KIDS CHURCH

Instruction Material

ABSTRACT

A guide to ENCS: Kids Church Check-In procedures, machine set-up, household registration and operations.
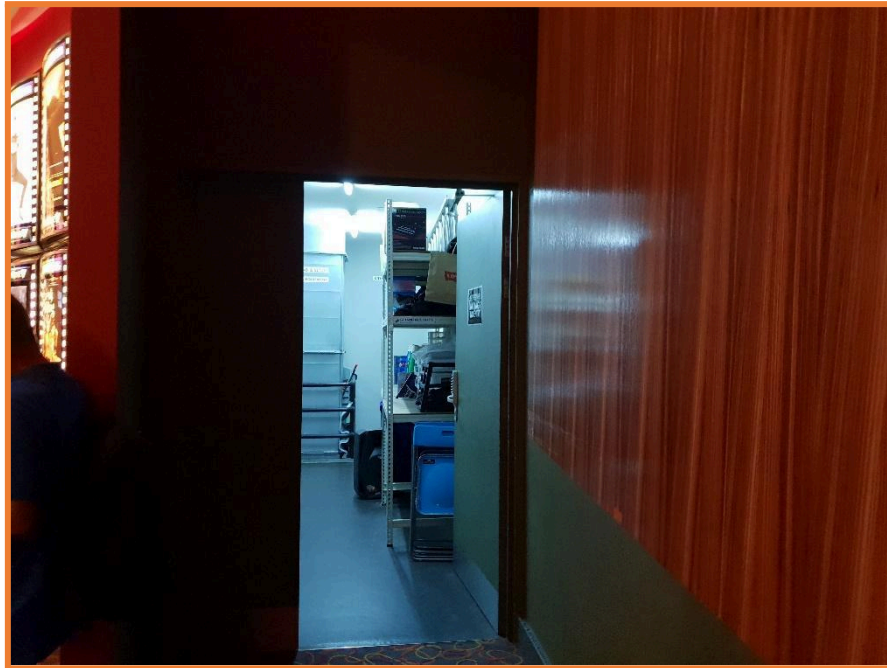
Contents

SETUP

PREPARE RESOURCES

A big gray plastic box container (3 laptops) and a smaller transparent plastic container (internet items) needs to be retrieved from GV store room and moved to Kids church checIn area.


SETUP CHECK-IN AREA

Ensure that there are 2 tables placed in the checkin area only. No other form of obstructions nor hazards around the area which may endanger or distract kids during the registration i.e. boxes, movie standboards

CONNECT TO THE INTERNET

Open the smaller transparent box and connect the fiber optic cable (yellow) from router (gadget with multiple antenaes) to wall socket.
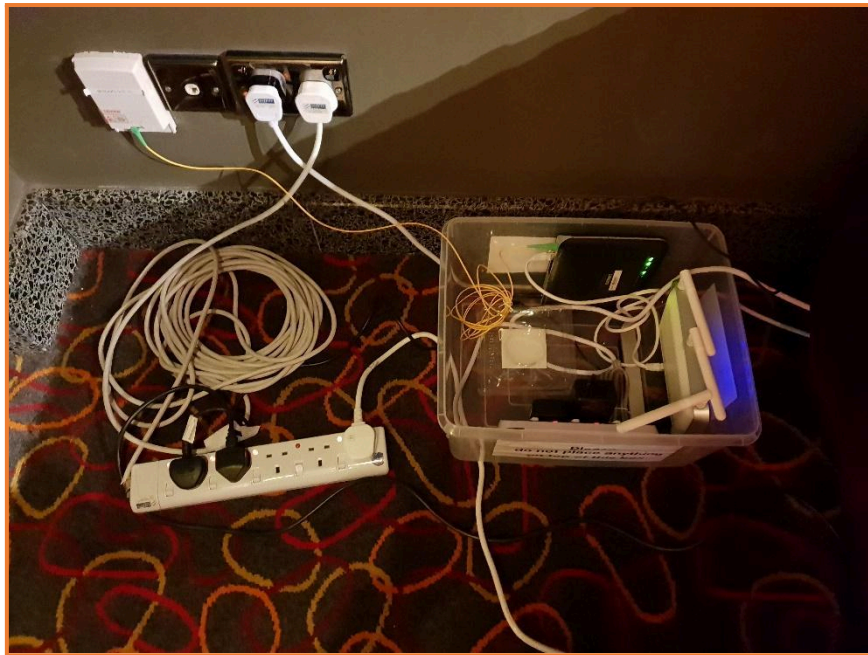
LAY OUT POWER CABLES

Get the 2 extension cables from the blue box, connect both and plugin properly.

SETUP THE MACHINES

Get 3 laptops from box together with scanners, printers and cables.

