



Note: Your actual access is set by your college administrator, so some of these actions might not apply to you.

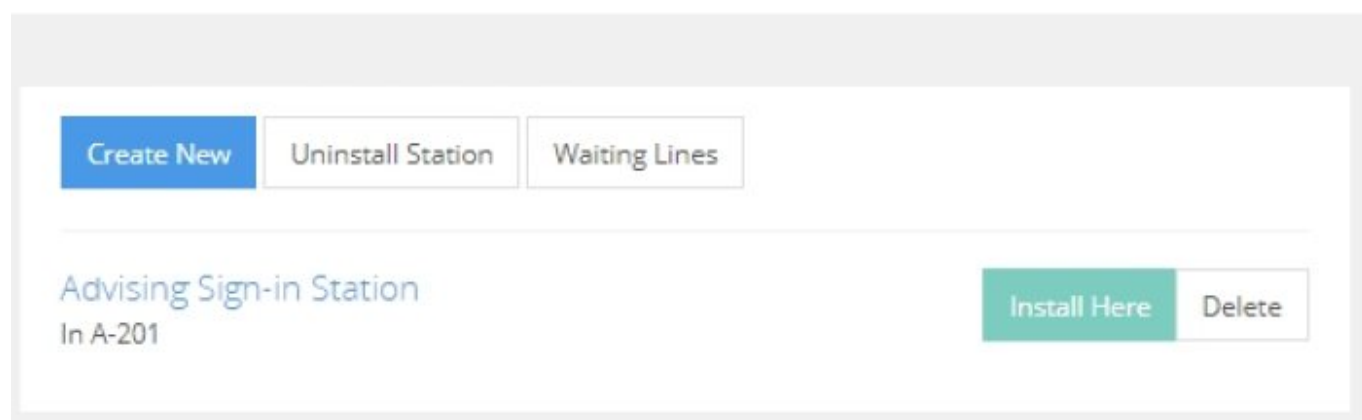
Sign-in Stations

[Previous - Who's In](#) | [Back to the General Menu](#) | [Next - Waiting Lines](#)

How to Access: Center Attendance > Sign-in Stations

Purpose: Used to create, edit, and manage the **Sign-in Stations** for **Center Attendance** at your **Locations** in AccuCampus.

Sign-In Stations



- **Create New**- Use this option to create a new Sign-in Station(see details in next chapter).
- **Uninstall Station** - Use this option to uninstall a Sign-in Station.
- **Waiting Lines** - Select this option to configure the **Waiting Line** features(see details in next chapter).

Create a new Sign-in Station screen

Purpose: Used to create and edit a **Sign-in Stations** for **Center Attendance** at your **Locations** in

AccuCampus: 101 Student Success Center Kiosk

General Options

Station Name

101 Student Success Center Kiosk

Title

Welcome to the Student Success Center

Instructions

Please swipe your card or type your ID to sign-in to the current event.

Tracking Mode

☒ Center Attendance ☐ Class Attendance

Sign-in/Out Mode

Multi-step kiosk

Admin Passcode

Show results for

1 minute

☐ Show visitor IDs

☒ Show visitor names

☐ Show visitor photos

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

Student Success Center

[Edit Settings]

Type to search...

Q

Add Location

Survey Integration

Use this to add a survey at sign-out. If you want the survey to be sent by email you need to [Create a Rule](#) instead.

Survey Provider

None

Beacon Integration (Disabled)

Use this to setup beacons for this sign-in station.

☐ Enabled

Save & Install Here

Save without Installing

Cancel

General Options

- **Station Name** -This is required; type in the name for this Sign-in Station/Kiosk.

