



*Sign-In*  
*Electronically*™

**Main Program**

**Chiropractic Ultra Version  
(V-CUL)**

**Operating  
Instructions**

## Sign-In Electronically™ Installation and Operating Instructions

### Preface:

Every effort has been made to make these operating instructions as complete and easy to use as possible. However, if the desired information is not found herein, more information is available on the Sign-In Electronically™ website located at [www.sign-inelectronically.com](http://www.sign-inelectronically.com). Click on the Support button on the left of the main page and there are more resources available there.

### Mouse Clicks:

Throughout this manual, references to “clicks” “select” and other actions taken with the mouse refer to the left mouse button. Any action requiring the right mouse button will be preceded with the word “right”.

Support can also be obtained by emailing [support@sign-inelectronically.com](mailto:support@sign-inelectronically.com) and a speedy reply will be forthcoming.

Support Group  
Sign-In Electronically

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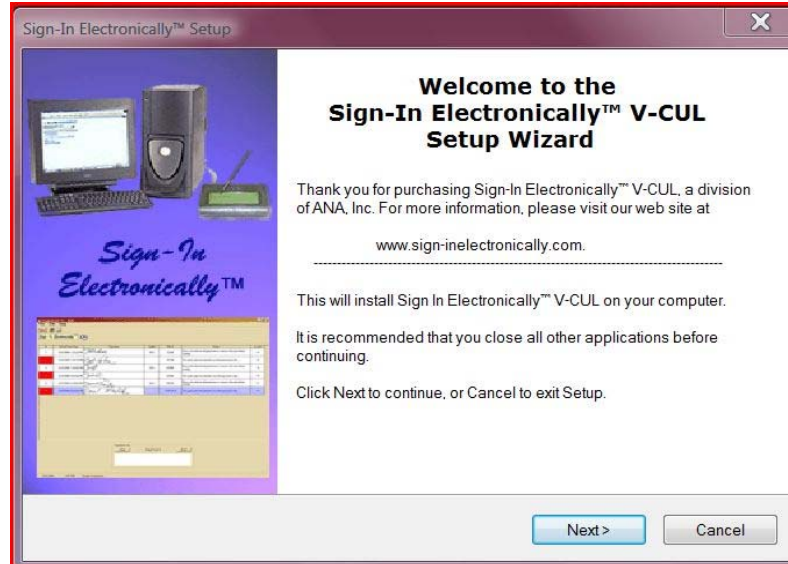
## Sign-In Electronically™ Installation and Operating Instructions

# Sign-In Electronically™

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### Setup:

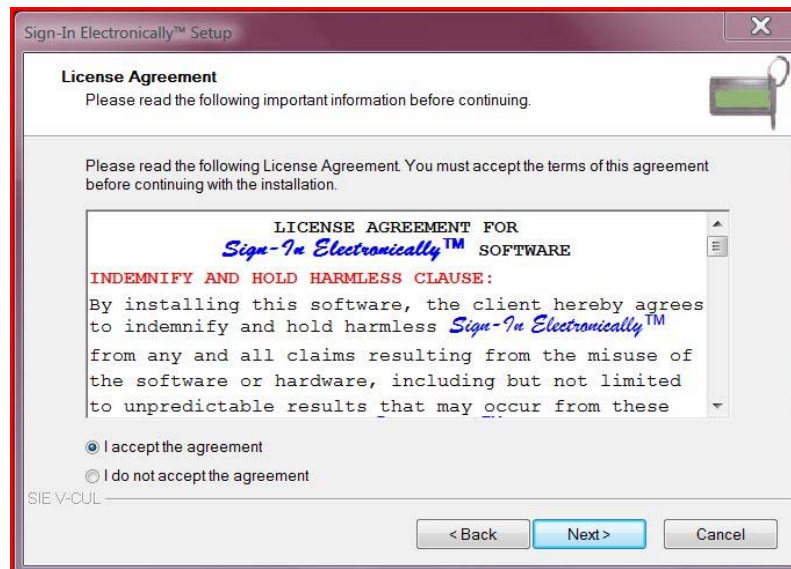
Insert the Sign-In Electronically™ CD in the drive and setup will start automatically and install the Sign-In Electronically™ program. Some user input may be required during this setup. It is recommended that you read and follow the prompts closely.



*If the installation does not start automatically, follow these steps:*

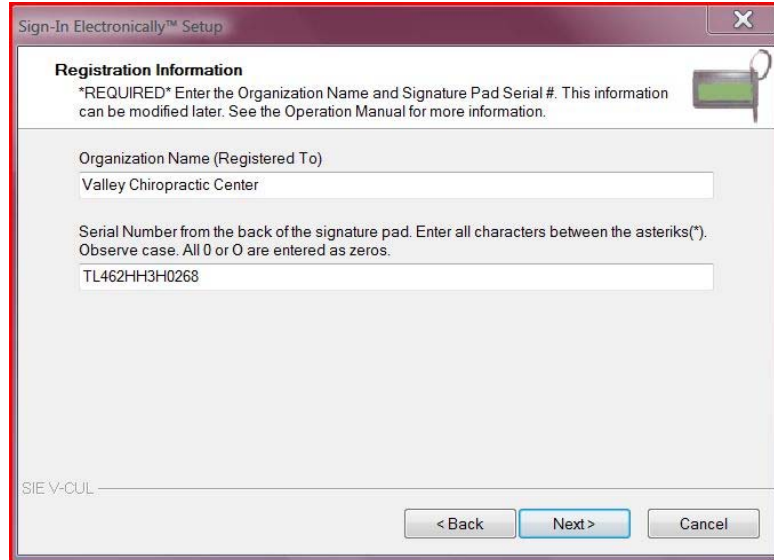
1. Click **Start**
2. Click **Run**
3. Type **D:\Setup** (Where "D" = the letter of your CD-ROM drive) and click OK.

When the License Agreement appears you must accept the agreement or the installation will abort



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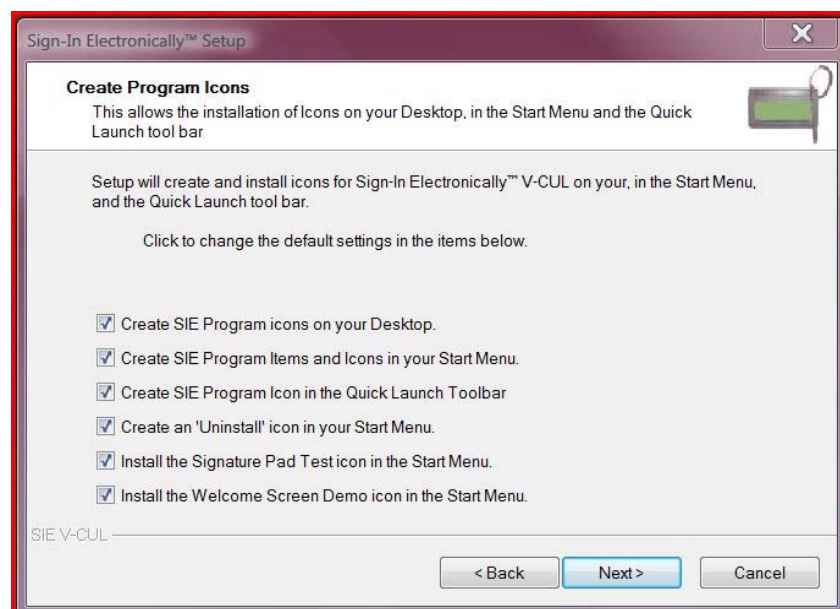
You will be required to enter your organization's name (Registered To) and the signature pad serial number from the back of the pad. This is the number below the bar code, between the two asterisks (\*). The letters in the tablet serial number are all upper case (capitals), and all 0's and o's should be entered as zeros. Note too that here are no spaces in this serial number.



The screenshot shows the 'Sign-In Electronically™ Setup' window with the 'Registration Information' tab selected. The window title is 'Sign-In Electronically™ Setup'. The main content area is titled 'Registration Information' and contains the following text: '\*REQUIRED\* Enter the Organization Name and Signature Pad Serial #. This information can be modified later. See the Operation Manual for more information.' Below this text are two text input fields. The first field is labeled 'Organization Name (Registered To)' and contains the text 'Valley Chiropractic Center'. The second field is labeled 'Serial Number from the back of the signature pad. Enter all characters between the asterisks(\*). Observe case. All 0 or O are entered as zeros.' and contains the text 'TL462HH3H0268'. At the bottom left of the window, the text 'SIE V-CUL' is displayed. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**NOTE:** There may be a Organization name and tablet serial number displayed. If these are not correct, just delete them and enter the correct information.

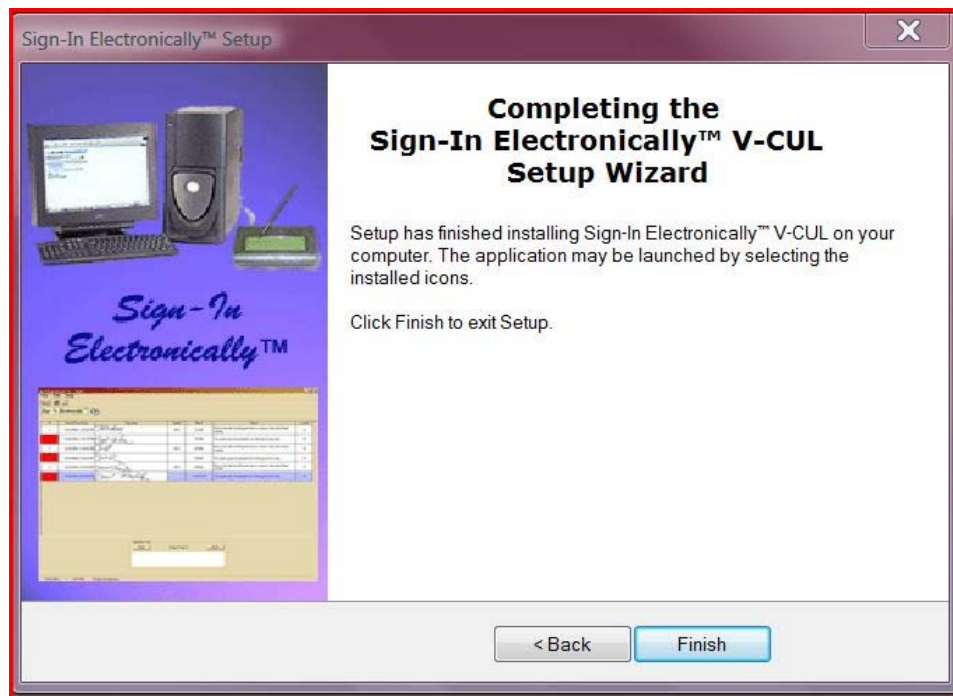
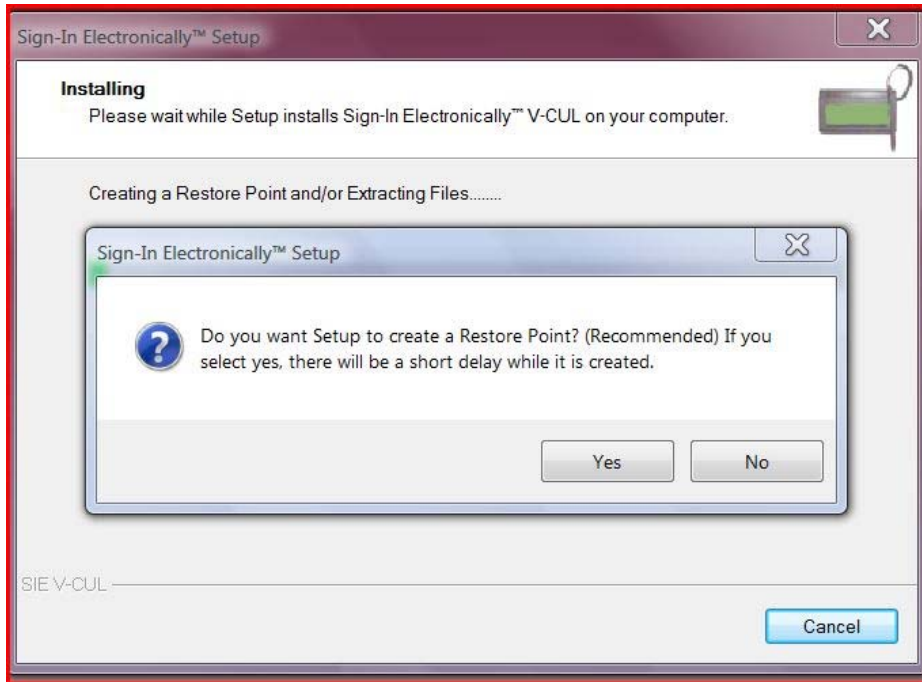
By default, icons will be installed in the Start menu and on the Desktop for the Sign-In Program, the Sign-In Viewer, and the Database Archiver, and for the program uninstaller and Signature Pad test in the Start Menu. Also by default, an icon for the Sign-In Program only will be installed in the Quick Launch Toolbar. You may choose to not install any of these icons during the setup.



