

Check-In Process

Once you have completed the setup process, you are ready to begin using the Check In/Check Out portion of the program. There are three different methods of checking people into events. You can use the Self Check-In, Speed Check-In or Staff Check-In. In this section you will learn the difference between the three methods and how to use each.

Below is a description of each check-in method.

Self Check-In

This method is used when you will allow each person to check them and/or their children into an event using a barcode scanner or magnetic strip reader. Barcodes can be created by using your Servant Keeper program to create name badges with barcodes. The magnetic strip reader can be used with a valid ID or Credit Card that has the individuals name and a magnetic strip. (*Note: The name on the card must match their name in Servant Keeper exactly.) You will need to have the computer at a location easily accessible to those attending the event. This method can be used to check in for one or more events.

Staffed Check-In

This method will allow for a staff member to complete the check-in process for your event. This method is for situations that you do not want to allow individuals to complete the check-in process themselves. This is the best method to use when you first use the program. This allows staff members to become familiar with the use of the Secure Check-In program. This method can be used to complete the check-in process for one or more events.

Speed Check-In

This method is used in conjunction with a magnetic strip reader for quick check-in to a single event. This method would allow for individuals to check-in by swiping an ID with the magnetic strip reader. The magnetic strip reader can be used with a valid ID or Credit Card that has the individuals name and a magnetic strip. (*Note: The name on the card must match their name in Servant Keeper exactly.)

Self Check-In

Step 1

Log into Secure Check-In.

Step 2

Click on the Check-In tab.



Step 3

Click on Self

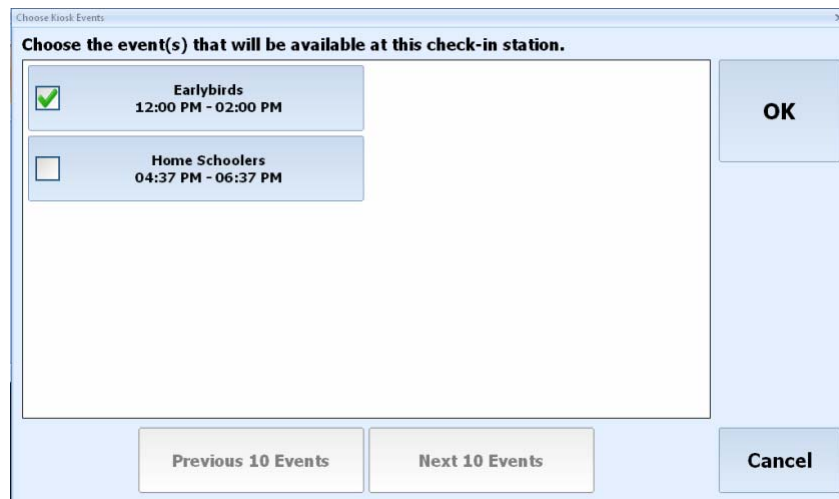



Step 4

You will see a list of events for the current day.

Click the events that individuals can check into using this station.

If today is Sunday, the only events that will appear are the ones that are scheduled to occur on Sunday. Therefore, if an event is missing from this screen, go to the Home Tab, click on Manage Event Schedule and verify the setup of that particular event.

A screenshot of a software dialog box titled "Choose Kiosk Events". The main heading inside the box is "Choose the event(s) that will be available at this check-in station." Below this heading is a list of two events. The first event, "Earlybirds", has a time range of "12:00 PM - 02:00 PM" and a checked checkbox. The second event, "Home Schoolers", has a time range of "04:37 PM - 06:37 PM" and an unchecked checkbox. To the right of the event list is an "OK" button. At the bottom of the dialog box are three buttons: "Previous 10 Events", "Next 10 Events", and "Cancel".

The events that you select will have a  in the box.

Once all of your events are selected, click **[OK]**.

