Operator - Quick Start Guide

Conference Tracker App Operator Layout

Select Correct Room

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

Select Session

If there is no session, or the incorrect session shown, choose the correct one by: Tapping in the top left, tapping Workshops, and select the correct session.
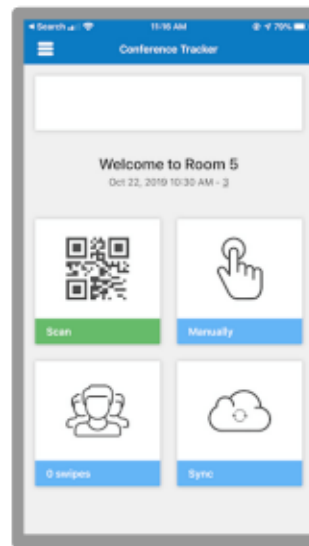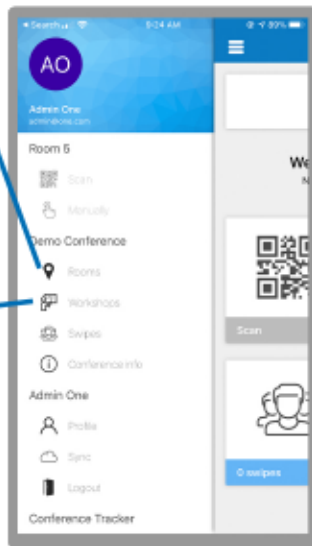
Select Correct Sign-In Mode

Once you have selected the correct Session, you will have two options of signing people in: **Scanning or Manually.**

Scanning

Easily use your phone's camera to scan the users QR code, located on their badge.

Manually

THere you can input the user's Card Number manually. The Card Number is located under the QR code on their badge. You will then select if they're signing in or out.

Swipes and Sync

On the home menu of the Conferene Tracker app, you also have two more options, Swipes and Sync.

Swipes

The Swipes section show you every swipe you have submitted, whether scanned or inputted manually. Use this section to verify that your swipes are being logged in correctly.

Sync

The Sync option lets you upload/download all conference data. Any swipes 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.

Note about Scanning

The While scanning, you will see an arrow towards the bottom of your screen that indicates whether you are in Check-in Mode or in Check-Out mode. A green arrow signals signing people into a session, while a red arrow pointing towards the left indicates you are signing people out of a session.