**CKPC Activity Attendance Recording Standard Operations Procedure (SOP)**

**曹光彪書院 活動出席記錄 標準流程**

2021-05-24

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| **Tasks** | **Steps and Descriptions** | **Person in charge** |
| Attendance Recording for One-off events | * CKPC Office provides a QR code to event helper or organizer * Helper or organizer releases the QR code to attendees at the end of the event * After all attendees finish entering data, helper or organizer enters their own data. Anyone who enters data after them is assumed not present unless a reasonable justification exists * Within one week after the event, CKPC Office enters the data into RCWeb * CKPC Office then clean up and archive the data as follows:  1. Archive the records (Download to an Excel file. Name it in the format "<date-key> <event-title>.xlsx". Save it to CKPC's shared driver folder "S:\Documents\2021") 2. Remove the saved rows in the sheet 3. Sheet menu: Form > Edit Form > Response > Delete all responses | CKPC Office and event Helper/Organizer |
| Attendance Recording for serial events | * CKPC Office provides a QR code to event helper or organizer * Helper or organizer releases the QR code to attendees at the end of the event * After all attendees finish entering data, helper or organizer enters their own data. Anyone who enters data after them is assumed not present unless a reasonable justification exists * Within one week after the event, CKPC Office enters the data into RCWeb * Hide the data rows in the sheet * If this is the last occurrence of the serial events, follow the steps above to archive the data. Delete the sheet and form afterwards, or keep them for future recycled use. | CKPC Office and event Helper/Organizer |
| Attendance Recording using card reader | * CKPC Office provides a card reader to event helper or organizer * Helpers or organizers scan student cards of attendees * Within one week after the event, CKPC Office enters the data into RCWeb * CKPC Office then archive the data as described above and remove the data from the card reader afterwards | CKPC Office and event Helper/Organizer |
| Weekly inspection | * Every Monday during the semester, go through recent (last 2 to 3 weeks) activities in RCWeb and in the weekly email promotion * Inspect their attendance records and make updates/additions as needed | CKPC Office |