



# Certification Tracker

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Suite TS-2  
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Tel: 800-428-8643  
Fax: 703-783-0319  
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# MSS Software

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- Specializes in developing data collection applications for barcode terminals.
- Sells and rents barcode equipment from major Auto ID manufacturers.
- Has been in business since 1984 and is incorporated in the state of Virginia.





# Our Corporate Customers Include:

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- **Fortune 500 Companies**
  - General Electric, Honeywell, Lockheed Martin
- **Auto Manufacturers**
  - Ford, Toyota, Honda, General Motors
- **Chemical Companies**
  - Dupont, Wyeth, Merck, Bristol Myers





# **Our Government Customers Include:**

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## **Federal:**

- CIA and FBI
- U.S. Army, Navy, Marines, and Air Force
- National Institutes of Health and the VA Hospitals

## **State and County:**

- Delaware, Illinois, and Ohio
- Florida, New Jersey, and Pennsylvania



# Certification Tracker

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- Tracks attendees to and from events by scanning their badges.
- Verifies the total time they attended a class or seminar.
- Creates reports on who attended for how long and who did not attend what seminar or breakout session.



# Certification Tracker Consists of:

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- A barcode reader that is used to scan the attendees' badges as they come in and out of a session or class.
- Software for your PC that allows you to get attendance reports.
- A user manual to guide you through set up and use.

# Certification Tracker Main Screen

Certification Tracker



Certification Tracker v1.2

MSS Software 1-800-428-8643

Edit Excel File

Import Attendees

Import Sessions

Edit Report Header

Edit Report Footer

Reports

Options

Archive and Reset

0 New Data Files Loaded

# Import Attendees

- Sample Import Screen and Attendance Spreadsheet.

The screenshot shows a Windows file explorer window with the path 'CT 060707'. The file 'Attendees.xls' is selected. Below the file explorer is a Microsoft Excel spreadsheet titled 'Attendees.xls'. The spreadsheet has the following data:

	A	B	C	D	E	
1	FirstName	LastName	ID	Company	Street1	Street2
2	Maribel	Aguilera	10001	CNA Insurance Companies	333 South Wabash Avenue	Corporate
3	Frank	Alberts	10002	Allianz of America Corporation	777 San Marin Drive	A 21
4	Thomas	Barber	10003	Smart Business Advisory and Consulting, LLC	80 Lancaster Avenue	
5	Debbie	Barrett	10004	Health Care Service Corporation	300 East Randolph Street	
6	Garv	Rinzel	10005	Smart Business Advisory and Consulting, LLC	One Penn Plaza	51st Floor

# Import Sessions

- Session Import Screen and sessions.xls.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - sessions.xls" with a file explorer window open over it. The file explorer is displaying the contents of the folder "CT 060707", which includes a subfolder "LoadedData" and several Excel files: "RawData", "Attendees.xls", "export of reports.xls", "raw data export.xls", "sessions.xls", and "tombarber.xls". The "sessions.xls" file is selected, and the "File name" field in the file explorer is set to "sessions.xls". The "Files of type" dropdown is set to "Excel Files (\*.xls)".

The Excel window shows a spreadsheet with the following data:

	A	B	C	D	E
4	303	Legislative Update, Admin & Litigation Update, Na	5/7/2007	13:10	15:40
5	304	State Insurance Department Audit Issues for Life	5/7/2007	16:00	16:50
6	305	State Insurance Department Audit Issues for P&C	5/7/2007	16:00	16:50
7	306	State Accounting Issues for Life Companies	5/7/2007	17:00	17:50
8	307	Special Assessments and Burdens Impacting P&	5/7/2007	17:00	17:50
9	308	Redomestication, Fed. Legislation & Nat'l Issues	5/8/2007	8:00	10:30
10	309	Handling State Tax Controversies - State Tax Issue	5/8/2007	10:50	13:20

# Setup Report Headers/Footers

- Choose the report headers and footers.

