



Attendance Tracker Pro User Manual



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About This Manual

What's in This Manual?

This Manual explains how to get started with Attendance Tracker Pro. It explains the concepts and provides help for using the Attendance Tracker Pro. It also provides the details of the various reports that can be printed.

Intended Audience

This Manual is primarily intended for users of the Attendance Tracker Pro.

Using this Manual

This Manual is organized as follows:

TABLE 1. Contents and description

Getting Started	This chapter describes how to get started with Attendance Tracker Pro.
Reports	This chapter describes various reports that can be printed.

Getting Started

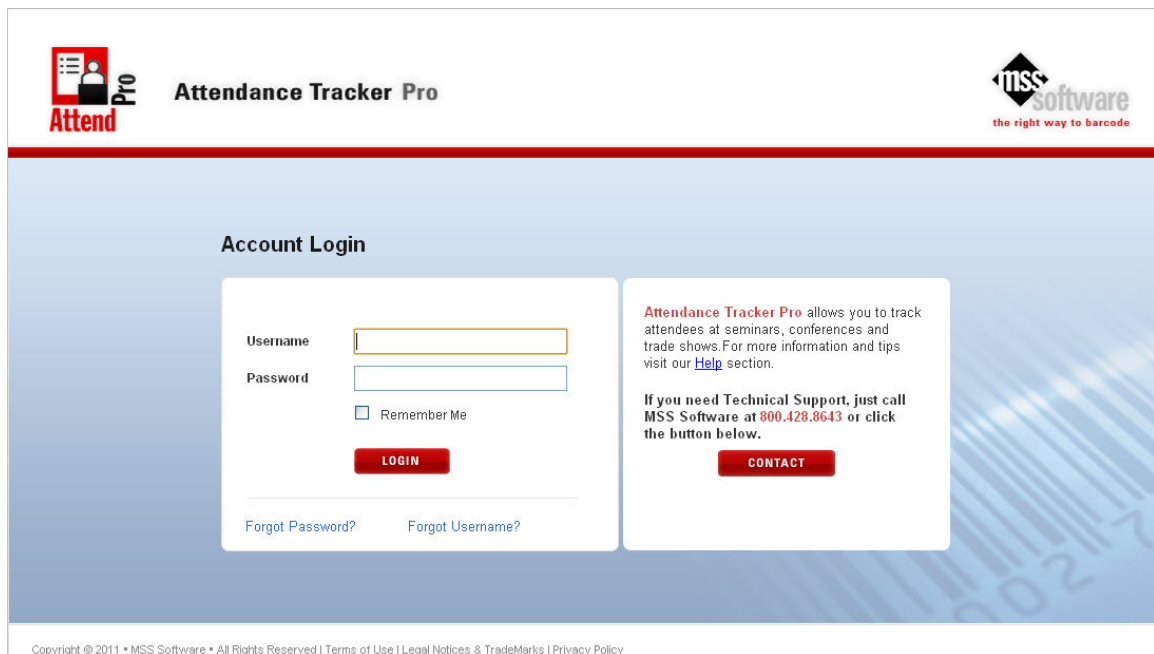
What's in this Chapter?

This chapter describes how to get started using Attendance Tracker Pro. It also describes various screens that can be configured once you login.

General

Attendance Tracker Pro is a cloud-based solution that will allow you to keep track of attendees at conferences, shows, seminars, meetings and conventions. It will provide you with the means to accurately count attendees and report which activities they attended and when. This manual will guide you through the features and functionality of Attendance Tracker Pro, so you can get the most use out of it.

Login at AttendanceTrackerPro.net



The screenshot shows the 'Account Login' page for Attendance Tracker Pro. The page has a blue header with the 'Attend Pro' logo on the left and the 'mss software' logo on the right. The main content area is white with a blue background. It features a login form with fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a red 'LOGIN' button. Below the form are links for 'Forgot Password?' and 'Forgot Username?'. To the right of the form is a text box explaining the software's purpose and providing contact information for technical support, including a phone number (800.428.8643) and a red 'CONTACT' button. The footer contains copyright information for MSS Software, 2011.

Attend Pro Attendance Tracker Pro **mss software** the right way to barcode

Account Login

Username

Password

☐ Remember Me

LOGIN

[Forgot Password?](#) [Forgot Username?](#)

Attendance Tracker Pro allows you to track attendees at seminars, conferences and trade shows. For more information and tips visit our [Help](#) section.

