



Seminar Tracker



2929 Eskridge Road
Suite TS-2
Fairfax, VA 22031

Tel: 800-428-8643
Fax: 703-783-0319
Web: mss-software.com



MSS Software

- Specializes in developing data collection applications for barcode terminals.
- Sells and rents barcode equipment from major Auto ID manufacturers.
- Has been in business since 1984 and is incorporated in the state of Virginia.





Our Corporate Customers Include:

- **Fortune 500 Companies**
 - General Electric, Honeywell, Lockheed Martin
- **Auto Manufacturers**
 - Ford, Toyota, Honda, General Motors
- **Chemical Companies**
 - Dupont, Wyeth, Merck, Bristol Myers





Our Government Customers Include:

Federal

- CIA and FBI
- U.S. Army, Navy, Marines, and Air Force
- National Institutes of Health and the VA Hospitals

State and County

- Delaware, Illinois, and Ohio
- Florida, New Jersey, and Pennsylvania



Seminar Tracker Customers Include:

- Trade and Professional Associations
- Universities
- Meeting and Planning Companies
- Consulting Firms
- Financial Institutions
- State and Local Governments

Seminar Tracker

- Tracks attendees entering events by scanning their badges.
- Allows users to print badges and collect attendee attendance information.
- Creates reports on who attended and who did not attend what seminar or breakout session.





Seminar Tracker Consists of:

- *Badge Scanner* – A barcode scanner that is used to scan the attendees' badges as they enter a session.
- *Application Software* – Software installed on your PC that allows you to get attendance reports.
- *User Manual* – A manual to guide you through set up and use.

The Badge Scanner

- Simple to use.
- About the size of a cell phone.
- Takes triple “A” batteries.
- Pre-loaded with required software.



Seminar Tracker Application

- This program runs on your PC.
- You must first import your seminar attendee list.
- Next you will process the data from the barcode reader, so you can print out the reports.





How to Use Seminar Tracker

- Install the Seminar Tracker software on your PC.
- Create Session Titles and Ids.
- Print badges.
- Scan attendees' badges as they enter each session.
- Download the data from the scanner to your PC.
- Import data into the Seminar Tracker Application and print reports.

Barcode Scanning

1. Scan or enter the session number.



Barcode Scanning

2. Scan the badge.



Transferring Data

1. Connect the scanner to the PC.

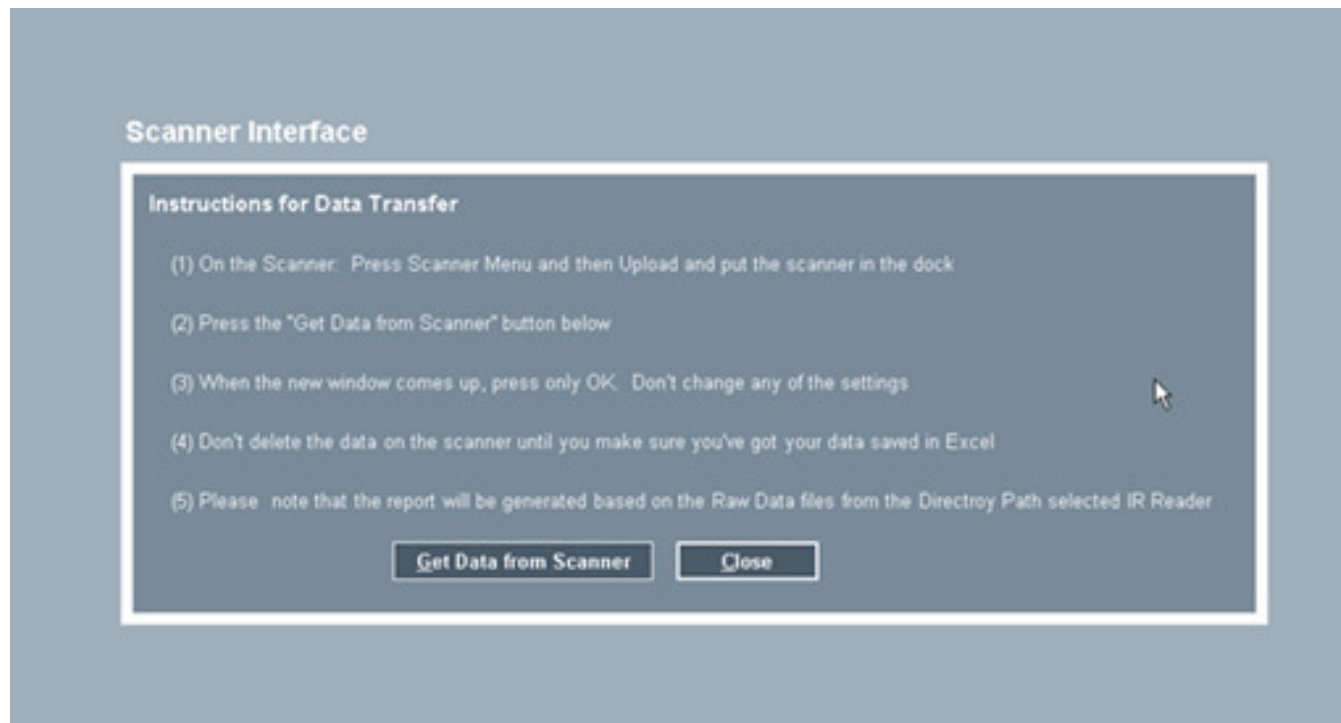
- After completing all the scans, you will now transfer the data to your PC.
- Connect the barcode reader to a USB cable and connect to your computer.



