Scan Attendance Manager

User Guide

Version 6.2

Table of Contents

Contact ShmoopySoft

Website	http://www.ShmoopySoft.co.za
Email Address	info@ShmoopySoft.co.za
Support Email Address	support@ShmoopySoft.co.za
Twitter Handle	@ShmoopySoft

Introducing SAM

Thank you for downloading the ShmoopySoft Scan Attendance Manager, or SAM app. We really appreciate your support! SAM was designed from the ground up to help you manage attendance for your organization. Whether you run a small business, yoga club or a martial arts studio, SAM can help you manage your attendance, generate cards with QR Codes, scan attendance and generate attendance reports, statistics and charts.

While this user guide provides instructions on how to use SAM to manage attendance for Students attending Classes, the same functionality is applicable when managing Customers visiting Stores, Employees working at Work Sites, or Visitors attending Events.

A Note about Online Attendance Synchronization

SAM is designed for the small business owner or club owner in mind, so it does not currently support any form of online attendance synchronization. While limited backup and restore capabilities are provided through Dropbox integration, SAM does not support the ability to synchronize attendance records across multiple devices simultaneously scanning attendance.

Android Permissions

In order for SAM to function properly on devices running Android 6 (Marshmallow) or higher, SAM requires specific permissions to be granted, namely:

Camera (used to scan QR Codes as well as taking images for Student profile purposes)
Location (used to tag attendance records with GPS coordinates)
Phone (used to call Students)
SMS (used to SMS Students when attendance is added)
Storage (used to read and write to the SAM database and required folders)

Without all these permissions being granted, SAM will not be able to start.

When prompted by your device to grant SAM the permissions listed above, please tap "Allow" and tick the "Don't ask again" checkbox to avoid being prompted for the same permissions again in future.

Please Note: SAM can run on devices that do not have cameras or GPS technology. In cases where devices do not support some of the hardware required by SAM, these permissions will be ignored.

Barcode Standards

During attendance scanning, SAM supports the following barcode standards:

- Aztec Code (ISO 24778)
- Code 39 (ISO 16388)
- Code 128 (ISO 15417)
- Data Matrix (ISO 16022)
- International Standard Book Number (ISBN)
- QR Code (ISO 18004)

Upgrading to SAM 6

When upgrading from a previous version of SAM to SAM 6, the "Student Name" field is now split into a "First Name" and "Last Name" field.

SAM will apply the following rules when upgrading:

Student Name Example	First Name	Last Name
Jane	Jane	
Jane Doe	Jane	Doe
Jane Susan Jones	Jane Susan	Jones
Jane Susan Smith Jones	Jane Susan	Smith Jones

Basic Setup (Manual)

Before SAM can help you manage attendance, you first need to follow a few simple steps to prepare SAM for attendance management. If you plan to add your Students and Classes manually, you need to follow the steps represented in the flow diagram below:

Add Classes → Add Students → Generate Student Cards → Set Scan Preferences → Scan Attendance
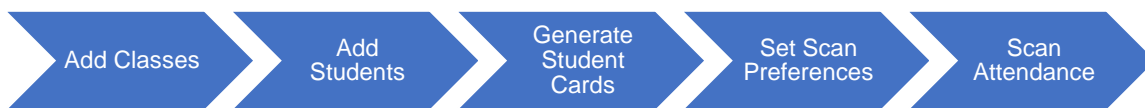
Add Classes
Adding the names of the Classes that Students will be attending is the first step in the SAM app process.

Add Students
After adding your Classes, you can then add your Students. When adding a Student, the SAM app will ask you to pick the Class to which the Student is linked.

Generate Student Cards
Once you have added your Students, you can then generate Student cards with barcodes (for attendance scanning purposes), which should be distributed to each Student.

Set Scan Preferences
Set your preferred scan device camera, scanning method, scan delay, maximum scans per day and other important scan preferences to get the most out of SAM during attendance scanning.

Scan Attendance
When a student arrives for a class, scan their student card using the SAM app. An attendance record will be added to the SAM app's database, which will then be used for attendance reporting purposes.

Advanced Setup (Student Import)

If you plan to add your Students and Classes by importing a comma-delimited (CSV) file, you need to follow the steps represented in the flow diagram below:

Import Students and Classes → Generate Student Cards → Set Scan Preferences → Scan Attendance

Import Students and Classes
Import a comma-delimited (CSV) file containing your Students and Classes. The SAM app will process the import file and add your Classes and Students, automatically linking them based on your CSV file content. Please refer to the "How To: Import a Student Roster" section for more detailed information on importing Students and Classes.

Generate Student Cards
Once you have added your Students, you can then generate Student cards with barcodes (for attendance scanning purposes), which should be distributed to each Student.

Set Scan Preferences
Set your preferred scan device camera, scanning method, scan delay, maximum scans per day and other important scan preferences to get the most out of SAM during attendance scanning.

Scan Attendance
When a student arrives for a class, scan their student card using the SAM app. An attendance record will be added to the SAM app's database, which will then be used for attendance reporting purposes.

