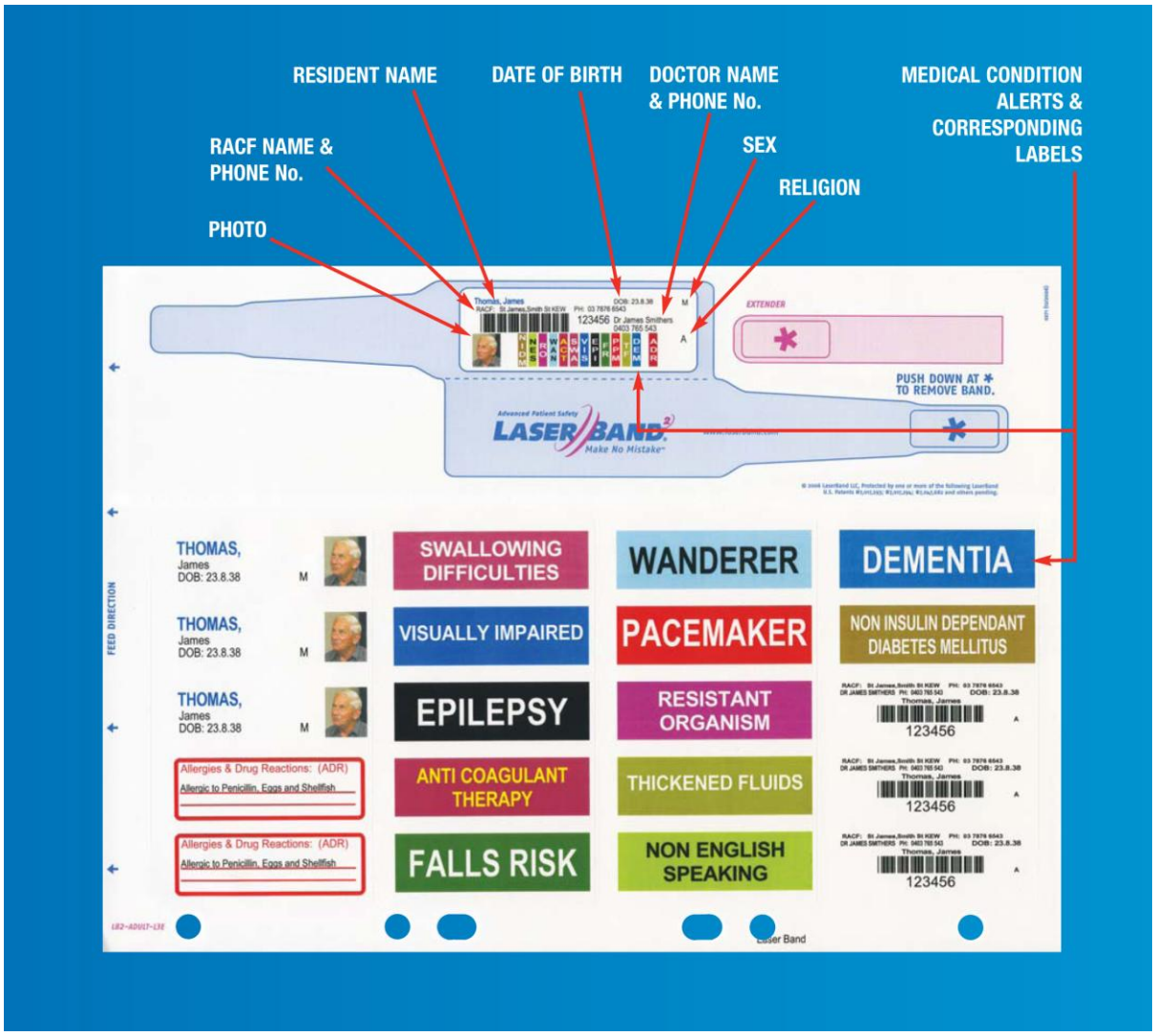
PROCEDURE FOR PRINTING LASER BAND IDENTIFICATION

FOR AGED CARE RESIDENTS



Compact Business Systems Pty Ltd

Po Box 368

Sumner Park QLD 4074

1800 777 508

sales@compact.com.au

This document describes the three elements of the Laser band Identification Band for Aged Care Residents using the Labels Anywhere Program.

The three sections are:

1. Production of a Data Base containing Residents Information with Microsoft Excel.

2. Creation of a file of Resident's Photographs in a format that will allow them to be automatically imported into the identification system.

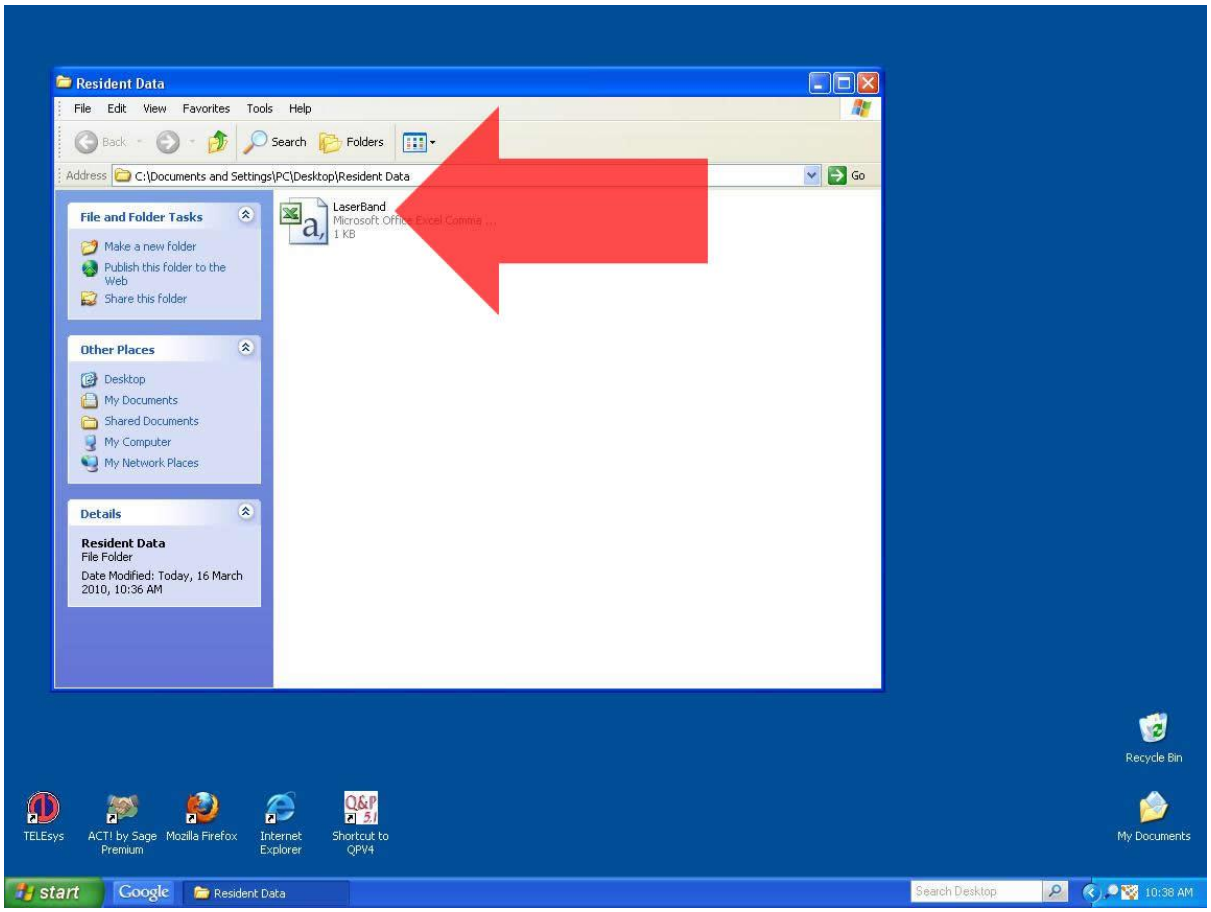
3. Procedure for producing Laser Band Identification bands for the Aged Care Residents

1. Production of a Database Containing Residents Information

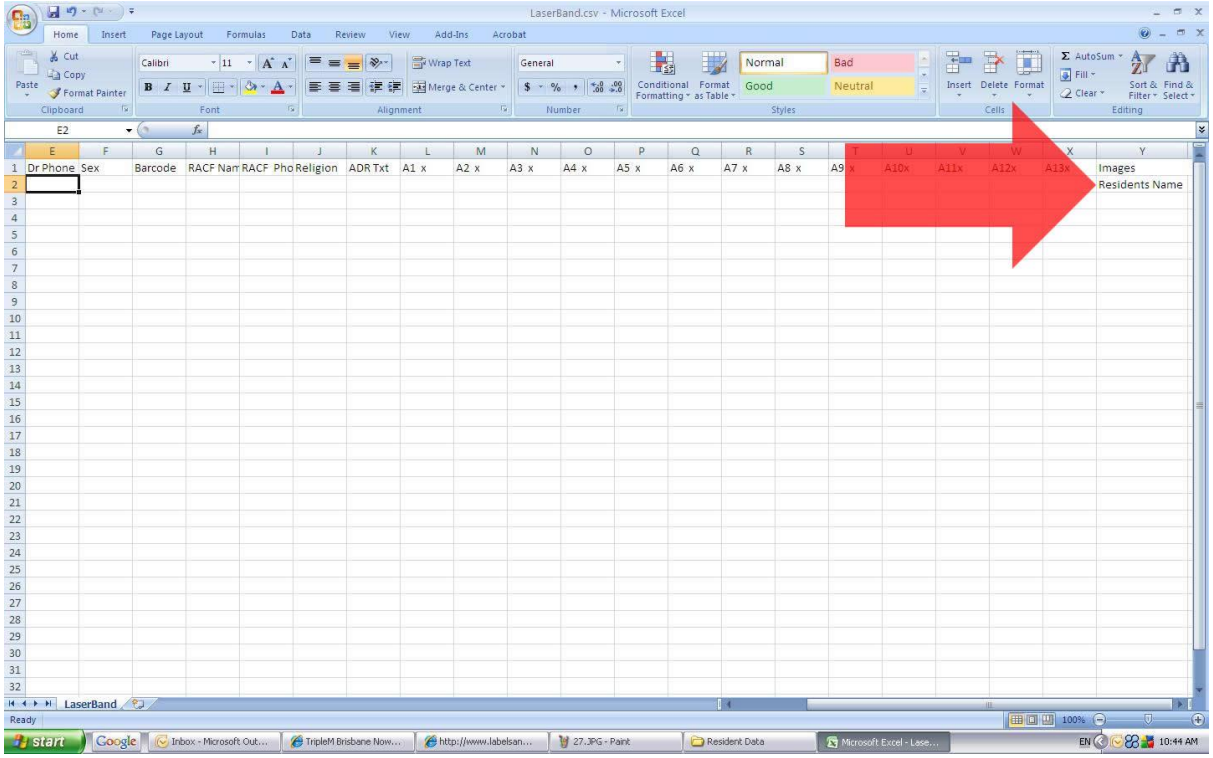
You will need to create a Database of Residents Information using Microsoft Excel.

A template of Data Base fields will be provided by Compact.

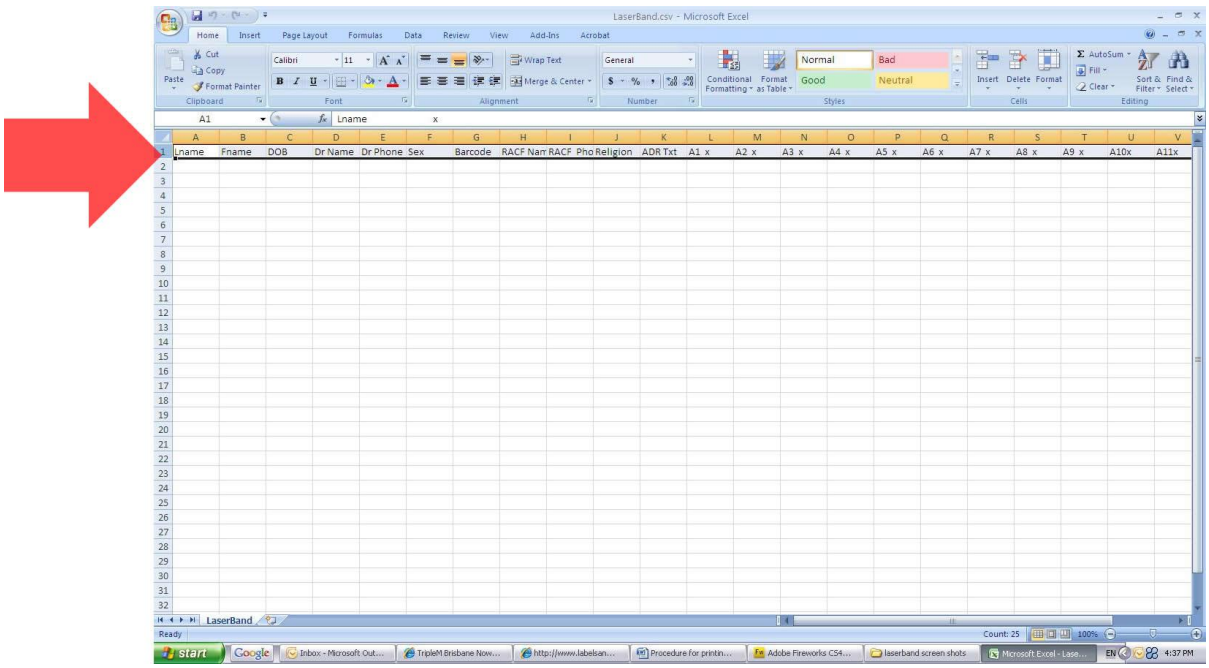
If possible create a new folder on the Desktop and name it “Residents Data” for the storage of supplied spreadsheet.



