

# Attended Kiosk

## Contents

## Overview

 Unknown macro: 'multiexcerpt-include-macro'

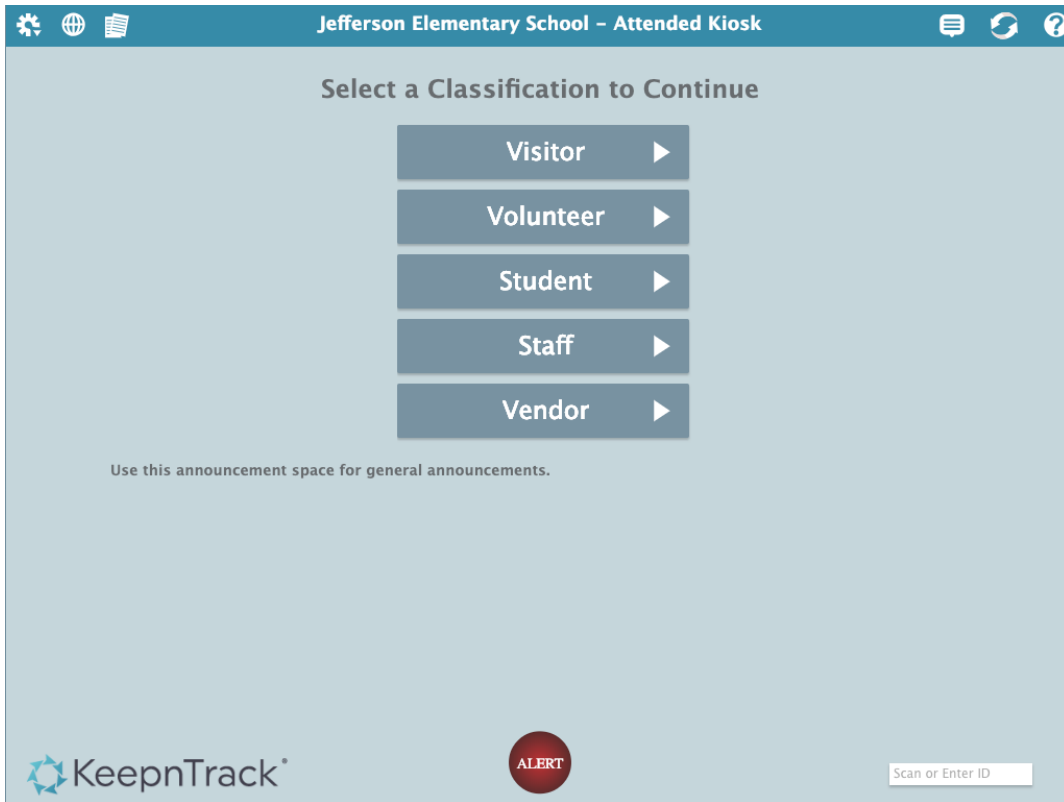
The Attended Kiosk is used to easily sign people in and out of your facility. There are five default classifications: Visitor, Volunteer, Student, Staff, and Vendor. This list can be customized and specific classifications disabled in [Workstation Management](#). The kiosk will remain active until manually logged out or the automatic logout time is reached.

Attended Kiosks behave similarly for each classification whose hours and activities you want to track and record. After selecting a classification and activity (usually Sign In or Sign Out), the person will be asked to enter their full name or Person ID, and may also be required to enter their date of birth or other information.

- **New visitor?** If KeepnTrack cannot find a match to the name you've entered, it'll prompt you to create a new visitor record.
- **Which one?** If more than one person matches the name you've entered, KeepnTrack will ask you to select a person from a list of related matches.
- **Already signed in?** You cannot be signed in to multiple activities at once. If you're already logged in to one activity, KeepnTrack will ask if you want to sign out of the other one so you can sign in to the new one.

Next, KeepnTrack will ask you to select the Activity the person is there for. Account or facility activities are configurable in [Tools > Activities](#).

