

CHECK IN SUITE

Configuration and system administration

OVERVIEW

- All in one solution!
 - Check In Kiosk
 - Classroom Manager
 - Admin Console
- Configuration
 - Use Room & Group records
 - Use multiple Attributes
 - Set up name tags
 - Themes
- Printing
 - New printing service!
 - Direct Connect or networked printers



NOTE: Today's webinar will cover setting up the event and the admin console. Next week we will cover Checkin and Classroom manager

CONFIGURATION

Major Changes:

- Use Rooms & Groups Record for Check-In
 - Ties your event to a Room & a Group
 - Program Groups will no longer show in Check-In (other applications will still use them at this point)
 - There is a NEW tool to help you manage these records
- Each Group will be assigned to at least one Room
 - This allows load balancing between rooms for large groups
 - This allows multiple groups to use the same room

THE ROOMS & GROUPS RECORD


Room *:	Room 1 
Room Layout:	
Chairs:	
Tables:	
Notes:	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
Approved:	
Cancelled *:	False
Group:	.01 First Grade 
Default Group Room:	True
Balance Priority *:	0

- **Room:** The physical room this group will be in during service
- **Group:** The Group that will be attending the event in the room specified above
- **Default Group Room:** Deprecated - replaced by Balance Priority
- **Balance Priority:**
 - For one Group in one room = 0
 - For multiple Groups in one room = 0
 - For one Group in Multiple rooms
 - For room one to fill first - set first room to 1 and second room 2 to 0
 - For balanced rooms set both to 1
- **Closed:** Bit Field to close a room

UNDERSTANDING ROOMS



Grapes Room #5

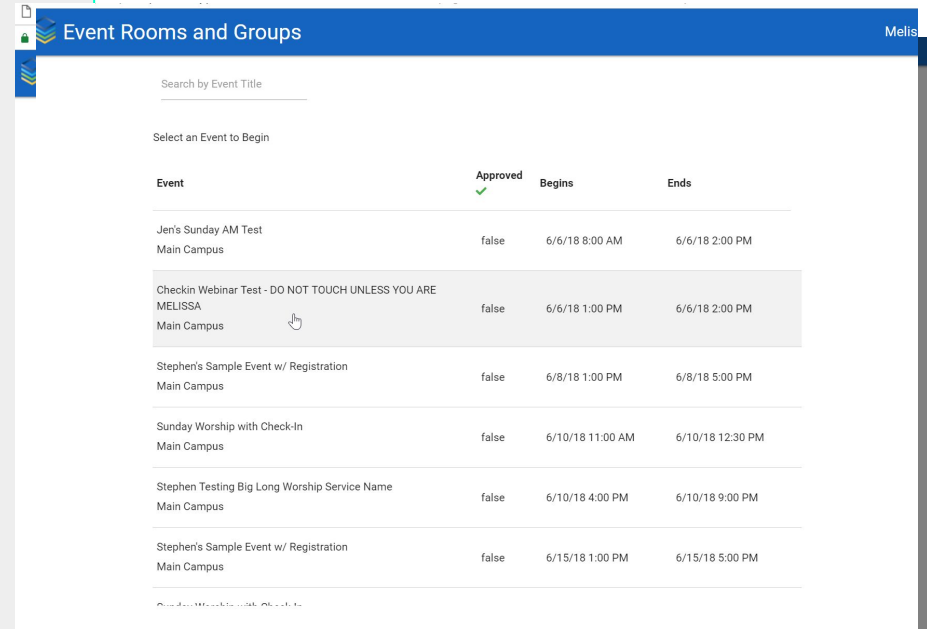
Room Name *:	Grapes
Room Number:	C333
Building *:	Main Building 
Description:	
Maximum Capacity *:	10
Default Room Layout:	
Room Usage Type:	Classroom Manager 
Bookable:	True
Last Remodel Date:	
Parent Room:	
Auto Approve:	False
Print Server:	LATITUDE 
Printer Name:	PDF Test Printer



- **Maximum Capacity:** Will be used for balance priority IF one room is set to be primary, then once filled, the secondary will be assigned.
- **Print Server:** From Printer Mapping
- **Printer Name:** From Printer Mapping
- Option to auto-close based on capacity

SETTING UP A CHECKIN EVENT!

