

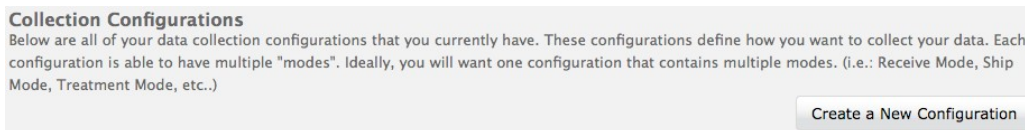


Basic Configuration and Use of ClearView™ ID

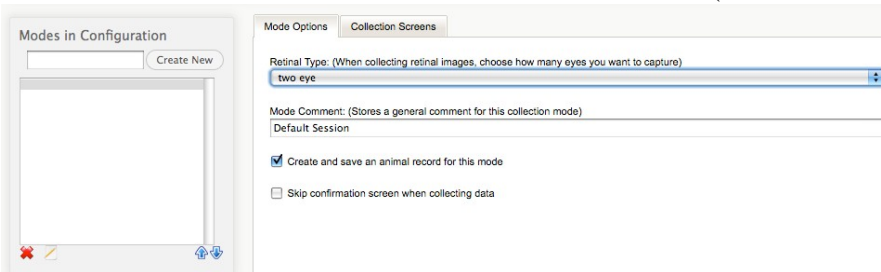
- It's important that you use Firefox or Chrome as your browser when running the web database. It can be downloaded at www.mozilla.org or www.google.com/chrome.
- Log on to your account in the web database at www.summitviewmanagement.net. This would be your username and password you used to use to configure your compact flash card. Username is typically your county name, all small letters, and then your password.
- You can set up the configuration below on your desktop computer or on the tablet itself by the website. If you use your desktop computer, just be sure your tablet is connected by the same wireless connection (in your office) so it can sync up to the new configuration.

Configuration

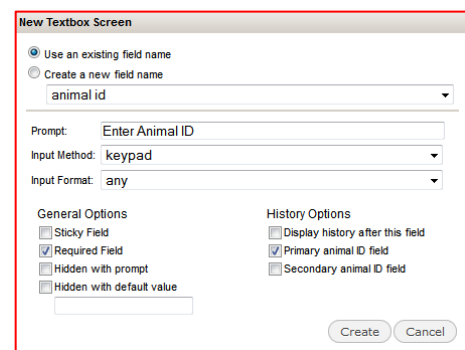
1. Click Configuration on the top menu bar in www.summitviewmanagement.net.
2. Click Create a New Configuration.



3. Type a name for your configuration (i.e. Story County, or Polk County)
4. Under the "Mode Options" tab: (see screen shot below)
 - a. Retinal Type field: make sure "two eye" is selected
 - b. Mode Comment field: you can leave as-is or type in your county name
 - c. Create and save an animal record for this mode (leave checked)



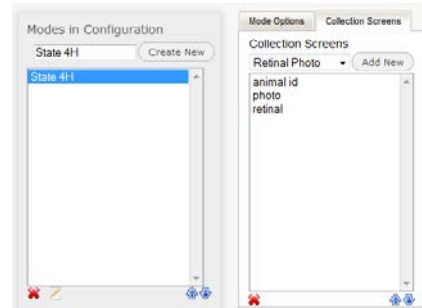
5. Click on the "Collection Screens" tab
 - a. From the drop-down, select "textbox" and click "Add New"
 - b. In the new window, select Use an existing field name and find animal id.
 - c. Prompt: "Enter Animal ID"
 - d. Input Method: keypad
 - e. Input Format: any
 - f. General Options: select Required Field
 - g. History Options: select Primary animal ID field
 - h. Click "Create"



6. On the “Collection Screens” tab
 - a. From the drop-down, select “photo” and click “Add New”
 - b. Prompt: Ear Tag Photo
 - c. Click “Create”
7. On the “Collection Screens” tab
 - a. From the drop-down, select “Retinal Photo” and click “Add New”
 - b. Prompt: “Retinal Image”
8. Click on the Save icon



9. For additional fields you may want (optional) such as animal breed, kid’s name, etc. set these up as textbox fields and order them how you would like in the collection screens list, as in Step 5 above. Again, these are optional fields for you; not required.



Using ClearView ID

1. Initially, you will need to go into the Control Panel> Network and Sharing Center. This is where you will set up your tablet to access your wireless network.
2. Plug in your camera to the tablet using the included USB cable. The camera must be plugged in before you open Summit View Data Collection.
3. Double click Summit View Data Collection on the Desktop to open the application.
4. Click “Options” in the top right corner. Here are some explanations of what each option means.
 - a. “View/Upload Records”: allows you to review your records that you have created and upload to your user account and add signatures to your records. **REMEMBER: The State 4-H Office uploads all the retinal image records for State Fair animals. Counties do NOT upload with this feature. Counties must continue to email the images to the State 4-H Office. If you also scan your county fair only animals as well, you can upload those, but contact the State 4-H Office for help with this before doing any uploading.**
 - b. Clicking Options while in the “View/Upload Records” screen, allows you to access uploading (don’t use), deleting (if you have junk images you want to clean up), and signature capabilities
 - c. “Sync History/Configurations” allows you to update the configurations and history on your animals by entering your Summit View Solutions username and password. For the most part, no need to use this feature.
 - d. “Settings” allows you to enter the user account information where you would like your records uploaded to. Again, not used for Iowa’s protocol for uploading images.
 - e. “Add a Bluetooth Device” is where you connect to Bluetooth RFID readers, etc.
 - f. “Exit Application” closes Summit View Data Collection.
5. Click “Settings” in the Options tab and you will be prompted to type in your Summit View account username and password (same ones as you did when logging into the Summit View online account). Click OK.
6. Click the configuration mode that you would like to use for your data collection. There probably is only the one listed; the one you created in the steps above.
7. Next you will see a screen, “Select a collection mode below:” This should list your specific mode name (i.e. Story County, Polk County, or whatever). Select your mode.
8. You should now see your first screen, “Enter Animal ID”. Type in the tag number and **be sure to ENTER YOUR EAR TAG CORRECTLY. If using the USDA-type tag, just enter the 3 letters and 4 numbers, for ex., JJK1234. Do not enter the “42” in front and do NOT enter your 2-digit county code.**
9. **Only if you are using up old type ear tags that have your county code on them, should you enter the county code (i.e. Story County is 85, so they would put 85 before the tag number. NO**

LEADING ZERO'S or SPACES between the county code and tag number for old tags. County 85 with a tag number of 6, would be entered as 856; county 6 (Benton) would enter this same animal as 066. In the lower right corner of your screen, hit “Next” to continue to the next screen.

10. You should now see a camera shot to capture the ear tag photo. Use the black button on the side of the camera to capture a photo.

11. To retinal image:

- g. To align the camera, hold the camera close to the animal’s eye, lining the arrow on the white pieces on the side of the camera with the pupil.
- h. By holding down the black button continuously on the side of the camera, images will start to appear on the right side.
- i. The black button activates the targeting and the camera will capture images that meet its criteria.
- j. Once you have obtained an image that is acceptable to you, press Next to move to the next screen.



10. Once you have collected all screens for the animal, click Save in the lower right corner.

*****Note: A nice feature of this system is the ability to go back and re-type the Tag #, re-take the tag photo, or re-image at any time. Simply hit the “Back” arrow button in the lower left of the appropriate screen to go back and re-do any screen.**

Troubleshooting:

Calibrating/Re-calibrating Pen(Stylus)

If there are issues with the stylus making the screen jump around between window applications, minimizing and maximizing screens, the stylus may need to be re-calibrated

1. On the Window bar at the bottom of the screen, tap/open the icon with the “M” logo. This launches the Motion Dashboard.
2. Select the “Pen & Tablet” icon
3. Select “Touch: Touch Settings” icon
4. On the default “Digitizer Options” tab, make sure “Dual” is selected and under the “Touch Tuning” section, select “Start”.
5. This will re-calibrate and fix the problem.