

Kid's Check-In Steps

Updated | 4.3.19



Riverview
Community Church

IMPORTANT INFORMATION |

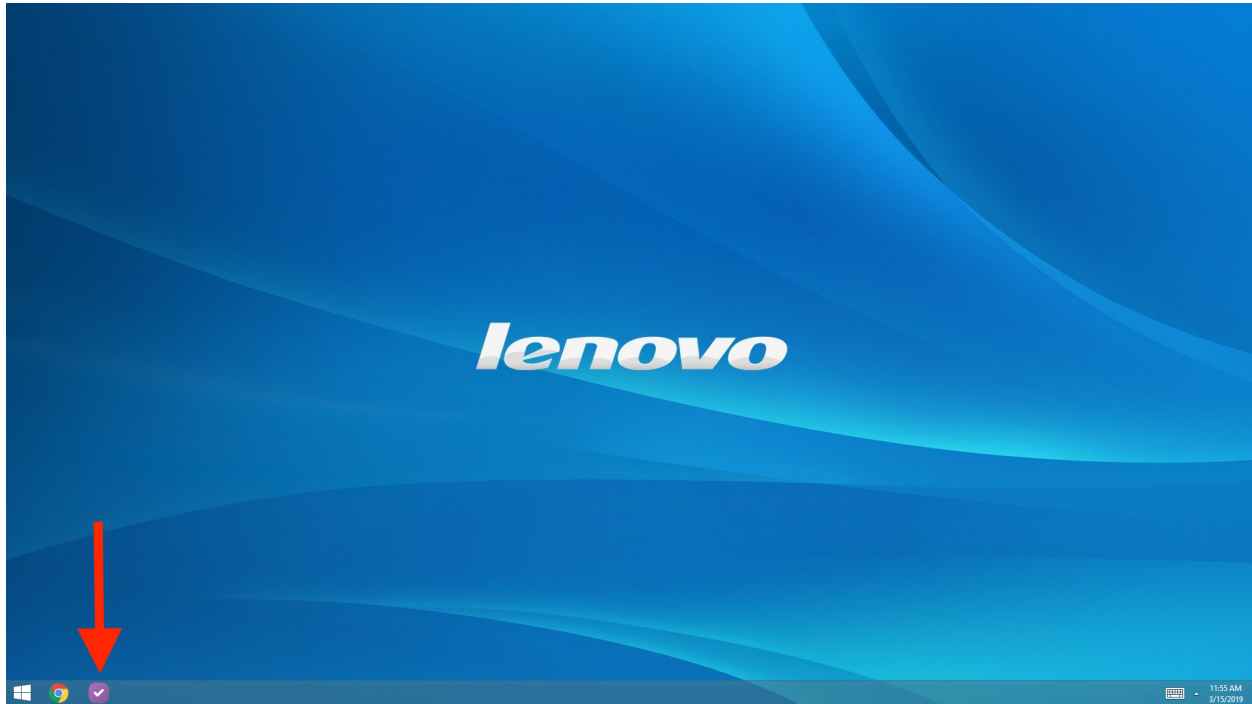
- Extra labels are located behind the computers.
- If a printer runs out of labels, when replacing the labels, make sure the label side is facing down. Also make sure the circular arrow stays on the same side of the machine when reloading
- The consecutive numbers that are on each tag are the call numbers in case a parent is needed.
- For children in the Nursery | Toddler location, a bag tag will be printed. Please make sure the corresponding number is correct with the number of the child.
- The tag that lists all of the children and their locations is the parents security tag that they will need for check out.
- If ever needed, the GEAR WHEEL at the bottom right of the screen will allow additional changes to be made to a check in system. The pins are: 413501 or 413502 depending on which computer you are working on. The computer number is located on the keyboard and identifies which computer is which.

