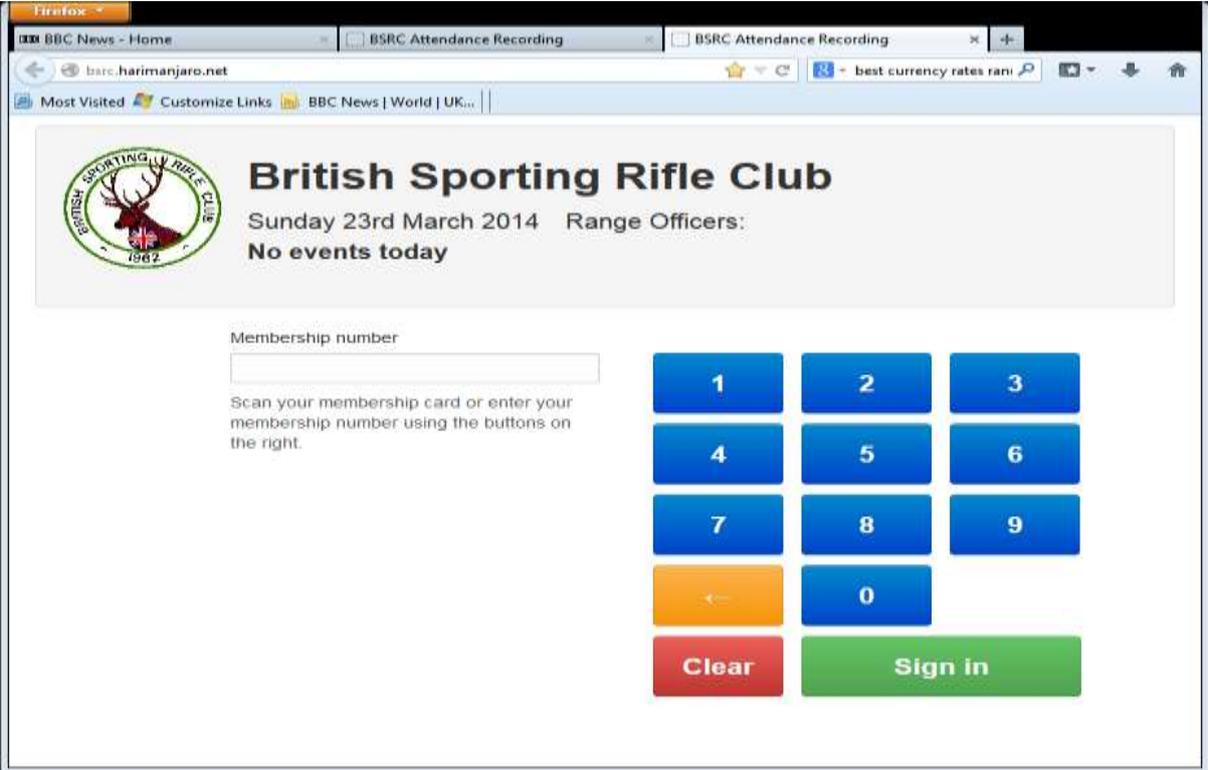# Range Officer Instructions – Operating Attendance System

Starting up on opening the day

1. Retrieve a small red and black USB stick from the safe in the steel cupboard in the front office. This will be in a brown envelope. There is more than one and anyone will do. **This stick contains the software security key for the system and it will not work without it .**

2. Insert the USB stick into one of the sockets on top of the computer.

3. Switch on the power to the system at the wall socket.

4. If the screen shows a small yellow light on the bottom bar then it is in standby mode. It will go into full power mode once the computer is turned on and it gets a signal.

5. Turn on the mouse. This is a VERY small switch on the underside of the device.

6. Press the power switch on the computer (copper coloured on the front right) and wait whilst it loads the system. This can take up to 1 minute.

7. You will be presented with a screen as shown below. This is touch screen and you can choose whether to use this feature or use the mouse or the keyboard.

8. Enter your membership number either by:

      a) Scanning the barcode on your membership card

      b) Touching the appropriate numbers on the touch screen

      c) Entering on the computer keyboard

Please note when entering your number that leading zeros are not required. For example Membership no. 24 would be entered like this and not 024.