The screenshot shows the 'Sign-In Electronically™ Setup' window with the 'Create Program Icons' tab selected. The window title is 'Sign-In Electronically™ Setup'. The main content area is titled 'Create Program Icons' and contains the following text: 'This allows the installation of icons on your Desktop, in the Start Menu and the Quick Launch tool bar'. Below this text is a paragraph: 'Setup will create and install icons for Sign-In Electronically™ V-CUL on your, in the Start Menu, and the Quick Launch tool bar.' followed by the instruction 'Click to change the default settings in the items below.' Below this are six checked checkboxes with the following labels: 'Create SIE Program icons on your Desktop.', 'Create SIE Program Items and Icons in your Start Menu.', 'Create SIE Program Icon in the Quick Launch Toolbar', 'Create an 'Uninstall' icon in your Start Menu.', 'Install the Signature Pad Test icon in the Start Menu.', and 'Install the Welcome Screen Demo icon in the Start Menu.' At the bottom left of the window, the text 'SIE V-CUL' is displayed. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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On computers running Windows XP and later versions of the Windows operating system, there is the option to create a Restore Point. This occurs before any files are copied, and allows your computer to be restored to the pre Sign-In Electronically™ installation condition. It is recommended that you do create the restore point. There will be a short delay in the setup process while this restore point is created.

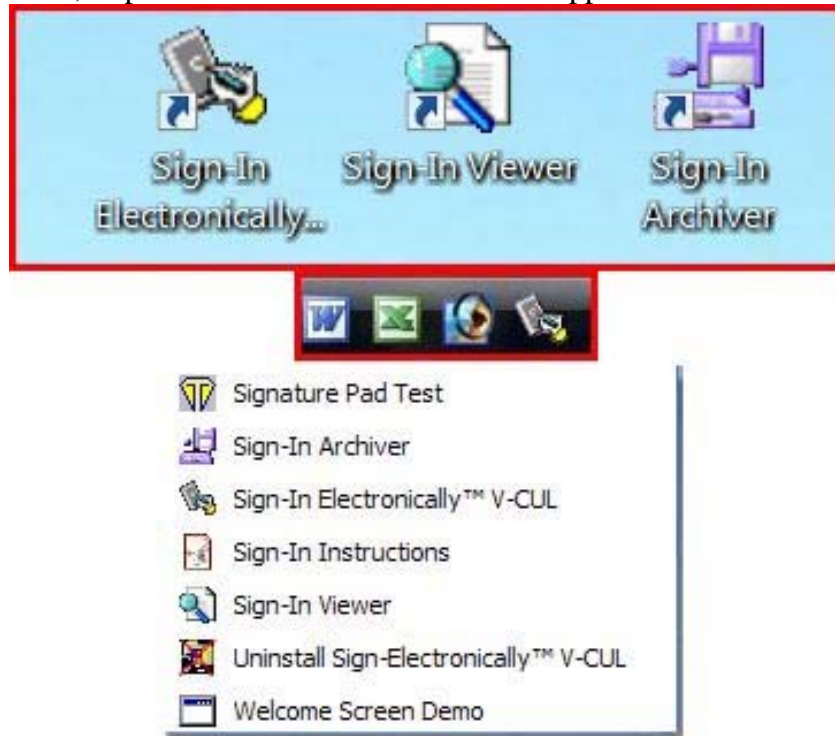


**You Are Now Ready To Start Signing In.**

## Sign-In Electronically™ Installation and Operating Instructions

**NOTE: Be sure that the signature pad is plugged in before you start the program. If the Sign-in program is started without the signature pad plugged in, the program may “hang” while displaying the splash screen and require a computer reboot to recover.**

Click the Sign-In Electronically™ icon on the desktop, in the Start Menu, in the Quick Launch tool bar, or press ALT+SHIFT+S to start the application.



You will be presented with this registration screen.

A screenshot of the 'Sign-In Electronically Registration' dialog box. The title bar reads 'Sign-In Electronically Registration'. The main area contains the following text and fields:

**The Organization Name and Signature Pad Serial Number must be entered in order for the Sign-In Program to function correctly.**

Organization Name. Enter the name exactly as you want it to appear in the program, in all of the printouts, and on the signature pad. This will become the "Registered To" name.

Valley Medical Center

Serial Number from the back of the signature pad. Please enter it exactly as shown between the asterisks(\*). Observe case and enter all 0's and o's as zeros.

TLBK755HD3M0150

Enter the serial number that was given to you by the Sign-In Electronically Representative.

**If you have not received a serial number, click the 'Register Later' button. You will receive the serial number when you register the program.**

4771043

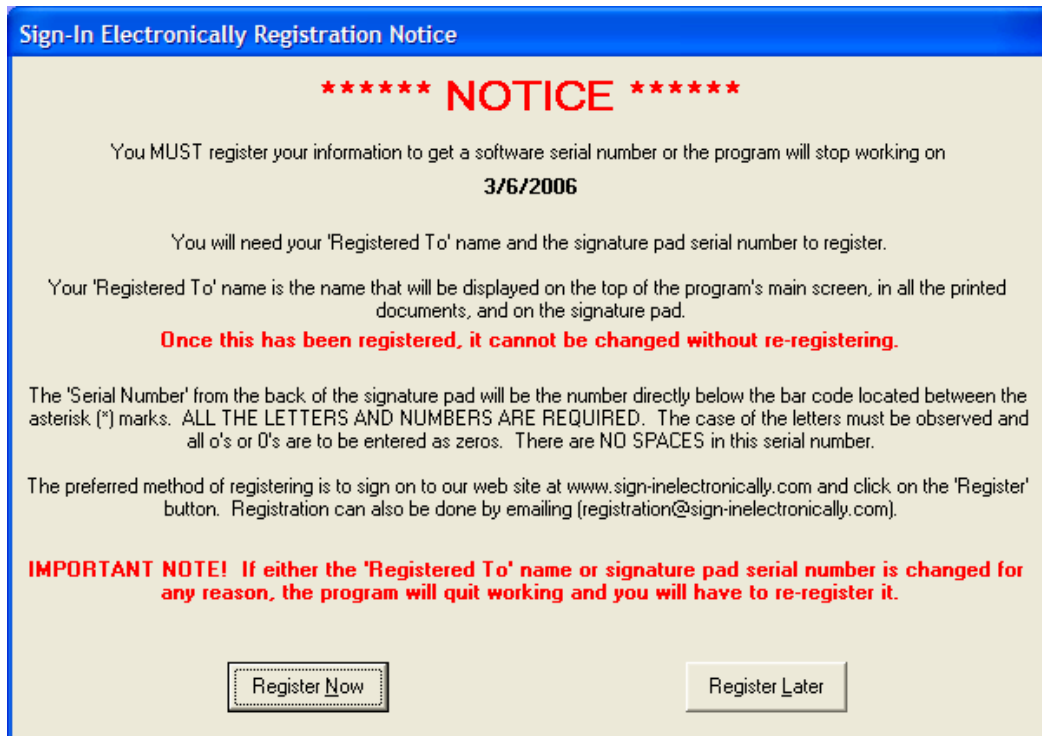
At the bottom, there are two buttons: 'Register Now' and 'Register Later'.

## Sign-In Electronically™ Installation and Operating Instructions

If you have already registered and have the program serial number to enter into the lower box, enter it now, and click “Register Now.”

**NOTE!! If you have not yet registered and do not have the program serial number, click the “Register Later” button.**


If you continue unregistered, you will then be presented with the registration warning screen.



This screen will be displayed every time the program is started until the program has been registered. It will show the last date the program will operate without registering and obtaining a program serial number. The program will work for 30 days from the time it was first installed.

If you have not yet registered, click “Register Later” to start using the Sign-In program. You can refer back to the Register section of this manual when you are ready to register your program.

### **Registration:**

At any time after the original installation, a program serial number can be obtained by going to the web site <http://www.sign-inelectronically.com> and clicking on Register on the left of the screen. If the resolution of your monitor is set so that Register is not visible, scroll down by clicking on the little down arrow  on the bottom of the scroll bar on the far right side of the screen. When the register page displays, click the first choice labeled “MAIN PROGRAM REGISTRATION V3 Lite THRU V7” and enter the required information in the places designated.

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The information needed to generate the program serial number is:

1. **the “Registered To” name;** that is your organization’s name that you want to be displayed on the main screen, on the signature pad, and on all print-outs.

**The “Registered To” name is Case Sensitive. Be sure to register it EXACTLY as you want it to appear in the program. This includes using upper or lower case letters, spaces, characters and punctuation.**

2. **the signature tablet serial number.** This is the number/letter combination located below the bar code on the back of the signature tablet. All characters between the asterisks (\*) are needed. Note that there are no spaces in this signature tablet serial number.

**Be sure to enter it exactly as it appears on the back of the tablet. All letters are upper case (capitals) and all O’s should be entered as zeros (0).**

### Main Screen:

Entries in columns 1, 2, 3 and 7 are made from the signature pad, or entered automatically by the program. Once entered, columns 1, 2, 3 and 7 by design, cannot be changed.

The screenshot shows the main interface of the Sign-In Electronically™ software. At the top, the window title is "Registered To - Valley Chiropractic Center". Below the title bar is a menu bar with "File", "Edit", and "About". A toolbar contains a "Sign-In Electronically™" button and a help icon. The main area features a table with seven columns labeled 1 through 7. The table contains three rows of patient sign-in data. Below the table is a "Signature Pad" window with a "Clear" button, a "Daily Total 1" display, and an "Enter" button. At the bottom, a status bar shows the date "4/28/2007", time "4:37 PM", and status "Ready for signature".

1	2	3	4	5	6	7
#	Arrival Date/Time	Signature	Collect	File#	Notes	Log#
1	4/28/2007 4:34:38 PM	JT Jones	YES	AE33489	First time patient	1
2	4/28/2007 4:34:57 PM	William Smith	YES	TR44816	Routine adjustment	2
3	4/28/2007 4:35:20 PM	Mrs Lane Mary		MED-12901		3

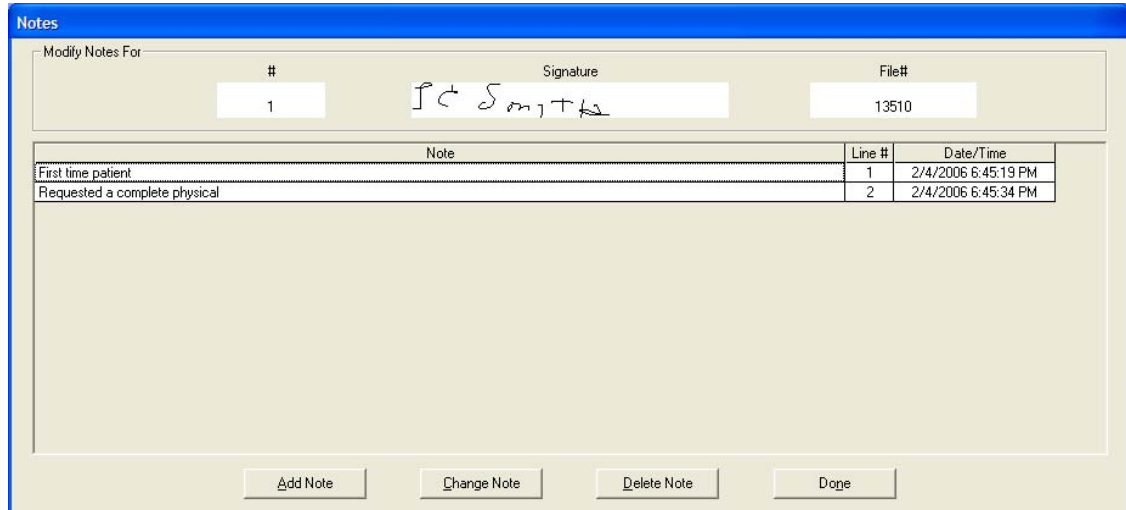
**NOTE: All changes are initiated by RIGHT clicking it the desired cell.**

## Sign-In Electronically™ Installation and Operating Instructions

Column 4 will either be blank or have the word YES in it. This “YES” is toggled on and off by right clicking on the cell. The columns change color when different modes or selections are made.

