Person Status

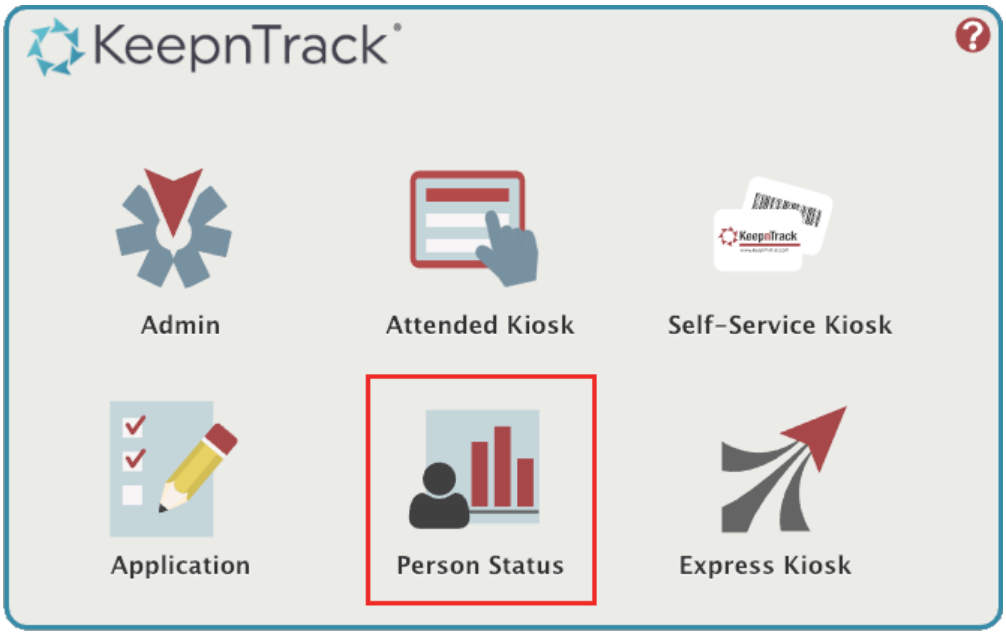
Contents

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.

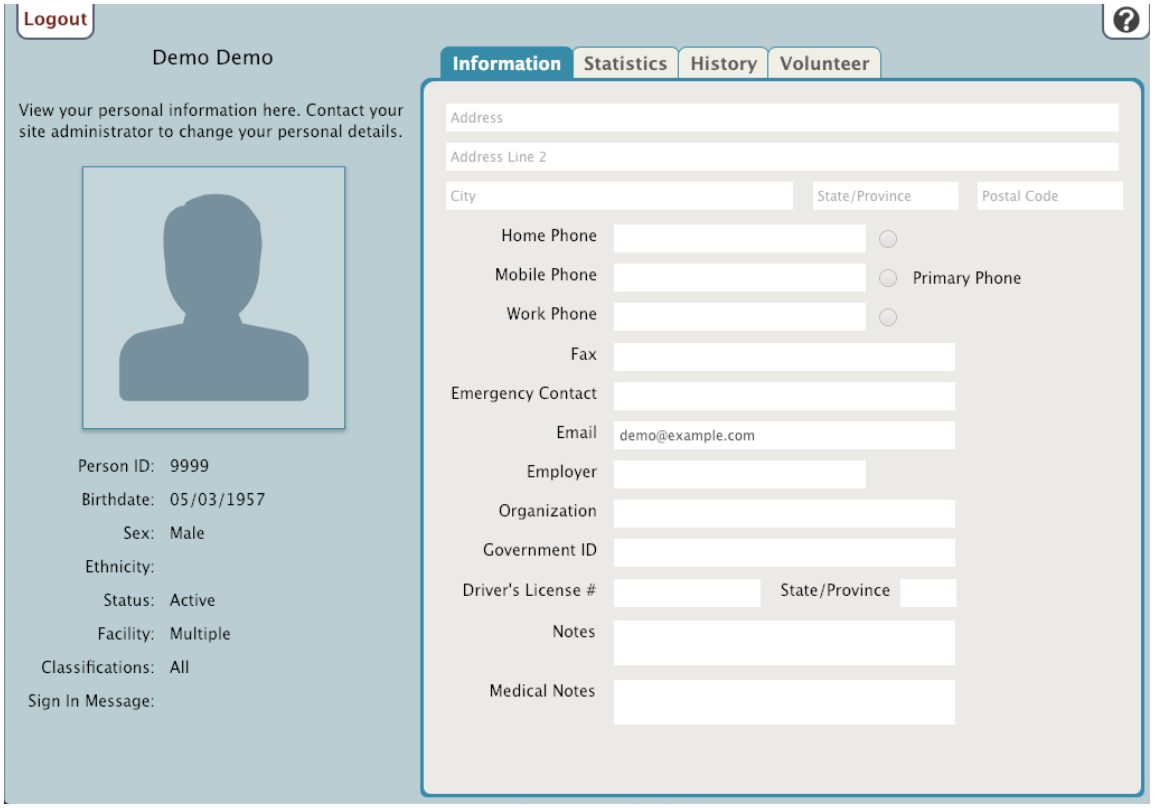
Person Status is accessed through the KeepnTrack Application Picker.

