Registration Station
User Manual

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GENERAL INFORMATION

Introduction

Thank you for purchasing a 2nd Sight product. The Registration Station allows you to manage data related to the following 2nd Sight systems

- FairPick Pro
- FairPick Lite
- FairTrak
- QuickPick

For your safety, it is critical that you carefully read and follow all warnings and cautions in this manual. The Registration Station must only be used in the manner for which it is intended. Any other use of the Registration Station may cause damage to the device and harm to the user.

The following signs call attention to special warnings and cautions.

CAUTION: Failure to follow these instructions constitutes a hazard to the operator.

WARNING: Failure to follow these instructions constitutes a hazard to the device.

NOTE: Important note.

ELECTRIC HAZARD: Electric shock hazard. This equipment is to be serviced by trained personnel only.

PINCH HAZARD: Pinch point keep hands clear.

WEIGHT HAZARD: Heavy. Team or mechanical lift.

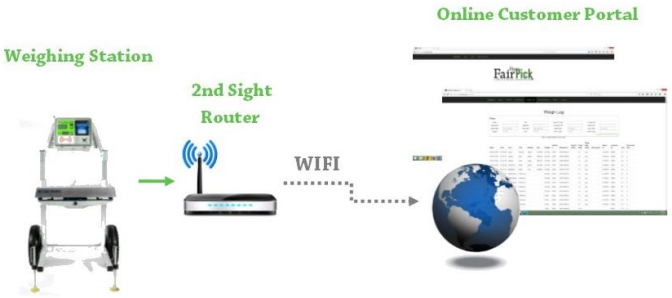
CUT HAZARD: Sharp edges handle with care.

System Requirements

- Windows personal computer (PC)
- Available USB port
- Secure connection to the internet
- 2nd Sight Customer Portal account

TERMS AND DEFINITIONS

Term	Definition
2nd Sight Router	*Internet router programmed by 2nd Sight required to upload data from the **Weighing Station.***
Configuration Card	*Radio-frequency identification (RFID) card used to program a FairPick Pro **Weighing Station** with specific settings such as time zone, language, containers, and tracking settings. Program **Configuration Cards** using the **Registration Station App.***
Customer ID	*Unique code associated with a company's Customer Portal account.*
Customer Portal	*Secure website where a user manages the company's data, employees, and reports from one or more 2nd Sight products. Customer Portal web address: http://portal.2ndsightbio.com.*
Customer Secret	*Unique code associated with a company's Customer Portal account.*
Employee Badge	*Radio-frequency identification (RFID) card assigned to an employee and used to link data to an employee*
FairPick Lite	*Harvest scale package that includes the 2nd Sight RHC, Android-based FairPick Lite app, printer, and scale.*
FairPick Pro	*Integrated harvest scale system that includes the **Weighing Station** with software.*
FairTrak	*Android-based labor tracking app on the 2nd Sight RHC*
QuickPick	*An app that works as an electronic tally for the fastest-paced harvest.*

Ruggedized Handheld Computer (RHC)	*2nd Sight's Android-based, Ruggedized Handheld Computer*
Password	*A secret word or phrase that must be used to gain access to administrator functions on the **Customer Portal** and **Registration Station** application*
Upload Card	*Radio-frequency identification (RFID) card used to initiate wireless data upload from a **Weighing Station** through the 2nd Sight router or personal mobile hotspot, to the 2nd Sight Server for viewing on the **Customer Portal**.* 
Username	*A unique code used to access administrator functions on the **Customer Portal** and **Registration Station**.*
Weighing Station	*Portable harvest scale used to weigh and record produce picked.*

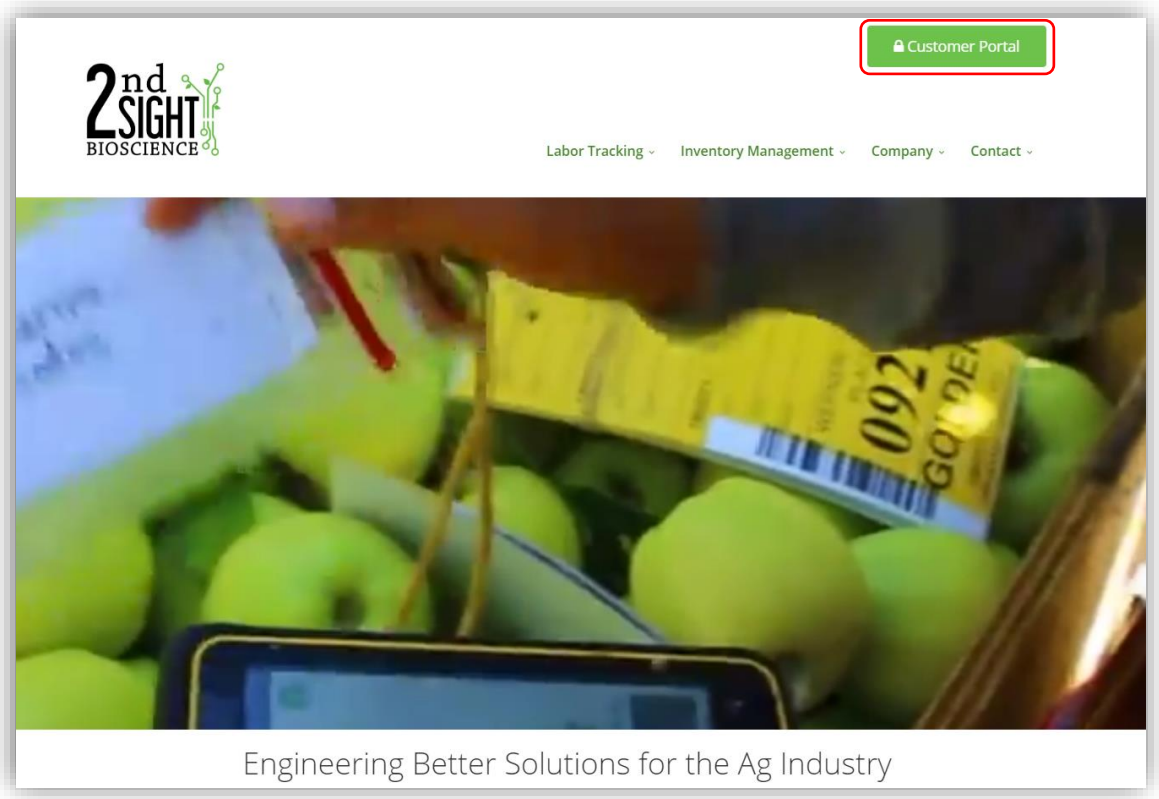
REGISTRATION STATION SETUP

Installing the Registration Station Application

The Registration Station application allows you to program employee badges, container cards/stickers, and other function cards to utilize with 2nd Sight labor tracking systems. You will need to install this application on a secure, Windows-based PC or laptop that has a standard USB port.

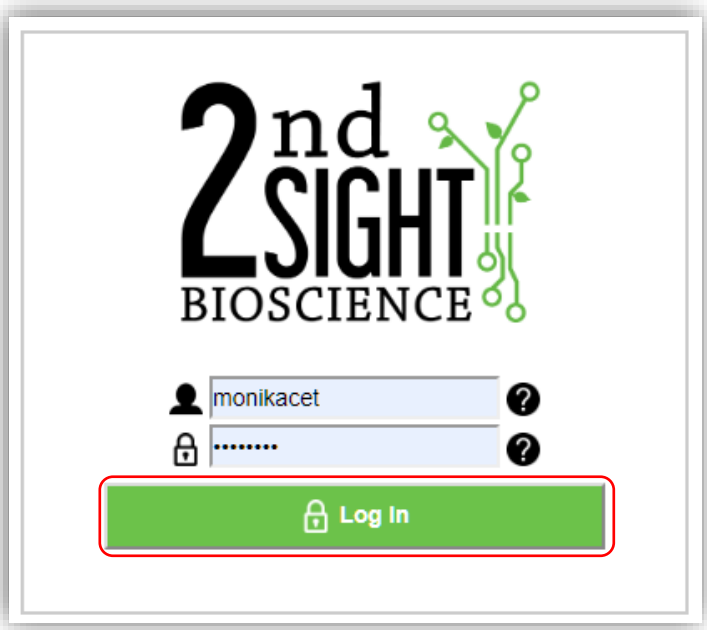
NOTE: Before registering a new company to a previously-assigned Registration Station application, the Registration Station application must be uninstalled and the related data folder (called "FairPick") deleted from your computer. Contact your 2nd Sight representative for further assistance if this applies to you.

Step 1 Login to your online Customer Portal account by going to www.2ndsightbio.com and clicking the "Customer Portal" button in the top right-hand corner, or, by going to http://portal.2ndsightbio.com.

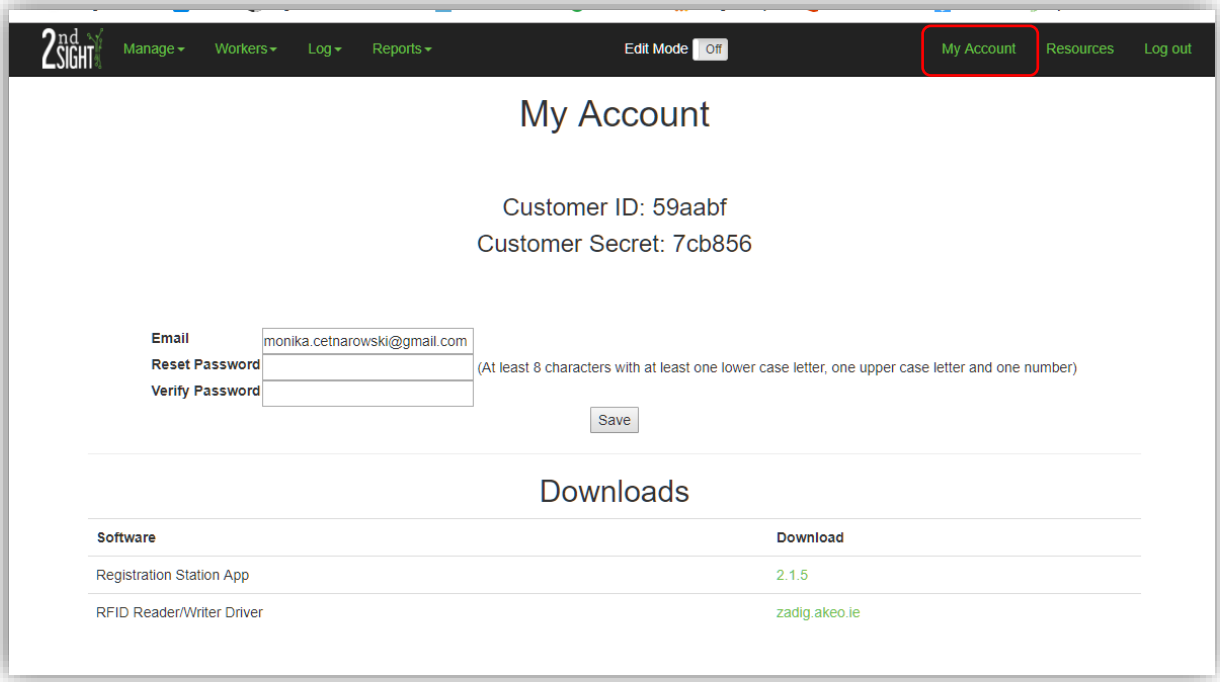


Step 2 Click "Log in".

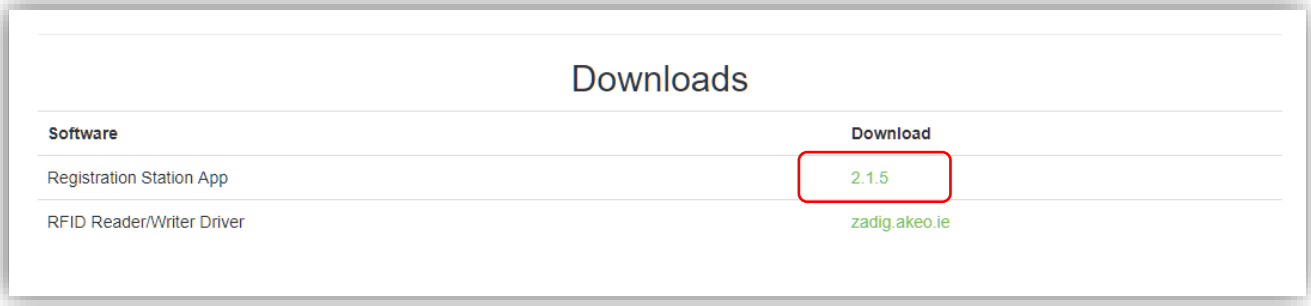
Step 3 Enter your username and password and click the “Login” button. Refer to the Customer Portal User Manual for further instructions on accessing your Customer Portal account).



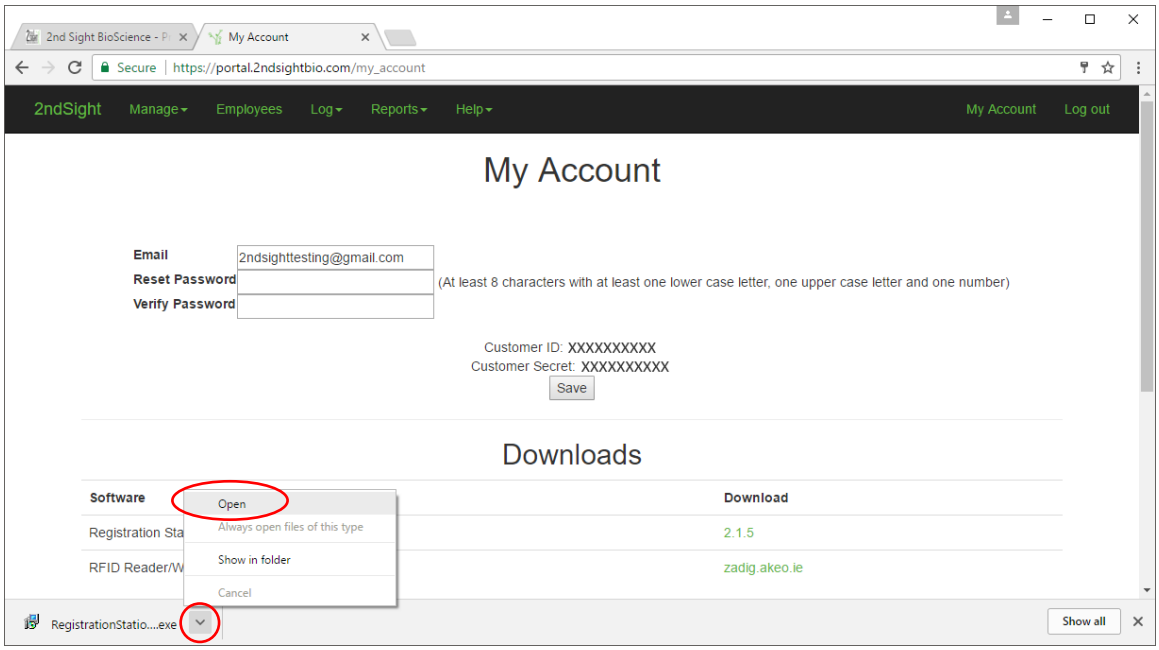
Step 4 Click “My Account” on the menu.



Step 5 Click the “2.1.5” link next to the Registration Station App.

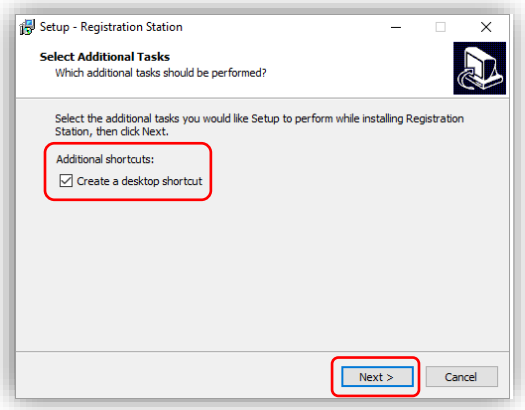


Step 6 Open the downloaded file.

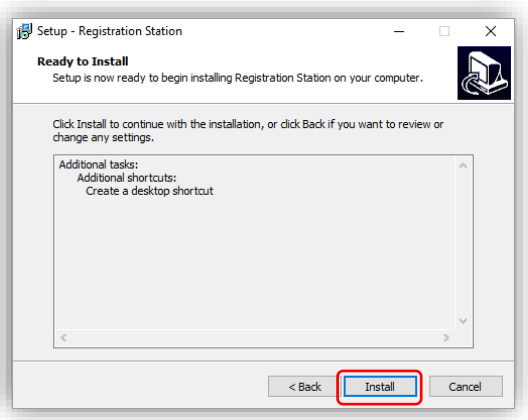


NOTE: Your internet browser may flag this download as dangerous. Allow the program to run to continue downloading the Registration Station app.

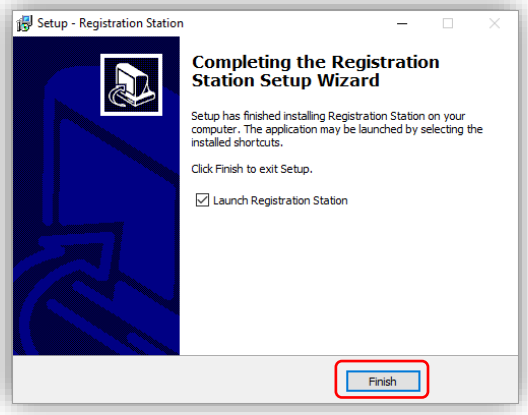
Step 7 Select “Create a desktop shortcut” and click “Next.”



Step 8 Click “Install”.



Step 9 Click “Finish”.



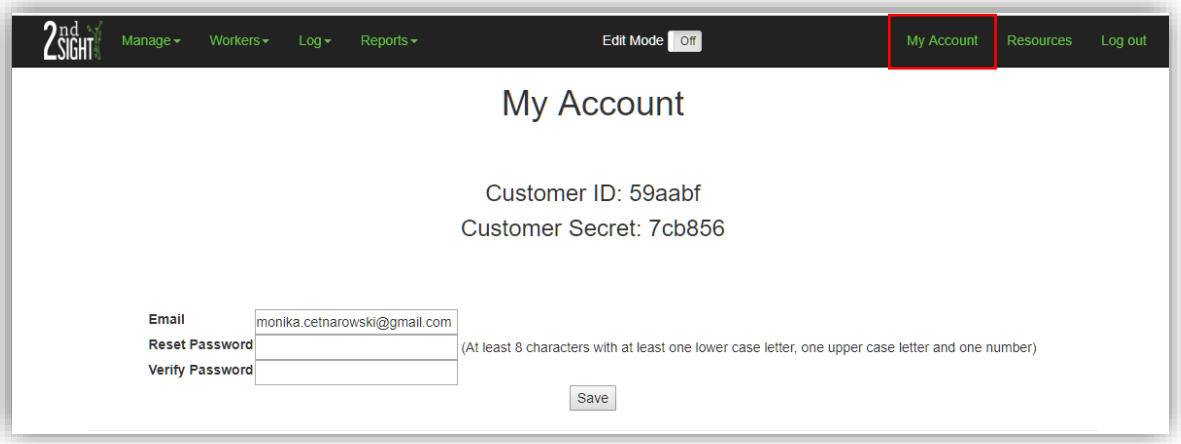
Step 10 The Registration Station application icon is now located on the dsktop of your computer. This makes it easy to access the app.

Installing the RFID Reader/Writer

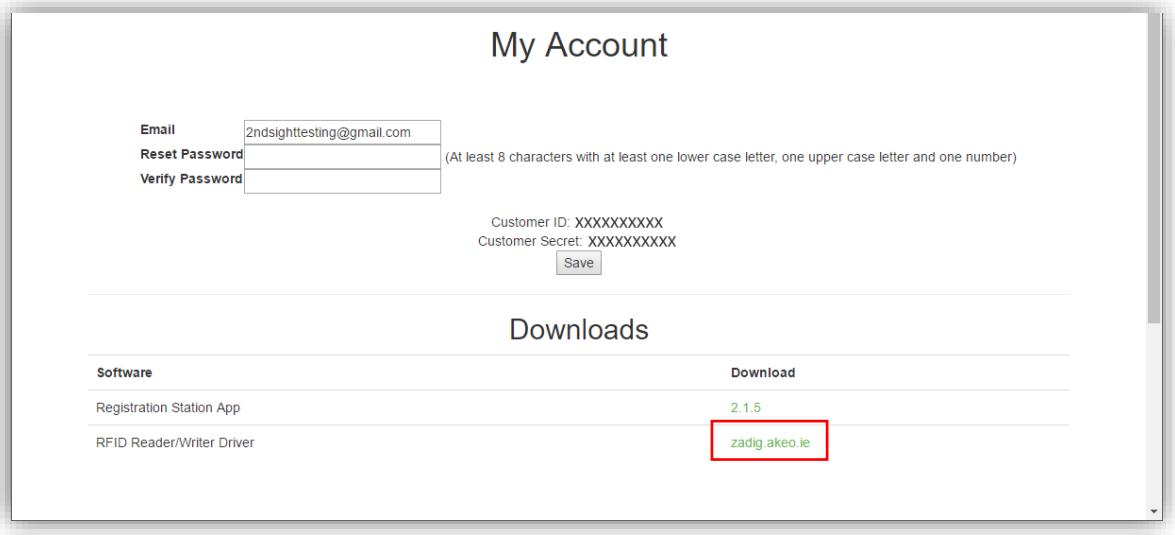
After you have installed the Registration Station application on your computer, you will need to download and install the driver required to run the RFID Reader/Writer USB dongle. Follow these instructions to properly install the RFID Reader/Writer driver to your computer. You must do this before you can run the Registration Station application.

Step 1 Locate the RFID Reader/Writer dongle that you received with your purchase of a FairTrak, QuickPick, FairPick Pro, or FairPick Lite system and plug it into a standard USB port on your Windows-based PC or laptop so it is easily accessible

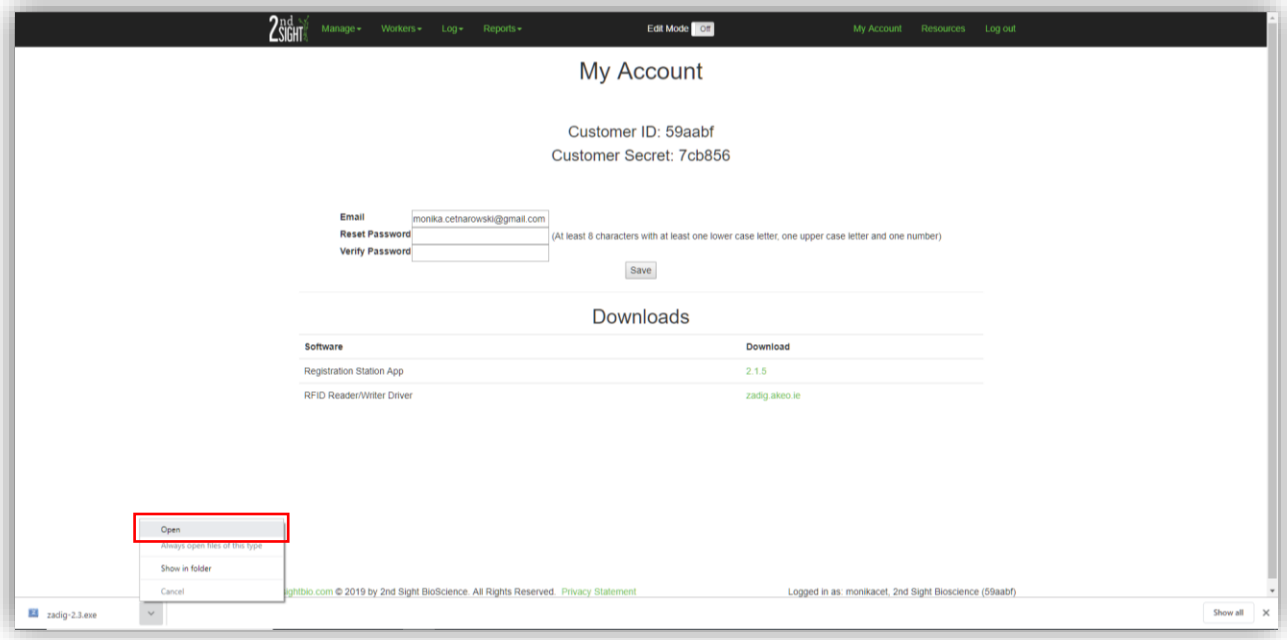
Step 2 Log in to your Customer Portal account and then click “My Account” on the menu.



Step 3 Click the “zadig.akeo.ie” link next to the RFID Reader/Writer Driver.

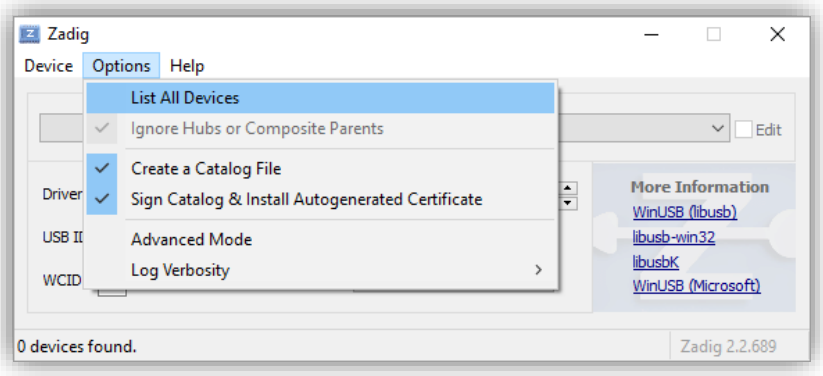


Step 4 Open the “zadig2.2.exe” file to begin installing the driver.

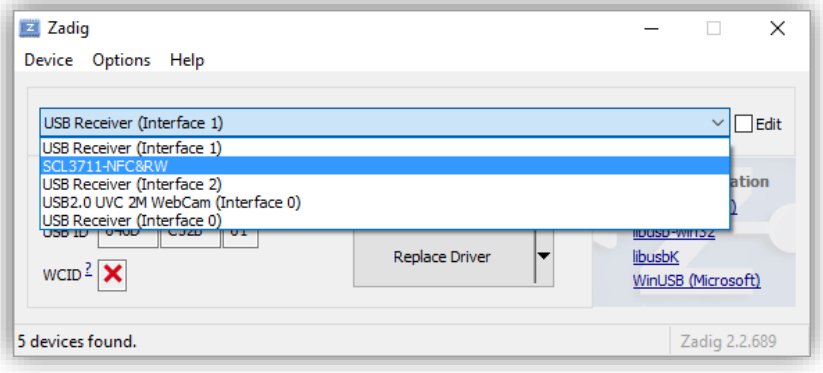


Step 5 Click “Yes” to allow the program to run on your computer.

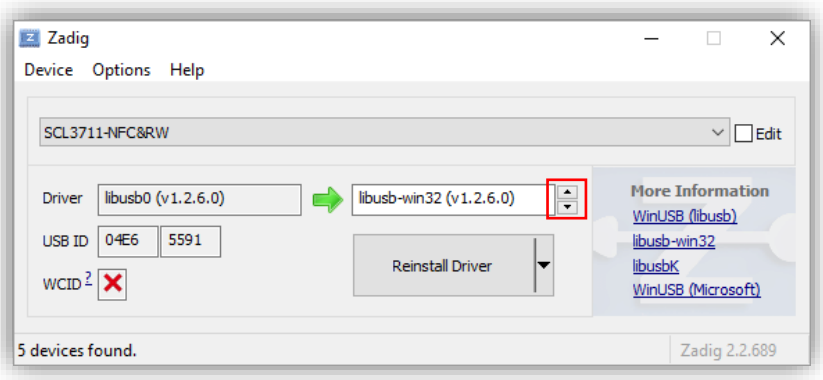
Step 6 Select “Options”, then select “List All Devices”.



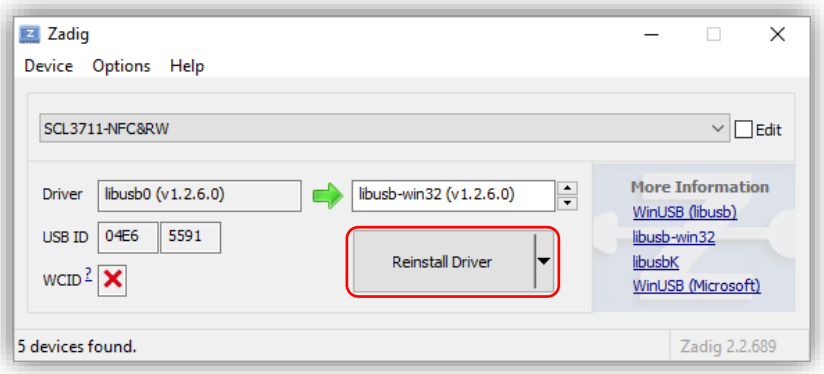
Step 7 Select “SCL3711-NFC&RW”.

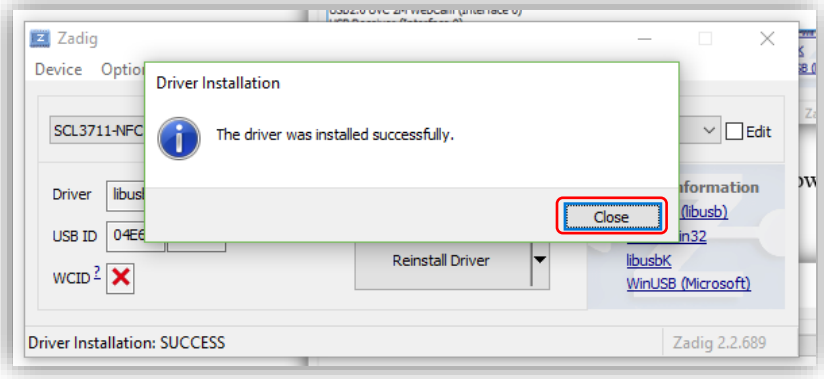


Step 8 Set “Driver” to “libusb-win32(v1.2.6.0)” by clicking the down arrow until the name appears in the box.



Step 9 Click the “Install Driver” or “Replace Driver” button to finish. A window appears to indicate that the install was a success. Click “Close”.



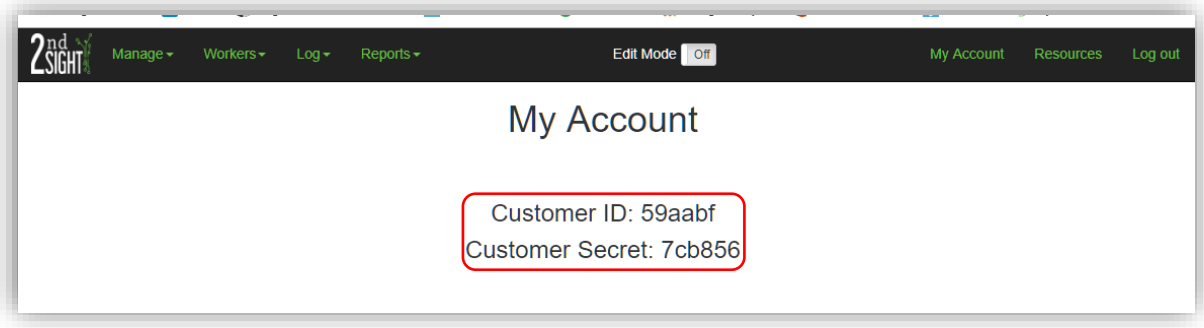


Registration Station Application Setup

Once the Registration Station application and the RFID Reader/Writer driver have been installed, you must link the Registration Station application with your Customer Portal account.

Step 1 Locate and double-click the Registration Station icon located on the computer desktop.

Step 2 If prompted, enter your unique Customer ID and Customer Secret which are located on the Customer Certificate that you received when you purchased a 2nd Sight system or on the My Account page on your Customer Portal account.



Step 3 Verify all fields are correct, then click the “Register” button to finish.

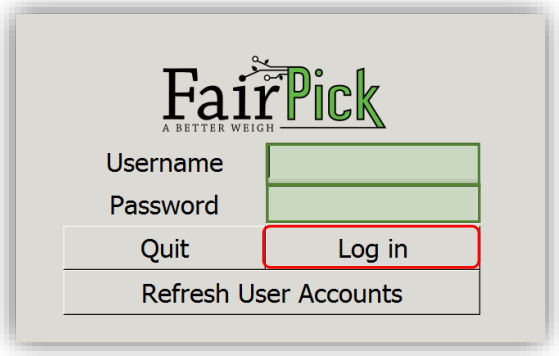
Logging in to the Registration Station Application

Now that you’ve successfully downloaded the Registration Station app, RFID Reader/Writer driver, and linked the Registration Station app to your Customer Portal account, you are ready to log in to the app to begin programming RFID cards.

Step 1 Locate and double-click the Registration Station icon located on the computer desktop.

Step 2 Enter your Customer Portal username and password. Login information is case-sensitive.

Step 3 Verify the username and password are correct and then click “Log in”.



NOTE: If you are unable to Log in, the Registration Station app may not have the most up-to-date Customer Portal user information. Click the “Refresh User Accounts” button.

Then, reenter your username and password and click “Log in” again. Refer to the Customer Portal User Manual for additional instructions on creating a username and password.

Trouble Launching the Registration Station Application

If the Registration Station application does not open after double-clicking the 2nd Sight Icon on the computer desktop, you may be experiencing an issue with your RFID Reader/Writer.

Step 1 Unplug the RFID Reader/Writer dongle from the USB port on your computer

Step 2 Reinsert the RFID Reader/Writer dongle into the same USB port

Step 3 Double-click the 2nd Sight Icon to relaunch the Registration Station application

If the application does not launch, reinstall the RFID Reader/Writer driver. Refer to the section “Installing the RFID Reader/Writer” in this manual.

