

## How to Use the Alpha Suite Lite Data Collection Software

1. Your software should be installed on a laptop and the program should be open.
2. Using the laptop's serial COM port, or one of its USB serial port, connect the Copicode Alpha and the laptop together. For a USB port connection, you will need to use the supplied USB to serial convertor (with its driver previously installed).
3. Press the [Read Button](#) to view data currently stored on the Copicode Alpha. If you have trouble establishing communication, select [COM](#) in the [File Menu](#) to check that the proper serial port has been selected. Change the port as necessary and press the [OK Button](#).
4. With the data displayed, press the [Save Button](#) to open a dialog for saving the data. You will be prompted to select a file name and location for the data, which will be saved as a text file.
5. If you like you can copy the displayed data, unformatted, to the laptop's clipboard by pressing the [Copy Button](#). Similarly, you can export the data as a formatted Excel (xls) file by pressing the [Excel Button](#).

If you want to print the displayed data, press the [Print Button](#) and follow the standard printing prompts. The data will print formatted, exactly as it is displayed.

6. If you want, you can save the displayed data under a second file name, by choosing [Save As](#) from the [File Menu](#). You can also open a previously saved file by choosing [Open](#) from the [File Menu](#).
7. To clear the usage data (but not the account names or user codes) from the connected Copicode Alpha, press the [Erase Button](#).
8. To clear the display for a new reading (to be taken from the same or a different Copicode Alpha), press the [Clear Button](#).