



ASSET INVENTORY Software Application



Apex III



Apex IV

Quick Start Manual

Table of Contents

INTRODUCTION.....	3
OVERVIEW AND PURPOSE.....	3
MAIN MENU SCREEN.....	3
COLLECT DATA SCREENS.....	4
EDIT DATA SCREENS.....	6
UTILITIES MENU.....	7
MODIFY FIELD OPTIONS.....	7
DEFINE FIELD SETTINGS.....	8
IR COMMUNICATIONS MENU.....	8
RS232 COMMUNICATIONS MENU.....	9
ASSET INVENTORY ERASE DATA.....	9
DATA COLLECTION FIELDS.....	10

Introduction

The Asset Inventory application was created and compiled using the Compsee Apex III & IV Program Generator. This software has been designed to allow the user to easily change data prompt names and disable unused data prompts from the Apex III & IV PDT.

Overview and Purpose

The Asset Inventory software package is an application designed to collect location and descriptive information related to a unique asset number. The user can define data prompt names and information to be collected.

Main Menu Screen

The Asset Inventory Main Menu is the first screen to appear on the PDT when the user starts the application software. This menu contains three options, Collect Data, Edit Data and display Utilities Menu. Menu options are executed by pressing the corresponding function key located beside the menu text. The operator can press the F10 function key on the PDT to quit the current application software and return the DOS prompt or calling Program.

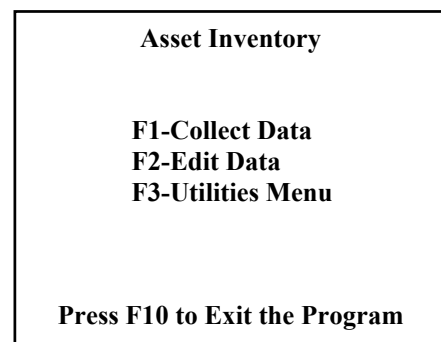


Figure 1.0 The Main Menu Screen

Collect Data Screens

The Collect Data Screen is displayed once the operator has selected the F1 function key from the Main Menu Screen. The following data prompts are displayed for input.

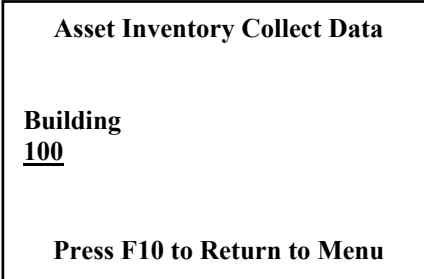
- **Major Location:** The major location data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcodes symbologies are Code 128 and 3 of 9. This data is a required field and cannot be disabled by the field options. An example for this data prompt would be Building Number.
- **Minor Location:** The minor location data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcodes symbologies are Code 128 and 3 of 9. This data is not a required field and can be disabled from the Modify Field Options screen. An example for this data prompt would be Room Number.
- **Asset Number:** The asset number data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcodes symbologies are Code 128 and 3 of 9. This data is a required field and cannot be disabled by the field options.
- **Description:** The description data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcodes symbologies are Code 128 and 3 of 9. This data is not a required field and can be disabled from the Modify Field Options screen.
- **Remarks:** The remarks data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcodes symbologies are Code 128 and 3 of 9. This data is not a required field and can be disabled from the Modify Field Options screen.
- **Condition Code:** The condition code data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcodes symbologies are Code 128 and 3 of 9. This data is not a required field and can be disabled from the Modify Field Options screen.

Data is collected in the order of major location, minor location, asset number, description, remarks and condition code. Note, minor location, description, remarks, and condition code are not required fields and may not appear if disabled from the Field Options screen.

Each time the Collect Data Menu option is selected from the Main Menu Screen, the user is prompted to enter all data in the collection order.

Pressing the F10 function key will close this screen and redisplay the Main Menu Screen.

Once the major location data prompt is entered, then the minor location entry prompt is displayed.

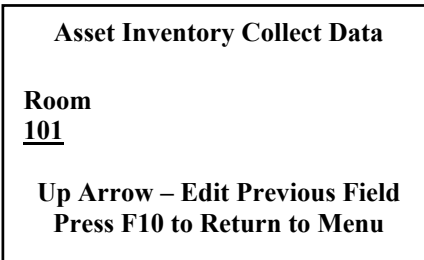


Asset Inventory Collect Data

Building
100

Press F10 to Return to Menu

Figure 1.1 The Collect Major Location Screen



Asset Inventory Collect Data

Room
101

Up Arrow – Edit Previous Field
Press F10 to Return to Menu

Figure 1.2 The Collect Minor Location Screen

After the operator has entered the major and minor location codes, then the asset number data prompt is displayed for input. The major and minor location codes are echoed above the asset number data prompt. Once the asset number is entered, the application checks against the data collection file and alerts the operator if the asset number already exists. Remember, the minor location code is not a required field and may not appear on the collection screens.

Asset Inventory Collect Data
100
101
Asset Number
<u>101ABC</u>
Up Arrow – Edit Previous Field Press F10 to Return to Menu

Figure 1.3 The Collect Asset Number Screen

The description, remarks and condition code screens are displayed next. All of these data prompts are non-required and may not appear for input. The major and minor location codes are echoed above each data prompt description.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Asset Inventory Collect Data</td> </tr> <tr> <td>100</td> </tr> <tr> <td>101</td> </tr> <tr> <td>Description</td> </tr> <tr> <td><u>Air Gun</u></td> </tr> <tr> <td style="text-align: center;">Up Arrow – Edit Previous Field Press F10 to Return to Menu</td> </tr> </table>	Asset Inventory Collect Data	100	101	Description	<u>Air Gun</u>	Up Arrow – Edit Previous Field Press F10 to Return to Menu	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Asset Inventory Collect Data</td> </tr> <tr> <td>100</td> </tr> <tr> <td>101</td> </tr> <tr> <td>Remarks</td> </tr> <tr> <td><u>None</u></td> </tr> <tr> <td style="text-align: center;">Up Arrow – Edit Previous Field Press F10 to Return to Menu</td> </tr> </table>	Asset Inventory Collect Data	100	101	Remarks	<u>None</u>	Up Arrow – Edit Previous Field Press F10 to Return to Menu	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Asset Inventory Collect Data</td> </tr> <tr> <td>100</td> </tr> <tr> <td>101</td> </tr> <tr> <td>Condition Code</td> </tr> <tr> <td><u>New</u></td> </tr> <tr> <td style="text-align: center;">Up Arrow – Edit Previous Field Press F10 to Return to Menu</td> </tr> </table>	Asset Inventory Collect Data	100	101	Condition Code	<u>New</u>	Up Arrow – Edit Previous Field Press F10 to Return to Menu
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Figure 1.4 The Collect Description, Remarks and Condition Code Screens

Once all data is complete, and the first record has been written, the program returns the user to the asset number prompt and retains the major and minor location codes from the previous entry. The user can change the previous information by pressing the up arrow key to move to the desired data prompt.

Edit Data Screens

The Edit Data Screen is displayed once the operator has selected the F2 function key from the Main Menu Screen. The following data prompts are displayed for input.

- **Asset Number:** The asset number data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcodes symbologies are Code 128 and 3 of 9. This data is a required field and cannot be disabled by the field options.
- **Description:** The description data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcodes symbologies are Code 128 and 3 of 9. This data is not a required field and can be disabled from the Modify Field Options screen
- **Remarks:** The remarks data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcodes symbologies are Code 128 and 3 of 9. This data is not a required field and can be disabled from the Modify Field Options screen.
- **Condition Code:** The condition code data prompt is an alphanumeric field with a maximum of 30 characters. Data entry can be keyed or scanned. Valid barcodes symbologies are Code 128 and 3 of 9. This data is not a required field and can be disabled from the Modify Field Options screen.

Pressing the F10 function key will close this screen and redisplay the Main Menu Screen.

Asset Inventory Edit Data

Asset Number
101ABC

Press F10 to Return to Menu

Figure 2.1 The Edit Asset Number Screen

Once the asset number is entered, the application searches the collection file and retrieves description, remarks and condition codes information. Each screen is then displayed for editing. The major and minor location codes are echoed above the data prompt.

<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Asset Inventory Edit Data</p> <p>100 101</p> <p>Description <u>Air Gun</u></p> <p>Up Arrow – Edit Previous Field Press F10 to Return to Menu</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Asset Inventory Edit Data</p> <p>100 101</p> <p>Remarks <u>None</u></p> <p>Up Arrow – Edit Previous Field Press F10 to Return to Menu</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Asset Inventory Edit Data</p> <p>100 101</p> <p>Condition Code <u>New</u></p> <p>Up Arrow – Edit Previous Field Press F10 to Return to Menu</p> </div>
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Figure 2.2 The Edit Description, Remarks and Condition Code Screens

Once all data is complete, a record is written to the data file “ASTINV.DAT” and the user is returned to the asset number prompt. The system automatically retains the major and minor location codes from the previous entry. The user can change the previous information by pressing the up arrow key to move to the desired data prompt.

Utilities Menu

The Asset Inventory Utilities Menu is displayed once the user selects the F3 function key from the Main Menu. The following submenu options are available:

- **Modify Field Options:** Provides access to data prompt names and allows user to disable unused data entry prompts.
- **IR Communications Menu:** Infrared file communications options.
- **RS232 Communications Menu:** Serial file communications options.
- **Erase Data File:** Provides capability to erase the Asset Inventory data collection file.

Pressing the F10 function key will close this screen and redisplay the Main Menu.

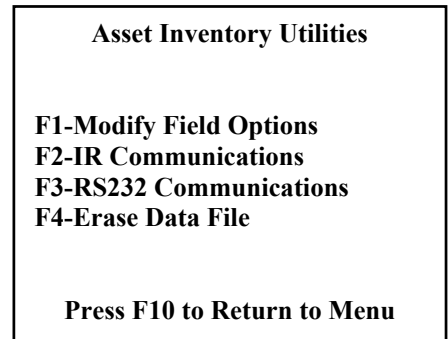


Figure 3.0 The Utilities Menu Screen

Modify Field Options

The Modify Field Options Menu displays the available data entry prompts and their defined prompt names displayed on the data collection screens. All data prompt text is user defined and can be changed by simply selecting the data prompt menu number. The Define Field Settings Screen is then displayed with the selected information.

Pressing the F10 function key will close this screen and redisplay the Main Menu.

Note: The Asset Inventory collection file must not contain data and should be erased before field configuration information can be modified. The following message is displayed if existing data is present in the collection file.

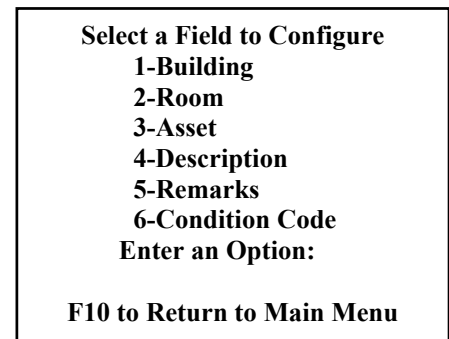


Figure 3.1 The Modify Fields Menu Screen

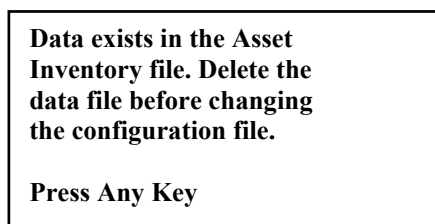


Figure 3.1.1 The Erase Data File Warning Message

Define Field Settings

The Define Field Settings Screen is displayed with the selected data prompt information.

- **Enter a Field Name:** Type the text to be displayed on the data collection screen. Data prompt names are alphanumeric and are up to 30 characters long.
- **Active Field:** The active field option allows the user to disable unneeded data prompts. When the active field option is set to “N” or NO, the program does not display the data prompt and no data is collected from the PDT operator. Note: Required application fields cannot be deactivated. Refer to the “Data Collection Fields” chart for more information.
- **Update Field Information:** Selecting “Y” or Yes saves the defined data prompt information. The new data prompt name is reflected in the Modify Field Options Menu and in the data collection screens.

Pressing the F10 function key will close this screen and redisplay the Modify Field Options Menu.

Define Field Settings

Enter a Field Name:
Building
Active Field (Y/N): Y

Update Field Information: Y

F10 to Return to Config Menu

Figure 3.1.2 The Define Field Setting Screen

IR Communications Menu

The IR Communications Menu displays the available data file transfer options. The user can upload and download the data collection file (ASTINV.DAT) and field configuration files by selecting the appropriate submenu option.

