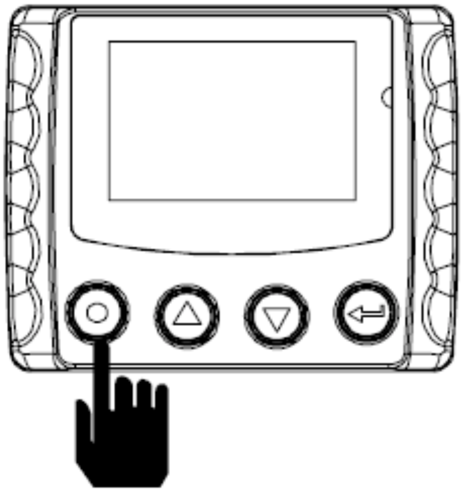
Card Reader Instructions – updated 7/23/2017

The following pages contain instructions on using the Mini600 card readers

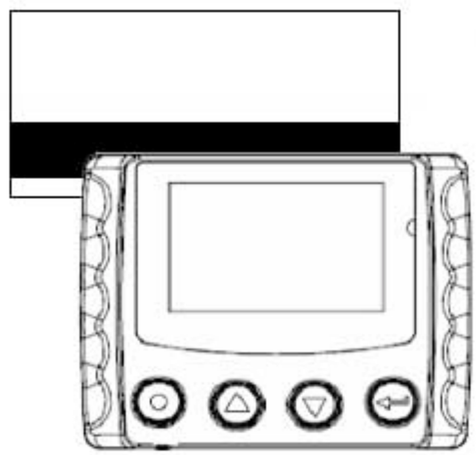
If you have any questions about using the card readers or installing the software, please contact WKU IT Helpdesk at 270-745-7000.

Using the Card Reader



To turn on the card reader, hold the far left button for a few seconds. Once on, the screen will display the time and date. If the date is not correct, see page 6 for instructions on setting the date. **THE DATE MUST BE CORRECT BEFORE SWIPING A CARD.**

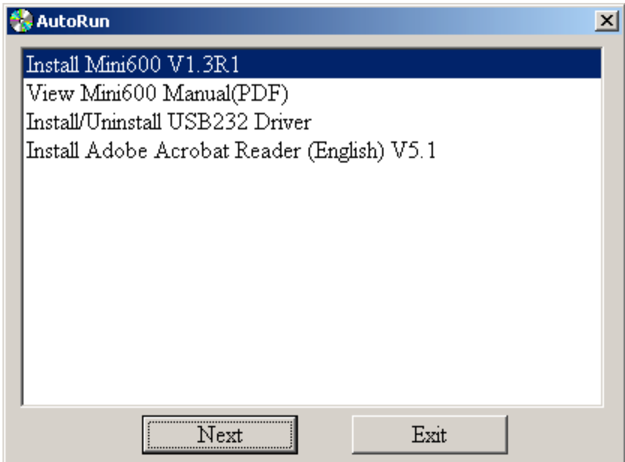
To swipe a card, hold the card with the black magnetic strip down and facing the front of the reader and slide through. Sliding too slow or too fast will result in a “Decode Error”. When the card has been successfully read, the ID number will appear on the screen. You can immediately swipe the next card, or press the left button to clear the screen.



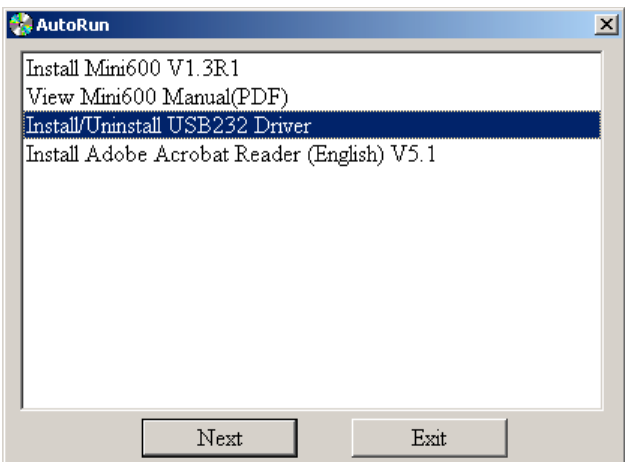
To turn the card reader off, hold the far left button for a few seconds.

