



RDS Advantage & RDS Connect

Quick Check-In Tutorial

Quick Check-In

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Overview:

Quick Check-In is a program that provides a simple way for people to check in using a mobile device (such as an iPad), and makes it easy for guests to check in unaided.

Quick Check-In can be used for worship services, off-site activities, or anyplace you want to record people's attendance, enter guests, record their attendance, and move guest information into the Member Records database. Access to your server through an Internet connection is needed.



Enrolled Activities:

If the Activity is an enrolled activity (individuals are already enrolled in it), click on 'Automatically Enroll Members in Activity' to enroll an individual in the activity when they check in if they are not already enrolled.

All Individual Activities (i.e., such as worship):

Check-in can be by family or individual. When an individual identifies themselves there are options to display family address and family phone number.

The background color for the check-in window can be selected.

A member only needs to enter their last name to be identified. When there are multiple people with the same last name, the person selects the correct one from a list that is displayed.

Guest Check-In:

Only brief information is requested for guests/visitors to enter.

- First and last names of two adults in a household, their gender, cell phone and e-mail address
- Address information
- Home Phone number
- Comment

The program requires a minimum entry of first and last name. If those are not entered, nothing is stored.

Move Guests to Member Records:

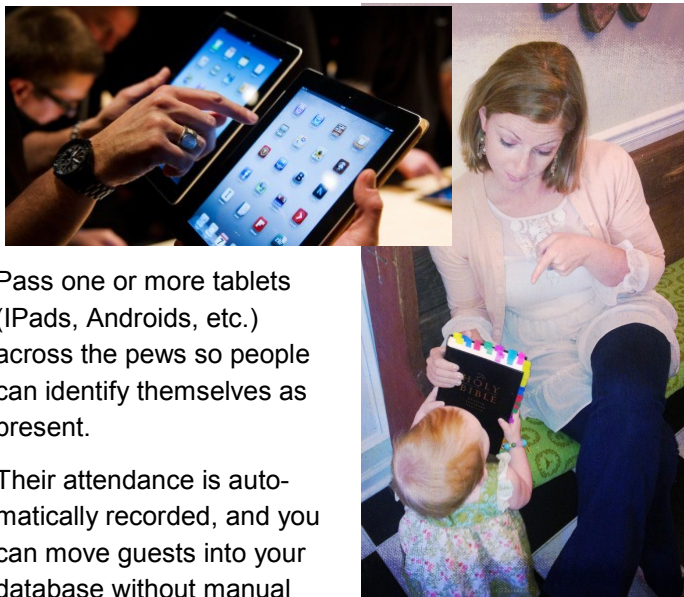
When the check-in is complete the RDS program, Move Insta Check-In Guests to Member Records, can automatically enter them into the Member Records database.

For security purposes users cannot escape out of the check-in window. An administrator can exit the program by entering a password in the Name field. The program will close when the password is typed.

Note:

- This program provides an easy way for people to check into an activity. The program will record each person checked in for attendance, and can be entered into the database and enroll them in an activity if these options are chosen.
- The program can be used with both RDS Advantage (on-site server-based system) and RDS Connect (Cloud-hosted system).
- Each tablet used for check-in is connected to the server using the Pocket Cloud Pro application and Remote Desktop (Terminal Services). Both Windows, Mac and Android tablets can be used providing they support the Pocket Cloud Pro app. **For RDS Connect Cloud users, install CoRD (a free RDP Remote Desktop application) instead of Terminal Services/Remote Desktop.**

Go therefore and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Ghost - Matthew 28:19



Pass one or more tablets (IPads, Androids, etc.) across the pews so people can identify themselves as present.

Their attendance is automatically recorded, and you can move guests into your database without manual entry.

Being able to follow up with those who are absent is a powerful tool for ministry.

A problem in tracking attendance at worship has been a lack of a truly efficient way to do this.

Quick Check-In provides an almost effortless way to record both members and guests in worship and other, even remote activities.

The power of tablets combined with this check-in feature gives you the ability to follow up with those who are absent, and contact guests you might otherwise miss.



Quick Check-In Setup:

Click on the red check mark on your desktop to go to the Quick Check-In setup window.

If you wish to use the setup window in test mode, click 'Yes.'

When the setup window is what you want to save, click 'No.'

