Enabling a Timestamp on scan in Etouches

This process creates a textbox within the attendee information page for each session, allowing the scanners to populate the textboxes with the time of scan.

1. Select the relevant event in your Etouches account.

Dashboard									
	📰 create n	new event	Cloud [edit delete]			Sho	Show all statuses Grid view		
Bookmarks	Folders	add new	#129678	2,-	#129686	2,4	#155497	24	
	Cloud		Tommy Etouc	hes	Example 2		TEST		
			City: N/A Starts: 05/22/2	015	City: N/A Starts: N/A		City: N/A Starts: N/A		
			Pre-Event	0 Registrations	Pre-Event	0 Registrations	Pre-Event	0 Registrations	

2. Next, select *eReg Settings* from the eReg dropdown menu.



3. Hover over Atten<u>dee Info and</u> click Active questions.

③ Event Info 😽 Cate	egories	1 Attendee Info	Agenda & Options	Hotel & Travel	Fees & Payment	Look & Feel	Adv. Settings
Basic details Event en	nails P	Active questions	tion / Social				
		Inactive questions	Sa Sa	ve & Stay 🔡 Sa	ive & Exit		
 Event name and st 	atus						
Event na	me * 2	Tommy Etouches					
Event	code 2	123456					

4. Scroll to the bottom of the page to add a question to the Attendee Information page.

Skype/IM/Twitter ID	Single line of text	Ţ		C)	ŵ
photo	Upload image			C)	đ
Test Session 1	Single line of text			C)	đ
(Add question Add page break				
	Save & Stay Save & Exit				

5. You will be presented with an entry form to create a new question. This question should be named after the desired session to be tracked (a question needs to be created for each session to be tracked). The question's *Input type* must be changed to *Single-line Text*, allowing for a timestamp to be recorded.

Question editor	8
 Question text 	
Question 2	Test Session 2
Short name 2	
Question footer 2	
▼ Page, format & validation	
Page 2 Input type 2	Attendee information page Heading (no input)

6. Note that visibility by the user type can be modified by clicking the checkboxes.

For example, unclicking the checkbox next to public users will make the timestamp info visible to only the Admin users. Once complete, make sure to *Save*.

Visibility by attendee category	visible	required
Il attendee categories	2	
good		
No category selected 2		
Mr. 16. 1916 - Leason - Leason		
Visibility by user type		visible
Public users 2		
Admin users ?		

7. After saving, you will see your added questions in the *Attendee Information page questions*, which you can edit at any time.

Test Session 1	Single line of text		C)	ŵ
Test Session 2	Single line of text		C)	ŵ
	Add question Add page break			

8. If done correctly, you will see the timestamp showing when an attendee was scanned in the attendee's registration record.

Viewing your Etouches Data



1. Select the relevant Event in your Etouches account.

2. In the eReg menu, select Registrant List.



3. Next, select the registrant record you wish to view by clicking on the confirmation number. A window will appear containing all registrant information. This information includes the timestamps of when the registrant was scanned into each attended session.

	Conf #⊖	First Name ⊖	Last Name 🕈	Company 🖯	cc email	
	16947573 [Test]	4/4/2017 8:22 AM	рор	Example Compa	Test Session 1	6/15/2017 4:53 PM
\sim	23853189 Dest]	Andrew	Rinne	MyCompany	Test Session 2	
	13470372 [Test]	John	Smith	MyCompany	32142143432432	
					Personal Notes 2	