Installing Mini600 software

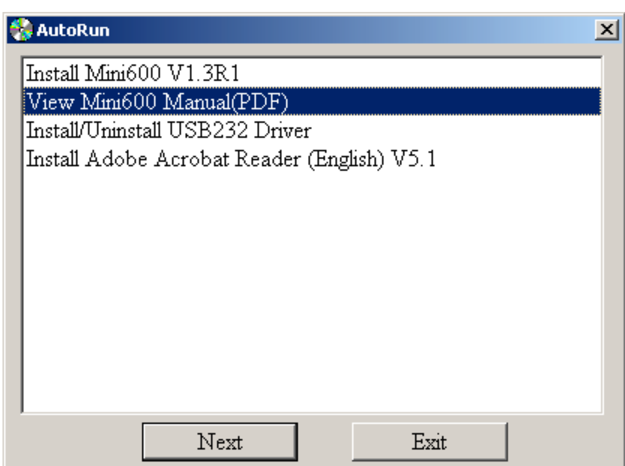
Insert the CD that came with the card reader into your computer. **Do not connect the card reader to your computer before the installation is complete.**



Click on “Install Mini600 V1.3R1” and then “Next” to install the software to download data from the card reader. Follow the prompts to install. You do not need to restart your computer when asked because you will do that after the next install.



Click on “Install/Uninstall USB232 Driver” and then “Next” to install the driver for the card reader. This will allow your computer to recognize the card reader when it is connected to a USB port. **Once this installation is complete, restart your computer.**

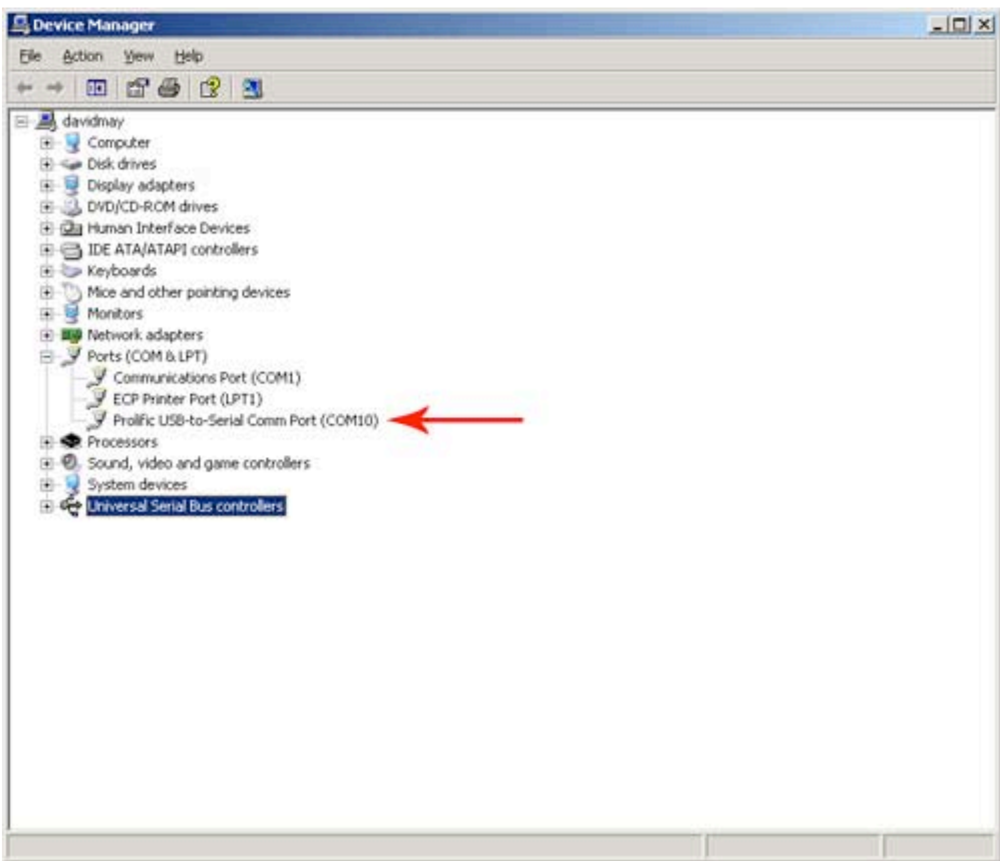


[Optional] Click on “View Mini600 Manual(PDF)” and then “Next” to view the manufacturer’s instruction manual.

