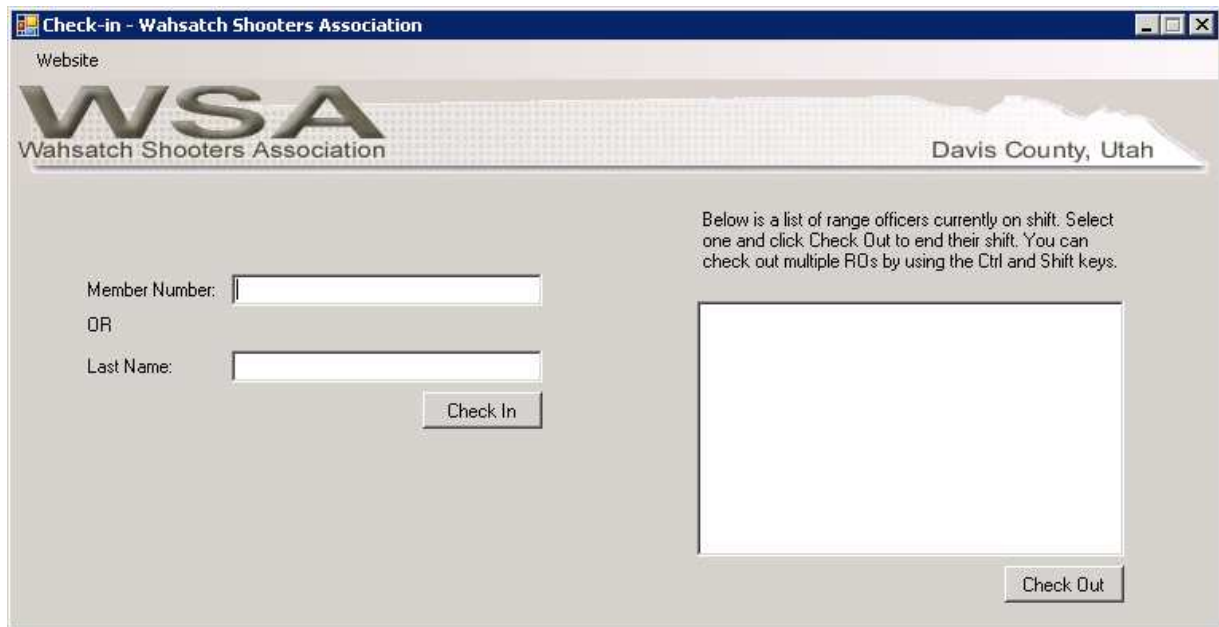


Main Form:

When you first start the check-in utility, you will see the main form. The left half of the form allows you to check someone in. The right half of the form displays the range officers that are currently checked in and earning hours.

To check a member or range officer into the range, scan the barcode on their membership card. If they don't have their membership card with them, you can also check them in by entering their member number or last name and clicking "Check In".

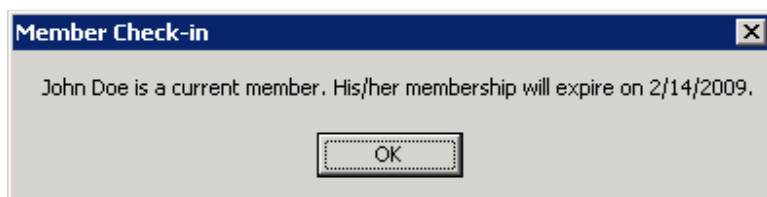
After a range officer has been checked in, their name will appear in the list box on the right half of the form. Having this information easily visible should remind ROs to checkout when they leave the range. Checking out will be discussed in more detail later.



The screenshot shows a web browser window titled "Check-in - Wahsatch Shooters Association". The page header includes the WSA logo and "Wahsatch Shooters Association" on the left, and "Davis County, Utah" on the right. The main content area is split into two sections. On the left, there are two input fields: "Member Number:" and "Last Name:", with "OR" between them. Below these fields is a "Check In" button. On the right, there is a text instruction: "Below is a list of range officers currently on shift. Select one and click Check Out to end their shift. You can check out multiple ROs by using the Ctrl and Shift keys." Below this text is a large empty rectangular box, and at the bottom right of this box is a "Check Out" button.