9. Press the green sign in box on the screen or left click it with the mouse

10. If you have signed in using anything other than the barcode reader you will be asked for further identification by inputting your NRA number – as in the screen shown below.


11. Press the green sign in box on the screen or left click it with the mouse

12.You will then be presented with the screen as shown below where you are asked if you are a Range Officer today. Please ensure that you press the "Yes" area of the screen (or left click it with the mouse). Please also note the acceptance of responsibility for running the Range according to Club Rules
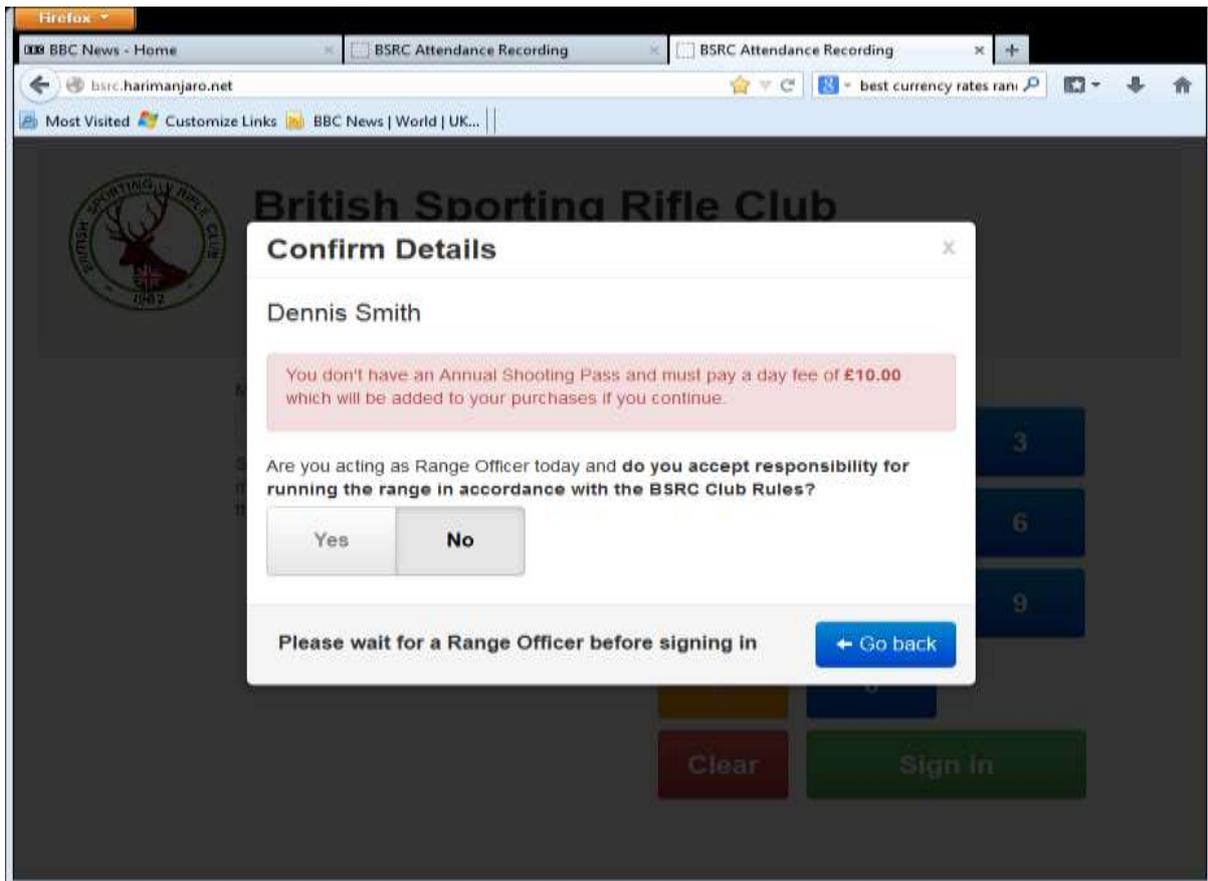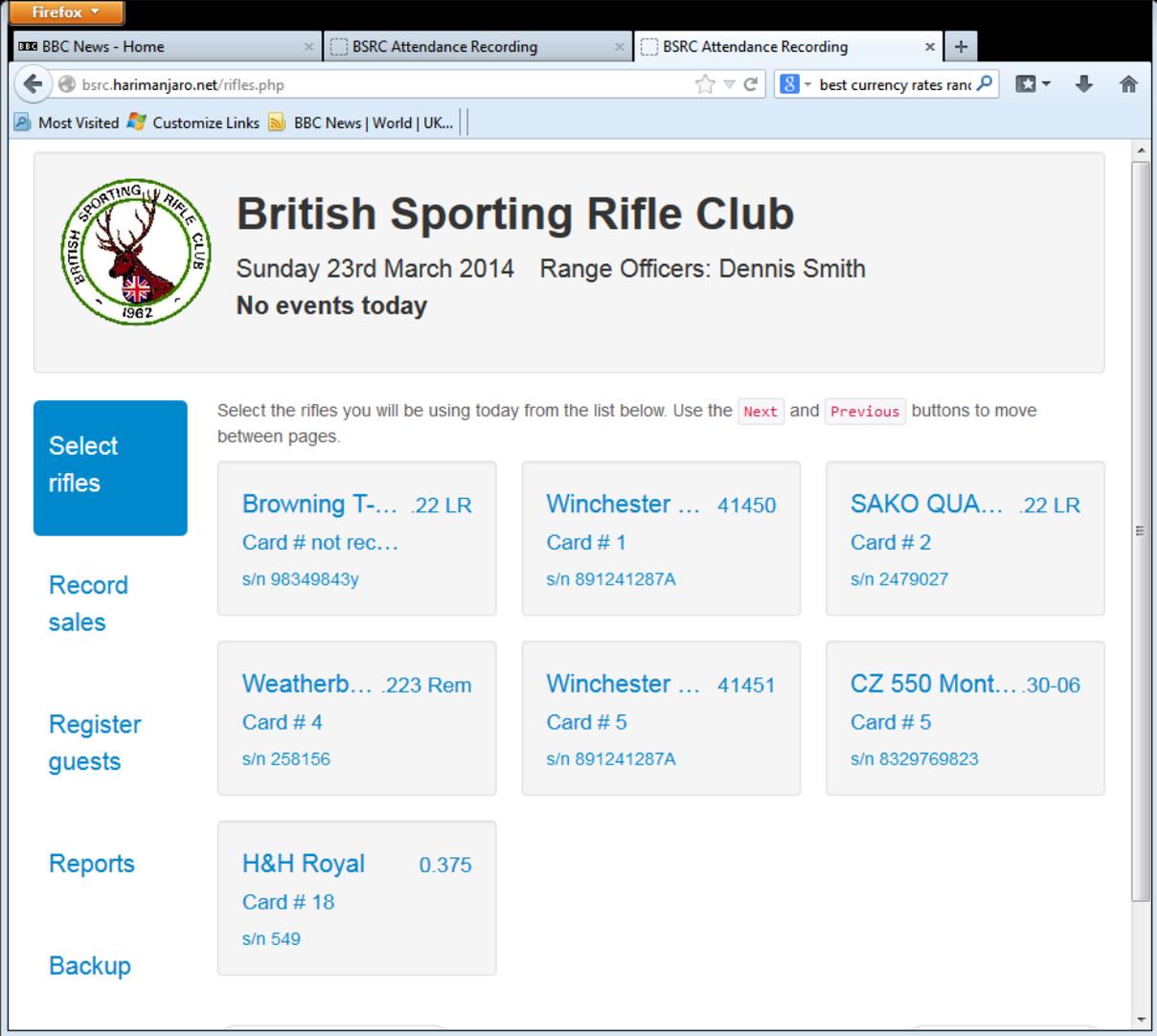
13. You will now get the screen as shown below confirming you are a Range officer today and also confirming there will be no green fee charged.
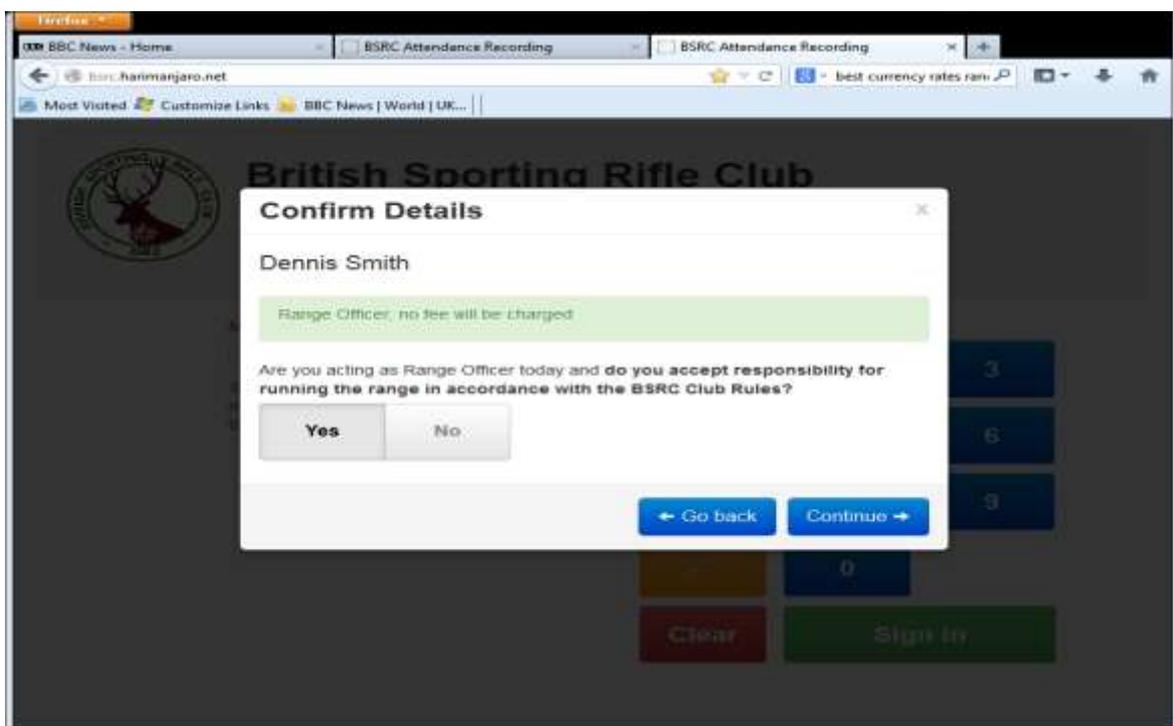
14. Press the continue "button" on the screen (or left click it with the mouse)

