ETOUCHES SESSION TIMESTAMPS

SUMMARY

Using the SwiftLeads app, the total time an attendee spent in a session can be calculated. This calculated value is stored in an active question in the attendee profile. The time spent in a session is represented in minutes. In addition, the first **IN** and last **OUT** timestamps can be stored in an active question. All three potential values can be used independently of each other. For example, only the first **IN** timestamp might be required for an event. Instead of creating an active question for all three values, only one active question needs to be created. Saving time during the setup process and allowing the system to be more flexible.

END RESULT

Viewing a registrant profile in etouches

Figure 1

Test Session 1 IN – Represents when the registrant was scanned into the session *Test Session 1*.

Test Session 1 OUT – Represents the last time the registrant was scanned out of the session *Test Session 1*.

Test Session 1 Minutes – Represents the total minutes the registrant spent in the session *Test Session 1*.

ETOUCHES SETUP

For this service to function properly, the etouches event must define the sessions being scanned with the SwiftLeads app, in the event's agenda.

The next step is to define the active questions that will store the timestamps and the total minutes spent in a session. For every session being scanned, there should be at minimum one corresponding active question. The number of active questions per session might vary depending on the event's requirements. There are currently three values available that can be imported to active questions. Those are as follows:

- First **IN** Timestamp
- Last **OUT** Timestamp
- Total Minutes

All session active questions must be a **Single Line of Text** type. *Figure 1* above represents a single session that utilizes all three available importable values.

It is recommended to name the active questions in the format defined below. Exclude the angle brackets from the active question name. This is not a requirement but is highly encouraged to follow!

Active Question Name Format: *<Agenda Session Name> - <IN | OUT | Minutes>*
Figure 2

Example: My Session About Technology – Minutes
Example: My Session About Technology – IN
Example: My Session About Technology – OUT

SWIFTIUM SETUP

Create a session tracking event or another variant. Define any fields that need to be displayed in the SwiftLeads app or Reporting portal.

Navigate to the sync creator module. Select **Etouches - Session In/Out - Calculate Time Spent** from the sync type drop down.

Enter eTouches API credentials and press **Get Events**. Select the desired etouches event from the drop-down list and press **Next**. Select **Override Sessions** from the drop-down and press Next.

A table will be presented with a row for every session in the etouches event's agenda. The first column indicates whether to use the session in the Swiftium event's agenda. The second column is the session name as it appears in etouches. The third column includes three drop-downs; each include a complete list of all active questions in the etouches event. Optionally, these active questions can be mapped to a session. The drop-down definitions are as follows:

- First **IN** Timestamp
- Last **OUT** Timestamp
- Total Minutes

The destination drop-downs should be mapped to **No Destination Field** if no active question exist for the session or the value does not need to be imported into etouches.

For convivence, the system will try to automatically map corresponding active questions to the session. This will only come into function when the active question's name followed the format defined in *figure 2*.

IN/OUT SCANNING

The first time an attendee is scanned into a session will mark them as IN to the session. Scanning the same attendee, a second time, 30 or more seconds after the initial IN scan will mark the attendee as OUT of the session. Any additional scans into the session that occurs 30 or more seconds after the

previous OUT scan, will mark the attendee as IN to the session. The process repeats itself of toggling the attendee as IN and OUT.

It is recommended to enable the **Disable Duplicate Capture** parameter in your Swiftium event configuration. This will aid in preventing accidental scans of the same attendee in a short period of time. The system is robust enough to eliminate duplicate scans that had occurred less than 30 seconds of the previous scan if the parameter was not chosen to be utilized.

For an attendee to be scanned out of a session, the OUT scan must have occurred more than 30 seconds after the previous IN scan. Otherwise, the OUT scan will not be taken into consideration when calculating total time spent in the session.

Scans that occur before the start of the session will use the session start time as the IN timestamp rather than the scan time. This prevents any early arriving attendees from gaining additional time spent in the session while the session was not running.

Scans that occur after the close of the session will use the session end time as the OUT timestamp rather the scan time. This serves two important purposes. The first being the auto check out function. Meaning, any attendee that wasn't scanned OUT of the session will use the session end time as their last OUT scan. The second purpose aids in fixing scans that occur after the session has come to an end. Meaning, any scan will use the session end time rather than the scan time. Not applying this fix would allow attendees to gain additional time by not exiting the session room immediately after the session has come to an end.