

# Central Christian Church & High Desert Church Check-In Wizard

## Administrator Guide

Version: 1.3.1 (rev 96)

Last updated: 7/5/2011

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Arena Community Documentation  
Arena 2010.1



## Revision History

Version	Date	Editor(s)	Description
1.0.0	3/03/2009	Nick Airdo	Initial Version w/contributions by Jason Offutt
1.1.0	5/18/2009	Nick Airdo	Added support for Attendance Type "Membership Required for Check-In" linked to Tags. Also added a section on how to enable multiple, upcoming (future) service check-in and added an Other Things to Consider section with details about SQL jobs we run.
1.2.0	10/19/2009	Jason Offutt & Nick Airdo	Updating documentation for Check-In Wizard v1.2.0.
1.2.1	5/21/2010	Nick Airdo	Adding a dependencies section
1.3.0	2/02/2011	Nick Airdo, Daniel Hazelbaker, Joel L	Added new module settings, Added Kiosk Management section, include HDC as full owner of the code and project.
1.3.1	7/5/2011	Nick, Joel, Daniel, Jason	Adding details on recommended printer setup and guidelines. Adding info on how to room balance. Adding warning preface and tweaking some of the verbiage in various sections.

## Table of Contents

<b>RELEASE NOTES .....</b>	<b>4</b>
<b>PREFACE AND WARNING .....</b>	<b>5</b>
<b>INTRODUCTION.....</b>	<b>7</b>
<b>CHECK-IN WIZARD OVERVIEW.....</b>	<b>8</b>
How It Works .....	8
What Check-in Looks Like .....	9
<b>MANAGING THE CHECK-IN SYSTEM .....</b>	<b>12</b>
Setting Up a New "Class" .....	12
Realistic Classroom Setup .....	14
Check-in For Multiple, Upcoming (Future) Services.....	15
Standard Check-in Labels.....	16
Reporting Services Attendance Label .....	18
<b>INSTALLATION &amp; FIRST TIME SETUP .....</b>	<b>20</b>
Pre Module Installation Steps .....	20
Check-In Wizard Module Installation Steps.....	20
Module Settings.....	20
Organization Settings .....	23
Configuring the Ability Level Lookup Type .....	25
Person Attributes: Ability Level, Special Needs, Self Check-Out.....	25
Printer Setup (Recommended).....	27
Locations Setup .....	28
Kiosk Setup.....	28
Installing Custom Reporting Service Labels .....	29
<b>OTHER THINGS TO CONSIDER.....</b>	<b>30</b>
SQL Server Agent Jobs .....	30
Other Custom Administrative Modules .....	31
<b>APPENDIX .....</b>	<b>36</b>
Arena Dependencies.....	36
Defining New Custom IPrintLabel Providers .....	36
Defining New Custom Security Code Provider .....	36
Logging .....	36
Reference .....	36

## Release Notes

### V1.3.1

- Cleaned up some Javascript code.
- Updated RS Print Provider to be more robust.
- Added Null Print Provider (this provider simply does not print any labels).
- Fixed SQL install scripts in 1.3.0 release.
- Check-in template is automatically created during install now.

### v1.3.0

- Added support (via new organization setting) to designate which "inactive reasons" will still allow someone who is inactive to check-in.
- Added support for group linked "Membership Required".
- Added support for "Membership Required" on occurrences.
- Added a Maximum Phone Number Length module setting.
- Added a Kiosk Management/Registration module and module setting.
- Added a "post-checkin" target page module setting to redirect to after a family checkin occurs.
- Layout and style changes to support mobile/iPad devices and other style cleanup.
- Temporarily added a minimum and maximum age/grade module settings which are deprecated and will be removed in next version.
- Updated to work with Arena 2010.1

### v1.2.0

- Added support for "At Kiosk" and "At Location" printing.
- Added support for print labels via Reporting Services.
- New Feature: Application Logging – Will log information for each attendee and detail which Occurrences the system attempts to match them to.
- New Feature: Room Balancing – New extended attribute to denote whether or not an Attendance Type is "Room Balancing". If an Attendance Type is flagged for room balancing and has multiple locations tied to it, the system will now check attendees into the room with the smallest head-count.
- Added support for Maximum People on Locations.
- Ctrl+Shift+R hot-key activates Family Registration page.
- Option to display room/location name on standard check-in label nametag.

### v1.1.0

- Added support for Attendance Type "Membership Required for Check-In". Attendance Types linked to Tags which have 'membership required' will now only match if the person is a member of the tag.
- Bug fix for installations that do not have the GradePromotionDate org setting.

### v1.0.3

- Optimized/simplified last change

### v1.0.2

- Fixed bug in DateUtils.dll (GetFractionalAge) having to do with people having birthdays on or around the current day.

### v1.0.1

- Now includes the SQL scripts in the zip file.

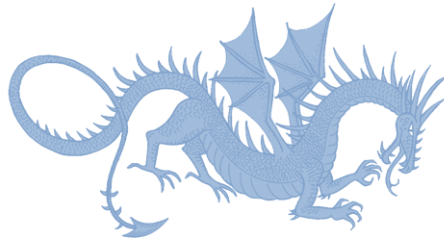
## Preface and Warning

**If you are considering using CCCEV/HDC check-in, please read this document first.**

With its initial release in early 2009 CCCEV check-in set the standard for what web-based platform agnostic check-in could look like. With its focus on lightning fast check-in and compatibility with all platforms, it quickly became the #1 alternative check-in solution for Arena. HDC chimed in with some changes of their own, and also added a web based family registration and check-in management suite to completely remove the need for a windows app to run check-in (these items are a separate download, don't miss them!).

When the iPad was released in 2010 only some minor CSS changes were required to make CCCEV/HDC check-in work on the iPad. It didn't take a math major to see that a \$500 iPad was a lot cheaper than a full kiosk, and every bit as capable. This has increased the demand for CCCEV/HDC check-in astronomically.

# HERE BE DRAGONS



**Please consider each of these points before moving forward:**

(1) Successful implementations of the CCCEV/HDC checkin are typically done after a church has gone live with Arena because you need experience configuring modules to understand how checkin plugs into Arena and you need experience configuring the Arena structure to know how to configure the checkin module. Despite knowing this, if you still want to implement the CCCEV/HDC checkin before go live, you will need a longer implementation timeline than you expect. And the smaller amount of experience you have configuring the Arena structure, the more technical skills you will need (see #3 below).

(2) We love helping other churches, but if we help you too much we won't be able to keep developing cool stuff for the churches that write our paychecks. If our churches stop writing our paychecks, our children (and cats) will starve. Because of this, we have tried to package as much of this as possible into a very thorough installation

guide and (soon) a collection of how-to videos in order to answer the "what can this do" and "how do I install it" questions.

(3) Some churches have successfully setup our check-in before their go-live date, but if you are going to try to do that, you need to be sure you have certain concepts down such as: installing modules in arena, building pages, assigning CSS and templates to pages, editing lookups, and using SQL Management Studio. You don't have to be an expert in those things, but you probably don't want to learn about them by trying to install our check-in either...

(4) If you look at our check-in and it mostly does what you want it to do but you need some changes, we welcome new developer churches to the project at any time. The source code is freely available, and there is a patch review process setup to submit potential changes etc. The place to start is on [redmine.refreshcache.com](http://redmine.refreshcache.com) and look at the project forum. Introduce yourself there and we'll help you join the effort to make check-in even better.

We love the church, we think our check-in is awesome, and we hope you use it in your church. Please don't misunderstand the intention of this document. We want you to use what we have created, and we want to help you, but like the cartographer's warning: "here be dragons!" This is probably not the first custom module you should try to install. Also, if you decide to move forward and have read the documentation and watched the videos and still need some help understanding everything, we are happy to help. You can [post a note to the forum](#), email us, call us, or find us on IRC at <irc://chat.freenode.net/#ArenaChMS>.