Arrange the laptops with assisted machine to the rightmost

1. Connect the laptops power cable to extension cables
2. Turn on machines using windows credentials
3. Ensure that the machine is connected to wifi (ENCS_5G) and can browse any website.
4. Open OneFellowship application
5. Connect scanners based on sticker number
6. Connect printers based on sticker number

POST SETUP

1. Test the application: search and print tags
2. Test the assisted machine visitor pass: ctrl + 1
3. Check all printer papers
4. Prepare the following
   - New Household and Visitors forms
   - Speedpass
   - Clipboard and pens

A. Keep the cables tidy and unreachable by kids

USING FELLOWSHIP ONE APPLICATION

Launch the Application

Double-click the application icon in the desktop

Enter the pa... ... this screen: 6950

Activity Code:

7	8	9	Backspace
4	5	6	CLEAR
1	2	3	
	0		Exit

Every Nation Church
Singapore

SELF CHECK-IN SETTINGS

What type of check-in would you like?

Next

Self Check-in

Assisted Check-in	Self Check-in
Entire Household	Individual Only
No Item Tags	Allow Item Tags

After scanning the barcode, return the entire household...

User cannot print item tags.
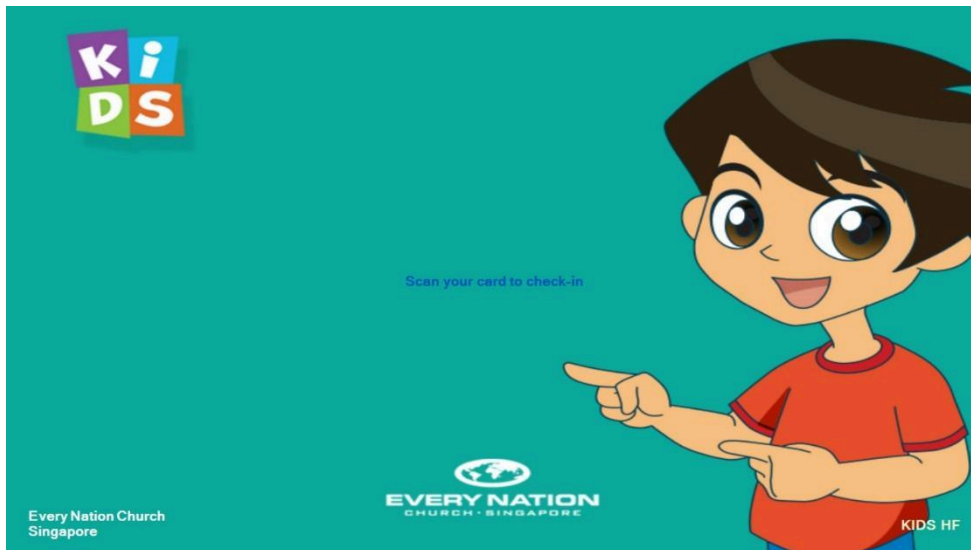
Self Check-in Default screen

This would be the default screen for Self Check-in set-up.

Members will use their card to search the record and print their tags.
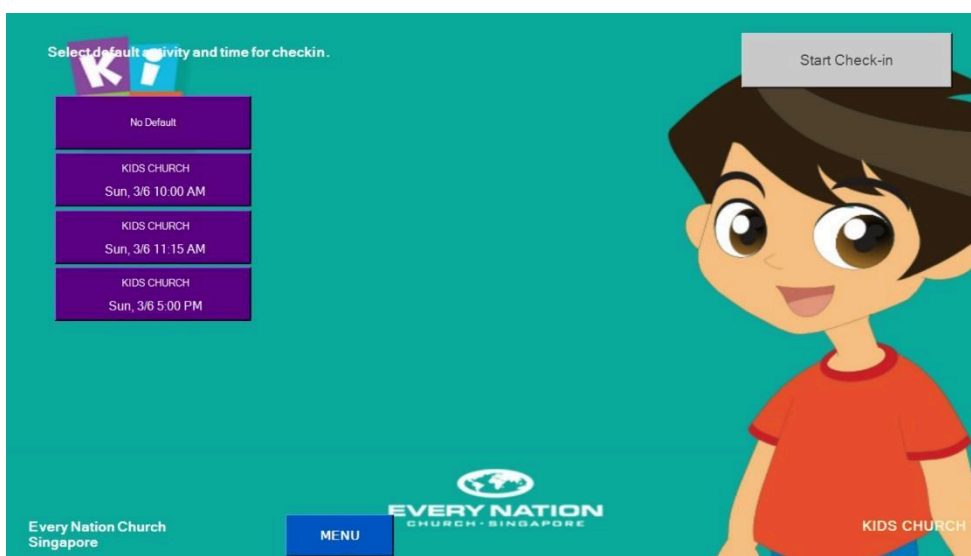
ASSISTED CHECK-IN SETTINGS
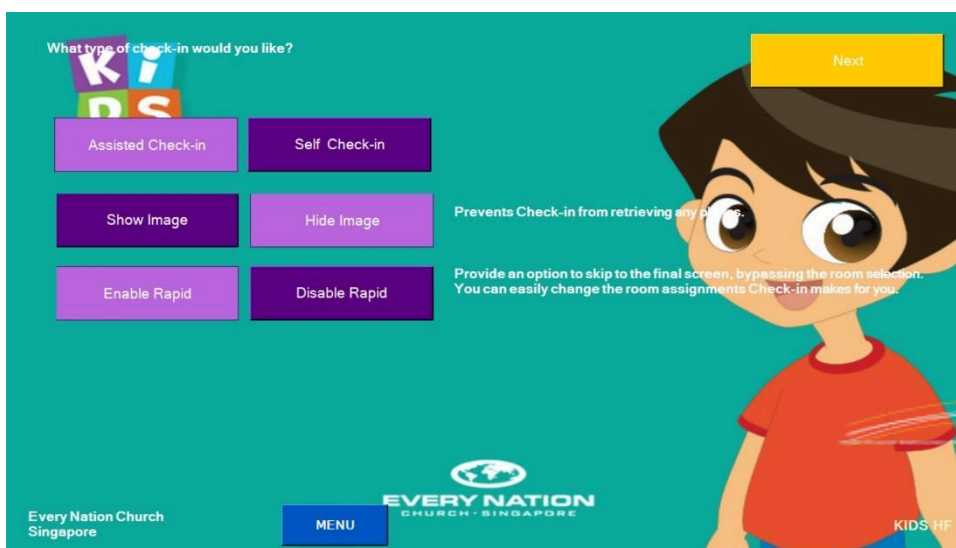
Assisted Check-in