Checking In a Member By Member Number:

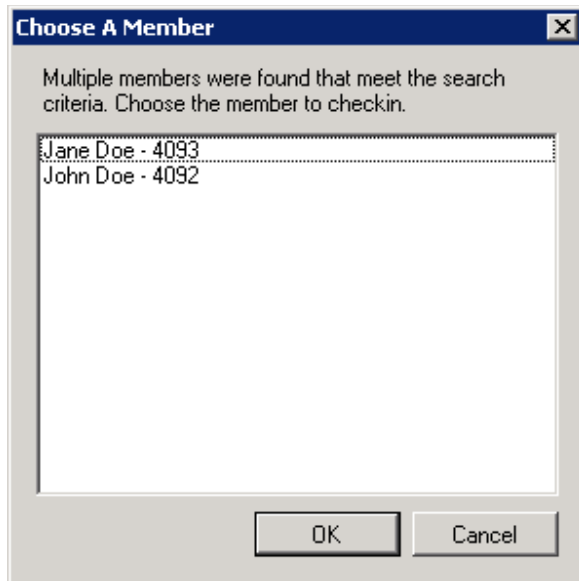
When you enter a member number, or scan a member's card, a message box will pop up displaying the member's name and expiration date. If the member has expired, you should ask them to renew their membership.



The screenshot shows a small dialog box titled "Member Check-in". The text inside the box reads: "John Doe is a current member. His/her membership will expire on 2/14/2009." At the bottom center of the box is an "OK" button.

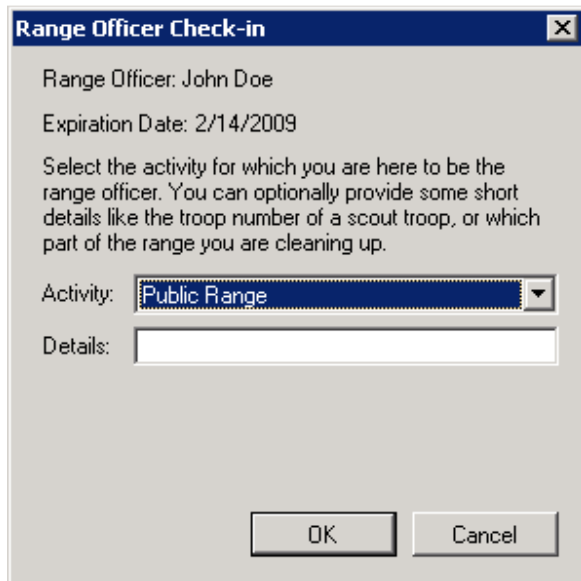
Checking In a Member by Last Name:

When you check a member in by last name, it is possible that there will be multiple members found with the same last name. In this case, a dialog box will ask you to select which is the correct member to check in. Once you have selected a member, click "OK" and the process will continue as normal.



Checking In a Range Officer Scheduled For a Shift:

When you check in a member who happens to be a range officer (who hasn't been fired), the program will check to see if the RO is scheduled for a shift on that day. It does not check to see if he is early or late for his shift, just that he has signed up for a shift at any time on that day. If the RO is scheduled for a shift, the following dialog box is displayed:



Range Officer Check-in [X]

Range Officer: John Doe
 Expiration Date: 2/14/2009

Select the activity for which you are here to be the range officer. You can optionally provide some short details like the troop number of a scout troop, or which part of the range you are cleaning up.

Activity:

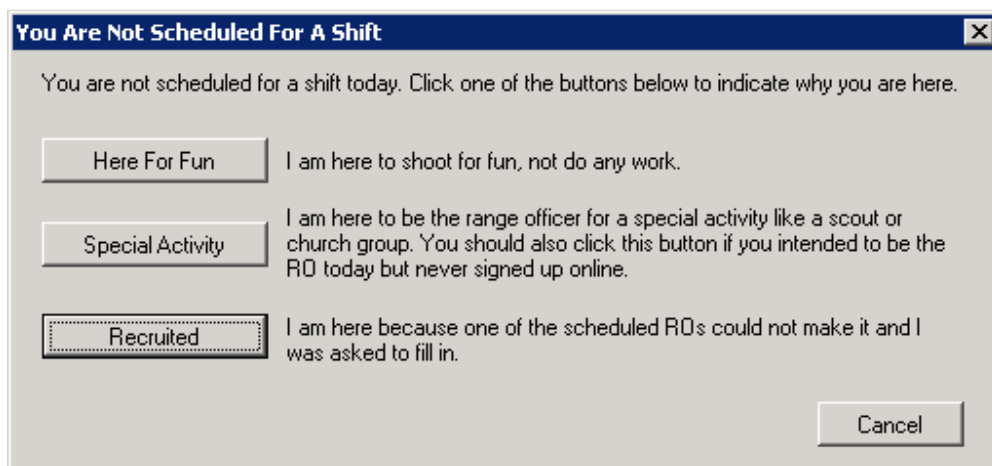
Details:

OK Cancel

It asks you to select the activity for which you will be serving a shift and allows you to put in more details if necessary. Most of the time just clicking “OK” is fine since Public Range is the default. If you are serving for a scout group or some other special activity, you can select that in the activity drop down and enter the troop number for the details.

