



SAR Technology Inc.

**5268 Sprucefeild Road
West Vancouver, BC,
Canada V7W 2X6**

<http://sarotechnology.ca>

sarotechnology@telus.net



‘Incident Commander Pro’ Software - Barcode Installation & Operation Instructions

‘Incident Commander Pro’ can accept scanned barcode input for such purposes as the Check-In of Personnel or entering Organization names.

To utilize the barcode input function you will need to have a barcode scanner, an installed barcode Windows font and the ‘Incident Commander Pro’ Barcode spreadsheet, which creates barcode labels from normal text names.

Here are the instructions to implement barcode scanning within ‘Incident Commander Pro’.

1. Connect Barcode Scanner

Most common barcode scanners will function well with ‘Incident Commander Pro’.

A USB-plug-in barcode scanner that can read Barcode 128 format is recommended.



The **Metrologic MS5145 Eclipse**

<http://www.metrologic.com/corporate/products/pos/ms5145/>

and



ID Automation SC5-USB-D

<http://www.idautomation.com/scanners/usb-barcode-scanner.html>

barcode scanners have been found to be easy to install and use.

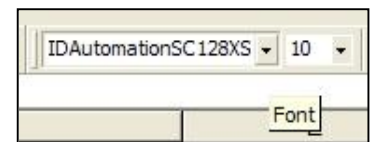
2. Install Barcode Font

A barcode font needs to be installed to convert normal text characters into Barcode 128 font.

- Open the Control Panel... Fonts folder and then copy, or drop into, this Fonts folder the **IDAutomationSC128XS.ttf** font included in the ‘Incident Commander Pro’ Barcode Package.

This will automatically install the IDAutomation SC128XS barcode font for use in Windows applications.

Link: <http://www.idautomation.com/fonts/code128/>



3. Edit the ‘Incident Commander Pro’ Barcode Labels Spreadsheet

Open the ‘Incident Commander Pro’ Barcode Package spreadsheet **ICPro_BarcodeLabels.xls**.

Tip: to remove Excel’s macro warning set: Tools... Macros... Security... Security Level: Low

The Excel spreadsheet will automatically convert normal text names entered into barcode labels that can be printed and scanned into ‘Incident Commander Pro’.

Personnel Name Barcode List:

Edit the Personnel Names for your organization. The barcode font names will be automatically created to the right of the text names. Print, at high resolution, the edited Personnel Name worksheet.

Tip: Exported 'Incident Commander Pro' Personnel table spreadsheets can be directly pasted into the barcode label's Personnel Names column.

1	Enter	IDAutomation Barcode
2	Personnel Name	Font: SC128XS Size: 9
3	Frye, Jay	
4	MacMichael, Mark	
5	Nicholson, Tim	
6	Mason, Archie	
7	Crossland, Keith	
8	Strickland, Charlie	
9	Carruthers, Steve	
10	Colwell, Martin	

Personnel Barcode ID Card:

ID cards are created in Avery 05371 2" x 3 1/2" business card format, with ten labels per 8 1/2" x 11" page.

- Replace the default image with the 1.4" high x 1.1" wide personnel image.
- Type the personnel names are entered into the text name label to the right of the image, their barcode font name will be created below automatically.
- Enter the person's Organization name below the barcode.
- Print, at high resolution, the edited nametag worksheet.



4. Barcode Scan - Data Entry

Run 'Incident Commander Pro' and open either the Personnel Table or the Personnel Check-In form. Click the cursor within the Name field and then scan the barcode person's name from the printed worksheet.

Their scanned name will then appear in the software's Name field. Save the data entry.

Barcode Scanning Tips

- Set barcode to a large font-size, eg font size 12.
- Print barcodes at the highest printer resolution.
- Aim the scanner at right-angles to the barcode.
- Use presentation quality, high-gloss, high-clarity, protective plastic sleeves.

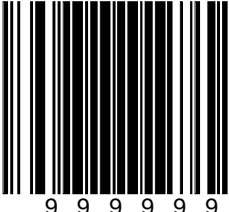
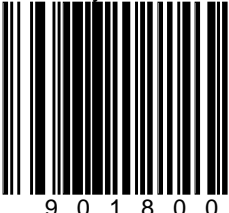
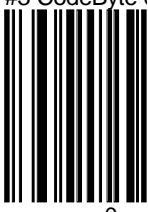
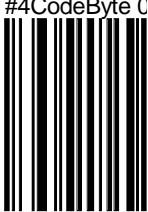
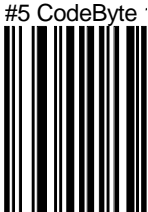

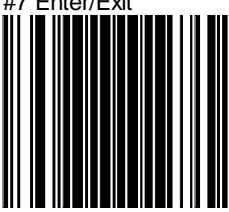


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Scanner Setup for Single-Character Input