Finally, the person will be verified and signed in to the facility. When applicable, a name badge will be printed.



### Quick Links

 **Actions.** Reset Window (same as Refresh), go to Workstation Management, or Log Out.

 **Language.** Choose English or Espanol.

 **Reports.** View and print [quick reports](#) about who's visited recently.

 **Messages.** Go to the [Message Center](#).

 **Refresh.** Clear all information in the kiosk and refresh the screen.

 **Help.** Go to the Support Center for documentation on this topic.

## Classification

All of the People registered to your facility can sign in with their classification below. Once signed in, all hours and activities are tracked by the system.

- **Visitor.** People who infrequently visit your facility, like parents or grandparents. New visitors are enrolled during their initial sign-in attempt.
- **Volunteer.** Approved Volunteers should sign in here.
- **Student.** This is for students to sign in/out of an activity or explain why they have an Early Dismissal or Late Arrival.
- **Staff.** People who work at your facility.
- **Vendor.** People who provide services at your facility.

## Announcements

The messages here are configured in [Kiosk Preferences](#).

## Alert

Click this button to send an immediate emergency email and text to everyone listed in [Alerts Preferences](#). A green checkmark next to the Alert button will indicate an alert has been sent. The Alert button is only found in the Attended Kiosk.

The text message and email will be sent as:

*[Facility Name] — [Operator First Name] has triggered an ALERT. Please check in at that location immediately.*

*Washington High School — Adeana Myers has triggered an ALERT. Please check in at that location immediately*



## Command Line

The primary purpose of the Command Line is to quickly scan barcodes on printed name badges. It allows an operator to sign people in for different classifications by scanning or typing a person's Person ID number or full name (it will accept partial last name entries). KeepnTrack will then match the name to an existing person record within the facility and move to the activity selection screen. If multiple names match, a list will appear, showing the possible matches as well as the classification of the possible matches. You can also use the Command Line to enter other specialized commands:

- **Quick sign out.** If the person has already signed in to an activity, then operators can enter their name, Person ID, or transaction barcode (located on the person badge printed upon entry) to quickly sign them out.
- **Help!** If your account has been enabled for SMS messaging, typing a message like "911 Help" will result in the text message "Help" being sent to all authorized recipients.
- **Logout.** Type "/logout" to return to KeepnTrack's application picker.

## Visitor

 Unknown macro: 'multiexcerpt-include-macro'

 Unknown macro: 'multiexcerpt-include-macro'

The Kiosk's Visitor option is used for those who infrequently visit your facility (e.g. parents or grandparents). New visitors are enrolled during their initial sign in attempt. New visitors that have enrolled will be saved to KeepnTrack Persons Database permanently. An enrolled visitor is one that is already saved in your KeepnTrack database.

## Classification & Action

Choose Visitor, then select an activity: Sign In or Sign Out.

Jefferson Elementary School – Attended Kiosk

Select an Action to Continue

Visitor ▶

Volunteer ▶

Student ▶

Staff ▶

Vendor ▶

Sign In ▶

Sign Out ▶

Use this announcement space for general announcements.

KeepnTrack®

ALERT

Scan or Enter ID

#### Identification

Enter the student's full name or Person ID. Birthdate may or may not be required, depending on your [Kiosk Preferences](#).

Click **Continue**.

Jefferson Elementary School – Attended Kiosk

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## Visitor Sign In

Enter Visitor's name or scan identification to continue.

First Name

Last Name

Birthdate

Continue ►

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Scan or Enter ID

If a matching name and birthdate or Person ID is found, you'll go directly to the Visitor Activity step.

If Enable Camera is set in Workstation Management, the next step will be to capture a picture

### Capture Picture

If "Look For Camera" is checked in Workstation Management, the next step is to take a picture of the visitor with your KeepnTrack HD Camera. If the person already has a picture, you'll have the option to retake the picture on the Activity screen.

### Activity

Next, select the activity the visitor is here for. Administrators are able to modify and append the list of available activities in [Tools > Activities](#).

### Destinations

Some activities have (optional) subcategories called Destinations. For example, if Classroom is the primary activity, Destinations may be the forty—two teachers you have for that activity. When clicking on an activity that has a Destination, instead of forwarding you to the Verify/Print Badge step, you will be directed to the Destinations subcategory.





Jefferson Elementary School – Attended Kiosk





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## Visitor Sign In

Hello, Jane Doe

Please Select an Activity Below.

|           |             |              |
|-----------|-------------|--------------|
| Assembly  | Cafeteria   | Classroom    |
| Education | Main Office | Media Center |




JD00616



If this person is already signed in for a timed activity, KeepnTrack will ask if you want to sign them out so they can be signed in to the new activity.

### New Visitor Sign In

Every new visitor to log in to your facility will be "enrolled" during the sign-in process. The information entered here will be saved to their new Person Record. On return visits, the visitor will only need to enter their full name or person ID and birthdate to sign in or out of the facility.

Enter the person's information, then click Continue.

## New Visitor – Sign In

|                                |                                         |          |                                 |
|--------------------------------|-----------------------------------------|----------|---------------------------------|
| Person ID                      | <input type="text"/>                    |          |                                 |
| First Name                     | <input type="text" value="Jane"/>       |          |                                 |
| Last Name                      | <input type="text" value="Doe"/>        |          |                                 |
| Birthdate                      | <input type="text" value="07/10/1995"/> |          | <input type="text" value="13"/> |
| Address                        | <input type="text"/>                    |          |                                 |
| City                           | <input type="text"/>                    |          |                                 |
| State                          | <input type="text"/>                    | Zip Code | <input type="text"/>            |
| Home Phone                     | <input type="text"/>                    |          |                                 |
| Mobile Phone                   | <input type="text"/>                    |          |                                 |
| Vehicle Make, Model, and Color | <input type="text"/>                    |          |                                 |
| Vehicle License Plate Number   | <input type="text"/>                    |          |                                 |

Cancel

Continue





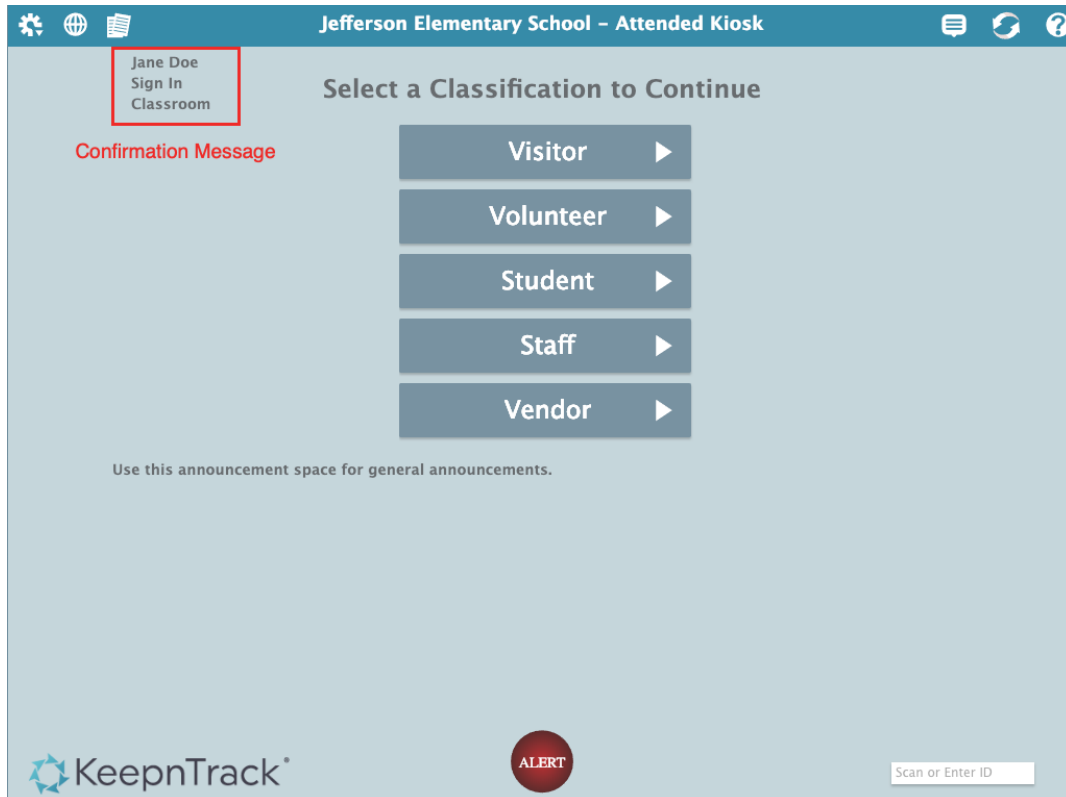
### Sex Offender Registry Check

Are your [Volunteer Approval Preferences](#) set to enable sex offender checks? If so, KeepnTrack will use the information in this form to run the check once you click Continue.

- **Disabled:** Full name is required.
- **Enabled:** Full name and birthdate (MM/DD/YYYY) are required.

## Finished

You're done! After selecting an activity, you'll go back to the main Attended Kiosk interface and a confirmation message will be shown in the upper left hand portion of screen with the person's name, action, and activity.



## Volunteer

The Approved Volunteer option is for people who volunteer at your facility. Once signed in, all volunteer hours and activities are tracked by the system.

### Classification & Action

Select Volunteer, then select an activity: Sign In or Sign Out.



Jefferson Elementary School – Attended Kiosk



Select an Action to Continue

Visitor ▶

Volunteer ▶

Student ▶

Staff ▶

Vendor ▶

Sign In ▶

Sign Out ▶

Use this announcement space for general announcements.





Scan or Enter ID

#### Identification

Enter the volunteer's first and last name or Person ID. Birthdate may or may not be required, depending on your [Kiosk Preferences](#).

Click Continue.



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Volunteer Sign In

Enter Volunteer's name or scan identification to continue.

First Name

Kendi

Last Name

Milton

(Optional) Birthdate

mm/dd/yyyy



Continue ▶





Scan or Enter ID





If this person is already signed in for a timed activity, KeepnTrack will ask if you want to sign them out so they can be signed in to the new activity.

## Select a Person

If your search did not generate an exact match, choose the correct person from the list below.

### Select a Person Below

Your search criteria did not generate an exact match. Please select the correct Person from the list below.

| First Name | Last Name | Birth Month | Sign In Status              |
|------------|-----------|-------------|-----------------------------|
| Emily      | James     | January     | Unauthorized Classification |
| Emily      | James     | January     | Unauthorized Classification |
| Katrine    | James     | April       | Unauthorized Facility       |
| William    | James     | March       | Unauthorized Facility       |
| William    | James     | August      | Unauthorized Facility       |

Cancel

Continue

## Capture Picture

If "Look For Camera" is checked in Workstation Management, the next step is to take a picture of the visitor with your KeepnTrack HD Camera. If the person already has a picture, you'll have the option to retake the picture on the Activity screen.

## Activity

Next, select the activity the volunteer is here for. Administrators can to modify the list of available activities in [Tools > Activities](#).

## Destinations

Some activities have (optional) subcategories called Destinations. For example, if Classroom is the primary activity, Destinations may be the forty—two teachers you have for that activity. Select a Destination to continue.





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## Volunteer Sign In

Hello, Kendi Milton

Please Select an Activity Below.

After School

Assembly

Classroom

Field Trip

Mentor

KeepnTrack®



Scan or Enter ID

Finished

You're done! After selecting an activity, you'll go back to the main Attended Kiosk interface and a confirmation message will be shown in the upper left hand portion of screen with the person's name, action, and activity.



Jefferson Elementary School – Attended Kiosk



Kendi Milton  
Sign In  
Classroom

Confirmation Message

## Select a Classification to Continue

Visitor ▶

Volunteer ▶

Student ▶

Staff ▶

Vendor ▶

Use this announcement space for general announcements.

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Scan or Enter ID

# Student

This is for students to sign in/out of an activity or explain why they have an Early Dismissal or Late Arrival. Once signed in, students are easily tracked by the system.

## Classification & Action

Choose Student, then select an activity: Late Arrival, Sign In, Sign Out, or Early Dismissal.

Washington High School – Attended Kiosk

Select an Action to Continue

Visitor ▶

Volunteer ▶

**Student ▶**

Staff ▶

Vendor ▶

Late Arrival ▶

Sign In ▶

Sign Out ▶

Early Dismissal ▶

Use this announcement space for general announcements.

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ALERT

Scan or Enter ID

## Identification

Enter the student's full name or Person ID. Birthdate may or may not be required, depending on your [Kiosk Preferences](#). If you have a scanner connected, you can scan their ID directly.

Click Continue.

Jefferson Elementary School – Attended Kiosk

Back

Student Sign Out

Enter Student's name or scan identification to continue.

First Name

Kendi

Last Name

Milton

(Optional) Birthdate

mm/dd/yyyy

18

Continue

Scan or Enter ID

If this person is already signed in for a timed activity, KeepnTrack will ask if you want to sign them out so they can be signed in to the new activity.

## Select a Person

If your search did not generate an exact match, choose the correct person from the list below.

### Select a Person Below

Your search criteria did not generate an exact match. Please select the correct Person from the list below.

| First Name | Last Name | Birth Month | Sign In Status              |
|------------|-----------|-------------|-----------------------------|
| Emily      | James     | January     | Unauthorized Classification |
| Emily      | James     | January     | Unauthorized Classification |
| Katrine    | James     | April       | Unauthorized Facility       |
| William    | James     | March       | Unauthorized Facility       |
| William    | James     | August      | Unauthorized Facility       |

Cancel

Continue

## Capture Picture

If "Look For Camera" is checked in Workstation Management, the next step is to take a picture of the visitor with your KeepnTrack HD Camera. If the person already has a picture, you'll have the option to retake the picture on the Activity screen.

## Activity

Next, select the reason (or activity) for which the student is signing in or out. Administrators can modify the list of available activities in [Tools > Activities](#).

## Destinations

Some activities have (optional) subcategories called Destinations. For example, if Family Emergency is the primary activity, Destinations may be the ten most common emergencies you have set for that activity. Select a Destination to continue.

The screenshot shows the 'Student Sign In' interface for Washington High School. At the top, there's a blue header with the school name and icons for settings, globe, and document. Below the header, a 'Back' button is on the left. To the right of the button is a student's photo. Further right, the text reads: 'Student Sign In', 'Hello, George Bragg', 'Homeroom: Berger', and 'Please Select an Activity Below.' Below this text are six buttons arranged in two rows: 'Club', 'Community Service', 'Computer Lab' in the first row, and 'Detention', 'Late Arrival', 'Sports' in the second row. At the bottom, there's a 'KeepnTrack' logo on the left, a red 'ALERT' button in the center, and a 'Scan or Enter ID' input field on the right.

Finished

You're done! After selecting an activity, you'll go back to the main Attended Kiosk interface and a confirmation message will be shown in the upper left hand portion of screen with the person's name and activity.

