# InSite Check-In - Staff Options

Last Modified on 03/26/2021 8:17 am EDT

## Staff Options

Staff members can check in/out, transfer to a different job category, view announcements, and view their schedule.

Key Point: The InSite Select application will timeout after 1 minute of inactivity.



#### Staff Check In/Out

- 1. Enter the four six digit PIN set on the Staff > Staff List > Staff Profile screen
- 2. Select Staff



3. Click the green check-mark



4. The main screen will display staff information, such as:



- First and Last name
- Check in/out status and time. Please Note: if the staff member is checked out, it will state Not Checked In. If the staff member is checked in, it will state Checked In: 11:00 am (the checked in time)



- Total hours
- Scheduled remaining hours for the week
- Job category
- A photo, if applicable
- 5. Click Check In/Check Out

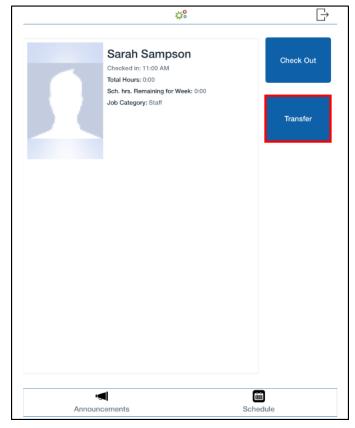
6. Click Ok on the status screen



#### Transfer

Once logged into the Check-In app, staff can transfer into another job category.

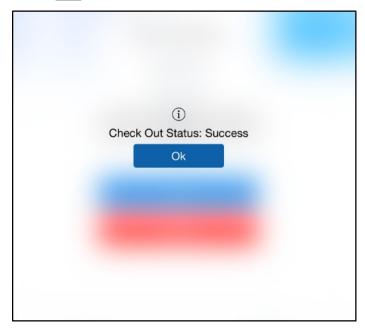
1. Click Transfer. Please Note: Transfer is not an option if the staff member is <u>not</u> checked in



2. Select a Job Category to transfer into, then click Ok

Select Job Category	
Maintenance	
Office Admin	
Teacher	
Training	
Ok	
Cancel	

3. Click Ok on the confirmation screen. Please Note: the Transfer confirmation screen will say Check <u>Out</u> Status



#### Announcements

Announcements are added on the admin site under Connect > Announcements.

1. Click Announcements

	¢ <b>°</b>	$\Box$
Not Checke Total Hours:	Sampson d In : 0:00 maining for Week: 0:00	Check In Select Job Category
nouncements		et ulue

2. The active Announcements will display

	¢8	G
	Sarah Sampson Checked in: 11:00 AM Total Hours: 0:00 Sch. hrs. Remaining for Week: 0:00 Job Category: Teacher	Check Out Transfer
Announ Spring Break Announcemer		Schedule
.Ifark Your Galendar!! .pray thread will be .Itank 23Itank 29		

### Schedule

Staff members can view, print, or email their work schedule.

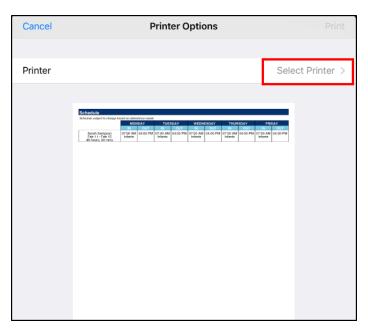
1. Click Schedule at the bottom of the screen

	¢*	G
	Sarah Sampson Not Checked In Total Hours: 0:00	Check In
	Sch. hrs. Remaining for Week: 0:00 Job Category: Staff	Select Job Category
Annound	Cements	Constant Schedule

- The staff's schedule will display, from there it can be printed or emailed. These options can be turned on/off from the Setup > Mobile Apps > InSite Check-In screen, then click the modify icon for each center.
  - To print schedule:
    - Click Print Schedule

Announcements	Schedule
Friday	Infants
02/15/2019	
07:00 AM 04:00 PM	
Print Schedule	Email Schedule

Click Select Printer



Click Print

Cancel	Printer Options Print
Printer	Select Printer >
	Decision Notice for the end of the en

- To email schedule:
  - Click Email Schedule

	Schedule
Friday 02/15/2019	Infants
07:00 AM 04:00 PM	
Print Schedule	Email Schedule

• A confirmation screen will appear, click Ok. A PDF version on the staff member's schedule will be emailed to the email address on their account

	3	
Your schedule	Success: e was emailed to y	/our account.
	Ok	