



# CHECK-IN APP

# HOW TO ACCESS YOUR APP?

1. Please download and install the **ExpoPlatform Check-In app** available on



App Store



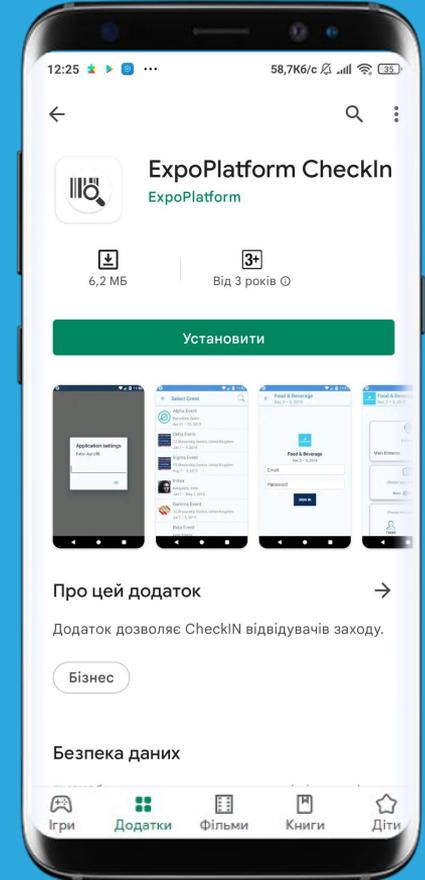
Google Play store

## IMPORTANT NOTE:

Checkin App only supports EP barcodes



[App Store](#)



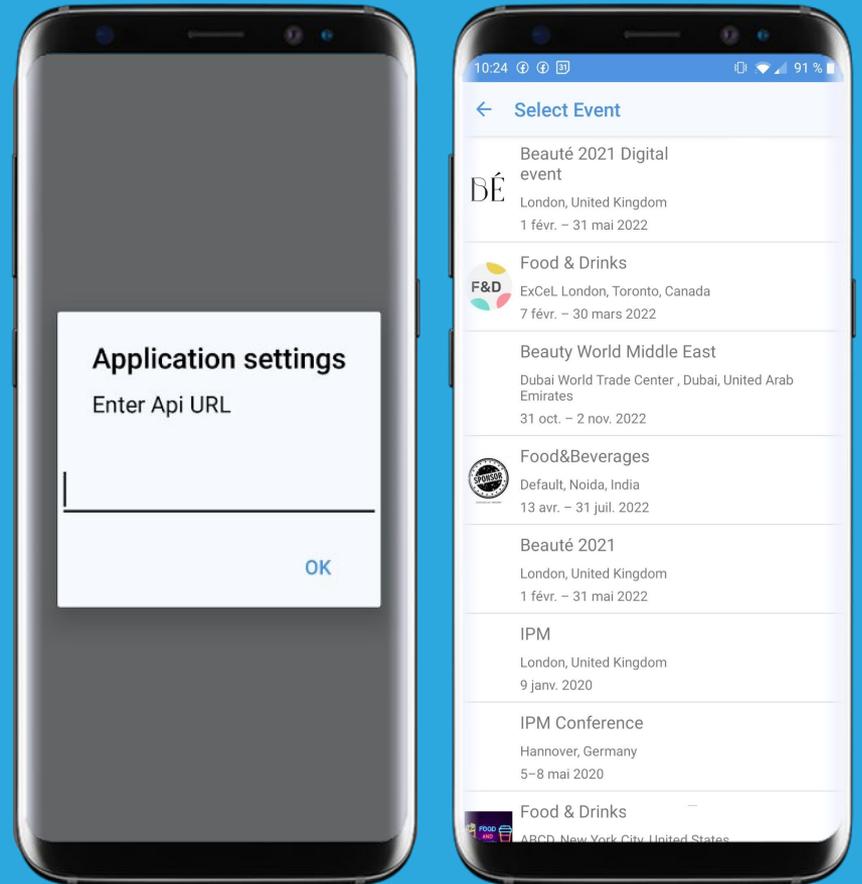
[Google Play store](#)

# HOW TO ACCESS YOUR APP?

2. Once you open it, you will be asked to enter your API url. This url can be found in your browser, when you are connected to ExpoPlatform as an admin. Copy the url until.com:

<https://api-newdemo.expoplatform.com/admin/general/edit>

3. Select your Event from the list and log in by using your **Admin credentials**



# HOW TO SCAN?

## 1. Select the location where you are scanning from.

The locations which are entered in the floorplan module will show up in this drop down. This location information will be listed in your scan report.