- **Title** - This is required; type in the text that will be displayed to the users of this Sign-in Station/Kiosk("Swipe your card or type your ID" is the text by default).
- **Instructions** -This is optional; type in the Instructions that will be displayed to the users of this Sign-in Station/Kiosk.
- **Tracking Mode** -Select between Center Attendance and Class Attendance.
- **Sign-In/Out Mode** -Select between Multi-step, Single-step, and Manually Selected modes.
 1. Use Manually Selected to select a specific class, course, or seminar, and have multiple attendees sign in.
 2. Single-step Kiosk allows people to sign in to the Class, Course, or Seminar based on schedules just by swiping their ID card or typing their ID.
 3. Multi-step Kiosk allows people to select additional options such as Location, Tutor, and Course before signing in.
- **Admin Passcode** - This is a simple passcode that allows the Administrator to change the event or enroll visitors; please notice that any user can perform the above-mentioned actions if you leave this empty.
- **Show results for** - Use this option to specify for how long a confirmation msg will be shown on the screen after a sign-in/out
- **Show visitor IDs** - Use this option to enable/disable showing the user ID.
- **Show visitor names** - Use this option to enable/disable showing the user name.
- **Show visitor photos** - Use this option to enable/disable showing the user photo; after enabling this option, you will be able to select from 3 picture sizes depending on your needs, options are small(40 pixels wide), medium(150 pixels wide) and large(300 pixels wide).

Location Selection

- **Locations** - 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); as soon as you select a **Location**, a link to "**Edit Settings**" will be shown next to the **Location** Name; see details below.

Survey Integration

- **Survey Provider** - Use this to add a survey at sign-out. If you want the survey to be sent by email, you need to Create a Rule instead.

Beacon Integration -Use this to set up beacons for this sign-in station.

- **Beacon Profile** - This option will only show if you enable the Beacon Integration checkmark; please select the Beacon Profile you would like to use.

SAVE AND INSTALL HERE - This option saves the Sign-in Station and Executes it, so this machine will become a Sign-in Station; you would need to log out of Accucampus to start using the Sign-in Station, please see details below.

SAVE WITHOUT INSTALLING - This option saves the Sign-in Station and shows a list of available Sign-in Stations; you can run a Sign-in Station on that Screen.

CANCEL - Use this option to go back to the previous screen without saving the information.

Edit Location configuration

When creating a Sign-in Station, you will need to select a **Location**; this is where the “Edit Configuration” link will be shown:

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



Student Success Center

[\[Edit Settings\]](#)

Type to search...



Add Location

Location settings

General

☐ Show location attendance summary at sign-out

Duration

Medium (30 secs)

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

Auto

☐ Allow selecting none

☐ Allow selecting multiple services

☐ Show attendance summary at sign-out

Course 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

Auto

☒ Allow selecting none

☐ Show attendance summary at sign-out

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

Student Support Staff

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

Security

☒ Accept unknown users

☒ Create new users

New users roles

Prospective Student Test Role

Select one...

OK

Cancel

General

- **Show location attendance summary at sign-out-** Please select this option to show a message in the screen with information about the **Location** attendance information, then proceed to determine the duration for such a message below in the **Duration** option.
- **Duration-** Please select the duration of the msg from the option above; your options will be 15 sec, 30 sec, and 60 sec.

Service Selection

- **Selection-** This setting 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 selected by the student signing in.
- **Allow selecting none-** Please enable this option to allow to skip Service selection.
- **Allow selecting multiple services-** If there is more than one service for a **Location**, this option allows you to select many services instead of just one.
- **Show attendance summary at sign-out-** This option allows us to show a msg with Attendance summary info at sign-out.

Course Selection

- **Selection-** Whether the course selection is displayed. If disabled, this step will be skipped. For example, in 'Auto,' the courses the student is enrolled in will be displayed for selection only when there's more than one available.
- **Allow selecting none-** Please use this option to allow to skip Course selection.
- **Show attendance summary at sign-out-** This option allows us to show a msg with Attendance summary info at sign-out.

Staff Selection

- **Staff member's roles-** 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 available for the course and services selected.
- **Selection-** Please use this option to set the rules to select the Staff; this option will allow you to set rules for Staff work balancing purposes.
- **Display at-** Please select between Sign-In OR Sign-Out.
- **Allow selecting None-** Please use this option to allow skipping this selection and select none.
- **Show scheduled only-** Please use this option to allow in the list only the Staff with scheduled time.
- **Remember selection for two weeks-** Please select this option to allow the system to remember these choices for 2 weeks.
- **Show Attendance Summary at sign-out-** This option allows us to show a msg with Attendance summary info at sign-out.

