

# Accudemia 7.0 - What's New? Video Gallery

---

## Accudemia 7.0 - Announcement

[Engineerica Systems](#) Published on Jul 9, 2019

### 1. New Intuitive Layout

- **Menu Optimization** - This allows for easier navigation to common areas and direct links to section in lengthy settings screens.

### 2. Streamlined Tasks

- **Admin's "Manage Center" Screen** - This area consolidated many common areas and functions used to manage your area.

### 3. Time Saving Processes

- **Quick Views** - This allows you to keep up the screen you were working on but perform simple functions in an over-layered right-side menu.

### 4. Improved Student Experience

- **Appointment Scheduling** - Improved the Appointment Scheduling by providing a uniform step-by-step scheduling process used by admins, tutors, and students alike.
- 

## Accudemia 7.0 - New Appointments

[Engineerica Systems](#) Published on Jul 18, 2019

### • The new way to Create an Appointment

1. Navigate to *Quick View > New Appointment*.
2. Search for and select a *Student*.
3. Next search for the name of the center or service that you are looking for and select a *Center based on Services needed*.
4. Next search and select a *Subject Area* from the list.  
**Note:** This option can be removed if your Center is not using Subject Areas selection.
5. Finally pick an available time-slot and confirm the appointment selections.

### • Admins still have access to previous methods.

- Access the previous Appointment Schedulers through the menu under *Center Attendance > Appointments* and selecting the preferred option.
- 

## Accudemia 7.0 - Manage Centers Screen

[Engineerica Systems](#) Published on Jul 18, 2019

- **Combines several frequently used screens**
  1. *Who's In?*
  2. *Intake System*
  3. *Manual Sign-In/Sign-out*
- **How to launch/enable a waiting line.**
  1. Login to your account as an Admin with your User ID and Password.
  2. **Enable the Waiting line tool**
    1. Start by clicking the *Center Attendance > Manage Center* option on the menu.
    2. Once there click the **Settings** (Gear Symbol) in the top-right and then click the **Enable** (Green) button where it states **Waiting Line (Disabled)**.
- **How to Add a Student to a Waiting line.**
  1. Using the new *Quick > Sign-in Station* menu option while logged-in will bring up a right-side Sign-in Station menu.
  2. Next simply type in the Student's ID number (just as the Student would on an actual Sign-in Station).
  3. Finally go through all of the selection options for the normal *Walk-in* process setup for that center. Once you complete this step the Student will be placed in the waiting line (which will appear in the *Manage Center* screen).
- **How to Sign-in a Student from the Waiting line.**
  1. In the *Manage Center* screen under the *Waiting* heading now hover over the Student's name to click the **Sign-in Student** (Arrow) button.
  2. Next a pop-up window will be displayed asking what you want to do. Optionally add a comment and *select the available Tutor they are meeting with at the Center*.  
**Note:** Now they will appear under the *Signed-In* heading/section.
- **How to Sign-out a Student from the Center.**
  1. In the *Manage Center* screen under the *Signed-In* heading now select the Student to get several options to appear.
  2. Optionally you can *add a comment*, complete a *Session Assessment*, *Put them back in line*, or simply click the **Sign-out** (Arrow) button to sign them out.

---

## Accudemia 7.0 - Kiosk Quick View Tutorial

Engineerica Systems Published on Jul 18, 2019

- **Sign-in a Student using Quick View**
  1. Navigate to *Quick View > Sign-in Station*.
  2. Using the new menu option while logged-in as an admin will bring up a right-side Sign-in Station menu. This allows admins to Sign-in the Student without leaving their screen they are working on. Or if you need to setup a new *Computer Sign-in Station* in the top-right of this menu there is a **Setup Kiosk & logout** option.  
**Note:** The students can now complete the Sign-in process on their own if you selected the **Setup Kiosk & logout** option.
  3. Next simply type in the Student's ID number (just as the Student would on an actual Sign-in Station).
  4. Finally go through all of the selection options for the normal *Walk-in* process setup for that center. Once you complete this step the Student will appear in the *Manage Center* screen.

*Stay tuned! More videos coming soon!*

From:

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

Permanent link:

<https://www.attendance-tracking.com/docs/doku.php/accademia/7/videos>

Last update: **2019/11/22 11:53**

