



USER GUIDE

Gate Scanner & Instant SMS Alerts

*A Step-by-Step Practical Guide for School Owners, Administrators,
and Gate Staff*

Smart Schoolz Hub

The School Operating System for Nigerian Schools
smartschoolzhub.com



Contents

Introduction: Why Use the Gate Scanner?



.....	4
Key Requirements Before You Start	4
Step 1: Fund Your School SMS Wallet	4
Step 2: Issue and Activate Student ID Cards.....	5
Step 3: Who Can Access the Gate Scanner?.....	6
Step 4: How to Scan Students at the Gate	6
Step 5: What If a Student Forgets Their ID Card?.....	9
Important Safeguards Built Into the System	9
Step 6: Review Gate Logs and Attendance.....	10
Summary Checklist for School Administrators	10
Troubleshooting Tips	11
Final Recommendations	11
Need Help?	12



Introduction: Why Use the Gate Scanner?

Every morning and afternoon, parents want to know that their children have arrived safely at school and departed appropriately at closing time.

With Smart Schoolz Hub's **Gate Scanner** and **instant SMS alerts**, your school can improve gate monitoring and keep parents informed about student arrivals and departures.

Using a smartphone or tablet camera, authorized staff can scan a student's Smart ID Card QR code. The system records the scan in the school's attendance records and, when SMS alerts are enabled and the wallet has sufficient balance, sends an SMS notification to the parent.

This practical guide walks you through the setup process, daily scanning procedures, safeguards, and attendance reporting. It explains how to configure the Gate Scanner, fund your SMS wallet, activate student ID cards, record arrivals and departures, notify parents, and review attendance logs.

Key Requirements Before You Start

To use the Gate Scanner smoothly, make sure you have the following in place:

Requirement	Details
A smartphone or tablet	An Android or iPhone device with a working camera and an active internet connection through Wi-Fi or mobile data.
Student ID cards with QR codes	These can be generated through the Students Module (Data Management) → ID Cards section.
An active SMS wallet balance	Required if your school wants parents to receive instant SMS alerts when students are scanned.
Authorized staff access	Staff members responsible for scanning must be able to log in to the school's Smart Schoolz Hub portal with the appropriate permissions.

Step 1: Fund Your School SMS Wallet

SMS alerts are optional. When enabled, each successful scan that generates an SMS alert costs **one SMS unit, equivalent to ₦8**.

If the SMS feature is turned off or the wallet has insufficient balance, the scanner can still record student attendance, subject to the system's normal operation and internet connectivity.

How to Fund Your Wallet

1. Log in to Smart Schoolz Hub as a **School Admin**.
2. Select **School Fees**
3. Click **Reminders tab** and navigate to the **SMS Wallet** page.



4. Enter the number of SMS units you want to buy.
5. Transfer the amount you want to add, using the account details and payment narration provided by the platform.
6. Once the payment is confirmed and processed, your SMS wallet will be credited with the corresponding units.

Minimum funding: 50 SMS units, equivalent to ₦400, based on the current rate of ₦8 per unit.

Important: Always use the payment details and narration displayed in your own school account. Confirm that the wallet has been credited before relying on SMS alerts for the school day.

Step 2: Issue and Activate Student ID Cards

Before a student's QR code can be used at the gate, the student's ID card must be **issued** and marked as **active**.

How to Issue an ID Card

1. Log in with an authorized account.
2. Navigate to **Students Module (Data Management) → Manage ID Cards**.
3. Locate the student whose card you want to issue.
4. Click **Issue Card** and follow the prompts.
5. Print the student's ID card and ensure the QR code is clear enough for a smartphone camera to scan.



Figure 1: A sample Smart ID Card. The QR code on the card is what the Gate Scanner reads.

Each card carries the student's passport photograph, full name, admission number, class, the Principal/Headteacher signature line, and the **QR code** that the Gate Scanner reads.



What If a Student Loses Their Card?

If a student loses an ID card or leaves the school, an authorized School Admin can use the **Block Card** option to prevent further use of that card at the gate.

Always verify the student's identity and follow your school's procedure before issuing a replacement card.