USING THE REGISTRATION STATION APPLICATION

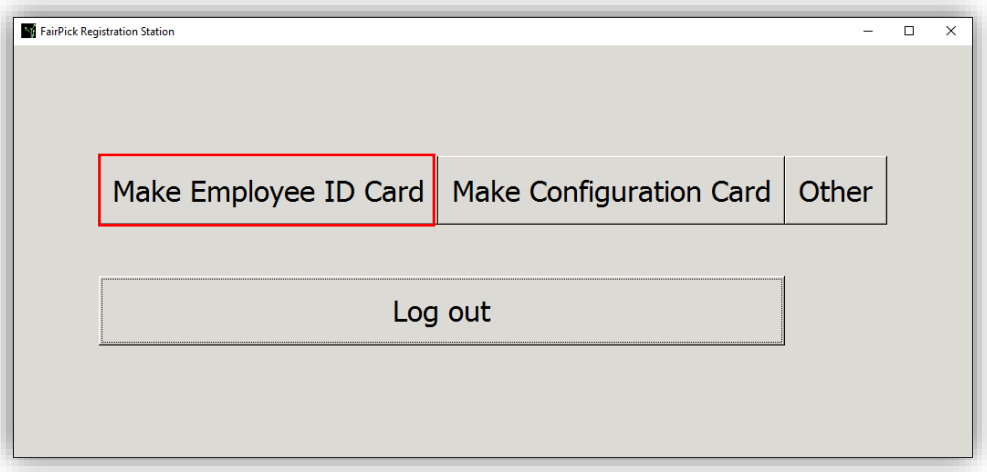
Assigning Employee Badges

Each employee must be assigned an RFID employee badge before he/she can use the 2nd Sight systems.

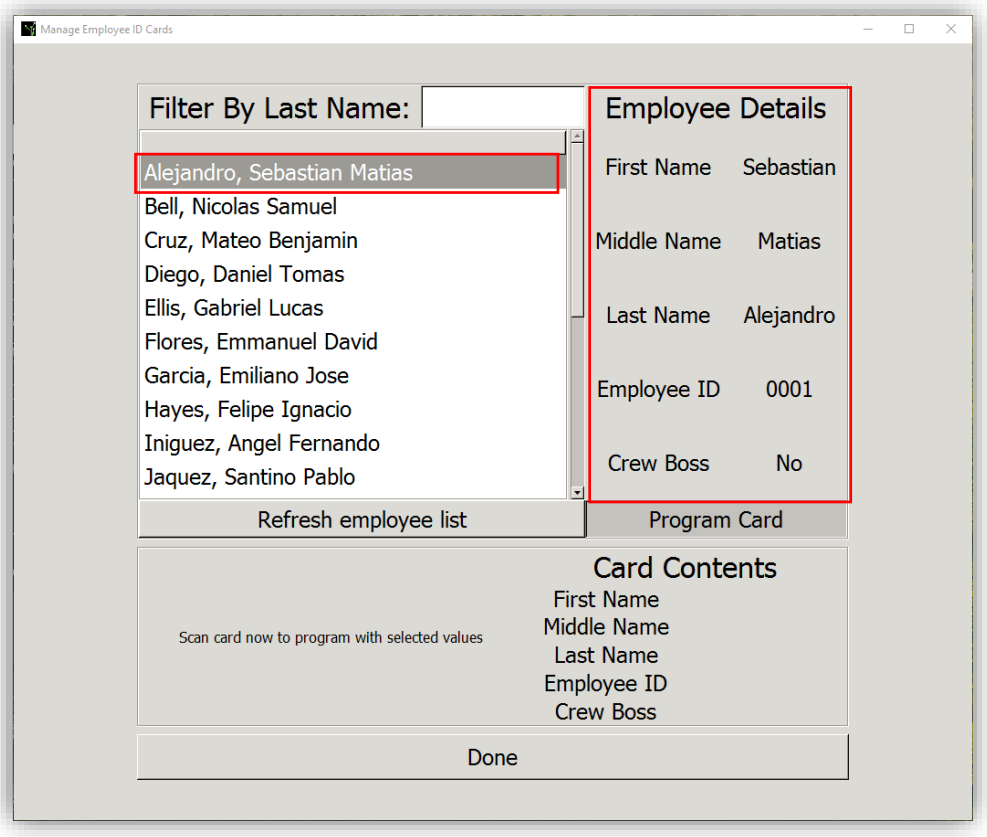
You must already have Employee Names, ID's, and Profiles on your online Customer Portal account (*see* Customer Portal User Manual → Workers → Employees).

Once you have a list of employees registered on the Customer Portal, log in to the Registration Station to assign employee RFID badges.

Step 1 Click "Make Employee ID Card".

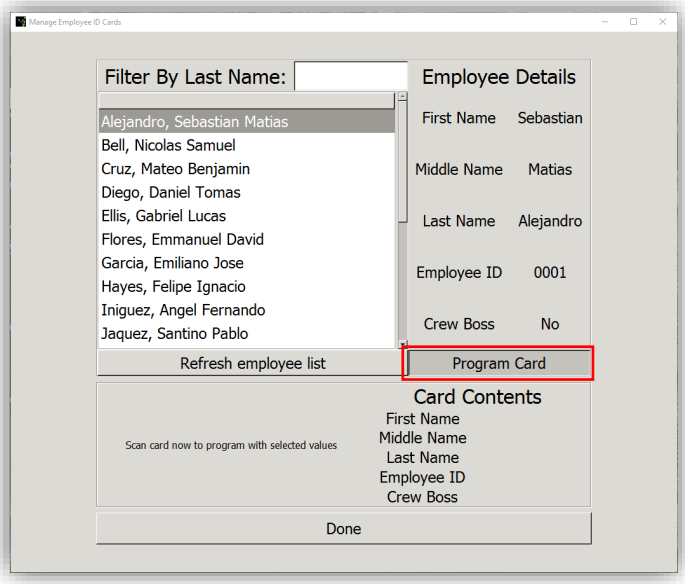


Step 2 Click on the employee's name to highlight it and assign a badge.



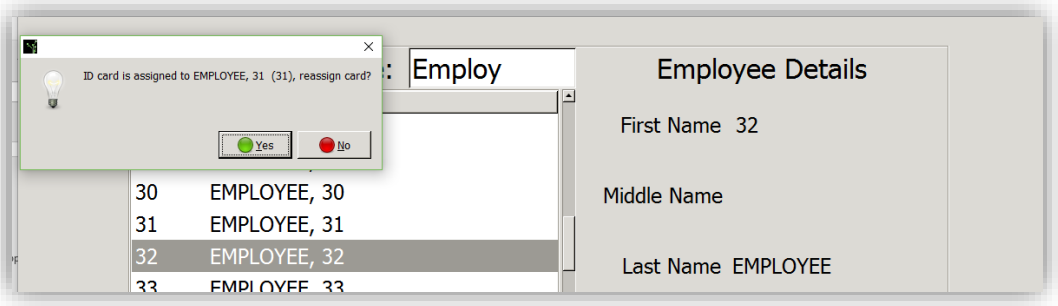
NOTE: Employee details, including Employee Name, Employee ID, and whether he/she has Crew Boss status, will appear on the right-hand side of the screen.

Step 3 Have an RFID card ready, and then click the “Program Card” button.

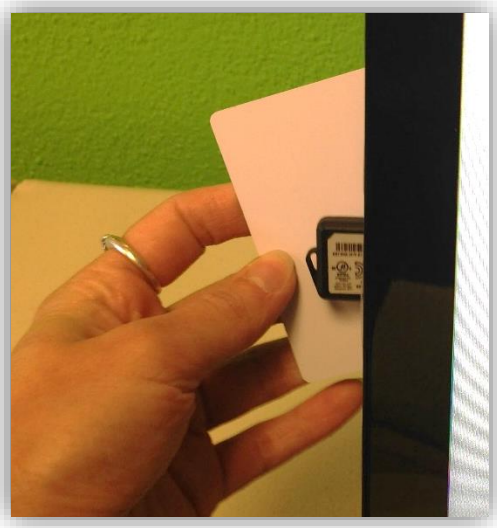


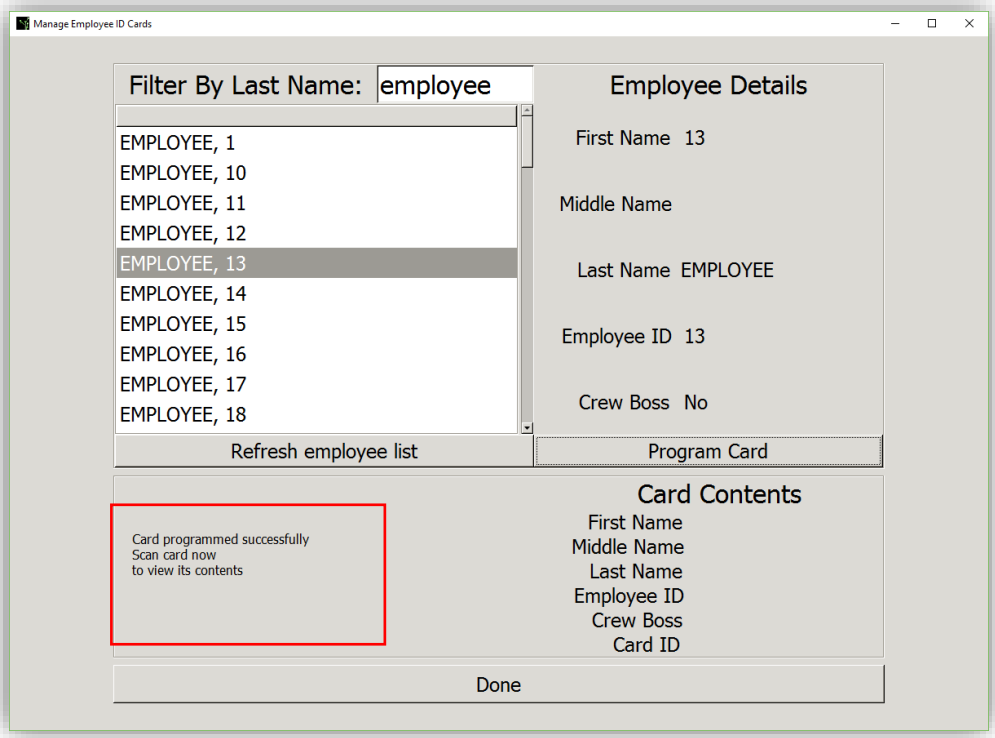
NOTE: To reassign a previously-assigned RFID card, erase it before re-assigning. To erase an RFID card, go to the "Erase Card Data" section under the Registration Station Training section for instructions. WARNING: DO NOT REUSE EMPLOYEE BADGES WITHOUT FIRST ENSURING THAT THE BADGE IS CLEARED OF OLD INFROMATION.

A message box appears if a badge has been previously assigned. You must confirm this new employee assignment by clicking "Yes" and keeping the badge touching the RFID Reader/Writer. Click the "x" to cancel this action.

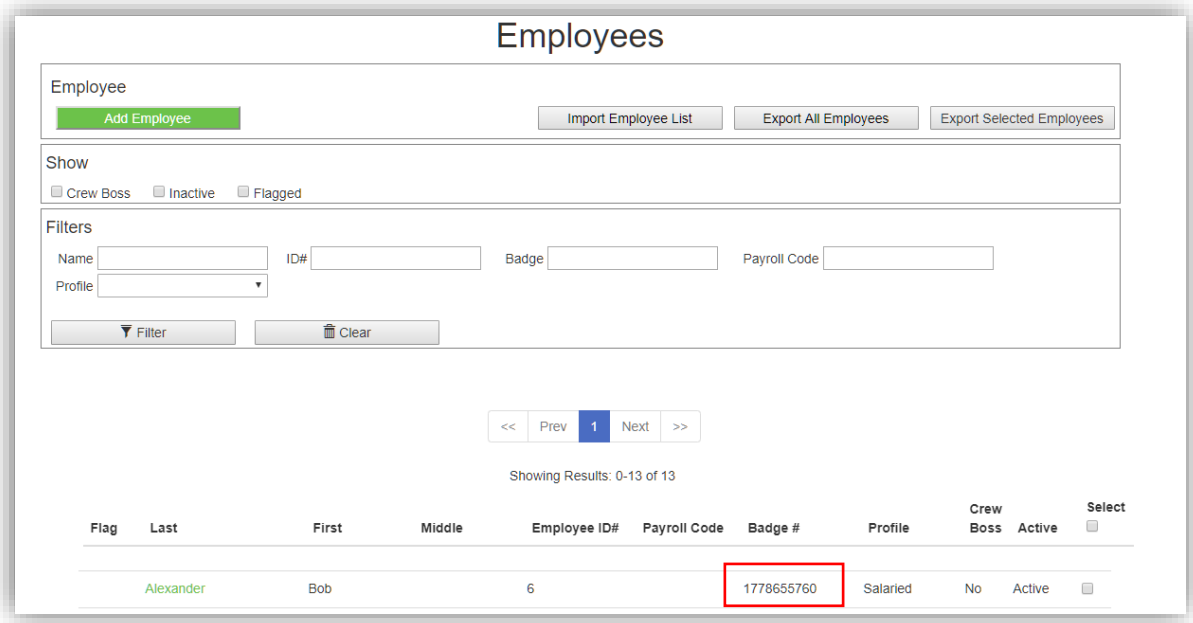


Step 4 Hold the RFID badge to the RFID Reader/Writer until you hear the computer chime and the message box reads "Card Programmed Successfully.

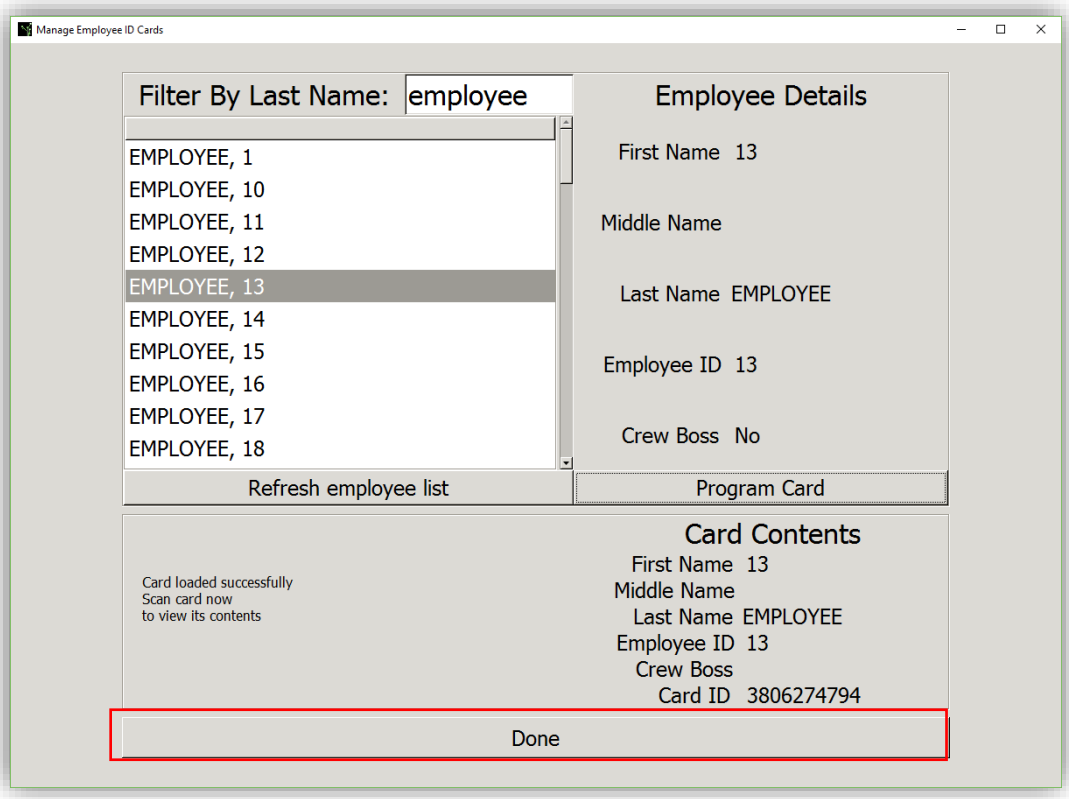




NOTE: To verify that a badge was programmed successfully, hold the badge to the RFID Reader/Writer until you hear a chime and ensure that the badge contents are correct. It is also important to verify that the Employee has an RFID badge number next to his/her name in the column "Badge #" on the Employee List on the Customer Portal.



Step 5 Continue assigning Employee Badges by repeating Steps 2-4 of this section. Click "Done" to exit and return to the main screen.

