

Attendance Tracker Pro (ATP)

for CipherLab Readers

Introduction

The CipherLab Barcode Badge Readers can be used with Attendance Tracker Pro to scan badges and enter the session numbers of attendees at conferences. These units can be programmed so that the user will not enter incorrect information and the data that is collected will be as free from error as possible. This document will go through the use and setup procedures for these units (8000 series and 8400 series). It will also help the admin people train their users on the proper method to use these units.

Main Menu Features of the CipherLab 8000/8400 Series

1. Main Menu

- Collect Data – Select when are you ready to start collecting attendee data.
- Review/Edit – Select when you want to review or edit scanned data.
- Send - Select when you are ready to transfer data to PC.
- Delete Data – Select when you are ready to clear scanned data from the reader.

2. Collect Data--After choosing Collect Data from the Main Menu you will be taken to the first screen of the data collection process which prompts for the Seminar Number. Here you will enter the alphanumeric characters pertaining to the session you will be scanning attendees into (*remember the Min and Max number of characters for this field is setup during the initial setup*).

After inputting your Session Number you will be prompted in one of two screens. If during the initial setup of options you chose *not* to collect OUT times during the initial setup, you will be prompted only for Badge Numbers. Here you can scan or key in the badges of attendees. If you key-in an attendee ID make sure to press the Enter Key to accept. If you scan the attendee barcoded badges, each successful scan will coincide with a beep. You can verify the last badge scanned on the bottom line of this screen.

Error Messages: Invalid scans coincide with a beep different from that of a good scan as well as an error message appearing on the screen. If an error message showing "Invalid Label" is shown, the badge you are attempting to scan has non-alphanumeric characters in it that are not supported by

the ATP software. If an error message showing “Invalid Scan Length” is shown, the badge you are attempting to scan is outside of the Min Max parameters that you set during the initial setup.

If you setup your readers to collect both IN and OUT times in the setup options, you will be taken to a screen prompting you to select In or Out after inputting your Session Number. Select “In” if you plan on scanning attendees into a session or “Out” if you plan on scanning them out. After you make your selection you will be prompted for the Badge Number as described above. From the Badge Number screen, simply press ESC if you want to go back one screen and switch from In to Out or vice versa.

Note: In order to get back to change the Session Number or get back to the Main Menu, you have to press FN+1 (Function+1) on the 8000 series and F1 on the 8400 series in order to escape back.

If you escape back from the Session Number screen to the Main Menu using the FN+1 key sequence (or F1 depending on the reader) the reader will ask if you are done scanning. Pressing ESC will go back to the Session Number screen. Pressing Enter will take you to the Total Count screen where you can see how many attendees were scanned. Pressing Enter from here will take you back to the Main Menu.

3. Review/Edit--Select Review/Edit to review and edit collected data on the reader. After selecting, you will be prompted whether to begin at the First Item (oldest) or Last Item (newest) of scanned badges. After selecting where to begin, you will be taken to the review screen. Here you can press 1 to edit the record. Pressing Enter will carry you through each portion of the collected record. Press 2 to delete the selected record. Press 3 to search for a record. Searches can only be done by Badge Number.
4. Send—Selecting Send from the Main Menu will place the reader in communication mode to transfer data to your PC using the utilities below. After selecting Send, you will be prompted to press Enter when you are truly ready to communicate or press ESC to cancel. Do not press Enter to send until you have your reader connected either via the dock, RS232 cable or VCOM cable and have setup your utility to receive the incoming data. We will cover the communications utilities below.
 - Delete Data--If you have already successfully transferred your data, once you select Delete Data from the Main Menu, it will ask you if you are sure you want to delete. Press Enter to delete or ESC to cancel. If you have not yet successfully transferred the data, the reader will prompt you that you have not sent the data but did you want to delete anyway. Press Enter to delete or ESC to cancel.

