



AMSI User Manual Site Users

V1.0.2

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Prepared by:



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Overview

The AMSI system is an add-on to the existing SCS Inventory Management System (EQP) that will facilitate automation of the data gathering and labeling of fixed assets. The primary functions provided are:

- Gather information via barcode scanner currently written on the 'Shelby County Schools Asset Disposition Form'
- Print on demand labels for new assets
- Perform annual physical inventory via barcode scanner of all assets tracked by SCS
- Allow inventory audits outside of annual physical inventory
- Allow inventory reporting at the school level

The user will have access to the following transactions:

- Add (New)
- Tag Confirm
- Transfer Out
- Receive Transfer
- Stolen
- Disposal Request
- Reactivate
- Physical Inventory
- Cycle/Audit Count

This User Manual will show how to perform each transaction and the data flow through the components of the system. The major components or applications that the users will see are:

- Admin Web Application
- Handheld Terminal Application
- Scanner DataEngine Application

Office of Asset Management Email Address

For general questions or to provide additional information about tracked or non-tracked Assets please contact the Office of Asset Management via the following email address:

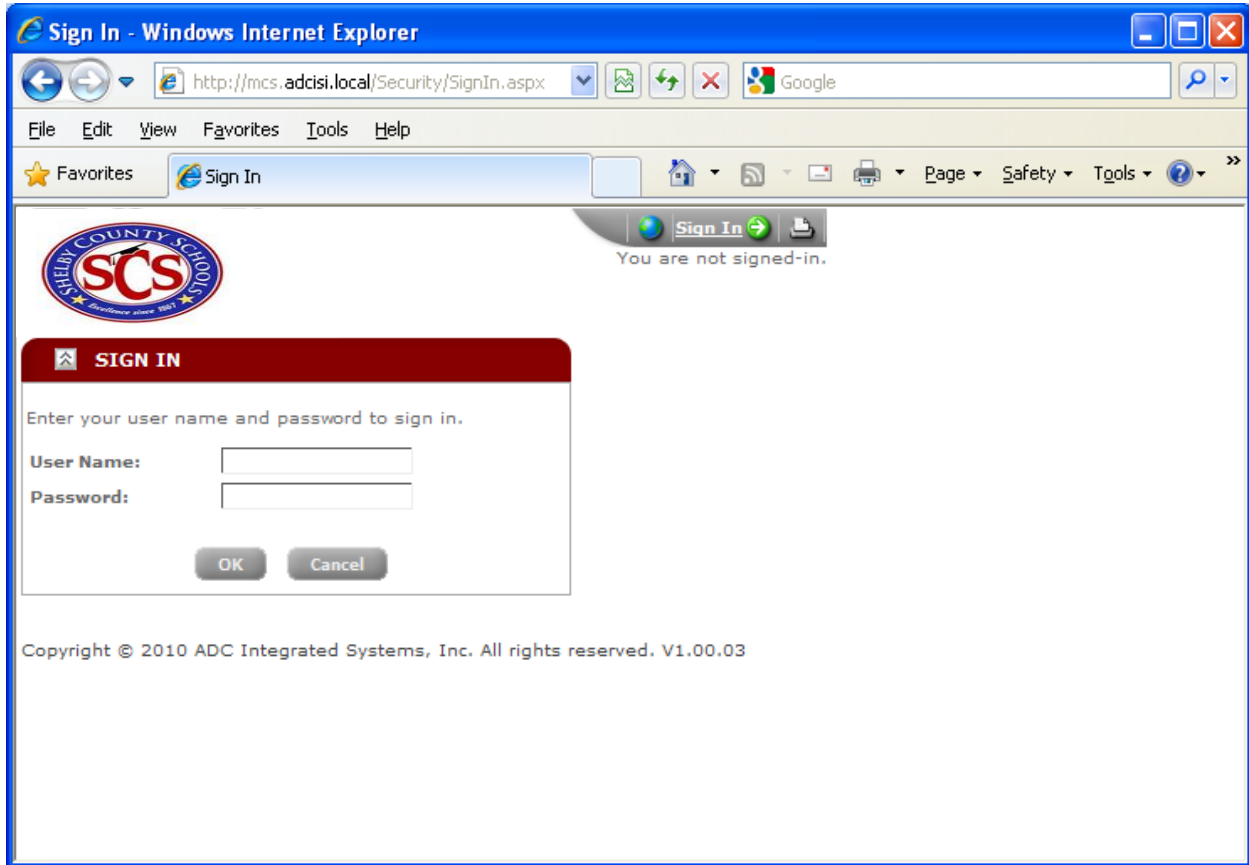
amsirequest@scsk12.org

Applications – General Information

Admin Web Application


Home Page


The URL for the Admin Web Application is <http://amsi.scsk12.org/AMSI>.





Special Function Icons

There are a number of standard functions found throughout the Admin Web Application. These are represented by icons. Following are some of the standard icons and their associated function.

 - View a data record

 - Select Record

 - Export current data view to an Excel spreadsheet

 - Rest all filters to default values

Search

At the top of most pages there is also a 'Search For' box that allows for quick searches on particular fields. An example of one is from the Inventory screen:

Search for

(Search Fields: Item Number, Serial Number, Model Number, Manufacturer or Vendor Name)

Enter the exact value you would like to search and click 'Go' and the system will search each of the 'Search Fields' listed.

Filters

Another handy search feature is the use of Filters. Filters are in several forms:

- Dropdown Lists
- Scrolling List Boxes – Multi Select
- Input Boxes – Single Value
- Input Boxes – Range

Each screen will have filters based on the data content of that screen. Following are the filters from the Inventory screen:

Class Code

Acquisition Date to

Program Project

Location


Sub Location

Room

Current Status Code

Active

Dropdown List Filters are executed immediately upon selection of a new value. List Boxes and Input Boxes require you to click 'Go' for the display results to be filtered.

To reset the filters back to the default value click the 'Reset Filter' icon .

Sorting Data

Most of the data columns displayed can be sorted by clicking on the column label above the data. The data can only be sorted by one column at a time. So if you prefer to sort the data by Manufacturer then click on the 'Manufacturer' label above that column. Clicking the column label again sorts in reverse order.

Original Order

Manufacturer
HP
PHILIPS MAGNAVOX
SYMPHONIC
EMERSON

First Sort

Manufacturer
APPLE
APPLE
APPLE
APPLE

Second click yields Reverse Sort

Manufacturer
WURLITZER
VST
VST
VST

Pagination Control

You can also control how much data is displayed on the screen as well as quickly move through pages using the Pagination Control. An example of the Pagination Control is below:



This indicates the following:

- Currently viewing page 1 of 25
- A total of 241 items are available for viewing
- Currently viewing 10 items per page

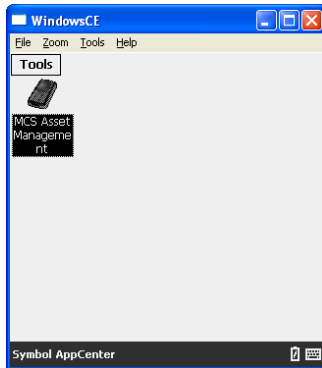
Use the Double Arrow icon to move to the first or last page. Use the single arrow icon to move one page at a time.

Manually key a new page number or items per page and click 'Go' and the screen will be updated accordingly.

Handheld Terminal

Startup Screen – Symbol AppCenter

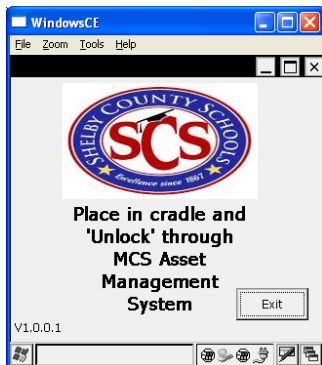
Whenever the Handheld Terminal is reset or the Asset Management application is exited, the user will be presented with the following screen. The only option from this screen is to click the icon labeled ‘SCS Asset Management’. This will start the data collection program on the handheld.



‘Locked’ Screen

When the handheld is ready for operation it will display the following ‘Locked’ screen. This is the normal ‘home’ screen for the data collection application. Clicking ‘Exit’ on this screen will return you to the ‘Symbol AppCenter’ screen above.

The handheld will remain at the ‘Locked’ screen until it is ‘Unlocked’ in the AMSI Web Application.



Standard Application Buttons

Most data entry screens have the following two buttons. Their use is always the same no matter what screen they are on.



- Accept and validate the current data entered. If it is valid then save it and proceed to the next step in the process.

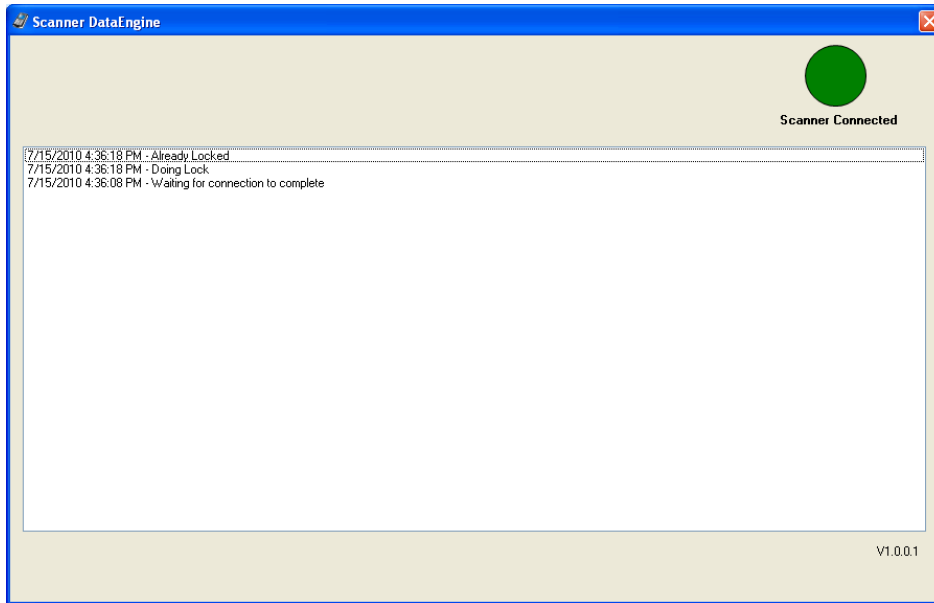


- Cancel the current screen and return to the previous screen. All previously saved data will remain saved and any current data in-process on the current screen will be lost.


Scanner DataEngine Screen

The Scanner DataEngine is the application that moves data from the handheld to the AMSI system database. This screen is provided for status purposes only. There is no user interaction through this screen. This application should start automatically every time your computer restarts.

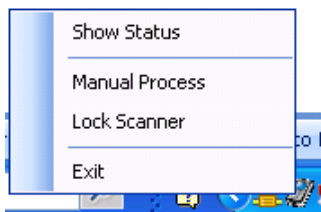
Every time you put the handheld scanner in its cradle the Scanner DataEngine screen is displayed to show the status of the handheld connection and update.



DataEngine Menu


A limited set of functions is available through the Data Engine's 'Scanner' icon  in the system tray (lower right corner) of your PC's display .

Right click the Scanner icon to see a list of available functions:



- Show Status – Displays the Scanner DataEngine screen to see the status of the application
- Manual Process – Used typically by IT Technicians to reprocess files. Clicking on this will typically not perform any function without the help of the school IT Tech.

- Lock Scanner – Normally the scanner will Lock and data will upload after being placed in the cradle. If for some reason this does not happen then click on 'Lock Scanner' to force the Scanner DataEngine to Lock the Scanner and upload its data.

The  icon in the top right corner of the screen does not exit the application. It only closes the Status screen.

Microsoft ActiveSync

Microsoft ActiveSync is an application that is installed on your system so that the Scanner DataEngine application can communicate with the Handheld Scanner. Typically there is nothing to configure or do with ActiveSync. However, attaching any SmartPhone or PDA with a Microsoft operating system to a USB port can interfere with the operation of your Handheld Scanner.

Following are the two typical icons for Microsoft ActiveSync that are found in your system tray:



- Gray Icon Color - Scanner is not connected to the PC



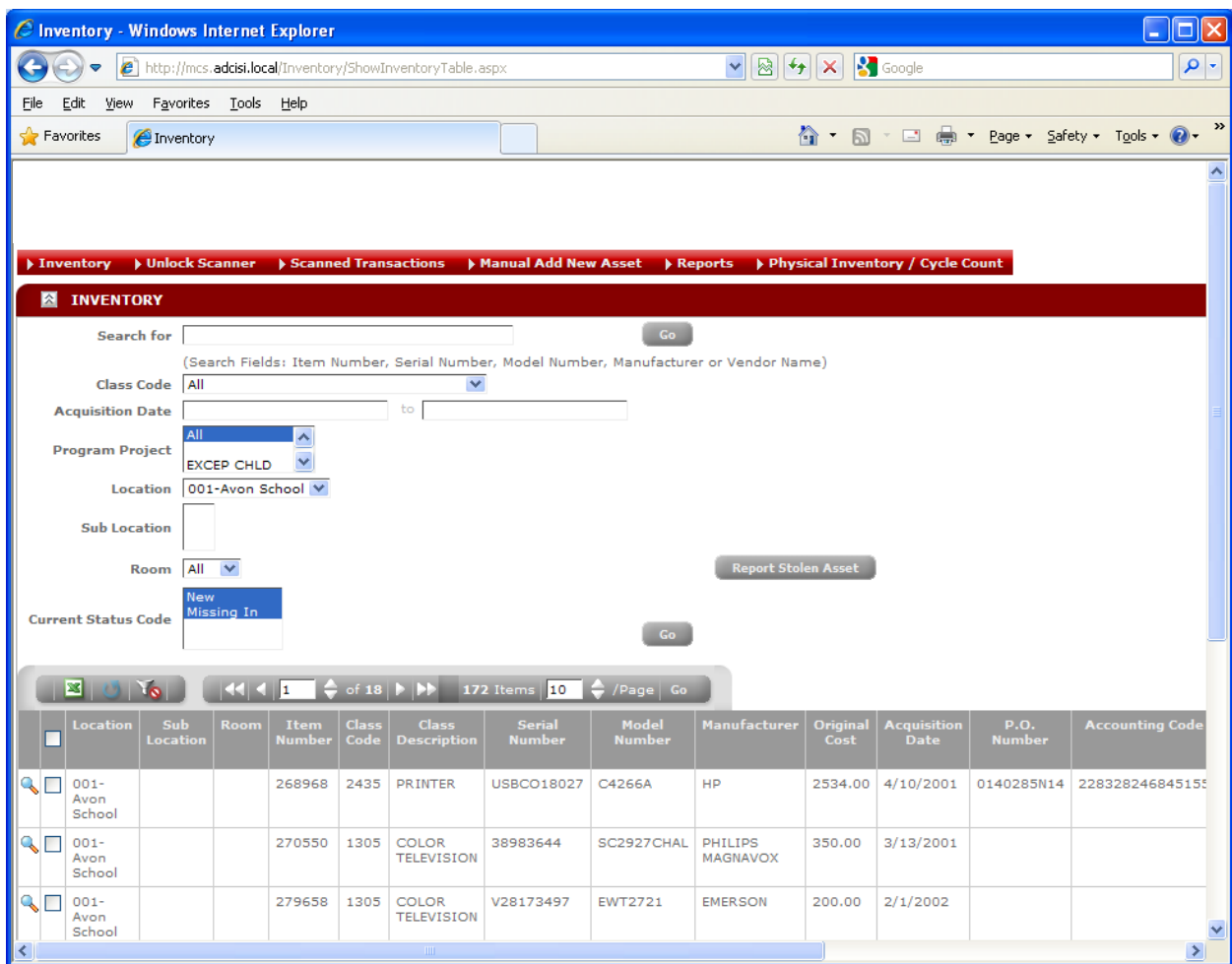
- Green Icon Color - Scanner is connected to the PC. In this mode the Scanner DataEngine can communicate with the handheld scanner

Using the System

AMSI Web Application

Login

Enter your normal Windows User Name and Password in the AMSI Web App Login Screen. If you are authorized for access to the system you will be displayed the following Inventory screen. This screen allows you to view the Assets that are currently at your Location. Through the Menu Options you can view Scanned Transactions as well as control the Handheld Scanner.

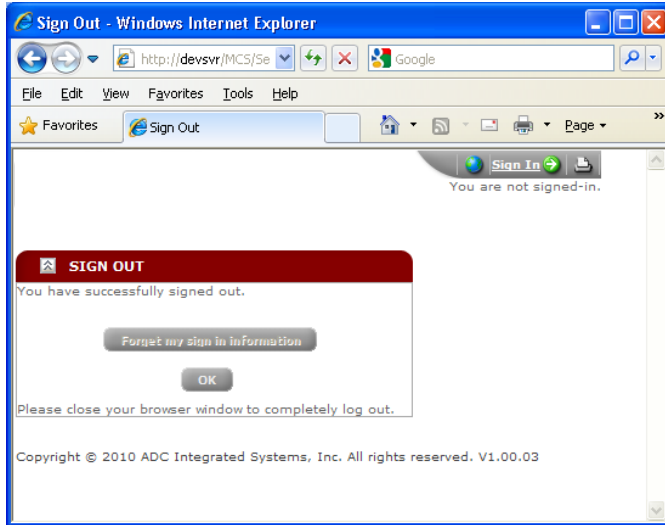


Logout

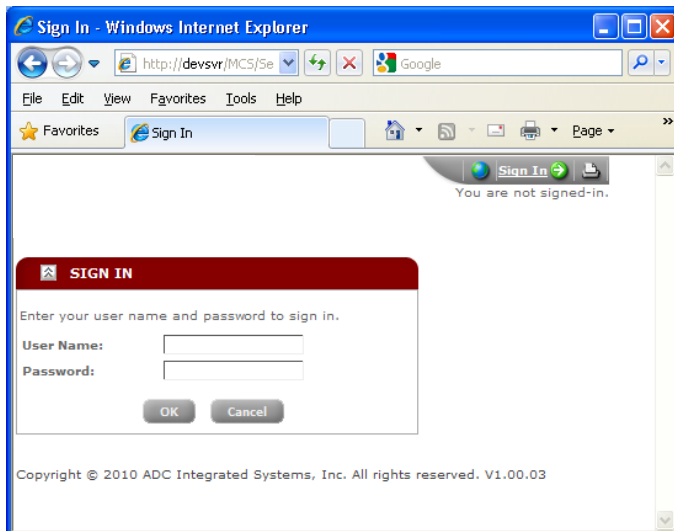
To Logout of the Web App scroll the browser if necessary to view the upper right corner of the current screen. You will find the 'Sign Out' area above your User Name:



You can either click the 'Sign Out' link or the Red Arrow icon. You will be redirected to the 'Sign Out' page.

