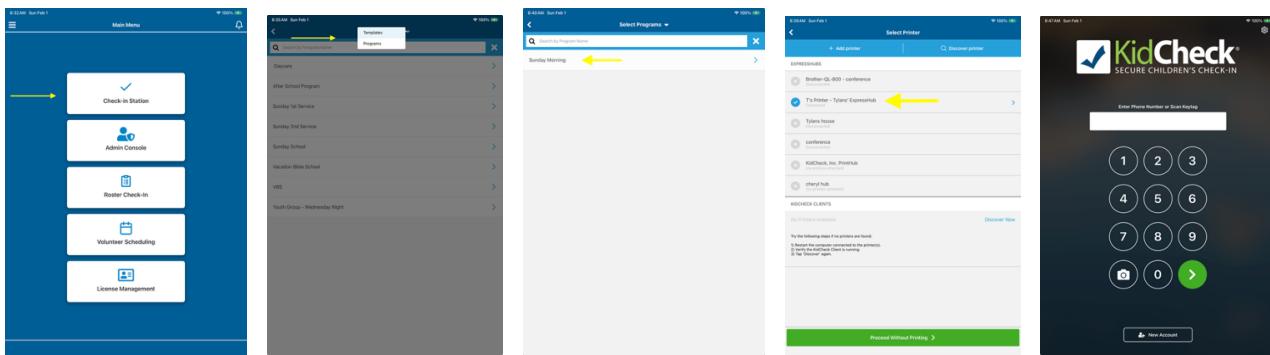


## **Mobile Start/Stop Check-In**

Note: Only individuals who have been granted administrative access in KidCheck (as an Administrator, Coordinator, or Check-In Worker) can start or stop check-in.

### **To Start Mobile Check-In Station:**

1. Open the Kidcheck Admin App on your Mobile Device/Tablet
2. Sign into the KidCheck Admin App with your username and password
3. From the Main Menu of the KidCheck Admin App, choose **Check-In Station**
4. Choose the **Templates/Programs** dropdown menu and select what you will be using for check-in.
5. Choose the ExpressHub/Printer that you will be using for check-in label prints.



### **To Stop Mobile Check-In Station:**

#### iPad Mobile Station

1. Double click the home-button of the iPad to show most recently used apps. (If your iPad has no home button, swipe up to reveal launched apps, then swipe up on the KidCheck app to close)
2. Swipe left or right until you see the KidCheck App
3. Swipe up on the app's preview page to close the KidCheck App

#### Android Mobile Station

1. Launch the recent applications menu by double clicking the home-button of the Android tablet. (If your Android tablet has no home button, swipe up or use the multi-menu button to reveal apps, and swipe up on the KidCheck app to close)
2. Find the KidCheck Application and swipe to the right or left

Note: Force closing an application on Android Tablet will be different depending on the model of the device.