



Security Engineered Machinery Co., Inc

USER'S MANUAL
For
SEM iWitness
Media Tracking System



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Security Engineered Machinery Co., Inc.

NATIONWIDE SERVICE

Phone Toll Free: (800) 225-9293

Email: Service@SEMSHRED.com

Website: WWW.SEMSHRED.COM



Introduction

Congratulations on your purchase of SEM's iWitness Media Tracking System! The iWitness system is designed to capture barcodes of end-of-life media for record keeping, tracking, and traceability. The system consists of custom developed software that is pre-installed on a quality name brand laptop, so that there is no installation and configuration required. This makes the iWitness system ready to use right out of the box. It also includes a handheld 2D barcode scanner that is capable of reading 1D and 2D barcodes. The iWitness software has been designed for simplicity of use for the user yet incorporates powerful database software built into it for handling of data. The iWitness system comes pre-configured, so that all wireless communication and ethernet capability have been disabled for secure users.

Items/Packaging

The SEM iWitness Media Tracking System package includes the following items:

- 1 Laptop Computer with SEM iWitness software pre-installed. (includes AC adapter)
- 1 Handheld 2D USB barcode scanner (includes stand).

Unpacking and Setup

Upon receipt of your SEM iWitness Media Tracking System, be sure to inspect for any damage. If any damage is present, make a note of it on the Bill of Lading and contact SEM Customer Service.

-Open the provided laptop computer, plug in AC adapter, and power on.

-Follow instructions to assemble handheld scanner stand.

-Plug scanner into any USB port.



Overview of System

The SEM iWitness Media Tracking System is intended to be a tool to record barcodes of media that has reached its end of life and is to be destroyed. This creates a record of all destroyed media and is beneficial for tracking and auditing purposes. The system is designed to work with SEM and SITES products, but also allows a generic selection to be used with other product brands. When used with an SEM EMP or SITES MMD degausser, the system can record the magnetic field value and pass/fail criteria from a barcode generated by the degausser and displayed on its display screen.

Data Handling

- Exporting or copying of data is very simple and is outlined in the [Exporting Data](#) section.
- The iWitness has been designed to be a standalone system without being connected to a network. It has been developed with secure users in mind and is configured with wireless communication, ethernet, and webcam systems de-activated.
- It is intended to be used to scan media and compile data on its internal system hard drive. Data should then periodically be copied from the laptop to an Optical Storage Disc or a USB Flash Drive for record keeping or transfer to a network for storage/backup.
- Transfer of data, storage, and manipulation is ultimately left up to the user, but it is **STRONGLY RECOMMENDED** that data is copied from the laptop hard drive to another location for storage or backup on a periodic basis to prevent accidental loss of data.
- All scanned data is immediately added to a CSV Master File as soon as the round is accepted by the user. This CSV Master File is located on the laptop hard drive and backed up in other locations in case of accidental deletion.
- When a user wishes to export data any portion of this file can be selected by date/time range. The user may then copy this data and manipulate it in any way desired. The CSV Master File is a cumulative file that contains every accepted row of data for made since when the product was first used.

Starting the iWitness software:



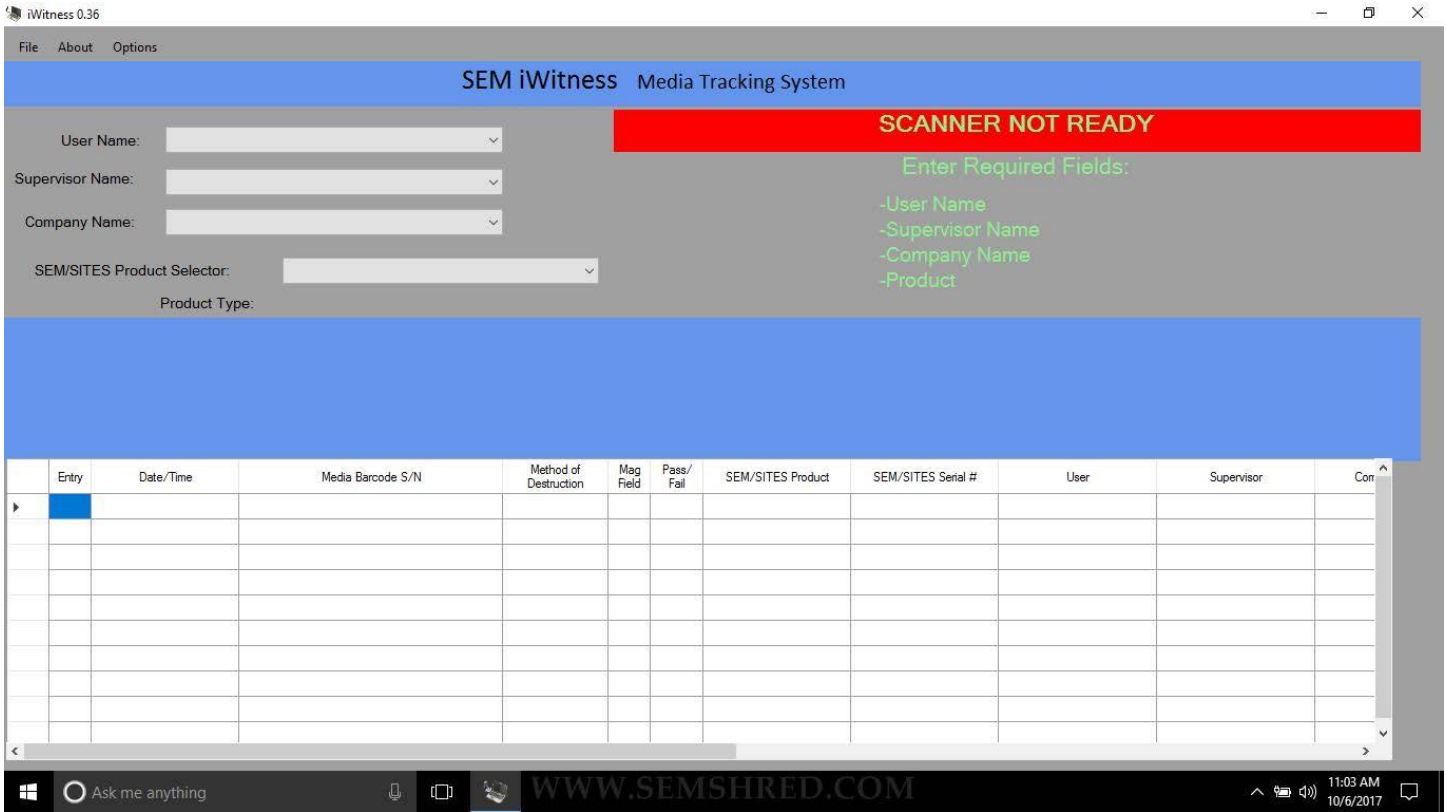
Start the application by double-clicking the iWitness shortcut icon.



The iWitness application will start and the user interface screen will now be present.

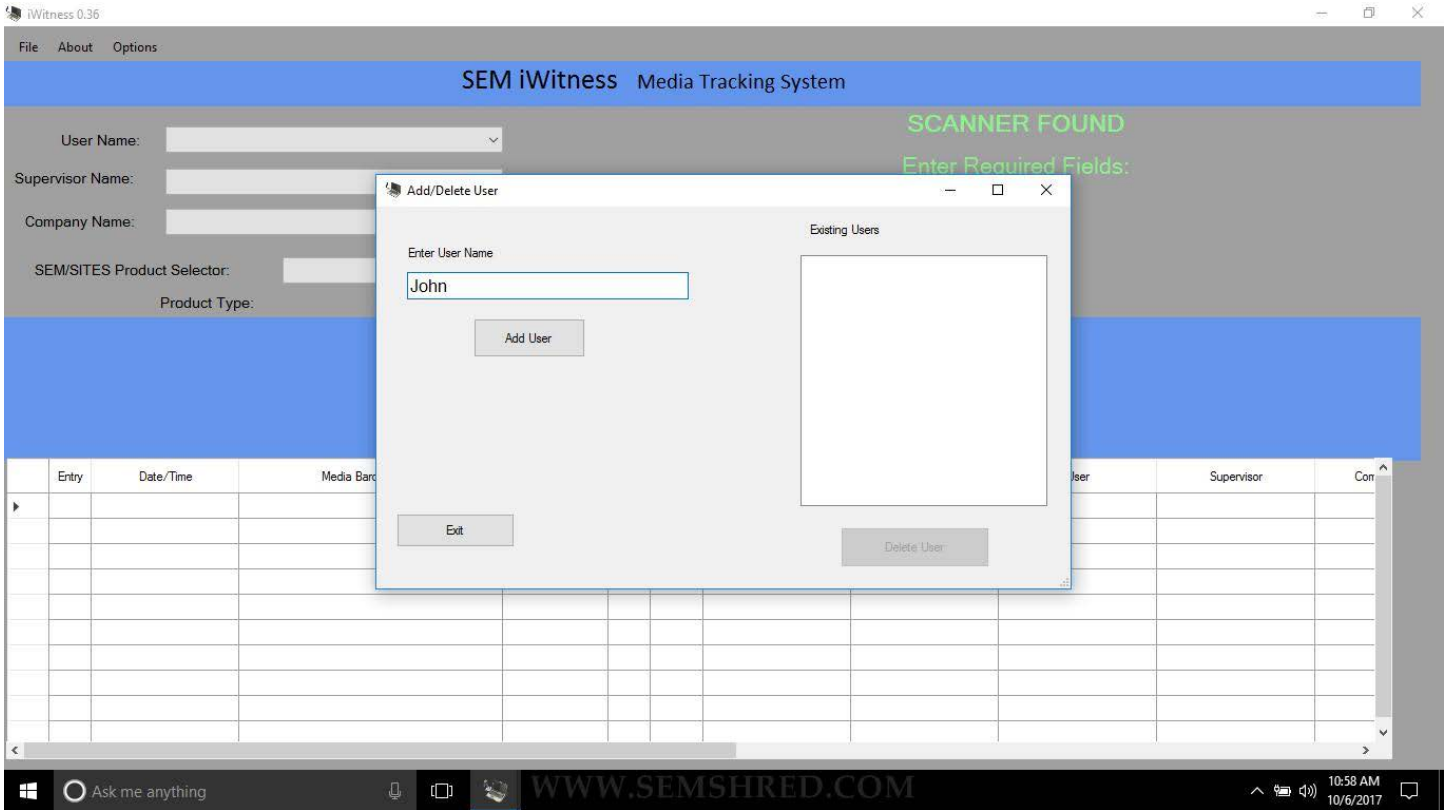
Before scanning of media can begin, the user will have to enter the information required.

