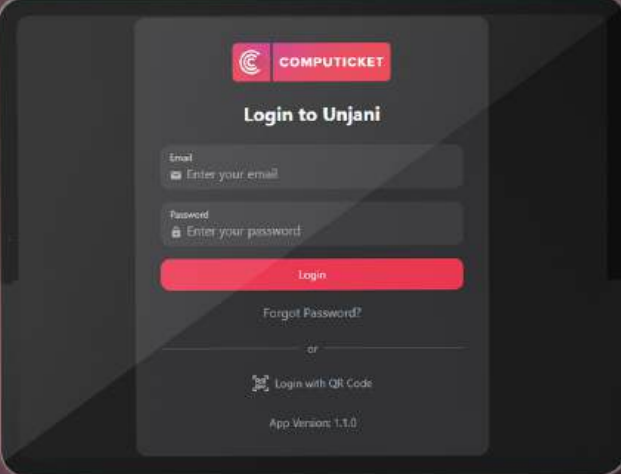


Scan Doc to Create Users

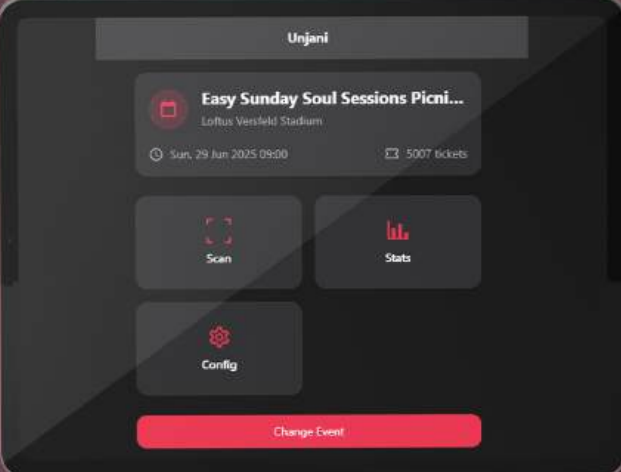
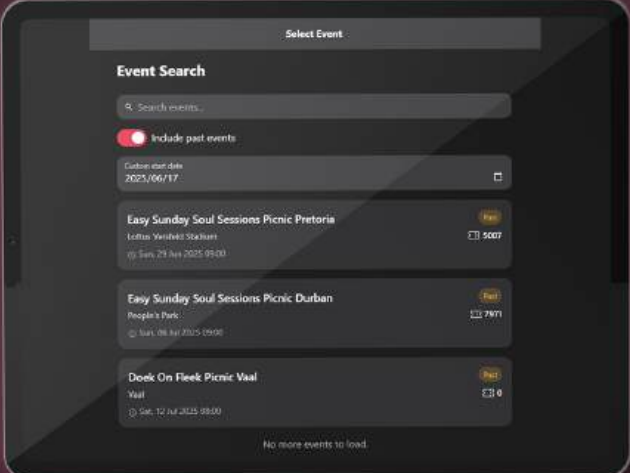


1

Login to your profile with the ADMIN USER and PASSWORD you created

2


Select the event you wish to create users for



3

Select Config





Event Configuration

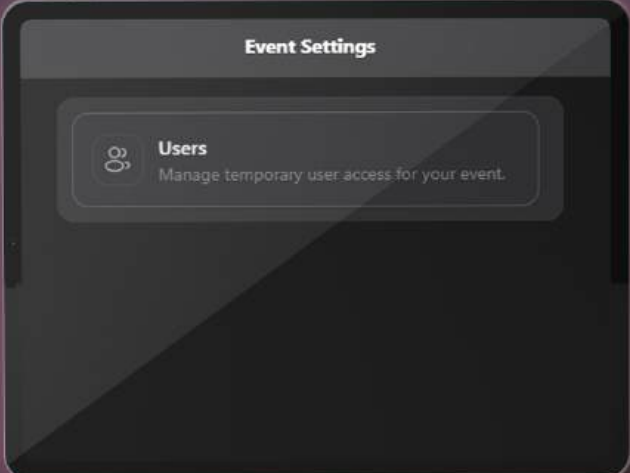
- Event Settings**
Manage event configuration and reset options.
- Device Management**
Configure and monitor scanning devices.

4

Select EVENT SETTINGS

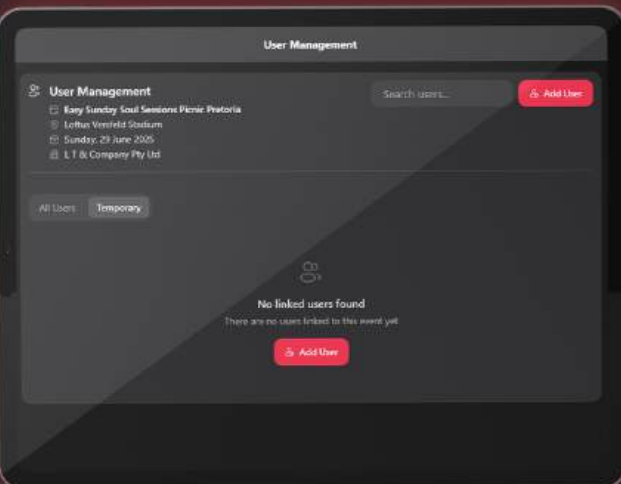
5

Select USERS



Event Settings

- Users**
Manage temporary user access for your event.



