

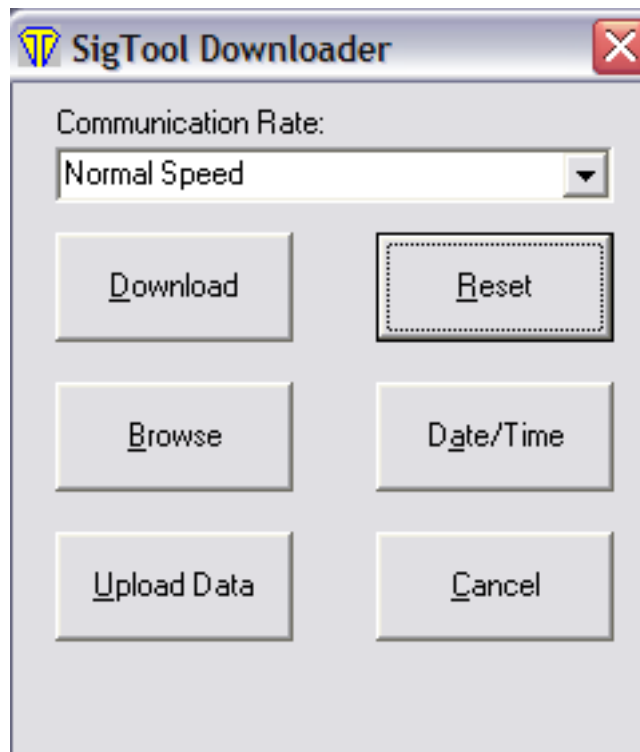
Topaz Systems, Inc.  
Sig Tool PaperGem/TracGem How-To

Topaz Systems, Inc.  
650 Cochran Street, Unit 6  
Simi Valley, CA, 93065  
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[www.topazsystems.com](http://www.topazsystems.com)  
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SigTool PaperGem/TracGem is a Topaz application that allows for the easy download and storage of records taken using a PaperGem or TracGem Topaz signature tablet.

Start the SigTool PaperGem/TracGem application. This will open the 'Sig Tool Downloader' window. From this window the user has many options for the user to choose from.

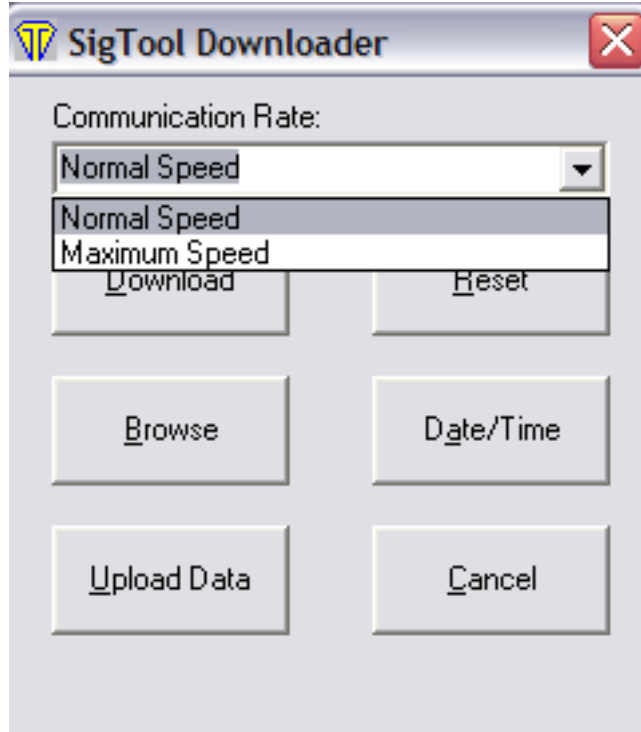


Users can start by specifying the 'Communication Rate:' by utilizing the easy to use drop down menu and the top of the window. This will drop down a menu and allow the user to choose whether to transfer data from the tablet to the computer in either 'Normal Speed', usually reserved for older computers, or 'Maximized Speed', which is best for newer, faster computers. A good rule of thumb to follow is to choose 'Maximum Speed' and only change to 'Normal Speed' if there is a problem with the application.

