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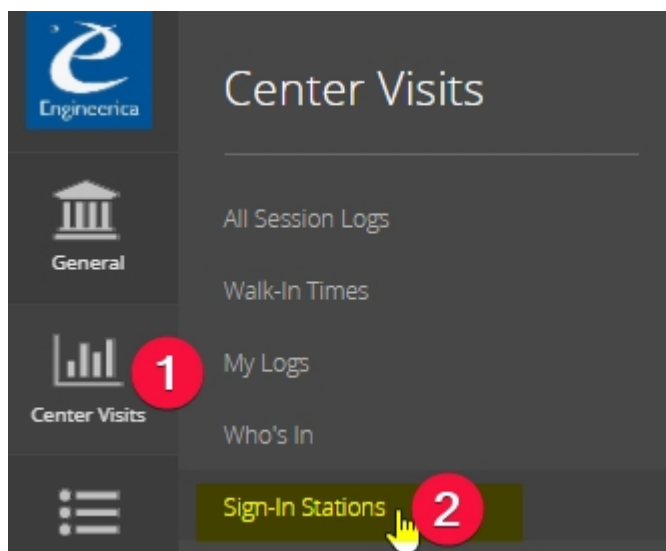
Summary: On this page, we learn about center visits. Sign-in Stations and how to build their configuration. We also show the import process, how to learn each different item CSV file formatting.

## Tracking Center Visits

These next items go through the process necessary to start tracking your center's visits.

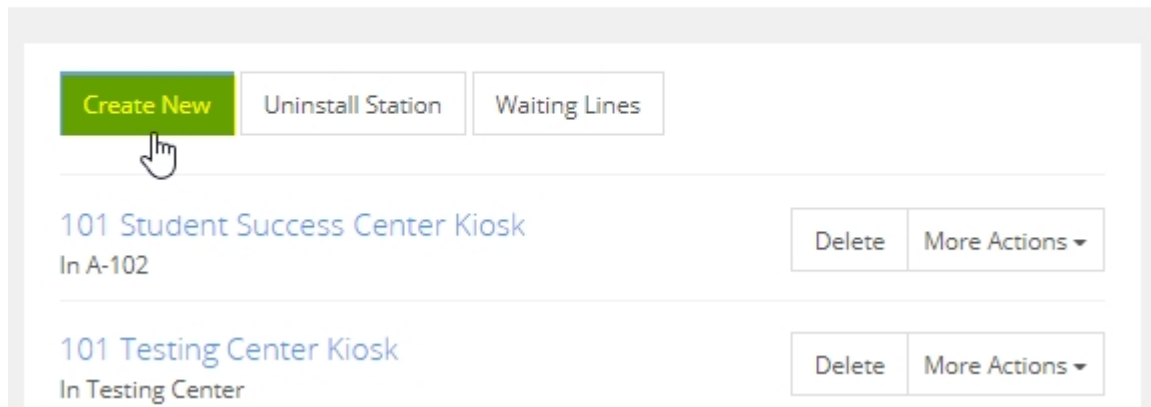
### Customizing Recorded Information through your "Sign-In" Computer Setup

Click the **Sign-in Stations** option, in the **Center Attendance** section, from the **Home** screen in AccuCampus.



From the "Sign-in Station" screen, click the "Create New" button to set up a "Sign-in Station"; for one or multiple locations and to configure the selection wizard (services/options) that will be used by students.

# Sign-In Stations



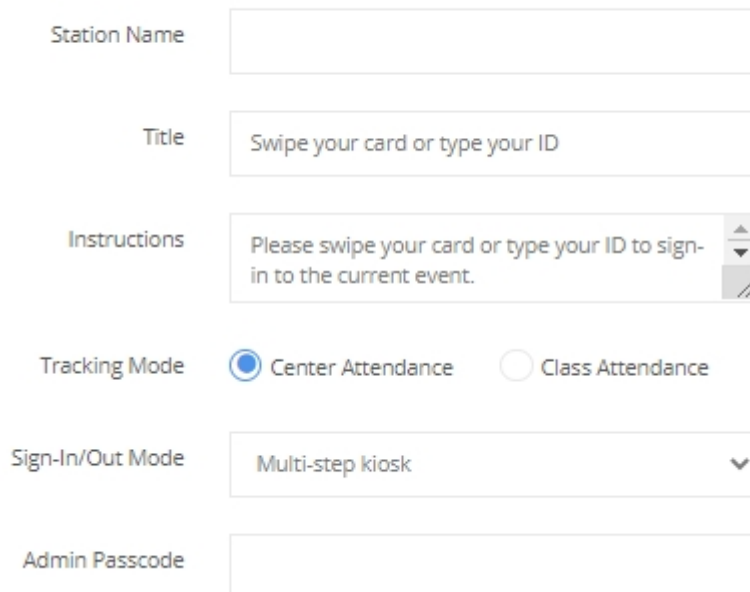
The screenshot shows a web interface for managing sign-in stations. At the top, there are three buttons: 'Create New' (highlighted in green with a hand cursor), 'Uninstall Station', and 'Waiting Lines'. Below these, there is a list of two stations. Each station entry includes the station name, its location, and two action buttons: 'Delete' and 'More Actions' (with a dropdown arrow).

