



RedBeam Asset Tracking™

User Manual

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Overview

RedBeam Asset Tracking™ was designed to make the collection of asset data faster and more reliable. Use the software to track computers, equipment, furniture, vehicles and other valuable assets.

This document is divided into several sections which explain the functions of RedBeam Asset Tracking™.

The “*Installation*” section explains how to install RedBeam Asset Tracking™ software on your PC.

The “*PC Application*” section describes the main system functions: master data, asset data, inventory, reporting, sync handheld (*Mobile or RFID Edition* only) and admin.

The “*Using the Mobile Computers*” section explains the main functions to be used on the mobile computer: update and inventory. These functions are only available if you are using the *Mobile or RFID Edition* of the software.

Before installing the RedBeam Asset Tracking™ software, please make sure that the following system requirements are met.

PC Prerequisites

In order for the PC software to perform properly, the PC must have the following:

- Windows® XP, 2003, Vista or Windows® 7
- Pentium® IV or Greater Processor
- 512 MB RAM, 1 Gig Free Hard Disk Space
- Microsoft® ActiveSync (for XP) or Windows® Mobile Device Center (for Vista and Windows® 7) if using *Mobile or RFID Edition*
- Microsoft® SQL Server 2000, 2005, 2008 or 2008R2 (if more than 10 concurrent users)

Mobile Computer Prerequisites

If you are using the *Mobile or RFID Edition* please go to the www.redbeam.com website under Products->Barcode/RFID Readers for a list of compatible devices.

You may also contact RedBeam or your local RedBeam reseller for questions about hardware compatibility.

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Section 1: Installation

The RedBeam Asset Tracking® PC software is the main database for all of your asset information. The software is found on the CD that came with this system. This software allows you to enter and view asset data, create physical inventories, print labels and run reports.

Installing the PC Software

IMPORTANT: If you have purchased licenses for a multi-user version of the system and want to network all of your PCs together, install the RedBeam Asset Tracking® software on the computer or server where you want the database to reside. Once installed there, you can install on your other PCs.

Before installing please note the following recommendations to insure a successful install:

1. You must be logged in as a Local Windows Administrator to install.
2. If you are running a Windows Vista or Windows 7 machine, you must first disable the User Account Control (UAC). UAC settings can be found under Control Panel->User Accounts.
3. Temporarily disable all firewalls and anti-virus applications. (If you click your Start button and type **services.msc** into your run bar (Windows XP) or start search bar (Windows Vista/7), you can see what firewalls and anti-virus applications are running and can stop and disable them.)

To install the PC portion of RedBeam Asset Tracking®, access the installation from the CD on your CD ROM drive or download from the link if the software was provided digitally (all software purchased outside US provided digitally only). Click the “*setup*” installation icon.



An installation wizard will take you through the installation steps. The installation may take several minutes. You may need to restart your computer once the installation is finished.

Note: If you are using the Mobile or RFID Edition of the software, the mobile computer portion of RedBeam Asset Tracking® is loaded during the initial sync with the handheld which is described under the Sync Handheld section of this manual.

Limited Access Windows Logins

If users with limited security rights will be using the application, a user with administrative rights must give “full control” access to the HKEY_LOCAL_MACHINE\SOFTWARE\RBAT registry node for the “users” group just after installation occurs on the workstation.

To make this change:

- Click **Start**, and then click **Run**.
- In the **Open** box, type **regedit** and then click **OK**.

In **regedit**:

- Find the appropriate node and right click

- Select “Permissions”
- Select the “Users” group
- Check the “Allow” box for “Full Control”
- Click “Ok”

The admin should log in once to the client and enter the database user ID and password to create the initial connection to the server. Windows Vista users will need to run the application the first time in administrative mode. To do this, right click the icon for the application and select Run as Administrator.

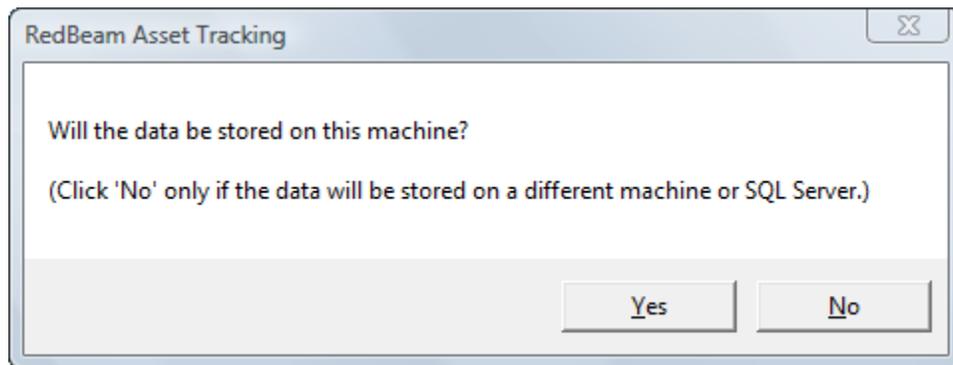
Section 2: PC Application

Accessing the Application

To access the program on the computer, double click the icon on the desktop labeled *Asset Tracking* or go to *Start->Programs->RedBeam->Asset Tracking->RedBeam Asset Tracking*.

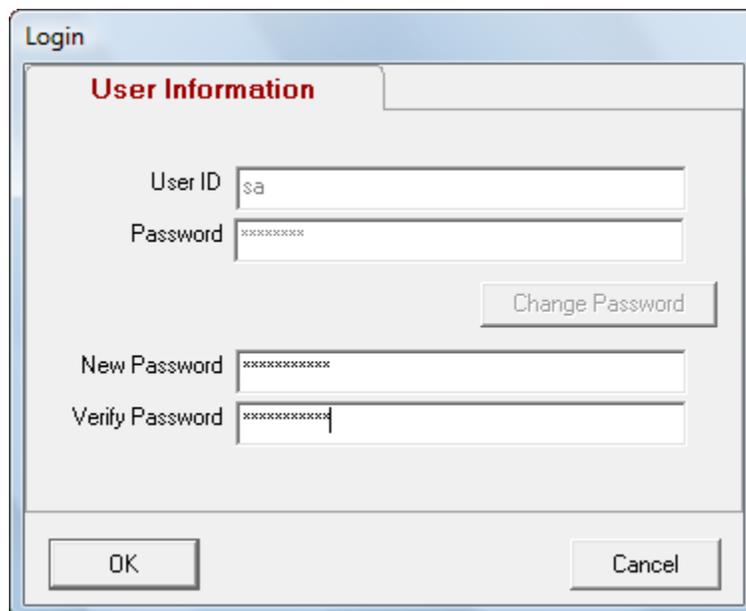
Opening the Application for the First Time

When the application is launched for the first time you will be asked, “**Will the data be stored on this machine?**”



Single User Licenses

If you have a single user license, click “Yes”. You will be given a default user ID and password. Please enter a new password. Enter it a second time for verification. **IMPORTANT: Please write down or remember both your default user ID and your new password and keep them in a safe place. You may need them again later.**



Multi-user Licenses

If you have a multi-user license that you would like to have networked, you will first need to install the software on the computer or server (referred to as “server” for the rest of this section) where you want the database to reside. Open the application on the server. You will then be asked, “Will the data be stored on this machine?” Click “Yes”. This will create an instance of the Microsoft® SQL Express database that comes with and is used by this software. You do not need a full version of Microsoft® SQL to use this software.



The image shows a Windows-style dialog box titled "Login". It has a tabbed interface with the "User Information" tab selected. The dialog contains the following fields and buttons:

- User ID:** A text box containing the value "sa".
- Password:** A password field with masked characters (dots).
- Change Password:** A button located to the right of the Password field.
- New Password:** A password field with masked characters.
- Verify Password:** A password field with masked characters.
- OK:** A button at the bottom left.
- Cancel:** A button at the bottom right.

You will be given a default user ID and password. Please enter a new password. Enter it a second time for verification. **IMPORTANT: Please write down or remember both your default user ID and your new password and keep them in a safe place. You will need this information to network your other PCs to this database.**

Once this is done, go back to the first PC that you would like to network to this “server”. **When you open the application you will be asked, “Will the data be stored on this machine?” Click “No”.** You will be asked to enter the user ID and password for the server. This is the user ID and password you wrote down or remembered from the server installation. Enter the information in the *User Information* tab.

The screenshot shows a 'Login' dialog box with two tabs: 'User Information' (selected) and 'Server'. Under the 'User Information' tab, there are two text input fields: 'User ID' containing 'sa' and 'Password' containing a series of asterisks. To the right of the password field is a 'Change Password' button. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Next click the *Server* tab.

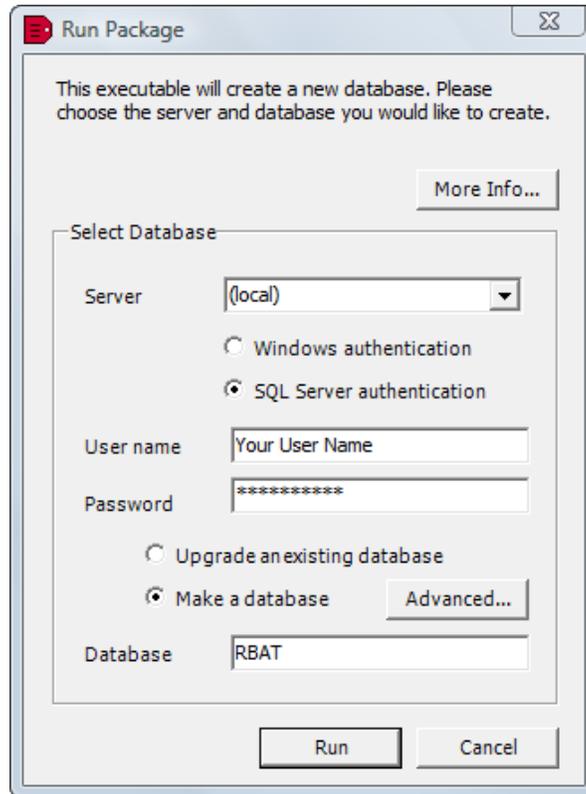
The screenshot shows the 'Login' dialog box with the 'Server' tab selected. The 'User Information' tab is now disabled. The main area is titled 'Enter a Server name or IP address' and contains an empty text input field. Below this is a button labeled 'Search for Available Servers' followed by the text 'and select one from the list'. A list box below contains the text 'DAVIDLAPTOP'. At the bottom, there is a checkbox labeled 'Use an SQL Server not installed by this application' which is currently unchecked. 'OK' and 'Cancel' buttons are at the bottom.

Enter the server where your data is stored. Do this by clicking the *Search for Available Servers* button. When clicked, the system will look for other *RedBeam Asset Tracking®* databases on your network. The server you just installed on should display in the box. Click to select it. (If the server does not display, you may enter the server name or IP address if known.)

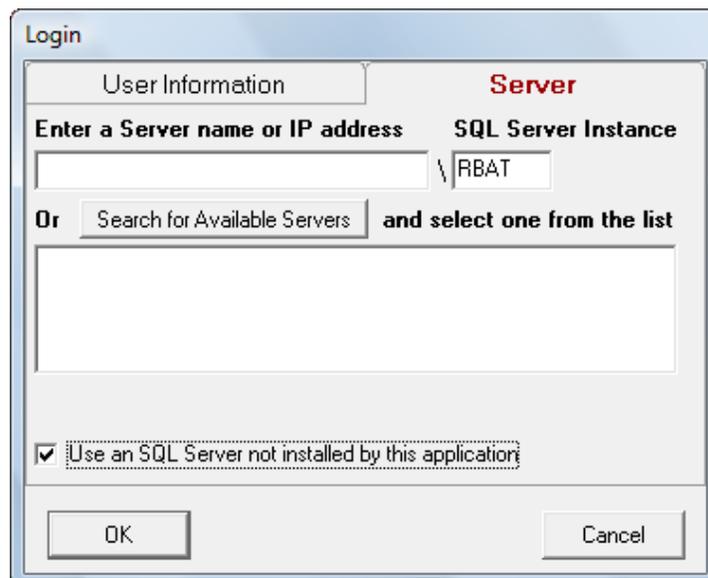
When done, click *OK*. The application will launch and you will be connected to your main server database.

Advanced

If you are using your own full version of Microsoft® SQL Server 2000, 2005 or 2008, you can create your database by going to C:/Program Files/RedBeam/RedBeam Asset Tracking and double clicking the RBATXXSeed.exe (where XX is the version number). The following window will appear.



Once the database is created, when connecting a client machine to the database, check the *Use a SQL Server not installed by this application* check box at the bottom of the login/server screen.

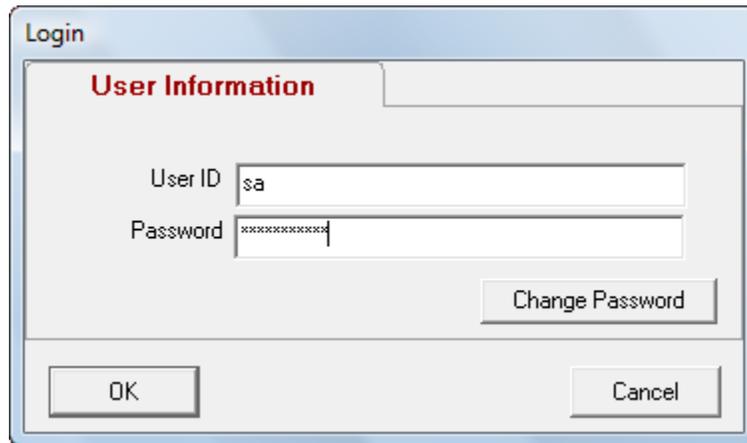


If you have not already done so, click *Search for Available Servers*. Choose the server from the list box or type the server name or IP address into the *New Server* field.

When done, click *OK*. The application will launch and you will be connected to your main server database.

Opening the Application with User Security Activated

If this is not the first time you have launched the application and you have activated user security (under *Admin->Security*), when you open the application you will be asked to enter one of the user ID's and passwords you have set up. To change your password, click *Change Password*.



The image shows a Windows-style dialog box titled "Login". Inside the dialog, there is a section titled "User Information" in red text. Below this title, there are two input fields: "User ID" containing the text "sa" and "Password" containing a series of asterisks. To the right of the password field is a button labeled "Change Password". At the bottom of the dialog, there are two buttons: "OK" on the left and "Cancel" on the right.

Opening the Application without User Security Activated

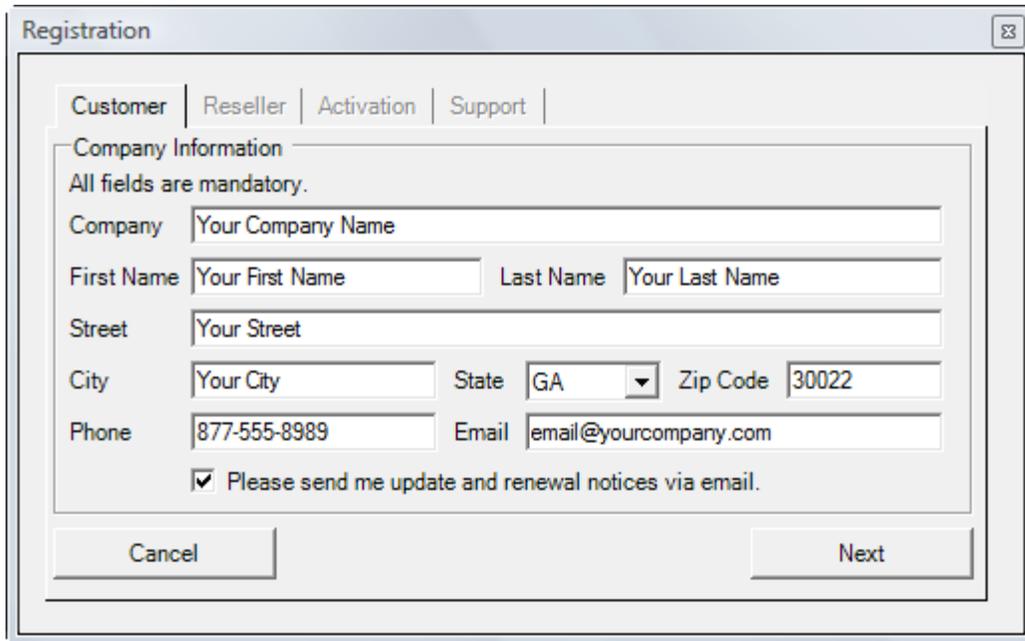
If this is not the first time you have launched the application and you do not have user security activated, you will be taken directly into the application.

Registration

When the application is launched for the first time you will be asked to register the software. You may register electronically over the internet, or you can contact RedBeam, Inc. at 877-373-0390. If you choose not to register, the application will run in demo mode.

The *Registration* screens include four tabs including *Customer*, *Reseller*, *Activation* and *Support*.

Under the *Customer* tab, enter information about your company including company name, your name, address, phone and email.



The screenshot shows a 'Registration' dialog box with four tabs: 'Customer', 'Reseller', 'Activation', and 'Support'. The 'Customer' tab is selected. The dialog contains a 'Company Information' section with the instruction 'All fields are mandatory.' Below this are several input fields: 'Company' (text box with 'Your Company Name'), 'First Name' (text box with 'Your First Name') and 'Last Name' (text box with 'Your Last Name'), 'Street' (text box with 'Your Street'), 'City' (text box with 'Your City'), 'State' (dropdown menu with 'GA'), and 'Zip Code' (text box with '30022'). There are also 'Phone' (text box with '877-555-8989') and 'Email' (text box with 'email@yourcompany.com') fields. A checkbox labeled 'Please send me update and renewal notices via email.' is checked. At the bottom are 'Cancel' and 'Next' buttons.

Under the *Reseller* tab, enter information about the company you purchased the RedBeam system from including company name, your contact's name, address, phone and email. This information can be accessed later if you need to order additional licenses, upgrades, support or supplies.

Registration

Customer | **Reseller** | Activation | Support

Reseller Information

** Reseller

First Name Last Name

Street

City State Zip Code

Phone Email

** fields are mandatory.

Under the *Activation* tab, enter your product serial number and click *Activate*. If you have internet connectivity, the *Activation Key* will automatically be populated by the system. If you do not have internet connectivity, please call 877-373-0390 and provide one of our support specialists the *PC Unique ID* displayed on the screen and your product serial number. They will then verbally provide the activation key for your machine.

Registration

Customer | Reseller | **Activation** | Support

Serial Number Activation

Please enter the serial number found on the software CD jacket, and click "Activate". This will transmit your registration to RedBeam, Inc. via the internet. If you do not have internet connectivity or would like to buy more licenses, please call 877-373-0390.

PC Unique ID

Serial Number

Activation Key

Under the *Support* tab, enter your support contract serial number and click *Activate*. If you have internet connectivity, the *Activation Key* will automatically be populated by the system. If you do not have internet connectivity, please call 877-373-0390 and provide one of our support specialists the *PC Unique ID* displayed on the screen and your support contract serial number.

They will then verbally provide the activation key for your machine. You may enter multiple support contracts to extend support for multiple years.

Registration

Customer | Reseller | Activation | Support

Support Activation

To purchase support please contact your reseller (.) or call 984-555-2038

SupportNumber	SupportEndDate
72F47B	3/4/2009
885436	3/4/2010

Activation Key: 176EDCAA530E26CE4

Support Number: 72F47B

Back | Activate | Finish

Menu Overview

When the application is launched, there will be several tabs along the top of the screen that indicate the main system functions. These include:

Master Data – enter basic data used by the rest of the system

Asset Data – enter asset data including main data, purchasing, user fields, IT/maintenance and attachments

Inventory – take a physical inventory of assets

Reporting – generate asset, inventory, depreciation, warranty and lease reports and print barcodes

Sync Handheld – sync the mobile computer with PC database (*Mobile Edition* only)

Admin – network, back up data, import data, purge and implement user security

Each time the application is opened, it will default to the *Master Data* tab and the *Company* screen depicted below. You can move between each of the main system functions by clicking on the desired tab. Under each of the main function tabs, you will notice sub-functions buttons either along the left hand menu or listed horizontally in smaller tabs along the middle of the screen. To access the sub-function click on the button and/or the tab that describes it.

The screenshot displays the RedBeam Asset Tracking application window. The title bar reads "RedBeam Asset Tracking". The menu bar includes "Exit" and "Help". The main interface is divided into several sections:

- Top Tabs:** Master Data (selected), Asset Data, Inventory, Reporting, Sync Handheld, Admin.
- Left Sidebar (Organization):** Organization (selected), Departments, Custodians, Asset Types, Purchasing, Status, User Fields.
- Center Panel:**
 - Select a Location:** A tree view showing "Your Company" with sub-items "Building 1" (containing "1-101") and "Building 2" (containing "2-101").
 - Company:** A form with fields for Company Name, Street, City, State (GA), Zip Code (33333), Phone (770-555-9483), Fax (770-555-3929), and Fiscal Year End (December). Below the form is a green checkmark icon and an "Edit" button.
- Right Panel:** Buildings, Rooms.

Function Bar

On most system screens, you will find a function bar that looks like this:



The buttons perform the following functions:



Find – Search for a specific record.



First – Scroll to the first record.



Prev. – Scroll to the previous record.



New – Create a new record.



Edit – Edit an existing record.



Copy – Create a new record by copying existing record.



Del. – Delete a record.



Undo – Undo the changes made to a record.



Next – Scroll to the next record.



Last – Scroll to the last record.



Update – Commit record entries to the database.



Barcode – Print a barcode label.



Asset Log – View history of changes to a record



Refresh – Update the application with the most recent data entered.

Master Data

The *Master Data* tab is where data used by the rest of the system is entered. If setting up the system for the first time, the information under this function should be entered prior to working with the asset data section. If planning to import asset data from a spreadsheet using the import function found under Admin->Import, it is also recommended that master data be set up in this section prior to import.

As indicated by the buttons listed along the left hand side of the screen, the following data is entered under master data:

Organization – where the company structure (including buildings and rooms) is entered

Departments – where departments are entered

Custodians – where people responsible for assets are entered

Asset Types – where asset categories are entered

Purchasing – where manufacturers, vendors, accounting and depreciation class data is entered

Status – where asset statuses are entered

User Fields – where customizable user-defined fields are created

RedBeam Asset Tracking

Exit Help

Master Data | Asset Data | Inventory | Reporting | Sync Handheld | Admin

Organization

Departments

Custodians

Asset Types

Purchasing

Status

User Fields

Select a Location

Your Company

- Building 1
 - 1-101
- Building 2
 - 2-101

Company | Buildings | Rooms

Company Name: Your Company

Street: Your Street

City: Your City

State: GA | Zip Code: 33333

Phone: 770-555-9483

Fax: 770-555-3929

Fiscal Year End: December

✓ Edit

Organization

The three organizational levels in the system are set up under the organization function. The highest level of the organization is the company. Once the company is set up, buildings can be added. Once a building is set up, all of the rooms in the building can be added.

Company

To set up your company information, click on the *Organization* button and select the *Company* tab. The company is the highest organizational level in the system. Only one company can be entered.

To edit your company information, click the *Edit* button. When finished, click the *Update* button.

To enter the month that your company's fiscal year ends, select the appropriate month from the *Fiscal Year End* drop down. If you depreciate assets annually, assets will be depreciated on the last day of this month.

The bottom panel is a tree structure that allows you to view the buildings and rooms in the company. You can expand or close the tree by clicking on the plus and minus icons next to the information you want to view. Clicking on the building or room description will display more detailed information.

The screenshot displays the RedBeam Asset Tracking application window. The title bar reads "RedBeam Asset Tracking". The menu bar includes "Exit" and "Help". The main interface is divided into several sections:

- Master Data:** A vertical sidebar on the left containing buttons for "Organization", "Departments", "Custodians", "Asset Types", "Purchasing", "Status", and "User Fields".
- Navigation Tabs:** "Asset Data", "Inventory", "Reporting", "Sync Handheld", and "Admin" are located at the top.
- Company Setup Panel:** The "Company" tab is active, showing a form with the following fields:
 - Company Name: Your Company
 - Street: Your Street
 - City: Your City
 - State: GA (dropdown menu)
 - Zip Code: 33333
 - Phone: 770-555-9483
 - Fax: 770-555-3929
 - Fiscal Year End: December (dropdown menu)
- Tree Structure:** A "Select a Location" tree view on the left shows a hierarchy: "Your Company" (expanded) containing "Building 1" (with sub-items "1-101" and "1-102") and "Building 2" (with sub-item "2-101").
- Action Buttons:** A green checkmark icon and an "Edit" button are positioned below the form fields.

Buildings

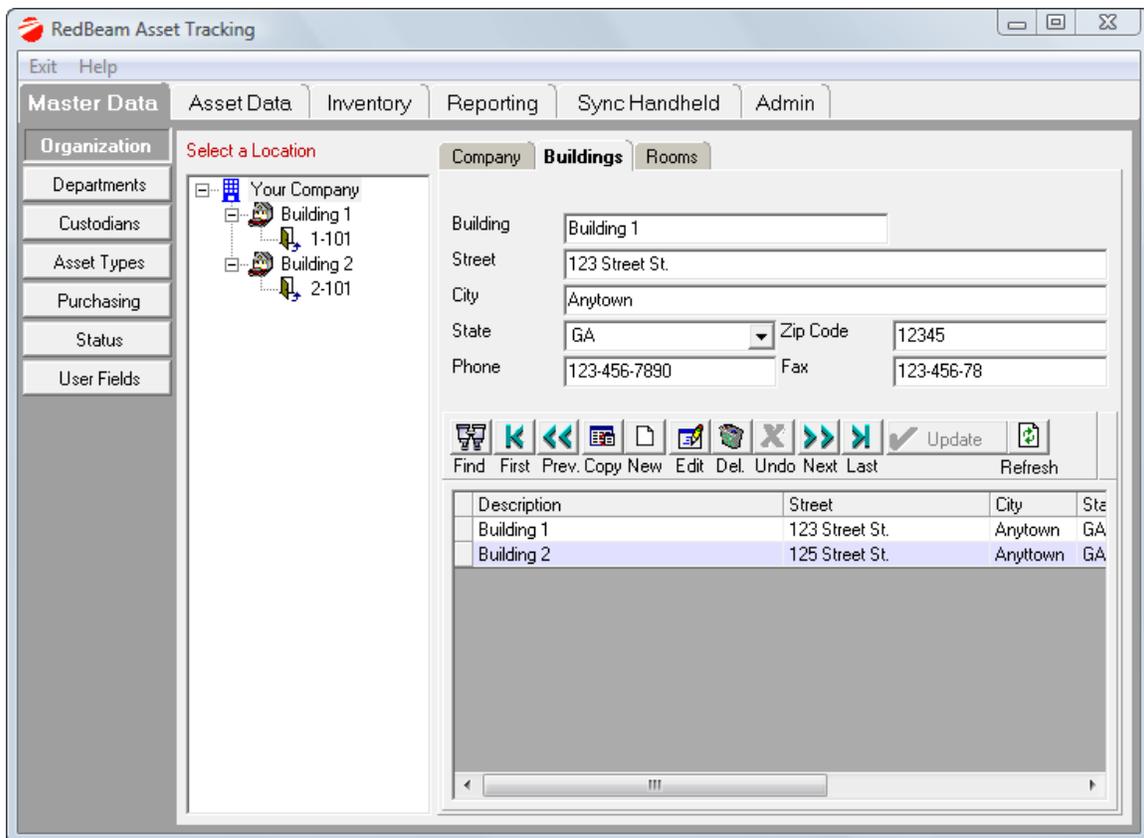
To set up your buildings, click on the *Buildings* tab. A company can have any number of buildings.

To create a new building, click on the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing building, click on the *Edit* button and update the information. When finished, click the *Update* button.

To delete a building, first be sure to move or delete all rooms and assets assigned to the building. Then click on the *Delete* button and confirm the deletion when prompted.

You can view all of the buildings by scrolling through the list on the bottom panel.



Rooms

To set up rooms for a building, click on the *Rooms* tab. The room is the lowest organizational level in the system. A building can have any number of rooms.

