3M™ Data Logging Software 747DLS

User's Guide

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1. Installing 3M™ Data Logging Software 747DLS

1. Insert CD to load main menu.
2. Click on the Software link to begin installation.
3. Click on the "3M Data Logging System Version X.X.exe" to launch the software. Where X.X corresponds to the newest version of the software that is included with your product.
4. The software is extracted to the default folder "3M Data Logging Software System."
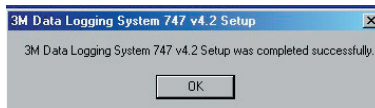5. After completing the set-up, click OK (Figure 1).

Figure 1

2. Making the Connections

Materials Needed

- 3M™ Shoes and Wrist Strap Tester 747
- 3M™ Data Logging Software 747DLS
- Proximity Card Reader with RS232/422 signal output. (See general technical requirements below.)
- Serial cable for the Shoes and Wrist Strap Tester 747 (Included)
- Contact 3M for PC system requirements that coincide with software version.

Card Reader Technical Requirements

Serial Interface Specification:
Bit Rate:
    110, 300, 1200, 2400, 4800, 9600,
    19200, 38400, 57600, 115200 (selectable)
Word Length:
- Data Format – 4,5,6,7,8 (selectable)
- Parity Bit – Even, Odd, None, Mark, Space (selectable)
- Stop Bit – 1, 1.5, 2 (selectable)
Handshaking (Flow Control):
    None, Xon/Xoff, RTS/CTS, RTS/XonXoff (selectable)

Barcode and Proximity Card Reader

Message Indicator:
- Start of Text – Single ASCII character
- End of Text – Single ASCII character plus CR

PC System Requirements
- Contact 3M for operating system and pc requirements that coincide with software version.
- Single Station Operation—Requires two communications ports available (COM1 and COM2)
- If no RS232 COM ports are available, use serial to USB adaptor (not included). Make sure that the adaptor is properly installed.
  1. Set up the system by connecting the 3M™ Shoes and Wrist Strap Tester 747 and card reader to the serial COM ports of your PC, using the specified cables. Take note of the port on which you have connected the devices, i.e. Shoes and Wrist Strap Tester 747 to COM1, Card Reader to COM2.
  2. A USB port can also be used in the absence of any of the serial COM ports. It is just needed to determine the port assignment of your USB.
  3. After making the connections as specified, initialize the Shoes and Wrist Strap Tester 747 by conducting a wrist strap and footwear test.
     Note: This procedure has to be done every time the system has been powered up.

3. Set Up the Software
1. Launch 3M™ Data Logging Software 747DLS from the **Start** menu.
   a. Click on **Start** button.
   b. Select **Programs**.
   c. Select **3M Data Logging System 747.exe** and click on **3M Data Logging System 747.exe**.

The Data Logging Software 747DLS will launch; by default the **Monitor** window will automatically be launched.

For initial use, it may be necessary to set up your system first. Just follow the succeeding procedures for the set-up. Close the **Monitor** window and other functions that may have been launched by clicking from each internal window.

Note: If a COM Port conflict statement appears, click OK for now. You will be setting COM Port functions later in this section.

2. Click on 🔧 to launch Hardware Setup Utility, (Figure 2). This function is used to configure your system to function in accordance to your requirements. There are four main sections on this function: 3M 747, Card Reader, Stations, and Other Options. Use drop-down arrow at top.
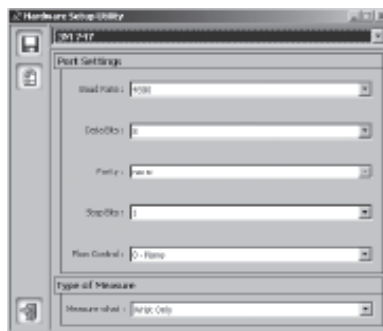

Figure 2

3M™ Shoes and Wrist Strap Tester 747 Section

Note: This section is used to set up your Shoes and Wrist Strap Tester 747 to communicate with your PC and identify your type of measurement. Refer to Figure 2.

Default settings of the tester are:

- Baud Rate – 4800 bps
- Data Bits – 8
- Parity – None
- Stop Bits – 1
- Flow Control – 0-None

Set automatically by clicking on 🔲 button.

1. There are five types of measurement settings on the Data Logging System 747DLS, which can be selected from the drop-down list on the **Hardware Setup Utility** under the **Type of Measure** option. Choose desired set-up as shown in the table below.

Type of Testing	Shoes and Wrist Strap Tester 747 Setting	Data Logging Software 747 DLS Type of Measure
Wrist Strap only	Wrist	Wrist Only
Both Shoes simultaneously	Shoe	Shoe Only
Wrist Strap then both Shoes simultaneously	All	Wrist and Shoe
Wrist Strap then each Shoe subsequently	All	Wrist and Dual Shoe
Each Shoe subsequently	Shoe	Dual Shoe

2. Click on 🖫 to save your settings.

Note: It is recommended that you save your work as you complete a task for each section of the Hardware Setup Utility.