TURNING ON THE COMPUTER | LOADING PCO CHECK-IN SYSTEM

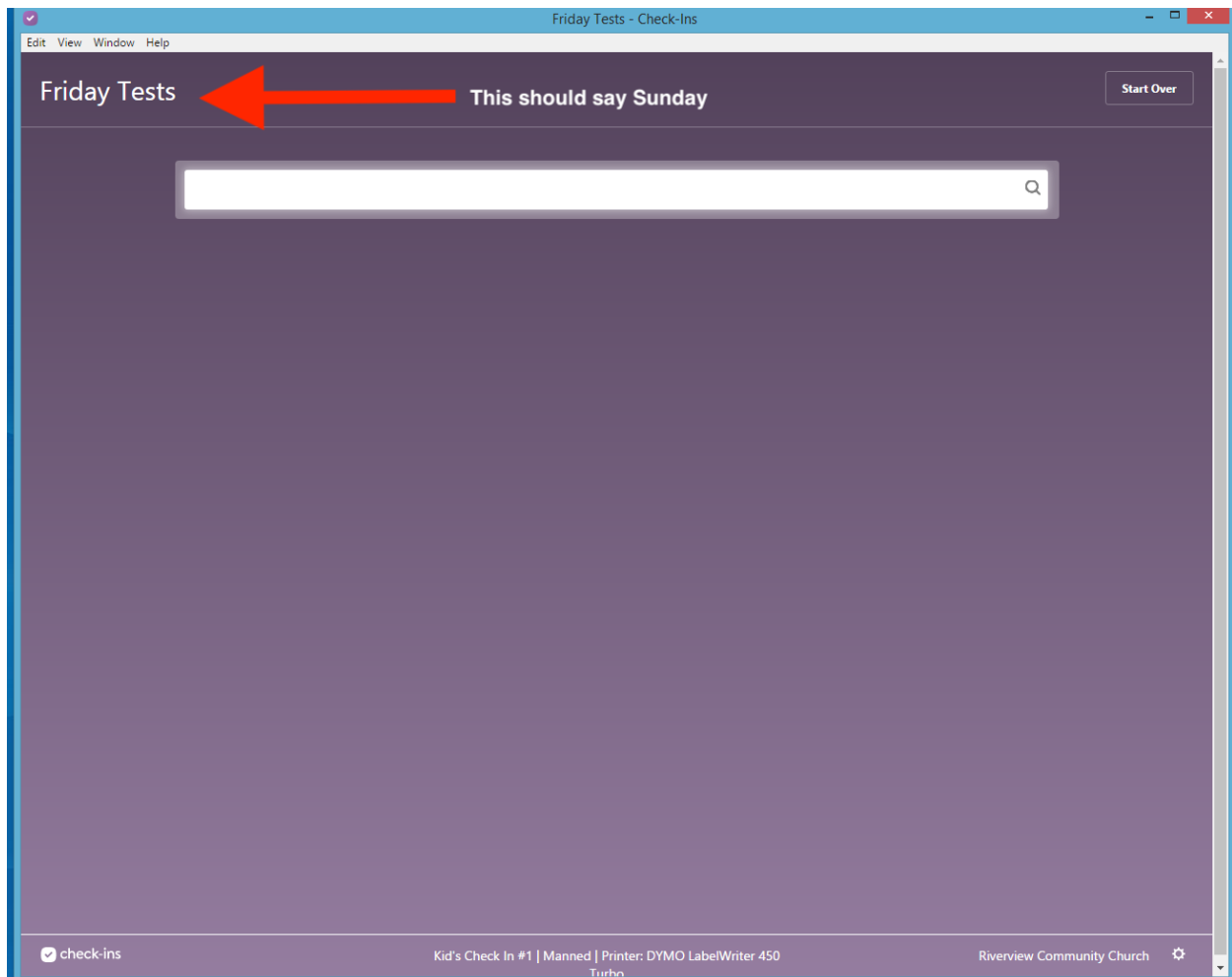
STEP 1 | Turn on Computer, keyboard, and mouse. The computer power button is located on the left side of the computer towards the bottom.

STEP 2 | Computer sign in password is RCCWireless2011

STEP 3 | Wait for the computer to load and then in the bottom left of the screen, on the task bar is a pink box with a white check mark. Double click on that icon.



If this image appears, PCO Check-Ins has loaded. Please hit the blue **FUNCTION + F11** to bring Check-Ins full screen. No further action is needed.

