

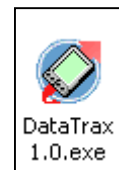
# Using DataTrax™

## Step 1) Install HotSync

Install the Palm HotSync software using the CD that came with your PDA. Follow the onscreen instructions and consult the Palm documentation for more information. In this step make sure you create a new user for your PDA and synchronize for the first time prior to installing the DataTrax™ software.

## Step 2) Install DataTrax™ on Your PC

On your PC, <DOUBLE-CLICK> the DataTrax™ installer icon to begin installation, and then follow the onscreen instructions. This installs the DataTrax™ HotSync conduit and prepares the Palm HotSync software to install DataTrax™ the next time you sync your PDA.



## Step 3) Install DataTrax™ to Your PDA

Synchronize your PDA and DataTrax will be installed on your Palm device.



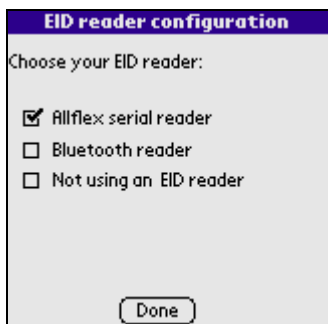
## Step 4) Launch DataTrax™

Find the DataTrax™ icon on your PDA and <TAP> it to launch the program.



## Step 5) Unlock DataTrax™

Unlock DataTrax™ by entering the Owner ID and Unlock Code and then <TAP> the **[Unlock]** button. The Owner ID (6 digit number) and Unlock Code (12 digit alpha-numeric) were provided when you purchased the software. The section, **Entering Data into the PDA**, on page 10 of this document gives a summary on using Graffiti and the onscreen keyboard to enter data into a PDA. Consult it if you are new to using a PDA or need a refresher on entering data.



## Step 6) Select an EID Scanner

Choose the EID reader you will be using from the list (this list varies based on the readers your PDA is capable of supporting) and <TAP> the **[Done]** button.



## Step 7) Discover Bluetooth Devices (Skip this step if you aren't using Bluetooth)

If your PDA supports Bluetooth, the Bluetooth settings screen will appear. This screen allows you to discover Bluetooth devices and associate them with an input type.

(See **Bluetooth Configuration** on page 6 of this document for more information.)



A number of screens have a help dialog. You can access this help by tapping on the **i** in the upper right corner of screens that have help available.



To discover devices, ensure the devices you would like to connect to are turned on and then <TAP> the **[(Re)Discover Devices]** button. Your PDA will begin looking for other Bluetooth capable devices. The discovery process usually takes a few seconds. When discovery is done, you will be presented with a screen that lists the devices that were found. Check the devices you will be using and <TAP> the **[OK]** button. Next, <CLICK> the down arrow underneath the EID reader label and select the device you will be using to read EIDs (screen above). Now do the same for the device connected to your scale head. Finally, <TAP> the **[Done]** button to proceed.



## Step 8) Setup Your Defaults.

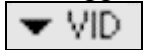
Defaults are saved with a record EVERY time it is scanned. This means that if you change the defaults and then rescan an animal DataTrax™ will overwrite the old defaults and save the new defaults with that animal.




By tapping on the **▶▶** button you can access the Product/Procedures screen. Here you can define health treatments and procedures that will be saved with each animal as it is scanned.



## The DataTrax™ Interface

DataTrax™ displays three columns of information: **EID** (Electronic ID, only the right 8 values), **Wt.** (Weight), and **Group** (Group ID) or **VID** (Visual ID). You can toggle between the **Group** and **VID** by tapping on the drop-down arrow  to the left of the **VID** or **Group** column. It also displays a **Check Box** Column at the far left.

The **Check Box** column  is used to perform operations on selected animals such as delete an animal or animals, change animal group, and change values for individual animals. It is also used to calculate the weight sum in the **Selected Weight** display.





