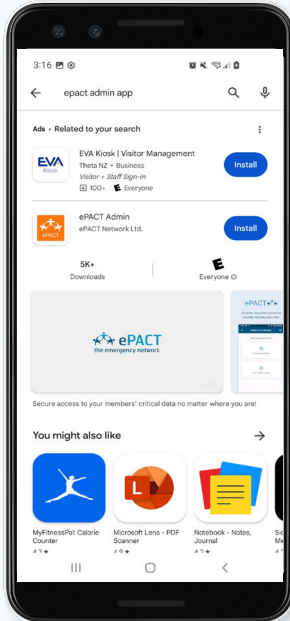


Admin App Guide for **Android Devices** + CICO (Check in -Check out)

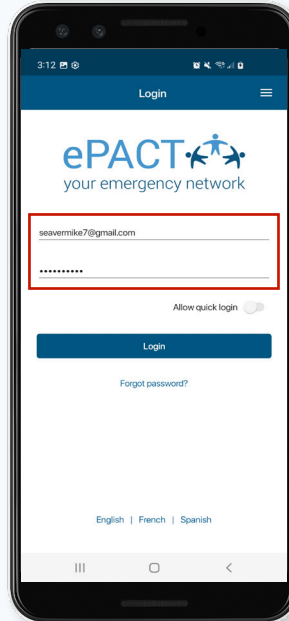
Getting started
with Login.

1.



Begin by installing the ePACT Admin app from the **Apple Store**.

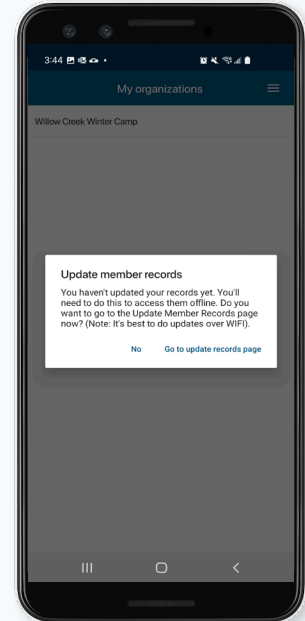
2.



Once installed, open the app and **login** with your **email** and **password**.

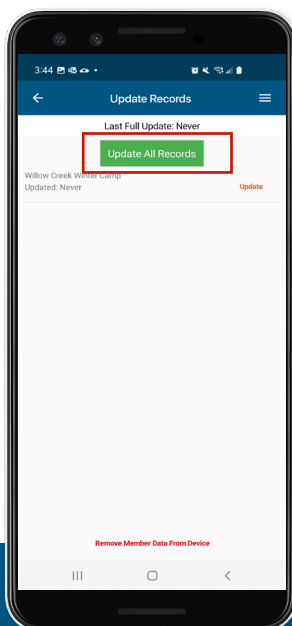
Updating
Members.

3.



If you have not yet synced or it has been **7 Days** since you last synced the member records on the dashboard with the app you will be prompted with the option to do so. You can also **manually** update the member records via **List Icon** in the top right corner, **Update member records**.

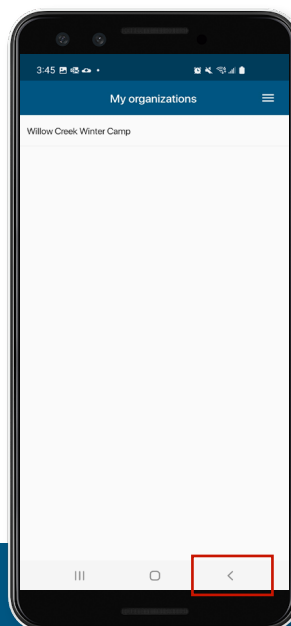
4.



Select **Update All Records** and **Tap Ok** when complete.

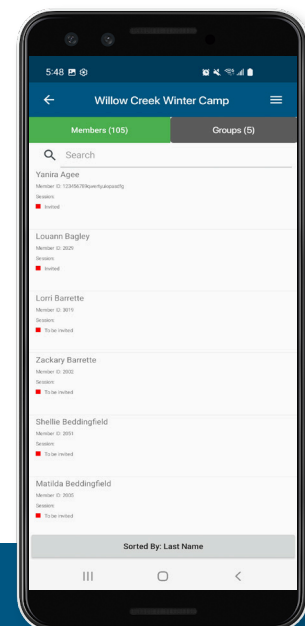
5.

Selecting
ORG.



Press the **back button** in the **top left corner** to go back to the **My Organizations** page.

