

# School Check IN Basic Edition Version 6 Installation Instructions

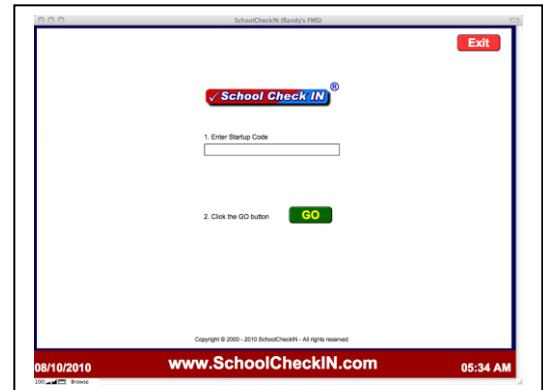
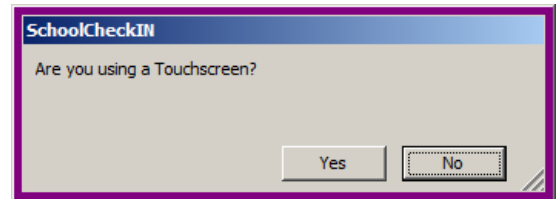
School Check IN BASIC Edition is a standalone (non-networked) application that is designed to run on a dedicated Windows computer running the 32 or 64 bit versions of Windows XP, Vista, or Windows 7.

## Installing School Check IN – Basic Edition

1. Download the 21 day demo from [www.schoolcheckin.com](http://www.schoolcheckin.com) to desktop of the your computer.
2. To launch the installer, double click on the downloaded file. The installation process will create a new folder called “SchoolCheckIN” in C:\Program Files\ and all School Check IN files will be installed.
3. Follow the onscreen installation instructions.
4. Reboot computer when instructed. A School Check IN icon will be placed on your desktop.

## Starting School Check IN on the Client For The First Time

1. Click the School Check IN icon to start School Check IN. It may take a moment or two to launch.
2. Once School Check IN starts, you will be prompted to select Yes, or No for the Touch Screen Monitor option.
3. The next screen will require that a startup code be entered. **Enter today’s date as MMDDYYYY followed by BB.** For example, if today is January 10, 2011 (01/10/2011), then enter **01102011BB** as the Startup Code. Do not enter any dashes, slashes, quotation marks, periods, or commas.
4. Click GO when done.
5. School Check IN will launch.
6. Enter the startup password.



## Passwords

School Check IN comes with default passwords.

Startup Password = **ATLANTIC**

Admin Password = **PACIFIC**

Office Password = **ATLANTIC**

## System Requirements

**Windows**- XP, Vista, or Windows 7 (32 bit version only)

**MAC** - OSX (10.3 or higher)

**Computer** (dedicated solely for School Check IN)

512 MB memory (1 GB recommended)

10 GMB free hard disk space

Color monitor

Mouse

CD-ROM drive

USB port

**Printers**

**ID Badges or Passes** --

Dymo LabelWriter Printers -- Models 330, 400 or 450

**Reports** -- Standard inkjet or laser printer

**Battery Back Up** -- (not required, but recommended).

**Network Connectivity** (recommended for data backup and update purposes)



## School Check IN User Information

### Exiting (closing) School Check IN on the CLIENT.

1. Go to Admin.
2. Click the **red EXIT button**. This is the only correct way to close School Check IN. Please do not use any other method like "Alt+F4", "Ctrl+Alt+Del", or the Task Manager to exit or close School Check IN on the client. Using any of these methods may result in data corruption.
3. Exit (close) School Check IN.

### Backups

1. When starting School Check IN, a data backup of your data is always made and stored in the C:\Program Files\SchoolCheckIN\Exports folder. This default backup location may be changed (recommended) to store backups on another computer or server.

### Identifying the Printers

1. Click the Admin button.
2. Enter the Admin password.
3. Click Printers.
4. Identify the Dymo printer and your report printer. School Check In needs this information so it will know which printer to use for which function.

### Check For Updates.

1. Updates and patches are released each month. To ensure you have the most current version, you need to do an update. Users can also do this.
2. Click the Windows START button.
3. Go to Programs | School Check IN | Check For Updates.
4. Select and run Check For Updates.
5. The update process will deliver the most current version. Follow the onscreen instructions.
6. Reboot the Client station when the update is complete.

