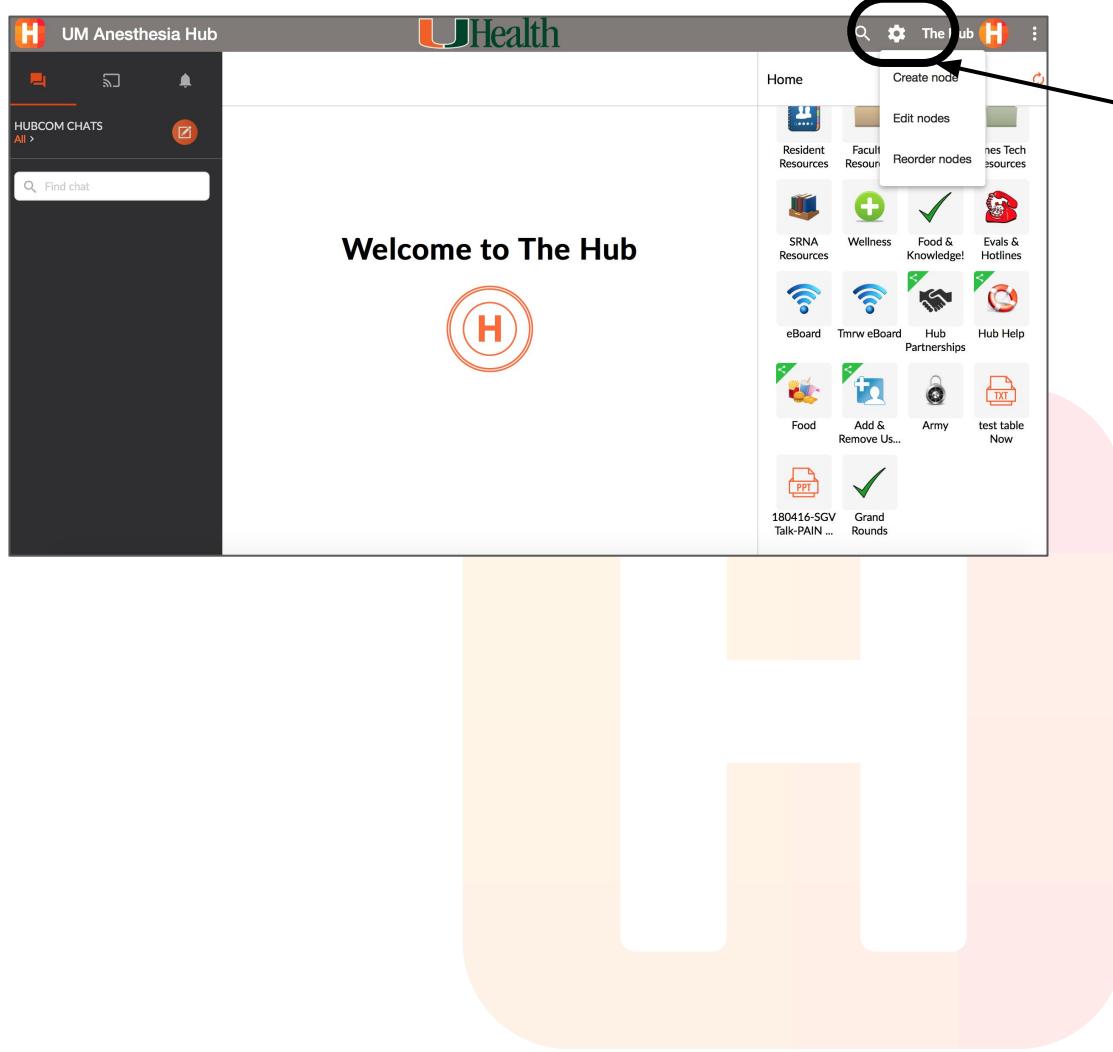
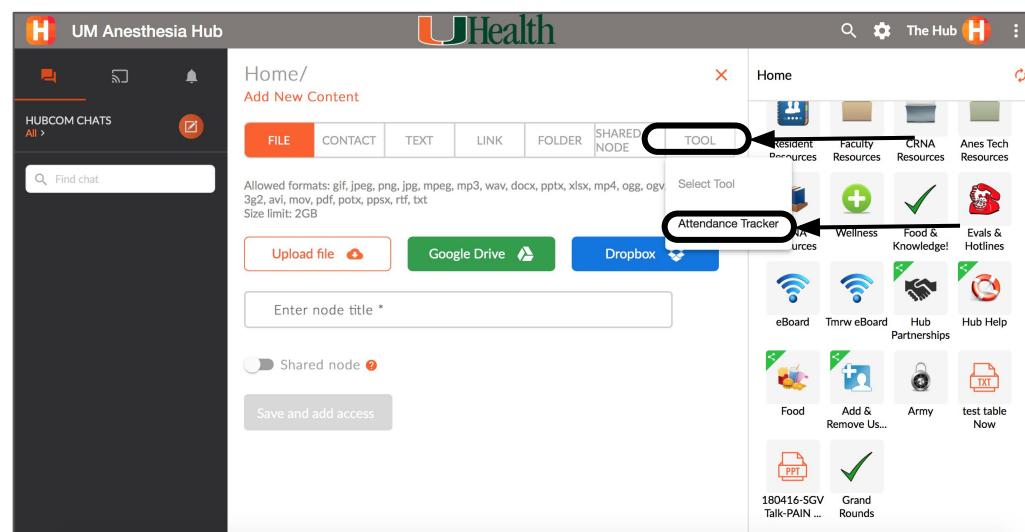


