



NJCrash Scanner Setup Guide

Version 1.1

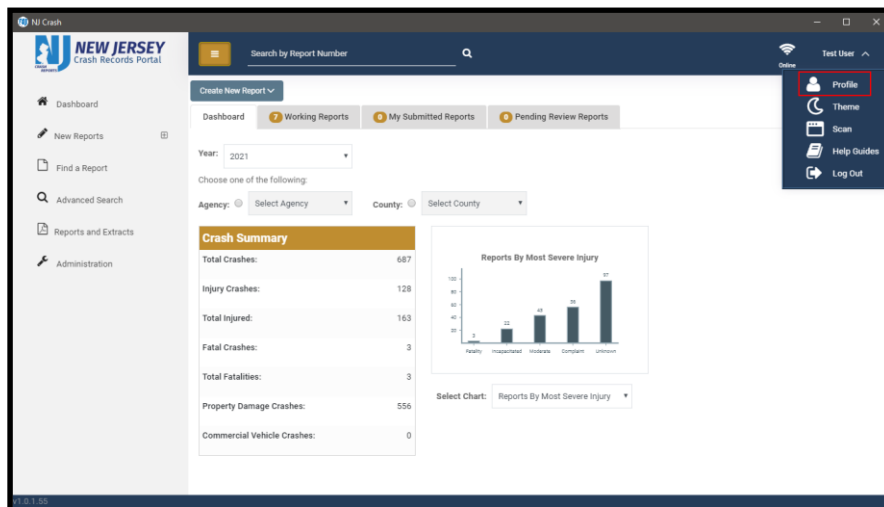
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How to Add a Scanner

Below are instructions for troubleshooting and adding a scanner for use with the NJ Crash software application. The user will need to start by setting up the scanner in their profile settings. Typically, this is just a Com Port device.

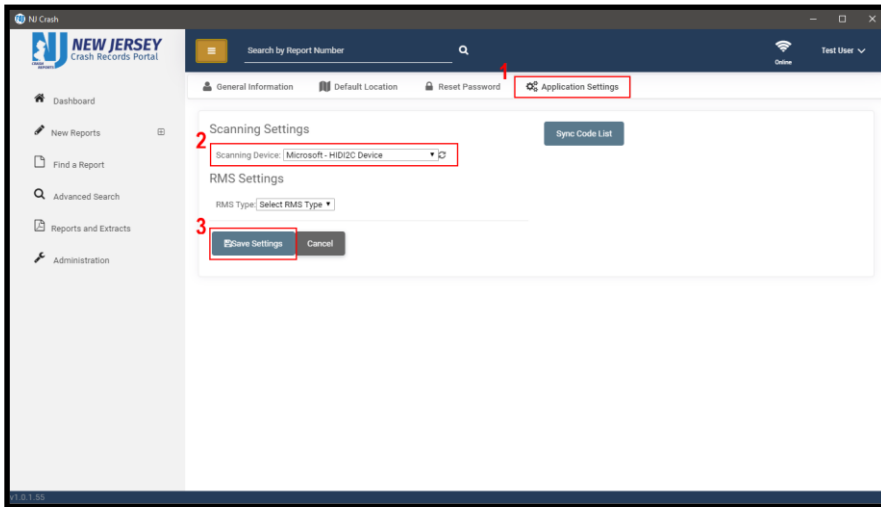
**Note that the user must use the NJ Crash software (a scanner will not work on the NJ Crash web portal).*

- Launch the NJ Crash software and login.
- Click the dropdown arrow in the upper right-hand corner next to the user's name and select Profile.



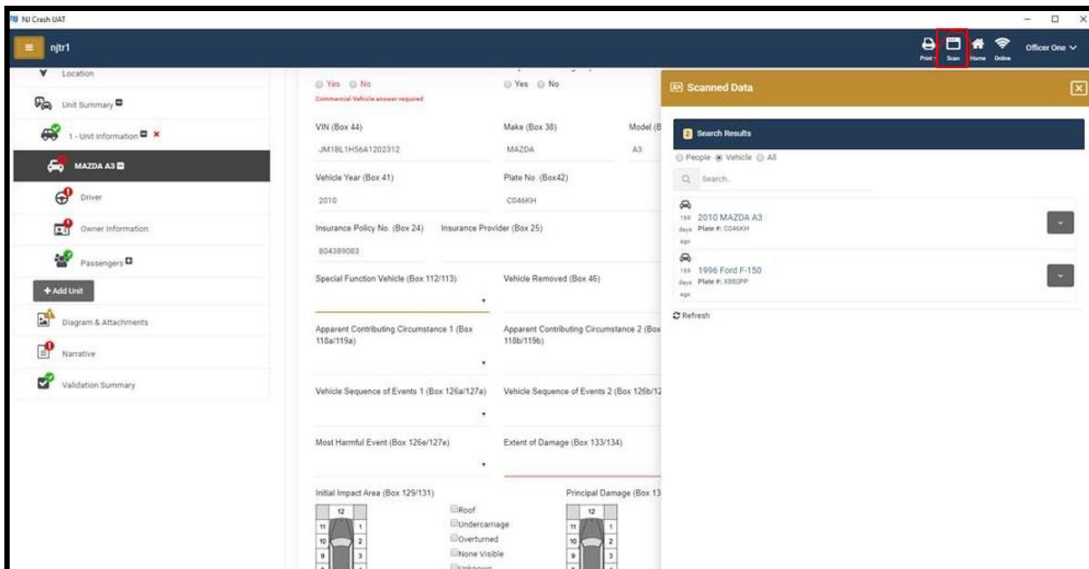
- Select

- Application Settings
- Select your scanner from the scanning device dropdown.
- Save settings



- Once the settings are saved, logout and restart the app.
- Once logged back into the app, open an existing report, or create a new report. In the top right-hand side of the wizard there will be a Scan icon. This is where the user can scan information.

**Note that most Com Port scanners will wor automatically and ingest the data as soon as the barcode is scanned. Do not click the Barcode icon  unless the user does not have a barcode scanner and wants to try and use their web camera as a scanner.*



- Any information scanned will be stored here for quick reference and use with the drag and drop feature on the Units, Driver, Passenger, and Non-Motorist fields.

