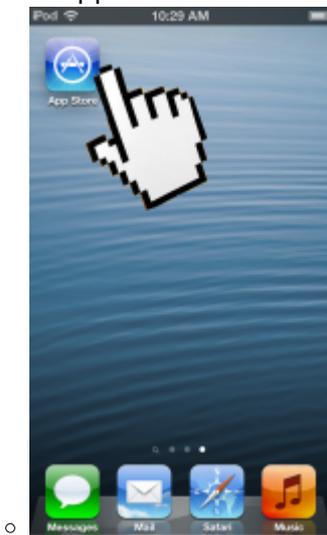# Operator after the session (delayed entry):

Using an Apple device

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.
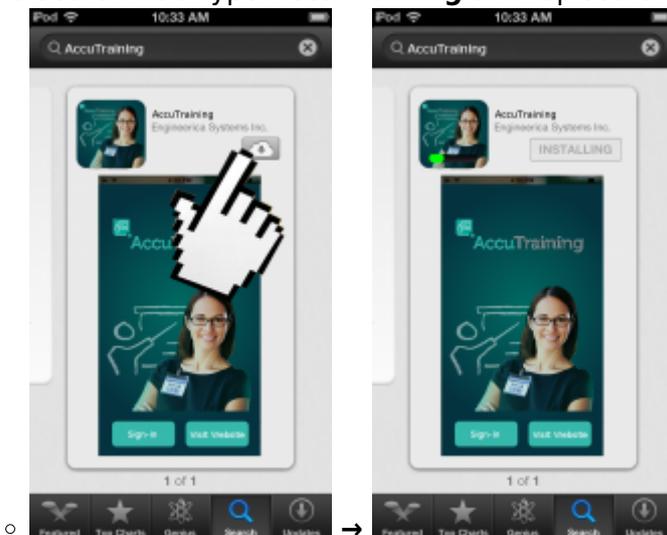

3. Now click open or from the home screen click on the **AccuTraining** icon and then tap the **Sign-in** Button (left-side)

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.
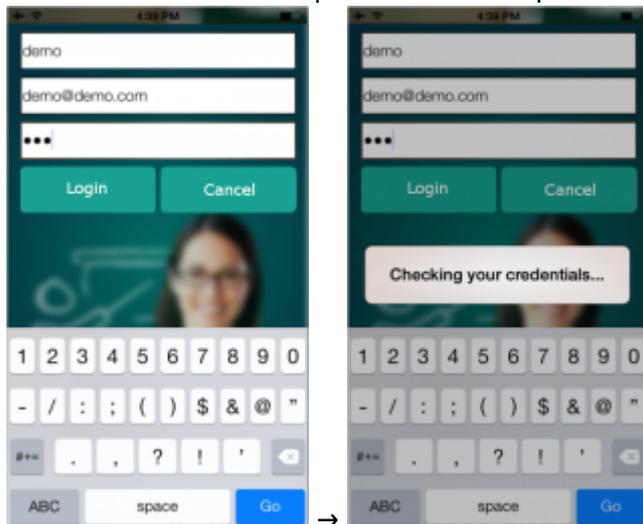

5. Done! The device will sync information and ask what location you want to start tracking.
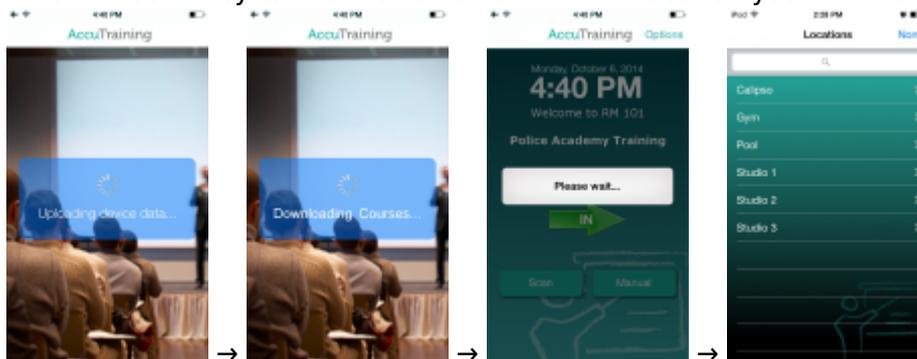
Track Employees Manually