If you need Technical Support, just call MSS Software at 800.428.8643 or click the button below.

CONTACT

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Account Login webpage for Attendance Tracker Pro.

Once you navigate to the cloud-based Attendance Tracker Pro (ATP) application, you will need to login using the username and password you were given by MSS Software. If you cannot remember either the username or password, then you can click on **Forgot Password?** or **Forgot Username?** to set new ones. You may also click on the **Help** or **Contact** button for additional information.

Conference

After first logging in, you will be sent to the **Conference** webpage. Here you will select either a previously entered conference or add a new one. A conference is simply the name you have given your seminar, show, expo or event.

Conference ID	Conference Name	Start Date	End Date	
156	Streaming	8/15/2011	8/16/2011	
163	World Congress	8/30/2011	8/31/2011	
166	BARCODE SYMPOSIUM	8/16/2011	8/18/2011	
171	UNIVERSITY BARCODE SEMINAR	8/16/2011	8/17/2011	

Conference webpage for adding or selecting a conference.

If you are entering the conference details, you need to click on the **Add New Conference** button. The following webpage will pop up:

Add New Conference [X]

Conference Name:

Conference Start Date:

Conference End Date:

SAVE **CANCEL**

Add New Conference webpage where you enter details of a new conference.

Fill out the name of the new conference and the start and end date. Then, click the **SAVE** button.

If you have several conferences that you are working with, those that were previously entered will appear in the grid. You can **Select**, **Edit** or **Delete** a conference by clicking on the appropriate symbol next to the conference you are working with. If you just want to select it, then you will be guided to the data entry page for entering attendee information.

You can move to any other page from the drop-down menus at any time after you have selected the Conference.

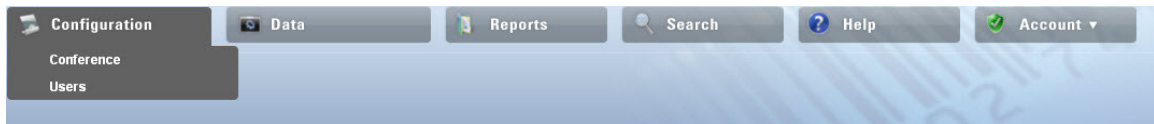


Figure 1-4. Drop- down menu that allows you to navigate to other pages.

Data

There are three pieces of necessary information for any conference: (1) **Attendees**, (2) **Sessions** and (3) **Raw Data** that are collected from the scanners. The first two (Attendees and Sessions) are items that can preloaded before the actual conference begins. After selecting a Conference, you will be guided to the Attendee webpage.

Attendees

The screenshot shows the 'Attendee' management interface. At the top, there's a header 'Attendee'. Below it, a sub-header 'Attendee Details' is followed by 'Company Name - PANDA BARCODE' and 'Conference Name - The GEM Show'. A row of buttons includes 'ADD NEW ATTENDEE' (red), 'EXPORT' (red), and 'IMPORT' (red). To the right are links for 'Edit Attendee' (pencil icon) and 'Delete Attendee' (trash icon). Below these is a table with columns 'Attendee ID', 'First Name', and 'Last Name'. The table is empty, with the text 'No records to display.' at the bottom.

Attendees screen where you can add new attendees.

This is the point where you can either **Add New Attendee**, **Export**, or **Import** attendee information. Normally, you will click the **Import** button to add attendees. ATP has the ability to add attendees from an Excel spreadsheet, text file or .CSV file format. If you select the add attendees from an Excel spreadsheet, then you will be able to use the wizard to map the columns you wish to import from and into ATP.

- **Import**—Once this button is clicked, you will be asked how you wish to import.

The screenshot shows a dialog box titled 'Step 1 - Import Method' with a close button (X) in the top right corner. Inside the dialog, there are two radio button options: 'Import Excel File Using Wizard' (selected) and 'Import CSV/TEXT File'. Below these options is a section labeled 'File Location' containing a 'Select File' label, a 'Choose File' button, and the text 'No file chosen'. At the bottom of the dialog are two buttons: 'NEXT' (red) and 'CLOSE' (grey).

When importing Attendees select the method and file you are going to use.

You can select either to import using the Excel file import wizard or you can choose the CSV/TEXT file import method. If you choose the wizard then you need to select the file and proceed to map the fields from an existing spreadsheet into ATP.

