BADGE PRINTER

VIA SOFTWARE INTEGRATED TO THE MACHINE

User Manual

This manual was designed for the system administrator user, in order to manage the printing/making of Bosch badges, to automate and centralize the process.

Document Information

Prepared by: Analice de Moraes Leite, Sara Klamann,

Thayná Machado e João Viktor Trindade

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Summary

User Manual

1. How do I access the system?

You can access the system using your login and password provided by the administrator (in this case, Bosch credentials). If you don't already have one, contact your administrator to obtain your credentials.

2. Administrator Functions:

2.1 Register User: The administrator can add new users to the system. Provide the necessary information such as name, password, and assign appropriate permissions.

2.2 View Registered Users: View the list of all users registered in the system.

2.3 Change User Password: Allows the administrator to change the password for a specific user. Enter the user identifier and the desired new password.

2.4 Delete User: Remove user from the system. Enter the identifier of the user you want to delete.

3. User Functions:

3.1 Register Record: After logging in, the user can add new records to the system. Provide information such as full name, EDV and location, as well as a photo, both in CSV format.

3.2 Import data in CSV format: After logging in, the user can import in CSV format a spreadsheet with the new collaborators' data (EDV, full name and location) and then another spreadsheet with each employee's photos. Using an identifier that will join the two, the layout for each badge will be complete.

3.3 Select records for printing badges: After importing the spreadsheets, the data will enter the system database and become available, making it possible to select for printing at any time.

3.4 View Registered Records: View the list of all records registered by you, using a customizable filter it is possible to perform a detailed search.

3.5 Change a record: Allows the user to modify the description of a specific record. Enter the record identifier (CPF) and the new desired description.

3.6 Delete Record: Removes a register record. Enter the identifier of the record you want to delete.

4. General Tips:

Always keep your credentials secure and do not share them with other users. When performing sensitive operations, such as deleting users or records, confirm your actions to avoid errors. If you have any questions or problems, contact your system administrator for support. This manual serves as a basic guide for using the system.

Technical Manual

1. ## Introduction

   This manual describes the functioning and the operation of the badge management system developed for internal use by the company. This software is designed to facilitate the process of creating, editing and printing identification badges for company employees, integrated with a badge printing machine that is compatible with thermal ribbon for printing.

2. ## System Requirements:

   - Operating System: Windows 10 or higher;
   - Processor – Intel Core i5 or equivalent;
   - RAM memory: 4GB;
   - Disk Space: 500MB available;
   - Internet connection (for updates);
   - Badge printer compatible with thermal ribbon.

3. ## Installation:

   If the software has not yet been installed on the machine by the IT team, then installation file will be sent, with initial installation instructions:

   - Run the provided installation file;
   - Follow the on-screen instructions to complete the installation;
   - After installation, run the software.

4. ## Initial Setup:

   When running the software for the first time, you will be prompted for initial configuration:

   - Set your preferred language;
   - Enter company information;
   - Configure printing preferences;
   - Select the badge printing machine connected to the system.

5. ## Data Management:

   It allows editing and deleting employee information and also allows the import and export od data to facilitate synchronization with external system.

6. ## Badge Printing:

   Automatically generates the badge layout based on employee information; allows you to preview the badge before printing and starts the printing process with a simple click.

7. ## Contact and Technical Support:

   For technical assistance, please contact us via the following emails:

- analice.leite@br.bosch.com,
- sara.jucoski@br.bosch.com,
- thayna.machadodasilva@br.bosch.com,
- joao.trindade2@br.bosch.com.

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