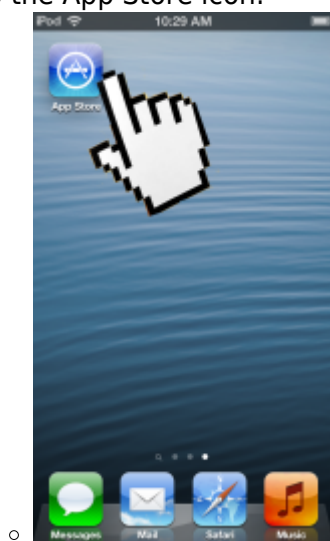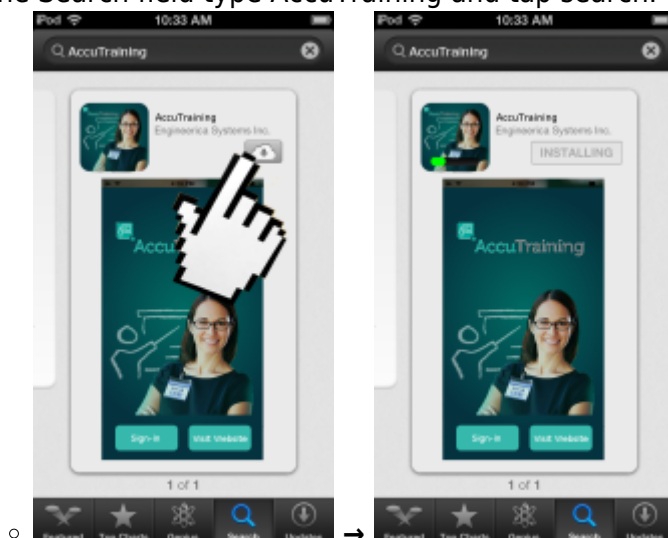# Use an Apple device to:

First, you need to download the AccuTraining App from the App Store on your Apple device. It's a free application so no need to worry about additional fees. Here is a link to the AccuTraining app store webpage.

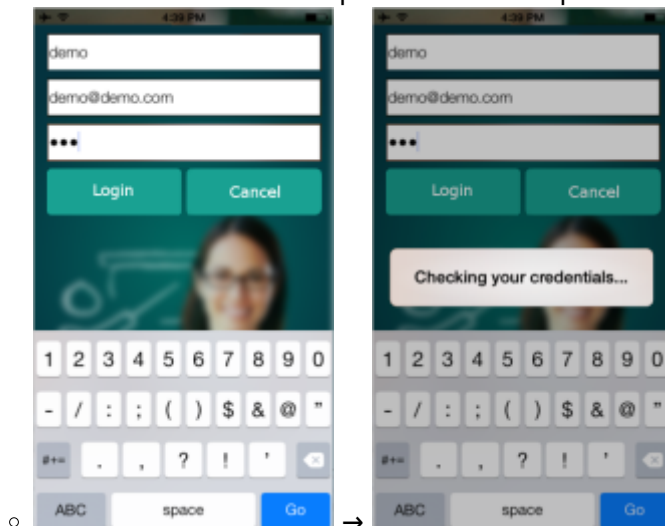1. Tap the App Store icon.

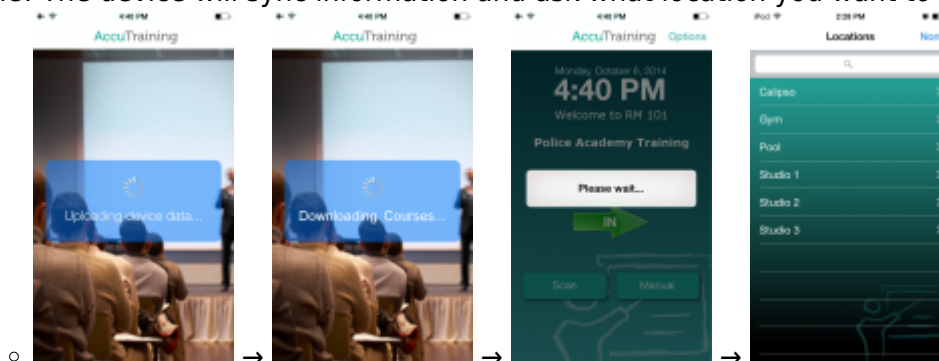2. In the Search field type AccuTraining and tap search. Tap the cloud icon to download/install.

