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Staff Hours – Do not allow Date or Time Change in Quick Entry

In Quick Entry, Quick Entry Settings, System Settings 1, check the Restrict Staff/Volunteers from Scanning..., uncheck the Allow Scanning for Exact Time...

Quick Entry Settings

Station Settings 1 Station Settings 2 Station Settings 3 Station Settings - Sounds Fire Drill Reports Contact Settings System Settings 1 System Settings 2

System Settings **NOTE: ALL settings on this tab apply to all machines on a network**

Quick Entry Message for Members: Have a Nice Day! Be Good! (up to 50 characters)
Quick Entry Message for Staff: (up to 50 characters)
Quick Entry Message for Volunteers: (up to 50 characters)

One of the above three messages will appear for all people scanning in or out of Quick Entry. The message displayed is based on whether the person scanning is a member, staff, or volunteer.

Use Member Messaging System: Never Use Member Messaging for Contact Signout
This message will appear for individuals who have messages set up in their member record. SEE: Members screen - Notes/Msgs tab and Staff/Volunteers screen - General Info tab
This message will appear to the contact who signs a member out when you use the 'Scan Contacts (for Member Signout)' feature. SEE: Members screen - Notes/Msgs tab

Warn if Member Status is Invalid: Always
This will warn if the Member Status has been checked for a Quick Entry Warning in the Organization Information on the Member Status tab (using the background color noted there as well).

Restrict Staff/Volunteers from Scanning Staff/Volunteer Hours for any date other than Current Date
 Allow Scanning for Exact Time when scanning Staff/Volunteer Hours

Require Staff to Select Time Type Corresponding to Attendance (those not designated 'volunteer' on General Info of Staff)
 Require Volunteers to Select Time Type Corresponding to Attendance (those designated 'volunteer' on General Info of Staff)
 Allow Scanning for Exact Time when scanning Simple Attendance Hours

Warn if Staff/Volunteer does not have current employment record:

Save Settings and Close Cancel without Saving

In Users, Security, Quick Entry, turn off the option for staff to be able to change that setting

Users

Show users from all sites Find Login Name: Nicole D Find Last Name: Dommer, Nicole

General Unit Permissions Security User Events User Messages User Message Configuration Custom Field Permissions

Main Menu Buttons
Members Tabs
Charges/Payments
Organization Information/Standards Tabs
General to Religions
Customizable Fields to Genders
Staff
Surveys/Outcome Measurement
Procedures
Backup/Import/Export
Member-Specific Tools
Admin Membership Tools
MTS Maintenance
Financials
Staff-Specific Tools
Quick Entry
Reports
Members Tab
Members 2 Tab
Members 3 Tab
Calendars Tab
Calendars 2 Tab
Activities Tab
Groups/Schools Tab
Organization/Unit Tab
Staff Tab
Staff 2 Tab
Demographics Tab
Financial Tab
Users Tab

Click on an item on the left to view the associated security feature on the right.

Add All Quick Entry
Remove All Quick Entry

Changes made to user permissions will not take effect until the next time that user enters the program!

Enter Quick Entry
Enable Scan for Exact Time
Able to use "Undo" button
Allowed to "Undo" Staff Hours
Able to enter Batch Attendance
Able to View Quick Entry Reports (Fire Drill Report not included in this option) *
Able to Create Transaction for Member During Scan-in
Modify Quick Entry Settings
(Able to change Quick Entry Setting to Allow Scanning for Exact Time/Specific Date when scanning Staff/Volunteer Hours)
(Able to change Quick Entry Setting to Allow Scanning for Exact Time when scanning Simple Attendance)
Allowed to use Quick Entry Lite

* Note: permission for the Quick Entry End of Day report is set on the Reports/Calendars Tab -- End of Day Attendance Report

Add User Delete User Change Password Copy Security Settings ? Close

For General Attendance those users can choose exact time

Quick Entry - Station ID: 1

Action: Scan Members

Activity Date: 08/30/2019

Assume members are from unit: 01 - Downtown Unit

Assume Staff are from unit: 01 - Downtown Unit

All Members attend an Activity at a SINGLE UNIT
Members attend an Activity at their HOME UNIT
Members Scan In to the current Activity at this Unit / Location

Members SELECT an Activity from a SINGLE UNIT
Members SELECT an Activity from their HOME UNIT
Auto Sign-Out of Previous

Do NOT send MTS Notify push notifications

Unit: 01 - Downtown Unit
Activity: General Attendance 2:30 p - 7:30 p Front Desk
Att Method / Code: In/Out
Default Activity for this Station: [checked]

Scan Now 11:34 a
Scan for an Exact Time: 1:00 p

For Staff/Volunteer Hours they cannot and the check in and out times are based on the computer/server clock

Quick Entry - Station ID: 1

Action: Scan Members

Activity Date: 08/30/2019

Assume members are from unit: 01 - Downtown Unit

Assume Staff are from unit: 01 - Downtown Unit

All Members attend an Activity at a SINGLE UNIT
Members attend an Activity at their HOME UNIT
Members Scan In to the current Activity at this Unit / Location

Members SELECT an Activity from a SINGLE UNIT
Members SELECT an Activity from their HOME UNIT
Auto Sign-Out of Previous

Do NOT send MTS Notify push notifications

Unit: 01 - Downtown Unit
Activity: Staff/Volunteer Hours 12:00 p - 8:00 p Front Desk
Att Method / Code: In/Out
Default Activity for this Station: [unchecked]

[Empty blue box]