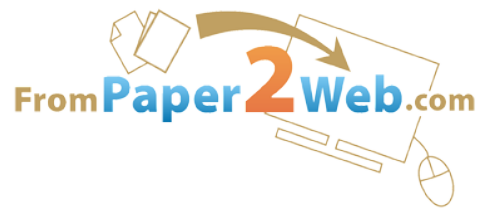


Creating **ConEdLink** rosters using CipherLab OS based barcode readers

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Prepared for

The Regional EMS Councils of the Pennsylvania
state EMS system

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Abstract

This document describes how to create **ConEdLink** rosters using CipherLab OS based barcode readers.



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Part I

Assumptions

This document assumes that:

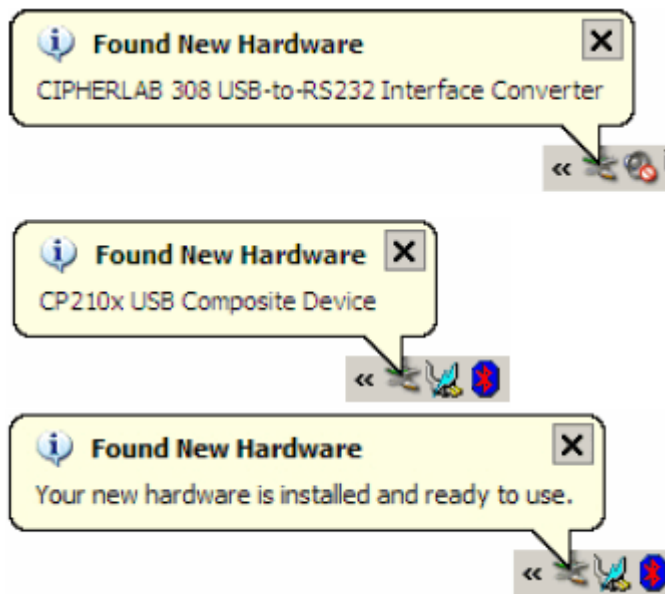
- You are reading badges whose barcodes are comprised solely of validated certification numbers belonging to Pennsylvania EMS practitioners.
- You are using a barcode reader that runs the CipherLab Operating System.
- You are using a PC with the following characteristics:
 - It runs the Microsoft Windows operating system.
 - It has the `IR_READ` or `DATA_READ` program installed¹.
 - It has a spreadsheet program like Microsoft Excel installed.
 - It has a reliable Internet connection.
 - A CipherLab barcode reader cradle is connected to the PC.

¹At least one of these programs should have come with the software that came with your barcode readers. If you are missing these programs, `DATA_READ` is available from CipherLab at http://www.cipherlab.com/livefiles/en/Documents/2364/Forge_Batch_Install_1000031.zip.

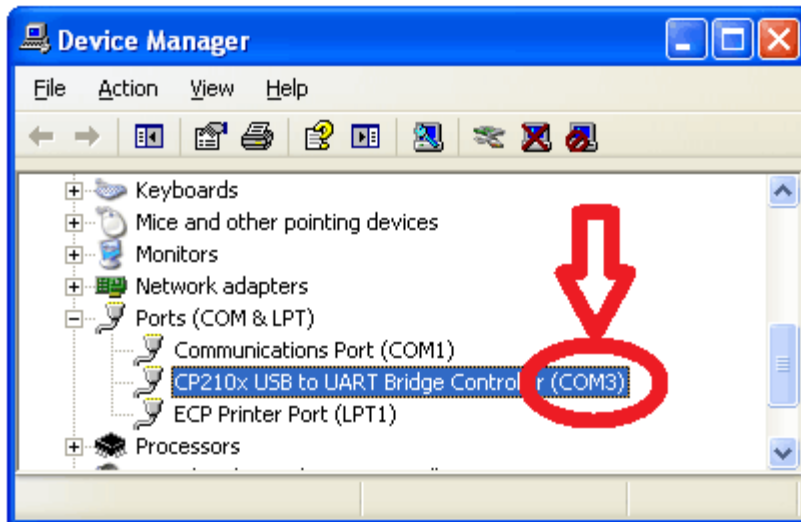
Part II

Initial communications & processing preparations

1. Connect the barcode reader's cradle to the PC. You should see indications that the system recognizes the cradle, something like these:



2. To determine which COM port has been assigned to your cradle, go to the Windows Control Panel and choose "System". In the System Properties dialog box, select the Hardware tab, then click "Device Manager". In the Device Manager, expand the "Ports (COM & LPT)" item and look for the item labeled "CP210x USB to UART Bridge Controller". Make a note of the COM port number listed to the right in parentheses:



3. Start the IR_READ or DATA_READ program.

NOTE

These instructions assume you are using the newer DATA_READ program, which does everything the IR_READ program does, and more.

NOTE

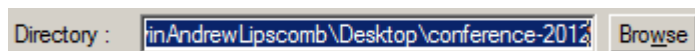
If you are running DATA_READ, in the Communication Parameters section, you may have to set the Interface "Cradle-IR".

4. In IR_READ or DATA_READ, do the following:

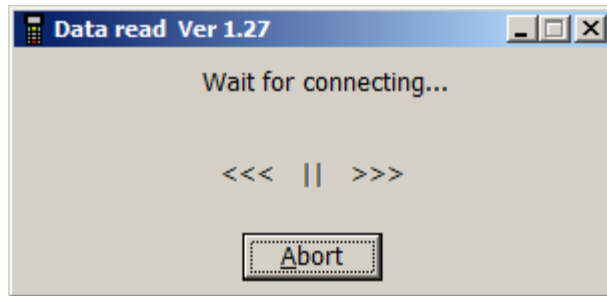
- (a) Adjust the COM port field to match the COM port you identified above:



- (b) Adjust the Directory field to point to the folder where you want the raw data from the barcode readers to be saved:



- (c) Click the OK button. You should see an indication that IR_READ or DATA_READ is waiting for a connection:

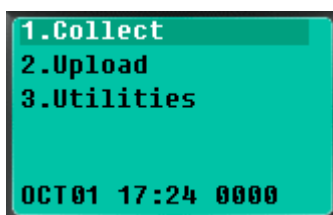


5. Open Microsoft Excel.
6. In your browser, log into ConEdLink using your Con-Ed Sponsor account.

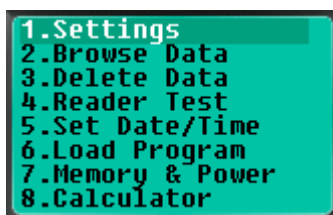
Part III


Before the Room Monitor heads to the classroom

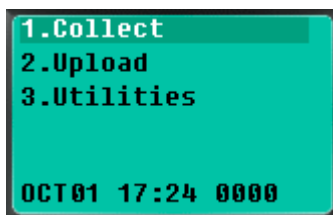
1. Turn on the barcode reader, or press  + , followed by  to reveal the Application Main Menu, which looks something like this:



2. Select **3.Utilities** to access the Utilities. The screen should look something like this:



3. Select **3.Delete Data** to Delete Data. Follow any subsequent prompts to confirm that you wish to delete all collected data from the device.
4. Press  as necessary to return to the Application Main Menu. The screen should look something like this again:



5. Select **1.Collect** to start the data collection sequence.
6. Enter the session number (or title, or other uniquely identifying data item) for which the Room Monitor is about to read badges.

Part IV

When the Room Monitor is at the classroom

1. The Room Monitor should read each attendee's badge. Leading zeros may not appear on the barcode reader's display, and that's okay.

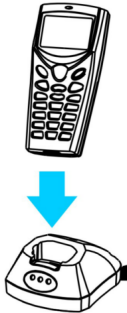





2. When all attendee badges have been read, the Room Monitor should immediately return the barcode reader to the processing station. The Room Monitor should not perform any other operations on the barcode reader, nor remove the battery.

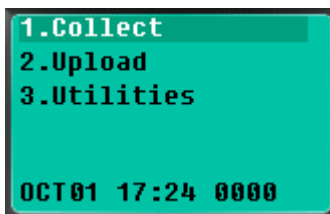
Part V

After the Room Monitor returns from the classroom

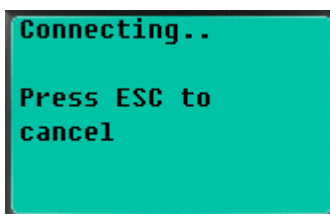
1. Drop the barcode reader into the cradle connected to the PC:



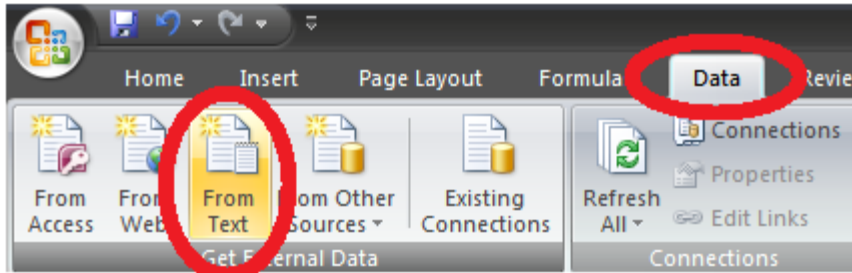
2. On the barcode reader, press  + , followed by  to reveal the Application Main Menu, which looks something like this:



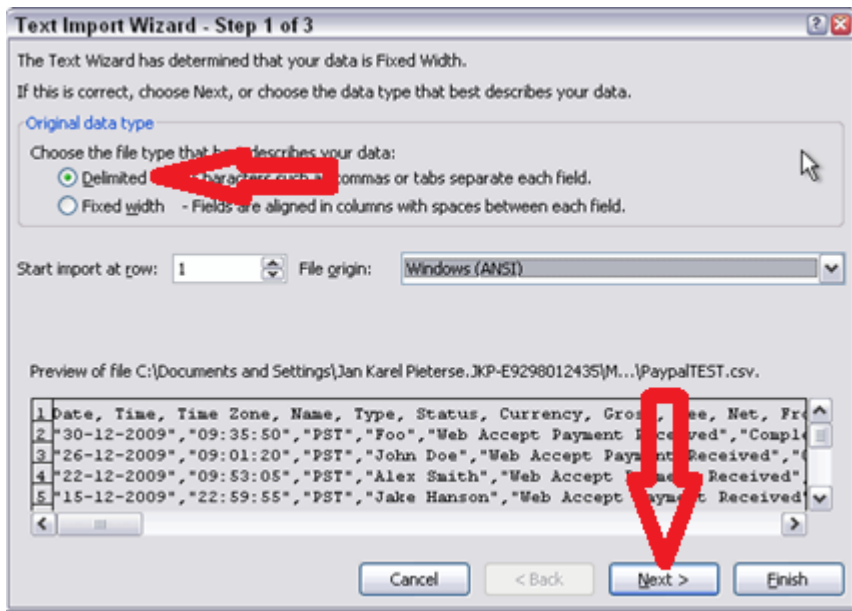
3. Select **2.Upload** to Upload the scanned data to the PC. You should briefly see something like this, then uploading should begin:



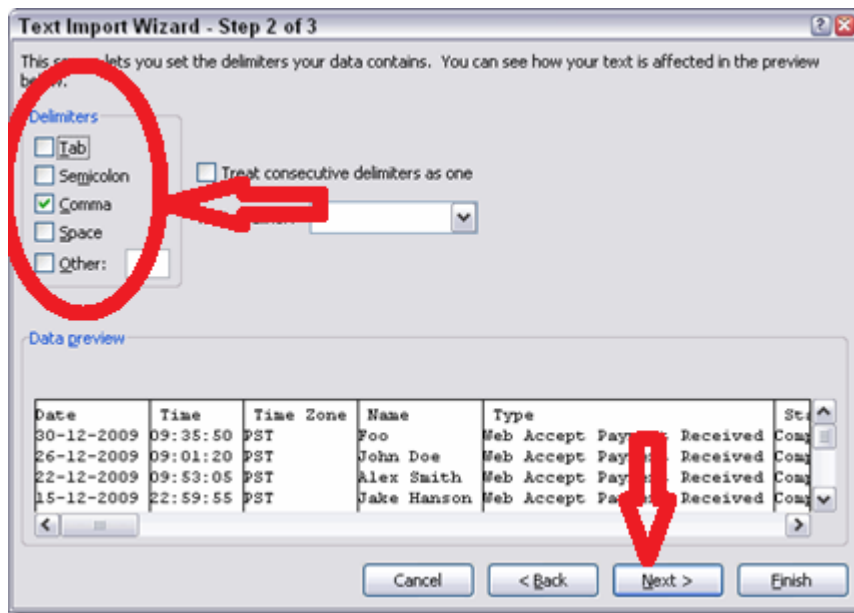
4. Once uploading completes, go to Excel. Select the Data tab and the From Text button:



