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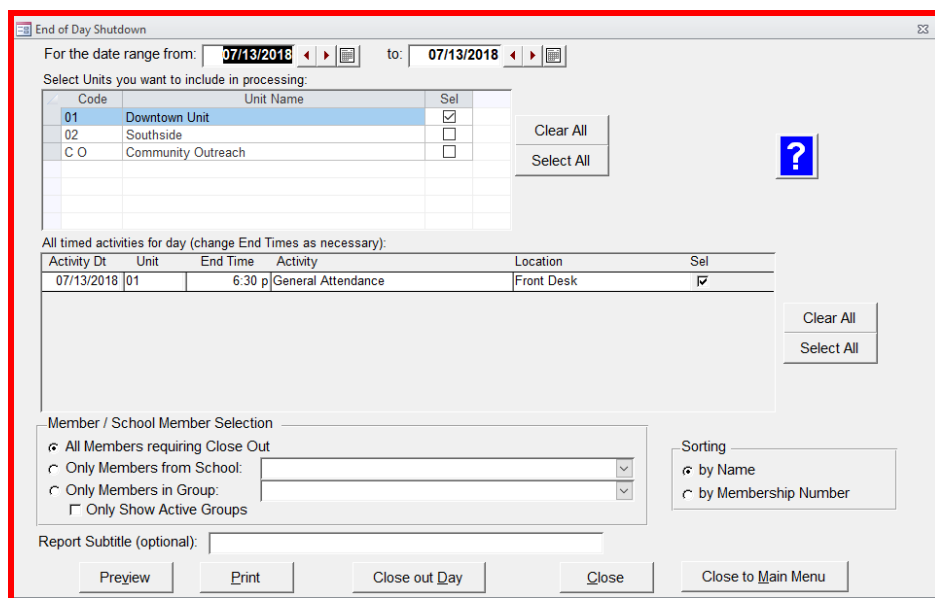
End of Day Shutdown Procedure

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 Prompt for Shutdown any time after: 6:25 p
Quick Entry End of Day Shutdown provides an Out time for those people who forgot to scan out for the day.
This should be run EVERY day if members have forgotten to sign out.

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



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

NOTE: 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

NOTE: 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

NOTE: 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