



Badge/MSR Setup

Recipient Badge Format

This document goes over how to setup the badge ID format for the magnetic stripe reader. The badge id format will directly work with the BadgeID for the recipient, as a way to select the recipient when either retrieving packages or signing with the magnetic stripe reader signature pad using an id.

1. Go to Admin



- 2. Go to "Recipient Badge Format" under Advanced
- 3. Swipe the magnetic stripe of the id in the Example Badge box. If you cannot swipe it, get the example badge information that will need to be

WTS Badge Forr	nat			
If your WTS badges contain r	nore than just an ID, you need to config	are WTS to understand how your	badges are formatted.	
Badge Type Enable Retrieve Page				
Badge Type				
ID Length 12	Example Badge ;564012400075041?			
Fixed Length	;56401240007	\$041?		
Starts With				
				Add Parse Condition
Save Settings				



4. Setup the "Badge Type:" If there is a fixed length of characters for the format select the "Fixed Length" box and enter the number of characters. If all badges start with the same thing, select the "Starts With" box and enter the characters that are similar. Neither of these fields are mandatory.

WTS Badge Format			
If your WTS badges contain more than just an ID, you need to configure WTS to understand how your badges are formatted.			
Badge Type Enable Retrieve Page			
Badge Type			
ID Length II 12	xxmple Boy 56497 #400075041?		
Fixed Length	;564012400075041?		
Starts With			
		Add Parse Condition	
Save Settings			





5. Add Parsing Data if needed. Parsing data available is to be able to either skip to a pattern and/or skip characters.

WTS Badge Format						
If your WTS badges contain more than	n just an ID, you need to configure WT	S to understand how your badges are forma	atted.			
Badge Type						
Badge Type						
12 Fixed Length	Example Badge :564012400075041? ;56401240007	Add Parse Condition	_	_	_	1
Starts With		O Skip to Pattern				
				ок	Cancel	on i
Save Settings				_		

6. Also if there is a standard ID length that can be added.

	WTS Badge Format			
	If your WTS badges contain more than just an ID, you need to configure WTS to understand how your badges are formatted.			
	Badge Type Enable Retrieve Page			
	Badge Type	Evanula Bartaa		
	12	;564012400075041?		
	Fixed Length	;56401240007 <mark>5041?</mark>		
	Starts With			
				Add Parse Condition
	Save Settings			
7 Selec	t "Save Form	at" to save		
			Save Settings	

8. Update Client database to make sure the database has been updated.





9. Test by signing for a package with the MSR signature pad or by looking up the recipient or signing by swiping with the MSR connected to a handheld.