

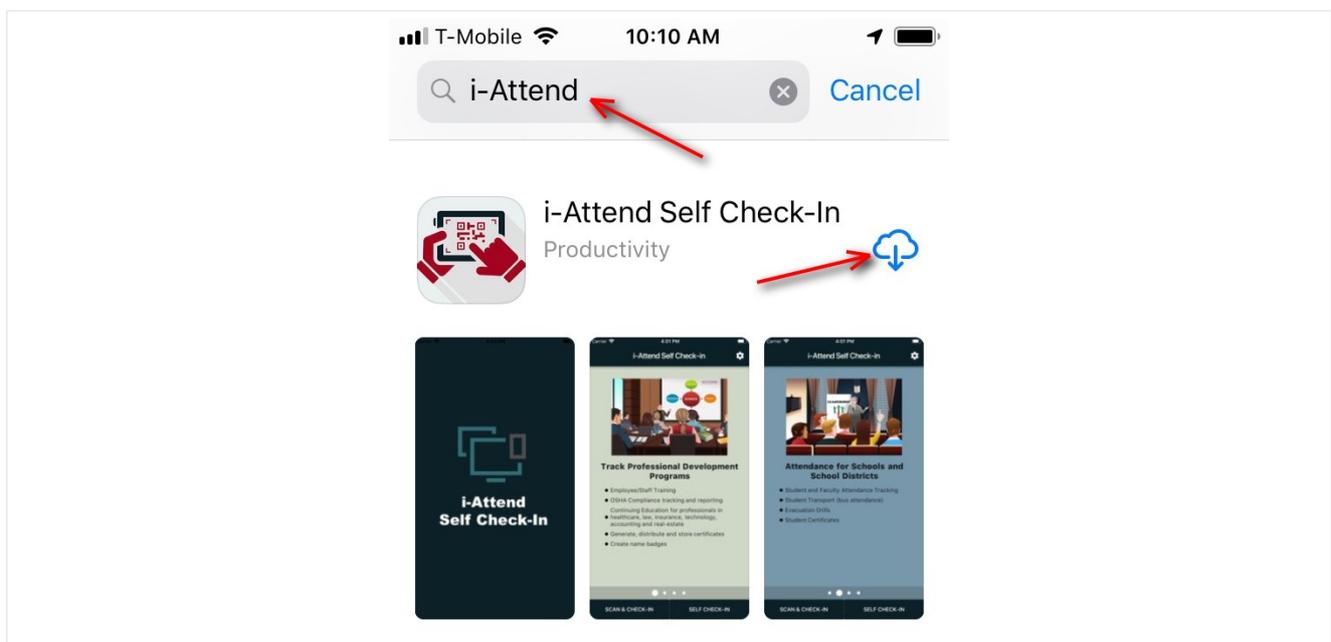
# i-Attend Self Check-In User Guide

*TNETIC, Inc.*

The Self Check-In app allows your attendees to check-in/out themselves by scanning the Event QR Code or entering the Event PIN. You now have another option to track attendance.

i-Attend also supports attendee authentication from badge scanning via RFID, Bar Code, and QR Code.

