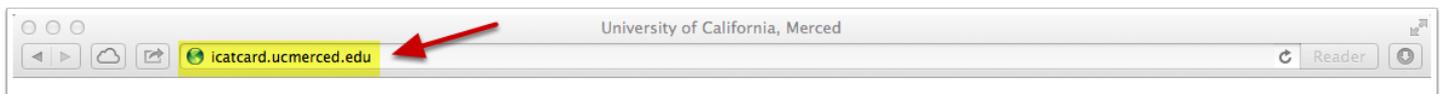


1. Enter the URL

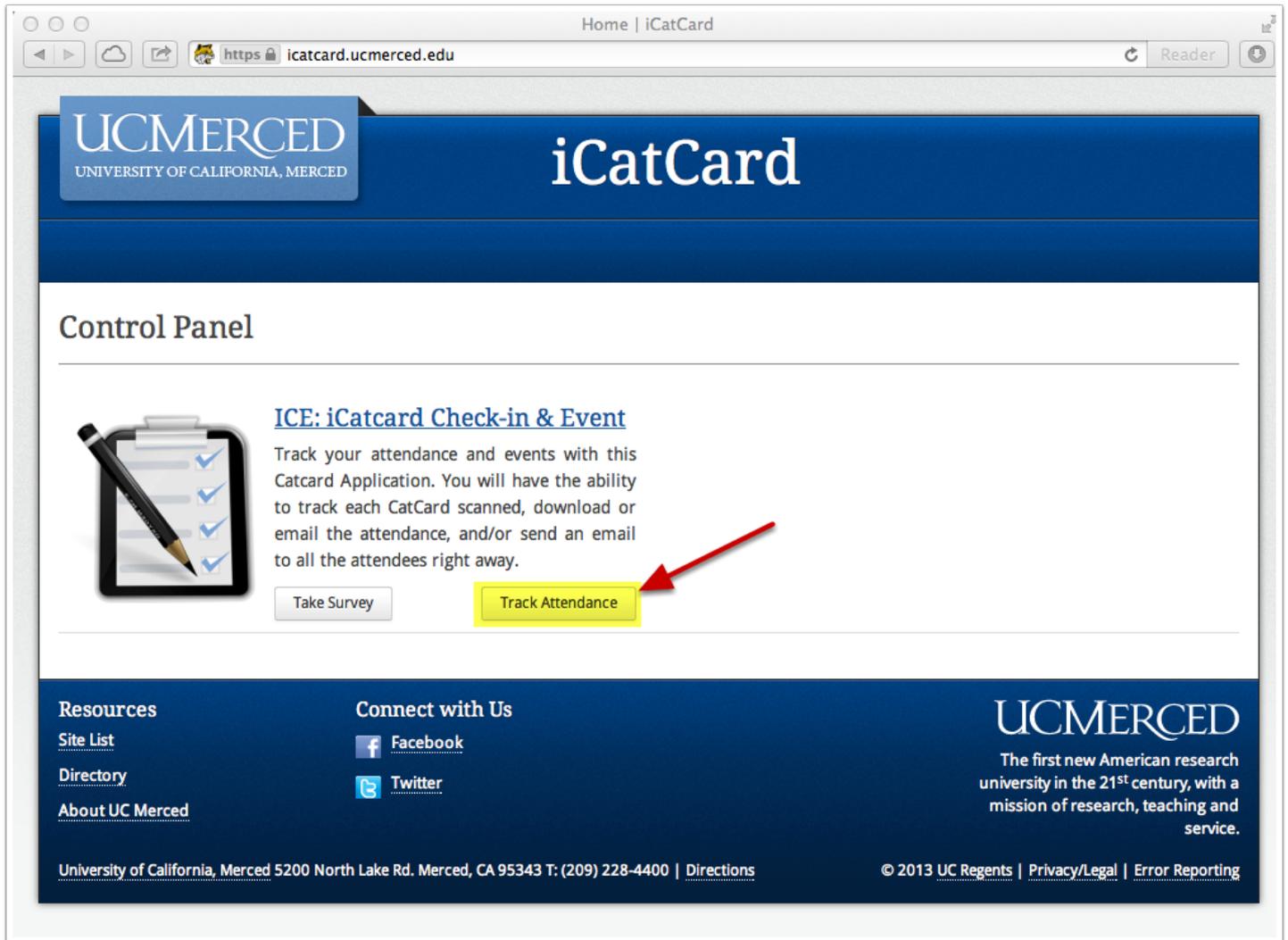
To start, go type in `icatcard.ucmerced.edu` in the the Address Bar and press enter to go the iCatCard System.