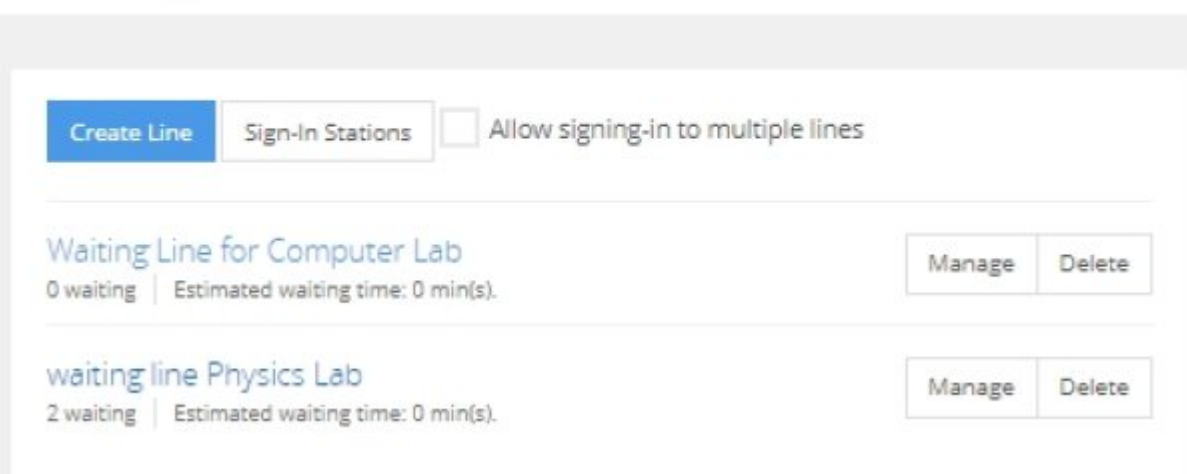
Security

- **Accept unknown users**- Please use this option to allow unknown users in.
- **Create new users**- Please use this option to create new users.
- **New user's roles**- Please set the roll that the new rules will have. (If allowed to create new users)
- **OK**- Please use this button to accept all changes and to enter all information set above.
- **CANCEL**- Please use this button to roll back to the previous screen without saving.

Waiting Lines List

Purpose: Used to create and edit **Waiting Lines** at **Locations** in AccuCampus.

Waiting Lines



The screenshot displays the 'Waiting Lines' management interface. At the top, there are three controls: a blue 'Create Line' button, a 'Sign-In Stations' button, and a checkbox labeled 'Allow signing-in to multiple lines'. Below these controls, a list of waiting lines is shown. Each entry includes the line name, the number of people waiting, the estimated waiting time, and 'Manage' and 'Delete' buttons. The first entry is 'Waiting Line for Computer Lab' with 0 waiting and 0 min(s) estimated time. The second entry is 'waiting line Physics Lab' with 2 waiting and 0 min(s) estimated time.

General Options

- **Create Line** -Please use this option to create a new **Waiting Line**(see details in the next chapter).

* **Sign-in Stations** - Please click this button to be redirected to the Sign-in Station Screen.

Waiting List/Rows Options Please notice that for each **Waiting List** in the list, there are 2 buttons on the right-hand side,

- **Manage** -Use this option to see/edit the current **Waiting Line** specifications.
- **Delete** - Click this button to **Delete** the current **Waiting Line**.

New Waiting Line/Editing Waiting Line

Purpose: Used to create OR edit **Waiting Lines** information; the only difference between the options is that page will populate existing information if you are trying to EDIT a current **Waiting Line**, it will


show empty

Create New Waiting Line

General Information

Name

Location

Type to search... 