Connecting the Card Reader to Your Computer

Connect the card reader to your computer using the USB cable provided. If the reader is not already on, it should turn on automatically. If it does not turn on, try plugging it into another USB port. Before using the Mini600 software, you will need to determine the COM port number you are using by doing the following:

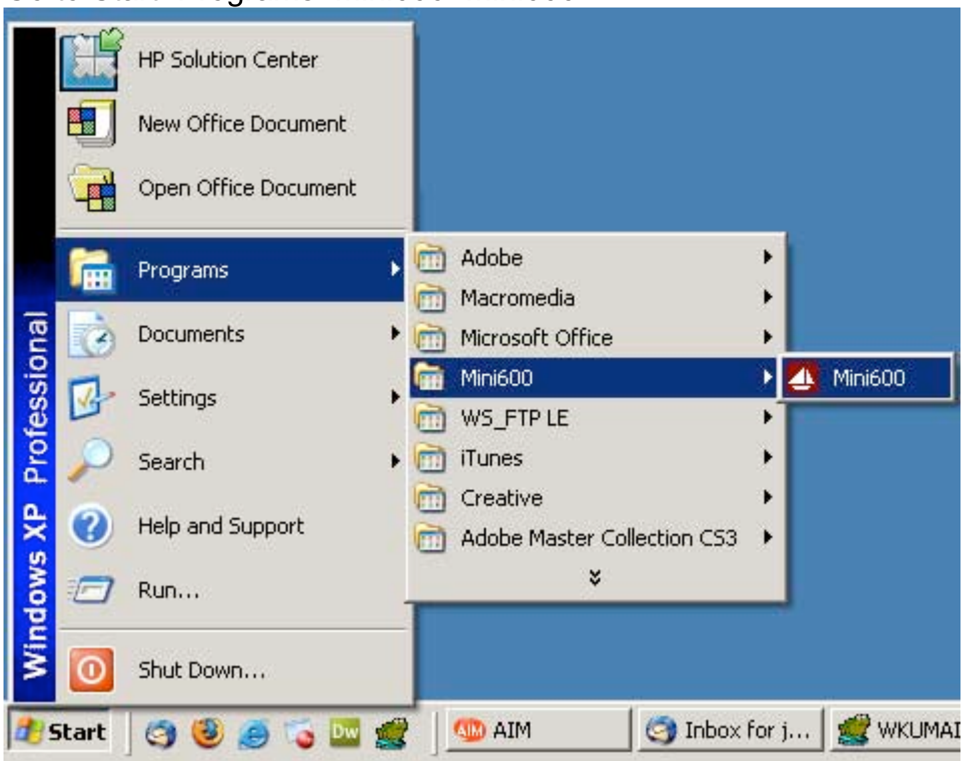
1. Right-click on “My Computer” and select “Properties”
2. In the window that pops up, click on the “Hardware” tab and then the “Device Manager” button.
3. In the Device Manager window, click on the plus sign next to “Ports (COM & LPT)
4. Record the COM number in parenthesis next to “Prolific USB-to-Serial Comm Port”.



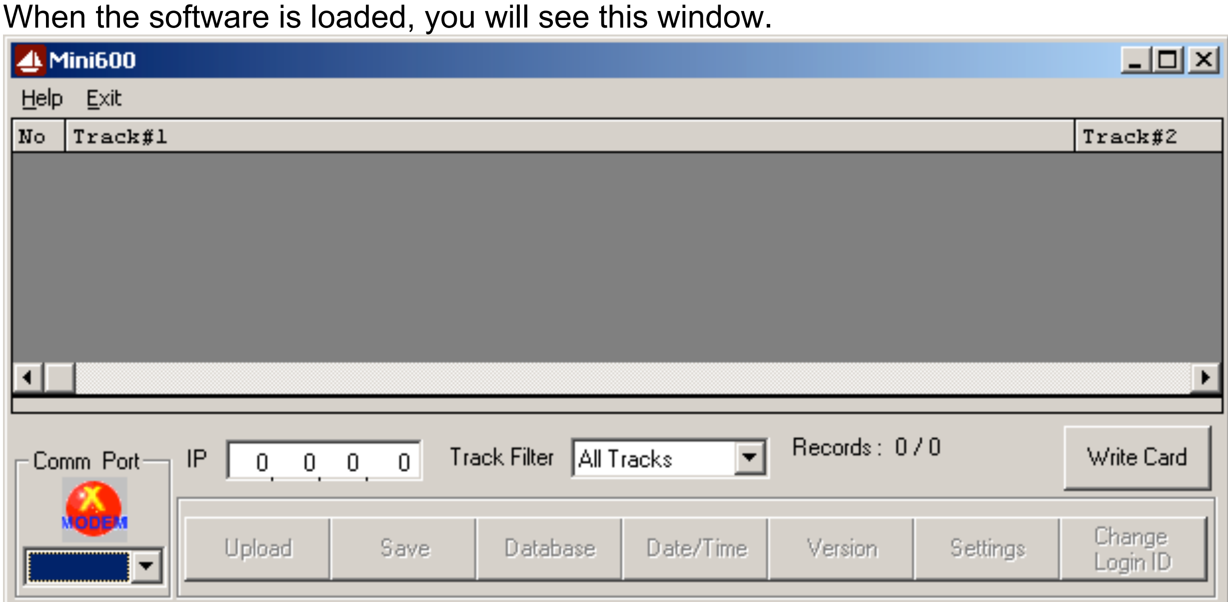
If this port is not listed, try plugging it into another USB Port. You might also try unplugging the device, restarting your computer and then plugging it in again.