Station Name	Location	Delete	More Actions
101 Student Success Center Kiosk	In A-102	Delete	More Actions ▼
101 Testing Center Kiosk	In Testing Center	Delete	More Actions ▼

Continue setting up each section that follows to specify exactly how you want the Sign-in process to work. **Note:** You can set up a different “Sign-in Station” for each computer for any **Locations** within your AccuCampus account.

## General Options

### General Options



The screenshot shows a form for configuring a sign-in station. It includes fields for Station Name, Title, Instructions, Tracking Mode (radio buttons for Center Attendance and Class Attendance), Sign-In/Out Mode (a dropdown menu set to Multi-step kiosk), and Admin Passcode.

Station Name	<input type="text"/>
Title	<input type="text" value="Swipe your card or type your ID"/>
Instructions	<input type="text" value="Please swipe your card or type your ID to sign-in to the current event."/>
Tracking Mode	<input checked="" type="radio"/> Center Attendance <input type="radio"/> Class Attendance
Sign-In/Out Mode	<input type="text" value="Multi-step kiosk"/>
Admin Passcode	<input type="text"/>

Use the **General Options** section to name the “Sign-in Station”, define the operating modes, and set a quick access password(this is optional).

## General Options

- **Station Name:** Give the **Sign-in Station** a name, you could use the actual **Location** name where the station will be set.
- **Instructions:** Provide additional information that will be displayed to students on this **Sign-in Station** screen.

- **Tracking Mode:** Choose between **Center Attendance** or “Class Attendance” depending on the case. **Note:** If you choose **Class Attendance** you will the options to choose will the **Location's** schedule or **Instructor's** schedule to follow.
- **Sign-In/Out Mode:** Choose either to have a **Manually Selected** (user decides whether this is a Sign-in/Out swipe), **Single-Step Kiosk** (Only to Sign-in or Sign-Out), or **Multi-Step Kiosk** mode(Used for both Sign-in/Out). **Note:** If you choose **Manually Selected** or **Single-Step Kiosk** you will not get any other options other than choosing the **Location**.
  - **Manually Selected:** This option does a simple sign-in/sign-out recording nothing but in and out time-stamps for a Location. The Student has to choose whether it is a sign-in or sign-out though by clicking the Sign-in/Sign-out tabs.
  - **Single-Step Kiosk:** This option does a simple sign-in/sign-out recording nothing but in and out time-stamps for a Location. This mode checks to see if the student is already signed in to determine if the swipe is a sign-in or sign-out automatically.
  - **Multi-Step Kiosk:** Use this option to do a more complex sign-in/sign-out recording of the in and out time-stamps for a **Location** as well as **Services, Tutors, Courses**. This mode automatically checks to see if the student is already signed in to determine if the swipe is a sign-in or sign-out.
- **Show visitor names:** Select this option if you want to show user names on the screen or not.
- **Show visitor photos:** Select this option if you want to show the user photos.
- **Admin Passcode:** Set a quick access password, so Staff can make quick changes to the Sign-in Station using such password. (the password should be short yet complex enough so only authorized staff know it and can use it).

## Location Selection

### Location Selection

Select the location(s) where students can sign-in. Students will be prompted to pick one of them (only if more than one is selected).

Locations

- A-102 [Edit Settings]
- A-103 [Edit Settings]

Simply search in the textbox for the **Location** you want to assign for this **Sign-in Station**.

**Locations** must exist previously in the system in order to assign a **Sign-in Station** to one. [Click here](#) to learn more about how to create **Locations**.

## Service Selection

You must click the “Edit Setting” option in the location you selected in the previous step.

## Service Selection

This settings determines if the service selection is displayed. If disabled, this step will be skipped. In 'Auto', the services will be displayed for selection only when there's more than one service available for a location. When only one is available, it will be automatically selected. The services displayed will depend on those assigned to the location which is selected by the student signing in

Selection

☒ Allow selecting none

☐ Allow selecting multiple services

☒ Show attendance summary at sign-out

### Service Selection

- **Selection:** Set this option to Auto or Disabled.
  - **Auto:** This option means it will auto-populate the options based on the **Services** available in the **Location** selected from above. Also if there is only one **Service** available it will automatically select that **Service** and bypass this screen.
  - **Disabled:** This option means you do not wish to collect this information from the **Student** so no Service list will be shown for selection.
- **Allow selecting none:** This will give the Student the option to select "None" instead of the other **Services** offered.
- **Allow selecting multiple services:** This will allow the student to sign-in for multiple Services at once. **Note:** *If you enable this option the reports may seem off on the time spent in Services as one visit will count the same time spent on the visit for both services. **Example:** I sign in for Tutoring and Required Lab hours for an hour. Then when you pull the report I show up for an hour in Tutoring and an hour in Required Lab hours.*

### Course Selection

#### Event Selection

Whether the course selection is displayed. If disabled, this step will be skipped. In 'Auto', the courses the student is enrolled in will be displayed for selection, only when there's more than one available.

Selection

☐ Allow selecting none

☐ Show attendance summary at sign-out

### Course Selection

- **Selection:** Set this option to Auto or Disabled.
  - **Auto:** This option means it will auto-populate the options based on the **Courses** available at the **Location** selected from above. Also if there is only one **Course** available it will automatically select that **Course** and bypass this screen.
  - **Disabled:** This option means you do not wish to collect this information from the **Student**.
- **Allow selecting none:** This will give the Student the option to select “None” instead of the other **Services** offered.

