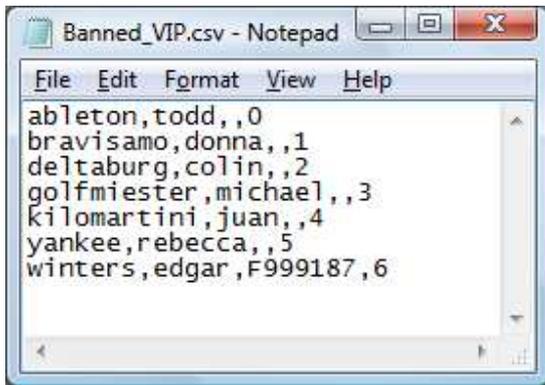


## Importing Banned/VIP list to IDVisorTouch

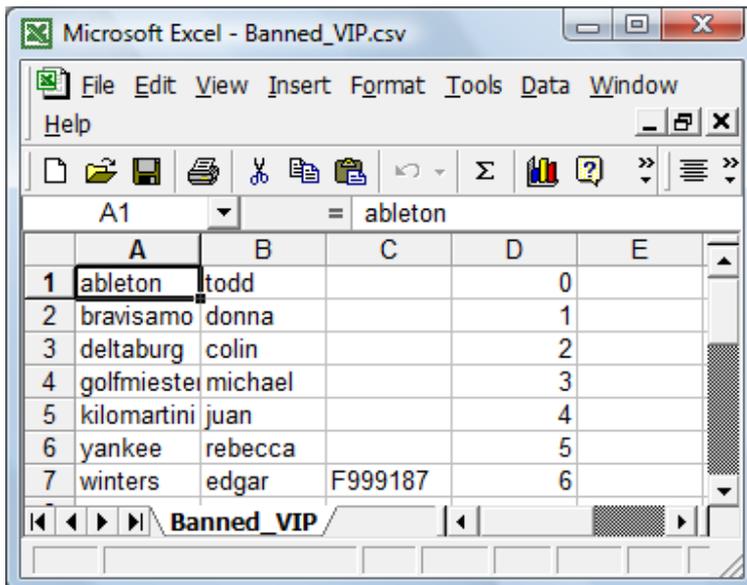
The Banned/VIP list is a comma separated value (CSV) file called *Banned\_VIP.csv* that you create on the PC and import to the scanner. The list is used to recognize ID holders upon scanning with a predefined tag, commonly a Banned or a VIP tag. This functionality is used to support guest lists, or any event where you know the customers last name, and need to identify customers that need special attention when they present their credentials.

First create a Comma Separated Value file using either a text editor, or a spreadsheet tool and save the file with the name *Banned\_VIP.csv*. The file you create contains: Last, First, ID# and Tag code, the First and ID# are optional.

The file format looks like this in a text file:



or in Excel:



	A	B	C	D	E
1	ableton	todd		0	
2	bravisamo	donna		1	
3	deltaburg	colin		2	
4	golfmiester	michael		3	
5	kilomartini	juan		4	
6	yankee	rebecca		5	
7	winters	edgar	F999187	6	

The file format details are as follows:

The following table describes the fields in more detail:

<b>Field 1 (Required)</b>	<b>Field 2 (Recommended)</b>	<b>Field 3 (Recommended)</b>	<b>Field 4 (Required)</b>
<i>Last Name</i>	<i>First Name</i>	<i>Drivers License Number</i>	<i>Status</i>
Text String	Text String	Alphanumeric Text String	One digit Numeric String – Zero (0) for Banned, One (1) for VIP, etc. or custom code, 10 ->??

Only enter the ID number if you are certain of its value and format. If the encoded number has dashes, and you do not enter them, the tag will not work, if you type in the wrong number, the tag will not work, so be careful if you are going to use the ID number.

Note: In some states like MN, the driver’s license has dashes in the bar code and none in the magnetic stripe. Therefore, make two entries in the list, one with dashes, one without. To ensure proper format, view the scanned data.

