



*Automated Attendance Tracking Software
designed for academic centers*





**What is
Log In?**

Log In is a computerized attendance tracking system for any type of open-entry/open exit class or lab environment. It can be used in Reading Labs, Math Labs, Fitness Centers, or any situation where participant facility visits and attendance time needs to be tracked.

Participants enter their ID numbers when they come into the facility and again when they exit. That's all it takes! Log In tracks their attendance and then provides the following types of reports:

- Individual Participant Visit History
- Hourly and Daily Use Statistics
- Visit and Time Totals for All Participants
- Participants with Fewer than x Number of Visits
- Participants with No Visits Since a Selected Date
- All Visits on a Selected Date
- Final Grades
- Class Lists
- Participant Demographics
- Reports Selected by Course, Sex, Age
- Visit Analysis

**How does Log In
Work?**

At the start of every term/semester, you add a term/semester with its begin and end dates, obtain or enter course data and then participant data. Only participants who are thus defined in Log In are allowed to log in and out.

Initial participant data is entered one of two ways:

- Mainframe data transfer via import
- Keyed in manually by staff

Once participants' initial enrollment data is on file, they can log into the computer. When participants enter the facility, the Log In computer displays a screen requesting participant ID along with a greeting that you can change at any time. Participants simply key in their IDs, preferably social security numbers. The computer checks that they are enrolled and then displays the participant's name and visit totals to-date on the screen.

When leaving, participants key in their ID a second time. Their name and totals are again displayed, but this time the totals include the just-ended visit. Participants always know their visit totals without having to question you or your staff for that information.

You can speed up participant ID entry by using a bar coded ID card. Participants enter their ID by scanning an ID card with a bar code reader instead of keying it in. The two methods can be used interchangeably.



For any problems that participants might encounter while logging in, Log In displays a message telling them what the problem is and what to do next. As participants log in and out throughout the day, Log In is totally self-supporting. It automatically provides internal safeguards for a number of situations such as unauthorized participants trying to log in, or participants forgetting to log out.

Instructors can leave special messages for selected participants. When that participant logs in or out, the instructor's message will display for the participant.

Benefits of using Log In

Participants appreciate the professionalism of the services available from Log In:

- Accurate record keeping
- Immediate feed back on visit totals
- Detailed workout histories

Facility Managers benefit from:

- Participant satisfaction
- Participant responsibility for attendance recording
- Accurate, up-to-the-minute management reports

The bottom line

The bottom line is effective management. Log In provides accurate and immediate data entry and analysis of participant visits with minimal effort on your part.



Log In Specifications

Log In System Reports

The reports available from Log In let you see visits for any time range by participant, course, term, and activity. Filters provide the flexibility to be able to request specific data. You can also get statistics on daily usage and capacity of your center. All reports can be exported into several popular data formats, including Word, Excel, and Lotus. In addition, you can use the email send feature to send a report through your email server. Report samples are provided in a separate document through our website and on CD-ROM.

System Safeguards

Log In handles the following situations automatically.

- Non-enrolled participants
- Logging in and out with an unacceptably short visit
- Logging in and out for an unacceptably long visit
- Trying to log in for too many visits in the same day
- Attempting to log in for a second visit too soon after the first
- Forgetting to log out

Scanning an ID Card

In addition to entering IDs through the keyboard, participants can scan bar-coded or magnetic-stripped IDs to log in and out. Both the scanner and keyboard need to connect to the keyboard port so you can use the two interchangeably.

Transferring Enrollment Data from a Registration System

If you have this capability, contact Red Canyon Systems for download record layout specifications.

Hardware Required

- PC with adequate memory and disk space running Windows95
 - NOTE** Log In performs best when you have two computers networked to each other, one running the check-in program, the other running the administration program. You can use Network Neighborhood, NT, or Novell Netware as a platform. See our documents on networking for details.
 - Pentium processor, 64 meg RAM minimum
 - Minimum 100 MB hard disk space
 - Network compatible
 - Color monitor
- Graphics printer
- Bar code reader. (Optional). Must connect as a second keyboard.



**Log In System
Product Price List**

- Log In System**—\$2,250
 - Software: Available from our website.
 - User Manual: 1 included. Additional copies \$10.00 each.
 - Customer Support: Free first year of upgrades, technical support and newsletters.
- Annual Customer Support**—\$250.00

First year of Customer Support included with Log In purchase:

 - Unlimited phone support for Log In related questions
 - Regular newsletters
 - Regular software upgrades via website download.
- Quantity Pricing**—Special pricing is available for sites purchasing multiple copies.
- Client Server Licensing**—if you are interested in using Log In in several lab situations that all use the same database on a network server, please contact us for pricing and considerations of using our client server version.