CipherLab 8000/8400 Series Initial Setup

This section describes the initial setup of the CipherLab 8000/8400 series barcode reader. It is intended for use by Admin people and not for the general knowledge of the user. To access the setup menu, press the period key (.) twice on the keyboard of the device. To continue, press Enter or ESC to cancel. If you choose to continue you will be prompted to enter the password which is 777. The following is a list of options that can be setup once you have entered the setup menu.

1. System Params Date – Set system date.
2. System Params Times – Set system time. Time must be entered in military time format. (ex. 3:24PM = 15:24)
3. Seminar Min – Set the minimum number of characters you want to be allowed to enter in the session field.
4. Seminar Max – Set the maximum number of characters you want to be allowed to enter in the session field.
5. Badge Min – Set the minimum number of characters you want to be allowed to enter in the badge field.
6. Badge Max – Set the maximum number of characters you want to be allowed to enter in the badge field.
7. In/Out Prompt – Select whether you will be collecting total time by scanning attendees out. If you only want to scan attendee check in time, select No. If you want to scan attendee check out time as well, select Yes.
8. Use SD Card (8400 series only) – Select whether you would like to have the data stored to an SD card. The default is No as it is more common to store data to the device and then use one of the communication utilities to transfer data (i.e. Data_Read, CipherExpress).
9. Comm Type – Select which interface you will use to download data from the reader. If you plan on using Data_Read, select IR Read. If you plan on using CipherExpress select CipherExpress. If you want the ability to use either select both.
10. Backlight – Select backlight setting. The backlight will affect battery life on the device. Select Off for to have the backlight turned off. Select Standard if you want the backlight to remain lit for ten seconds after each scan or button press. Select Always On if you want the back light to remain constantly lit.
11. Read Connect (for 8400 only) – Select Serial if you plan on using the RS232 cable. Select VCOM if you plan on using the Virtual cable. The RS232 cable has rectangular box on it that has the words Cipherlab and 308 USB written on it.
12. Baud – Baud should be set to 115200 by default. If you are having trouble communicating you can change the Baud here to one of the other settings. Make sure to change the Baud in either Data_Read or CipherExpress to the baud you have selected here.

This ends the setup of the 8000/8400 series reader. Once this section has been completed you will return to the Main Menu of the reader described above.

Communications Utilities

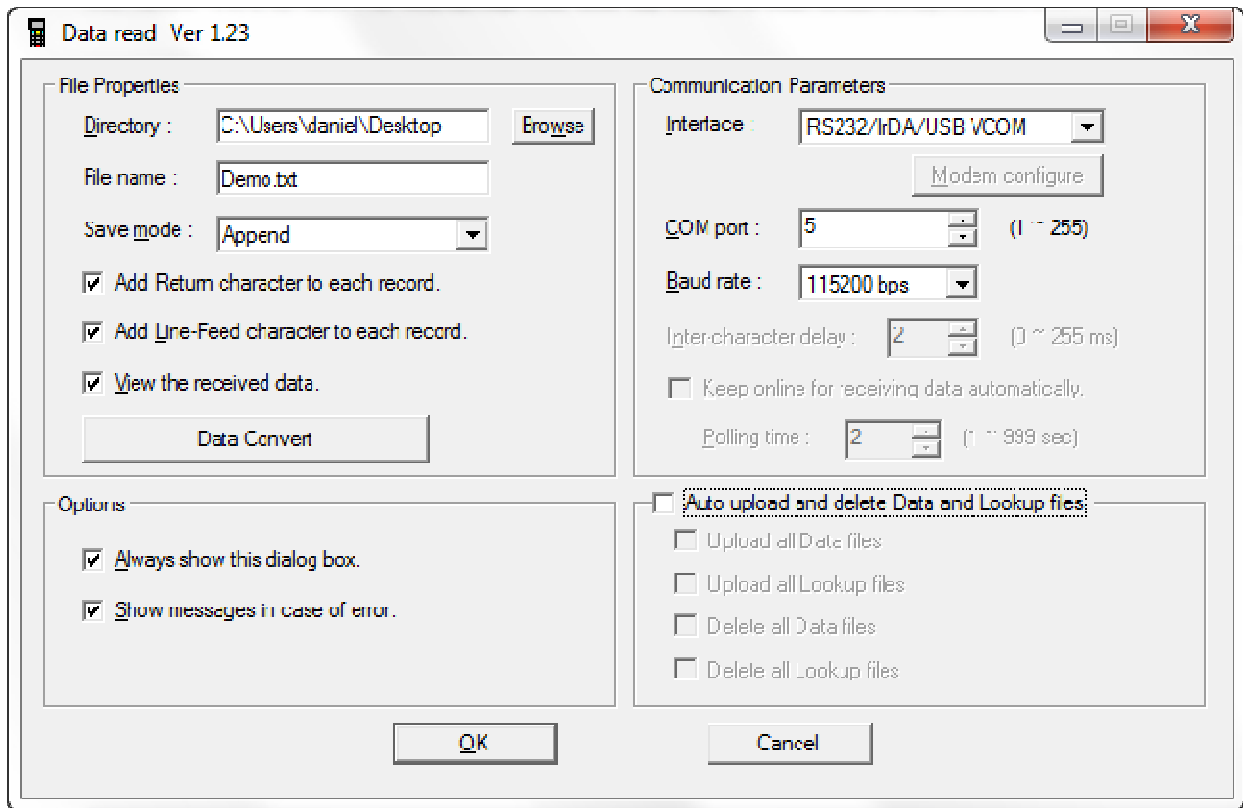
These utilities must be installed on your computer depending on which one you choose to go with. Please follow the instructions that come with the installation so that this is done correctly. These utilities allow you to transfer the data over to your PC from the barcode readers. Once this is accomplished then ATP can use this “raw data” to populate the cloud-based application’s database.

