PeopleTrack

User Guide

This brief slideshow will guide you through the basic features and everyday use of the **PeopleTrack** software. By the end, you'll know how to navigate the program and plan your setup.

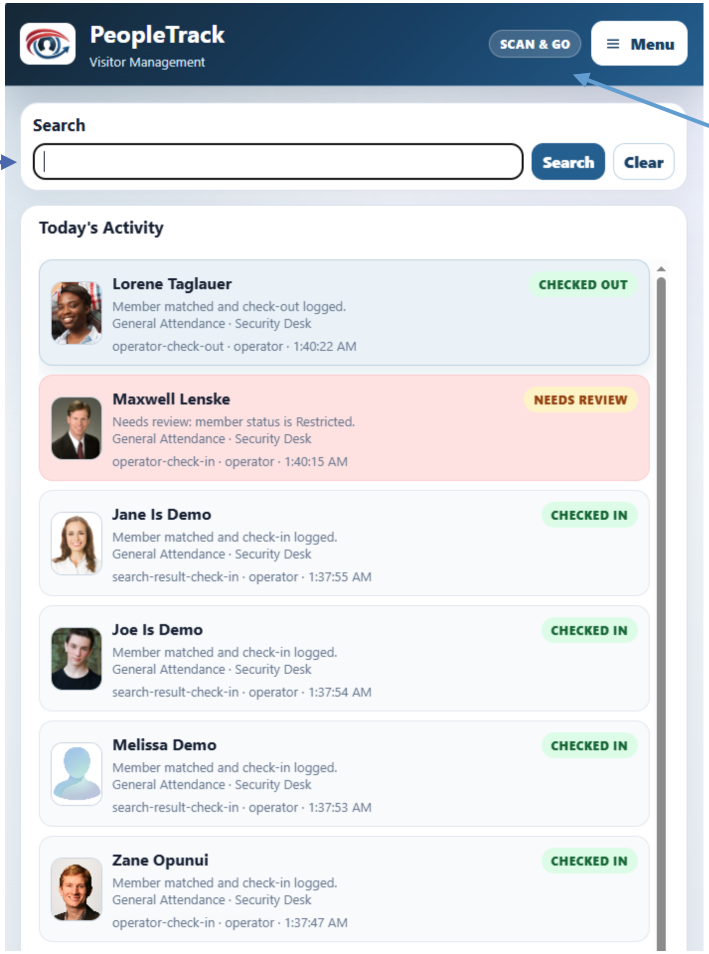
PeopleTrack

Enrollments & Registrations

There are several ways to register new people, and you do not need to choose every method up front. You can start by entering profiles manually or importing a spreadsheet, then add more registration methods later.

Scan & Go

The **Search Bar** finds the scanned in entries and lets you manually search for profiles by System ID, Custom ID, name, partial spellings, and email address.



There are three tracking modes: **Operator**, **Self Check-In**, and **Scan & Go**. Click the **Tracking Mode** button to switch between them.

Scan & Go is designed for quickly scanning recognized IDs and automatically tracking existing members, without creating new member profiles.

Self Check-In

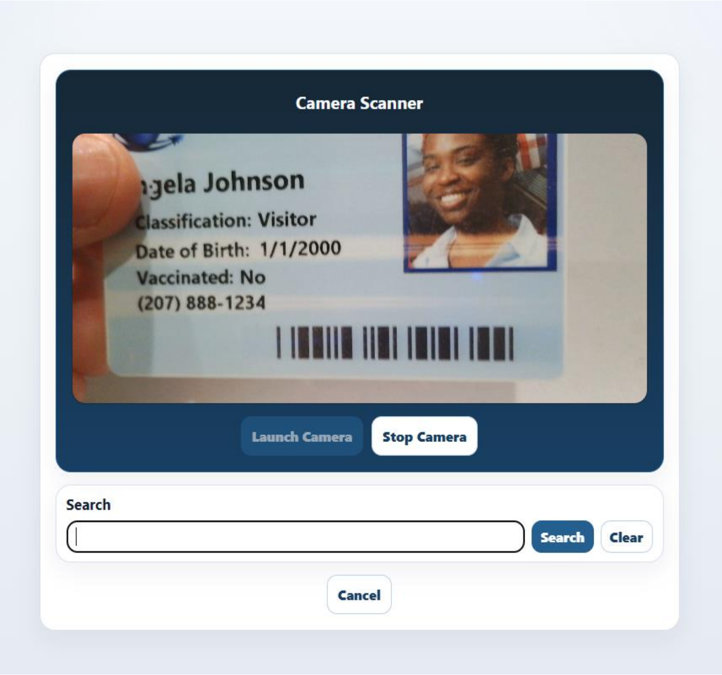
Choose an option to continue.

