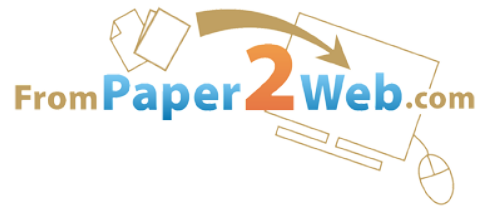


Creating **ConEdLink** rosters using Windows Mobile based barcode scanners

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Prepared by

FromPaper2Web.com, Kalips'o Infogistics LLC,
4325 Hudgins Drive, Virginia Beach VA
23455-6512



Prepared for

The Regional EMS Councils of the
Pennsylvania state EMS system

Abstract

Modern barcode scanners can serve as dumb input devices and as smart stand-alone network-connected computing platforms. Network connections can vary in speed and reliability. These factors provide choices for how to create **ConEdLink** rosters using barcode scanners. This document describes two such choices, and makes recommendations.

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Part I

Assumptions

This document assumes that:

- You are scanning badges whose barcodes are comprised solely of validated certification numbers belonging to Pennsylvania EMS practitioners.
- You are using a barcode scanner that runs the Windows Mobile operating system, and that has Internet Explorer and Excel Mobile installed. Where this document mentions Excel Mobile, any other application that takes and holds text input, like Word Mobile, may be used instead.
- If you are using (as recommended) an option that requires a PC, the PC runs the Microsoft Windows operating system, and that ActiveSync (on Windows XP) or Windows Mobile Device Center (on Windows Vista or higher) and My Mobiler are installed. My Mobiler is free software that allows you to manipulate a cradle-connected barcode scanner via your PC. My Mobiler is available at:

<http://mymobiler.com/wp-content/plugins/download-monitor/download.php?id=2>.

Part II

RECOMMENDED: Scan dumb, disconnected, and fast; perform all other processing on PC

This option:

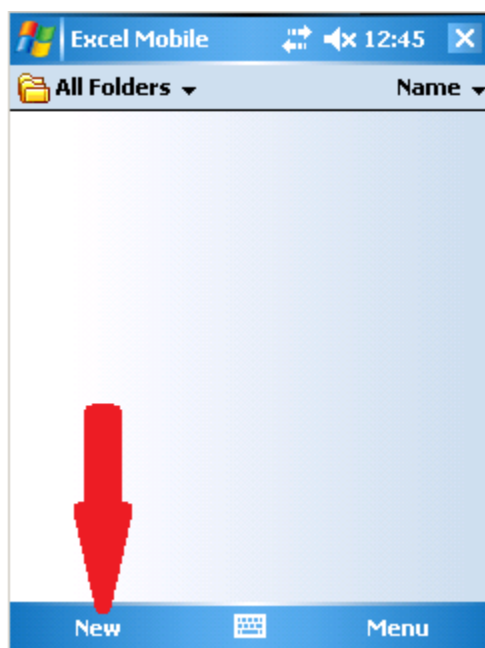
- Requires access, before and after the Room Monitor is at the classroom, to a PC with the following characteristics:
 1. The PC has a reliable Internet connection.
 2. A barcode scanner cradle is connected to the PC.
 3. Windows Mobile Device Center is installed on the PC.
 4. My Mobiler software is installed on the PC.
- Does not require the barcode scanner to have any Internet connection at all.
- The barcode scanner is only used for scanning; all other processing occurs on a PC with a full keyboard, a large screen, and a mouse.
- Does not give the Room Monitor access that they wouldn't otherwise have to the Con Ed Sponsor's ConEdLink account.

1 Before the Room Monitor heads to the classroom

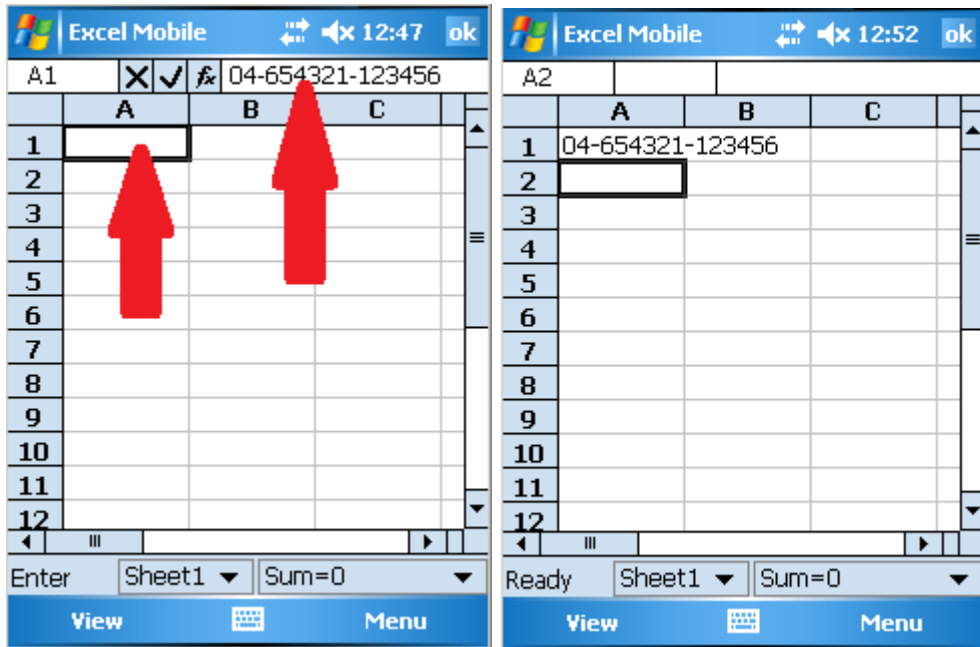
1. On the barcode scanner, tap the Start menu, then tap "Excel Mobile":