How To: Create an Event & Track Attendance

Part 1: Creating an Attendance Node



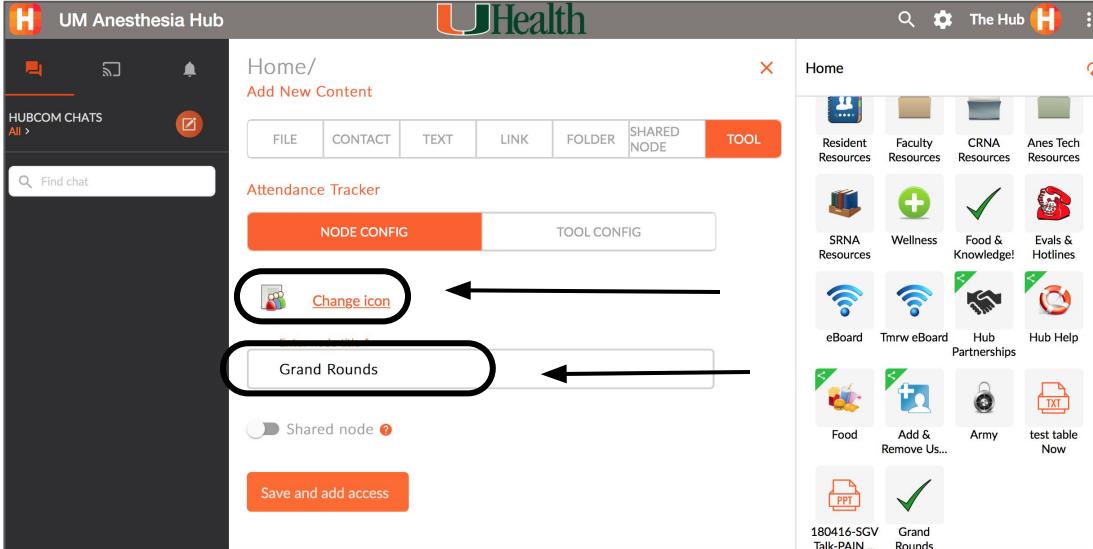
Step 1: Create a new node by selected the 'gear' icon on the top right hand corner next to your user profile.



Step 2: Select the 'Tools' node tab and select 'Attendance Tracker'.