Scanner Connection Issues:

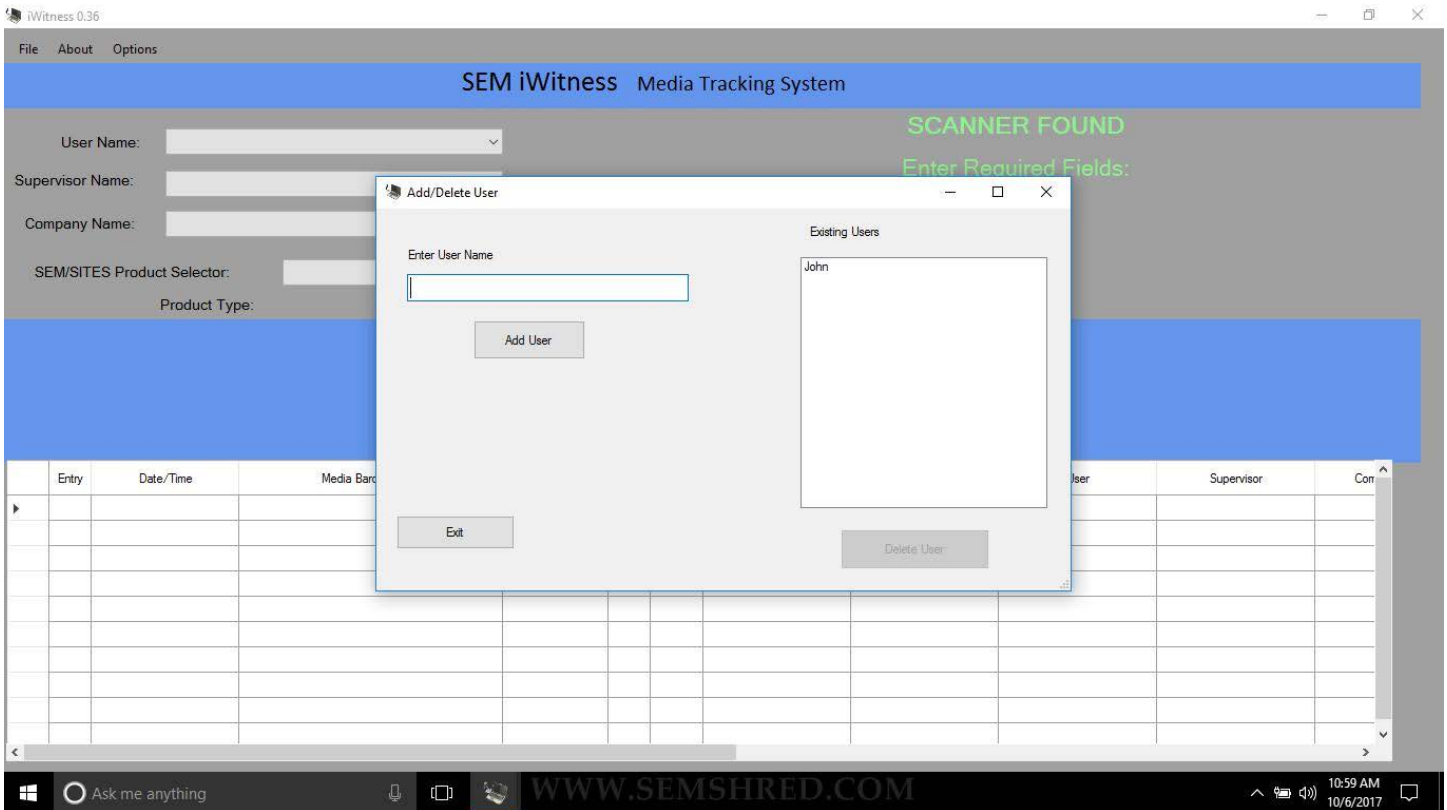


If you forgot to plug in the scanner or there is an issue with the scanner or USB port, the message 'SCANNER NOT READY' will appear. Please re-check the scanner connection and make sure it is securely plugged into the USB port or try a different USB port.

If this message continues to be displayed, please contact the SEM Service Dept.



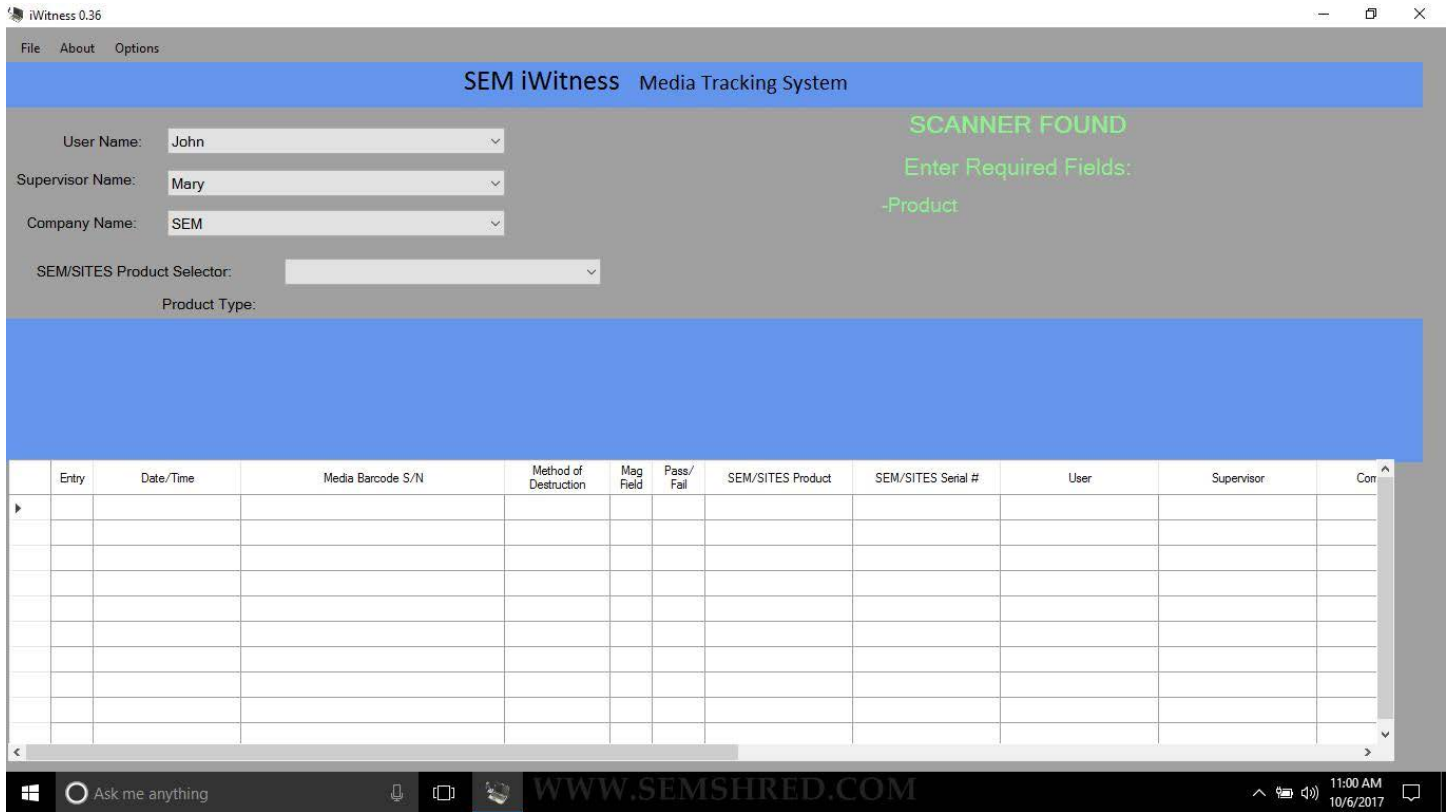
The Add/Delete User window will now appear. Enter your User Name and click 'Add User'.



The User Name is now saved in the list of Existing Users. If finished, click 'Exit' to return to the main window. If you wish to add more users, repeat the same process. If you wish to delete a user, click on the User Name that you wish to delete and then click 'Delete User'.



The User Name field now contains the name you have entered. If multiple names were entered they will appear in the drop-down list, accessed by clicking on the down arrow at the end of the User Name data field. You may change saved User Names on the fly by selecting from the drop-down list.



