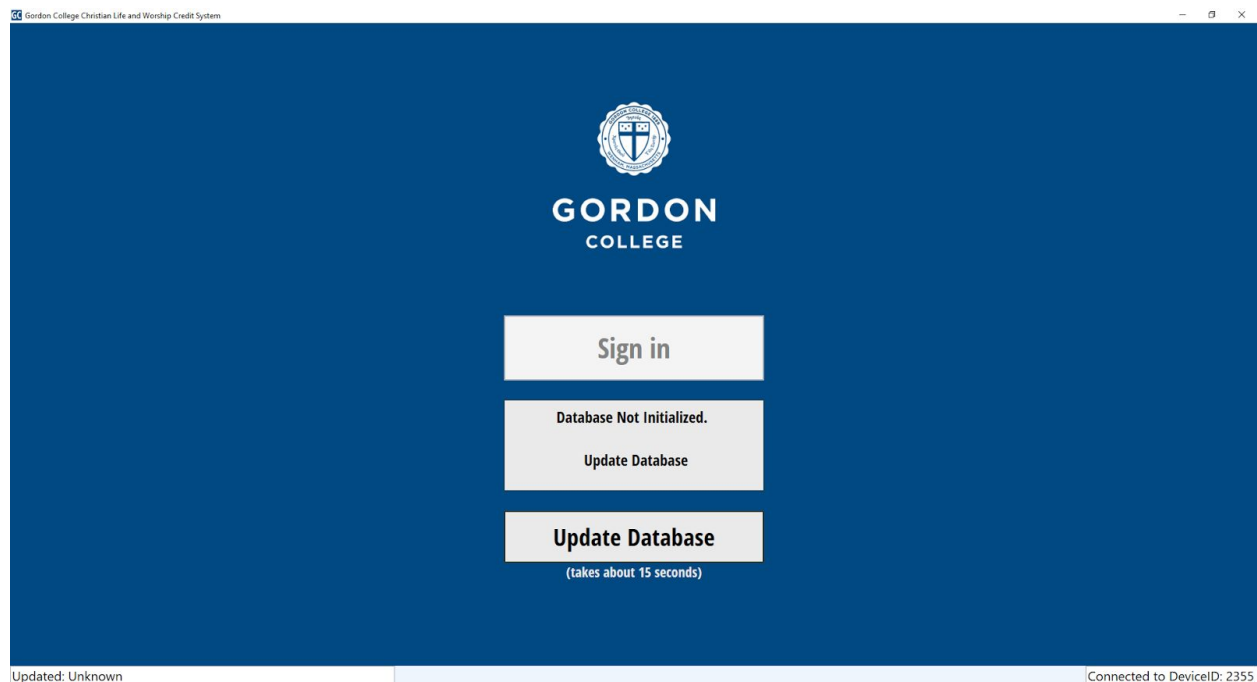


## Gordon College Christian Life and Worship Credit Checker USER MANUAL

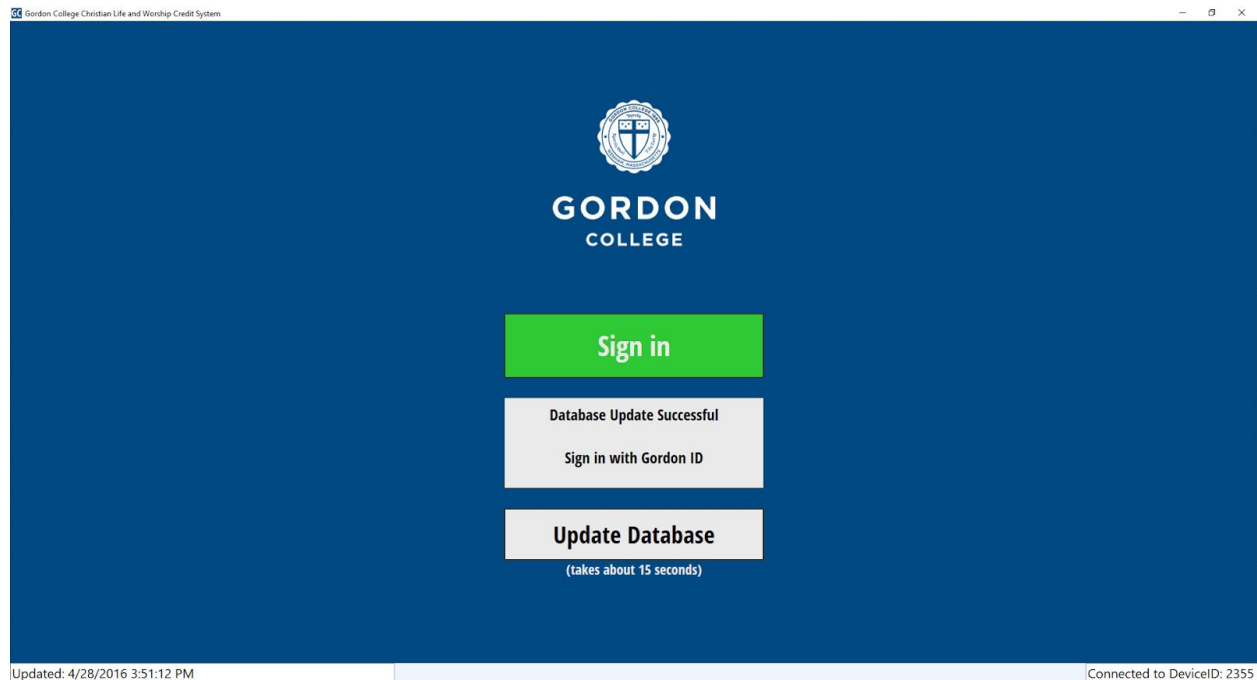
1. To start the application:
  - a. Sign-in to the device as the ChapelChecker user.
  - b. Ensure that you have the RFID USB Scanner plugged into the USB slot.
  - c. double-click a shortcut to the application on the desktop named “ChapelChecker”.

Once you start the application you will be brought to the Chapel Checker Sign-In Page.