Step 2 - Mapping

X

Import Attendee fields	Available fields from Excel File
Attendee ID	Field 3- ID
Title	Field - Sample Data
First Name	Field 1- FirstName
Last Name	Field 2- LastName

Fill in the above fields with data from Line1

Click the View Data Button to View source file.

VIEW DATA

IMPORTCLOSE

When mapping, match the required fields and any optional fields you wish.

The fields, **Attendee ID**, **First Name**, and **Last Name** are the only fields that are required however; there are a total of 15 fields of information that can be mapped including:

- Attendee ID
- Title
- First Name
- Last Name
- Email
- Phone
- Fax
- Miscellaneous
- Company
- Address Street 1
- Address Street 2
- Country
- State
- City
- Zip

Once the fields are selected for mapping, click the **Import** button to add them to ATP. If you choose the other method of importing a TEXT/CSV file, then there is no wizard and the columns have to be in field order in accordance with the fields listed above. If you have any doubts about this method fill in one attendee manually, then export it into either a TXT or CSV file format. Now, open this file to see the arrangement of the columns.

- **Export** — Clicking this button will allow you to export all your attendees that have been added into a CSV, Text, or Excel file format. All you have to do is click the format you want and name the file.
- **Add New Attendee** — Once this button is clicked, you will have 15 fields that you can fill out for each attendee. These fields are the same as those listed above in the Import section.

The screenshot shows a web form titled "Add Attendee" with a light blue header. The form is divided into two columns of input fields. The left column contains: "* Attendee ID" (highlighted with a yellow border), "Title", "* First Name", "* Last Name", "Email Address", "Phone", "Fax", and "Miscellaneous". The right column contains: "Company", "Address Street 1", "Address Street 2", "Country", "State/Province", "City", and "Zip/Postal Code". At the bottom of the form are three buttons: "SAVE" (red), "PRINT" (red), and "CANCEL" (grey).

Add Attendee webpage showing various fields to be filled in.

Three fields are required for each attendee at the very least: **Attendee ID**, **First Name** and **Last Name**. Once the fields are filled in for each attendee, you can print the badge for the attendee, then save the record. (See Printing Badges section before trying this.)

- **Delete All Attendees**—This button allows you to delete all the attendees that have been added and start over.
- **Delete Selected Attendees**—This button allows you to delete individual attendees that have been selected. You can also edit or delete individual attendees by selecting the icon next to the attendee record.

Sessions

Session

Session Details Company Name - PANDA BARCODE Conference Name - The GEM Show

ADD NEW SESSION EXPORT IMPORT BREAKOUT

Edit Session
Delete Session

Session ID	Session Title	Session Date	Start Time	End Time
No records to display.				

The Session webpage allows you to add and modify sessions and create Breakouts.

This is the webpage you will use to import, export, add new sessions and create breakouts. The fastest way to add sessions is through the **Import** button but you can also add them one at a time manually.

- **Import**—This button will allow you to import from a CSV, Text, or Excel file. To import properly, the following data fields are required and must be in the order shown below:
 - Column 1: Session #
 - Column 2: Session Name
 - Column 3: Session Date* (MM/DD/YYYY)
 - Column 4: Start Time (HH:MM AM/PM)
 - Column 5: End Time (HH:MM AM/PM)

*Note: the Session Date has to be between the beginning and ending date of the conference, or it will not import.
- **Export**—Clicking this button will allow you to export all your sessions that have been added into a CSV, Text, or Excel file format. All you have to do is click the format you want and name the file.
- **Add New Session**—Once this button is clicked, you then have to fill in a unique Session ID, Session Title, Session Date, Start Time and End Time.

Add New Session

X

Session ID

14522

Session Title

Total Transformation

Session Date

3/1/2012

Start Time

08

00

00

AM

End Time

09

00

00

AM

SAVE

CANCEL

Add New Session webpage where you fill in information on a specific session.

- **Delete All Session**—This button will delete all your sessions so that you can start over. Once deleted, the sessions are non-recoverable.
- **Breakout**—This button allows you to assign attendees to specific sessions. It is intended to provide management with a quick way of showing (via reports) whether a specific attendee went to a session they were assigned to attend.

Session Breakout

Add Attendees To Breakout

Company Name - PANDA BARCODE

Confere

Session

- Select-

Session ID

- Select-

Session Date

Sta

Attendee In this Session

[Select All](#)
[Deselect All](#)

ID	First Name	Last Name
No records to display.		

