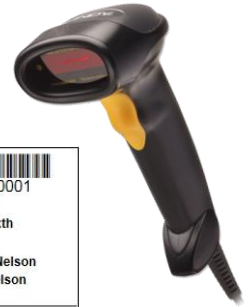


Barcode Scanning in Child Check In



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What type of Barcode Scanner Do I Need?

You just need a scanner that is capable of reading 'Code 39' bar codes, which is a very common type. Almost any that you find will work. We recommend getting one that comes with a stand since this will allow you to be 'hands free' with the scanner, which helps facilitate faster check ins.

Does Mud Pie Creations Sell Barcode Scanners?

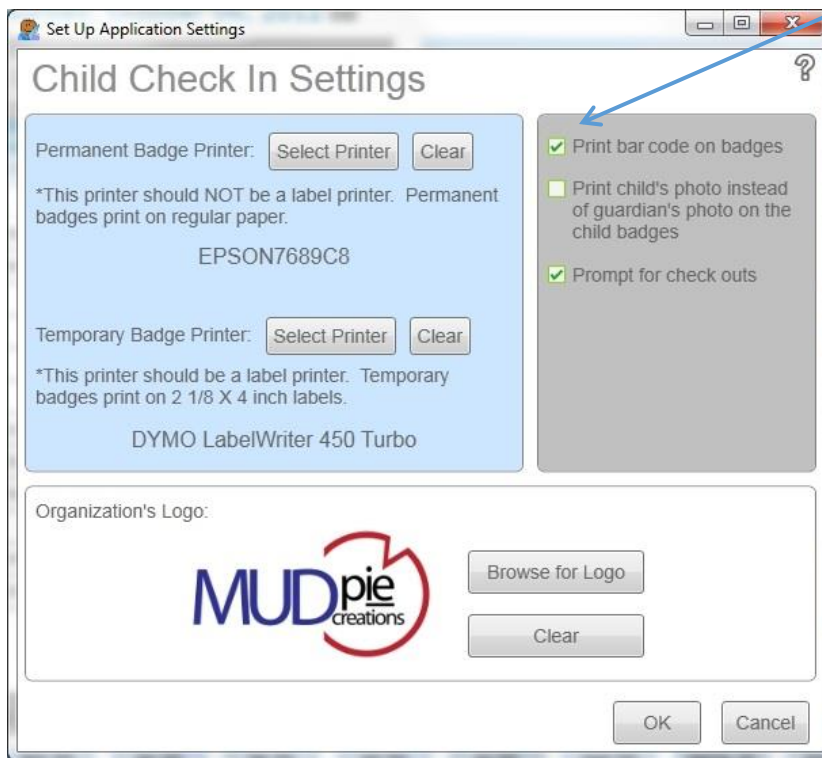
No. Since we specialize in software, we don't sell bar code scanners, however, there are many affordable choices available on the Internet. You just need to make sure your scanner is capable of reading 'Code 39' bar codes.

How Does Barcode Scanning in Child Check In Work?

Bar code scanning, can significantly speed up the time it takes to check in and out children. The bar code that will be printed on the badges is the family number that is automatically assigned when you add a family to the system. When you scan a bar code, (as long as you are on the Main Screen of the app not on a set up screen) it will select the family in the list and automatically check in / out all of the children for that family. If not all of the children are being checked in, you can easily uncheck the boxes by those children's names.

Setting Up Barcode Printing on the Child Check In Badges

In the Child Check In application, choose 'Options' from the Setup button and check the 'Print bar code on badges' box. (Now when you print the badges the Family/Worker ID will be printed on the badge as a bar code.)



Can I Use Key Tags to Speed Up Check Ins?

Yes. We don't sell them but a google search with the term 'preprinted key tags' will yield many websites that allow you to order key tags. Most will allow you to customize the content (i.e. to include your logo) along with specifying a range of numbers for the barcodes. Most of these companies will send you a 'proof', which you can use to test them out before committing to ordering them. The Child Check In program auto assigns a unique family or worker number but you can easily change this value to the number that matches your key tags.