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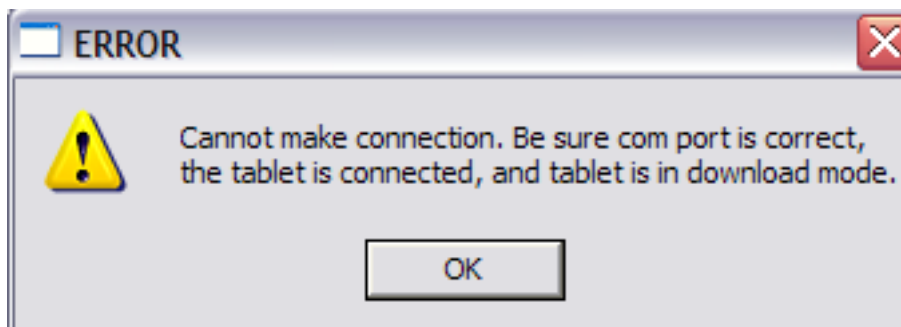
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Once the ‘Communication Rate’ has been chosen, now the user can communicate between their tablet and their CPU in a number of ways offered by the ‘Sig Tool Downloader’”

**‘Download’**- The download function allows users to download information recorded by their Topaz TracGem or PaperGem tablet. This information then gets saved as a .TGM file that can then be viewed through the ‘SigTool Browser’ (see below). To download stored information start by making sure that the Topaz tablet is correctly connected to the computer and the tablet is in ‘Download Mode’. If there is a connection problem then an error message will be generated.



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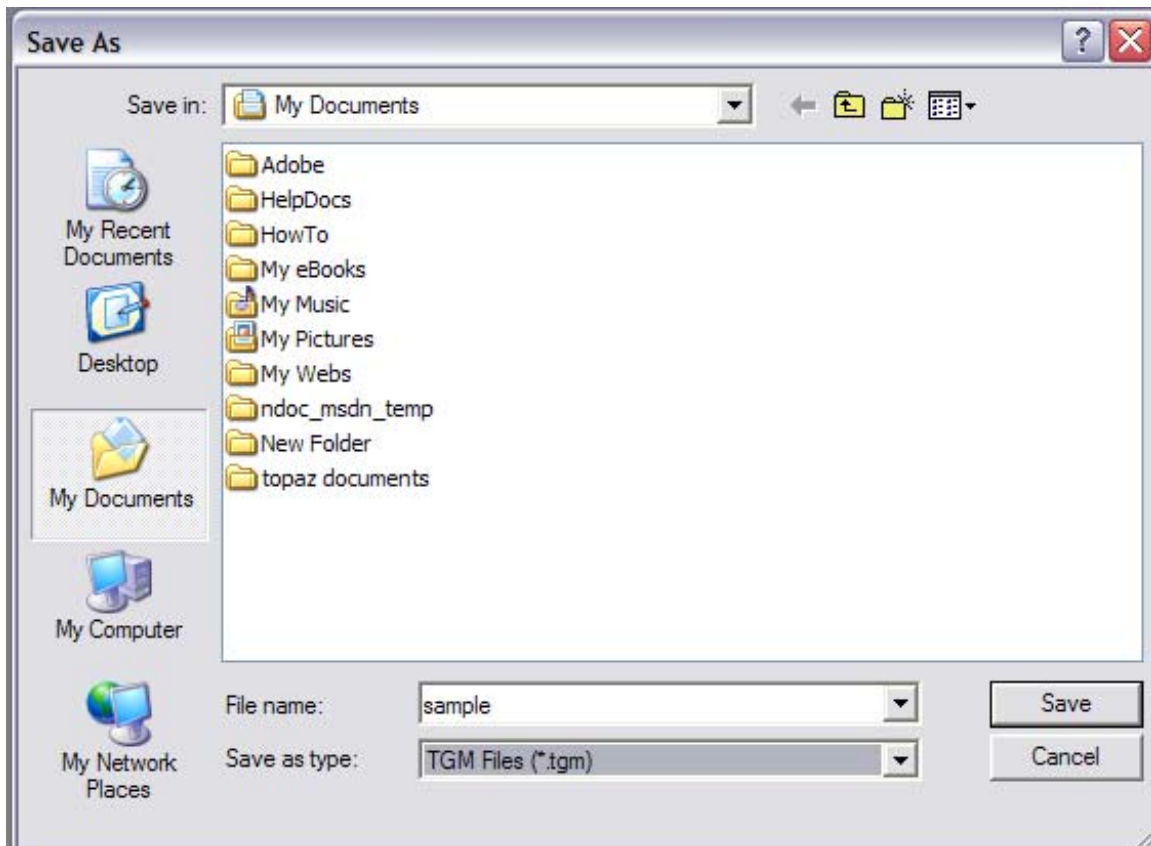
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If the tablet is properly connected and in the 'Download Mode', when the user clicks the 'Download' button, the data will be downloaded and if successful a window will appear.



