

# EasyGo!AssetTracking

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User Guide Version 1.01

2/14/2012

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# 1 Introduction

## 1.1 Description

EasyGo!AssetTracking allows you to keep an up-to-date list of the fixed assets owned and/or managed by a company or group. Even if the assets are located outside the company premises.

Easy to locate, easy to find related info, and easy to keep track of all maintenance or actions associated with each asset. It's recommended to use a unique barcode label for each asset, but it's not mandatory to still be able to use this application. What is absolutely necessary is to assign a unique identifier to each asset.

The mobile computer will have a complete copy of the assets database that needs to be managed. Upon the user input of a valid asset identifier (scanned or keyed) the mobile computer will recognise and display all the details allowing the operator to perform different actions such as reporting status, recording maintenance, changing location or ownership etc...

## 1.2 Features

EasyGo!AssetTracking includes the following features:

- Management of assets database with specific data (custom fields)
- Definition of data to be managed for each asset
  - Unique Identifier
  - Description
  - Ownership
  - Physical Location
  - Assets Group
  - Date born (first day inside the system)
  - Maintenance contract end date
  - Related Document ID (contract, invoice, ...)
  - Date of the Last repair/action/maintenance on the asset
  - Last action performed
  - Comment on last action
  - Three custom fields (optional and customizable fields)
- Display of custom asset data fields when queried from scanned or keyed unique identifier
- Possibility to edit all custom data fields (except Unique Identifier)
- Possibility to add new assets
- Possibility to report actions about assets such as maintenance, checks, tests... (Fully configurable list of actions and related info).
- All the reported actions, changes, updates are logged with user id and associated date and time stamp.
- Upload updated asset data and all reported changes via cradle or Wi-Fi.

## 1.3 How it works

Enter the item code by barcode scanning or keyboard input (unique for each asset) Then, you can view and edit the displayed properties such as dates and actions associated with this asset.

If the asset is not found in the asset master file, it can be added to the master file (if enabled in configuration). If the asset is found, you can see and modify its properties. When all changes are made, the data is ready to be uploaded, via cradle or Wi-Fi, to the host.

EasyGo!AssetTracking also allows you to perform different actions (repair, testing, maintenance...) and record the action to a movements file. All changes/modifications/actions performed on that asset are recorded. So, you can always check the entire history of each asset!

EasyGo!AssetTracking workflow is fully customisable. You can set up parameters to show only the relevant info to the End User (each assets properties can be set to be displayed or not and even to be edited or not). It's even possible to customize the actions than can be performed to a specific asset and to define if a new asset can be created or not, all according to the End-User's requirements.

## 2 Setting the Parameters

### 2.1 The use of Parameters

With Parameters you can adapt the behaviour of the application to the precise requirements of the End-User.

**Examples:**

- Does the operator need to change owner?
- Does the operator want to see the description?
- What is the maximum length of the SKU code?

By setting up the parameters correctly, the workflow will be tailored to the specific process requirements of the customer.

### 2.2 How to set-up Parameters

To set-up the Parameters, you need the AppSource Studio which is available for download from the AppSource website.

### 2.3 Parameter overview

#### 2.3.1 General

General parameters

Name	Description	Values
SKU Minimum Length	Minimum number of characters in the SKU	1-30
SKU Maximum Length	Maximum number of characters in the SKU	1-30
Show Asset Description	Show Asset Description.	Yes/No
Description Minimum Length	Minimum number of characters in the description.	1-110
Description Maximum Length	Maximum number of characters in the description.	1-110
General Properties Minimum Length	Minimum number of characters in the asset properties fields (owner, physical location, related document ID, custom fields).	1-20

General Properties Maximum Length	Maximum number of characters in the asset properties fields (owner, physical location, related document ID, custom fields).	1-20
Allow New Asset	Allows the user to create new assets.	Yes/No

### 2.3.2 Asset properties

Parameters related with the asset properties.