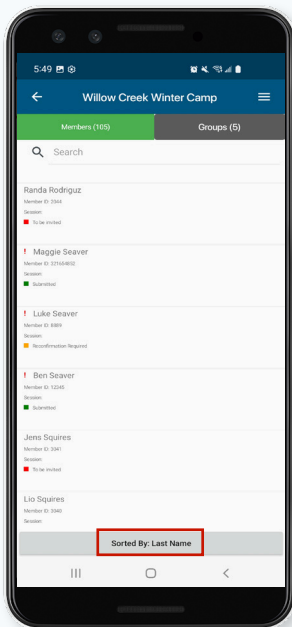
6.



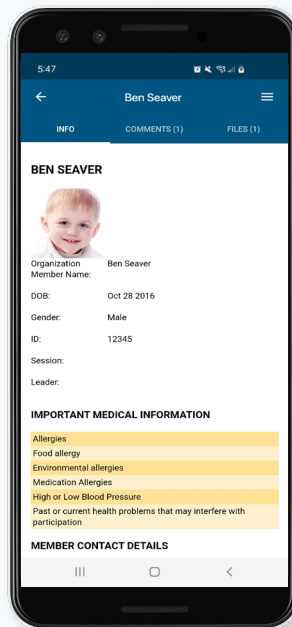
By pressing on the **organization name**, you will be brought to the member records page.

Viewing Members & Groups.

7.

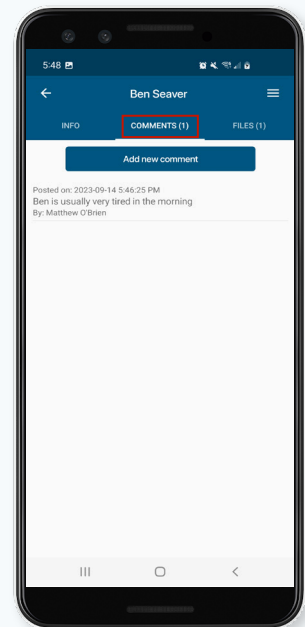


8.



Viewing Comments.

9.



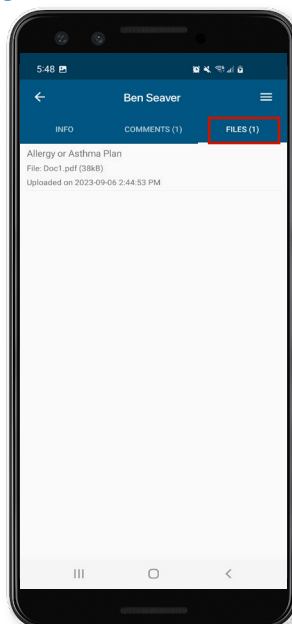
By default, **records** are sorted by **last name**. The sort can be changed via the **Sorted By** button at the **bottom** of the screen. The **Search** function at the top of the screen can also be used to search for a **member** by either first or last name only. Members need to have a **Submitted**, **Downloaded**, or **Reconfirmation Required** status to be viewed.

Choose a record to **view** the **member's emergency information**.

Press the **Comments** tab to **view** or **add comments**. This feature is **only** available while **online**.

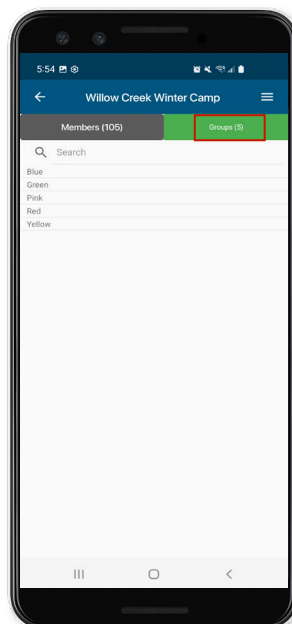
Viewing Files.

10.



Press the **File(s)** tab to **view** or **add** files. This feature is **only** available **while online** and requires the appropriate app to view the file.

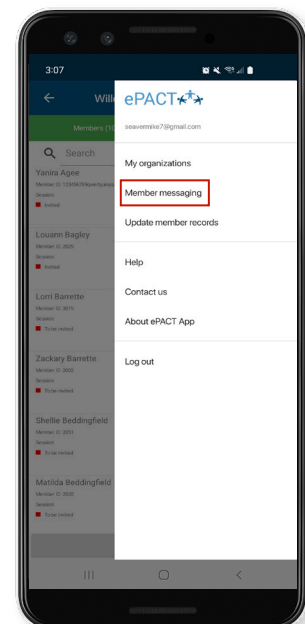
11.



Groups can be viewed via the **Groups** **tab**. The Search function at the top of the screen can be used to search for a **specific group**.

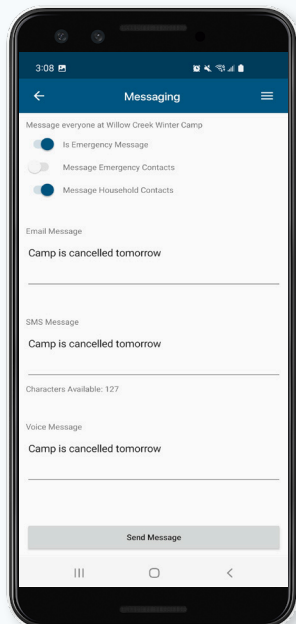
Member Messaging.