The following sections provide step-by-step "How To" instructions on all the SAM app's features, grouped into the following general themes:

- Manage Classes
- Manage Students
- Manage Notes
- Scan Attendance
- Attendance Reports
- Attendance Record Management
- Attendance Statistics
- Attendance Charts
- Manage Preferences
- Manage Database
- Manage Dropbox

Navigating the SAM App

There are two main ways to easily get around the SAM app user interface:

The SAM Home Screen

1. Tap the 🏠 button on a screen header bar or navigation bar.
2. Tap a home screen button to navigate to that feature.

The SAM Navigation Drawer

1. Tap the ☰ button on a screen header bar.
2. Tap a button to navigate to that feature.
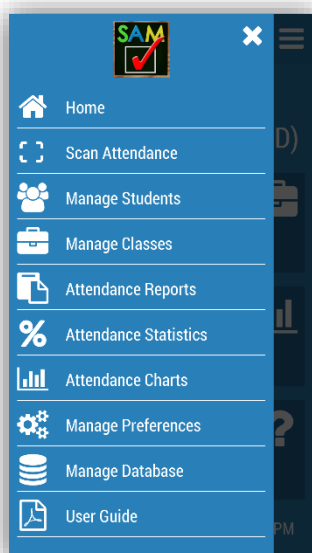
Manage Classes

How To: Add a Class

You need to add Classes before adding Students. There is no limit to the number of Classes that can be added to the SAM app database, provided your mobile device has sufficient storage capacity.

3. On the SAM Home screen, tap **Manage Classes**.
4. Tap the + button on the header bar.
5. Enter a **Class Name** (maximum length 35 characters).
6. Tap the ✔ button on the header bar.

Please Note: When a new Class is added, SAM will check to ensure that the Class Name provided does not already exist in the database. If it does, SAM will not allow the new Class to be added and a different Class Name will need to be provided.

How To: Search for a Class

Use the search feature to locate a Class by name.

1. On the SAM Home screen, tap **Manage Classes**.
2. Enter a **Class Name**, or part of the name, in the search bar.
3. Tap the 🔍 button on the search bar.
4. If the Class is found, the list will scroll to the Class record.

How To: Edit a Class

Use the edit feature to change a Class name.

1. On the SAM Home screen, tap **Manage Classes**.
2. Tap the Class record you would like to edit.
3. Tap the ✏ button on the footer bar.
4. Enter a **Class Name** (maximum length 35 characters).
5. Tap the ✔ button on the header bar.

How To: Delete a Class

Deleting a Class is permanent and cannot be undone, so please ensure you backup the SAM database before deleting a Class.

1. On the SAM Home screen, tap **Manage Classes**.
2. Tap the Class record you would like to delete.
3. Tap the ✏ button on the footer bar.
4. Tap the 🗑 button on the header bar.
5. When prompted, tap the **Delete** button to confirm.

Please Note: SAM will check if the Class has any Student records linked to it and, if one or more Student records are found to be linked to the Class, SAM will not allow the Class to be deleted.

How To: Share a Comma-Delimited (CSV) Class List

The Class List contains a list of all Classes with a count of the number of Students in each Class. The Class List is shared as a comma-delimited (CSV) file, which can then be imported and used in popular office applications.

1. On the SAM Home screen, tap **Manage Classes**.
2. Tap the ⋮ button on the header bar.
3. Tap the **Share CSV** button.

How To: Share a Plain Text Class List

The Class List contains a list of all Classes with a count of the number of Students in each Class. The Class List is shared as tab-delimited plain text.

1. On the SAM Home screen, tap **Manage Classes**.
2. Tap the ⋮ button on the header bar.
3. Tap the **Share Text** button.

How To: View a List of Students Linked to a Class

To view a list of Students linked to a Class:

1. On the SAM Home screen, tap **Manage Classes**.
2. Tap the Class record you would like to view.
3. Tap the 👥 button on the footer bar.
4. The **Manage Students** screen will be displayed, filtered by the selected Class.
5. Tap the **Back** button on your device to return to Class management.

Please Note: When viewing a list of Students linked to a selected Class, you can perform all normal Student management functions such as editing Students, generating Student Cards or emailing and saving the Student Roster only for Students linked to the selected Class.

Manage Students

How To: Add a Student

You need to add Students and link them to Classes before scanning attendance. There is no limit to the number of Students that can be added to the SAM app database, provided your mobile device has sufficient storage capacity

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the **+** button on the header bar.
3. Tap the **Pick Image** button to select a Student profile image from your gallery.
4. Tap the **Take Photo** button to take a Student profile photo with your camera.
5. Tap the **Rotate Image** buttons to rotate the Student profile in 90° increments.
6. Tap the **Remove Image** button to clear the Student profile image.
7. Enter a **Student First Name** (maximum length 35 characters).
8. Enter a **Student Last Name** (maximum length 35 characters).
9. Enter a **Student Number** (maximum length 20 characters).
10. Enter a **Student Email Address** (maximum length 255 characters).
11. Enter a **Student Mobile Phone** (maximum length 20 characters).
12. Pick a **Class Name** to link the Student to.
13. Tap the **✔** button on the header bar.

Please Note: When a new Student is added, SAM will check to ensure that the Student number provided does not already exist in the database. If it does, SAM will not allow the new Student to be added and a different Student number will need to be provided.