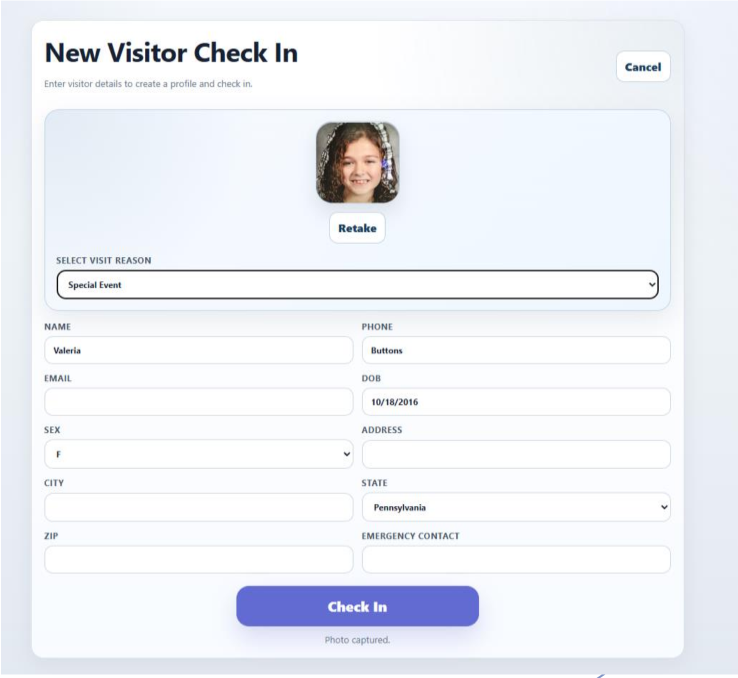
Existing members scan their ID using a webcam, barcode scanner, or any compatible input device.

Scan ID

Sign Up

New visitors can scan their driver's license or enter their information manually to check themselves in.





