

Douling-Douglas Co.

Identification Solutions & Digital Imaging Systems

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Download Instructions

For SchoolTrack version 3.x





MC70 Handheld
Tardy Scanner

Downloading the Mobile Scanners

Import Tardies1 and 2
Export Tardies3 and 4
Import Activities5 and 6

Import Tardies

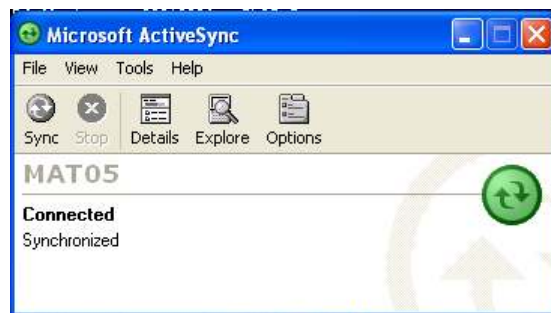
from MC70 into the Database

A. Place the MC70 in the docking station with the power on.

On your PC: 

B. Select 'Cancel' to the Synchronization Wizard window.

The ActiveSync window must indicate it is **Connected** (with a **green** dot), before you can proceed:



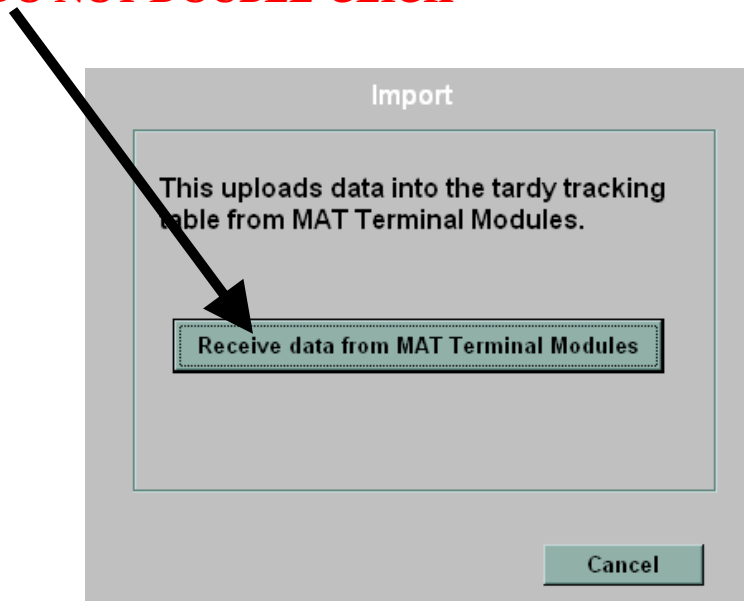
C. Open Schooltrack



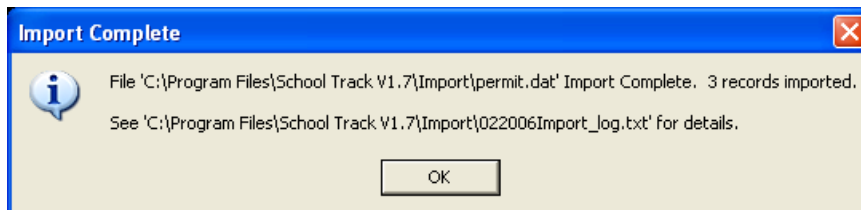
1. Select [Administration], then [Continue].
2. Select [Import/Export Options], then [OK].
3. Select [Import Tardies from Mobile Unit], then [OK].

Import Tardies Continued

4. Select [Receive data from Mobile Unit].
DO NOT DOUBLE-CLICK



5. When the import is complete a window appears stating the number of records that were imported. Select [OK] to continue.



STOP!! If you have additional MC70s, repeat the process outlined in Steps A, B, and C for **EACH** unit before proceeding to Step D.

Note: if you have an activity to download skip to page 5 - step C2

Export

from Database back out to MC70

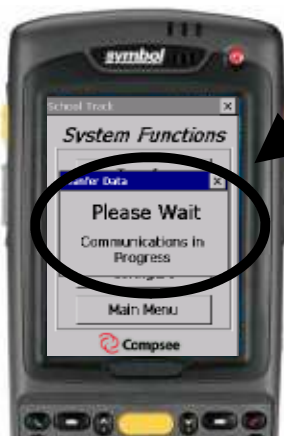
On the MC70 Scanner while in the dock station: Remember the unit must be 'connected/green'

D. Select [System Functions], then select [Transfer].



E. 'Please Wait—Communications in Progress', will appear and remain on screen until you select the export button.

This is a great indicator for you to know whether you completed the export



If it starts to roll up the tables, wait for it to finish and select [Main Menu]. Select [Violations]. If asked to delete data, select [YES]. Go back into System Functions and reselect [Transfer]

Continue with step F on next page.