← ADD ATTENDEE

REMOVE ATTENDEE →

All Attendee List

[Se](#)

ID	First Name	La
200100	Nailah	Abi
200101	Mojisola	Adi
200102	Charles	Als
200103	Claudio	Altr
200104	Samantha	Alv
200105	Tara	Arr
200106	Meghan	Ani
200107	Jessica	Ani
200108	Michelle	Api
200109	Martin	Ara
200110	Wil	Au:
200111	Marsha	Au:
200112	Angela	Ba
200113	Sarah	Ba
200114	Rachal	Ba
200115	Lela	Ba
200116	Kelli	Ba

The Session Breakout webpage for assigning attendees to specific sessions.

If you want to assign attendees to a particular session and print out reports corresponding to these breakouts (Pre-Assigned), then you go to the Session Breakout webpage. Here you can add or remove people from your list of attendees to any session you have listed.

The following reports become relevant when this feature is used:

- Attendee Summary (Pre-Assigned)
- Attendees by Session (Pre-Assigned)
- Attendee and Time Summary (Pre-Assigned)
- Absentees
- Extra Attendees

Raw Data

The screenshot shows the 'Raw Data' webpage. At the top, there's a header 'Raw Data'. Below it, a section titled 'Raw Data Details' contains 'Company Name - PANDA BARCODE' and 'Conference Name - The GEM Show'. Underneath are three red buttons: 'ADD RAW DATA', 'EXPORT', and 'IMPORT'. To the right of these buttons are two links: 'Edit Raw Data' (with a pencil icon) and 'Delete Raw Data' (with a red 'X' icon). Below the buttons is a table with the following headers: 'Session ID', 'IN / OUT', 'Attendee ID', 'Session Date', and 'Time IN/OUT'. The table body is empty, and a message 'No records to display.' is shown at the bottom.

The Raw Data webpage where you can add, export or import your raw data.

Once you collected data from the barcode readers by scanning the badges of the attendees, you will need to transfer this data to your PC and then import the data into ATP. To do this you will simply click on the Raw Data button from the menu and you will be presented with a page to import, export and add raw data.

- **Import**—To transfer the data collected by the barcode readers, you need to click on the **Import** button and navigate to the file you want to import. The file format can be .txt, .csv or an Excel file format and has to follow the rules of the data collection program provided by MSS Software. Once this file is selected and the **Import Data** button is pressed then the records will be imported into ATP.
- **Export**—Clicking this button will allow you to export all the raw data that has been added into a CSV, Text, or Excel file format. All you have to do is click the format you want and name the file.
- **Delete All Sessions**—This button will delete all your raw data so that you can start over. Once deleted, the raw data is non-recoverable.
- **Add Raw Data**—By clicking on this button, you can add raw data manually if necessary. You will need to fill in the **Session ID**, **Status**, **Attendee ID** and **Session Date and Session Time**, as shown in the figure below

Add Raw Data

X

Session ID

Status In/Out

Status

Attendee ID

Session Date

Session Time

01

00

00

AM

SAVE

CANCEL

The Add Raw Data webpage showing fields that can be filled in manually, if desired.

Reports

Overview

Reports are a key component of ATP. They allow you to create your own varied attendance reports, so you can see who attended what session and when. These ATP reports also allow you to access key information about an attendee's time in and out of a session, if necessary. They can also verify whether attendees went to the sessions they were assigned to attend. Since this is the most complicated part of ATP, pay special attention to the details of the reports and what is actually provided. You can also export this information into Excel so that you can use the data in your own reporting mechanism.

Here's a list and brief overview of the reports. More details on each report can be gathered by looking at the specific information on what each specific report provides.

- **Customize**—This webpage is not really a report but rather is the report setup tool that allows you to configure the look of a specific format for all the reports of your company. One configuration per company affects reports for all conferences.
- **Session Details**—This report lists all session details.
- **Attendee Details**—This report lists all attendee details.
- **Absentees**—This report shows which attendees missed any sessions they were assigned to attend via the breakouts.
- **Extra Attendees**—This report shows which attendees did not sign up for a session but attended it anyway via the breakouts.
- **Scanner Data**—This report contains the actual raw data collected by the scanner.
- **Error Log**—This report will help you pinpoint any problems that might exist in the raw data.
- **By Attendees**—This report is a key attendee summary. It lists the attendee and sessions attended.
- **By Sessions**—This report is a key session summary. It shows each session with a list of all attendees for that session.

