

This document gives an overview of using barcodes to find people within the Registration software. It covers operational usage, hardware required, and settings needed.

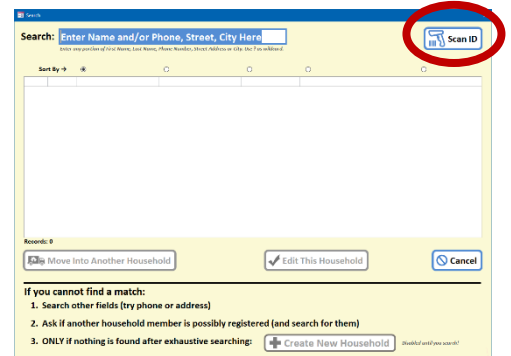
**Motivation:** you can walk out to the parking lot with a portable barcode scanner, scan a shopper's driver's license through the car window, and pull up their Food Pantry Registration Record in the software!

## 1. Find Existing Household/Patron by Scanning Barcode

During normal usage of the Registration software, you use **Find** to look up a Patron/Household. This is for returning households (as new people would not yet have their ID's assigned yet).

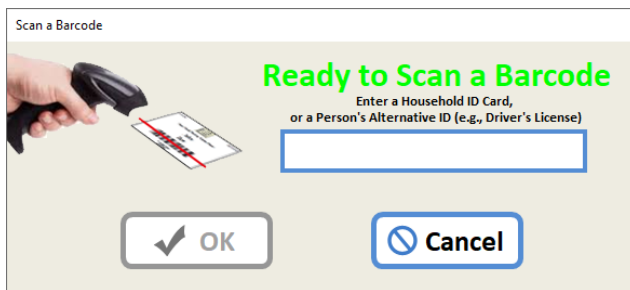


A Scan ID button is also in the search screen in the upper-right corner:



As an alternative to typing in search text, you can look up a specific household by their Household ID number or via an Alternative ID for a given Patron.

Press the Scan ID button to bring up a prompt for the numeric ID.



You may either manually enter a Household ID number, or use a barcode scanner to scan any of the following:

- the bottom of a previously printed Visit Ticket (*more details below*)
- their Household ID Card (*more details below*)
- an Alternative ID (can be **any** ID with a barcode)  
*For example, it can be the **small** barcode on the back of a **Driver's License**, as shown to the right.*



Most barcode scanners automatically press the OK button for you (if not, click OK with mouse after the number is in the entry form). During "drive-up" operations where the Registration PC is not right next to the scanner, have the scan dialog ready and then use a portable scanner to get their ID, which is then wirelessly transmitted back to the software!

The Search field on the main Find window gets updated to reflect that the results table shows information for that ID:

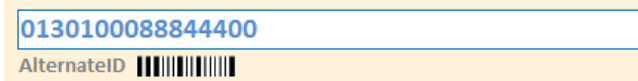


NOTE: Household ID is unique per system. Therefore, an ID Card from one organization will **not** work at different one.

## 2. Associating a Driver's License (or other ID) with a Patron

In addition to their Household ID (which gets automatically assigned by the system), each individual Patron can also have an Alternative ID associated with their record.

In the Create New Person form (for when you create a whole new household), as well as the Add/Edit Patron form (for when you are editing people within an existing household), there is a field called Associated ID at the bottom of the form.



You can either manually enter a number in this field, or use a barcode scanner to enter it for you (simply make sure you are in this entry box prior to scanning their ID, so it gets entered into this field).

For example, when you're looking at their driver's license to initially enter them into the system, simply turn the card over and scan it with a barcode reader ... and that card's ID is associated with the person for subsequent lookups on future visits.

## 3. Household ID Cards, Visit Tickets

The software offers an option to print Visit Tickets to hand out to patrons (example shown to the right). The barcode at the bottom has been used by the Inventory Software to associate the lbs going out with specific households (optional ... not many pantries do this).

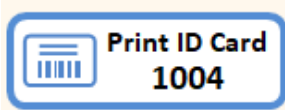


That same barcode can also be used to find them in the Registration software on subsequent visits. After they shop, tell them: "keep your shopping ticket for next time, and we can then look you up even faster". It's a "second use" for that same shopping ticket! If they bring it, great. If they forget, you can still find them using your current methods.

In addition to the shopping ticket, you can also print out an **ID Card**, and example of which is shown to the right. The top section can be configured for your site (showing perhaps your logo, a QR code, etc.). The software prints the name and household ID barcode.



If an ID Printer has been defined for your system, the Print ID Card button will be enabled on the main Household Registration Screen, and it shows the Household ID number on the button's title.



Pressing it brings up the Print ID confirmation dialog. Here you may modify the name that will be printed on the ID.

**IMPORTANT NOTE:** the Household ID is unique per system. Therefore, a Registration ID Card printed from one organization will **not** work at different one (though the driver's license would, assuming they associate that ID with the person).

## 4. Hardware Needed

For less than \$200 you can get a complete barcode system working in minutes!

### 4.1. Printer

The Visit Ticket and the Household ID Card have been designed such that they can use a small printer.

One option is to use a Dymo Labelwriter (it has been tested with models 400, 450, and 550). These are Thermal Printers (no ink costs!) using continuous receipt paper. As of 2022, the pricing for these needed components are:

- \$115 for a Dymo 550 Labelwriter
- \$13 for a roll of 30270 paper (which is 300 feet of paper that can print over 600 tickets!)

You can use just one of these inexpensive printers for BOTH Visit Tickets and ID Cards.

Another option, though just for ID Cards, is to use a Dye Sublimation printer. These produce high-end, durable plastic ID Cards. As of 2022, the pricing for these needed components are:

- \$1,400 for a Magiscard 300 printer
- \$85 for a stack of 500 CR80 cards
- \$65 for a roll of Dye Film (prints ~300 cards)

Use of any printer is optional. You can still use the barcode feature if you use the Associated ID feature and simply scan some other ID (like their Driver's License or other ID).



### 4.2. Barcode Scanner

A Barcode Scanner that connects via USB and having Windows drivers can be obtained for anywhere from \$20 to \$60.

For development/testing, one from Amazon for just \$25 was used which can be connected via USB wired, or via 2.4Ghz wireless (goes thru walls). You literally just plug it into your computer and it works with the Registration software out-of-the-box!

Look for one which can read CODE39 barcodes (most do) and can read thru reflective surfaces (in case you laminate ID Cards).



### 4.3. Laminator and Lamination Pouches

If using a Dymo printer for Household ID Cards, these can be laminated. You would need a laminator, one with a low-heat setting is best (\$20-\$40), and the lamination pouches (e.g., Scotch Thermal Laminating Pouches, 5 Mil Thick for Extra Protection, 2.32 x 3.70-Inches, Business Card Size, 100-Pack TP5851-100).

If you want, you can pre-print a backside for the card and have them pre-stuffed in the pouches. A template is included in the Resources directory within the Registration Software folder. Then, when you print out the ID card, simply insert it into the pouch and run it thru the laminator ... takes about 30 seconds!

NOTE: There's also a tutorial video on this topic on the Look 2 Consulting website:

<http://look2consulting.com/video-tutorials.php>

