

Launch the Barcode Scanner

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Point to **Tools** and click **Attendance Barcode Reader**. Each time the scanner is launched you must set Attendance Barcode options. In the *Attendance Barcode Options* pop-up box, make choices as applicable.

Attendance Date - Defaulted to current date. Use calendar icon to change.

Show Family Info - Set to **Yes** if the computer monitor faces the owner/staff. If set to Yes, student picture (if uploaded), name, age, class, family address, phone, balance, problem account status displays on screen. Set to **No** if the computer monitor faces the student. If set to No, the student picture, name, age, and class displays.

Mark student present for Set to **All Classes** to mark student present for all enrolled classes that day.

Set to **Single Class** to mark a student present for a single class.

Set to **None-Lookup Student Only** to verify membership (but not record attendance.)

Page refresh timeout (seconds) - Set the number of seconds the student info is displayed before resetting for the next student.

Launch fullscreen - Defaulted to checked (yes). Uncheck to remain in pop-up window.

Attendance BarCode Options

This feature uses the Student ID (At the bottom of the Student Page) as the barcode number. This feature works with most barcode readers and does not require any specific reader and only requires the reader to send the barcode number and an ENTER key after that.

Getting Started


Step 1 - Save the barcode number on the student page by putting the cursor in the Student ID field and scan the barcode. You should see a number show up in the field and click on the "Save Changes" button. Do this for all the appropriate students.

Step 2 - Now start scanning via this feature.

Setting Attendance Barcode Scanning Options

The software has 2 basic modes, the computer monitor facing the staff or the students.

A note about Facing the Staff: Usually if the monitor is facing the owner you just simply click the "Launch" button. The option to launch the feature in full screen is your option. It is challenging to do other tasks in the system while students are scanning their cards because the cursor needs to be in the Barcoder number field on the next page.

Attendance Date:	<input type="text" value="9/23/2014"/> 
Show Family Info:	<input type="text" value="Yes"/> ▾
Mark student present for:	<input type="text" value="All Classes"/> ▾
Page refresh timeout (seconds):	<input type="text" value="10"/>
Launch fullscreen:	<input checked="" type="checkbox"/>
<input type="button" value="Launch"/>	