## Staff Selection

### Staff Selection

Whether the staff selection is displayed. If disabled, this step will be skipped. In 'Auto', the staff users will be displayed for selection only. People listed depend on the staff availability for the course and services selected.

Staff members  
roles

Peer Tutor

Select one...

Selection

Auto (Ask if multiple options)

Display at

Sign-In

☐ Allow selecting none

☒ Show scheduled only

☐ Remember selection for two weeks

☐ Show attendance summary at sign-out

## Staff Selection

- **Selection:** Set this option to Auto or Disabled.
  - **Auto:** This option means it will auto-populate the options based on the **Courses** available at the **Location** selected from above. Also if there is only one **Course** available it will automatically select that **Course** and bypass this screen.
  - **Disabled:** This option means you do not wish to collect this information from the **Student**.
  - **Roles to Display:** this option lets you pick from your AccuCampus **User Roles** as to which type of Users the **Student** should get a list of to choose.

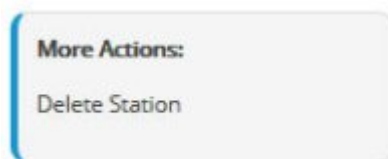
## Save & Set Options



- **Save and Install Here:** Select this option if you want to save the settings and to Install the **Sign-in Station** on this computer.
- **Save without Installing:** Select this option if you simply want to save the settings for the **Sign-in Station** but do not need to install it anywhere yet. **Note:** Typically most people will configure the settings for each type of **Sign-in Station** that will be used in the **Center** and later login to those specific computers and make them **Sign-in Stations** for the **Center**.
- **Cancel:** This will exit from the process of creating a **Sign-in Station** and return you back to the list of the **Sign-in Stations**.

Be careful not to rush through and accidentally click this **Cancel** option as you will lose any changes made on this screen.

## More Options



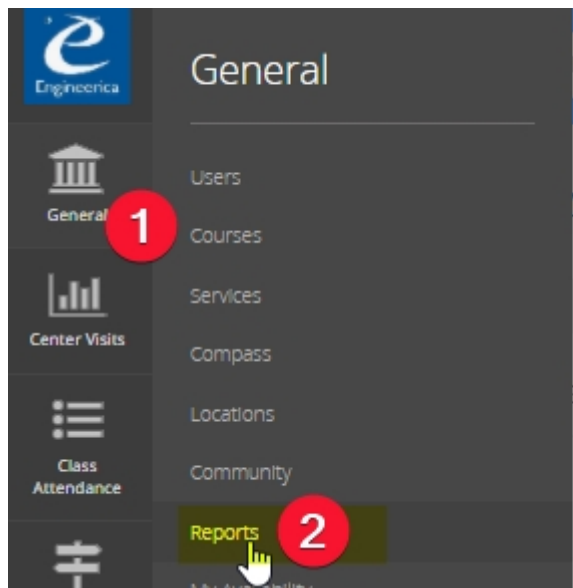
This area displays any additional options you can do with the **Sign-in Station** you are currently editing.

- **Delete this Station:** this allows you to get rid of this **Sign-in Station** and all the settings configured for it.

Be sure that this **Sign-in Station** is not in use before utilizing this option. Typically this option is just used to cleanup the **Sign-in Stations** appearing in the list or remove unnecessary or duplicated **Sign-in Stations**.

