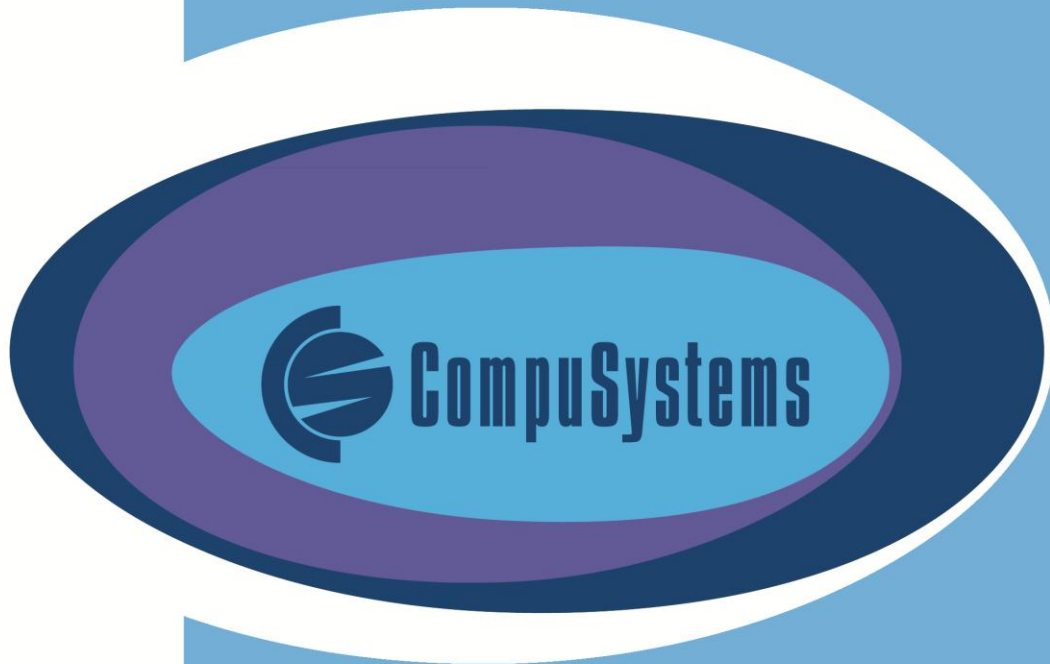


Access Control Cheat Sheet

trade show
registration
& lead retrieval



www.compusystems.com

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Note to Testers

If you make any back-end updates to the **options**, you'll need to **refresh the event** in order to see the changes you've made.

Quick Look

This document will walk you through how to use access control to scan attendee badges for session access. Shown below is a quick look at what you can do:

Click to toggle between:

- **OFFLINE** – This will not “share” your data with others, will not update the totals on the display, and won’t allow you to scan badges or input badge numbers.
- **ONLINE** – This will refresh your screen data with info from each person who is scanning badges.

Click to toggle between **REGISTRATION SCANNING** mode (which will decline access to pending registrants) and **PENDING SCANNING** mode (which will grant access to pending registrants).