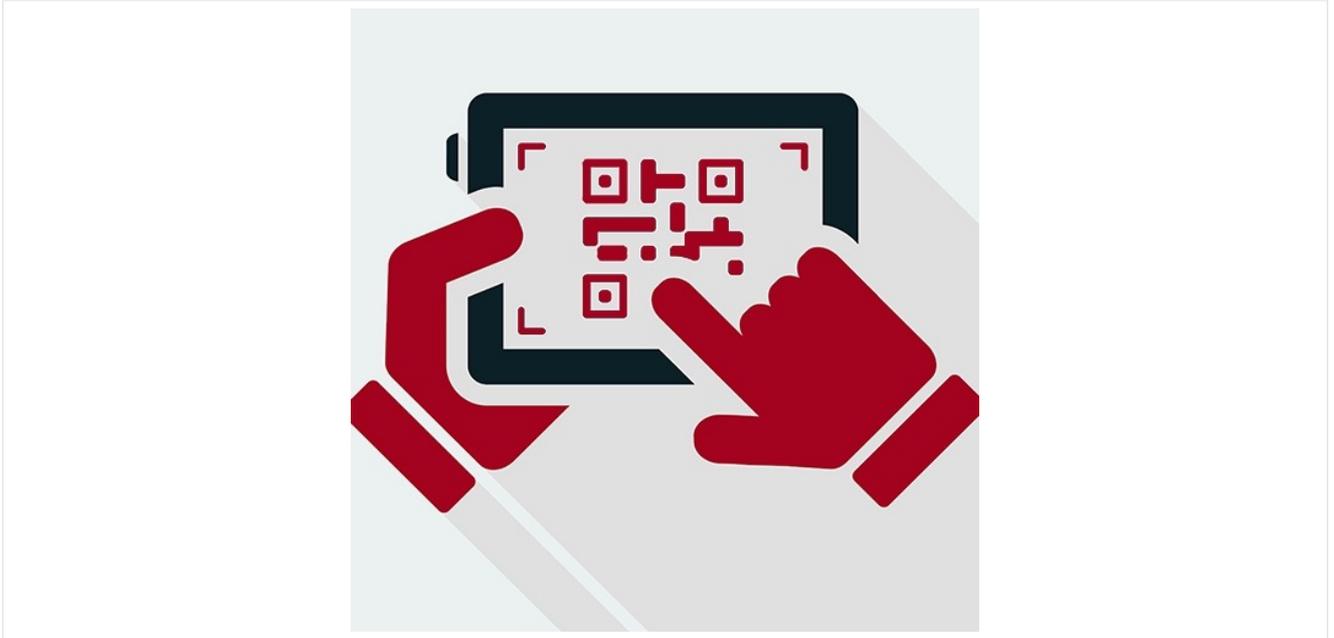
## Install the app



For iOS devices, go to the **Apple App Store**, search, download and install i-Attend Self Check-In app.

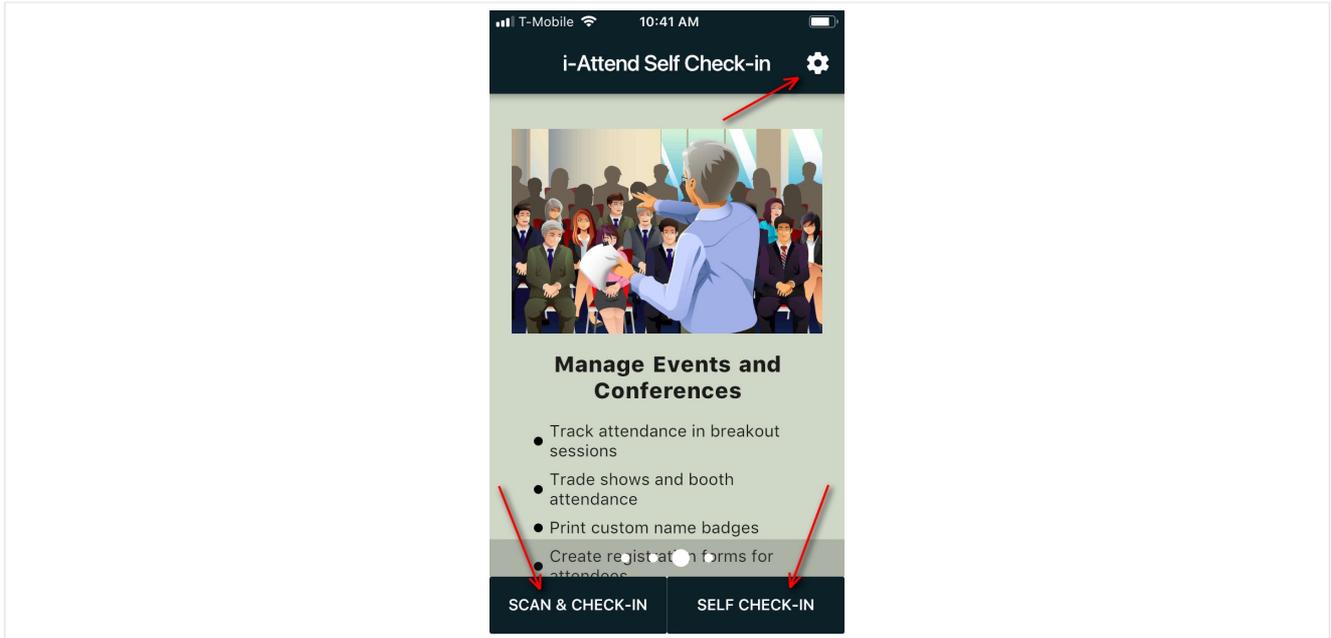
For Android devices, go to the **Google Play Store**, search, download and install i-Attend Self Check-In app.

