

Self Check-In (User manual)



By

ignatiuz
Compelling IT Solutions

For further information, visit us at www.ignatiuz.com
For support, contact us at support@ignatiuz.com

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1. Welcome to Self Check-In App

Self Check-In is an interactive multi-touch app that lets you automate the check-in process for the guests attending your conferences and exhibitions. With the ability to import the guest list directly, the app allows your guests to search their names on an interactive interface and print their badges directly, while letting you keep a track of who has checked-in and who has not.

Few of the salient features of the Self Check-In App are:

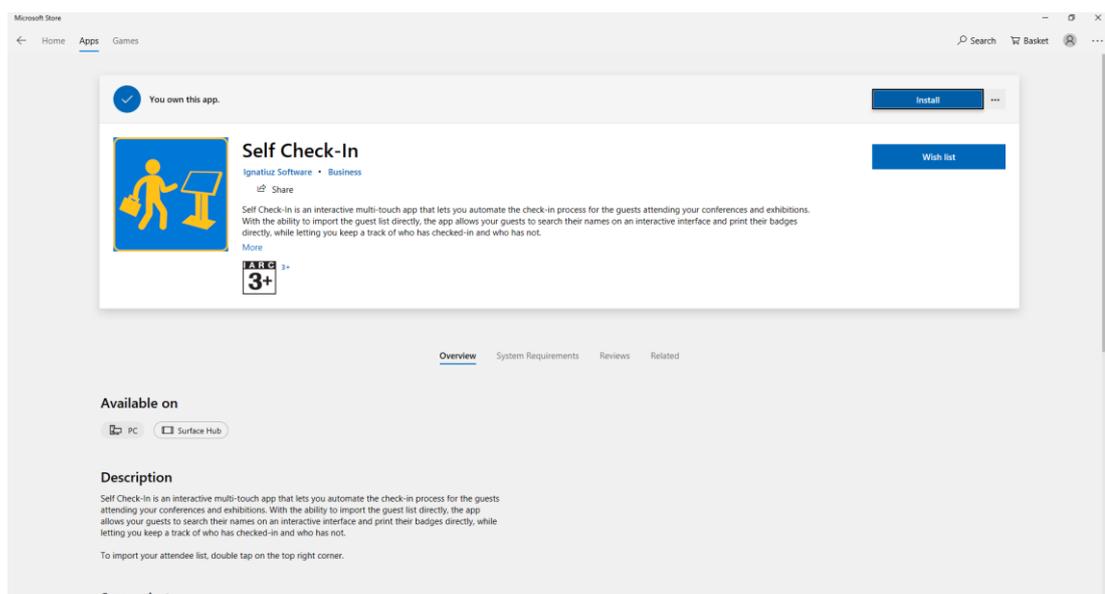
- Interactive self check-in app designed for large format touch screens.
- One click import of visitor list.
- Integrated badge printing, all popular printers supported.
- Users can drag and drop their name card to print the badge.
- Scroll through the list or search for a name to print.
- Reporting on who has checked-in and who has not.
- Added Admin Tips & Controls popup.

2. Latest upgrades andfixes

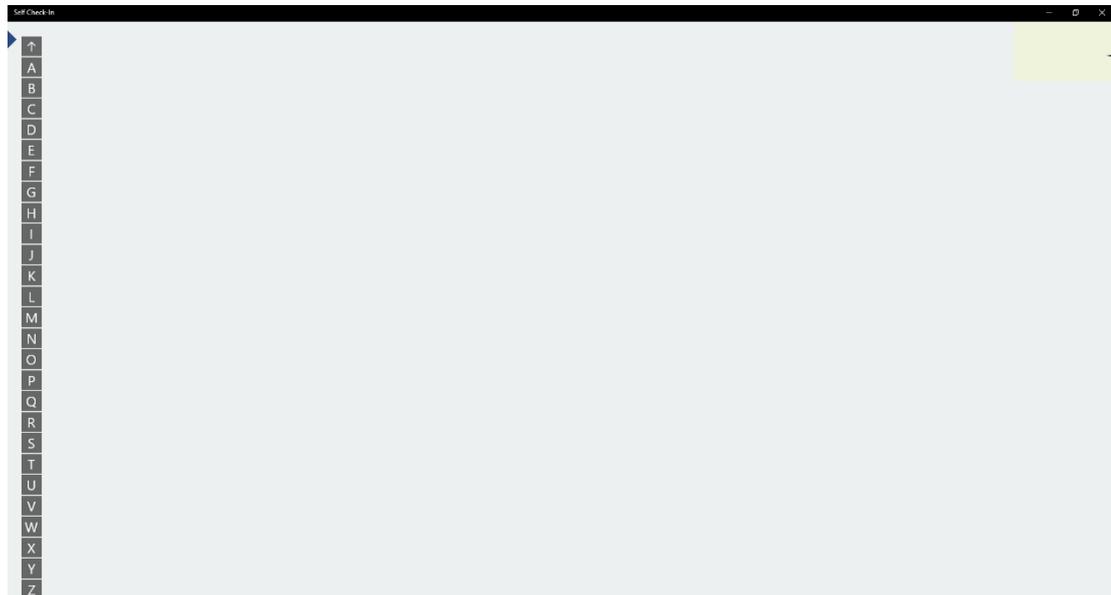
Added Admin tips and controls popup on the home screen. Fixed the bug of badges dragging is not working with the mouse.