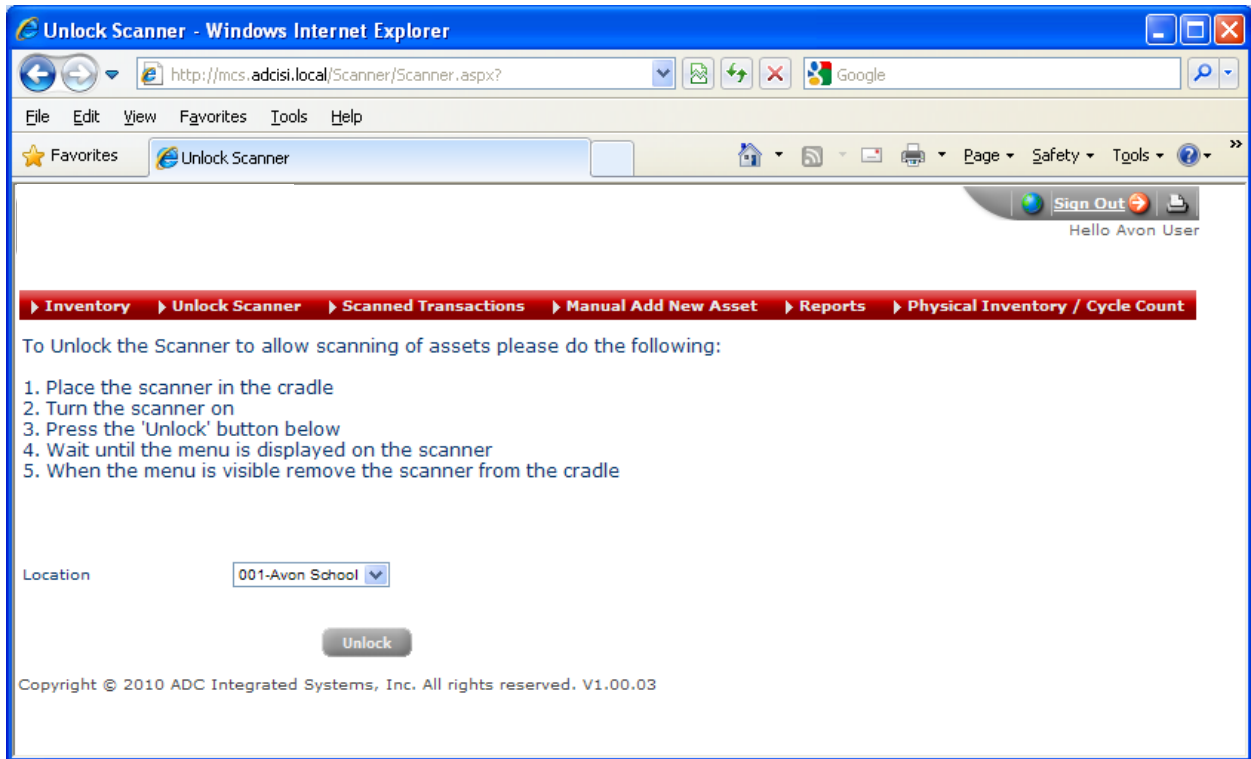


Clicking 'OK' takes you back to the 'Sign In' page for the next user to access the system.



Unlock Scanner

To use the Handheld Scanner you must 'Unlock' it. Place the Scanner in its cradle and select 'Unlock Scanner' on the Admin Web App menu (second menu option). Next follow the directions displayed on the screen.



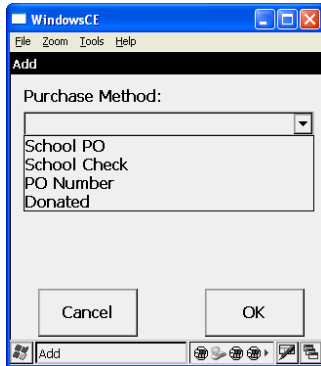
After the process is complete and the Handheld is unlocked then the Handheld should display the 'Main Menu'. Also notice that it will show your User Name at the top of the screen. Do not allow anyone else to scan with your User Name. To Logout of the terminal simply put it in the cradle and the system will automatically log you out and lock the terminal.



Process Transactions

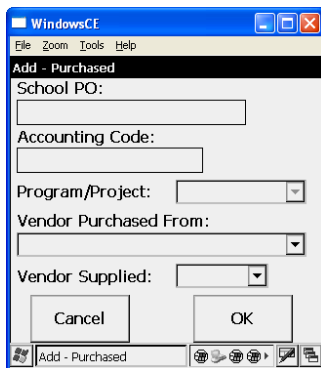
Add (New) - Handheld

Click on the 'Add' button on the Handheld. Select a 'Purchase Method' and click 'OK'.



Add - Purchased

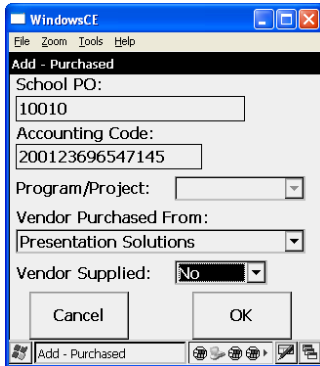
When adding new Assets that were purchased, the following screen will be displayed. Note that the first field's label will change depending on the Purchase Method selected. For our example below we will use 'School PO'. It would change to 'School Check' or 'PO Number' if those had been selected. Likewise the data validation for each Purchase Method is also different to insure you enter the proper data for each method.



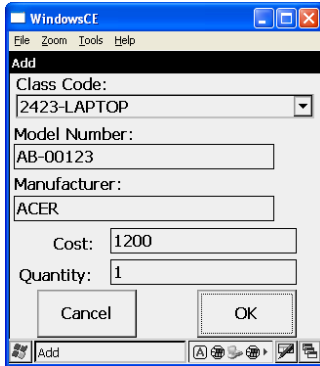
Enter the requested data:

- School PO
- Accounting Code

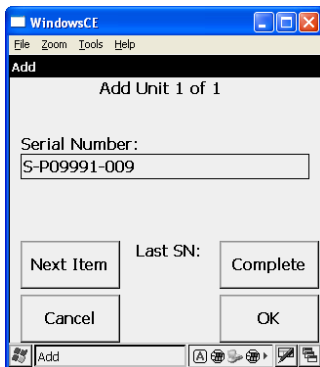
- Program/Project – depending on the Accounting Code you may or may not have to select a value for this field. Also, the Accounting Code entered will affect which values are available.
- Vendor Purchased From – Either select one from the list or enter the vendor name
- Vendor Supplied
 - Select ‘Yes’ if the Vendor has already attached an Asset Number to the item
 - Select ‘No’ if there is no Vendor attached Asset Number. One will be provided by the Office of Asset Administration.



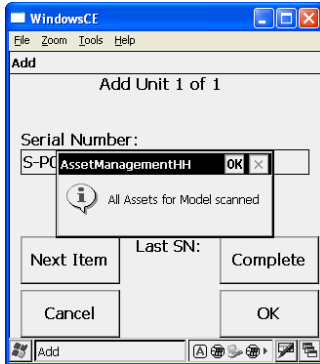
After entering the purchase information you will be prompted for details on the assets that have been purchased. If more than one of a particular asset type is purchased then enter the correct quantity. This will reduce the number of times you enter the Class Code, Model Number and Manufacturer.



Scan or key the Serial Number for each Asset.

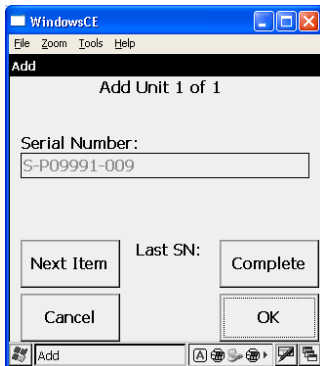


When all Serial Numbers for the Quantity purchased has been scanned or entered the Handheld will alert you.



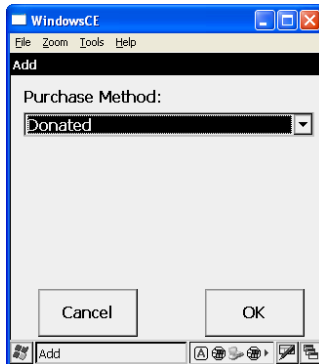
Click 'OK' on the message box or simply press 'Enter' on the keypad to be returned to the Serial Number scan screen. Choose your next option:

- Complete – All purchased items have been received.
- Next Item – Another purchased item is ready to be entered.

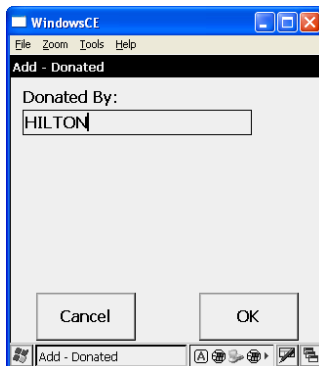


Add - Donated

After clicking 'Add' from the Main Menu, select 'Donated' as the Purchase Method. Click 'OK' or press 'Enter'.



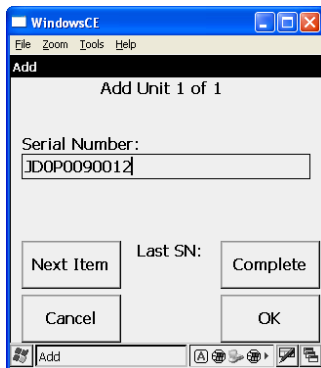
Enter the name of the person, company or entity that has donated the assets. Click 'OK' or press 'Enter'.



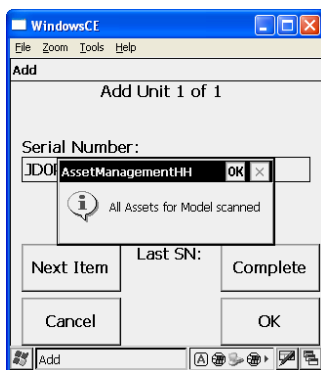
After entering the 'Donated By' information, you will be prompted for details on the assets that have been donated. If more than one of a particular asset type is donated then enter the correct quantity. This will reduce the number of times you enter the Class Code, Model Number and Manufacturer.



Scan or key the Serial Number for each Asset.



When all Serial Numbers for the Quantity donated has been scanned or entered the Handheld will alert you.



Click 'OK' on the message box or simply press 'Enter' on the keypad to be returned to the Serial Number scan screen. Choose your next option:

- Complete – All donated items have been received.
- Next Item – Another donated item is ready to be entered.

Upload and Process Add Transactions

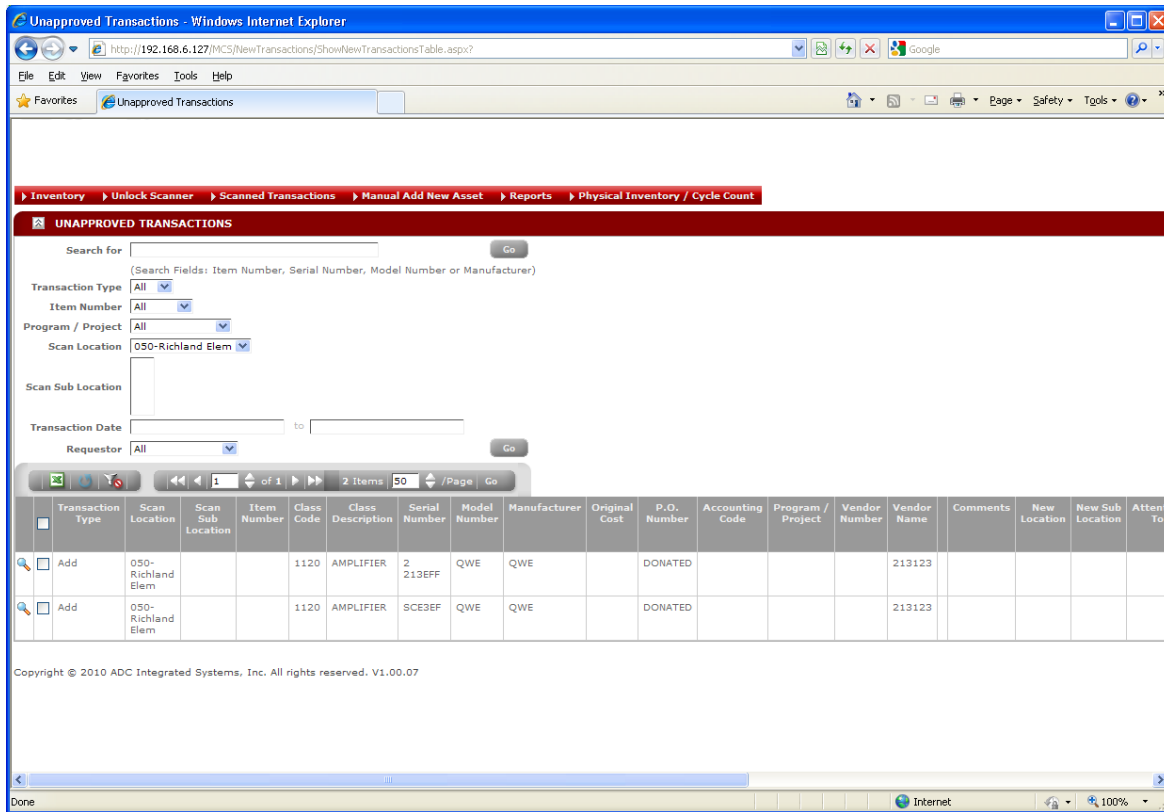
Put the Handheld in its cradle. After about 15 seconds the handheld should return to the 'Lock' screen. At that point all the transactions should be uploaded and ready for review.

Select 'Unapproved Transactions' from the 'Scanned Transactions' menu options.

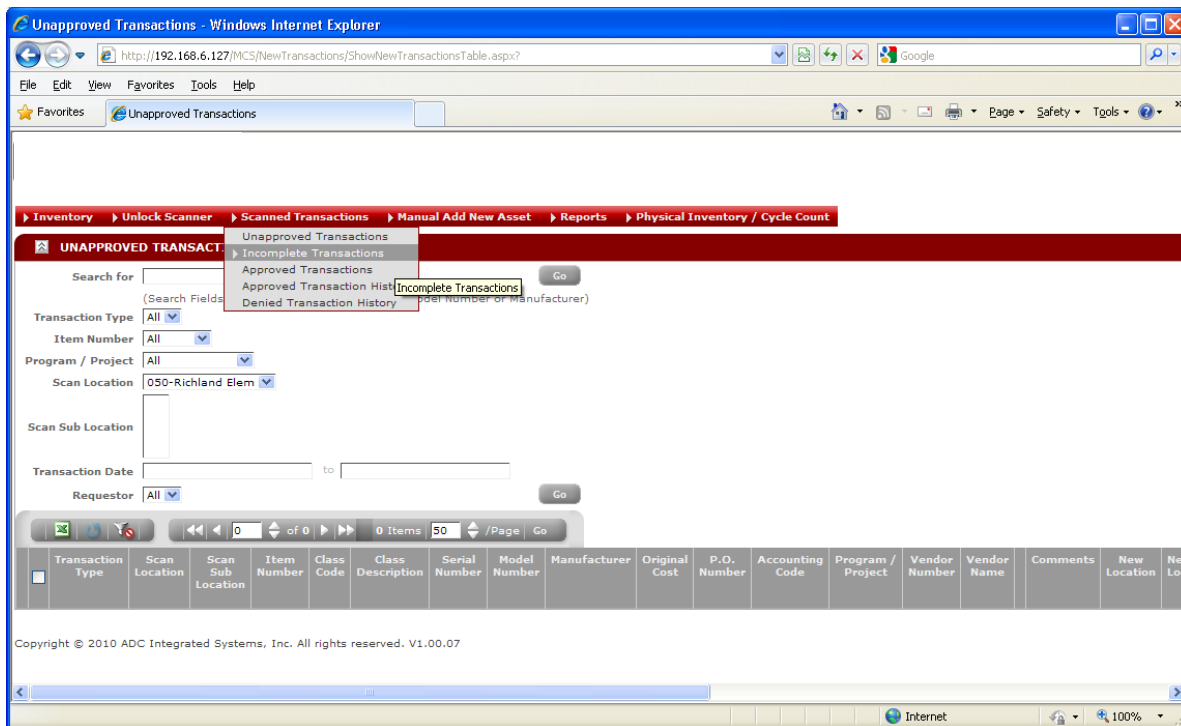
The screenshot displays the 'Inventory' web application interface. The navigation menu includes 'Inventory', 'Unlock Scanner', 'Scanned Transactions', 'Manual Add New Asset', 'Reports', and 'Physical Inventory / Cycle Count'. The 'Scanned Transactions' menu is expanded, showing options: 'Unapproved Transactions', 'Incomplete Transactions', 'Approved Transactions', 'Approved Transaction History', and 'Denied Transaction History'. The 'Unapproved Transactions' option is highlighted. Below the menu, there are search filters for Class Code, Acquisition Date, Program Project, Location, Sub Location, Room, and Current Status Code. A 'Report Stolen Asset' button is also visible. The main content area shows a table of inventory items with columns for Location, Sub Location, Room, Item Number, Class Code, Class Description, Serial Number, Model Number, Manufacturer, Original Cost, Acquisition Date, P.O. Number, Accounting Code, Program / Project, Vendor Name, and Vendor Number. The table contains five rows of data.

Location	Sub Location	Room	Item Number	Class Code	Class Description	Serial Number	Model Number	Manufacturer	Original Cost	Acquisition Date	P.O. Number	Accounting Code	Program / Project	Vendor Name	Vendor Number
050-Richland Elem			021213	6300	BAND AMPLIFIER/SPEAKER	5840	315	SHURE	150.00	1/1/1969					
050-Richland Elem			073722	6165	BASS DRUM, CONCERT	73722		SLINGERLAND	125.00	3/1/1996		000			
050-Richland Elem			146566	1305	COLOR TELEVISION	435929	19NP18	SHARP	209.99	1/1/1989				SILO	
050-Richland Elem			160457	1117	VCR/VIDEO MIXER	912232592	VCR550	SHINTOM	199.00	4/1/1991					
050-Richland Elem			174107	1305	COLOR TELEVISION	74124966	RK4345CH03	MAGNAVOX	229.00	6/1/1992					

Review each Add transaction for completeness and accuracy. If you notice any issues please send an email to amsi@SCSk12.net and give details about the problem



After the Office of Asset Management has approved your ADD transaction you can see that it has been moved to 'Incomplete Transactions'.



After selecting 'Incomplete Transactions' from the 'Scanned Transactions' menu, you will be taken to the Incomplete Transactions screen.

The screenshot shows a web browser window titled "Incomplete Transactions - Windows Internet Explorer". The address bar shows the URL: <http://192.168.6.127/MCS/IncompleteTransactions/ShowIncompleteTransactionsTable.aspx?>

The page features a navigation menu at the top: **Inventory** > **Unlock Scanner** > **Scanned Transactions** > **Manual Add New Asset** > **Reports** > **Physical Inventory / Cycle Count**.

The main heading is **INCOMPLETE TRANSACTIONS**. Below it is a search form with the following fields:

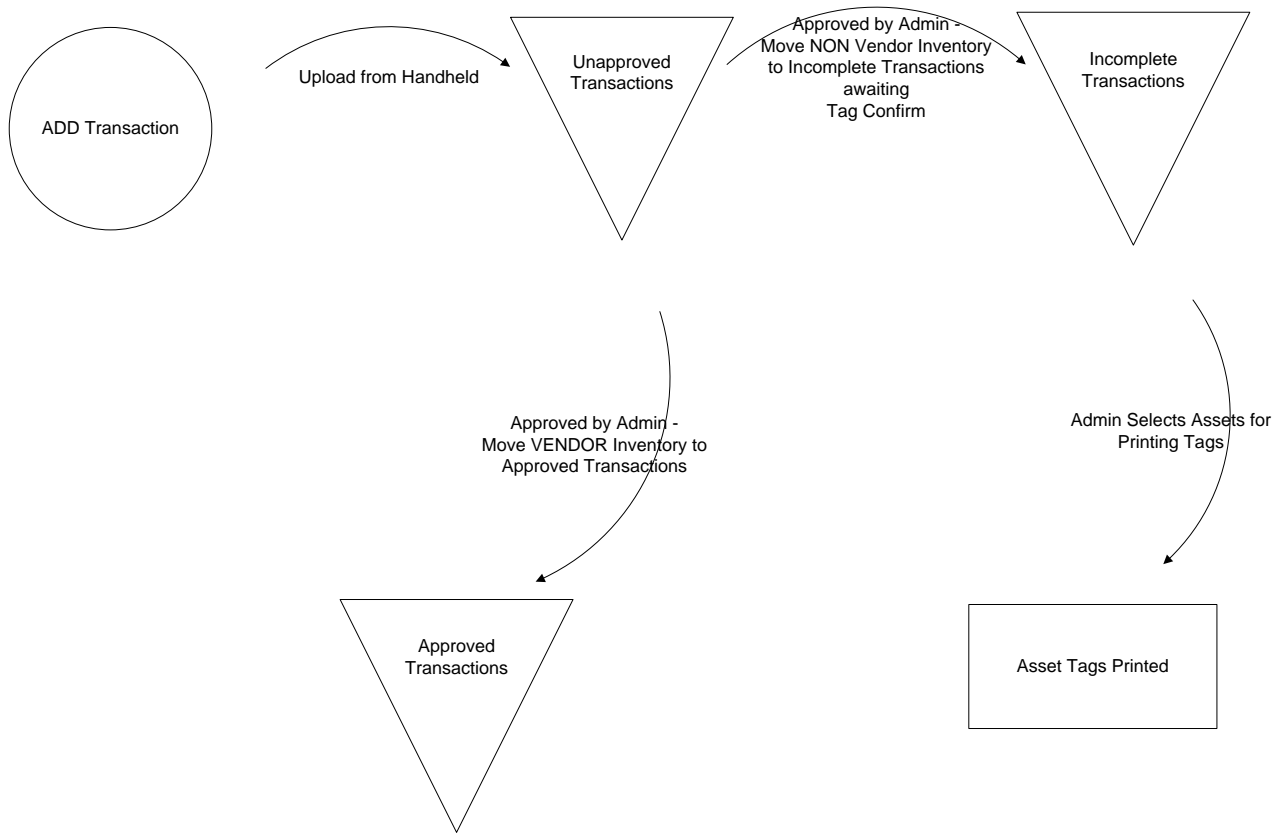
- Search for: (Search Fields: Item Number, Serial Number, Model Number or Manufacturer)
- Transaction Type: **Add** (dropdown)
- Item Number: **All** (dropdown)
- Program / Project: **All** (dropdown)
- Scan Location: **050-Richland Elem** (dropdown)
- Scan Sub Location:
- Transaction Date: to
- Requestor: **All** (dropdown)
- Status: **All** (dropdown)

Below the search form is a table with 2 items. The table has the following columns: Transaction Type, Scan Location, Scan Sub Location, Item Number, Class Code, Class Description, Serial Number, Model Number, Manufacturer, Original Cost, P.O. Number, Accounting Code, Program / Project, Vendor Number, Vendor Name, Vendor Supplied, Comments, New Location, and New Locat.

Transaction Type	Scan Location	Scan Sub Location	Item Number	Class Code	Class Description	Serial Number	Model Number	Manufacturer	Original Cost	P.O. Number	Accounting Code	Program / Project	Vendor Number	Vendor Name	Vendor Supplied	Comments	New Location	New Locat
Add	050-Richland Elem		D20040	1120	AMPLIFIER	123554697	QWE	QWE	\$12.00	DONATED				213123	No			
Add	050-Richland Elem		D20041	1120	AMPLIFIER	2 213EFF	QWE	QWE	\$250.00	DONATED				213123	No			

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Add Transaction Data Flow



Add (New) – Admin Web Application

New Assets may also be added with the Admin Web Application. Click on the 'Manual Add New Asset' menu option and be taken to the 'Add New Assets' screen.

All data needed for the Add can be accomplished on this one screen.

The screenshot shows a web browser window titled "Add New Assets - Windows Internet Explorer". The address bar displays the URL: `http://192.168.6.127/MCS/NewTransactions/AddNewTransactions.aspx`. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The "Favorites" bar shows "Add New Assets". The browser's status bar at the bottom indicates "Copyright © 2010 ADC Integrated Systems, Inc. All rights reserved. V1.00.03".

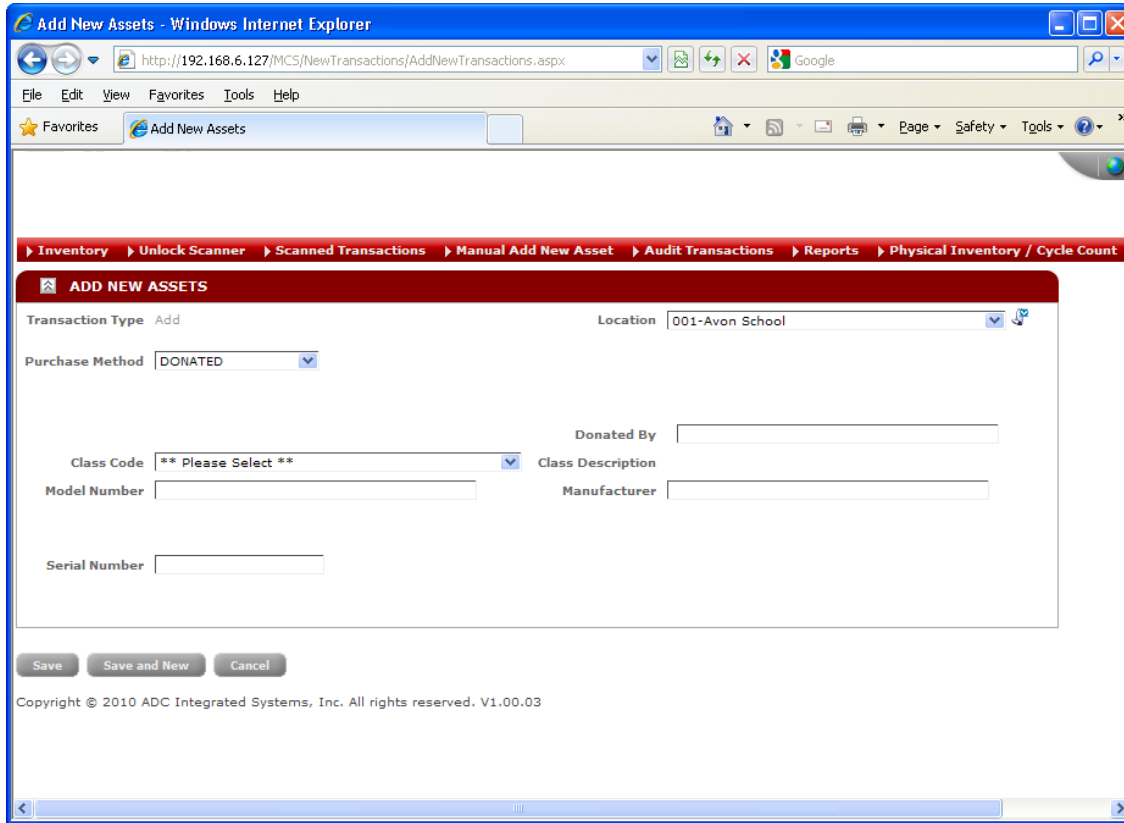
The application interface features a navigation menu at the top with the following items: "Inventory", "Unlock Scanner", "Scanned Transactions", "Manual Add New Asset" (highlighted), "Audit Transactions", "Reports", and "Physical Inventory / Cycle Count".

The main content area is titled "ADD NEW ASSETS" and contains a form with the following fields and controls:

- Transaction Type:** Add
- Location:** 001-Avon School (dropdown menu)
- Purchase Method:** ** Please Select ** (dropdown menu)
- P.O. Number:** (text input field)
- Accounting Code:** (text input field)
- Program / Project:** (dropdown menu)
- Vendor Supplied:**
- Class Code:** ** Please Select ** (dropdown menu)
- Class Description:** (text input field)
- Model Number:** (text input field)
- Manufacturer:** (text input field)
- Original Cost:** (text input field)
- Serial Number:** (text input field)

At the bottom of the form, there are three buttons: "Save", "Save and New", and "Cancel".

Based on options chosen for each field, additional fields could become visible and others could be hidden. For instance, selecting 'Donated' as a Purchase Method removes the standard Purchase type fields from the screen and asks 'Donated By' for the Asset.



If the quantity of Assets being added is 1 then click 'Save' after you have entered all the data.

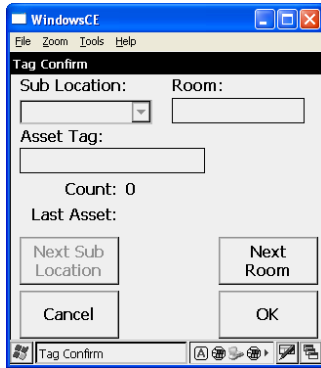
If the quantity of Assets being added is more than one then click 'Save and New'. The current Asset will be saved and the basic data will be kept so that only the new Serial Number (and possibly Item Number if it is Vendor Supplied) needs to be entered to Add the additional Assets.

Because this is online the New Assets are immediately stored in 'Unapproved Transactions' waiting for the Approval process exactly the same as with the Handheld. Please refer to 'Upload and Process Add Transactions' above to complete the process.

Tag Confirm

Tag Confirm is used when the Asset Tag has been delivered by the Office of Asset Administration and been affixed to the Asset. The Asset is not placed into inventory until the Tag Confirm process has been completed.

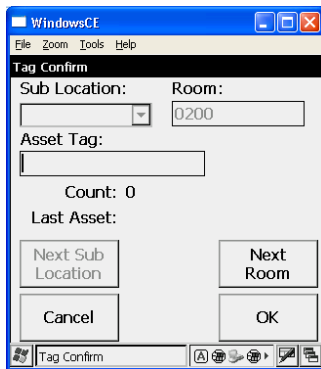
Click 'Tag Confirm' from the Handheld Main Menu. The Tag Confirm screen will be displayed.



The screenshot shows the 'Tag Confirm' screen in a WindowsCE environment. The window title is 'WindowsCE' and the menu bar includes 'File', 'Zoom', 'Tools', and 'Help'. The screen content includes:
- 'Sub Location:' with a dropdown menu.
- 'Room:' with an empty text input field.
- 'Asset Tag:' with an empty text input field.
- 'Count: 0'
- 'Last Asset:'
- Four buttons: 'Next Sub Location', 'Next Room', 'Cancel', and 'OK'.
- A taskbar at the bottom with the text 'Tag Confirm' and several icons.

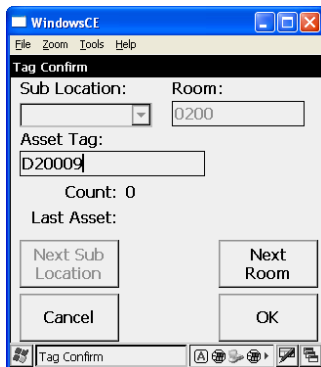
For most School locations there will be no Sub Location to choose from.

- If you do have options for 'Sub Location' then choose one and press Enter
- Enter the Room number that the Asset will be stored or used in



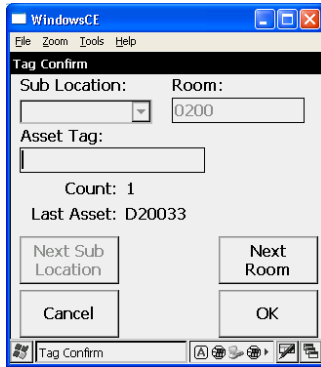
This screenshot is identical to the previous one, but the 'Room:' text input field now contains the value '0200'. All other elements, including the empty 'Sub Location' dropdown, 'Asset Tag' field, 'Count: 0', 'Last Asset' field, and the four buttons, remain unchanged.

Scan the first Asset Tag being placed in that room.



This screenshot is identical to the previous ones, but the 'Asset Tag:' text input field now contains the value 'D20009'. The 'Room:' field still contains '0200' and the 'Sub Location' dropdown remains empty.

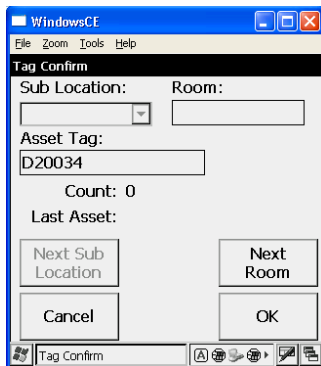
The Handheld will show the Count of Assets scanned in that room. If you have additional new Assets being Tag Confirmed in this room then scan the next Asset Tag. To go to another Room, click the 'Next Room' button.



At this point enter the new Room. If you choose not to use a Room and just press Enter then the application will ask you to confirm that you want to 'Continue without a Room'. This is allowed but will cause your entire inventory to be grouped together. This will cause Cycle Counts and Physical Inventory to be more complicated.



After confirming 'Yes' to continue without a Room, scan the Asset Tags.



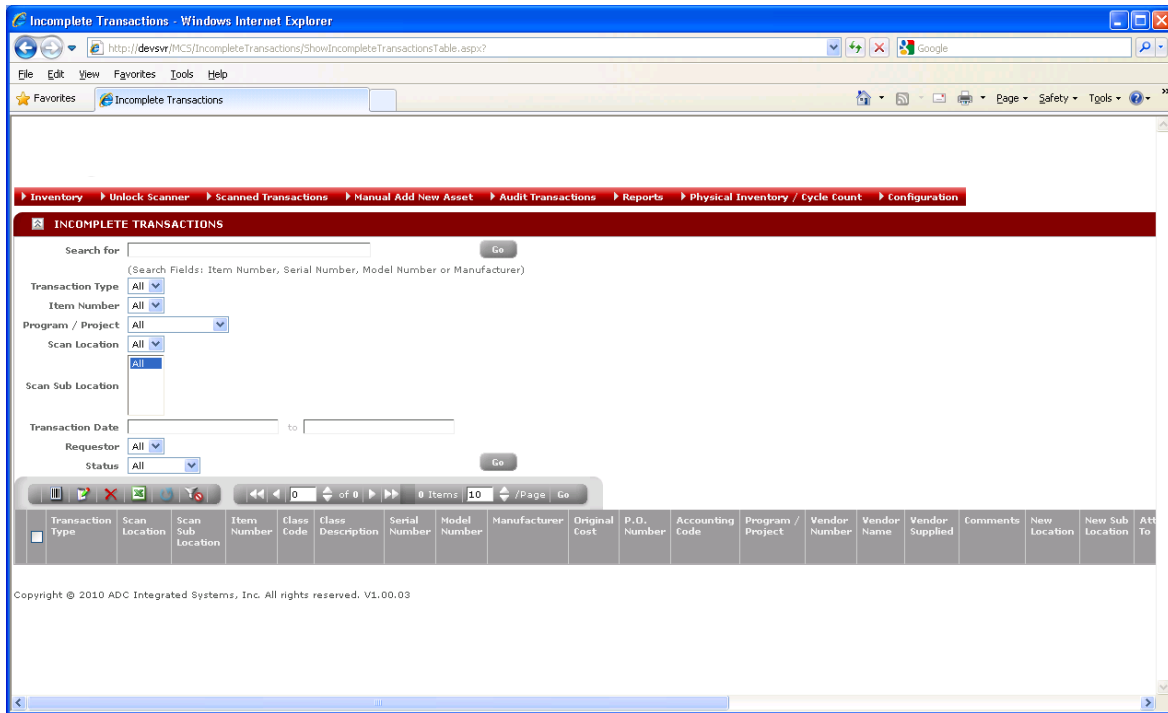
As with a Room defined, the Handheld will show a count scanned into 'No Room'.



Upload and Process Tag Confirm Transactions

At this point the Tag Confirm data can be uploaded to the system. Simply place the Handheld in its cradle and wait for the 'Lock' screen to appear.

Selecting the 'Incomplete Transactions' screen will show the absence of our previous Add transactions for the Assets.



