

**CLM**

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## Install Application

### For Android devices

1. Open the  Google Play Store app.
2. Search “**CLM Event Check-In**” app.
3. Touch **Install**.
4. Touch **Accept** after reviewing the app's permissions.

### For iOS devices

1. Open the  App Store on your device.
2. Search “**CLM Event Check-In**” app.
3. Click on **Free**.
4. Click on **Install App**.
5. Make sure you are signed in with your [Apple ID](#) password.
6. The app will begin downloading and you'll be taken back to your home screen.

## Login

Application starts with below screen

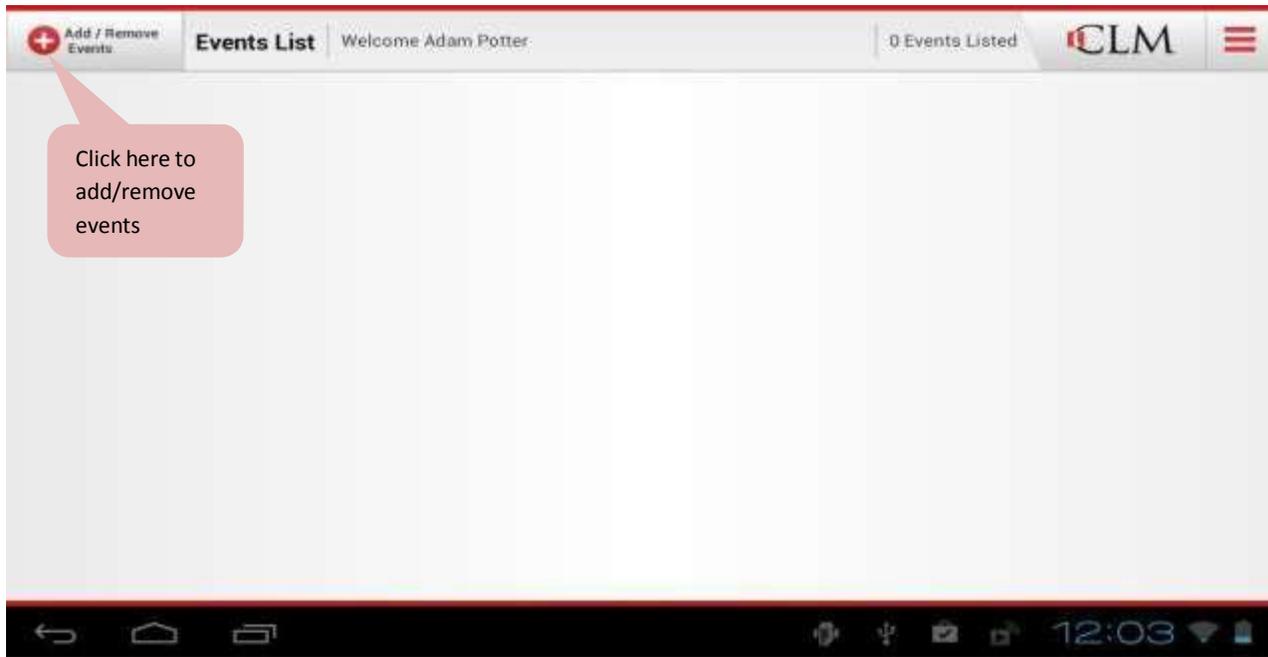


In order to login the first time to the application, device should be connected to the internet. Note chapter leaders must login with their CLM username and password.

