# Table of Contents

## CHILD CHECK IN OVERVIEW
- Check In / Out Process .................................................................................................................. 3
- Check In Methods ............................................................................................................................ 3
- Name Tags and Security Tags .......................................................................................................... 5
- Check Out ....................................................................................................................................... 6

## INSTALLING ROLL CALL for CHILD CHECK-IN
- Hardware/Software Requirements .................................................................................................. 7
- Roll Call Software Installation ..................................................................................................... 7
- Check in Station Hardware Installation .......................................................................................... 8

## CONFIGURING CHECK-IN
- Using the Setup Assistant ........................................................................................................... 10

## OPERATING THE CHECK IN STATIONS (Computer Stations)
- Log into the Check In Station ....................................................................................................... 13
- Check In Using a Last Name ........................................................................................................... 13
- Check in Using a Bar Code ............................................................................................................. 15

## OPERATING THE CHECK IN STATIONS (Mobile)
- Log into the Check In Station ....................................................................................................... 19
- Customizing the Appearance ......................................................................................................... 19
- Check In Using a Last Name or Phone Number ............................................................................ 20
- Check in Options ............................................................................................................................. 22
- Add a New Person into an Existing Family ..................................................................................... 24
- Check in Visitors ............................................................................................................................ 25
CHILD 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. This system can be used to check people into any groups/classes or worship service that is defined in Roll Call.

Check In Methods

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. These methods are discussed below.

Key Tags

Probably the most popular method for checking students in is to issue key tags to the parents. These key tags can be customized to have your church or ministry logo on the front and a bar code on the back. The bar code number is assigned to mom, dad or the individual student. Key tags can be used to check students in an unmanned station or a manned station.
Bar Code Badge
Another option for using a bar code scan to check students in, is to print a bar code badge from Roll Call. These badges are printed on an 8 ½ x 11 sheet of paper or on Avery business card stock. Once you have the badges printed, you can laminate them and issue to the families. Badges can be used to check students in using an un-manned station as well as a manned station.

![Bar Code Badge Image]

Name, Phone, Family Number
If you do not want to scan a bar code, you can use the keyboard or a touch screen monitor to identify who is here to check in. You can type in the last name, last 4 digits of the phone number or a family number. The person manning the check in area simply types the last name or number, then selects the student from the list. Typically when checking in using a name, phone number or family number a volunteer will be manning the check in station.

![Name, Phone, Family Number Image]

Finger Vein Scan
Another option for identifying who is here to check in, is the fingervein scan. This option is only available on the Windows platform. This mode of check in can be used on an un-manned station or a manned station.

![Finger Vein Scan Image]
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.

The Roll Call system requires a Dymo Labelwriter 450 or 450 Turbo to print the labels. We support two different size labels. The first is a smaller label (30334). Your church can also opt to use the larger 30256 label. This option gives you more flexibility as to the information included on the label. Your logo can also be printed on this label.

A parent or security tag 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.

Mobile Device

With a Mobile CheckIn license, you can check in using an iPad, iPod, smart phone or other tablet. You can check in students by name or phone number. The name tags are printed in a central location where Roll Call is running as a print queue user.

If you’d like to record attendance but not print labels, you can check in by group or by keyword. This will return a list of people in that group, and you can mark them present from this list.

Enter last name or last four digits of phone to pull up family on your mobile device.

Note random security number.
Check Out

To check a child out using the Roll Call system, you will need to once again identify that child. The station operator will see that the child is checked in, they can click the button to check them out of that class. If there are any custody comments for this child, they will be displayed when the check out button is pressed. If your church has indicated authorized person’s for check out, the check in station operator will need to mark the person who is checking the child out.

We’ve found that most churches do not check out using the system. They compare the security code on the parent tag with the code on the child’s tag to determine if the child can be released.
INSTALLING ROLL CALL for CHILD CHECK-IN

Hardware/Software Requirements

Roll Call workstations
If you will only be using one check-in station, you’ll want to install Roll Call Standalone. If you will be using multiple check in station, 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
If you will only be using Mobile Check In, you’ll need a mobile device such as a tablet or smartphone with a standard browser.

Bar Code scanner
If you will be checking students in using bar code technology, each check-in station will need a bar code scanner. The scanner needs to be a keyboard wedge device with the ability to scan a single digit. We recommend the Voyager CG hand held scanner. These scanners may be purchased through By the Book.

Dymo LabelWriter
This printer is required if you wish to print labels for the child and parent upon check in. The program is expecting a Dymo LabelWriter 450 or 450 Turbo printer. You may choose from 2 different label sizes, the 30256 shipping label or the 30334 multi-purpose labels.

Brother Wireless Label Printer (QL-710w)
This printer is an option if you will be using Mobile CheckIn and would like to print the nametags and parent tags to a wireless printer. The brother label stock that we support is the 66 mm x 100 mm size.

Finger Vein Scanner
If you will be checking students in using biometrics, you’ll need the M2Sys finger print scanner connected to a Windows version of Roll Call.

Finger Vein Software
If you’ll be checking students in using their fingerprint, you’ll need the M2Sys finger vein software installed on a Windows computer.

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.
**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.

**Check in Station Hardware Installation**

In a network environment, each check in kiosk should have Roll Call Client installed with access to Roll Call Server. In a single kiosk environment, the station should have Roll Call standalone installed.

**Bar Code Scanner**

If will be using bar code technology to check student’s in, plug the scanner into a USB port on your check in station. You can confirm that the scanner is working properly by scanning a bar code from a badge or key tag while you are in Text Edit (Mac) or Notepad (Windows) If this number pops into the page, the scanner is working properly.

**Dymo Labelwriter**

If will be printing labels as name tags and/or security labels, plug your Labelwriter into a USB port. Make sure to install the printer drivers.

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.

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 check in, 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.

**Finger Vein Scanner**

If you will be using the fingerprint scanner, plug the scanner into a USB port on your Windows check in station. Make sure that the biometric client software is installed on your check in station. See installation instruction for the biometric client and server from M2SYS.
CONFIGURING CHECK-IN

There are several ways to configure the check in system. You can use the set up assistant that is presented when you start Roll Call for the first time. This set up assistant will walk you through setting up the basic information required to use check in. The other option is to use the Setup menu under the CheckIn/Out menu in Roll Call. This set up wizard is a more complete method and will give you more options.

Using the Setup Assistant

When you start Roll Call for the first time, you will be asked a series of questions about how you will use Roll Call. This series of questions is called the Setup Assistant. You can also get to the setup assistant from the Administration top menu. For the purposes of this manual, we’ll start with the questions regarding Check In. If you answer Yes that you will be using Check In, you will be taken through this series of steps.

Security

To use Roll Call’s check in system, you must “sign into” the system as a check in user. You should have been asked to give Administrator a password as part of the Setup Assistant. This is what activates the security system. If you did not complete this step, click on the PREV button to do that.

Give the Administrator user a password then click NEXT.

Check In Users

To add a check in user, 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.

Enter the name of your check in user and assign a password.
To move on to the next step in the set up assistant, click NEXT.

**Check In Background**
Mark the image you’d like for the background of the check in screen. You may choose one of these images or click custom to pull in your own graphic.

![Image of setup assistant interface]

Choose your background image.

**Check In Groups**
Check In Groups are the events, classes or meetings that you will be checking people into. To define a group, enter the following information:

1. **Name** – the name of the group you are setting up.
2. **Day** – the day of the week that the class, meeting or event happens.
3. **Start Time** – the time that the class, meeting or event begins.
4. **End Time** – the time that the class, meeting or event ends.
5. **Grade or Age** – is this class, meeting or event limited to people in a certain grade or age range. If so, choose Grade or Age.
6. **Grade range** – if the class is for students in a certain grade, enter the “from” and “to” grade.
7. **Age range** – if the class is for students of a certain age range, enter the “from” and “to” age.

![Image of setup assistant interface]

Enter the group name, time they meet and grade range.

Make sure to hit the plus sign to save the class and add another.
Check In Printing

The next question asks if you would like to print name tags when someone checks into a class, meeting or event. If you do, mark the option for Yes.

Next, you’ll be asked if you’d like to print a parent tag. If you would like to print a security tag that can be used for pickup, answer Yes.

Once you’ve gone through these steps, you will now be able to use the check in system. If you need to further refine the options for your check in users, customize what you’d like printed on the name tags or choose a different size label size, you’ll want to go to the Set up menu under CheckIn/Out to make those modifications.
OPERATING THE CHECK IN STATIONS (Computer Stations)

Log into the Check In Station

To use the check in functionality of Roll Call, you need to log on with a username that is a check in user type user. To start Roll Call, double click on the Roll Call icon. The Login window is displayed. If you do not get the Login screen, that means the security system is not activated. You'll need to give the Director user a password. See the chapter on “Configuring Roll Call for Check In/Out”.

If you are already logged into Roll Call, but are in the back end of the program where you look up people and groups, you can get into the Check In portion, by expanding the check in/out menu, then selecting Launch. This will bring you to the Login window so you can login as a check in user.

Once you log in, you'll be taken to the check in screen. This screen can look different depending on the type of check in user you’ve signed in as. These options are discussed more in the chapter on “Configuring Roll Call for Check In/Out.

Check In Using a Last Name

To check a student in, based on their last name, type the last name. You can also type the first few characters of the last name. Then press the enter key or press the SEARCH button. This can be
done with a keyboard or with the virtual keyboard on a touch screen monitor. A list of families with that last name will be displayed. Highlight the family that is present to check in then press the SELECT button to get to the list of family members. If there is only one family with that last name the system will take you right to the list of family members.

To check in everyone listed, click CHECK-IN ALL. If you want to check in only certain children, click the checkmark to the right of their name. Once you’ve selected each child that will

Click CHECK IN ALL to check in both kids. Note the classes they will be checked into.

To check in only one of these students, click on the check mark to the right of their name. Click FINISH.
check in, press the FINISHED button to complete the check in process. Note the class that the child will be checked into is listed under the Checking Into column. If you would like to change which class the child will go to, click on the options icon (looks like a pencil). All classes that are currently meeting will be listed. Mark the class they should go to and click CHECK-IN.

Choose one or more classes to check this child into. Click CHECK IN.

If the child is not enrolled in any classes that are currently meeting the Checking Into field to the right of their name will be blank. Click the options icon (looks like a pencil) and choose the class you’d like to check them into. Click CHECK-IN to check them into that class.

**Check in Using a Bar Code**

From the check in screen, scan the bar code from the keytag or bar code badge. If the check in user is set to “return by family” all the family members associated with this bar code number will be displayed.

From the check in screen, scan the bar-code on the back of the tag.
To check in everyone listed, click CHECK-IN ALL. If you want to check in only certain children, click the checkmark to the right of their name. Once you’ve selected each child that will check in, press the FINISHED button to complete the check in process. Note the class that the child will be checked into is listed under the Checking Into column. If you would like to change which class the child will go to, click on the options icon (looks like a pencil). All classes that are currently meeting will be listed. Mark the class they should go to and click CHECK-IN.

Click CHECK IN ALL to check in both kids. Note the classes they will be checked into.

To check in only one of these students, click on the check mark to the right of their name. Click FINISH.

If the child is not enrolled in any classes that are currently meeting the Checking Into field to the right of their name will be blank. Click the options icon (looks like a pencil) and choose the class you’d like to check them into. Click CHECK-IN to check them into that class.

If the check in user has “return by individual” set, only the individual associated with that bar code will be displayed. If that user also has “rapid check in” set, that individual will automatically be checked into their class.
Choose one or more classes to check this child into. Click CHECK-IN.

Check in Visitors
To check visitors into a class or group, click on the ADD VISITOR button. Enter the address and phone information if you’d like. Next enter the Mom and Dad’s information if you’d like to capture that. In the lower section enter the children’s names. You can enter up to four children through this screen. Click OK to save this information.

To start the check in process for a visitor, click ADD VISITOR.
Now you will be at the screen to highlight those that are present to check in. If you’ve entered a grade or birthdate for each of those children and your classes have a grade/age range preference, you’ll see a recommended class for each child in the Checking Into column. If those are in fact the classes you want to check them into, click CHECK IN ALL.
OPERATING THE CHECK IN STATIONS (Mobile)

Log into the Check In Station

To use the check in functionality of Roll Call on a tablet, you must have a Mobile Check In license or activated the trial for Mobile Check In. You will need to get to the login screen from your tablet’s browser. Do that by entering the IP Address of your Roll Call Server machine as the URL in your browser.

From the login screen, enter the user name that you created as your mobile check in user. Enter the password for that user. Choose your App Format (tablet or phone).

Once you log in, you’ll be taken to the check in screen. This screen can look different depending on the type of check in user you’ve signed in as. These options are discussed more in the chapter on “Configuring Roll Call for Check In/Out”.

Customizing the Appearance

You can customize the graphic that is displayed on the background of the check in screens as well as the login in screen. To customize, do the following:

1. Once you are logged onto the check in system, click on the gear in the upper right.
2. On the Users Settings tab:
   a. Use the drop down to select a background image.
   b. Enter the Checkin Header Text. This is the name at the top of the check in window.
   c. Tap CHOOSE FILE under Custom Background image to pull in your own image file for the background image.
   d. Tap CHOOSE FILE under Custom Logo to pull in your organization’s logo that will be displayed in the upper right of the check in window.
3. On the Theme tab:
   a. Use the drop down to select a pre-set theme. Each theme will change button colors, outline colors, etc.
   b. To build your own theme, click on the SET THEME BUILDER to paste in your own CSS code.
4. On the Login tab:
   a. Use the drop down to select a background image for the login in screen.
   b. Tap CHOOSE FILE under custom image to pull in a custom image for your log in screen.
5. Tap SAVE to save these customization preferences.
Check In Using a Last Name or Phone Number

To check someone in based on the last name or phone number, tap in the field on the check in screen. Using the virtual keyboard, enter the last name or the last four digits of any phone number. Then tap the GO button.

A list of families with that last name will be displayed. Highlight the family that is present to check in then tap the SELECT button to get to the list of family members. If there is only one family with that last name the system will take you right to the list of family members.

Choose background image and check in header.

Double click on the family you’d like to check in. OR highlight the family and click SELECT.
To check in everyone listed, tap CHECKIN ALL. If you want to check in only certain children, tap on the checkmark to the right of their name. Once you’ve selected each child that will check in, tap on the FINISHED button to complete the check in process.

Note the class that the child will be checked into is listed under the Checking Into column. If you would like to change which class the child will go to, click on the options icon (looks like a pencil). All classes that are currently meeting will be listed. Mark the class they should go to and click CHECKIN.

If the child is not enrolled in any classes that are currently meeting the Checking Into field to the right of their name will be blank. Click the options icon (looks like a pencil) and choose the class you’d like to check them into. Click CHECKIN to check them into that class.

From the options screen you may choose to check into a different class or multiple classes.
Check in Options

Check into Different Class
From the list of family members, you’ll notice the Checking Into column. This column will list
the classes, meetings and events that each person is enrolled in that are currently meeting. If you
tap the checkmark to the right of the person’s name, the system will check them into everything
listed in that Checking Into column. If you would like to check them into a different class:
1. Press the option button (looks like a pencil).
2. All classes that are currently meeting will be listed.
3. Mark the class this student will be attending. Make sure to un-check the classes they were
   slated to attend.
4. Tap CHECKIN to check them in.
5. Repeat for each family member.
6. Click FINISHED from the list of family members to complete the check in process.

Check into Multiple Classes
From the list of family members, you’ll notice the Checking Into column. This column will list
the classes, meetings or events that each person is enrolled in that are currently meeting. If you
tap the checkmark to the right of the person’s name, the system will check them into everything
listed in that Checking Into column. If you would like to check them into additional classes or
events, do the following:
1. Tap the option button (looks like a pencil).
2. All classes that are currently meeting will be listed.
3. Mark each class you’d like to check this child into.
4. Touch the CHECKIN button.
5. Complete the check in process for all family members.
6. Click FINISHED from the list of family members to complete the check in process.

Enter Allergy, Note, Custody Comment or Check In Alerts
If you need to record any notes, allergy, custody comments or check in alerts for a student, do the
following:
1. From the list of family members, touch the options button (looks like a pencil) to the right of
   the student’s name.
2. Mark the class the student will be attending.
3. Enter any notes for today. The notes will be printed on the name tag and check in roster. They are not stored in the database.
4. Any allergy information that is already in the database will be displayed. If you need to update or add to that information, make those changes on the option screen.
5. If there are any custody comments in the database for this child, they will be displayed at the bottom of the options screen. If you need to add custody comments or update existing custody comments do that here.
6. Enter any CheckIn Alerts at the bottom of the options screen.
7. Once you’ve entered this information, click CHECKIN to check the child into their class and save the updated information.

**Update Profile Information**

If you would like to update general contact information for this student, tap on the EDIT PROFILE button. To make those changes:
1. From the list of family members, click on the options icon to the right of the student’s name.
2. Click on the EDIT PROFILE button at the top of the window.
3. Make any necessary changes.
4. Click SAVE & CLOSE to save these updates.
Update the necessary contact information.

Pull in a Picture
You can import an individual’s picture through the options window. From the list of family members, click on the options button (looks like a pencil) to the right of the student you wish to import a picture for. Tap on the CHOOSE FILE underneath the picture area. Navigate to their picture on your device. Click OPEN.

Add a New Person into an Existing Family
If you need to add a person to a family that already exists in your database, do the following:
1. From the main check in screen enter the last name of the family then click GO.
2. From the list of family members, click ADD TO EXISTING FAMILY button.
3. Enter the child’s name at the bottom of the window.
4. Tap ADD ANOTHER to add additional family members.
5. Tap FINISHED to save the information and return to the list of families to check them in.
Enter the new family member’s information. Click FINISHED or ADD ANOTHER.

Check in Visitors
To check visitors into a class or group, click on the ADD VISITOR button. Enter the name of the first person in the family. Click ADD ANOTHER to enter the next person in the family until everyone is entered. Make sure the children you’ll be checking in have a family position of CHILD. Once you’ve entered everyone, tap FINISHED.

Enter the name and information for the first person in the family. Click ADD ANOTHER.
Now you’ll be taken to an area where you can enter the address and phone information for this family. Enter that, then tap CONTINUE.

Once you’ve added all family members, enter the address information.

Now you will be at the screen that lists all family members. If you’ve entered a grade or birthdate for each of those children and your classes have a grade/age range preference, you’ll see a recommended class for each child in the Checking Into column. If those are in fact the classes you want to check them into, tap CHECK IN ALL.

If you’d like to check them into a different class, tap the options button (looks like pencil). Choose the class/classes you’d like them to check into, click CHECK IN.