



Alabama Board of Nursing



TriCorder Users Guide



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What's In The Box

1 - TriCorder Card Reader

1- Software Installation CD

1- USB Cable

1- AC\DC Power Supply

2- AA Batteries

Provider cards & sample cards

Minimum System Requirements

- Windows 98 Second Edition, Windows 2000 Home or Professional, Windows XP Home or Professional, Windows Vista, Windows 7
- CD-Rom Drive or DVD drive
- 14.4 kilobits per second (Kbps) or higher-speed modem
- 128 megabytes (MB) of RAM or higher recommended (64 MB minimum supported; may limit performance and some features)
- Printer (Optional)
- Super VGA (800 x 600) or higher-resolution video adapter and monitor
- 233 MHz minimum required
- 1.5 gigabytes (GB) of available hard disk space
- Keyboard and Microsoft Mouse or compatible pointing device
- USB Port

TriCorder ID-e PARTS Layout



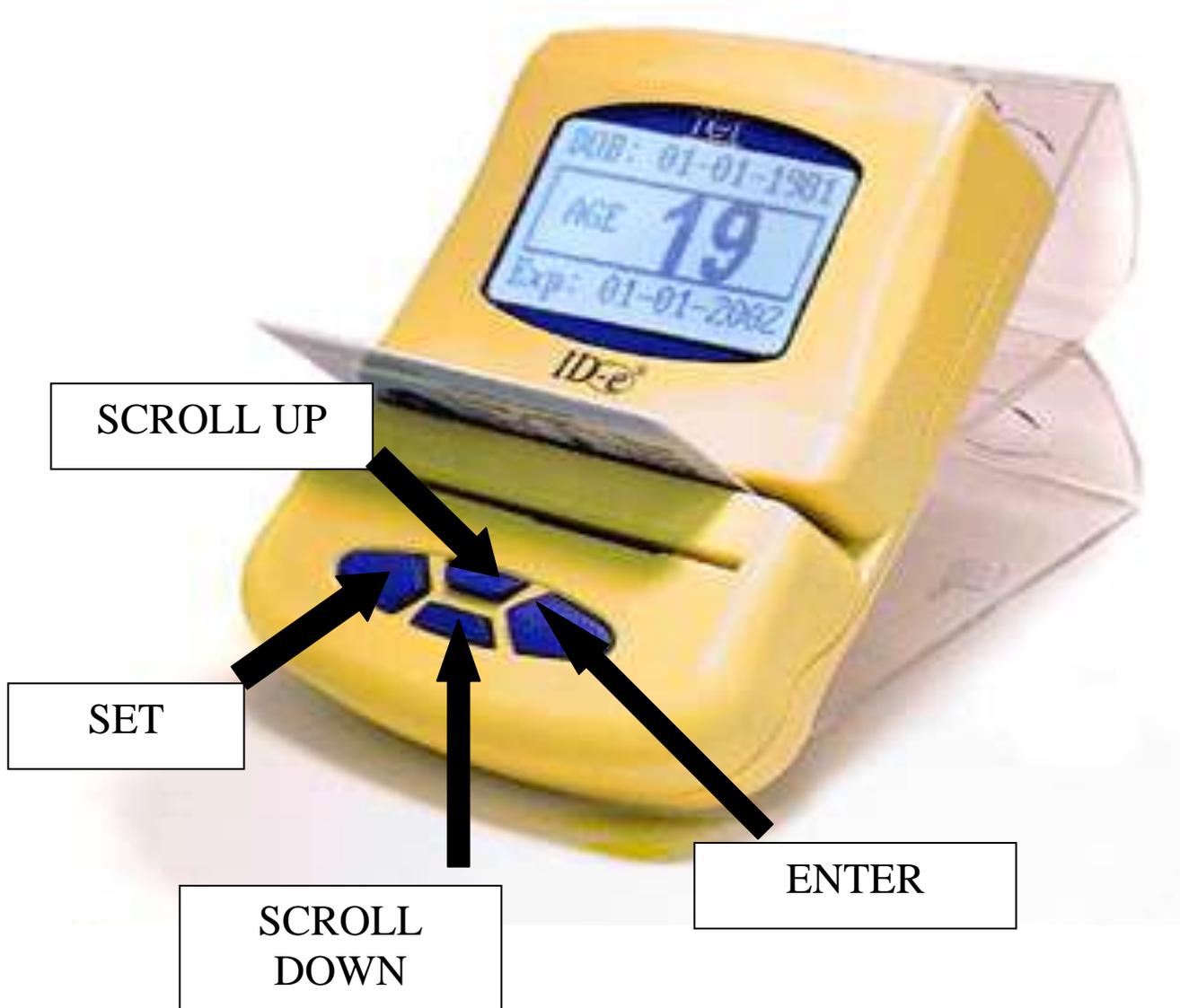
TriCorder Quick Start User Guide

Important! Set the time and date first!

To: TURN ON PRESS the ENT button

To: TURN OFF, hold the ENT button for 5 seconds

“POWER ON”.....PRESS and hold the “ENT” key for 1 second
“POWER OFF”PRESS and hold the “ENT” key for 5 seconds
“MENU MODE”PRESS and hold for the “SET” key for 4 seconds

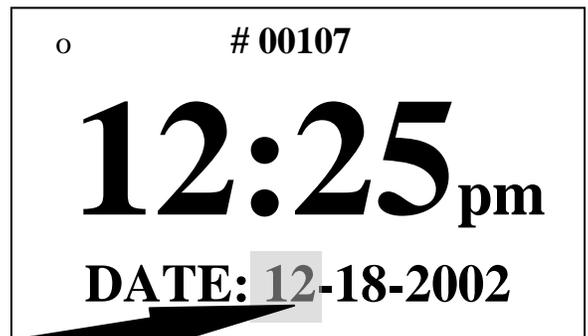


SETTING THE TIME AND DATE

1. **PRESS and HOLD** the SET key for 4 seconds to bring up the **MAIN MENU**



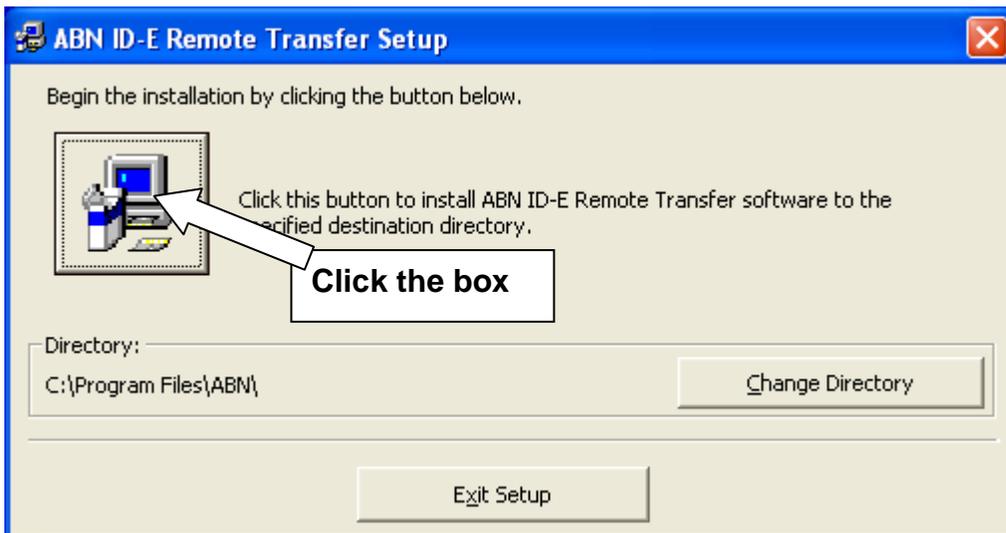
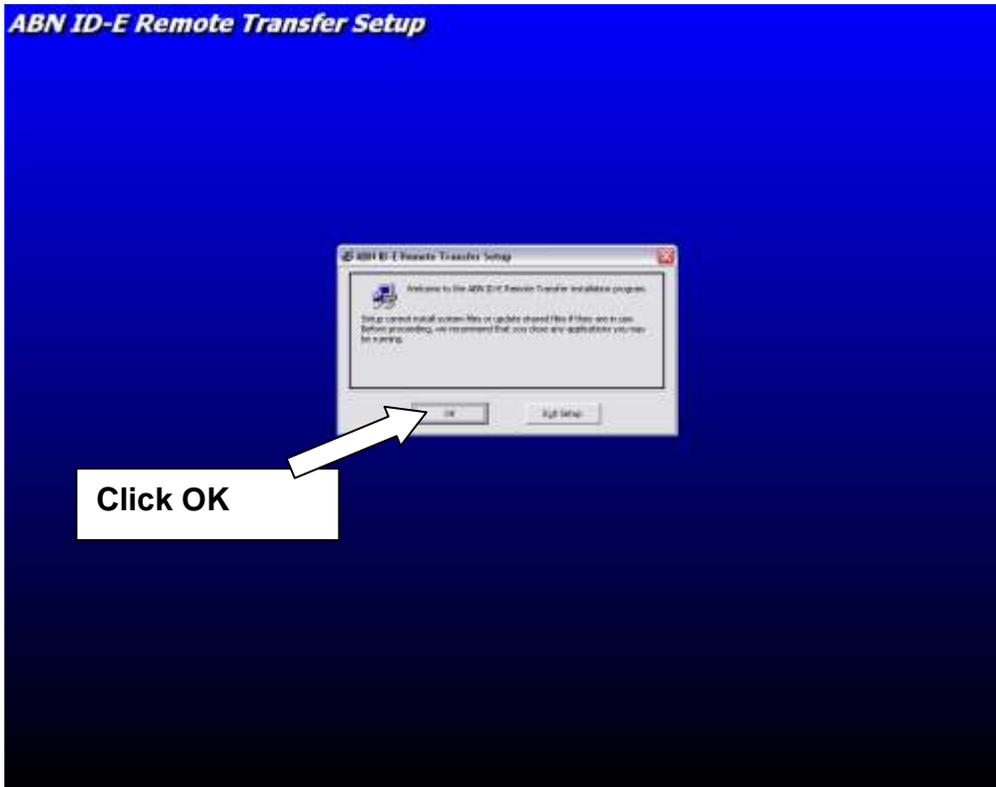
2. **Highlight SET TIME & DATE**
press ENT
3. Use the **SCROLL UP** and **SCROLL DOWN** buttons to change the **TIME** or **DATE** number **FLASHING**

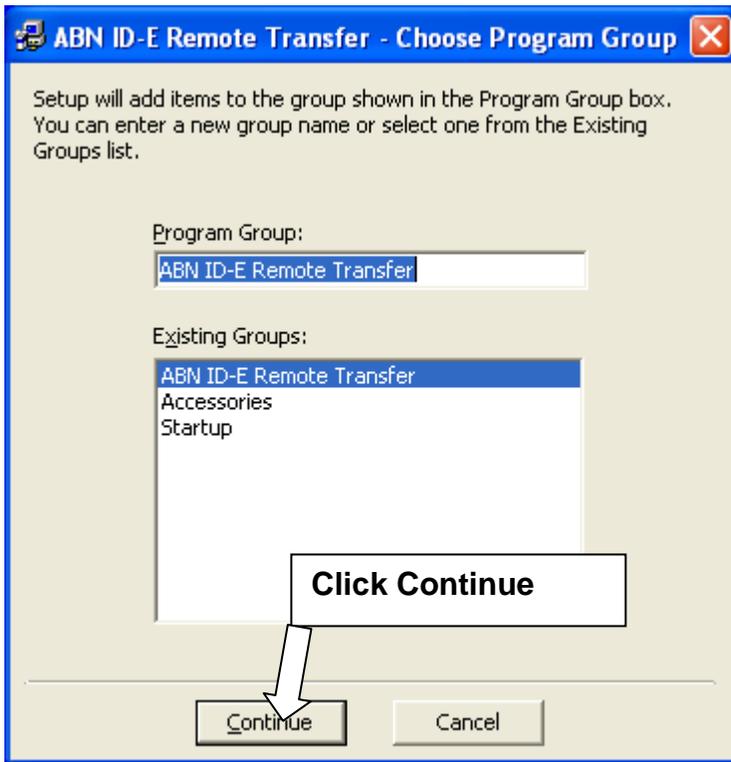


4. Use the SET button to move to the **NEXT** number
5. To save the settings press the ENT button

ABN ID-E Software Installation

- Before installing the software, make sure you have administrator rights to the machine. Also, once the software is installed you may need to check to make sure the ABN folder has write permissions. If not, you may receive an error when launching the software (**Error 75**).
- If you are installing from a CD, go to Start, Run type cd drive letter:\Tricorder Software\setup.exe.
- If you need to download the software go to <http://www.abn.alabama.gov/Content.aspx?id=148> and download the appropriate .zip file and extract and install the software.





