

## Guide for Decoding the Barcodes and Generating the Reports

Once you have extracted and “trimmed” the barcodes from the barcode readers it is time to run the RTPstep program to decode the barcodes.

Double click the Store2b shortcut on your desktop.

This will open an Excel file (Store2b.xls) with a control panel button at the top LHS.

Enable macros if requested.

Click on the control panel button to activate the control panel.

The easiest way to decode and produce your reports is to use the “Do everything (Autopilot)” button shown in the 4 steps below.

You will be asked 3 confirmation questions. Click okay to each (or ESC to kill the job).

(You can stop the process at any point by pressing ESC on your keyboard.)

The screenshot shows a 'Control Panel' window with the following sections and controls:

- Show Master Data sheets** (button)
- Show decoded list (Store2b)** (button)
- Clear decoded list (Store2b)** (button)
- Start Date:** DD: 1 / MM: 11 / YY: 10
- End Date:** DD: 1 / MM: 12 / YY: 10
- Decode the Barcodes** (button)
- Normal View** (radio button, selected)
- Print View** (radio button)
- View all cols** (radio button)
- Show the Pobal Report** (button)
- Prepare the Pobal report** (button)
- Reviewer Controls**
  - Show Reviewer** (button)
  - Clear Reviewer** (button)
  - Enter the 1st Sunday of the Month**
    - DD: 7 / MM: 11 / YY: 10
  - Run the Reviewer** (button)
- Do everything (Autopilot)** (button)
- Fare Settings**
  - € Adult: 2.50
  - € Student: 1.50
  - € Under 5: 0.00

Four numbered steps with arrows pointing to the following controls:

1. Set the start date under review (points to Start Date)
2. Set the end date + 1 day (1st to the 1st) (points to End Date)
3. Set the date of the 1st Sunday of the month (points to the 1st Sunday date)
4. Click the “Do everything” button (points to Do everything (Autopilot))

End