

To transmit the data from the ScanPal 2 unit to your PC perform the following steps:

1. Place the ScanPal Unit in the cradle. Both the green and red lights should light up. The green light may blink.
2. Turn power on [orange button] on ScanPal unit
3. Press ESC on ScanPal unit
4. Press 2 [Upload data] on ScanPal unit
5. Double-click on "Download ScanPal" on your PC desktop OR use Start->All Programs->CSDI->Download Scanpal
6. You will be prompted "Enter three-digit Unit Number or q to quit" You may type q and press [ENTER] to abort the transfer program; otherwise enter the three-digit unit number assigned to the unit and press [ENTER].
7. If this is the first time the unit is being used at your location you will be prompted "Unit Number 999 does not exist. Do you want to create it (ynq)?". You may type q and press [ENTER] to quit the program; type n and press [ENTER] to go back to step 6 and re-enter the Unit Number or type y and press [ENTER] to setup the unit for use.
8. If you have previously downloaded a file from the ScanPal Unit and you selected not to process it, the system will prompt:
  - \* WARNING \* WARNING \* WARNING \* WARNING \* WARNING \*
  - An unprocessed datafile already exists in Unit999
  - Do you want to process it (ynq)?
  - a. You may type y and press [ENTER] (Proceed to Step 11)
  - b. You may type n and press [ENTER] and the system will prompt "Do you want to overwrite it (ynq)?"
    - i. You may type y and press [ENTER] to destroy the previous file and download the new file in its place. (Proceed to Step 9).
    - ii. You may type n and press [ENTER] to quit the program.
    - iii. You may type q and press [ENTER] to quit the program.
9. The file will be downloaded from the unit and you will hear a double beep indicating the download is completed. The scanner will prompt if you want to delete the data. You may press 1 [All data] to delete all the data from scanner. If you prefer to wait and delete the data at a later time you may perform the following steps on the ScanPal unit at a later time.
  - a. ESC to select the ScanPal Menu
  - b. 3 [Utilities]
  - c. 3 [Delete Data]
  - d. 1 [All Data]
  - e. The unit will ask if you are sure, press 1 [Yes] to delete the data
  - f. Press 1 [Collect Data] to return to normal mode.
10. The system prompts "Do you want to upload the file to Systems Design (ynq)?". You may type q and press [ENTER] to quit the program; type n and press [ENTER] to quit the program; or or type y and press [ENTER] to transfer the file to Systems Design.
11. When the file has been successfully uploaded to Systems Design you will see a screen similar to the following:
  - Connected to 192.168.97.254.
  - 220-Systems Design
  - 220-

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220 csdiloan FTP server (Version wu-2.6.2(1) Wed Jun 23 17:32:38 PDT 2004)  
ready.

User (192.168.97.254:(none)):

331 Password required for download.

230 User download logged in.

ftp> ascii

200 Type set to A.

ftp> Local directory now C:\CSDI\ScanPal\Data\Unit123.

ftp> lcd C:\CSDI\ScanPal\Data\Unit123

put SDIScan.txt Unit123SDIScan.txt

200 PORT command successful.

150 Opening ASCII mode data connection for Unit123SDIScan.txt.

226 Transfer complete.

ftp: 264 bytes sent in 0.00Seconds 264000.00Kbytes/sec.

ftp> quit

221-You have transferred 240 bytes in 1 files.

**File transferred successfully**

Press any key to continue . . .

12. You want to look for the next to last line highlighted above indicating there was a successful upload.

The data file must now be process by the Systems Design Software.

1. Select **FS** = FOOD SERVICES SYSTEM
2. Select **17** = LOCAL CUSTOM PROGRAMS MENU
3. Select **03** = PROCESS SCANNED MEALS
4. Enter and confirm the printer you want the report sent to
5. The system prompts "What is the three-digit Unit Number:" and you will want to type the same three-digit unit number used above in Step 6 and press [ENTER].
6. The system prompts "CAMPUS ID: [ ]" Enter the campus ID for this file
7. The system prompts "MEAL TYPE: [ ]" Enter the meal type for this file
8. The system prompts you confirm your entries "ALL OK?(YNC)-[ ]" Type Y to process the file; type N to correct your entries and go to Step 6; type C to quit the import
9. When the file has been process a report prints.
10. Examine the report for various problems such as invalid student IDs, 2<sup>nd</sup> Meal flag and Off/Campus flag.