## Generating Reports

**How to Access: General > Reports**

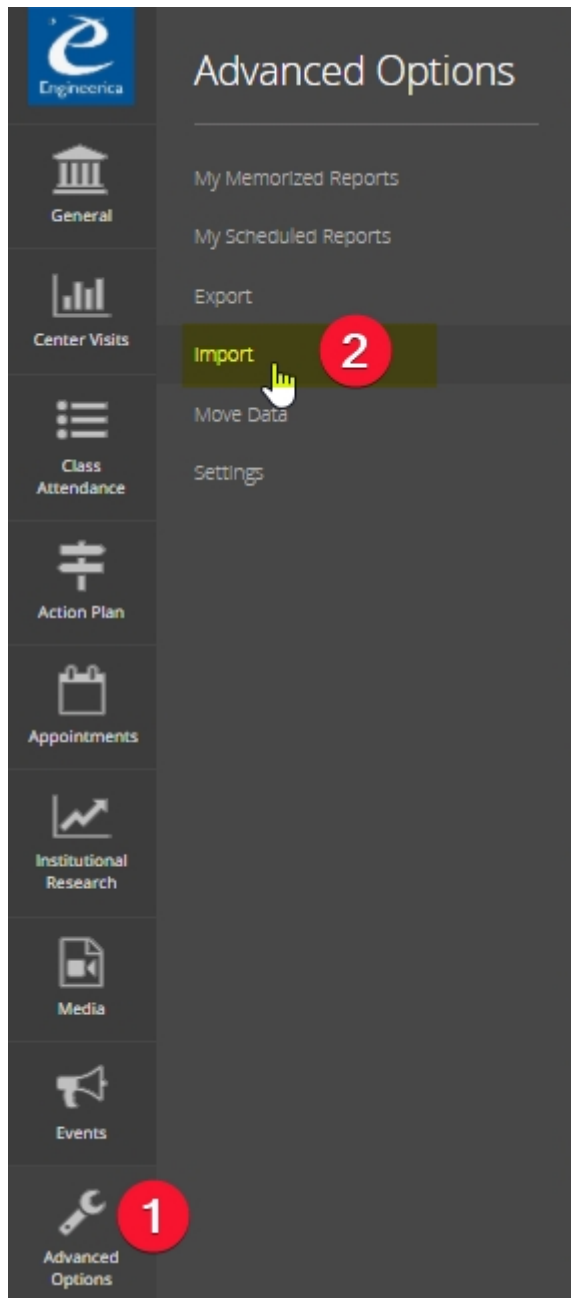


AccuCampus offers over 40 reports as well as ad-hoc queries and ad-hoc reports to ensure that you can access the information you need. All reports can be filtered and most can be memorized, scheduled, and downloaded as **CSV**, **MS Excel**, or **PDF** files. From the individual report, you may also be able to create a **User Group** or **assign/unassign tags** to users. Your ability to access reports, ad-hoc queries, and ad-hoc reports depends on your permissions given in AccuCampus.

Reports usually can have multiple output formats such as CSV, XLS, and PDF, each report has a number of filters that let you fine-tune the data to be shown.

## Importing Student Data

***How to Access: Advanced > Imports***



On this page, you can click on “View Documentation” firstly to learn all the details about the process, in order to import you would need to have all information needed in CSV files, learn about the formatting using the examples, then you can click on the drop-down list “Select Import Type” to select “Users for the role Student” and search in your computer the CSV containing the data:

The process is similar for all users on any role



# Import Data

View Past Imports

Here's the place where you can import your users, events, locations and everything to quickly get started.

1. Learn How

You need to create some files that match the format accepted by us. Please make sure to read the documentation first.

View Documentation >

2. Check your time zone

Your time zone is set to *Eastern Standard Time*. [Change Time Zone](#).

3. Upload your files

Make sure your files strictly match the accepted format, as described in the documentation: [View import documentation](#). There's no way to revert the changes made by the import process once it has started.

Select import type: 

Users for role - Student

[Schedule this import](#)

Upload a File

See a screenshot from a CSV file containing information for Students.

usersimportexcel (4) - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	FirstName	MiddleInitial	LastName	Email	CardNumber	Active	Address	City	State	ZipCode	MobilePhoneNumber	HomePhoneNumber	WorkPhoneNumber	
2	Winnie	T	Pooh	wpoooh@accuclass.com	1089	Yes	5th avenue 123	New York City	NY	32765	123123123	456456465	789789789	
3	Roger		Rabbit	roger.rabbit@accuclass.com	1035	No								
4	Donald		Duck	duck@accuclass.com	6584	Yes								
5	Fred		Flintstone	fred@accuclass.com	1078	Yes								
6	Homer	J	Simpson	homerjs@accuclass.com	1812	Yes								
7														
8														
9														
10														

## Beacons

### How to Access: Advanced Options > Settings > Beacons

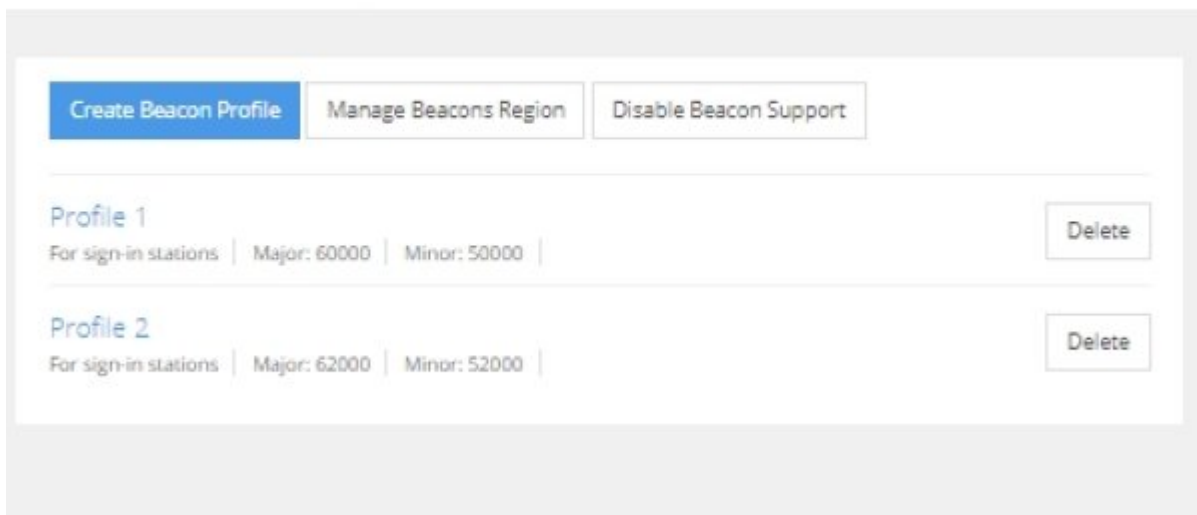
**Purpose:** One of the sign-in options within AccuCampus is the use of Beacons. Beacons allow students to sign-in via the mobile app and can be used for centers, classrooms, or events. Beacons

are especially ideal for situations where there isn't the ability to set up a traditional sign-in station, such as multi-entry locations, a small or usually-congested area or similar.

