



## Department of Conservation

# Check-In/Check-Out Application

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User Manual

**Version 1.0**

**04/30/2024**

**Revision History**

<b>Date</b>	<b>Revision</b>	<b>Description</b>	<b>Author</b>
04/30/2024	0.0	Template	Sujit Smile
04/30/2024	1.0	Initial Version	Navdeep Dhaliwal
05/03/2024	1.0	Review and approval	Wendy Weaver

# 1. Introduction

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This User Manual provides step-by-step instructions for Department of Conservation (DOC) Staff and visitors to effectively use the Check-In/Check-Out Application.

## 1.1. Overview

The Check-In/Check-Out Application provides a mechanism to ensure DOC floor wardens and emergency personnel have an accurate accounting for both staff and visitors that are in DOC offices should an emergency arise and evacuation be required.

This information is only used in the event of an emergency and allows DOC floor wardens or management to inform Emergency Responders that someone is unaccounted for and therefore may still be in an impacted building.

Data entered each day is automatically removed at the end of each calendar day.

# 2. Getting Started

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## 2.1. Where to find Check-In/Check-Out tools

Tablets will be made available for use in the reception area of each DOC office. These devices should not be removed from these area's except by designated personnel in the event of an emergency evacuation.

A QR code will be posted in various locations throughout DOC office space to enable mobile phone check-in/check-out functionality.

## 2.2. Accessing the System

This application can be accessed by the following setup.

- Direct application access via the tablets installed in office reception areas
- Scanning a QR code with a mobile phone

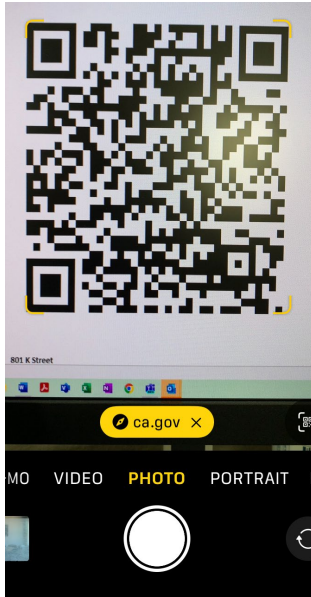
Upon entering any DOC location or field office, locate the tablet or QR that is posted for your convenience. These will most often be stationed in or around reception desks and elevators.

If using the provided tablet, please tap the screen to begin.

If using the QR code with a mobile phone, please open the camera application, point the camera at the QR code and watch for a link to appear that says "ca.gov".

Click the link to be taken to a web enabled version of the Check-In/Check-Out Application.

**\*\* Note:** The web page can be bookmarked for future use. Doing so will allow staff to use the application without having to scan the QR code again.



### 3. Using the System

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The following sub-sections provide detailed, step-by-step instructions on how to use the various functions or features of the Check-In/Check-Out Application.

#### 3.1. DOC Staff Check-IN Process

Step 1: To check in, please click the “Check in” button on the main page.

**Headquarters** 



California  
**Department of Conservation**

Date	Time
4/29/2024	11:17 AM

[Check In](#) [Check Out](#)

Step 2: DOC Staff should select the “Department of Conservation Staff” option and enter first and last name.

## Headquarters



### Check In

<b>Date</b>	<b>Time</b>
4/29/2024	11:20 AM
<b>Affiliation</b>	
<input checked="" type="radio"/> Department of Conservation Staff	
<input type="radio"/> Others	
<b>Full Name</b>	
<input type="text"/>	
<b>Phone Number</b>	
<input type="text"/>	
<b>Division</b>	
<input type="text"/>	
<b>Program/Unit</b>	
<input type="text"/>	

Step 3: As a name is entered, the application will use Smart Search technology to attempt to match the characters being typed against the list of active DOC employees.

**\*\* Note:** In order for the Smart Search auto populate feature to work, staff must enter the name associated to their official DOC login account (ex. Michael Smith, not Mike Smith)

Step 4: Select your name from the list. This selection will auto populate the phone number, division, and Program/Unit details.

Step 5: If your name does to not appear on the list or all information does not auto populate, do the following:

- Validate the name entered is the official name associated to the DOC login account
- Validate both first and last name are spelled correctly
- Staff can enter this information manually in order to check-in for the day
- If the issue persists, contact the Service Desk for assistance

Step 6: Click “Submit” and exit the application.

### 3.2. Visitor Check-In Process:

Step 1: To check in, please click the “Check in” button on the main page.



