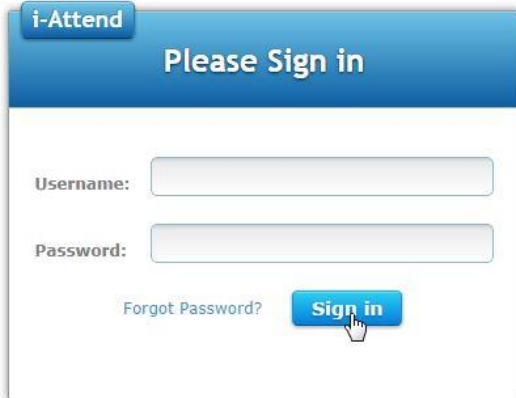


# i-ATTEND Quick User Guide v.1

1. Login as an administrator using your username and password

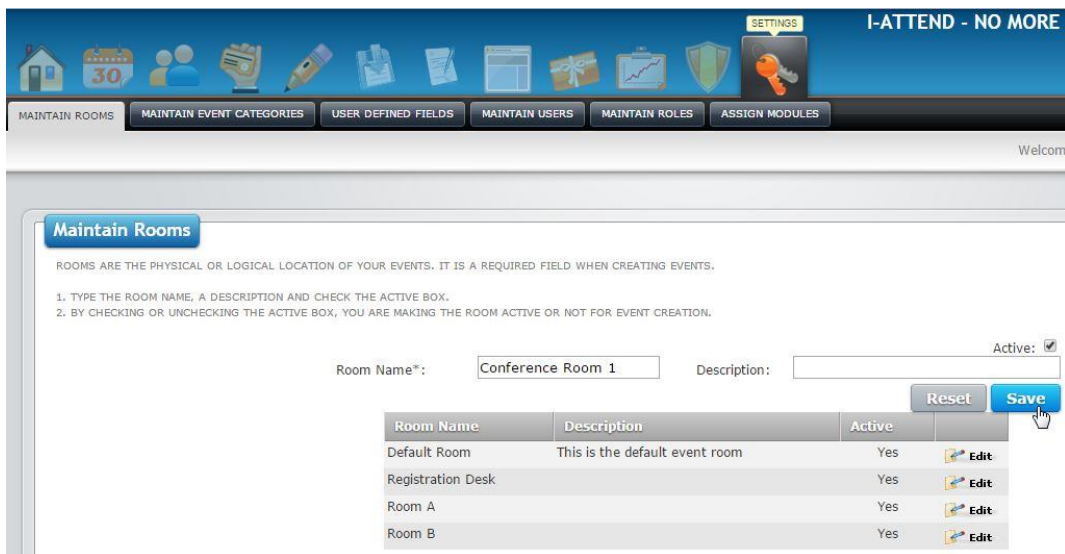


2. To navigate the application, simply click on the menu items on top. Each menu item may have sub-items as additional tabs. Click on the tabs to navigate further.



3. Maintain Rooms – navigate to Settings module -> Maintain Rooms

- Enter Room Name
- Enter Description (optional)
- Check Active box
- Click on the Save button



4. Add Attendees – navigate to Attendee module

There are two methods to add attendees:

(a) Add Attendee form – First Name, Last Name and Email Address are required fields.

I-ATTEND - NO MORE PEN AND PAPER SIGN-IN SHEETS  
DOTENABLE

Welcome to i-Attend! Logged In: Administrator

### Attendees Information

FIRSTNAME, LASTNAME AND EMAIL ADDRESS ARE REQUIRED FIELDS. BADGE ID IS USED TO AUTHENTICATE ATTENDEES. THE BADGE ID CAN BE YOUR BARCODE UNENCODED VALUE OR CARD ID VALUE. IF NONE IS SUPPLIED, I-ATTEND WILL AUTOMATICALLY CREATE A UNIQUE BADGE ID FOR YOUR EACH OF YOUR ATTENDEES.

Upload

First Name: *	<input type="text" value="Jay"/>	Last Name: *	<input type="text" value="Pipen"/>	Company:	<input type="text"/>
Attendee Type:	<input type="text" value="Attendee"/>	Badge ID:	<input type="text"/>	Email Address: *	<input type="text" value="jaypippen@dotone.com"/>
Address1:	<input type="text"/>	Address2:	<input type="text"/>	City:	<input type="text"/>
State:	<input type="text" value="Select a State"/>	Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>
External ID:	<input type="text"/>	AD User Name:	<input type="text"/>		

User Defined Fields

(b) Upload Attendees – format a csv file and upload data to the system. Refer to the Attendee Excel (csv) Template as your guide to format the file.

ATTENDEES

LIST ATTENDEES ADD NEW ATTENDEE UPLOAD ATTENDEES PRIVATE EVENT ATTENDANCE

### Upload Attendees

EXPORT A CSV FILE FROM YOUR INTERNAL SYSTEM, AND IMPORT IT HERE TO ADD ATTENDEE INFORMATION.

[ATTENDEE EXCEL \(CSV\) TEMPLATE](#)

[ATTENDEE EXCEL \(CSV\) WITH USERDEFINED FIELDS TEMPLATE](#)

THE ABOVE LINKS ARE TEMPLATES YOU CAN USE TO COPY YOUR ATTENDEE DATA.

NOTES:

1. **EMAIL ADDRESS** IS A KEY FIELD. IF **EMAIL ADDRESS** DOES NOT EXISTS IN YOUR DATABASE, THE PROCESS WILL **INSERT**. OTHERW
2. I-ATTEND ALLOWS YOU TO HAVE UNLIMITED USER DEFINED FIELDS FOR YOUR ATTENDEE DATA.

## 1 Preview (Upload) your Attendee file

USING THE "CHOOSE FILE" BUTTON, LOCATE AND SELECT YOUR ATTENDEE FILE, OPEN AND CLICK ON "PREVIEW".

Select CSV File\*:

No file chosen

For both options above, the First Name, Last Name and Email Address are required fields. The rest are optional.

Note: The BADGE ID value is what i-Attend uses to authenticate attendees. If supplied, it needs to be a UNIQUE value for each attendee. If not supplied, i-Attend automatically creates a unique Badge ID for attendees.

5. Create your Events – navigate to Events module -> Add/Edit Event

- Enter Event Name
- Enter Start Date and Start Time
- Enter End Date and End Time
- Select Room
- Rest of the fields are optional
- Click on the Save button

6. Capture Attendance using Mark Attendance module, Batch Attendance module or you can use i-Attend Mobile.

(a) Mark Attendance Module – use this module if you are using a WEDGE/KEYBOARD type reader/scanner

- Attach the reader or scanner to your computer using a USB connection
- Scan the Badge ID

(b) Batch Attendance Module – this module works with BATCH scanners or readers.

- Export scanned data from batch device
- Format file (csv) to i-Attend format
- Select Room Name where event(s) was held
- Upload, review and process

**BATCH ATTENDANCE**

**Batch Attendance**

THE BATCH ATTENDANCE MODULE ALLOWS YOU TO CAPTURE ATTENDANCE USING A BATCH SCANNER.

1. EXPORT THE FILE FROM YOUR BATCH SCANNER AND FORMAT THE DATA USING THE TEMPLATE BELOW:

**BATCH EXCEL (CSV) TEMPLATE**  
THE ABOVE LINK IS A FILE THAT SERVES AS A TEMPLATE TO PROCESS YOUR ATTENDANCE DATA.  
NOTE: I-ATTEND EXPECTS 3 COLUMNS: BADGEID IS THE RFID OR BARCODE ID; DATE IS IN MM/DD/YYYY FORMAT; AND TIME IS IN A 24-HO

2. SELECT THE ROOM WHERE YOUR EVENT IS  
2. CLICK ON THE SEARCH BUTTON  
3. CHOOSE THE FILE FROM YOUR COMPUTER AND UPLOAD  
4. REVIEW THE DATA AND CLICK ON MARK ATTENDANCE BUTTON  
NOTE: YOU CAN ONLY MARK ATTENDANCE IF THE FILE IS CLEAN OF ERRORS. IF THE FILE CONTAIN ANY ERROR, YOU NEED TO CORRECT ANE

**1 Select ROOM or EVENT to process your file**

Select Room:  Select Event:

Default Room ▼

**2 Preview (Upload) your batch file**

7. Run your REPORTS or Process your CERTIFICATES

8. THAT'S IT FOLKS!