Next, the user will be asked to name the file that the data will be saved as. The 'Sig Tool Downloader' saves these files in a .TGM file extension.



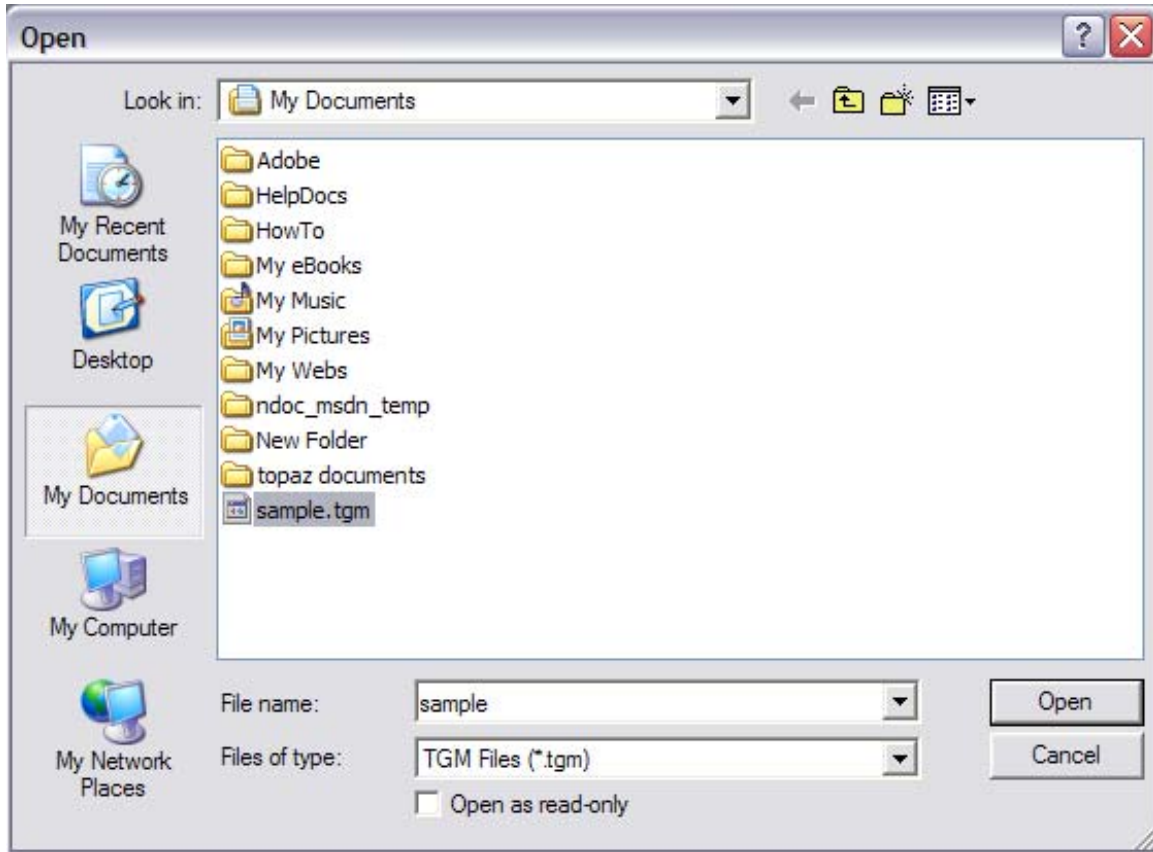
Name the file and click 'Save' and the file will be saved.

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**‘Browse’**-Once the information has been downloaded from the Topaz tablet, now the user can use the ‘Sig Tool Browser’ to view all the records downloaded. To open the ‘Sig Tool Browser’ simply click the ‘Browse’ button from the ‘Sig Tool Downloader’ menu. This will open an ‘Open As’ window. Choose a .TGM file and click ‘Open’.



In ‘Sig Tool Browser’ the records are displayed. The signature is displayed in a signature box, what the barcode reader recorded is displayed under ‘Transaction Data’, the time and date of the record is displayed under ‘Time/Date’ and any keypad data recorded by a TracGem keypad is displayed under ‘TracGem Keypad Data’. To view the next record, simply click the ‘Next’ button. The ‘Previous’ button will take the user to the previous record and the ‘Return to Menu’ will return the user to the ‘Sig Tool Downloader’ window.

