Kids Online Pickup Lane Assistant

K.O.P.L.A.

Instruction Manual

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INTRODUCTION

Welcome to the K.O.P.L.A. Instruction Manual. This manual is designed to guide you through the use and maintenance of the K.O.P.L.A. system. Please read this manual carefully before proceeding to ensure safe and efficient use.

SAFETY WARNINGS

Safety Warnings:

Your safety is our top priority. Please read and follow these safety instructions carefully:

Never look at your phone while driving, only look at the application once your car has come to a complete stop.

Never share your password with anyone.

PRODUCT OVERVIEW

Product Overview:

The K.O.P.L.A.'s purpose is to allow schools to effectively manage the school pickup lane for parents getting their children. The system is web based and utilizes geofencing location. The objectives of our system are to increase organization and optimize the time it takes for each child to be picked up from the carpool lane, and reduce the number of teachers needed to actively identify cars as they come in.

Geofencing to detect guardians as they enter the school's pickup lane.

Pickup zone direction for more efficient child pick up.

User-friendly interface with an intuitive display.
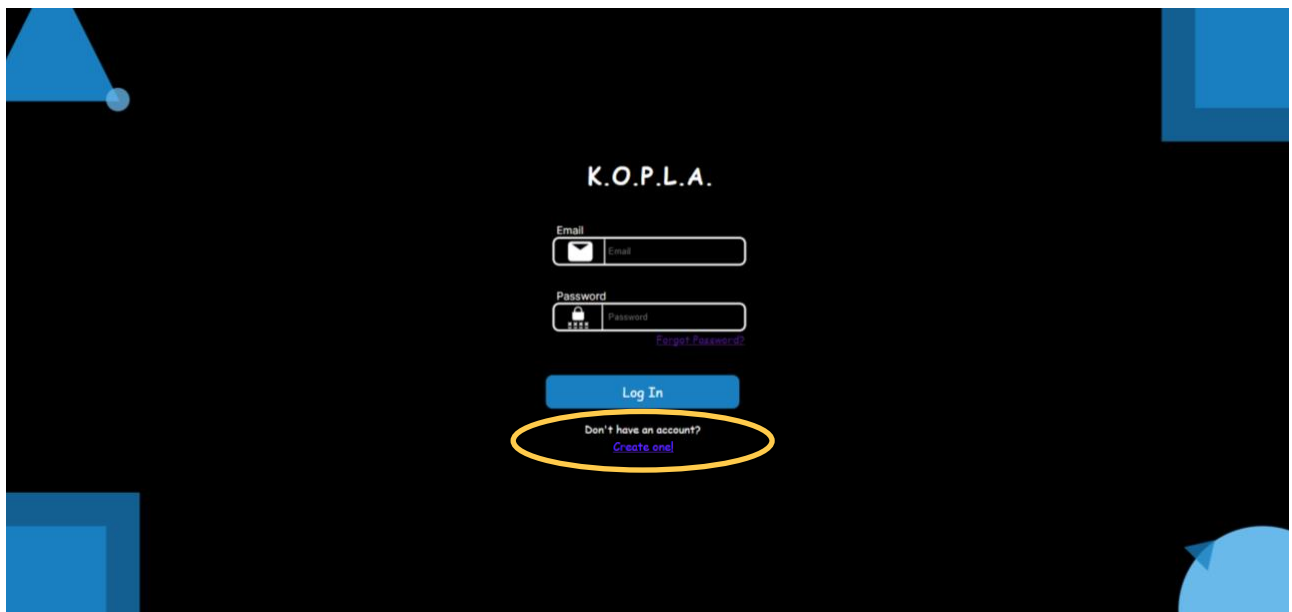
ACCOUNT CREATION

Account Creation:

Before using K.O.P.L.A., follow these steps to create an account:

NAVIGATE to the K.O.P.L.A. website.

CLICK "Create One!" button below login credentials boxes.

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ACCOUNT CREATION

Account Creation:

Before using K.O.P.L.A., follow these steps to create an account:

*The default school code for Admin is "AdminSchool123"

*The default school code for staff is "School123"

These can be changed by administrators in System Settings.

	FILL IN account creation information.
	SELECT "Admin" or "Teacher" in drop-down and enter school code*.
	VERIFY your email.
	RETURN to K.O.P.L.A. home page and log in.

