



ARISE Attendance Mobile Application

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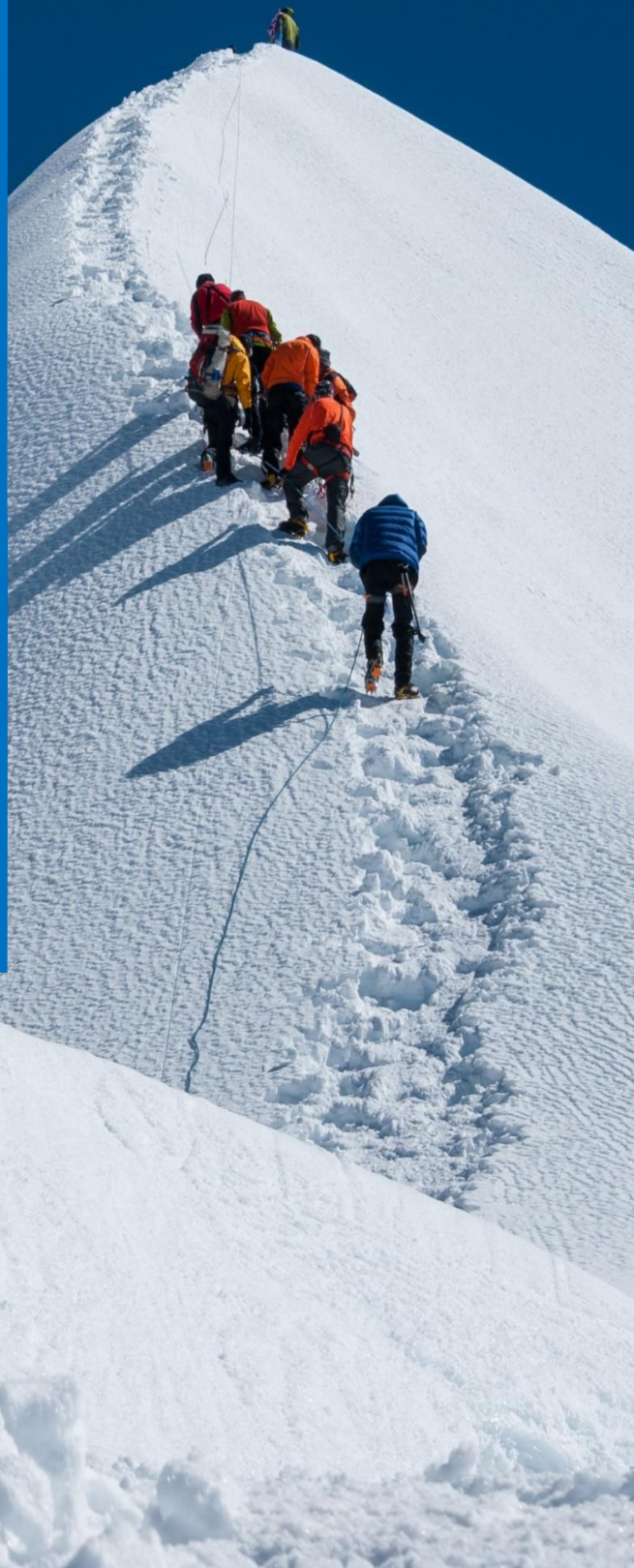


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1. INTRODUCTION

The Alabama Department of Human Resources has implemented Arise, a new childcare management system. With this system, every family that wishes to have their children enrolled for state childcare subsidies must register on the Arise Family Portal and then proceed to apply for childcare subsidy. Once their applications have been approved, their children will be enrolled in subsidized childcare facilities.

Following enrolment, each child's attendance must be accurately tracked and logged. There are several ways to track attendance, one of which is using the Arise Attendance Mobile Application. Families eligible to receive subsidies will be able to use the Arise Attendance App to check in and out of a childcare facility once their children have been enrolled in the same. This attendance information is then tracked as required.