### SIGN-IN PAGE

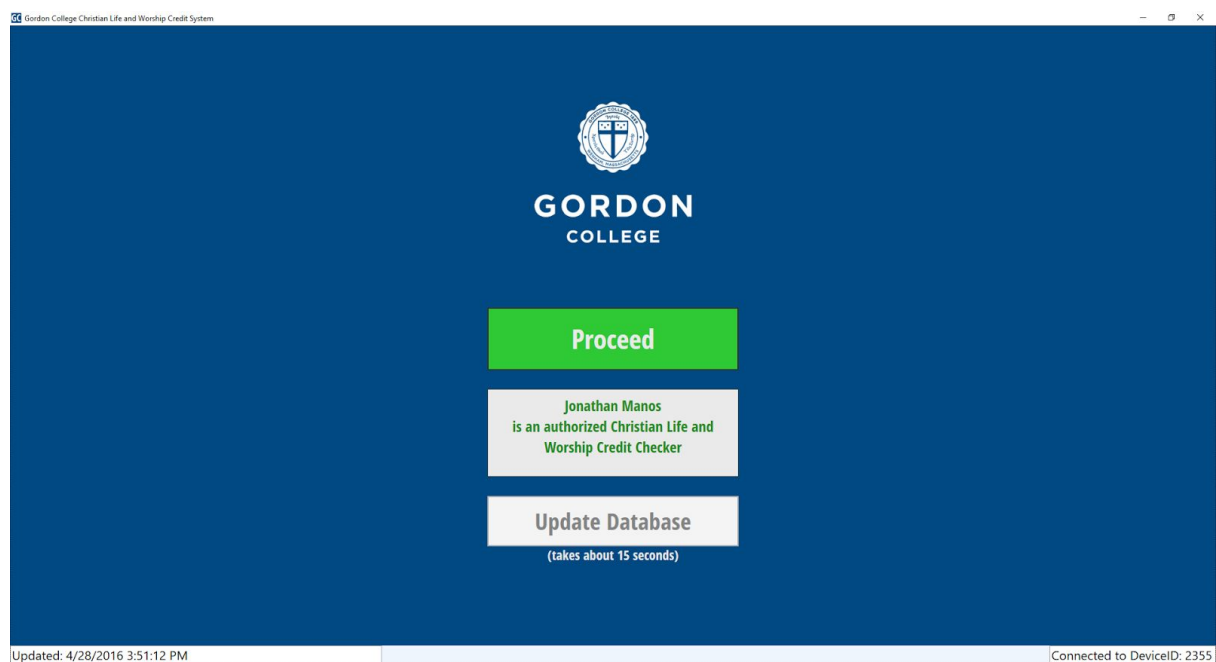


1. The Chapel Checker Sign-in page has a sign-in and update database button as well as a display.
2. If it is the first time starting the application on the device it will note that the database is not initialized and that you must update the database.
3. Press the Update Database button
  - a. If it succeeds, you are ready to sign-in.