- **Send Data File to the PC:** This option alerts the PDT operator to prepare the PC for IR communications and then begins transferring the Asset Inventory data collection file to the PC. Once the transfer is complete, the user is prompted to erase the data collection file from the PDT.
- **Send Configuration File to the PC:** This option alerts the PDT operator to prepare the PC for IR communications and then begins transferring the field configuration file to the PC.
- **Get Data File from PC:** This option alerts the PDT operator to prepare the PC for IR communications and then begins receiving information from the PC.
- **Get Configuration File from the PC:** This option alerts the PDT operator to prepare the PC for IR communications and then begins receiving information from the PC.

Pressing the F10 function key will close this screen and redisplay the Main Menu.

IR Communications Menu

1-Send Data File to PC
2-Send Config File to PC
3-Get Data File from PC
4-Get Config File from PC

Enter an Option:

Press F10 to Return to Menu

Figure 3.2 The IR Communications Screen

RS232 Communications Menu

The RS232 Communications Menu displays the available data file transfer options. The user can upload and download the data collection file (**ASTINV.DAT**) and field configuration files via serial communications, by selecting the appropriate submenu option.

- **Send Data File to the PC:** This option alerts the PDT operator to prepare the PC for RS232 communications and then begins transferring the Asset Inventory data collection file to the PC. Once the transfer is complete, the user is prompted to erase the data collection file from the PDT.
- **Send Configuration File to the PC:** This option alerts the PDT operator to prepare the PC for RS232 communications and then begins transferring the field configuration file to the PC.
- **Get Data File from PC:** This option alerts the PDT operator to prepare the PC for RS232 communications and then begins receiving information from the PC.
- **Get Configuration File from the PC:** This option alerts the PDT operator to prepare the PC for RS232 communications and then begins receiving information from the PC.

Pressing the F10 function key will close this screen and redisplay the Main Menu.

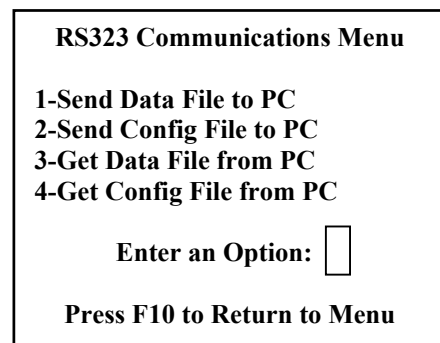


Figure 3.3 The RS232 Communications Menu Screen

Asset Inventory Erase Data

The Erase Data File Screen is displayed once the user selects the F4 function key from the Utilities Menu. The operator is prompted for deletion verification and the data collection file is erased once the user selects “Y” or Yes. Selecting an “N” or No cancels the data file deletion operation and the Main Menu is displayed.

Pressing the F10 function key will close this screen and redisplay the Main Menu.

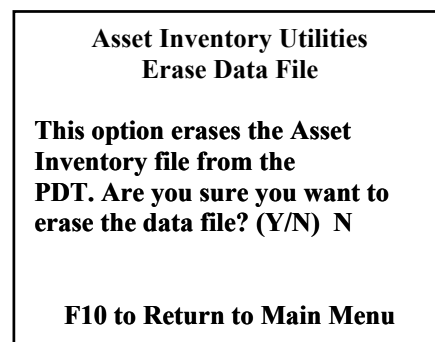


Figure 3.4 The Erase Data Screen

Data Collection Fields

The following chart depicts the available data prompts used by the Asset Inventory application software.

File Name = ASTINV.DAT

- Data Prompt Name is the user-defined text displayed during data entry.
- Application Required Fields are always required for valid data entry and cannot be disabled or turned off by the operator.
- Data Prompt Characters defines the maximum number of characters displayed for a data prompts title. The Field Size is the total number of characters allowed for a prompts data entry.
- The Data Type defines valid input for data entry. A/N is alphanumeric and N is numeric only.

<i>Data Prompt Name</i>	<i>Application Required Field</i>	<i>Data Prompt Max Characters</i>	<i>Field Size</i>	<i>Type</i>
Major Location	YES	1-30	1-30	A/N
Minor Location	NO	1-30	0-30	A/N
Asset Number	YES	1-30	1-30	A/N
Description	NO	1-30	0-30	A/N
Remarks	NO	1-30	0-30	A/N
Condition Code	NO	1-30	0-30	A/N
Date/Time	YES	System Controlled		