Electronic Sign In

Why use electronic sign in?

- Eliminates the need to produce paper based sign in and out sheets

- Automatically populates the HubWorks! Attendance page

- This is a tablet based solution and can be used on any handheld device or computer

- Electronic sign in and out meets the needs of having the exact attendance times as required from January 2019

How does it work?

- One staff member will sign in using the unique login

- Parents will now see the screen where they can put in their phone number and pin code - the first time they use Electronic Sign In the person will be required to confirm their phone number.

- They will select sign in and press save (repeat for sign out at the end of the day)

- Anyone that is on the child's enrolment form with authority to collect the child can use their phone number to sign in or out the child

What does Electronic Sign In look like?
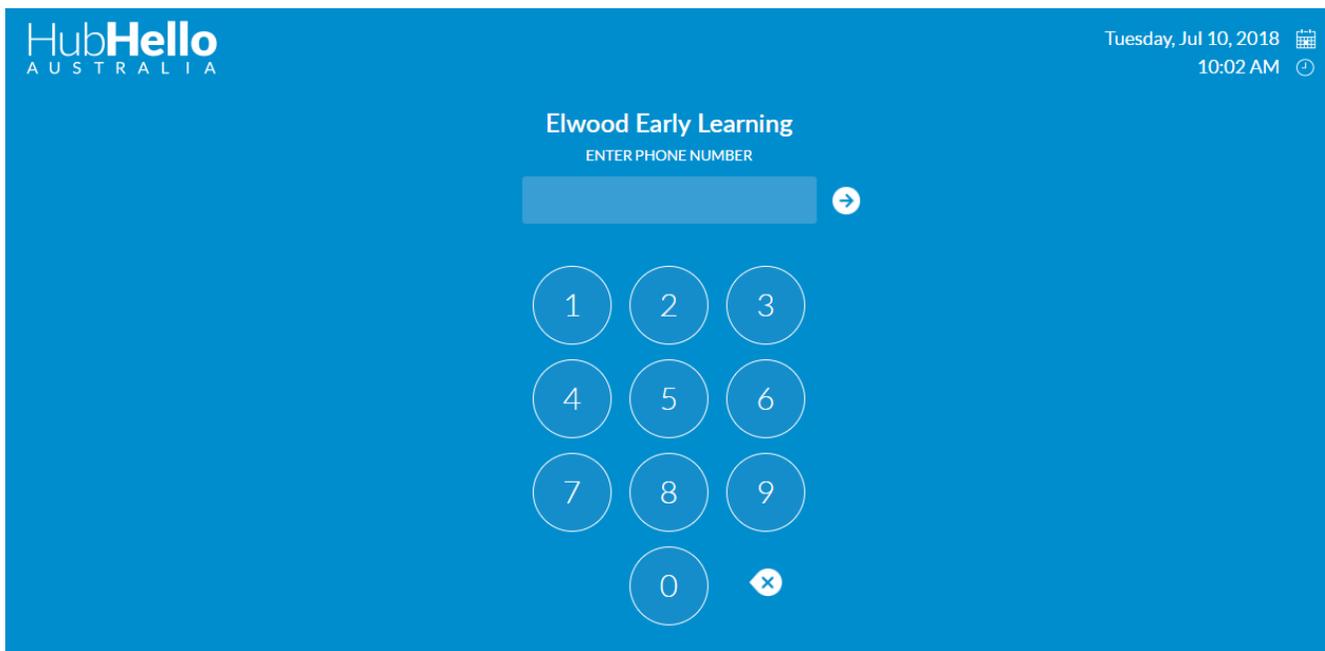
The person using the electronic sign in with put their phone number in

