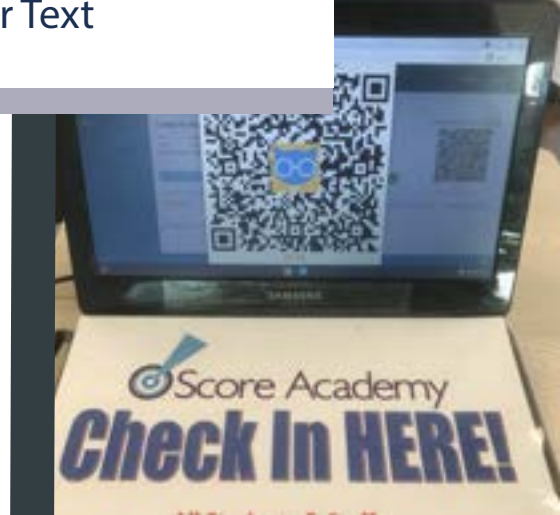
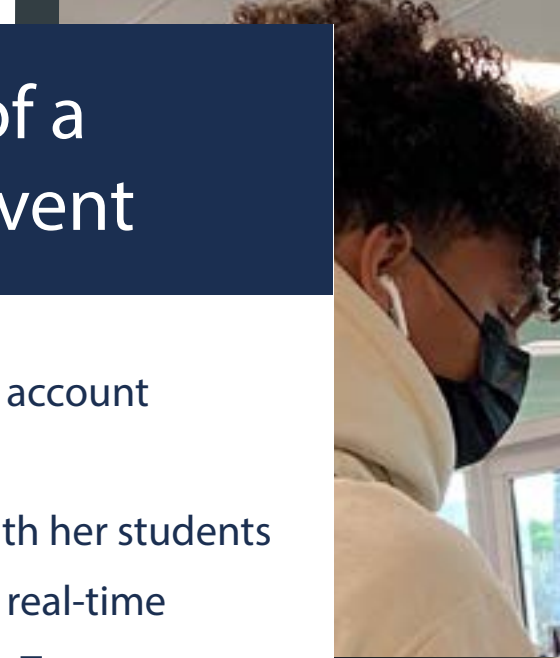
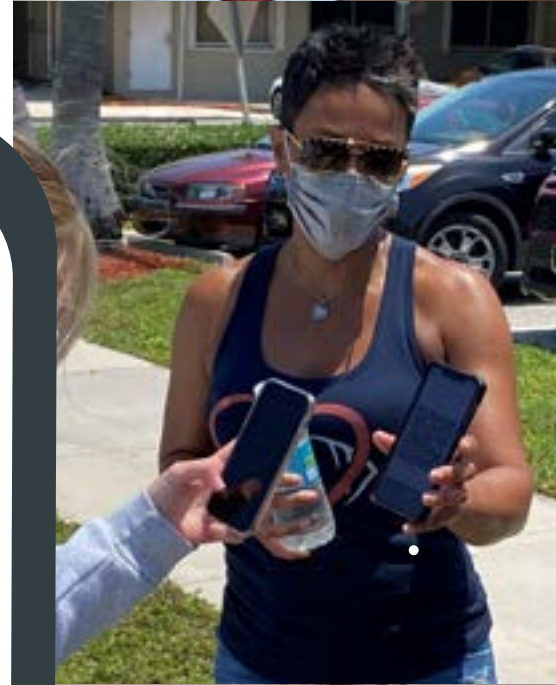




Organiser User Guide

Olivia is an Organiser of a classroom session or event

- 1** Olivia registers for a CAT QR Organiser account
- 2** Olivia creates a class CAT QR Code
- 3** Olivia shares the class CAT QR Code with her students
- 4** Olivia monitors student attendance in real-time
- 5** Olivia can see Attendees Optional User Text



1 Olivia registers for a CAT QR Organiser account

a

Olivia signs up for **free trial** on the **CATQR Organiser sign-in** page



The screenshot shows a web browser window displaying the CATQR Organiser sign-in page. A 'Sign Up' modal form is open in the center, containing the following fields:

- First name:** Olivia
- Last name:** Organiser
- Work Email:** olivia@catqr.com
- Telephone:** 0123456789
- Password:** [masked]
- Confirm password:** [masked]
- Company/organisation:** ACME
- Size of company/organisation:** 10000 +
- Job title:** Vice President
- How did you hear about CAT?:** Colleaguemmy network
- Comment:** ACME would like to trial CATQR to monitor attendance for our staff on training courses on site and over video conferencing.

At the bottom of the modal form is a blue button labeled 'Create CAT Organiser account'. The background page shows the CATQR logo, a 'Sign in' section, and a 'Organiser sign in' button.

1 Olivia registers for a CAT QR Organiser account

b

Olivia receives an instant email with the details she submitted and clicks on the activation link to confirm her email address



Reply Reply All Forward ...

Thank you for registering for a CAT Organiser account

Fri 01/03/2024 20:19



Class Attendance Tracker <no-reply@ClassAttendanceTracker.com>
To: olivia@catqr.com

Dear Olivia,

Thank you for registering for a CAT Organiser account.

Please confirm your email address by clicking [here](#).

Here are the details you submitted.