Card Reader Section

1. Refer to Figure 3.
2. Select which type of card reader to use (**Card Reader** option box) and set up the hardware to communicate with the software (**Port Settings** option box).

   Note: Be sure to select 🔍 after making changes.

   For bar code and proximity type of card readers, truncating characters taken from the I.D. cards can also be specified (**Message Indicator** option box). This function is useful when some characters

Figure 3

encoded on the I.D. cards are confidential. Just specify the number of characters to be shown on the **Other Options** section. Input "0" (zero) if no truncating is required. For magnetic card readers, this function can be set on the **Other Options** section of the **Hardware Setup Utility**.
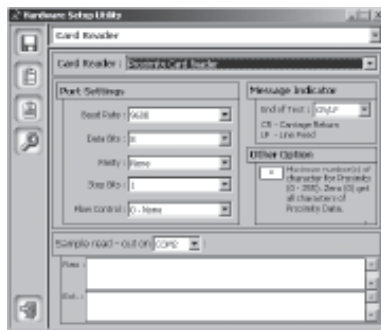3. Click on 🖫 to save your settings.

Sample Read of I.D. Cards

1. Refer to Figure 3. This section allows the user to scan employee I.D. cards to view raw and extended data.
2. Select the COM Port that the reader is connected to.
3. Click on 🔍 to apply new setting.
4. Place cursor in raw data box and scan card. Up to two scans will appear in each box. Use 🖹 button to clear previous sample scans.

Stations Section

1. Refer to Figure 4.
2. Specify the number or testing stations and the corresponding COM ports to which the hardware is connected. This section sets the system for the monitoring function.

3. The 3M™ Data Logging System 747DLS is capable of handling up to 8 testing stations. Enable the stations by clicking the tick box assigned for each station. Clicking on ☑ enables all stations while ☒ disables all stations. The 🄴 button restores the system default values (not the user selected settings).

Figure 4

4. After enabling a station, you need to set-up the following accordingly:

   • **Station ID** – Identification of each testing station. Highlight station I.D. to be changed and type new I.D. Any name can be used using up to 10 alphanumeric characters.
   • **Card Reader** – specify here the COM port on which the particular card reader is connected.
   • **3M™ Shoes and Wrist Strap Tester 747** – specify here the COM port on which the particular Shoes and Wrist Strap Tester 747 is connected.

5. Click on 🖫 to save your settings.
   Note: If a Com Port conflict statement appears i.e., Card Reader Port # conflicts with Communication Port for Updating Employees #, change Updating Employees Port # to an unused port location found in "Other Options/General Option. Then resave "Stations" selected new settings.

Other Options Section

1. Refer to Figure 5.
2. Contains the set-up menus for truncating data on magnetic card readers, general options to set-up the system for updating employee database and archiving of data.

Figure 5

General Option Section

Options in this section are for selecting the number of test records (250– 5,000), and for updating the employee records database as shown in Section 4. If you are using a test station for multiple functions, i.e., updating employees and testing, you will need to do the following steps:

Ensure that there are no Com Port conflicts. This is done by either:

a. Providing a card reader on a dedicated Com Port for updating employees.

Or,

b. Disabling one testing station and use its card reader and corresponding COM Port. To disable the test function of a station ensure that the port specified in the **Stations** menu, located in Section 3, isn't being used by another function. If it is, uncheck the enable box to avoid a conflict statement. Be sure that the test station is re-enabled after doing the employee update and assign an unused COM Port to the **General Option (Communication Port for updating employees).**

Auto Archive Section

The archiving function can be performed both automatically and manually. For manual archiving, just click . Archived data will be saved on a file with the following filename format:

"Day", "Month" "Date", "Year".MDB

and will be stored in the C drive in a folder named Program Files. In this folder, click on **3M™ Data Logging System 747**. Then click on the **Archive** folder. Next select the desired archive file. The program will then ask for a password.
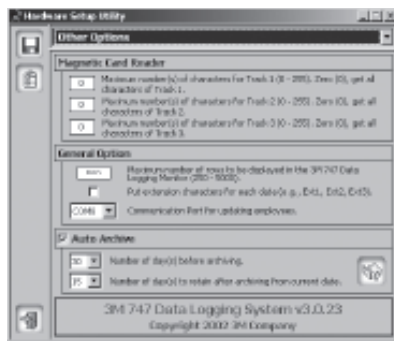
Enter password "3mdls747". Please note that the password is case-sensitive.

Automatic Archiving is done by ticking on the **Auto Archive** tick box. Number of days before archiving can be specified from a minimum of 1 day to a maximum of 90 days. Data to be retained also can be selected from 1–90 days.

