

# PARKING AND FLEET HARD CASE TAG ORDER FORM INSTRUCTIONS

For Form 600199-001 01/2015

*Incomplete forms may cause delays in processing your order!  
If you need assistance, please contact your order administration representative.*

## Overview

These instructions provide definitions of unfamiliar terms, explain the importance of supplying reader information, and help with understanding any standard and non-standard features of your tag. The accompanying tag order form is new so please take the time to review these instructions fully before preparing your order.

**Tab between fields and type the requested information, make a selection from the drop-down menu, or mark the checkbox.**

## Terms Used in Tag Ordering and Programming

<b>ASCII</b>	American Standard Code for Information Interchange. A standard that identifies letters, numbers, and various symbols by code numbers for exchanging data between different computer systems.
<b>ATA</b>	American Trucking Association. ATA is a read-only protocol commonly used in transportation markets and consists of a formatted ASCII string containing either 10 ASCII characters (half frame tag) or 20 ASCII characters (full frame tag).
<b>Customer ID</b>	This number is normally the ID as specified by the customer and can be printed on or etched into the tag as the ASCII authority code and ID (ATA tags), or as the Wiegand facility code and ID (Wiegand tags).
<b>Dominant</b>	This refers to protocol dominance, which is the initial protocol that the tag will respond to when interrogated by a reader. For example, an ATA-dominant tag means that it will first respond in ATA mode upon activation. The choices are ATA or eGo/SeGo.
<b>eGo</b>	Communications protocol used on a tag compliant with the American National Standards Institute (ANSI) National Committee for Information Technology Standards (NCITS) 256-2001 and the International Organization for Standardization (ISO) 18000-6 standards. Also, eGo is a TransCore tag technology brand name
<b>Facility Code</b>	For Wiegand tags, the facility code designates the site number of a specific customer location and is customer specified.
<b>Full Frame</b>	Size of Tag ID, capable up to 20 ASCII characters
<b>Half Frame</b>	Size of Tag ID, capable up to 10 ASCII characters
<b>Internal ID</b>	Each tag has a 64-bit manufacturing identification code programmed and locked into the tag. This ID is usually not read in parking and access control applications.
<b>Protocol</b>	Refers to the manner in which tags and readers communicate. TransCore multiprotocol tags are capable of enabling eGo, SeGo, and/or ATA protocols.
<b>SeGo</b>	SeGo is a high data rate (2 x eGo data rate) read/write tag protocol. As with eGo/ATA, this protocol is compliant with ANSI NCITS 256-2001, ISO 18000-6B, and ISO 10374 standards. Also, SeGo is a TransCore tag technology brand name
<b>Wiegand</b>	Wiegand is a data format commonly used in the access control community that consists of both a facility code and a Tag ID. These tags are always half-frame tags and can be programmed from 26 bits (standard) to 56 bits in length. Some commonly used Wiegand formats are Wiegand 26-bit, Cardkey 34-bit, McGann 37-bit, etc.

## Tag Order Fields

Remember, you must tab from field to field. **Do not** use the ENTER key.

1. Complete the **CUSTOMER INFORMATION** fields. Be sure to select the **APPLICATION** from the drop-down list in this section. Only one application can be selected.
2. Complete the **BILL TO** information fields.
3. Complete the **SHIP TO** information fields.

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4. Complete the **TAG/PROTOCOL INFORMATION** fields. You will need to complete a new form for each tag type ordered.
- A. **Quantity:** Fill in the number of tags that you want to purchase and tab to the next field. Remember, you must tab between fields, do not use the ENTER key.
  - B. **Type:** This is a fixed field. Select the row with the tag type that you want to purchase, then tab to the **Description** field.
  - C. **Description:** This field features drop-down menus. Click on the down arrow on the selected row to see a list of tags and options. Use your mouse to point to the item that you wish to purchase. Click once to select the item. Your choice will appear in the field.
  - D. **Protocol Option(s):** Select which tag protocol you require for your system from the drop-down menu. There are four protocol options: ATA/SeGo, ATA/eGo/SeGo, eGo/SeGo, and SeGo. Remember to match your protocol option with the options located in the **FIXED READER INFORMATION** section of the form.
  - E. **Dominant Option:** The dominance option configures the tag for the protocol to be expected. Select ATA if the readers are operating with ATA protocol. Select eGo/SeGo if the readers are operating with eGo or SeGo protocols. If both protocols are enabled on the reader, select eGo/SeGo. Select the protocol dominance you require for your tags from the drop-down menu.
  - F. **Unit Price:** Fill in your cost for the item listed. If ordering tag quantities of less than 100 tags, MSRP + \$150 setup charge applies. For the license plate tags, a minimum order of 50 tags is required.
  - G. **Extended Price:** These fields are automatically filled in when the **Quantity** and **Unit Price** fields are populated.
5. Complete the **PROGRAMMING DATA INFORMATION** fields.
- A. Check the appropriate box to indicate whether you are ordering a **Programmed Tag** or an **Unprogrammed (blank) Tag**.
  - B. Select the ASCII Format from the drop-down menu (a). Next, specify an “up to” 4-Character Prefix (b), which is normally alphabetical characters, and an “up to” 10-digit starting serial number First ID (c). These 2 fields (b and c) together must total 10 characters for a half-frame ASCII programmed tag and 20 characters for a full-frame ASCII programmed tag. You must also indicate the format of the programming of the first tag’s data, showing the location of the prefix as well as the First ID with all characters used shown (d). Refer to the graphic in this section for an example of an ASCII Tag Format entry.

**ASCII Tag Format:**

- a) ASCII Format :
- b) ASCII 4-Character Prefix:
- c) First ID (include preceding zeros):
- d) Programming: Fill in text fields with numbers, letters, or blank spaces.
  - i. Half Frame  **OR**
  - ii. Full Frame

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- C. Select the Wiegand name (e.g., Wiegand 26-bit) from the drop-down menu (a), and enter the Wiegand facility code (b) and first ID number (c). *If you are ordering half-frame or full-frame tags with ASCII format, do not fill in the Wiegand section.*
  - D. Enter the **End User Name and Location**.
6. Complete **FIXED READER INFORMATION** fields. Having this information ensures that the tags being ordered, that is, the protocol and dominance, match the reader system being used.
- A. Select the reader type from the drop-down menu.
  - B. Input the serial number from your reader or input the reader part number.
7. **COMMENTS:** Use this space for any additional information pertaining to your order.
8. **PREVIOUS PURCHASE ORDER:** Please enter the purchase order that pertains to this installation's configuration.
9. **BARCODE LABEL PRINT INFORMATION:** Click the checkbox to select the Customer ID or the SeGo ID. Please note that the barcode must contain one of these two options.
10. **AUTHORIZED NAME ON PURCHASE ORDER:** Please enter the authorized purchaser name.
11. **AUTHORIZED SIGNATURE.** Remember to sign the form or enter authorized party's e-mail address before submitting form to TransCore.
12. **DATE.** Enter the current date.

Submit the completed form by e-mail to [orderentrybox@transcore.com](mailto:orderentrybox@transcore.com). You may also use this email address to submit any questions or comments that you may have about your order.