InSite Check-In - Application Check-in Logic

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There is a configuration setting on the System Config > Extended screen to allow the system to auto-pick which room a student is checked into. Please see below:

If 'Setup > Extended Auto Pick Room for Select Check In/Out By Time' setting is set to No, the following applies:

1. Will check for PRAs at authenticated center. If none it will display a message saying no children to check in. The parent cannot check in a child
2. If there is a PRA the classroom must be marked as 'Yes' for collect attendance under classroom setup
3. Checks PRA for scheduled day. If child is scheduled for today that is the room they will be checked into
4. If multiple scheduled PRAs it will check PRA times first, if no PRA times for the check in day it will grab room times from classroom setup to use in the logic below:
   - If there are times it will always choose the classroom with times over the classroom without times
   - If check in time falls in between start/end times for two PRAs it will look to at priority indicator, if no indicator it will look at the PRA with the most scheduled days. If that is also the same it will pick the one with the most recent effective date
   - If check in time does not fall in between any of the PRA start/end times it will choose the PRA that has the closest start time to the check in time
5. If PRAs are not scheduled for today it will go through the following logic:
   - If there are times it will always choose the classroom with times over the classroom without times
   - If check in time falls in between start/end times for two PRAs it will look to at priority indicator, if no indicator it will look at the PRA with the most scheduled days. If that is also the same it will pick the one with the most recent effective date
   - If check in time does not fall in between any of the PRA start/end times it will choose the PRA that has the closest start time to the check in time
6. If all PRAs do not have start/end times or a scheduled day for the check in day it will check the 'Portal View Selection' field under room setup. If set to 'Monthly/Combined' it will pick that classroom over the others
7. If PRAs do not have the portal view selection set to monthly/combined it will pick the PRA with most scheduled days. If scheduled days are the same it will pick the PRA with the oldest effective date

Please Note: All rooms should have times setup in the room setup, if not the PRA. Then the priority

feature can be used if the check in time falls in between two classroom start/end times.

If 'Setup > Extended Auto Pick Room for Select Check In/Out By Time' setting is set to <u>Yes,</u> the following applies:

1. Will check for PRAs at authenticated center. If none it will display a message saying no children to check in. The parent cannot check in a child
2. If there is a PRA the classroom must be marked as 'Yes' for collect attendance under classroom setup
3. Logic will then look at all active PRAs and check PRA times first, if no PRA times for the check in day it will grab room times from classroom setup to use in the logic below:
    - If there are times it will always choose the classroom with times over the classroom without times
    - If check in time falls in between start/end times for two PRAs it will look to at priority indicator, if no indicator it will look at the PRA with the most scheduled days. If that is also the same it will pick the one with the most recent effective date
    - If check in time does not fall in between any of the PRA start/end times it will choose the PRA that has the closest start time to the check in time
4. If all PRAs do not have start/end times or a scheduled day for the check in day it will check the 'Portal View Selection' field under room setup. If set to 'Monthly/Combined' it will pick that classroom over the others
5. If PRAs do not have the portal view selection set to monthly/combined it will pick the PRA with most scheduled days. If scheduled days are the same it will pick the PRA with the oldest effective date

Major difference with this config being turned on is that it will not look at scheduled days. It will grab all active PRAs and just look at times.