CardSwipr: Setup and How-to Use

Summary

SOM Information Technology has attendance software in order to take attendance at meetings or events on campus. Use this article for step by step instructions for setting up and using CardSwipr.

Step-by-step guide

To use CardSwipr:

1. You will need to reserve ID card readers and/or a laptop for attendance taking at the Help Desk located at L420. You can email (somit@yale.edu) or call ahead (203-432-7777) to place your reservation to confirm we will have the card readers available to loan at the time of your event. You can stop by the Help Desk M-F from 8-5pm to pick up the equipment.
2. Click here for instructions to use CardSwipr
3. The ID card readers require time to talk to the software. When someone swipes their ID, the light turns red while the information is being passed to the software. The light turns green again when the ID card reader is ready to read the next card. Please confirm the light is green in between card swipes.
4. Please ensure that attendance is accompanied by a live person to confirm the hardware/software are working as expected and not left unattended in a public space.
5. If you need any assistance at all during attendance taking, contact SOMIT immediately at 203 432 7777 or somit@yale.edu.

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