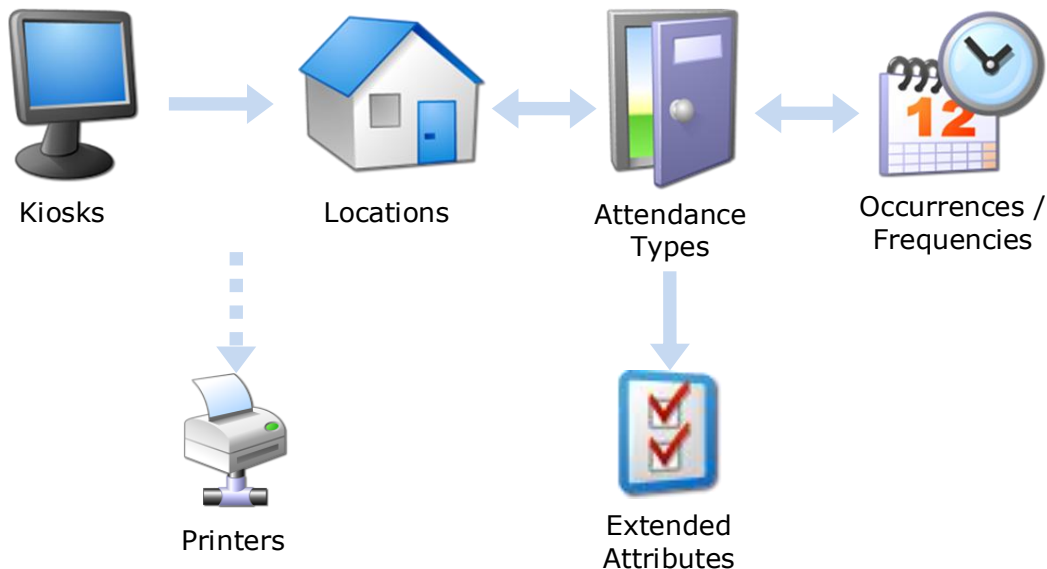
## Introduction

The Check-In Wizard is a 100% web-based, fast, self-serve (attendant-less) check-in system created by Central Christian Church and High Desert Church. It relies on much of the existing Arena system and basically adds a few new attributes to the Arena Check-in Attendance Types. These new, extended attributes are: the ability level, last name criteria, and special-needs flag.

A firm understanding of Arena's Kiosks, Locations, and Attendance Types is still needed to successfully use the Check-In Wizard. For example, to set up a "centralized" check in system where multiple kiosks at a campus can be used to check children into the appropriate class, the following **must** be done.

1. Register each kiosk via the kiosk module in Arena or via our custom kiosk management page.
2. For each kiosk, select all the appropriate locations that may be checked in at that kiosk.
3. Define the needed Attendance Types and tie each to the appropriate location.
4. If needed, define an Extended Attribute (custom) for each Attendance Type.
5. Setup the necessary Occurrences or Frequencies for each Attendance Type.

The following diagram depicts the relationship between kiosks, locations, attendance types, and occurrences.



For the system to function correctly, each of these pieces must be properly configured.

## Check-In Wizard Overview

### How It Works

As long as the check-in start time has begun, the Check-In Wizard automatically matches children to a particular classroom (a.k.a. an Occurrence of an Attendance Type) based on the following:

1. The grade of the child matches the Attendance Type min/max grade **or** the age of a child matches the Attendance Type min/max age.

NOTE: as of version 1, a single Attendance Type cannot be used to match either based on grade or age. Instead, two separate Attendance Types must be used – one matching by grade the other matching by age.

2. The gender of the child matches the Attendance Type (if the Attendance Type has one gender designated).
3. The child's ability level, last name and special needs flag match those settings on the Attribute Type's Extended Attributes ( Figure 1).
4. Additionally, if the Attendance Type or Occurrence<sup>1</sup> "requires membership" then the child must also be a member of the tag that is linked to the Attendance Type.<sup>2</sup>
5. Matches are made **from the bottom to the top**. As soon as a matching classroom is found the matching process stops.

**Childrens**  
Types of occurrences that can be used by the check-in stations.

Home Check-In Attendance Type Categories Print This Page About

Show Summary

Name	Minimum Age	Maximum Age	Minimum Grade	Maximum Grade	Minimum Birth Date	Maximum Birth Date	Age Text	Location Specific	Weekend Service	Merge Day	Occurrences	Frequency	Labels
Nursery	0.00	2.00					infants	✓			Occurrences	Frequency	Labels
Nursery - Crawlers	0.00	2.00					0 - 22 mo	✓			Occurrences	Frequency	Labels
Kindergarten A-K	0.00	0.00	Kindergarten	Kindergarten			K	✓			Occurrences	Frequency	Labels
Kindergarten L-Z	0.00	0.00	Kindergarten	Kindergarten			K	✓			Occurrences	Frequency	Labels
1-6th Grade	0.00	0.00	1st	6th				✓			Occurrences	Frequency	Labels
Buddy Expeditions	0.00	17.00						✓			Occurrences	Frequency	Labels

Page: 1 of 1 Page Size: 300 Refresh 6 Attendance Type(s)

**Extended Attributes**

Name	Ability Level	Special Needs	Starting Letter	Ending Letter
Nursery	Infant			
Nursery - Crawlers	Crawler			
Kindergarten A-K	any		A	K
Kindergarten L-Z	any		L	Z
Buddy Expeditions	any	✓		

Page: 1 of 1 Page Size: 300 Refresh 5 Item(s)

Figure 1- Attendance Types with Extended Attributes listed below.

<sup>1</sup> as of version 1.3.0

<sup>2</sup> as of version 1.1.0



## What Check-in Looks Like

The flow of a family check in will look something like the following:

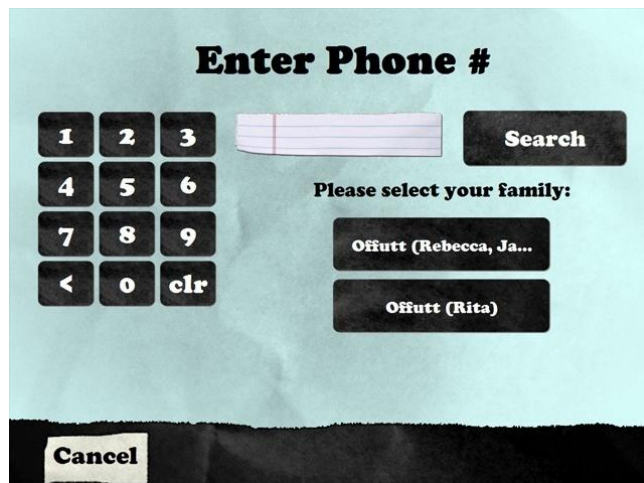
**Pre Check-in** – count down until check-in start time. The background image is configurable to meet your needs. For Children's ministries, we typically use a background that matches the theme of the children's



**Step 1** - Once Check-In is active families will see this screen. Depending on your settings they can either scan an ID card or press the "Search By Phone" button on screen.



**Step 2** – if searching by phone



**Step 3** –only shown if the family has more than one child

Hello, Offutt Family!

**Select All Children Attending Today**

Lasty	<input type="checkbox"/>	Crawley	<input checked="" type="checkbox"/>
Crutchy	<input type="checkbox"/>	Infan	<input checked="" type="checkbox"/>
Walker	<input type="checkbox"/>	Mugsy	<input type="checkbox"/>

Cancel Next

**Step 4** – Only shown if enabled and the child is not already at the maximum ability level or not past the ability level age. The parent can set/record the child's ability level. Ability levels lesser than the child's current level are not shown. See the "Configuring the Ability Level Lookup Type" section for information about how this works.