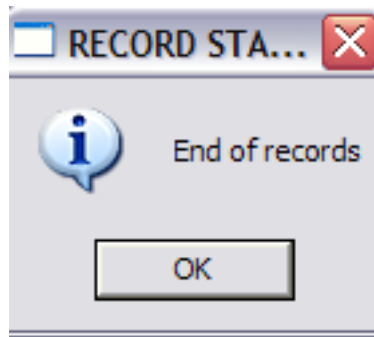
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When there are no more records an error message will be generated.



**'Reset'**- The reset function is meant to clear the internal memory of the Topaz tablet. This is accomplished by once again making sure that the tablet is properly connected and in 'Download Mode'. Now simply click on the 'Reset' button and all records will be deleted. When successfully reset a window will be generated.

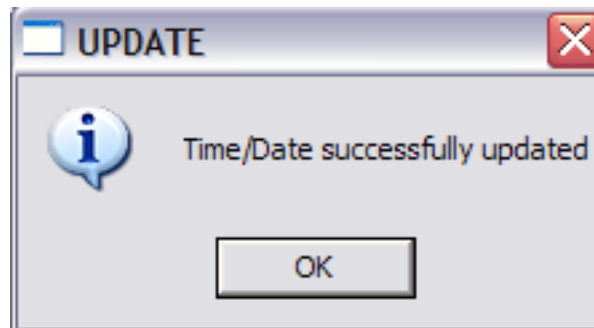
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**'Date/Time'**- The Date/Time function is meant to update the time and date settings for the Topaz tablet. Once again, make sure the Topaz tablet is properly connected and in 'Download Mode'. Clicking on 'Date/Time' will then update the date and time in the tablet and generate a window when successful.

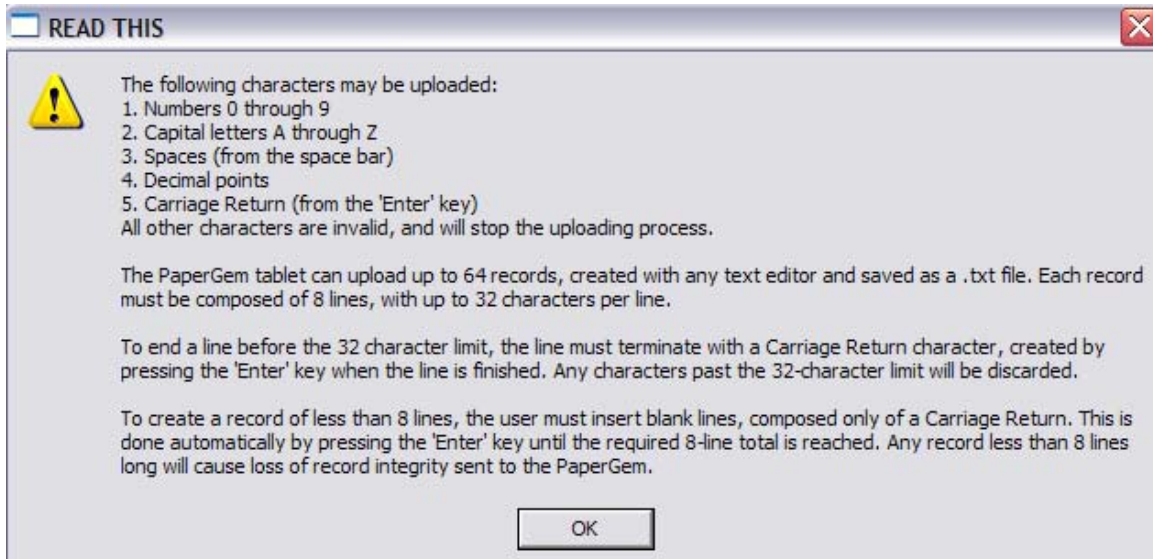


**'Upload'**- **Upload function only for PaperGem series tablets-** The upload function allows users to upload records into their PaperGem series tablet (TracGem does not support record uploading). This functionality allows the users to browse through the stored records on the PaperGem, find the match, and allow the user to sign...hence, the record does not have to be created out in the field. Click on the 'Upload' button. This will open the 'Upload window' and a very important read me window.

