

Log In Set Up

Overview - Setting Up Log In

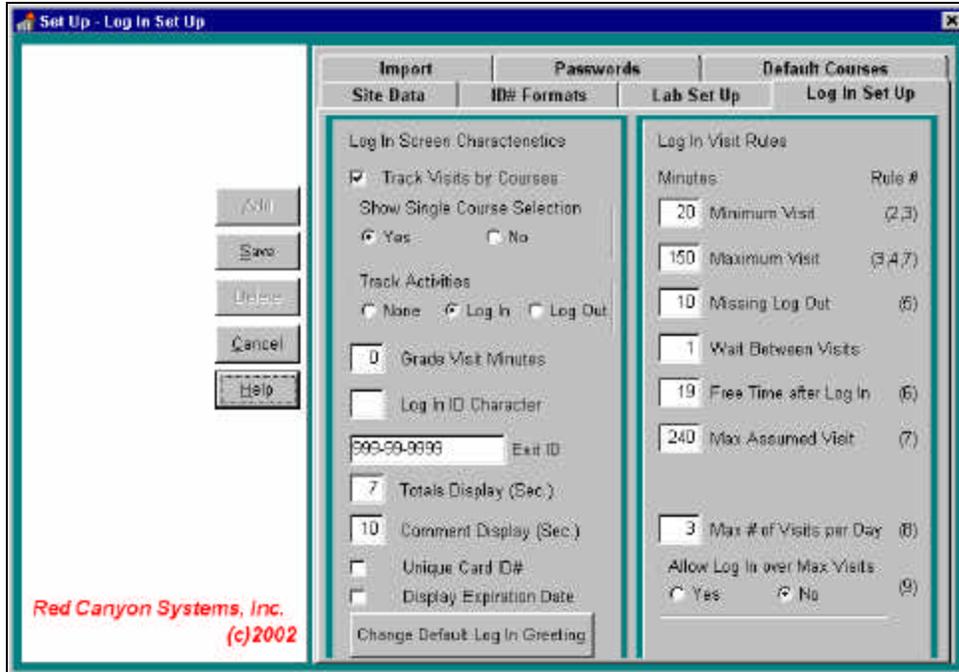
Before you use Log In to track attendance, you must identify how Log In should operate for your center. You need to identify the time rules for visits and how the Log In greeting screen should look for your site. Some things you identify in Log In Set Up are:

- Type of ID used to log in
- ID mask-out
- Information that appears on the greeting screen
- Display of course and activity selections
- Minimum and maximum length of time for visits
- Number of visits allowed per day
- How grades are determined

Each heading in this chapter identifies one of the rules that you need to enter for Log In to operate correctly at your center. After you identify the general visit rules in Log In Set Up, you can change visit rules for a specific term and/or course on its own screen under the Facility menu. If you make changes to visit rules whether they are changed on the Log In Set Up or for a specific course or term, they are not retroactive. The changes apply to visits that occur after the date of the change.

Using Log In Set Up

1. In the Start/Windows Program menu, select **Red Canyon, Log In Administrator** or **CenterFit**.
2. On the **Main Menu**, click **Set Up** and select **Log In**.
If you do not see the *Log In Set Up* form, click on the **Log In Set Up** tab.



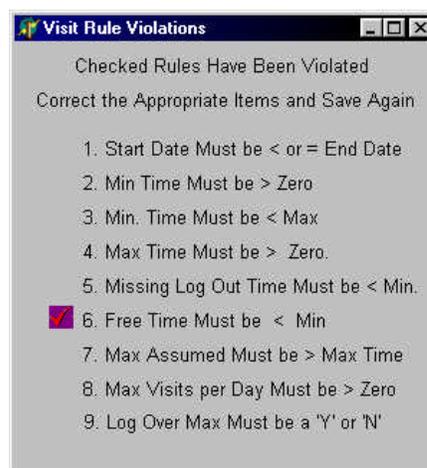
There are two columns of rules pertaining to settings and visits. The left column describes how Log In looks on the welcome screen and how it tracks information for your site. The right column provides settings for minimum and maximum times and the number of visits allowed. Use the Tab key to move the cursor from rule to rule or click the mouse pointer on a rule field.