ADMIN OPERATION – Set Up Geofencing
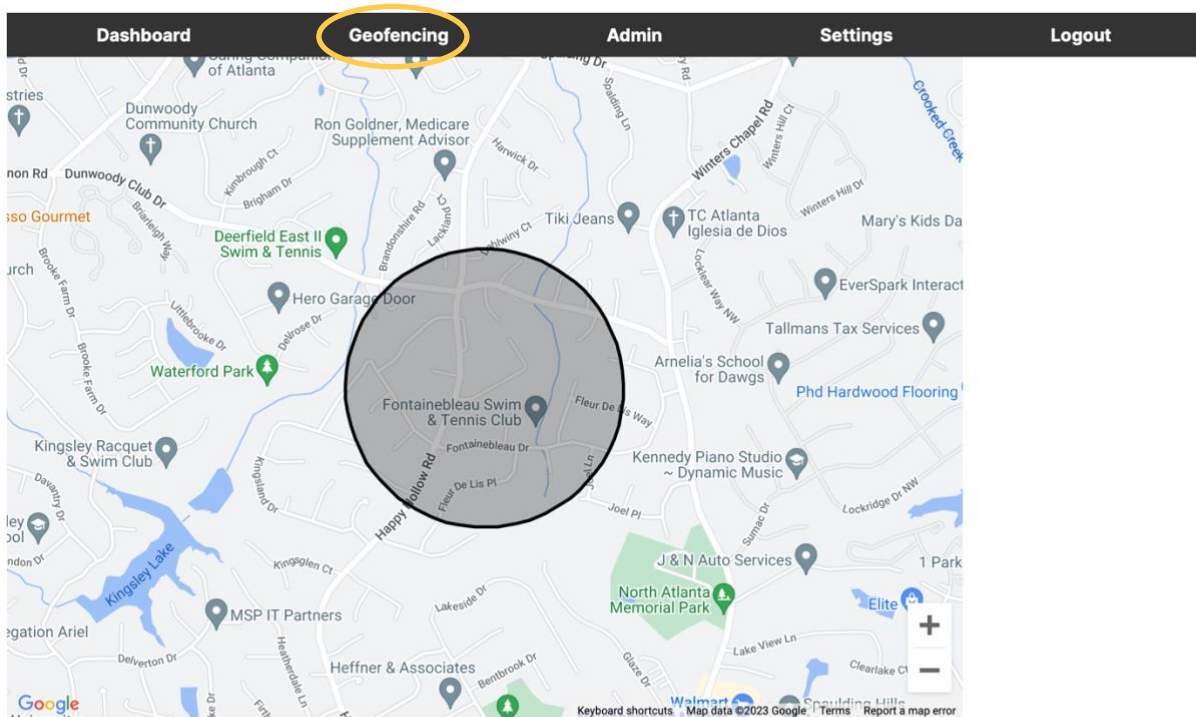
Set Up Geofencing:

To set up the GPS for Geofencing:

NAVIGATE to the "Geofencing" tab along the top.

CLICK "Get New Address and Save" to automatically update the geofence location

ADMIN OPERATION – Edit Profile

Edit Profile:

NAVIGATE to the "Settings" tab along the top.

CLICK "Edit Profile" on the left side to edit your name and email address. To update your email, you MUST verify the change from your current email.

The default password for Admin

CLICK "Change Password" to update your password.

SAVE your changes.

ADMIN OPERATION – Add/Remove Child

Add/ Remove Child:

To Add or Remove a child to a parent's account from an administrator account:

NAVIGATE to the "Admin" tab along the top.

SEARCH parent email.

LINK child name to parent account using "Add" button

UPDATE parent/child settings using "Update" and "X" buttons.
(Continued on page 9)

| Dashboard | Geofencing | Admin | Settings | Logout |

Admin Page

Enter Parent Email | Search

Enter Child Name
Enter Parent Name
jamestest@test.com | Search
Add

Child Name	Parent Name	Parent Email	Actions
Abby Smith	Sarah Smith	jamestest@test.com	Update X
Cindy Smith	Sarah Smith	jamestest@test.com	Update X
Betty Smith	Sarah Smith	jamestest@test.com	Update X
Samuel Smith	Sarah Smith	jamestest@test.com	Update X

ADMIN OPERATION – Update Family Info

Update Family

To update a family from an administrator account:

CLICK "Update" button.

EDIT children or parent and save using the checkmark.

