

CrowdComms - Badge Prints

Summary

On the CMS you can also view the summary of the badge prints.

If you navigate to Kiosks, then on the secondary menu, click on 'Badge Prints', and you will be able to list a list of users who have their badge printed.

At the top of the page, you will see three dashboard tiles displaying namely:

1. **Unique Prints** – Displaying the total number of badges printed by users. This doesn't include any users who re-printed their badge.
2. **Not Printed** – Displaying the total number of users who have not yet printed their badge. This number could be useful as an indicator of how many no-shows at the event.
3. **Reprints** – Displaying the total number of badges printed throughout the event. This value also includes the number of re-printed badges.

If for example, you have users who have misplaced their printed badge, before they can be allowed to re-print their badge, you must first reset their badge on the CMS.

To do this, search for the person from the list of users below, and click on the reset icon.

If all users need to be reset, then click on "Reset all" at the top of the page.

If for example, the user notices that their details on the printed badge are incorrect, you can also edit their personal details on this page. Just click on the pencil icon, and it will take you to the Edit Profile page.

Once you've finished editing the user's personal details, click on the rest icon to enable the user to reprint their badge again.

Revision #3

Created 31 October 2023 08:01:13 by Safia Sulani

Updated 15 April 2024 12:52:36 by Kim Proctor