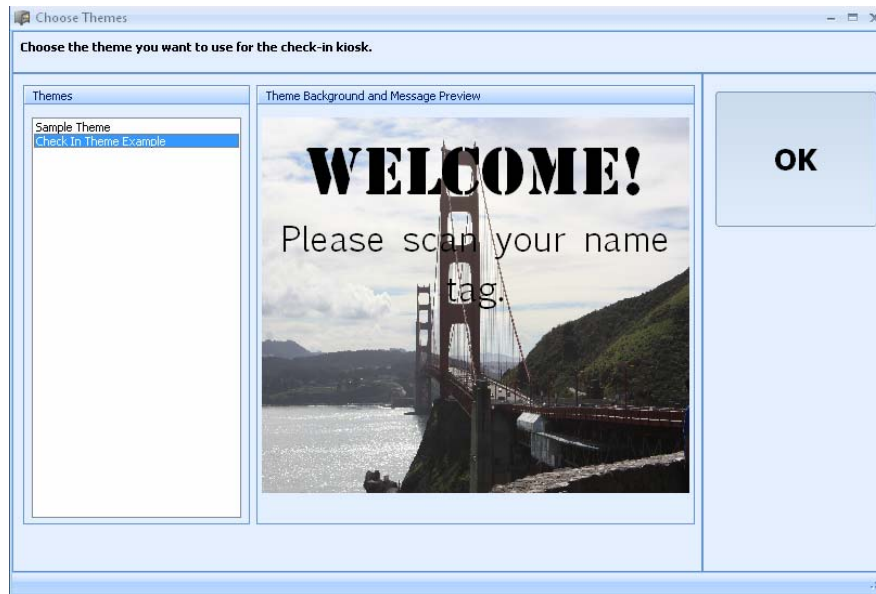
Step 5

You will now choose the Kiosk message to display during the check-in process.

Click on the theme that you wish to use.


(*Note: If you do not have a theme listed, Go to the Home Tab then click Manage Kiosk Themes to create one.)

Click **[OK]**.



Step 6

The theme you have chosen will now appear on the kiosk. You are now ready to begin the self check-in process. Individuals can now scan their barcode or ID with magnetic strip. If you need to

exit the self check-in process, click on the . Enter the pass code that you created in the initial setup of the software.


Step 7

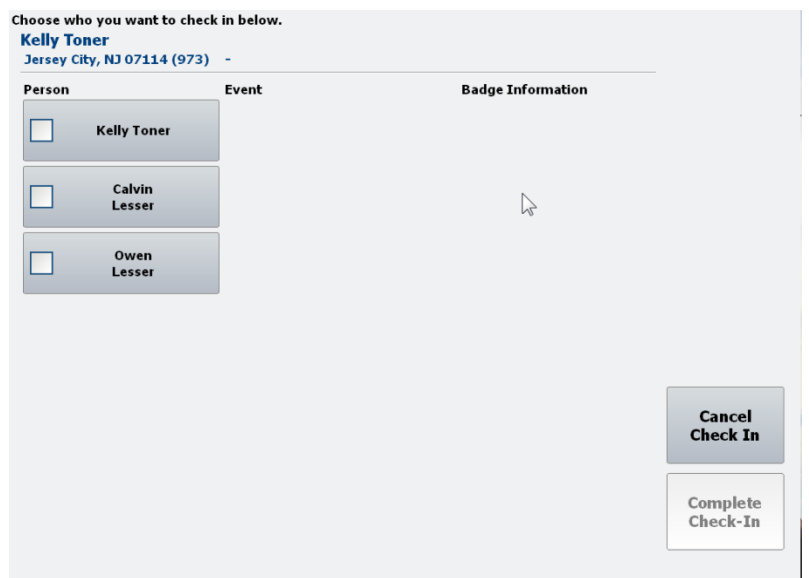
Scan barcode with the barcode scanner or swipe the magnetic strip card with the magnetic strip reader.

Step 8

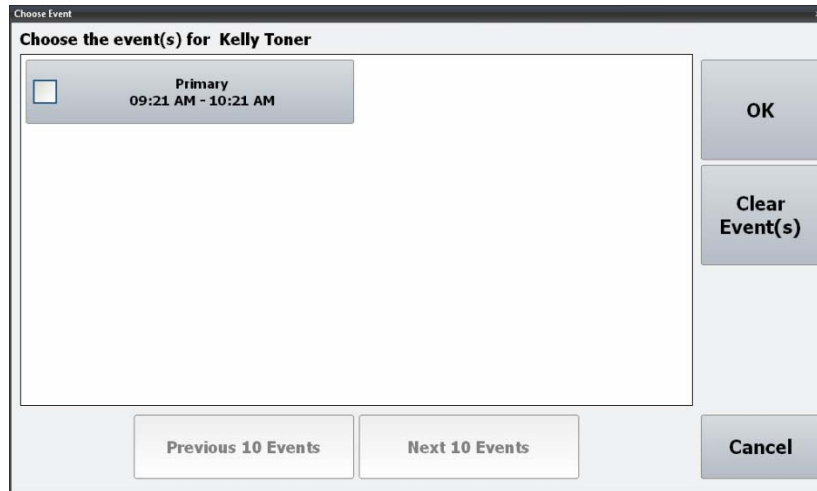
You will then see a screen of those that you are authorized to check in.