**Crawley**

Crawler

Walking Confidently

Potty Trained

Cancel

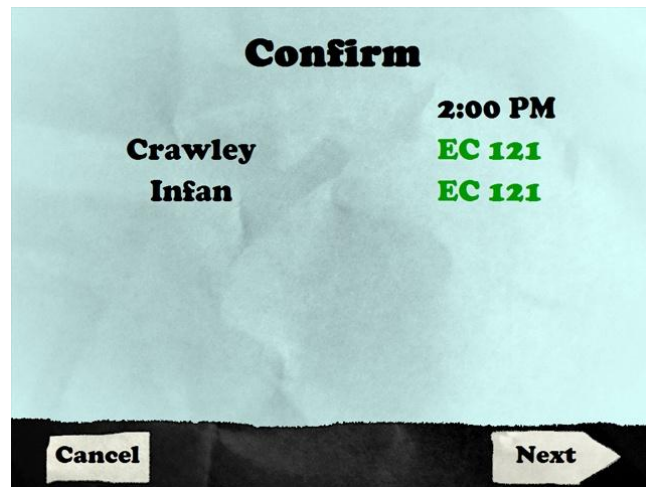
**Step 5** –only shown if there are multiple services (attendance type occurrences) in the system

**Select Services**

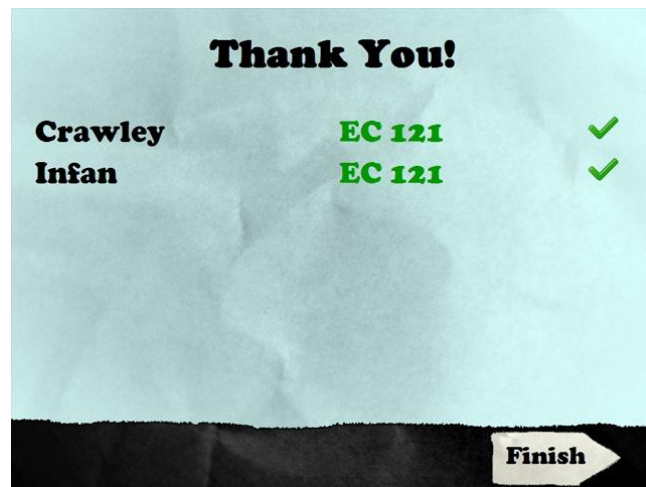
2:00 PM	<input checked="" type="checkbox"/>
4:30 PM	<input type="checkbox"/>

Cancel Next

**Step 6** – The confirmation screen provides an overview of who is being checked in, when and where. If somebody cannot be checked in then “Unavailable” will be displayed (along with a configurable message) instead of a room name. They also have a chance to press Cancel to *make changes to their selections* if necessary.



**Step 7** – This final status screen will display any errors that may have occurred during check-in or printing of the labels. After a configured amount of time, this screen will automatically return back to the starting page.



## Managing the Check-in System

### Setting Up a New “Class”

A “class” is simply an Attendance Type which occurs with a certain frequency (Ex., Sunday at 9am) in a particular location.

### Attendance Type

To set up a new class, create an Attendance Type as you normally would by specifying the class name, an age or grade range, a gender preference and a primary location as shown in Figure 2. Age values are always entered in years, so you will use “1.67” to represent 1 year 8 months (1 + 8/12).

Figure 2 – standard Arena Attendance Type

If you want to limit a particular Attendance Type to only people who are “registered” you can use the **Link With Tag** or **Link With Specific Group**<sup>3</sup> and check the **Membership Required for Check-In** checkbox. This is quite useful if you require that people pre-register for your Vacation Bible School (VBS) classes and only want registered kids to be able to check-in.

<sup>3</sup> as of version 1.3.0

## Extended Attributes

Next, if additional filtering or room balancing is needed, create an Extended Attribute for the Attendance Type as shown in Figure 3.

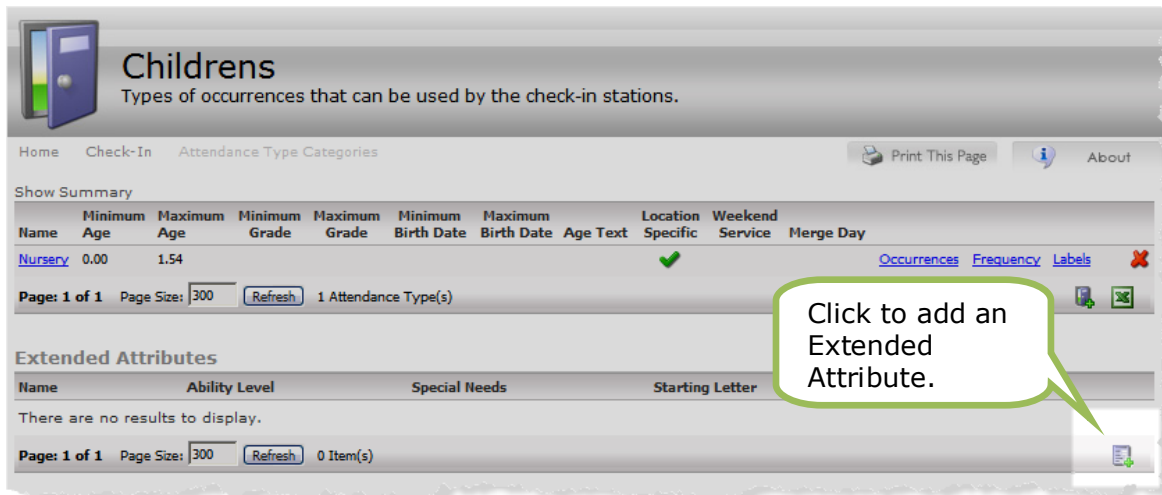


Figure 3 – new, custom Extended Attribute List

Specify whether or not the class is for special needs children, optionally choose one or more ability levels, and specify a last name range if desired.

Figure 4 - Extended Attributes for an existing Attendance Type

Note: If you check the **Room Balancing** checkbox *and* you have multiple locations specified for the Attendance Type, a person will be checked into the location with the smallest number of people currently checked-in.

Now, children who have matching values will be eligible to attend this class.


Lastly, configure a frequency for occurrences of the Attendance Type.


## Realistic Classroom Setup


The following depicts an actual classroom configuration for the 9:30am service at the Central Christian Church Gilbert campus.

As you examine each row, remember that children are **matched from the bottom to the top**.

Hide Summary

Filter by Service: 9:30 AM 

 refresh

Name	Start Time(s)	Age	Grade	Ability Level	Special Needs	Gender	Last Name	Location(s)
Nursery (Birth - Crawlers) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM	0.00-1.00		Infant, Crawler				EC 101
Nursery (Crawlers - 15 months) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM	0.58-1.32		Crawler, Walking Confidently				EC 103
Nursery (16 - 22 months) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM	1.33-1.91		Walking Confidently				EC 106
Nursery (23 - 27 months) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM	1.92-2.32		Walking Confidently, Potty Trained				EC 107
Nursery (28 - 35 months) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM	2.33-3.60		Walking Confidently, Potty Trained				EC 109
Preschool (3 year olds A-K) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM	3.00-3.99		Potty Trained			A-K	EC 114, EC 116
Preschool (3 year olds L-Z) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM	3.00-3.99		Potty Trained			L-Z	EC 116, EC 114
Preschool (4 year olds A-K) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM	4.00-4.99					A-K	EC 113, EC 120
Preschool (4 year olds L-Z) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM	4.00-4.99					L-Z	EC 120, EC 113
Preschool (5-6 year olds A-K) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM	5.00-6.99					A-K	EC 117, EC 121
Preschool (5-6 year olds L-Z) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM	5.00-6.99					L-Z	EC 121, EC 117
Preschool (Kindergarten A-K) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM		K				A-K	EC 117, EC 121
Preschool (Kindergarten L-Z) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM		K				L-Z	EC 121, EC 117
the Lodge (1-3)	Su 9:30 AM, Su 11:15 AM		1-3					Gilbert Lodge
The Outback (4-6) 9:30 & 11:15 am	Su 9:30 AM, Su 11:15 AM		4-6					Gilbert Outback
Special Needs 9:30 am	Su 9:30 AM	0.00-18.00						E 139

**Figure 5 - an example of a real Sunday morning class setup**

Note that the Special Needs class covers a very broad age range, but because the Special Needs flag is set to true, only those kids who's Special Needs flag (person attribute) is true will be matched to that classroom.

Note how several of the records have a second location listed. The second location is the alternate and is **only used** if the **primary location** is **closed**.

Note how the **age ranges in the first two rows overlap**. The second row will match children older than 7 months who are either crawling or walking and place them in room EC 103, while even children older than 7 months who are not crawling would be matched to the first row and be placed in room EC 101.



