

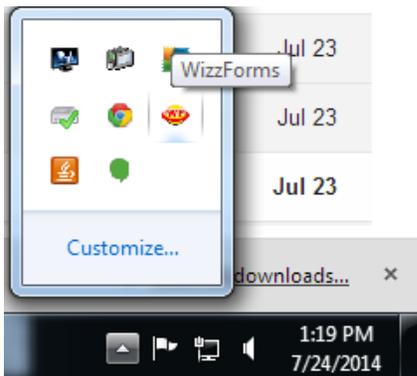
Rotary Club of Grande Prairie Dream Home Lottery

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I.D Scanner – Instructions & Tips for Success.

- Each ID Scanner and computer are labelled and numbered – id scanner **needs to be plugged into corresponding computer** in the labeled USB port.
- Open WIZ FORMS from desktop – note program must be opened **AFTER** Id Scanner is plugged into the computer.
- When scanning – **cursor must be in the “First Name” field** prior to scanning. The site defaults to this field. Always ensure the information on their Driver License is accurate.
- To Scan – face side with **picture away** from you and **upside down**, insert into scanner (the large bar code at rear bottom is what is scanned for our needed data).
- Scan down up in one motion. After you should hear a beep.
- If program is not working – exit software program and then re-open. To exit program go to the hidden toolbar at the bottom right of your computer screen. Press the arrow pointing up, it will pull up a screen similar to below – right click the orange globe shaped “Wiz Forms” symbol and select exit. Restart from desktop.



- Spelling accuracy is important. The ID Scanner can also be used to update existing information for new addresses or even fix old typos. If you want to overwrite old information, **ensure cursor is in “First Name” field, at the first digit** (May wish to delete current first name to be sure) and zip driver’s license in scanner. New information will overwrite old. Always ensure the information on their Driver License is accurate.

- Note – Computers can be remotely accessed. If having troubles, contact Raffle Manager Melissa Coulombe 780-832-4532