Click on the 'Approved Transactions' menu option from the 'Scanned Transactions' menu options. You can now see both the Add Transactions and the Tag Confirm Transactions. If the system finds Add Transactions that match the incoming Tag Confirm Transactions then no action is required on your part. But if there are invalid Tag Confirm Transactions they will be placed in the Unapproved Transactions list. They can be reviewed and your location will be notified of the error. At some point the error transactions will be Denied. Invalid transactions in the Unapproved Transactions list cannot be fixed and then Approved.

Inventory > Unlock Scanner > Scanned Transactions > Manual Add New Asset > Audit Transactions > Reports > Physical Inventory / Cycle Count > Configuration

APPROVED TRANSACTIONS

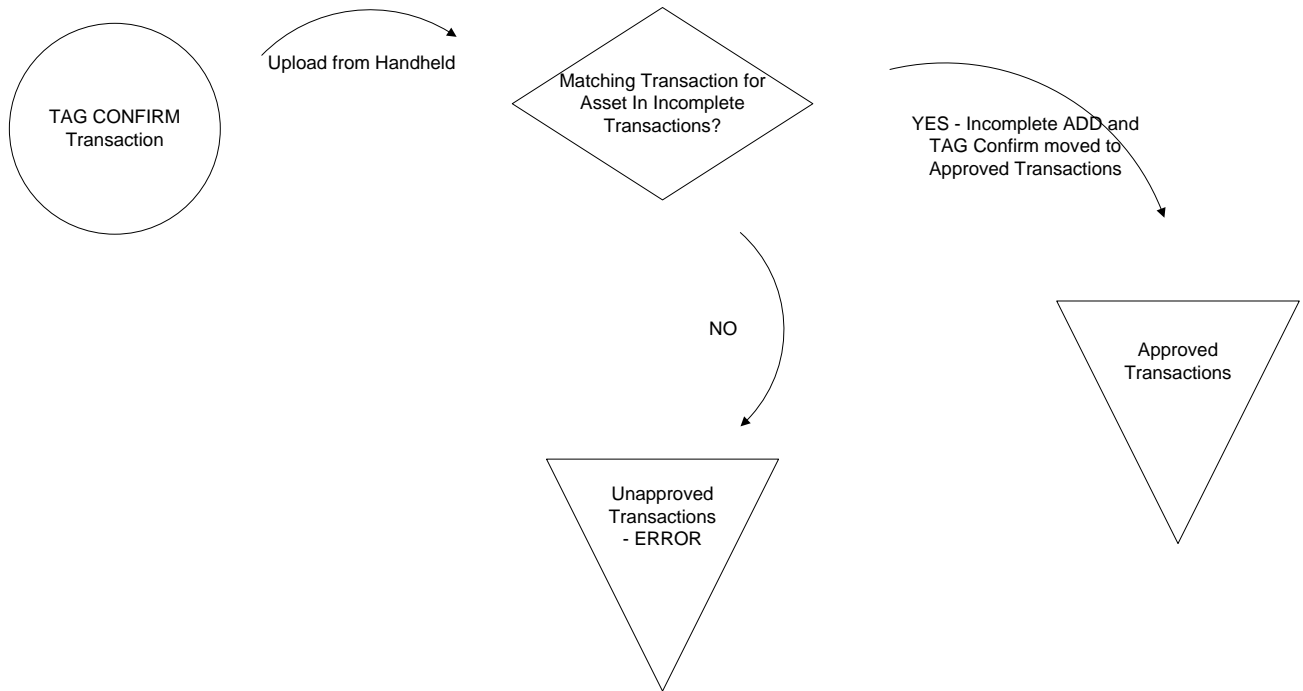
Search for: Go
 (Search Fields: Item Number, Serial Number, Model Number or Manufacturer)

Transaction Type: All
 Item Number: All
 Scan Location: All
 Scan Sub Location: All, 400, 401
 Transaction Date: to
 Requestor: All
 Status: All Go

18 Items: 10 / Page Go

Transaction Type	Scan Location	Scan Sub Location	Item Number	Class Code	Class Description	Serial Number	Model Number	Manufacturer	Original Cost	P.O. Number	Accounting Code	Program / Project	Vendor Number	Vendor Name	Comments	New Location
Tag Confirm	001-Avon School		D20034	0081	DVD PLAYER	JD0P0090012	D90911	SANYO								
Add	001-Avon School		D20034	0081	DVD PLAYER	JD0P0090012	D90911	SANYO	\$50.00		123456789123456		31893	HILTON		
Tag Confirm	001-Avon School		D20033	2423	LAPTOP	S-P09991-009	AB-00123	ACER								
Add	001-Avon School		D20033	2423	LAPTOP	S-P09991-009	AB-00123	ACER	\$1,200.00	10010	200123696547145		31893	PRESENTATION SOLUTIONS		

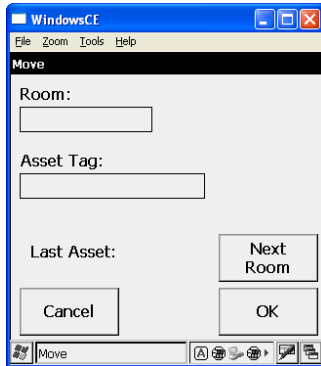
Tag Confirm Transaction Data Flow



Move

The Move Transaction is used to manage inventory at each individual Location. No approval of Move Transactions is needed by the Office of Asset Management. It is simply there to allow grouping of Assets in the system into the actual rooms they are stored or used in.

Whenever you move an Asset around your facility then record the Move with your Handheld.

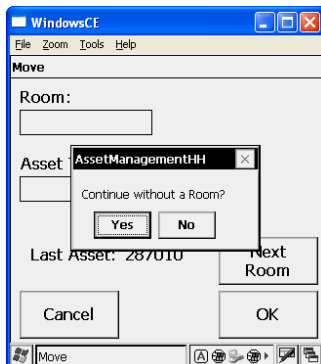


Scan or key in the Room number and then scan the Asset Tag.

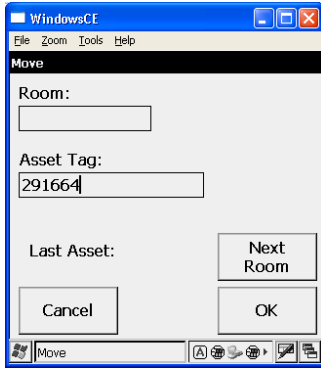


You can scan multiple Assets after the Room as been entered. The Handheld will continue to prompt for Asset Tag until you click on 'Next Room' or 'Cancel'.

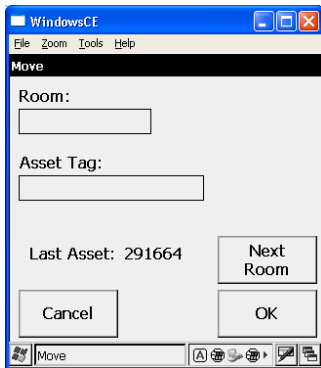
You can move an Asset from a Room to 'No Room' by leaving the Room prompt empty. The Handheld will ask for confirmation of 'Continue without a Room'.



If you click 'Yes' then you will be allowed to scan 'Asset Tags' without a Room.



After the Asset Tag is scanned and saved in the Handheld it will display the Last Asset scanned. This is helpful if you get interrupted while scanning your Moves.



Upload and Process Move Transactions

At this point the Move data can be uploaded to the system. Simply place the Handheld in its cradle and wait for the 'Lock' screen to appear.

Selecting the 'Approved Transactions' screen will show the Move Transactions for the Assets. But if there are invalid Move Transactions they will be placed in the Unapproved Transactions list. They can be reviewed and the Location notified of the error and then Denied. Invalid transactions in the Unapproved Transactions list cannot be fixed and then Approved.

Inventory > Unlock Scanner > Scanned Transactions > Manual Add New Asset > Reports > Physical Inventory / Cycle Count

APPROVED TRANSACTION

Search for: (Search Fields: Unapproved Transactions, Incomplete Transactions, Approved Transactions, Approved Transaction History, Denied Transactions, Approved Transactions by Number or Manufacturer)

Transaction Type:

Item Number:

Scan Location:

Scan Sub Location:

Transaction Date: to

Requestor:

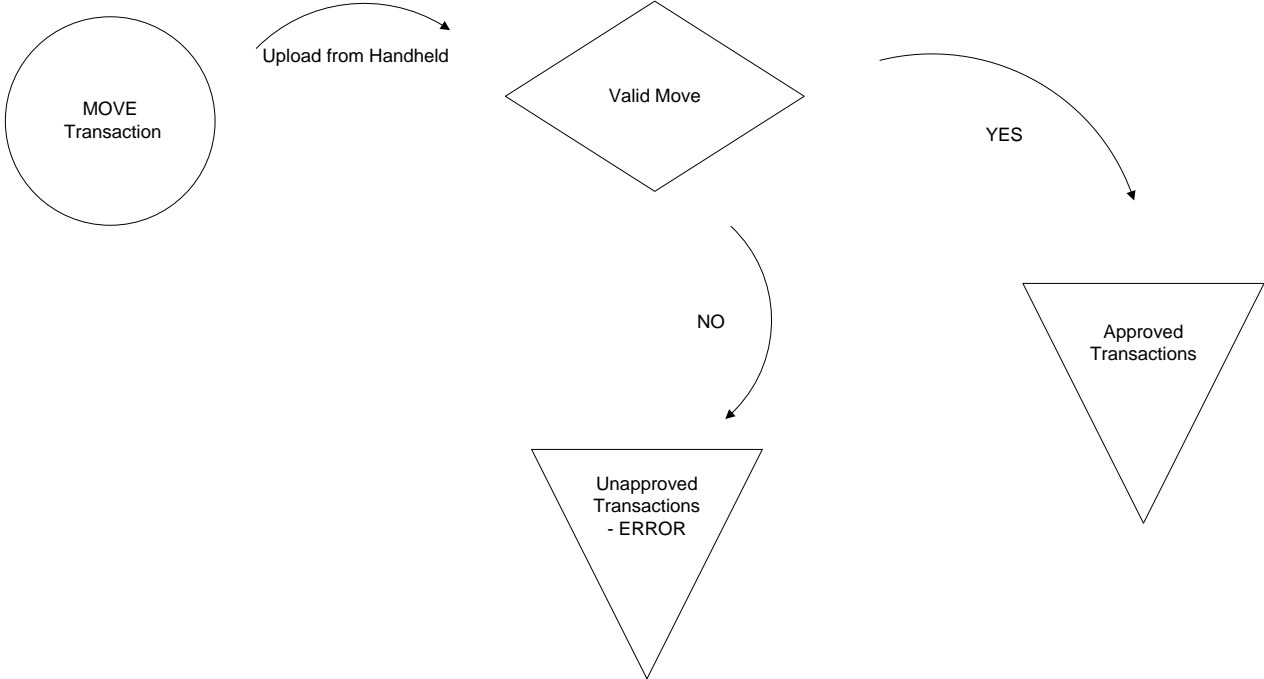
Status:

2 Items 50 /Page Go

Transaction Type	Scan Location	Scan Sub Location	Item Number	Class Code	Class Description	Serial Number	Model Number	Manufacturer	Original Cost	P.O. Number	Accounting Code	Program / Project	Vendor Number	Vendor Name	Comments	N Loc
Move	050-Richland Elem		073722	6165	BASS DRUM, CONCERT	73722		SLINGERLAND								
Move	050-Richland Elem		021213	6300	BAND AMPLIFIER/SPEAKER	5840	315	SHURE								

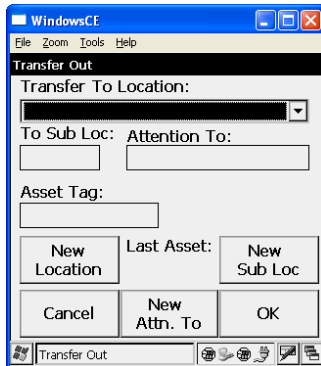
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Move Transaction Data Flow

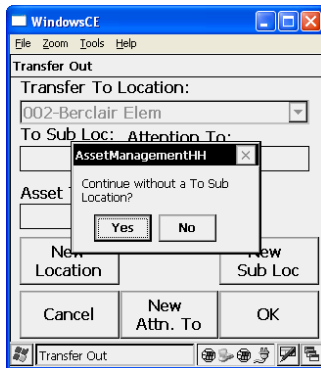


Transfer Out

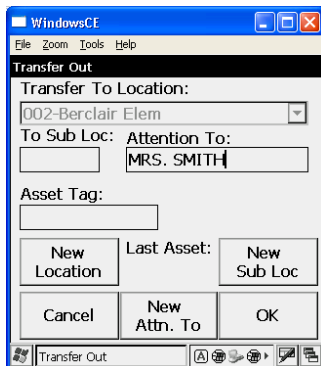
To transfer Assets from one Location to another you must do a Transfer Out transaction. Select 'Transfer Out' from the Handheld Main Menu.



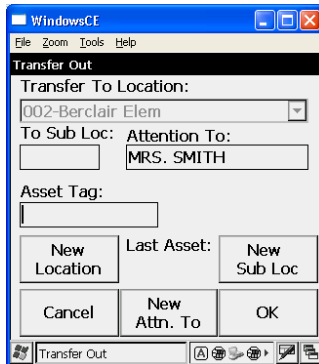
Select a 'Transfer To Location' from the dropdown list. Then enter a 'Sub Location'. Most school locations do not have 'Sub Locations' so this would be left blank by pressing Enter. The Handheld will confirm the absence of a 'Sub Location'. Click 'Yes' to continue.



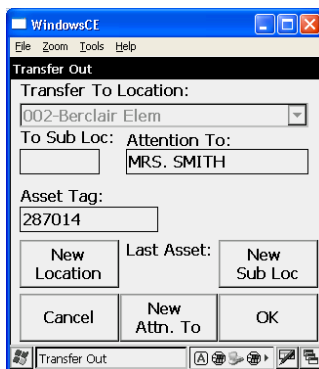
Enter the person who will be receiving the transfer in the 'Attention To' field.



After entering the 'Attention To' name and pressing Enter you are ready to scan Assets to be Transferred.



Scan your first Asset to Transfer.



After scanning the Asset it will show under the 'Last Asset' label. This will assist you in continuing scanning if you get interrupted.

There are buttons available to change any of the following while you are processing your Transfers:

- New Location
- New Sub Location
- New Attention To

Each of these can be changed individually.

Upload and Process Transfer Out Transactions

At this point the Transfer Out data can be uploaded to the system. Simply place the Handheld in its cradle and wait for the 'Lock' screen to appear.

Transfer Out Transactions must be approved by the Office of Asset Management.

The screenshot displays the 'UNAPPROVED TRANSACTIONS' page in a web browser. The page includes a search form with the following fields and values:

- Search for: [Empty]
- Transaction Type: All
- Item Number: All
- Program / Project: All
- Scan Location: 050-Richland Elem
- Scan Sub Location: [Empty]
- Transaction Date: [Empty] to [Empty]
- Requestor: All

Below the search form is a table with the following data:

Transaction Type	Scan Location	Scan Sub Location	Item Number	Class Code	Class Description	Serial Number	Model Number	Manufacturer	Original Cost	P.O. Number	Accounting Code	Program / Project	Vendor Number	Vendor Name	Comments	Ne Loca
Transfer Out	050-Richland Elem		098107	6719	COSMETOLOGY	11118	DSC	ALLENTOWN SCIENTIFIC ASSOCI								Brookr

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All valid Approved Transfer Out Transactions will be removed from the Unapproved Transactions list and moved to the Incomplete Transactions list awaiting:

- Receive Transfer Transactions from the Receiving Location for the Transfer

Incomplete Transactions - Windows Internet Explorer

http://192.168.6.127/MCS/IncompleteTransactions/ShowIncompleteTransactionsTable.aspx?

File Edit View Favorites Tools Help

Inventory > Unlock Scanner > Scanned Transactions > Manual Add New Asset > Reports > Physical Inventory / Cycle Count

INCOMPLETE TRANSACTIONS

Search for:

(Search Fields: Item Number, Serial Number, Model Number or Manufacturer)

Transaction Type:

Item Number:

Program / Project:

Scan Location:

Scan Sub Location:

Transaction Date: to

Requestor:

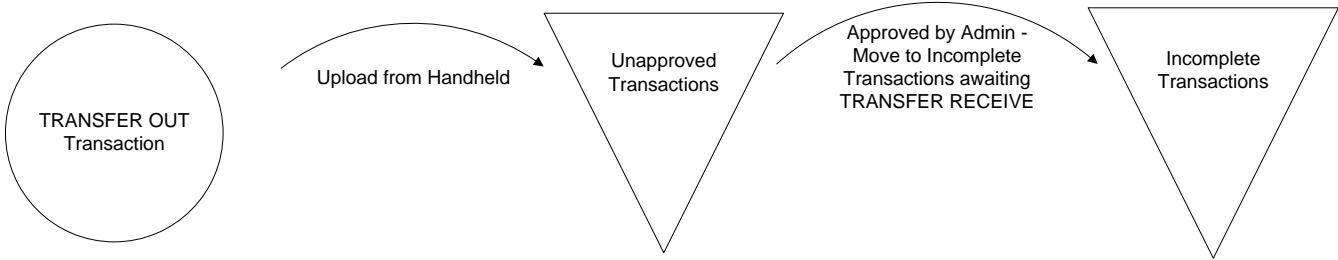
Status:

7 Items 50 / Page Go

Transaction Type	Scan Location	Scan Sub Location	Item Number	Class Code	Class Description	Serial Number	Model Number	Manufacturer	Original Cost	P.O. Number	Accounting Code	Program / Project	Vendor Number	Vendor Name	Vendor Supplied	Co
<input type="checkbox"/> Transfer Out	050-Richland Elem		098107	6719	COSMETOLOGY	11118	D5C	ALLENTOWN SCIENTIFIC ASSOCI								
<input type="checkbox"/> Transfer Out	050-Richland Elem		A82718	2434	COMPUTER	KCYA77P	8187-D1U	IBM				EXCEP CHLD				
<input type="checkbox"/> Transfer Out	050-Richland		A82719	2434	COMPUTER	KCYA78Y	8187-D1U	IBM				EXCEP CHLD				

Internet 100%

Transfer Out Transaction Data Flow



Receive Transfer

When Assets are delivered to your facility by the Office of Asset Management as Transferred Assets you will use the Receive Transfer Transaction to complete the transfer to your inventory.