## TECH SUPPORT

Tech Support is provided **FREE** 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.

## TELEPHONE TECH SUPPORT

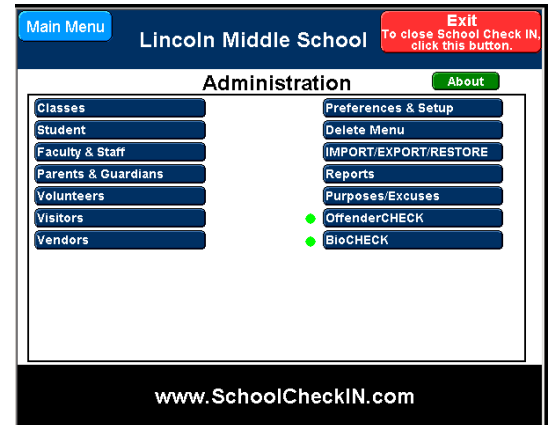
Telephone Tech Support service agreement may be purchased for \$100/yr.

## INSTALLATION/TRAINING SERVICE

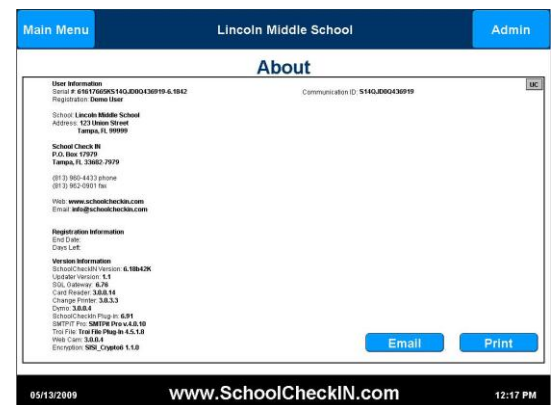
Users may also purchase our web installation/training service for \$100.



**ADMIN** -- To access the ADMIN section, click the Admin button and enter the Admin password.



**School Check IN serial # and Version #** Click the About button to locate this information.



To obtain a Registration #, please send in your School Check IN Serial #.

# 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.

**Unregistered User**

This file will only open in Demo mode. You may register now, or continue the demo by clicking the 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 below.

**Serial Number**  
61914058KWD658JU97-KQR987-6.18b84

**Registration No.**

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)  
© 2000 - 2009 Summit Industries Corporation, Inc.  
Tampa, FL.

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

Enter your School Check IN Registration # here.

To start your FREE 21-DAY DEMO, click here.  
A Registration # is not required to start the demo.

Once Registration # is entered, click here to activate.

Click here to print registration information.

Admin Español Office

*Welcome To Our School*

Lincoln Middle School

Students  
Faculty & Staff  
Early Dismissal  
Volunteers  
Visitors  
Vendors

04/28/2008 www.SchoolCheckIN.com 07:00 PM

**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 subscription period will not change. License Period = 365 days (1 year) from the date you first entered your registration number for Version 6. 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.

Admin Español Office

*Jaguars*



Lincoln Middle School

Students  
Faculty & Staff  
Early Dismissal  
Volunteers  
Visitors  
Vendors

04/28/2008 www.SchoolCheckIN.com 07:02 PM

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 renew your subscription, then at the expiration of your present license, the program will cease to operate.

Main Menu Lincoln Middle School Exit  
To close School Check IN, click this button.

Administration About

Classes	Preferences & Setup
Student	Delete Menu
Faculty & Staff	IMPORT/EXPORT/RESTORE
Parents & Guardians	Reports
Volunteers	Purposes/Excuses
Visitors	● OffenderCHECK
Vendors	● BioCHECK

www.SchoolCheckIN.com

**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 by 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. Should you encounter a situation (computer freeze, lockup, etc...) that you feel that the only way to correct this situation is to uninstall and then re-install School Check IN. Always contact School Check IN support **BEFORE** you take this action. **support@schoolcheckin.com**

**#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**.

# 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 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 or HOT PINK - \$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.

**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**

Or Register online

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

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 (both 32 & 64 bit versions)**

Windows XP     Vista     Windows 7

**Mac**

MAC OSX 10.3     10.4 (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.