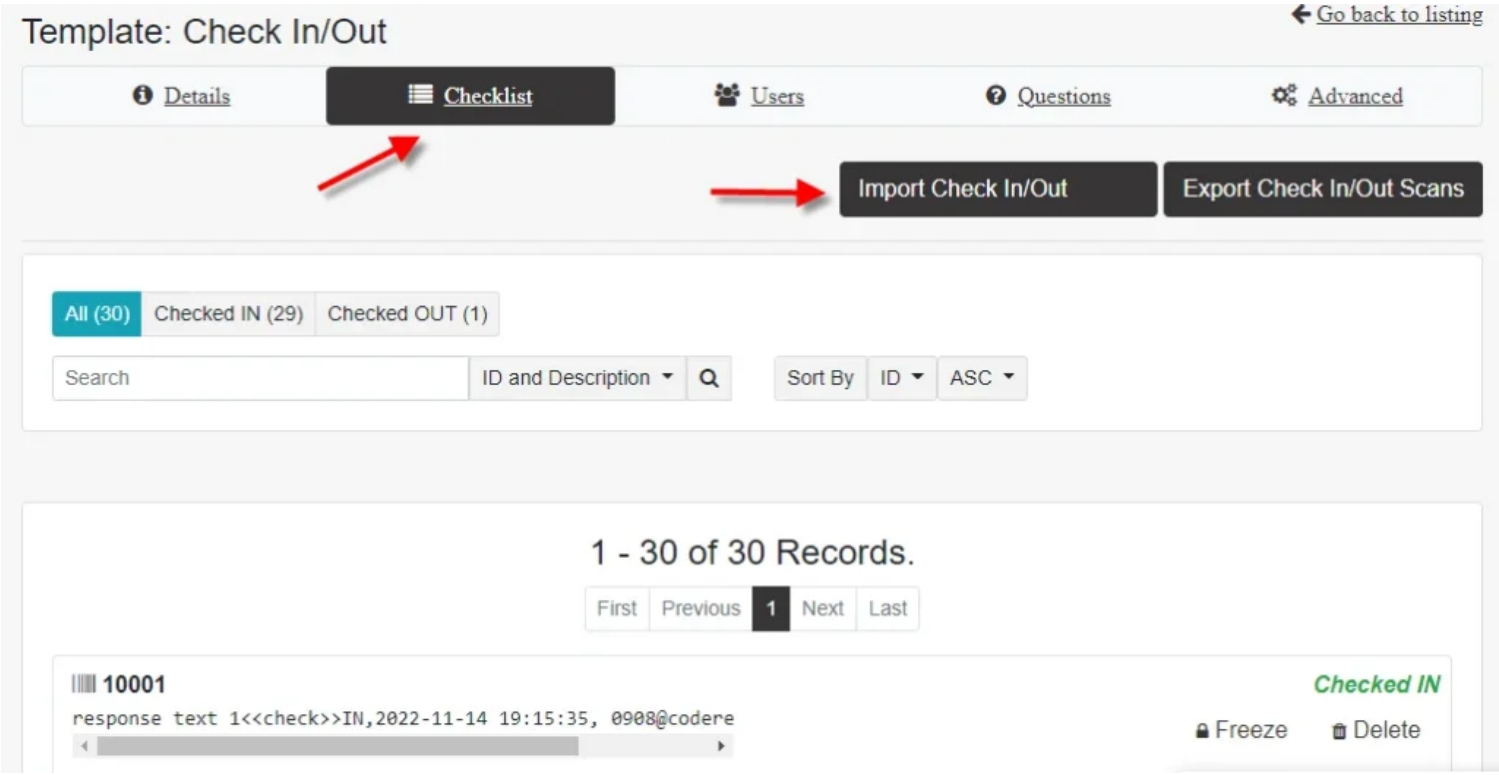
How to Import Check-In and Check-Out Records

Databases · https://www.codereadr.com/knowledgebase/check-in-check-out-import-records/

A Step-by-Step Guide

Managing check-in and check-out records is straightforward with the checklist import feature. Use this guide to prepare and upload your checklist CSV file seamlessly.



Step 1: Prepare Your Checklist File

To import a checklist, ensure your file is in CSV format and follows this column structure:

Value (required)	In / Out (optional)	Info Text (optional)	Freeze / Delete (optional)



Column Explanations:

- Value (Required): The scanned barcode value.
- In / Out (Optional): Indicates the default status (“In” or “Out”). Leave blank if you’ve set the “Default Status” in the Details tab when creating the service.
- Info Text (Optional): An optional description that app users see after scanning.
- Freeze / Delete (Optional): Use commands like “Freeze,” “Delete,” or “Unfreeze” (not case-sensitive) to manage checklist items. See detailed explanations below.

Step 2: Manage Freeze/Delete Commands

- The Freeze / Delete column helps you control checklist items efficiently:Leave Blank: Adds the value to the checklist (if new) or leaves it unchanged (if
- existing).
- Delete: Removes the value from the checklist. Scanning the deleted value will trigger the error message: “The scanned item is not in the list.”
- Freeze: Locks the value in the checklist so users cannot change its status. Ideal for reusable values.
- Unfreeze: Unlocks the value, allowing users to modify its status.

Step 3: Checklist Size Limits

Each checklist can hold up to 2,000 values.

- Deleted values don’t count toward the total.
- Need more? Contact support@codereadr.com to request an increased limit.

Step 4: Import Your Checklist

After preparing your CSV file:

- Go to the Details tab of your service.
- Select Import Checklist.
- Upload your file.

Pro Tips on Import Check-In and Check-Out Records

- Default Status: Set the "In" or "Out" default in the Details tab before uploading to streamline the import.
- Descriptions: Use the Info Text column to display relevant details for app users post-scan.
- Organize Checklist: Regularly review and update your lists with "Freeze," "Delete," and "Unfreeze" commands to maintain efficiency.

For assistance, email us at support@codereadr.com.