

# Manage Check In and Check Out Procedures

## What do you want to do?

- [Check Individuals In or Out](#)
- [Send a Message for an Individual During Check In and Check Out](#)
- [Send a Message for Everyone During Check In and Check Out](#)
- [View Check In and Check Out Information](#)
- [Check In Visitors](#)
- [Understand Check In and Check Out Options](#)
- [Set Up Check In and Check Out Attendance Options](#)
- [Set Up and Assign Check In and Check Out Billing Options](#)
- [Set Up and Disable Auto Check Out](#)
- [Use Individual or Mass Check In and Check Out](#)
- [Preview or Print a Check In and Check Out Report](#)
- [Print ID Cards Using HeadMaster Reports](#)