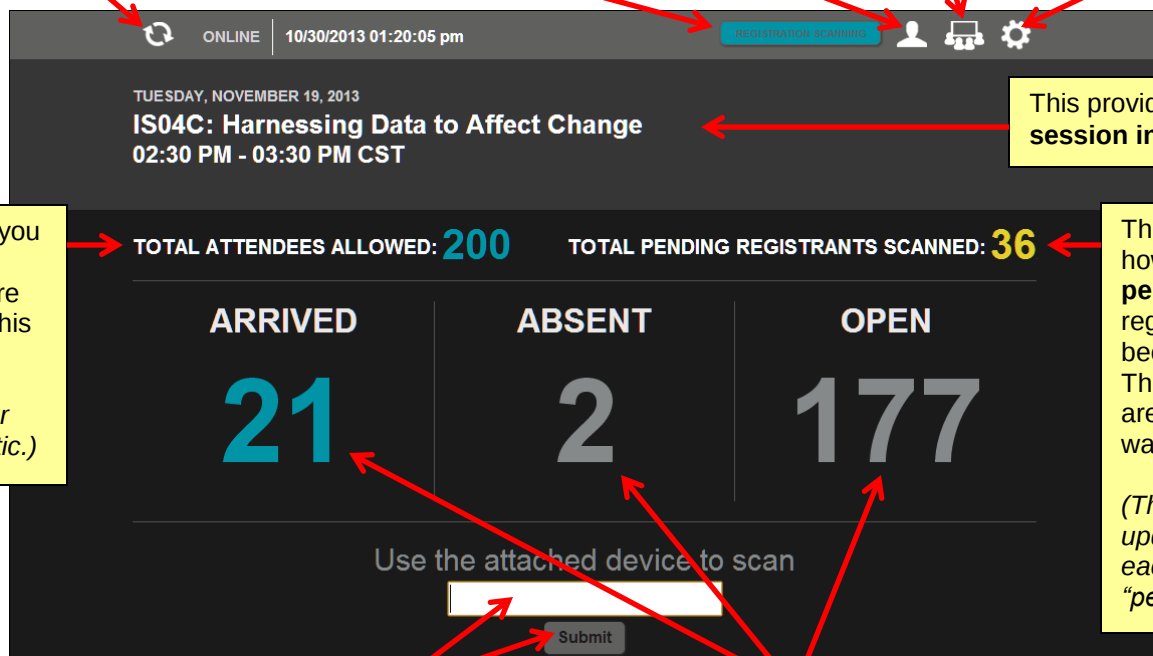
Click to check the arrival status of **speakers** for the listed event.

Click to see a list of **sessions**. You can tab through:

- Today’s Sessions
- Upcoming Sessions
- Completed Sessions

Click to change your **admin** settings.

(You’ll need to supply a password to proceed.)



The screenshot shows the access control interface. At the top, there is a status bar with a refresh icon, the word "ONLINE", the date and time "10/30/2013 01:20:05 pm", and a "REGISTRATION SCANNING" button. Below this, the session title "TUESDAY, NOVEMBER 19, 2013 IS04C: Harnessing Data to Affect Change" and time "02:30 PM - 03:30 PM CST" are displayed. The main section shows "TOTAL ATTENDEES ALLOWED: 200" and "TOTAL PENDING REGISTRANTS SCANNED: 36". Below this is a table with three columns: "ARRIVED" (21), "ABSENT" (2), and "OPEN" (177). At the bottom, there is a text input field with the placeholder "Use the attached device to scan" and a "Submit" button.

This shows you how many attendees are **allowed** in this session.

(The number remains static.)

This provides general session information.

This shows you how many **pending** registrants have been scanned. These attendees are added to a waitlist.

(The number is updated with each new “pending” scan.)

If you don’t have a scanner, you can enter the attendee’s badge number (reg_uid) in the field provided then click [Submit].

This shows you a **running tally** (updated as you scan each badge) of the number of attendees who have arrived, how many are absent, and how many open seats are available.

Walkthroughs

Access the App

Procedure:

1. Attach your scanning device to your pc. (If a device isn't available, you can "scan" badges by entering the badge number (*reg_uid*) on each badge then clicking **[Submit]**.)
2. In your web browser, navigate to the url for the app. You have two options – either to use or override the access start and stop times for the show.