First name:	Olivia
Last name:	Organiser
Work email:	olivia@catqr.com
Telephone:	0123456789
Company/organisation:	ACME
Size of company/organisation:	10000 +
Job title:	Vice President
How did you hear about CAT?	Colleagues/my network
Comment:	ACME would like to trial CATQR to monitor attendance for our staff on training courses on site and over video conferencing.

Your application for an Organiser free trial will be reviewed within 24 hours.

If you do not hear back from us then your application has been rejected. This may be because you did not provide enough information to support your application, such as your work email address, work telephone, job title and organisation.

If you are an Attendee, please speak with your Organiser, who is responsible for communicating and supporting you.

Kind Regards,

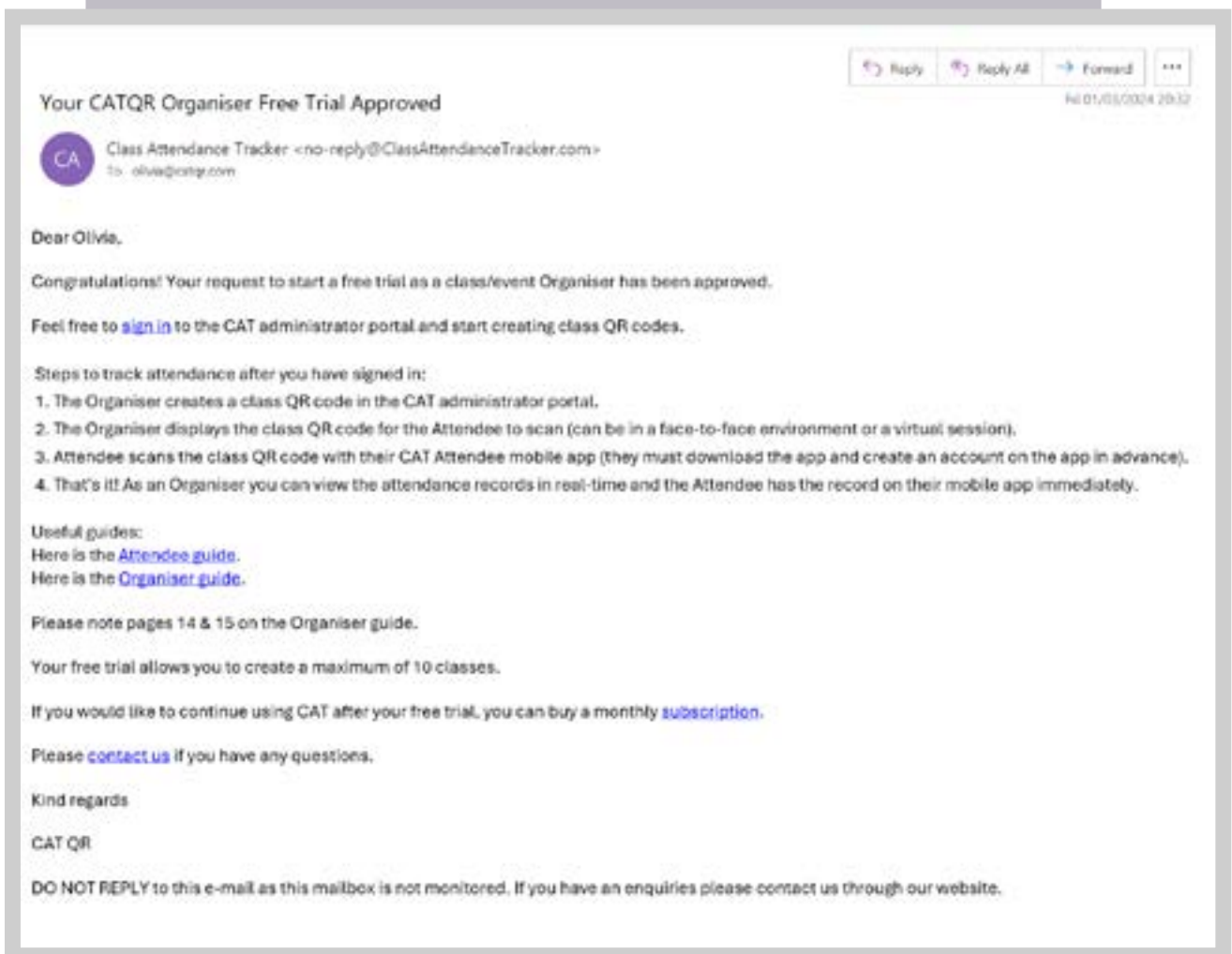
CAT QR

DO NOT REPLY to this e-mail as this mailbox is not monitored.