Launch the app



Launch the app by clicking on the i-Attend Self Check-In icon.

## Home page



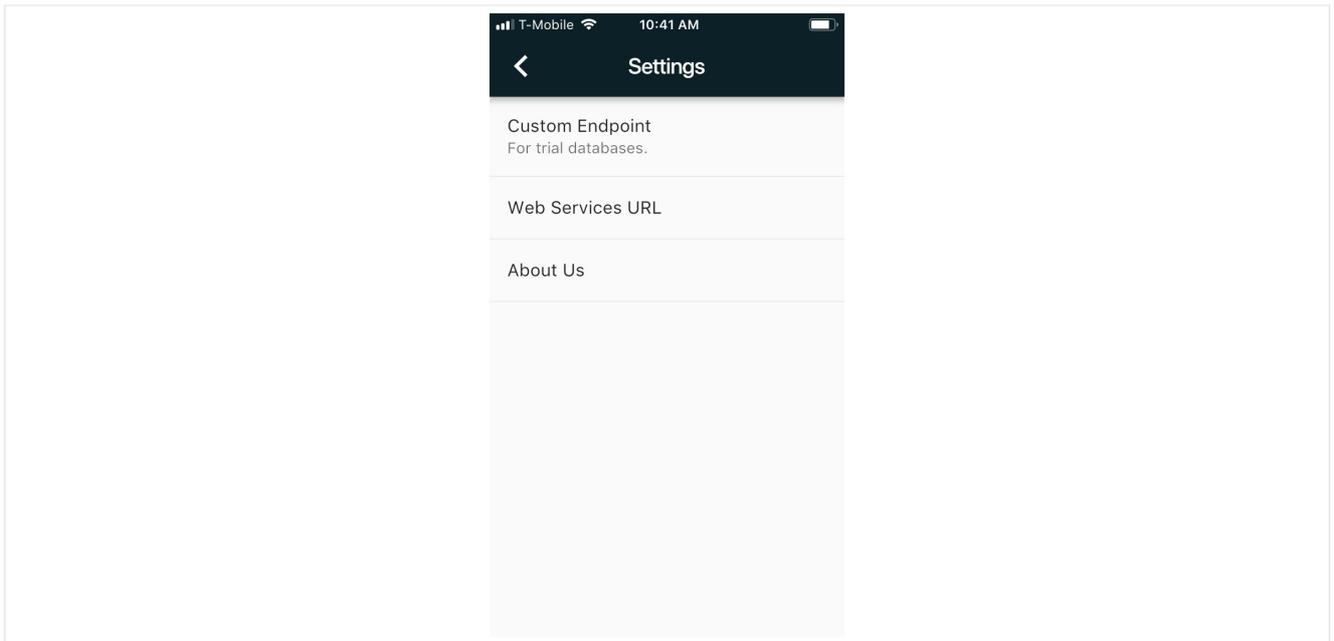
1. The top right icon will navigate you to the **Settings** page.

2. The bottom left button "**SCAN & Check-In**" is used for scanning the Event QR Code to check-in/out. This is the preferred method.

3. The bottom right button "**Self Check-in**" is used for manually entering the Event PIN, Organization ID and Email to check-in/out.