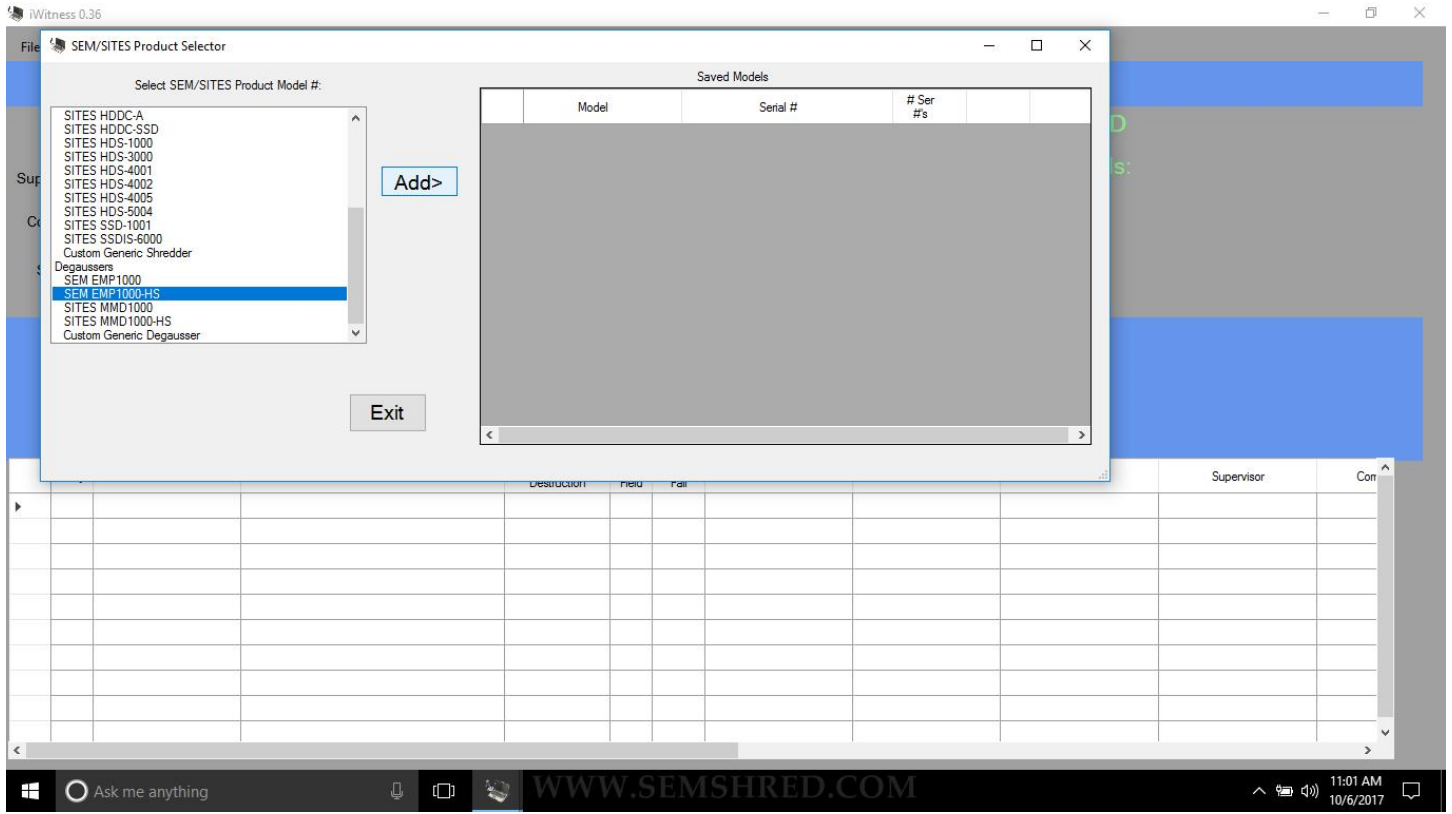
Proceed by entering the Supervisor Name and Company Name. The process is the exact same as entering the User Name field.



SEM/SITES Product Selection:

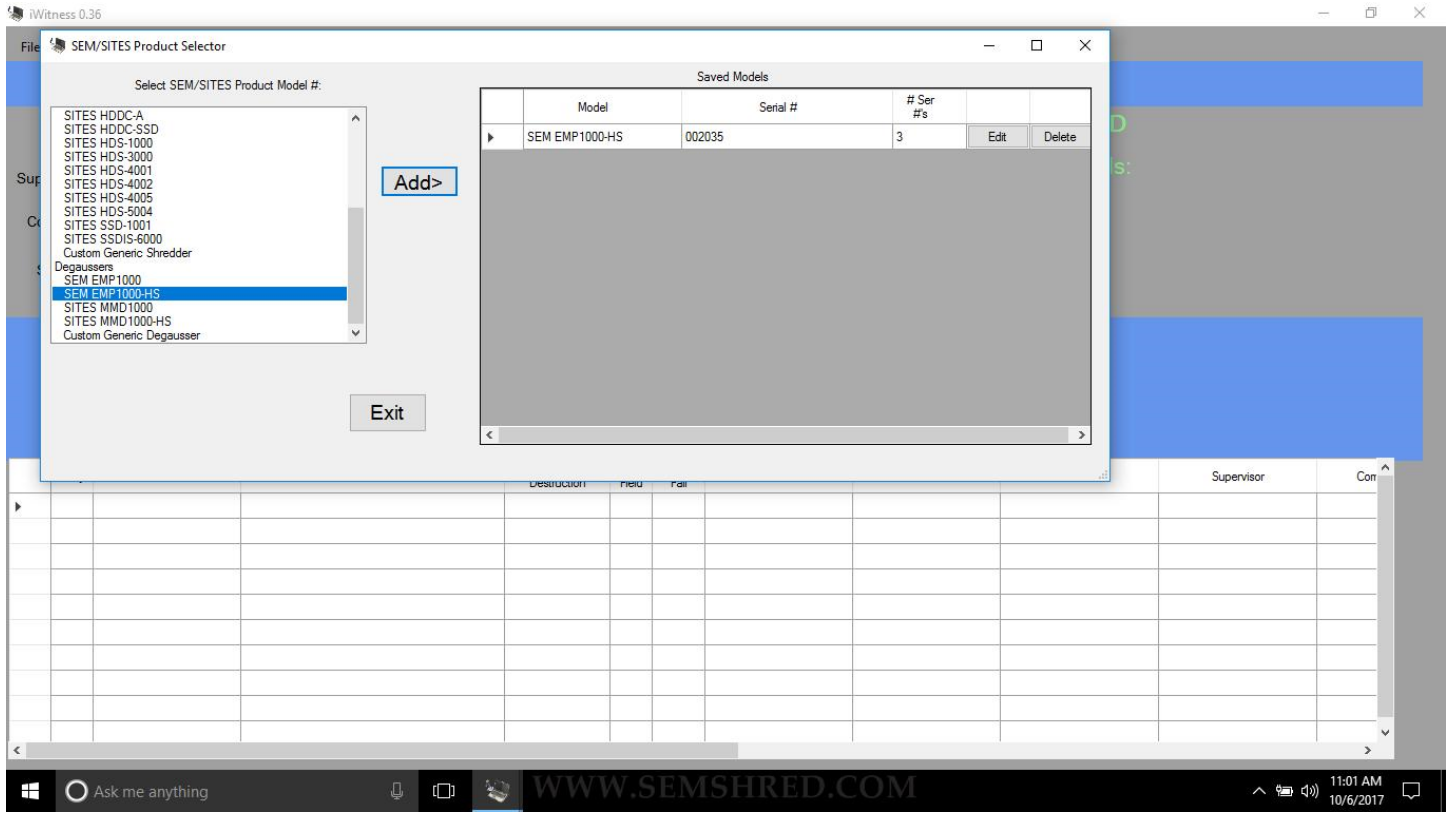
The screenshot shows the SEM iWitness Media Tracking System interface. At the top, there is a blue header with the text "SEM iWitness Media Tracking System". Below the header, there are several input fields: "User Name:" with the value "John", "Supervisor Name:" with the value "Mary", and "Company Name:" with the value "SEM". Below these, there is a "SEM/SITES Product Selector:" dropdown menu and a "Product Type:" dropdown menu with the value "<Add/Delete/Edit>". To the right of these fields, there is a green message that says "SCANNER FOUND" and "Enter Required Fields: -Product". Below the input fields, there is a large blue rectangular area. At the bottom of the interface, there is a table with the following columns: "Entry", "Date/Time", "Media Barcode S/N", "Method of Destruction", "Mag Field", "Pass/Fail", "SEM/SITES Product", "SEM/SITES Serial #", "User", "Supervisor", and "Con". The table is currently empty. At the bottom of the screenshot, there is a Windows taskbar with the text "Ask me anything" and the website address "WWW.SEMSHRED.COM". The system clock shows "11:00 AM 10/6/2017".

Next, enter the SEM/SITES product by clicking on the 'Down Arrow' at the end of the Product Selector data field and select 'Add/Delete' to bring up the Product Selector menu.