**EID** - displays the last 8 characters of an animal's EID.

**Wt.** - displays an animal's weight. Click an animal's weight field to edit its weight.

**Group** - displays an animal's Group ID.

**VID** - displays an animal's Visual ID



At the top of each column is an arrow icon ( or ); this icon is used to sort the columns of information in an ascending or descending order.

At the bottom left of the screen is the **Animal Count Display**.



This displays either the total number of animals that have been scanned OR the number of animals that have been selected (check marks next to them). You can switch the **Animal Count** display between **Tot** (total) and **Sel** (selected) modes by clicking on the up arrow to the left of the display's label.

You are then shown the popup to the left.



Select which type of **Animal Count** you would like displayed, **Tot Animals** (total animals) or **Sel Animals** (selected animals) by tapping on your choice.



At the bottom right of the screen is the **Selected Weight** display. The **Selected Weight** display shows the summed weight of all checked animals.




If you have a Bluetooth enabled PDA you will see the Bluetooth device indicators (Wand, Scale) at the top right of your screen. No indicator light means that a Bluetooth device is not connected and a blue indicator light symbolizes an active connection to a Bluetooth device. For example, in the figure to the left, the Wand

is connected but the Scale is not connected. You can connect to a device that is not connected by tapping on the device name (Wand or Scale) and the program will make a connection. Confirm that the device is powered on first.

## Menus

DataTrax™ has three drop-down menus; Edit, View, and Options. You can get to them by tapping on the Palm

menu icon  in the lower-left corner of the screen.



### Edit, View, Options

The **Edit** drop-down menu lets you **Change Group**, **Change Values**, and **Delete Records**. Changes take effect on those animals that have been selected (checked). You must select them prior to going to the **Edit** menu options.



### Change Group (shortcut /G)

This can be any descriptive name or phrase of thirty characters or less that is used as a group identifier such as Cows, Bulls, Steers, Outgoing, North Pasture, etc. If you don't specify a group then the group name will become NoGroup when the data is sent up to the centralized database. Changes apply only to animals that are selected prior to using this option so select (check) the animals first then use this option to change their group name.



### Change Values (shortcut /C)

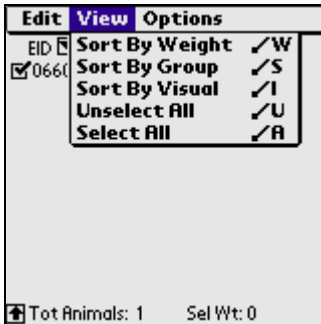
You can change any or all of the values for checked animals by using this option. Only changes animals that are selected (checked) prior to using this option.





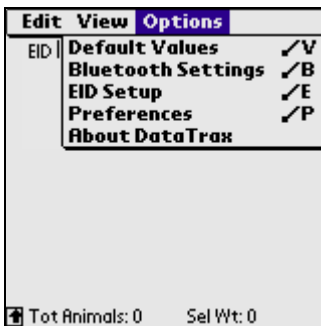
## Delete Records (shortcut /D)

DataTrax™ will delete those animals that have been checked by using this option.



## View Drop-Down Menu

This menu lets you: **Sort By Weight** (shortcut /W), **Sort By Group** (shortcut /S), **Sort By Visual** (shortcut /V), **Unselect All** (shortcut /U), and **Select All** (shortcut /A). Sorting by weight, by group, and by visual works the same way as using the arrows above the column, it toggles from ascending to descending order.



## Options Drop-Down Menu

This menu gives you four choices: **Default Values**, **Bluetooth Settings** (only if Bluetooth enables PDA), **EID Setup**, **Preferences**, and **About DataTrax™**.