Select 'Receive Transfer' from the Handheld Main Menu

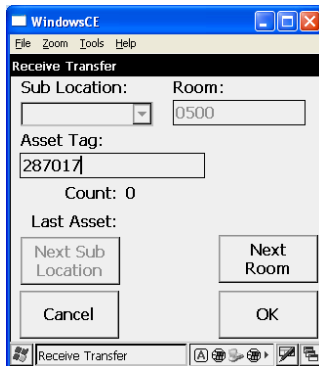


The screenshot shows the 'Receive Transfer' application window on a WindowsCE handheld. The window title is 'WindowsCE' and the menu bar includes 'File', 'Zoom', 'Tools', and 'Help'. The main content area is titled 'Receive Transfer' and contains the following elements:

- 'Sub Location': A dropdown menu.
- 'Room': A text input field.
- 'Asset Tag': A text input field.
- 'Count': A label with the value '0'.
- 'Last Asset': A label.
- Buttons: 'Next Sub Location', 'Next Room', 'Cancel', and 'OK'.

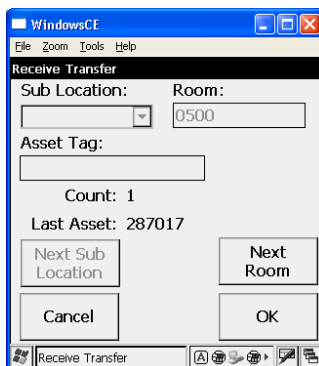
The taskbar at the bottom shows the application icon and the text 'Receive Transfer'.

Enter your appropriate 'Sub Location' and 'Room' for the Asset. Then scan the Asset Tags being received.



This screenshot shows the 'Receive Transfer' application after some data entry. The 'Room' field now contains the value '0500' and the 'Asset Tag' field contains '287017'. The 'Count' is still '0'. The 'Next Sub Location' and 'Next Room' buttons are visible, indicating that the user can navigate to the next room to continue scanning.

The Handheld will count the Assets received into the Room and show you the Last Asset scanned.



This screenshot shows the 'Receive Transfer' application after one asset has been scanned. The 'Count' has increased to '1' and the 'Last Asset' field now displays '287017'. The 'Next Sub Location' and 'Next Room' buttons are still present, allowing the user to continue the process.

While scanning Assets you may also choose to change either of the following:

- Next Sub Location – most users will be dealing with only one Sub Location if they even have it at all
- Next Room – helpful for inventory management to Receive the Asset to the Room it will be used in

Upload and Process Receive Transfer Transactions

At this point the Receive Transfer data can be uploaded to the system. Simply place the Handheld in its cradle and wait for the 'Lock' screen to appear.

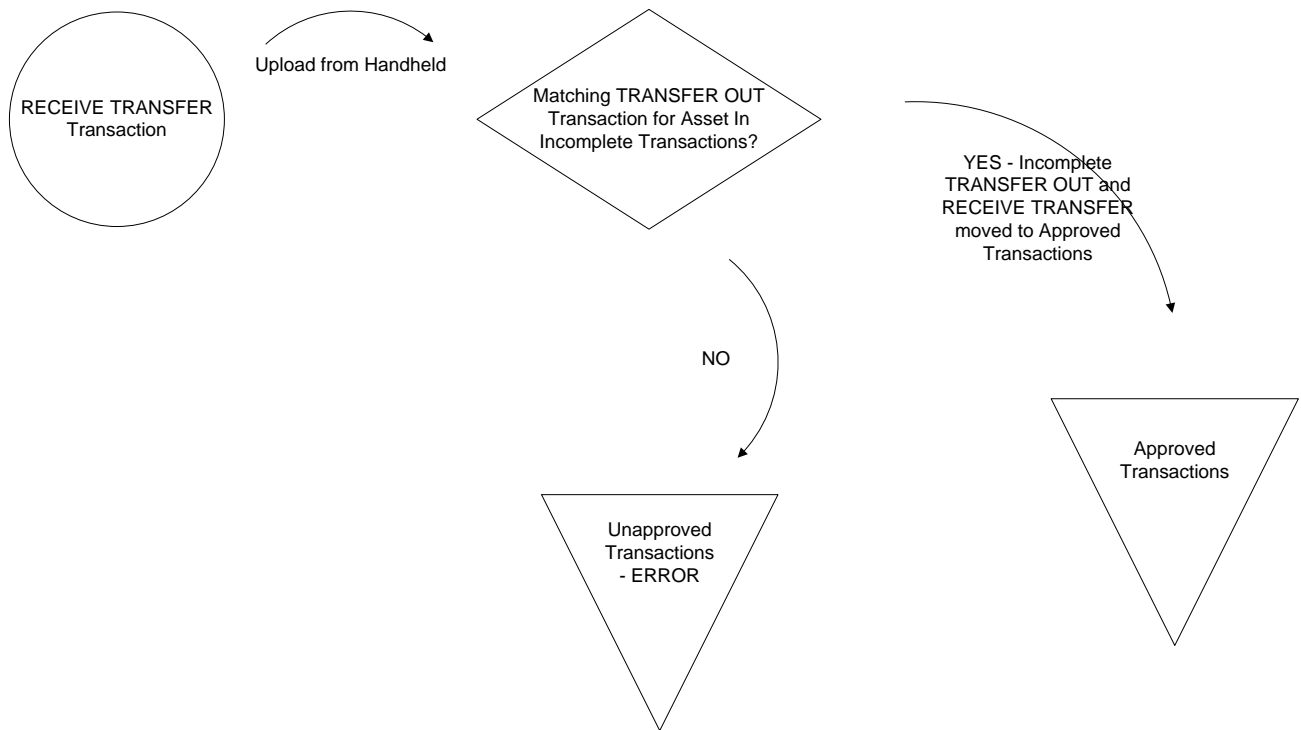
Selecting the 'Incomplete Transactions' screen will show the absence of our previous Transfer Out transactions for the Assets.

Click on the 'Approved Transactions' menu option from the 'Scanned Transactions' menu options to see the Receive Transfer Transactions. If the system finds Transfer Out Transactions that match the incoming Receive Transfer Transactions then no action is required on your part. But if there are invalid Receive Transfer Transactions they will be placed in the Unapproved Transactions list. Invalid transactions in the Unapproved Transactions list cannot be fixed and then Approved.

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Transaction Type	Scan Location	Scan Sub Location	Item Number	Class Code	Class Description	Serial Number	Model Number	Manufacturer	Original Cost	P.O. Number	Accounting Code	Program / Project	Vendor Number	Vendor Name	Comments	New Location
Transfer Out	050-Richland Elem		098107	6719	COSMETOLOGY	11118	DSC	ALLENTOWN SCIENTIFIC ASSOCI								Brookme E

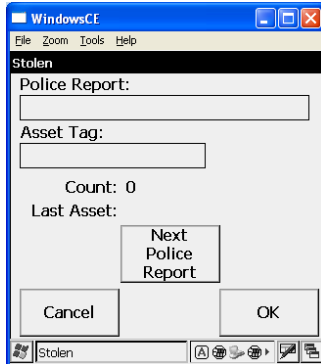
Receive Transfer Transaction Data Flow



Stolen

To report a Stolen Asset select 'Stolen' from the Handheld Main Menu. This cannot be processed until a Police report has been filed.

Key in the Police Report and press Enter.



WindowsCE

File Zoom Tools Help

Stolen

Police Report:

Asset Tag:

Count: 0

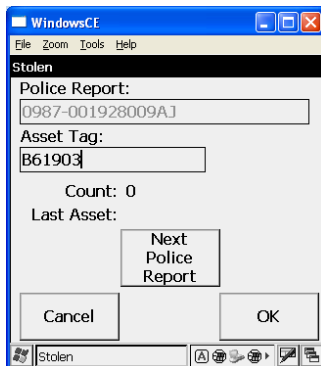
Last Asset:

Next Police Report

Cancel OK

Stolen

Key in the Asset Tag for the Stolen Asset and then press Enter. Note that the scanner is not functional for scanning the tag since it was attached to the stolen item.



WindowsCE

File Zoom Tools Help

Stolen

Police Report:

0987-001928009A1

Asset Tag:

B61903

Count: 0

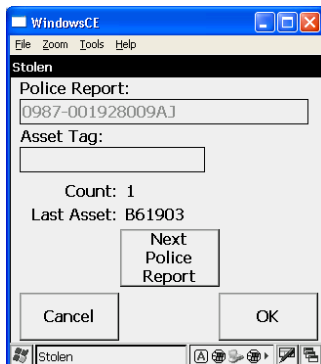
Last Asset:

Next Police Report

Cancel OK

Stolen

If there were multiple items reported on the same Police Report you can continue to enter additional Assets. The Handheld will keep count of the items and show you the last one entered. If you are processing multiple Police Reports at one time you can click on 'Next Police Report' and continue.



WindowsCE

File Zoom Tools Help

Stolen

Police Report:

0987-001928009A1

Asset Tag:

Count: 1

Last Asset: B61903

Next Police Report

Cancel OK

Stolen

Upload and Process Stolen Transactions

At this point the Stolen data can be uploaded to the system. Simply place the Handheld in its cradle and wait for the 'Lock' screen to appear.

Stolen Transactions must be approved by the Office of Asset Management.

UNAPPROVED TRANSACTIONS

Search for:

(Search Fields: Item Number, Serial Number, Model Number or Manufacturer)

Transaction Type: All
Item Number: All
Program / Project: All
Scan Location: 050-Richland Elem
Scan Sub Location:
Transaction Date: to
Requestor: All

1 Items 50 /Page Go

Transaction Type	Scan Location	Scan Sub Location	Item Number	Class Code	Class Description	Serial Number	Model Number	Manufacturer	Original Cost	P.O. Number	Accounting Code	Program / Project	Vendor Number
Stolen	050-Richland Elem		191757	1117	VCR/VIDEO MIXER	1613X30039	VPDT648	BROKSONIC					

Click on the 'Approved Transactions' menu option from the 'Scanned Transactions' menu to see the Approved Stolen Transactions.

The screenshot shows a web browser window titled "Approved Transactions - Windows Internet Explorer". The address bar contains the URL "http://192.168.6.127/MCS/Transactions/ShowTransactionsTable.aspx?". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". A "Favorites" bar shows "Approved Transactions".

The application interface has a navigation menu with options: "Inventory", "Unlock Scanner", "Scanned Transactions", "Manual Add New Asset", "Reports", and "Physical Inventory / Cycle Count". Below this is a red header for "APPROVED TRANSACTIONS".

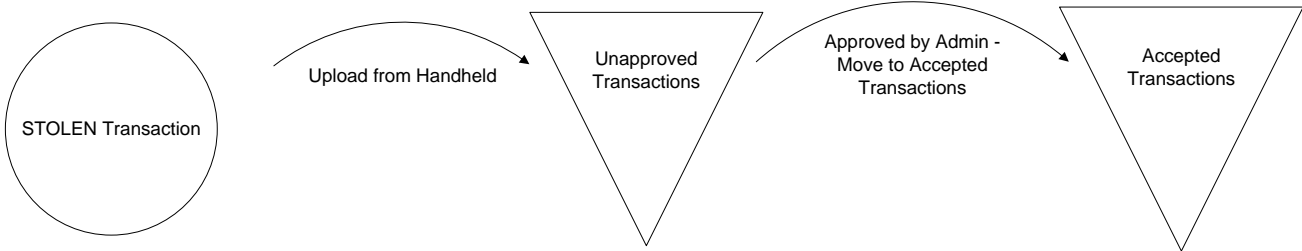
The search area includes a "Search for" field with a "Go" button. Below it, a note says "(Search Fields: Item Number, Serial Number, Model Number or Manufacturer)". The filters are: "Transaction Type" set to "Stolen", "Item Number" set to "All", "Scan Location" set to "050-Richland Elem", "Scan Sub Location" (empty), "Transaction Date" (range), "Requestor" set to "All", and "Status" set to "All". A "Go" button is at the bottom of the filters.

Below the filters is a pagination bar showing "1 Items" and "50 /Page".

	Transaction Type	Scan Location	Scan Sub Location	Item Number	Class Code	Class Description	Serial Number	Model Number	Manufacturer	Original Cost	P.O. Number	Accounting Code	Program / Project	Vendor Number
<input type="checkbox"/>	Stolen	050-Richland Elem		191757	1117	VCR/VIDEO MIXER	1613X30039	VPDT648	BROKSONIC					

The browser's status bar at the bottom shows "Internet" and "100%" zoom.

Stolen Transaction Data Flow

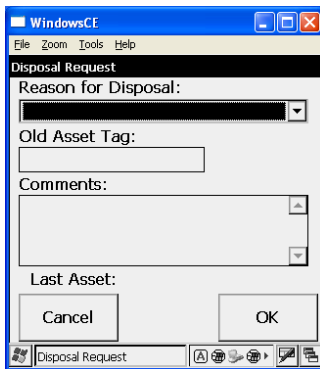


Disposal Request

For an Asset to be disposed the Location must submit a Disposal Request. Select Disposal from the Handheld Main Menu.

There are three 'Reasons for Disposal'. Each will be reviewed separately.

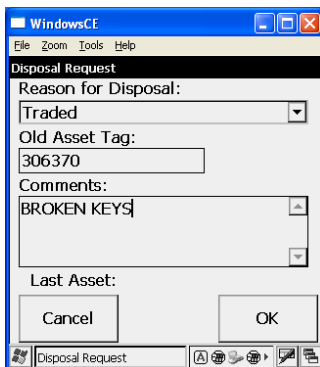
- Traded
- Obsolete
- Damaged/Vandalized



Disposal Request - Traded

Enter the following on the Disposal Request screen:

- Select 'Traded' and press Enter
- Scan the 'Old Asset Tag' being traded
- Enter the reason for the Trade in the 'Comments' field and press Enter



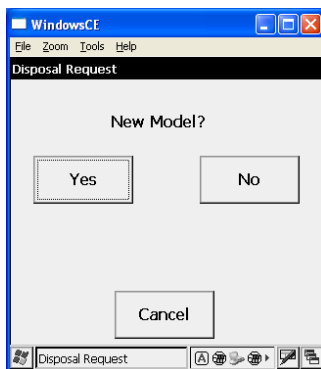
Because the Asset is being Traded the system requires information about the new Asset being put in its place. It first wants to know if the replacement is from a 'New Manufacturer'.



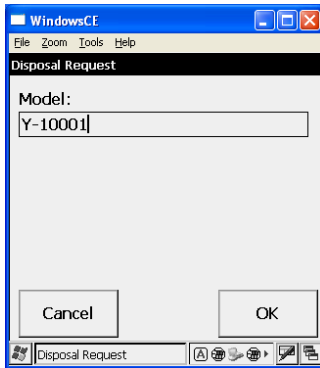
If you select 'Yes' to the question of 'New Manufacturer' you will be given the following screen to enter the 'Manufacturer' name.



After completing the question of 'New Manufacturer' you will be questioned about whether the replacement is a 'New Model' or not.



If it is a New Model click 'Yes' and you will be taken to the following screen to enter the Model.

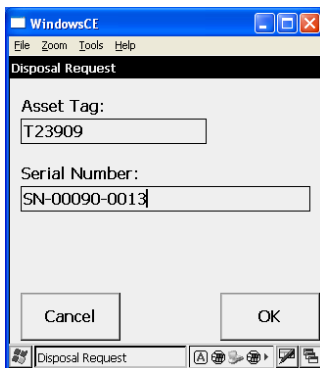


After completing the 'New Model' question you will be asked if the Asset is Vendor Supplied. This question simply means is the Asset already supplied with an Asset Tag from the Vendor.



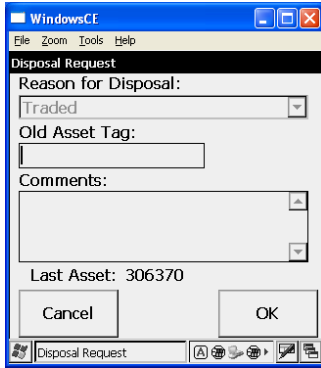
If the Vendor has tagged the Asset with an Asset Number then click 'Yes' and you will be taken to the following screen to enter:

- Asset Tag – applied by Vendor
- Serial Number – this can be scanned if a barcode is available or keyed on the keyboard



If the Asset was not 'Vendor Supplied' then the previous screen would not have asked for an Asset Tag, only the Serial Number.

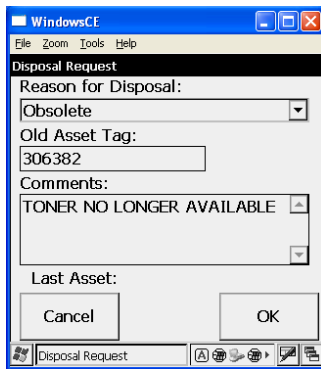
After entering the Serial number the Handheld will go back for the next Asset Tag being Traded.



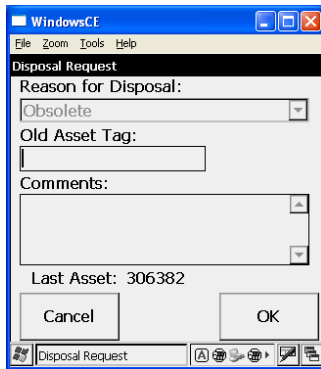
Disposal Request - Obsolete

Enter the following on the Disposal Request screen:

- Select 'Obsolete' and press Enter
- Scan the 'Old Asset Tag' being disposed
- Enter the reason for the Trade in the 'Comments' field and press Enter



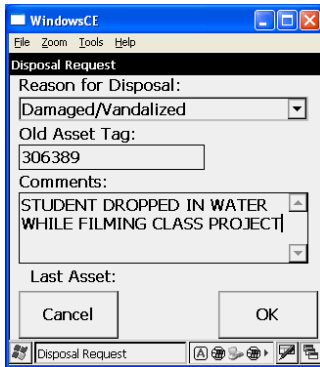
After entering the data requested the Handheld saves the Disposal Request and returns for the next Asset Tag to be disposed.