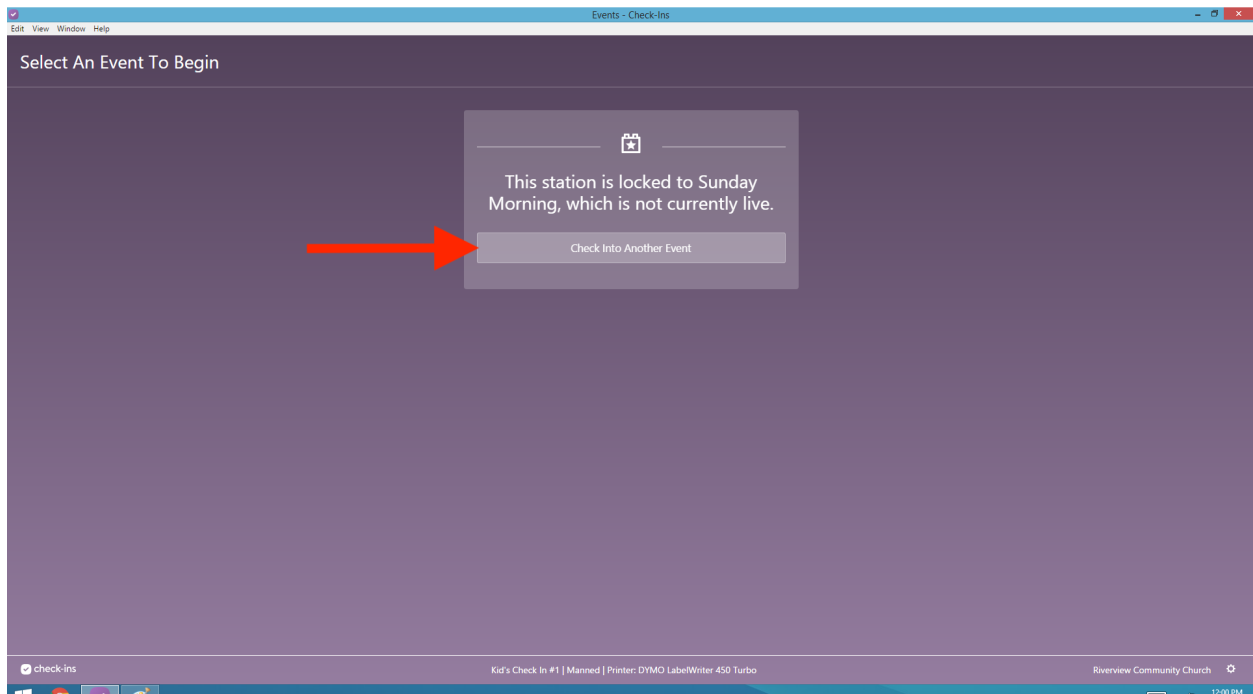


TROUBLE SHOOTING FOR CHECK INS

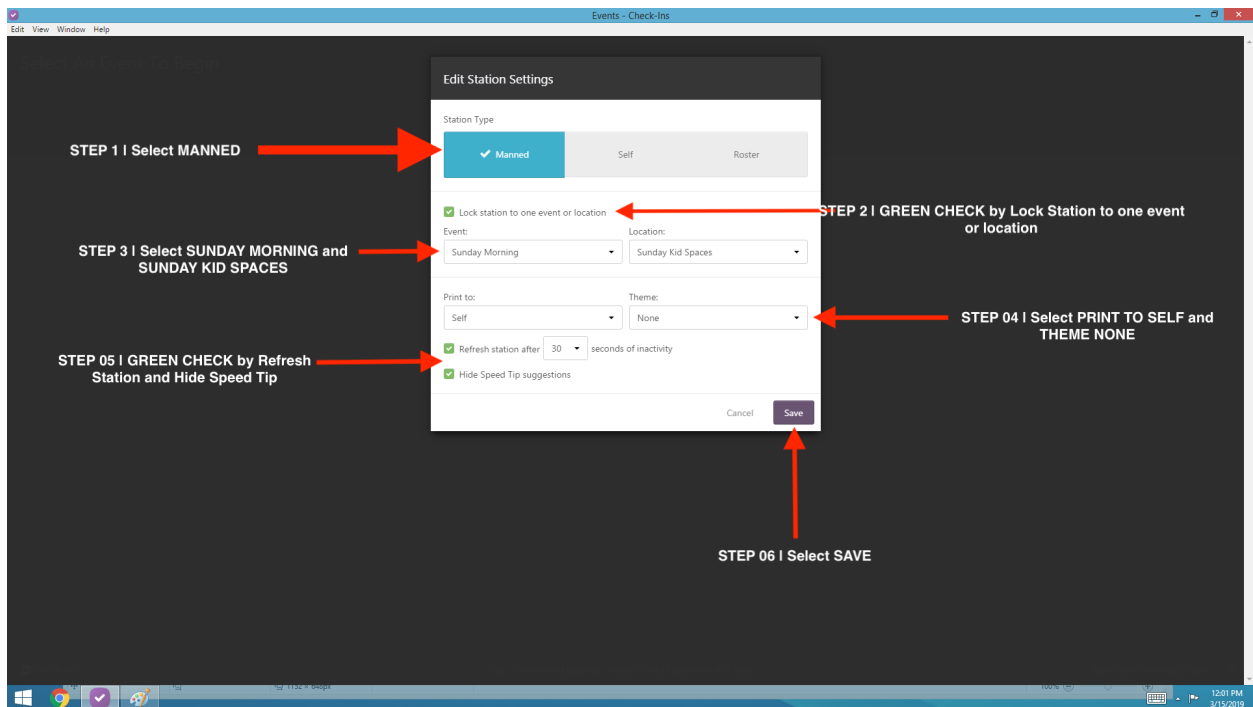
WRONG CHECK IN EVENT OR TIME

PCO Check-Ins has been set up on a schedule so that when PCO Check-Ins is loaded, the proper check-in screen should load. If the incorrect session loads, please follow the following steps.

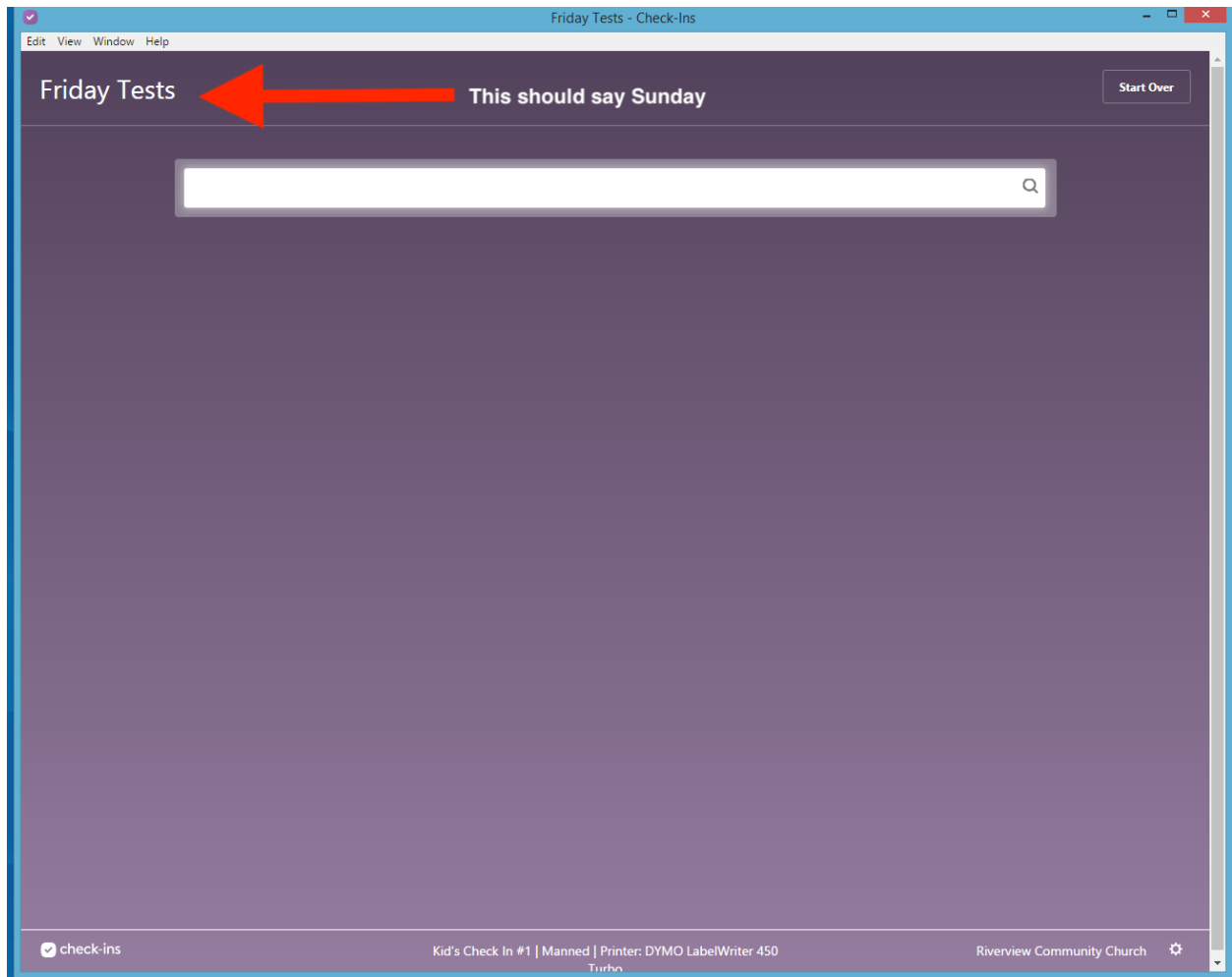
STEP 01 | If the incorrect screen loads, please select **CHECK INTO ANOTHER EVENT**



