NCIS QUICK GUIDE

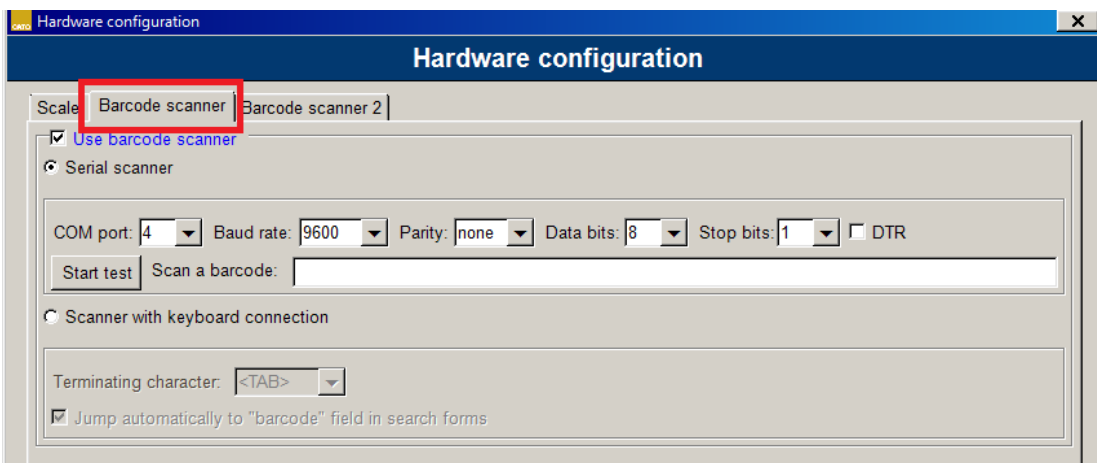## Configuring Barcode Scanners in NCIS.Med

Background

NCIS Med can be configured to use a barcode scanner to verify users, patients, products and medications in various steps through the NCIS workflow. An appropriate barcode scanner must be configured for each workstation which uses these workflow steps, See appendix 1 for list of recommended barcode scanners

. The barcode scanner must be configured to a COM port on the PC which will require the installation of specific drivers. Please liaise with the hardware specialist within your own hospital to ensure that the barcode scanner is installed correctly – this guide only relates to configuring the scanner to work with the NCIS Med application. It is essential that the most up to date driver for the barcode scanner is installed.
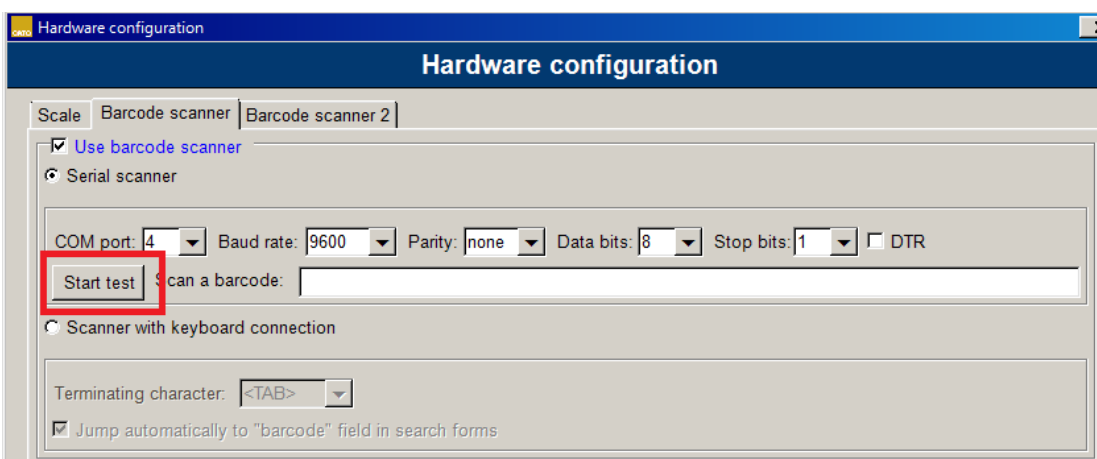
It is vital for the correct operation of barcode scanners that the most recent drivers are installed for your scanner. After installation and configuration ensure to test the scanner is operating correctly before proceeding.

