

What's New in KeepnTrack 2.80.3

KeepnTrack version 2.80.3 is on the way, and with it comes some major changes and improvements to KeepnTrack. **Note that some of these changes require you to reconfigure your print settings.**

Activity Management

The Activities module has a new look. Under Manage, Activities, click the Open Activities button.

As before, Activities are listed on the left; select an activity to see its Details on the right and to enter Destinations. Note the Actions menu has been moved to the top near the lock, and you can Delete activities from here.

Printing—Activity Management

The biggest change in Activity Management is with printing. Note the Print Format drop-down menu. For each activity, you will need to set it to Badge, Slip, or None—this determines the print type, so when someone signs in to that activity, Workstation Management can match it to the correct printer.

Printing—Workstation Management

In Workstation Management, for **each** of your stations, go to the Printer Settings. Here, you will set what printer is used for Badges and what printer is used for Slips.

Go to the Station Preferences. Here, you will set printer defaults for each type of person classification that may use this station to sign in. Choose from Always Print, Don't Print, or Ask to Print.

Volunteer Verification Procedure

The Volunteer Verification Procedure (VVP) lets you verify a volunteer's identity before you Accept their application and allow them access to your facility.

The VVP interface has been redone. In Manage, Verification, click Open Verification to see the new module. Note that if you have an ID scanner,

you can scan the person's ID to populate these fields. The following screen lets you add more information to this person's record, and assign them a Person ID. Clicking Approve will approve this volunteer and set their Status to Active.

Express

Express is an entirely new module for when you need to sign a group of people in or out from one activity, such as an assembly. Instead of each person entering their ID and choosing an activity, Express operates the other way. You choose the Classification and Activity, then everyone signs in to that activity.

Note the Person ID can be scanned or typed in the First Name field.

When you are finished, use the Actions menu at the top to Reset the Window.

If you have any questions about the new features, or need any assistance changing your printer settings, please contact KeepnTrack Support at 1-800-320-5830.