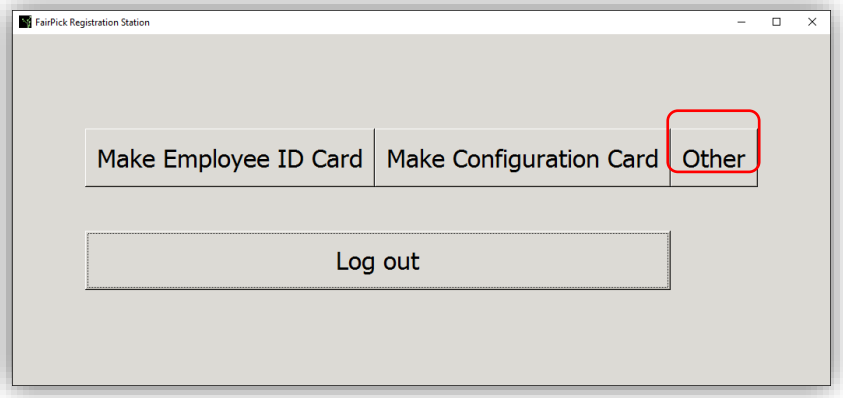


Erase Card Data

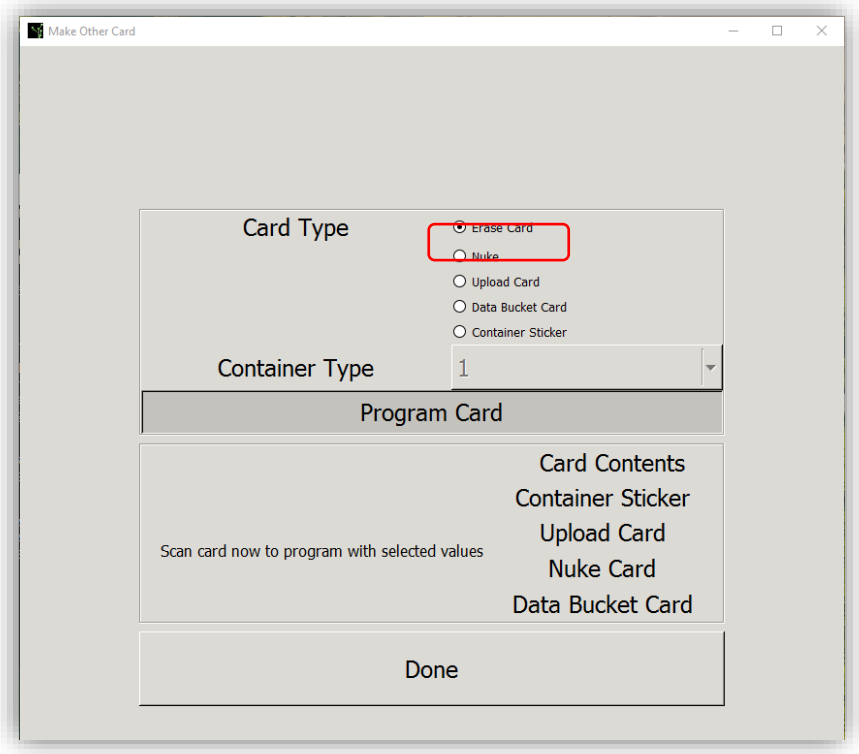
RFID cards and stickers can be re-programmed. 2nd Sight recommends erasing a card or sticker before re-assigning it to a new employee, creating a new Configuration Card, or making a new Container Sticker. If you try to reuse an RFID card or sticker that already contains information, it may corrupt your data.

WARNING: ERASE CONFIGURATION CARDS BEFORE RE-PROGRAMMING.

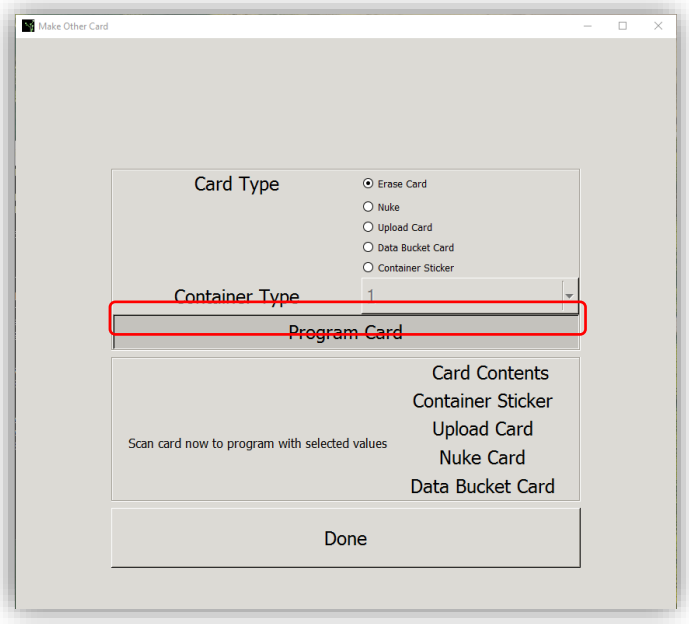
Step 1 Once logged in to the Registration Station application, click the “Other” button.



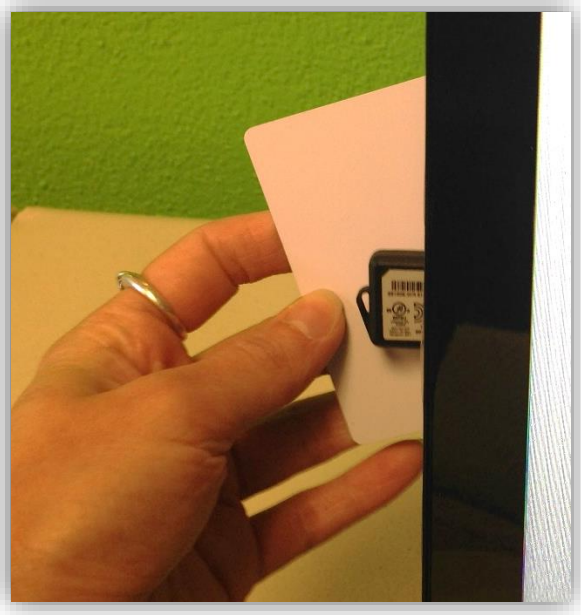
Step 2 Next to “Card Type”, click the circle to the left of “Erase Card”.

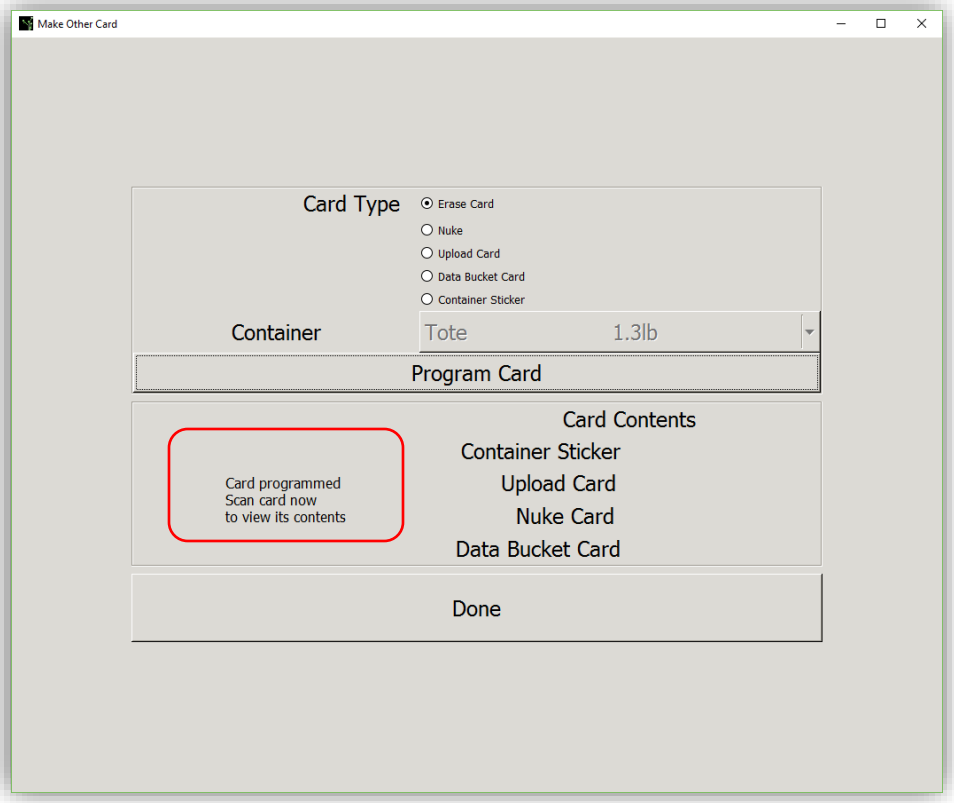


Step 3 Select “Program Card”



Step 4 Hold the card up to the RFID Reader/Writer until it chimes and the message displays “Card Programmed. Scan card now to view its contents”.



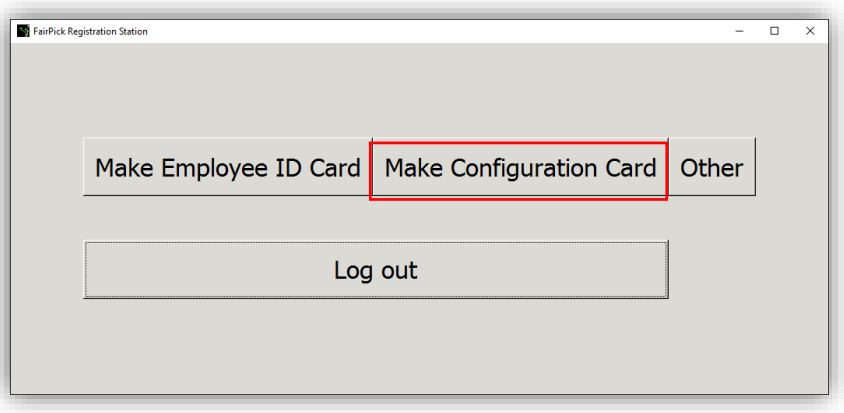


Step 5 Click the “Done” button to exit and return to the main screen.

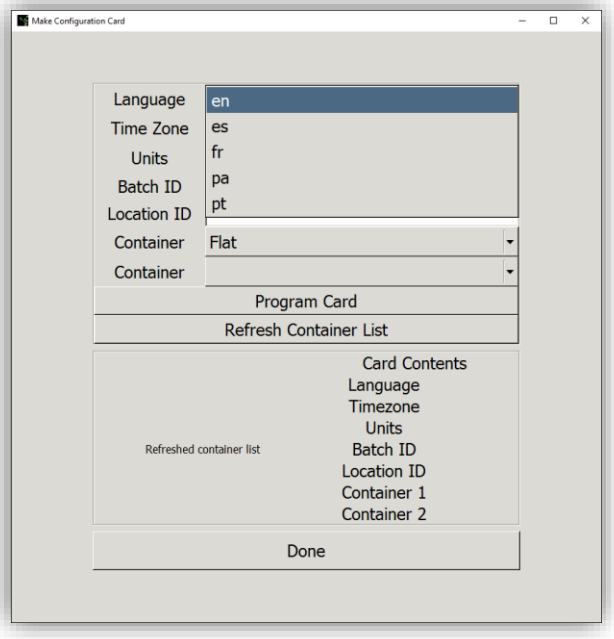
FairPick Pro Configuration Cards

Configuration Cards are RFID cards you use to program FairPick Pro Weighing Stations with information such as: Language, Time Zone, Location ID, Batch ID, and Container Types and Tare Weights. You will need to add Containers on the Customer Portal beforehand.

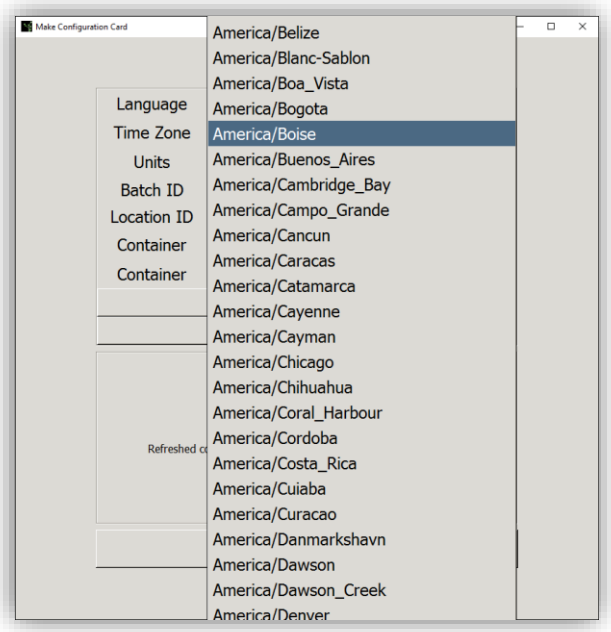
Step 1 Once logged in to the Registration Station application, click the “Make Configuration Card” button.



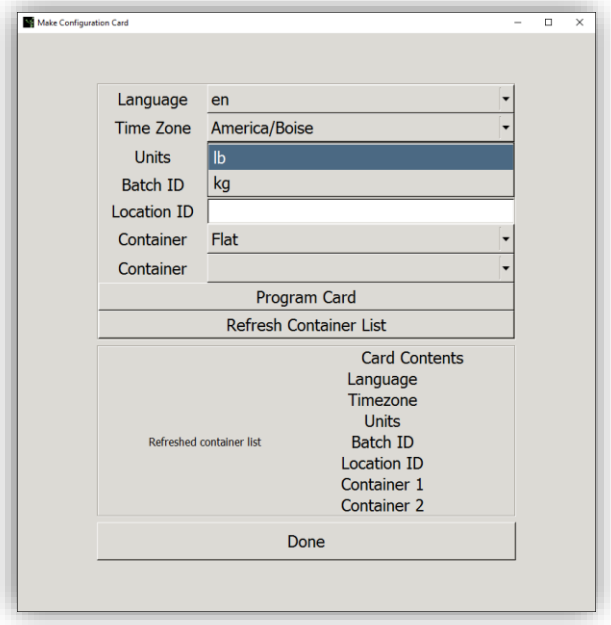
Step 2 The Language, Time Zone, and weigh units match information already entered on the Customer Portal (*see* Customer Portal/General Settings). If you need to change this information at the Registration Station, click the arrow to open the dropdown menus to view other options.



NOTE: En = English, Es = Spanish, Fr = French, Pa = Punjabi, Pt = Portuguese. Only the audio/text prompts on the FairPick Pro Weighing Station will change to the selected language.

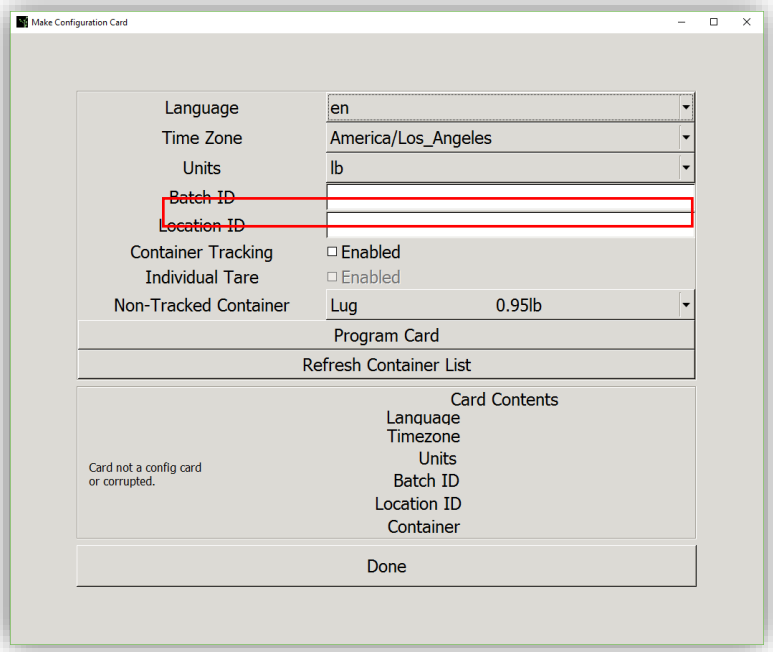


Time Zone Options

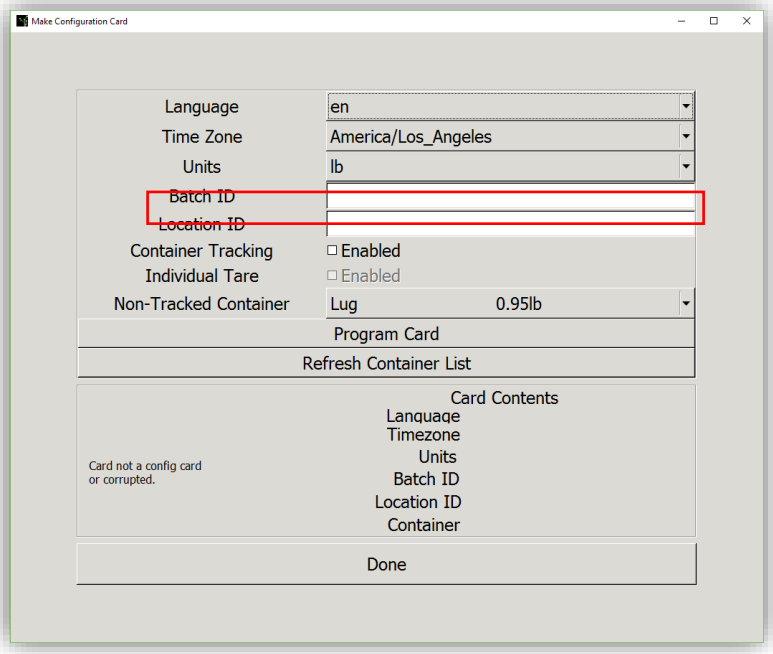


Weigh Units Options (lb = pounds, kg = kilograms)

Step 3 Enter an optional Batch ID. Each weigh entry will contain this code on the Task Log and Weigh Log.