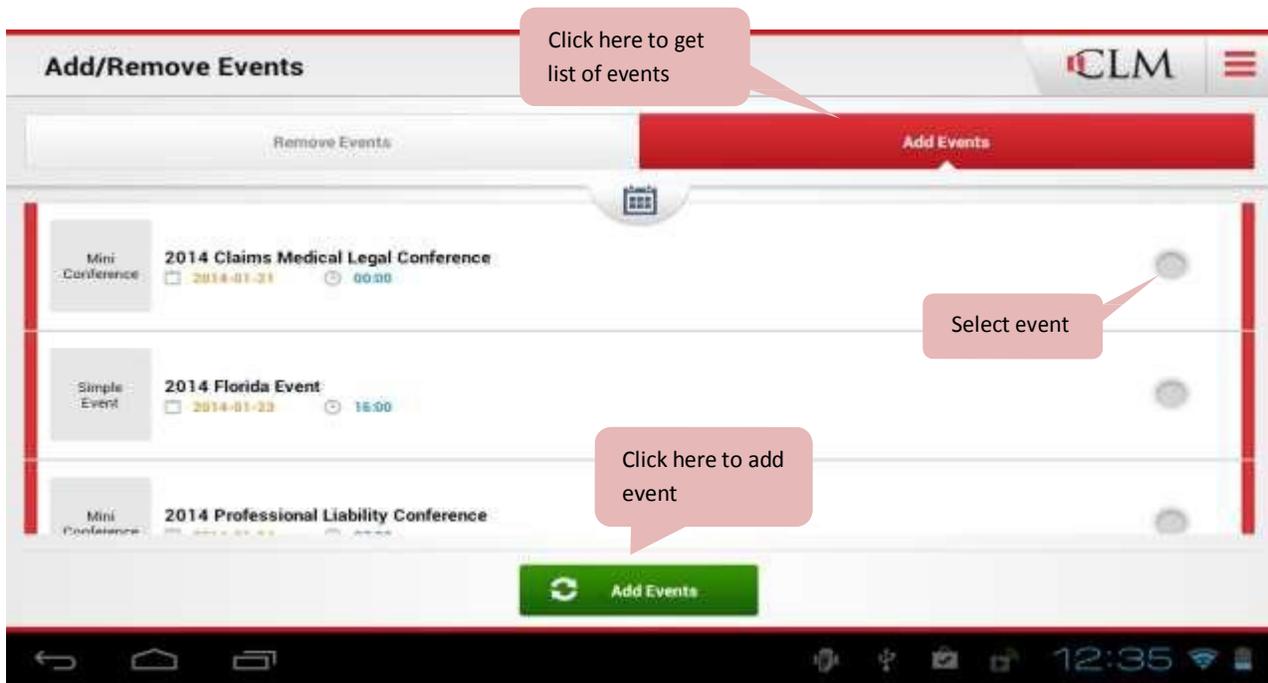


## Events List

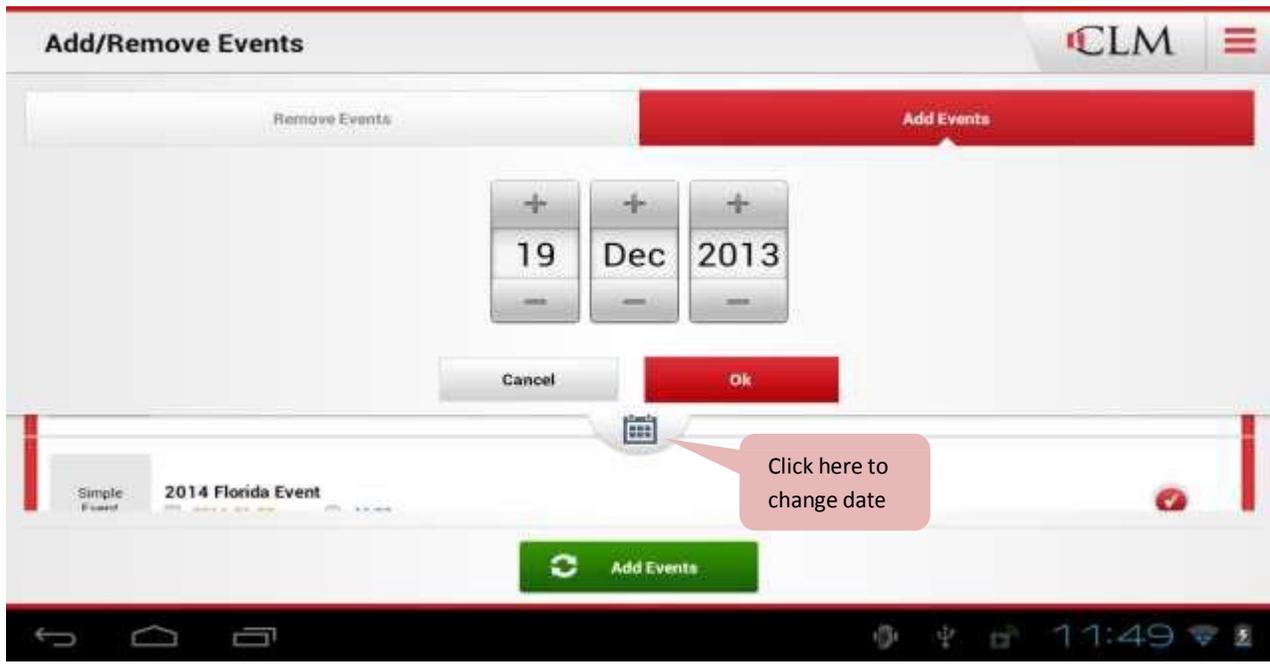
Successful login will redirect user to the events listing page. The very first time, there will not be any events listed.



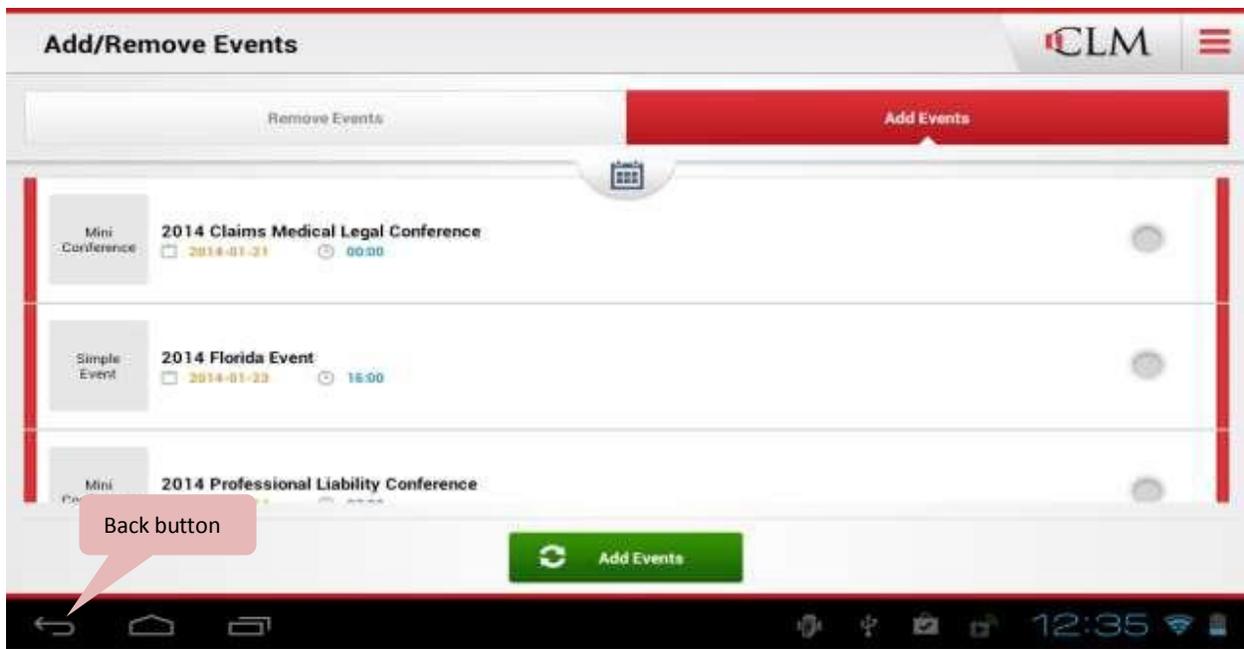
'Add/Remove Events' button will retrieve chapter events with a start date greater than or equal to the current date.



Note by changing date, a list of events having start date greater or equal to the selected date will populate.



Once the event is added, click the back button to return to the events list.



All selected events will be listed in "Events List".

The screenshot shows the 'Events List' interface with the following callouts:

- Click here to populate a list of persons registered for this event**: Points to the person icon in the right-hand column.
- This button will be enabled only if an event has sub events**: Points to the hamburger menu icon in the right-hand column.
- These numbers indicate the total amount of people checked-in and registered for this event**: Points to the '0/0' registration count in the right-hand column.