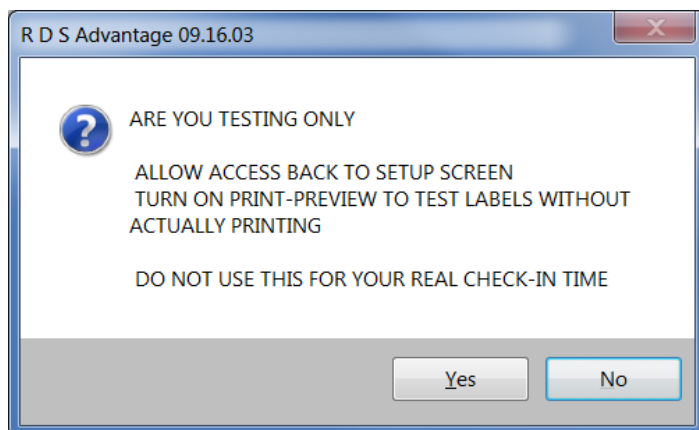
Mobile Connections:

When using tablets, such as an iPad, install the PocketCloud Pro app and Remote Desktop. Both are available for Windows and Mac computers. Setup a Terminal Services connection to your server.

When using laptops, only Remote Desktop is needed.

RDS Connect Cloud users:

Microsoft Remote Desktop does not work with Windows 2008 R2. Use CoRD which is a free third party software to remotely connect to Windows 2008 R2 server. CoRD can be downloaded from <http://cord.sourceforge.net>.



Contact RDS support if you need help installing the red check icon to access Quick Check-In.

The name of the computer or tablet which is being used is displayed at the top.

For each different screen setup, you can enter a name. Multiple setup choices can be saved. Click on the Lookup button to see a list of saved setups.

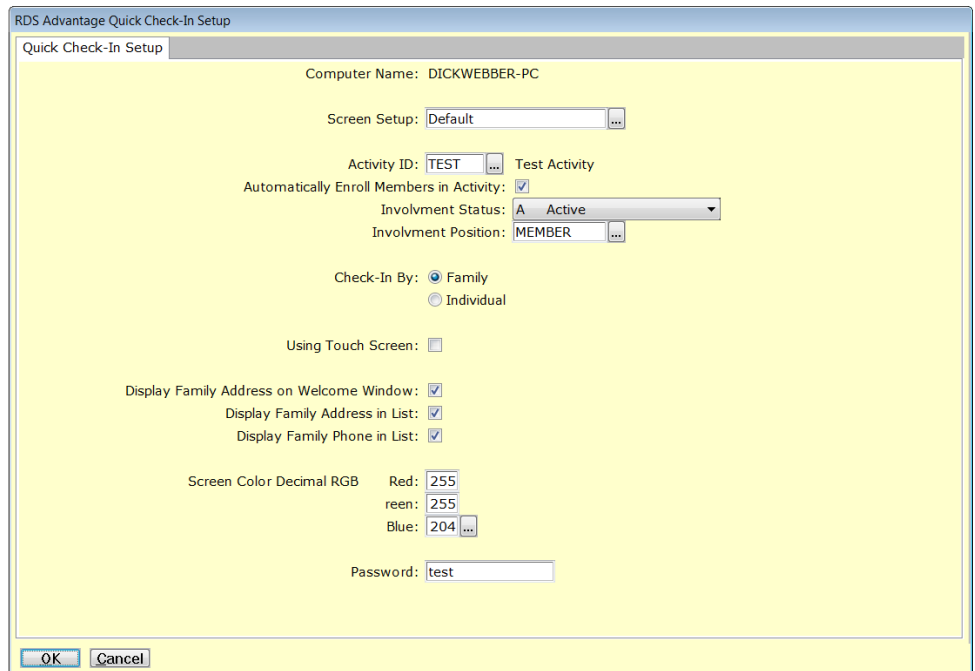
Choose the Activity for the event. Click on the Lookup button to see a list of Activities

Click on 'Automatically enroll Members in Activity' if you want the system to enroll in the Activity those who check in.

If choosing to automatically enroll in the Activity, choose the Involvement Status and Involvement Position for the enrollees. Click on the drop-down list or Lookup button to see the options.

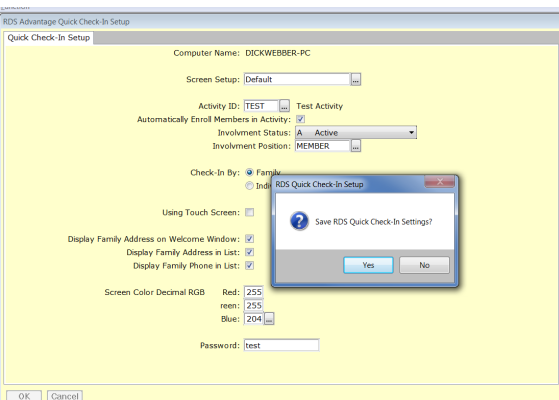
Choose to check in by family or by individual. If choosing by family, when an individual identifies him/herself, all members of the family are displayed, and can be selected.