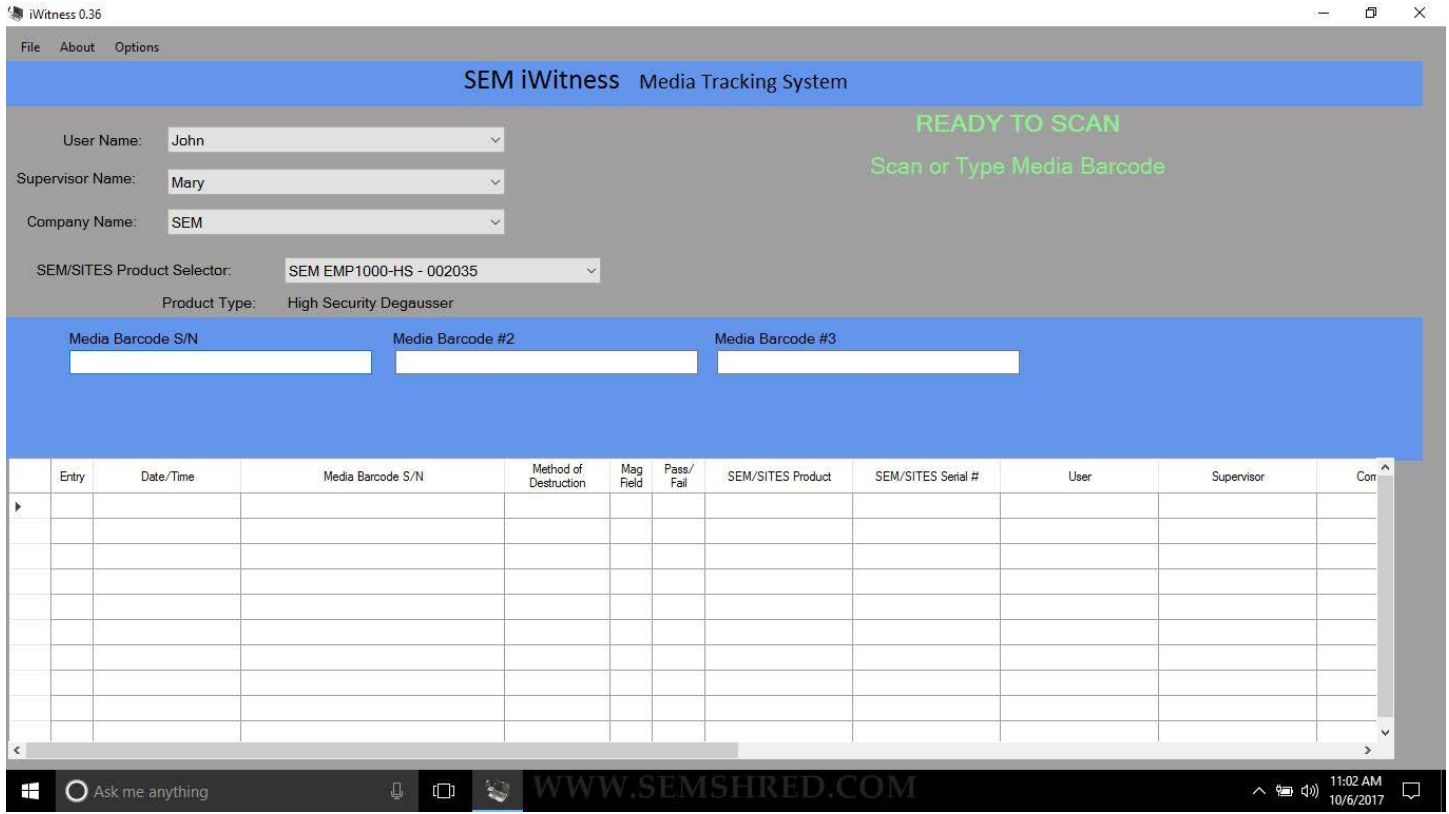
The SEM/SITES Product Selector will now appear. Scroll down the list and highlight the SEM or SITES product that you will be using. If using a non-SEM/SITES product, select Custom Generic Shredder or Custom Generic Degausser.

NOTE: There are 2 product groups, Shredders/Crushers Products and Degaussers.



The product is now added to the Saved Model list. Multiple additional models can be added to the list at any time. Clicking 'Edit' will allow the user to edit the number of barcodes to scan and/or the product serial number. Click 'Delete' to delete a product from the list.

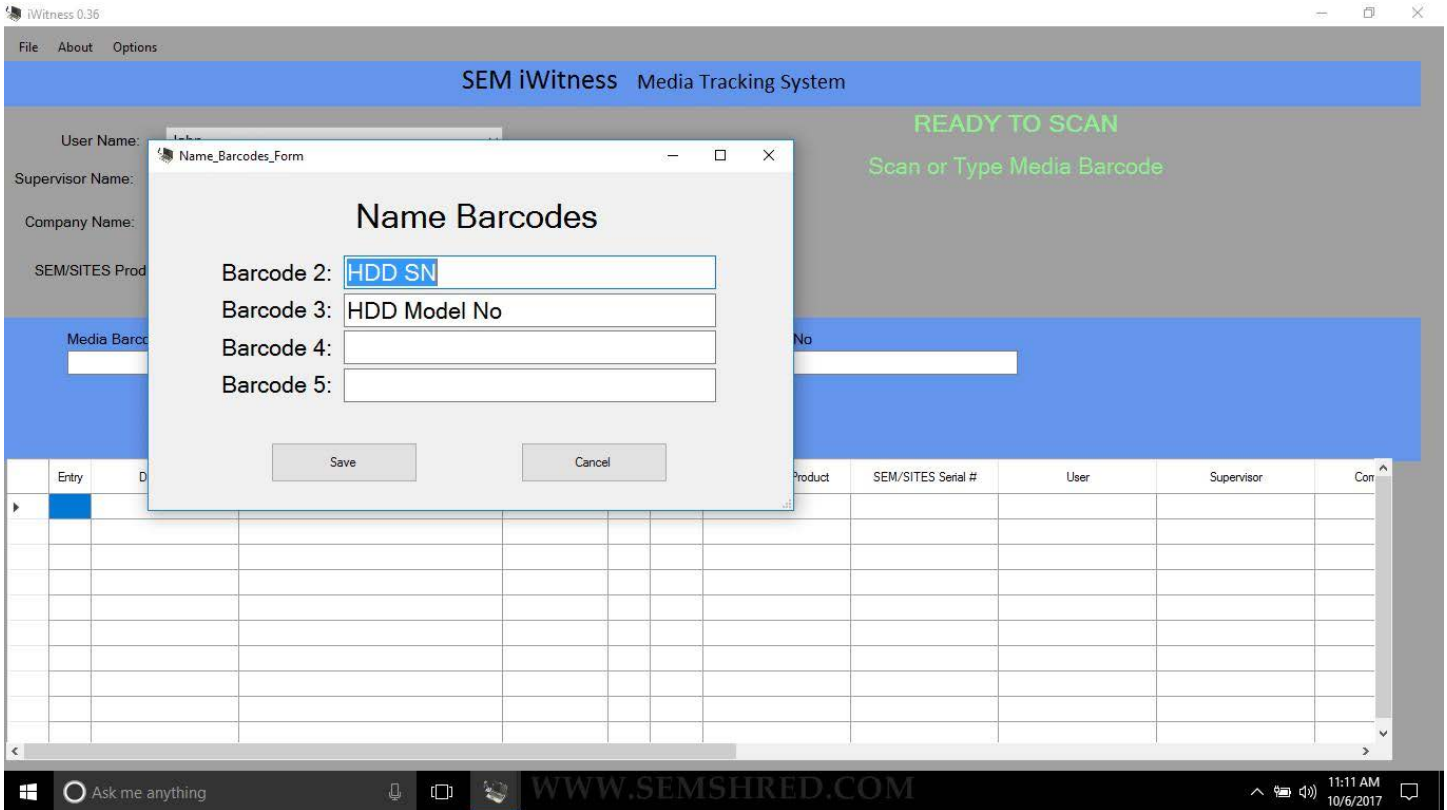
Click 'Exit' when finished adding products.



All required information has now been entered and 'READY TO SCAN' now appears, indicating that the system is now ready for use.

The barcode fields are now displayed. The Media Barcode S/N is always the first default field and any additional fields are labeled Media Barcode #2, #3, etc.

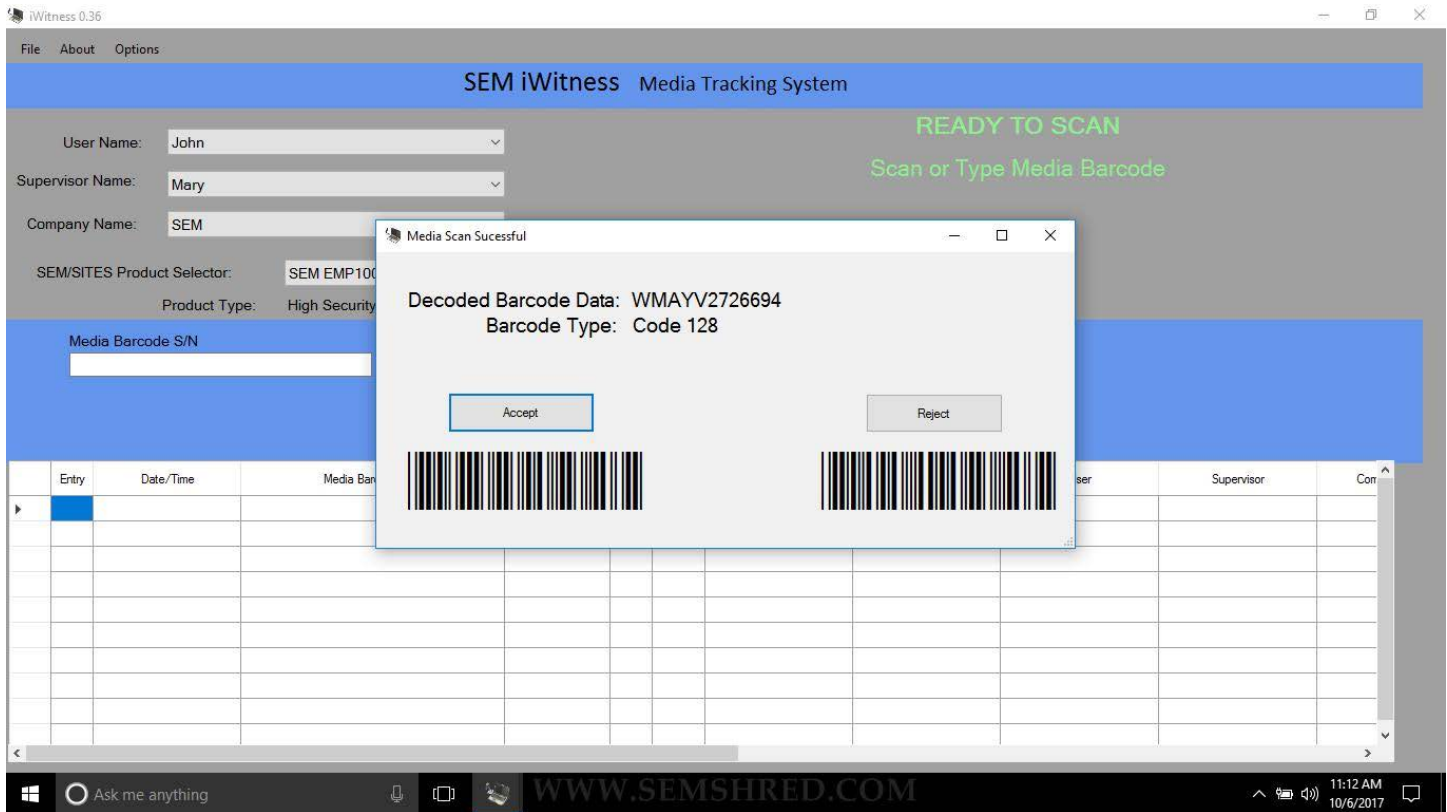
Naming of Barcodes:



If desired, the additional barcode fields (excluding the first field) may be given a custom user entered name. All 4 additional fields (fields 2 thru 5) can be named at any time, but the system will use only the number of media barcode fields that was previously specified by the user.

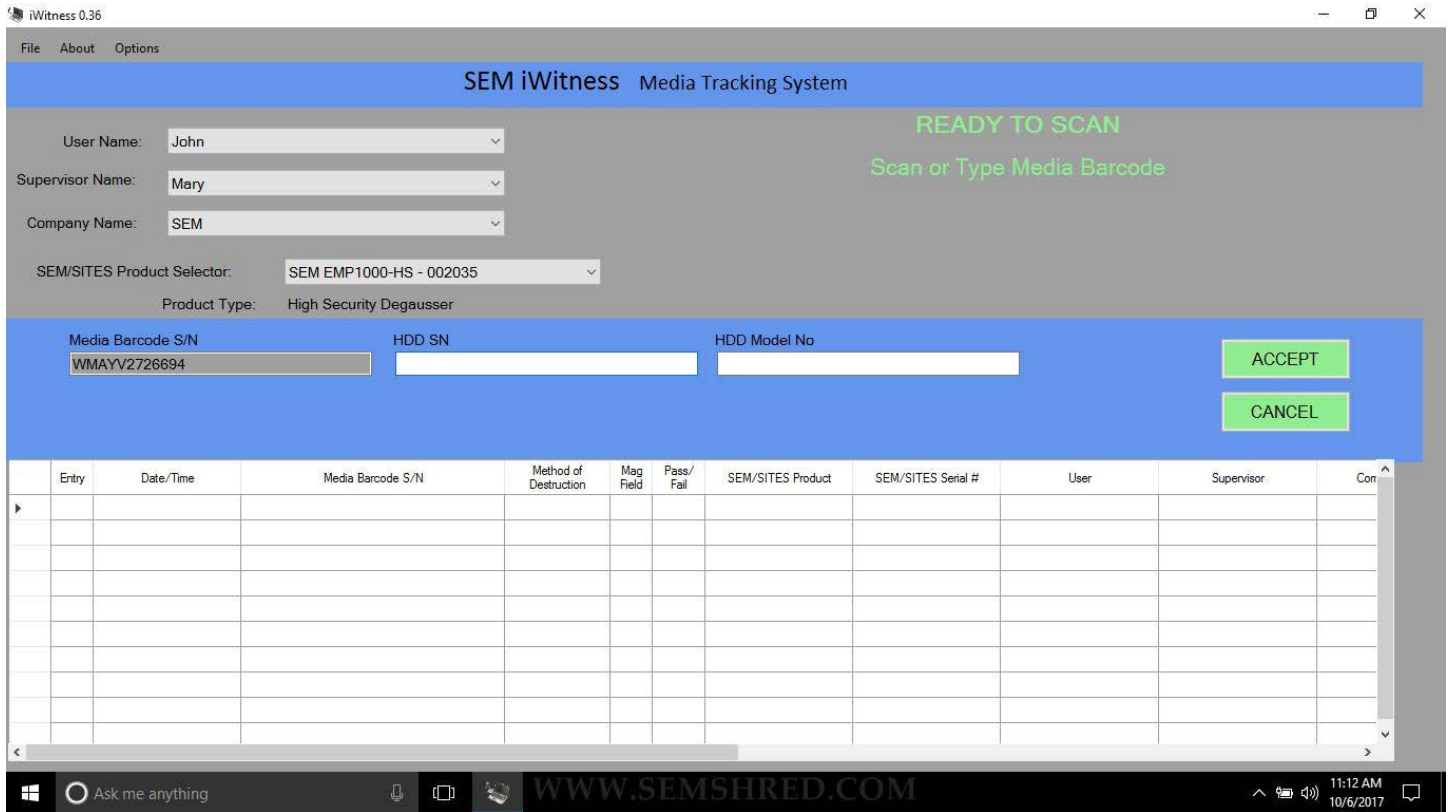
Enter the barcode names desired and click 'Save' when complete.

Scanning Barcodes:



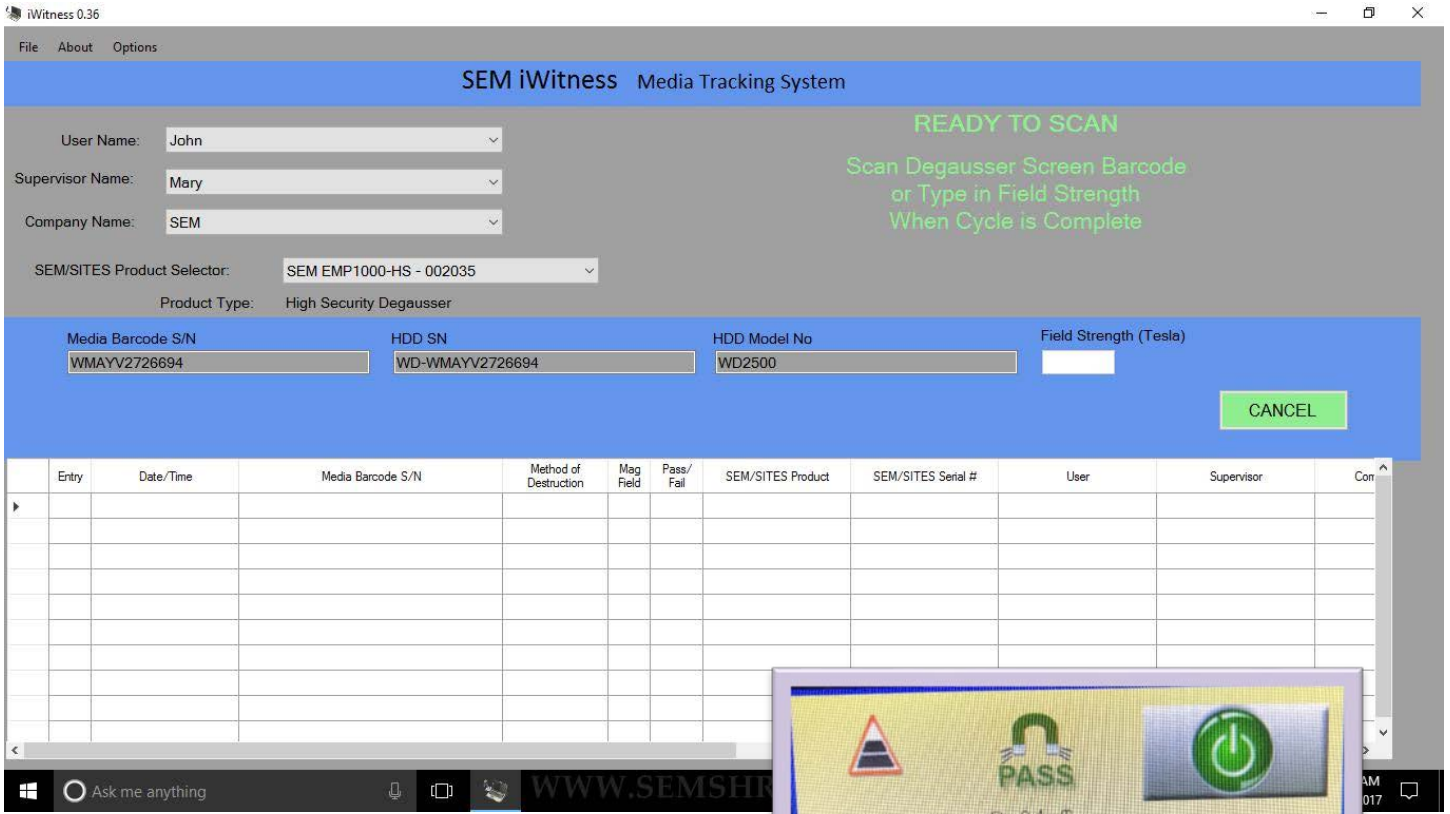
- When ready, scan the first media barcode. After a successful barcode scan the user will be asked to Accept or Reject the barcode.
- If correct, accept the barcode by either clicking on 'Accept' or by scanning the barcode shown under 'Accept'. This option allows faster and easier use of the system by not requiring the user to have to switch back and forth from laptop touchpad to scanner.
- If 'Reject' is selected, the entry will not be added to the Master File of scanned barcodes and the round will be cancelled.
- If desired, barcode information can also be manually typed in. To do this simply click the cursor into any of the existing barcode fields and type in the barcode information.