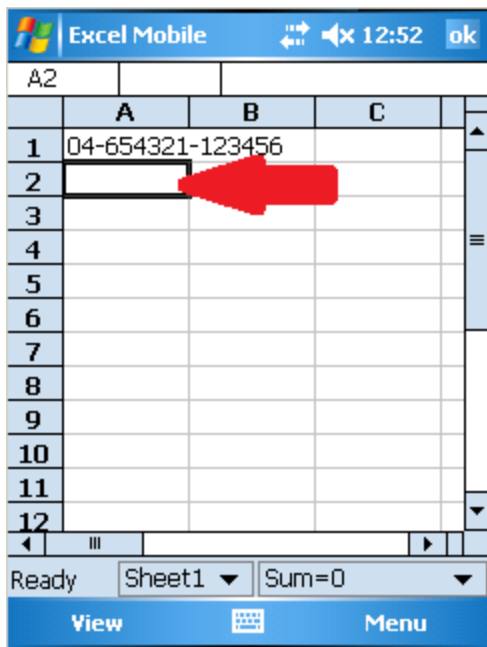
2. Tap "New":



3. Tap cell A1, then enter the class number (or title, or other uniquely identifying data item) for which the Room Monitor is about to scan badges:



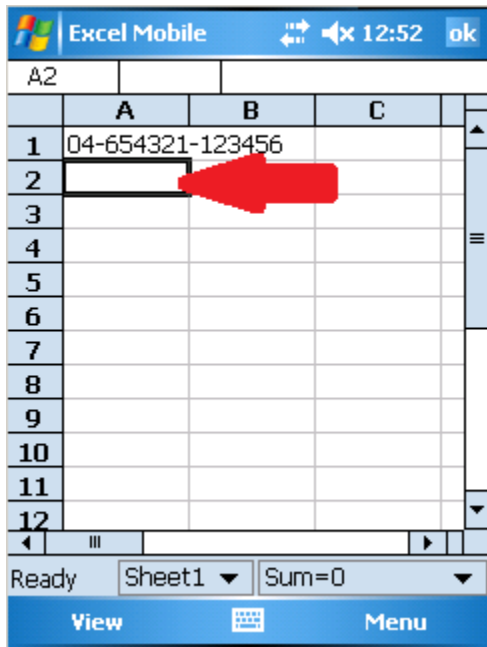
4. Make sure that cell A2 (or other nearby cell) is selected to receive the first scanned attendee certification number:



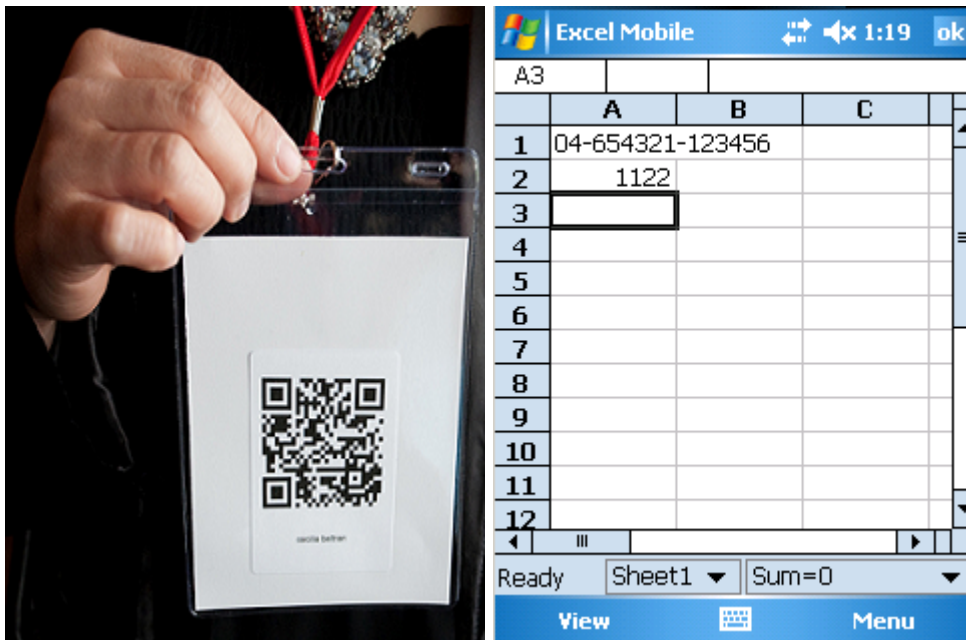
2 When the Room Monitor is at the classroom

