

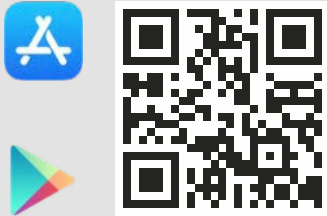
GTCF MobileScan App

Quick Start Guide

Spring 2023V1



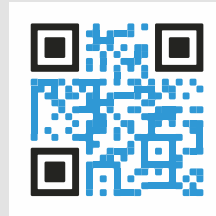
Download the GTCF MobileScan App



Basic App Requirements:

- iPhone® running iOS 11 or above
- Android device running Android 8.0 (Oreo) or above

Your GTCF Lead Portal Is Automatically Created



Scan This Code for Information:

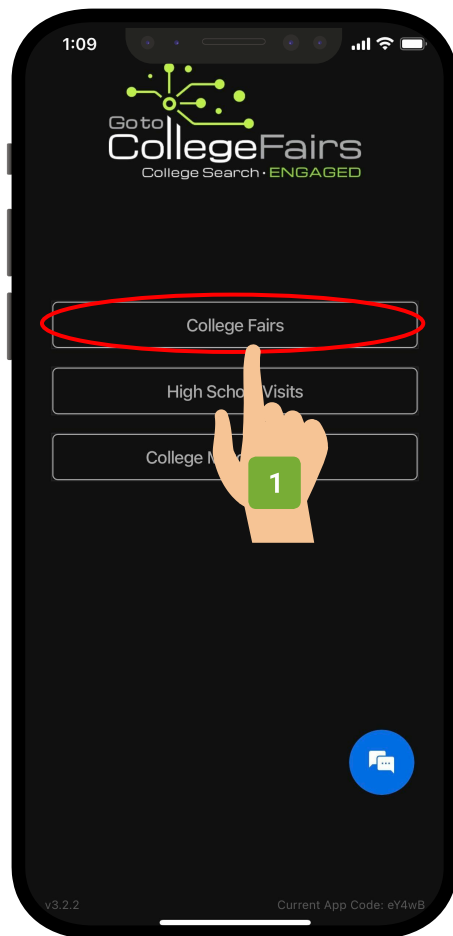
- Your lead portal is automatically created for you when your institution registers for the event.

Accessing Lead Data



Scan This Code for Instructions:

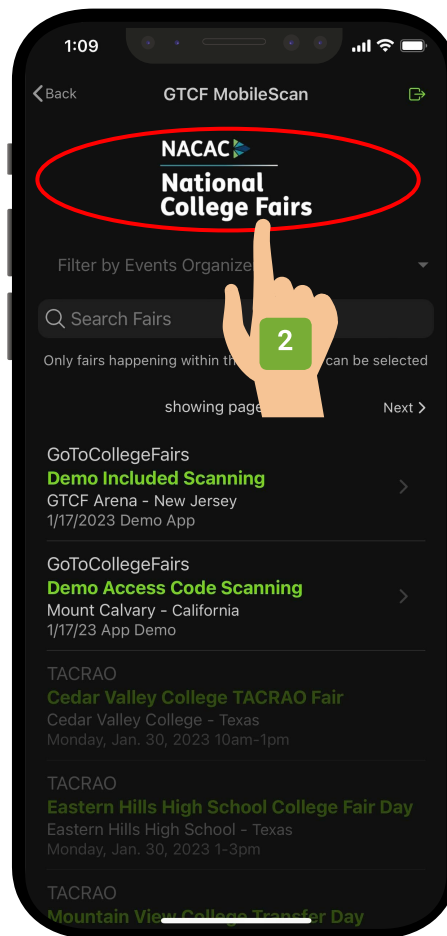
- Lead data is available as soon as the leads are uploaded (once your lead portal is set up).



1

Welcome Screen

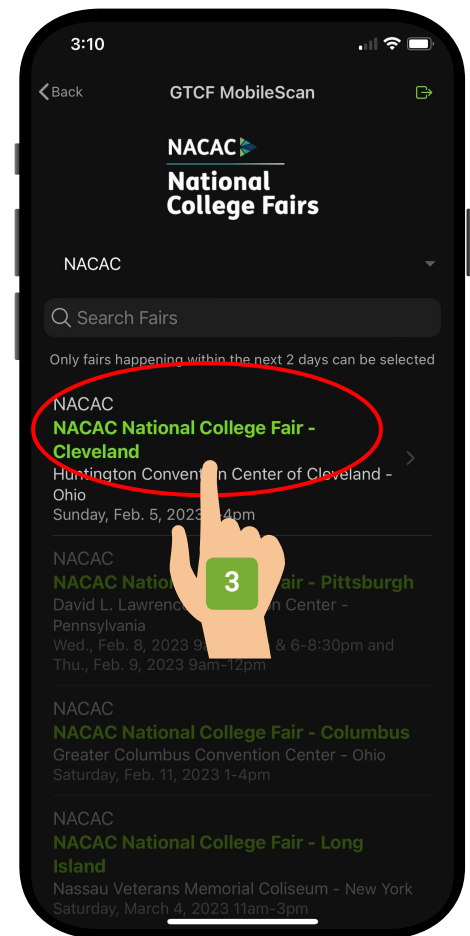
Tap "College Fairs" to access the college fair scanning section of the app.