Description

☒ Active


Tracking Information

You can set this line to a specified service, event or staff member. Whenever attendees sign-in they will be put in the corresponding line based on what they select. This way you can have multiple waiting lines at the same time in the same location. If you want to have a single line in the specified location, leave the next fields empty.


Service

Type to search... 

Course

Type to search... 

Staff

Type to search... 

Remote Access

Enable remote access to allow students to add themselves to the waiting line.

The message fields accept tokens. Enter `{none}` to disable a specific message. Valid tokens are `{Position}`, `{WaitTime}`.

☐ Enable joining using the App

Save

Cancel

General Options

- **Name** -This is required; please type in the name for this **Waiting Line**.

- **Location** - This is required; select the **Location** that this **Waiting Line** will refer to.
- **Description** - This is optional; type in the Description for this **Waiting Line**.
- **Active** - Select this option to enable/disable this **Waiting Line**.

Tracking Information You can set this line to a specified service, event, or staff member. Then, whenever attendees sign in, they will be put in the corresponding line based on what they select. This way, you can have multiple waiting lines at the same time in the same location. If you want to have a single line in the specified location, leave the text fields empty.

- **Service** - Select default values for **Service**.
- **Course** - Select default values for **Course**.
- **Staff** - Select default values for **Staff**.

Remote Access Enable remote access to allow students to add themselves to the waiting line. The message fields accept tokens. Enter {none} to disable a specific message. Valid tokens are {Position}, {[WaitTime](#)}.

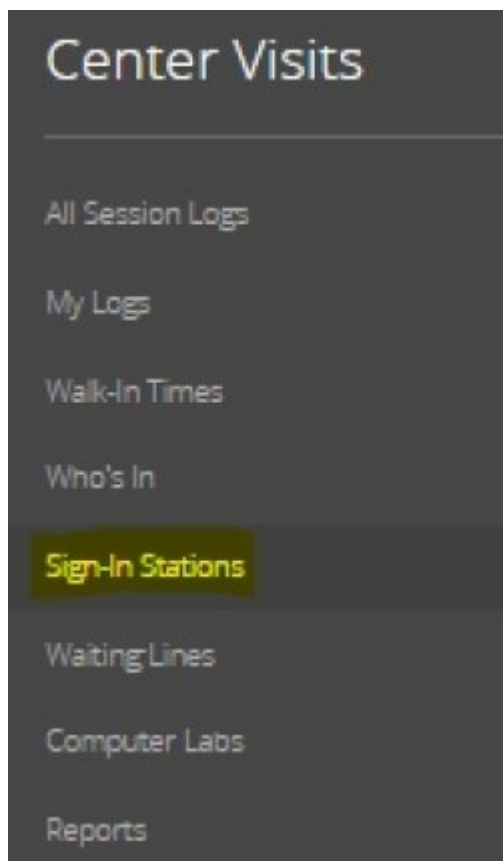
- **Enable joining using the App** - this option allows us to enable/disable joining via the APP.
- **SAVE** - This option saves the Information.
- **CANCEL** - This option quits the page without saving.

Assigning a beacon to a Sign-in Station

This option can be available depending on your permissions, please contact your administrator for help

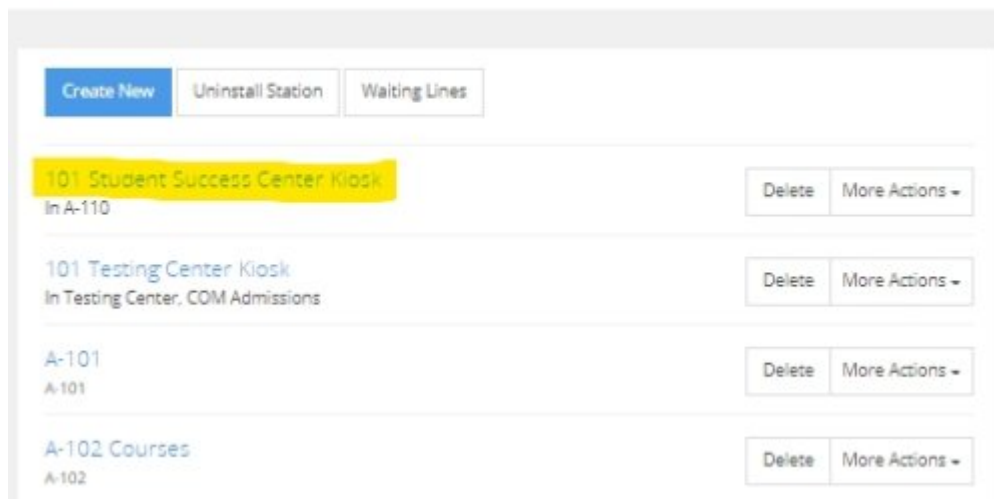
Once the Beacon Profile is set up, you will need to assign it to an already created sign-in station.

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

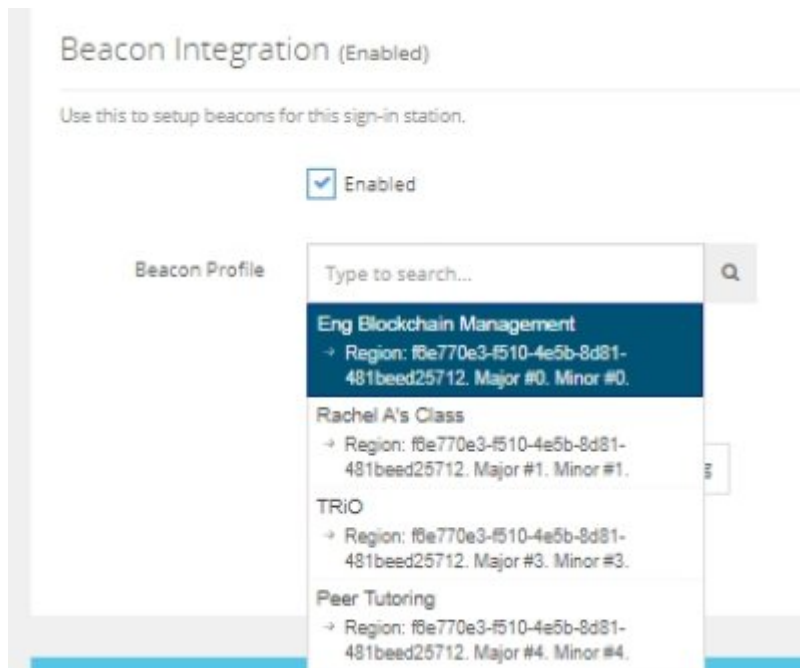


Click the Sign-in Station that you want to assign the beacon to edit it.