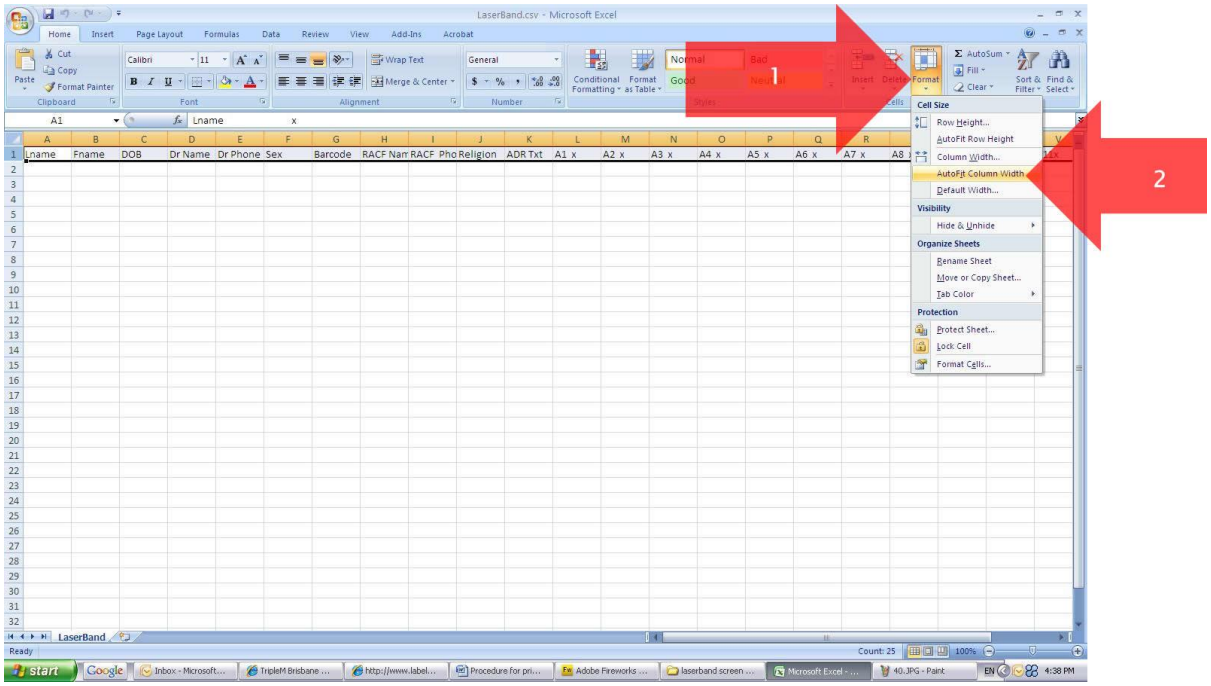
In the Image field on the Laser Band spreadsheet the file name must match the file name for the Residents Photo - it is suggested using the Resident's Name for the file.



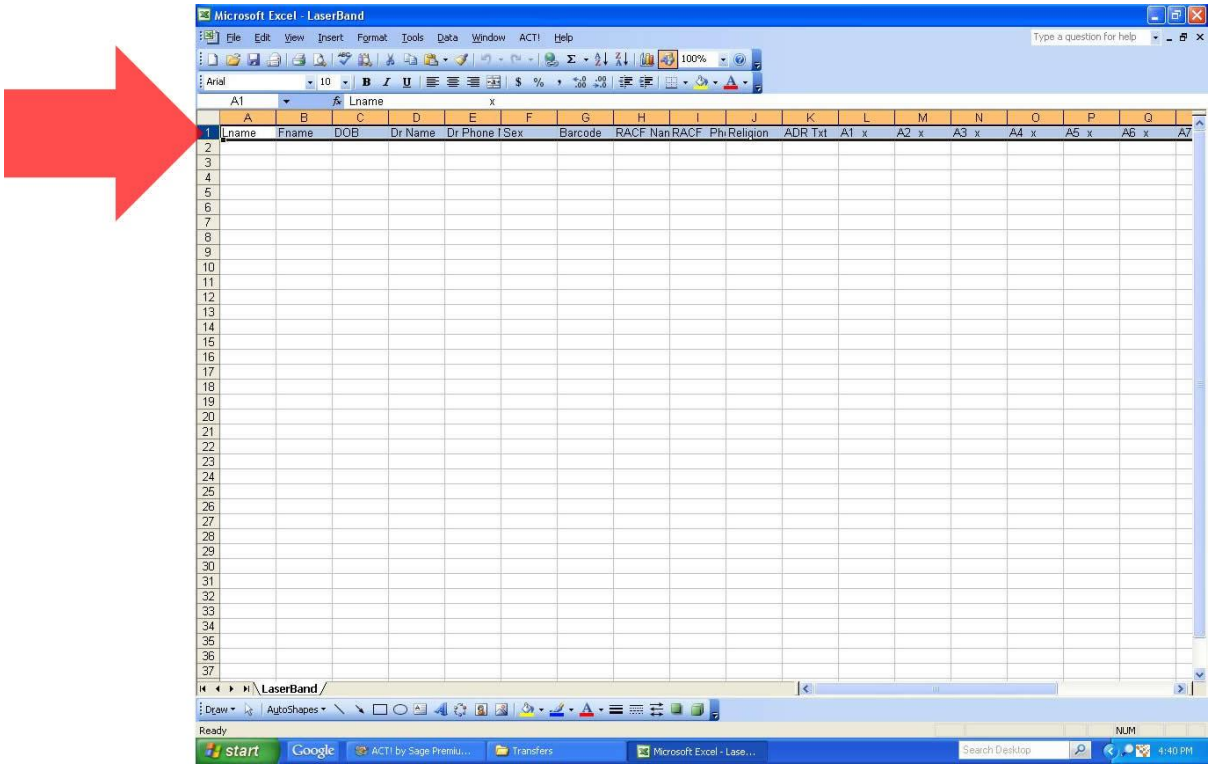
To expand the columns to see MAX CHARACTER LENGTH in Excel 2007 click and highlight the first row containing the field names by clicking on the 1



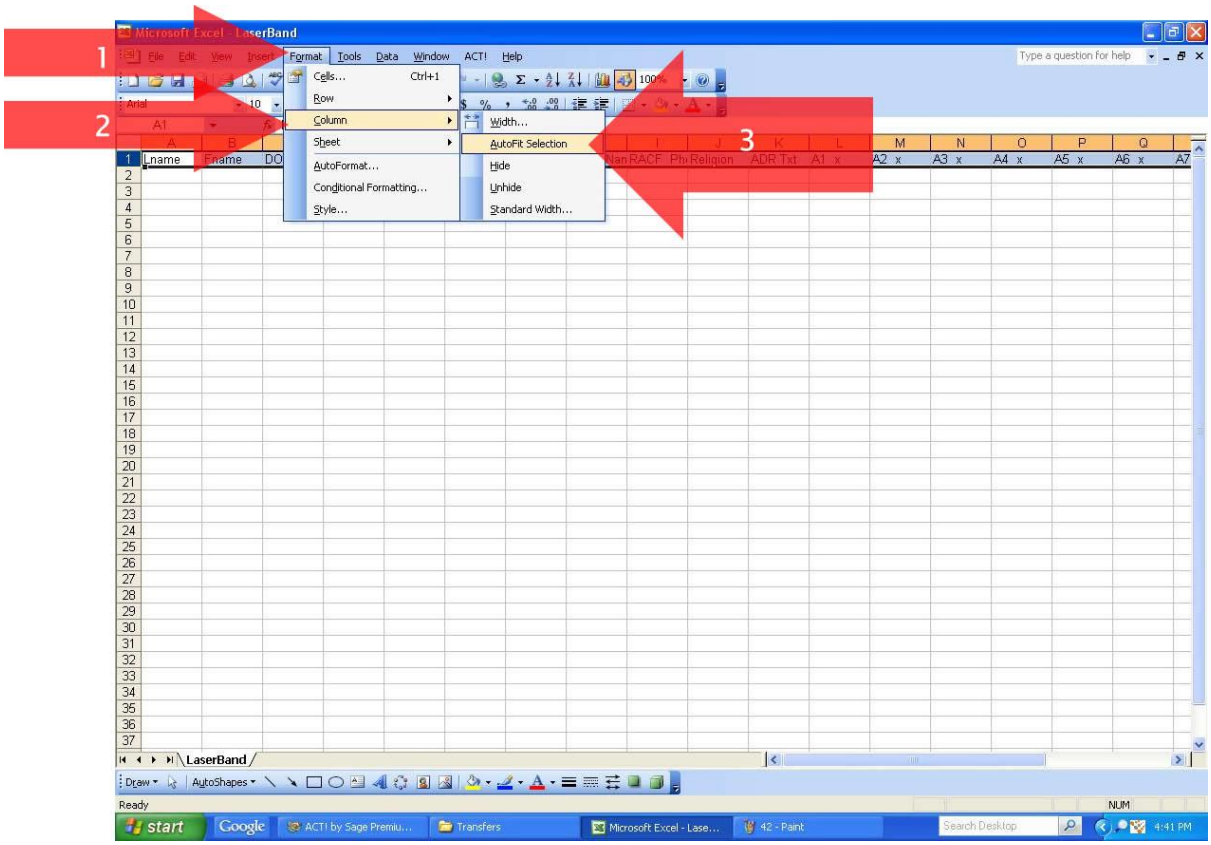
Click on FORMAT (1) then click AUTOFIT COLUMN WIDTH (2) and the field name columns will expand with an X at the end of them that marks the MAX CHARACTER WIDTH



To do the same in Excel 2003 highlight the first row containing the field names by clicking on the 1



Click on (1) FORMAT (2) COLUMN (3) AUTOFIT SELECTION



2. Create a file with Resident's Photographs in a format that will allow them to be automatically imported into the Laser Band Identification System.

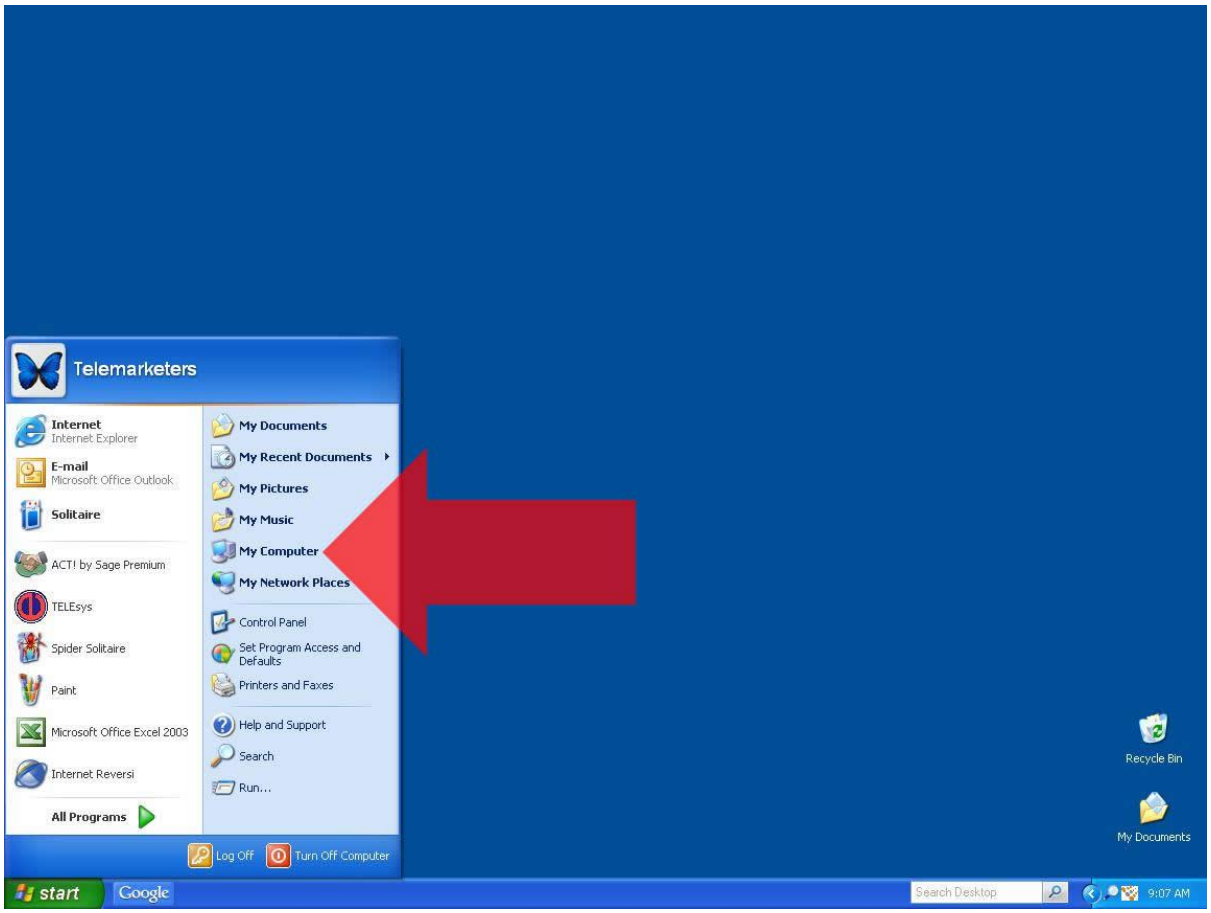
A photograph of each Resident is included on the Identification Band and associated labels.

The photographs will reside in a folder on your computer.