Data Read Utility (Preferred)

1. **Directory** – Where you would like to have the transferred data saved on your PC.
2. **File Name** – Name of the file you would like to use for the transferred data. ATP does not require you to name your file anything specific.
3. **Save Mode** – Of the options here, only Overwrite, Append and Auto File Name should be used. Overwrite will replace an existing file with new uploaded data and is ***not recommended***. Append will append new data to the bottom of an existing file and is the recommended option. Auto File Name will generate a new file for each upload based on the reader serial number and time of upload.
4. *All other items on the left panel should be checked.*
5. **Interface** – If you are using an 8000 with a dock you will select Cradle-IR. If you are using an 8400, you will select RS232/IrDA/USB VCOM.
6. **COM port:** Enter the number assigned to the dock or cable by your PC under Device Manager that corresponds to the reader here. This number can be found under ports in Device Manager. It will only show up after installing the Cipherlab Driver and should look something like this... Silicon Labs CP210x USB to UART Bridge (COM5).B
7. **Baud rate:** The default on the readers is set to 115200, unless this was changed during the initial setup, you should enter 115200 in this box.
8. *All Check boxes on the right panel should be unchecked or grayed out.*

Once all of your options are set, press Enter from the Start Transmission Screen. The reader will attempt to communicate. You can tell this by the screen showing SEND: ord_send at the top of the barcode reader screen. Once you see this, press OK on Data Read.

After a successful transfer you will be prompted on your PC to view the received data. You can select YES or NO. On the reader you will be asked if you want to be taken to the Delete Menu.



CipherExpress

CipherExpress should only be used by those having trouble with Data_Read. There are configuration files that need to be setup for it to work properly with the device. If you plan on using CipherExpress please contact MSS Software first for support.

SD Card (applies to 8400 series only)

Using an SD card is only available on the 8400 however it is a good option especially if your computer is a non-windows operating machine. If you chose this option during the initial setup of the barcode reader then data that is collected is automatically saved to the SD card on the device. When you are ready to transfer, simply remove the SD card from under the battery compartment and place it in a card reader on you PC, Mac or other computer. Data on the card is automatically saved to a file on the card in the correct format for ATP. The data is stored as a .txt file.