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.
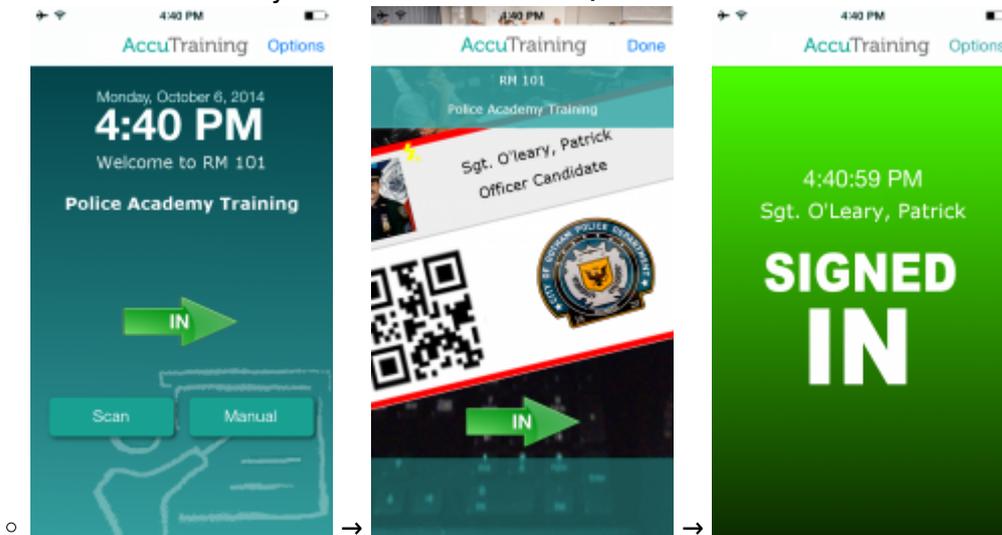
 → →
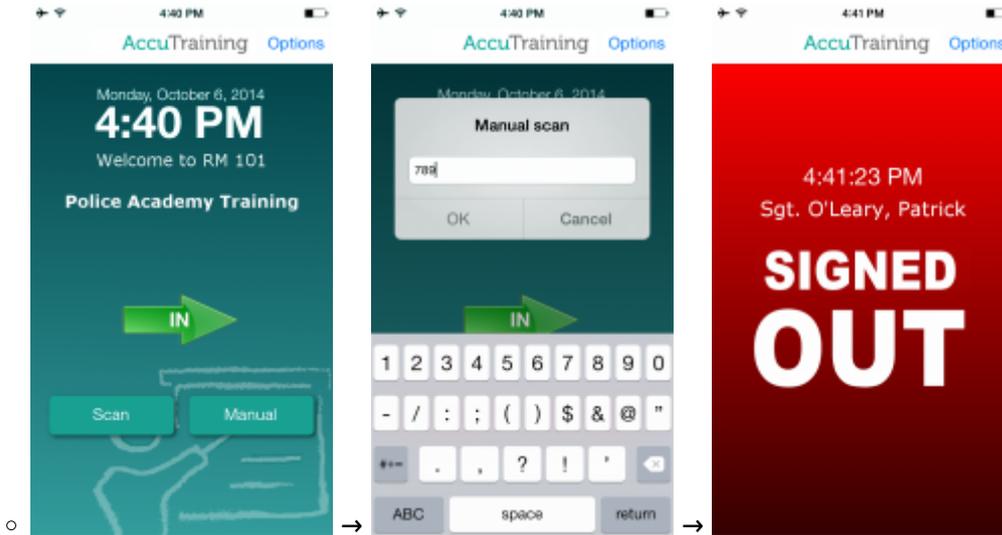
2. Once you tap the Employees ID in your Apple device and tap **OK** it will emit a short high pitched "Beep-beep!" and you will see this green "Signed Out" screen briefly.

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.
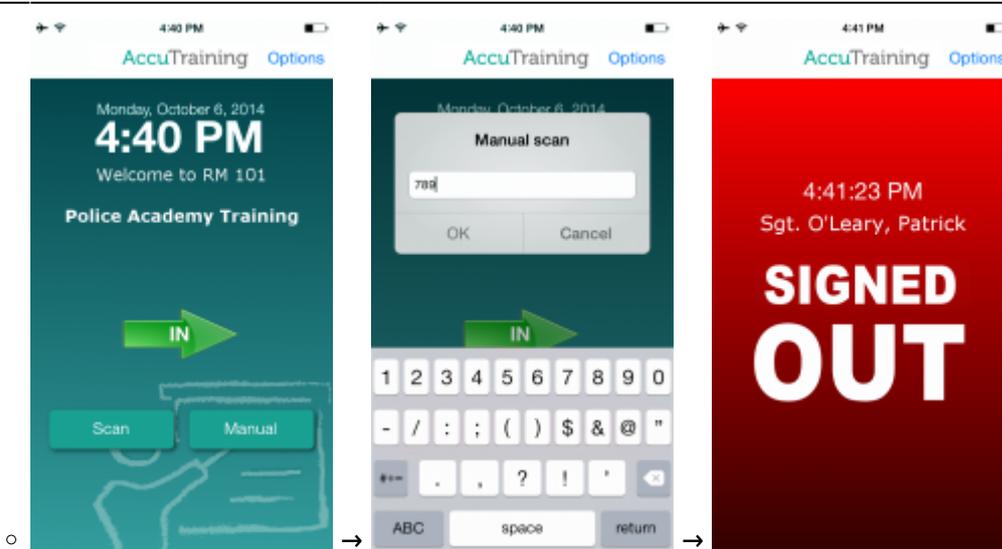
 → →

