



## Help and FAQs

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## What is EZCheck.me?

EZCheck.me is a web-based attendance tracking platform for universities, schools, webinars, and professional training.

The platform has two 'sides': The Host Dashboard, and the Attendees App. Using the Host Dashboard, teachers or lecturers can run Check-in sessions that students can check into, using the attendees App.

## Basic usage and System requirements

The Host Dashboard is accessible at [EZCheck.me](https://ezcheck.me) and can be used on desktop PCs only, with any modern internet browser, such as Chrome, Firefox, Edge or Safari.

In order to run Check-in Sessions, the Host PC must have a solid internet connection. The session runs directly from the host dashboard and is presented to the attendees like a presentation. In online meetings this is done using screen sharing, and in classrooms - using a projector.

The Attendees App can be used with modern smartphones, using EZCheck.me's iPhone or Android App.

To save time during the first check-in session, it is highly recommended to send the attendees the App links before the first session, and ask them to install it and sign up to the service:

iPhone App: <https://apps.apple.com/us/app/ezcheck-me/id1472247186>

Android App: <https://play.google.com/store/apps/details?id=me.ezcheck>

The Attendees App is the easiest, quickest and most secured way to check-in. However, it is also possible to check-in using EZCheck.me's Web App, which is accessible at [GoEZ.ME](https://ezcheck.me), on both PC and Mobile browsers.

In order to check-in, the attendees must have a solid internet connection (Cellular or Wi-Fi). Also, in order to check-in using QR scan, the attendees must have a camera on her phone.

## Is EZCheck.me free?

The basic version of the platform is free. It enables hosts to run unlimited check-in sessions and view the sessions' summary.

## Premium account

The Premium version of EZCheck.me offers the following benefits:

- Detailed downloadable Excel reports of each course, session, and attendee check-in records.
- Insightful dashboard with stats about your courses and alerts for possible drop-off attendees.
- Geolocation - ideal for in-class / online hybrid settings, as it shows who attended from which.
- Branded sessions with the organization's logo and colors.

- Multiple accounts management (institutional account).

[Contact us](#) to learn more about the premium accounts.

## Signing Up (Hosts)

To sign up to the platform as a host, browse to [EZCheck.me](#) on your PC, and click the upper right 'Sign Up' button. Insert your name, Email address, and password, and after that, you'll be asked to verify your Email address with a code that will be emailed to you.

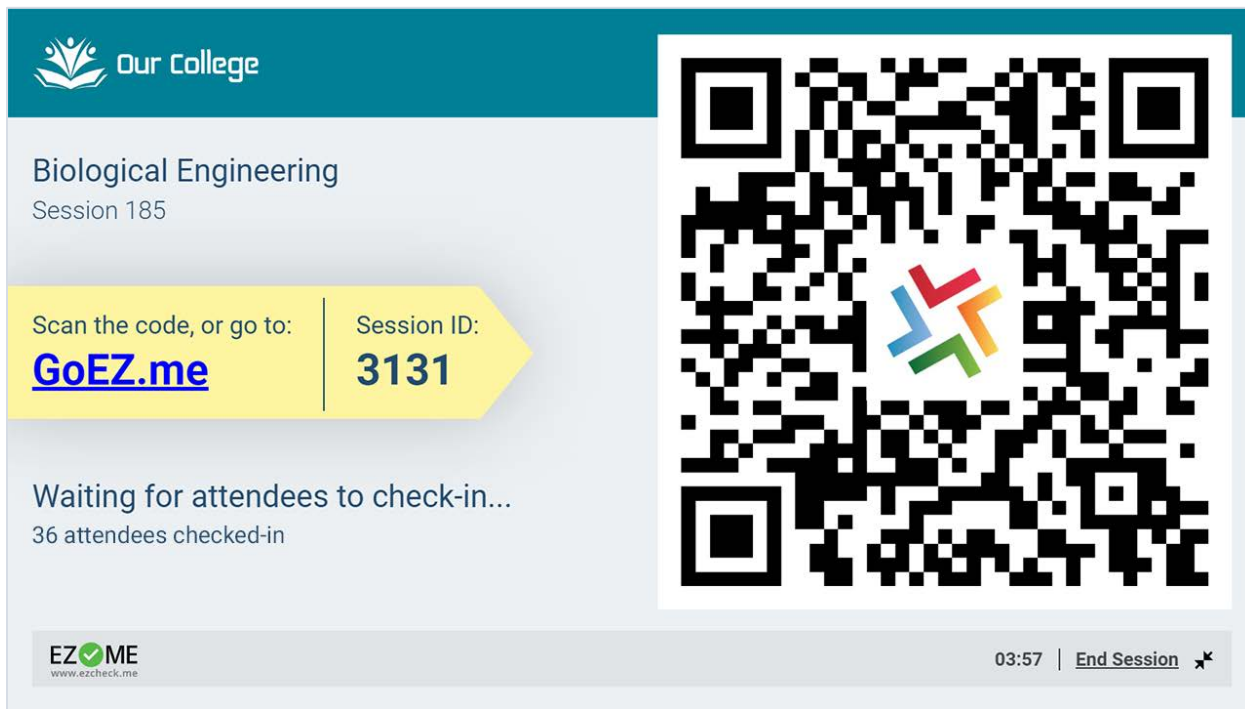
## Signing Up (Attendees)