  - b. If it fails, ensure you are connected to the internet and try again.
  - c. If it still fails, make sure you are signed in as the ChapelChecker user on the device.
4. Now you should be able to press the sign-in button, and the graphical display should look like the following:

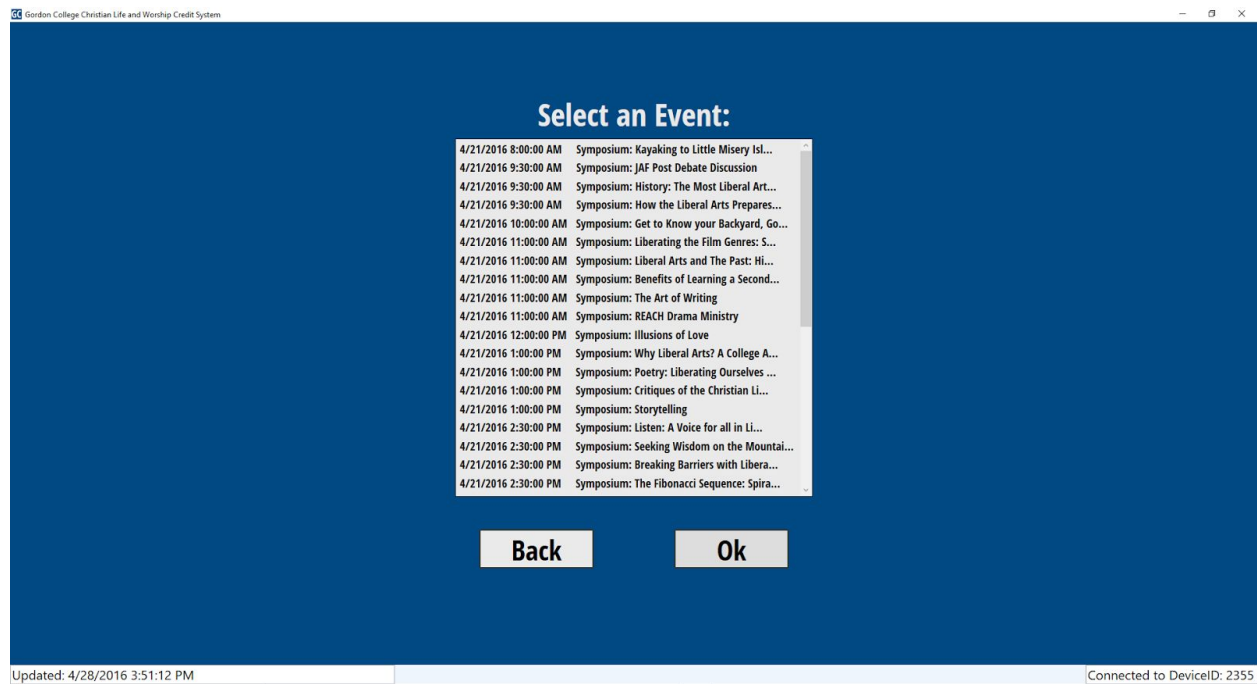


\*\*Always make sure to check the text display to see if you should update the database or plug in the usb device.