12.

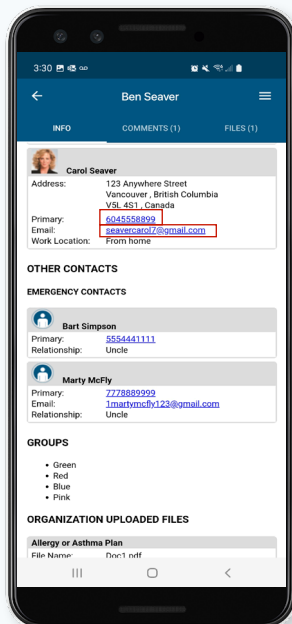


To message the **group** press on the **list icon** to bring up the **Member Messaging** feature.

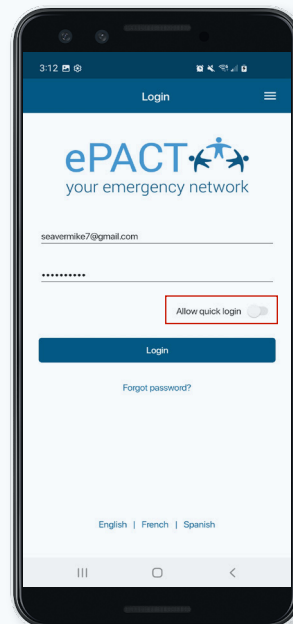
13.



14.


Quick
Login.

15.

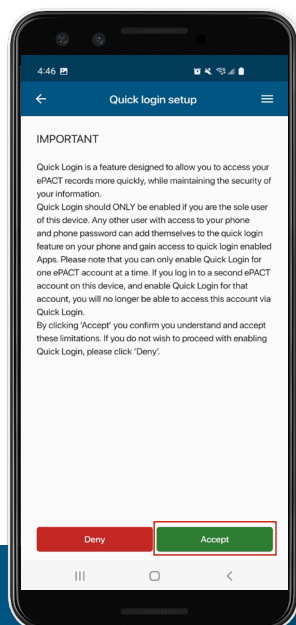


A message can be **sent to a specific or an individual member**. **Please note:** If under the **Group** tab a message can be sent to **a specific group**. A message can **-not** be sent to multiple members under the Members tab or multiple groups under the Groups tab. Messages can be sent using **any combination** of the **three methods**. It is also possible to include emergency and household contacts as well as **set the title of the message to EMERGENCY MESSAGE**.

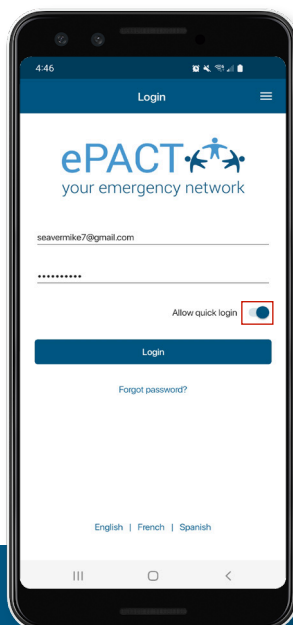
To send a message or contact an individual member, press either the **phone number** or **email address** within the patron's profile.

The **Quick login** feature will allow you to login to the ePACT Admin app using the pattern used to login to your mobile device. To enable this feature, **enter your username and password** and then turn on the Quick login feature **before logging in**.

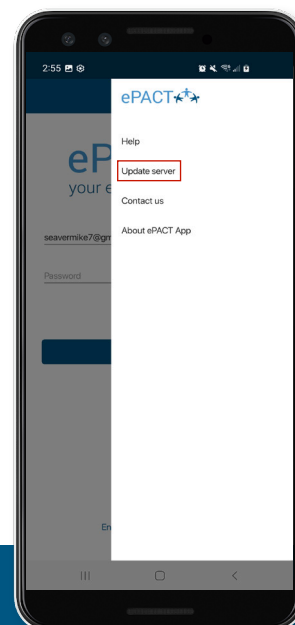
16.



17.



18.



Accept the notice and **confirm** your unlock pattern when prompted. **Please note** that this feature is **not recommended on shared devices** where **different admin accounts** will be used to login.

The next time you go to login, the **Allow quick login** feature will be turned on and you will be prompted for your **unlock pattern** before logging in.