- Create your Event as normal
 - Allow Checkin=True
 - Allow Guests=True/False as before
- Use the Room & Groups Tool to add Room & Group records
 - Choose Event
 - Choose Room
 - Add Details
- Group Role Types
 - Dictate which labels of the label set will print



















The screenshot shows a web interface titled "Event Rooms and Groups". At the top, there is a search bar labeled "Search by Event Title". Below it, a section "Select an Event to Begin" contains a table with the following columns: "Event", "Approved", "Begins", and "Ends". The "Approved" column has a green checkmark icon above the word "Approved". The table lists several events, with the second row highlighted in grey. A mouse cursor is pointing at the "Main Campus" cell of the highlighted row.

Event	Approved	Begins	Ends
Jen's Sunday AM Test Main Campus	false	6/6/18 8:00 AM	6/6/18 2:00 PM
Checkin Webinar Test - DO NOT TOUCH UNLESS YOU ARE MELISSA Main Campus	false	6/6/18 1:00 PM	6/6/18 2:00 PM
Stephen's Sample Event w/ Registration Main Campus	false	6/8/18 1:00 PM	6/8/18 5:00 PM
Sunday Worship with Check-In Main Campus	false	6/10/18 11:00 AM	6/10/18 12:30 PM
Stephen Testing Big Long Worship Service Name Main Campus	false	6/10/18 4:00 PM	6/10/18 9:00 PM
Stephen's Sample Event w/ Registration Main Campus	false	6/15/18 1:00 PM	6/15/18 5:00 PM

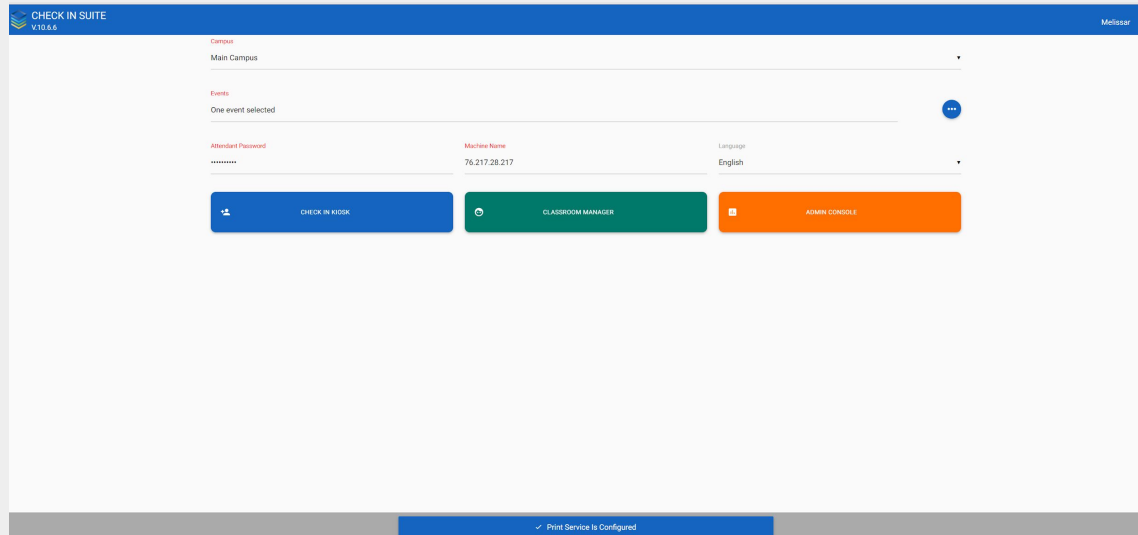
LOGGING IN:

- Security Roles:
 - Check In Administrators: Full Access to full Checkin Suite
 - Check In Attended: Access to only the Check In Kiosk
 - Check In Classroom Managers: Access to only the Classroom Manager area
 - Check In Unattended: Unattended access to Check In Kiosk