Checking In a Range Officer Not Scheduled For a Shift:

When a range officer who has not signed up for a shift online goes to the range either to shoot for fun, or for a special activity like a scout group or range cleanup checks in, the program needs to know why he is there. The following dialog box is displayed:



You Are Not Scheduled For A Shift [X]

You are not scheduled for a shift today. Click one of the buttons below to indicate why you are here.

<input type="button" value="Here For Fun"/>	I am here to shoot for fun, not do any work.
<input type="button" value="Special Activity"/>	I am here to be the range officer for a special activity like a scout or church group. You should also click this button if you intended to be the RO today but never signed up online.
<input type="button" value="Recruited"/>	I am here because one of the scheduled ROs could not make it and I was asked to fill in.

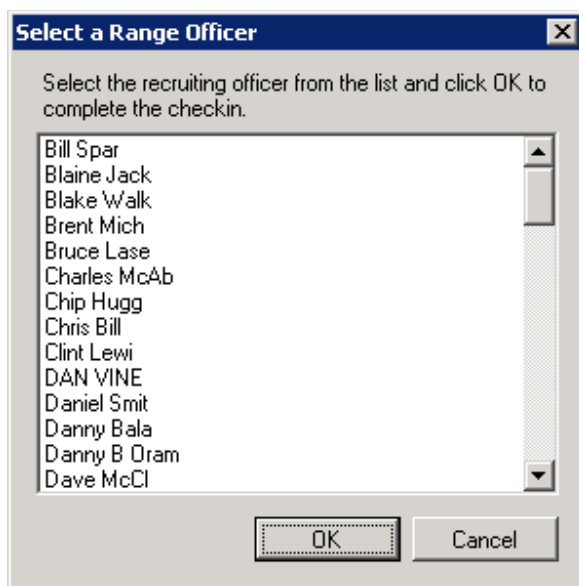
Cancel

At this screen the range officer should click either the “Here For Fun” button or the “Special Activity” button. If he clicks the “Here For Fun” button, the same dialog box comes up as if he were just a regular

member and he does not begin to earn hours. If he clicks the “Special Activity” button, he continues through the usual check-in process. He will need to check out when he is done with his special activity.

Checking In a Recruited Range Officer:

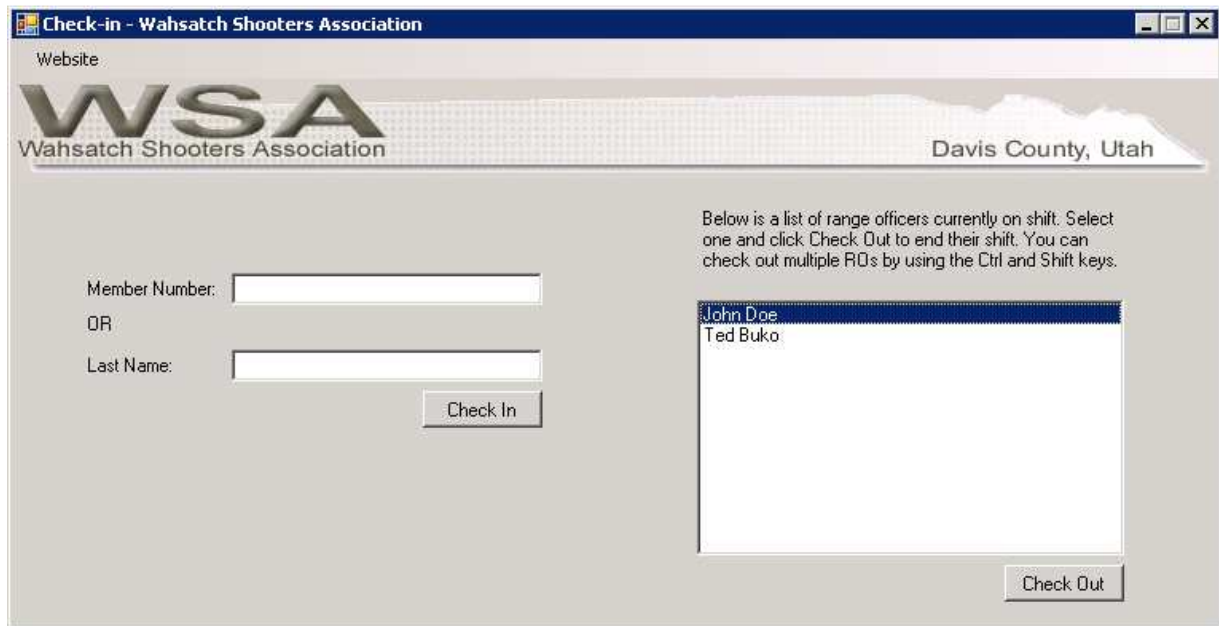
When a range officer does not show up for the shift for which they signed up, or more help is needed for some other reason, another range officer can be recruited to fill in. When that recruited range officer checks in, he should click the “Recruited” button shown in the dialog box above. That will bring up the following dialog box:



This screen lists all the range officers (who haven't been fired) and asks the guy checking in to select who recruited him. It lists all the ROs instead of just checked in ROs or ROs scheduled for a shift so that anyone can call someone and recruit him without a lot of effort. After the RO selects from the list and clicks "OK", he continues to the normal check in form.