Attendees should download the EZCheck.me App for [iPhone](#) or [Android](#), and sign up to the platform. They will be asked to verify their phone number with a code that will be texted to them.

Attendees may also sign up without downloading the App, by visiting [GoEZ.ME](#) on their mobile or PC browser. It is important to mention that the using the platform that way does not offer the attendees all the benefits that the App does, such as checking-in quickly via QR code scan, submitting late check-in requests, and viewing the attendee's session check-in history.

## What is a 'Check-in session'?

A Check-in session is a real-time session that the host initiates, typically at the beginning of the lesson. The attendees are presented with a screen that looks like this:



The attendees can check into the session with their smartphones, using four different methods:

### QR Scan

That is the easiest, quickest, and most secured way to check-in, as the QR code is dynamic and it is changing every couple of seconds to verify that the attendee was, indeed, present in class when the code was scanned. This method requires the attendee to use the EZCheck.me Native App.

### Icon Quiz


This method can be used alternatively, in case the attendee cannot scan the code. The Attendee needs to recognize the present icon, which, like the QR code, is changing every 3 seconds. This method can be used with both the native and web Apps.

### Manual Check-in

In case the attendees do not have a smartphone, or if she was late, the host can check her in manually in the dashboard after the session ends.

### Late Check-in request

After the session, attendees can use the App to ask for Late Check-in to sessions they could not Check-in to. They need to tap the session they missed at the App 'History' tab and tap the "Ask for late Check-in..." link.


They will be asked to provide a reason for their late Check-in request, and their attendance will be marked as 'Pending', marked by an orange question mark: .

These requests will be presented at the notification center of the Host Dashboard, and the host can approve or deny each of them individually or approve all of them all at once.


## Sending attendees' instructions (before the first session)

Before running your first session, it is highly recommended to ask your attendees to download and install the EZCheck.me App. You can use the sidebar 'Send attendees' instructions' module to quickly Email or copy these instructions.

## Setting up a Course

To add a new course, click the  icon at the left sidebar. You will be presented with the new course window. Type in the course name, and add optional description, language, ID, and other info. You can also set up a course location for Geofencing sessions.

