

Check-In/Check-Out

Check-In/Check-Out can be customized to meet the needs of your church. A few examples are:

- Sunday Morning Nursery
- Children's Church
- Sunday School Classes
- Vacation Bible School
- Church Picnics
- Outreach Programs such as AA or Celebrate Recovery
- Training Meetings
- Ministry Luncheons
- Small Group Meetings
- Church Business Meetings

You have the ability in Check-In/Check-Out to create what you want. Name badges, parent pickup slips, drawing entry forms, etc.; the possibilities are endless. With CDM+ in the cloud, you have the ability to run Check-In/Check-Out using iPhones, iPads, or Android devices, thus eliminating the need for extra computers and scanners.

Check-In/Check-Out Event Records

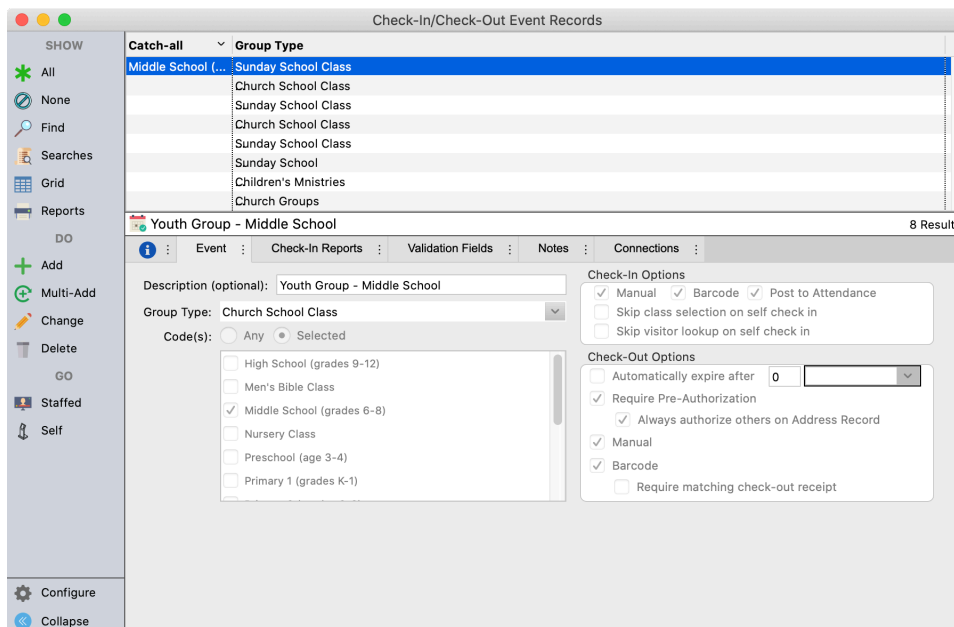
Check-In/Check-Out Event Records are the foundation of **CDM+ Check-In/Check-Out**. These records combine codes from your **Master Coding System** with preferences for how check-in and check-out are to be performed, along with settings for name badges to print and fields to validate during check-in. Consider the meetings and gatherings where you'll use CDM+ Check-In/Check-Out. You'll want to create a **Check-In/Check-Out event record** for each of these gatherings.

You can create as many events as you'd like and easily switch between them during **Staffed Check-In**, or create **Events Sets** that group everything together on a mobile device or computer using **Self Check-In**.

Basic Event: Adult Sunday School (Check-In Only)

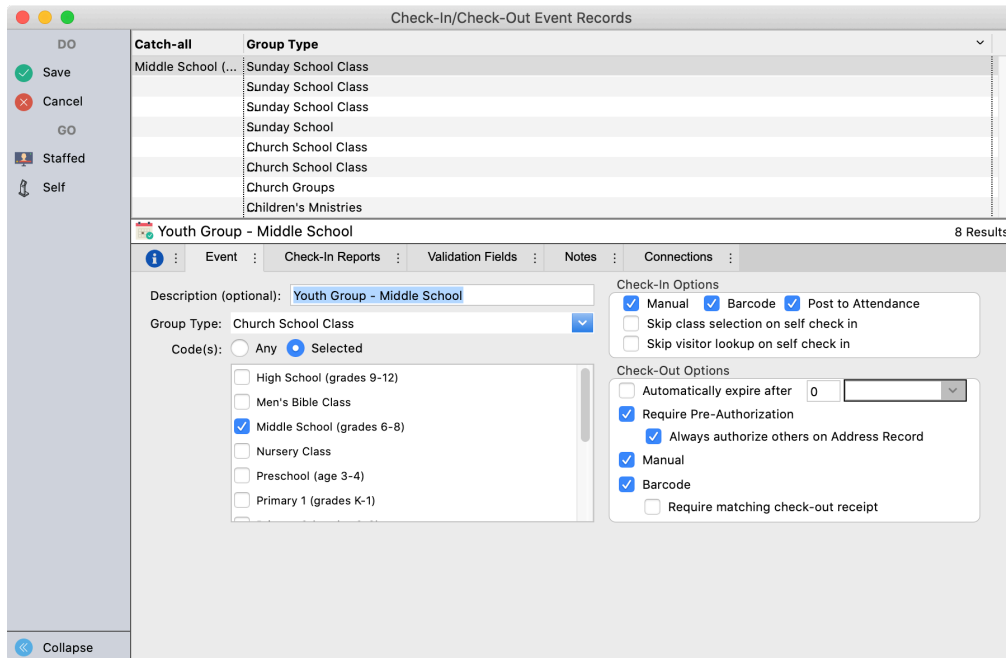
►Program ►Check-In/Check-Out ►Check-In/Check-Out Event Records

First step is to create a Check-In/Check-Out Event. This can be a one-time event or one that repeats indefinitely, such as worship services or Sunday School.



Add Post to Attendance

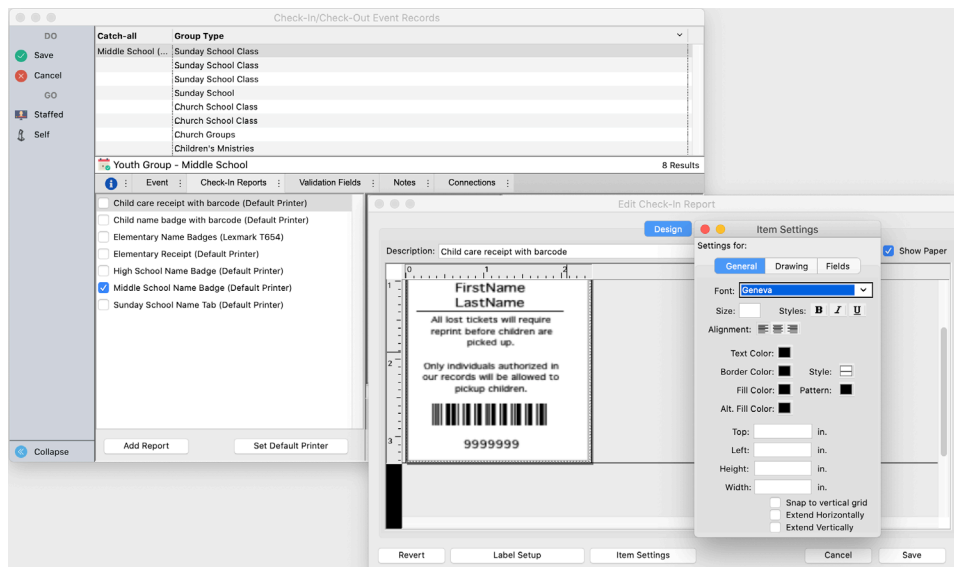
Putting a check mark beside **Post to Attendance** will result in attendance records being automatically filed for the group and date after check-in.



Add Name Badges

Under the **Check-In Reports Tab**, highlight a report, such as a name badge or report, to modify it. Put a check in the box beside it to print it at each check-in.

