

KeepnTrack

Let's go over signing in and out staff members. When they sign in and out through KeepnTrack, all employee hours and activities are tracked by the system.

Front Office: Staff Sign-In/Out

To sign in a Staff member of your facility, choose the Staff option, then the Sign In button. From here you can enter the Staff member's ID number or name if they have a record in the system. Press Continue.

This next step is to Select the Activity the staff member is signing in to. The selected activity will be recorded, and you will see a confirmation in yellow text on the Kiosk screen.

Another way you can sign in is through the command line. Type the ID number, and if this person has several person classifications you will need to choose the appropriate one, then it will take you to the same sign-in screen.

Some activities will have subcategories called Destinations; for example, Classroom could be the primary activity, but there may be various Destinations within that category..

To sign a staff member out, click the Staff option, choose Sign Out, and enter the name or ID number. This will sign her out.

Again, you can do this from the command line. If a staff member is signed in, simply enter their ID number, and it will immediately sign that person out. Look for the yellow text for visual confirmation that the sign-out has successfully occurred.

To learn more about the available Activities, please contact your site administrator.

For KeepnTrack support, call our Tech Support team at 1-800-320-5830.