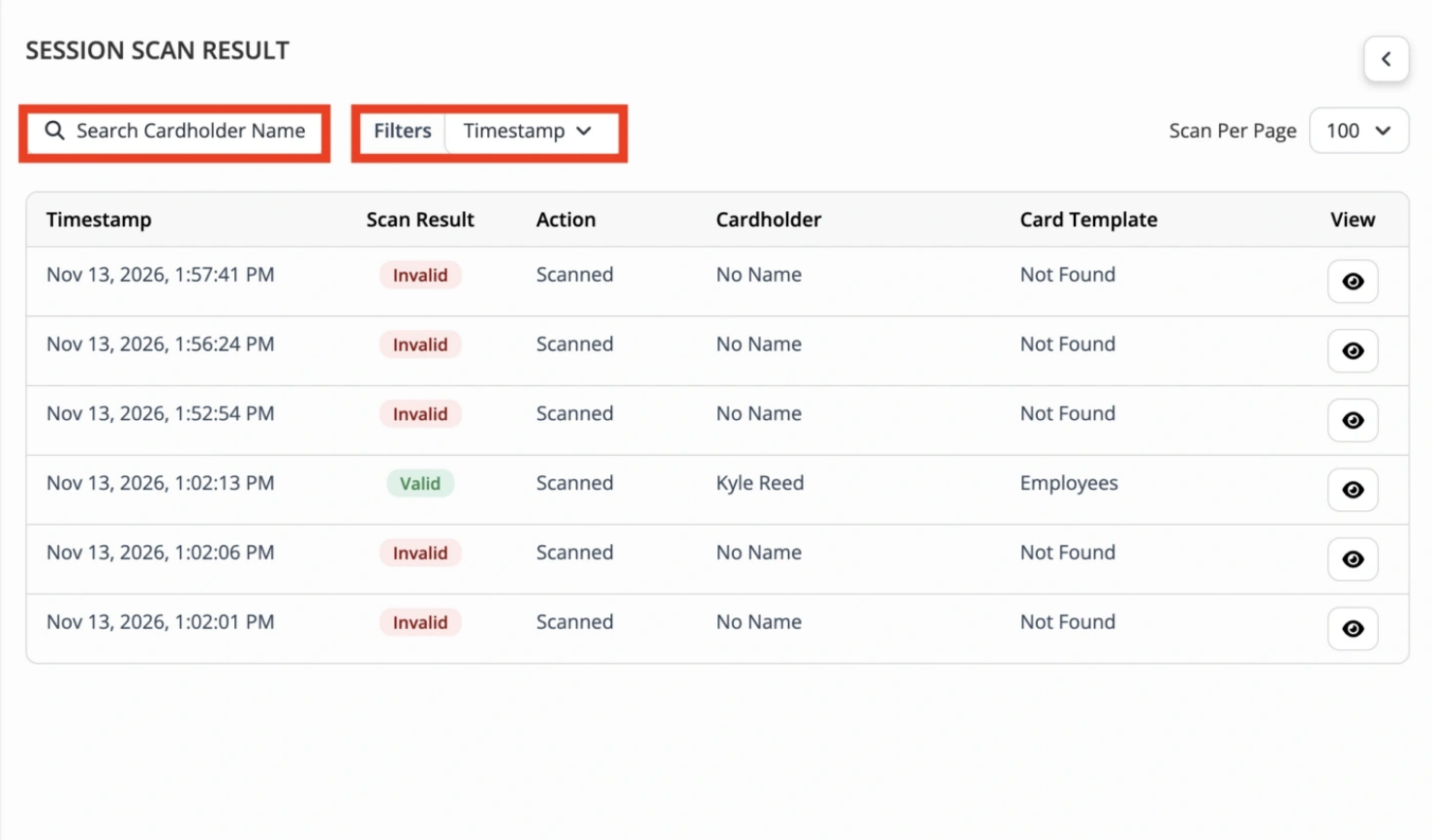
RECENT SCANS

Scan Session Log

No Name	1:57 PM
No Name	1:56 PM
No Name	1:52 PM
Kyle Reed	1:02 PM
No Name	1:02 PM

- **Search by cardholder name:** Click 'Search' at the top of the scan log and enter the cardholder's name. The list updates to show only scans that match. You can also narrow the list with the 'Card Record Group', 'Location', 'Timestamp', and 'Scan Result' filters.
- **View scan details:** Click the 'View' icon next to a scan to open its details, including:

1. The scan result and the date and time the card was scanned
2. The cardholder information displayed at the time of the scan
3. The scan location and the scanner who performed the scan



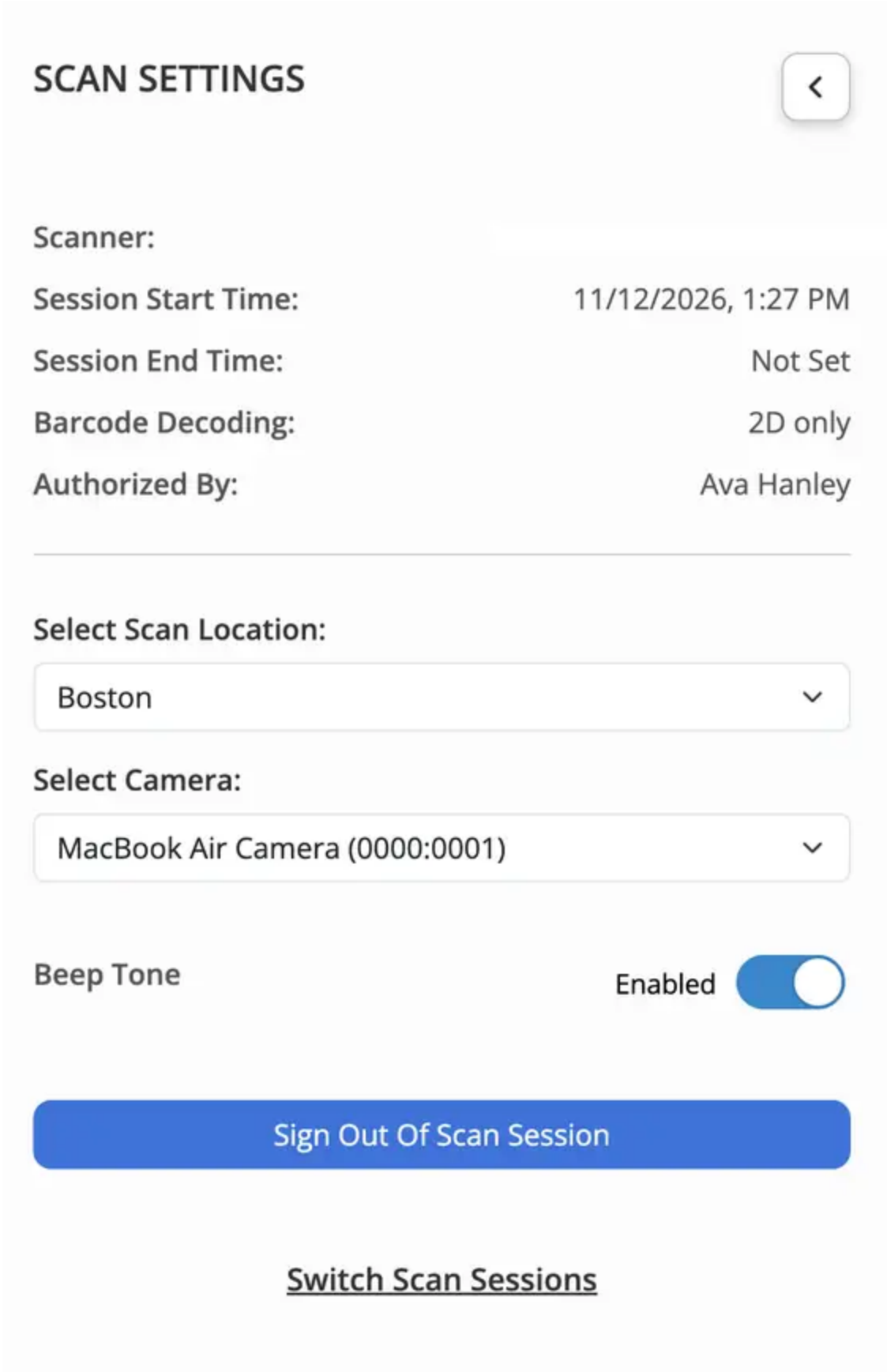
Step 5: Change the Scan Session Settings

- From the scanner screen, click the gear icon in the top-right corner of the 'Scan Result' panel to open 'Scan Settings'
- You can change the following three settings from the scan session:

1. **Select Scan Location:** If the scan session has more than one location, choose the location where you are now scanning. Every scan you make afterwards is recorded against that location. To add or edit locations, see How to Create and Manage Scan Session Locations.