## Check-in For Multiple, Upcoming (Future) Services

If your church is like ours you might want to allow parents the option to check their children in for multiple services (such as the 9am service *and* the 11am service). We allow this primarily for the people who sit for one service and serve on campus for the second one.

In order for the check-in system to know about the future occurrences, we simply run an additional SQL Job using the standard `core_sp_generate_active_occurrences` procedure as described in the SQL Server Agent Jobs section (pg 30).

In this scenario where a child has been checked into multiple classes, our custom Print Label provider only prints *one* set of labels, however the "attendance label" includes a note indicating that the child is staying for two services. (See the Default Attendance Label section for details.)

## Standard Check-in Labels

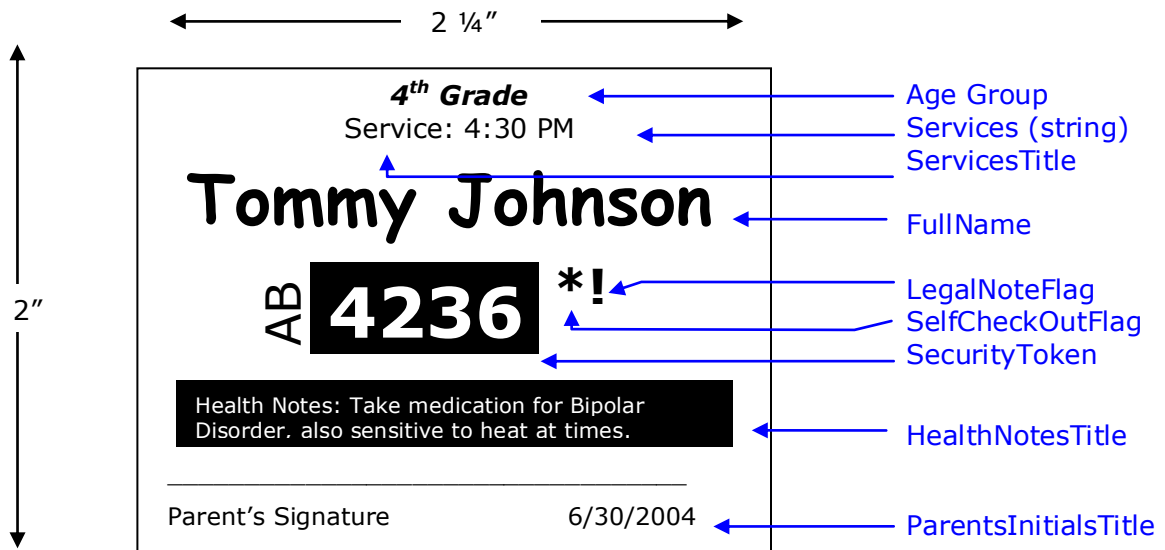
The Check-In Wizard comes with a default component for printing check-in labels to label printers in the classrooms or at the kiosks as well as an alternative one that will work with Reporting Services. To switch to the Reporting Services component see the instructions in the section **Reporting Services Attendance Label**.

The Check-In Wizard's printing functionality can be replaced by another community created component or your own by implementing our [IPrintLabel](#) provider. Refer to the *Central Christian Church Check-In Wizard Developer Guide* for additional details on creating new print label providers.

The default printer labels are a set of three labels (a nametag, a claim card, and an attendance label) and are shown below. This default provider also uses the default Security Code provider to generate the security token shown below.

Parts of the label can be customized. See Organization Settings - Cccev Check-in Labels (pg 23) for details.

### Default Attendance Label





If attending multiple services, the attendance label prints like this:

**4<sup>th</sup> Grade**

**Transfer: 4:30 PM & 6:15 PM**

**Tommy Johnson**

**AB 4236 \*!**

Health Notes: Take medication for Bipolar Disorder, also sensitive to heat at times.

Parent's Signature \_\_\_\_\_ 6/30/2004

Box around the event's start times.

### Claim Card

**CLAIM TICKET**

6/30/04 3:59 PM

Services: 4:30 PM & 6:15 PM

**Tommy**

**AB 4236**

Present ticket to the classroom supervisor when picking up your child.

2 1/4"

2"

ClaimCardTitle

ClaimCardSubTitle

Date (current time)

Services (string)

ServicesTitle

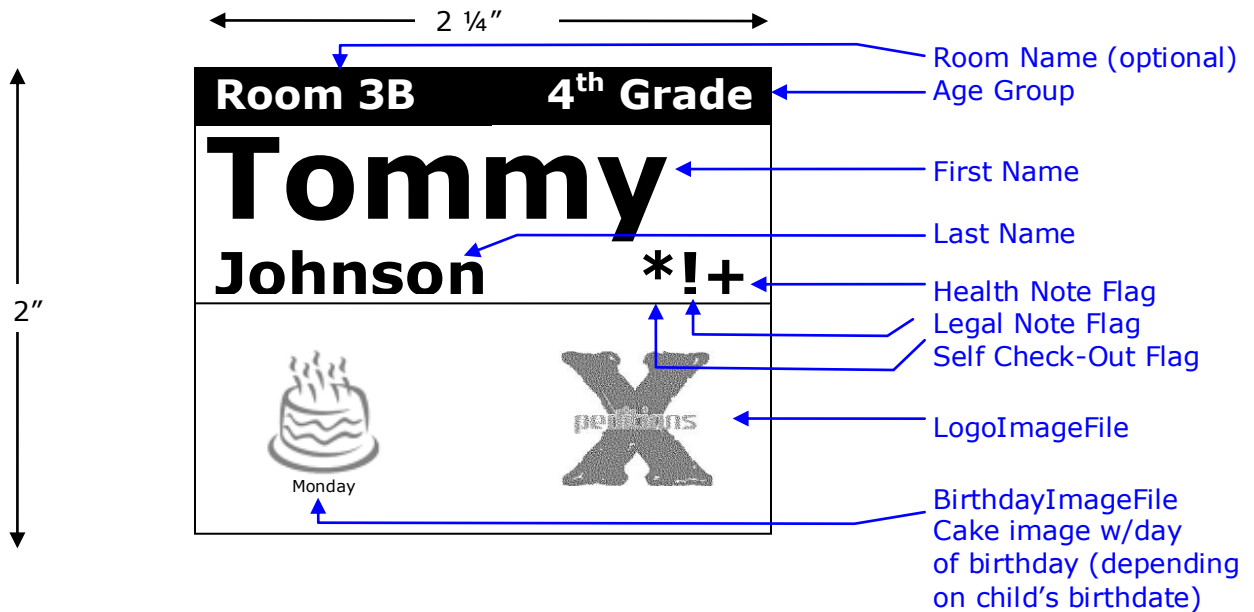
First Name

SecurityToken

ClaimCardFooter

## Nametag

A name tag is to be printed as shown below. If the child's birthday is in the upcoming week, the regular logo is to be replaced with a birthday cake logo and the day of the birthday.



## Reporting Services Attendance Label

The Reporting Services provider (added in v1.2.0) will work with the print labels included with Arena's Check-In system out of the box. It integrates this functionality by passing the OccurrenceAttendanceID created when an attendee checks into the system to Arena Check-In's Reporting Services report. Creating a custom label is as easy as copying the default Arena label and modifying it to fit your ministry needs.

To take advantage of this print provider simply set the appropriate module setting on the check-in wizard module configuration (see Module Settings).

Additionally, you'll need to set up some Labels that are tied to each Attendance Type. From the Attendance Type List module, clicking on the "Labels" link will bring up the list of Labels associated with that Attendance Type.

Home > Check-In > Attendance Type Categories

Print This Page About

Show Summary

Name	Minimum Age	Maximum Age	Minimum Grade	Maximum Grade	Minimum Birth Date	Maximum Birth Date	Age Text	Location Specific	Weekend Service	Merge Day	Occurrences	Frequency	Labels
Nursery (Birth - Crawlers) 8 am	0.00	1.00						✓	✓				

When creating a new Label for an Attendance Type, you specify whether the print job should go to the Kiosk's Default Printer or the Location's Default Printer.