3. Click on 🖫 to save your settings.
4. Click 🗃 to close **Hardware Utility Setup.**

4. Update Employee Records

Note: If you are using this station as a test station, it will be necessary to disable the station. Refer to the Stations Section.

This feature is used to enroll personnel in the system and also update/delete records of personnel already enrolled in the system. The system will not start a test sequence if a person is not enrolled. If a person that is not enrolled tries to read their card on the reader, a record of the test activity will not be recorded.

Figure 6

1. Be sure that your system is set-up for updating employees. Refer to Section 3, Other Options/ General Option Section, for setting up.
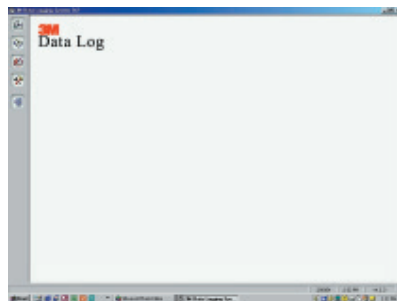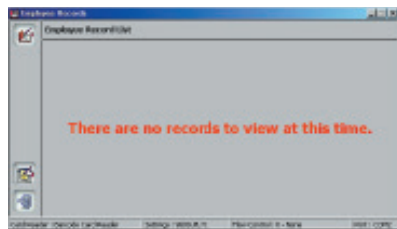2. Click on 🖾 (Figure 6) to launch **Employee Records** function (Figures 7 & 8).

Figure 7

Figure 8

Employee Records menu with no previous entries.

The following buttons are shown on the **Employee Records** window when there are no previous entries:

🖉 Launches Add New Record dialog box.

📷 Imports employee records.

📤 Closes Update Employee Records.

Employee Records menu with previous entries.

The following buttons are shown on the **Employee Records** window when there are previous entries:

🖉 Launches **Add New Record** dialog box.

✎ Edit selected record.

🗑 Deletes selected record.

⬆ ⬇ Arranges records in ascending and descending order respectively.

🔍 Turns on and off record search function.

🖨 Creates a printable report of the employee database.

📷 Imports employee records.

📤 Closes **Update Employee Records**.

3. To enroll a new employee, click 🖉 on the **Employee Records** window. The **Add New Employee** dialog box (Figure 9) will open. To enter card data, simply swipe your card on the reader.

Or,

> While on the **Employee Records** window, swipe the card on the reader. This will launch the **Add New Employee** dialog box with the card data already input on the specified field.

Figure 9

*Note: The reader will collect any raw data encoded on the I.D. card and the same will be shown in the **Card Data** field. Do not alter this data. If the data is altered, the employee won't be recognized by the system.*

4. Enter all information on the specified fields, taking note of those with (*) mark. This information is required and should not be left blank.

   🔳 Button is used to clear all fields.

   ◀ Returns to the **Employee Records** window.

5. Click on 🔳 to save the record. You will then be asked to add another employee. If so, click on the **Yes** button. Otherwise, click on the **No** button to return to the **Employee Records** window.

6. You should now see your employees on the list.

7. Click on the 🔳 button.

Note: Be sure to enable all desired test stations and change COM Port for updating employees if the COM Port number is the same. See Section 3.

Updating Employee Records by Importing Employee Data From Excel Spreadsheet

1. Open Microsoft™ Excel™ program.

2. Locate file found in C:\program files\3M Data Logging System 747\ Employee.xls and open.

Note: The spreadsheet is preformatted beginning with "Card Data" and ending with "Shift To" columns. Data obtained from company records must be entered in like fields. Do not enter information into the "Card Data" field at this time. If adding information to an existing spreadsheet, delete any previous data from the spreadsheet, otherwise the previous data will be duplicated in the Employee Database.

3. Copy and paste employee information into each column of the preformatted Excel spreadsheet. When all records have been added, save and close the file.

4. Open the 3M™ Data Logging System 747DLS to the main menu screen.

5. Click on 🔳 **Update Employee Records**. **Employee Records** menu is displayed. Click on 🔳 **Import Employee Records**.

Note: The system will check for duplicate records. If any are found, an information box will appear with the option to replace the existing record.

Adding Employee Card I.D. Number to the-Database

1. Click on 🔳 **Toggle Search**. Search by dropdown box list in the fields that can be used to find an employee.

2. Select search category, enter required information into search string box, and press **Enter** on keyboard.
3. The system will find the first occurrence of that condition. Identify if this is the correct employee, if not, click on **Enter** and continue until you find the desired employee.
4. Click on **Edit Selected Employee Record**. The **Edit Employee** menu appears.
5. Scan employee I.D. card using card reader system.
6. Click on 🖫 Save Record to update database.
7. Repeat procedure for additional employees.

5. Logging the Tests

This function monitors the testing activities for each station by enrolled employees. The test is initiated by swiping the card on the reader, and records the results. If no test was done, the person will still be registered but no results will be recorded. The 3M™ Shoes and Wrist Strap Tester 747 has two **Check** LEDs beside the LCD display. These lamps will blink orange if the system is okay. Consequently, the green lamp on the monitoring window will also blink.

