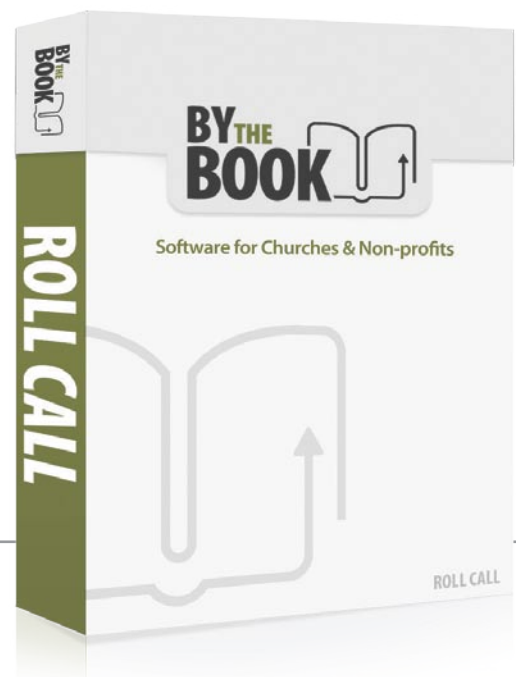


# CHILD CHECK-IN QUICK START

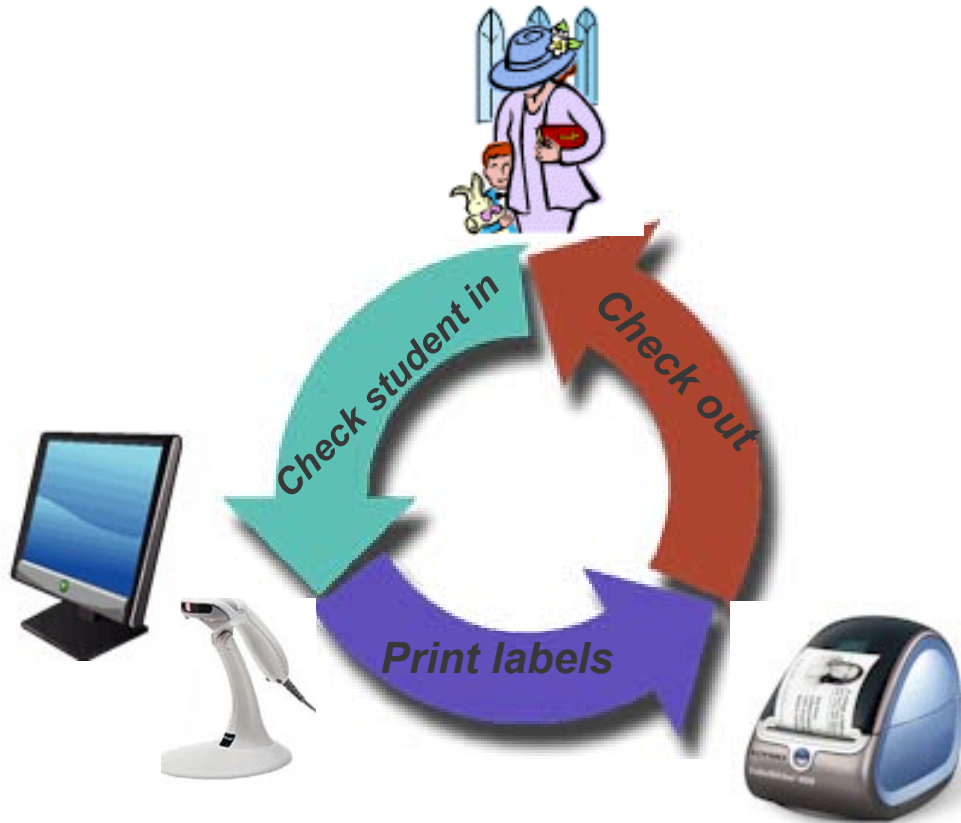
VERSION 11



# CHILD CHECK IN OVERVIEW

## Check In / Out Process

The child check in system in Roll Call allows you to check students into their classes, record attendance and print nametags and security labels. This system can be used to check people into any groups/classes or worship service that is defined in Roll Call.



## Check In Methods

When the student arrives to check in, the first thing you need to do is identify that student or family. You can identify them in a variety of ways. These methods are discussed below.

### Key Tags

Probably the most popular method for checking students in is to issue key tags to the parents. These keytags can be customized to have your church or ministry logo on the front and a bar code on the back. The bar code number is assigned to mom, dad or the individual student. Key tags can be used to check students in an unmanned station or a manned station.



## Bar Code Badge

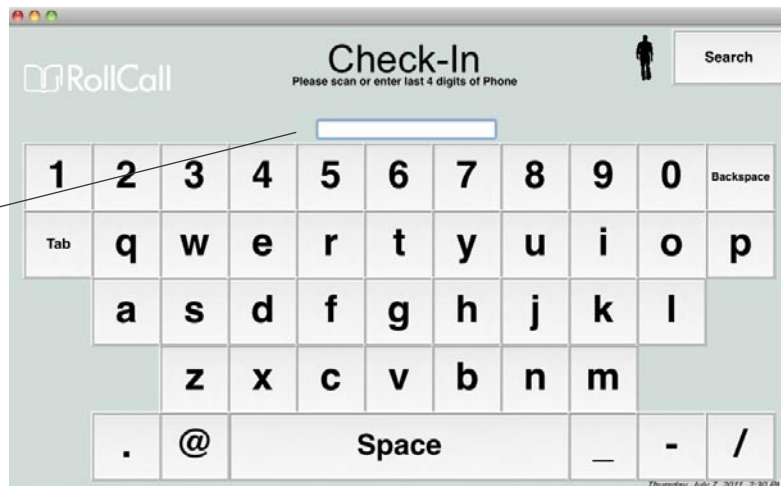
Another option for using a bar code scan to check students in, is to print a bar code badge from Roll Call. These badges are printed on an 8 ½ x 11 sheet of paper or on Avery business card stock. Once you have the badges printed, you can laminate them and issue to the families. Badges can be used to check students in using an un-manned station as well as a manned station.



## Name, Phone, Family Number

If you do not want to scan a bar code, you can use the keyboard or a touch screen monitor to identify who is here to check in. You can type in the last name, last 4 digits of the phone number or a family number. The person manning the check in area simply types the last name or number, then selects the student from the list. Typically when checking in using a name, phone number or family number a volunteer will be manning the check in station.

Use your computer keyboard or this virtual keyboard if you have a touch screen to enter the phone.



## Finger Print Scan

Another option for identifying who is here to check in, is the finger print scan. This option is only available on the Windows platform. This mode of check in can be used on an un-manned station or a manned station.

## Name Tags and Security Tags

Once the student checking in has been identified and checked into their class, name tags and parent tags can be printed.