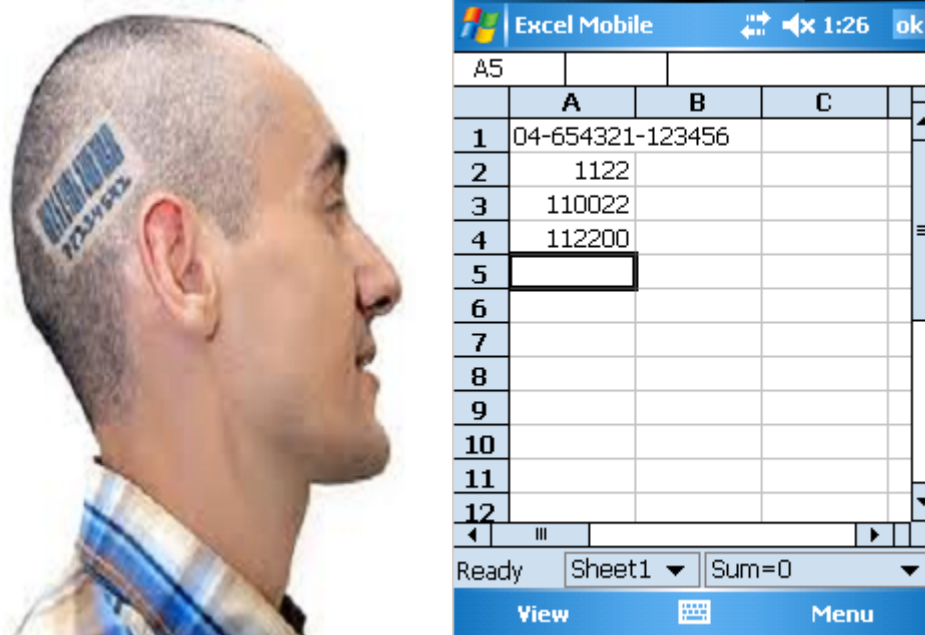
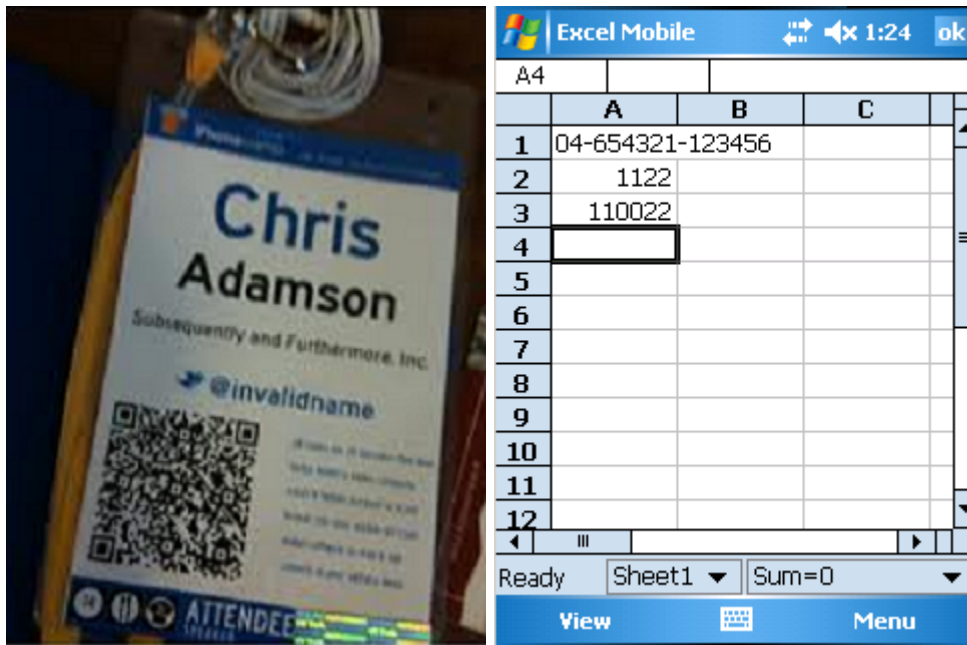
1. The Room Monitor should confirm that the cursor is **not** in or above the cell that contains the class number. By way of example, this document recommends having

cell A2 selected:



2. The Room Monitor should scan each attendee's badge. There is no need to pause between scanning operations. Leading zeros may not appear in the spreadsheet, and that's okay.