Checking Out:

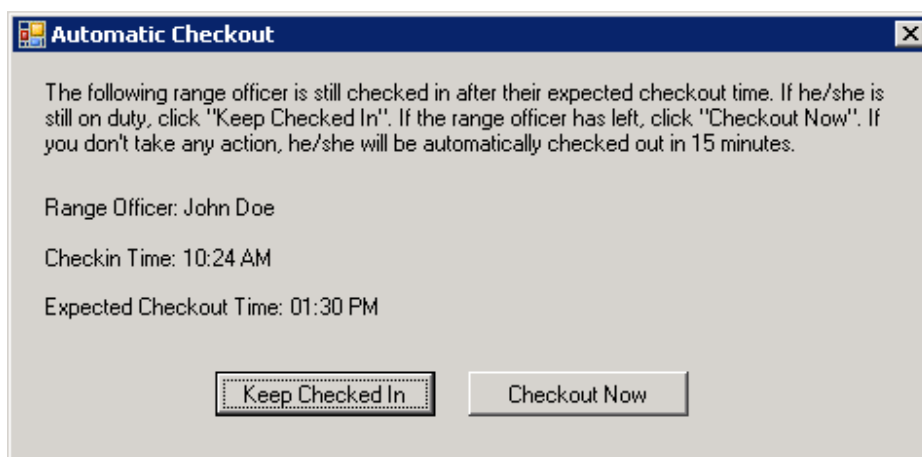
It is very important that all range officer check out when they are done with their shift. The main form lists all the range officers who are currently checked in and earning hours. When you leave, select your name from the list and click the "Checkout" button. The length of your shift will be the time you checked in until 10 minutes after the time you checkout. That gives you time to lower the flag and perform other duties on your way out without having to go back to the computer and checkout later. This information will automatically be reported to the web site.



If you notice that a range officer who has left is still checked in, check him out. If a group of ROs leave at the same time, they can all be checked out at once by holding the Shift or Ctrl keys while clicking their names to select them all, then clicking Check Out.

Automatic Checkout:

To prevent people from forgetting to checkout and earning more hours than they deserve, the program will automatically check ROs out after their scheduled shift is over. The following dialog box will popup before the RO is checked out automatically:



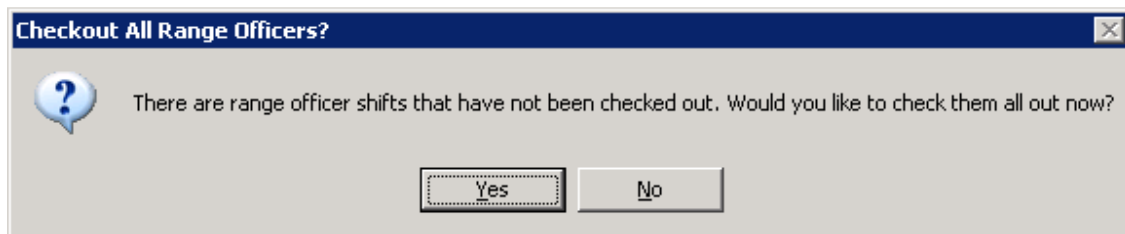
If you click "Keep Checked In" the expected checkout time will be extended and the RO will continue earning hours. If you click "Checkout Now" the RO will be checked out at the expected checkout time.

No padding will be added to their hours. This dialog will stay up for 15 minutes before the RO is automatically checked out.

This dialog may popup when the program is first started. This happens when the program is shut down unexpectedly (for example, due to a power failure) with ROs checked in. If the program is not restarted for a long time, some of the ROs may be past their expected checkout time. When this happens, click "Checkout Now" unless the RO has actually been on duty the whole time that the program was shut down. The dialog box will only stay visible for 1 minute in this case.

Closing the Program:

When the program is closed, it checks to see if anyone is still checked in and asks if you want to check them out.



If you click "Yes", all ROs will be checked out and their hours reported to the website. If you click "No", everyone will stay signed in and continue to earn hours. This is useful in case the computer needs to be rebooted in the middle of a shift or something and you don't want to have everyone sign in again.