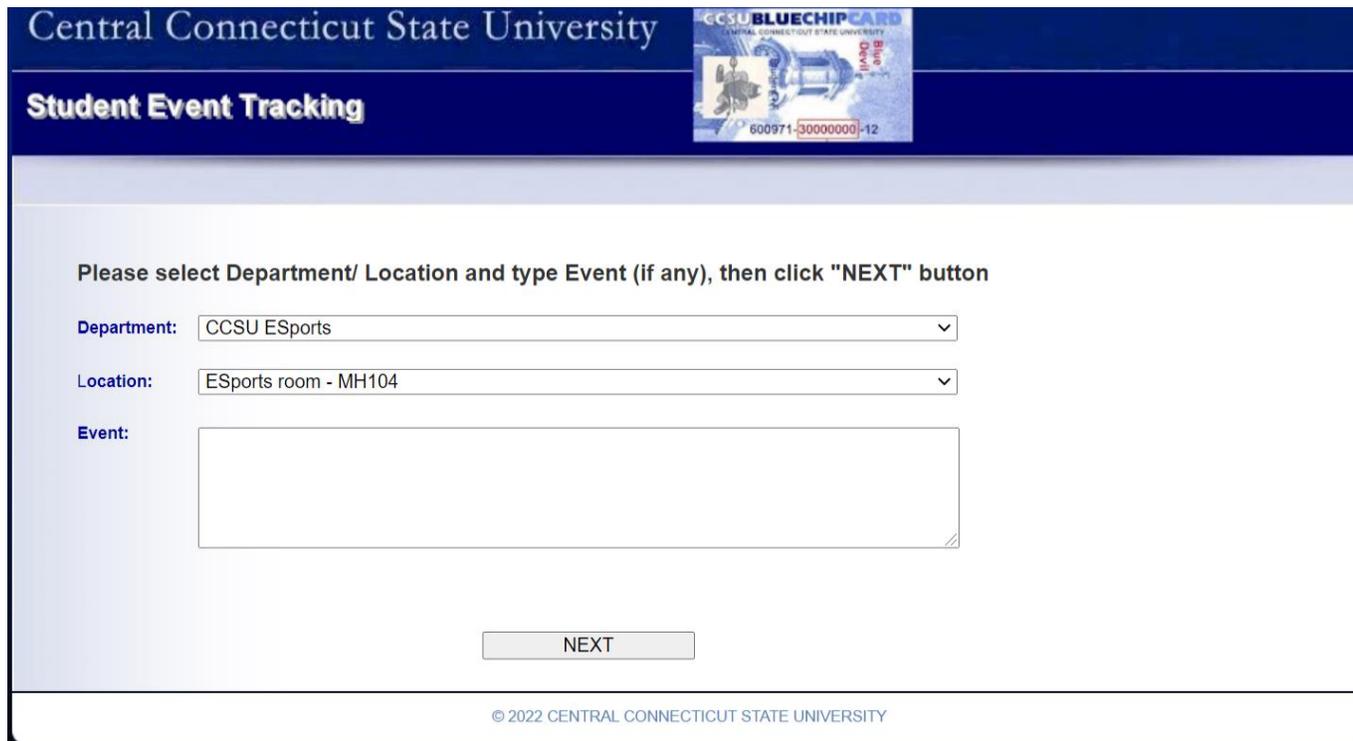# HOW TO USE BLUETRACK – SWIPING APPLICATION

1) Select the appropriate Category and Location from the drop-down lists.

Type the Event Description in the Event textbox, if necessary. This is not required

2) Click "NEXT" button

3) Swipe a Blue Chip ID card

- If the customer is Valid (e.g. currently registered student, an active employee, an emeritus), his/her name, picture, status and a green GO image will be shown on the screen.

- If the customer is Invalid (e.g. an invalid Bluechip card, an unregistered student, not an active employee), a red STOP image will be shown on the screen.

- For guests, click "GUEST" button.

- For those who don't have the Blue Chip card in hand, click "Enter Banner ID" button to manually enter the Banner ID in the textbox, then press ENTER

- Click "Back" button if you need to go back to the previous screen

- BlueTrack will be automatically reset for the next swipe within 30 seconds. If you want to manually reset it, press "Reset" button

4) To logout of BlueTrack, click "Logout" link in the upper right corner of the window.