Click the person(s) you wish to check-in.

When you click the person's name a  will appear in their box.



You will then have the ability to choose the event they will be attending.



The events that appear in this screen will be events that you selected in Step 4. Click the event(s) you are checking that person into. A  will appear in that event.

(*Note: a person can only be checked into 3 events at a time.) Click **[OK]**.

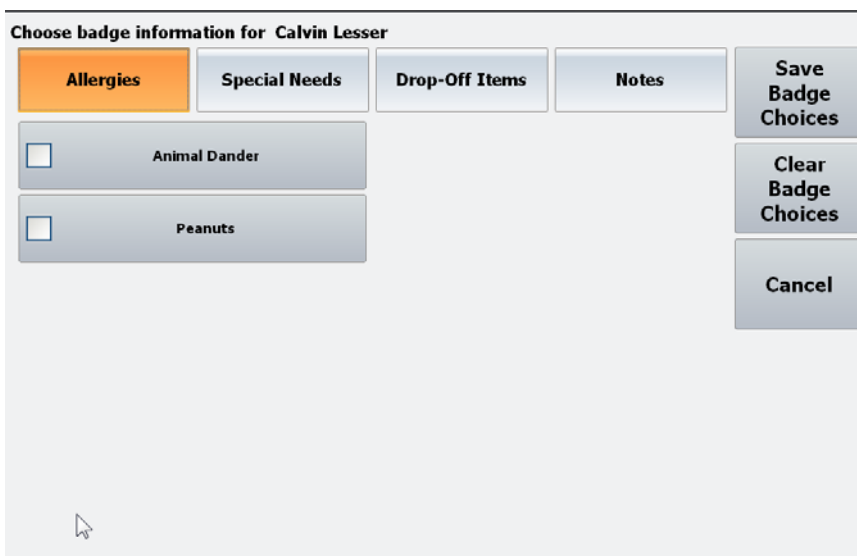
Step 10

If you need to check-in more than one individual, repeat step 9 for each individual you are authorized to check-in.

After you have repeated this for each individual, the next step is to choose badge settings. This is used for events where an individual will receive a name badge and has any special needs, allergies, drop-off items, or special notes that should be indicated on the name badge. If the individuals do not need a name badge or do not have any of the above, skip this step.






Click



You will see the following screen.

This is used for indicating allergies, special needs, drop-off items, and any special notes. If you need to add items

to these lists, be sure to go to , click on , then Click on .

Once you have selected these items, you can type in any special notes in the notes area.

The screen will look like this.

The screenshot shows a form titled "Choose badge information for Calvin Lesser". At the top, there are four tabs: "Allergies", "Special Needs", "Drop-Off Items", and "Notes". The "Notes" tab is highlighted in orange. Below the tabs is a text input field. To the right of the input field is a checkbox labeled "Save Notes for Next Check-In" and a "Clear Notes" button. Below the input field is a virtual keyboard with keys for numbers 1-0, letters q-z, space, and shift. To the right of the keyboard are three buttons: "Save Badge Choices", "Clear Badge Choices", and "Cancel".

**Save
Badge
Choices**

Once you have selected all of the options for the name badge Click

Repeat this step for each individual that has any allergies, special needs, drop-off items or special notes.

Step 11

**Complete
Check-In**

Click

The check-in process is now complete.