> ⚠ 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.



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

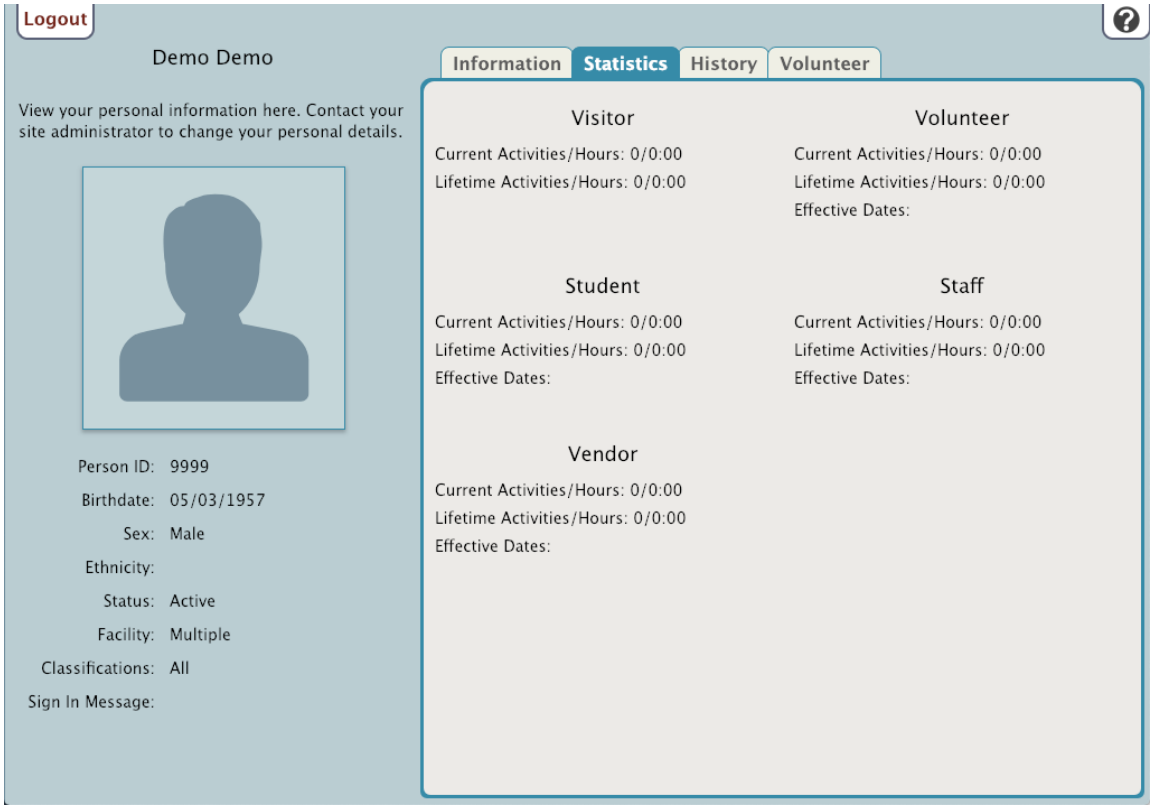
Notes

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

- Notes
- Medical Notes