3. On the left side, enter **Log In Screen Characteristics** that are appropriate for your site. If you are operating a multiple lab site, these "characteristics" apply to the Log In screens in all labs. However, you can specify a different greeting for each lab in **Lab Set Up**.
4. On the right side, enter **Log In Visit Rules** that are appropriate for your site. Initially, visit rules that you enter in Log In Set Up apply to all terms and to all courses within the term. However, you can change visit rules for individual terms and courses in the **Facility** menu options, **Terms** and **Courses**. For each visit rule: enter time in minutes, using 60 minutes for one hour, 120 minutes for 2 hours, etc.
5. When you are done entering screen characteristics and visit rules, click **Save**.
If there are errors, the *Visit Rules Violations* window appears. If there are no errors, click **Save** and click the **X** in the upper right corner to close the *Log In Set Up* form.

Visit Rule Violations

If you have entered a setting for a rule that is not acceptable with internal Log In visit rules, the *Visit Rule Violations* window appears with the error highlighted.

1. To correct errors, review the checked error in the *Visit Rule Violations* window, noting the number(s). They correspond to the number(s) in parentheses following each Visit Acceptance Rule on the *Log In Set Up* screen.
2. When you finish correcting the rules, click **Save**. You cannot exit Log In Set Up until the rules are correct.



Setting Log In Screen Characteristics

Track Visits by Courses

This item is checked by default in Log In Set Up. If you provide an "open-entry/open-exit lab situation in which students can come and go for any course, and the course visit records are not important, you can set up a general course (one that really does not exist in your school's registration data). You can then import all participant records and enroll them in this one general course. This type of arrangement would allow you to gather statistics on the lab visits, and by individual participant.

Ideally, in a lab that offers multiple courses, you can keep track of one or more courses and the participant visits for the courses. The courses are then assigned to the appropriate labs. Upon logging in to a lab, participants see a list of the courses they are enrolled in that have been assigned to the lab. They must select the appropriate course for their visit.

To use this option correctly, you must add a term using Facility/Terms and then add courses for the term using Facility/Courses. In order to be able to "log in," participants must be enrolled in at least one "open" status course in an "open" status term. The "open" course must also be assigned to the lab in which the participant needs to log in. If needed, each course can have activities assigned to it and then selected by the participant at "log in." Optionally, all courses, enrollments, and participant records can be imported using the Set Up/Import function. See details of building this file and preparing it for import in the chapter, System Set Up/Import Data.

Show Single Course Selection

Yes or No

This option is for use at those locations that track visits by courses. It provides the option to turn off (by clicking **No**) the course selection screen at Log In when the participant is enrolled in only one course. If a participant is registered in more than one course at this location, you should leave this option set to **Yes** so the participant will be forced to select the appropriate course

Track Visits by Activities – Log In or Log Out

There are three options for tracking visit activities – None, Log In, Log Out. Click the radio button to select an option.

- None:** if you do not want to track activities performed for each visit.
- Log In:** if you want the list of activities to display for selection when a participant logs in. Use the function *Facility/Activities* to add the activities you want displayed.
- Log Out:** if you want the list of activities to display for selection when a participant logs out. Use the function *Facility/Activities* to add the activities you want displayed.

By checking *Log In* or *Log Out*, the *Activities* function becomes available in the *Facility* menu. You must add activities in *Facility/Activities* to have them displayed when participants log in or log out. If you do not add activities, Log In displays an error message when you start it.

Grade Visit Minutes

Some sites grade by the amount of total time participants spend in the center during the course of a term as it equates to the length of a typical class period. The participant's total time in the center is converted to grade visits and a final grade is based on the total grade visit. A grade visit is equal to the number of minutes of a normal class period. Therefore, if a school normally has 50-minute classes, and a participant has 18 hours and 20 minutes in the center (1100 minutes), that participant's grade visits total to date is 22.

Grade visit minutes are only used in performing calculations for display and printing. They have no effect on the data stored. If a lab or instructor decides to change the number of minutes in grade visits during the term, it has no effect on a participant's actual data. It would simply reflect a different number of grade visits than the old number of grade visits.

If you assign a value to **Grade Visit Minutes**, only the **Grade Visit Total** (Total Time/Grade Visit Minutes) is displayed when participants log in and log out. If **Grade Visit Minutes** is zero, the actual total time to date and total actual visits display.

