Alabama Board of Nursing

TriCorder Users Guide

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What's In The Box

1 - TriCorder Card Reader

1- Software Installation CD

1- USB Cable

1- AC\DC Power Supply

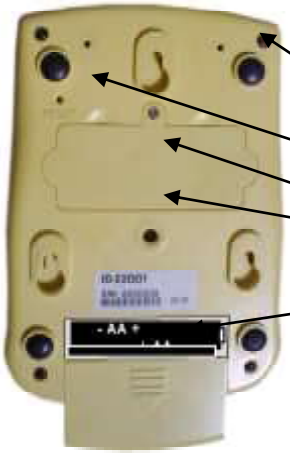
2- AA Batteries

Provider cards & sample cards

Minimum System Requirements

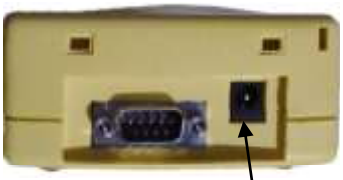
- Windows 98 Second Edition, Windows 2000 Home or Professional, Windows XP Home or Professional, Windows Vista, Windows 7
- CD-Rom Drive or DVD drive
- 14.4 kilobits per second (Kbps) or higher-speed modem
- 128 megabytes (MB) of RAM or higher recommended (64 MB minimum supported; may limit performance and some features)
- Printer (Optional)
- Super VGA (800 x 600) or higher-resolution video adapter and monitor
- 233 MHz minimum required
- 1.5 gigabytes (GB) of available hard disk space
- Keyboard and Microsoft Mouse or compatible pointing device
- USB Port

TriCorder ID-e PARTS Layout



<…….1. Skid resistant rubber pads.
<…….2. Hands free stand mounts.
<…….3. Reset button (if unit locks up.)
<…….4. Memory Upgrade access.
<…….5. Counter / Wall mounts.
<…….6. FCC / UL / sticker.
<…….7. Two AA Battery compartment.

<…8. USB OUT PORT.
<…….9. AC/DC POWER IN.



<….*10. DC-Power OUT.(This is NOT used)*

ID-e2001 terminal

<…..11. Magnetic card swipe slot.

<……12. User buttons.
(On/ Off/ Scroll/ Enter)

TriCorder Quick Start User Guide

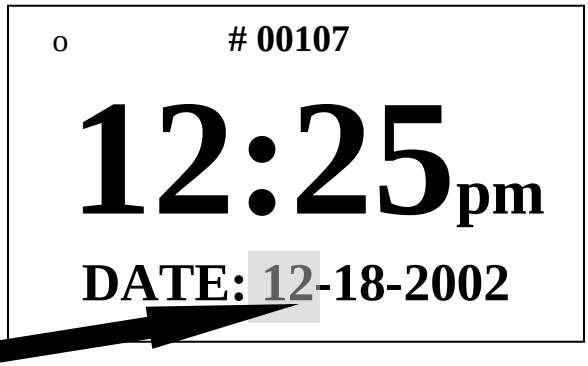
Important! Set the time and date first!

To: TURN ON PRESS the ENT button
To: TURN OFF, hold the ENT button for 5 seconds

“POWER ON”……PRESS and hold the “ENT” key for 1 second
“POWER OFF”……..PRESS and hold the “ENT” key for 5 seconds
“MENU MODE” …….PRESS and hold for the “SET” key for 4 seconds

SETTING THE TIME AND DATE

1. **PRESS and HOLD the SET key for 4 seconds to bring up the MAIN MENU**



2. **Highlight SET TIME & DATE press ENT**

3. **Use the SCROLL UP and SCROLL DOWN buttons to change the TIME or DATE number FLASHING**

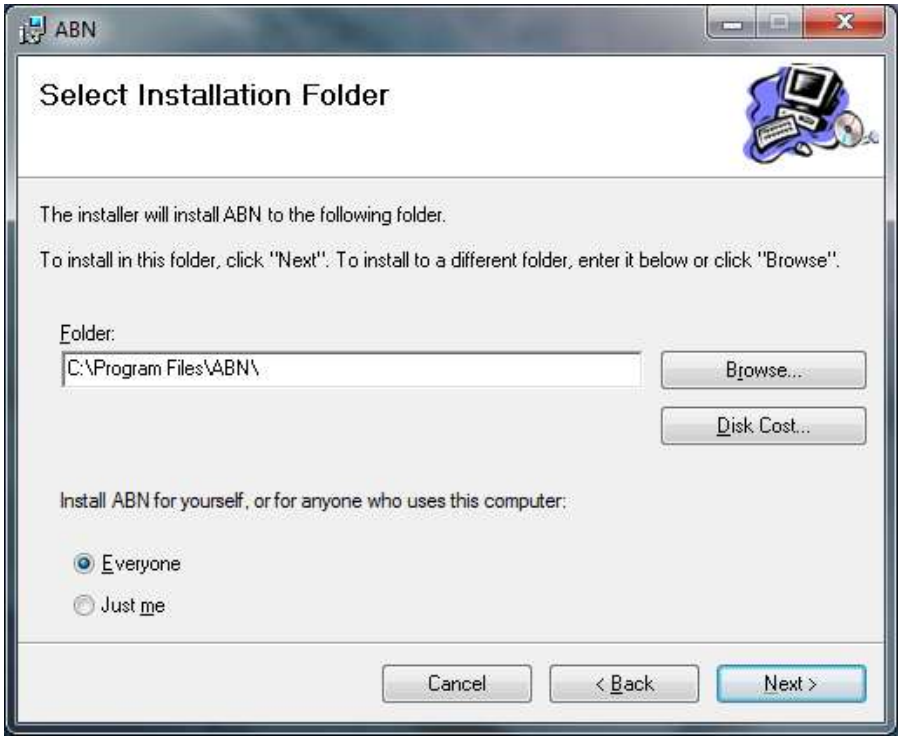
4. **Use the SET button to move to the NEXT number**

5. **To save the settings press the ENT button**

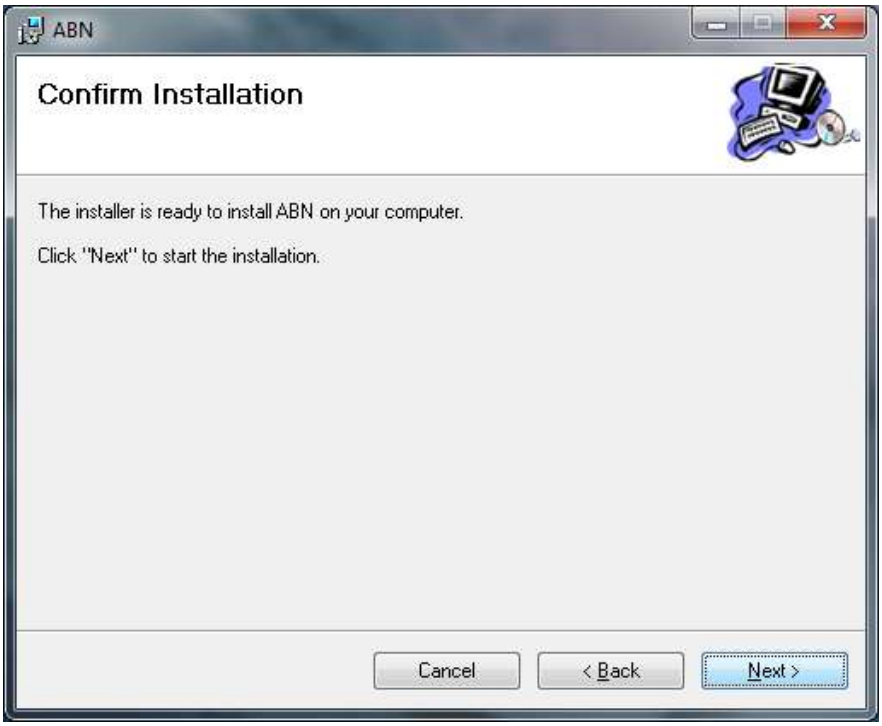
ABN ID-E Software Installation

- Before installing the software, make sure you have administrator rights to the machine.
- **IF YOU HAVE A PREVIOUS VERSION OF THE TRICORDER SOFTWARE INSTALLED, UNINSTALL IT. NO DATA WILL BE LOST WHEN YOU UNINSTALL THE APPLICATION.**
- You will need to download the software at **http://www.abn.alabama.gov/Content.aspx?id=148**.
- Right click the link for Tricorder Software and select 'Save target as' or 'Save link as" (depending on the browser. Save it to the desktop so you can find it easily.
- Find the file (ABNSetup.exe) that you just downloaded and right click it and select 'Run as administrator' from the menu. The software will automatically be installed.
- Once the software is installed you may need to check to make sure the ABN folder has **WRITE** or **MODIFY** permissions. If not, you may receive an error when launching the software. The default location of the software is **C:\Program Files\ABN**. If using a 64-bit machine the default may be **C:\Program Files(x86)\ABN**.

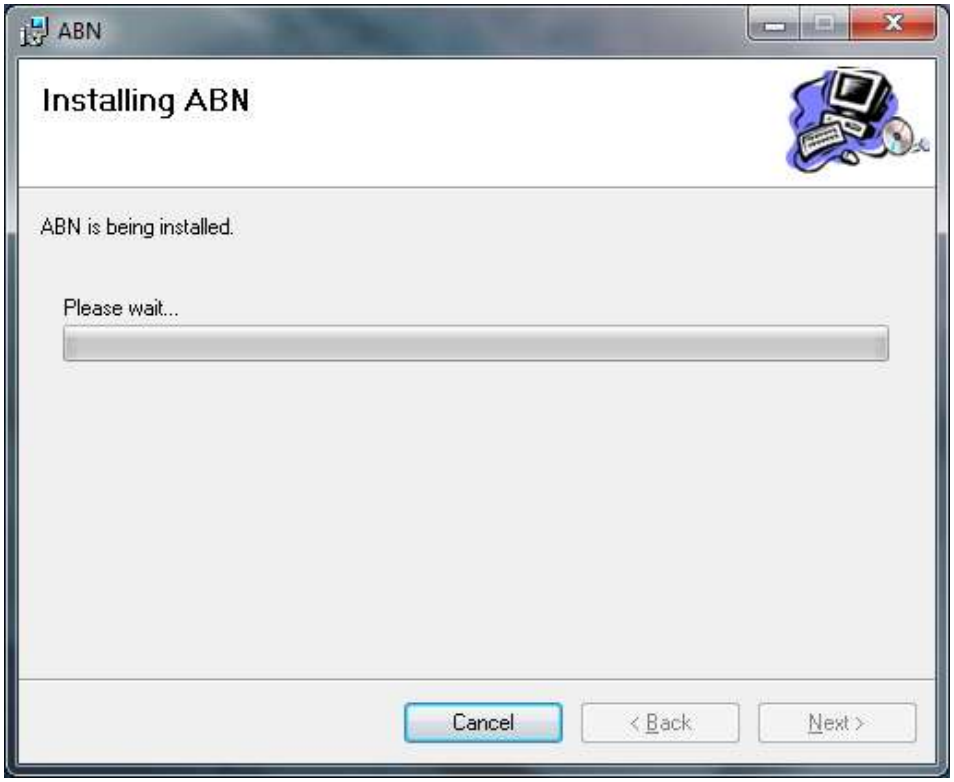
Click 'Next'

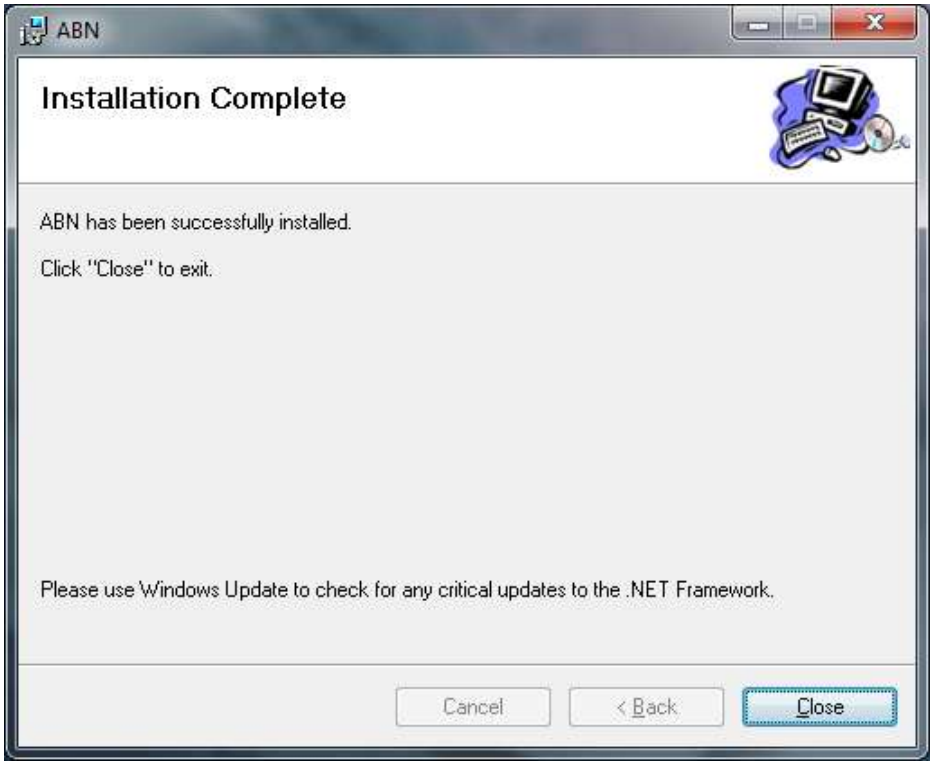


Click ‘Next’



Click ‘Next’



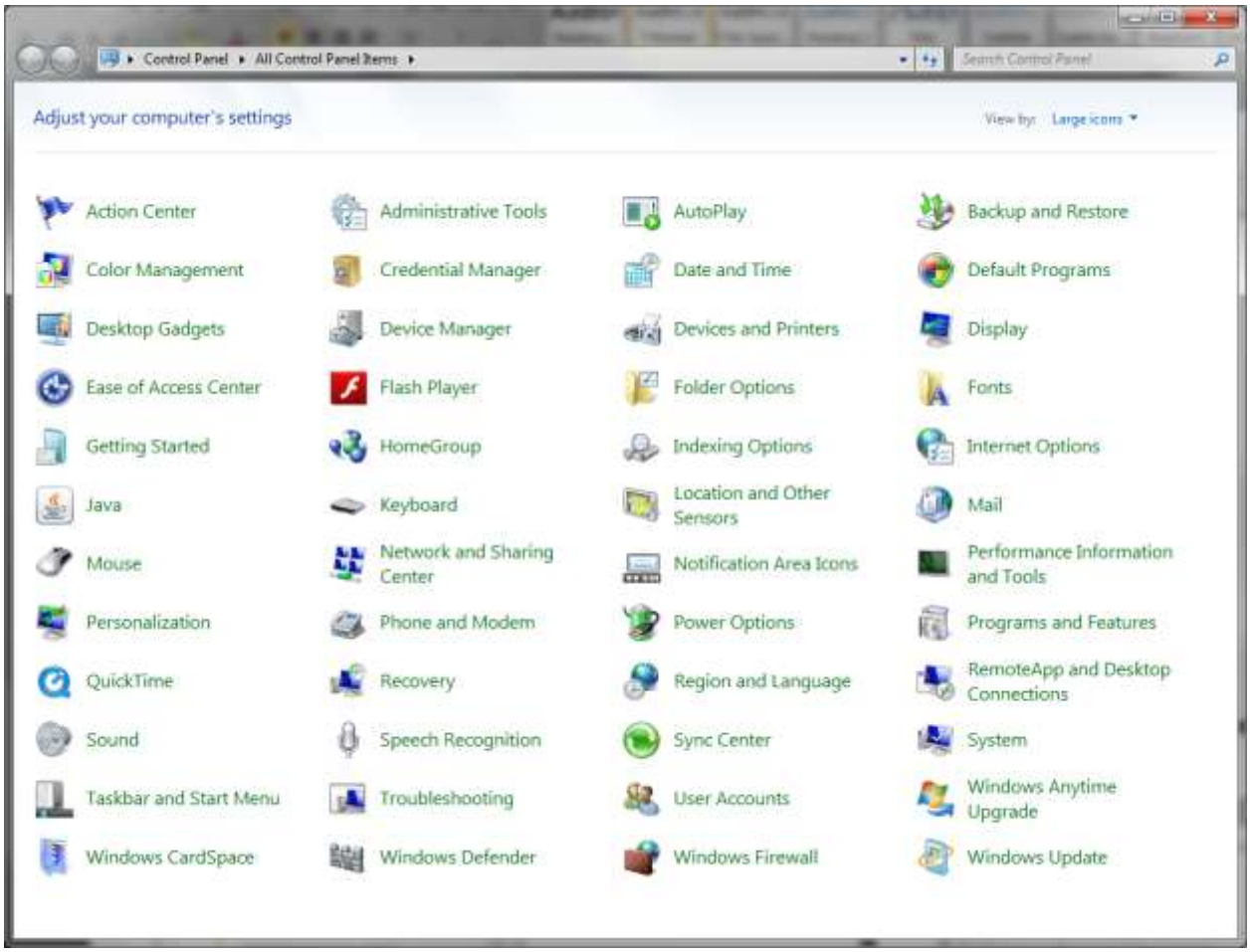


With Installation Complete, click Close.