### **Status Codes**

<u>Code</u>	<u>Message</u>	<u>Code</u>	<u>Message</u>
0	<b>Banned</b> – <i>Not allowed</i>	5	<b>S.O.S.</b> – <i>Call a supervisor</i>
1	<b>VIP</b> – <i>Very Important Person</i>	6	<b>Member</b> – <i>Member</i>
2	<b>CheckID</b> – <i>Check this ID</i>	7	<b>Owes \$</b> – <i>Owes Money</i>
3	<b>911</b> – <i>Call the Police</i>	8	<b>User1</b> – <i>Reserved for User</i>
4	<b>BarStaff</b> – <i>Bar Staff</i>	9	<b>User2</b> – <i>Reserved for User</i>

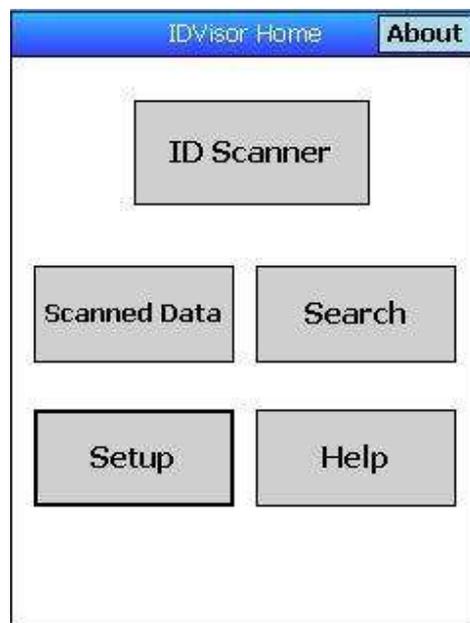
The first 8 codes (1 through 7) are predefined with codes that are backwards compatible with previous products. Codes 8-99 are reserved for user to apply their own specific labels or associations. When adding codes above 9, enter them in sequential numeric order.

Once you have created the list (we suggest you start with a short one to verify the process) you need to import it to the IDVisorTouch.

Things you will need:

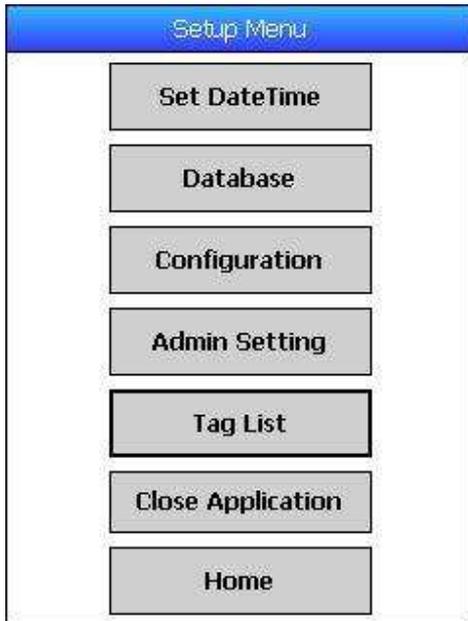
- a. A PC with a USB port, running Windows XP or Vista/7
- b. A USB cable
- c. The IDVisorTouch unit, and the location of the Banned\_VIP.csv file

Follow the screen shots below to import the Banned\_VIP.csv file:

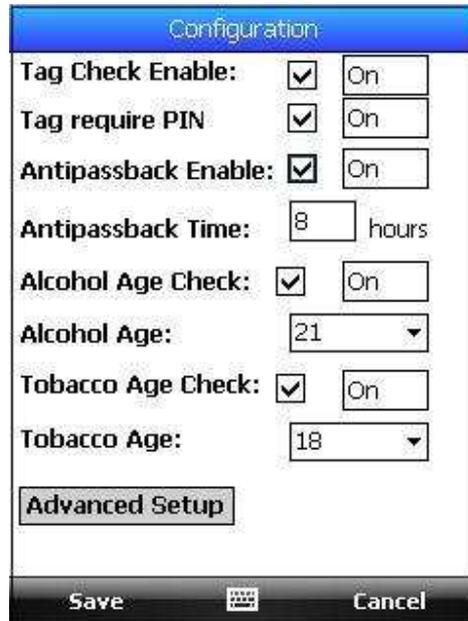


Home Screen

From the Home screen tap Setup to go to the Setup Menu.



Setup Menu

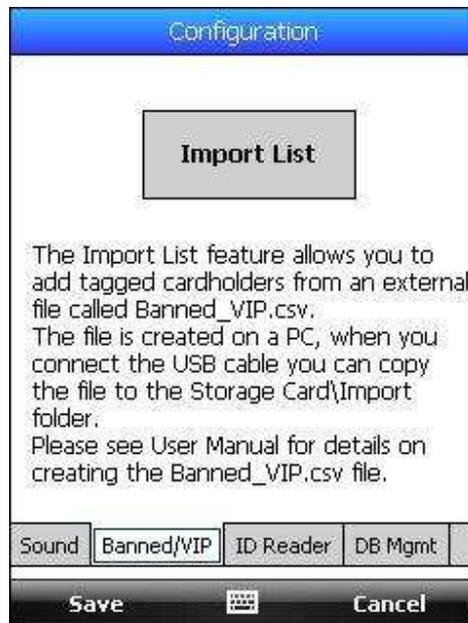


Configuration Menu

From the Setup Menu tap Configuration, from the Configuration menu tap Advanced Setup. (Make sure Tag Check Enable is ON)