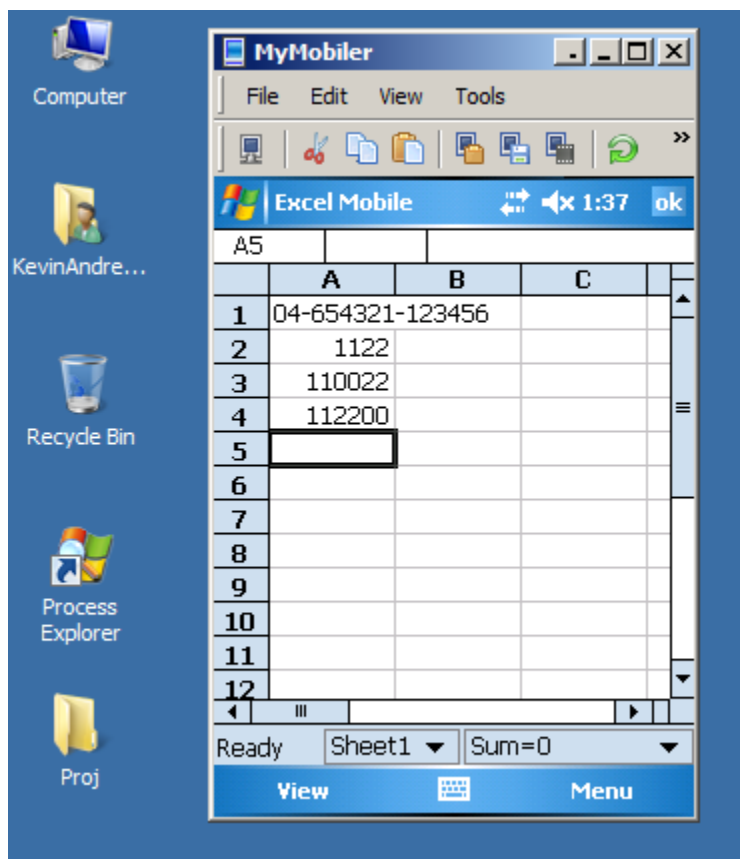
3. When all attendee badges have been scanned, the Room Monitor should immediately return the barcode scanner to the processing station. The Room Monitor should not perform any other operations on the barcode scanner, nor remove the battery.

3 After the Room Monitor returns from the classroom

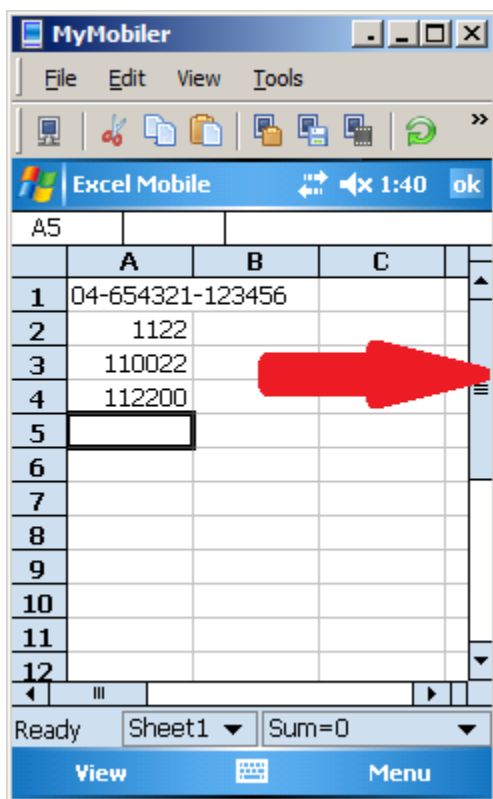
1. Drop the barcode scanner into the cradle connected to the PC:



2. The My Mobiler software will cause the barcode scanner's display to be duplicated on the PC's display and the Excel Mobile spreadsheet containing the just-scanned attendee certification numbers should be visible:



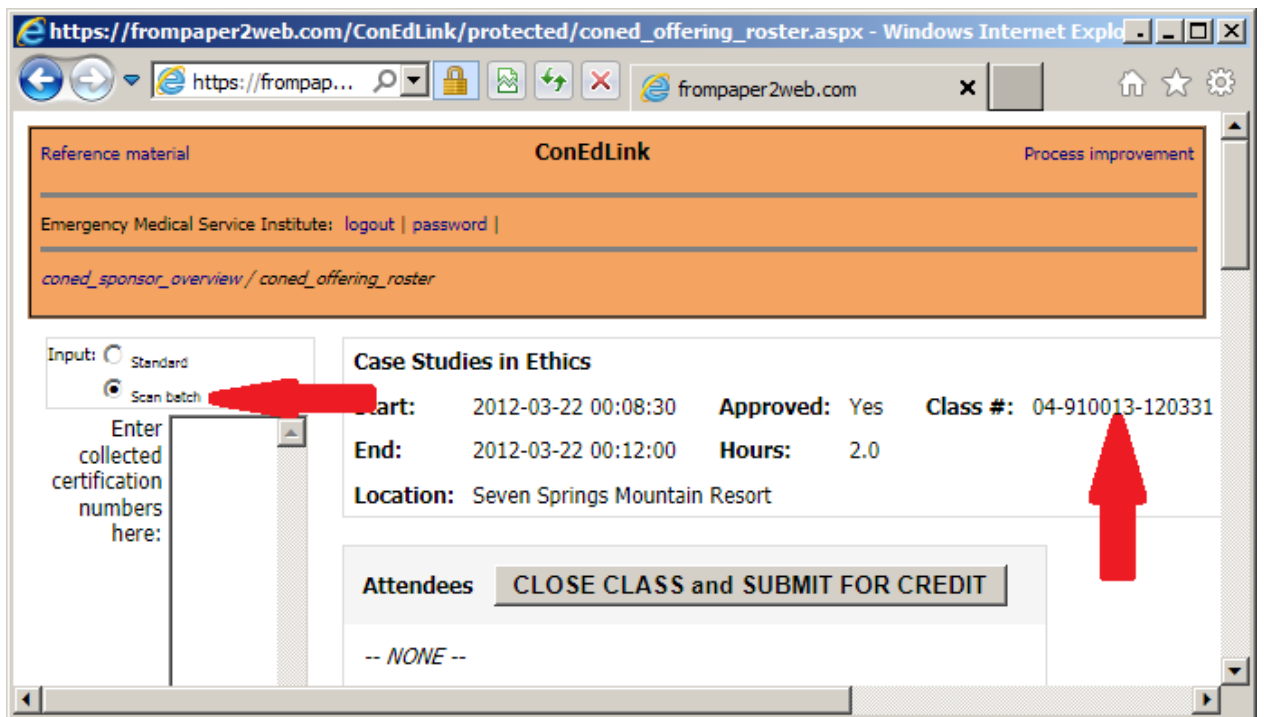
3. Using the PC's mouse, in the MyMobiler window, scroll the Excel Mobile spreadsheet, if necessary, until you can see the class number that you previously entered into the spreadsheet:



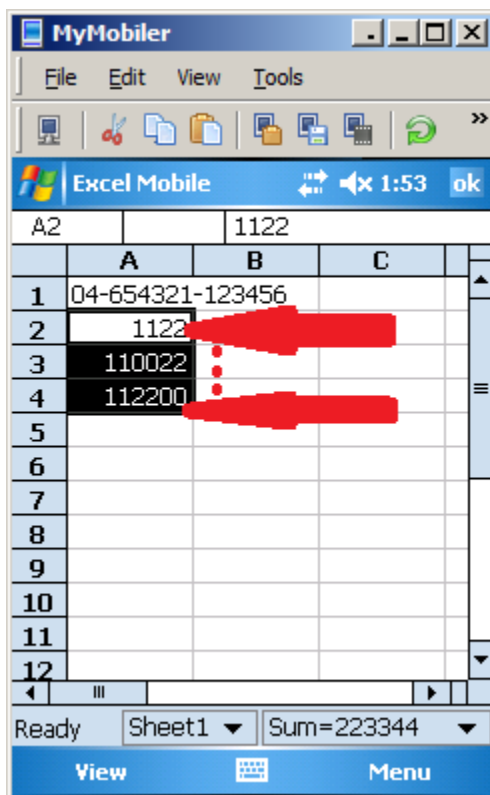
4. On the PC, open a browser, browse to <http://frompaper2web.com/ConEdLink>, and log into your Con Ed Sponsor account. Find the class corresponding to the one indicated in the Excel Mobile spreadsheet, and click its "Roster" link. Set the Input field to "Scan batch"¹²:

¹Not all of the steps are shown here. See the Use Guide for Con Ed Sponsors on the ConEdLink site for details.

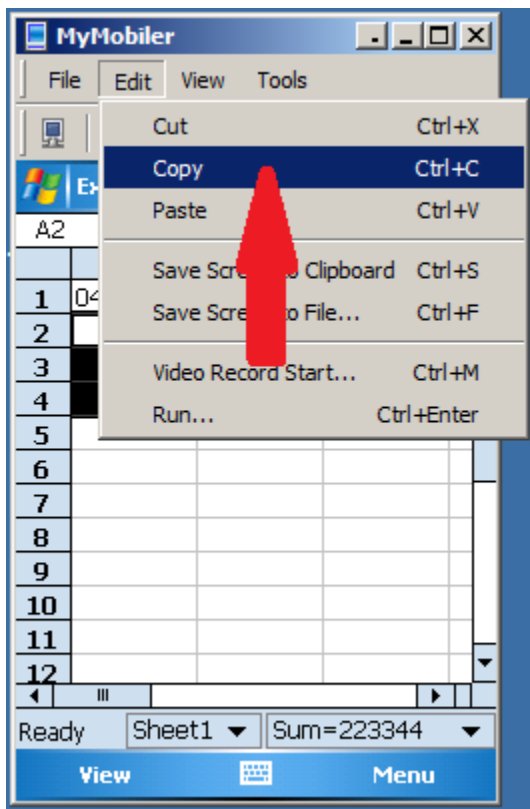
²The class numbers in these examples may not match the way you would need them to in real life.



