

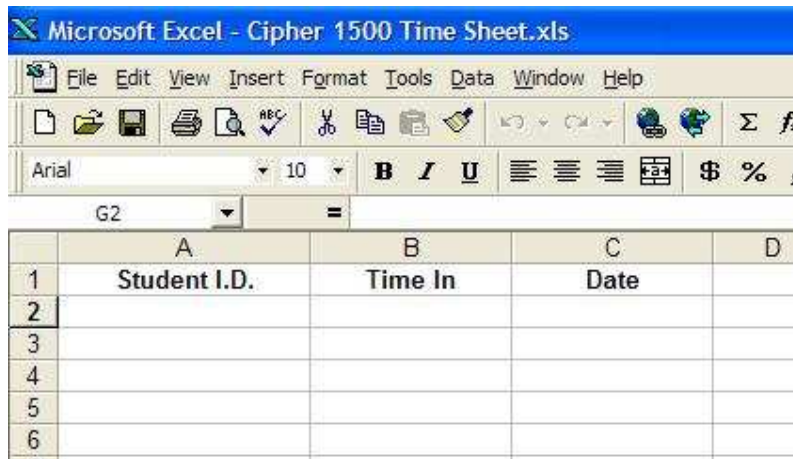
Cipher Lab 1500 Excel Spreadsheet Time Sheet Example

The following example is intended to demonstrate how easy it is to set up an Excel Spreadsheet to manage time and attendance records using the Cipher Lab 1500 bar code scanner in conjunction with Dataman Barcode System's Bar-Key data record assembly software utility.

Initially it will be necessary to prepare a Microsoft Excel worksheet using the examples as follows:-

These are only very basic examples to explain the concept and to stimulate ideas.

Open a NEW Excel worksheet and prepare the **Time In** headers for sheet 1.

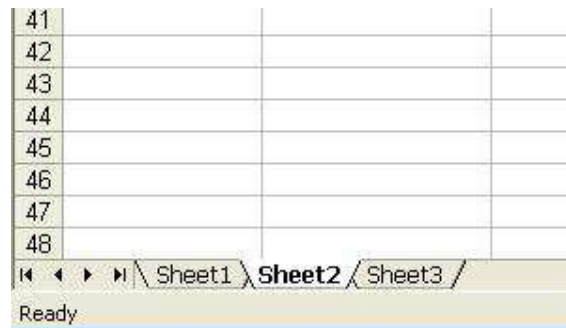


The screenshot shows the Microsoft Excel interface with the title bar 'Microsoft Excel - Cipher 1500 Time Sheet.xls'. The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations and editing. The font settings are set to Arial, size 10. The active cell is G2. The worksheet has four columns labeled A, B, and C, and four rows labeled 1, 2, 3, and 4. The headers for columns A, B, and C are 'Student I.D.', 'Time In', and 'Date' respectively.

	A	B	C	D
1	Student I.D.	Time In	Date	
2				
3				
4				

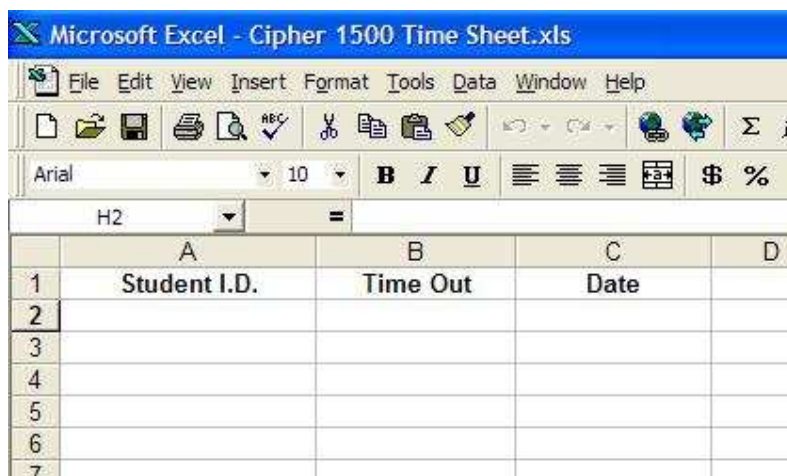
Change to Sheet 2 and prepare the **Time Out** Headers as shown below.

Save the template for later applications.



The screenshot shows the Microsoft Excel interface with the title bar 'Microsoft Excel - Cipher 1500 Time Sheet.xls'. The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations and editing. The font settings are set to Arial, size 10. The active cell is H2. The worksheet has four columns labeled A, B, and C, and four rows labeled 41, 42, 43, and 44. The headers for columns A, B, and C are 'Student I.D.', 'Time Out', and 'Date' respectively.