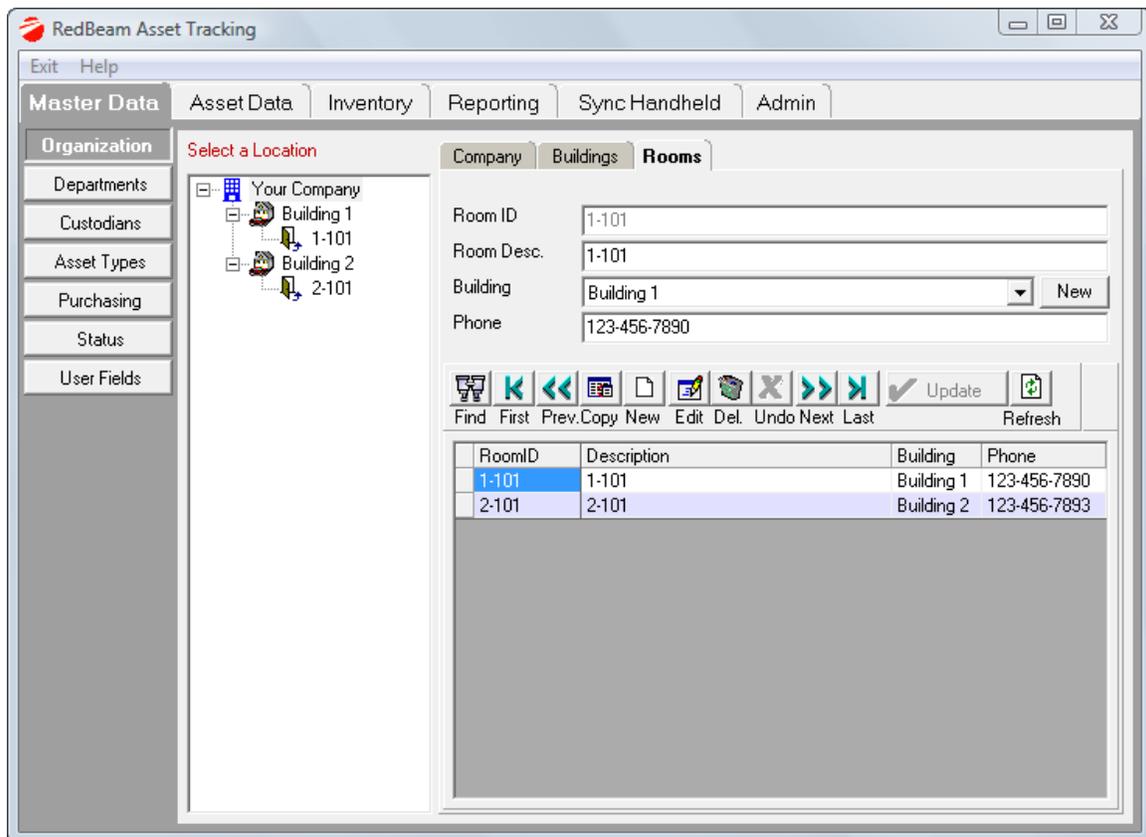
To create a new room, click on the *New* button and enter the information. If you are labeling each room with a barcode or RFID tag, enter the barcode or RFID tag value as the unique room ID. Be sure to enter the building in which the room is located. This is mandatory. When finished, click the *Add* button.

To edit an existing room, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a room, first be sure to move or delete all assets assigned to the room. Then click on the *Delete* button and confirm the deletion when prompted.

You can view all of the rooms by scrolling through the list on the bottom panel.

If while entering information about the room, you find that one of the drop-down fields does not have a desired value, click the *New* button to the right of the drop-down arrow. This will allow you to enter the desired value and then return to the original room record.



Departments

To set up your departments, click on the *Departments* button. A department is not a physical location like a building or a room. It is an area of responsibility like the purchasing or the human resources department. Two assets that are physically located in one room may belong to two different departments.

To create a new department, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing department, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a department, click on the *Delete* button and confirm the deletion when prompted. The department will be erased from any related records.

You can view all of the departments by scrolling through the list on the bottom panel.

The screenshot shows the RedBeam Asset Tracking application window. The title bar reads "RedBeam Asset Tracking". The menu bar includes "Exit" and "Help". The main window is divided into several sections:

- Navigation Tabs:** Master Data (selected), Asset Data, Inventory, Reporting, Sync Handheld, Admin.
- Left Sidebar:** Organization, Departments (selected), Custodians, Asset Types, Purchasing, Status, User Fields.
- Form Fields:**
 - Description: Human Resources
 - Street: 123 Street St.
 - City: Anytown
 - State: GA (dropdown menu)
 - Zip Code: 12345
 - Phone: 123-456-7890
 - Fax: 123-456-7891
- Toolbar:** Find, First, Prev., Copy, New, Edit, Del., Undo, Next, Last, Update, Refresh.
- Data Table:**

Description	Street	City	State	Zip	Phone	Fa
Human Resources	123 Street St.	Anytown	GA	12345	123-456-7890	12
Information Technology	123 Street St.	Anytown	GA	12345	123-456-7890	12

Custodians

To set up your custodians, click on the *Custodians* button. A custodian is the person responsible for an asset.

To create a new custodian, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing custodian, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a custodian, click on the *Delete* button and confirm the deletion when prompted. The custodian will be erased from any related records.

You can view all of the custodians by scrolling through the list on the bottom panel.

The screenshot shows the RedBeam Asset Tracking application window. The title bar reads "RedBeam Asset Tracking". The menu bar includes "Exit" and "Help". The main interface has a tabbed menu with "Master Data", "Asset Data", "Inventory", "Reporting", "Sync Handheld", and "Admin". The "Master Data" tab is active, and the "Custodians" sub-tab is selected in the left-hand navigation pane. The main area displays a form for editing a custodian's information. The form fields are as follows:

Organization	First Name	John	Last Name	Smith
Departments	Title	Manager		
Custodians	E-Mail	john.smith@yourcompany.com		
Asset Types	Street	123 Street St.		
Purchasing	City	Anytown	State	GA
Status	Zip Code	12345	Phone	123-456-7890
User Fields	H. Phone	123-456-7895	Mobile	123-456-7891

Below the form is a toolbar with icons for Find, First, Prev, Copy, New, Edit, Del, Undo, Next, Last, Update, and Refresh. At the bottom, there is a table listing all custodians:

CustodianFirst	CustodianLast	CustodianTitle	Street	City
John	Smith	Manager	123 Street St.	Anytown
Mary	Williams	Director	123 Street St.	Anytown

Asset Types

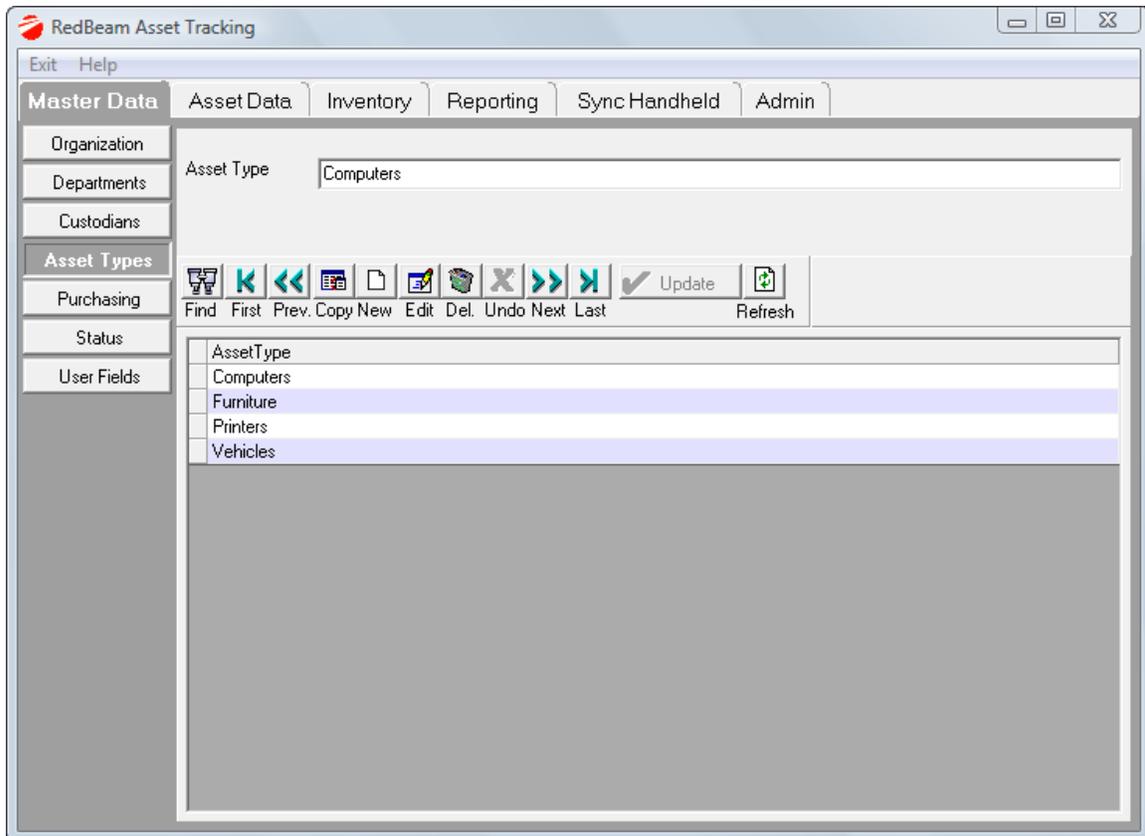
To set up your asset types, click on the *Asset Types* button. An asset type is a category to which the asset belongs. Examples include computers, furniture, vehicles, or equipment.

To create a new asset type, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing asset type, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete an asset type, click on the *Delete* button and confirm the deletion when prompted. The asset type will be erased from any related records.

You can view all of the asset types by scrolling through the list on the bottom panel.



Purchasing

To set up your purchasing information, click on the *Purchasing* button. Purchasing includes manufacturers, vendors, accounts and depreciation classes.

Manufacturers

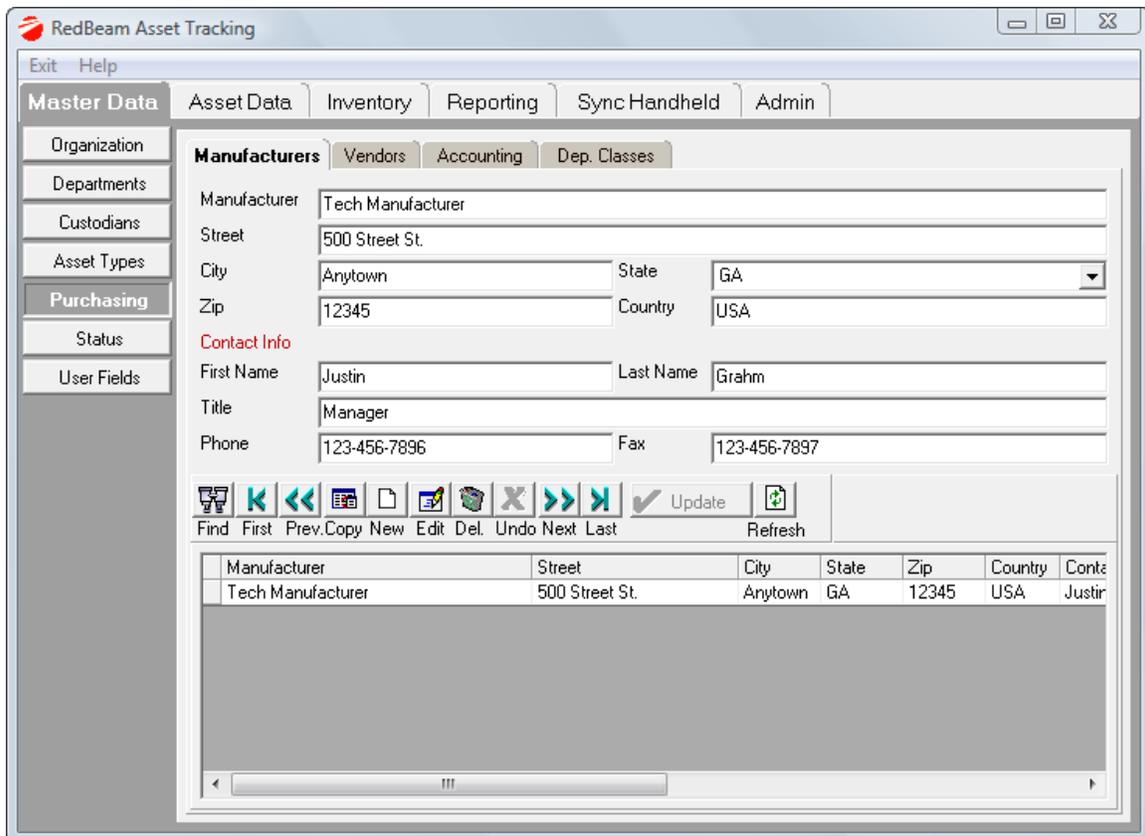
To set up manufacturers, click on the *Manufacturers* tab. A manufacturer is the company or organization that originally produced the asset.

To create a new manufacturer, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing manufacturer, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a manufacturer, click on the *Delete* button and confirm the deletion when prompted. The manufacturer will be erased from any related records.

You can view all of the manufacturers by scrolling through the list on the bottom panel.



The screenshot shows the RedBeam Asset Tracking application window. The main menu includes Exit and Help. The navigation tabs are Master Data, Asset Data, Inventory, Reporting, Sync Handheld, and Admin. The Master Data section is expanded to show Organization, Departments, Custodians, Asset Types, Purchasing (highlighted), Status, and User Fields. The Purchasing section is further divided into Manufacturers, Vendors, Accounting, and Dep. Classes. The Manufacturers form is active, showing fields for Manufacturer (Tech Manufacturer), Street (500 Street St.), City (Anytown), State (GA), Zip (12345), and Country (USA). Contact information includes First Name (Justin), Last Name (Grahm), Title (Manager), Phone (123-456-7896), and Fax (123-456-7897). Below the form is a toolbar with icons for Find, First, Prev, Copy, New, Edit, Del, Undo, Next, Last, Update, and Refresh. At the bottom, a table lists the manufacturer details:

Manufacturer	Street	City	State	Zip	Country	Conte
Tech Manufacturer	500 Street St.	Anytown	GA	12345	USA	Justir

Vendors

To set up vendors, click on the *Vendors* tab. A vendor is the company or organization from whom the asset was purchased.

To create a new vendor, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing vendor, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a vendor, click on the *Delete* button and confirm the deletion when prompted. The vendor will be erased from any related records.

You can view all of the vendors by scrolling through the list on the bottom panel.

The screenshot shows the RedBeam Asset Tracking application window. The title bar reads "RedBeam Asset Tracking". The menu bar includes "Exit" and "Help". The main menu has tabs for "Master Data", "Asset Data", "Inventory", "Reporting", "Sync Handheld", and "Admin". Under "Master Data", there are sub-tabs for "Manufacturers", "Vendors", "Accounting", and "Dep. Classes". The "Vendors" tab is active, showing a form for a vendor named "Tech Vendor". The form fields are:

- Vendor: Tech Vendor
- Street: 600 Street St.
- City: Anytown
- State: GA
- Zip: 12345
- Country: USA
- Contact Info:
 - First Name: Carol
 - Last Name: Wallace
 - Title: Manager
 - Phone: 123-456-7898
 - Fax: 123-456-7899

Below the form is a toolbar with icons for Find, First, Prev. Copy, New, Edit, Del., Undo, Next, Last, Update, and Refresh. At the bottom, there is a table listing the vendor details:

Vendor	Street	City	State	Zip	Country	Conte
Tech Vendor	600 Street St.	Anytown	GA	12345	USA	Carol

Accounting

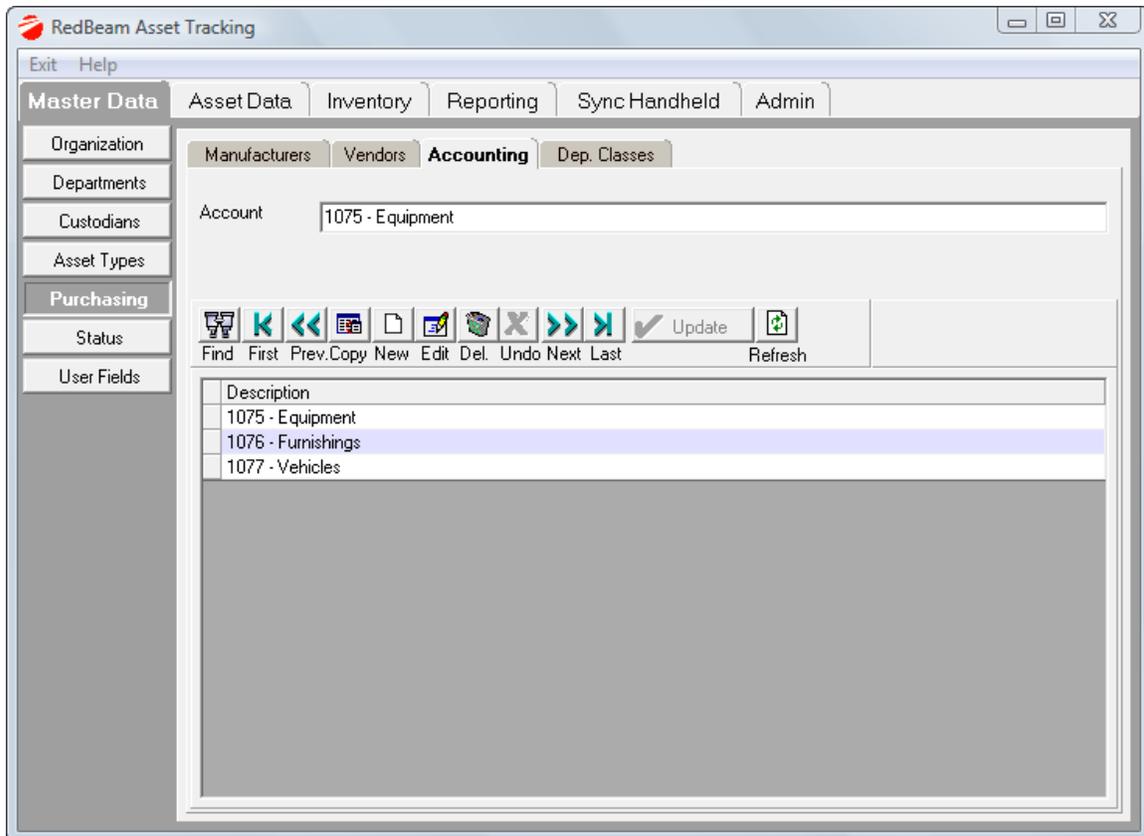
To set up accounts, click on the *Accounting* tab. An account can be used to track accounting data like a general ledger account or a cost center.

To create a new account, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing account, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete an account, click on the *Delete* button and confirm the deletion when prompted. The account will be erased from any related records.

You can view all of the accounts by scrolling through the list on the bottom panel.



Depreciation Classes

To set up depreciation classes, click on the *Dep. Classes* tab. A depreciation class determines how and when an asset is depreciated.

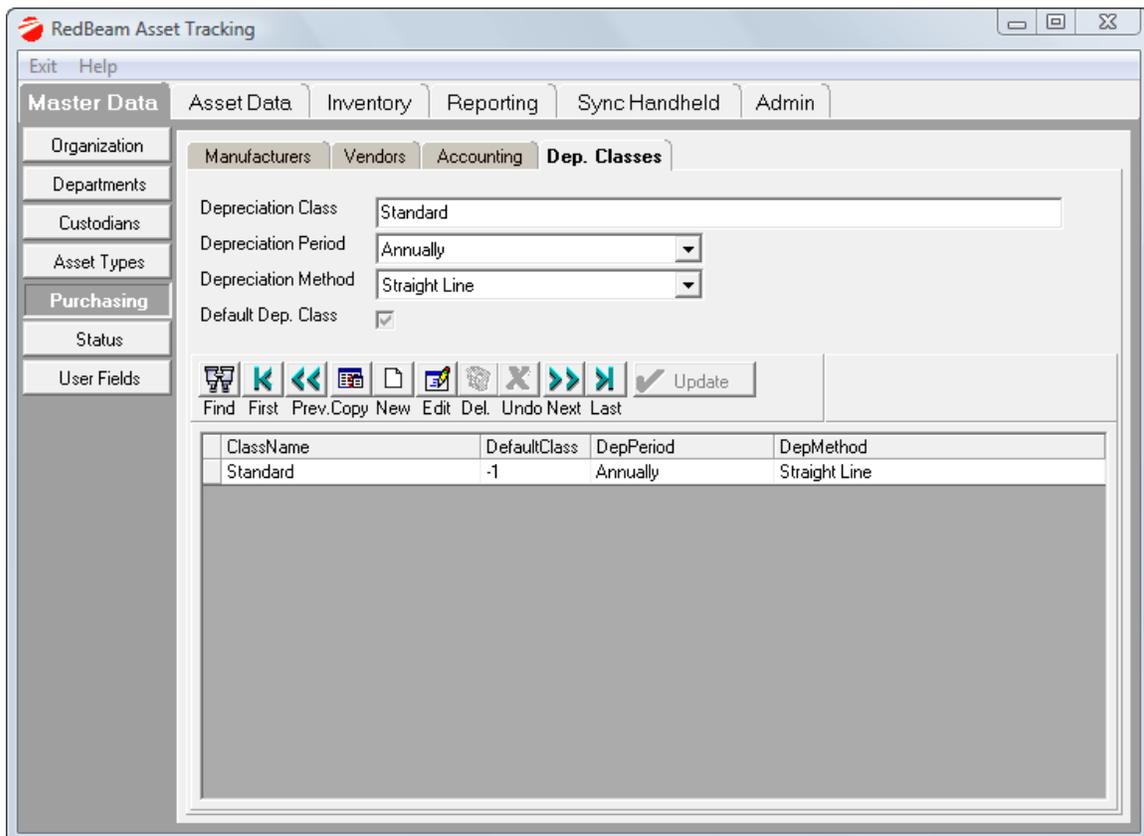
The system requires one default depreciation class. This is the depreciation class that will be assigned to an asset if no other depreciation class is chosen. The standard depreciation class settings are straight line, annually. Although the default depreciation class cannot be deleted, the depreciation class description, period and method can be changed.

To create a new depreciation class, click the *New* button and enter the information. The depreciation period determines when the asset is depreciated. The depreciation method determines how the asset is depreciated. (Depreciation periods and methods are described in more detail in Appendix A). When finished, click the *Add* button.

To edit an existing depreciation class, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a depreciation class, click on the *Delete* button and confirm the deletion when prompted. The depreciation class will be erased from any related records.

You can view all of the depreciation classes by scrolling through the list on the bottom panel.



Status

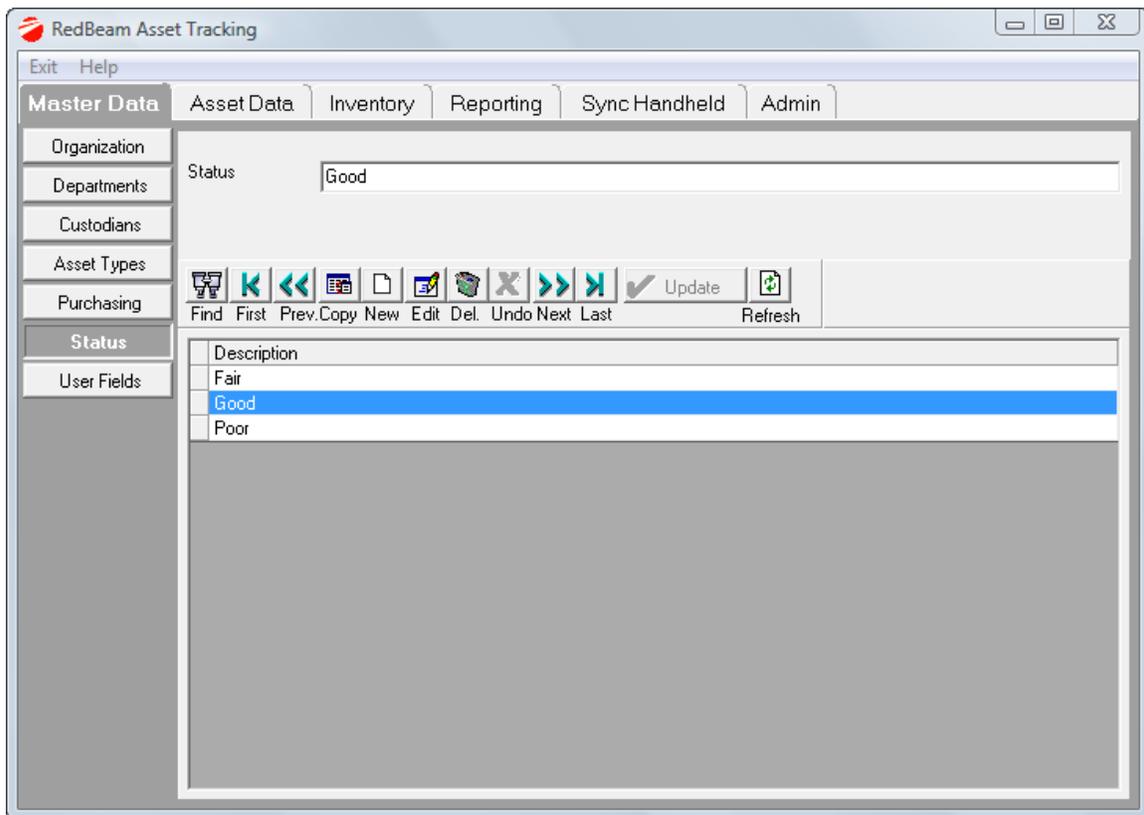
To set up asset status information, click on the *Status* button. A status is used to indicate the condition or state of the asset. For example a status could be “*Good*”, “*Fair*”, “*Poor*”, “*Surplus*”, “*Out for Repairs*” or “*Sold*”.

To create a new status, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing status, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a status, click on the *Delete* button and confirm the deletion when prompted. The status will be erased from any related records.

You can view all of the statuses by scrolling through the list on the bottom panel.



User Fields

To create user defined fields, click on the *User Fields* button. User fields allow you to add up to fifty additional fields to the system. For example, color or size might be considered important data. These fields will display in the *User Fields* tab under *Asset Data* as soon as the field is created.

To create a new user field, enter the field name and the type of field. If the field value will be a number, select the integer field type. If it will be a description, enter the text field type and so on.

If you select decimal as the type of field, enter the number of decimals desired between 0 and 6.

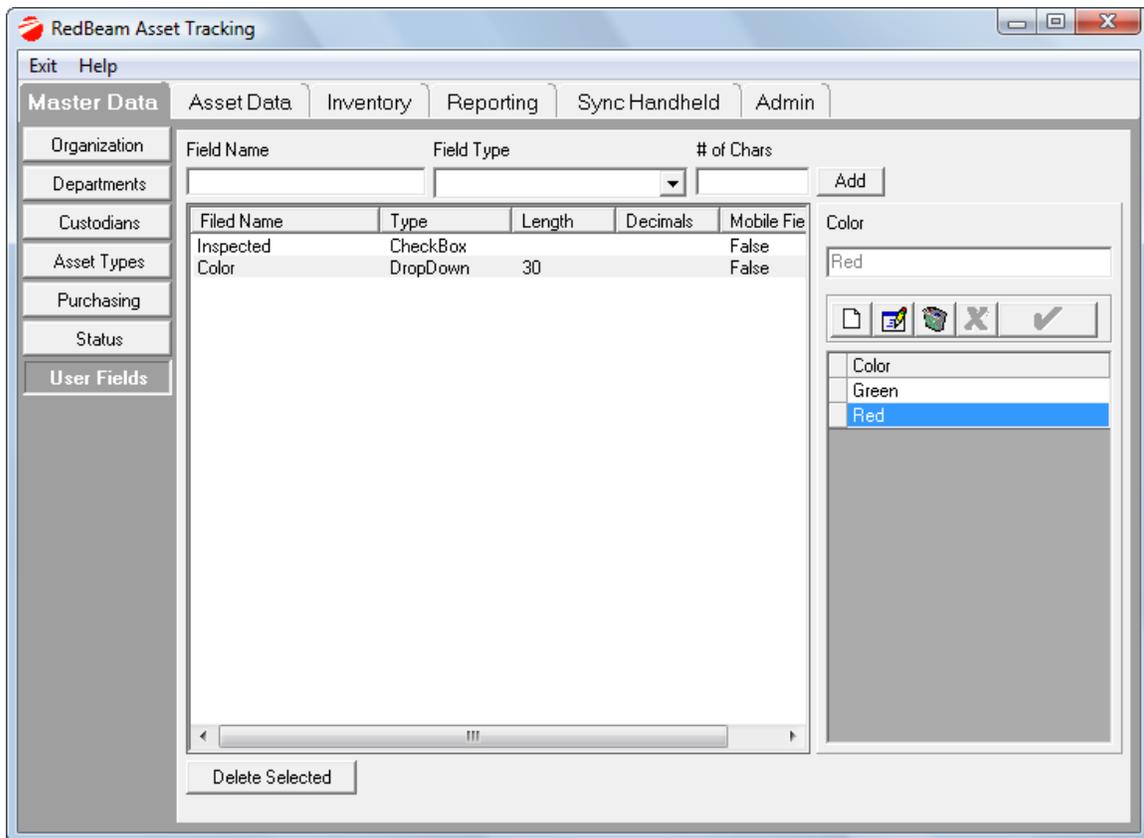
If you select text as the type of field, enter the number of characters desired between 1 and 255.

Selecting the dropdown as the type of field gives you the ability to add valid values for the field.

Click the *Add* button to add the field.

If you have selected dropdown as the field type, you can add values for that field by clicking on the field in the grid. A tool bar will display on the right of the screen that will allow you to add, edit and delete valid values.

To delete user fields, select a field by clicking on it, and click the *Delete Selected* button. The user field will be erased from any related records.



