

Vision Computer Programming Services, Inc.

801 2nd Street North, Suite A Safety Harbor, FL 34695 888-425-6964 <u>email@visioncps.com</u> <u>www.visioncps.com</u>

End of Day Shutdown Procedure

When you are tracking activities with In and Out times through the Quick Entry screen, there will be members who will forget to scan or check out at the end of the day. You can setup the Quick Entry End of Day Shutdown to remind you before closing out of Quick Entry each day to run the End of Day Shutdown routine to close out missed scans.

- 1. Open Quick Entry
- 2. Click on the Quick Entry Settings button on the bottom of the screen
- 3. Click on the Station Settings Page 2 tab
- 4. At the bottom of this screen choose Yes for the Prompt for Quick Entry End of Day Shutdown Processing
- 5. Fill in the time that after which, you want to be prompted we recommend 5-10 minutes before you close
- 6. Click on Save Settings and Close

Prompt for Quick Entry End Of Day Shutdown Processing: Yes rompt for Shutdown Quick Entry End of Day Shutdown provides an Out time for those people who forgot to scar This should be run EVERY day if members have forgotten to sign out.	any time after: 6:25 p v n out for the day.
Save Settings and Close Cancel without	tSaving

- 7. You will scan your members and staff as usual throughout the day
- 8. At the end of the day when you are nearing time to close you will close the Quick Entry screen and get a message "Quick Entry is now closing. Do you want to perform end of day shutdown procedures now?"
- 9. Answer No if you intend on scanning more members
- 10. Answer Yes if you are done for the day and you will be taken to the End of Day Shutdown screen
- 11. Choose your unit with the 'Sel' checkbox if there are multiple units
- 12. The default End Time for the missed scans in each activity will be the end time for each activity as it was scheduled on the Activity Calendar
- 13. If you wish to change the Scan Out time used for an activity, highlight the existing End Time and type in a new time
- 14. Scan Out times will only be added for those activities where the 'Sel' checkbox is checked
- 15. If you want a list of the members that did not scan or check out then click on the Preview or Print button so you can give them a gentle reminder the next day
- 16. You can choose to Close Out All Members or Members from a specific School or Group
- 17. Click on the Close out Day button

Select Units	vou want to i	nclude in processing		1				
∠ Code	,	Unit Name		Sel				
01	Downtown I	Unit			1			
02	Southside				Clear All		1	
СО	Community	/ Outreach			Select All		?	
11 4 ²	i di a fa da c	(shares Fed Times)						
Activity Dt	Unit	End Time Activ	as necessary): itv		Location	Sel	_	
07/13/2018	8 01	6:30 p Gener	ral Attendance		Front Desk	2	-	
01110/2011	<u> </u>	•1					Clear All	
	<u> </u>						Clear All Select All	
Member / S	School Mem	iber Selection					Clear All Select All	
Member / S	School Mem	iber Selection —				Sorting	Clear All Select All	
Member / S	School Mem	iber Selection				Sorting	Clear All Select All	
Member / S All Mem Only Me	School Mem ibers requirir embers from	iber Selection ng Close Out 1 School:			· 	Sorting റ by Name	Clear All Select All	
Member / S All Mem C Only Me C Only Me C Only Me	School Mem Ibers requirir Imbers from Imbers in Gr Show Activ	iber Selection				Sorting c by Name c by Membe	Clear All Select All	
Member / S All Mem C Only Me C Only Me C Only Me	School Mem ibers requirir embers from embers in Gr r Show Activ itle (optional	iber Selection ng Close Out n School: roup: re Groups]):				Sorting c by Name c by Member	Clear All Select All	

- 18. After the Out Scans are added, you will get a message "All Done! Do some more?" Answer No
- 19. You will be closed out of the End of Day Shutdown screen
- 20. Click Close on the Procedures screen
- 21. You can then exit the Member Tracking System program for the night

<u>NOTE</u>: If you close Quick Entry and forget to perform the End of Day Shutdown procedure you can get back to it one of two ways:

- 1. Go back in to Quick Entry and close it again -or-
- 2. Click on the Procedures button on the Main Menu, select the Admin Membership Tools tab, and then click on the End of Day Shutdown button on the left

<u>NOTE</u>: The End of Day Shutdown procedure can be run for multiple days by simply changing the date range at the top of the screen and following steps 11 - 17 above

<u>NOTE</u>: We do NOT recommend using End of Day Shutdown for Staff/Volunteer Hours as your Staff and Volunteers should check out properly thru Quick Entry in order to have accurate time card information