1 Olivia registers for a CAT QR Organiser account



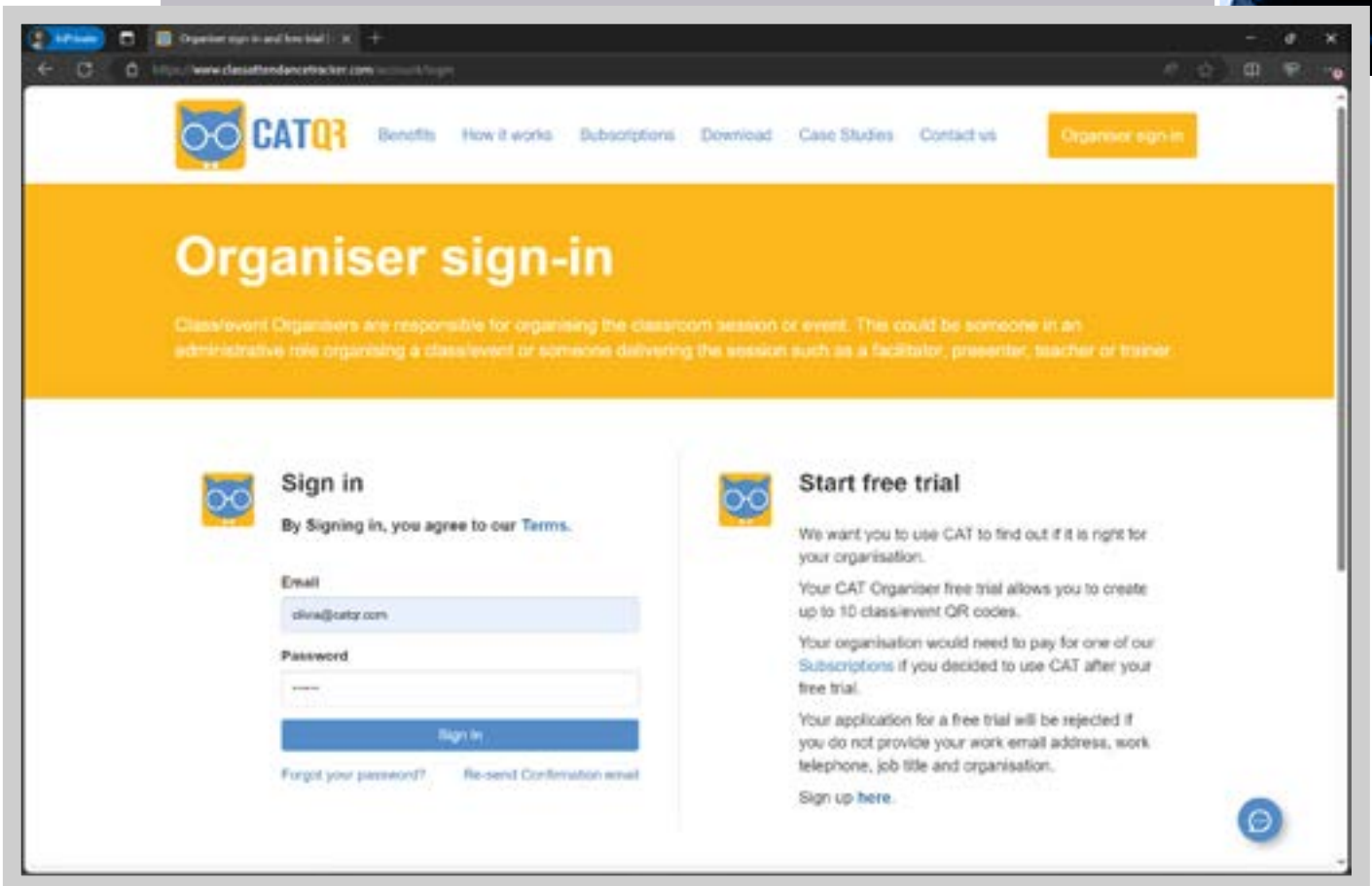
CAT QR Team receives and approves Olivia's request for a CAT QR Organiser account; Olivia receives an instant email confirming that her account has been approved and she can now use her CAT QR Organiser account



1 Olivia registers for a CAT QR Organiser account

d

Olivia signs in with her registered **Email address** and **Password** on the **Organiser sign-in** page on www.catqr.com



The screenshot shows the CATQR website's 'Organiser sign-in' page. The page has a yellow header with the CATQR logo and navigation links: Benefits, How it works, Subscriptions, Download, Case Studies, Contact us, and an 'Organiser sign in' button. Below the header, the main heading is 'Organiser sign-in' with a sub-heading: 'Class/event Organisers are responsible for organising the classroom session or event. This could be someone in an administrative role organising a class/event or someone delivering the session such as a facilitator, presenter, teacher or trainer.'

The sign-in section is titled 'Sign in' and includes the text 'By Signing in, you agree to our Terms.' It features two input fields: 'Email' with the value 'olivia@catqr.com' and 'Password' with masked characters. A blue 'Sign in' button is positioned below the password field. Links for 'Forgot your password?' and 'Re-send Confirmation email' are located at the bottom of the sign-in form.

To the right of the sign-in form is a 'Start free trial' section. It begins with 'We want you to use CAT to find out if it is right for your organisation.' and continues: 'Your CAT Organiser free trial allows you to create up to 10 class/event QR codes. Your organisation would need to pay for one of our Subscriptions if you decided to use CAT after your free trial. Your application for a free trial will be rejected if you do not provide your work email address, work telephone, job title and organisation. Sign up here.'

The browser's address bar shows the URL 'https://www.classattendancetracker.com/organiser/signin'.

