Contents

User Guide for Checkin.Lanekids.org

This guide explains all of the major functions of the checkin system. It is broken down by user role so that we can see how each role will interact with the system. Pictures were included for all of the intructions related to users to make it simpler to instruct end-users. In the future, should there be anything you would like the system to do, please contact Partnered Solutions IT.

Administrator Functionality

Add New Users/Coordinators/Admins

- Log into the system at checkin.landekids.org with the username and password supplied.
- From the home screen click Add New User Button
- Fill in all of the pertinent Information
- When adding children, make sure you scroll to the right to fill in all the boxes
- If you need to add additional children, click the "Add Child" Button
- Select a role for the user you are adding
    - If they are a coordinator or a user, you can tie them to a specific site.
        - To Add them to multiple sites, hold ctrl while you select additional sites
- Type in a password, repeat it to ensure it is correct, and click create.

Disabling Users

You may want to disable coordinators, admins or users. You can do this from the Users page (you can get back to this page by clicking Users in the navigation bar.

- Click the plus next to the user you wish to disable
- Click "Disable"
- Users that are disabled will still have their data in the application but they will not be able to log in, and they will show up at the bottom of the user table with their names in red and italics.

Editing or Deleting dependents

You may need to edit or add additional dependents to do this, go to the Users page

- Find the user whose dependents are going to be edited, click the plus next to their name to expand your options and click Edit Dependent.
- On the following page, you can either update their information and select update or click the delete button to remove them from the system

Viewing Individual checkins

If you need to see when an individual or family checked in, explicitly, you can do this through the User screen.

- Find the user in the list (the search function works well for this)
- Click the plus next to their name.
- Click View checkins. It will take you to a list of the checkins. You can view what site was checked into by expanding out the specific check-in.

Adding, Removing, and Editing Sites

You may need to add or edit existing sites.

- Click on the Admin option in the navigation, and Select “Sites”
- It will bring up a list of all of the Sites
- To add a site, click the Add Site
    - Give the site’s name and location, then select Save
- To disable a site, simply click Disable. It will turn red and administrators can re-enable it, if needed.
- To Edit a site, click “Edit Site” from the table. You can then edit its name or location

Adding Removing and Editing Activities

Administrators can add activities to every site.

- Click on Admin in the navigation, then “Activities”. This page will list all of the Sites.
- Scroll down to find your site
- If you want to add an activity, it will be a box below all of the current activities. Type the name of the activity and whether it’s School Readiness or Stable/Attached Families, and click the Add button
- To edit an existing Activity, modify it in the text box or change its category, then select “Update”
- To delete an activity, just find it in the list and click delete

Adding and Editing Locations

You may want to add a location in the future. Doing this is simple.

- Click on Admin in Navigation menu, then Locations
- To add a location, click the add location button
    - Give the location’s name and IP address
        - An IP address is the public-facing IP address of the location. You may need to speak with an IT technician to get this information. We use it to prevent unauthorized access and so users signing in from a given location are only given that location’s activities.

Viewing Reports

Since this application’s main purpose is to gather data, we have built in a report that should meet the needs of the organization.

- Click the Admin Drop-down then “Reports”

Children Served

This report shows all of the necessary information needed for the governmental reporting

- Select the time period you wish to have the report cover between the start and the end dates.
- You can either select a specific site, All sites, or choose multiple sites by holding ctrl while you click through the various reports.

- Then click download as csv.

Reporting Period:	**04/01/2017 - 06/06/2018**				
Children Served:					
Total: 1	**Name**	**Primary Language**	**Race/ethnicity**	**At Risk?**	
Total "At Risk": 0	Lindsay, Owen	English	White/Caucasian	No	
Programs Hosted:					
Total: 1					
	Site Title	**Program Title**	**Service Category**		
	YMCA	Free time	Stable/Attached Families		
Service Categories:					
1	**Stable/Attached Families:**				
		Race/ethnicity	**#**	**Primary La**	**#**
		White/Caucasian	1	English	1
2	**School Readiness:**				
		Race/ethnicity	**#**	**Primary La**	**#**

Additional Information

This report will list out any information that was typed into the "Additional Information" during user creation.

- On the Reports field, just press "Download as csv"

Additional Information Report	
User	**Other Information**
Josh Garnick & Christina Lindsay	Jude is only 6 months old
Betty Bean	Does this field aggregate for the FRC coordinators?
Chrissy Testerson	Nope
Clyde Miller & Thomas Crouch	This is just a test.
Mary Jones & Mark Jones	We'd like to know about any services related to STEM.

Coordinator Functionality

The coordinators have much of the same functionality as the Administrators, but it is tied to the sites that they are the coordinators for. Coordinators will only be able to see their sites information if they are signing in from an IP address that is associated with the site.

