

Person Status

Contents

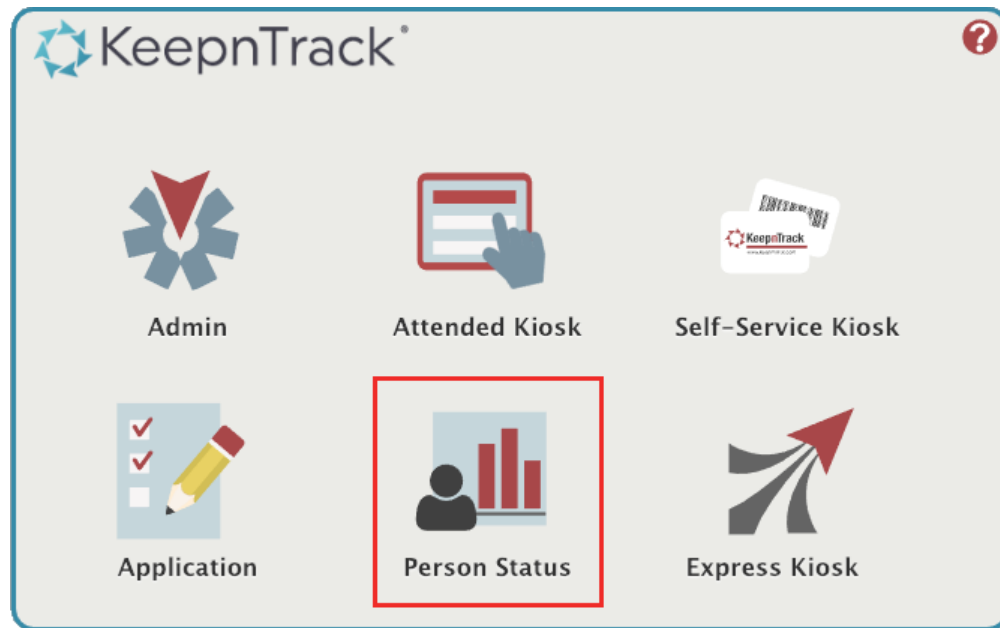
About

The KeepnTrack Status window provides information about the user who is logged in. It is divided into four sections: Information, Statistics, History and Volunteer. The left side displays the most pertinent information which can be edited in Person Management.

Person Status is accessed through the KeepnTrack Application Picker.



The information in this section is read-only, with the exception of Add History (depending on your security preferences).




Information

The Information tab displays your contact information.

[Logout](#)
?

Demo Demo

View your personal information here. Contact your site administrator to change your personal details.



Person ID: 9999
 Birthdate: 05/03/1957
 Sex: Male
 Ethnicity:
 Status: Active
 Facility: Multiple
 Classifications: All
 Sign In Message:

[Information](#)
[Statistics](#)
[History](#)
[Volunteer](#)

Address

Address Line 2

City
 State/Province
 Postal Code

Home Phone
 ☐

Mobile Phone
 ☐
 Primary Phone

Work Phone
 ☐

Fax

Emergency Contact

Email: demo@example.com

Employer

Organization

Government ID

Driver's License #
 State/Province

Notes

Medical Notes

Address

- Address Lines
- City
- State/Province
- Postal Code

Phone

To the right of the Phone Number fields, there is a radio button for Primary Phone. The number selected as primary will be displayed on the Overview tab.

- Home Phone
- Mobile Phone
- Work Phone

Contact

- Fax
- Emergency Contact
- Email
- Employer
- Organization

Identification

- Government ID
 - This field is for any type of government identification, such as Social Security, Military ID, etc.
 - It is for matching purposes only and cannot be viewed.
- Driver's License #
- State/Province

Notes

Enter any information other people need to know about you, such as medical allergies.

- Notes
- Medical Notes


Statistics

Here you can see your current and lifetime activity hours for each classification.

[Logout](#)

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Person ID: 9999
Birthdate: 05/03/1957
Sex: Male
Ethnicity:
Status: Active
Facility: Multiple
Classifications: All
Sign In Message:

Information

Statistics

History

Volunteer

Visitor

Current Activities/Hours: 0/0:00
Lifetime Activities/Hours: 0/0:00

Volunteer

Current Activities/Hours: 0/0:00
Lifetime Activities/Hours: 0/0:00
Effective Dates:

Student

Current Activities/Hours: 0/0:00
Lifetime Activities/Hours: 0/0:00
Effective Dates:

Staff

Current Activities/Hours: 0/0:00
Lifetime Activities/Hours: 0/0:00
Effective Dates:

Vendor

Current Activities/Hours: 0/0:00
Lifetime Activities/Hours: 0/0:00
Effective Dates:


History

This is a record of your current activity entries.

Logout

Demo Demo

View your personal information here. Contact your site administrator to change your personal details.



Person ID: 9999

Birthdate: 05/03/1957

Sex: Male

Ethnicity:

Status: Active

Facility: Multiple

Classifications: All

Sign In Message:

Information

Statistics

History


Volunteer

Date/Time, Classification, Facility > Activity > Destination > Duration (Minutes)

Add History

Add History

KeepnTrack records history whenever a you sign in to or out of a kiosk. Depending on your security settings, you may be able to add a history record manually, which is useful if you can't or forget to sign in or out.



Add Person History

Once added, you can not modify this history record. Classification, Facility, and Activity Type are required.

Name: Demo, Demo

Classification

Facility

Activity Type

Destination

Transaction Date

01/30/2019

13

1am

Duration (Minutes)

0

=

0h

0m

Job #

Notes

Clear

Cancel

Add

Name

Your first and last name.

Classification

Choose the classification for this activity: *Student*, *Staff*, *Vendor*, *Volunteer*, or *Visitor*, depending on what you're authorized for.

Facility

Choose which facility the activity was at.

Activity Type

Choose the activity type.

Destination

Choose the destination, if applicable.

Transaction Date

Enter the start date and time.

Duration (Minutes)

Enter the duration of the activity. Any single activity is limited to 24 hours, or 1440 minutes. To avoid data entry errors, minutes are used whenever activity data is entered manually.

Job Number

Enter the job number.

Notes

Enter any pertinent notes.


Volunteer

This is where you can view your volunteer preferences and options.

[Logout](#)

Demo Demo

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Person ID: 9999
Birthdate: 05/03/1957
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Ethnicity:
Status: Active
Facility: Multiple
Classifications: All
Sign In Message:

InformationStatisticsHistoryVolunteer

Last Application Date:
Volunteer Type:

Preferred Times

Preferred Activities

Adams Middle School
Jefferson Elementary School
Washington High School

☐ Select All Activities
☐ After School
☐ Assembly
☐ Classroom
☐ Field Trip
☐ Mentor

Last Application

The date of the most recent Volunteer Application.

Volunteer Type

The type or types of Volunteer the person is. Volunteer types are set in Account Preferences.

Preferred Times

These are the times the Volunteer prefers to volunteer.

Preferred Activities

This selection is a split screen, with Facilities on the left and Volunteer Activities on the right.