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.
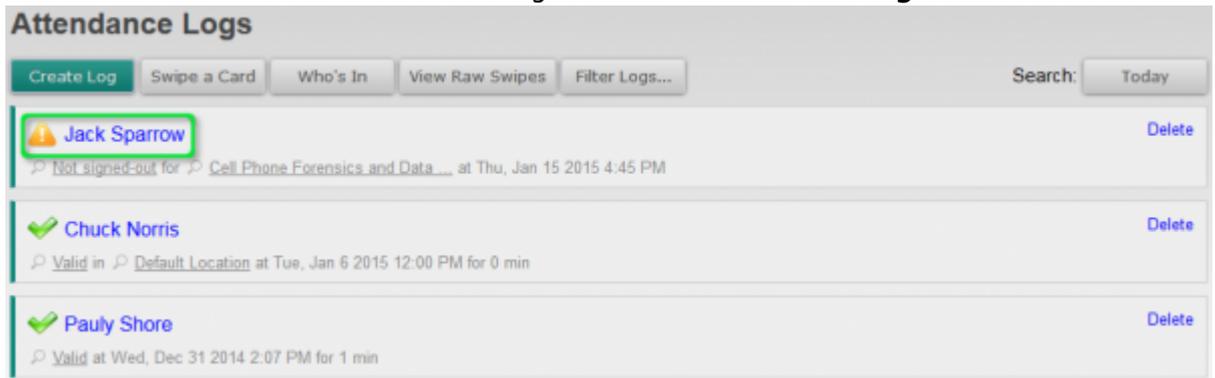
- ○
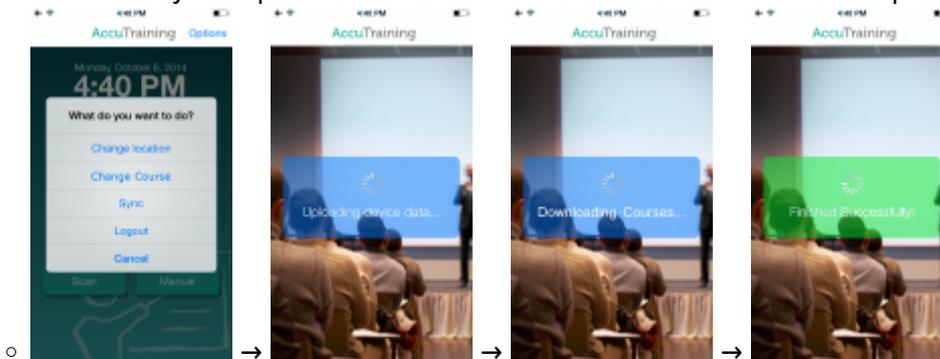
Using a computer

1. From the Home screen when logged in as an Admin or Operator click the **Attendance Logs** link under the **Attendance** section.
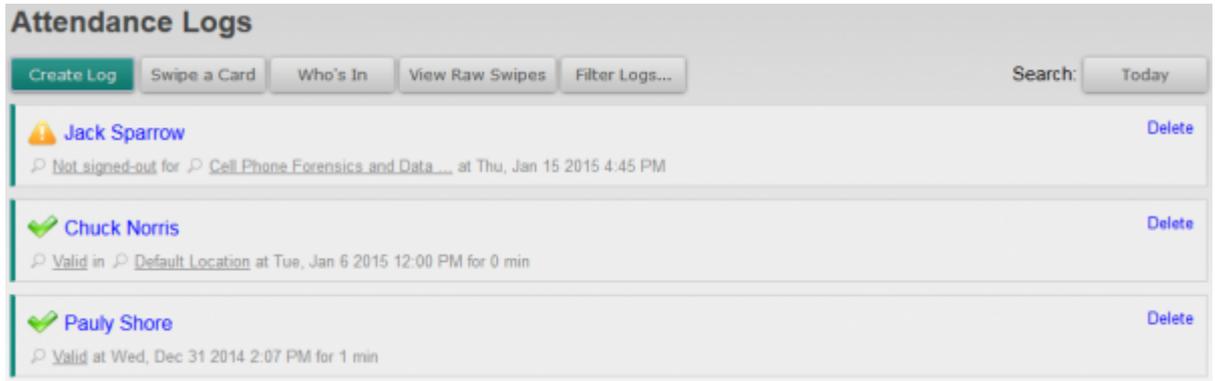
2. Now click the **Create New** button to add a log from the **Attendance Logs** section.

3. Notice you will have to select the Location, Training Course, Employee, and set the sign-in and sign-out times. Once you do click the **Save** button.

To enter the sign-ins and/or sign-outs click the drop-down and select the log type. then make sure you click the green plus symbol at the end of the row to ensure the log time is added.

Click here to choose another method for tracking attendance with **AccuTraining**.

From:
http://www.attendance-tracking.com/docs/ - **Engineerica Documentation**

Permanent link:
http://www.attendance-tracking.com/docs/doku.php/accutraining/options2/delayedentry

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