Each testing has to be completed in 20 seconds. After the given time, whatever activity was performed will be recorded on the monitor. The 20-second time can be overridden by swiping another card; the first employee who swiped the card will then be automatically recorded in the monitor.

It is suggested that the person doing the test be familiarized first with the operation of the Shoes and Wrist Strap Tester 747. A laminated instruction sheet for the test sequence has been provided for reference. It is also strongly recommended that a wrist strap test be performed first for testing that requires a combination of wrist strap and footwear.

1. Set-up your system for monitoring. Refer to Section 3 for details.
2. Click on to launch 747 Data Logging Monitor. Refer to Figure 10. This window does only monitoring of the testing stations and logging of the results of the tests. This shows the

Figure 10

employee information and results of the test. Each activity is stamped with date and time. Pilot lamps adjacent to station names blink green whenever a test is being performed.

No data will be recorded on the database whenever this window is closed. LEDs on the 3M™ Shoes and Wrist Strap Tester 747 also won't blink orange if this window is closed.

3. Click on ⬛ button to close the window.

6. Creating and Printing a Report

Data can be reported using various filtering and sorting options combined. There are 5 criteria in filtering and data can be sorted at a maximum of 3 conditions. See Figure 11.

Figure 11

The following are the criteria for filtering a report:

Stations: Specifying here the station number can generate reports for each station. Uncheck the tick box if you want to select all stations.
Test Results: Passed or Failed
Date Range
Time Range
Other Query Options: You can select to generate a report by a given Employee Name, Badge Number or Department.

Sorting the report may or may not be performed on the report. If no sorting is preferred, just uncheck all the tick boxes under the **Sort Options**. Data can be sorted up to a maximum of 3 levels and conditions can either be of those listed below. Ascending or descending arrangement can also be selected.
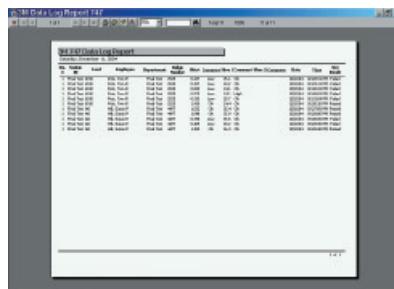
Sorting Conditions:

- Station Number
- Station I.D.
- Card Data
- Employee Name
- Wrist Strap Test Results
- Wrist Strap Comment
- Shoe 1 Test Result
- Shoe 1 Comment
- Shoe 2 Test Result
- Shoe 2 Comment
- Log Date
- Log Time
- Test Result

Once all conditions have been set, click on ⚡ (Inside **Data Log Report** section) to generate the report. A new window will be launched containing now the report. From this window, printing can be performed. Exporting the report to another format is also possible.

Note: After accessing the data log report menu and generating a data log report it is recommended to close the existing displayed report before opening an additional report. It may be necessary to use the refresh button ⚡ feature located on the tool bar, by selecting it one or more times to display a new report. Mail client must be configured before using this function and the data that will be saved is formatted in a character-delimited format. This format can then be used in a program such as Microsoft® Excel™.

Figure 12

7. Installing 3M™ Data Logging Software 747DLS Import Scheduler

Pre-scheduled Recording Time of Test Data Using the Data Logging System 747 Import Scheduler Software

Previous test results can be automatically stored in a default file or one identified by the user. This can be done throughout the workday at pre-set time intervals ranging from every 5 minutes up to every 24 hours. The data is stored in one of two ways; refreshed or appended, at the selected time interval occurs. Specific information about the test station and test type can be recorded with the actual wrist strap/shoe test results.

Note: The "Import Scheduler" function must be running on the computer where the 3M™ Data Logging Software 747 DLS is installed, before performing any testing with the 3M™ Shoes and Wrist Strap Tester 747.

Software installation procedure

1. Insert CD to load main menu.
2. Click on the Software link to begin installation.
3. Follow on screen instructions.

    • Upon first use, set up the operational parameters of the "Import Scheduler" by referring to the following diagram and corresponding explanation of menu options. Operational parameters can be changed at any future time if required.

3M™ Data Logging System 747 Import Scheduler

1. **Save Button** – Saves changes made to 3M Data Logging System 747 Import Scheduler.
2. **Restore Defaults Button** – Restores default values of 3M Data Logging System 747 Import Scheduler.
3. Import Now Button – Forces the 3M Data Logging System 747 Import Scheduler to import data that very moment.
4. **View Import Data Button** – Opens a NOTEPAD application and displays imported data of 3M Data Logging System 747 Import Scheduler.