You may receive the following warning regarding Version Conflict asking if you want to keep the existing file. Click 'Yes' when prompted.

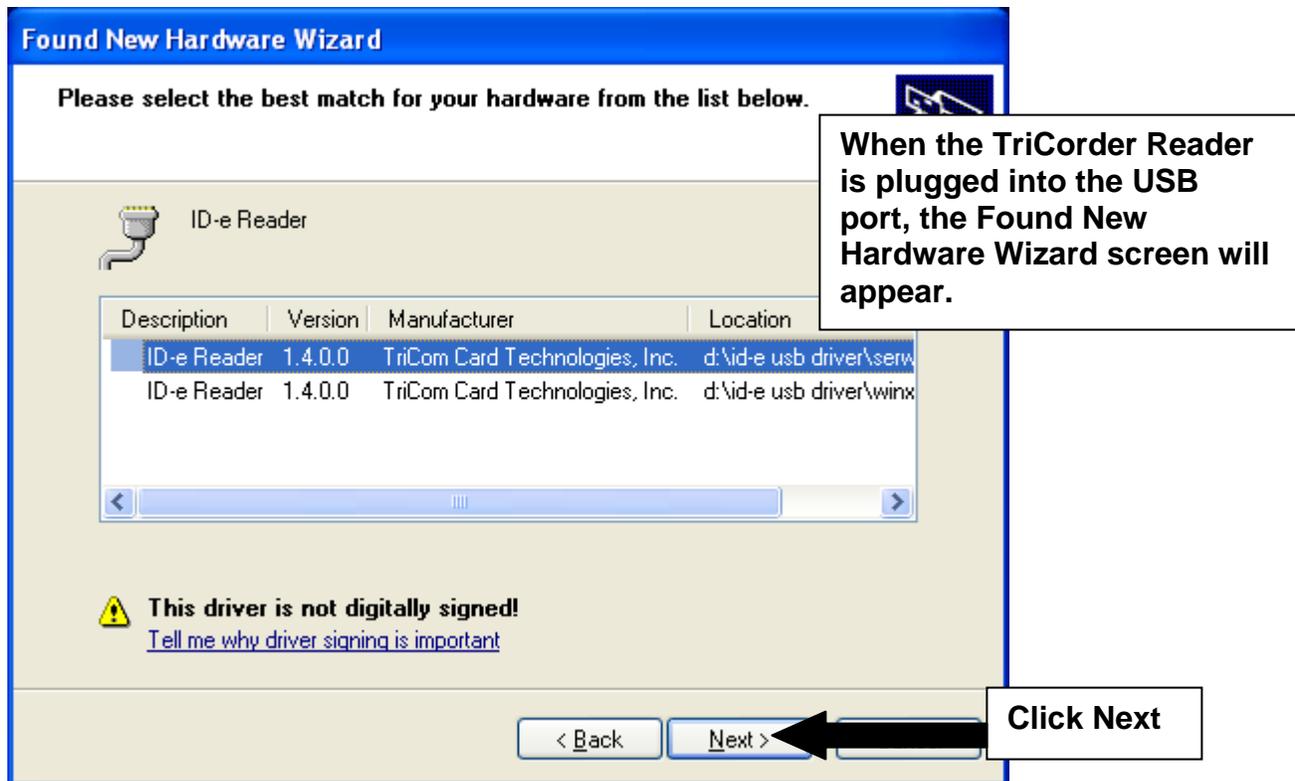




When the installation process is complete you will receive a message stating the process was completed successfully.

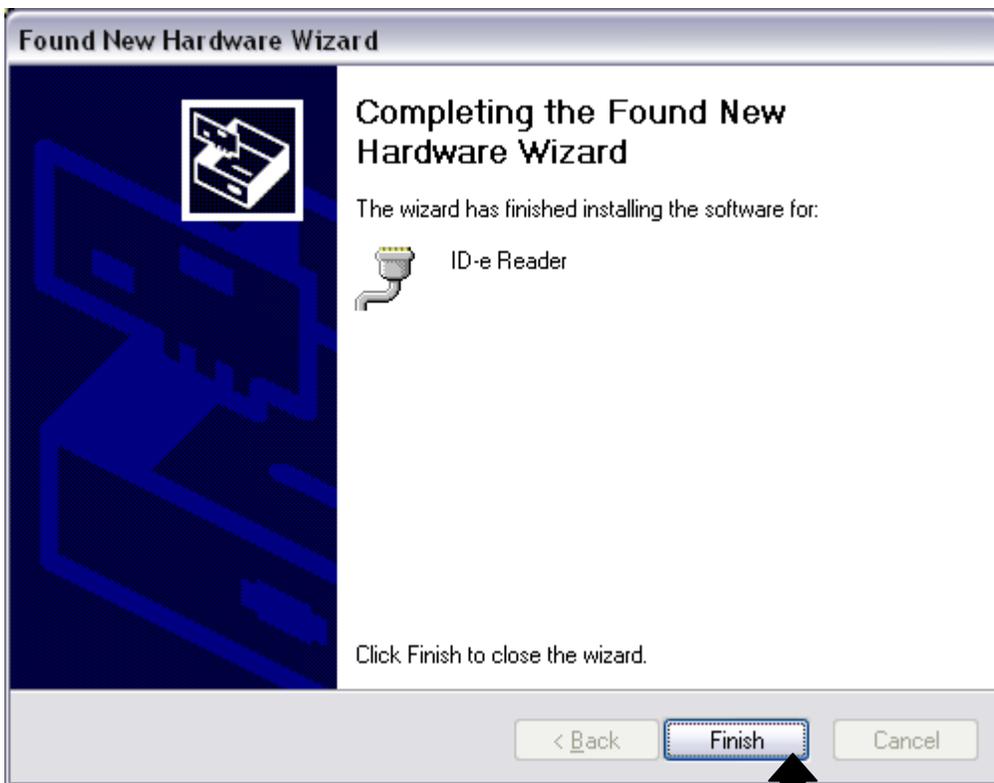
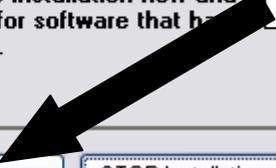


Leave CD in Plug in TriCom to install the drivers.





Click Continue Anyway



Click Finish



Start Application ABN ID-E Remote Transfer

How to Swipe your Cards

Always swipe the cards with the mag stripe facing towards the screen! You have the option of swiping either from the left or the right side.



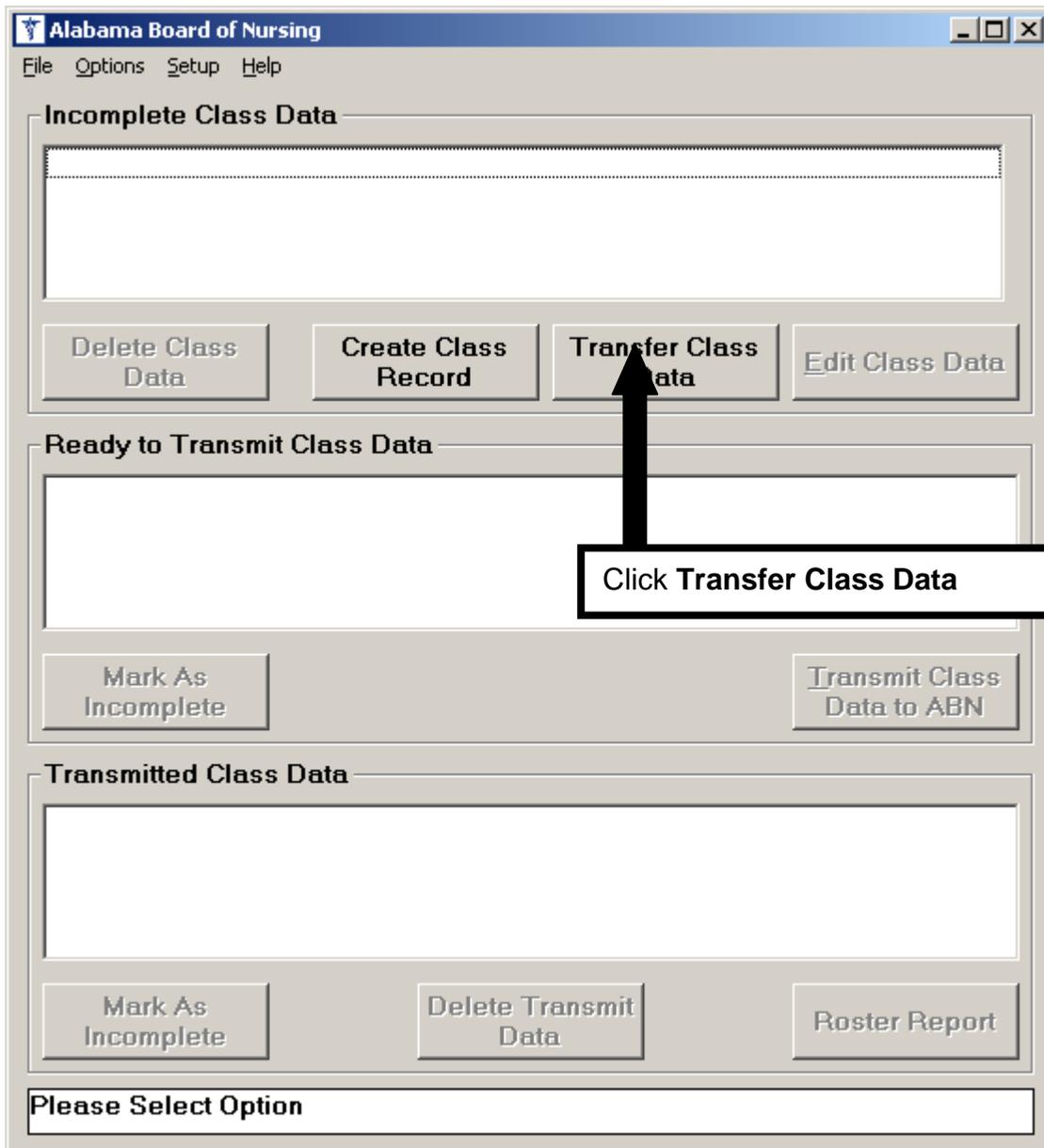
- Place the TriCorder on a flat surface.
- **ALWAYS SWIPE YOUR PROVIDER CARD FIRST**; *This identifies the provider information to the Alabama Board of Nursing. Look at the screen afterwards to verify that the information is correct.*
- Next, you can begin to swipe the cards for your class
- **NOTE: LPN cards produced before 8/1/04 do not have the mag stripes encoded on the cards**