2

Tap the NACAC Logo

This will bring you to the list of NACAC fairs.



3

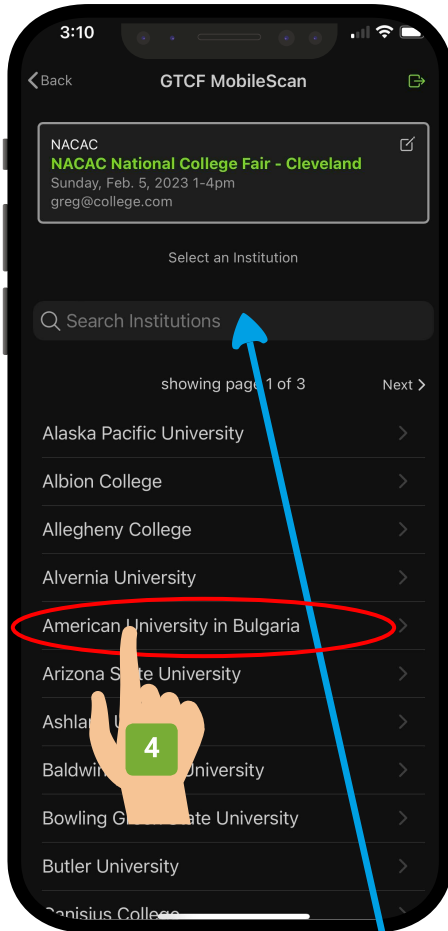
Select the Fair

Tap the fair you want to scan

GTCF MobileScan App

Quick Start Guide

Spring 2023V1

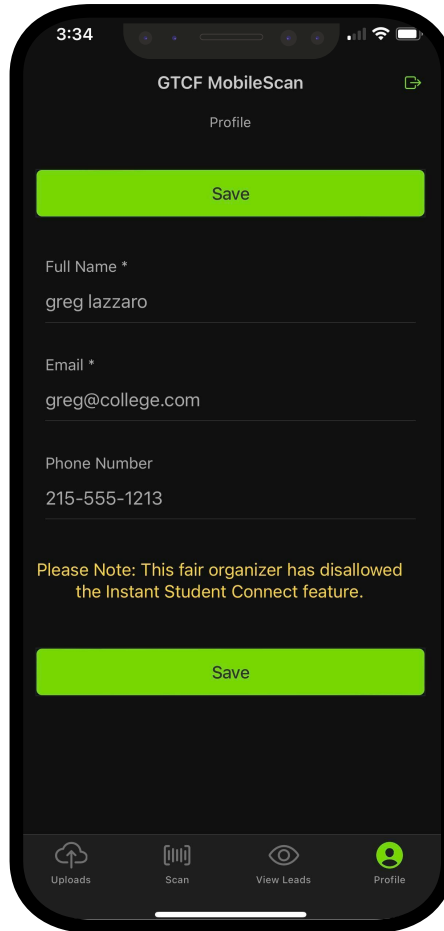


4

Select Your Institution

Select your institution from the list.

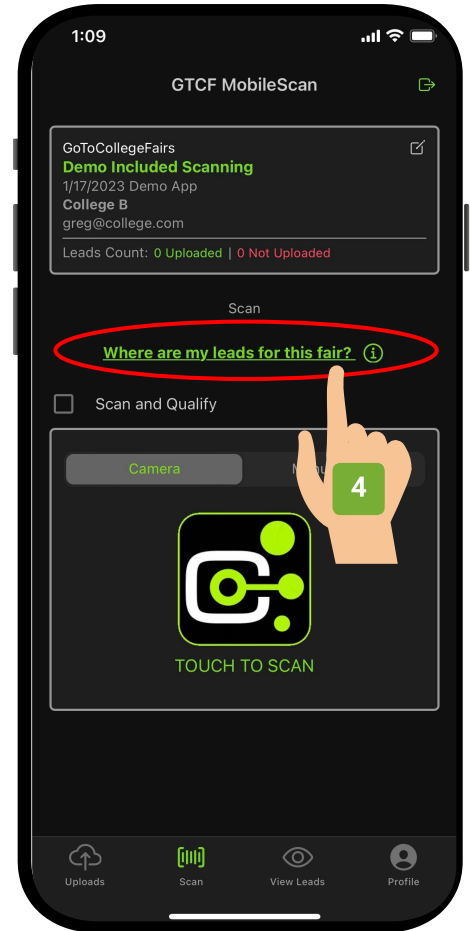
Hint: You can search for your institution by name in the search box.



