

Check Your Scanner

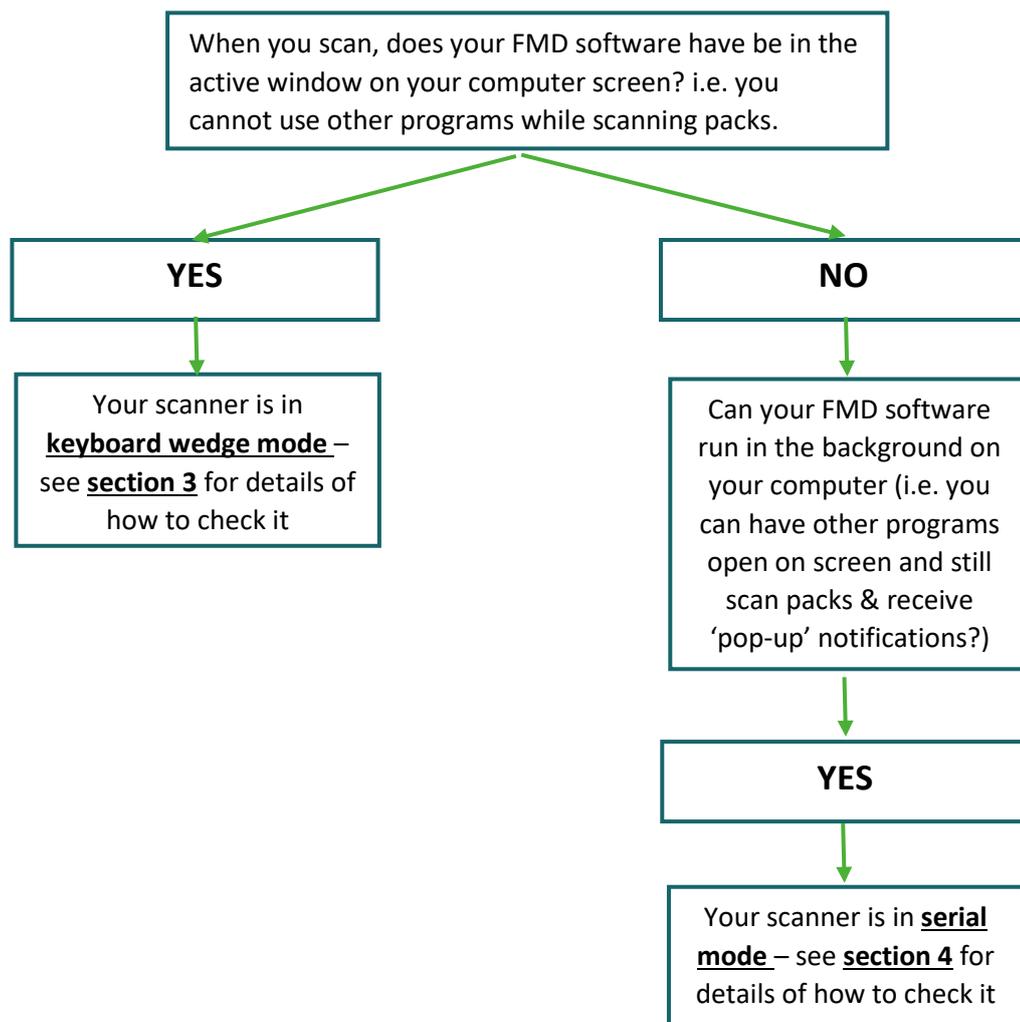
Section 1 - Introduction

This is a guide to help pharmacies, wholesalers and hospitals check whether their scanners are working properly. If your scanner has not been set up correctly, it will not be able to read the data contained in the 2D barcodes found on FMD packs and this will cause alerts.

Once scanner issues are identified and fixed, they will not recur. This will prevent unnecessary alerts being raised which have to be dealt with, taking up your time in a busy day.

Section 2 - Are you using your scanner in serial or keyboard wedge mode?

Barcode scanners are configured in **one** of two setup modes (**'key board wedge'** or **'serial'**) and **you need to identify which mode** your scanner is in before you start checking it as the tests used differ for each mode. You will be able to identify how your scanner is set up by looking at the way in which you use the FMD software on the computer to which the scanner is connected. Follow the checklist below to see if your scanner is in keyboard wedge or serial mode and what to do next when you know this.



If in doubt about which mode your scanner is in, your FMD software provider should be able to help you. Alternatively, please contact IMVO for assistance.

Section 3 – How to check your keyboard wedge scanner

Now that you know your scanner is in keyboard wedge mode, follow the steps below to check if it is correctly set up and working properly.

DO NOT USE these tests on a scanner in serial mode as they will not work. Only use them if your scanner is in keyboard wedge mode.

- i. Before you start scanning, you need to open a Microsoft program on your computer (e.g. Word, Excel, Notepad) and make sure the program is the active window by pointing the cursor anywhere in the document you have open and clicking on it.
- ii. Scan each code below, one at a time. You can either scan the codes from this document open on a computer screen or from a printed version.
- iii. Before scanning each code, check that the 'Caps lock' is on or off on your keyboard as indicated beside the relevant code.
- iv. Check if the information that appears on your screen matches the expected output for that code as described beside each code. **IF THEY DON'T MATCH, YOUR SCANNER IS NOT SET UP CORRECTLY.**
- v. If all five codes scan correctly, your scanner is fine and no further action is required.
- vi. If any of the codes don't scan, you need to reconfigure your scanner. See section 5 of this guidance for next steps.