Tip: By default, a new Student is given an "Active" status.

Mandatory Fields

When adding a new Student, please take note of the following mandatory fields:

Student Profile Image	Optional	
Student First Name	Mandatory	35 Characters, Numbers and Letters
Student Last Name	Mandatory	35 Characters, Numbers and Letters
Student Number	Mandatory	20 Characters, Letters Only
Student Email Address	Optional	255 Characters, Numbers and Letters
Student Mobile Phone	Optional	20 Characters, Numbers and Letters
Class Name	Mandatory	35 Characters, Numbers and Letters

How To: Add a Student during Attendance Scanning

Use any of SAM's scan methods and modes to scan a Student card. If SAM cannot locate the Student Number extracted from the Student card barcode, and the "Enable Add Student from Scan" preference is checked, you will be prompted to add the Student.

There are 2 ways to specify Student data on a Student card barcode, depending on whether the Generate Detailed QR Code preference is checked:

Simple QR Code
Only the Student Number is encoded in the QR Code.

Detailed QR Code
A pipe-delimited string containing all required Student data fields is encoded in the QR Code:

Student Number	20 Characters, Numbers and Letters
Student First Name	35 Characters, Letters Only
Student Last Name	35 Characters, Letters Only
Student Email Address	255 Characters, Numbers and Letters
Student Mobile Phone	20 Characters, Numbers and Letters
Class Name	35 Characters, Numbers and Letters

The format of the Student data string that must be encoded in the QR Code is as follows:

Student Number|First Name|Last Name|Email Address|Mobile Phone|Class Name

An example complete import string is provided below:

5066086641|Vashti|Organnet|5066086640@sam-test.com|5066086640|Elitr No Tempor Ad Dolore

An example import string with only mandatory fields is provided below:

5066086641|Vashti|Organnet|||Elitr No Tempor Ad Dolore

How To: Search for a Student

Use the search feature to locate a Student by name.

1. On the SAM Home screen, tap **Manage Students**.
2. Enter a **Student First Name**, or **Student Last Name**, in the search bar.
3. Tap the Q button on the search bar.
4. If the Student is found, the list will scroll to the Student record and select it.

How To: Edit a Student

Use the edit feature to update a Student's contact information, link a Student to a different Class, or change a Student's status.

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the Student record you would like to edit.
3. Tap the ✏ button on the footer bar.
4. Tap the **Pick Image** button to select a new Student profile image from your gallery.
5. Tap the **Take Photo** button to take a new Student profile photo with your camera.
6. Tap the **Rotate Image** buttons to rotate the Student profile in 90° increments.
7. Tap the **Remove Image** button to clear the Student profile image.
8. Enter a **Student First Name** (maximum length 35 characters).
9. Enter a **Student Last Name** (maximum length 35 characters).
10. Enter a **Student Number** (maximum length 20 characters).
11. Enter a **Student Email Address** (maximum length 255 characters).
12. Enter a **Student Mobile Phone** (maximum length 20 characters).
13. Pick a **Class Name** to link the Student to.
14. Pick a **Status** to assign to the Student.
15. Tap the ✔ button on the header bar.

Student Statuses

The following Student statuses are available:

1. Active
2. Cancelled
3. Deceased
4. Dormant
5. Expelled
6. Graduated
7. Inactive
8. Injured
9. Suspended
10. Terminated

Please Note: Any Student status that is not "Active" will prevent the Student from having attendance scanned if the "Enable Active Student Scan" preference is checked.

Tip: When Student cards are generated, SAM encodes the QR Code with the Student number.

How To: Delete a Student

Deleting a Student is permanent and cannot be undone, so please ensure you backup the SAM database before deleting a Student.

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the Student record you would like to edit.
3. Tap the ✏ button on the footer bar.
4. Tap the 🗑 button on the header bar.
5. When prompted, tap the **Delete** button to confirm.

Please Note: SAM will check if the Student has any Attendance history and, if one or more Attendance records are found, SAM will not allow the Student to be deleted.

How To: Generate a Student Card for a Student

Student cards are generated with barcodes to assist attending scanning. The Student card is saved as a Portable Network Graphics (PNG) file for distribution to the Student.

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the Student record you would like to generate a card for.
3. Tap the ⊞ button on the footer bar.
4. Tap the ✉ button on the header bar to email the Student card to the selected Student.
5. Tap the ➡ button on the header bar to share the Student card.

How To: Generate Student Cards for all Students

Student cards can be generated in bulk for all Students and saved for distribution or scanning purposes. Student cards are saved as a Portable Network Graphics (PNG) file for distribution to Students.

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the ⋮ button on the header bar.
3. Tap the **Generate Cards** button.

Please Note: By default, Student cards are saved in the image gallery folder on your mobile device.

How To: Manually Add Attendance for a Student

It is possible to add an attendance record for any active Student.

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the Student record you would like to add attendance for.
3. Tap the **Add Attendance** button on the selected Student.
4. If the preference is enabled, SAM will prompt you to confirm the action.

Please Note: Attendance may only be added to Students that have an Active status.

How To: Call a Student

If a Student mobile phone number has been provided, you can call a Student directly from SAM.

