

# Admin

## Contents

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While the Kiosks are the front-end of the KeepnTrack system that the majority of your users interact with directly, Admin is the back-end, which contains all of the preference settings that process output to (and from) the Kiosk interfaces. In other words, this is where everything happens behind the scenes. Very few of your KeepnTrack operators will have access to this section.

Administration contains the following sections: [About](#), [People](#), and [Tools](#).

**About**

**People**

**Tools**

**Log Out**

**Overview** **Help** **Status** **Supplies**

Demo Demo is logged in at Washington High School, [LOG OUT](#)

**KeepnTrack** Welcome to KeepnTrack Administration, v3.18.8

**New to KeepnTrack or Need Help?** Select the Help tab above and access the [Getting Started Guide](#) in the [Support Center](#).

**People:** Manage your People and Operators, run sex-offender/background checks, add pictures, and manage Operator permissions. Read more about [People](#) in the Support Center.

**Tools:** Access the following Administration modules:

- **Reports:** Compile data and generate reports on information contained in your KeepnTrack system.
- **Utilities:** Perform mass data manipulation of Person and History records.
- **Import or Export:** For adding person records from a file, and saving records to a file.
- **Preferences:** Manage Account and Facility information and settings for your KeepnTrack system.
- **Security:** Manage the security access levels of your administrators.
- **Volunteer Verification:** Used to gather additional information about volunteers whose applications have been approved.
- **Activity Management:** Manage the Activities available at your facility.
- **Volunteer Applications:** Approve or deny Volunteer applications.
- **History Management:** View historical activity information.
- **Facility Management:** Manage the facilities of your account.
- **Operation Management:** View completed reports, utilities, imports, and exports.

**Application Picker:**

- **Attended Kiosk:** For operators/administrators to sign people in or out.
- **Express Kiosk:** Express lets operators/administrators quickly sign in multiple people to a single activity.
- **Self-Service Kiosk:** Self-Service allows people to sign themselves in to your facility.
- **Person Status:** Allows people to check their information and history.

Access your account's Volunteer Application at <https://demo.keepntrack.com/apply>

[LOG OUT](#) when you are finished using KeepnTrack to secure your private information.