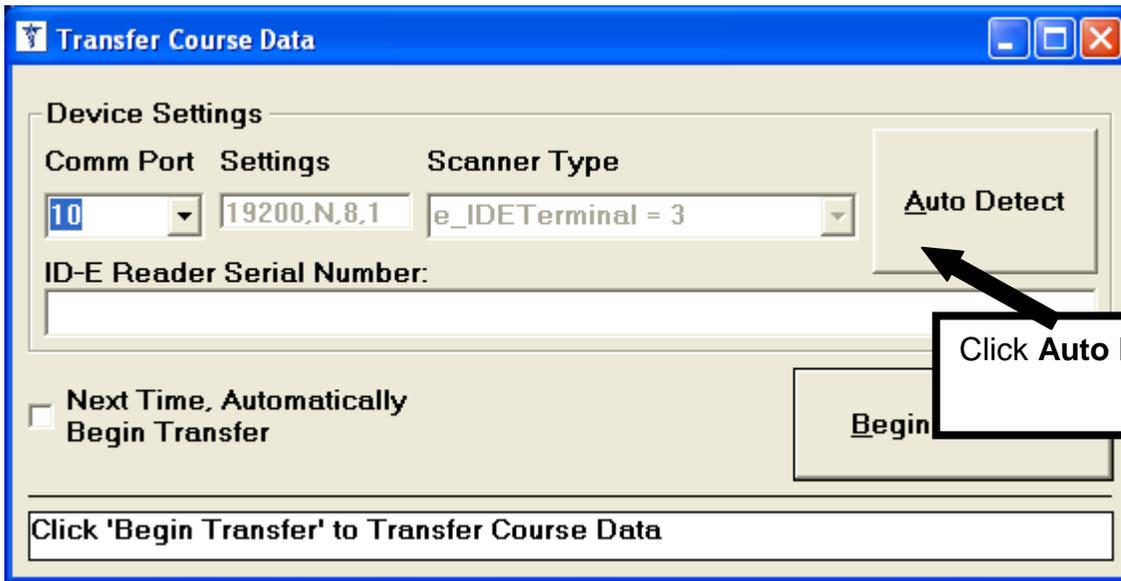
Uploading Data Instructions

*****Please make sure that you are connected to the INTERNET at this point*****

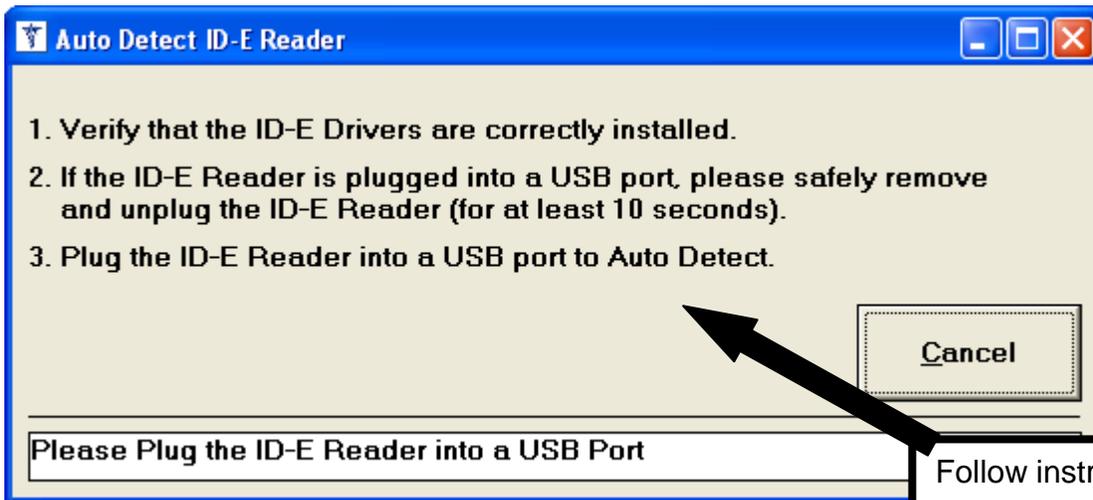
The following instructions are designed to show you how to transfer your class information from the Tricorder to the Alabama Board of Nursing

Click Start , Programs, ABN ID_E Remote Transfer



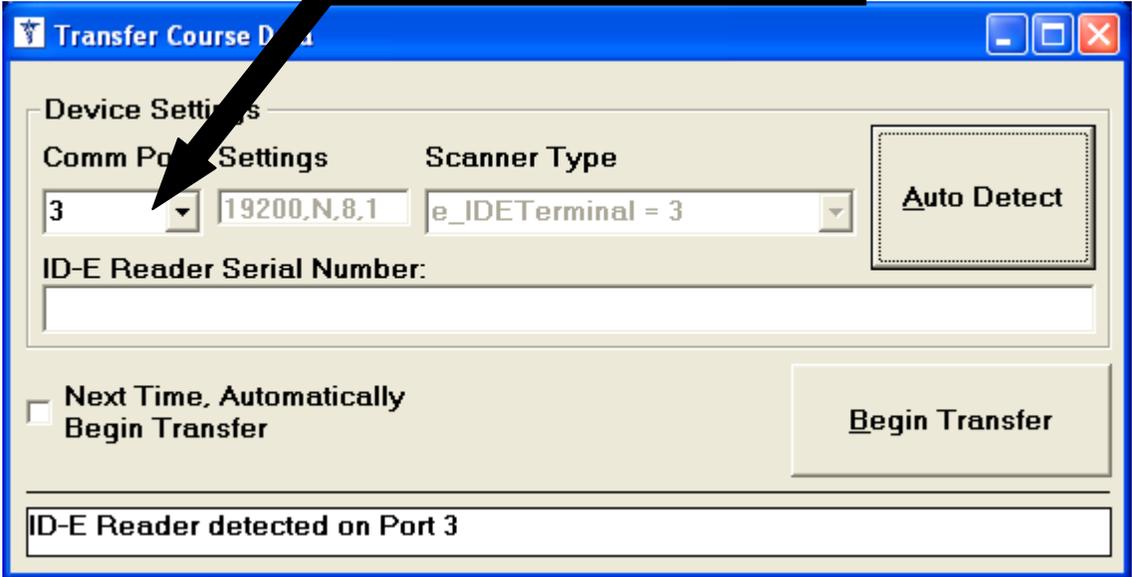


Click Auto Detect

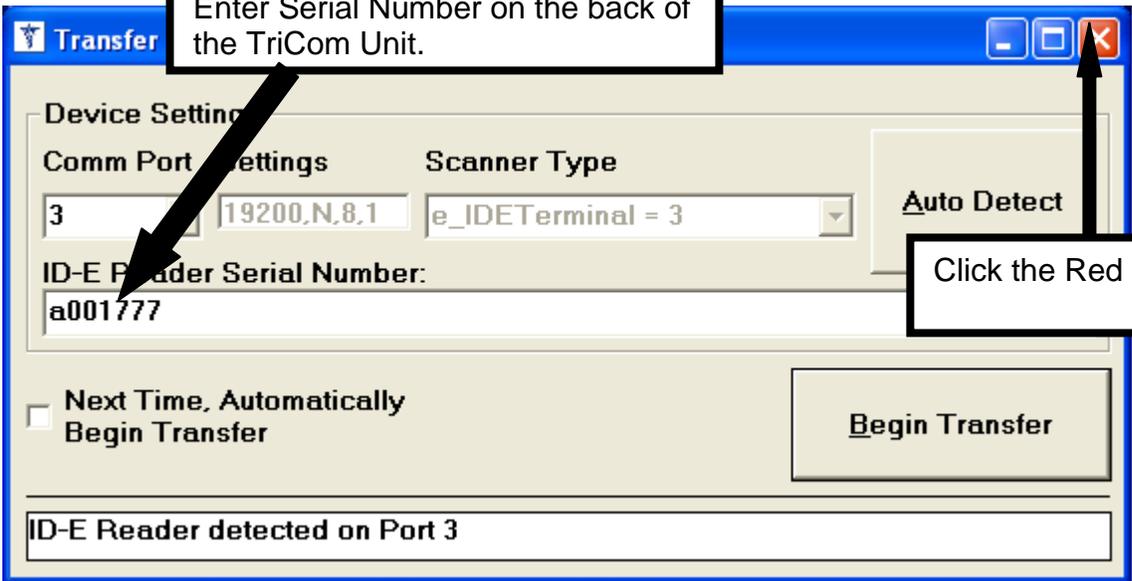


Follow instructions

The correct Comm Port is selected.