Log In ID Character

Log In ID Character - When participants log in and out, they type or scan their ID from a card. As they do, their ID Number displays on screen. For privacy concerns, you can decide to mask the participant's ID so it does not display.

To mask the Log In ID of a participant: Type any character in this field. Typical entry is the * (asterisk) character. The character you enter here replaces each number in a participant's ID as the participant keys it in or swipes it. If you leave this field blank, the actual ID number is displayed on the *Log In* screen.

Exit ID

Exit ID – special ID that an administrator or person in charge of closing uses to shut down the Log In screen and program in a lab. A computer running the Log In program is dedicated to running that program at all times. The only functions anyone can perform on the computer when Log In is running are: type IDs, use tab, space bar, arrow keys, Enter, and the mouse to navigate on the Log In screens. All other keys and functions are disabled so no one can exit out of Log In, reboot the computer, or access the desktop or other windows.

Whenever you need to shut down Log In on the computer, you need to enter the Exit ID. The default Exit ID is **99999999**. It is assigned the same format as the one you select for Participant Primary ID in Set Up/ID # Formats. You can change the Log In Exit ID to a new value as often as you feel necessary. Make sure you note the new Exit ID value in a secure place for future reference.

Totals Display

Length of time - in seconds - that a participant's name and visit totals display on screen upon logging in and logging out. You can change this setting at any time. Experiment at first with how long to set it. It should be long enough that participants have time to read everything on the screen, but not so long as to cause a delay if several participants are in line to log in and out.

Comment Display

Amount of time - in seconds - that an individual participant's comment message appears on the screen. This time is in addition to the amount of time you set for the center's normal Log In message display time. If a comment is entered in the participant's Log In Comment box (Participants/General Information form), a special log in message along with their current totals will appear on the screen when the participant logs in.

Unique Card ID#

At some sites, participants use a bar-coded or magnetic-stripped ID card instead of the keyboard to enter an ID. Usually, the ID on the card is the same as the **Participant ID Number** - the one entered on the Participants/General Information form. At some sites, the barcode ID or magnetic stripe ID may be different from the Participant ID number. This is usually the case when barcode labels or bar-coded or magnetic-stripped cards are purchased pre-coded. The numbers on the cards are usually in a sequential order assigned by the manufacturer and do not correspond to the participant's ID Number. For this to work, two things must occur:

1. Log In is set up to accept a "log in" ID that is different than the **Participant ID Number**. Click the **Unique Card ID#** checkbox on the *Log In Set Up* form. This forces the **Log In Card ID#** field to appear on the Participants/General Information form.
2. Log In checks the value of the **Log In Card ID#** field on Participant/General Information form. If there is no value in the field, the participant sees a Log In error message telling them that the ID is not on file. The **Log In Card ID#** field must have a value to allow the participant to log in. If you use barcodes or magnetic stripe IDs, be sure to enter the barcode or magstripe code in the **Log In Card ID #** field.

Missing Cards and Newly Issued Cards

If a participant misplaces an ID card and needs to log in via the keyboard instead of running the card through the scanner, the participant must enter the card ID, not the Participant ID Number. If the participant does not know the card ID, you must look it up on the CenterFit/Log In Administrator computer by locating the participant by Name or ID (primary). If a replacement card is issued, re-enter the replacement ID in the **Log In Card ID#** field.

Display Expiration Date

Some facilities use an extended term for participants, as is the case in fitness centers that offer community memberships that overlap a normal term's start and end dates. In these cases, they can use (check) "Display Expiration Date" to do the following:

- Allow participants to see their expiration date when they log in.
- Prevent participants from logging in once the expiration occurs.

Normally, Log In looks at the End Date of a Course record and the Course Status to determine whether or not a participant can log in. If a participant has an Expiration Date in the *Participant/Misc* screen, Log In uses expiration date to allow the participant to log in.

Change Log In Greeting

The Log In welcome or greeting screen can be changed to accommodate your site name, center name, and additional information. This setting identifies what appears on the check-in computer. You can type your center's name and a brief message; change the fonts, layout, color, and spacing of the information that is to appear on this screen.

1. Click **Change Log In Greeting**. The text editor screen appears.
Lab Greeting: If you are trying to set up a Lab greeting screen, you must select the greeting field from the **Set Up/Lab Set Up/Greeting** to open the text editor.
2. Follow instructions at the top of the screen - double-click the text to open the edit screen.