REMOVE child using "X"

Child Name	Parent Name	Parent Email	Actions
Abby Smith	Sarah Smith	jamestest@test.com	Update X
Cindy Smith	Sarah Smith	jamestest@test.com	Update X
Betty Smith	Sarah Smith	jamestest@test.com	Update X
Samuel Smith	Sarah Smith	jamestest@test.com	Update X

Child Name	Parent Name	Parent Email	Actions
Aby Smith	Sarah Smith	jamestest@test.com	✓
Cindy Smith	Sarah Smith	jamestest@test.com	Update X
Betty Smith	Sarah Smith	jamestest@test.com	Update X

ADMIN OPERATION – Regular Use

Regular Use:

To complete a regular pickup process:

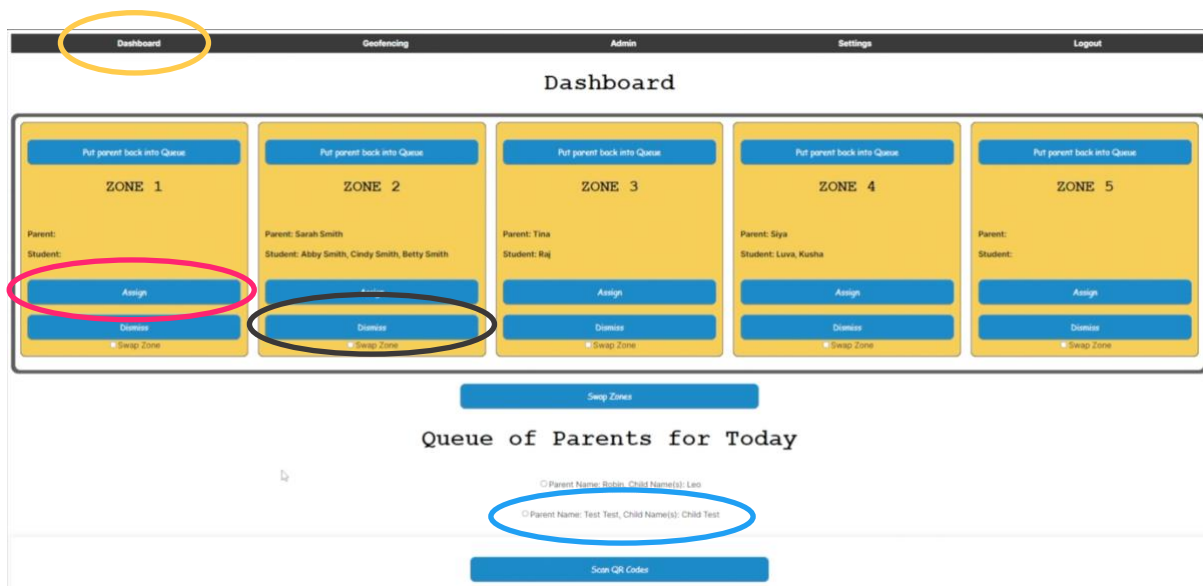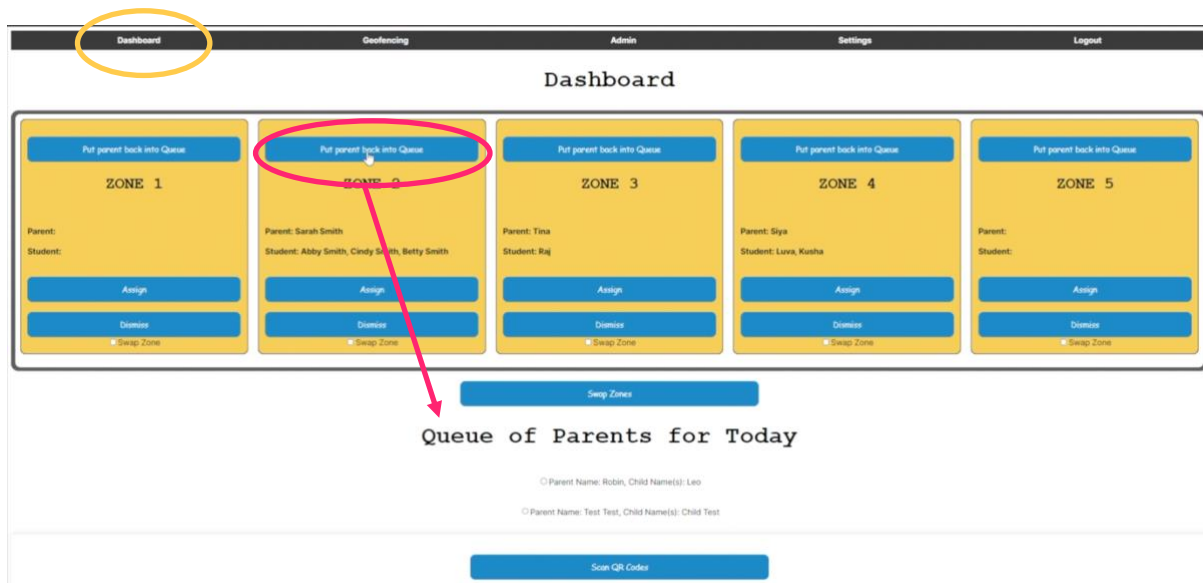|	
	NAVIGATE to the "Dashboard" tab along the top.
	CLICK parent in queue to assign them to a specific zone.
	or CLICK "Assign" to assign the next parent in queue to the zone.
	DISMISS child once they are in their car using the "Dismiss" button.