## Default Values (shortcut /V)

You can set default values that will be saved with each animal record as its EID is scanned. They are:

**Owner ID:** – Six digit numeric field. This is the same number as the online database Owner ID.

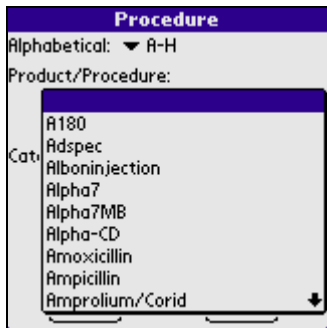
**Group:** – Thirty character identifier such as Cow, Bull, Steer, Outgoing, Sold, etc.

**Milestone:** – Drop-down list of 16 different possible milestones, such as Birth, Branding, Weaning, etc.

**Date:** – Pop-up calendar of dates with today's date high-lighted but you can pick any date.

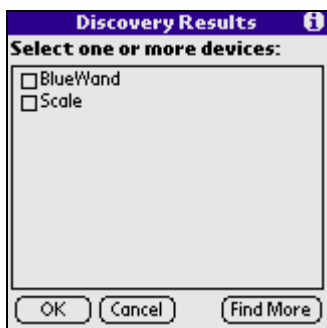
**Entered By:** – Place where you can specify who entered the data. A maximum of 10 alphanumeric characters long.





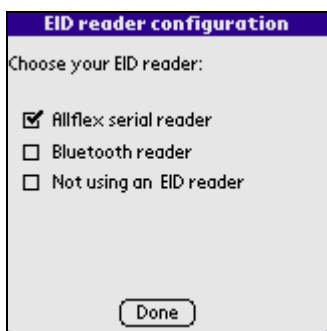
**Procedures:** – You can specify up to six Products/Procedures to be saved with an animal as it is scanned.

When you are finished setting the default values <TAP> **Done** to save the values. Note: If you want to change the default values for an animal after it has been scanned you can do so by tapping on its EID and then changing any values needed. If you want to change the values for more than one animal then you should select them first by using the check box and then change the values in the **Edit | Change Defaults**. Remember any values entered here will be applied only to animals as they are scanned.



### Bluetooth Settings (shortcut /B)

The Options Menu will have a Bluetooth Settings. It will list all of the Bluetooth devices that it found when it discovered Bluetooth devices. If your PDA doesn't support Bluetooth it will still show Bluetooth Settings but it will not be functional.



### EID Setup (shortcut /E)

You can specify what device is used for your EID reader. The program will detect and list EID reader devices that are connected to your PDA. It also does this the first time the program is started. There may be more than one choice depending on your hardware.

### Preferences (shortcut /P)

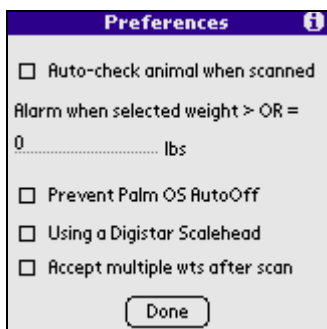
**Auto-check animal when scanned** – Automatically checks individual animal records as they are scanned.

**Alarm when selected weight > OR =** – Causes the PDA to trigger an alarm when the sum weight of checked animals equals or exceeds the target weight you enter here. Clear or set to 0 to turn this feature off.

**Prevent Palm OS AutoOff** – Prevents the Palm from automatically turning off. If Bluetooth is being used then the prevent AutoOff feature is already enabled and this setting isn't used.

**Using a Digistar scale head** – Configures the device to work with a Digistar scale head.

**Accept multiple wts after scan** – Allows the device to accept more than one



weight after an animal is scanned. In contrast, the default only accepts the first weight received after an animal is scanned. So in the default mode you must rescan an animal to change or correct an animal weight and you must rescan first then reweigh.

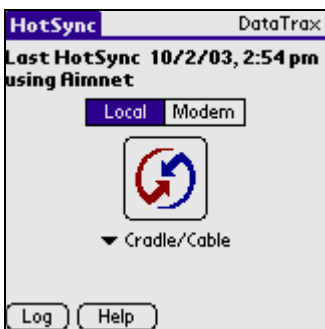


### About DataTrax™

Displays the APEIS logo, version number of DataTrax™, and copyright.