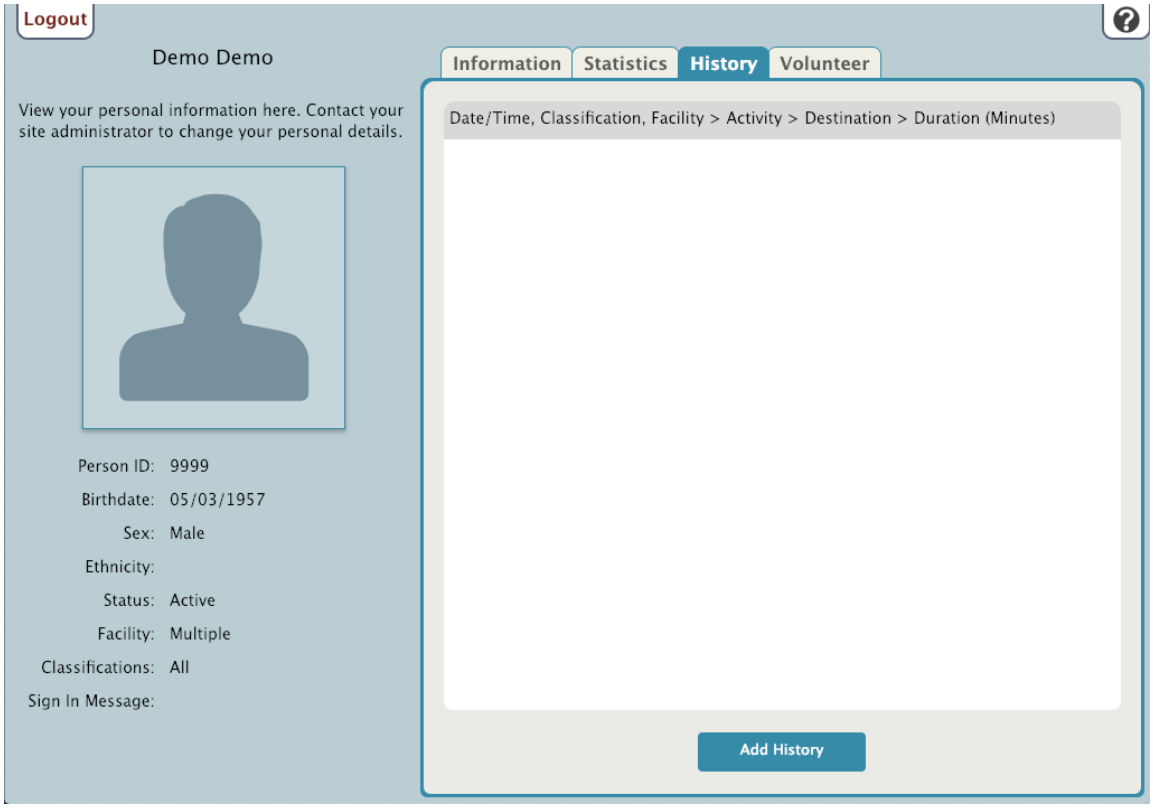
Statistics

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



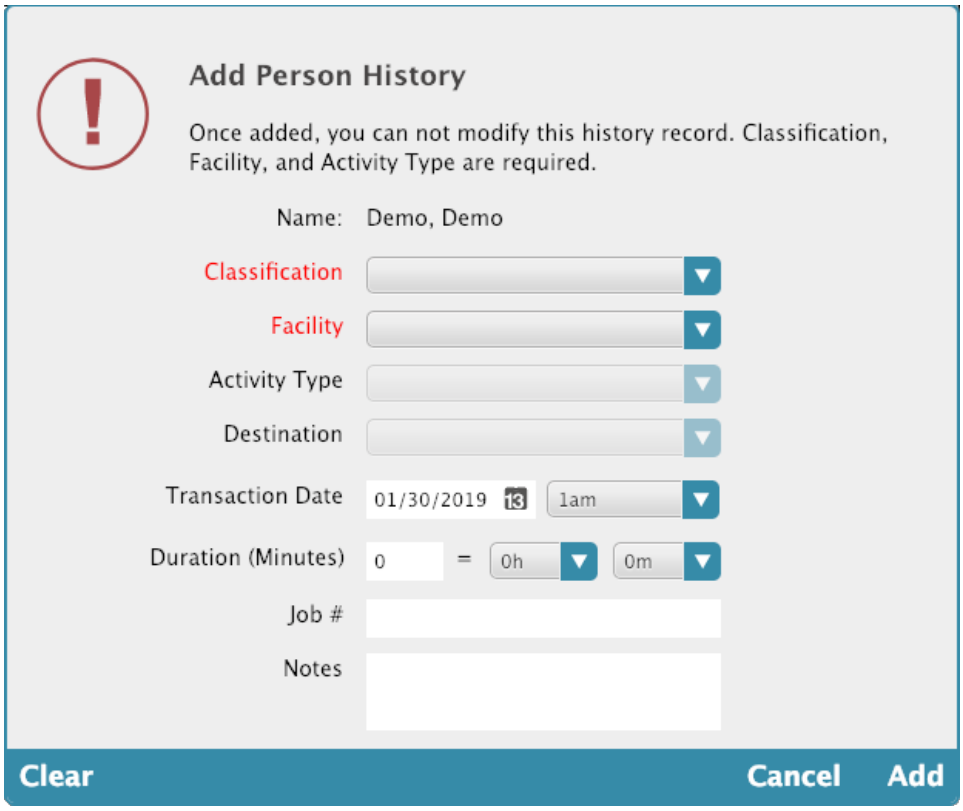
History

This is a record of your current activity entries.



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.



