How-To Guide

SignMeIn

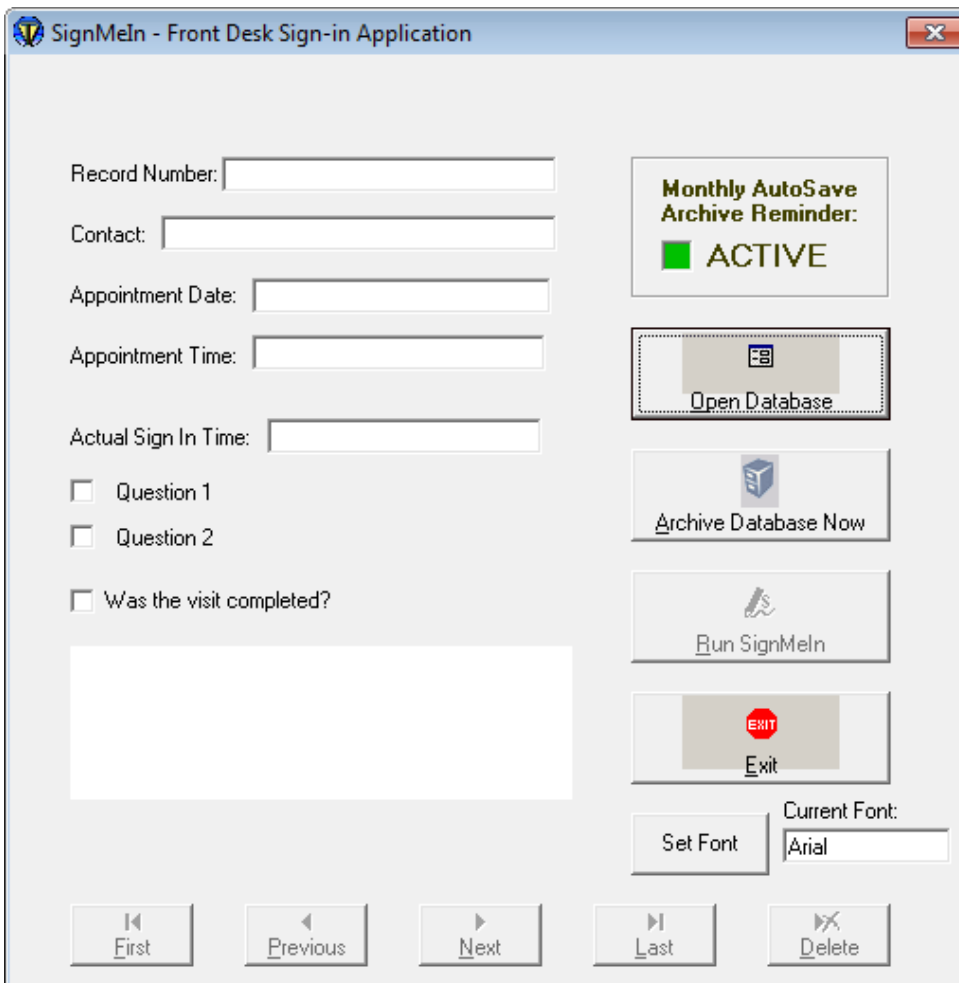# Table of Contents

Overview

SignMeIn is Topaz Systems ActiveX software tool solution for front desk applications. Making use of a simple, easy-to-use graphic interface through a Topaz LCD tablet allows customers, patients, or visitors to easily sign themselves in while simultaneously keeping precise records through the Microsoft Access database program. In its native form, SignMeIn gives organizations all the functionality required in a front desk/sign-in application, but still allows for individual companies to develop and customize the software to fit their individual needs.

SignMeIn has three hardware/software requirements in order to run:

1. Requires SigPlus ActiveX installation
2. Requires Microsoft Access 97, 2000, or XP
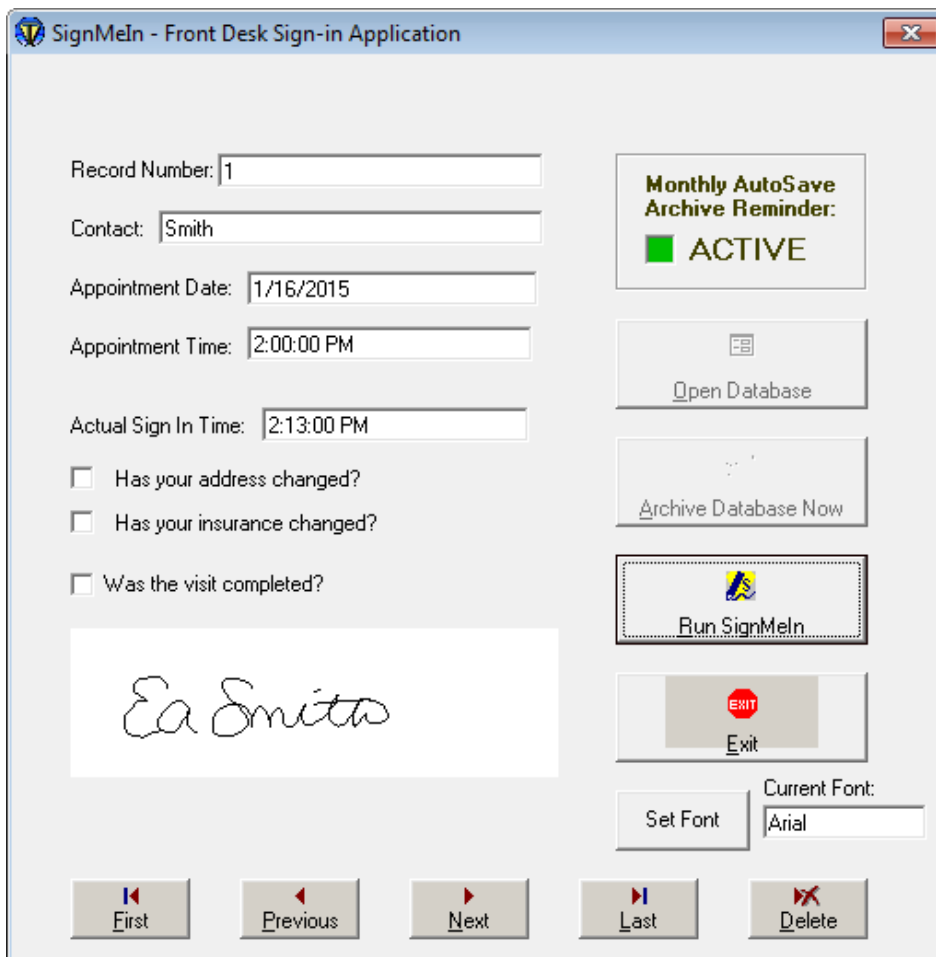3. For use with T-L(BK)462 (SignatureGem LCD 1x5) or T-L(BK)460 (SigLite LCD 1x5)

Using SignMeIn

This is the initial Administrative screen of SignMeIn. As the banner across the top says, to start SignMeIn, the user must first choose "Open Database", then "Run SignMeIn".

After opening the database and running SignMeIn, the last record number will be visible in the "Administrator" window. At this time, the Visitor interface will be active on the Topaz LCD tablet. Now, a customer, patient, or visitor can come and sign themselves in by following the steps on the LCD. The administrator can exit if needed by choosing "Exit" without any changes being made to the existing database.
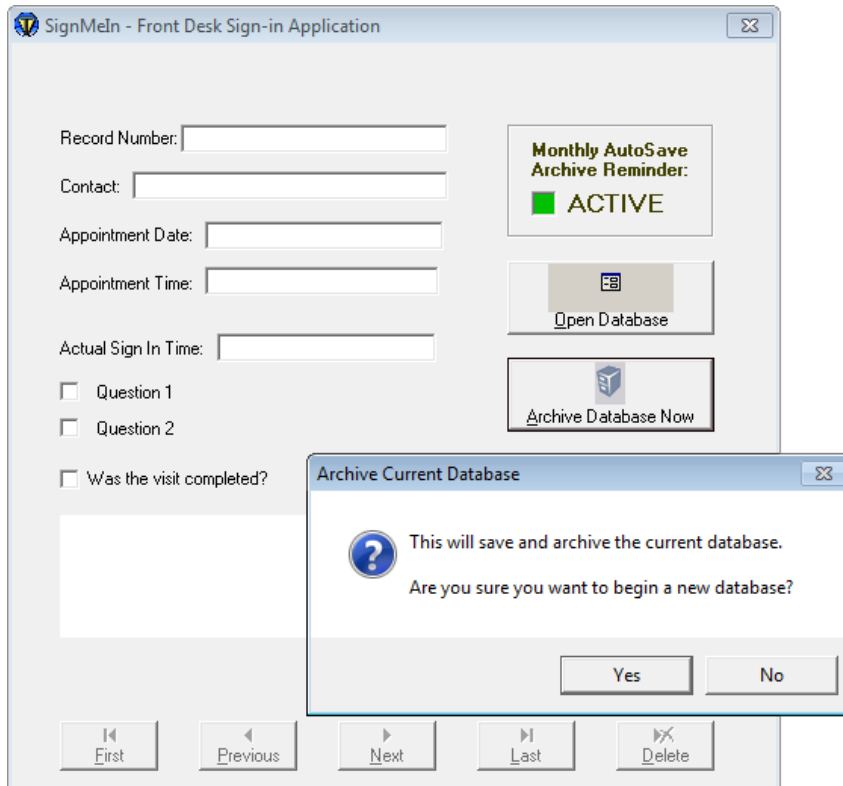
Also, at this point the Administrator can look at the entire contents of the database by using the navigation buttons located at the bottom of the window. Clicking "First" will take the user back to the first record of the database. Clicking "Previous" will bring up the previous record. Clicking "Next" will go to the next record. Clicking "Last" will take the user to the last record in the database. If, for some reason, there is a need to delete a record, the "Delete" button will remove the record. When a record is removed, SignMeIn will still retain all the original Record Numbers; for instance, if you have 7 records and you delete record 6, record 7 would not be renumbered to be record 6.