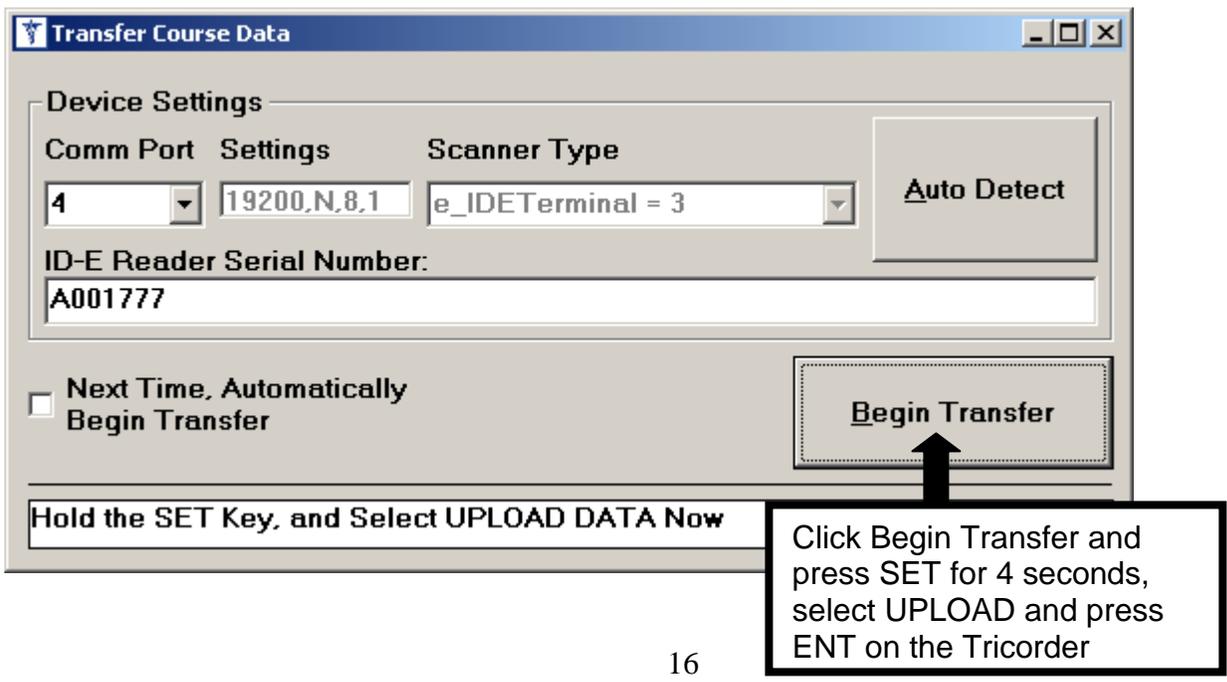
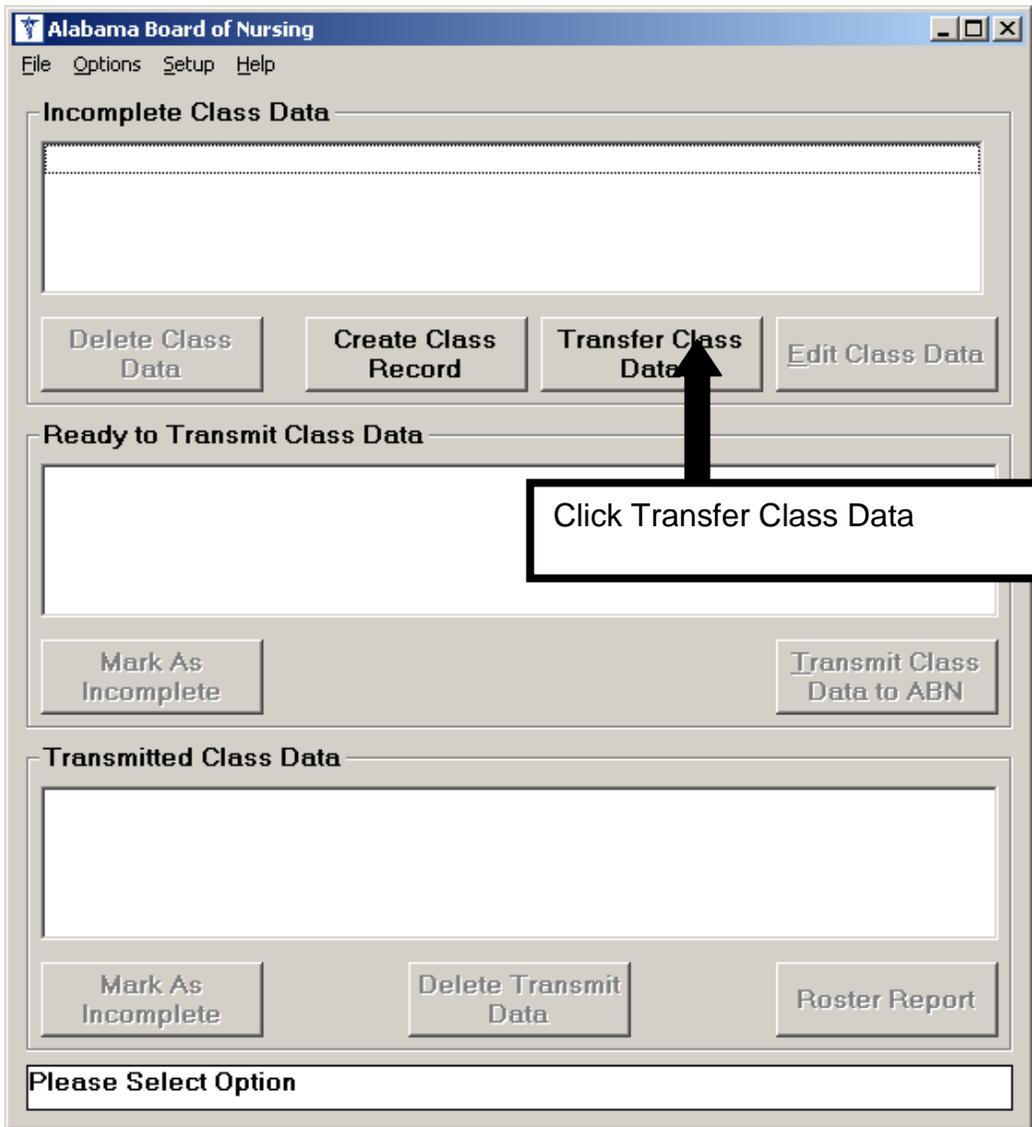
Enter Serial Number on the back of the TriCom Unit.



Click the Red X to close



Select yes to save changes



Alabama Board of Nursing
File Options Setup Help

Incomplete Class Data

September 29 2005 at 12-49 PM [UNKNOWN]

Delete Class Data Create Class Record Transfer Class Data **Edit Class Data**

Ready to Transmit Class Data

Mark As Incomplete Transmit Class Data to ABN

Transmitted Class Data

Mark As Incomplete Delete Transmit Data Roster Report

Please Select Option

Upon completion of a successful UPLOAD, the class data will appear in the **Incomplete Class Data** window.

Choose the **Edit Class Information** button, to enter Class Title information, City information, Type of CE, other student information and prepare the class information for transmittal

Enter the **Course Title**

Enter the **City and State** where the course is being provided

Edit Course (45)

Course Information

Course ID	Course Title	Course Date
45	Test at ABN Montgomery AL	05/25/2005
Provider Number	Provider Name	Location (City, State)
ABNP0001	ALABAMA BOARD OF NURSING	Montgomery, AL
Type of CE	Total Hours	Pharm. Hours
Attended	5.5	1.5

Class Edits Complete

Attendees

Attendee ID	Licensee Name
40	BOWEN/JIMMY NEAL
172	FRAZIER/MARGARET TRESHELL

Buttons: Delete Attendee, Edit Attendee, Add Attendee, Cancel, Update

Select the **Type of CE**

If a person has to be entered manually, click the **Add Attendee** button

****If the class has the correct people enrolled, continue to page 19****

Alabama Board of Nursing

File Options Setup Help

Incomplete Class Data

May 12 2005 at 01-14 PM

Transfer Class Data

Ready to Transmit Class Data

Mark As Incomplete

Transmitted Class Data

Mark As Incomplete

Please Select Option

Cancel Update

Please Enter Course Information

Edit Course (47)

Course Information

Course ID	Course Title	Course Date
47	Test at ABN Montgomery	5/12/2005

Provider Number: ABNP0001 Provider Name: ALABAMA BOARD OF NURSING Location (City, State): Montgomery, AL

Type of CE: Total Hours: Pharm. Hours: Class Edited Complete:

Add an Attendee Record

Attendee	Licensee Number	First Name	MI	Last Name
Re				

Cancel Add Record

Please Enter License Number Name

Enter the license number and name. Then click **Add Record**

Start Inbox - Microsoft Outlook License 2000 - SQL Serv... Alabama Board of Nursing tricom.doc - Microsoft W... 1:24 PM

Edit Course (45)

Course Information

Course ID: 45 Course Title: Test at AB

Provider Number: ABNP0001 Provider Name: ALABAMA BOARD OF NURSING Location (City, State): Montgomery, AL

Type of CE: Attended Total Hours: 5.5 Pharm. Hours: 1.5 Class Edits Complete:

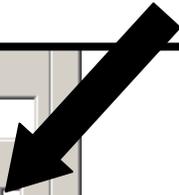
Attendees

Record ID	Licensee Number	Licensee Name
171	1-067840	BOWEN/JIMMY NEAL
172	2-054271	FRAZIER/MARGARET TRESHELL
173		STEWART/WILLIAM A

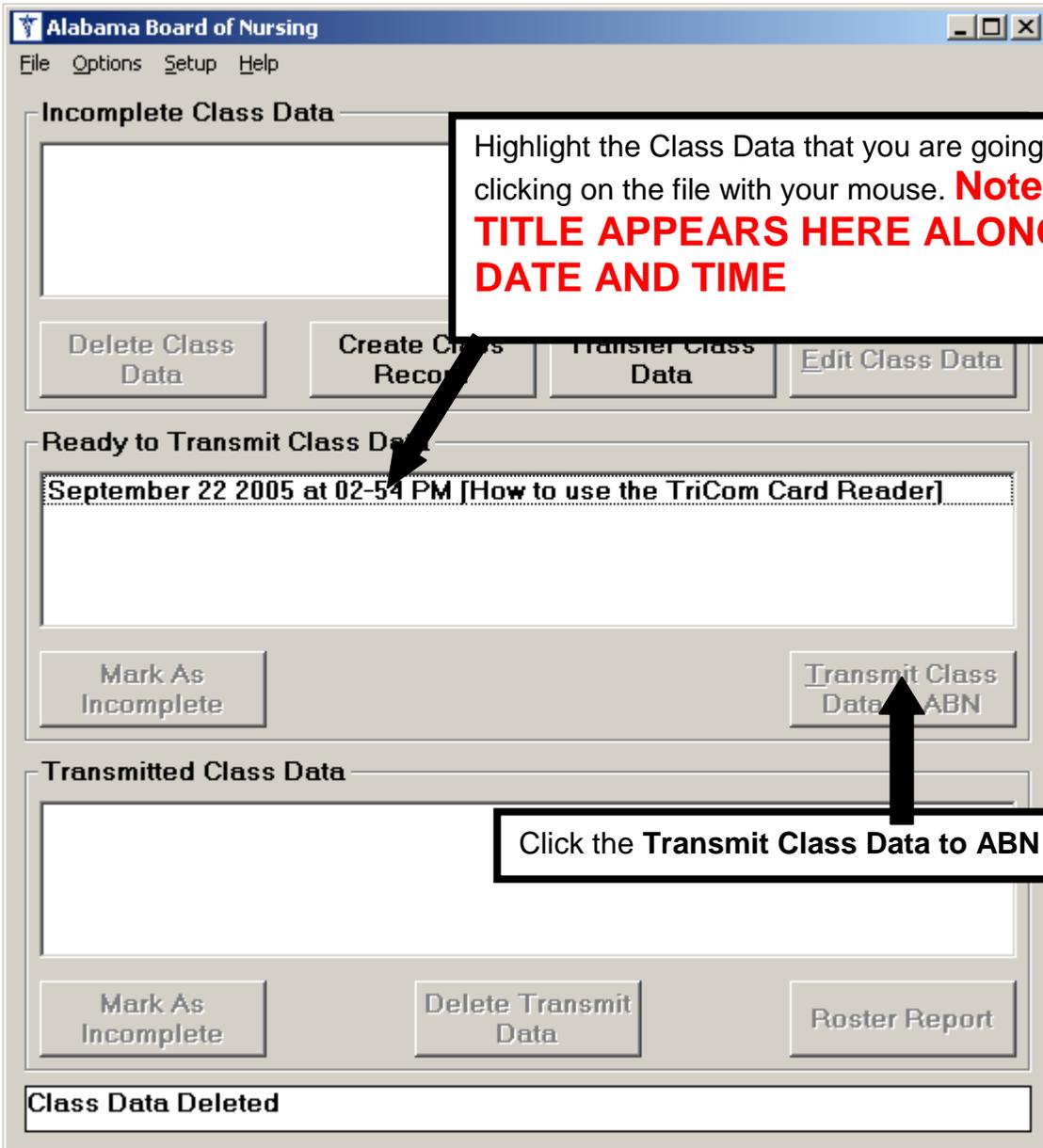
Buttons: Delete Attendee, Edit Attendee, Add Attendee, Cancel, Update