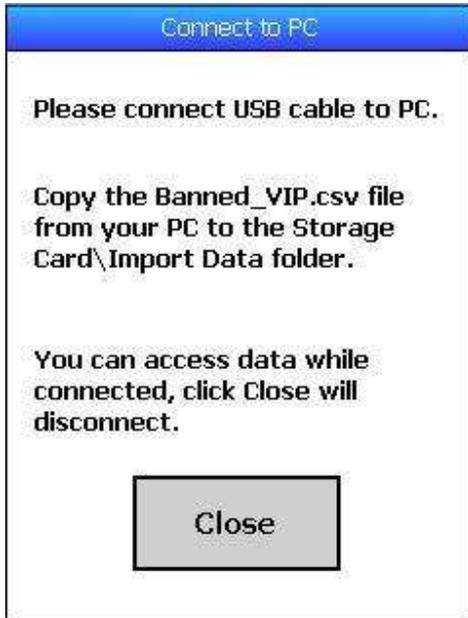
Advanced Setup



Banned/VIP

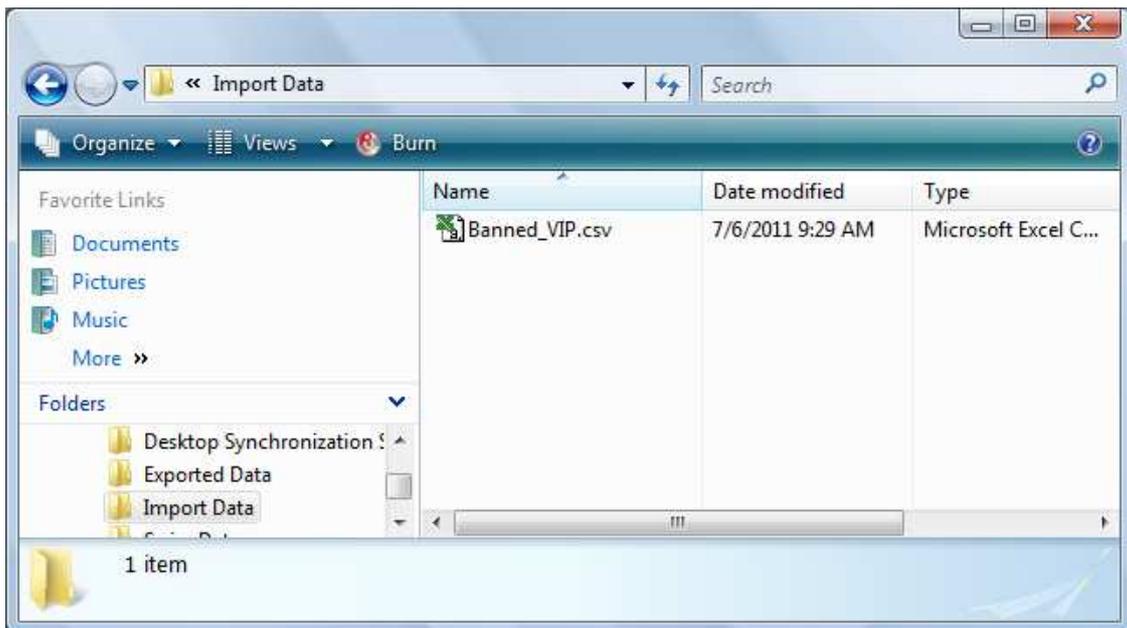
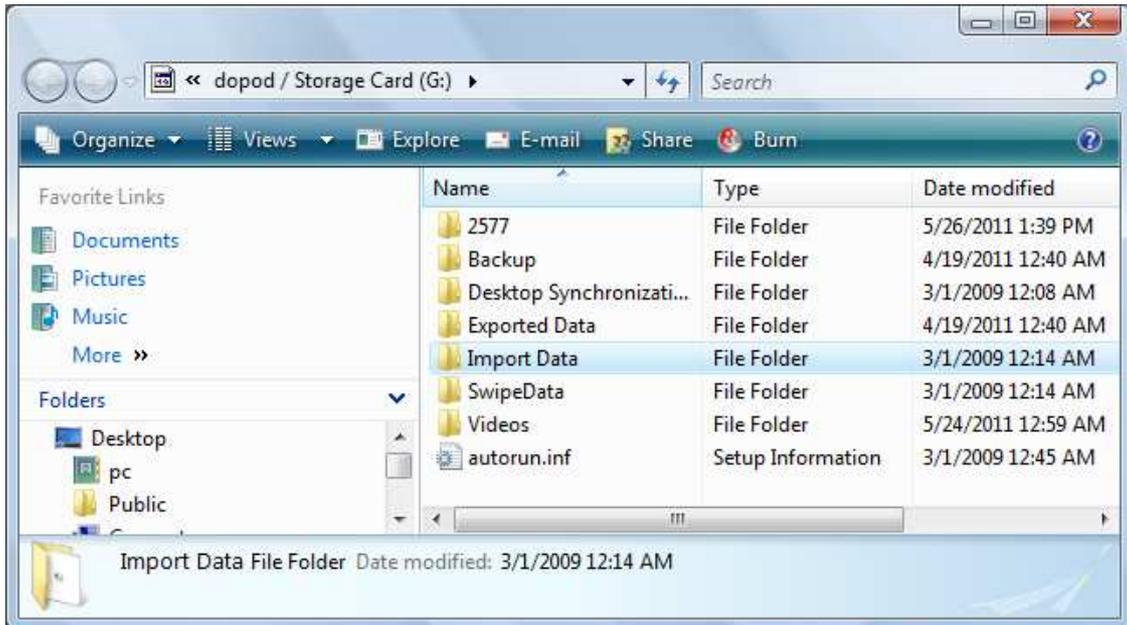
From the Advanced Setup menu click on the lower Tab titled Banned/VIP.

