

## 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 (Please tick the box if this address will be printed on the SmartRider, if not ticked, postal address will be printed on the card if applicable.)

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_

SmartRider Postal Address (if different from above)

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_

SmartRider Contact Person (for queries relating to SmartRider cards)

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Billing Contact Person (for queries relating to billing)

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 2. CARD COST INFORMATION

The following costs will be charged to the school. Card design demos can be found on our website [here](#).

### Initial Issuance – New Cards

Black and white card (versions 1 – 8) Primary School Students first card (up to and including Grade 6)	\$0.00
Black and white card (versions 1 – 8) All student not primary school students	\$1.00 + GST per card
Colour card (versions 10 - 18)	\$1.50 + GST per card

### Replacement Cards

Black and white card (versions 1 – 9)	\$1.00 + GST per card
Colour card (versions 10 - 18)	\$1.50 + GST per card

*Custom designs including different layouts or additional data are available for an additional fee of \$300 + GST and are subject to certain conditions.*

## 3. CARD TYPE INFORMATION

Please refer to our website [here](#) for design demos and specify the version required.

The school selects version: \_\_\_\_\_

## 4. 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 PNG, bitmap (BMP) or jpeg (JPG) format. Preferred image format is a PNG or 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.*

## 5. 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 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

## 6. 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: \_\_\_\_\_

More information utilities will be available through the Monitor WA web site by going to [www.monitorwa.com.au](http://www.monitorwa.com.au) and following the SmartRider Link.



Further information can also be obtained by emailing [support@monitorwa.com.au](mailto:support@monitorwa.com.au) or phoning Monitor WA on 9240 4777.