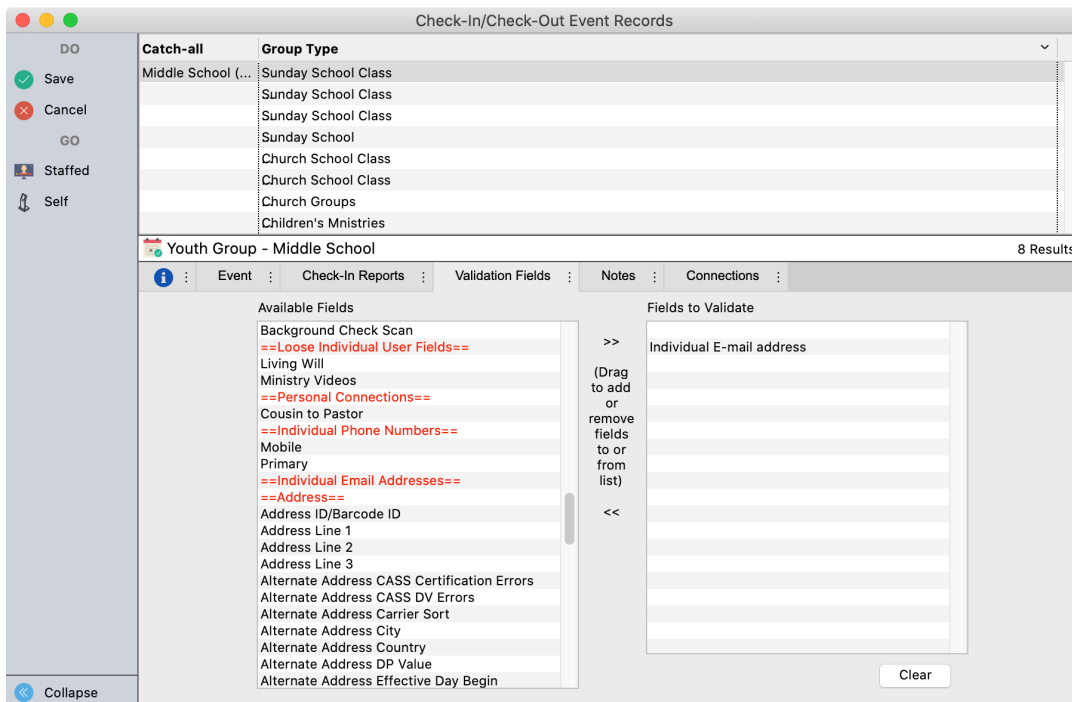
You can easily add data fields and custom class or church logos to any Check-In Report using the editor.



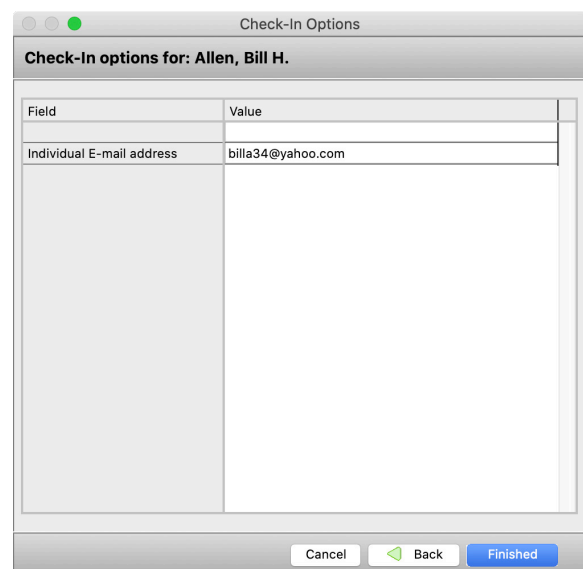
Add Validation Fields

Verifying information during staffed event check-in is an easy way to reach most, if not all, the people in a group. Setup is easy, and the program will prompt staff during every check-in to ask for the information. Changes and additions made during check-in will automatically save in your Membership records.

The example shows the settings you would use to verify Individual Email addresses. To choose a field for use during an event check-in, click and drag the field from the left column into the right column. To deselect a field, click and drag it from the right column to the left, or click Clear to start fresh.



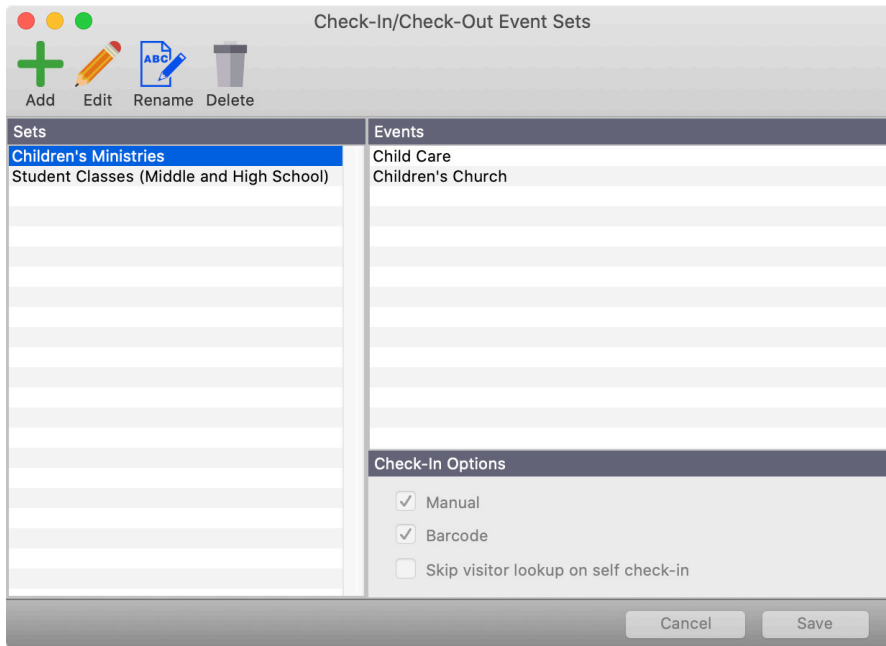
The screen at right appears as part of the Staffed Check-In sequence when validation fields have been selected (as shown above). You can employ as many validation fields as you want, but keep in mind that the more information you try to verify, the longer each individual check-in will take.



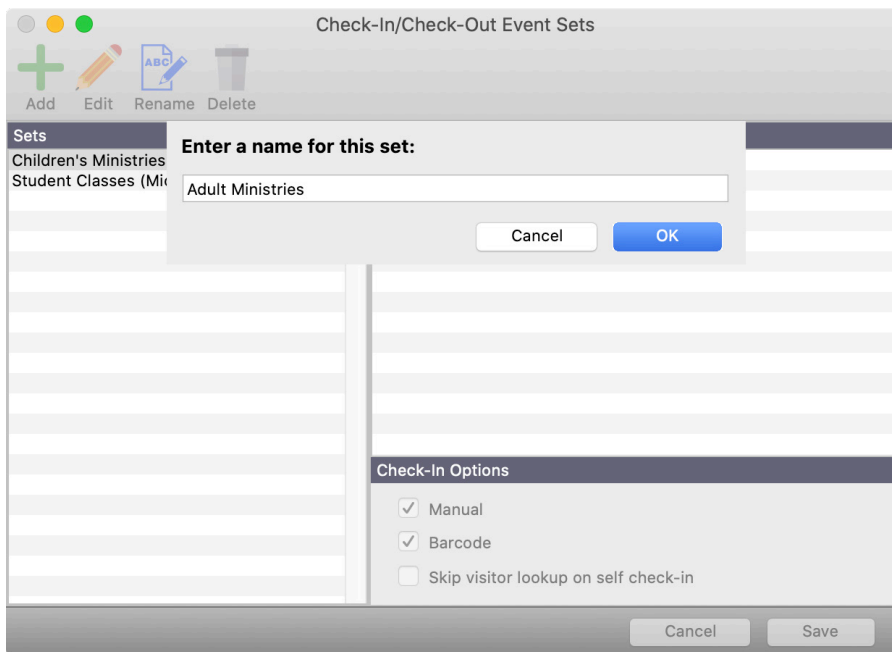
Event Sets

Create sets of events that have a common check-in, such as Sunday School classes.

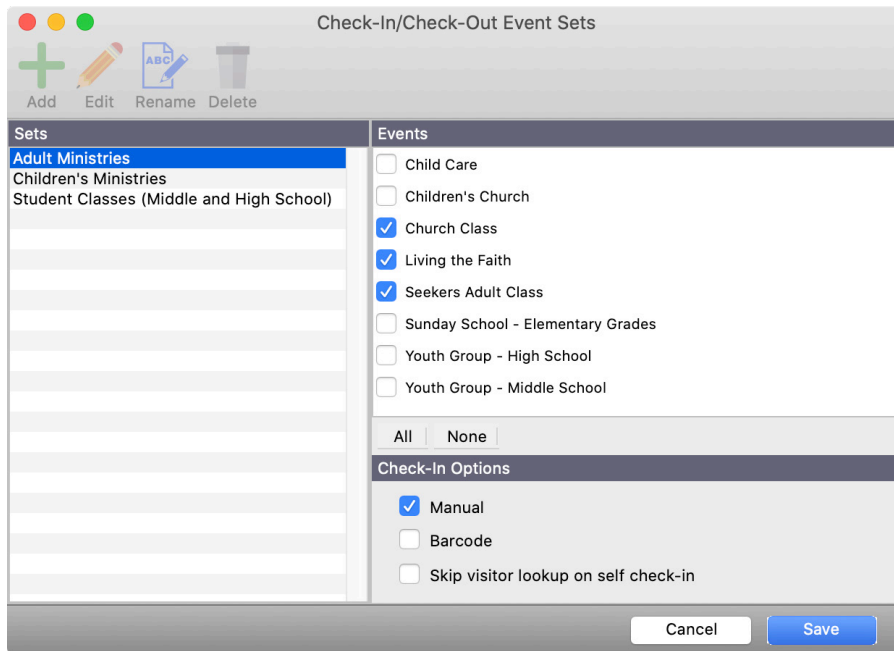
► Program ► Check-In/Check-Out ► Check-In/Check-Out Event Sets



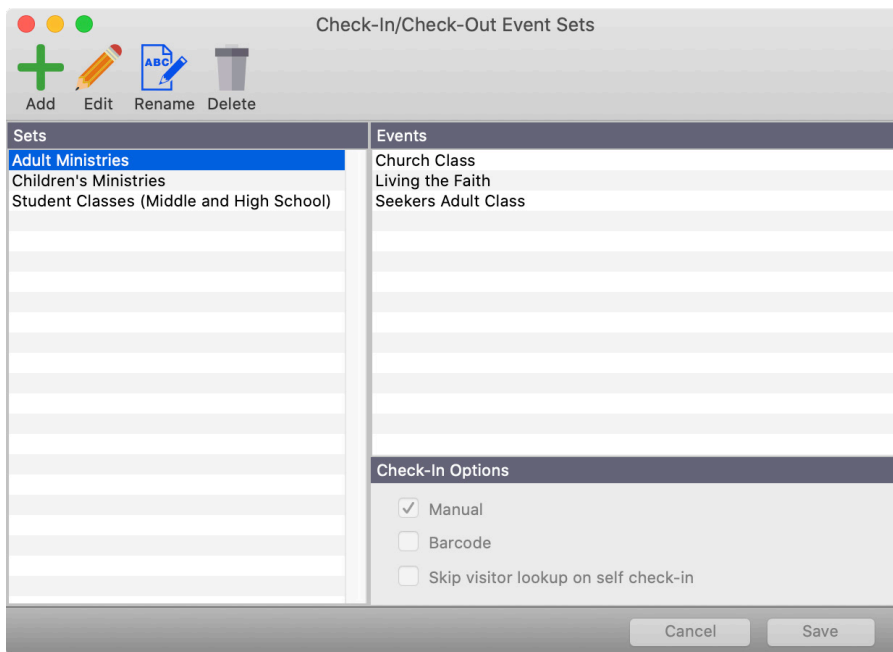
Click the Add button and enter a name for the set.



From among CICO events you've already created, select the events that will make up this set. Also choose the appropriate Check-In Options. Click Save when finished.

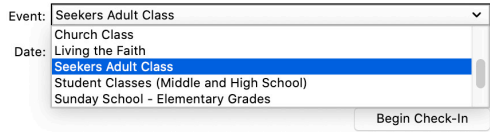


Here you see the Set and the Events associated with the set.



Setting up Self Check-In to use an Event Set

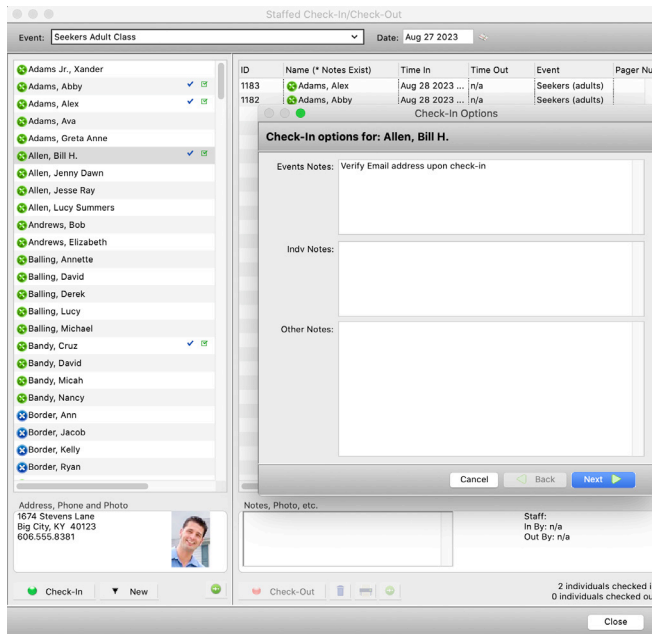
Choose the created set from the drop list. The drop list includes both events and event sets, so use unique descriptions for sets to differentiate from events.



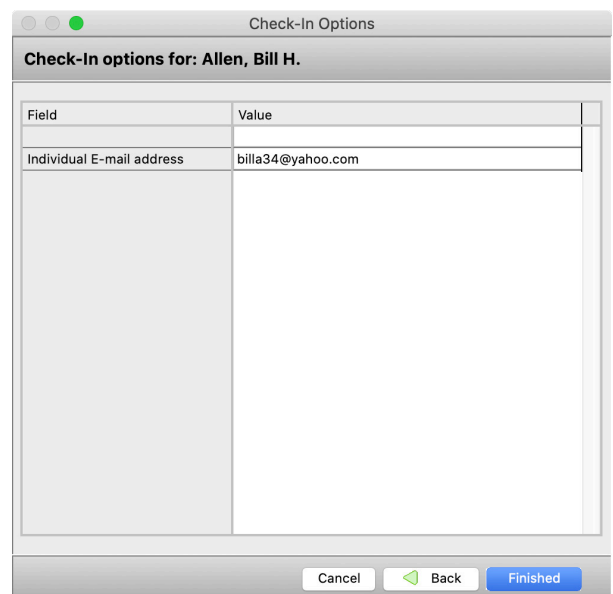
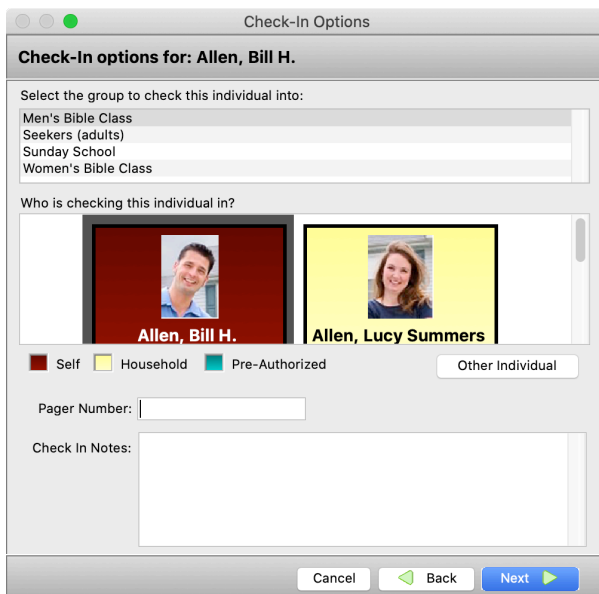
Click the Begin Check-in button and the kiosk is ready for Self Check-In to student classes.



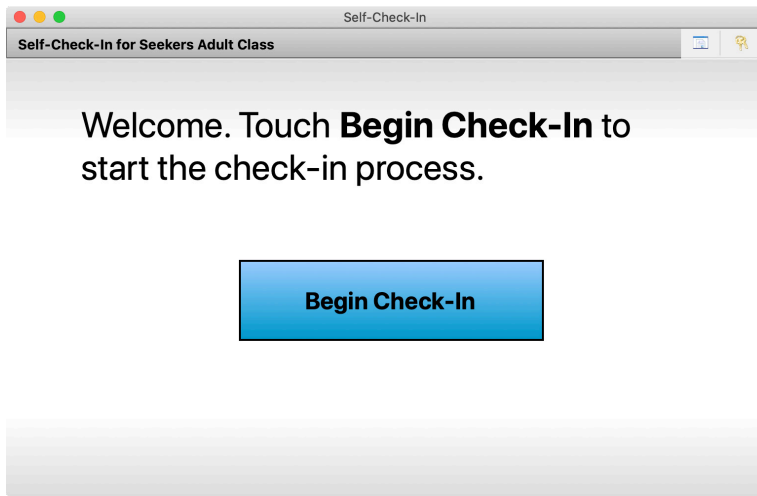
Staffed Check-In Sequence of Windows



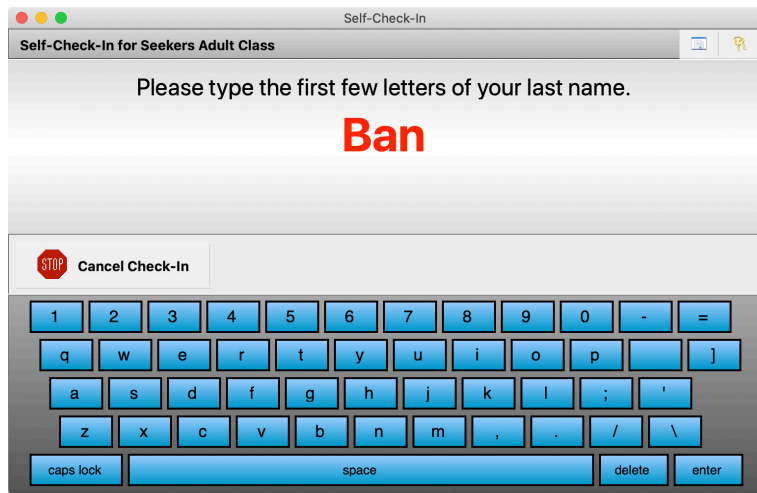
1. Initiate Check-In by double-clicking the person's name, or highlighting the name and clicking Check-In. You can also click and drag the name into the list of checked-in individuals on the right. Notes will appear in the first Check-In Options screen.
2. Select class or group, and who is checking this individual in (usually "Self" for adults).
3. If using Validation Fields, this window will appear next. Click Finish and Check-In is complete. Any Check-In Reports, such as name badges, will print at this time.



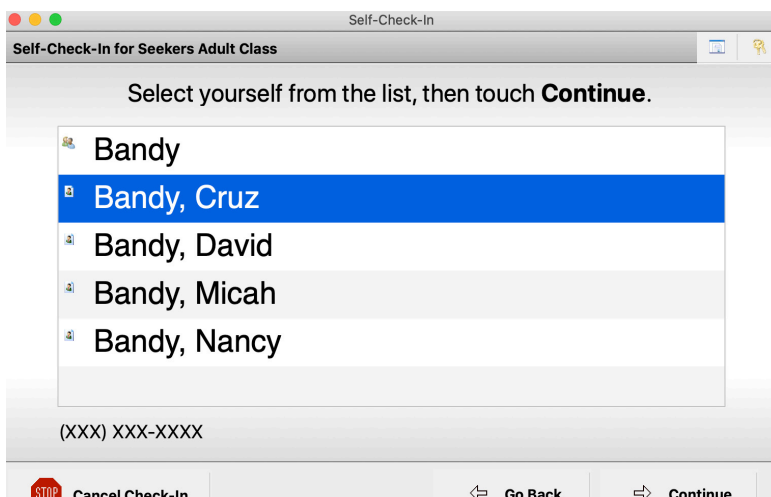
Self Check-In Sequence of Windows



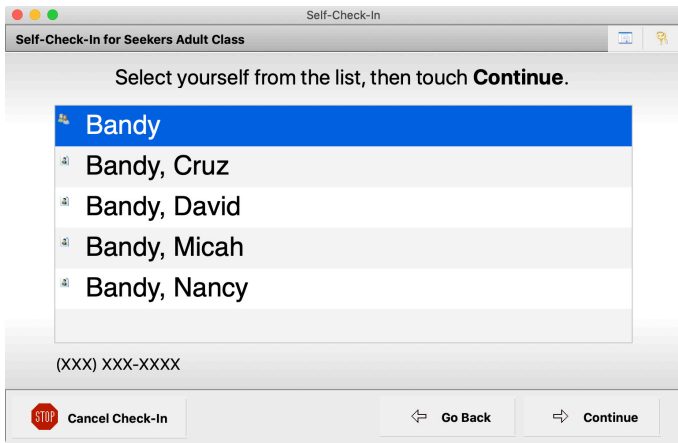
1. Click or touch Begin Check-In.



2. Type on keyboard or click or touch letters on screen to enter first few letters of your last name.



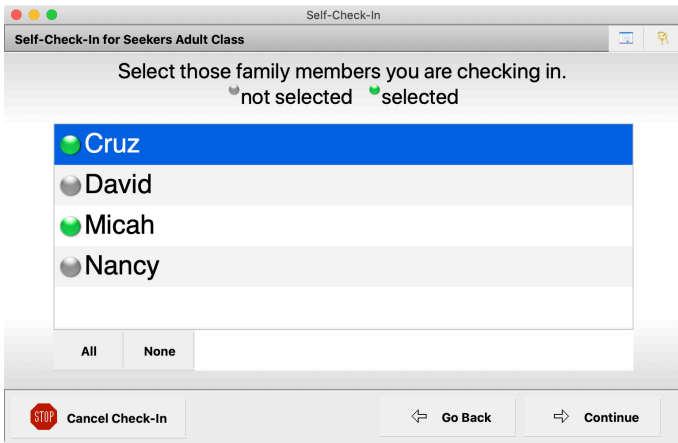
3. The screen will automatically change to a list of individuals and also families, whose last names begin with the letters you typed.



4. If checking only yourself in, touch or click to select your name from the list and then touch or click Continue and skip to Step 6.

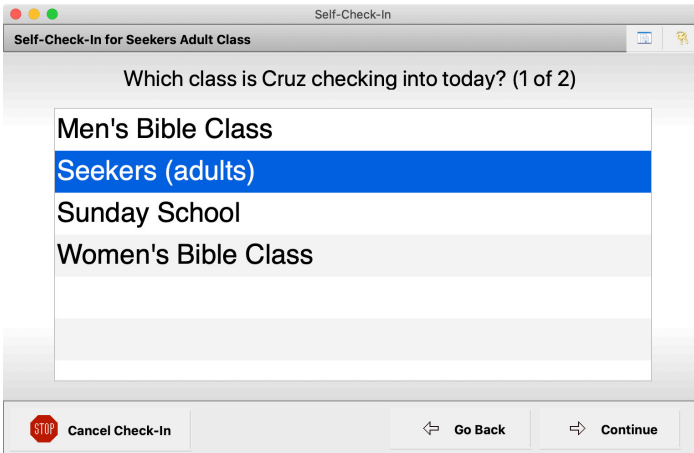
Or, if you wish to check in multiple members of your family, touch or click to select your family from the list and then touch or click Continue.

Note: Multi-family check-in is available only in self check-in mode, not staffed check-in.



5. Touch or click to select the family members you wish to check in. If all persons listed are checking in, you can click the All button to select all of them.

Click Continue.

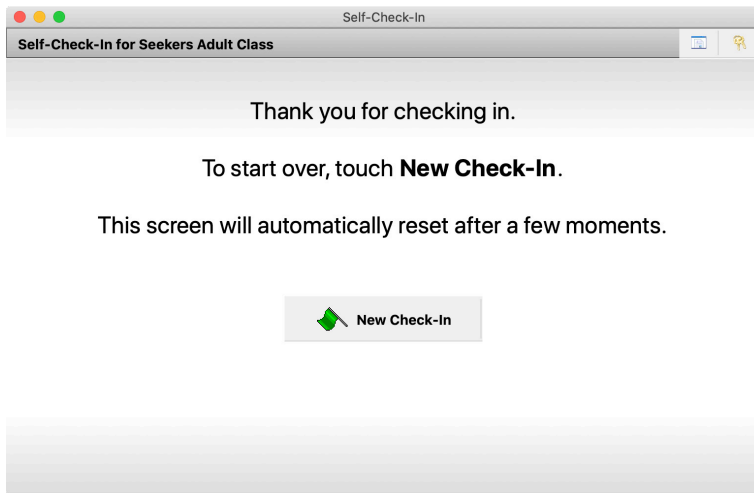


6. If you are checking into an event with codes assigned, such as Sunday School, touch or click to select the class you are checking into and then touch or click Continue.

If you are checking in multiple family members, additional family members will appear for selection after clicking Continue.



If you have assigned a code, such as a Sunday School Class, on the person's Individual Record, that code will be pre-selected for that person, so he/she simply needs to click the Continue button.



6. Check-in is complete. Any Check-In Reports, such as name badges, will print at this time.

This screen will automatically change to the Begin Check-In after a few moments. If you need to start a new check-in faster, touch or click New Check-In.

Check-In Using CDM+ Mobile

Using CDM+ Mobile with your database requires enrollment in the CDM+ Data Hosting service.

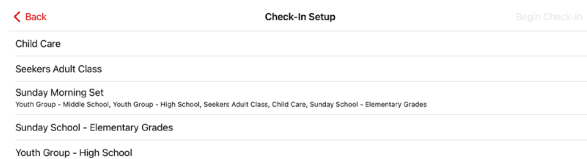
Check-in may also be performed using the CDM+ Mobile App. This section will show the Check-in process using a tablet or smartphone.

Setting Up Kiosk Mode

Please note that the CDM+ Mobile app itself cannot prevent a user from exiting the app. To use your mobile device in Kiosk Mode, you will need to use other software or hardware to limit broader access to the device. For iOS, the Restricted Access setting will sufficiently block visitors from accessing the rest of the device. For Android, you will need a third party app, such as SureLock. Please note that on Android, rooting the device may be required to get an effective kiosk experience. Rooting the device is done at the discretion of the user, as doing so can void the device's warranty.

Check-In App - Tablet

Tap the **Check-In** icon on the launcher page to open the Check-In app. Select a **Check-In Event** or **Set**, then tap **Begin Check-In** in the top right corner.



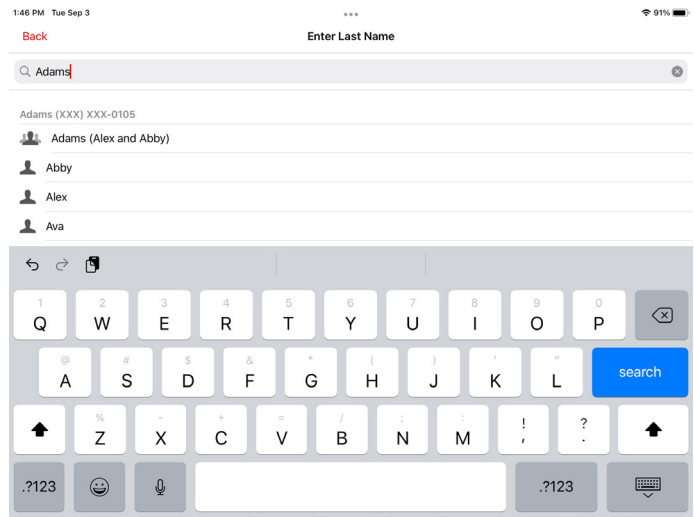
NOTE: Check-In on a tablet is meant to be run in Kiosk Mode, although staff members can use this app to check-in individuals or families. Once you open the Check-In app on a tablet, you must enter your PIN to return to the CDM+ Mobile launcher and access other features of CDM+ Mobile.

The **Enter Last Name** screen appears with the cursor in a search field.

Begin typing a last name. It is not necessary to type the whole name.

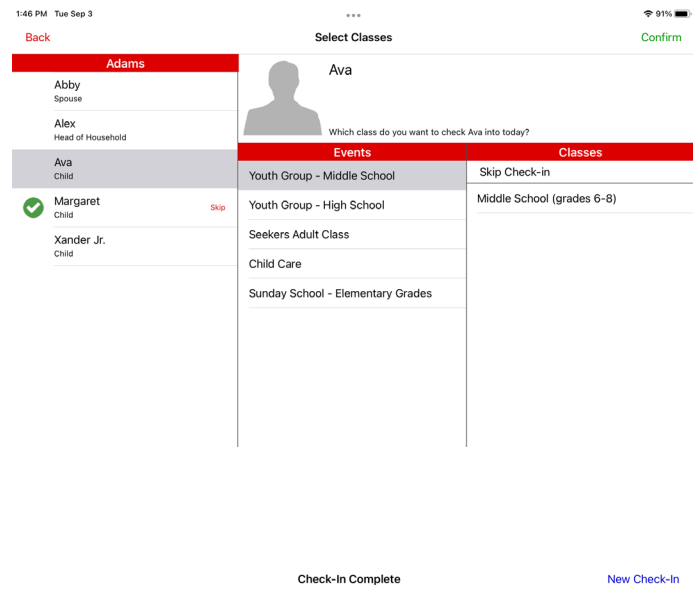
Tap **Search** (on the keyboard).

Tap on the family, or individual you wish to check in.



The **Select Classes** screen appears.

Each family member who is eligible to be checked into the event will be available to select. If the person is already checked into an event or he/she is pending check-in to a class, a green check mark will appear next to the name along with the class name. To check an individual into a class, select the name, the event to be checked into, and then the class. If someone is marked to be checked in that you do NOT want to check in, tap **Skip** beside the name or select the person and tap **Skip Check-In** under Classes. If all appears correct, tap **Confirm** at the top right of the screen.



The **Check-In Complete** screen appears.

This screen displays the family members who have been checked in, and also indicates whether there are badges to pick up for any of the persons checked in. After a moment, the **Welcome to Check-In** screen reappears automatically so that the next family can begin check-in.



Indicates there are badges to pick up.

Check-In App - Phone

Tap the **Check-In** icon on the launcher page to open the **Check-In** app.

Tap to select a Check-In Event or Set, then tap **Begin Check-In** in the top right corner. Unlike on a tablet, the phone Check-In app doesn't prompt you to enter a PIN to return to the launcher. It is expected that, due to the small, personal screen size, staff members or volunteers will use Check-In on their phones to check in other families or individuals.

Begin typing a last name. Tap **Search** (on the keyboard). Tap the name of the family or individual you wish to check in.

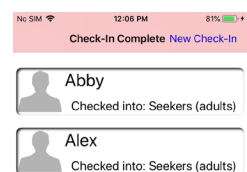
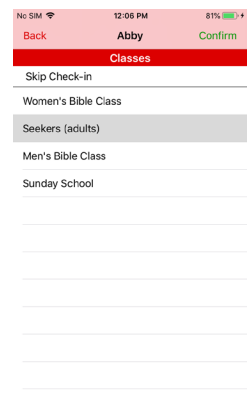
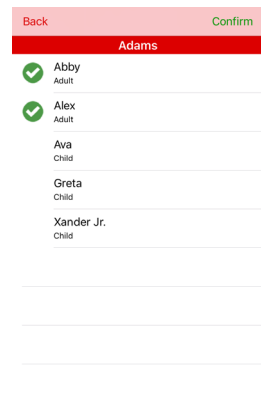
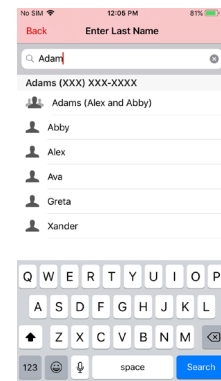
If a family is selected, each family member who is eligible to be checked into the event will be listed. Select all the individuals you wish to check in and tap **Continue** at the top right of the screen. If you selected an individual, the event/class selection will appear next.

The app will now loop through the available events and classes. If only one event is available, it will be picked automatically. Select the **Event/Class** that you wish to check each individual into and tap **Confirm**.

This will continue until every individual pending Check-In is checked in.

At this point, the **Check-In Complete** screen appears.

This screen displays the family members who have been checked in and also indicates whether there are badges to pick up for any of the persons checked in.

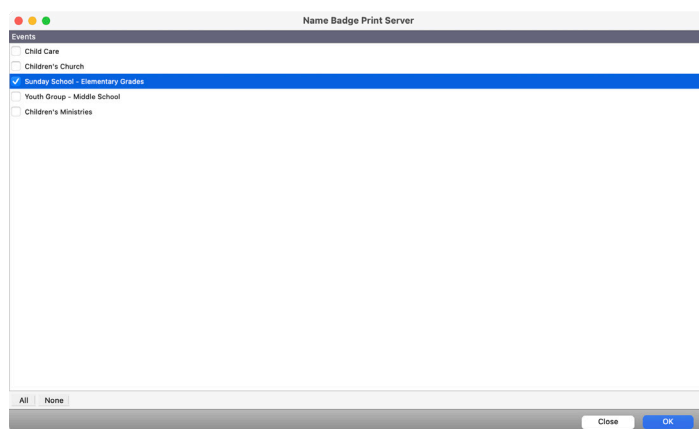


Printing Name Badges for Mobile Check-In

CDM+ can print name badges and other check-in reports when check-in occurs on CDM+ Mobile. This requires a computer running CDM+ Desktop that is connected to the printer. One computer can print to multiple printers located around your facility ensuring name badges are conveniently close to check-in stations.

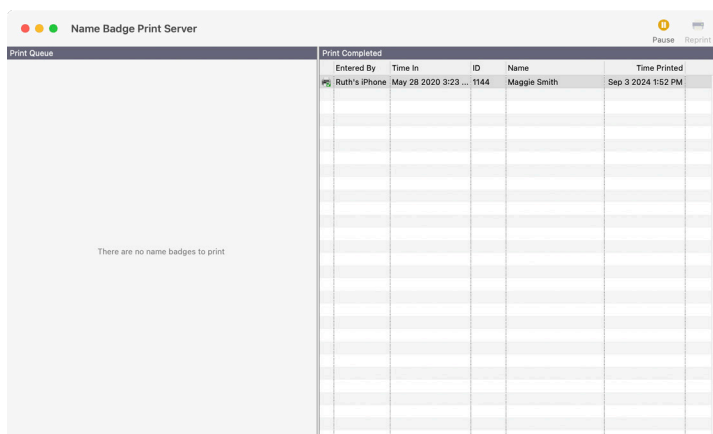
Note: the computer will locate the default printer for the name badge by name, just like when using Staffed or Self Check-In. Ensure your printer is configured consistently across workstations.

Log into CDM+ and go to Program -> Check-In/Check-Out -> Name Badge Print Server. You can use a Check-In/Check-Out user for this feature. Select the Check-In/Check-Out Events for which name badges will be printed. You might want separate computers or CDM+ instances to print badges for different sets of events.



Click OK and CDM+ will start monitoring for new mobile check-ins that need a name badge printed. Once a check-in occurs, the badge will print. At anytime you can click Pause to pause printing, such as when servicing a printer.

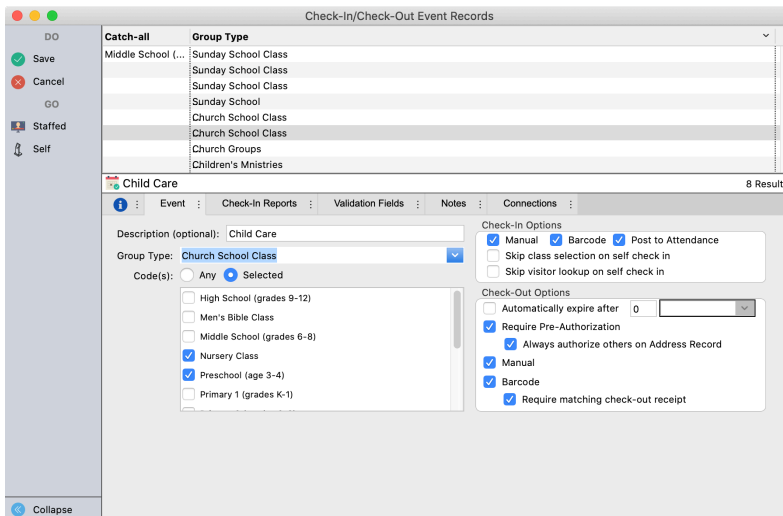
You can also select a printed name badge and click Reprint to print a new copy, such as when a badge is damaged.



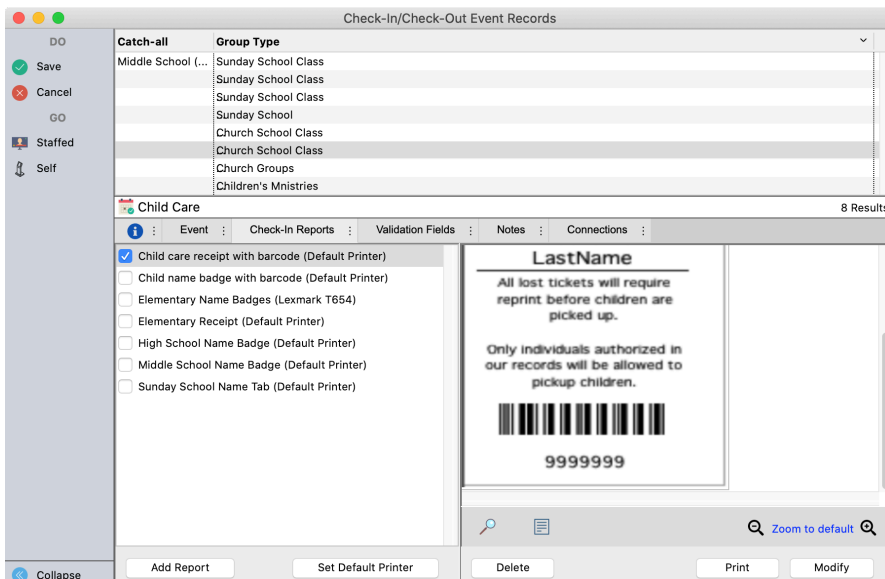
Child Care Event (Check-In and Check-Out)

For events where more security at check-out is necessary, you will need to set some more options in the Check-In/Check-Out Event Records window.

This time, we selected some group codes and turned on some of the Check-Out Options. We put a check next to Require Pre-Authorization to turn on that feature. We checked to turn on Always authorize others on Address Record. We also checked to turn on Manual Check-Out, which is required to do Check-Out without using barcodes and scanners.



We also need to set options on the Check-In Reports Tab. For this event, we will tell the program to print two reports per check-in. One is a name badge for the child. The other is a receipt to give to the parent/guardian, which they will need to present at check-out.



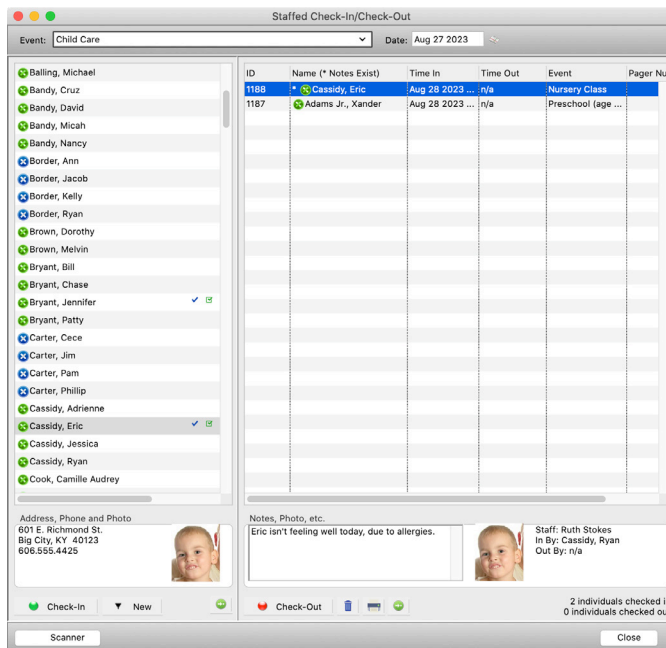
If you are using CDM+ Mobile for Check-in, you can setup a Name Badge Server to centrally print badges.

Child Care Event Check-In

The Check-In process is very similar to the Adult event, but there are some features to the program that likely will be used more often when working with events involving children.



On the screen above, we have selected Ryan Cassidy as the person checking in Eric Cassidy. Since Eric is only 3 years old, he likely won't be checking in himself the way it was shown in the adult event example. Ryan also told the staff during check in that Eric isn't feeling well today. Staff can enter these notes during check in, and they will appear for all staff members during the event.

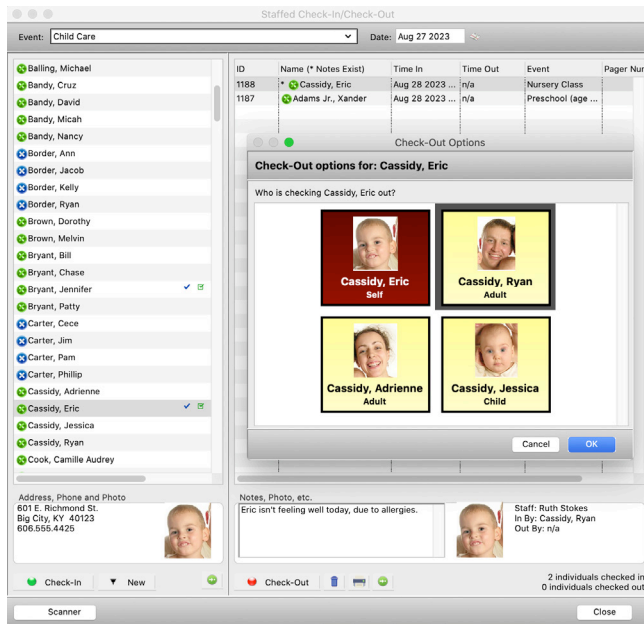


Note the "Klife, _____" records that have been created in Visitor Records that can be used to print a blank name label for guest children.

Also on this screen, note that at anytime, you can see which staff member performed check-in, the name of the person who dropped off the child, and the name of the person who picked up the child.

Child Care Event Check-Out

Performing Check-Out is similar to the Check-In sequence. Double-click a name or highlight it, and click Check-Out to initiate the Check-Out process.



You will be asked to select who is checking out the child. This is where the Pre-Authorization comes in. Since the Require Pre-Authorization and the Always authorize others on Address Record features are checked on the Event Record, Jarod's parents (John and Tammy), along with other family members listed on the Address Record, are authorized to check him out of the event. With these options turned on, only people whom you have authorized appear on this list.

Check-Out Using CDM+ Mobile

The CDM+ Mobile app may be used for the Check-Out process.

Tap the **Check-Out** icon on the launcher page to open the Check-Out app. A screen will open with a button for manual Check-Out and a camera preview (if you are running on an Android without a back-facing camera, you will not see the camera preview).

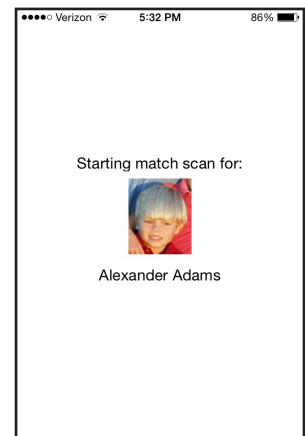
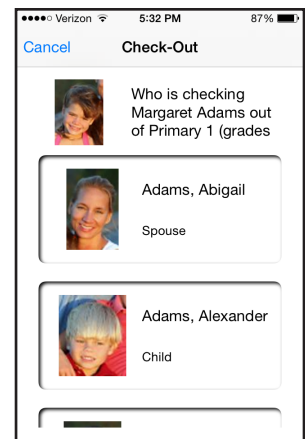
You can use the camera preview to scan a Check-In barcode. **NOTE:** Scanning on devices with low resolution cameras or no auto-focus can be difficult. In these situations, it is better to use the manual entry check-out option (see below).

Point the device's camera at the Check-In barcode that was produced when the individual checked in. This barcode can be on a name badge, parent receipt, or any other check-in report produced at check-in. The camera will recognize the barcode and proceed with check-out.

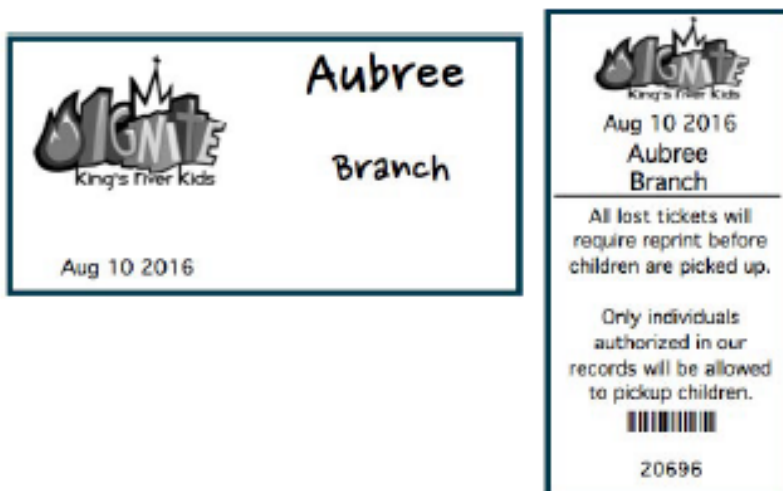
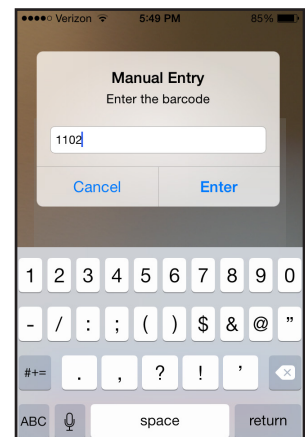
There are a several scenarios that could arise from the scan:

1. If the Check-In record associated with the barcode indicates the person is already checked out, a message will appear telling you so. If you are sure that the individual was not checked out, you may rescan the barcode; under some conditions the barcode may not scan correctly. If this does not work, you may need to go to the staffed check-in station to confirm the individual's check-in status.
2. If the Check-In record is found, but you do not have rights to check out individuals from the class that the individual is checked into, you will receive an error message. To correct this, the Administrator will need to grant access for this specific event on the Mobile Provisioning window under Administration.

3. If the Check-In record is not found, CDM+ Mobile will display "Check In Not Found". Tap the button to **Re-Scan** the barcode. If you still get the error message, the check in record does not exist.
4. If the Check-In record is found, you have access to check-out of the event. If the individual is not checked out and the event does not require matching (set on the CDM+ Check-In/Check-Out Event Record), a screen will appear with all the people that can check the person out. If the class allows for anyone to check-out, an option for other will appear, which will list everyone from the database. Tap on the name that you want to use to check the individual out and confirm. You are done!
5. If the Check-In record is found, you have access to check-out of the class, and the individual is not checked out, but the class does require matching (set on the CDM+ Check-In/Check-Out Event Record), another camera preview will appear and you will have to scan another matching barcode. There are two scenarios here:
 - a. If the barcodes match, a screen will appear with all the people that can check the person out. If the class allows for anyone to check-out, an option for other will appear, which will list everyone from the database. Tap on the name that you want to use to check the individual out and confirm. You are done!
 - b. If the barcodes do not match, you will get an error. In this case, you can either rescan the last barcode or both barcodes.



You may also perform a manual entry to check an individual out. To do this, tap the **Manual Entry** button. A pop-up will open. Enter the check-out ID number, which usually appears under the barcode displayed on the badge. You will get the same results as above with the addition of an error check that checks to see if the event allows for manual check-out (set on the CDM+ Check-In/Check-Out Event Record).



Check-In Tab in Individual Record



Clicking the green arrow button on the Staffed Check-In Window will open the selected person's Individual Record. On this tab, you can authorize other people to check-in/check-out a child.

The screenshot shows the 'Individual Records' window for 'Xander Adams Jr.' with 1 result. The interface includes a table with columns: First Name, Individual Last Name, Last Name, Primary Phone, and Salutation Name. Below the table, there are tabs for Groups, Photos, User Fields, Attendance, Pastoral, Visitation, Events, Notices, Check-In, Connections, and Engage. The 'Check-In' tab is active, displaying a list of individuals with their photos, names, and roles. Each entry has checkboxes for 'Can Check In' and 'Can Check Out', and a 'Notes' field.

First Name	Individual Last ...	Last Name	Primary Phone	Salutation Name
Alexander	Adams	Adams		Alex and Abby

Xander Adams Jr. 1 Result

- Abby Adams** (Adult): Can Check In, Can Check Out
- Alex Adams** (Adult): Can Check In, Can Check Out
- Ava Adams** (Child): Can Check In, Can Check Out
- Greta Adams** (Child): Can Check In, Can Check Out

Buttons: Authorization, Preferences, History

Great's sister Ava also attends this church and occasionally checks her in and out of the child care events. By going into Great's Individual Record and adding her sister Ava Adams, you can approve Ava to check Greta in, out, or both.

The screenshot shows the 'Individual Records' window for 'Xander Adams Jr.' with 1 result. The interface is similar to the previous one, but with different individuals listed. The 'Check-In' tab is active, displaying a list of individuals with their photos, names, and roles. Each entry has checkboxes for 'Can Check In' and 'Can Check Out', and a 'Notes' field.

First Name	Individual Last ...	Last Name	Primary Phone	Salutation Name
Alexander	Adams	Adams		Alex and Abby

Xander Adams Jr. 1 Result

- Alex Adams** (Adult): Can Check In, Can Check Out
- Ava Adams** (Child): Can Check In, Can Check Out. Notes: She is old enough to check out her brother, in the event both parents are busy.
- Greta Adams** (Child): Can Check In, Can Check Out. Notes: She is not old enough to check out her brother.

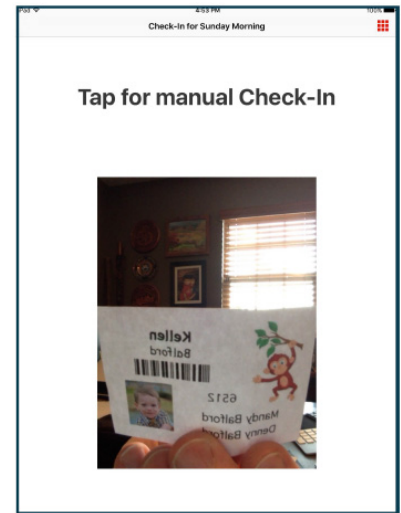
Buttons: Authorization, Preferences, History

This tab also can house information about people you do NOT want to check out a child. To do this, add the person to the child's Individual Record, but do NOT put check marks in the boxes. Also, add notes saying he/she cannot check-out. These notes will appear every time the child is checked in/out.

Barcode Check-In

Mobile Check-In contains a Barcode Check-In feature that gives you the ability to setup a mobile device, much like you see at the Annual Users Conference when you enter a classroom.

An example using this feature could be creating Diaper Bag Tags, for your regular attending babies, that can be scanned as they enter to streamline the Check-In process. The tags can be created using the Individual Name Badge Report.



► Reports ► Membership Reports ► Labels ► Individual Name Badges

Group	Description	Number
Awana	6 per bag	5384
Awana	Gu ID Tags	3384
Awana	Ignite Barcode Check	2095
Awana	Member / Tether / M.	74552
Awana	Nursery Diaper Bag C.	5095
Awana	Picture info sheets	15163
Awana	Pictures	5160
Awana	Main Label	5095
Awana	member	

Name	Barcode	Photo
Kellen Balford	6512	
Mandy Balford		
Denny Balford		
Micah Bandy	9599	
Nancy Bandy		
David Bandy		
Aubree Branch	9100	
Mary Branch		
Johnny Branch		
Jordan Carter	10014	
Lydia Carter		
Bryan Carter		
Riley Chester	8460	
Jane Chester		
Robert Chester		
Tiffany Danson	5082	
Charlotte Danson		
Levon Danson		
Holly Dwyer	10224	
Jarod Fosters	8527	



All barcode fonts necessary for barcode printing are located in the CDM+ package contents but must be installed on the computer from which you are printing. If you need help with this process, call **CDM+ Tech Support** at **800-633-9581**. The installation process only takes a few minutes.

Ways CICO has been used:

King's River's annual church picnic has been held off campus at a local park for years. Their parishioners had expressed the need for name badges to ease the relationship building process. They use an iPhone as a mobile hotspot to connect a laptop to data hosting. As families arrive, an iPad is used to check the entire family in at once. A Dymo printer prints name badges for each family member, along with a second badge containing each individual's birthdate, phone number, address, and email information. They ask that attendees to correct any wrong information and drop the slip into a basket for a few drawings. For the price of a few labels and a couple of gift cards, they get updated information on 90% of the congregation.

Picnic / Amazon Drawing	
Jane Chester	
EMAIL Jane.Chester@att.com	
PHONE HOME & CELL (308) 549-1088 308	
BIRTHDATE 6 28 1990	
14 Mocking Bird Court	
Winster	25511



Many report options available:

Below is an example of the many report options available through CICO. In this example, a postcard has been created to print for everyone who attended an event the night before giving a special reminder about next week.

The screenshot shows the CICO software interface. On the left is a sidebar with various options: Expand, Search, OPTIONS, Cards, Labels/Envelopes, Report, Format, SETUP, Load/Save, and Defaults. The main workspace displays a preview of a report titled 'Check-In/Check-Out Cards - Glad You Came Card'. The report content includes a 'Default Page Header', a personalized greeting 'Dear individual/First Name', a reminder message: 'We are so glad you joined us the other night!! Remember next week we will be playing games outside so dress accordingly. Next week would be a great night to invite a friend.', a closing 'Hope to see you there!', and the name 'Pastor Jenny' next to a yellow smiley face icon. The preview shows multiple instances of this card for different individuals. At the bottom of the interface, there are buttons for 'Revert', 'Close', and 'Save'.