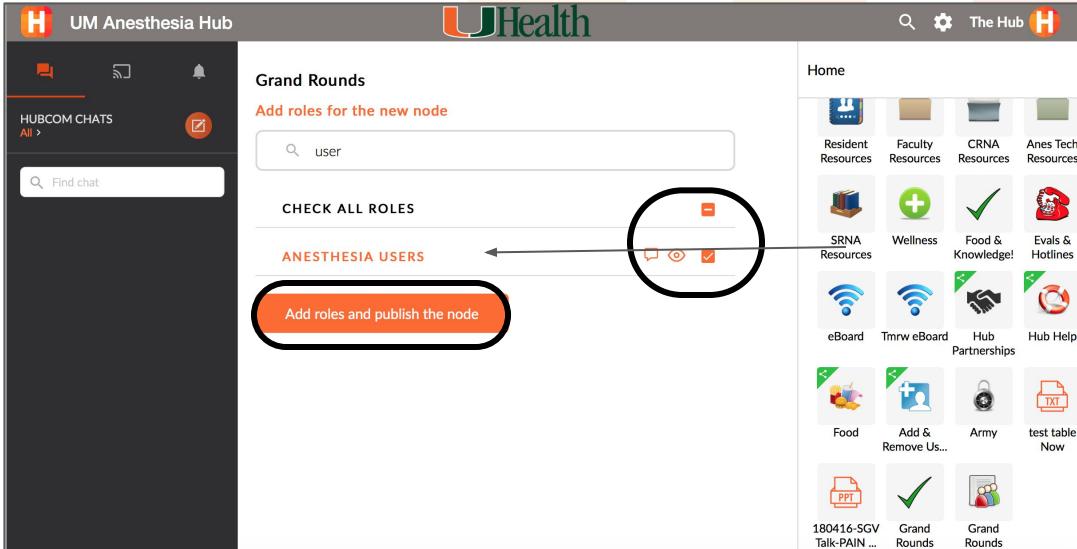
THE **Hub**

How To: Create an Event & Track Attendance



The screenshot shows the 'Attendance Tracker' section of The Hub. A new node is being created with the title 'Grand Rounds'. The 'Change icon' button and the node title are highlighted with black ovals. The 'Save and add access' button is at the bottom. To the right, a grid of icons represents different resources and tools, including Resident Resources, Faculty Resources, CRNA Resources, Anes Tech Resources, SRNA Resources, Wellness, Food & Knowledge!, Evals & Hotlines, eBoard, Tmrw eBoard, Hub Partnerships, Hub Help, Food, Add & Remove Us..., Army, and test table Now. A specific icon for 'Grand Rounds' is also shown in the bottom right of the grid.

Step 3: Enter the title and select the icon image of your choice.

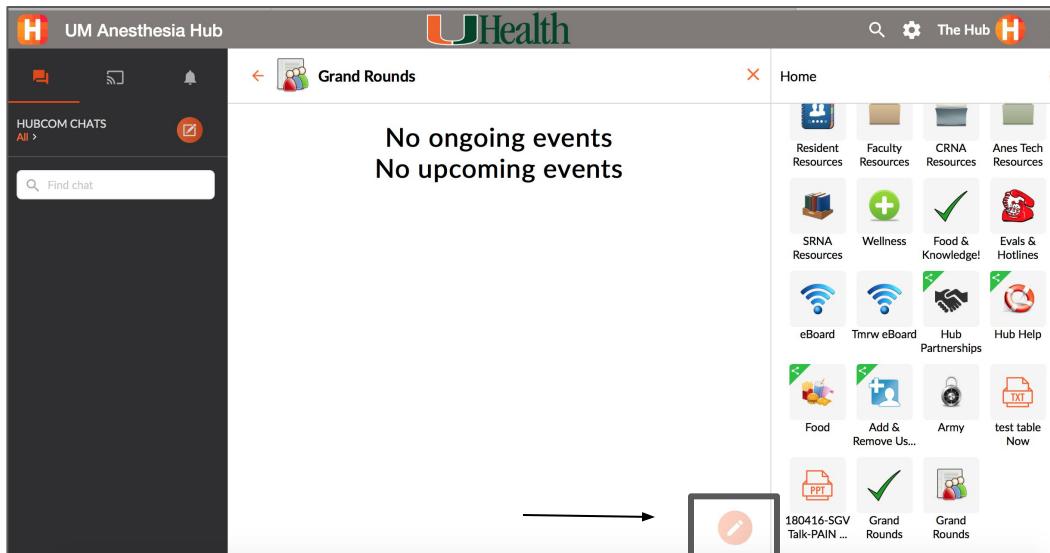


The screenshot shows the 'Grand Rounds' node details. The 'Add roles for the new node' section is highlighted with a black oval. A search bar shows 'user' and a 'CHECK ALL ROLES' button. Below is a list of 'ANESTHESIA USERS' with checkboxes. The 'Add roles and publish the node' button is at the bottom. The right side shows the same resource grid as the previous screenshot, with the 'Grand Rounds' icon highlighted in the bottom right.