Date	Time
4/29/2024	11:17 AM

Step 2: Select the “Other” option and then enter the following information:

1. First Name (Mandated)
2. Last Name (Mandated)
3. Phone Number (Mandated)
4. Email Address (Optional)
5. Reason (Optional)

The screenshot shows a 'Check In' form with the following fields and error messages:

- Date:** 4/30/2024
- Time:** 4:32 PM
- Affiliation:**
  - Department of Conservation Staff
  - Others
- First Name:** [Empty field] - Error: "The First Name field is required."
- Last Name:** [Empty field] - Error: "The Last Name field is required."
- Phone Number:** [Empty field] - Error: "The Phone Number field is required."
- Email Address:** [Empty field]
- Reason for Visit:** [Empty field]

A "Submit" button is located at the bottom left of the form.

Step 8: Click “Submit” and exit the application.

## 4. Check OUT Process

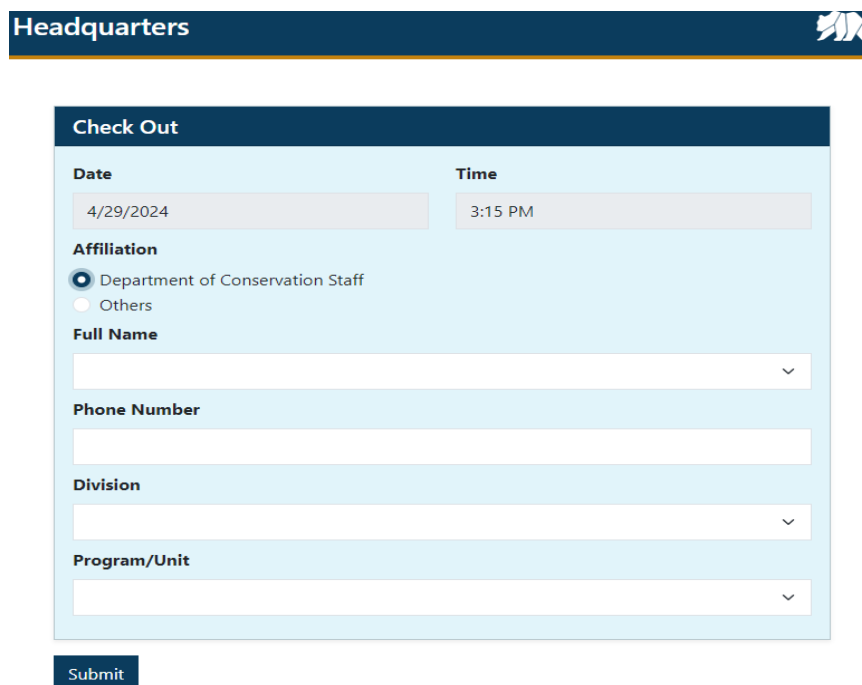
Step 1: Click the “Check Out” button on the main page.



The screenshot shows a dark blue header bar with the text "Headquarters" on the left and a white icon of a person on the right. Below the header is the California Department of Conservation logo, which includes a stylized mountain and tree icon and the text "California Department of Conservation". Below the logo is a light blue box containing two columns: "Date" with the value "4/29/2024" and "Time" with the value "11:17 AM". At the bottom of the box are two dark blue buttons: "Check In" and "Check Out".

Step 2: DOC Staff should select the “Department of Conservation Staff” option and enter first and last name.

Visitors should select the “Other” option and enter first and last name.



The screenshot shows a dark blue header bar with the text "Headquarters" on the left and a white icon of a person on the right. Below the header is a light blue form titled "Check Out". The form has two columns: "Date" with the value "4/29/2024" and "Time" with the value "3:15 PM". Below these are two radio buttons for "Affiliation": "Department of Conservation Staff" (selected) and "Others". Below the radio buttons are four dropdown menus: "Full Name", "Phone Number", "Division", and "Program/Unit". At the bottom of the form is a dark blue button labeled "Submit".

Step 3: As a name is entered, the application will attempt to match the characters being typed against those checked-in for the day, therefore, you must enter the same name used during the check-in process.

Step 4: Select your name from the list that is provide. This selection will auto populate the remaining details.

Step 5: If your name does not appear on the generated list please validate the spelling entered. If your name still does not appear, you can manually enter this information.

Step 6: Click “Submit” and exit the application.

## 5. Support

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For questions or issue related to the Check-In/Check-Out Application, please contact the DOC Service Desk as follows:

Email: [ServiceDeskMail@conservation.ca.gov](mailto:ServiceDeskMail@conservation.ca.gov)

Phone: 916-327-6260