Figure 13

5. **Close Button** – Terminates 3M Data Logging System 747 Import Scheduler program.
6. *** Scheduled Task** – Run every – Allows you to change the frequency of time in which the 3M Data Logging System 747 Import Scheduler will import data.
7. *** Scheduled Task** – Start time – Allows you to change the frequency of time in which the 3M Data Logging System 747 Import Scheduler will start counting before the importing of data starts based on 'Run every' setting. (E.g. Start time : 08:00:00 AM, Run every : 1 hour, System Time : 08:30:00 AM – Importing data will start at 09:00:00 AM).
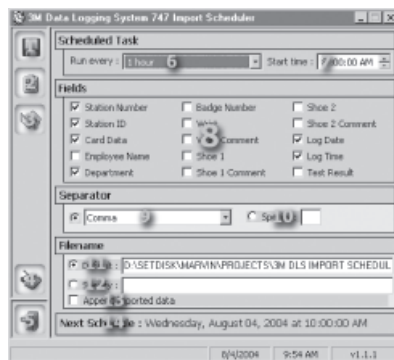
8. *** Fields** – Allows you to checked/unchecked the fields that you want to import.
9. *** Separator** – Allows you to set the separator that will be used during importing of data. (E.g. Comma – Imported data will be separated by a comma ",").
10. *** Separator** – Specify – Allows you set the separator that you want to use during importing of data.
11. *** Filename** – Default – If this option is on, the imported data will be saved on the default path (location) of the 3M™ Data Logging System 747 Import Scheduler.
12. *** Filename** – Specify – If this option is on, the imported data will be saved in the specified location. (E.g. C:\Windows\Desktop\Import.TXT)
13. *** Filename** – Append import data – If this option is checked, the imported data will be appended on the Import.TXT file. Otherwise, Import.TXT file will be overwritten by a new Import.TXT file.
14. **Next Schedule** – Displays the next schedule of 3M Data Logging System 747 Import Scheduler.
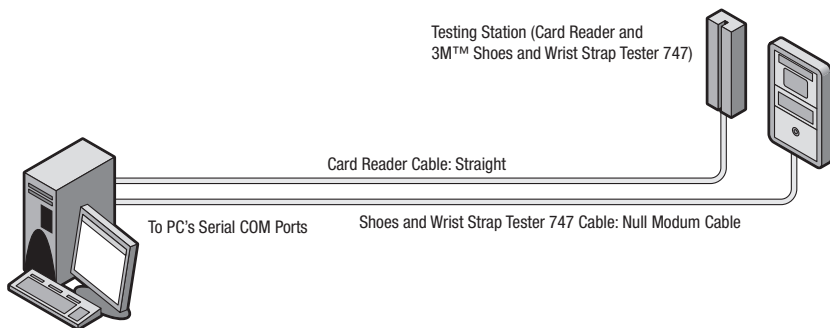** Requires SAVE before the new setting will take effect.*

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APPENDIX 1

A. Less than 50 feet distance between PC and testing station

Testing Station (Card Reader and
3M™ Shoes and Wrist Strap Tester 747)

Card Reader Cable: Straight

To PC's Serial COM Ports

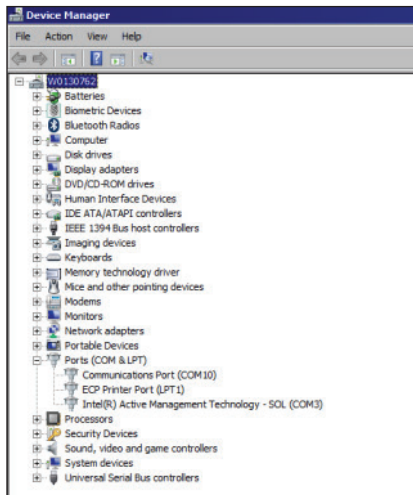Shoes and Wrist Strap Tester 747 Cable: Null Modum Cable

APPENDIX A

Figure 14: Look at Device Manager under port settings and verify that both the 3M™ Shoes and Wrist Strap Tester 747 hardware and reader is being recognized by PC.