15. You will then get the screen as shown below. This shows your rifles which are registered on the Database.

16. If you are going to shoot later then touch each "Rifle Box" representing the rifle you will be using that day and a green tick (as shown below) will appear in the box. Please note that only active rifles will be shown. The old card no. of the previous system will be shown for continuity but this will gradually be phased out as new rifles are registered.
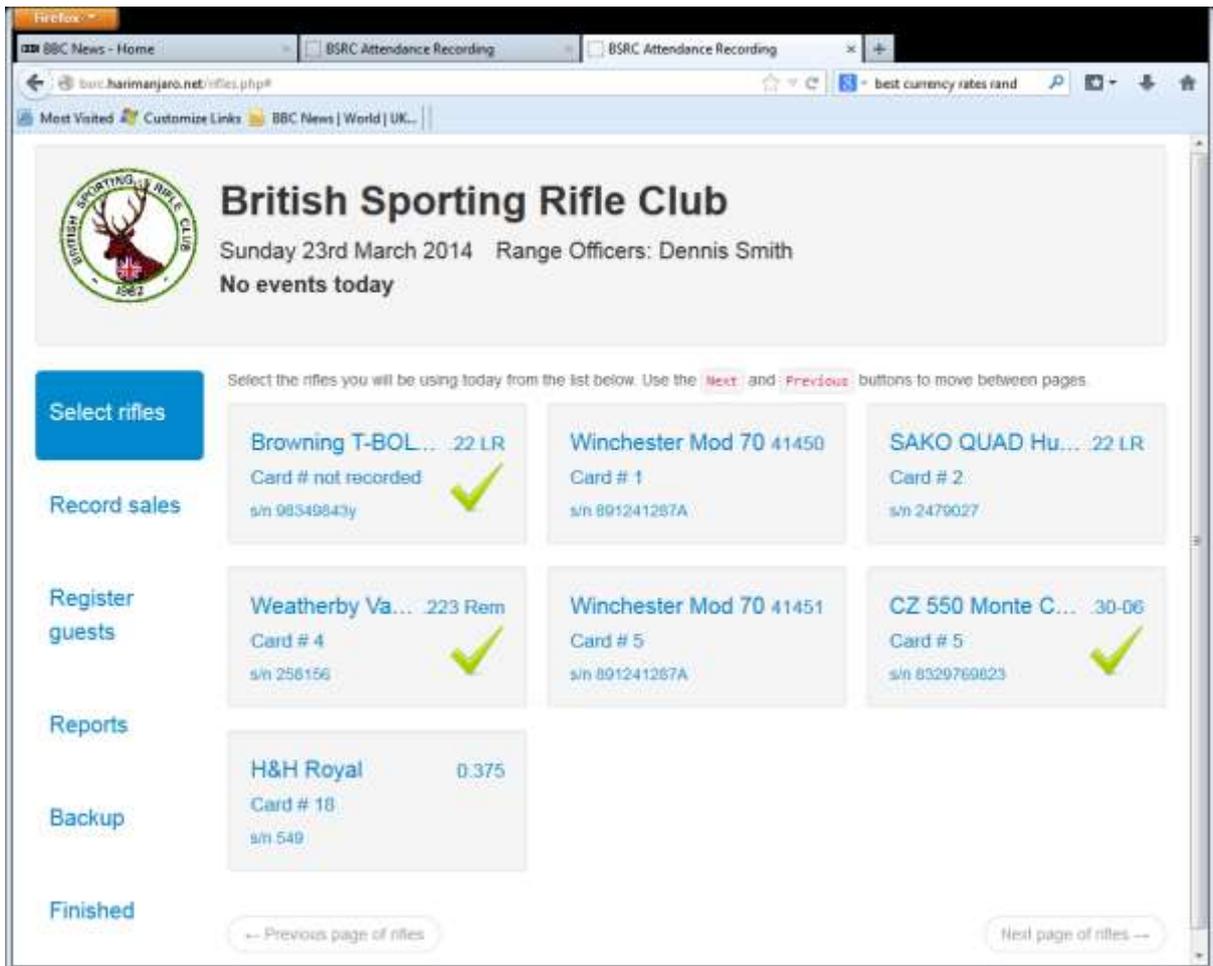
17. Touch the "Finished" box at the bottom LH side of the action list and the system will return to the sign in screen.

18. Ensure that the 2 registers:
    . Guest Register
   . Rifle Correction Register are available on the signing in desk.

Setup is now finished and the system can be used to record attendance and rifle usage by members.

## <u>Reporting and End of day Procedures</u>

At any time during the day the RO can access the daily attendance sheet to check "the state of play" in the same way he could when operating the old paper system by following the procedure below.

1. Log into the system as at stage 7-11 above. The system knows you have already logged in so just follow the flow through.