## Show/ Hide courses

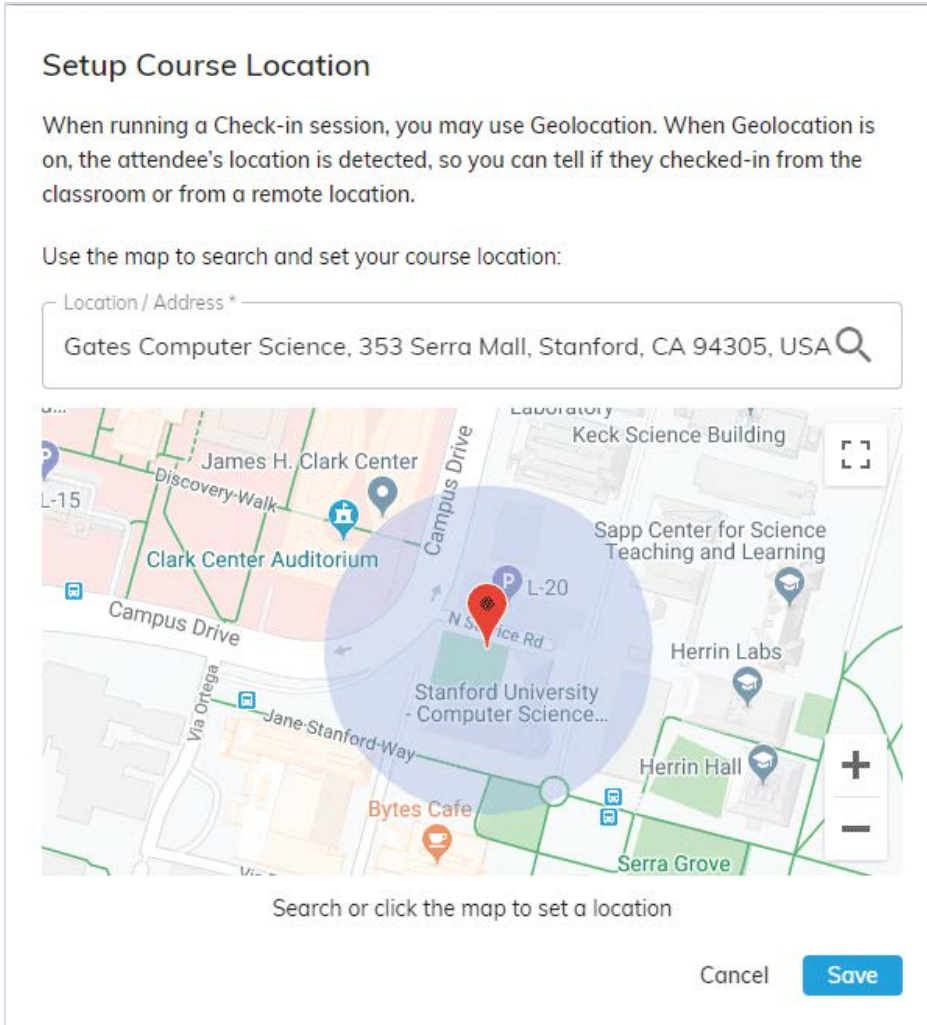
You can hide courses that are not relevant anymore by selecting the course, click the “” menu, and select 'Hide Course...'. The Course will be hidden from the list.

To view Hidden courses, use the “Show Hidden Courses” Switch below the courses list. When the hidden courses are shown, you can select a course and Unhide it.


## Geolocation

To use Geolocation, the host must set a course location. When Geolocation is turned on for a session, the attendee's location is detected and compared against the course location. If they are within 100 meters from the course they are marked as 'Classroom', and if they are over 100 meters from it, they are marked as 'Remote'.

Setting up the course location is done by clicking the course location field at the course setup window. It will open a window that looks like this:



The Geolocation setup window enables setting up the course location by searching for an address or clicking a location on the map. It is highly recommended to set up the course location in advance, before running the sessions.

 The Geolocation feature is available for premium users only, and the attendees must use the EZCheck.me App and allow it to detect their location.

## Running a Session

In order to run a check-in session, simply click the  button, from any screen:

You will be presented with the new Check-in Session window, which looks like this:

### Run a new check-in Session

Course:

Session name:

Session duration:

Select the course, rename the session if you wish, and set up the session duration. You may also run session with unlimited duration. To start the session, click the Red 'Run session' button.

## Resuming a Session

It is possible to resume a session after it ended and check-in more attendees. In case, for example, that some attendees entered the class after the session was ended.