**Report Header**

World of Scientific Achievements

**Currently Displayed In Report**

**Name:** World of Scientific Achievements \*

**Line 1:** Dolphin Hotel

**Line 2:** Chicago, IL 63996

**Line 3:** Sept. 12-13, 2006

**Line 4:**

**Line 5:**

\* = Required Fie

Record: 1 of 1

**Report Footer**

MSS SOFTWARE

**Currently Displayed In Report**

**Name:** MSS SOFTWARE \*

**Line 1:** 2929 Eskridge Rd.

**Line 2:** Suite TS-2

**Line 3:** Fairfax, VA 22031

**Line 4:** 800-428-8643

**Line 5:**

**Line 6:**

\* = Required Fie

Record: 1 of 1

# Options

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- Certification Tracker offers several options for the reports.



# Barcode Scanning –

## 1. Enter Session #

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- First, Enter the Session Number.



# Barcode Scanning -

## 2. Select “In” or “Out”

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- Second, select “In” or “Out”.



# Barcode Scanning –

## 3. Scanning Badges

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Then, start scanning badges:

- The barcode reader keeps count of each scan.
- Each transaction is Date/Time stamped.



# Barcode Scanning –

## 4. Scanning Attendees Out

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To scan an attendee out:

- Select “Out”.
- Then scan the badge.



# Transfer Data

- Transfer data to your PC.
- Captured data is saved to Certification Tracker.

Directory : C:\Program Files\CertificationTra ...

File name : 065000.txt

COM port : 12 (1 ~ 255)

Baud rate : 115200

File mode : Auto

Add Return character to each record.

Add Line-Feed character to each record.

Show messages in case of error.

View the received data.

Always show this dialog box.

Keep online for receiving data automatically.

Rolling time : 2 (1 ~ 999 sec)


OK Cancel



# Reports

- Select Reports from Main Menu.
- Select Attendee.
- View Report.

Certification Tracker



Certification Tracker v1.2  
MSS Software 1-800-428-8643

Edit Excel File

Import Attendees Import Sessions

Edit Report Header Edit Report Footer

Reports

Options

Archive and Reset

0 New Data Files Loaded

Reports

All Attendees

Select Attendee

Export Raw Data to Excel

Export to Excel

View Report

# Reports by Individual

- Individual Attendee Report is generated.
- Note Headers and Footers of Report.

11-18-2007 10:00:00 AM

Dolphin Hotel  
Chicago, IL 60696  
Sept. 12-13, 2006

Attendee Summary

10001  
Aguilera, Maribel  
CNA Insurance Companies  
333 South Wabash Avenue Corporate Tower 24 S-G  
Chicago, IL 60604  
312.226.1152

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Session Name: Legislative Update, Admin & Logistics Update, NAC  
Session Number: 303 Session Start Time: 1:00 PM  
Session Date: 9/12/07 Session End Time: 3:40 PM

In Time	Out Time	Countable Minutes
1:00 PM	1:47 PM	47
1:40 PM	3:40 PM	111
		Session Total 158

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Session Name: State Insurance Department Audit Issues for Life Cos  
Session Number: 304 Session Start Time: 4:00 PM  
Session Date: 9/12/07 Session End Time: 4:50 PM