ADMIN OPERATION – Return to Queue

Manually Return to Queue:

To manually return a parent to the queue from a zone:

NAVIGATE to the "Dashboard" tab along the top.

CLICK "Put parent back in Queue" to return parent to queue.

ADMIN OPERATION – Add to Zone

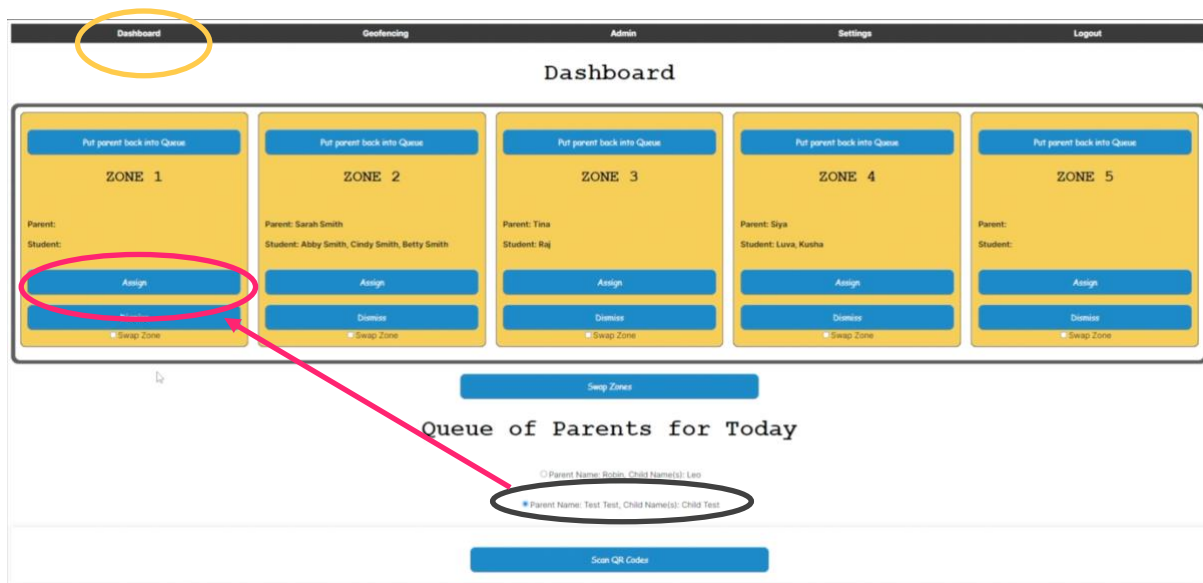## Manually Add to Zone:

To manually assign a parent to a zone:

NAVIGATE to the "Dashboard" tab along the top.

CLICK parent name in queue.

ASSIGN parent to Zone using the "Assign" button.

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ADMIN OPERATION – Swap Zones

Swap Zones:

If two parents need to swap zones, you can change them easily:
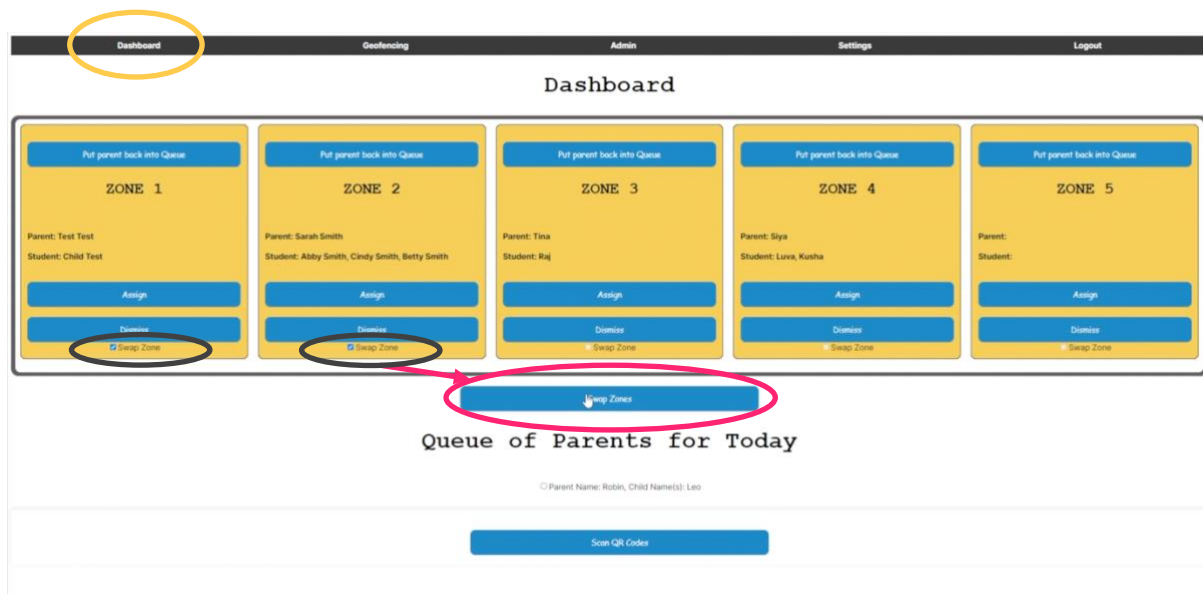
	NAVIGATE to the "Dashboard" tab along the top.
	CLICK two zones to swap parents between
	CLICK "Swap Zones" to change the zone the two selected parents are assigned to.

ADMIN OPERATION – Use QR Codes

Use QR codes:

To manually add a parent to the queue, you can scan the QR code on their dashboard:
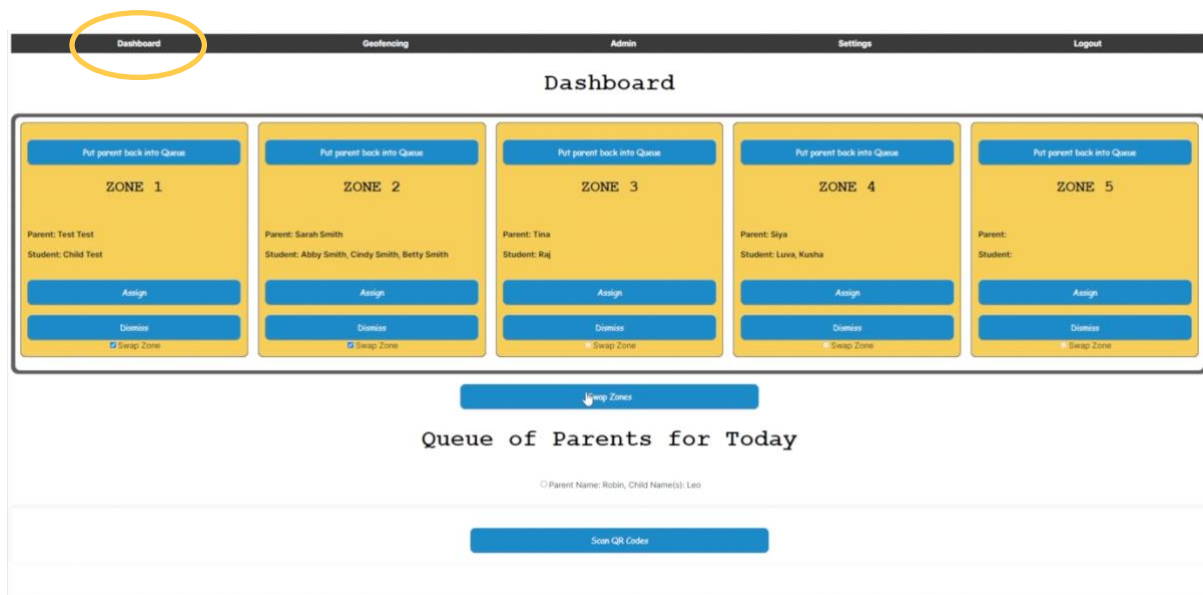
NAVIGATE to the "Dashboard" tab along the top.

