## Setup > Daily InSite, Add Check-In Questions

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Parents can now be prompted to answer a health questionnaire upon checking their children into a center via InSite Select and InSite Connect. Check-in can be rejected based on answers provided by the parents. You can now pull a report to view the check-in question data!

When setting up check-in questions, please be aware of the following:

- If parents are not being prompted to answer the questions, review the Admin Setup section in this article
- If a Check-In question is deleted from the setup screen, all history associated to that question will not longer be available and it will not appear on the Attendance with Check-In Questions report

## Setting Up Check-In Questions

1. From the Setup > Daily InSites screen, click Add Check-In Question

Setup -> Da	aily InSite			
Setup I	Daily InSite			
Add Nev	w Daily InSite Add Check-In Questions			
Daily	InSite			
	Daily InSite Name			
Infant	: Parent Communication		:=	$\boxtimes$
Toddle	er/Twos Parent Communication	1	≣	$\boxtimes$
New I	Infant Sheet		:=	$\boxtimes$
New T	Toddler/Twos	-	≣	$\boxtimes$
Presch	hool		:=	$\boxtimes$
Schoo	ol Age		≔	$\boxtimes$

2. The "Check In Question" Category will be automatically added. Click "Add New Check In

~							
Setup -> Daily InSite							
Setup Daily InSite							
Add New Daily InSite							
Daily InSite							
Daily InSite Name							
Infant Parent Communication				Image: Section 1.1			
Toddler/Twos Parent Communi	cation			Image: Section 1.			
New Infant Sheet				Image: Second			
New Toddler/Twos				✓ ≔ 🛛			
Preschool				Image: Section 1.			
School Age				Image: Second			
Check-In Questions (Default In	Site)						
Add New Category							
Daily InSite Categories							
Category Name	Category Type Code	Description	Allow Note?	Allow Additional Row?			
Check-In Question	CHQN	Check-In Questions Category		:=			
Add New Check-In Question							
Daily InSite Attributes							
Attribute Name		Description A		Attribute Type			
L				)			

3. Complete the Edit Check In Question popup for each question

	Edit Check In Quest	ion			Х
	Attribute Name:	Does your child have a	(		
	Attribute Type:	Multiple Choice	~		
	Multiple Choice Answers:	Yes,No	(seperate answers by comma)		
ne	Reject Check-In Answer:	Yes	Ø		
	Sequence Number:	1			
	Attribute Description:				
				ĥ	
			Close	Save changes	5

- Attribute name this is the text/question that will display to parents
- Attribute type select the type of question to ask (multiple choice, text, etc.)
- If using Multiple Choice, enter the answers in the Answers field separating each answer with a comma
- Enter a Reject Check-In Answer. The answer entered in this field is what will reject checkin if a parent chooses this answer (see screenshots below)
- Enter a sequence number to determine what order the questions should display
- Click Save Changes
- 4. All added questions will display in the Daily InSite Attributes section

Add New Check-In Question		
Daily InSite Attributes		
Attribute Name	Description	Attribute Type
Does your child have a fever above 100.4?	CH	OICE 🛛 🛛
Does your child have a cough?	CH	OICE 🛛 🛛
Does your child have shortness of breath?	CH	OICE 🛛 🛛

Once check-in questions have been setup, parents will be prompted to answer the questions during check-in from the InSite Connect and InSite Select applications. Below is what the questions will look like from Select.

Check In Questions		
Marielle Andrews		
Does your child have a fe above 100.4?:	ver Yes	
Does your child have a co	ough?: No	
Does your child have sho of breath?:	rtness No	
Continue	Cancel	

If questions are setup with a "Reject Check-In Answer" and the parent selects that answer, they will

receive the following message and is unable to proceed with check in.