**Purchasing
Log In**

When ordering, please send or call in a Purchase Order with the following information:

- Purchase Order Number
- To whom the ordered materials should be sent
- To whom the invoice should be sent
- Any special shipping or billing instructions

Under normal circumstances, all software and materials ordered can be shipped within two days of receipt of order. Payment is due in full within 30 days of shipping.

When you order Log In please send a Purchase Order or call in your order with the following information:

- Purchase Order Number
- Product(s) being ordered—Log In
- Media—3½" or CDROM
- To whom the ordered materials should be sent
- To whom the invoice should be sent
- Any special shipping or billing instructions

Under normal circumstances, all software and materials ordered can be shipped within two days of receipt of order. Payment is due in full within 31 days of shipping.

Mail orders to:	Phone orders to:	Fax orders to:
Red Canyon Systems 16338 S. Peerless Ct. Plainfield, IL 60544	Red Canyon Systems (888) 435-2013 (815) 436-7095	Red Canyon Systems (815) 436-7199 Email: sales@redcanyon.com

Please feel free to call at any time for further information or to ask questions about ordering Log In.

Red Canyon Systems, Inc. © 2000 All rights reserved. **FICIS, Log In, CenterFit**

Phone: 1-888-435-2013 Fax: 1-815-436-7199
website: www.redcanyon.com
email: sales@redcanyon.com



**Budget
Considerations**

When budgeting, consider the personnel required for data entry and computer operations. Such personnel may have additional facility duties. The bulk of any data entry by staff takes place at the start of the term when initial participant enrollment data must be entered. If you are not transferring this data from your registration computer, it has to be keyed in manually. Frequently, participant workers are used for repetitive data entry tasks.

Once participants begin logging in and out, little staff intervention on Log In is needed. Someone needs to turn the system on in the morning and off at night. During the day, participants key in their own IDs, so no staff is needed for the computer. Personnel who work on the floor or at the front desk should be familiar enough with the system to take care of minor problems participants have.

Some sites prefer that a staff participant keys in participant IDs or scans participant cards for security purposes and to prevent abuse of the attendance system. To do this you need to budget for the required staff.

Keep in mind that you need software and blank disks or tapes for backing up your data files from the hard disk. Ideally, you should be on a network with access to the Internet and email for downloading files and updates from us. We also recommend that each computer have Winzip installed for ease of downloading files. Adobe Reader from Adobe Acrobat is required for reading and printing instruction files and the downloadable FAQs from our website.

Don't forget to budget for annual Customer Support in all future annual budgets.

Include the following items in the budget for computerizing attendance tracking:

- IBM PC or compatible
 - Color monitor
 - Graphics printer
- Data entry personnel
- Annual Customer Support fees after the first year
- Hard disk backup software and disks (floppy, zip, tape, server drive, or other media)
- Additional software – Winzip32, Adobe Acrobat Reader 4.0, E-mail, Word processor
- Internet access from the Log In computer
- Printer paper



What Log In Does for You and Your Participants

Swamped by participants asking what their current visit totals are? Log In shows them their current totals whenever they log in and out.

- Need to get information to all your participants? Display special announcements on the Log In screen to publicize events or pertinent information to all participants.
- Want to award prizes to participants with the most visits or time? Log In can list them for you. Post it on the bulletin board to motivate others.
- Do you need to justify requests for additional staff, equipment and hours? Use the Hourly Use Reports.
- Are some participants showing up less frequently than they should? Log In tells you who they are so you can contact them.
- Time for grades? Log In calculates and prints mid-term or final grades using your own grading scale in 10 minutes or less.

What Goes Into Log In?

The following data can be entered into Log In for each participant. Not all of it is required. You decide which data to use based on the reports you want. Once the required data is entered, you can print any report.

Participant Enrollment Data:

When a participant enrolls the following data must be entered:

- Participant ID (Social Security Number)
- Name
- Address (optional)
- Phone
- Participant Type
- Membership type (for fitness centers)
- Birth date
- Course and section
- Sex
- Emergency Contact
- Enrollment date
- Membership start date (expiration dates are calculated automatically by the program)

Participant Attendance Data:

When a Participant Logs In or Out the following data is displayed:

- Participant name and ID (you can prevent the ID from showing)
- Date, Time In, and Time Out
- Number of visits, visit time amount, visit time accrued to date
- Optional selection (if set up for activity logging): Activity performed