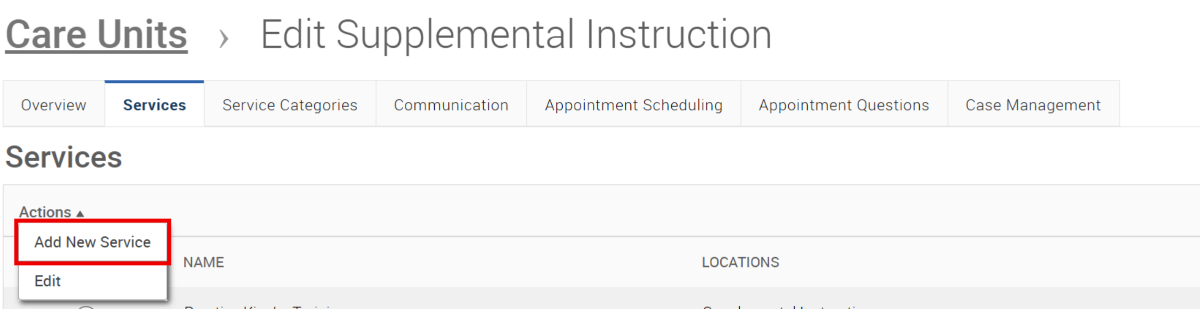
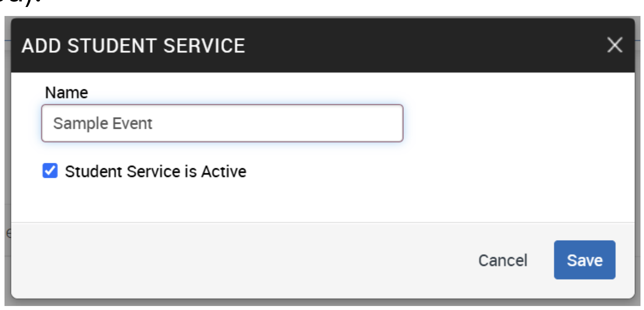
Navigate: Kiosk Creation

Objective: Kiosks allow you to track attendance for both drop-in or appointment-based events.

1. From the Staff Home screen, click the Administration gear on the navigation bar. Select “Care Units” under Site Configurations.
2. Choose the Care Unit for your area.
3. Select the “Services” tab along the top of the page.
4. To create the kiosk for checking students in, select “Actions” and “Add New Service.”

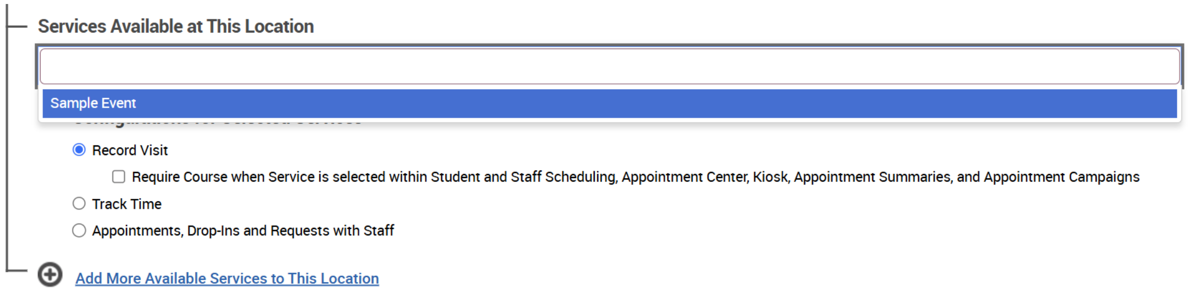


5. Name the kiosk according to whatever event or service is needed. Ensure that “Student Service is Active” remains checked. Hit “Save” after naming the service. Repeat this step as many times as necessary (i.e., making separate services for different events or services being offered).



6. Once the service has been added, click the Administration gear once again. Click “Locations” under the Appointments box.
7. Select your desired location. This is where you will access the kiosk. If a location has not been created, contact the Navigate360 administrator to assist with configuring the appropriate settings needed by your department.
8. Under “Care Unit and Service Configurations,” scroll to the Care Unit where you created the service in the previous steps.

9. Under “Services Available at This Location,” click the Student Services box to add the service(s) you previously created.



10. Add the service(s) and then select whether you would like to Record a Visit, Track Time, or Appointments, Drop-Ins and Requests with Staff.
    a) When recording a visit, you can either leave it open to just track the student’s name and the date and time of their visit, or you can select Require Course. This will use the student’s course enrollment for the current term to match staff availability that contains those courses. If the course is not listed in the staff member’s availability, or the student is not enrolled in the course, it will not show on the kiosk.
    b) Track Time can be used to count toward Study Hall hours. Require Course can also be toggled for this setting.
    c) If using Appointments, Drop-Ins and Requests with Staff, many settings will be available to configure. You can set parameters for appointment time limits, how far in advance appointments can be scheduled, and how many appointments a student can schedule in a week, among other configurations.
11. Click “Save” to maintain the settings created for the services added.

Kiosk Maintenance

Periodically, you may need to update kiosks for a number of reasons. For example, if an event passes and you no longer need that kiosk to show up under the location, you can mark the service as inactive by selecting the kiosk, choosing “Actions” and choosing “Edit”. **Important Note: Kiosks can be edited, but they cannot be deleted.**

All data connected with a kiosk stays with it, even if it is edited to be renamed. If you wish to keep track of different events easily, it is recommended to create separate kiosks for each event instead of renaming the service multiple times.

Historical kiosk data can be pulled whether or not the kiosk is active. When running the V3 reports for check-ins or appointments, ensure that “Include Inactive Users” is selected to pull an accurate report of past data.