



Vision Computer Programming Services, Inc.

801 2nd Street, Suite A Safety Harbor, FL 34695

888-425-6964 email@visioncps.com www.visioncps.com

Blue Tooth Scanning

Charge the Blue Tooth scanner. Once it is charged then you will follow these steps:

Print your ID Cards

Each Member must have an ID Card.

Schedule your Activities

The Activities that you want to scan for must be scheduled on the Activities screen.

Charge your Scanner

The blue tooth scanner must be charged for at least 4 hours to get started.

Plug long USB end of the Y cable into a USB port on your computer.

Plug the USB dongle into top of the Y plug – the red light means the dongle is active.

Plug the additional USB cable into back of Y plug

Plug other end of additional USB into the scanner – charge for 4 + hours

Scan your members

1. Take the blue tooth scanner and the dongle (USB stick) with you into the first classroom where you want to scan members.
2. Scan each card in the classroom.
3. Go back to the Member Tracking System computer.
4. Open the Quick Entry screen.
5. Choose the Activity in the dropdown in the center of the screen.
6. Click the 'Open Batch Attendance Form' button.
7. Change the dropdown at the top left to 'Enter from Barcode Scan'.
8. Click on the white box under the word Scan.
9. Plug the dongle into the computer.
10. Push the button on the scanner and you will see the scans populate in the Quick Entry Batch Attendance screen.
11. When scanner finishes uploading then click the 'Process Attendance' button at the bottom of the screen – this will actually record each member's attendance record.
12. Click the 'Clear Form' button on the bottom left.
13. Close the Quick Entry Batch Attendance screen.
14. Pull the dongle out of the computer and repeat steps 1 through 13 for each program that you want to scan.