

# Spikes Electronic Attendance System



Our electronic attendance system takes the hard work out of entering actual attendance times through Spike Viewer.

## GETTING YOUR TABLET / IPAD / IPHONE READY

Ensure that your tablet/iPad/iPhone has the latest operating system and Google Chrome.

Enter web address:

<https://spike.economicoutlook.net/yoursuffix/admin/attendances/>

Save this page to your home screen.

## **Staff**

Staff can enter their pin code to see a list of children expected to attend that day. You can view them as a whole list or by group. Children are listed alphabetically by surname.

Staff members are able to sign children in and out or mark them as absent. (Parents do not have the option to mark their children as absent).

If a staff member signs a child in/out a parent / guardian / collection authority must verify this attendance when they next sign in. OSHC services do not require parents / guardians to verify bulk sign out (BSC) and sign in (ASC) by a staff member. The only time a parent would need to verify a child's attendance at an OSHC service is if the time is entered/altered in the Spike Viewer.

## **Parents**

Parents simply enter their pin code and the children who have a booking on that day will be listed. They tap the child's name and/or arriving/leaving and then **must select confirm**. The screen will now go back to: "Please enter your 6 digit pin". You will see a small pop up window saying whether the attendance has been successfully updated or if an error has occurred. The time that the pin code has been entered is the recorded attendance time.

If a staff member has previously signed their child in or out, they will need to verify these times the next time they come in. They will need to verify past attendances **and** select and **confirm** the current attendance. Times need to be verified by a parent/guardian/authorised collection person for audit reasons.

Note: electronic signing times change in the attendances tab. It does not change the booking. The **booking** remains the time/session that the child is booked in for / expected to arrive and the **attendance** is the actual time the child arrived and left.

We recommend that you print a weekly booking sheet to cater to persons with no pin code, internet issues, power failures etc.

To maximise ease of use for parents, the attendance interface should always be on and show the PIN entry prompt. Some recommendations to ensure this happens:

- Keep the tablets plugged in to AC power
- Disable any screen timeouts
- Disable password/pin protected lock screens - Put the attendance interface into kiosk mode
- Prior to parents arriving, have the staff check their tablet is on and awake at the PIN prompt.

- Don't encourage staff to leave the interface showing the list of attendances for an extended period of time.

### **Pin Numbers**

In the Person detail screen on Spike, you will see that each person has been given a 6 digit Pin Code (unless you have ticked the box for their mobile number to be used for pin code in the person screen), this includes emergency contacts and collection authorities, this will need to be given to each relevant person.

For ease of allocating go to > Reports > Person > Person Pin Code List / Person Pin Code List by Group. Pin codes are used to identify who has dropped off or collected a child therefore they are not to be shared. If a person does not have a pin code they will need to sign the daily attendance sheet. A staff member will then need to manually enter the time into Spike Viewer.

Staff also have a Pin Code, this can be given to staff persons who need to sign children in/out eg of BSC and ASC. These staff members need to be on the Employees tab.

The electronic attendance system allows both parents / collection authorities and staff member to change their pin code. If the pin code is already in use an error message will appear.

### **Attendances**

In Spike, Select > Group > Attendance tab: you will need to check that all children have been signed in and out each session/day.

As a child is electronically signed in/out, this action updates the attendance times and the time on this screen will turn from grey to black. At times of busy usage, it will take approx. 5 mins to update the viewer. As the usage drops the time taken to update the viewer increases. Simply putting your pin code into the tablet/iPad/iPhone will speed up the server and reduce the time back to 5 minutes.

To check that all children have been signed in and out each session/day, you use the attendance screen to check all times are black, if you have grey times you need to ascertain why and do the signing on behalf of the parent, to do this double click on the time or right click on child's name, and edit the time if necessary, click OK. EG: If the time is grey it may mean an absence needs to be recorded. If either the sign in or out time is grey, staff will need to confirm the time. You will still need to record all absences and enter bookings for all casual attendances in the Spike Viewer.

**Weekly billing/finalising can only be done after the close of business Friday, or when the last child has left your service, and a staff person has checked that the attendance tab has black times on every day for all children for the week.**

### **Notes**

Notes can be added by staff members in relation to a specific child, group or the whole service. Enter your pin and go to 3 dots on right hand side > Add note.

Notes can now be prioritised as 'normal' or 'high' with high priority notes displayed in red, and the duration of a note can now be extended beyond the current day.

These enhancements to notes will only be available to staff by default, and only staff can delete notes.

Parents can also leave notes but they will be only be available for 24 hours.

## Emergency Contacts

You can now access emergency contacts from your tablet/iPad/iPhone. If your device has dialling capabilities you can ring directly from it.

As a suggestion you could have your director / team leaders download the Spike Electronic Attendance System onto their mobile phones (follow same instructions as you would for tablet/iPad/iPhone) allowing direct dial from the emergency contact screen.

This is also a good idea if wifi at your service is unreliable.

The coloured dots indicate:

**RED:** Child has been signed into the service and is currently in attendance

**ORANGE:** The child has not been signed in but has a current booking (check sign-in sheets), OR The child has been signed in but has not been signed out but it is passed their expected leaving time (check sign-in sheets)

**GREEN:** The child has been signed in and out - has left the service

**NO DOT:** The child has no attendance recorded but there was a booking in the past (eg. The child has not attended but has not been marked absent) or there is a future booking.

At the bottom of the screen you will see Unexpected Attendances - This includes contact details for any child that has attended the service recently that do not have a current booking but may have been signed in manually.

Therefore you have access to contact details for all children.

## Child Immunisation Status

If your service uses the immunisation email reminder system, immunisation statuses will be displayed in the electronic attendance system for both staff and parents/guardians.

Any child with an overdue immunisation schedule will have a bright red shield displayed next to that child's name. To view the immunisation status of a child you can click on the shield to see which immunisation is overdue.

We believe this feature will be particularly useful to services in assisting with 'no jab no play' policies.

## Changing Pin Codes

- Staff can log in and change any person's PIN on the electronic attendance system.
- Parents can change their own pin code using the person icon on the electronic attendance system.
- Administrators can use the SpikeViewer to edit PIN's under person > edit.

At peak times the electronic attendance system and Spike sync every 5 minutes. As the attendance system is used less and less the sync times become longer and longer, starting from 5 minutes and doubling in minutes until it reaches 60 minutes. To "wake up the system" simply enter your pin number on the tablet/iPad/iPhone and it will begin syncing at 5 minute intervals again.

## Handy Reports for Electronic Signing

Reports > Person > Person Pin Code List / Person Pin Code List by Group

Reports > Group > Recorded Attendances– this report shows you who has signed the child in / out