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| **Biomark Tag ManagerT 3 User Manual** |

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**Getting Started**

**2.1 Obtaining A Registration Key**

The first time that you access the Tag Manager 3 program, a Licensing Agreement will appear. After thoroughly reading and accepting the agreement, a screen will appear providing two options to register your program. The program will need to be registered on every computer it has been installed on. Additional keys can be provided by contacting Biomark at  ***208-275-0011*** *or* ***email at customerservice@biomark.com***

**Option 1** - Use this option if you purchased Tag Manager as a standalone item. Your invoice will have at least two sixteen digit Online Registration License Codes printed on it. Enter one code in the License Code box and then click **Register Online**.

**Option 2** - Use this option if you received Tag Manager as part of a reader purchase. Please ***contact Biomark at 208-275-0011*** *or* ***email at customerservice@biomark.com*** and provide the ten digit Computer ID number listed in the Computer ID box to the Biomark representative. The representative will ask for an invoice number to verify the a reader was purchased. After verification the representative will generate a Registration Key for you, and once entered in the Personal Registration Key box, click **Register** and you will have full access to the program.

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**2.3 Reader Setup and Connection**

To use the Tag Manager software a reader will need to be setup and PC communication established. Select the appropriate information in the boxes within the ***Communication*** box.

**Lookup List**

Use the ***Lookup List*** tab to input specific tag codes that you would like to be notified of when detected. You can enter tag information by individual code or as entire lists. The lists can be in either hexadecimal or decimal format, and can include instructional text if desired. Tag lists can be used from text files, Excel sheets, or even past Look-up lists.

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**Read From XML File** - Loads a saved Lookup file from a previous tagging session.

**Open In MS Excel** - Opens an existing Lookup list in MS Excel, allowing quick and easy modifications or amendments, or to save for future reference.

**Export To MS Access** - Save the existing Lookup file as an MS Access .mdb file.

**Save To XML File** - Saves the existing Lookup file and allow for it to be loaded at a later date using the ***Read From XML File*** option.

**Erase All Tag IDs** - Clears the current Lookup list from the Tag Manger Screen. You will be prompted to confirm the action if selected.

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**Stop** -Cancels a tag download in progress. It is advised that this be used if you need to navigate away from this tab within the Tag Manager program.

**Filter Duplicates While Download** - If checked, the program will only display non-duplicate tag ID information. If unchecked, the program will display every tag listed in the reader’s memory.

**Hide List For Faster Download** - If checked, the program will not display downloaded tag information in the chart until the download is complete. This is recommended if downloading a large amount of tag codes.

**Erase Reader Memory** - Deletes the reader’s memory, erasing all Tag ID information it contains. A verification screen will appear if this button is selected.

**Remove Duplicates** - Removes any duplicate Tag ID data in the program’s chart that has already been downloaded. A verification screen will appear if this button is selected.

**Open MS Excel** - Copies all data currently in the program’s chart into a new MS Excel spreadsheet.

**New Worksheet For Each File** - If your reader contains multiple files with tags on it, this option will allow for each file to populate on its own worksheet.

**Export To Text File** - Copies all data to a text file saved to a location of your choosing.

**Erase All Tag IDs** - Deletes all information currently in the program’s chart. A verification screen will appear if this button is selected.

**5.2 Console Mode for Pocket Reader & Pocket Reader EX Readers**

The Pocket Reader and Pocket Reader EX readers require the reader to be in Console Mode in order to successfully download stored tag data. Tag Manager automatically transitions the readers into Console Mode when ***Download Tags*** is selected. The reader will remain in Console mode until the download is complete and then will automatically leave Console Mode and return to normal operation.

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**Tag ID Converter**

Tag Manager comes equipped with a Tag ID Converter built into it. It can be useful when you need to convert a single ISO tag code from its Hexadecimal format to its Decimal format or vice versa. You can type into either field, and the program will display a warning under each field if the code does not match any known ISO format.

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**Tag Manager 3 FAQ**

This section will cover a few of the more common issues that some users may have when using the program.

**Q: I do not know which COM Port to select when attempting to connect my Biomark reader to my PC. What on Earth do I do?**

A: To verify which COM Port to select, check the Device Manager within the Control Panel on your Windows PC. Find ‘Ports’ in the list to check and see what number is assigned to each port.

**Q: I am using a USB to RS232 Serial adaptor and am unable to connect to the program. Help!**

A: If using a USB to RS232 adaptor, it is very important that the adaptor drivers be installed ***prior*** to connecting the adaptor to your PC. In some cases, if you have already connected the adaptor before installing the drivers, Windows will install incorrect drivers automatically and communication will not be possible. To fix this you must disconnect the adaptor, uninstall the drivers that Windows installed, and install the drivers from the adaptors manufacturer website or included CD. USB to RS232 adaptors are available from Biomark.

