

Seminar Card Reader - User Manual

1. Log into the computer with a user account.
2. Locate "Card Reader.xls".
3. Make sure there is a folder named "Logs" existing in the same directory as the file. If there is no folder, create it.

Name	Date modified	Type	Size
Logs	18-Aug-15 10:25 A...	File folder	
Card Reader	18-Aug-15 11:56 A...	Microsoft Excel M...	25 KB

4. Open "Card Reader.xls". Make sure the input green square is in "CARD-NUMBER" column.

	A	B
1	CARD-NUMBER	TIMESTAMP
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

5. Swipe student cards one by one using the card reader connected to the computer.

	A	B
1	CARD-NUMBER	TIMESTAMP
2	123456789	12:05:00
3	987654321	12:05:04
4		
5		
6		
7		

6. When all student cards are swiped, close the Excel spreadsheet using close button.



7. There will be no “Save” prompt and instead the spreadsheet will be automatically emailed to the course e-mail address.

For the automatic e-mailing system, Microsoft Outlook should be installed and configured on the computer. If Microsoft Outlook is not available, a copy will be created in “Logs” folder that should be e-mailed manually.

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