User entries can be made in columns 5 by RIGHT clicking on the cell where the data will be entered, and using the keypad or scanner.

To make entries in column 6, RIGHT click in the cell and then enter the notes from the dialog that is displayed.



The 'Notes' dialog box is used for managing patient notes. It features a 'Modify Notes For' section with fields for '#', 'Signature', and 'File#'. Below this is a table of notes with columns for 'Note', 'Line #', and 'Date/Time'. At the bottom are buttons for 'Add Note', 'Change Note', 'Delete Note', and 'Done'.

#	Signature	File#
1	J C S m j + k	13510

Note	Line #	Date/Time
First time patient	1	2/4/2006 6:45:19 PM
Requested a complete physical	2	2/4/2006 6:45:34 PM

In this dialog, notes can be added, changed or deleted. After making the addition or change, click Enter, then Done and the noted will be entered in column 6.

At the bottom of the main screen is a representation of the signature pad. Here the signing in process can be observed in real time. The signature here is a facsimile and not necessarily to scale. Should the person signing in fail to press the Enter button on the pad, the signature can be entered by clicking on the Enter button on the desktop.



The 'Signature Pad' dialog box shows a large empty area for a signature. It includes a 'Clear' button, a 'Daily Total: 3' indicator, and an 'Enter' button.

**Note:** Closing or minimizing the program will not lose any data. When it is reopened or maximized, all the entries for the current day will be displayed. Signatures can still be entered when the program is minimized.

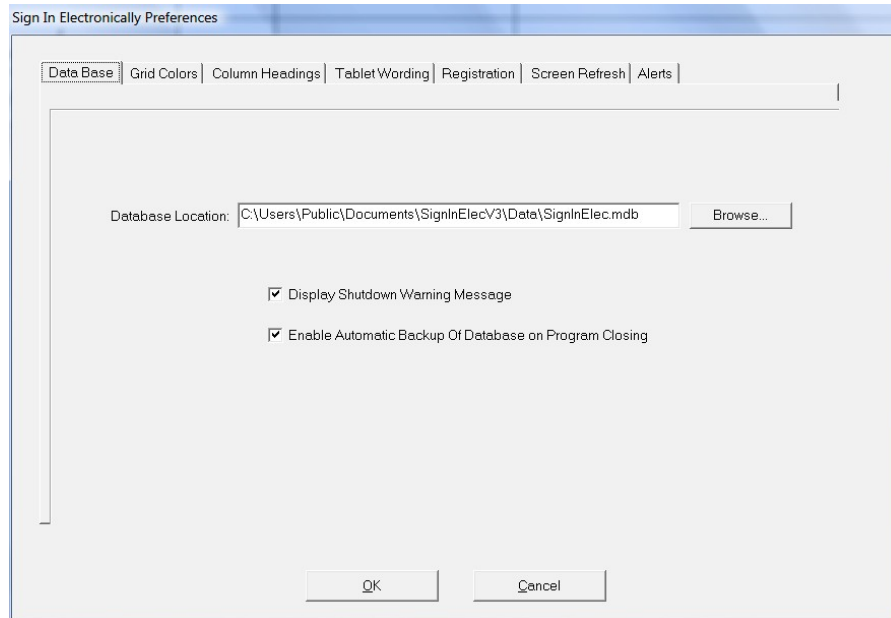
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### Preferences:

Click File, then Preferences or the Preferences icon. In this dialog, several items in the program can be set or modified. Changes made here do not affect the Viewer program. It has its own preference settings.

**The Apply button must be clicked where applicable for the changes to take effect.**

The Database Location tab allows changing the location of the Master Database file.

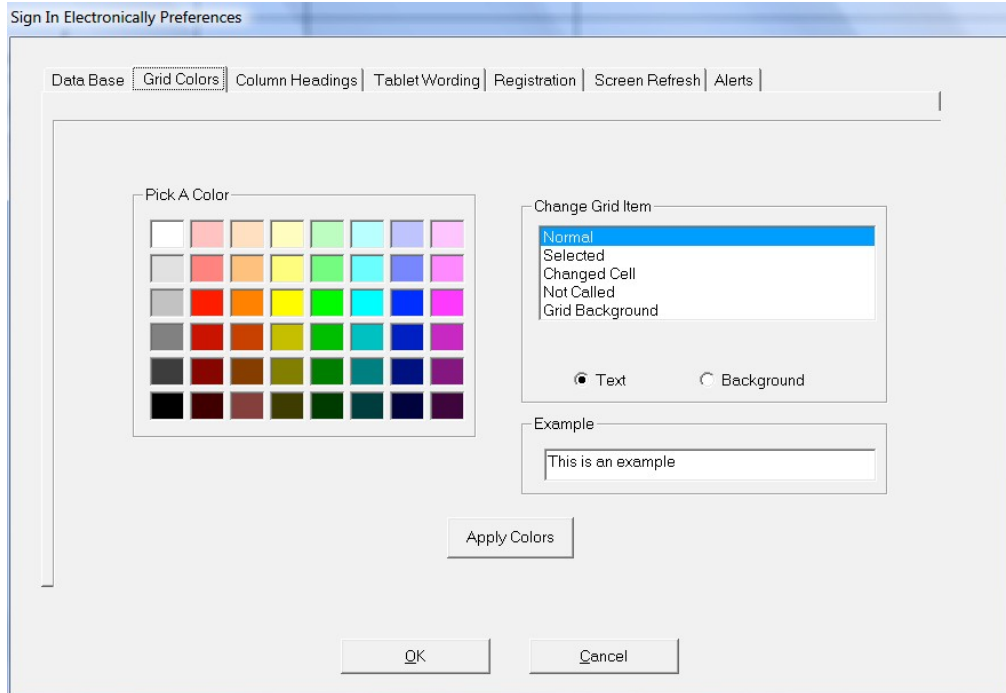


**NOTE: It is recommended that no changes be made to the database location or shutdown loop feature under normal conditions. Inappropriate changes can adversely effect the operation of the program. To view another database, use the “Select Different Database” function in the Sign-In Viewer. (Except for V4.5 and 5 which have no separate viewer).**

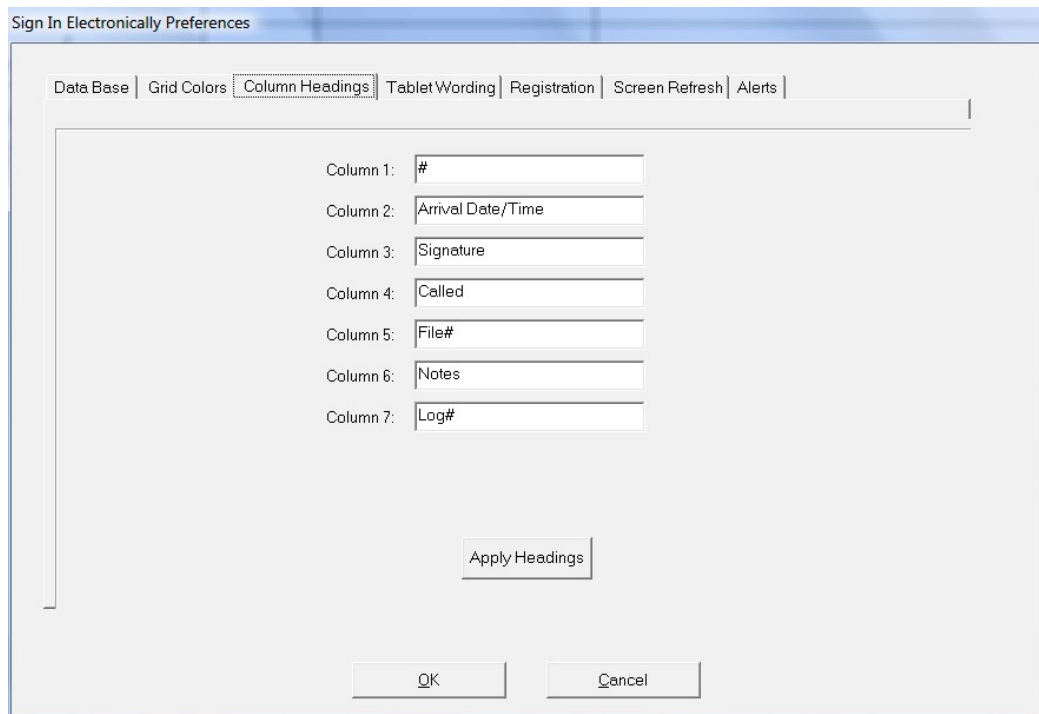
“Display Shutdown Warning Message”: This message warns that the database is open on another computer and prevents closing the main program until it is closed. Unchecking this box prevents this message from being displayed

“Enable Automatic Backup of Database on Program Closing: When the program closes, the choice is given to perform a manual backup of the database and archives. If no manual backup is chosen, the program automatically makes a backup of the database only. This automatic backup can be enabled or disabled here.

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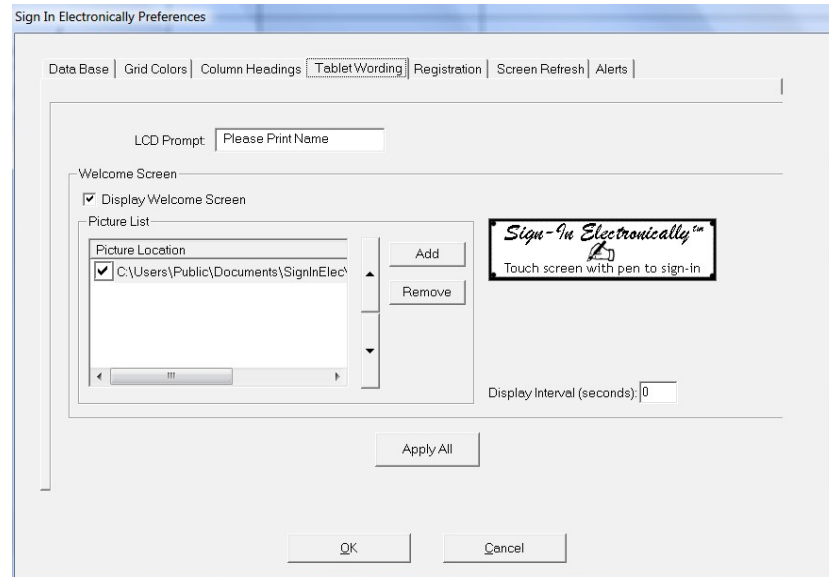


The Grid Colors tab allows changing colors for the various modes. Both the background and the text in the cells can be changed to suit individual tastes.



The Column Heading tab allows renaming the column headings. The changes are displayed immediately and are remembered on successive openings of the program.

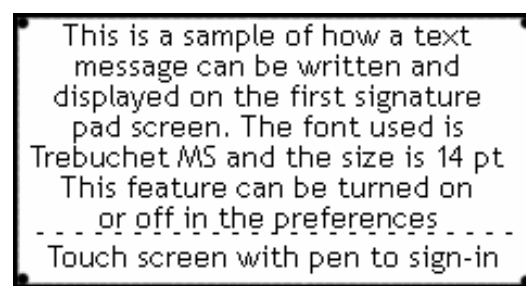
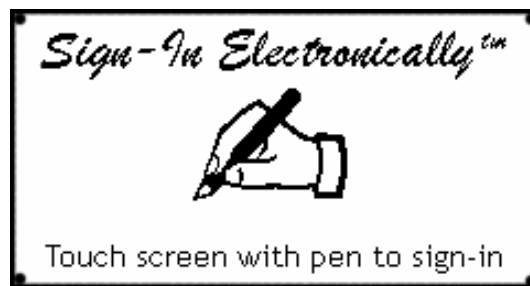
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The Tablet Wording tab allows changing the wording displayed on the signature pad's first screen. Visible text is limited to about 25 characters, and will not be displayed on the signature pad until it is refreshed with a new signature, or by clicking on the ENTER button

You can choose to display a welcome screen as the first one displayed. This welcome screen will be displayed after every sign-in process has been completed, and before the next one begins. There is also a welcome screen marquee available. It can display up to ten different welcome screens marquee style, alternating at intervals of from 10 to 60 seconds.

This screen can display text and simple graphics. Due to the graphic limitations of the signature pad, the pixels in it are either on or off, limiting it to display only pure black and white graphics. (These two samples are included with the program):



The graphic must be in a BMP formatted line art, 240 X 64 pixels in size. A 72 DPI resolution with a 4 bit or less depth works well. Although it may be stored anywhere, the default location is in the Images folder.

To display text, use any program that allows creating a text box in a graphic. Once the text is entered as desired, save it as a BMP file with the parameters per the above. A font like Trebuchet MS, 14 pts works well.

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The screenshot shows the 'Sign In Electronically Preferences' dialog box with the 'Registration' tab selected. The dialog has a title bar and a menu bar with options: Data Base, Grid Colors, Column Headings, Tablet Wording, Registration, Screen Refresh, and Alerts. The main area contains three text input fields: 'Registered To' with the value 'Valley Chiropractic Center', 'Tablet Serial Number' with 'TL462HH3H0268', and 'Program Serial Number' with '12345678'. Below these fields are three buttons: 'Apply', 'OK', and 'Cancel'.

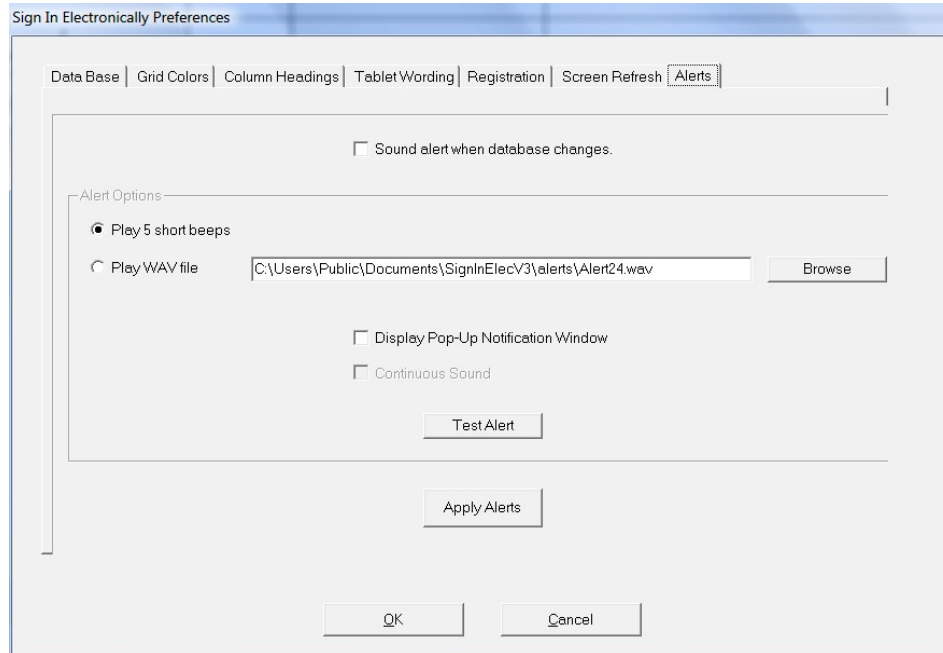
The Registration tab allows changing the registration information. The name entered here is the “Registered To” name and is displayed on the top line of the program. Entries on this screen must not be changed after the program serial number has been obtained and entered.

**IMPORTANT!! Once this information is registered and a program serial number is issued and entered, the Registered To name or the signature pad serial number cannot be changed without obtaining another program serial number.**

The screenshot shows the 'Sign In Electronically Preferences' dialog box with the 'Screen Refresh' tab selected. The dialog has a title bar and a menu bar with options: Data Base, Grid Colors, Column Headings, Tablet Wording, Registration, Screen Refresh, and Alerts. The main area contains instructional text: 'When viewing the Sign In Log File, you can set the program to automatically display the new entries after a set period of time. A value of 1 is recommended. A value of 0 will not refresh the display automatically. The time can be set in 30 second intervals. ex: 5=30 seconds, 1=60 seconds, 1.5=90 seconds.' Below this text is a text input field for 'Refresh Rate (minutes):' with the value '0'. Further text below the field reads '(ex: 5=30 seconds; 1=60 seconds; 1.5=90 seconds 0=no automatic refresh)'. At the bottom are three buttons: 'Apply Refresh', 'OK', and 'Cancel'.

The screen refresh is used to automatically update the display. User input is permitted from the viewer, and to allow these changes to be viewed from the main program, the display has to be refreshed. A value of 1 = 60 seconds is recommended. A setting of 0 turns the automatic refresh off.

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The “Alert” feature is available when the Sign-In Electronically™ program is used on a network where the Sign-In Network Viewer is also used. It is not applicable to this special Chiropractic version.

There is one other preference that can be set directly in the program. The column widths can be changed by placing the mouse pointer on the vertical line in the header between the columns and dragging it to the desired width. This new setting will not be saved until the program is closed. Refreshing the display, either manually or automatically before the program has been closed will cause the column widths to revert to their previous settings.

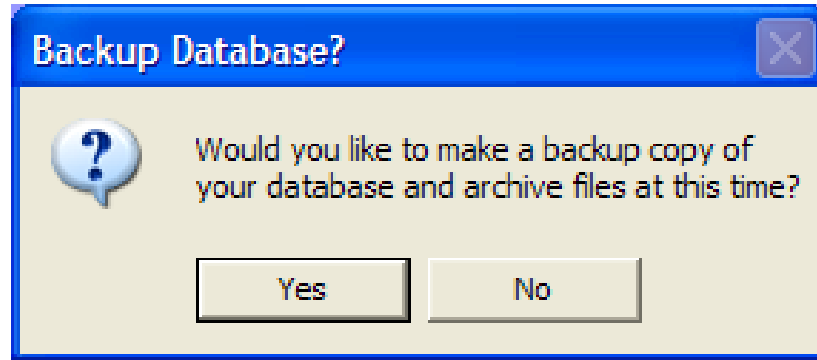
	Called	File#	Notes
	YES	AB33489	First time patient
	YES	TR44510	Routine adjustment

The program is installed with default column widths proportioned so that it will entirely fit on a screen with a resolution of 1024 X 768 or greater. If the screen resolution is less, (i.e.: 800 X 600) or if the column widths are greater, the entire display may not fit on the screen. In this case, there will be a scroll bar at the bottom to allow scrolling back and forth. Likewise, when the page fills up, there will be a vertical scroll bar to allow scrolling up and down.

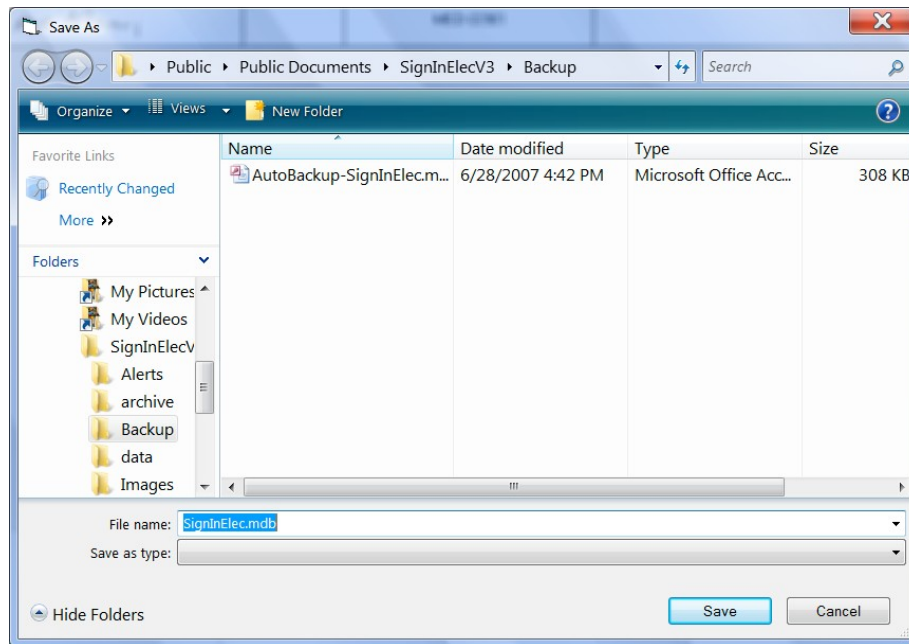
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### **Backing Up The Database:**

Any time the main program is closed, you are given the choice to back up the Master Database and the Archived files. The Master database file is called SignInElec.mdb or SignInOut.mdb and is located in the Data folder. The archive files are located in the Archive folder.



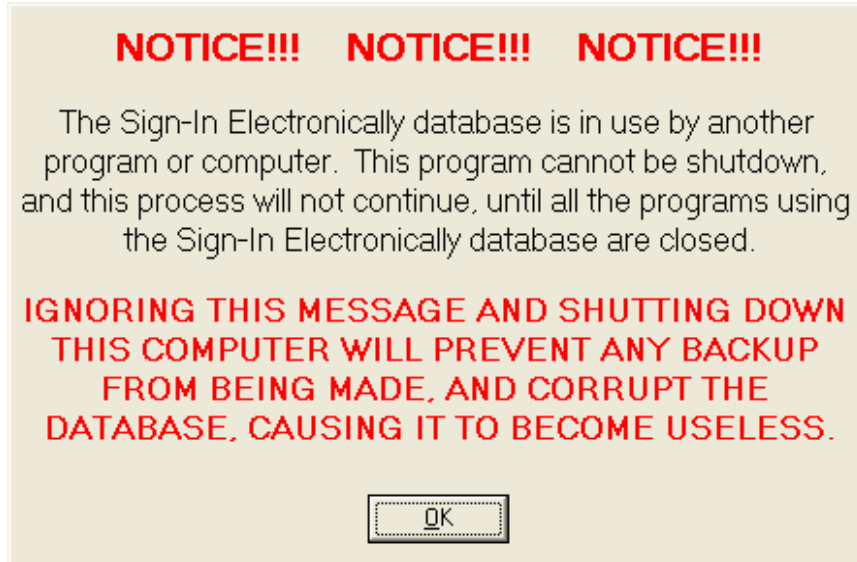
The Master Database file and the entire Archive folder will be backed up to any media available on your computer; Hard drive, floppy, CD-RW, Zip disk, Flash memory, etc. When the Save dialog opens, you can choose the place to backup the files at the top in the "Save In" box. The database name will be shown at the bottom in the "Filename" box.



If you choose to NOT do a backup of the Master Database or Archived files, there is an automatic backup performed of the Master Database only. This is backed up to the Backup folder and will be named "AutoBackup-SigninElec.mdb".

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This automatic backup feature can be disabled by a setting in the Preferences, Database tab. However, this is not normally recommended but may be desirable when a very large database is maintained, causing the automatic backup to require several minutes to complete.

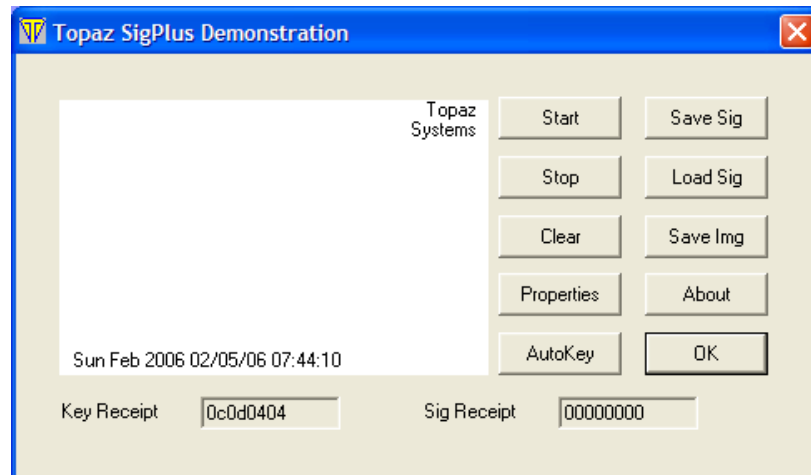


**NOTE: Close the Sign-In Viewer and Network Viewer before closing the main program or backing up the database from the main program. The main program will not close and the database cannot be backed up if it is open in another program. If tried, a message is displayed like this, and the process will not continue.**

**database is stored on the server.**

### **Testing The Signature Pad:**

Close all Sign-In Electronically™ programs, then select Signature Pad test from the Start Menu. This will open a little program called SigPlus Demo that will facilitate testing the signature pad.