Example of Serial to USB adaptor

Figure 15: Installation of device appears. In this case, it is of a RS232 Serial to USB adaptor for Port (COM13).
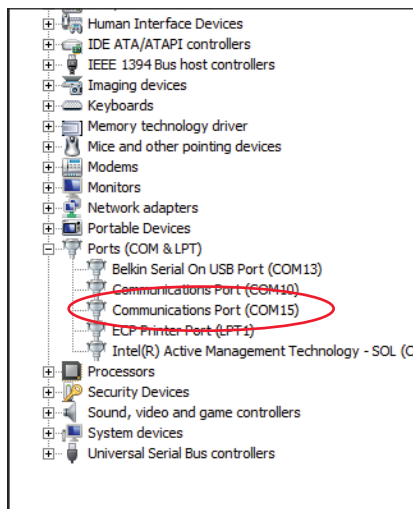
Figure 16: Now installing the proximity reader, we see that it takes the Port (COM 15).
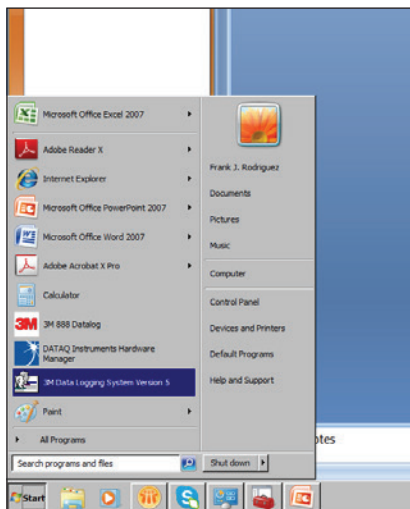
Figure 17: Go the Start button to launch the software after it has been loaded.
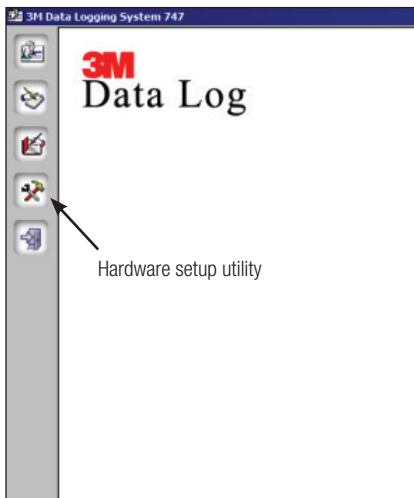
Figure 18: Home screen once program has been opened
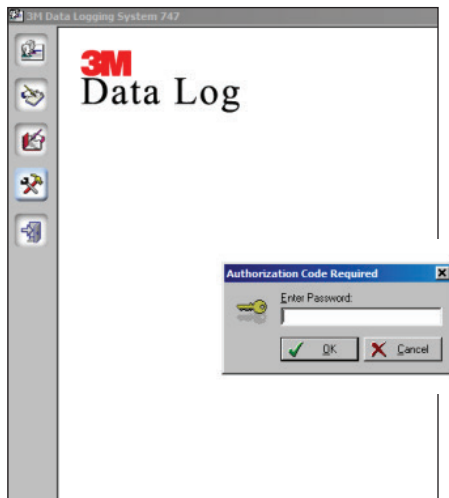
Figure 19: Insert password in lower case letters (3mdls747)
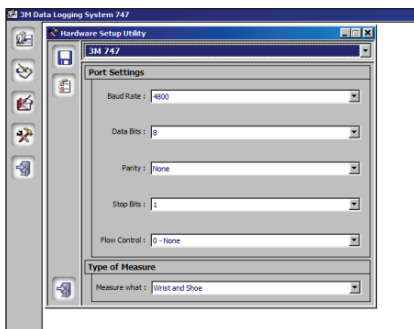
Figure 20: Setting up 3M™ Shoes and Wrist Strap Tester 747DLS Software. Fill-in the values as shown in the Figure below.
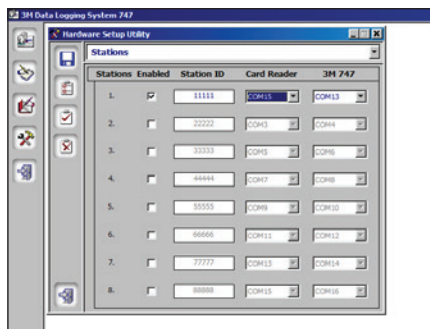

Figure 21: Enable the first workstation by checking the first box. Then provide the corresponding COM ports for the reader and for the 3M™ Shoes and Wrist Strap Tester 747. In our example the proximity reader is in COM port 15 and the Shoes and Wrist Strap Tester 747 hardware is in COM port 13.
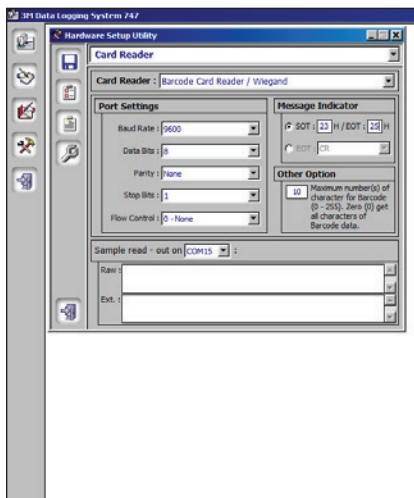
Figure 22: Under "Sample Read - Out On" select the COM port that is being used by reader.

Next, make sure that you have selected the proper setting for the reader you are using based on the manufacturer's recommendations.