NOTE: Any data shown in () indicates that it was manually typed in by the user and not scanned with the handheld scanner.



- The decoded barcode information will appear in the appropriate barcode field.
- Continue to scan or type the additional barcodes.
- When finished click the green button 'Accept' to accept the round.
- To cancel the round and start again, click the green 'Cancel' button.

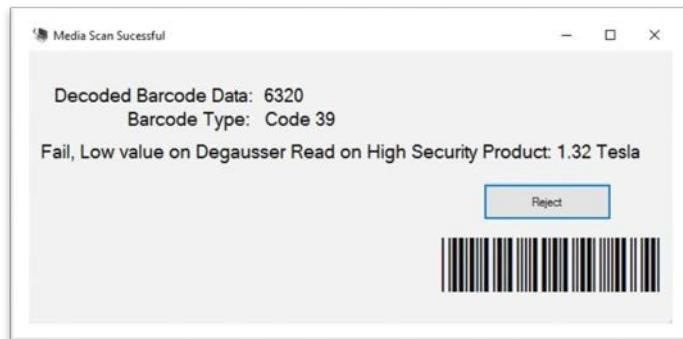
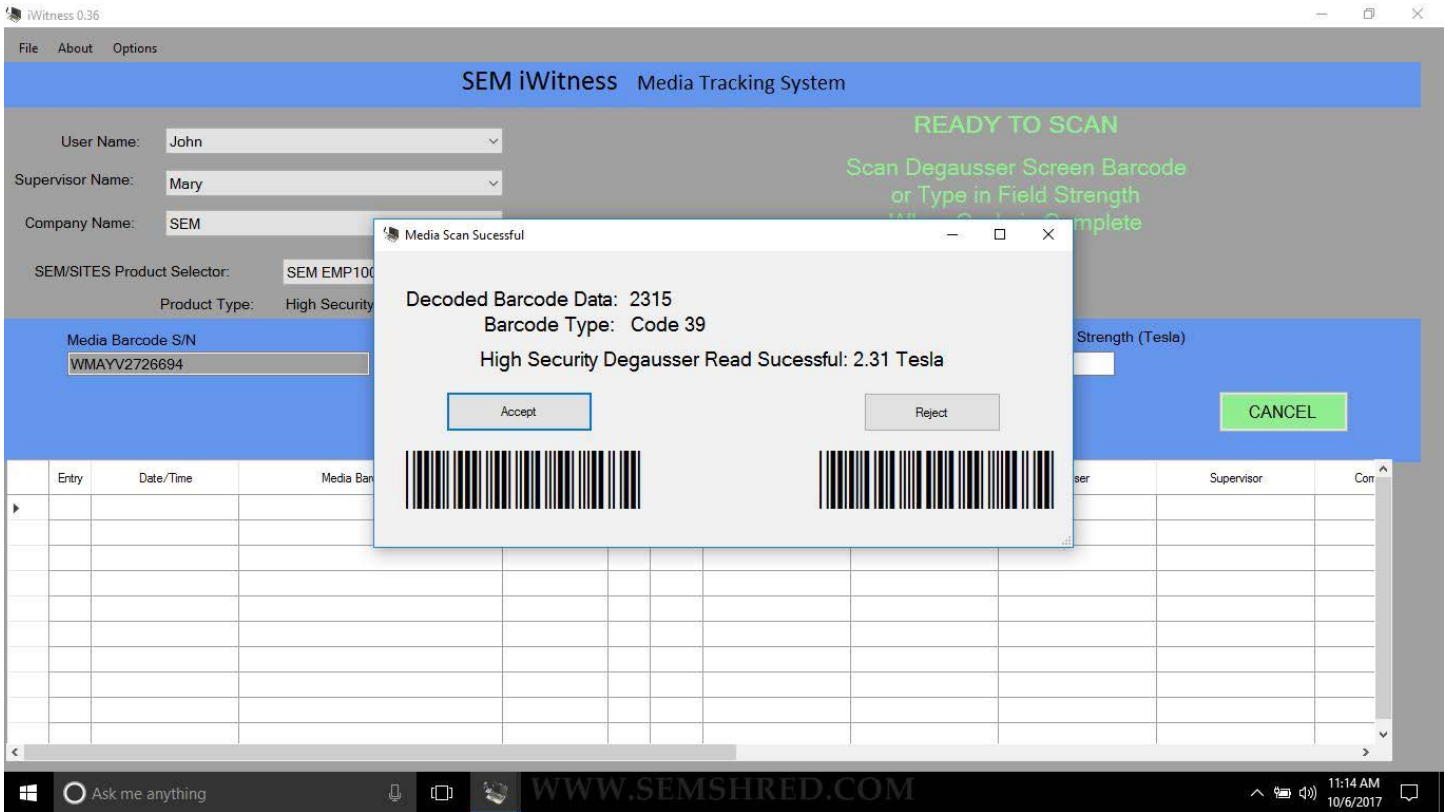
NOTE: If desired, the additional fields can be left blank and 'Accept' can be clicked at any point.



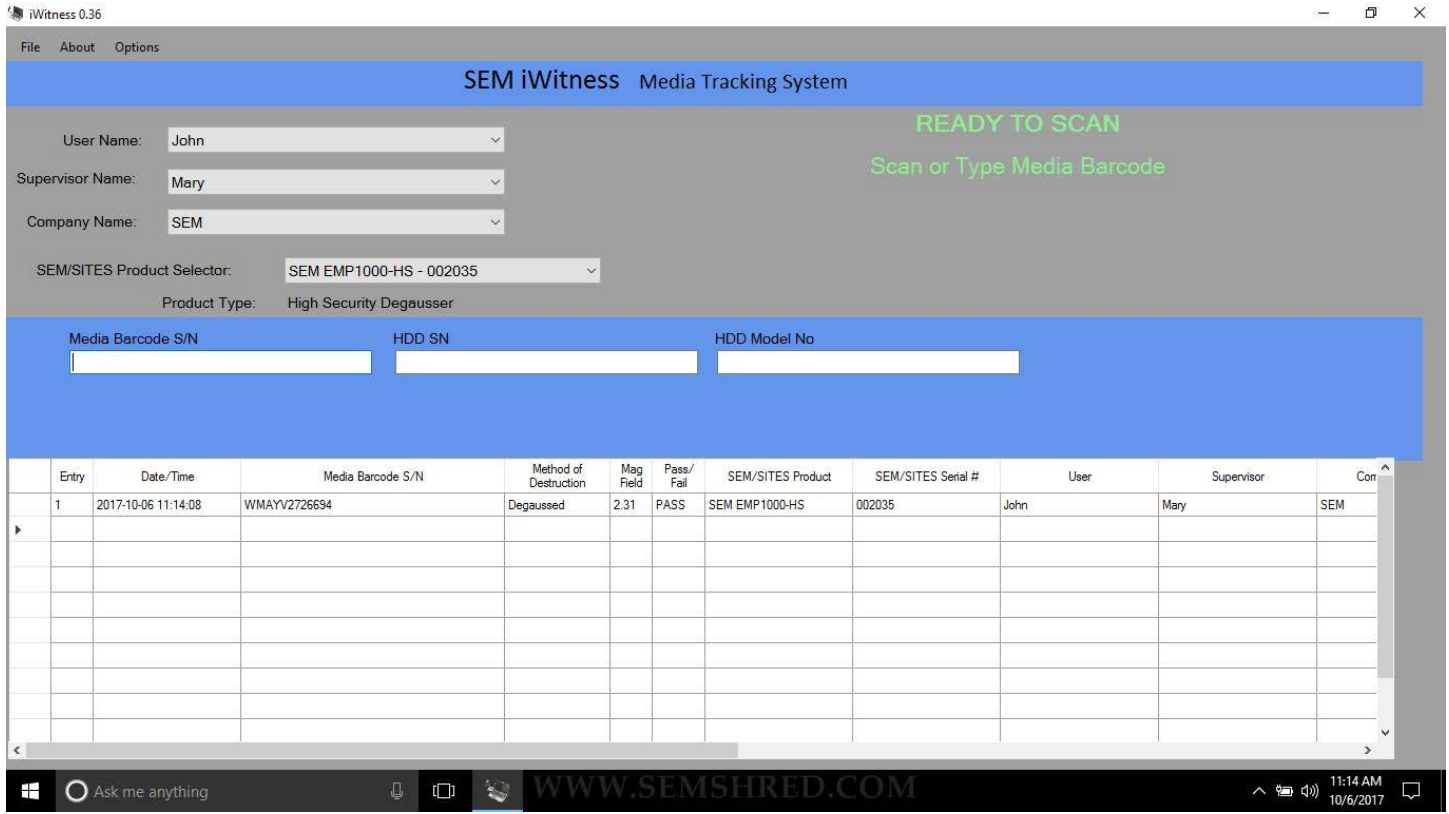
When using an SEM/SITES degausser, the iWitness will now prompt you to enter the Field Strength in terms of Tesla. After degaussing the media, scan the barcode that appears on the touch screen display of the SEM EMP/SITES MMD degausser (see inset). This barcode contains the magnetic field strength generated during the degauss cycle. Alternatively, the field strength value can be manually typed in.

If the field strength value is a failure, it will be disallowed from completing the round and the media will need to be degaussed again with a passing value for the round to be completed. The entire round may be cancelled at any time by clicking the green 'Cancel' button.

NOTE: If a non-degausser product is selected, the round will end after the barcodes are accepted.



Scan results showing Pass and Flux Value and Fail and Flux Value.
A failed value is not allowed to be Accepted.



Entry	Date/Time	Media Barcode S/N	Method of Destruction	Mag Field	Pass/Fail	SEM/SITES Product	SEM/SITES Serial #	User	Supervisor	Com
1	2017-10-06 11:14:08	WMAYV2726694	Degaussed	2.31	PASS	SEM EMP1000-HS	002035	John	Mary	SEM

The round is now complete and the entry has been recorded and appears in the Entry Record List. The list can be scrolled in both directions to view the latest records stored. The latest 100 records are displayed from newest to oldest.

NOTE: The Entry Record List is merely a display of the latest data for viewing purpose. It is not an actual data file.

Duplicate Barcodes:

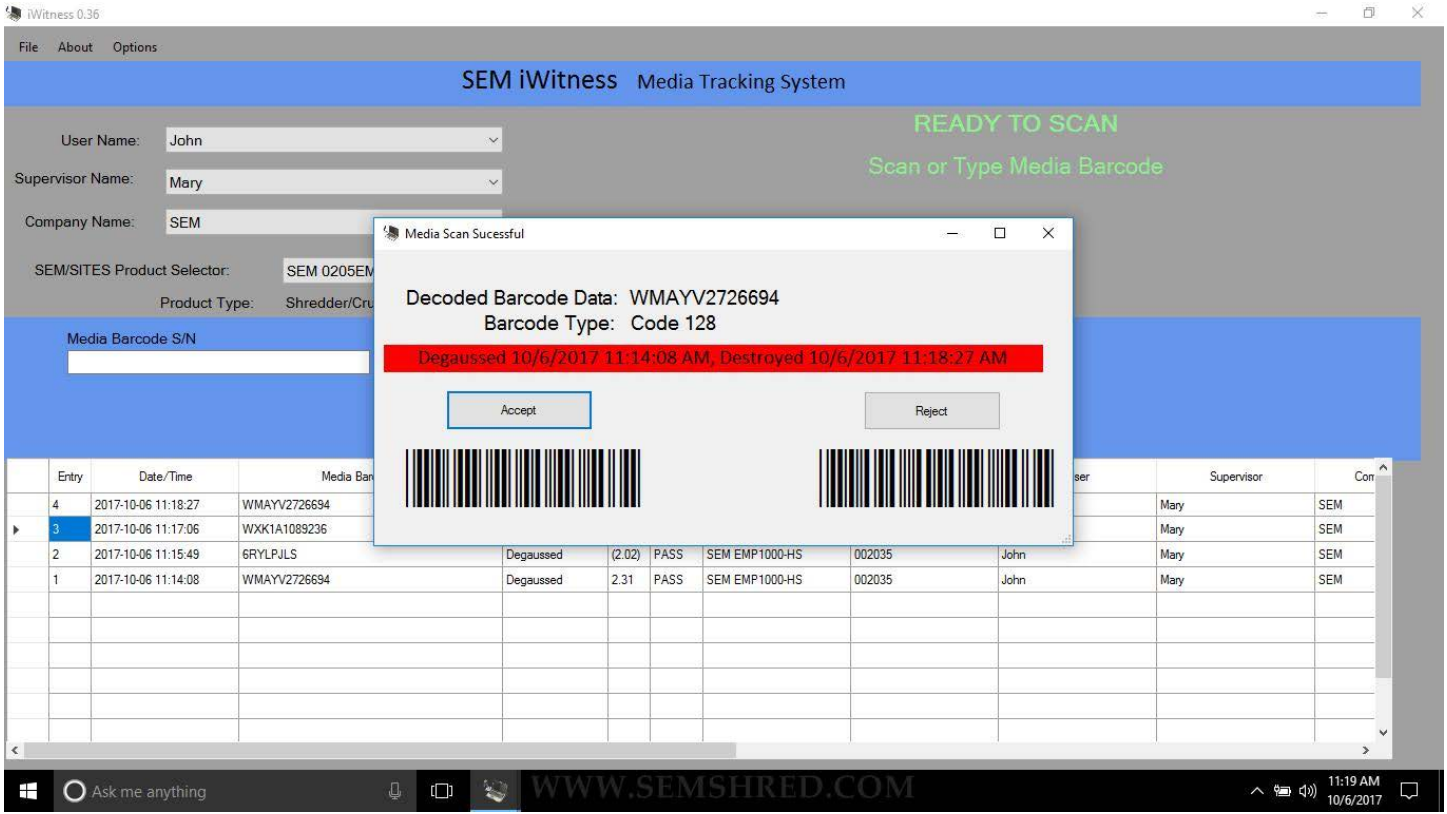
The screenshot shows the SEM iWitness Media Tracking System interface. A 'Media Scan Successful' dialog box is open, displaying the following information:

- Decoded Barcode Data: WMAYV2726694
- Barcode Type: Code 128
- Degaussed 10/6/2017 11:14:08 AM

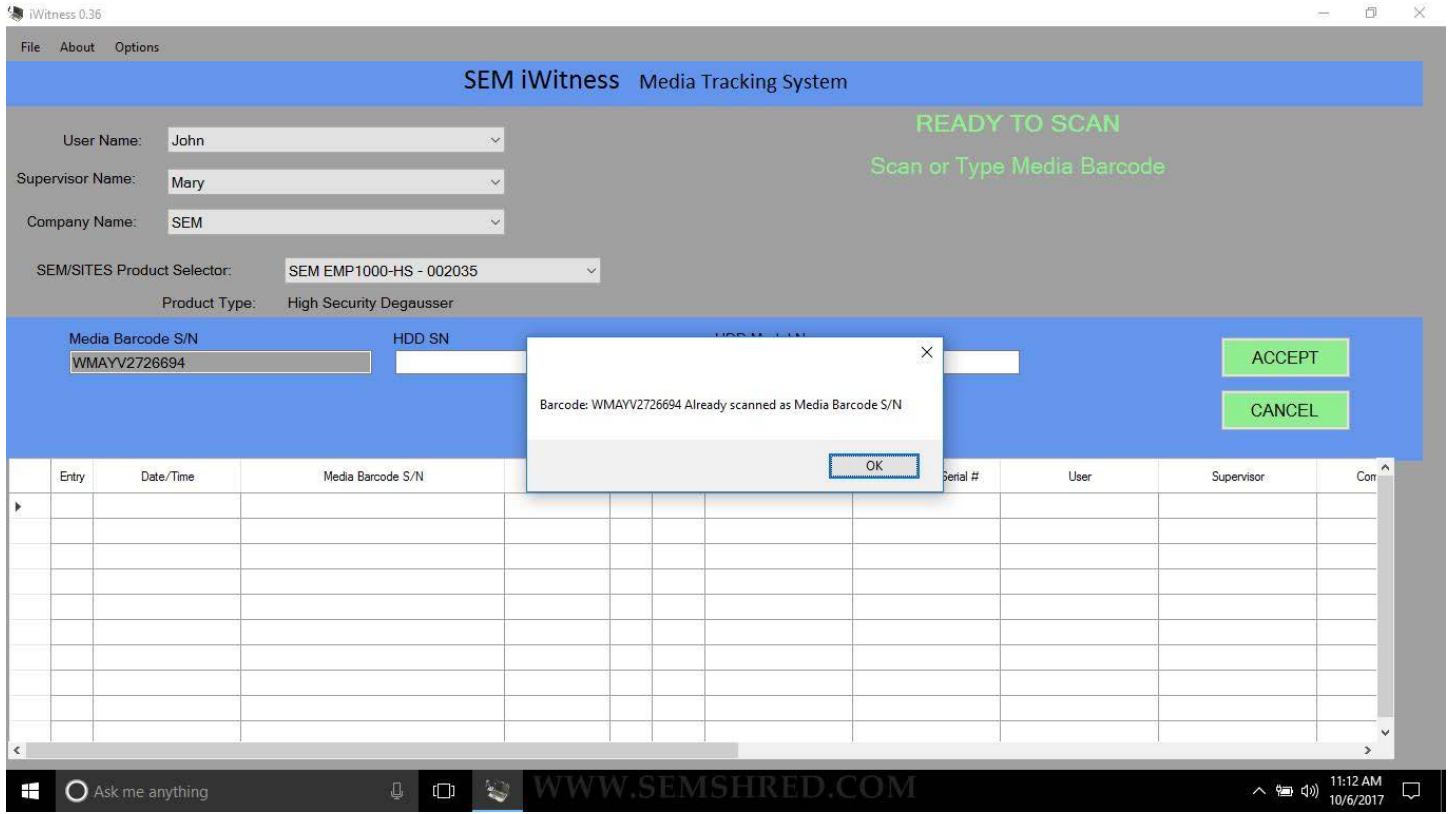
The dialog box has 'Accept' and 'Reject' buttons. Below the text are two barcode images. The background application shows a 'READY TO SCAN' status and a table of scanned entries.

Entry	Date/Time	Media Bar	Degaussed	Time	Result	SEM EMP	HS	Barcode	User	Supervisor	Con
3	2017-10-06 11:17:06	WXK1A1089236								Mary	SEM
2	2017-10-06 11:15:49	6RYLPJLS								Mary	SEM
1	2017-10-06 11:14:08	WMAYV2726694								Mary	SEM

- If a barcode has already been scanned (anywhere within the entire Master File), a message will appear in the Accept/Reject window.
- If a specific piece of media has been scanned and degaussed and then is scanned again to be physically destroyed, a message indicating that the media was already scanned and degaussed will appear in **BLUE**. This is ok and just a notice to the user. It is normal to have to scan a barcode when media is degaussed and then a second time when it is physically destroyed.



If a piece of media has already been scanned for physical destruction or scanned for both degaussing and physical destruction, a message indicating that the media was already scanned and degaussing will appear in **RED**. This is to warn the user that the barcode is a duplicate or that the media barcode has already been recorded and that the media has not been destroyed, as it should have been.



Additionally, duplicate barcodes for one piece of media are not allowed to be entered in the same round of scanning. The message above will appear if this occurs.