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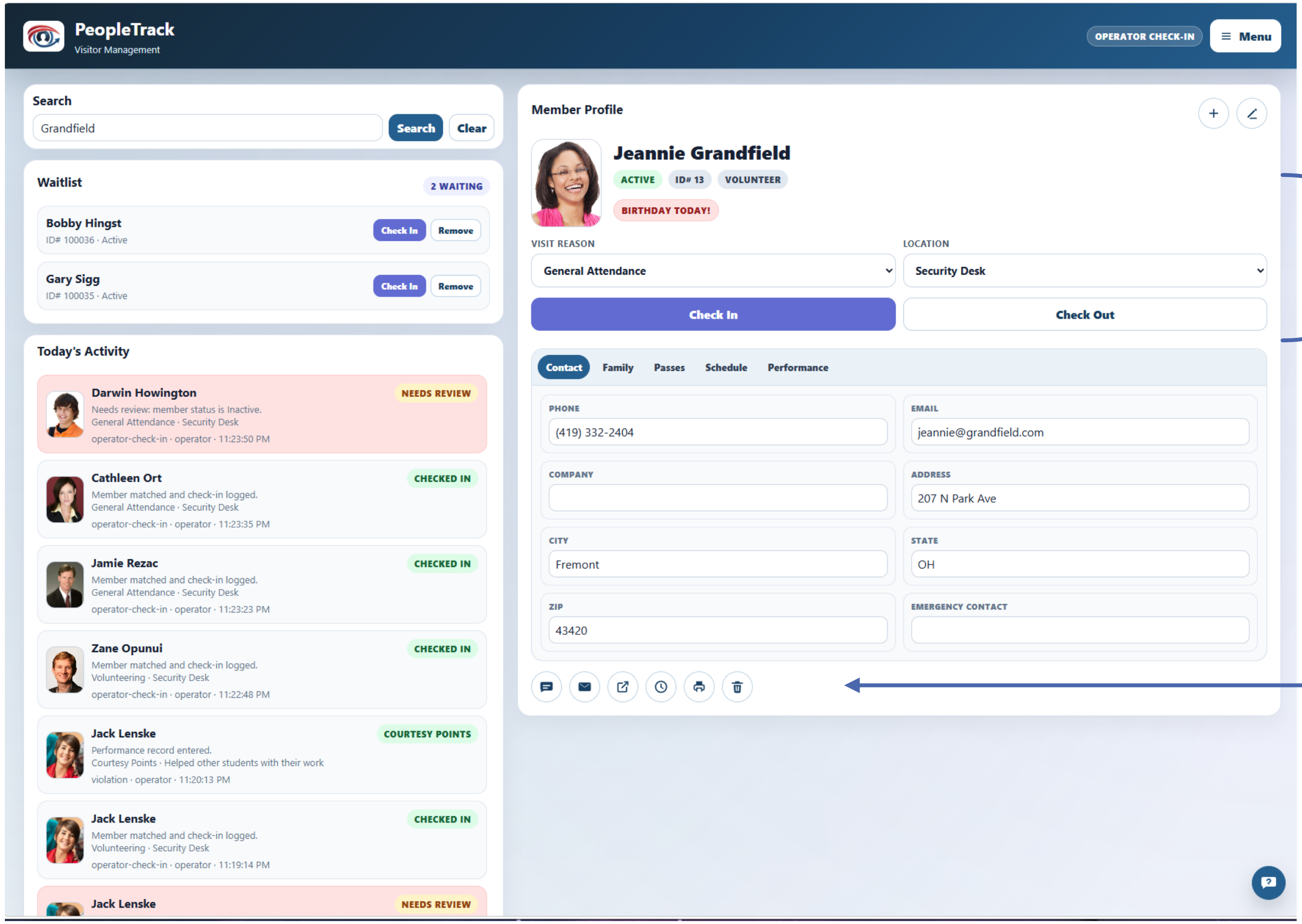
Operator Check-In



View alerts, log visit details, and check the person in/out. Dropdowns can be modified in the Settings—Labels menu

Use the **Action Buttons** menu to text, email, or print IDs; add admin notes; add the person to the queue; or delete the profile.