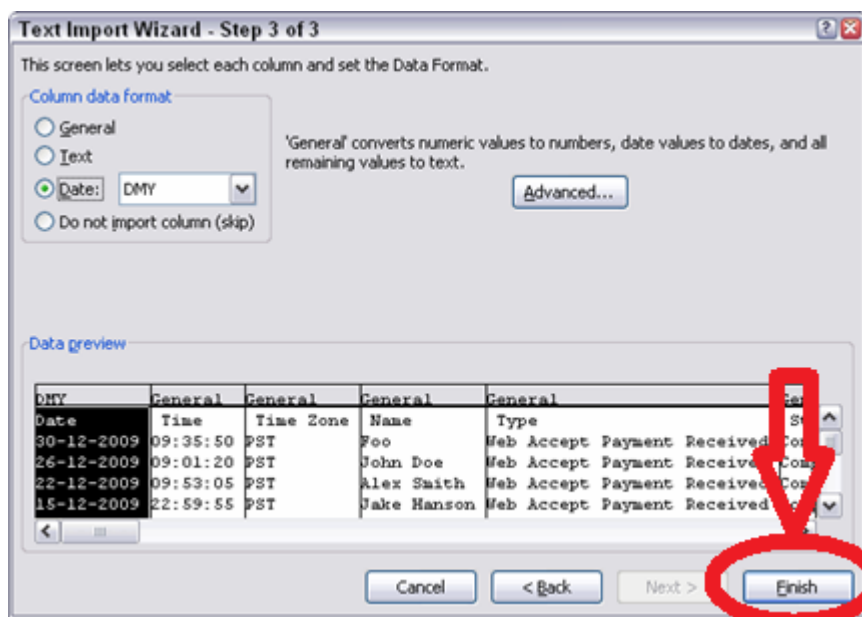
5. In the Import Text File dialog, navigate to the folder where the raw barcode reader data was saved (see Part II step 4b) and select the file you just uploaded from the barcode reader. Note that you may have to change the "Files of type" drop-down to "All Files".
6. Make sure the "Original data type" is set to Delimited and click the "Next >" button:



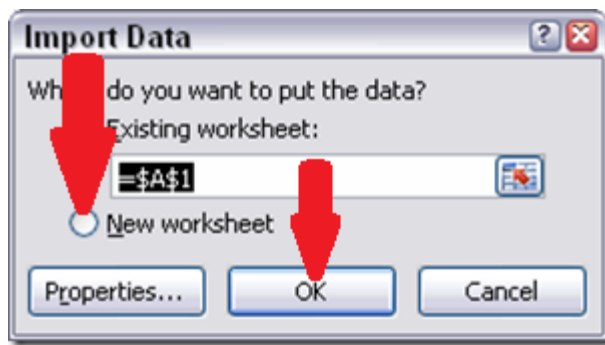
7. The raw data from the barcode reader is delimited by the **comma** character. Make sure only the "Comma" box is checked in the "Delimiters" area, then click the "Next >" button:



- In the final step of the Text Import Wizard, leave all options as they are. Just click the "Finish" button:



- In the wizard's final dialog box, it is safest to select "New worksheet". Then click the "OK" button:



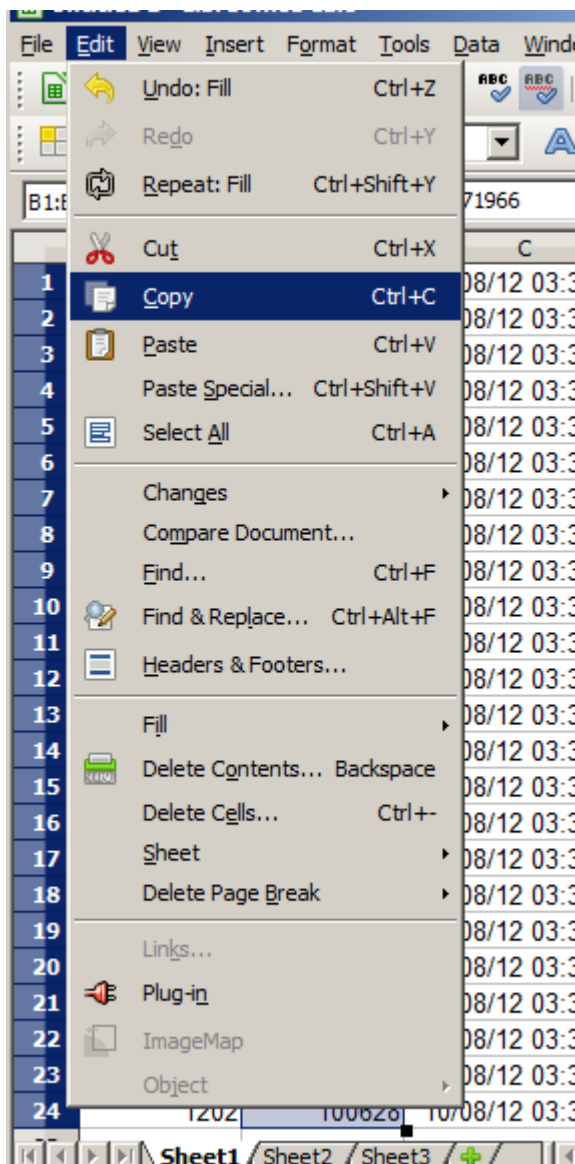
10. The imported data will appear in your Excel worksheet, something like this:

	A	B	C
1	1202	171966	10/08/12 03
2	1202	171967	10/08/12 03
3	1202	5617	10/08/12 03
4	1202	381527	10/08/12 03
5	1202	725174	10/08/12 03
6	1202	37294	10/08/12 03
7	1202	521822	10/08/12 03
8	1202	825147	10/08/12 03
9	1202	984386	10/08/12 03
10	1202	135211	10/08/12 03
11	1202	651772	10/08/12 03
12	1202	651452	10/08/12 03
13	1202	814323	10/08/12 03
14	1202	176	10/08/12 03
15	1202	23821	10/08/12 03
16	1202	181513	10/08/12 03
17	1202	217651	10/08/12 03
18	1202	1273	10/08/12 03
19	1202	82	10/08/12 03
20	1202	613425	10/08/12 03
21	1202	121822	10/08/12 03
22	1202	643872	10/08/12 03
23	1202	216583	10/08/12 03
24	1202	100628	10/08/12 03

11. Select the imported certification numbers. Note that they may not have leading zeros, and that's ok:

	A	B	C
1	1202	171966	10/08/12 03:3
2	1202	171967	10/08/12 03:3
3	1202	5617	10/08/12 03:3
4	1202	381527	10/08/12 03:3
5	1202	725174	10/08/12 03:3
6	1202	37294	10/08/12 03:3
7	1202	521822	10/08/12 03:3
8	1202	825147	10/08/12 03:3
9	1202	984386	10/08/12 03:3
10	1202	135211	10/08/12 03:3
11	1202	651772	10/08/12 03:3
12	1202	651452	10/08/12 03:3
13	1202	814323	10/08/12 03:3
14	1202	176	10/08/12 03:3
15	1202	23821	10/08/12 03:3
16	1202	181513	10/08/12 03:3
17	1202	217651	10/08/12 03:3
18	1202	1273	10/08/12 03:3
19	1202	82	10/08/12 03:3
20	1202	613425	10/08/12 03:3
21	1202	121822	10/08/12 03:3
22	1202	643872	10/08/12 03:3
23	1202	216583	10/08/12 03:3
24	1202	100628	10/08/12 03:3

12. Copy the selected data to the clipboard:



13. In ConEdLink, find the class corresponding to the one indicated in the Excel Mobile spreadsheet, and click its “Roster” link. Set the Input field to “Scan batch”²:

²Not all of the steps are shown here. See the Use Guide for Con Ed Sponsors on the ConEdLink site for details.