3. Now click open or from the home screen click on the AccuTraining icon and then tap the **Sign-in** Button (left-side)

○ →

4. Enter in your AccuTraining account login (provided) and then tap **Login** button (left-side)
   ○ **Domain:** This is the domain given for the AccuTraining account.
   ○ **E-mail:** This is your e-mail address.
   ○ **Password:** This is the password either provided or you created.
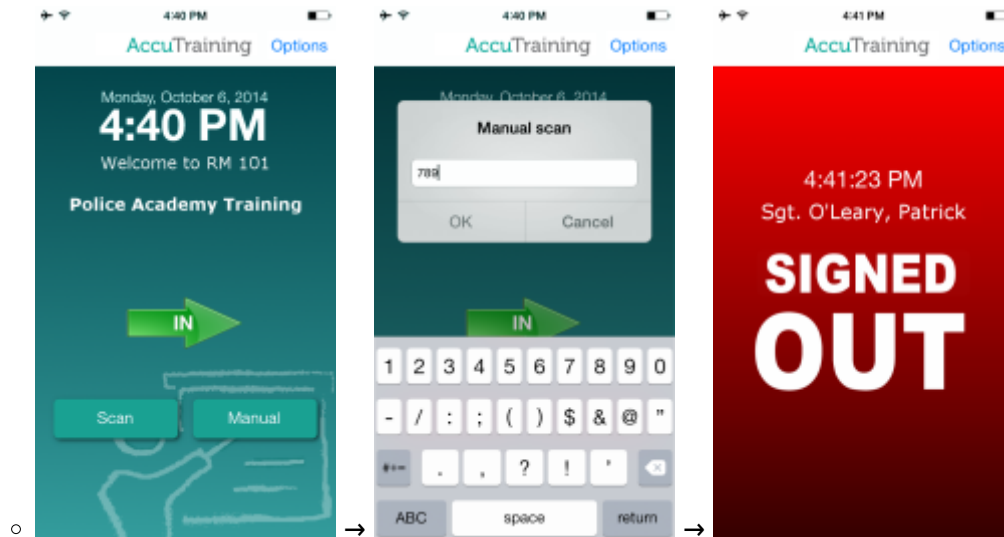
   ○ →

5. Done! The device will sync information and ask what location you want to start tracking.

   ○ → → →

Track Employees Manually

1. After logging into AccuTraining you will see the Sign-in/Sign-out screen. If you want to sign-in someone the arrow will be green simply tap the arrow to turn it red to sign-out someone. Next click the **Manual** button if you want to enter the Employee's number manually.
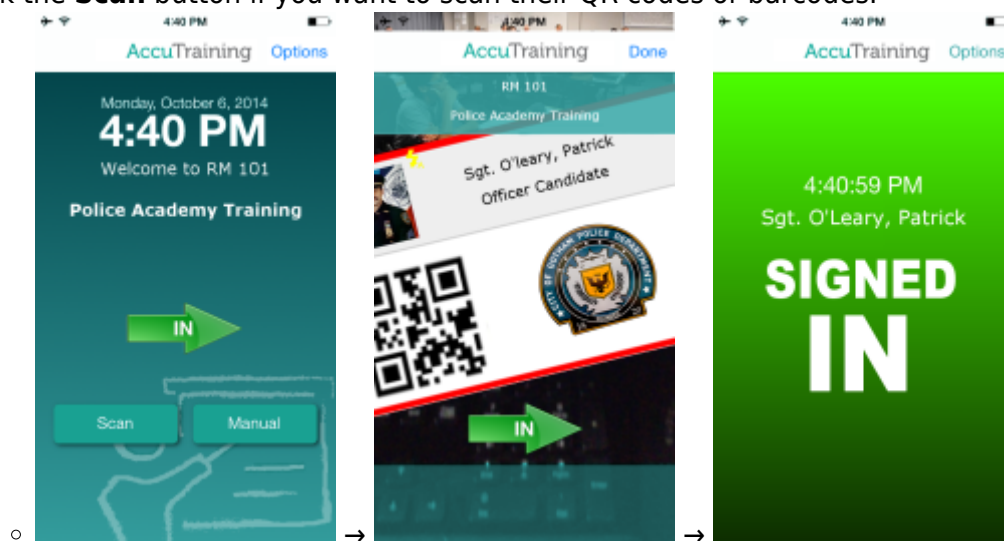
2. Once you tap the Employees ID in your Apple device and tap **OK** it will emit a short high pitched "Beep-beep!" and you will see this green "Signed Out" screen briefly.