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

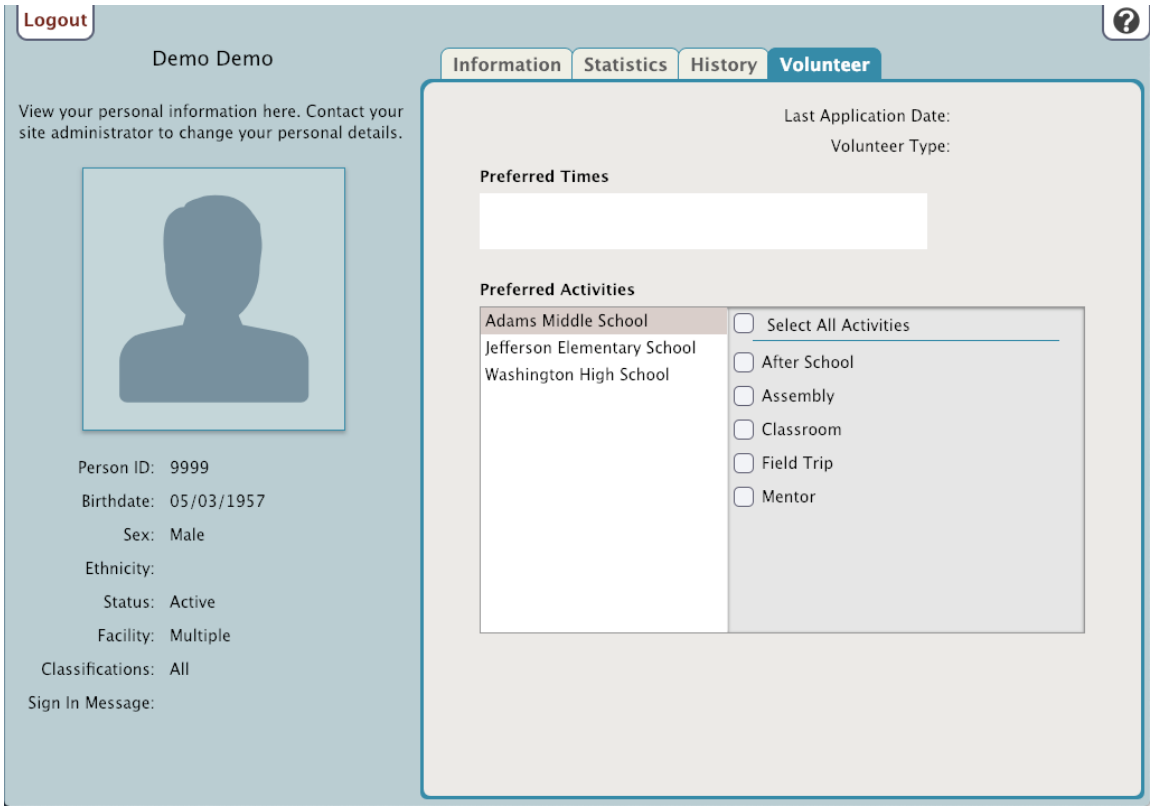
Enter the job number.

Notes

Enter any pertinent notes.

Volunteer

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



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.