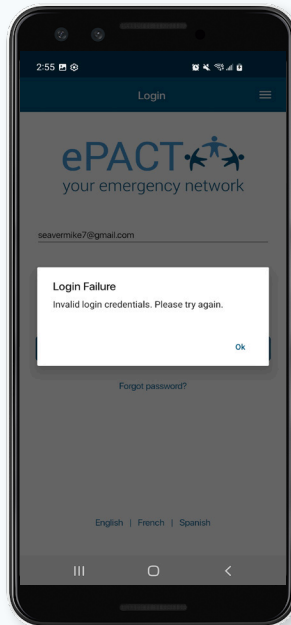
The **List Icon** in the **top right corner** of the login page presents the options for **Help, Update server, Contact us, and About ePACT App**.

19.



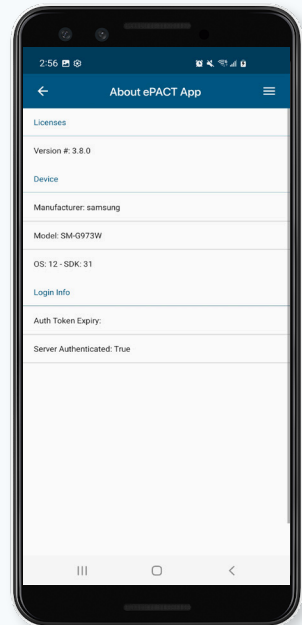
The **Select server** option is used to **choose the server** your organization resides on.

20.



A **“Login Failure”** message when trying to login, means perhaps you are on the wrong server. Try switching to the other server and the message should go away.

21.



The **About ePACT App** is used to identify the **app version** as well as details about your device. It will be helpful to relay this information to ePACT Support if experiencing **problems with the app**.

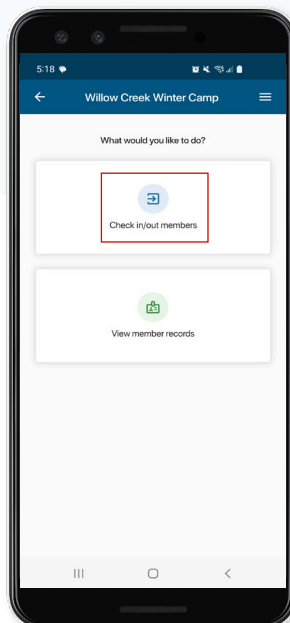
The ePACT Admin app for Android, Check In Check Out (CICO)

1.



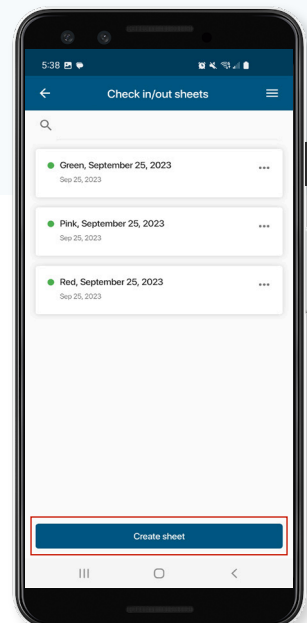
Starting from the **My Organizations** page, press the **organization name** to Check in/out members.

2.



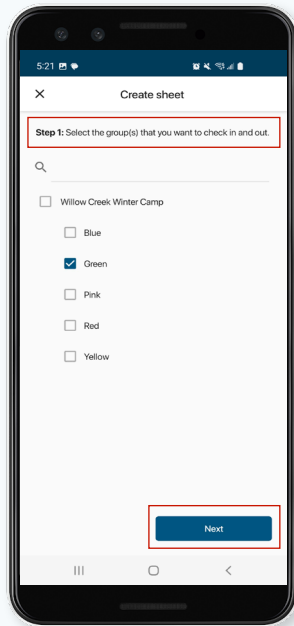
Press **Check in/out members**.

3.



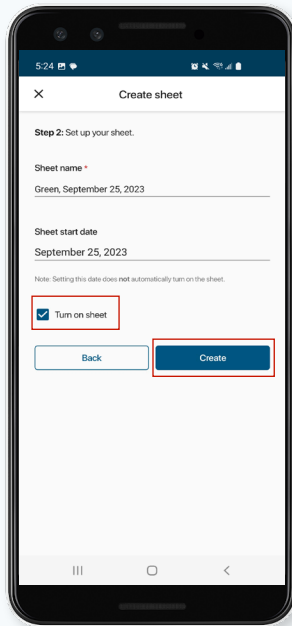
If there are **existing CICO sheets** presented, press the **Create sheet** button located at the **bottom of the screen**.

4.



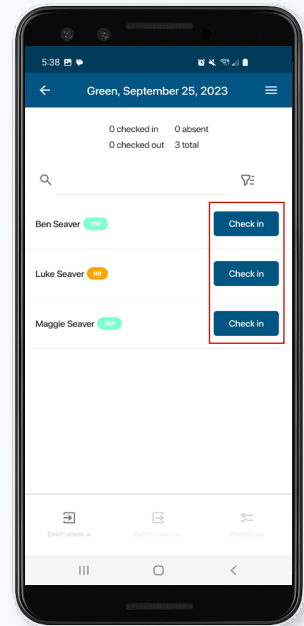
If you **do not** have any **CICO sheets** created, you will **automatically** be presented with the task of creating a sheet. The sheet is based off **one or more groups** in the dashboard. If you have many groups, the search box can be used to filter by **group name**. Select **a group** or groups and press **Next**.