5. Press the sign-in button to begin scanning for a chapel checker.
  - a. Tap your ID and If you are an authorized chapel checker, you can then press proceed to move on to the event selection page.
  - b. If the application notes you are not a chapel checker, please speak with the chapel office to add you to the authorized list.



## EVENTS-PAGE



1. The event selection screen will display a list of current Christian Life and Worship events to choose from and buttons for proceeding to the Scanning page and returning to the Sign-in page.
  - a. If you no longer need to scan for an event, a back button is available to return to the Sign-in page.
2. Scroll through the list and select the event that you will be scanning for.
3. To proceed to the Scanning page, you must select an event and press the OK button.
  - a. If an event is not selected, you cannot proceed.

## SCAN-PAGE

Gordon College Christian Life and Worship Credit System

Scanning for Event:

4/21/2016 11:00:00 AM  
Symposium: The Art of Writing

**Auto Scan**

Next Scan Will Receive Credit.

☐ No Credit Scan

Updated: 4/28/2016 3:51:12 PM Connected to DeviceID: 2355

1. The scanning screen has a simple button Auto Scan and a checkbox for giving “no credit” scans.
2. To begin scanning for the event, press the “Auto Scan” button.

Gordon College Christian Life and Worship Credit System

Scanning for Event:

4/21/2016 11:00:00 AM  
Symposium: The Art of Writing

**Stop Scan**

•

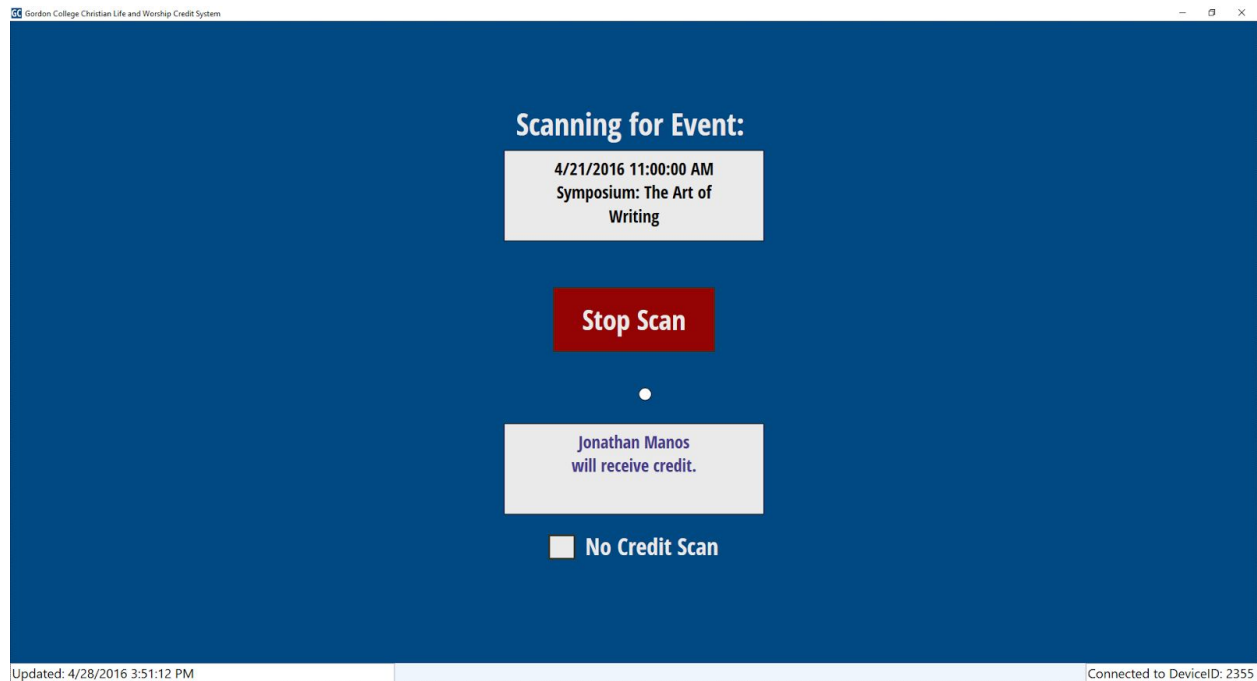
Next Scan Will Receive Credit.