STEP 02 | Follow the steps on the picture below.



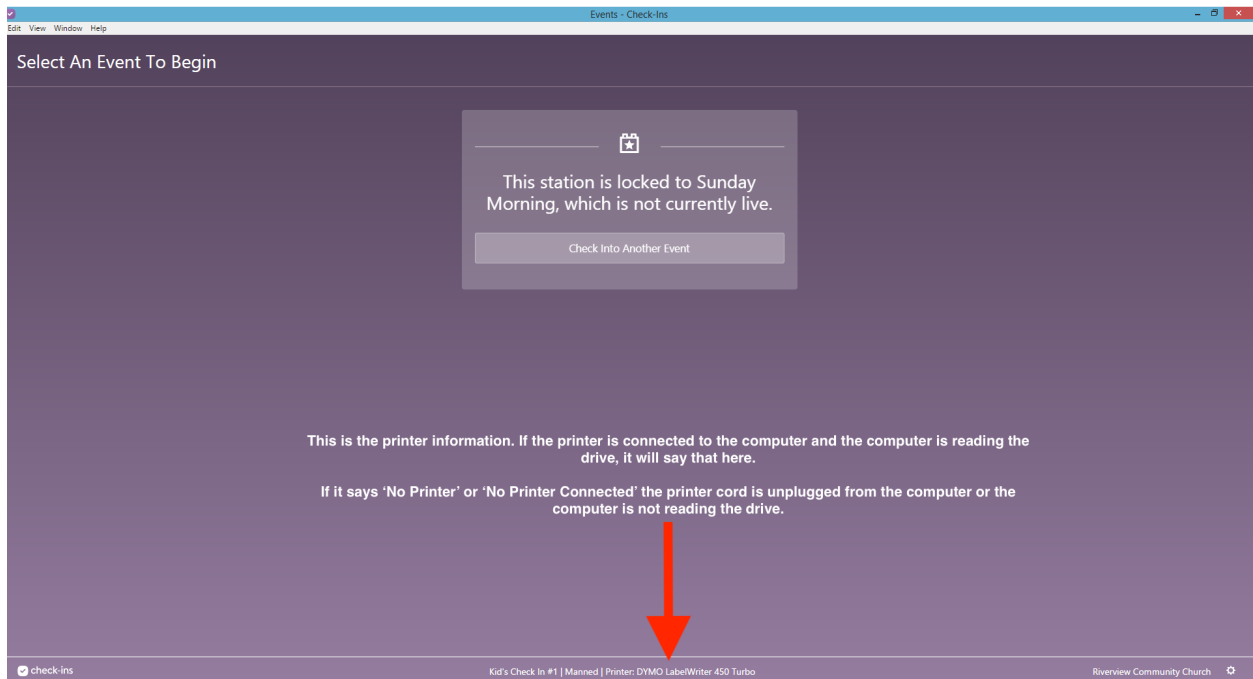
This screen should appear after these steps and should be ready to go.



PRINTER ISSUES

If a printer is not printing labels, please follow the following steps to correct the problem.

STEP 1 | Determine if the printer is connected and the computer is reading the drive.



STEP 2 | If the screen says, “No Printer” or “No Drive”, check to see if the printer cord is connected to the correct USB port. The cord and the correct USB port are on the left side of the computer and the correct USB port is marked.

