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# Conference Tracker

**Conference Management Software Solution**

**<http://www.conference-tracker.com/>**

**Operator Manual**

**Revision 3.0.0**

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# Operator Manual

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## Device Specifications

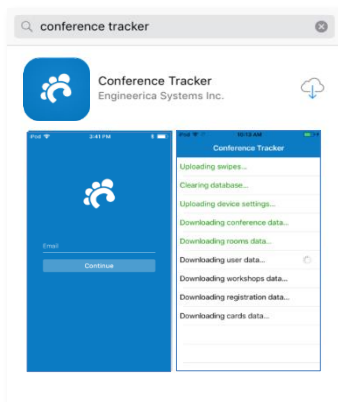
Conference Tracker can be used to track attendance using an Apple™ iOS operating system, version 10.0 or higher. Android devices with Android 6.0 or higher are also supported. If using an Android device, please ensure that they meet these minimum specifications:

- 2 GB RAM
- 1.4 GHz processor
- 5 MP Rear Camera

Using a device with lower specifications may result in a sub-optimal experience.

## About Conference Tracker App

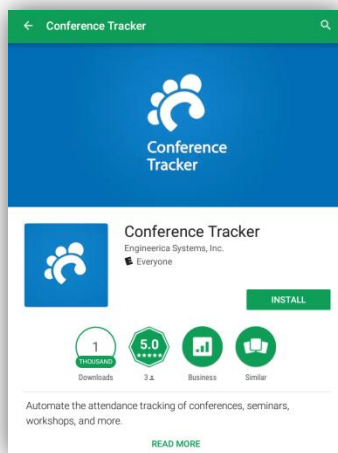
**Conference Tracker** is an app that will convert an Apple or Android device into a portable attendance tracking system. The attendance data is transmitted to the Conference Tracker server on the Amazon Cloud via a Wi-Fi connection where it is used to generate real-time attendance reports. If you are using your own devices, you will need to download **Conference Tracker** from the App Store (Apple iOS) or Google Play Store (Android). If you are leasing the devices, then **Conference Tracker** will be pre-installed.



Go into the App Store and Search “Conference Tracker” and install for free.

### Note:

When using an iPad search for Conference Tracker in the “iPhone only” section of the App Store



Access the Google Play Store and search “Conference Tracker” and install for free.

## Getting Started on Apple iOS devices


### How to connect to Wi-Fi:

1. Your **device will try to connect to your current Wi-Fi** network if available.
2. If not available, **your device attempts to connect to any nearby Wi-Fi networks** you have previously used.
3. If there are no previous Wi-Fi networks in range, **a list of available Wi-Fi networks appears**. You can tap them to join a Wi-Fi network and if necessary enter the password to join it.
4. Wi-Fi may not be available in all locations, but to locate nearby Wi-Fi networks:

Tap **Settings > Wi-Fi**. Tap on a network name to join it.

- Depending on the Wi-Fi network, it may be necessary to enter a password.

**Note:** Networks that **require a password** have a **padlock icon**  by them.

- When connected to a Wi-Fi network, the **Wi-Fi icon**  in the status bar displays connection strength. The more bars you see, the stronger the signal.





## Getting Started on Android devices

### How to connect to Wi-Fi:

1. Your **device will try to connect to your current Wi-Fi** network if available.
2. If not available, **your device attempts to connect to any nearby Wi-Fi networks** you have previously used.
3. If there are no previous Wi-Fi networks in range, **a list of available Wi-Fi networks appears**. You can tap them to join a Wi-Fi network and if necessary enter the password to join it.
4. Wi-Fi may not be available in all locations, but to locate nearby Wi-Fi networks:

Swipe down from the top edge of your screen to bring down the **Status Bar**.