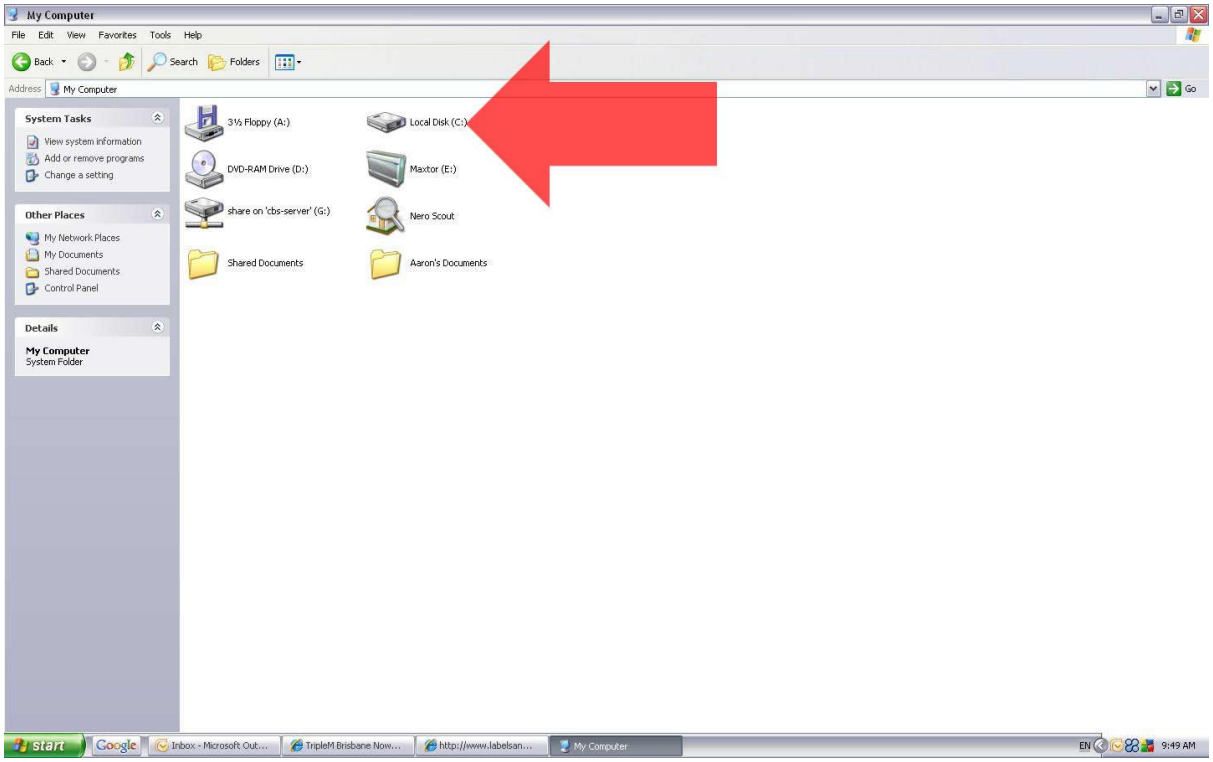
This folder must be located in the C: Drive in the MY COMPUTER folder.

Click on START

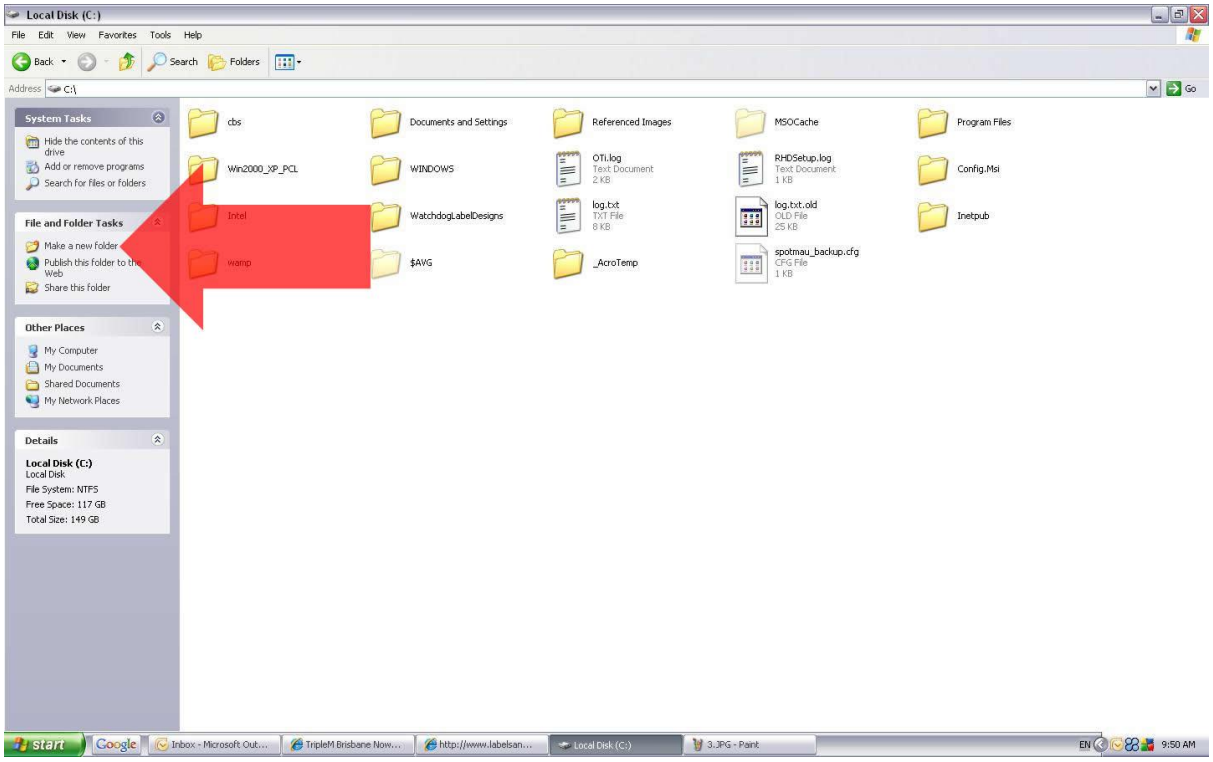
Click on MY COMPUTER



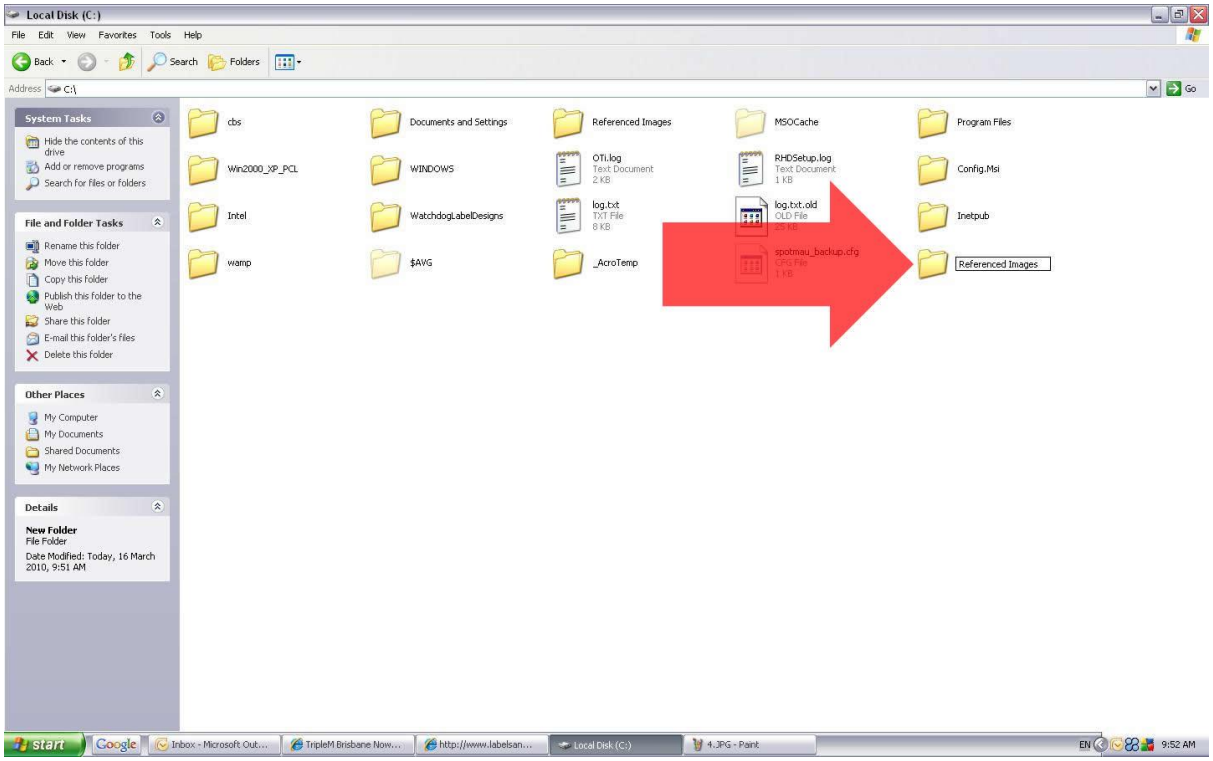
Click on LOCAL DISK (C:)



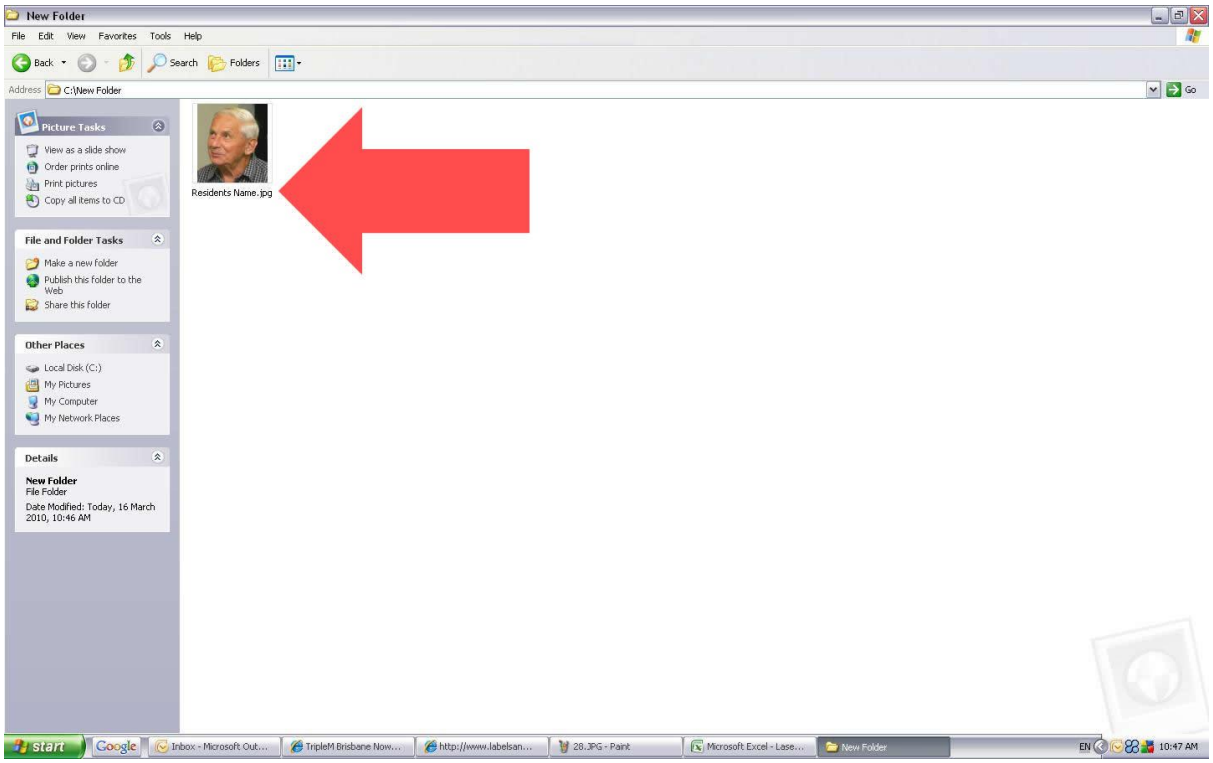
Click on MAKE A NEW FOLDER



Name the folder “Referenced Images”



In the Referenced Image Folder the names of the Images must match the names on the spreadsheet - it is suggested using the Resident's Name.



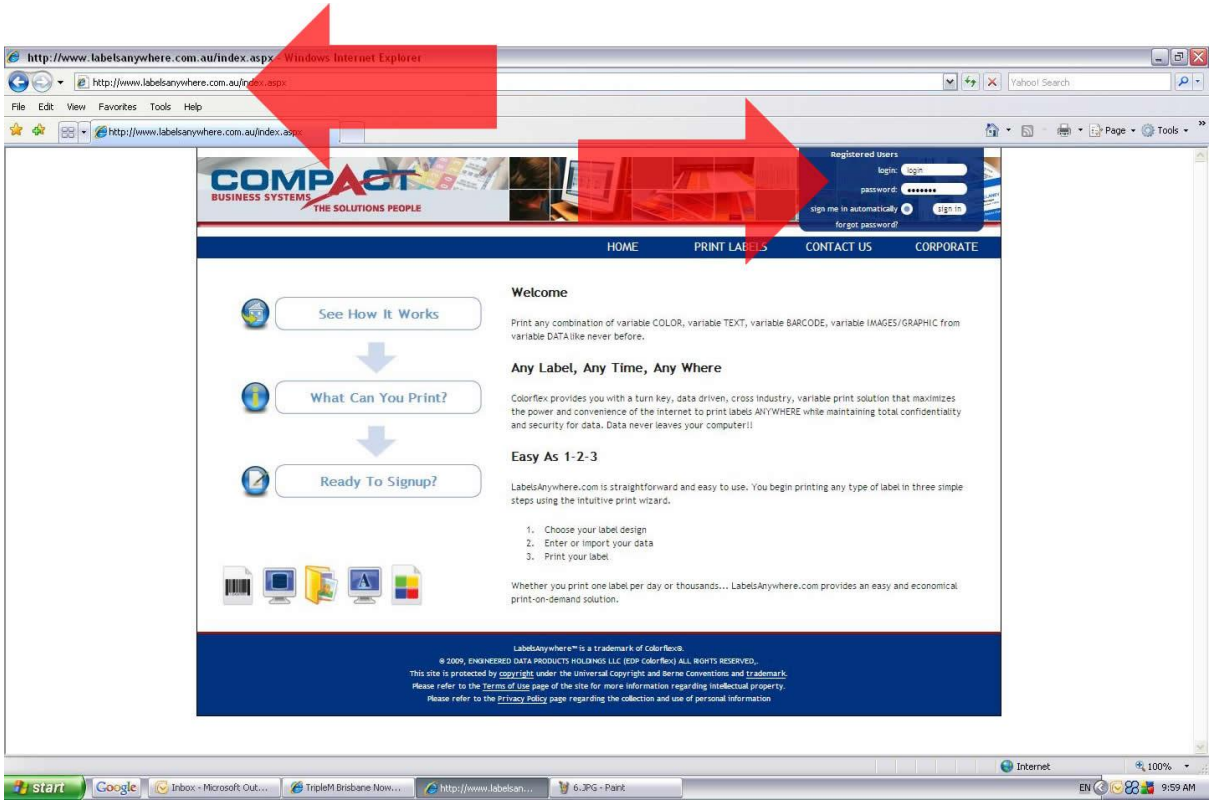
2. Procedure for producing Identification Laser Bands for the Aged Care Residents.