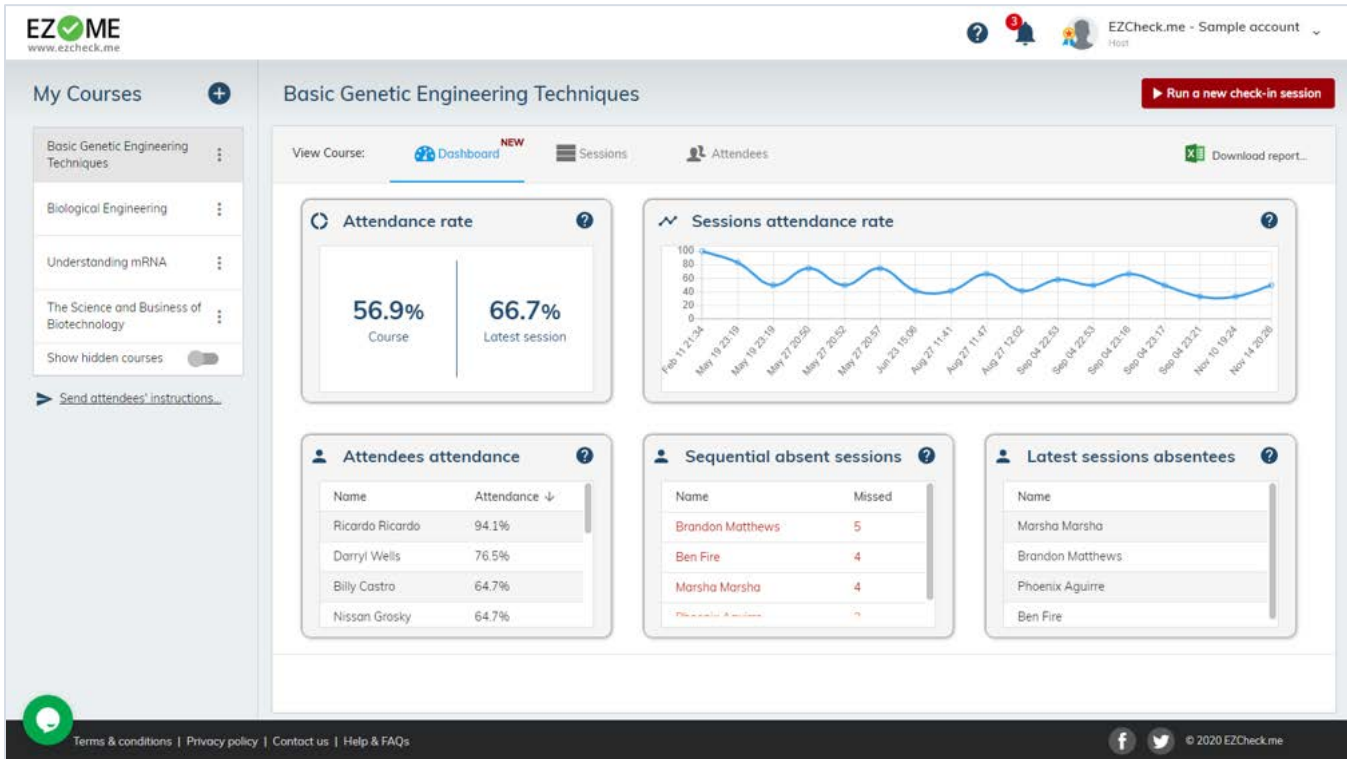
To resume a session, click the course summary, select the 'Sessions' view, hover your mouse over the session and click 'Resume session'.

| <input type="checkbox"/> | # | Session   | Session ID | Date & Time       |                                     |
|--------------------------|---|-----------|------------|-------------------|-------------------------------------|
| <input type="checkbox"/> | 9 | Session 9 | 1462       | Jan 7 2020 19:00  | <a href="#">▶ Resume session...</a> |
| <input type="checkbox"/> | 8 | Session 8 | 1461       | Jan 7 2020 19:00  |                                     |
| <input type="checkbox"/> | 7 | Session 7 | 1305       | Dec 23 2019 15:38 |                                     |

## After running the Session

After running the session, you can click on the course name and view the course summary, using three tabs:

**Dashboard**<sup>NEW</sup> - which gives you overview and insights about your course:



The Dashboard contains 5 panels:

|                                   |   |
|-----------------------------------|---|
| <b>Attendance rate</b>            | Here you can view your overall course attendance rate, together with the latest session attendance rate |
| <b>Sessions attendance rate</b>   | This graph shows you the attendance rate trend of your course over time                                 |
| <b>Attendees attendance rate</b>  | Your course attendees, sorted by attendance rate  |
| <b>Sequential absent sessions</b> | Your course attendees that missed over 3 Sequential sessions, sorted by missed session                  |
| <b>Latest Session absentees</b>   | Latest session absent attendees   |



The Dashboard is available for Premium users only



Sessions - list all the course's sessions, with high-level information about each:

My Courses +

Basic Genetic Engineering Techniques

Biological Engineering

Understanding mRNA

The Science and Business of Biotechnology

Show hidden courses

Send attendees' instructions

Basic Genetic Engineering Techniques

View Course: Dashboard NEW Sessions Attendees

Download report...