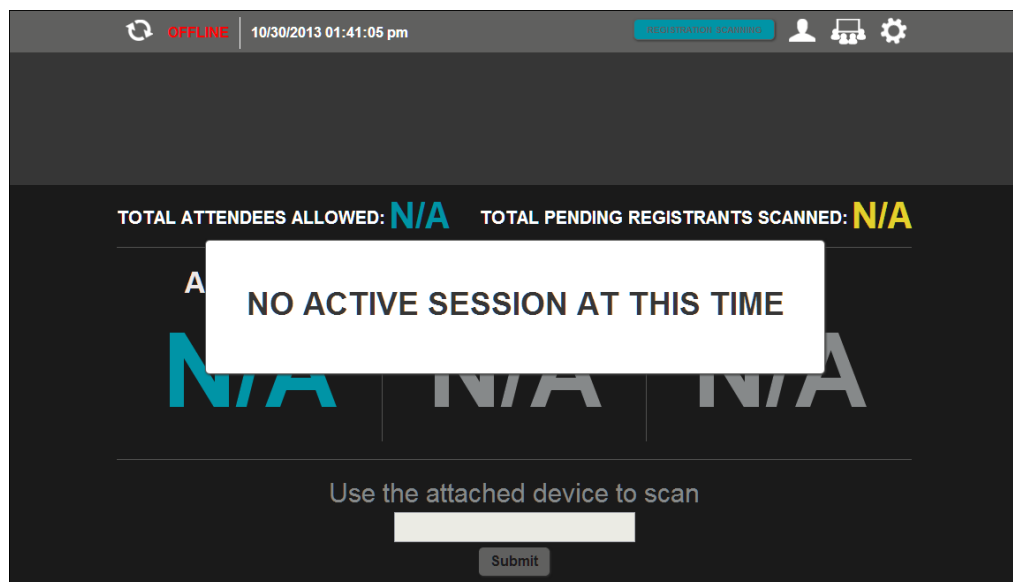
a. To **use** the access start and stop times:

`http://<server>/jsp/AccessControl/ACMain.jsp?EVT_UID=<evt_uid>&PLC_ID=<plc_id>`

b. To **override** the access start and stop times:

`http://<server>/jsp/AccessControl/ACMain.jsp?EVT_UID=<evt_uid>&OVERRIDE_OPD_ID=<opd_id>`

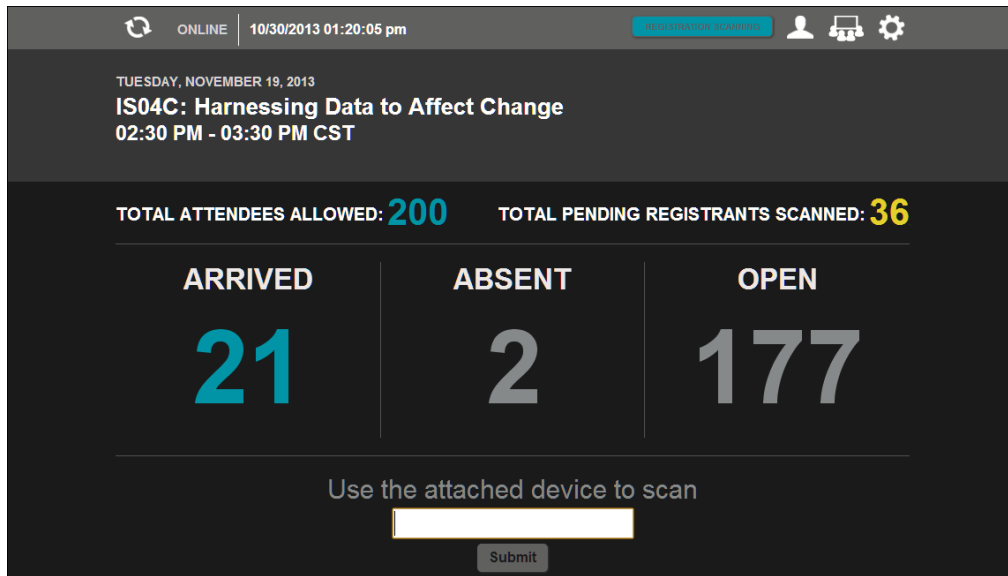
The app will appear:



3. Notice that the display indicates no active sessions and that the app is offline. Click the offline icon to toggle the app into *online* mode.



