



CityTeam Checkins Application

Version 2.0

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Logging In

How do I find the application?

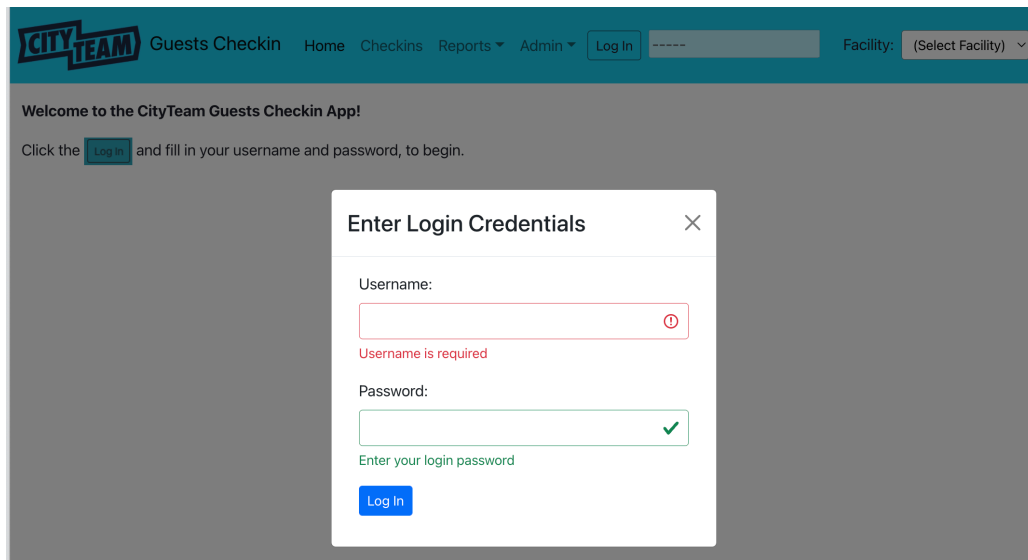
You will be using a standard web browser to operate the application. The URL to access it will depend on how and where the application is installed. For the typical case where it is installed on a laptop computer at the location where you will be performing the checkin operations, the URL will usually be

`http://localhost:8080`.

For convenience, whoever is setting up your environment should create a bookmark for this in your web browser.

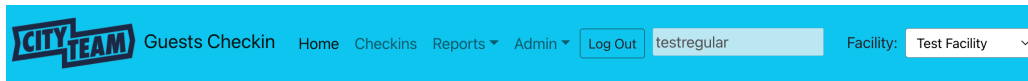
I'm here, what's next?

In order to use the application, you will need to log in with the username and password assigned to you by your local administrator. Click the **Log In** button at the top of the screen, and you will see a way to enter these credentials:



Log In Screen

Enter your assigned username and password, and click the **Log In** button at the bottom of the form. If your credentials are correct, you will be welcomed to the application on its “Home” page:



Welcome to the CityTeam Guests Checkin App!

Welcome user **testregular**!

Select the **Checkins** link on the Navigation Bar above to begin checking in Guests.

Logged In Screen

See [Starting the Day \(page 0\)](#) for the next step.

Starting The Day

Select the Checkins Option

In the navigation bar at the top of the screen, click the **Checkins** link. You will be presented with the following page:

Starting The Day

At the *Checkin Date* prompt, enter the date for which you wish to enter checkins. This will already be set to today's date, because that is the most common need, but you can select a different day if (for example) you wish to update information entered for a previous day. To select the day you want, simply press **Enter**.

Generating Mats


The very first time you are entering information for a particular date, you will need to generate the sleeping mats that will be assigned for this evening. How many mats to generate, and how they are numbered, depends on a **template** that has been set up by your administrator.

Mat	First Name	Last Name	\$\$	Amount	Shower	Wakeup	Comments						
2022-03-24	0	0	0	0	0	0	0	0	0.0%	0	0.0%	0	\$0.00


Generating Mats

The *Select Template* field is a dropdown, from which you can choose the template that will be used tonight. Your administrator will tell you which one should be selected. After you make your selection, click the **Generate** button.

Now, the screen will show the mats that will be assigned for tonight, along with totals (which will be updated automatically as you check in guests to the various mats).


[Guests Checkin](#)
[Home](#)
[Checkins](#)
[Reports](#)
[Admin](#)
[Log Out](#)

 Facility:

Manage Checkins for Facility **Test Facility**
Checkin Date: 

Mat	First Name	Last Name	\$\$	Amount	Shower	Wakeup	Comments
1H							
2HS							
3SW							
4W							

Checkin Date	\$\$	AG	CT	FM	MM	SW	UK	WB	Used	%Used	Empty	%Empty	Total Mats	Total \$\$
2022-03-24	0	0	0	0	0	0	0	0	0	0.0%	4	100.0%	4	\$0.00

Generated Mats

See [Checking In Guests \(page 0\)](#) for the next steps.