Sessions (17)

| #                        | Session | Session ID | Date & Time | Check-ins          | Attendance Rate |     |
|--------------------------|---------|------------|-------------|--------------------|-----------------|-----|
| <input type="checkbox"/> | 17      | Session 32 | 10050       | Dec 2 2020, 08:10  | 6               | 50% |
| <input type="checkbox"/> | 16      | Session 31 | 9652        | Nov 25 2020, 08:07 | 4               | 33% |
| <input type="checkbox"/> | 15      | Session 30 | 5076        | Nov 18 2020, 08:12 | 4               | 33% |
| <input type="checkbox"/> | 14      | Session 29 | 5075        | Nov 11 2020, 08:05 | 6               | 50% |
| <input type="checkbox"/> | 13      | Session 28 | 5074        | Nov 4 2020, 08:02  | 8               | 67% |
| <input type="checkbox"/> | 12      | Session 27 | 5072        | Oct 28 2020, 08:01 | 6               | 50% |
| <input type="checkbox"/> | 11      | Session 26 | 5071        | Oct 21 2020, 08:03 | 7               | 58% |
| <input type="checkbox"/> | 10      | Session 10 | 4264        | Oct 14 2020, 08:09 | 5               | 42% |
| <input type="checkbox"/> | 9       | Session 9  | 4263        | Oct 7 2020, 08:15  | 8               | 67% |
| <input type="checkbox"/> | 8       | Session 8  | 4262        | Sep 30 2020, 08:10 | 5               | 42% |
| <input type="checkbox"/> | 7       | Session 7  | 2653        | Sep 23 2020, 08:09 | 5               | 42% |
| <input type="checkbox"/> | 6       | Session 6  | 2155        | Sep 16 2020, 08:02 | 9               | 75% |
| <input type="checkbox"/> | 5       | Session 5  | 2154        | Sep 9 2020, 08:00  | 6               | 50% |

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You may select a session to delete it or rename it using the action menu. Additionally, clicking a session name will drill down into that session to give you detailed view on each attendee check-in, and more.

Attendees - lists a table of the attendee's attendance per each session:

My Courses +

Basic Genetic Engineering Techniques

Biological Engineering

Understanding mRNA

The Science and Business of Biotechnology

Show hidden courses

Send attendees' instructions

Basic Genetic Engineering Techniques



View Course: Dashboard NEW Sessions Attendees

Download report...

Attendees (12)

| Attendee                 | Attendance rate  | 1   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
|--------------------------|------------------|-----|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|
| <input type="checkbox"/> | Addy Feuerstein  | 59% | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ | ✗ | ✓ | ✓  | ✗  | ✓  | ✓  | ✓  | ✓  | ?  | ?  |
| <input type="checkbox"/> | Ben Fire         | 35% | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ | ✗  | ✓  | ✗  | ✗  | ✗  | ✗  | ✗  | ✗  |
| <input type="checkbox"/> | Billy Castro     | 65% | ✓ | ✓ | ✗ | ✓ | ✗ | ✓ | ✓ | ✗ | ✓  | ✗  | ✓  | ✗  | ✗  | ✓  | ✓  | ✓  |
| <input type="checkbox"/> | Brandon Matthews | 29% | ✓ | ✗ | ✓ | ✓ | ✓ | ✗ | ✗ | ✗ | ✗  | ✗  | ?  | ✗  | ✗  | ✗  | ✗  | ✗  |
| <input type="checkbox"/> | Darryl Wells     | 76% | ✓ | ✓ | ✗ | ✓ | ✗ | ✓ | ✓ | ✓ | ✗  | ✓  | ✓  | ✓  | ✓  | ✗  | ✓  | ✓  |
| <input type="checkbox"/> | Fly Flyerdon     | 65% | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✗ | ✓  | ✓  | ✗  | ✓  | ✗  | ✗  | ✗  | ✓  |
| <input type="checkbox"/> | Jennifer Trayer  | 53% | ✓ | ✓ | ✓ | ✗ | ✓ | ✗ | ✓ | ✓ | ✗  | ✗  | ✗  | ✗  | ✓  | ✗  | ✓  | ?  |
| <input type="checkbox"/> | Marsha Marsha    | 41% | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗  | ✓  | ✗  | ✓  | ✗  | ✗  | ✗  | ✗  |
| <input type="checkbox"/> | Nissan Grosky    | 65% | ✓ | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ | ✗ | ✓  | ✓  | ✗  | ✓  | ✓  | ✗  | ✗  | ✓  |
| <input type="checkbox"/> | Phoenix Aguirre  | 53% | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✗ | ✗ | ✗  | ✓  | ✓  | ✗  | ✓  | ✗  | ✗  | ✗  |
| <input type="checkbox"/> | Ricardo Ricardo  | 94% | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |
| <input type="checkbox"/> | Testing Tester   | 53% | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✗ | ✓ | ✗  | ✗  | ✓  | ✗  | ✗  | ✗  | ✓  | ✓  |