In the upper right corner is the Monthly AutoSave Archive Reminder. If the box is green and reads "ACTIVE", then at the first calendar day of a new month, when run it will prompt the user to archive the database; if this feature is inactive, the box will appear red and read "INACTIVE", thus not prompting a reminder. This setting can be changed in the SignMeIn.INI file (found in the Windows directory) by making "AutoSave=False" then saving the file.

Archiving the Database

When archiving the database, you will also be starting a new one; after archiving the current database, no additional records can be added to that database. After choosing "Yes" to archive ("No" returns you to the current database with no changes being made), another window will be opened, giving the user the option of naming the file.

Simply enter the name desired, and the database will be archived as a MDB file (i.e. Sample.mdb). Once a database has been archived, it can no longer be altered or viewed within the SignMeIn application.

To view archived databases in an easy, organized, and customizable format, the user can use SignMeInReport, included with the SignMeIn download. See the SignMeInReport guide at: **www.topazsystems.com/software/download/signmeinreporthowto.pdf**.

SignMeIn User Interface

Making use of Topaz LCD tablets allows SignMeIn to offer an easy-to-follow and complete user interface that takes a customer, patient, or visitor through the sign-in procedures. During installation and setup, many of the questions and details of the user interface, such as organization name, contact names, questions, and screen titles, can be customized. Regardless, there are still only five user interactive screens. Below are the default screens, what they entail, and how the user can use them.
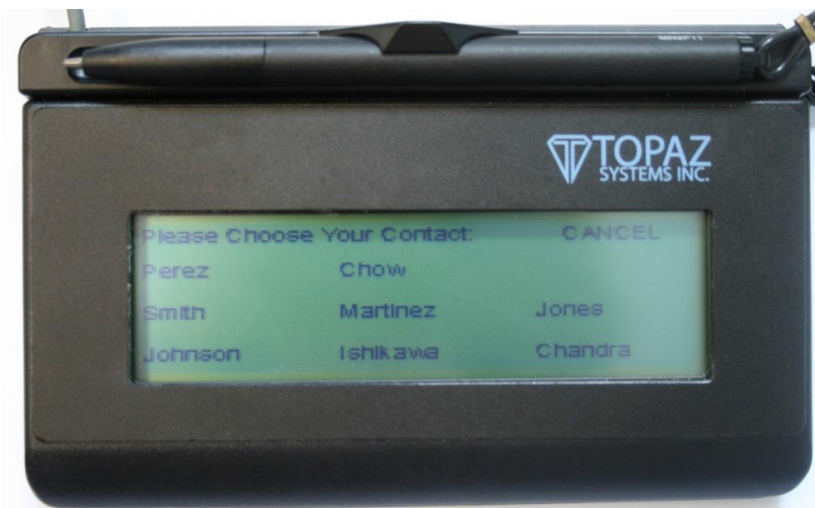
1. **Intro Screen**
   The Topaz Systems, Inc. graphic is set as default but can be removed/changed as necessary. The user will use the Topaz pen to click the "Click Here To Begin" line.

2. **Screen 2**
   Here, the customer, patient, or visitor can choose the "Contact" with which they have an appointment. The visitor will use the Topaz pen to click on the name of whom they are seeing. Pressing "Cancel" will end the admission event.
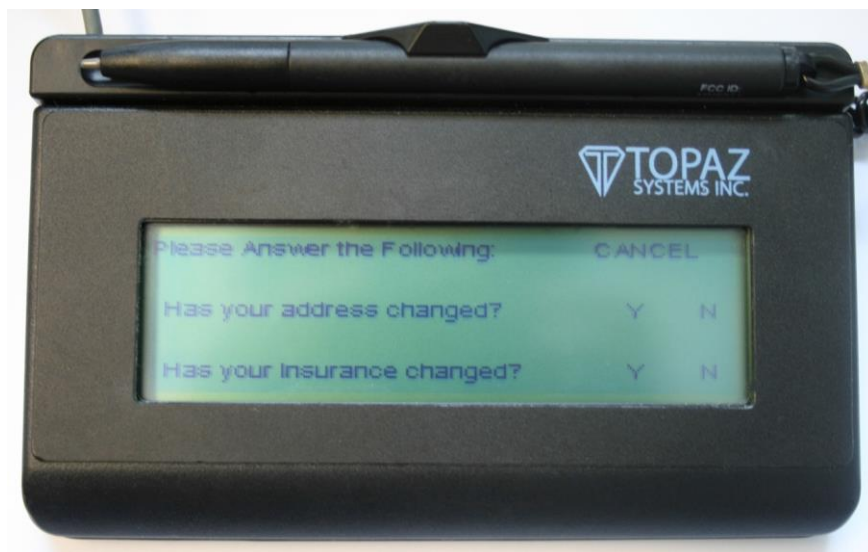
3. **Screen 3**

