

## How to use the Admin Console

Note: 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 and your live check-in roster
- 3) Click on a child's name to see more information or send a text message

## KidCheck Admin App:

With the Admin 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** app on your IOS or Android mobile device (you can find the KidCheck Admin 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 the KidCheck Admin 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

