

## Use Individual or Mass Check In and Check Out

With the Check In/Out Maintenance feature, you can check in and check out individual students, parents, or teachers. Or, you can check in and check out multiple individuals at the same time.

1. On the Home screen, click **Check In/Out Maintenance**.
2. On the toolbar, click the **Date** drop-down list, and select a date.
3. Double-click an individual's record. The Check In/Out dialog box displays.
4. In the dialog box, click **New** to add a new time range. Click **Edit** to edit a selected time range. Click **Delete** to delete a selected time range.
5. Click **OK**.

1. On the Home screen, click **Check In/Out Maintenance**.
2. On the toolbar, click the **Date** drop-down list, and select a date.
3. On the toolbar, click **Mass Check In/Out**.
4. Select either **Mass Check In** or **Mass Check Out**.
5. Click the **View Type** drop-down list to select a type. Select the individuals you want to check in or check out.
6. Enter the check in or check out time in the **Check In Time** or **Check Out Time** field.
7. Click **OK**.