Parameter	Description	Values
Show Owner	Show 'owner' property.	Yes/No
Edit Owner	Edit 'owner' property.	Yes/No
Show Physical Location	Show 'physical location' property	Yes/No
Edit Physical Location	Edit 'physical location' property	Yes/No
Show Asset Group	Show 'asset group' property.	Yes/No
Edit Asset Group	Edit 'asset group' property.	Yes/No
Show Date of Born	Show first day registered on the system.	Yes/No
Show Maintenance Contract End Date	Show maintenance end date. This field is always editable.	Yes/No
Show Related Document ID	Show related document ID (contract, invoice, etc.).	Yes/No
Edit Related Document ID	Edit related document ID.	Yes/No

### 2.3.3 Actions

Parameters related with the actions performed on the asset

Parameter	Description	Values
Show Date of the Last Action	Show date of the last action/repair/maintenance.	Yes/No
Show Last Action Performed	Show last action/repair/maintenance.	Yes/No
Show Comment of Last Action Performed	Show the comment of the last action/repair/maintenance.	Yes/No

### 2.3.4 Extra fields (custom fields)

If the customer wants extra information, it can be achieved using this option. It is possible to add up to three custom fields.

Parameter	Description	Values
Show Extra Property 1	Show extra property 1	Yes/No
Extra Property 1 Description	Extra property 1 description (for example 'size')	Description
Edit Extra Property 1	Edit extra property 1	Yes/No
Show Extra Property 2	Show extra property 2	Yes/No
Extra Property 2 Description	Extra property 2 description (for example 'weight')	Description
Edit Extra Property 2	Edit extra property 2	Yes/No
Show Extra Property 3	Show extra property 3	Yes/No
Extra Property 3 Description	Extra property 3 description (for example 'colour')	Description
Edit Extra Property 3	Edit extra property 3	Yes/No

### 3 Navigation buttons

The application has been built mainly to be used with touch screen devices, yet it can also be used by using the keyboard of the Mobile Computer . Below you will find an overview of functionalities of the main buttons and their corresponding keyboard values.

#### 3.1 Standard Buttons



**Confirm**

Associated key: ENTER

Press this button to confirm an operation



**Back**

Associated key: ESC

Press this button to go back to the previous screen



**Back to first page**

Associated key: F10

Press this button to go to the first screen information



**Down**

Associated key: DOWN

Press this button to go to the next information screen



**Edit**

Associated key = F1, F2 or F3

Press this button to edit a property

F1: Edit owner, maintenance contract end date, extra field 1

F2: Edit physical location, related document ID, extra field 2

F3: Edit group, extra field 3



**Cancel**

Associated key = ESC

Press this button to go to the main menu.

## 3.2 Menu buttons



Scan asset barcode = key '1'



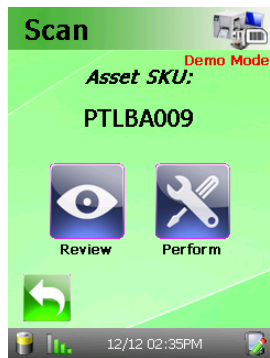
Download master asset = key '2'



Upload master and movements = key '3'



Exit Application = key '4' or ESC



Review asset = key '2'



Perform actions in asset = key '3'



Write new asset = key 'ENTER'



## 4 Getting Started

### 4.1 Splash screen



When loading the applications, you will see the following splash screen.

### 4.2 Main Menu




Immediately after the splash screen, the main menu appears.

With this menu you can access all available operations, which are described below.

## 4.3 Operations


### 4.3.1 Scan Asset



Press  or “1” on the main menu to enter the Scan Asset menu.




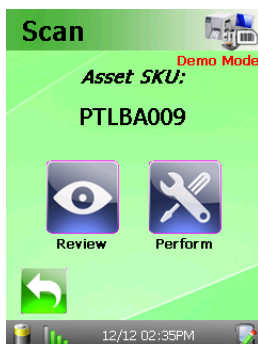
Enter the asset by using the barcode reader or the keypad.