	A	B	C	D
41				
42				
43				
44				



The screenshot shows the Microsoft Excel interface with the title bar 'Microsoft Excel - Cipher 1500 Time Sheet.xls'. The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations and editing. The font settings are set to Arial, size 10. The active cell is H2. The worksheet has four columns labeled A, B, and C, and four rows labeled 1, 2, 3, and 4. The headers for columns A, B, and C are 'Student I.D.', 'Time Out', and 'Date' respectively.

	A	B	C	D
1	Student I.D.	Time Out	Date	
2				
3				
4				

Once the Excel Time Sheet spreadsheet has been prepared as shown above, the Dataman Barcode Bar-Key software utility must be prepared. This preparation work is only required to be undertaken once, provided no changes are made to the Bar-Key setup after this initial preparation it can be called repeatedly as required to handle the Cipher Lab 1500 data input.

The purpose of the Bar-Key program is to intercept the data being sent from the Cipher Lab 1500 bar code reader and direct it to the Excel Time Sheet in the required format.

Assuming that Bar-Key has already been installed a command line directive must be applied to the startup command to ensure that Bar-Key will handle the Cipher Lab 1500 correctly.

A command line directive can be appended to the startup command in two ways:-

a). From the Start and Run Task Bar click Run.



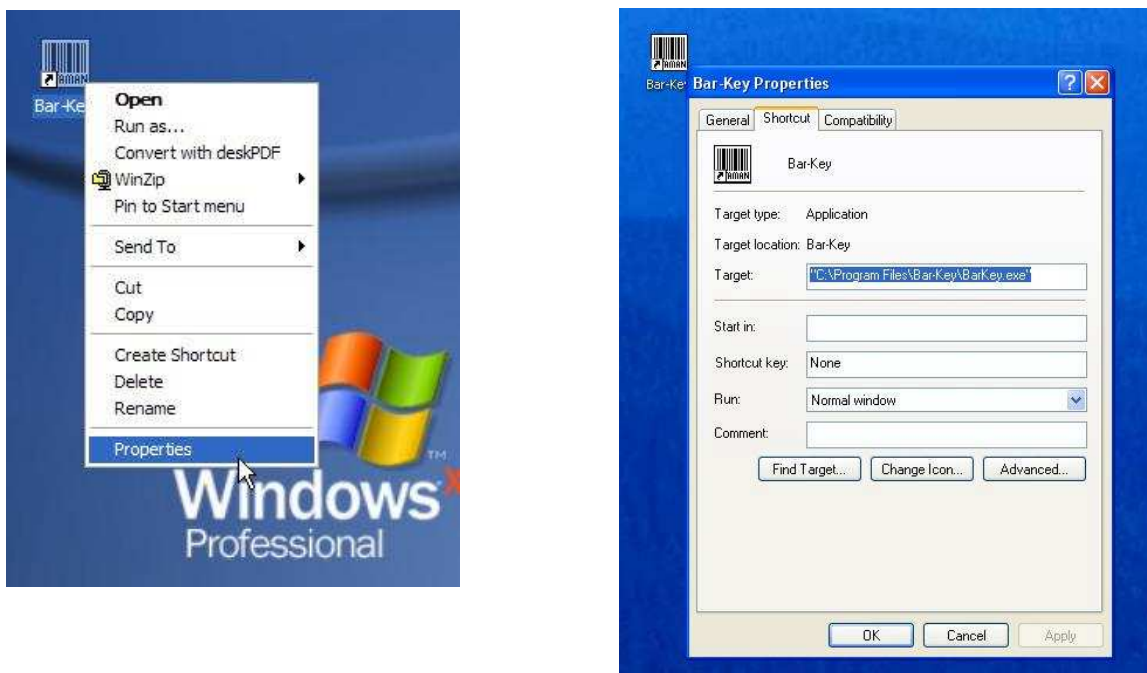
Enter the full appropriate path and program name with the command line directive /CIPHER (or substitute the required directive of choice) as previously indicated, note the **space** between **.exe** and **/CIPHER**. Then start the Bar-Key program by clicking the OK button.

OR

b). From the Desktop using the shortcut icon, and using the right mouse button click on the Bar-Key shortcut icon to show the Bar-Key Properties.

Select Properties.

Note Target line to be edited.



Add the command line directive /CIPHER to the Target Text Box as shown below, note the **space** between **.exe** and **/CIPHER**.