5

Profile Screen

Enter "Name," "Email" and "Phone" information. This will be used to identify the individual who scanned the students as well as serve as the instant connect email contact.



6

Scan Screen

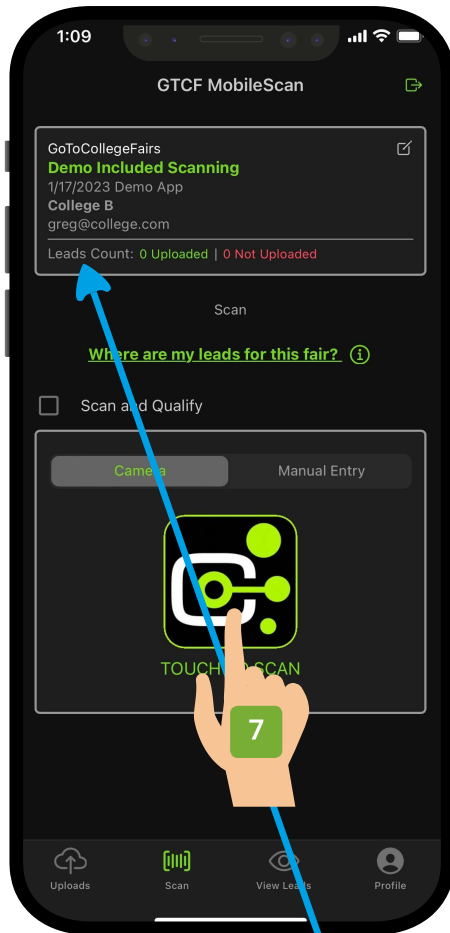
(Where are my leads?)

While on the scan screen, you can tap the link above to see the email address provided for your college lead portal which will be used to access the leads for this fair.

GTCF MobileScan App

Quick Start Guide

Spring 2023V1

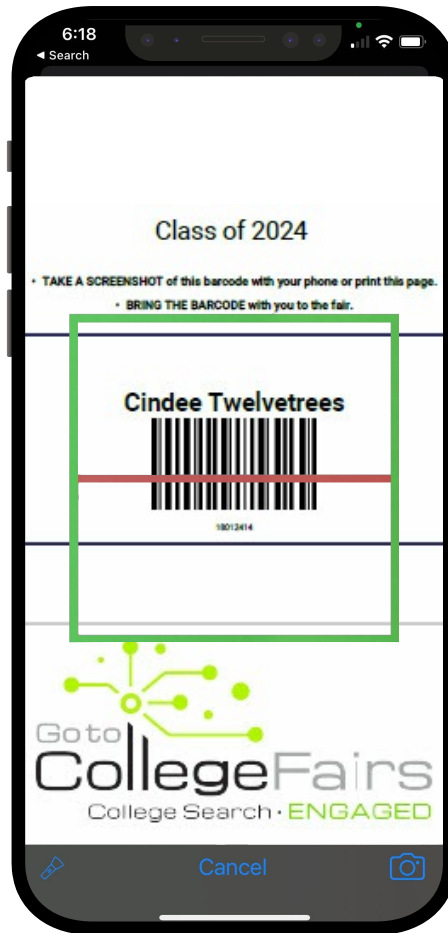


7

Home Scanning Screen

When you are ready to scan a student, tap the scan icon.

Hint: You can see the total scans uploaded and not uploaded for your fair on this screen.