5.



Name your sheet something that will make sense when compared to the group name. It may be helpful to **include the date the sheet was created** in the name. The sheet's start date can be entered but it is not necessary. **Turn on the sheet** via the **check box** and press **Create**.

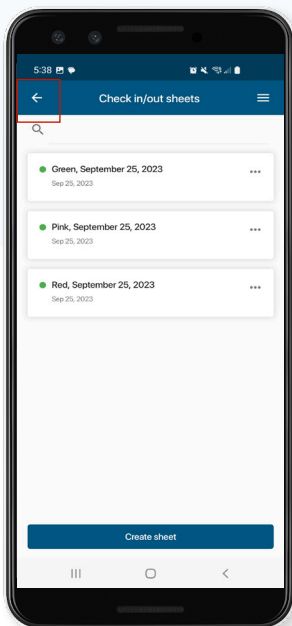
6.



At this point you will be able to **check in members**.

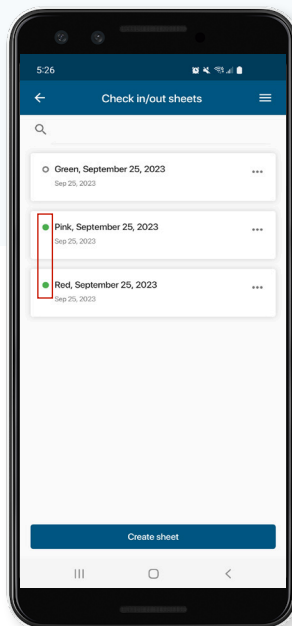
Managing CICO Sheets

7.



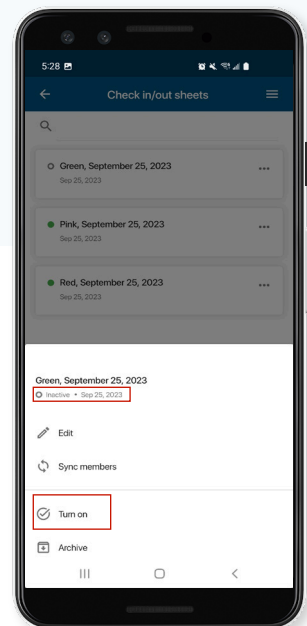
You can also hit the **back button** (left facing arrow) in the top left corner of the screen to go **back to the menu** to create **more sheets**.

8.



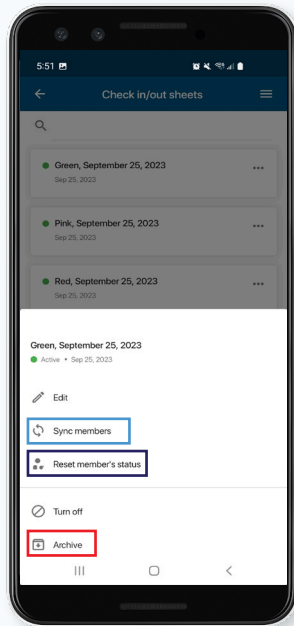
The **Check in/out sheets** page lets you manage your **CICO sheets**. A sheet **must be turned on**, as indicated by a **solid green** button, **before** you can check in or check out members. To turn a sheet on or off, **click the sheet's three dots** button to the **right of the sheet**.

9.



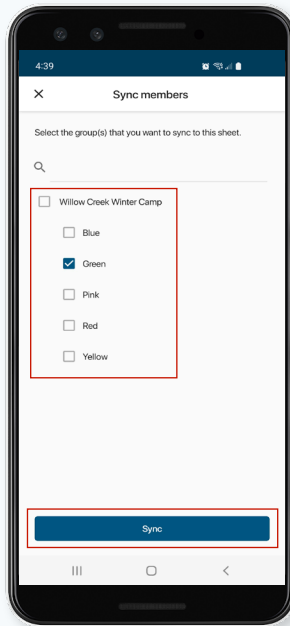
Select either the **Turn on** or **Turn off** option.

10.