3. Installation and configuration of the app

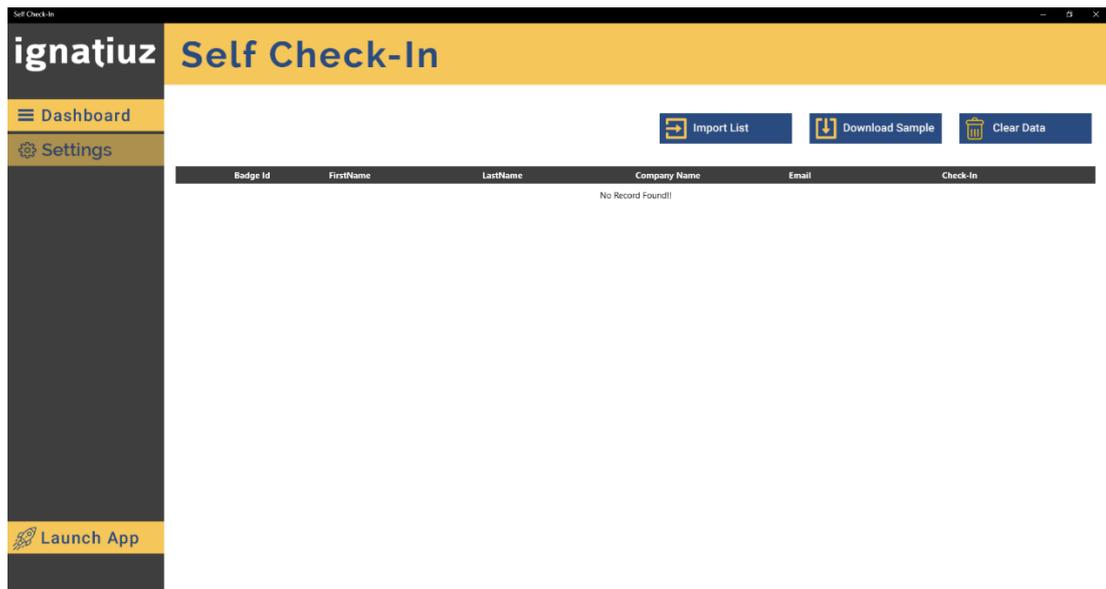
- ✓ You need to open windows store or click on this [link](#). Click to install for get application.



- ✓ After installing the application, you will have to click on launch button.
- ✓ After launching application you need to click on top right corner for open the CMS.



- ✓ After opening the CMS, the dashboard is appears.
- ✓ In dashboard, you will see the three button “Import List”, “Download Sample” and “Clear Data”.
- ✓ Import List: This button is used for importing CSV file which contain guest’s information.
- ✓ Clear Data: You can remove all the data using this button.
- ✓ Download Sample: You can download the sample CSV file.



- ✓ After importing CSV file the dashboard looks like below snap.
- ✓ You can also check the CSV format on clicking download sample button.

The screenshot shows the 'ignatiuz Self Check-In' dashboard. The left sidebar contains 'Dashboard' and 'Settings' options, along with a 'Launch App' button. The main area displays a table of employee data with the following columns: Badge Id, FirstName, LastName, Company Name, Email, and Check-in. The table contains 15 rows of data.