The bands will be produced using the Compact Labels Anywhere Program.

This program is accessed via the internet as follows.

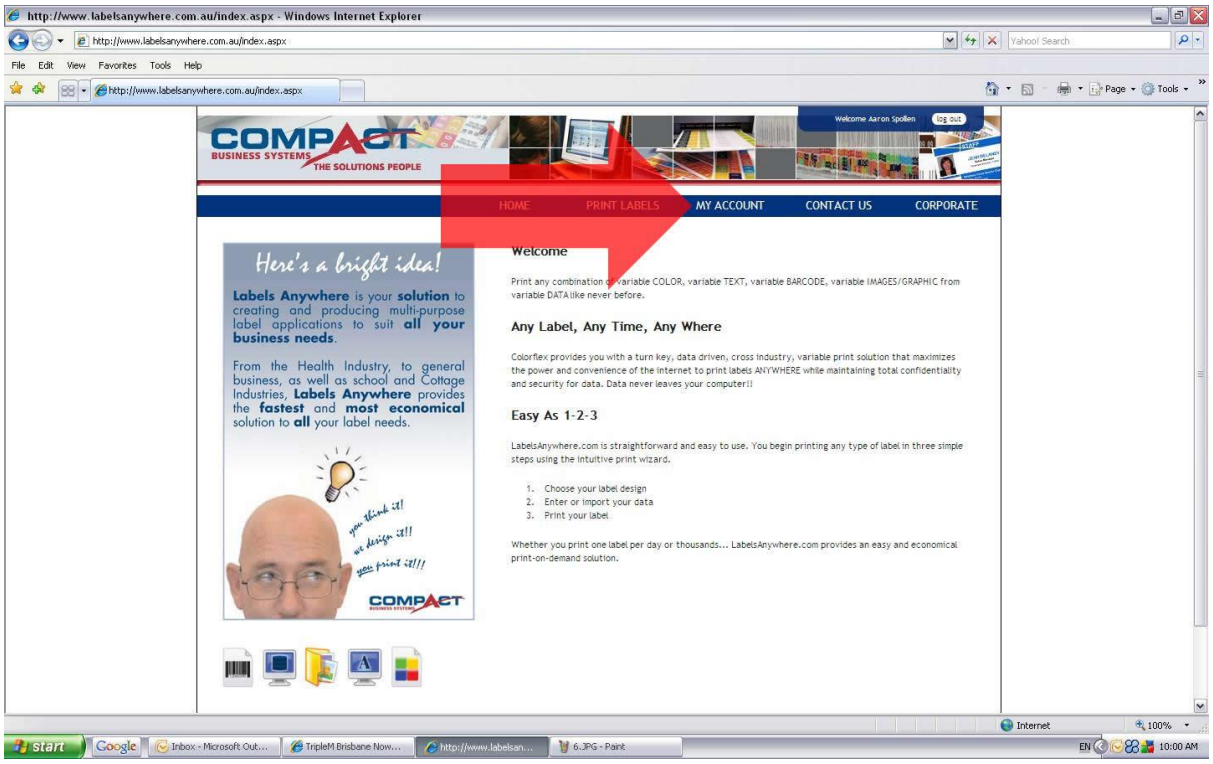
Launch Internet Explorer and type www.labelsanywhere.com.au into the Address Bar

Login with your login and password, click in the sign me in automatically box to remain signed in.

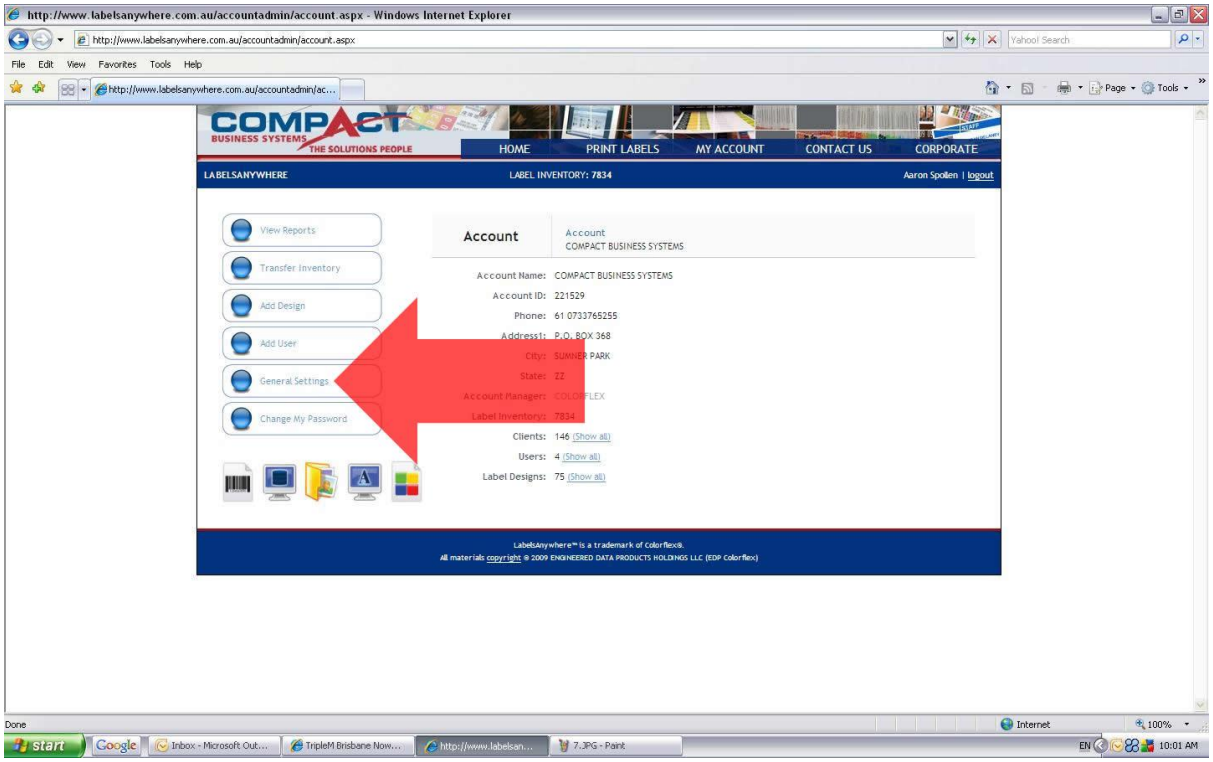


You need to set the Referenced Image folder location when using Labels Anywhere for the first time only.

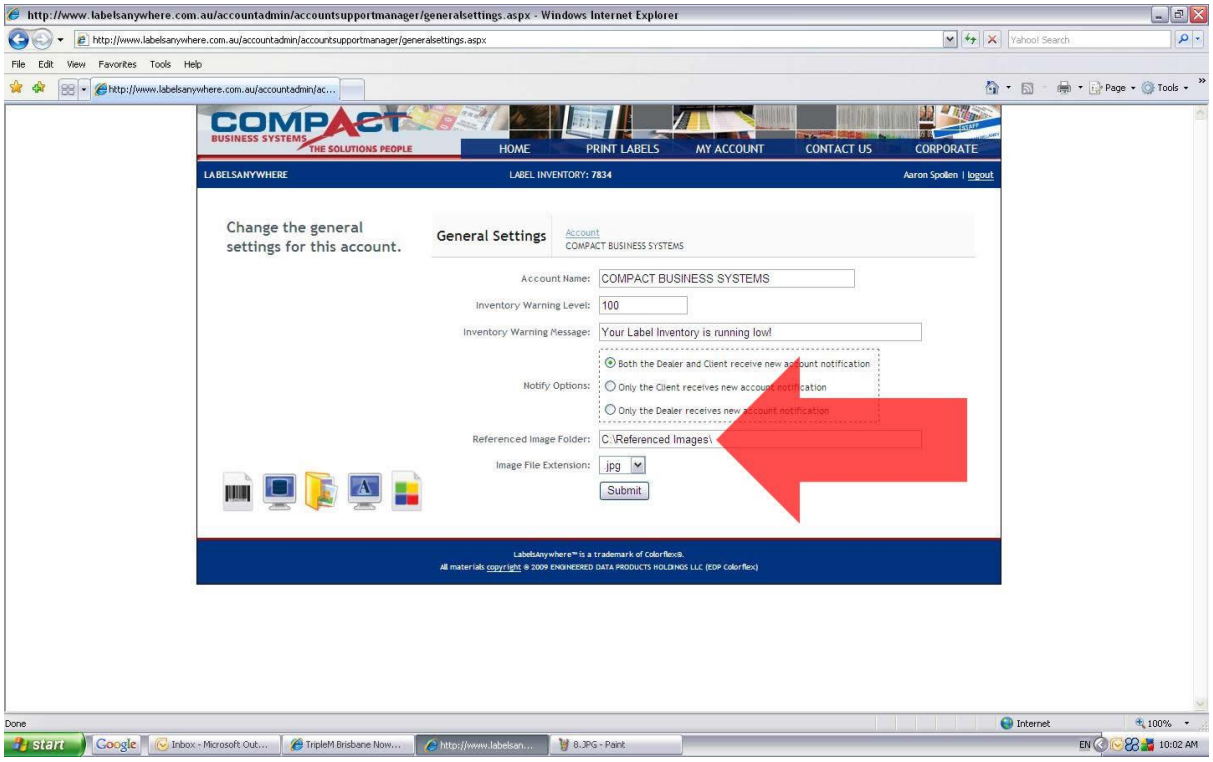
Click on MY ACCOUNT



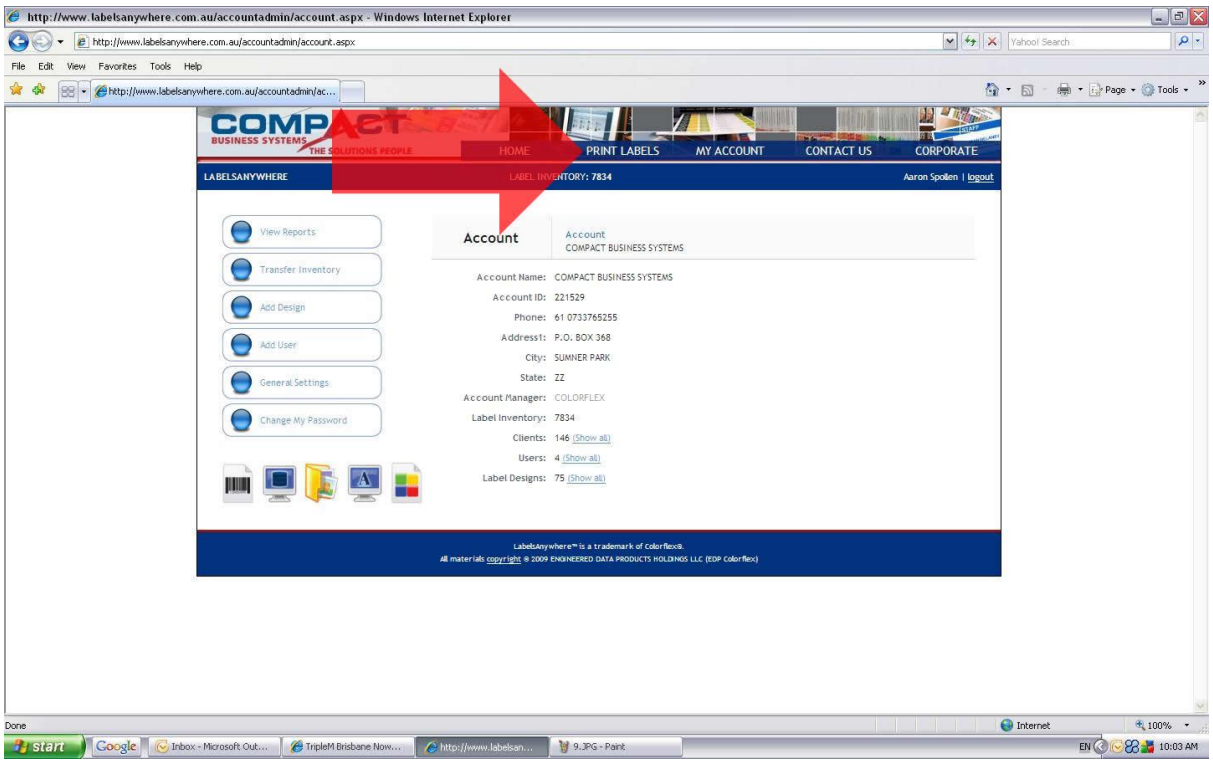
Click on GENERAL SETTINGS



Fill in the location C:\Referenced Images\ and click on SUBMIT

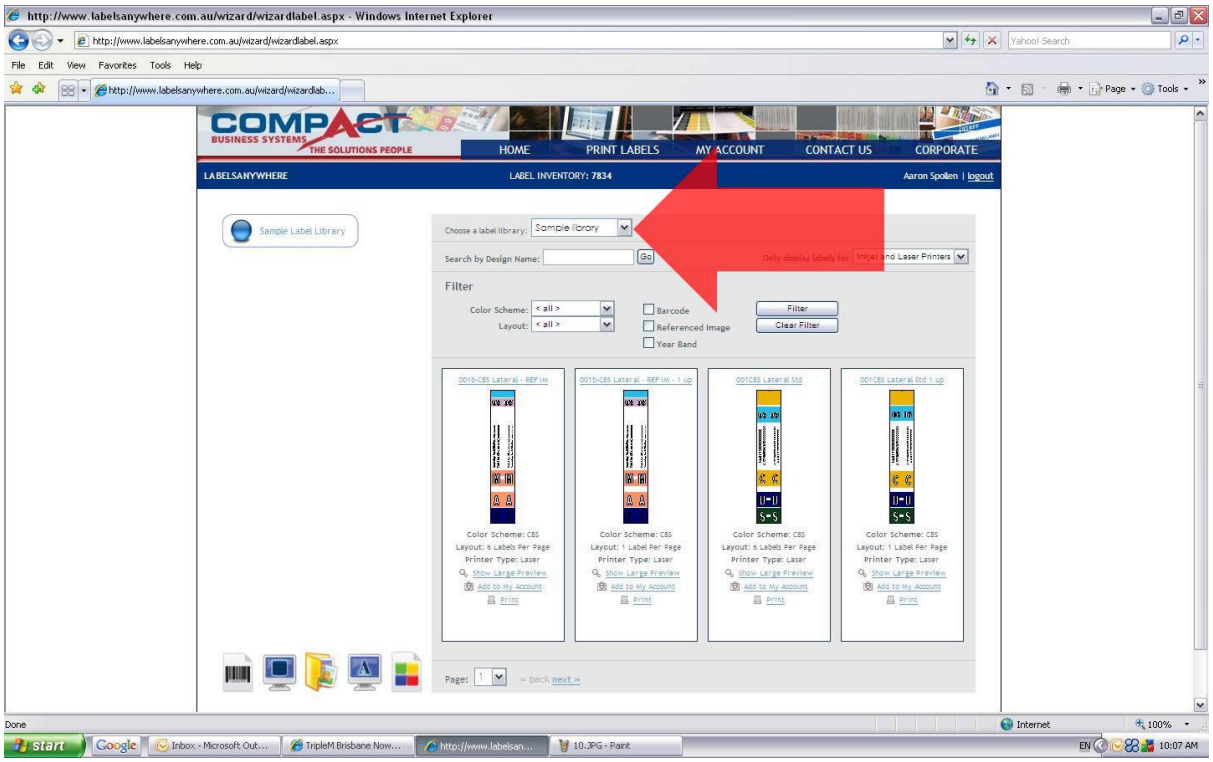


Click on PRINT LABELS

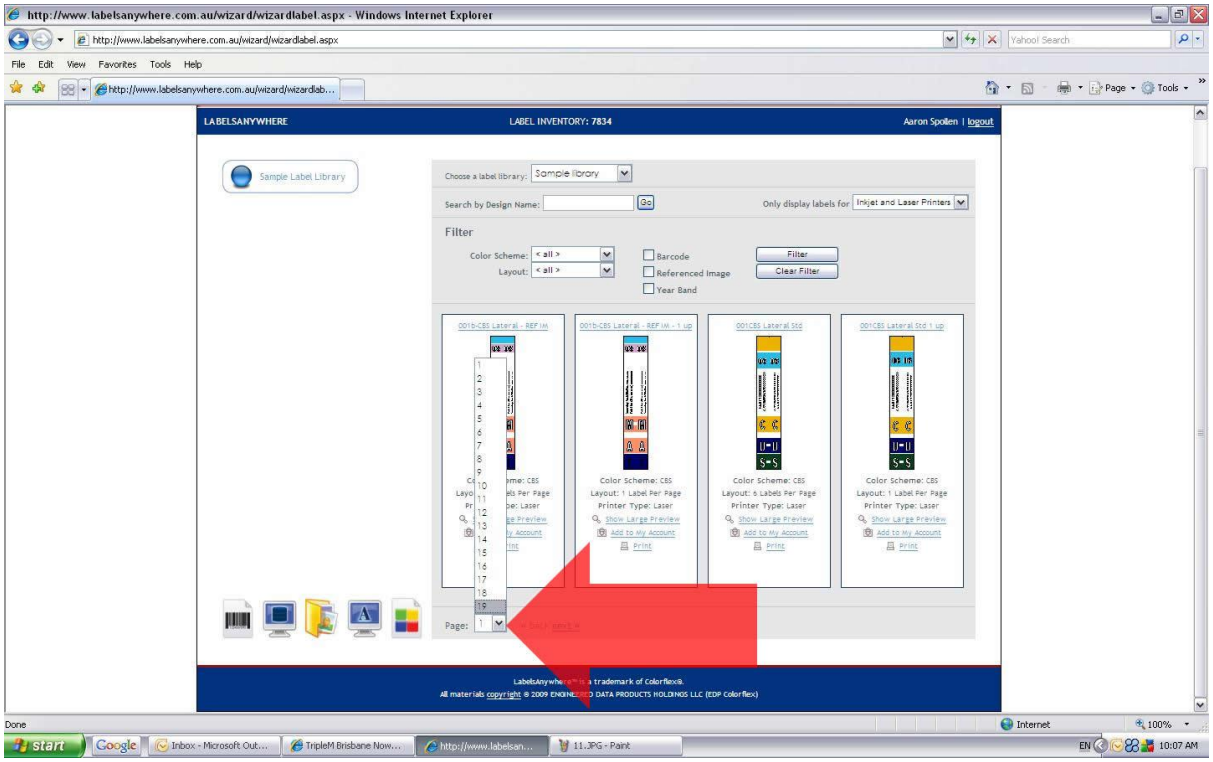


Add the design to your account - this is done for the first time only.

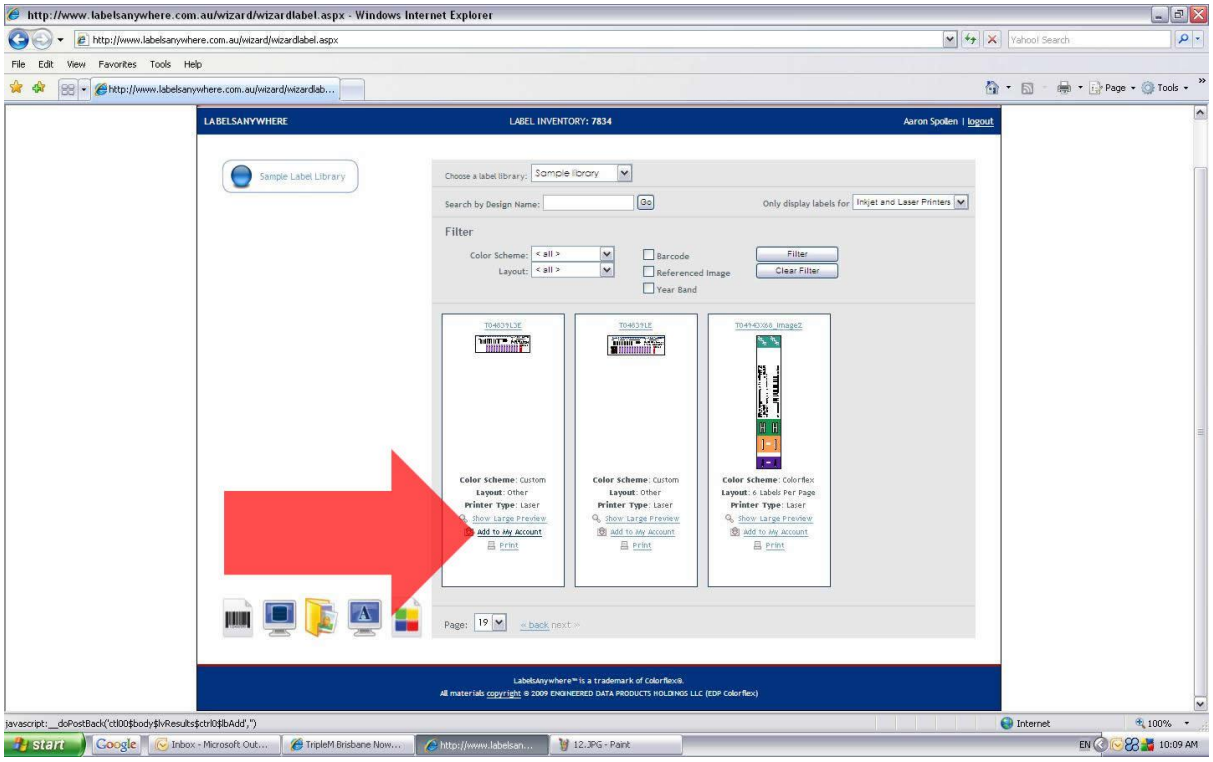
Click on the Drop down Menu Arrow and Select SAMPLE LIBRARY



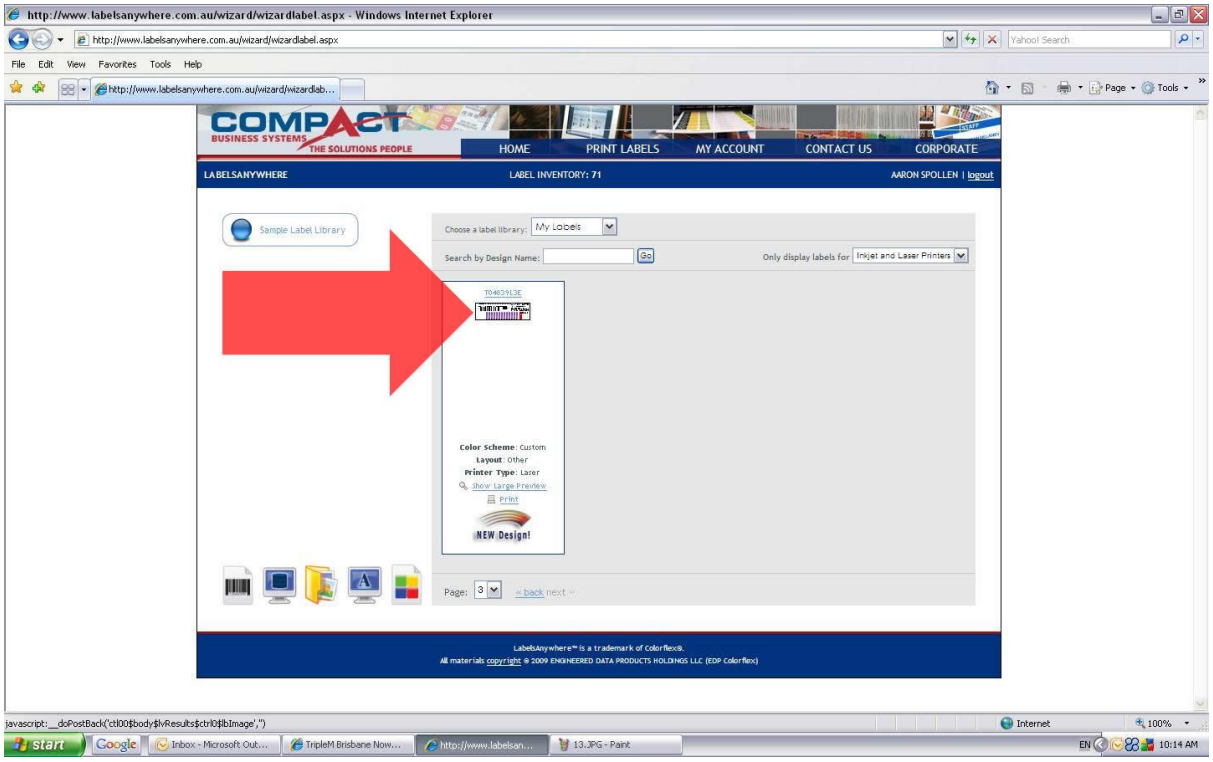
Click on the PAGE SELECTOR and choose the last page which is currently page 19 *(This location can vary from time to time)*



Select the label TO4839L3E and click on ADD TO MY ACCOUNT



Now that you have the design in your account double click on the design to open the data entry screen

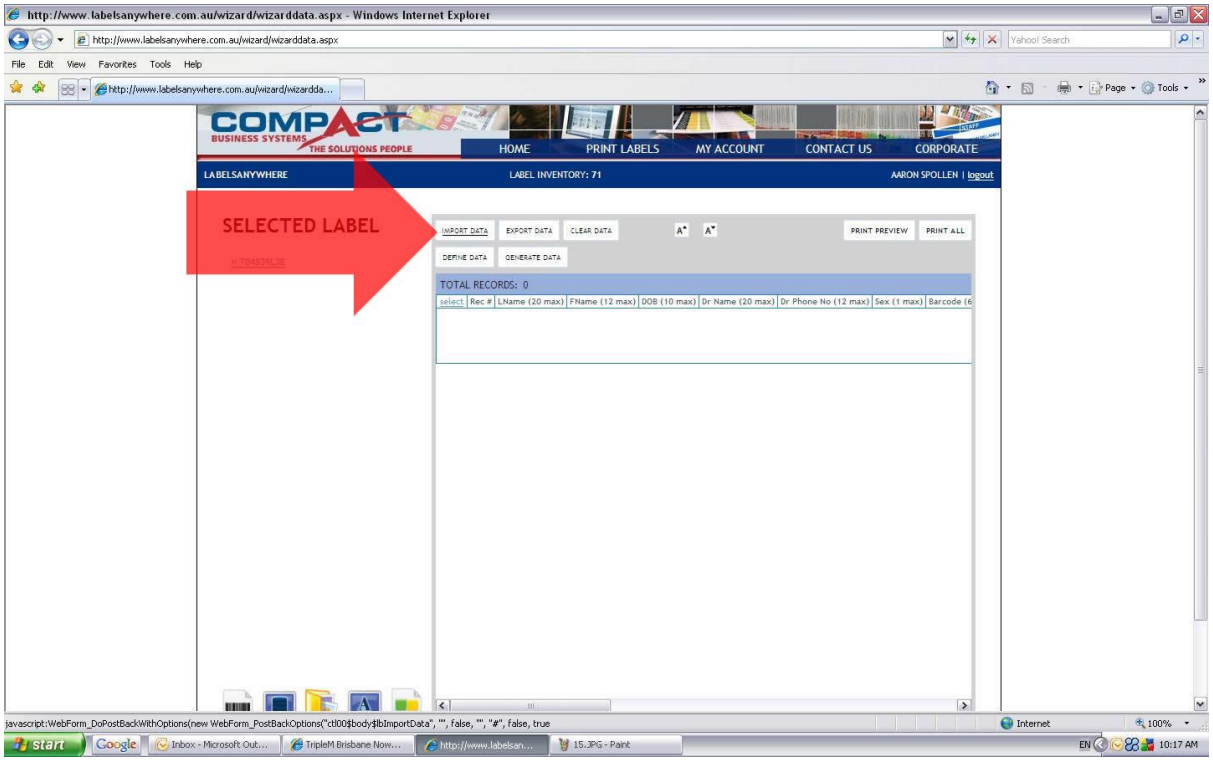


The following print wizard data entry screen will be displayed. This can take up to a minute to open.