Transferring Data

2. Get data from the scanner.

- Follow the simple instructions to transfer the data from the barcode scanner.





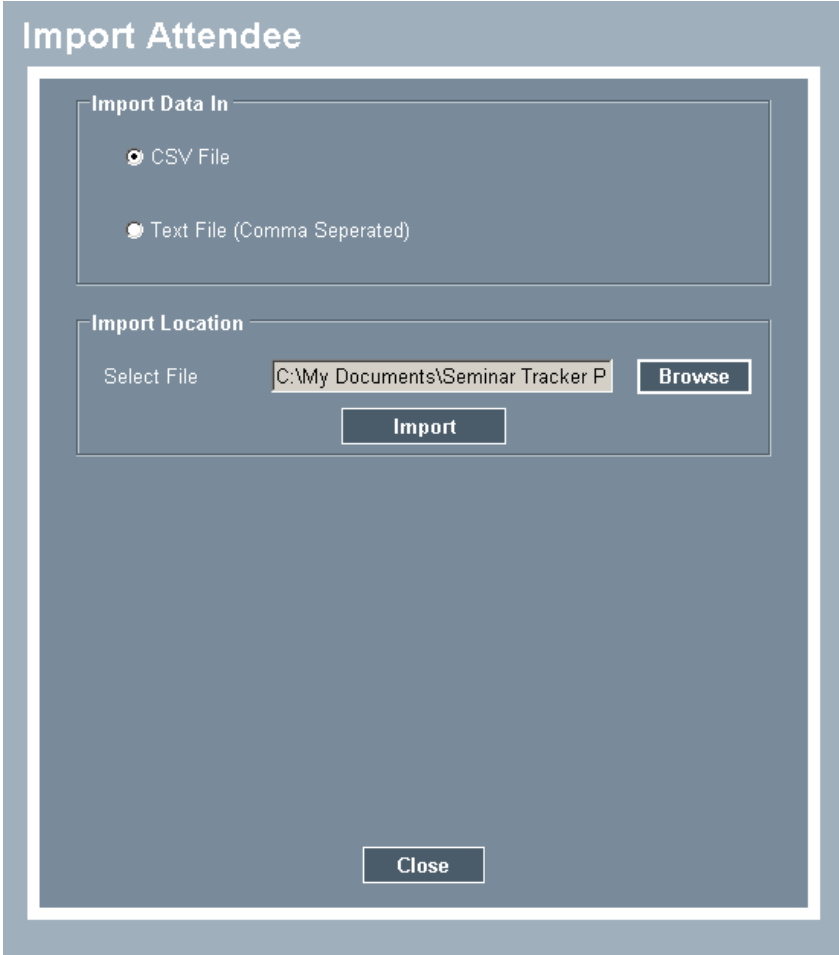
Using Seminar Tracker Software

- You are now ready to use the Seminar Tracker application on your PC.
- First, you need to set up the attendee list and session list.

Using Seminar Tracker Software

1. Import Attendees

- Choose to import a .csv or txt file format of attendees



The screenshot shows a dialog box titled "Import Attendee". It contains two main sections: "Import Data In" and "Import Location".

Import Data In: This section has two radio buttons. The first is labeled "CSV File" and is selected. The second is labeled "Text File (Comma Separated)".