2. ACCESSING THE ARISE ATTENDANCE APPLICATION

The Arise Attendance app may be downloaded onto personal mobile devices just like any other application. Once downloaded, users will be able to log into the app using their registered credentials.

To download the app, users may:

1. Access the Play Store/ App Store
2. Identify and download the "Arise Attendance Application"

Alternatively, users may also use the following links to access and download the Arise Attendance Application:

1. Play Store - <https://play.google.com/store/apps/details?id=com.citi.Attendance>
2. App Store - <https://apps.apple.com/us/app/arise-attendance-alabama/id1634402113>

3. REGISTERING ON THE ARISE ATTENDANCE APPLICATION

Family users will be able to use the same credentials as their Arise Family Portal credentials, to log into to Arise Attendance Application. Users will not be required to register or create new credentials solely for the attendance application.

4. USING THE ARISE ATTENDANCE APPLICATION

4.1 How to log in to the Arise Attendance Application?

To log into the Arise Attendance Application, users must perform the following steps:

1. Download the Arise Attendance Application onto a mobile device

2. Open the application to view the following log in screen:

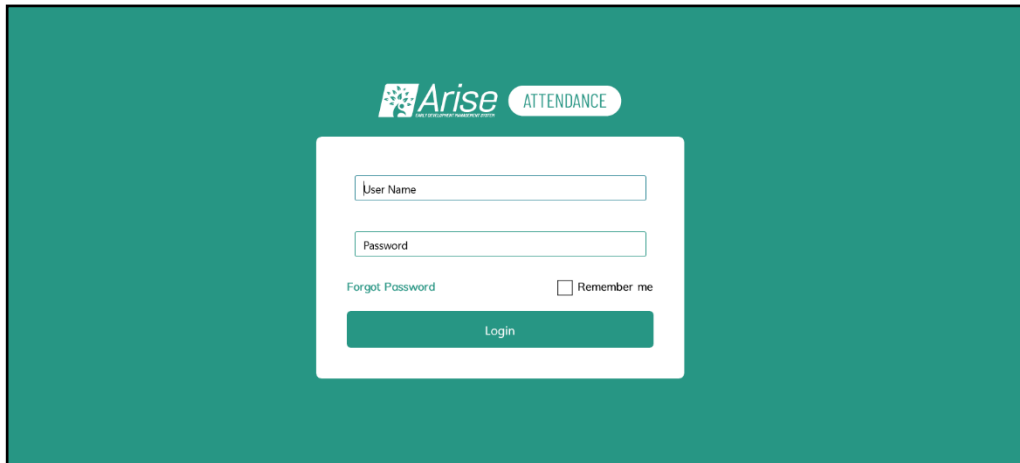
The image shows a login screen for the 'Arise ATTENDANCE' application. It features a teal background. At the top center is the 'Arise' logo with the tagline 'THE CHILDREN'S FUTURE IS OUR BUSINESS' and the word 'ATTENDANCE' in a white pill-shaped button. Below this is a white login form with two input fields: 'User Name' and 'Password'. Under the 'Password' field, there is a link for 'Forgot Password' and a checkbox labeled 'Remember me'. At the bottom of the form is a green 'Login' button.

Figure 1: Login Screen

On this screen, users can log in by:

1. Entering the same credentials (the email id and password) that they used to register on the Arise Family Portal
2. Clicking on the 'Login' button

4.2 How to Check-in to a Childcare Facility using the Arise Attendance Application?

Using the Arise Attendance Application, family users will be able to check into a childcare facility when dropping their child off at the facility for the prescribed duration.

