## Attendance Scanner iDevice Application Setup

## Setting Up the Attendance Scanner App

**1.** Before using the Attendance Scanner application, the iDevice must first be set up. Ensure that the App is installed on the device; to install the App, navigate to the App Store and search for **Focus Attendance Scanner**.

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**2.** Depending on whether you have the App installed or not, click **Get/Install**, then click **Open**.

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**3.** Once the App is installed, click the App to open it.

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**4.** Click **Options** to begin setting up the App. Clicking Options will open the **Settings** screen, as shown in the second image.



**5.** When opening the App for the first time, you will be walked through setup. Select **Set School URL** and click **Continue** to open the front facing camera. Use the camera to scan a QR Code with the school's Focus URL.

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**6.** You may be prompted to login. Though any user may login, it is more beneficial for a user with an Administrator profile to login.

**7.** After the Focus URL is set, the App is ready to be used.