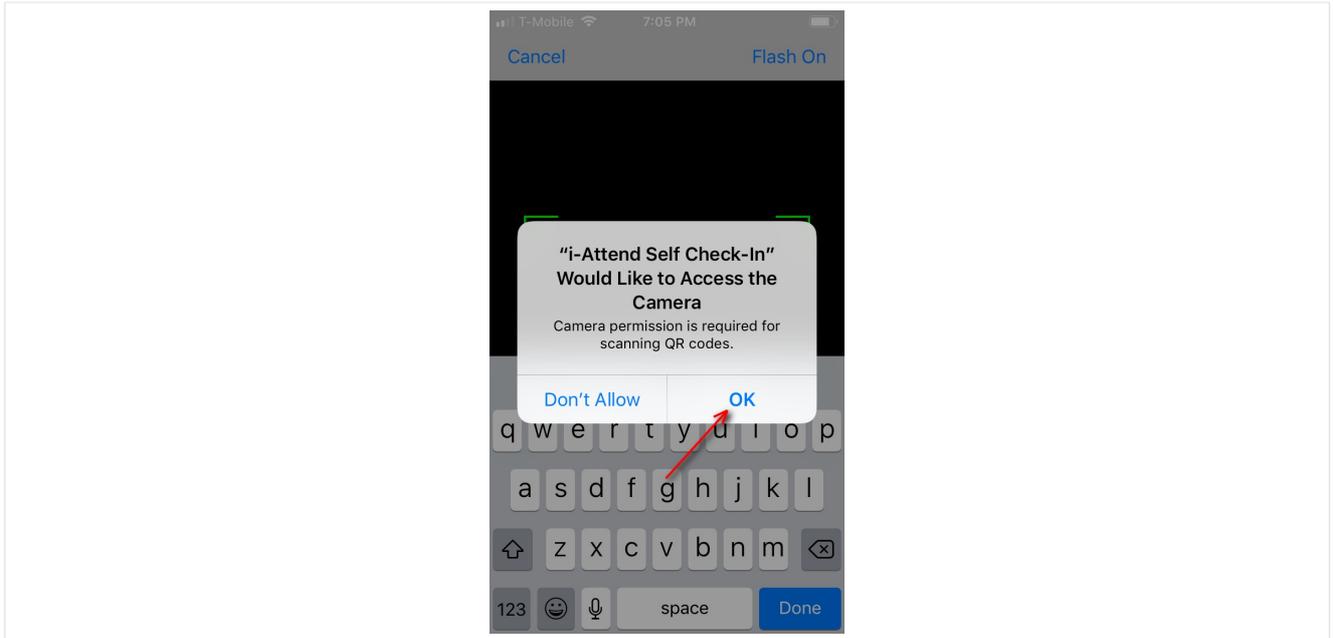
*By scrolling to the left will navigate you to the various use cases of the i-Attend platform.*

## Settings page



1. **Custom Endpoint** directs the app to the appropriate database. For LIVE, leave this blank.
2. **Web Services URL** directs the app to the appropriate server. Unless specified by i-Attend staff, this is normally blank.
3. **About Us** is a page that describes the tool and software.

