



Attendance Verification

Risk Management

Adding NEW iButtons™ to the Elite System

Briefly

Adding a new iButton™ to the Elite System is a simple and straightforward process if you follow some easy steps.

We suggest you write down the serial number & where it is to be installed, then log the button with a wand, import it into Elite Reporter, then use the error batch and wizard to complete the install. It is quite quick.

This way is guaranteed to give you a good result.

In Detail

1. Write the serial number from the iButton™ onto a piece of paper along with the name of the centre and the location at the centre where you are going to install it.
2. Log the button with an XL Data Wand
3. Unload the wand into an Unloader, get the data from the Unloader, Import into Elite Reporter
4. The new button(s) will be “in error” – the serial number is unknown – not recognised.
5. Open the Error batch (Data...Reprocess) option. Select the batch with the new serial numbers in it, select the serial number, and press the “Copy” button
6. Use the Wizard
7. Tell it you want to add a **new** button.
8. Paste the button into the serial number section at the top.
9. Select an existing centre if you are adding this button to a site you have already got buttons at –OR- select new centre **only** if you have never installed there before.
10. If a new Centre.....key in its name on the form then press “save” then close the form.
11. Do the same for location.....select an existing location if you are replacing a button –OR- select new to add the button to a totally new location (key in its name, save, close the form).
12. Select an install date that is before the button was hit (so that the program knows where the button was when it was hit).
13. Save. The Wizard will setup the databases with these new configurations for you.
14. Select the first line of the batch...then press the “re Import” button. This will process the data and since you’ve added the button to the database, it will take it out of the error batch and you can now generate a report on it.

That is all. Next time you import data with this button in it, it will automatically go into the data base.

An import point in all of this is that anything that is “not known” is left in the error batches. You can inspect them, determine button locations, update your data base, re-import the data and generate reports.

Importantly, data is not lost, it is always available and you can fix problems as they arise.