

Spotlight on *Insta Check-In*®

Automate the way you manage and track classes, meetings and events. A whole new way to automatically check in and check out, track attendance, print name tags, parent receipts, store photos, manage staffing for classes, and more.

Fast and easy—an integrated part of the database

RDS Advantage Insta Check-In® automates the check-in process for people attending Sunday school, worship and other events. All features are user-controlled.

- When parents check in infants and small children, a name tag is printed plus a parent receipt, and the person is recorded for attendance. The individual's photo can be printed on the name tag.
- Every member of a family can be recorded for attendance at one time for any or all activities in which each participates. Check in by family or individual.
- Check in by phone number, family name, membership card, keychain ID tags or fingerprint. Monitors can be set up as kiosks.
- Use pagers to contact parents when needing help with children. Optionally use touch-screen monitors without the need for keyboard or mouse.
- Use web cameras at check-in stations to take, store and print photos in real time.
- Follow up with visitors with integrated:
 - Quick Entry and Contact Records
 - Automated E-mail and VOIP voice messaging
 - Enroll guests and visitors in activities based upon gender, age, marital status and location.
- Customize check-in and check-out sheets show approved parents and guardians for child pick-up.
- Record health and security issues as 'Advisories' and print on attendance lists, name tags and check-in sheets at your option.
- Download plans from the RDS Advantage website to build your own kiosks.

Customize Check-In for Each Activity

For each activity you can determine how it works:

- Print child receipts
- Enter and print session notes for check-out report
- Print Activity description
- Print additional labels (diaper bag, etc.)
- Record attendance or not—limit child-staff ratio
- Track multiple attendance times for each activity
- Use Express Check-In
- Determine parent/guardians eligible to pick up child; print photos on check-out sheets. Track check-in and check-out times.



Customize each Check-In Station

For each station you determine options:

- Control staff/student ratios during check-in
- Use Express Check-In
- Print or don't print name tags
- Print or don't print child receipts
- Print additional item labels
- Optionally print contribution bar-code on tags
- Optionally print family numbers on tags
- Optionally only print one child receipt per family
- Optionally print 'Guest' on visitor's name tags
- Display options next to activity description
- Assign a parent notification number for paging
- Alert staff to allergies and medical information
- Use web-cam to photograph attendees
- Customize monitor for color and graphics
- Select activities based upon meeting time

Visitors are recorded during check-in:

- Print lists of guests and visitors
- Selectively move visitors and photos to database



More Features - More Flexibility

You control how Insta Check-In functions for each Activity. Each check-in station can be customized for its features and

And it's all an integrated part of your RDS Advantage system!

Security

- Determine parent/guardian access for each child and print their photos on check-in and check-out sheets.
- Record Advisories about health issues and inform staffers.
- Control ratios for student to staff and warn if under-staffed during check-in.
- Automatically assign pager numbers and print on name tags and attendance lists.

Flexibility

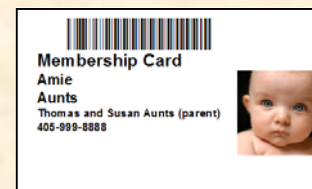
- User control of more than nine functions for each Activity.
- User control of more than 26 options for each check-in station.
- Take photos of attendees and guests in real time with automatic entry of photos in database.
- Print lists of guests and move selected guests into database without manual entry.
- Print session notes for each individual and group on check-out.
- Use touch-screen or mouse and keyboard monitors.

Staffing

- Determine the ratio for student to staff, and be warned if under-staffed.
- Check-in and check-out for staff and teachers.
- Determine age for who is considered a child.
- Determine information to be printed on name tags and check-in/out sheets.



Print check-in and check-out sheets with photos, and include session notes for individuals and attendees



Print customized membership cards



Use pagers for parent notification

Equipment

There are several ways to configure check-in and check-out stations. Equipment is available from RDS Advantage for scanners, fingerprint and finger vein readers, and plastic membership card printers.

RDS makes available sources for direct purchase of paging equipment, name tag printers, and other related equipment.



The Insta Check-In applications are an integrated part of the RDS Advantage database. No need to go through an interface program to exchange data - it's automatic.

There is no cost for Insta Check-In - it is included at no additional cost.