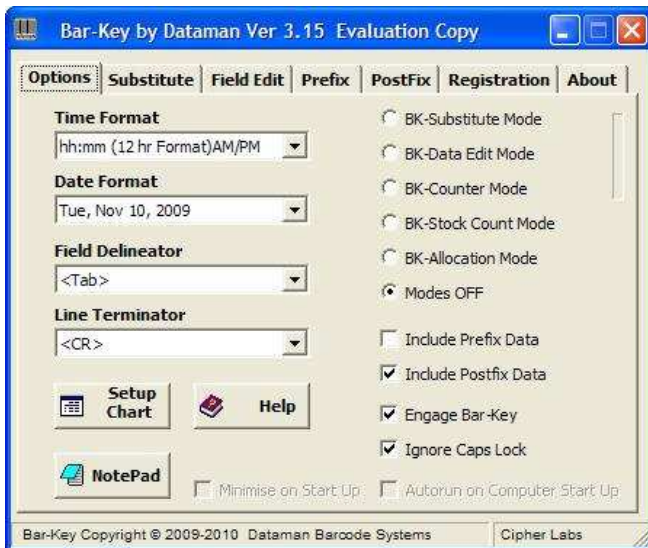
Not all systems will display the path and program names within "quotes", for those systems that do add the command line directive outside of the quotes.

Click the Apply button to confirm the NEW properties settings, the Bar-Key shortcut icon can now be used to start Bar-Key with the required command line directive which in this case is **/CIPHER**.

Once the command line directive has been set all subsequent start ups of the Bar-Key program will default to using the desired bar code reader.

Should a different model of bar code reader be needed at some time to work with Bar-Key then the command line directive will have to be edited/changed accordingly.

Bar-Key can now be started and should initially be displayed as shown below. If the above command line directives have been successful the default bar code scanner CIPHER Lab will appear in the Bar-Key status line (lower right).

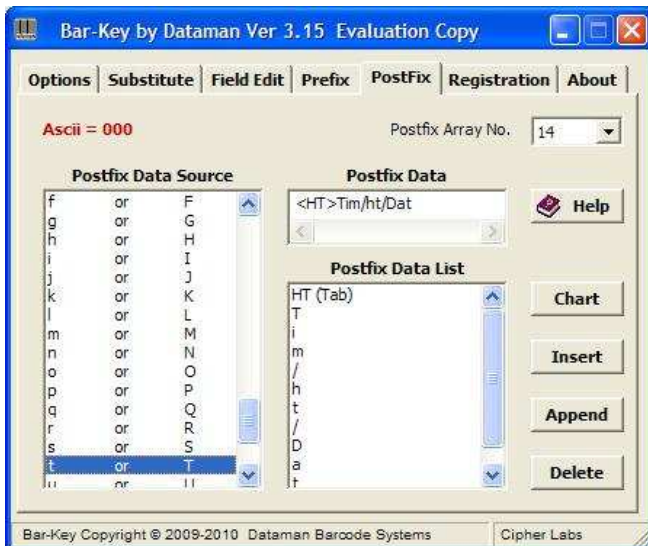


Using the displayed example (Left) ensure that the Time Format; Date Format; Field Delineator; Line Terminator and the various option and check boxes are set as per the example.

The user can make changes to this set up once greater familiarity is made with the Bar-Key utility's capabilities.

For the purpose of this Time Sheet example the variable Time & Date formats that Bar-Key permits would be of most interest.

The next set up required is the Bar-Key PostFix settings. Using the displayed example firstly click on the PostFix Tab to display the PostFix Form as shown below.



When Bar-Key is initially installed many of the Prefix settings and PostFix settings already contain set-ups from the original install default.

It is highly likely that Postfix Array No 14 already contains a set up as displayed using one of the Bar-Key Keyword settings "**Tim/ht/Dat**". If this is so then this exercise is easy, if not consult the Bar-Key Help file Prefix and Postfix topic to create a Postfix Data setting as per the displayed example.

Note:- the <HT> command immediately preceding the "**Tim/ht/Dat**" keyword entry.

What this Postfix setting will do is ensure that the Cipher Lab 1500's input data will be formatted correctly for transmission to the Excel spreadsheet cell layout.

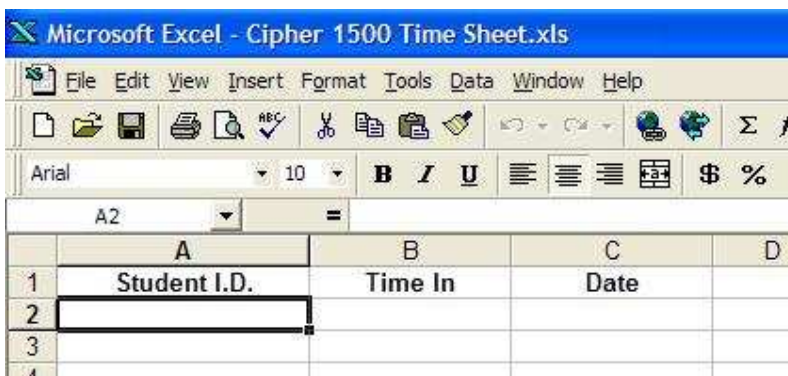
We have now finished setting up the Bar-Key software but we still need to have the utility running in the background, to this end we simply minimise Bar-Key. The Bar-Key icon will appear on the lower task bar and can be invoked by clicking on the icon should new settings be required.

For more detailed information on using the Dataman Bar-Key utility consult the Help File included.

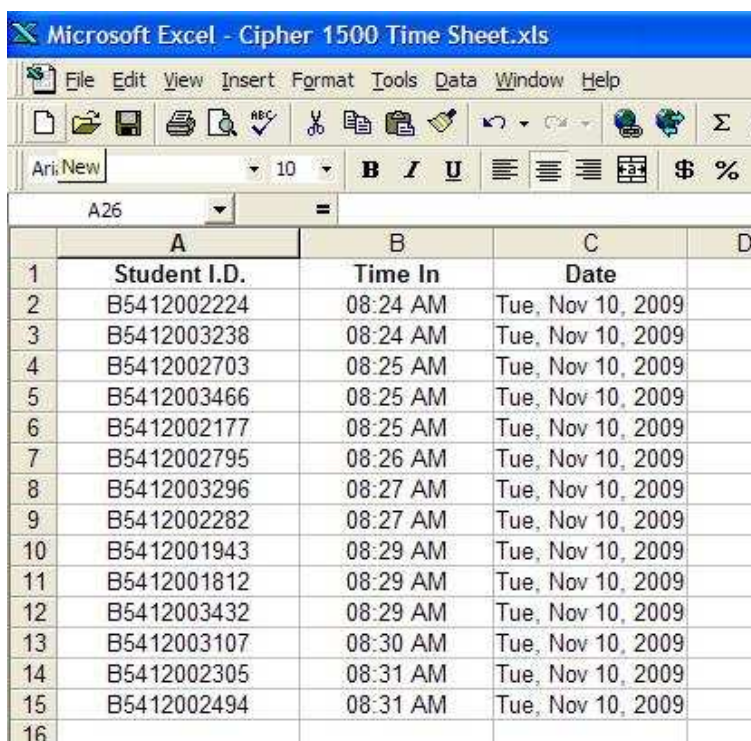
When the time comes to record the data from the Cipher 1500 Scanner with time and date of input we still need to have the Bar-Key software utility running in the background. Provided no adjustments have been made to the Bar-Key software set-ups the above exercise is only required once.

Re Open the Excel worksheet and prepare for data downloading by clicking the mouse on the first cell where data downloading is to begin.

This will ensure that Excel has the primary focus and this is where the downloaded data will be directed by the Bar-Key utility.



With the Cipher 1500 attached to the computer using the supplied USB HID cable Student I.D. data is simply scanned as required. All data scanned will be supplemented with the current time & date of input and will be sent to the Excel Time Sheet spreadsheet ensuring the correct data is posted to the relevant cell.



Dataman Barcode Systems

P.O. Box 855
Happy Valley, S.A. 5159
Australia

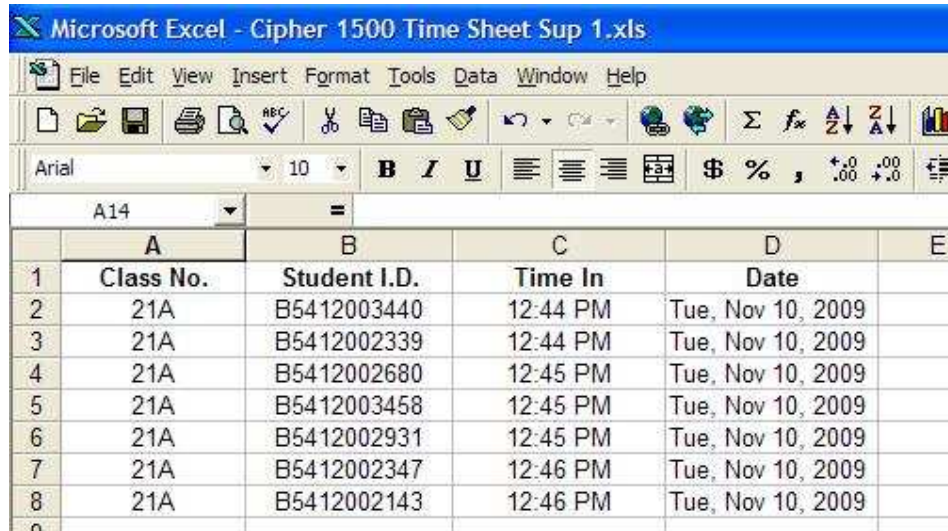
Tel:- 088 322 7675 Int Tel:- +(618) 8322 7675
Fax:- 088 322 7288 Int Fax:- +(618) 8322 7288
E-mail:- sales@datamanbarcode.com.au
Web:- www.datamanbarcode.com.au