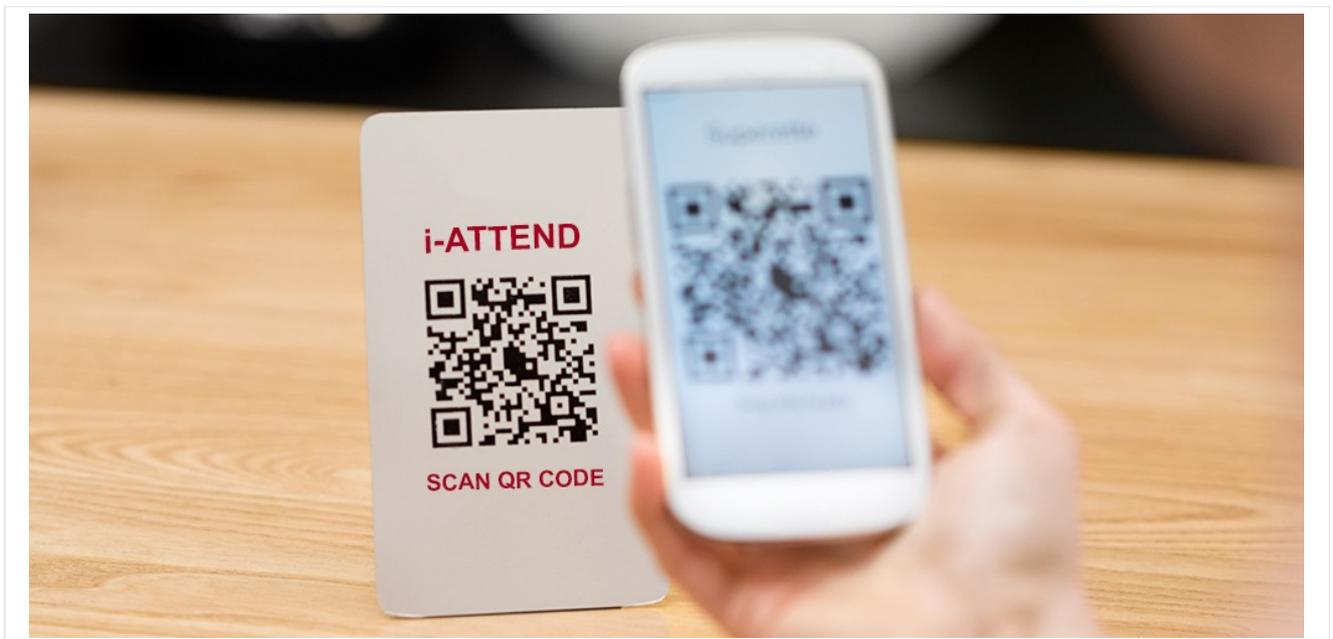
## App permission



You will receive an alert regarding permission to use the Camera. **ALLOW** the app to use the camera for it to function correctly.