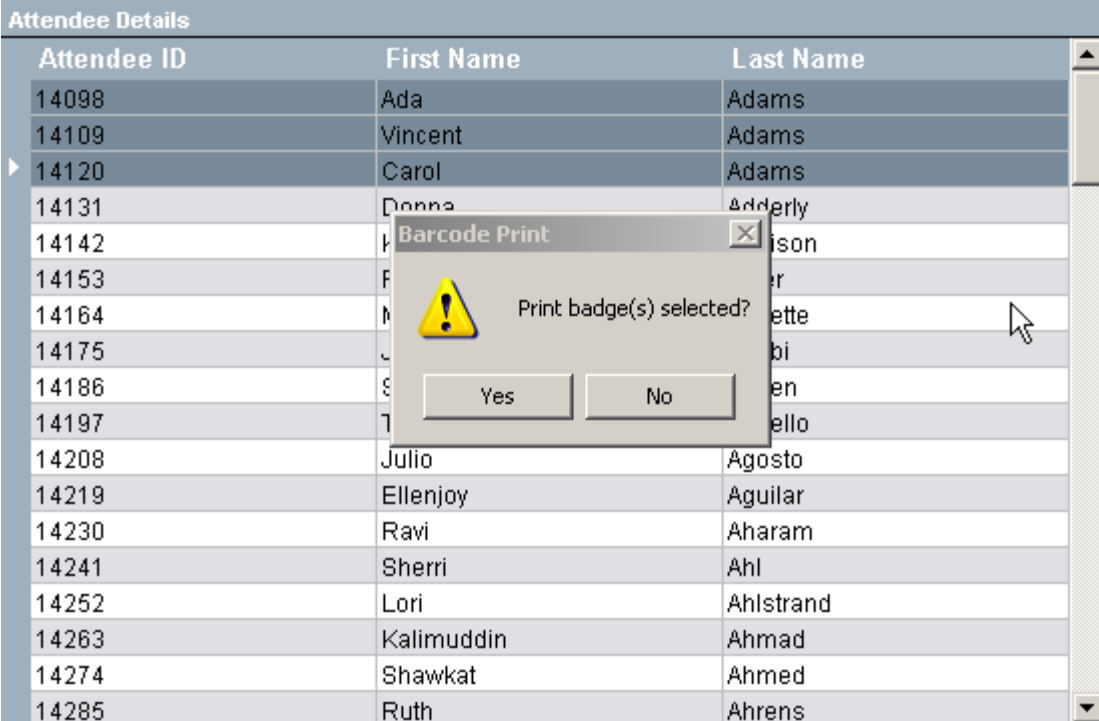
Import Location: This section includes a "Select File" label, a text input field containing the path "C:\My Documents\Seminar Tracker P", a "Browse" button, and an "Import" button.

At the bottom center of the dialog box is a "Close" button.

Using Seminar Tracker Software

2. Print Badges (Optional)

- The Seminar Tracker application allows you to print badges for one or more attendees.



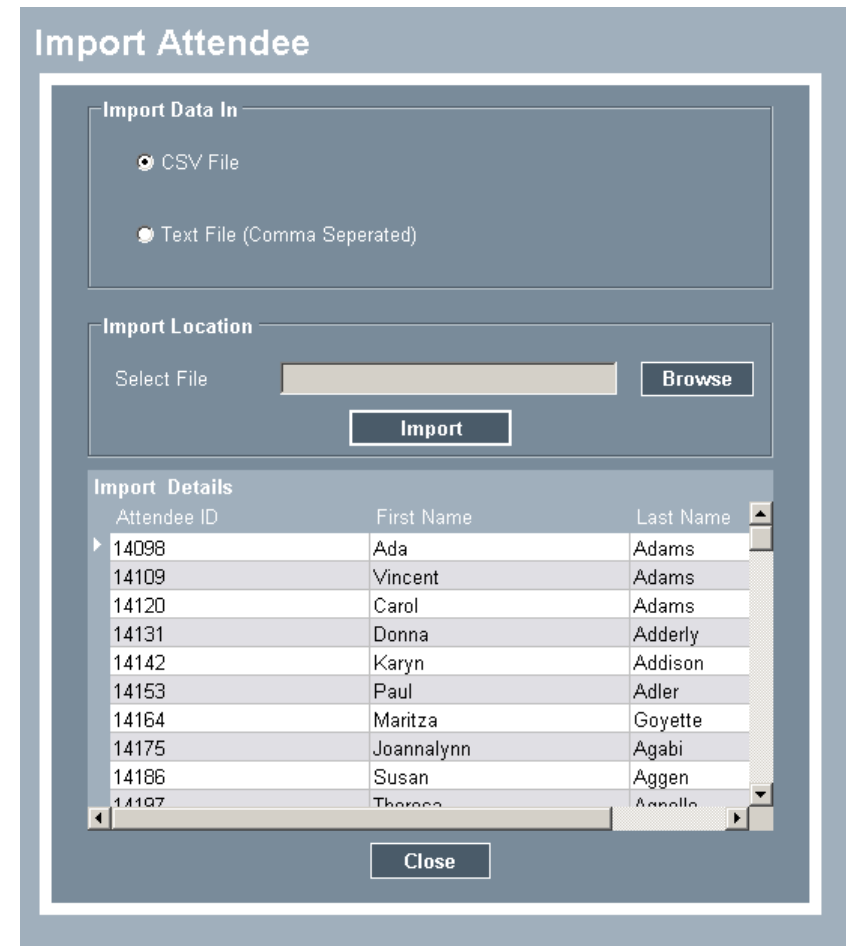
The screenshot displays a table titled 'Attendee Details' with three columns: 'Attendee ID', 'First Name', and 'Last Name'. The table lists 20 attendees. A dialog box titled 'Barcode Print' is overlaid on the table, featuring a yellow warning icon and the text 'Print badge(s) selected?'. The dialog box has 'Yes' and 'No' buttons.