Step 3: Who Can Access the Gate Scanner?

Access to the Gate Scanner is designed around staff responsibilities so that the appropriate people can perform gate duties without unnecessary exposure to administrative information.

Role	What they can do
School Admins	Can manage the scanner, review school gate logs, and control the SMS alert setting according to their permissions.
Front Desk Staff and Gatekeepers	Can scan students entering and leaving the school and view the arrival information available to their assigned role.
Class Teachers and Assistant Teachers	Where their account permissions allow it, teachers assigned to morning gate duty can scan students and monitor arrivals for their assigned classes.

Security reminder: Staff should use their own authorized accounts and must not share passwords. Only staff members who need access for their duties should be granted it.

Step 4: How to Scan Students at the Gate

1. Log in with an authorized account.
2. Navigate to **Gate Scanner & Logs Module**.
3. Tap **Check-in button** to scan for arrivals.
4. Click on **Start Camera** to scan your students.
5. Repeat the process for Check-outs.

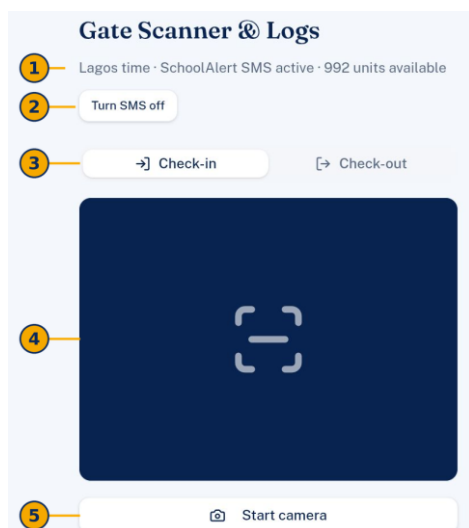


Figure 2: The Gate Scanner & Logs screen.

- 1 Status line** – shows Lagos time, whether SchoolAlert SMS is active, and the SMS units available.
- 2 Turn SMS off / on** – switches SMS alerts on or off.
- 3 Check-in / Check-out tabs** – choose the type of scan. Check-in is selected by default.
- 4 Scanning area** – position the student's QR code clearly inside this area.
- 5 Start camera** – tap to activate the device camera.

A. Morning Arrival: Check-In

1. Open the Gate Scanner and select the **Check In** tab. It is selected by default.
2. Tap **Start Camera**.
3. Allow camera access if your browser requests permission.
4. Hold the student's ID card in front of the camera and position the QR code clearly inside the scanning area.
5. Wait for the confirmation. The scanner should display the student's details, such as name, class, and passport photo, where available in the system.
6. If SMS alerts are enabled and the wallet has sufficient balance, the parent receives an arrival notification.
7. Allow the scanner to reset before scanning the next student's card.

Example of an Arrival SMS

SMS · SchoolAlert

SchoolAlert: Lateef Amoke arrived at Lovely International School today at 07:42.
Have a great day!

This is an illustrative message. The student's name, school name, time, and wording may vary according to the actual message generated by the platform.

B. Afternoon Departure: Check-Out

1. Open the Gate Scanner.
2. Select the **Check Out** tab.
3. Position the student's ID card QR code in front of the camera.
4. Wait for the on-screen confirmation that the departure has been recorded.
5. If SMS alerts are enabled and the wallet has sufficient balance, the parent receives a departure notification.



Example of a Departure SMS

SMS · SchoolAlert

SchoolAlert: Lateef Amoke departed from Lovely International School today at 02:15. Safe journey home!

Good practice: Keep the scanning device charged, maintain a reliable internet connection, and position staff so that scanning does not obstruct the safe movement of students.



Step 5: What If a Student Forgets His ID Card?

A student who forgets his ID card can be recorded using the scanner's **manual-entry** option, where available.

How to Record a Student Manually

1. Open the Gate Scanner.
2. Locate the **QR reader input** box beneath the camera.
3. Enter the student's correct **Admission Number**. For example: **ADM/2026/0042**.
4. Tap **Record**.
5. Check the result to confirm that the correct student has been identified and the scan has been recorded.

