

# School Check IN<sup>®</sup>

To start School Check IN, click on your Desktop icon.



School Check IN, always starts as a 21-day demo, regardless if installed using the installation CD or the installation file downloaded from School Check IN's web site.

Click on the DEMO button.

After registration, the demo screen will disappear and only the Main Menu will appear at startup.

**Demo User**

This file will only open for **13 more days** in Demo mode. You may register now, or continue the demo by clicking the Continue Demo button.

School Check IN is fully functional in this free 21-day demo period. Sample data is provided, or you may enter your own data. Should you decide to register and purchase a School Check IN annual subscription, then any data you have entered during this trial period will be preserved into your registered application. No data will be lost.

To become a registered user, contact [www.SchoolCheckIN.com](http://www.SchoolCheckIN.com) provide the Serial Number and the User Name below.

|   |                        |
|---|------------------------|
| <b>Serial Number</b><br><input type="text" value="53319979"/> | <b>Continue Demo</b>   |
| <b>User Name</b><br><input type="text" value="BP"/>           | <b>Quit</b>            |
| <b>Registration No.</b><br><input type="text"/>               | <b>Submit Reg. No.</b> |
|   | <b>Print Reg. Info</b> |

For technical support and/or questions, please contact  
**SchoolCheckIN**  
via email [info@SchoolCheckIN.com](mailto:info@SchoolCheckIN.com)  
or visit [www.SchoolCheckIN.com](http://www.SchoolCheckIN.com)  
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Tampa, FL.

**Reset**

To start your FREE 21-DAY DEMO, click here.

A Registration # is not required to start

Once Registration # is entered, click here to activate.

Click here to print registration information.

School Check IN Serial #. This Serial # is required so that we may create your Registration #.

User Name as identified by School Check IN.

Enter your School Check IN Registration # here.



**21-Day DEMO Period:** School Check IN is fully functional in demo mode. Sample data is included or you may enter your school's data for trial. Prior to entering school data, all sample data should be deleted. Any school data entered during the trial period will not be lost; it will be preserved and available after registration. The 21-day demo will last only 21 days from the date you first start the application.

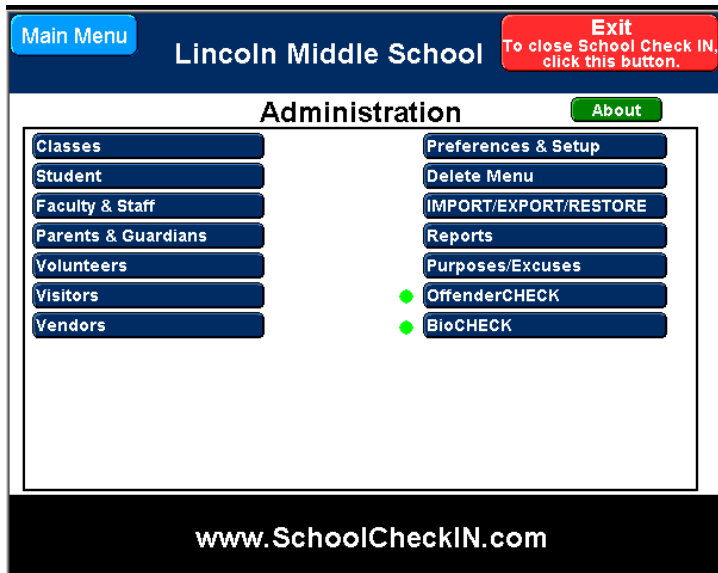
**License Registration:** Your original license period will not change. License Period = 365 days (1 year) from the date you first entered your registration number for Version 1. Approximately 11 months from the date of your license registration, School Check IN will notify you that your renewal is due time each you re-start School Check IN.



In addition, you will be notified by fax and/or email that your registration is about to expire. With each annual renewal, you will also get for free any upgrades to the basic version of School Check IN. If you do not acquire a new license, then at the expiration of your present license, the program will cease to operate.

**TECH SUPPORT** is provided primarily via email, FAQ's on the School Check IN web site and the Video User Guide. Please send all requests for tech support to [help@schoolcheckin.com](mailto:help@schoolcheckin.com). Be specific in describing your situation. Provide as much information as you can, (i.e. your name, school name, address, phone, fax, etc...) and of course your question, difficulty or comments.