- **By Attendee and Time**—This report is key for time attendance. It shows when each attendee clocked in and out for each session. It also shows the amount of credits collected by attending the session.
- **Barcoded Badges**—This report allows you to setup one of four formats for printing out barcoded badges for each of the attendees.

Customize

The Report Settings where you can customize all of your reports.

The Report Settings webpage is a key component of ATP, which allows you to setup the customization of what the actual reports will look like throughout. Each company has the ability to setup their own report standards including the addition of logos. Once set up, all reports will have this same format for all conferences.

The following sections of the report can be modified and customized:

- Customize Header
- Customize Data Table
- Customize Footer
- Report Options

Customize Header

Customize Header

Header Font Size: 16

Header Text Color: FF0033 Select

Main Header Text 1: PANDA BARCODE

Main Header Text 2: 120 Main St.

Main Header Text 3:

Main Header Text 4:

Main Header Text 5: Washington, DC

Font Family: Arial Black

Logo Image: Choose File
ZebraLogo.jpg

SAVE RESET

The Customize Header page allows you to set up different header variables for your reports.

You can setup the following for the Header of the report page:

- Header Font Size
- Header Text Color
- Main Header Text 1 though 5
- Font Family
- Logo Image

Once these fields are selected, be sure to click on the **SAVE** button to save your settings.

Customize Data Table

Customize Data Table

Header BackGround Color: FFFF00 Select

Header Text Color: 006600 Select

Data Text Color: 0033CC Select

Odd Row BackGround Color: CCFFCC Select

Even Row BackGround Color: CCCCFF Select

Font Family: Arial

Font Size: 12

SAVE RESET

The Customize Data Table webpage allows you to choose colors and fonts for reports.

This section of the report will allow you to customize the actual data that is presented. It consists of the following customization fields:

- Header Background Color
- Header Text Color
- Data Text Color
- Odd Row Background Color
- Even Row Background Color
- Font Family
- Font Size

Once these fields are selected, you should click on the **SAVE** button to save your settings for this section.

Customize Footer

Customize Footer

Footer Text 1: Font Family:

Footer Text 2: Text Color:

Footer Text 3: Font Size:

Footer Text 4:

Footer Text 5:

The Customize Footer webpage where you can setup your footer.

You can setup the following for the Footer of the report page:

- Footer Text 1 though 5
- Font Family
- Text Color
- Font Size

Once these fields are selected, you should click on the **SAVE** button to save your settings for this section.

Report Option



Report Option

☐ Enable Mass Checkout

Display Min. Hours Total

☒ Display Print Date

SAVE **RESET**

Report Option webpage where you can choose among various options.

There are several features in the Report Option section that need to be set depending on what you are trying to do:

- **Enable Mass Checkout**—This option ensures that you don't have to scan everyone out at the end of a session. When this option is checked, all attendees will be automatically checked out at the end of the session time as entered in the session data. Enabling this option prevents bottlenecks at the end of a session so that people do not have to stand in line on the way out of one session to another session to be scanned. However, it does not prevent you from scanning someone out before the session is over, thus keeping track of early departures.
- **Display ___ Min. Hours Total**—This option can be set to display in increments of 30 to 90 min hours in calculating credits for instances where you need to give so many credit hours for a particular session. This option is only useful when clocking In and Outs for the Attendee and Time Summary Report.
- **Display Print Date**—This option prints today's date on the report when the report is printed.


Once these options are selected, you should click on the **SAVE** button to save your settings for this section.

Session Details Report

Session Details

EXPORT

<< 1 of 3 >> Export to the selected format Export



PANDA BARCODE
120 Main St.
Washington, DC

3/1/2012

Session Details

Session ID	Session Name	Session Date	Start Time	End Time
10722	Illicit and Prescription Opioid Abuse	7/22/2011	11:30 AM	1:00 PM
11722	Implementing a Public Health Initiative in Your Community	7/22/2011	11:30 AM	1:00 PM
12722	The Integration of Behavioral Health and Primary Care: Keys to Success!	7/22/2011	11:30 AM	1:00 PM
13722	Transforming Burnout	7/22/2011	11:30 AM	1:00 PM

Sample Session Details Report.

This report shows data related to the actual session such as Session ID, Name, Date, Start and End Times.

