Educator/staff digital sign in

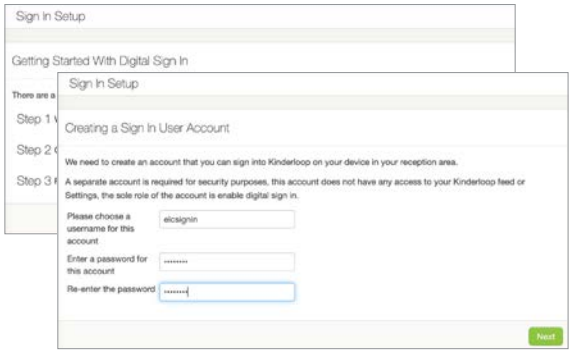
We have recently updated our sign in/out feature to be more accessible on the Kinderloop Plus app.

If you don't already use the sign in feature, here is how you can get started; login via the web www.Kinderloop.com as an admin user.



1. Switch on the feature

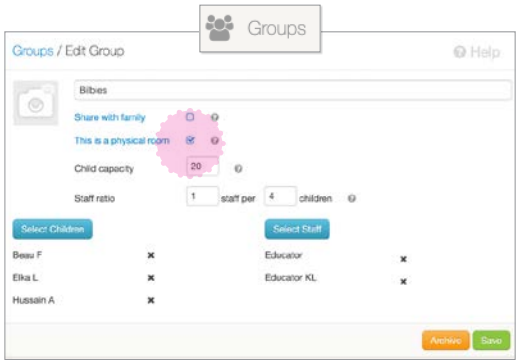
Go to settings > Turn the digital sign in button to ON, then click save.



2. Follow the simple steps to create a master sign in account

a. When you first switch on Digital sign in, you are immediately taken through a simple setup for your sign in settings**;**

b. Use the account you create above to sign in on a device in your foyer to show the kiosk sign in.



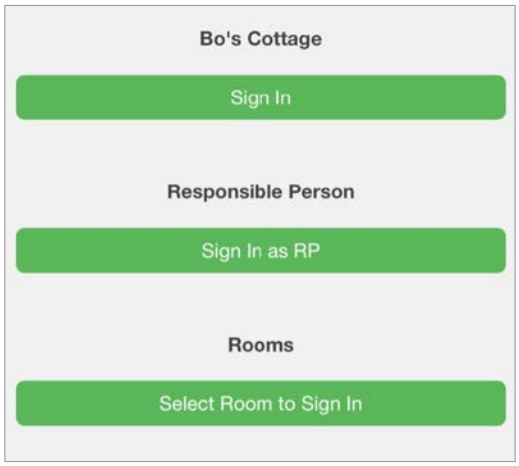
3. Setting up rooms & ratios

Setting your rooms up is important if you would like educators to sign in/out of rooms as well as the whole service.

a. Go to groups > select the group you wish to set up as a physical room. Tick the option 'this is a physical room'. Add in the max number of children in the room and the ratio of children to educator required.

Tip: Ensure the correct staff are assigned to each room so they can sign in/out of that room.





4. Sign in/out on the Kinderloop app

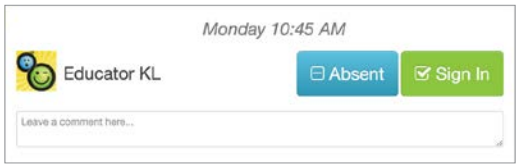
Staff can select the + button > educator sign in, then

- Sign into the service
- Sign into an individual room > If an educator is linked to more than one room, they can select the room they'd like to sign in to.
- Educators with the role of responsible person can sign in as the responsible person (if no one else is signed in for that role)

Educator/staff digital sign in





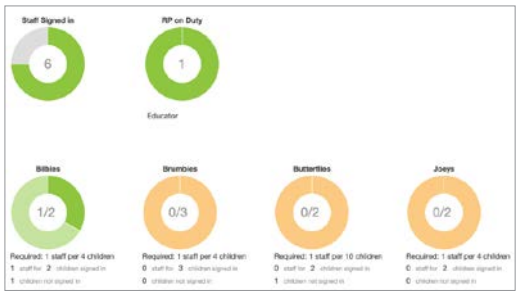




5. Sign in/out on the Kinderloop kiosk

Using your master sign in account details from step 2, login to the kiosk via www.kinderloop.com you can then choose if you want staff or parents to sign in.