Please be sure you have version '2.1.0.3' (or greater) of the Child Check In app. You can download the update from the support page of our web site here: <http://www.mudpiecreations.com/support.html> This update is free to anyone with version 2.1 or above and it has several enhancements for better compatibility with different models of barcode scanners.

A quick word of caution... Before you implement a check in/out process using key tags, you should determine how you will maintain security (ensuring that only authorized people are allowed near the children's rooms and that only the right

person picks up the children). The parent's photo is printed on the badges that the Child Check In program creates to allow workers to visually identify who is authorized for the check outs. Also, for security reasons, we don't recommend unmanned check in stations. --- We've had some churches laminate the permanent badges for allowing the parents to keep them and to facilitate faster check ins. This of course is just one option. The key tags are used successfully by many of our customers ... there just needs to be some careful consideration around how security will be enforced.

Troubleshooting Barcode Scanning

Step 1: Do You Have the Latest Version of Child Check In?

Please be sure you have version '2.1.0.3' (or greater) of the Child Check In app. You can download the update from the support page of our web site here: <http://www.mudpiecreations.com/support.html> This update is free to anyone with version 2.1 or above and it has several enhancements for better compatibility with different models of barcode scanners.

Step 2: Does the Barcode Scan Using Another App Like Notepad?

No:

The barcode may not be printed clearly enough:

The barcode on the printed badge should look crisp and clear. If it is 'fuzzy', please follow the steps below.

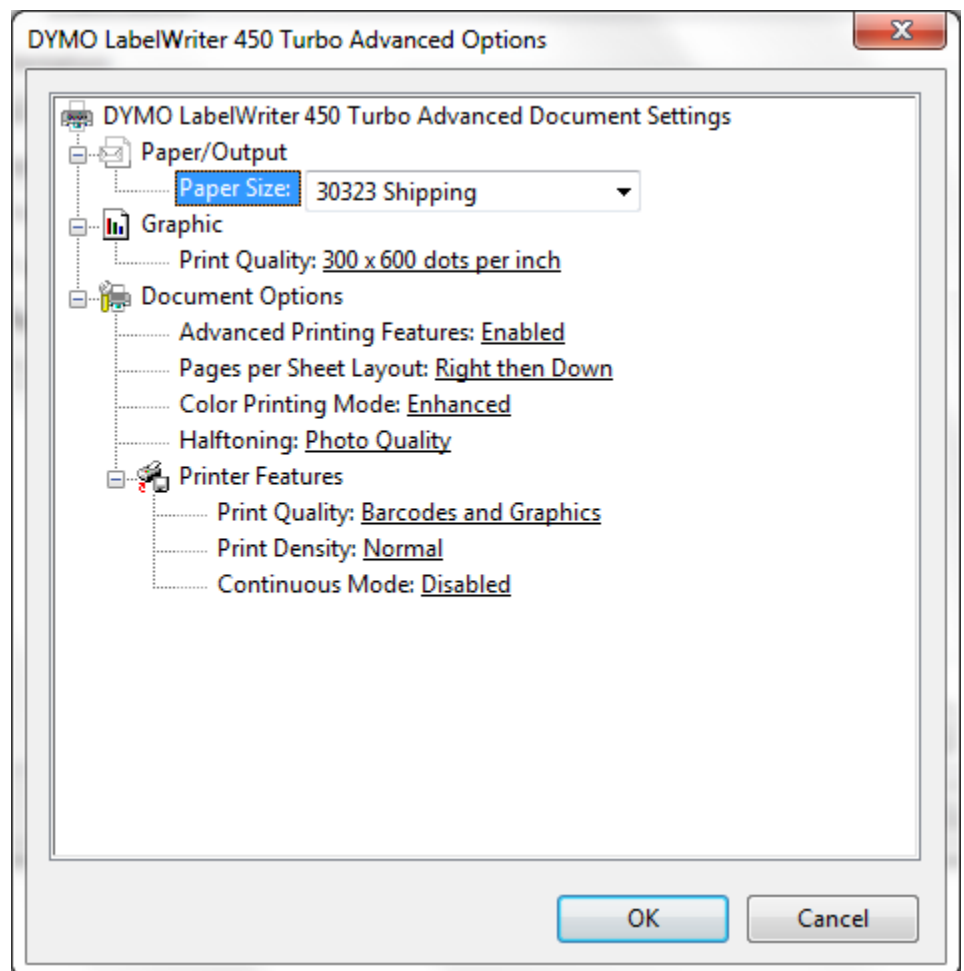
For Temporary Badges, which print to label printers:

Please make sure that you've selected '300 X 600 dots per inch' for the printer's 'Print Quality and also 'Barcodes and Graphics' for the second Print Quality setting (on the label printer's Advanced Options screen).

For the Dymo 450 label printer you would:

1. Go to the Devices and Printers section of the Windows Control panel
2. Right-click on the Dymo printer
3. Choose 'Printer Properties' (not to be confused with 'Properties', which is also a selection in the menu)
4. Select the 'Advanced' tab along the top of the screen and press the 'Printing Defaults...' button

5. Press the 'Advanced...' button
6. Choose '300 X 600 dots per inch' for the Graphic Print Quality
7. Choose 'Photo Quality' for the Halftoning setting
8. Choose 'Barcodes and Graphics' for the Printer Features Print Quality
9. Keep pressing the OK button to close each of the screens



For Permanent Badges, which print to 'regular' printers (i.e. ink jet, laser, etc):

1. Select 'Devices and Printers' from the Windows Control Panel

2. Right-click on the printer and choose 'Printing Preferences' from the menu.
3. To ensure that the bar codes are printed clearly, select 'Best' or 'Best Photo' in the Quality Options.

The barcode scanner may need to be configured to read Code 39 barcodes:

Your barcode scanner's manual (which may need to be downloaded from the manufacturer's web site) should include a 'Code 39' section containing barcodes that you can scan to configure your scanner.

Sample Manual:

3.6.2 START/STOP Transmission

Decide whether or not to include the start/stop characters in the data being transmitted.



*Transmit Code 39 Start/Stop Characters



*Do Not Transmit Code 39 Start/Stop Characters

For example: Do Not Transmit Code 39 Start/Stop Characters.

1. Read the "Enter Setup" barcode;
2. Read the "Enable Code 39" barcode; (If Code 39 is disabled, it is need to set);
3. Read the "Do Not Transmit Code 39 Start/Stop Characters" barcode;
4. Read the "Exit with Save" barcode.



Enter Setup



Exit with Save

In the example manual above you would print the page from the manual for the Code 39 section (if you don't already have a printed manual) and then:

1. Scan the 'Enter Setup' barcode
2. Scan the 'Enable Code 39' barcode
3. Scan the '*Do Not Transmit Code 39 Start/Stop Characters' barcode
4. Scan the 'Exit with Save' barcode

Note: Your choices may be different but should have something similar.

Yes:

The barcode scanner's start/stop characters may need to be set up:

If you open Notepad and scan the badge, if the ID on the badge is '10001' (for example) but the scanned value is shown as '*10001*' then the scanner needs to be configured to not include the start and stop character (*) with the scanned value. To do this, refer to the manual for your specific barcode scanner. (See the [instructions above](#) for an example.)

There may not be Classes available for the selected Date/Time

As you're testing the bar code scanning do you have a check in date / time selected? For example, if you're testing the scanning on Friday but all of your classes are set up for Wednesday or Sunday, the bar code scanning can't successfully perform a check in. Please ensure that you have a valid check in date/time selected, like last Sunday or Wednesday while doing your testing.

Step 3 (key tags only): Does Your Family's ID Match Your Key Tag?

Have you changed the family's ID # to match the key tag that you're assigning to the family? For example, if the number on your key tag is '10001', then you would click on the 'Change ID' link for the family and set the family ID number to: 10001 (without any '*' characters).

Step 4 (key tags only): Does the Barcode on Your Key Tag Begin and End with an Asterisk (*)?

The barcode on the tags should begin and end with an asterisk. Please request a proof from your key tag printer before placing your order so you can verify that the barcodes on the key tags begin and end with an asterisk character.