Tools
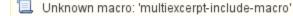
Tools is a convenient, easily accessible assembly of commonly used features and tools for the KeepnTrack Operator.

📜 Unknown macro: 'multiexcerpt-include-macro'

Tools

Reports

Run a variety of reports on your database.

Export

Export KeepnTrack data for use in other software applications.

Preferences

Account- and facility-specific settings and options.

Utilities

Change large amounts of information in your database at once, including batch sex offender checks.

Imports

Add person information and/or pictures into KeepnTrack from outside sources such as your central district or facility database.

Security

Create and modify security groups by manipulating sets of permissions.

Volunteer Verification

Search for volunteer records.

Application Picker

The Application Picker is presented at Log In and presents Admin, Attended Kiosk, Self-Service, Application, Person Status and Express Kiosk.

Management

Activities

Activities are the traceable events that happen in or around your facility. They can be anything, such as assemblies, field trips, and community service to dental appointments, guidance counseling, sports events, etc.

Facilities

Manage your Facilities.

Operations

View your pending and completed operations (i.e. reports, utilities, imports, or exports).

Volunteer Applications

View and manage the status of pending Volunteer Applications.

History

View, edit, and remove activity history from your database.