MOBILE CHECK-IN
QUICK START
VERSION 12
MOBILE CHECK IN OVERVIEW

Check In / Out Process

The child check in system in Roll Call allows you to check students into their classes, record attendance and print name tags and security labels.

With Mobile CheckIn you can check students in using a mobile device, then print labels at a centralized print station. To check students out simply compare the security code on the child’s name tag with the security code on the parent tag.

Check in with an iPad, smart phone or other mobile device

When the student arrives to check in, the first thing you need to do is identify that student or family. You can identify them in a variety of ways:

• by name
• by phone
• by group
• by keyword
• by service
Name Tags and Security Tags

Once the student checking in has been identified and checked into their class, name tags and parent tags can be printed at a centralized printing station.

Name tags and parent tags can be printed on a Dymo Labelwriter connected to a computer that is logged into Roll Call as a print queue user, or on a Brother wireless printer defined on a computer where Roll Call is running.

The name tags and parent tags can be printed on the Dymo 30256, Dymo 30334 or the Brother 62mm x 100 mm labels. The name tag can contain the child's name, allergy and notes information as well as the security number. A parent tag or security can also be printed. This tag will only include the security number on it. There will be no information about the child on this tag. The parent brings this tag to the classroom to pick up their child. The teacher will compare the numbers on the child’s name tag with the number on the parent tag. If they match, the teacher can release the child.

Check Out

To check a child out, simply compare the parent tag with the child’s tag to determine if the child can be released. You can also use the mobile device to check students out. This will record the check out time.
INSTALLING ROLL CALL for MOBILE CHECK-IN

Hardware/Software Requirements

Roll Call workstations
If you will only be using Roll Call on one computer as your print station, you’ll want to install Roll Call Standalone. If you will be using multiple print stations or additional check in stations, each “kiosk” needs to have a computer with Roll Call Client. That computer must have a network connection so that it can connect to Roll Call Server.

Mobile device
You can use an iPad, iPod, smart phone or other tablet to check students in. The device must be able to connect to your local area network. If you will be checking in students from outside your local area network, that device must be able to access the Internet.

Fixed IP address
If you will be checking students in from outside your local area network, you’ll need a fixed IP address for your Roll Call Server machine. This process is discussed further in our white paper on Internet port forwarding. http://www.bythebook.com/dmdocuments/PortForwarding.pdf

Roll Call Software Installation

Single user version
The single user version of Roll Call allows one user, on one computer to access Roll Call. For the single user installation, use the following instructions.

To install Roll Call double click on the Roll Call installer file you downloaded. The install program will prompt you through the process. Click on the NEXT button to continue through each step of the process.

Once the installation is complete, you will have a Roll Call icon on your desktop. If you are a Mac user, you will need to drag the application to your dock. To use Roll Call, double click on that icon. The first time you start Roll Call it will ask if you wish to run the Full or the Lite version. Choose Full.

Network Version
A network installation of Roll Call allows multiple people to access the data. If you have a multi-user license, multiple users can access the data simultaneously. For example, if you want to have 3 check in stations, you will need to use the network version of Roll Call so all 3 stations are looking at the same information.

For the network installation, you will need to have your computers networked together. You will need to install Roll Call Server software on the computer that will house the database. You will need to install Roll Call Client software on all computers that need access to the data.
To install Roll Call Server double click on the Roll Call Server installation file. The install program will prompt you through the process. Click on the NEXT button to continue through each step of the process.

Once the installation is complete, there will be a Roll Call Server icon on the desktop. To start Roll Call Server, double click on the icon. For users to work in Roll Call the Server must be running.

To install Roll Call Client double click on the Roll Call Client installation file. The install program will prompt you through the process. Click on the NEXT button to continue through each step of the process.

Once the installation is complete, there will be a Roll Call Client icon on the desktop. To start Roll Call, double click on the icon. The Client will see Roll Call Server running on the network and connect to it. The first time you connect in, it will ask if you wish to run the Full or the Lite version. Choose Full.

**Print Station Hardware Installation**

There are 2 options for printing name tags and parent tags when you are using a Mobile Device to check students in. The first is to have a Dymo Labelwriter connected to a computer that is logged into Roll Call as a “print queue” user. The second option is to have a Brother QL 710w wireless printer installed on your network. You’ll need to have that printer defined on the computer that will be logged into Roll Call during the check in process.

**Dymo Labelwriter**

If you will be printing name tags and/or security labels, plug your Labelwriter into a USB port. Make sure to install the printer drivers first then follow directions for plugging in the printer.

If you are on a Windows machine, go to Printers and Faxes at the operating system level and choose properties for the Dymo Labelwriter. Click on Printing Preferences. For the 30334 labels, click Portrait. For the 30256 labels, select Landscape. Click on the ADVANCED button, then select the appropriate labels size.

If you are a portable church, or are plugging the Labelwriters in each Sunday, please note, on some Windows machines, a new printer definition is created each time you plug in the printer. Make sure you only have ONE Labelwriter printer definition and that it is online.

**Brother Wireless Label Printer (QL-710w)**

If you will be using Mobile CheckIn (iPads, Tablets or Smartphones) for checkin, you may choose to print your labels on a Brother wireless printer. You will need to install the print drivers for each Brother printer on a computer that will be logged into Roll Call during your check in timeframe. You can define multiple brother printers on a single computer, but make sure to give them unique names.
CONFIGURING MOBILE CHECK-IN

To begin configuring Roll Call to use the mobile child check in features, expand the Check In/Out menu. Click on the Setup menu item. Begin entering the information and click NEXT through each page. As you complete a section, a green check mark will be displayed on the related icon at the top. When all icons have a green check, you know you are ready to start using the check in system.

User Security and Check In Users.

To use Roll Call’s mobile check in system you must “sign into” the system as a mobile check in user. The type of user determines the screens you will see. So the first thing you will need to do to activate the security system and set up the “check in” type users.

Activate Roll Call Security

To activate the security system within Roll Call you must give the Director user a password. To do this:
1. Expand the Check In/Out menu.
2. Click on the Setup menu item.
3. Enter the password you’d like to give to Director. Then re-enter that password to confirm.
4. Click SAVE. Make sure to save this password before you click NEXT to go to the next step in the process.

Create Check In Users

After you’ve entered the Director password and clicked NEXT, you will be at the window to add check in users. To add a check in user, click on the plus sign in the lower left of the window. Enter the following information:
1. Username – enter the name for this specific check in user.
2. Password – enter a password for this specific user or leave it blank.
3. Confirm – re-enter the password if you entered one.
4. Check In User (Client) – choose this option for client check in station users
5. Check In User (Mobile) - choose this option for users that will be using mobile devices.
6. Print Queue - choose this option for a user that will be your printing station.
7. Click OK to save this user.
Enter a user name and password for this user. Make sure to choose a check in "type" user.

You are now taken to the window to select the properties for this specific check in user.

**Mobile Check In User**

Make sure that you create a mobile check in user name for each person/mobile device. You can not log onto multiple mobile devices with the same user name.

Once you’ve created your “mobile check in user” There are several parameters that you must set for that user.

For each mobile check in user you can set the following defaults:

**Self Check In** - If you will be using the mobile device as an “unassisted” station, you’ll want to mark *Self Check In*. When this is set, no address information is displayed, the user may not log out of the system and the user will not be able to get to the URL area to go to a different web address.

**Check Out** - If your user has check out privileges, you can check students out of classes using the mobile device. When a student is checked out using the system, the check out time is recorded.

**Add Visitor** - If this is checked, the ADD VISITOR button will be displayed on the check in pages. This will allow you to enter visitor name, address, phone and email information. Then you can check them into groups, classes or services.

**Check in Using** - Choose the method you’d like to use to check students in. Would you like to pull them up by their last name, phone number or keyword? You can also choose to check in by group or service. These options present a list of people enrolled in the group or service. The user can mark those present and click CHECKIN.
Return Families or Individuals – If you user is set to “return families”, once you enter the last name or last 4 digits of the phone number, a list of families will be returned that meet the entered criteria. Then the user will need to click on the appropriate family. Next a list of family members will be presented so you can choose the ones that will be checking in.

If your user is set to “return by individual”, a list of people that meet that criteria will be displayed. For example, if you search by name and enter “Smith”, a list of everyone who has the last name “Smith” will be returned. You can highlight one or more from the list to check them in.

Default Campus - If system preferences are set to allow multiple campuses, each check in user can have a default campus defined. This means that the user will only be able to check into groups/classes/services that are from that campus. For example, if the check in user has a default campus “Southside”, they will only see groups that also have Southside as the campus.

List only Children - If you log in as a mobile check in user that has “list only children” marked, only children will be returned in the list for you to choose who will be checked in. For example, if you have a Smith family with mom and dad and 2 children, when you search by their name, only the 2 children will be listed for check in.

Default Print Queue - You can connect the mobile check in user with a specific print queue. Let’s say you have an upstairs and downstairs entrance. You can set up 2 different print queue’s: one upstairs and one downstairs. Then the mobile check in users upstairs would send the name tags to the print queue upstairs.

Print Queue User

If you are using Mobile CheckIn and want to have name tag and parent tags created, you’ll need to set up a “print queue” user. Once you’ve created the user name and password, you’ll need to define the following parameter:

Default Campus - If system preferences are set to allow multiple campuses, each check in user can have a default campus defined. This means that the user will only be able to check into groups/classes/services that are from that campus. For example, if the check in user has a default campus “Southside”, they will only see groups that also have Southside as the campus.
**Printer Type (local or remote)** - If you will be using the Dymo Labelwriter printers to print your name tags and security tags, you’ll want to set the Print Queue user to “local” printer. You do not need to create a print queue user for each Dymo printer you’ll be using. However, if you’d like more control over which printer the name tags will go to, you can create a print queue for each of your Dymos, then connect a mobile check in user to a specific print queue.

If you will be using the Brother wireless printer, you will want to set the Print Queue user to “remote”. Then select the printer that will be associated with that print queue. Each brother printer needs to have it’s own print queue user. To print to the Brother printers you do not need to be logged on as the print queue user. You just need to be logged onto Roll Call from a computer that has the printer definitions for the Brother printers.

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**Name Tags & Parent Tags**

Use the “tags” section to set your preferences for printing name tags and parent tags. Once you hit next from the check in user screen, you will be asked if you want to print name tags upon check in. If you do, click Yes. Click NEXT

Next, you’ll be asked which size you’d like to use. We have 2 standard sizes. The 30256 is the larger shipping size label. The 30334 is a smaller multi-purpose label. If you’d like to use a different size label, or customize the information that is printed on the label, choose the customize option. This will take you to the form to create your label. For detailed instructions on customizing the name tags, see the next chapter on *Customizing Name Tags and Parent Tags*.

The next window asks if you’d like to print a parent tag for children. The parent tag lists only the security number that matches the child’s name tag. Parent tags are only printed for people in the database whose family position is Child.

Also on the screen you may indicate the number you’d like to use as the security number on the name tag and the parent tag. You may choose from the family number, a random security number that uses numbers and characters or a random security number that is strictly numbers. Click NEXT.
From the next window, select the information you’d like printed on the child’s name tag.

1. **Logo** – if you are using the 30256 size labels, you can print a ministry logo in the upper left of the label. You don’t want this logo to be a super high resolution logo or it will take a long time to print.

2. **Barcode** – some churches print the barcode on the label itself for easy check out.

3. **Security number** - choose the security number you’d like printed on the child’s name tag. The badge number is not allowed if you will be printing parent tags. The badge number uniquely identifies the child. The family number is a number assigned to the family in roll call. The random security number is randomly determined by the system. The random number will change from week to week. The badge number and family number will not change from week to week.

4. **Allergies** – any allergies listed in the “Special Needs” comment section will be displayed on the name tag if this is checked.

5. **Last Name same size as First** – By default the first name is in a larger font that the last name. If you’d like them to be the same size, check this box.

6. **Session Time or Check In Time** - You can choose to include the group start time or the actual time that they checked in.
When you’ve checked the options you’d like for the name tag, click NEXT to choose a logo for Youth and Adult name tags. The youth and adult name tags will only include their name, the date of the event and the group they are checking into. There is no security number, barcode or allergy information printed on an Adult tag.

To add a logo for the Youth/Adult tag, click the box for logo. Click the ADD IMAGE button and navigate to that image file. Click NEXT to continue through the check in setup process.

At this point you may want to install your Dymo printer and run a test label to make sure everything looks okay. Once you have the printer installed, click on the PRINT TEST button. If everything prints okay, click NEXT to continue through the set up process.

**Check In Preferences**

The check in preferences allow you to set the “check in time frame”. You can set the number of minutes before a class, event, worship service starts you’d like to begin the check in process. You can also set the number of minutes before a class ends that you will no longer allow anyone to check into that class.

To enter these preferences, click NEXT from the print test label window, or click on the preferences setup graphic.

As an example, let’s say we have a Sunday school class that meets from 9:30 to 10:30, if we set our beginning time to 30 minutes before, we can begin checking kids in at 9:00 a.m. In this same example if we set the ending minutes to 15, we could check students into that class until 10:15. At 10:15 we would no longer see this class in our list of classes to check into.
**Groups**

To use the child check in functionality, there must be something to check into. You can check people into Groups or Services. The Groups area in Roll Call is where you would set up your Sunday school classes, VBS, membership classes etc. The Services area is where you set up your worship services. Each group that you will be checking into must have at least 1 session. A session is the day and time that it meets. For example, if you had a first grade Sunday school class that meets at 9:30 and 11:00, those times would be sessions.

To add a group through the check in setup area, click on the plus sign in the lower left corner. You are now at the window to add a group. For more details on creating groups, see the “Creating Groups” chapter in this manual.
People

You will also need to have your children entered into the system and enrolled into their classes to use the check in system. To enter people through the check in setup area, click the plus sign in the lower left corner. You are now at the people entry screen. For more details on entering people, see the “Entering People” chapter in this manual.
USING MOBILE CHECKIN

Roll Call Mobile CheckIn is an add-on component to the Roll Call software package. It allows you to check in students or adults using an iPad, iPod touch, tablet or a smart phone that has access to the Internet or wireless connection to your local area network.

When you use a mobile device to check students in, the name tags and security tags are printed from a central location that has a computer with Roll Call, logged in as a Print Queue user.

Getting Started

Mobile CheckIn Trial
We offer a 30 day trial of Mobile CheckIn, if you would like to give it a test drive. You will need to activate your trial by doing the following:
1. Login to Roll Call as Administrator or Director
2. Select File>Enter License from the top menu
3. Click on the Mobile CheckIn tab
4. Click on the TRY IT button
5. Restart Roll Call

Enter License Number
If you’ve purchased a license for the Mobile CheckIn component, you’ll need to enter your license number to begin using it. To do this:
1. Login as Administrator or Director
2. Select File>Enter License from the top menu
3. Click on the Mobile CheckIn tab
4. Enter the License Number
5. Click OK

Logging in with your Mobile Device

Roll Call Configuration
You can run Mobile CheckIn with Roll Call standalone or the network version of Roll Call. If you are using Roll Call stand alone, Roll Call will need to be started. You’ll need to log in as the print queue user. If you are running the client/server version Roll Call Server will need to be running. If you will be printing labels, you’ll need to log in as the print queue user.

Mobile Device on Same Network
If you are running your mobile devices off the same network as your Roll Call system, you will need to determine the IP address of Roll Call Server. If you look on the Server dashboard, the IP address is displayed for you. It would be best to configure this machine to have a fixed IP address, so that address does not change from week to week. This is discussed further in our white paper on Internet port forwarding [http://www.bythebook.com/dmdocuments/PortForwarding.pdf](http://www.bythebook.com/dmdocuments/PortForwarding.pdf)
To get to the Mobile CheckIn login screen, open your browser and type the IP Address of your Roll Call Server machine.

If you are running Roll Call standalone, you will need to determine the IP address of that machine. On the Mac, go to the Apple and select System Preferences, then Network. This window will show you the IP address. On Windows, go to the Start menu in the lower left of your screen. In the Search box, type in CMD, select the CMD under Programs. In the Window that pops up, type in “ipconfig” and press return. This will give you your IP address.

Once you know the IP Address, you’ll use that as the web address in your browser. Open your browser and enter http://enter-ip-here. If you do not have a fixed IP address this number could change each week. If you do have a fixed IP address you can create web app icon on your home screen. To do this:

1. Tap the share button
2. Tap the icon labeled add to home screen
3. Name the web app icon
Enter the name you’d like to use for the web app icon.

**Login Screen**
You are now at the log in screen for the Mobile Check In system. Select the appropriate user name. Make sure that each device logs in with a different user name. Enter the password. Click LOGIN.

**Mobile Device on Different Network**
If you are checking in from a remote location and are using a 3G network, you will need to create a fixed IP address for your Roll Call. A good example of this would be a bus ministry where you’d have the bus driver check the students in before they get to church.

Creating a fixed IP is discussed further in our white paper on Internet port forwarding, [http://www.bythebook.com/dmdocuments/PortForwarding.pdf](http://www.bythebook.com/dmdocuments/PortForwarding.pdf)

To log in, open your browser and enter [http://enter-ip-here](http://enter-ip-here). Since you have a fixed ip address you can create an icon for this web page on your home screen. To do this:

1. Tap the share button
2. Tap the icon labeled add to home screen
3. Name the web app

**Login Screen**
You are now at the log in screen for the Mobile Check In system. Select the appropriate user name. Make sure that each device logs in with a different user name. Enter the password. Click LOGIN.
Checking in Using Last Name or Phone Number
Once you’ve logged in, you’ll see two tabs: dashboard and check in. Click on the Check In tab. Next, select by Name or by Phone. To check someone in:

1. Touch the field to get the keypad.
2. Enter the last name or last 4 digits of the phone number of the family who is present to check in.
3. Touch SEARCH.
4. A list of families with that last name will be presented.
5. Tap on the appropriate family.
6. A list of each individual in that family will be presented.
7. Tap each person that needs to check in.
8. Click NEXT.
9. Now you are at the confirmation screen for the first family member checking in.
10. Mark the class or classes they are checking into, click CHECKIN.
11. The confirmation screen for the next family member will be displayed. Continue this process until all family members are checked in.
12. Once each family member is checked in, the name tags will be printed at the centralized print queue station.

Checking in by Group or Service

Checking in by Group or Service is a great way to record real-time attendance. Please note that name tags are not printed using this method. When you choose “by Group”, you’ll be presented with a list of students enrolled in the group/class. You highlight the students as they arrive and click CHECKIN. Attendance is now recorded for those students.

Once you’ve logged in, you’ll see two tabs: dashboard and check in. Click on the Check In tab. Next, make sure to select “by Group” from the drop down.

1. Touch the Group you’ll be checking kids into.
2. Highlight one or more students, then click CHECKIN.
3. Repeat as needed.
Select “by Group” from the drop down, then tap the group you’ll be recording attendance for.

Tap one or more students then click CHECKIN.

Click CHECKIN.

Printing Name Tags and Parent Tags

Once a family has checked into their classes, the name tags will be printed based on the print queue associated with your mobile user. If you are printing to a local printer, you can view the status of the print jobs on the window that is displayed when you log in as the print queue user.

If you should need to reprint, simply highlight the family name and click REPRINT. The name tags and security tag will be re-printed.

If you are printing to a Brother printer, you will need to be logged into Roll Call from the computer that has the Brother printer definitions. You do not need to log in as the print queue user; you may log in as any Roll Call user.
Using the Dashboard

When you click on the Dashboard tab, you will see a list of all the classes that someone has checked into today. The head count and visitor counts for each class are listed on the right.

Click on the class name to view a list of the people that have checked into that class. Once a family has checked into their classes, the name tags will be printed at the computer where you have logged onto Roll Call as the print queue user. You can have as many of these print queue stations logged in as you’d like.

Click on Dashboard tab to see head count information for each class.

This is the window you’ll see when you log in as the print queue user.
Tap on the class name in the dashboard to see a list of students checked into that class.