

KeepnTrack : Express Sign-In/Out

Use Express to quickly run multiple people through sign in or sign out for a single activity. Let's look at enabling Express by changing permissions, then how Express Sign-in works.

Enabling Express

For an operator to use the Express module, they have to be assigned a Security Group that gives them those permissions.

Log in to your Administration, and from Tools open Security.

By default, Operator-level operators can not access Express. To allow them to use it, unlock the preference, check Express Access, and save. Keep in mind this means ALL people of the Operator-level security group will be able to use Express. Alternatively, you can create a new Security Group, or enable Express Access only for your Administrators.

Save the preference.

To change what Security Group an operator is assigned to, go to your People records, find that operator, and under Access use the Security Group drop-down menu. (And don't forget to give them a username and password.)

Express Sign-In

For this example let's sign 15 students in to the Computer Lab.

Sign in to the Express kiosk; if this operator has access to more than one facility, they will need to choose the facility.

Continue in English or Spanish, then click on Sign In.

At the top, choose the correct Classification, in this case Student, and it will pull up Student Activities on the left. Click on Computer Lab.

There are no Destinations associated with Computer Lab, and no Notes we can enter or that are required, so Continue.

Now you are at the sign-in screen. For each student, you can enter the first and last name and the birthdate. OR, in the First Name field, type or scan that student's Person ID number.

That student is signed in; below, it shows her name and when she signed in.

Let's continue signing students in.

Now all of these students are signed in to this activity. This is perfect for assemblies, classes, or any other groups, as it removes that extra step of selecting the activity for each individual person.

When you are finished, use the Actions menu in the top left to Reset the Window and start another Activity, or to Log Out (which requires authentication).

For questions, call KeepnTrack Customer Support at 1-800-320-5830 or email support@keepntrack.com.