

## How to use the Views Mobile Application

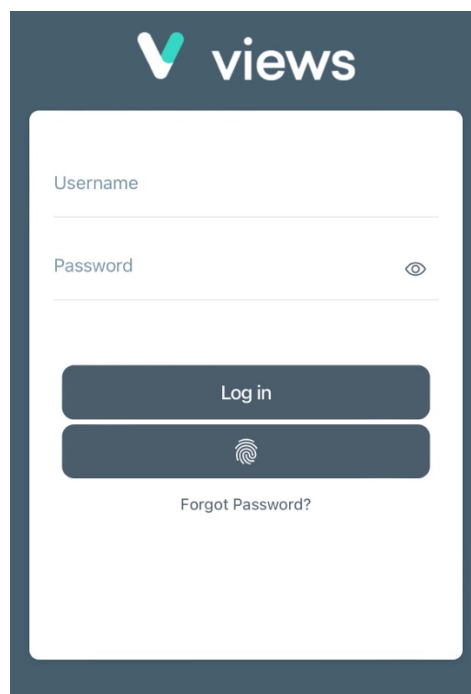
The Views mobile application makes it easy to record attendances and create contacts directly from your smartphone.

### How to download the app

- For iOS (Apple) users, go to the App Store on your device. For Android users, go to the Google Play Store
- Search for 'Views Attendance'
- Download the app to your device

### How to log into the app

- Open the app
- Enter your **username** and **password**. These are the same details that you use to access your Views account

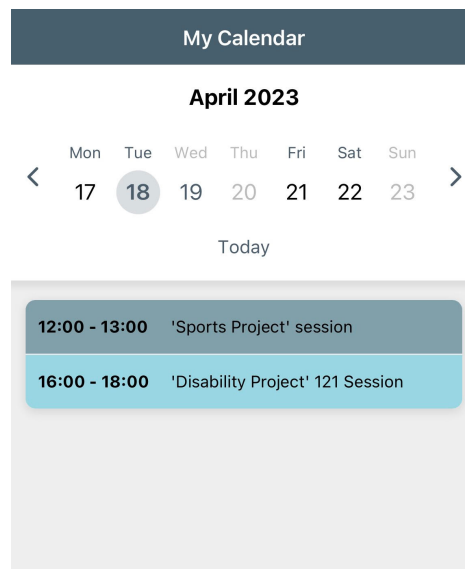


- Click **Log in**

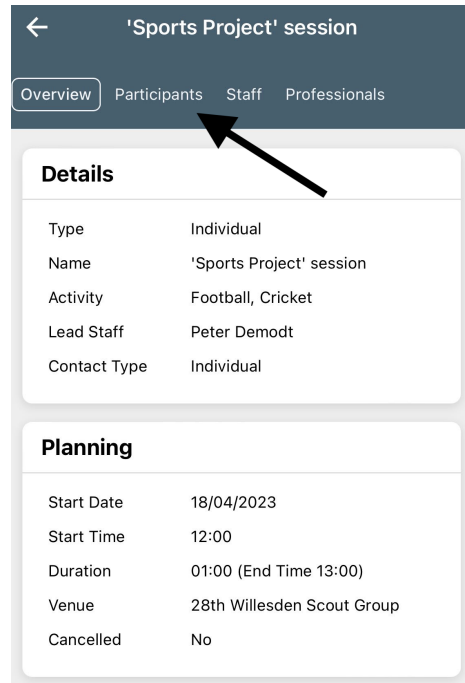
The first time you access the app it may take a few moments to download all sessions. In the app settings, you can enable Biometric log in, so that fingerprint or facial recognition can be used to access the app in the future. Please see the final section of this guide, **How to Change the App Settings**, for more information.

### How to record attendances

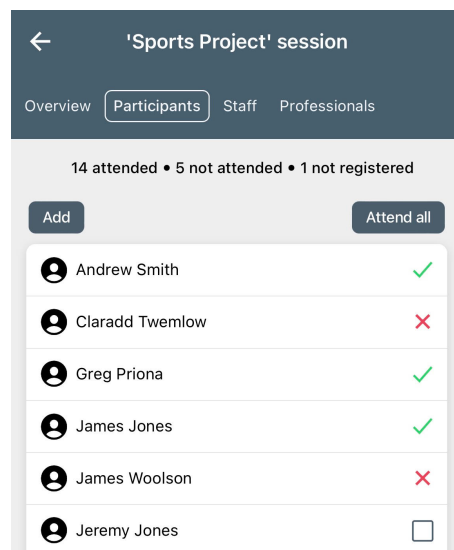
- Click on a session from the calendar page



- Select the relevant contact type, such as **Participants**



- Click on the Tick/Cross/Square attendance icons to change the attendance for individual contacts, or select **Attend All** to change attendance for all contacts



### How to add an existing contact to a register

- From the register page, click on the **Add** button

- Search for the contact using the search bar and then click on their name

Associate new partici... Close

Use the following field to search for existent contacts, or the "Add New Participant" button to create a new contact.

