



Department of Commerce

Division of Liquor Control
John R. Kasich, Governor
Andre T. Porter, Director

AUDITOR SCRIPT -- First Liquor Agency Visit

- 1) Enter the liquor agency with the following:
 - Aruba RAP and MIC Hand Scanner**
 - Auditor Script** (all five pages)
 - Commerce Equipment Accountability Form**
- 2) **Locate the power source** and where the RAP is to be tested
- 3) **Locate the Agency internet connection**
- 4) **Unpack** the ARUBA RAP
- 5) Follow **Setting Up The ARUBA RAP** instructions on **page 2**
(approximately 5 to 10 minutes to complete)
- 6) **Unpack** the hand scanner
- 7) **Power up** the hand scanner
- 8) Follow **Testing Hand Scanner** instructions on **pages 3 & 4**
- 9) **Power down** hand scanner
- 10) Have liquor agency representative **sign the Commerce Equipment Accountability Form** (attached to each unit) for possession of the ARUBA RAP and MIC hand scanner.
- 11) **Record the MAC addresses** for both the RAP and MIC on the Commerce Equipment Accountability Form.
- 12) **Remove RAP and MIC manuals**
- 13) **Locate the Agency computer**
Verify it is powered up and connected to the internet.
- 14) Complete **Technology Audit Form** (attached on **page 5**)
- 15) **Open** Internet Explorer and go to <https://agencyportaldemo.com.ohio.gov>
- 16) Conduct **Agency Portal training**, using the **Liquor Agency Training Guide**.
Close internet browser when training has been completed.
- 17) **Answer any questions** about future training and troubleshooting.





Liquor Agency Training Guide

ARUBA – Setup at Liquor Agency

SETTING UP THE ARUBA RAP

Remote Access Point (RAP) – the remote access point or RAP is basically a Wi-Fi modem that allows the hand scanner to make a connection to the internet.



- 1) **Open box**, which contains the RAP, power supply and short network cable.
- 2) **Unpack the RAP** and assemble the stand, so it mounts upright on a flat surface.
- 3) **Connect the Ethernet cable** from the store internet source **to the connector** on the back of RAP marked **with the number 0**.
(When connecting directly to a cable modem, use the included short network cable to connect from the cable modem to the RAP connector with the number 0.)
- 4) **Connect the power** supply to the RAP.
- 5) Yellow and green lights show initial activity as it automatically configures itself.
- 6) This **setup portion will take 5 minutes or longer**, depending on the speed of the internet service at the store.
- 7) Activity will be shown in the form of flashing yellow and green lights.
- 8) Once the RAP is fully set up, you will see less light activity.
- 9) Power up the hand scanner to test for a successful connection.

Power Indicator



- 10) **IF THE GREEN POWER LIGHT IS FLASHING** and no other lights are blinking, you do not have a good internet connection. Check the cable connection.



Department
of Commerce

Division of Liquor Control
John R. Kasich, Governor
Andre T. Porter, Director

Liquor Agency Training Guide

Hand Scanner Test

1) **Start the MIC Hand Scanner** by pressing the power button.

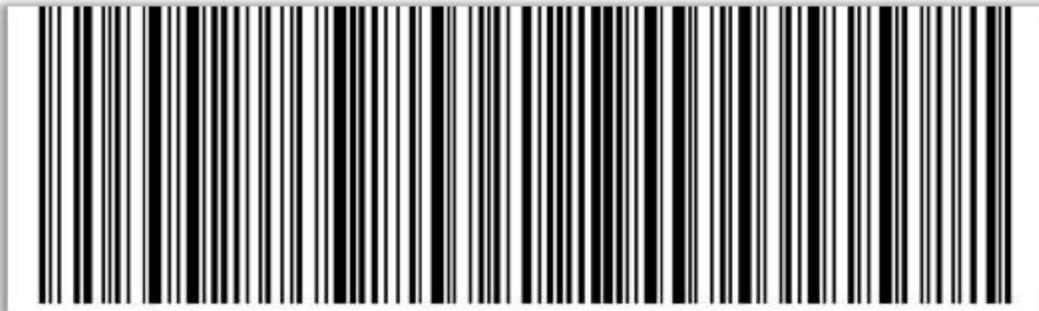
2) **If the screen on the right does not appear**, go to the **Troubleshooting Hand Scanner** guide on **page 4**.

ODOC - Division of
Liquor Control

Environment: Production

3) **Scan this bar code.**

If nothing happens, tap the text box and try again.



4) When you see the screen on the right, **your scanner is configured properly**. Follow any instructions on the screen.

ODOC - Division of
Liquor Control

Environment: Production

Scanner Validated!

Please place the device in hibernate mode, and ensure that the batteries remain charged when not in use.



Department of Commerce

Division of Liquor Control
John R. Kasich, Governor
Andre T. Porter, Director

Liquor Agency Training Guide

Troubleshooting Hand Scanner

IF YOU DO NOT SEE THE HOME SCREEN

Check the Connection

- 1) At the top of the hand scanner screen, there is an **indicator of how strong your connection is** (just like a cell phone). Signal strength is shown below.

If you have any bars showing, you should be connected.



- 2) **If there is no connection**, restart the device.

Locate the Home button and tap it with your stylus

- 1) **Locate the bottom toolbar** (shown at right)



If you do not see the Home button

Tap to expand button at the bottom of the screen



- 2) Tap the **Home button** 

- 3) Wait for the page to load

RESTARTING HAND SCANNER

- 1) **Hold the power button down** until the power menu appears
- 2) Select **Reboot**



Department of Commerce

Division of Liquor Control
John R. Kasich, Governor
Andre T. Porter, Director

Liquor Agency Training Guide

Training Technology Audit

Store Number: _____

Store Name: _____

Date: _____

Auditor: _____

CHECK FOR INTERNET EXPLORER VERSION

- 1) **Open Internet Explorer**, to browse the internet.
- 2) Select **Help** or the gear symbol  from the Menu Bar at the top of the screen.
- 3) Select **About Internet Windows Explorer**

OR

- 1) **Open Internet Explorer**, to browse the internet.
- 2) Type <http://whatbrowser.org> to determine the version

Is the Internet Explorer browser version 10 or above? ___ YES ___ NO

INTERNET CONNECTION SPEED TEST

1. **Open Internet Explorer**
2. **Type** the following address <http://speedtest.net>
3. Select **Begin Test**
4. Record the results below.

Download Speed _____

Upload Speed _____

___ Check here if you were unable to reach <http://speedtest.net> to perform this test because there is **no working Internet connection**

CHECK FOR USB PORT

Does the Agency computer have a USB port? ___ YES ___ NO