2 Olivia creates a class CAT QR Code



a

Olivia has **signed** into her CAT QR **Organiser account** and can see the **Class List** screen

The screenshot shows the CAT QR Organiser (Free Trial) web application interface. The top navigation bar includes the logo, the text "CAT QR Organiser (Free Trial)", and links for "Home" and "Sign out". A left sidebar contains navigation options: "Class" (highlighted in red), "Attendees", and "Report". The main content area is titled "Class List" and features a search bar with "From:" and "To:" fields, a "Search Classes" button, and a "Create Class" button. Below the search bar, there is a "Keyword" search field and a "Show 25 entries" dropdown menu. A table with columns for "Class Title", "View Class", "Attendees", "Scans", "Date", and "Time" is displayed, with a message "No data available in table" below it. The bottom of the table shows "Showing 0 to 0 of 0 entries" and "Previous" and "Next" navigation buttons.

2 Olivia creates a class **CAT QR Code**

b

Olivia clicks the **“Create Class”** button, then enters her **class Title**, **Date**, **Start Time** and **End Time**

A screenshot of the CAT QR Organiser web application. The main interface is dark blue with a sidebar on the left containing 'Class', 'Attendee', and 'Report' options. A modal window titled 'Add Class' is open in the center. The form includes fields for 'Class Type' (with radio buttons for 'One Day' and 'Long Term'), 'Title' (filled with 'Fire Safety'), 'Date' (filled with '02 Mar 2024'), 'Start Time' (filled with '09:00'), and 'End Time' (filled with '10:00'). There are two checkboxes: 'Enable Dynamic Class QR Code' (checked) and 'Attendee can scan multiple times' (unchecked). 'Close' and 'Save' buttons are at the bottom right of the modal. The background shows a 'Class List' table with columns for 'From', 'Showing 0 to 0 of 0 items', and 'Class Title'.

“Enable Dynamic Class QR Code” (checkbox ticked by default) the class CAT QR Code changes every few seconds to prevent cheating so that only a student in the class will be able to register their attendance.

“Attendee can scan multiple times” (checkbox not ticked by default) the student can scan into the class more than once. This is not required for most classes.

2 Olivia creates a class **CAT QR Code**



C

Olivia clicks the “**Save**” button and can see her ‘Fire Safety’ class in the **Class List**

CAT QR Organiser Home Sign out

Class Attendees Report

Class List

From: To: [Search Classes](#) [Create Class](#) Keyword:

Showing 1 to 1 of 1 entries Show 25 entries

Class Title	View Class Attendees	Attendees	Score	Date	Time	
Fire Safety	View Class Attendees	0	0	22 Mar 2021	09:00 - 10:00	Delete

Showing 1 to 1 of 1 entries Previous Next



2 Olivia creates a class **CAT QR Code**

C

Olivia clicks on the “**View Class Attendees**” button and is now ready to monitor student attendance in **real-time**

The screenshot shows the 'CAT QR Organiser' web application. The top navigation bar includes the logo, 'Home', and 'Sign out'. A left sidebar contains 'Class', 'Attendees', and 'Report'. The main content area is titled 'Class Details' and shows information for a 'Fire Safety' class on '02-Mar-2024' from '09:00 - 10:00' with class code '55B81C'. Action buttons for 'Save', 'Export to Excel', 'Add Attendees', and 'Refresh' are visible. A QR code is displayed with the text 'Your unique Class QR code' and '0001'. Below the QR code is a table with columns for 'Attendee', 'Email', 'Date Time Attended', and 'Attendance Method'. The table currently shows 'No data available in table'.

2 Olivia creates a class **CAT QR Code**

Important Note regarding the “Add Attendee” button on the Class Details screen

As a CAT QR Organiser, you can also add students manually to the class by going to the **Class List** screen choosing the appropriate class and clicking the [**Add Attendee**] button, then entering and submitting the student’s email address.

The “**Add Attendee**” function may be necessary for you to use if the students have not yet managed to create an account on their CAT QR mobile app or signed into their CAT QR mobile app.