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the Student record you would like to call.
3. Tap the 📞 button on the footer bar.
4. When prompted, tap the **Call** button to confirm.

Please Note: Call charges may apply when calling Students.

How To: Email a Student an Attendance Report

If a Student email address has been provided, an Attendance report can be emailed directly to a Student.

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the Student record you would like to email an Attendance Report to.
3. If the Student has attendance records, tap the ✉ button on the footer bar.

How To: Share a Comma-Delimited (CSV) Student Roster

The Student Roster contains a list of all Students with their information, Class allocation and Status. The Student Roster is shared as a comma-delimited (CSV) file, which can then be imported and used in popular office applications.

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the ⋮ button on the header bar.
3. Tap the **Share CSV** button.

How To: Share a Plain Text Student Roster

The Student Roster contains a list of all Students with their information, Class allocation and Status. The Student Roster is shared as tab-delimited plain text.

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the ⋮ button on the header bar.
3. Tap the **Share Text** button.

How To: Import a Student Roster

Use the import feature to import a list of Students and Classes from a comma-delimited (CSV) file.

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the ⋮ button on the header bar.
3. Tap the **Import Roster** button.
4. Use the **File Manager** to select the CSV file to import.
5. Tap the **Open** button on the File Manager footer bar.

Import CSV File Format

The following table defines each column that needs to be provided in the CSV import file.

Column 1	Student Number	20 Characters, Numbers and Letters
Column 2	Student First Name	35 Characters, Letters Only
Column 3	Student Last Name	35 Characters, Letters Only
Column 4	Student Email Address	255 Characters, Numbers and Letters
Column 5	Student Mobile Phone	20 Characters, Numbers and Letters
Column 6	Class Name	35 Characters, Numbers and Letters

Please Note:

- Do not include any column headers in your CSV file.
- Do not enclose column values in quote marks.
- Only use a comma as a column separator.
- Only use a new line character at the end of each line.
- If a Class is not found during import, it will automatically be added.
- If a Student is not found during import, it will be automatically added.

Import CSV File Example

The following table provides an example of a CSV import file with 5 Student records, each with contact information, all linked to the "Genetics and Genetic Engineering" Class.

```
230134904,Istasia|Adele,230134904@sam-test.com,230134904,Genetics and Genetic Engineering
5066086640,Vashti|Organnet,5066086640@sam-test.com,5066086640,Genetics and Genetic Engineering
2773989579,Elta|Linette,2773989579@sam-test.com,2773989579,Genetics and Genetic Engineering
7846867262,Meralda|Mariannal,7846867262@sam-test.com,7846867262,Genetics and Genetic Engineering
2510178386,Joella|Delinda,2510178386@sam-test.com,2510178386,Genetics and Genetic Engineering
```

Manage Notes

How To: Add a Student Note

Notes can be added to Students to keep track of important remarks. There is no limit to the number of Notes that can be added to a Student, provided your mobile device has sufficient storage capacity

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the Student record you would like to add a Note to.
3. Tap the ⬜ button on the footer bar.
4. Tap the ＋ button on the header bar.
5. Enter a **Note** (maximum 100 characters).
6. Tap the ✔ button on the header bar.

How To: Delete a Student Note

Notes can be deleted when no longer required. Deleting a Note is permanent and cannot be undone. Make sure you backup the SAM database before deleting any Notes.

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the Student record you would like to delete a Note from.
3. Tap the ⬜ button on the footer bar.
4. Tap the Note record you would like to delete.
5. Tap the 🗑 button on the header bar.
6. When prompted, tap the **Delete** button to confirm.

How To: Share a Comma-Delimited (CSV) Notes List

The Notes List contains a list of all Notes added to a Student. The Notes List is shared as a comma-delimited (CSV) file, which can then be imported and used in popular office applications.

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the Student record you would like to email Notes for.
3. Tap the ⬜ button on the footer bar.
4. Tap the ⋮ button on the header bar.
5. Tap the **Share CSV** button.

How To: Share a Plain Text Notes List

The Notes List contains a list of all Notes added to a Student.

1. On the SAM Home screen, tap **Manage Students**.
2. Tap the Student record you would like to share Notes for.
3. Tap the ⬜ button on the footer bar.
4. Tap the ⋮ button on the header bar.
5. Tap the **Share Text** button.

Scan Attendance

How To: Scan Attendance Using Mobile Device Camera

Two different scan modes are provided: Continuous Scan and Manual Scan.

Continuous Scan

1. On the SAM Home screen, tap **Scan Attendance**.
2. Scanning will start automatically.
3. Place a Student card in front of the device camera to scan the barcode.
4. Once the barcode is scanned and attendance added, scanning will automatically resume to automatically scan the next Student card you place in front of the device camera.

Tip: Depending on your mobile device performance, increase or decrease the Scan Delay preference to ensure scanning the same Student card repeatedly and adding duplicate attendance records is avoided.

Manual Scan

1. On the SAM Home screen, tap **Scan Attendance**.
2. Tap the ▶ button on the footer bar to start scanning.
3. Place a Student card in front of the device camera to scan the barcode.
4. Once the barcode is scanned and attendance added, scanning will stop.
5. Repeat steps 2 and 3 for each Student card you want to scan.
6. To stop scanning at any time, press the ■ button on the footer bar.

How To: Switch Between Continuous and Manual Scan Mode

1. On the SAM Home screen, tap **Scan Attendance**.
2. Tap the ⋮ button on the header bar.
3. Tap the **Manual Scan** button to switch to Manual Scan Mode.
4. Tap the **Continuous Scan** button to switch to Continuous Scan Mode.

How To: Scan Attendance Using Saved Student Card Images

1. On the SAM Home screen, tap **Scan Attendance**.
2. Tap the ⋮ button on the header bar.
3. Tap the **Pick Image** button.
1. Use the **File Manager** to select the Student card image to scan.
4. Tap the **Open** button on the File Manager footer bar.

How To: Changes Preferences during Scanning

1. On the SAM Home screen, tap **Scan Attendance**.
2. Tap the ⚙ button on the header bar.
3. Set preference options as required.
4. Tap the ✔ button on the header bar to return to scanning.

Attendance Reports

How To: Generate Attendance Reports

Attendance Reports are provided for a tabular data representation of key attendance metrics.

1. On the SAM Home screen, tap **Attendance Reports**.
2. Slide the **Report Start Date** wheel to the required date to report from.
3. Slide the **Report End Date** wheel to the required date to report to.
4. Tap a report button.

Attendance Detail Report
The report includes all attendance records with Student Name, Attendance Type, Attendance Date and an indicator to show whether the record was tagged with GPS coordinates.

Attendance Summary Report
The report includes a count of the total number of attendance records for all Students and can be filtered further to show Daily, Monthly or Annual totals.

Attendance Type Report
The report includes a count of the number of attendance records for each Attendance Type scanned and can be filtered further to show Daily, Monthly or Annual totals.

Absenteeism Report
The report includes a list of all Attendance Dates, Class Names and the Students who do not have an attendance record scanned on a particular Attendance Date. Absenteeism uses the Class the Student is directly linked to in order to determine whether a Student was absent on a particular date.

Class Summary Report
The report includes a count of the number of attendance records for each Class scanned and can be filtered further to show Daily, Monthly or Annual totals.

Student Summary Report
The report includes a count of the number of attendance records for each Student scanned and can be filtered further to show Daily, Monthly or Annual totals.

How To: Generate Attendance Reports with Date Shortcuts

Attendance Reports are provided for a tabular data representation of key attendance metrics. Date period shortcuts are provided to quickly drill-down on common reporting periods.

1. On the SAM Home screen, tap **Attendance Reports**.
2. Tap the ⋮ button on the header bar.
3. Tap a date shortcut button.

Today
The Report Start Date and Report End Date wheels will be automatically populated with today's date.

This Week

The Report Start Date and Report End Date wheels will be automatically populated with the current week's Sunday (start) and Saturday (end) dates.

This Month

The Report Start Date and Report End Date wheels will be automatically populated with the first and last date of the current month.

This Year

The Report Start Date and Report End Date wheels will be automatically populated with the first and last date of the current year, i.e. 1st of January to 31st of December.

All Records

The Report Start Date and Report End Date wheels will be automatically populated with the first (minimum) and last (maximum) dates that appear in the database for all attendance records.

How To: Share a Comma-Delimited (CSV) Attendance Report

Attendance Reports are provided for a tabular data representation of key attendance metrics. Attendance Reports are shared as comma-delimited (CSV) files, which can then be imported and used in popular office applications.

1. On the SAM Home screen, tap **Attendance Reports**.
2. Select the required **Report Start Date** and **Report End Date**.
3. Tap a report button.
4. Tap the ⁝ button on the header bar.
5. Tap the **Share CSV** button.

How To: Share a Plain Text Attendance Report

Attendance Reports are provided for a tabular data representation of key attendance metrics.

1. On the SAM Home screen, tap **Attendance Reports**.
2. Select the required **Report Start Date** and **Report End Date**.
3. Tap a report button.
4. Tap the ⁝ button on the header bar.
5. Tap the **Share Text** button.

Attendance Record Management

How To: Edit an Attendance Record

Attendance records may be updated to change the Class Name, Attendance Type or Attendance Date attributes.

1. On the SAM Home screen, tap **Attendance Reports**.
2. Select the required **Report Start Date** and **Report End Date**.
3. Tap the **Attendance Detail** report button.
4. Tap the attendance record you would like to edit.
5. Tap the ✏ button on the footer bar.
6. Select a new **Class Name**.
7. Select a new **Attendance Type**.
8. Slide the data wheel to select a new **Attendance Date**.
9. Tap the ✔ button on the header bar.

Please Note: When changing the Attendance Date, SAM will prevent a date in the future from being selected.

How To: Delete an Attendance Record

Deleting an Attendance record is permanent and cannot be undone, so please ensure you backup the SAM database before deleting an Attendance record.

1. On the SAM Home screen, tap **Attendance Reports**.
2. Select the required **Report Start Date** and **Report End Date**.
3. Tap the **Attendance Detail** report button.
4. Tap the attendance record you would like to edit.
5. Tap the ✏ button on the footer bar.
6. Tap the 🗑 button on the header bar.
7. Tap the **DELETE** button to confirm.

How To: View the Student Associated with an Attendance Record

You can quickly navigate to the Student record associated with an Attendance Record.

1. On the SAM Home screen, tap **Attendance Reports**.
2. Select the required **Report Start Date** and **Report End Date**.
3. Tap the **Attendance Detail** report button.
4. Tap the attendance record you would like to view.
5. Tap the 👤 button on the footer bar.
6. SAM will open the Manage Students screen and select the Student.

How To: Map an Attendance Record GPS Coordinates

You can view the location of an attendance scan if your mobile device supports a GPS map application.

1. On the SAM Home screen, tap **Attendance Reports**.
2. Select the required **Report Start Date** and **Report End Date**.
3. Tap the **Attendance Detail** report button.
4. Tap the attendance record you would like to view.
5. Tap the ♀ button on the footer bar.

Please Note: If the attendance record selected was not tagged with GPS coordinate, this feature will not be available.

Attendance Statistics

How To: View Attendance Statistics

The statistics feature provides a quick summary of important attendance figures.

1. On the SAM Home screen, tap **Attendance Statistics**.

Students Scanned %
This metric is calculated by counting the number of Students that have at least 1 scan attendance record and dividing it by the total number of Students.

Average Attendance %
This metric is calculated by first counting the number of days where at least 1 Student was scanned, then multiplying the result by the total number of Students to determine the projected attendance, then dividing the total number of attendance records by the projected attendance.

Active Students %
This metric is calculated by taking the number of Students that have an Active status and dividing it by the total number of Students.

Total Students
This metric is calculated by counting the total number of Students.

Students Scanned
This metric is calculated by counting the number of Students that have at least 1 scan attendance record.

Scans per Student
This metric is calculated by taking the total number of attendance records and dividing it by the number of Students that have at least 1 scan attendance record.

Total Attendance
This metric is calculated by counting the total number of attendance records.

Scan Days
This metric is calculated by counting the number of days where at least 1 Student was scanned.

Scans per Day
This metric is calculated by taking the total number of attendance records and dividing it by the number of days where at least 1 Student was scanned.

Total Classes
This metric is calculated by counting the total number of Classes.

Classes Scanned
This metric is calculated by counting the number of Classes that have Students with at least 1 scan attendance record linked to them.

Scans per Class

This metric is calculated by taking the total number of attendance records and dividing it by the number of Classes that have Students with at least 1 scan attendance record linked to them.

How To: Share Attendance Statistics

The statistics feature provides a quick summary of important attendance figures. Attendance Statistics are shared as a Portable Network Graphics (PNG) image file, which can then be imported and used in popular image editing and office applications.

1. On the SAM Home screen, tap **Attendance Statistics**.
2. Tap the ➦ button on the header bar.

Attendance Charts

How To: Generate Attendance Charts

Attendance Charts are provided for a visual representation of key attendance metrics.

1. On the SAM Home screen, tap **Attendance Charts**.
2. Tap a chart button.

Annual Attendance Chart
This chart will show the total number of attendance records per year.

Monthly Attendance Chart
This chart will show the total number of attendance records per month for the year selected in the header bar.

Top 5 Attendance Types Chart
This chart will show the total number of attendance records for the top 5 types of attendance scanned for the year selected in the header bar.

Top 5 Classes Chart
This chart will show the total number of attendance records for the top 5 Classes for the year selected in the header bar.

Top 5 Students Chart
This chart will show the total number of attendance records for the top 5 Students for the year selected in the header bar.

How To: Share Attendance Charts

Attendance Charts are provided for a visual representation of key attendance metrics. Attendance Charts are shared as Portable Network Graphics (PNG) image files, which can then be imported and used in popular image editing and office applications.

1. On the SAM Home screen, tap **Attendance Charts**.
2. Tap the chart you would like to share.
3. If required, select a **Year** from the header bar dropdown list.
4. Tap the ➦ button on the header bar.

Manage Preferences

How To: Set Your Organization Logo

Your organization logo is displayed on the SAM app Home screen.

1. On the SAM Home screen, tap **Manage Preferences**.
2. Tap the **Pick Image** button to select a logo image from your gallery.
3. Tap the **Rotate Image** buttons to rotate the logo in 90° increments.
4. Tap the **Remove Image** button to clear the logo image.
5. Tap the ✔ button on the header bar.

How To: Set Your Organization Name

Provide the name of your school, club or organization and SAM will include it on all relevant app screens, email messages, share text, Student Cards and attendance chart images.

6. On the SAM Home screen, tap **Manage Preferences**.
7. Enter your **Organization Name** (maximum 50 characters).
8. Tap the ✔ button on the header bar.

How To: Switch Between Customers, Employees, Students and Visitors

SAM can be configured to scan attendance for Customers visiting Stores, Employees at Work Sites, Students at Classes, or Visitors at Events.

1. On the SAM Home screen, tap **Manage Preferences**.
2. Select a preference under **Manage**.
3. Tap the ✔ button on the header bar.

How To: Set Scanning and Reporting Preferences

The preferences features allows you to configure the way you would like SAM to manage scanning and reporting features.

1. On the SAM Home screen, tap **Manage Preferences**.
2. Set preference options as required.
3. Tap the ✔ button on the header bar.

Organization Name
Enter the name of your school, club or organization in this field and SAM will include it on all relevant app screens, email messages, share text, Student Cards and attendance chart images.

Manage
Select whether to manage attendance for Customers visiting Stores, Employees at Work Sites, Students at Classes, or Visitors at Events.

Customers	->	Stores
Employees	->	Work Sites
Students	->	Classes
Visitors	->	Events

Enable GPS Location Tagging
This preference, when enabled, will tag each attendance record scanned with the GPS latitude, longitude and timestamp coordinates obtained from the mobile device. If the mobile device has no GPS device, or if the GPS device is disabled, location tagging will not be possible.

Enable Send Attendance SMS
This preference, when enabled, will send an SMS message to the mobile phone number associated with a Student record after an attendance record has been added successfully. The SMS contains information about the attendance type, Class attendance and date and time of the attendance.

Please Note: Charges may apply when sending SMS.

Enable Add Student from Scan
This preference, when enabled, will prompt you to add a new Student if the Student number extracted from the Student card barcode is not found during attendance scanning.

Enable Active Student Scan
This preference, when enabled, will prevent any Student without an Active status to be scanned for attendance purposes.

Enable Scan Class Override
This preference, when enabled, will override the Class that a Student is linked to with the override Class selected in preferences during attendance scanning.

Scan Class Name
This dropdown list becomes available for selection when the Enable Scan Class Override preference is checked and is used to select the override Class.

Scan Attendance Type
This dropdown list is used to select the default Attendance Type to be applied to each record during attendance scanning. The following Attendance Types are available:

1. Approved Break Time
2. Class Attendance
3. Demonstration Attendance
4. Event Attendance
5. Extra-Mural Activity
6. Seminar Attendance
7. Start of Day (Clock In)
8. End of Day (Clock Out)

Scan Camera
This dropdown list becomes available for selection if the mobile device has 1 or more cameras and is used to select the default camera to use during attendance scanning.

Scan Mode
This dropdown list becomes available for selection if the mobile device has 1 or more cameras and is used to select the scan mode to use during attendance scanning. Available options are:

Manual Scan Mode: SAM will wait for you to press START to start scanning. When a barcode is found and an attendance record is inserted, the app will stop scanning until you press START again.

Continuous Scan Mode: SAM will automatically start scanning. When a barcode is found and an attendance record is inserted, the app will pause scanning for a specified delay period and automatically resume scanning again.

Scan Delay
This dropdown list becomes available for selection if the Scan Mode is set to Continuous and is used to select how long, in seconds, SAM should pause scanning before automatically resuming scanning again.

Max Scans per Day
This preference provides the ability to restrict the total number of times that a Student can be scanned for attendance purposes per day. If set to 0, the Student can be scanned an unlimited number of times per day, but if set to any value higher than 0, SAM will prevent a Student from being scanned for attendance purposes if the Student has already exceeded the maximum number of scans for that particular day.

Report Filter
This dropdown list is used to select the default filter to be applied when generating Attendance Reports. Available options are:

By Day   : reports will be filtered to display daily attendance counts.
By Month   : reports will be filtered to display monthly attendance counts.
By Year   : reports will be filtered to display annual attendance counts.
All Records : reports will be filtered to display all attendance counts.

Enable Manual Scan Prompt
When this preference is enabled, SAM will ask you to confirm before manually adding an Attendance record directly from the Manage Students screen.

Generate Detailed QR Code
When this preference is enabled, SAM will generate a QR Code for Student cards that contains all information about the Student, including:

- Student Number
- Student First Name
- Student Last Name
- Student Email Address
- Student Mobile Number
- Class Name

When this preference is disabled, SAM will generate a QR Code for Student cards that only contains the Student Number.

Enable App Sound Effects
When this preference is enabled, the SAM app will play sound effects during attendance scanning to provide feedback on successful and failed Student Card scans.

How To: Set an App Colour Scheme

SAM provides 20 different colour schemes for you to choose from.

1. On the SAM Home screen, tap **Manage Preferences**.
2. Scroll to the bottom of the screen.
3. Tap a colour button to select that colour scheme.

How To: Clean Up the Application Folder

The clean-up feature will move files saved in the SAM app's root file folder into the correct sub-folders.

1. On the SAM Home screen, tap **Manage Preferences**.
2. Tap the ⋮ button on the header bar.
3. Tap the **Clean-up Folder** button.

Files are arranged as follows on the mobile device:

Database Backup Files

\Android\data\com.shmoopy.sam\files\Backups V6
This folder contains all database backup files for SAM version 6.

Student Cards

\SD Card\DCIM\Student Cards
This folder contains Student cards in Portable Network Graphics (PNG) format.

Manage Database

How To: Backup the SAM App Database

The backup feature saves a copy of the current SAM app database on your mobile device.

1. On the SAM Home screen, tap **Manage Database**.
2. Tap the **Backup Database** button.

Please Note: By default, database backup files are saved to the \Android\data\com.shmoopy.sam\files\Backups V6 folder on the mobile device.