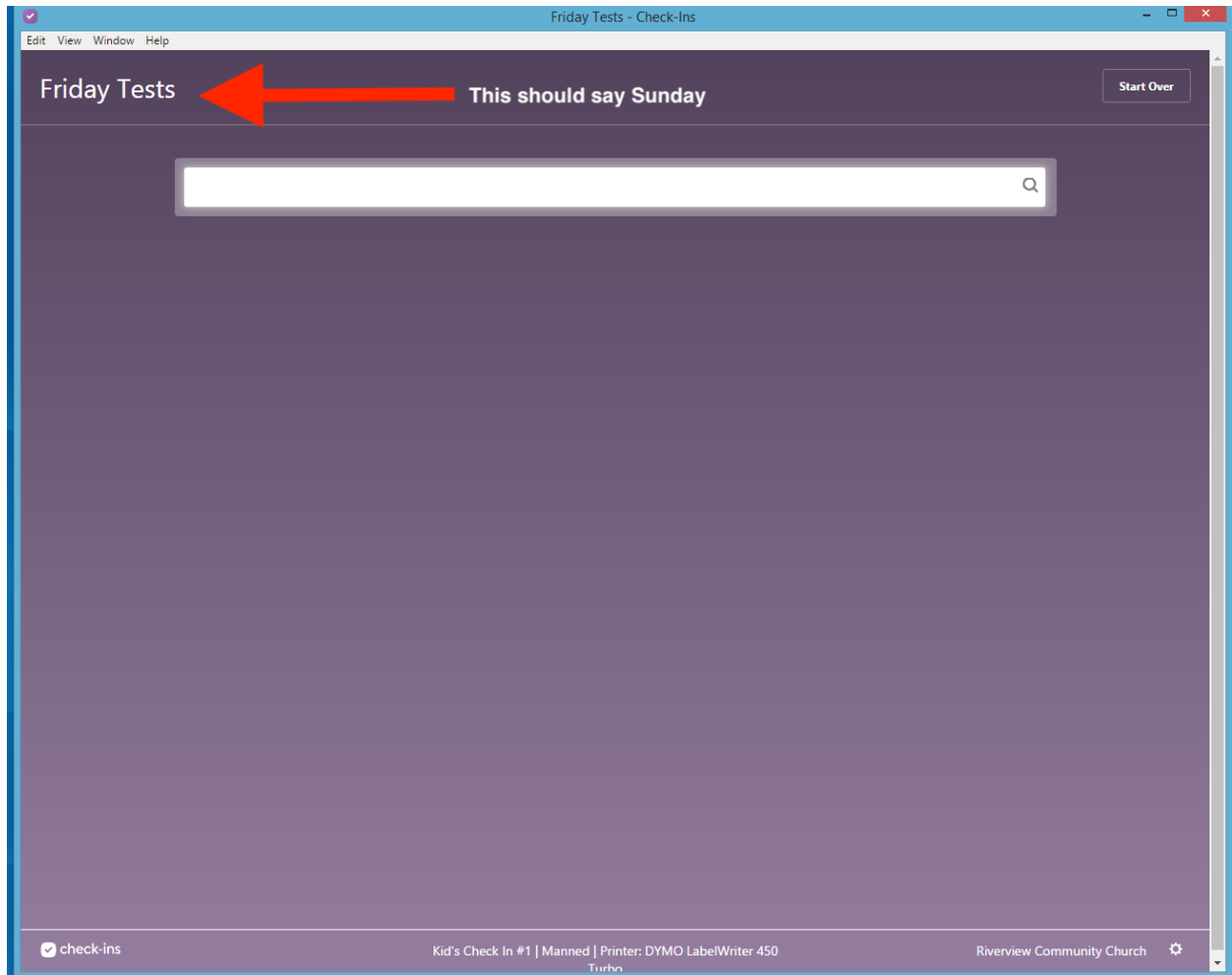
STEP 3 | If the printer cord is connected to the right USB port, make sure that the cord is connected into the back of the printer correctly and that the printer has power. If the printer has power, a blue light will appear right below the label dispenser.

STEP 4 | If the printer is still not recognized by the computer and not printing, restart the computer and unplug the power supply from the printer and then plug it back in. The power supply is located on the back of the printer.

If the printer is not recognized after following these steps, the computer will no longer be available for that Sunday.

CHECKING IN

STEP 01 | Input the name in the search bar and hit enter or click on the search icon.



STEP 02 | Next to each name, there should be a gray checkmark. If all kids are in attendance, select check in # of people and the labels will print.

If a child is not here, simply hit the checkmark by their name and then select check in # of people.

If the name of a parent is checked, please uncheck their name.

The screenshot shows a software window titled "Check in to Friday Tests - Check-Ins". The interface has a dark purple background. At the top, there's a menu bar with "Edit", "View", "Window", and "Help". Below the menu bar, the title "Friday Tests" is on the left, and "Start Over" and "Add Guest" buttons are on the right. The main section is titled "Osburn Household" with an "Add to Household" button. It contains a list of five people:

Checkmark	Profile Icon	Name	Time	Location	Radio	Person Icon
<input type="checkbox"/>		Angela Osburn	12:30pm		R	
<input type="checkbox"/>		Brent Osburn	12:30pm		R	
<input checked="" type="checkbox"/>		Allison Osburn	12:30pm	Pre-School Kindergarten	R	
<input checked="" type="checkbox"/>		Bennett Osburn	12:30pm	Riverview Kids	R	
<input type="checkbox"/>		Brock Osburn	12:30pm	Pre-School Kindergarten	R	

Below the list, there's a dropdown menu "Check in by Angela Osburn" and a button "Check in 2 People" with a checked checkbox. The footer contains "check-ins" with a checked checkbox, "Kid's Check In #1 | Manned | Printer: DYMO LabelWriter 450", "Riverview Community Church", and a settings gear icon.

SELECTING A DIFFERENT LOCATION














If a child is in the wrong location or needs to be moved to a different location, please follow the following steps.

STEP 01 | Click on the R by the child's name. This will take you to the screen where you can change locations.

Friday Tests

Start Over Add Guest

Osburn Household Add to Household

<input type="checkbox"/>	 Angela Osburn 12:30pm	R	
<input type="checkbox"/>	 Brent Osburn 12:30pm	R	
	 Allison Osburn 12:30pm Pre-School Kindergarten	R	
	 Bennett Osburn 12:30pm Riverview Kids	R	
	 Brock Osburn 12:30pm Nursery Toddler Diaper bag	R	

Check in by Angela Osburn

☒ Check in 3 People

check-ins Kid's Check In #1 | Manned | Printer: DYMO LabelWriter 450 Riverview Community Church

STEP 02 | Only the locations available to that child based on their age will show up. In this example, my son Brock because he is 3 years old, has the option of being in the Nursery | Toddler class or the Pre-School | Kindergarten Class. Select the appropriate class for the child and then select Prepare Check-In

Friday Tests Start Over

Available Location Options

Brock Osburn
Is being checked in to Nursery | Toddler as a Regular at 12:30pm

Guest **Regular** Volunteer

Select a location (Showing suggested locations) Show All Locations

Nursery | Toddler

Pre-School | Kindergarten

Options for Nursery | Toddler

☒ Diaper bag +1 label

Times

☒ 12:30pm

Cancel After selecting the correct location, continue by clicking here. Prepare Check-In

After this step, continue like a normal check in.

UPDATING INFORMATION

If information on a child needs to be updated for whatever reason, please follow these steps.

STEP 01 | To update the information of a child, please click on the person icon next to their name.

Friday Tests

Start OverAdd Guest

Osburn Household

Add to Household

<input type="checkbox"/>	<div><div></div><div>Angela Osburn</div><div>12:30pm</div></div>	R	
<input type="checkbox"/>	<div><div></div><div>Brent Osburn</div><div>12:30pm</div></div>	R	
	<div><div></div><div>Allison Osburn</div><div>12:30pm Pre-School Kindergarten</div></div>	R	
	<div><div></div><div>Bennett Osburn</div><div>12:30pm Riverview Kids</div></div>	R	
	<div><div></div><div>Brock Osburn</div><div>12:30pm Nursery Toddler Diaper bag</div></div>	R	

Check in by Angela Osburn

☒ Check in 3 People

☒ check-ins

Kid's Check In #1 | Manned | Printer: DYMO LabelWriter 450 Turbo

Riverview Community Church

STEP 02 | Change the necessary information. If changes need to be made on additional children, select the child that needs to be changed. Once all changes have been made, select **SAVE HOUSEHOLD**.

Osburn Household - Check-Ins

Go Back Save Household

Change necessary profile information.

Angela Brent Bennett Allison Brock Add New

If information of another child also needs to be changed, select that child.

Once all information has been changed, select SAVE HOUSEHOLD.

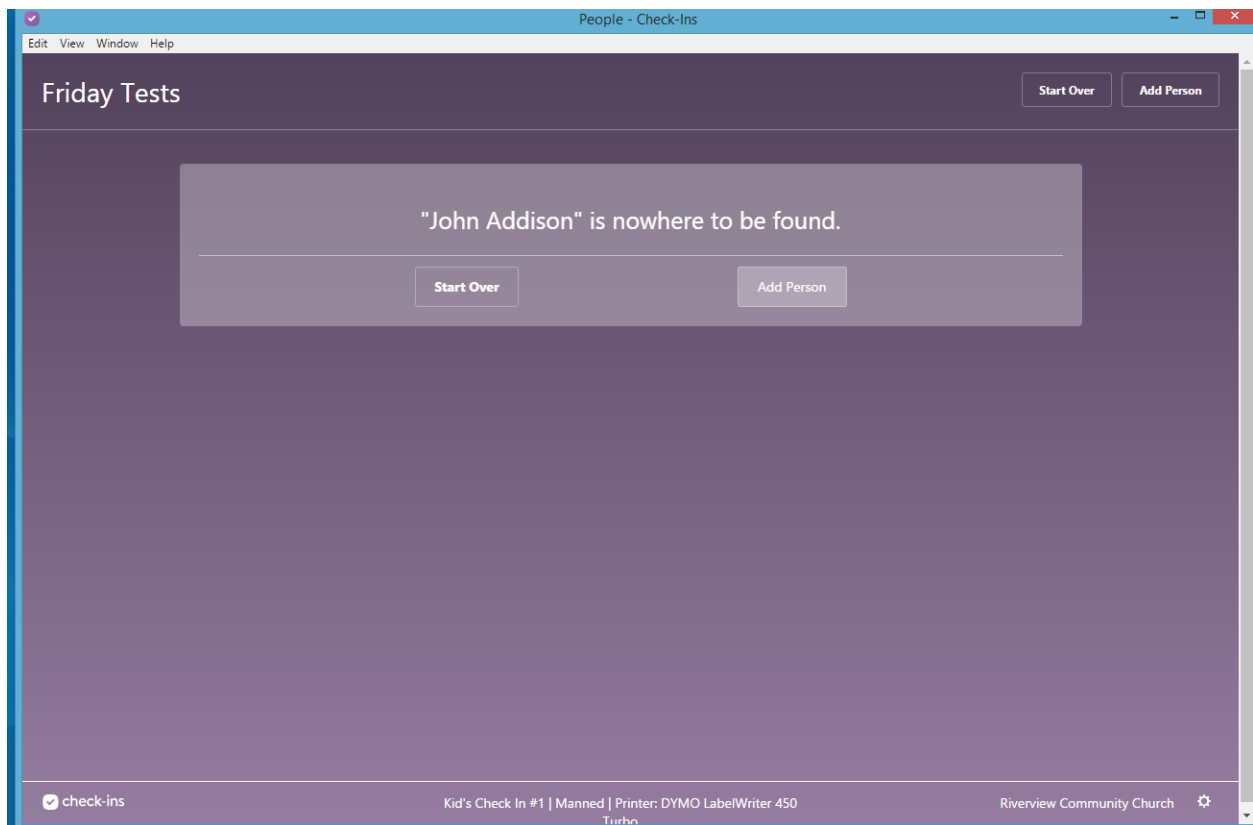
check-ins Kid's Check In #1 | Manned | Printer: DYMO LabelWriter 450 Turbo Riverview Community Church 12:59 PM 3/15/2019