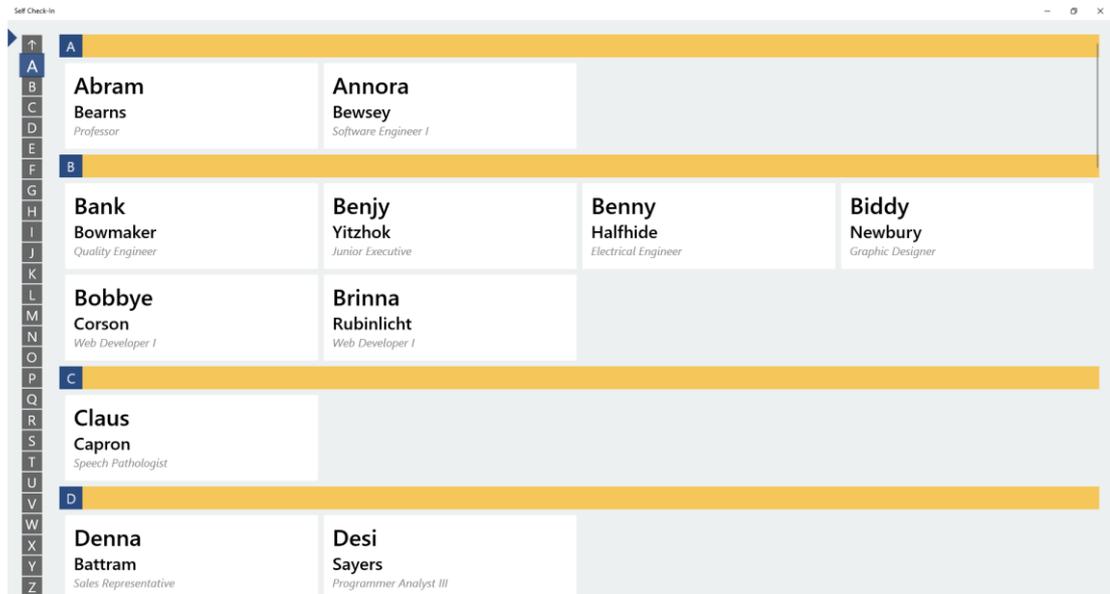
Badge Id	FirstName	LastName	Company Name	Email	Check-in
15	Abram	Bearns	Professor	abearnse@opera.com	No
3	Annora	Bewsey	Software Engineer I	abewsey2@vistaprint.com	No
40	Bank	Bowmaker	Quality Engineer	bbowmaker18@gmpg.org	No
2	Benly	Yitzhok	Junior Executive	bylzhok1@spotify.com	No
26	Benny	Halfhide	Electrical Engineer	bhalfhides@bing.com	No
43	Biddy	Newbury	Graphic Designer	bnewbury1c@amazon.com	No
11	Bobbye	Corson	Web Developer I	bcorsona@feedburner.com	No
27	Brinna	Rubinlicht	Web Developer I	brubinlichtt@spiegel.de	No
10	Claus	Capron	Speech Pathologist	ccapron9@ask.com	No
14	Denna	Battram	Sales Representative	dbattramd@mtv.com	No
8	Desi	Sayers	Programmer Analyst III	dsayers7@povworld.com	No
38	Emile	Eisey	Programmer Analyst IV	eelsey16@google.com.br	No
9	Fair	Arrowsmith	Financial Advisor	farrowsmith8@cocolog-nifty.com	No
17	Guido	Baalham	Speech Pathologist	gbaalhamh@etsy.com	No
31	Hastie	Tailard	Clinical Specialist	htailardz@bloglovin.com	No

- ✓ After dashboard there is another option available for settings.
- ✓ In settings, you can set the printer name, print width, print height and also set your firm or branding logo.