Figure 6 - defining a label for an Attendance Type

As of version 1.3, the package also includes a few custom RDLs you can import into Reporting Services and use in place of the default Arena check-in labels:

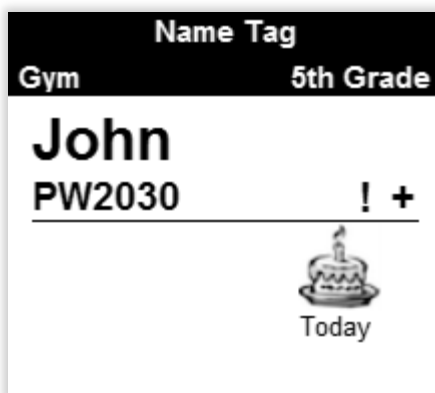


Figure 7 - ChildNamtag.rdl

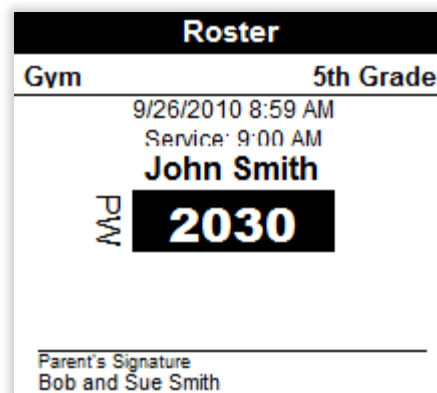


Figure 8 - Roster.rdl

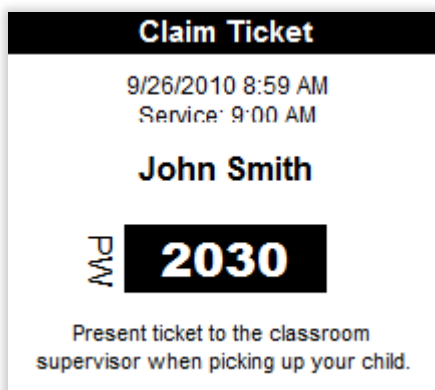


Figure 9 - ClaimTicket.rdl



Figure 10 - AdultNametag.rdl

## Installation & First Time Setup

Unzip the CccevCheckinWizardPackage.zip to your desktop. You will use the items inside the zip during the instructions below. Also note the items listed in the Dependencies section of the Appendix.

### Pre Module Installation Steps

To install the Wizard you will need to execute the two SQL scripts found in the SQL folder:

1. `cust_cccev_ckin_install_tablesAndProcs.sql` – Execute this script first. It adds the required tables and stored procedures.
2. `cust_cccev_ckin_install_data.sql` – this script creates the necessary default data (Lookups, Person Attributes, Organization Settings, etc) used by the Check-in system.
3. As the Global Admin, go to the Person Attributes “Check-In” group and grant the proper roles view/edit access to the following new attributes:
  - a) Ability Level
  - b) Special Needs?
  - c) Self Check-out?

### Check-In Wizard Module Installation Steps

1. Import the CheckinWizard\_Page.xml as a child page under your main Arena Check-In page.
2. Next, change the Check-In Wizard page to use the new blank template that was installed called “Check-in Wizard Blank Template”.
3. Make a note of this pageID as you will point your kiosks to this page later.
4. This is a not a redundant step: import the CheckInWizard\_Page.xml modules under your Arena **Modules** area. Doing this will define additional modules that were not automatically defined during step 1.
5. (Optional) Setup the modules discussed in the section called *Other Custom Administrative Modules* (pg 31).
6. Setup the Check-In Wizard module settings as needed. These settings are described below.

### Module Settings

There are many configuration settings to help you control the behavior of the check-in system to match your church’s needs, however the system has many default values so you can get your system working without a lot of additional configuration.

Setting	Description
Ability Level Attribute	Set this to be the Person <b>Attribute</b> that holds a person's ability level.
Ability Level Lookup Type	Set this to be the <b>Lookup Type</b> that contains all the ability levels you want to use in the Check-in system.
Allow Scan By Phone	This controls whether or not you can search by phone number.
Asynchronous Timeout Error Message	The message to display if the client browser (kiosk) is unable to contact the server.
Auto Cancel/Confirm	Controls whether or not the system will perform auto-cancel and auto-confirm if the user stops interacting with the kiosk.
Auto Refresh Time (Long)	Time in seconds for the page to reload/reset if left inactive.
Auto Refresh Time (short)	Time in seconds for the system to auto cancel/confirm if no response is received.
Background Image Relative Path	Relative path for the init screen's background image.
Bad Kiosk Message	Message to display if an unregistered kiosk attempts to access/use the Check-In Wizard.
CSS Relative Path	Relative path to custom CSS file for Check-In module.
Event is Closed Message	Message that is displayed on the kiosk when there are no open/active check-in occurrences.
Family Registration Page	Page setting to integrate High Desert Church's Family Registration Module into the Check-In Wizard. If this is set to a page in Arena, pressing CTRL-SHIFT-R from within the Wizard will redirect to the configured page.
Ignore Check-In Start	If checked, this setting will allow members to check into services whose check-in start time has not occurred yet. Useful if members need to check their children into the service that they are attending as well as the service that they are volunteering at.
Kiosk Management Page	A page containing the KioskAdmin module which allows a kiosk to be registered with Arena and/or some details about the kiosk to be edited. Pressing CTRL-SHIFT-M from within the Wizard will redirect to the configured page. This is useful when setting up (or registering) new kiosks.
Label Print Provider	Controls which print label provider will be used when printing check-in labels.
Look Ahead Hours	Number of hours the check-in system should look ahead for occurrences.
Look Ahead Minutes	Combined with the previous setting, the number of minutes the check-in system should look ahead for occurrences.
Max Ability Level Age	Once a child reaches this age, the ability level selection screen will not be shown and the child will be automatically recorded at the max ability level.
Minimum Age	Minimum age of a child who can check in.
Maximum Age	Maximum age of a child who can check in.
Minimum Grade	Minimum grade of a child who can check in.
Maximum Grade	Maximum grade of a child who can check in.

Setting	Description
Minimum Phone Number Length	Minimum number of digits that must be typed for a valid phone number search.
Maximum Phone Number Length	Maximum number of digits that can be typed before the system performs the search automatically (without the user pressing the "search" button).
No Eligible People for Check-in	Message to display when there are no family members eligible for check-in.
No Registered Occurrences Message	Message to show when no occurrences are available to check in.
Page Timeout	The amount of time in seconds before the system considers the check-in system to have timed-out.
Post-Check In Redirect Page	If set, the system will redirect to this page once the check-in process completes. Useful if you've integrated a Family Registration system with this check-in system and want to transfer control back to the Family Registration system after a family is checked in.
Relationship Type List	Allowable relationship types to check in. If the head of household has any relationships of these types, the associated people will be shown on the family member selection screen.
Require Attendee Abilities	Flag to control whether or not Ability Levels are used by the check-in system.
Scan Now Message	Text to show when check-in has started.
Search By Phone Message	Text to show on the search by phone button.
Special Needs	Set this to the person attribute that denotes whether or not a person has special needs.
Unavailable Occurrences Message	Message to display if no matching classroom was found for a child.

## Organization Settings

There are a couple of categories of organization settings that are used by the Check-In Wizard. Each category and its corresponding settings are detailed below for your reference.

### Cccev Check-In Wizard

These settings are used by the Check-In Wizard Module to control how labels are printed, how security codes are determined, etc.

Setting	Description
Cccev.AllowedInactiveReasons	This allows individuals whose record status is marked as inactive to check-in using the Check-in Wizard. LookupIDs from the Inactive Reasons lookup can be entered, separated by commas, to indicate which inactive records will be allowed to check-in. If this organization setting is empty or does not exist then inactive records will not be allowed to check-in at all.
Cccev.SecurityCodeDefaultSystemID	Lookup ID for CheckIn Security Code provider class.
GradePromotionDate	Used to determine the date which children are promoted to the next grade level (mm/dd). Default 6/1.