☐ No Credit Scan

Updated: 4/28/2016 3:51:12 PM Connected to DeviceID: 2355

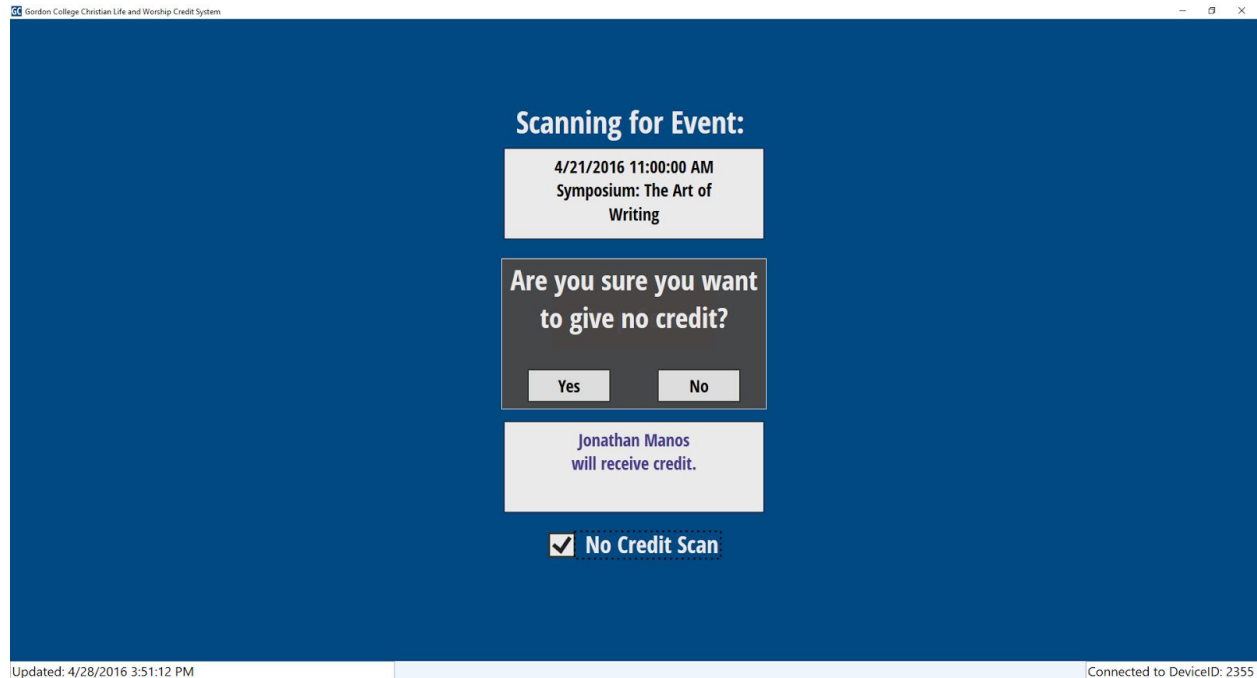
## SCANNING FOR CREDIT

1. The application will now begin searching for Gordon College IDs and will give credit to any card tapped during this time.
2. A successful scan will show the name of the student and note that they received credit and looks like the following:

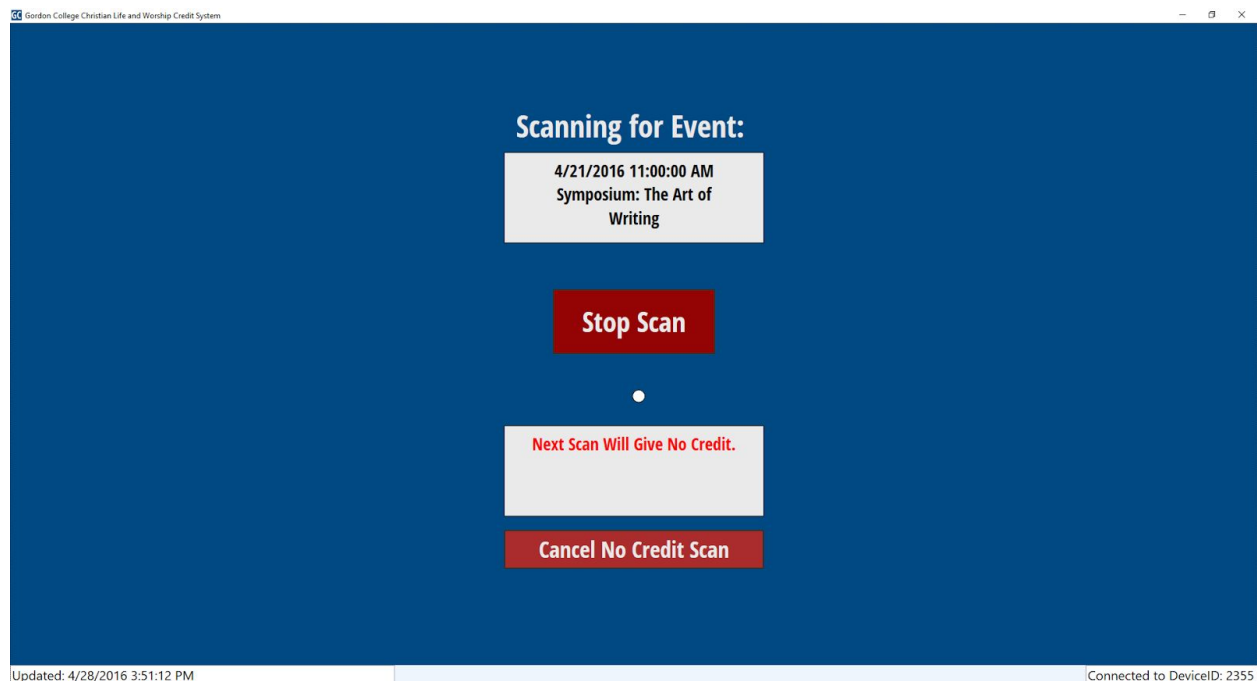


## SCANNING FOR NO CREDIT

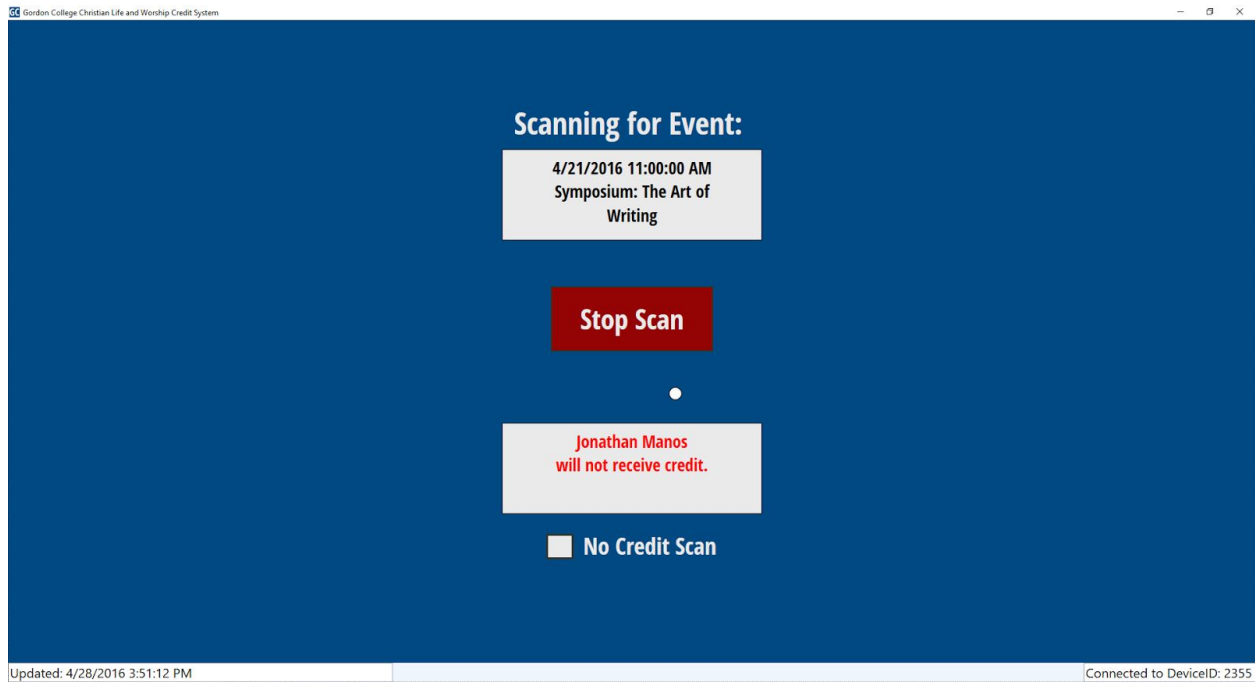
1. A checker can also give out "no credit" scans by selecting the "no credit" checkbox.
  - a. If a card is given a "no credit" scan, it cannot receive credit even if scanned for credit.
  - b. A confirmation box will appear to confirm the user wants to give a no credit scan.