Using the Mini600 Software

With the card reader plugged in, you can now start the Mini600 software.
Go to Start>Programs>Mini600>Mini600

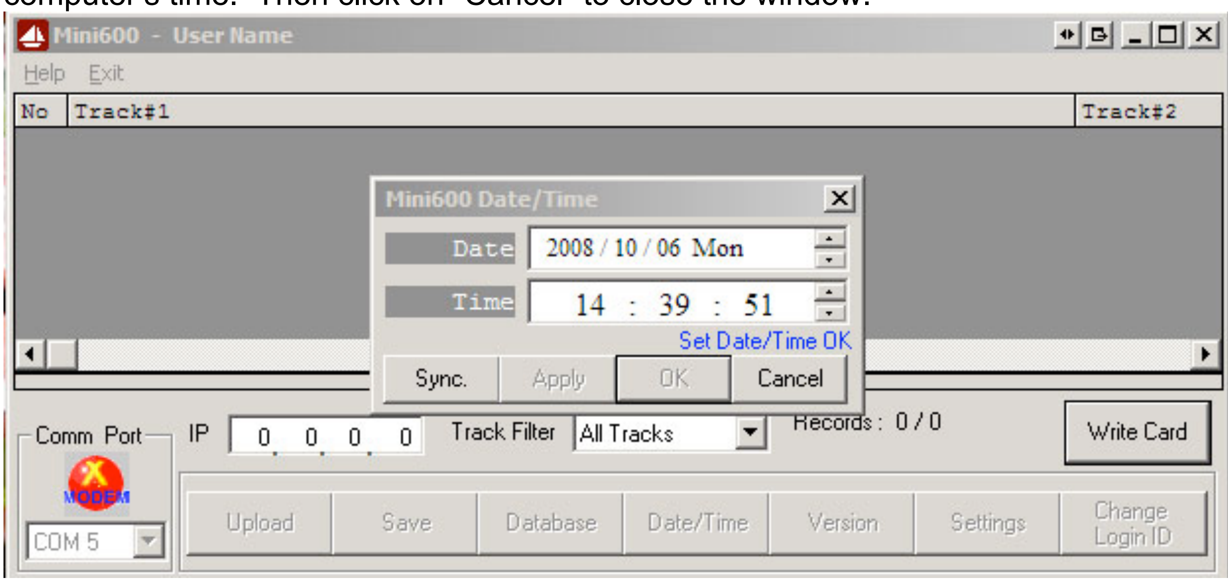


When the software is loaded, you will see this window.

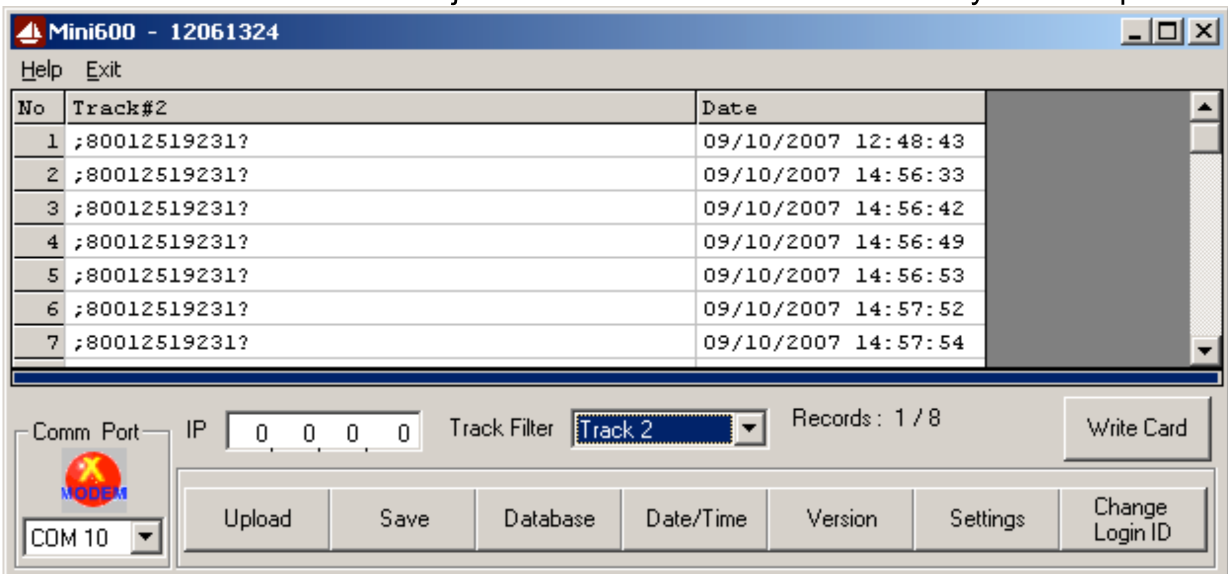


In the bottom left corner, select the COM number you recorded in the previous step. You will be prompted for a Login ID. All card readers have a Login ID of 0000. Enter this number and click on OK.