Disposal Request - Damaged/Vandalized

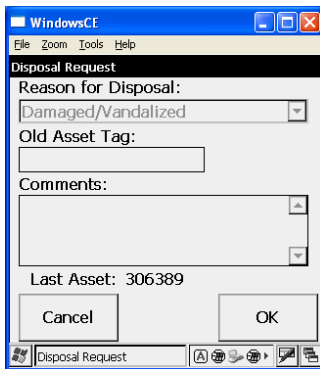
Enter the following on the Disposal Request screen:

- Select 'Damaged/Vandalized' and press Enter
- Scan the 'Old Asset Tag' being disposed
- Enter the reason for the Trade in the 'Comments' field and press Enter



WindowsCE
File Zoom Tools Help
Disposal Request
Reason for Disposal:
Damaged/Vandalized
Old Asset Tag:
306389
Comments:
STUDENT DROPPED IN WATER
WHILE FILMING CLASS PROJECT
Last Asset:
Cancel OK
Disposal Request

After entering the data requested the Handheld saves the Disposal Request and returns for the next Asset Tag to be disposed.



WindowsCE
File Zoom Tools Help
Disposal Request
Reason for Disposal:
Damaged/Vandalized
Old Asset Tag:
Comments:
Last Asset: 306389
Cancel OK
Disposal Request

Upload and Process Disposal Request Transactions

At this point the Disposal Request data can be uploaded to the system. Simply place the Handheld in its cradle and wait for the 'Lock' screen to appear. After the 'Lock' screen is displayed select 'Unapproved Transactions' from the 'Scanned Transactions' menu options.

Disposal Request Transactions must be approved by the Office of Asset Management.

The screenshot displays a web application interface for managing transactions. The browser window title is 'Unapproved Transactions - Windows Internet Explorer'. The address bar shows the URL: <http://192.168.6.127/MCS/NewTransactions/ShowNewTransactionsTable.aspx?>. The page features a navigation menu with options: Inventory, Unlock Scanner, Scanned Transactions, Manual Add New Asset, Reports, and Physical Inventory / Cycle Count. The main heading is 'UNAPPROVED TRANSACTIONS'. Below the heading is a search section with a search box and a 'Go' button. The search fields are: Transaction Type (All), Item Number (All), Program / Project (All), Scan Location (050-Richland Elem), Scan Sub Location (empty), Transaction Date (empty to empty), and Requestor (All). Below the search section is a table with 15 columns: Transaction Type, Scan Location, Scan Sub Location, Item Number, Class Code, Class Description, Serial Number, Model Number, Manufacturer, Original Cost, P.O. Number, Accounting Code, Program / Project, Vendor Number, and Vendor Name. The table contains one row of data: Disposal Request, 050-Richland Elem, 225830, 6789, FAMILY & CONSUMER SCIENCE. The table also includes a pagination bar showing '1 Items' and '50 /Page Go'.

All valid Approved Disposal Request Transactions for Obsolete and Damaged/Vandalized will be removed from the Unapproved Transactions list and moved to the Incomplete Transactions list awaiting:

- Disposal Receive Transactions from the Office of Asset Administration

INCOMPLETE TRANSACTIONS

Search for

(Search Fields: Item Number, Serial Number, Model Number or Manufacturer)

Transaction Type:

Item Number:

Program / Project:

Scan Location:

Scan Sub Location:

Transaction Date: to

Requestor:

Status:

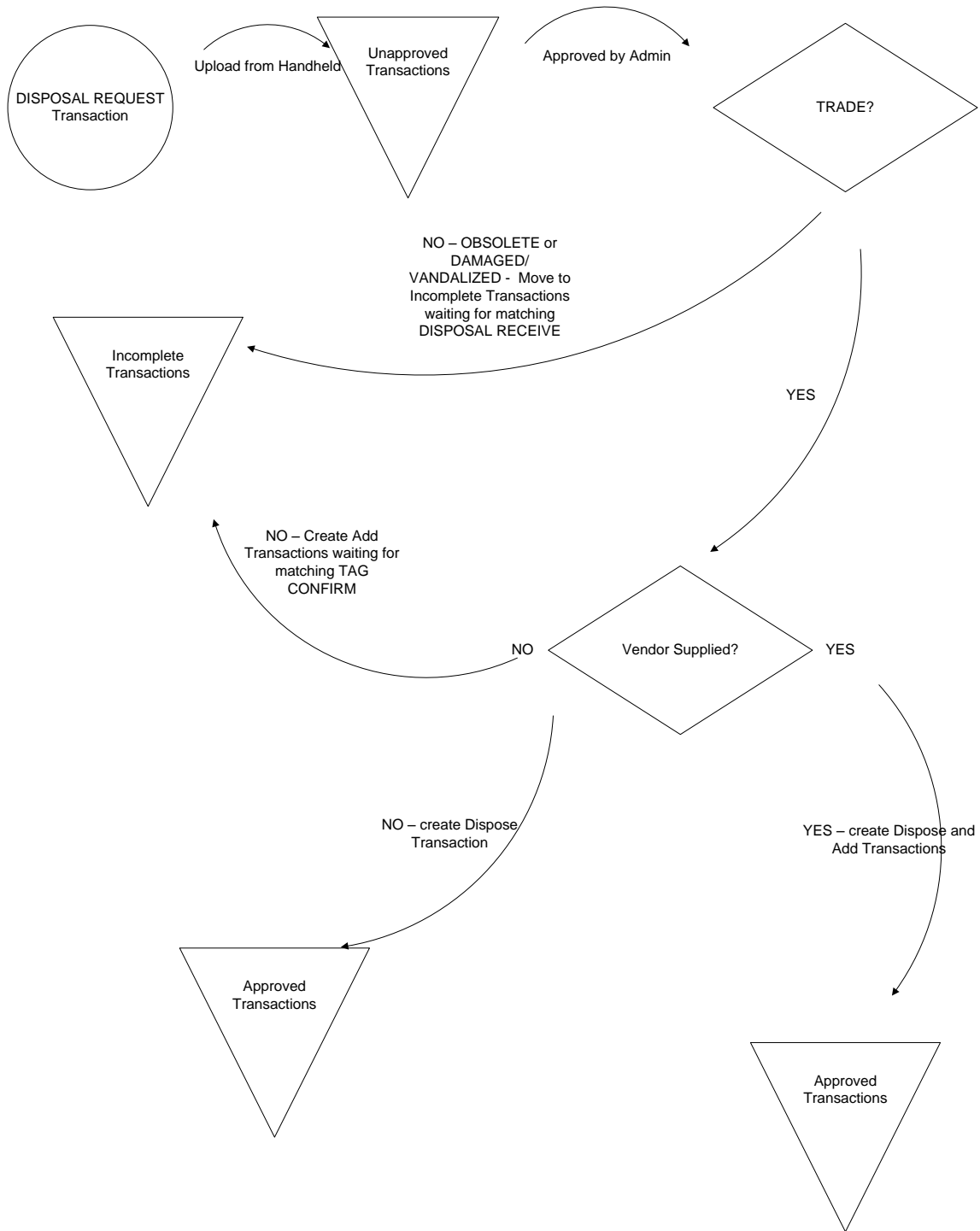
1 Items 50 /Page

<input type="checkbox"/>	Transaction Type	Scan Location	Scan Sub Location	Item Number	Class Code	Class Description	Serial Number	Model Number	Manufacturer	Original Cost	P.O. Number	Accounting Code	Program / Project	Vendor Number	Vendor Name
<input type="checkbox"/>	Disposal Request	050-Richland Elem		225830	6789	FAMILY & CONSUMER SCIENCE									

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For Traded items there is no other scan required if it was 'Vendor Supplied'. When an Asset is traded the old Asset is removed and a new one left in its place. Therefore the approved 'Vendor Supplied' transactions are moved to the Approved Transactions list. If the new Asset was not scanned as 'Vendor Supplied' then an Add transaction will be placed in the Incomplete Transactions awaiting Tag Confirm.

Disposal Request Transaction Data Flow



Reactivate

To put an Asset back into inventory that was previously taken out as Stolen, Missing or Scrapped then you would use Reactivate. Click 'Reactivate' at the Handheld Main Menu.



The screenshot shows a 'Reactivate' dialog box in a WindowsCE environment. It contains the following fields and controls:

- Asset Tag: [Empty text box]
- Serial Number: [Empty text box]
- Comments: [Empty text area with scrollbars]
- Last Asset: [Empty text box]
- Buttons: Cancel and OK

Enter the following values:

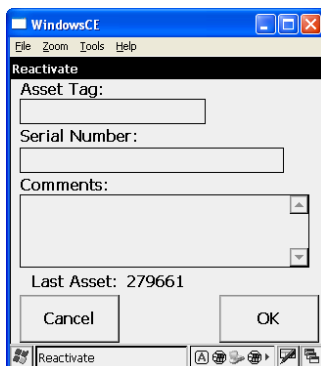
- Asset Tag
- Serial Number
- Comments – why this Asset is being reactivated



The screenshot shows the 'Reactivate' dialog box with the following data entered:

- Asset Tag: 279661
- Serial Number: U36153925
- Comments: WAS SCRAPPED BUT SPARE PARTS FOUND AND WAS FIXED
- Last Asset: [Empty]

After the data is saved the handheld will clear the screen for the next Asset to Reactivate. The Last Asset entered is displayed near the bottom of the screen for confirmation.



The screenshot shows the 'Reactivate' dialog box after the previous entry. The 'Last Asset' field now displays '279661' for confirmation. The other fields are empty:

- Asset Tag: [Empty]
- Serial Number: [Empty]
- Comments: [Empty]
- Last Asset: 279661

Upload and Process Reactivate Transactions

At this point the Reactivate data can be uploaded to the system. Simply place the Handheld in its cradle and wait for the 'Lock' screen to appear.

Reactivate Transactions must be approved by the Office of Asset Management. Select 'Unapproved Transactions' from the 'Scanned Transactions' menu options.

UNAPPROVED TRANSACTIONS

Search for: Go
(Search Fields: Item Number, Serial Number, Model Number or Manufacturer)

Transaction Type: All
Item Number: All
Program / Project: All
Scan Location: 050-Richland Elem
Scan Sub Location:
Transaction Date: to
Requestor: All Go

	Transaction Type	Scan Location	Scan Sub Location	Item Number	Class Code	Class Description	Serial Number	Model Number	Manufacturer	Original Cost	P.O. Number	Accounting Code	Program / Project	Vendor Number	Vendor Name
<input type="checkbox"/>	Reactivate	050-Richland Elem		090750	2436	DISC/HARD DRIVE	793619	A2M0003	APPLE						

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Click on the 'Approved Transactions' menu option from the 'Scanned Transactions' menu options. You can now see the Approved Reactivate Transactions. But if there are invalid Reactivate Transactions they will be placed in the Unapproved Transactions list.

Approved Transactions - Windows Internet Explorer

http://192.168.6.127/MCS/Transactions/ShowTransactionsTable.aspx?

File Edit View Favorites Tools Help

Approved Transactions

Inventory > Unlock Scanner > Scanned Transactions > Manual Add New Asset > Reports > Physical Inventory / Cycle Count

APPROVED TRANSACTIONS

Search for:

(Search Fields: Item Number, Serial Number, Model Number or Manufacturer)

Transaction Type: **Reactivate**

Item Number: **All**

Scan Location: **050-Richland Elem**

Scan Sub Location:

Transaction Date: to

Requestor: **All**

Status: **All**

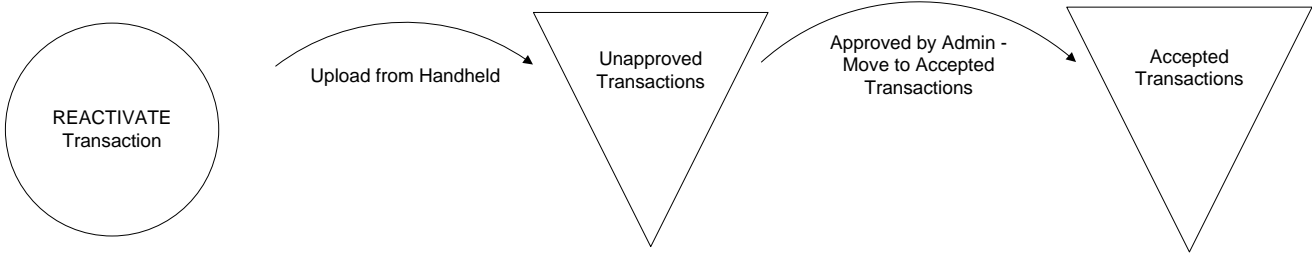
1 Items 50 /Page Go

Transaction Type	Scan Location	Scan Sub Location	Item Number	Class Code	Class Description	Serial Number	Model Number	Manufacturer	Original Cost	P.O. Number	Accounting Code	Program / Project	Vendor Number	Vendor Name
Reactivate	050-Richland Elem		090750	2436	DISC/HARD DRIVE	793619	A2M0003	APPLE						

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Done Internet 100%

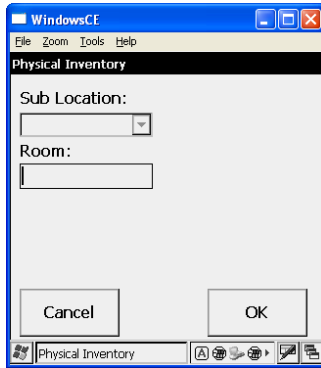
Reactivate Transaction Data Flow



Physical Inventory

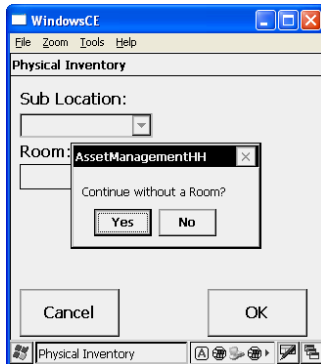
The Physical Inventory transaction is used when you must count your entire Asset inventory. Click 'Physical Inventory' on the Handheld Main Menu.

If your Location does not have Sub Locations then Sub Location will be disabled. If you do have Sub Locations then select the proper Sub Location from the dropdown list.



Enter the Room number you are counting in. If your inventory is not segmented by Rooms then you can press Enter without putting a value for Room. The Handheld will confirm that you want to 'Continue without a Room'.

Note: When you use Rooms during Physical Inventory, any Assets found in that Room will be updated in Inventory for that Room. So Physical Inventory is a great time to organize your inventory by Room while doing your count.



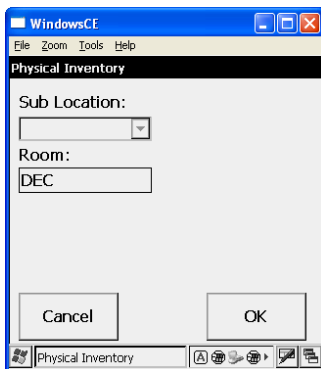
Now scan all the Assets in that Room.



As you scan 'Count' shows the number of Assets scanned in the current Room. 'Total' shows the total counted in all Rooms during this scan session. When the Handheld is uploaded it will reset the 'Count' and 'Total' values.



To go to the next Sub Location or Room simply press 'Cancel' to move back one screen.



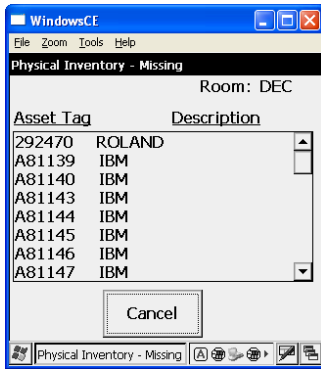
Since the Room has been changed you can see that 'Count' is now 0 and 'Total' is showing the count of the total Assets counted so far.



After the first Asset is scanned in the new location 'Count' and 'Total' are updated accordingly.



While counting in a Room press 'Missing' and a list of the uncounted Assets in that Room will be displayed. After reviewing the list click 'Cancel' to return to the scan screen.



Upload and Process Physical Inventory Transactions

At this point the Physical Inventory data can be uploaded to the system. Simply place the Handheld in its cradle and wait for the 'Lock' screen to appear. You do not have to complete the whole Inventory before uploading. You can do a portion of your count and upload it before doing the rest of the count. You can also recount Assets with the scanner and upload again. The system will allow each scenario.

Physical Inventory Transactions are not individually approved. A Physical Inventory is Approved or Denied only after the Location has submitted it as Complete.

To review the Physical Inventory select 'Physical Inventory' from the 'Physical Inventory / Cycle Count' menu options.

The screenshot shows the 'Inventory' web application in Internet Explorer. The breadcrumb navigation is: Inventory > Unlock Scanner > Scanned Transactions > Manual Add New Asset > Reports > Physical Inventory / Cycle Count. A dropdown menu is open under 'Physical Inventory / Cycle Count', showing options: Physical Inventory, Completed Physical Inventory, Physical Inventory Physical Inventory, Cycle Count, and Completed Cycle Count. The search form includes fields for Search for, Class Code (All), Acquisition Date, Program Project (E Rate), Location (050-Richland Elem), Sub Location, Room (All), and Current Status Code (New, Missing In). A 'Report Stolen Asset' button is also visible. Below the search form is a table with 13 columns: Location, Sub Location, Room, Item Number, Class Code, Class Description, Serial Number, Model Number, Manufacturer, Original Cost, Acquisition Date, P.O. Number, and Account. The table contains three rows of data:

Location	Sub Location	Room	Item Number	Class Code	Class Description	Serial Number	Model Number	Manufacturer	Original Cost	Acquisition Date	P.O. Number	Account
050-Richland Elem			021213	6300	BAND AMPLIFIER/SPEAKER	5840	315	SHURE	150.00	1/1/1969		
050-Richland Elem			073722	6165	BASS DRUM, CONCERT	73722		SLINGERLAND	125.00	3/1/1996		000
050-Richland Elem			146566	1305	COLOR TELEVISION	435929	19NP18	SHARP	209.99	1/1/1989		

Use this screen to review the progress of your Physical Inventory. By using the 'Status' filter you can select 'Missing' to find Assets that have not been scanned.

The screenshot shows a web browser window titled "Physical Inventory - Windows Internet Explorer". The address bar shows the URL: <http://192.168.6.127/MCS/PhysicalInventory/ShowPhysicalInventoryTable.aspx?>

The page has a navigation menu with the following items: Inventory, Unlock Scanner, Scanned Transactions, Manual Add New Asset, Reports, Physical Inventory / Cycle Count.

The main content area is titled "PHYSICAL INVENTORY" and contains a search form with the following fields:

- Search for: (Search Fields: Item Number, Serial Number, Model Number or Manufacturer)
- Program:
- Location:
- Sub Location:
- Status:

Below the search form is a pagination bar showing "584 Items" and "50 /Page".