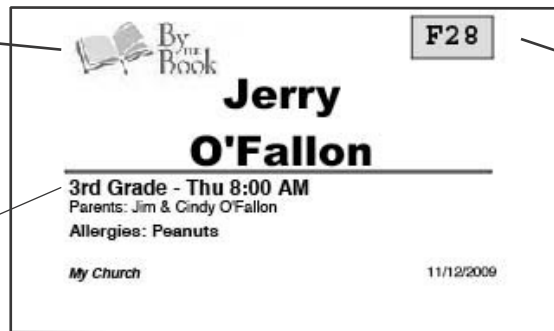
The Roll Call system requires a Dymo Labelwriter 450 or 450 Turbo to print the labels. We support two different size labels. The first is a smaller label (30334). Your church can also opt to use the larger 30256 label. This option gives you more flexibility as to the information included on the label. Your logo can also be printed on this label.

A parent tag or security can also be printed. This tag will only include the security number on it. There will be no information about the child on this tag. The parent brings this tag to the classroom to pick up their child. The teacher will compare the numbers on the child's name tag with the number on the parent tag. If they match, the teacher can release the child.

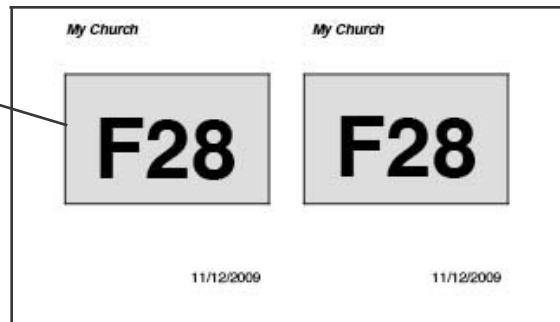
Place your logo here.

Child's name tag can include name, class checked into, parents names, allergies and notes.

Parent tag only has security number on it.



Security number.



## Check Out

To check a child out using the Roll Call system, you will need to once again identify that child. The station operator will see that the child is checked in, they can click the button to check them out of that class. If there are any custody comments for this child, they will be displayed when the check out button is pressed. The station operator can take any necessary action to ensure the child is leaving with the proper parent or guardian.

We've found that most churches do not check out using the system. They compare the parent tag with the child's tag to determine if the child can be released.

# INSTALLING ROLL CALL for CHILD CHECK-IN

## Hardware/Software Requirements

### Roll Call workstations

If you will only be using one check-in station, you'll want to install Roll Call Standalone. If you will be using multiple check in station, each "kiosk" needs to have a computer with Roll Call Client. That computer must have a network connection so that it can connect to Roll Call Server.

### Bar Code scanner

If you will be checking students in using bar code technology, each check-in station will need a bar code scanner. The scanner needs to be a keyboard wedge device with the ability to scan a single digit. We recommend the Voyager CG hand held scanner. These scanners may be purchased through By the Book.

### Dymo LabelWriter

This printer is required if you wish to print labels for the child and parent upon check in. The program is expecting a Dymo LabelWriter 450 or 450 Turbo printer. You may choose from 2 different label sizes, the 30256 shipping label or the 30334 multi-purpose labels.

### Finger Print Scanner

If you will be checking students in using biometrics, you'll need the M2Sys finger print scanner connected to a Windows version of Roll Call.

### Finger Print Software

If you'll be checking students in using their fingerprint, you'll need the M2Sys finger print software installed on a Windows computer.

## Roll Call Software Installation

### Single user version

The single user version of Roll Call allows one user, on one computer to access Roll Call. For the single user installation, use the following instructions.

To install Roll Call double click on the Roll Call installer file you downloaded. The install program will prompt you through the process. Click on the NEXT button to continue through each step of the process.

Once the installation is complete, you will have a Roll Call icon on your desktop. If you are a Mac user, you will need to drag the application to your dock. To use Roll Call, double click on that icon.

### Network Version

A network installation of Roll Call allows multiple people to access the data. If you have a multi-user license, multiple users can access the data simultaneously. For example, if you want to have 3 check in stations, you will need to use the network version of Roll Call so all 3 stations are looking at the same information.

For the network installation, you will need to have your computers networked together.

You will need to install Roll Call Server software on the computer that will house the database. You will need to install Roll Call Client software on all computers that need access to the data.

To install Roll Call Server double click on the Roll Call Server installation file. The install program will prompt you through the process. Click on the NEXT button to continue through each step of the process.

Once the installation is complete, there will be a Roll Call Server icon on the desktop. To start Roll Call Server, double click on the icon. For users to work in Roll Call the Server must be running.

To install Roll Call Client double click on the Roll Call Client installation file. The install program will prompt you through the process. Click on the NEXT button to continue through each step of the process.

Once the installation is complete, there will be a Roll Call Client icon on the desktop. To start Roll Call, double click on the icon. The Client will see Roll Call Server running on the network and connect to it.

## **Check in Station Hardware Installation**

In a network environment, each check in kiosk should have Roll Call Client installed with access to Roll Call Server. In a single kiosk environment, the station should have Roll Call standalone installed.

### **Bar Code Scanner**

If will be using bar code technology to check student's in, plug the scanner into a USB port on your check in station. You can confirm that the scanner is working properly by scanning a bar code from a badge or keytag while you are in Text Edit (Mac) or Notepad (Windows) If this number pops into the page, the scanner is working properly.

### **Dymo Labelwriter**

If you will be printing labels as name tags and/or security labels, plug your Labelwriter into a USB port. Make sure to install the printer drivers first then follow directions for plugging in the printer..

If you are on a Windows machine, go to Printers and Faxes at the operating system level and choose properties for the Dymo Labelwriter. Click on Printing Preferences. For the 30334 labels, click Portrait. For the 30256 labels, select Landscape. Click on the ADVANCED button, then select the appropriate labels size.

If you are a portable church, or are plugging the Labelwriters in each Sunday, please note, on some Windows machines, a new printer definition is created each time you plug in the printer. Make sure you only have ONE Labelwriter printer definition and that it is online.

### **Finger Print Scanner**

If you will be using the finger print scanner, plug the scanner into a USB port on your Windows check in station. Make sure that the biometric client software is installed on your check in station. See installation instruction for the biometric client and server from M2SYS.

# CONFIGURING CHECK-IN

To begin configuring Roll Call to use the child check in features, expand the Check In/Out menu. Click on the Setup menu item. Begin entering the information and click NEXT through each page. As you complete a section, a green plus sign will be displayed on the related icon at the top. When all icons have a green check, you know you are ready to start using the check in system.

## User Security and Check In Users.

To use Roll Call's child check in/out system you must "sign into" the system as a check in user. The type of user determines the screens you will see. So the first thing you will need to do to activate the security system and set up the "check in" type users.

### Activate Roll Call Security

To activate the security system within Roll Call you must give the Director user a password. To do this:

1. Expand the Check In/Out menu.
2. Click on the Setup menu item.
3. Enter the password you'd like to give to Director. Then re-enter that password to confirm.
4. Click SAVE. Make sure to save this password before you click NEXT to go to the next step in the process.

Expand Check In/Out menu. Click on Setup.

Make sure to click SAVE before leaving this page.

Click NEXT through all the steps.