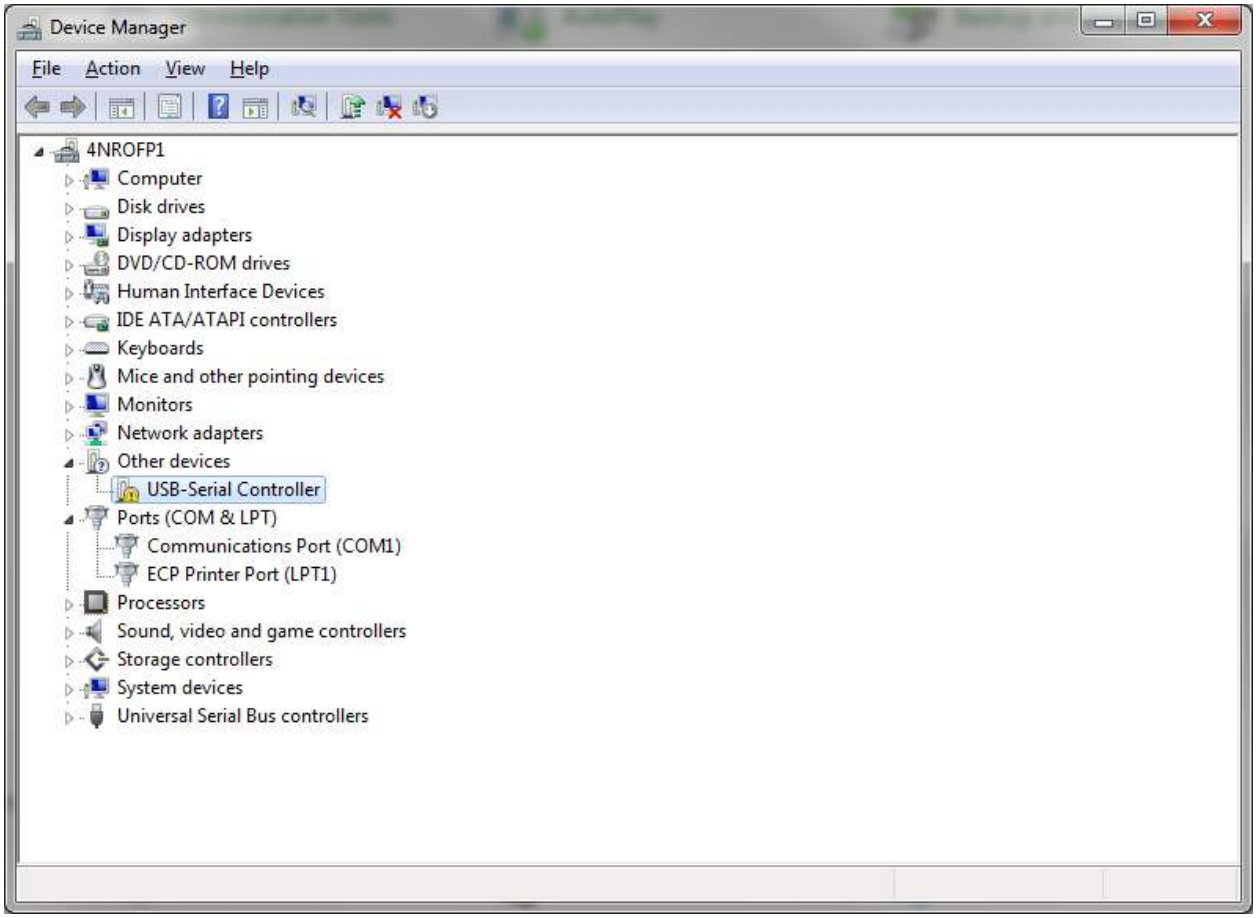
Device Drivers

To install the drivers, plug the tricorder into your PC.

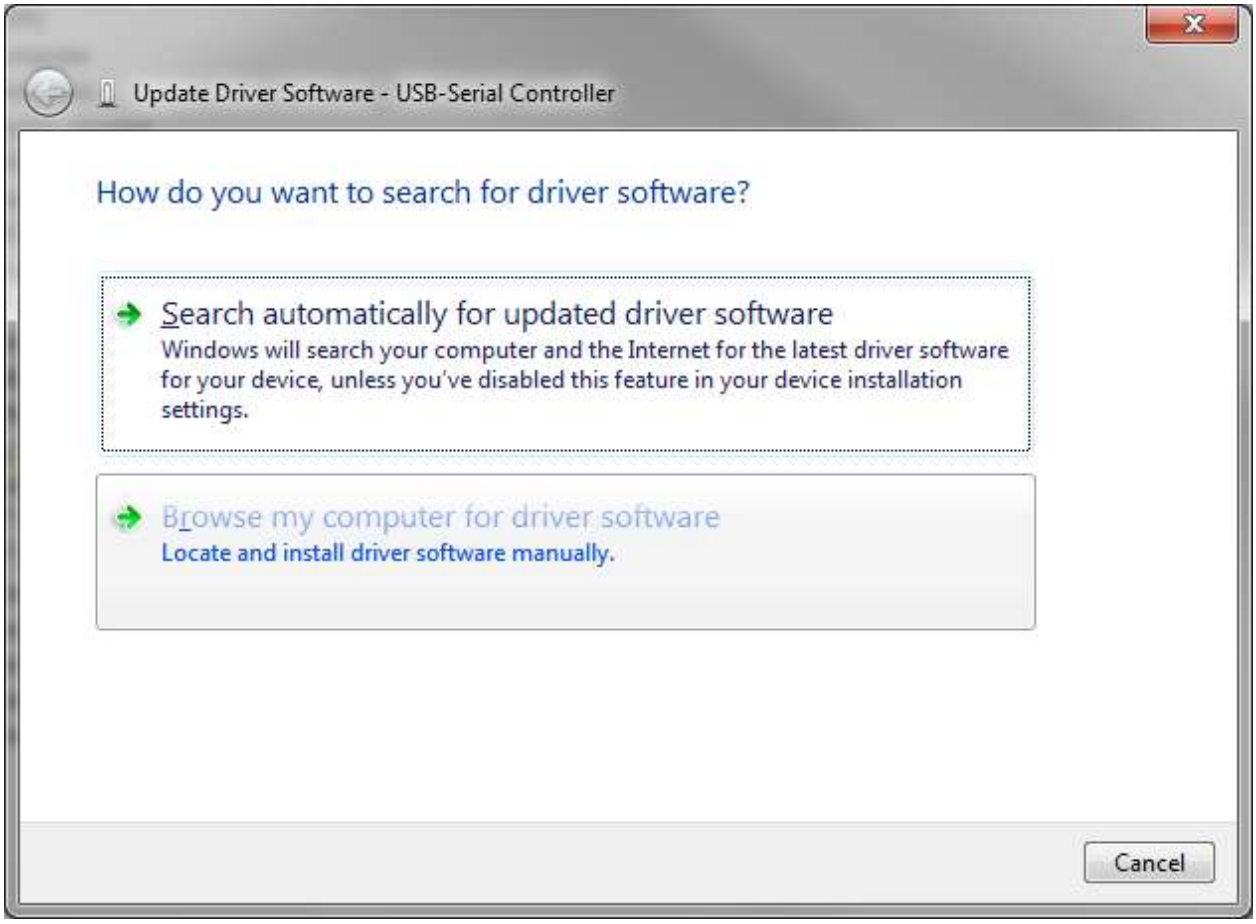
Open the Control Panel and find Device Manager. If you do not see it in the list, make sure Large or Small Icon is selected in the View By section in the upper right hand side of the screen.



From the Device Manager, first look under the Ports(COM & LPT). If you see and entry for ID-e reader, then make a note of what COM port and enter that in the Tricorder software. If you do not see the entry, check to see if there is an entry under Other Devices, like shown below. If there is, right click the USB-Serial Controller and select Install Driver Software and follow the screens.

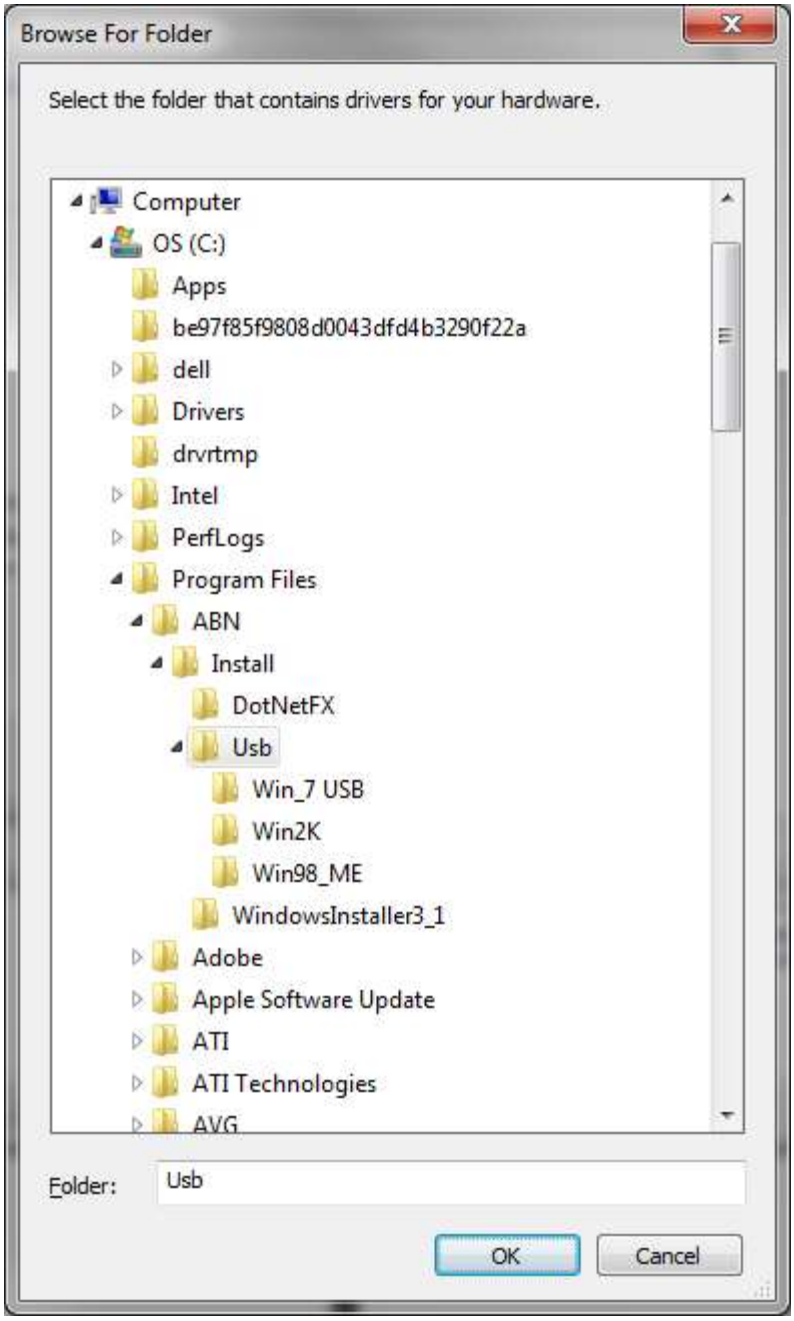


Select Browse my computer for driver software.

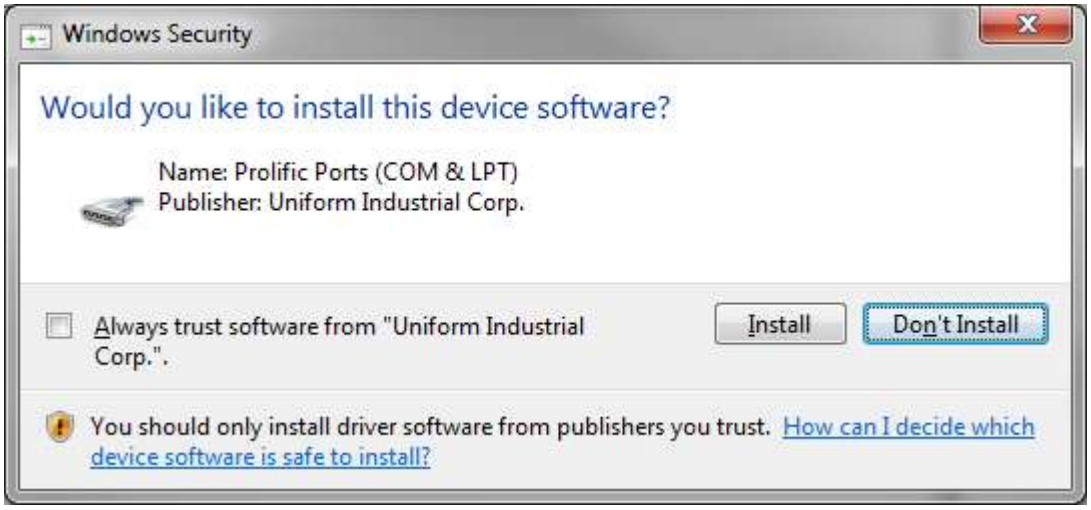


Click the browse button and navigate to the directory where the drivers are located **C:\Program Files\ABN\Install\Usb** and click the Next button (if 64-bit the directory is C:\Program Files(x86)\ABN\Install\Usb). If your software is installed in another location, make the necessary change.

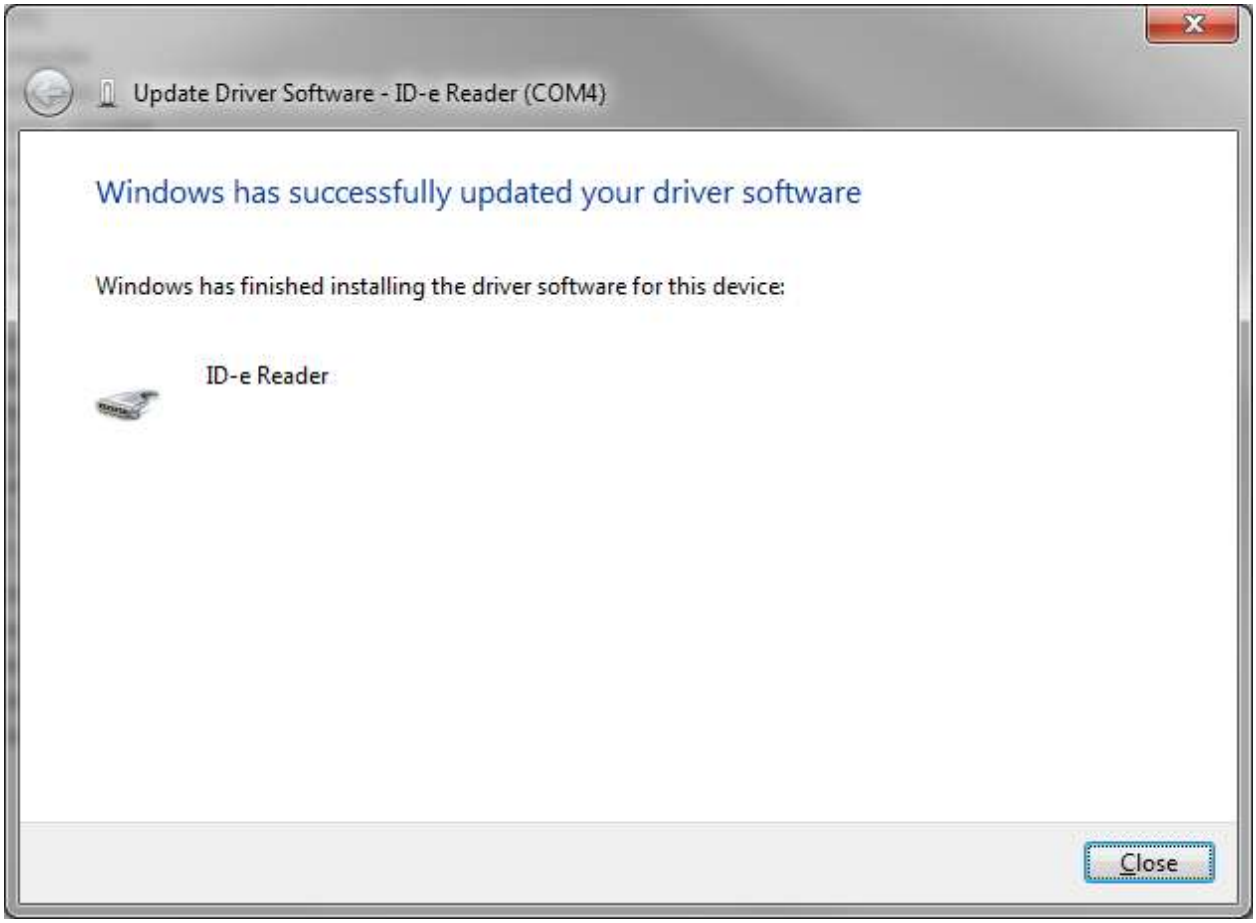
Navigate to the driver location.



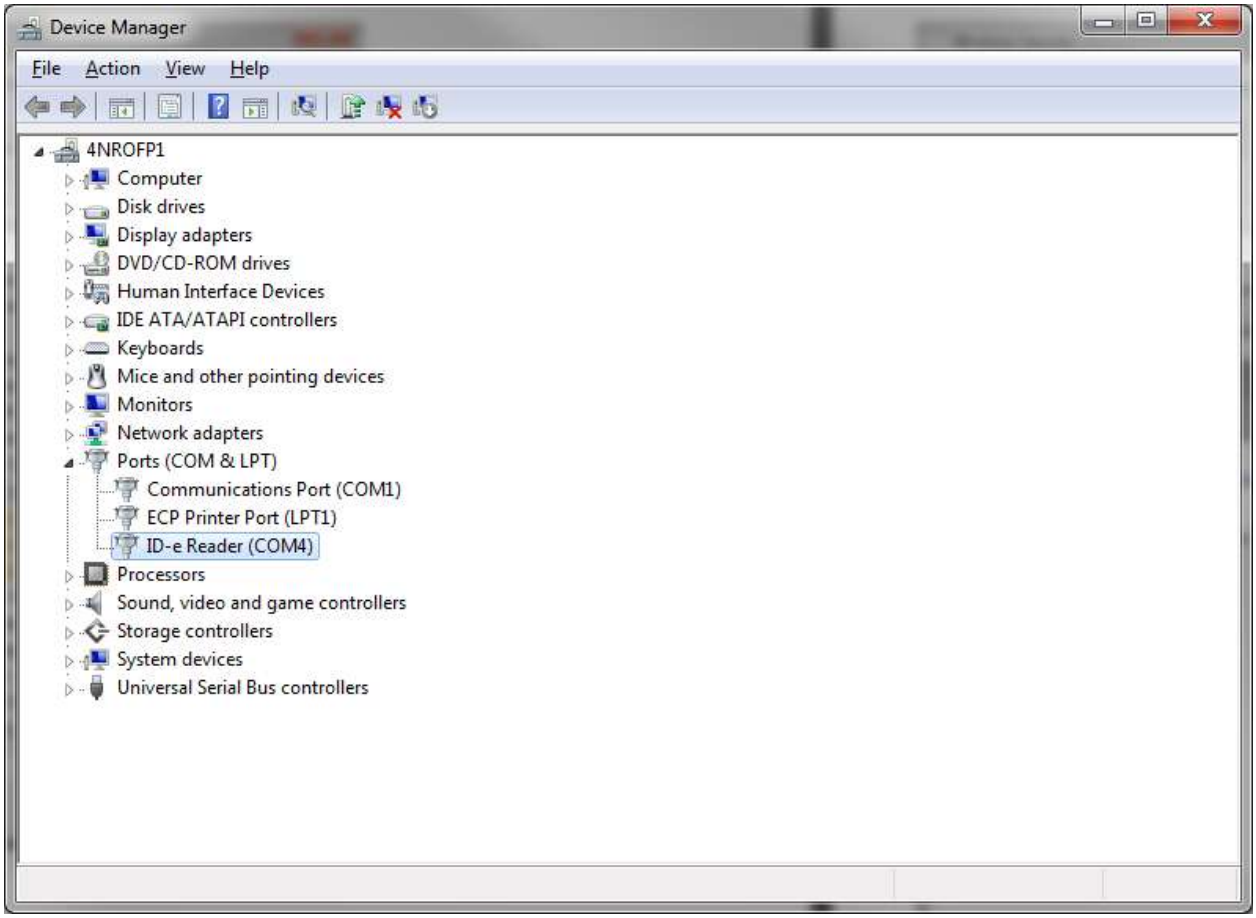
When you click the Next button, the installation process will begin and you may be prompted to install the device software.