The screenshot shows the 'Select a Classification to Continue' interface. The top header is the same as the previous screen. On the left, there's a confirmation message box with a red border containing the student's photo, name 'George Bragg', homeroom 'Berger', and the selected activity 'Early Dismissal'. Below this box is the text 'Confirmation Message'. To the right of the confirmation box, the title 'Select a Classification to Continue' is followed by five buttons: 'Visitor', 'Volunteer', 'Student', 'Staff', and 'Vendor', each with a right-pointing arrow. At the bottom, there's a line of text: 'Use this announcement space for general announcements.' The bottom of the screen features the 'KeepnTrack' logo, a red 'ALERT' button, and a 'Scan or Enter ID' input field.

# Staff

The Staff option is for people who work at your facility. Once signed in, all employee hours and activities are tracked by the system.

## Classification & Action

Select Staff, then select an activity: Sign In or Sign Out.

Jefferson Elementary School – Attended Kiosk

Select an Action to Continue

Visitor ▶

Volunteer ▶

Student ▶

**Staff ▶**

Vendor ▶

Sign In ▶

Sign Out ▶

Use this announcement space for general announcements.

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Scan or Enter ID

## Identification

Enter the employee's first and last name or Person ID. Birthdate may or may not be required, depending on your [Kiosk Preferences](#).

Click Continue.

Jefferson Elementary School – Attended Kiosk

Back

Staff Sign In

Enter Staff's name or scan identification to continue.

First Name

Kendi

Last Name

Milton

(Optional) Birthdate

mm/dd/yyyy

18

Continue

ALERT

Scan or Enter ID

## Select a Person

If your search did not generate an exact match, choose the correct person from the list below.

### Select a Person Below

Your search criteria did not generate an exact match. Please select the correct Person from the list below.

| First Name | Last Name | Birth Month | Sign In Status              |
|------------|-----------|-------------|-----------------------------|
| Emily      | James     | January     | Unauthorized Classification |
| Emily      | James     | January     | Unauthorized Classification |
| Katrine    | James     | April       | Unauthorized Facility       |
| William    | James     | March       | Unauthorized Facility       |
| William    | James     | August      | Unauthorized Facility       |

Cancel

Continue

## Capture Picture

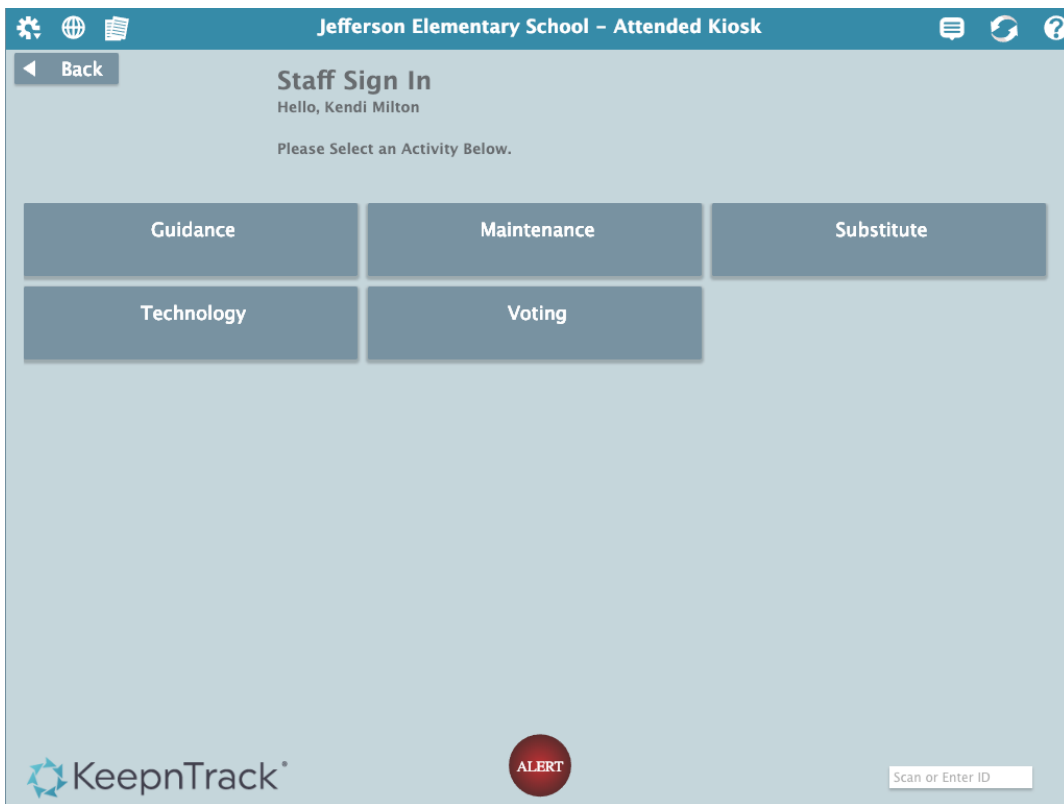
If "Look For Camera" is checked in Workstation Management, the next step is to take a picture of the visitor with your KeepnTrack HD Camera. If the person already has a picture, you'll have the option to retake the picture on the Activity screen.