For both a Proximity Reader and a

Barcode reader, each string of operator identification must have an ASCII character before and after, and a carriage return. For the example given, the SOT of 23 corresponds to the ASCII symbol (#) and the EOT of 25 corresponds to the ASCII symbol (%). Please call the readers manufacturer to program the reader to insert an ASCII character before and after the operator identification.
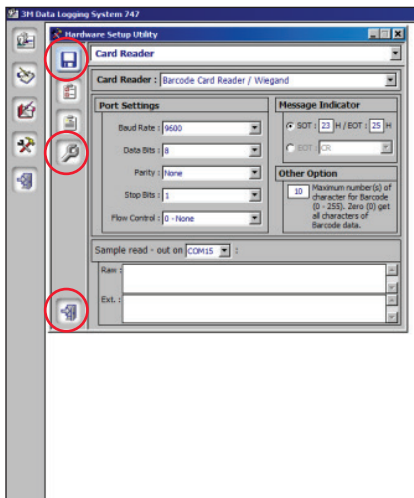

Figure 23: To save changes first press the save button and then the wrench symbol. Press the "Open" book symbol to exit out and for changes to take place.
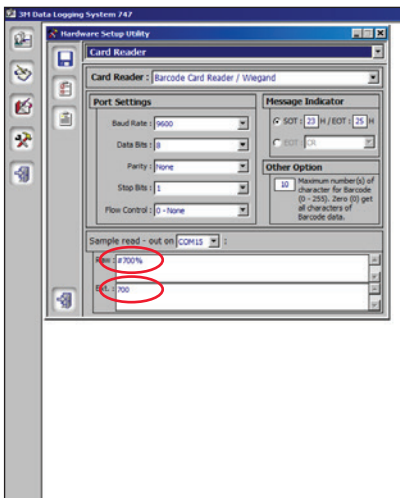

Figure 24: To illustrate, in the "Raw" and "Ext" window you will see the value or ID of the operator with and without the ASCII characters.
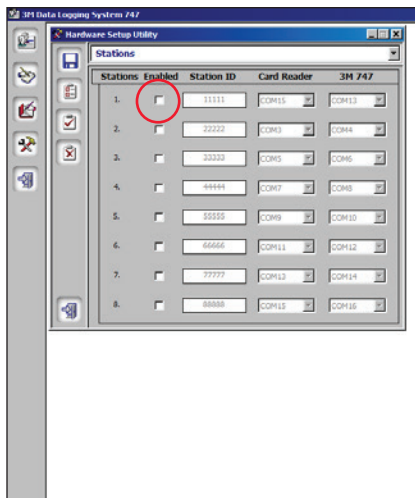
Figure 25: To add an operator record, first go to the "Stations" window and remove the check mark under the Enabled column to disable this station.
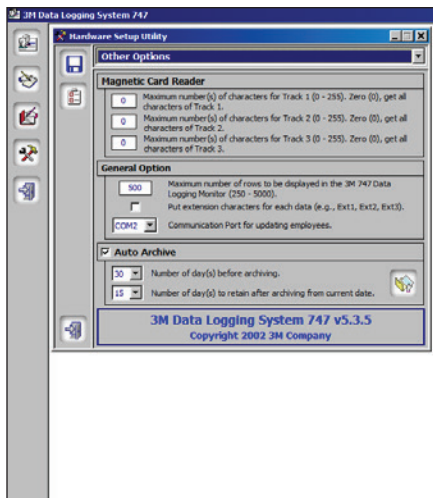

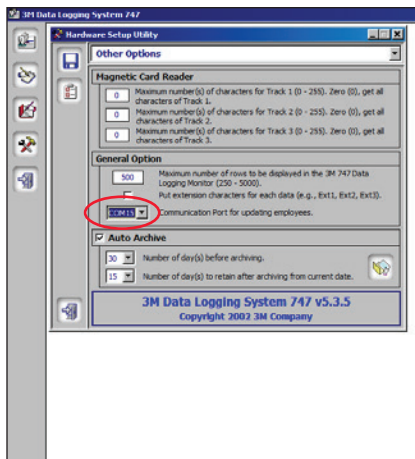Figure 26: Next go to the "other options" window

Figure 27: Under "General Options," select the COM port where your reader is located from the drop-down menu. In this example this would be COM port 15. Then, save and exit.

Figure 28A: Select the "Open" Book button until you return to the home screen.

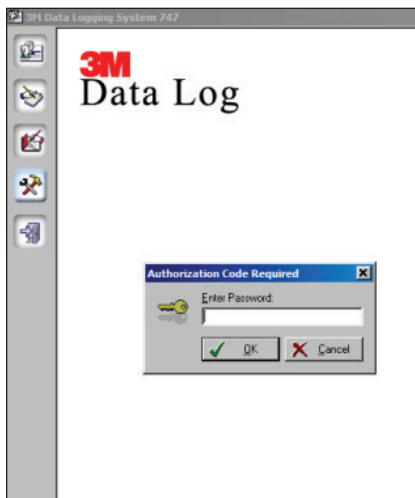Figure 28B: Press the "Update Employee Records" icon to go to the Employee Records page.