The main data table is as follows:

Item Number	Serial Number	Class Code	Class Description	Model	Manufacturer	Program	Location	Sub Location	Room	Transaction Date Time	User	Status
270190	A6RK488685	2435	PRINTER	P110A2	EPSON		050-Richland Elem		100	10/2/2010 1:27 PM	RICHLAND USER	OK
270191	2100173002	1254	VIDEO CAMCORDER	ZR10	CANON		050-Richland Elem		100	10/2/2010 1:27 PM	RICHLAND USER	OK
270192	16547017	1117	VCR/VIDEO MIXER	VRA631AT22	PHILIPS		050-Richland Elem		100	10/2/2010 1:28 PM	RICHLAND USER	OK
270193	24502201	1117	VCR/VIDEO MIXER	VRA631AT22	PHILIPS		050-Richland Elem		100	10/2/2010 1:28 PM	RICHLAND USER	OK
272159	11163-AQ	2434	COMPUTER	3000	ALPHA SMART		050-Richland Elem		100	10/2/2010 1:28 PM	RICHLAND USER	OK
073722	73722	6165	BASS DRUM, CONCERT		SLINGERLAND		050-Richland Elem			10/2/2010 1:28 PM	RICHLAND USER	Missing

Validate Physical Inventory

During the Inventory click 'Validate Inventory' to see whether your Inventory Count is ready to submit for approval. The system will review several things:

- Missing Assets Count
- Other scanned transactions in process that are not complete

All normal transactions (i.e. Add, Transfer, etc) must be completed before a Physical Inventory can be completed.

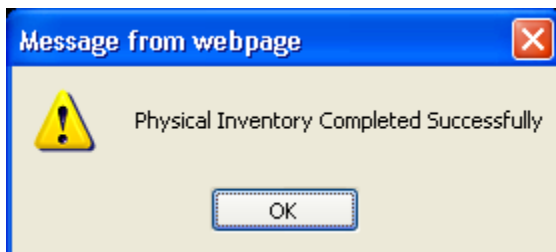


Complete Physical Inventory

After you have found all Missing Assets and are ready to submit your Inventory for approval then click 'Complete Inventory'. Again the system will confirm that all Assets were counted and there are no other unfinished transactions in process. If so you will be notified with a message giving you details of what needs to be addressed.



When all transactions have been completed and the Inventory is Completed you will see the following message.



Approve / Deny Completed Physical Inventory

After the Physical Inventory has been Completed by the Location it is reviewed by the Office of Asset Management. While it is waiting for review it can be seen in 'Completed Physical Inventory'.

The screenshot shows a web browser window titled 'Completed Physical Inventory - Windows Internet Explorer'. The address bar shows the URL: <http://192.168.6.127/MCS/CompletedPhysicalInventory/ShowCompletedPhysicalInventoryTable2.asp>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation and utility icons. A 'Sign In' button is visible in the top right corner with the text 'Hello R...'. Below the browser window, a navigation menu contains: Inventory, Unlock Scanner, Scanned Transactions, Manual Add New Asset, Reports, and Physical Inventory / Cycle Count. The main content area is titled 'COMPLETED PHYSICAL INVENTORY' and features a search form with fields for 'Location' (set to '050-Richland Elem'), 'Sub Location', and 'Submitted Date Time'. Below the form is a summary table with columns: Location, Sub Location, Submitted Date Time, and Submitted By. The table shows one entry for '050-Richland Elem' submitted on '10/2/2010 1:36 PM' by 'Richland User'. A 'Completed Physical Inventory Detail' section follows, displaying a table with 584 items. The table has columns: Item Number, Serial Number, Class Code, Class Code Description, Model, Manufacturer, Program, Location, Sub Location, Room, Transaction Date Time, User, and Status. The first six items are listed below:

Item Number	Serial Number	Class Code	Class Code Description	Model	Manufacturer	Program	Location	Sub Location	Room	Transaction Date Time	User	Status
270190	A6RK488685	2435	PRINTER	P110A2	EPSON		050-Richland Elem		100	10/2/2010 1:27 PM	RICHLAND USER	OK
270191	2100173002	1254	VIDEO CAMCORDER	ZR10	CANON		050-Richland Elem		100	10/2/2010 1:27 PM	RICHLAND USER	OK
270192	16547017	1117	VCR/VIDEO MIXER	VRA631AT22	PHILIPS		050-Richland Elem		100	10/2/2010 1:28 PM	RICHLAND USER	OK
270193	24502201	1117	VCR/VIDEO MIXER	VRA631AT22	PHILIPS		050-Richland Elem		100	10/2/2010 1:28 PM	RICHLAND USER	OK
272159	11163-AQ	2434	COMPUTER	3000	ALPHA SMART		050-Richland Elem		100	10/2/2010 1:28 PM	RICHLAND USER	OK
021213	5840	6300	BAND	315	SHURE		050-			10/2/2010	Richland	Mis

Physical Inventory History

After a Physical Inventory is approved for a Location it is stored in 'Physical Inventory History'. This can be viewed by selecting 'Physical Inventory History' from the 'Physical Inventory / Cycle Count' menu options.

On the following screen particular counts can be reviewed or exported to Excel as needed for further analysis. Summary information is also available:

- Total Assets
- Total Counted
- Total Missed (not counted)

The screenshot shows a web browser window titled "Physical Inventory History - Windows Internet Explorer". The address bar displays the URL: <http://192.168.6.127/MCS/PhysicalInventoryTrend/ShowPhysicalInventoryTrendTable.aspx?>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a search engine (Google) and a "Sign Out" button with the text "Hello Richland User".

The application interface features a navigation menu with the following items: Inventory, Unlock Scanner, Scanned Transactions, Manual Add New Asset, Reports, and Physical Inventory / Cycle Count. The main content area is titled "PHYSICAL INVENTORY HISTORY" and contains a search form with the following fields:

- Location: 050-Richland Elem (dropdown menu)
- Sub Location: (empty text box)
- Submitted Date Time: (empty text box) to (empty text box)
- Approved Date Time: (empty text box) to (empty text box)
- Year: All (dropdown menu), 2010 (dropdown menu)

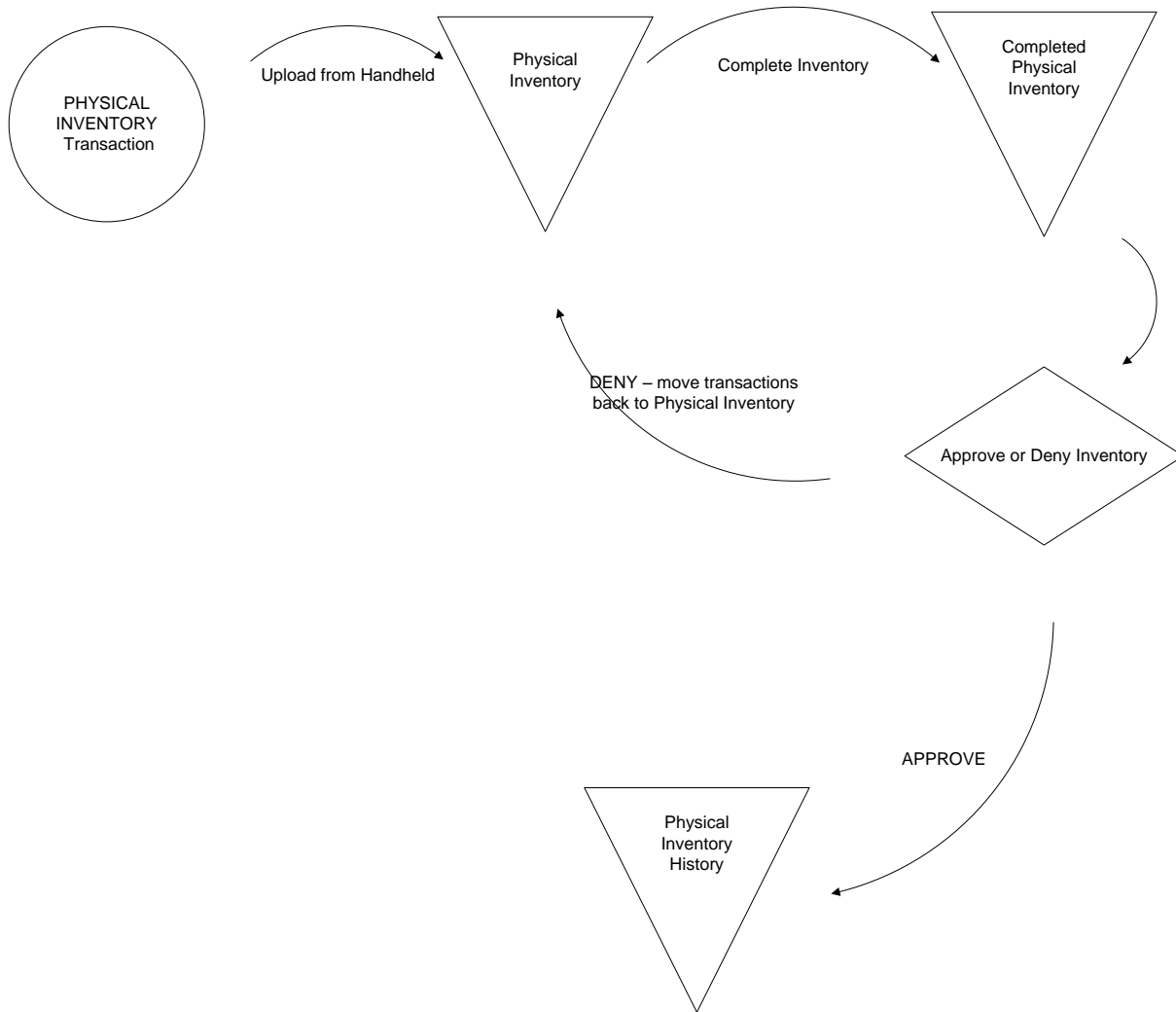
A "Go" button is located below the search form. Below the search form is a pagination control showing "1 Items" and "50 /Page".

The main data table has the following columns: Location, Sub Location, Total Assets, Total Counted, Total Missed, Year, Submitted By, Submitted Date Time, Approved By, and Approved Date Time. The table contains one data row and two summary rows:

	Location	Sub Location	Total Assets	Total Counted	Total Missed	Year	Submitted By	Submitted Date Time	Approved By	Approved Date Time
	050-Richland Elem		396	11	385	2010	Richland User	10/22/2009 2:56 PM	Keith Wood	10/22/2009 2:56 PM
Page Total:			396	11	385					
Grand Total:			396	11	385					

At the bottom of the page, there is a copyright notice: "Copyright © 2010 ADC Integrated Systems, Inc. All rights reserved. V1.00.07". The browser's status bar at the bottom shows "Internet" and "100%" zoom level.

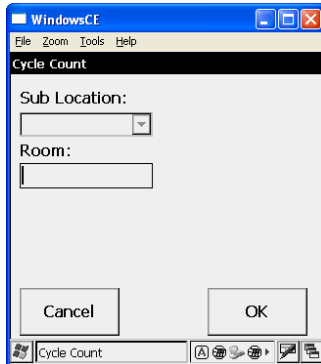
Physical Inventory Transaction Data Flow



Cycle Count / Audit

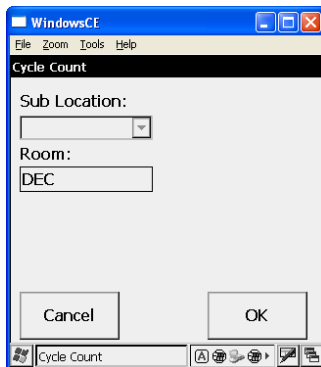
The Cycle Count transaction is used when you do a count of a subset of your Asset inventory. This is handy throughout the year to do spot checks on the accuracy of your inventory. It helps keep the inventory clean so that Physical Inventory has less reconciliation. Click 'Cycle Count / Audit' on the Handheld Main Menu.

If your Location does not have Sub Locations then Sub Location will be disabled. If you do have Sub Locations then select the proper Sub Location from the dropdown list.



Enter the Room number you are counting in. If your inventory is not segmented by Rooms then you can press Enter without putting a value for Room. The Handheld will confirm that you want to 'Continue without a Room'.

Note: When you use Rooms during a Cycle Count, any Assets found in that Room will be updated in Inventory for that Room. So a Cycle Count is a great time to organize your inventory by Room while doing your count.



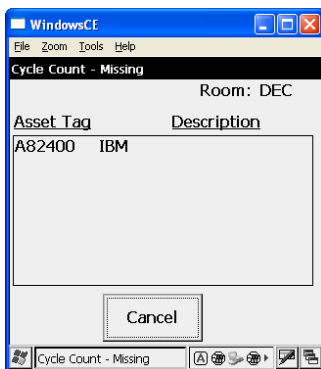
Now scan all the Assets in that Room.



As you scan 'Count' shows the number of Assets scanned in the current Room. 'Total' shows the total counted in all Rooms during this scan session. When the Handheld is uploaded it will reset the 'Count' and 'Total' values.



While counting in a Room press 'Missing' and a list of the uncounted Assets in that Room will be displayed. After reviewing the list click 'Cancel' to return to the scan screen.



Upload and Process Cycle Count Transactions

At this point the Cycle Count data can be uploaded to the system. Simply place the Handheld in its cradle and wait for the 'Lock' screen to appear. You do not have to complete the whole Cycle Count before uploading. You can do a portion of your count and upload it before doing the rest of the count. You can also recount Assets with the scanner and upload again. The system will allow each scenario.

To review the Cycle Count select 'Cycle Count' from the 'Physical Inventory / Cycle Count' menu options.

The screenshot shows the 'CYCLE COUNT' web application interface. It features a search section with various filters and a table of transaction data.

Search Filters:

- Search for:
- Class Code: All
- Program: All
- Location: 002-Berclair Elem
- Sub Location:
- Room: All
- Current Location: All
- Transaction Date Time: to
- Status: All
- Administrator Status: All
- Is Error: All

Table Data:

Item Number	Serial Number	Class Code	Class Code Description	Model	Manufacturer	Program	Location	Sub Location	Room	Current Location	Current Sub Location	Current Room	Transaction Date Time	User	Status	Administrator Status	Is Error
A61684	KLB80M	2434	COMPUTER	830529U	IBM	EXCEP CHLD	002-Berclair Elem		DEC	002-Berclair Elem		DEC	2/2/2010 5:56 PM	KEITH WOOD	OK	OK	No
A61685	66FWBV7	2437	MONITOR	6331-47N	IBM	EXCEP CHLD	002-Berclair Elem		DEC	002-Berclair Elem		DEC	2/2/2010 5:56 PM	KEITH WOOD	OK	OK	No
A82400	KLB8A87	2434	COMPUTER	8187-D1U	IBM	EXCEP CHLD	002-Berclair Elem		DEC	002-Berclair Elem		DEC	2/2/2010 5:57 PM	KEITH WOOD	Missing	Missing	Yes

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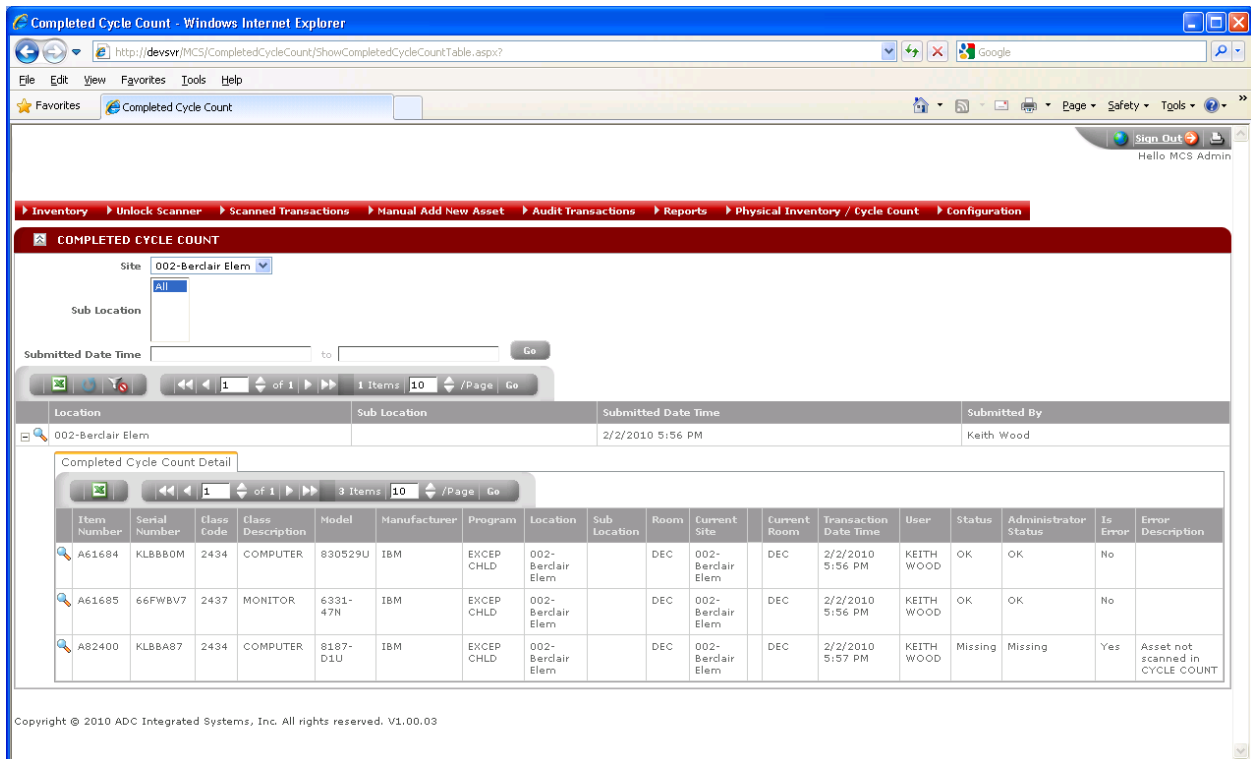
Complete Cycle Count

After the Cycle Count is complete click on 'Complete Cycle Count' on the Cycle Count screen. The Cycle Count transactions will be moved to Completed Cycle Count and the following confirmation message will be displayed.



