## Session Scanning Guide

The OnArrival Hand Session Scanner is an iPhone or iPod inside of a Specialized Sled. The sled has a QR Code scanner at the front which can be activated by 1 or 2 side buttons, depending on the model (Shown below).





Below is the Home Screen. From here you can select the room where the Scanner will be located at. The Cvent team will do this step and have each scanner labeled and designated to a location.

INT&T LTE	9:45 AM	* 💶				
$\equiv$		• • •				
SELECT SESSION 👻						
2019 HCSS Users						
Group Meeting						
Jan 14 - Feb 7, 2019						
Checked In	0%	1580 <sub>Registered</sub>				
	Q Search					

When selecting a session, you can filter by location or select a specific session to scan for. This step will have already been done by the Cvent team.

at AT&T LT	E 9:45 AM	* 💷
Close	Sessions	Q
Filter by	location	-
1st Flo	o <b>or - Lobby</b> or - Lobby	т
2nd Fl 2nd Flo	<b>oor</b> bor	- 1
2nd Fl 2nd Flo	oor - Chambers BC oor - Chambers BC	- 1
2nd Fl 2nd Flc	<b>oor - Fort Bend</b> oor - Fort Bend	- 1
2nd Fl 2nd Flo	<b>oor - Galveston</b> oor - Galveston	- 1
2nd Fl 2nd Flo	<b>oor - Harris</b> oor - Harris	- 1
2nd Fl 2nd Flo	<b>oor - Houston 1</b> por - Houston 1	- 1
2nd Fl 2nd Flo	<b>oor - Houston 2</b> por - Houston 2	- 1
2nd Fl	oor - Houston 3	_
0.00		
8:00am 12:00pm	Support calls at HCSS Office. 0 of 34 ch	necked in 8 💶 )
8:00am 12:00pm II AT&T LT Close	E 9:44 AM Sessions	necked in *
8:00am 12:00pm II AT&T LT Close Location	Support calls at HCSS Office. 0 of 34 d 9:44 AM Sessions : TestLocation	necked in
8:00am 12:00pm III AT&T LT Close Location Monday,	Support calls at HCSS Office. 0 of 34 cf E 9:44 AM Sessions : TestLocation January 7	necked in
8:00am 12:00pm I AT&T LT Close Location Monday, . 10:30am 11:30am	Support calls at HCSS Office. 0 of 34 d E 9:44 AM Sessions : TestLocation January 7 Test Scanning Session TestLocation	necked in
8:00am 12:00pm II AT&T LT Close Location Monday,. 10:30am 11:30am	Support calls at HCSS Office. 0 of 34 de E 9:44 AM Sessions E TestLocation January 7 Test Scanning Session TestLocation 1 of 1 de	necked in
8:00am 12:00pm Close Location Monday, 10:30am 11:30am	Support calls at HCSS Office. 0 of 34 d E 9:44 AM Sessions TestLocation January 7 Test Scanning Session TestLocation 1 of 1 d	necked in

Once a location is selected, the Hand Scanner will automatically default to the next session. With back to back sessions, the Hand Scanner will roll over to the next one 15 minutes before the start time.

When the "Scanner Ready" banner is displayed, all the person needs to do is press one of the two scan buttons on the side of the sled to activate the QR Code Scanner. If this banner is not displayed, simply press one of the side scan button to ready the device.



When a badge is scanned, 1 of the following screens will be shown. Green screen of the attendee checked in Successfully (Below #1.). A screen showing the attendee is not Registered for the sessions (Below #2.). Then if an attendee has already been scanned Into the session(Below #3).

If the Attendee is not registered, you can scan them in by clicking the "Check in anyway" at the bottom of the screen.



••• AT&T	LTE	9:48 AM		*
		$\sim \Lambda$		
	Chri	i <mark>s Adri</mark> a	n	
	0	Denied Entry		
		1.6		
N	o walk-ins all	owed for	this sessio	'n
		Dismiss		
	Che	ck in anyway		

3.

•

••• AT&T	LTE	9:48 AM		* 💷 ;
		ЭH		
	Dav	id Heiz	er	
	0	Denied Entry		
Th	is attendee h	as already	checked	in.
		Dismiss		