Checking In Guests

Select a Mat to Assign

Now, we are ready to assign a mat for our first Guest. Click on any of the rows that do not currently have a Guest assigned (we will use mat 2 here), and see that happens next.

The screenshot shows the 'CityTeam' application interface. The top navigation bar includes 'Guests Checkin', 'Home', 'Checkins', 'Reports', and 'Admin'. The user is logged in as 'testregular' and the facility is set to 'Test Facility'. The main heading is 'Manage Checkins for Facility Test Facility'. Below this, there's a 'Checkin Date' field set to '03/24/2022' and a 'Back' button. The interface is split into two steps. Step 1, 'Select or Add A Guest To Assign', shows a 'Mat Number: 2HS' and a search bar for guests. Below the search bar is a table with columns: First Name, Last Name, Active, Comments, and Favorite. The table is currently empty. There are also navigation buttons like '< 1 >' and 'Add' buttons.

Checking In A New Guest

Request the Name of the New Guest

The next person comes up and says his name is *Barney Rubble* (no real names in our examples!). It is important to see if this Guest has stayed at this Facility before. Let's search all previous Guests to see if we can find a match.

You can search all previous Guests in one of two ways:

- Type one or more characters in order (upper or lower case does not matter). As you type each character, the list of matches will change – the system finds all names with the characters you have typed in **either** the first name **or** the last name.
- Type one or more characters, followed by a space, and then one or more additional characters. The system will return matching names where the *first name* contains the first set of characters, and the *last name* contains the second set of characters.

Let's try typing **ub** and see what happens.

CityTeam Guests Checkin Home Checkins Reports Admin Log Out testregular Facility: Test Facility

Manage Checkins for Facility Test Facility

Checkin Date: 03/24/2022

Step 1: Select or Add A Guest To Assign

Mat Number: 2HS

Search For Guests: ☐ With Checkin Dates? < 1 > Add

First Name	Last Name	Active	Comments	Favorite
Bam Bam	Rubble	Yes		
Barney	Rubble	Yes		

Add

Step 2: Complete Assignment Details

Searching for a Previous Guest

Note the pagination controls < 1 > at the top of the screen. Normally, these will be disabled, but it is possible that there are too many matches to fit on one page – then you can use the pagination controls to page through all the matches, or add a few more characters to your search to reduce the number. The important thing is to make sure that the name you are looking for **does** appear (in which case you will select it as described below), or you will add this person as a new guest (as described further down).

If you are curious (or need to know) what dates the matched persons have checked in before, you can click the *With Checkin Dates* checkbox, and the system will show all previously recorded checkin dates for each name, in ascending order.

CityTeam Guests Checkin Home Checkins Reports Admin Log Out testregular Facility: Test Facility

Manage Checkins for Facility Test Facility

Checkin Date: 03/24/2022

Step 1: Select or Add A Guest To Assign

Mat Number: 2HS

Search For Guests: ☒ With Checkin Dates? < 1 > Add

First Name	Last Name	Checkin Dates
Bam Bam	Rubble	2020-07-04 2022-03-02
Barney	Rubble	2020-07-04 2022-02-28 2022-03-02

Add

Step 2: Complete Assignment Details

With Checkin Dates

Choosing a Repeat Guest

If you find the name of this person on the list of previously checked in Guests, simply click on their name. Then, proceed to the [Complete Assignment Details \(page 8\)](#) section below.

Entering a Brand New Guest

If you do not find this person's name on the list of previously checked in Guests, click one of the **Add** buttons, and fill out the information for this new person.

The screenshot shows the 'CityTeam Checksin' application interface. The top navigation bar includes links for Home, Checkins, Reports, and Admin. A user is logged in as 'testregular' with a 'Log Out' button. The facility selected is 'Test Facility'. The main heading is 'Manage Checkins for Facility Test Facility'. A 'Checkin Date' dropdown is set to '03/24/2022'. Below this, there are two steps: 'Step 1: Select or Add A Guest To Assign' and 'Step 2: Complete Assignment Details'. In Step 1, the 'Mat Number' is '2HS'. The 'Add New Guest for Facility Test Facility' form is displayed with fields for First Name (Additional), Last Name (Person), Comments, and Favorite. All fields have green checkmarks indicating they are valid. There is an 'Active?' checkbox checked and a 'Save' button. A 'Back' button is also present.

