Vision Computer Programming Services, Inc.
801 2nd Street, Suite A   Safety Harbor, FL 34695
888-425-6964   email@visioncps.com   www.visioncps.com

Using the "Authorized to Pick Up" Feature

If you are required to have a signature or record of who is picking up your members and wish to use Member Tracking System to record this information, the following steps will guide you thru the process of having the contacts show when the member is scanned out of your facility.

1. From the Main Menu click the Organization Information/Standards button, enter your name and click I Understand
2. Go to the Activities tab.
3. On the General Attendance Activity there is a check box for "A Parent/Guardian must be named to pick up a member from this Activity" Put a check mark in the box. (This can be used for any activity.)

4. Close Organization Information/Standards
5. Go to individual member records that require a Parent/Guardian Pick Up. Choose *DOES or DOES NOT require a P/G Pickup* This must be changed to DOES for every member who needs it.

6. Go to the Contacts tab and be sure that all who are authorized to pick up a member have a check mark in the "Auth To Pickup Member" box located at the bottom left hand corner. There is also a NOT Auth To Pickup Member for any contacts that are not able to.

7. When scheduling the activity, make sure that the activity is set to Attendance Method In/Out.

8. Go to Quick Entry, verify date and time with Yes Proceed to Quick Entry, Quick Entry Settings button at bottom of screen, click Station Settings 2 tab and change "Show Contacts during Scan Out" to YES, read the message and click ok on the popup box, click Save Settings and Close.

9. After the member scans out and the staff confirms it is the correct member a screen will pop up showing all contacts. Choose the correct contact and make sure they are marked as yes, authorized to pick up.

10. Select sign out method, with or without Parent/Guardian/Contact Pickup

11. To view the record of who picked up a member:
    a) While in Quick Entry, click on Locate Member (Binoculars in top right corner), scan the card, type in the member number or the name
    b) OR Click on the Attendance Calendar and find the member you are looking for and double click on the x for the day in question.
    c) OR Go to the Members from the Main Menu, Click on the Calendars/Activities tab, find the day in question and double click on the x

NOTE: This feature will <u>NOT</u> work if you are using Unattended Operation for Quick Entry or if you are using simple attendance.