2. When presented with the rifles page – as below – click or touch the word "Reports" on the Left side of the screen.
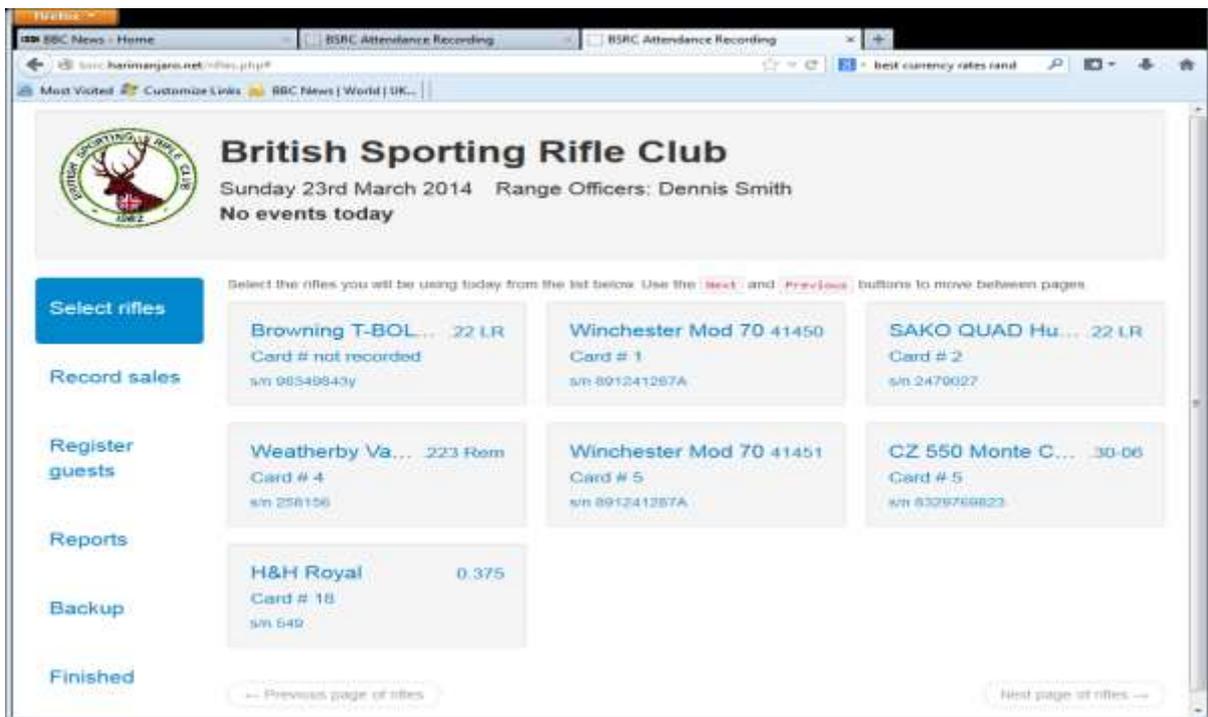
3. You will then be presented with the screen below. It defaults on to Daily Attendance report. This shows who has booked in up till now and also shows the totals of any sales and green fees for each attendee.
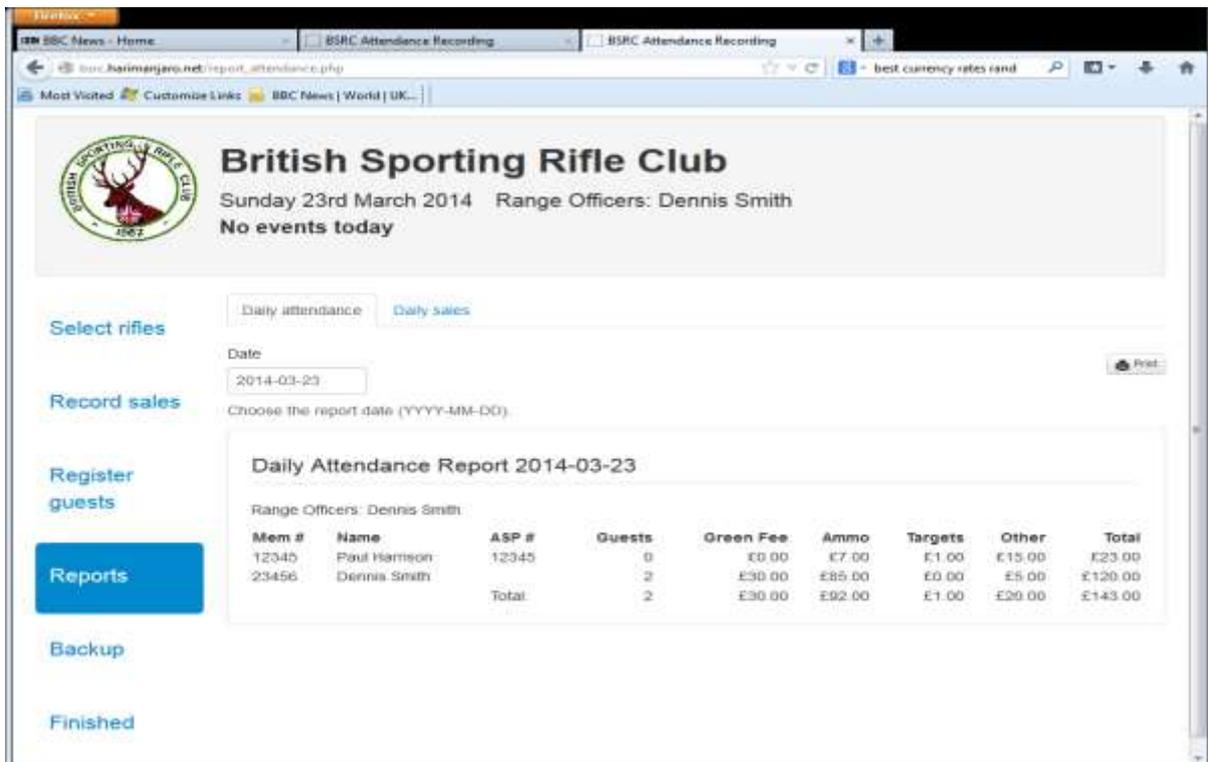
4. If required you can also see a detailed Daily Sales Report which itemises the sales for each attendee. You get this report by clicking on Daily Sales in the reports section. Results are as below.