4. The system will display the current information:



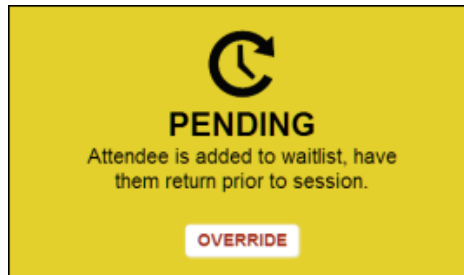
You're now ready to begin scanning your badges.

Scan your Badges

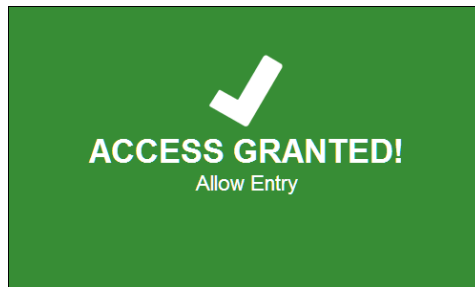
Procedure:

1. Hold the badge under the scanner so that the red line runs across the barcode.
2. You'll receive one of several responses:

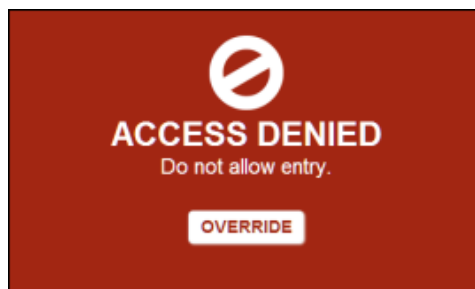
a. **Pending**



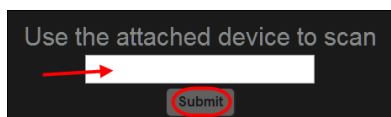
b. **Access Granted**



c. **Access Denied**



3. If, for some reason, your scanner doesn't work, you can enter the badge number in the field provided then click **[Submit]** to "scan" the badge.



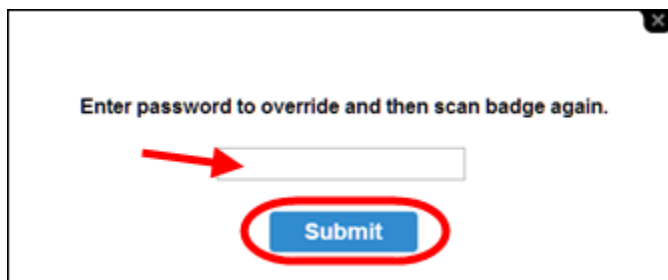
Override a Response

Procedure:

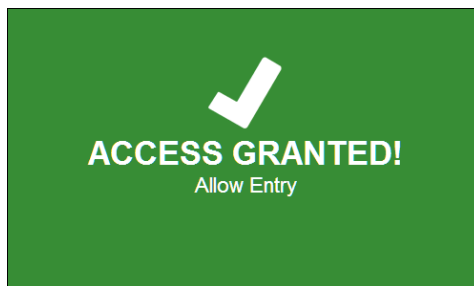
1. If your badge scan results in either a Pending or Access Denied response, you can override that response by clicking on the **[OVERRIDE]** button.



