



# Conference Cleanup Checklist

This guide will help Admins work through the process of cleaning up their conference data collected using helpful **Conference Tracker** tools.

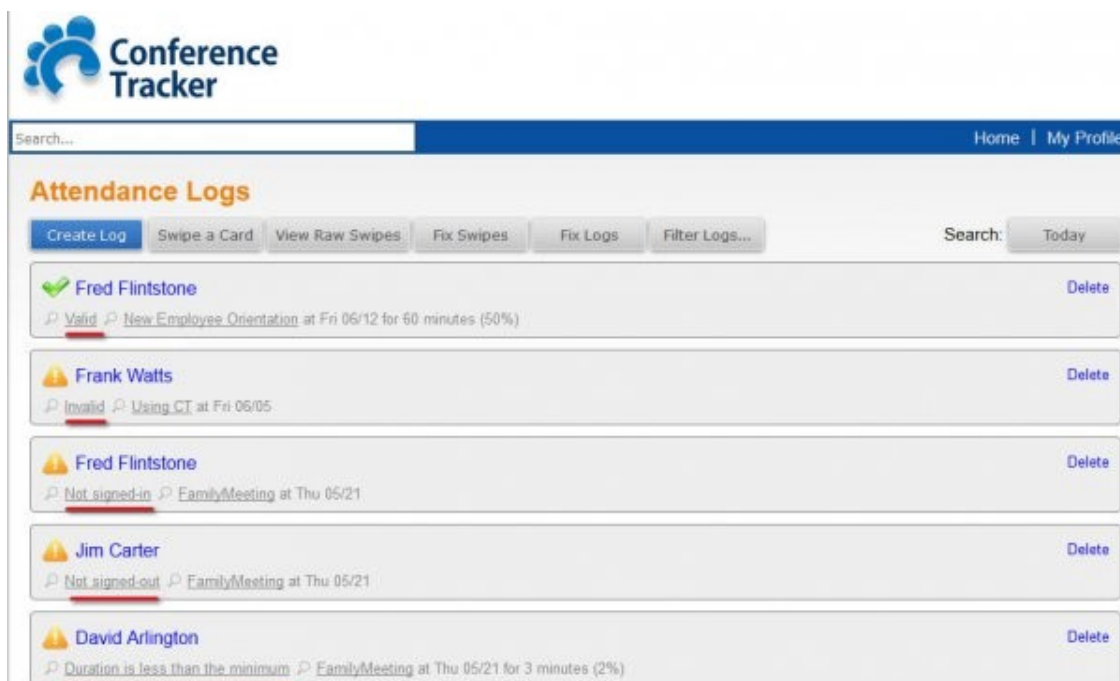
## 1.) Viewing the logs

Now that your conference is over, it's time to check the attendance data collected by your device **Operators** at the **Workshops**. To get started click on **View/Edit Logs** section under the **Attendance** heading from the **Conference Tracker** home screen:



You will notice a symbol appearing before each log. A **green check-mark** indicates the record is **Valid** but an **orange triangle icon** indicates the record has an issue that will be indicated with one of 4 statuses stated under the record:

1. **Invalid** - This error occurs if there are illogical swipes (2 sign-ins in a row, a sign-out before a sign-in, etc.)
2. **Not Signed-In** - This error occurs if there is a sign-in swipe for an attendee but no sign-in swipe.
3. **Not Signed-Out** - This error occurs if there is a sign-out swipe for an attendee but no sign-in swipe.
4. **Duration is less than Minimum** - This simply means that the Attendee did not stay in the Workshop long enough to get credit.



## How many bad logs do I have?

This can be seen easily by using the **Filter Logs** button at the top of the **Attendance Logs** screen. Once you click the **Filter Logs** button you'll be given all of these statuses in the form of buttons. Simply click the **Invalid** button to now see a list of all the **Invalid** logs, click the **Not Signed-In** button to see a list of all the **Not Signed-In** logs, click the **Not Signed-Out** button to see a list of all the **Not Signed-Out** logs, etc.



The screenshot displays the 'Attendance Logs' interface. At the top, there are several action buttons: 'Create Log', 'Swipe a Card', 'View Raw Swipes', 'Fix Swipes', 'Fix Logs', and 'Filter Logs...'. A search bar is located to the right of these buttons. Below the search bar, there is a 'Filter logs:' section with five buttons: 'Show All', 'Not Signed-In', 'Not Signed-Out', 'Stayed Less Than Required', and 'Other Invalid'. The 'Not Signed-In' button is selected. The main content area shows a list of three logs, each with a name, a status icon, and a 'Delete' button.

Name	Status	Event	Date	Action
Fred Flintstone	Not signed-in	FamilyMeeting	Thu 05/21	Delete
Fraser Morris	Not signed-in	aRyan_Demo_4	Thu 04/03	Delete
Benjamin S Lindsey	Not signed-in	The Power of HTML, 5	Mon 03/17	Delete

## 2.) Resolving Swipes

**Resolve Swipes**

[View Raw Swipes](#) [Swipe a Card](#) [View Logs](#)

To resolve swipes in bulk, filter the swipes by the groups listed below for easier resolution:

- 0 Swipes with unknown workshop.
- 37 Swipes with unknown attendee. [Resolve >](#)

This area can be accessed through the **Fix Swipes** button at the top of the **Attendance Logs** screen. The purpose of this **Resolve Swipes** section is to see what swipes are missing information and therefore not being added to the actual **Attendance Logs**. These swipes could be missing the **Attendee's Name** or they **were scanned into a room where no workshops were happening**.

### Resolving Swipes with Unknown Workshop

1. Once you are here click the **Resolve** button next to the “*Swipes with an Unknown Workshop*” title.
2. Here we will see a list of all the swipes that have an Attendee associated with it but no workshop.
3. Notice you can now resolve the swipes by clicking in the search box on the right of the swipe log.

### Resolving Swipes with Unknown Attendee

1. Once you are here click the **Resolve** button next to the “*Swipes with an Unknown Attendee*” title.
2. Here we will see a list of all the swipes that have a **Workshop** associated with it but no attendee (but it may have operator comments of their name or card number that the device did not recognize).
3. Notice you can now resolve the swipes by clicking in the search box on the right of the swipe log.

## Swipes with no attendee

< Go Back

Vernita Wells - Card #Vernita Wells

Thu 11/15 05:50pm - Latinos: Clients of the Future! | [More Info >](#)

Use: Wells, Vernita (10000034)

[Change](#)

lashunda winfrey - Card #lashings winfry

Thu 11/15 9:25am - Believe U Can Ur College Plan | [More Info >](#)

Use: Winfrey, LaShunda (10000026)

[Change](#)

Thu 11/15 9:42am - Legal Issues in School Counseling

No additional info | [More Info >](#)

Search for attendee...

>



If the swiped card number matches a person already in conffrac.com but maybe the iConf app on the Apple device that recorded the swipe did not recognize them at the time (probably because of an onsite registration) you may notice that you can click the button with their name that says:

**“Use: Last, First”** to resolve it without any doubt.

### 3.) Fixing Logs (in bulk)

This area is used to fix the most common problems that could occur during the course of a conference. These items could be that an operator had to leave and missed **Attendee's** sign-outs, maybe the Apple device ran out of battery at the beginning of the next day because it was never charged, etc. And in this guide we would like to explain how you can easily resolve these unexpected issues that arouse during the conference. This section attempts to fix all logs that meet a given circumstance.

From the **Attendance Logs** screen click the **Fix Logs** button at the top of the page and you'll see this screen which allows you to fix the most common issues with swipes recorded at your conference:

**Fix Attendance Logs**

View Logs View Raw Swipes Fix Swipes

Use this tool to fix the invalid attendance logs in bulk. You can create missing swipes at the beginning or the end of the session and remove the swipes that were made outside of it too (ie, before the session started or after it ended).

- Remove swipes before the session started
- Remove swipes after the session ended
- Create swipe at the beginning of the session
- Create swipe at the end of the session
- Change all swipes close to the start to be a sign-ins (in a 10' frame)
- Change all swipes close to the end to be a sign-outs (in a 10' frame)

**Select Logs to Apply**

You can apply these changes to all or just some attendance logs. Use the filters below to apply those changes to only some attendance logs, or leave them empty to apply the modifications to all the logs.

Workshop

Status

As you can see there are a lot of options for correcting the logs of many **Attendees** at once. These options can be used individually or virtually unlimited combinations to get your desired results. Here is a brief overview of what each option does:

- **Remove swipes before the session started** - This will remove any swipes before the start time of the workshop(s) specified.
- **Remove swipes after the session ended** - This will remove any swipes after the end time of the workshop(s) specified.
- **Create swipe at the beginning of the session** - This will create a swipe IN exactly at the start time of the workshop(s) specified.
- **Create swipe at the end of the session** - This will create a swipe OUT exactly at the end time of the workshop(s) specified.
- **Change all swipes close to the start to be a sign-ins (in a 10' frame)** - This will change/modify all swipes up to 10 minutes before the start time of the workshop(s) specified to be a swipe IN.
- **Change all swipes close to the end to be a sign-outs (in a 10' frame)** This will change/modify all swipes up to 10 minutes after the end time of the workshop(s) specified to be a swipe OUT.

These options above can be applied to all logs that match a specific error status (Invalid, Not Signed-Out, etc.) by leaving the **Workshop** field blank in the **Select Logs to Apply** section. Or they applied to a

specific **Workshop** that had an issue during the conference by typing in that specific **Workshop's** name in the **Workshop** field in the **Select Logs to Apply** section.

If you happen to enter a specific **Workshop** name and decide you want it to apply to all of the certain status of error logs you can simply highlight and delete the text in the **Workshop** field.

## 1. Fixing “Not Signed In” errors

This error occurs if there is a sign-out swipe for an attendee but no sign-in swipe. This is caused if the attendee did not sign in for some reason. One solution to this problem is to add a sign-in swipe at the start of the session for the attendee. This is appropriate for example if the **Operator** was late to the session and did not collect the sign-in swipes. To add a sign-in swipe for follow this procedure:

1. First, check the checkbox for **Create swipe at the beginning of the session** in the options at the top of the **Fix Logs** screen.
2. Next, specify the workshop this **Operator** was late for and did not collect the Sign-ins in the **Workshop** field under the **Select Logs to Apply** section.
3. Now set the type of **Status** the logs currently have to apply the changes to. In this case all these **Attendees** would appear with the **Not Signed-in** status so select that option in the drop-down **Status** box.

### Select Logs to Apply

You can apply these changes to all or just some attendance logs. Use the filters below to apply those changes to only some attendance logs, or leave them empty to apply the modifications to all the logs.

Workshop

Status

### Example - Before



### Example - After



**Warning:** Editing attendance logs in bulk can cause logs to become invalid or lose information. This process cannot be undone, export the information before processing.

[Apply Changes](#)

4. Finally review the **Before** and **After** diagrams to ensure that this change will be applied as planned and click the **Apply Changes** button to complete the fix to this set of attendance logs.

## 2. Fixing “Not Signed Out” errors

This error occurs if there is a sign-in swipe for an attendee but no sign-out swipe. This is caused if the attendee did not sign out for some reason. One solution to this problem is to add a sign-out swipe at the end of the session for the attendee. This is appropriate for example if attendees were not swiped out at the end of the session because the Apple device's battery died. To correct this issue and add a sign-out swipes simply follow this procedure:

1. First, check the checkbox for **Create swipe at the end of the session** in the options at the top of the **Fix Logs** screen.
2. Next, specify the workshop that was supposed to be scanned before this devices battery died and you were unable to collect the Sign-outs in the **Workshop** field under the **Select Logs to Apply** section.
3. Now set the type of **Status** the logs currently have to apply the changes to. In this case all these **Attendees** would appear with the **Not Signed-Out** status so select that option in the drop-down **Status** box.
4. Finally review the **Before** and **After** diagrams to ensure that this change will be applied as planned and click the **Apply Changes** button to complete the fix to this set of attendance logs.

## 3. Fixing “Stayed less than required period” error

This error occurs if the sign-in period is less than the minimum period required that you set up in the Settings section of the **Conference Tracker** software or the **Required Presence percentage** you set for a specific Workshop. The reason may be that there was a specific **Workshop** that the Operator forgot to scan the **Attendees** in at the beginning of the session but realized and scanned them in halfway through the **Workshop**.

1. First, check the check-boxes for **Create swipe at the beginning of the session** and **Create swipe at the end of the session** in the options at the top of the **Fix Logs** screen.
2. Next, specify the workshop that had this issue and you were unable to collect the Sign-ins and Sign-outs at the appropriate start/end times in the **Workshop** field under the **Select Logs to Apply** section.
3. Now set the type of **Status** the logs currently have to apply the changes to. In this case all these **Attendees** would appear with the **Duration Less than Minimum** status so select that option in the drop-down **Status** box.
4. Finally review the **Before** and **After** diagrams to ensure that this change will be applied as planned and click the **Apply Changes** button to complete the fix to this set of attendance logs.

If you know that there were reasons a significant number of your attendees may not have been scanned in for the entire workshop that were due to issues facing your entire conference then another solution to fix this status is to simply go to the **Advanced Options > Settings** and simply make the entire Required Presence percentage required a lesser number so that less Attendees will fall under this Status.

## 4. Fixing "Invalid" swipes

This error occurs if there is something illogical about the Attendees Sign-in log. This could be multiple sign-in swipes in a row, multiple sign-out swipes in a row, a sign-out before a sign-in swipe. Typically this is caused by the Operator letting Attendees swipe multiple times when signing in/out or if they forget to change the in/out arrow for the next workshop they are scanning and Attendees get scanned out before getting signed into the session. There can be multiple solutions to this problem. Rather than explain the exact steps I could take to resolve these I will explain some options to do in certain known cases.

### Multiple Sign-ins

1. Check the box to **Remove swipes before the session started, Create swipe at the beginning of the session, and Change all swipes close to the start to be a sign-ins (in a 10' frame)**.
2. Next, specify the workshop that the "Multiple Sign-ins" occurred on in the **Workshop** field under the **Select Logs to Apply** section. **Note:** *This can be left blank to resolve all logs like this at once.*
3. Now set the type of **Status** the logs currently have to apply the changes to. In this case all these **Attendees** would appear with the **Invalid** status so select that option in the drop-down **Status** box.
4. Finally review the **Before** and **After** diagrams to ensure that this change will be applied as planned and click the **Apply Changes** button to complete the fix to this set of attendance logs.



Another possible solution is to simply use the **Filter logs > Invalid** option on the **Attendance Logs** screen to see all the Invalid logs and right-click the link on each log and select "Open in new tab." Review each of these individually to remove the extra Sign-ins on each log. This method is preferred because although it can take some time to complete I feel better knowing each log was reviewed (in case of some other oddity still in the logs I can fix this too) and I don't create other issues attempting to fix them in bulk.

### Multiple Sign-outs

1. Check the box to **Remove swipes after the session ended, Create swipe at the end of the session, and Change all swipes close to the end to be a sign-outs (in a 10' frame)**.
2. Next, specify the workshop that the "Multiple Sign-outs" occurred on in the **Workshop** field under the **Select Logs to Apply** section. **Note:** *This can be left blank to resolve all logs like this at once.*
3. Now set the type of **Status** the logs currently have to apply the changes to. In this case all these **Attendees** would appear with the **Invalid** status so select that option in the drop-down **Status** box.
4. Finally review the **Before** and **After** diagrams to ensure that this change will be applied as planned and click the **Apply Changes** button to complete the fix to this set of attendance logs.



Another possible solution is to simply use the **Filter logs > Invalid** option on the **Attendance Logs** screen to see all the Invalid logs and right-click the link on each log and select "Open in new tab." Review each of these individually to remove the extra Sign-outs on each log. This method is preferred because although it can take some time to complete I feel better knowing each log was reviewed (in case of some other oddity still in the logs I can fix this too) and I don't create other issues attempting to fix them in bulk.



## Sign-out before Sign-In

1. Check the box to **Change all swipes close to the start to be a sign-ins (in a 10' frame) and Change all swipes close to the end to be a sign-outs (in a 10' frame)**.
2. Next, specify the workshop that the “Sign-out before Sign-In” occurred on in the **Workshop** field under the **Select Logs to Apply** section. **Note:** *This can be left blank to resolve all logs like this at once.*
3. Now set the type of **Status** the logs currently have to apply the changes to. In this case all these **Attendees** would appear with the **Invalid** status so select that option in the drop-down **Status** box.
4. Finally review the **Before** and **After** diagrams to ensure that this change will be applied as planned and click the **Apply Changes** button to complete the fix to this set of attendance logs.



Another possible solution is to simply use the **Filter logs > Invalid** option on the **Attendance Logs** screen to see all the Invalid logs and right-click the link on each log and select “Open in new tab.” Review each of these individually to change the Sign-ins and Sign-outs to their appropriate order on each log. This method is preferred because although it can take some time to complete but you'll feel better knowing each log was reviewed (in case of some other oddity still in the logs I can fix this too) and I don't create other issues attempting to fix them in bulk.

## Final Review

Typically after all of these swipes and logs have been adjusted I will go to the **Attendance Logs** screen and use the **Filter Logs** button and click each of the available statuses (**Invalid, Not Signed-In, Not Signed-Out, and Duration is Less than Minimum**) buttons just to make sure they are either all resolved or most of the major corrections have been made. At this point if the Attendance Logs look good to you in the **Conference Tracker** software then we are ready to start exporting the data!