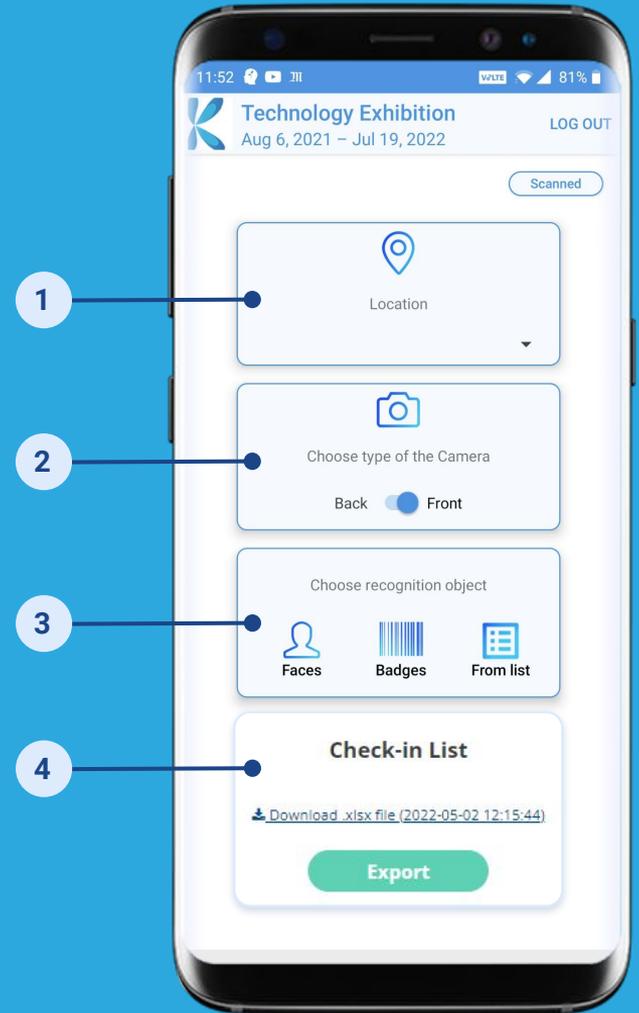
## 2. Choose which camera to use (back is recommended)

## 3. Choose the object to scan

- **Faces:** available when integrating with a dedicated 3rd party. A PIN code is required.
- **Badges** (most common): You also get the option to manually enter the barcode.
- **From list:** you can search within the attendee list by name and email.

## 4. Download your scan report From Data / Import/Export / Check-in List

The report includes: ID, name, Date & time, Status and Zone (location).  
Dedicated tabs are available for the dates of your Event.



# HOW TO TEST YOUR BADGES

Go to Management / Participants and use the “Print Badge” button.

You can use this to scan your registration tests first, and later, real participant badges.

Surname, Name	Company Name	Category	Status	Attendance	Reg. Date	Payment	
 Arms Joe	Tudero	Visitors(IT), Moderator	Active	Not Attended	25.06.2019	0.00	<a href="#">Print Badge (14)</a> <a href="#">Remove</a>
 Balmor Amelia	Feran Technology Inc.	Visitors(IT), Moderator	Active	Attended	25.06.2019	60.00	<a href="#">Print Badge (16)</a> <a href="#">Remove</a>
 Blair Francis	ASUS	Visitors(IT)	Active	Not Attended	18.07.2019	60.00	<a href="#">Print Badge (2)</a> <a href="#">Remove</a>
 Blair Francis	Strontium	Visitor	Active	Not Attended	25.05.2020	0.00	<a href="#">Print Badge (9)</a> <a href="#">Remove</a>

**Thank you!**