Step 4 Enter an optional Location ID. Each weigh entry will contain this code on the Task Log and Weigh Log.



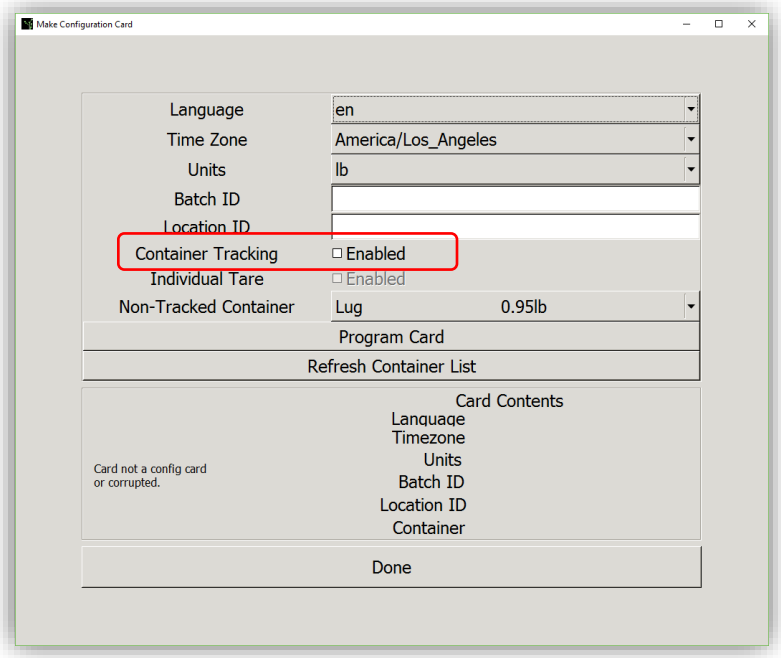
Container Tracking Disabled

If pickers harvest with one type of container with a standard tare weight at one FairPick Pro Weighing Station at a time, Container Tracking is disabled and the Configuration Card will hold the container name and tare information.

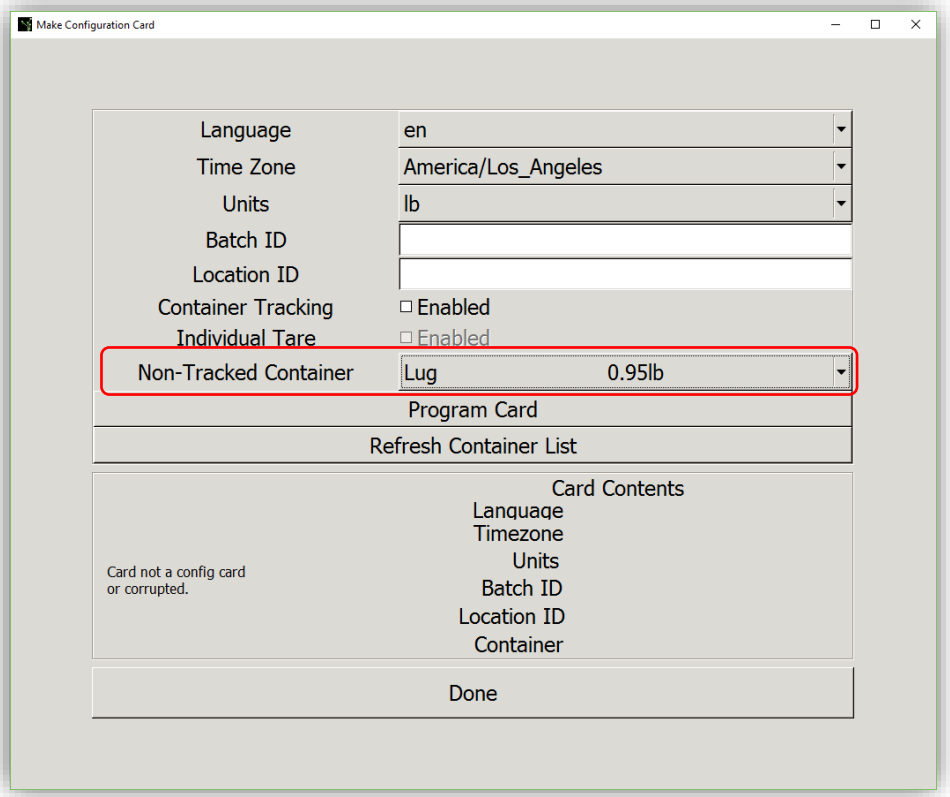
Remember, with FairPick Pro, only one piece rate can be linked to a Container Name. If you want to track RFID container cards/stickers for traceability, or will be weighing multiple containers at one FairPick Pro Weighing Station, skip to the next section “Container Tracking Enabled”.

Remember to add containers to your Customer Portal account before programming Configuration Cards.

Step 1 Keep the “Enabled” box unchecked next to “Container Tracking”.



Step 2 Click the arrow to open the container options and then click the name to select it.



NOTE: If you do not see a Container, click the "Refresh Container List" button to update the Registration Station application.

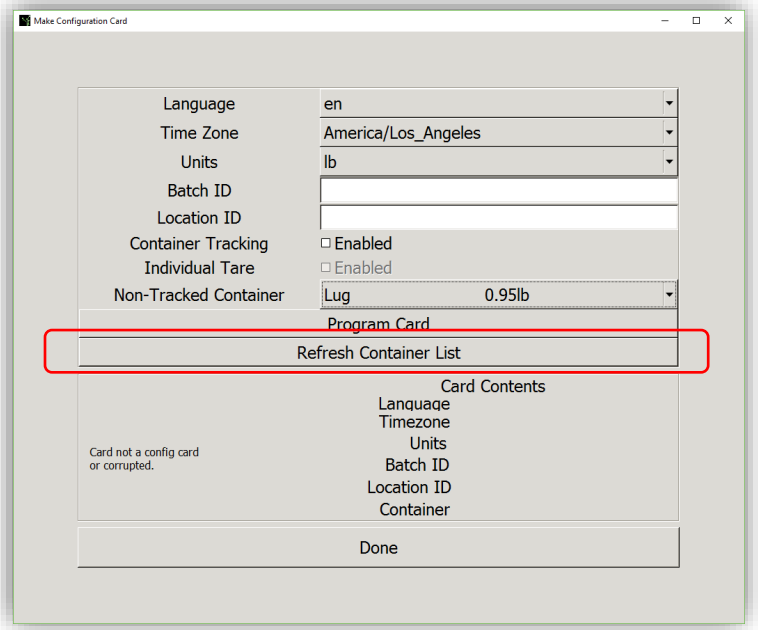


Figure 147

Step 3 Verify that the information in all fields on the screen are correct. Have an RFID card ready, and click “Program Card”.

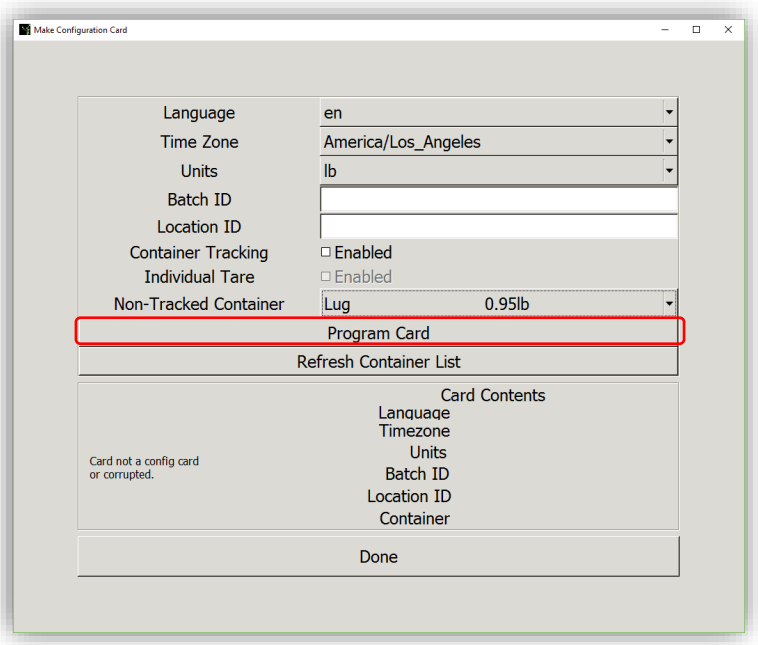
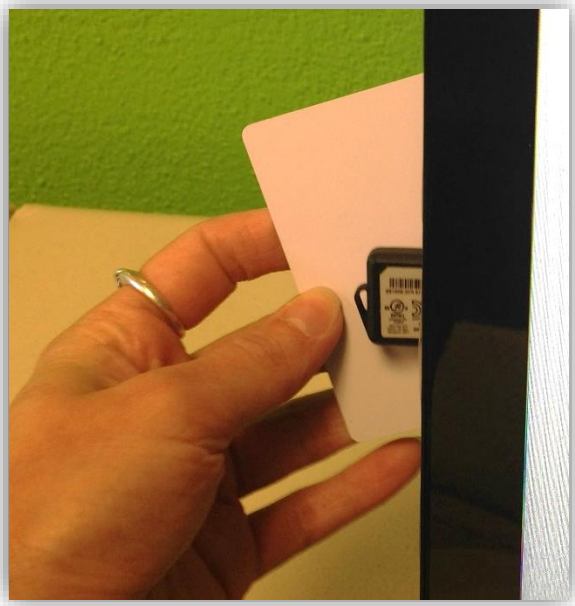


Figure 148

NOTE: If you would like to reassign a previously-assigned Card, Erase the Card Contents before re-assigning. Go to the “Erase Card Data” section of this manual.

WARNING: ONLY REUSE CONFIGURATION CARDS IF THEY ARE BLANK OR HAVE BEEN ERASED.

Step 4 Hold the card to the RFID Reader/Writer until it chimes and the message reads, “Card programmed successfully. Scan card now to view its contents” at the bottom.



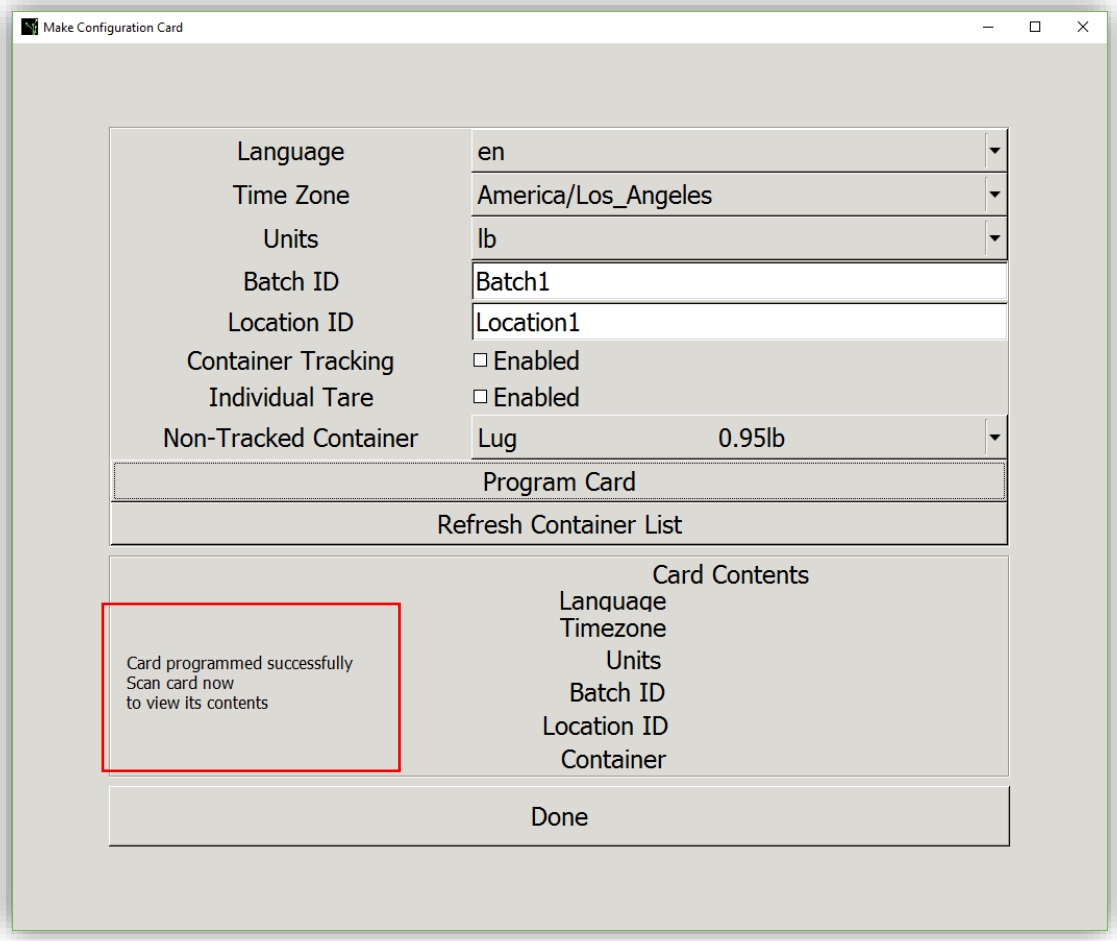
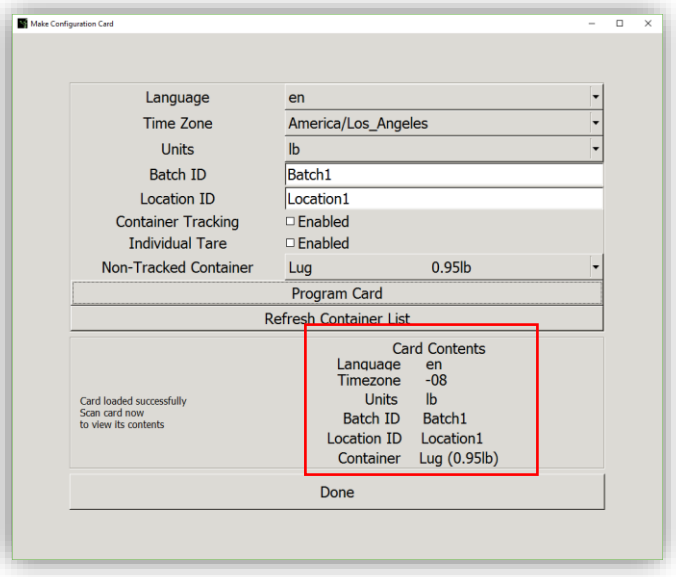


Figure 150

NOTE: To verify that a card was programmed successfully, hold the card to the RFID Reader/Writer until you hear a chime, and verify that the Card Contents are correct (*Figure 151)*.



Step 5 Create another Configuration Card by following Steps 3-4 or click “Done” to return to the main screen.

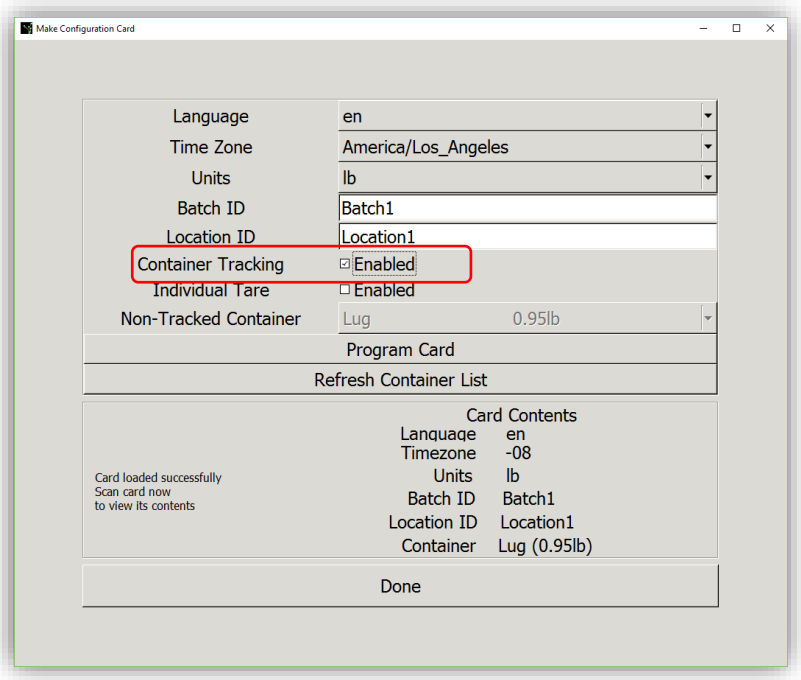
Container Tracking Enabled

If you track each individual container for improved Traceability, or if you use multiple types of harvesting containers at one Weighing Station throughout the day, you will need to configure the Weighing Station with Tracking Enabled.