If you hear a low pitched "Deerrrp!" sound emitted from the device you have encountered a misread and simply scan the barcode or QR code again.

Using a QR barcode with the device's Camera

1. After logging into AccuTraining you will see the Sign-in/Sign-out screen. If you want to sign-in someone the arrow will be green simply tap the arrow to turn it red to sign-out someone. Next click the **Scan** button if you want to scan their QR codes or barcodes.
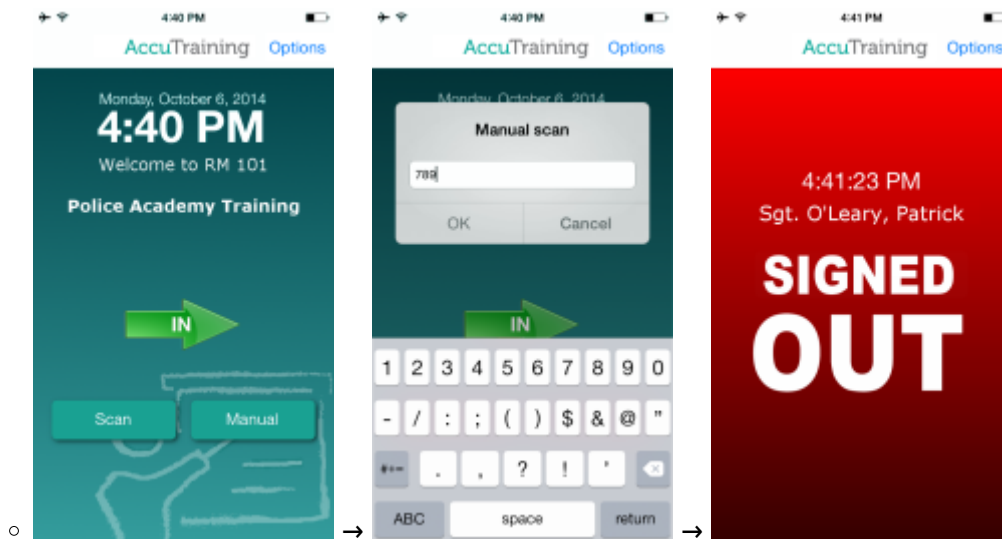

2. Once you scan the barcode or QR code your Apple device will emit a short high pitched "Beep-beep!" and you will see this green "Signed In" screen briefly.

If you hear a low pitched "Deerrrp!" sound emitted from the device you have encountered a misread and simply scan the barcode or QR code again.

Using ID Cards with a Magnetic Strip Reader

1. After logging into AccuTraining you will see the Sign-in/Sign-out screen. If you want to sign-in someone the arrow will be green simply tap the arrow to turn it red to sign-out someone. Next click the **Manual** button so you can swipe the Employee's card.
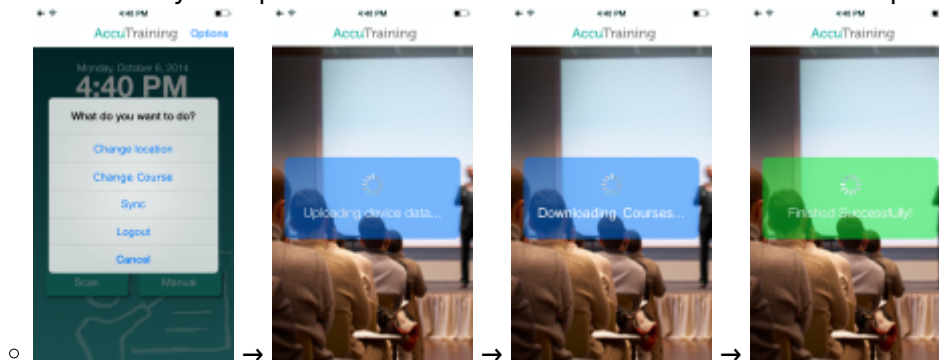
2. Once you swipe the Employees ID in your Apple device it will emit a short high pitched "Beep-beep!" and you will see this green "Signed Out" screen briefly.

If you hear a low pitched "Deerrrp!" sound emitted from the device you have encountered a misread and simply scan the barcode or QR code again.

Whichever method you choose... Sync the Apple device

Once you have collected all the Employee's swipes for that session you can upload/sync the data to AccuTraining out on the cloud so admins can see the attendance through the website.

1. First click the "Options" in the top right corner of the AccuTraining app.
2. Next click the "Sync" option and it should take a minute or two to complete with a confirmation.

Click here to choose another device for tracking attendance with AccuTraining.