CLICK "Scan QR Code"

SCAN parent's QR code to add them to the queue

ADMIN OPERATION – Change Number of Zones

Changing Number of Zones:

To change the number of zones available:
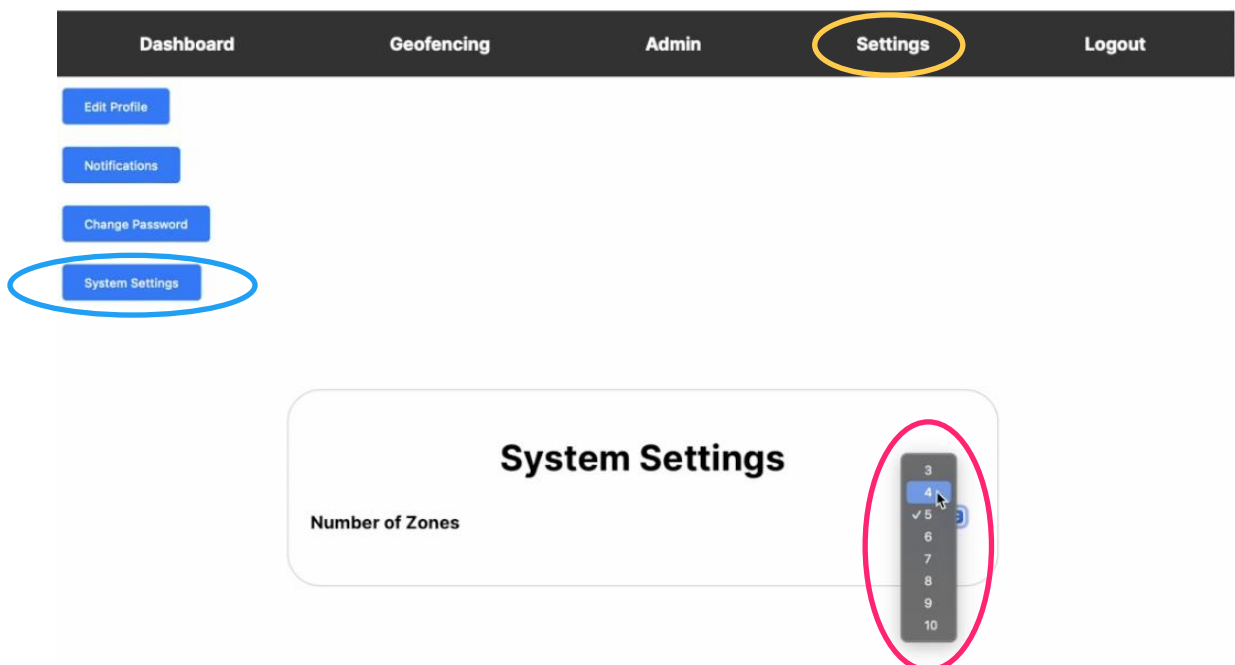NOTE: Zones can only be reduced if they are EMPTY.

NAVIGATE to the "Settings" tab along the top.

CLICK "System Settings"

SELECT the new number of zones.

TROUBLESHOOTING

Guide to help users address common issues.

Troubleshooting:

If you encounter any issues with K.O.P.L.A, refer to the following troubleshooting guide:

Issue: Location Services not working

Solution: Please go into your device settings and "allow" use location services for the browser you are using K.O.P.L.A. in

Issue: Log In error

Solution: Please ensure that you have verified your email address. If problem persists, contact us for support.

FREQUENTLY ASKED QUESTIONS (FAQS)

Answers to frequently asked questions related to the product/task.

FAQs:

Question: What if the zones get messed up?

Answer: Navigate to the "Dashboard" tab, follow the manual's instructions to change the parents location in each Zone. (Pages 11-14)

Question: How do I change my password?

Answer: Navigate to the "Settings" tab, choose "Change Password" along the left side and fill in information to change password.

CONTACT INFORMATION

Contact Information:

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K.O.P.L.A