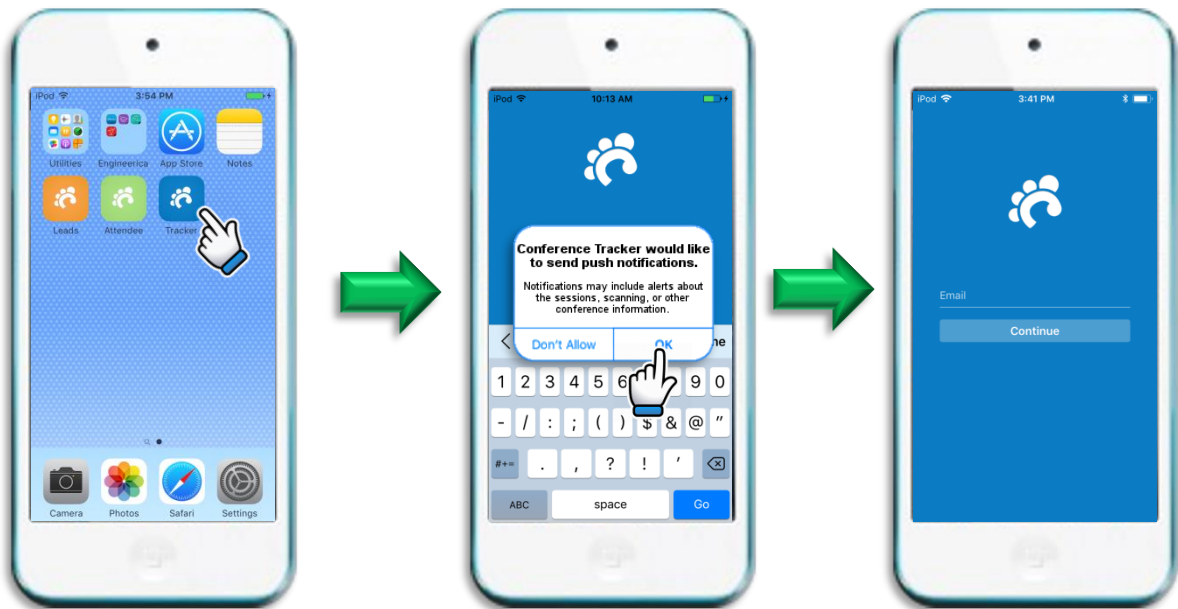
Go to your settings by tapping on the **Gear** icon in the top right corner. Tap on **Wi-Fi** to see available networks.

Tap on any network name to attempt to join it. Secured networks are denoted with a padlock icon and will require a password.

## Launching Conference Tracker

**NOTE:** The diagrams used depict Apple iOS devices but the app appears and functions the same on Android devices as well.

Tap the **Conference Tracker** icon from the home screen of your device.



## Prior to logging in you will receive a notification message

This is a feature that can allow the conference administrator to send your device messages.

## How to log into Conference Tracker

Enter your conference information provide in the format below from your conference administrator:

**E-mail:**        **your@email.com**


**Password:**   **(Password will be provided)**

## Using Conference Tracker during a Workshop/Session:

### 1. Select correct Room

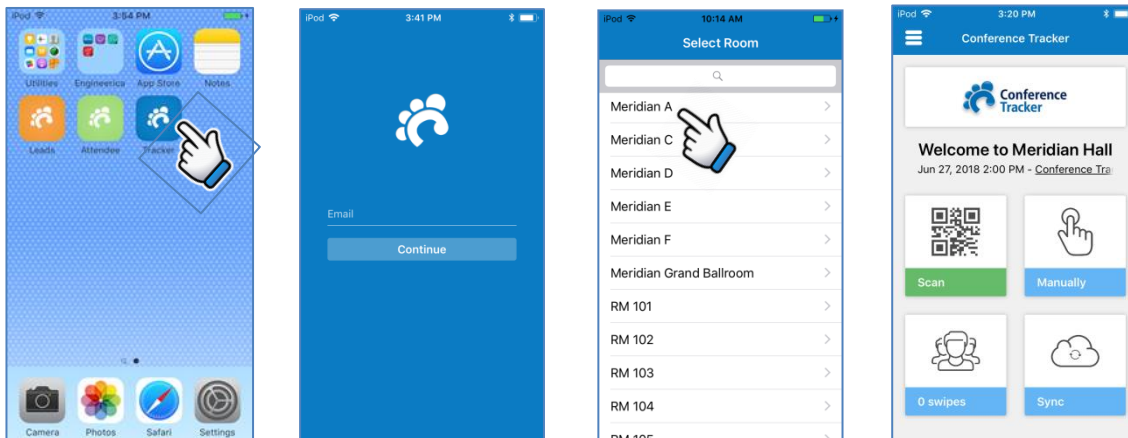
You should set the device to the Room you are located at for signing in/out attendees so the device can pull the schedule from the conference.

### 2. Select correct Session/Workshop (if necessary)

You may not have to set the correct session because it pulls this information from the schedule. If there is no Session shown or the wrong Session shown, please choose the correct one by tapping  in the top left, tapping **Workshops**, and selecting the correct Session

### 3. Select correct Sign-in Mode

- 1) Select either **SCAN** or **MANUAL** mode (SCAN mode if using barcodes)