Cipher Lab 1500 Supplemental Excel Spreadsheet Example

Using the previous Time & Attendance spreadsheet sample as a base principle it is possible to create enhanced Time & Attendance records.

Example 1.

By simultaneously engaging Bar-Key's Prefix and Postfix features it would be possible to record the Class or Location where the records were taken.

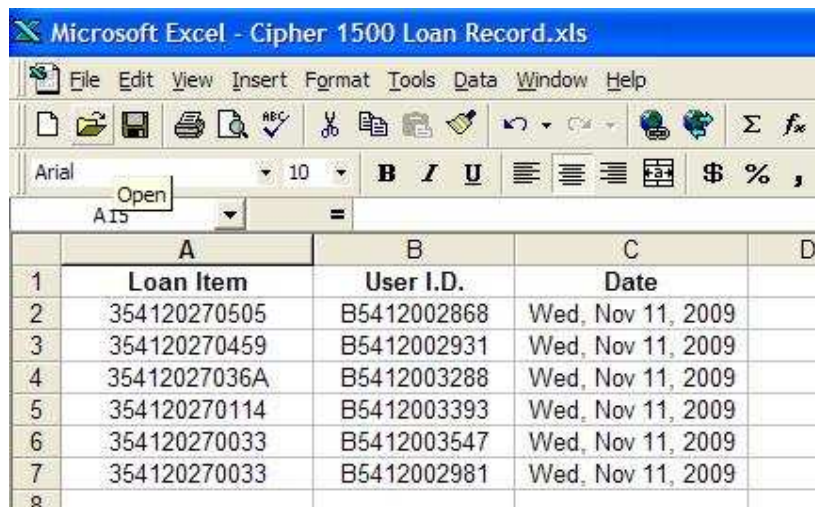


The screenshot shows a Microsoft Excel spreadsheet titled "Cipher 1500 Time Sheet Sup 1.xls". The spreadsheet has columns for Class No., Student I.D., Time In, and Date. The data is as follows:

	A	B	C	D	E
1	Class No.	Student I.D.	Time In	Date	
2	21A	B5412003440	12:44 PM	Tue, Nov 10, 2009	
3	21A	B5412002339	12:44 PM	Tue, Nov 10, 2009	
4	21A	B5412002680	12:45 PM	Tue, Nov 10, 2009	
5	21A	B5412003458	12:45 PM	Tue, Nov 10, 2009	
6	21A	B5412002931	12:45 PM	Tue, Nov 10, 2009	
7	21A	B5412002347	12:46 PM	Tue, Nov 10, 2009	
8	21A	B5412002143	12:46 PM	Tue, Nov 10, 2009	

Example 2.

By engaging Bar-Key's Allocation Mode and the Postfix Date recording feature a spreadsheet record of asset loans can be kept.



The screenshot shows a Microsoft Excel spreadsheet titled "Cipher 1500 Loan Record.xls". The spreadsheet has columns for Loan Item, User I.D., and Date. The data is as follows:

	A	B	C	D
1	Loan Item	User I.D.	Date	
2	354120270505	B5412002868	Wed, Nov 11, 2009	
3	354120270459	B5412002931	Wed, Nov 11, 2009	
4	35412027036A	B5412003288	Wed, Nov 11, 2009	
5	354120270114	B5412003393	Wed, Nov 11, 2009	
6	354120270033	B5412003547	Wed, Nov 11, 2009	
7	354120270033	B5412002981	Wed, Nov 11, 2009	

Other applications are left to the user to exploit.

Dataman Barcode Systems

P.O. Box 855
Happy Valley, S.A. 5159
Australia

Tel:- 088 322 7675 Int Tel:- +(618) 8322 7675
Fax:- 088 322 7288 Int Fax:- +(618) 8322 7288
E-mail:- sales@datamanbarcode.com.au
Web:- www.datamanbarcode.com.au