

# CHECK IN SUITE

**Printing, Check In Kiosk and Classroom Manager**

# OVERVIEW

- All in one solution!
  - Check In Kiosk
  - Classroom Manager
  - Admin Console
- Check In Kiosk
  - Set up Printers
  - Set up Station specific options
  - Same experience for users
- Classroom Manager
  - New and Improved!

NOTE: Today's webinar will cover setting up a kiosk, Check In and Classroom Manager

# CLARIFICATION

## The Room & Groups Sub-page

- This sub-page is the current “Room” sub-page in your system. This sub-page is the Room Reservations page.
- There are fields added to the Room Reservations page to allow you to specify the Group that should be allowed to check-in.
- You only need 1 room record per physical room at your church AND THEN 1 Room Reservation record for each group going to an event in that room.

# THE ROOMS & GROUP RECORD (AKA THE ROOM RESERVATION RECORD)

The screenshot displays a software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items: Quick Add, Journeys, Priorities, Facilities, Event Participants, Event Groups, Room Reservations (highlighted), Equipment Reservations, Service Reservations, Event Metrics, Metrics, Event Services, Maintenance Requests, Locations, Buildings, Rooms, Room Layouts, Equipment, and Communications. The main content area features a toolbar with buttons for Close, Edit, Copy, Delete, Secure, Attach File, Print, and Tools. Below the toolbar, the title is "2019-05-23 09:00 - New Recurring Event : Big Classroom". The event details are as follows:

- Event \*:** 2019-05-23 09:00 - New Recurring Event
- Room \*:** Big Classroom
- Room Layout:**
- Chairs:**
- Tables:**
- Notes:** (A large empty text area)
- Approved:** False
- Cancelled \*:** False
- Group:** Megan's Group
- Default Group Room:**
- Balance Priority \*:** 0
- Closed \*:** False
- Auto Close At Capacity \*:** False

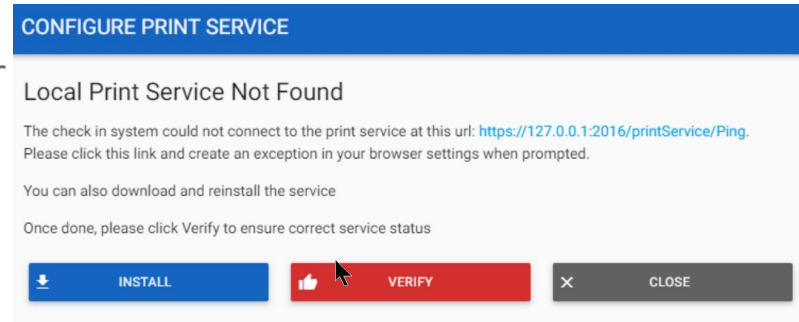
# ATTENDED VS UNATTENDED

- Attended Mode:
  - Check-in to ANY event starting in the next 24 hours that hasn't ended
  - Reprint tags
  - Add/Edit Families
- Unattended Mode:
  - Must be within the Early/Late Checkin
  - Can't Reprint
  - Can't Add/Edit Families
- Both Modes will login to the "Home" screen to choose attended code events/install print service, configure kiosk, etc
- Two ways to use Unattended Mode:
  - Assign the "Check In Unattended" security role to a user
  - Set up an Auto-URL with the option of "Force Unattended." For this option ensure the following two Configuration Settings are filled in appropriately:
    - CIM,AutoLoginUsername
    - CIM,AutoLoginPassword

## PRINT SERVICE:

If the Print Service is not installed AND you need to print labels:

- Click on the Red “Configure Print Service” button
- Click on the “Install” button
- Download and install the print service
- Click on the “Verify” button
- Do once per station (not every time you run checkin)
- For Networked Printing:
  - Install print service on print server
  - Map printers
  - See KB for more info/steps



# HOME PAGE

- Choose Congregation (Filters Events)
- Choose Events
  - Set up Filters for Ministries (use for auto-URL)
  - Select Specific Events
- Choose Attended Password
- Choose Kiosk Name
- Choose Language
- Click on “Check In Kiosk” to launch Check In Kiosk

Demonstrate:

# CHECK IN KIOSK SETTINGS

- Click on Settings
  - Theme
  - Keyboard Options
  - Barcode Scanner Behavior:
    - Auto-checkin & print individual Contact
    - Take Contact to their record and allow them to check who is there
  - Print Settings:
    - Choose Print or Not
    - Choose networked or local (if using networked you can map to rooms or stations)
    - Choose local printers
    - Choose label set
    - Show print preview
  - Auto-URL
    - Force Unattended
    - Allow Select Events on Start

Demonstrate:



# USING CHECK-IN

- Going into Attended Mode:
  - Enter passcode and you can access settings/home
  - Enter passcode and enter a search criteria and you can:
    - Reprint tags (they will STILL have a new security code)
    - Add Family note
    - Add/Edit family
    - Add Guest (if option is available via config settings)
- ALL other checkin behavior/experience is the same

Demonstrate:

# CLASSROOM MANAGER

Must have either the “Check In Administrator” or “Check In Classrooms” security role

Will login to the “Home” page

- Choose appropriate Event/Events
- Choose language
- Change kiosk name (will show on Event Participant record if you check-in mark confirmed)
- Click “Classroom Manager”

Demonstrate:

# CLASSROOM MANAGER

Choose Event

Choose Groups

Change view as appropriate

Actions:

- View Participant attributes/information
- Mark Present/specify room
- Call Parents (coming soon!)
- Check Out

Demonstrate