Press  or **ESC** to go back to the previous screen.





If asset doesn't exist in the master file, and 'Allow New Asset' parameter is enabled, this screen will appear. If the parameter is not enabled, and error screen will be shown.


Press  or **Enter** to create the asset.



If asset exists, the following screen will appear.

Press  or “1” on the scan menu to enter the Review menu.


Press  or “2” on the scan menu to enter the Perform Action menu.


Press  or **ESC** to go back to the previous screen.

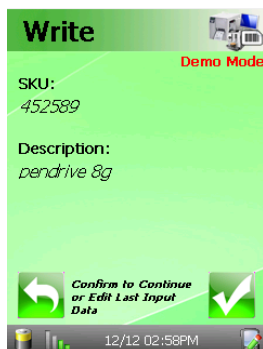
#### 4.3.1.1 Write





If 'Show Asset Description' is enabled, this screen will be shown.

Enter the asset description by using the keypad. Press  or **Enter** to confirm.

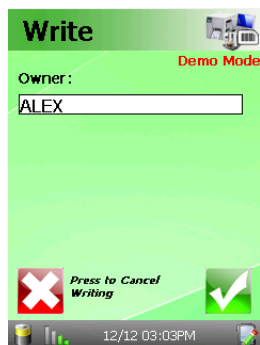
Press  or **ESC** to go to the main menu.



Press  or **Enter** to confirm all the fields and go to next screen.

Press  or **ESC** to edit the previous field.


**IMPORTANT: When you confirm, you can't return to this screen.**

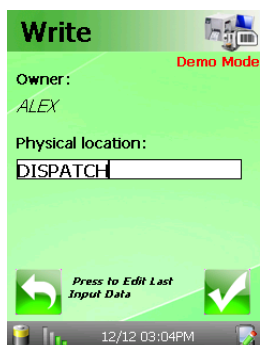


If 'Show Owner' is enabled, this screen will be shown.

Enter the asset owner by using the barcode reader or the keypad.

Press  or **Enter** to confirm


Press  or **ESC** to go to the main menu.



If 'Show Physical Location' is enabled, this screen will be shown.

Enter the asset physical location by using the barcode reader or the keypad.

Press  or **Enter** to confirm.

Press  or **ESC** to edit the previous field.

**Write** Demo Mode

Owner:  
ALEX

Physical location:  
DISPATCH3


Group:  
BG4


Press to Edit Last Input Data

12/12 03:04PM

If 'Show Asset Group' is enabled, this screen will be shown.

Enter the asset group by using the barcode reader or the keypad.

Press  or **Enter** to confirm.

Press  or **ESC** to edit the previous field.

**Write** Demo Mode


Owner:  
ALEX


Physical location:  
DISPATCH3

Group:  
BG4

Confirm to Continue or Edit Last Input Data

12/12 03:04PM

Press  or **Enter** to confirm all the field entries and go to next screen.

Press  or **ESC** to edit the previous field.

**IMPORTANT:** When you confirm, you can't return to this screen.

**Write** Demo Mode

Maint. contract end date:  
20120322  
Format YYYYMMDD


Press to Cancel Writing

12/12 03:06PM

If 'Show Maintenance Contract End Date' is enabled, this screen will be showed.

Enter the maintenance contract end date by using the barcode reader or the keypad with format YYYYMMDD. If the input data does not fit with the required format an error will be displayed.

Press  or **Enter** to confirm.

Press  or **ESC** to go to the main menu.

**Write** Demo Mode

Maint. contract end date:  
2012/03/22

Related document ID:  
BF9837

Press to Edit Last Input Data

12/12 03:07PM

If 'Show Related Document ID' is enabled, this screen will be shown.

Enter the related document ID by using the barcode reader or the keypad.

Press  or **Enter** to confirm.


Press  or **ESC** to edit last field.


If 'Show Extra Property 1' is enabled, this screen will be shown.