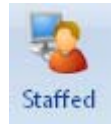
Staffed Check-In

Step 1

Click on the Check-In Tab



Step 2




Click

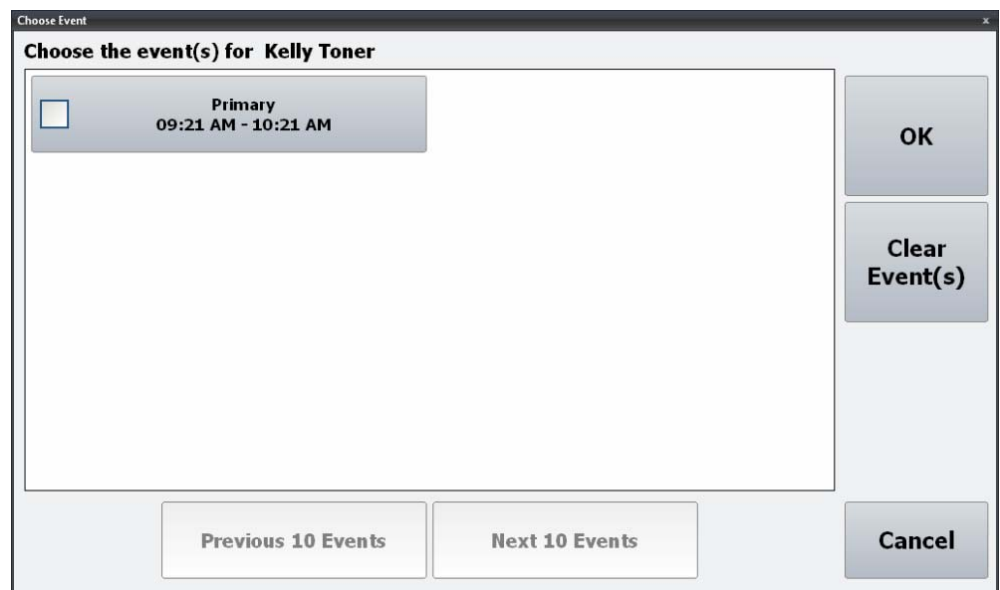
Step 3

You will see a list of today's events. If you have more than 10 events occurring today, click on **[Next 10]** to view more events.

If today is Sunday, the only events that will appear are the ones that are scheduled to occur on Sunday. Therefore, if an event is missing from this screen, go to the Home Tab, click on Manage Event Schedule and verify the setup of that particular event.

Click the event(s) that you will be checking individuals into.

Once selected, the event will have a  in the box.



Once all of your events are selected, click **[OK]**.

Step 4

On this screen, you (the staff member) will be able to search for individuals by Name, last 4 digits of their home phone number, or by using a barcode scanner.

The screenshot shows the 'Staffed Check-In' application window. It features a search input field with a dropdown menu containing three options: 'Name' (highlighted in orange), 'Last 4 Digits Home Phone/Cell Phone', and 'Barcode'. To the right of the input field is a 'Start Search' button. Below the input field is an on-screen keyboard with letters, numbers, and function keys like 'Space', 'Clear', and 'Backspace'. A 'Start Check In' button is located to the right of the keyboard. At the bottom, there is a 'Search Results' section with a table header and a 'No data to display' message.

Click the option you wish to search by.

If you choose name, you can type in the first, last or combination of the two.

If you choose last 4 digits of Home/Cell Phone, type in the last four digits of their phone number.

To use the barcode option, you will need to have a barcode scanner and you will scan the barcode name tag/roster for the individual.

A close-up of the search dropdown menu. It shows three options: 'Name' (highlighted in orange), 'Last 4 Digits Home Phone/Cell Phone', and 'Barcode'.

If you are using a touch-screen kiosk, you can use the on-screen keyboard, otherwise you can use the keyboard connected to the PC. Type in the name, then click Start Search or press the Enter Key on your keyboard. A list of names that match your search will appear at the bottom part of the screen.

Search Results - Records Found: 4				
Drag a column header here to group by that column				
First Name	Last Name	Home Phone	Check In Date/Time	Check Out Date/Time
Emily	Bitner	570-555-1234		
Jack	Bitner	402-134-5234		
Jennie	Bitner	570-555-1234		
John	Bitner	570-555-1234		

Double-click the name of the person you wish to check in.

Their name and any individuals they are authorized to check in will appear on the screen.

Check-In Kiosk

Choose who you want to check in below.

John Bitner
202 Hogan Blvd APT1 Mill Hall, PA 17751 (570) 555-1234


Person	Event	Badge Information
<input type="checkbox"/> John Bitner		
<input type="checkbox"/> Jennie Bitner		
<input type="checkbox"/> Emily Bitner		

Cancel Check In

Complete Check-In

Step 5

Click the person(s) you wish to check-in.

When you click the person's name a  will appear in their box.

You will then have the ability to choose the event they will be attending.

Choose Event

Choose the event(s) for Kelly Toner

<input checked="" type="checkbox"/> Primary 09:21 AM - 10:21 AM
--


OK

Clear Event(s)

Previous 10 Events

Next 10 Events

Cancel

The events that appear in this screen will be events that you selected in Step 4. Click the event(s) you are checking that person into. A  will appear in that event.

(*Note: a person can only be checked into 3 events at a time.) Click **[OK]**.

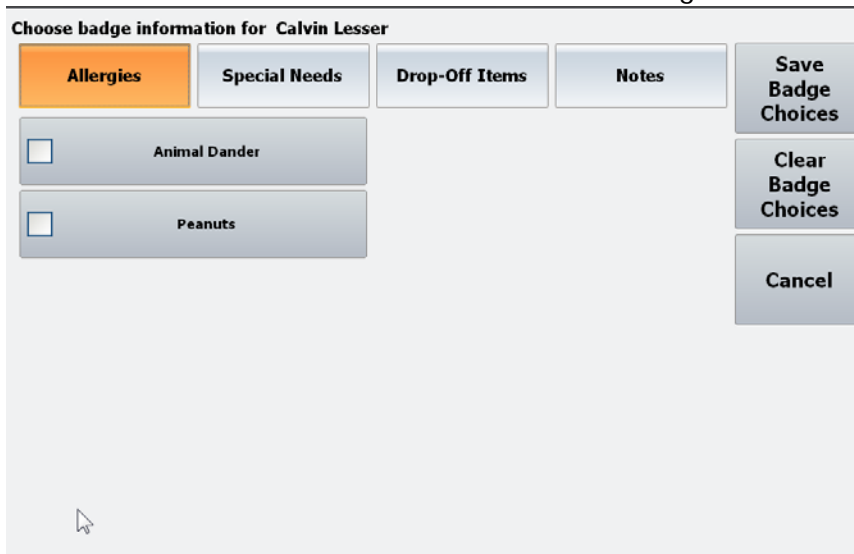
Step 6

If you need to check-in more than one individual, repeat step 9 for each individual you are authorized to check-in.



After you have repeated this for each individual, the next step is to choose badge settings. This is used for events where an individual will receive a name badge and has any special needs, allergies, drop-off items, or special notes that should be indicated on the name badge. If the individuals do not need a name badge or do not have any of the above, skip this step.



You will see the following screen.

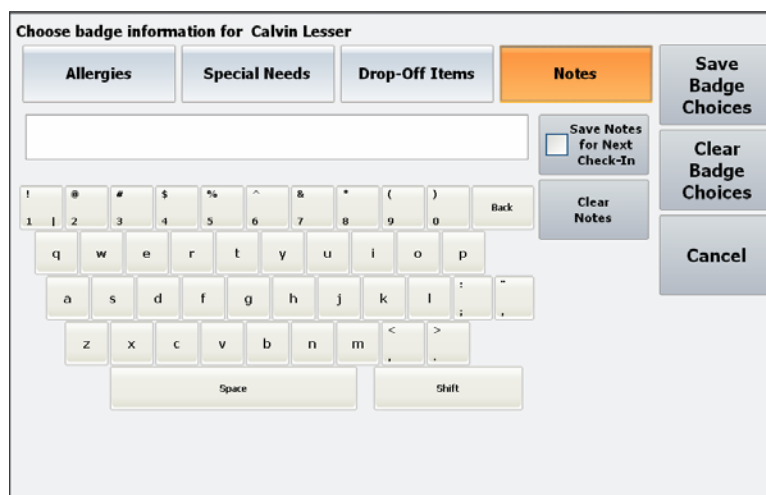


This is used for indicating allergies, special needs, drop-off items, and any special notes. If you need to add items to these lists, be sure to

go to , click on , then Click on .

Once you have selected these items, you can type in any special notes in the notes area.

The screen will look like this.



**Save
Badge
Choices**

Once you have selected all of the options for the name badge Click

Repeat this step for each individual that has any allergies, special needs, drop-off items or special notes.

Step 7

**Complete
Check-In**

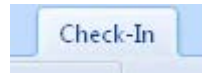
Click

The check-in process is now complete.

Speed Check-In

Step 1

Click the Check-In Tab.



