Using CheckIn
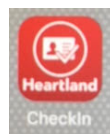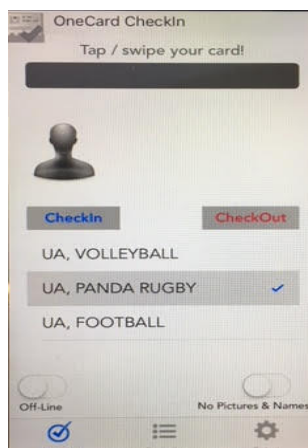# Mobile Application

Log in to the CheckIn App on your mobile device

Select the event you would like to CheckIn for from the list. It is only necessary to choose the event once if you are checking in multiple people for the same event.
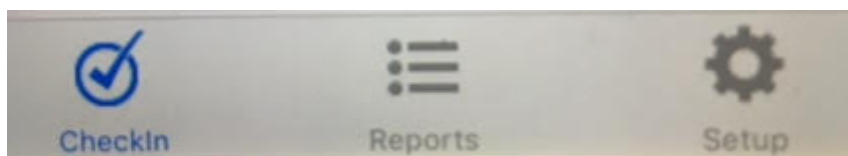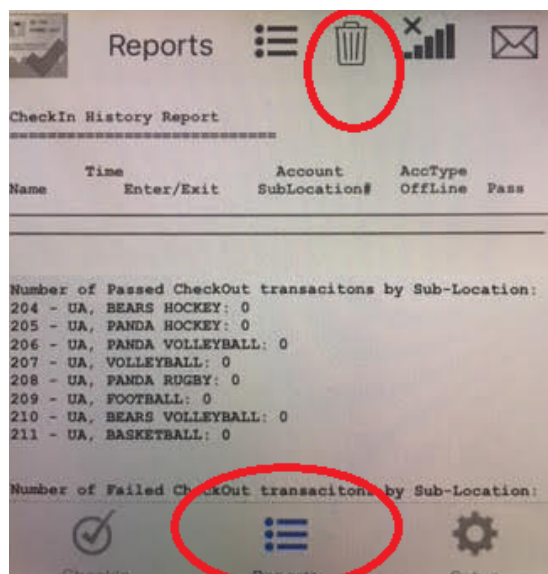
Swipe the Student's card

APPROVED CHECK IN

You should CLEAR the REPORTS at the end or beginning of each day.

- Select REPORT
- Select the Garbage can
- "Do you really want to clear the CheckIn History?"
- Select "YES" to reset the running totals

CheckIn App   Report Menu   App Setup/Log in