Attendee ID	First Name	Last Name
14098	Ada	Adams
14109	Vincent	Adams
14120	Carol	Adams
14131	Donna	Adderly
14142	p	ison
14153	F	er
14164	M	ette
14175	C	bi
14186	E	en
14197	T	ello
14208	Julio	Agosto
14219	Ellenjoy	Aguilar
14230	Ravi	Aharam
14241	Sherri	Ahl
14252	Lori	Ahlstrand
14263	Kalimuddin	Ahmad
14274	Shawkat	Ahmed
14285	Ruth	Ahrens

Using Seminar Tracker Software

3. Attendees Imported

- Import finished.
- Shows Attendee ID, First Name, Last Name, etc.



The screenshot displays the 'Import Attendee' window. It features three main sections: 'Import Data In', 'Import Location', and 'Import Details'. The 'Import Data In' section has radio buttons for 'CSV File' (selected) and 'Text File (Comma Separated)'. The 'Import Location' section includes a 'Select File' input field, a 'Browse' button, and an 'Import' button. The 'Import Details' section is a table with columns for 'Attendee ID', 'First Name', and 'Last Name'. The table contains 11 rows of data, with the first row expanded to show a plus sign in the first column. A 'Close' button is located at the bottom of the window.

Attendee ID	First Name	Last Name
▶ 14098	Ada	Adams
14109	Vincent	Adams
14120	Carol	Adams
14131	Donna	Adderly
14142	Karyn	Addison
14153	Paul	Adler
14164	Maritza	Goyette
14175	Joannalynn	Agabi
14186	Susan	Aggen
14197	Theresa	Annelle

Using Seminar Tracker Software

4. Import Sessions

- Session data can also be imported from a spreadsheet or text file.
- This shows the Session # and Session Title.

Import Session

Import Data In

CSV File

Text File (Comma Separated)

Import Location

Select File

Import Details

Session ID	Session Title
▶ 301	Benchmarking
302	Checking
303	Banking
304	Viewing
305	Testing

Using Seminar Tracker Software

5. View Reports

■ Sample Report - Attendees per Session

Session Attendees
(Standard View, Group by Session)

Session ID	302	Session Title	Checking
Attendee ID	First Name	Last Name	Scanned Date & Time
14098	Ada	Adams	4/22/2006 7:37:58AM
14109	Vincent	Adams	4/22/2006 7:38:00AM
14120	Carol	Adams	4/22/2006 7:38:03AM
14142	Karyn	Addison	4/22/2006 7:38:07AM

Number of Sessions Attended: 4

■ Sample Report - Sessions per Attendee

Session Attendees
(Standard View, Group by Attendee)

Attendee ID	14098	Name :	Ada Adams
Session ID	Session Title	Scanned Date & Time	
302	Checking	4/22/2006 7:37:58AM	
303	Banking	4/22/2006 7:39:27AM	
305	Testing	4/22/2006 7:39:27AM	

Number of Sessions Attended : 3



Support

- MSS Software offers continuous technical support for Seminar Tracker.
- We are available 8:30 am to 5:30 am, Monday thru Friday, EST at 800-428-8643.