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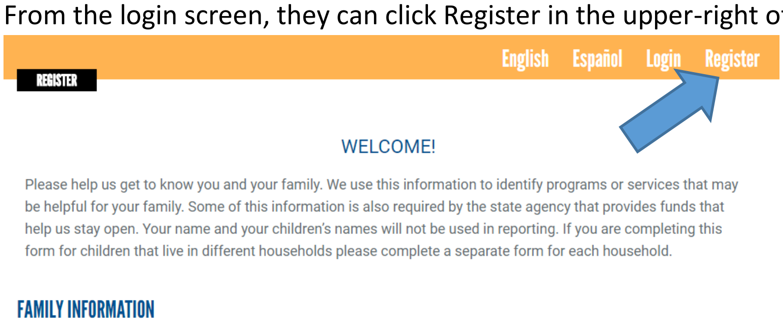
User Functionality

This system is ultimately designed for the individuals who attend the activities at your sites. It’s designed to be as intuitive as possible. *Ensure that users sign out of the application once they have checked in.*

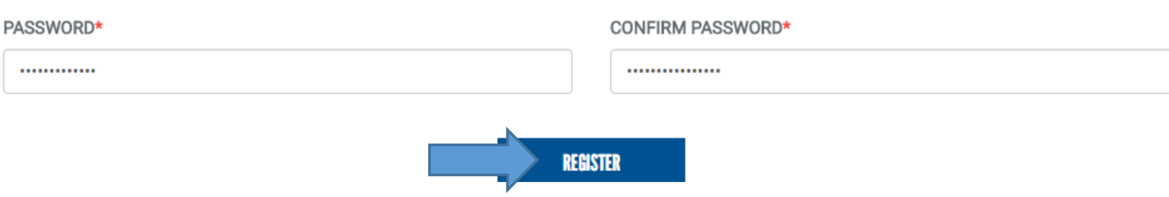
Registering as a new user

If the individual is tech-savvy, and time permits, they can create their own account.

- From the login screen, they can click Register in the upper-right of the navigation area.



- Have the registrant fill out all the information, including the information about their children and click Register.

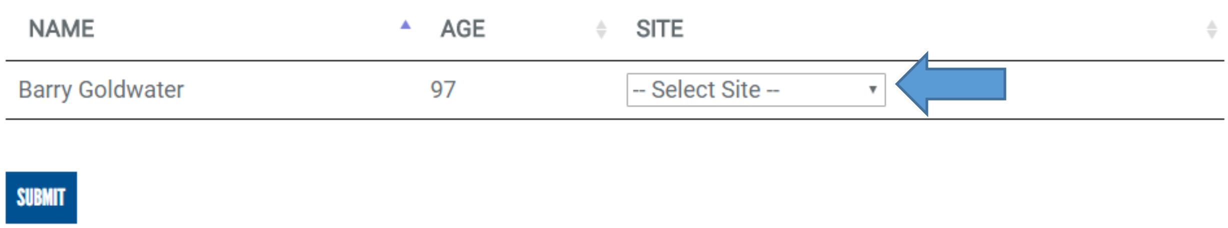


Checking into activities

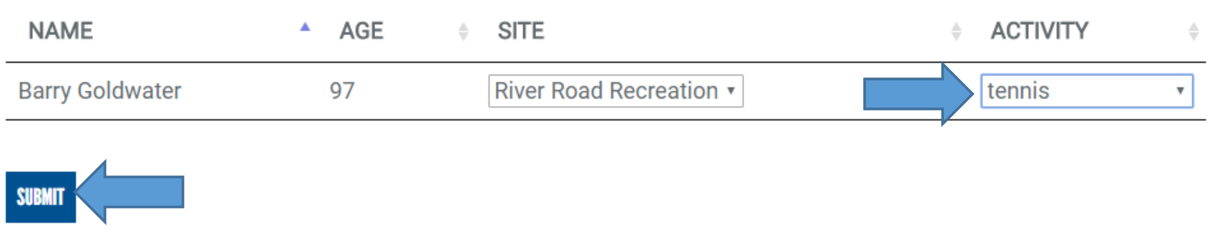
Once a user is in the system, or after they have created an account, they can check their family members into the system.

- If not already on the login screen, Click on "Login" in the upper navigation bar

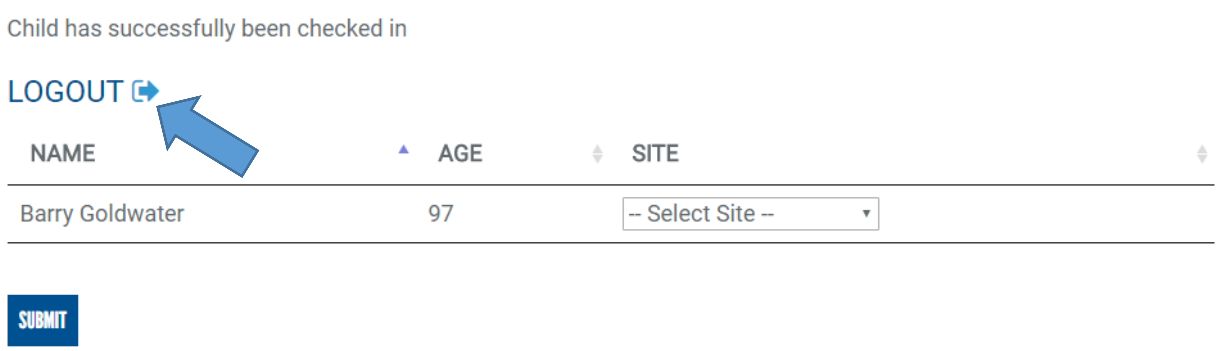
  - Use the phone number with no parentheses, dashes, or periods
  - If the password is forgotten, click the "Forgot Your Password?" button. See that section in the guide for more details
- After they are logged in, they will be asked to select the site (usually, they will only have one available site, but they may have more).