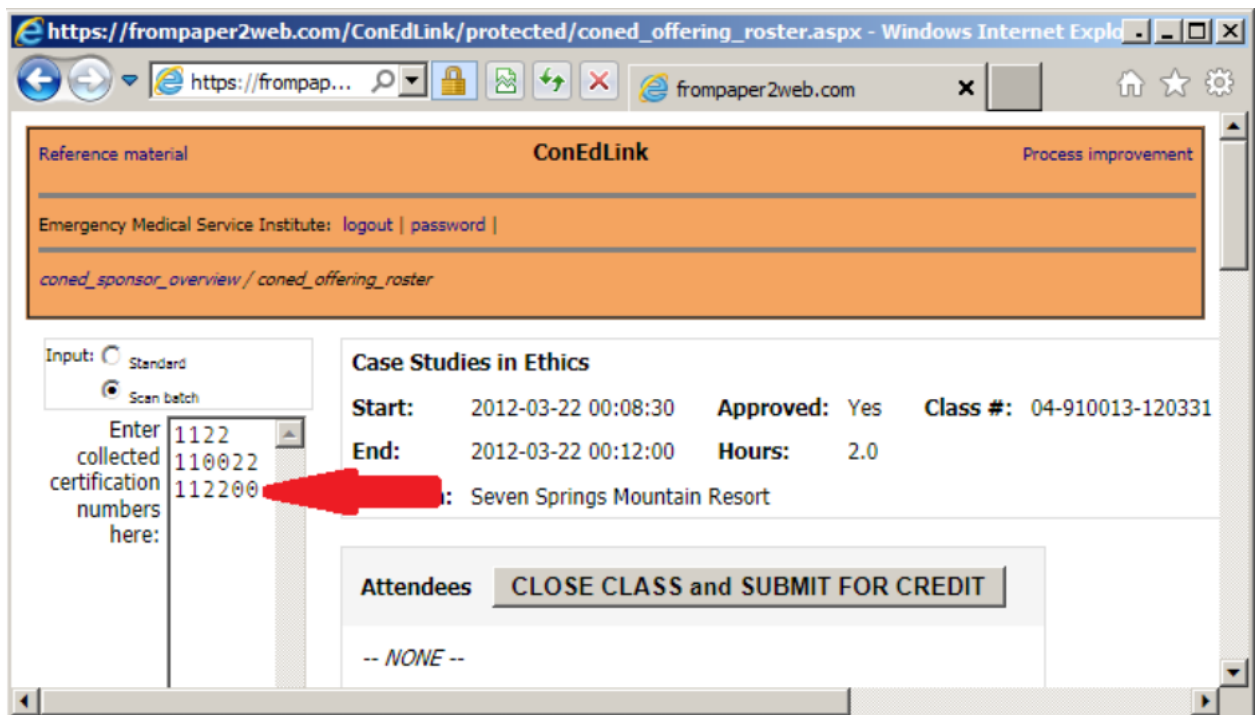
- Using the PC's mouse, in the MyMobiler window, select the scanned attendee certification numbers from the Excel Mobile spreadsheet. Do not select the class number:



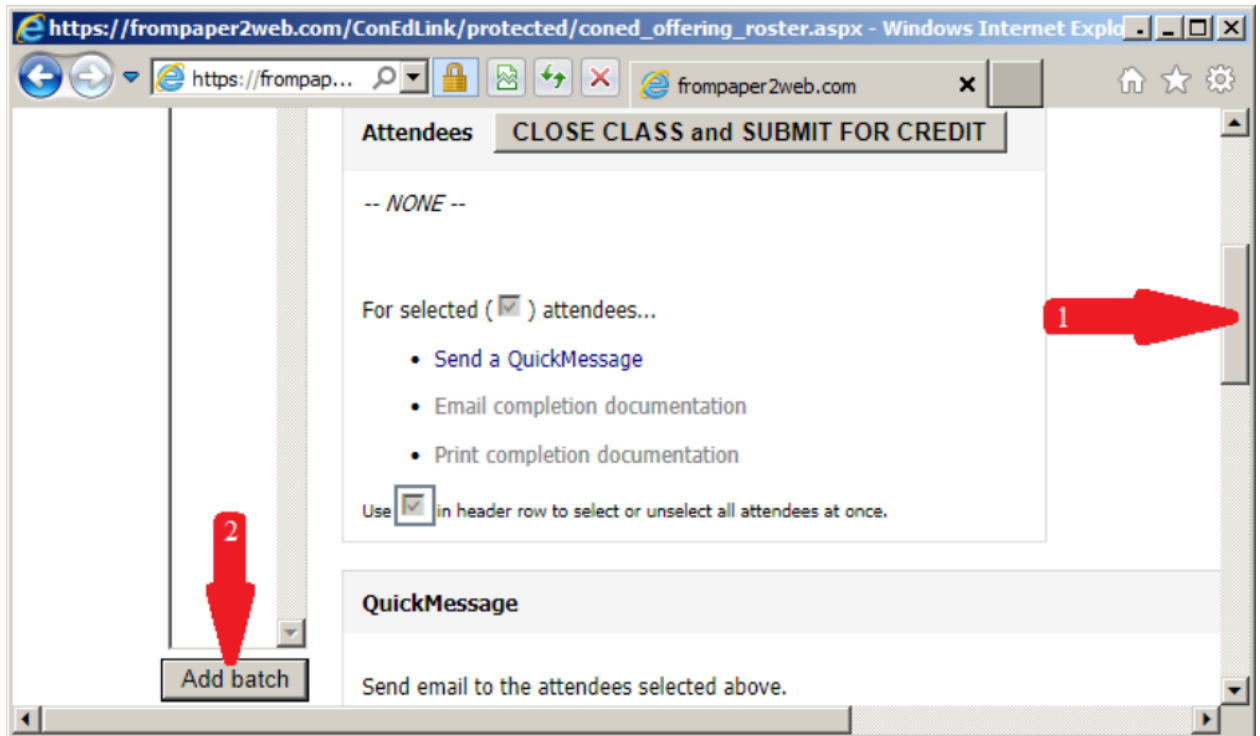
- In the MyMobiler window, select Edit / Copy:



7. On the PC, in the browser, in ConEdLink, paste the attendee certification numbers into the "Enter collected certification numbers here" text box:



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



9. In the "Attendees" block, enter or change practitioner birth dates, email addresses, and instructor hours as necessary.³

10. 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.

