

Using your new inateck® CBST-20 Laser 2.4G Wireless one-dimensional Barcode Scanner!

Tracking attendance and surveying attendees' learning at your departmental events is now easier than ever with the inateck® CBST-20 Barcode Scanner!

To make full use of your new scanner, make sure that your department has a page on the Student Life website (studentlife.unc.edu). Once your department has its page established, follow the instructions below.

To use the card readers:

1. Open Microsoft Excel and create a new document.
2. Plug in the barcode scanner to a USB port on the laptop or tablet you're using.
3. Make sure the barcode scanner driver has been installed. You will hear the pleasant beep-of-technology once it has been successfully installed.
4. Point and scan the OneCard barcode. (The scan button is purported to have 55 million scans before it fails, but if you're pressing that button to the point of failure, you've already redefined Student Affairs programming and should consider a career in the fast-growing world of competitive gaming! At the very least, you'll be forced to rest your "trigger finger" periodically, given that the scanner stores only 2600 codes at a time.)
5. The scanner will read the PID off the barcode and populate it in an Excel cell; it will then automatically be ready to populate the next cell.
6. After scanning all participants, save document as a CSV file.

To upload your collected data, enter it on the Event page on your Student Life page:

1. Go to your **Event** page.
2. Scroll down until you see the box that states, "**Track Attendance.**" Select this option.
3. Then select, "**Add Attendance**" and feel the warm glow of anticipated success, which is now but moments away!
4. Next, click the tab that says "**File Upload**" but give no thought to the semantic problem that a tab can't really *say* anything, at least not on this page. These aren't talking tabs, but tabs that must be *read* and then, as we recommend, *clicked*.
5. Make sure the icon "**Card ID Number**" is selected and highlighted in blue.
6. Select "**Choose File**" and click on your selected CSV file containing the event attendance.
7. Make sure the option selected is "**Attended**" so that all the students will have their attendance counted.
8. Click "**Upload**" and let the mad rumpus begin! You've successfully uploaded the data from your event to your Student Life page!

More potentially helpful information:

- We are told that our studentlife.unc.edu site communicates with Collegiate Link's **Baseline** system "behind the scenes." To create reports from your collected data, and to distribute surveys, submit a request with the Collegiate Link staff, who are reputed to be very helpful.
- We recommend uploading OneCard information into an Excel spreadsheet, rather than relying on an Internet connection for direct upload. If there's an interruption in the signal, your data will be lost. Saving to an Excel file is less risky.
- Direct support for issues with your scanner(s) can be emailed to support@inateck.com.
- Drew Davis (Coordinator, Student Organizations/daja@email.unc.edu) crafted these directions (minus the wisecracks). If you have any questions about how to maximize your use of the barcode scanners and/or your Student Life page, please feel free to contact Drew.

Happy tracking,
John Mendoza Brodeur
EIA Steering Committee/Technology Working Group
Chair