NOTE: If the page does not load, it is because of the following:

- You must be connected to a UC Merced Wifi Network or Ethernet Port
- You must be connected through the UC Merced VPN (`janus.ucmerced.edu`)

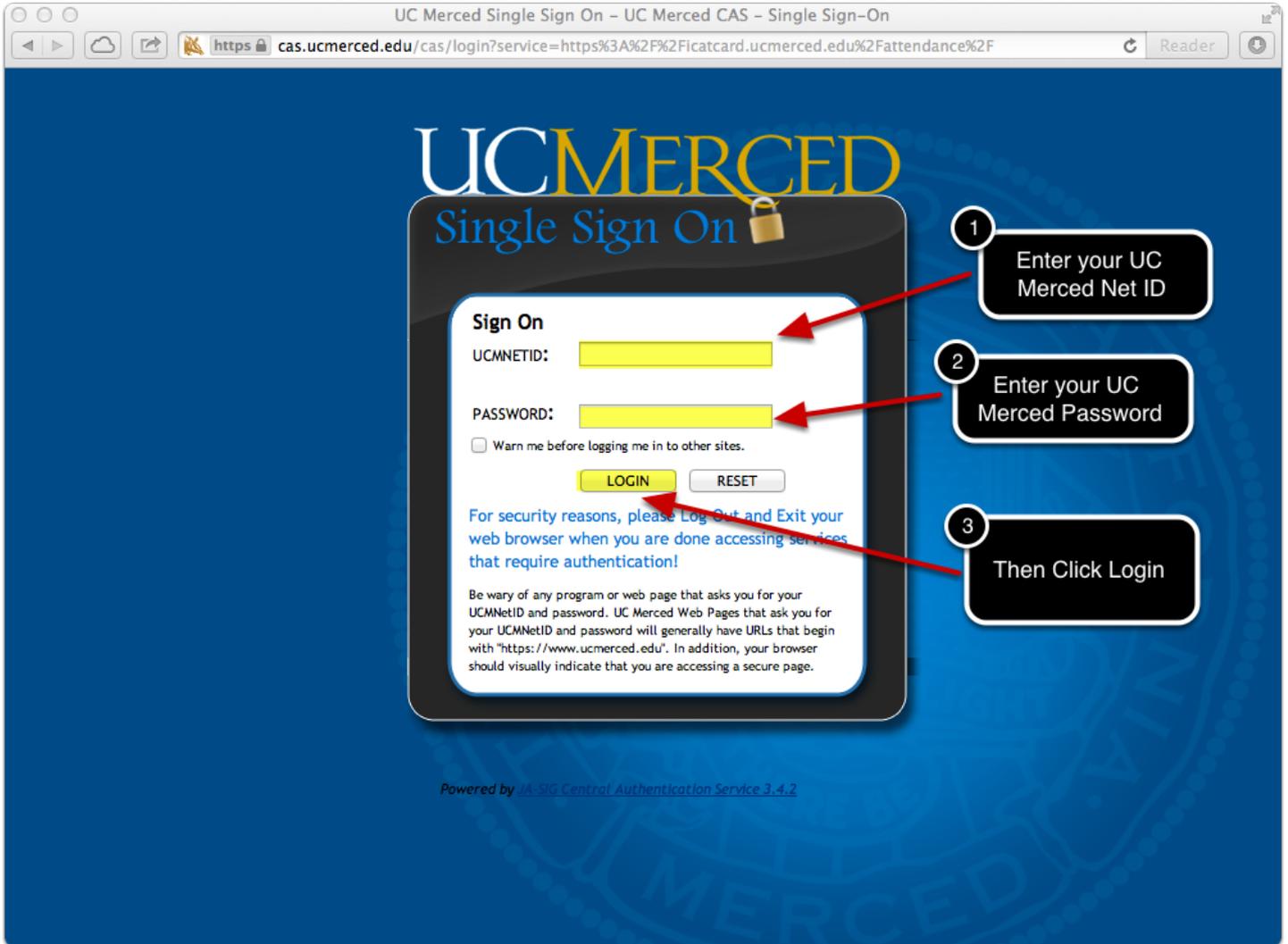


2. Click on Track Attendance.



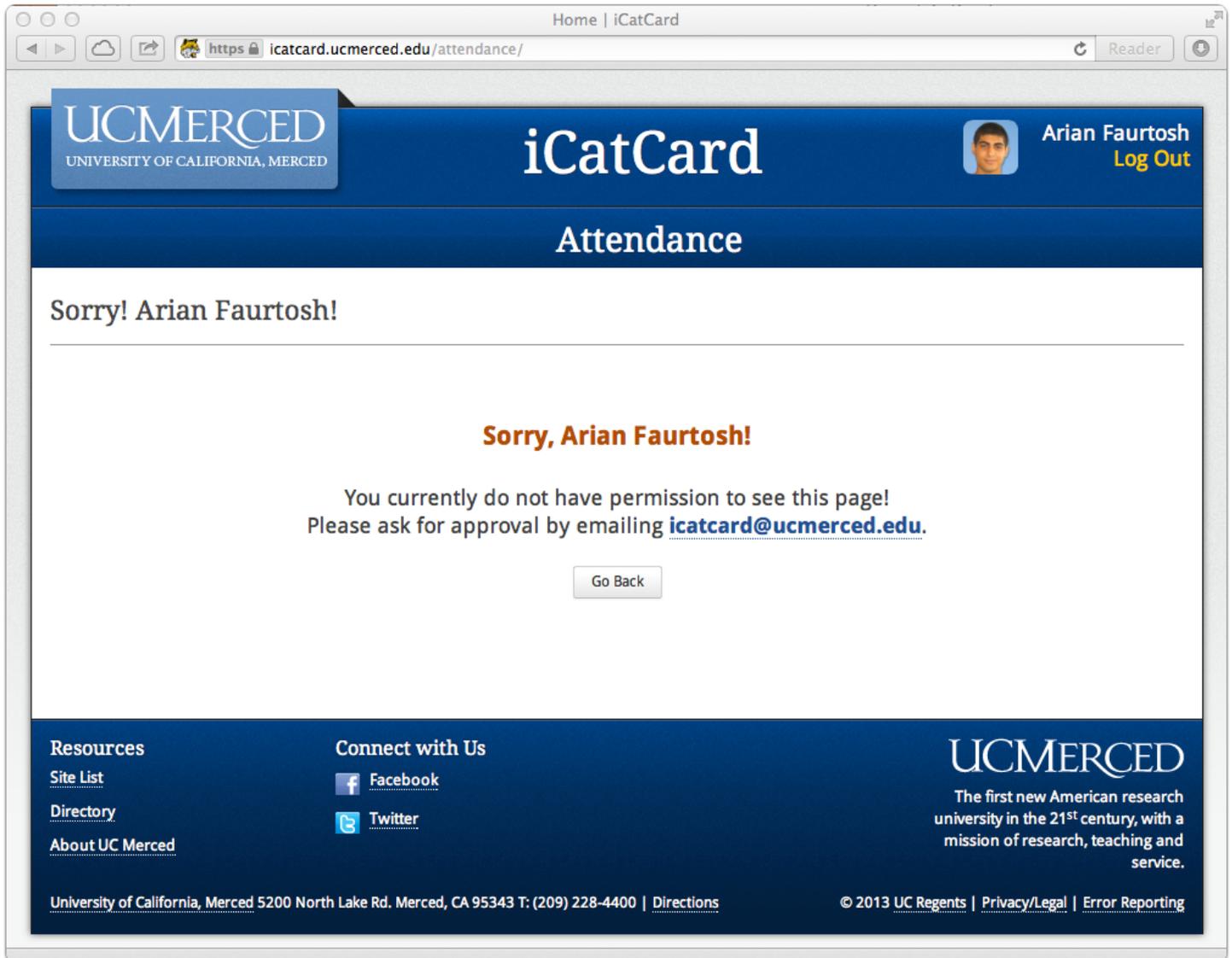
Click the "Track Attendance" button, if this page does not show up please refer to Step 1. Enter the URL Note.