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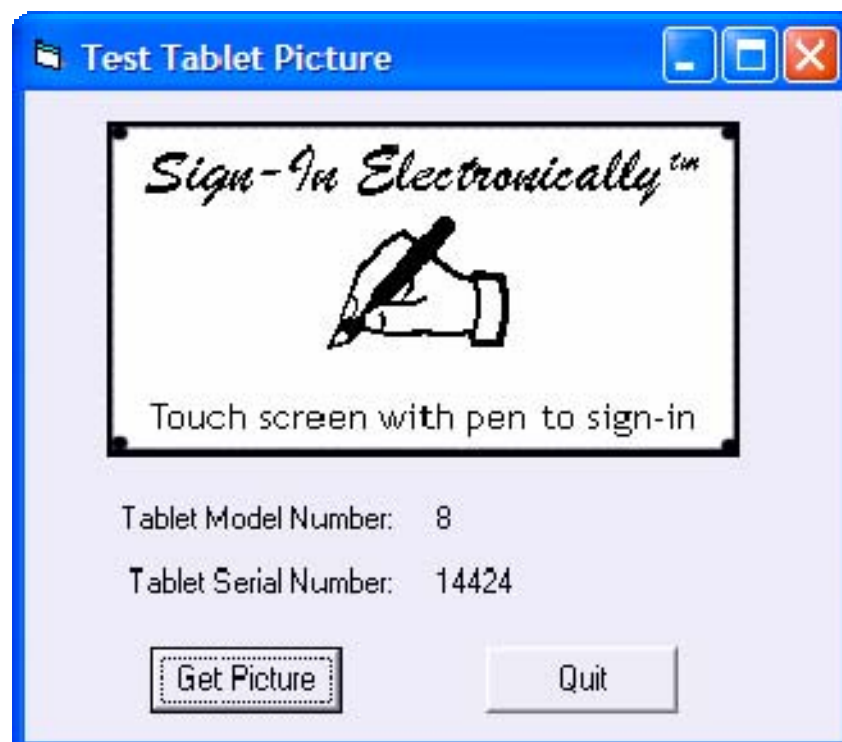
### **Welcome Screen Demo:**

Also in the Start menu there is a program called “Welcome Screen Demo”. This little utility can also be used to test the tablet if it is suspected that it may be defective. This test may be requested by Sign-In Electronically support group if there is a tablet problem suspected.

To test a welcome screen picture, there is a little utility called the “Welcome Screen Demo” that can be accessed from the Start Menu. This allows viewing an existing welcome screen or one that you have created without actually running the Sign-In program.

After creating your welcome screen picture, it should be copy it to the Image folder, which is accessed by default when the demo program is opened.

To view a welcome screen picture, simply plug in the tablet, and then click the “Welcome Screen Demo” item in the start menu. The program will open and the Tablet Model and Serial Number will be displayed.



Plug in the tablet and then open this program by clicking on its name in the start menu. The program should open and the Tablet Model and Serial Number should be displayed. Click the “Get Picture” button, and select a picture to view.

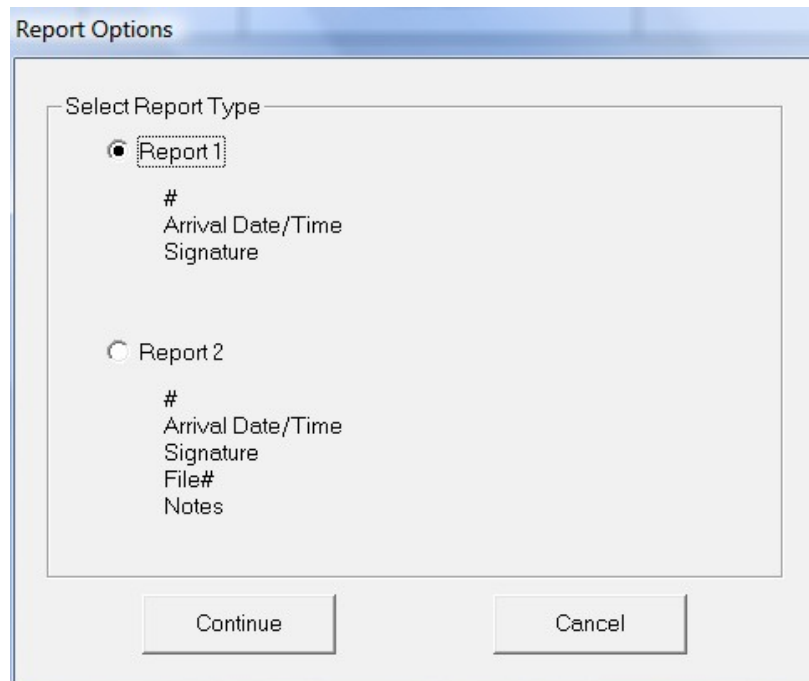
If all is OK with the tablet, the picture should be displayed on the computer screen and the tablet. If the program doesn't open, or no Model or Serial number, or no picture is displayed, then some kind of tablet related hardware problem is indicated.

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### **Printing:**

The daily log can be printed for a permanent hard copy. The print function is called by clicking on the printer icon in the menu. In the print dialog that opens, there are two preset print formats. #1 prints just the daily log entry number, the date and time, and the signature in two columns. #2 print setting adds the File number, and the notes to a one column printout.

***NOTE: In the Notes cell, the maximum number of characters per line that will print is about 35. More than that will wrap into line 2. The max number of lines that will print is 3.***



### **NOTE:**

Many of the icons in the menu of the print screen are not implemented. This is by design as there is no requirement for the function they represent in this application.

### **Sign-In Viewer:**

There is an icon on the desktop and in Start menu called Sign-In Viewer. When clicked, this opens the Sign-In Viewer with a display similar to the Sign-In program.

The ALT+SHIFT+V key press also will start the viewer. Entries can be made in columns 4, 5 and 6 the same way as in the main program.

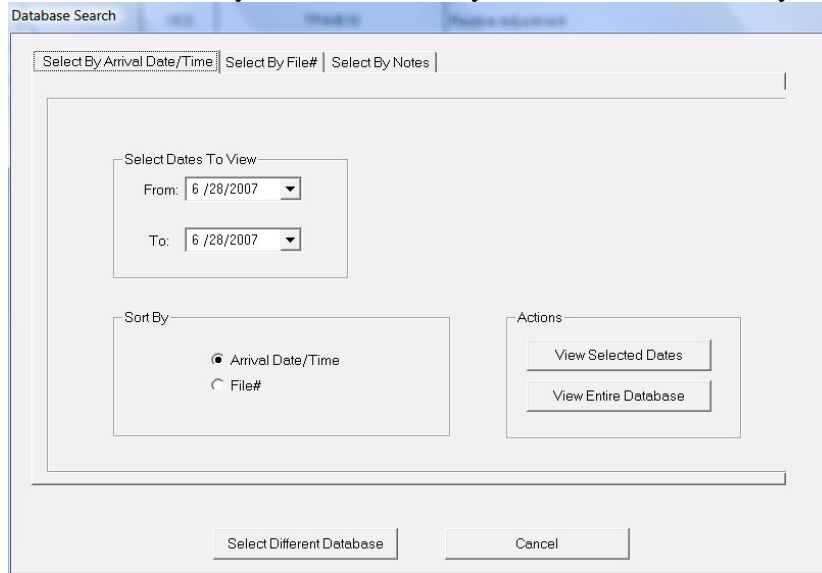
To view the current Sign-In log, click the button in the lower left part of the screen labeled "Refresh Active Sign-In Log".

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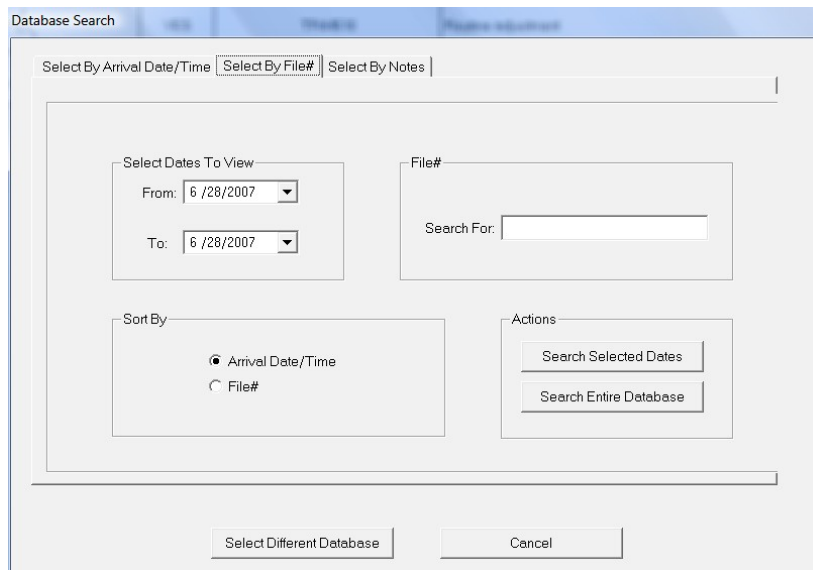
## Database Search:

To view part or the entire Master Database file, click the Database Search icon or click File, then Database Search.

When this dialog opens, the power of the search abilities becomes evident. There are four tabs labeled, “Select By Date”, “Select By File #”, and “Select by Notes”,



When “Select By Date” is clicked, you can enter the date range you wish to view, and then sort by the date, or the file number. Setting the dates is accomplished by clicking on the little scroll arrow to the right of the date box to display a calendar, or by entering it directly in the date box.



If the “Select by File #” tab is clicked, you can enter the search date range, and enter the file# to be searched for. Again, you can sort by Date, or File#. This is an exact search, meaning only items corresponding exactly to your search criteria will be found.

## Sign-In Electronically™ Installation and Operating Instructions

The Search by File# supports wildcard characters. A wildcard character is a special character that represents one or more other characters. The wildcards supported are the common ones, those being the asterisk (\*), which represents zero or more characters in a string of characters, and the question mark (?), which represents any one character.

These wild cards work with any alphanumeric character or string of alphanumeric characters: that is any number or letter or combination thereof.

The screenshot shows a 'Database Search' dialog box with three tabs: 'Select By Arrival Date/Time', 'Select By File#', and 'Select By Notes'. The 'Select By Notes' tab is selected. Below the tabs, there are several sections: 'Select Dates To View' with 'From' and 'To' dropdown menus both showing '6 /28/2007'; 'Notes' with a 'Search For:' text input field; 'Sort By' with radio buttons for 'Arrival Date/Time' (selected) and 'File#'; and 'Actions' with buttons for 'Search Selected Dates' and 'Search Entire Database'. At the bottom of the dialog are buttons for 'Select Different Database' and 'Cancel'.

If the “Select by Notes” tab is clicked, you can enter the search date range, then the word or any portion of a word to search. The results can be sorted by date, File#, or the “User Defined Column”.

The Search by Notes automatically inserts wildcards to facilitate a partial entry search. Any existence of the search criteria will be located. A search for “not” will find not, note, nothing or any other text containing the letters not in that sequence

In all cases, there are two buttons that either display the entries associated with the search criteria selected for the date range selected, or for the entire database.

**NOTE: Limitations of the “View Entire Database” feature;**

**The maximum number of entries that can be displayed is approximately 8,000. Exceeding this number will cause the Viewer to close with an error message. However, the maximum number of items in the database that can be searched is limited only by the operating system and computer resources.**

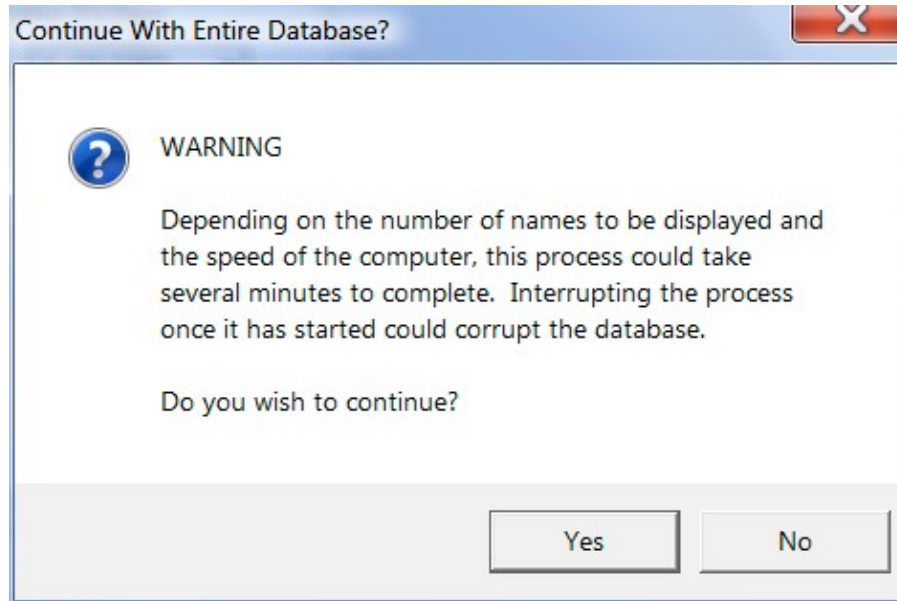
**Therefore, if displaying the entire database is highly desired, the database should be periodically archived to maintain its size below 8,000 entries.**

## Sign-In Electronically™ Installation and Operating Instructions

**If searches of the entire database are NOT desired, then archiving is not required, but using the “View Entire Database” feature should be avoided.**

**The time required to display the results of any search is determined by the number of items found. Viewing the entire database can take up to 5 minutes if the database is large..**

Therefore, when the “View Entire Database” button is clicked, this warning message is displayed, giving the opportunity to cancel the request.