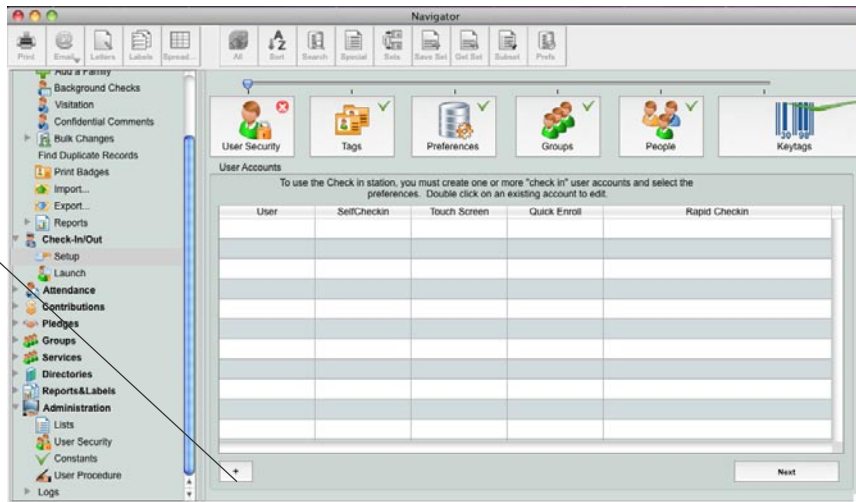
Click on an area to go directly there.

### Create Check In Users

After you've entered the Director password and clicked NEXT, you will be at the window to add check in users. To add a check in user, click on the plus sign in the lower left of the window. Enter the following information:

1. *Username* – enter the name for this specific check in user.
2. *Password* – enter a password for this specific user or leave it blank.
3. *Confirm* – re-enter the password if you entered one.
4. *Check In User* – make sure to leave check in user selected
5. Click OK to save this user.

Click the plus sign to add a check in user.



Enter a username and password for this user.

Make sure to leave check in selected.

You are now taken to the window to select the properties for this specific check in user.

### Check In User - Types

There are four parameters for the check in user type. You can select one or more of these parameters for each check in user.

*Self Check In* – If the check in user has “self check in” marked, this user will not be able to view any address information from the people list screens. This user will not be able to print the check in roster or change any of the find by options. Also, this user will not be able to use the Quick Enroll button to add people to the system. They can only check in people who already exist in the database. Use this type of user for “unmanned” stations.

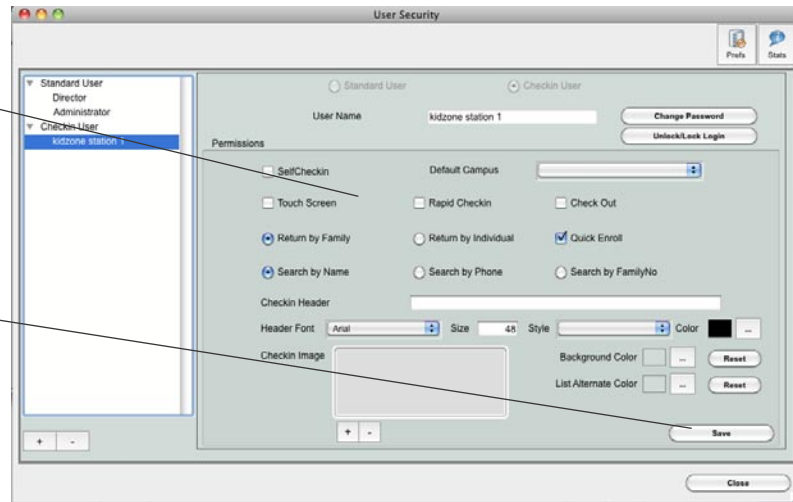
*Touch screen* – if the check in user has “touch screen” marked, a virtual keyboard will be displayed on the screen. If you also have “self check in” marked, a virtual numeric keypad will be displayed so folks can search by last 4 of the phone number.

*Rapid Check In* – if the check in user is marked as “rapid check in”, the confirmation screen will not be displayed. The person selected will automatically be checked into the class they are enrolled in. This assumes each student is only enrolled in one class at a time. If two classes are available for a student to check into, the confirmation screen will be displayed so the user can decide which class they will be attending.

*Check-Out* – if the check in user is marked as “check out”, the user will be able to see if someone is already checked into a class. They will also be able to check that person out of a class. If Check-Out is not marked, the option to check out will not be available on the screen.

Mark all the options that apply to this user.

Click SAVE to save the changes to this user.



### Check In User - Defaults

For each check in user you can set the following defaults:

1. Do you want to search by name, phone or family number?
2. Do you want to return families or individuals?
3. Do you want to display the Quick Enroll button, so the user can enter visitor information?
4. Which campus groups should be considered for this check in?

*Search by* – if you are not using a bar code scan or fingerprint scan to identify who is there to check in, you will need to identify them based on their last name, last four digits of the phone number or the family number. If this user is not a “self check in” user, you can change the *search by* criteria from within the check in screen. Self Check In users can only search by last four digits of the phone.

*Return Families or Individuals* – if you are doing a bar code scan or fingerprint scan and have “return by family” checked, a list of all the family members will be returned when you perform the scan. If you are searching by name, phone or family number, a list of families will be returned that meet the entered criteria. Then the user will need to highlight the appropriate family. Next a list of family members will be presented so you can choose the ones that will be checking in.

If you are doing a bar code scan or fingerprint scan and have “return by individual” checked, only the person assigned that bar code number (or fingerprint) will be returned. Typically you would use this to check students into a youth group or adult class.

If you are searching by name, phone or family number and have “return by individual” checked, a list of people that meet that criteria will be displayed. For example, if you search by name and enter “Smith”, a list of everyone who has the last name “Smith” will be returned. You can highlight one or more from the list to check them in.

*Quick Enroll* – if the “quick enroll” option is checked for this user, the Quick Enroll button will be displayed. This will allow the user to enter visitor information and then check them into a class. Self Check In users are not allowed to have Quick Enroll.

*Default Campus* - if system preferences are set to allow multiple campuses, each check in user can have a default campus defined. This means that the user will only be able to check into groups/classes/services that are from that campus. For example, if the check in user has a default campus “Southside”, they will only see groups that also have Southside as the campus.

## Check In User - Screen Appearance

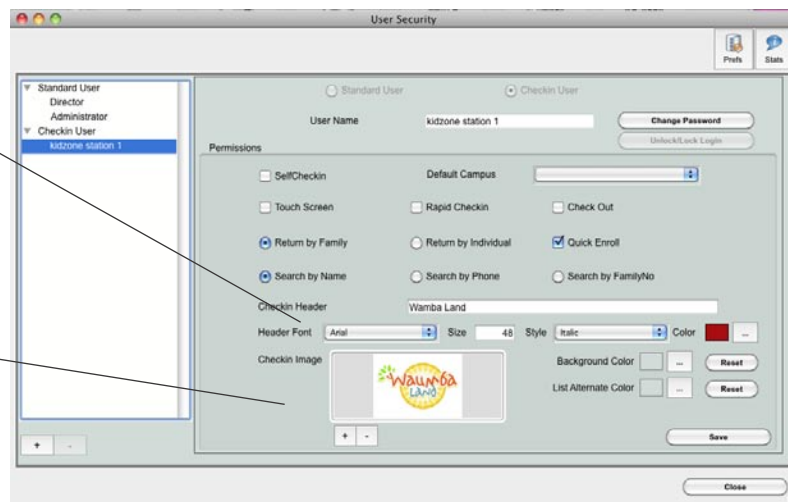
For each check in user, you can set preferences that affect the appearance of the screen. You can set the heading, color and image that is displayed. For each check in user, enter the following information:

1. Check In Header – Enter the heading you'd like displayed on the Check In Screen
2. Header Font – Select the font for the heading
3. Header Font Size – Select the size of the font for the heading
4. Header Color – Select the color of the heading
5. Check In Image – Click the plus sign to pull in the graphic logo you'd like displayed on the check in screen.
6. Background Color – Select the color you'd like as the background on the check in screen.
7. Alternate Color – Select the color you'd like to use for alternating data on the selection boxes.

