

Student Sign-Out Authorization

When signing out a Student, an Operator can now view a picture of the Authorized Sign Out person for visual confirmation provided they are in the KeepnTrack system.

Set it up

1. Go to People Management.
2. Click the lock icon to unlock the record for editing.
3. Select the student's name on the left.
4. Go to the Classification tab to the right, then select the Student subtab.
5. Scroll down to "Allowed to be Signed Out By:" section. Click the + icon to add a new authorized person.
6. Enter the authorized person's Person ID or name, then click Continue.
7. Click **Save** in the top right corner of the screen.
8. Repeat steps 5 - 7 for any other authorized persons.

And that's it! The next time a visitor comes in to check this student out, you'll be able to select the person from the list. If they're not on the list, they're not authorized.

The screenshot shows the 'People Management' interface. On the left is a list of people, including 'Demo, Demo', 'Smith, John', 'James, Emily', 'Dibb, Kevin', 'Karine, Myra', 'Lightman, David', 'Everill, Randy', 'Plummer, Chris', 'Giles, Chris', 'Kunzler, Stephen', 'Schjelderup, Bill', 'James, Emily', 'Simon, Fred', 'PHELPS, Vivian', 'Reller, Micah', 'Milton, Kendi', and 'Aguilar, Laura'. The main panel is titled 'Authorized Student' and has tabs for 'Visitor', 'Volunteer', 'Student', 'Staff', and 'Vendor'. The 'Student' tab is selected. It shows fields for 'Effective/Expiration' (From mm/dd/yyyy to Through mm/dd/yyyy), 'Student ID', 'Family ID', 'Teacher', 'Homeroom', 'Grade', 'Bus #1', and 'Bus #2'. Below these is a 'Block Sign-Out' checkbox. At the bottom, there is a section 'Allowed to be Signed Out By' with a list containing 'John Smith' and 'Jane Doe', and a '+ --' button to add more.

The screenshot shows the 'Student Sign Out' kiosk interface for 'Washington High School - Attended Kiosk'. It has a 'Back' button and a 'Sign Out' button. The main area displays a student's photo and name, 'George Bragg', with the text: 'Select the person signing out George Bragg. If their name is not listed below, they are not authorized to sign out George Bragg.' Below this is a list of authorized sign-out persons: 'John Smith' and 'Kevin Dobb', each with a question mark icon. At the bottom, there is a 'KeepnTrack' logo, a red 'ALERT' button, and a 'Scan or Enter ID' field.