Attendee Details Report

Attendee Details


EXPORT

1

 of 17

Export to the selected format

Export

**ZEBRA**

PANDA BARCODE
120 Main St.
Washington, DC

3/1/2012




Attendee Details

Attendee ID	Title	First Name	Last Name	Company
200100		Nailah	Aduloso	Medlink
200101		Mojisola	Adunso	Soundview Healthcare Network
200102		Charles	Adeniji	Welsh Mountain Medical & Dental Center
200103		Charles	Adeniji	Welsh Mountain Medical & Dental Center

Sample Attendee Details Report.

This report shows the attendee details such as ID, Title, First and Last Name and Company.


Absentees Report

Session ID	Session Title										
Session <input type="text" value="-- Select --"/> Session ID <input type="text" value="-- Select --"/>											
<input type="button" value="EXPORT"/> <input type="radio"/> Export One <input checked="" type="radio"/> Export All											
<div>1 of 1</div> <div>Export to the selected format <input type="button" value="Export"/>  </div>											
	PANDA BARCODE 120 Main St. Washington, DC										
3/1/2012											
<h3>Absentees</h3> <table><thead><tr><th>Attendee ID</th><th>Title</th><th>First Name</th><th>Last Name</th><th>Company</th></tr></thead><tbody><tr><td colspan="5">No records to display</td></tr></tbody></table>		Attendee ID	Title	First Name	Last Name	Company	No records to display				
Attendee ID	Title	First Name	Last Name	Company							
No records to display											

Sample Absentees Report

This report shows pre-assigned attendees who did not show up at the sessions they were scheduled to attend. In this example, there were no Absentees.

Extra Attendees Report

Session ID	Session Title			
Session <input type="text" value="-- Select --"/> Session ID <input type="text" value="-- Select --"/>				
<input type="button" value="EXPORT"/> <input type="radio"/> Export One <input checked="" type="radio"/> Export All				
<input type="button" value="1 of 1"/> <input type="button" value="Export to the selected format"/> <input type="button" value="Export"/> <input type="button" value="Print"/>				
	PANDA BARCODE 120 Main St. Washington, DC			
3/1/2012				
Extra Attendees				
Attendee ID	Title	First Name	Last Name	Company

Sample Extra Attendees Report.

This report shows attendees who showed up at a sessions that they were not scheduled to attend. In this example there were no extra attendees.

Scanner Data Report


Scanner Data

EXPORT

<< < 1 of 39 > >>

Export to the selected format

Export



PANDA BARCODE
120 Main St.
Washington, DC

3/1/2012

Scanner Data

Session ID	IN/OUT	Attendee ID	Date	Time
12722	IN	200181	7/22/2011	11:19 AM
12722	IN	200188	7/22/2011	11:20 AM
12722	IN	200251	7/22/2011	11:22 AM
12722	IN	200259	7/22/2011	11:18 AM
12722	IN	200273	7/22/2011	11:24 AM
12722	IN	200284	7/22/2011	11:22 AM

Sample Scanner Data Report.

This report shows a listing of the scanner data that was imported into ATP. It consists of the Session ID, Status, Attendee ID, Date and Time of the scan.

Error Log Report

Error Log

<<

<

1


of 1


>


>>

Export to the selected format

Export







ZEBRA

PANDA BARCODE

120 Main St.
Washington, DC

3/1/2012

Error Log

Session ID	IN/OUT	Attendee ID	Date	Time	Status
9723	IN	205253	7/23/2011	12:54 PM	No matching Attendee Info
9723	IN	202129	7/23/2011	12:45 PM	No matching Attendee Info
2723	IN	200387	7/23/2011	9:13 AM	No matching Attendee Info

Sample Error Log Report.

This report shows any errors related to the raw data that does not match up with the attendee and session info. This report helps pinpoint problems or errors.

By Attendee (Attendee Summary Report)



PANDA BARCODE

120 Main St.
Washington, DC

3/1/2012

Attendee Summary (General)

200100

Nailah S. Sathage

Medlink

Session ID	Session Title	Scanned Date / Time	
1723	Respecting Differences for Cultural Competency	7/23/2011	08:00 AM
17722	Diabetes Prevention and Education	7/22/2011	11:30 AM
7723	Substance Abuse and Treatment: Crystal Methamphetamines 101	7/23/2011	09:30 AM
9723	Reinvigorating Public Health in the Field	7/23/2011	01:00 PM

Number of Session attended : 4

Sample Attendee Summary (General).

