Open Attendee Tracker

TABLET USER HANDBOOK

(SecTor edition)

design and development by

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https://mainfram3.ca/software/oat

Introduction

Welcome to your 2013 Attendee Tracker kit! We're hoping that you'll have a great experience.

The Mainfram3 team has done our very best to give you the most awesome conference attendee tracker ever created. If you have questions not answered in this manual, please visit the registration desk.

Ensure that you have received the number of tablets and associated codes identified in your exhibitor agreement and your sign-out sheet.

Taking care of the Tablet

The 2013 Attendee Tracker tablet is a fixed function Android tablet and should be treated in a fashion similar to all portable electronics.

It is estimated that a full day of use will be available from the onboard battery without any special consideration. This assumes that you turn off the screen when not actively using it – just like your smart phone. It would be helpful to utilize the supplied AC adapter to charge the device when it is not in active use.

It is strongly recommended to turn the device volume up to hear the beep made upon a successful scan, especially in continuous scan mode.

If you note that the device has not recently shown "Attendee scans synced", please contact the registration desk.

Barring a complete and catastrophic hardware failure, all scans will be correctly stored locally and transmitted to the central server as quickly as possible.

Do not abuse the Attendee Tracker tablet – you are responsible for its safe return.

How to receive your Reports

The tablet will regularly return its scan results to the central server utilizing its SSL-secured wifi connection. Reports will be collated by the SecTor exhibitor management team and be made available to your authorized contact immediately following the event.

The report will include the following fields:

First | Last | Email address | Phone number | Company Name | Title | Company Address | Notes

In addition to the tracking report, a secondary "random draw winners" report can be generated upon request. This report will be created by taking the entire pool of attendees scanned by all tablets assigned to a specific exhibitor and using a randomizing function to return a short list of attendees who were scanned by that exhibitor (first name / last name pairs only).

If you have any further questions about reports, please contact the registration desk.
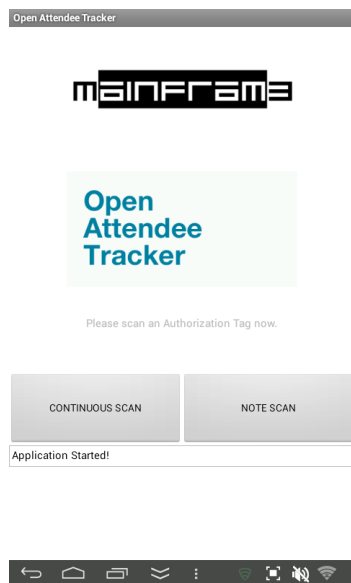
Set Up

Step One:

Make sure you're connected to the MTCC wireless (SecTor2013) by clicking the application icon in the upper right corner and selecting Settings.

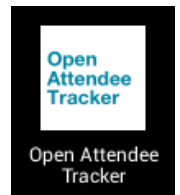### Step Two:

Click on Wi-Fi and select the SecTor2013 wireless network. Enter the password "sector2013" and select connect.

Step Three:

Again, using the application icon in the upper right corner, select Browser and attempt to go to http://sector.ca. When presented with the "CONNECT" button, please tap it.

Step Four:

Launch the Open Attendee Tracker Application from the home screen.

Step Six:

Open Attendee Tracker

mainframe

Open Attendee Tracker

Please scan an Authorization Tag now.

| CONTINUOUS SCAN | NOTE SCAN |

Application Started!

Step Seven:

Press the note scan button and aim the tablet's camera at the Exhibitor Login QR Code.

Step Eight:

When the code is recognized (typically under 1 second), the tablet will have logged into the central server and the exhibitor logo will be displayed

How to scan an Attendee badge

NOTE: Ensure that the device has been set up.

Step One: Press and hold the button in the upper right corner of the device until the screen lights up. If the Open Attendee Tracker application is not already in the foreground, start it by tapping on the launcher icon.

Step Two: Choose either the "Continuous Scan" or "Note Scan" button and aim the tablet's camera at the Attendee's QR Code. The optimum distance is between 4 and 8 inches (10-20 cm).

Step Three (a): If you have selected "Continuous Scan", the device scan the code (typically under 1 second) and a beep with onscreen "Scan Saved" indication will appear. When you have completed scanning badges, click "Cancel".

Step Three (b): If you have selected "Note Scan", the device will scan the code (typically under 1 second) and beep and pop up a dialog box with the name of the attendee and a form field which can be optionally used to store additional information pertinent to the discussion with the attendee. Press OK to close the dialog box.

Step Four: If there is not an immediate need to scan another attendee badge, press and release the button in the upper right corner of the device until the screen goes dark. This will work whether the device is in continuous scan mode or waiting at the default screen

Note: The device will keep a running log of all scan and synchronization activities below the SCAN button. To see more, scroll the log by flicking it upwards and downwards. If you would like to go back and add a note to a previous scan, click on the name of the attendee, fill in the form field and press OK to close the dialog box.