



Off-Line Attendance Overview

All users of the new Weekly Attendance functionality can also use the Off-line Attendance Module at no additional charge. The Off-Line Attendance module allows attendance to be captured and saved at the weekly club meetings without being connected to the DaCdb system via an Internet connection. The off-line module supports: 1) manual check-in using the mouse; 2) a bar-code scanner mode, using bar-coded name badges or bar-coded attendance sheets.

Download the Off-Line Application

To use the off-line attendance module, the off-line *application* must first be downloaded and installed on your laptop. This process requires an on-line connection to the Internet and a valid login into the **DaCdb** database. This one-time installation is a two-step process that can be accomplished in less than 5-minutes. The installation process also creates a shortcut ICON on your desktop for Off-Line Weekly Attendance.

Setup for Off-Line Processing



Once the application is installed in your laptop, just click on the **Off-Line Attendance** ICON shortcut to start the application. If this is the first time the application is being run, then the initial **Setup** for the off-line processing module is required.

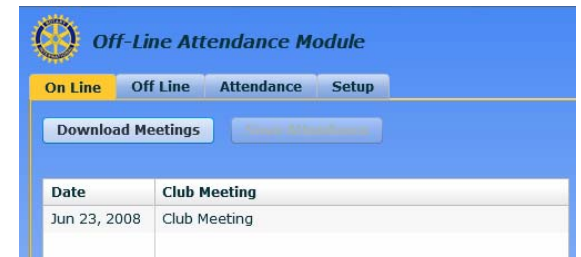
The URL and Destination have already been pre-configured, but the User's login name and Password for the **DaCdb** system are required.



Once this information has been entered and saved, it never needs to be re-entered unless the **DaCdb** username and/or password are changed.

Downloading OPEN Meetings

All open meetings (on-line) are available for downloading. First, click the **On-line** tab, and then click on the **[Download Meeting]** button to transfer that meeting's member information into your laptop.



Selecting Off-Line Meetings

Once the meeting(s) are downloaded into your laptop, you simply take your laptop to the club meeting. At the meeting, click on the Off-Line Attendance ICON, then click **Off-Line** tab, and then click the **[Load Local Meeting]** button. All meetings that have been downloaded and available for Attendance entries are listed. Then, just **select** the meeting for which you wish to enter the Weekly Attendance.



Entering your Attendance

When a local meeting is selected, the system automatically switches to the **Attendance** tab and Attendance entry is ready to begin. All the club members are listed in alphabetical order, along with their Member Type.

Recording Attendance Data, either:

- ✓ Check off each member that has attended
- ✓ Enter their UserID (not the RI MemberID) into the UserID text area (via scanning).

The UserID text entry is set up for bar-coded scanning of either the Member Badge or a pre-printed attendance sign-in sheet. This enables quick and repetitive scanning.

All attendance information is immediately saved in a local database in your laptop. There is **no** Save or Update button required.

A “notes field” is also available beside each member’s name. An entry in the notes field is optional. This field could be used for notes such as the number of guests brought to the meeting, meals credits, etc. This field is uploaded and included along with other weekly attendance notes.



Uploading Attendance Data

After the club meeting, simply upload the meeting attendance into the **DaCdb** database. This requires an Internet connection and a valid login to the **DaCdb** database. First, click the **Off-Line Attendance** ICON on your desktop, then the **Off-Line** tab, and then select the meeting to upload. The **[Save Attendance]** button is now active. Just click the **[Save Attendance]** button and the upload process begins. Once the upload process completes, the attendance data is immediately available for any additional on-line reporting and/or the monthly attendance submission.

Reporting for Off-Line Attendance

There is **NO** off-line attendance reporting currently available.

However, all Attendance reports are available in the On-Line attendance reporting functions, once the Off-Line data has been uploaded into the **DaCdb** database.

Security

To use the Off-Line attendance module, the user must have a valid **DaCdb** login. The user must also have a security role level of 3+, and be a member of the club they wish to record attendance for.

Off-Line Attendance Considerations

- ✓ To use the Off-Line attendance functions, the club meeting **MUST** first be created on-line, and be in an OPEN status. This makes the member information available for downloading to the Off-Line module.
- ✓ New club members that have joined after the club meeting was created will need to be dealt with on-line. Unless the Off-Line attendance records are re-created after the member joins, they will not be included in the download. Therefore, we do **not** recommend creating too many Weekly Meetings in advance of the actual meeting dates (as any new members will not be included in those on-line or off-line datasets).
- ✓ Zone level users that have access to multiple accounts can only record Off-Line attendance information for their own home account and club.

For more information on any Attendance function, or to arrange for an on-line demo, please contact:

- Mike Thacker 252-257-2563
- Mark Landmann 303-470-1928

Ask about the new DUES module and getting a CLUB web site at bundled package pricing, which is less than the sum of the individual options).