3. Highlight the text and right-click to see a format menu or use the toolbar to arrange and format the text. To save changes, open the **File** menu, click **Save**, and then click **Exit**.
4. On the **Log In Set Up** form, click **Save** to save the greeting and other Log In settings.
5. Test the Log In Greeting by starting Log In. You may need to adjust your greeting due to the portion of the greeting that is preset for the ID entry. To adjust the greeting, return to the Log In Set Up function, **Change Log In Greeting**.

Setting Log In Visit Rules

Visit Acceptance Rules (In Minutes)		Rule #
<input type="text" value="10"/>	Minimum Visit	(2,3)
<input type="text" value="20"/>	Maximum Visit	(3,4,7)
<input type="text" value="2"/>	Missing Log Out	(5)
<input type="text" value="3"/>	Wait Between Visits	
<input type="text" value="2"/>	Free Time after Log	(6)
<input type="text" value="25"/>	Max Assumed Visit	(7)
<input type="text" value="2"/>	Max Visits per Day	(8)
<input type="radio"/> Yes	Log In Over Max	(9)
<input checked="" type="radio"/> No		

The items in this section establish various rules regarding the acceptability of a participant's visit. If any rule is violated, a dialog box appears when you try to save. It indicates the number(s) of the rules that are in error. These numbers refer to the rule number in parentheses.

Sample Default Visit Rules

The installed visit rules are provided in very short time frames for purposes of testing Log In upon set up and initial training. Your visit rules will be more realistic. The following are realistic sample settings for visit rules.

Minimum Visit:	20
Maximum Visit:	120
Missing Log Out:	10
Wait between Visits:	60
Free Time:	19
Max Assumed Visit:	240
Max Visits per Day:	2
Log in over Max:	N

Minimum Visit

Minimum Visit is the least number of minutes required of a visit for it to count towards a participant's totals. If a participant's log out is accepted, but the visit time is below the minimum, neither the visit totals nor time totals are increased by this visit. A visit record is still created and marked as being too short to accept.

As a result, participants might comment that the totals that they see on screen are too small. In this case, you can print a Visit History report for the participant and show that some visits were not counted because they were too short to be accepted.

You can change the value of **Minimum Visit** at any time, but doing so does not make the value retroactive. Any visits already flagged as too short to be accepted will stay that way.

You can dictate whether or not a log out is accepted when visit time is below minimum by use of **Minimum Visit** and **Free Time**. See **Free Time** for an example of this.

Maximum Visit

Maximum Visit is the most time a participant can receive for any one visit. This setting is useful for sites that base grades on the total amount of time a participant spends in a lab during the course of a term. The use of **Maximum Visit** prevents participants from trying to accumulate time at the end of the term by logging in and then waiting an extended time before logging out.

When a participant's visit exceeds **Maximum Visit** time, the actual log in and out times are recorded in that visit record, but the participant only receives credit for the **Maximum Visit**. If participants dispute their time totals later, you can provide a visit report that shows the difference between their actual time during a visit and what they were awarded.

Missing Log Out

Missing Log Out represents the amount of time that is awarded for a visit when a participant fails to log out. This often happens, especially at the start of a school term before participants are accustomed to the system. At the end of a day or week, the center can print a list of all visits and the participants for whom a log out time is missing. Staff can contact the participants, ask how long they were in the center and manually enter a log out time for the visit. This method is only useful when there are just a few participant visits with **Missing Log Outs**.

An alternate method is to run the **Missing Log Out** routine, which goes through the entire Visit file and assigns a log out time to each visit that is missing one. Additionally, the value of Missing Log Out indicates how much time is awarded such visits and added to those participants' totals. For example: a participant who logged in at 10:30AM forgot to log out and you assigned 15 minutes to **Missing Log Out** time. When you run the **Missing Log Out** Routine this visit would be given a log out time of 10:45AM. The participant would be awarded 1 visit and 15 minutes - if 15 minutes meets the minimum time required.

How much time should you assign Missing Log Out Time?

If given too much, participants who are aware of how it works may take advantage of it by logging in, not using the facility and not logging out, knowing they'll get time anyway. Giving it too little shortchanges participants who actually worked in the facility, but simply forgot to log out.

