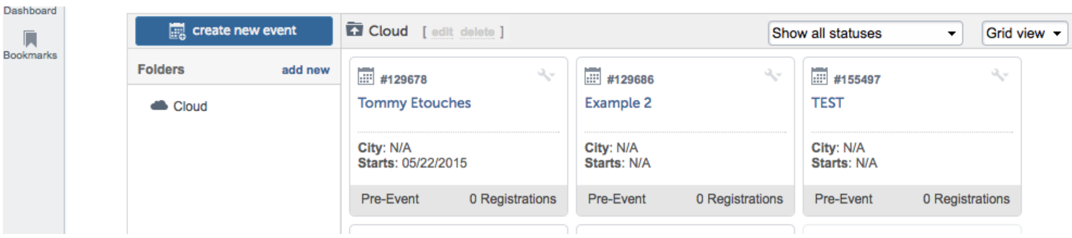
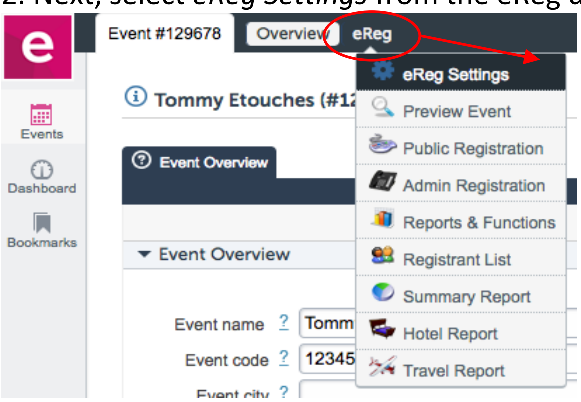
Enabling a Timestamp on scan in eTouches

This process creates a textbox within the attendee information page for each session, allowing the scanners to populate the textboxes with the time of scan.

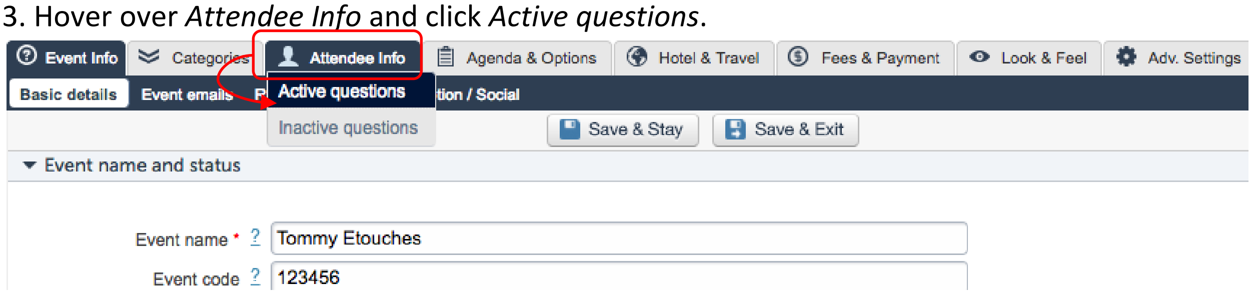
1. Select the relevant Event in your eTouches account.



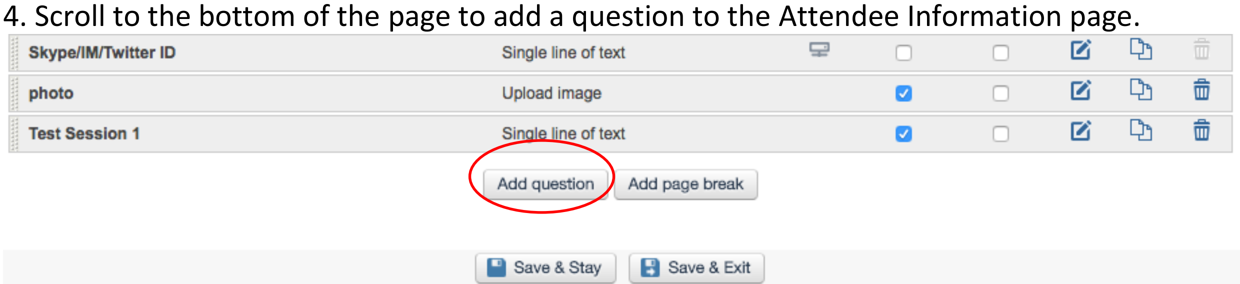
2. Next, select *eReg Settings* from the eReg dropdown menu.