Sign-In Stations

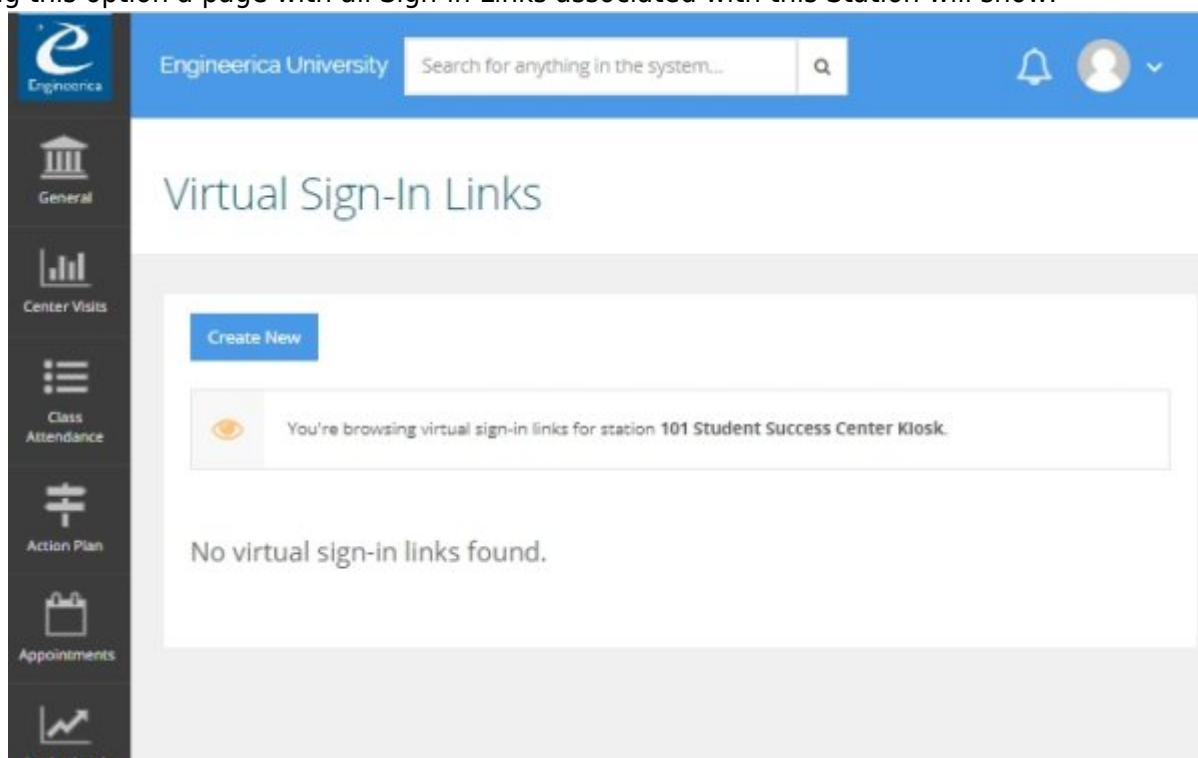


In the Sign-in Station data, go to the Beacon Integration section and enable it, now select the beacon profile from the list and save all changes.



Virtual Sign-in Link creation (If you have the right permissions)

After clicking this option a page with all Sign-in Links associated with this Station will show:



Main options:

- **Create New**- Use this option to create a new Sign-in Link.(see details below)

Row options:

- **Get Link** - Use this option to obtain this Virtual Sign-in Link URL link.

- **Delete** - Use this option to delete this Virtual Sign-in Link.

Create a new Virtual Sign-in Link

The screenshot shows the 'Virtual Sign-In Link' configuration page. The header includes the Engineerica University logo and a search bar. The left sidebar contains various navigation icons. The main content area is titled 'Virtual Sign-In Link' and shows a message: 'You're editing a virtual sign-in link for station 101 Student Success Center Kiosk.' Below this, there are two main sections: 'Instructions before signing-in' and 'Joining the virtual session'. Each section has a text area for instructions and a 'Session URL' field. The 'Link Expiration' field is set to '1' and 'Never (Does not)'. At the bottom, there are buttons for 'Get Sign-In Link' and '< Go Back'.

Next, we are going to set up the Virtual Sign-in options. Please follow all steps using the explanations provided:

- **Section 1-** Instructions before signing-in:

The administrator/tutor will set the instructions for the students to see before starting the sign-in process.

- **Section 2-** Joining the virtual session:

The administrator/tutor will set the instructions to join the session. If you want to use the URL configured in the Staff User Profile Information, then enable the option "User staff member's link when available," however, if you want to specify a different URL for the online session, please put the new URL in the "Session Url" field shown below (and make sure the option "Use Tutor Connect Links when Available" is not enabled). Set an expiration time for the link (this is very important to prevent users from interfering in someone else's sessions using old links).

- **Get Sign-in Link-** Use this option to proceed to the next screen; copy and distribute this link as needed:
- **Go Back-** Click this option to roll back to the previous page without saving.

The top screenshot shows the "Virtual Sign-In" form. It has a "Session URL" field with the text "zoom.com/123456789" and a note below it: "i.e. a Zoom or a Google Meet URL".