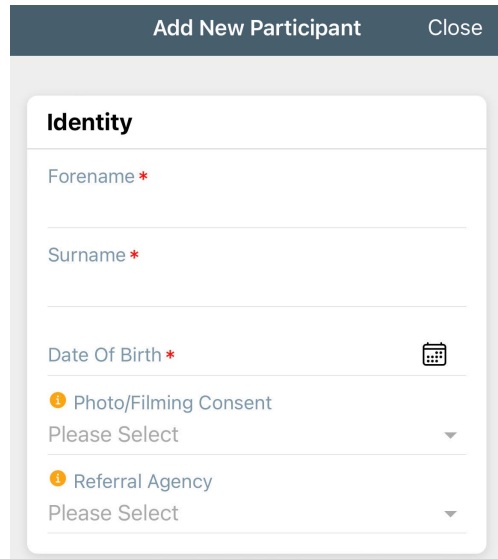
Add New Participant

Id	Name	Search hits	Actions
Here will be listed the selected or created contacts.			

- Repeat for all contacts that you wish to add
- Select **Associate participants** to add the contacts to the register

### How to create a new contact

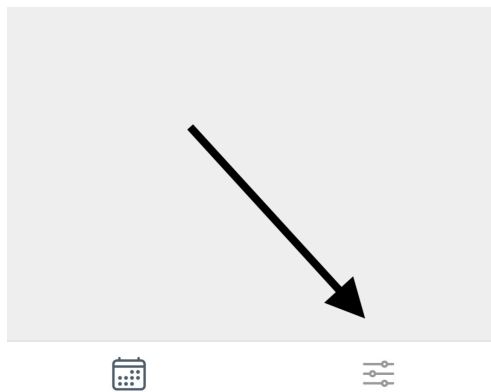
- From the register page, click on the **Add** button
- Click **Add New Participant**
- Complete the form and click **Save**



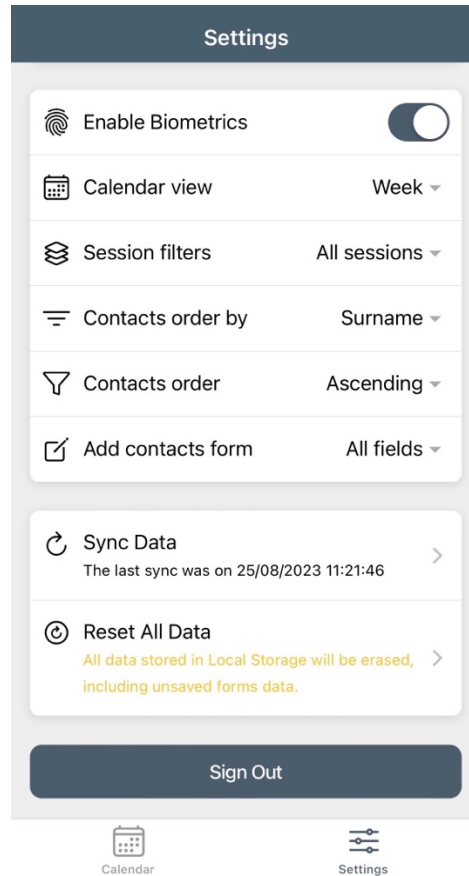
- Select **Associate participants** to add the contact to the register

### How to change the app settings

- Select the **Settings** icon at the bottom of the page



- Several settings will be displayed:



- **Enable Biometrics** – when this is enabled, biometrics, such as fingerprint or facial recognition, can be used to log into the app
- **Calendar View** – change the default calendar view to either *Week* or *Day*
- **Session filter** – change the default calendar view to display:
  - *All sessions* – all sessions in the Views account
  - *My sessions* – sessions where your user login is associated with the staff member delivering the session
  - *Favourites* – sessions linked to Session Groups that have been tagged as Favourites
- **Contacts order by** – set whether registers display in *Forename* or *Surname* order



- **Contacts order by** – set whether registers display in *Ascending* (A - Z) or *Descending* (Z - A) order
- **Add contacts form** – set whether the form that displays when adding a contact shows *all* fields or just *compulsory* fields
- **Sync Data** – sync the app data to your Views account
- **Reset All Data** – reset all data that is held locally on the app