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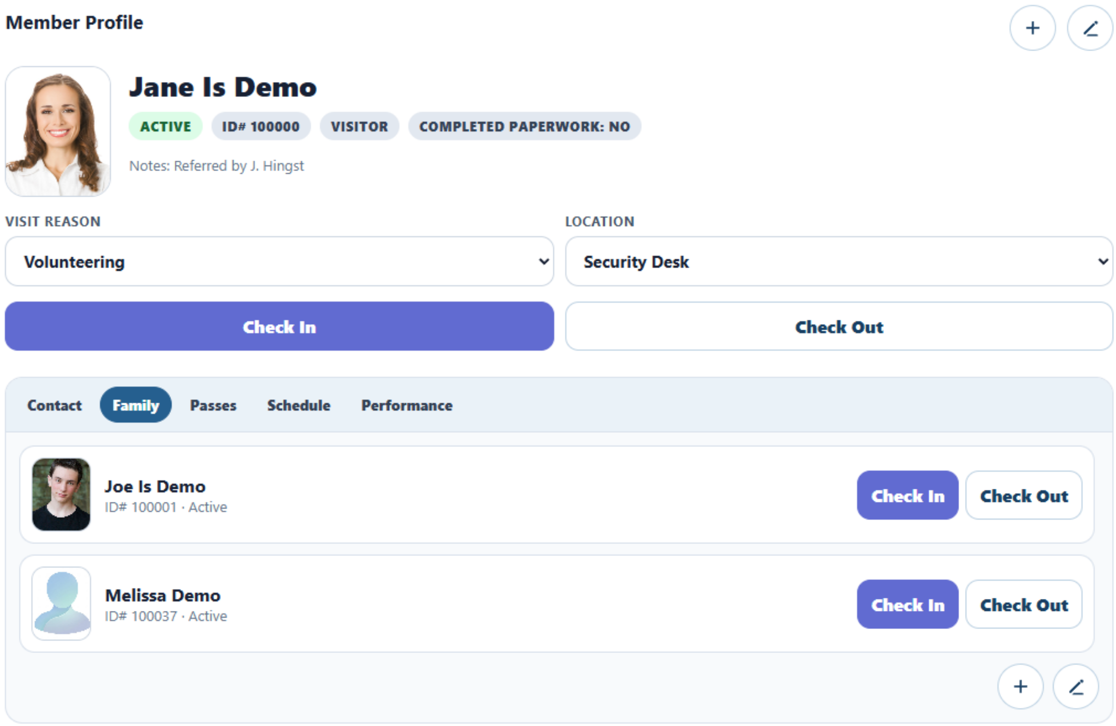
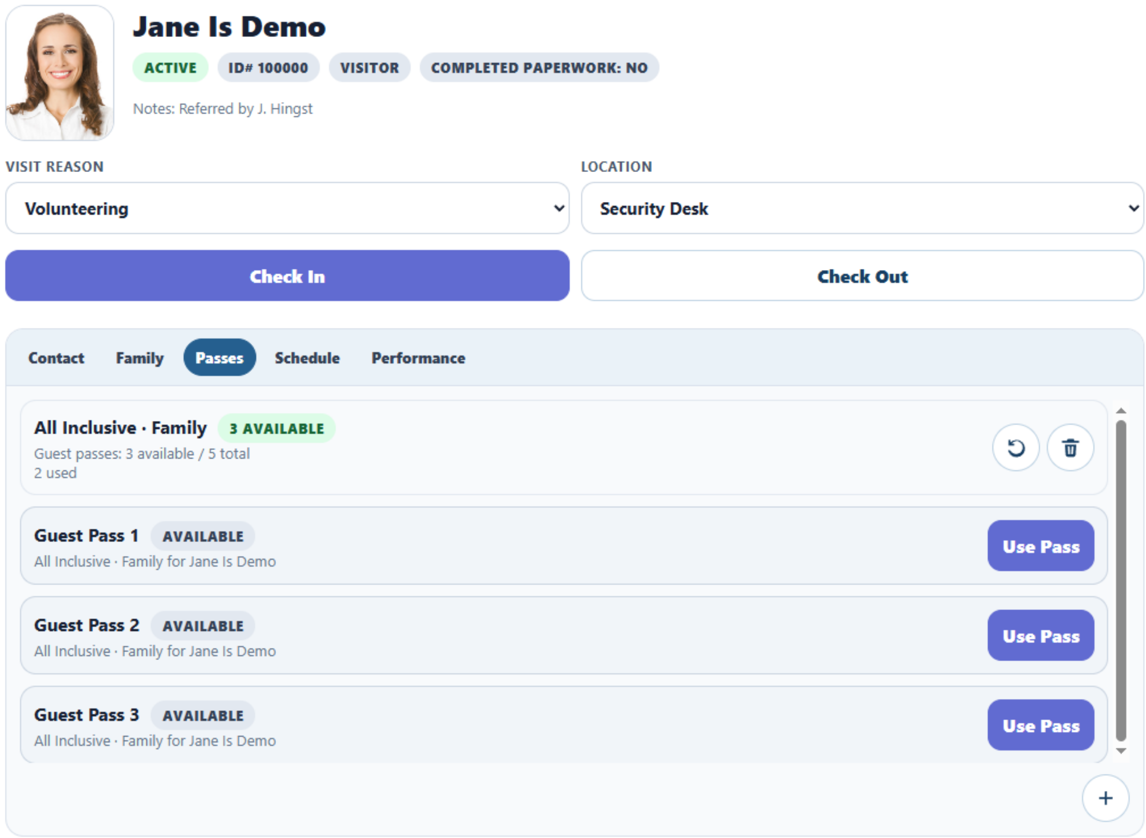
Member Profile - Family