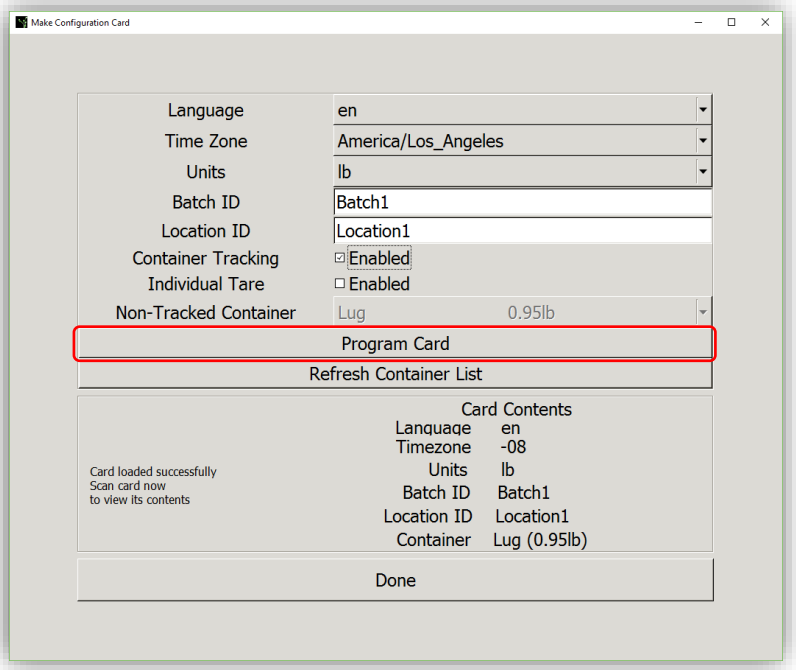
When Tracking is enabled, the Configuration Card tells the Weighing Station to scan a container after a picker scans his/her badge. The Configuration Card does not hold any information about what containers will be weighed on the scale; therefore, you will need to program RFID container cards/stickers with the container name and tare weight.

You can program container stickers to attach to each harvest container, or, program one or more cards that hold the container information and scan this card every time a picker weighs.

Step 1 Next to “Container Tracking”, check the “Enabled” box.

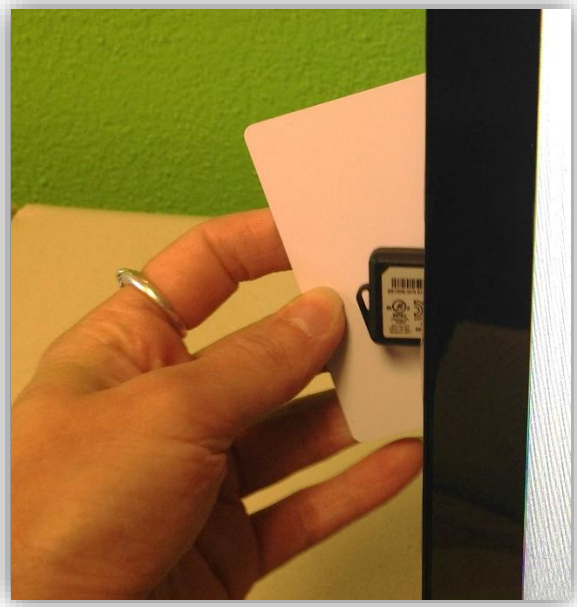


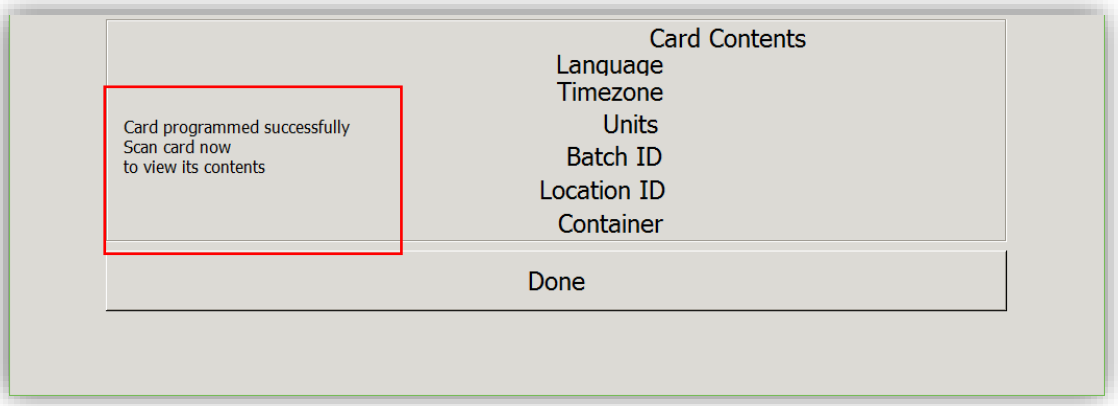
Step 2 Verify that the information in all fields on the screen are correct. Have an RFID card ready, and click “Program Card”.



NOTE: If you would like to reassign a previously-assigned Card, Erase the Card Contents before re-assigning. Go to the "Erase Card Data" section of this manual. WARNING: ONLY REUSE CONFIGURATION CARDS IF THEY ARE BLANK OR HAVE BEEN ERASED.

Step 3 Hold the card to the RFID Reader/Writer until it chimes and the message reads, "Card programmed successfully. Scan card now to view its contents" at the bottom.





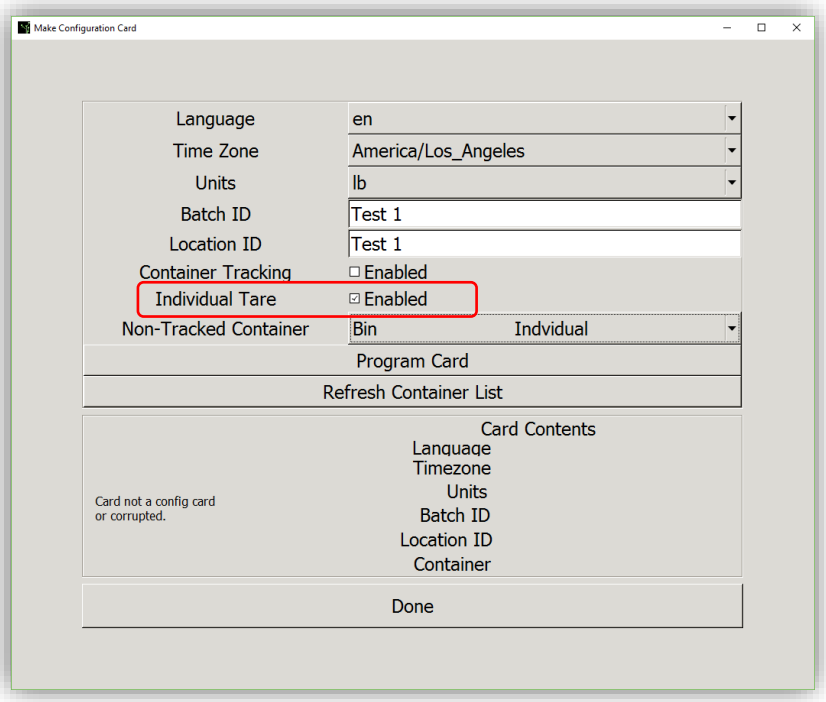
NOTE: To verify that a card was programmed successfully, hold the card back up to the RFID Reader/Writer until you hear a chime, and verify that the Card Contents are correct.

Step 4 Create another Configuration Card by following Steps 1-3 or click “Done” to return to the main screen. With Tracking Enabled, you will need to program Container cards/stickers. Refer to the Container Cards/Stickers section of this manual for instructions.

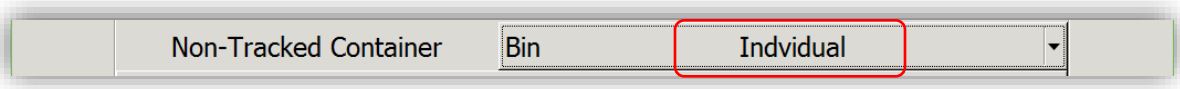
Individual Tare, Container Tracking Disabled

If pickers bring their own harvest containers, each container may have a different tare weight. If pickers use only this one, individually-tarred container, you will want to enable Individual Tare and disable Tracking Container Tracking. The FairPick Weighing Station will link the container’s tare weight to an employee’s unique badge ID. You will not need Container Stickers for this process.

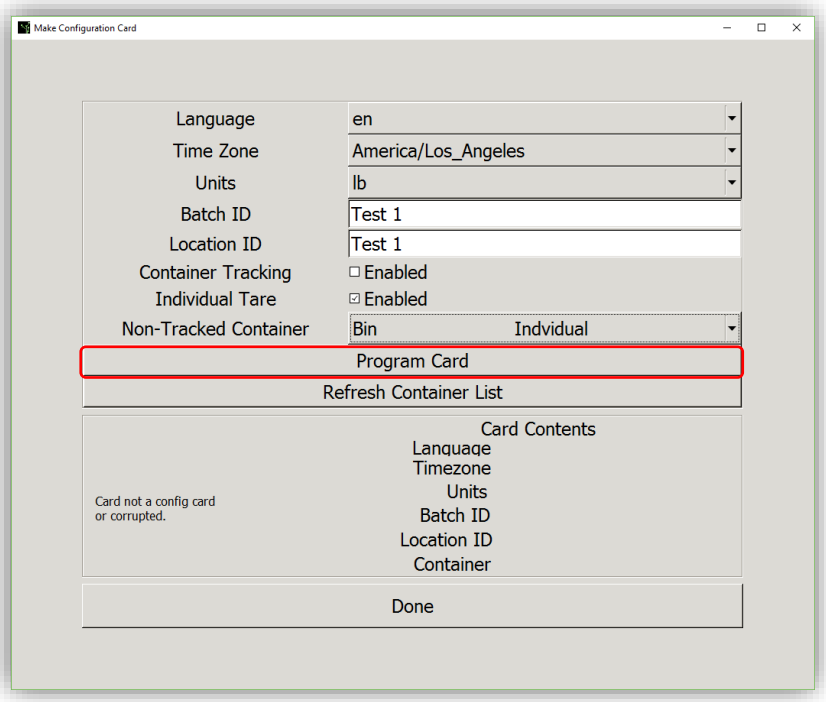
Step 1 Next to “Individual Tare”, check the “Enabled” box.



Step 2 Next, open the dropdown list next to “Non-Tracked Containers” to view your container options. Containers with employee-specific tare weights should have been added as such on the Customer Portal. You will identify these as they are marked with “Individual” next to the container name.



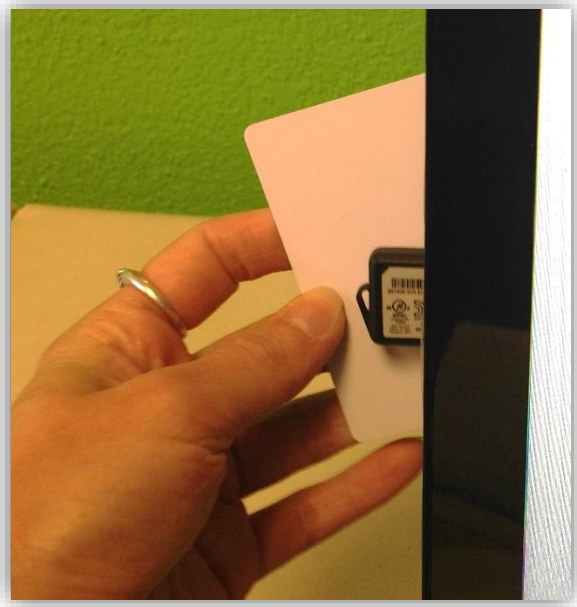
Step 3 Verify that the information in all fields on the screen are correct. Have an RFID card ready, and click “Program Card”.

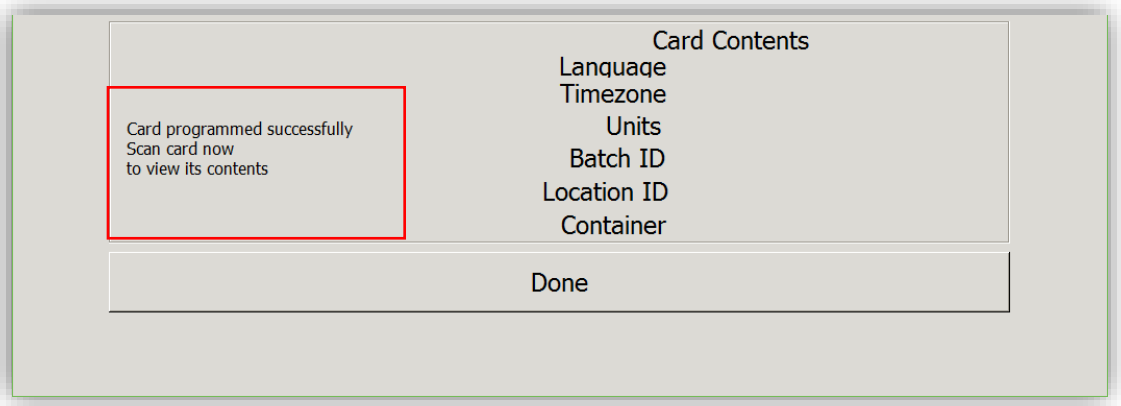


NOTE: If you would like to reassign a previously-assigned Card, Erase the Card Contents before re-assigning. Go to the "Erase Card Data" section of this manual.

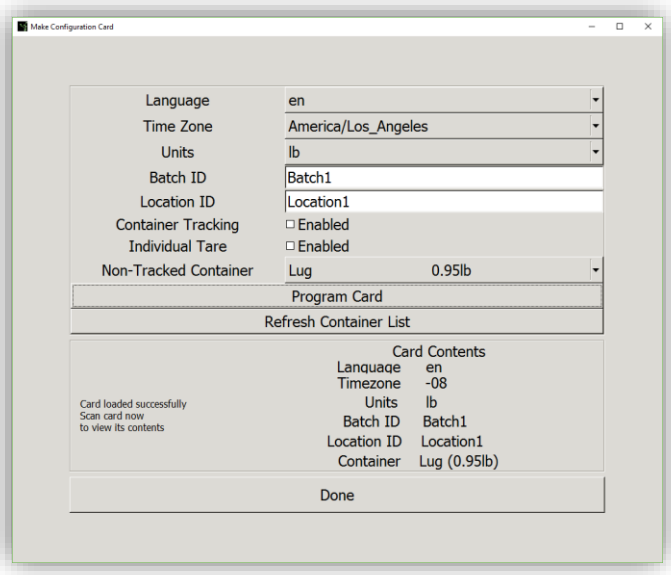
WARNING: ONLY REUSE CONFIGURATION CARDS IF THEY ARE BLANK OR HAVE BEEN ERASED.

Step 4 Hold the card to the RFID Reader/Writer until it chimes and the message reads, "Card programmed successfully. Scan card now to view its contents" at the bottom.





NOTE: To verify that a card was programmed successfully, hold the card back up to the RFID Reader/Writer until you hear a chime, and verify that the Card Contents are correct.



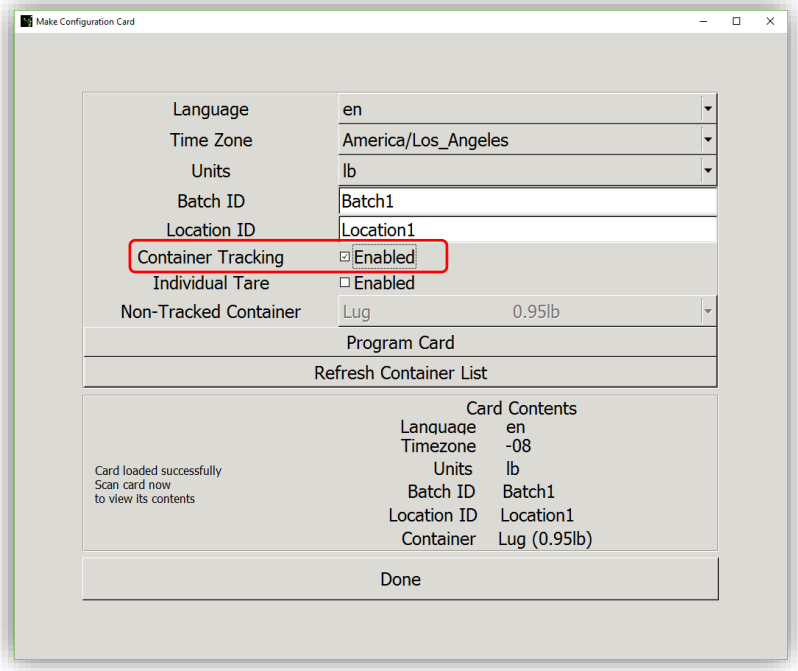
Step 5 Create another Configuration Card by following Steps 1-4 or click “Done” to return to the main screen. With Tracking Enabled, you will need to program container card/stickers. Refer to the Container Card/Stickers section of this manual for instructions.

Individual Tare, Container Tracking Enabled

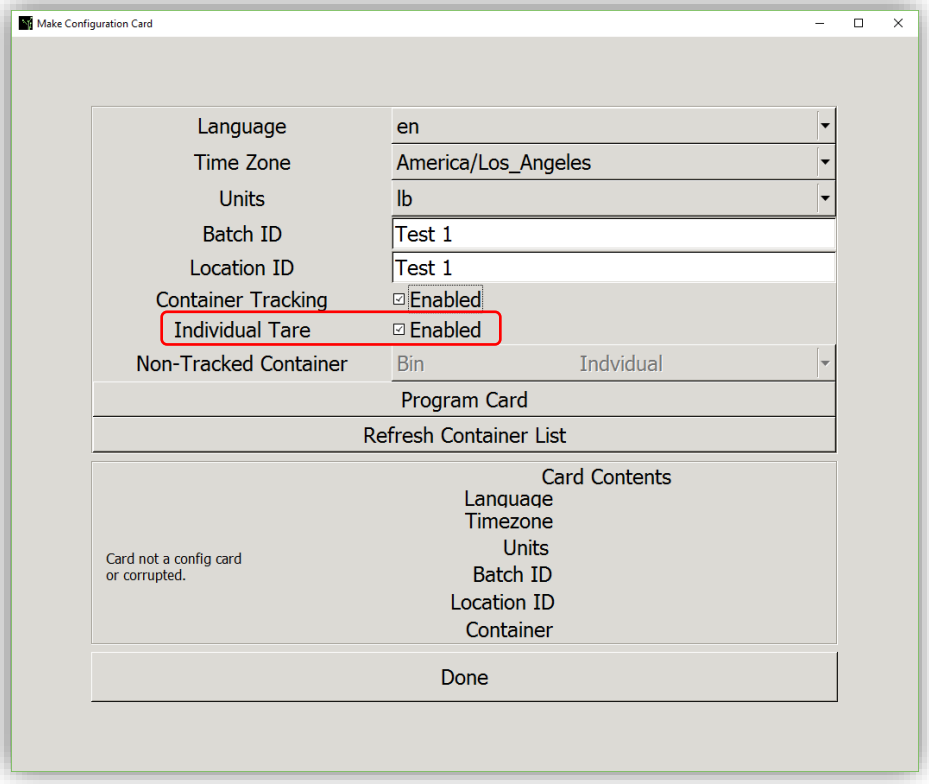
If pickers use a combination of individually-tared and standard-tarred containers, you will need to enable both Container Tracking and Individual Tare. This process also requires you to program container card/stickers.

- The Configuration Card will only tell the Weighing Station that pickers will be using a combination of containers.
- The Container Card/Stickers are used to link the container to the correct tare weights.

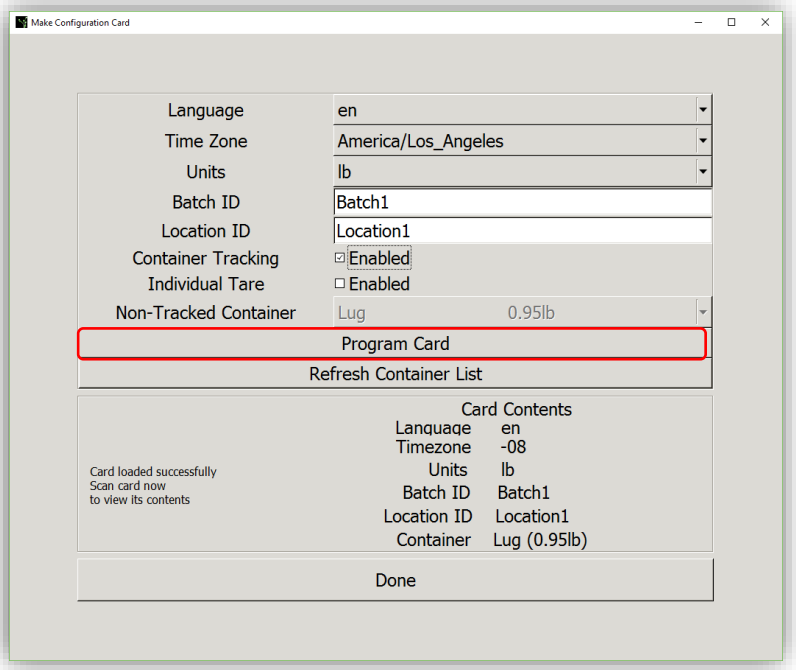
Step 1 Next to “Container Tracking”, check the “Enabled” box.



Step 2 Next to “Individual Tare”, check the “Enabled” box.

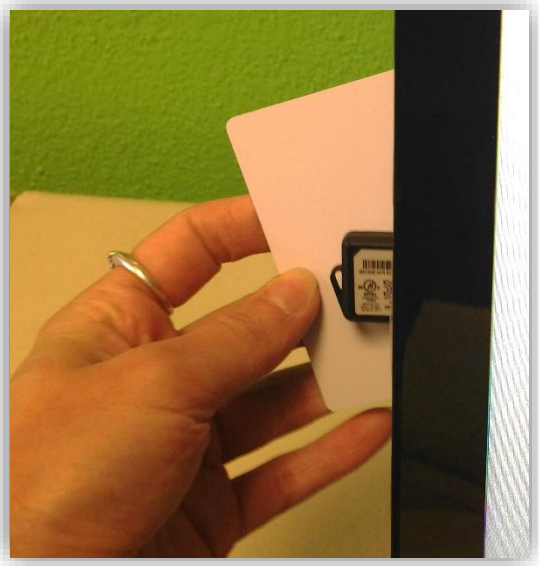


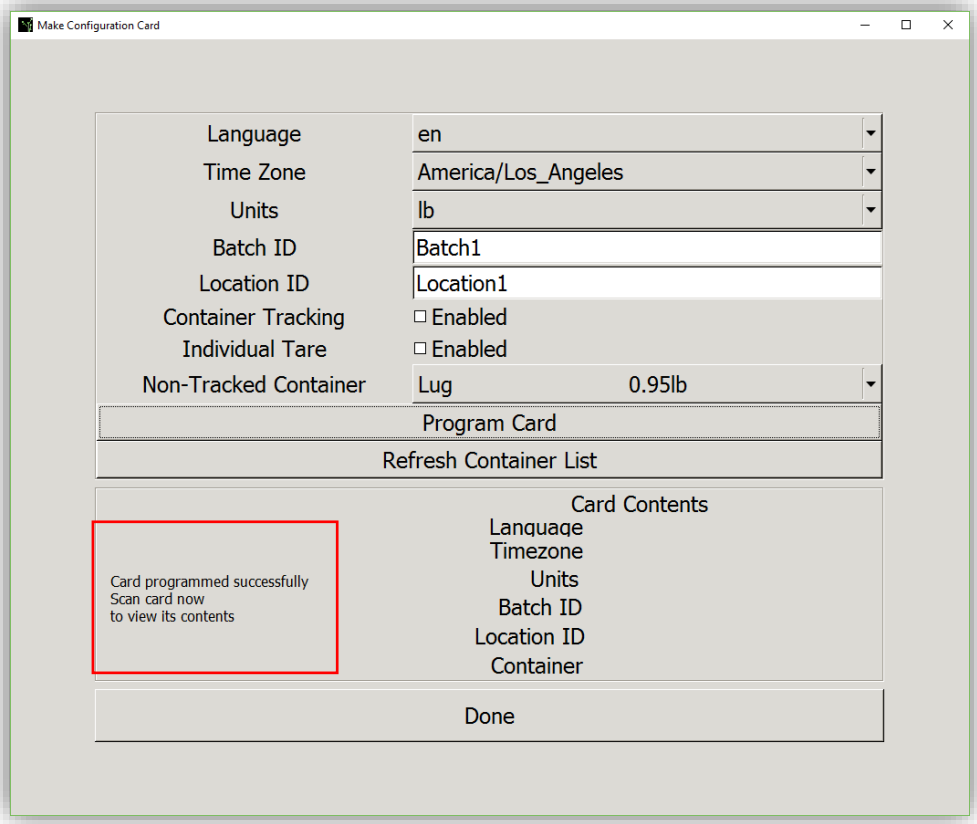
Step 3 Verify that the information in all fields on the screen are correct. Have an RFID card ready, and click “Program Card”.



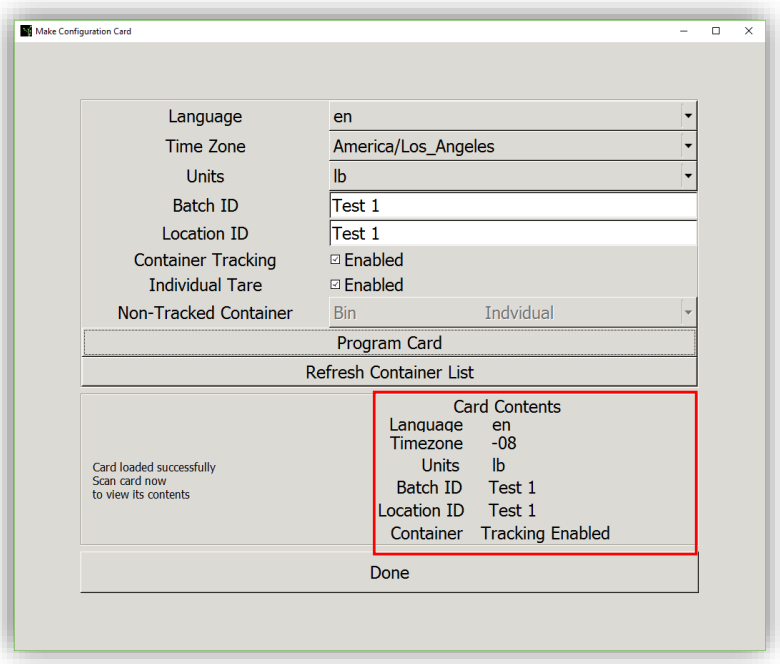
NOTE: To reassign a previously-assigned Card, Erase the Card Contents before re-assigning. Go to the "Erase Card Data" section of this manual. WARNING: ONLY REUSE CONFIGURATION CARDS IF THEY ARE BLANK OR HAVE BEEN ERASED.

Step 4 Hold the card to the RFID Reader/Writer until it chimes and the message reads, "Card programmed successfully. Scan card now to view its contents" at the bottom.




Make Configuration Card
Language
en
Time Zone
America/Los_Angeles
Units
lb
Batch ID
Batch1
Location ID
Location1
Container Tracking
Enabled
Individual Tare
Enabled
Non-Tracked Container
Lug
0.95lb
Program Card
Refresh Container List
Card Contents
Language
Timezone
Units
Batch ID
Location ID
Container
Card programmed successfully
Scan card now
to view its contents
Done

NOTE: To verify that a card was programmed successfully, hold the card back up to the RFID Reader/Writer until you hear a chime, and verify that the Card Contents are correct.



Step 5 Create another Configuration Card by following Steps 1-4 or click “Done” to return to the main screen. With Tracking Enabled, you will need to program container card/stickers. Refer to the Container Card/Stickers section of this manual for instructions.

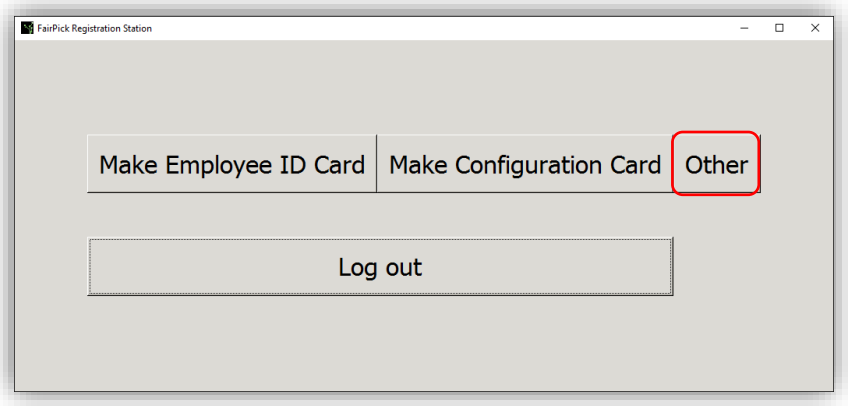
FairPick Pro Data Upload

With the FairPick Pro system, you will need a card to prompt the machine to upload its data. To transfer or “upload” weigh data to your online Customer Portal account, you have two options – 1) You can bring the Weighing Station to the location of the 2nd Sight Router and Wi-Fi and use an Upload Card OR 2) if you cannot transport the Weighing Station to the location with the 2nd Sight Router, you can use a personal mobile hotspot on a cellular device and an Upload Card. The personal hotspot must be named “FairPick” with password “2ndSight”. Detailed instructions on naming the hotspot can be found in the FairPick Pro User Manual.

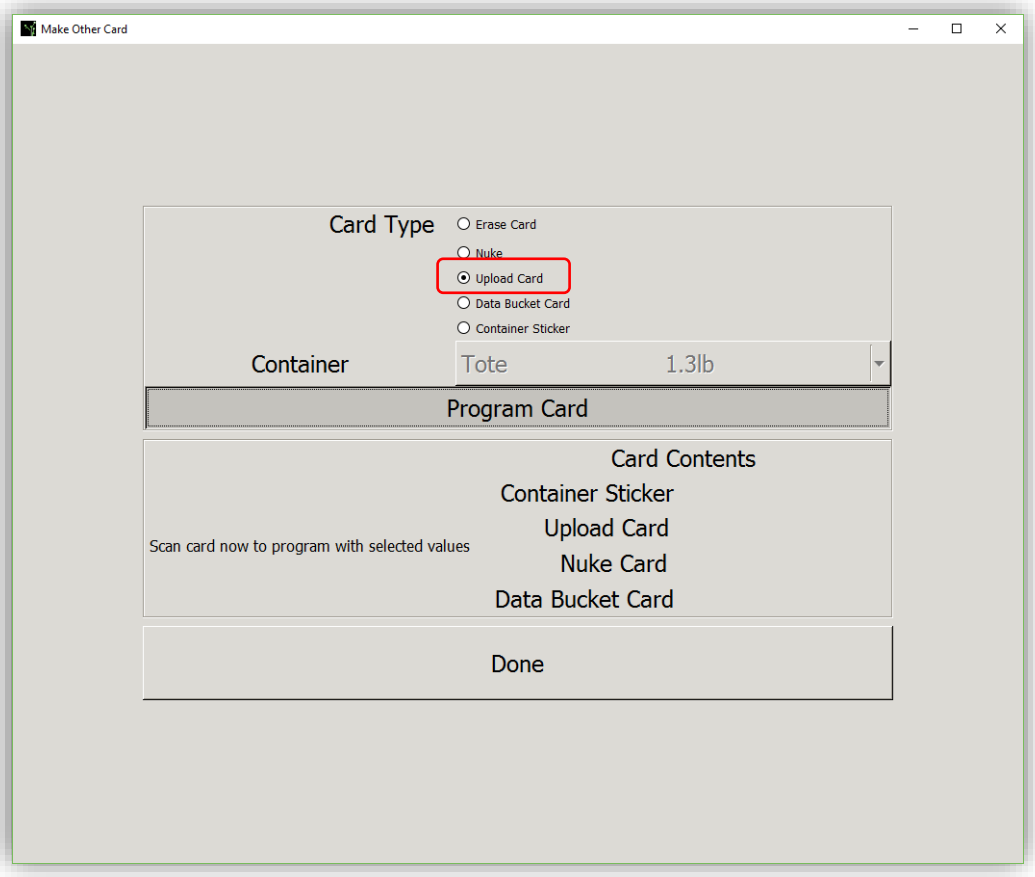
Upload Cards

In order to upload data from a FairPick Pro weighing station, you will need to program at least one Upload Card to tell the Weighing Station to sync its data.