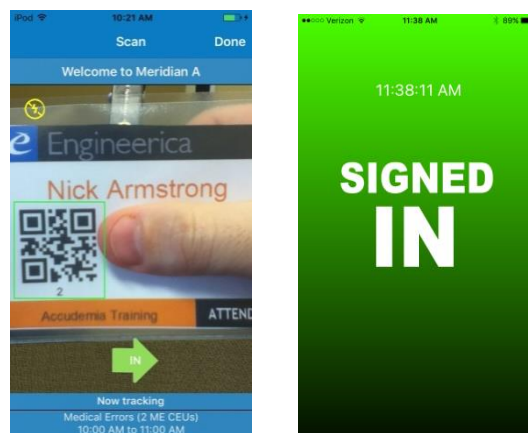




## Signing IN/OUT Attendees:

### SCAN mode

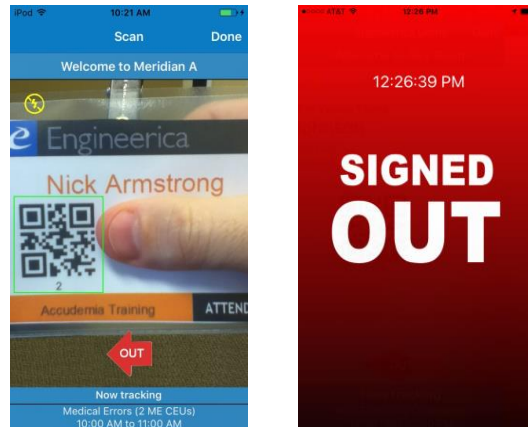
1. Ensure that workshop name is correct.
2. Verify the SCAN mode is properly set to **IN** or **OUT** by looking at the arrow. Click on the arrow to change from IN to OUT. **IMPORTANT:** Improper data collection will occur if you have not selected the correct IN or OUT mode.
3. Place badge in front of camera and it will sign in or out attendees.



4. Once all scans are complete, tap the **Done** button to exit **SCAN** mode.

### MANUAL entry mode

1. Ensure that workshop name is correct.
2. Verify the SCAN mode is properly set to **IN** or **OUT** by looking at the arrow. Click on the arrow to change from IN to OUT. **IMPORTANT:** Improper data collection will occur if you have not selected the correct IN or OUT mode.
3. Type the QR code ID of the attendee and hit ok.

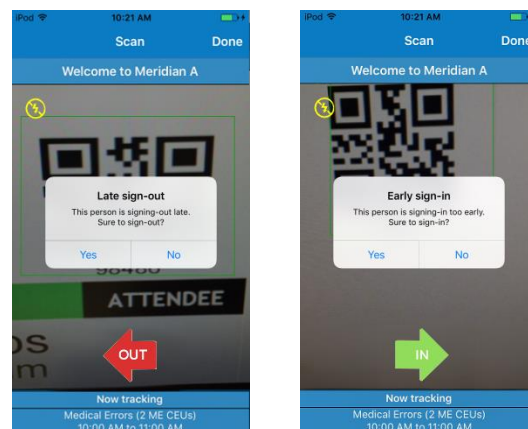


- Once all scans are complete, tap the **Done** button to exit **MANUAL** mode.

## Error messages and how to handle them

### Early Sign-in or Late Sign-out

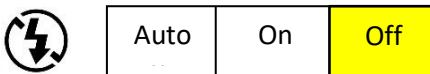
You and/or the organizer have to decide whether or not to allow this kind of sign-in or sign-out. Answer by tapping **Yes** or **No**.



## Card Read Error

Just hit **OK** and scan the card again.

Your camera flash may want to activate depending on the lighting in the area that you are scanning badges in. Turning the flash off will decrease the scanning time by causing fewer glares from the clear plastic badge holders.



## Sending Attendance Data to Server

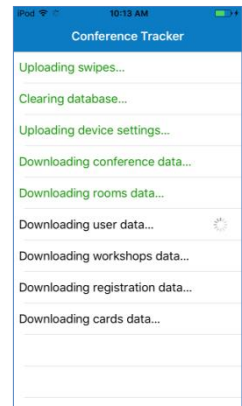
### *In Real-time if Wi-Fi exists*

As long as **you are connected to a Wi-Fi hotspot** during the conference, the data will **automatically sync** with Conference Tracker to view scans in real time.

IMPORTANT: It is recommended that you **Sync** your device prior to scanning attendees in and after you finish scanning attendees into a certain session. This will ensure your device is up to date with the conference's registration information.

### *Sync when you get connected to Wi-Fi*

If you don't have a Wi-Fi connection during the conference, don't worry! As soon as you can reconnect to Wi-Fi, the app will allow you to sync by tapping **Options** and then tapping **Sync** to allow your conference data to sync with the cloud. No matter what your Wi-Fi conditions are, you never have to worry about losing any data!





## Additional Features

### Swipes

This option will show you all the swipes collected on the device. You will be able to see the card number that was swiped into a certain session and at what time. You will not be able to make any changes to the swipes, but you can view them.

NOTE: The swipes displayed are the swipes that have been done on the device that you are viewing them on. Logging on to the same Conference Tracker account on a different device will not display the same swipes.

### Info

You will be able to see the conference dates and the conference description here. You can also view additional information such as the weather in the area, directions, conference website, and places of interest by tapping the **Plus** icon on Android devices or the **info** icon in the top right corner for Apple iOS devices.

### Profile

This section will display the profile information of the current Conference Tracker account. You will be able to edit information such as your address and title but not your email or name.