### Synchronize Records

You can synchronize records to the Trax system by using HotSync. To HotSync your records place your PDA in the cradle and push the HotSync button on the cradle. Note: The PDA cradle must be attached to your computer and the computer must be attached to the Internet at the time of synchronization.

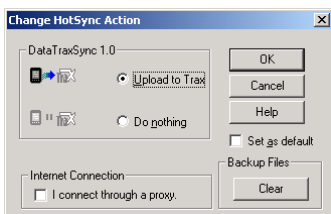


The time of synchronization will vary depending on the number of records transferred. DataTrax™ only sends records up to the centralized database. No records are sent down to the PDA. After DataTrax™ completes the synchronization, all records are deleted from the PDA.

**Warning: You should synchronize your PDA with the centralized database BEFORE you change the time or date on the PDA. Failure to do so may result in data not being synchronized or corrupt data. The date and time are used by the system to determine the most recent records.**

### HotSync Configuration

DataTraxSync has 2 options that can be set. Get to the options by Right-Clicking on the HotSync Manager Icon in the system tray. Next choose Custom from the pop-up list. Then select DataTraxSync from the conduit list. Last, select Change from the options available. You should be at the DataTraxSync Configuration window.



Upload to Trax (default setting) – send all records on the PDA to the centralized database.

Do nothing – don't upload any records from the PDA to the centralized database.

If your computer accesses the Internet through a proxy server then you must select this option in the configuration for the DataTrax™ synchronization to work.

## Bluetooth Configuration

### EID Reader

If your scale head is a Digistar then you must select the Digistar option in the Preferences section to configure your device to work with this brand of scale heads. All other scale heads should work with the default setting.

### RS232 Requirements

Because of the diversity of scale head equipment communication with any untested scale head cannot be guaranteed. Confirmed compatible scale heads include:

- Weightronix 615
- Digistar EZ II Stock Weigh
- Digistar Stock Weigh 550 EID (appropriate configuration necessary)
- Tru-Test XR3000
- Tru-Test SR3000

All scale heads that have a RS232 connection in the following lines should work but all have not been tested.

- Digistar line
- Weightronix line
- Tru-Test line

### Setting Up the BrainBoxes or Free2move Converters

To enable a converter to work with your scale head, it is necessary to match the converter's serial settings with those of your scale head. Consult the BrainBoxes or Free2Move documentation that came with your converter on how to configure the Bluetooth device. Talk to your scale head manufacturer on the serial settings your scale head uses.

### Converter Configurations For Tested Scales

Scale Head	Baud Rate	Parity	Stop Bits
WeighTronix 615**	1200	None	1
Digistar EZ II StockWeigh Option 1**	1200	None*	1
Digistar EZ II StockWeigh Option 2	9600	None*	1
Digistar StockWeigh 550 EID	9600	None*	1
Tru-Test XR3000	9600	None	1
Tru-Test SR3000	9600	None	1

\*NOTE: The BrainBoxes converter WILL NOT work with the parity setting listed in the Digistar documentation. Please specify "None" for the parity when communicating with Digistar scales that communicate at 7 data bits.

\*\*NOTE: The Free2Move converter WILL NOT work at 1200 baud rate.

## Bluetooth Tips

### Reconnecting to a Bluetooth Device

If you need to reconnect to a Bluetooth device, you can either exit DataTrax™ and re-enter the program or you can go to the Bluetooth Device Settings screen and then exit it. Also, you can connect by tapping on the Bluetooth device name (Wand or Scale) in the upper right corner of the main program screen.

