



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.

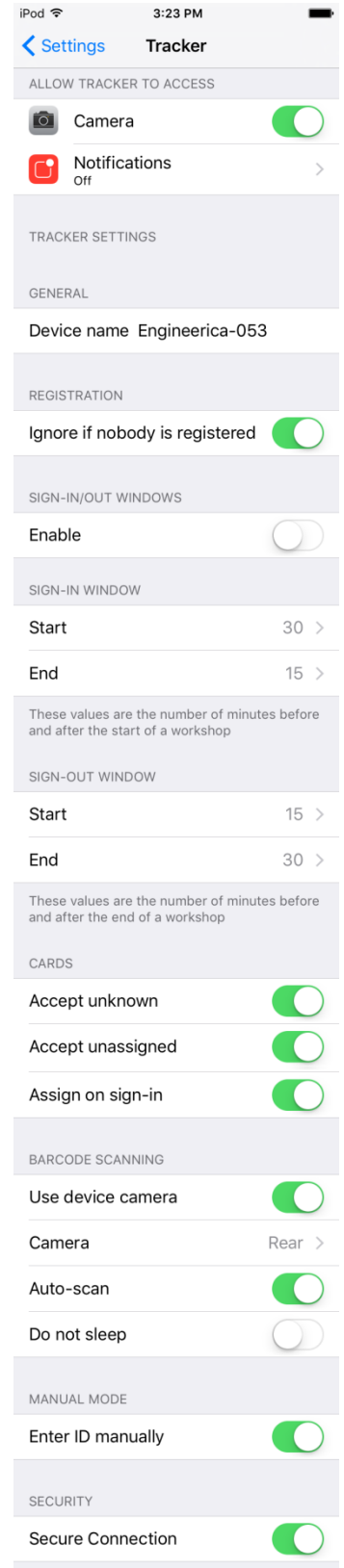
Use Auto-scan – This allows you to enable/disable the ability to continually scan badges while in **SCAN** mode. **(Recommended setting is ON)**

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.





Conference Tracker App - Admin Options



On the Android device, open the **Conference Tracker** app and tap the  icon in the top left to open the menu. Select **Settings**.

General:

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

Registration – This allows attendee 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 device camera to be used for scanning cards. **(Recommended setting is ON)**

Camera – This tells the app which of the device's cameras to be used for scanning cards.

Valid Formats – This allows you to choose which barcode types are able to be scanned. **Conference Tracker** natively supports only **QRCODE** and **CODE39**.

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

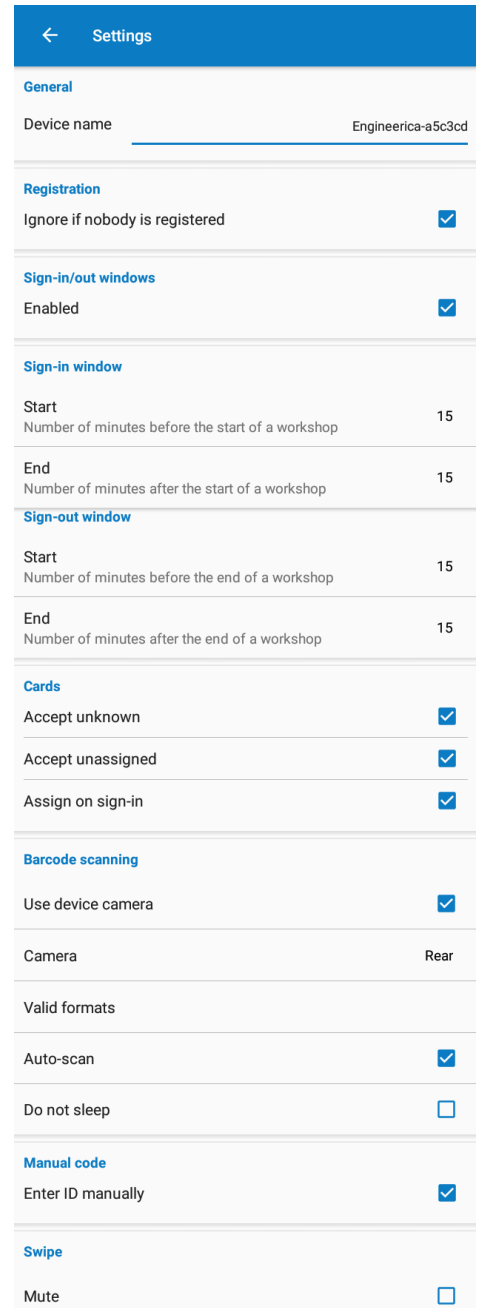
Do Not Sleep – This restricts the device from turning off the screen while the app is open.

Manual Mode:

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

Swipe:

Mute – Mutes the sound played when a badge is scanned.



Settings	
General	
Device name	Engineerica-a5c3cd
Registration	
Ignore if nobody is registered	<input checked="" type="checkbox"/>
Sign-in/out windows	
Enabled	<input checked="" type="checkbox"/>
Sign-in window	
Start Number of minutes before the start of a workshop	15
End Number of minutes after the start of a workshop	15
Sign-out window	
Start Number of minutes before the end of a workshop	15
End Number of minutes after the end of a workshop	15
Cards	
Accept unknown	<input checked="" type="checkbox"/>
Accept unassigned	<input checked="" type="checkbox"/>
Assign on sign-in	<input checked="" type="checkbox"/>
Barcode scanning	
Use device camera	<input checked="" type="checkbox"/>
Camera	Rear
Valid formats	
Auto-scan	<input checked="" type="checkbox"/>
Do not sleep	<input type="checkbox"/>
Manual code	
Enter ID manually	<input checked="" type="checkbox"/>
Swipe	
Mute	<input type="checkbox"/>