Enter the custom field 1 (size, for example) by using the barcode reader or the keypad.

Press  or **Enter** to confirm.

Press  or **ESC** to edit last field.

Press  or **Enter** to confirm all the fields and go to next screen.


Press  or **ESC** to edit the previous field.

**IMPORTANT:** When you confirm, you can't return to this screen.

If 'Show Extra Property 2' is enabled, this screen will be shown.

Enter the custom field 2 (weight, for example) by using the barcode reader or the keypad.

Press  or **Enter** to confirm.

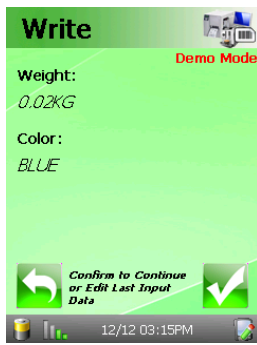
Press  or **ESC** to go to the main menu.


If 'Show Extra Property 3' is enabled, this screen will be shown.

Enter the custom field 3 (colour, for example) by using the barcode reader or the keypad.

Press  or **Enter** to confirm.

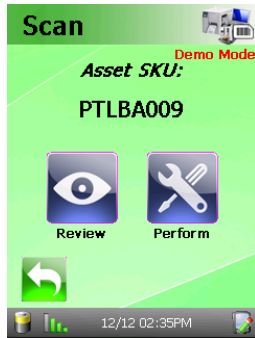
Press  or **ESC** to edit last field.




Press  or **Enter** to confirm all the fields, confirm the asset and go to the main menu.

Press  or **ESC** to edit last field.


#### 4.3.1.2 Review





Press  or **'1'** on the scan menu to enter the Review menu.



If 'Show Asset Description' is enabled, this screen will be shown.


Press  or **Down** to go to the next property.


Press  or **ESC** to go to the main menu.


Press  or **TAB** to go to 'Perform Action' menu.


If 'Show Owner', 'Show Physical Location' and/or 'Show Asset Group' is enabled, this screen will be shown.




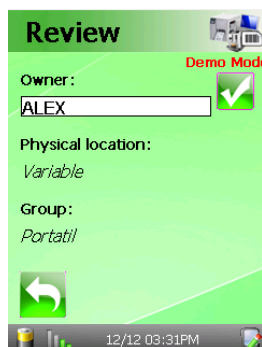
Press  or **Down** to go to the next screen.

Press  or **F1/F2/F3** to edit each field (if enabled in configuration)

Press  or **ESC** to go to the main menu.

Press  or **TAB** to go to 'Perform Action' menu.

Press  or **F10** to go to first review screen.



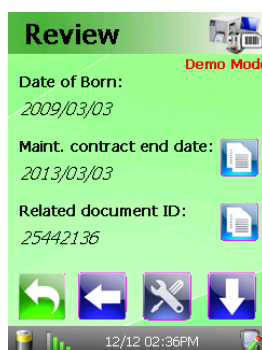
For each item edited, the following screen will be shown.


Enter the new property value by using the barcode reader or the keypad.


Press  or **Enter** to confirm the new property value.


Press  or **ESC** to cancel.


If 'Show Date of Born', 'Show Maintenance Contract End Date' and/or 'Show Related Document ID' is enabled, this screen will be shown.




Press  or **Down** to go to the next screen

Press  or **F1/F2** to edit each field (if enabled in configuration). It is not possible to edit 'Date of Born' value.

Press  or **ESC** to go to the main menu.


Press  or **TAB** to go to 'Perform Action' menu.


Press  or **F10** to go to first review screen.

If 'Show Date of the Last Action', 'Show Last Action Performed' and/or 'Show Comment of Last Action Performed' is enabled, this screen will be shown.



Press  or **ESC** to go to the main menu.


Press  or **TAB** to go to 'Perform Action' menu.


Press  or **F10** to go to first review screen.





If 'Show Extra Property 1', 'Show Extra Property 2' and/or 'Show Extra Property 3' is enabled, this screen will be shown.




Press  or **Down** to go to the next screen.

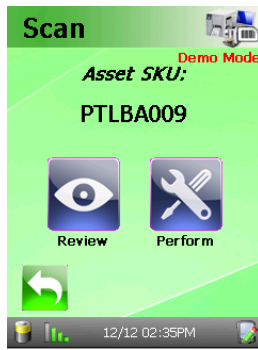
Press  or **F1/F2/F3** to edit each field (if enabled in configuration)


Press  or **ESC** to go to the main menu.

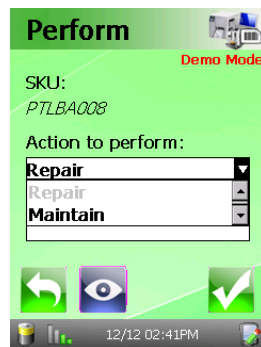
Press  or **TAB** to go to 'Perform Action' menu.

Press  or **F10** to go to first review screen.


### 4.3.1.3 Perform





Press  **Perform** or '**2**' on the scan menu to enter the 'Perform Action' menu.



Choose the action to perform on the pull down list. This list should be supplied by the end-customer and loaded into the mobile Computer in the 'download menu'.


Press  or **Enter** to go to the next screen


Press  or **ESC** to go to the main menu.

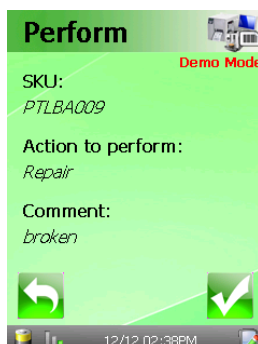
Press  or **TAB** to go to 'Review' menu





Write any comment and press  or **Enter** to confirm.

Press  or **ESC** to go to the main menu.

Press  or **TAB** to go to 'Review' menu




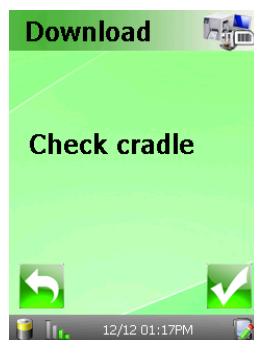
Press  or **Enter** to validate the information and insert the action

Press  or **ESC** to go back to the previous screen.

### 4.3.2 Download: To Mobile Computer (load master files)




Press  **Download** or '2' to retrieve the master files.

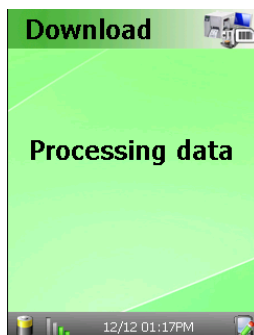


If the communication mode is not set to WLAN, you will be asked to put the Mobile Computer into the cradle first.

If the communication mode is set to WLAN you first need to check that you are in an RF coverage zone.

Press  to confirm.

Press  or **ESC** to go back to the previous screen.




Initially, the item master file will be retrieved from the server. The Mobile Computer will look for a file named 'FAAssets.dat'.

If the process is successful, **any existing asset master file on the already on the Mobile Computer will be overwritten and all previously recorded movements** will be deleted. Before starting the process, a warning screen will be shown.

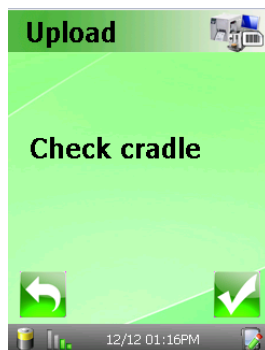
Later on, the Mobile Computer will check if an action master file is available on the server (file named 'FAActions.dat'). If it's available, it will be downloaded onto the mobile computer.

### 4.3.3 Upload: To host (upload processed files)



Press  **Upload** or '**3**' to access Unload Inventory.


