

## Check-In Feature - Requirements

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The Check-In feature allows Career Service Offices to quickly and accurately track attendance for Workshops, Mock Interviews, OCR, Company Events, and Advising Appointments through GradLeaders Career Center. This article will provide instructions on the required configuration / hardware devices for this feature. Before requesting this feature, be sure all requirements are met. **Minimum System Requirements (for PC version only):** Intel 2.0 GHZ dual-core processor or equivalent 2GB of RAM 1024 x 768 Screen Resolution Microsoft Windows 7/8/8.1/10 Microsoft .NET Framework v4.5 **Supported Card Readers** The Check-in feature supports any barcode or magnetic strip reader capable of operating in keyboard emulation mode. Please reference the technical information for your reader on how to setup for this mode of operation. **Supported Nametag Printers** [DYMO LabelWriter 450](#) Click [Here](#) to download the DYMO app for DYMO LabelTM Software v8.5.1, Windows version. SKU: 1752264 **School Configuration Steps** **Required:** The following are required configurations necessary to use the Check-in feature. Please speak submit a support ticket ([support@gradleaders.com](mailto:support@gradleaders.com)) in order to determine if any changes will be necessary: Company Event, Workshop, Mock Interview and Advising Appointment should be "Default Attended" = No. Define which admin users should have access to the "Check-in" Sections through Manage Users Provide GradLeaders Career Center with a candidate import file including the ID that will be used for attendance tracking, if not already uploaded in GradLeaders Career Center. Determine which track and positions the ID is stored on the student ID card (Example: Track 2, positions 6-18) **For Nametag Printers -** If you have the supported printer, download the drivers from [here](#). Once you have downloaded the drivers for the printer, the Check-in program will automatically detect the printer when you run the "CheckIn.exe". **Note:** If you do not have the drivers for the printer, "Enable Nametag Printing" will be unselectable along with the other 2 nametag options on the Check-in program.

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