MVCAC
Mosquito and Vector Control Association of California

How to Scan Gold Card Certification numbers on to Excel Sign-in Sheet via USB Port

Software:

1. *Microsoft Excel*
2. [Attendance.xlsx](#) *from http://ce.calsurv.org*

Hardware:

3. *TaoTronics Model: TT-BS016 Barcode Scanner*
4. *Windows, Mac, and Linux Operating Systems; works with QuickBooks, Word, Excel, and Novell*

INSTRUCTIONS

1. Attach the provided cord to scanner unit (See Figure 1).
2. Connect the other end of the cord to a computer USB Port (See Figure 2).
3. Wait momentarily until light on top of the scanner flashes red.
4. Device driver software will begin installing on the computer. An information window will appear in the lower right corner of your computer screen indicating "**USB Input Device - Device driver software installed successfully.**" If unsuccessful, disconnect the device and plug into another USB Port.
5. Open the Microsoft Excel Spreadsheet titled "*Attendance.xlsx*" and add the District Code and Program Number to the file name, e.g., COVAM1700016Attendance.xlsx and save locally.
6. Place the cursor into cell A2.
7. To scan the Gold Card Barcode, hold the scanner approximately 4" inches from the card.
8. Save the spreadsheet often throughout the scanning process.
9. When finished scanning the gold cards, review the data for completeness.
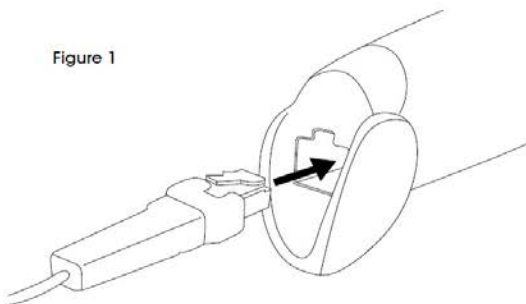10. Email the saved spreadsheet to mvcac@mvcac.org.

Figure 1

Figure 2

USB PORT