## Attendees List

Here we list all persons registered for the event. Check-out button will appear only if the event requires check out signature. Check-in button will always be visible, but the popup for drawing signature will appear only if the event requires a signature at check-in.

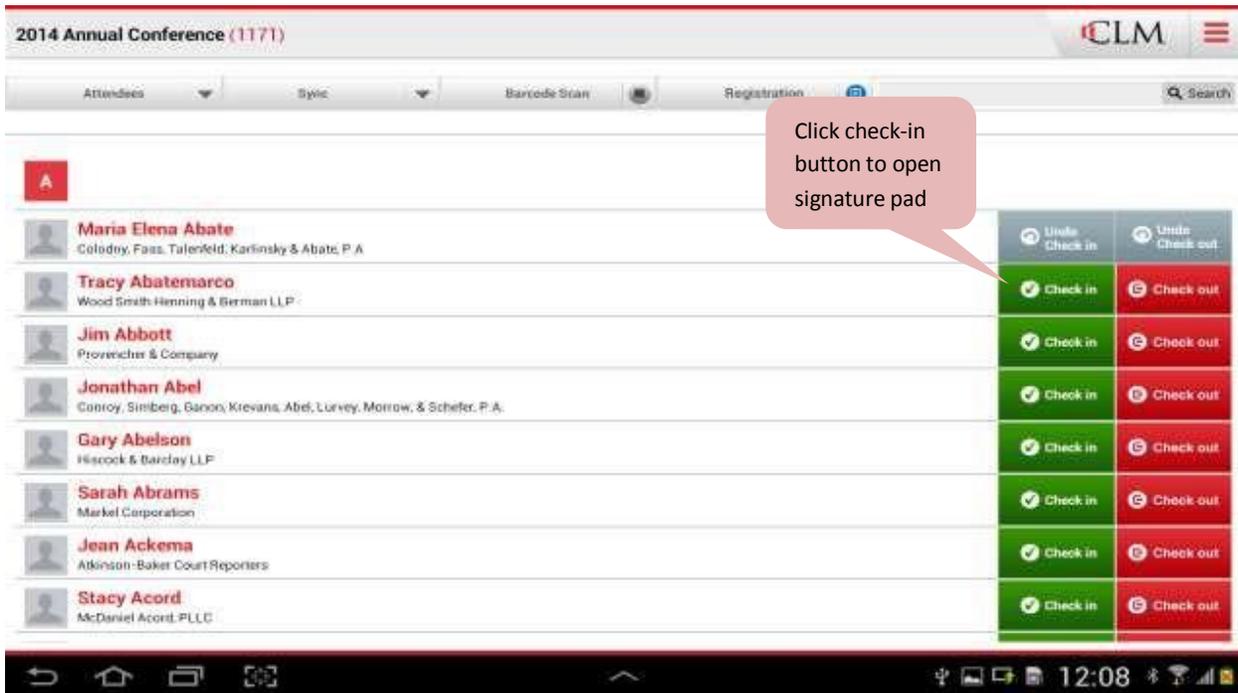
The screenshot shows the 'Attendees List' for the '2014 Annual Conference (1171)'. A callout points to the search bar:

- Clicking on any letter will open a letter pad for quick search.**: Points to the 'A' filter button.

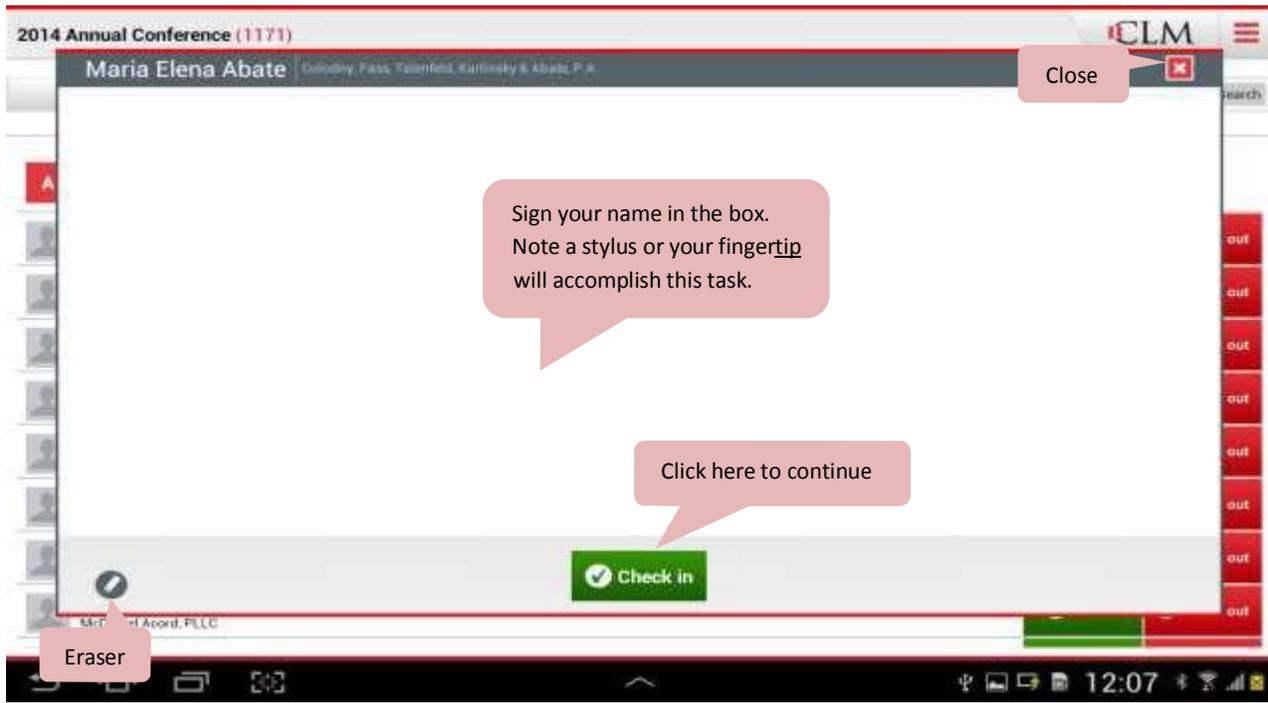
Name	Company	Check in	Check out
Maria Elena Abate	Colodny, Fass, Tolentfeld, Kadinsky & Abate, P.A.	✓ Check in	⊘ Check out
Tracy Abatemarco	Wood Smith Henning & Berman LLP	✓ Check in	⊘ Check out
Jim Abbott	Provencher & Company	✓ Check in	⊘ Check out
Jonathan Abel	Conroy, Simberg, Ganon, Krievani, Abel, Lurvey, Morrow, & Schefer, P.A.	✓ Check in	⊘ Check out
Gary Abelson	Hiscock & Barday LLP	✓ Check in	⊘ Check out
Sarah Abrams	Market Corporation	✓ Check in	⊘ Check out
Jean Ackema	Adkinson-Baker Court Reporters	✓ Check in	⊘ Check out
Stacy Acord	McDaniel Acord, PLLC	✓ Check in	⊘ Check out



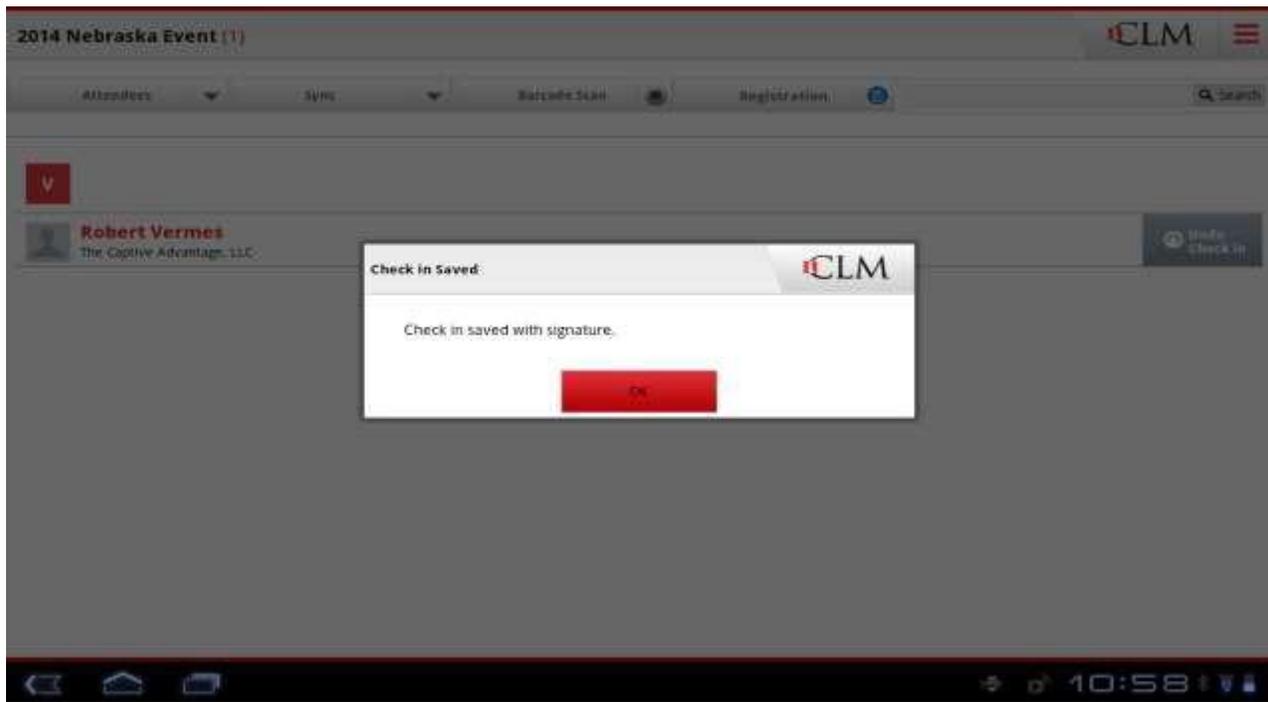
To begin the check-in process, click the check in button next to the attendee's name.



If a signature is required, a popup box will appear for the attendee to sign in.



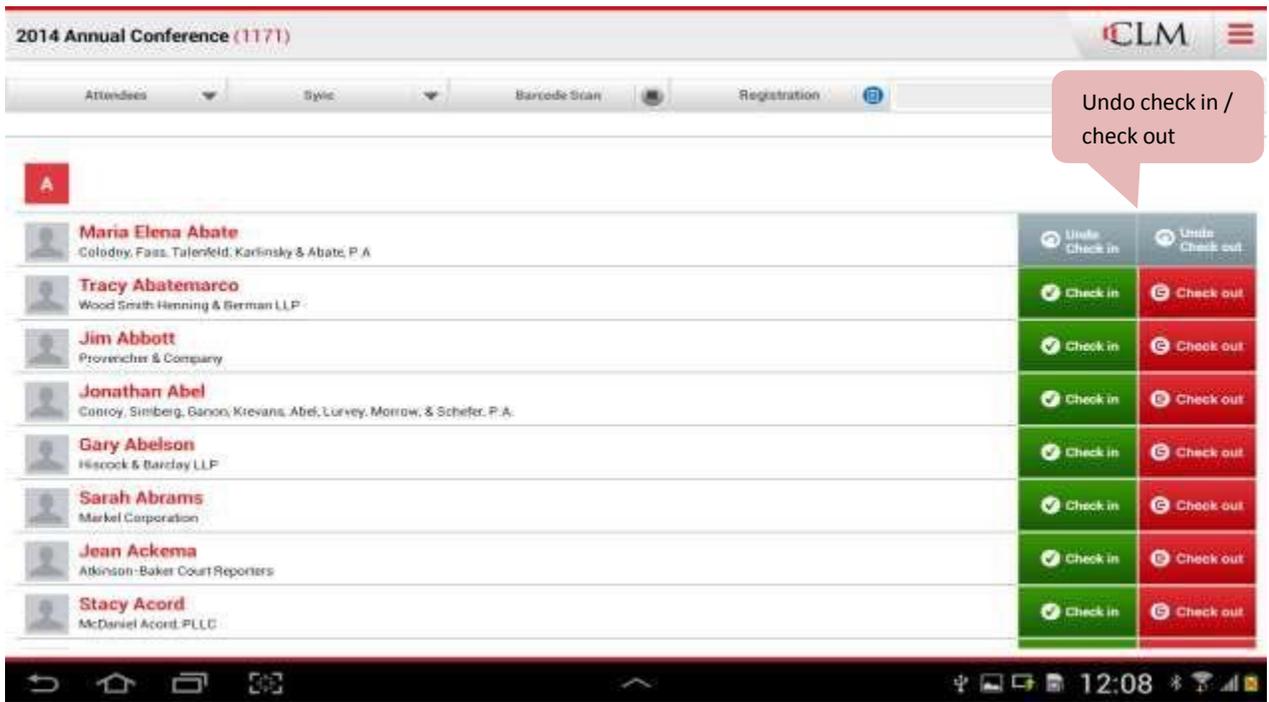
After capturing signature and clicking the “check in” button, a message box will appear. Click OK to save signature.



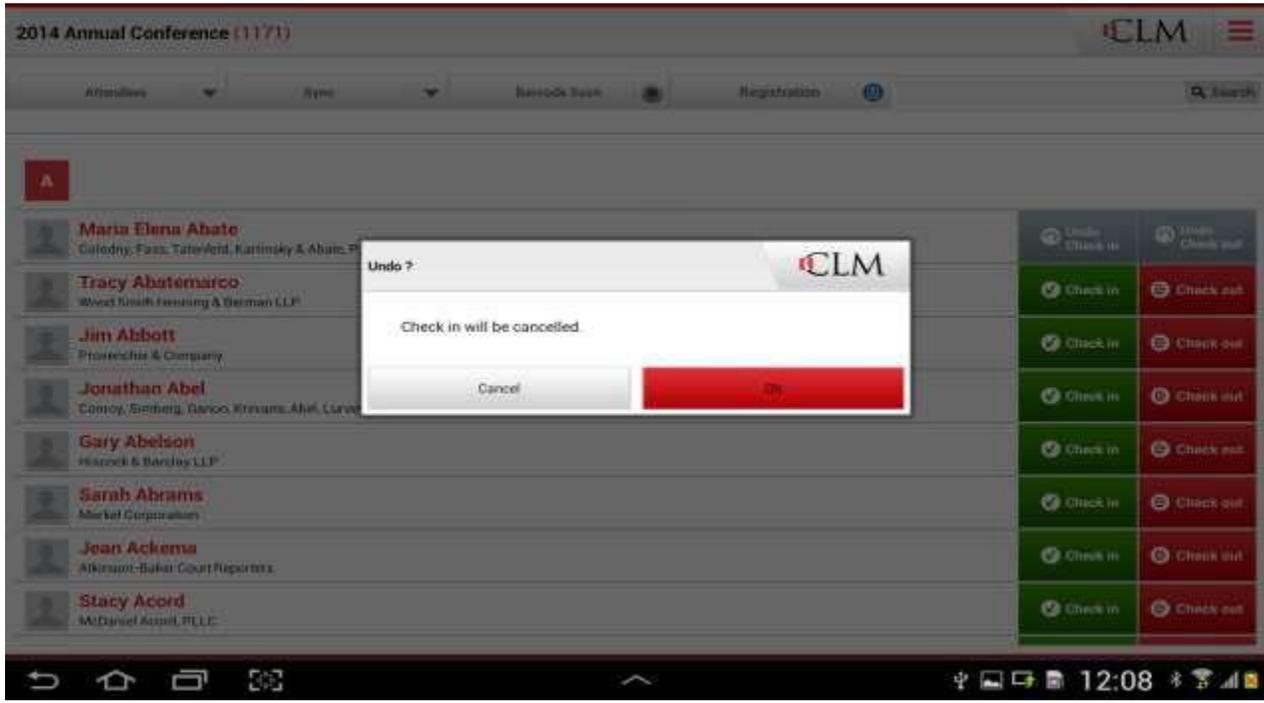
Note if you attempt to close the signature box before saving the signature, a message box will popup reminding you that the attendee’s signature has not been saved. Click “Continue” to proceed without saving or click “Cancel” to return to the signature pad.



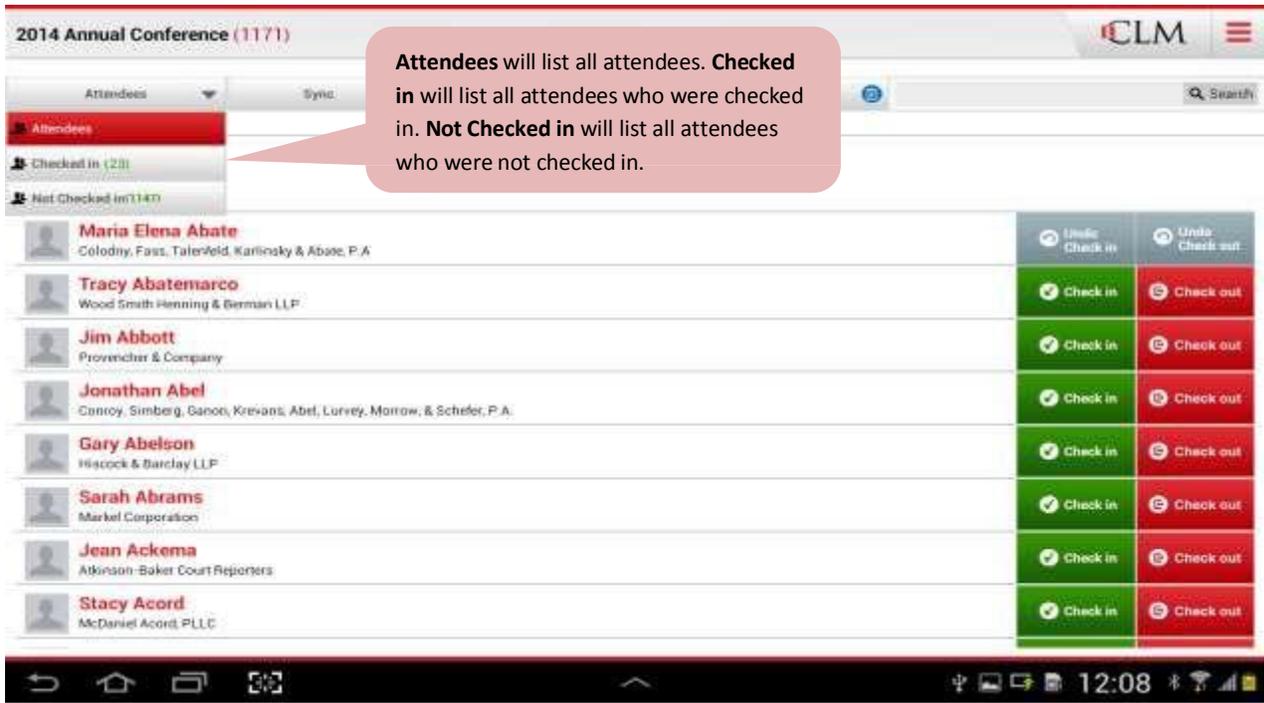
To undo a check in/check out, locate the attendee and click the appropriate button.



A message box will appear for you to confirm the undo check in/check out.



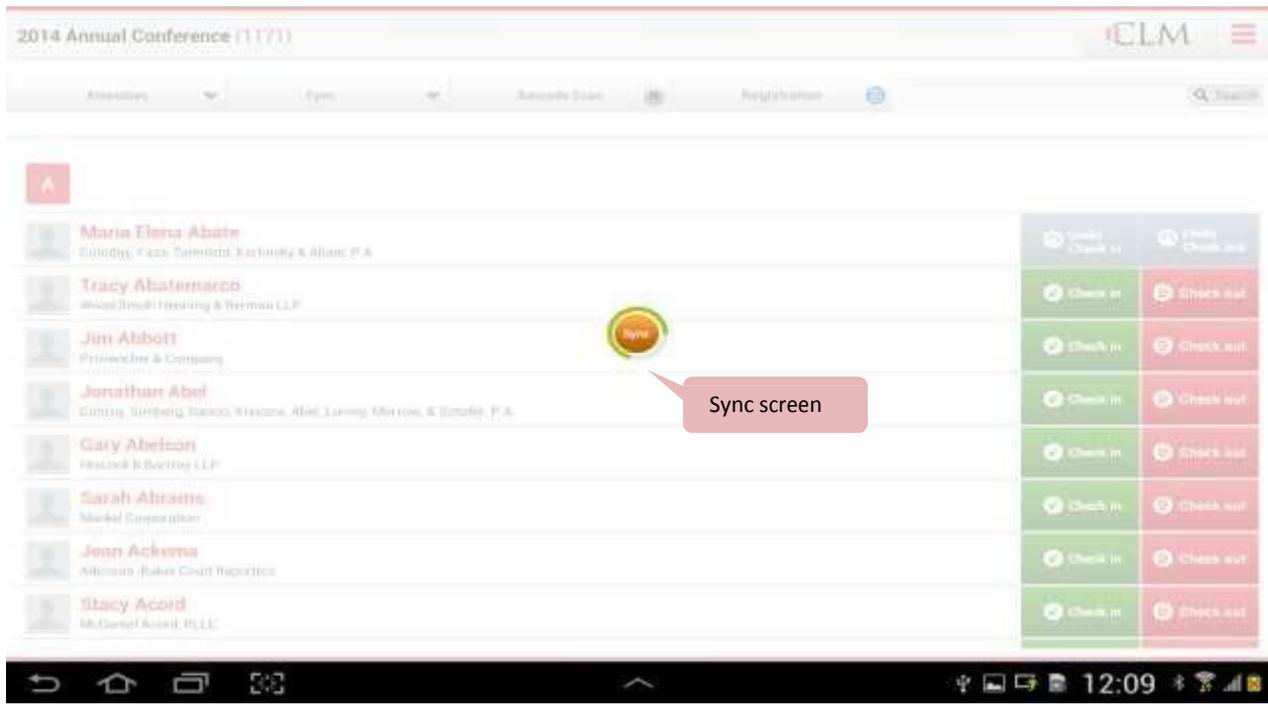
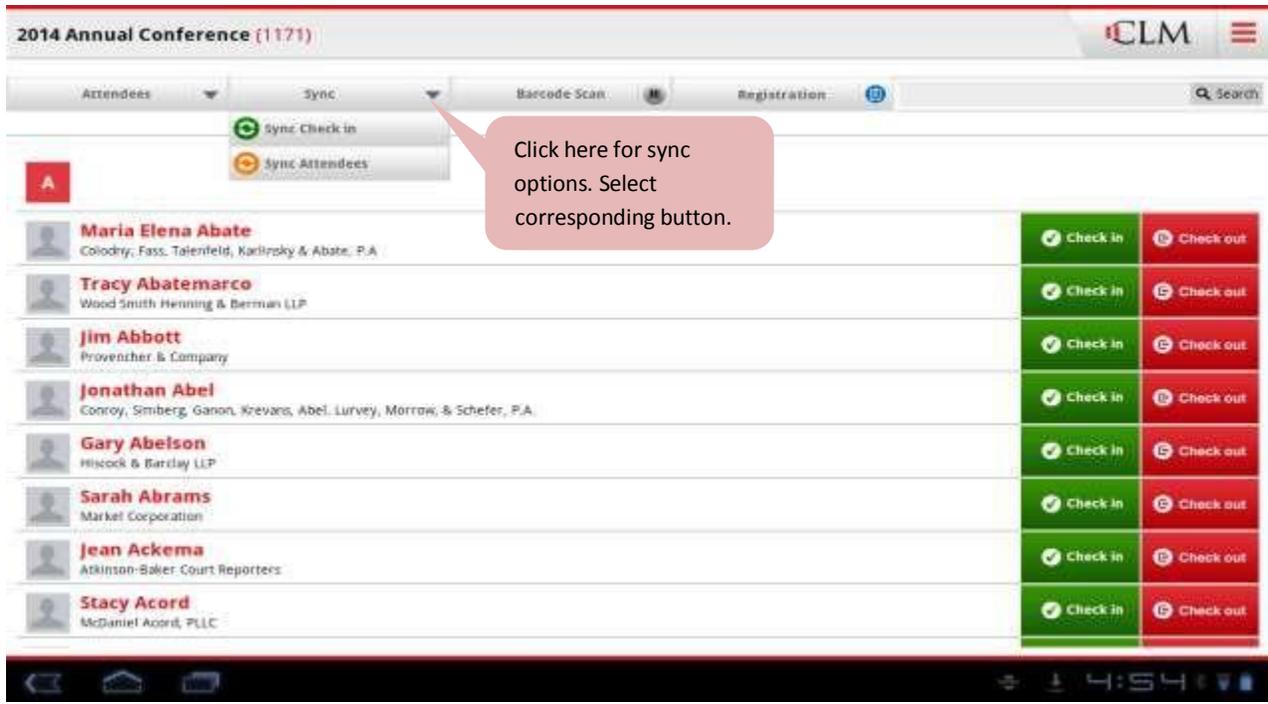
Click "Attendees" tab to search for attendees based on check in status.