**Q: I am trying to connect my 601/Pocket Reader/Pocket Reader EX to Tag Manager. My COM Port is correct, but the device is still not communicating. What’s the problem?**

A: Both types of Pocket Readers and the 601 power down after being idle for too long (5-30 seconds depending settings selected). Make sure that the reader is currently powered on when opening the connection. After the connection is open, the reader can still power off. If it does so, just turn the reader back on and the program should still maintain its connection.

**For other issues or more in-depth assistance, please contact Biomark’s expert customer service team via email at customerservice@biomark.com**

**or by phone 208-275-0011.**

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***Cool Tip:***  *Not all readers require a baud rate to be entered during setup! The HPR PlusT is a non-serial device and does not need a specific baud rate selected to successfully communicate. The future is now!*

**Enter ID Manually** -Allows user to enter a specific tag code and display text by hand. Clicking ***Save*** will add the code to the list, while clicking ***Cancel*** will delete the entry.

**Append From MS Excel** - Allows user to select desired tag Lookup list from a spreadsheet that has been premade in MS Excel. The tag codes can be anywhere on the sheet but the display text must be on the same row as the tag to which it corresponds.

**Append From Text File** - Allows user to select desired tag Lookup list from a premade .txt file. The tag codes can be anywhere on the sheet but the display text must follow each tag to which it corresponds.

***Cool Tip:***  *Tag Manager will only accept properly formatted tag codes. If the tag codes are improperly formatted, a warning will display. Always remember, the program knows!*

**3. Scan-In**

This tab allows for the real time scanning of tag data during a tagging session. It is very customizable and allows for the user to add up to 10 specific data inputs that will be populated on the Scan-In chart. There is also the option to allow Look-up List popups, send PIT tag information directly to an existing Excel spreadsheet, and the option to choose whether or not to filter duplicate tag data. If you are using the Biomark HPR PlusT, you have the option of displaying the latitude and longitude information on the programs chart.

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**Scan-In** - The default screen upon starting the program. Will display any tags scanned during a real time scanning event. For more information, see page 9.

**Look-up List** - Allows for the input of any tags set to be found during a real-time scanning event. Any listed tags will be displayed on this screen. For more information, see page 15.

**Tag Memory Manager** - Allows for the downloading of reader memory if available. The reader memory can also cleared of all data from this screen. For more information, see page 17.

**Device Manager** - Provides a terminal window and controls specific to your connected reader to allow settings to be adjusted. For more information, see page 19.

**2.2 Program Navigation**

Navigation of Tag Manager is very simple. Upon starting Tag Manager, the program will default to the ***Scan-In*** tab. The navigation tabs are located in the middle-left of the program window. There are three tab selections to choose from. Selecting these tabs will take you to the three main function screens for the program.

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***Cool Tip:***  *In order to convert more than one tag ID at a time, simply load your premade list into the Tag Look-up. Both formats will automatically be displayed and you can then open the Look-up list in MS Excel if needed. Handy stuff!*

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**Site ID -**  This will initially be an empty drop down menu, however new data can be added if desired by clicking ***Edit*** at the top left of the program and then clicking ***Edit Site ID List***.

**Species -** Allows for the user to define the specific species, hatch, run, etc. of the animals being tagged. The list is already populated with several options from the Ptagis P3 program. This list can be added to or subtracted from by clicking ***Edit*** at the top left of the program and then clicking ***Edit Species List***.

Once either of these editing screens are opened, you can enter your data as needed. Click ***Save*** once completed and your data will now be selectable from the ***Site ID*** or ***Species*** drop down menu’s in the ***Scan-In*** tab.

**Tag Memory Manager**

The Tag Memory Manager tab is where a readers memory can be accessed or cleared with the click of a button. Additional data can also be displayed or hidden and can then be exported to MS Excel, MS Access, or text file.

**5.1 Downloading Data**

**Download Tags -** Tag Manager will download the connected reader’s memory into the chart on the screen. Please note that this can take several minutes, especially if a large quantity of tag information is being downloaded.

A notification window will appear once the download is complete. It will display the total number of tag ID’s downloaded as and how many of those ID’s were duplicates.

Any tags that are also listed in the Lookup List will appear with RED highlighting.

Double clicking any of the highlighted tag ID’s will take you to the tag in the Lookup List.

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**1. Software Overview**

**1.1 Product Description**

The Tag Manager 3 software is a program designed to quickly and easily access tag data on a Biomark reader. The primary function of the program is to allow the user to download their data into Microsoft Excel, but other useful functions have been included that make the program a valuable addition to almost any PIT tagging application.