The installation of the device drivers is now complete.

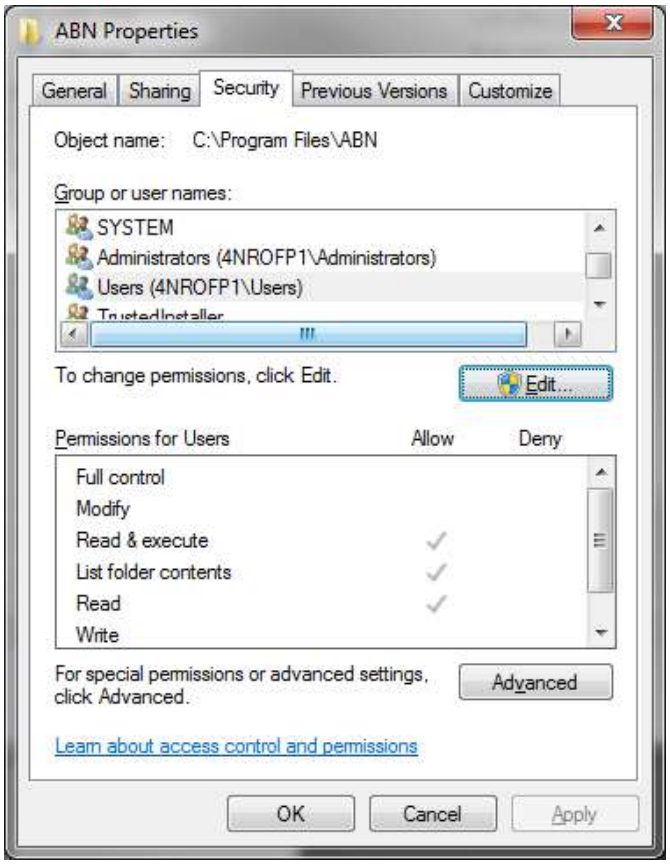


The ID-e reader should now show up under Ports(COM & LPT). Note which COM (in this case COM4) port the device is installed on your machine. You will need it to configure the software to the correct port.

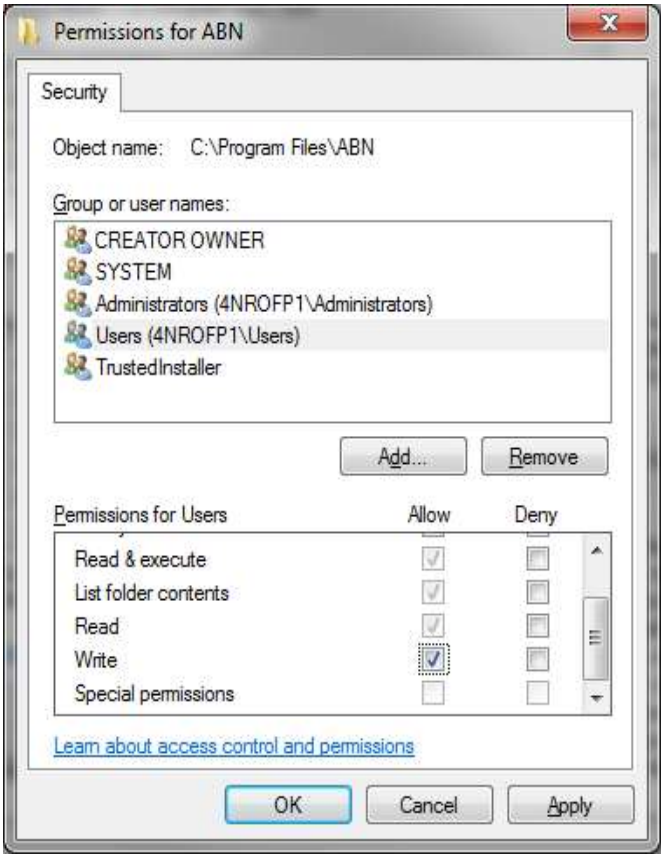


Directory Permissions

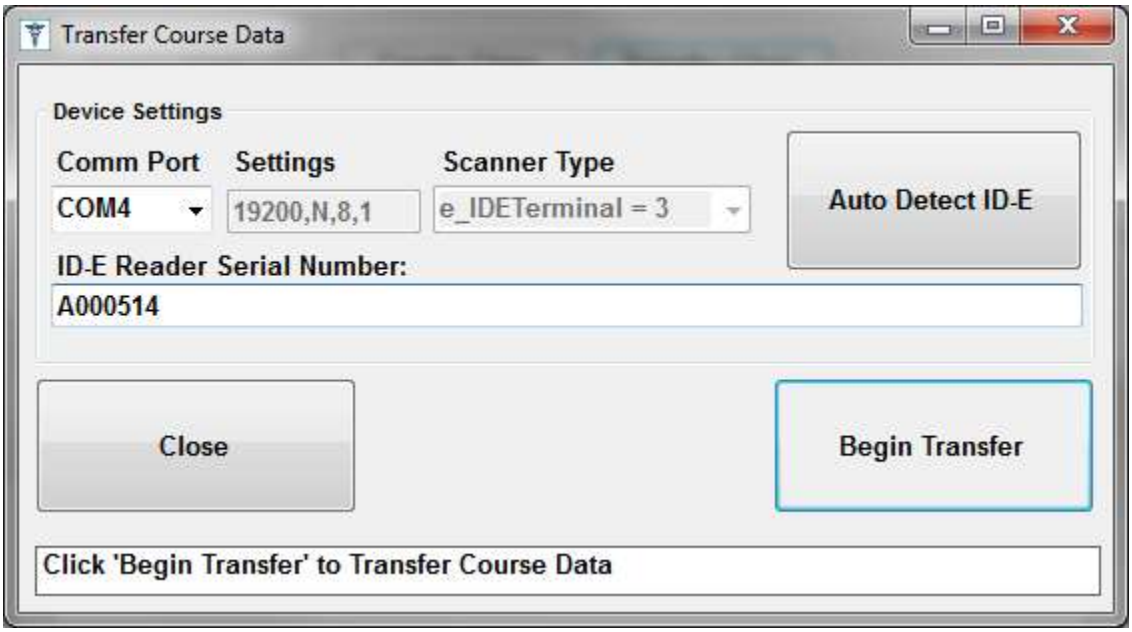
Once the drivers are installed, check to see is the directory where the software is installed has 'Write' or 'Modify' permissions assigned to it. The default location for the software installation is C:\Program Files\ABN. Right click the ABN subdirectory and select Properties and choose the Security tab. In the box labeled, Group or user names, select the Users group. Once selected look in the Permissions for Users and see if the Write permission is allowed. If it isn't select the Edit button underneath the Group or user name box.



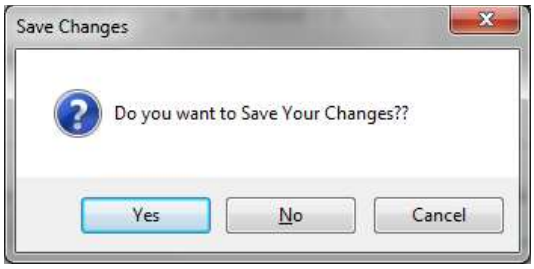
From here in the Group or user names box, select the Users group and then from the Permissions for User box check the Allow box for the Write permission. Click Allow and then OK. Now attempt to run the software.



Enter the appropriate number in the Comm Port box. Also, if you haven't entered it, find the serial number on the bottom of the Tricorder (starts with a letter 'A'). Click the 'X' in the upper right corner of the box.



Click 'Yes' when prompted to save your changes.



How to Swipe your Cards

Always swipe the cards with the mag stripe facing towards the screen! You have the option of swiping either from the left or the right side.

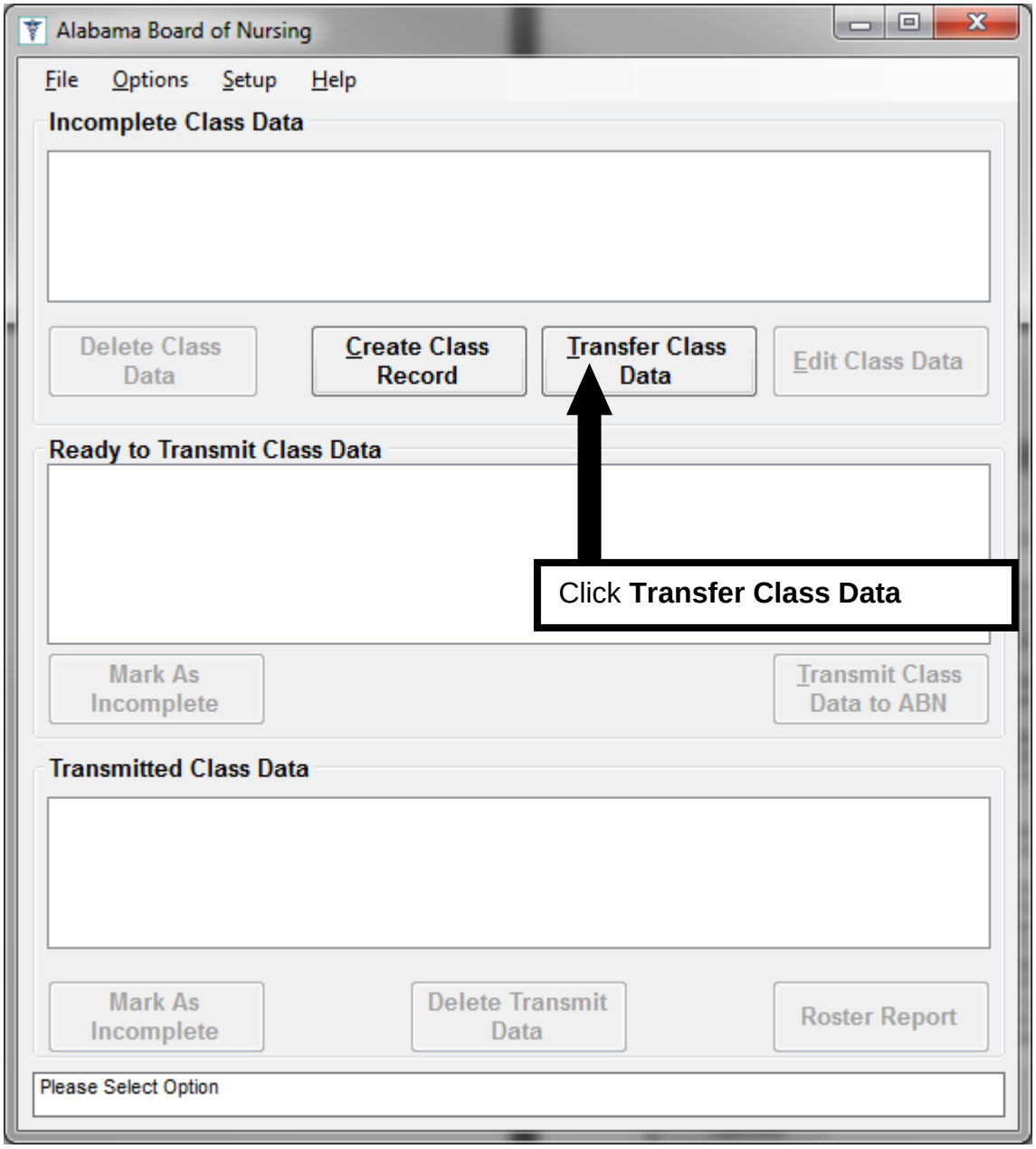
- **Place the TriCorder on a flat surface.**
- **ALWAYS SWIPE YOUR PROVIDER CARD FIRST; *This identifies the provider information to the Alabama Board of Nursing*. Look at the screen afterwards to verify that the information is correct.**
- **Next, you can begin to swipe the cards for your class**
- **NOTE: LPN cards produced before 8/1/04 do not have the mag stripes encoded on the cards**

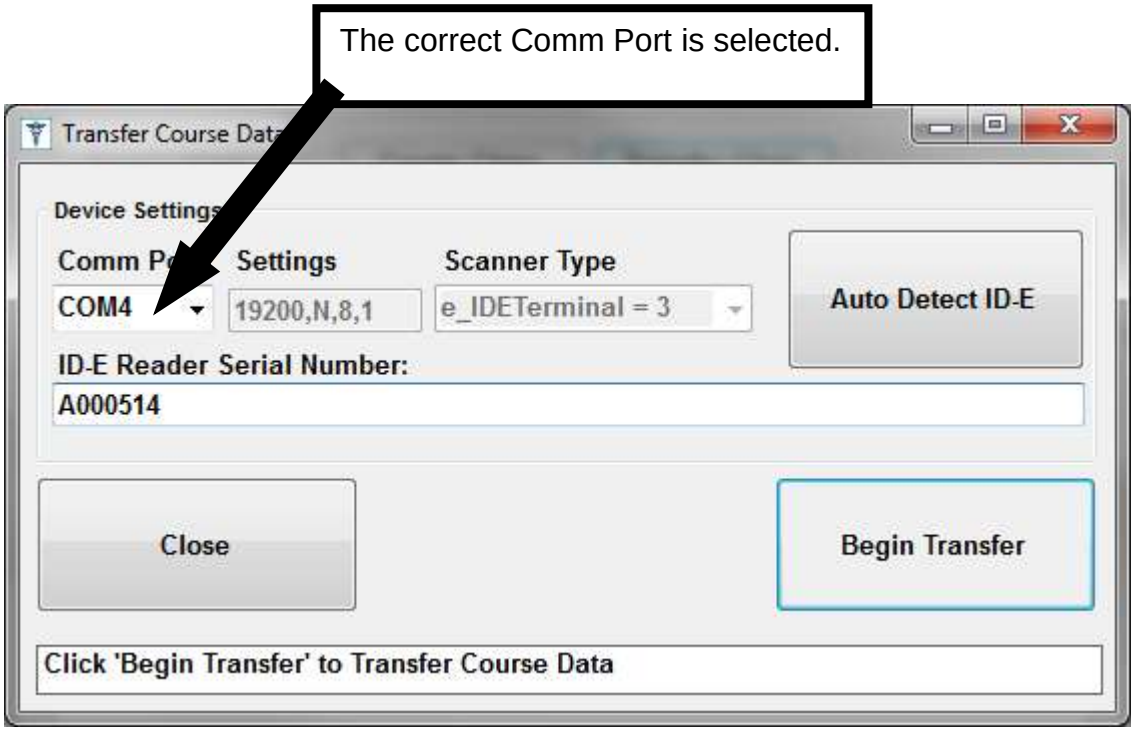
Uploading Data Instructions

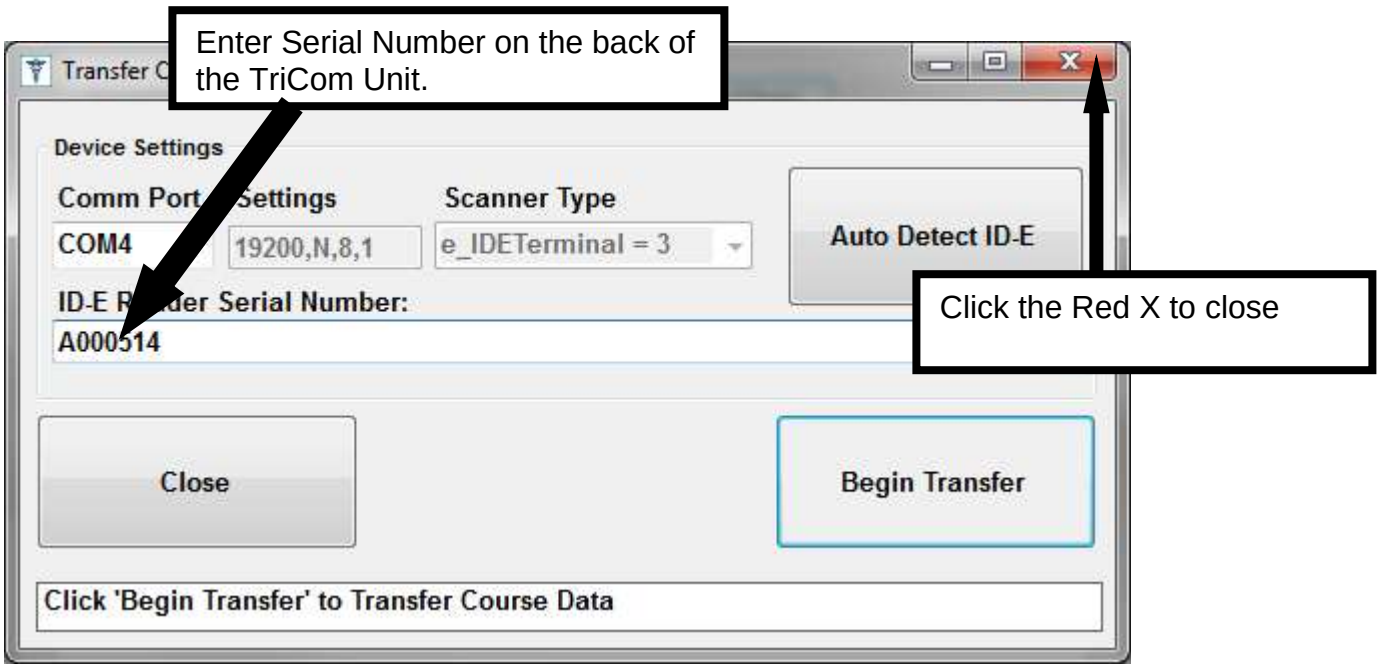
*****Please make sure that you are connected to the INTERNET at this point*****