By making **Missing Log Out** small, you can encourage participants to log out. If they do not log out, their total time will be less than they thought it should be. If you set **Missing Log Out** to zero (0), the participant does not receive credit for the visit or time in the facility.

You can change the value of **Missing Log Out** at any time, but the change is not retroactive. Any visits already assigned a **Missing Log Out** time retain that time.

Wait Between Visits

Wait Between Visits is how much time in minutes someone must wait after logging out from one visit and logging in for the next visit. In the case of some facilities, such as a fitness center, this is a matter of safety, encouraging participants to allow their bodies time to recover between workouts. In other cases, it can be used to control how many times in a day someone can use the facility.

If set to 0 (zero), as soon as a participant logs out, the participant can immediately log in again.

Free Time after Log In

Use **Free Time after Log In** to set the number of minutes after someone logs in during which that person can log in again and see visit totals again without breaking the Log In Visit rules.

When participants log in, their current visits totals and time display on screen. Sometimes a participant fails to look at the screen, or forgets what the totals were, and wants to see them again. Normally, if the participant keyed in an ID again, the system would interpret that as a log out for the current session. When the participant really logs out at the end of the visit, the program would count it as a log in. Setting **Free Time after Log In** prevents this.

The purpose of **Free Time after Log In** is two-fold:

- Allow time after log in during which participants can redisplay visit totals.
- Prevent participants from logging out until a defined amount of time after log in has passed.

Most sites assign **Free Time** a value that is 1 minute less than **Minimum Visit**, which means that participants are not allowed to log out until meeting the minimum requirement. You can enter any amount you want for Free Time.

Example: If you had a **Minimum Visit** of 20 and a **Free Time** of 19, no log out is accepted until the **Minimum Visit** of 20 is reached. However, if **Minimum Visit** was 20 and **Free Time** was 15, a participant could not log out from 1 - 15 minutes after log in, but a log out would be accepted after 16 or more minutes. If the participant logged out at 16, 17, 18, or 19 minutes after log in, the visit would not be counted because it is below 20, which is the minimum. A visit record would be created, but it would be flagged as being too short to count.

Max Assumed Visit

Occasionally, a participant logs in for a visit, fails to log out, and then later that same day, returns, logging in for a second visit. Log In, seeing the participant's ID for the second time, would normally assume this is a log out for the first visit. Assuming these two visits would be some time apart, the participant would be given an inordinate amount of time for this assumed visit. And, when they log out from the second visit, being the third time they have entered their ID today, the system thinks the entry is a "log in" for a second visit.

To prevent this, enter a new value for **Max Assumed Visit**. Later, assign additional time to adjust the time the visit would last.

Example: Set **Max Assumed Visit** to 3 hours. A participant logs in at 8:00AM and forgets to log out. Then the participant returns and logs in for a second visit at 12:00PM. Since the time elapsed between the first and second entry of the ID number is more than 3 hours, Log In assumes this must be a log in for a second visit. It retrieves the record for the log in earlier in the day, assigns it the **Missing Log Out** time and then takes this entry, and creates a new visit record, assigning the current time as log in time.

Max Visits per Day

Max Visits per Day is the most visits made in one day that Log In can add to a participant's totals. Participants could conceivably have more visits in a day and Log In and Out for more visits than this, but **Max Visits per Day** is the most visits that are counted for a day.

Max Visits per Day can be changed at any time, but changes are not retroactive.

Log In Over Max

Log In Over Max indicates whether a participant's log in is accepted if the **Max Visits per Day** has already been reached for that day.

Max Visits per Day is how many visits can be counted towards the participant's totals. You can allow participants to log in and out even when having reached max visits per day. Doing so keeps a record of the participants' visits but the visits over max are not included in the participant's totals.

These records are noted as being over the limit for a day. If participants question their totals because visits weren't included, print a visit history report to show why these visits were not counted.

If you check **No** and a participant reaches the amount of **Max Visits** for the day, Log In displays a message that they have reached **Max Visits per Day** and it does not accept the Log In.

Log In Start Up and Screens

The following instructions are provided for starting Log In daily at the check-in desk. Sample screens of the check-in process are included here. We recommend that you post instructions and a set of sample screens at the check-in computer to guide participants through the Log In process.

