

People - Classification tab

The Classification tab gives information about the classifications assigned to this person. A person can have multiple classifications. There are five subtabs within the Classification tab. In each tab, select whether or not this person should have that classification.

The screenshot shows the KeepnTrack interface. On the left is a sidebar with a search bar, a list of people (Atkinson, Molly; Reyes, Natasha; BROADWATER, COREY GARY; 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; Aguilar, Laura), and buttons for 'About', 'People', 'Tools', and 'Log Out'. The main area has tabs for 'Overview', 'Information', 'Classification' (selected), 'Access', and 'Checks'. Under 'Classification', there are sub-tabs for 'Visitor', 'Volunteer', 'Student', 'Staff', and 'Vendor'. The 'Visitor' sub-tab is active, showing 'Authorized Visitor' status, current and lifetime activities/hours (0 / 0:00), and fields for License Plate #, Vehicle Description, and Vehicle Registration. It also has radio buttons for 'Has Felony Conviction' (Undeclared, No, Yes). A text block explains that every person is a Visitor and can have multiple classifications, and another text block explains how to use checkboxes for other classifications.

Authorized Visitor Current Activities/Hours: 0 / 0:00
Lifetime Activities/Hours: 0 / 0:00

License Plate #

Vehicle Description

Vehicle Registration

Has Felony Conviction ☐ Undeclared ☒ No ☐ Yes

Every person in KeepnTrack is a Visitor, and can have multiple Classifications. As long as a person's Status is Active, they will be able to sign in to authorized facilities as a member of any Classification that is not expired (expiration is determined by Effective Dates).

Use the checkboxes under the Volunteer, Student, Staff, and Vendor sub-tabs to mark this person as an authorized member of those classifications. Note any fields may be used for record purposes, whether that classification is effective or not. [Click here to learn more.](#)

Visitor

By default, every person in the KeepnTrack system is a Visitor; however, they can have multiple Classifications.

Effective/Expiration

Enter effective dates to mark a date in the future when this person can sign in under this Classification and an expiration date if they expire.

License Plate

License plate of the vehicle that belongs to this person.

Vehicle Description

General description of their vehicle.

Vehicle Registration

State of registration for the vehicle.

Has Felony Conviction

The selected radio button denotes whether or not the person has a felony conviction.

Volunteer

Approved facility Volunteers (i.e. parents, student aides, members of the community, etc.).

Authorized Volunteer

Select if this person is an authorized volunteer. In order for them to sign in as a Volunteer, this box needs to be checked.

Effective/Expiration

Enter effective dates to mark a date in the future when this person can sign in under this Classification and an expiration date if they expire.

Volunteer Type

Drop down options for Volunteer types are set in [Kiosk Preferences](#).

Application Notes

This field displays notes made on the Volunteer Application by the volunteer.

View Preferred Activities

Displays activities this person would prefer to volunteer for. These are set using the [Activities](#) tool and can be modified in [Person Status](#).

Preferred Times

This is an editable field that displays the times the volunteer would prefer to work. This is an optional part of the Volunteer Application and can be modified in [Person Status](#).

View Custom Fields

Shows any custom question(s) and answer(s) given by the volunteer in the application.

Student

Authorized Student

Authorizes this person to sign in as Student.

Effective/Expiration

Enter effective dates to mark a date in the future when this person can sign in under this Classification and an expiration date if they expire.

Student ID

The student's ID number.

Family ID

The Family ID can be used by an associate member of a family.

Teacher

The student's teacher.

Homeroom

The Homeroom for the student being viewed.

Grade

The Student's current grade.

Bus #1

The bus taken by the student.

Bus #2

This field is for a secondary bus.

Block Sign-Out

For emergency situations when you need to prevent anyone from signing the student out.

Allowed to be Signed Out By

This is a list of people who are authorized to sign the Student out. If the person signing the student out is in the KeepnTrack system, their picture will be displayed here. [Learn More](#)

Staff

Authorized Staff

Authorizes this person to sign in as a Staff member.

Effective/Expiration

Enter effective dates to mark a date in the future when this person can sign in under this Classification and an expiration date if they expire.

Staff Types

Drop down for the Staff types. Staff types are set in Account Preferences.

Hire Date

The date this person was hired.

Staff ID

The ID issued to this person.

Vendor

Authorized vendors for your facility (i.e. food services, book fairs, mail delivery, etc.).

Authorized Vendor

Authorizes this person to sign in as a Vendor.

Effective/Expiration

Enter effective dates to mark a date in the future when this person can sign in under this Classification and an expiration date if they expire.