The UCLA A-List mobile App

The A-List is an iOS App that can be used to track attendance.

Collecting attendance data is as easy as sliding an ID card through a magnetic card reader attached to your iPhone or iPad device.

Note: iDynamo magnetic card reader from MagTek® required.

MagTek® iDynamo
PN: 21073084 (30 pin connector)
MagTek® iDynamo 5
PN: 21073131 (Lightning connector)
To begin:

After launching your App, a pop-up will prompt you to enter your email and password through your device’s settings.

Go to Settings and enter in your email and password for the A-List Site.
To adjust your settings:

1. Open your device’s settings.
2. Scroll down and look for A-List.
3. Tap A-List.
4. Enter your email and password.

Note: ‘Use Cellular Data’ must be turned on if you are not using WiFi.
## Events listing:

Return to A-List and select your event from the events list.

Events are listed by order of date, in ascending order.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch and Learn</td>
<td>Apr-28-2016</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>Symposium</td>
<td>May-12-2016</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Seminar Series</td>
<td>Jun-05-2016</td>
<td>12:00 PM</td>
</tr>
</tbody>
</table>
Inserting your card reader:

Insert the card reader to the port. The reader is connected when a picture of an ID card is shown.

An iDynamo magnetic card reader from MagTek® is required to make use of this App. There are two versions of this device available: one for older iOS devices (30-pin connector) and one for more recent iOS devices (Lightning connector).

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PN: 21073131 (Lightning connector)
Ready to scan!

Once the card reader is connected, you may scan the card. Swipe from any direction.

A successful scan will follow with a green check box.

If the scan fails, the App will notify you.
Scan successful!

Read error. Scan again.
Uploading the roster:

To upload your list, tap the Upload button, a square with an arrow pointing up, on the top right of your screen.

A pop-up will tell you if the upload was successful or not.

The roster will be available on the A-List Website.

https://alist.dgsom.ucla.edu/