

How to Manage Authorization

If you did not authorize the Head of Household and Spouse during the Servant Keeper Check-In Setup Wizard, you will need to do it now. Anyone that should be authorized to check children in or out will need to be added to your Servant Keeper program before you can authorize them in Servant Keeper Check-In.

*Note: If you plan on using Servant Keeper Check-In to allow adults to check into events as well; they will need to be authorized to check themselves in and out of events (even if they do not have children). Only authorized individuals can complete the check-in/checkout process.

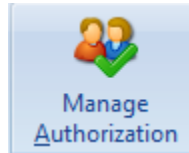
Here are the steps to authorize individuals for child check-in and check-out:

Step 1

Open your Servant Keeper Check-In program and log in.

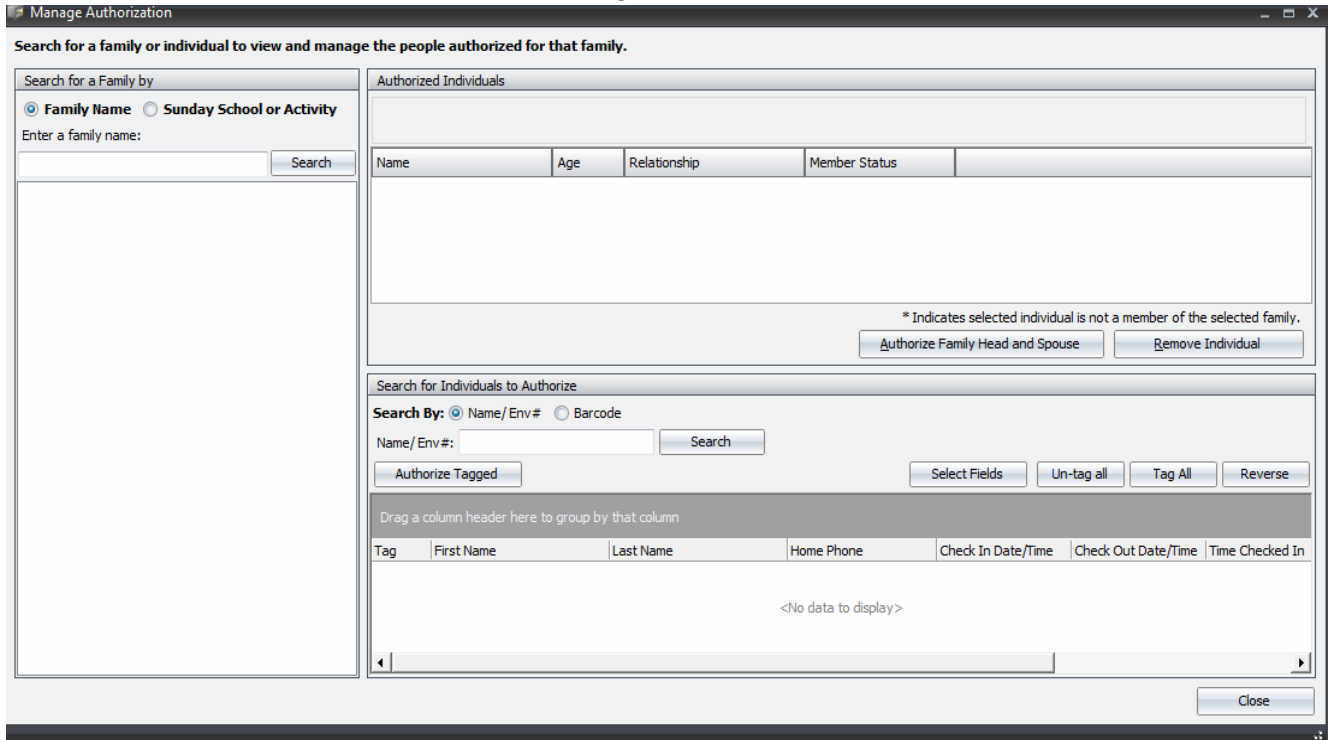
Step 2

Click on the Manage Authorization button on the button bar.



Step 3

You will see the Manage Authorization screen:



The screenshot shows a window titled "Manage Authorization" with the following components:

- Search for a family or individual to view and manage the people authorized for that family.**
- Search for a Family by:** Radio buttons for "Family Name" (selected) and "Sunday School or Activity". A text input field "Enter a family name:" and a "Search" button.
- Authorized Individuals:** A table with columns: Name, Age, Relationship, Member Status. Below the table is a note: "* Indicates selected individual is not a member of the selected family." and buttons for "Authorize Family Head and Spouse" and "Remove Individual".
- Search for Individuals to Authorize:** Radio buttons for "Name/ Env#" (selected) and "Barcode". A text input field "Name/ Env #:" and a "Search" button.
- Buttons: "Authorize Tagged", "Select Fields", "Un-tag all", "Tag All", "Reverse".
- Grouping:** A grey bar with the text "Drag a column header here to group by that column".
- Table:** Columns: Tag, First Name, Last Name, Home Phone, Check In Date/Time, Check Out Date/Time, Time Checked In. The table content is empty, showing "<No data to display>".
- A "Close" button at the bottom right.

There are 3 sections to this screen. The first section, on the left side of the screen is the Search for a Family by section.

In this section you will have the option of searching for a family by their Family Name or by Sunday School or Activity. In this example we will be searching by Family Name,

1. Click on the Family Name radio button.
2. Enter the name of the family member for the person you want to authorize.
3. This will bring up a list of the matching families and on the right side of the window will be a list of individuals authorized to check out for the family you selected.

Name	Age	Relationship	Member Status
* Indicates selected individual is not a member of the selected family.			

4. You may authorize both the Head Of Household and Spouse at the same time by clicking on the **[Authorize Family Head and Spouse]** button. If you would like to remove and individual to be authorized, click on the individuals name in the list and click the **[Remove Individual]** button.
5. To authorize any other family members or other individuals, go to the "Search for Individuals to Authorize" window.

Tag	First Name	Last Name	Home Phone	Check In Date/Time	Check Out Date/Time	Time Checked In
<No data to display>						

You may search by Name/Env# or by scanning a member card or a report printed with barcodes from your Servant Keeper program.

Once you find the individual you would like to authorize for the selected family, tag them by checking the tag box before their name. To authorize them, click the **[Authorized Tagged]** button. You will see a window asking if you are sure you want to authorize the tagged individual(s). Click the **[Yes, authorize the tagged individual(s)]** and you will see their name appear under the Individuals Authorized to check out for the family of window. If you do not want to authorized the tagged individual(s), click the **[No, do not authorize the tagged individual(s)]** button and they will not be authorized to check in or check out children from the selected family.

Close the Manage Authorization window when you have completed authorizing individuals.