Click on 'Using Touch Screen' if using a touch screen monitor.



Click on the check boxes to display Family Address, Family Address in list, or Family Phone in list.

The background color of the window can be selected. Click on the Lookup button for the 'Blue' field. This displays colors to select. Click on the color you want and Click 'OK' to save.



It is important to enter a password to be used to close the program when check-in is complete. Without the password users cannot break out of the check-in window to access other parts of the computer.

Without a password the only way to exit the program is CTRL-ALT-DEL.

When entries are complete click on 'OK' to save the setup.

The check-in window will be displayed as selected.

Check-In Window:

Type the last name of the person in the check-in window. The system displays the name, address and phone number if those options were chosen in the set-up window.

Click the CLEAR button to change entries.

Click the SAVE button to store and save the entry.

If the person is a guest, click on the Guest button.

Family: Jones, Gingner
1313 Elm St./Yukon OK 73099
(Touch/Click on a Name to Add/Remove From Check-in)
>>>
Gingner Jones

SAVE CLEAR Page < Page >

CHECK-IN Enter Your Telephone Number, Family Name, or Scan Barcode

Guest Clear

SAVE CLEAR Page < Page >

CHECK-IN Enter Your Telephone Number, Family Name, or Scan Barcode

1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M

Guest Clear

SAVE CLEAR Page < Page >

Check-In Window Using Touch Screen Monitor

If using a laptop or tablet and you have chosen touchscreen, the check-in window will be displayed as at left:

Most tablets have a pop-up type of keyboard. The check-in window above is needed if using a PC with a touchscreen monitor.

To check-in each person types their last name. If there is more than one person with the same last name, the screen will display a list. Click on the correct name.

Quick Check-In by Family

Select a Name

Name
Dr. Bobby Jones 405-999-8888 911 Short Street Smal
Mr. Davy Jones 405-333-5533 8484 Banana Rd. YUKON
Mr. Fred Jones 405-840-5177 6801 N. Broadway Oklah
Mrs. Gingner Jones 405-354-9713 1313 Elm St. Yukon
jerru Jones 324-567-78 123 YUKON
Mr. Landry Jones 405-354-4242 641 Wilson Blvd. YUK
Dr. Sam Jones 405-478-8566 6801 N. Broadway Oklaho

End of File

SAVE CLEAR Page < Page >

If checking in by family, the system will display a list of all family members. Click on each one to be marked present.

Click on the CLEAR button to clear all entries to begin over.

When those who are to be checked-in have been marked, click on the SAVE button on the bottom of the screen.

Guest Check-In:

The guest check-in window is designed to be as easy as possible for guests to use. The only information that is required is the person's first and last name. No information will be stored without the first and last name.

Other than the first and last name, guests can enter as much or as little as they choose.

All ten digits of phone numbers should be entered.

	Title	First Name	Last Name	Gender	Cell Phone	Email
Head of House:						
Spouse:						
Street Address 1:						
Street Address 2:						
City:						
State:		Zip:				
Home Phone:						
Comment:						

When entries are complete, click on FINISH to save.

	Title	First Name	Last Name	Gender	Cell Phone	Email
Head of House:	Mr.	Randal	Smith	M	(209) 456-7785	randal@gmail.com
Spouse:	Mrs.	Carro Lynn	Smith	F	(209) 456-8566	Carrol@gmail.com
Street Address 1:	801 N. Redding Circle					
Street Address 2:						
City:	Edmond					
State:	OK	Zip:	73103			
Home Phone:	(405) 478-3629					
Comment:	Our first visit. Would like to visit with pastor.					

Move Guests to Member Records:

When the check-in is complete, go to MR109V, (Move Insta Check-In Guests to Member Records).

This program will enter guests into the Member Records database. When in this program click on 'Help' for instructions.

A follow-up at a later time gathers more information about the family. Attempting to have guests enter more information is not the purpose of this program.

Users will not be able to escape out of the check-in window. An administrator can exit the program with CTRL-ALT-DEL. A better way to close the check-in program is to enter a password in the name field. The program will close when the password is typed.

Mobile Connections:

When using tablets, such as an iPad, install the PocketCloud Pro app and Remote Desktop. Both are available for Windows and Mac computers.

When using laptops, only Remote Desktop is needed.

- This program provides an easy way for people to check into an activity. The program will record each person checked in for attendance, and they can be entered into the database and enroll them in an activity if these options are chosen.
- People should be instructed to enter the ten digits for phone numbers (including the area code), and not the separating hyphen (i.e. 4058403451).
- This program can be used with both RDS Advantage (on-site server-based system) and RDS Connect (Cloud-hosted system).
- If more features are desired than included in Quick Check-In, use the RDS Insta Check-In program.