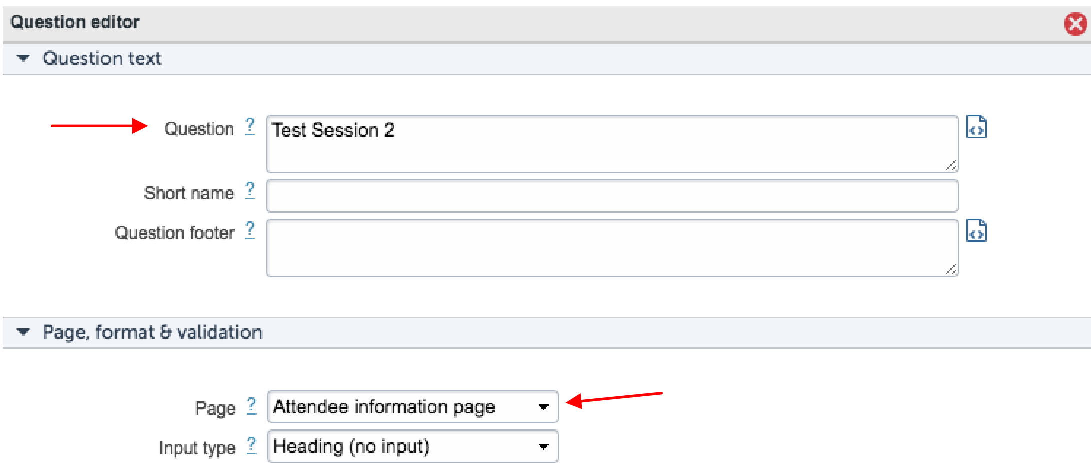
3. Hover over *Attendee Info* and click *Active questions*.



4. Scroll to the bottom of the page to add a question to the Attendee Information page.

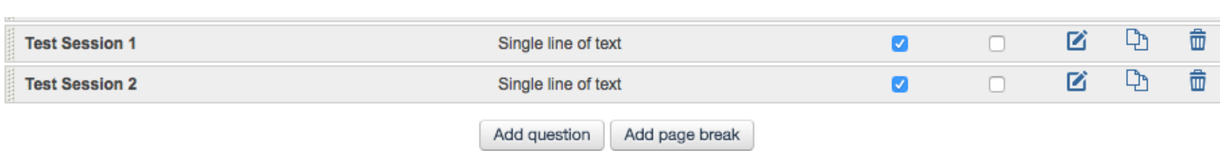


5. You will be presented with an entry form to create a new question. This question should be named after the desired session to be tracked (a question needs to be created for each session to be tracked). The question's *Input type* must be changed to 'Single-line Text', allowing for a timestamp to be recorded.



6. Note that visibility by the user type can be modified by clicking the checkboxes.
For example, unclicking the checkbox next to public users will make the timestamp info visible to only the Admin users. Once complete, make sure to *Save*.

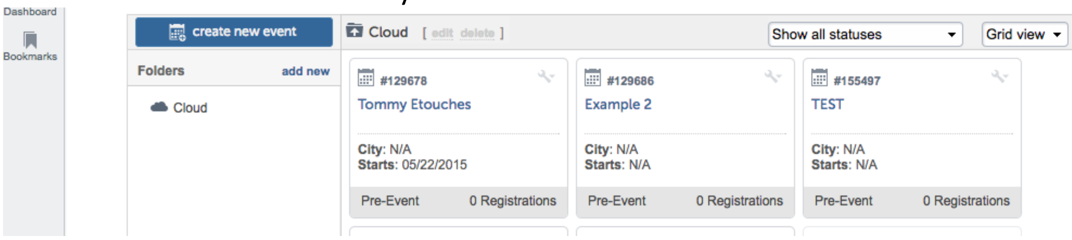
7. After saving, you will see your added questions in the *Attendee Information page questions*, which at you can edit at any time.



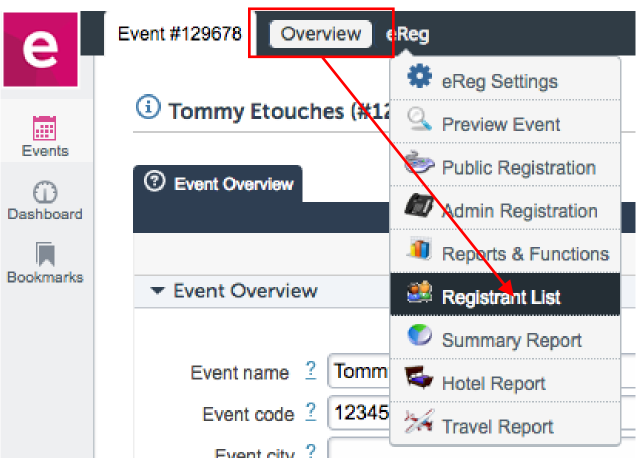
8. If done correctly, you will see the timestamp of when an attendee was scanned in the attendee's registration record.

Viewing your eTouches Data

1. Select the relevant Event in your eTouches account.



2. In the eReg menu, select *Registrant List*.



3. Next, select the registrant record you wish to view by clicking on the confirmation number. A window will appear containing all registrant information. This information includes the timestamps of when the registrant was scanned into each attended sessions.