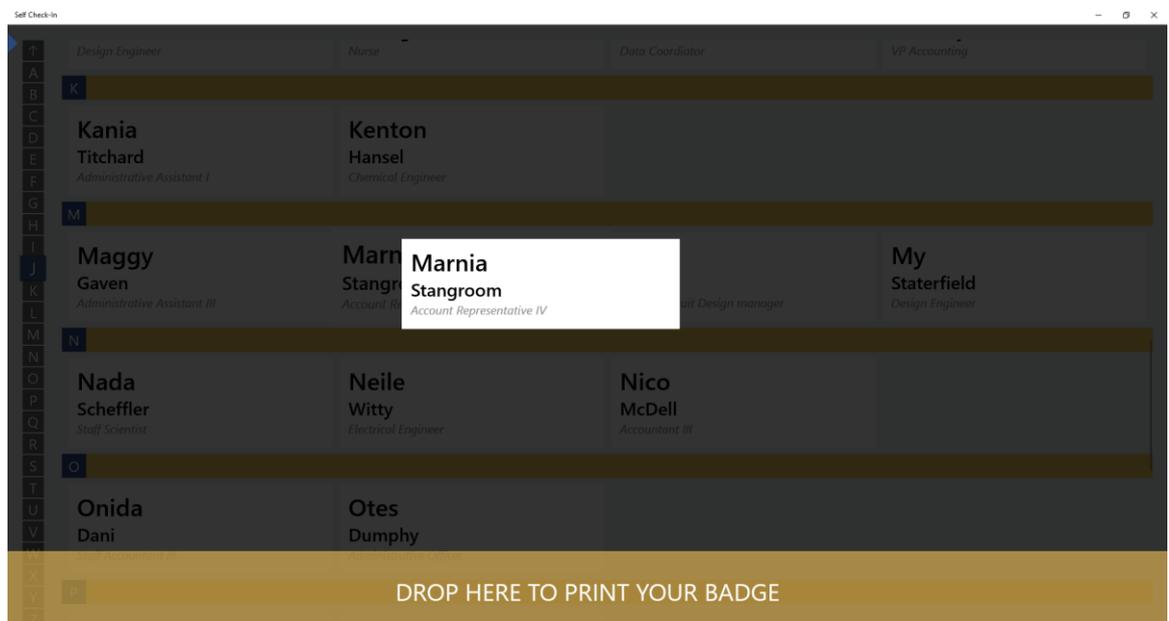
The screenshot shows the 'ignatiuz Self Check-In' settings page. The left sidebar contains 'Dashboard' and 'Settings' options, along with a 'Launch App' button. The main area displays the 'Printer Settings' section with the following fields:

- Printer Name: (Leave empty to use default printer)
- Print Width: (in Inches)
- Print Height: (in Inches)
- Logo: (Upload PNG file only)

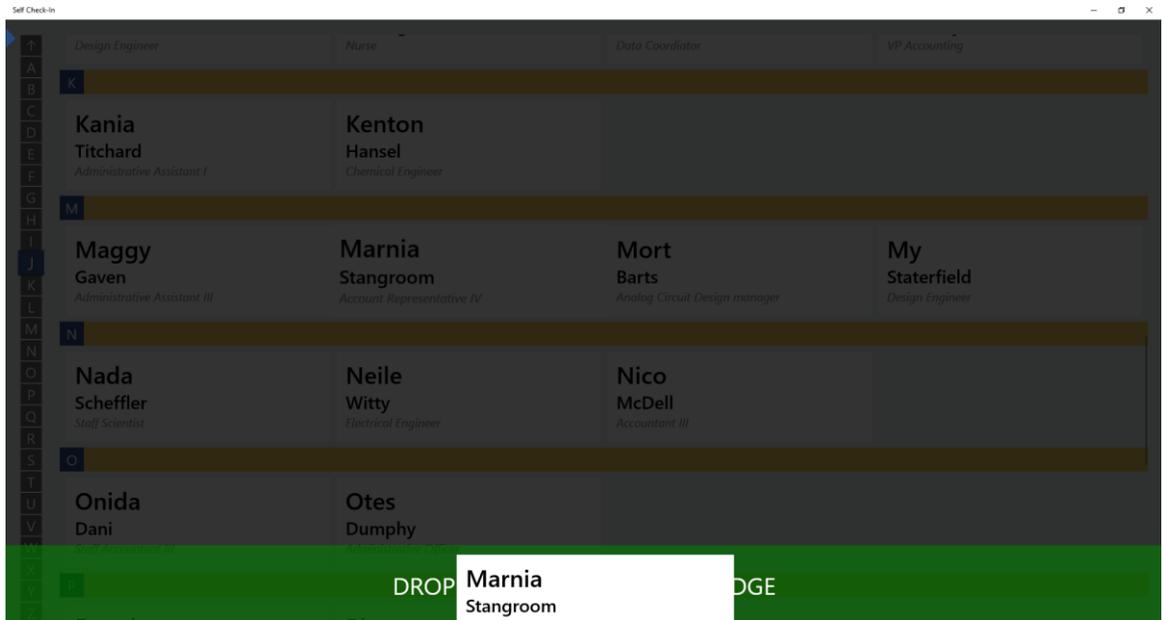
- ✓ After setting all things you can click on launch button for launching the app.
- ✓ After launching, the app looks like below snap.
- ✓ The number of badges are appears which you can import from CSV file.
- ✓ Using touch, you can scroll the app.



- ✓ Touch and hold your badge, if you want to get the print of your badge.



- ✓ After that you have to drag and drop the badge in below strip.



- ✓ After that a thank you message is appears and you will get the printout of your badge.