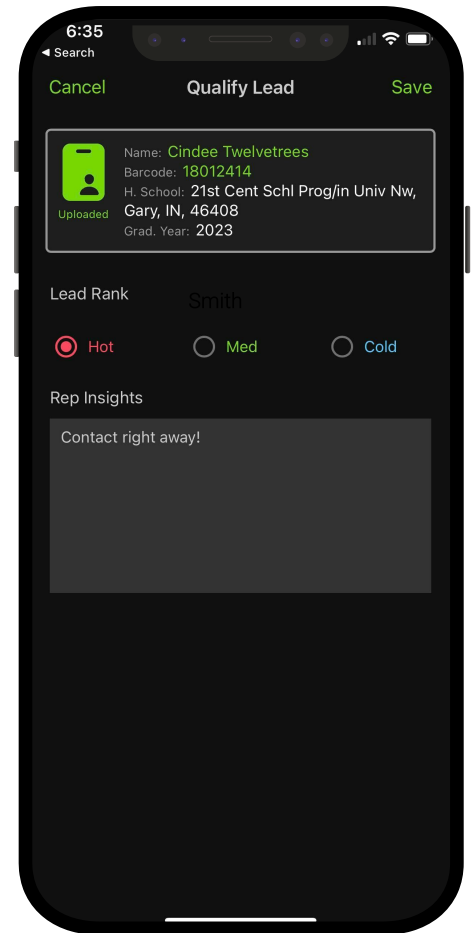


8

Ready to Scan

The app will automatically scan the barcode when it is placed within the scanning border.

Hint: If the scan was captured, you will get an audible notification and the app will return to the "Scan" Screen if "Scan and Qualify" is disabled.



9

Rank Lead and Take Notes

Upon successful scan you will have the option to take notes and rank the lead if "Scan and Qualify" is enabled.

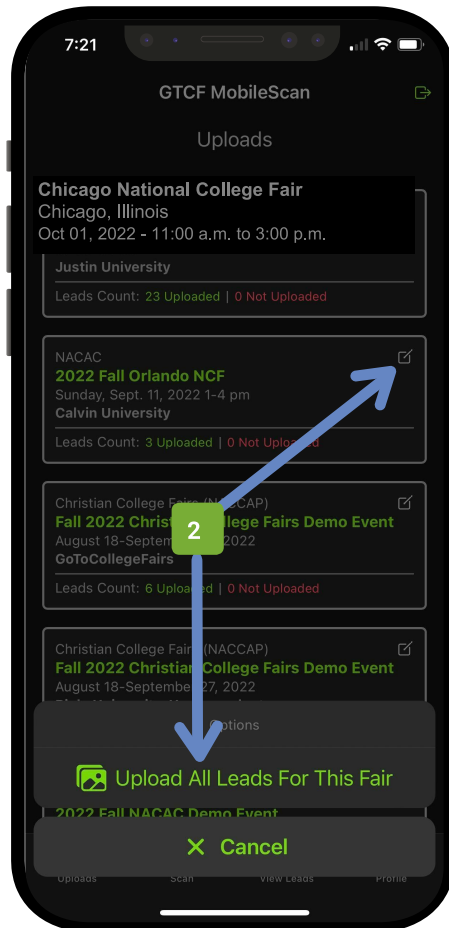
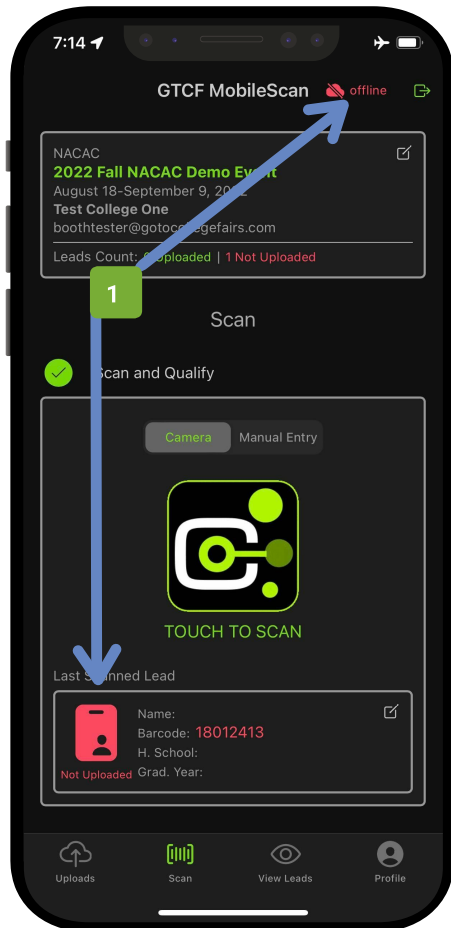
Otherwise, you can view leads any time and update ranking and notes.

Hint: Notes and rankings can only be seen by the institution.

GTCF MobileScan App

Tips and Tricks

Spring 2023V1



1

Issue:

I am unable to see the data of the students I have scanned. My leads are red.

Solution:

You do not have internet access. Please check to ensure you are not in airplane mode or connected to a network without internet service. Your leads will upload when internet access has been restored.

2

Issue:

I have leads that are not uploaded.

Solution:

If you have leads that are not uploaded, tap the "Uploads" button at the bottom left hand side of the app screen, select your fair and tap "Upload All Leads For This Fair."