Asset Data

The *Asset Data* tab is where all of the asset information is entered. As indicated by the sub-tabs listed along the top of the data entry section, the following data is entered under *Master Data*:

Main Data – general information about the asset including location and description

Purchasing – purchasing information including when and where the asset was bought

User Fields – user-defined information about the asset

IT/Maintenance – information technology data, maintenance records and notification messages

Attachments – attached documents and images

The screenshot shows the RedBeam Asset Tracking application window. The 'Asset Data' tab is active, and the 'Main Data' sub-tab is selected. The form contains the following fields:

- Asset ID: 1000
- Added On: 1/19/2005
- Description: Laptop Computer
- Building: Building 1 (dropdown), New
- Room: 1-101 - 1-101 (dropdown), New
- Serial #: 8472927293K
- Model: D-5000
- Manufacturer: Tech Manufacturer (dropdown), New
- Status: Good (dropdown), New
- Department: Information Technology (dropdown), New
- Custodian: Smith, John (dropdown), New
- Asset Type: Computers (dropdown), New
- Last Updated: 7/19/2010 7:42:55 PM
- Notes: (empty text area)
- Inactive:
- Auto Increment Numeric Asset ID

Below the form is a toolbar with icons for Find, First, Prev, Copy, New, Edit, Del, Undo, Next, Last, Update, Barcode, and Refresh. At the bottom, a table displays a list of assets:

AssetID	Description	Building	Room	SerialNumber	Model	Manufacturer	Vendor	Department
1000	Laptop Computer	Building 1	1-101	8472927293K	D-5000	Tech Manufacturer	Tech Vendor	Information Tec
1001	Printer	Building 1	1-101	9308GF384K	1200	Tech Manufacturer	Tech Vendor	Human Resour

Main Data

Under the *Main Data* tab, enter the basic information about each of your assets including asset ID, building, room, description, serial #, model, manufacturer, department, custodian, status, asset type and notes. The date the asset was added is shown in the *Added On* field. The date that the asset was last updated is shown in the *Last Updated* field.

To create a new asset, click on the *New* button and enter the information. If you are labeling each asset with a barcode, enter the barcode ID as the asset ID. You can click the *Barcode* button to print an asset label. Printer settings will be the ones last selected in the *Reporting->Label Printing* function. Note: If you would like the system to increase the numbers incrementally when each new record is added, put a check mark in the *Auto Increment Numeric Asset ID* flag. Be sure to enter the building and the room in which the asset is located. This is mandatory. When finished, click the *Add* button.

To edit an existing asset, click the *Edit* button and update the information. When finished, click the *Update* button. To delete an asset, click on the *Delete* button and confirm the deletion when prompted. You can view all of the assets by scrolling through the list on the bottom panel. Click on the log icon to see a complete history of changes made to the asset.

To make an asset inactive, check the *Inactive* box on the bottom right side of the screen. This will keep the asset in the database, but will not include it in a scanner inventory.

The screenshot displays the RedBeam Asset Tracking application window. The 'Main Data' tab is active, showing a form for entering asset information. The form includes fields for Asset ID (1000), Description (Laptop Computer), Building (Building 1), Room (1-101), Serial # (8472927293K), Model (D-5000), Manufacturer (Tech Manufacturer), Status (Good), Department (Information Technology), Custodian (Smith, John), Asset Type (Computers), and Last Updated (7/19/2010 7:42:55 PM). There is also an 'Added On' field (1/19/2005) and an 'Inactive' checkbox. Below the form is a toolbar with icons for Find, First, Prev, Copy, New, Edit, Del, Undo, Next, Last, Update, Barcode, and Refresh. At the bottom, a table lists assets:

AssetID	Description	Building	Room	SerialNumber	Model	Manufacturer	Vendor	Department
1000	Laptop Computer	Building 1	1-101	8472927293K	D-5000	Tech Manufacturer	Tech Vendor	Information Tec
1001	Printer	Building 1	1-101	9308GF384K	1200	Tech Manufacturer	Tech Vendor	Human Resour

Purchasing

To enter, modify or view the purchasing data for an asset, click on the *Purchasing* tab.

Under the purchasing tab, enter the purchasing information about each of your assets including the vendor, P.O. #, acquisition date, cost, recovery period in years, scrap value, account and depreciation class. The data on this screen will be used to calculate the depreciated value of each asset. Detailed information about depreciation calculations can be found in *Appendix A*.

If applicable, enter warranty and lease start and end dates.

To edit an existing asset, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete an asset, click on the *Delete* button and confirm the deletion when prompted.

You can view all of the assets by scrolling through the list on the bottom panel.

The screenshot shows the RedBeam Asset Tracking application window. The 'Purchasing' tab is active, displaying a form for entering asset data. The form includes fields for Vendor (Tech Vendor), Acquisition Date (Jan/19/2005), Rec. in Years (5), Account (1075 - Equipment), Warranty Number (7893), Wnty. Start Date (Jan/19/2005), Wnty. End Date (Jan/19/2006), P. O. Number (83927), Cost (1750.00), Scrap Value (250.00), Dep. Class (Standard), Lease Number, Lease Start Date (Jan/19/2005), and Lease End Date (Jan/19/2006). Below the form is a toolbar with icons for Find, First, Prev, Copy, New, Edit, Del, Undo, Next, Last, Update, Barcode, and Refresh. At the bottom, a table lists assets with columns for AssetID, Description, Building, Room, SerialNumber, Model, Manufacturer, Vendor, and Department.

AssetID	Description	Building	Room	SerialNumber	Model	Manufacturer	Vendor	Department
1000	Laptop Computer	Building 1	1-101	8472927Z93K	D-5000	Tech Manufacturer	Tech Vendor	Information Tec
1001	Printer	Building 1	1-101	9308GF384K	1200	Tech Manufacturer	Tech Vendor	Human Resour

User Fields

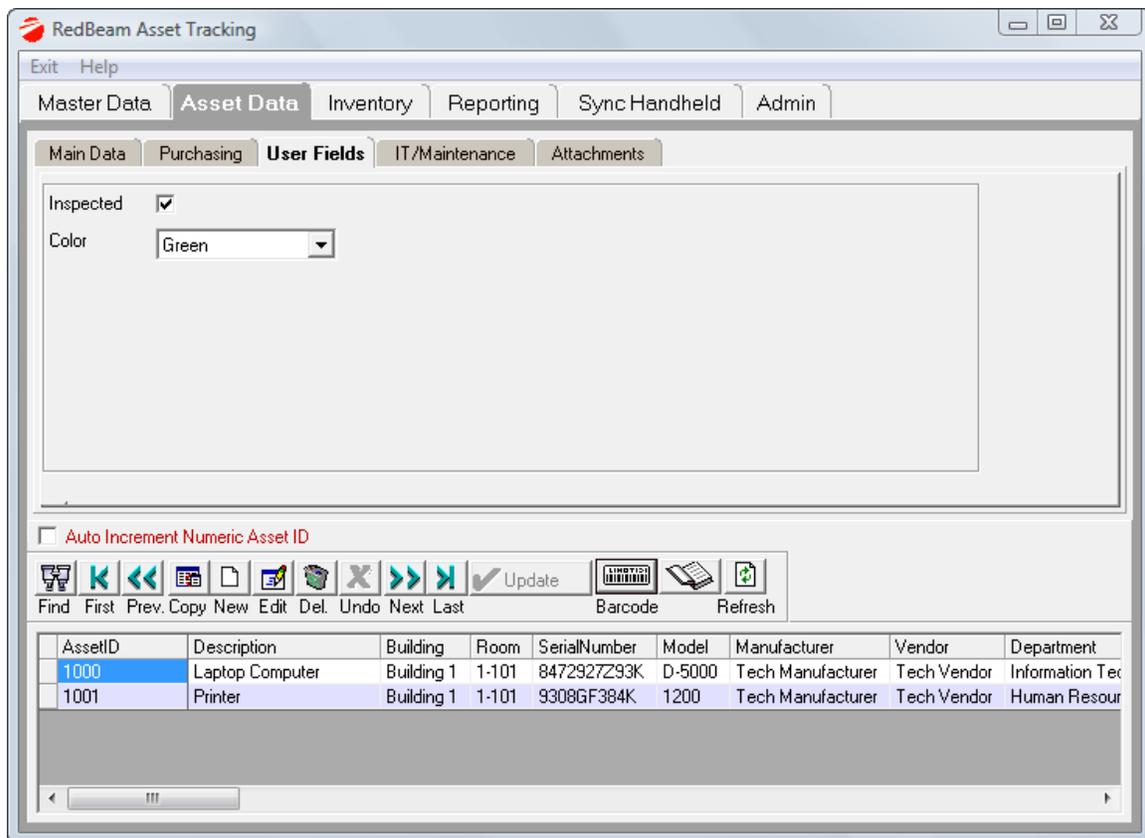
To enter, modify or view user-defined information for an asset, click on the *User Fields* tab.

Under the *User Fields* tab, enter information in the fields that you created in the *Master Data* section of the system. If you have not entered the appropriate format for the field, you will be prompted to fix it before being allowed to update.

To edit an existing asset, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete an asset, click on the *Delete* button and confirm the deletion when prompted.

You can view all of the assets by scrolling through the list on the bottom panel.



IT/Maintenance

To enter, modify or view information technology, maintenance records and notification messages, click on the *IT/Maintenance* tab.

Under the *IT/Maintenance* tab, enter the device name, processor, memory, OS (operating system), software, service tag, IP address, MAC address, accessories or other IT data.

A notification message can be entered that will display on the scanner when the asset barcode is scanned. To enter a notification message click the check box that says, "*Check If Notification Message is Needed*". Then enter text in the box below it.

To edit an existing asset, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete an asset, click on the *Delete* button and confirm the deletion when prompted.

You can view all of the assets by scrolling through the list on the bottom panel.

The screenshot shows the RedBeam Asset Tracking application window. The 'IT/Maintenance' tab is selected, displaying a form for asset 1000. The form includes fields for Device Name, Service Tag, IP Address, MAC Address, Software, Accessories, and Other. A 'Notify When Scanning' section contains a checkbox for 'Check If Notification Message is Needed' and a text area for a notification message. Below the form is a toolbar with buttons for Find, First, Prev, Copy, New, Edit, Del, Undo, Next, Last, Update, Barcode, and Refresh. At the bottom, a table lists assets with columns for AssetID, Description, Building, Room, SerialNumber, Model, Manufacturer, Vendor, and Department.

AssetID	Description	Building	Room	SerialNumber	Model	Manufacturer	Vendor	Department
1000	Laptop Computer	Building 1	1-101	8472927Z93K	D-5000	Tech Manufacturer	Tech Vendor	Information Tec
1001	Printer	Building 1	1-101	9308GF384K	1200	Tech Manufacturer	Tech Vendor	Human Resour

To enter a maintenance record, click on the *Maintenance* button. Click on the *Add New* button and type in the data entry fields. When finished, click *Update*.

Date Time	Log Text	User ID
2005-01-20 20:43:00	Anti-virus software updated.	sa

Clicking the printer icon prints a copy of the log.

Attachments

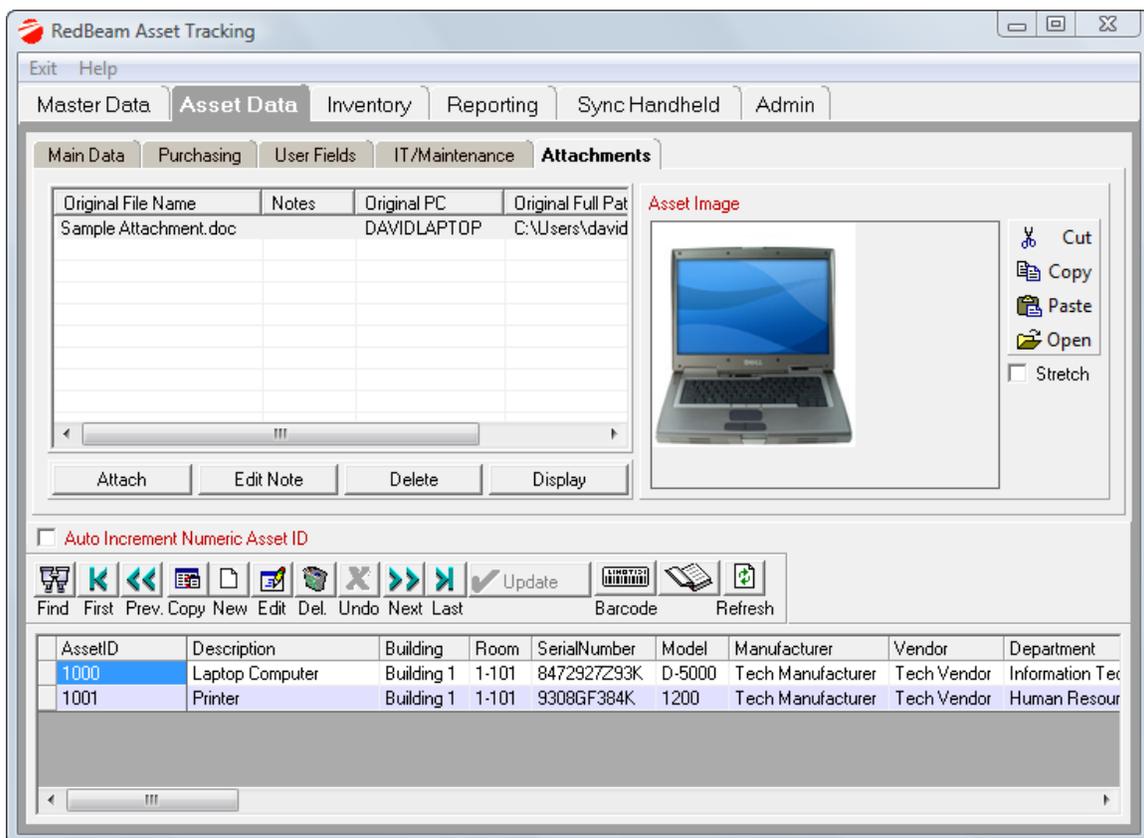
To attach a document or an image, click on the *Attachments* tab.

Under the *Attachments* tab, attach a document by clicking on the *Attach* button. The *Choose a File to Store* window will open. Browse and click on the file you would like to attach. When finished, click *Open*. The *Attach Document* window will open displaying the file name and the original file path. You can enter a note about the document in the *Notes* field. Click *Attach* to attach the document. To display the document, click *Display*. To edit the document note, click *Edit Note*, make changes and click *Save*. Click *Delete* to delete the document.

Note: Although the original file path is saved for reference purposes, a copy of the document will be saved in the RedBeam Asset Tracking database. The system will access the copy when you display the document. If you make changes to the document, save it and re-attach it.

To enter an image, copy the image you want to add and click the *Paste* button. You may also insert an image from a file on your computer by clicking the *Open* button.

To edit an existing asset, click the *Edit* button and update the information. When finished, click the *Update* button. To delete an asset, click on the *Delete* button and confirm the deletion when prompted. You can view all of the assets by scrolling through the list on the bottom panel.



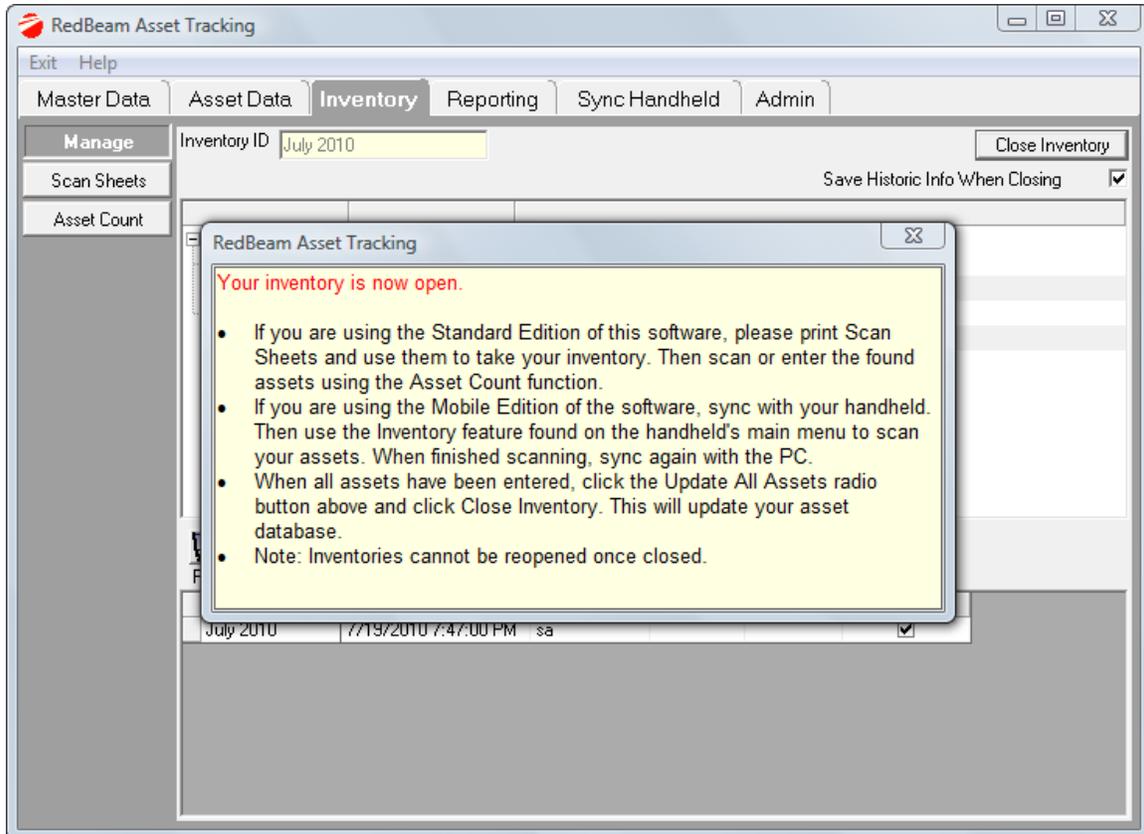
Inventory

The Inventory tab is where a physical inventory is created and updated with assets found during the inventory. As indicated by the buttons listed along the left hand side of the screen, the following functions are performed for an inventory:

Manage – create, close and delete physical inventories

Scan Sheets – print barcoded count sheets to use while taking an inventory

Asset Count – scan or enter found assets



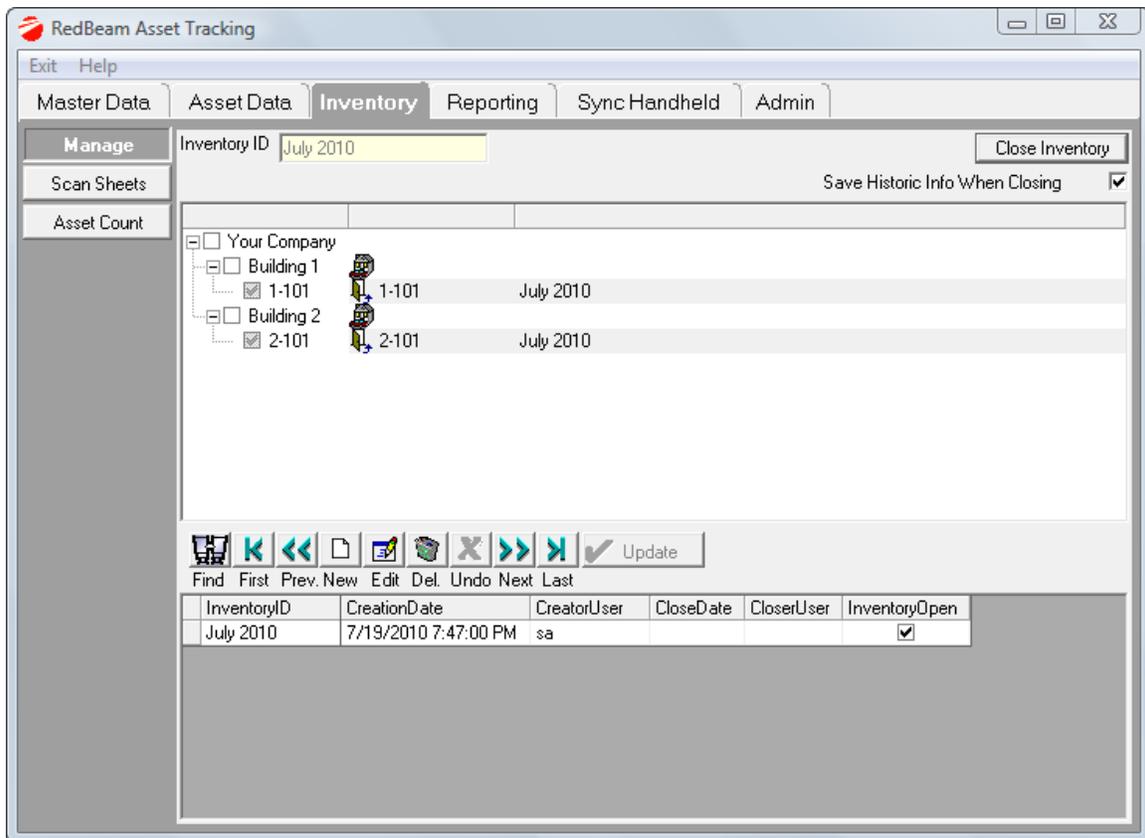
Manage - Create Inventory

Periodically, you will want to take a physical inventory of your assets using your scanner.

To create an inventory, go to the *Manage* screen and click the *New* button. Enter an *Inventory ID* and click *Update*.

If you are using the *Standard Edition* of this software, please print *Scan Sheets* and use them to take your inventory. Then scan or enter your assets using the *Asset Count* function.

If you are using the *Mobile or RFID Edition* of this software, sync with your handheld using the *Sync Handheld* tab. Then, use the *Inventory* feature on the handheld's main menu to scan your assets. (Please review the *Using the Mobile Computers* section of this manual for a complete overview of the handheld functions.) When finished scanning, sync again with the PC.



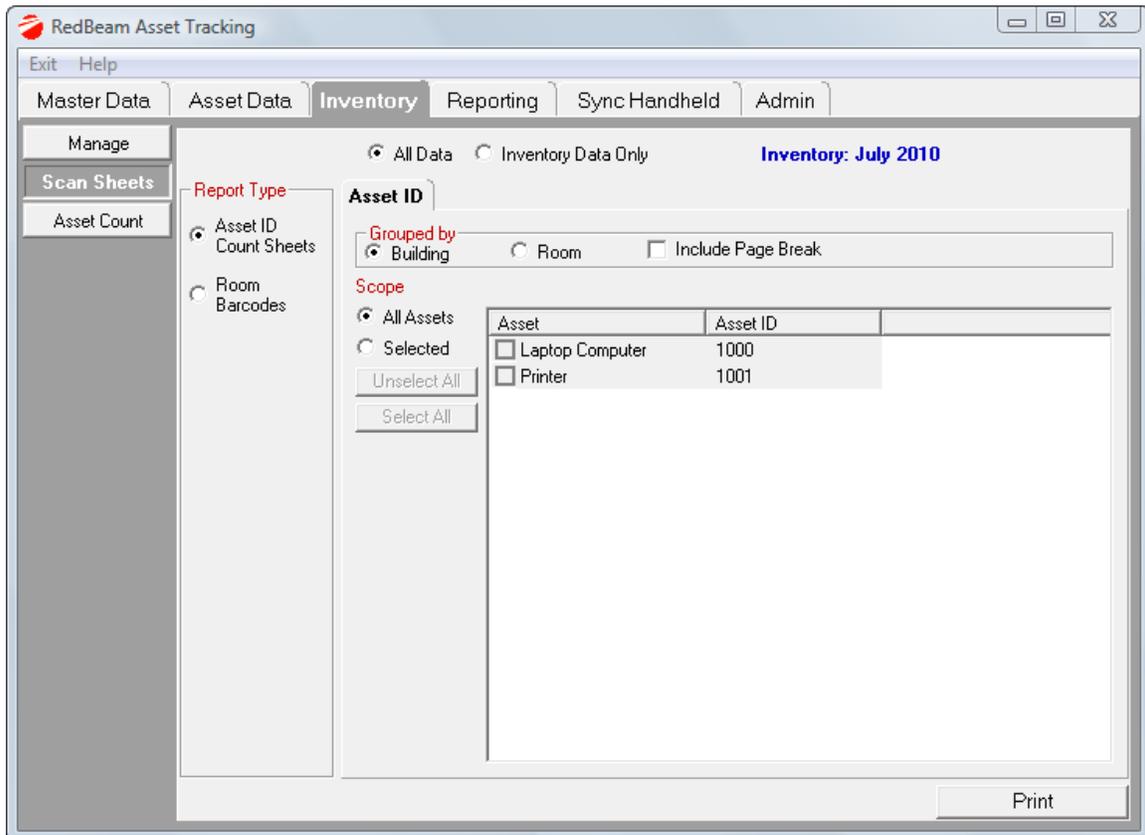
Scan Sheets

If you are using the *Standard Edition* of this software, please print scan sheets and use them to take your inventory.

Select the *Scan Sheets* function. Choose to print either *Asset ID Count Sheets* or *Room Barcodes* by selecting the appropriate radio button in the *Report Type* section.

You can choose to display *All Data* in the system or *Inventory Data Only* by selecting the appropriate radio button at the top of the screen.

Narrow the scope of your count sheets using the *Scope* section. When finished, click *Print*.



Asset Count

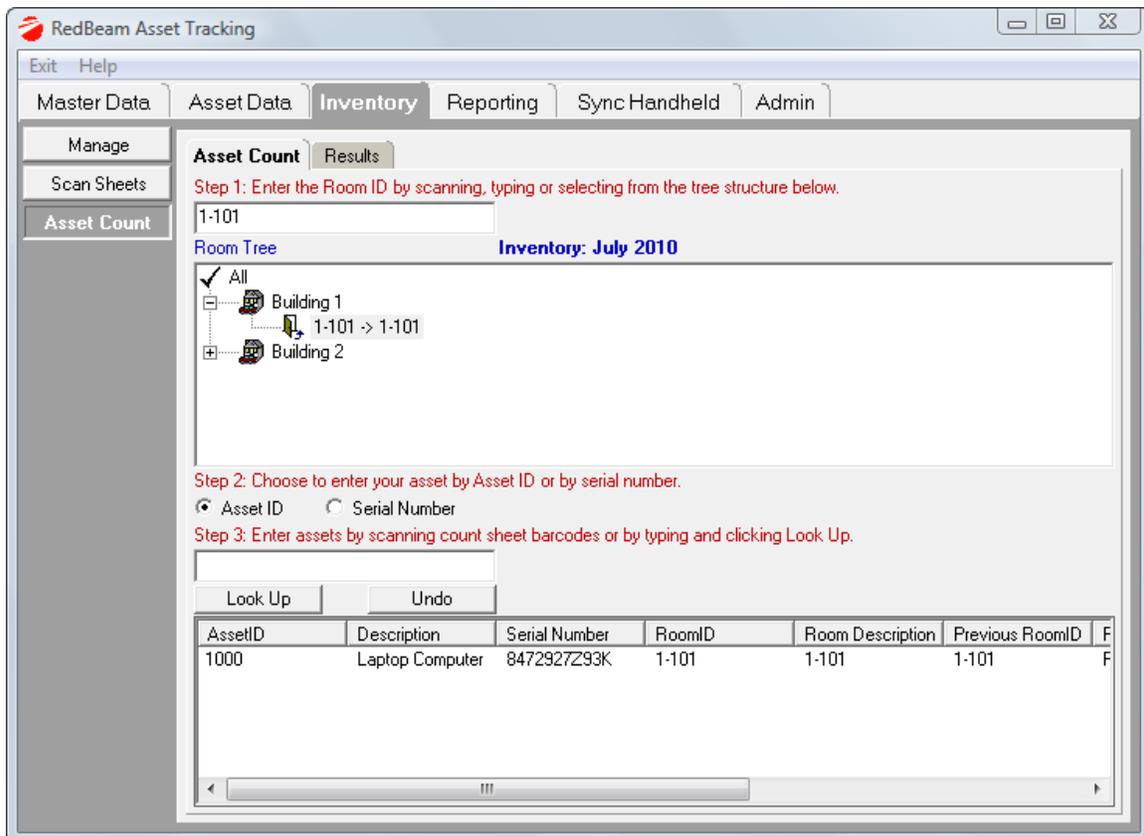
If you are using the *Standard Edition* of this software, please print *Scan Sheets* and use them to take your inventory. Go through your rooms to find assets. When one is found, find it on the scan sheets and with a pen put a check in the located field. If the asset is in a different room than the one it was previously found in, write in the room ID in the *Current Room ID* field.

8/9/2009		Asset Scan Sheets		Page 1 of 1	
Inventory: August 2009					
Asset ID	Description	Serial Number	Previous Room ID	Located	Current Room ID
 1000	Laptop Computer TEST	8472927Z93K	 1-101	<input type="checkbox"/>	<input type="text"/>
 1001	Printer	9308GF384K	 1-101	<input type="checkbox"/>	<input type="text"/>

When you are done taking you count, use the *Asset Count* function on the PC to enter your data. The *Asset Count* function allows you to scan or type in the data collected during your inventory.

- Step 1: Enter the *Room ID* of the first found asset on your list by scanning, typing or by selecting from the tree structure.
- Step 2: Choose to enter your asset by *Asset ID* or by *Serial Number* by selecting the appropriate radio button. You will likely almost always use *Asset ID*.
- Step 3: Enter assets by scanning count sheet barcodes or by typing the asset ID and clicking *Look Up*.

As you scan or enter found items, they will be listed in the grid at the bottom of the screen. If you make a mistake, you can click the *Undo* button to reverse the entry.

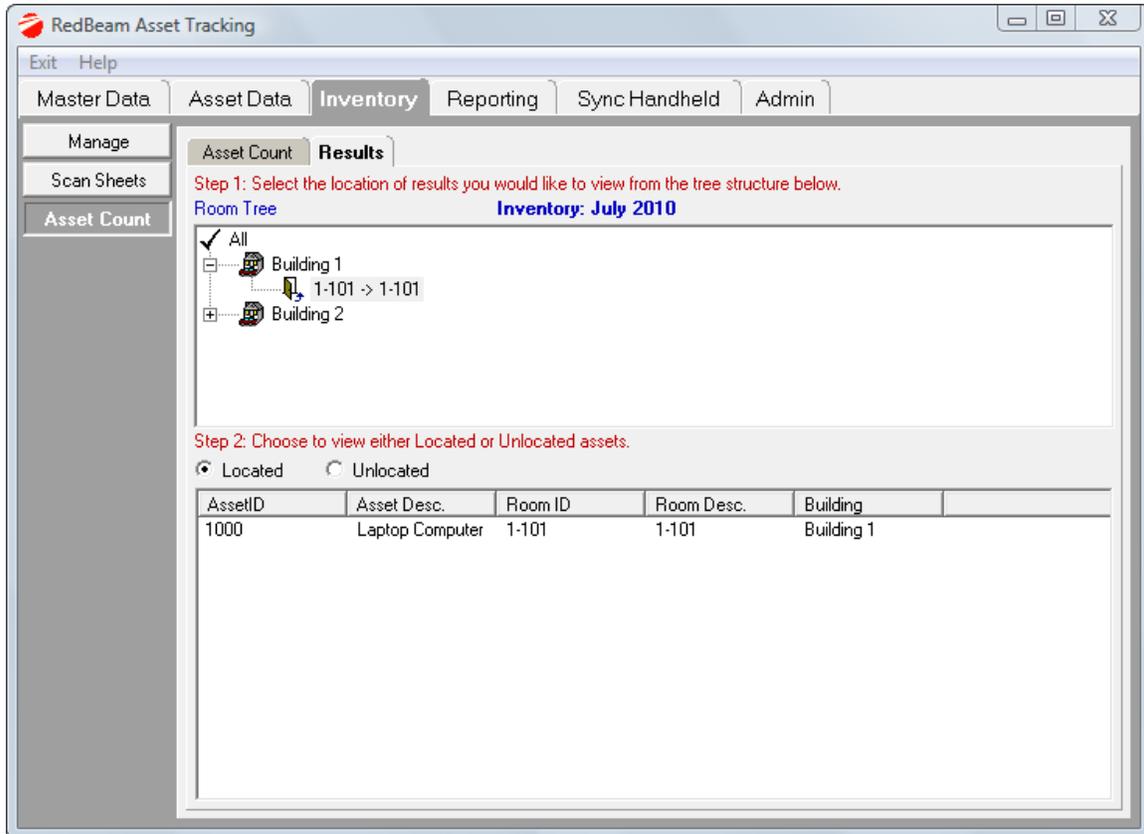


The *Results* tab will show you a list of all of your located and unlocated assets. This is a quick preview of assets you have found and those that are still missing. To view more detailed reports, you can go to *Reporting->Inventory*.

To use the *Results* function, follow the steps indicated on the screen.

- Step 1: Select the location of the results you would like to view from the tree structure.
- Step 2: Choose to view either *Located* or *Unlocated* assets.

The results will be displayed in the grid at the bottom of the screen.

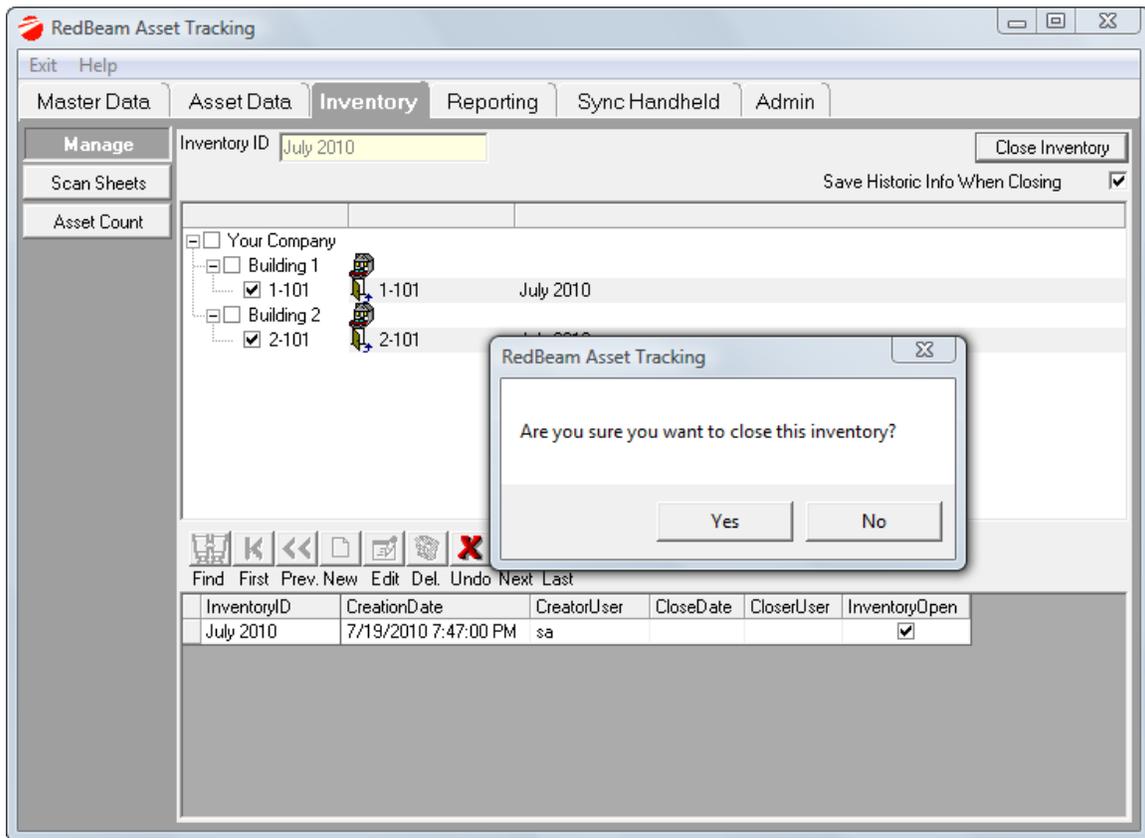


Manage - Close Inventory

When the inventory is completed, go back to the *Manage* function to close the inventory.

IMPORTANT: Once an inventory is closed, it cannot be re-opened. Because of this, it is very important to be sure that you do not need to enter more information from the scan sheets (*Standard Edition*) or need to download any additional information from the scanners (*Mobile or RFID Version*). A historical inventory will be saved for reporting purposes only.

To close an inventory, select the inventory you want to close and click on the *Close Inventory* button.

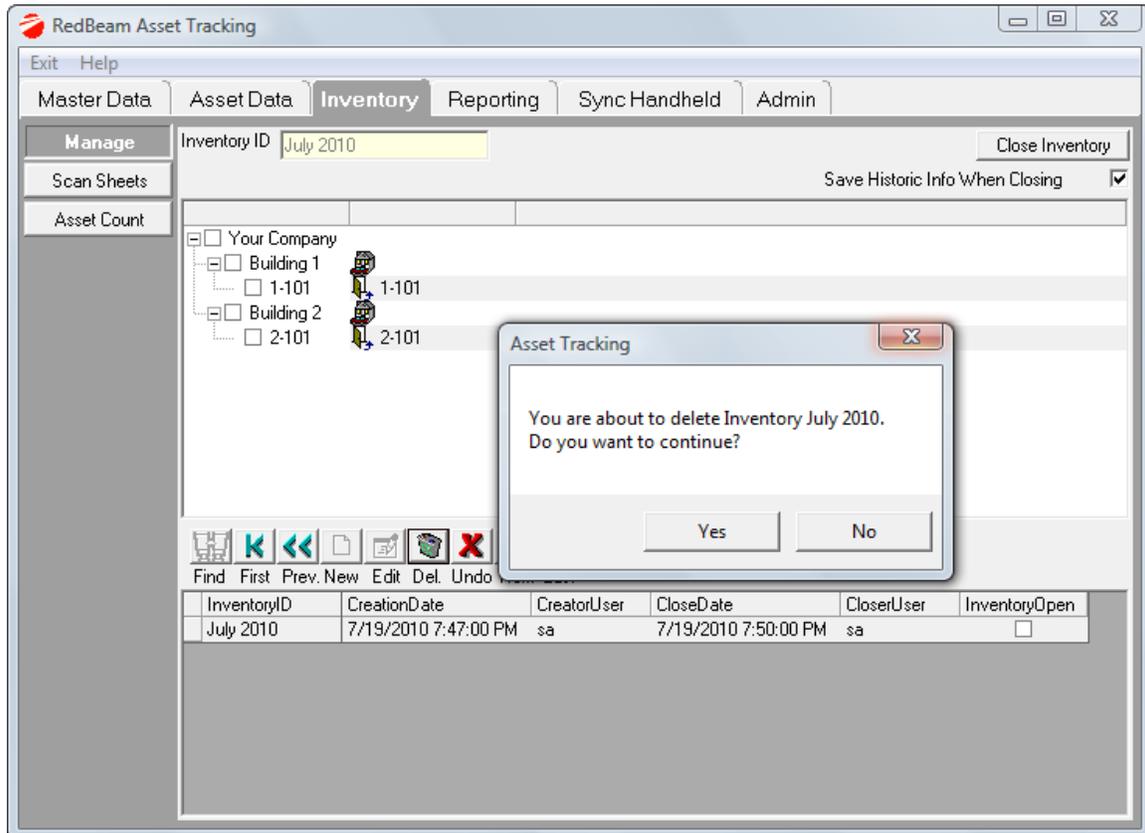


Manage - Delete Inventory

To delete a historical inventory, go to the *Manage* function.

Select the inventory you want to delete from the grid and click *Delete*.

Once deleted, an inventory cannot be recovered.



Reporting

To access the reporting features of the system, click on the *Reporting* tab. Report categories include:

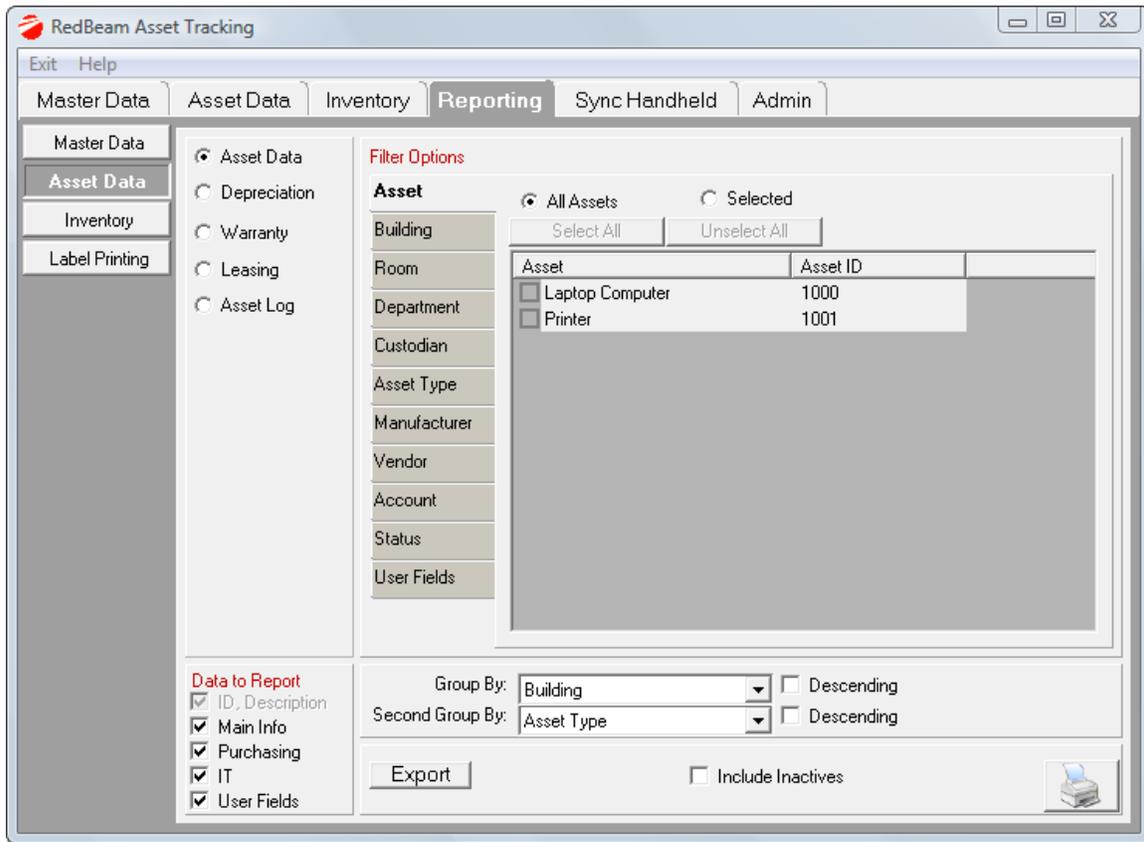
Master Data – a list of all of the master data entered under the master data tab of the system

Asset Data – a list of assets including depreciated values, warranty and lease information

Inventory – detailed asset information on both current and historical inventories

Label Printing – label printing functions

Click on the button on the left side of the menu to select the desired report category.



For each category of reports, you will select report type, filter, grouping and data options.

Report Generation Overview

Printing a Report

Once the report type and scope are selected, click the printer icon. The selected report will display. To print a hardcopy of the report, click the printer button on the top left of the menu bar.



- To export a copy of the report, click the *Export Report* (envelope) icon to the right of the printer icon.
- To display or hide the report structure to the left side of the page, click the *Toggle Group Tree* icon to the right of the *Export Report* icon. When this tree structure is displayed, clicking on any level in the tree will display the selected section in the report.
- To move from page to page within a report, use the right and left arrow buttons.
- To search for specific information in a report, click on the *Search Text* (binocular) icon and enter the desired information.
- To exit out of the report and go back to the application, click on *Exit* at the top left of the report, or click the *X* in the right hand corner of the report.

Exporting the Report Data

Once the report type and scope are selected, click the *Export* button on the main reporting screen.

A screenshot of the 'Export form' dialog box. On the left, there are two sections: 'Excel' with radio buttons for 'Full Data' (selected) and 'For Import', and 'Text' with radio buttons for 'Comma Delimited' and 'Tab Delimited'. The main area is titled 'Report Field (check to include in export)' and contains a list of fields with checkboxes: Asset ID, Description, Serial Number, Model, Building, RoomID, Room, Manufacturer, and Department. Below this list are checkboxes for 'Hide unselected fields', 'Show Title One' (with a text field containing 'Asset Report By Building, Asset Type'), and 'Show Title Two' (with a text field containing 'Date: 7/19/2010 7:51:26 PM'). An 'Export' button is at the bottom left. At the bottom, there is a preview table with columns for each field and a 'Full' column.

| <input checked="" type="checkbox"/> |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1000 | Laptop Computer | 8472927Z93K | D-5000 | Building 1 | 1-101 | 1-101 | Tech Manufacturer | Int | |
| 1001 | Printer | 9308GF384K | 1200 | Building 1 | 1-101 | 1-101 | Tech Manufacturer | Hu | |

- Choose from the available export options including full data, for import (available for Asset Data only, you can export this template, edit and re-import under Admin->Import for mass updating of records), comma delimited or tab delimited.
- Select and organize the export fields by using the check boxes and movable columns.
- Change the title on the export report using the Title One and Title Two fields.

When finished, click Export and name the file to create the exported report.

Master Data Reports

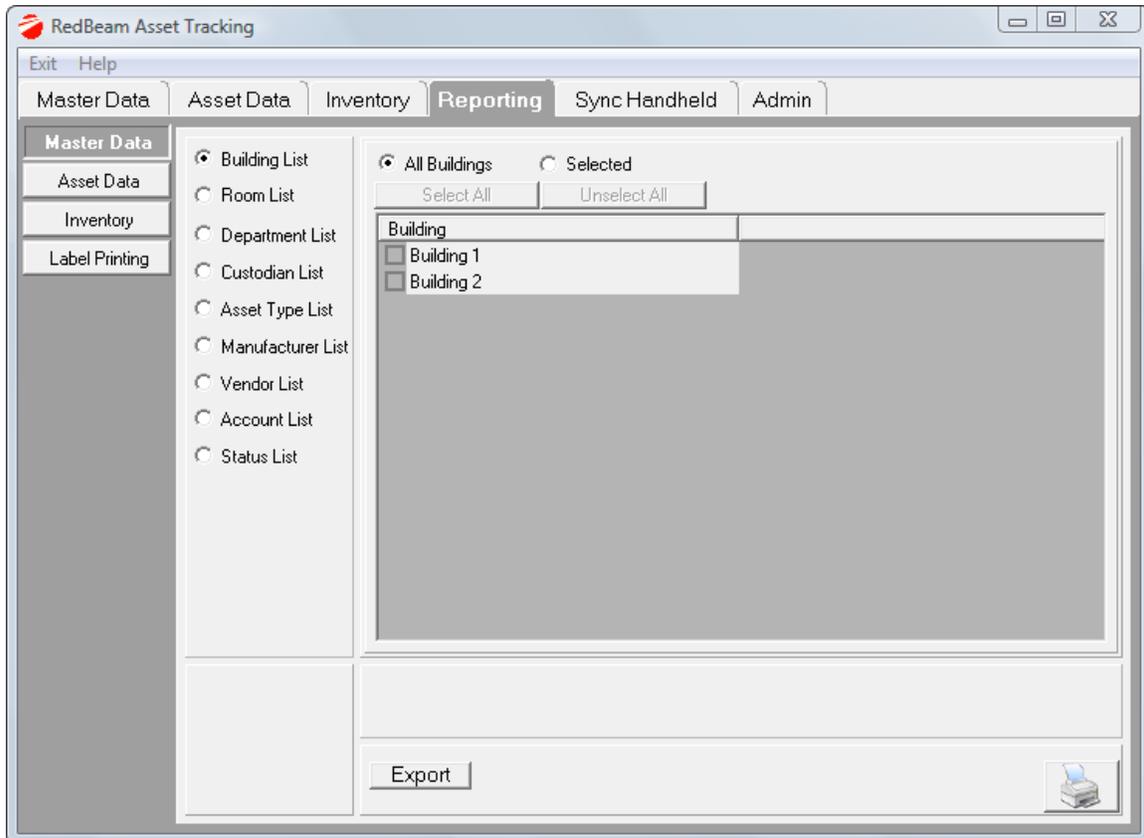
Master data reports provide a detailed list of all of the data entered under the master data tab of the system. To access the master data reports, click on the *Master Data* button on the left side of the menu. Select from the listed report types by clicking the radio button next to your selection.

Master data report types include:

- Building List* – a list of all buildings listed in building ID order
- Room List* – a list of all rooms grouped by building ID and listed in room ID order
- Department List* – a list of all departments listed in department ID order
- Custodian List* – a list of all custodians listed in custodian ID order
- Asset Type List* – a list of all asset types listed in asset type ID order
- Manufacturer List* – a list of all manufacturers listed in manufacturer ID order
- Vendor List* – a list of all vendors listed in vendor ID order
- Account List* – a list of all accounts listed in account ID order
- Status List* – a list of all statuses listed in status ID order

Once the report type is selected, select the scope by clicking on the radio button next to your selection. Clicking “All” will return all records for that report type. To choose specific records, click “Selected” and put a check mark next to the desired records by clicking in the appropriate check boxes.

You can include inactive records by clicking the *Include Inactives* check box.



Asset Data Reports

To access the asset data reports, click on the *Asset Data* button. The report types include:

Asset Data – a report that includes detailed asset information

Depreciation – a report that includes depreciated values for assets

Warranty – a report that lists assets with warranties

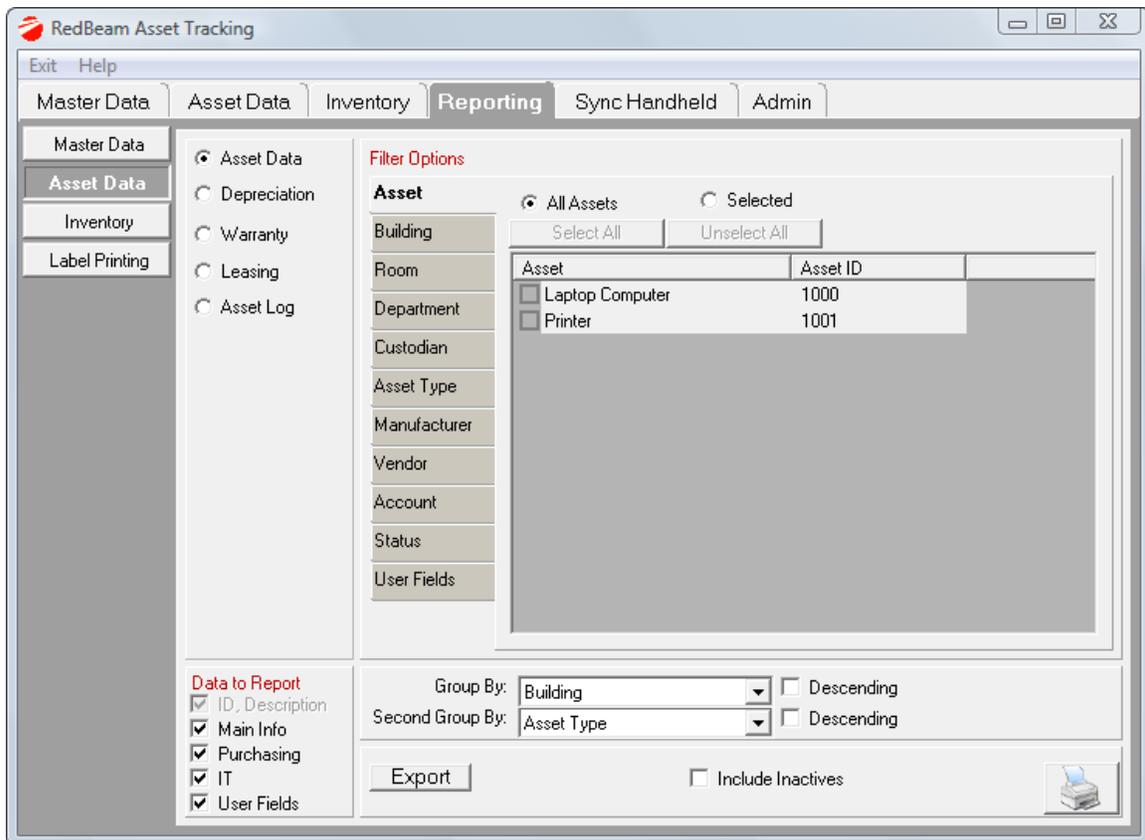
Leasing – a report that lists assets with leases

Asset Log – a report that shows date and time stamped audit log for all fields in the system

Once the report type is selected, you can narrow the scope of the report by selecting one or more *Filter Options*. Within each filter option, you can choose either “*All*” or “*Selected*” records. To choose specific records, click “*Selected*” and put a check mark next to the desired records by clicking in the appropriate check boxes.

To group the data in the reports, you may select the values from the drop-down lists at the bottom of the screen. Add additional detail to your reports by selecting from the *Data to Report* section.

You can include inactive records by clicking the *Include Inactives* check box.



Inventory Reports

Inventory reports provide detailed asset information on a current or historical inventory. To access the asset data reports, click on the *Inventory* button. The report types include:

Assets – a listing of assets in the open inventory

Located – a listing of located assets in the open inventory

Unlocated – a listing of unlocated assets in the open inventory

New Assets – a listing of new assets added to the open inventory

New Label – a listing of assets requiring a new barcode label

New Serial No. - a listing of assets whose serial #'s have changed since the inventory was created

New Room – a listing of assets whose location has changed since the inventory was created

Manual Entry – a listing of assets that have been located, but manually entered, not scanned/read

Once the report type is selected, choose the inventory you would like to report on from the *Inventory* drop down. You can narrow the scope of the report by selecting one or more *Filter Options*. Within each filter option, you can choose either “*All*” or “*Selected*” records. To choose specific records, click “*Selected*” and put a check mark next to the desired records by clicking in the appropriate check boxes.

To group the data in the reports, you may select the values from the drop-down lists at the bottom of the screen. Add additional detail to your reports by selecting from the *Data to Report* section.

RedBeam Asset Tracking

Exit Help

Master Data Asset Data Inventory Reporting Sync Handheld Admin

Master Data
Asset Data
Inventory
Label Printing

Inventory
July 2010

Filter Options

Asset
 All Assets Selected

Select All Unselect All

Asset	Asset ID
<input type="checkbox"/> Laptop Computer	1000
<input type="checkbox"/> Printer	1001

Building
Room
Department
Custodian
Asset Type
Manufacturer
Vendor
Account
Status
User Fields

Group By: Building Descending
Second Group By: Asset Type Descending

Data to Report
 Core Info
 Model & Serial #
 More Info
 User Fields

Export

Label Printing

To access the label printing functions, click on the *Label Printing* button.

The screenshot shows the RedBeam Asset Tracking software interface. The 'Reporting' tab is selected, and the 'Label Printing' sub-tab is active. The window is divided into several sections:

- What to Print:** Three radio buttons are present: 'Single Label' (selected), 'From Master Data', and 'Sequential Printing'.
 - In the Barcode Print:** Radio buttons for 'Asset ID' (selected) and 'Room ID'.
 - Scope to Print:** A list icon, 'Select IDs to Print', and a checked 'or Print All' option.
 - Sequential Printing:** A field for '# of Labels to Print' with the value '2'.
- Above the Barcode Print:** Two rows of text input fields.
 - First Line:** Radio buttons for 'Fixed Text' (selected) and 'From Field'. The text 'Property of' is entered.
 - Second Line:** Radio buttons for 'Fixed Text' (selected) and 'From Field'. The text 'Your Company' is entered.
- Media:** A dropdown for 'Select Label Type' (RedBeam Form #RB-L480 (1.75x1.25)), 'Starting Column #' (1), and 'Starting Row #' (1).
 - Barcode Size:** Two dropdowns for 'H' and 'W', both set to 100%.
 - Select Font:** A button with a font icon.
- Preview:** A small window showing a sample label with the text 'Property of Your Company', a barcode, and 'PT07848'.

What to Print

When printing labels, you can enter the value of the barcode you want to print (*Single Label*), print from data you have already entered in the system (*From Master Data*) or print a series of sequentially numbered labels (*Sequential Printing*).

If you select *Single Label*, enter the value of the barcode and the total number of labels to print.

This close-up shows the 'Single Label' configuration section. It contains two input fields:

- Barcode to Print:** A text box containing the value '1000'.
- # of Labels to Print:** A text box containing the value '1'.

If you select *From Master Data*, first choose the radio button to print either asset or room ID's. Then select the printing scope by clicking the list icon under *Scope to Print*. The total number of labels to be printed will display.

Single Label	From Master Data	Sequential Printing
In the Barcode Print: <input checked="" type="radio"/> Asset ID <input type="radio"/> Room ID	Scope to Print:  Select IDs to Print <input checked="" type="checkbox"/> or Print All	# of Labels to Print <input type="text" value="2"/>

If you select *Sequential Printing*, enter barcode value with which you would like to start and end. You can enter a prefix that will be printed on all labels. You can also determine the number of digits after the prefix by checking the *Leading Zeros* check mark and entering the total number of digits desired. The number of labels to be printed will calculate automatically. If you would like to increment the barcodes more than one at a time, enter the increment in the *Increment* field. If the start value was 10 and the incremental was 2, the next several labels to print would be 10, 12, 14 and so on.

Single Label	From Master Data	Sequential Printing
Prefix <input type="text"/>	Start <input type="text" value="1"/> End <input type="text" value="1"/>	Increment <input type="text" value="1"/>
Leading Zeros <input checked="" type="checkbox"/>	# of Digits <input type="text" value="4"/>	# of Labels to Print <input type="text" value="1"/>

Above the Barcode Print

For all printing, you can choose to print *Fixed Text* above your barcode. You may enter this text in the *First Line* and *Second Line* fields. Uncheck the check mark to the right of the field if you do not want to print anything above the barcode. A preview of the label displays to the right.

If you are printing *From Master Data*, you can choose to either print *Fixed Text* or *From Field* by selecting the appropriate radio button. If you print *From Field*, the item or location description will print above the barcode rather than fixed text.

Above the Barcode Print		Preview
First Line	<input checked="" type="radio"/> Fixed Text <input type="radio"/> From Field <input type="text" value="Property of"/> <input checked="" type="checkbox"/>	
Second Line	<input checked="" type="radio"/> Fixed Text <input type="radio"/> From Field <input type="text" value="Your Company"/> <input checked="" type="checkbox"/>	

Media

Print barcodes to a standard laser printer by selecting one of the RedBeam forms from the Select Label Type drop down list, or if using a barcode label printer, choose the size desired. If using a RedBeam form, select the starting column and row where printing will begin on the sheet.

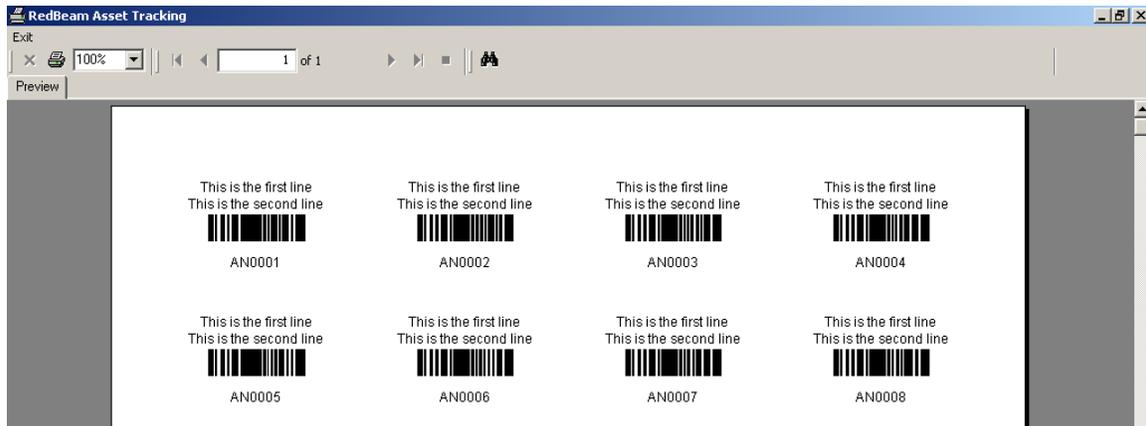
Change the height (H) and width (W) of the barcode by selecting from the dropdowns under *Barcode Size* section.

