



Q•SYSTEM

Opticon Scanner Guide

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Scanning Meal Rosters

Scanning a Meal Roster with the new Opticon Scanner can record false scans if not done correctly. The scanner is quite small, care must be given to make certain the intended bar code is what is scanned.

1. Using a signed Meal Roster, a Monthly Roster, or Bar-Coded ID card, scan the bar code by pressing the large button in the center of the Opticon Scanner:



Note: *If scanning from a printed roster, it is best to start the scanner over a blank portion of the page and when the LED comes on, then move over the Bar Code. This will limit the number false scans.*

2. If you scan the wrong Bar Code, immediately press the small button on the lower portion of the Scanner and the LED will come on. Rescan the erroneous Bar Code and it will be removed.



3. Continue to scan all clients' Bar Codes until you are finished.

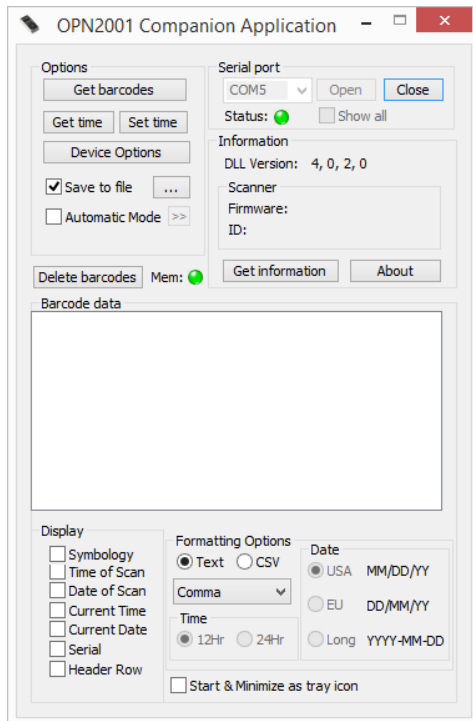
Downloading Stored Client Information

The OPN2001 Companion Application must be installed prior to retrieving scanner data.

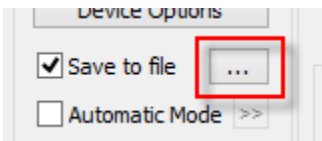
1. Connect the scanner to a USB port with the supplied data cable. It will make a beep and the light on the front will illuminate.
2. Open the Scanner Application by double clicking on the desktop icon:



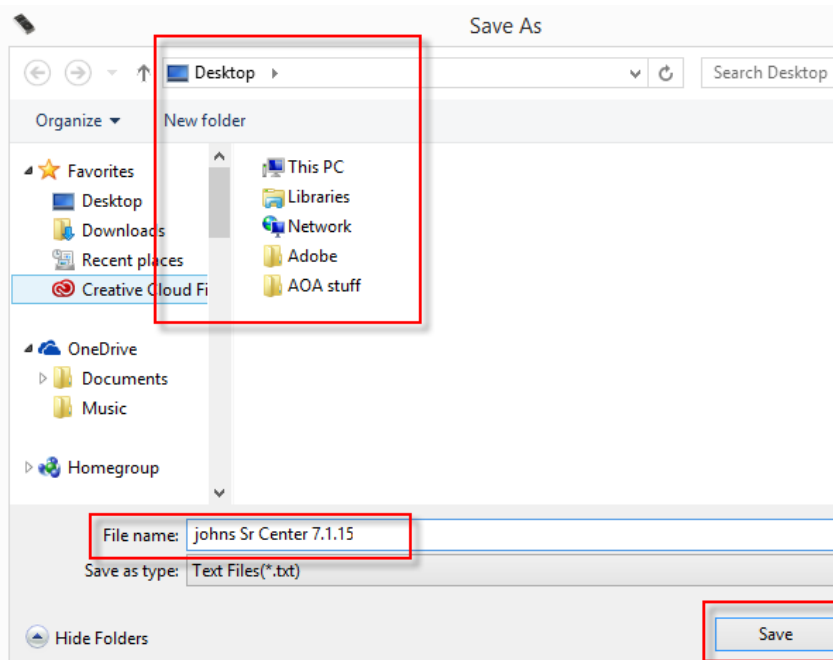
3. The Application will open and is displayed below