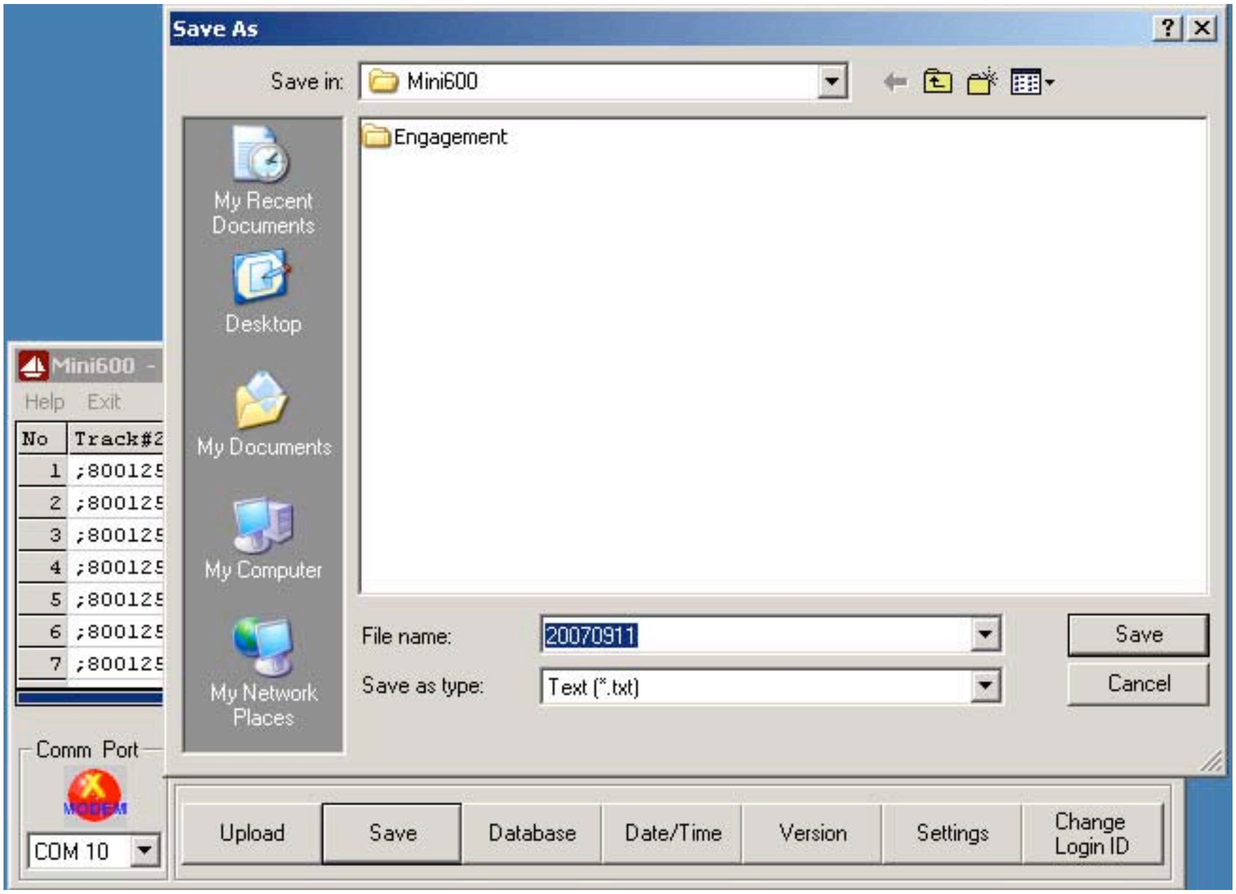
To set the date and time of your card reader, click on the “Date/Time” button. On the window that pops up, click on “Sync.” to set the time according to your computer’s time. Then click on “Cancel” to close the window.



