Barcode Ensemble Attendance

Enrollment · https://docs.dacapoinventory.com/doc/barcode-ensemble-attendance/

Da Capo Inventory has the ability to use data from a Barcode Scanner to record your ensemble or event attendance.

There are two ways to mark a student as 'Tardy' using this system.

1. You can choose to use Time Stamps from your barcode reader to mark a student as Tardy. To do this, ensure that the time is set correctly on your barcode reader and scan your student barcodes as they enter your event.
2. Alternatively, you can choose to scan a 'Tardy' barcode - meaning that everybody scanned after the 'Tardy' is scanned is marked as tardy for the event.



Tardy

Da Capo Inventory supports two types of handheld barcode scanners at present. Eyoyo EY-029P and the Opticon Scanner.

Eyoyo Barcode Reader Setup EY-028P

DO THIS ONCE:

1. Set the time on the EYOYO EY-028P. Visit THIS link on a computer:
   http://wisdomlinke.net/time.html (Or QR below)
   Ignore the insecure error
   Scan the QR code that is displayed on the screen with your EYOYO to set the time
2. Set to Storage Mode (QR Below)
3. Set TIME PREFIX (5 Image Steps Below)

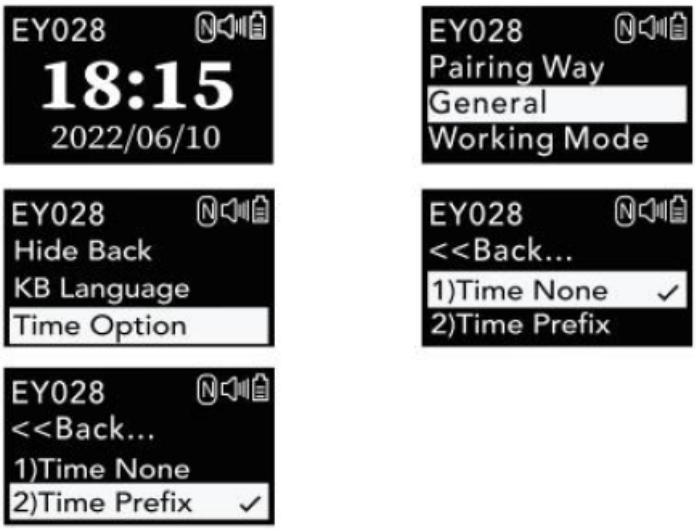
DO THIS for each “Event”

1. **Scan Student IDs for attendance**
2. Plug in Dongle. The Eyoyo EY-028P should say “Connected”. You are connecting via the 2.4G Wireless Dongle that came with the device.
3. Open up the Attendance Barcode Upload page on Da Capo Inventory. Make sure the cursor is in the blank typable area for Barcode Input.
4. **Direct your EYOYO EY-028P to upload (QR Below).** The text area will receive all of the scanned timestamps and IDs.
5. **Set the “On Time” time and the “Tardy Time”**
6. When you submit the data, Da Capo Inventory will:
   1. Analyze all data uploaded
   2. Ignore all data 1 hour before the “On Time” time

3. Mark everybody after the Tardy time “Absent”
4. Mark everybody before the Tardy time “Tardy”
5. Mark everybody before the On Time time as “Present”

7. You will see Step 1 of the processed data. If any student names are missing from the table, that means that the student ID was not found in your student database. Steps should be taken to correct this in the future either now or in the future. If you add students, you will need to re-upload your data. Alternatively, you can record data for those particular students manually at a later time.
8. Choose which rehearsal or event of the day this is (ie. #1, #2, or #3). Da Capo can record attendance of up to 3 events per day.
9. **Click “Step 2: Process data”.** The attendance will be recorded.

Pair with a 2.4G USB Dongle that comes with the device. This happens automatically, you should not need to scan this.	Pair with Bluetooth (If your computer has Bluetooth built in)
Battery Remaining	**Storage Mode**
Data Upload	Clear Data
Low Volume	Medium Volume
High Volume	Turn off the sound

Sleep after 5 minutes	Visit this link on your cell phone to set the time on the Eyoyo 28P (Ignore the insecure error. Instructions above)
	**Important instructions on setting Time Prefix** 1. **General** 2. **Time Option** 3. Change from None to **Time Prefix**

The data generated by the EYOYO barcode scanner using this setup should look like this:

2024/08/29 16:32:30 213007

2024/08/29 16:32:38 213006

2024/08/29 16:32:41 418140

2024/08/29 16:33:00 AB106322

2024/08/29 16:33:06 213054

2024/08/29 16:33:07 102442

This data shows a Date, a Time, and a Student ID Number, separated by spaces.

Opticon Barcode Reader Setup OPN-2006

The data generated by the EYOYO barcode scanner using this setup should look like this:

213007, Code-39, 03:31:08 PM, 08/26/24, 3:36:33 PM

213006, Code-39, 03:31:09 PM, 08/26/24, 3:36:33 PM

418140, Code-39, 03:31:10 PM, 08/26/24, 3:36:33 PM

AB106322, Code-39, 03:31:12 PM, 08/26/24, 3:36:33 PM

213054, Code-39, 03:31:14 PM, 08/26/24, 3:36:33 PM

9TDY9, Code-39, 03:34:37 PM, 08/26/24, 3:36:33 PM

102442, Code-39, 03:34:48 PM, 08/26/24, 3:36:33 PM

This data shows a Student ID Number, a Barcode Format, the Time of the scan, the Date of the scan, and the Time of the Export

If your Opticon scanner can do a direct upload to the text box, simply place your cursor in the "Barcode Data" box and initiate the direct upload.

Alternatively, you may have to:

1. Save your Opticon data to a text file
2. Open that text file, select all, and Copy the text (CTRL-C)
3. Paste (CTRL-V) the data into the "Barcode Data" entry in the Da Capo Inventory Barcode Attendance page.