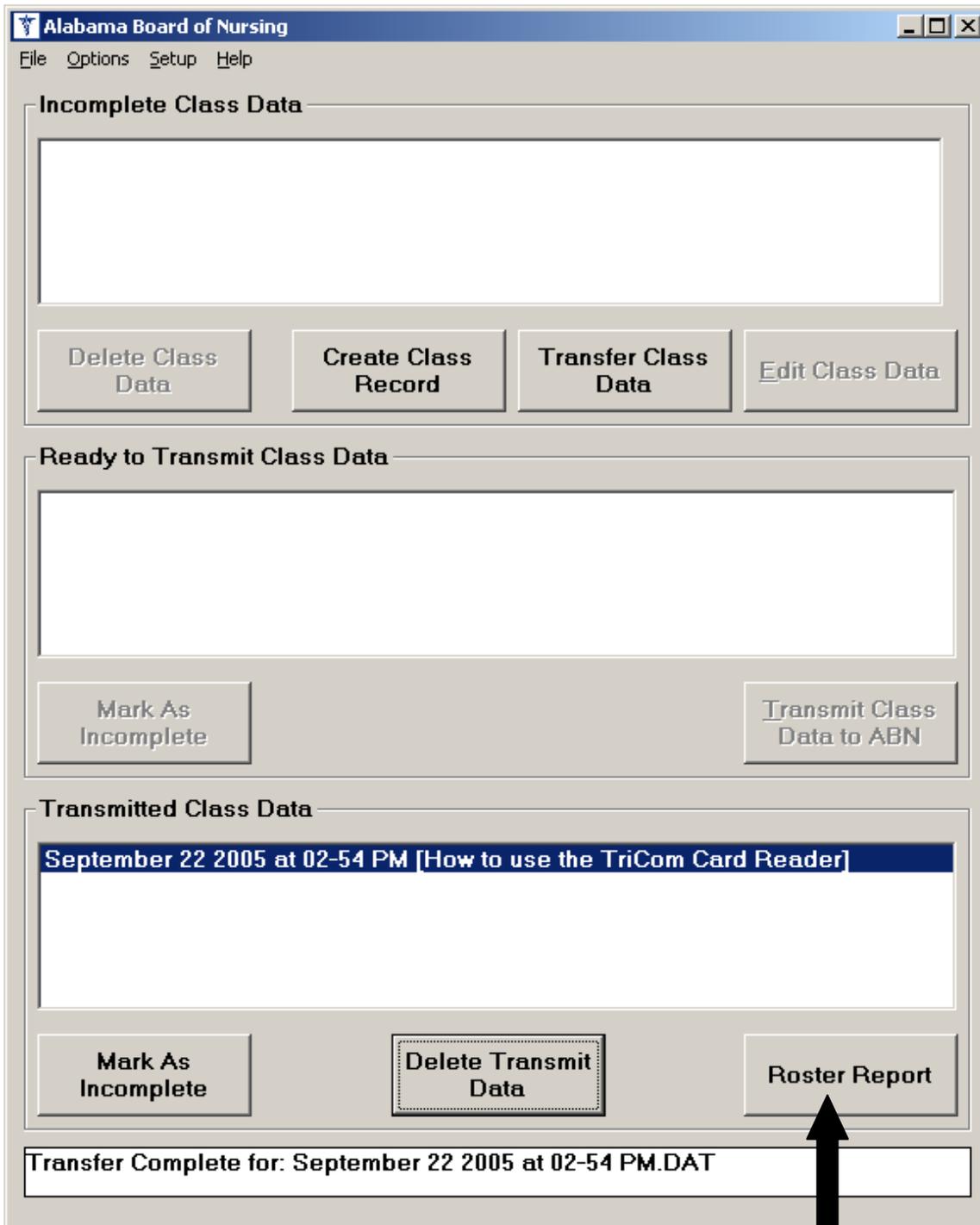
Status: Inserting Class Record 2

Click the empty box by **Class Edits Complete**. Upon clicking the box a check mark will appear and the Update box will appear



After verifying that the information is correct, click **Update**





Click the **Roster Report** button, for a printout of class attendees. The following page contains an example of a Roster Report

Sample Roster Report

Class Roster Report **Status: (Transmitted)**
Date: 05-25-2005 Time: 15:56:53 Page 1 Of 1

Course Title: Test at ABN Montgomery AL
Course Date: 5/25/2005 Location: Montgomery, AL
Provider Number: ABNP0001 Provider Name: ALABAMA BOARD OF NURSING
CE Type: Attended Total Hours: 5.5 Pharm.Hours:1.5

License Number	Name
1-067840	BOWEN/JIMMY NEAL
2-054271	FRAZIER/MARGARET TRESHELL
	STEWART/WILLIAM A

The Class Roster Report contains all of the information about the class. It has the date and time that the data was uploaded. The Status of the class information. The course title, date, location, provider name, provider number, type of CE, number of hours, student's license number and name. **This report should be printed after transmittal to the Alabama Board of Nursing for your records.**

How to Resubmit Information

The screenshot shows the Alabama Board of Nursing software interface. It is divided into three main sections:

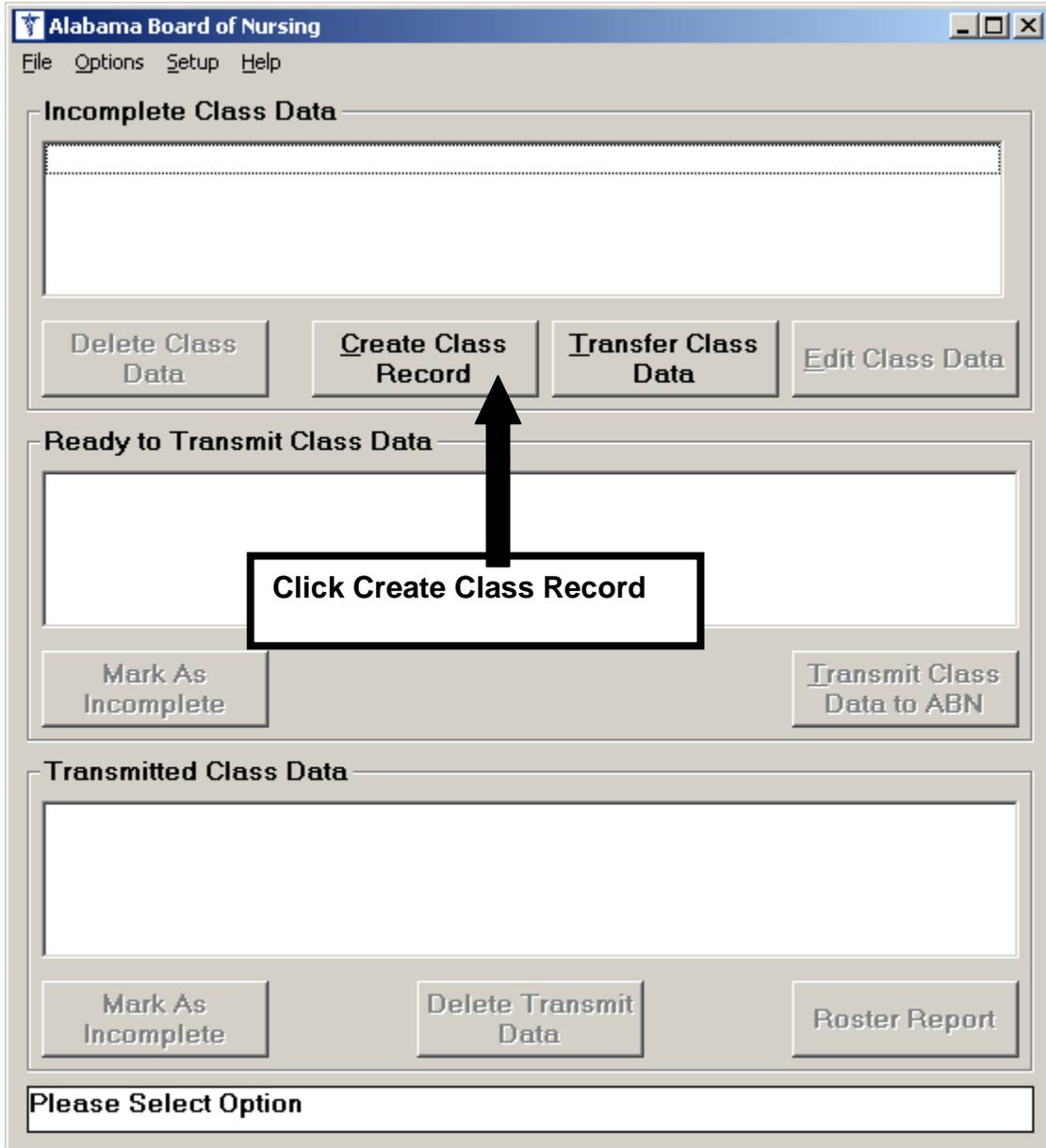
- Incomplete Class Data:** Contains a large empty text area and four buttons: "Delete Class Data", "Create Class Record", "Transfer Class Data", and "Edit Class Data".
- Ready to Transmit Class:** Contains a large empty text area, a "Mark As Incomplete" button, and a "Data to ABN" button.
- Transmitted Class Data:** Contains a list of transmitted files. One file is highlighted in blue: "September 22 2005 at 02-54 PM [How to use the TriCom Card Reader]". Below this list are three buttons: "Mark As Incomplete", "Delete Transmit Data", and "Roster Report".

A callout box with a black border and white background is positioned over the "Ready to Transmit Class" section. It contains the text: "After the Class Data has been transmitted the file is placed to the Transmitted Class Data window. **Note: THE CLASS TITLE NOW APPEARS HERE ALONG WITH THE DATE AND TIME**". An arrow points from this callout box to the highlighted file in the "Transmitted Class Data" section.

At the bottom of the interface, a status bar displays: "Transfer Complete for September 22 2005 at 02-54 PM.DAT". An arrow points from the "Mark As Incomplete" button in the "Transmitted Class Data" section to a callout box at the bottom of the page.

If there, is a need to resend a file, highlight the file, click the Mark As Incomplete button, return to page 12, and repeat the steps. Example: If a students information has not been entered or needs to be changed. You would use the Mark As Incomplete button to go back, enter the information, and resubmit the classes' data.

How to Manually Create a Class



Create a Class Recrd

Class Date: 9/30/2005 Class Time: 09:31 AM

Provider Number: ABNP0001 Provider Name: Alabama Board OF Nursing

Buttons: Cancel, Create

Enter the Provider Number and Name

Alabama Board of Nursing

File Options Setup Help

Incomplete Class Data

September 30 2005 at 09-31 AM.DAT

Buttons: Delete Class Data, Create Class Record, Transfer Class Data, Edit Class Data

