



www.AttendO.com.au & www.AttendO.co.nz

Ah-ten-doh – What is it? - FAQs

FAQs – JAN 2017

As many of you will know the Society has been exploring the use of an App to simplify the process of tracking arrivals and recording CPD at events. The original intent was to assist the “organiser” (Branch Committees) of the meeting and to ensure one seamless process and experience for those attending, irrespective of location. As the app was tested it became obvious that users (members) were suggesting additional features they would like for themselves when using the app. We have incorporated some of these in the present version and more work being will be done in development for roll-out in early 2017.

1. How do I download AttendO?

Search for AttendO and look for this logo in the Apple App and Google Play stores:



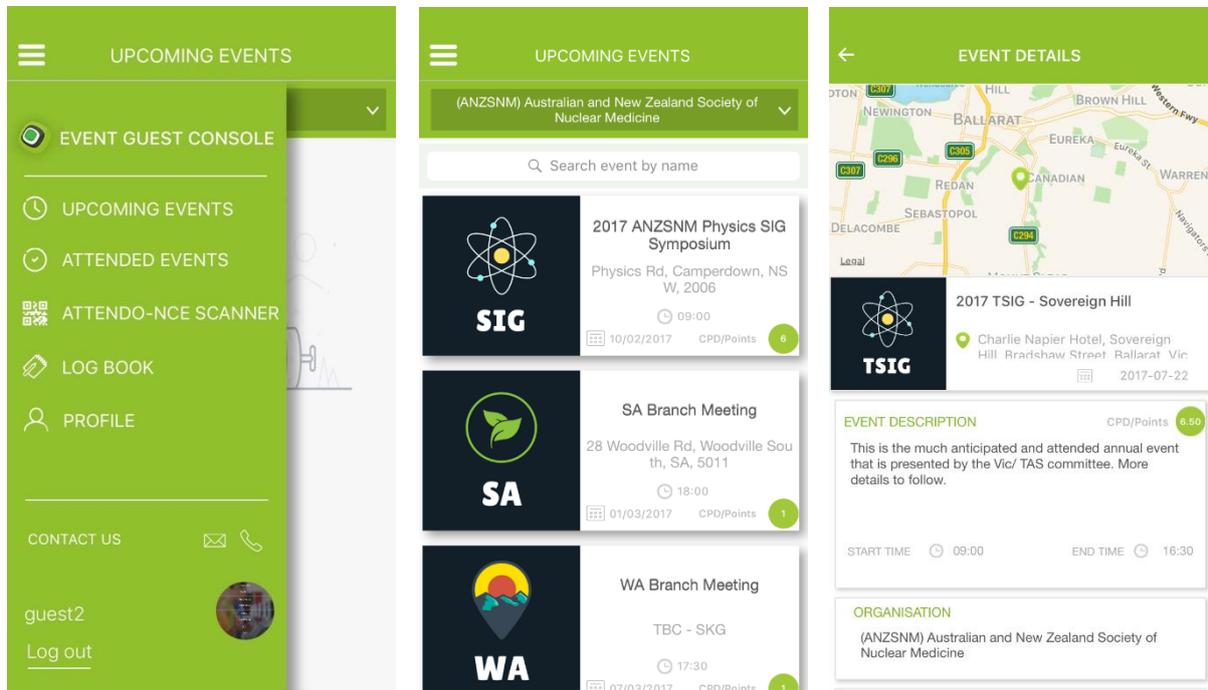
2. How do I login for the first time?

A screenshot of the AttendO app's login screen. It has a green header with the AttendO logo and name. Below is a white form with two input fields: "USER NAME" (with a small icon) and "PASSWORD" (with a lock icon). Below the form is a green bar with the text "Login" and a right-pointing arrow. At the bottom, there are links for "Create Account" and "Forgot Password" separated by a slash, and a link for "Need Help? View Demo".

These are the initial two screens if you select “Create account” otherwise use “Login”

A screenshot of the AttendO app's "CREATE ACCOUNT" screen. It has a green header with the text "CREATE ACCOUNT". Below is a white form with two tabs: "GUEST" and "ORGANISER". The "GUEST" tab is selected. The form has three input fields: "USER NAME" (with a small icon), "FIRST NAME", and "LAST NAME". Below the form is a green bar with the text "Register" and a right-pointing arrow. At the bottom, there are links for "Back to Login" and "View Demo" separated by a slash.

STEP 1: You first create a personal profile as a guest, which enables you to receive notifications of upcoming events (essential that you select ANZSNM as your organisation when setting up your Profile). When creating an account, ensure you click on the Guest icon at the top of the form.



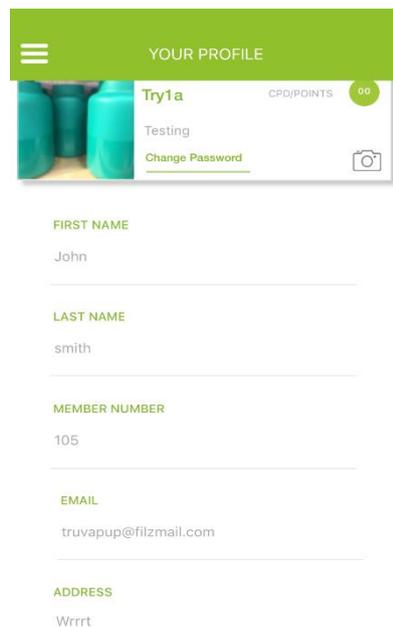
STEP 2: Once logged in successfully, you can select **UPCOMING EVENTS**. Here you can indicate your attendance, find maps as to how to get to the event.

STEP 3: On the day of the event when you arrive, login to the AttendO app on your phone. Scan-in by selecting the ATTENDO-NCE Scanner and pointing your phone at the QR code. This scan records your attendance – you should see a tick.



STEP 4: In your profile screen, the number of CPD points you have earned is cumulatively recorded each time you scan in.

There is also a CPD logbook feature, which is now available for you to write your reflections and learning whilst at the event. The feature also allows you to email your records of attendance to your nominated email address. A direct interface with the central ANZSNM database is being developed, but initially we will (after 5 days of completion of the event) be uploading your personal CPD record manually. Thereafter it will be checked every 5 days.



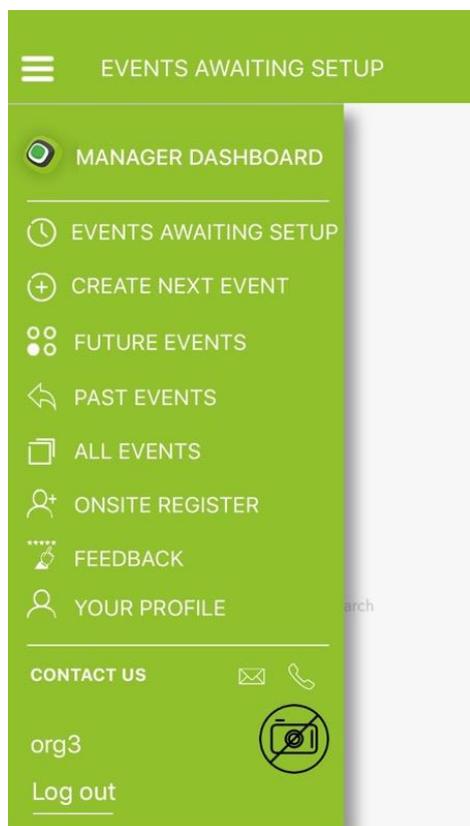
This is a running record of your CPD hours estimate each time you scan in

STEP 5: AttendO also has an instant feedback form that is designed to appear five minutes before the end of the scheduled event for you to provide instant feedback to the meeting organisers. AttendO also has a logbook feature, however it is currently being trialled and not yet integrated.