### Cccev Check-in Labels

*If you are using the Reporting Services print label provider you can skip this section.* These settings control some of the properties of the standard check-in labels which are used by the default supplied `IPrintLabel` provider, `CccevPrintLabel`.

Setting	Description
Cccev.AttendanceLabelText	The title to use on the Attendance label
Cccev.BirthdayImageFile	Image (.bmp) to use on the Nametag label to indicate a person's birthday occurs that week. E.g., "C:\Inetpub\wwwroot\images\cake.bmp"
Cccev.ClaimCardFooter	Text to use on the footer of the Claim Card. E.g., "Present this ticket when picking up your child."
Cccev.ClaimCardTitle	The title to use on the Claim Card label. E.g., CLAIM TICKET
Cccev.DisplayRoomNameOnNameTag	Set to "true" to print the room name on the nametag; otherwise set to "false"
Cccev.HealthNotesAttributeID	The attribute ID (string type attribute) that holds a person's health notes.
Cccev.HealthNotesTitle	Text to use in front of any health notes on the Attendance label.
Cccev.LegalNotesAttributeID	The attribute ID (string type attribute) that holds a person's legal/custody details.
Cccev.LogoImageFile	Logo (.bmp) to use on the Nametag label. E.g., "C:\Inetpub\wwwroot\images\logo.bmp"

Setting	Description
Cccev.ParentsInitialsTitle	Text to use on the Attendance label where a parent can sign. E.g., _____ Par ent's Signature
Cccev.SelfCheckOutAttributeID	The attribute ID (yes/no type attribute) that indicates whether or not a person is allowed to self check-out.
Cccev.ServicesLabel	Text to use in front of the services/occurrence times. E.g., "Services:"



## Configuring the Ability Level Lookup Type

The installation script adds four default lookup values (ability levels) to the Ability Level Lookup Type, but these can be renamed (or removed) to suite your needs. They are optionally defined to Attendance Type Extended Attributes to determine which children should be matched to the Attendance Type.

Ability Level Lookup Type Values	Description
Infant	Newborns who really do nothing more than look cute.
Crawler	Little ones who have learned the art of hand-knee locomotion.
Walking Confidently	Children who need to be more closely monitored.
Walking and Potty Trained	Children who need less monitoring and know when to get to the bathroom.

If you enable the "Require Attendee Abilities" module setting, the check-in system will examine the ability level of each child who was selected for check-in and prompt the parent to set the child's current ability level (until the child has the max level or the child's age is greater than the "Max Ability Level Age" module setting). It does this by listing all ability levels which are **greater or equal to** the child's current ability level. This way, over time, the presented list continues to shrink until only two choices remain. Once the child's ability level is set to the maximum (the last one in the list) the system will no longer request this information be set.

## Person Attributes: Ability Level, Special Needs, Self Check-Out

The installation script adds three new person attributes to the "Check-in" attribute group: Ability Level, Special Needs, and Self Check-Out. Each is described below.

Attribute	Description
Ability Level	A lookup value which is intended to hold the child's current ability level such as infant, crawler, walking confidently, etc. The ability levels are used in the Attendance Type's Extended Attributes to match children to the right classroom. They can be changed to suite the needs of your church as described in the previous section.
Special Needs	A yes/no flag that indicates whether the child is a "special needs" child (learning disability, autism, etc.) This attribute is used in the Attendance Type's Extended Attributes to match children to the right classroom.
Self Check-Out?	A yes/no flag that indicates whether or not the child is able to check themselves out without their parent. This value is only used by the default check-in label provider.

Once configured, the administrators with the proper role will see these new attributes when viewing a child's record in Arena.

**Daphne Mar**  
Person Detail

Home > Membership > White Pages > Person Detail

Print This Page About

Individual Information Security Person Viewed Contributions Prayer Requests

**Profile**

**Personal Information** Edit

<b>Person/Foreign ID:</b>	48/0	<b>Photo</b>	
<b>Member Status:</b>	Attendee	<b>Update Photo...</b>	
<b>Record Status:</b>	Active	<b>Phones</b>	Edit
<b>Campus:</b>	Gilbert Campus	<b>Main/Home:</b>	(480) 123-0927
<b>Staff Member:</b>	No	<b>Emails</b>	Edit
<b>Name:</b>	Daphne Mar	<b>Addresses</b>	Edit
<b>Birth Date:</b>	2/2/2007		
<b>Age:</b>	2 Yrs, 0 Mos, 25 Days		
<b>Gender:</b>	Female		
<b>Marital Status:</b>	Single		
<b>Anniversary Date:</b>			
<b>Grade:</b>			
<b>Contribute Individually:</b>	No		
<b>Print Statement:</b>	Yes		
<b>Envelope Number:</b>			
<b>Medical Info:</b>			
<b>Date Added:</b>	1/28/2009		
<b>Date Modified:</b>	1/28/2009		
<b>Date Last Verified:</b>	1/28/2009 <a href="#">Verify</a>		

**Mar Family:** Edit

<b>Dwayne Mar:</b>	Adult	Member
<b>Christine Mar:</b>	Adult	Member
<b>Devin Mar:</b>	Child	Attendee
<b>Daphne Mar:</b>	Child	

**Relationships** Edit

**Peer Network** View Details...

**Check-In**

**Ability Level:** Walking Confidently ▼

**Special Needs:** ☐

**Self Check-Out?:** ☐

**Allergies:**

**Medical Situation:**

**Potty Training:**

**Custody Situation:**

**Special Note:**

[Save](#) [Cancel](#)

**Member Security**

**Education** Edit

**Figure 11 - Person Details showing Check-in Person Attributes**

## Printer Setup (Recommended)

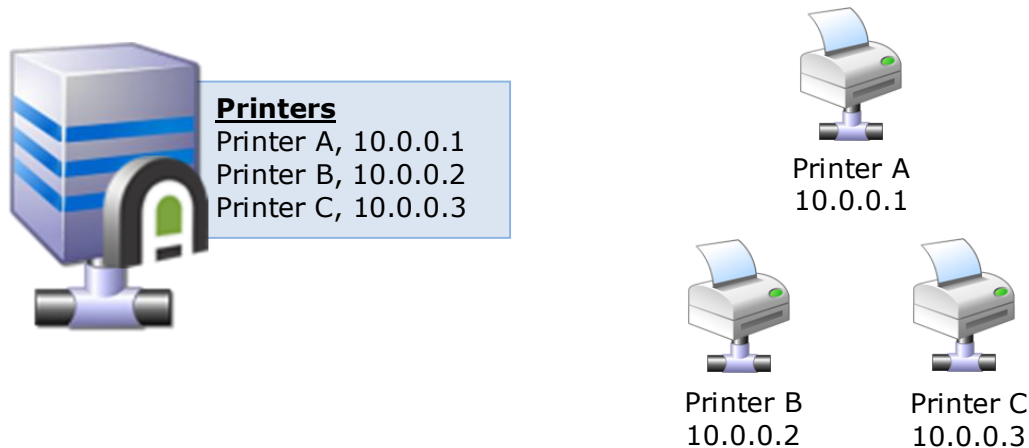
We strongly recommend the following printer configuration. Although you *might* be successful with other printers and configuration, we've found these to be highly successful.

### Printer Brands

We use Zebra LP2824 and/or Zebra GK420d with integrated Ethernet and print server. We've had **bad experiences** with the Zebra *wireless* printers so, if you want to connect them to your network wirelessly [we recommend using Apple Airport Express](#). As such, you should assign a permanent/static IP address to each printer and define it to the server.

### Printer Installation/Definition

We've had the most success and the fastest printing when the printers were defined **locally on the Arena (IIS) server** such that the Arena server then directs the print jobs to the remote printer's print server.



We've had better long term success using the printer drivers from [Seagull Scientific](#). They also recommended to us by Microsoft when we encountered serious problems with the Zebra print drivers.

Once your printers are defined to the server and working, you should then define them in Arena to either a particular kiosk or location. This is covered in the next two sections.

**Note:** If you try to skip defining the printers to the server and instead only define them in Arena using `\\<printserver>\<printer_share_name>` notation, you will find this configuration to be **much, much** slower (unacceptably slower in our opinion).