Part III

ALTERNATIVE: Scan and process using ConEdLink's batch mode, without PC

This option:

- Is only recommended if it is **not** feasible to have a PC available with the characteristics mentioned in Part II.
- Requires the barcode scanner to establish a reliable Internet connection before and after the Room Monitor is at the classroom.
- Gives the Room Monitor unfettered access to the Con Ed Sponsor's ConEdLink account if the barcode scanner has a wireless Internet connection.

4 Before the Room Monitor heads to the classroom

1. On the barcode scanner, tap the Start menu, then tap "Internet Explorer":



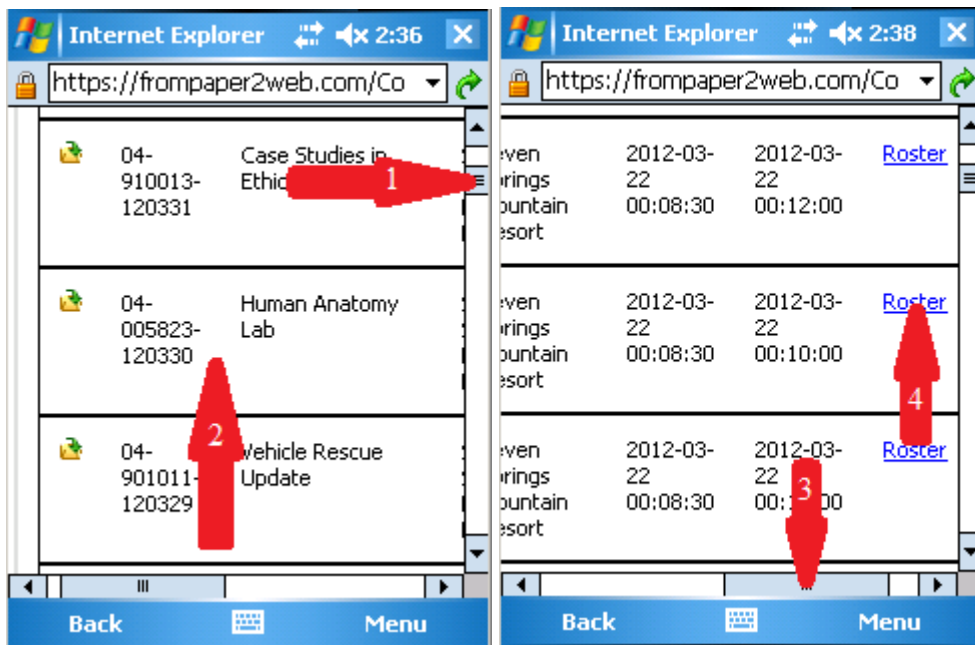
2. In the browser, navigate to <http://frompaper2web.com/ConEdLink>:

The screenshot shows the Internet Explorer browser window with the address bar displaying <http://frompaper2web.com/ConEdLink>. The page has an orange header with links for [Reference material](#), **ConEdLink**, and [Process improvement](#). Below the header is a "Log in" section with the following fields: "Regional council:" with a dropdown menu showing "EMSI", "What kind of user are you?" with a dropdown menu showing "-- Select --", "User:" with a dropdown menu, and "Password:" with a text input field. At the bottom of the browser window are "Back" and "Menu" buttons.

3. Log into ConEdLink using the appropriate Con Ed Sponsor credentials. You'll see something like this:

The screenshot shows the Internet Explorer browser window with the address bar displaying <https://frompaper2web.com/ConEdLink>. The page has an orange header with links for [Reference material](#), **ConEdLink**, and [Process improvement](#). Below the header, it says "Emergency Medical Service" and "Institute: [logout](#) | [password](#) |". There are three tabs: "My profile", "Classes", and "About". Below the tabs is a "Range:" dropdown menu showing "In process". At the bottom of the browser window are "Back" and "Menu" buttons.

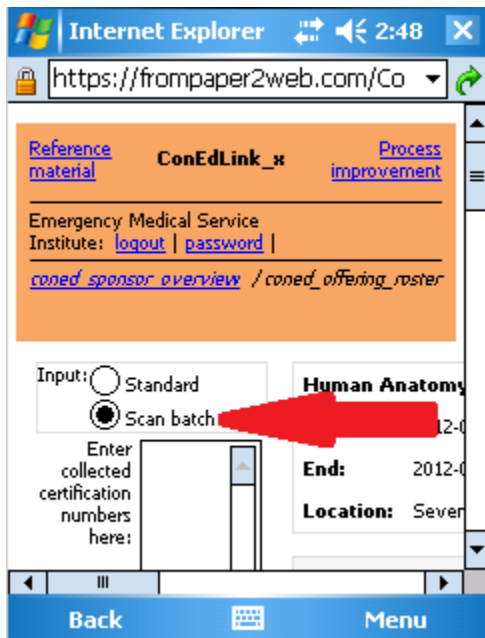
4. In ConEdLink, scroll the page down (1) until you find the class (2) for which the Room Monitor is about to scan badges, then scroll the page over (3) and click the class's "Roster" link (4):



You'll see something like the following. Note that the "Input" field is set to "Standard":

