



Check-in Manager

Summary

This block is an advanced version of the core Check-in Manager block. It adds the following functions:

- Ability to view and reprint labels
- Ability to move a person who is checked in to a new location or group
- Ability to check-out a person
- Ability to move all people in a location to another location or group

Quick Links:

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- [Using the Block](#)
- [Block Properties](#)

What's New

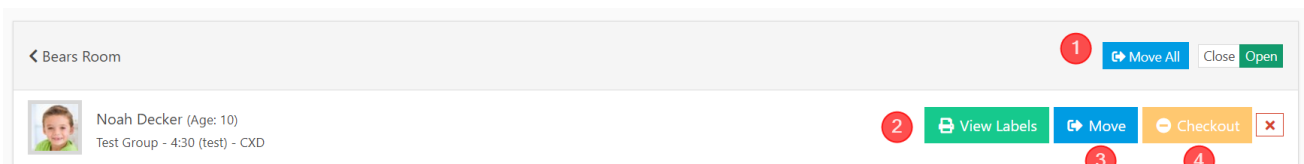
The following new goodness will be added to your Rock install with this plugin:

- **New Block:** *Check-in Manager Locations*

Using the Block

You will need to swap out the core Locations block on the Check-in Manager page for the KFS Locations block.

On the check-in manager page, choose the check-in area, group and location that you would like to manage. When you get to the list of people who are checked in, you will notice a few differences.



- 1 **Move All** Allows you to move everyone checked into this location to a new location and/or group. Imagine you have a spill on the carpet in one of your rooms. You want to move all the kids from one room to another so you can clean it up, the move all button gives you an easy way to do that. Your leaders will still have an accurate count and list of who should be in which room.
- 2 **View Labels** Allows you to view all the labels that printed when someone checked it. It also gives you the ability to reprint their label with the same security code. This is very helpful when a child rips or spills on their label. You can print another label with the same security code so it will still match the parent's label at pickup. Printing relies on the device having a default printer.
- 3 **Move** Allows you to move just one person to a new location and/or group.
- 4 **Checkout** Allows you to checkout the person.

Reprinting Labels

Select Label Child Label (Text) 1

Advanced Print Options 2

Print Density 8 dpmm (203 dpi) Label Size 4 X 2 Show Label i

NoahDecker_6_7_1b31a2a3-6438-4557-8788-7f057a025eaa.pdf 1 / 1

CGB

Noah
Decker
Bears Room 4:30 (test)

Print 3

OK

- 1 **Select Label** Select the label you would like to view and reprint from the dropdown menu
- 2 **Advanced Print Options** The settings in this panel only apply if your label ZPL does not include print density and label size. The core Rock labels include these values. This panel is hidden by default in the block settings.
- 3 **Print** If you would like to reprint the label, use this button. It will print to your devices default printer.

Block Properties

Locations

KFS > Check-in > Manager / Id: 913

Basic Settings | Advanced Settings

Name 1

Locations

Navigation Mode 2

Group Type Location

Check-in Type 3

Weekly Service Check-in Area

Person Page 4

Person Profile

Area Select Page 5

Check-in Type

Chart Style 6

Rock

Search By Code 7

No

Lookback Minutes 8

120

Location Active 9

Yes

Close Occurrence 10

No

Attendee Actions

Save Cancel

- 1 Name** Name for your block instance
- 2 Navigation Mode** Navigation and attendance counts can be grouped and displayed by either Group Type or Location. Select whichever makes the most sense for your organization.
- 3 Check-in Type** The Check-in Area to display. This value can be overridden by a URL query string.
- 4 Person Page** The page used to display the selected person's details.
- 5 Area Select Page** The page to redirect the user to if a check-in area has not been configured or selected.
- 6 Chart Style** Choose your preferred chart style
- 7 Search By Code** If enabled, you may enter a security code in the search box and find the corresponding person
- 8 Lookback Minutes** The number of minutes the chart will lookback
- 9 Location Active** If enabled, only locations with currently active schedules will be displayed

- 10 **Close Occurrence** If KFS Load Balance Locations is being used in the check-in workflow, this will close the occurrence instead of the location

Locations KFS > Check-in > Manager / Id: 913

Basic Settings Advanced Settings

Name

Attendee Actions

Show Delete 11
Yes

Show Checkout 12
Yes

Show Move 13
Yes

Include Group Move 14
Yes

Show Print Label 15
Yes

Save Cancel

- 11 **Show Delete** Indicates if the Delete button should be shown. Attendance records delete from this screen are permanently deleted from the database.
- 12 **Show Checkout** Indicates if the Checkout button should be shown. People checked out will still show as having attended but no longer count toward room totals in check-in manager.
- 13 **Show Move** Indicates if the Move buttons should be shown. This setting controls both the individual move button and the move all button.
- 14 **Include Group Move** Controls if the option to move people to a new group is displayed in the move popup. If set to no, you will only be able to move people to new locations.
- 15 **Show Print Label** Indicates if the View Label button is available to view and reprint labels

Print Actions settings will only apply if your label ZPL does not include print density, label width or label height. The core Rock labels do include those settings in the ZPL.

Locations KFS > Check-in > Manager / Id: 913

Basic Settings **Advanced Settings**

Print Actions

Show Advanced Print Options ⓘ 16

Yes

Print Density ⓘ 17

8 dpmm (203 dpi)

Label Width ⓘ 18

4

Label Height ⓘ 19

2

Save Cancel

- 16 **Show Advanced Print Options** Indicates if the advanced print options should be displayed on the view labels popup
- 17 **Print Density** Default print density for a label reprint.
- 18 **Label Width** Default label width for a label reprint.
- 19 **Label Height** Default label height for a label reprint.