

## KeepnTrack

Do you need to know who is signed in to your facility? Learn how to run reports from the KeepnTrack Kiosk to quickly obtain that sort of information.

### **Front Office: Printing Reports from the Kiosk**

In the Kiosk, below the sign-in buttons, you will see a drop-down menu for Quick Links.

Let's look at the first one, 'who's here now'. This will bring up a report of people currently signed in to an activity. You will see their ID, name, check-in time, classification, and their chosen activity. This way you can keep track of who is there and where they are.

You can select a person from this list, and sign them out from here. You can also Print this list. Close the report.

The second one in the Quick Links list is the 'who's been here today' report. This will show you all sign-in and sign-out activity for the day. It shows the check in and check out time, classification, activity type. For those who have not checked out, you can again select the record and click on Sign Out. Close this report.

Next, there is the 'Daily volunteer report'. This will show you the same information, with the duration (in minutes) so you can check your volunteer hours.

Similarly, there is a 'daily staff report'.

To keep track of late arrivals and early dismissals, you have the 'daily early dismissal' and 'daily late arrival' reports.

These are the reports available to you right from the Kiosk.

The other Quick Links here are not reports, but other actions you may need. You can find a specific vehicle by entering the description or license plate number in the command line and choosing this option. You can also reprint the last label printed, if for example the first one did not print correctly.

If you need help, you can contact KeepnTrack tech support at 1-800-320-5830.