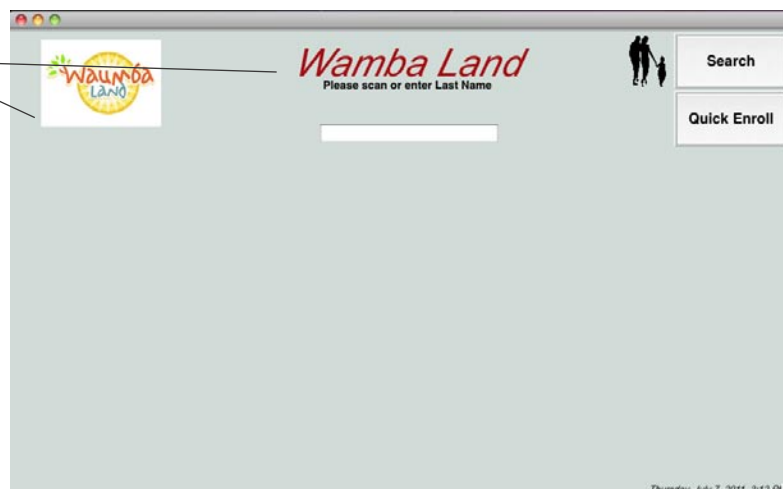
Once you have selected all the information necessary for your check in user, make sure to press the SAVE button.

Enter the check in station header you want when this user signs in.

Pull in the image you want displayed for this check in user.



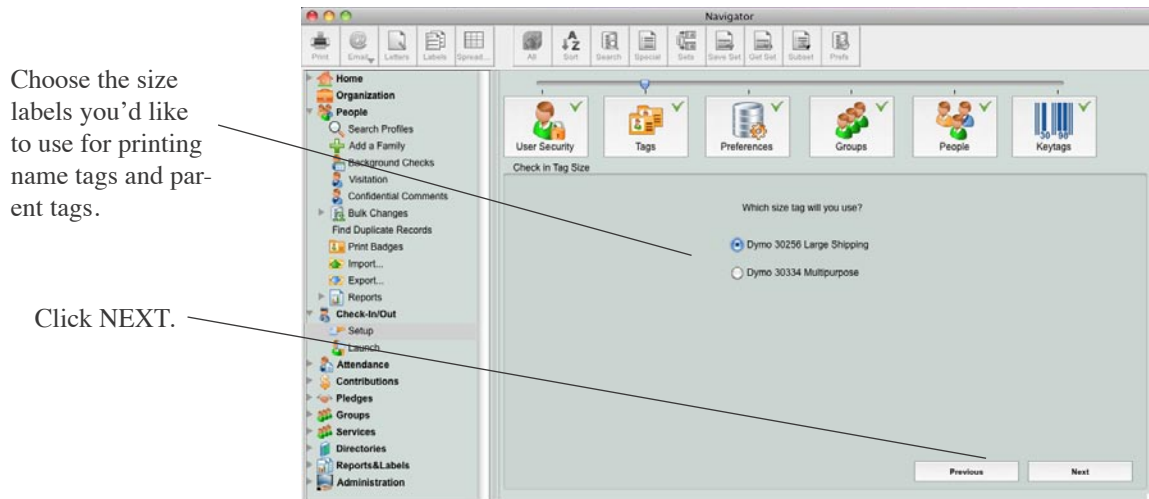
Now, when you sign in as that check in user, the screen includes the logo and new heading.



## Name Tags & Parent Tags

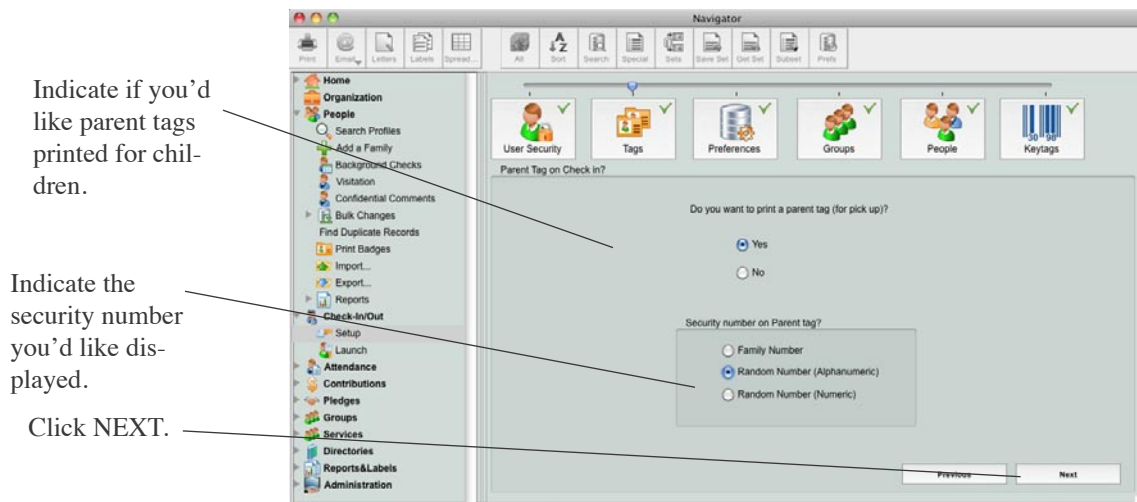
Use the “tags” section to set your preferences for printing name tags and parent tags. Once you hit next from the check in user screen, you will be asked if you want to print name tags upon check in. If you do, click Yes. Click NEXT

Next, you’ll be asked which size you’d like to use. We support 2 sizes. The 30256 is the larger shipping size label. The 30334 is a smaller multi-purpose label. Make your selection, then click NEXT.



The next window asks if you’d like to print a parent tag for children. The parent tag lists only the security number that matches the child’s name tag. Parent tags are only printed for people in the database whose family position is Child.

Also on the screen you may indicate the number you’d like to use as the security number on the name tag and the parent tag. You may choose from the family number, a random security number that uses numbers and characters or a random security number that is strictly numbers. Click NEXT.