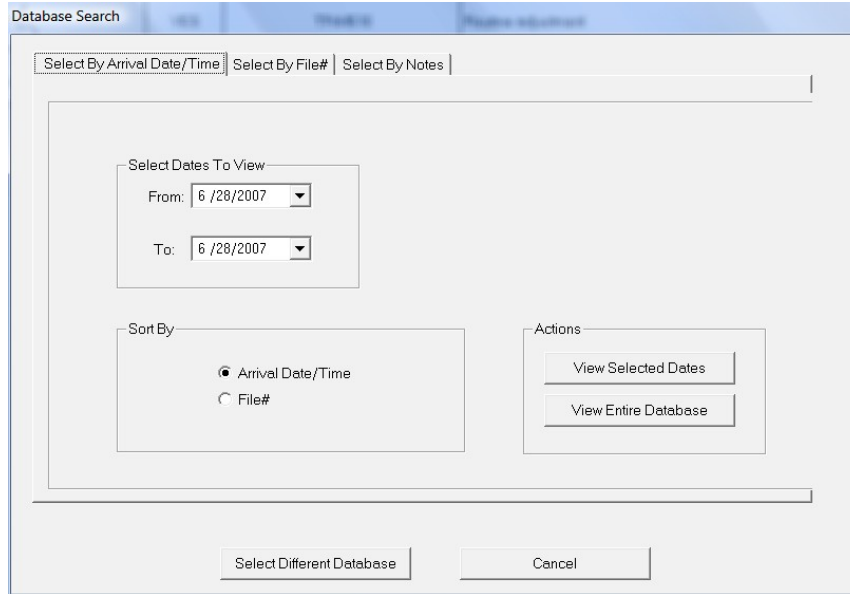
The results of any search can be printed. This print function allows printing in two preset formats. #1 prints just the time, date and signature in two columns, and #2 adds the file number, and notes and prints in one column.

As with the print function described previously, many of the icons in the menu of the print screen are not implemented in this version. This is by design as there is no requirement for the function they represent in this application.

### **Select Different Database:**

To view a different Sign-In Electronically database or one of the archive files you have created, which are individual database files, use the “Select Different Database” button in the search dialog.

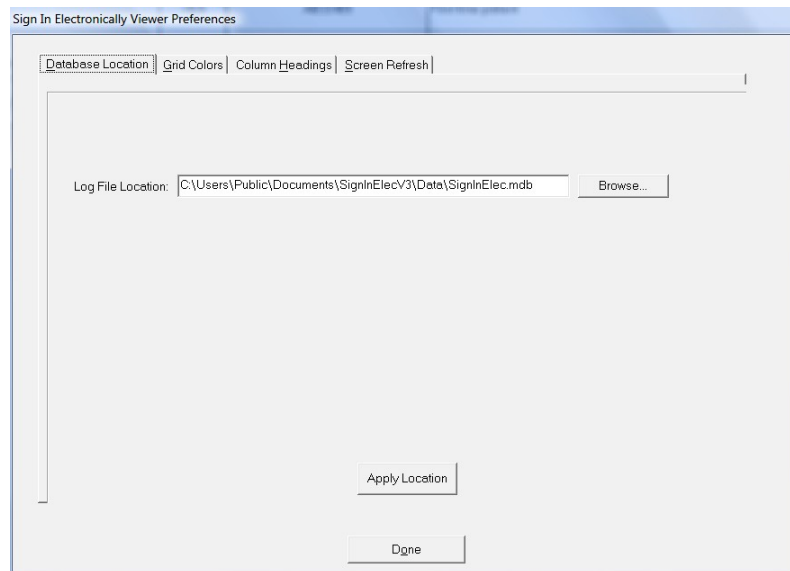
## Sign-In Electronically™ Installation and Operating Instructions



Clicking the “Select Different Database” button opens a dialog where you can locate and select the database to view. Once this different database is displayed, all functions of the viewer are available.

### **Viewer Preferences:**

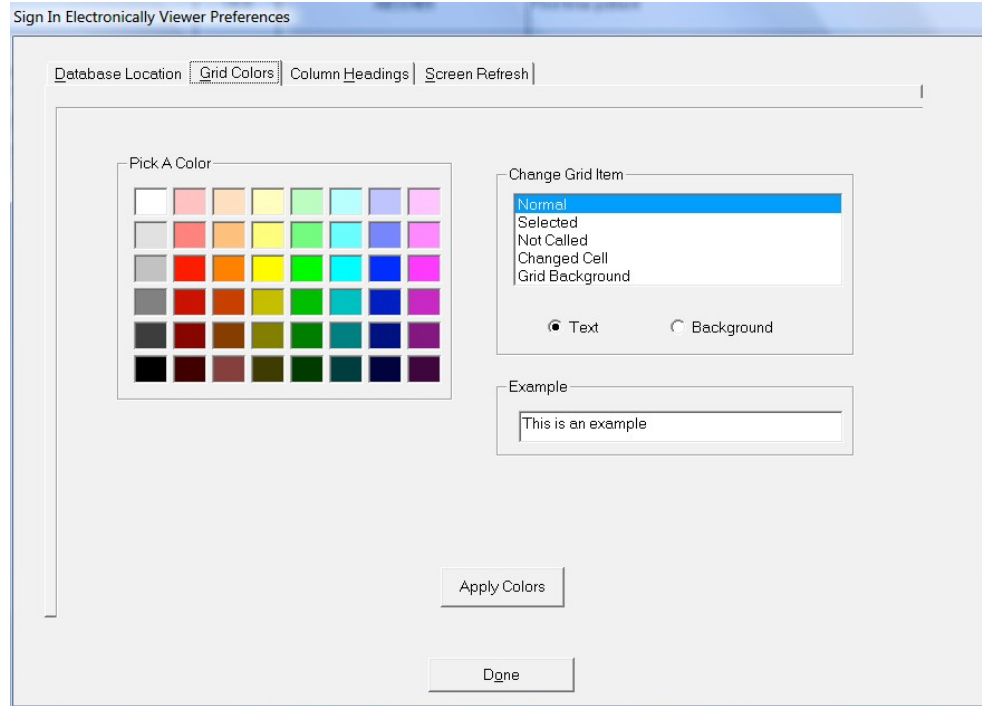
Click File, then Preferences. In this dialog, several items in the program can be set or modified. Changes made here do not affect the main program. It has its own preference settings.



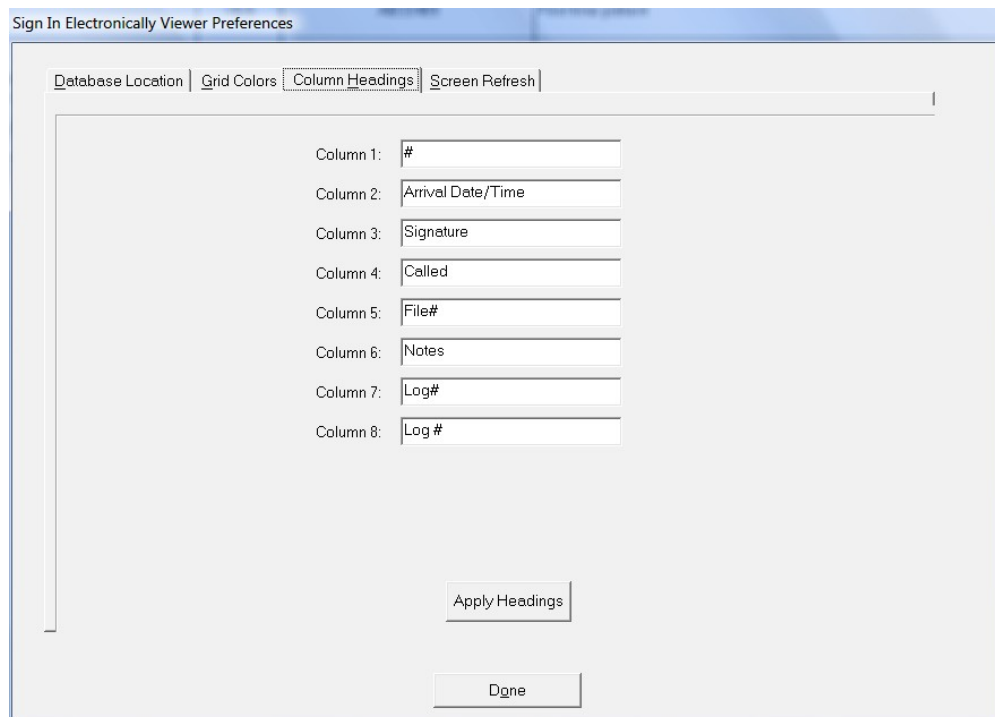
The Database Location tab allows changing the location of the Master Database file.

***NOTE: It is recommended that this location is NOT changed for normal use. Inappropriate changes in the Master Database’s location can adversely effect the operation of the program. To view another database, use the “Select Different Database” function. (See previous page)***

# Sign-In Electronically™ Installation and Operating Instructions

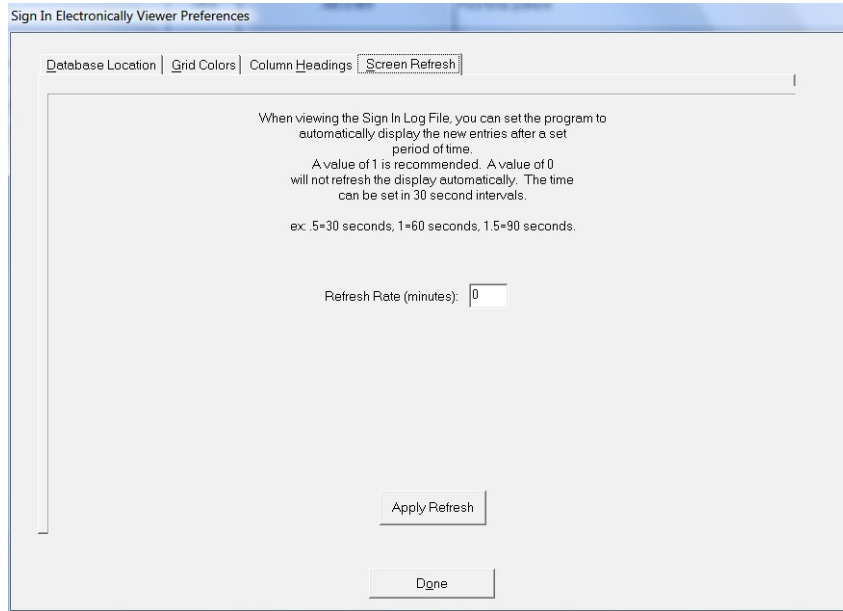


The Grid Colors tab allows changing colors for the various modes. Both the background and the text can be changed to suit individual tastes.



The Column Heading tab allows renaming the column headings. The changes are displayed immediately and are remembered on successive openings of the program.

# Sign-In Electronically™ Installation and Operating Instructions



The screen refresh is used to automatically update the display. If the main program and viewer are opened simultaneously, to allow changes made from the main program to be viewed from the viewer, the display has to be refreshed. A value of .5 = 30 seconds is recommended. A setting of 0 turns the automatic refresh off.

There is one other preference that can be set directly in the program. The column widths can be changed by placing the mouse pointer on the vertical line in the header between the columns and dragging it to the desired width. This new setting will be remembered when the program is closed.

	Called	File#	Notes
	YES	AB33489	First time patient
	YES	TR44510	Routine adjustment

The program is installed with default column widths proportioned so that it will entirely fit on a screen with a resolution of 1024 X 768 or greater. If the screen resolution is less, (i.e.: 800 X 600) or if the column widths are greater, the entire display may not fit on the screen. In this case, there will be a scroll bar at the bottom to allow scrolling back and forth. Likewise, when the page fills up, there will be a vertical scroll bar to allow scrolling up and down.