FIRST TIME GUEST ENTRY

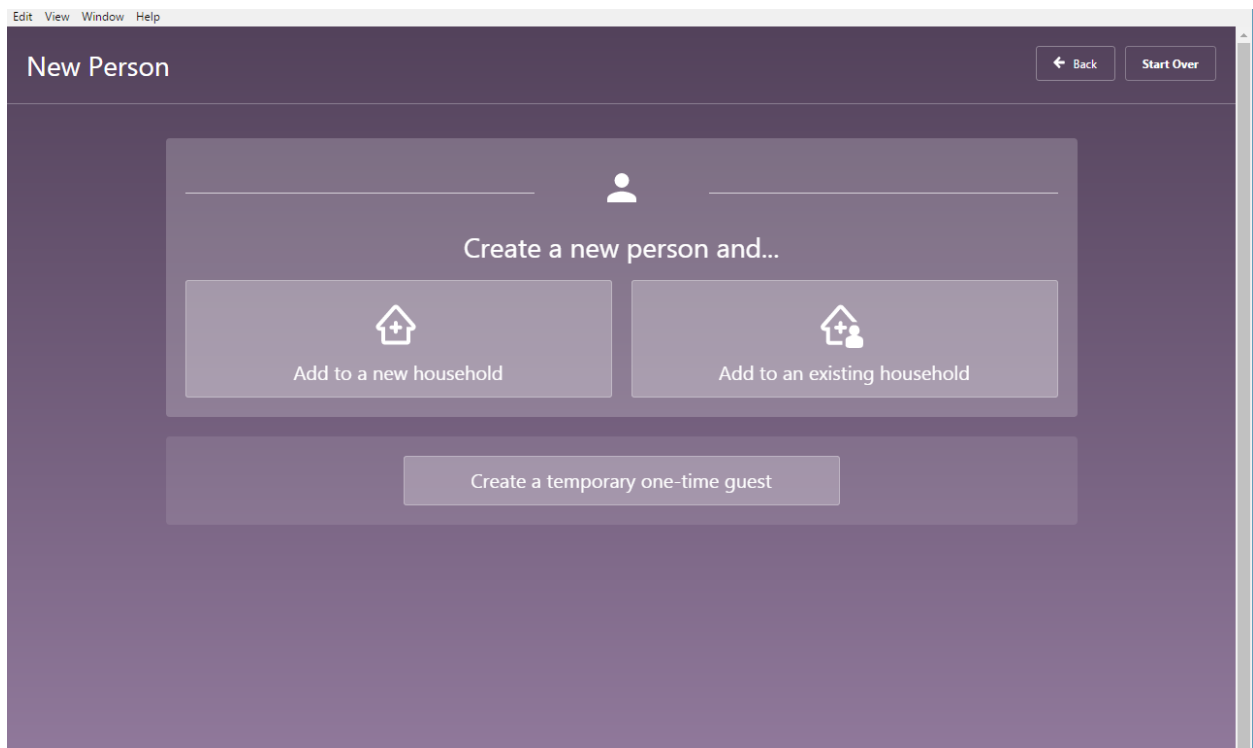
If a first time guest is checking in, please complete the following steps.

NOTE: If the first time guest is a child who has come with a friend, add the friend to that family's profile.

STEP 01 | Enter the parents first and last name into the search bar and hit enter. The following screen will appear.



STEP 2 | Select ADD PERSON and the following screen will appear.





STEP 03 | Select ADD TO A NEW HOUSEHOLD


Edit View Window Help

New Person

← Back Start Over

Create a new person and...