Put in their pin number

HubHello
A U S T R A L I A

Tuesday, Jul 10, 2018
10:03 AM

Hi, David Salajan!
ENTER PIN CODE

○ ○ ○ ○

1 2 3

4 5 6

7 8 9

0 ✕

Forgot PIN Code?
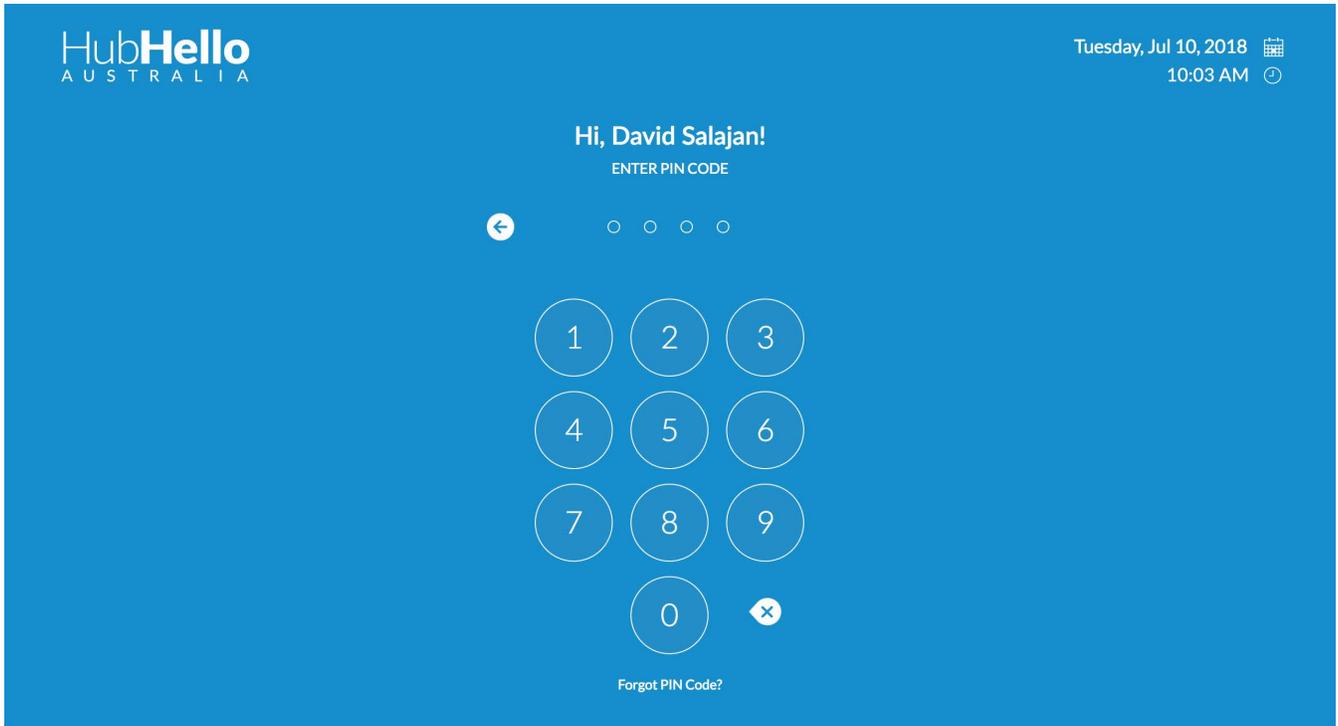
Select sign in or out depending on what you are needing and save

HubHello
A U S T R A L I A

Tuesday, Jul 10, 2018
10:04 AM

Hi, David Salajan!

Elwood Early Learning

Clara Salajan	
SIGN IN	ABSENT

CANCEL

SAVE
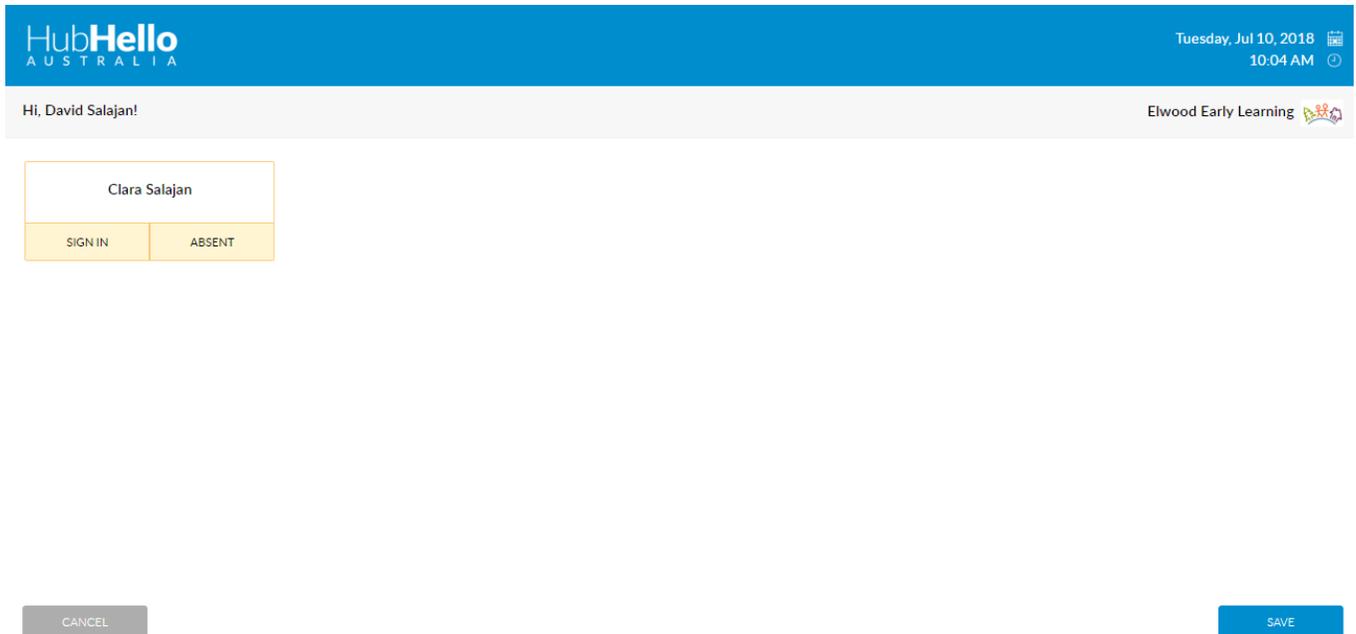
If the person forgets to sign out they will be prompted to confirm the time next time they sign in.
If the child is absent they will confirm this the next time they sign in

Go to the attendance page on HubWorks!

You will see that when a child is signed in there will be an arrow appear, this shows that the child was electronically signed in.

When signed out you will see that the second arrow appears showing that the child was electronically signed out