

Directions for New Attendance Tracking System Facilitator Procedures

Laptop 1: Scan Station

(Scan Station Facilitator)

1. Double-tap Google Chrome – if Sales Force is not on screen, tap-Login
✓ Be patient: it takes a minute for screen to appear- Both computers.
2. Select “OLLI Check-in” top tab
3. Verify date shown is on today’s date
4. In “Check-In Event Session” select class session from drop down box
5. Member scans QR code on badge using table top scanner
6. Scan input status: Should be green or yellow, if red send to OLLI office

Note the TOTAL CHECK-IN: count - compare to number of chairs in room for large classes.

Possible Application Error Messages when scanning:

1. Application Error: Invalid check-in transaction
To clear the error message: Touch or tap the “X” in the top right corner
2. **NOT READY TO SCAN**
To clear the error message: Touch or tap the space here or the white box below to enable scanner

Laptop 2: Look-Up Station

(Look-up Station Facilitator)

1. **Member who forgot their badge**
 - Select the “Lookup Current Members/Contacts” top tab
 - Tap the “Search this list” box type in first/last name, tap “Enter”
 - Scan QR code on computer screen using hand-held scanner to the right of computer- Make sure scanner is seated in cradle.
2. **Non-member / Guest**
 - Obtain a “One-Bring-One” orange voucher from lobby **Welcome Station**
 - Complete voucher with full name, mobile number, email address
 - Facilitator staples QR code slip to One-Bring-One voucher and scans
 - Facilitator drops stapled paper/voucher in black box in the OLLI office

Lobby - Welcome Station

(Welcome Station Facilitator)

- Facilitator gives out new Name Tags to Members
- Member (w/out badge) – Complete “Forgot Badge” form; go to **Look Up Station**
- Non-member /Guest - Complete “One-Bring One” voucher; go to **Look Up Station**

END OF CLASS PROCEDURE:

**TAP ‘X’ IN TOP RIGHT CORNER. DOUBLE TAP - GOOGLE CHROME.
DO NOT EXIT OUT OF SALESFORCE. DO NOT TURN OFF THE LAPTOPS.
ONLY CLOSE THE LAPTOP LIDS.**