   Here, the customer, patient, or visitor chooses what time they have an appointment. The times are listed in fifteen minute increments based on the computer clock. They include times before the current time (for those who run late) and up to an hour after the current time (for those who are early). Choosing "Cancel" will end the signing instance.

4. **Screen 4**

   Here are pertinent questions that need to be asked. The default setting asks about changes in address and insurance. These questions can be changed during installation and setup or later by changing the SignMeIn.INI file (see the section below called "The SignMeIn.INI File). They are yes/no questions and will show up on the administrator window as checked if the answer is yes and will remain blank if the answer is no. "Cancel" will end the signing instance.

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5. **Screen 5**

This screen is where the visitor will sign and enter the information into the database by choosing "Done". If the visitor clicks "Done" without a signature, an error message will appear that says "Please Sign First" in the signature window. If "Cancel" is clicked, then the signing instance will end. If the visitor is unhappy with their signature, they can choose "Clear", which will clear the signature window and allow for another signature while maintaining the information from the previous screens.
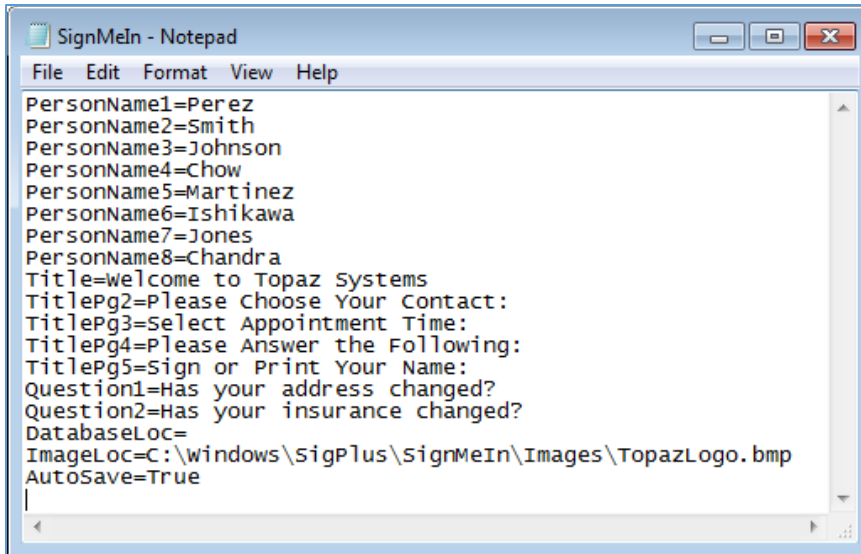

6. **Screen 6**
Thank you!

The SignMeIn.INI File

The SignMeIn.INI file is the configuration file that sets many of the customizable features in the SignMeIn interface. The SignMeIn.INI file is found in the Windows directory, and when opened, it will open in Notepad. Any changes made will need to be saved; any time that changes are made, the SignMeIn program will need to be closed and reopened to enact the changes.

1. *PersonName* - These values are for the contacts that will appear on the Topaz LCD Tablet as well as in SignMeInReport.
2. *Title* - This is the title of the first and last screens that will appear on the LCD.
3. *TitlePg2* - This is the title for the second screen where contacts are chosen.
4. *TitlePg3* - This is the title for the third screen where appointment time is chosen.
5. *TitlePg4* - This is the title for the fourth screen where pertinent questions are asked such as address or insurance change.
6. *TitlePg5* - This is the title for the screen where the customer, patient, or visitor inputs their signature and finishes the sign in process.
7. *Question1* - This is the first question that appears in the fourth screen and is answered with either a yes or no.
8. *Question2* - This is the second question that appears in the fourth screen and is answered with either a yes or no.
9. *DatabaseLoc* - This allows the user to pass a path to a custom database location for the MDB database used to store the data.
10. *ImageLoc* - This is the path where the graphic that appears in the first and last screen is found.
11. *AutoSave* - This is the setting that is used to activate or deactivate the monthly archive reminder, true being active-false being inactive.