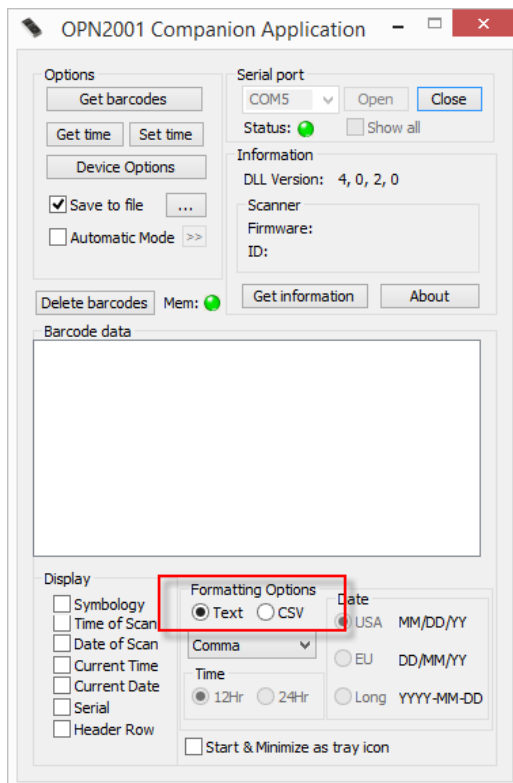
4. You must first update where the file is to be stored and the file name (i.e. City Senior Center 6-30-19). Click on the Ellipses next to the Save to File Checkbox:



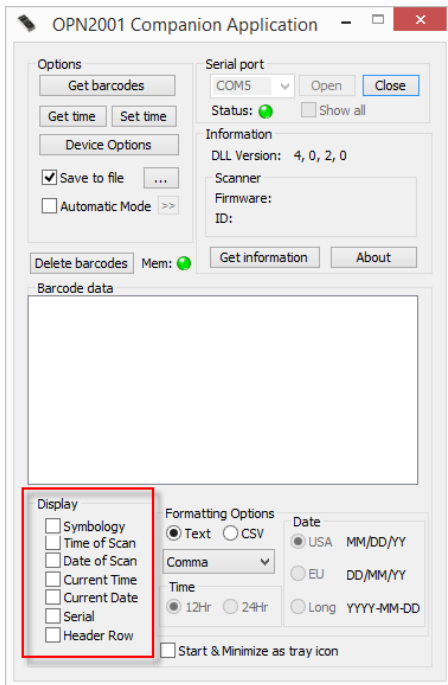
5. Navigate to the folder (Desktop or wherever you want to save the Application), and then type the name of the file. Click on Save.



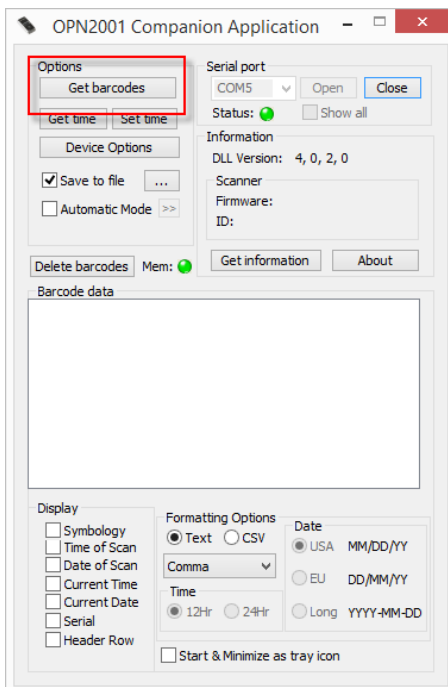
6. Make certain that the file is formatted as a Text.



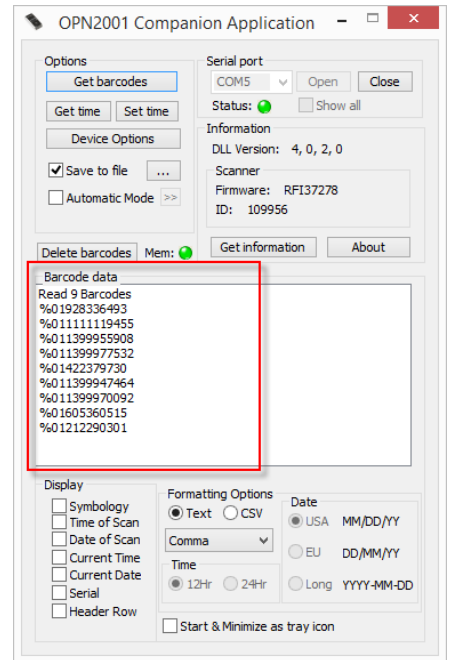
7. Make certain that all checkboxes on the lower left side are unchecked.