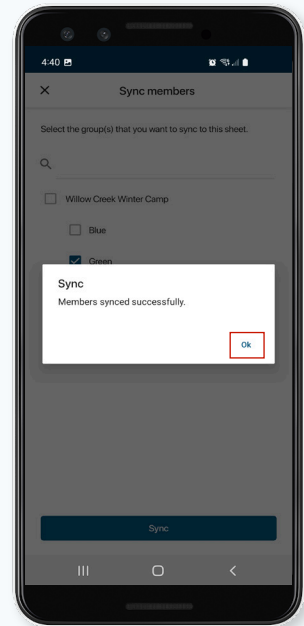
The **three dots menu** presents a host of **other options** pertaining to the sheet. The **Sync members** option is used to **sync (update)** the selected sheet with members of a **certain group or groups in the dashboard**. The **Reset member's status** is used to **reset any or all currently checked out or absent members back to the check in stage**, while the **Archive option** lets you **upload** the sheet to the **dashboard** and **remove it from your device**.

11.



When the **Sync members** option is **selected** a menu is presented with the group in which to **sync the members**. Ensure the **correct group or groups** are selected **press Sync**.

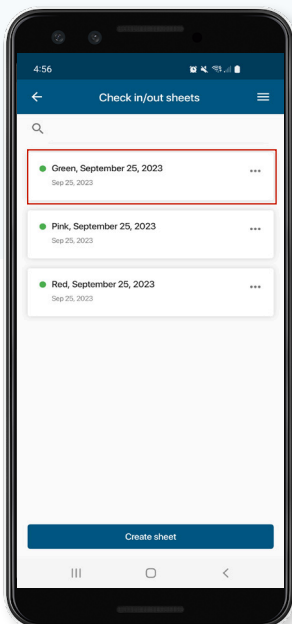
12.



A **"Members synced successfully"** window should appear. **Press Ok** to return to the **Check in/out sheets menu**. Please note that it is **best** to sync members **using a Wi-Fi connection**.

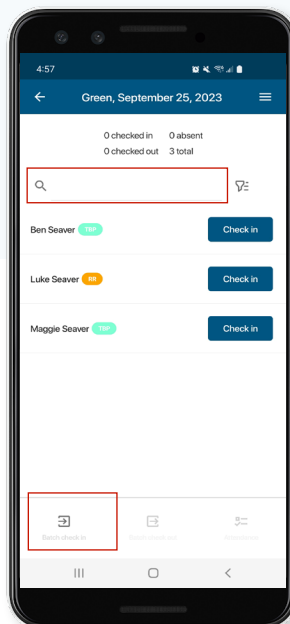
13.

Checking members in or out



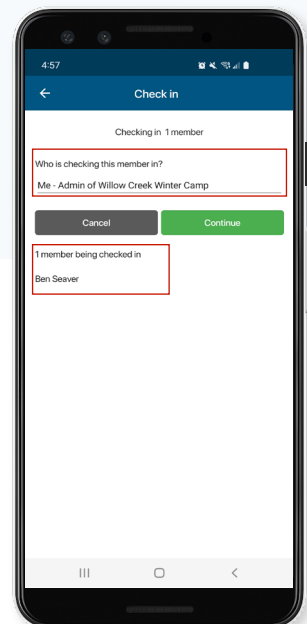
From the **Check in/out sheets page**, select the sheet for which you will check members **in or out**. In this example, the **Green group** is used.

14.



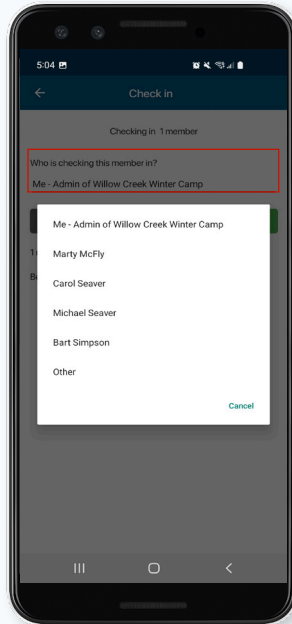
Members are presented in **alphabetical order**. If there are many members, the search box to the **right of the magnifying glass** can be used to **filter by either first or last name**. Members can be **checked in one at a time** using the **blue Check in button** or in **multiples** using the **Batch check in button** in the bottom left of the screen.

15.



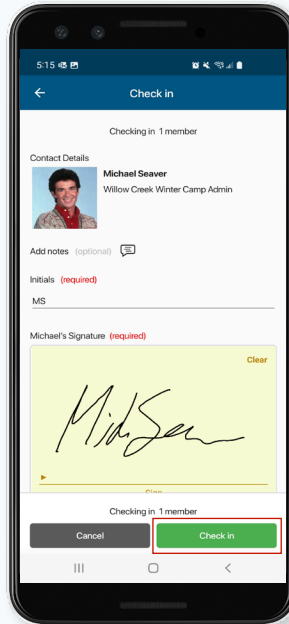
In this example, **Ben Seaver** is checked in using the **blue Check in button**. The resulting screen **confirms** that one member will be **checked in** and presents the option to **select who is checking that member in**.

16.



