MICRO MINI STICKER TAG ORDER FORM INSTRUCTIONS

For Form 16-0099-001 Rev A 11/2017

Incomplete forms may cause delays in processing your order! If you need assistance, please contact your order administration representative.

Overview

These instructions provide definitions of unfamiliar terms, explain the importance of supplying reader information, and help with understanding any standard and non-standard features of your tag. The accompanying tag order form is new. Please take the time to review these instructions fully before preparing your order.

Tab between fields and type the requested information, make a selection from the drop-down menu, or mark the check box as indicated.

Terms Used in Tag Ordering and Programming

ASCII	American Standard Code for Information Interchange. A standard that identifies letters, numbers, and various symbols by code numbers for exchanging data between different computer systems.
ATA	American Trucking Association. ATA is a read-only protocol commonly used in transportation markets and consists of a formatted ASCII string containing either 10 ASCII characters (half frame tag) or 20 ASCII characters (full frame tag).
Customer ID	This number is normally the ID as specified by the customer and can be printed on or etched into the tag as the ASCII authority code and ID (ATA tags), or as the Wiegand facility code and ID (Wiegand tags).
Dominant	This refers to protocol dominance, which is the initial protocol that the tag will respond to when interrogated by a reader. For example, an ATA-dominant tag means that it will first respond in ATA mode upon activation. The choices are ATA or SeGo.
Facility Code	For Wiegand tags, the facility code designates the site number of a specific customer location and is customer specified.
Full Frame	Size of Tag ID, capable up to 20 ASCII characters
Half Frame	Size of Tag ID, capable up to 10 ASCII characters
Internal ID	Each tag has a 64-bit manufacturing identification code programmed and locked into the tag. This ID is usually not read in parking and access control applications.
Protocol	Refers to the manner in which tags and readers communicate. TransCore multiprotocol tags are capable of enabling SeGo and/or ATA protocols.
SeGo	SeGo is a high data rate (2 x eGo data rate) read/write tag protocol. As with eGo/ATA, this protocol is compliant with ANSI NCITS 256-2001 Part 4.2, ISO 18000-6B, and ISO 10374 standards. Also, SeGo is a TransCore tag technology brand name
Wiegand	Wiegand is a data format commonly used in the access control community that consists of both a facility code and a Tag ID. These tags are always half-frame tags and can be programmed from 26 bits (standard) to 56 bits in length. Some commonly used Wiegand formats are Wiegand 26-bit, Cardkey 34-bit, McGann 37-bit, etc.

Tag Order Fields

Remember, you must tab from field to field. **Do not** use the ENTER key.

1. Complete the **CUSTOMER INFORMATION** fields.
2. Select the **APPLICATION** from the drop-down list. Only one application can be selected.
3. Complete the **BILL TO** information fields.
4. Complete the **SHIP TO** information fields.
5. Complete **TAG/PROTOCOL INFORMATION** fields.

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A. **Quantity:** Fill in the number of items you want to purchase and tab to the next field. Remember, you must tab between fields, do not user the ENTER key. ***There is a minimum order quantity of 250 windshield tags.***

B. **Part Number/Description:** These are fixed fields. Select the row of the tag that you want to order and tab over to the **Protocol Options** column.

C. **Protocol Option(s):** Select which tag protocol you require for your system from the drop-down menu. There are two protocol options: ATA or SeGo. Remember to match your protocol option with the options located in the **FIXED READER INFORMATION** section of the form.

D. **Dominant Option:** The dominance option configures the tag for the protocol to be expected. Select ATA if the readers are operating with ATA protocol. Select SeGo if the readers are operating with SeGo protocol. From the drop-down menu, select either ATA or SeGo protocol dominance.

