



On the Apple device tap the **Settings** icon > **Conference Tracker** section

## ALLOW TRACKER TO ACCESS:

**Camera** – This allows the app access to use your devices camera.

**(Recommended setting is ON)**

**Notifications** – This allows you to determine if notifications the conference administrators send via push notifications to operators are allowed.

**(Recommended setting is ON)**

## TRACKER SETTINGS:

**Device Name** – This is the name of the individual device so you know which Operator is using the device.

**Registration** – This allows attendees to sign-in to workshops no one registered for in advance through the online registration.

## SIGN-IN/OUT WINDOWS:

**Enable** – This is where you can enable or disable the warnings for late sign-ins or early sign-outs.

**Sign-in Window** – This is where you can specify how early or late the attendees can sign-in.

**Sign-out Window** – This is where you can specify how early or late the attendees can sign-out.

## CARD OPTIONS:

**Accept Unknown** – This allows you to deny or allow unknown Card IDs

**Accept Unassigned** – This allows you to deny or allow unassigned Card IDs

**Assign on sign-in** – This enables the ability for the Operator to manually add the attendee's first and last name so the unassigned card will be associated with an attendee.

***Note:** If you have to **assign on sign-in** often you will want to sync the device soon so onsite registered attendees will scan and prevent operators from having to repeat this process after the next set of sign-ins/outs.*

## BARCODE SCANNING:

**Use device camera** – This enables the iPod camera to be used for scanning cards. **(Recommended setting is ON)**

**Camera** – This tells the app which of the iPods cameras to be used for scanning cards.

**Use Auto-scan** – This allows you to enable/disable the ability to continually scan badges while in **SCAN** mode. **(Recommended setting is ON)**

## MANUAL MODE:

**Enter ID manually** – This allows you to enable/disable the **MANUAL** mode.

## SECURITY:

**Secure Connection** – Secure Connection means that it will use SSL/HTTPS connections to transmit the data from the device to the ConfTrac.com cloud server.