Manually create a new profile or edit the person currently on the screen.

Use the **Family Menu** to check families in or out, add new family members, or remove existing ones.

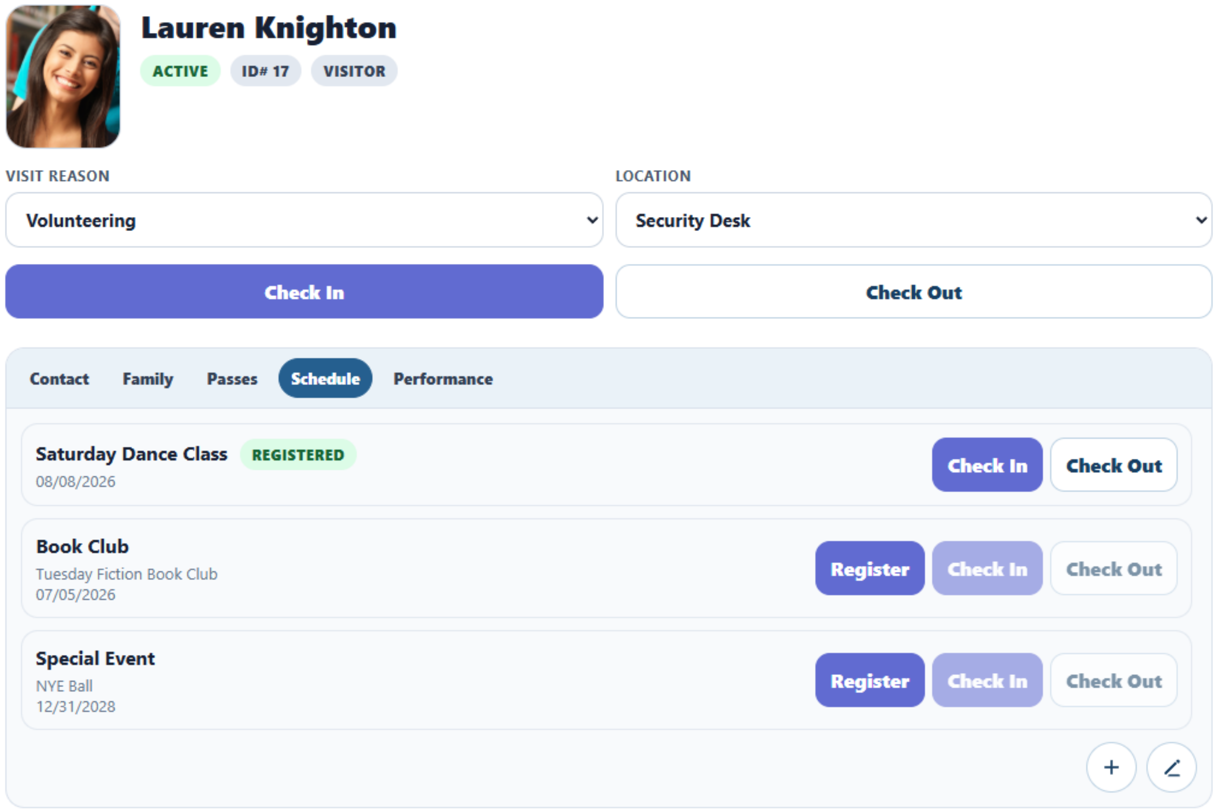
Member Profile - Passes



The Pass Categories and Types can be modified in the Settings-Labels menu.