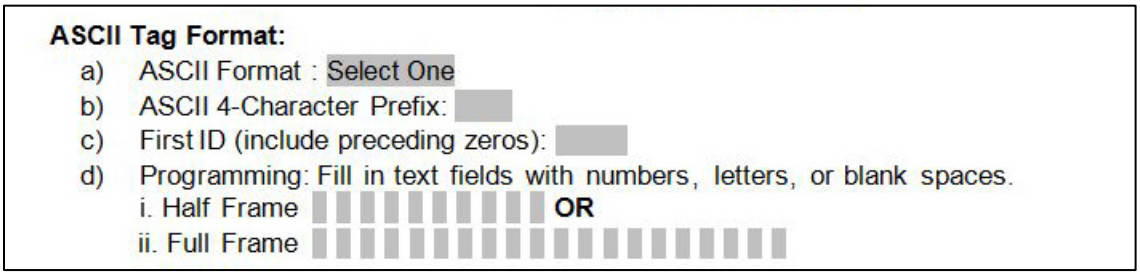
E. **Unit Price:** Fill in your cost for the item listed.

F. **Extended Price:** These fields are automatically filled in when the **Quantity** and **Unit Price** fields are populated.

6. Complete **PROGRAMMING DATA INFORMATION** fields.

A. Check the appropriate box to indicate whether you are ordering a **Programmed Tag** or a **Blank Programmed Tag**.

B. Select the ASCII Format from the drop-down menu (a). Next, specify an “up to” 4-Character Prefix (b), which is normally alphabetical characters, and an “up to” 10-digit starting serial number First ID (c). These 2 fields (b and c) together must total 10 characters for a half-frame ASCII programmed tag and 20 characters for a full-frame ASCII programmed tag. You must also indicate the format of the programming of the first tag’s data, showing the location of the prefix as well as the first ID with all characters used shown (d). Refer to the graphic in this section for an example of an ASCII Tag Format entry.



C. Select the Wiegand name (e.g., Wiegand 26-bit) from the drop-down menu, and enter the Wiegand facility code and the first ID number. ***If you are ordering half-frame or full-frame tags with ASCII format, do not fill in the Wiegand section.***

D. Enter the End User Name and Location

E. Enter any Special Instructions (e.g., "Do not program tags.")

7. Complete the **FIXED READER INFORMATION** fields. Having this information ensures that the tags being ordered, that is, the protocol and dominance, match the reader system being used.

A. Select the **Reader Type**.

B. Input the serial number from your reader or input the part number of your reader.

8. **PREVIOUS PURCHASE ORDER:** Please enter the purchase order that pertains to this installation's configuration.

9. **WINDSHIELD STICKER TAG LABEL PRINT INFORMATION:** The driver-side label on the eGo Plus Micro Mini Sticker Tag contains required and optional customer information. The print fields are defined here:

Field #4, optional text: Select **NONE** ☐ -OR- enter text **(maximum of 50 small characters)**

Field #3, optional text: Select **NONE** ☐ -OR- enter text **(maximum of 30 small characters)**

Fields #3 and #4 combined into one field and printed in a larger type size. Select **NONE** ☐ -OR- enter text **(maximum of 16 large characters):**

Field #2 (required): TransCore's model number and manufacture date of the tag are printed in this field.

Field #1 (optional): Print Customer ID on label? **YES** ☐ **NO** ☐ **AND / OR** Print Internal SeGo ID on label? **YES** ☐ **NO** ☐

Barcode (required): The barcode must contain *either* Customer ID -OR- SeGo ID. **Select One:** Customer ID ☐ **OR** SeGo ID ☐

Label Layout Options:

Two Lines of small text in Field 3 and Field 4
Field 1: Choose ONE - Customer ID or SeGo ID

One Line of small text in either Field 3 or Field 4
Field 1: Choose BOTH - Customer ID and SeGo ID

One Line of large text combining Field 3 and Field 4
Field 1: Choose ONE - Customer ID or SeGo ID

10. **AUTHORIZED "PURCHASE ORDER" NAME**: Please enter the authorized purchaser's name.

11. **AUTHORIZED SIGNATURE**. Remember to sign the form before submitting to TransCore.

12. **DATE**. Enter the date.

Submit the completed form by e-mail to orderentrybox@transcore.com. You may also use this email address to submit any questions or comments that you may have about your order.