To check into a facility, users may perform the following actions:

1. Logging into the application using their registered credentials (as described above) will automatically take users to the Roll Call Management screen, as follows:

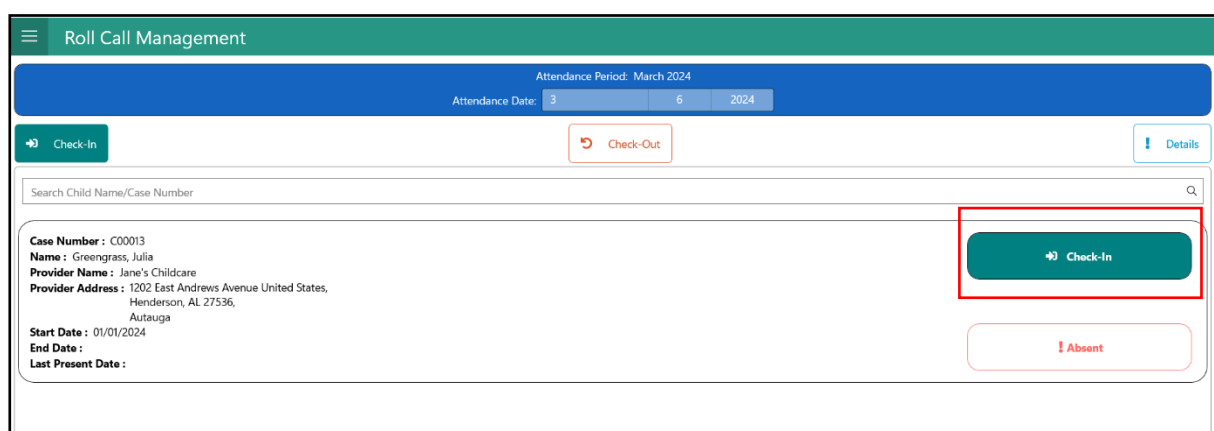
The image shows the 'Roll Call Management' screen. At the top is a teal header with a menu icon and the text 'Roll Call Management'. Below this is a blue bar with 'Attendance Period: March 2024' and 'Attendance Date: 3 6 2024'. There are two buttons: a green 'Check-In' button with a plus icon and an orange 'Check-Out' button with a minus icon. On the right is a 'Details' link. Below these is a search bar labeled 'Search Child Name/Case Number'. A card displays child information: 'Case Number: C00013', 'Name: Greengrass, Julia', 'Provider Name: Jane's Childcare', 'Provider Address: 1202 East Andrews Avenue United States, Henderson, AL 27536, Autauga', 'Start Date: 01/01/2024', 'End Date:', and 'Last Present Date:'. To the right of the card is a green 'Check-In' button with a plus icon, which is highlighted with a red rectangle. Below it is an orange 'Absent' button with an exclamation mark icon.

Figure 2: Roll Call Management Screen

On this screen, family users will be able to check into the facility and thus mark attendance.

To mark attendance:

1. Click on the check-in button on the right for the following pop-up to appear:

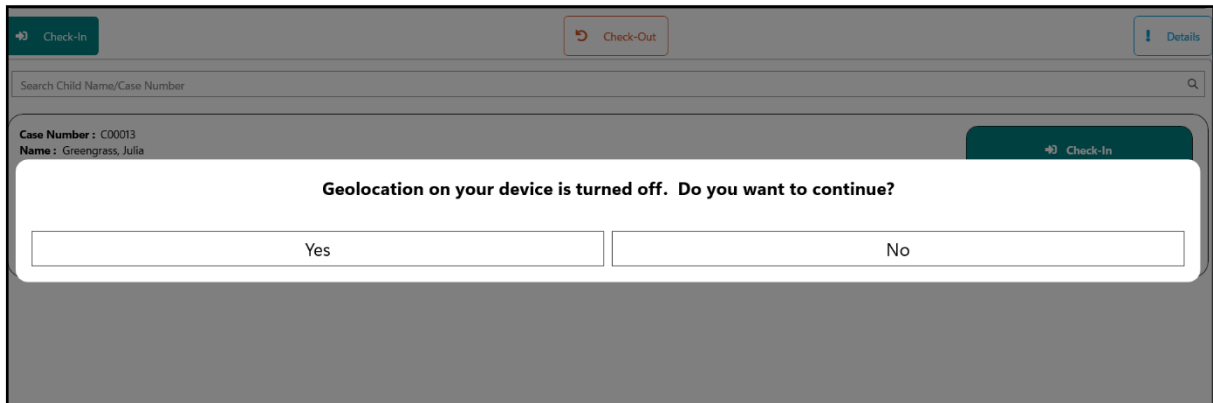


Figure 3: Geo-location confirmation pop-up

2. Click on 'Yes' to proceed OR turn on the device's geolocation settings, if preferred, to proceed without this pop-up
3. Clicking on 'Yes' will activate the camera scanner on the mobile device
4. Using the camera scanner, the user will need to scan the QR code provided by the childcare facility to confirm their child's attendance
5. Once the QR code has been scanned, the child's attendance will be automatically recorded

4.3 How to Check-out of a Childcare Facility using the Arise Attendance Application?

At the end of the day or the prescribed set of hours, users will be able to use the Arise Attendance Application to check out of the childcare facility.

To check out, users may perform the following actions:

1. Log into the Arise Attendance App to access the Roll Call Management Screen, as follows:

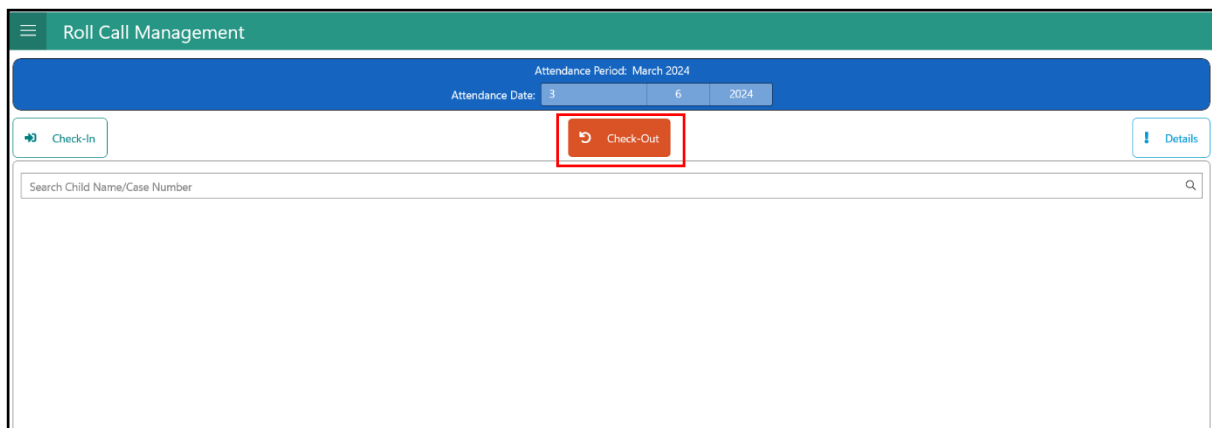


Figure 4: Check-out screen

2. Click on the 'check-out' button towards the top of the screen to be directed to the next screen as follows:

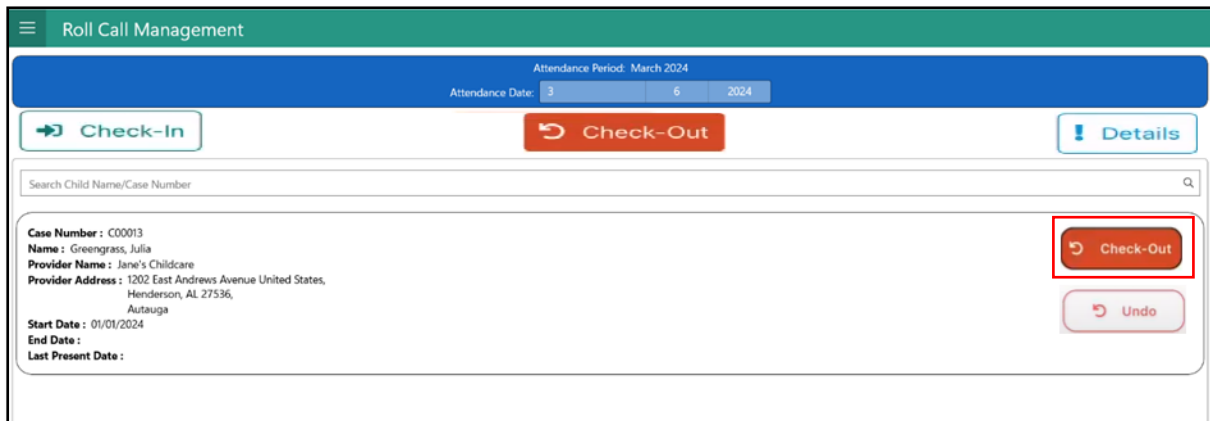


Figure 5: Check-out button

On this screen:

1. Click on the check-out button on the right side of the screen for the app to activate the camera scanner on the mobile device
2. Using the camera scanner, the user will need to scan the QR code provided by the childcare facility to confirm that they are checking their child out of the facility
3. Once the QR code has been scanned, the child will be checked out of the facility and their attendance will have been recorded automatically

4.4 How to Mark a Child Absent using the Arise Attendance Application?

In addition to checking in or out of a childcare facility, the Arise Attendance Application also enables family users to mark their children absent on the days that they will not be present at the childcare facility.

To mark their child absent, users may perform the following steps:

1. Logging into the application using their registered credentials (as described earlier) will automatically take users to the Roll Call Management screen, as follows:

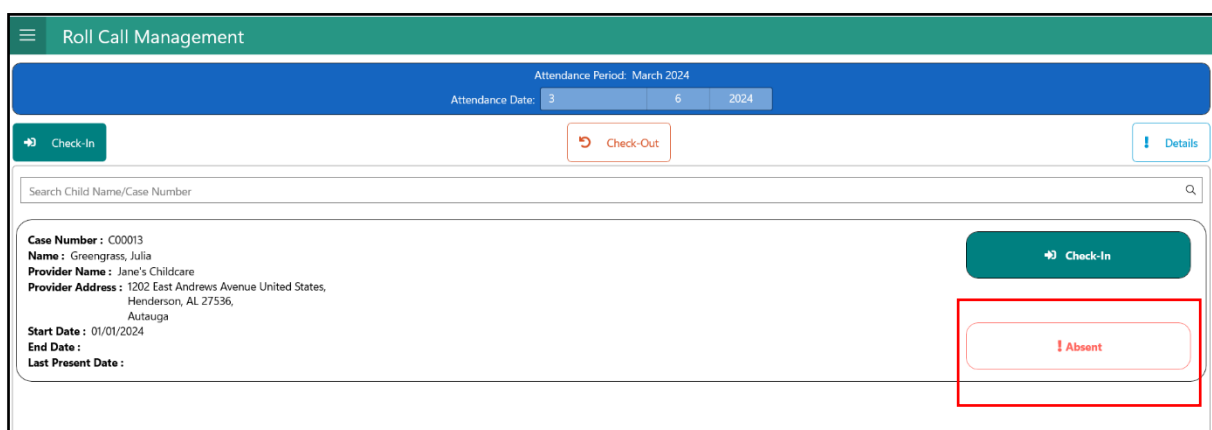


Figure 6: Roll Call Management Screen

To proceed:

1. Click on the 'Absent' button on the right, in case the child will not be attending the childcare facility on any particular day
2. A pop-up will appear asking the user to confirm their child's absence – Click on 'OK' to confirm the same

4.5 How to view Attendance Details using the Arise Attendance Application?

The Arise Attendance Application allows family users to view attendance history and attendance details specific to their child. Using the application, users will be able to view past attendance details for the timeframe of their choosing.