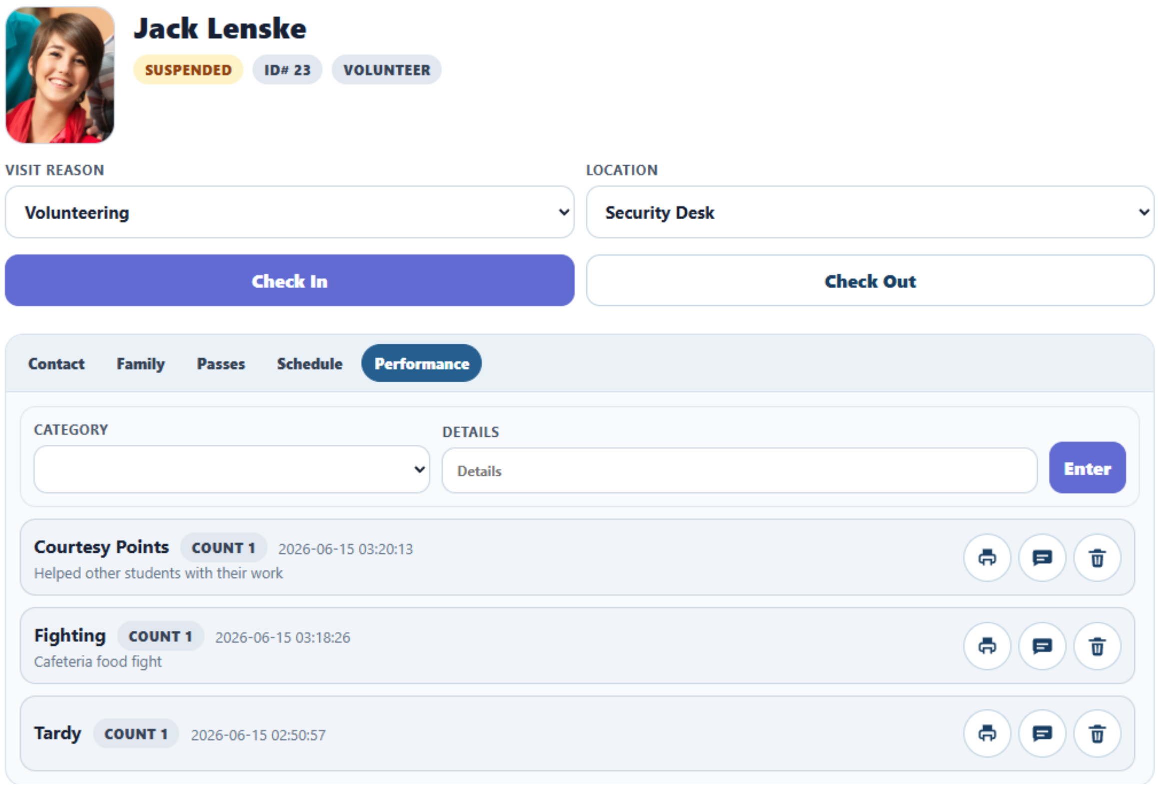
Use the **Passes Menu** to add individual or shared passes, apply a guest pass, or reset the passes available on a membership.

Member Profile - Schedule



Use the **Schedule** to create events, register for existing events, or check in and out of exclusive events.

Member Profile - Performance



Use the **Performance** menu to enter and track behavioral incidents, tardies, points, and other notes. You can also print or text tickets to parents and log additional details.

Each category has its own count. Categories can be modified in the Settings—Labels menu.

