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

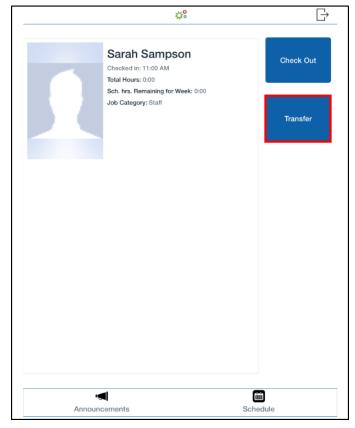
6. Click Ok on the status screen



Transfer

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

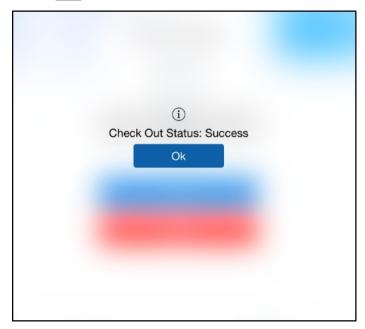
1. Click Transfer. Please Note: Transfer is not an option if the staff member is <u>not</u> checked in



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

	¢ °	\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.

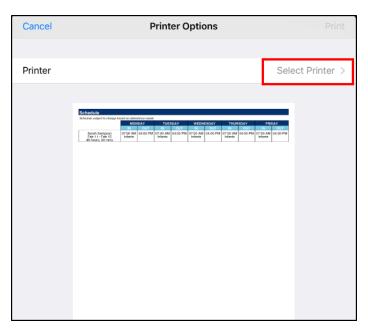
1. Click Schedule at the bottom of the screen

	¢*	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	