From this point you will need the USB to PC connector supplied with the IDVisorTouch and you will need a Windows PC with a USB port.



Connect the USB cable to the PC, if the PC has ActiveSync or Mobile Device center, ignore the prompts that may occur, the IDVisorTouch will behave like a new disk/ USB memory device when you connect the cable on this screen.

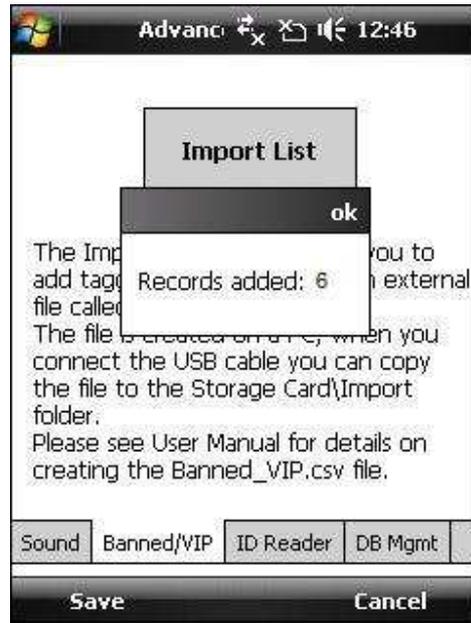
On XP computers, you may have to click on the My Computer icon to find the new drive, On Vista and Windows 7, an autoplay window will display, in either case, use the Windows Explorer to display the new drive/memory called: **dopod / Storage Card**. Copy the Banned\_VIP.csv file from the PC to the folder called: Import Data



You can drag the file from your PC to the Storage Card/Import Data folder or you can use the traditional Copy and Paste features of Windows Explorer. Once the file has been copied, click on the close button and disconnect the USB cable. If the file was copied and it has the correct name, you will see and Import File dialog.



Import Dialog



File import confirmed

Click ok to begin the import process; if the file has the correct format, you will see a confirmation message indicating the number of records that were imported. Click the Save button on the bottom left. You will return to the Configuration menu, ensure the Tag Check Enable option is set to on, click save again and you are back to the Setup Menu, and then click Home.

Once you are on the Home screen, click on IDScanner. This will launch the scanning application, and you scan a card that is on the list.

## Note for ActiveSync or Windows Mobile users

While we have taken the most care to not impact your PC system, there is a chance that some users may ignore the documentation, or may not understand computers very well.

If you want to ensure that ActiveSync or Mobile Device center does not launch when the USB cable is connected to IDVisorTouch, we recommend that the USB connection be turned off. This is easily accomplished by launching either ActiveSync or Mobile device center and ensure the check box is 'unchecked' in the Connections Setting dialog:

For XP users:

Start->ActiveSync->File->Connection Settings



For Vista and Windows 7 :

Start->Window Mobile Device Center->Mobile Device Settings->Connection Settings