1. If your site uses Log In on a network, you must log in to the network first.
2. Start Log In on the check-in computer by going to the Start bar, select Programs, Red Canyon Systems, Log In.
3. You may also start Log In from a shortcut that has been installed on your computer's desktop.

The sample screens shown in this section are from running Log In for participant check-in.

There are sample screens of the entire process – from logging in to logging out. Review these screens so that you become familiar with the Log In operations - logging in, successful attempts, course selections, failed attempts, confirmations, and logging out.

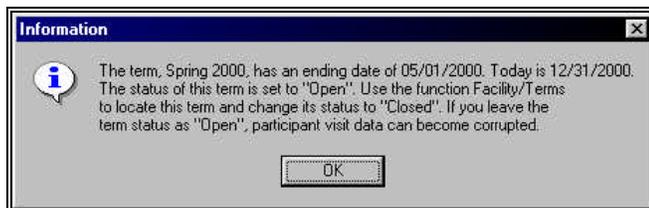
Log In Greeting Screen

The first screen you see in Log In is the Greeting screen. This is the screen that you design in Log In Set Up or in Lab Set Up for sites running multiple instances of Log In.



Log In Term Status Error Message

If you receive the following error message when you try to start Log In, it is a warning that there are two terms with an *Open* status. One has an end date that has occurred and the other has a start date that has occurred. This happens when you have not closed a prior term.

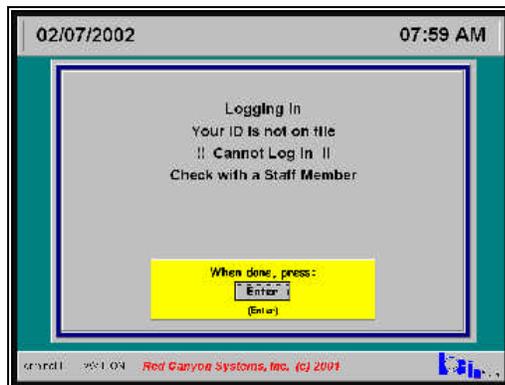


You will not be able to start Log In for attendance tracking until you change the term of the old term to "closed". Use the **Facility/Terms** function in CenterFit or Log In Administrator to change the status of the old term. If you were to leave the old term's status as "open" participants would see a course selection screen appearing upon logging in because they would still be enrolled in two courses in two open terms.

Log In does not allow you to have two terms open when the start and end dates are not in sync. This is not a problem for sites that use a long-range term for community members. If you wish to have participants logging in for tracking after your institution's term end date, key in a later end date in the term record. The date can be up to the day before the new term's start date.

Failed Log In Attempt – Invalid ID-ID not on File

If a participant keys in an ID that is not correct or if the participant does not have a course enrollment record for the current term the following screen appears.

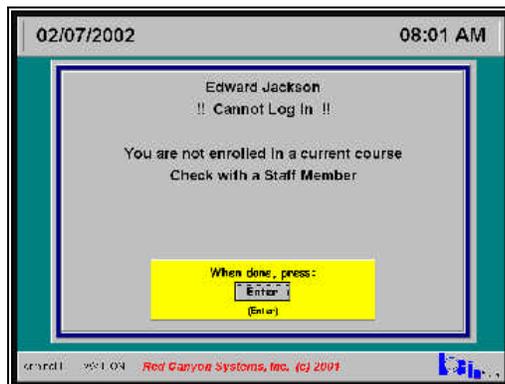


This can occur for the following reasons:

- The participant is not in the system
- The participant is not enrolled on the *Participants/Enrollment* form in a course that is assigned to the lab in which they are logging in.
- The Log In Set Up feature **Unique Card ID** has been selected, but the **Log In Card ID #** field in the *Participants/General Information* form is blank.