Step 2




Click

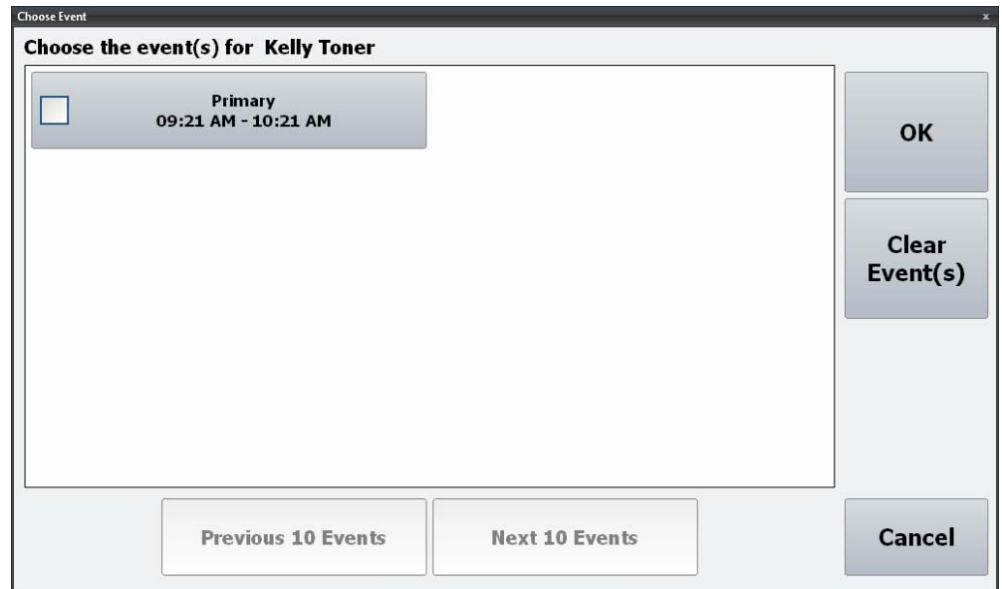
Step 3

You will see a list of today's events. If you have more than 10 events occurring today, click on **[Next 10]** to view more events.

If today is Sunday, the only events that will appear are the ones that are scheduled to occur on Sunday. Therefore, if an event is missing from this screen, go to the Home Tab, click on Manage Event Schedule and verify the setup of that particular event.

Click the event that you will be checking individuals into.

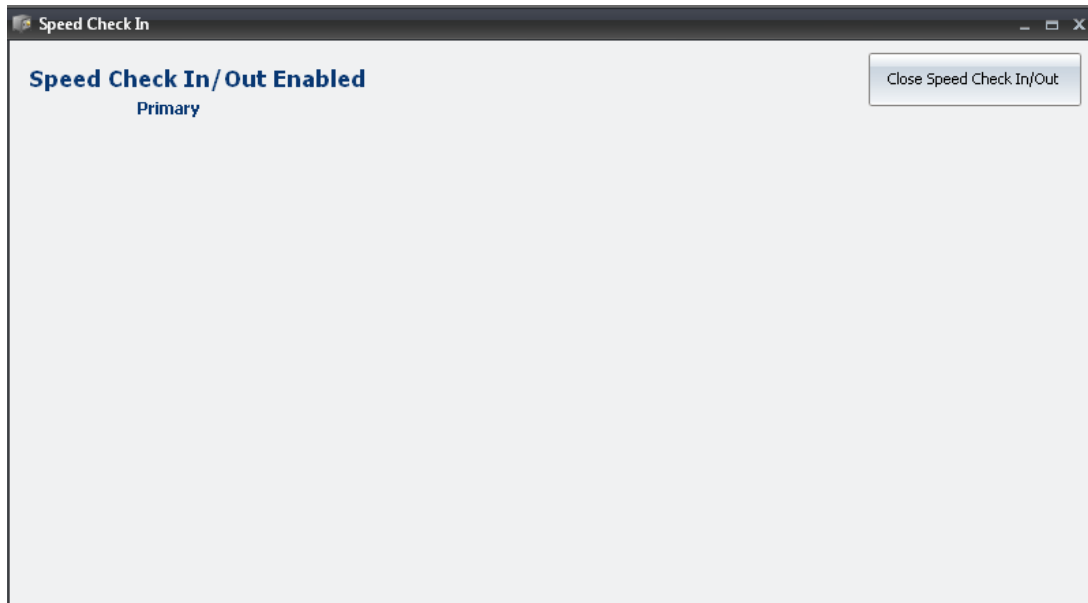
Once selected, the event will have a  in the box.



Once your event is selected, click **[OK]**.

Step 4

You will see the following screen.



The station is now ready for speed check-in. Each individual will swipe their ID as they enter the event. This will check them into the event. The following message will appear in the middle of the screen.

Kelly Toner
Checked-In

The check-in is complete for this individual.