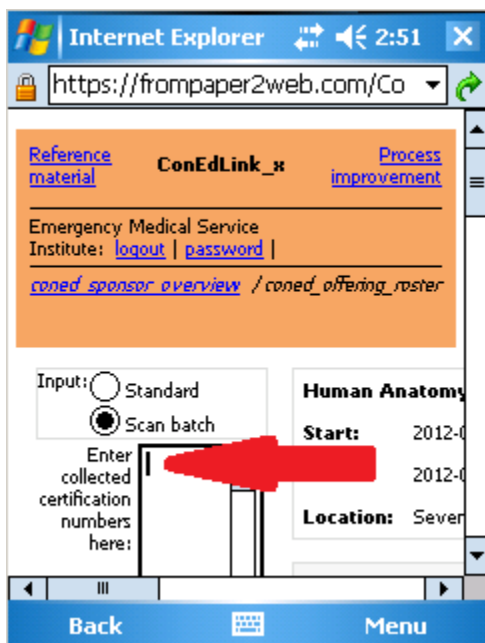


5. In the "Input" field, tap the circle corresponding to the "Scan batch" setting:



5 When the Room Monitor is at the classroom

1. The Room Monitor should confirm that the cursor is in the "Enter collected certification numbers here" text box:



2. The Room Monitor should scan each attendee's badge. There is no need to pause between scanning operations.



Internet Explorer 2:53

https://frompaper2web.com/Co

[Reference material](#) **ConEdLink_x** [Process improvement](#)

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

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

Input: ☐ Standard ☒ Scan batch

Enter collected certification numbers here:

990000

Human Anatomy

Start: 2012-0

End: 2012-0

Location: Sever

Back Menu



Internet Explorer 2:54

https://frompaper2web.com/Co

[Reference material](#) **ConEdLink_x** [Process improvement](#)

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

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

Input: ☐ Standard ☒ Scan batch

Enter collected certification numbers here:

990000
000000

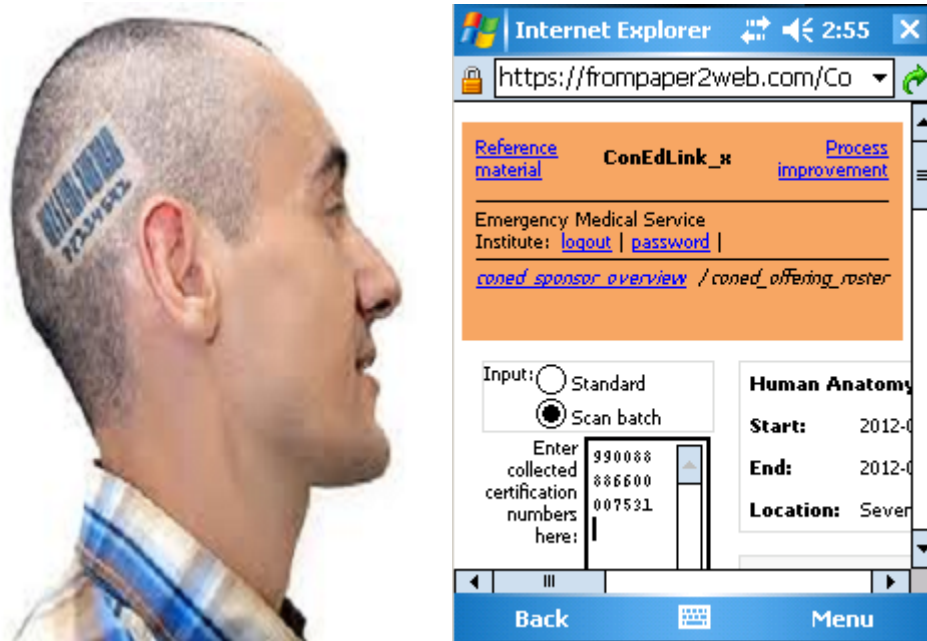
Human Anatomy

Start: 2012-0

End: 2012-0

Location: Sever

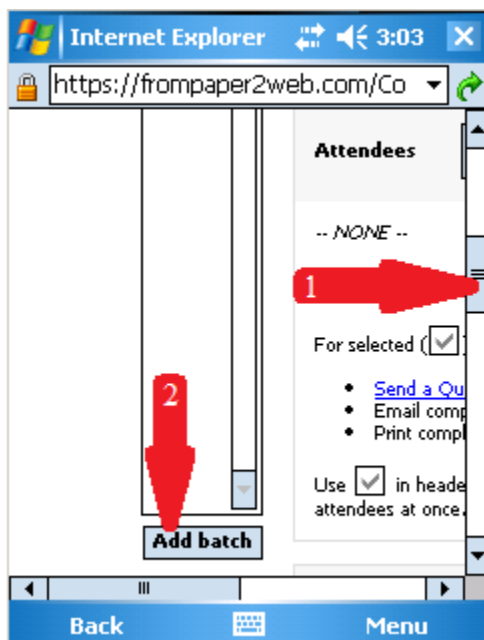
Back Menu




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

6 After the Room Monitor returns from the classroom

1. On the barcode scanner, in the browser, in ConEdLink, scroll down (1) and tap the "Add batch" button (2):



2. In the "Attendees" block, enter or change practitioner birth dates, email addresses, and instructor hours as necessary.⁴
3. If ready, click the  button.

⁴See the Use Guide for Con Ed Sponsors on the ConEdLink site for details.