



How-To Guide

SignMeInReport

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Overview

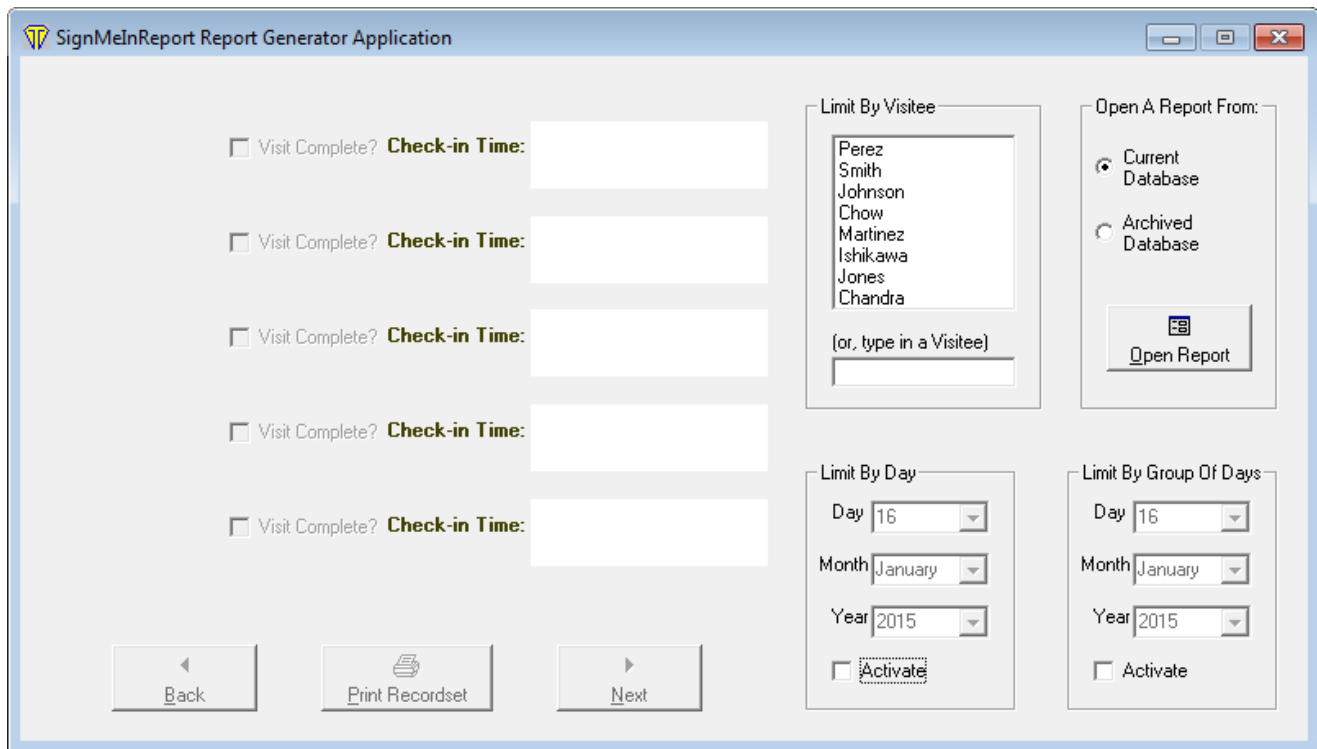
SignMeInReport is a Topaz Systems ActiveX software tool solution that gives front desk administrators easy to use tools for viewing and organizing admission records captured with the SignMeIn ActiveX control. In its native form, SignMeInReport gives organizations all the functionality required in a front desk/sign-in report generator application, but still allows for individual companies to develop and customize the software to fit their individual needs.

SignMeInReport 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)

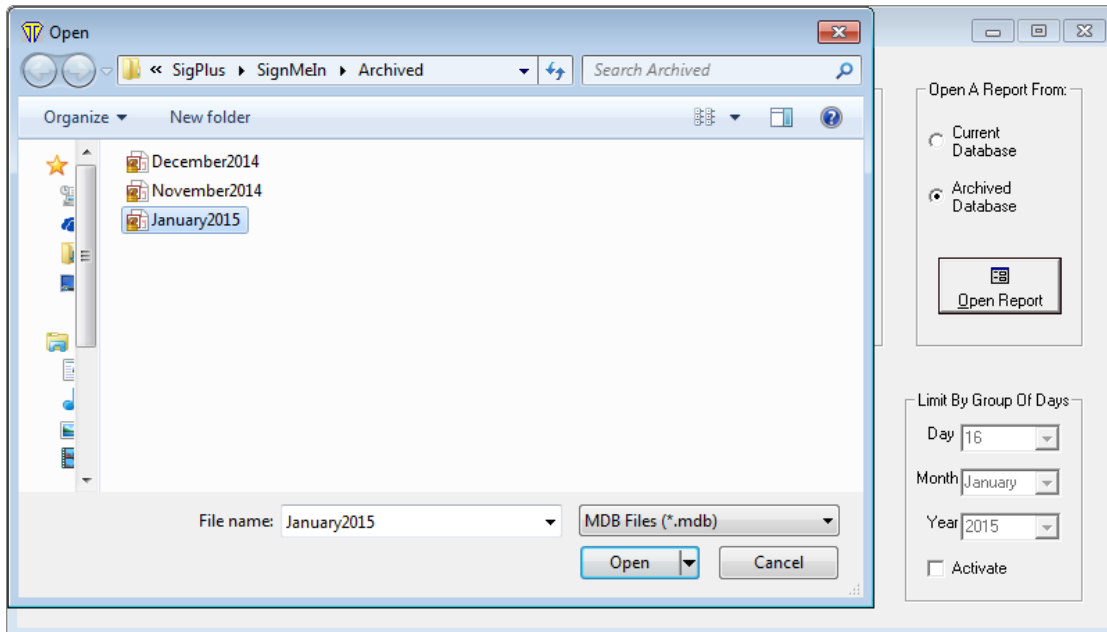
Using SignMeInReport

Below is the initial window of the “SignMeInReport Report Generator Application”. Within this window, there are many options to help organize and display the information captured through the SignMeIn application. The left half of this window is where records are displayed. The right side of the window contains four different options for opening and organizing the information displayed.