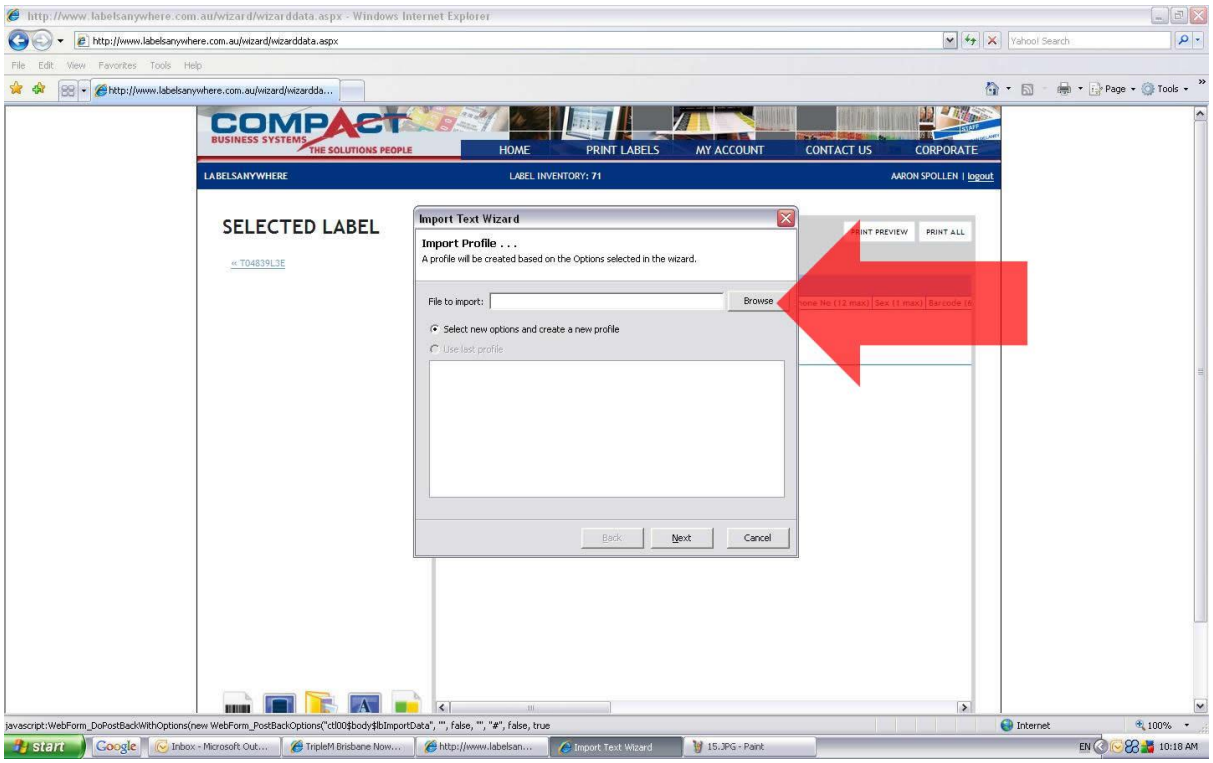
You will have previously added the Residents Data to the Microsoft Excel Spreadsheet - remembering to match the resident photo names exactly with the names on the spreadsheet.

This is saved in the “Residents Data” folder and can be imported into the Data Entry Screen as follows.

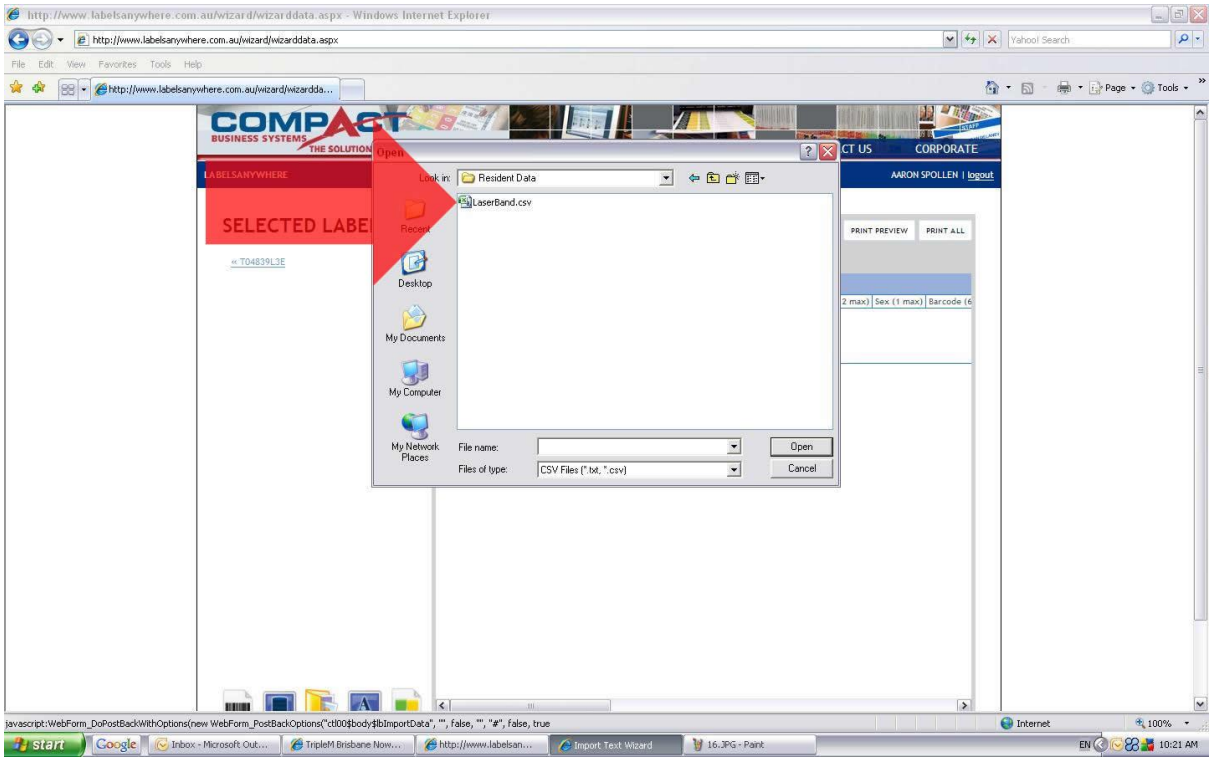
Click on IMPORT DATA



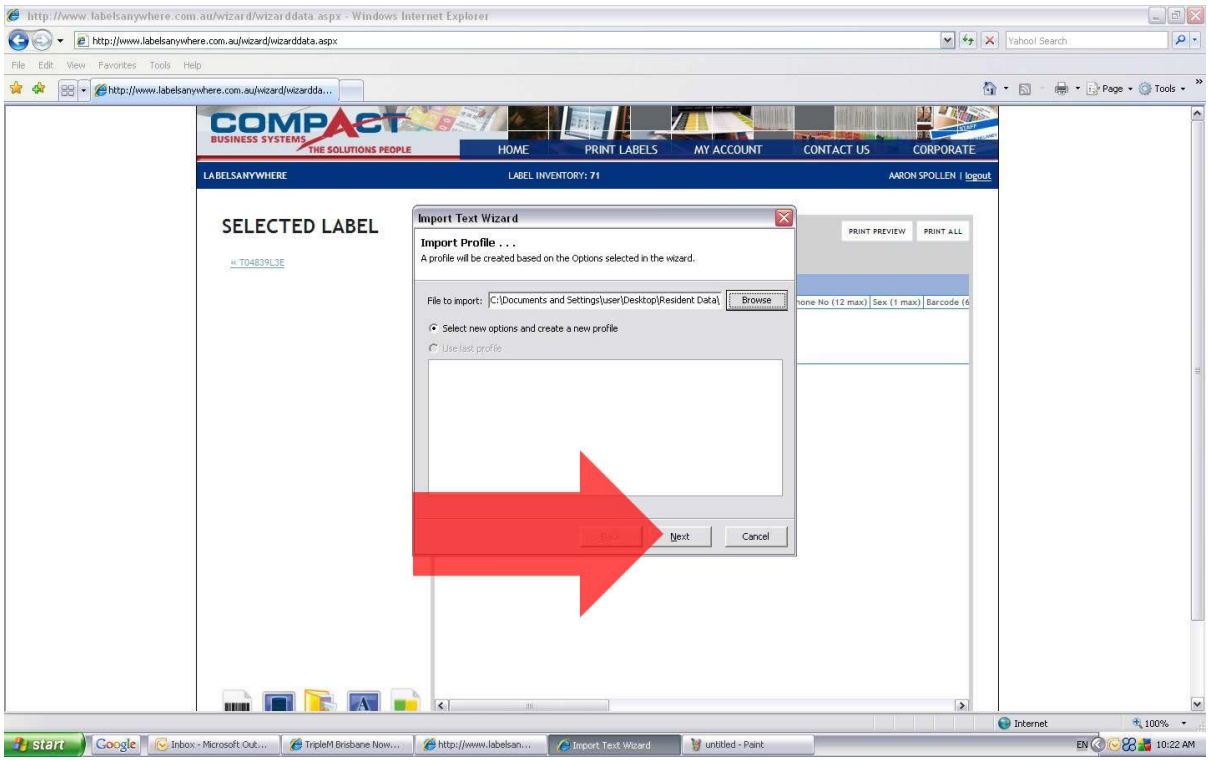
Click on the BROWSE button to locate the LaserBand.CSV spreadsheet file in the Residents Data Folder



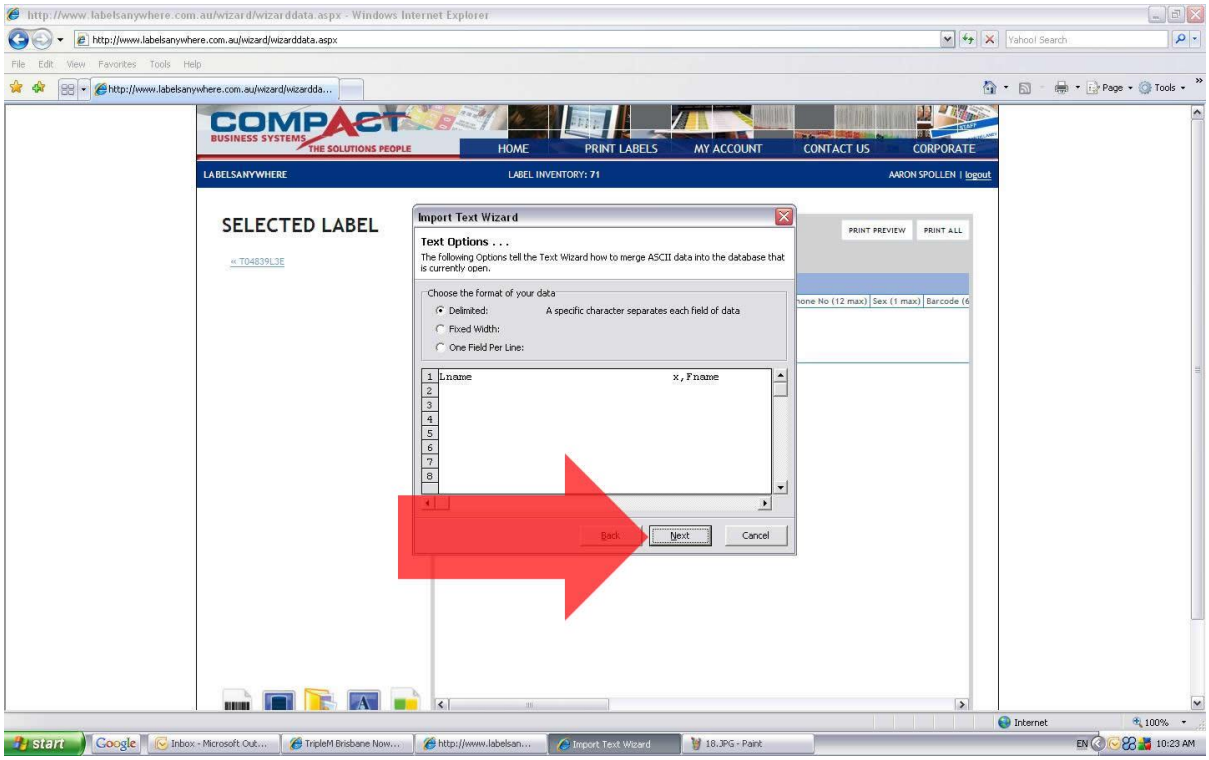
Double Click on the laserband.csv file to import that file