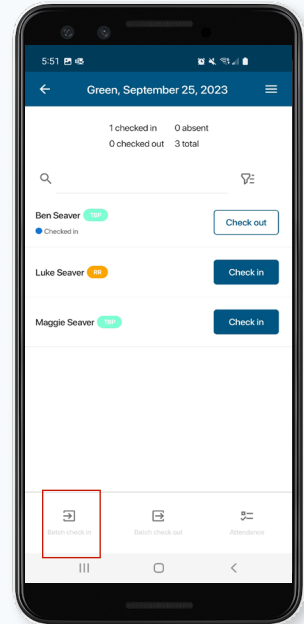
Press the **area under the question "Who is checking this member in?"**, select the according person, and press the **green Continue button**. Parents, legal guardians, emergency, and pickup contacts can be selected. The default value of **"Me – Admin of current dashboard"** can also be used as well.

17.



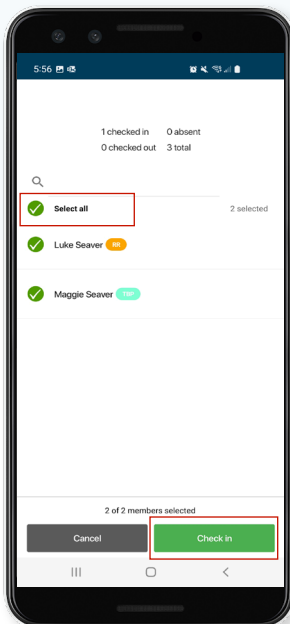
If the option to require initials and/or a signature during the check in process **has been turned on via the dashboard settings**, complete these fields and **press the green Check in button in the bottom right corner** to complete the check in process and return to the **check in check out sheet**. If these fields are not present, **simply press the green Check in button**.

18.



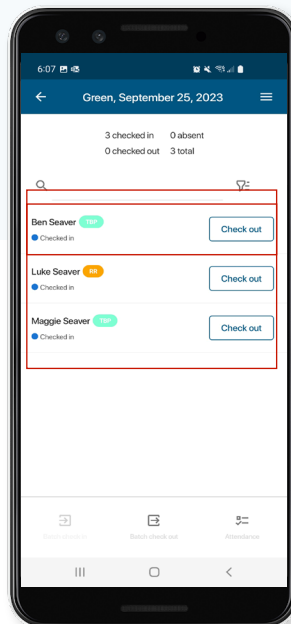
To check in **multiple members at once**, press the **Batch check in button** in the **bottom left corner** of the screen.

19.



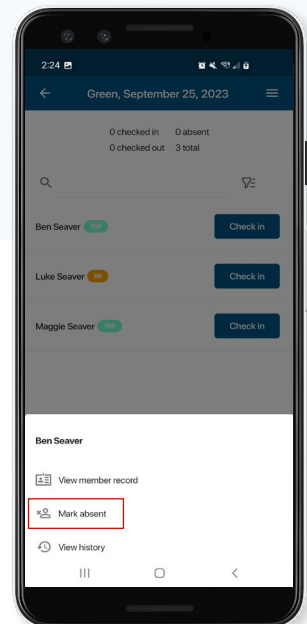
Press the **Select all** button or press the members you would like to check in and then **press the green Check in button** in the **bottom right corner**. As in the previous steps, select the according check in person, followed by the **green Check in button** to complete the process and **return to the check in check out sheet**.

20.



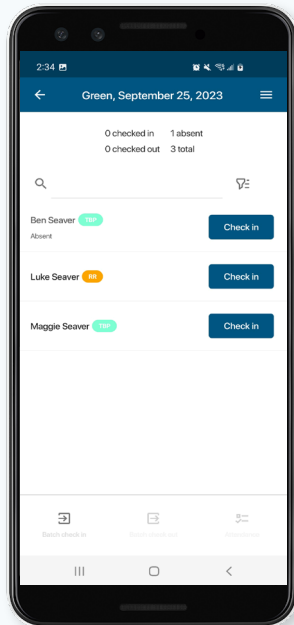
The **check out process** is like the check in process and begins by **selecting the sheet for which you will check members out of**. Members can be checked out **individually** or in **batches** and can **require initials and/or signatures**. Absent, History and Attendance Check

21.

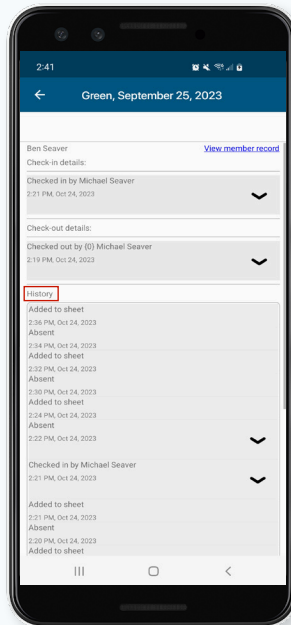


Within the CICO sheet, **click the member's name** to bring up a **menu** containing the options to **view the member's record**, mark the member as **absent**, or **view the member's history**. Press **Mark absent** to mark a member as absent.

