

What's New in KeepnTrack 3.17.1?

A few useful new features and updates are coming in KeepnTrack 3.17.1.

Allowed to be Signed Out with Pictures

If you use the 'Allowed to be Signed Out By' option for Students, set in Person Management, you may be excited to know that KeepnTrack can now associate a person ID with this record, so when the student is signed out, the operator actually gets a *picture* to compare against the person taking the student.

For this to work, the 'Allowed to be Signed Out By' record **MUST** be linked to a person ID. Otherwise, it's just a name or description or whatever else you use to check this person. To enter or change this individually, in Person Management > Classification > Student, look at the table at the bottom. Use the plus icon to add a new authorized person. Notice you can enter just a name, i.e. text, or a Person ID. Double click a record to modify it.

When you've linked a person ID, KeepnTrack will use that person's picture in the kiosk sign out. Select the person, or people, signing the student out.

To update multiple people records to their person IDs you *can* use an import, but you will need to translate your entries into the person ID. Call in to Support if you need help with the import!

People Not in Attendance Report

So you use KeepnTrack to keep track of people who have signed in. But... have you ever wanted to check who **HASN'T** signed in? To accomplish this, you can use the new Not In Attendance Report. In Reports > History for each classification you will find this report. For example, Student > History > Not In Attendance will run a report looking for *students* who did not sign in on the specified day.

The date IS required, other selections are optional. So you can see what students didn't sign in to *anything* yesterday. Or if you fill in the Activity, you can check which students didn't sign in yesterday to *this particular event*. Who missed the assembly last week? Now you can find out.

Criminal Conviction Behavior for Applications

If you have Automatically Approve set for your volunteer applications, this now excludes anyone who has answered 'Yes' to the 'have you ever been convicted of a felony' question. This is in addition to anyone who didn't pass their other checks.

<https://companion.atlassian.net/browse/KNT-3063>

Related to this, the felony question on the application now has 3 options—one indicated they haven't answered the question, then no or yes. This means in your Preferences > Volunteer Application > Optional Fields, Criminal Conviction Radio Buttons, you can set this to Require to make people answer either yes or no. Otherwise, at Enabled, they can leave their answer at Undeclared.

Misc

All date fields now show the format the date should be entered in.

Picture Capture is now available in Person Management. In the Admin> People> Overview, actions menu, Take Picture, and you can even use your computer's built-in camera.

If you use Sign-In Messages for your people (entered in their Person record), that show when they sign in, they will now also be able to see those messages in the **self-service kiosk** if something is blocking their sign-in.

So for example you could use that field to tell them their driver's license is expired and you need a new scan, then change their status to inactive, and when they go to sign in, the message should drive them to the main office.

When signing in with Express—Active status only—any Sign-in Message also shows up there!

In Reports, for example Volunteer > History > Activity List for this facility, when looking at sign-in and sign-out times, you probably noticed that if the person is still signed in, their sign-out time shows the same as their sign-in time. Now there will be an asterisk next to that sign-out time to indicate that person is actually still signed in.

Note that if midnight comes and goes, the person will be automatically signed out, and their sign-in and sign-out times will remain the same.

NOTE: These asterisks also show in History Management.

See the complete Release Notes for more, or Contact Support for questions or feedback! 1.800.320.5830 or support@keepntrack.com