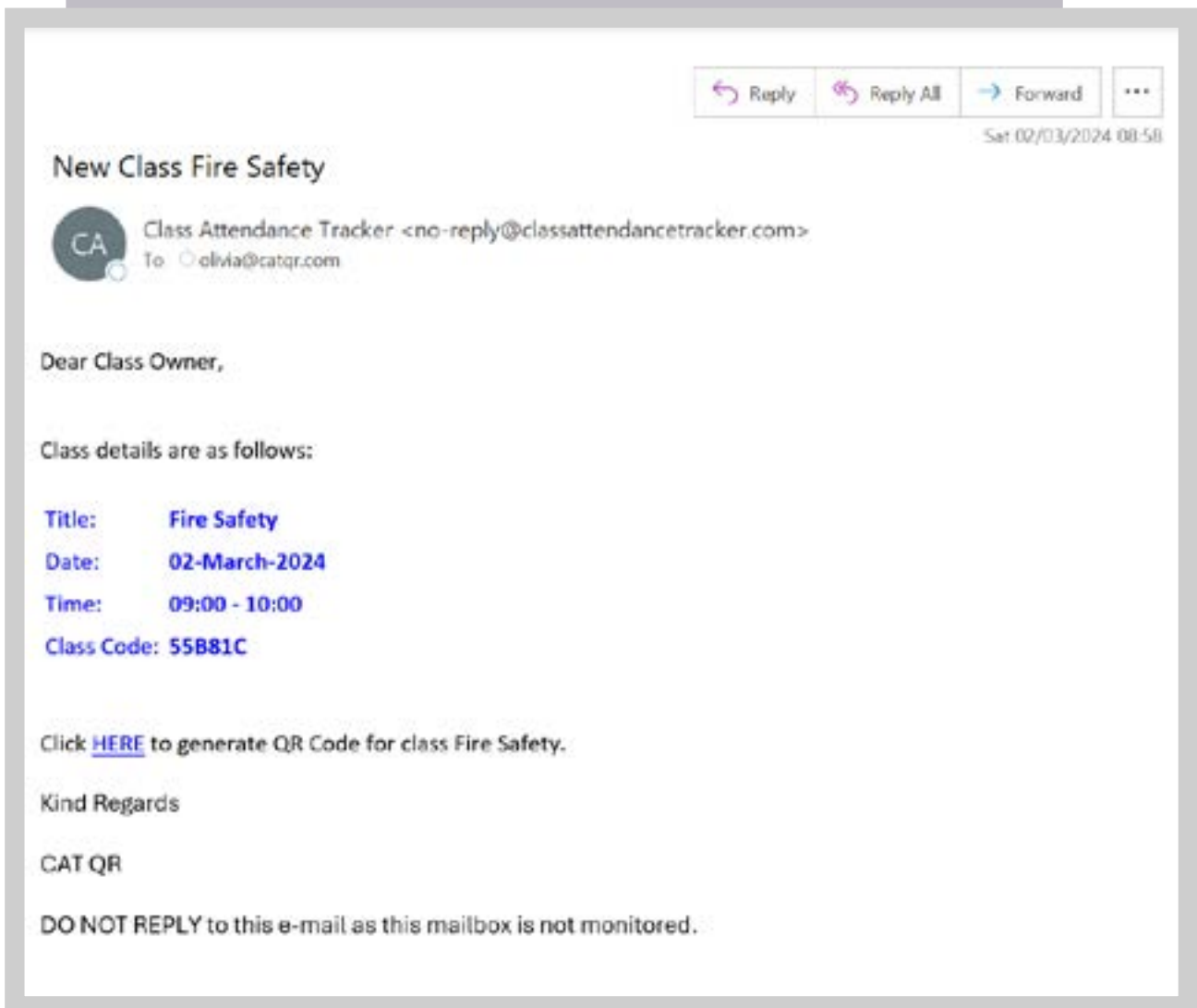
3

Olivia **shares** the **class CAT QR Code** with her students



a

Olivia receives an **instant email** confirming her **class details** with a link to her 'Fire Safety' class CAT QR Code



3 Olivia **shares** the **class CAT QR Code** with her students

b

Olivia clicks on the **link to generate the 'Fire Safety' class CAT QR Code** on a new internet browser page so that her students can use it using their CATQR mobile app



4

Olivia **monitors** student **attendance in real-time**

C

Olivia can see in **real-time** **the exact date and time** that her students scanned her 'Fire Safety' class CAT QR Code



The screenshot shows the 'CAT QR Organiser' web application. The interface includes a navigation menu on the left with options for 'Class', 'Attendee', and 'Report'. The main content area displays 'Class Details' for a 'Fire Safety' class. The class details include the date (02-Mar-2024), time (09:00 - 10:00), and class code (55B81C). There are four buttons: 'Back', 'Export to Excel', 'Add Attendee', and 'Refresh'. A QR code is displayed with the text 'Your unique Class QR code' and a timer showing '00:22'. Below the QR code, there is a table with the following data:

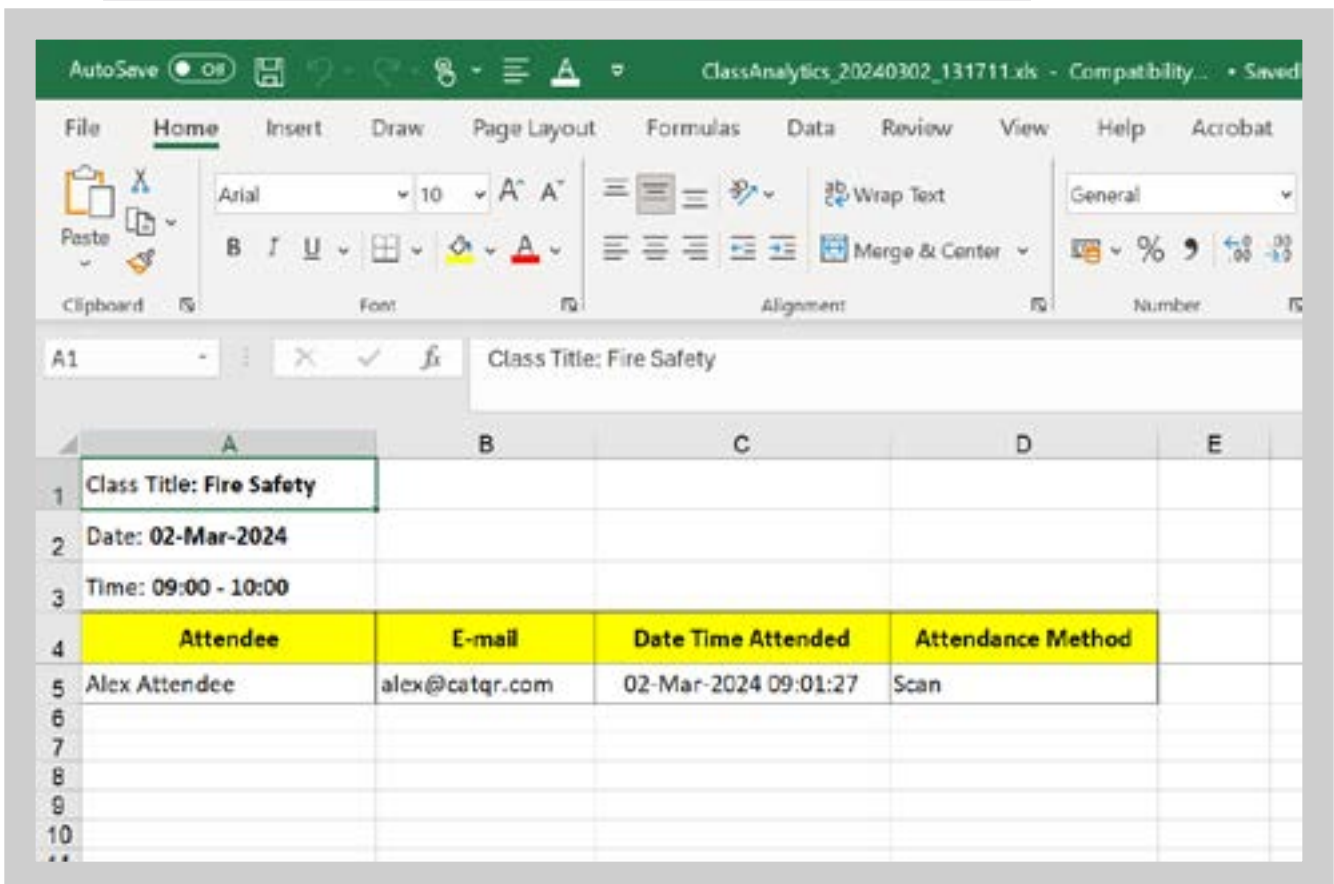
Attendee	E-mail	Date Time Attended	Attendance Method
Ali Attende	ali@catq.com	02-Mar-2024 09:01:21	Scan

The table is followed by a 'Showing 1 to 1 of 1 entries' message and a 'Previous' button.

4 Olivia **monitors** student **attendance in real-time**

d

Olivia can click the “**Export to Excel**” button to export an Excel spreadsheet **showing all her students** that scanned her ‘Fire Safety’ class CAT QR Code



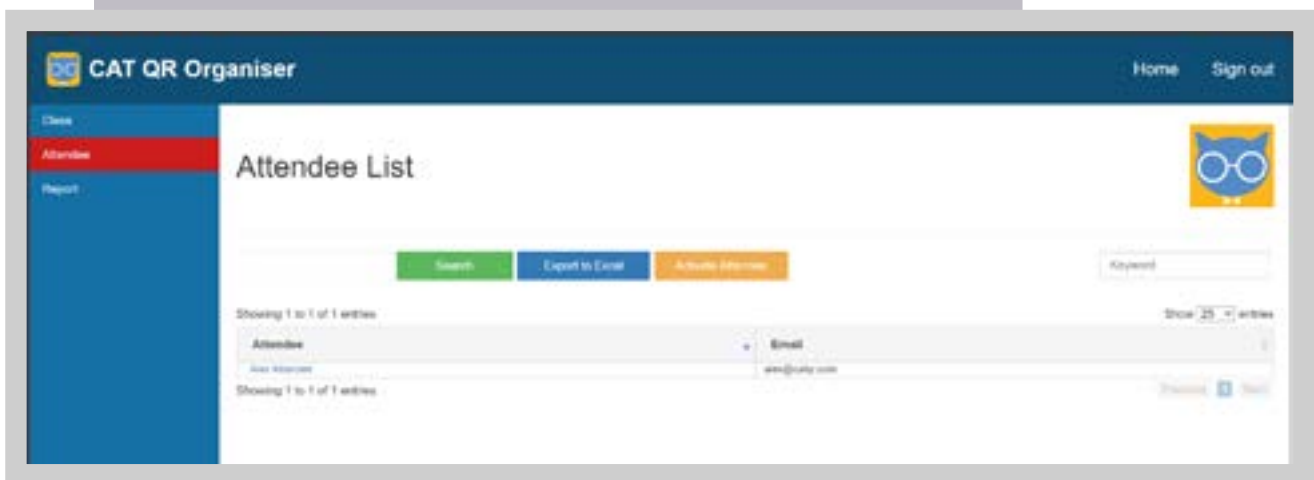
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E
1	Class Title: Fire Safety				
2	Date: 02-Mar-2024				
3	Time: 09:00 - 10:00				
4	Attendee	E-mail	Date Time Attended	Attendance Method	
5	Alex Attendee	alex@catqr.com	02-Mar-2024 09:01:27	Scan	
6					
7					
8					
9					
10					

4 Olivia **monitors** student **attendance** in **real-time**

e

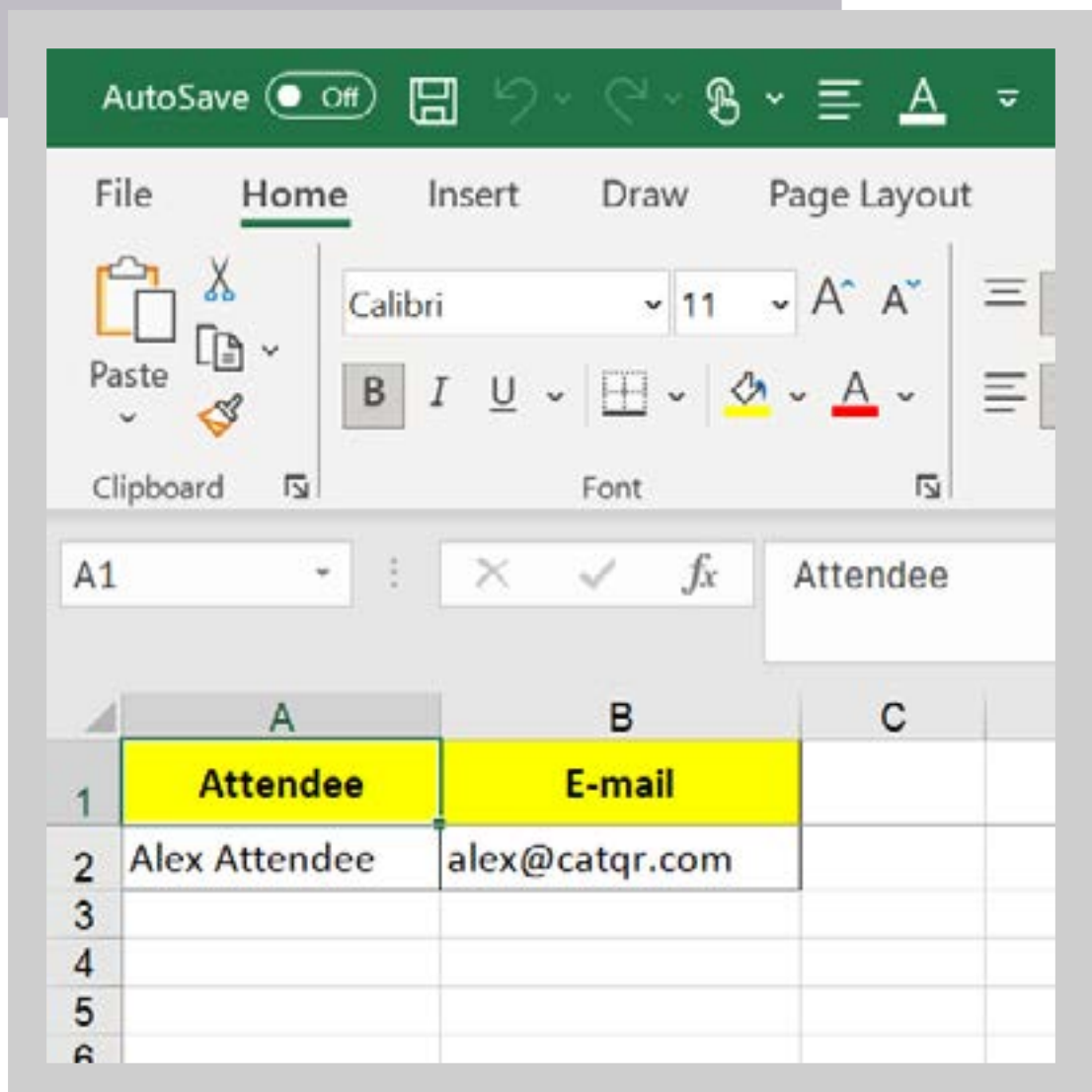
Olivia clicks on the “**Attendee**” screen to **see all her students** that have **scanned** any of her class CAT QR codes



4 Olivia **monitors** student **attendance in real-time**

f

Olivia can click the “**Export to Excel**” button to export an Excel spreadsheet showing all her students



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The font is 'Calibri' and the size is '11'. The spreadsheet has two columns: 'Attendee' and 'E-mail'. The first row contains the headers 'Attendee' and 'E-mail'. The second row contains the data 'Alex Attendee' and 'alex@catqr.com'.

	A	B	C
1	Attendee	E-mail	
2	Alex Attendee	alex@catqr.com	
3			
4			
5			
6			

4 Olivia **monitors** student **attendance in real-time**

g

Important Note regarding the “Activate Attendee” button on the Attendee List screen

The CATQR system **immediately** sends the student their CATQR account registration email when the student creates an account on their CATQR mobile app. However, if the student does not receive their CATQR account registration email, then the student cannot confirm their email address and the CATQR mobile app won't let them sign in; This is because we can't verify the student's correct email address.

Students may not receive their CATQR account registration for several reasons; The student's email system provider (employer, university, gmail, outlook, yahoo etc.) is not delivering their CATQR account registration email in a timely manner due to problems with their email system; The CATQR account registration email could be in their junk / spam; or perhaps the student entered an incorrect email address when they registered on their CATQR mobile app.

In any event, please ensure that your students do **NOT** contact CATQR as we are a small company and don't have the resources or get paid to support your students (we have tens of thousands of users around the world). **It is your sole responsibility as the CAT QR Organiser to support your students.** We will support you as the CAT QR Organiser as per the Terms of your paid subscription.

As a CAT QR Organiser you can activate your student's CAT QR account by going to the Attendee List screen > [**Activate Attendee**] button, then entering and submitting the student's email address.

4 Olivia **monitors** student **attendance** in **real-time**



h

Olivia clicks on '**Alex Attendee**' to see all of Alex's class **attendance records**

The screenshot shows the 'CAT QR Organiser' web application. The top navigation bar includes 'Home' and 'Sign out'. A left sidebar has 'Class', 'Attendee', and 'Report' options. The main content area is titled 'Class Attendance for Alex Attendee' and features a 'Back' button, an 'Export to Excel' button, a search box labeled 'Keyword', and a 'Show 25 entries' dropdown. Below this is a table with the following data:

Class Title	Date Time Attended	Attendance Method
Fire Safety	22 Mar 2024 09:01:27	Scan

Below the table, it says 'Showing 1 to 1 of 1 entries'.

4 Olivia **monitors** student **attendance in real-time**



Olivia can click the “**Export to Excel**” button to export an Excel spreadsheet showing all of Alex’s **class attendance records**

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

Class Title	Attendee	E-mail	Date Time Attended	Attendance Method
Fire Safety	Alex Attendee	alex@catqr.com	02-Mar-2024 09:01:27	Scan

4 Olivia **monitors** student **attendance in real-time**

j

Olivia clicks on the “**Report**” screen to see **all attendance records** for any time period

CAT QR Organiser

Home Sign out

Class
Attendee
Report

Report

From: 02-Mar-2024 To: 02-Mar-2024 Export to Excel Search Keyword

Showing 1 to 1 of 1 entries Show 25 entries

Class Title	Attendee	E-mail	Date Time Attended	Attendance Method
Fire Safety	Alex Attendee	alex@catqr.com	02-Mar-2024 09:01:27	Scan

Showing 1 to 1 of 1 entries

k

Olivia can click the “**Export to Excel**” button to export an Excel spreadsheet showing all **attendance records** for any time period

AutoSave ON ClassAnalytics_20240302_090717.xls - Compatibility... - Saved to this PC

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat

Calibri 11 A+ A- Wrap Text

Clipboard Font Alignment Number Conditional Formatting

A1 Class Title

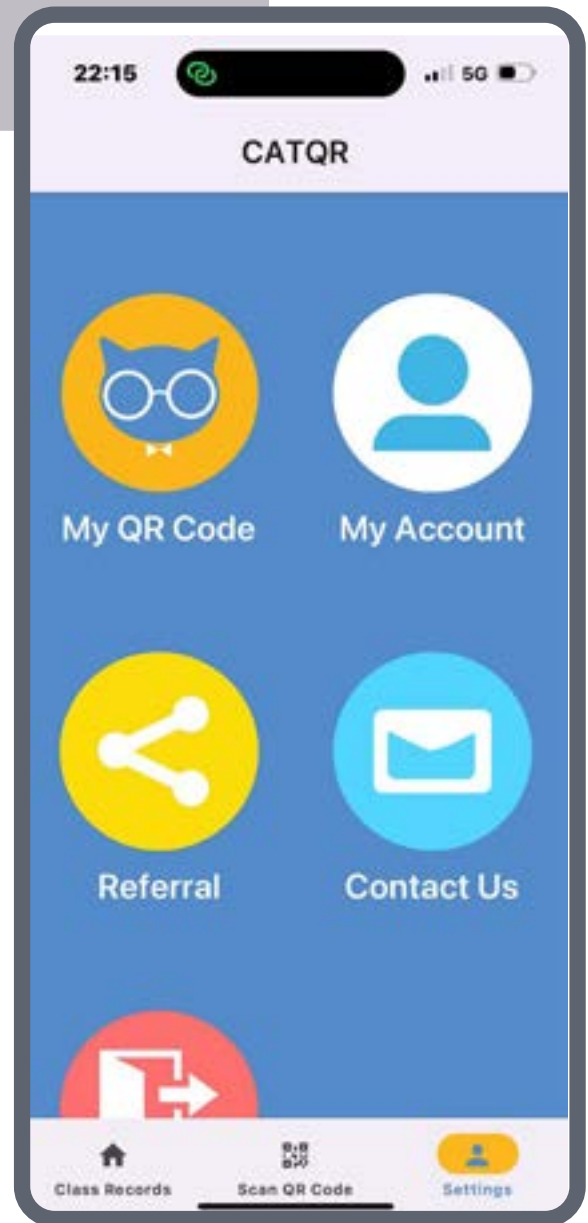
Class Title	Attendee	E-mail	Date Time Attended	Attendance Method
Fire Safety	Alex Attendee	alex@catqr.com	02-Mar-2024 09:01:27	Scan

5

Olivia can see Attendees Optional **User Text**

a

Attendees can store **Optional User Text** in the CATQR mobile app Settings **My QR Code**





5 Olivia can see Attendees Optional **User Text**

b

If the Attendee has added **Optional User Text** such as their Unique Identifier e.g. Employee or Student Number then this is visible to the Organiser

Class Details

Fire Safety

Date: 02-Mar-2024
Time: 09:00 - 10:00
Class Code: 32EFD4

Back Export to Excel Add Members Feedback

Showing 1 to 1 of 1 entries

Your unique Class QR code

Showing 1 to 1 of 1 entries

Attendee	E-mail	Optional User Text	Date Time Attended	Attendance Method
Ann Wilson	aw@comp.com	12345678	02-Mar-2024 09:01:40	Scan

Showing 1 to 1 of 1 entries

Previous Next