Select the font for the label by clicking on the *Select Font* button.

The screenshot shows a configuration panel titled "Media". It contains several controls: a "Select Label Type" dropdown menu currently set to "RedBeam Form #RB-L480 (1.75x1.25)"; "Starting Column #" and "Starting Row #" input fields, both containing the value "1"; a "Barcode Size" section with two dropdown menus for "H" and "W", both set to "100%"; and a "Select Font" button with a font icon.

Select the font for the label by clicking on the *Select Font* button. Change the height (H) and width (W) of the barcode by selecting from the dropdowns under *Barcode Size* section.

When finished, click printer icon. You will preview the label sheet before printing. On the preview sheet, click the printer icon to print.



Sync Handheld

The *Sync Handheld* tab is where you sync the data between the PC and the scanner or RFID reader. This feature is only available in the *Mobile or RFID Edition* of the software.

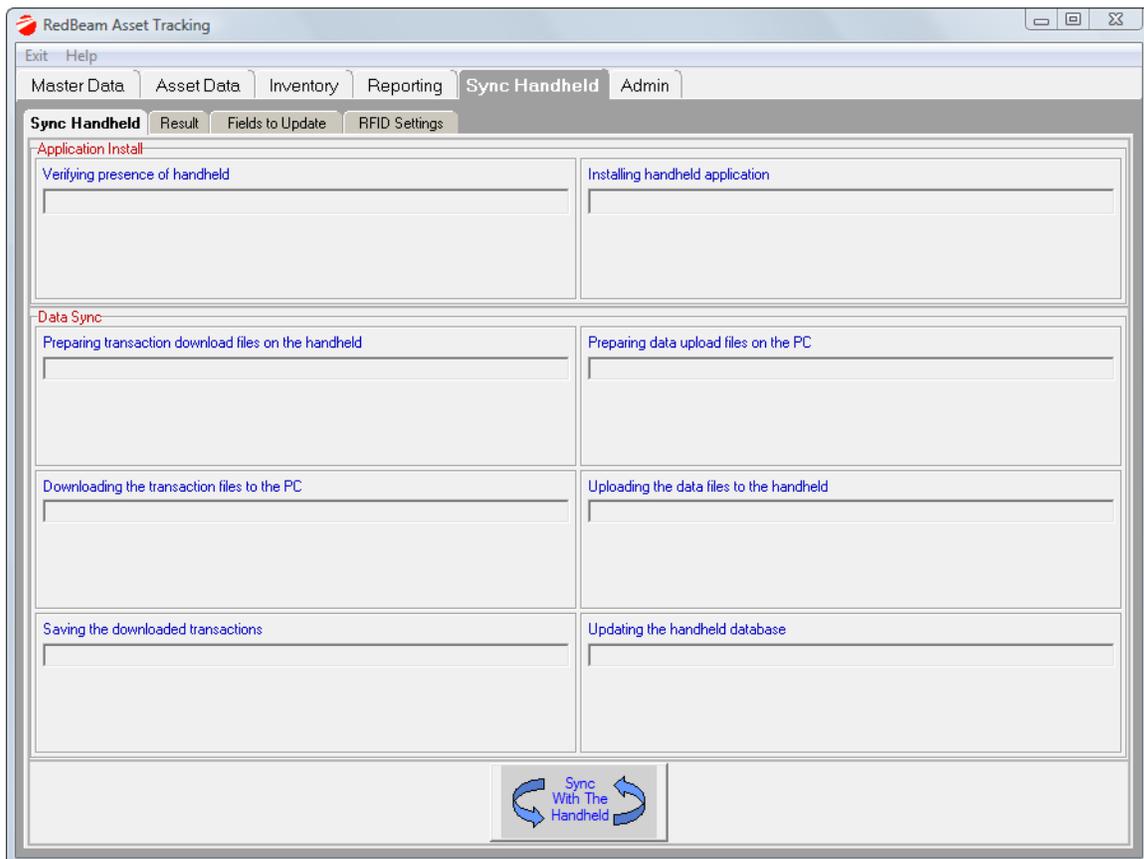
To sync, place the scanner in the cradle and wait for Microsoft® ActiveSync to connect. Then click on the *Sync With The Handheld* button on the bottom of the screen.

The system will first detect if upgrades are needed for your mobile software and install them.

The program will then check to see if there are asset updates on the mobile computer to be downloaded to the PC. The blue bars moving on the left side of the screen will indicate the download of these files. If there are no files on the mobile computer, a message will pop up to notify you. If there are records on the mobile computer, they will be downloaded to the PC.

The program will then send all of the master data on the PC to the scanner to insure that the data is up to date on the mobile computer. The blue bars moving on the right side of the screen will indicate the upload of these files.

If incompatible records are synced, they will be recorded under the *Result* tab. For example, if an asset is scanned on the scanner, but the item is deleted from the PC database before syncing, an error will be generated.



Fields to Update

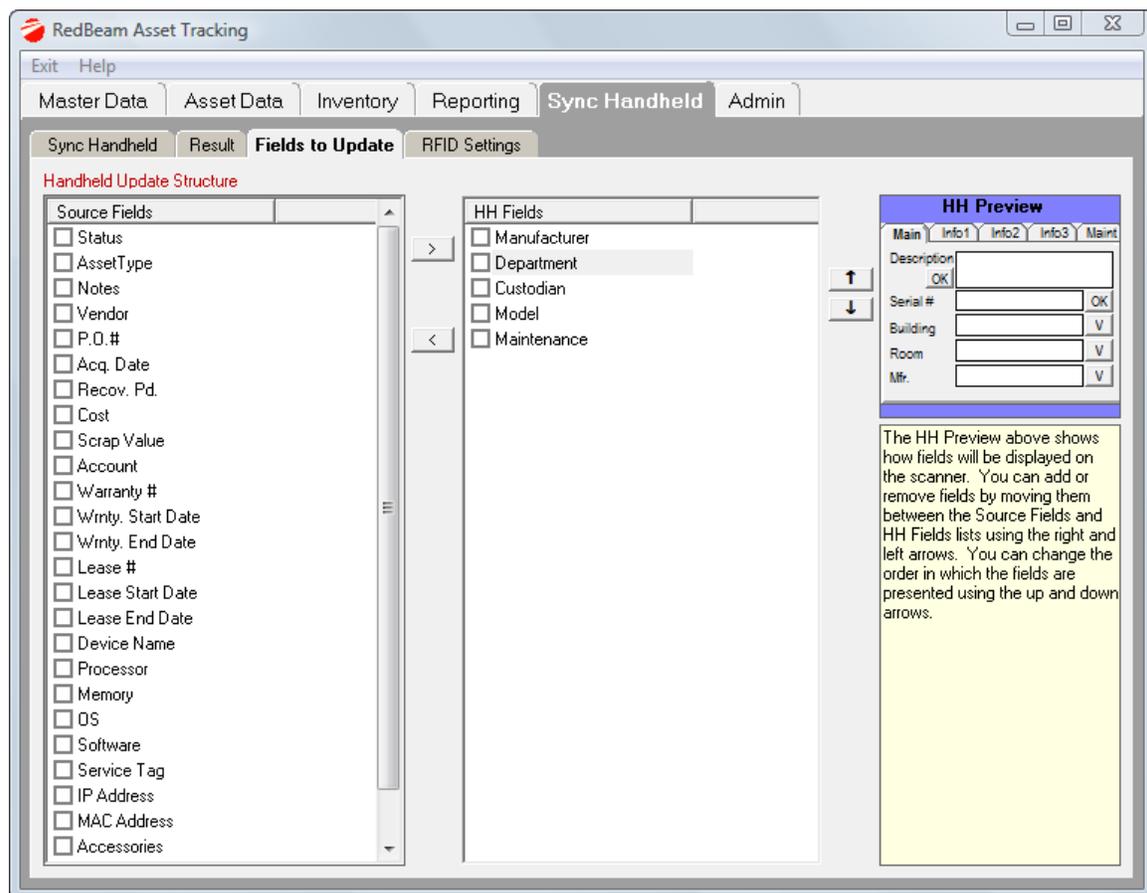
To select the fields you would like to update on the scanner, click on the *Fields to Update* tab. This is a local setting and will only impact mobile computers synced from the PC where the settings were made. Users who have been using a mobile computer prior to these changes will still be able to download the data they have collected when they sync, but their mobile computer will be updated with the new fields once the data they have collected is downloaded.

Fields that will be shown on the mobile computer are displayed in the *HH Preview* on the right side of the screen. The description, serial #, building and room fields are automatically included. To add additional fields, put a check mark next to the desired *Source Fields* and click the right arrow button to move those fields into the *HH Fields* column.

Notice that these fields appear in the *HH Preview* tabs. The *Main* tab will be filled first, followed by the *Info* tabs. Adding the maintenance field allows you to view and update maintenance logs on the mobile computer. Maintenance will appear as the fifth tab on the screen called *Maint*.

To change the order in which the *HH Fields* are presented on the mobile computer, put a check mark next to the desired *HH Field* and click the up or down arrow to change its position.

To remove a *HH Field* from the handheld scanner, put a check mark next to the *HH Field* to be removed and click the left arrow.



Gen 2 UHF RFID tags can be encoded in one of the following three ways:

- Any character and numbers (max 12 characters)
- Numbers plus characters A, B, C, D, E and F (max 24 characters)
- Only Numbers (max 24 characters)

The “Any character and numbers (max 12 characters)” setting allows you to encode any characters or numbers by using a combination of two characters to signify the intended character. If your asset IDs require full alpha characters and numbers, this setting is appropriate. However, this will limit your asset ID to 12 characters.

This setting will encode the tags as shown in the preview below. The N in NMC123K encoded in hex as 4E, followed by the M as 4D, followed by the C as 43 and so on.

If you are using the mobile computer to encode the tags, you will only need to enter the value you want displayed. The mobile computer will convert and encode the value in its hexadecimal format (in this example 4E4D433132334B0000000000), but the tag will read as the asset ID you entered (NMC123K).

The asset ID on the *Asset Data* screen must match the value in the *Read Value* field.

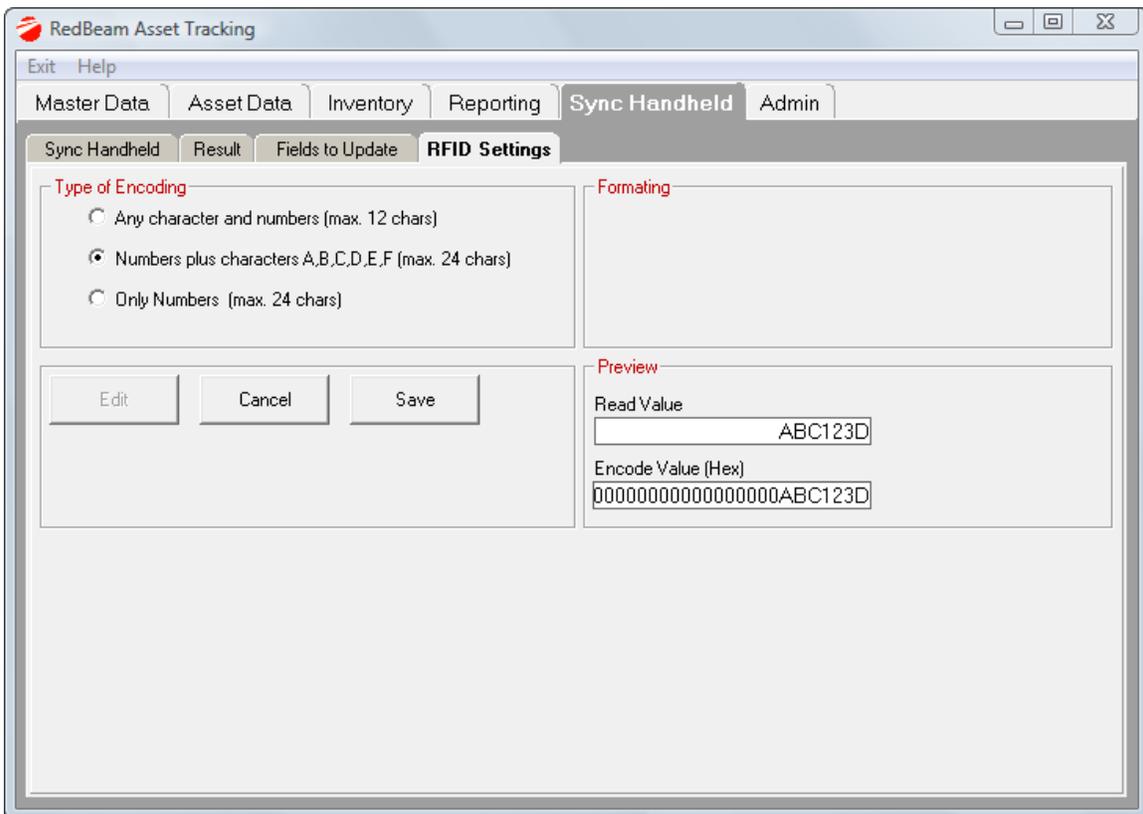
The screenshot shows the 'RedBeam Asset Tracking' application window. The 'Sync Handheld' tab is active, and the 'RFID Settings' sub-tab is selected. Under 'Type of Encoding', the first option is selected. The 'Preview' section displays the mapping from the asset ID 'NMC123K' to its hexadecimal representation '4E4D433132334B0000000000'. The interface includes standard window controls and navigation tabs.

The “Numbers plus characters A, B, C, D, E and F (max 24 characters)” setting allows you to encode any numbers and the letters A-F in the tag. If your asset IDs require numbers and only these letters, this setting is appropriate. This will give you up to 24 characters for your tags, but will limit you to numbers and just the letters A-F.

This setting will encode the tags as show in the preview below. The ABC123D is encoded in hex right justified with leading zeros that are stripped off when being read.

If you are using the mobile computer to encode the tags, you will only need to enter the value you want displayed. The mobile computer will convert and encode the value in its hexadecimal format (in this example 0000000000000000ABC123D), but the tag will read as the asset ID you entered (ABC123D).

The asset ID on the *Asset Data* screen must match the value in the *Read Value* field.



Admin

To access the administrative features of the system, click on the *Admin* tab.

The administrative features on the left hand side of the screen include:

Network – networks database for use on multiple computers

Label Setup – allows for creation of new label sizes

Backup – backs up and restores database

Import Data – imports asset and master data into the database

Purge Database – purges the database of asset and master data records

Security – allows creation of users and roles that limit access in the system

The screenshot shows the RedBeam Asset Tracking application window. The title bar reads "RedBeam Asset Tracking". The menu bar includes "Exit" and "Help". The main menu has tabs for "Master Data", "Asset Data", "Inventory", "Reporting", "Sync Handheld", and "Admin". The left sidebar contains a vertical list of administrative options: "Network", "Label Setup", "Back Up", "Import Data", "Purge Database", and "Security". The "Network" option is selected and highlighted.

The main content area displays the "Network" configuration screen. It features the following elements:

- Header:** "To network this machine to another SQL Server: Enter a server name or IP address"
- Input Fields:** A text box for "Enter a server name or IP address" and a "Search for Available Servers" button.
- Options:** "Or" and "and select one from the list:"
- User Information:** "User ID" (sa) and "Password" (masked with asterisks) fields.
- Current Server:** DAVIDLAPTOP\RBAT
- Current User:** sa
- Checkboxes:** "Use an SQL Server not installed by this application" (unchecked) and "Open local windows firewall ports for SQL communication with client machines. Ports will only be opened for the local network (subnet)." (unchecked).
- Buttons:** "Update" button with a green checkmark icon.

Network

If you are using a multi-user version of the software and would like to network PCs together, click on the *Network* tab. The network function allows you to network your system by pointing the application on your desktop to a database on another PC or server.

If you have not already installed the software on the PC or server that will house the central database (referred to as “server” in the rest of this section), please do so before continuing. Open the application on the server. You will be asked, “Will the data be stored on this machine?” Click “Yes”. This will create an instance of the Express version of Microsoft’s SQL database that comes with and is used by this software. You do not need a full version of Microsoft® SQL to use this software. Once this is done, go back to the PC that you would like to network to this “server” database.

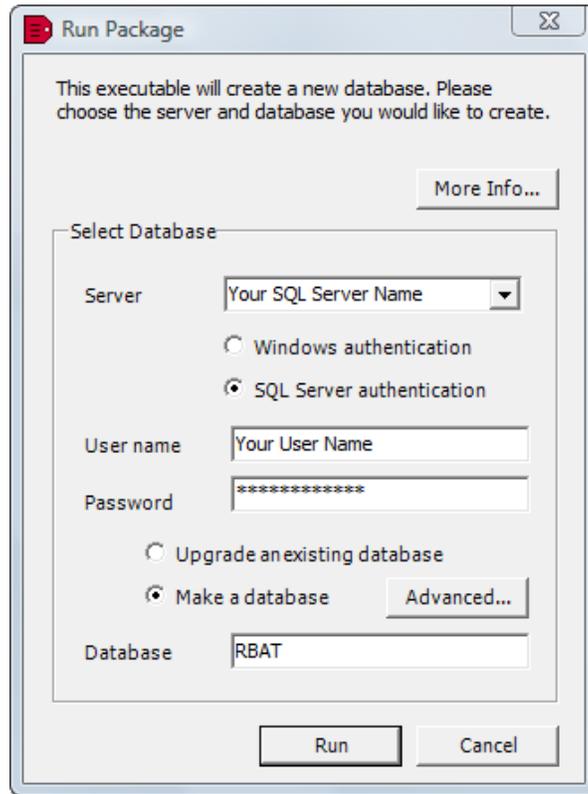
On the PC that you want to network, enter the server where your data is stored. Do this by clicking the *Search for Available Servers* button. When clicked, the system will look for other *RedBeam Asset Tracking®* databases on your network. The server you just installed on should display in the box. Click to select it. (If the server does not display, you may enter the server name or IP address.) Enter the user ID and password that you set up for the server.

When finished, click the *Update* button. The data in the application will instantly be updated with the data in the newly selected database.

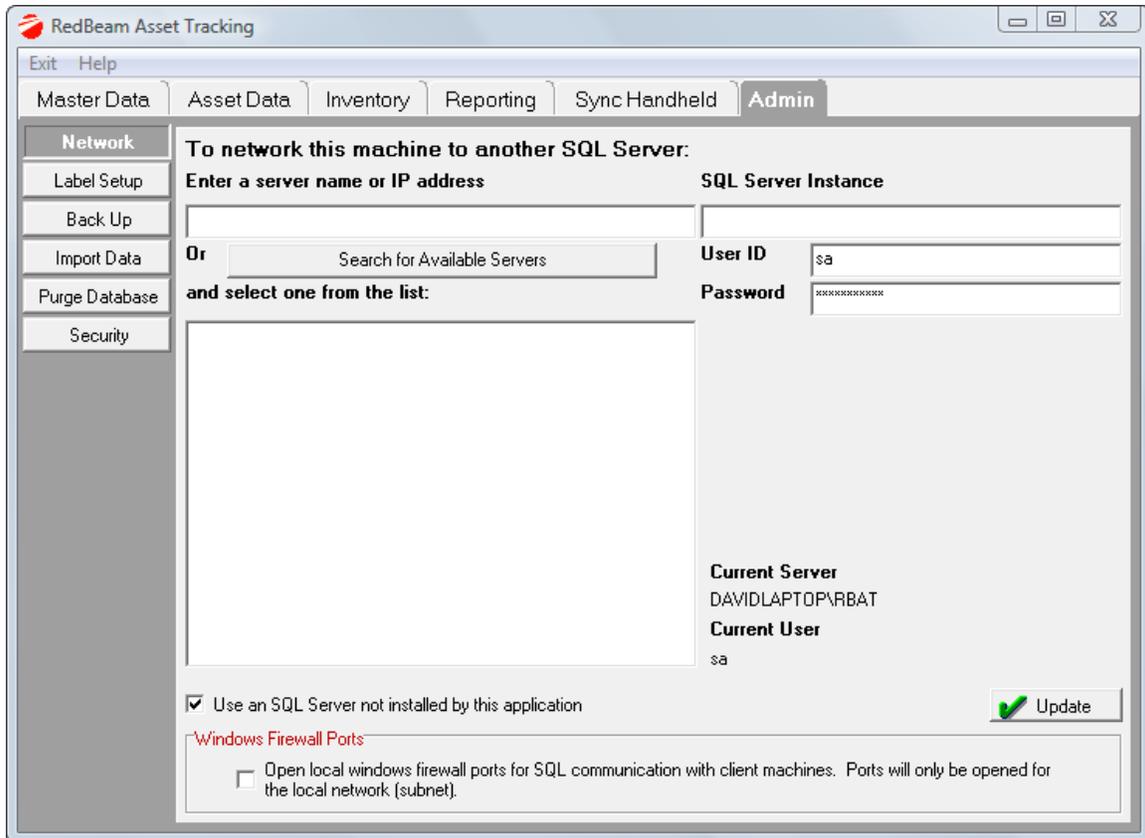
The screenshot shows the RedBeam Asset Tracking application window. The title bar reads "RedBeam Asset Tracking". The menu bar includes "Exit" and "Help". The main menu has tabs for "Master Data", "Asset Data", "Inventory", "Reporting", "Sync Handheld", and "Admin". The "Admin" tab is active, and the "Network" sub-tab is selected in the left sidebar. The main content area displays the following text: "To network this machine to another SQL Server: Enter a server name or IP address". Below this is a text input field and a "Search for Available Servers" button. To the right, there are fields for "User ID" (containing "sa") and "Password" (containing "XXXXXXXXXX"). Below the search area, it says "and select one from the list:" followed by a large empty box. At the bottom right, it shows "Current Server: DAVIDLAPTOP\RBAT" and "Current User: sa". There is a checkbox for "Use an SQL Server not installed by this application" and an "Update" button with a green checkmark. At the very bottom, there is a section for "Windows Firewall Ports" with a checkbox for "Open local windows firewall ports for SQL communication with client machines. Ports will only be opened for the local network (subnet)."

Advanced

If you are using your own full version of Microsoft ® SQL Server 2000, 2005 or 2008, you can create your database by going to C:/Program Files/RedBeam/RedBeam Asset Tracking and double clicking the RBATXXSeed.exe (where XX is the version number). The following window will appear.



Once the database is created, when connecting a client machine to the database, check the *Use a SQL Server not installed by this application* check box at the bottom of the login/server screen.



If you have not already done so, click *Search for Available Servers*. Choose the server from the list box or type the server name or IP address of the server. Enter the user ID and password that you set up for the server. When finished, click *Update*.

Why isn't my server found?

There are several reasons why you may not see your server when clicking the “Search for Available Servers” button:

You haven't installed or opened the application on the server yet:

The application must be installed and initiated on the server machine before your workstation can connect to it. If you have installed on the server, but you haven't opened the application on the server, the workstations will not be able to connect.

Your server is not on the same subnet as the workstation:

If your server is connected through a router, is in a different domain, is in a different workgroup, etc., it may not appear. You must manually enter the IP address or computer name of the server to connect. The computer name of the server can be found in the “System” application which is found in the windows Control Panel classic view of your server machine.

Your server is obstructed by a firewall:

This application is not designed for traffic through an unsecured network and should not be used in that context. The application is designed to automatically open ports (on the local subnet only) in the Windows operating system firewall (which ships with Windows XP). This firewall should not be your problem. If (for some reason) you have another internal firewall within a secure network, you will need to open two ports to allow the application to communicate. SQL Server uses UDP port 1434 to establish connections from SQL Server 2000 clients. (This socket number is also reserved for SQL Server by Internet Assigned Number Authority (IANA).) SQL also listens on a TCP port. The default number for a default instance is 1433, the official IANA socket number for SQL Server. In our case, we are using a "named instance" of SQL Server, and this port number may have been dynamically assigned when the instance was first started. To determine the port that our instance of SQL Server is listening on, you can use a Network Setup utility that was created by the SQL Server installation (wrapped in the installation).

For SQL Server 2000, this can be found on the server machine at "`Program Files\Microsoft SQL Server\80\Tools\Binn\SVRNETCN.exe`". When you open the SVRNETCN application:

1. On the "General" tab, select the "Instance(s) on this server" = `<name of computer>\RBAT`
2. Under "Enabled protocols:", click TCP/IP and then click properties.
3. The "Default port:" will be displayed.

Both this TCP port and the UDP port 1434 will need to be opened within your firewall.

For SQL Server 2005, open the SQL Configuration Manager utility from Start Menu>All Programs>Microsoft SQL Server 2005.

1. In the left hand pane, select “SQL Server 2005 Network Configuration” and then select “Protocols for RBAT.”

2. In the right hand pane, right click “TCP/IP” and then click Properties.
3. For “IP Addresses” read the “TCP Dynamic Ports” value.

Both the “Dynamic Ports” value and the UDP port 1434 will need to be opened within your firewall.

For SQL Server 2008, open the SQL Configuration Manager utility from Start Menu>All Programs>Microsoft SQL Server 2008.

1. In the left hand pane, select “SQL Server 2008 Network Configuration” and then select “Protocols for RBAT.”
2. In the right hand pane, right click “TCP/IP” and then click Properties.
3. For “IP Addresses” read the “TCP Dynamic Ports” value.

Both the “Dynamic Ports” value and the UDP port 1434 will need to be opened within your firewall.

Label Setup

Label Setup allows you to create new label types that are added to the drop down list of available label types under *Reporting->Label Printing*.

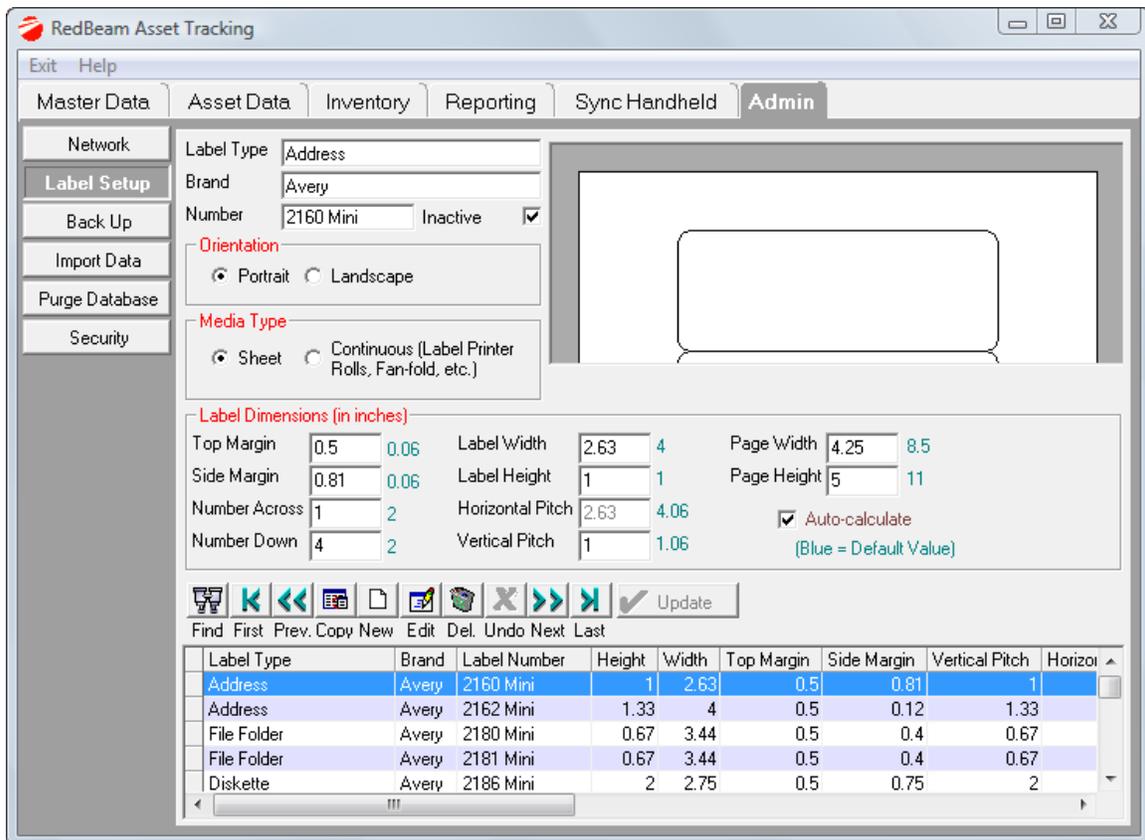
The system comes with many standard label sizes which are listed in the grid at the bottom of the screen. If you see the size you want, select it, click *Edit* and uncheck the *Inactive* check box.

To create a new label type, click *New*. Enter the name you would like to give the label type, the brand of the label and the label or form number if applicable.

Select the print orientation and the media type.

Enter the dimensions and other characteristics of the label. A preview of the label will display on the top right side of the screen. Red indicator lines will help you to understand which dimension you are changing.

When finished, click *Update*. The label type will now be available in the *Label Type* drop down list on the *Reporting->Label Printing* screen.



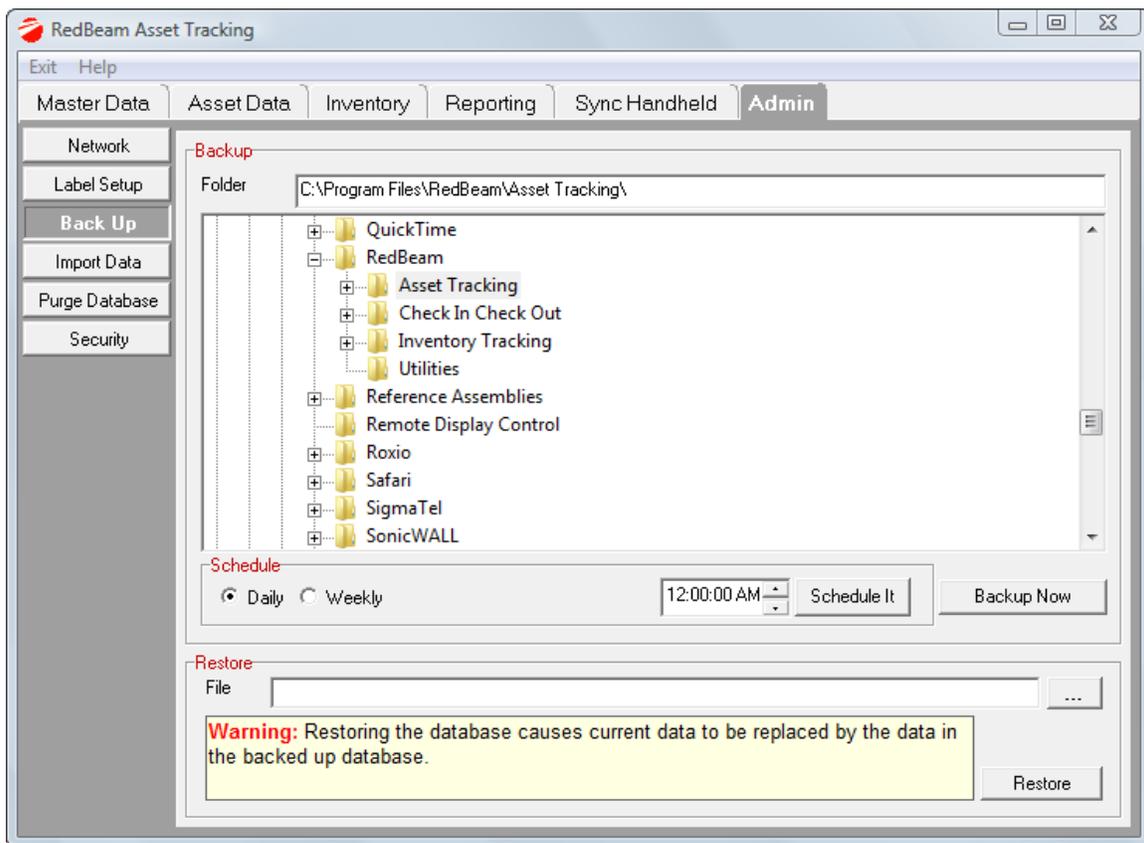
Backup

To create a back up copy of the database, click on the *Backup* button on the left side of the menu.

To create or schedule a backup of the database, first be sure to access this application on the computer where the database is located. If the database is located on a server, please access this application on the server.

From the tree structure in the *Backup* section, select the folder that contains the *RedBeam Asset Tracking* database. To make a backup now, click the *Backup Now* button. To schedule a backup, select the *Daily* or *Weekly* radio button in the *Schedule* section, choose the time each day or week you would like the backup to occur and click the *Schedule It* button. This will set up the SQL backup job.

To restore a backup database, click the ellipse (...) button in the *Restore* section and select the appropriate file. **WARNING:** Restoring the database causes all current data to be replaced by the data in the backed up database. If you would like to replace the data, click *Restore*.



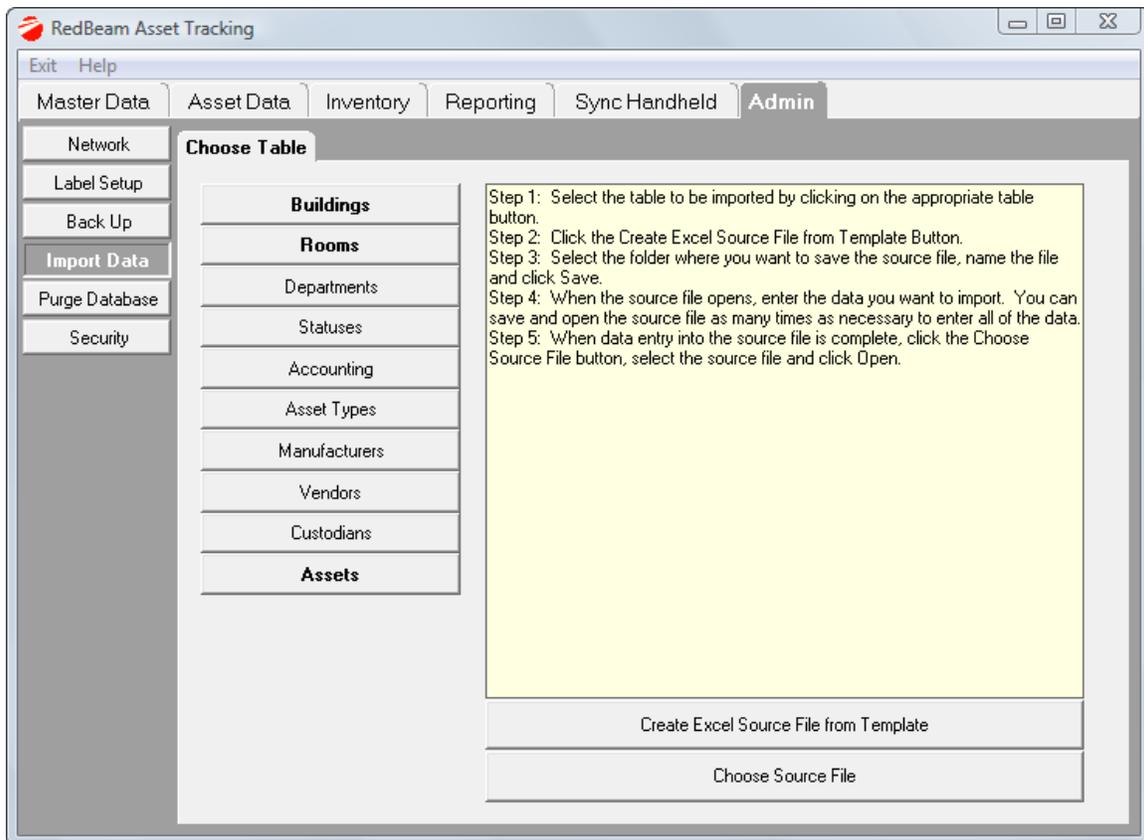
Import Data

To import data into the system, click on the *Import Data* button on the left side of the menu.

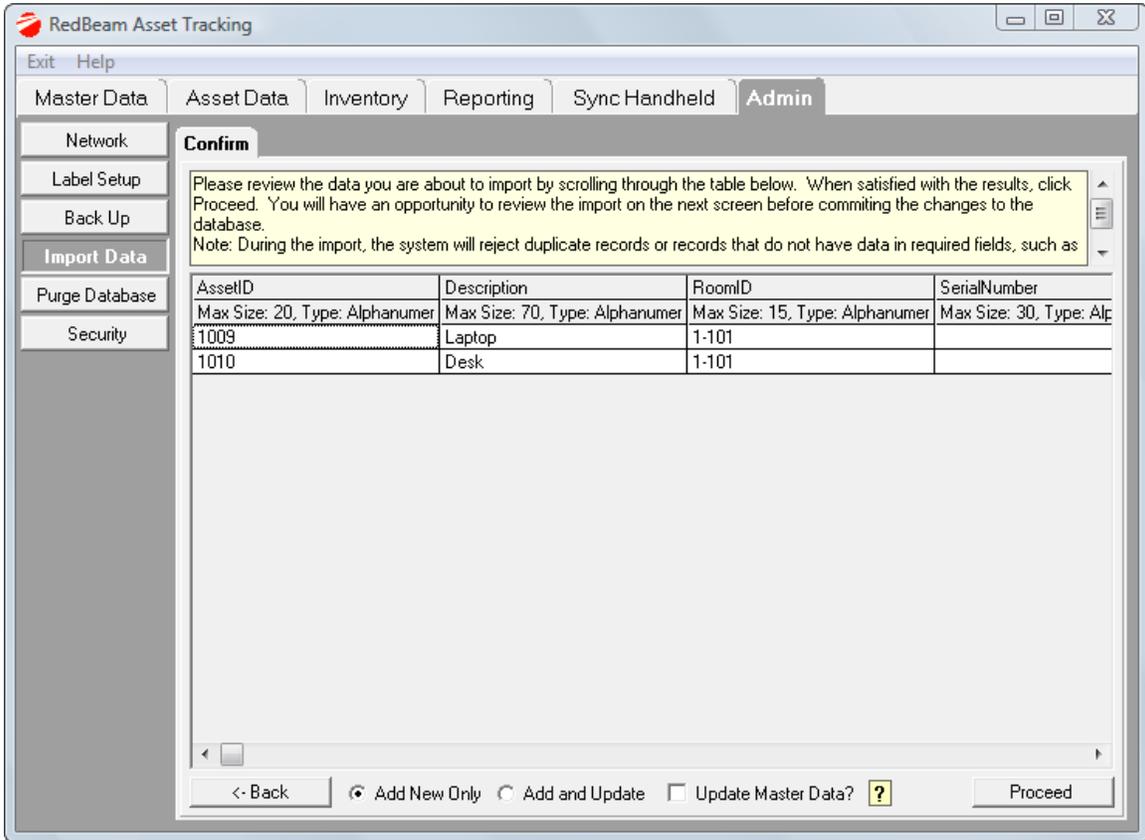
Data is imported into the system using Microsoft Excel spreadsheet templates. To download a template, select the table desired under the *Choose Table* section by clicking on it. Then click the *Create Excel Source File from Template* button. Select the folder you want to save the file. Name the file and click *Save*.

When the source file opens, enter the data you want to import. You can save and open the source file as many times as necessary to enter all of the data.

When data entry into the source file is complete, click the *Choose Source File* button, select the source file and click *Open*.



Review the data you are about to import by scrolling through the preview table. When satisfied with the results, click *Proceed*. You will have an opportunity to review the import on the next screen before committing the changes to the database.

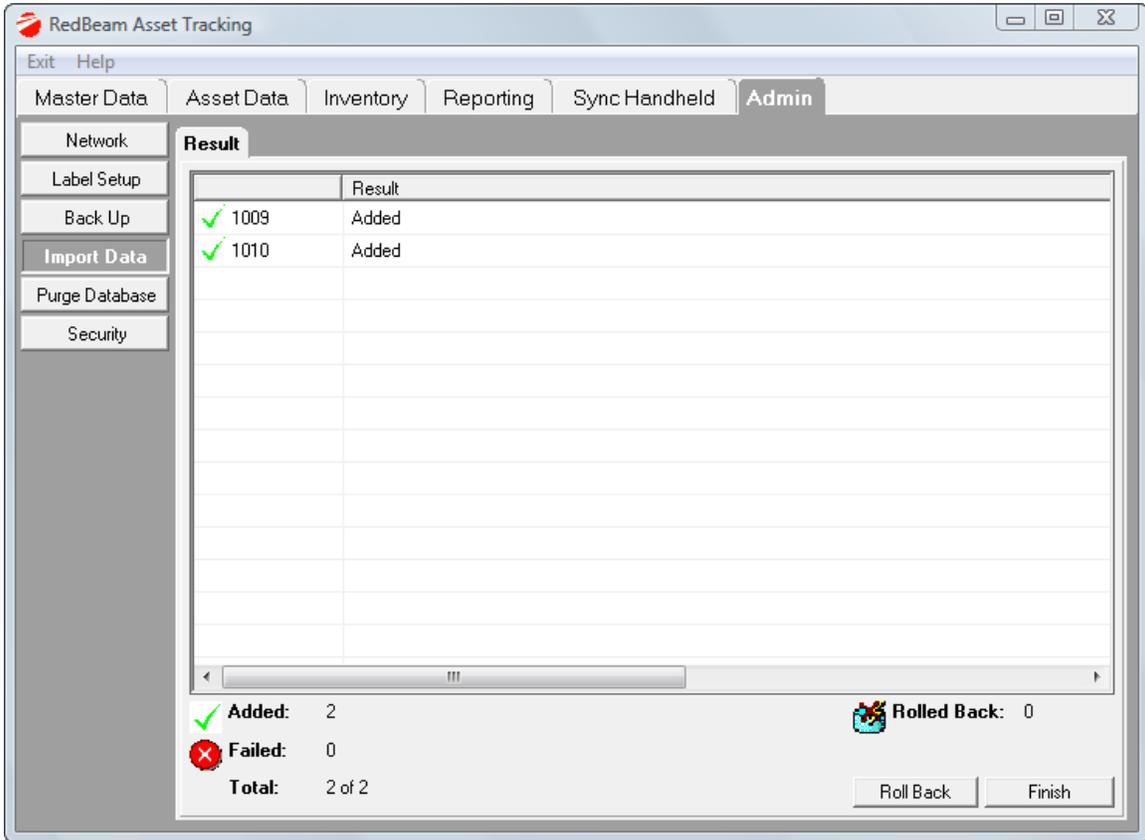


Review the information in the *Confirm* screen and click *Proceed*.

During the import, the system will reject duplicate records for all tables other than the asset table and will reject records that do not have data in required fields, such as the ID fields. This will not impact the import of valid records.

The asset table does allow for duplicate records to be imported. This “mass update” feature allows users to update multiple records at a time rather than having to change each record on the *Asset Data* screen. When importing duplicate assets, it is important to note that any fields in the Excel template including those that are blank will override the existing information already in the system.

The *Result* screen will list the records that were added and those that failed. If you are satisfied with the results that were added, click *Finish* to commit the data to the database. If you are not satisfied with the results that were added, click *Roll Back* to remove the data from the database.



Note: Data will fail to be imported for a number of reasons. The reason for failure will be listed next to the ID of the failed record. Failure normally occurs if required fields, such as ID fields are left blank, or if data the record to be imported depends on is incorrect, such as entering an invalid room ID when importing an asset. Entries too long for a given field will be truncated. Entries in the wrong format, like a date field or a state postal abbreviation will be set to a system default. Inaccurate master data entries, such as an invalid department ID, will show as if no data was entered.

Purge Database

To access the purge database functions, click on the *Purge Database* button on the left side of the menu.

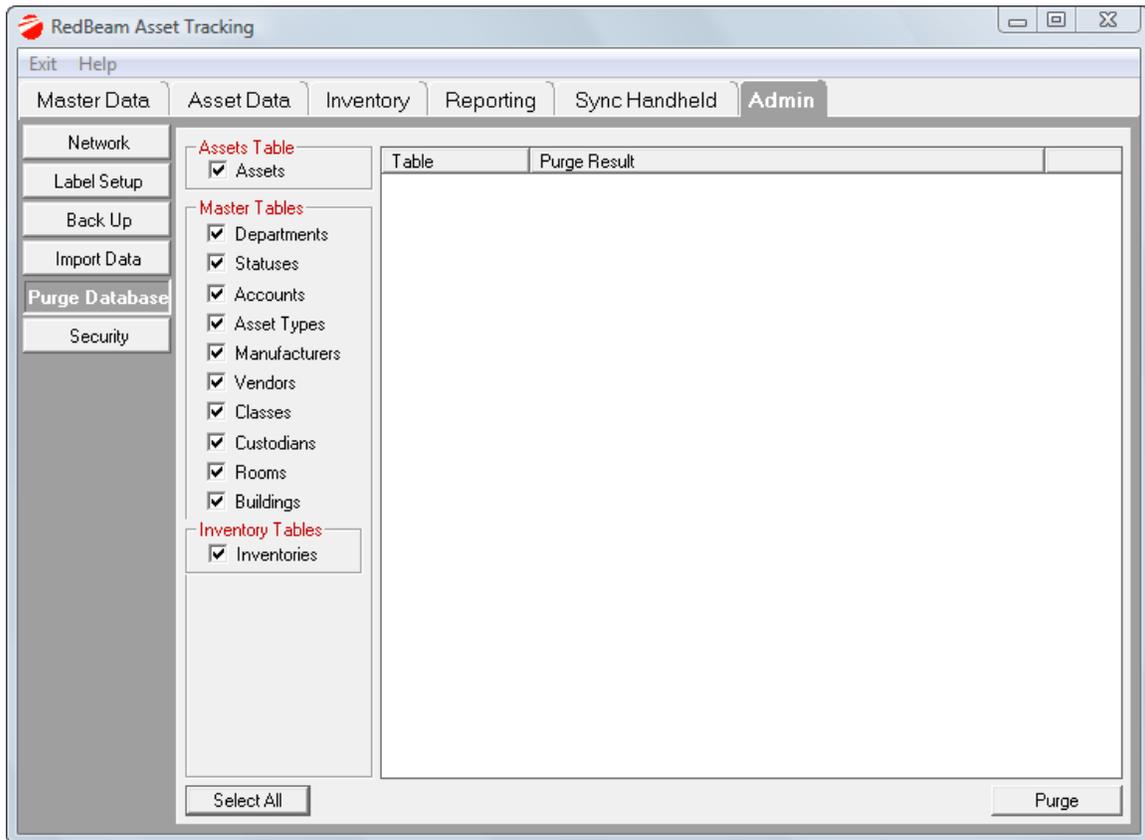
Under certain circumstances you may want to purge the database of all or selected data.

IMPORTANT: Once data is purged from the system, it cannot be recovered. Use this function carefully.

To purge data in the system and start fresh with a clean database, click *Select All*. To select specific tables, please a check mark next to the desired table to be deleted.

Note: The *Asset* table must first be purged before the *Rooms* table can be purged. The *Rooms* table must be purged before the *Buildings* table can be purged.

When finished selecting, click *Purge*.



Security

To access the security functions, click on the *Security* button on the left side of the menu. User security is not automatically active in the system. By default it is disabled. To enable user security, click the *Enable Security for the Application* check box. The user ID and password that was created when the software was installed is the administrative user and password.

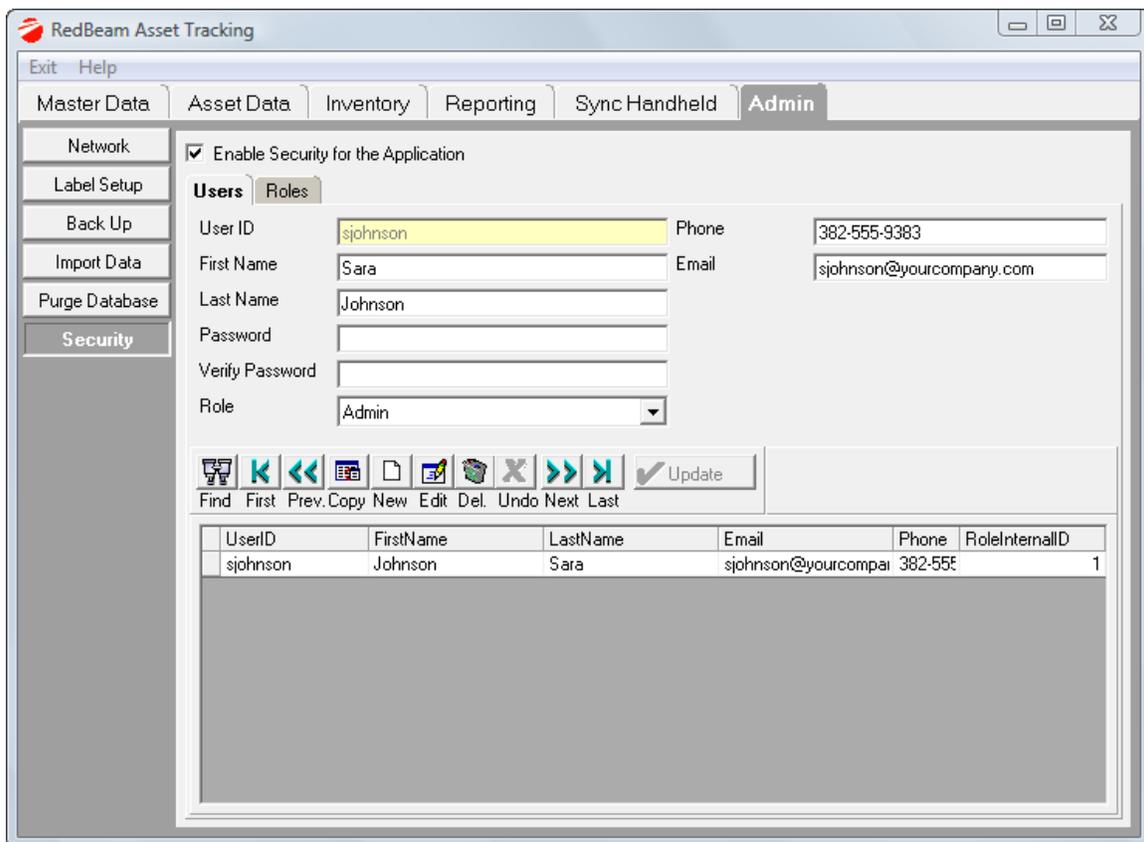
User

To create additional users for the system, click the *User* tab. Click the *New* button and enter the user ID, first name, last name, password, phone, and email. You can give this user the ability to update user security for other users by clicking on the *User Security and Database Restore Access* check box. You must also assign a user a role. The system default is *Administrator*. You may set up other roles under the *Roles* tab. When finished, click the *Update* button.

To edit a user, click the *Edit* button and update the record. When finished, click *Update*.

To delete a user, click on the *Delete* button and confirm the deletion when prompted. The user will be erased from any related records. A user may not update or delete their own user ID.

You can view all of the users by scrolling through the list on the bottom panel.



UserID	FirstName	LastName	Email	Phone	RoleInternalID
sjohnson	Johnson	Sara	sjohnson@yourcompai	382-555	1

Role

To create other roles, click the *Role* tab. Click the *New* button and enter the name of the role.

To limit user functions click the *Functions* button. From the tree structure, select the areas of the application that you would like users with this role to access. You may choose the type of access by selecting from the drop-down list to the right of the function. Although options may be limited for some functions, you may choose from:

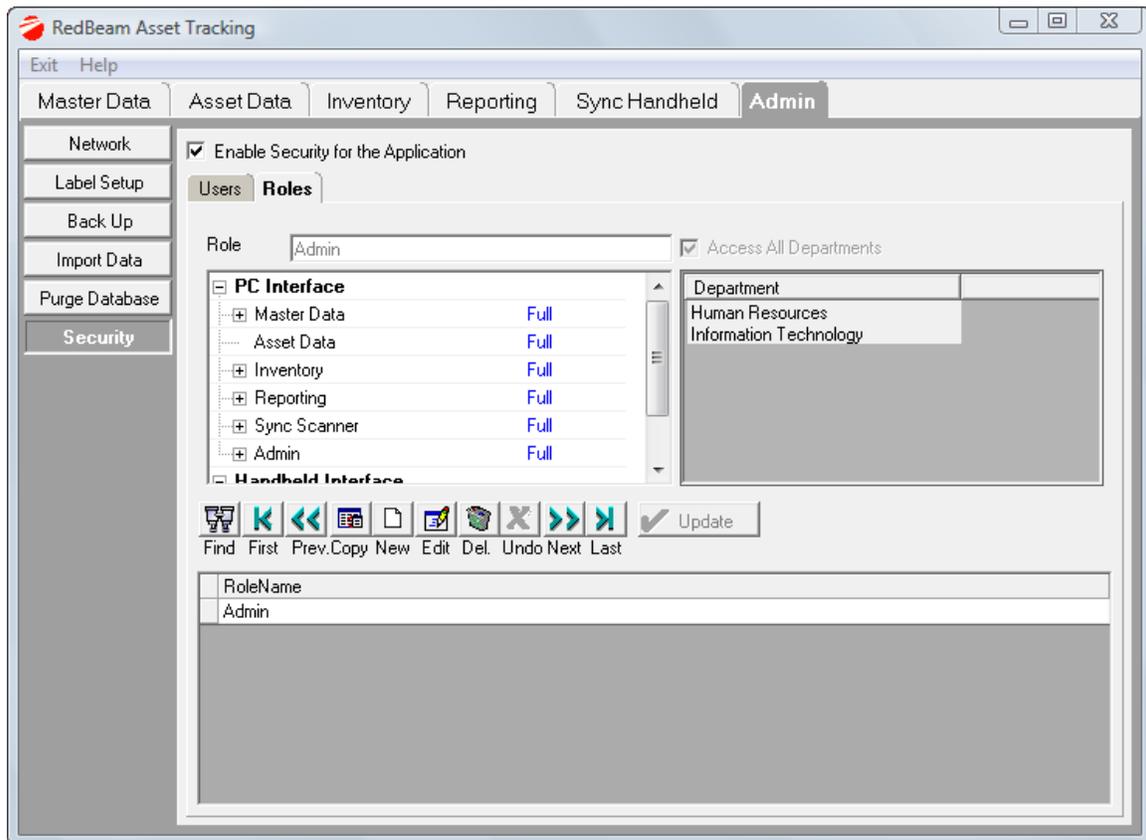
None – hides the function from the user to prevent access

View – gives the user the ability to only view data

Edit – gives the user the ability to edit, but not the ability to add or delete records

Full – gives the user full access

To limit a user's view of data by department, uncheck the *Access All Departments* check box and select the desired departments. The user will only be able to view and edit assets assigned to the selected departments.

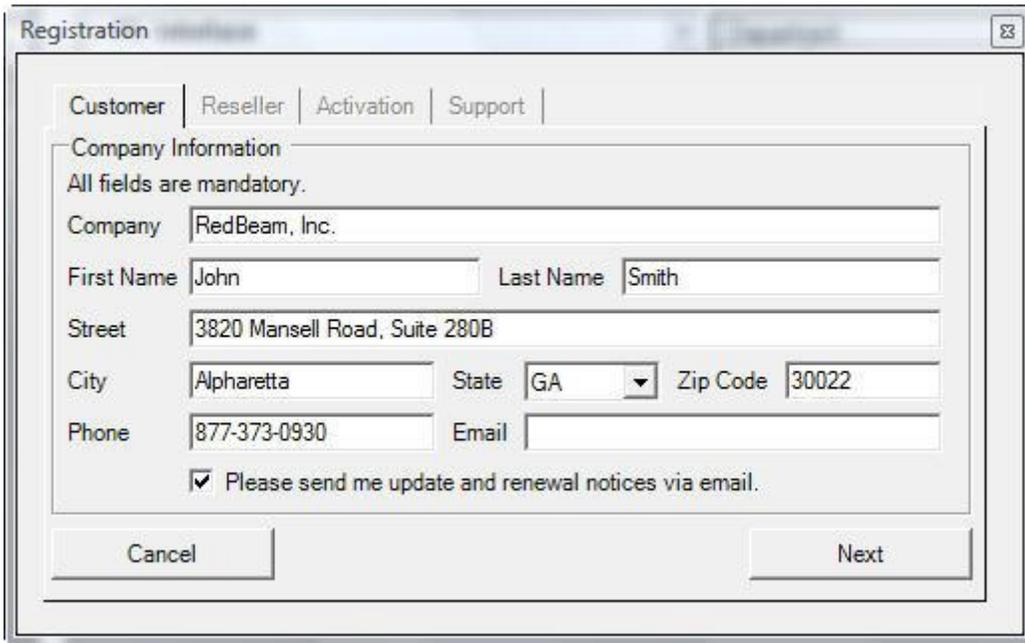


When finished, click the *Update* button. To edit a role, click the *Edit* button and update the record. When finished, click *Update*. To delete a role, click on the *Delete* button and confirm the deletion when prompted. A role may not be deleted if it is assigned to a user. You can view all of the roles by scrolling through the list on the bottom panel.

Registration

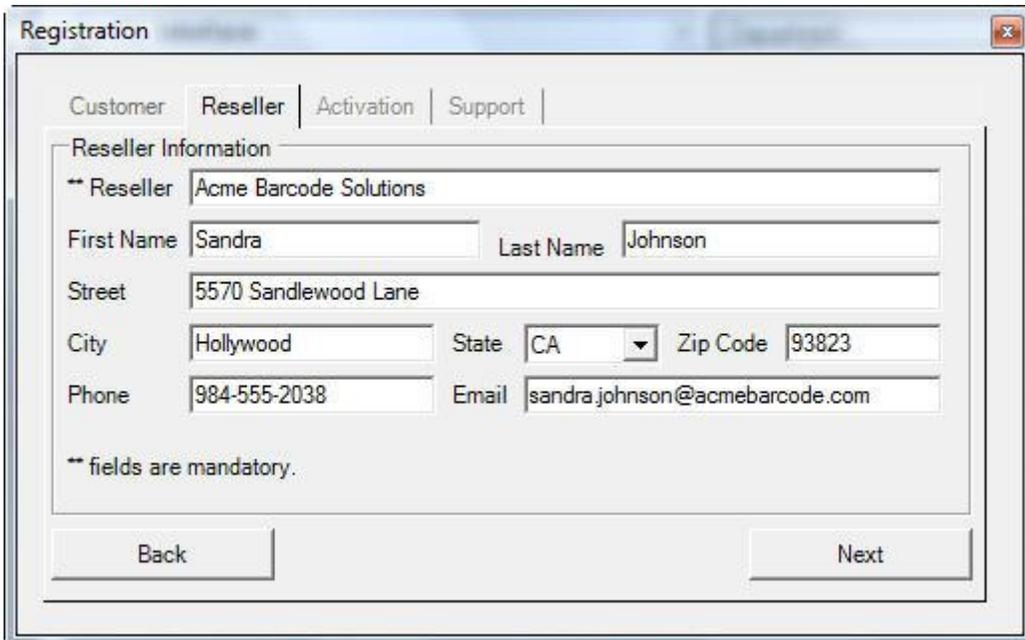
The *Registration* screens include four tabs including *Customer*, *Reseller*, *Activation* and *Support*.

