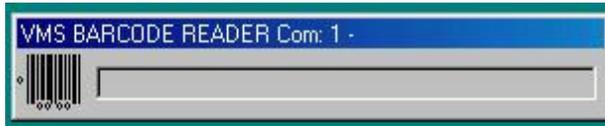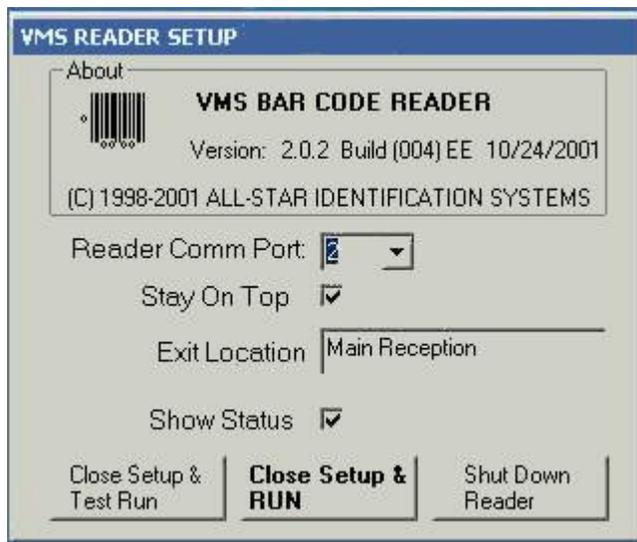### 10.3.   Configuring The Bar Code Reader Software

When the system starts, the Bar Code Reader software should come up automatically (via a shortcut placed in the Windows Startup folder during install). A small window like the one below will appear on the desktop:

Before the Bar Code Reader will work properly, the software needs to be configured. To open the configuration screen, perform the following steps:

1.) Make sure the window is highlighted (has focus) and press the exclamation point key on the keyboard (same as Shift + 1). An exclamation point will appear on the panel next to the bar code icon.
2.) Click on the panel next to the bar code icon and the word "PASSWORD" will appear.
3.) Type in the letters "ASD" (no quotes, case sensitive) on the keyboard.
4.) The Bar Code Reader configuration screen (see below) will appear.

The **Reader Comm Port** setting should be set to the same Comm Port that the Bar Code reader was attached to. This value is usually Comm 1 or 2. If the Comm Port value is unknown, try using 1 and test the reader. If it does not work, try using 2. An incorrect value in the Comm Port setting will not hurt the reader; the reader will just not work properly.

The **Stay On Top** setting, when enabled, forces the Bar Code Reader window to stay on top of all other windows on the desktop.

The **Exit Location** setting allows for the addition of a descriptive label that will be stored in the Visitor Watch database when visitors arrive and depart. For example, one system may want reads to be associated with the "Visitor Center" and another system to perform reads for the

"Employee Gate". These descriptive location names would be put in the **Exit Location** input box on this dialog.

Show Status allows a separate text box to display. This is helpful when trying to determine error conditions that are creating false reads and/or database connectivity problems.

When all the necessary configuration changes have been made, press the **Close Setup & Run** button to close the Bar Code Reader Setup screen to continue processing bar code reads. To save changes and shut down the Bar Code Reader program, press the **Shut Down Reader** button.

10.4.   Using The Bar Code Reader

When the Bar Code Reader software is up and running, it performs two main functions. It allows for the recording of arrivals and departures of visitors. The first time a scanner scans a visitor badge, it will be recorded as an arrival in the Visitor Watch database. The location of the arrival will also be recorded in the database, depending on how the software was configured. The second time the visitor badge is scanned, it is recorded as a departure. Please note that visitors can be manually marked as having arrived and departed. The Bar Code Reader would just work in conjunction with that. If an error condition occurs and the show status option was selected during the configuration, the status screen will pop up with the error information.

24.   Installing the Active Server Pages.

* Please note you should follow the documentation provided with the version supplied to you . The information below is generic and does not apply to the newer ASP and ASP.NET versions.

24.1. There are three Active Server Pages provided.

24.1.1. DEFAULT.ASP

This is used to redirect to VMS PRE REGISTRATION.ASP. We have done this since we have had problems in the past on certain IIS Servers using the VMS PRE REGISTRATION.ASP as the default. Using this redirection appears to resolve any problems.

24.1.2. VMS PRE REGISTRATION.ASP

This is the main page. This has the code that will need to be changed to reflect the location of your database, and the user and password that will be used.

24.1.3. VMS RESPONSE.ASP

This is the page that is used to indicate to the user the appointment's acceptance and/or denial.

24.2. Modifying VMS PRE REGISTRATION.ASP

Open VMS Pre Registration.asp with the tool you feel most comfortable using to edit an Active Server Page.