## Activity

Next, select the activity the employee is here for. Administrators can modify the list of available activities in [Tools > Activities](#).

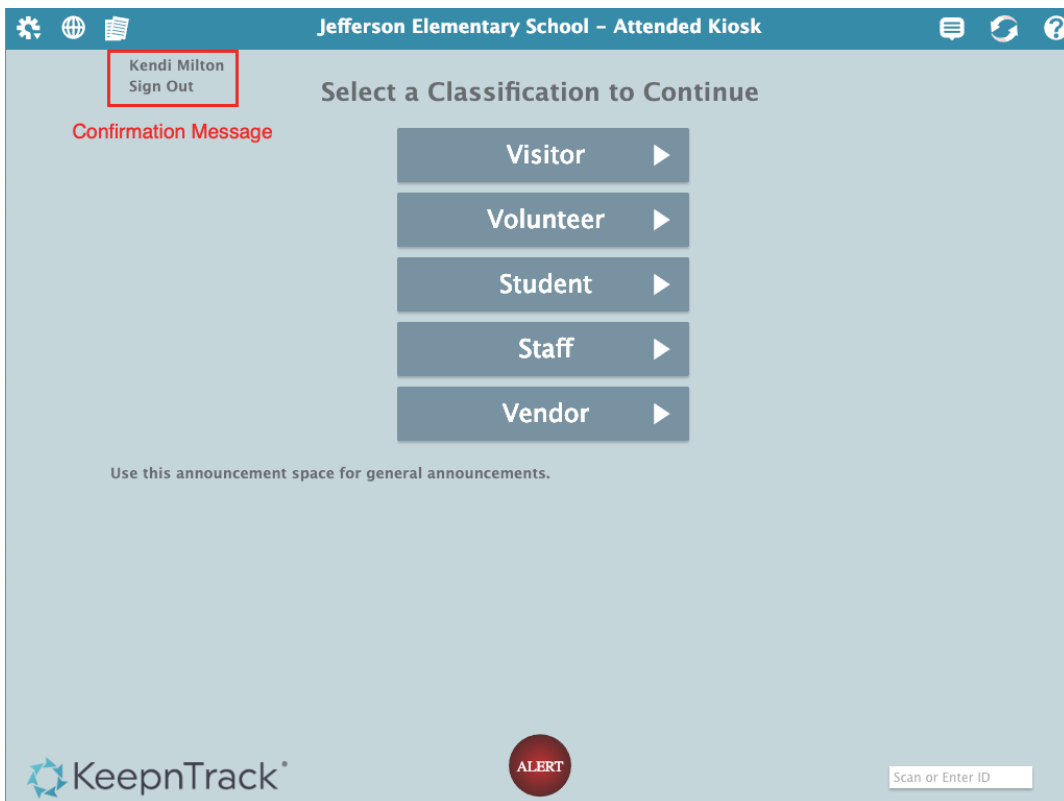
## Destinations

Some activities have (optional) subcategories called Destinations. For example, if Classroom is the primary activity, Destinations may be the forty—two teachers you have for that activity. Select a Destination to continue.