Adding a New Guest

The first and last names are required, and **must** be unique within this Facility. This will be checked as soon as you type the last name. If you get a message that the name is not unique, that means you missed seeing it in the previous step – simply click the **Back** button, search until you find this name, and select it as described in [Choosing A Repeat Guest \(page 8\)](#) above.

When you click **Save** to store this person's information, you will automatically be advanced to the [Complete Assignment Details \(page 8\)](#) section below.

Complete Assignment Details

Let's assume that you clicked previous Guest *Barney Rubble*. What you will see next is a form to record the details related to this particular assignment.

CityTeam Guests Checkin Home Checkins Reports Admin Log Out testregular Facility: Test Facility

Manage Checkins for Facility Test Facility

Checkin Date: 03/24/2022

Step 1: Select or Add A Guest To Assign

Mat Number: 2HS

Search For Guests: ☐ With Checkin Dates?

First Name	Last Name	Active	Comments	Favorite
Barn Barn	Rubble	Yes		
Barney	Rubble	Yes		

Step 2: Complete Assignment Details

Guest: Barney Rubble

Payment Type: ✓ Payment Amount: ✓

Shower Time: ✓ Wakeup Time: ✓

Comments: ✓

Complete Assignment Details


The following fields are required:

- **Payment Type** - This is a dropdown list of the available payment types for this mat. Since paying cash is the most common choice, it is the default. The particular rules for your CityTeam facility will dictate which other choice to make, under which circumstances (such as picking “AG” if an Agency Voucher is being used to house this person tonight, or “SW” if a severe weather event means that nothing will be charged for this night’s stay).
- **Payment Amount** - if cash is received for this night’s stay, the amount should be recorded here. If no cash is received, this amount should be erased.

The following fields are optional:

- **Shower Time** - If this Guest wishes to take a shower in the morning, they can indicate the time they wish to do so. Enter as HH:MM or HH:MM:SS.
- **Wakeup Time** - If this Guest wishes to be awoken at a particular time in the morning, they can indicate the time they wish to do so. Enter as HH:MM or HH:MM:SS
- **Comment** - Enter any info that might be useful to other staff related to this person. In our example, we will indicate that Barney is coming in after work, later than Guests would normally be accepted.

When you have completed this form, click **Save** to store this assignment, and return to the updated list of available mats.


Guests Checkin
Home
Checkins
Reports
Admin
Log Out
testregular
Facility: Test Facility

Manage Checkins for Facility **Test Facility**
Checkin Date: 03/24/2022

Mat	First Name	Last Name	\$\$	Amount	Shower	Wakeup	Comments
1H							
2HS	Barney	Rubble	\$\$	5.00			Coming after work at 8:30.
3SW							
4W							

Checkin Date	\$\$	AG	CT	FM	MM	SW	UK	WB	Used	%Used	Empty	%Empty	Total Mats	Total \$\$
2022-03-24	1	0	0	0	0	0	0	0	1	25.0%	3	75.0%	4	\$5.00

Assignment Is Complete

However, there will be times you need to change what has been recorded on a previous assignment. See [Adjusting Existing Checkins \(page 0\)](#) for information on how to do that.

Adjusting Existing Checkins

What If Something Changes?

Sometimes, you will learn new information later on (after the initial checkin for a particular Guest) that requires updating the information previously recorded. When that happens, simply click on one of the mats that has been previously assigned to the Guest in question.

Adjusting Existing Checkins

If you did this by accident and do not want to change anything, just click the **Back** button – no harm, no foul.

If you really want to change something, you have three different options, described in the sections below.

Edit Assignment Details

This form will show the previously entered information on this Guest. Make whatever changes are needed and click **Save**. You will be returned to the summary page when this is completed, with the new information recorded.

Move Guest to a Different Mat

Sometimes a Guest will request a different mat, and you wish to accomodate their desire. Select the mat they wish to switch to (this is a dropdown list, and will only offer mat numbers that are currently available), and click **Move**. You will be returned to the summary page, with the updated mat assignment recorded.

Remove Assignment

Sometimes a Guest has decided they do not really want to stay tonight, and you want to remove the previous assignment to free that mat for someone else. Click the *Remove* button to do this.

Because this erases previous information, you will be asked to confirm that you really want to do so – click **Confirm** if you do.

Once you click **Confirm** (or **Cancel** if you change your mind), you will be returned to the summary page, with any change you made recorded.

After Editing

Now, you will generally want to return to [Checking In Guests \(page 0\)](#) to continue the checkin process.

Logging In

checkins_admin_overview