  - c. Once confirmed, the very next scan will give no credit to the ID scanned.
2. The next page will show what a no credit scan looks like:



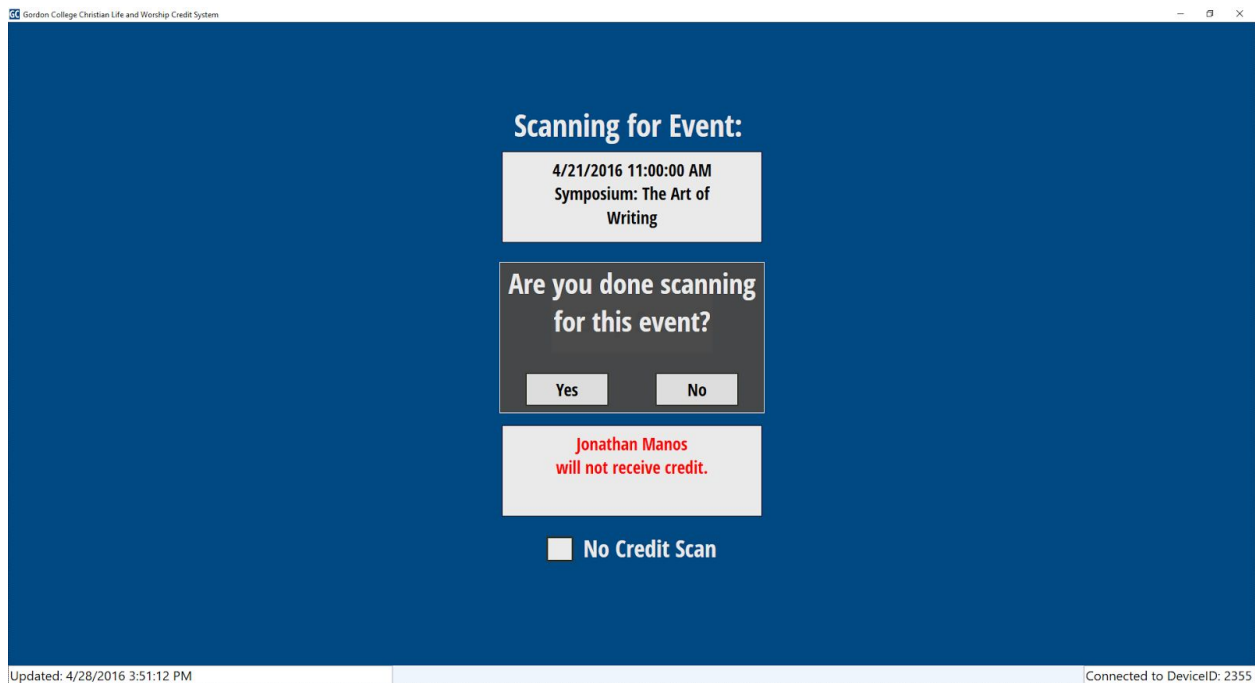
3. There is also a "Cancel No Credit Scan" button to return to regular scanning for credit.
  - a. This option is available in case the checker no longer needs to give no credit to the next scan.