Ready to Transmit Class Data

Buttons: Mark As Incomplete, Transmit Class Data to ABN

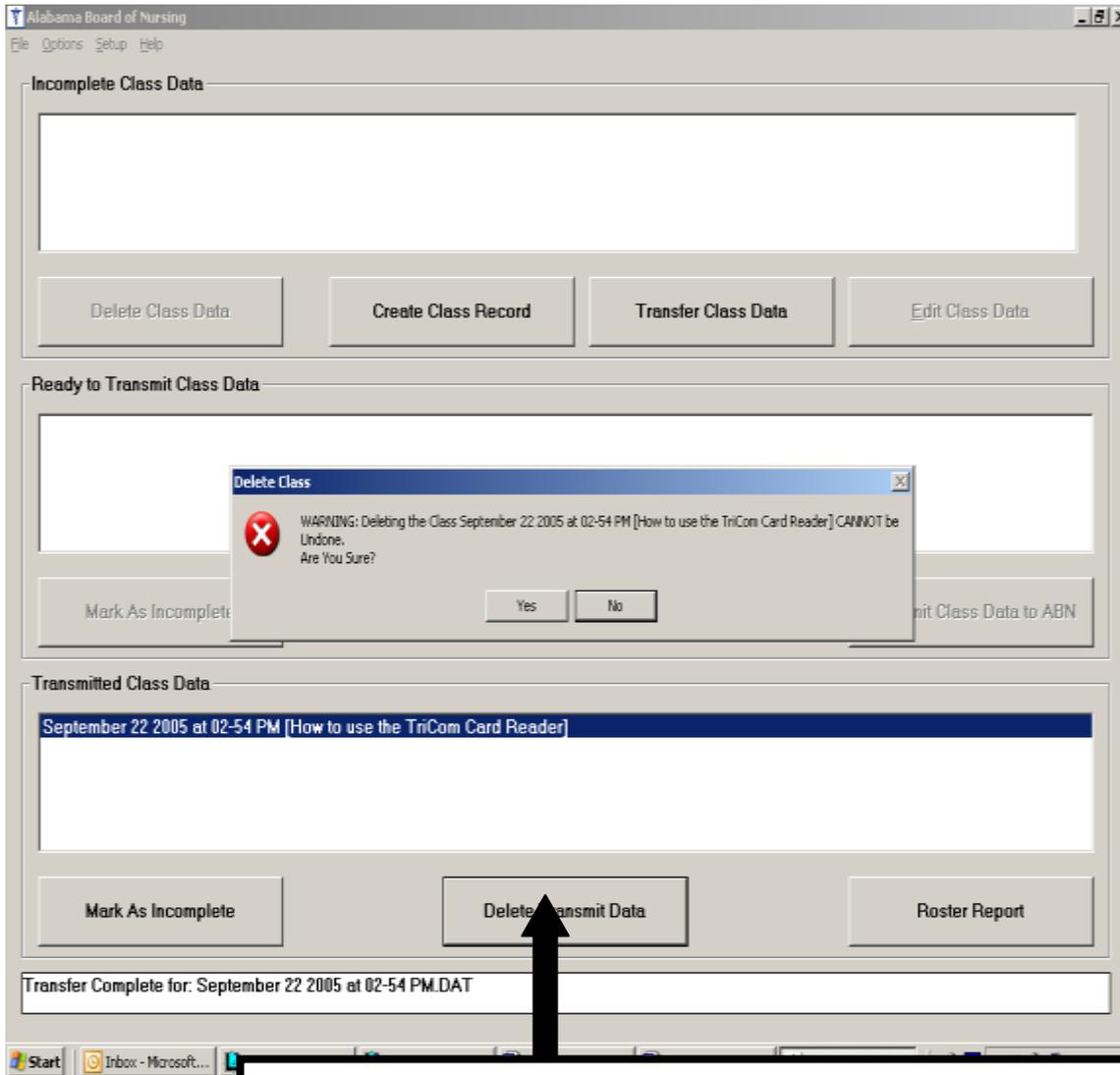
Transmitted Class Data

Buttons: Mark As Incomplete, Delete Transmit Data, Roster Report

Please Select Option

The class can now be edited by highlighting the file and clicking *Edit Class Data*, repeat the steps from pages 17-21

How to Delete Data from your Computer



The **Delete Transmit Data** button deletes the highlighted Class Data. Only use this button if you are sure that the class information is complete and does not need to be changed because the results cannot be undone!

ERASING RECORDS FROM YOUR TriCorder



To ERASE RECORDS... Hold the SET button. Scroll to the erase records option on the user main menu and select with the ENTER button. Records will count down as they erase to zero or let records exceed memory and ID-e® will reset automatically to 0 records (EST about 3800 records).

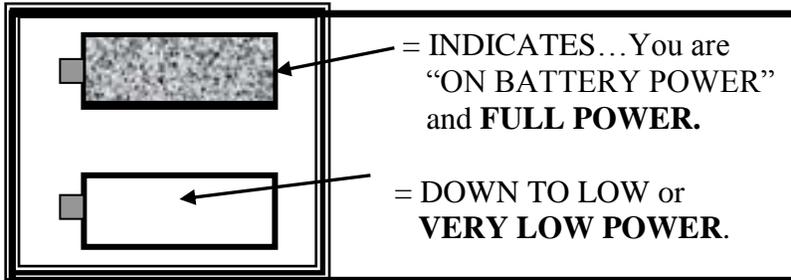
We recommend that after every transmittal to the Alabama Board of Nursing you erase the records from your TriCorder.

DATA in MEMORY

Almost 3800 records will remain in memory! You must download the records before memory runs out or all records will erase automatically to zero!

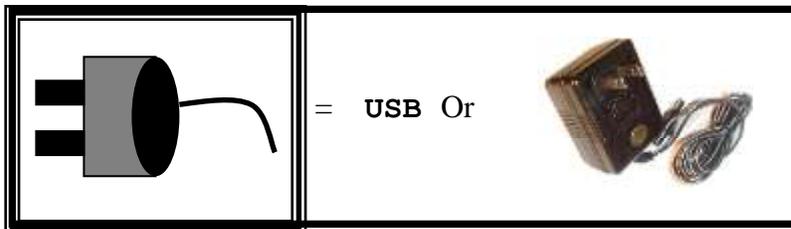
POWER MANAGEMENT

The TriCorder runs on two (2) AA batteries. Approximately 2000 cards a day can be read on the TriCorder before getting low on power.



(SEE the battery ICON in the upper left hand side of DISPLAY.)

When the AC/DC power converter is used or a USB cable is connected, the Display will show a picture of a **POWER PLUG** on the LED/LCD display.



TROUBLE SHOOTING

The ID-e® unit is a complex data management tool. It can from time to time “LOCK-UP” on one screen and need a “RESET” to continue.

NOTE: USE A PAPER CLIP AND PUSH IN THE “RESET” ACCESS ON THE BOTTOM OF THE ID-e® UNIT.



Note: No data is lost when reset is used.

Contact Information

If you should need support with your TriCorder, please contact one of the following persons via phone or email

Alabama Board of Nursing Toll Free Number	1-800-656-5318	
William “Andy” Stewart	(334) 293-5250	Andy.Stewart@abn.alabama.gov
Richard Pasley	(334) 293-5293	Richard.Pasley@abn.alabama.gov
Brad Jones	(334) 293-5290	Brad.Jones@abn.alabama.gov
Richard Boyette	(334) 293-5291	Richard.Boyette@abn.alabama.gov
Robert Rollins	(334) 293-5294	Robert.Rollins@abn.alabama.gov

KNOWN ISSUES REGARDING THE CE SCANNER

Q. What if the provider offered the ABN-required 4 hour class and it would not reflect the ABN provider number (ABNP0001)?

A. The solution was that we would look for the title of the class and use that rather than the provider number to be sure the licensed nurse got credit.

Q. What is the maximum number of characters a title can have?

A. The title field can have up to 80 characters.

Q. How many hours can the CE hour's field contain?

A. The CE hour's field can have a maximum of 99 hours in that field.

Q. Are special characters accepted in the name field?

A. Yes the name field will accept characters such as hyphens and apostrophes.

Q. How will I know the name of the course that I have given?

A. The course title now appears in the Ready to Transmit and Transmitted Data window, along with the date and time.

ABN CE Provider File Format

ABN CE Provider File Format

This file is a tab delimited text file – There are no quotes around text fields. It contains one header record and a minimum of one attendee record.

Header Record – Must be the first record in the file (Only one per file).

Provider Number ABNP0001 – This is the ABN assigned provider number.

{TAB}

Provider Name

{TAB}

Location of the class City, State (Montgomery, AL)

{TAB}

Attendance Type A-Attended, I-Independent

{TAB}

Total CE Hours May include integers or decimals.

{TAB}

Pharmacology hours May include integers or decimals.

{TAB}

Course Title

{TAB}

Course Date mm/dd/yyyy

{TAB}

A unique sequential number This number, along with the provider number, identifies the class.

Attendee Record – No theoretical limit. Must follow header record.

License Number 8 or 9 position number or NULL

{TAB}

Name LastName/FirstName MiddleName

Must be in the above format!

FTP Info

File naming standard – PROVIDER NUMBER-DATE at TIME.DAT (ex. ABNP0001-June 01 2005 at 01-21 PM.DAT)

FTP Site – ftp.abn.alabama.gov

Username - ceproviders

password - abnupload

Sample File – See Next Page

Sample File Format

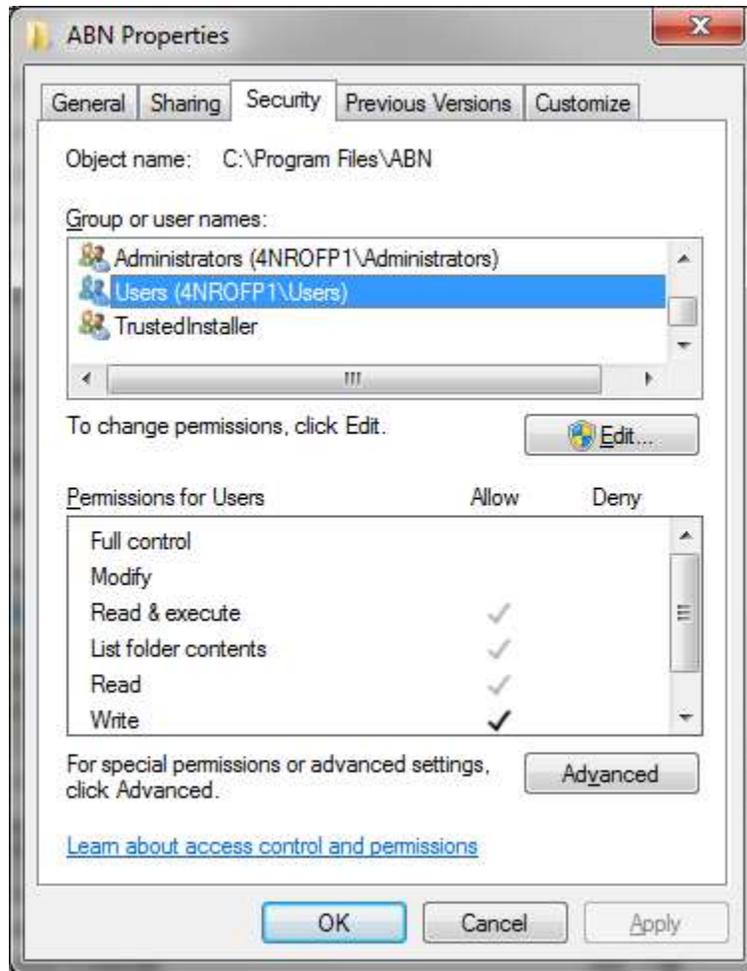
ABNP0001 ALABAMA BOARD OF NURSING Montgomery, Al A 1.5 0 IV Therapy - B 7/7/2005 68
1-099991 SMITH/TAMMI LA WANDA
JOHNSON/KIMBERLY JANE
1-080780 JONES/KATRINA COLLEEN

Error Messages

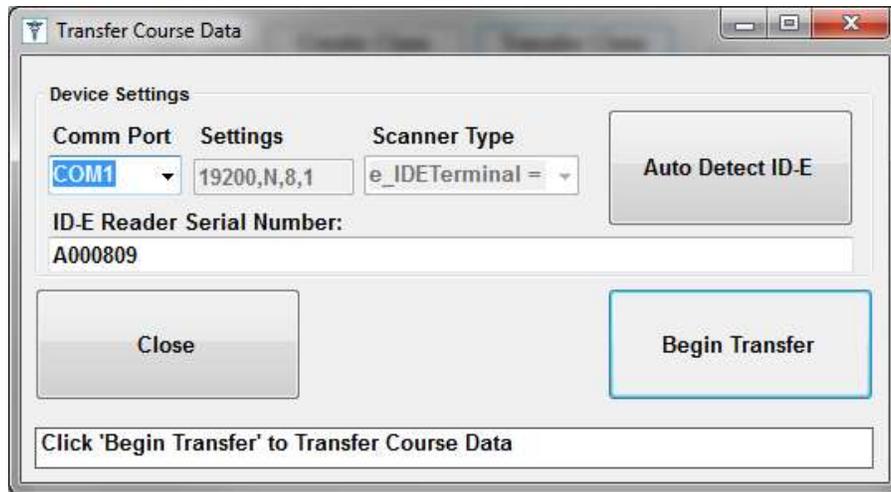
Error '9' – To correct this you will need to apply the patch. To do this, go to www.abn.alabama.gov/Content.aspx?id=559 and right click the link for the Tricorder Software Patch and select 'Save target as...' or 'Save link as...' depending on what browser you are using. Select where you want to save the zip file.

