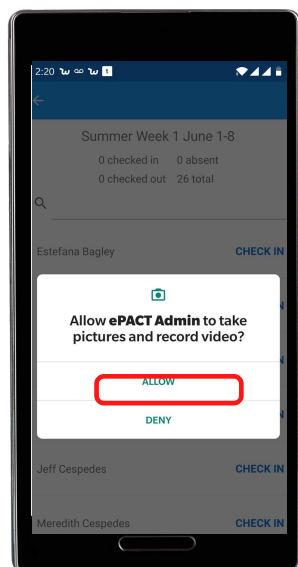
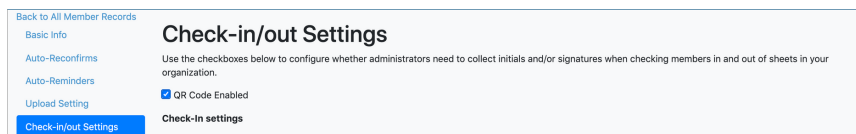
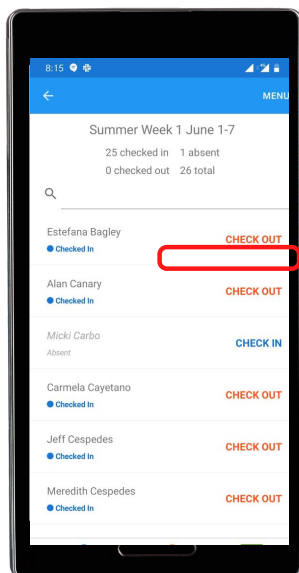


CONTACTLESS CHECK IN CHECK OUT- ADMIN GUIDE

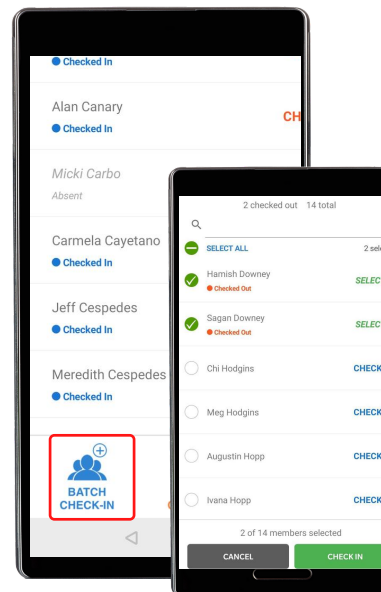
Activate the feature in Check In Check Out settings in Organization Settings.



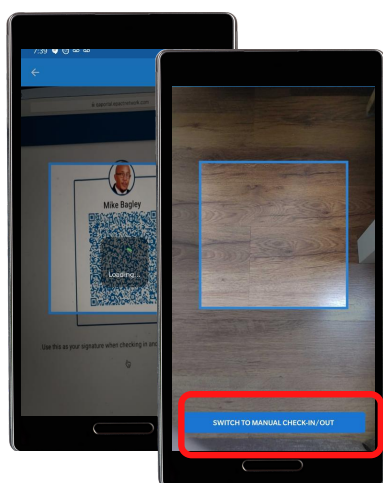
Allow the App to take pictures or record video to allow you to scan.



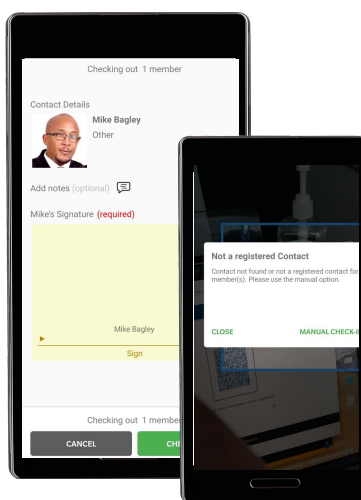
Click on Check In Check Out and it will automatically launch the scanner.



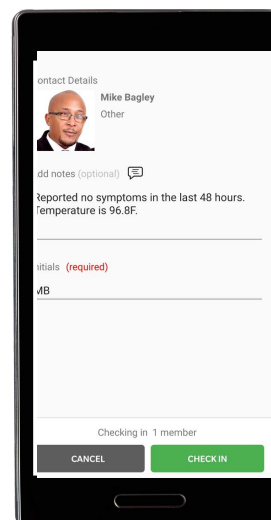
If there is more than one child in the family being checked in, click on Batch Check-In and select them.



Point your camera at the QR code and it will automatically scan and load the member's credentials. Only authorized contacts will be allowed to Check In/Out. If no code is available, click on Switch to Manual Check In/Out to use your usual check in method.



The member's initials and/or signature will auto-fill. Please note that if a contact is not listed on the member's record, you'll see an alert- you switch to manual check in/out.



Follow your usual procedures- you can add notes as needed and then click on "Check In /Out" to complete the process,

For more information, or for assistance, please contact us at help@epactnetwork.com or 1.855.773.7228.

FAQS

What if the contact is not authorized or listed?

ePACT will validate the QR code to ensure that the contact is authorized to check the child in or out. You'll be notified if they are not authorized and then you can follow your organization's procedures. If you are trying to batch check in multiple kids, and the contact is not listed for one of those, you won't be able to proceed. (You do have the option to select "Other"). Simply click on "Manual Check-In"

What happens if I try to scan a non-ePACT QR code?

An error message will appear alerting you this is not the correct QR code.

Can members just take screenshots of the QR code?

Yes, but for security reasons, the QR code is regenerated every 24 hours. So the screenshot will be valid for that amount of time. As well, if they log in during this period, a new code will be generated. This is to ensure the most secure code is available as part of our dedication to privacy and security.

What if the parent or contact does not have a code?

Only account holders can get a code. Encourage them to create an ePACT account to diminish contact! But if not, you can simply select Manual Check In and use the same method you've been using.

Can members with no accounts still get QR codes?

No. As this is a secure feature, QR codes are only available for account holders.

What if parents do not want to use a QR code?

No problem! You can use the Check in Check Out app the same way as you always have! The Check in Check Out works with all 3 methods at the same time:

- QR code,
- Admin check in/out,
- Regular family check in/out

What if I have some suggestions to improve this feature?

That's great! We want to know what you like, don't like, and how we can make this work better for you! Complete our survey or meet with our Director of Product.

When are COVID-19 screening or temperature tracking coming?

Very soon! This beta trial is help us identify the issues and gather your feedback.