## Beacon Profiles Page Options

The first step in using beacons is to set up a Beacon Profile. The Beacon Profile sets some basic information about the use of the device and defines the broadcast settings .

### Account Settings > Beacon Profiles



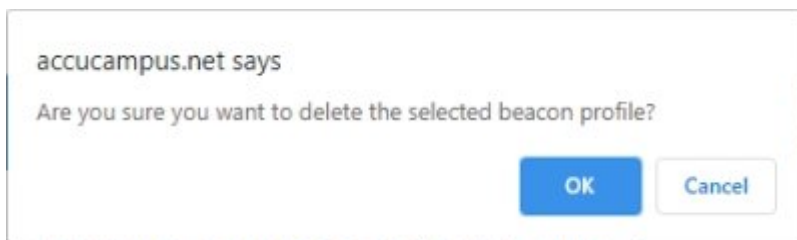
- **Create Beacon Profile** - Click this button to create a Beacon Profile, it tells you what the beacon will do, and defines the broadcast settings for the beacon.
- **Manage Beacon Region** - Click this button to manage Beacon Regions.
- **Enable/Disable Beacon Support** - Use this option to enable/disable Beacon Support.

## Beacon Profile List Options

Notice that on the right-hand side of each row(restriction) there is a button:

- **Delete** - Please click this button to erase this current **Beacon** Profile.

After clicking the "Delete Button" a new screen confirming such action will appear, if you are sure you want to delete click OK, otherwise click cancel to go back.



## Create new Beacon Profile

This is the new/edit **Beacon Profile** screen, please check thoroughly all options and click SAVE. The first step in utilizing beacons is to set up a Beacon Profile. The Beacon Profile tells you what the beacon will do, and defines the broadcast settings for the beacon.

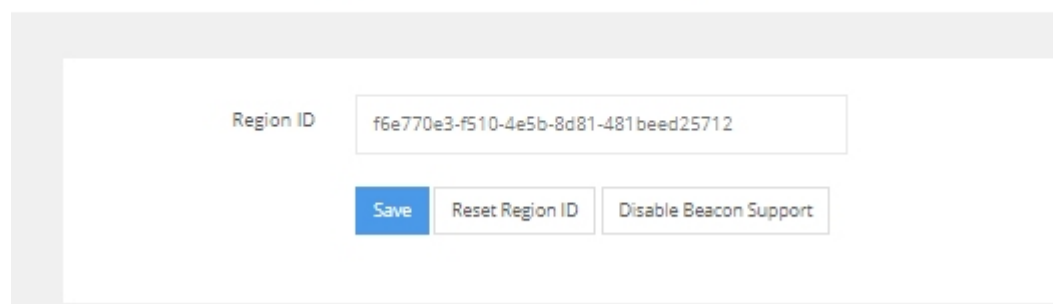
Enter all data as needed: **Name, Description, Usage, Active, Region ID, Major #, Minor #, Password, Transmission power, Broadcasting interval.**

Check all information before saving.

## Manage Beacons Region

From the main Beacons page in Advanced Options, you can set the beacon range for all beacons used for sign-in stations by clicking on "Manage Beacons Region".

[Account Settings](#) > [Beacons](#) > [Region](#)



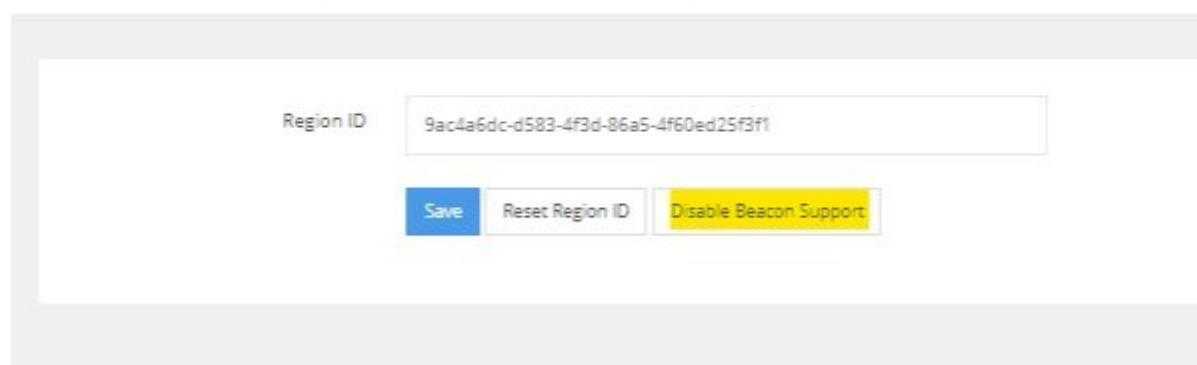
Region ID: f6e770e3-f510-4e5b-8d81-481beed25712

[Save](#) [Reset Region ID](#) [Disable Beacon Support](#)

## Disable Beacon Support

From the main Beacons page in Advanced Options, you can disable beacon support completely. This means that beacons will not be able to be used on your [AccuCampus](#) account.