## Locations Setup

The default print provider prints a set of three check-in labels in the classroom or at the kiosk; therefore a printer must be defined in each Location. This also means you will need to define your printers on your Arena server (unless you have a remote print server in the classroom attached to the printer). As of v1.2.0, if you name your printer "[Kiosk]" the labels will be directed to print at the printer defined on the kiosk.

**Figure 12 - Location Details with local zebra printer**

## Kiosk Setup

In order to register your kiosk for use with the Check-In Wizard, you will need to run either the Arena standard check-in application at least once or visit the Kiosk Management page (new as of v1.3) from the kiosk. (See the Kiosk Management Page section for more details.)

If you've configured the Check-In Wizard with the Kiosk Management page you can simply press "CTRL-SHIFT-M" from the Kiosk. That page will allow you to register the kiosk's information as an item in the Arena Kiosk list.

Once the system is defined there you can bind the kiosk to your locations as needed. If you are operating in a multi campus environment, this is where you control which kiosks are used for the check-in locations of each campus. You can also define a printer to the Kiosk similar to what was described in the previous section.

Lastly, you'll probably want to configure Internet Explorer to run in kiosk mode and point it to the Arena page which holds the Check-In Wizard as such:

```
C:\Program Files\Internet Explorer\iexplore.exe -k http://arena/default.aspx?page=9999
```

## Installing Custom Reporting Service Labels

As of v1.3, some custom labels are included in the package. You will find these under the ReportingServices folder. Follow these steps if you wish to install them into your environment:

1. In order to use the ChildNametag.rdl you must open it and modify the SQL query it performs. At the bottom of the query are two person attributes – these must be updated to use the proper attribute ID numbers on your system.
2. Each of the 4 RDL files must be loaded into your Reporting Services **server**. This can usually be accessed via <http://localhost/reports>. They should go in the /Arena/CheckIn/ folder.
3. Execute the `cust_hdc_funcnt_calc_age.sql` and `cust_hdc_funcnt_parent_names.sql` scripts **into your Arena database** to install the required SQL functions.
4. Follow the instructions in the Reporting Services Attendance Label section of this document to attach your labels to attendance types.

## Other Things to Consider

As mentioned earlier, we have a few other things to help manage the system. They are detailed in this section.

### SQL Server Agent Jobs

#### Create occurrences (2 hours future)

This job creates the future occurrences that are needed for the Sunday morning and Saturday/Sunday night services. We only run it Sunday morning every 30 minutes from 7 to 9:30 AM and then on Saturday and Sunday night from 4 to 5 PM.

```
declare @TwoHoursFromNow datetime
set @TwoHoursFromNow = DATEADD( mi, 120, getdate() )

exec core_sp_generate_active_occurrences @TwoHoursFromNow, 30, 'OccurrenceGenerator2'
```

#### Check-in Reset Security Codes

This job resets the numeric portion of our default Security Code provider (the records in the cust\_cccev\_ckin\_security\_code table) by running the cust\_cccev\_ckin\_sp\_update\_security\_code\_clearAssignDate procedure on Friday at 5 PM.

## Other Custom Administrative Modules

This section documents various supporting custom modules which are useful in administering the Check-In system.

### Kiosk Management Page

As of version 1.3, a page which includes our custom Kiosk Admin module is created when you install the system. This module allows a new kiosk to be registered in Arena and provides very limited edit capability of the kiosk. For anything beyond what is provided by this module please use Arena's Kiosk administration feature.

**Edit 'J3RLZB1' Kiosk**

**Name**

**DNS Name**

**Description**

**IP Address**

**Default Printer**

**Locations**  
The locations for which this kiosk can perform check-in.

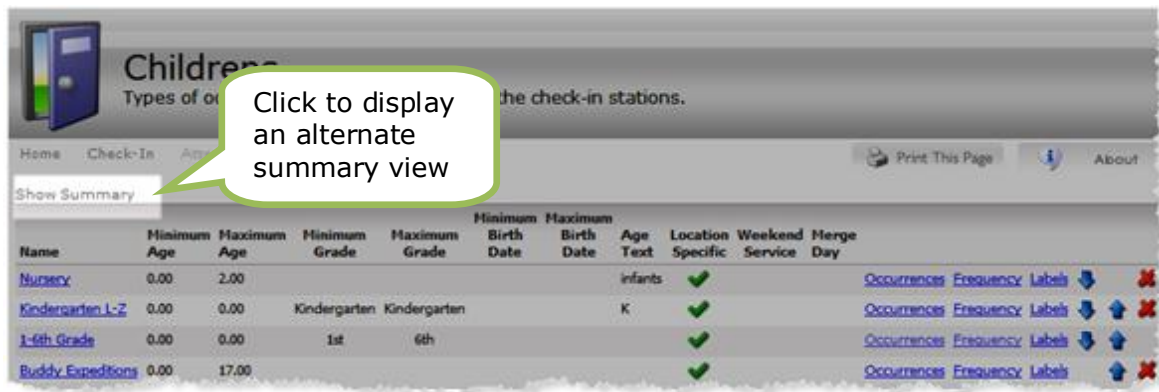
- ☐ Gilbert - Building 1
- ☐ Gilbert - Building 2
- ☐ Gilbert - Building 3
- ☐ Mesa - ArkDeck 1
- ☐ Mesa - ArkDeck 2
- ☐ Mesa - B Building
- ☐ Mesa - New Life Center
- ☐ Mesa - the Coves
- ☐ Mesa - the Outback
- ☒ Outback

[Cancel](#)

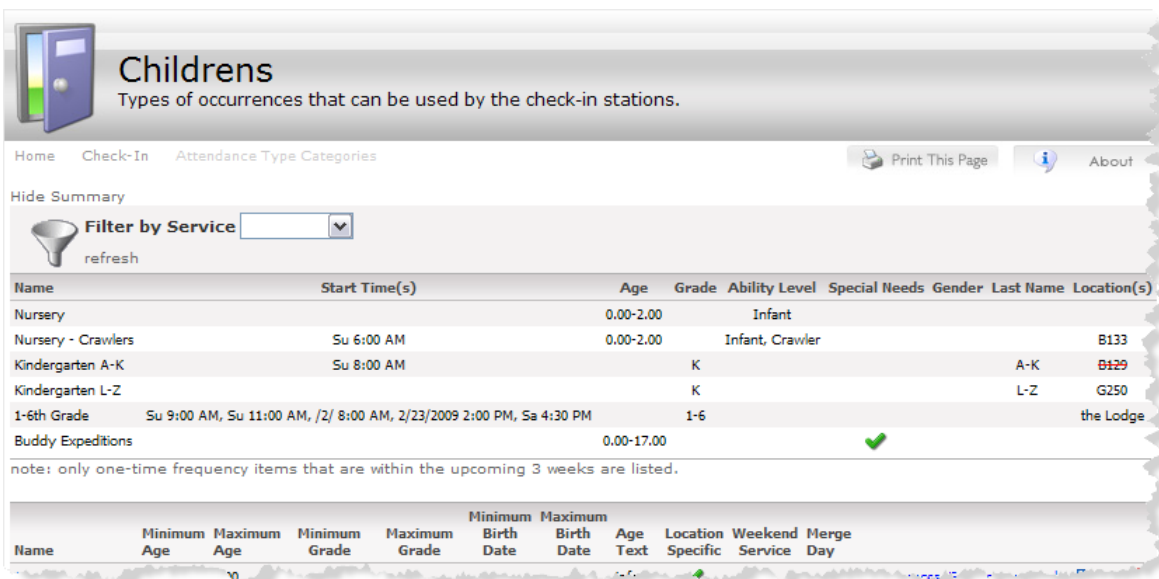
### Attendance Type List Summary

This module provides a summary view of Attendance Types and associated Extended Attributes. You'll want to place this module at the top of your standard Attendance Types page (pageID 1432).

Using the “Show Summary” link, an alternate view shows the essential Attendance Type criteria along with the classroom locations as shown in Figure 14.