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In this view, you may check or uncheck attendees manually from individual sessions by clicking each of the / indication icons. Clicking an attendee name drill down into that attendee to give you detailed view on each session the attendee checked into, as well as her attendance rate and more.

## Instant messages NEW

In the new messages tab, you can send instant messages to your attendees, and they will be receiving them instantly on their phones\*. The messages will also be saved in the attendees' App. Additionally, each message comes with a 'read recipe', so you will be able to see who saw your message and who hasn't.

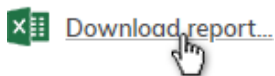
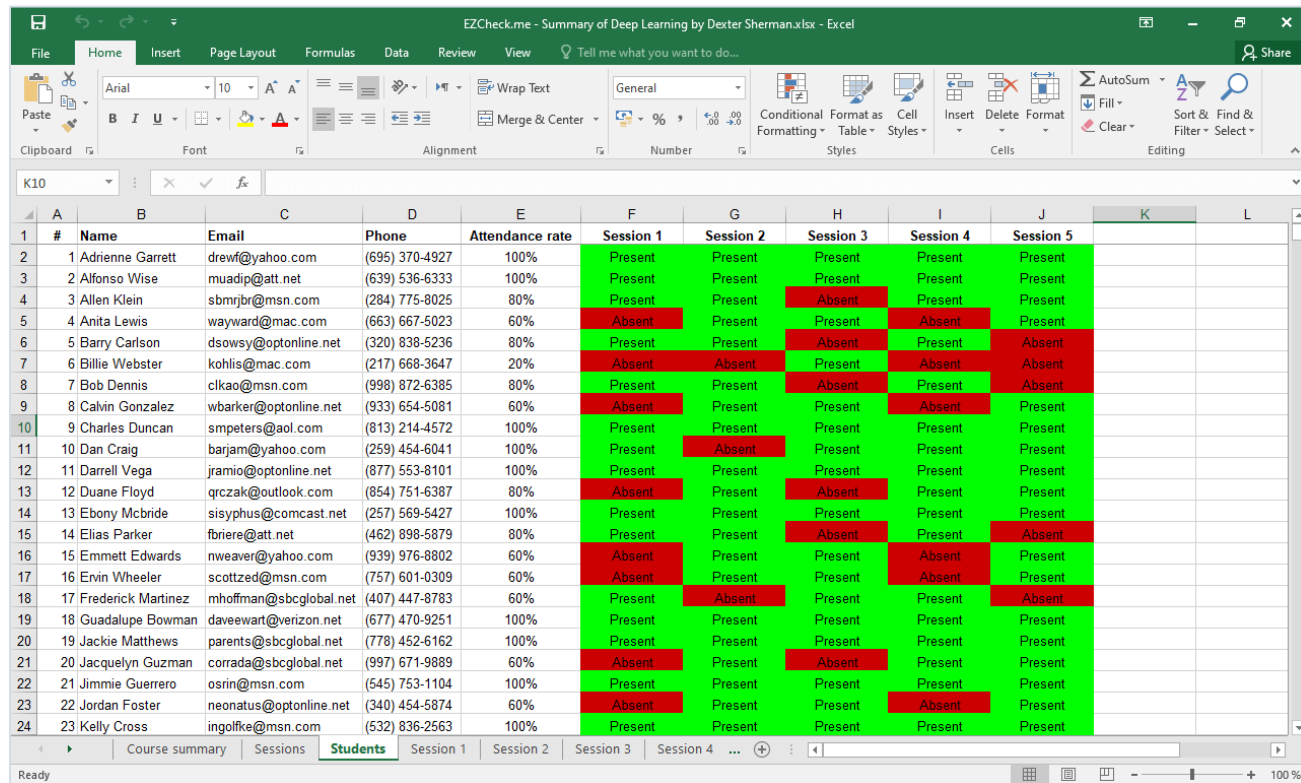
To send a message click on the "New message..." link and type your message.