- After they've selected the site, they will be presented with all of the available activities. They can select this from the dropdown as well.



- If there are multiple children to be checked in, the user can select the site/activity per child.
- After the child has been checked in, a large logout link will appear, please have the user logout after they have checked their children in.

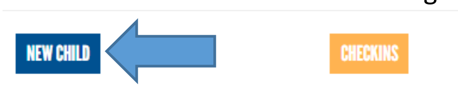


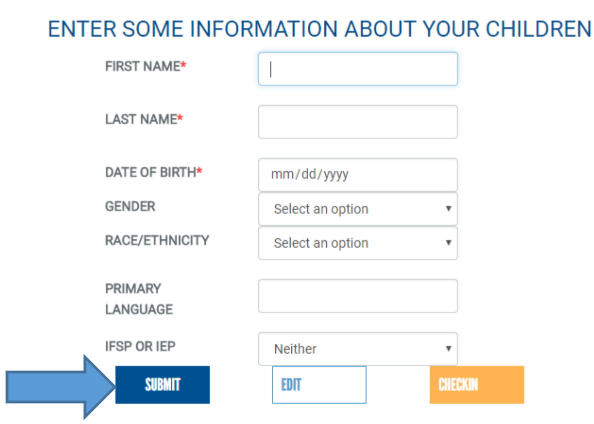
Updating and Adding Additional Children

Users within the system can edit their children's information and register additional children.

- After they have signed in, it will display their family's name in the navigation bar. Click the dropdown arrow next to the name, and select children.
- On this screen, they can modify any of the children's information, then select update.

- Adding a new child is done by clicking "New Child" near the bottom of the window, then filling in the child's information and selecting "Submit"





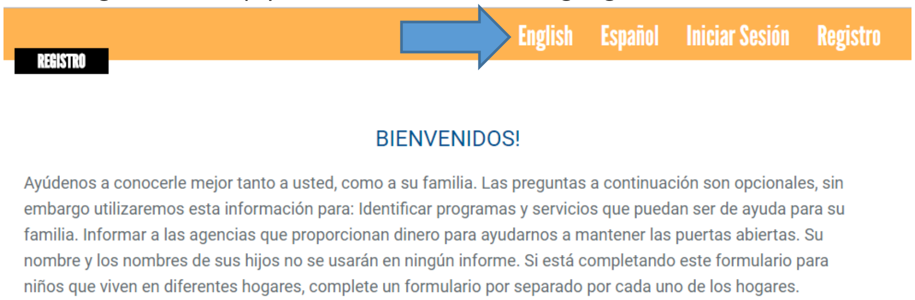
Additional System Information

Changing Language

The system can be presented in either English or Spanish.

- To change languages, simply click the appropriate language in the Navigation.

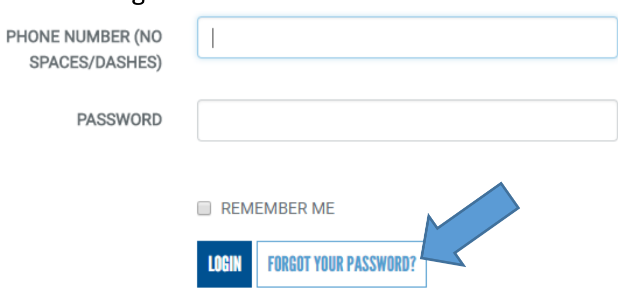
- To change back, simply select the alternate language



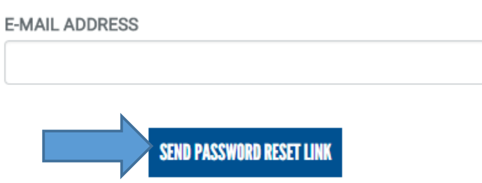
Changing Passwords

If a user has forgotten their password, the system can Email a password reset link to them.

- Click the “Forgot Your Password?”



- The user will need to know the email address associated with the account (a coordinator or administrator can look this up, if they have forgotten). Just type in the email address and click “Send Password Reset Link” – they will then be emailed a link to follow to reset the password.



Logging Out

- To log out of the system (which is recommended when not in use), click the logout icon in the navigation bar.