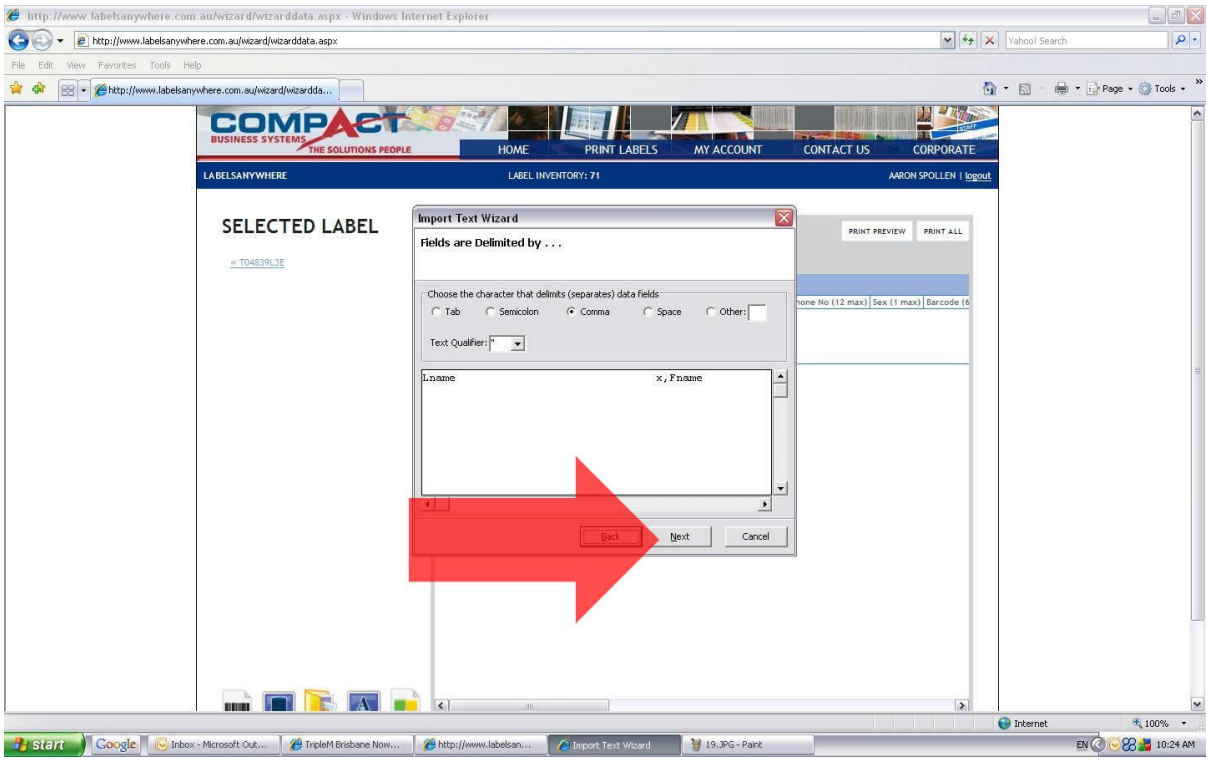
Click on the NEXT button



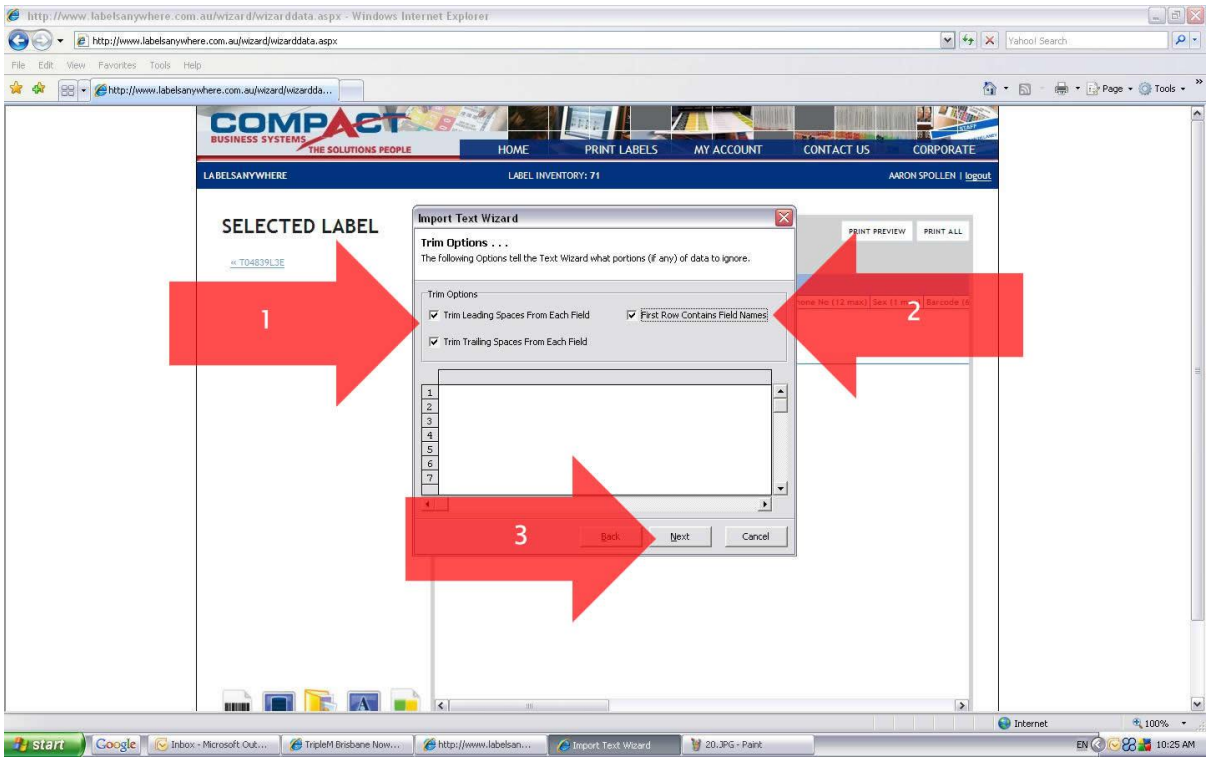
The TEXT OPTIONS Page shows the file format that has been imported from your spreadsheet leave this set to DELIMITED and click NEXT



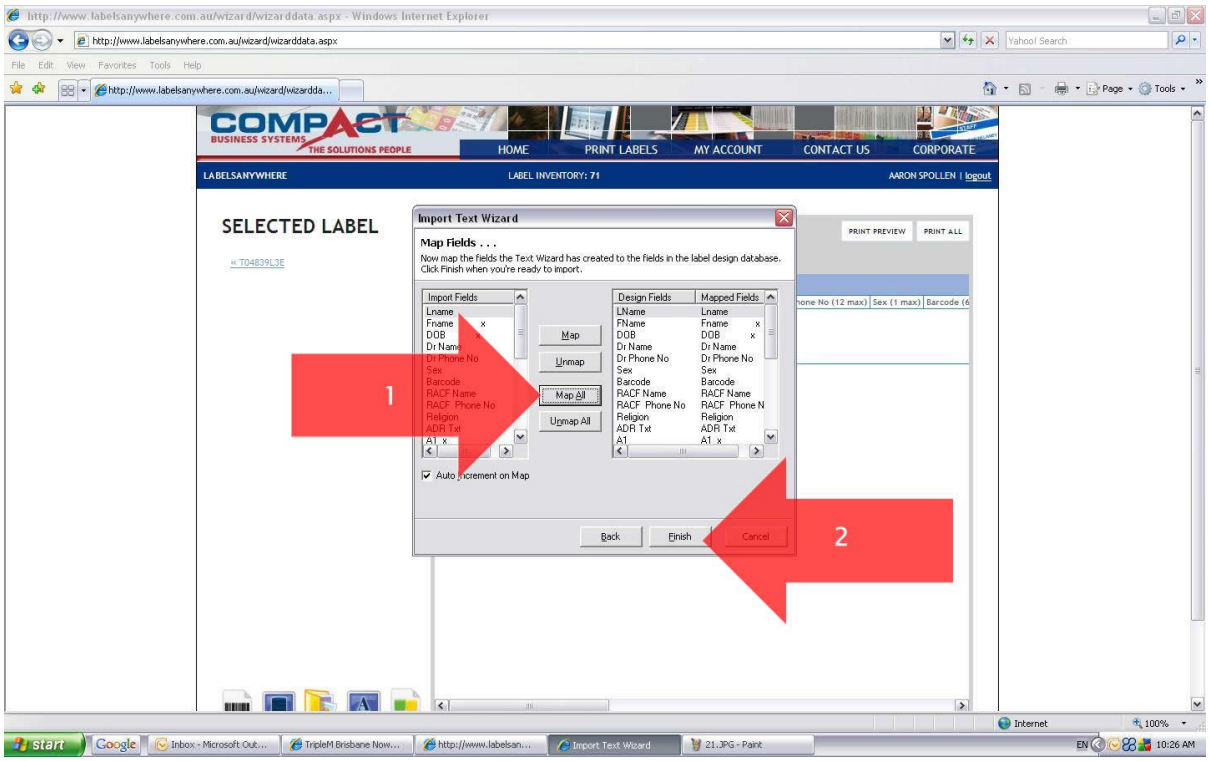
Fields Defined by Screen - leave option as set to COMMA and click NEXT



Click on each of the CHECK BOXES (1 & 2) in the trim options screen and click NEXT (3)

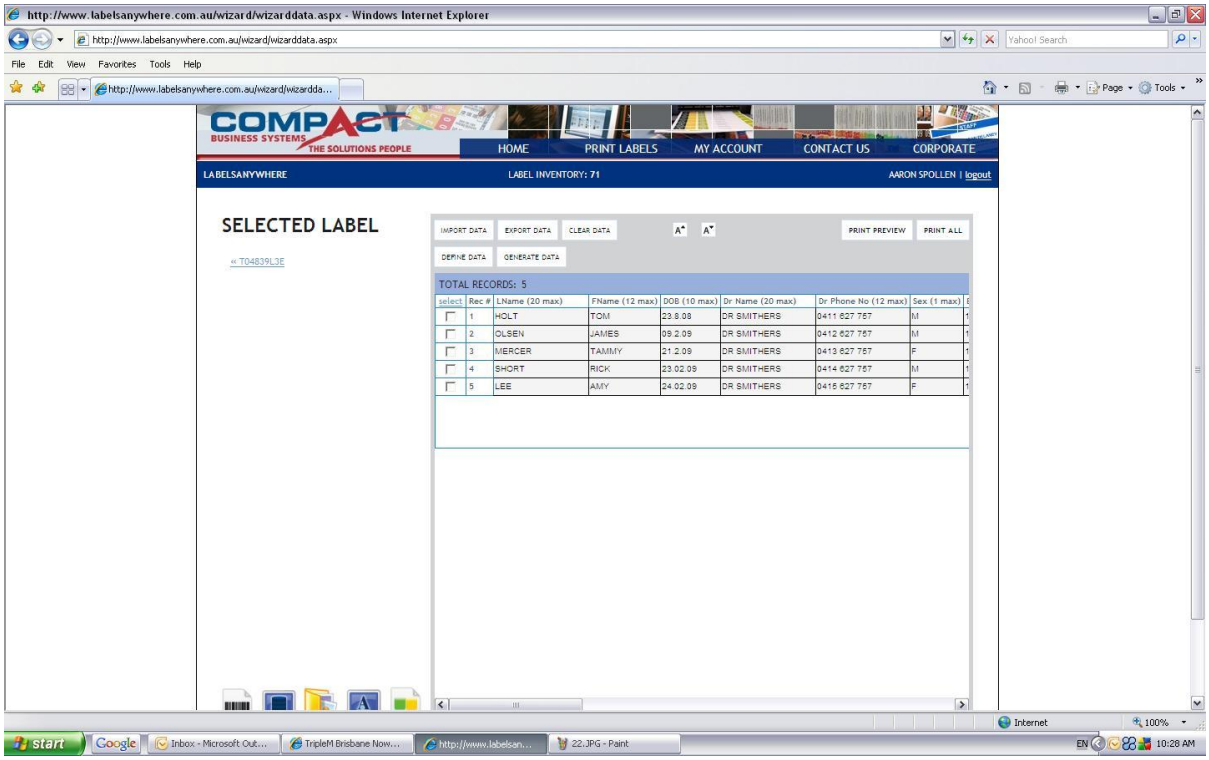


Mapping the fields click on MAP ALL (1) then FINISH (2)

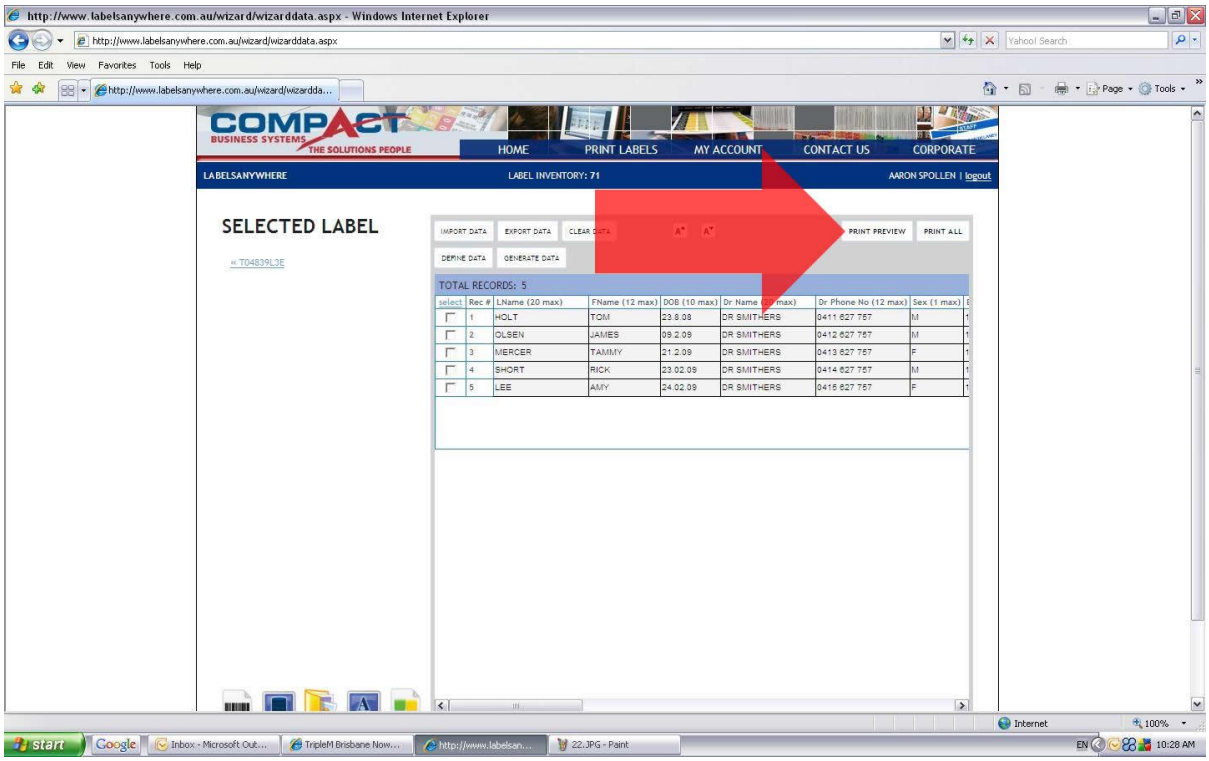


All Resident Information from the spreadsheet has been imported into the Laser Band Identification Band design on the data entry page.