Step 4: Select permissions* and save to create the node.

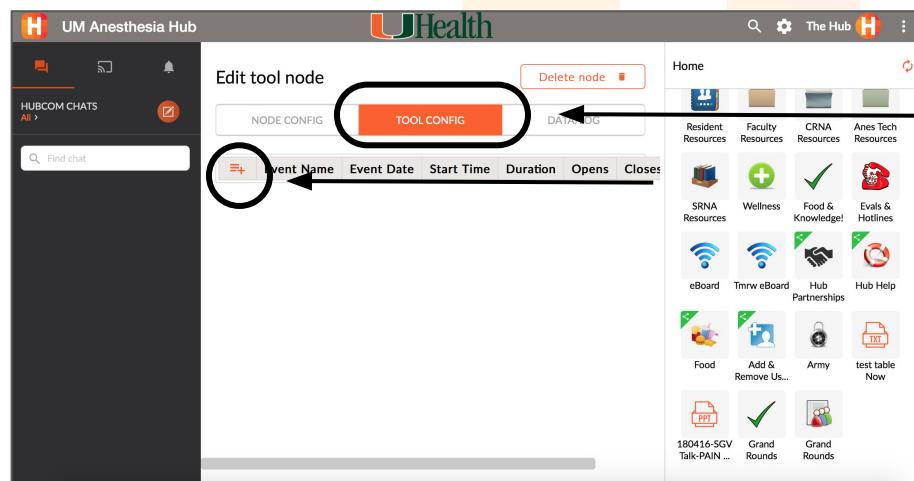
*Permissions - this allows you to select which roles (groups of users) you would like to have view the node. The Hub automatically set permissions to the folder you are creating the node in. For example, if only the 'CRNA group' has permissions to view the folder, The Hub will automatically set the node permissions to the 'CRNA group'.

How To: Create an Event & Track Attendance

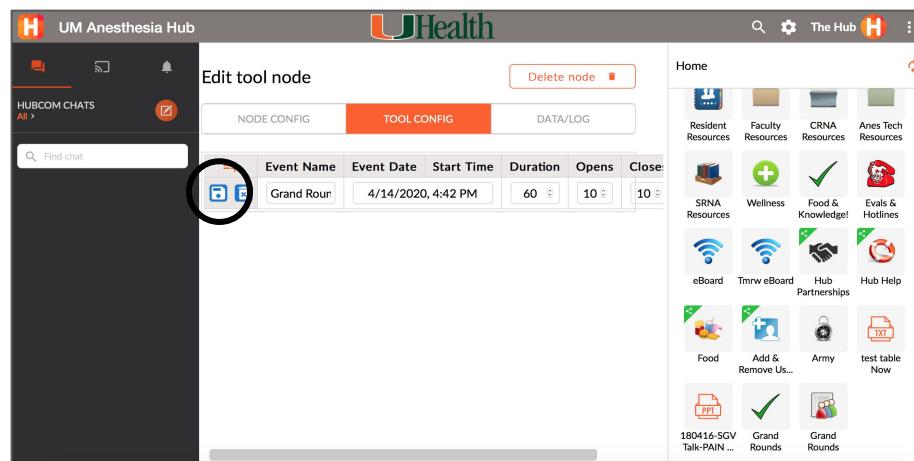


Step 4: Save the node and click on the 'edit' icon in the bottom right hand corner of the certain window.

Part 2: Creating an Event



Step 5: Select 'Tool Config' tab and select the 'add' button to generate a new event.

