



Volunteer Delayed Sign In and Sign Out

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Title

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Knowledge Article Detail

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Note:

This feature is not visible at the All Buildings level.

If you are unable to sign in or sign out due to equipment issues or internet connection issues, you can use the *Delayed Entry* feature to manually enter the sign-in and sign-out date and time. This feature allows users to record the actual sign-in and sign-out time but the entry is delayed until the system is available.

Perform the following steps to use the Delayed Entry feature:

1. Select the school from the Building Selector (you must select a specific building to use the delayed entry feature).
2. From the navigation menu, select **Modules > Volunteers** and click the **Delayed Entry** tab.
3. If the person has previously been scanned into Raptor, enter their **First Name** or **Last Name** in the text field, click **Find**.



The screenshot shows the 'Volunteers' interface with the 'Delayed Entry' tab selected. A search field contains 'mary black' and a 'Find' button. Below, the 'Search Results' table shows one entry for Mary Black.

Select	First Name	Last Name ↑	Date Of Birth	ID Number
▶	Mary	Black	09/21/1963	****T24A

4. Click the ▶ icon to select the volunteer's name in search results and expand the workspace.

The screenshot shows the expanded workspace for the Delayed Entry feature. It includes fields for 'Sign-In Date/Time', 'Sign-Out Date/Time', 'Function', and 'Organization', along with a 'Notes' field and 'Submit' and 'Cancel' buttons.

5. Enter the following information (asterisk * indicates a required field):

- **Sign-In Date/Time*** – Click the icon to select the date and then click the  icon to select the time that the person signed in.
- **Sign-Out Date/Time** – If the system was still down when the person signed out, click the icon to select the date and then click the  icon to select the time that the person signed out.

Note:

The **Sign-In Date** and **Sign-Out Date** must be the same date.

- **Function*** – From the drop-down list, select the reason the volunteer is signing in.
- **Organization** – From the drop-down list, select the organization associated with the volunteer. This field is required if the *Require Sign-In Organization* setting is enabled (disabled by default).
- **Notes** – Optionally, enter notes that describe the event.

6. Click **Submit**. A *Delayed Entry Successful* message displays in the lower right corner of the screen.

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