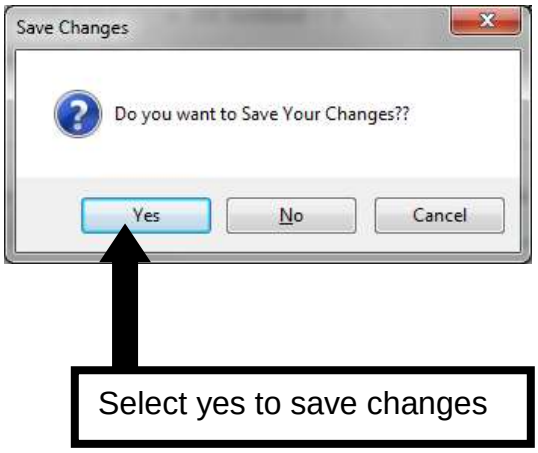
The following instructions are designed to show you how to transfer your class information from the Tricorder to the Alabama Board of Nursing

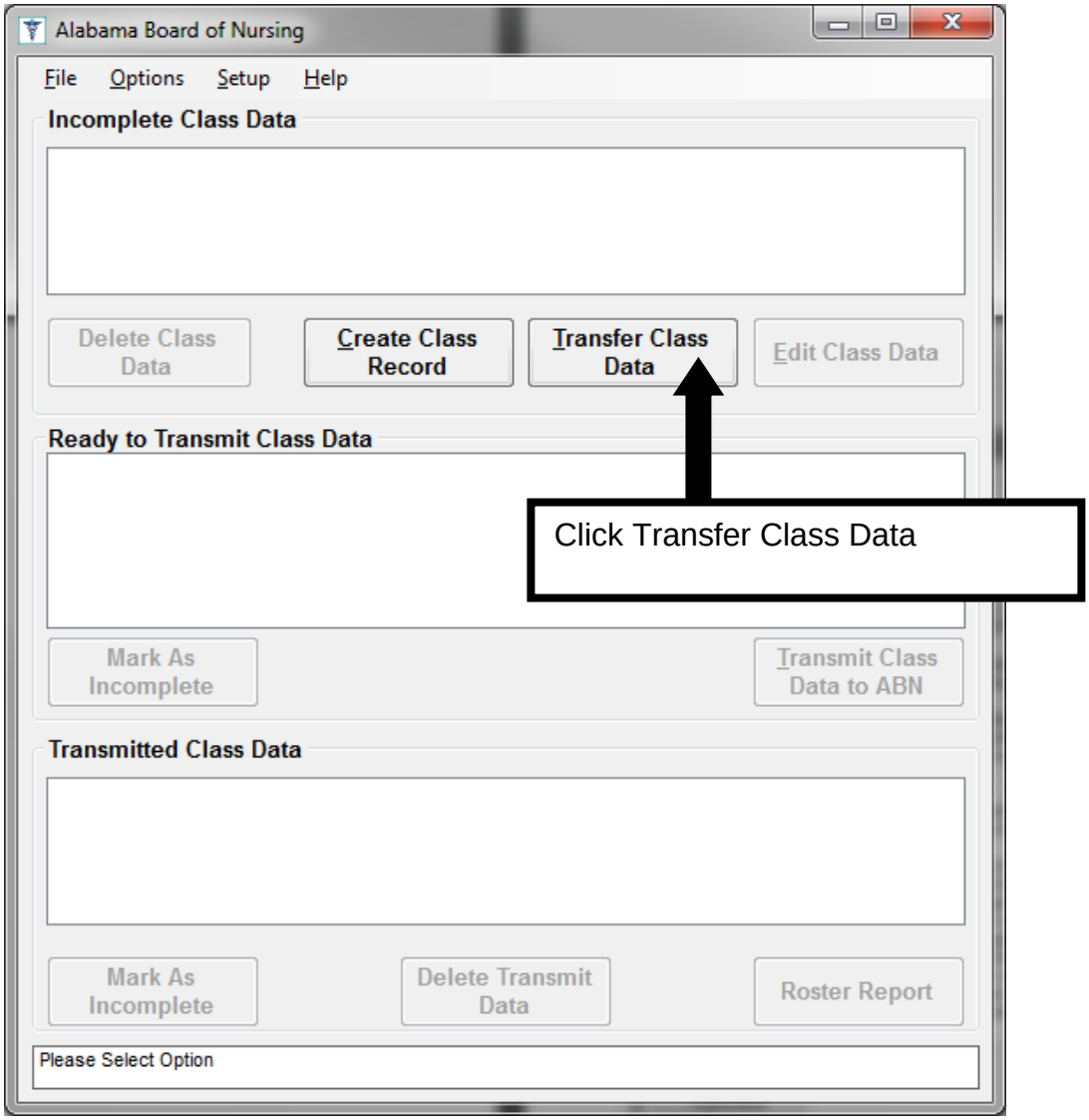
Click Start , Programs, ABN ID_E Remote Transfer

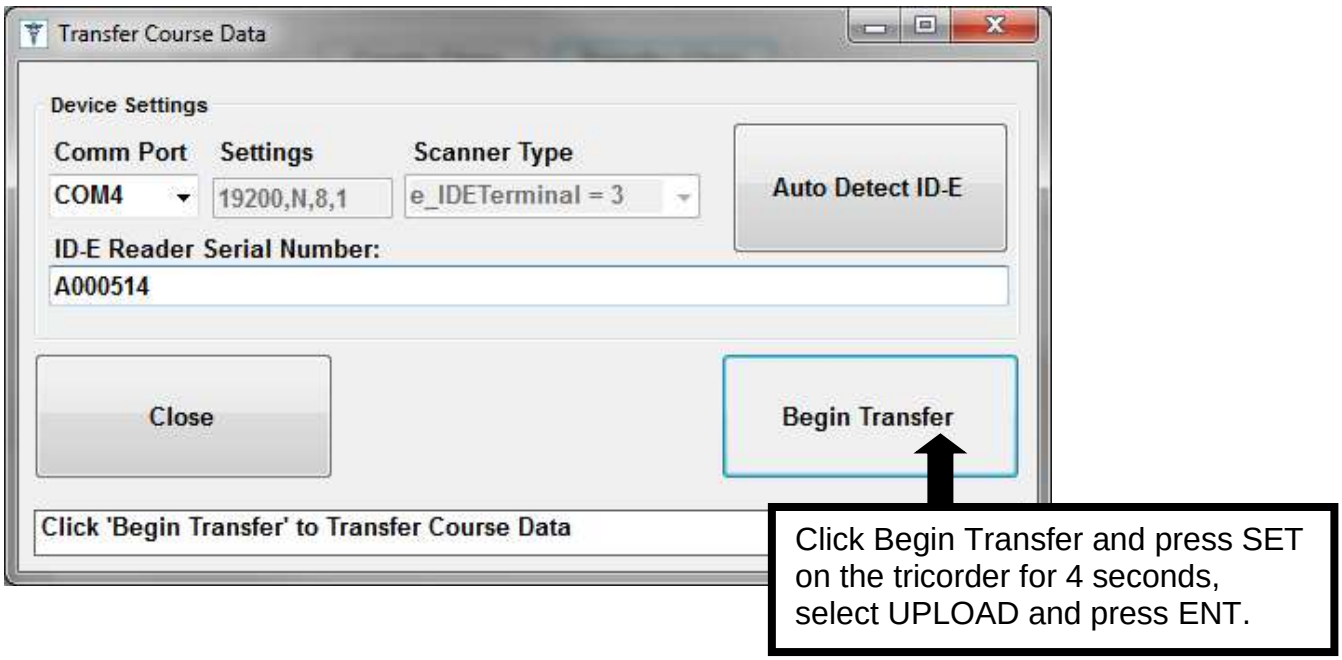


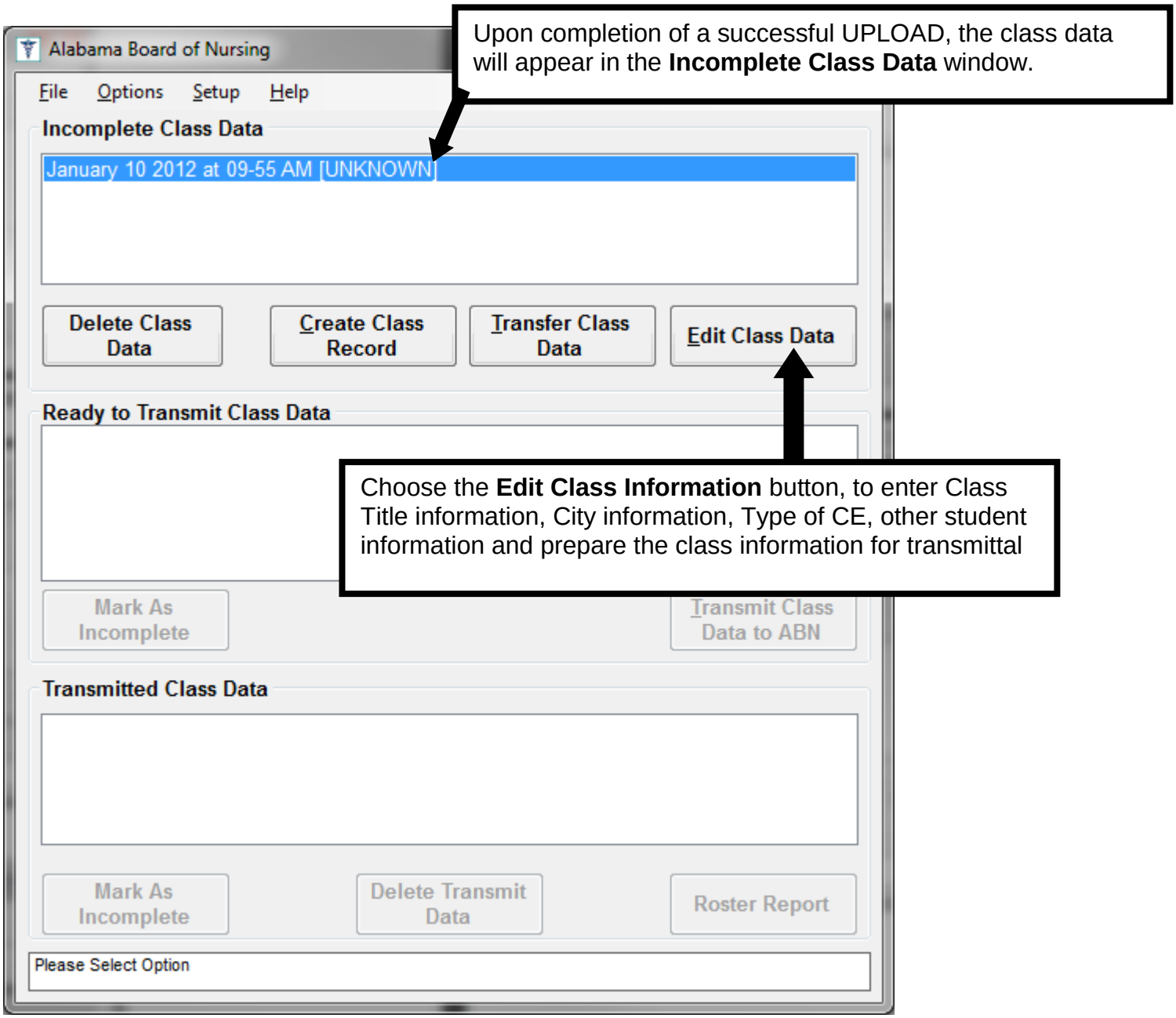

The correct Comm Port is selected.
Transfer Course Data
Device Settings
Comm Port
Settings
Scanner Type
COM4
19200,N,8,1
e_IDETerminal = 3
Auto Detect ID-E
ID-E Reader Serial Number:
A000514
Close
Begin Transfer
Click 'Begin Transfer' to Transfer Course Data


Enter Serial Number on the back of the TriCom Unit.
Transfer C
Device Settings
Comm Port
Settings
Scanner Type
COM4
19200,N,8,1
e_IDETerminal = 3
Auto Detect ID-E
ID-E Reader Serial Number:
A000514
Click the Red X to close
Close
Begin Transfer
Click 'Begin Transfer' to Transfer Course Data

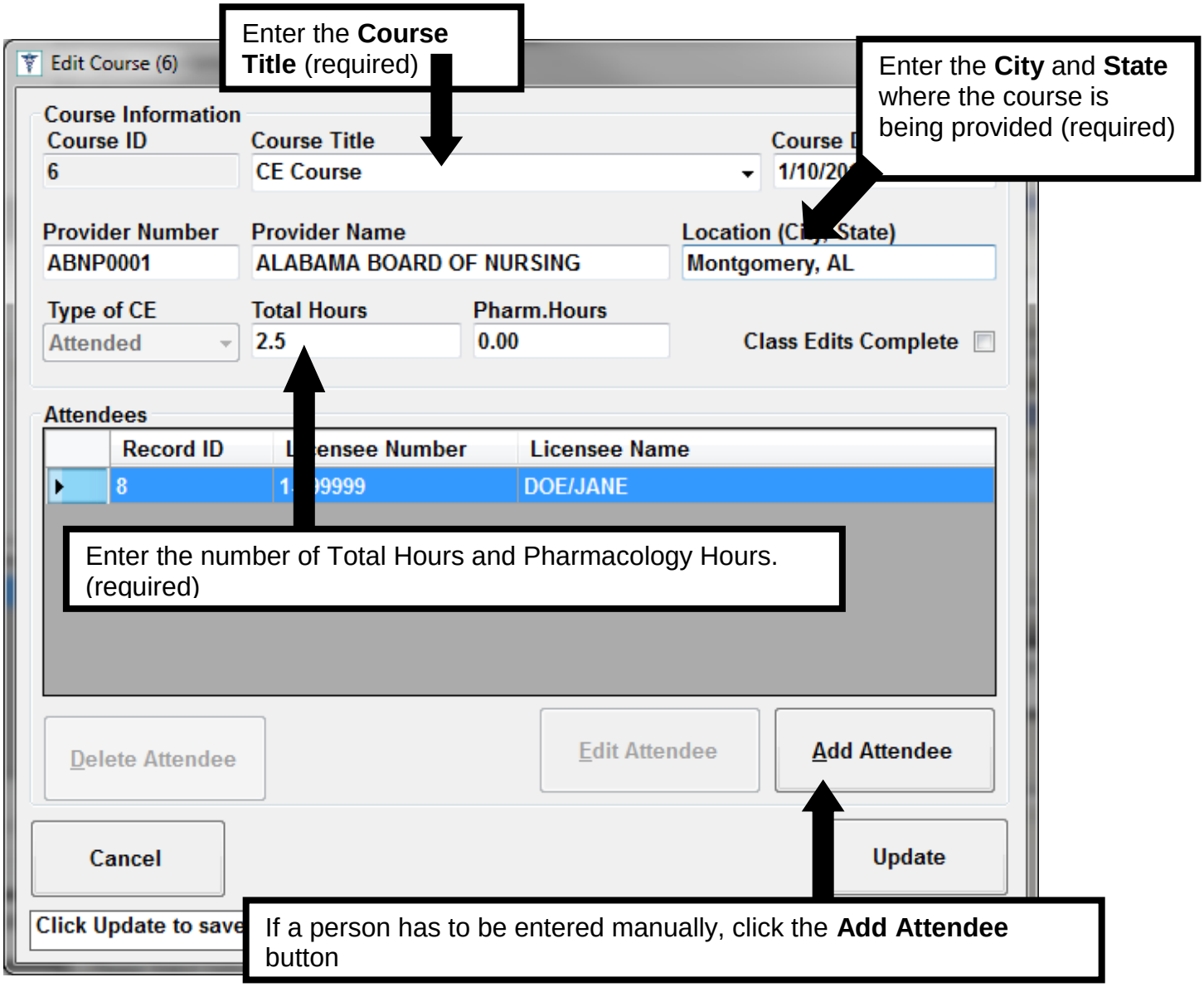

Save Changes
Do you want to Save Your Changes??
Yes
No
Cancel
Select yes to save changes


Alabama Board of Nursing
File
Options
Setup
Help
Incomplete Class Data
Delete Class Data
Create Class Record
Transfer Class Data
Edit Class Data
Ready to Transmit Class Data
Click Transfer Class Data
Mark As Incomplete
Transmit Class Data to ABN
Transmitted Class Data
Mark As Incomplete
Delete Transmit Data
Roster Report
Please Select Option

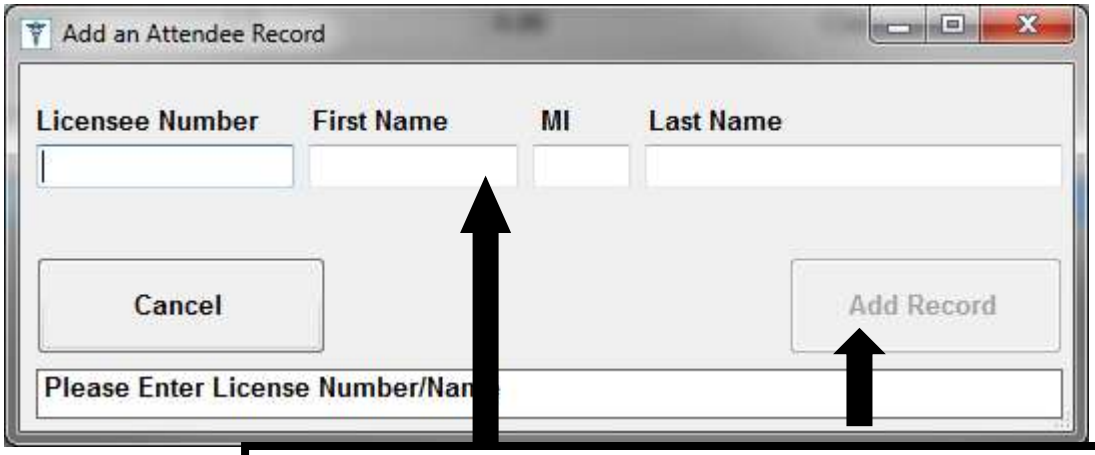

Transfer Course Data
Device Settings
Comm Port
Settings
Scanner Type
COM4
19200,N,8,1
e_IDETerminal = 3
Auto Detect ID-E
ID-E Reader Serial Number:
A000514
Close
Begin Transfer
Click 'Begin Transfer' to Transfer Course Data
Click Begin Transfer and press SET on the tricorder for 4 seconds, select UPLOAD and press ENT.