Open the zip file and copy the file to the directory where the tricorder software is installed. If you installed using the default location the software is located at C:\Program Files\ABN. Overwrite the ABN.exe file that is already there. Now run the software.

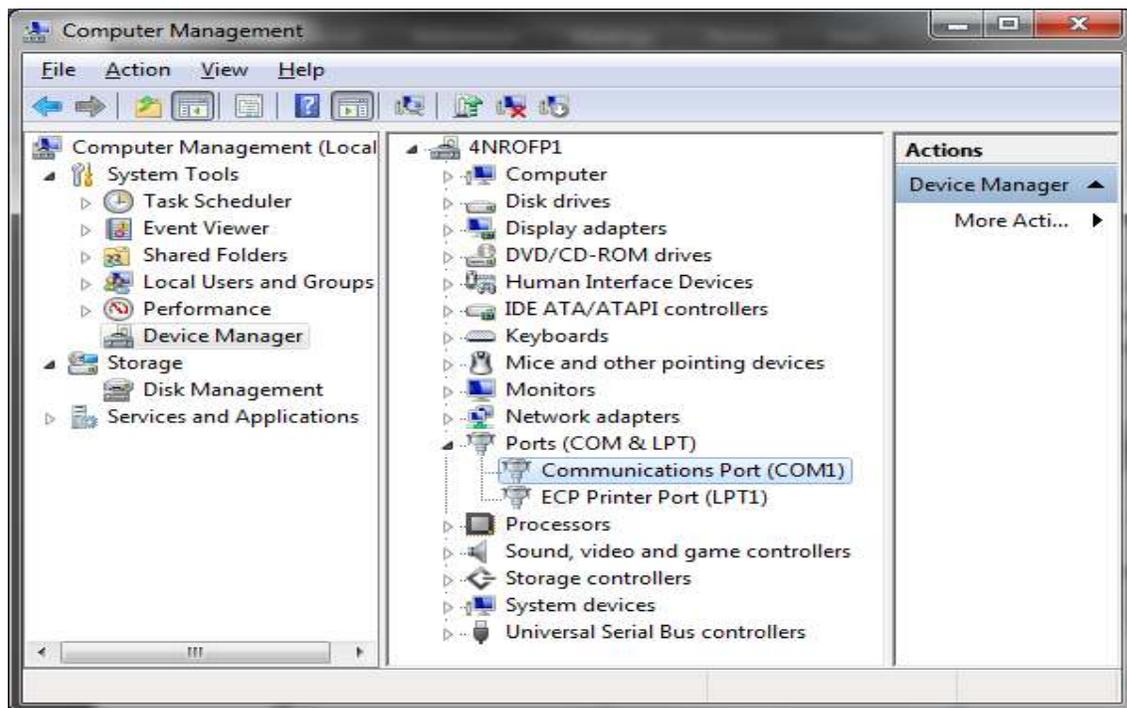
Error '75' – This usually occurs immediately after installing the software on a machine (usually Windows7). To correct this issue, check the security setting on the directory where the ABN software is installed. If you used the default location to install, then the software is installed at C:\Program Files\ABN. Find the directory, right click it and select 'Properties' from the menu. The following box should appear. Find the Security tab and check to see if the security for the Users group has Write permission. If it doesn't you need to add the Write permission.



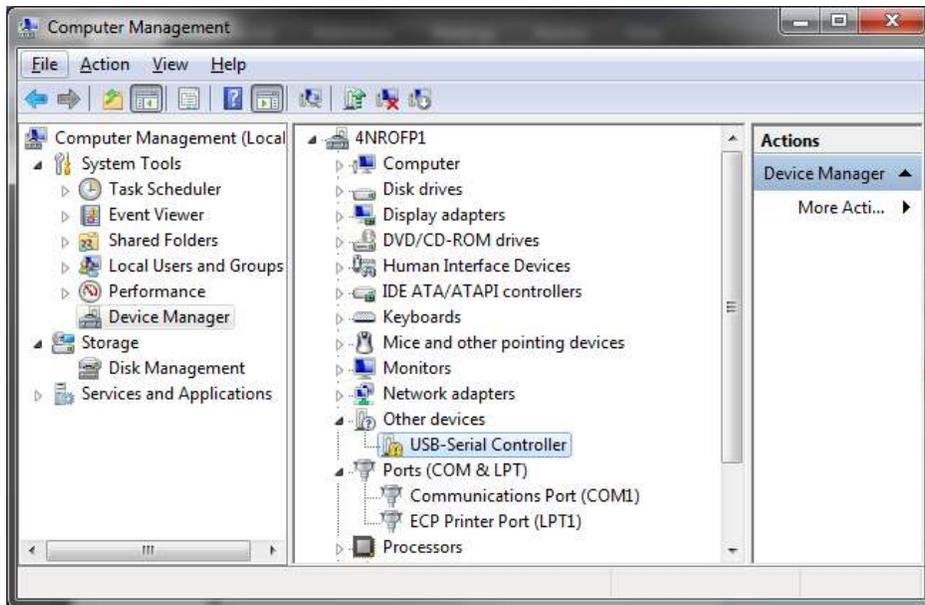
Error '8002' Invalid Port Number – Click the Transfer Class Data Button that is located under the Incomplete Class Data Box. From the Comm Port dropdown list select, make sure you have the correct port number selected. To find out the port number you may have to open Windows device manager to determine where the drivers are installed (Click Start, right click Computer, and select Manage).



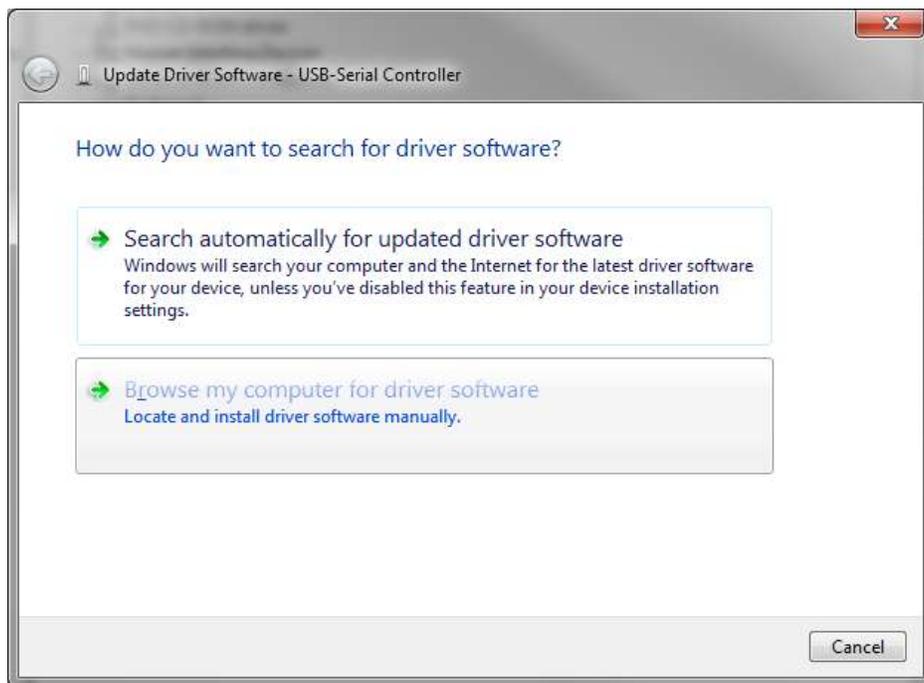
If the tricorder is not listed in the device manager under the Communications Port subheading, the drivers will need to be installed.



To install the drivers, you will either need the CD that contains the drivers or download and unzip the drivers from our website (www.abn.alabama.gov/Content.aspx?id=559). First, plug the tricorder your computer. Windows should recognize tricorder. It may show up as an entry below. If it does, right click it and select 'Update Driver Software'.



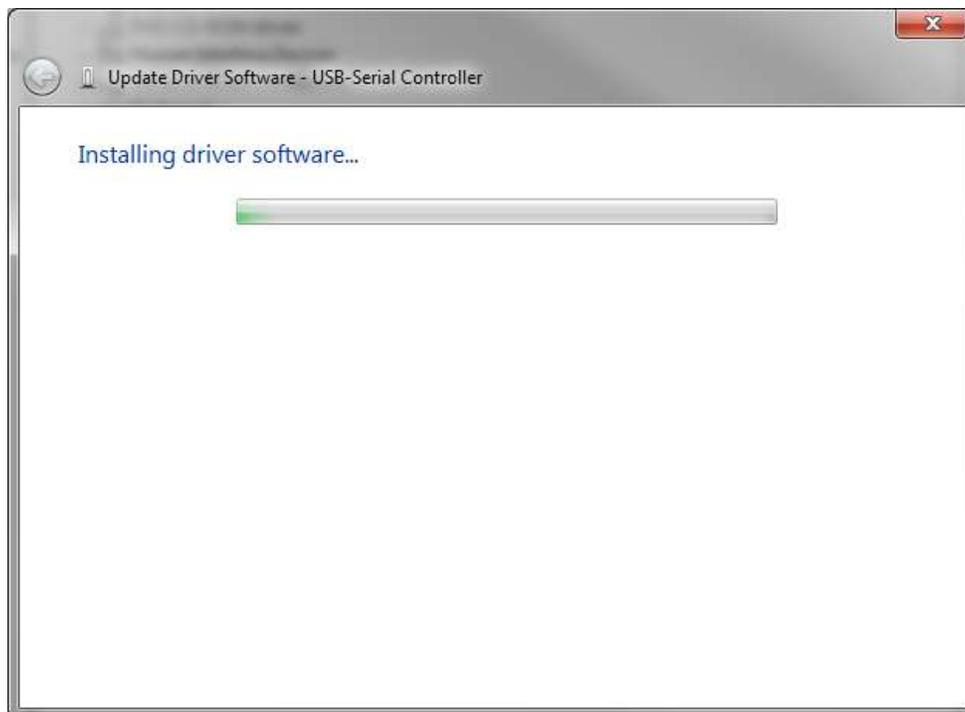
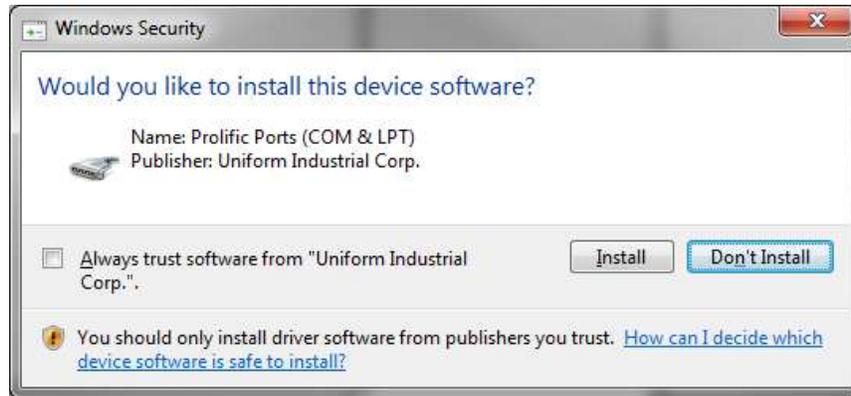
Select 'Browse my computer for driver software' and navigate to the location of the folder where you downloaded and unzipped the drivers.



