

i-Attend Mobile Capture

Getting Started v1.1

i-Attend Mobile Capture is a mobile app that works in conjunction with i-Attend Cloud. You can download and install the app from the Google Play Store (for android devices), or the Apple App Store (for iOS devices).

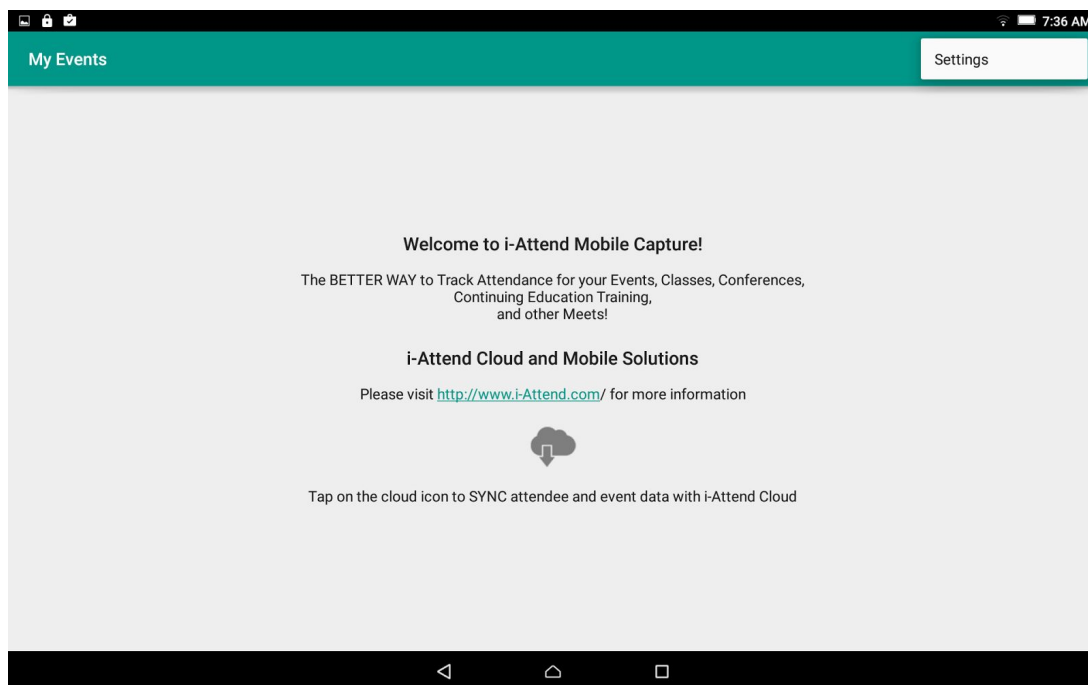
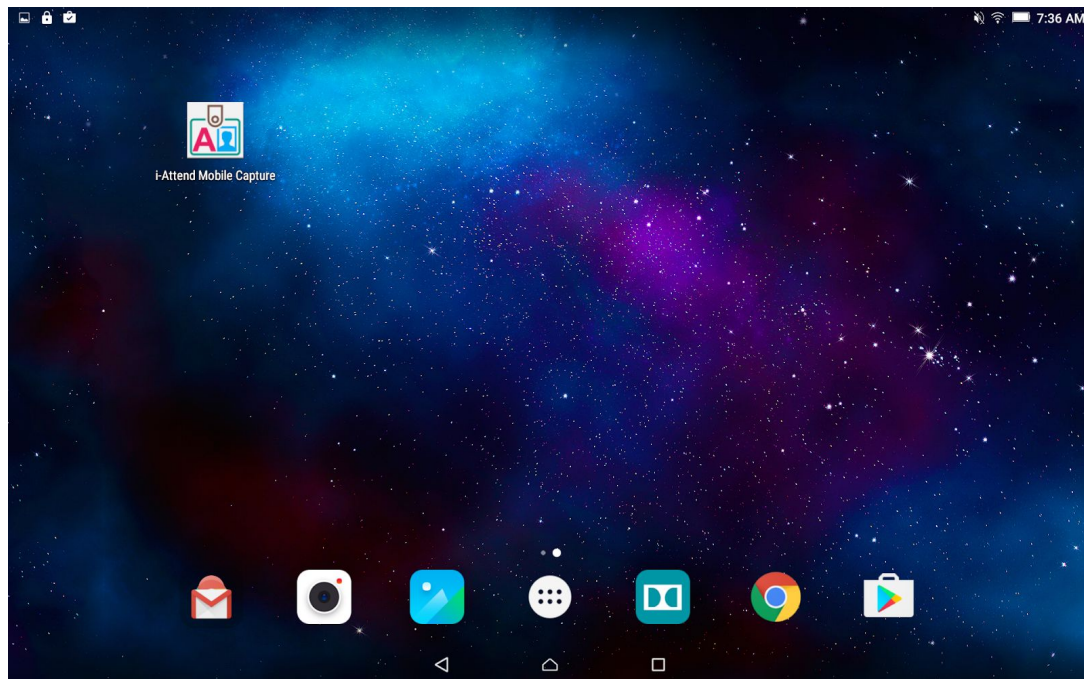
Make sure that all your data (events, attendees, badges, users, etc) are all setup correctly in i-Attend Cloud. i-Attend Mobile Capture provides you the ability to capture attendance by authenticating via QR Code, Barcode or RFID.

You need wifi or internet connectivity to sync data from the cloud to your mobile device and then again from the mobile device to the cloud. You do not need wifi or internet access while capturing attendance - it is designed to work off-line.

You will need your Custom Endpoint configuration code and your Authentication information to setup and use i-Attend Mobile Capture. Follow the instructions below.

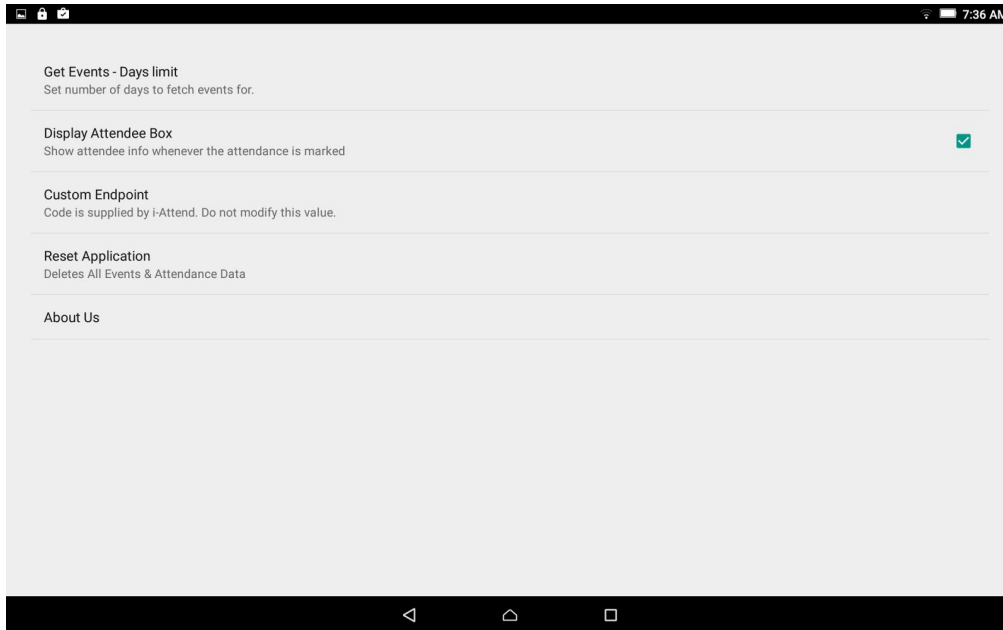
Email support@i-attend.com for assistance.

1. Launch **i-Attend Mobile Capture** from your device and go to the **Settings** page of the app.

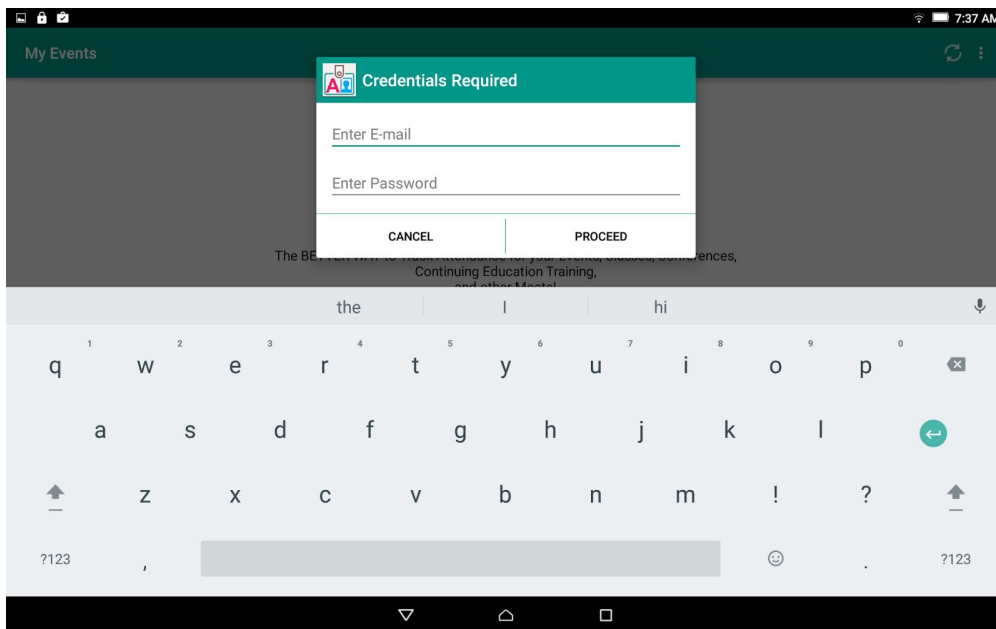


2. In the **Settings** page:

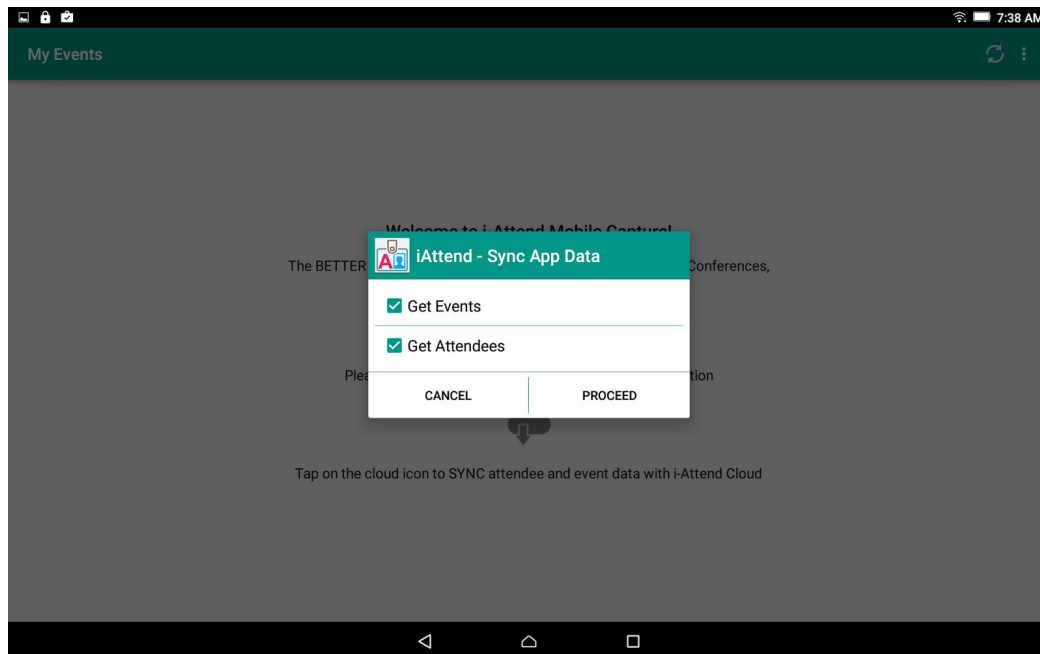
- a. Select 10 days in the Get Events - Days limit
- b. Inspect Custom Endpoint and ensure that configuration code is blank or the code provided by i-Attend.



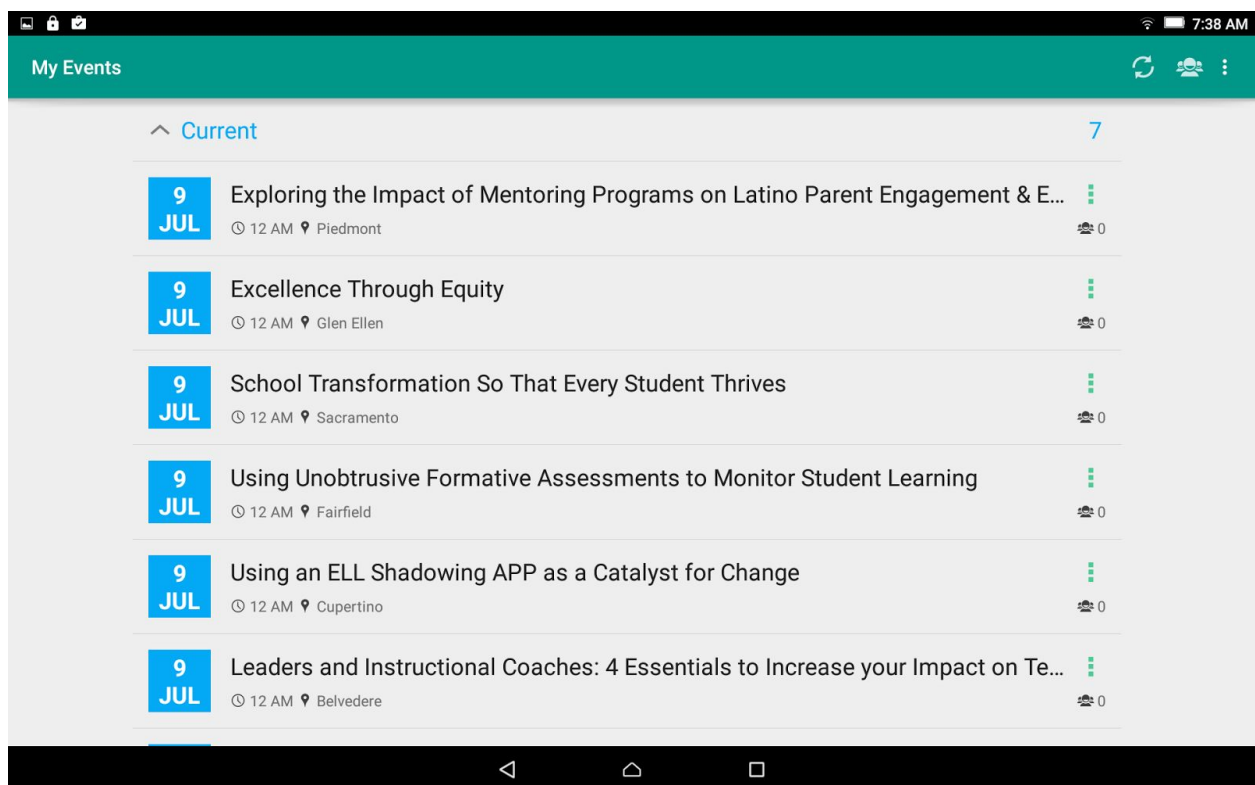
3. Go back to the **My Events** page and tap the Cloud icon to sync your data from i-Attend Cloud. Enter your credentials provided by your administrator and tap the Proceed button.



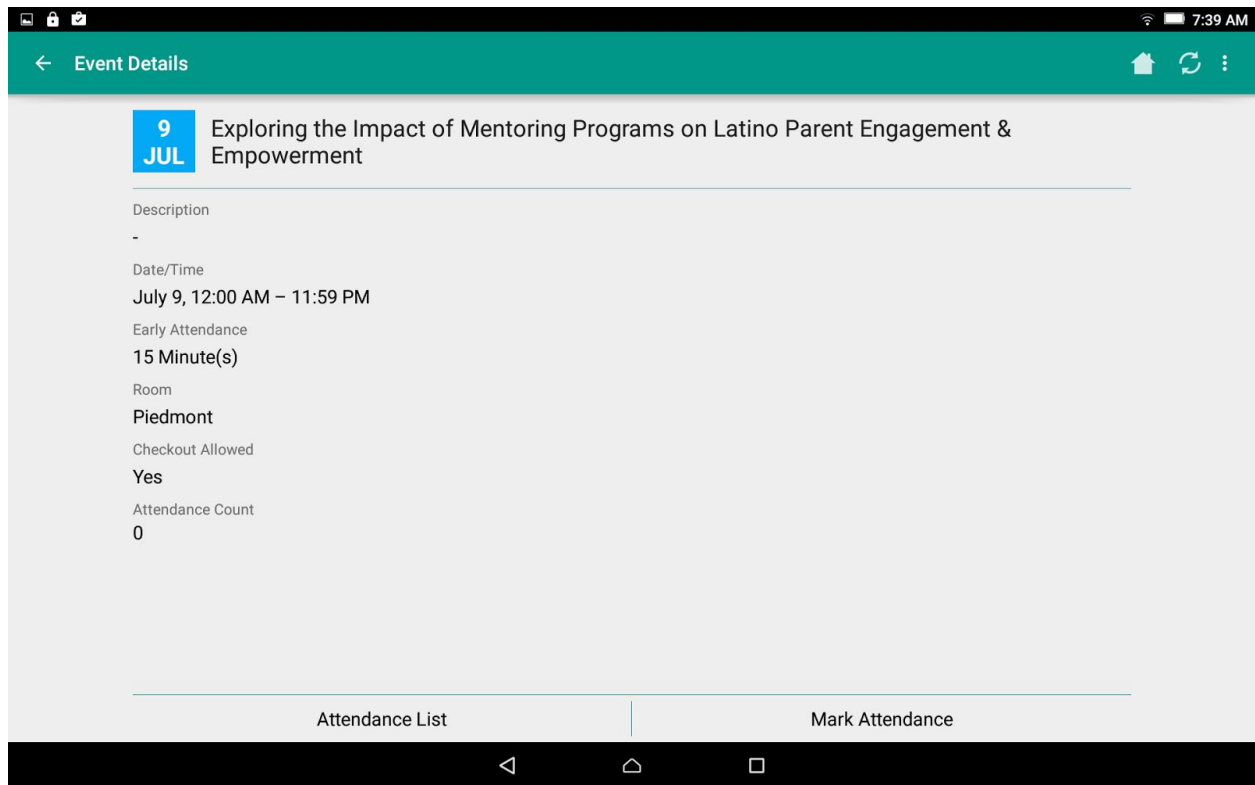
Make sure that Get Events and Get Attendees are checked. This will download your events and attendees on your devices. Tap the Proceed button.



4. After successful sync, **My Events** page shows all the current events that are scheduled. You can only capture attendance with current events.

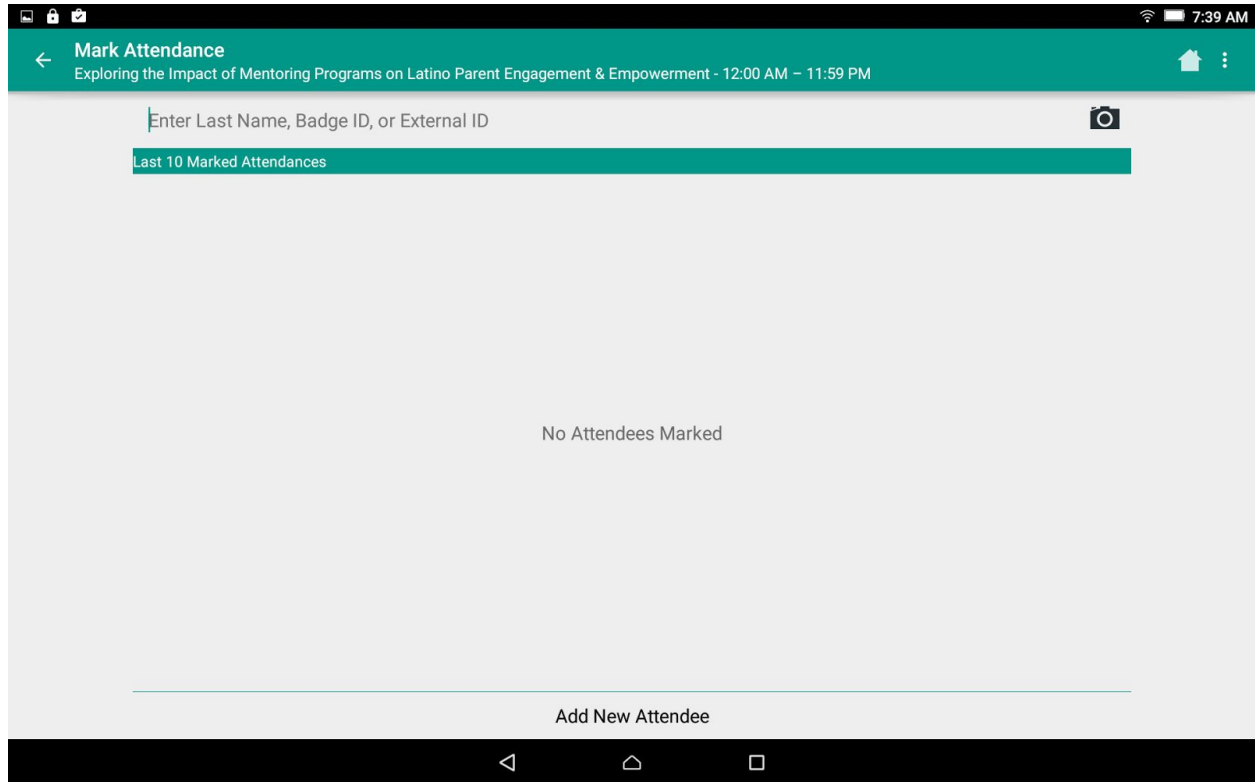


5. Tap on the event assigned to you to get to the **Event Details** screen. Tap on **Mark Attendance** button (bottom of the page).



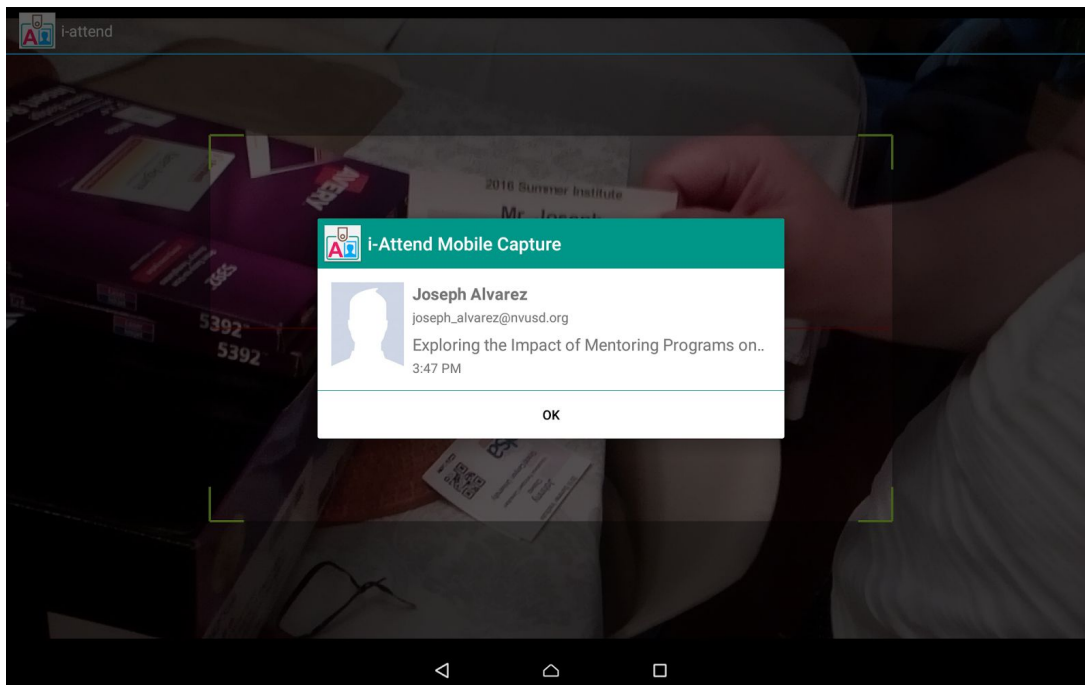
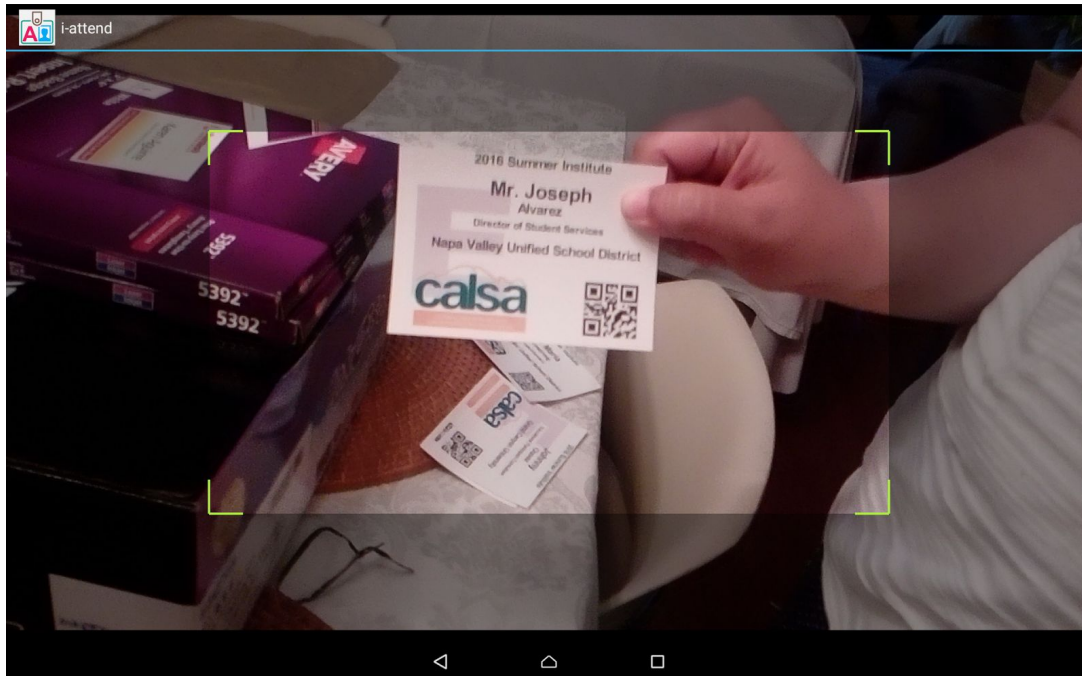
The Event Details screen shows information about the specific event. Tap the Mark Attendance button at the bottom of page to continue.

6. There are two methods of capturing attendance. The first method uses the **REAR camera** of the device. This method is typically recommended when using a phone or a small mobile device. The second method uses the **FRONT camera** and is good for bigger mobile devices such as tablets or iPads.



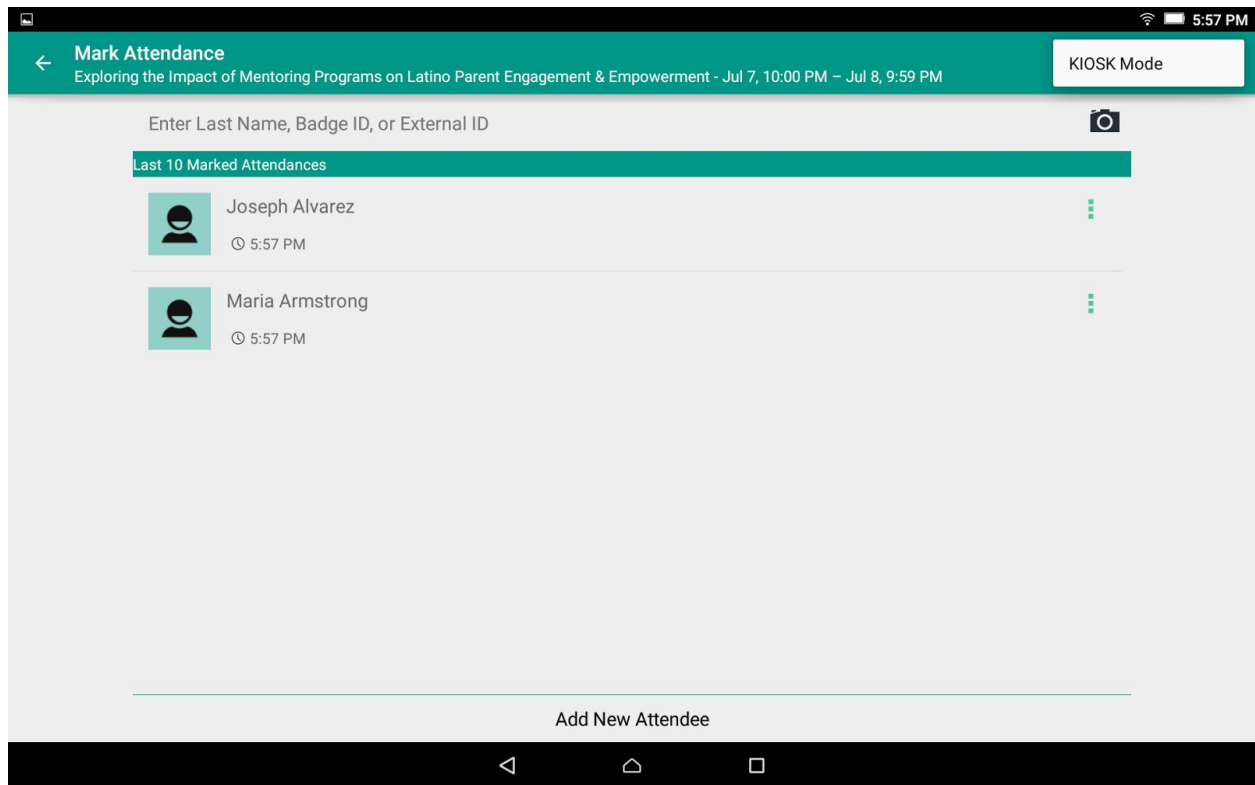
7. Mark Attendance using the REAR camera:

From the **Mark Attendance** screen, tap on the camera icon and start capturing attendance by positioning the QR Code or barcode of the name badge in the viewfinder using the rear camera.

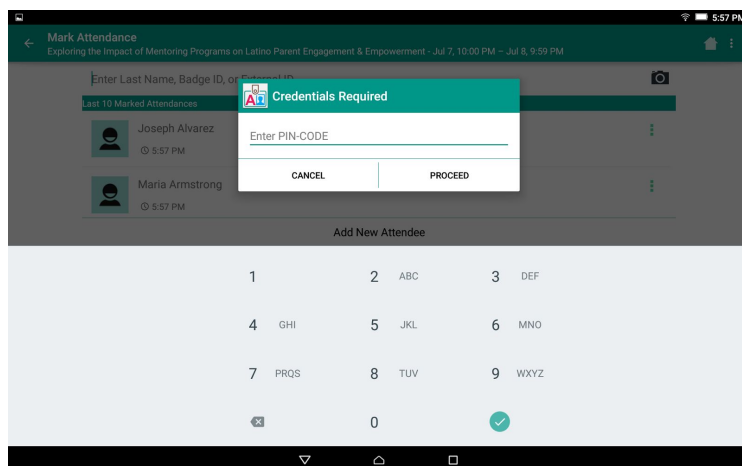


8. Mark Attendance using the FRONT camera:

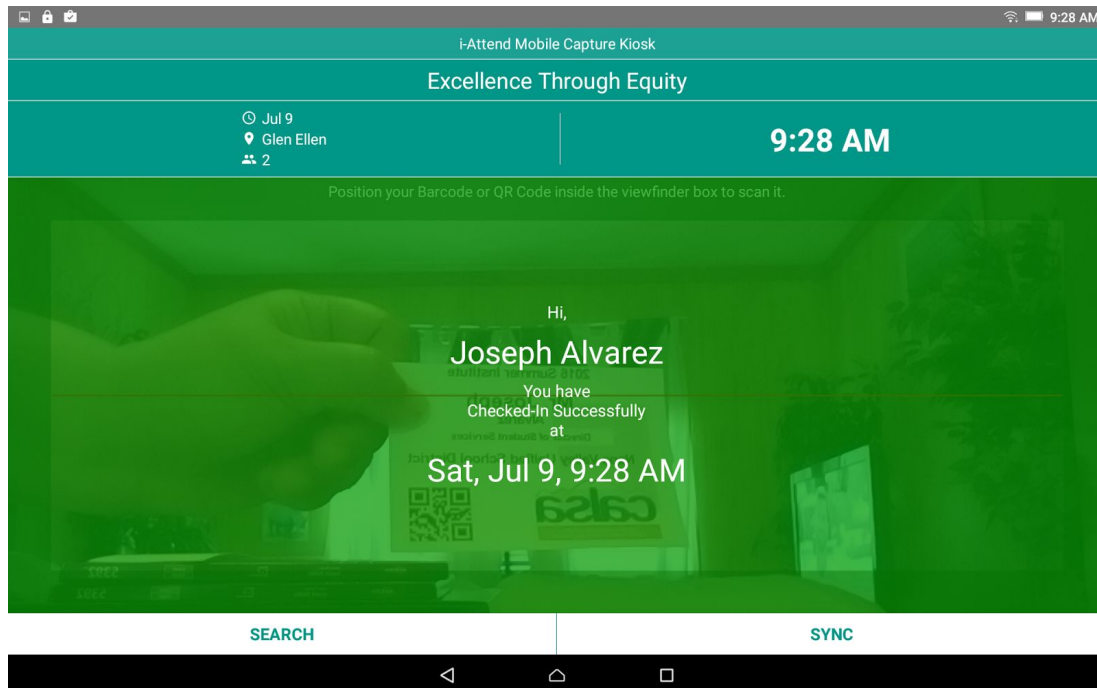
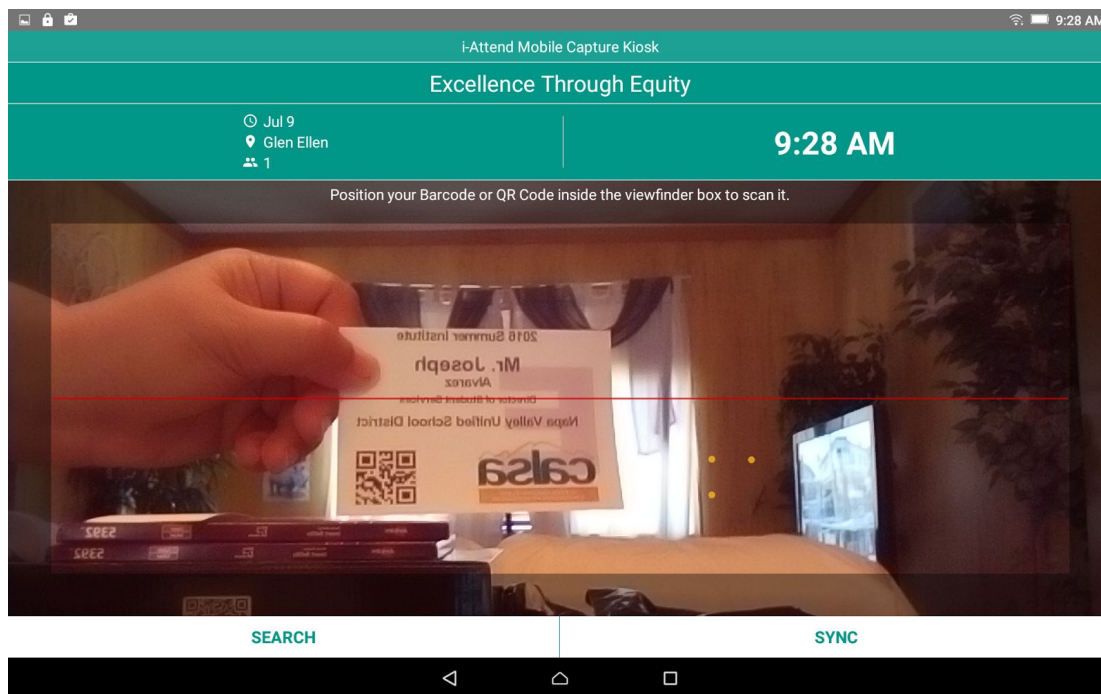
From the **Mark Attendance** screen, tap on the dot menu located top right and choose **KIOSK Mode**.



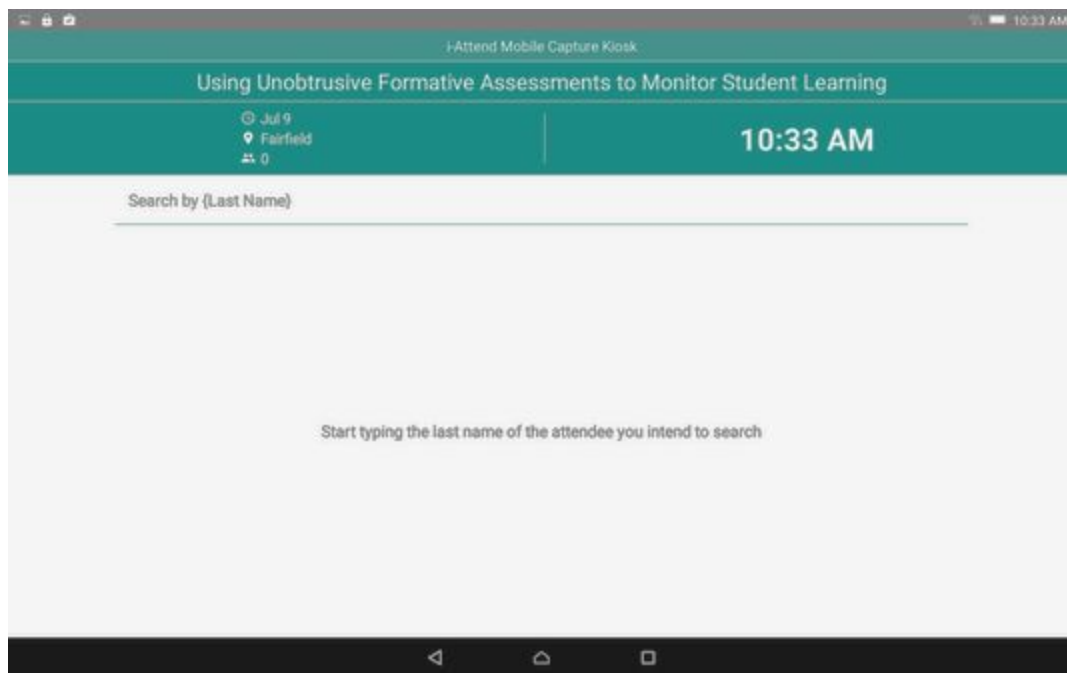
9. Enter a four digit PIN (make something up but remember what your enter) - i.e. 1234 and tap Proceed. The PIN allows you to lock the application in the KIOSK mode. You can only exit by re-entering the PIN - so it is important that you do not forget this number.



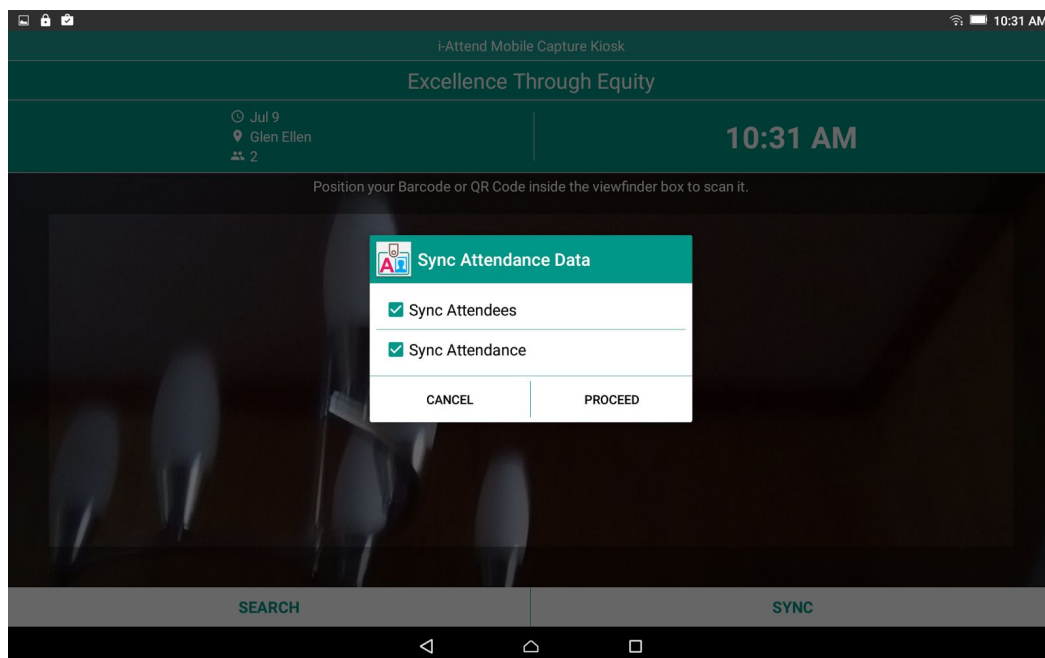
10. Start scanning by positioning the QR Code or Barcode inside the viewfinder using the Front camera.



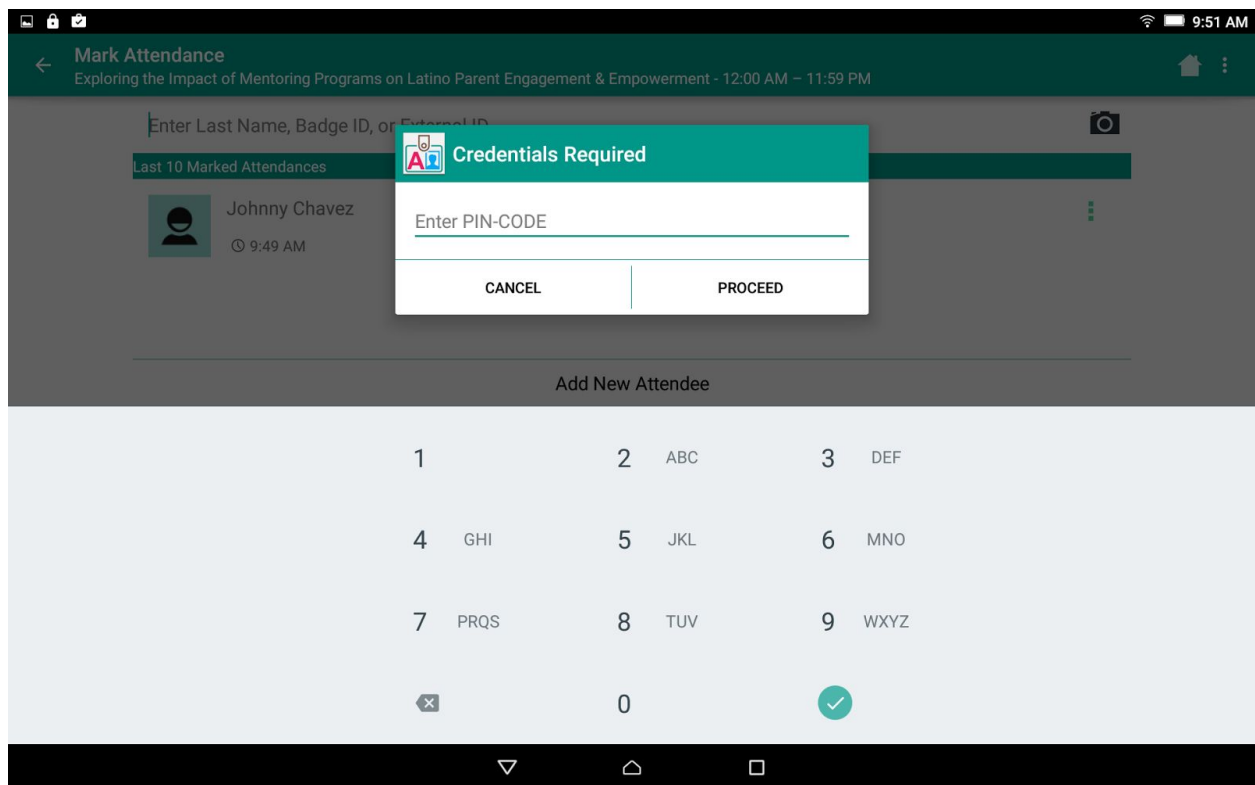
11. If scanning is not working for some reason (i.e. insufficient lighting or barcode too small to scan), you can do a name lookup by tapping the **Search** button at the bottom of the page.



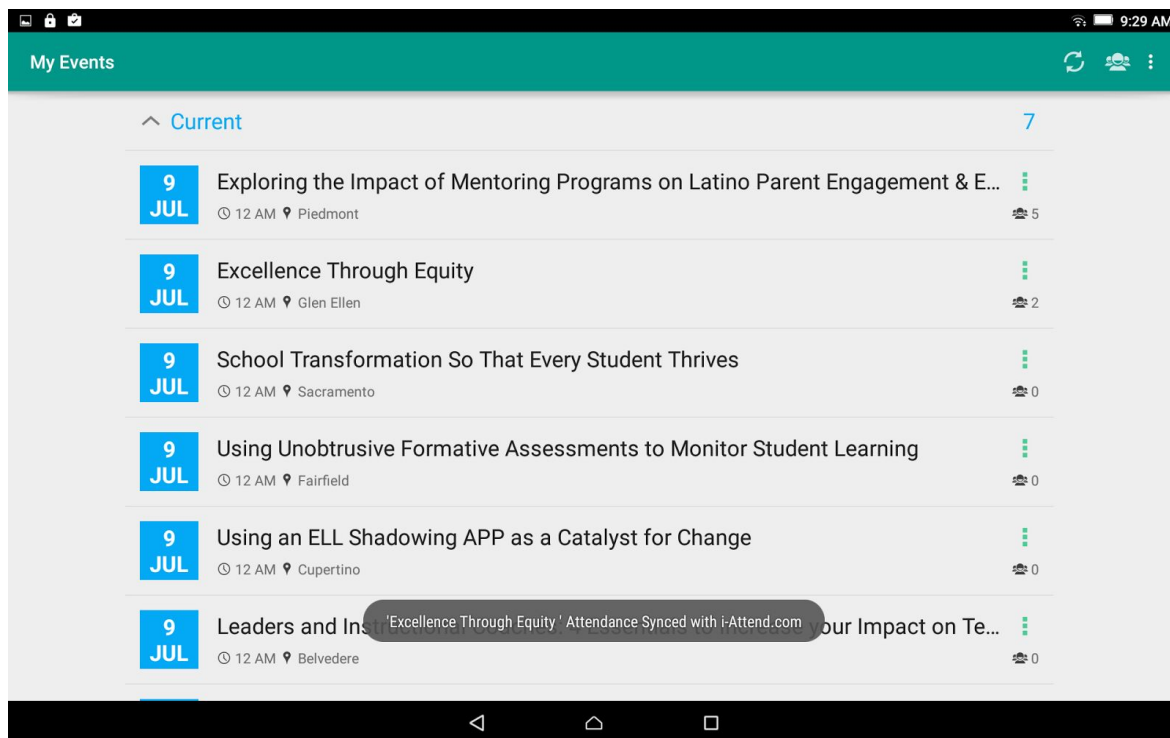
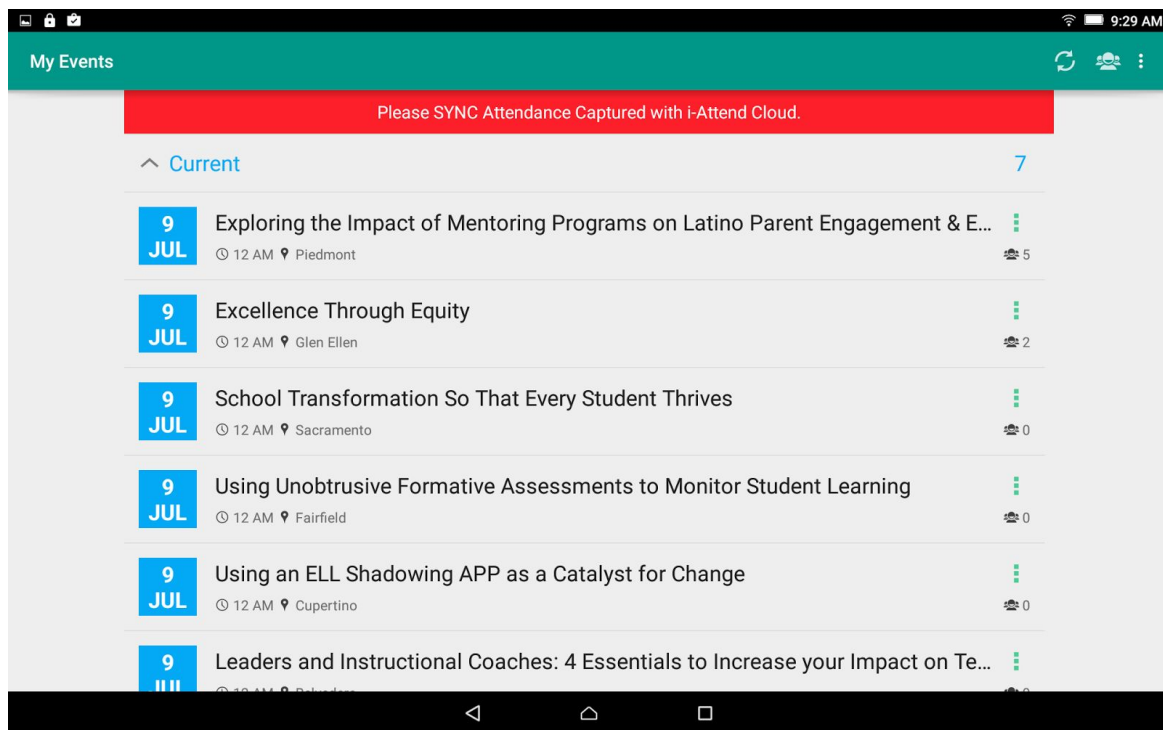
12. If an error 'Incorrect/Invalid Badge ID' appears, it is very likely that the attendee information is not on your device. Tap the **SYNC** button, to sync data from and to the cloud. You will be required to enter the PIN. Once successfully synced, re-scan the badge.



13. At the end of the event, go back to the **My Events** page. You will need to enter your PIN code to exit the Kiosk mode.



14. If your device has captured attendance, you will see a RED BAR on top of the My Events page. Tap the red bar to sync the data back up to the cloud.



15. That's how it is done with i-Attend Mobile Capture!