3. Sign On



If you are not logged on to the UC Merced Single Sign on, then enter your **UCMNETID** and your **UCM Password**.

4a. Request Access (skip, if access already granted)



If the screen above is presented after you login to the iCatCard System, it is because you do not have access to the system. Please email icatcard@ucmerced.edu about aquiring access.

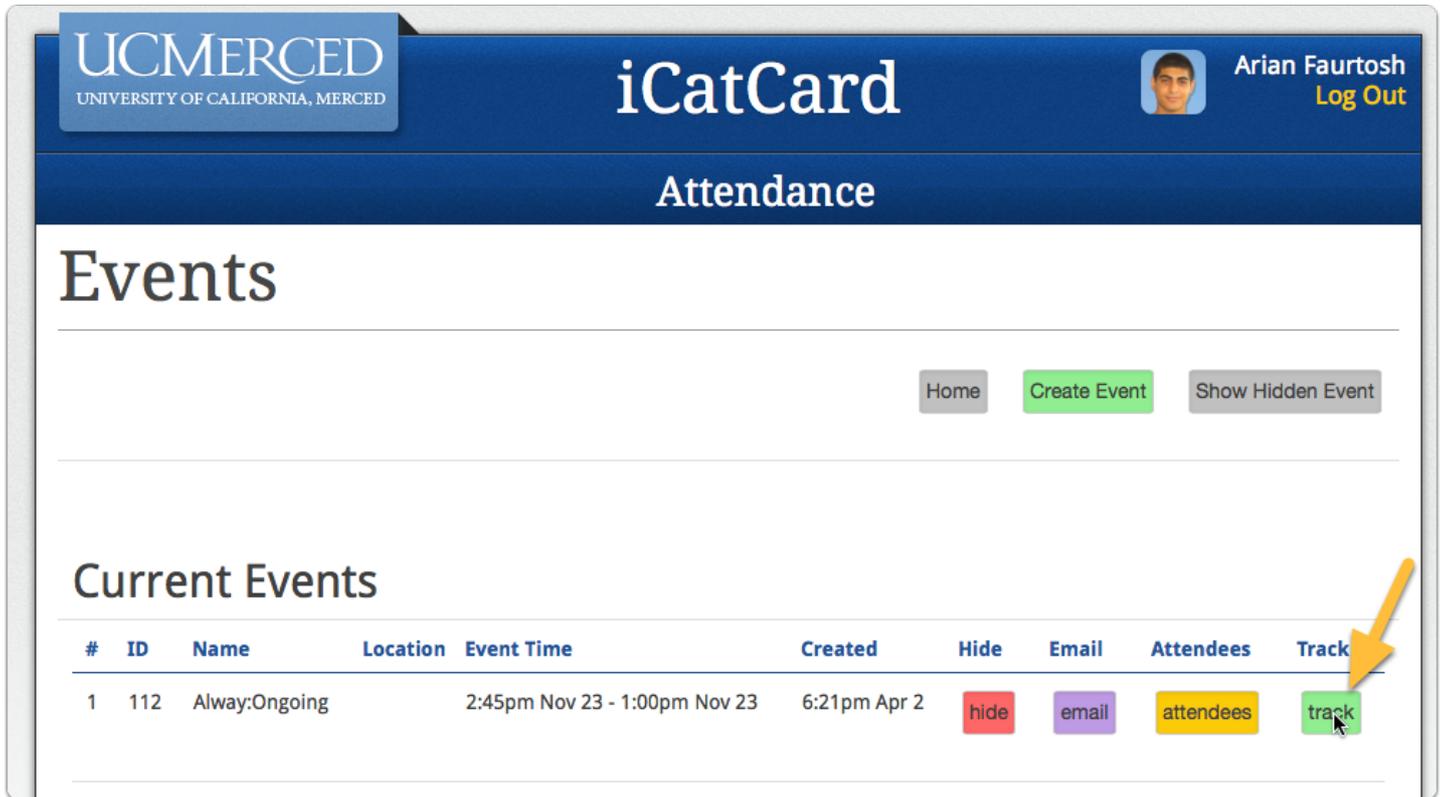
4b. Re-Request Access (skip, if access already granted)