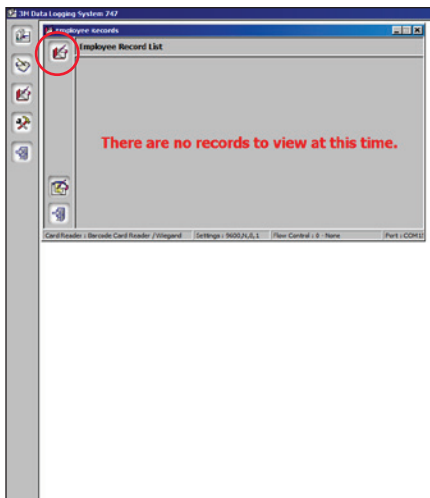Figure 29: Insert password in lower case letters
(3mdls747)

Figure 30: Again, press the "red book" icon to get
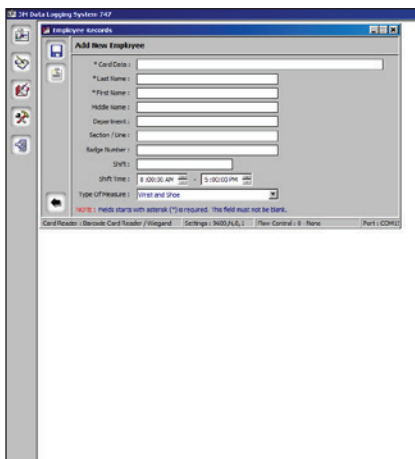into the records screen.

Figure 31: This is the screen where you will enter
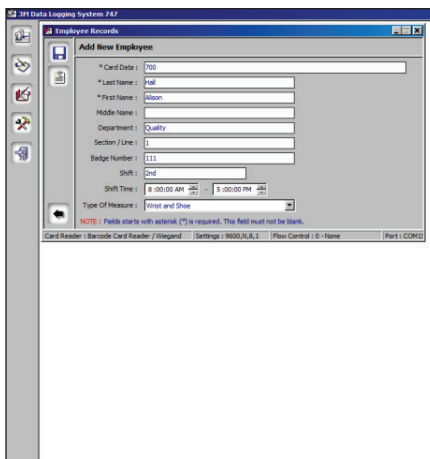your employee records.

Figure 32: Scan your badge to begin adding an
employee record. Notice that the "*Card Data" field
is populated after scanning the first card. Complete
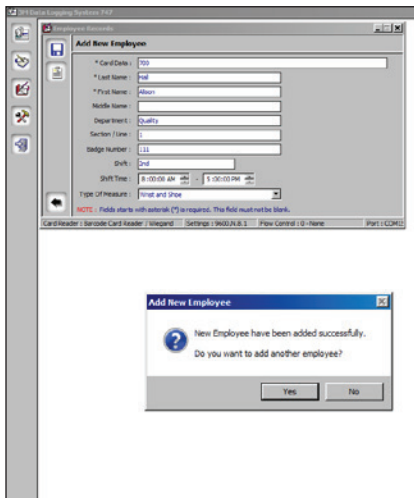the other fields in this screen.

Figure 33: Press the save button. The software will prompt you for additional operators.

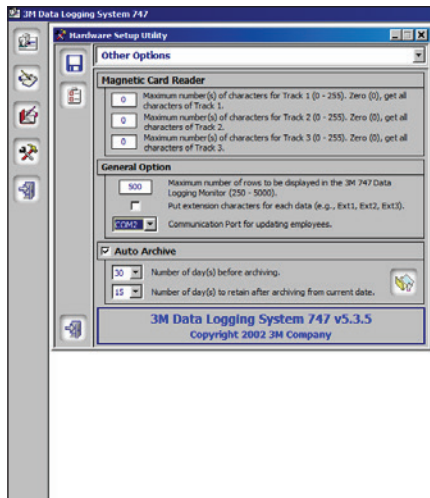Backup using the "Arrow" button to the homepage.

Figure 34: Go back into the "Hardware Utility" window and revert back to COM port 2 or any other COM port that is not being currently being used by your computer. In the example below we go back from Com Port 15 (Reader Port) to Com Port 2 (not being used by any other devices).
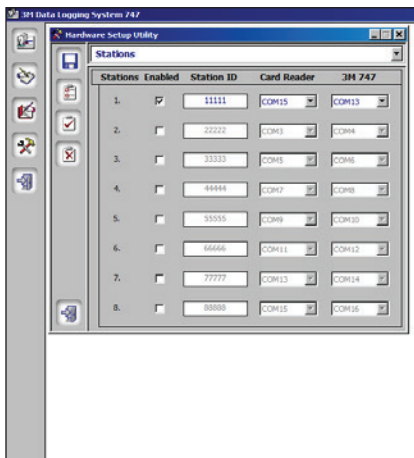

Figure 35: Enable the station by checking the "Enabled" box.

Save and exit out of the software.

The software is now ready to be used.

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