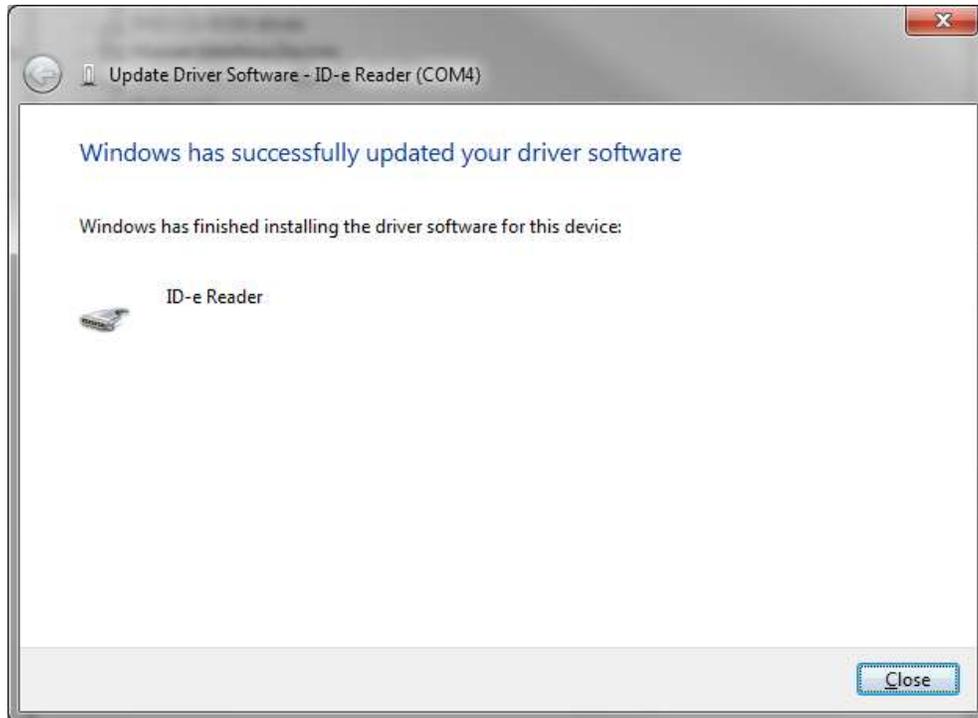
Select the location where the folders con



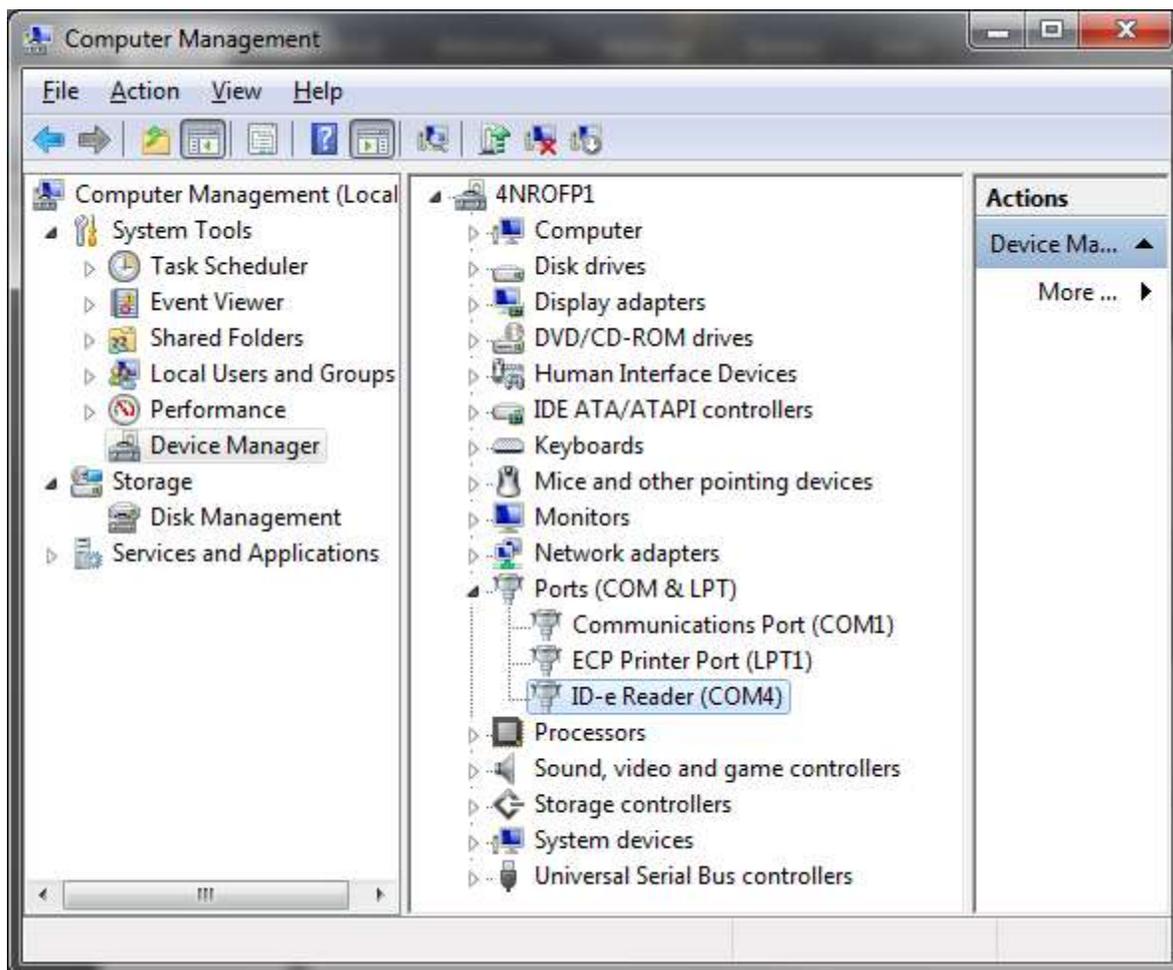
Click the 'Install' button to begin the installation process.



When you receive this message the driver has been installed.



As you can see the reader (ID-e Reader (COM4)) has been installed. Remember the port that the driver is installed on. You now need to launch the ABN software and make sure the right port is selected in the Transfer Course Data box.



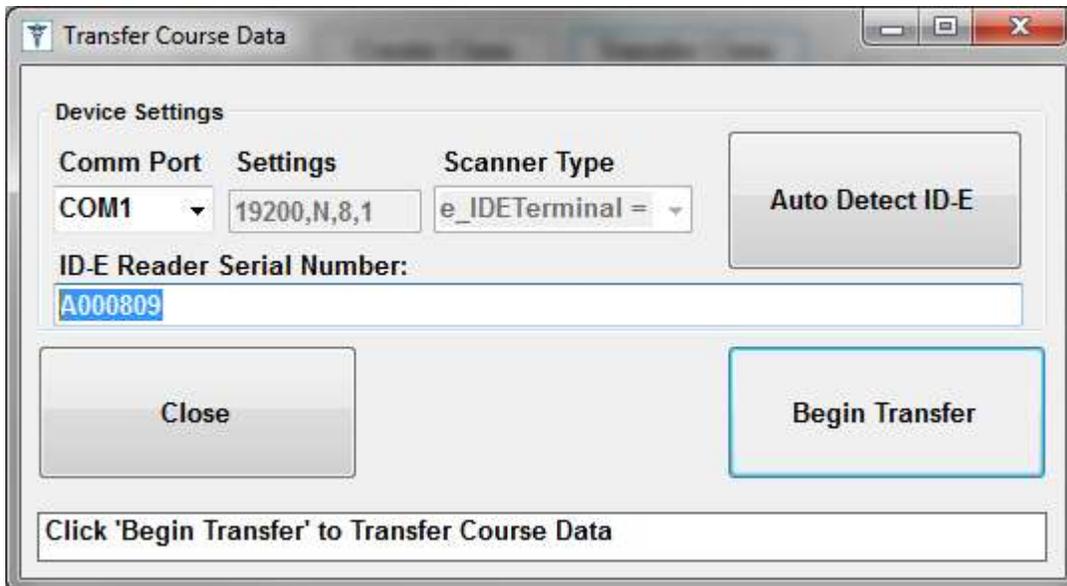
Transmit Failed – Unable to Locate Provider Information – If you have an active provider number and receive this error check to make sure the provider number (ABNPXXXX) you have entered on the class record is correct. If it is incorrect the class will not be able to transmit class data.

The screenshot shows a software window titled "Edit Course (4)". It contains several input fields and a table. The "Course Information" section includes fields for Course ID (4), Course Title (Test Submission), and Course Date (6/7/2011). The "Provider Information" section includes Provider Number (ABNP0001), Provider Name (ALABAMA BOARD OF NURSING), and Location (Montgomery, AL). The "CE Information" section includes Type of CE (Attended), Total Hours (3.00), and Pharm. Hours (0.00). There is also a checkbox for "Class Edits Complete". Below this is a table titled "Attendees" with columns for Record ID, Licensee Number, and Licensee Name. One attendee is listed with Record ID 3 and Licensee Number 1-999995. At the bottom of the window are buttons for "Delete Attendee", "Edit Attendee", "Add Attendee", "Cancel", and "Update". A status bar at the very bottom says "No Record Changes".

Record ID	Licensee Number	Licensee Name
3	1-999995	

If this does not work, check to see if you can reach our FTP site. To get there open up a browser and type <ftp.abn.alabama.gov> into the address bar. If you are not prompted for a username and password, then your network is blocking access to our FTP site.

Transmit Failed – Please Provide and ID-E Reader Serial Number – Find the Tricorder Serial number located on the back of the machine. It starts with the letter 'A'. From the software, click the Transfer Class Data button that is located under the Incomplete Class Data box. Enter the serial number. Click the red 'X' at the top of the box. You should be prompted to Save Your Changes. Click 'Yes'. Try to submit the class.



Ordering Additional TriCorders



Order Form Product update sheet

The ABN and TriCom Card Technologies, Inc. can offer additional "TriCorder" ID-e Readers at a special cost for your use anytime.

To register your software, you need a TriCom reader "Serial Number" and a valid ABN Provider Number. Any purchase of an ID-e Reader comes with an additional software program license. To ORDER with a check,....Please enclose \$374.00 for the product "this also includes shipping from Alabama".

Allow 7 days from the date of the order to receive your reader.

(Or call 1-800-830-2225 to have your reader shipped over night).

Ship To: _____ Phone # _____

_____ Cell # _____

ZIP _____

* _____ PLEASE SHIP ONE (1) ID-e Reader. * _____ PLEASE SHIP TWO (2) ID-e Readers

By Credit Card: Please **call 1-800-830-2225** ! (Do not mail credit card information).

Your ID-e Reader will be shipped with;

1. One CD of the ABN Provider Class Information program.
2. Two (2) AA Batteries.
3. One Wrist Strap.
4. One USB to PC Communication cable.
5. Instruction booklet (if no booklet is sent with the reader, contact your ABN agent for a copy)
6. One portable, Yellow or Black ID-e Reader. (TriCorder)

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