

## Getting Started with KeepnTrack: Manage Activities

One of the great features of KeepnTrack is the ability to create custom activities, or events people select to sign in to.

### Account vs. Facility Activities

There are 2 types of activities: those on the Account level and those on the Facility level. Any activity on the Account level shows up on the Kiosks of every facility in that account. Activities on the Facility level only show at the Kiosks of that specific facility.

### Creating an Account Activity

Let's set up an Account activity first, one that all facilities might want.

In your Administration, go to Tools, and open Activities.

Create a new Activity using the add icon at the bottom left. The Facility is set to Account by default.

An Activity can be Active or Inactive; using the Effective and Expiration Date fields, you can control *when* this activity will and then won't show in the kiosks.

Choose the Classification, the type of person who would be signing in to this activity.

The only other required field is the name, then you could add notes options, dates, Minutes Awarded, and whether it's a Timed or Untimed Activity.

**Notes** allow the person signing in to enter notes. You can: not show the Notes field, Show it, or show it and *Require* it. What kind of note are you looking for? Tell them what you need with the 'Notes Label in Kiosk' field. For example, you may require anyone signing a Student out for Early Dismissal to enter their name in the Notes field so it will be kept on record.

## Transaction Type

For **Timed** activities, a sign-in and sign-out is expected, and the exact length of time from sign-in to sign-out is marked, and for volunteers that length is awarded.

For **Untimed Sign-in** activities, no sign-out is expected, and for Untimed Sign-out activities no sign-in is expected; only the Minutes Awarded number is counted. For example, you might choose Untimed for field trips or other activities where although people will sign in, they won't be expected to later sign out.

Next, for all activities, you will want to choose a Print Format—Badge, Slip, or None.

Unless you will be having volunteers at this conference, uncheck the box to Show this activity on the volunteer Application.

For any activity you can also enter Destinations, which are sub-categories of Activities, and we'll look at an example of that later.  
Save the Activity.

We just created an Account-level activity, so it is available for all schools. When a staff member signs in at their school, she can sign in for her conference.

And in this other school, he can sign in to the conference here.

## Creating Facility Activities

Let's now add an activity for a specific facility. I'll add a Language Tutor option for volunteers.

Click the add icon, and change the Facility drop-down menu to the specific facility.

Choose the person type who will be signing in with this activity, in this case Volunteer.

Name the activity—Language Tutor—and give it a Description.

I want to award volunteer minutes for this activity. Minutes Awarded is normally used with Untimed activities, but what it does depends on if the activity is Timed or Untimed.

If it's an **Untimed** activity, the volunteer is automatically awarded this amount of time no matter how long they were actually there. Remember, Untimed Sign-in activities require no sign-out, and Untimed Sign-out activities require no Sign-in, so there's no way to tell how long they were there.

If it's a **Timed** activity, the Minutes Awarded amount will be *added* to the Duration (the length of time) the person was signed in.

Set a Print Format.

I'll also enter a couple of Destinations so you can see what they look like.

Save the activity.

Back in the Kiosk, when a volunteer logs in at this facility, they'll have the option to sign in to this activity. Notice when I select the Language Tutor, I next have to select the Destination.

In the other school, if I log in with a volunteer, you'll see that particular activity is not available.

## **Find and Remove Activities**

You can search for activities by facility, classification, name, and so forth.

To remove an activity, select it, and use the Actions menu to Delete Activity. You can also perform a search, then use the gear menu to Delete All the Expired Activities in the results List.

That's all you should need to get started with your own activities!

For questions, call KeepnTrack Customer Support at 1-800-320-5830 or email [support@keepntrack.com](mailto:support@keepntrack.com).