[Account Settings](#) > [Beacons](#) > [Region](#)



Region ID: 9ac4a6dc-d583-4f3d-86a5-4f60ed25f3f1

[Save](#) [Reset Region ID](#) [Disable Beacon Support](#)

## Account Settings > Beacons > Region

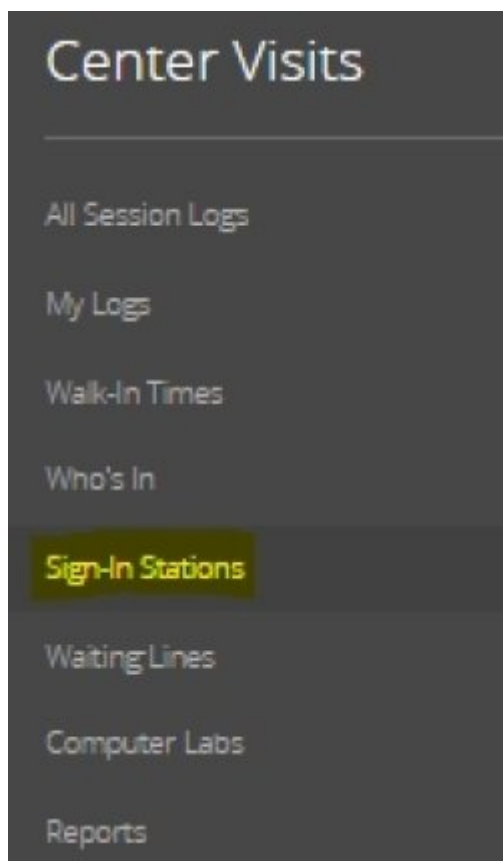
*Beacon support is disabled on this account.*

Enable Beacon Support

### Assigning the beacon to a Sign-in Station

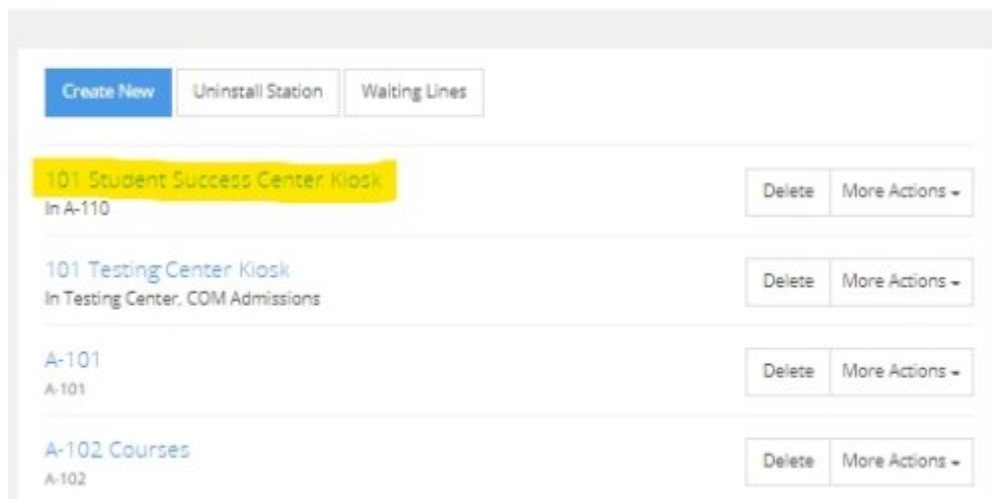
Once the Beacon Profile is set up, you will need to assign it to an already created sign-in station.

From the Main Sidebar, hover over Center Visits and click on Sign-in Stations:

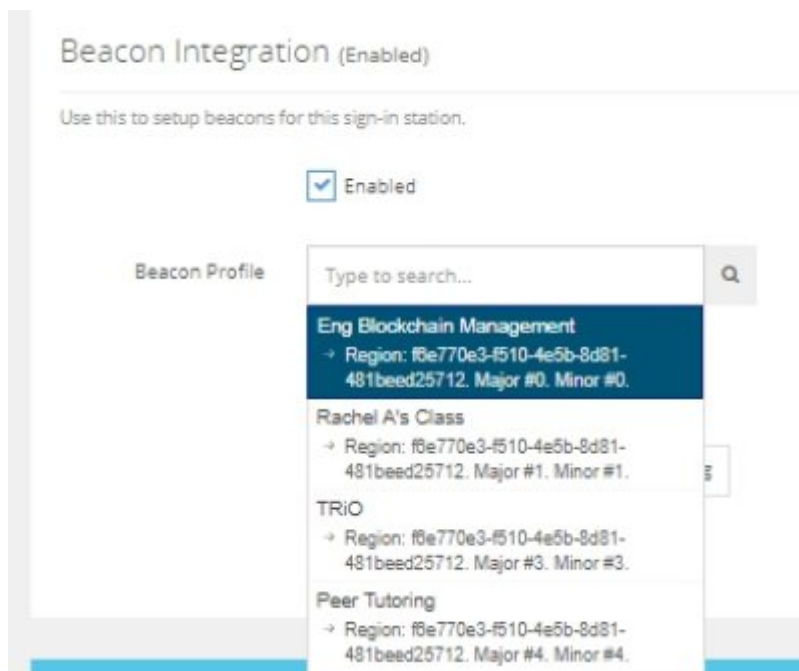


Click the Sign-in Station that you want to assign the beacon to edit it.