  Add to a new household

 Add to an existing household




Create a temporary one-time guest


STEP 04 | Complete needed information on adult and then select ADD NEW

Edit View Window Help

New Person

Go Back Save Person

 John  

 **First Name** John **Last Name** Addison **Suffix** ▼

Adult ▼ **Select a gender** ▼

Email Addresses

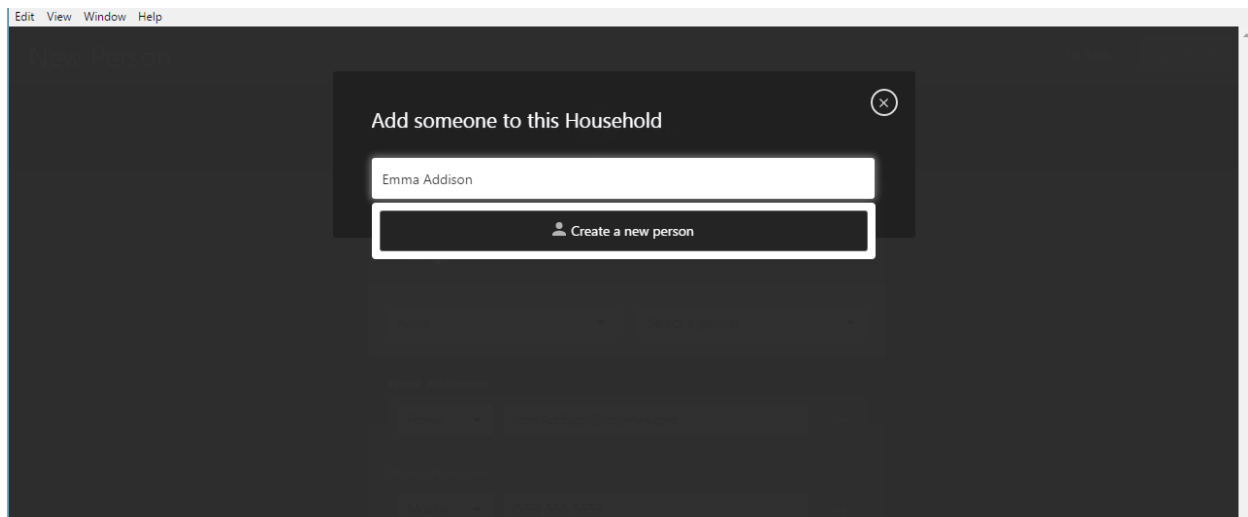
Home ▼ Enter An Email Address +

Phone Numbers

Mobile ▼ Enter A Phone Number +

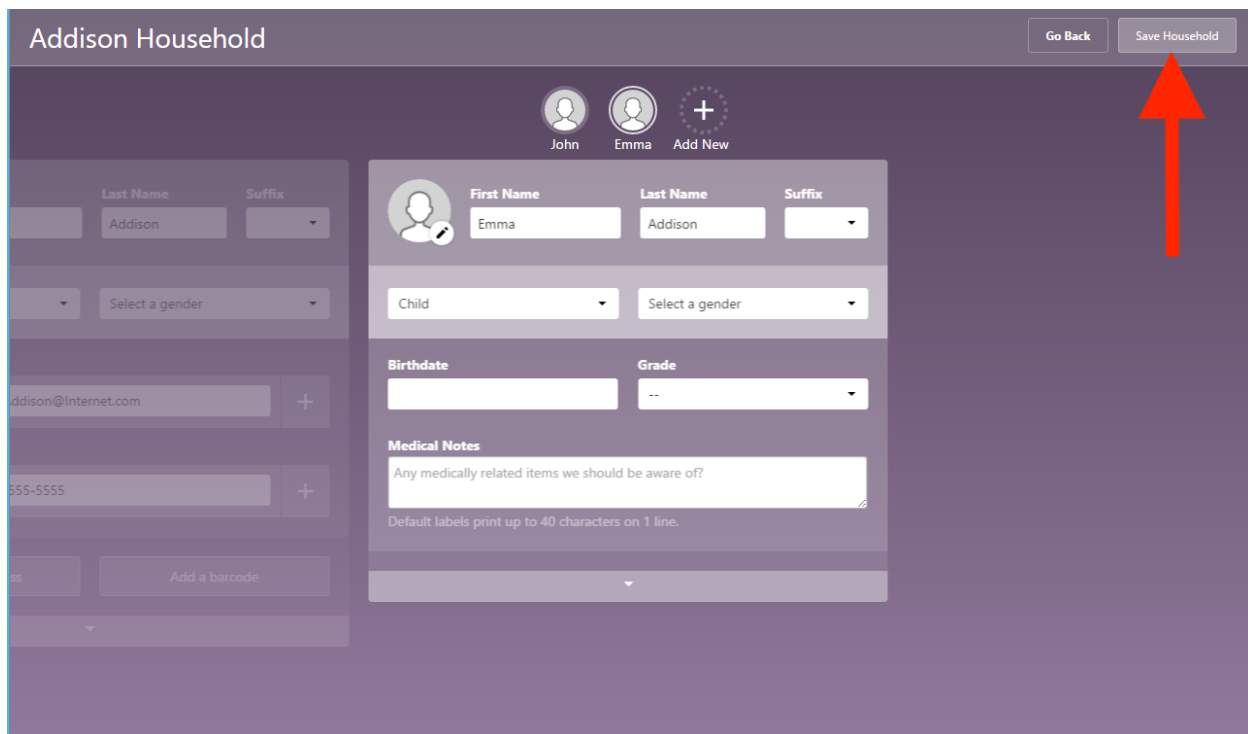
Create mobile pass Add a barcode

STEP 05 | Type in the NAME OF THE CHILD and then select CREATE A NEW PERSON



A screenshot of a web application window with a menu bar (Edit, View, Window, Help). A dark modal dialog box is centered on the screen with the title "Add someone to this Household" and a close button (X). Inside the dialog, there is a text input field containing "Emma Addison" and a button below it with a person icon and the text "Create a new person".

STEP 06 | Complete the profile information on the child. Do STEPS 4-6 for each child. Once all children have been entered, select SAVE HOUSEHOLD. This will return to the check in screen. Select CHECK IN # PEOPLE and tags will print.



A screenshot of the "Addison Household" profile page. The page has a purple header with the title "Addison Household" and two buttons: "Go Back" and "Save Household". Below the header, there are three circular icons for "John", "Emma", and "Add New". The main content area is divided into two columns. The left column contains fields for "Last Name" (Addison), "Suffix", "Select a gender", "Email" (addison@Internet.com), "Phone" (555-5555), and "Add a barcode". The right column contains a form for "Emma Addison" with fields for "First Name", "Last Name", "Suffix", "Child" (dropdown), "Select a gender" (dropdown), "Birthdate", "Grade" (dropdown), and "Medical Notes" (text area). A red arrow points to the "Save Household" button in the top right corner.