Note: If a check-out signature is not required, this button will not be present.

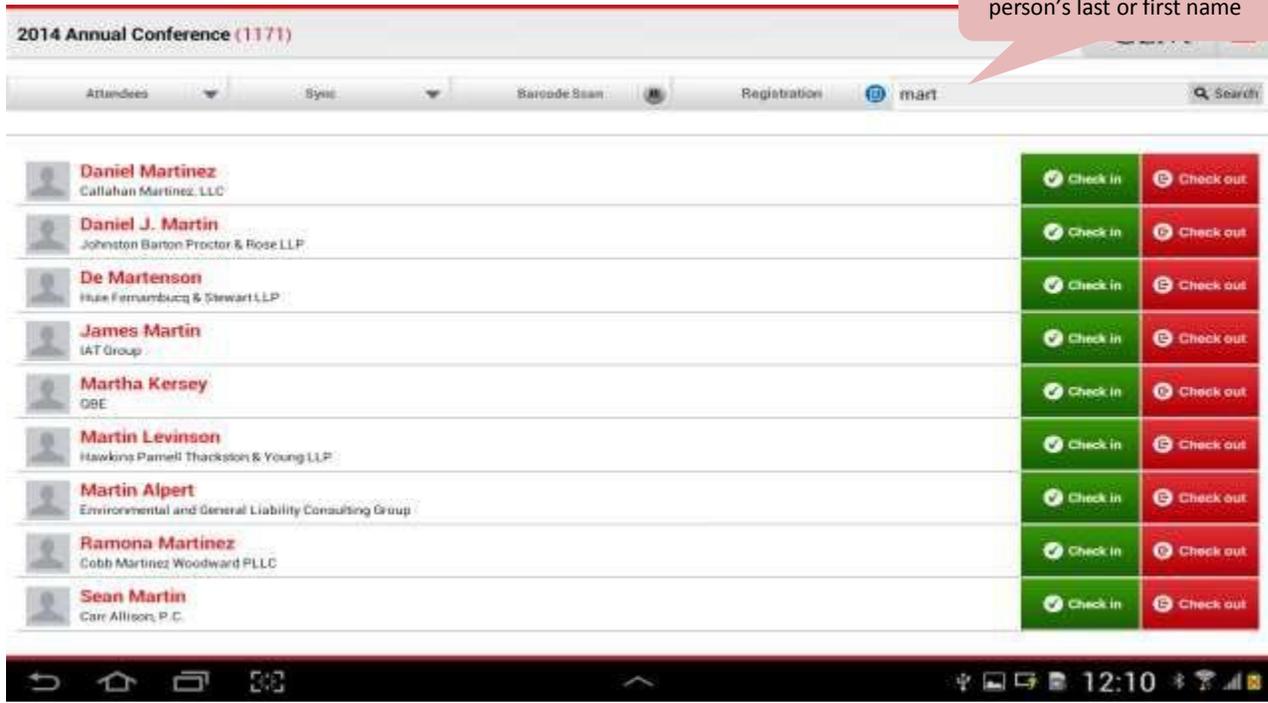
**Sync Check in and Sync Attendees buttons require internet connectivity.**

‘Sync Check in’ will send attendee check in / check out details to system. ‘Sync Attendees’ will retrieve new information associated with the selected event such as new attendees registered and/or changes made after the initial download.



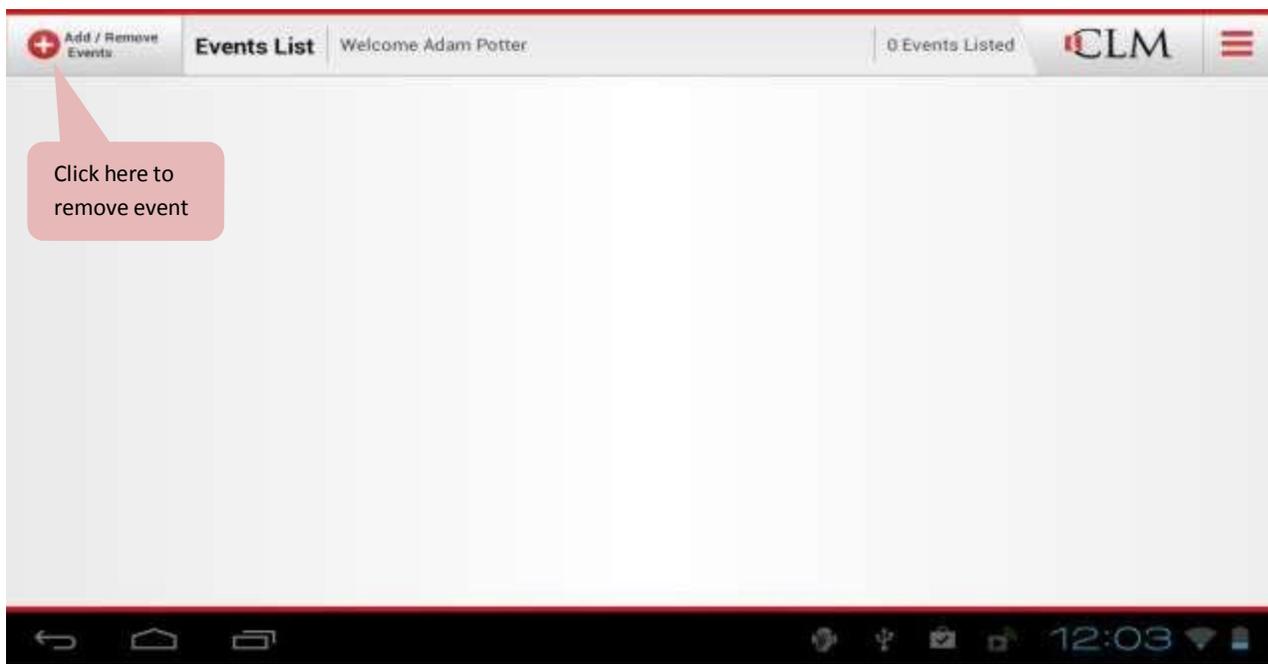
There is a search option available here. While searching, persons having last name or first name that matches the search keyword will populate:

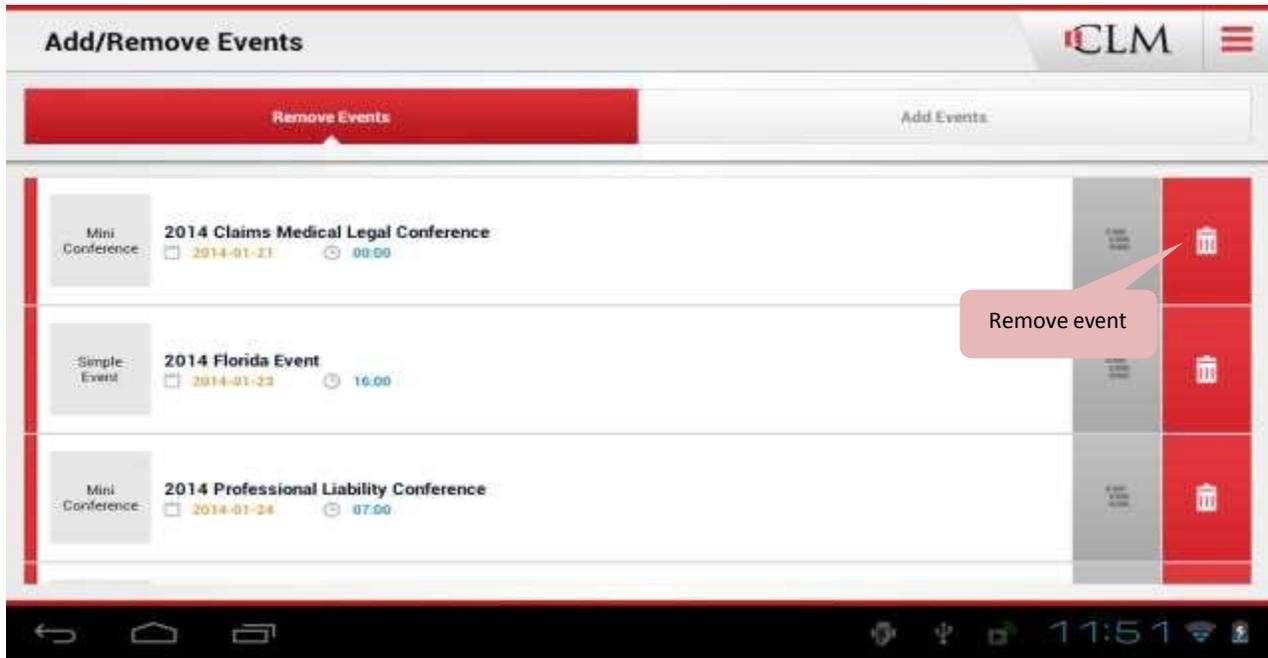
Search keyword will match person's last or first name



## Remove Events

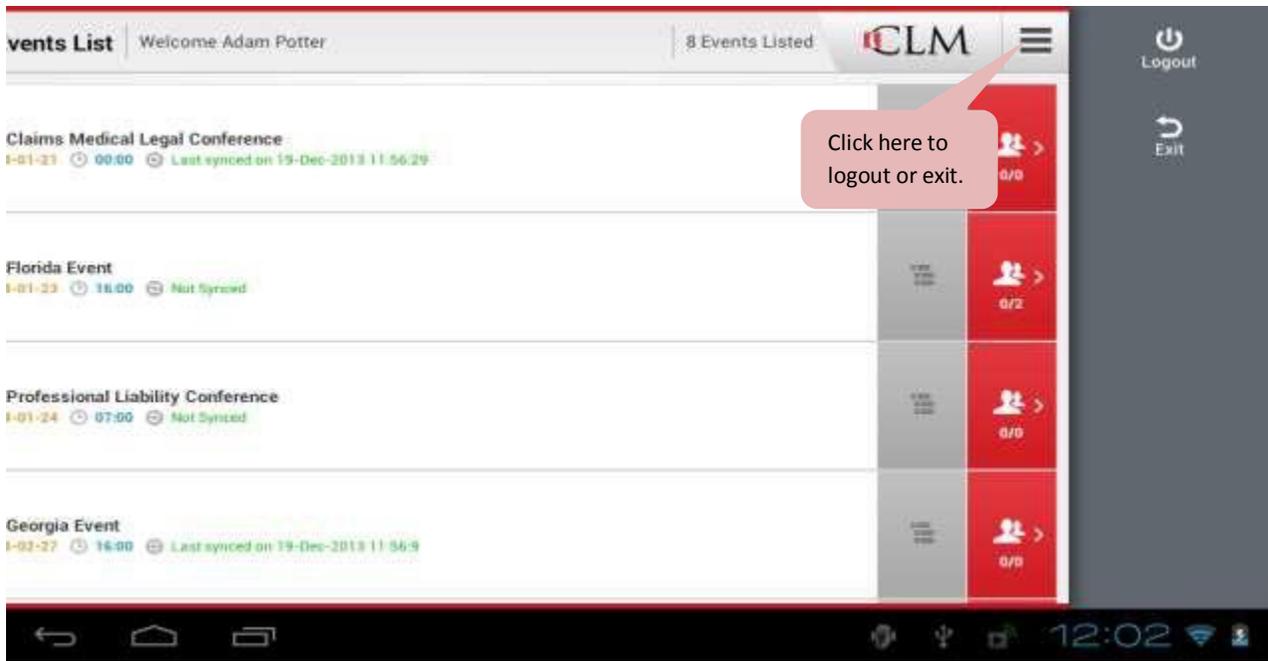
To remove already synced events from the application, click the add/remove button then delete event. Note if an event contains sub events, you will need to remove all the sub events before removing the main event.





## Logout / Exit

Users can manually exit or logout of the application



After logging out, user can re-login only if internet is available. Exit option will not logout the user, just exits application. No need to login again.