Upon completion of a successful UPLOAD, the class data will appear in the **Incomplete Class Data** window.
Alabama Board of Nursing
File
Options
Setup
Help
Incomplete Class Data
January 10 2012 at 09-55 AM [UNKNOWN]
Delete Class Data
Create Class Record
Transfer Class Data
Edit Class Data
Ready to Transmit Class Data
Choose the **Edit Class Information** button, to enter Class Title information, City information, Type of CE, other student information and prepare the class information for transmittal
Mark As Incomplete
Transmit Class Data to ABN
Transmitted Class Data
Mark As Incomplete
Delete Transmit Data
Roster Report
Please Select Option

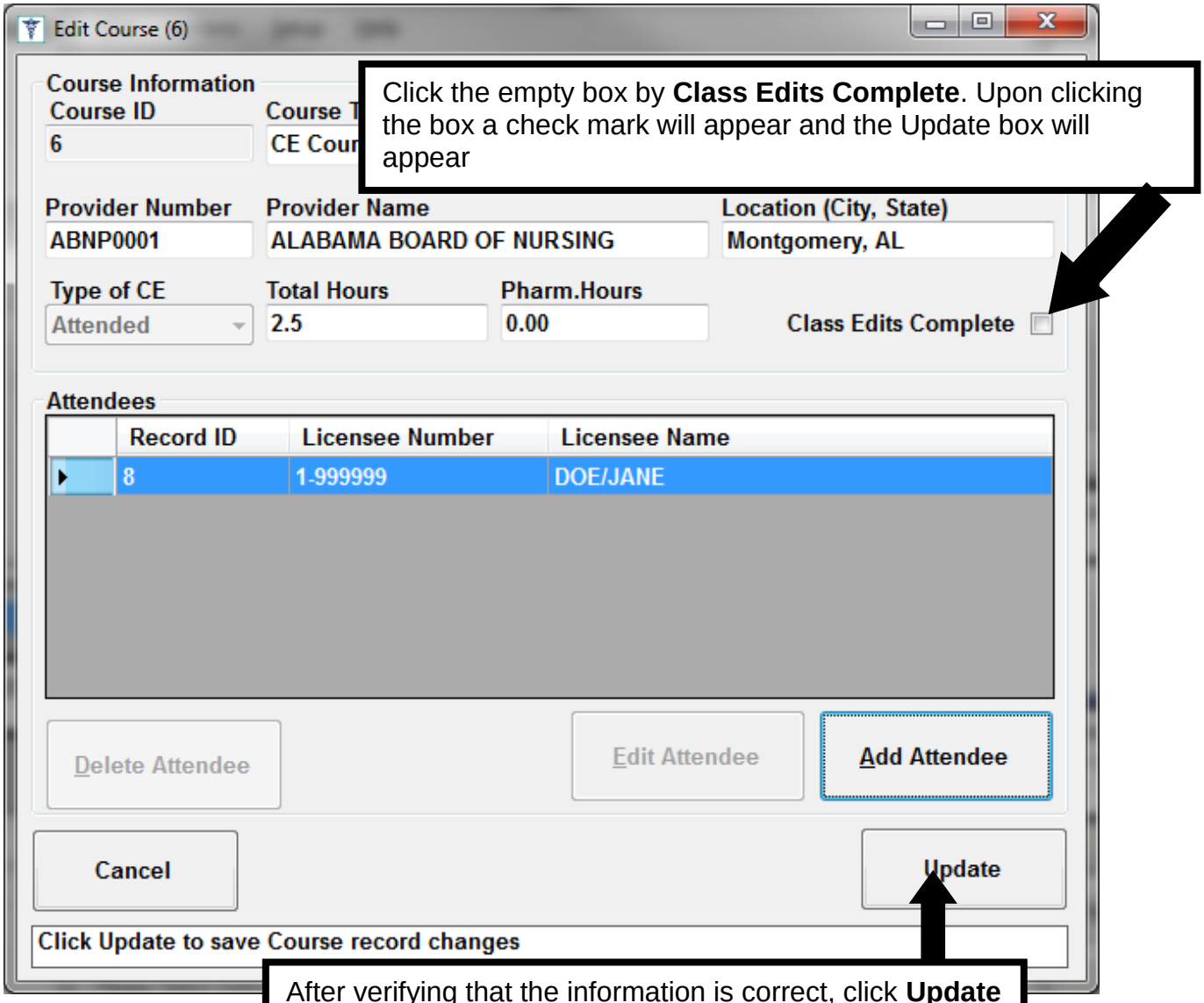
When editing the class information, all required fields must be entered before the **UPDATE** button becomes enabled.



****If the class has the correct people enrolled, continue to page 19****

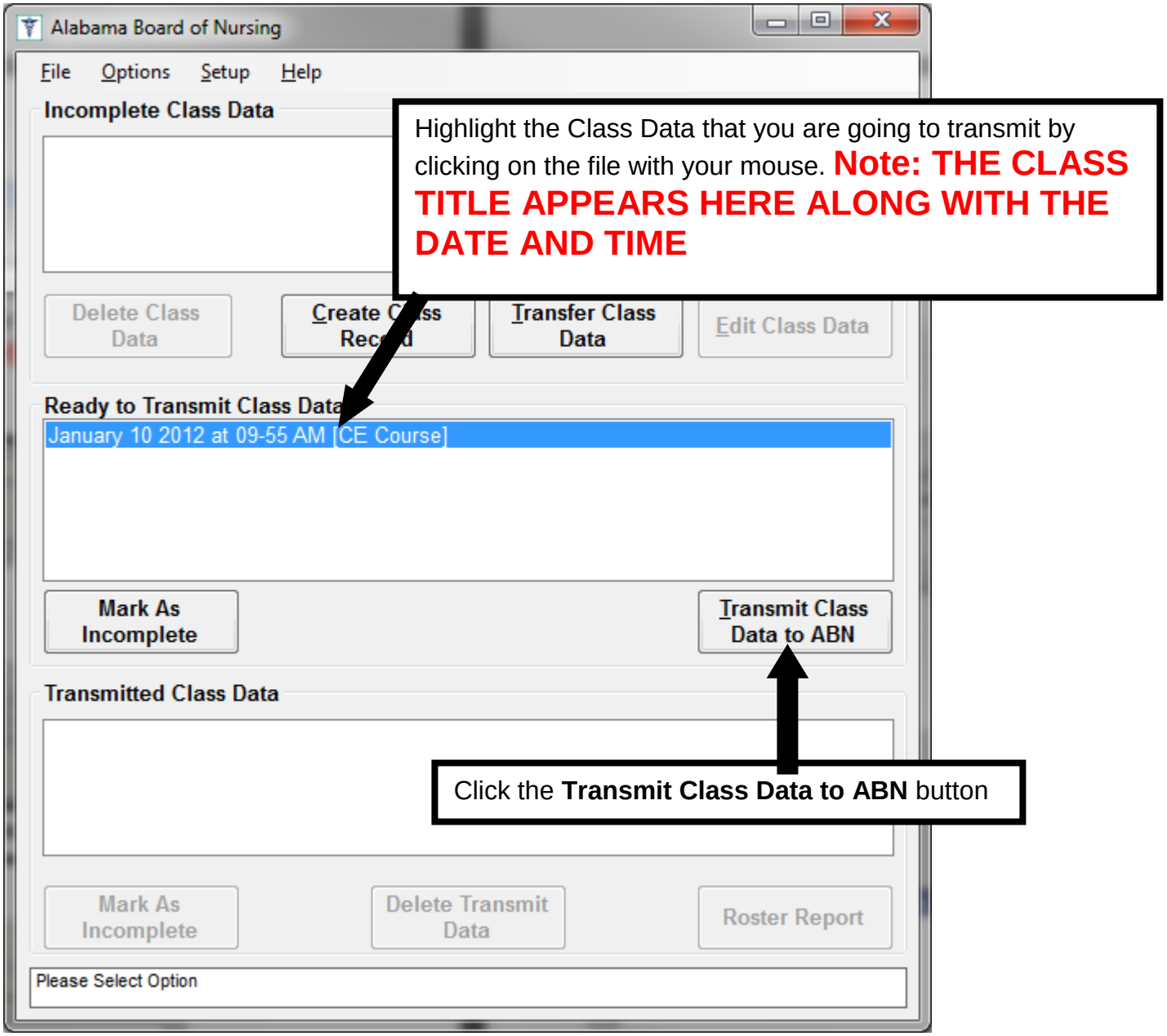


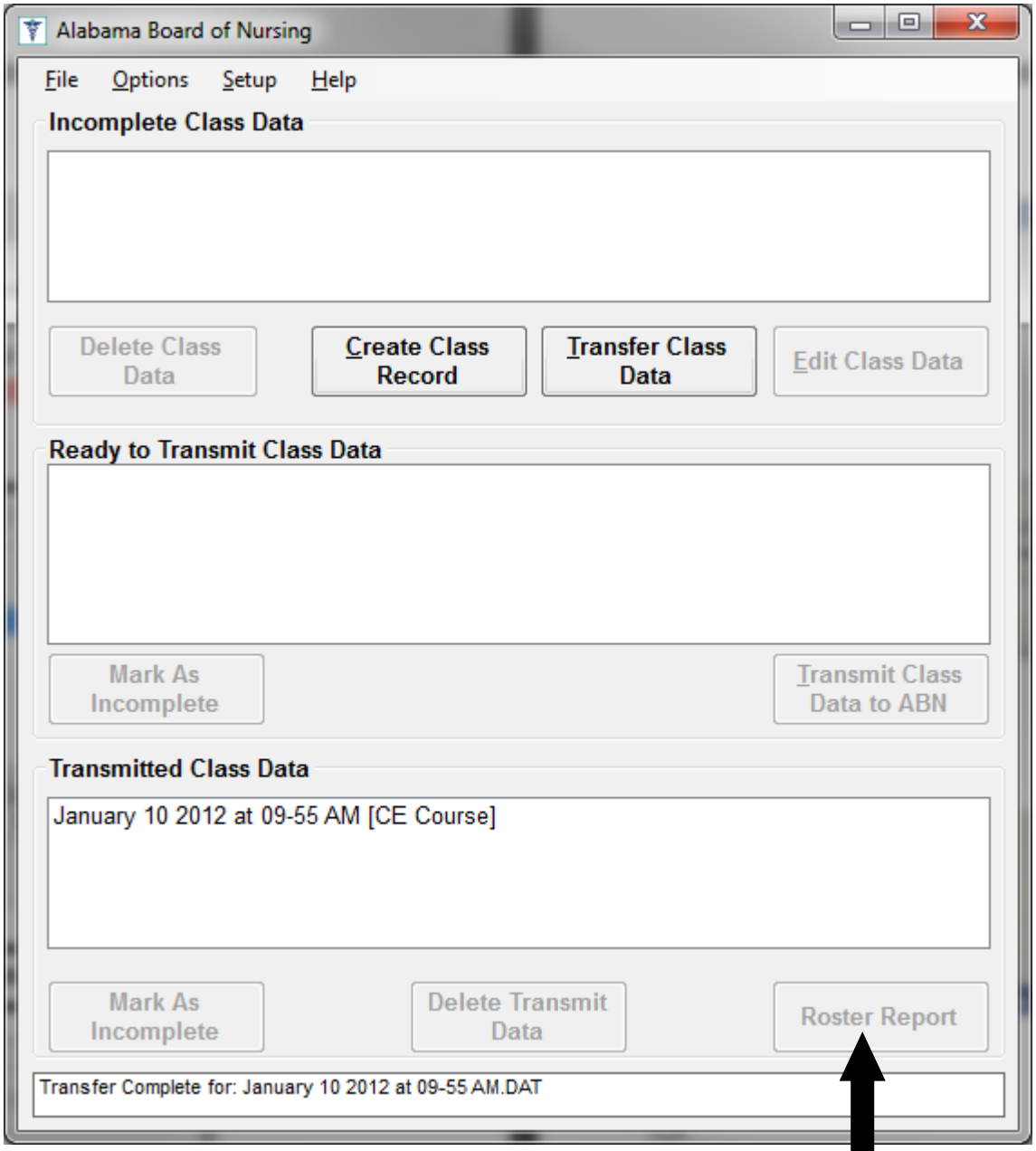
Enter the license number and name. The **Add Record** button will not be enabled until a license number and a first and last name are entered (required fields).



Click the empty box by **Class Edits Complete**. Upon clicking the box a check mark will appear and the Update box will appear

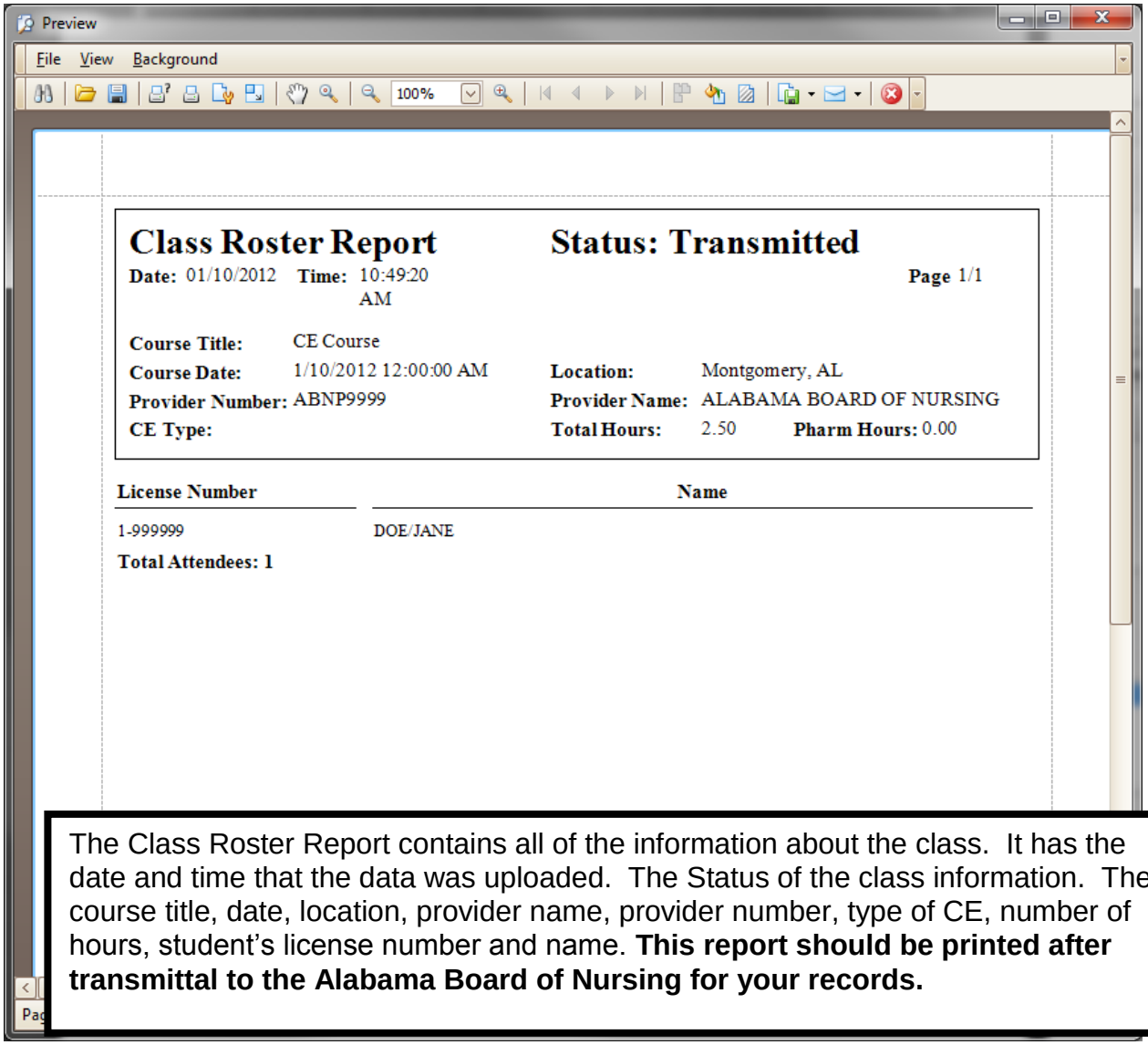
After verifying that the information is correct, click **Update**


Alabama Board of Nursing
File
Options
Setup
Help
Incomplete Class Data
Highlight the Class Data that you are going to transmit by clicking on the file with your mouse. Note: THE CLASS TITLE APPEARS HERE ALONG WITH THE DATE AND TIME
Delete Class Data
Transfer Class Data
Edit Class Data
Ready to Transmit Class Data
January 10 2012 at 09-55 AM [CE Course]
Mark As Incomplete
Transmit Class Data to ABN
Transmitted Class Data
Click the Transmit Class Data to ABN button
Mark As Incomplete
Delete Transmit Data
Roster Report
Please Select Option



Click the **Roster Report** button, for a printout of class attendees. The following page contains an example of a Roster Report

Sample Roster Report



Class Roster Report **Status: Transmitted**

Date: 01/10/2012 **Time:** 10:49:20 AM **Page** 1/1

Course Title: CE Course
Course Date: 1/10/2012 12:00:00 AM **Location:** Montgomery, AL
Provider Number: ABNP9999 **Provider Name:** ALABAMA BOARD OF NURSING
CE Type: **Total Hours:** 2.50 **Pharm Hours:** 0.00

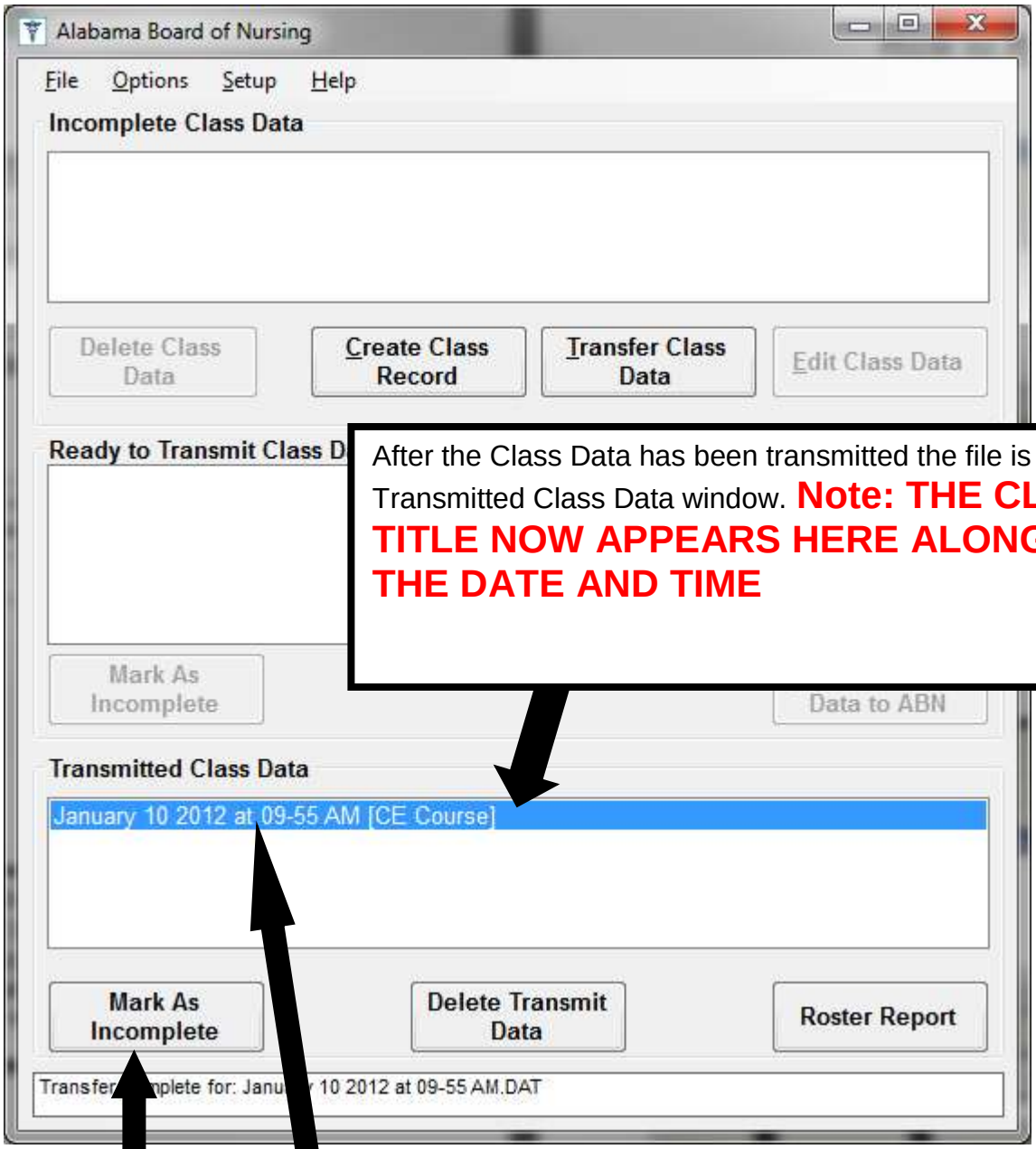
License Number	Name
1-999999	DOE/JANE

Total Attendees: 1

The Class Roster Report contains all of the information about the class. It has the date and time that the data was uploaded. The Status of the class information. The course title, date, location, provider name, provider number, type of CE, number of hours, student's license number and name. **This report should be printed after transmittal to the Alabama Board of Nursing for your records.**

.

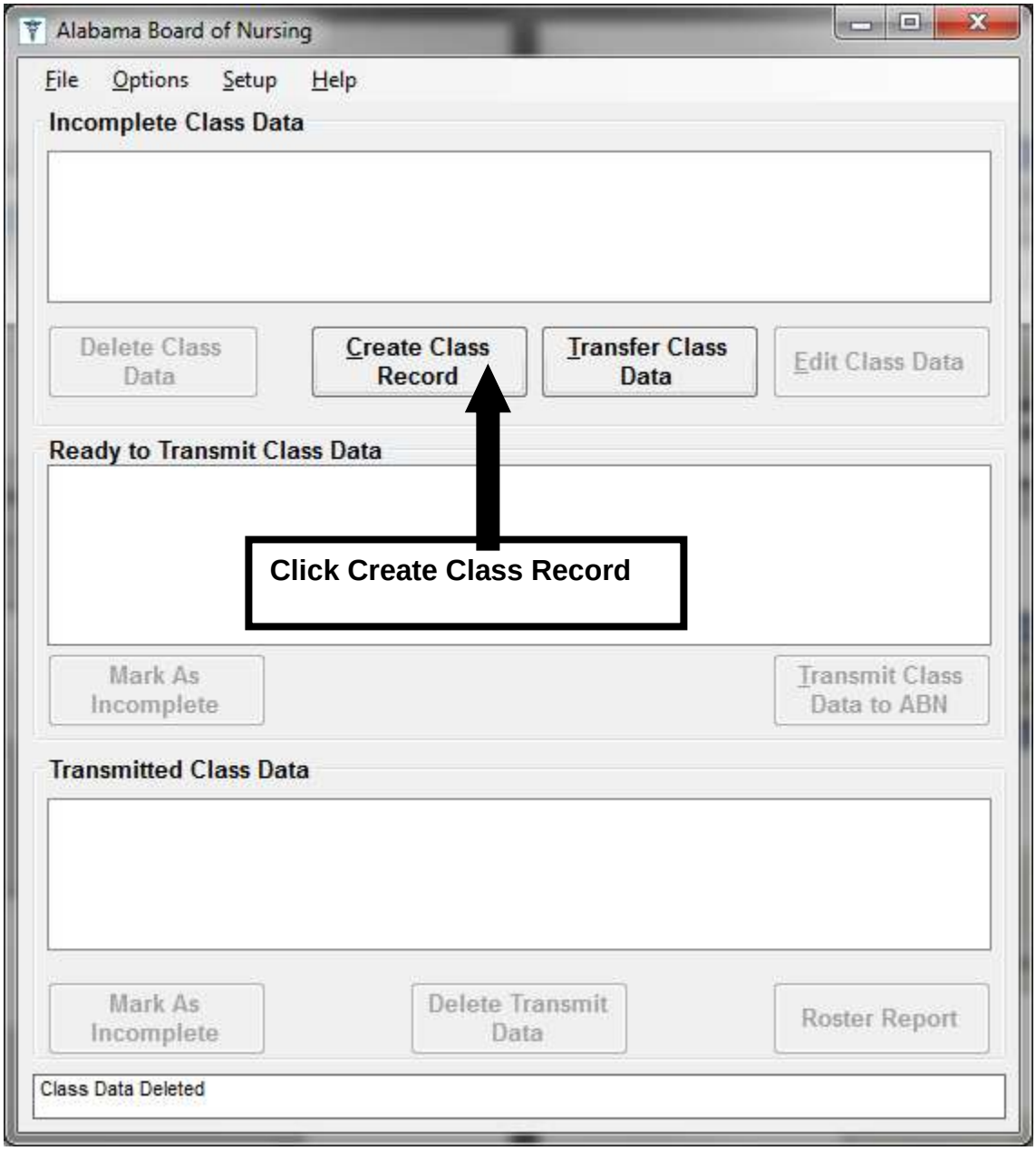
How to Resubmit Information

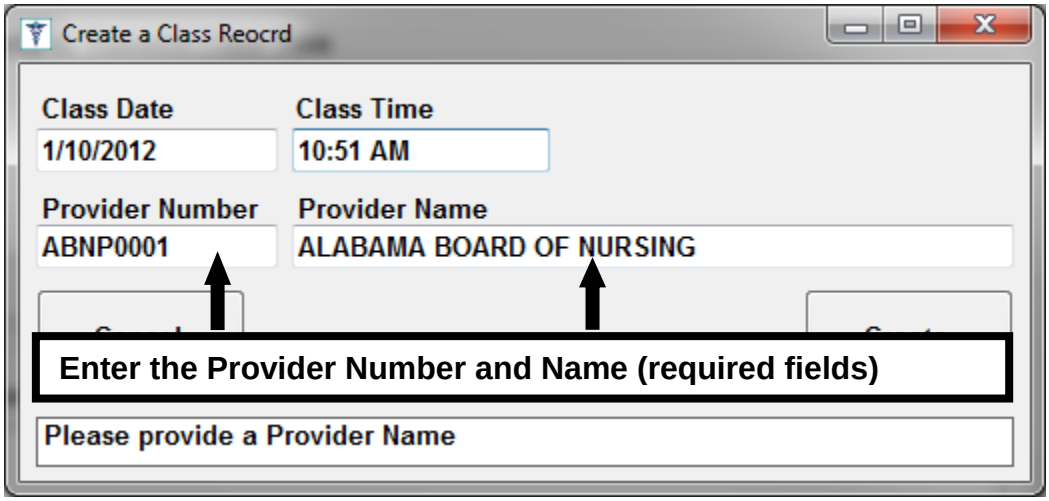


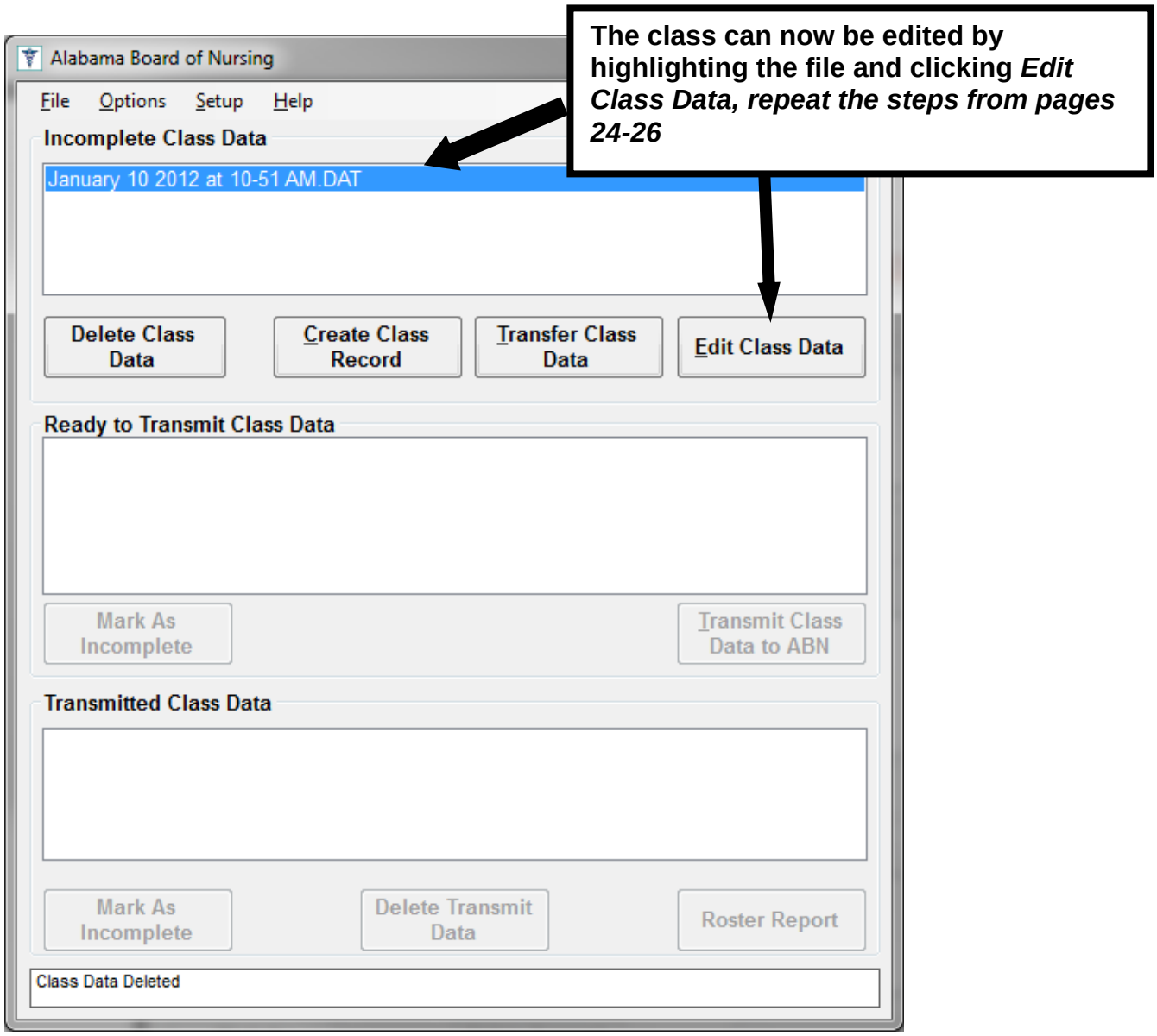
After the Class Data has been transmitted the file is placed to the Transmitted Class Data window. **Note: THE CLASS TITLE NOW APPEARS HERE ALONG WITH THE DATE AND TIME**

If there, is a need to resend a file, highlight the file, click the Mark As Incomplete button, return to page 12, and repeat the steps. Example: If a students information has not been entered or needs to be changed. You would use the Mark As Incomplete button to go back, enter the information, and resubmit the classes' data.

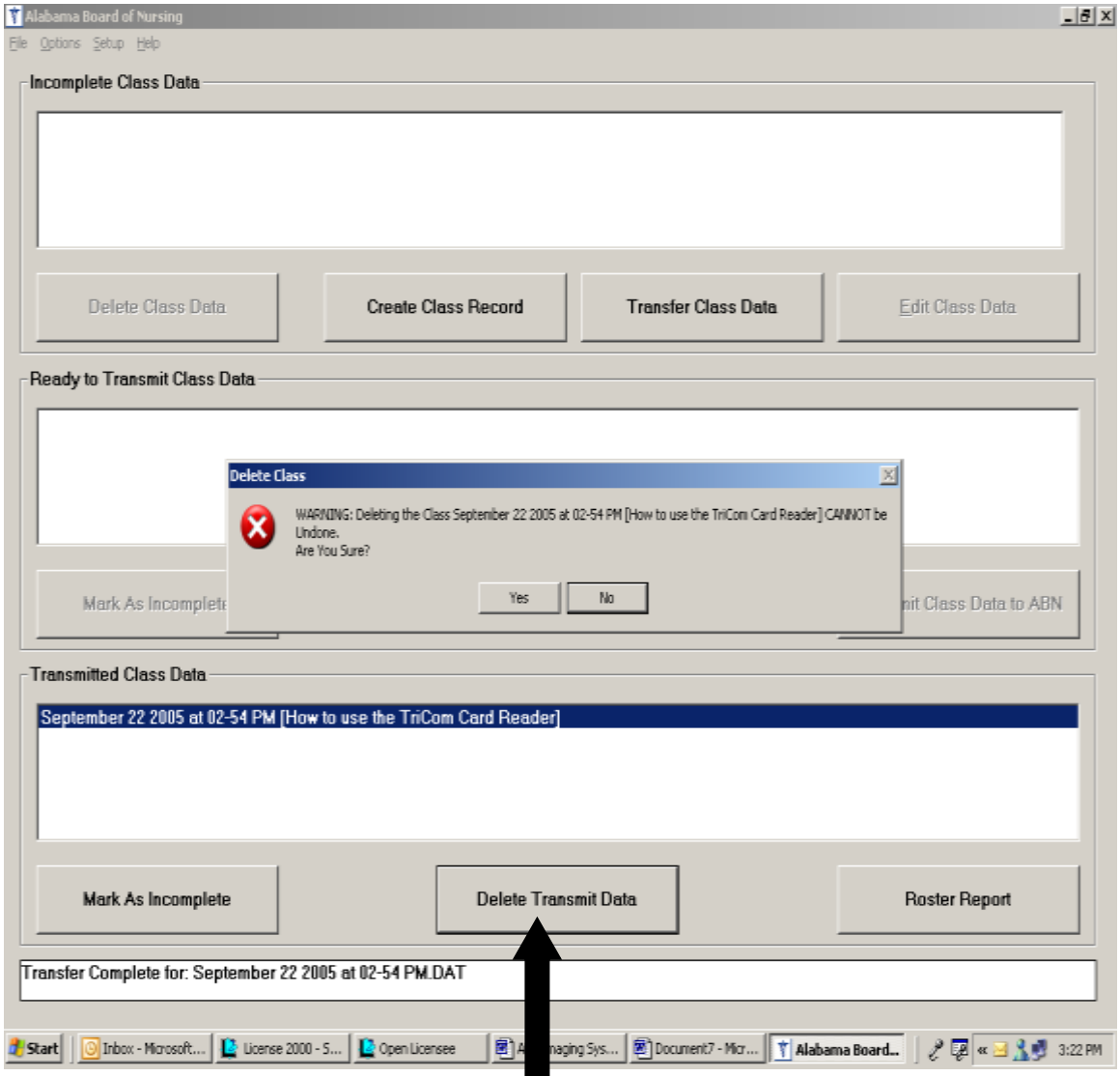
How to Manually Create a Class




Create a Class Reocrd
Class Date
1/10/2012
Class Time
10:51 AM
Provider Number
ABNP0001
Provider Name
ALABAMA BOARD OF NURSING
Enter the Provider Number and Name (required fields)
Please provide a Provider Name


The class can now be edited by highlighting the file and clicking *Edit Class Data, repeat the steps from pages 24-26*
Alabama Board of Nursing
File
Options
Setup
Help
Incomplete Class Data
January 10 2012 at 10-51 AM.DAT
Delete Class Data
Create Class Record
Transfer Class Data
Edit Class Data
Ready to Transmit Class Data
Mark As Incomplete
Transmit Class Data to ABN
Transmitted Class Data
Mark As Incomplete
Delete Transmit Data
Roster Report
Class Data Deleted

How to Delete Data from your Computer



The **Delete Transmit Data** button deletes the highlighted Class Data. Only use this button if you are sure that the class information is complete and does not need to be changed because the results cannot be undone!

ERASING RECORDS FROM YOUR TriCorder

To ERASE RECORDS…Hold the SET button**.** Scroll to the erase records option on the user main menu and select with the ENTER button. Records will count down as they erase to zero or let records exceed memory and ID-e® will reset automatically to 0 records (EST about 3800 records).

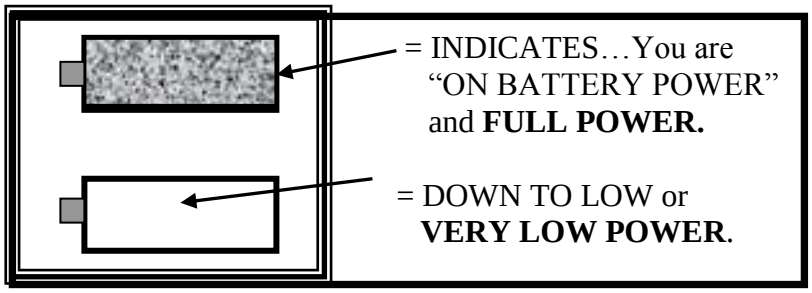
We recommend that after every transmittal to the Alabama Board of Nursing you erase the records from your TriCorder.

DATA in MEMORY

Almost 3800 records will remain in memory! You must download the records before memory runs out or all records will erase automatically to zero!