## Sign-In Stations



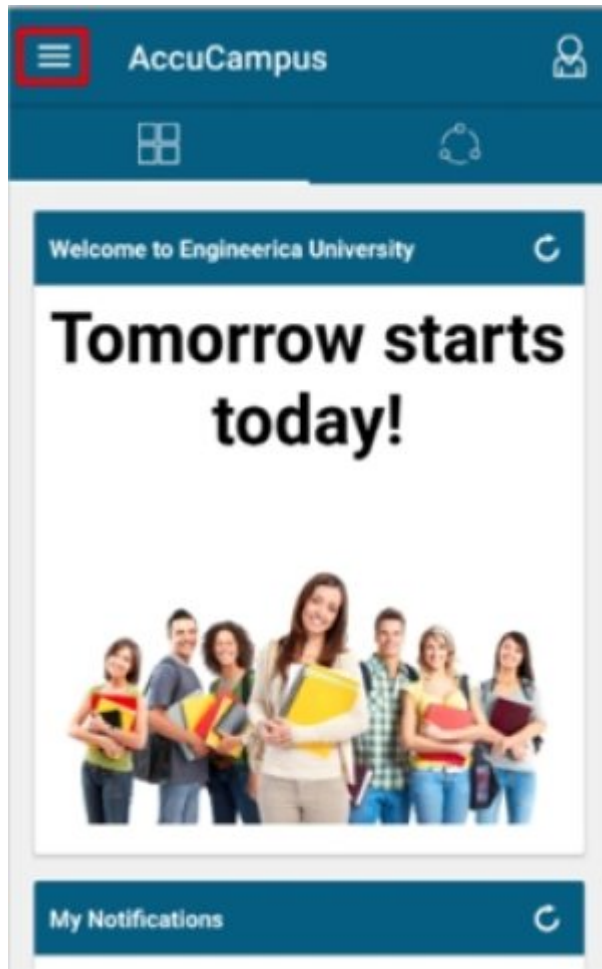
In the Sign-in Station data go to the Beacon Integration section and enable it, now select the beacon profile from the list and save all changes.



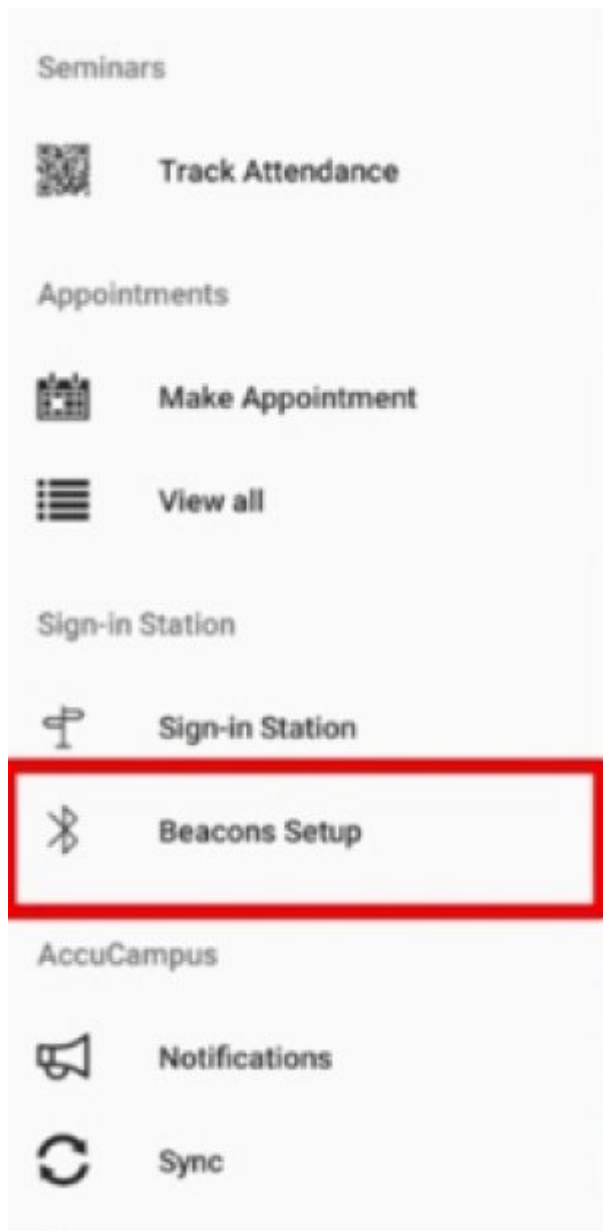
## Assigning the beacon profile to the beacon using the AccuCampus App

The last step in setting up beacons is to assign the beacon profile to the beacon using the mobile app.

First, open the [AccuCampus](#) app from your smartphone device and log in as an administrator. (Note: Make sure Bluetooth is turned on on your phone.) From the app home screen, tap on the tri-bar to expand the side menu.



Scroll down to “Sign-in Station”. Choose “Beacons Setup”.

