



# Release Notes

## Improved Workflow/Automatic Makeup Token Creation Workflow

### General Overview

Currently, the "New Makeup Token Created" email template is not being sent when the setting to "Automatically send token generation emails for absences" is enabled and attendance is being recorded via the Check-In Kiosk.

This was originally deemed to be intended behavior to prevent confusion, as using Attendance check-in mode (as the Check-In Kiosk does) would initially issue makeup tokens to students marked absent as soon as the first student marks themselves "Present." However, these tokens are revoked as each subsequent student checks in. Having the system send emails for issued tokens that may be revoked was determined to be a poor customer experience and thus, these emails were suppressed.

The purpose of this task is to update the Automatic Makeup Token creation workflow so the system will create the tokens and send email notifications 30 minutes after the class end time (instead of creating them immediately when attendance is submitted). This is to ensure that students do not receive undeserved Makeup Tokens when other students check themselves in via the Check-In Kiosk.

At the end of the day, the system will also check for any Makeup Tokens that were not issued during the initial check (such as if a student's absence was changed from "Absent" to "Excused" later in the day).

*NOTE: As "Attendance check-in mode" can also be utilized by the Staff Portal and the Office Portal ENROLLMENTS page, this update will also affect attendance recorded via these areas if "Enable*

*Attendance check-in mode" is selected under SETTINGS > STAFF PORTAL > GENERAL SETTINGS (for Staff Portal) and/or SETTINGS > SETUP > CLASS SETTINGS > GENERAL CLASS SETTINGS (for ENROLLMENTS page).*

## How will this benefit me?

This update will ensure that students do not receive undeserved Makeup Tokens when other students check themselves in via the Check-In Kiosk or if "Enable Attendance check-in mode" is selected under SETTINGS > STAFF PORTAL > GENERAL SETTINGS. It will also ensure that families are properly notified if the option to "Automatically send token generation emails for absences" is enabled.

## Where will I see these changes?

These changes will affect the Check-In Kiosk, Staff Portal, and Office Portal (if attendance is recorded via the ENROLLMENTS page).

## What is being changed/added?

We will update the Automatic Makeup Token creation workflow so the system will create the tokens and send email notifications 30 minutes after the class end time.

## How does this work with existing settings?

This change will update the Automatic Makeup Token creation workflow so the system will create the tokens and send email notifications 30 minutes after the class end time (instead of creating them immediately when attendance is submitted via the Check-In Kiosk).

At the end of the day, the system will also check for any Makeup Tokens that were not issued during the initial check (such as if a student's absence was changed from "Absent" to "Excused" later in the day).

*NOTE: As "Attendance check-in mode" can also be utilized by the Staff Portal and the Office Portal ENROLLMENTS page, this update will also affect attendance recorded via these areas if "Enable Attendance check-in mode" is selected under SETTINGS > STAFF PORTAL > GENERAL SETTINGS (for Staff Portal) and/or SETTINGS > SETUP > CLASS SETTINGS > GENERAL CLASS SETTINGS (for ENROLLMENTS page).*

## Relevant Knowledgebase Article Links

- [How Do I Set Up/Configure Makeup Tokens?](#)
- [How Do I Record Attendance in the Staff Portal?](#)
- [How Do I Record Attendance in the Office Portal?](#)
- [What is the ENROLLMENTS Page?](#)