

Lock a Station

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Lock a station to an event, folder, or location if you'd like a station to only allow check-ins to one spot, such as a campus, a hallway, or a specific room. From the [Station Settings](#), click the checkbox next to *Lock station*, and then choose the event and location you'd like to lock the station to.

The screenshot shows the 'Edit Station Settings' interface. At the top, the title 'Edit Station Settings' is displayed. Below it, the 'Station Type' section has three buttons: 'Manned', 'Self' (which is selected and highlighted in orange with a white checkmark), and 'Roster'. To the right of these buttons is a checkbox for 'Enable Station Preview' which is currently unchecked. Below the station type buttons, there are radio button options for 'Show: Keypad', 'Scanner' (which is selected), and 'Both'. There is also a checked checkbox for 'Automatically turn on camera for mobile devices'. Underneath, there are radio button options for 'Input: Camera' (selected) and 'Barcode Scanner'. The 'Lock station to one event or location' checkbox is checked. Below this, the 'Event:' dropdown menu is set to 'Sunday Services'. The 'Location:' dropdown menu is open, showing a list of options: 'All locations' (checked), 'Online Service', 'Sanctuary', 'Kids Center', 'Nursery', 'Purple Hippos', 'Blue Elephants', 'Orange Tigers', 'Elementary', 'Kids Worship', 'Lion Room', 'Cheetah Room (1st Grade)', 'Dolphin Room (2nd Grade)', and 'Crocodile Room (3rd Grade)'. At the bottom left, there is a 'Print to:' dropdown menu set to 'Self' and a checkbox for 'Refresh station after' followed by a spinner box set to '--' and the word 'seconds'.

The station name will show as the location it's locked to.

The screenshot shows a mobile application interface for a station named "Blue Elephants". At the top right, there are two buttons: "Start Over" and "Add Guest". Below the station name, the "Armitage Household" is listed with an "Add to Household" button. A list of people is displayed, each with a checkbox, a profile picture, their name, a clock icon with "6:00pm", a location pin icon with "Blue Elephants", a status button (V or R), and a person icon. The people listed are Jessica Armitage, Shane Armitage, Chris Armitage, Ethan Armitage, Eve Armitage, and Julia Armitage. A warning message "Location is not allowed for this age" is shown below the list. At the bottom, there is a dropdown menu for "Check in by Jessica Armitage" and a button for "Check in 2 People".

Person	Status	Location
Jessica Armitage	V	Blue Elephants
Shane Armitage	V	Blue Elephants
Chris Armitage	R	Blue Elephants
Ethan Armitage	R	
Eve Armitage	R	Blue Elephants
Julia Armitage	R	

Locked stations show different information, depending on the station type:

- On a **Manned Station**, select people for the location you're locked to, or override the location filter errors and select any location.
- On a **Roster Station**, people will be pre-selected if their filters fit and if the sessions allow it.
- On a **Self Station**, you will not see any options to check in unless it's the locked station, and a No locations available message will be displayed.