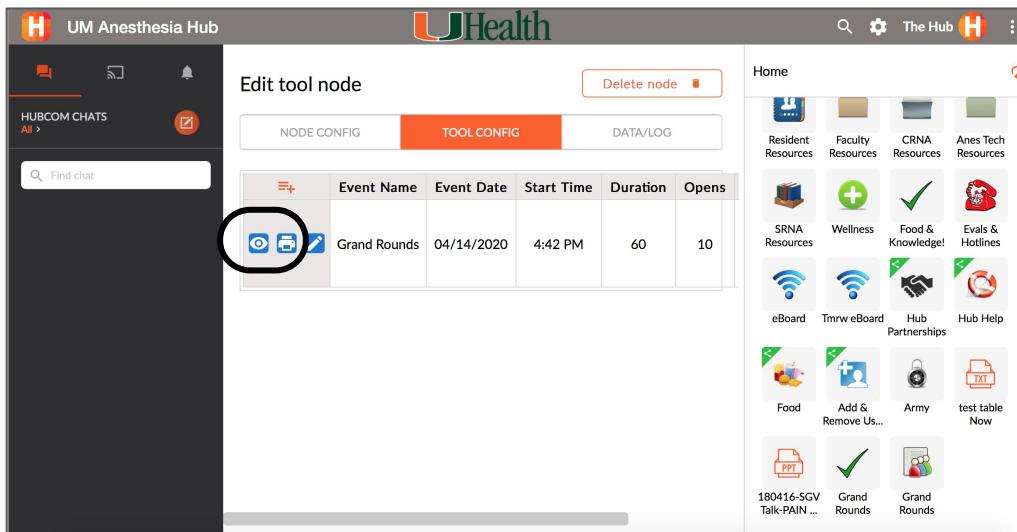


Step 6: Enter the details of the event
- 'Event Name', 'Event Date and Time', 'Duration of event' and 'Open/Close registration'.

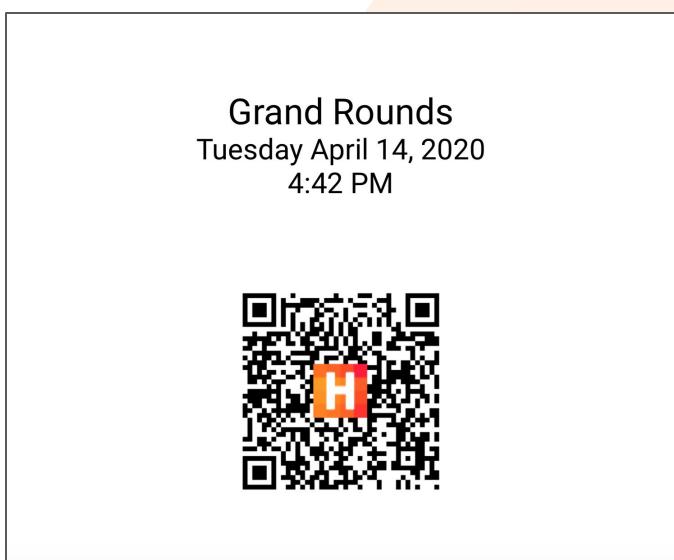
Select save to generate a QR Code.

THE 

How To: Create an Event & Track Attendance



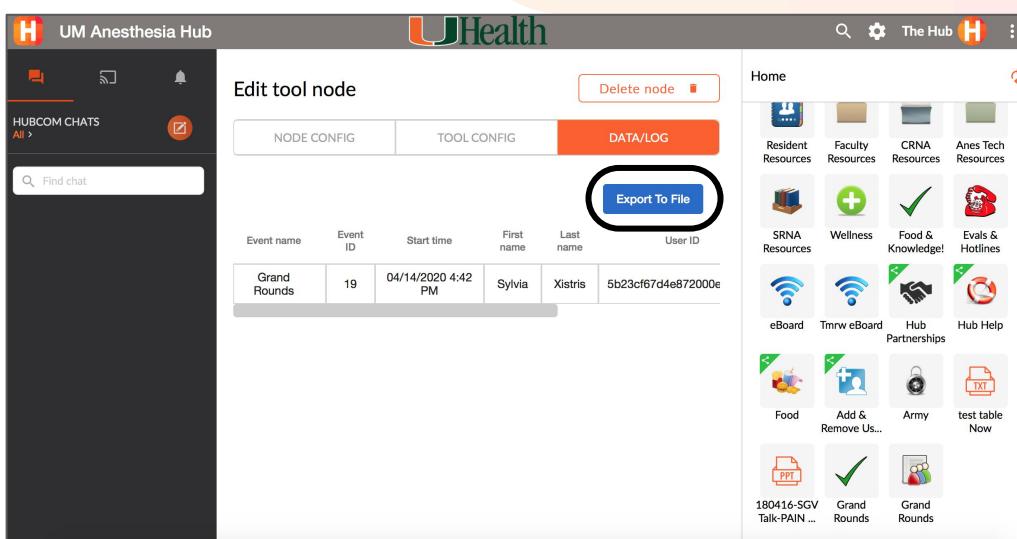
Event Name	Event Date	Start Time	Duration	Opens
Grand Rounds	04/14/2020	4:42 PM	60	10