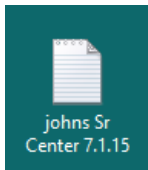
8. Click on the Get barcodes button.



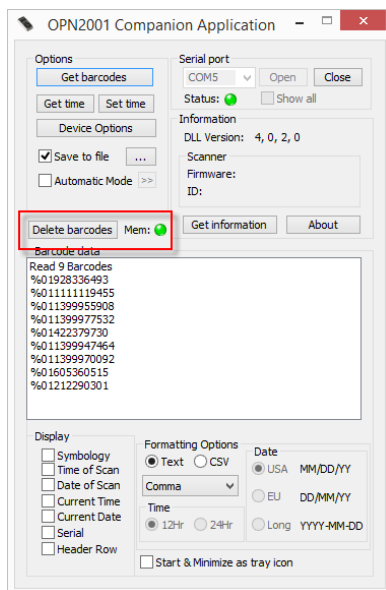
9. The Barcodes will display in the Barcode Data window and the Text file will be generated.



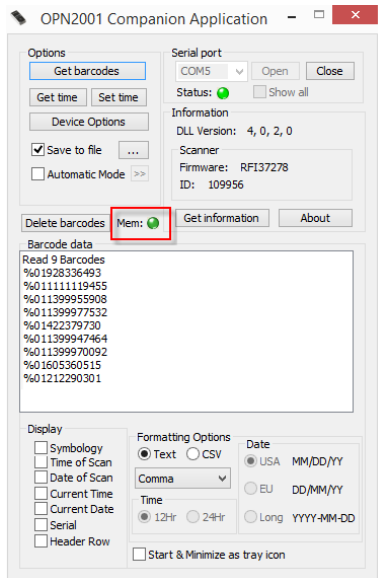
10. Here is an example of the text file (on the Desktop)



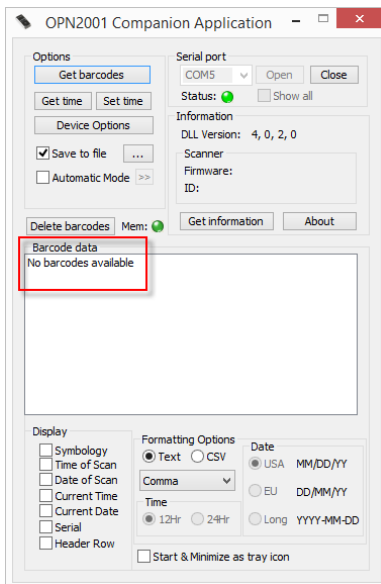
11. Once the data has been downloaded you must clear out the stored barcodes from the Scanner. Click on the Delete barcodes button.



12. Notice that the small green Mem (Memory) light goes dim indicating there is nothing stored in the scanner



13. If you press the Get barcodes button again, "No barcodes available" will be displayed.

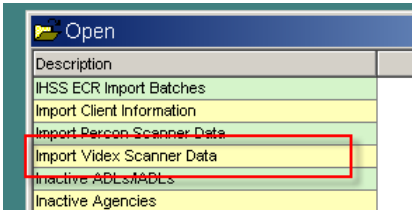


14. Disconnect the Scanner from the computer (or leave it plugged in to charge the internal battery).

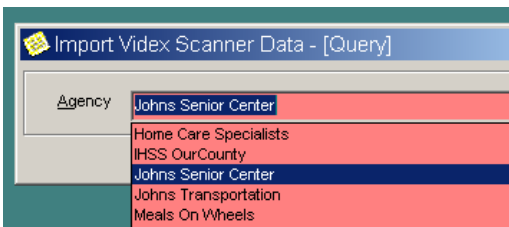
Importing the Scanner data into Q

Importing Scanner data into Q is not changed. You still use the Import Videx Scanner Data item in the Launcher.

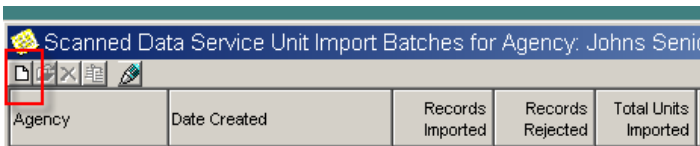
1. On the Launcher, double click on Import Videx Scanner Data.