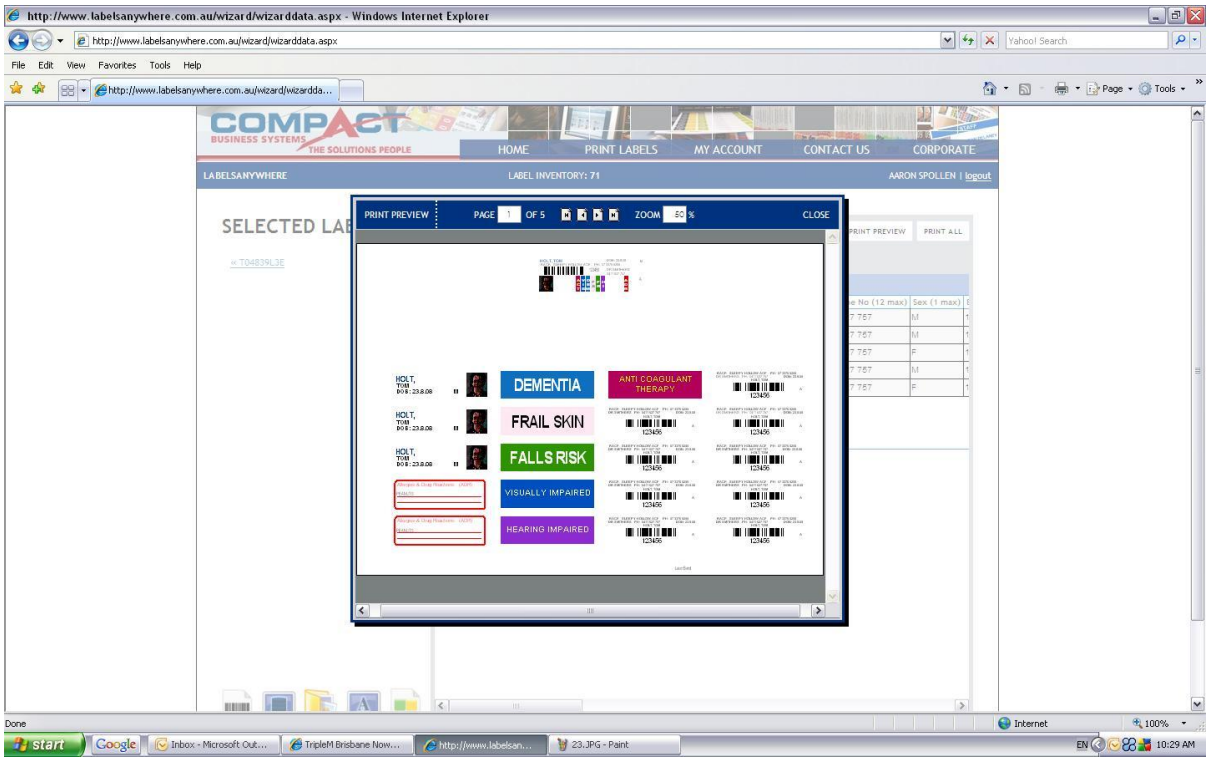
NB. Data can be entered manually onto this page.



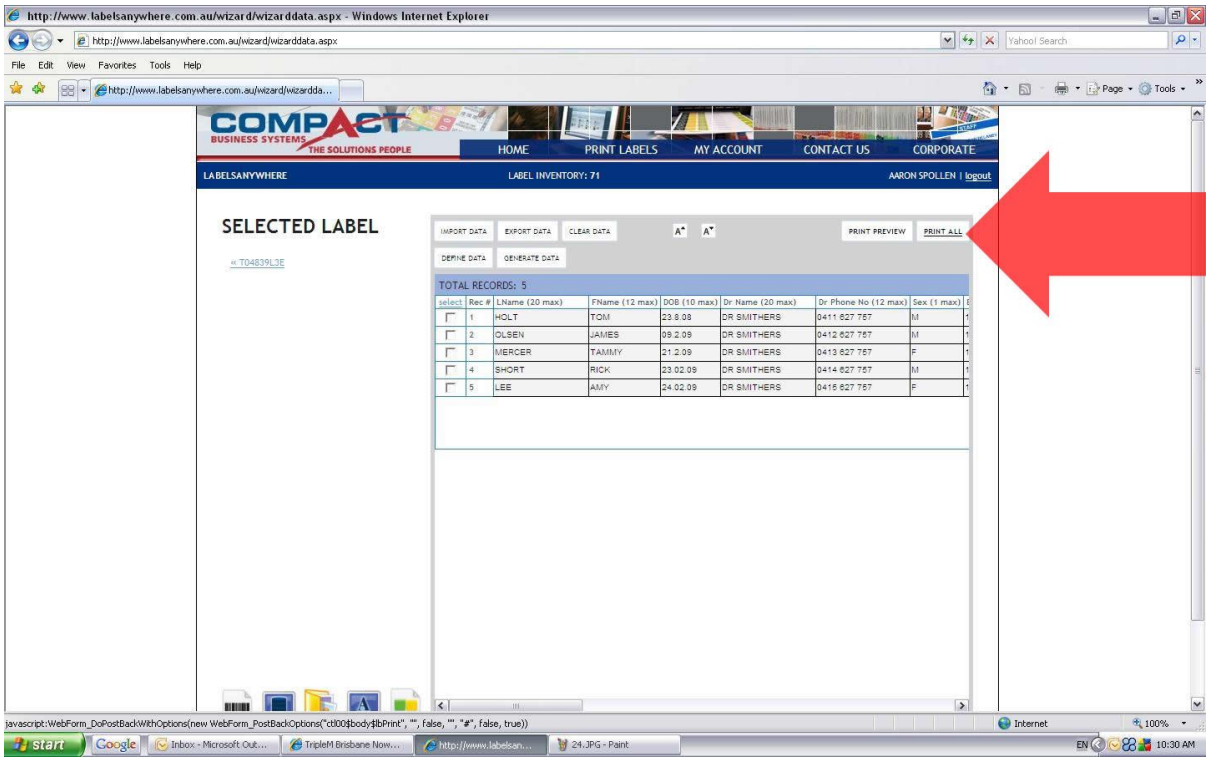
Preview this design before printing. Click on PRINT PREVIEW and the print preview screen appears



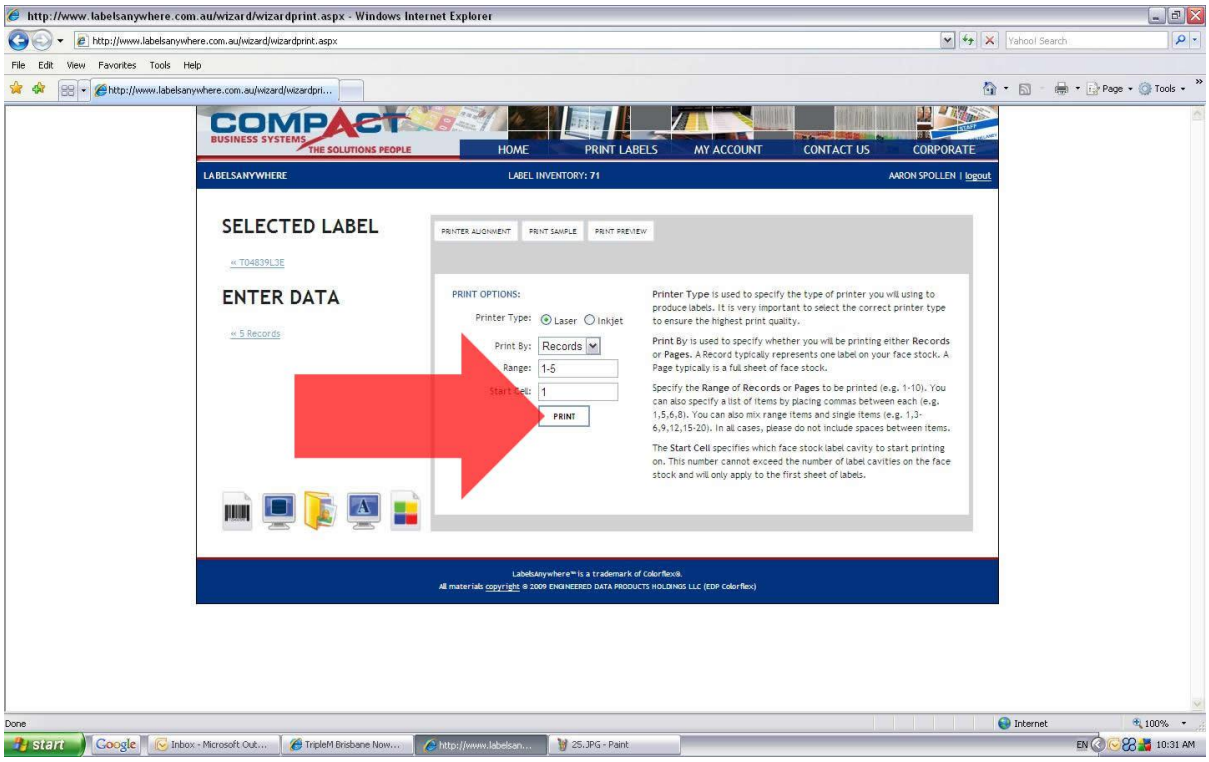
This will allow you to determine if all the information is correct and has been imported. What you see is the information exactly as it will appear on the identification band and associated labels. When ready to print close this window.



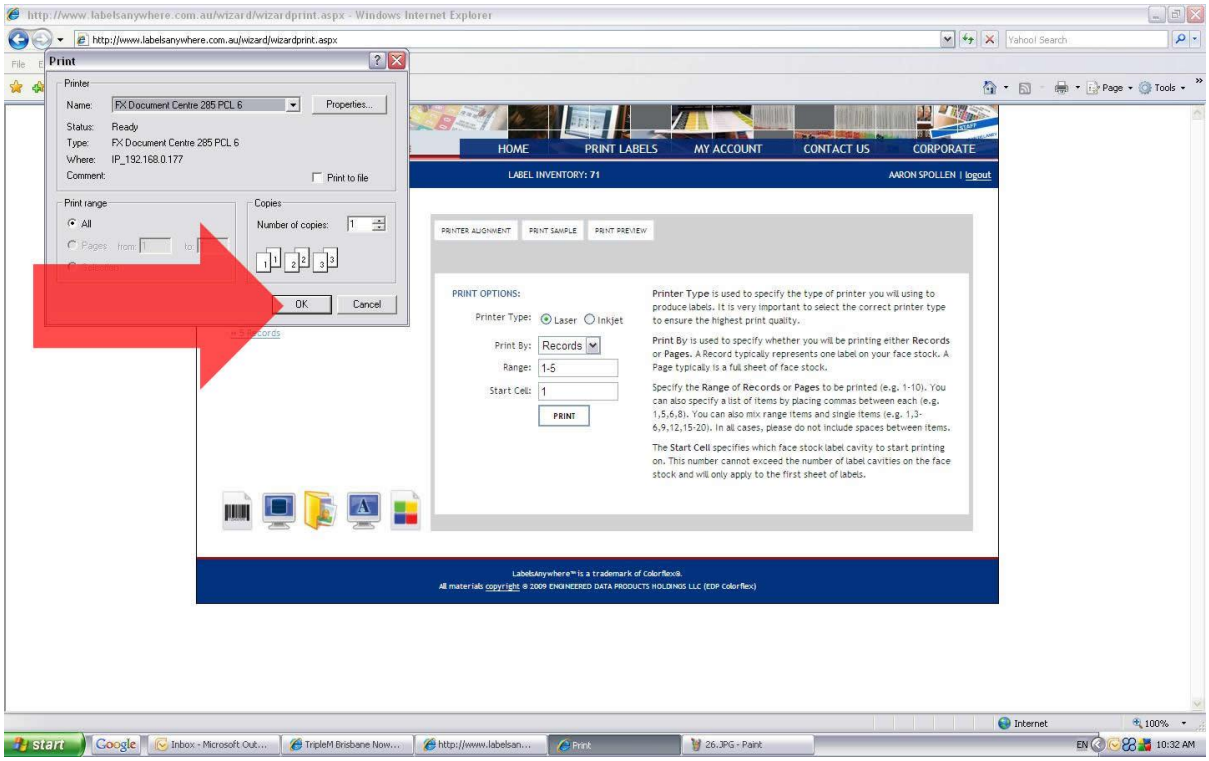
To print the Identification band click on the PRINT ALL BUTTON



Click on the PRINT button.



Select the appropriate printer and click OK

The Identification Band will now print onto the special Face stock loaded in your printer

Your printer may have to be aligned to ensure that the Identification Band design fits precisely into the face stock labels.