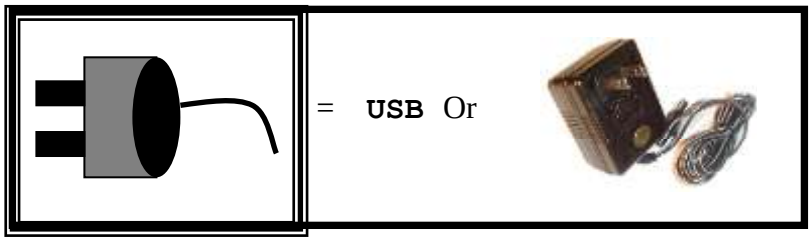
POWER MANAGEMENT

The TriCorder runs on two (2) AA batteries. Approximately 2000 cards a day can be read on the TriCorder before getting low on power.



(SEE the battery ICON in the upper left hand side of DISPLAY.)

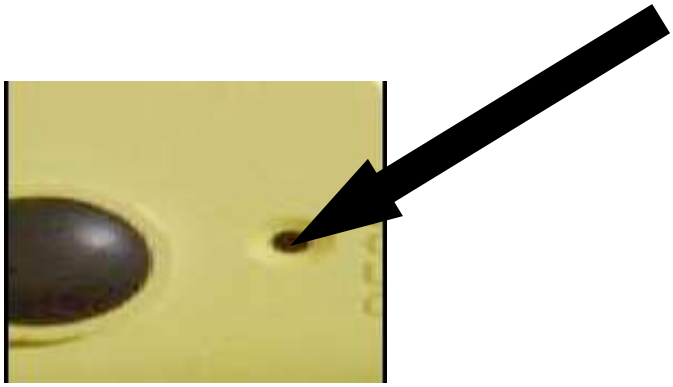
When the AC/DC power converter is used or a USB cable is connected, the Display will show a picture of a POWER PLUG on the LED/LCD display.



TROUBLE SHOOTING

The ID-e® unit is a complex data management tool. It can from time to time "LOCK-UP" on one screen and need a "RESET" to continue.

NOTE: USE A PAPER CLIP AND PUSH IN THE "RESET" ACCESS ON THE BOTTOM OF THE ID-e® UNIT.



Note: No data is lost when reset is used.

Contact Information

If you should need support with your TriCorder, please contact one of the following persons via phone or email

Alabama Board of Nursing Toll Free Number	1-800-656-5318	
William "Andy" Stewart	(334) 293–5250	Andy.Stewart@abn.alabama.gov
Richard Pasley	(334) 293-5293	Richard.Pasley@abn.alabama.gov
Brad Jones	(334) 293-5290	Brad.Jones@abn.alabama.gov
Richard Boyette	(334) 293-5291	Richard.Boyette@abn.alabama.gov
Robert Rollins	(334) 293-5294	Robert.Rollins@abn.alabama.gov

KNOWN ISSUES REGARDING THE CE SCANNER

Q. What is the maximum number of characters a title can have?

A. The title field can have up to 80 characters.

Q. How many hours can the CE hour's field contain?

A. The CE hour's field can have a maximum of 99 hours in that field.

Q. Are special characters accepted in the name field?

A. Yes the name field will accept characters such as hyphens and apostrophes.

Q. How will I know the name of the course that I have given?

A. The course title now appears in the Ready to Transmit and Transmitted Data window, along with the date and time.

ABN CE Provider File Format

ABN CE Provider File Format

This file is a tab delimited text file – There are no quotes around text fields. It contains one header record and a minimum of one attendee record.

Header Record – Must be the first record in the file (Only one per file).

Provider Number	ABNPXXXX – This is the ABN assigned provider number.
{TAB}	
Provider Name	
{TAB}	
Location of the class	City, State (Montgomery, AL)
{TAB}	
Attendance Type	A-Attended, I-Independent
{TAB}	
Total CE Hours	May include integers or decimals.
{TAB}	
Pharmacology hours	May include integers or decimals.
{TAB}	
Course Title	
{TAB}	
Course Date	mm/dd/yyyy
{TAB}	
A unique sequential number	This number, along with the provider number, identifies the class.

Attendee Record – No theoretical limit. Must follow header record.

License Number	8 or 9 position number or NULL
{TAB}	
Name	LastName/FirstName MiddleName Must be in the above format!

FTP Info

File naming standard – PROVIDER NUMBER-DATE at TIME.DAT (ex. ABNP0001-June 01 2005 at 01-21 PM.DAT)

FTP Site – ftp.abn.alabama.gov
Username - ceproviders
password - abnupload

Sample File – See Next Page

Sample File Format

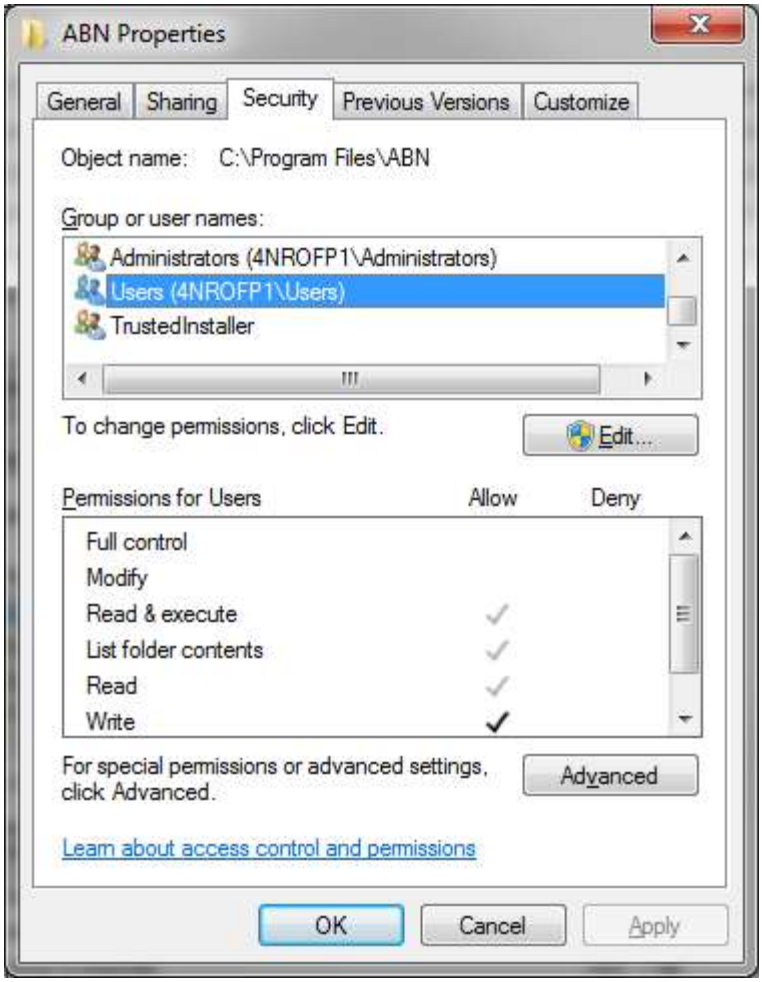
ABNP0001ALABAMA BOARD OF NURSINGMontgomery, AlA1.50IV Therapy - B7/7/200568
1-099991SMITH/TAMMI LA WANDA
1-080780JONES/KATRINA COLLEEN

Error Messages

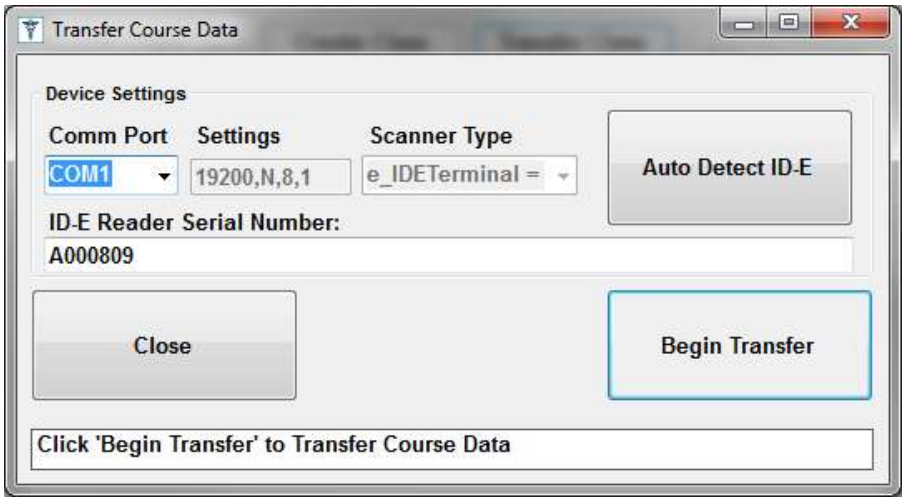
Error '9' – To correct this you will need to apply the patch. To do this, go to www.abn.alabama.gov/Content.aspx?id=559 and right click the link for the Tricorder Software Patch and select 'Save target as…' or 'Save link as…' depending on what browser you are using. Select where you want to save the zip file.

Open the zip file and copy the file to the directory where the tricorder software is installed. If you installed using the default location the software is located at C:\Program Files\ABN. Overwrite the ABN.exe file that is already there. Now run the software.

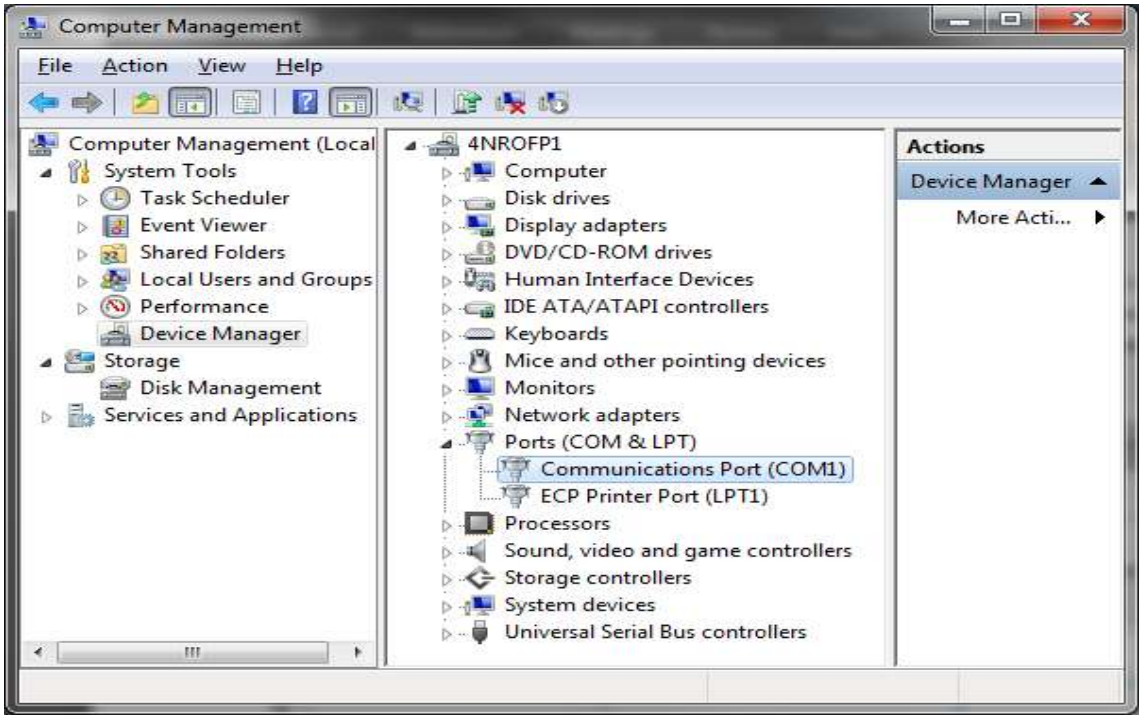
Error '75' – This usually occurs immediately after installing the software on a machine (usually Windows7). To correct this issue, check the security setting on the directory where the ABN software is installed. If you used the default location to install, then the software is installed at C:\Program Files\ABN (for 64-bit it is C:\Program Files(x86)\ABN. Find the directory, right click it and select 'Properties' from the menu. The following box should appear. Find the Security tab and check to see if the security for the Users group has Write/Modify permission assigned. If it doesn't you need to add the Write permission.



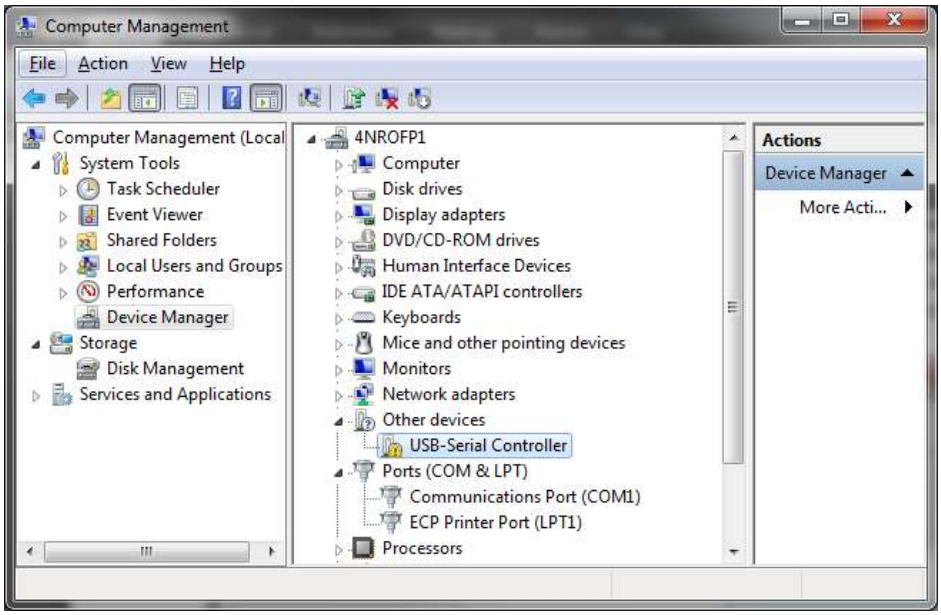
Error '8002' Invalid Port Number – Click the Transfer Class Data Button that is located under the Incomplete Class Data Box. From the Comm Port dropdown list select, make sure you have the correct port number selected. To find out the port number you may have to open Windows device manager to determine where the drivers are installed (Click Start, right click Computer, and select Manage).



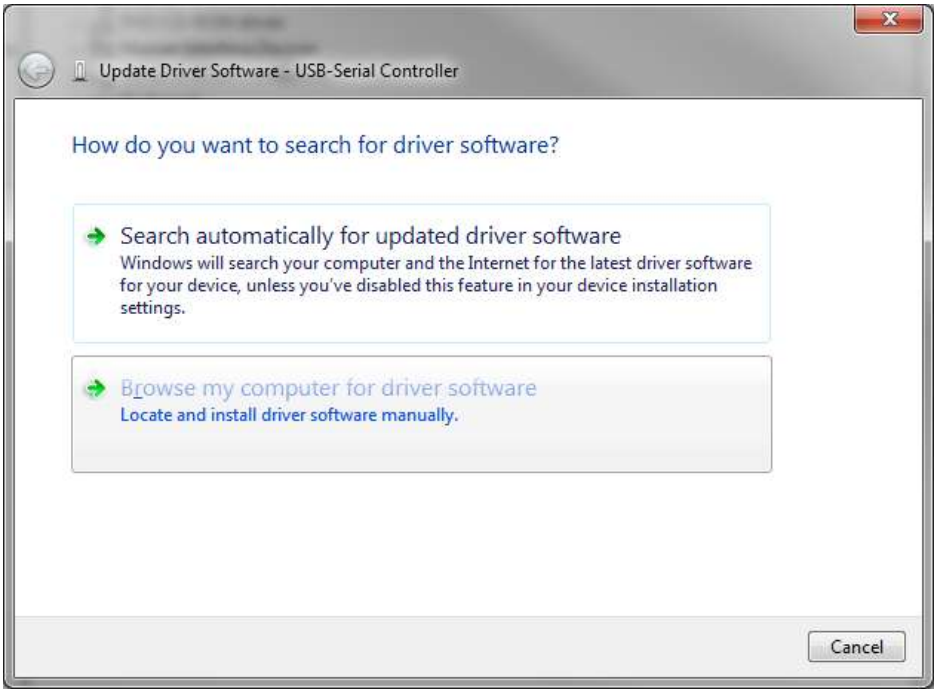
If the tricorder is not listed in the device manager under the Communications Port subheading, the drivers will need to be installed.



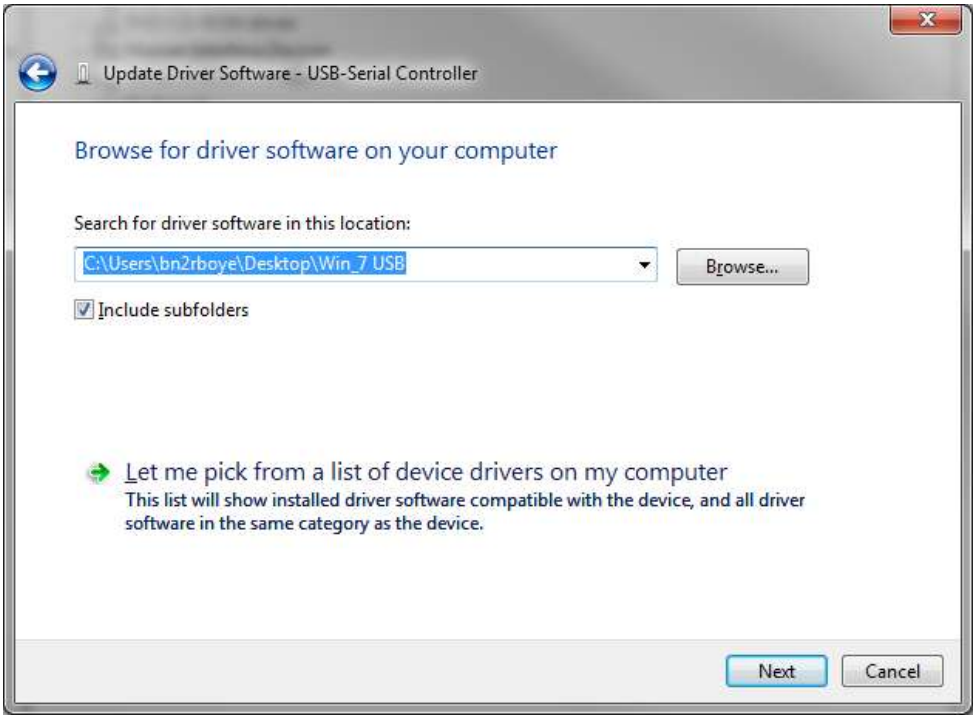
To install the drivers, you will either need the CD that contains the drivers or download and unzip the drivers from our website (www.abn.alabama.gov/Content.aspx?id=559). First, plug the tricorder your computer. Windows should recognize tricorder. It may show up as an entry below. If it does, right click it and select 'Update Driver Software'.