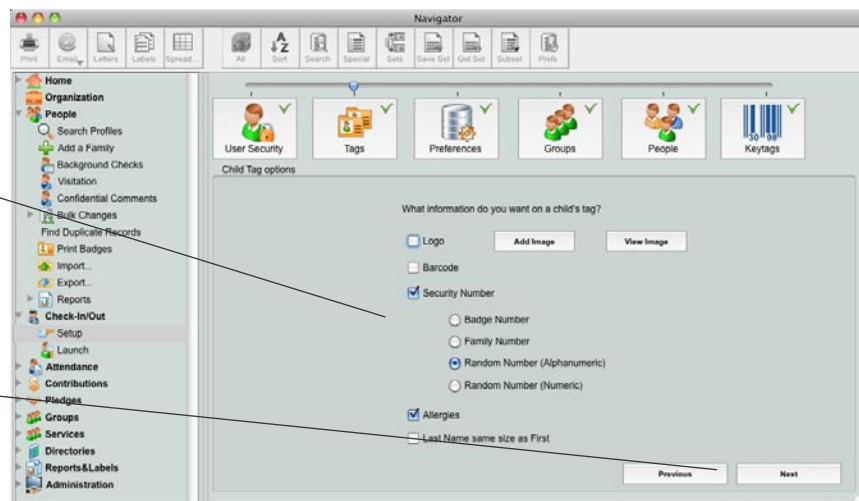


From this window, select the information you'd like printed on the child's name tag.

1. *Logo* –if you are using the 30256 size labels, you can print a ministry logo in the upper left of the label. You don't want this logo to be a super high resolution logo or it will take a long time to print.
2. *Barcode* – some churches print the barcode on the label itself for easy check out.
3. *Security number* - choose the security number you'd like printed on the child's name tag. The badge number is not allowed if you will be printing parent tags. The badge number uniquely identifies the child. The family number is a number assigned to the family in roll call. The random security number is randomly determined by the system. The random number will change from week to week. The badge number and family number will not change from week to week.
4. *Allergies* – any allergies listed in the “Special Needs” comment section will be displayed on the name tag if this is checked.
5. *Last Name same size as First* – By default the first name is in a larger font than the last name. If you'd like them to be the same size, check this box.

Mark the options you'd like to include on the name tag for children.

Click NEXT.



When you've checked the options you'd like for the name tag, click NEXT to choose a logo for Youth and Adult name tags. The youth and adult name tags will only include their name, the date of the event and the group they are checking into. There is no security number, barcode or allergy information printed on an Adult tag.

To add a logo for the Youth/Adult tag, click the box for logo. Click the ADD IMAGE button and navigate to that image file. Click NEXT to continue through the check in set up process.

At this point you may want to install your Dymo printer and run a test label to make sure everything looks okay. Once you have the printer installed, click on the PRINT TEST button. If everything prints okay, click NEXT to continue through the set up process.

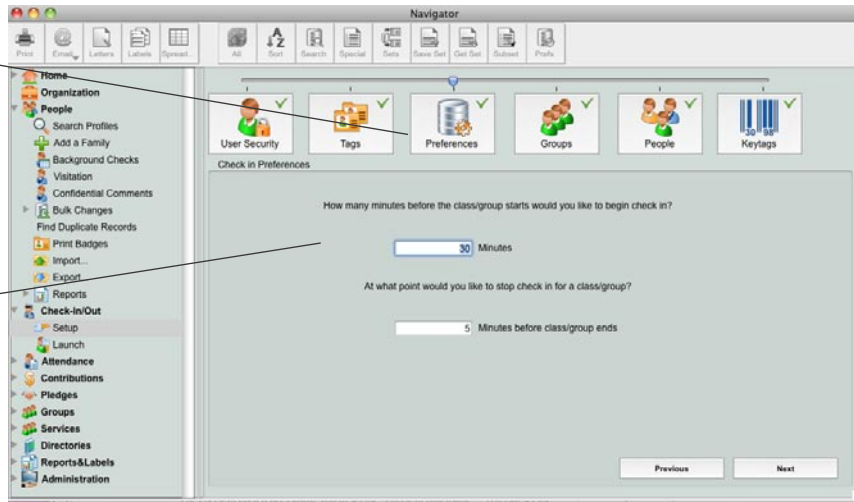
## Check In Preferences

The check in preferences allow you to set the “check in timeframe”. You can set the number of minutes before a class, event, worship service starts you'd like to begin the check in process. You can also set the number of minutes before a class ends that you will no longer allow anyone to check into that class.

To enter these preferences, click NEXT from the print test label window, or click on the preferences setup graphic.

You can click on a check in graphic to go directly to that section.

Enter the start and end time preferences.



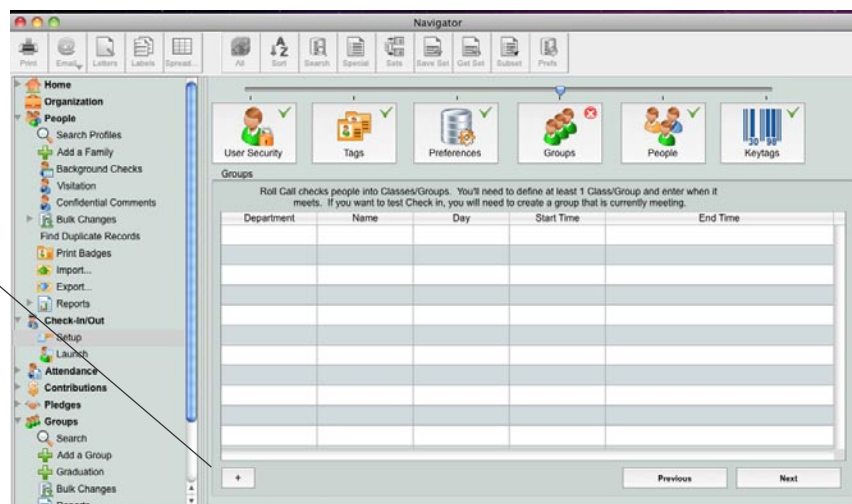
As an example, let's say we have a Sunday school class that meets from 9:30 to 10:30, if we set our beginning time to 30 minutes before, we can begin checking kids in at 9:00 a.m. In this same example if we set the ending minutes to 15, we could check students into that class until 10:15. At 10:15 we would no longer see this class in our list of classes to check into.

## Groups

To use the child check in functionality, there must be something to check into. You can check people into Groups or Services. The Groups area in Roll Call is where you would set up your Sunday school classes, VBS, membership classes etc. The Services area is where you set up your worship services. Each group that you will be checking into must have at least 1 session. A session is the day and time that it meets. For example, if you had a first grade Sunday school class that meets at 9:30 and 11:00, those times would be sessions.

To add a group through the check in setup area, click on the plus sign in the lower left corner. You are now at the window to add a group. For more details on creating groups, see the "Creating Groups" chapter in this manual.

Click the plus sign to add a group.



Enter the group name header information.

Click the plus sign to add sessions (day and time).

To change the time, click in the start time. The row will be highlighted. Click again to change.

## People

You will also need to have at least your children entered into the system and enrolled into their classes to use the check in system. To enter people through the check in setup area, click the plus sign in the lower left corner. You are now at the people entry screen. For more details on entering people, see the “Entering People” chapter in this manual.

To add people, click on the plus sign in the lower left.

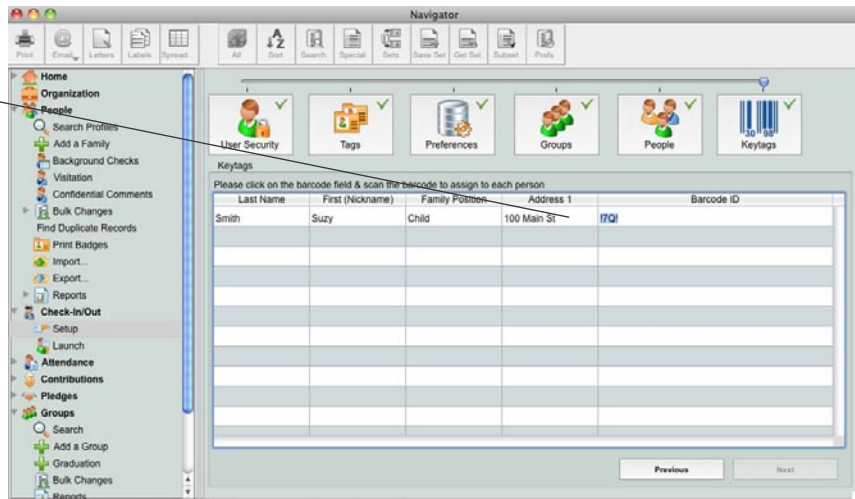
Enter the contact information for this person. Click SAVE & CLOSE to save and leave.

## Key tags

If you will be ordering key tags for use with the Roll Call child check in system, click NEXT from the People list in the set up process or click on the Key tags graphic. The first window asks if you'll be using Key tags. If so, answer yes. If not, answer no.

To assign a key tag to a person, highlight their name in the list. Click on their barcode number (assigned by roll call) Once that number is highlighted, scan the key tag. This will assign the new number to this person.

Place the cursor in the bar code field.  
Scan the keytag you wish to assign to this person.



The screenshot shows the Navigator software interface. The main window displays a table with the following data:

Last Name	First (Nickname)	Family Position	Address 1	Barcode ID
Smith	Suzy	Child	100 Main St	1701

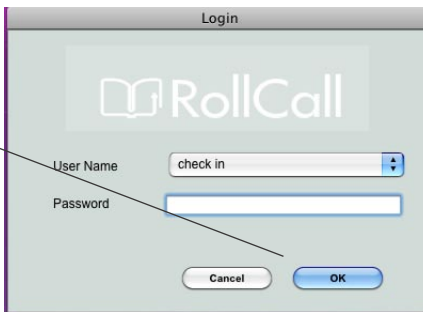
Below the table, there are two buttons: "Previous" and "Next".

# OPERATING THE CHECK IN STATIONS

## Log into the Check In Station

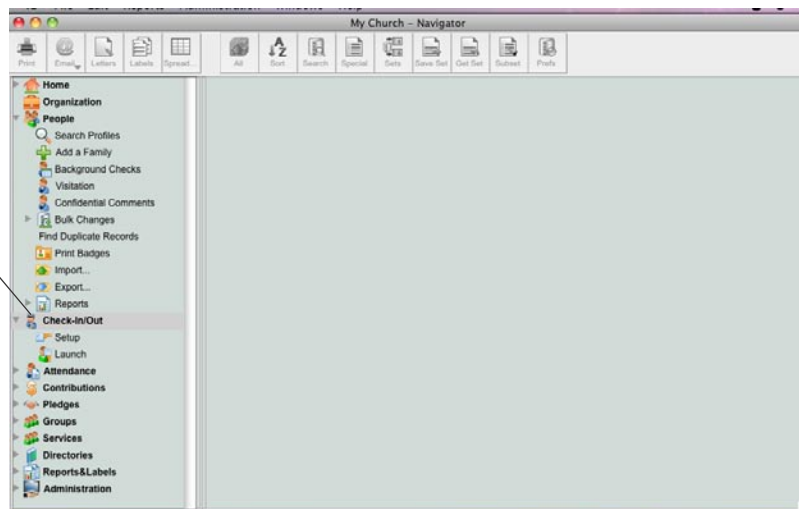
To use the check in functionality of Roll Call, you need to log on with a user name that is a check in user type user. To start Roll Call, double click on the Roll Call icon. The Login window is displayed. If you do not get the Login screen, that means the security system is not activated. You'll need to give the Director user a password. See the chapter on "Configuring Roll Call for Check In/Out".

From this log in screen, choose the user and enter password.



If you are already logged into Roll Call, but are in the back end of the program where you look up people and groups, you can get into the Check In portion, by expanding the check in menu, then selecting Launch. This will bring you to the Login window so you can login as a check in user.

Click Launch under the checkin/out menu to get to the Login screen. Sign in as check in user.

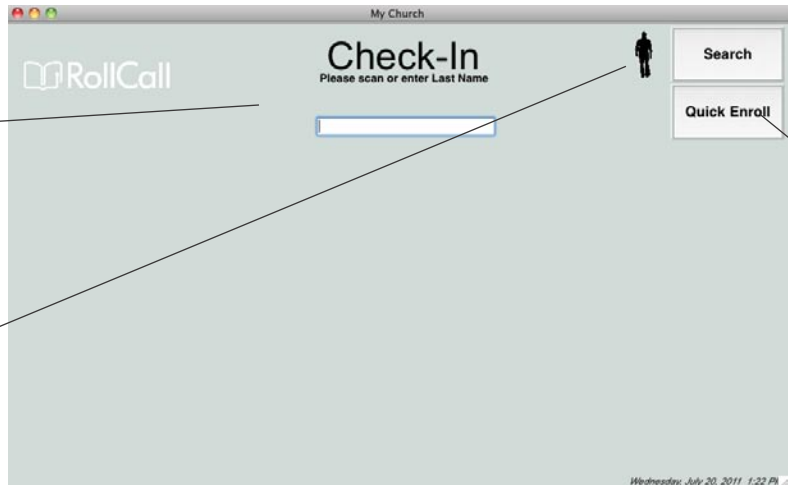


Once you log in, you'll be taken to the check in screen. This screen can look different depending on the type of check in user you've signed in as. These options are discussed more in the chapter on "Configuring Roll Call for Check In/Out".

Here's an example of a manned check in station. This station can be used to check in with a scan or a search by name. It can also be used to check in visitors.

Can scan or search by name.

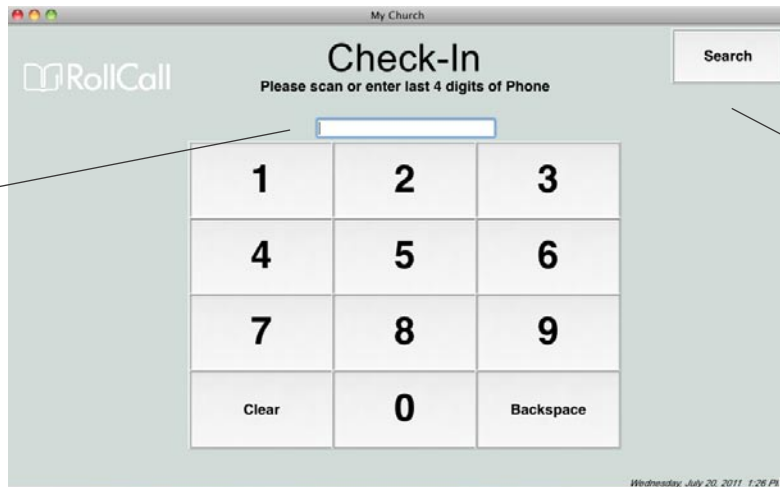
Returns a list of individuals.



Can enter visitors through Quick Enroll.

Here's an example of an unmanned touch screen station that allows check in by a scan or by a search of phone number.

This screen can accept a scan or entry of the last 4 digits of the phone.



Note the quick enroll button is gone.

This is an example of a manned touch screen user, searching by name and returning lists of families. You can also do a scan from this station as well.



## Check In Using a Last Name

To check a student in, based on their last name, type the last name. You can also type the first few characters of the last name. Then press the enter key or press the SEARCH button. This can be done with a keyboard or with the virtual keyboard on a touch screen monitor.

Enter Last Name.  
Click SEARCH or  
hit the enter key.

Return families is selected.

If return by family is selected, a list of families with that last name is presented. If there are three people displayed in the upper right of the window, “return by family” is selected. If only one person is displayed, “return by individual” is selected. If return by individual is selected, a list of individuals with that last name will be presented.

Lists the families where the last name is Evans.

Name	Address
Evans, Jim & Betty Sue, Suzy	123 Gartner Evergreen CO 80439
Evans, Ricky & Betty, Cloe, Hailey, James, Robby, Shan	555 Rocky Road Rockford IL 61109

If “return by individual” was selected, you would get a list like this. All individuals with that last name are displayed.

Name	Head	Position	Address
Evans, Betty	<input type="checkbox"/>	Wife	555 Rocky Road Rockford IL 61109
Evans, Betty Sue	<input type="checkbox"/>	Wife	123 Gartner Evergreen CO 80439
Evans, Cloe	<input type="checkbox"/>	Child	555 Rocky Road Rockford IL 61109
Evans, Hailey	<input type="checkbox"/>	Child	555 Rocky Road Rockford IL 61109
Evans, James	<input type="checkbox"/>	Child	555 Rocky Road Rockford IL 61109
Evans, Jim	<input checked="" type="checkbox"/>	Husband	123 Gartner Evergreen CO 80439
Evans, Ricky	<input checked="" type="checkbox"/>	Husband	555 Rocky Road Rockford IL 61109
	<input type="checkbox"/>		555 Rocky Road

List only Children

Highlight the family that is present to check in. Press the Next button. A list of family members is presented. Highlight the students that are there to check in. Note the “List only Children” check box in the lower left of this window. Mark this box if you are only checking in children. Press the NEXT button to check them in.

If “return by individual” is selected, a list of people with that last name will be displayed. Highlight the students that are present to check in. Note the “List only Children” check box in the lower left of this window. Mark this box if you are only checking in children. Press the NEXT button to check them in.

Highlight the students that are present to check in.

Click NEXT.

Name	Head	Position	Address
Evans, Betty	<input type="checkbox"/>	Wife	555 Rocky Road Rockford IL 61109
Evans, Betty Sue	<input type="checkbox"/>	Wife	123 Gartner Evergreen CO 80439
Evans, Cloe	<input checked="" type="checkbox"/>	Child	555 Rocky Road Rockford IL 61109
Evans, Hailey	<input checked="" type="checkbox"/>	Child	555 Rocky Road Rockford IL 61109
Evans, James	<input checked="" type="checkbox"/>	Child	555 Rocky Road Rockford IL 61109
Evans, Jim	<input checked="" type="checkbox"/>	Husband	123 Gartner Evergreen CO 80439
Evans, Ricky	<input checked="" type="checkbox"/>	Husband	555 Rocky Road Rockford IL 61109
	<input type="checkbox"/>		555 Rocky Road

List only Children

My Church RollCall Quick Enroll Start Over Next

Please select one or more people (Results for: evans)

Wednesday, July 20, 2011 1:46 PM

The next window is the confirmation screen. This window will display the individual’s picture if available. It will also display the groups, classes, events that they are enrolled in, that are available for check in. Highlight the class they are checking into and click CONFIRM to complete the check in process.

Highlight the class she is checking into, then click CONFIRM.

Click OTHER GROUPS to see all classes meeting at this time.

Name	Day	Starts	Ends	Room
Second Grade	Wednesday	8:00 AM	5:00 PM	

My Church

Cancel Assign Barcodes Allergies/Notes Confirm Other Groups

Welcome Cloe! ID: 10

Checking in for (select one or more):

If the student is not enrolled in the class they wish to attend, you may press the OTHER GROUPS button, to check them into a different class. Once you press the OTHER GROUPS button, all classes that are meeting at the current time will be displayed. Highlight the one they wish to attend, and press CONFIRM

To enter one time instructions or allergy information, press the ALLERGY/NOTES button. A window will be displayed to enter this information. The allergy information will be stored in the person's record. The notes are not stored. They are meant for one-time instructions. Both pieces of information can be printed on the name tag label.

Window for entering allergies and notes information.

## Check in Using a Bar Code

From the check in screen, scan the bar code from the badge, roster or key chain tag. If "return by family" is selected a list of all the family members associated with this bar code number will be displayed. You can easily tell if return by family is selected by looking at the picture in the upper right of the window. If there are three people displayed, "return by family" is selected.

While in this screen, scan the bar code.

Note "by family" is selected.

From the list of family members, highlight the students that are present to check in. Press NEXT. The next window is the confirmation screen. This window will display the individual's picture if available. It will also display the groups, classes, events that they

Highlight the students that are present to check in.

Name	Head	Position	Address
Evans, Ricky	<input checked="" type="checkbox"/>	Husband	555 Rocky Road Rockford IL 61109
Evans, Betty	<input type="checkbox"/>	Wife	555 Rocky Road Rockford IL 61109
Evans, Cloe	<input checked="" type="checkbox"/>	Child	555 Rocky Road Rockford IL 61109
Evans, Hailey	<input checked="" type="checkbox"/>	Child	555 Rocky Road Rockford IL 61109
Evans, James	<input checked="" type="checkbox"/>	Child	555 Rocky Road Rockford IL 61109
Evans, Robby	<input type="checkbox"/>	Child	555 Rocky Road Rockford IL 61109
Evans, Shane	<input type="checkbox"/>	Child	555 Rocky Road Rockford IL 61109

are enrolled in that are available for check in. Highlight the class they are checking into and click CONFIRM to complete the check in process for that student.

If the “return by individual” is selected (only one person will be displayed in the upper right), the bar code scan will take you immediately to the confirmation screen for the individual associated with that bar code number. Highlight the class they are there to attend, then click CONFIRM.

If the student is not enrolled in the class they wish to attend, you may press the OTHER GROUPS button to check them into a different class. Once you press the OTHER GROUPS button, all classes that are meeting at the current time will be displayed. Highlight the one they wish to attend, and press CONFIRM.

This window is displayed after scanning for an individual.

Name	Day	Starts	Ends	Room
Second Grade	Wednesday	8:00 AM	5:00 PM	

Highlight the class, and click CONFIRM.

Click OTHER GROUPS to check into a different group.

To enter one time instructions or allergy information, press the ALLERGY/NOTES button. A window will be displayed to enter this information. The allergy information will be stored in the person’s record. The notes are not stored. They are meant for one-time instructions. Both pieces of information will be printed on the name tag label.

## Check In with Rapid Check In

To use the “rapid check in” feature, the check in user must have “rapid check in” marked as an option. For more information on setting up users, see the “Configuring Roll Call for Check In” chapter of this manual.