Step 7: To display the QR Code, select the 'eye' icon. You have the choice to display the QR code via a web page or printing copies of the code.

Users will need to take a picture of the code, please make sure it is accessible during the meeting.

QR Code Display



Event name	Event ID	Start time	First name	Last name	User ID
Grand Rounds	19	04/14/2020 4:42 PM	Sylvia	Xistris	5b23cf67d4e872000e

Step 8: To view the Data Log details, select 'Data/Log' tab from the edit toolbar.

The information displays here or you can export the file to Excel.

You can export the data to a file (please use Google Chrome or make sure your browser does not block pop ups).

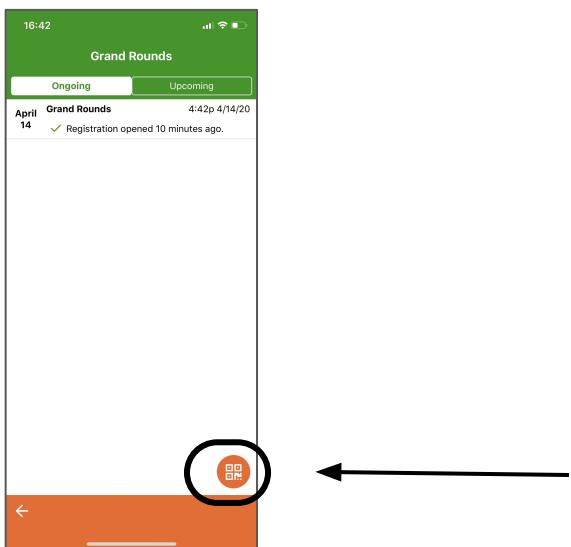
*Users will be able to view the Attendance Node from their devices. They can track their attendance simply by taking a picture of the QR code with their device.

THE  **Hub**

How To: Track Your Attendance at an Event

Option 1 - Step 1: Open the camera on your device.
Take a photo of the QR code.

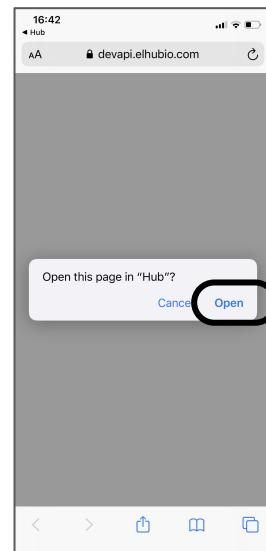
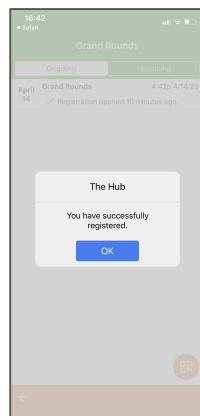
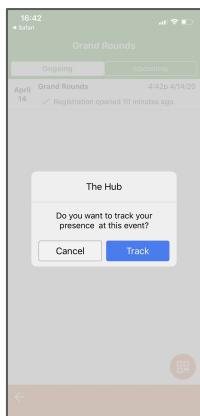
Option 2 - Step 1: Open The Hub to the
'attendance node' (likely named by the event). 



Select the 'Scan' button in the bottom right hand corner and scan the QR code with your camera.

Step 2: The Hub will open to a web page unique to the QR code, select 'open' when prompted.

Step 3: Select 'Track' to register your presence at the event. You will receive a confirmation pop up and your registration status will update to 'Registered'.



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