MiniMag Duo USB Card Reader Instructions

You will need:

- ProfLink (http://www.rowan.edu/proflink) account with an approved event and access to track event attendance (any officer roles for example)
- IDMB35XX MiniMag Duo, MagStripe Reader USB card reader: complete a requisition directly with International Technologies & Systems Corp. (vendor #916199319)

Card swipe attendance tracking in ProfLink:

1. Plug in the USB card reader. No additional configuration is needed.
2. Log in to ProfLink and switch to the Manage application, https://rowan.campuslabs.com/engage/actioncenter.
3. In the Action Center click on your organization or search for it.
4. On your organization’s Action Center page, click the menu and select Events:

   Click the menu here ➔

5. Navigate to your event on the Manage Events page and click to view event details:
6. Note the Access Code (access codes are different for each event, make sure you are using the correct Access Code for your event). Copy the Access Code to the clipboard (Ctrl+C). You can also click the button next to the Access Code to display a dialog with this information:

7. Click “Swipe URL” to navigate to the card swipe web page:

8. Press Ctrl+V to paste the Access Code and click “Submit”: 
9. The page will change to display your event name and “Ready to swipe”:

10. Swipe cards using the USB card reader. “Ready to swipe” will quickly change to “Processing...” and then “Success!” with each swipe. You can swipe the next card as soon as “Success!” appears:

11. If you have any difficulty capturing the card swipe, make sure the cursor stays in the white text input box (just click it).

12. If students do not have a card to swipe, they can manually type their 16 digit ISO number and click Submit. You can also use ProfLink’s Track Attendance > + Add Attendance > Text Entry function to manually enter Rowan student e-mail addresses.
13. You can view individual user attendance information at the bottom of the Track Attendance page. To download the event attendance (to send a follow-up survey etc.), click the Export button:

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Attendance</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrecognized User</td>
<td><strong>Attended</strong></td>
<td></td>
</tr>
</tbody>
</table>

[Table showing attendance details]

[Export button]