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:

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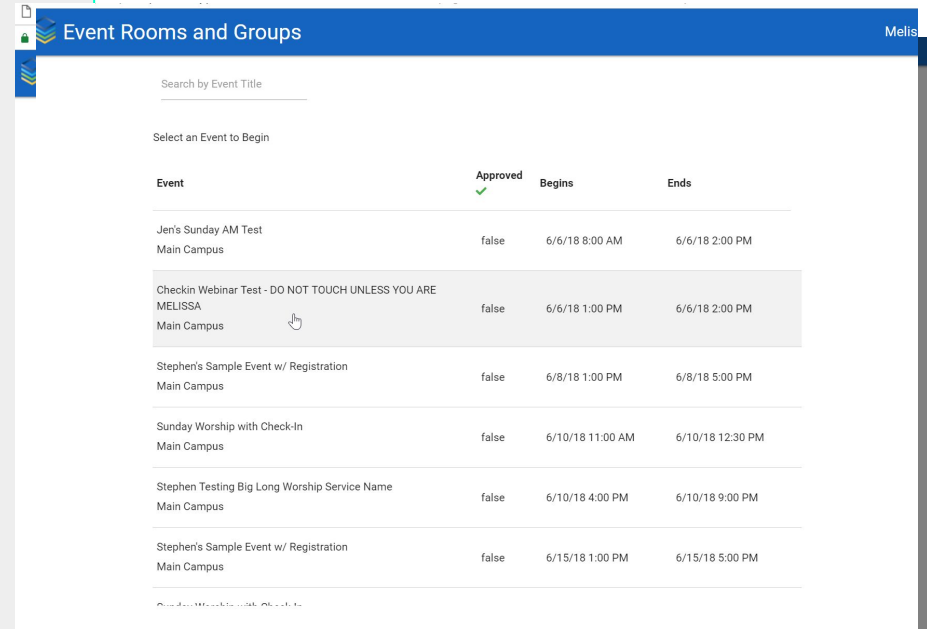
Room Name *:	Grapes
Room Number:	C333
Building *:	Main Building 🔗
Description:	
Maximum Capacity *:	10
Default Room Layout:	
Room Usage Type:	Classroom Manager 🔗
Bookable:	True
Last Remodel Date:	
Parent Room:	
Auto Approve:	False
Print Server:	LATITUDE 🔗
Printer Name:	PDF Test Printer

- **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

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 |

| Search ∨ | in | All Records ∨ | ▼ | Notify |

		Role Name	Description
☐	●	Check In Administrators	Allows full access to all areas of the CheckIn application
☐	●	Check In Attended	WARNING: DO NOT EDIT THE NAME OF THIS SECURITY ROLE AS THIS NAME IS USED BY THE CHECKIN APPLICATION. This Role ...
☐	●	Check In Classrooms	Allows limited access to only the Classroom Manager area of the CheckIn application
☐	●	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!
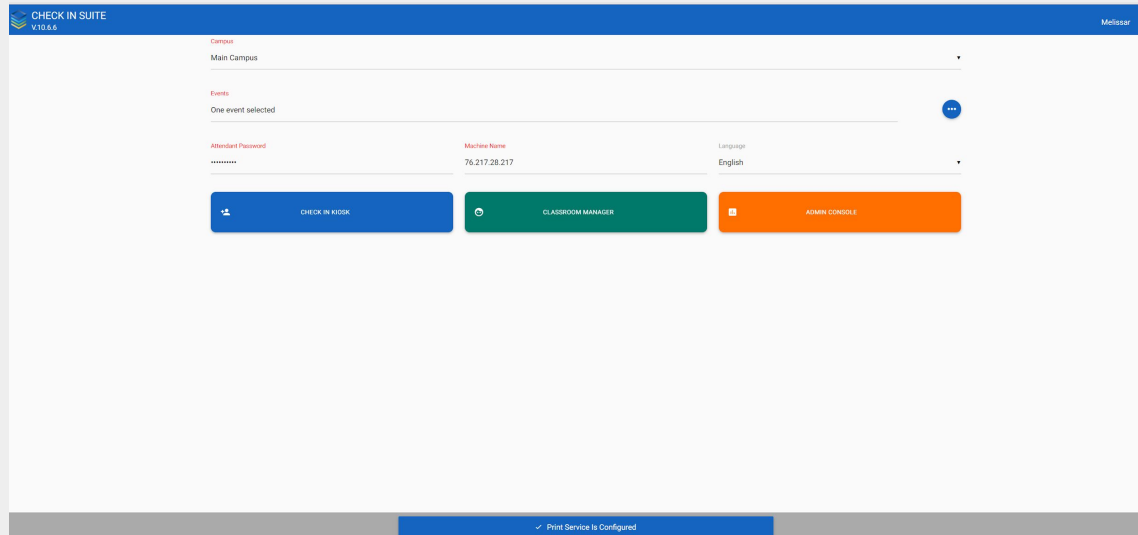
Group/Room Overview

- 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)

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

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 your 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: