



# Procure

Staff Training Guide

*Procure Online*

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# OVERVIEW

This document is provided to train both afterschool and child care staff on how to use Procare’s mobile app for sign in/out, daily activities, and parent messaging.

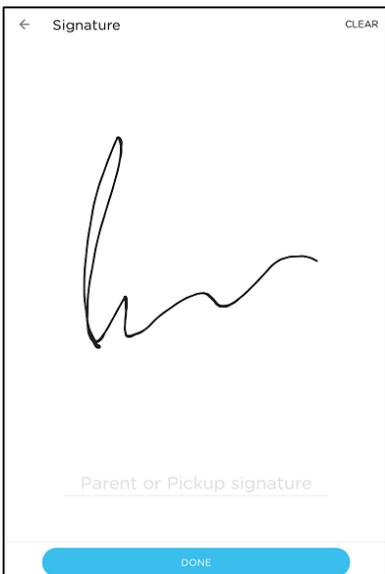
## PARENT SIGN IN-OUT

Parents use a unique PIN to sign their children in and out. After logging into the kiosk, the list of children will display.

1. Click the Sign In-Out menu at the bottom of the app, then select Parent Kiosk. Click the keypad symbol in the upper right corner to allow parents to use their PIN or QR code



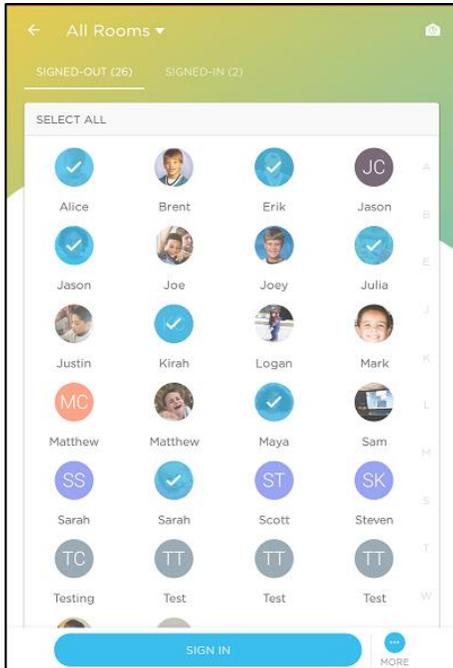
2. Once the parent enters their PIN, they will see their child’s photo. They will click Sign-In or Sign-Out as appropriate
3. If enabled by your school, the parent or authorized pickup will sign the device



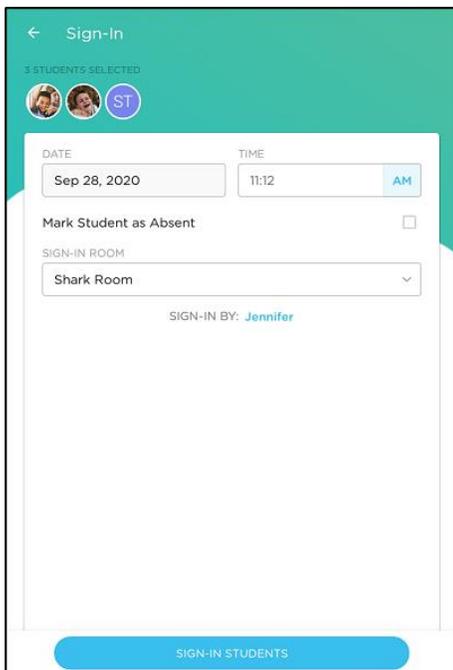
# SIGN-IN GROUPS OF STUDENTS

Staff can sign students in and out without PINs

1. Click the Sign In-Out menu, then select Attendance
2. Select the students you are signing in



3. Click the More button to adjust the following:

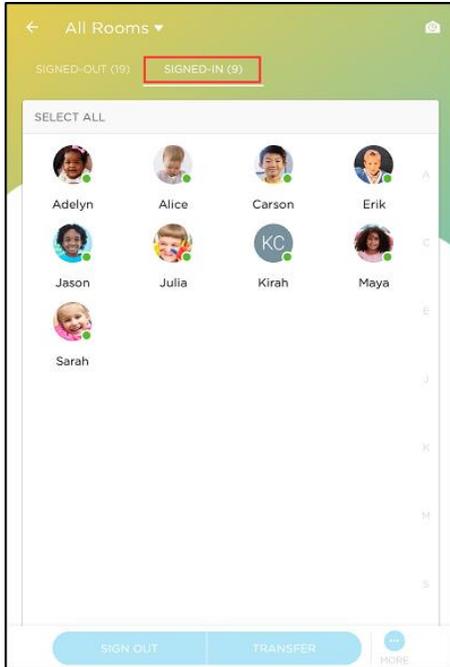


- a. Time
- b. Mark the student(s) as absent
- c. Room you are signing the students into

- d. Change the name of the person signing the students in. Choose from the list or choose "Other" to manually enter a name

## TRANSFER GROUPS OF STUDENTS

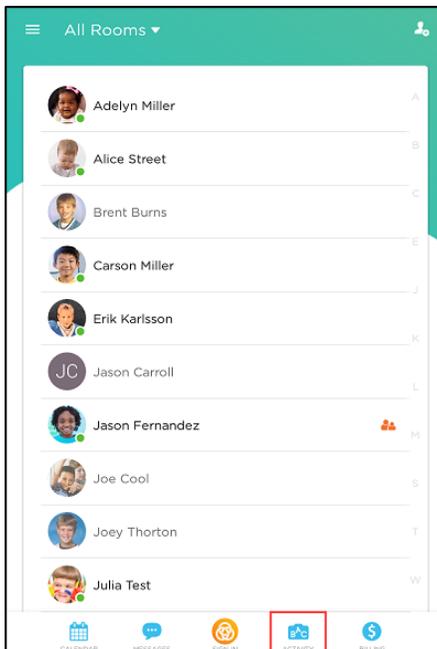
1. Navigate to the Attendance icon and select the Signed-In tab



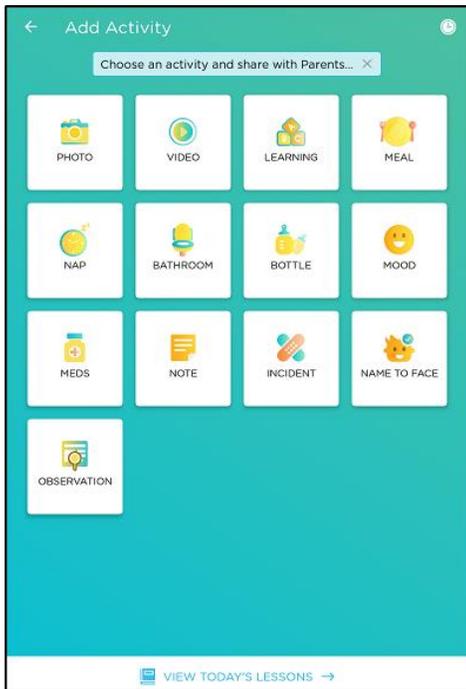
2. Select the students from the list who are signed in and click Transfer

## RECORD DAILY ACTIVITIES

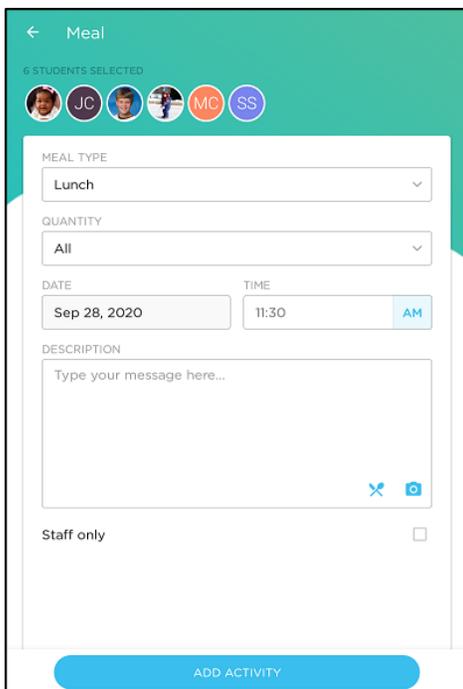
1. Click Activity from the bottom of the screen



2. Select the item you wish to record, then select the student(s)



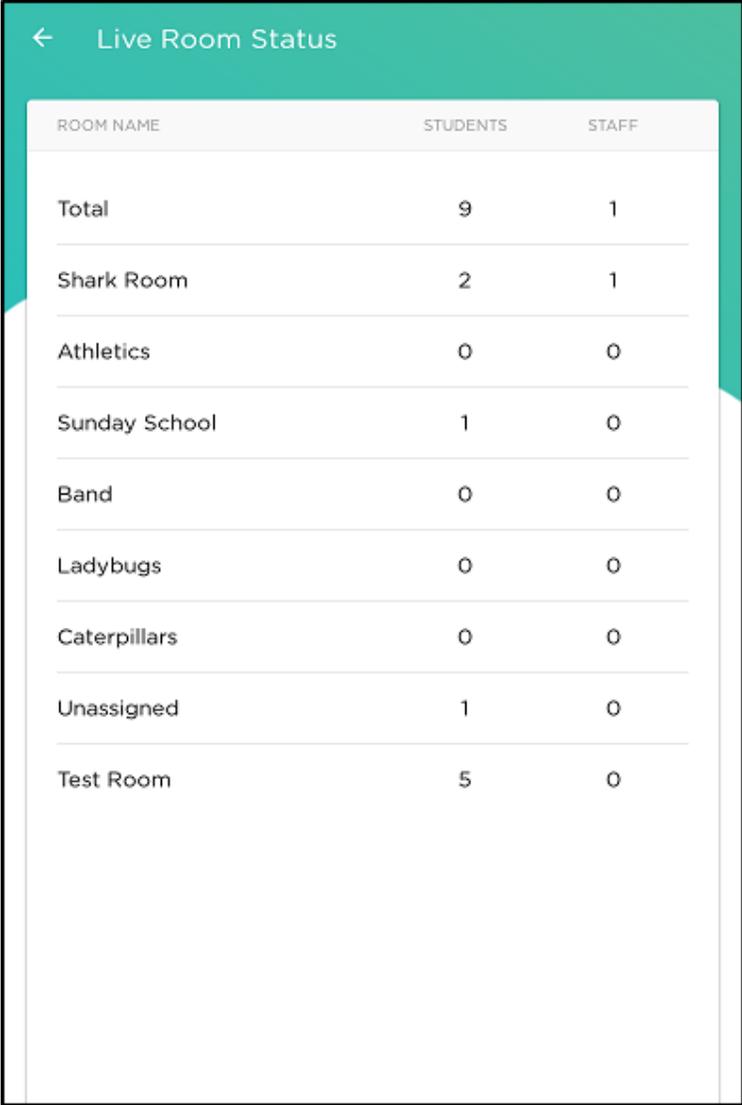
3. Fill out the relevant details and click Add Activity



**Please note:** If it is an item that needs to be reviewed prior to sending to parents, check the Staff Only box. An approval from an admin will be required before the information is sent to parents

# LIVE ROOM STATUS

The Live Room Status option allows you to a quick overview of teachers and students per classroom.

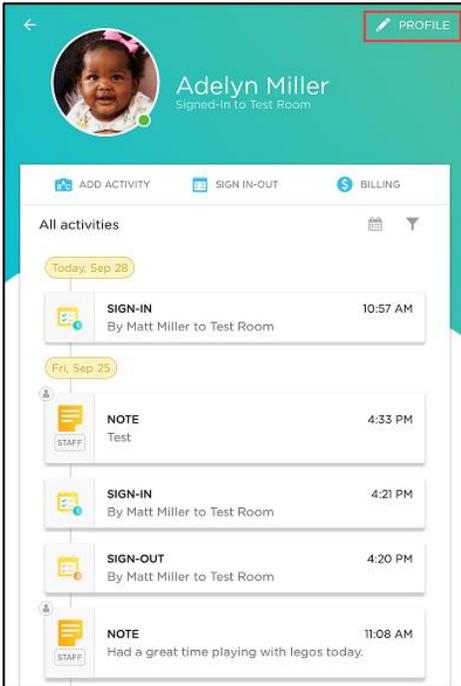


The screenshot shows a mobile application interface titled "Live Room Status". It features a table with three columns: "ROOM NAME", "STUDENTS", and "STAFF". The table lists various rooms and their corresponding student and staff counts.

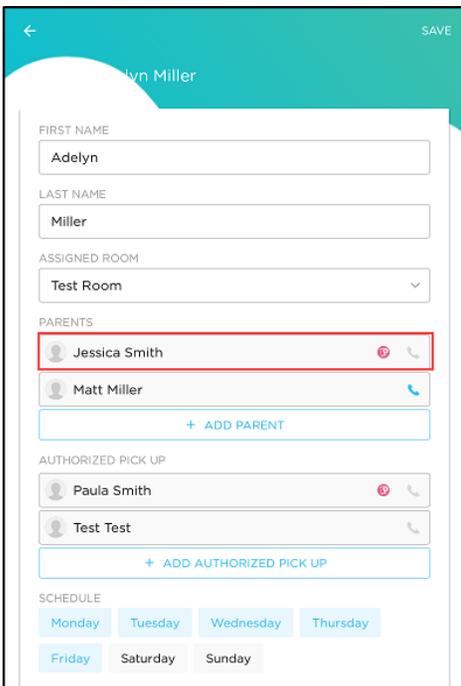
ROOM NAME	STUDENTS	STAFF
Total	9	1
Shark Room	2	1
Athletics	0	0
Sunday School	1	0
Band	0	0
Ladybugs	0	0
Caterpillars	0	0
Unassigned	1	0
Test Room	5	0

# LOOKING UP PARENT & AUTHORIZED PICKUP PINS

1. From the main screen of the app, select the child from the list
2. Click Profile in the upper right corner



3. Select the parent you wish to view the PIN for



4. The PIN will be displayed at the bottom of the screen

← SAVE

FIRST NAME  
Jessica

LAST NAME  
Smith

CONTACT INFO  
mattc+jessicasmith@kinderlime.com  
Add Mobile Phone

You can invite with email or mobile phone. Procare will send welcome invite when you save.

Is Emergency Contact?

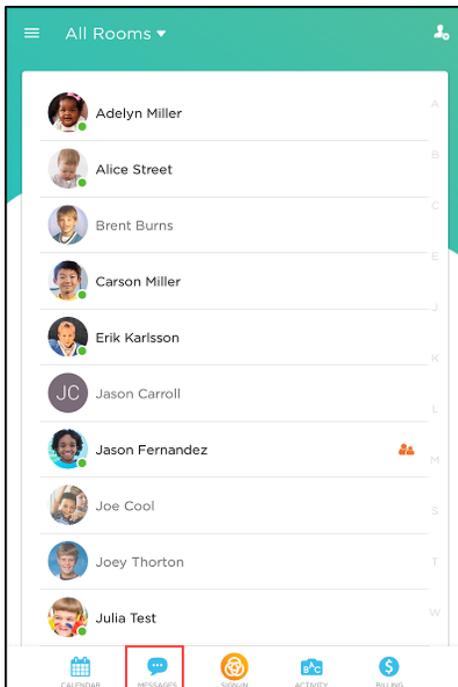
SIGN-IN PIN  
**5791**  
Parent or Carer can use this unique PIN to Sign In-Out their children from Kiosk

Do you want to DELETE the parent?

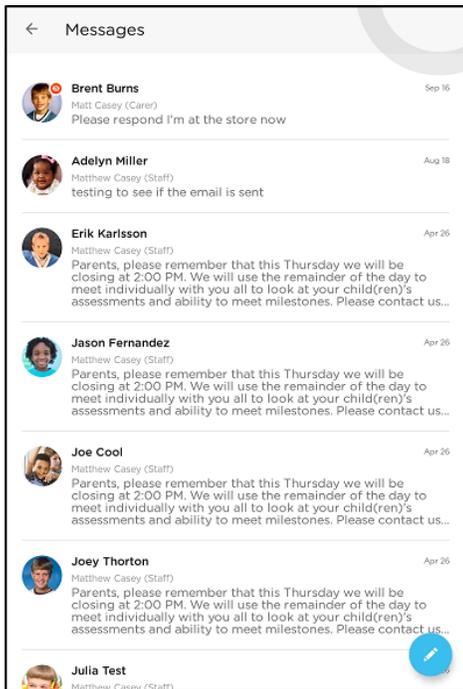
## POSTING MESSAGES TO PARENTS

### WITHIN THE MOBILE APP

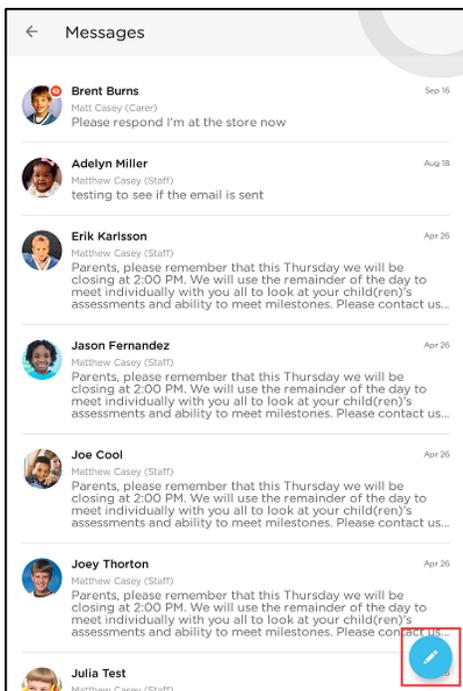
1. Click Messages from the main screen



2. Any new messages from parents will be displayed on this screen. Click a message to view

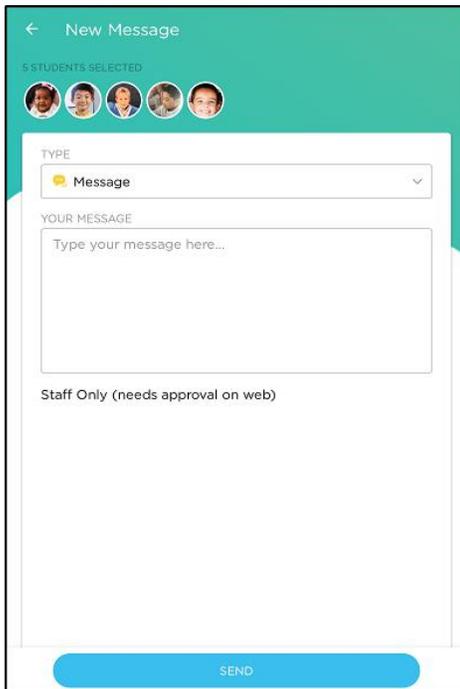


3. To message a parent, click the pencil icon



4. Choose the student(s) and click Next

5. Select from the Type drop-down



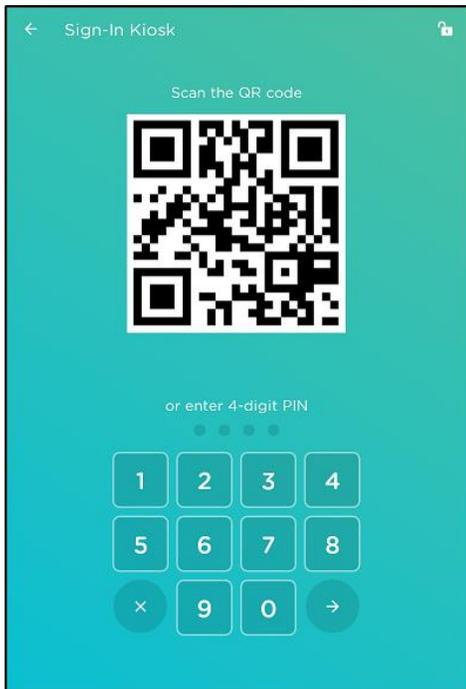
- a. Message
  - b. Alert – alerts can also be sent as an SMS by selecting “Send also as SMS”
6. Enter your message and click Send. Parents will receive the message on their parent app

## STAFF CLOCK IN/OUT

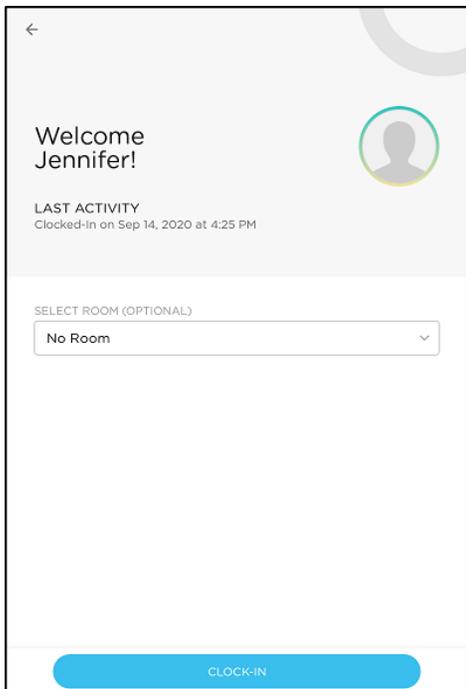
Staff clock in and out in the same kiosk the parents use to enter their PIN. Before a staff member can enter their PIN, ensure the app is signed in by an admin.

**Please Note:** Unless you are an admin, you are unable to sign in/out from your own device.

### 1. Enter your PIN



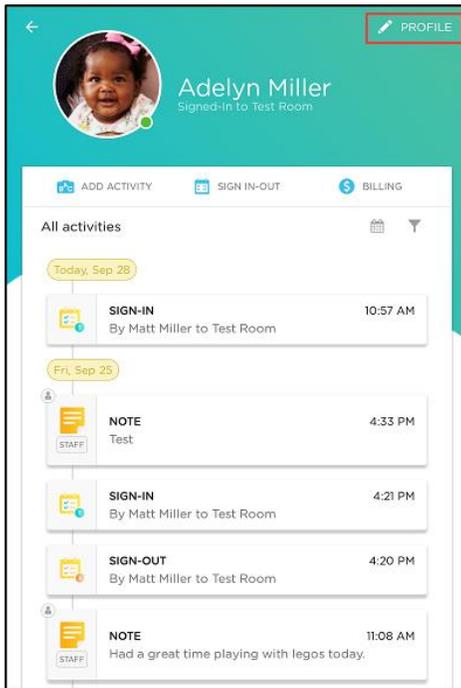
### 2. Verify the room/class you are working in



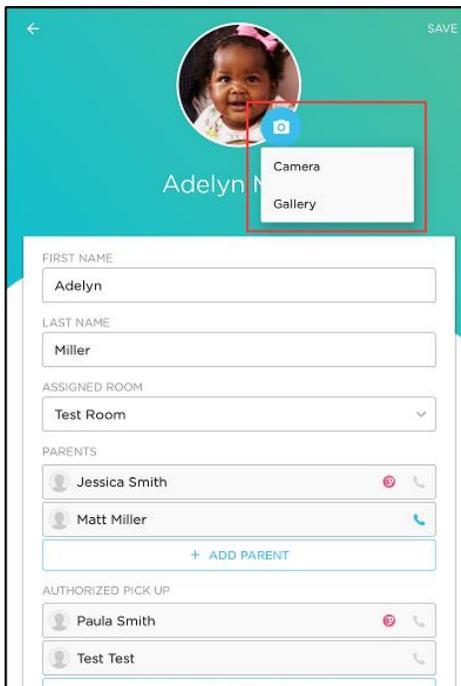
### 3. Click Clock In

# ADDING A CHILD'S PROFILE PICTURE

1. Click the student's name and select the profile option in the upper right corner



2. Click the camera icon, then select Camera or Gallery



- a. The Camera option allows you to take a picture of the child to add into the profile
- b. The Gallery option allows you to select a picture from the gallery on the device