The rapid check in feature will automatically check a student into his class if he is only enrolled in one class for the current check in period. Once you highlight his name, and press NEXT, the attendance is recorded for that class and labels will automatically be printed.

If there are two classes available for the student to check into, the confirmation screen will be displayed. If the student is not enrolled in any classes meeting at the current time, the confirmation screen will be displayed, even though the user is rapid check in.

By using the “rapid check in” feature, you do lose the ability to enter allergy or notes information during the check in process.

# Check Out

## Compare tags

One method of checking the students out is to compare the security number on the child's name tag with the security number on the parent tag. If the numbers match the teacher can release the child.

Using this method, you will want to make sure to have policies in place to handle the circumstance where a parent loses the parent tag.

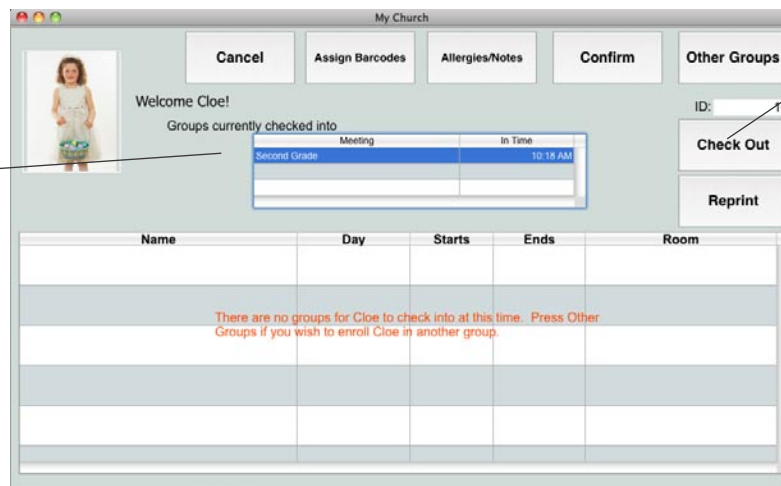
## Using Roll Call

You can also check students out through the Roll Call system. When they are logged out, the out time is recorded and any custody comments are displayed on the screen.

To log a student out:

1. Log onto Roll Call as a check in user that has "check out" privileges.
2. Identify the student that is checking out by scan or by searching name, phone or family number.
3. Highlight the appropriate name.
4. Highlight the class they are checking out of.
5. Click CHECK OUT.

Highlight the class she is checking out of.



Click CHECK OUT.

If there are custody comments they will be displayed upon check out.



## Check in Visitors

To check visitors into a class or group, click on the QUICK ENROLL button. Select an association of Visitor. Next enter the address and phone information if you'd like. Next enter the Mom and Dad's information if you'd like to capture that. In the lower section enter the children's names. You can enter up to four children through this QUICK ENROLL. Click OK to save this information.

Click on QUICK ENROLL to add visitors.

Child #	First Name	Last Name	Gender	Fam Pos	Birth Date
Child 1	Tommy	Collin	Male	Child	00/00/00
Child 2	Joe	Collin	Male	Child	00/00/00
Child 3	Tay	Collin	Female	Child	00/00/00
Child 4	Suzy	Collin	Female	Child	00/00/00

Enter address information if you'd like.

Enter mom and dad's info, if you'd like.

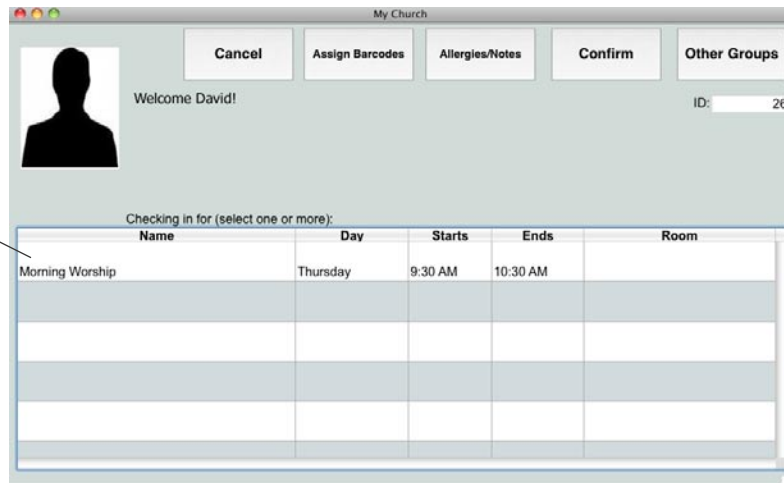
At a minimum, enter all the children's names.

Name	Head	Position	Address
Conklin, Joe	<input type="checkbox"/>	Child	
Conklin, Tay	<input type="checkbox"/>	Child	
Conklin, Tommy	<input checked="" type="checkbox"/>	Child	

Highlight the children present to be checked in.

Click NEXT.

Check into the service, the same manner you would check into a class.



## Check in Roster

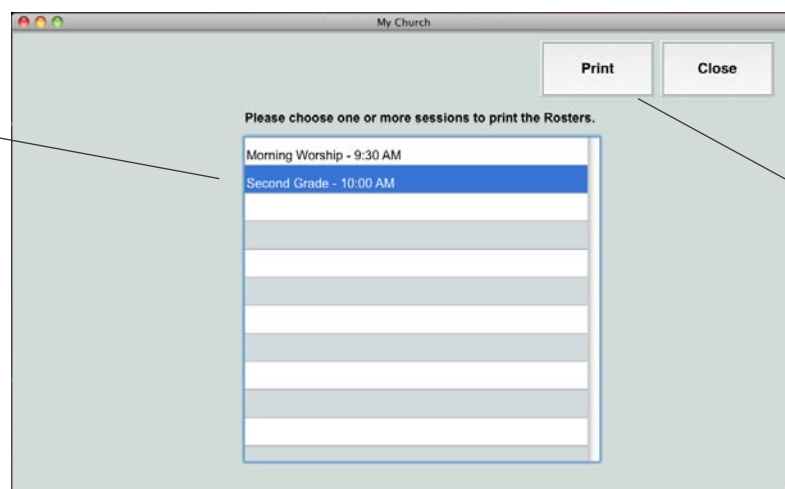
You can print a check in roster from the check in screen. The check in roster is a report for each class. It lists all the students that are checked in, their parents name, allergy and note information, security number and birthday.

You must be logged in as a check in user that is not a “self check in” user. Select Administration>Check In Roster from the top menu. Highlight the classes that you want to print a roster for. You’ll need to have access to a printer other than the Dymo to print this report.

Select check in roster from the Administration menu.



Highlight the rosters you’d like to print.



Click PRINT.

Sample check in roster.

Preview of "4D Printing Job - untitled 1".pdf (1 page)

Previous Next Zoom Move Text Select Annotate Sidebar Search

**Head Count: 5** **Roster** **07/21/2011**  
**Second Grade - 10:00 AM**

Last Name	First/ Nickname	Parents	Allergies/Notes	Sec Code	Birthdate
Collin	Joe	David Collin		K7F	
Collin	Tay	David Collin		K7F	
Conklin	Joe			K7F	
Evans	Hailey	Ricky & Betty Evans		T5M	09/01/99
Evans	James	Ricky & Betty Evans		T5M	07/16/03