All email tech support requests are responded to within 24 hours or less.



**EXITING or CLOSING** School Check IN must always be performed via the ADMIN section by clicking the red **EXIT** button.

**DO NOT CLOSE** (exit) School Check IN using the "ctrl+alt+del" keys, or the "alt+F4" keys or the reset button, or the shutdown command or shutting off (powering off) the computer.

Closing School Check IN by any other manner will cause possible data or index corruption.

# WARNING

**#1 INSTALL / UNINSTALL:** **Uninstalling is a drastic action.** Once School Check IN is installed -- under no circumstances should the application be uninstalled, unless directed to do so by tech support. Uninstalling School Check IN will **DELETE ALL DATA**. Once this action is done, it cannot be undone.

**#2** The **DELETE** page is to be used with the utmost care.

Clicking the **DELETE** buttons **will delete all data**.

- ◆ **Delete Students** deletes **all** student records (lists) and **all** parent/guardians records (lists) associated with each student record.
- ◆ **Delete Volunteers** deletes **all** volunteer records (lists).
- ◆ **Delete Faculty & Staff** deletes **all** faculty & staff records (lists).
- ◆ **Delete Parent/Guardians** deletes **all** parent/guardian records (lists).
- ◆ **Delete Reports** deletes **all** "transaction records" that were created while using School Check IN. These "transaction records" are used to produce reports.

Once records are deleted, these records **CANNOT BE RECOVERED**.

## School Check IN Version 5 -- System Requirements

1. **Operating Systems**  
**Windows**- Win2K or XP  
**MAC** - OSX (10.3 or higher)
2. **Computer** (dedicated solely for School Check IN)  
 512 MB memory  
 200 MB free hard disk space  
 Color monitor  
 Mouse  
 CD-ROM drive  
 USB port
3. **Printers**  
**ID Badges or Passes** --  
 Dymo LabelWriter 330, 330 Turbo, 400, 400 Turbo or 400 TWIN Turbo  
**Reports** -- Standard inkjet or laser printer
4. **Battery Back Up** -- (not required, but recommended).
5. **Network Connectivity** (recommended for data backup purposes)

# VIDEO USER GUIDE

There's no better way to learn everything School Check IN can do. Click on a topic and get a detailed explanation. See School Check IN demonstrated. Become a PRO.

<http://www.schoolcheckin.com/VideoGuide.html>

**Watch the School Check IN Video User Guide with your Internet browser.**

# Need Labels Or Passes<sup>5</sup> For School Check IN<sup>®</sup>?

***Order What Works  
GUARANTEED!***

## **ID Badges & Passes**

School Check IN uses custom-made high-quality peel & stick labels for ID Badges and special continuous paper for Passes. Both are explicitly crafted to specifications designed to work with both the School Check IN software and the Dymo LabelWriter.

**ID Badges FIVE-PAK -- WHITE - \$75 or NEON YELLOW - \$85**  
FIVE-PAK contains FIVE (5) rolls of peel & stick labels w/300 labels per roll.

**PASSES FIVE-PAK -- \$45**  
FIVE-PAK contains FIVE (5) rolls of continuous paper.

## ***FREE SHIPPING***

(Minimum \$150 order for FREE Shipping - continental US only)

**NOTE:** Products that are not specified for use with School Check IN may cause improper printing, misfeeds, multiple label prints, jams and blank labels to be ejected.

**Fax Orders to: 813-962-0901**

**or**

**Order on the Web: [www.SchoolCheckIN.com](http://www.SchoolCheckIN.com).**

**Purchase Orders accepted. Orders shipped within 24 hours.**



# School Check IN<sup>®</sup> Software Registration

To obtain a School Check IN Registration #.  
Please complete this form and fax back to School Check IN.

**Fax to 813-962-0901**

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Principal Name: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

## REQUIRED REGISTRATION INFORMATION

**School Check IN Serial #:** \_\_\_\_\_

**Computer User Name:** \_\_\_\_\_

**Computer Operating System:** Check one

**Windows**

Windows 2000     XP

**Mac**

MAC OSX (10.3 or higher)

The School Check IN Serial # is found on the startup screen. The serial #, user name and computer information (operating system and version) must come from the computer onto which School Check IN is installed and will be used with this software.