The bottom screenshot shows the "Virtual Sign-In Link" screen. It has a message: "You're editing a virtual sign-in link for station 101 Student Success Center Kiosk." Below this, it says "Here's Your Session Link!" and displays a long URL: "https://accucampus.net/?id=virtualsignin/join/63f8a93d04e4b5672214e4d9c30a0b0125861c928vc930d88612af8ec7147066889f8d76278d". There is a "Copy" button next to the URL. Below the link, it says "Share this link with the users you want to sign-in and wait for them in the online session!".

Sending the Link for online appointments using rules

In Accucampus, sending the links for online appointments via Direct-Messaging, Email, and/or text messaging to all participants is very important; please follow this step-by-step instruction. Go to Advanced Options->Settings->Rules:

Account Settings > Rules

Create New	Http Requests
101 Student Success Center Kiosk Auto complete rule	Delete
Active This rule auto completes the 101 Student Success Center Kiosk Auto complete rule action item when the student signs into the location.	
Academic Probation Action Item Assignment Rule	Delete
Active Assigns the early alert action item to a student listed as being on academic probation.	
Added to Waiting Line	Delete
Active This rule sends a notification to a student when they are added to a waiting line.	
Attended Orientation	Delete
Active This rule will remove the PreOrientation tag from a student and add an FYE tag to the student when they attend a New Student Orientation.	
Auto Assign Course Selection Rule	Delete
Active	
Change of Major Action Item	Delete
Active This rule will auto complete an action item for Change of Major.	
Chemistry Safety Session Action Item Assignment Rule	Delete
Active Assigns the Chemistry Safety Session Action Item to the student when they are first marked as a Chemistry major.	
Chemistry Safety Session Action Item Completion Rule	Delete
Active Auto completes the chemistry safety action item when the student attends the safety session.	

Now click the “Create New” button; in the next screen, you will have to select the trigger “When an appointment is created” and the Condition “**IsVirtual** is Yes.” Then create a “Send Notification” Action and edit it(please see the example below):

Create New Rule

General Information

Name

Online Appointment Confirmation

Description

Sends a confirmation to the user when they make an appointment and it is online, this includes the URL they will use for the session.

☒ Active

When does it occur?

Trigger

When an appointment is created

Conditions

Is Virtual

is

Yes

×

AND

OR

What does it do?

Actions

Send a notification to 1 user(s) - [Edit](#) | [Remove](#)

Add Action

Save

Cancel

In the Action-Screen, please make sure to add all data as shown, especially the Token [VirtualURL](#) (which contains the link).

Edit Action

Notification topic

Topic

Appt Confirmation

Description

Send appt confirmation to student and tutors

Users that will receive the notification

Fixed users

Type to search...

Q

Add

Other users with internal IDs

[[Appointment.Attendee.Id]]

You can enter multiple user internal ID tokens separated by ^

Notification title

Title

Your Online Appointment is confirmed

You can add any token you want in this field.

Delivery methods

☒ Deliver on-screen

On-screen settings

Body

[[Appointment.Attendee.FirstName]], your appointment is confirmed. you need to use this link [[vsapptVirtualAppointmentURL]]

You can add any token you want in this field.

Class

Information

Duration

Medium (15 secs)

More information

Do not show

Token Helper

Click on any token below to automatically add it in the selected field.

General

Current time stamp

Appointment

Created at

Start time

End time

Notes

Virtual URL

Is valid?

Is Virtual

Third party id

Third party master id

Service Ids (CSV)

Service Names (CSV)