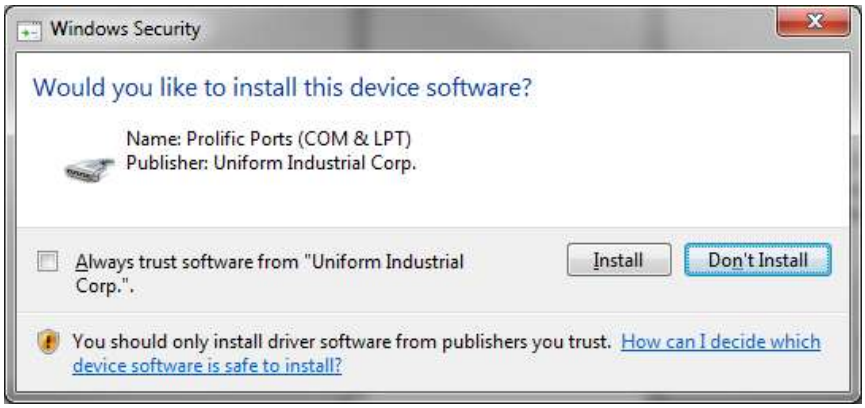
Select ‘Browse my computer for driver software and navigate to the location of the folder where you downloaded and unzipped the drivers.

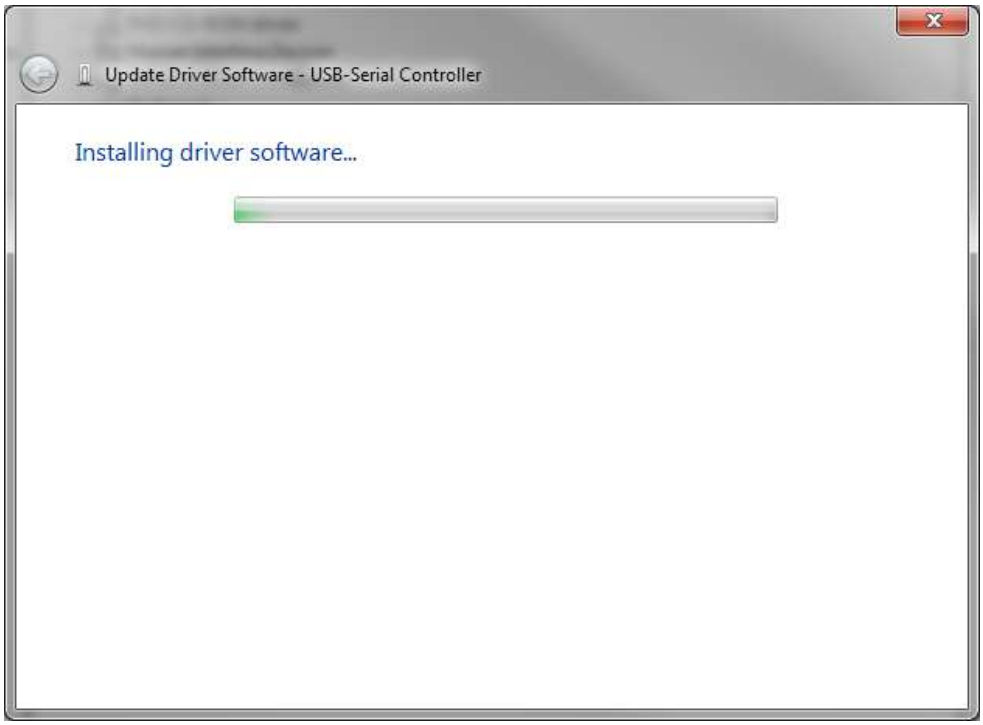


Select the location where the folders con

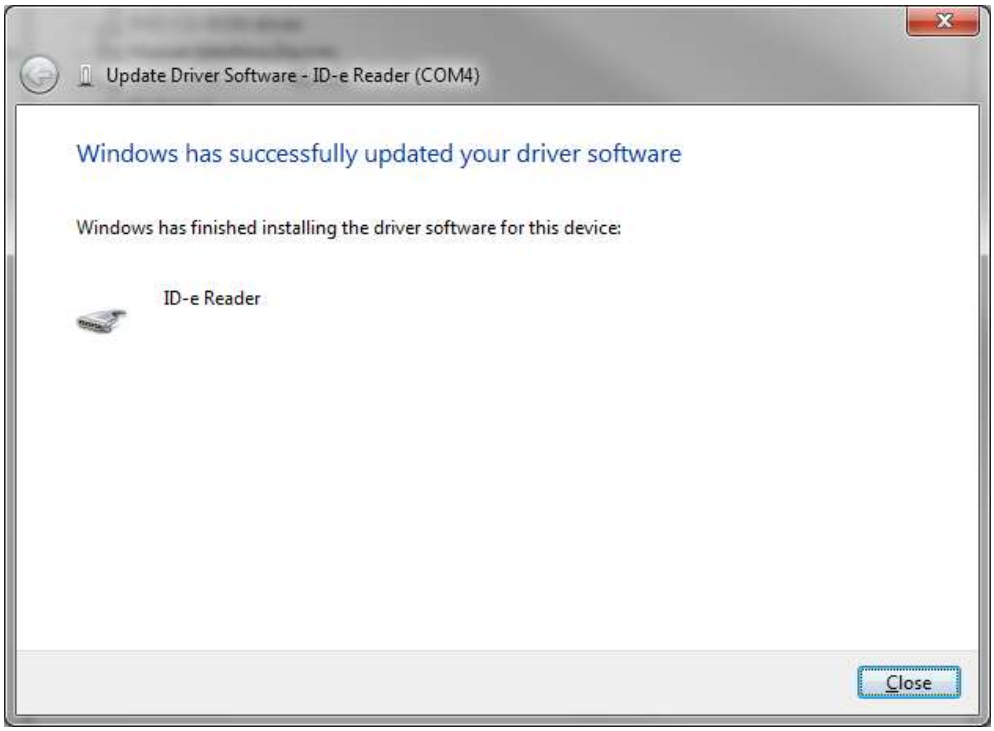


Click the 'Install' button to begin the installation process.

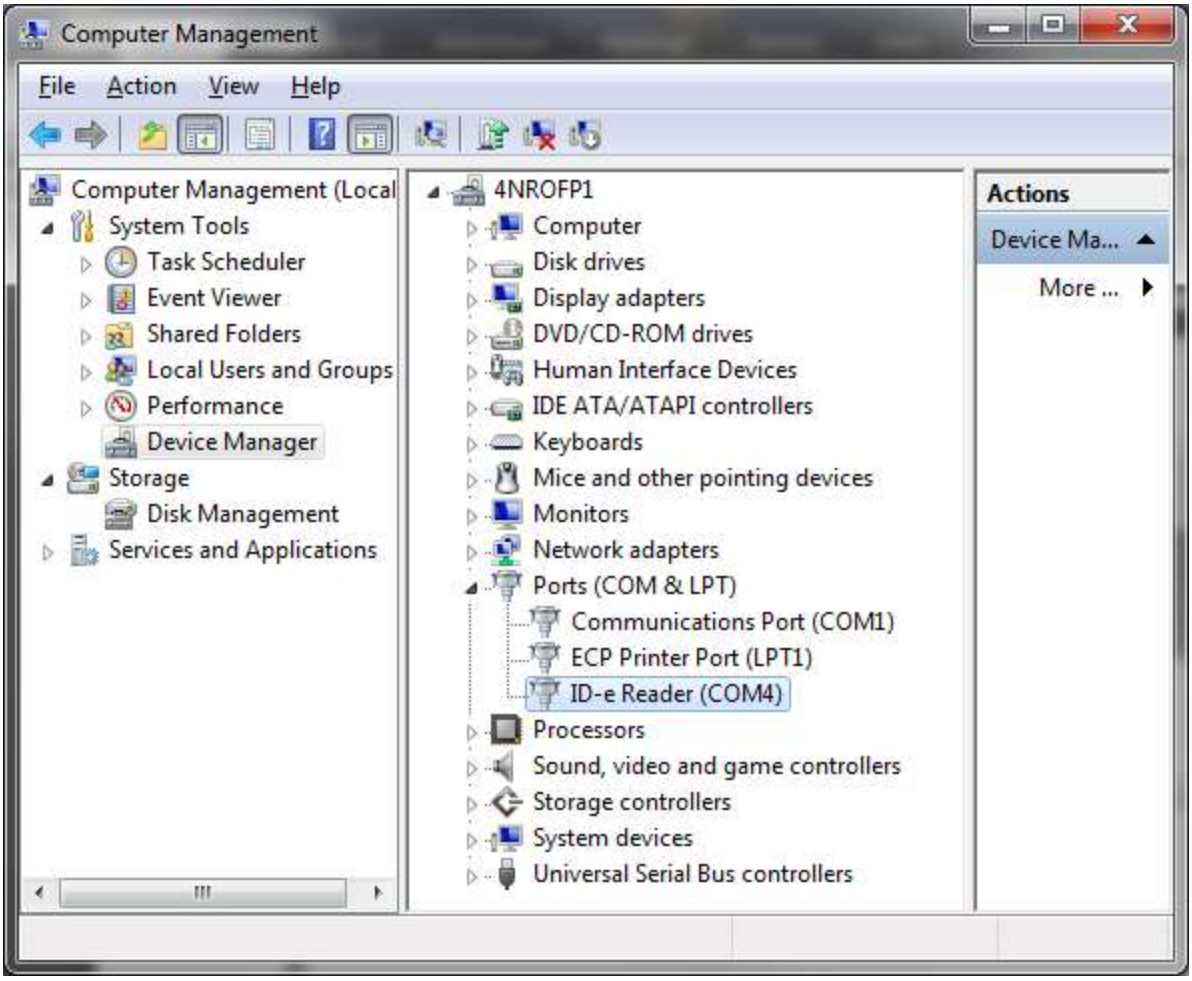




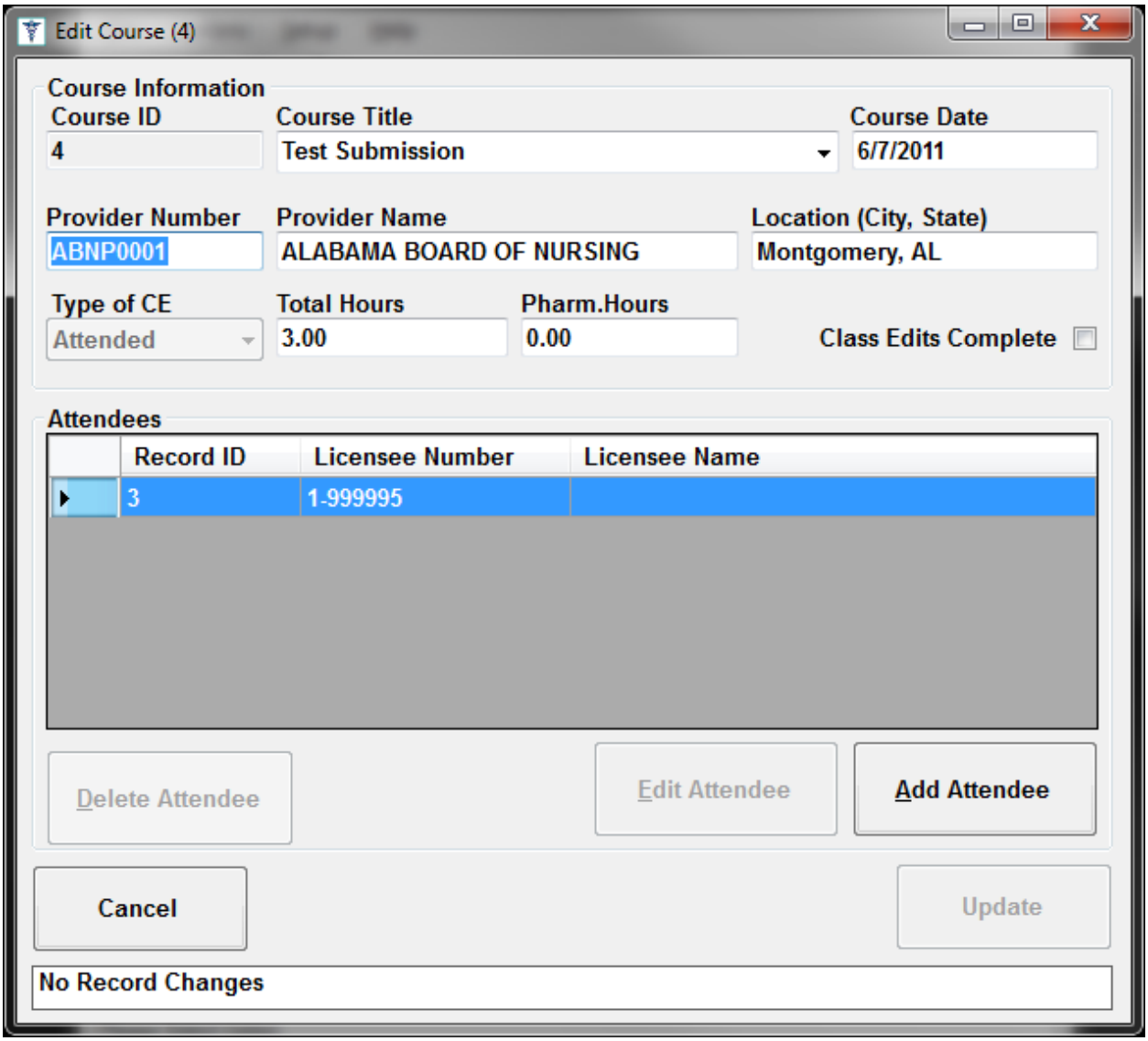
When you receive this message the driver has been installed.



As you can see the reader (ID-e Reader (COM4)) has been installed. Remember the port that the driver is installed on. You now need to launch the ABN software and make sure the right port is selected in the Transfer Course Data box.

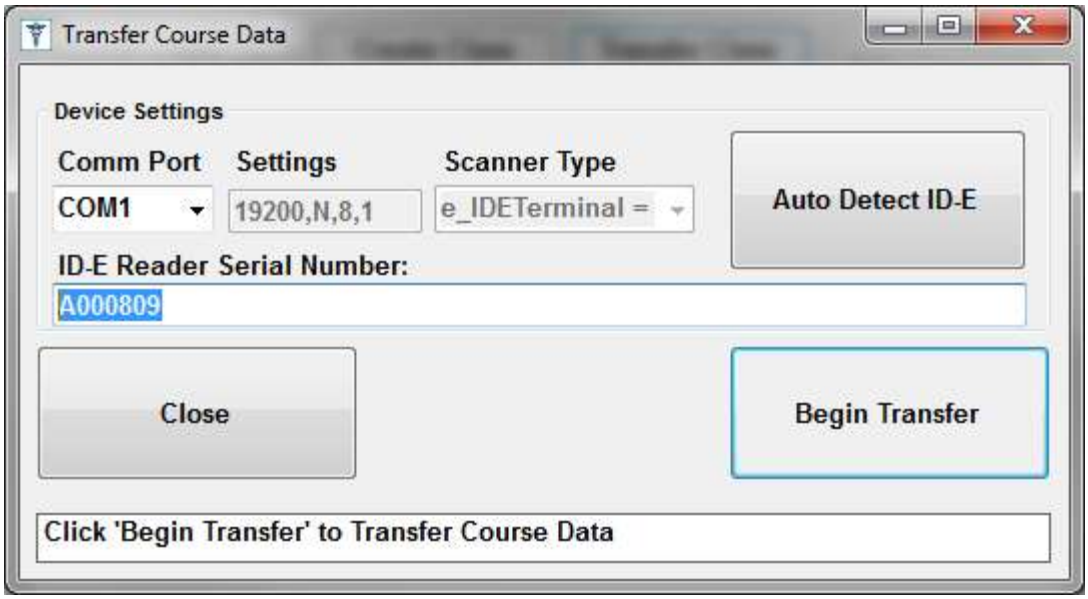


Transmit Failed – Unable to Locate Provider Information – If you have an active provider number and receive this error edit the class information and make sure the provider number is entered correctly to make sure the provider number (ABNPXXXX) you have entered on the class record is correct. If it is incorrect the class will not be able to transmit class data.



If this does not work, check to see if you can reach our FTP site. To get there open up a browser and type ftp.abn.alabama.gov into the address bar. If you are not prompted for a username and password, then your network is blocking access to our FTP site.

Transmit Failed – Please Provide and ID-E Reader Serial Number – Find the Tricorder Serial number located on the back of the machine. It starts with the letter 'A'. From the software, click the Transfer Class Data button that is located under the Incomplete Class Data box. Enter the serial number. Click the red 'X' at the top of the box. You should be prompted to Save Your Changes. Click 'Yes'. Try to submit the class.



200 Type set to A (Error 550) – this error is not that common, but can be corrected by enabling the Passive Mode in your firewall.

Ordering Additional TriCorders

TCT

TriCom Card Technologies, Inc.

Order Form
Product update sheet

The ABN and TriCom Card Technologies, Inc. can offer additional "TriCorder" ID-e Readers at a special cost for your use anytime.

To register your software, you need a TriCom reader "Serial Number" and a valid ABN Provider Number.
Any purchase of an ID-e Reader comes with an additional software program license.
To ORDER with a check,....Please enclose $374.00 for the product "this also includes shipping from Alabama".

Allow 7 days from the date of the order to receive your reader.

(Or call 1-800-830-2225 to have your reader shipped over night).

Ship To: _____ Phone #_____

_____ Cell # _____

_____

ZIP_____

* _____PLEASE SHIP ONE (1) ID-e Reader. *_____PLEASE SHIP TWO (2) ID-e Readers

By Credit Card: Please ***call*** **1-800-830-2225** ! (Do not mail credit card information).

Your ID-e Reader will be shipped with;
1. One CD of the ABN Provider Class Information program.
2. Two (2) AA Batteries.
3. One Wrist Strap.
4. One USB to PC Communication cable.
5. Instruction booklet (if no booklet is sent with the reader, contact your ABN agent for a copy)
6. One portable, Yellow or Black ID-e Reader. (TriCorder)

Mark R. Baughman
President
TriCom Card Technologies, Inc
www.tricomcard.com
markcards@aol.com
Call; 1-800-830-2225