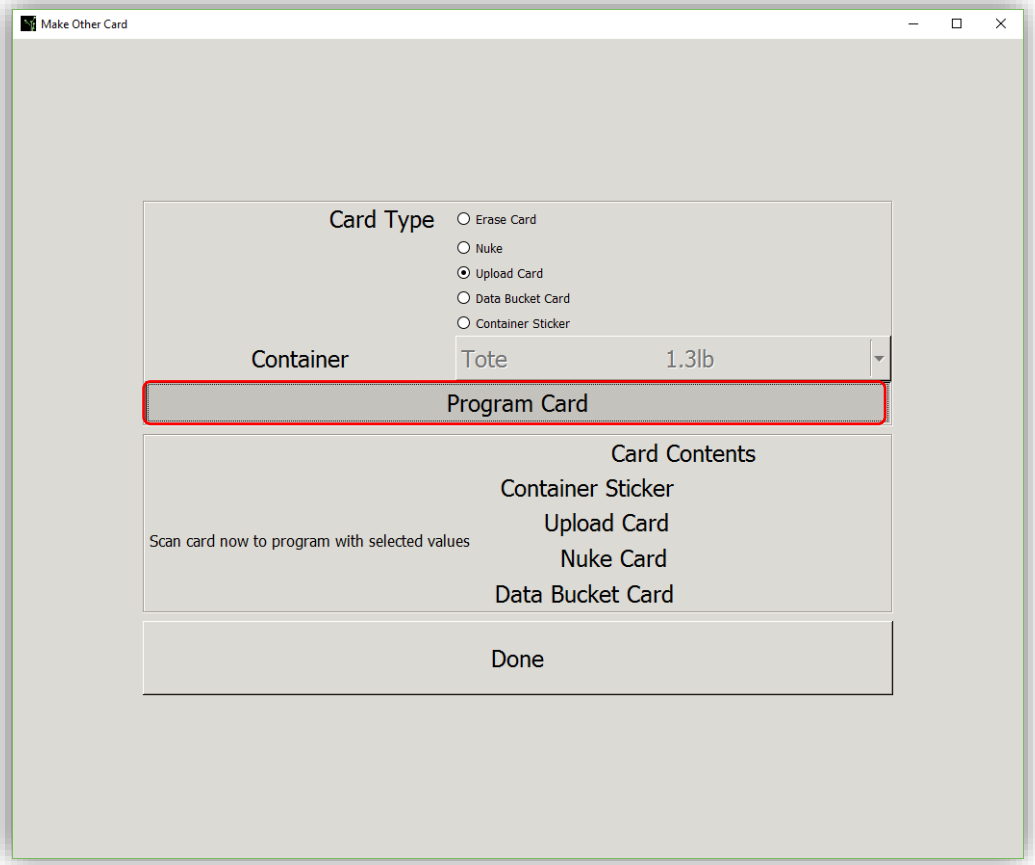
Step 1 Once logged in to the Registration Station application, click the “Other” button.



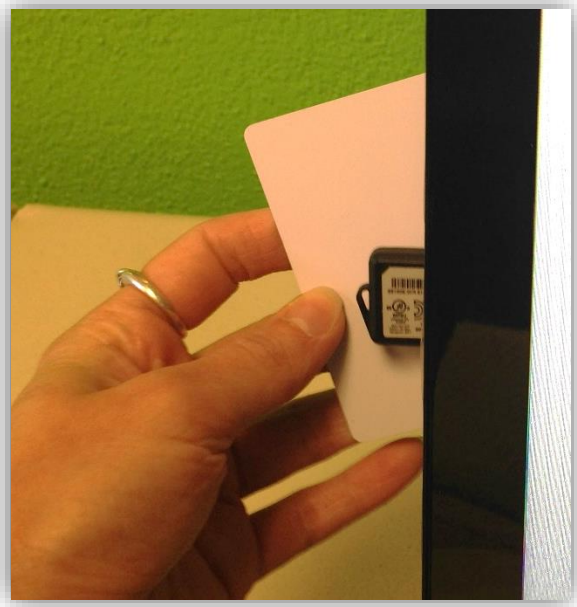
Step 2 Select the circle to the left of “Upload Card” under the “Card Type” section.

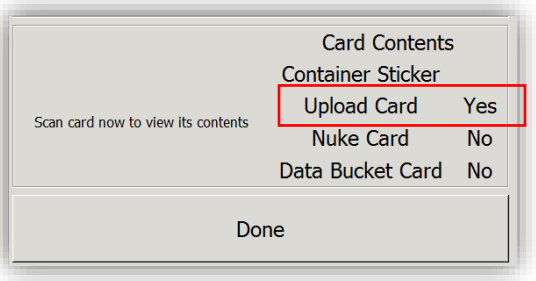


Step 3 Have a blank Card ready and click “Program Card”.



Step 4 Hold the Card to the Reader until it chimes. Re-scan the card to verify that is programmed successfully. It will say “Yes” next to “Upload Card”.





Step 5 Click “Done” to exit and return to the main screen.

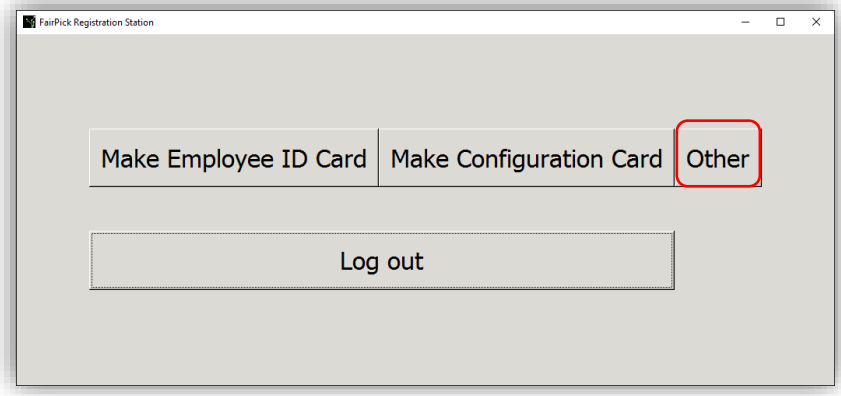
FairPick Pro Container Card/Stickers

The Weighing Station can track containers for Traceability and to link a container with the correct tare weight if multiple types of containers are used at once.

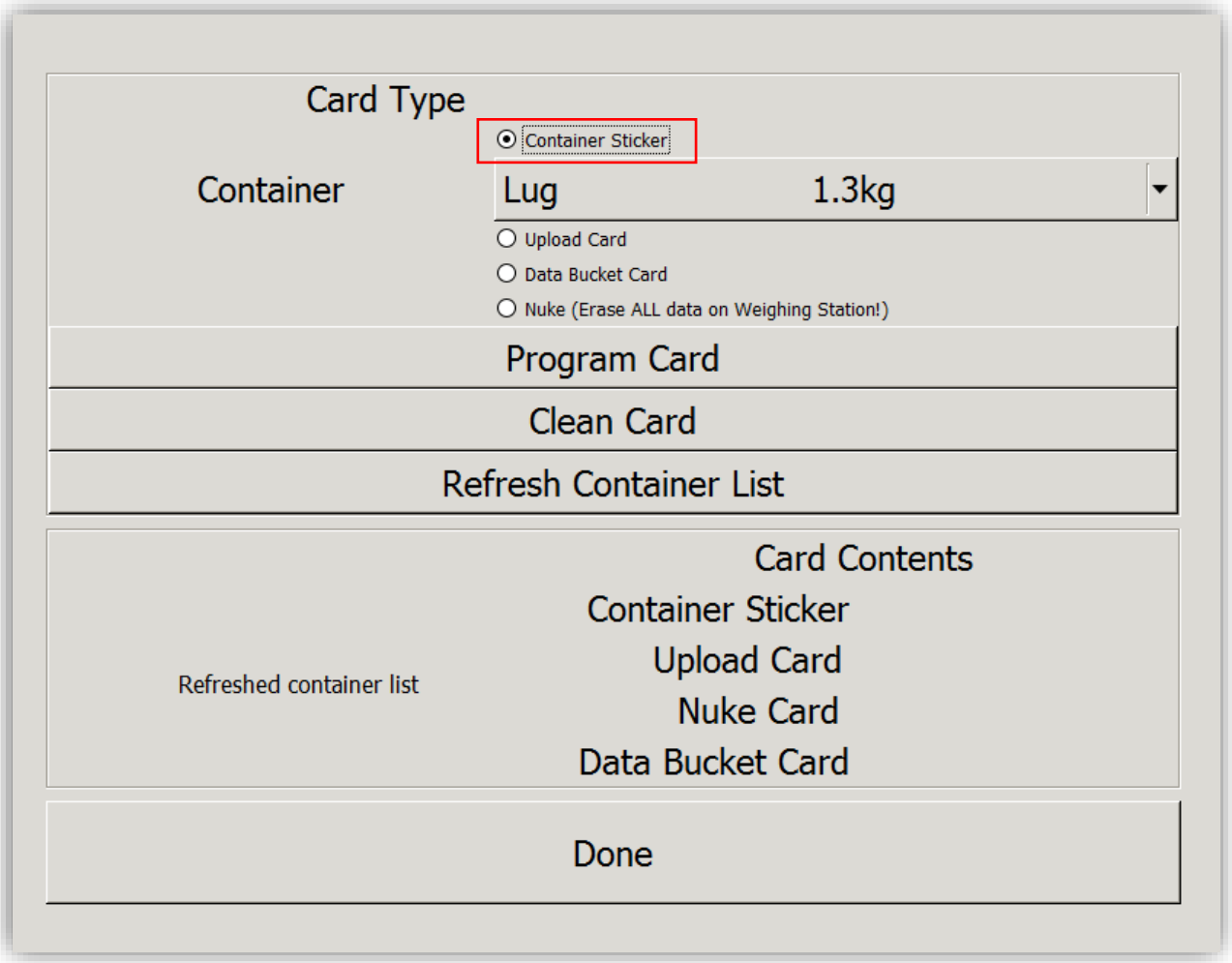
You should refer to this section if you programmed Configuration Cards with “Container Tracking Enabled” and “Individual Tare, Container Tracking Enabled.” You may need to purchase RFID Container Stickers from 2nd Sight if you plan to attach a Container Sticker to each harvesting container.

Otherwise, use one RFID card to represent a container type. Keep this card by, or attached to the Weighing Station so that pickers can easily identify it and scan it when asked to “Scan Container”.

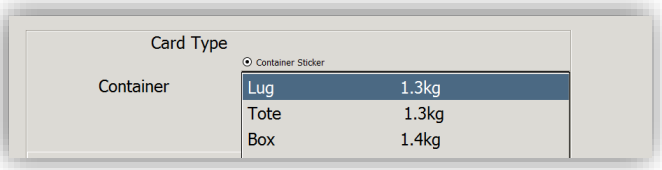
Step 1 To program a Container Sticker (or Container Card), log in to the Registration Station application, and click the “Other” button.



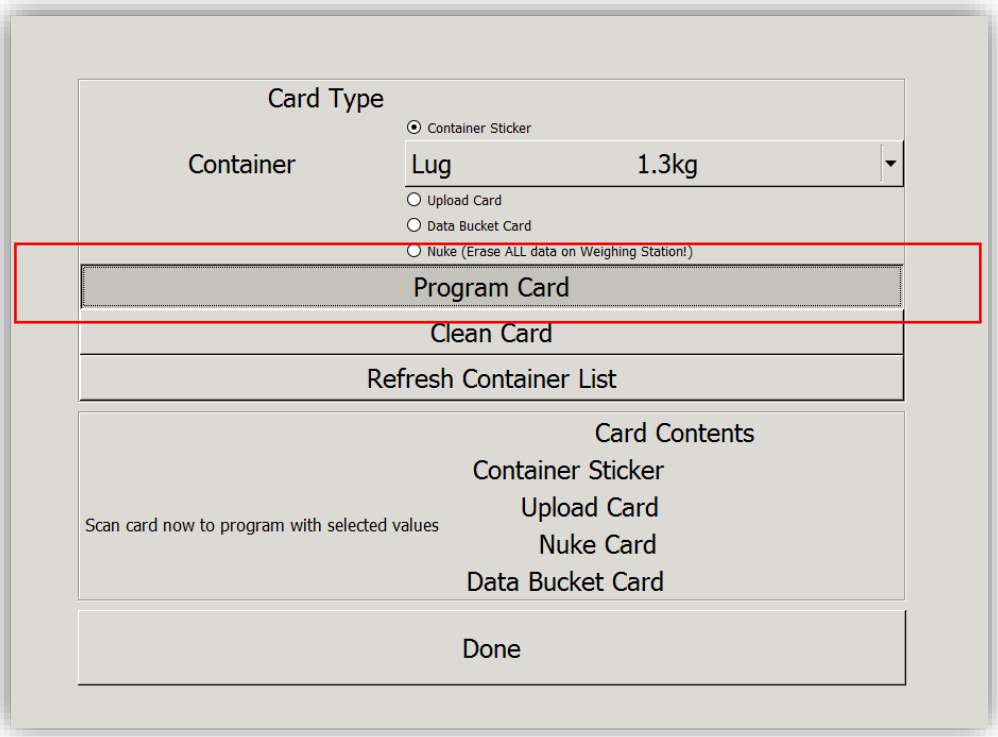
Step 2 Select the circle to the left of “Container Sticker” under “Card Types”.

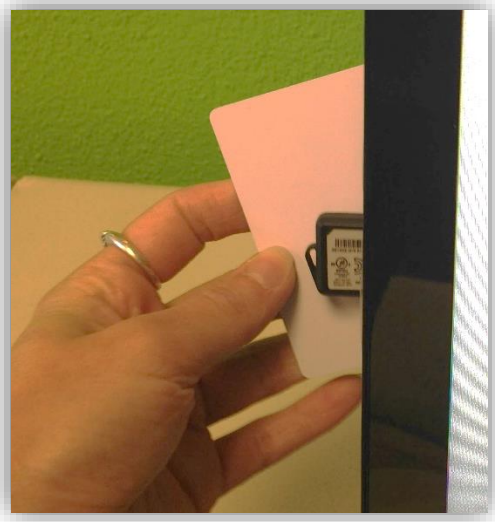


Step 3 Containers with “Tracking Enabled” added to your Customer Portal are in the drop-down menu. Select the arrow to open the list of available tracked containers and click the container name to select it.

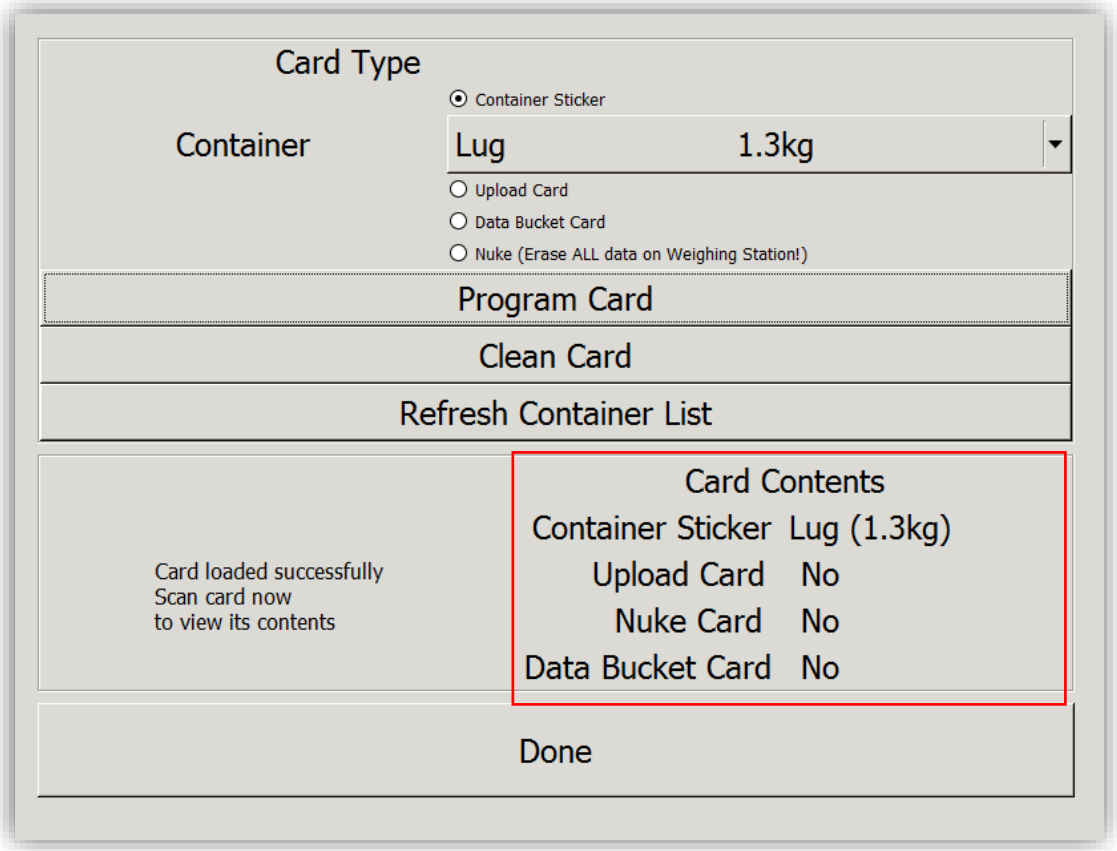


Step 4 Click “Program Card” and hold the Container Sticker or card to the RFID Reader/Writer until it chimes. Scan the sticker or card again to verify that it says the container’s name next to “Container Sticker” under the “Card Contents”


Card Type
Container Sticker
Container
Lug
1.3kg
Upload Card
Data Bucket Card
Nuke (Erase ALL data on Weighing Station!)
Program Card
Clean Card
Refresh Container List
Card Contents
Container Sticker
Upload Card
Nuke Card
Data Bucket Card
Scan card now to program with selected values
Done



Step 5 Scan the sticker or card again to verify that it says the container's name next to "Container Sticker" under the "Card Contents" section.



Step 6 Program each container sticker or card this way by selecting the correct container name from the dropdown list, clicking the "Program Card" button, and holding the sticker or card up to the RFID Reader/Writer. Click "Done' to return to the main screen.