 New	 Assign	 Export	 Secure	 Tools ▾	 Reports ▾	 Grid ▾	 Print	 Refresh
<input type="text"/>	 Search	<input type="text"/>	in	All Records ▾		 Notify		
<input type="checkbox"/>	Role Name	Description						
<input type="checkbox"/>	 Check In Administrators	Allows full access to all areas of the CheckIn application						
<input type="checkbox"/>	 Check In Attended	WARNING: DO NOT EDIT THE NAME OF THIS SECURITY ROLE AS THIS NAME IS USED BY THE CHECKIN APPLICATION. This Role ...						
<input type="checkbox"/>	 Check In Classrooms	Allows limited access to only the Classroom Manager area of the CheckIn application						
<input type="checkbox"/>	 Check In Unattended	Allows limited access only the CheckIn Kiosk area of the CheckIn application						

HOME PAGE:

- Choose Campus - Filters list of Available Events
- Choose Events
- Launch Check In Kiosk, Classroom Manager or Admin Console
- Note Whether print services are configured
- Language! Translate to Spanish, Chinese, Portuguese
- Machine Name: Shows on Event Participant record - make it friendly!



GROUP/ROOM OVERVIEW

- Will Show each room
- Will show M/F in each room
- Shows Leaders & Servants vs Attendees
- Color Coded based on Room Capacity Field
- Close Button (coming soon)
- Percentages – Participants vs Leaders/Servants (coming soon)

Home Admin Console

GROUP/ROOM OVERVIEW STATION/DEVICE OVERVIEW PRINTER MAPPING

All Groups Open (< 20%) Filling Up (20 - 70%) Near Capacity (70 - 98%) Closed (> 98%)

QA Group 1

Apples 100%

Checkin Webinar Test - DO NOT TOUCH UNLESS YOU ARE MELISSA

(default)

	M	F	?	
Leaders:	0	0	0	0
Attendees:	1	1	0	2
	1	1	0	2

STATION/DEVICE OVERVIEW





















- Will show each active connected Station
- How many check-ins
- How many Labels have printed
- If there is an issue - an error will show

The screenshot displays the Admin Console interface. At the top, there is a navigation bar with a blue 'Home' button and an orange 'Admin Console' button. Below this, there are three tabs: 'GROUP/ROOM OVERVIEW' (inactive), 'STATION/DEVICE OVERVIEW' (active), and 'PRINTER MAPPINGS' (inactive). The main content area shows a card for 'East Hallway #1' with a computer icon. The card displays the name 'MeganC' and the following statistics:

Check-ins:	0
Labels Printed:	0
Last Used:	0 min ago

PRINTER MAPPINGS

- Used for network printing only
- Printers need to be set up on a Windows Print Server
- Set up each Group to print directly to a room
- Printer mappings only need to be done on one system (Global setting)

Room	Print Server	Printer Name	
Auditorium - Auditorium	Not assigned	Not assigned	 
Generations Building - Choir Room 221	SRV16-MPCHECKIN	ZBR6635074	 
Generations Building - Event Center	Not assigned	Not assigned	 
Generations Building - Generations 210	SRV16-MPCHECKIN	ZBR6635143	 
Generations Building - Generations 211	Not assigned	Not assigned	 
Generations Building - Generations 212	SRV16-MPCHECKIN	ZBR6634712	 
Generations Building - Generations 213	Not assigned	Not assigned	 
Generations Building - Generations 245	SRV16-MPCHECKIN	ZBR6634411	 
Generations Building - Generations 310	SRV16-MPCHECKIN	ZBR6635355	 
Generations Building - Generations 311	Not assigned	Not assigned	 

THEMES

- Create as Many Themes as you would like
- Themes can be downloaded and shared - (google group)
- You can have one theme per station or more or less
- Checkin Themes from Checkin2 will not migrate to Check In Suite
- There are several default themes that come included! You can use as is or modify.

Demonstrate:

LABEL SETS

- Use one Set per Kiosk
- Have as many or as few as you want
- Each Set will Include:
 - Nametag(s) for Participants
 - Nametag(s) for Leaders
 - Nametag(s) for Servants
 - Nametag(s) for non group event attendees
- Create as many tags per type as you would like
 - Map each tag to appropriate groups
 - Each group can have 1 or more labels

Demonstrate: