

24 Jul 2019



i-Attend CAPTURE

User Guide

Presented by:

TNETIC, Inc.

Download and install i-Attend Capture

i-Attend Capture is available in iOS and Android versions.



*For iOS devices (iPhone/iPad), download and install the i-Attend Capture app from the **Apple App Store**.*

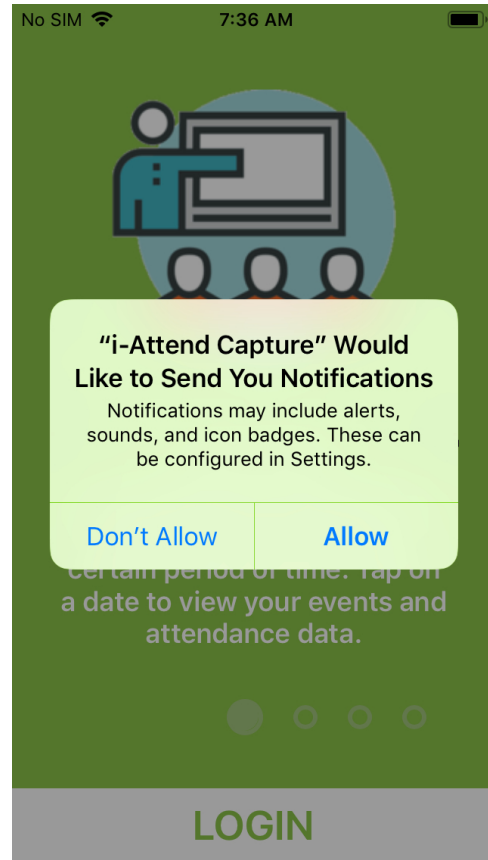
*For Android devices, download and install the i-Attend Capture app from the **Google Play Store**.*

Once installed, launch the Capture app by tapping on the icon displayed on your device.

App Permissions 1

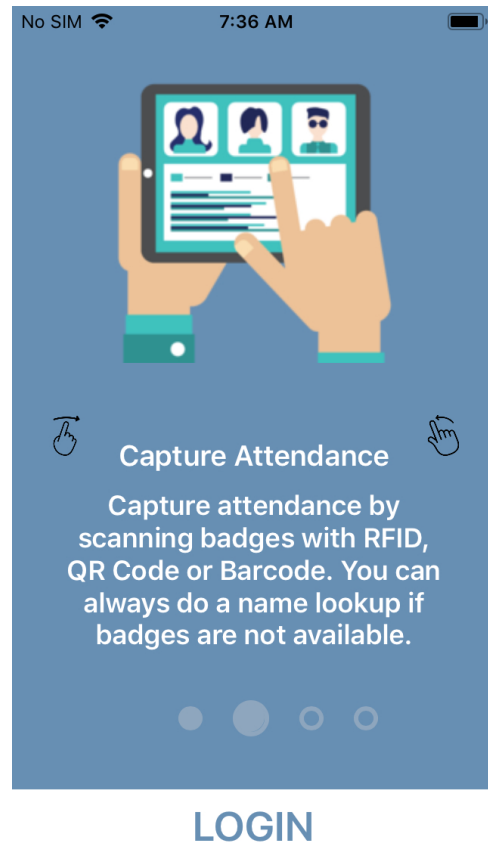
Whenever you get a permission from the app, always ALLOW.

This enables the app to perform on its fullest.



Let's start

Tap on LOGIN or Go to LOGIN button at the bottom



Login to the App

Enter your:

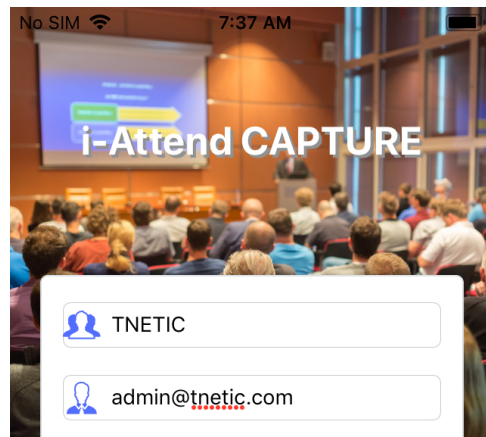
Organization ID

Username

Password

Ask your event organizer if you don't have these access information.

*Tap on the **Login** button.*



[Configure App](#)

[i-Attend: Attendance Tracking](#) | [Registration](#)

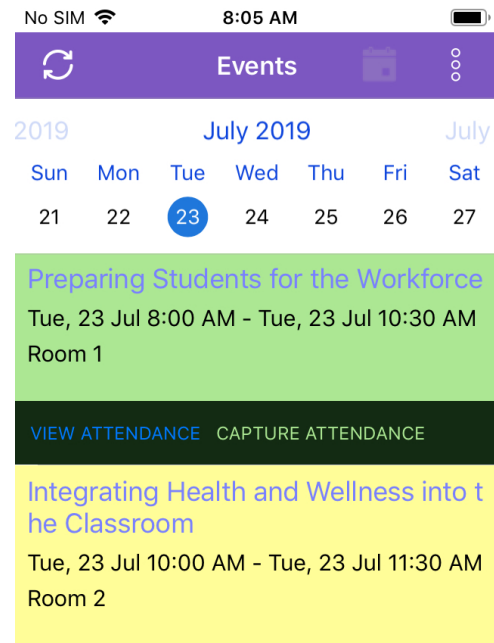
[Evaluation](#) | [Certificates](#) | [Reports](#)

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App Calendar

The day calendar shows the events you have for a particular date. Navigate through the calendar by selecting the dates.

Events with a green background active events; yellow background are future events; grey background are past events.



You can only capture attendance on events with a green background.

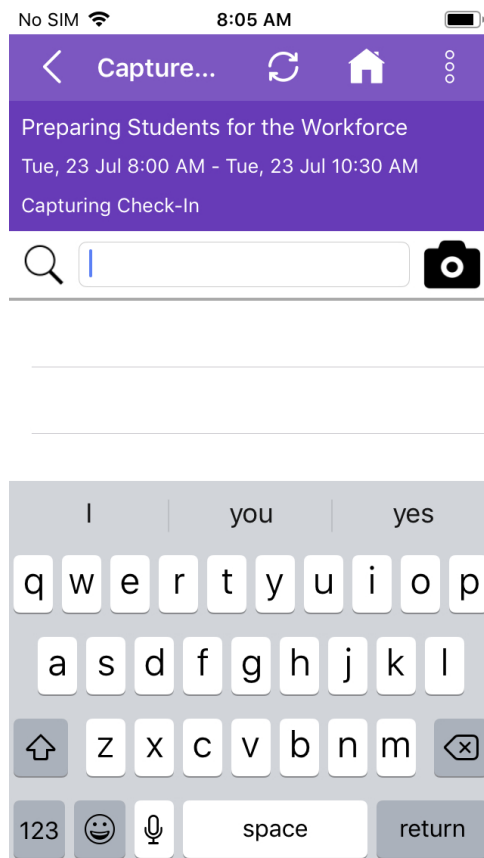
*Tap on the **CAPTURE ATTENDANCE**.*

Capture Attendance

This is where you track attendance for your event.

You can search by Last Name if name badge is missing.

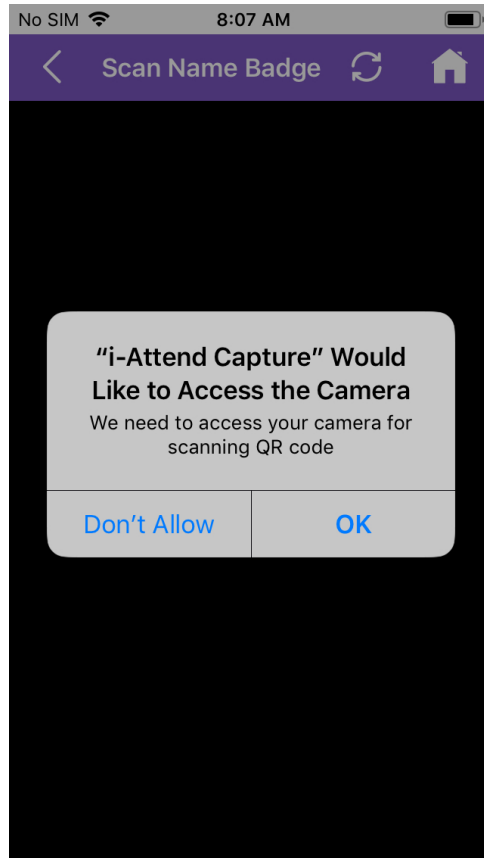
Tap on the Camera icon to scan name badges.



App Permission 2

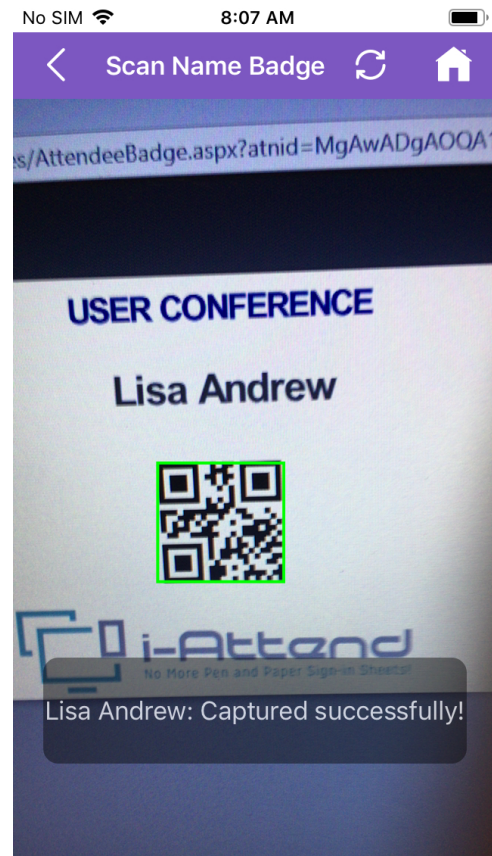
Whenever you get a permission from the app, always ALLOW.

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Scan Name Badges

Scan by aligning the back camera on the QR Code or Bar Code of the name badge.

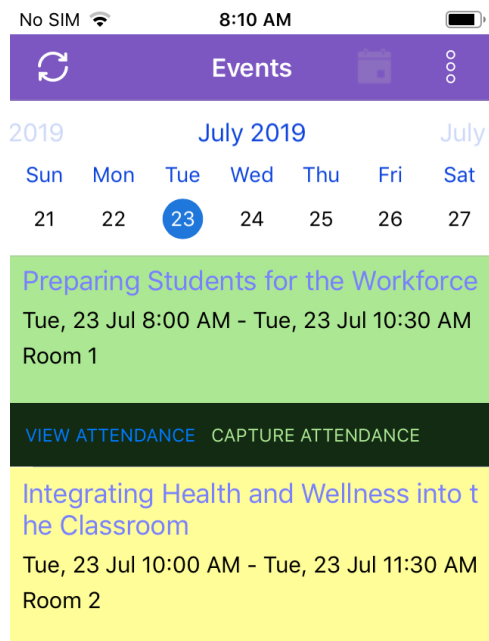


Upload Attendance Data to the Cloud

Navigate back to the homepage of app.

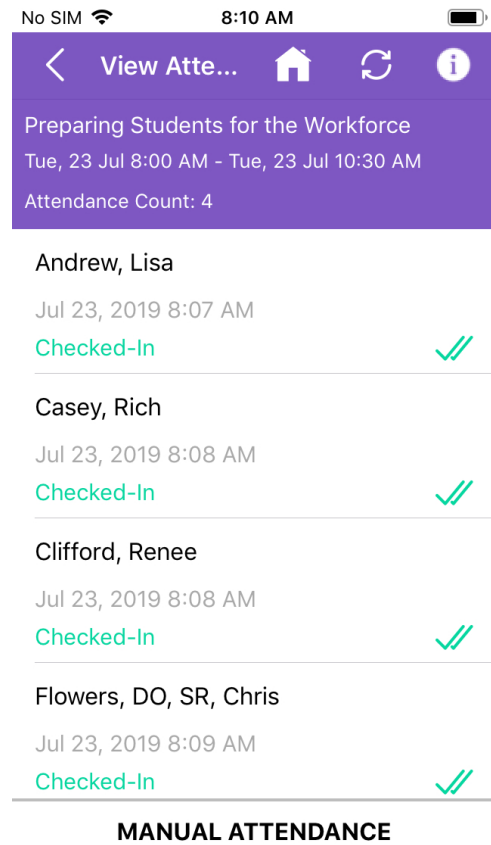
A red bar at the bottom indicates that your device has attendance data that needed to be uploaded to the cloud.

TO UPLOAD, TAP THE REDBAR!



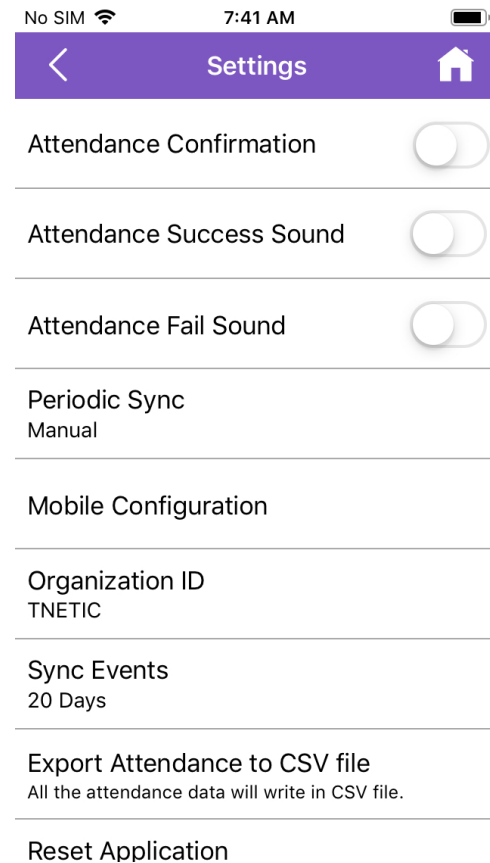
View Attendance

The View Attendance function lists attendance data for a specific event.



Settings

The Settings page allows you to customize your experience with i-Attend Capture.



i-Attend is used in

Professional Development Programs, Employee Training, Classes or any Events that require attendance tracking, registration, evaluations, certificates and name badge distribution.

Visit <http://i-Attend.com> for more information about the software and services we offer.