If the screen below is presented after you login to the iCatCard System, it is because you have been previously granted access, however your access has been expired. Please email icatcard@ucmerced.edu about acquiring extended access time.

The screenshot shows a web browser window with the URL <https://icatcard.ucmerced.edu/attendance/>. The page header includes the UC Merced logo, the iCatCard title, and a user profile for Arian Faurtosh with a 'Log Out' link. The main content area is titled 'Attendance' and displays a message: 'Sorry! Arian Faurtosh!' followed by a large orange heading 'Sorry, Arian Faurtosh!' and a paragraph: 'Your membership has been expired for this iCatCard Service! Please ask for extended time by emailing icatcard@ucmerced.edu.' A 'Go Back' button is centered below the message. The footer contains navigation links for 'Resources' (Site List, Directory, About UC Merced), 'Connect with Us' (Facebook, Twitter), and the UC Merced logo with its mission statement. Copyright information for 2013 UC Regents and links for Privacy/Legal and Error Reporting are also present.

5. Open Tracking

Now click on the event that you want to track. The track button will be on the far right, and it will be in green. Remember that you can only track "Current Events".



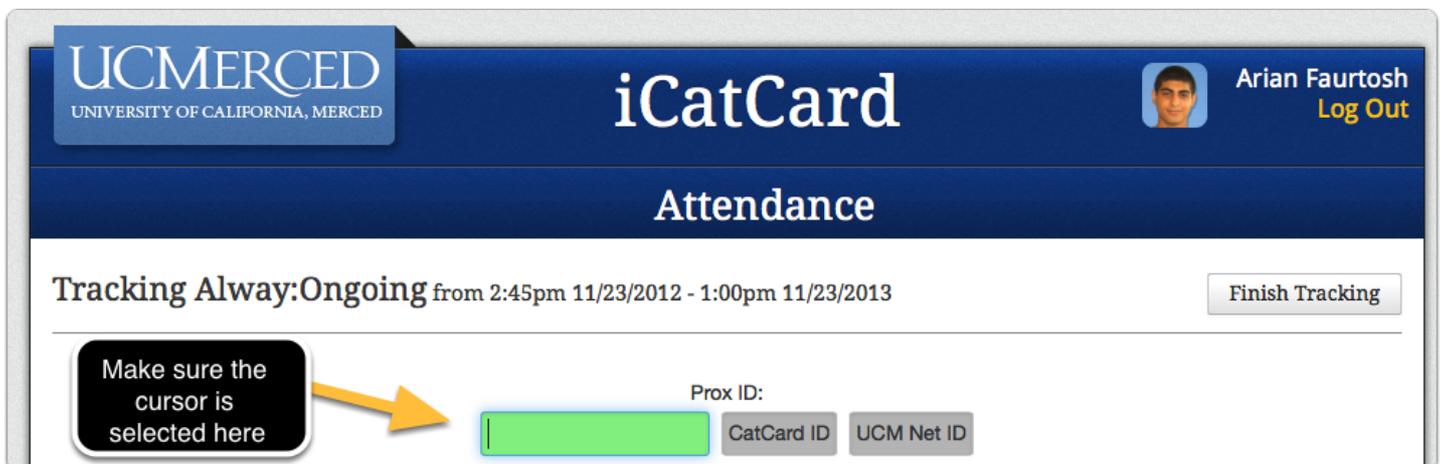
The screenshot shows the iCatCard Attendance interface. At the top, there is a header with the UCMERCED logo, the text 'iCatCard', and a user profile for 'Arian Faurtosh' with a 'Log Out' link. Below the header is a blue bar with the word 'Attendance'. The main content area is titled 'Events' and contains three buttons: 'Home', 'Create Event', and 'Show Hidden Event'. Below this is a section titled 'Current Events' which contains a table with the following data:

#	ID	Name	Location	Event Time	Created	Hide	Email	Attendees	Track
1	112	Alway:Ongoing		2:45pm Nov 23 - 1:00pm Nov 23	6:21pm Apr 2	hide	email	attendees	track

An orange arrow points to the 'track' button in the last column of the table.

6. Track using reader

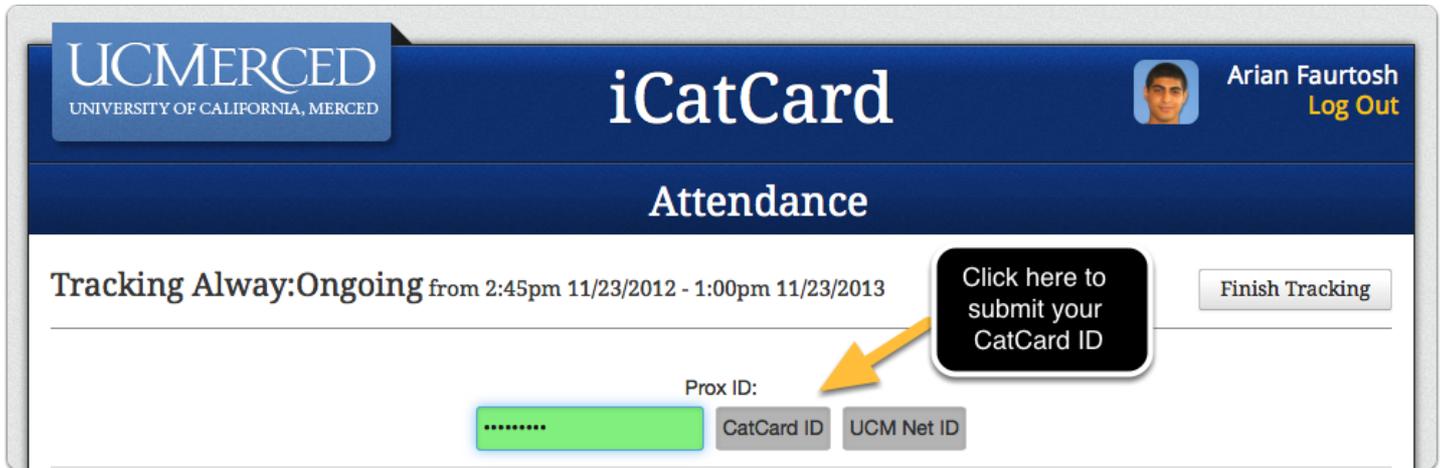
The first and quickest way to track, is to use a USB Reader. Just selected the text field, and start swiping cards.



The screenshot shows the iCatCard Attendance interface for tracking an event. At the top, there is a header with the UCMERCED logo, the text 'iCatCard', and a user profile for 'Arian Faurtosh' with a 'Log Out' link. Below the header is a blue bar with the word 'Attendance'. The main content area is titled 'Tracking Alway:Ongoing from 2:45pm 11/23/2012 - 1:00pm 11/23/2013' and contains a 'Finish Tracking' button. Below this is a section with a 'Prox ID:' label and three input fields: 'CatCard ID', 'UCM Net ID', and a green text field. A black box with white text says 'Make sure the cursor is selected here' with an orange arrow pointing to the green text field.