Completed Cycle Count

After the Cycle Count is completed by the Location it is moved to Completed Cycle Count. This can be viewed by selecting 'Completed Cycle Count' from the 'Physical Inventory / Cycle Count' menu options. There are no actions required on this screen. It is for historical viewing of previous Cycle Counts

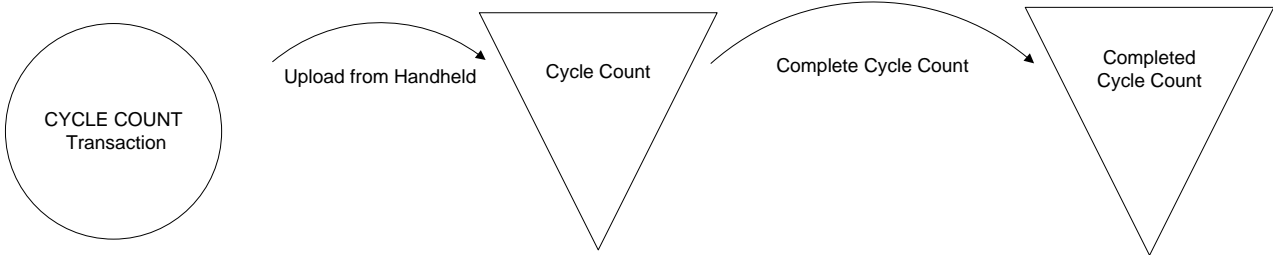


The screenshot shows the 'Completed Cycle Count' web application interface. The browser title is 'Completed Cycle Count - Windows Internet Explorer'. The address bar shows the URL: <http://devsvr/MCS/CompletedCycleCount/ShowCompletedCycleCountTable.aspx?>. The navigation menu includes: Inventory, Unlock Scanner, Scanned Transactions, Manual Add New Asset, Audit Transactions, Reports, Physical Inventory / Cycle Count, and Configuration. The main content area is titled 'COMPLETED CYCLE COUNT' and includes filters for Site (002-Berclair Elem), Sub Location (All), and Submitted Date Time. A table below shows the details of the cycle count.

Item Number	Serial Number	Class Code	Class Description	Model	Manufacturer	Program	Location	Sub Location	Room	Current Site	Current Room	Transaction Date Time	User	Status	Administrator Status	Is Error	Error Description
A61684	KLBBB0M	2434	COMPUTER	830529U	IBM	EXCEP CHLD	002-Berclair Elem		DEC	002-Berclair Elem	DEC	2/2/2010 5:56 PM	KEITH WOOD	OK	OK	No	
A61685	66FWBV7	2437	MONITOR	6331-47H	IBM	EXCEP CHLD	002-Berclair Elem		DEC	002-Berclair Elem	DEC	2/2/2010 5:56 PM	KEITH WOOD	OK	OK	No	
A82400	KLBA87	2434	COMPUTER	8187-D1U	IBM	EXCEP CHLD	002-Berclair Elem		DEC	002-Berclair Elem	DEC	2/2/2010 5:57 PM	KEITH WOOD	Missing	Missing	Yes	Asset not scanned in CYCLE COUNT

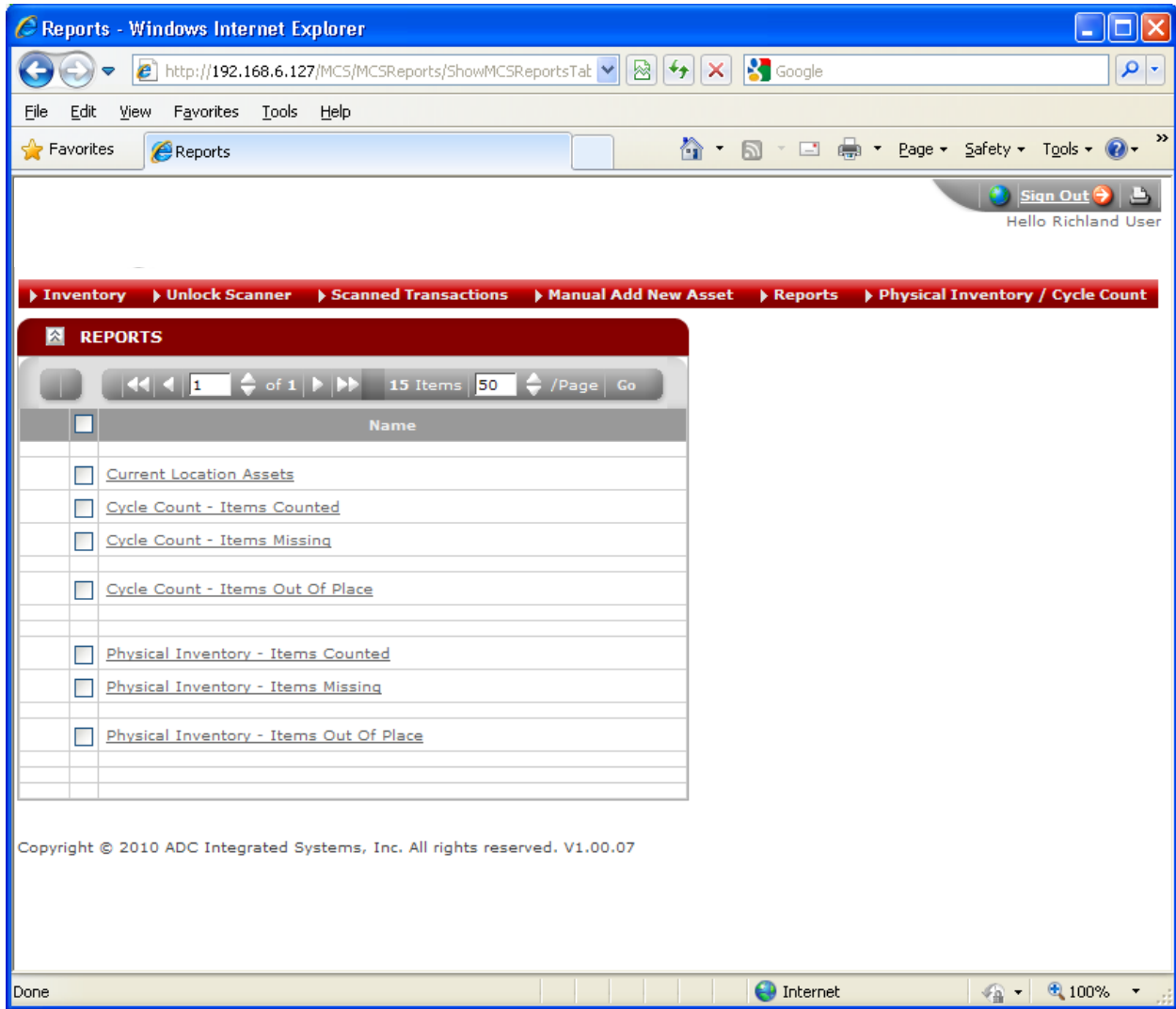
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Cycle Count Transaction Data Flow

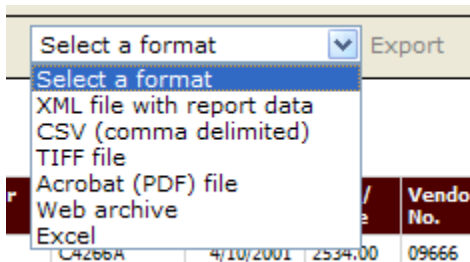


Reports

In the Admin Web Application, click 'Reports' on the main menu. You will be presented with a list of available reports. To run a report simply click on the report link in the list.



The report can also be 'Exported' to a file that you can save on your local computer. Simply click on the down arrow to the right of 'Select a format', select your desired file type and then click 'Export'.



Current Report List

1. 'Current Location Assets' – Current Asset Inventory for a Location and Sub Location
2. 'Cycle Count – Items Counted' – Items that are in current Cycle Counts that have not been Completed
3. 'Cycle Count – Items Missing' – Items that were not found during the Cycle Count
4. 'Cycle Count – Items not At Proper Location' – Items scanned in the Cycle Count that were found at the wrong Location
5. 'Cycle Count – Items Out of Place' – Items scanned in the Cycle Count that were found in the wrong Room
6. 'Physical Inventory – Items Counted' – Items that have been counted in the current Physical Inventory
7. 'Physical Inventory – Items Missing' – Items that were not found during the Physical Inventory
8. 'Physical Inventory – Items not At Proper Location' – Items scanned in the Physical Inventory that were found at the wrong Location
9. 'Physical Inventory – Items Out of Place' – Items scanned in the Physical Inventory that were found in the wrong Room

Handheld Scanner Operation

The handheld scanner is a Motorola MC3000. It has been loaded with a custom application to collect data for the AMSI system. Data can be entered either on the keyboard or with the integrated barcode scanner. In some cases the scanner has been disabled when not appropriate for the particular input field. The keyboard is always enabled.



The handheld also has a touch sensitive screen for clicking on dropdown lists and buttons. There is an integrated stylus to touch the screen with. **CAUTION:** Do not use a sharp object such as a pen, pencil or metal tool to touch the screen. Doing so can damage the surface of the screen and render the touch screen inoperable.

Keyboard Data Entry

When the cursor is in an input field press the desired keys on the keypad followed by the ENTER key. All fields are accepted by pressing the ENTER key.

Scanner Data Entry

Please use caution with the integrated laser scanner. Under normal operating conditions it is completely safe. Do not stare directly into the laser scanner while pushing the scanner button.



When a field accepts scanned data you may activate the scanner by pressing the yellow 'Scan Button' on the face of the handheld or one of the 'Scan' buttons on the side of the handheld. The scanner will

illuminate its red laser beam as long as you hold a 'Scan Button'. When the scanner successfully decodes the barcode it will beep, display the data in the current input field and then turn the laser beam off.

To read a barcode simply aim the red laser beam at the barcode so that the beam passes from one end of the barcode to the other. If the beam does not pass completely through the barcode all at the same time then the barcode will not decode. It is not necessary to move the beam from top to bottom of the barcode. Simply hold the beam on the barcode and it should immediately decode. If the beam does not pass all the way from one side of the barcode to the other then the scanner might be too close to the barcode. For the AMSI Asset Tag the typical distance required between the barcode and the scanner is 5 to 10 inches.

Warm Boot Scanner

On occasion when the handheld does not appear to be operating correctly, you may try to reset it by doing a 'Warm Boot' on the scanner.

1. Press and simultaneously hold **7**, **9** and **Power**. Do not hold down any other keys or buttons.
2. As the mobile computer initializes MC3000 demo window appears.

Cold Boot Scanner

If the scanner stops responding to all input and a 'Warm Boot' does not correct the issue you may try a 'Cold Boot'.

1. Simultaneously press and then release the **1**, **9** and **Power** keys. Do not hold down any other keys or buttons.
2. As the mobile computer initializes, the splash window, below, appears for about a minute.



3. Calibrate the touch screen

Calibrate the Touch Screen

1. Remove the stylus from the stylus holder.
2. Carefully press and briefly hold the stylus tip on the center of the **Calibration** screen target. Repeat the procedure as the target moves and stops at different locations on the screen. This enters the new calibration settings.



3. Once all of the new calibration settings are input, tap the screen or press the **ENTER** button to save the new calibration settings. Press **ESC** to discard the new calibration settings.

MC3000 Quick Start Guide

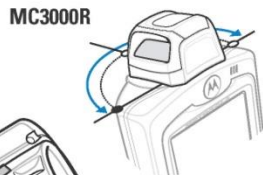
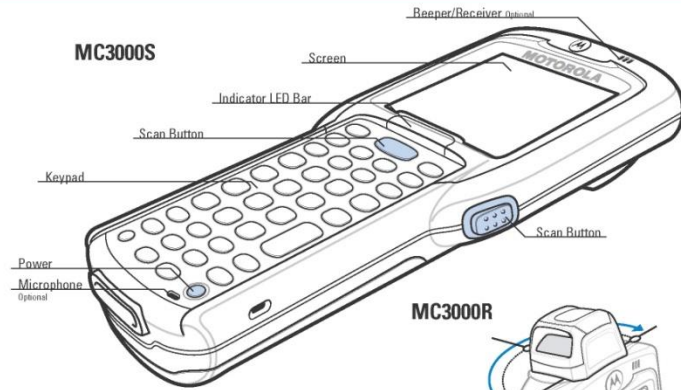
MC3000 Series Quick Start Guide

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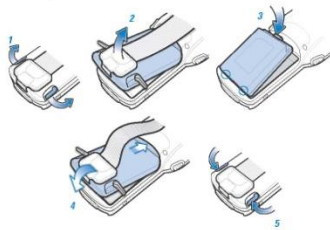
See User Guide for more information
This guide is applicable to all MC3000 series products

FEATURES

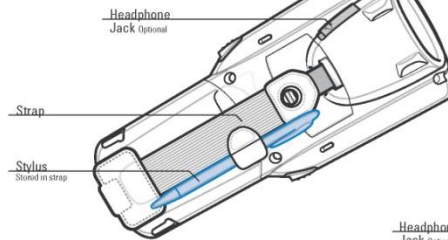
POST IN WORK AREA



Battery Installation



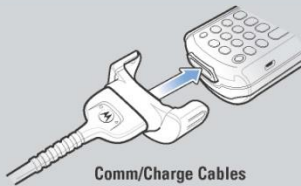
MC3000S Back View



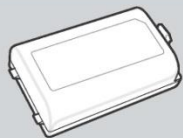
MC3000R Back View



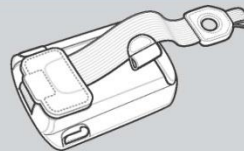
ACCESSORY INSTALLATION



Comm/Charge Cables



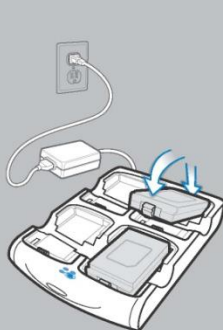
Extended Life Battery



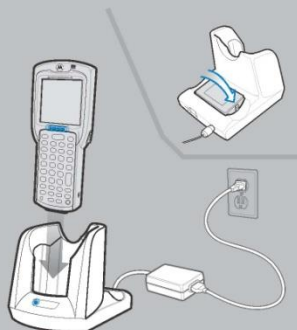
Extended Life Battery Strap/Door Assembly

CHARGING INSTRUCTIONS

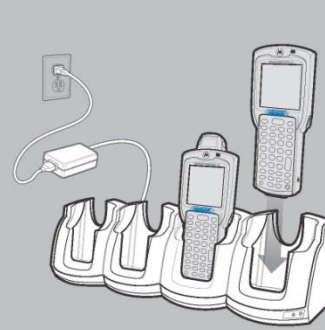
● = LED Indicator Location | Slow Flash = Normal Charge | Solid Amber = Full Charge | Fast Flash = Charging Error



Four Slot Spare Battery Charger

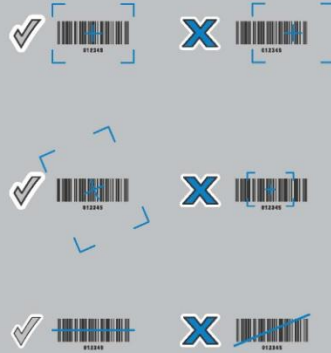
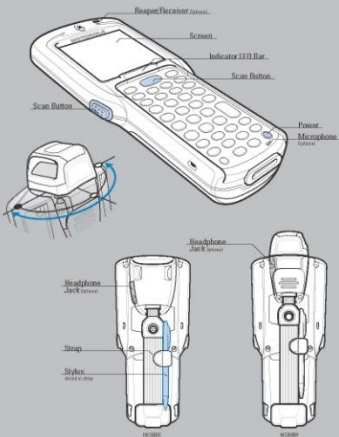


Single Slot Serial/USB Cradle



Four Slot Cradles
Charge-Only Cradle and Ethernet Cradle

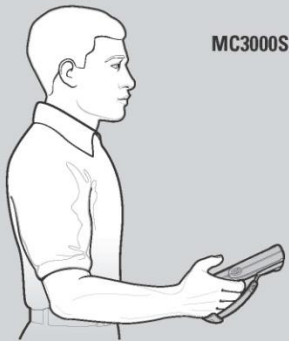
OPTIMUM IMAGING AND SCANNING POSITIONS



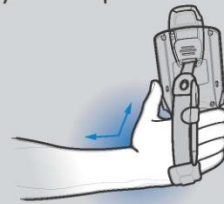
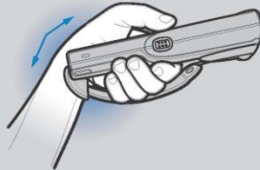
MC3000S Scanning

MC3000R Scanning

OPTIMUM UPRIGHT BODY POSTURES



Avoid Extreme Wrist Angles



OPTIMUM BODY POSTURE

Optimum Body Posture for Low Scanning

Alternate left and right knees

POST IN WORK AREA



Optimum Body Posture for High Scanning

Use a ladder



Taking breaks and task rotation recommended

Local Contact

MOTOROLA
 The Motorola Race Infrared, Blue Box 11741, 100A, 102A, 103A, 104A, 105A, 106A, 107A, 108A, 109A, 110A, 111A, 112A, 113A, 114A, 115A, 116A, 117A, 118A, 119A, 120A, 121A, 122A, 123A, 124A, 125A, 126A, 127A, 128A, 129A, 130A, 131A, 132A, 133A, 134A, 135A, 136A, 137A, 138A, 139A, 140A, 141A, 142A, 143A, 144A, 145A, 146A, 147A, 148A, 149A, 150A, 151A, 152A, 153A, 154A, 155A, 156A, 157A, 158A, 159A, 160A, 161A, 162A, 163A, 164A, 165A, 166A, 167A, 168A, 169A, 170A, 171A, 172A, 173A, 174A, 175A, 176A, 177A, 178A, 179A, 180A, 181A, 182A, 183A, 184A, 185A, 186A, 187A, 188A, 189A, 190A, 191A, 192A, 193A, 194A, 195A, 196A, 197A, 198A, 199A, 200A, 201A, 202A, 203A, 204A, 205A, 206A, 207A, 208A, 209A, 210A, 211A, 212A, 213A, 214A, 215A, 216A, 217A, 218A, 219A, 220A, 221A, 222A, 223A, 224A, 225A, 226A, 227A, 228A, 229A, 230A, 231A, 232A, 233A, 234A, 235A, 236A, 237A, 238A, 239A, 240A, 241A, 242A, 243A, 244A, 245A, 246A, 247A, 248A, 249A, 250A, 251A, 252A, 253A, 254A, 255A, 256A, 257A, 258A, 259A, 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Recommended Usage Guide