## Sign-In Electronically™ Installation and Operating Instructions

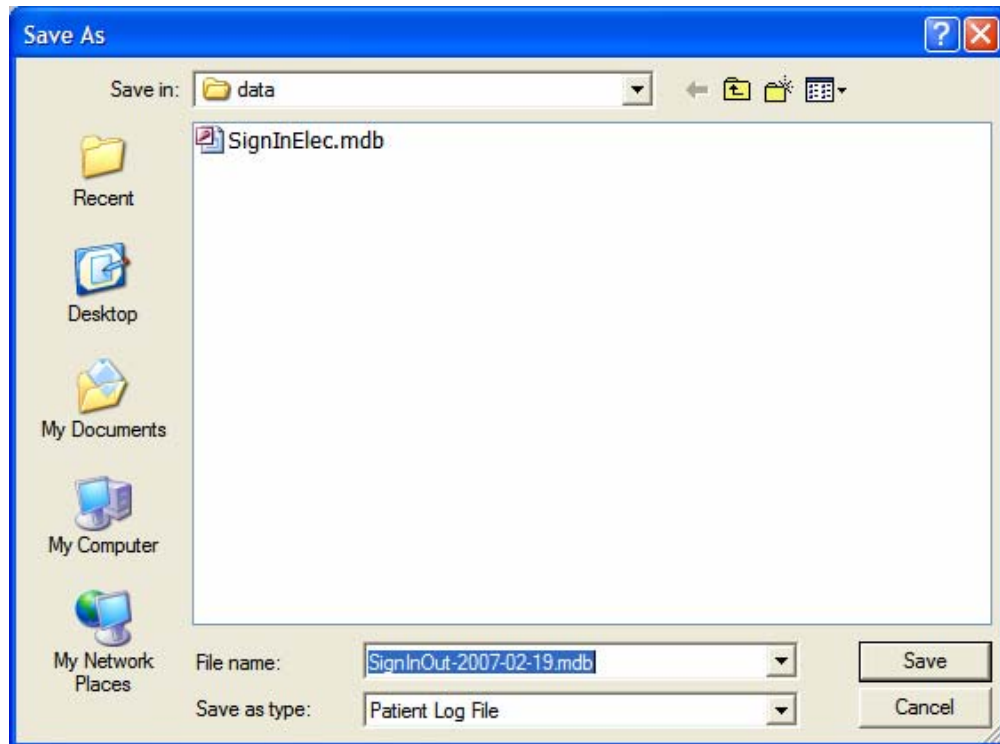
### **Export Database:**

The export feature is included to allow capturing the current day's database or any other database currently being viewed in a form that can be emailed or otherwise sent to another party for them to view. This exported database will have the same encryption as the regular database so can only be viewer in a Sign-In program.

Please note also that many email programs will filter out attached database files so it may be necessary to zip the database before emailing it. Zipping it will greatly reduce its size and will better facilitate emailing it.

In the main program the entire current day's database will be exported. In the viewer the database being viewed will be exported. This allows the results of a search or any specific date, or the entire database to be exported.

In the File Menu there is an item called Export. Clicking this will open this dialog.



In the top “Save In” blank you enter the destination where you want the exported database to be saved. Clicking the little down arrow will display all possible storage devices and locations on the computer.

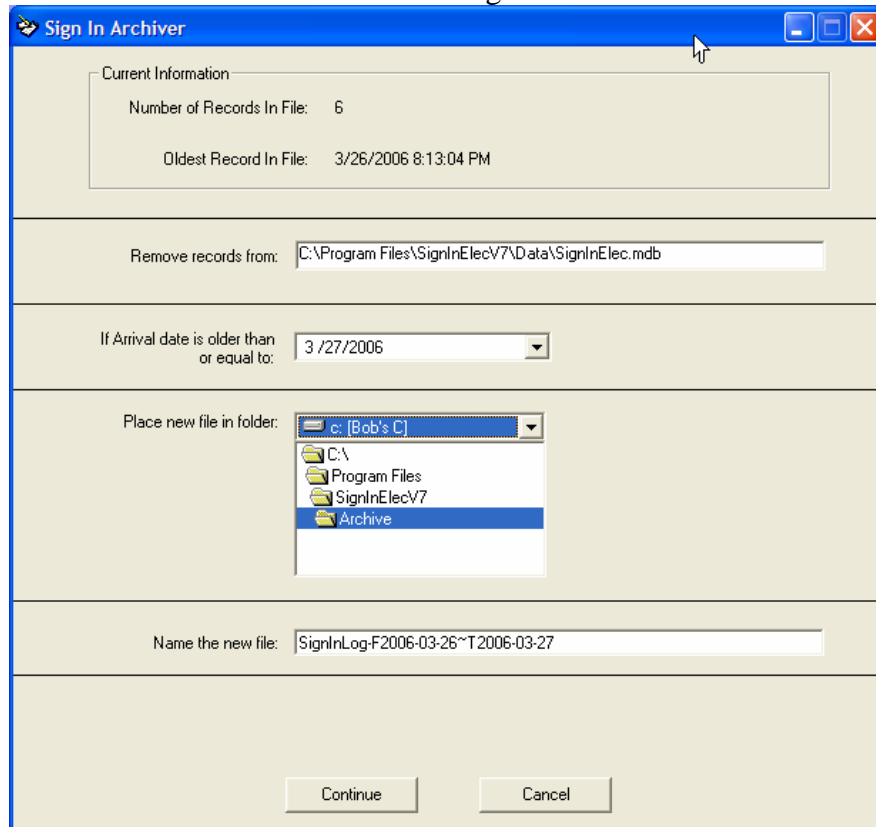
In the File name space there is a default name entered. This includes the date the database was exported. It can be changed to anything that suits your needs. Leave the “Save as type” set to Patient Log File.

Click Save and the exported database will be saved to the storage device you selected.

## Sign-In Electronically™ Installation and Operating Instructions

### **Sign-In Archiver**

There is an icon on the desktop and in the start menu called Sign-In Archiver. Clicking this icon or pressing ALT+SHIFT+A will open this application. After several weeks or months of use, the Master Database can become quite large. This application allows archiving any part of the database from the earliest entry up to a user selected date, leaving the active Master Database more manageable.



The archiver screen opens displaying the number of records, the oldest record and the current location of Master Database.

Provisions are made to allow setting the ending date of the records to be archived, and specifying the filename and location where the archive will be stored. The program generates a default file name based on the dates specified, but the user is free to override this by entering a different name in this box. The default location for the Archive files is in the Archive folder.

NOTE: The ending date selected cannot be earlier than the date shown in “Oldest Record” box. The program will close if a date is selected that doesn’t exist in the database.

When satisfied with the options, click Continue with the archive or Cancel to exit without archiving anything from the Master Database.

## Sign-In Electronically™ Installation and Operating Instructions

The archives can be viewed in the Sign-In Viewer by clicking File, then Preferences, and clicking the “Select Different Database” button. The archived database files, like all other database files, are protected and cannot be viewed outside of the Sign-In Viewer.

Once a section of the database has been archived, it is no longer a part of the Master Database file. The archived section is archived as a separate database file, and is saved in the Archive folder. Therefore, any search conducted on the Master Database will not include any archived section. However, any archived section can be opened in the viewer and searched as a separate database if desired.

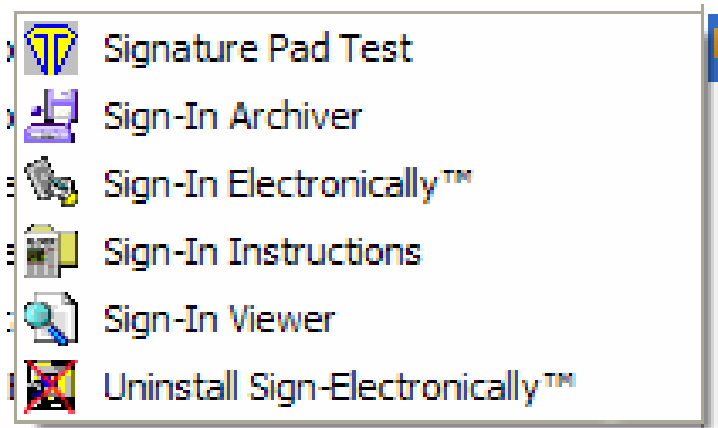
### **Accurate Clock Settings:**

The program will record the time and date based on your computers clock settings. Most computer clocks are not very accurate, so this should be checked frequently. Normally, the computer time is displayed in the lower right tray. Double clicking on this time will allow setting the correct date and time.

**IMPORTANT** – It is a good idea to test your pad and software before using it in the practice. Have your staff become familiar with the operation, and the appearance of the screens and commands. Operation is straight forward, and very easy to learn.

### **Uninstalling Sign-In Electronically™**

Sign-In Electronically™ can be uninstalled using the uninstall icon in the Start Menu, or the Add/Remove Programs icon in the Control Panel.



Normally, uninstalling the program will NOT delete the Master Database file, the archived files or the Backed-up files. This is done so the same version of the Sign-In Electronically program can be reinstalled without destroying or overwriting an existing Master Database file or the archived files, and they will be available to the reinstalled program.

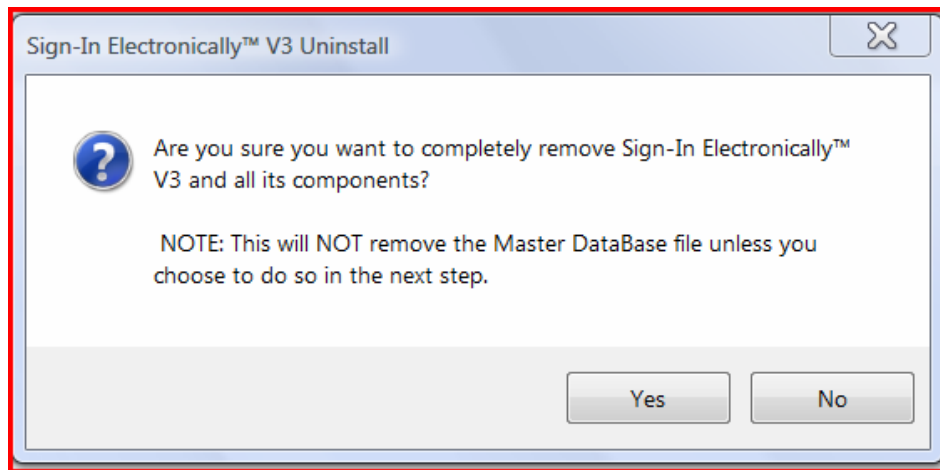
## Sign-In Electronically™ Installation and Operating Instructions

### **Deleting the Database:**

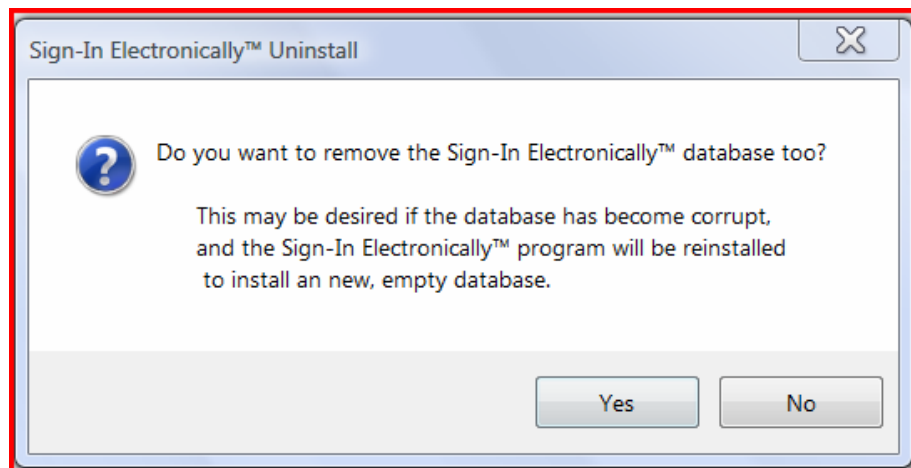
During the uninstall process the option is given to either keep the current database, or delete it. This option is provided in case the database becomes corrupt or otherwise unusable, preventing the program from operating properly. Deleting the existing database will allow a fresh, empty database to be installed by re-installing the Sign-In program from the original CD.

NOTE: This feature of deleting the database is not applicable if the active database is maintained on a remote computer.

