

For Badge Reader Setup, review the steps below

## High level overview of badge reader setup

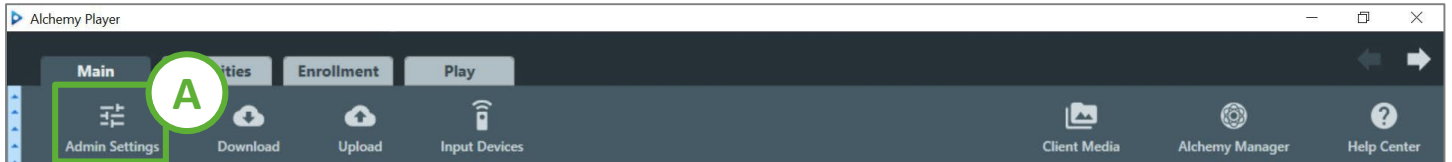
1. Client will ship sample employee badges to Alchemy
2. Alchemy will:
  - Test the badges to determine appropriate reader type/configuration
  - Configure the badge reader
  - Ship the badge reader to client
3. Client will configure Player to Enable Badge Registration (see pg. 2-4)
  - Contact Support if assistance is needed

## Badge Reader Types:

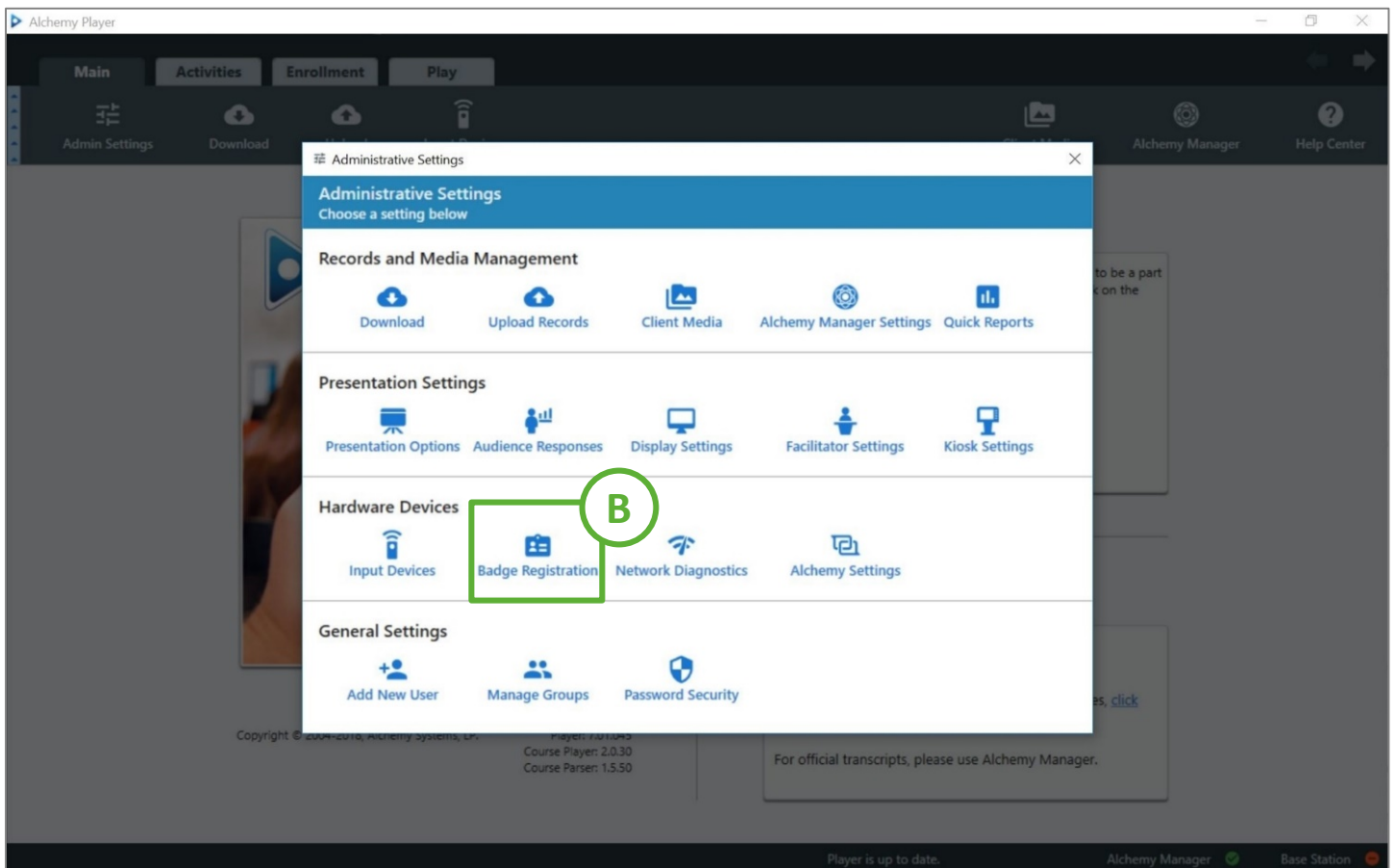


Facilitators may decide to utilize a badge reader with Player by configuring Badge Registration.

- A. Navigate to the **Main** tab and select **Admin Settings**

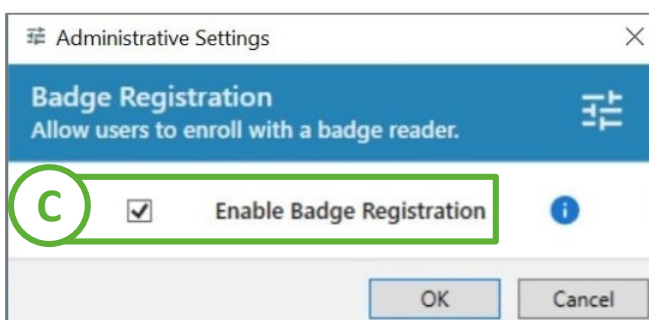


- B. Select **Badge Registration**



- C. Check box to **Enable Badge Registration**

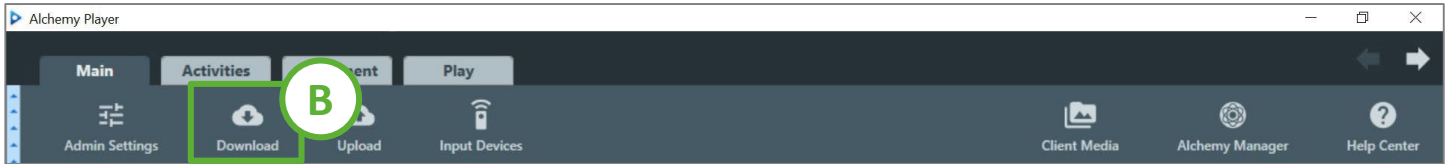
- D. Click **OK** to save



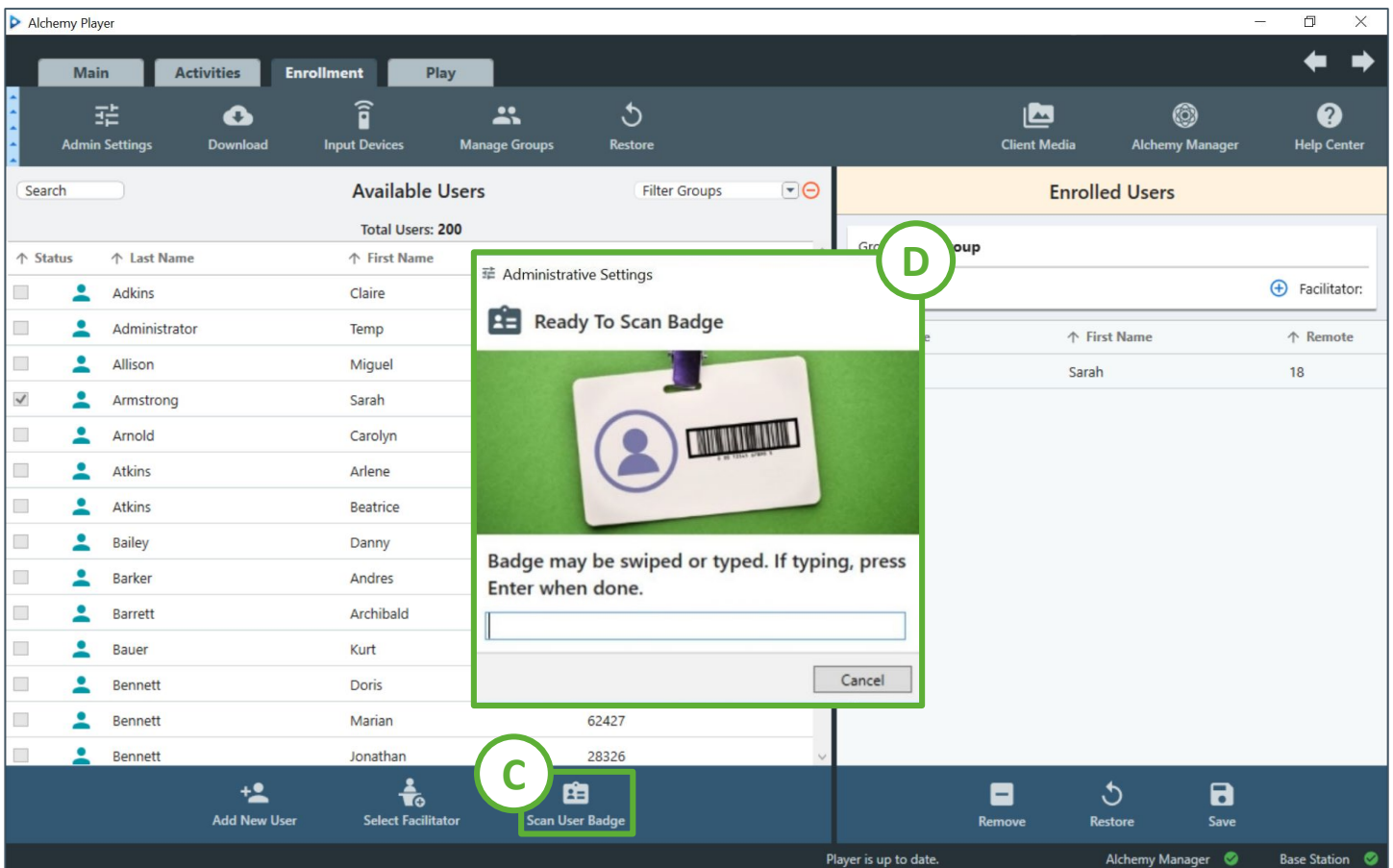
Once the badge configuration settings have been updated accordingly, and the badge numbers have been uploaded into Manager, test the badge registration by following the steps below.

## Testing Badge Registration

- A. Launch **Player**
- B. Navigate to **Enrollment** tab and select **Download**