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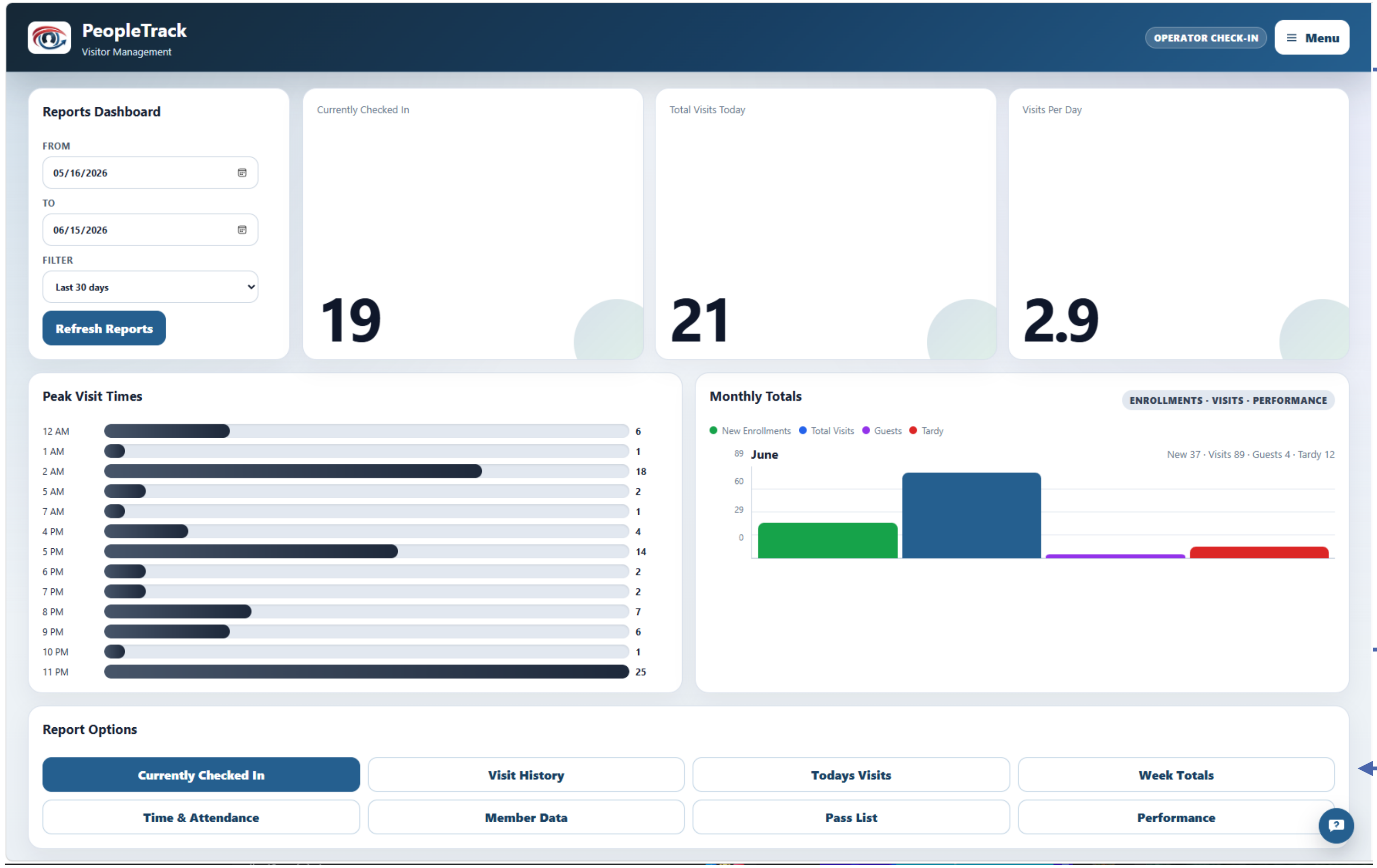
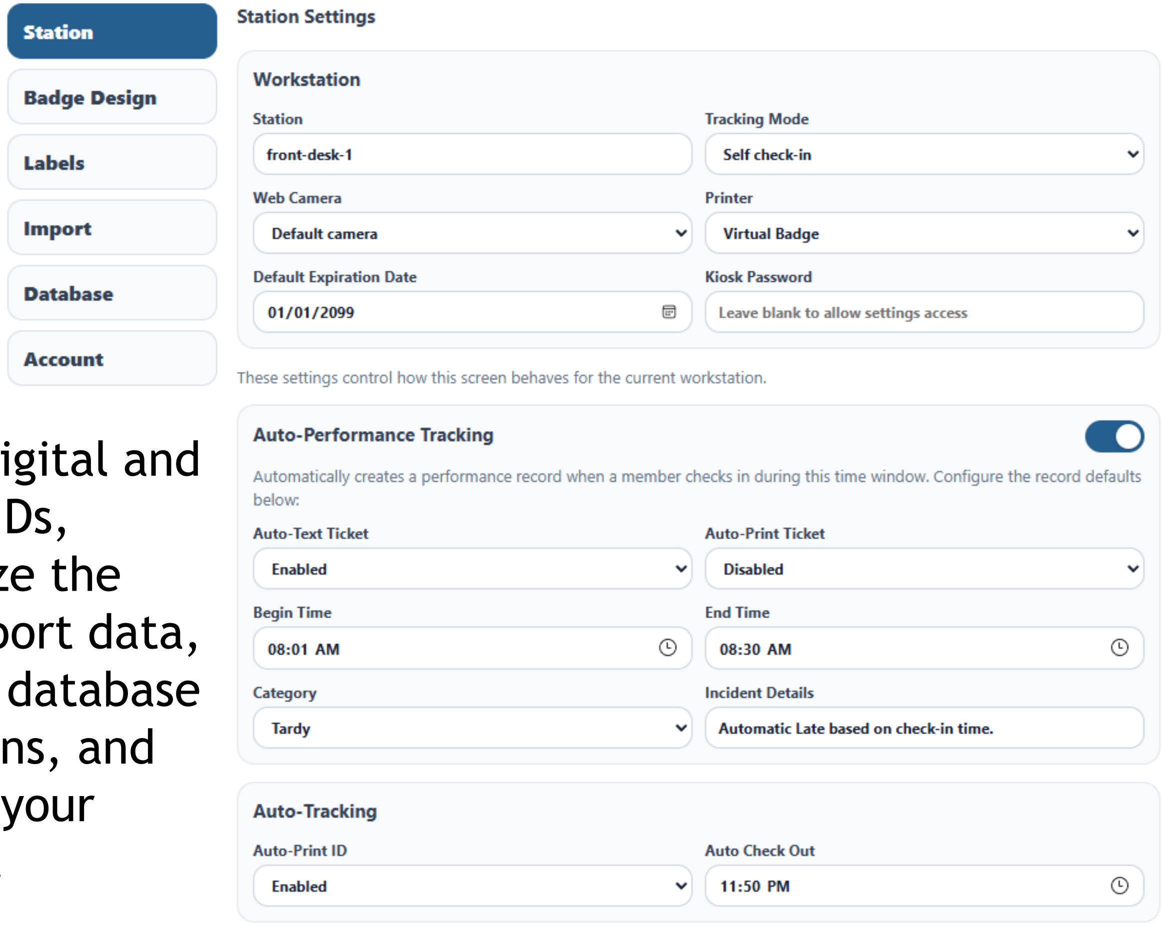
Reports Dashboard



View current attendance, peak times, and daily or monthly totals on the **Reports** Dashboard.

Select the desired report from **Report Options** to view and explore the report choices and data filters.

The Settings Menu



In **Workstation Settings**, you can set a kiosk password to lock the app to a single screen, such as **Self Check-In**.

Design digital and printed IDs, customize the app, import data, perform database operations, and manage your account.

Configure your station's automation settings.