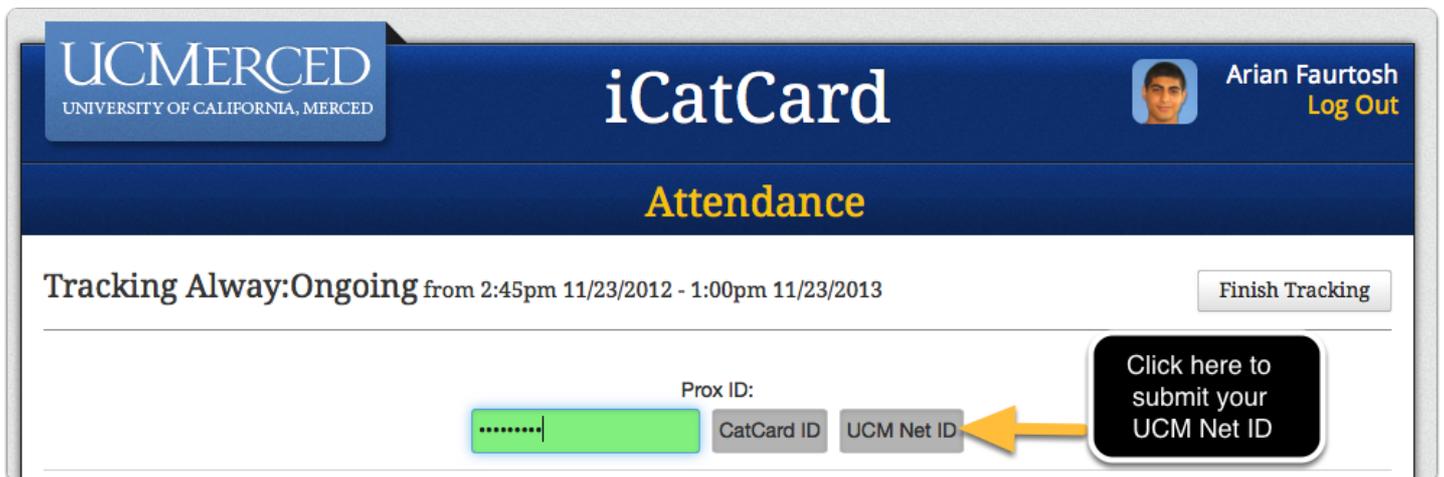
6a. Track using CatCard ID

An alternative way of tracking, is to use CatCard ID. Input the CatCard ID in the textfield, then select CatCard ID



6b. Track using UCM Net ID

An alternative way of tracking, is to use UCM Net ID, which is their UC Merced Username. Input the UCM Net ID into the text field, then select UCM Net ID.



7. Track Box

After doing so your track box will be presented. It includes all vital info about your patron.



Arian Faurtosh

CatCard ID: [REDACTED]

Status: Active

Affiliation: Staff

8. Previously Tracked

Below your Track Box, you will see a previously tracked list... which shows the last 5 people who have been logged.

Trans. ID	In/Valid	Name	Student ID	Criteria	Timestamp	Error Statement
37019	Valid	Arian Faurtosh	[REDACTED]	active staff	3:54pm Nov 13, 2013	
37015	Valid	Arian Faurtosh	[REDACTED]	active staff	3:43pm Nov 13, 2013	
37014	Valid	Arian Faurtosh	[REDACTED]	active staff	3:43pm Nov 13, 2013	
36669	Valid	Arian Faurtosh	[REDACTED]	active staff	3:27pm Nov 7, 2013	
36586	Valid	Arian Faurtosh	[REDACTED]	active staff	11:23am Nov 3, 2013	

Finished Tracking

When you are finished tracking, all you need to do is click "Finished Tracking"



The screenshot displays the iCatCard Attendance interface. At the top left is the UCMERGED UNIVERSITY OF CALIFORNIA, MERCED logo. The main title is "iCatCard". On the top right, there is a user profile for "Arian Faurtosh" with a "Log Out" link. Below this is a dark blue header with the word "Attendance" in white. The main content area shows "Tracking Always:Ongoing" with a time range "from 2:45pm 11/23/2012 - 1:00pm 11/23/2013". A yellow arrow points to a "Finish Tracking" button on the right side of the interface.