1. Login as an administrator using your username and password

i-Attend	Please Sign in
Username:	
Password:	
Fo	orgot Password? Sign in

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.

HOME	30 ,	22	ġ	<u>, 1</u>		-	Ż	Q.,

- 3. Maintain Rooms navigate to Settings module -> Maintain Rooms
 - Enter Room Name
 - Enter Description (optional)
 - Check Active box
 - Click on the Save button

d 📅 😕 💆 ,	🥟 🖄 🖪		1		I-ATT	END - NO A	MORE
INTAIN ROOMS MAINTAIN EVENT CATEGORIE	ES USER DEFINED FIELDS	MAINTAIN	USERS MAINTAIN	ROLES ASSIGN MODULE	5		Welcom
							weicom
Maintain Rooms	CATTON OF YOUR EVENTS IT I						
1. TYPE THE ROOM NAME, A DESCRIPTION A		IS A REQUIRED	FIELD WHEN CREATIN	G EVENTS.			
	ND CHECK THE ACTIVE BOX.	E ROOM ACTIVE	E OR NOT FOR EVENT C			Acti	ive: 💌
1. TYPE THE ROOM NAME, A DESCRIPTION A	ND CHECK THE ACTIVE BOX.	E ROOM ACTIVE				0	
1. TYPE THE ROOM NAME, A DESCRIPTION A	ND CHECK THE ACTIVE BOX. WE BOX, YOU ARE MAKING THI	E ROOM ACTIVE	E OR NOT FOR EVENT C	REATION.	Active	0	ive: 🗹
1. TYPE THE ROOM NAME, A DESCRIPTION A	IND CHECK THE ACTIVE BOX. VE BOX, YOU ARE MAKING THI Room Name*:		e or not for event o	Description:	Active Yes	0	ave
1. TYPE THE ROOM NAME, A DESCRIPTION A	ND CHECK THE ACTIVE BOX. VE BOX, YOU ARE MAKING THI Room Name*: Room Na	Conferen	e or not for event of noe Room 1	Description:		Reset S	ave
1. TYPE THE ROOM NAME, A DESCRIPTION A	ND CHECK THE ACTIVE BOX. VE BOX, YOU ARE MAKING THI Room Name*: Room Na Default Roc	Conferen	e or not for event of noe Room 1	Description:	Yes	Reset S	ave

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.

ATTE				21.	I-ATTEND - NO MORI	E PEN AND PAPER SIGN-IN SHEET DOTENABLI
ATTENDEES ADD NE	EW ATTENDEE UPLOAD ATTENDE	ES PRIVATE I	EVENT ATTENDANCE		Welco	ome to i-Attend! Logged In: Administrator Lo
					Werce	ane to Pattenti Logget III. Administrator L
THE BADGE ID CAN BI	OF MALL ADDRESS ARE REQUIN E AND MALL ADDRESS ARE REQUIN YOUR BARCODE UNENCODED VALL TE A UNIQUE BADGE ID FOR YOUR	JE OR CARD ID V	ALUE, IF NONE IS SUPPLIE			Upload
First Name: *	Jay		Last Name: *	Pipen	Company:	
Attendee Type:	Attendee	•	Badge ID:		Email Address: *	jaypippen@dotone.com
Address1:			Address2:		City:	
State:	Select a State	•	Zip Code:		Phone Number:	
External ID:			AD User Name:			
User Defined Fie	lds					Reset Save

(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 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. <u>IF EMAIL ADDRESS DOES NOT EXISTS IN YOUR DATABASE, THE PROCESS WILL INSERT. OTHERW</u>
2. I-ATTEND ALLOWS YOU TO HAVE UNLIMITED USER DEFINED FIELDS FOR YOUR ATTENDEE DATA. Preview (Upload) your Attendee file
USING THE "CHOOSE FILE" BUTTON, LOCATE AND SELECT YOUR ATTENDEE FILE, OPEN AND CLICK ON "PREVIEW".
Select CSV File*:
Choose File No file chosen
Preview

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

	Event Particulars			
SEARCH E	CHECKOUT, IF YOU WANT YOUR ATTENE ALLOWS YOU TO START THE EVENT EAR	EES TO REGISTER FOR THIS EVEN LIER MAKING IT ACTIVE FOR ATTER FTER SYNCHING DATA WITH I-AT	YOU REQUIRE TO CAPTURE 'CHECKOUTS', THE T, THEN CHECK THE BOX FOR <u>REQUIRE REGIST</u> IDANCE. TEND MOBILE. OTHERWISE, YOU WILL HAV	RATION (PRIVATE), EARLY ATTENDANC
	Event Details		Event Time	
List	2 222	Allow Checkou		Require Registration (Private)
LISL	Event Name:	Microsoft Excel Class	Start Date	ENTER TIME - I.E. 08:30 AM
	Description:		06/09/2015	07:30 AM
			End Date	ENTER TIME - I.E. 10:30 PM
Previous			06/09/2015	09:30 AM
Previous	Location:	· · · · · · · · · · · · · · · · · · ·	Early Attendanc (minutes):	^{;e} 30 ▼
unday			Recurrence Pattern:	Daily
	Points (e.g. 10.50, 0.50):			
	Presenter:	Select Presenter	Recurrence Type:	No End Date
	Event Category:	Select Event Category	▼ Select Room:	Room A 🔹
	2000 100 To TOT TO P TO 9 (10).	Carrier Eronic Soundary		

- 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 t	he	Badge	ID
---	--------	----	-------	----

		I-ATTEND - N	io more p
			Welcome
Nark Attendance			
. ENSURE THAT READER/SCANNER, IS ATTACHED TO . JUST SCAN OR TAP YOUR BADGE ID AND PROCESS OTE: TO SEARCH BY NAME, SIMPLY CLICK ON THE S Badge	WILL CAPTURE ATTENDANCE FOR CURRENT EVENT(S) HOW SEARCH LINK.	Show Search Reset	Enter
Attend	Last Name Company Name Address 1 City	First Name Email Address Address 2 State	

- (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

dista -		BATCH ATTENDANC				
307	2	<u>/</u>		to D	1 🔍 🧯	
ATTENDANCE						
						-
Batch Attend	ance					
THE BATCH ATTEND	NCE MODULE ALLOWS	YOU TO CAPTURE ATT	ENDANCE USING A BA	TCH SCANNER.		
1. EXPORT THE FILE	FROM YOUR BATCH SC	CANNER AND FORMAT T	HE DATA USING THE	TEMPLATE BELOW:		
NOTE: 1-ATTEND EXP 2. SELECT THE ROOI 2. CLICK ON THE SE 3. CHOOSE THE FILE 4. REVIEW THE DATA NOTE: YOU CAN ONL	ECTS 3 COLUMNS: BAI 4 WHERE YOUR EVENT ARCH BUTTON FROM YOUR COMPUTE 6 AND CLICK ON MARK Y MARK ATTENDANCE 1		BARCODE ID; DATE	S IN MM/DD/YYYY FORM	, YOU NEED TO CORI	
			in to pi	occss you		
Select Room:	© Select Event:		iti to pi	occss you		

- 7. Run your REPORTS or Process your CERTIFICATES
- 8. THAT'S IT FOLKS!