# **OPTIMIZATION CHECKLIST**

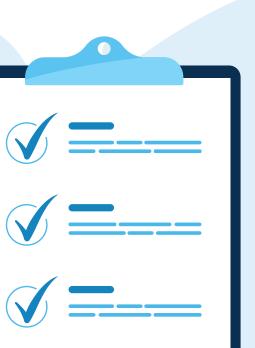
#### CHECK-IN / CHECK-OUT

Cloud-In-Hand<sup>®</sup> Solutions

- □ Track daily attendance
- □ Sign-in / out of meetings and activity sessions
- Eliminate classmate sign-in
- □ Assign seating areas or groups
- □ Manage equipment check-out

## ACCESS CONTROL

- □ Real-time credential validation
- Record absences, late arrivals, and unauthorized scans
- Monitor entry/exit points, workstations, and restricted areas
- □ On-site location tracking



#### EMERGENCY MUSTERING

Implement emergency management procedures
Create virtual muster points
Take headcount
Access real-time site attendance records
Lookup emergency contact information
Reduce drill time

#### DATA TRACKING

- □ Monitor wellness programs
- Track cafeteria visits, gym usage, and school activity programs
- Record commuter transportation and ridership usage
- □ Audit program effectiveness
- □ Calculate program cost and ROI

### REPORTING

- Reconcile attendance with grading systems
- Maintain records for audit
- □ Analyze costs and productivity
- Forecast resources for upcoming school years