

<IDBase > Professional ID Database program.



(With Photo & Signature Capture option <M300 unit only) IDBASE[™] database software can download 1000's of scans in just 2 min. and let you <u>Filter, Sort, then Print</u> mailing labels / letters to a targeted group in just *TWO CLICKS*!

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Main Customer Screen

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See your customer trends, and track peak hours for special events.

Choose from REPORTS / LETTERS / LABLES

In just two clicks, have your FILTERED and SORTED data in LABEL form!





INSTRUCTIONS FOR INSTALLING SOFTWARE & DRIVERS. FOR : ID-e Reader & the M300

NOTE: Do not plug in the USB cables until instructed.

1. **Insert** the CD.

- 2. Let it load. (ignore any errors and continue anyway)
- 3. After the program loads,....(You may want to create a Short-Cut to the Desk Top)
- 4. STEP #5 & 7 is for the M300 only (Not ID-e). Skip to step# 9 if using ID-e2001-4
- _____
- 5. **NOW** we must install a Windows® Communication Program called

ActiveSync[™]. (This is not needed for ID-e2001 or ID-e2004 series, <u>go to step 9</u>).

- 6. Browse to your CD rom Drive and find the "AS-setup.exe."... RUN IT.(install it).
- 7. After it is installed.....RE-BOOT your computer.

8. NO USB DRIVER IS NEEDED FOR THE E-Seek M300. (Stop here)

- 9. **NOW** we need to load the USB drivers. Connect the USB cable to your PC ...then connect it to your ID-e Reader.
- 10. The HARDWARE WIZZARD should POP up.
- 11. Follow the instructions to load the USB files from the USB folder on the CD.
- 12. To the first question the Hardware Wizard may ask say,.. "no not at this time"
- 13. The second question is answered "yes search automatically". (go.....)
- 14. If all is OK your USB files are installed HIT FINISH.
- 15. If NOT it may asked you for the..sw2pl.inf file. HIT the BROWES button and <u>Browse to the CD rom drive</u> and open the <u>USB folder</u> to then pick <u>sw2pl.inf</u>. (hit open or Run)
- 16. This should do-it.
- 17. Right Click the Icon "MY COMPUTER" and pick PROPERTIES.
- 18. Check under the HARDWARE TAB then DEVICE MANGER.



20. Then under PORTS COMM & LPT. Check for the Com. PORT



- 21. You now want to open the IDBase software
- 22. Type DEMO for 30 day trial. Or...
- 23. CALL YOUR DEALER for the ACTIVATION CODE.



- 24. Once in the Database,....TYPE : **ADMIN** as the **Default Password** at the start up. This can always be changed.
- 25. Hit the **Data Tab.** Set your **DEVICE TYPE** to **<u>Tricom Terminal</u> or <u>E-seek 300</u>.**

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- 26. Go to comm. settings and TYPE IN <u>19200,n,8,1</u>
- **27.** Go to bottom and Check DL# only.
- **28.** Go to the top and hit "SAVE SETTINGS".
- **29.** HIT the <u>TRANSFER button</u>, the whole screen should turn white.

30. Go to the HAND HELD (ID-e)

- 31. and hold the left hand "set" button down for 4 seconds.
- 32. When the main menu pops up,...scroll down to <u>UP-LOAD DATA and hit the ENT</u> button.

You should see the data cascade down the computer screen till finished.

- Wait a few min. till you see **TRANSFER! FINISHED**
- 33. Then hit the "VIEW DATA BASE". Button / tab.
- 34. Use the blue/purple tabs to see reports, Letters, Labels.
- 35. HINT: Check <u>IS TIME REPORT</u> in customer reports to see a <u>BY TIME report.</u> Un-check for an A-B REPORT OF CUSTOMERS.



- 36. You can pick a Date Range or Birthday Month.
- 37. Note: All customers will not print a label. You must pick a age range.
- 38. HINT : do not check Word file labels to do your labels.
- 39. Use the Programs own Label generator.

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- 40. Go to Tools to EXPORT data to WORD or EXCEL programs.
- 41. Go to FIND to generate a Query or SORT & FILTER the data the way you want.
- 42. Go to FIND to print a BANNED CUSTOMER LIST and more!

45. user 1, user 2 ect...

- 43. Go to FORM or Right Click over any account in the spread Sheet View to View a single account.
- 44. HINT: You can make notes in the USER fields Open at the bottom of this page.

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Call your ID-e Representative for more HELP. FOR M300/ID-eReader CUSTOMERS SEE YOUR OWNERS MANUAL ON THE CD FOR MORE INSTRUCTINS ON DOWNLOADING FROM YOUR <u>SCANNER.</u>