When the manual entry is accepted, the system records the relevant gate event and sends an SMS notification if alerts are enabled and the wallet has sufficient balance.

Important: Verify the student's identity before submitting a manual entry. This helps prevent mistakes involving students with similar names or incorrect admission numbers.

Important Safeguards Built Into the System

Smart Schoolz Hub includes safeguards intended to support accurate gate records and reduce avoidable SMS costs.

1. Protection against Duplicate Scans

If a student scans the same card twice within the system's duplicate-detection window, the second scan may be ignored to prevent duplicate records or unnecessary SMS charges.

2. Low-Balance Protection

If the SMS wallet runs out of units, student gate recording can continue while the system records the attendance event, provided the scanner and service are otherwise operating normally. The SMS notification may be skipped.

An example of the status message is: "Scan recorded; SMS skipped (low balance)".

School Admins should check the SMS wallet regularly to minimize missed parent notifications.

3. Check-In Before Check-Out

The system applies a check-in-before-check-out rule. A student cannot be checked out unless a valid check-in has already been recorded for the relevant day. This helps reduce incorrect departure records.



4. SMS Unit Charging

The stated rate is **R8 per SMS unit**. A scan that generates an SMS alert is intended to use one SMS unit under the configured alert rules.

SMS unit consumption can depend on the final message length and the SMS service's encoding and billing rules. Check the wallet transaction records and current platform guidance for the applicable charging behaviour.

Sender ID: SchoolAlert

Step 6: Review Gate Logs and Attendance

School Admins and authorized Front Desk staff can review gate activity to confirm student arrivals and departures.

Depending on the permissions and reports available in your account, you can:

- View the day's check-in and check-out totals.
- Review the attendance status shown by the scanner.
- Filter gate records by date.
- Search for a specific student's name.
- Check the recorded time of an arrival or departure.
- Investigate missing or unexpected gate entries.

Recommended daily practice: At the end of each school day, review the gate records, follow up on unexplained discrepancies, and report any technical problems to the appropriate school administrator.

Important: Gate scan records should be used alongside your school's wider attendance, safeguarding, and authorized student-release procedures. An SMS notification alone should not be treated as proof that a child has been handed over to an authorized person.

Summary Checklist for School Administrators

Task	Frequency	Responsible Staff
Check and top up the SMS wallet	Weekly or monthly, as needed	School Admin or Bursar
Confirm the Gate SMS setting	At the start of term and whenever needed	School Admin
Scan students during arrival	Every school morning	Gatekeeper or Duty Teacher
Scan students during departure	Every school day at closing time	Gatekeeper or Duty Teacher



Task	Frequency	Responsible Staff
Review gate logs and investigate discrepancies	Daily	Admin or Head of School
Check damaged, lost, or blocked ID cards	Whenever necessary	School Admin

Troubleshooting Tips

The Camera Will Not Start

- Check that the device has a working camera.
- Allow camera permission in the browser.
- Confirm that you are using the correct school portal and an authorized account.
- Refresh the page and try again if the problem persists.

The QR Code Will Not Scan

- Clean the camera lens.
- Make sure the QR code is not damaged, folded, or obscured.
- Improve the lighting and hold the card steady.
- Confirm that the card has been issued and is active.
- If necessary, verify the student's identity and use **QR Reader Input**.

The Parent Did Not Receive an SMS

- Confirm that SMS alerts are enabled.
- Check the SMS wallet balance.
- Verify that the parent's registered phone number is correct.
- Review the scan result and available wallet or transaction records.
- If the issue continues, contact Smart Schoolz Hub support.

Final Recommendations

A reliable gate process requires more than scanning ID cards. School leaders should assign clear responsibilities, train staff, protect student information, maintain devices, and review gate records consistently.

Before deploying the scanner across the entire school, **test both check-in and check-out with a small number of students**. Confirm that the correct student details appear, records are saved, and SMS alerts behave as expected.



Need Help?

Need assistance setting up your Gate Scanner, issuing student ID cards, or configuring SMS alerts? Contact your Smart Schoolz Hub support through the contacts below or visit the platform's Help Centre.

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