The Software features:

Quick and easy connection between a Biomark readers and a PC

Downloads Reader memory for export into Microsoft Excel

Scan-In function that inputs user defined data for export into Microsoft Excel

Duplicate Filtering option for both Tag Memory Manager and Scan-In

Can write tags code data directly into Microsoft Excel

Bluetooth compatible

Tag Look-up function during Scan-In

Hex/Dec Converter

User defined Site ID and Species, with ability the to input measurements

Automatic updating with internet connection

**1.2 Software Download**

The software is available to download via the Biomark website:

http://www.biomark.com/catalog/software/

Once the program is installed, prior to first use, you will be required to obtain a registration key. See additional details on the following page.

**1.3 Updating your Program**

The Biomark Tag Manager 3 program is able to be updated using an internet connection. The program will automatically check for updates at startup, but this can be done manually by going to the ***Help*** menu and selecting ***Check For Updates***.

Please note that if you have downloaded the ***Standalone***  version of Tag Manager, this function will not be available.

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**Reader** - Select the reader type that you wish to connect to Tag Manager. If your reader is not listed, select ***Generic***. If the reader still will not connect, contact Biomark to verify if it is supported.

**Serial Port** - To achieve communication, please select the appropriate information using the below steps:

Select the communication method that your reader is connected to the PC through.

Com port information might vary between computers. All available com ports should be displayed when the drop down is selected. If a com port is missing, press the ***Refresh*** button to the right of the drop down box and it should appear.

Select the appropriate baud rate for the reader being connected in the box to the left of the Open button.

 This information will autofill depending on what reader is chosen but can be adjusted if needed.

After all information has been entered, select the ***Open*** button.

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Enter the Pin and click the ***OK*** button. The program will begin Pairing with the Bluetooth device. When successfully connected, the Bluetooth Connection Utilities box will display ‘Connected’ next to the device name.

If a connection cannot be established, the following message will be displayed. Please check that your device is set to be found and is available for pairing.

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If you are having trouble connecting your Bluetooth device to the Biomark Tag Manager program, please consult the manual of the device itself to verify all settings are correct and your computers Bluetooth settings.

**Open MS Excel** - Copies all data currently in the Scan In chart into a new MS Excel spreadsheet.

Newly scanned information will not automatically be updated to the created Excel worksheet even though it appears in the chart. A new worksheet will need to be created to display the new information by selecting ***Open In MS Excel*** again.

**Export to MS Access** - Copies all data currently in the Scan In chart into an MS Access format that is saved to a location of your choosing.

Newly scanned information will not automatically be updated to the created .txt file even though it appears in the chart. A new file will need to be created to display the new information by selecting ***Export To MS Access*** again.

**Export To Text File** - Copies all data to a text file saved to a location of your choosing.

Newly scanned information will not automatically be updated to the created .txt file even though it appears in the chart. A new .txt file will need to be created to display the new information by selecting ***Export To Text File*** again.

**Erase All Tag IDs** - Deletes all information currently in the program’s chart. A verification screen will appear if this button is selected.

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**Edit Scan in Settings** - Pressing this button will open the *Scan In Settings* box. Here you can select a number of options to be performed when a tag is scanned during a live scanning event.

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**Filter duplicate tag IDs while scanning** - If checked, the program will not record duplicate tag data that might be scanned during a session. There are several settings that require this option to be enabled.

**If scanned tag ID is present in Lookup List** - Determines what happens when a tag in the Lookup List is detected during a live scanning event.

**Rise dialog box** - If checked, a box will appear to notify when a tag from the look up list is detected. This setting requires the **Filter Duplicate tag IDs while scanning** option enabled.

**Copy User Data to custom column** - If checked, the user must select a custom column from the drop down list. Information from the User Data column of the Lookup List will be added to this custom column when on of the look up list tags is found. Please note that this option will only be available after at least one custom column has been created.

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**Remove Duplicates** - Removes any duplicate tag information from the chart. This option will only be necessary if the ***Filter Duplicates While Scan-In*** is not enabled.

**Columns Filter** - Allow the user to hide or unhide columns from the Scan In chart. Columns hidden will not appear on an Excel sheet when the chart is exported.

**Manage Custom Columns** - This allows the user to create up to 10 custom data points that they wish to measure during a scanning event. Once created, the columns will appear on the Scan In chart as well as within the ***Columns Filter*** box. When clicked, a new window entitled ***Manage Scan In Custom Columns*** will appear.

**Sound for a unique tag ID present in Lookup List** - Allows for a selectable tone to be played if a unique tag in the Lookup List is detected.

**Sound for a unique tag ID not present in Lookup List** - Allows for a selectable tone to be played if a unique tag not currently listed in the Lookup List is detected.

**Sound for a duplicate Tag ID** - Allows for a selectable tone to be played if a non-unique tag is detected during a scan in session. This setting require the **Filter Duplicate tag IDs while scanning** option disabled.

**Configure Writing To Excel Spreadsheet** - Allows the user to have the program write tag information into an active cell within an Excel Spreadsheet.