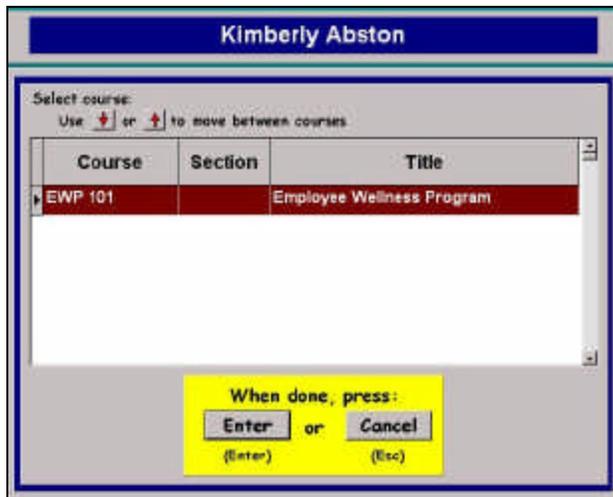
Failed Log In Attempt – Not Enrolled in Term/Course

If a participant keys in a valid ID but is not enrolled in an open Term/Course, this screen appears upon attempting to log in.



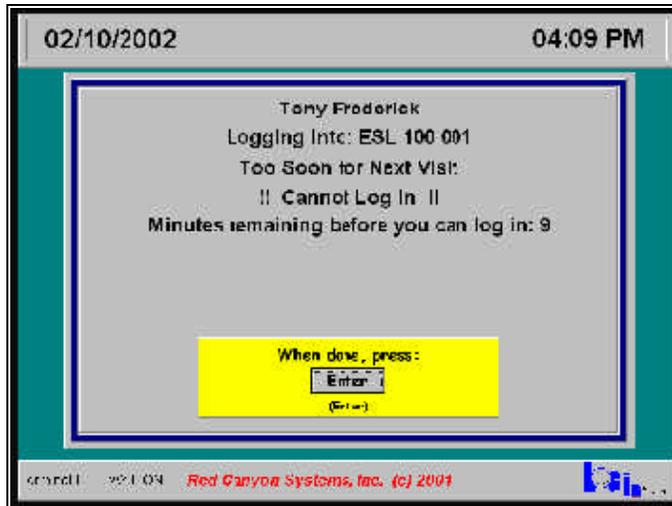
Log In Course Selection

If you have set up Log In to track visits by courses, the following screen appears after a participant logs in with an ID. If you have selected the option in Log In Set Up to not show courses if the participant is only enrolled in one course, this screen will not appear unless the participant is enrolled in more than one course.



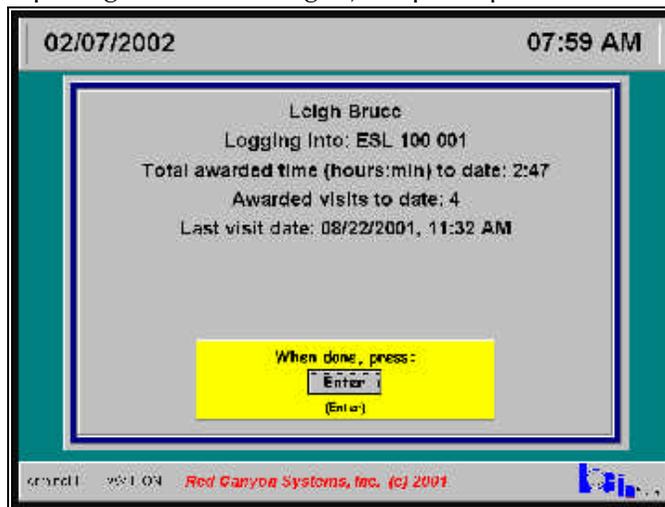
Log In Attempt Too Soon

If a participant tries to log in too soon after a previous visit (wait between visits rule) this screen appears.



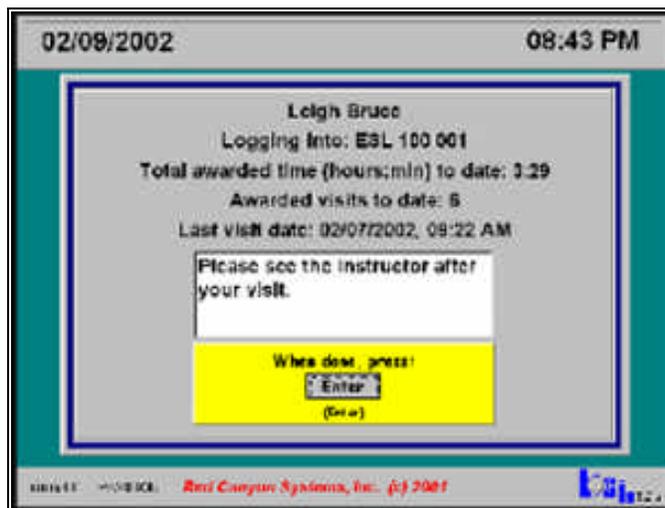
Log In Successful

After completing a successful log in, the participant sees this screen.



