

Badge/MSR Setup

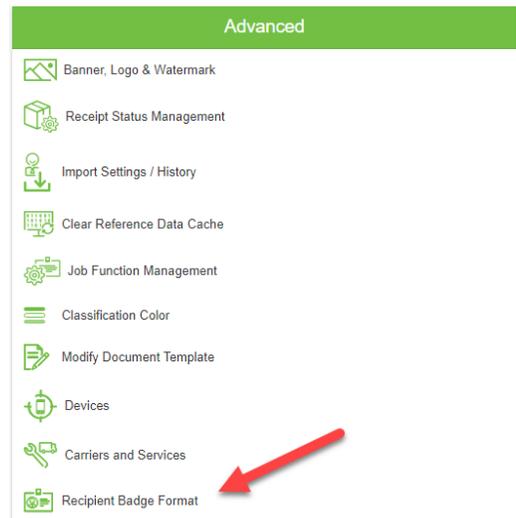
Recipient Badge Format

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.

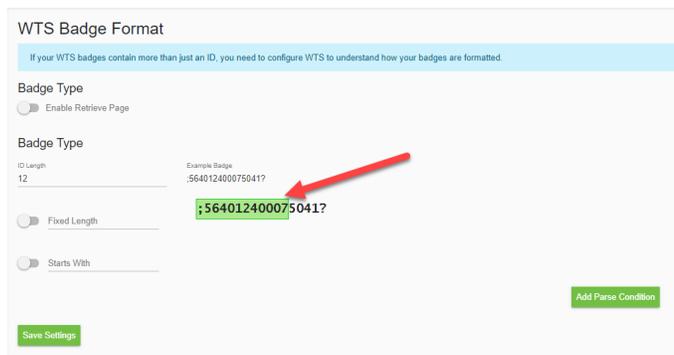
1. Go to Admin



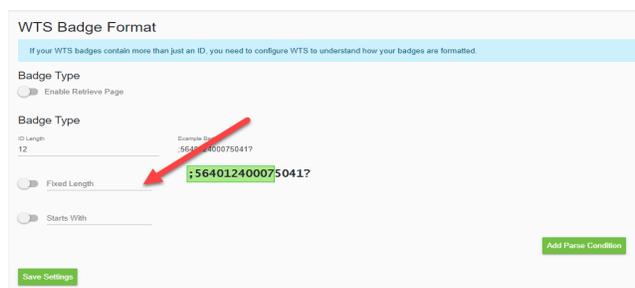
2. Go to "Recipient Badge Format" under Advanced



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

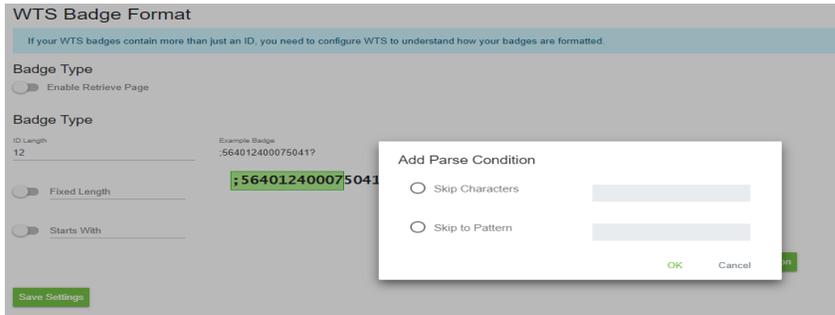


4. Setup the "Badge Type:" If there is a fixed length of characters for the format select the "Fixed Length" box and enter the number of characters. If all badges start with the same thing, select the "Starts With" box and enter the characters that are similar. Neither of these fields are mandatory.

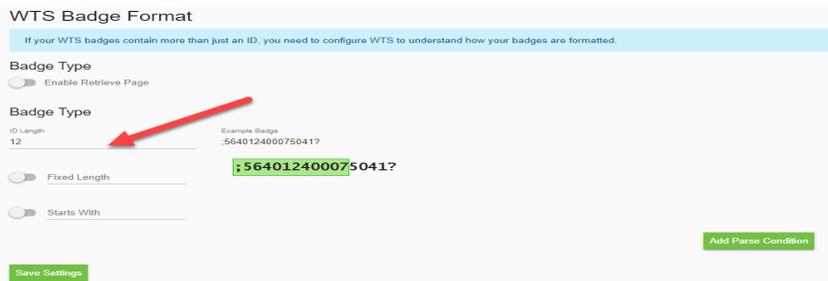




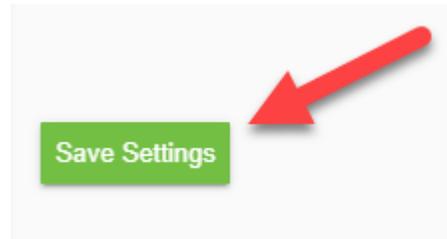
5. Add Parsing Data if needed. Parsing data available is to be able to either skip to a pattern and/or skip characters.



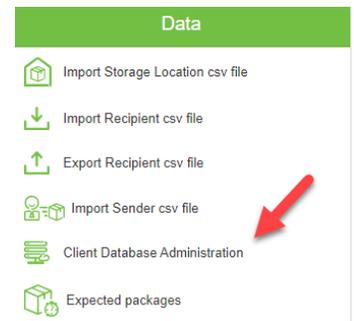
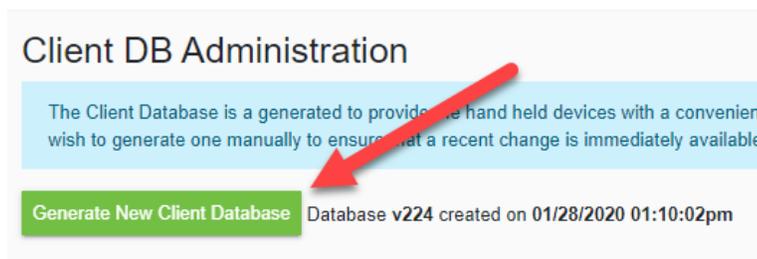
6. Also if there is a standard ID length that can be added.



7. Select "Save Format" to save



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.