

# Location Capacity View

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Tool Search: Location Capacity View

The Location Capacity View tool allows districts to determine the number of students who can sign in to or receive hall passes to a given location at one time. Districts can use this tool to monitor student whereabouts outside of the classroom.

**NOTE:** Only custom scanners set up with Location Capacity display on the Location Dashboard. See [Custom Scanners](#) for information on setting up Location Capacity.

Location Capacity View Attendance Office > Scanning > Location Capacity View

Location Dashboard - High School

LOCATION	CAPACITY	PRESENT	ACTIVE PASSES	DAILY TOTAL	CHANGE STATUS	DETAILS
Help Desk	2/2	0	2	0	<button>Disable Passes</button>	<button>Edit</button>
Library	3/1 (OVER CAPACITY)	2	1	4	<button>Disable Passes</button>	<button>Edit</button>
Computer Lab	0/10	0	0	0	<button>Enable Passes</button>	<button>Edit</button>
Auditorium	0/1	0	No Connected Hall Pass	0	No Connected Hall Pass	<button>Edit</button>
Resource Room 2	1/3	1	0	8	<button>Disable Passes</button>	<button>Edit</button>

*Location Capacity View Dashboard*

## Enable Passes for a Location

Users can enable passes for a location from the Location Capacity View Dashboard.

1. If passes for the location are currently enabled, users can choose to disable passes to the location.
2. Find the location for which to disable passes and press **Disable Passes**.

**NOTE:** Once passes are enabled, passes MUST BE manually disabled. Until passes are disabled, passes for the location may be issued. This does NOT reset each day.

## Disable Passes for a Location

Users can disable passes for a location from the Location Capacity View Dashboard.

1. If passes for the location are currently disabled, users can choose to enable passes to the

location.

- Find the location for which to disable passes and press **Enable Passes**.

**NOTE:** Once passes are disabled, passes MUST BE manually re-enabled. Until passes are re-enabled, passes for the location may not be issued. This does NOT reset each day.

## Location Capacity View Dashboard Fields

Field	Definition
<b>Location</b>	The <b>Location</b> field displays the scanner's name/location.
<b>Capacity</b>	<p>The <b>Capacity</b> column displays the current number of passes issued for the location AND the number of students signed in to that location combined, out of the location's total allowed capacity.</p> <p><b>NOTE:</b> If the location is at capacity when a student scans into the Custom Scanner (without a Hall Pass), they are allowed in. The capacity shows it is overloaded, but the student is still able to scan in.</p>
<b>Present</b>	The number of students currently signed in at the location displays in the <b>Present</b> column.
<b>Active Passes</b>	The number of currently <b>Active</b> passes for the location.
<b>Daily Total</b>	The Daily Total column displays the total number of students who have signed in today at the location.
<b>Change Status</b>	<p>The <b>Change Status</b> indicates if passes for the location are enabled or disabled. To enable passes, press <b>Enable Passes</b>. To disable passes, press <b>Disable Passes</b>.</p> <p><b>NOTE:</b> Once passes are disabled, passes <u>MUST BE</u> manually re-enabled. Until passes are re-enabled, passes for the location may not be issued. This does <u>NOT</u> reset each day.</p>
<b>Details</b>	The <b>Details</b> tab allows users to view specific details for the selected location. Press <b>Edit</b> for the appropriate location. A screen displaying active students and the daily history for the location displays. See <a href="#">Location Capacity Details</a> for more information.

## Location Capacity Details

Users can view details for a specific location by pressing the **Edit** button in the **Details** column for the appropriate scanner.

