**Check-N Tech**



**OPERATIONS MANUAL**

Revised 12-05-2020

**INTRODUCTION**

The Operations Manual is designed for usage by users, administrators, and operators to learn the ins and outs of the application.

We consider this Operations Manual to be a work in progress and welcome your feedback.

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# User Instructions

### Checking into Event from Server:

### Swipe ID Card into scanner when prompted.

### Remote Login:

### Enter the server IP or Network name (In the case of our project,

### we used localhost).

### From there, there will be four prompts.

### You will choose the check in prompt and then enter event ID and your

### User ID to check in.

### You can check events from the get events/roster prompt.

# Admin/Operator Instructions

### Creating/Editing Event:

### From the server application, log in from the upper right corner.

### If the password is forgotten, you are able to restore a new password

### Click “Manage Events” and on the left hand side enter the: Event name,

### Date, Time and Duration.

### From there click Add/Update to add or update the event.

### Manage Account:

### To manage the accounts, log in to the server application and choose

### “Manage Accounts”.

### From there you are able to add in or modify users on the right-hand side,

### or delete them if you wish. You are also able to provide a temporary

### Password.

### Manage Roster:

### To manage the roster, log in to the server application and choose

### “Manage Roster”.

### From there on the right side, you are able to add users to the roster,

### Update existing users, or delete users from the rost