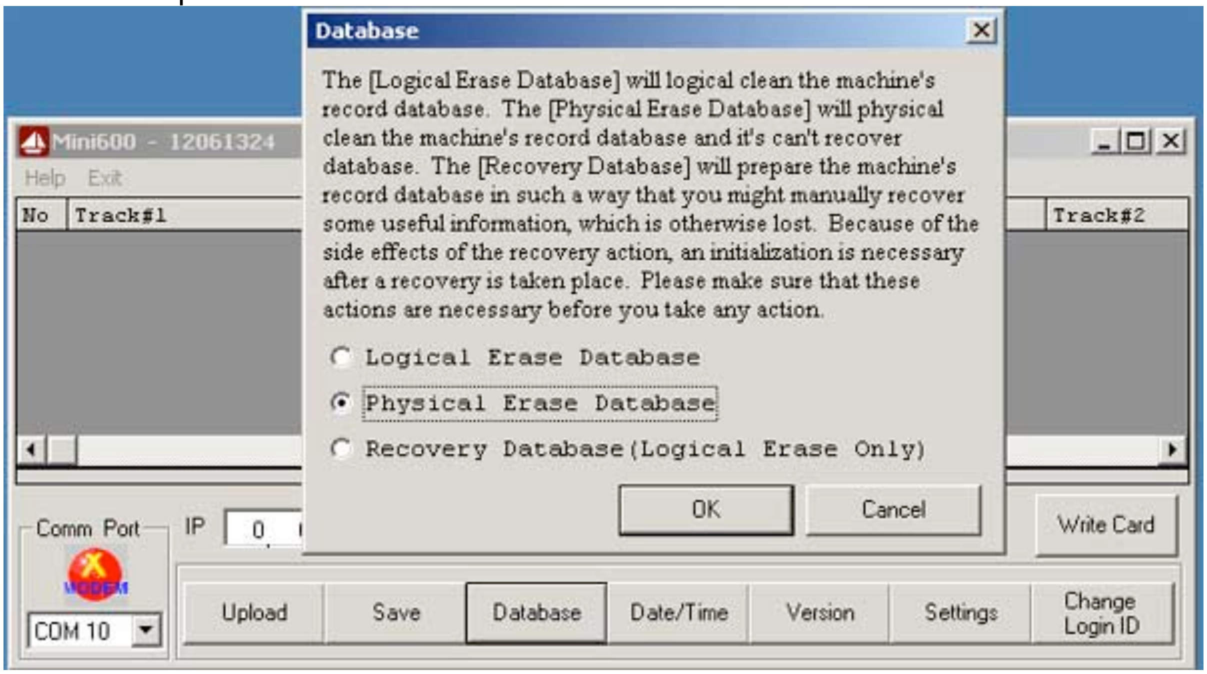
To upload the data from the reader, click on the "Upload" button. Change the Track Filter to "Track 2" to view just the ID numbers and the date they were swiped.



To save the data to a .txt file, click on the “Save” Button. You will be prompted to name the file and choose where to save it. By default, the text file will be saved in C:\Program Files\Mini600, so you will probably want to change the folder it is saved in so it is easier to find.



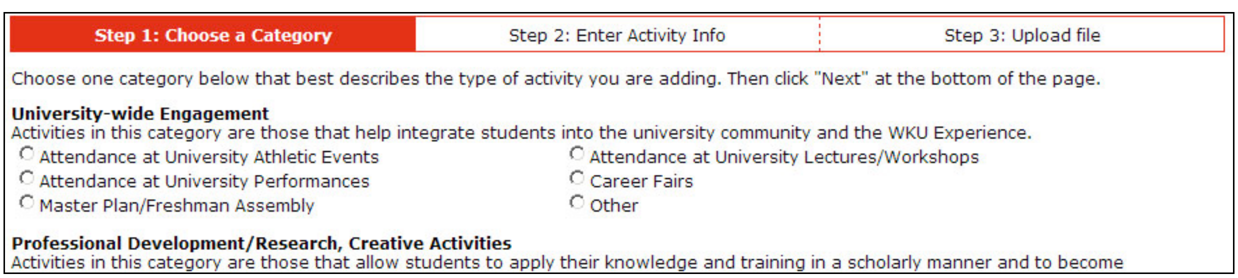
Once you have saved the data to a .txt file, you should remove the data from the card reader. Click on the "Database" button and then select the "Physical Erase Database" option and hit OK.



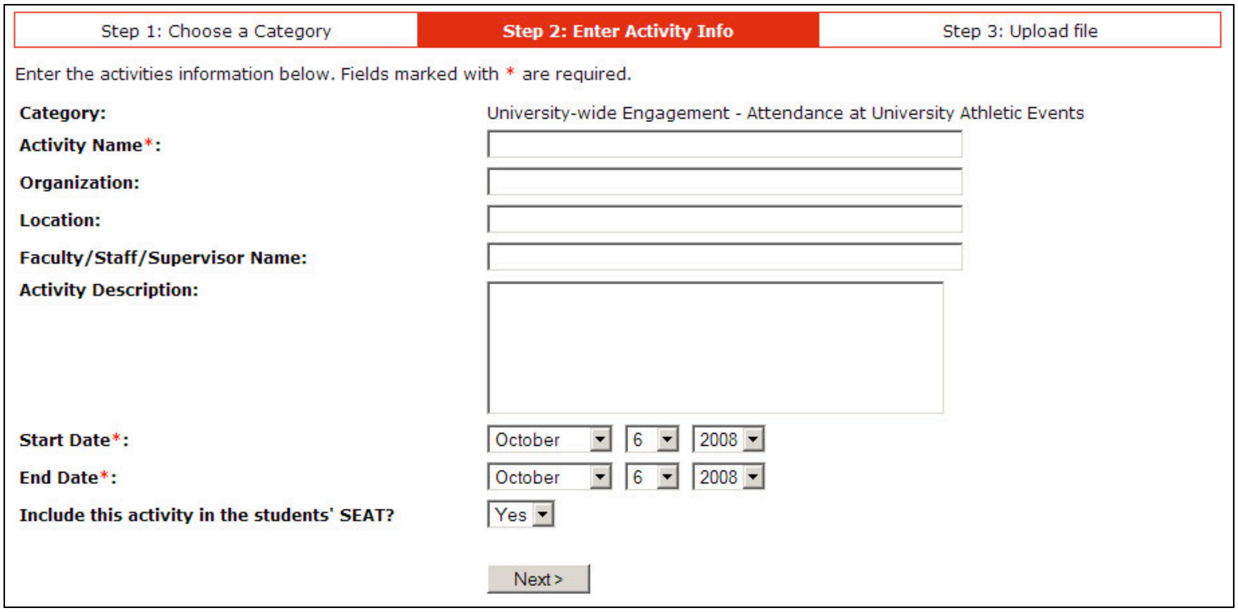
Generating Reports

To generate a report from the .txt file you just saved, you will need to add your activity and upload your file at the following website:
https://intranet.wku.edu/php/prod/qep/add/
This site allows you to enter details about your event, have it added to the SEAT, and get an attendance report containing student names. Access is given to current faculty and staff only, so you will be asked to log in with your email username and password.

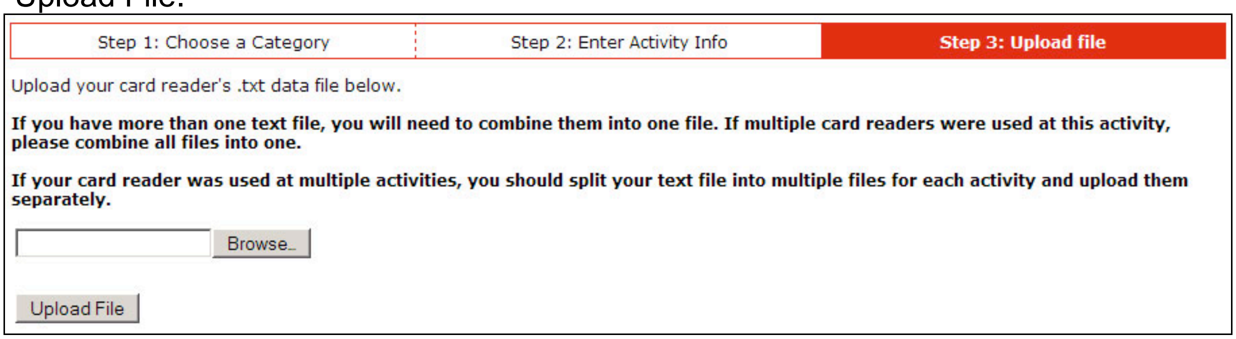
The first step is to choose a category that best describes your activity. The categories listed are all part of the SEAT. After clicking the button next to your chosen category, scroll to the bottom of the page and click on "Next."



The next step is to enter information about your activity such as the name, location, dates, etc. The activity name, start date and end date fields are required. After entering your information, click on “Next.”



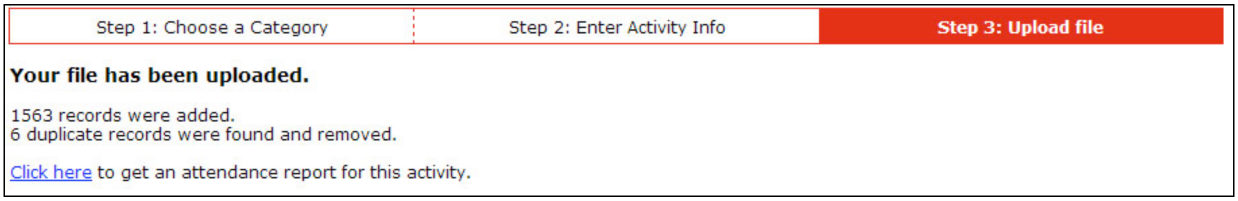
Then, you will upload the .txt file you downloaded from your card reader.
Click on “Browse” to find the .txt file you have saved to your computer. Then click on “Upload File.”



