

# simon

web based solutions for schools

Kiosk

Integration for external vendor



# Contents

- 1 Enable Module
- 2 Configure Kiosk Absence Reasons

# 1

## Enable The Kiosk Overview



Enabling the SIMON Kiosk allows the vendor to use Leave Pass or Late to School Work Flows

- 1) Navigate to **School Administration – Student – Kiosk**
- 2) Select **Student Kiosk**
- 3) Enable the **Late To School Pass** for the year levels.
  - 1) If Students are able to sign out via the kiosk enable **Leave Passes**
- 4) **See Video for more detail**

	Check In/Out	Generate Student Booklist	Late to School Pass	Leave Pass
Grade 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year 8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year 9	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year 11	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year 12	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	Check In/Out	Generate Student Booklist	Late to School Pass	Leave Pass
Grade 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year 8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year 9	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year 11	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year 12	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 2

# Configure Kiosk Attendance Reasons Overview



Schools are able to select the reason for absence that the Kiosk Integration can use

- 1) Navigate to **Student Attendance – Maintenance – Configuration – Absence Reasons**
- 2) Locate the reason – Under Action Edit tick **Use in Kiosk**
- 3) See Video for more detail
- 4) **KIOSK PASSES MUST BE LATE TO SCHOOL AND/OR LEAVE PASS**