Used to manually do the check-in, update of members account and adding of new records.

To proceed, select [Assisted Check-in] then click [Next] yellow button at the top of the screen.

Assisted Check-in Default activity values

To proceed, select the appropriate service time and click [Start Check-in] yellow button at the top of the screen.

SEARCHING FOR RECORDS

Assisted Check-inSearch Screen

This would be the default screen.

Assisted Check-inSearch Screen

To search for
Rose Anne **Del Rosario**

OPTION 1:
Type the first 2 letters of
Fname and Lname: **ro de**
And click **Search**

Assisted Check-inSearch Screen

OPTION 2:

PRINTING RECORDS

Overall procedure

Always start with Searching for household

Household Returned:
Print Record

No Returned Results:
Asks if they are just visiting ENCS

Visitors:
1. Request to fillup visitor form
2. Request for an ID and Validate name
3. Print out visitor sticker Ctrl+2

Members:
1. Request to fillup members form
2. Ensure email and contact numbers are completed
3. Get a new speedpass and write the ID on completed form
4. Print out visitors pass and give to new members along with speedpass
5. Once available, key In the completed form with speedpass ID in the system by clicking "Add New Household" and "Add Household Members"

FAQ Topics

"No Appropriate Activities" being displayed
>   Send volunteers name to Kern

Visitors from abroad
1. Request visitors to fillup visitor form
2. Validate name with guardian's ID, confirm contact details
3. print visitor passes ctrl+1 / ctrl+2

Not printing
1. Check if power cable is connected properly
2. Check if data cable is connected to laptop
3. Check if there is enough printer paper
4. Ensure Printer #1 is connected to Laptop#1
5. Restart the printer

Not scanning
1. Check if datacable is connected to laptop properly
2. Visually check if speedpass is spoiled then replace a new one. purchase not required.

F1 Application doesnt open
1. No internet, check if internet devices are properly connected
2. Connect laptop Wifi to encs_5g

Lost speedpass
  Provide a new speedpass, update the record with the new speedpass ID. A replacement fee of 5sgd applies

Visitor Pass doesnt print
1. Access C:\KCTemplates
2. Double click RegisterKC.bat to run visitor pass setup
3. Test printing by Ctrl+1 or Ctrl+2

Insufficient Check-In supplies
  Raise thru whatsapp group the needed resources to Levy / Kern / Raffy

Adding new child on exisiting household
1. Verify childs record doesn't exist in the system
2. Provide KC form to guardian to specify child details
3. Give visitors pass to new entry
4. Once available, update household eith child new record
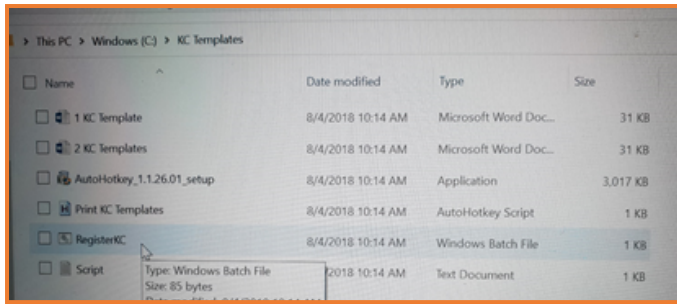
Any other issues

Request assistance from JC or Kern Lee or Raffy Panes or Levy Boromeo