To view attendance details, users may perform the following actions:

1. Log into the Arise Attendance App to access the Roll Call Management Screen, as follows:

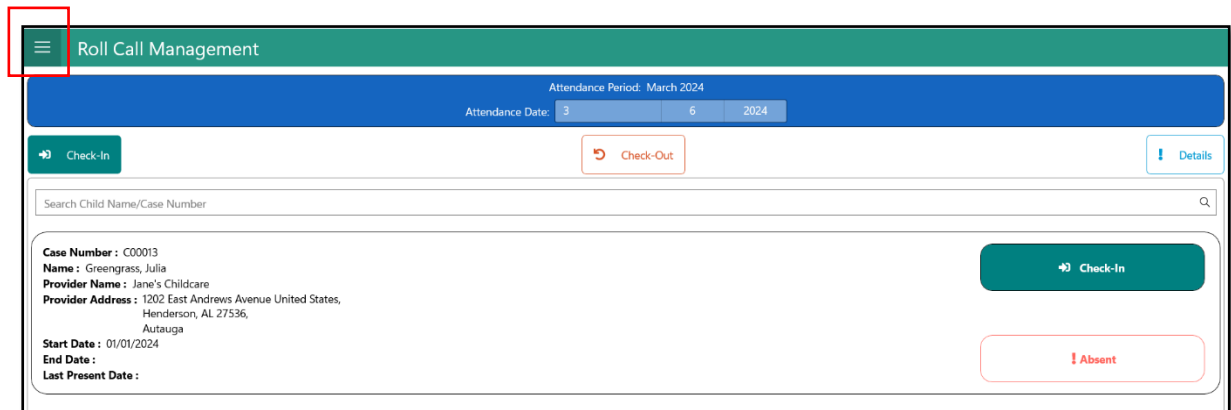


Figure 7: Roll Call Management screen

On this screen:

1. Click on the menu button on the top left corner of the screen to view the following options:

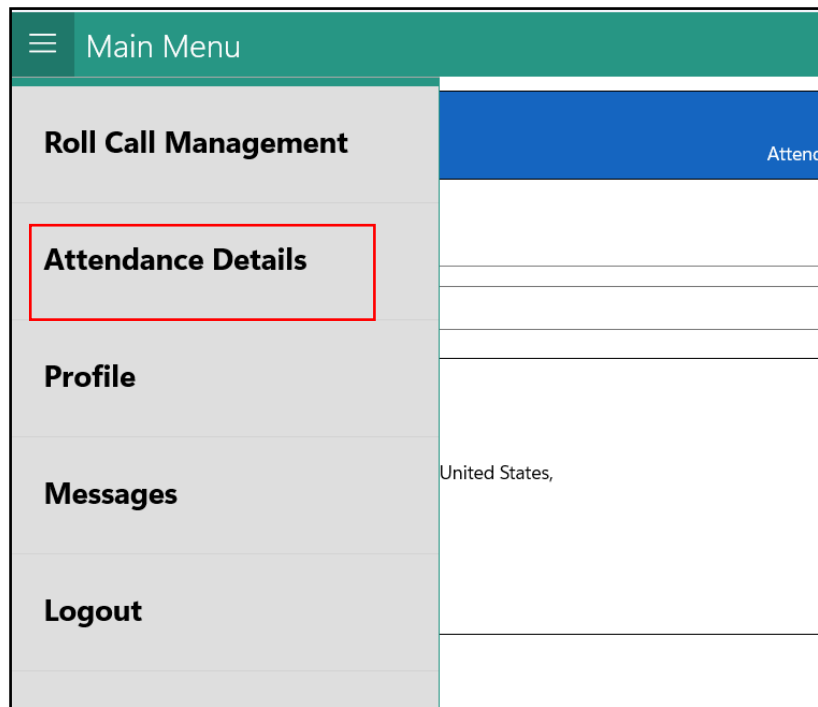


Figure 8: Main Menu options

Of these options:

1. Click on Attendance Details to be taken to the following screen:

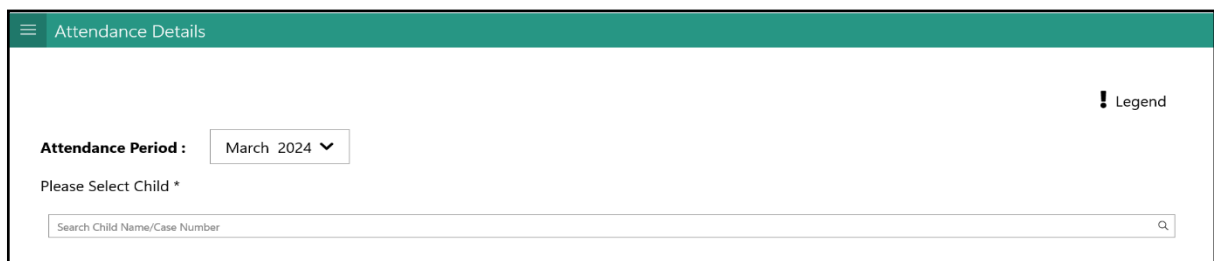


Figure 9: Attendance Details screen

On this screen:

1. Select the appropriate attendance period using the dropdown menu to view attendance details of a specific month

4.6 How to view your Profile/Messages using the Arise Attendance Application?

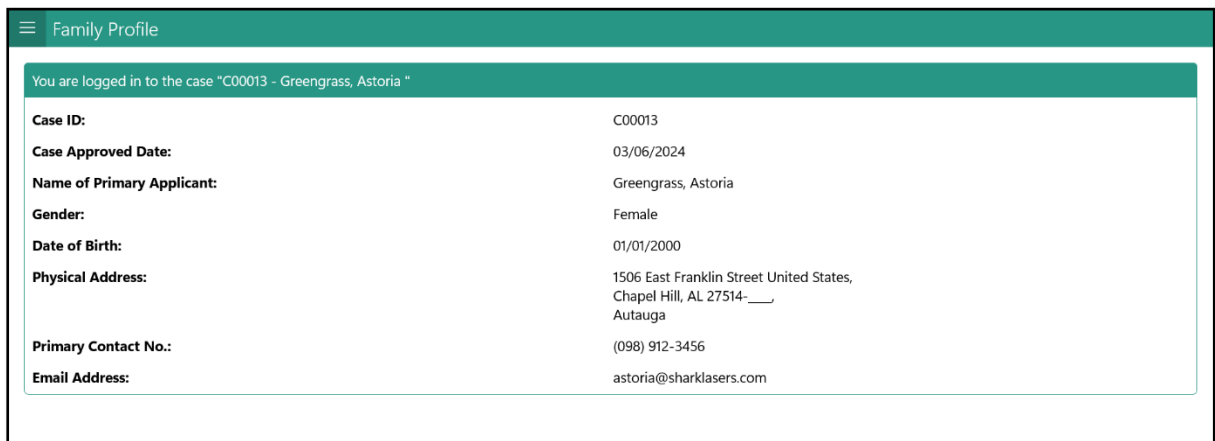
The Arise Attendance Application is synced with the Arise Family Portal where family users will be able to view/update their subsidy applications, view placement status, facility details, and more, as required. Accordingly, the Attendance Application also allows users to view their profile and messages, as seen on the Family Portal.

4.6.1 Viewing your Profile

The user's profile includes details such as Case ID, Case Approval Date, and demographic and contact information.

To view profile, users may perform the following actions:

1. Log into the Arise Attendance App to access the Roll Call Management Screen
2. Click on the menu button on the top left corner of the screen to access the main menu options (Refer to Figure 6)
3. Click on Profile (Refer to Figure 8) to view family profile as follows:



Case ID:	C00013
Case Approved Date:	03/06/2024
Name of Primary Applicant:	Greengrass, Astoria
Gender:	Female
Date of Birth:	01/01/2000
Physical Address:	1506 East Franklin Street United States, Chapel Hill, AL 27514-____ Autauga
Primary Contact No.:	(098) 912-3456
Email Address:	astoria@sharklasers.com

Figure 10: Family Profile

4.6.2 Viewing your Messages

The messages section of the Arise Attendance Application allows users to view messages, tasks, and notices, as visible on the Family Portal. Here, they will be able to see completed and pending actions, notifications, and more.

