

Having Trouble Using the Wand

AgIT/YDAE

Procedure No. T5.3.20

Procedure Statement

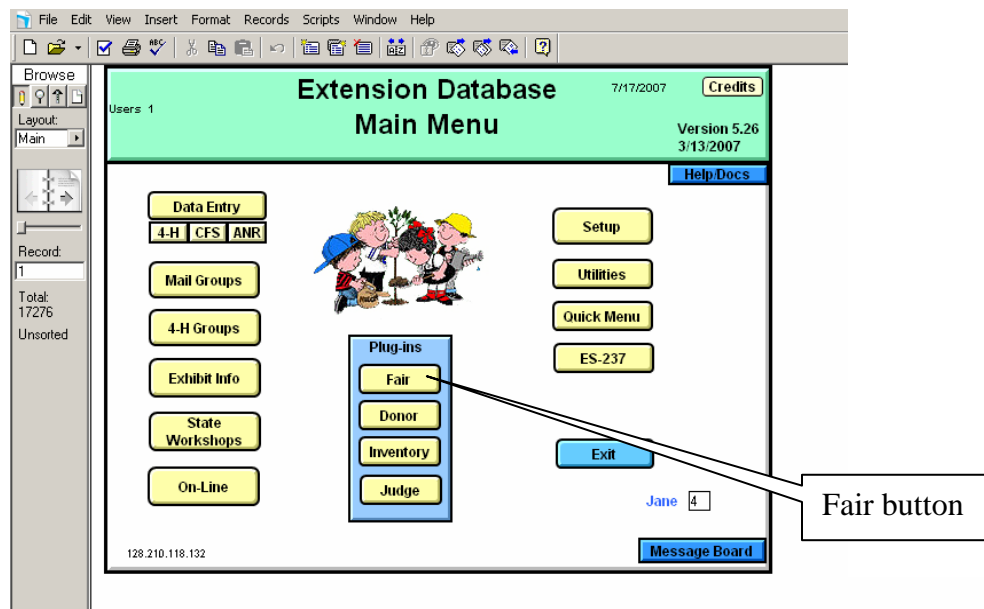
This procedure shows any user how to use the wand if you are having trouble with the bar coding on the judging sheets.

- The first make sure the wand is connected correctly.
- Does it have the red light shining on the tip of it?
- If **no**, then unplug the wand and plug it back in.
- If it still does not work, take it to another PC and plug it in to see if works; if it does, try again on the first PC.
- If it still does not light up, call AgIT.

Procedure Specifics

When you have the wand the working the following steps will record the judging results in ED.

