

Help Center

Just a click away!



Attendance Scanning

e-book

ChildPlus
Desktop



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The Help Center and Agency Customization

The articles in the Help Center and videos in the Learning Library are based on the default setup of ChildPlus and assume full security access to all platforms, modules, features and fields. If you cannot find or access a feature referenced in an article, be aware that your agency's specific customization of ChildPlus determines:

- Your access to each platform
- Your access to specific modules or features
- Security or location restrictions for your level of access to ChildPlus
- Whether a module or feature has been turned on
- Which fields are available in each module
- The content of drop-down fields

Contact your ChildPlus administrator to verify your security access and the availability of a feature referenced in an article.

If you are a ChildPlus administrator and need to configure security access or turn on a feature, see [User Security Groups](#) or [contact us](#) for additional assistance.

Help Center Updates and ChildPlus Platforms

The Help Center is continually updated to reflect the current version of ChildPlus. Ensure that you are using the [latest version of ChildPlus](#) and referencing an article for the appropriate ChildPlus platform. Instructions for modules often differ between ChildPlus Online and ChildPlus Desktop and are unique for the Attendance App.

- To find out which version of ChildPlus you are using, see [About ChildPlus](#).
- For more information about the different platforms and how to access them, see [Platform Comparison](#).
- To learn about the differences between the modules in ChildPlus Desktop and ChildPlus Online, see [Module Comparison](#).

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Entry Express - Scanning

You can use **Scanning - Attendance** and **Scanning - Meals** to:

- Track daily attendance and meals
- Take attendance and meal counts from any location using ChildPlus Online
- Create a contact-free check-in/check-out kiosk for your parents/guardians using ChildPlus Online

Before you start using **Scanning - Attendance** or **Scanning - Meals**, print **Report 2340 - Attendance Scanning Barcodes** to generate bar code IDs for participants. You will need these bar codes to check participants in and out and record meals throughout the day.

Check Participants In

Use **Scanning - Attendance** to check participants in. When you check a participant in, ChildPlus will mark them as **Present** and will record the time they were checked in as their **Arrival Time**.

If you have not created an attendance record for the day yet, ChildPlus will automatically default all of your participants who are scheduled to participate on that day to **Absent**. In this case, you will have to check each participant in for them to be counted as **Present**.



ChildPlus displays an alert message if you attempt to do any of the following:

- Check in a participant who is not currently enrolled
- Check in a participant who is enrolled in a classroom to which you do not have access

ChildPlus Desktop

To check a participant in using ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Entry Express >> Attendance Scanning**. ChildPlus displays the check-in window by default.
2. Do one of the following:
 - Scan the bar code of the participant you want to check in using a bar code scanner
 - Manually enter the ChildPlus ID of the participant you want to check in and press **Enter**

Once the participant is checked in, ChildPlus displays the participant's name and the words **Checked In** in green confirming their check-in was successful.

Scanning - Meals

You can use **Scanning - Meals** to record meals for participants. In order to successfully scan a meal, scan the meal during the time that the meal is scheduled to be served. For example, if a meal is scheduled to be served between 7:15 am and 8:15 am, scan it between 7:15 am and 8:15 am.



ChildPlus displays an alert message if you attempt to do any of the following:

- Scan a meal for a participant who is not checked in
- Scan a meal for a participant who is not currently enrolled
- Scan a meal for a participant who is enrolled in a classroom to which you do not have access
- Scan a meal for a classroom that has not been configured with meal times



ChildPlus administrators can configure classroom meal times in **ChildPlus Desktop >> Setup >> Agency Configuration >> Program Info >> Classrooms >> [Meals Served](#)**.

ChildPlus Desktop

To scan meals for a participant using ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Entry Express >> Attendance Scanning**.
2. Click **Meals**.
3. Do one of the following:
 - Scan the bar code of the participant you want to record a meal for using a bar code scanner
 - Manually enter the ChildPlus ID of the participant you want to record a meal for and press **Enter**

Once the participant's meal is recorded, ChildPlus displays the participant's name and the name of the meal in green confirming their meal was successfully recorded.

Check Participants Out

Use **Scanning - Attendance** to check participants out. When you check a participant out, ChildPlus will record the time they were checked out as their **Departure Time**.



ChildPlus displays an alert message if you attempt to do any of the following:

- Check out a participant who is not checked in
- Check out a participant who is not currently enrolled
- Check out a participant who is enrolled in a classroom to which you do not have access

ChildPlus Desktop

To check a participant out using ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Entry Express >> Attendance Scanning**.
2. Click **Check Out**.
3. Do one of the following:
 - Scan the bar code of the participant you want to check out using a bar code scanner
 - Manually enter the ChildPlus ID of the participant you want to check out and press **Enter**

Once the participant is checked out, ChildPlus displays the participant's name and the words **Checked Out** in green confirming their check-out was successful.
