How to use the Admin Console

<u>Note:</u> Only individuals who have been granted organization account access in KidCheck (as an Administrator, Campus Manager, Coordinator, Check-In Worker) can access the admin console.

Android Tablet/iPad Station:

During check-in, the admin console allows admins to see information on who is checked in, view guardian information, send text messages to guardians, and more.

1) Select the **Gear** Icon in the right hand corner
2) Choose the "Open Admin Console" settings option, and enter your admin username and password to launch the Admin Console app and your live check-in roster
3) Click on a child's name to see more information or send a text message

Admin Console App:

With the Admin Console App, there's no need to use a check-in station or web browser to see the live check-in roster of kids or communicate to parents. Handle administrative tasks where it's most convenient for you.

1) Download the **KidCheck Admin Console App** on your IOS or Android mobile device (you can find the KidCheck Admin Console app on the Apple App Store or Google Play Store)
2) Log-in using your admin username and password
3) Select the **Admin Console** option from Main Menu of Admin Console app
4) Select the **Gear**>**Filter** icons to manage locations, to get back to the main admin console screen choose the hamburger menu>Admin Console.
5) Select a child and it will show the **Child Detail Policy.** The child detail policy lists important information such as medical info, check-in time, date of birth and more.
6) Under the **Guardian list**, select a guardian to send a text message to contact parents

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