Exporting Data:

The screenshot shows the SEM iWitness Media Tracking System interface. A callout box highlights the 'File' menu with 'Export' selected. The main window displays the 'Export Data' dialog box with the following fields:

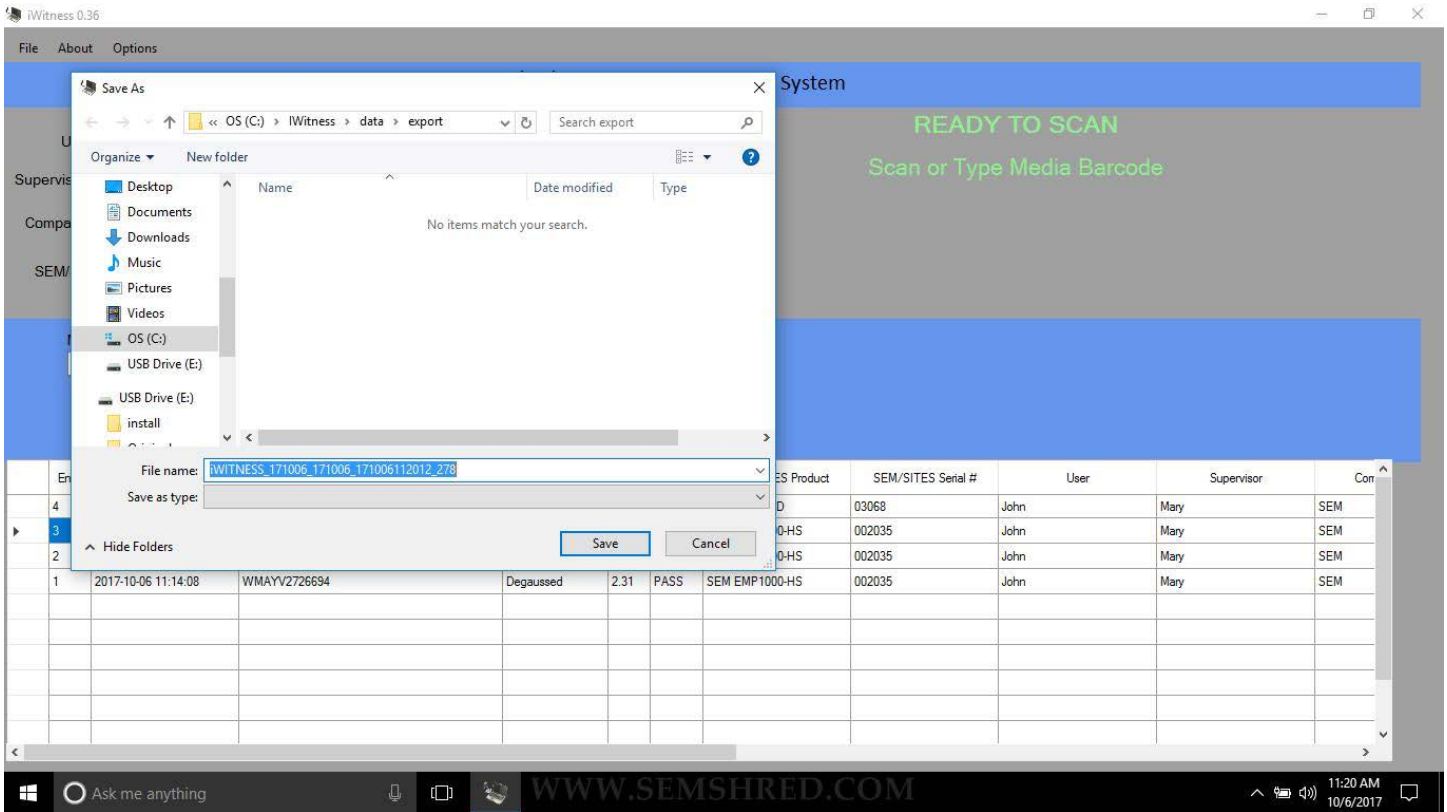
- From: 10/ 6/2017 11:14:08 AM
- Through: 10/ 6/2017 11:20:03 AM

The background window shows a table with the following data:

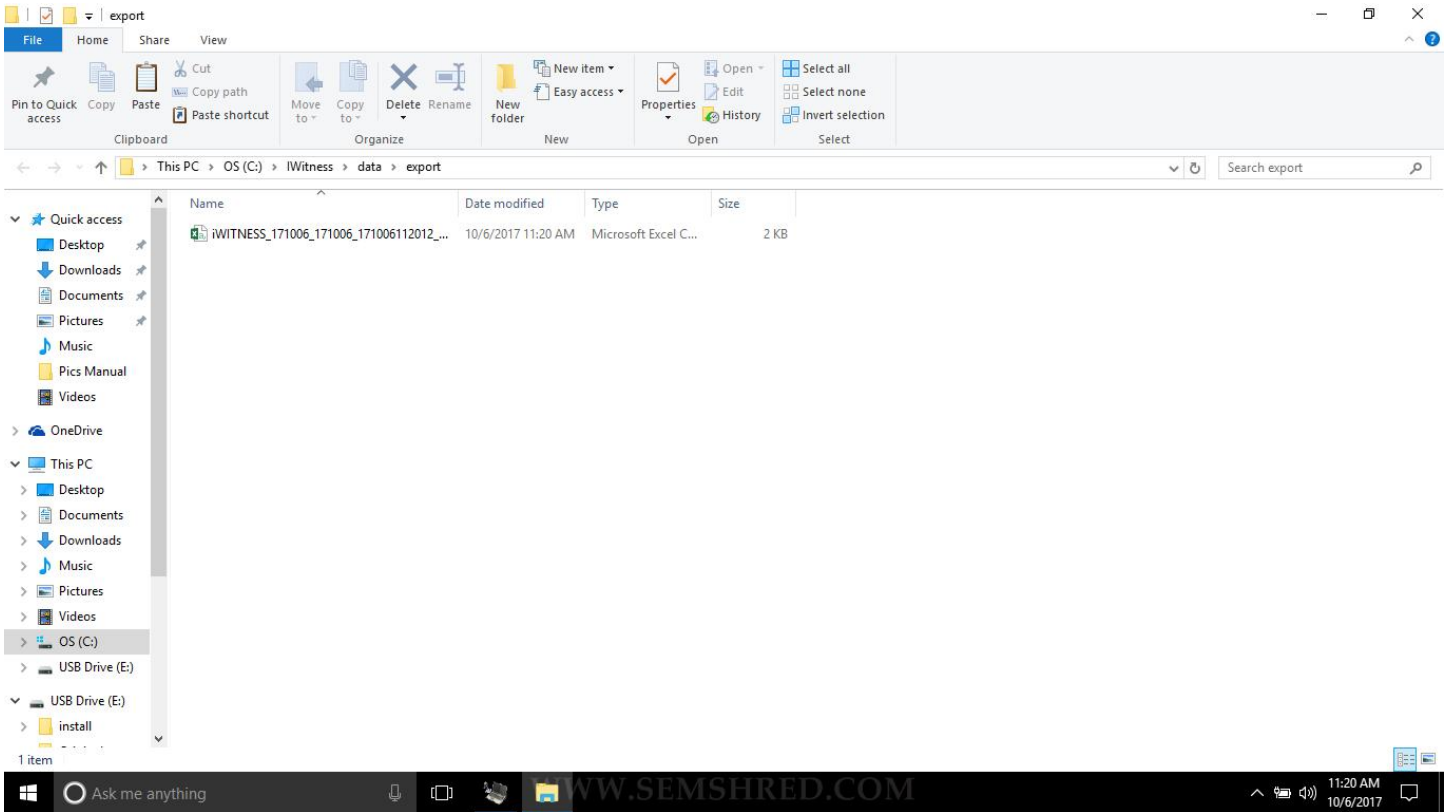
Entry	Date/T	Mag	Pass/	SEM/SITES Product	SEM/SITES Serial #	User	Supervisor	Com
4	2017-10-06 11:17:06			SEM 0205EMD	03068	John	Mary	SEM
3	2017-10-06 11:17:06			SEM EMP1000-HS	002035	John	Mary	SEM
2	2017-10-06 11:15:49			SEM EMP1000-HS	002035	John	Mary	SEM
1	2017-10-06 11:14:08			SEM EMP1000-HS	002035	John	Mary	SEM

Recorded data can be exported at any time by clicking on 'File' and then 'Export'. The Export Data window will appear, and the user can select the exact date ranges of the data to be exported.

For simplicity of use, the Date Ranges will automatically default to the date/time immediately after the last exported row of data to the current date/time. This allows the user to simply export the latest data that has yet to be exported and not have to adjust the date ranges. Just click 'OK'!



- Data is exported in the file type CSV. The data filename automatically defaults to a time stamped name above and to a default directory location on the laptop hard drive.
- This export data location can be accessed simply by clicking on the “iWitness Exported Files” shortcut link found on the Windows Desktop.
- Data files can also be saved to a custom destination, USB Flash Drive or Optical Disc. Simply select the correct path of the destination desired.
- Alternatively, data files can be exported to the default directory and then later copied using Windows Explorer to whatever device/destination is desired.



The exported file default directory location is shown above. It is easily accessed using the “iWitness Exported Files” shortcut found on the Windows Desktop.



***Global Leader in High Security Information
End-of-Life Solutions for Over 50 Years***

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For sales, service, parts and customer support, contact us:

E-Mail: Service@SEMSHRED.com

Website: www.SEMSred.com

Phone: 1 (508) 366-1488

Toll Free US: 1 (800) 225-9293

Address: 5 Walkup Drive, PO Box 1045, Westborough, Massachusetts 01581