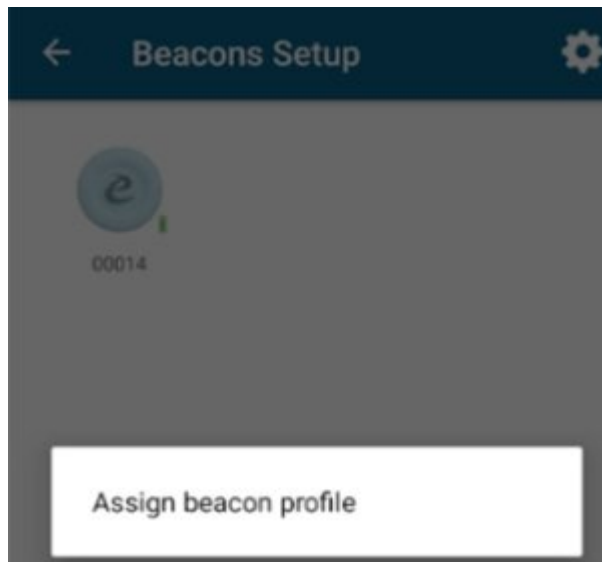


Once Beacon setup has been accessed a list of nearby beacons will appear. Note: If no beacons appear, open the back of the beacon and make sure it is turned on – the blue light should be sustained and not blinking when you press the button.

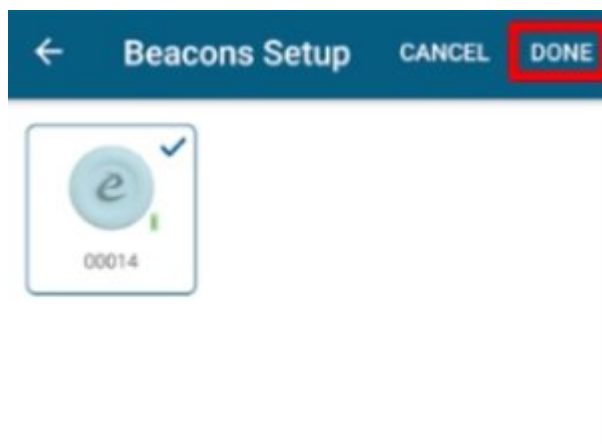
Tap on the gear icon on the upper right side.



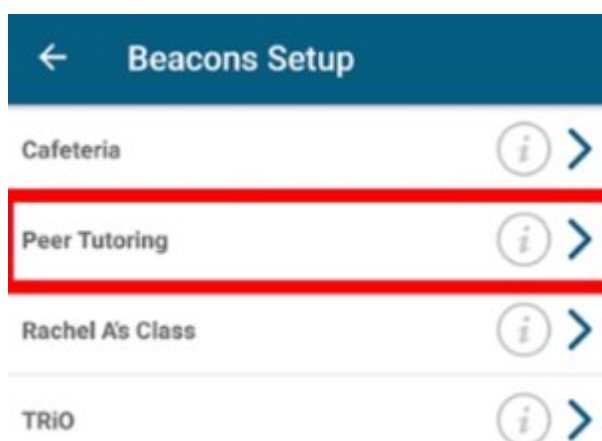
Tap Assign Beacon Profile.



Select the beacon or beacons you wish to use and tap Done.

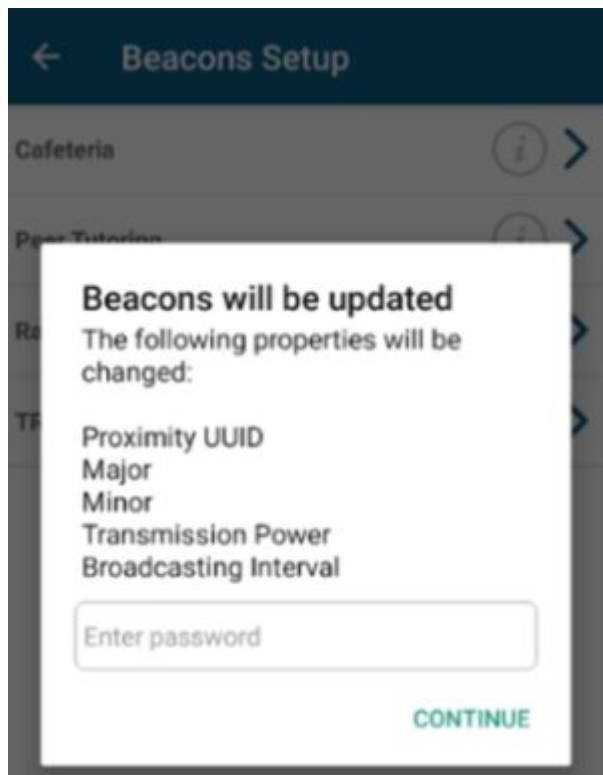


Select the beacon profile you wish to assign.



Enter the beacon password and tap continue. A message will appear at the top confirming that the beacon was properly set. If this is a brand new beacon, the password will be minew123. If the beacon has been used for another sign-in station, and that sign-in station beacon profile had a password, you will need to enter that password instead. Once a password is assigned to a beacon via a beacon profile that becomes the new password for the beacon going forward.





Try it several times to see/make sure it works properly.

## More documentation

<https://desk.zoho.com/portal/engineerica/en/kb/articles/accucampus-how-to-notify-when-an-import-job-fails-succeeds-using-rules>

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