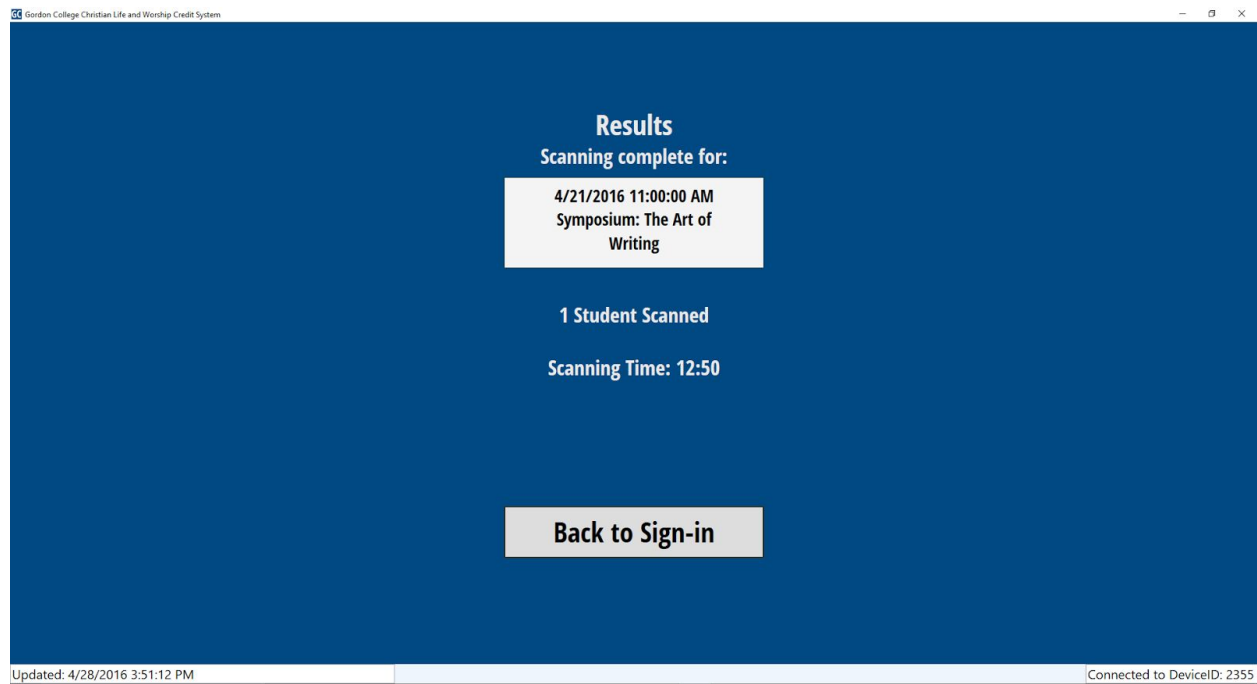
2. A “no credit” scan will look like the following:



3. Once you are done scanning for the event tap or click the “Stop Scan” button.
  - a. A confirmation box will appear to confirm the user is done scanning for the event.



## RESULTS-PAGE



1. The results page will show the event that was scanned for, the number of students scanned, and the elapsed time scanning. There is also a “Back to Sign-in” Button to return to the chapel checker sign-in page.
  - a. If you need to go back to the Sign-in page to scan for another event you can do so.