User Management

Search (1) users... **Add User**

- Easy Sunday Soul Sessions Picnic Pretoria
- Loftus Varsity Stadium
- Sunday, 29 June 2025
- L T & Company Pty Ltd

All Users Temporary

No linked users found
There are no users linked to this event yet

Add User

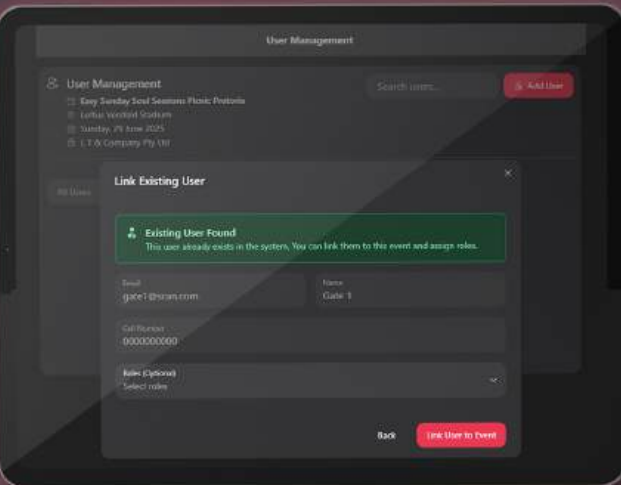
6

Select ADD USER.

Users added will be added as temporary users and only linked to the event you are working and will only be able to be assigned scan or stats roles

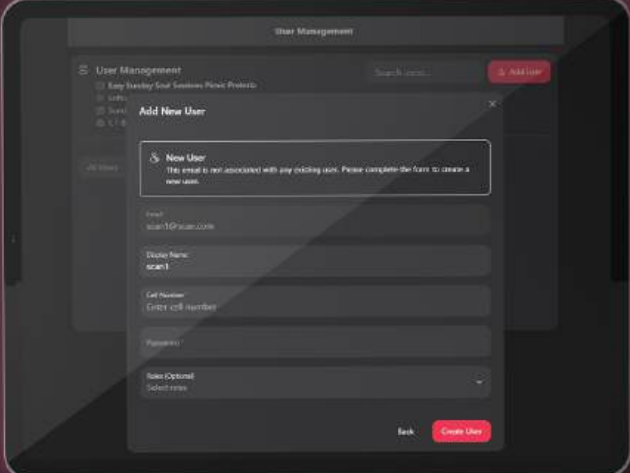


Scan Doc to Create Users



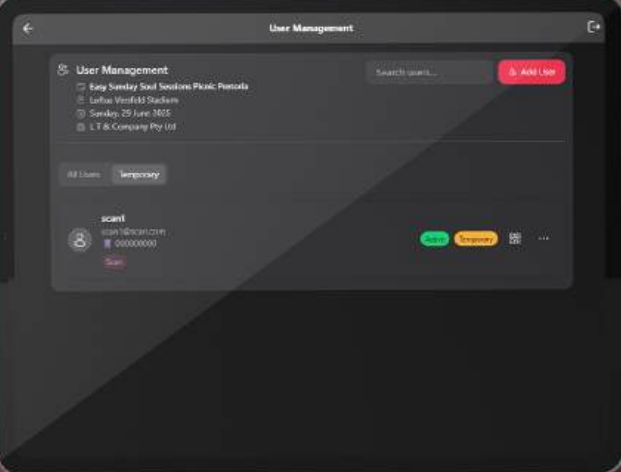
7

Enter the email address of the user. If the user already exists within our system you can assign their role and link them to your event



8

If the user does not exist in the system you will need to enter their details as specified below, create a password and specify their roles before you link them to your event.



9

Once you have linked your users they will display as setup with their assigned roles. Select the back button top left to return to the main menu once you are done creating users.





TIPS:

- 1. It is advised to create individual users for scanning so that you are able to retrieve unique and more accurate scanning stats**
- 2. By having individual users you can monitor device activity, connectivity, battery life and identify location.**
- 3. The stats icon will allow you to access your dashboard for live real time scanning statistics such as: attendance expected, capacity already entered, scan details, flag potential issues or concerns and much much more**



**For support or troubleshooting, call 011 340 8138 or
email boxoffice@computicket.com**