## Exiting DataTrax™

When the application is exited using the PDA's home button or one of the hard keys (date book/memo pad/address book), the Bluetooth connection to peripheral devices (the scale or RFID reader) is terminated gracefully. However, if the power button on the PDA is pressed, the Bluetooth connection is terminated immediately without notifying the peripherals. As a result of the hard Bluetooth termination, the peripherals won't know the connection has been closed until a timeout period has elapsed. In other words, if you try to reconnect shortly after turning off the PDA while DataTrax™ is running, the connection may fail. This situation only occurs if you temporarily turn off the PDA.

### Don't use the backlight.

If you have a device that has a backlight, disable it if you will be leaving your PDA on for long periods of time. The backlight reduces battery life at a considerable rate.

## Trouble Shooting

### Application appears to hang.

If an attempt to exit DataTrax™ is made while a peripheral Bluetooth device (the scale or RFID wand) is incapable of responding (too far away or lost power), the application will appear to hang. The temporary hang results because DataTrax™ attempts to notify the peripheral device that the Bluetooth connection is being closed before an exit. If the peripheral is incapable of responding to a request to close the connection, DataTrax™ will wait a few seconds before giving up and exiting. You can force an exit in this situation by tapping the button you were exiting with (home/date book/memo pad/address book) again.

## Shortcut Keys in DataTrax™

### Edit

Option	Shortcut	Purpose
Change Group	/G	Change the group ID of checked records
Change Defaults	/C	Change the values of checked records
Delete Records	/D	Delete checked records

### View

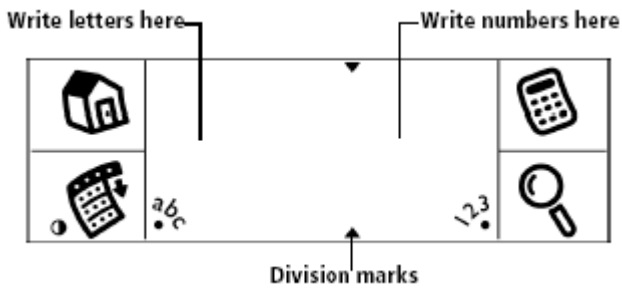
Option	Shortcut	Purpose
Sort By Weight	/W	Sort records by weight
Sort By Group	/S	Sort records by group name
Sort By Visual	/V	Sort records by visual ID
Unselect All	/U	Uncheck all records
Select All	/A	Check all records

### Options

Option	Shortcut	Purpose
Default Values	/V	Edit the defaults applied to new records
Bluetooth Settings	/B	Associate Bluetooth devices with input types
EID Setup	/E	Change the EID reader being used
Preferences	/P	Edit DataTrax™ preferences
About DataTrax™	None	Program information, version number.

# Entering Data into the PDA

## The Graffiti writing area



## The Graffiti alphabet

Letter	Strokes	Letter	Strokes
A	Λ	N	N
B	B B	O	O O
C	C	P	P P
D	D P	Q	Q
E	E	R	R R
F	F F	S	S
G	G G	T	T
H	h	U	U
I	i	V	V V
J	J	W	W
K	K	X	X X
L	L	Y	Y Y
M	M M	Z	Z
Space	←	Back Space	→
Carriage Return	↗	Period	tap twice

With a few exceptions, Graffiti alphabet strokes are uppercase, written in a single stroke.

## Writing capital letters

Caps Shift	↓	Caps Lock	↓↓
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## Graffiti numbers

Number	Strokes	Number	Strokes
0	0 0	5	5 5
1	1	6	6
2	2	7	7
3	3	8	8 8
4	4	9	9

## Graffiti ShortCuts

ShortCut	↻
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To use a ShortCut, draw the ShortCut stroke followed by the ShortCut character.

## Graffiti tips

- Enter letters on the left, numbers on the right.
- You should draw large characters – nearly fill the drawing space.
- Start characters at the dot.
- Use a single stroke.
- Write at a natural speed.
- Do not write on a slant.
- Press firmly.
- To delete characters, simply set the insertion point to the right of the character you want to delete and make the backspace stroke in the Graffiti writing area.

## Using the onscreen keyboard