When the uninstall program is initiated, this message is displayed:

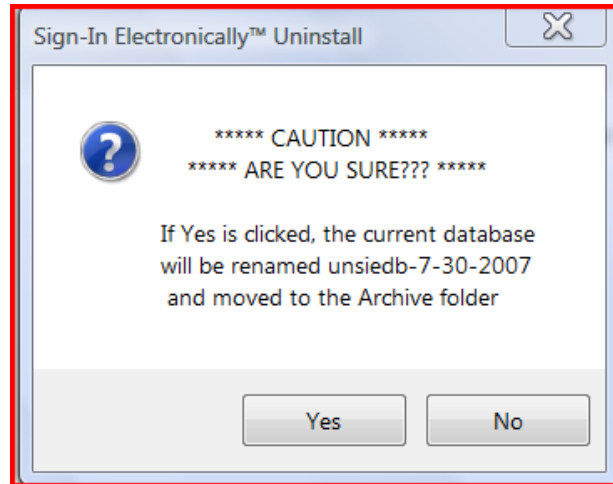


If No is clicked, nothing else happens and the program will not be uninstalled. If Yes is clicked, this message is displayed:



If No is clicked, the program will be uninstalled, but the database will remain in tact. If Yes is clicked, this message will be displayed:

## Sign-In Electronically™ Installation and Operating Instructions



If No is clicked, the program will be uninstalled, but the database will remain in tact. If Yes is clicked, the current database will be renamed “unsiedb-mm-dd-yyyy.mdb” where unsiedb stands for UNinstalled Sign-In Electronically DataBase, and mm-dd-yyyy is the present month, day, and year. It is then moved to the Archive folder, and the Sign-In program will be uninstalled.

The Sign-In program can then be re-installed from the original CD, and a new, empty database will be installed allowing the program to function. If the old database was corrupt and unreadable, and the information in it is deemed to be critical, contact Sign-In Electronically™ support and arrangements can be made to have the database repaired.

### **Miscellaneous Program Notes**

Sign-In Electronically™ is compatible with Windows XP and Vista. (It has not been tested on 64 bit versions of XP and Vista). It will probably work on earlier versions of Windows operating system but is not currently supported on any but Windows XP and Vista 32 bit versions.

To install or use the programs Administrator or Power User access rights are required.

***To insure privacy and prevent editing, all the database files created or used by the Sign-In Electronically™ programs are encrypted, and cannot be opened or viewed outside of the Sign-In Electronically™ programs.***

### **Multiple Users:**

***If the program is to be used by more than one user, signing on the same computer under different user names, then the program software must be installed for each user. All users will share the same database and use the same registration information. However, everything else including their preferences will be unique to that user.***

## Sign-In Electronically™ Installation and Operating Instructions

Uninstalling SIE will not delete the Master Database (MDB) file or any of the archived or backed up files. All other files originally installed with the program, or created by the program will be removed. All SIE related entries in the registry will also be removed when the program is uninstalled.

Reinstalling SIE without first uninstalling it will retain all set preferences except for the column widths, and registration information, and will not destroy the MDB or Archived files. There will be a message displayed about the program already being installed, but this can be ignored if the same version is being installed as was by the original installation.

NOTE: The database can be deleted during the uninstall if the user chooses to do so.

It is possible to change the column widths to an extreme that one overlaps another, causing the overlapped column to become hidden, and not viewable. This can be corrected ONLY by reinstalling the program without first uninstalling it.

Reinstalling SIE after uninstalling the same version will cause all preferences to be set to their default settings, but will not destroy the existing MDB or Archived files.

If the program is left open past midnight, any new entries for the next day will be entered on the previous day's screen, and all entries will have entry numbers in the current sequence.

When the program is closed and re-opened, the day's entries will start with those entries made for the new day, retaining the same entry number. This may not be desirable, but there will be no other adverse effects, and the MDB will be intact. However, it is recommended that the program be opened afresh each day before any entries for that day are made.

If the screen is not filled with entries top to bottom, the empty space below the last entry in each column will respond, when clicked, the same as if were the last entry that was clicked. i.e.: Right clicking below the Notes column will open the last entry's Notes cell for editing. This is not a feature or bug, just the way it is.

If the list is full, (Top to bottom) any new entry will go to the bottom of the list, and may be momentarily entered twice. This will only last a few seconds, then the bottom entry will move up to be easily seen, and the duplicate will disappear. This is by design to assure that the last entry is fully displayed and can be easily seen.

The program and Viewer can be opened simultaneous to allow viewing other days or to search data. While the viewer is in the forefront, the sign in program will continue to function properly, and can receive new signatures. Clicking the "refresh" button will always display the current day's entries updated to the current state.. The archiver program cannot be opened if either the program or viewer is already opened.

### **Anti-Spyware/Adware:**

## Sign-In Electronically™ Installation and Operating Instructions

Some anti spyware/adware programs may generate a flag when Sign-In Electronically™ is installed. This will state something to the effect that a program is trying to write or add a file to the registry. This should be allowed to proceed. To properly install the Sign-In Electronically™ program, some of the OCX and DLL files have to be registered to allow the program to work. This can only be done during a reboot, so the setup writes a file to the “Run Once” key in the registry. This is a normal part of the installation.

*Sign-In Electronically™*

Technical Support: [support@sign-inelectronically.com](mailto:support@sign-inelectronically.com)

The Install program was created with INNO Setup ([www.jrsoftware.org](http://www.jrsoftware.org))

# Sign-In Electronically™ Installation and Operating Instructions

## **Troubleshooting Guide**

Some of the problems that have been reported by users are covered in this guide. It is not all inclusive, but when used with the online FAQ and the Operating Instruction Manual installed with the Sign-In Electronically™ programs, it should be of value in rendering help should a problem arise.

**Definitions:**

SIE = Sign-In Electronically™

Tablet = Topaz Signature Capture Device

Signature Pad = Another term for the Tablet

Stylus = Special Pen attached to the tablet

USB = Universal Serial Bus

HSB = Topaz's own identification for a USB signature pad that uses the Window's Human Interface Device (HID) feature.

<b>Symptom</b>	<b>Problem</b>	<b>Solution</b>
Writing on the tablet gives erroneous results in the program.	Weak or Dead Batteries in the stylus.	Change the stylus batteries per the instruction provided with the tablet.
After initially working OK, the tablet stops responding or appears to be "hung", "locked up", or is blank.	Probable cause is a conflict with another running program or an action of the computer's operating system.	Save any open file, close all programs, and turn off the computer. Wait 60 seconds, and then start the computer. When the startup has completed, start Sign-In Electronically™.
The program takes considerably longer than normal to open.	The program was opened with the signature pad not connected properly	Close the program, plug in the signature pad, and re-start the program.
Tablet is blank, does not initialize or communicate properly with the main SIE program when it is started	Defective USB port or extension cable (if used). Corrupt Software Program. Tablet or other hardware Failure	Try another USB port. Try the tablet without the extension cable. Restart the SIE program. Uninstall, then reinstall the SIE program from the CD Call 618-654-7779
A blank entry appears in the signature cell.	This rarely occurs, but is usually caused by a conflict with another program. It is especially true for an older DOS program that does not multitask properly.	Re-enter the signature. On extreme cases, the SIE program may need to be closed and re-opened. Refrain from using the DOS program concurrent with the SIE programs.
One of the columns has disappeared.	Changing the column widths too far can cause the columns to overlap and hide a column	Re-installing from the original SIE CD without first uninstalling it will restore the default widths.
The entry time/date is for today, but the number sequence has continued from yesterday	The SIE program was probably left open overnight. (Past midnight)	To properly set the date/time, open the SIE main program afresh each day (After midnight).

## Sign-In Electronically™ Installation and Operating Instructions

<b>Symptom</b>	<b>Problem</b>	<b>Solution</b>
The last entry is sometimes momentarily entered twice.	This occurs when the page is full to assure the entire entry is visible	The program is designed to work this way to force a scroll up.
The "Access Denied" error is displayed when backing up the database.	The database is opened in the Viewer or Network Viewer if it is used.	Close all incidents of the Viewer before trying to backup the database.
When opening the Archive, the "Database In Use" error is displayed	The database is opened in the main program or Viewer	Close the main SIE program and Viewer before opening the Archiver.
The Anti-Spyware program gives an alert when installing the SIE software	The installation program makes a necessary entry in the registry causing this alert.	This is not harmful, but a normal function of the setup program. Allow it to proceed.
The database cannot be Viewed using MS Access or other database program	The database is password encrypted to ensure security.	View the database using the main SIE program, Viewer, or the Network Viewer
Tablet Warranty period has expired.	Each Signature Gem carries a 3 year manufacturer's warranty.	Additional warranties can be purchased by calling 618-654-7779
The Sign-In Instructions are in a format I cannot open.	The instructions are in PDF format requiring the free Adobe Reader or equivalent program to open and read	Download Adobe Reader from <a href="http://www.adobe.com">www.adobe.com</a> It can also be installed directly from the SIE CD.
After creating another user profile, the program has stopped working correctly.	The new user was created after the SIE program was already installed.	Without uninstalling the SIE program, just re-install the SIE program from the CD while signed on as the new user.
Runtime Error 91, "Object variable or write block variable not set", appears when the SIE program or Viewer is opened.	The database is corrupt. This most likely occurred when the host computer was shut down while the database was open on a remote, networked computer. (see next item)	Restore the database from a good backup copy. If you do not have a backup, contact Sign-In Electronically™ support.
Runtime Error 91, "Object variable or write block variable not set", appears when the Network Viewer opened.	The SignInElecVx folder containing the Data folder and Database on the host computer does not have sharing set correctly	Set the sharing on the SignInElecVx and Data folders for both "Share this folder" and "Allow network users to change my files".
Runtime Error 70, "Permission denied" appears when the SIE program is closed. (Prior to V3.1.16 & V4.1.16 only)	The SIE program was closed on the host computer while the database is open on a remote networked computer.	Open SIE on the host computer, close the network viewer on the remote computer, then close SIE on the host computer.

# Sign-In Electronically™ Installation and Operating Instructions

## LICENSE AGREEMENT FOR *Sign-In Electronically™* SOFTWARE

### **INDEMNIFY AND HOLD HARMLESS CLAUSE:**

By installing this software, the client hereby agrees to indemnify and hold harmless *Sign-In Electronically™* from any and all claims resulting from the misuse of the software or hardware, including but not limited to unpredictable results that may occur from these actions. Neither *Sign-In Electronically™*, its employees, directors nor agents shall be liable for any indirect, incidental, consequential, special or exemplary damages, including but not limited to lost profits, in any way arising out of improper use of the software or hardware, whether or not the client was cognizant of the possible consequences of the action beforehand.

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### **Section 1 Definitions:**

- (1) "Software" means all the programs contained in *Sign-In Electronically™ Software Product*.
- (2) "Manual" means all Installation and Operating Instructions for *Sign-In Electronically™ Software Product* as provided with the CD, on the CD, and installed with the program.

### **Section 2 Conditions of Use:**

- (1) You may install the Software and/or a copy of the software into only one computer at a time.
- (2) You may make only one copy of the Software for a backup purpose.

### **Section 3 Restrictions:**

- (1) You may not distribute the software in whole or in part without the express written permission of *Sign-In Electronically™*.
- (2) Unless otherwise provided in this Agreement or the Manual, you may not make any copy of the Software without *Sign-In Electronically™* approval.
- (3) You may not distribute the manual in whole or in part without the express written permission of *Sign-In Electronically™*.
- (4) You may not use the Software and/or any copy of the Software in different computers concurrently.
- (5) You may not transfer, sell, rent or lease the Software, any of its copy or the Manual.
- (6) Unless otherwise provided in this Agreement or the Manual, you may not create,

## Sign-In Electronically™ Installation and Operating Instructions

transfer, sell, distribute, rent or lease any derivative work of the Software or the Manual.

(7) You may not analyze, reverse engineer, decompile or disassemble the Software, DLL or any part of the Software, combine the Software with or incorporate it into any other application software, or print out the Software.

### **Section 4 Limited Warranties:**

*Sign-In Electronically™* warrants that any original disk on which the Software is recorded is free from substantial physical errors or defects that will materially interfere with the operation or functions of the Software for a period of thirty days from the date of purchase of the Software or a product containing the Software. *Sign-In Electronically™* **exclusive remedy shall be replacement of such a disk which does not meet the said limited warranty and which is returned to *Sign-In Electronically™* with a copy of your receipt.**

### **Section 5 Waiver:**

(1) **Except for the limited warranties provided herein, the software is provided to you "as is" without warranty of any kind, either expressed or implied, including, but not limited to, warranties of non-infringement, merchantability, and/or fitness for a particular purpose.**

(2) *Sign-In Electronically™* shall not be held liable for any damages suffered or incurred by you or any other third party (including, but not limited to, general, special, consequential or incidental damages including damages for loss of business profits, business interruption, loss of business information and the like), arising out of or in connection with the delivery, use or performance of the software.

### **Section 6 Effective Period:**

(1) This Agreement shall become effective as of the date when you receive the Software or a product containing the Software.

(2) In the event that you breach any of the terms and conditions of this Agreement, this Agreement shall be terminated and the Software shall be returned to *Sign-In Electronically™* immediately. In such a case, the price paid shall not be refunded to you.

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**Record Of Operating Instruction Changes**

June 29, 2007:

Record started

July 29, 2007:

The Uninstall procedures were modified to include the option of deleting the active database along with the program files.