2. You'll be prompted to enter your password then click **[Submit]**.



3. The response will change to Access Granted.



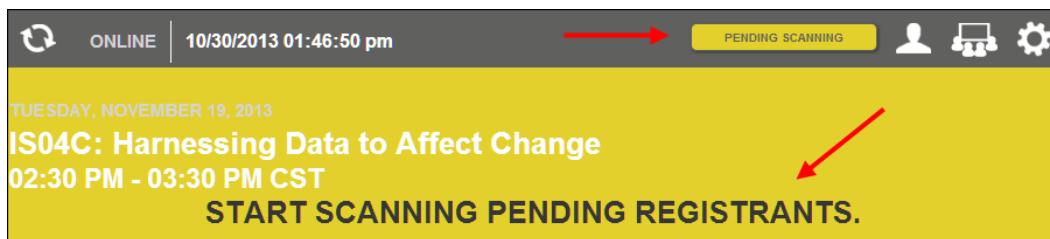
Grant Access to Pending Registrants

Procedure:

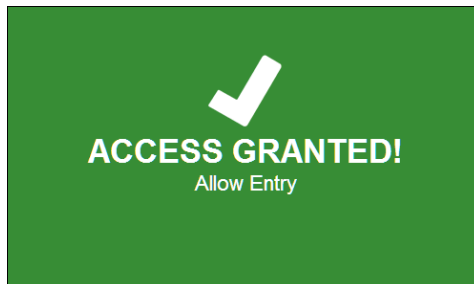
1. To grant access to pending registrants, click on the **[REGISTRATION SCANNING]** button.



2. The button will change to read **[PENDING SCANNING]**, and you'll be prompted to begin scanning the pending registrants' badges.



3. Now, when you scan their badges, pending registrants will receive an Access Granted response.



View Speaker Arrival Info

Procedure:

1. Click on the speaker icon. The Speaker Arrival window will open.



2. Look at the list of speakers; you'll see who's arrived and who's not here.

Speaker Arrival	
Speaker Name	
Hammer, Stephen (189680)	NOT HERE
Singh, Raina (190407)	ARRIVED
Unger, Russell (196808)	ARRIVED

View Session Info

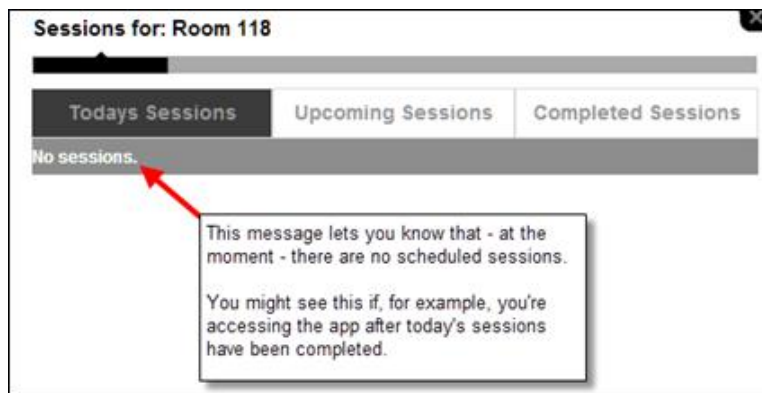
Procedure:

1. Click on the session icon. The Sessions window will open

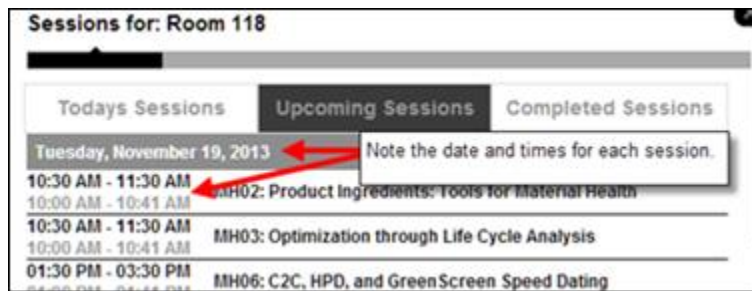


2. You can tab through three types of sessions.

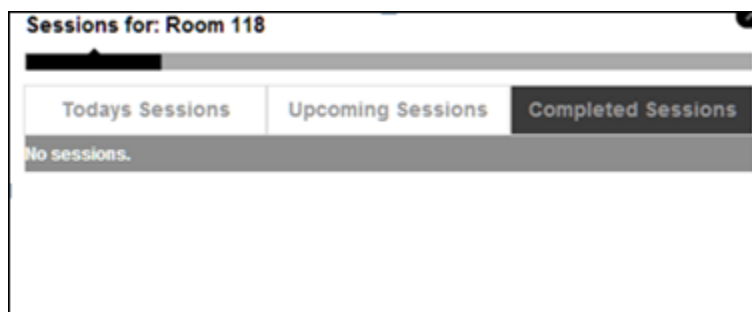
a. ***Today's Sessions***



b. ***Upcoming Sessions***



c. ***Completed Sessions***



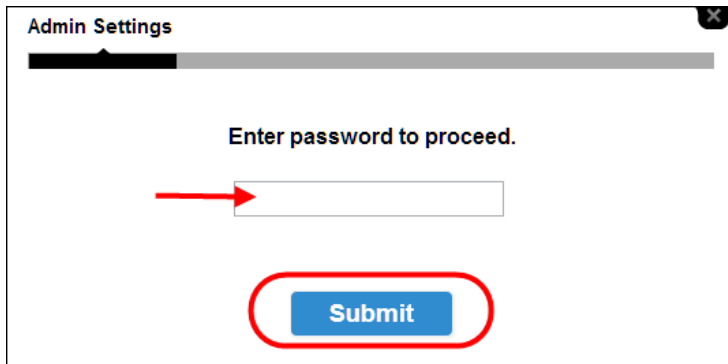
Override a Password

Procedure:

1. To override a password (or perform other administrative updates), begin by clicking on the "gear" icon.

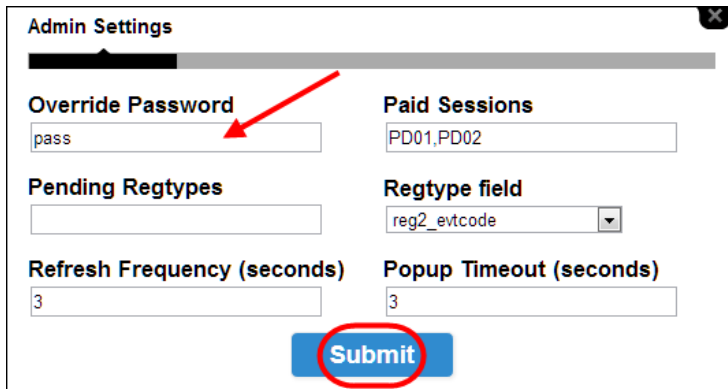


2. You'll be prompted to enter your admin password.



The dialog box is titled "Admin Settings" and contains the text "Enter password to proceed." Below the text is a text input field with a red arrow pointing to it. At the bottom of the dialog is a blue "Submit" button, which is circled in red.

3. Next, you'll receive a window in which you can adjust various admin settings such as overriding a password. When you're done with your changes, click on **[Submit]**.



The dialog box is titled "Admin Settings" and contains several configuration options. A red arrow points to the "Override Password" text input field, which contains the text "pass". Other options include "Paid Sessions" (text input with "PD01,PD02"), "Pending Regtypes" (text input), "Regtype field" (dropdown menu with "reg2_evtcode"), "Refresh Frequency (seconds)" (text input with "3"), and "Popup Timeout (seconds)" (text input with "3"). At the bottom of the dialog is a blue "Submit" button, which is circled in red.

Document Information

Author: Scott Buckley
SME: Damian Pipala

Date	Version	Description
24 Oct 2013	1.0	First distributed for use in access control testing.
24 Oct 2013	1.0.1	Per Damian, tweaked "Cheat Sheet" info.
29 Oct 2013	1.0.2	Added info for either using or overriding the access start time ('access_start_time') and stop time ('access_stop_time') found in the 'option_detail' table.
31 Oct 2013	1.0.3	Updated screen shots to include 'session info' icon. Added walkthroughs for checking speaker arrival info and viewing session info.