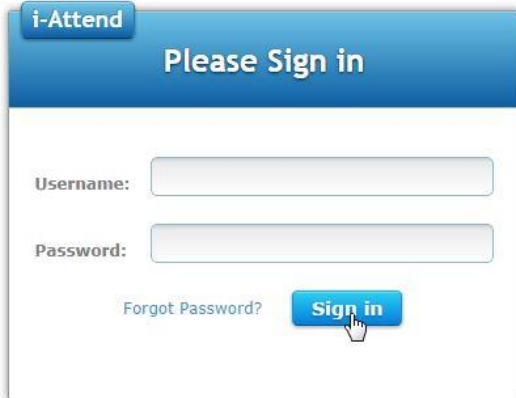**i-ATTEND Quick User Guide v.1**

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
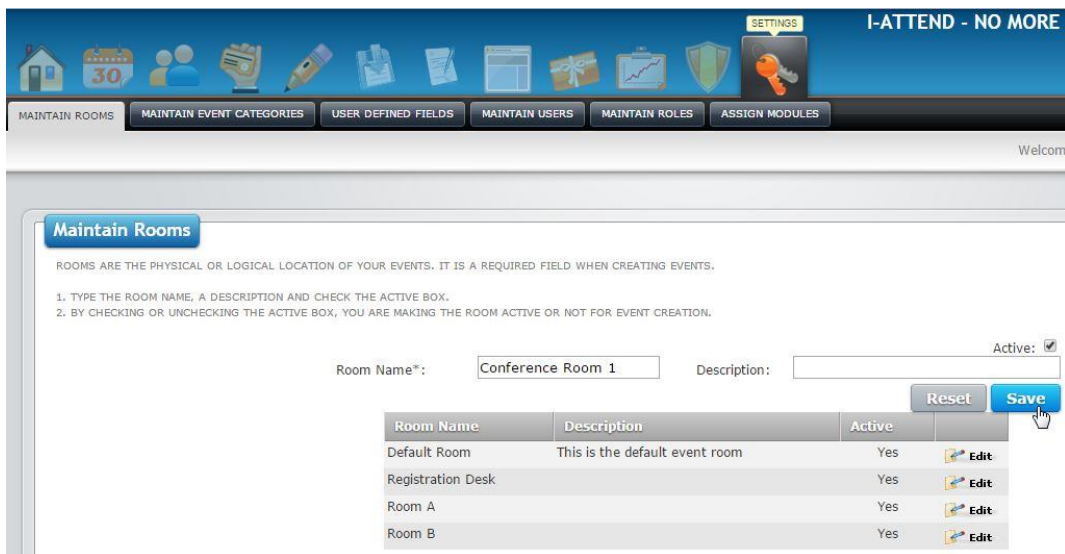
4. Add Attendees – navigate to Attendee module
   There are two methods to add attendees:

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

(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.

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

7. Run your REPORTS or Process your CERTIFICATES

8. THAT'S IT FOLKS!