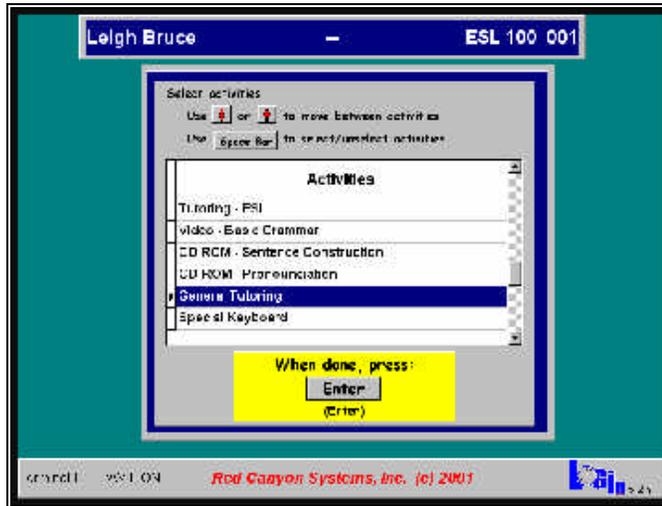
Log In/Log Out with Participant Message

If you have entered a Log In message in the participant's record, this screen appears at Log In. The same message will appear for the participant upon logging out.



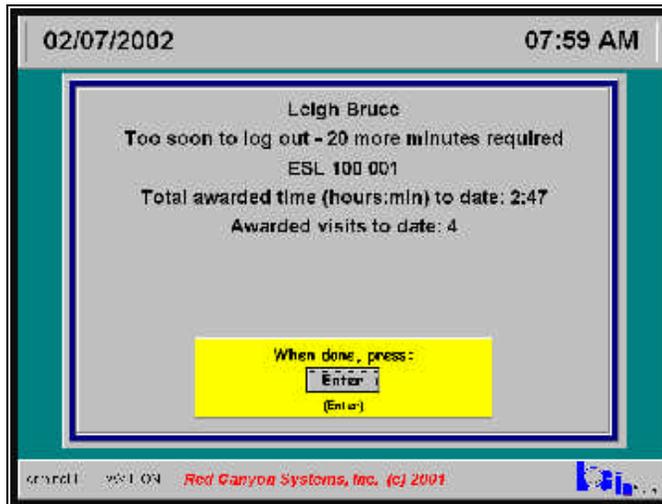
Log In/Log Out Activity Selection

This screen appears upon logging out if you have set up Log In to “track visits by activities” and you have identified the activities on the *Facility/Activities* form.



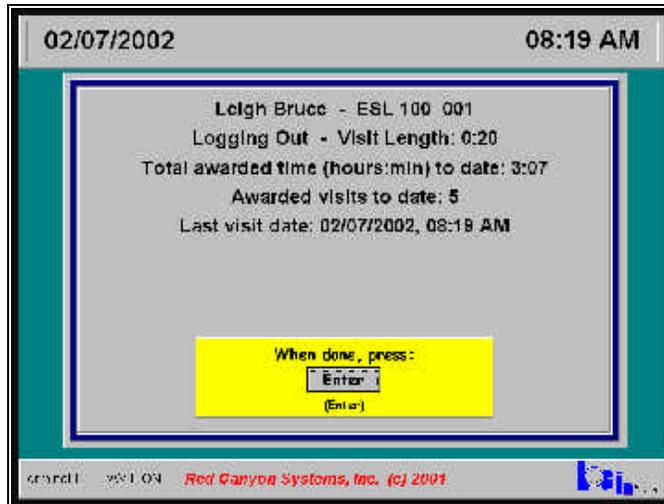
Log Out Attempt Too Soon

If the participant tries to log out before reaching the **Minimum Visit** time, this screen appears.



Log Out Successful

Upon logging out after completing the required minimum visit, the participant sees this screen. Because the participant's record had a message inserted, the message shows at both "log in" and "log out".



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