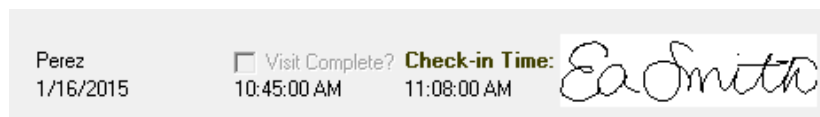


1. Open A Report From

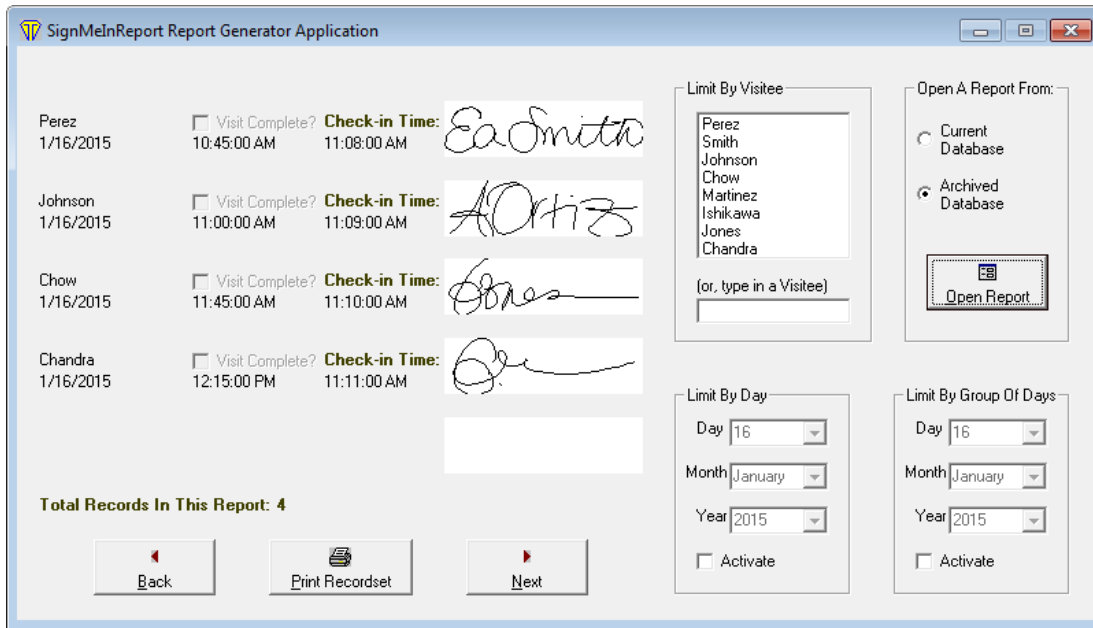
Here the administrator can choose whether to view the current database being used by SignMeIn or to open an archived database. Choosing “Current Database” and clicking the “Open Report” button will open all the current records. Choosing “Archived Database” and then clicking on the “Open Report” button will open a window to choose databases that have been archived. Anytime the Administrator wants to change what database is being viewed, they simply have to reset any parameters (such as Visitee or day) and click “Open Report”. This also is the way to research the currently open database with different search criteria. Each time the “Open Report” button is clicked, the chosen database (archived or current) will be reloaded.



After choosing which database to open (or simply opening the current database), the displayed records will appear.



The records are displayed in four columns. Starting at the left is the contact and date of visit. The next column includes the appointment time, and whether or not the appointment was completed (this is denoted in the SignMeIn application before archiving). Next is the check-in time, and lastly is the signature. Once the database is open and the records are being displayed, there are navigation buttons that become active. These buttons are found below the record displays and allow for easy navigation through the report. “Back” takes the administrator to the previous five records, and “Next” displays the next five records. The “Print Recordset” button will print the entire open recordset.



2. Limit by Visitee

Here, the administrator can limit what records are returned based on what visitee or contact was chosen. Highlighting “Perez”, for instance, would only return records of individuals who were signing in to see “Perez”.

3. Limit by Day

Here, the administrator can limit the search by record date. By choosing one day, the reports will be limited to only that day.

4. Limit By Group Of Days

Here, the administrator can limit the search by a range of days. By choosing one day, the reports will be limited to only that day. By choosing to activate both these options, the administrator can choose to look at the records from a few days, an entire week, or more. If the administrator has chosen a criterion of data that is not available in the current database, an error message will be triggered.

Clicking “OK” will return the user to the “SignMeInReport Report Generator Application” window to refine their search criteria and try again. The SignMeInReport application allows for viewing of a database, but no changes to either archived databases or current databases can be made from this application.

NOTE: In SignMeIn, visitors, patients, or customers are asked two yes/no questions during the sign-in procedure. The responses to these questions cannot be displayed through the SignMeInReport. If necessary, these responses can be viewed by opening the database file through the required Microsoft Access program.