Location Capacity View Attendance Office > Scanning > Location Capacity View

**High School - Help Desk**

Capacity: 2/2      Present: 1      Active Passes: 1      Today's Total Visitors: 8

**Active Students**

Student	Grade	Status	Duration	Scheduled Course	Teacher	Change Status
Student, A	09	Checked In: 12:43 PM	2m 18s	Jewelry 2 12:28 PM - 1:10 PM	Teacher, A 47	<input type="button" value="Check Out"/> <input type="button" value="Check Out w/ Custom Pass"/>
Student, B	11	Hall Pass	6m 56s	Chemistry 12:28 PM - 1:10 PM	Teacher, B 56	<input type="button" value="Check In"/>

**Today's History**

Student	Grade	Check In Time	Check Out Time	Exit Hall Pass
Student, B	11	11:43 AM	11:44 AM	Helpdesk
Student, B	11	12:00 PM	12:00 PM	
Student, A	09	11:43 AM	11:44 AM	
Student, A	09	12:00 PM	12:00 PM	Helpdesk
Student, A	09	12:36 PM	12:36 PM	
Student, M	09	12:43 PM		
Student, D	11	12:00 PM	12:00 PM	
Student, S	11	12:36 PM	12:36 PM	

*Location Capacity Detail View*

## Check In Student Passes

1. From the list of **Active Students**, find the student checking in.
2. Once found, press the **Check In** button under the **Change Status** column.
3. The student is checked into the location. The **Duration** column no longer displays the amount of time remaining on the hall pass; it now shows the amount of time the student has been checked in at the location.

## Check Out Student from Location with Default Pass

1. From the list of **Active Students**, find the student checking out.
2. Once found, press the **Check Out** button under the **Change Status** column.
3. The student is checked out of the location and issued a Return to Class (default) hall pass.

**NOTE:** If the Custom Scanning Location is not set up to issue hall passes upon sign-out in Scanner Settings OR hall passes are not set up in Hall Pass Settings, students do NOT receive a hall pass. See [Scanner Settings](#) and [Hall Pass Settings](#) for more information.

4. The checked-out student is moved to the Today's History section for the location.

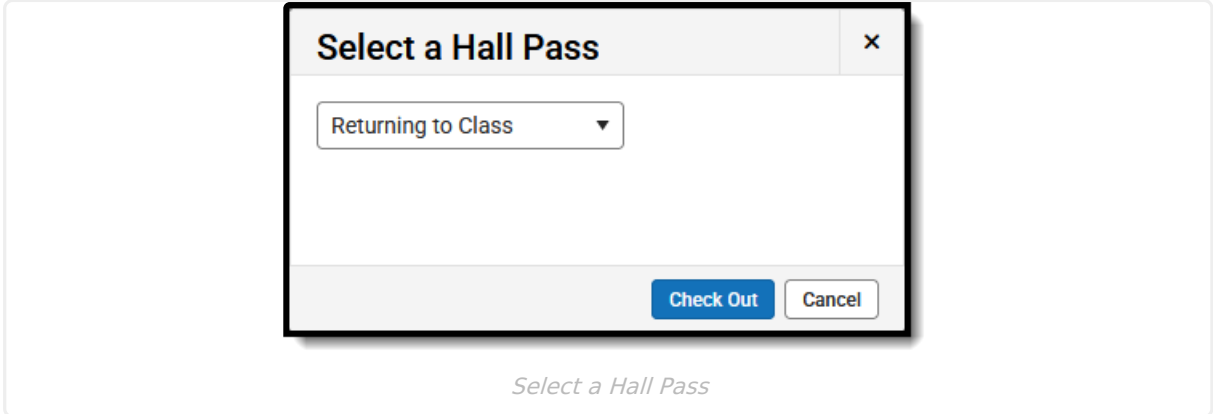
## Check Out Student from Location with a Custom Pass

The Check Out with a Custom Pass option allows users to issue a hall pass other than the default (Returning to Class) hall pass.

1. From the list of **Active Students**, find the student checking out.

**NOTE:** If hall passes have not been set up in [Hall Pass Settings](#), the Check Out w/ Custom Pass button is NOT available and hidden from view.

- Once found, press the **Check Out w/Custom Pass** button under the **Change Status** column.



- From the drop-list, **Select a Hall Pass** to issue to the student. Press **Check Out** to issue the hall pass or **Cancel** to exit without checking out the student with a custom hall pass.

**NOTE:** Only **All Rooms** passes are available for selection.

- The student is checked out of the location and issued the selected hall pass.
- The checked-out student is moved to the Today's History section for the location.