Under the *Customer* tab, enter information about your company including company name, your name, address, phone and email.



The screenshot shows a 'Registration' window with four tabs: 'Customer', 'Reseller', 'Activation', and 'Support'. The 'Customer' tab is selected. The window contains a 'Company Information' section with the following fields: 'Company' (RedBeam, Inc.), 'First Name' (John), 'Last Name' (Smith), 'Street' (3820 Mansell Road, Suite 280B), 'City' (Alpharetta), 'State' (GA), 'Zip Code' (30022), 'Phone' (877-373-0930), and 'Email'. A checkbox labeled 'Please send me update and renewal notices via email.' is checked. At the bottom, there are 'Cancel' and 'Next' buttons.

Under the *Reseller* tab, enter information about the company you purchased the RedBeam system from including company name, your contact's name, address, phone and email. This information can be accessed later if you need to order additional licenses, upgrades, support or supplies.



The screenshot shows the same 'Registration' window, but with the 'Reseller' tab selected. The window contains a 'Reseller Information' section with the following fields: '** Reseller' (Acme Barcode Solutions), 'First Name' (Sandra), 'Last Name' (Johnson), 'Street' (5570 Sandlewood Lane), 'City' (Hollywood), 'State' (CA), 'Zip Code' (93823), 'Phone' (984-555-2038), and 'Email' (sandra.johnson@acmebarcode.com). A note at the bottom states '** fields are mandatory.'. At the bottom, there are 'Back' and 'Next' buttons.

Under the *Activation* tab, enter your product serial number and click *Activate*. If you have internet connectivity, the *Activation Key* will automatically be populated by the system. If you do not have internet connectivity, please call 877-373-0390 and provide one of our support specialists the *PC Unique ID* displayed on the screen and your product serial number. They will then verbally provide the activation key for your machine.

The screenshot shows a 'Registration' window with a tabbed interface. The 'Activation' tab is selected. The window contains the following elements:

- Navigation tabs: Customer, Reseller, **Activation**, Support
- Section header: Serial Number Activation
- Instructional text: Please enter the serial number found on the software CD jacket, and click the "Get Activation Key". This will transmit your registration to Redbeam via the internet. If you do not have internet connectivity or would like to buy more licenses, please call 877-373-0390.
- Input fields:
 - PC Unique ID: D7338D2DFB8E73CC
 - Activation Key: F4-13-A7-23-43-72-82-80
 - Serial Number: 9CAF60026C6E
- Buttons: Back, Next, and a prominent Activate button.

Under the *Support* tab, enter your support contract serial number and click *Activate*. If you have internet connectivity, the *Activation Key* will automatically be populated by the system. If you do not have internet connectivity, please call 877-373-0390 and provide one of our support specialists the *PC Unique ID* displayed on the screen and your support contract serial number. They will then verbally provide the activation key for your machine. You may enter multiple support contracts to extend support for multiple years.

The screenshot shows a 'Registration' window with a 'Support' tab selected. The 'Support Activation' section contains the following information:

To purchase support please contact your reseller (.) or call 984-555-2038

SupportNumber	SupportEndDate
72F47B	3/4/2009
885436	3/4/2010

Below the table, the 'Activation Key' field is populated with '176EDCAA530E26CE4'. The 'Support Number' field contains '72F47B'. There are 'Back', 'Activate', and 'Finish' buttons.

About

The *About* menu shows information regarding the RedBeam Asset Tracking including the version number.



Section 3: Using the Mobile Computers

If you are using the *Mobile or RFID Edition* of the software, the mobile computer portion of RedBeam Asset Tracking® is loaded during the initial sync with the handheld which is described under the Sync Handheld section of this manual. Once the installation is finished, re-sync to complete the upload of master data.

To begin using the application on the scanner, remove it from the cradle and turn it on. Access the program on the scanner by going to *Start->Programs->Asset Tracking*.

Login

If user security is active, you will be presented with the *Login* screen. Select your user ID and enter your password and click *Login*.

The screenshot shows the login interface for RedBeam Asset Tracking. At the top, there is a blue header bar with the word "Login" and a Windows logo icon on the left, and a signal strength indicator, a speaker icon, and the time "6:23" on the right. Below the header, there are two input fields: "User ID" with a dropdown menu showing "John Smith" and a "Password" field with "*****" and a "Clr" button. Below the input fields is a numeric keypad (0-9) and an alphanumeric keypad (QWERTYUIOP, ASDFGHJKL, sh ZXCVBNM SP Fn). At the bottom of the screen, there are two buttons: "Exit" and "Login". In the center of the screen, the text "RedBeam Asset Tracking Version 5.0.0" and "Copyright 2004-2005 RedBeam, Inc." is displayed.

Note: The system date will be stamped on each record when it is scanned. The date is normally updated during your sync with the PC. To check or change the date, go to the *Start* menu (the Windows icon) at the top left of the screen and choose the *Settings* option. Clock settings will be either under the *Regional Settings* or under the *System->Clock* function. To get back the RedBeam Asset Tracking Program, go to the *Start* menu and choose the *Programs* option. Under *Programs*, click on the *Asset Tracking* icon.

Main Menu

Functions on the main menu include *Update* and *Inventory*.

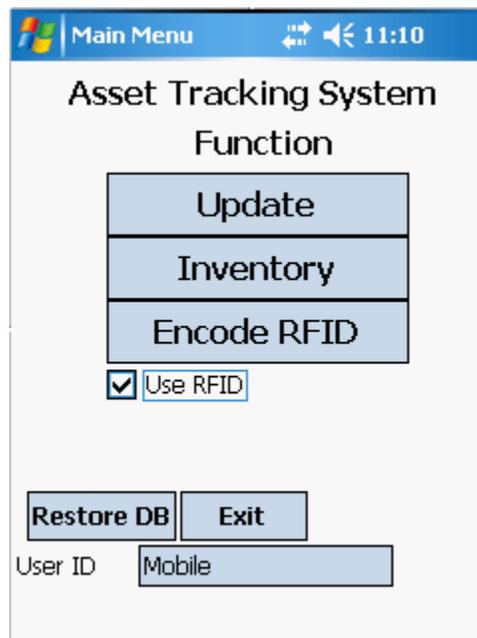
To get the most out of the scanner functions, it is important to understand how *Update* and *Inventory* are used.

The *Update* function can be used without opening an inventory. This is ideal for users who want to receive or update their asset information on a regular basis.

The *Inventory* function is only active when an *Inventory* is opened on the PC. This is ideal for users who want to take a physical inventory or audit of their assets and produce found and unfound asset reports.

If using the RFID version of the system, the *Use RFID* option (check box) will be enabled by default and the Encode RFID function will display.

Depending on how you want to use the mobile scanner, click the appropriate button.



Update

If the *Update* button on the *Main Menu* is clicked, you will be taken to the *Update* screen.

Scan Assets with Barcode Scanner

On the main *Update* screen, scan or manually enter either the item number or the serial number of the asset you would like to update.

To enter by item number, the *Item Number* radio button must be selected. To enter by serial number, the *Serial Number* radio button must be selected.

To scan the asset, scan the asset barcode with the scanner. If the scan registers and the asset is in the database, the scanner will beep and take you to the *Process Update* screen.

To manually enter the asset, enter the numbers and letters desired using the keypad. Once entered, click the *Find* button. If the asset is in the database, you will be taken to the *Process Update* screen.

To clear any field, click on the *Clr* button to the right of the field.

To exit back to the main menu, click the *Main Menu* button.

Update 6:36

RedBeam Asset Tracking

Item Number Serial Number

Clr 1000 Find

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	<-
sh	Z	X	C	V	B	N	M	SP	Fn

Main Menu

User ID John Smith

Process Update Main

The *Process Assets Main Data* screen displays the following information about the asset that was scanned or manually entered including:

- *Description*
- *Serial #*
- *Building*
- *Room*

If you have selected additional *Fields to Update*, the first of these will show up at the bottom of this screen. The others will show in the other *Info* tabs.

On this screen, you can update the description by clicking in the *Description* field. A keypad will pop up. When finished editing, click the *OK* button.

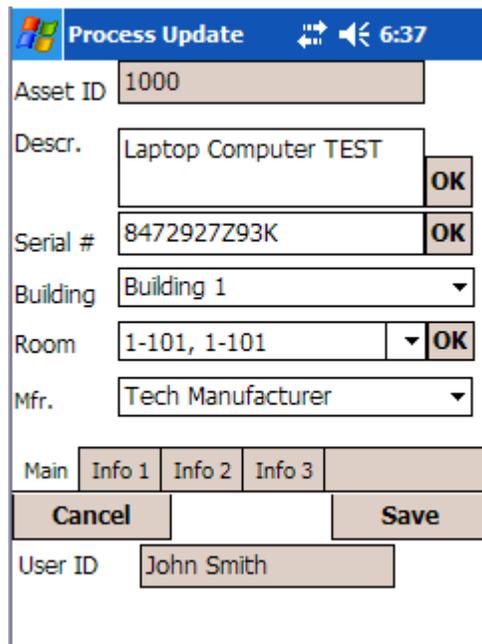
You can update the serial number by scanning it. Scanning will erase anything previously entered in the serial number field. You can also click in the *Serial #* field and enter the serial number manually using the keypad. When finished editing, click the *OK* button.

You can update the building by choosing from the drop down menu.

You can update the room by choosing from the drop down menu.

Clicking the *Cancel* button does not save the asset and takes you back to the main *Update* screen.

Clicking the *Save* button saves the changes you made to the asset record.



The screenshot shows a mobile application window titled "Process Update" with a status bar at the top displaying the time as 6:37. The main content area contains several input fields and buttons:

- Asset ID:** 1000
- Descr.:** Laptop Computer TEST (with an OK button to its right)
- Serial #:** 8472927Z93K (with an OK button to its right)
- Building:** Building 1 (dropdown menu)
- Room:** 1-101, 1-101 (dropdown menu with an OK button to its right)
- Mfr.:** Tech Manufacturer (dropdown menu)

Below these fields is a tabbed interface with tabs labeled "Main", "Info 1", "Info 2", and "Info 3". The "Main" tab is currently selected. At the bottom of the screen, there are two large buttons: "Cancel" on the left and "Save" on the right. Below the buttons, there is a "User ID" field containing the text "John Smith".

Process Update Info

The *Process Update Info 1*, *Info 2* and *Info 3* screens display the fields that were selected under the *Sync Handheld->Fields to Update* screen on the PC.

Click in body of the field you would like to update. A keypad or drop-down will pop up. When finished editing, click the *OK* button.

Clicking the *Cancel* button does not save the asset and takes you back to the main menu.

Clicking the *Save* button saves the asset as found, updates any changed information and takes you back to the main menu.

The screenshot shows a software interface titled "Process Update" with a Windows logo and a clock showing 5:43. The form contains the following fields and controls:

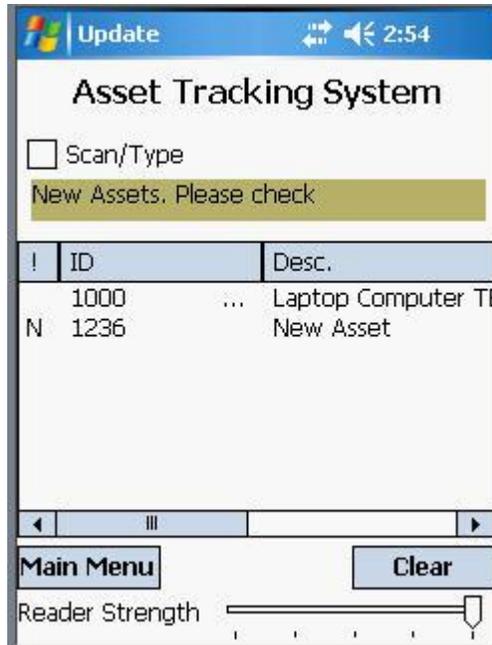
- Asset ID: 1000
- Dept.: Information Technology (dropdown)
- Custodian: Smith, John (dropdown)
- Status: Good (dropdown)
- AssetType: Computers (dropdown)
- Wrnty.#: 7893 (text input) with an OK button to its right.
- Wrnty.St.: 1 /19/05 (checkbox and date input) with up/down arrow buttons.
- Navigation tabs: Main, Info 1, Info 2, Info 3.
- Buttons: Cancel and Save.
- User ID: John Smith (text input).

Read Assets with RFID Reader

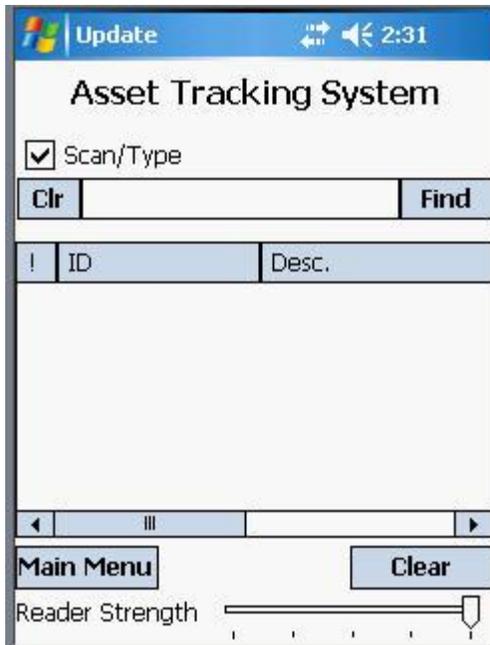
You can locate your assets by RFID reading, barcode scanning or manually entering the item number of the asset.

To read the asset using RFID, read the RFID tag with the reader. If the read registers, the mobile computer will beep. *Reader Strength* can be adjusted by using the slide bar.

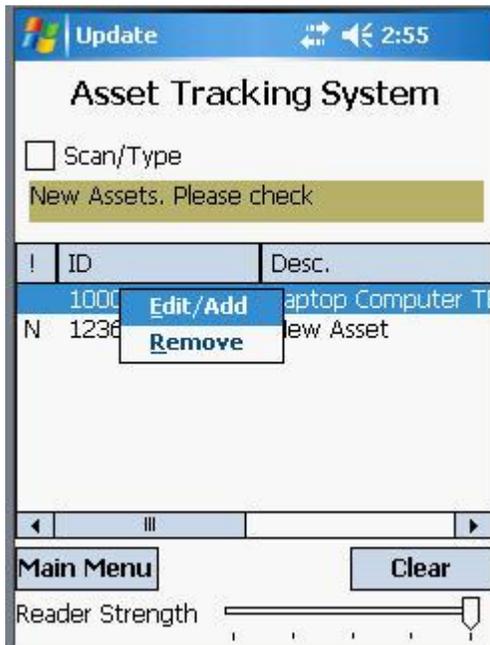
An “N” in the “!” column in the grid denotes a new asset.



To barcode scan or manually enter the asset, check the *Scan/Type ID* box. Then scan or enter the asset. Once entered, click the *Find* button.



If you would like to see the asset details or modify the record after each read, tap and hold the stylus on an asset. Then select *Edit/Add* and you will be taken to *Process Inventory*. Assets can be removed from the list by selecting the *Remove* option from the asset menu.



To clear the assets from the grid, click *Clear*.

To exit back to the main application screen, click the *Main Menu* button.

Process Update Main

The *Process Assets Main Data* screen displays the following information about the asset that was scanned or manually entered including:

- *Description*
- *Serial #*
- *Building*
- *Room*

If you have selected additional *Fields to Update*, the first of these will show up at the bottom of this screen. The others will show in the other *Info* tabs.

On this screen, you can update the description by clicking in the *Description* field. A keypad will pop up. When finished editing, click the *OK* button.

You can update the serial number by scanning it. Scanning will erase anything previously entered in the serial number field. You can also click in the *Serial #* field and enter the serial number manually using the keypad. When finished editing, click the *OK* button.

You can update the building by choosing from the drop down menu.

You can update the room by choosing from the drop down menu.

Clicking the *Cancel* button does not save the asset and takes you back to the *RFID Update* screen.

Clicking the *Save* button saves the asset as found, updates any changed information and takes you back to the *RFID Update* screen.

The screenshot shows a software interface titled "Process Update" with a Windows logo and a clock showing 6:37. The interface contains several input fields and buttons:

- Asset ID:** A text box containing "1000".
- Descr.:** A text box containing "Laptop Computer TEST" with an "OK" button to its right.
- Serial #:** A text box containing "8472927Z93K" with an "OK" button to its right.
- Building:** A dropdown menu showing "Building 1".
- Room:** A dropdown menu showing "1-101, 1-101" with an "OK" button to its right.
- Mfr.:** A dropdown menu showing "Tech Manufacturer".
- Info Tabs:** A row of tabs labeled "Main", "Info 1", "Info 2", and "Info 3".
- Buttons:** A row of buttons labeled "Cancel" and "Save".
- User ID:** A text box containing "John Smith".

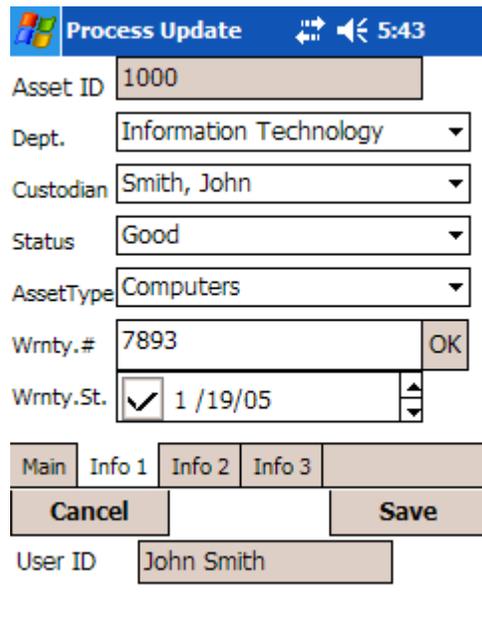
Process Update Info

The *Process Update Info 1*, *Info 2* and *Info 3* screens display the fields that were selected under the *Sync Handheld->Fields to Update* screen on the PC.

Click in body of the field you would like to update. A keypad or drop-down will pop up. When finished editing, click the *OK* button.

Clicking the *Cancel* button does not save the asset and takes you back to the *RFID Update* screen.

Clicking the *Save* button saves the asset as found, updates any changed information and takes you back to the *RFID Update* screen.



The screenshot shows a software interface titled "Process Update" with a Windows logo and a clock showing 5:43. The form contains the following fields and controls:

- Asset ID: 1000
- Dept.: Information Technology (dropdown)
- Custodian: Smith, John (dropdown)
- Status: Good (dropdown)
- AssetType: Computers (dropdown)
- Wrnty.#: 7893 (text input) with an OK button to its right.
- Wrnty.St.: 1 /19/05 (checkbox and date input) with up/down arrow buttons.
- Navigation tabs: Main, Info 1, Info 2, Info 3. "Info 1" is currently selected.
- Buttons: Cancel and Save.
- User ID: John Smith (text input)

Inventory

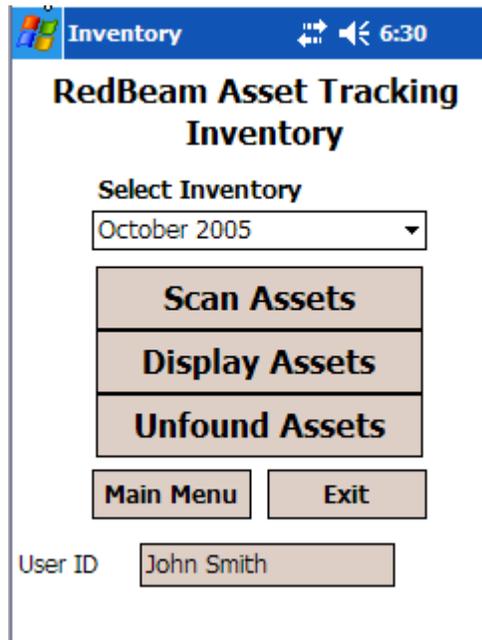
If the *Inventory* button on the *Main Menu* is clicked, you will be taken to the *Inventory* screen.

Functions on the *Inventory* menu include, *Scan Assets*, *Display Assets*, and *Unfound Assets*. Each function is described in a subsequent section.

Select the inventory you want to work with from the drop down and click the desired function.

Clicking the *Main Menu* takes you back to the *Main Menu*.

Clicking the *Exit* button exits the program.



Scan Assets with Barcode Scanner

The *Scan Assets* function allows you to locate assets and update asset information.

Enter the room you want to scan. You can do so by scanning the room if it is bar-coded. The correct building will default. If the room is not bar-coded, you can select the room from the drop down menu. To limit the list of rooms, you can first select the building from the drop down.

You can locate your assets by scanning or manually entering either the item number or the serial number of the asset.

To enter by item number, the item number radio button must be selected. To enter by serial number, the serial number radio button must be selected. If you would like to see that asset detail after each scan, check the *Show Detail* flag.

To scan the asset, scan the barcode with the scanner. If the scan registers and the asset is in the database, the scanner will beep and take you to the *Process Inventory* screen. (If the *Show Detail* flag is not checked on, you can simply scan the next asset.)

To manually enter the asset, enter the numbers and letters desired using the keypad. Once entered, click the *Find* button. If the asset is in the database, you will be taken to the *Process Inventory* screen. (If the *Show Detail* flag is not checked on, you can simply scan the next asset.)

To show a list of missing assets, click the *Show Missing Assets* check flag. You can add a missing item to the found item list by holding down on the asset in the grid and selecting *Add to Found Assets*.

To clear any field, click on the *Clr* button to the right of the field. To exit back to the main application screen, click the *Exit* button.

The screenshot shows the 'Inventory' application interface. At the top, there is a green header bar with the Windows logo, the text 'Inventory', and navigation icons. Below the header, there are two dropdown menus: 'Bldg.' with a 'Clr' button and 'Building 1' selected, and 'Room' with a 'Clr' button and '1-101, 1-101' selected. Below these are two radio buttons: 'Item Number' (selected) and 'Serial Number'. There is a 'Clr' button followed by an empty input field and a 'Find' button. Below that are two checkboxes: 'Show Missing Assets' (unchecked) and 'Show Detail' (checked). A keypad is displayed with four rows of buttons: Row 1: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0; Row 2: Q, W, E, R, T, Y, U, I, O, P; Row 3: A, S, D, F, G, H, J, K, L, <-; Row 4: sh, Z, X, C, V, B, N, M, SP, Fn. At the bottom, there is an 'Inv. Menu' button and the text 'Last Asset Scanned'.

You can scan all of the assets in one room one after the other. When you go to the next room, click the *Clr* button next to the room. Then scan or select the room from the drop down and begin scanning the next set of assets.

Process Inventory Main Data

The *Process Inventory Main Data* screen displays the following information about the asset that was scanned or manually entered including:

- *Asset ID*
- *Description*
- *Serial #*
- *Building and Room*
- *Requires New Label Flag*

If you have selected additional *Fields to Update*, the first of these will show up at the bottom of this screen. The others will show in the other *Info* tabs.

On this screen, you can update the description by clicking in the *Description* field. A keypad will pop up. When finished editing, click the *OK* button.

You can update the serial number by scanning it. Scanning will erase anything previously entered in the serial number field. You can also click in the *Serial #* field and enter the serial number manually using the keypad. When finished editing, click the *OK* button.

If the asset tag is damaged or missing, click a check mark in the *Requires New Label* field.

Clicking the *Cancel* button does not save the asset and takes you back to the main *Scan Assets* screen. Clicking the *Save* button saves the asset as found, updates any changed information and takes you back to the main *Scan Assets* screen.

The screenshot shows a software interface titled "Process Inventory" with a status bar at the top right showing "5:26". The main area contains several input fields and controls:

- Asset ID:** A text box containing "1000".
- Descr.:** A text box containing "Laptop Computer TEST" with an "OK" button to its right.
- Serial #:** A text box containing "8472927Z93K" with an "OK" button to its right.
- Building:** A text box containing "Building 1".
- Room:** A text box containing "1-101, 1-101".
- Requires New Label:** A checkbox that is currently unchecked.
- Mfr.:** A dropdown menu showing "Tech Manufacturer".
- Info Tabs:** A row of tabs labeled "Main", "Info 1", "Info 2", and "Info 3". The "Main" tab is selected.
- Buttons:** "Cancel" and "Save" buttons are located at the bottom of the form area.
- User ID:** A text box at the very bottom of the screen.

Process Inventory More Info

The *Process Inventory Info 1*, *Info 2* and *Info 3* screens display the fields that were selected under the *Sync Handheld->Fields to Update* screen on the PC.

Click in body of the field you would like to update. A keypad or drop-down will pop up. When finished editing, click the *OK* button.

Clicking the *Cancel* button does not save the asset and takes you back to the main *Scan Assets* screen.

Clicking the *Save* button saves the asset as found, updates any changed information and takes you back to the main *Scan Assets* screen.

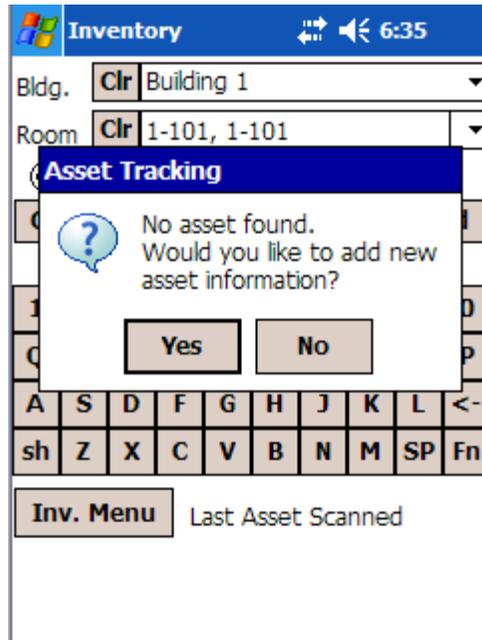
The screenshot shows a software interface titled "Process Inventory" with a Windows logo and a clock showing 5:26. The form contains the following fields and controls:

- Asset ID: 1000
- Dept.: Information Technology (dropdown)
- Custodian: Smith, John (dropdown)
- Status: Good (dropdown)
- AssetType: Computers (dropdown)
- Wrnty.#: 7893 (text input) with an OK button to its right.
- Wrnty.St.: 1 / 19/05 (dropdown)
- Navigation tabs: Main, Info 1, Info 2, Info 3. "Info 2" is the active tab.
- Buttons: Cancel and Save.
- User ID: (text input)

New Asset

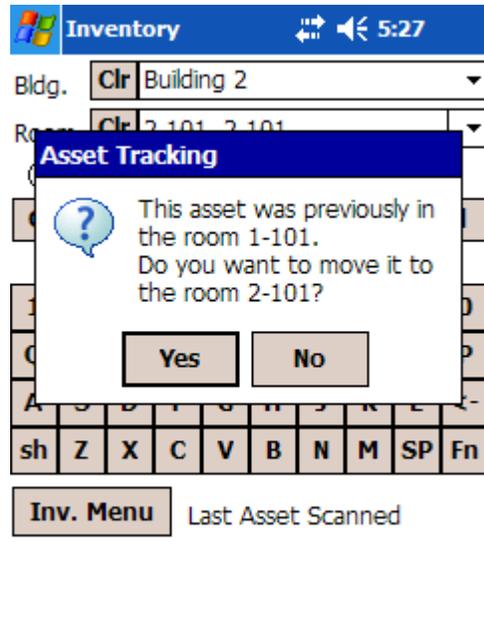
If an item number is scanned or manually entered, but the asset is not found in the database, you have the option to add the item by clicking “Yes” on the message below.

This feature does not exist if a serial number that is not in the database is entered.



Room Move

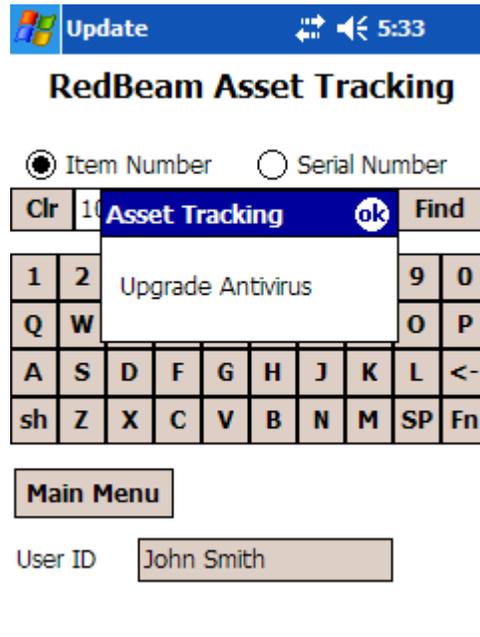
If an item number is scanned or manually entered, but the room you are logged into is not the same room the asset was previously found in, the message below will pop up as a warning. If you would like to move the asset, click *Yes*. If you do not want to move the asset, click *No*.



