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Conference Tracker

Conference Management Software Solution

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

Operator Quick Start Manual

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Operator Quick Start Manual

Table of Contents

Device Specifications	3
About Conference Tracker App.....	4
Getting Started.....	5
Turning the device on:	5
How to connect to Wi-Fi:	5
Charging the device	6
Update you iOS on your Apple Device	7
Launching Conference Tracker	8
Prior to logging in you will receive a notification message	8
How to log into Conference Tracker	8
Using Conference Tracker during a Workshop/Session:	9
1. Select correct Room.....	9
2. Select correct Session/Workshop (if necessary).....	9
3. Select correct Sign-in Mode	9
Signing IN/OUT Attendees:	10
SCAN mode	10
MANUAL entry mode.....	10
Error messages and how to handle them	11
Early Sign-in or Late Sign-out	11
Card Read Error.....	12
Sending Attendance Data to Server.....	12
<i>In Real-time if Wi-Fi exists</i>	12
<i>Sync when you get connected to Wi-Fi</i>	12



Operator Quick Start Manual



Device Specifications

Conference Tracker can be used to track attendance using an Apple™ iOS operating system, version 6.0 or higher. When selecting a device consider these additional features:

1. 4-inch Retina Display
2. iSight 5 Megapixel Camera
3. Dual-core A5 chip processor
4. Built-in AirPlay Wi-Fi Adapter
5. Extended Battery with 40+ hours of continual use

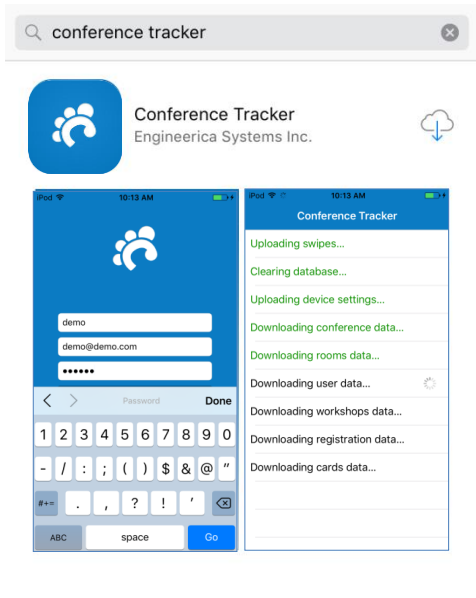


Operator Quick Start Manual

About Conference Tracker App

Conference Tracker is an app that will convert an Apple 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 Apple devices, you will need to download **Conference Tracker** from the App Store. If you are leasing the devices, then **Conference Tracker** will be pre-installed.

Open **iTunes** to download the Conference Tracker app.



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



Operator Quick Start Manual

Getting Started

Turning the device on:

Press the **Power** button located on the top left of the Apple iPod Touch.

Press the **Home** button to exit an app and see the Home screen.


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.





Operator Quick Start Manual

Charging the device

Leased devices are fully charged before they are shipped to you. If a device needs to be recharged, you can use one of the wall plugs shipped with it or you can connect it to a computer. See below for the details.



To charge the battery, choose one of the options below:

- For the quickest charge, connect the device to a power outlet using the USB cable that came with the device and an Apple USB power adapter.
- Connect the device directly to a USB port on your computer (**not an external keyboard**) using the USB cable that came with the device. Your computer must be turned on and not in sleep or standby mode; otherwise, the battery may drain instead of charge.

Note: If using a portable computer ensure it is plugged in to power and that the display (or lid) is open. If the display is closed, the computer may go into standby, sleep, or hibernation mode and the device may not charge.

If you charge the battery while syncing or using the device, it might take longer to charge.

Tip: If you have an Apple iPod USB Power Adapter, you'll be able to charge your iPod without leaving your computer powered on.



Operator Quick Start Manual

Update you iOS on your Apple Device

Updating your iOS takes only a few steps outlined here and can help your operators take advantage of using the latest features of the Conference Tracker app like “Push Notifications” where admins can send a brief message to device operators that may be getting a lot of errors collecting attendance.

1. Plug your device into power and [How to connect](#) to Wi-Fi.
2. Tap Settings > General > Software Update.



3. Tap Download and Install. If a message asks to temporarily remove apps because iOS needs more space for the update, tap Continue. Later, iOS will reinstall apps that it removed.
4. To update now, tap Install.
5. When asked, enter your passcode to complete this process. If using a rental device from Engineerica Systems, Inc. use: Engineerica94

For the latest information on this process you can also visit the Apple website here:

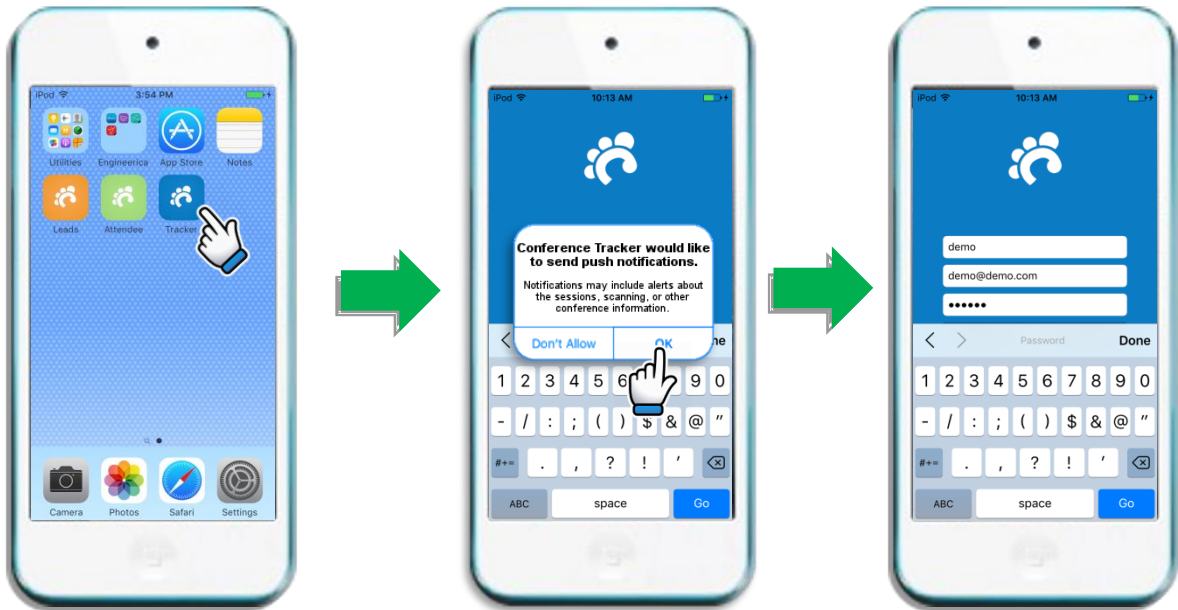
<https://support.apple.com/en-us/HT204204>



Operator Quick Start Manual

Launching Conference Tracker

Tap the **Conference Tracker** icon from the home screen of the Apple iPod Touch.



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 etc.

How to log into Conference Tracker

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

Domain: **My Conference Name**

E-mail: **your@email.com**

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



Operator Quick Start Manual

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.

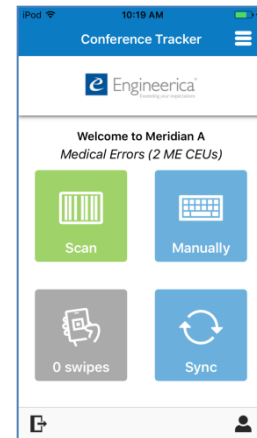
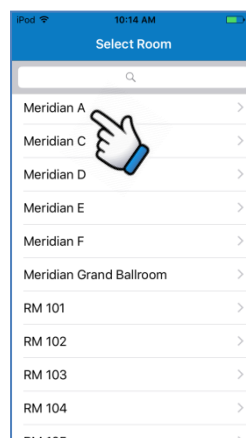
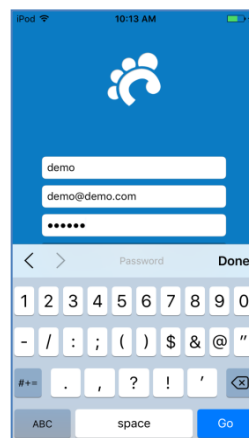
2. Select correct Session/Workshop (if necessary)

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 **Options**, tapping **Change Workshop**, and select the correct Session

3. Select correct Sign-in Mode

- 1) Select either **IN** or **OUT** (Tap the arrow to switch back and forth)
- 2) Select either **SCAN** or **MANUAL** mode (SCAN mode if using barcodes)



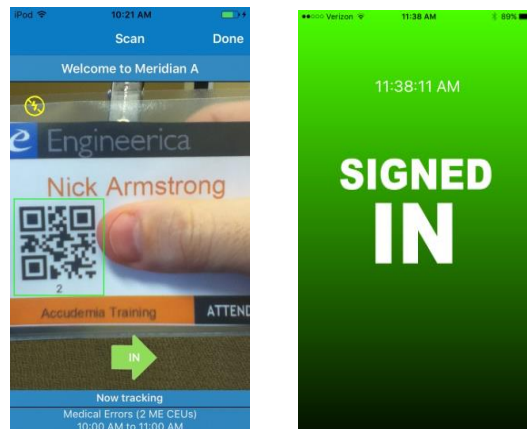


Operator Quick Start Manual

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.



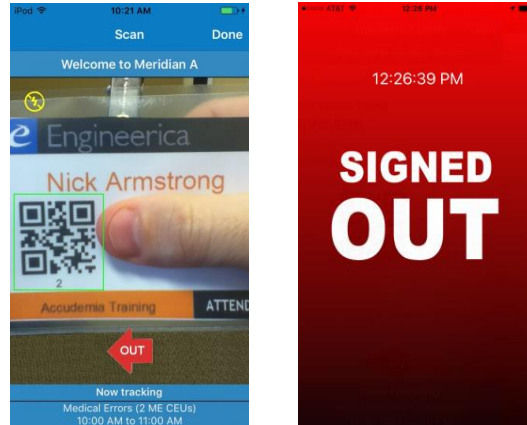
4. Once all scans are complete, tap the **Done** button to exit **SCAN** mode.

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.



Operator Quick Start Manual

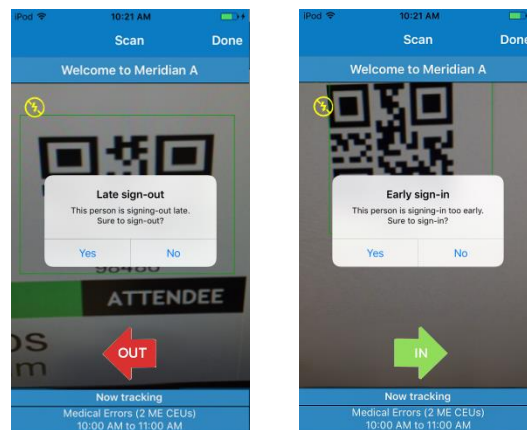


4. Once all scans are complete, tap the **Done** button to exit **MANUAL** mode.

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**.





Operator Quick Start Manual

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. But by simply turning the flash off it will decrease the scanning time causing fewer glares from the clear plastic badge holders.



Auto	On	Off
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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.

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!