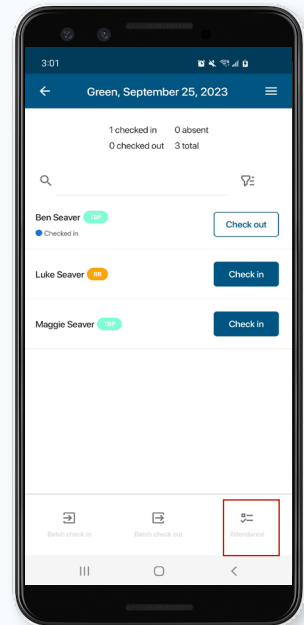
22.



23.



24.

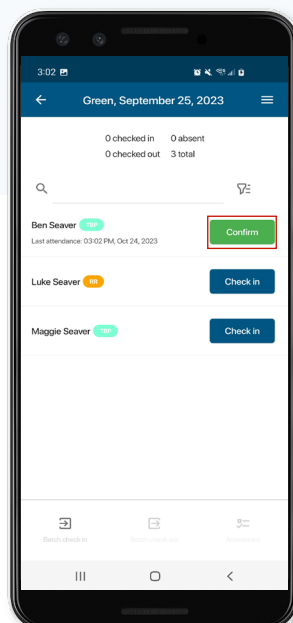


A screen refresh may be required if the Absent sub text doesn't appear under the member's name. Notes explaining absenteeism will only be required if the member has already been checked in and then marked absent as this will change the status to checked out.

The View history option will let you view the current check in check out details of the member as well as their check in check out history. You can also view the member record from the screen or the screen prior.

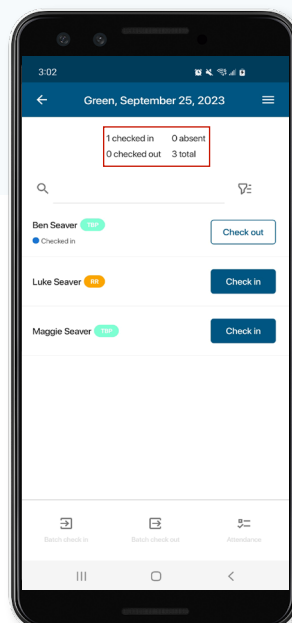
Once any number of members have been checked in, the Attendance button in the bottom right corner becomes active. Press this button to take attendance.

25.



Click the green Confirm button once you have confirmed the child is in attendance.

26.



View the count summary at the top of the page to see the latest changes reflected.

Check In Check Out Sheets on the Dashboard

A.

Updates & Reports		
23	Undelivered Messages	View
2	Members with Files Uploaded	View
	Account Activity Log	View
	Member Archives	View
	Check In Check Out Archives	View

Check In Check Out Archives are available on the dashboard via Updates & Reports table. Please note that **only organizational administrators** can access this feature.

B.

[Back to Dashboard](#)

Check In Check Out Archives for Willow Creek Winter Camp

Search for check in check out sheets that have been archived. Check in check out archives are currently retained for **3 years**.

Name of Sheet
Green

First Name of Participant

Last Name of Participant

Date range when the sheet was active
From To

[Submit](#) [Clear All](#)

The following table shows the 50 most recent archives that meet your search criteria. To find archives not on this list, please narrow your search criteria.

Sheet Name	Actions
Green, September 25, 2023	View

Various **filter options** can be used to **search for the information you are looking for**. In this example the group name “Green” is used with the results presented at the **bottom of the screen**.

C.

[Back to Check In Check Out Archives Search](#)

Archive for Green, September 25, 2023

- Sheet Name: Green, September 25, 2023
- First Activated Date: Sep 25, 2023, 5:26 PM
- Last Deactivated Date: Oct 27, 2023, 11:22 AM
- Date Archive Created: Oct 27, 2023, 11:22 AM
- Number of Members in Archive: 3

If the results are viewed, the option to **export the information** in either a **PDF or CSV** format is presented. The **PDF format is required to view signatures**.

Download Archive

PDF

CSV

Check in check out settings

Configure whether administrators need to collect initials and/or signatures when checking members in and out of sheets.

QR code

☐ Enable QR code ⓘ

Check in settings

When checking members in...

- ☐ Collect initials
- ☐ Collect signature

Check out settings

When checking members out...

- ☐ Collect initials
- ☐ Collect signature

As mentioned in **Step 17**, the option to **require initials and/or a signature may be turned on**. These features, as well as others, are maintained under the **Check In Check Out menu accessed via the settings wheel in the top right corner of the dashboard**.

D.

And that's it!

You've now learned the basics on how to login to our ePACT admin App & CICO.

Thank you for choosing ePACT!