After sending the message, you can click on it to view the read receipts.


*\*The attendees must update the App to the latest version to receive messages. To get notifications, they must allow App notifications.*

## Reports

After running the sessions, a detailed Excel report can be downloaded for each course, on each session, for each attendee, by clicking the 'Download report' link:

| #  | Name               | Email                  | Phone          | Attendance rate | Session 1 | Session 2 | Session 3 | Session 4 | Session 5 |
|----|--------------------|------------------------|----------------|-----------------|-----------|-----------|-----------|-----------|-----------|
| 1  | Adrienne Garrett   | drewf@yahoo.com        | (695) 370-4927 | 100%            | Present   | Present   | Present   | Present   | Present   |
| 2  | Alfonso Wise       | muadip@att.net         | (639) 536-6333 | 100%            | Present   | Present   | Present   | Present   | Present   |
| 3  | Allen Klein        | sbmjrbr@msn.com        | (284) 775-8025 | 80%             | Present   | Present   | Absent    | Present   | Present   |
| 4  | Anita Lewis        | wayward@mac.com        | (663) 667-5023 | 60%             | Absent    | Present   | Present   | Absent    | Present   |
| 5  | Barry Carlson      | dsowsy@optonline.net   | (320) 838-5236 | 80%             | Present   | Present   | Absent    | Present   | Absent    |
| 6  | Billie Webster     | kohlis@mac.com         | (217) 668-3647 | 20%             | Absent    | Absent    | Present   | Absent    | Absent    |
| 7  | Bob Dennis         | clkao@msn.com          | (998) 872-6385 | 80%             | Present   | Present   | Absent    | Present   | Absent    |
| 8  | Calvin Gonzalez    | wbarker@optonline.net  | (933) 654-5081 | 60%             | Absent    | Present   | Present   | Absent    | Present   |
| 9  | Charles Duncan     | smpeters@aol.com       | (813) 214-4572 | 100%            | Present   | Present   | Present   | Present   | Present   |
| 10 | Dan Craig          | barjam@yahoo.com       | (259) 454-6041 | 100%            | Present   | Absent    | Present   | Present   | Present   |
| 11 | Darrell Vega       | jramio@optonline.net   | (877) 553-8101 | 100%            | Present   | Present   | Present   | Present   | Present   |
| 12 | Duane Floyd        | qczak@outlook.com      | (854) 751-6387 | 80%             | Absent    | Present   | Absent    | Present   | Present   |
| 13 | Ebony McBride      | sisyphus@comcast.net   | (257) 569-5427 | 100%            | Present   | Present   | Absent    | Present   | Present   |
| 14 | Elias Parker       | fbriere@att.net        | (462) 898-5879 | 80%             | Present   | Present   | Absent    | Present   | Absent    |
| 15 | Emmett Edwards     | nweaver@yahoo.com      | (939) 976-8802 | 60%             | Absent    | Present   | Present   | Absent    | Present   |
| 16 | Ervin Wheeler      | scottzed@msn.com       | (757) 601-0309 | 60%             | Absent    | Present   | Present   | Absent    | Present   |
| 17 | Frederick Martinez | mhoffman@sbcglobal.net | (407) 447-8783 | 60%             | Present   | Absent    | Present   | Present   | Absent    |
| 18 | Guadalupe Bowman   | davewart@verizon.net   | (677) 470-9251 | 100%            | Present   | Present   | Present   | Present   | Present   |
| 19 | Jackie Matthews    | parents@sbcglobal.net  | (778) 452-6162 | 100%            | Present   | Present   | Present   | Present   | Present   |
| 20 | Jacquelyn Guzman   | corrada@sbcglobal.net  | (997) 671-9889 | 60%             | Absent    | Present   | Absent    | Present   | Present   |
| 21 | Jimmie Guerrero    | osrin@msn.com          | (545) 753-1104 | 100%            | Present   | Present   | Present   | Present   | Present   |
| 22 | Jordan Foster      | neonatus@optonline.net | (340) 454-5874 | 60%             | Absent    | Present   | Present   | Absent    | Present   |
| 23 | Kelly Cross        | ingolfke@msn.com       | (532) 836-2563 | 100%            | Present   | Present   | Present   | Present   | Present   |

 The downloadable Excel reports are available for premium users only.