This report shows the attendee information and all the sessions they attended and when. You can only print this report for pre-assigned attendees and also for general attendance. A pre-assigned report will only list the attendees that were selected during the breakouts.

By Sessions (Attendees by Session Report)



PANDA BARCODE

120 Main St.
Washington, DC

3/1/2012

Attendees By Session (General)

Session Title The Integration of Behavioral Health and Primary Care: Keys to Success!
Session ID 12722 **Start Time** 11:30 AM
Session Date 7/22/2011 **End Time** 1:00 PM

Attendee ID	Title	First Name	Last Name	Company	Scanned Date/Time
200181		Kate	Wagarty	Lynn Community Health Center	7/22/2011 11:30 AM
200188		Kristie	Wauk	North Dorchester Middle/High School	7/22/2011 11:30 AM
200251		Francisco	Lorenzo	ACCESS at Marquette School	7/22/2011 11:30 AM
200259		Heather	McClure	Central Washington Comprehensive Mental Health	7/22/2011 11:30 AM
200273		Wilkinson	Nirala	Baltimore City Booking and Intake Center	7/22/2011 11:30 AM
200304		Aida	Reid, Juoz	Grace Hill Health Center	7/22/2011 11:30 AM
200333		Graciela	Spencer	University Health System at University of Texas Health Science Center at San Antonio	7/22/2011 11:30 AM
200342		Ceretha	Thomas	Palmetto Health Council	7/22/2011 11:30 AM

Total Attendees At This Session: 8

Sample Attendees By Session (General) Report.

This report shows a particular session and lists all of the attendees that attended. You can only print the report for pre-assigned and also for general attendance. A pre-assigned report will only list the attendees that were selected during the breakouts.

By Attendee and Time (Attendee and Time Report)



PANDA BARCODE

120 Main St.
Washington, DC

Attendee & Time Summary (General)

200100

Nailah Alshabane

Medlink

MD - Doctor of (Allopathic) Medicine

Session Title **Respecting Differences for Cultural Competency**
Session ID 1723 **Start Time** 08:00 AM
Session Date 7/23/2011 **End Time** 09:15 AM

In Time	Out Time	Countable Minutes
07:51 AM	09:15 AM	75
Session Total		75
Credit Hours		1.3

Session Title **Diabetes Prevention and Education**
Session ID 17722 **Start Time** 11:30 AM
Session Date 7/22/2011 **End Time** 01:00 PM

In Time	Out Time	Countable Minutes
11:30 AM	01:00 PM	90
Session Total		90
Credit Hours		1.5

Session Title **Substance Abuse and Treatment: Crvstal Methamphetamines 101**

Sample Attendee & Time Summary Report.

This report shows the attendee and list all of the sessions that that individual attended--much like the Attendee Summary Report. However, the major difference here is that it lists the total amount of time accredited to the session and can assign credit hours for each individual's attendance. You can print the report for only pre-assigned and also for general attendance. A pre-assigned report will only list the attendees that were selected during the breakouts.


Barcoded Badges

Barcoded Badges

Select Badge Template

Company Name - PANDA BARCODE

Conference Name - The GEM Show




Attendee ID
12345

First Name
John

Last Name
Smith

Computational Techniques


1 2 3 4 5


Template 1


Computational Techniques & Applications

Attendee ID
12345


First Name
John

Last Name
Smith




1 2 3 4 5

Template 2


1 2 3 4 5

Attendee ID
12345

First Name
John

Last Name
Smith

Conference Name
Computational Techniques & Applications


Template 3

Attendee ID
12345

First Name
John

Last Name
Smith

Conference Name
Computational Techniques & Applications


1 2 3 4 5

Template 4

Sample Barcoded Badges.

This section is not really a report but rather a method of picking a particular barcode badge template to use when you are printing badges for individuals attending the conference. Two of the templates allow you to display your logo on the badges and the other two do not. You can also print the badges from here as well. Once you pick a particular template, go to the list of your attendees for that conference and you can select individual badges to print or print all.

Search

The search function allows you to search through the database for attendees and sessions that meet a particular criteria such as ID, Name , etc.



The search function.

It is only necessary to select the criteria, and then type in some key letters or numbers to begin the search.

Help

This will only display the following message:

**Call MSS Software at 800.428.8643
or
send us an email at**

admin@mss-software.com

Account

There are two choices when it comes to the Account webpage. You can choose to display your lease information or you can choose to logout.



Sample Account webpage showing how much time remains on the ATP lease.