1. If **yes**, go to the next step and make sure you are in the right screen.
2. Have the main menu displayed.

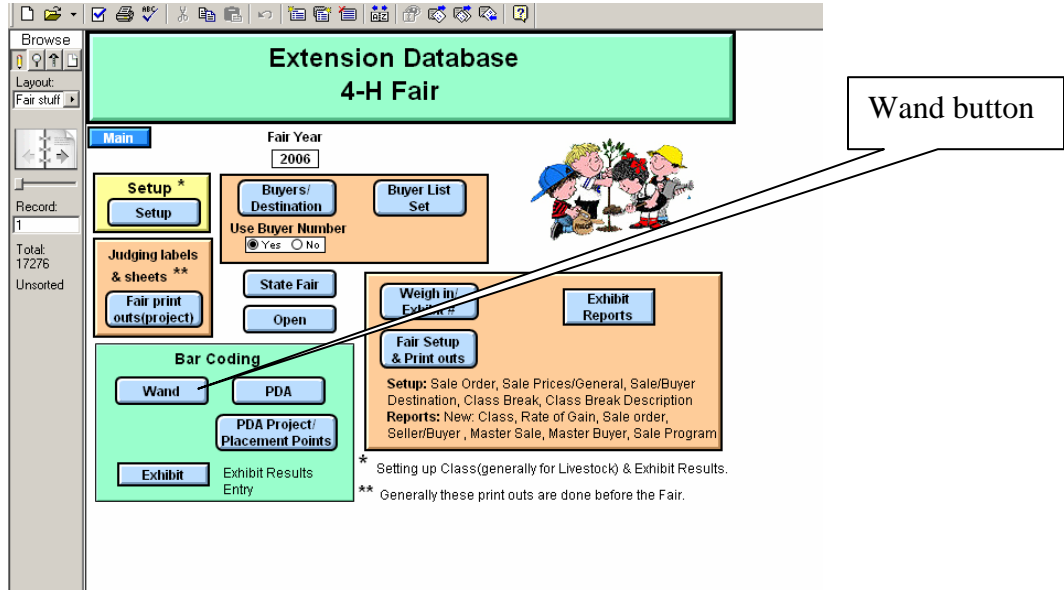


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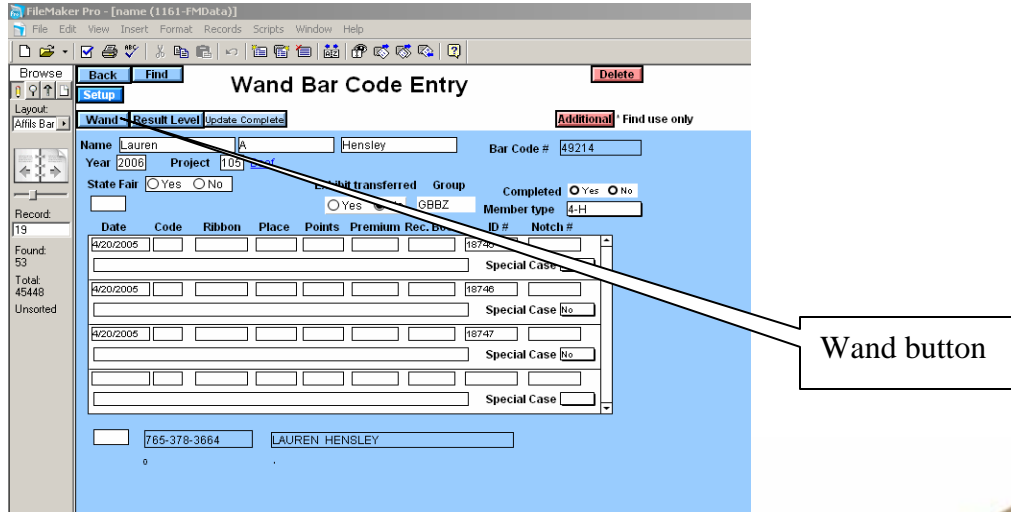
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3. Click on the **Fair** button (in Plug-ins area).
4. Click on the **Wand** button in the Bar Coding area.



5. The Wand Bar Code Entry screen appears.
6. Click on the **Wand** button.



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- Take the wand to the judging sheet and run the wand pencil over the project barcode at anywhere between a 45 degree angle and a 90 degree angle straight through the middle of the barcode. Make sure that the pen is touching the judging sheet while doing so. Scan from left to right and without picking up the wand, run the wand right to left back over the bar code in one swipe. To see a motion picture example of how to swipe the wand, click the following link:
http://sharepoint.agriculture.purdue.edu/agit/training/ED%20material/ED_PROCEDURE/Using%20the%20Wand%20005.mpg



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NOTE: When using the wand for the first time to scan barcodes, it may be helpful to practice beforehand. To practice, open a blank Word document and connect the wand. Then, scan a barcode until it beeps. The barcode number will appear in the Word document. It may take several tries to scan the bar code in the beginning, but once you find the best angle suited to you, it will become easier.

NOTE: If the barcode number does not register in the field, move the wand a little faster over the paper going from left to right then back again right to left without lifting the wand from the paper in both directions. You will notice that the barcode number will appear in the Bar Code # field, and the Code drop down list will appear. Select a code.

- To exit, click the **Cancel** button in column one and then select the **Back** button.

Additional Information

The following is an Adobe Connect session by Richard Fox which explains bar coding in ED: <https://breeze.itap.purdue.edu/p22932739/>

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