Notification

If a notification for the asset was entered in the PC database, when the asset is scanned, the notification message will pop up on the scanner. Generally, the message will instruct the person taking the inventory to perform a certain action.

After reading the message, click *OK* to continue.



Read Assets with RFID Reader

Enter the room you want to scan. You can do so by scanning the room if it is bar-coded. The correct building will default. If the room is not bar-coded, you can select the room from the drop down menu. To limit the list of rooms, you can first select the building from the drop down.

If you have tagged your rooms with RFID tags, you can read them by checking the RFID flag next to the Room drop down. The correct building will default when the room RFID tag is read.

You can locate your assets by RFID reading, barcode scanning or manually entering the item number of the asset.

To read the asset using RFID, read the RFID tag with the reader. If the read registers and the asset is in the database, the scanner will beep. If all the assets are located in the room, the RFID reader will produce a short beep. If there are new, moved, or missing assets in the room, the reader will produce an extended beep. *Reader Strength* can be adjusted by using the slide bar.

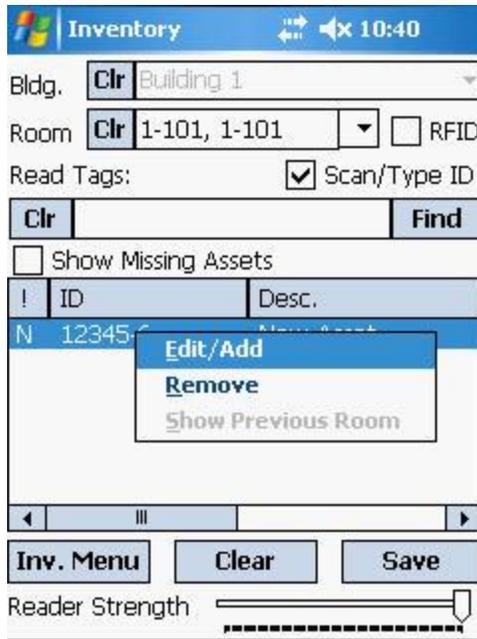
“N” denotes a new asset, “M” denotes a moved asset, and missing assets can be viewed by checking the *Show Missing Assets* box.

To barcode scan or manually enter the asset, check the *Scan/Type ID* box. Then scan or enter the asset. Once entered, click the *Find* button.

The screenshot shows the 'Inventory' application interface. At the top, there is a title bar with the Windows logo, the text 'Inventory', and a clock showing '10:39'. Below the title bar, there are several input fields and controls:

- Bldg.:** A dropdown menu with 'Building 1' selected and a 'Clr' button to its left.
- Room:** A dropdown menu with '1-101, 1-101' selected and a 'Clr' button to its left. To the right of the dropdown is an unchecked checkbox labeled 'RFID'.
- Read Tags:** A checkbox labeled 'Scan/Type ID' which is checked.
- Input Field:** A text input field with a 'Clr' button to its left and a 'Find' button to its right.
- Show Missing Assets:** An unchecked checkbox.
- Table:** A table with two columns: 'ID' and 'Desc.'. The first row contains the text 'N 12345-6' under 'ID' and 'New Asset' under 'Desc.'.
- Navigation:** A horizontal bar with left and right arrow buttons and a central 'III' icon.
- Buttons:** Three buttons labeled 'Inv. Menu', 'Clear', and 'Save'.
- Reader Strength:** A label 'Reader Strength' followed by a horizontal slider bar with a vertical handle.

If you would like to see the asset details after each read, tap and hold the stylus on an asset. Then select *Edit/Add* and you will be taken to *Process Inventory*. Assets can be removed from the list by selecting the *Remove* option from the asset menu.



To show a list of missing assets, click the Show Missing Assets check flag. You can add a missing item to the found item list by holding down on the asset in the grid and selecting *Add to Found Assets*.

When done finding or modifying assets, click the *Save* button. Assets are not marked as found until the *Save* button is clicked, so be sure to do this before leaving the screen if you want to save the data. Once saved, you can enter a new room and scan or read the next set of assets.

To clear the grid, click on the *Clear* button.

To exit back to the main inventory menu, click the *Inv. Menu* button.

Process Inventory Main Data

The *Process Inventory Main Data* screen displays the following information about the asset:

- *Asset ID*
- *Description*
- *Serial #*
- *Building*
- *Room*
- *Requires New Label Flag*

If you have selected additional *Fields to Update*, the first of these will show up at the bottom of this screen. The others will show in the other *Info* tabs.

On this screen, you can update the description by clicking in the *Description* field. A keypad will pop up. When finished editing, click the *OK* button.

You can update the serial number by scanning it. Scanning will erase anything previously entered in the serial number field. You can also click in the *Serial #* field and enter the serial number manually using the keypad. When finished editing, click the *OK* button.

If the asset tag is damaged or missing, click a check mark in the *Requires New Label* field.

Clicking the *Cancel* button does not save the asset and takes you back to the *RFID Inventory* screen.

Clicking the *Save* button saves the asset as found, updates any changed information and takes you back to the *RFID Inventory* screen.

The screenshot shows a software interface titled "Process Inventory" with a system clock of 5:26. The main data entry area includes the following fields and controls:

- Asset ID:** Text input field containing "1000".
- Descr.:** Text input field containing "Laptop Computer TEST" with an "OK" button to its right.
- Serial #:** Text input field containing "8472927Z93K" with an "OK" button to its right.
- Building:** Text input field containing "Building 1".
- Room:** Text input field containing "1-101, 1-101".
- Requires New Label:** A checkbox that is currently unchecked.
- Mfr.:** A dropdown menu showing "Tech Manufacturer".
- Info Tabs:** A row of tabs labeled "Main", "Info 1", "Info 2", and "Info 3". The "Main" tab is selected.
- Buttons:** "Cancel" and "Save" buttons are located at the bottom of the main data area.
- User ID:** A text input field at the very bottom of the screen.

Process Inventory More Info

The *Process Inventory Info 1*, *Info 2* and *Info 3* screens display the fields that were selected under the *Sync Handheld->Fields to Update* screen on the PC. Click in body of the field you would like to update. A keypad or drop-down will pop up. When finished editing, click the *OK* button.

Clicking the *Cancel* button does not save the asset and takes you back to the *RFID Inventory* screen.

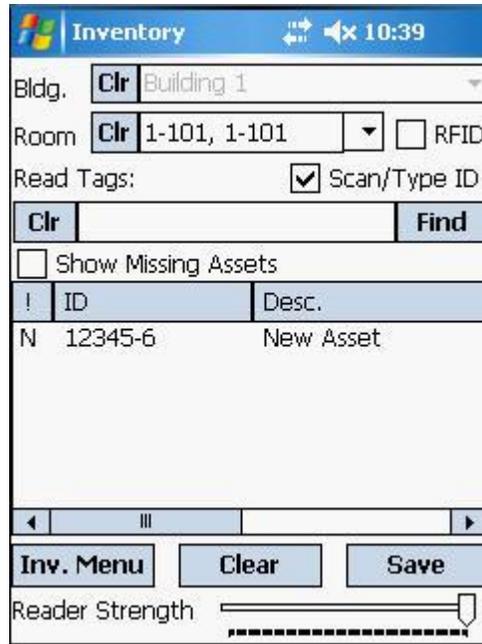
Clicking the *Save* button saves the asset as found, updates any changed information and takes you back to the *RFID Inventory* screen.

The screenshot shows a handheld device screen titled "Process Inventory" with a time of 5:26. The screen displays the following fields and controls:

- Asset ID: 1000
- Dept.: Information Technology (dropdown)
- Custodian: Smith, John (dropdown)
- Status: Good (dropdown)
- AssetType: Computers (dropdown)
- Wrnty.#: 7893 (text input with OK button)
- Wrnty.St.: 1 /19/05 (checkbox and date input with up/down arrows)
- Navigation tabs: Main, Info 1, Info 2, Info 3
- Buttons: Cancel, Save
- User ID: (text input)

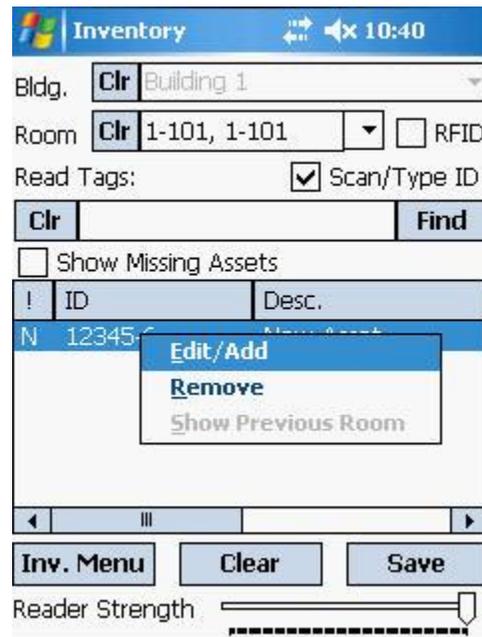
New Asset

If an item number is read, scanned or manually entered, but the asset is not found in the database, the asset will be entered as a new asset.



The screenshot shows the 'Inventory' application interface. At the top, there is a status bar with the Windows logo, the word 'Inventory', and a signal strength indicator. Below this, there are several input fields: 'Bldg.' with a dropdown menu set to 'Building 1', 'Room' with a dropdown menu set to '1-101, 1-101' and an 'RFID' checkbox, and 'Read Tags:' with a checked 'Scan/Type ID' checkbox. There are 'Clr' and 'Find' buttons. Below these is a 'Show Missing Assets' checkbox. A table with columns 'ID' and 'Desc.' contains one row: 'N 12345-6' and 'New Asset'. At the bottom, there are 'Inv. Menu', 'Clear', and 'Save' buttons, and a 'Reader Strength' slider.

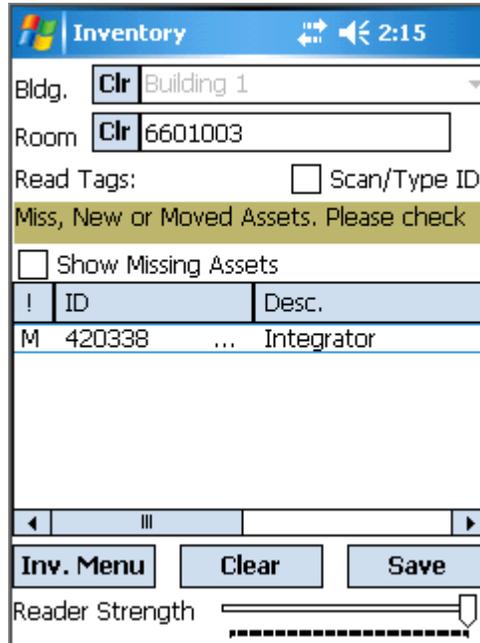
To edit or add asset information, tap and hold the stylus on the asset. Once the menu appears, select *Edit/Add*.



This screenshot is similar to the previous one, but with a context menu overlaid on the asset entry 'N 12345-6'. The menu has three options: 'Edit/Add' (highlighted in blue), 'Remove', and 'Show Previous Room'. The rest of the interface, including the input fields and buttons, remains the same.

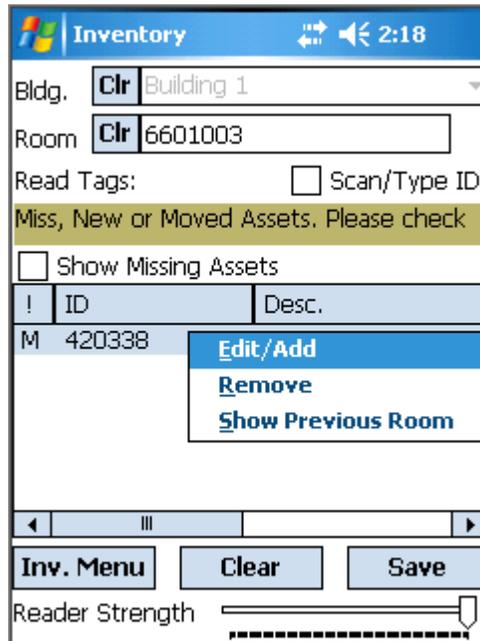
Room Move

If an item number is read, scanned or manually entered, but the room you are logged into is not the same room the asset was previously found in, the asset will be entered as a moved asset.



The screenshot shows the 'Inventory' application interface. At the top, there is a blue header with the Windows logo, the word 'Inventory', and a signal strength indicator and time '2:15'. Below the header, there are two input fields: 'Bldg.' with a dropdown menu showing 'Building 1' and a 'Clr' button, and 'Room' with a text box containing '6601003' and a 'Clr' button. Below these fields, there is a 'Read Tags:' section with a checkbox for 'Scan/Type ID'. A yellow banner displays the text 'Miss, New or Moved Assets. Please check'. Below the banner is a checkbox for 'Show Missing Assets'. A table with columns 'I', 'ID', and 'Desc.' is shown, containing one row: 'M 420338 ... Integrator'. At the bottom, there are three buttons: 'Inv. Menu', 'Clear', and 'Save'. Below the buttons is a 'Reader Strength' slider.

To view the previous room the asset was located in, tap and hold the stylus on the asset. Once the menu appears, select *Show Previous Room*.



This screenshot is similar to the previous one, but the time is '2:18'. A context menu is open over the asset row in the table. The menu has three options: 'Edit/Add', 'Remove', and 'Show Previous Room'. The 'Show Previous Room' option is highlighted in blue. The rest of the interface, including the header, input fields, and buttons, remains the same as in the previous screenshot.

Display Assets

The *Display Assets* function allows you to view the most up-to-date asset information on the scanner. The user may define the scope of the search by choosing one of the following radio buttons:

- *All* – displays all assets in the inventory
- *Bldg.* – displays all assets in the chosen building
- *Room* – displays all assets in the chosen room
- *Asset* – displays chosen asset

Once selected, enter a value and click the *Display* button.

The *Display Assets Main Data* screen will display.

Display Assets 5:30

All Bldg. Room Asset

RoomID Clr 1-101 ^

ID	Desc.
1-101	1-101
2-101	2-101

Inv. Menu Display

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	<-
sh	Z	X	C	V	B	N	M	SP	Fn

The *Inv. Menu* button will take you back to the *Inventory Menu*.

Display Assets Main Data

The *Main Data* screen displays the following asset information:

- *Description*
- *Building*
- *Room*
- *Serial #*
- *Found Flag*
- *Date and Time Stamp*

The screenshot shows a window titled 'Display Assets' with a system tray showing the time 6:26. The main content area displays the following information:

Descr. Laptop Computer TEST

Building Building 1

Room 1-101

Serial # 8472927Z93K

Found Date/Time

Below this information are two tabs: 'Main Data' (selected) and 'More Info'. Under the 'Main Data' tab, there is a navigation bar with a '<-Back' button, a '1/2' indicator, and navigation arrows. Below the navigation bar is a table with two columns: 'ID' and 'Desc.'. The table contains two rows:

ID	Desc.
1000	... Laptop Computer TEST
1001	... Printer

At the bottom of the window, there is a scroll bar with a vertical line in the center, indicating the current record position.

The current record number and the total number of records for this search are displayed at the bottom of the screen. Scroll up or down, or click in the scroll bar to move through the records. Click on a record to display its detail.

Click on the *More Info* tab to view more information about the asset.

Click on the *Back* button to return to the *Display Asset Screen*.

Display Assets More Info

The *More Info* screen displays all additional fields that were selected under the *Sync Handheld->Fields to Update* screen on the PC. Scroll up and down to view all of the fields.

The current record number and the total number of records for this search are displayed at the bottom of the screen. Scroll up or down, or click in the scroll bar to move through the records. Click on a record to display its detail.

Click on the *Main Data* tab to view the main asset data.

Click on the *Back* button to return to the *Display Asset Screen*.

The screenshot shows a mobile application window titled "Display Assets" with a status bar at the top showing a signal strength icon, a speaker icon, and the time "5:41". The main content area is divided into two sections. The top section is a table with the following data:

Field Name	Value
Wrnty.#	7893
Custodian	Smith, John
Wrnty.St.	1/19/2005
Wrnty.End	1/19/2006
Mfr.	Tech Manufacturer
Dept.	Information Technology

Below this table is a navigation bar with two tabs: "Main Data" and "More Info". The "More Info" tab is currently selected. Below the navigation bar is a record list with the following data:

ID	Desc.
1000	... Laptop Computer TEST
1001	... Printer

The record list is scrollable, as indicated by the scroll bar on the right. At the bottom of the screen, there is a navigation bar with a "<-Back" button, a "1/2" indicator, and a scroll bar with left and right arrow buttons.

Unfound Assets

The *Unfound Assets* function allows you to view assets in the inventory that have not been found on the scanner. The user may define the scope of the search by choosing one of the following radio buttons:

- *All* – displays all assets in the inventory
- *Bldg.* – displays all assets in the chosen building
- *Room* – displays all assets in the chosen room

Once selected, enter a value and click the *Display* button.

The *Unfound Assets Main Data* screen will display.

The *Inv. Menu* button will take you back to the *Inventory Menu*.

Unfound Assets 5:32

All Bldg. Room

RoomID Clr v

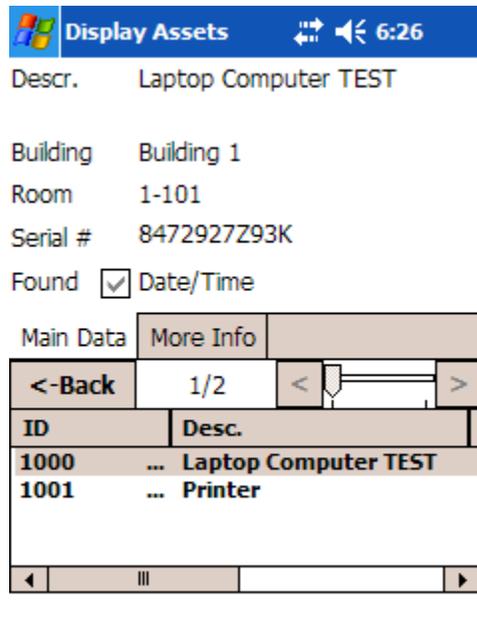
Inv. Menu Display

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	<-
sh	Z	X	C	V	B	N	M	SP	Fn

Unfound Assets Main Data

The *Unfound Assets Main Data* screen displays the following asset information:

- *Description*
- *Building*
- *Room*
- *Serial #*
- *Found Flag*
- *Date and Time Stamp*



The current record number and the total number of records for this search are displayed at the bottom of the screen. Scroll up or down, or click in the scroll bar to move through the records. Click on a record to display its detail.

Click on the *More Info* tab to view more information about the asset.

Click on the *Back* button to return to the *Unfound Asset Screen*.

Unfound Assets More Info

The *More Info* screen displays all additional fields that were selected under the *Sync Handheld->Fields to Update* screen on the PC. Scroll up and down to view all of the fields.

The current record number and the total number of records for this search are displayed at the bottom of the screen. Scroll up or down, or click in the scroll bar to move through the records. Click on a record to display its detail.

Click on the *Main Data* tab to view the main asset data.

Click on the *Back* button to return to the *Unfound Asset Screen*.

Field Name	Value
Wrnty.#	7893
Custodian	Smith, John
Wrnty.St.	1/19/2005
Wrnty.End	1/19/2006
Mfr.	Tech Manufacturer
Dept.	Information Technology

Main Data	More Info
<-Back	1/2

ID	Desc.
1000	... Laptop Computer TEST
1001	... Printer

Encode RFID

If using an RFID enabled mobile computer, the RFID encode function will display on the main menu. This function encodes and validates RFID tags.

Only certain types of gen 2 RFID tags may be encoded. Please see the section on *Sync Handheld->RFID Settings* in this manual for more details and contact your reseller or RedBeam at 877-373-0390 for more information about compatible RFID tags and how to produce or purchase them.

To encode an RFID tag, type or scan the data you want to encode. Depending on the type of encoding you have selected in the program under the *Sync Handheld->RFID Setting*, you can either encode up to 12 or 24 characters. Once the data is entered, hold the front of the RFID enabled handheld over the tag you want to encode and click Encode. If the tag was successfully encoded, a success message will display in the gray bar. If the encoding was unsuccessful, a failed message will display in the gray bar.

Asset Tracking System
Encode RFID

Type or Scan

Clr | | Encode

Read Tag

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	<-
sh	Z	X	C	V	B	N	M	SP	Fn

Main Menu

User ID ROBERT

To validate the data in a given RFID tag, hold the front of the RFID enabled handheld over the tag and click Read Tag. The value encoded in the tag will display in the gray bar.

Please note that any writable Gen 2 RFID tag within range of the handheld will be overwritten with the value you enter if the tag is within range. It is important to keep any tags you do not want overwritten to be out of range of the handheld before trying to encode tags.

Click Main Menu to go back to the Main Menu.

Resetting the Scanner

Performing a Soft Reset

A soft reset restarts the terminal and saves all stored records and entries.

Caution: Files that remain open during a soft reset may not be retained. **DO NOT** perform a soft reset if the terminal is suspended. First press the power button to wake the terminal; if the terminal does not turn on, then perform a soft reset.

To perform a soft reset, please consult your scanner user manual.

Performing a Hard Reset

A hard reset also restarts the scanner but erases all stored records and entries. **Therefore, never perform a cold boot unless a warm boot does not solve the problem.**

To perform a hard reset, please consult your scanner user manual.

Appendix A: Depreciation Periods and Methods

Depreciation Periods

The depreciation period determines when the asset is depreciated. There are two depreciation periods in the system, monthly and annually.

Monthly

For assets that are depreciated monthly, one month's worth of depreciation is deducted from the asset's value on the last day of the first month following the assets acquisition and on the last day of every month thereafter until the asset is completely depreciated. For example, an asset acquired on March 18, 2003 will have its first month's depreciation taken on April 30, 2003. The second month's depreciation will be taken on May 31, 2003 and so on.

Annually

For assets that are depreciated annually, depreciation is taken on the last day of the fiscal year (defined on the *Organization->Company* tab). At the end of the first year, the total depreciation taken will be the total of the depreciation that would have been taken using the monthly method in that year. At the end of the last year, the total depreciation taken will be the total of the depreciation that would have been taken using the monthly method in that year.

Depreciation Methods

The depreciation method determines how the asset is depreciated. There are four depreciation methods in the system including straight-line, 150% declining balance, double declining balance, and sum of year's digits.

Straight-Line

Straight-line depreciation is calculated by taking the cost of an asset minus the scrap value divided by the recovery period in years.

$$\frac{(\text{Cost} - \text{Scrap Value})}{\text{Recovery Period in Years}}$$

Example: An asset costs \$5,500 and has a scrap value of \$500 and a useful life of 5 years. Using the straight line depreciation formula:

$$\frac{(\$5,500 \text{ Cost} - \$500 \text{ Scrap Value})}{5 \text{ Year Recovery Period}}$$

Straight-line depreciation in each of the five years of the asset's life would be \$1,000 per year. Divide each year's depreciation by twelve (months) to arrive at the monthly depreciation in that year.

Depreciation Method	Year 5	Year 4	Year 3	Year 2	Year 1
Straight-Line	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00

150% Declining Balance

150% declining balance depreciation is calculated by first calculating as if using the straight-line method. Dividing one year's worth of depreciation by the cost of the asset minus the scrap value equals the total percentage of the asset depreciated using the straight-line method in a given year. Multiply this percentage times 150% to get the percentage to be used with 150% declining balance method in the first year. Each subsequent year, that same percentage is multiplied by the remaining balance to be depreciated. When the value calculated using the 150% percentage becomes lower than the value using straight line, revert back to straight-line.

Example: In the straight-line example, the \$5,500 asset with a \$500 salvage value and a 5-year recovery period had a \$1,000 annual depreciation. This represents 20% of the assets useful value.

$$\$1,000 \text{ Annual Straight-Line Depreciation} / (\$5,500 \text{ Cost} - \$500 \text{ Scrap Value}) = 20\%$$

Multiplying 20% by the 150% required by the 150% declining balance method equals 30%. The asset is depreciated by 30% or \$1,500 in the first year.

$$(\$5,500 \text{ Cost} - \$500 \text{ Scrap Value}) (30\%) = \$1,500$$

In the second year, the remaining asset value of \$3,500 is multiplied by 30% for a total of \$1,050. This amount is **greater** than the straight-line amount of \$3,500 divided by the remaining 4 years of \$875. As long as the 150% declining balance depreciation value is **higher** than the straight-line depreciation value, the 150% declining balance value is used.

$$(\$5,500 \text{ Cost} - \$500 \text{ Scrap Value} - \$1,500 \text{ 1}^{\text{st}} \text{ Year's Depreciation}) (30\%) = \$1,050$$

In the third year, the remaining asset value of \$2,450 is multiplied by 30% for a total of \$735. This amount is **less** than the straight-line amount of \$2,450 divided by the remaining 3 years of \$816.67. Because the 150% declining balance depreciation value is **lower** than the straight-line depreciation value, the straight-line depreciation value of \$816.67 is used in each of the remaining 3 years of the assets life. (The final year is \$816.66 due to rounding).

Depreciation Method	Year 5	Year 4	Year 3	Year 2	Year 1
150% Declining Balance	\$1,500.00	\$1,050.00	\$816.67	\$816.67	\$816.66

Double Declining Balance

Double declining balance depreciation is calculated by first calculating as if using the straight-line method. Dividing one year's worth of depreciation by the cost of the asset minus the scrap value equals the total percentage of the asset depreciated using the straight-line method in a given year. Multiply this percentage times 200% to get the percentage to be used with double declining balance in the first year. Each subsequent year, that same percentage is multiplied by the remaining balance to be depreciated. When the value calculated using the 200% percentage becomes lower than the value using straight line, revert back to straight-line.

Example: In the straight-line example, the \$5,500 asset with a \$500 salvage value and a 5-year recovery period had a \$1,000 annual depreciation. This represents 20% of the assets useful value.

$$\$1,000 \text{ Annual Straight-Line Depreciation} / (\$5,500 \text{ Cost} - \$500 \text{ Scrap Value}) = 20\%$$

Multiplying 20% by the 200% required by the double declining balance method equals 40%. The asset is depreciated by 40% or \$2000 in the first year.

$$(\$5,500 \text{ Cost} - \$500 \text{ Scrap Value}) (40\%) = \$2,000$$

In the second year, the remaining asset value of \$3,000 is multiplied by 40% for a total of \$1,200. This amount is **greater** than the straight-line amount of \$3,500 divided by the remaining 4 years of \$875. As long as the double declining balance depreciation value is **higher** than the straight-line depreciation value, the double declining balance value is used.

$$(\$5,500 \text{ Cost} - \$500 \text{ Scrap Value} - \$2,000 \text{ 1}^{\text{st}} \text{ Year's Depreciation}) (40\%) = \$1,200$$

In the third year, the remaining asset value of \$1,800 is multiplied by 40% for a total of \$720. This amount is **greater** than the straight-line amount of \$1,800 divided by the remaining 3 years of \$600. As long as the double declining balance depreciation value is **higher** than the straight-line depreciation value, the double declining balance value is used.

$$(\$5,500 \text{ Cost} - \$500 \text{ Scrap Value} - \$2,000 \text{ 1}^{\text{st}} \text{ Year's Depreciation} - \$1,200 \text{ 2}^{\text{nd}} \text{ Year's Depreciation}) (40\%) = \$720$$

In the fourth year, the remaining asset value of \$1,080 is multiplied by 40% for a total of \$432. This amount is **less** than the straight-line amount of \$1,080 divided by the remaining 2 years of \$540. Because the double declining balance depreciation value is **lower** than the straight-line depreciation value, the straight-line depreciation value of \$540 is used in each of the remaining 2 years of the assets life.

Depreciation Method	Year 5	Year 4	Year 3	Year 2	Year 1
Double Declining Balance	\$2,000.00	\$1,200.00	\$720.00	\$540.00	\$540.00

Sum of Year's Digits

Sum of year's digits calculates depreciation by first counting the recovery period in years back to one and adding the numbers together.

Example: For an asset with a five-year recovery period, the sum of year's digits is 15.

$$5 \text{ Year Recover Period} = 5 + 4 + 3 + 2 + 1 = 15$$

The depreciation for a given year is calculated by dividing the year by the sum of year's digits and multiplying by the cost of the asset minus its scrap value.

Depreciation in year 5: $5/15$ or 33.333% x (\$5,500 Cost - \$500 Scrap Value) = \$1,666.67

Depreciation in year 4: $4/15$ or 26.667% x (\$5,500 Cost - \$500 Scrap Value) = \$1,333.33

Depreciation in year 3: $3/15$ or 20% x (\$5,500 Cost - \$500 Scrap Value) = \$1,000.00

Depreciation in year 2: $2/15$ or 13.333% x (\$5,500 Cost - \$500 Scrap Value) = \$666.67

Depreciation in year 1: $1/15$ or 6.667% x (\$5,500 Cost - \$500 Scrap Value) = \$333.33

Depreciation Method	Year 5	Year 4	Year 3	Year 2	Year 1
Sum of Year's Digits	\$1,666.67	\$1,333.33	\$1,000.00	\$666.67	\$333.33

Depreciation Method Summary

The following is a summary of each depreciation method for comparison:

Depreciation Method	Year 5	Year 4	Year 3	Year 2	Year 1
Straight-Line	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
150% Declining Balance	\$1,500.00	\$1,050.00	\$816.67	\$816.67	\$816.66
Double Declining Balance	\$2,000.00	\$1,200.00	\$720.00	\$540.00	\$540.00
Sum of Year's Digits	\$1,666.67	\$1,333.33	\$1,000.00	\$666.67	\$333.33