Metrologic Eclipse MS 5145 Barcode Scanner

Scan 1: Enter Configuration Mode	#1 Enter/Exit  9 9 9 9 9 9	3 Short Beeps
Scan 2:	#2 Min Sym  9 0 1 8 0 0	1 Beep
Scan 3:	#3 CodeByte I  0	1 Beep
Scan 4:	#4 CodeByte C  0	2 beeps
Scan 5:	#5 CodeByte .  1	3 Beeps
Scan 6:	#6 Control Set#1  4 1 6 4 8 4	1 Beep
Scan 7: Exit Configuration Mode	#7 Enter/Exit  9 9 9 9 9 9	3 Long Beeps



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Scanner Setup for Keyboard Navigation

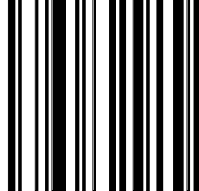
Metrologic Eclipse MS 5145 Barcode Scanner

Enter Navigation Mode:

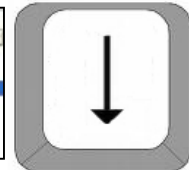
Disable Auto-Enter
(3 beeps)



Down Arrow



Name	Brown, Gerry
Organization	COAST GUARD SAR
Resp. Agency	RCMP
Contact	Ridge Meadows SAR
Alt. #	Stamison SAR
Home #	() - () - ()
Work #	() - () - ()
Alt. #	() - () - ()



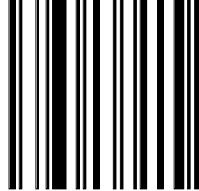
Name	Brown, Gerry
Organization	North Shore Rescue
Resp. Agency	PEP
Contact	Address Private Kin Medical
Home #	() - () - ()
Work #	() - () - ()
Alt. #	() - () - ()

Name	Brown, Gerry
Organization	North Shore Rescue
Resp. Agency	PEP
Contact	Address Private Kin Medical
Home #	() - () - ()
Work #	() - () - ()
Alt. #	() - () - ()



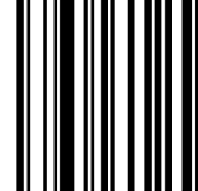
Name	Brown, Gerry
Organization	COAST GUARD SAR
Resp. Agency	RCMP
Contact	Ridge Meadows SAR
Alt. #	Stamison SAR
Home #	() - () - ()
Work #	() - () - ()
Alt. #	() - () - ()

Left Arrow or Back

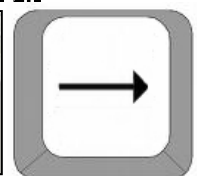


Name	Brown, Gerry
Organization	North Shore Rescue
Resp. Agency	PEP
Contact	Address Private Kin Medical
Home #	() - () - ()
Work #	() - () - ()
Alt. #	() - () - ()

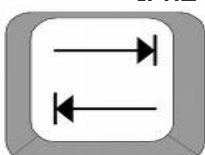
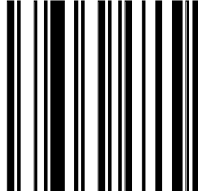
Right Arrow



Name	Brown, Gerry
Organization	North Shore Rescue
Resp. Agency	PEP
Contact	Address Private Kin Medical
Home #	() - () - ()
Work #	() - () - ()
Alt. #	() - () - ()

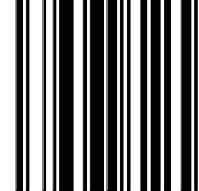


Tab



Name	Brown, Gerry
Organization	North Shore Rescue
Resp. Agency	PEP
Contact	Address Private Kin Medical
Home #	() - () - ()
Work #	() - () - ()
Alt. #	() - () - ()

Enter



Name	Brown, Gerry
Organization	Squamish SAR
Resp. Agency	PEP
Contact	Address Private Kin Medical
Home #	(604) 865-7442
Work #	() - () - ()
Alt. #	() - () - ()



Exit Navigation Mode:

Re-Enable Auto-Enter
(3 beeps)



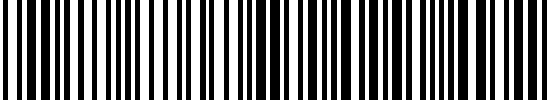
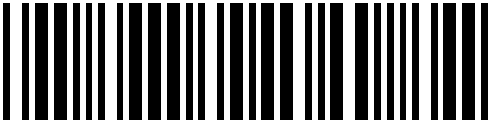



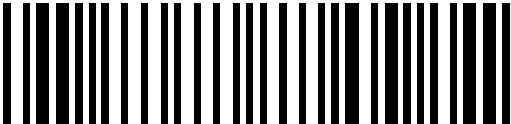


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Scanner Setup for Single-Character Input

ID Automation SC5-USB-D and
ID Automation SC5-USB-W Bluetooth Scanner

Scan 1: Enter Configuration Mode		Ascending Beeps
Scan 2:		1 Beep
Scan 3:		1 Beep
Scan 4:		1 beep
Scan 5:		1 Long Beep
Scan 6: Exit Configuration Mode		Descending Beeps



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Scanner Keyboard Navigation

ID Automation SC5-USB-D and
ID Automation SC5-USB-W Bluetooth Scanner