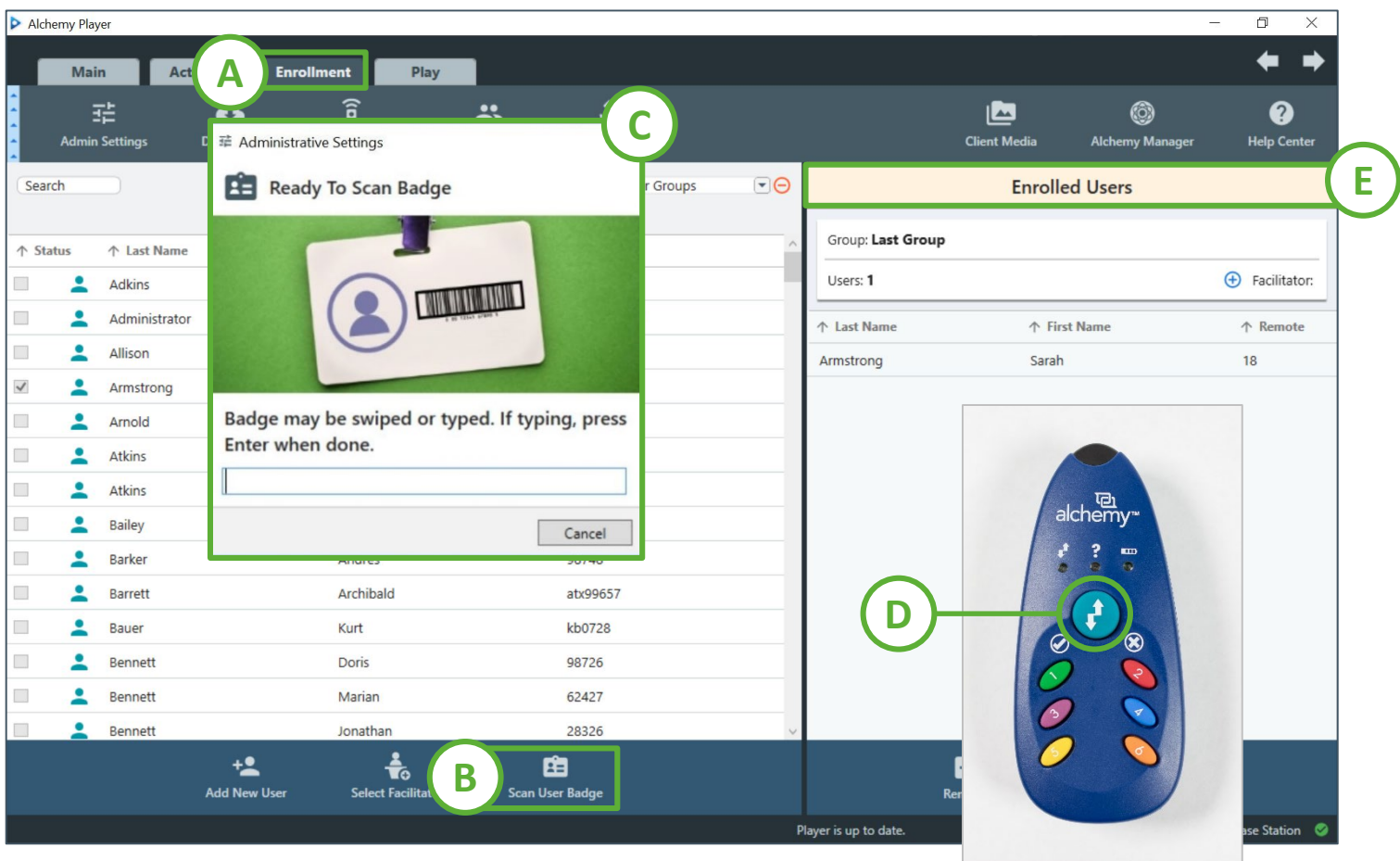


- C. Select **Scan User Badge**.
- D. Swipe employee's badge
  - Employee's name should appear and you will be prompted to register employee with a remote
  - If an error message appears, contact Client Support or your Implementation Manager



## Using a Badge Reader for Enrollment

- A. Navigate to the **Enrollment** Tab
- B. Select **Scan User Badge**.
- C. Have a user scan their badge, or type their badge number into the available text box
  - NOTE: If the badge number and/or employee are not in Manager, an error message will appear.
- D. If the badge is scanned successfully, have the user press the registration button on their remote
- E. Find the user's name/employee number in the Enrolled Users column to verify employee enrollment
- F. Repeat process until all users are enrolled



The screenshot shows the Alchemy Player interface with the following elements:

- Navigation Bar:** 'Main', 'Act', 'Enrollment' (highlighted with 'A'), and 'Play' tabs.
- Administrative Settings:** A dialog box titled 'Ready To Scan Badge' (highlighted with 'C') with a text input field and a 'Cancel' button.
- User List:** A table with columns for Status, Last Name, and Remote. The 'Armstrong' row is checked.
- Bottom Navigation Bar:** 'Add New User', 'Select Facilitator', and 'Scan User Badge' (highlighted with 'B').
- Enrolled Users:** A section titled 'Enrolled Users' (highlighted with 'E') showing 'Group: Last Group' and 'Users: 1'. Below it is a table with columns for Last Name, First Name, and Remote, listing 'Armstrong, Sarah, 18'.
- Remote Control:** A blue remote control is shown with a registration button (highlighted with 'D') circled in green.