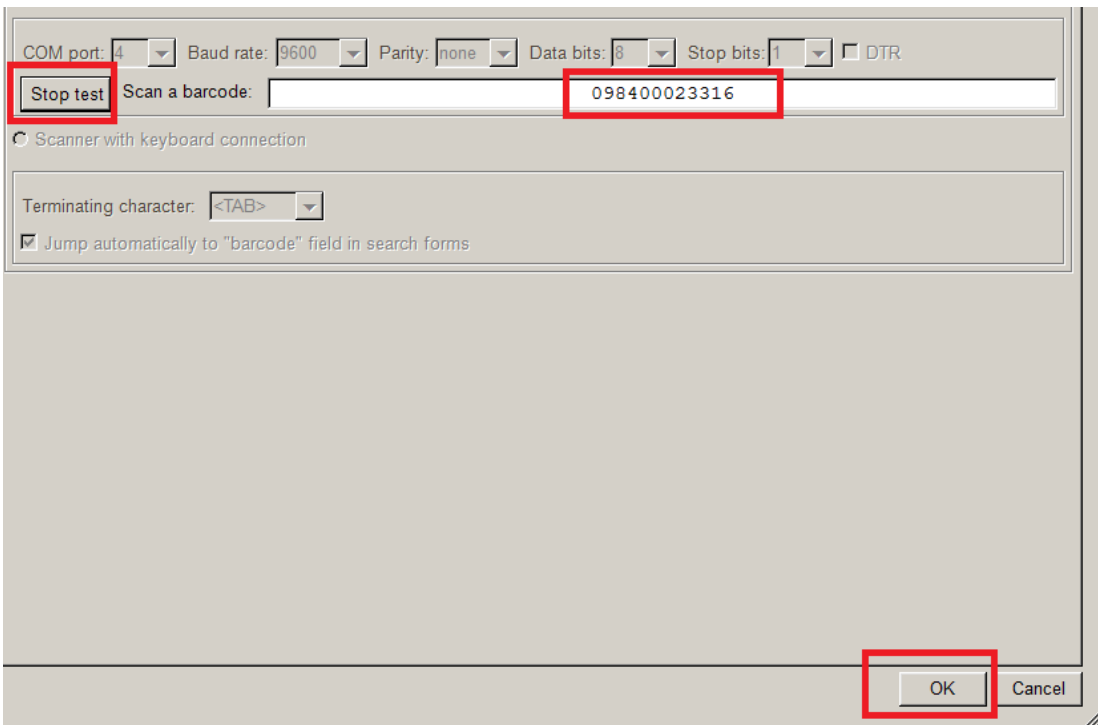## Steps to Configure the Barcode Scanner

1.   Log into NCIS MED with appropriate user account
2.   Go to Administration →Hardware Configuration
3.   Select Barcode Scanner from the top of the form.

4.   Tick "Use barcode scanner"
5.   Select the correct Com Port number
6.   Click on Start Test

7.   Use the barcode scanner to scan a barcode

8.   The barcode should read into the box on screen indicating that the test is successful
9.   Click on Stop Test
10.   Click on OK
11.   Test the barcode scanner is operating correctly on the workstation in Lot management. Also complete
        configuration in the Training environment to confirm patient barcode scanning is working correctly.

Appendix 1 – Recommended Barcode Scanners

The below lists the latest recommended barcode scanners for use with NCIS:

- Datalogic Matrix 210 (not Matrix210n)
- Datalogic Gryphon 4400 or 4500 Series
- Zebra/Motorola - Symbol LS4208
- Zebra/Motorola - Symbol LS3508