Staff can select their name from the list to sign in/out



6. Administrator settings

Admin users can view, edit, and create reports for children, staff and visitor sign in.

Overview

Administrators have an overview of the sign in/out status of the service. This provides a quick glance to see if rooms are in ratio and if any children are not signed in.

Edit Daily

Admin users can manually edit a child or staff's sign in/out times.

Reports

Admin users can create reports for children and visitors and generate summary's or timesheets for staff, within a selected date range.

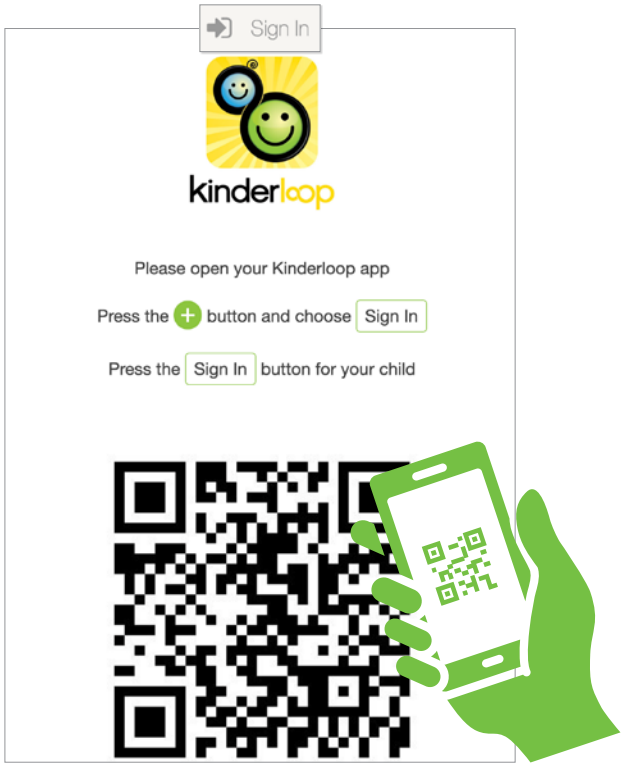
Note: you can also use digital sign in for visitors to your service, setup in your sign in settings.

Setting up family sign in/out via the app

We have recently updated our sign in/out feature to be more accessible on the Kinderloop Plus app, you can now setup Kiosk sign in or have the families sign in through their app.

If you don't already use the sign in feature, here is how you can get started; login via the web www.Kinderloop.com as an admin user.





1. Switch on the feature

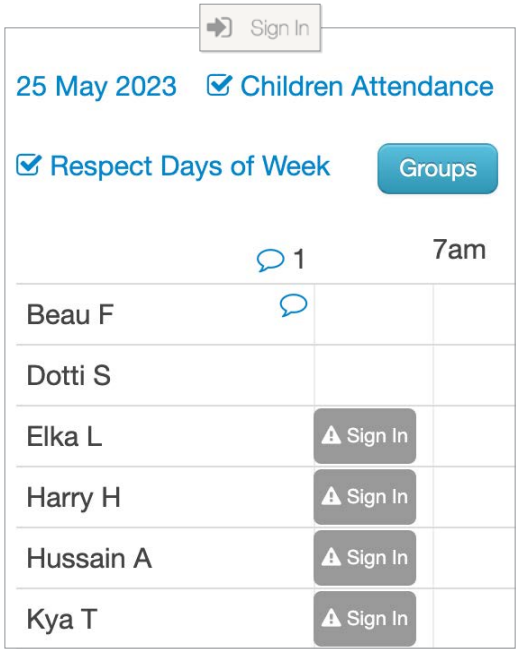
Go to settings > Turn the digital sign in button to ON, then click save.

