# REGWERKS
## registration. simplified.

# Table of Contents

Contact RegWerks Support: Phone: 1-888-847-9470. Email: **support@regwerks.zendesk.com**.

# Navigation
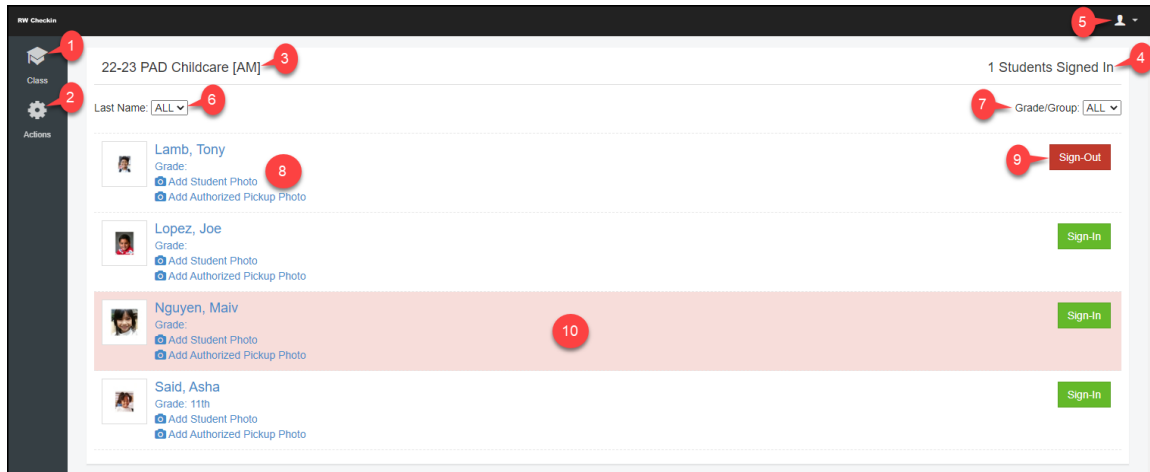


After a class and segment have been selected the student list will display, sorted in alphabetical order by last name. The main screen contains several important features. Corresponding descriptions are below:

1. In **Admin Mode**, the Class button allows users to navigate between classes while the check-in module is in use.
2. In **Admin Mode**, the Action button opens bulk sign-in/out actions to record mass attendance.
3. Lists the current class and segment that is currently selected for taking attendance.
4. Lists the number of students currently checked-in for the selected class and segment.
5. Allows users to change between **Admin** and **User Mode**, or **Log Out**.
6. Sorts or filters names in the attendance list according to the selected first letter of the last name.
7. Filters names in the attendance list according to the selected grade or attendance group.
8. In **Admin Mode**, this section allows each participant's **Student** and **Authorized Pickup** photos to be added/updated directly from the device being used. However, in **User Mode**, only the student's existing photo, name, and grade are visible and cannot be changed.
9. The **Sign-In** and **Sign-Out** buttons record attendance on a certain day. When a child has been checked in for the day, the button will change from green to red and read **Sign-Out.** Once the student is signed out of the class, the student's name appears at the bottom of the class list highlighted in yellow with the option to **Resign-In**.
10. The student list displays only those students expected to attend on a certain day. The exception to this is when using a Pick-a-Day or Pick-a-Week contract type, students that are expected to attend will show in **white**, whereas students that have not signed up to attend that day will be highlighted in **pink** (as shown above).
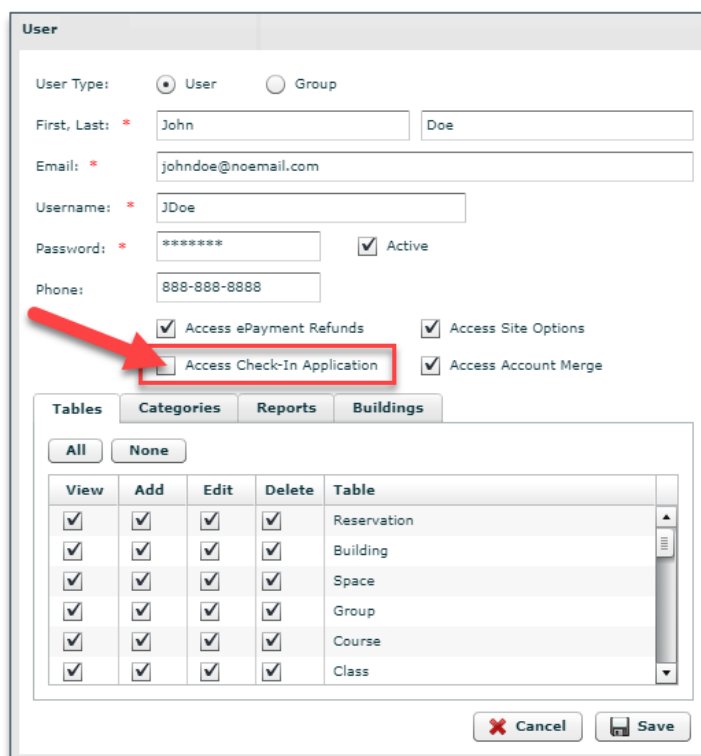
# Getting Started

The RegWerks **Check-In Station** (URL: schoolcode.facilitywerks.com/checkin) is a web-based software that records real-time attendance and collects parent signatures using a tablet or other mobile device. The information collected by the check-in module is stored in real-time in your RegWerks system (URL: schoolname.facilitywerks.com/admin/), allowing for more detailed attendance reporting.

## Accessing the Check-In Station

### Check-In Station Setup

The Check-In Station is available for any RegWerks class that has contract pricing. To use the Check-In Station, user access must be set up in the corresponding RegWerks system. These options are setup under the **User** option, in the **Setup** menu.
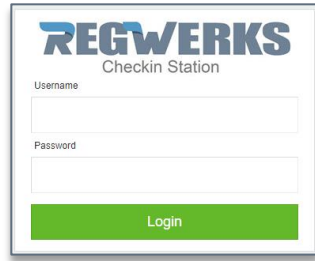


Access to the Check-In Station is granted to individual users in the User profile. Select a specific user and select the checkbox next to **Access Check-In Application** to grant access to login to the Check-In Station.
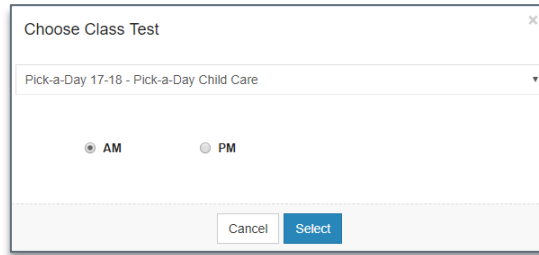
Next, under the **Categories** tab, ensure that the necessary categories are checked. All contract classes under the user's selected categories will appear in the list of classes in the Check-In Station. Access to the Check-In Station can be granted to both individual users and user groups.

## Logging In

Using a tablet or computer, log into the Check-In Station website associated with the school's RegWerks site. Login using existing RegWerks user credentials.
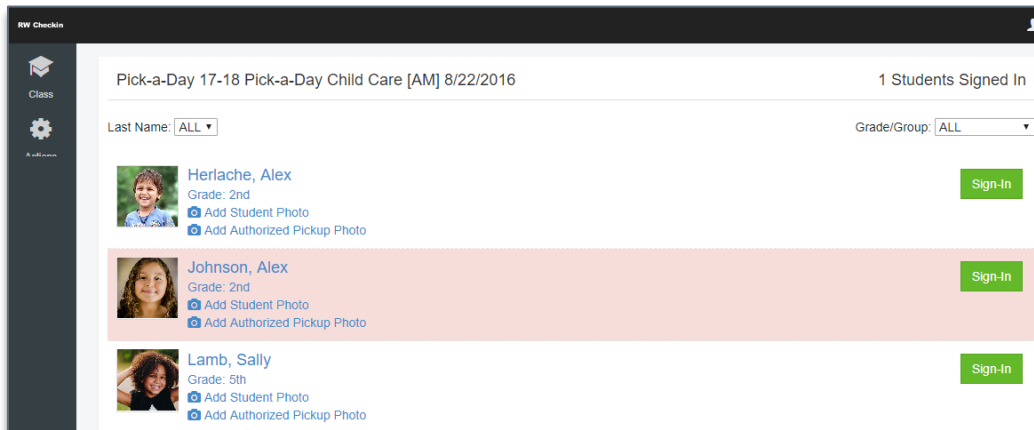


Upon logging into the Check-In Station, select a class, and attendance segment to begin taking attendance. A student list in the selected class and segment will appear. The system is now ready to begin the check-in process.

## Check-In Process

Taking attendance with the Check-In Station can be accomplished by either an administrator or parent. To sign a student into class, select the green **Sign-In** button next to the name of the applicable student.

After selecting **Sign-In** a pop-up will list the authorized drop-off persons on the account and a blank area where a signature can be collected. If there are no authorized persons listed, a blank box will appear where the drop-off person will be required to sign. A signature is required for a student to be signed in.
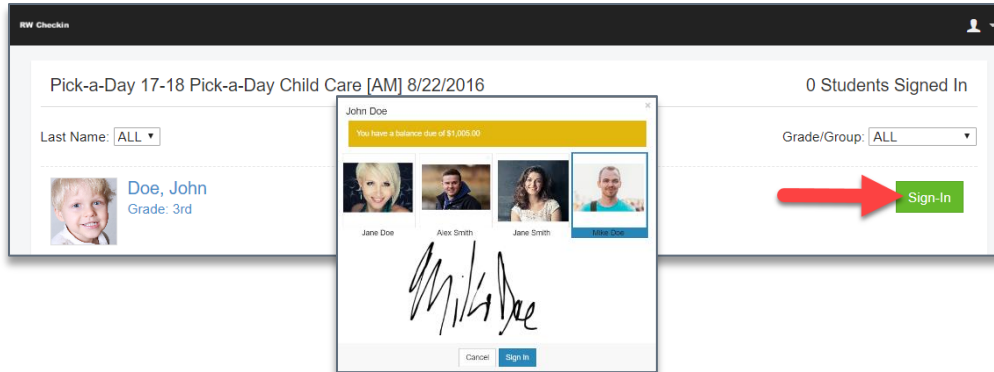


## Check-Out Process

fter a student has been signed-in for the selected class and segment, the button next to their name will turn to a red **Sign-Out** button. To sign a student out of class, select the red **Sign-Out** button next to the name of the applicable student.

After selecting **Sign-Out** a pop-up lists the authorized pickup persons on the account and provides a blank area where a signature can be collected. If there are no authorized pickup persons listed, a blank box will appear where the pickup person will be required to sign. A signature is required for a student to be signed out. Once the student is signed out of the class, the student's name appears at the bottom of the class list highlighted in
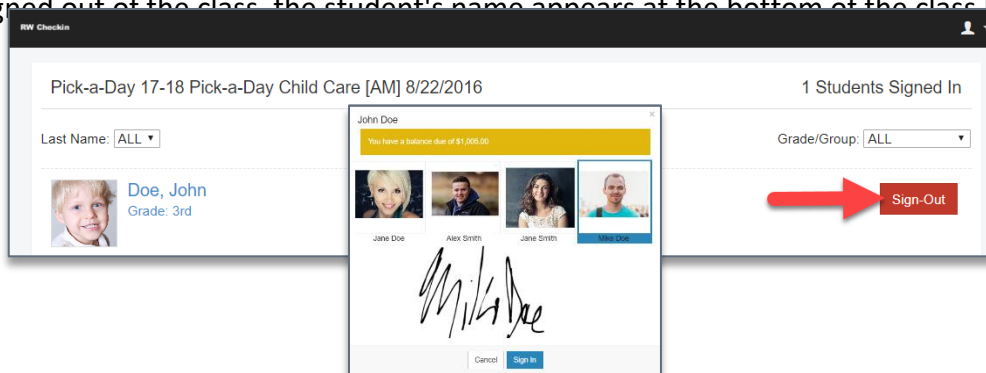


yellow with the option to **Resign-In**. To sign the student back into the class, select the green **Resign-In** button. Repeat the sign-in/out process as needed. The last sign-out event becomes the final sign-out for which any late pick-up fees will automatically be assessed to the account.

# Overview

The Check-In Station has two modes: Admin and User. Admin Mode is the default page upon logging into the Check-In Station. A student list displays individual children scheduled to attend the selected segment (AM/PM/Other) for that day. However, attendance can be taken in either mode. Switching between modes is accomplished by clicking on the upper right-hand menu and choosing either **User Mode** or **Admin Mode**. To switch from User Mode to Admin Mode the user must sign-in with valid RegWerks user credentials.

## User Mode

### Summary
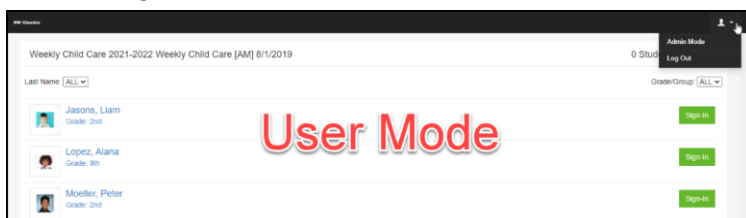


User Mode allows parents to sign their students in and out without having access to the system's administrative functions.



When there are one or more **Authorized Pickup** persons associated with an account, the adult who is responsible for picking up the student must select their photo and provide a signature in the empty area below before the student is marked out of the class. A signature is required for any student to be checked in/out of the system.

### Account Notifications

In both the **User Mode** and **Admin Mode**, the system will notify the user of any balance due on that individual's account when a student is signed in or out. If a student is picked up late, the banner will also display the number of minutes late.

## Summary

**Admin Mode** provides functionality to navigate between classes and segments, take attendance on individual or multiple students, as well as update student pictures and authorized pickup information.



## Bulk Sign-In/Out

The **Bulk Sign-In** and **Bulk Sign-Out** features allow multiple students to be signed-in or signed-out at the same time. To utilize this feature, select the **Actions** button on the left-hand side of the screen, and click the preferred action.
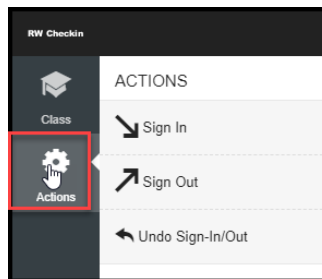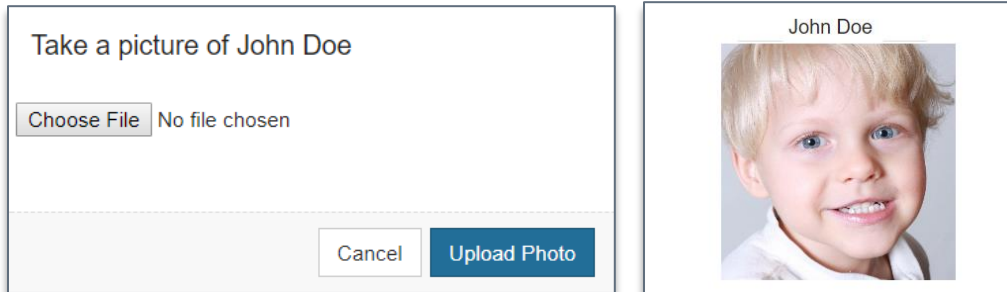


Upon selecting either **Bulk Sign-In** or **Bulk Sign-Out**, a list of students available for that action will appear. The administrator can then check the box next to each student they would like to sign-in/out and enter their signature in the white area below. A signature is required when using the bulk sign-in/out feature.

## Student Photos

**Admin Mode** allows the user to upload a photo of each student in a class to their RegWerks profile. These photos are visible in both **Admin Mode** and **User Mode**. Student photos can be replaced at any time within the Check-In Station and are visible on the Person page in the corresponding RegWerks system.
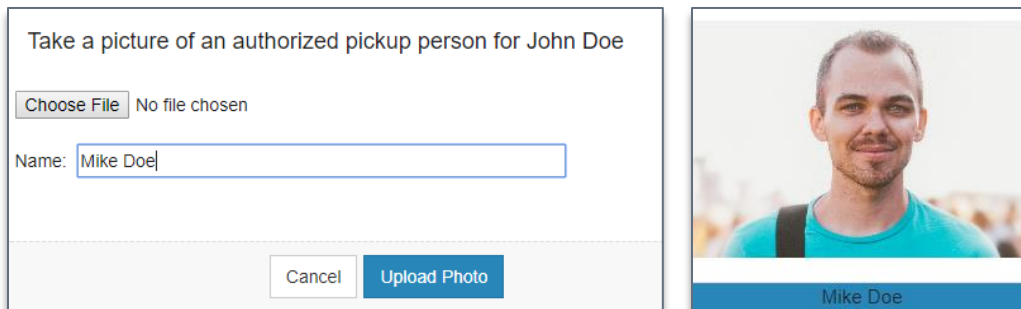


Student photos can be uploaded directly from the device being used to take attendance by selecting **Add Student Photo** under the name. After selecting the desired photo, select **Upload Photo** to complete the process.

## Authorized Pickup Persons

Adding authorized pickup photos and names is limited to **Admin Mode**. Authorized pickup persons are visible in the **User Mode**. This feature enables users to easily verify the identity of pickup persons during the sign-in/out process.



Authorized Pickup photos can be uploaded directly from the device being used to take attendance by selecting **Add Authorized Pickup Photo.** After selecting the desired photo and entering the authorized pickup's name in the **Name** field, select **Upload Photo** to complete the process.

## Removing an Authorized Pickup Person

An authorized pickup person cannot be removed from the Check-In Station. They must be removed from the corresponding RegWerks system. To remove an authorized pickup person, open the individual's Person profile in RegWerks, then click on the Pickup tab. Select the trash can icon under the photo and name of the person that needs to be removed. This information can be edited or deleted at any time.

# Accessing Data

The Check-In Station synchronizes real-time with the corresponding RegWerks system. Sign-In and Sign-Out data (date/time) along with the corresponding authorized pickup person's name and signatures can be viewed at any time by signing into the RegWerks platform. Users should have only one platform at a time: either the Check-In Station or the RegWerks attendance clipboard. Having both platforms open at the same time creates errors.

There are several ways attendance data can be accessed inside RegWerks including the attendance clipboard, on individual registrations, and in reports.

## Viewing Check-In Data

### Attendance Clipboard

Attendance data can be accessed at any time in RegWerks on the **Attendance Clipboard**.



**WARNING**: *Do not operate the Check-In Station while the attendance clipboard in RegWerks is in use. This can result in Check-In Station data being overwritten or deleted.*

When a student has been signed in, a checkmark will appear in the box for the current day of attendance. After the student has been both signed-in and signed-out, RegWerks will automatically calculate any late pickup minutes (Min.) and fees and apply those as an adjustment to the affected accounts.

The recorded late pickup minutes can be manually adjusted in the attendance clipboard, under the **Min**. column at any time. However, if a late pickup adjustment has already been added to an account, the fee must be manually adjusted on the individual account.

## Individual Registration

Attendance data can also be accessed in an individual registration in RegWerks by selecting a specific class and clicking the **Registration** tab. The **Registration** tab lists all students registered in the selected class. Click into the name of the student whose attendance data you wish to access. Next, select the **Attendance** tab on the individual's registration page. When the attendance module is used to take attendance, the **In/Out** columns will contain a pen icon signifying sign in/out data is available for that attendance record.



Double-click on the date of the attendance record you wish to view. When available, the authorized pickup photo and signature will appear with the date of the record, and if the student was picked up late.

# Check-In Station Reports

There are several reports that can be generated in RegWerks to access/view Check-In Station data. Below are examples of attendance data related reports. *NO SIGNATURE* is listed for any attendance that was taken using the Check-In Station, but a signature was not collected. Blank entries will appear for attendance records where the Check-In Station was not used.

## Attendance Report (multiple options)

**Daily Child Care 2017/18 Daily Child Care**

**Location:** Pinewood Elementary School

**Start Date:** 10/23/2017          **End Date:** 10/27/2017

| Participant | Gr. | Mon In | Mon Out | Tues In | Tues Out | Wed In | Wed Out | Thur In | Thur Out | Fri In | Fri Out |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **6:00 AM Drop Off** | | | | | | | | | | | |
| Lamb, Henry | 1st | ▓ | ▓ | | | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ |
| Johnson, Ted | 2nd | | | | | | | | | | |
| Substad, Jonny | 2nd | | | ▓ | ▓ | | | ▓ | ▓ | | |
| Swanson, Todd | 2nd | | | | | | | | | | |

This report generates an attendance sign-in sheet separated by grade. The grayed-out boxes indicate students that are not expected to attend based on their chosen attendance schedule. This report will import time stamp data from the Check-In Station for previously taken attendance, when available. No signatures will appear on this report.
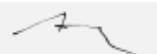
## Sign-In/Out Report

This report outputs a list of all sign-in and out data for the selected class within a given date range. This includes any date stamp or signature data collected using the Check-In Station.

**Sign In/Out Report**
**Pick-a-Day 17-18 - Pick-a-Day Child Care**

| Date | Student | Sign In | Signature | Sign Out | Signature |
|---|---|---|---|---|---|
| 09/05/2017 | Bennett, Sarah | 3:25 PM | *(signature)* | 3:25 PM | *(signature)* |
| 09/05/2017 | Doe, John | | | 3:19 PM | *(signature)* |

## Sign-In/Out Report – Individual Student

This report outputs a list of all sign-in/out data for the selected registration and given date range. This includes any date stamp or signature data collected using the Check-In Station.

**Sign In/Out Report**
**Herlache, Alex**

| Date | Sign In | Signature | Sign Out | Signature |
|---|---|---|---|---|
| 05/24/2017 | | *(signature)* | | NO SIGNATURE |
| 08/02/2017 | 9:38 AM | *(signature)* | | NO SIGNATURE |