Last Backup Date

This fields shows the date and time on which the SAM app database last had a backup, including a backup performed on Dropbox.

How To: Restore the SAM App Database from a Backup

The restore feature will restore the SAM app database from a previous backup saved on your mobile device.

1. On the SAM Home screen, tap **Manage Database**.
2. Tap the **Restore Database** button.
3. Use the **File Manager** to select the database backup file to restore.
4. Tap the **Open** button on the File Manager footer bar.
5. When prompted, tap the **Restore** button to confirm.

Warning: Restoring the database from a previous backup will completely overwrite the current SAM app database and all of its content.

Note: When a database is restored, SAM will automatically configure the restored database to match the currently selected management type, i.e. Customer, Employee, Student or Visitor.

How To: Factory Reset the SAM App Database

The factory reset feature will delete all records from the SAM app database and restore the database to default conditions.

1. On the SAM Home screen, tap **Manage Database**.
2. Tap the **Factory Reset** button.
3. When prompted, tap the **Reset** button to confirm.

Warning: All records will be deleted from the current SAM app database, including Classes, Students, Student Attendance and Student Notes.

Please Note: Performing a factory reset does not delete any files or folders from the SAM app folder structure, including any database backup files, reports, lists, charts, statistics or Student cards that may have been generated.

How To: Run SAM App Database Integrity Checks

The integrity check feature will check to ensure that the SAM app database is optimised and does not contain any corrupt or orphaned records.

1. On the SAM Home screen, tap **Manage Database**.
2. Tap the **Integrity Tests** button.

Please Note: If the database integrity check is not successful, please contact our support team at support@shmoopysoft.co.za.

Manage Dropbox

How To: Authorise SAM for Access to a Dropbox Account

To make use of Dropbox integration features, you first need to authorize and link SAM to your Dropbox account.

1. On the SAM Home screen, tap **Manage Database**.
2. Tap the **Manage Dropbox** button.
3. Tap the **Authorize** button.
4. Login to your Dropbox account.
5. Tap the **Allow** button to authorize SAM to link with your account.
6. Copy the Authorization Code provided by Dropbox.
7. Return to the SAM app.
8. Paste the Authorization Code provided by Dropbox into the field provided.
9. Tap the **Link Dropbox** button.

Please Note: Your mobile device needs an active internet connection to make use of Dropbox features and data charges may apply.

How To: Backup the SAM app database to a Dropbox Account

Backing up the SAM database to Dropbox provides an additional level of data security in case your mobile device is lost, stolen or damaged and the SAM app needs to be restored.

1. On the SAM Home screen, tap **Manage Database**.
2. Tap the **Manage Dropbox** button.
3. Tap the **Backup Database** button.

Please Note: Unlike database backups saved on your mobile device, only one database backup file is saved in your Dropbox account at any time.

Tip: By installing the SAM app on multiple devices and linking each SAM app instance to the same Dropbox account, the same SAM app database can be distributed across many devices.

How To: Restore the SAM app database from a Dropbox Account

The restore feature will restore the SAM app database from a backup saved in your Dropbox account.

1. On the SAM Home screen, tap **Manage Database**.
2. Tap the **Manage Dropbox** button.
3. Tap the **Restore Database** button.
4. When prompted, tap the **Restore** button to confirm.

Warning: Restoring the database from a previous backup will completely overwrite the current SAM app database and all of its content.

Note: When a database is restored, SAM will automatically configure the restored database to match the currently selected management type, i.e. Customer, Employee, Student or Visitor.

How To: Unlink SAM from a Dropbox Account

If you no longer want to allow SAM access to your Dropbox account, you can easily unlink the SAM app.

1. On the SAM Home screen, tap **Manage Database**.
2. Tap the **Manage Dropbox** button.
3. Tap the **Unlink Dropbox** button.
4. When prompted, tap the **Unlink** button.

Please Note: Unlinking SAM from your Dropbox account does not delete any database backup file that may exist in your Dropbox folder.

About SAM

How To: Rate the SAM App on Google Play

We really appreciate user feedback and ratings and we would really appreciate your time to rate the SAM app.

1. On the SAM Home screen, tap **About SAM**.
2. Tap the **Rate SAM** button.
3. SAM will open the Google Play Store page where you can rate SAM.

Please Note: Your mobile device needs an active internet connection to visit the Google Play Store and data charges may apply.

How To: Request Email Support

If you need any assistance using the SAM app, or would like to request a new feature, or would like to report a problem, please do not hesitate to contact our support team.

1. On the SAM Home screen, tap **About SAM**.
2. Tap the **Email Support** button.
3. SAM will open a new email message addressed to our support team.
4. Type in as much information as you can and we will attempt to assist you.

Please Note: Your mobile device needs an active internet connection to email our support team and data charges may apply.

How To: Visit the SAM App Website

The SAM app website contains information about SAM's features, our Privacy Policy, EULA, an online user guide and a support contact form.

1. On the SAM Home screen, tap **About SAM**.
2. Tap the **SAM App Logo**.
3. SAM will open the SAM app website.

Please Note: Your mobile device needs an active internet connection to visit the SAM app website and data charges may apply.