

NCRS Client

User Guide

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Network Central Registration System - Client

Network Central Registration System (NCRSCient.EXE) is the Registration database software provided by American Exposition Technologies on-site data entry and processing.

Creating a New Badge

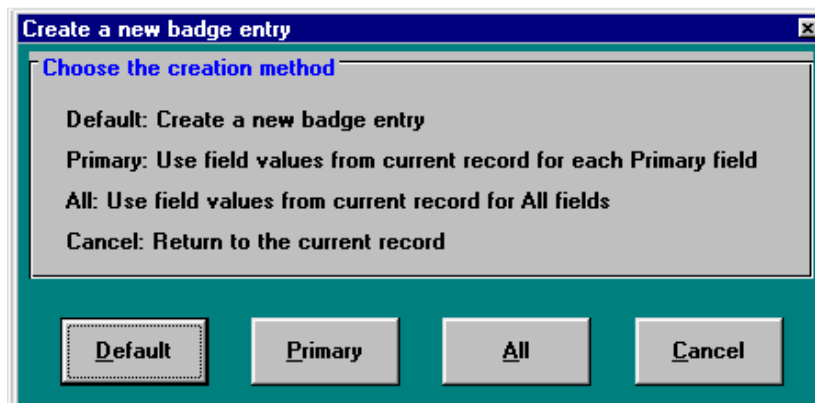
Click on. The “Create a new badge entry” window will appear. Select from the 3 options:

Creates a new badge entry (all fields are empty).

Choose this option to create a badge for someone who has the same company information as an existing record. (Company Name, Address, Phone, will be filled out)

Choose this option to duplicate all information from the current record.

Figure 1:
New Badge Entry
Window



Registration

The **Registration** window will appear. This window shows all the information about the attendee. Information is automatically generated for fields that are orange and cannot be changed by the user.

Figure 2:
Registration:
New Record
Window

Trade Show Manager

File Supervisor Lookup Help

Registration Fees

ID Reg. Date: Station ID: 71

Prefix

First Name MI Last Name

Nickname Designation

Company Name

Title

Address

Address 2

City State Zip

Country

Phone Fax Badge Printed:

E-Mail Badge picked up

Reg. type

Comment Previous Next New record Print Done Cancel

Enter your first name

Enter the attendee's information according to the available fields. The **Comment** button can be used for any comments for the current attendee.



Tip: Use τ key or the mouse to move between fields.

Fees

The **Fees** tab allows changes to the payments. No payments can be deleted. The amount paid is calculated corresponding to the payments accepted. You can add a payment by selecting the **Add payment** button and a new window will appear. To edit a payment select one from the list and use the **Edit payment** button.

Figure 4:
Fee Window

Trade Show Manager

File Supervisor Lookup Help

Registration Fees

Amount total: \$0

Amount paid: \$0

Balance due: \$0

Payment Method

Add payment Edit payment

Comment Previous Next New record Print Done Cancel

Enter your first name

The payments types available are:

- AMERICAN EXPRESS
- MASTER CARD
- VISA
- CASH
- CHECK

The status options are:

- ACCEPT
- CALL
- VOID
- DECLINE
- NOT PROCESS
- REFUND



Note: The approval can be entered when the payment is accepted. Otherwise, a simple number will be automatically added to track each transaction made.

Figure 5:
Payment Window

The screenshot shows a dialog box titled "Payment". It contains the following fields and controls:

- Payment type: [dropdown menu]
- Name on Card: [text input]
- Credit Card/Check or P.O. #: [text input]
- Exp. Date: [text input]
- Amount: [text input]
- Status: [dropdown menu]
- Date: [text input]
- Approval Code: [text input]
- Ok button
- Cancel button

Looking up a Name

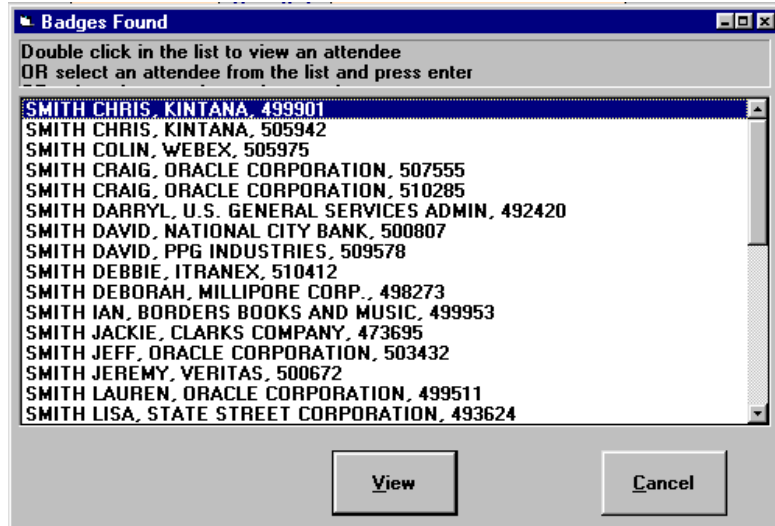
You may look up names in the database. This feature can be used to verify or edit badge. You may search by ID, First Name, Last Name or Company Name.


Using the *Look Up* menu, choose the option you would like to search from. Enter text then press [Enter] or click on "Find". The search for an ID will bring up the attendee's record. Searches by Name or Company will display a *Badges Found* window (fig. 6) with all the matches found. To view all attendees in database, sorted by Last Name, look up by *Attendee List*.





Tip You may use the mouse to select the menu, or press [Alt] + [L] at the same time, then use the arrow key to select a choice from the menu.

Figure 6:
Badges Found



Scroll to find attendee. Then double-click name (or select name and click ).



Note: Click  for the next record, or  for the previous record.

Printing a Badge

To print the badge, click **Print** or select from the *File* menu *Print Information* or press [Alt] + [F] + [P]. The badge will print out. If changes were made, they will be saved before the badge prints. If the print options appear, then select the option from this form.

Batch Printing

The batch printing can be access from the supervisor menu Print Badges. To Access this menu press [Alt] + [F12] and enter the password “super”. The Print Badges form will appear.

Print Badges

Pick the attendee types you want to use. Then select the attendees you want to print from the list to the right.

To resume an earlier print job, enter the ID of the last good badge - the print job will begin with the first unprinted badge (enter 0 if you don't want to skip any badges).

To print a specific number of badges, enter the number in the next box (0 will print all remaining badges).

Batch Print Type

Attendee Type Company

Attendees to print

ATTENDEE
EXHIBITOR

Select all Unselect all Select all Unselect all

Number of attendee to print: 0

ID of the last badge printed:
0

Number of badges to print:
0

Sort Criteria

Last Name
 Company
 Zip Code

Start Printing Stop Printing Close Form

Select any type from the list box on the left. The attendee list from each type will appear at the right. Select any attendee you want to print and click **Start Printing**.

You can stop the printing at any time but this will not stop the printing jobs in the printer spooler.

Importing data

The importing utility can be access from the supervisor menu Import. To Access this menu press [Alt] + [F12] and enter the password “super”. The Import Utility form will appear. Select the text file to import then click Import. If the program ask you for a default registration type select enter the corresponding number. The import file format must be a comma-separated value. The default import definition file (Import.def) includes the fields name and position in the file to import. The default format is:

FirstName
LastName
Title
Company
Address1
Address2
City
State
Zip
Country
Phone
Fax
Email

You can find an import example file in the NCRS folder (ImpEx.csv).