Mixed case test [Ensure Caps lock is OFF]		<i>Expected output:</i>
		Irish Medicines Verification Organisation

Mixed case test [Ensure Caps lock is ON]		<i>Expected output:</i>
		Irish Medicines Verification Organisation

<p>Data terminator test</p> <p>[Ensure Caps lock is OFF]</p>		<p><i>Expected output:</i></p>
		<p>01012345600000051720123121aBcD101234</p>

<p>Inverse test</p> <p>[Ensure Caps lock is ON]</p>		<p><i>Expected output (note – same as for previous code):</i></p>
		<p>01012345600000051720123121aBcD101234</p>

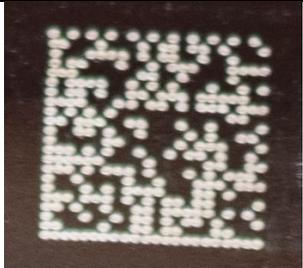
<p>Special character test</p> <p>[Ensure Caps lock is ON]</p>		<p><i>Expected output:</i></p>
		<p>Abcky0123_>=?<!%()*+-.;/&::</p>

Section 4 - How to check your serial mode scanner

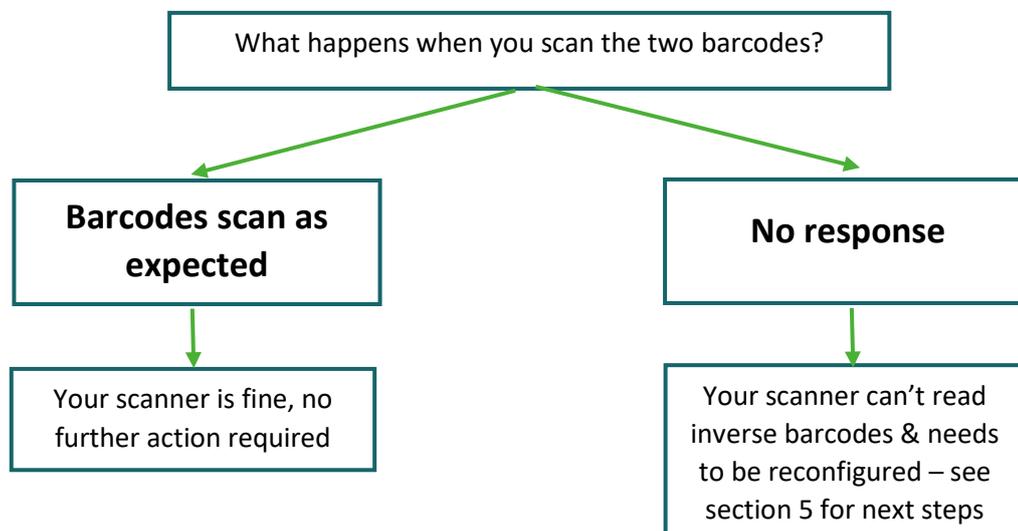
If your scanner is in serial mode, follow the steps below to check if it is correctly set up and working properly.

The only problem that can arise with a serial scanner is that it doesn't scan 'inverse' barcodes, i.e. barcodes that consist of light-coloured dots on a dark background (e.g. white on black). Inverse barcodes appear on many FMD packs and your scanner needs to be set up to recognise these barcodes otherwise you won't be able to scan them.

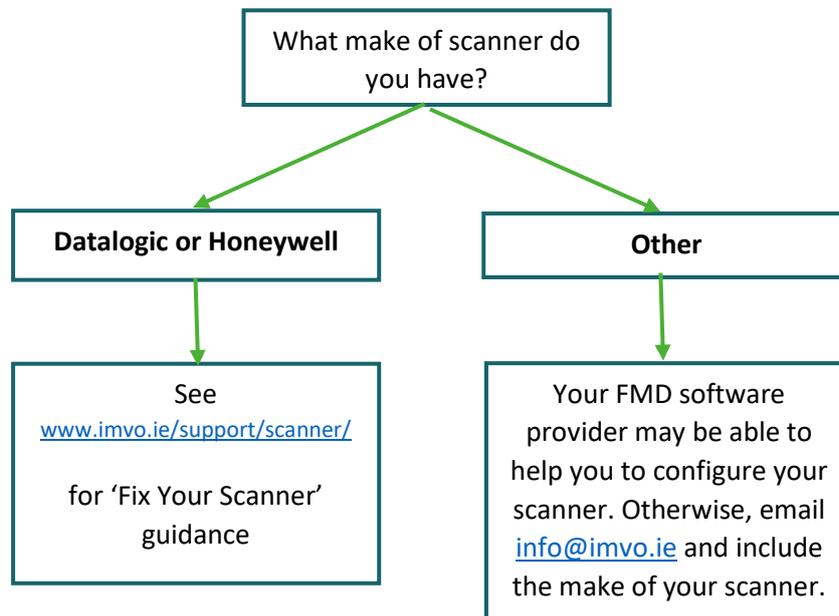
To check if your scanner can read inverse barcodes, simply scan the two barcodes codes below with your FMD software set to 'verify' mode and follow the checklist provided regarding next steps. You can either scan the codes from this document open on a computer screen or from a printed version.

	Product name: Vipidia 12.5 mg film-coated tablets
	Product code: 07046260277106
	Serial number: 31084012485641
	Batch number: 11596200
	Expiry date: 220630

	Product name: Trajenta 5 mg film-coated tablets
	Product code: 05012816081420
	Serial number: 10000382073521
	Batch number: AA6801A
	Expiry date: 220228



Section 5 – What to do next if your scanner needs to be reconfigured



Section 6 - For more information

Contact us by email or phone or visit our website www.imvo.ie

- General queries: info@imvo.ie
- Queries regarding alerts: alert.support@imvo.ie
- Tel: +353-1-5715320
- Opening hours: Monday - Friday 8:30am - 5:00pm (excluding public holidays)