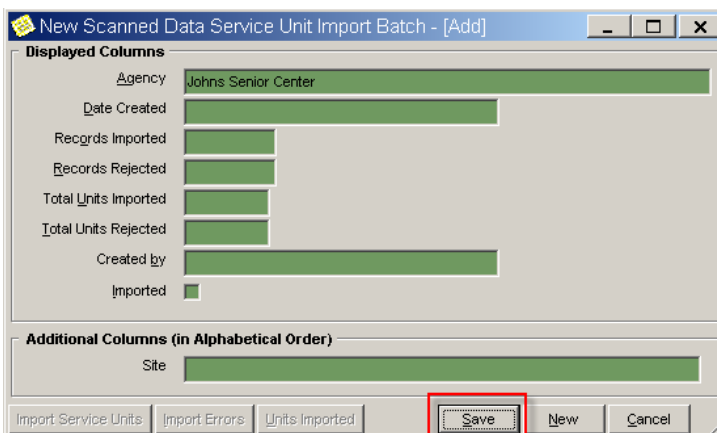
2. Select the appropriate Agency.



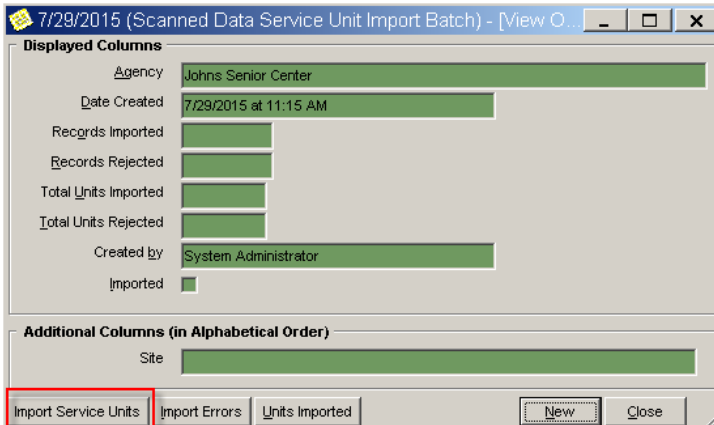
3. Select the New Icon.



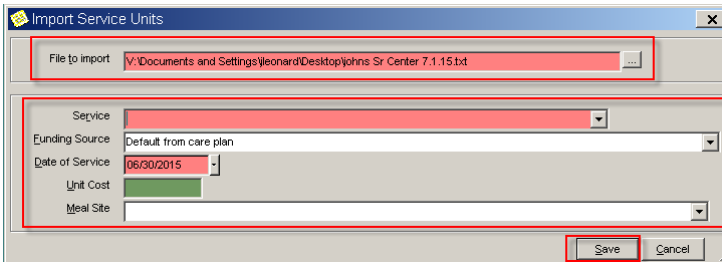
4. Verify that the Agency is correct and click the Save button.



5. Click on the Import Service Units button.



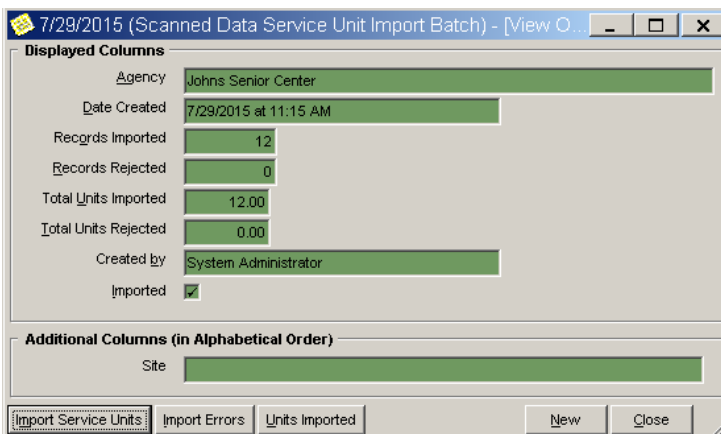
6. In File to Import, navigate to the location of the saved Scanner file.



Select the correct Service, Funding Source, Date of Service, and Meal Site (if needed)

Click the Save button.

7. The number of units imported is displayed.



If you have any errors, click the Import Errors button and correct them. You may have manually enter the Service Units into the appropriate Client Record or in some cases, create a care plan if it does not exist for the client.