**Tap OK or ALLOW.**

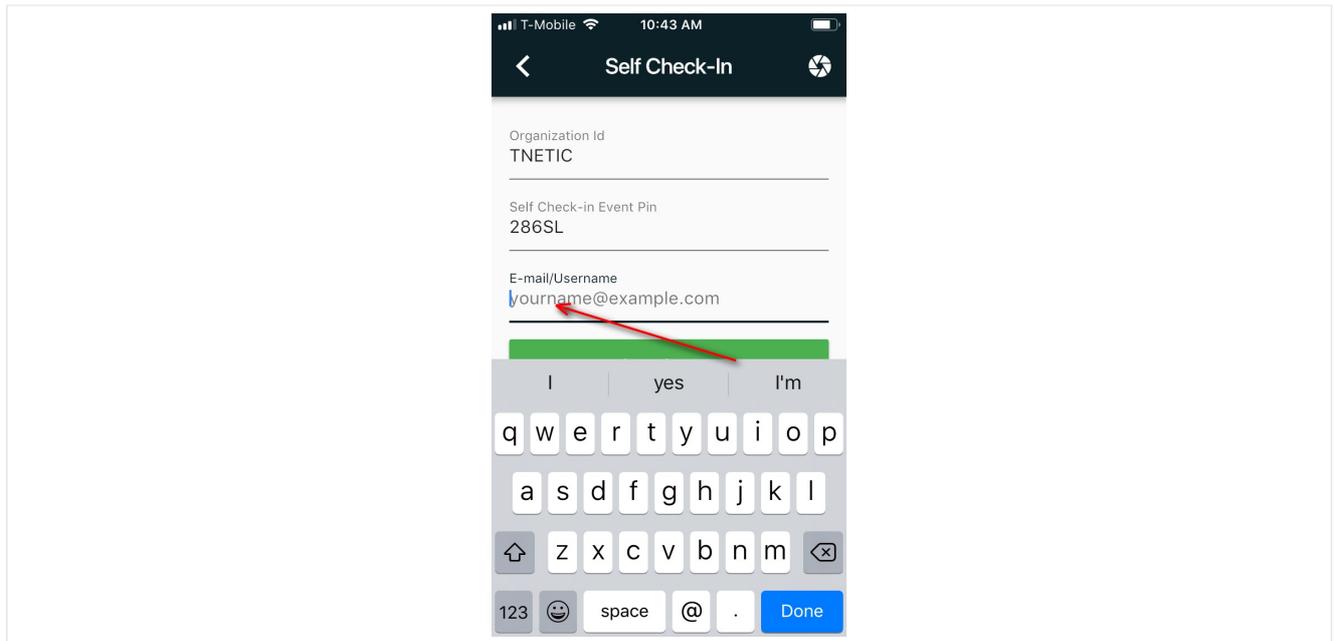
## Scan Event QR Code



From the homepage, tap the Scan and Check-in button (left button).

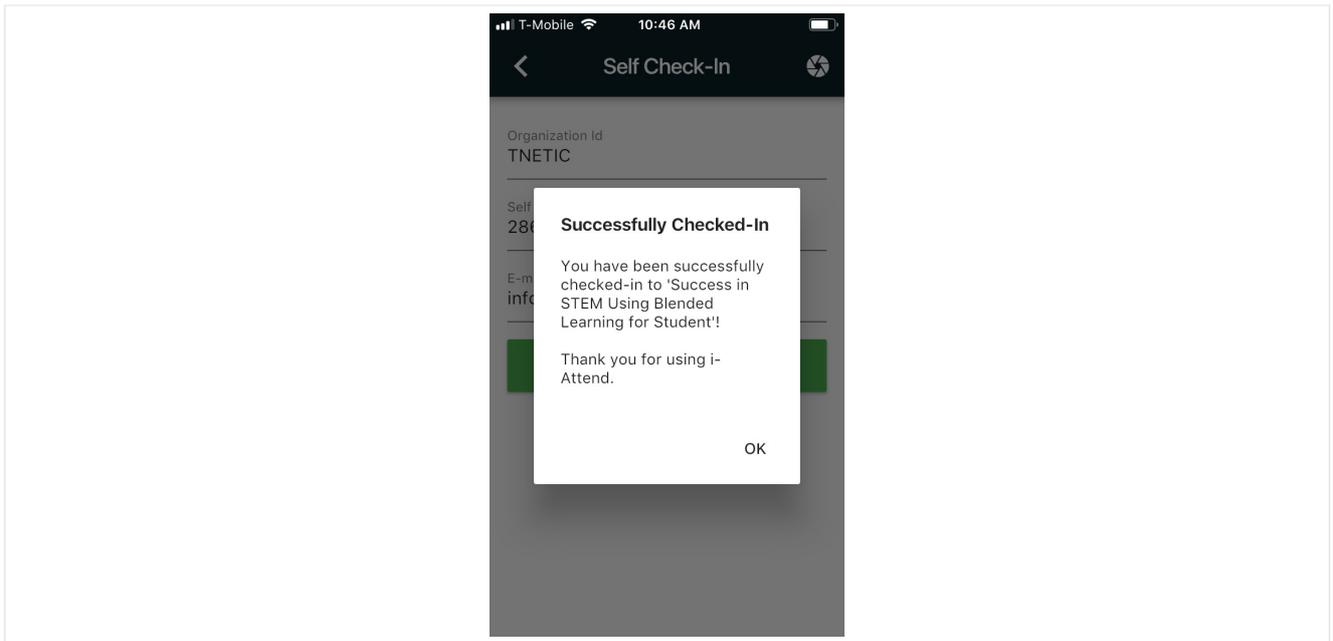
Position the rear camera of the device to **scan the Event QR Code**. When successful, it will proceed to the Check-in page.

## Check-In page



1. After the scanning the Event QR Code, the **Organization ID and the Event PIN** will be automatically populated with the correct values.
2. Enter your **Email, Username or Customer ID** as directed by your organizer.
3. Tap on the **Check-in** button.

## Success or Fail



A confirmation message will be displayed providing status of your check-in attempt.

**YAY!**

i-Attend is used in Professional Development Programs, Employee Training, Student 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.