To view messages, users may perform the following actions:

1. Log into the Arise Attendance App to access the Roll Call Management Screen
2. Click on the menu button on the top left corner of the screen to access the main menu options (Refer to Figure 6)
3. Click on Messages (Refer to Figure 8) to view messages as follows:

Messages		
Legend		
Notifications	Tasks	Cleared Notifications
<div> <div></div> <div> Name : Workflow Step Notification Description : Your Family Subsidy Application AP023 has been accepted. Generated Date : 03/06/2024 04:02 PM </div> <div></div> </div>		
<div> <div></div> <div> Name : Workflow Step Notification Description : The eligibility has been certified for the following child(ren): Greengrass, Julia Generated Date : 03/06/2024 04:04 PM </div> <div></div> </div>		
<div> <div></div> <div> Name : Workflow Step Notification Description : Julia Greengrass has been placed Generated Date : 03/06/2024 04:10 PM </div> <div></div> </div>		
<div> <div></div> <div> Name : Workflow Step Notification Description : The Placement for Child Julia Greengrass with Provider Jane Hills in Facility F00013 has been approved on 1/1/2024 12:00:00 AM Generated Date : 03/06/2024 04:10 PM </div> <div></div> </div>		

Figure 11: Messages

4.7 How to log out of the Arise Attendance Application?

Once users have completed all required actions and wish to log out of the Arise Attendance Application, they will be able to do so by following these steps:

1. Click on the menu button on the top left corner of the screen to view the main menu options:

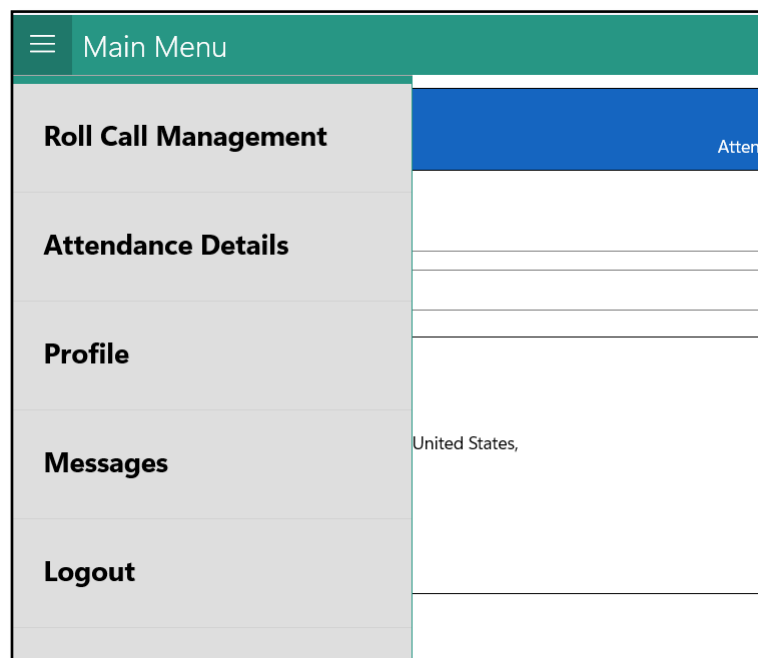


Figure 12: Main Menu options

1. Click on 'logout' to log out of the application and be directed back to the log in screen (Refer to Figure 1)

5. CONCLUSION

The Arise Mobile Attendance Application can help family users to check in and out of a childcare facility, to mark their child's attendance. The Application is synced with the Arise Family Portal and can also be used to view the Family Profile as well as any messages, tasks, or notices that have been sent to the user.

Using the application, users will be able to effectively perform the actions described above from their own personal mobile devices, on the go.