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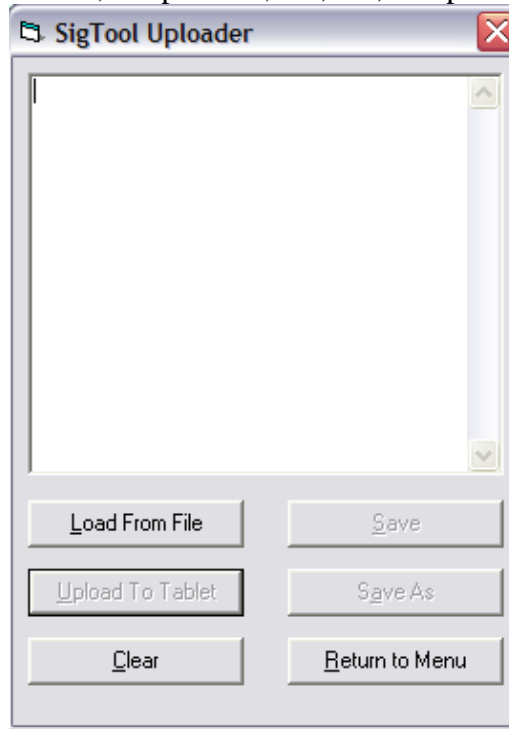


This window provides the parameters for creating records and then uploading them. Note that while in a text editor such as Notepad the 'Enter' key is solely the Carriage Return character, editing within the 'Upload' window will require the user to use 'Shift+Enter' as the 'Enter' key will activate data uploading.

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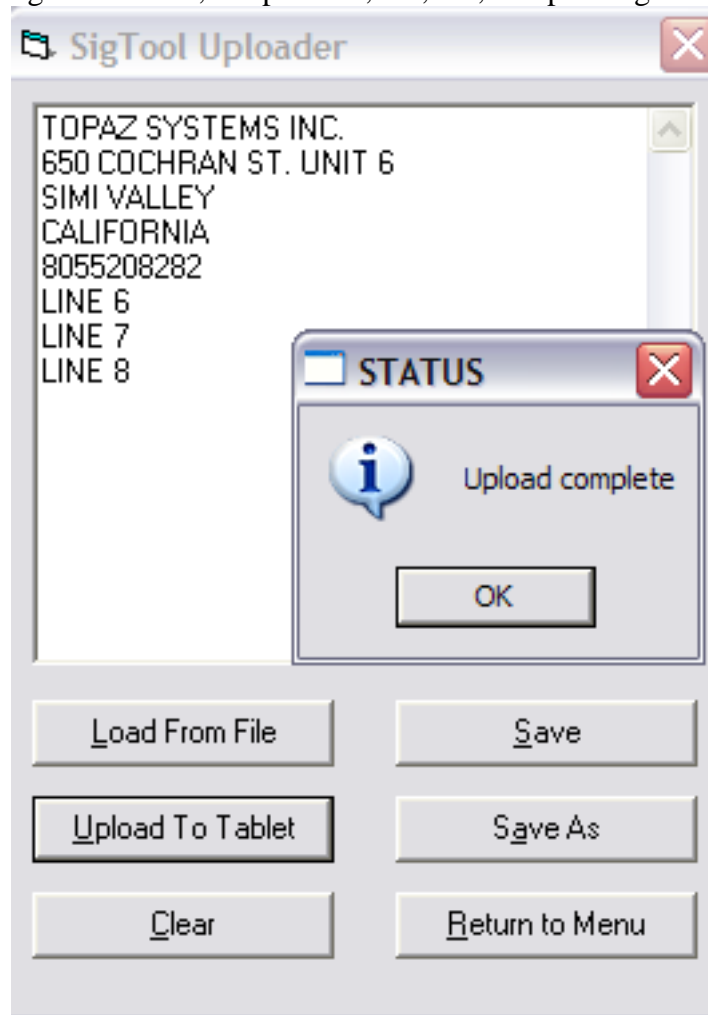


From this window the user has a few options. If the user has already made a text (.TXT) file following the parameters listed in the ReadMe window (see above) then they can simply load the file into the Uploader by clicking on the 'Load From File' button. This will open an 'Open' window to choose the file. If the user has not already made the record in a text editor they can in the window of the Uploader, noting that they must use 'Shift+Enter' to simulate the carriage return character. 'Clear' will clear the window and 'Save' and 'Save As' provide options for the user to save the records they create. Once the record is created or opened, **make sure the tablet is properly connected and in 'Download Mode'** and click the 'Upload to Tablet' (which will be active once there is text in the window). When the data has been successfully uploaded a window will appear.

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‘Return to Menu’ will return the user to the ‘Sig Tool Downloader’ menu.

‘Cancel’- Clicking the ‘Cancel’ button will cancel and close the program.