**Figure 13 - Show Summary link**



**Figure 14 – Consolidated view of Attendance Types, Extended Attributes, and Locations**

The summary can also be filtered by the frequency start time. Locations which are closed will appear with a red line through them.

### Occurrence Type Attribute List

The Occurrence Type Attribute List shows an ordered list of all corresponding Extended Attributes for the *ordered* list of Attendance Types. You’ll want to place this module at the bottom of your standard Attendance Types page (pageID 1432).

Using this module you create the extended attributes (ability level, special needs, last name range) for a particular Attendance Type.



**Childrens**  
Types of occurrences that can be used by the check-in stations.

Home Check-In Attendance Type Categories [Print This Page](#) [About](#)

Show Summary

Name	Minimum Age	Maximum Age	Minimum Grade	Maximum Grade	Minimum Birth Date	Maximum Birth Date	Age Text	Location Specific	Weekend Service	Merge Day		
<a href="#">Nursery</a>	0.00	2.00					infants	✓			<a href="#">Occurrences</a>	<a href="#">Frequency</a>
<a href="#">Nursery - Crawlers</a>	0.00	2.00					0 - 22 mo	✓			<a href="#">Occurrences</a>	<a href="#">Frequency</a>
<a href="#">Kindergarten A-K</a>	0.00	0.00	Kindergarten	Kindergarten			K	✓			<a href="#">Occurrences</a>	<a href="#">Frequency</a>
<a href="#">Kindergarten L-Z</a>	0.00	0.00	Kindergarten	Kindergarten			K	✓			<a href="#">Occurrences</a>	<a href="#">Frequency</a>
<a href="#">1-6th Grade</a>	0.00	0.00	1st	6th				✓			<a href="#">Occurrences</a>	<a href="#">Frequency</a>
<a href="#">Buddy Expeditions</a>	0.00	17.00						✓			<a href="#">Occurrences</a>	<a href="#">Frequency</a>

Page: 1 of 1 Page Size: 300 [Refresh](#) 6 Attendance Type(s)

**Extended Attributes**

Name	Ability Level	Special Needs	Starting Letter	Ending Letter		
Nursery	Infant				<a href="#">Occurrences</a>	<a href="#">Frequency</a>
Nursery - Crawlers	Infant, Crawler				<a href="#">Occurrences</a>	<a href="#">Frequency</a>
Kindergarten A-K			A	K	<a href="#">Occurrences</a>	<a href="#">Frequency</a>
Kindergarten L-Z			L	Z	<a href="#">Occurrences</a>	<a href="#">Frequency</a>
Buddy Expeditions		✓			<a href="#">Occurrences</a>	<a href="#">Frequency</a>

Page: 1 of 1 Page Size: 300 [Refresh](#) 5 Item(s)

**Figure 15 - Occurrence Type Attribute List (Extended Attributes) Module**

## Move Attendance

The move attendance module is nice to have if you have the need to move all the attendance records from one occurrence to another (when you want to delete the old attendance types/occurrences but don't want to lose the attendance records tied to them).

You'll typically want to put this module on the Attendance Occurrence page (pageID 1115). It appears as a small "Move Attendance" button as shown in Figure 16.

**Nursery (Birth - Crawlers) 8 am**  
Allows an attendance occurrence to be modified

Home > Check-In > Attendance Type Categories > Occurrence Details

**Attendance Type** [Nursery \(Birth - Crawlers\) 8 am](#)  
**Name** Nursery (Birth - Crawlers) 8 am  
**Location** EC 104  
**Area**  
**Start Time** 2/22/2009 8:00 AM  
**End Time** 2/22/2009 9:00 AM  
**Check-In Location** Gilbert - Building 2 - EC 104  
**Check-In Start Time** 2/22/2009 7:40 AM  
**Check-In End Time** 2/22/2009 8:20 AM  
**Membership Required for Check-In** No  
**Occurrence Closed** No

**Notes**  
Nursery (Birth - Crawlers) 8 am

[Edit Details](#) [Delete This Occurrence](#)

**First Name**   
**Last Name**   
**Status**

[Move Attendance...](#)

**Figure 16 - Attendance Occurrence page with the Move Attendance module**

After pressing the button you can then select the new, target Attendance Type and its corresponding Occurrence to designate where you want to move the attendance records.

**Move Attendance Records...**  
Select where you want to move the attendance records.

**Attendance Type:**

**Occurrence:**

[Cancel](#) [Go](#)

## Test Printer Labels

This utility module lets test label printing to one or more printers at the same time. Once you've selected some printers, you can print a single "test" label, individual parts of the label set, or if you provide a personID you can print an actual label set using your configured `IPrintLabel` provider.

You can install this page and module (TestPrinterLabels\_Page.xml) underneath your main Arena Check-in tab.

The screenshot shows the 'Test Printer Labels' utility module. At the top, there's a header with a printer icon and a green checkmark, followed by the title 'Test Printer Labels' and a subtitle 'Utility to send sample or test labels to printers defined in locations.' Below the header is a breadcrumb trail: 'Home > Check-In > Test Printer Labels'. On the right side of the header, there are buttons for 'Print This Page' and 'About'.

The main content area is divided into several sections:

- Location / Printer Selection:** Contains a printer icon, the text 'Select one or more printers from the locations.', a text input field, and a 'Select...' button.
- Simple Test:** Contains a printer icon, the text 'Print a single, sample "test" label to the selected printers.', and a 'Print Test' button.
- Create a Sample Label for Testing:** Contains several input fields and radio buttons:
  - Start Times: 4:30 PM, 6:15 PM
  - First Name: TEST
  - Last Name: LABEL
  - Birthday: 2/27/2009
  - Allowed to Self Check-out: ☒ Yes, ☐ No
  - Legal Notes: ☒ Yes, ☐ No
  - Security Code: AB1234
  - Age Group: 6th Grade
  - Health Notes: This is a test...health notes (if any) would be pulled from a child's record and placed here.At the bottom of this section are buttons for 'Attendance Label', 'Claim Card', 'Nametag', and 'All'.
- Miscellaneous:** Contains a printer icon, the text 'Test printing a real label using your configured IPrintLabel provider.', a 'PersonID:' label, a text input field, a 'Select...' button, and a 'Test IPrintLabel' button.

On the right side of the interface, there is a large, empty box labeled 'Output'.

**Figure 17 - the Test Printer Labels module**

## Appendix

### Arena Dependencies

The following Arena configurations are required in order for the system to work

1. Set the "GradePromotionDate" Organization setting

### Defining New Custom IPrintLabel Providers

1. Edit the "CheckIn Print Label System" Lookup Type and add your own lookup. Put the value of your namespace and fully qualified classname into the respective fields. Make note of the ID of this new lookup.
2. To use a new label provider simply change the value in the appropriate module setting (see Module Settings).

### Defining New Custom Security Code Provider

1. Edit the "CheckIn Security Code System" Lookup Type and add your own lookup. Put the value of your namespace and fully qualified classname into the respective fields. Make note of the ID of this new lookup.
2. Change the value in the SecurityCodeDefaultSystemID Organization setting to be the ID of the new lookup.

### Logging

As of v1.2.0, the attendance type (class) matching process can be logged to the database for troubleshooting purposes. To enable logging, change the value of the `IsEnabled` qualifier of the `Cccev App Log Type` -> `Check-in` lookup to true. The `cust_cccev_applog` table will hold an entry for each child being checked in to the system as seen in this example:

```
Attendee: 78829 - Maddox White Attempting match: 6:30 PM (24) the Lodge (1-6) 8 am, 4:30 & 6:30 pm  
Attempting match: 6:30 PM (24) the Lodge (1-6) 8 am, 4:30 & 6:30 pm Attempting match: 6:30 PM (155) Preschool  
- Kindergarten 6:30 pm Attempting match: 6:30 PM (154) Preschool - 3, 4, 5 & 6 year olds 6:30 pm Attempting  
match: 6:30 PM (95) Nursery (19 - 35 months) 4:30 & 6:30 pm - Matched Age, Grade, Gender - FOUND MATCH!
```

### Reference

See the [\*Central Christian Church Check-In Wizard Developer's Guide\*](#) for additional details not covered in this manual.