Finished

You're done! After selecting an activity, you'll go back to the main Attended Kiosk interface and a confirmation message will be shown in the upper left hand portion of screen with the person's name, action, and activity.



# Vendor

Vendors are people who provide services at your facility. Once signed in, all vendor hours and activities are tracked by the system.

## Classification & Action

Choose Vendor, and then select an activity: Sign In or Sign Out.

Jefferson Elementary School – Attended Kiosk

Select an Action to Continue

Visitor ▶

Volunteer ▶

Student ▶

Staff ▶

Vendor ▶

Sign In ▶

Sign Out ▶

Use this announcement space for general announcements.

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ALERT

Scan or Enter ID

## Identification

Enter the vendor's first and last name or Person ID. Birthdate may or may not be required, depending on your [Kiosk Preferences](#).

Click Continue.



Jefferson Elementary School – Attended Kiosk

Back

## Vendor Sign In

Enter Vendor's name or scan identification to continue.

First Name

Kendi

Last Name

Milton

(Optional) Birthdate

mm/dd/yyyy

18

Continue

Scan or Enter ID



If this person is already signed in for a timed activity, KeepnTrack will ask if you want to sign them out so they can be signed in to the new activity.

### Select a Person

If your search did not generate an exact match, choose the correct person from the list below.

#### Select a Person Below

Your search criteria did not generate an exact match. Please select the correct Person from the list below.

| First Name | Last Name | Birth Month | Sign In Status              |
|------------|-----------|-------------|-----------------------------|
| Emily      | James     | January     | Unauthorized Classification |
| Emily      | James     | January     | Unauthorized Classification |
| Katrine    | James     | April       | Unauthorized Facility       |
| William    | James     | March       | Unauthorized Facility       |
| William    | James     | August      | Unauthorized Facility       |

Cancel

Continue

### Capture Picture

If "Look For Camera" is checked in Workstation Management, the next step is to take a picture of the visitor with your KeepnTrack HD Camera. If the person already has a picture, you'll have the option to retake the picture on the Activity screen.

### Activity

Next, select the service or activity the vendor is here for. Administrators can modify the list of available activities in [Tools > Activities](#).

## Destinations

Some activities have (optional) subcategories called Destinations. For example, if Training is the primary activity, Destinations may be the auditorium or individual classrooms. Select a Destination to continue.

The screenshot displays the 'Jefferson Elementary School - Attended Kiosk' interface. At the top, there is a blue header bar with icons for settings, a globe, and a document on the left, and icons for chat, refresh, and help on the right. Below the header, a 'Back' button is visible in the top left corner. The main content area is titled 'Vendor Sign In' and greets the user with 'Hello, Kendi Milton'. It prompts the user to 'Please Select an Activity Below.' and presents four selectable options: 'Delivery', 'Maintenance', 'Sales Call', and 'Training'. Each option is represented by a dark blue rectangular button. At the bottom of the screen, there is a 'KeepnTrack' logo on the left, a red circular 'ALERT' button in the center, and a 'Scan or Enter ID' input field on the right.

## Finished

You're done! After selecting an activity, you'll go back to the main Attended Kiosk interface and a confirmation message will be shown in the upper left hand portion of screen with the person's name, action, and activity.



Jefferson Elementary School – Attended Kiosk



Kendi Milton  
Sign Out

Select a Classification to Continue

Confirmation Message

Visitor ▶

Volunteer ▶

Student ▶

Staff ▶

Vendor ▶

Use this announcement space for general announcements.

KeepnTrack®

ALERT

Scan or Enter ID