Export Tardies Continued

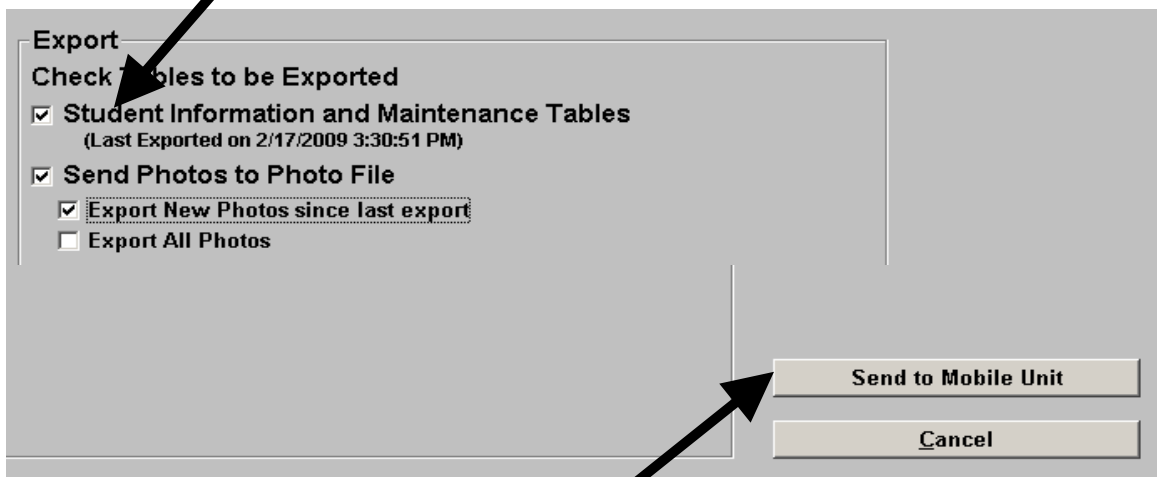
Back on your PC:



F. Select [Import/Export Options], then [OK].

G. Select [Export Data to Mobile Unit], then [OK].

Select: Student Information and Maintenance Tables
AND Send Photos to Photo File



H. Select [Send to Mobile Unit].

- If it states there are no new photos to export, select [OK] and reselect only the Student Information and Maintenance table and re-send to the mobile unit.

STOP!! If you have additional MC70s, repeat the process outlined in Steps D through H before proceeding with next tardy sweep.

I. Finally on your computer, select [Cancel] on SchoolTrack three times to return to the Main Screen.

The Download Procedure is Complete.

Import Activities

from MC70 into the Database

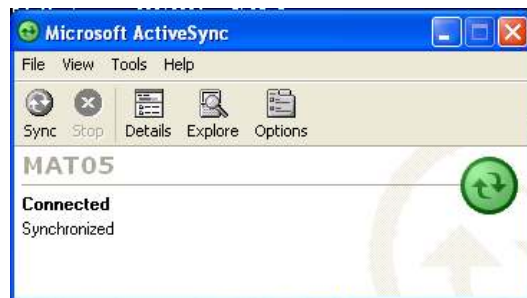
A. Place the MC70 in the docking station with the power on.

On your PC: 

B. Select 'Cancel' to the Synchronization Wizard window

The ActiveSync window must indicate it is

Connected (with a **green** dot), before you can proceed:



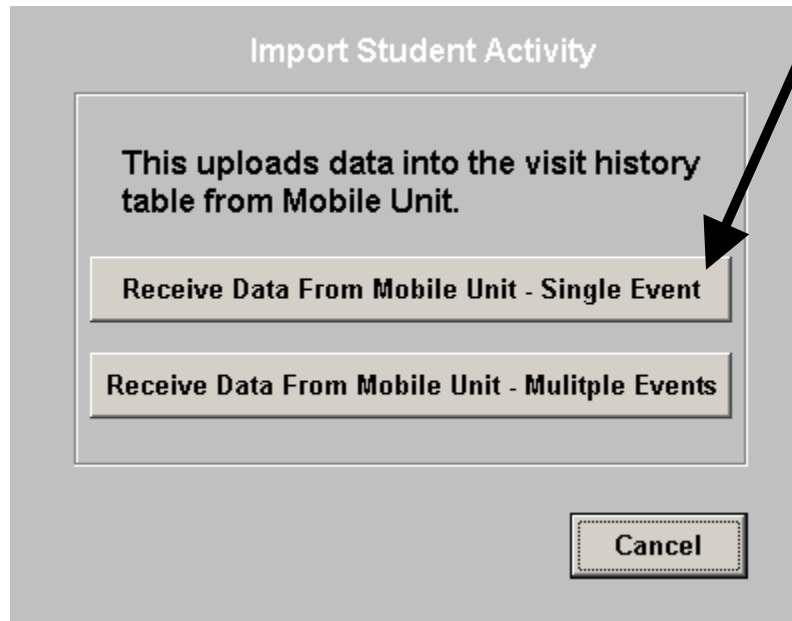
C. Open Schooltrack



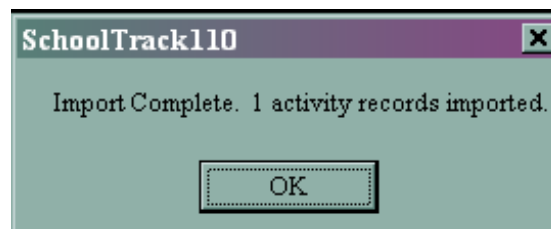
1. Select [Administration], then [Continue].
2. Select [Import/Export Options], then [OK].
3. Select [Import Student Activity from Mobile Unit].
4. Select [OK].

Import Activities Continued

4. Select which type of activity you recorded - Either Single or Multiple.
DO NOT DOUBLE-CLICK



5. When the import is complete a window appears stating the number of records that were imported. Select [OK] to continue.



STOP!! If you were sent here while downloading tardies, and have additional MC70s, repeat the process on page 1A.

6. Finally perform the Export procedure on pages 3 and 4.