In Time	Out Time	Countable Minutes
4:00 PM	4:50 PM	50
		Session Total 50

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**Grand Total: 198**

Hours of Credit: \_\_\_\_\_

2929 Edridge Rd.  
Suite TS-2  
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800-428-8643

# Report-In Depth

## Attendee Summary

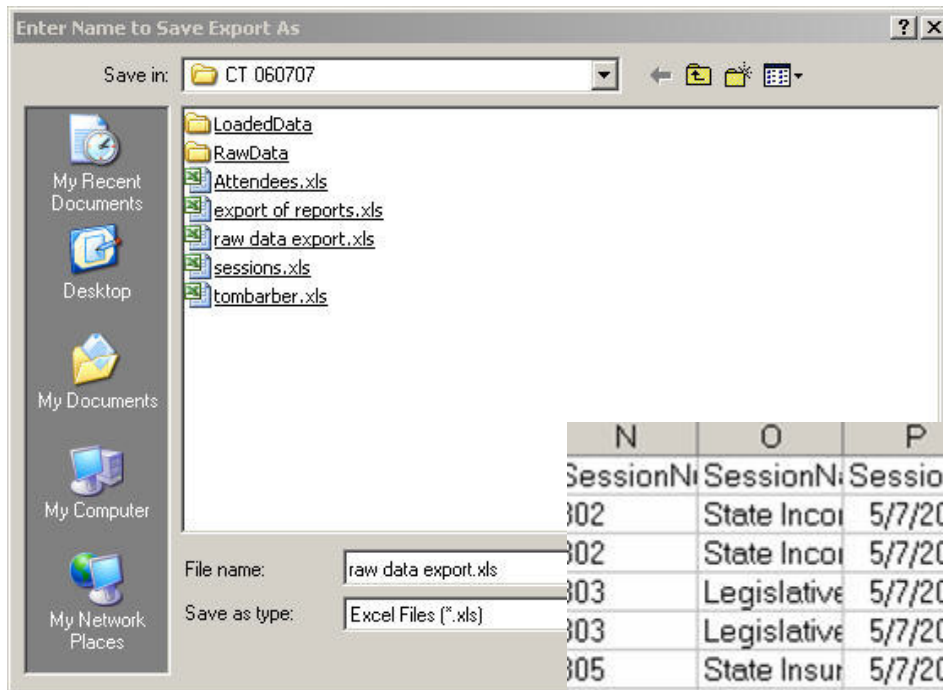
10001

Aguilera, Maribel  
 CNA Insurance Companies  
 333 South Wabash Avenue Corporate Tax 24 S-G  
 Chicago, IL 60604  
 312.822.1153

<b>Session Name:</b>	Legislative Update, Admin & Litigation Update, NAIC		
<b>Session Number:</b>	303	<b>Session Start Time:</b>	1:10 PM
<b>Session Date:</b>	5/7/2007	<b>Session End Time:</b>	3:40 PM
	<u>In Time</u>	<u>Out Time</u>	<u>Countable Minutes</u>
	12:37 PM	1:47 PM	37
	1:49 PM	3:40 PM	111
		<b>Session Total:</b>	148
<b>Session Name:</b>	State Insurance Department Audit Issues for Life Cos		
<b>Session Number:</b>	304	<b>Session Start Time:</b>	4:00 PM
<b>Session Date:</b>	5/7/2007	<b>Session End Time:</b>	4:50 PM
	<u>In Time</u>	<u>Out Time</u>	<u>Countable Minutes</u>
	3:46 PM	4:50 PM	50
		<b>Session Total:</b>	50
		<b>Grand Total:</b>	198

# Export Data

Data can be exported to Excel.



N	O	P	Q	R	S	T	U
SessionN	SessionN	SessionD	StartTime	EndTime	CheckInTi	CheckOut	Minutes
002	State Inco	5/7/2007	1/0/1900	1/0/1900	1/0/1900	1/0/1900	0
002	State Inco	5/7/2007	1/0/1900	1/0/1900	1/0/1900	1/0/1900	34
003	Legislative	5/7/2007	1/0/1900	1/0/1900	1/0/1900	1/0/1900	38
003	Legislative	5/7/2007	1/0/1900	1/0/1900	1/0/1900	1/0/1900	54
005	State Insur	5/7/2007	1/0/1900	1/0/1900	1/0/1900	1/0/1900	50
003	Legislative	5/7/2007	1/0/1900	1/0/1900	1/0/1900	1/0/1900	150
004	State Inco	5/7/2007	1/0/1900	1/0/1900	1/0/1900	1/0/1900	50



# Support

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- MSS Software offers continuous technical support for Certification Tracker.
- We are available 8:30 am to 5:30 am, Monday thru Friday, EST.