**Function** - Select the tag format (HEX or DEC) desired to be written. Select ***Disabled*** if writing to a spreadsheet is not needed.

**Options** - Check the ***Move Selection Down*** box if you would like the active cell to move down after a successful read. Please note that if this is not selected, new tag information will overwrite previous tag information within a single cell on the spreadsheet.

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The Site ID and Species can be adjust from this window.

Up to 10 custom data points can be created as needed to match your requirements. These data points will need to be added using the ***Manage Custom Columns***option.

If the tag was from the Lookup List and data has been copied from the User Data, this information can be edited here.

**Rise dialog box** - If checked, a box will appear to notify when a tag from the look up list is detected. This setting requires the ***Filter Duplicate tag IDs while scanning*** option enabled.

Any tag detected that is on the Look-up list will be highlighted in RED.

Once the alert window appears, the user has the option to keep the tag in the Look-up list or remove it from the list. One of these options must be selected to proceed.

**Copy User Data to custom column** - If checked, the user must select a custom column from the drop down list. Information from the User Data column of the Lookup List will be added to this custom column when on of the look up list tags is found. Please note that this option will only be available after at least one custom column has been created.

**Rise dialog box for entering user data/measurements** - If checked, the program will bring up a window allowing the input of additional data that corresponds to the animal being tagged. This setting requires the ***Filter Duplicate tag IDs while scanning***option enabled.

**Function** - Select the tag format (HEX or DEC) desired to be written. Select ***Disabled*** if writing to a spreadsheet is not needed.

**Options** - Check the ***Move Selection Down*** box if you would like the active cell to move down after a successful read. Please note that if this is not selected, new tag information will overwrite previous tag information within a single cell on the spreadsheet.

**Enter ID Manually** - Opens a box that allows the user to enter a tag ID manually. This box is not case sensitive. Clicking the ‘**?**’ to the right of the box will open an explanation of acceptable code formats.

**Create Custom Column** - Select an empty spot then press this button to create a new column. The ***New Custom Column*** window will appear and allow you to name the new column. Press ***Add*** when done. The new column will now appear on the list to the left.

**Rename Column** - Select an existing column on the list to the left and then press this button to change the columns name.

**Remove Column** - Select an existing column on the list to the left and press this button to delete the column. When selected, a warning will appear to verify the process. Select ***Yes*** and the column will be removed.

**Device Manager**

The Device Manager tab allows you to quickly and easily alter settings on your connected reader as well as check the formatting of the information your reader is transmitting. This creates a convenient place to make sure the connected reader is sending the correct info needed for Tag Manager to operate as intended.

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**Terminal** - This window allows for users to enter specific commands to the connected reader in order to adjust settings or display information.

When changing a setting using the ***Controls***window, you will see the command and the reader response appear in the ***Terminal***window.

A setting can be changed by manually typing specific commands into the ***Terminal*** window. Please note that the console commands for any specific reader should be listed within the manual provided with that reader. If no list exists, please contact a Biomark representative.

**Scroll Down** - When this box is checked, the ***Terminal***window will automatically scroll down as information is entered and exceeds one screens length.

**Capture To File** - When this box is checked, any information entered into the ***Terminal*** window, this includes settings adjusted using the ***Control***window, will automatically be copied to a text file (.txt) name BioTagManager and is saved to the Desktop.

This file will append itself continuously as long as the file name remains unchanged. Information will never be overwritten, instead any new info will be added to the end of the document.

If the file is renamed or deleted and the ***Capture To File*** box is checked, a new file will be created.

**Controls** - This window lists the type of reader that is currently connected as well as the reader settings available for adjustment. Each reader will have different settings available for adjustment depending on its type and features.

To change a setting, find the appropriate drop down menu and expand it to see the specific settings.

Most settings will only require you to select a single button, however some settings will require you to enter a value. When changing such settings, you must press the ***Set*** button after entering the desired value.

When changing a setting, you will see the command and the reader response appear in the ***Terminal*** window.

The ***Controls*** window might not list every setting available for every reader.

**Bluetooth** - If your reader supports Bluetooth technology, you can establish a connection by pressing the button with the Bluetooth symbol ( ) that is located to the right of the serial port drop down box.

To achieve communication, please follow the below steps:

When the Bluetooth button is selected, the Biomark Tag Manager - Bluetooth Connection Utilities box will appear and start searching for Bluetooth devices. It will populate a list of all Bluetooth device in the area that are available.

Windows can remember Bluetooth devices that have been connected to the computer previously. Tag Manager can also populate this list if desired by unchecking the ‘**Show In-Range Devices Only**’ box.

To only show devices currently active and within range of the computer, select the ‘**Show In-Range Devices Only**’ check box.

Select the appropriate device from the list. If your device requires a Pin to achieve access, a second window will appear asking for this information.