2. **Select Camera:** Choose which camera to use for scanning, such as your device's front or rear camera, or a connected external webcam.
3. **Beep Tone:** Turn the beep tone on to hear an audible confirmation after each scan, or turn it off to scan silently.

- Other details shown in 'Scan Settings', such as the session start and end time and barcode decoding, are set by your IDMS administrator when the scan session is created and can't be changed from the scan session
- Click the back arrow to return to the 'Scan Result' panel

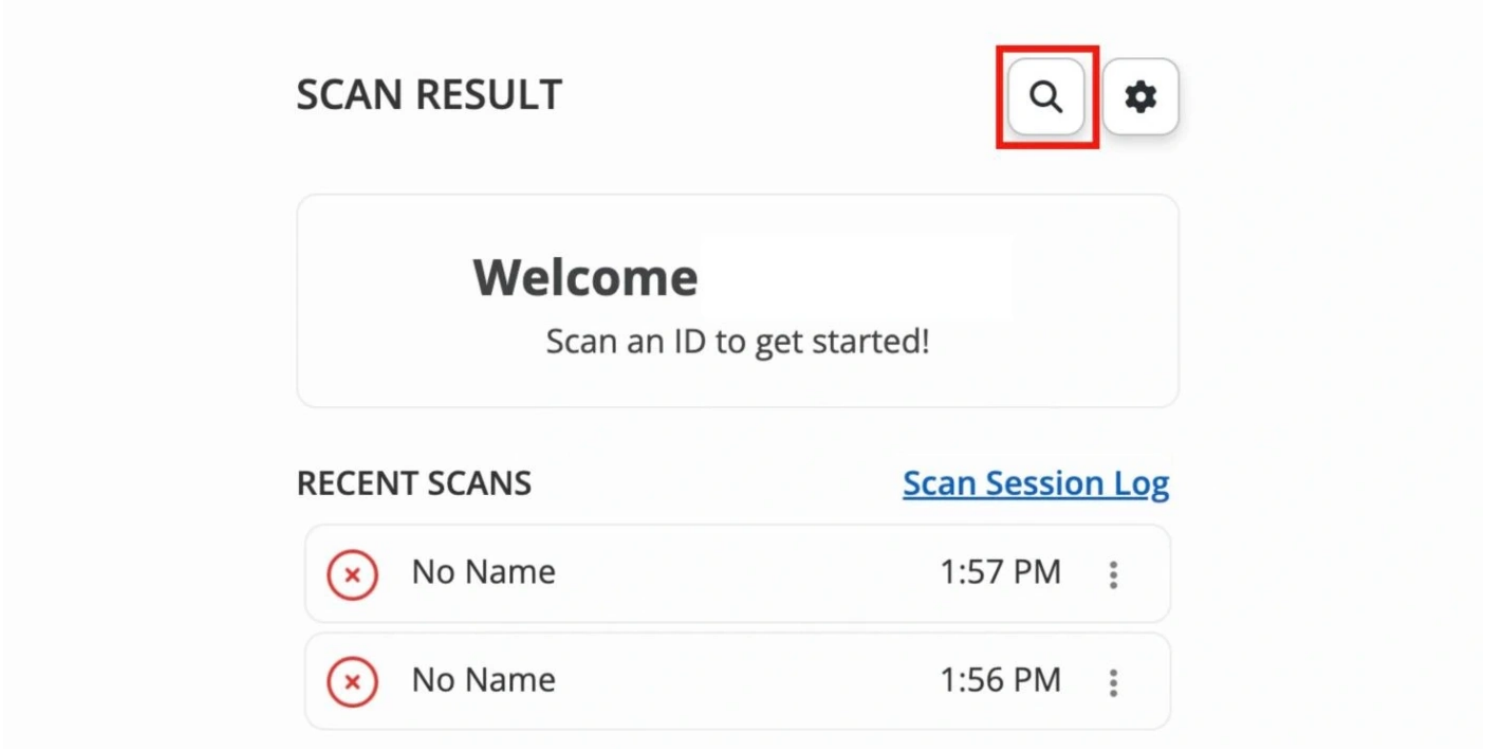


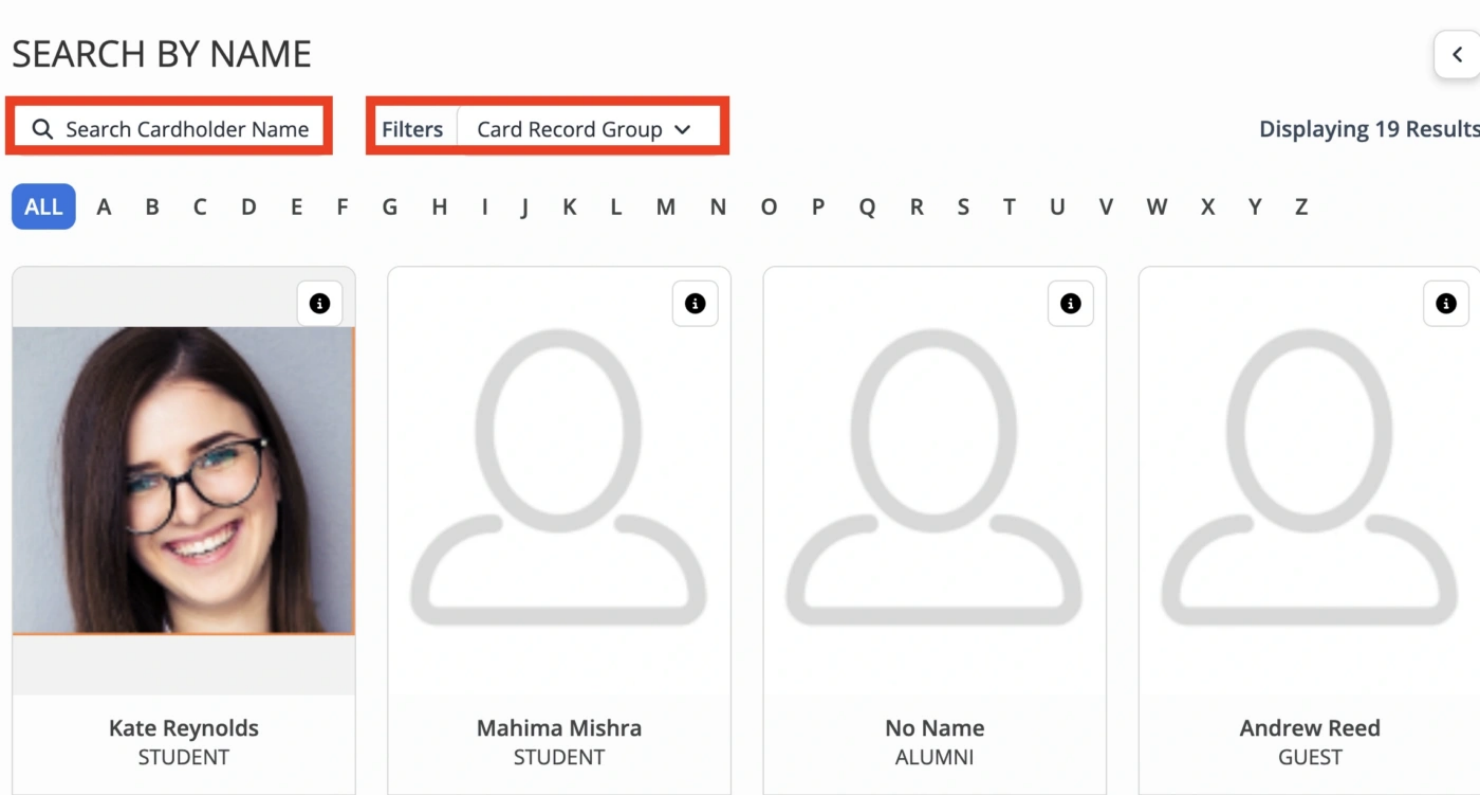
Step 6: Search for a Card by Name

- If a cardholder doesn't have their card with them, you can look up their card by name instead
- Click the magnifying glass icon in the top-right corner of the 'Scan Result' panel to open 'Search By Name'
- Use the following filters to find the cardholder:

1. **Search Cardholder Name:** Enter all or part of the cardholder's name and click the search button
2. **Card Record Group:** Narrow the results to one or more card record groups, which is helpful when several cardholders share a similar name
3. **A–Z:** Click a letter to show only cardholders whose names start with that letter

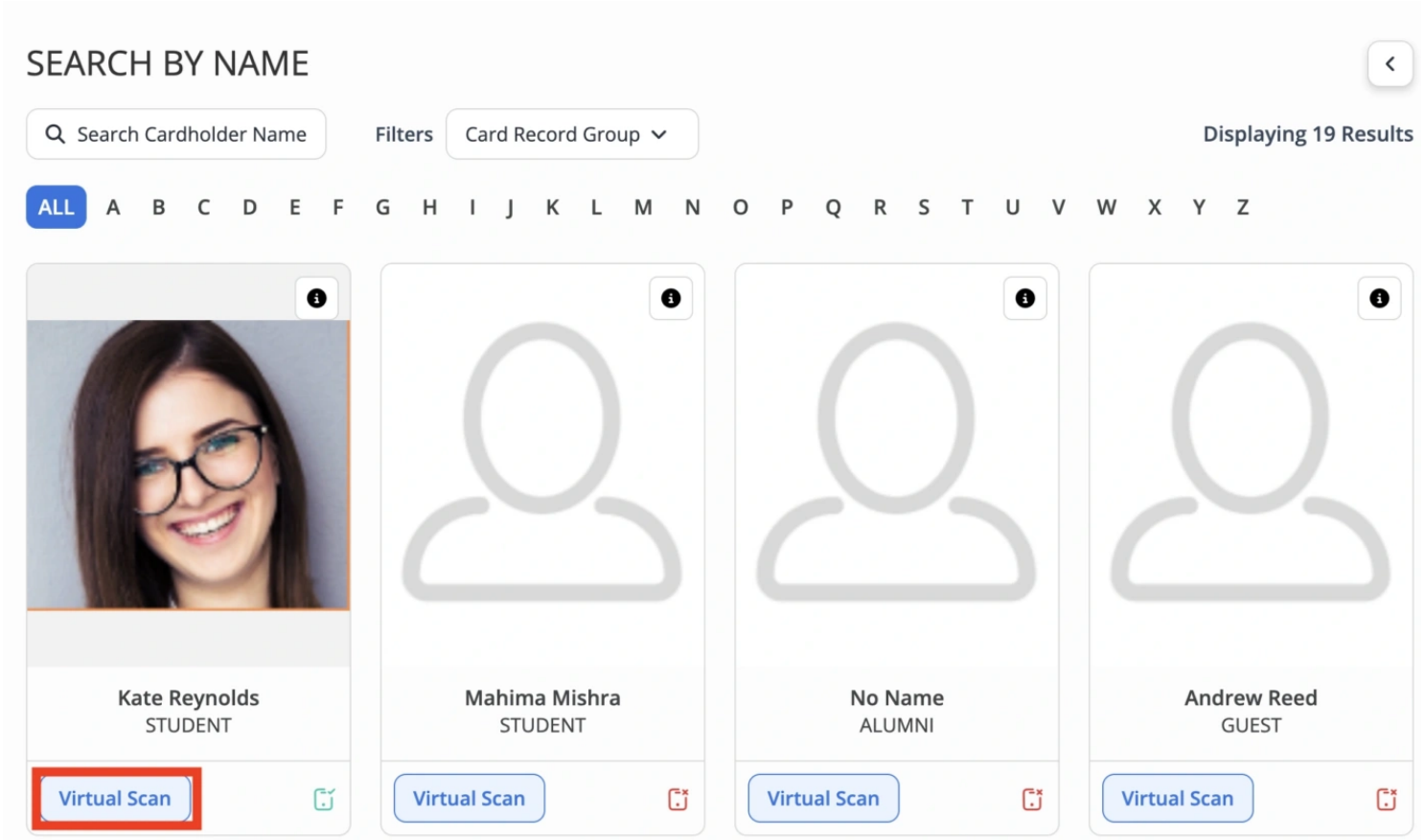
- Click the info icon in the top-right corner of a cardholder's card to view its details, including the card template and the last time it was scanned





Step 7: Virtually Scan a Card Using Search by Name

- After finding the cardholder in Step 6, click the 'Virtual Scan' button below their name
- The card is checked just as if its barcode had been scanned. The scanner returns to the camera view and the result (Valid, Invalid, or Expired) is displayed in the 'Scan Result' panel and added to 'Recent Scans'
- The virtual scan is recorded in the scan log even though the card wasn't physically present



You're all set to start scanning ID cards! If you have any questions or need help using the barcode scanner, feel free to contact our support team.