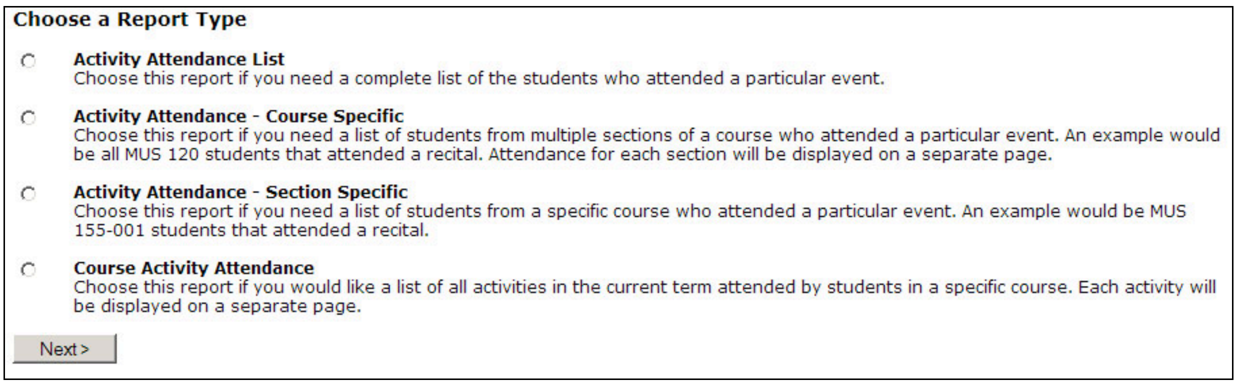
NOTE: If you have multiple files for one activity, copy and paste the data from each file into one .txt file before uploading.

NOTE: If your .txt file contains card swipes from multiple activities, you will need to add each activity separately. Copy and paste the data from each activity (you can use the date and time to determine the event) into separate .txt files and follow the steps above to add each activity.

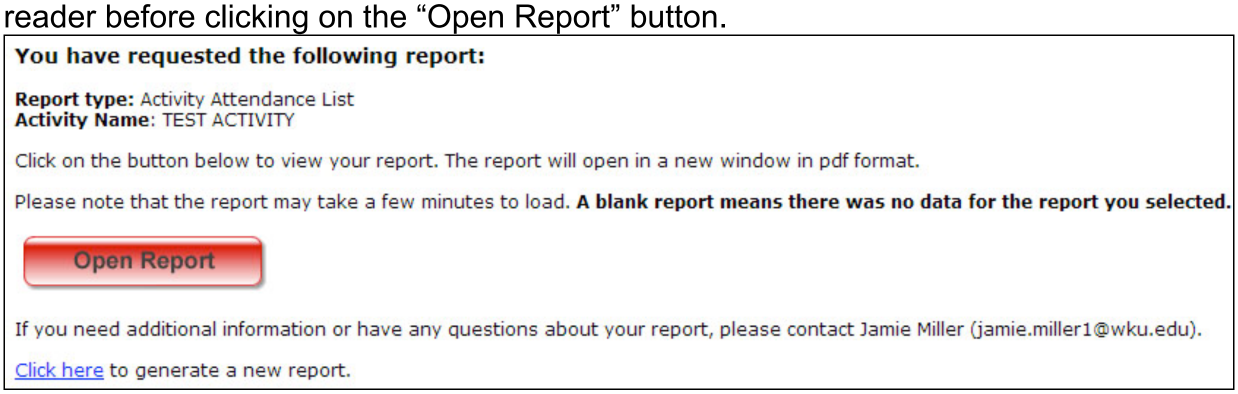
Once the file is uploaded and processed, you will see a message containing the total number of records that were added. You may also be notified of duplicate records or invalid IDs.



Now you are ready to generate attendance reports for this activity. Click on the link to go to the reports section. Here you will be asked to choose the type of report you wish to create. A description is provided for each report type. Choose one and then click on "Next."



On the next page, click on the "Open Report" button to load your report. The report will open in a new window in pdf format. The report may take a few minutes to load for you. If you are having trouble getting the report to open, try opening Adobe Acrobat reader before clicking on the "Open Report" button.



NOTE: A blank report means there was no data for the report and/course you selected.