5. You can print this at any time – remember to switch the printer on!!

6. At the end of the day repeat steps 1 -5 immediately above then click Backup and you will get a screen as below. Click Start Backup button.
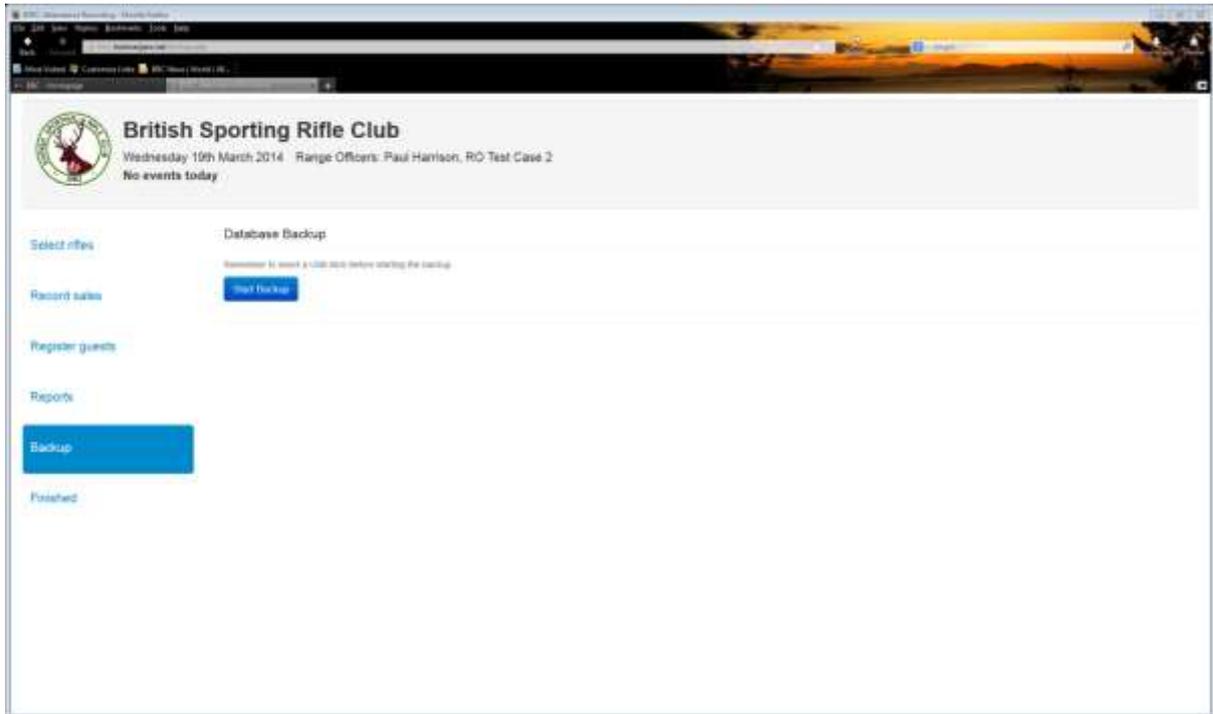
7. After the backup is finished (you will get a message to say it has completed) the click on the "Finished" button on the left of the screen which will take you back to the login screen.

8. **Simply switch the machine off.** I know this is anathema to IT trained people but there is an programmed intervention in here which does actually take the machine down in an orderly fashion

9. Switch off the power at the wall socket.

10. **Remove the USB stick from the Computer and replace it in the brown envelope in the safe in the front office cupboard. This is most important as without this stick no-one can get access to the enciphered data on the computer.**

11. Put the 2 Registers (Guests and Rifle Corrections) away in the front office cupboard.

Go Home – Thank you