

Configure your Intagral Badge Reader for Spreadsheet Attendance.

Install badge reader configuration software:

1. Download and unzip the software => [Intagral.zip](#).
2. Run clkmng.exe to configure the badge reader for the MUSC badge barcodes (and Spreadsheet Attendance.)
 1. Connect badge reader to your PC.
 2. Run clkmng.exe
 3. Choose 4. Configure InTagral
 4. Specify Password "NO"
 5. Choose 1. InTagral Clock Parameters
 6. Choose 4. Employee Cards (Configure like this: [IDMS Card Config](#)).

Before taking attendance, you probably want to clear out any entries in the Entry / Exit screen.

1. From 'InTagral Clock Parameters' screen
2. Choose 2. Entry / Exit Times (delete all entries: [In Out Config](#)).

Taking attendance:

1. Have attendees swipe badges in (double beep = successful read)
2. Connect badge reader to your PC.
3. Run clkmng.exe
4. Collect Attendance Data from Time Clock
5. Exit software

Submitting the MASTER.TXT file to CME

1. Login to the CME Intagral Site: http://appserve.musc.edu/intagral_cme
2. Click on "GateWay" at the bottom lefthand side of the screen
3. Click on "Upload an attendance" from the top of the column.
4. Follow the instructions to select the event and upload MASTER.TXT
5. delete (or rename) MASTER.TXT (otherwise, new attendance records will be appended to this file.)

Submitting the MASTER.TXT file to get a spreadsheet

1. Go to <http://rogue.musc.edu/idms/badgeReader/>
2. delete (or rename) MASTER.TXT (otherwise, new attendance records will be appended to this file.)

CME's Java Application

WARNING: For some versions/configuration of JAVA, this application fails to work. The most reliable method for tracking attendance is described above.

For CME's Java application: you need to use the Intagral CME website [Configuration](#).

And the CME Java application (ZIP file) to upload the CME attendance: [IntagralSetup.exe](#)

If the Java application doesn't work on your machine, or you only have one card reader, you can keep it configured for Spreadsheet Attendance, and either upload to this site or the [CME Intagral site](#) (select "Gateway", "Upload an attendance".)