2. Setup the app sign in for families

a. In the Sign in settings, select child QR code

b. Select print and place it in your entryway/foyer

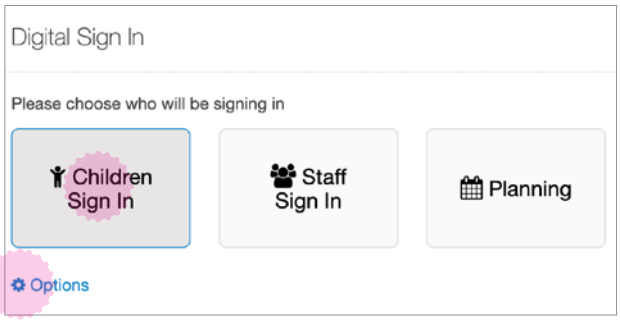
c. Families select the sign-in option from their phones to scan and sign in their children.



3. Manual sign in by admin

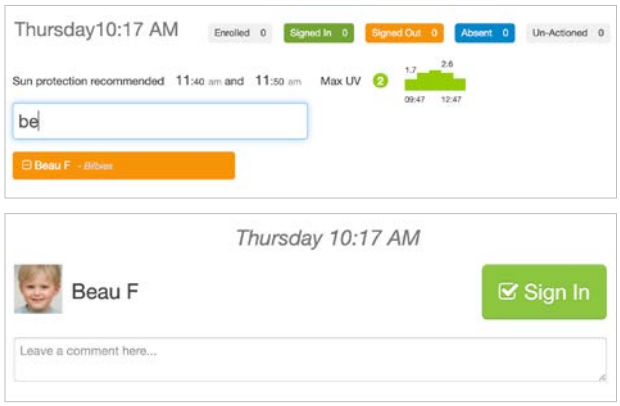
Admin users can sign children in manually from the 'edit daily' option in the sign-in settings area.

Setting up family sign in/out via the kiosk



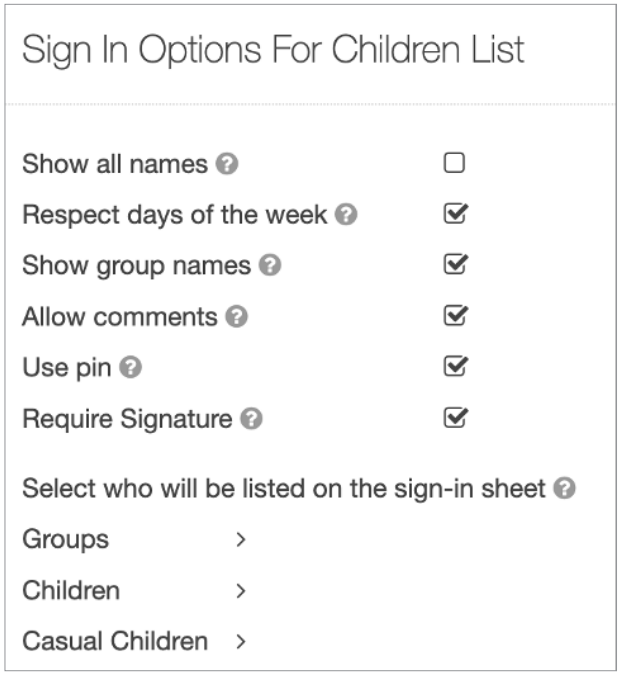
1. Setup the Kinderloop kiosk

Using your master sign in account details outlines on page 1, login to the kiosk via www.kinderloop.com you can then choose the children sign in option.



2. Families start typing their child's name

In your kiosk, families can start typing their child's name to select them from the list to sign them in/out



3. Administrator settings

Admin users can adjust Kiosk settings to suit your service

Note: If you select 'use pin' families will need to set up a pin code in the web version of their Kinderloop. (please see parent sign in help sheet)