Reference material **ConEdLink** Process improvement

Emergency Medical Service Institute: [logout](#) | [password](#) |

[coned_sponsor_overview](#) / [coned_offering_roster](#)

Input: ☐ Standard ☒ Scan batch

Enter collected certification numbers here:

Case Studies in Ethics

Start: 2012-03-22 00:08:30 **Approved:** Yes **Class #:** 04-910013-120331

End: 2012-03-22 00:12:00 **Hours:** 2.0

Location: Seven Springs Mountain Resort

Attendees **CLOSE CLASS and SUBMIT FOR CREDIT**

-- NONE --

14. Paste the attendee certification numbers into the "Enter collected certification numbers here" text box:

Reference material **ConEdLink** Process improvement

Emergency Medical Service Institute: [logout](#) | [password](#) |

[coned_sponsor_overview](#) / [coned_offering_roster](#)

Input: ☐ Standard ☒ Scan batch

Enter collected certification numbers here:

1122
110022
112200

Case Studies in Ethics

Start: 2012-03-22 00:08:30 **Approved:** Yes **Class #:** 04-910013-120331

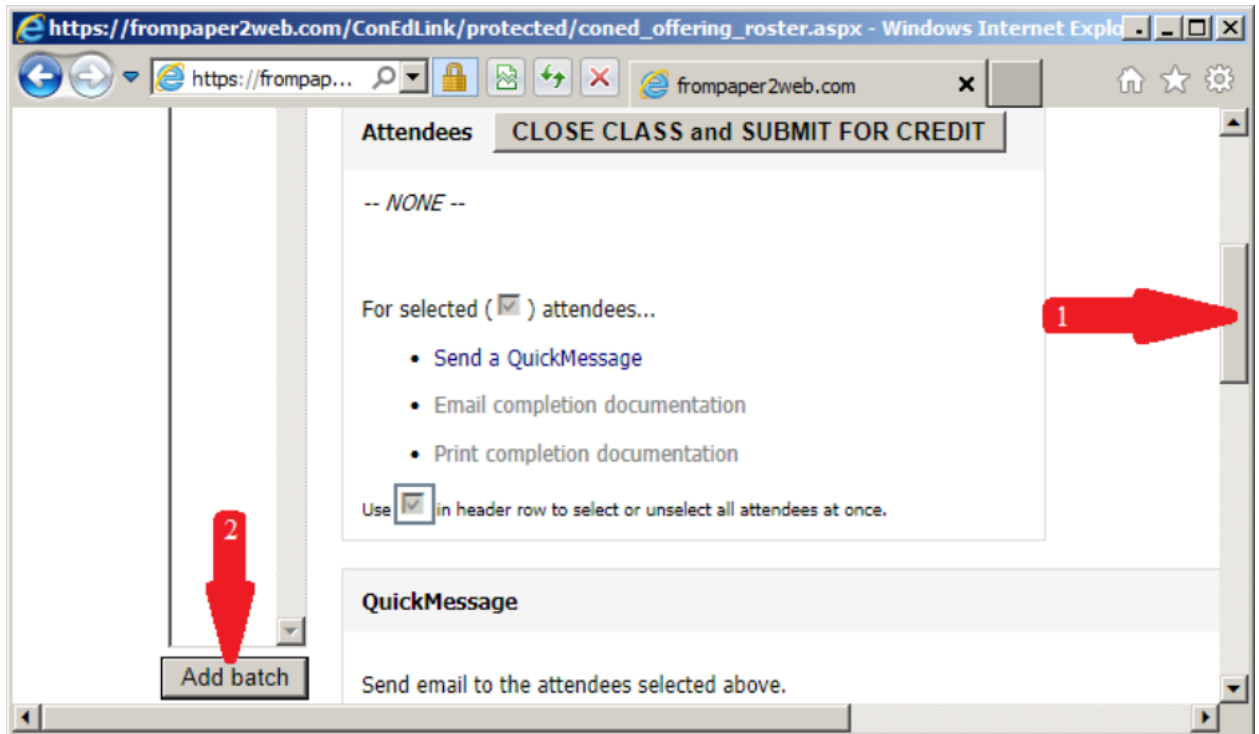
End: 2012-03-22 00:12:00 **Hours:** 2.0

Location: Seven Springs Mountain Resort

Attendees **CLOSE CLASS and SUBMIT FOR CREDIT**

-- NONE --

15. Scroll down (1) and click the "Add batch" button (2):



16. In the "Attendees" block, enter or change practitioner birth dates, email addresses, and instructor hours as necessary.³
17. If ready, click the **CLOSE CLASS and SUBMIT FOR CREDIT** button.

³See the Use Guide for Con Ed Sponsors on the ConEdLink site for details.