## Location Scanner Summary Detail Fields

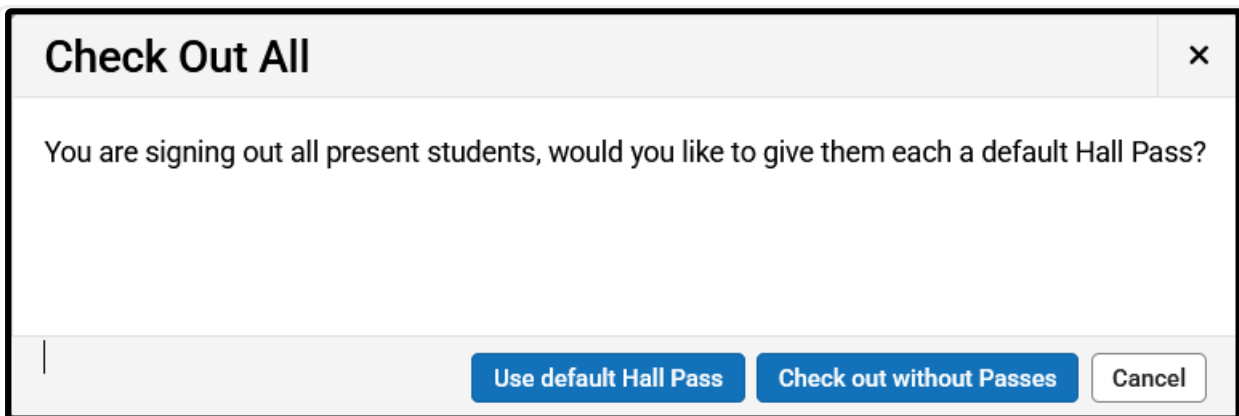
Field	Description
<b>Capacity</b>	<p>The <b>Capacity</b> column displays the current number of passes issued for the location AND the number of students signed in to that location combined, out of the location's total allowed capacity.</p> <p><b>NOTE:</b> If the location is at capacity when a student scans into the Custom Scanner (without a Hall Pass), they are allowed in. The capacity shows it is overloaded, but the student is still able to scan in.</p>
<b>Present</b>	The number of students currently signed in at the location displays in the <b>Present</b> column.
<b>Active Passes</b>	The number of currently <b>Active</b> passes for the location.
<b>Today's Total Visitors</b>	The total number of students who have signed in today at the location displays in the <b>Today's Total Visitors</b> column.
<b>Back</b>	Press <b>Back</b> to return to the Location Capacity View dashboard.
<b>Refresh</b>	The Location Capacity Detail screen refreshes every minute. Users can refresh the screen more frequently by manually pressing <b>Refresh</b> .

Field	Description
<b>Check Out All</b>	Press <b>Check Out All</b> to sign out all currently checked-in students at once. See <a href="#">Check Out All Options</a> for more information. The Check Out All options do NOT sign out students with active hall passes TO the location. It signs out only students who are currently checked in to the location.

## Check Out All Options

The Check Out All option allows users to sign out all currently checked in students at the same time. Users can opt to issue a hall pass to all students being signed out or to sign out all students without a hall pass.

**NOTE:** If the Custom Scanning Location is not set up to issue hall passes upon sign-out in Scanner Settings OR hall passes are not set up in Hall Pass Settings, students do NOT receive a hall pass. See [Scanner Settings](#) and [Hall Pass Settings](#) for more information.



*Check Out All Options*

## Check Out All Button Options

Button	Function
<b>Use Default Hall Pass</b>	<p>Press the <b>Use Default Hall Pass</b> button to sign out all currently signed in students from the location. The Default hall pass is issued to all students being signed out. See <a href="#">Hall Pass Settings</a> for more information on the Default Hall Pass.</p> <p><b>NOTE:</b> If the Custom Scanning Location is not set up to issue hall passes upon sign-out, students do NOT receive a hall pass. See <a href="#">Scanner Settings</a> for more information.</p>

Button	Function
<b>Check Out without Passes</b>	Use the <b>Check Out without Passes</b> button to sign out all currently signed-in students from the location without issuing a hall pass.
<b>Cancel</b>	Press <b>Cancel</b> to exit the Check Out All options and return to the Location Scanner Detail screen.

## Active Students Section

The Active Students section provides users with a more detailed view of students who currently have an active pass for OR are signed into the location. Students can be checked in or checked out of this location from this section.

**Active Students** -

Student	Grade	Status	Duration	Scheduled Course		Change Status
Student, A	09	Checked In: 12:43 PM	2m 18s	Jewelry 2 12:28 PM - 1:10 PM	Teacher, A 47	<input type="button" value="Check Out"/> <input type="button" value="Check Out w/ Custom Pass"/>
Student, B	11	Hall Pass	6m 56s	Chemistry 12:28 PM - 1:10 PM	Teacher, B 56	<input type="button" value="Check In"/>

*Active Students*

## Active Students Section Fields and Functionality

Field	Description
<b>Student</b>	The <b>Student</b> column displays the name of the student with an active pass for, or is signed into, the location.
<b>Grade</b>	The student's <b>Grade</b> level.
<b>Status</b>	In the <b>Status</b> column, users can view the student's current status.
<b>Duration</b>	The <b>Duration</b> column displays the amount of time remaining on the hall pass OR the amount of time the student has been checked into this location.
<b>Scheduled Course</b>	In the <b>Scheduled Course</b> column, users can view the course name, course start/end times, primary course teacher, and room number for which the student is currently scheduled.

Field	Description								
<b>Change Status</b>	Use the Change Status column to: Check In a student, Check Out a student, or Check Out a student with a custom pass.								
	<table border="1"> <thead> <tr> <th>Option</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>Check In</b></td> <td>Press <b>Check In</b> to check in a student to the location.</td> </tr> <tr> <td><b>Check Out</b></td> <td>Press <b>Check Out</b> to check out a student from the location. The student is checked out and issued a default hall pass.</td> </tr> <tr> <td><b>Check Out w/Custom Pass</b></td> <td>Press <b>Check Out w/Custom Pass</b> to issue the student a hall pass upon check out. Users are able to select the appropriate hall pass from a drop-list.</td> </tr> </tbody> </table>	Option	Description	<b>Check In</b>	Press <b>Check In</b> to check in a student to the location.	<b>Check Out</b>	Press <b>Check Out</b> to check out a student from the location. The student is checked out and issued a default hall pass.	<b>Check Out w/Custom Pass</b>	Press <b>Check Out w/Custom Pass</b> to issue the student a hall pass upon check out. Users are able to select the appropriate hall pass from a drop-list.
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<div style="border: 1px solid #add8e6; padding: 5px; background-color: #e6f2ff;"> <p><b>NOTE:</b> Only <b>All Rooms</b> passes are available for selection.</p> </div>									

## Today's History Section

The Today's History Section shows all students who signed in and out at this location today.

Today's History				
Student	Grade	Check In Time	Check Out Time	Exit Hall Pass
Student, B	11	11:43 AM	11:44 AM	Helpdesk
Student, B	11	12:00 PM	12:00 PM	
Student, A	09	11:43 AM	11:44 AM	
Student, A	09	12:00 PM	12:00 PM	Helpdesk

*Today's History*

## Today's History Section Fields and Functionality

Field	Description
<b>Student</b>	The <b>Student</b> column displays the name of the student who has signed into or out of this location.
<b>Grade</b>	The student's <b>Grade</b> level.
<b>Check In Time</b>	The <b>Check In Time</b> column displays the time at which the student checked in at the location.

Field	Description
<b>Check Out Time</b>	The <b>Check Out Time</b> column displays the time at which the student checked out of the location.
<b>Exit Hall Pass</b>	<p>The <b>Exit Hall Pass</b> displays the hall pass issued to the student upon Check Out. If a pass was not issued to the student, this field remains blank.</p> <p><b>NOTE:</b> If a student is issued a hall pass at check-out and ends it within one minute of starting, it does not appear in the grid.</p>