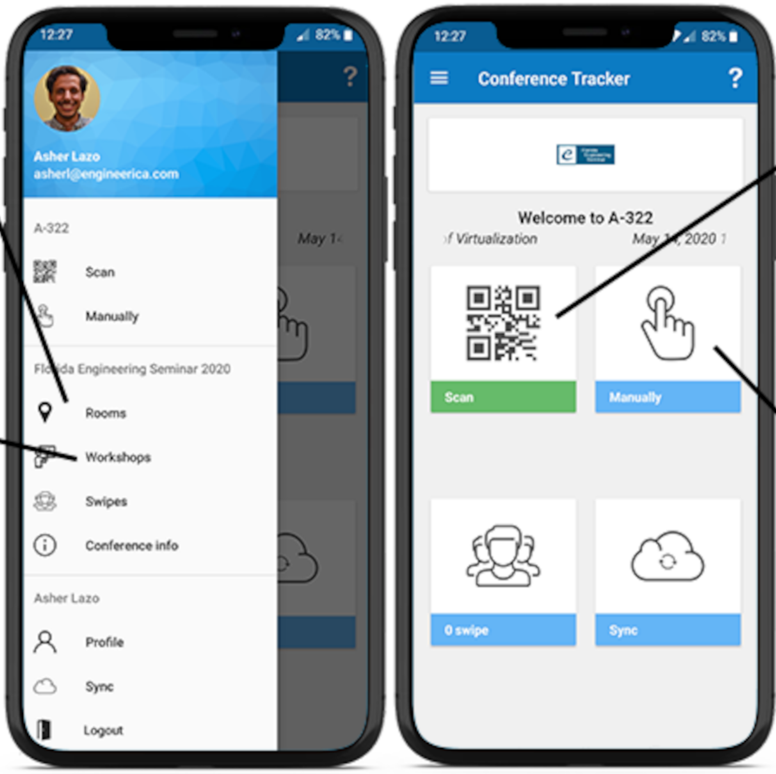
Conference Tracker

Operator Quick Start Guide

Conference Tracker Operator App Layout



Room Selection

Start by choosing the room where the session you are scanning for will be taking place

Session Selection

Alternatively, you can select the session itself by going to the Workshops section

Scanning

Once you have chosen your session, you can begin scanning with your camera by pressing Scan

Manual Scan

If you are having issues with the Scan feature, you can input Manual scans as well

Switching Scan Mode

While scanning, you will notice an arrow towards the bottom of your screen that indicates whether you are scanning in or scanning out. To change between these two modes, simply press on this arrow. The Green Arrow allows you to sign attendees into a session, while the Red Arrow allows you to sign attendees out of a session.

Swipes

The Swipes section shows you every scan you have submitted, whether scanned or inputted manually. Use this section to verify that your swipes are being captured correctly.

Sync

The Sync option lets you upload/download all conference data. Any scans you have collected since your last sync will be uploaded to the main conference server, while any new changes to the conference (session changes, schedule updates, etc.) will be downloaded to your phone.