Appointment location

Internal ID

Name

Details

Appointment attendee

Internal ID

Full name

First name

Middle name

Last name

Email

Mobile phone number

Home phone number

Work phone number

Card number

Tags

Appointment staff member

Internal ID

Full name

First name

Middle name

Last name

Email

Mobile phone number

Home phone number

Work phone number

Card number

Tags

Appointment course

Internal ID

Code

Name

Details

Appointment course department

Internal ID

Name

Details

Appointment course term

Internal ID

Name

Start date

End date

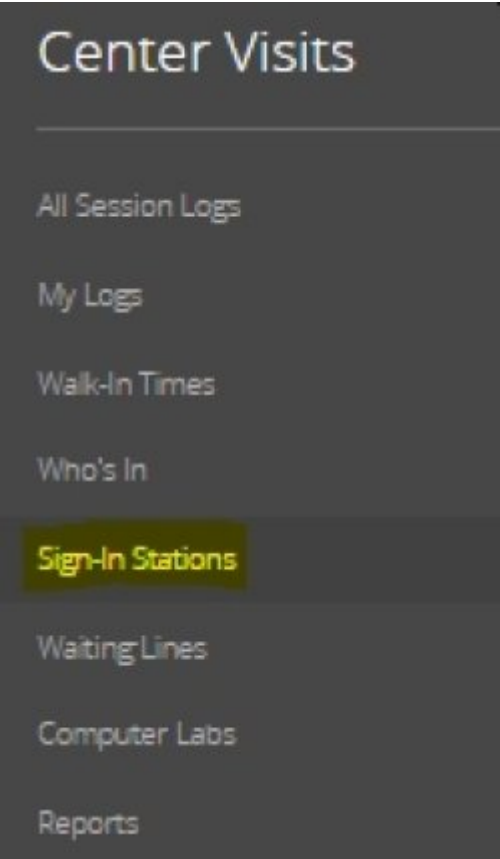
Assigning a beacon to a Sign-in Station

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:

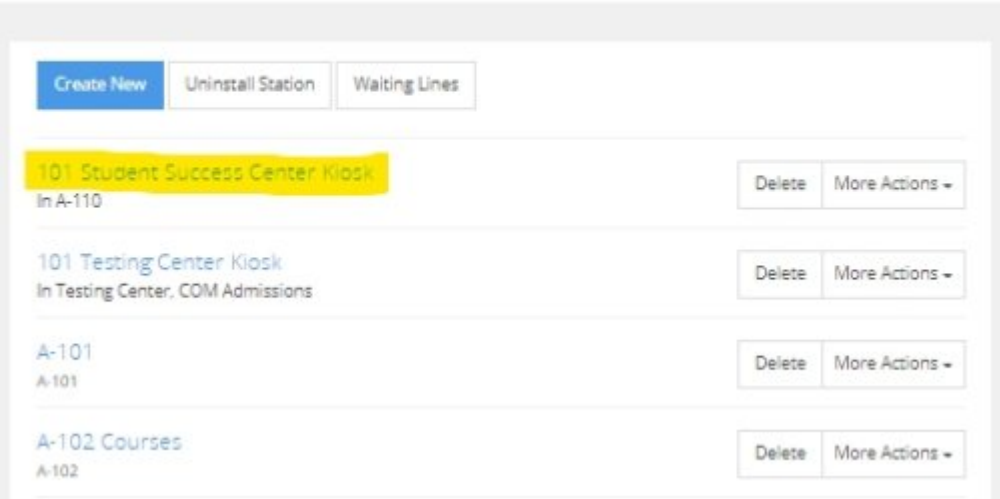
http://attendance-tracking.com/docs/

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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.

Beacon Integration (Enabled)

Use this to setup beacons for this sign-in station.

☒ Enabled

Beacon Profile

Type to search...

Eng Blockchain Management
→ Region: f8e770e3-f510-4e5b-8d81-481beed25712. Major #0. Minor #0.

Rachel A's Class
→ Region: f8e770e3-f510-4e5b-8d81-481beed25712. Major #1. Minor #1.

TRiO
→ Region: f8e770e3-f510-4e5b-8d81-481beed25712. Major #3. Minor #3.

Peer Tutoring
→ Region: f8e770e3-f510-4e5b-8d81-481beed25712. Major #4. Minor #4.

Other documentation

<https://desk.zoho.com/portal/engineerica/en/kb/articles/accucampus-how-to-change-what-user-information-shows-at-a-sign-in-station>

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<http://attendance-tracking.com/docs/> - **Engineerica Documentation**

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