What about recording non-AttendO events?

The way AttendO presently works is that it relies on QR codes being created and scanned to record your arrival. When there are no QR codes, it is unable to 'track' CPD. Another paid version of this app is currently being developed to allow you to record Journal readings, in-house seminars etc. The current 'workaround' is for you to login as an organiser within the app, create an event, receive a QR code and scan that. We see that as too tedious and therefore a better solution is being developed. In the meantime, of course you can still access and login to the ANZSNM CPD website or try the workaround.

Are you an Organiser?



Organiser Logins – and How it Will Benefit You and the Branch Committees

For most members, you will only ever need to login as a guest (see previous section). There is a separate profile that you can create for being an organiser to create AttendO events. As an ANZSNM member, for a limited time you can create your own organiser profiles and organisations (think your hospital section) to create your own events and meetings. This could be of use in your other meetings where you need to keep a record of attendance and strict record compliance with time of attendance.

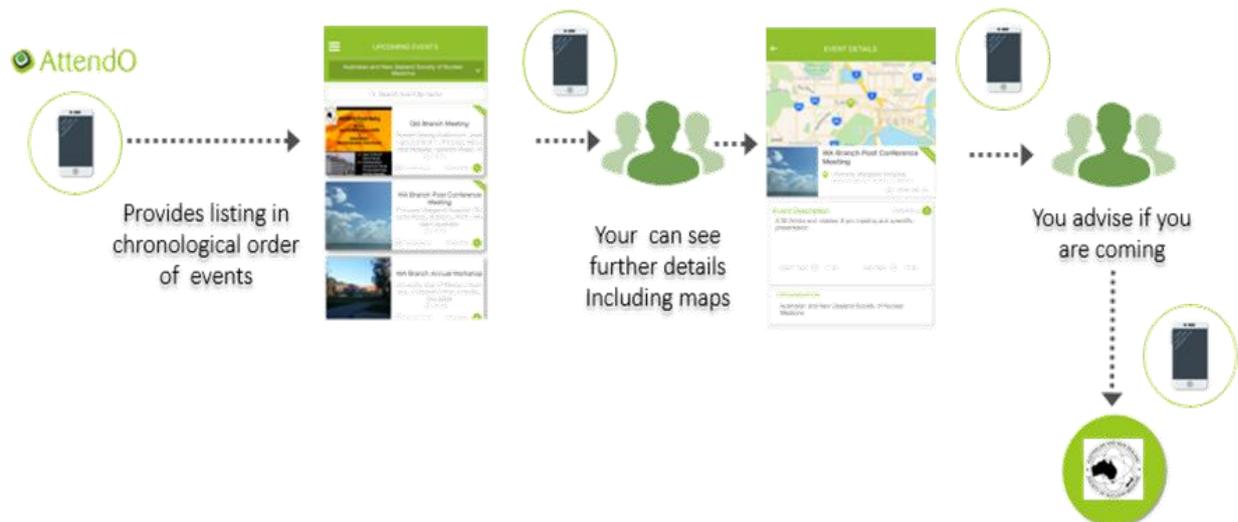
Branch committees, having decided on the relevant meeting details advise the Secretariat to post these on the ANZSNM website. These same details will be entered within the app by the Secretariat. All those who have downloaded AttendO and have chosen ANZSNM in their profile will receive instant notification when the event is created and all the relevant details.

Leading up to and on the day itself, there is the “Onsite Register” function which allows the committee representative at the door to generate reports of who has arrived and who is yet to arrive including the ability to ‘mark’ those who may not have downloaded the app. This means there is no more need for sign in sheets at the door or the work involved in generating these sheets

The other advantages that AttendO provides is that it creates files for generating certificates of attendance and can facilitate follow up by the Secretariat to sign up non-members who have attended ANZSNM events.

A Visual Overview of the AttendO Process

1. Prior to the Event



2. At the Event