With this process you can send the amended master file back to the host together with the generated movements.

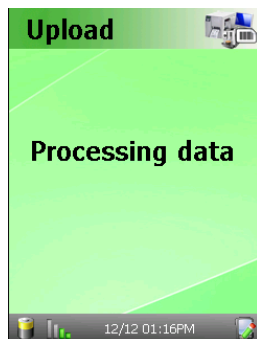


If the communication mode is not set to WLAN, you will be asked to put the Mobile Computer into the cradle first.

If the communication mode is set to WLAN you first need to check that you are in a RF coverage zone.

Press  to confirm.

Press  or **ESC** to go back to the previous screen.



A file with the following name pattern 'FAMaster\_DSN\_YYYYMMDDHHMMSS.dat' will be generated for the assets master file.

A file with the following name pattern 'FAMovements\_DSN\_YYYYMMDDHHMMSS.dat' will be generated for movements.

If the process is successful, **all the information in the Mobile Computer will be deleted.**

## 5 Exchanged files

### 5.1 How to send & receive Input & Output Files

The synchronization with the host is done by a set of Input & Output files with specific rules. The files

- should be presented in a specific format (CSV)
- should communicate, in a predefined way, all new additions or amendments made on the mobile computer.

To send & receive files, you need the AppSource Link. AppSource Link is available for download on the AppSource website.

### 5.2 Input files

#### 5.2.1 Asset master

File that contains all the asset information.

*The Mobile Computer will look for a file named 'FAAssets.dat'.*

*Field separator is comma (',')*

**THE FILE MUST BE SORTED ALPHABETICALLY BY THE FIELD 'UID'**

Field	Description
UID	Unique Identifier
Description	Asset description
Ownership	Asset owner
Physical Location	Asset physical location
Group	Asset group
Date of Born	Asset first registered in the system
Maintenance Contract End Date	Asset maintenance contract end date
Related document ID	Related document ID (contract, invoice, etc...)
Date of the Last Action	Date of the last action/repair/maintenance on the asset
Code Action	Number code action
Comment Action	Comment Action
Extra field 1	Custom and optional field 1
Extra field 2	Custom and optional field 2
Extra field 3	Custom and optional field 3

### 5.2.2 Action master

File that contains all the possible actions to perform. This file is optional.

*The Mobile Computer will look for a file named 'FAActions.dat'.*

*Field separator is comma (',')*

**THE FILE MUST BE SORTED BY FIELD 'Code'**

Field	Description
<b>Code</b>	Action identifier code
Action	Action description

## 5.3 Output files

### 5.3.1 Asset master updated

The Mobile Computer will generate a file named 'FAMaster\_DSN\_YYYYMMDDHHMMSS.dat' where DSN is the Mobile Computer serial number.

Field	Description
UID	Unique Identifier
Description	Asset description
Ownership	Asset owner
Physical Location	Asset physical location
Group	Asset group
Date of Born	Asset first registered in the system
Maintenance Contract End Date	Asset maintenance contract end date
Related document ID	Related document ID.
Date of the Last Action	Date of the last action/repair/maintenance on the asset
Code Action	Number code action
Comment Action	Comment Action
Extra field 1	Custom and optional field 1
Extra field 2	Custom and optional field 2
Extra field 3	Custom and optional field 3

### 5.3.2 Movements

The Mobile Computer will generate a file named 'FAMovements\_DSN\_YYYYMMDDHHMMSS.dat' where DSN is the Mobile Computer serial number.

Field	Description
UID	Unique Identifier
Action or Property	Indicates if it's an action or a property. Values: 'Action' – The movement refers to an action. 'Property' – The movement refers to a property changed.
Action/Property	If the movement applies to an action, this field will contain the action code.  If the movement applies to a property, this field will contain the property name that has been changed.
Result	If the movement applies to an action, this field will contain the comment associated to the action.  If the movement applies to a property, this field will contain the new property value.
Date	Date of the action performed (timestamp)