



Monitor WA Pty Ltd
ABN 18106391726
Unit 8, 17 Foley Street Balcatta WA 6021
Phone: (08) 9440 6600, Fax: (08) 94406622
Email: smartrider@monitorwa.com.au
www.monitorwa.com.au



BUREAU REGISTRATION FORM

The purpose of this form is to enable Monitor WA to gather information from each school as to their Student SmartRider personalisation requirements. Transperth specific information will be on one side of the card and the information that the school wishes to include will be on the reverse side of the card.

1. GENERAL INFORMATION

Physical Address

School Name _____

Address _____

City/Town _____ Post Code _____

Billing Address *if different from above*

School Name _____

Address _____

City/Town _____ Post Code _____

SmartRider Contact Person *for queries relating to the SmartRider Card*

Contact _____ Phone _____

Email Address _____

Billing Contact Person *for queries relating to billing*

Contact _____ Phone _____

Email Address _____

2. DATABASE INFORMATION

Please tick the box to indicate the type of student database the school use for student information

SIS

MAZE

Other (please specify)

3. CARD VOLUME INFORMATION

Please tick the box to show the approximate number of cards the school expects to order in its initial order

Less than 500

500 to 1000

Over 1000

Please tick the box to show the number of cards (replacement and new issues) the school expects to order throughout the school year

100 or less

100 to 500

500 or over

4. CARD DESIGN SAMPLES – refer attachment

5. CARD COST INFORMATION

The following costs will be charged to the school

Initial Issuance – New Cards	
Black and white card (versions 1 – 9)	Nil (cost will be met by the PTA)
Colour card (versions 10 - 18)	\$1.05 + GST per card
Add for magnetic stripe (versions 3, 6, 9, 12, 15 & 18)	\$0.08 + GST per card
Replacement Cards	
Black and white card (versions 1 – 9)	\$0.90 + GST per card
Colour card (versions 10 - 18)	\$1.40 + GST per card
Add for magnetic stripe (versions 3, 6, 9, 12, 15 & 18)	\$0.20 + GST per card
Postage and handling	\$2.00 + GST per order
<i>Custom designs including different layouts or additional data are available for an additional fee of \$300 + GST and are subject to certain conditions.</i>	

6. CARD TYPE INFORMATION

Please refer to the attached list of 18 designs and specify the version required.

The school selects version _____

7. LOGO REQUIREMENTS

If the school requires a logo to be placed on the card in the position shown in the card designs, the image file must meet the following minimum specifications.

The school logo can be printed onto each student card in the position shown within the card designs section. The logo image file must be supplied to Monitor (email or posted) prior to the start of card production. This image can be either a bitmap (BMP) or jpeg (JPG) format. Preferred image format is 24 bit bitmap (BMP). Although the image will fit into an area on the card that is 20mm high by 15 mm wide, the graphic the school provides would normally be much larger and will be resized as part of the print process. Please provide the image without performing any resizing, as this will affect the quality of the image.

8. STUDENT PHOTO REQUIREMENTS

If the cards are going to include a student photo, the school will need to provide a compatible camera or purchase the camera pack option. A compatible camera would need to use its own twain driver, be able to show live video, and allow capture through its twain driver. The resolution of the camera when used in this mode will affect the quality of the printed picture. The IDCapture camera pack includes a version of the IDCapture Lite software, a suitable digital Web camera, all drivers and documentation to install both the camera and software.

The IDCapture software will allow the school to import all the school's student information from a CSV file. It is expected that schools will generate an export of the student information to be printed on the ID card from their student administration system, and then import this information into IDCapture. Schools that are DET schools running SIS will receive the IDCapture software already populated with their student data, as this information will be provided to Monitor from the DET.

Photos captured through the IDCapture software will automatically stretch the image to fit into the area utilised for the photo. IDCapture will also allow users to select an image from an existing file rather than capture it with the camera, if desired. IDCapture will prompt users to position the crop box over the portion of the photo to be printed onto the card.

If schools wish to use existing photos without performing the manual crop procedure they will need to ensure their photo sizes are the correct aspect ratio as shown below.

The height of image divided by length of image must equal 1.14 (with a tolerance of 0.02 pixels). For example; the final image will be 330 pixels x 287 pixels, so if an image is 495 X 430 this would be calculated as follows $495 \div 430 = 1.1511$ which is within the acceptable limits. If the images are outside these limits the photo will be distorted as it is fitted to the area of the card.

Please tick the appropriate box(es):

- The school will not be using photos
- The school will be using photos and requires Monitor to supply a full IDCapture Camera and Software Pack costing \$160.00 + GST
- The school will be using existing photos or will provide its own camera
- The school would like advice about how to resize the photos to the required size

8. BARCODE INFORMATION

Barcodes are utilised by most Library Automation Systems. There are several barcode types or fonts in use in Western Australia (the type of barcode is usually determined by the school library system).

If the school requires a barcode on the SmartRider cards, the school will need to confirm the style of barcode required. The barcode type that is used by most school libraries is a type 39 barcode, also known as the 3 of 9 barcode, Code 39, or Code 39 Font.

If the school decides to retain the existing student barcode system and are planning to provide Monitor with the student details and each student's matching barcode number, check if the sample barcode below is similar to the system used by the school. To test this, scan the sample barcode below to see if it can be read by the school's library system.

If the school decides to use either the curriculum council number, or unique student number/key available from the school's admin system for the student barcode, please check the appropriate box below. Most library systems can be set to allow these numbers to be used for this purpose by performing minor adjustments through the system's administration module of the library automation package. It is recommended that the school seek assistance from the school's library automation support person prior to checking the box below.

Please tick the appropriate box:

- The school will not use barcodes
- The school will supply barcode numbers for all students
- The school will supply student curriculum council numbers for the student barcode
- The school will supply student numbers for the student barcode

Sample barcode (12345678)



- The barcode sample above will not work. The barcode type the school uses is (please specify)

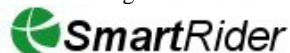
9. MAGNETIC STRIP INFORMATION

The magnetic strip (if selected below) can be encoded with a number on Track2 of the magnetic strip. This number can be used with systems attached to photocopiers or access control devices. Note: Monitor has a Mifare module for Monitor terminals which would negate the need for a magnetic strip. This may be a better option for schools considering the magnetic stripe option. Other suppliers of copier or access control devices may have the same facility.

Please tick the appropriate box:

- | | |
|---|---|
| <input type="checkbox"/> Magnetic strip is not required | <input type="checkbox"/> Magnetic strip required, encode with consecutive numbers starting from _____ |
| <input type="checkbox"/> Magnetic strip required, encode with Monitor specific number | <input type="checkbox"/> Magnetic strip required but do not encode |

More information and utilities will be available through the Monitor WA web site by going to www.monitorwa.com.au and following the SmartRider Link.



Further information can be obtained by emailing smartrider@monitorwa.com.au or phoning Monitor on 9440 6600.