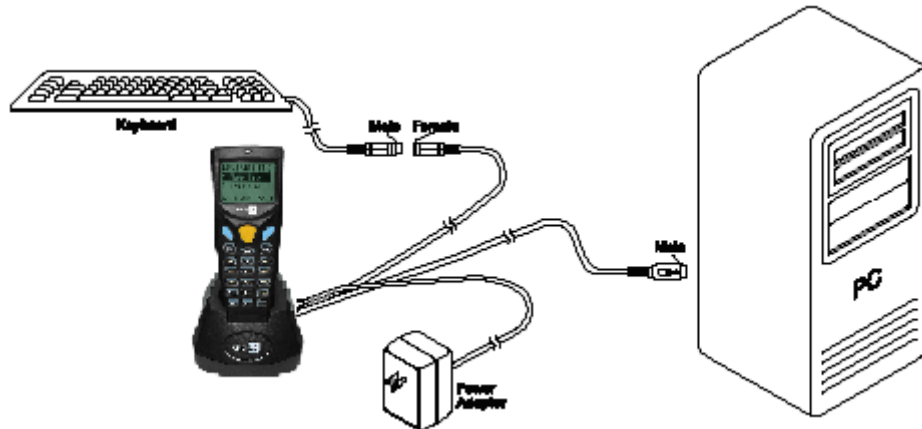


Portable Bar Code Scanner Setup and Usage for Attendance

Connect the Portable Bar Code Scanner as per the Figure below.



Your scanner is shipped with two **Alkaline** batteries installed so that you can use your scanner immediately. As soon as you can, the batteries should be removed and replaced with the rechargeable battery supplied with your scanner(s). You can remove the batteries by pressing on the release button on the back of the scanner in the lower left quadrant and then inserting the rechargeable pack until it clicks. You can now place the scanner in its cradle and charge for 24 hours before using. It is recommended that you leave the scanner in the cradle with the power connected so that it will remain charged for your immediate use.

Preparation for Use of the Scanner to mark Attendance

To prepare for the use of the scanner, go to the **Attendance Module** and click on **Reports** and then **List**. Choose the **Master Groups/Events Barcode List**, click **Preview**, and print out the report.

Note

On some printers, you may need to go to the **Setup** tab and choose **Print Large Barcodes** before previewing and printing. An example is shown below.

The screenshot shows the 'ACS Reports' window with the 'Setup' tab selected. The 'Report Title' is 'Master Groups/Events Barcode List'. The 'Master Group' is set to 'SS Thru 2001-2002' and the 'Report Date' is '12/30/2004'. The 'Columns' are set to '1' and 'Prior Postings' to '0'. The 'Report View' is set to 'Yearly'. In the 'Name Options' section, 'Formal Label Name' is selected. In the 'Report Settings' section, 'Select Groups', 'Custom Sort', 'Special Fields', and 'Filter' are selected. In the 'Report Options' section, 'Print Barcodes' and 'Print Large Barcode' are checked. The 'Show Printer Dialog' checkbox is also checked.

You can now go back to the **Reports** tab and choose the **Attendance Marking Sheet** report, and then go to the **Setup** tab and choose the correct **Master Group** and the correct **Report View**. Place a check in **Print Barcodes** in the **Report Options** section. Preview and print the report. An example is shown below.

The screenshot shows the 'ACS Reports' window with the 'Setup' tab selected. The 'Report Title' is 'Attendance Marking Sheet'. The 'Master Group' is set to 'SS Thru 2001-2002' and the 'Report Date' is '12/30/2004'. The 'Columns' are set to '1' and 'Prior Postings' to '0'. The 'Report View' is set to 'Monthly'. In the 'Name Options' section, 'Formal Label Name' is selected. In the 'Report Settings' section, 'Select Groups', 'Custom Sort', 'Special Fields', and 'Filter' are selected. In the 'Report Options' section, 'Print Barcodes' is checked. The 'Show Printer Dialog' checkbox is also checked.

Marking Attendance with the Scanner

To record Attendance:

1. Turn the scanner on by pressing the **power key**.
2. Press the **1** key to collect data.
3. On the **Master Groups/Events Barcode List**, scan the **Master Group** bar code. (To scan, press the yellow key on the scanner while pointing the scanner at the bar code.)
4. On the **Master Groups/Events Barcode List**, scan the **Event** bar code.
5. On the **Attendance Marking Sheet**, scan the **bar code** for each individual you wish to mark present. Do not scan bar codes for individuals you wish to mark absent.
6. When you are finished recording attendance for this group, press the **ESC** key on the scanner.
7. To record attendance for another event, repeat steps 2 through 6.

Uploading Data from the Scanner to ACS:

1. Turn the scanner on by pressing the **power key**.
2. Place the scanner in the cradle.
3. Open **ACS**.
4. Click **Attendance**.
5. Click **Enter/Post Attendance**.
6. Choose the correct **Master Group/Event** and then the **date** you want to mark attendance for. An example is shown below.
7. Press **2** on the scanner to upload data. After uploading the Master Groups, Events and Rosters will display on the scanner.
8. Click **Post** and follow the instructions to complete your posting.

Note	You must still mark Non-Enrolled individuals manually.
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Enter/Post Attendance

Master Group: Event: Posting Date:

Locate: All Levels

Detail

Locate:

Marking Grid

Name	Group	Mark	Primary	Address 1
Gandy, Mrs. Erma	Adult 2 CoEd 1	A	Yes	980 June Ln
Gandy, Mr. Paul	Adult 2 CoEd 1	A	Yes	980 June Ln
Reid, Mrs. Nancy	Adult 2 CoEd 1	A	Yes	181 E Evans S
Reid, Mr. Stuart	Adult 2 CoEd 1	A	Yes	181 E Evans S

Mark

Present Absent

Disable BarCode

Use Marking Colors

Total Present:

Total Absent: