

Track'Em™ User's Manual

Version 3.18



RVB Systems Group

www.barcode-solutions.com

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Track'Em™ System Introduction

Track'Em™ is a PC based inventory and asset tracking system. It was developed for ease of use right out of the box. Track'Em consists of a Microsoft Access PC database system which consists of a password protected menu system, dozens of database table and reports and a barcode label printing module. Track'Em is available as follows:

Track'Em Lite - includes the following:

- Track'Em PC database system
- Corded barcode scanner
- 500 pre-printed adhesive-backed paper barcode labels

Track'Em Standard - includes the following:

- Track'Em PC database system
- Portable barcode scanner pre-programmed with Track'Em portable scanner software
- Communications cable
- Battery and battery charger
- 500 pre-printed adhesive-backed paper barcode labels

The following ADD-ON MODULES are also available:

Track'Em Deluxe Labeling Module Add-On - includes the following:

- Pre-designed Bartender barcode label templates for asset, inventory and location labeling
PLUS
- BarTender Automation Edition Professional software for barcode label printing. This option allows you to print directly from Track'Em, using the Track'Em forms to select product, asset or location records to print, as well as automatically updating the Track'Em database with information related to the print job.
OR
- BarTender Professional Edition Professional software for barcode label printing. This method prints the same labels as the Automation Edition, but uses Bartender's method of selecting records and does not automatically update the Track'Em database with information related to the print job.

Track'Em Developer ADD-ON - includes the following:

- Source code and documentation for the Track'Em PC database system and the Track'Em portable scanner software

The Track'Em database allows you to track ASSET and INVENTORY data. **Things are considered ASSETS if they have unique numbers, such as serial numbered office equipment, tools, or legal documents. Things are considered INVENTORY if two of them have the same part number (ie – barcode number), such as two cases of copier paper or two boxes of screws.**

ASSETS can be assigned a LOCATION, STATUS, DEPARTMENT, MODEL NUMBER and a CATEGORY. The status field can include an actual status code, or any information, such as user name. There are dozens of additional fields for assets, including serial number, date acquired, next scheduled maintenance, and purchase price.

INVENTORY is stored by location and the on-hand quantity is totaled for each location. Moving inventory to a location that has been designated to deplete inventory reduces on-hand inventory. This can include customers, projects, work stations, or physical locations. Inventory is increased in the system by using the RECEIVE INVENTORY option. The terms PARTS, PRODUCTS, ITEMS and INVENTORY are used as throughout this manual to define INVENTORY.

Track'Em includes the ability to create KITS / ASSEMBLIES, track inventory levels for these types of records, automatically deplete inventory levels of kit components, and write history records for component usage.

The CHECK IN / CHECK OUT module can be used to easily track assets that are checked out. This includes books, documents, tools, tapes, etc. You can assign different check out periods to individual assets, categories of assets or merely use the default system wide check out period. You can run reports showing how long assets were checked out to a specific job, project, person or location.

Track'Em also allows you to view an item or asset's picture on the PC screen as shown in Figure 1 below:



Figure 1

Track'Em PC Software Installation

The following screens (Figures 2a, b and c) illustrate the Track'Em installation routine. This routine should automatically start when you insert the Track'Em CD. If this routine does not automatically start, locate and start the file named SETUP.EXE file on the CD.

NOTE: YOU WILL NEED ADMINSTRATOR RIGHTS ON YOUR PC IN ORDER FOR THE TRACK'EM INSTALLATION PROGRAM TO ADD AN ODBC DSN (Data Source Name) AND CREATE THE TRACK'EM DIRECTORIES.

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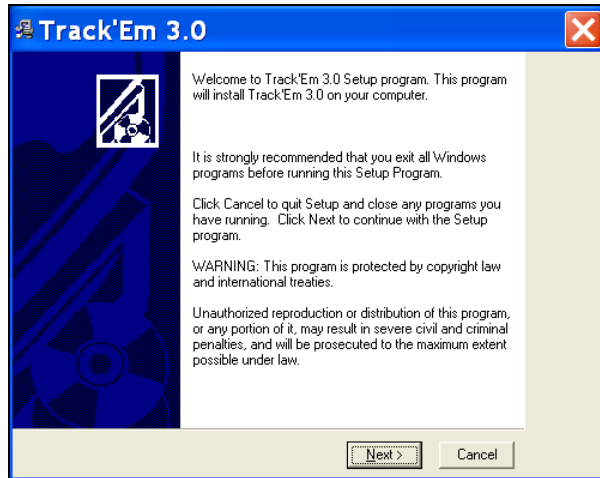


Figure 2a

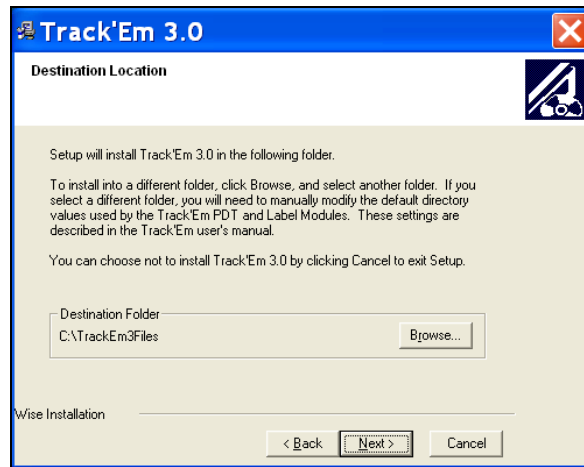


Figure 2b

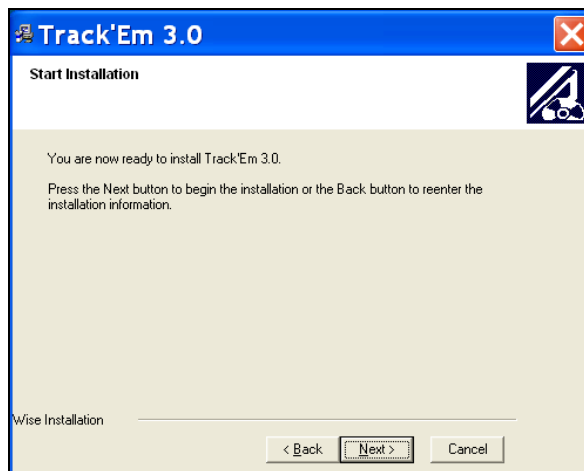


Figure 2c

In order to complete the installation, you must enter the serial number (Figure 3) provided with the Track'Em CD. It is located on the inside of the Track'Em CD case.

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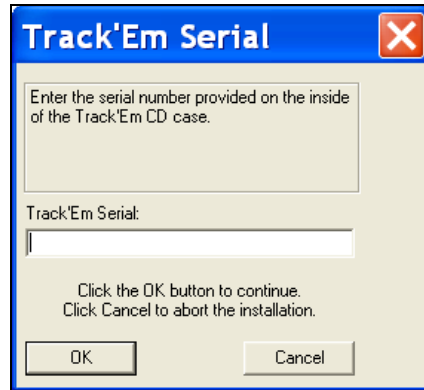


Figure 3

Portable Scanner Communications Software Setup

If you are using the portable scanner (sometimes referred to PDT, or portable data terminal) provided with Track'Em Standard, then you will need to install the communications software. Click **INSTALL PORTABLE SCANNER SOFTWARE** (as shown in Figure 4), select the default directory (as shown in Figure 5a & b) and follow the onscreen directions. PT Comm can be installed at a later time by running the program named **PtCommInstall.MSI** located on the TrackEm installation directory as well as the Track'Em CD.

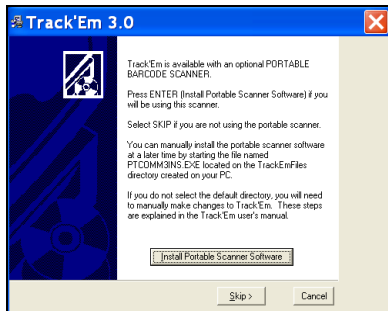


Figure 4

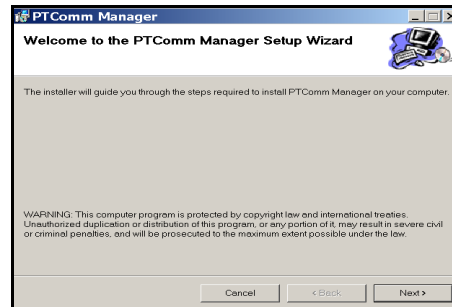


Figure 5a

Note: Use the default directory as shown in Figure 5b or you will need to manually modify the PDT SETUP FORM (Advanced System Menu) to match the directory you select in Figure 5b.

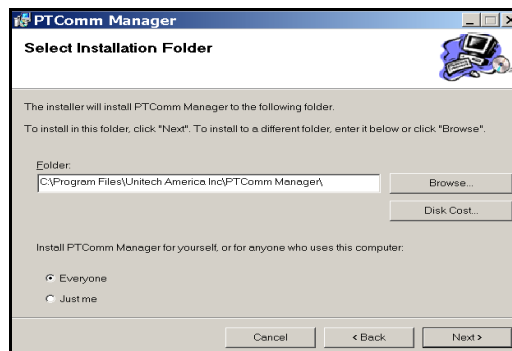


Figure 5b

NOTE: If you are running Windows 7 in 64 bit mode, you must install the portable scanner communications program (PT COMM) this communications program using the file on the Track'Em CD named as follows:

CD:\Windows 7 (64 bit) PT Comm\JobGenPlusWithPT_Comm.msi

Access Runtime Setup

Track'Em requires a licensed copy of Microsoft Access to properly function. If you do not own a copy of Access, a fully licensed runtime version of Access is provided at no charge on the Track'Em CD. This runtime version of Access will allow you to run Track'Em (and other programs developed using Access), but it will not allow you to make any change any to the Track'Em reports and / or forms.

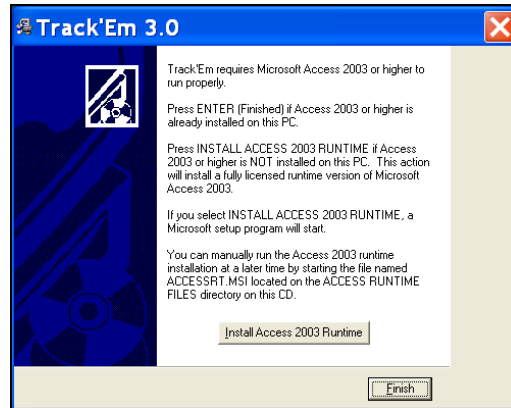


Figure 6a

If you need to install the runtime version of Access, select **INSTALL ACCESS RUNTIME** (shown in Figure 6a) and the screens shown in Figures 6b and 6c will appear. Follow the on-screen instructions in order to properly install the Access runtime program. If you skip this step, you can use Windows Explorer at a later date to locate the file named **ACCESSRT.MSI** located on the **ACCESS RUNTIME FILE** directory on the Track'Em CD.

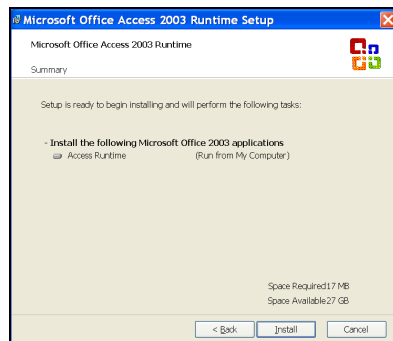


Figure 6b

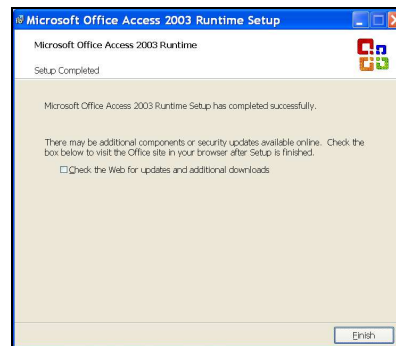


Figure 6c

Track'Em PC System

The Track'Em PC software consists of one file named **TrackEm3.mdb** and dozens of companion files located in the same directory. The file named **TrackEm3.mdb** is a Microsoft Access database file that contains forms, reports, queries, data tables (objects), and source code developed using Visual Basic for Applications (VBA). If you own a licensed copy of Microsoft Access, you can edit any of the existing Track'Em objects using Access.

If you purchase the **DEVELOPER ADD-ON**, you will be able to edit any of the VBA (Visual Basic for Applications) code that runs in the background. Additionally, you will be able to create new objects (reports, forms, queries, tables, etc) using MS Access.

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When Track'Em first starts, a COPYRIGHT screen (Figure 9a) will appear for 3 seconds. You can select a CUSTOM LOGO to appear as shown in Figure 9b using the SETUP FORM on the System Admin Menu (Fig 59).

If you are running the demo version of Track'Em, this screen will indicate the remaining number of times the system can be started.

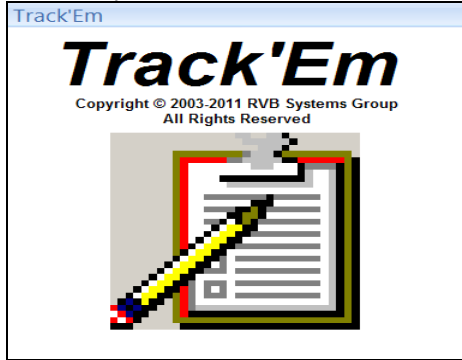


Figure 9a



Figure 9b

Track'Em allows you to select whether or not to require a username / password entry at startup. **The default method is to not require user name / password.** Consult the SYSTEM ADMIN section of this manual for details regarding how to enable or disable the password entry requirement. The system is shipped with two accounts, one is an ADMINISRACTOR account and one is a USER account. You can modify these accounts using the SYSTEM ADMIN MENU once Track'Em is started. These two accounts are:

Security level	User name	Password
USER	USER	USER
ADMINISTRATOR	ADMIN	ADMIN

Table 1

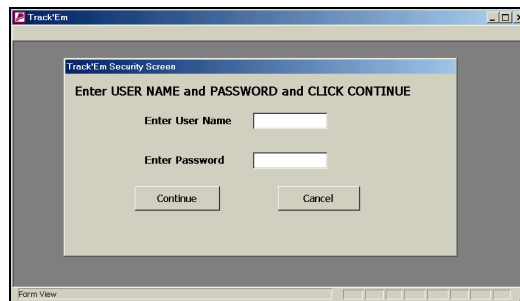


Figure 10 (Only displayed in PASSWORD option is enabled)

After entering a valid account, you will see the Main Menu (Figure 13). Figure 11 will appear if the user name and/or password are incorrectly entered. These values are NOT case sensitive.

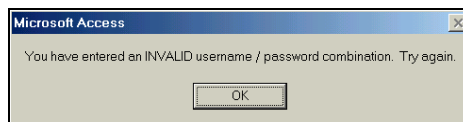


Figure 11 (Only displayed in PASSWORD option is enabled)

To activate any of the menu choices, click on the button next to the menu description. The Utility Menu shown in Figure 12a/b allows you to print, find and sort records in Track'Em. Microsoft Access uses the tools shown in Figures 12d & e to add, view and edit records. Descriptions of each menu option follow. (Note: when running Access 2007 or 2010, click the Access tab labeled ADD-INS to view the custom toolbar as shown in Fig 12b.)



Figure 12a (Access 2003)



Figure 12b (Access 2007, 2010)

The EXPORT menu bar tool function is allows you to export table and report data to any data type supported by Microsoft Access including MS Excel. When a report or table is open, merely click the EXPORT tool, and specify the data type, file name and click SAVE.

If you are running Access 2007, you must have MS OFFICE SERVICE PACK 2 (available from Microsoft) installed in order to use the EXPORT button shown in Fig 12b or the following error message appears.

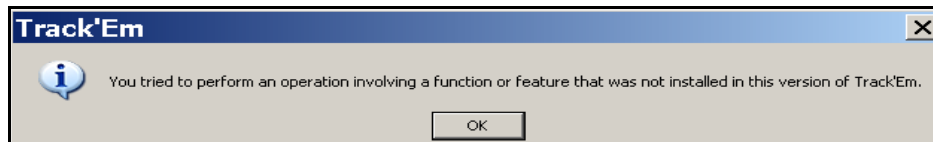


Figure 12c (Access 2007 produced error message without MS Office Service Pack 2 installed)

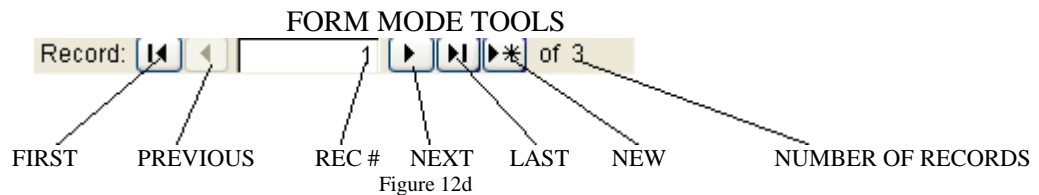


Figure 12d

DATASHEET MODE TOOLS

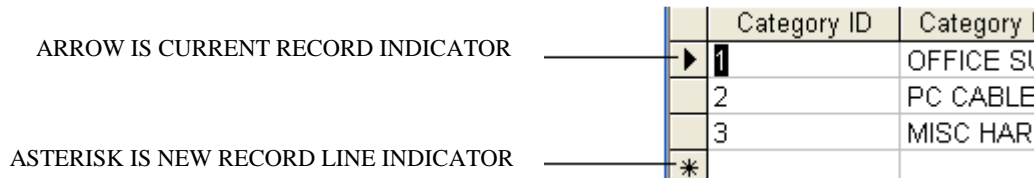


Figure 12e

To add a record in DATASHEET MODE, merely start typing on the new line (indicated by an ASTERICK at the start of the line). After entering data for each field, pressing the ENTER key will add a new record. You must move to the next line in order to add the entire record.

Main Menu

The Track'Em menu system allows you to easily open forms and reports. If you enable the PASSWORD OPTION on the Track'Em PC program, you can select password protection for individual menu options.

You can easily customize the menu banner which reads “My Company Name Here” by default. Additionally, you can rename menu descriptions, change the font size, or hide unwanted menu options. Consult the System Admin section of this manual for details.

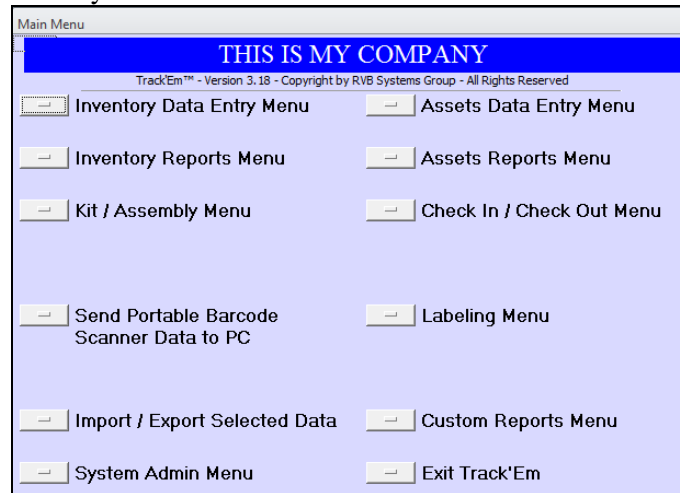


Figure 13

Inventory Data Entry Menu

The Inventory Data Entry Menu allows you to enter Master Product Data and Current Inventory Data. These are two distinct types of records. The Master Product Data table contains one detailed record for each product. Track'Em defines PRODUCTS as items that are not uniquely numbered, like boxes of printer paper, pipe fittings, or other non-serialized items. PRODUCT records contain information about a specific product, information such as description, price, category, department, vendor and reorder quantity.

The Current Inventory Data table contains inventory level records for the products, including location and quantity on-hand. INVENTORY records contain only the product number, location, quantity in that location, and date last updated. The Inventory Data Entry Menu is shown in Figure 14. This table can contain multiple records for the same product barcode because it contains one record for every location where that barcode is currently located.

Track'Em allows you to enter a different number for a product's PRODUCT NUMBER and BARCODE NUMBER in the PRODUCTS table. This is helpful when you need to run reports based upon historical part number instead of UPC barcodes or other barcode numbers.

The BARCODE NUMBER is used as a record's key in the inventory and inventory history tables. This allows you to track different unit of measures (each, shelf pack, shipping carton, pallet, etc.) for the same product by assigning each unit of measure a unique barcode number.

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Figure 14

Master Product Data Forms

You are able to Add or Update PRODUCT records via the screens shown in Figure 15a and b and Figures 16a, b and c.

A screenshot of the 'Track'Em - Product Table - Simple' form. The form has a blue header bar with the text 'Track'Em - Product Table - Simple'. Below the header, there are several input fields: 'Product Number', 'Product Barcode', 'Short Description', 'Category' (with a dropdown arrow), 'Reorder Qty', and 'Unit of Measure'. At the bottom right, there is a button labeled 'Add / Edit Record'.

Figure 15a

A screenshot of the 'Track'Em - Product Table by Barcode - Simple' form. The form has a blue header bar with the text 'Track'Em - Product Table by Barcode - Simple'. Below the header, there are several input fields: 'Barcode' (with a dropdown arrow), 'Product Number', 'Unit of Measure', 'Category' (with a dropdown arrow), 'Short Description', 'Reorder Qty', and 'On hand'. At the bottom, there are three buttons: 'Add / Update', 'Delete Record', and 'Select Picture'. Below the buttons, there is a small image of a hand holding a 9-pin PC cable.

Figure 15b

A screenshot of the 'Track'Em - Product Table by Barcode - Simple' form. The form has a blue header bar with the text 'Track'Em - Product Table by Barcode - Simple'. Below the header, there are several input fields: 'Barcode' (with a dropdown arrow), 'Product Number', 'Unit of Measure', 'Category' (with a dropdown arrow), 'Short Description', 'Reorder Qty', and 'On hand'. At the bottom, there are two buttons: 'Add / Update' and 'Delete Record'.A screenshot of the 'Track'Em - Product Table by Part - Simple' form. The form has a blue header bar with the text 'Track'Em - Product Table by Part - Simple'. Below the header, there are several input fields: 'Product Number', 'Barcode', 'Unit of Measure', 'Category' (with a dropdown arrow), 'Short Description', 'Reorder Qty', and 'On Hand'. At the bottom, there are two buttons: 'Add / Update' and 'Delete Record'.A screenshot of the 'Track'Em - Product Table by Description - Simple' form. The form has a blue header bar with the text 'Track'Em - Product Table by Description - Simple'. Below the header, there are several input fields: 'Short Description' (with a dropdown arrow), 'Product Number', 'Barcode', 'Unit of Measure', 'Category' (with a dropdown arrow), 'Reorder Qty', and 'On Hand'. At the bottom, there are two buttons: 'Add / Update' and 'Delete Record'.

Figures 16a, b and c

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Figure 17

Figure 17 illustrates all of the fields available in the PRODUCT table. Many of these fields are user definable (See the SYSTEM ADMIN section). You can change the on-screen descriptions (CAPTIONS) of any of these fields using the SYSTEM ADMIN / ADVANCED SYSTEM ADMIN MENU / CUSTOMIZED FIELD CAPTIONS). Your customized caption will be shown on the form views, datasheet views and simple reports.

The SELECT LABEL button (Fig 17) allows you to specify a specific Bartender label template for a specific product number. If you select a label template on this form, it will be used when printing labels via the LABELING MODULE instead of the generic product label template specified on the LABEL SETUP FORM (see Labeling Menu section).

If a field is grayed out and has no caption, then it has been disabled using the HIDE THIS FIELD ON DATASHEETS AND FORMS option found on the CUSTOMIZE FIELD CAPTIONS option in the Advanced System Admin Menu.

Many of the Track'Em forms (such as any the forms shown the previous page) can be used with the tethered (corded) scanner provided with Track'Em Lite. Merely scan the barcode and the associated database record will appear on the form.

You can add, edit or delete records using the datasheet form (Figure 18). To add a record, merely start typing on the new line (indicated by an ASTERICK at the start of the line). After entering data for each field, pressing the ENTER key will add a new record. You must move to the next line in order to add the entire record.

Note: Each PRODUCT record MUST have a unique BARCODE NUMBER. Each record must be assigned a part number, but this field can be the same for more than one record.

	Barcode	Product Number	Short Description	Long Description	Unit of Measure	Reorder Qty	Date Last Order
	1	1	SPROCKET			0	
	1001	1001	WIDGET			0	
	123	123P	Description for 123		EA	10	1/31/2007
	2	2	COPY PAPER			20	
	200001	200001-AB	PRINTER CABLE		EA	20	
*						0	

Figure 18

To delete a record, select that record and press your DELETE key or click the DELETE menu bar button. Keep in mind that you can select which columns to display using the HIDE THIS FIELD

ON DATASHEETS AND FORMS option found on the CUSTOMIZE FIELD CAPTIONS option in the Advanced System Admin Menu. This feature is discussed in the System Admin section of this manual.

Note: Adding or Changing INVENTORY RECORDS using the DATASHEET method (Figure 18) will NOT create Inventory History records.

Access 2007 and above will automatically display a calendar for date fields when using Datasheet mode.

Barcode	Location	Qty	Date Last Updated
1	456	99	4/17/2007
1	1	96	4/17/2007
1	998	5	
1	999	1	
1	123	10	
123	1	70	
123	998	25	
		0	

Figure 18a

Receive Inventory Forms

You can receive inventory into the Track'Em system using the following forms. Products can be received into any valid location.

Figures 19a and b

Data entered from the INVENTORY RECEIVE screens (Figures 19a and b) will yield the following changes to the database:

- A record is added to INVENTORY table using the TO LOCATION if there are no inventory records with this location. If an inventory record with this location already exists, then the entered quantity is added to the existing quantity.
- A new record is appended to INVENTORY HISTORY table. The FROM LOCATION value of the Inventory History record will read "RECEIPT RECORD".

You have the option of receiving inventory using the LABELING MENU also. A single location can be set to INITIAL LOCATION and automatically entered into the database using the PRINT LABELS option. See the section of this manual titled TRACK'EM LABEL PRINTING MODULE for more information regarding this feature.

Move Inventory Forms

You can move inventory from one location to another using the following screens.

Figure 20a: Track'Em - Inventory Move Menu (Empty Fields)

Figure 20b: Track'Em - Inventory Move Menu (Populated Fields)

Note: Only current INVENTORY RECORDS (BARCODE and LOCATION) are available to move via this screen. You can move inventory to any LOCATION.

Figures 20a and b

Data entered using the MOVE INVENTORY screens (Figures 20a and b) will yield the following changes to the database:

- If the TO LOCATION is NOT a CONSUME LOCATION, then a record is added to INVENTORY table using the TO LOCATION if there are no inventory records with this location. If an inventory record with this location already exists, then the entered quantity is added to the existing quantity.
- If the TO LOCATION is a CONSUME LOCATION, then no record is added to the INVENTORY table. NOTE: You can track SHIPMENTS by entering a SHIP TO location and checking the CONSUME box.
- Update the INVENTORY table record for the FROM LOCATION value. The quantity entered on the form is subtracted from the existing quantity to reflect the new quantity. If the new quantity is less than zero or equal to zero, then the record is deleted by default. NOTE: You can optionally set Track'Em to not delete inventory records with zero quantity via the SYSTEM SETUP FORM. You can also elect to keep negative inventory levels. This option is useful if the user needs to physically move items before receiving data is transferred from a scanner.
- Note: Not all locations will be displayed in the FROM LOCATIONS dropdown list box – only those locations that actually contain the item selected.
- A new record is appended to INVENTORY HISTORY table.

Inventory Reports Menu

The INVENTORY REPORTS MENU (Figure 21) contains ready to use reports. Track'Em report formats can be modified if you own a full version copy of Access 2003 or above. Consult your Access documentation regarding report modifications. If you are using the run time version of Access provided with Track'Em, you do not have the ability to make changes to the format of these reports.



Figure 21

Product Master Table Reports

Figures 22a – e illustrate the Product Master Table reports. The ON HAND value is a summation of all INVENTORY records associated with the product record in the Product Master table. All other fields are taken directly from the Product Master Table.

Of the Product Master Table report options, only the Products By Description report provides an option to include / exclude pricing values. Keep in mind that Product Master Table reports show ALL products records including products with ZERO on-hand inventories.

Each of the CURRENT INVENTORY reports show only products with on-hand inventory and the option to include / exclude pricing.

<i>Track'Em - Products Sorted by Description Report</i>			
<i>Short Description</i>	<i>Product Number</i>	<i>Barcode</i>	<i>On Hand</i>
3/8" NUT	123P	123	0
COPY PAPER	2	2	0
PRINTER CABLE	200001-AB	200001	0
RS-232 9 PIN FEMALE	1001	1001	2
SPROCKET	1	1	0

Figure 22a

Track'Em - Products Sorted by Description Report					
<i>Set this line from Advanced System Admin Menu</i>					
<i>Short Description</i>	<i>Product Number</i>	<i>Barcode</i>	<i>Price Each / Value</i>		<i>On Hand</i>
9 PIN PC CABLE	1001-AB	1001	\$9.500	\$0.00	0
PRODUCT 1	1	1	\$1.250	\$6.25	5
product 12-xxxx	12-xxxx	123456	\$15.000	\$240.00	16
product 2	2	2	\$1.000	\$1.00	1
<i>Total</i>			\$247.25		

Figure 22b

Track'Em - Products Sorted by Product Number Report			
<i>Short Description</i>	<i>Product Number</i>	<i>Barcode</i>	<i>On Hand</i>
SPROCKET	1	1	0
RS-232 9 PIN FEMALE	1001	1001	2
3/8" NUT	123P	123	0
COPY PAPER	2	2	0
PRINTER CABLE	200001-AB	200001	0

Figure 22c

Track'Em - Products Sort by Barcode Number Report			
<i>Barcode</i>	<i>Product Number</i>	<i>Short Description</i>	<i>On Hand</i>
1	1	SPROCKET	0
1001	1001	RS-232 9 PIN FEMALE	2
123	123P	3/8" NUT	0
2	2	COPY PAPER	0
200001	200001-AB	PRINTER CABLE	0

Figure 22d

Track'Em - Products Sort by Category Report			
<i>Product Number</i>		<i>Barcode</i>	<i>On Hand</i>
<i>Category</i>	MISC HARDWARE		
1	SPROCKET	1	0
123P	3/8" NUT	123	0
		<i>On Hand by Category</i>	0
<i>Category</i>	OFFICE SUPPLIES		
2	COPY PAPER	2	0
		<i>On Hand by Category</i>	0
<i>Category</i>	PC CABLE		
1001	RS-232 9 PIN FEMALE	1001	2
200001-AB	PRINTER CABLE	200001	0
		<i>On Hand by Category</i>	2

Figure 22e

Current Inventory Reports

Current inventory reports are provided that allow you to view all current inventory records or drill down and show current inventory levels by specific LOCATION, PRODUCT (product number and/or barcode number), VENDOR, CATEGORY, or DEPARTMENT. Each report can be run with or without pricing values displayed. The selection forms and report examples are shown below.

Figure 23a

Track'Em - Inventory by Location				
<i>Set this line from Advanced System Admin Menu</i>				
<i>Inventory Info (Barcode, Product Number, Desc)</i>				<i>Qty</i>
Location	100		RECEIVING DOCK	
1001001		1001001	COPY PAPER	24
Location	200		WAREHOUSE	
1001001		1001001	COPY PAPER	144
Location	TR1		TOOLROOM 1ST FLR	
1003		1003	3/8" NUT	12
278		278-300	3/8" WASHERS	12

Figure 23b

Track'Em - Inventory by Location				
<i>Set this line from Advanced System Admin Menu</i>				
<i>Inventory Info (Barcode, Product Number, Desc)</i>			<i>Price Each</i>	<i>Value</i>
Location	100		RECEIVING DOCK	
1001001		1001001	COPY PAPER	
			\$20.000	\$480.00
			<i>SubTotal Value - Location</i>	
				\$480.00
Location	200		WAREHOUSE	
1001001		1001001	COPY PAPER	
			\$20.000	\$2,880.00
			<i>SubTotal Value - Location</i>	
				\$2,880.00
Location	TR1		TOOLROOM 1ST FLR	
1003		1003	3/8" NUT	
			\$15.000	\$180.00
278		278-300	3/8" WASHERS	
			\$3.000	\$36.00
			<i>SubTotal Value - Location</i>	
				\$216.00
			<i>Total Value - All Locations</i>	
				\$3,576.00

Figure 23d

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Track'Em - Inventory Reports by Product

Select Product by:

Listbox Sort Order

☒ Barcode Number
☐ Product Number
☐ Product Description

Barcode	Product Number	Short Description
1001	1001-AB	9 PIN PC CABLE
1001001	1001001	COPY PAPER
1002	91002	SPROCKET
1003	1003	3/8" NUT
12345678901234	123	EXTRA LONG BARCODE
278	278-300	3/8" WASHERS

☐ Include Inventory Value in Report

Inventory Report for Selected Product(s) Inventory Report for All Products

Figure 24a

Track'Em - Inventory by Product Number
Set this line from Advanced System Admin Menu

Product Number Information					Date Last Updated
Product Number, Barcode, Description			Qty		
1001001	1001001	COPY PAPER			
Location	100	RECEIVING DOCK	24		02-Aug-10
Location	200	WAREHOUSE	144		22-Jul-10
		Sum	168		
1003	1003	3/8" NUT			
Location	TR1	TOOLROOM 1ST FLR	12		03-Aug-10
		Sum	12		
278-300	278	3/8" WASHERS			
Location	TR1	TOOLROOM 1ST FLR	12		03-Aug-10
		Sum	12		

Figure 24b

Track'Em - Inventory by Product Number
Set this line from Advanced System Admin Menu

Product Number Information				Qty	Price Each	Value	Date Last Updated
Product Number, Barcode, Description							
1001001	1001001	COPY PAPER					
Location	100	RECEIVING DOCK	24	\$20.000	\$480.00		02-Aug-10
Location	200	WAREHOUSE	144	\$20.000	\$2,880.00		22-Jul-10
		Sum	168			SubTotal Value	\$3,360.00
1003	1003	3/8" NUT					
Location	TR1	TOOLROOM 1ST FLR	12	\$15.000	\$180.00		03-Aug-10
		Sum	12			SubTotal Value	\$180.00
278-300	278	3/8" WASHERS					
Location	TR1	TOOLROOM 1ST FLR	12	\$3.000	\$36.00		03-Aug-10
		Sum	12			SubTotal Value	\$36.00
						Total Value	\$3,576.00

Figure 24c

Track'Em™ User's Manual
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Track'Em - Inventory by Barcode
Set this line from Advanced System Admin Menu

Barcode	Product Number	Qty	Date Last Updated
1001001	1001001 COPY PAPER		
Location 100	RECEIVING DOCK	24	02-Aug-10
Location 200	WAREHOUSE	144	22-Jul-10
	Sum	168	
1003	1003 3/8" NUT		
Location TR1	TOOLROOM 1ST FLR	12	03-Aug-10
	Sum	12	
278	278-300 3/8" WASHERS		
Location TR1	TOOLROOM 1ST FLR	12	03-Aug-10
	Sum	12	

Figure 25b

Track'Em - Inventory by Barcode
Set this line from Advanced System Admin Menu

Barcode	Product Number	Qty	Price Each	Value	Date Last Updated
1001001	1001001 COPY PAPER				
Location 100	RECEIVING DOCK	24	\$20.000	\$480.00	02-Aug-10
Location 200	WAREHOUSE	144	\$20.000	\$2,880.00	22-Jul-10
	Sum	168	SubTotal Value	\$3,360.00	
1003	1003 3/8" NUT				
Location TR1	TOOLROOM 1ST FLR	12	\$15.000	\$180.00	03-Aug-10
	Sum	12	SubTotal Value	\$180.00	
278	278-300 3/8" WASHERS				
Location TR1	TOOLROOM 1ST FLR	12	\$3.000	\$36.00	03-Aug-10
	Sum	12	SubTotal Value	\$36.00	

Figure 25c

Track'Em - Inventory by Category or Department

Select Grouping Method
☐ By Category
☒ By Department

☒ Checked = SORT LIST BY CODE
☐ Unchecked = SORT LIST BY DESCRIPTION

Select Department(s)

1A	SHIPPING
300-700	QUALITY CONTROL

☐ Include Inventory Value in Report

Inventory Report for Selected Departments Inventory Report for All Departments

Figure 26a

Track'Em™ User's Manual
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<i>Track'Em - Inventory by Category</i>					<i>Date Last Updated</i>
<i>Set this line from Advanced System Admin Menu</i>					
					<i>Qty</i>
Category	COMPUTER EQUIP				
1003	1003	3/8" NUT			
Location	TR1	TOOLROOM 1ST FLR	12		03-Aug-10
<i>Sum by Category =</i>			<i>12</i>		
Category	OFFICE SUPPLIES				
1001001	1001001	COPY PAPER			
Location	200	WAREHOUSE	144		22-Jul-10
Location	100	RECEIVING DOCK	24		02-Aug-10
<i>Sum by Category =</i>			<i>168</i>		
Category	TOOLS				
278-300	278	3/8" WASHERS			
Location	TR1	TOOLROOM 1ST FLR	12		03-Aug-10
<i>Sum by Category =</i>			<i>12</i>		

Figure 26b

<i>Track'Em - Inventory by Category</i>					<i>Date Last Updated</i>
<i>Set this line from Advanced System Admin Menu</i>					
					<i>Qty Price Each Value</i>
Category	COMPUTER EQUIP				
1003	1003	3/8" NUT			
Location	TR1	TOOLROOM 1ST FLR	12	\$15.000	\$180.00
<i>Sum by Category =</i>			<i>12</i>	<i>SubTotal Value</i>	<i>\$180.00</i>
Category	OFFICE SUPPLIES				
1001001	1001001	COPY PAPER			
Location	200	WAREHOUSE	144	\$20.000	\$2,880.00
Location	100	RECEIVING DOCK	24	\$20.000	\$480.00
<i>Sum by Category =</i>			<i>168</i>	<i>SubTotal Value</i>	<i>\$3,360.00</i>
Category	TOOLS				
278-300	278	3/8" WASHERS			
Location	TR1	TOOLROOM 1ST FLR	12	\$3.000	\$36.00
<i>Sum by Category =</i>			<i>12</i>	<i>SubTotal Value</i>	<i>\$36.00</i>

Figure 26c

Reorder Reports Menu

If you set a reorder quantity for a product number, you can take advantage of the REORDER REPORTS. This value is set via the MASTER PRODUCT DATA FORMS.



Figure 27

<i>Track'Em - Product Reorder Report</i>				
<i>Product Number</i>	<i>Short Description</i>	<i>Barcode</i>	<i>Reorder Qty</i>	<i>On Hand</i>
1001	RS-232 9 PIN FEMALE	1001	3	2
2	COPY PAPER	2	20	10
200001-AB	PRINTER CABLE	200001	20	0

Figure 28a

<i>Track'Em - All Products Reorder / On Hand Report</i>				
<i>Product Number</i>	<i>Short Description</i>	<i>Barcode</i>	<i>Reorder Qty</i>	<i>On Hand</i>
1	SPROCKET	1	0	5
1001	RS-232 9 PIN FEMALE	1001	3	2
123P	3/8" NUT	123	10	100
2	COPY PAPER	2	20	10
200001-AB	PRINTER CABLE	200001	20	0

Figure 28b

Inventory by Vendor Reports

The Inventory by Vendor option allows you to create reports by either the primary vendor or secondary vendor for consumable items. You can run reorder report by selected or all vendors as well as on-hand inventory by selected or all vendors. Products without the vendor field(s) completed will not appear in these reports.

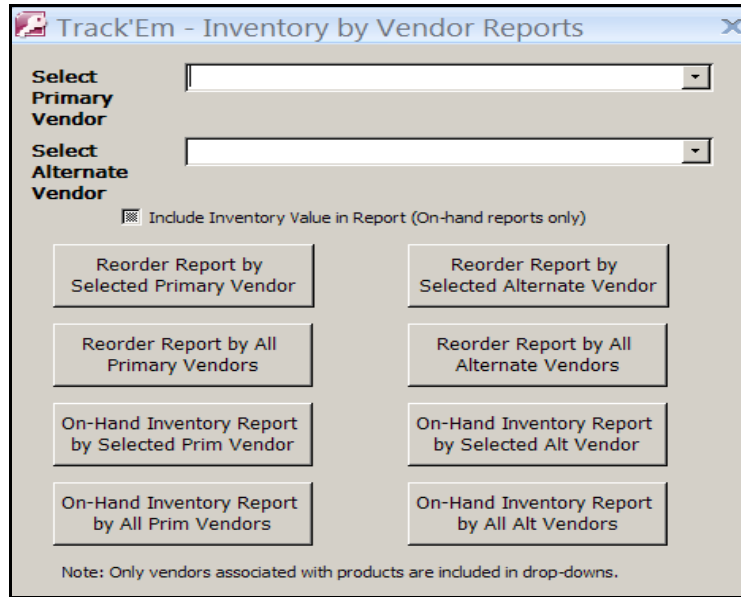


Figure 29a

Reorder Report by Primary Vendor				
<i>Set this line from Advanced System Admin Menu</i>				
Barcode	Product Number	Short Description	Reorder Qty	Qty on Hand
Vendor UNITED DISCOUNTERS				
1002	1002	SPROCKET	12	0
1003	1003	3/8" NUT	20	12
Vendor US SUPPLY				
1001	1001-AB	9 PIN PC CABLE	10	0
278	278-300	3/8" WASHERS	144	12

Figure 29b

Track'Em - Inventory by Primary Vendor				
<i>Set this line from Advanced System Admin Menu</i>				
Inventory Info (Barcode, Product Number, Desc)			Price Each	Value Qty
Vendor US SUPPLY				
Location 100		RECEIVING DOCK		
1001001	1001001	COPY PAPER	\$20.00	\$480.00 24
Location 200		WAREHOUSE		
1001001	1001001	COPY PAPER	\$20.00	\$2,880.00 144
Location TR1		TOOLROOM 1ST FLR		
278	278-300	3/8" WASHERS	\$3.00	\$36.00 12
			SubTotal Value - Vendor	\$3,396.00
Vendor UNITED DISCOUNTERS				
Location TR1		TOOLROOM 1ST FLR		
1003	1003	3/8" NUT	\$15.00	\$180.00 12
			SubTotal Value - Vendor	\$180.00
			Total Value - All Vendors	\$3,576.00

Figure 29c

Inventory History Reports Menu

INVENTORY HISTORY records are created whenever inventory is received or moved (including consumed / shipped). These records stay in the database until they are deleted manually or deleted via the DELETE INVENTORY HISTORY option from the SYSTEM ADMIN MENU. Note: You have the option to display both the DATE and TIME a history record was created or just the DATE. Consult the System Setup section of this manual.



Figure 30a

The USER field in Figure 30b will only contain data if the REQUIRE PASSWORD ENTRY AT STARTUP ON PC and / or REQUIRE USER ID ON PORTABLE SCANNER checkboxes are selected. See the SYSTEM ADMIN MENU section for more information.

The FROM LOCATION will always read “RECEIPT RECORD” for receiving records. The PURCHASE ORDER field is an optional entry on the receiving forms as well as the portable scanner.

	From Location	To Location	Qty	Date Record Added	Barcode	Last Price	User	From Scanner?	PurchaseOrder
▶	123	456	1	3/28/2007	1001	\$0.00		<input type="checkbox"/>	
	456	123	2	3/29/2007	2	\$0.00		<input type="checkbox"/>	
	RECEIPT RECORD	123	2	3/28/2007	1001	\$0.00		<input type="checkbox"/>	125000
	RECEIPT RECORD	456	100	3/29/2007	123	\$0.00		<input type="checkbox"/>	
	RECEIPT RECORD	456	10	3/29/2007	2	\$0.00		<input type="checkbox"/>	
	RECEIPT RECORD	123	5	3/29/2007	1	\$0.00		<input type="checkbox"/>	
*			0			\$0.00		<input type="checkbox"/>	

Figure 30b

Access 2007 and above will automatically display a calendar for date fields when using Datasheet mode.

Barcode	Location	Qty	Date Last Updated
1	456	99	4/17/2007
1	1	96	4/17/2007
1	998	5	
1	999	1	
1	123	10	
123	1	70	
123	998	25	
		0	

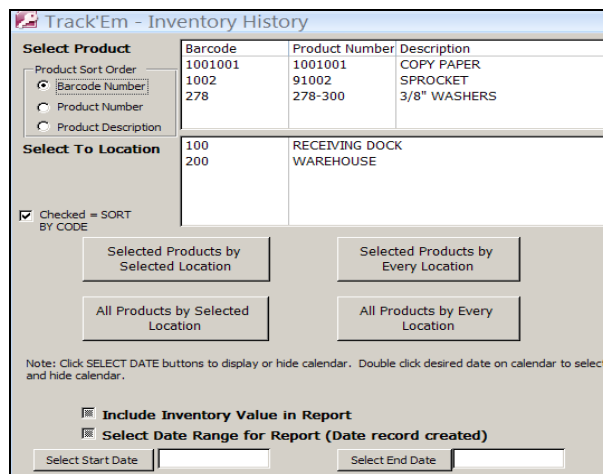
Figure 31

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You can add, edit or delete records using the datasheet form (Figure 30b). To add a record, merely start typing on the new line (indicated by an ASTERICK at the start of the line). After entering data for each field, pressing the ENTER key will add a new record.

To delete a record, select that record and press your DELETE key or click the DELETE menu bar button. Keep in mind that you can select which columns to display using the HIDE THIS FIELD ON DATASHEETS AND FORMS option found on the CUSTOMIZE FIELD CAPTIONS option in the Advanced System Admin Menu. This feature is discussed in the System Admin section of this manual.

Figures 32a and 32b illustrate 2 of the 5 different methods of reporting Inventory History records. You can specify a specific LOCATION, PRODUCT NUMBER, BARCODE, CATEGORY, or DEPARTMENT. You can also select a date range and/or include pricing information in the reports. Figures 33a, b and c illustrate several different inventory history reports.

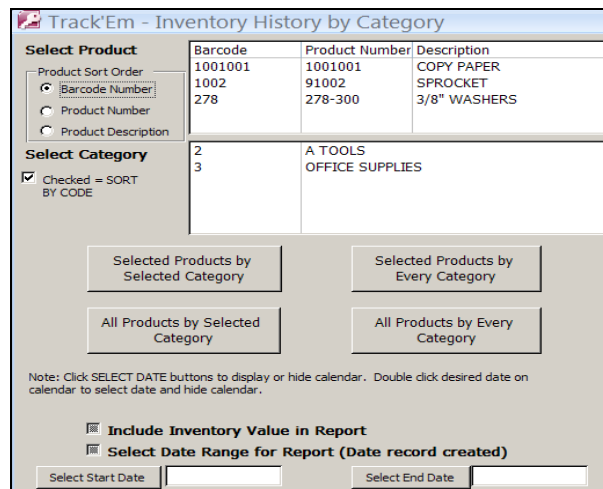


The screenshot shows the 'Track'Em - Inventory History' form. It features a 'Select Product' section with radio buttons for 'Barcode Number', 'Product Number', and 'Product Description'. Below this is a 'Select To Location' section with a list box containing '100' and '200'. A checkbox labeled 'Checked = SORT BY CODE' is checked. There are four buttons: 'Selected Products by Selected Location', 'Selected Products by Every Location', 'All Products by Selected Location', and 'All Products by Every Location'. At the bottom, there are checkboxes for 'Include Inventory Value in Report' and 'Select Date Range for Report (Date record created)', followed by 'Select Start Date' and 'Select End Date' input fields.

Barcode	Product Number	Description
1001001	1001001	COPY PAPER
1002	91002	SPROCKET
278	278-300	3/8" WASHERS

Location	Description
100	RECEIVING DOCK
200	WAREHOUSE

Figure 32a



The screenshot shows the 'Track'Em - Inventory History by Category' form. It features a 'Select Product' section with radio buttons for 'Barcode Number', 'Product Number', and 'Product Description'. Below this is a 'Select Category' section with a list box containing '2' and '3'. A checkbox labeled 'Checked = SORT BY CODE' is checked. There are four buttons: 'Selected Products by Selected Category', 'Selected Products by Every Category', 'All Products by Selected Category', and 'All Products by Every Category'. At the bottom, there are checkboxes for 'Include Inventory Value in Report' and 'Select Date Range for Report (Date record created)', followed by 'Select Start Date' and 'Select End Date' input fields.

Barcode	Product Number	Description
1001001	1001001	COPY PAPER
1002	91002	SPROCKET
278	278-300	3/8" WASHERS

Category	Description
2	A TOOLS
3	OFFICE SUPPLIES

Figure 32b

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<i>Track'Em - Inventory History by All Barcodes and Locations - Sorted by Location / Barcode / Date</i>							
	Product		Qty	Date	User	From Scanner	PO
To Location	123	TOP SHELF - WAREHOUSE					
1	1	SPROCKET	5	29-Mar-07		<input type="checkbox"/>	
1001	1001	RS-232 9 PIN FEMALE	2	28-Mar-07		<input type="checkbox"/>	125000
2	2	COPY PAPER	2	29-Mar-07		<input type="checkbox"/>	
		Sum	9				
To Location	456	BOTTOM SHELF - WAREHOUSE					
1001	1001	RS-232 9 PIN FEMALE	1	28-Mar-07		<input type="checkbox"/>	
123	123P	3/8" NUT	100	29-Mar-07		<input type="checkbox"/>	
2	2	COPY PAPER	10	29-Mar-07		<input type="checkbox"/>	
		Sum	111				

Figure 33a

<i>Track'Em - Inventory History - Sorted by Category / Location / Barcode / Date</i>							
	Product		Qty	Date	User	From Scanner	PO
Category	MISC HARDWARE						
To Location	123	TOP SHELF - WAREHOUSE					
1	1	SPROCKET	5	29-Mar-07		<input type="checkbox"/>	
		Location Sum	5				
To Location	456	BOTTOM SHELF - WAREHOUSE					
123	123P	3/8" NUT	100	29-Mar-07		<input type="checkbox"/>	
		Location Sum	100				
		Category Sum	105				
Category	OFFICE SUPPLIES						
To Location	123	TOP SHELF - WAREHOUSE					
2	2	COPY PAPER	2	29-Mar-07		<input type="checkbox"/>	
		Location Sum	2				
To Location	456	BOTTOM SHELF - WAREHOUSE					
2	2	COPY PAPER	10	29-Mar-07		<input type="checkbox"/>	
		Location Sum	10				
		Category Sum	12				
Category	PC CABLE						
To Location	123	TOP SHELF - WAREHOUSE					
1001	1001	RS-232 9 PIN FEMALE	2	28-Mar-07		<input type="checkbox"/>	125000
		Location Sum	2				
To Location	456	BOTTOM SHELF - WAREHOUSE					
1001	1001	RS-232 9 PIN FEMALE	1	28-Mar-07		<input type="checkbox"/>	
		Location Sum	1				
		Category Sum	3				

Figure 33b

<i>Track'Em - Inventory History by Selected Records - Sorted by Location, Barcode, Date</i>					
<i>Set this line from Advanced System Admin Menu</i>					
Product (Barcode)	Qty	Price / Value		Date	
Job WAREHOUSE					
1002 SPROCKET	10	\$2.50	\$25.000	21-Jul-10	
Sub Total	10		\$25.00		
Total	10		\$25.00		

Figure 33c

Cycle Count History Reports

Cycle Count History records are only added from the portable scanner. Data entered from the CYCLE COUNT screen on the portable scanner will yield the following changes to the database:

- The existing INVENTORY table record (based on barcode number and location) is updated to reflect the new quantity. If no INVENTORY record exists for this barcode / location code combination, then one is added.
- If the PRODUCT and/or LOCATION do not exist, the user can add their descriptions on the scanner and they are added to the database (unless the ADD NEW PRODUCTS / LOCATIONS WHEN LOADING PDT DATA settings are not checked – see SYSTEM ADMIN section).
- A new record is added to the INVENTORY CYCLE HISTORY table. The FROM LOCATION will read “CYCLE COUNT RECORD” and the TO LOCATION will be where the counted inventory was located. The original quantity for that item / location is recorded.

Figure 34a illustrates the Add / Edit Cycle Count History Datasheet option. The USER field will only contain data if the REQUIRE USER ID ON PORTABLE SCANNER is selected.

	From Location	To Location	Qty	Date Record Added	Barcode	User	From Scanner?
►	CYCLE COUNT RECORD	123	2	3/29/2007	1001		<input checked="" type="checkbox"/>
	CYCLE COUNT RECORD	123	5	3/29/2007	1		<input checked="" type="checkbox"/>
*			0				<input type="checkbox"/>

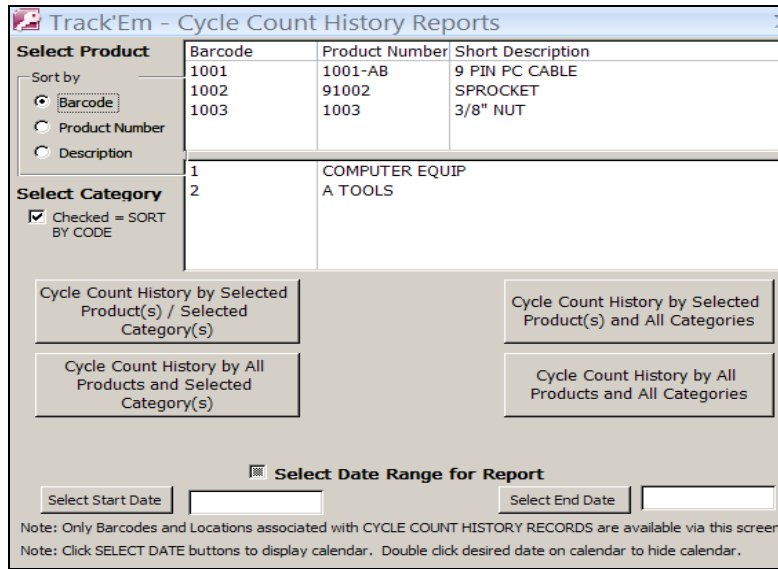
Figure 34a

You can add, edit or delete records using the datasheet form (Figure 34a). To add a record, merely start typing on the new line (indicated by an ASTERICK at the start of the line). After entering data for each field, pressing the ENTER key will add a new record.

To delete a record, select that record and press your DELETE key or click the DELETE menu bar button. Keep in mind that you can select which columns to display using the HIDE THIS FIELD ON DATASHEETS AND FORMS option found on the CUSTOMIZE FIELD CAPTIONS option in the Advanced System Admin Menu. This feature is discussed in the System Admin section of this manual.

Figures 34b and c illustrate 2 CYCLE COUNT HISTORY options.

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Track'Em - Cycle Count History Reports

Select Product

Barcode	Product Number	Short Description
1001	1001-AB	9 PIN PC CABLE
1002	91002	SPROCKET
1003	1003	3/8" NUT

Sort by:

☒ Barcode

☐ Product Number

☐ Description

Select Category

☒ Checked = SORT BY CODE

1	COMPUTER EQUIP
2	A TOOLS

Cycle Count History by Selected Product(s) / Selected Category(s)

Cycle Count History by Selected Product(s) and All Categories

Cycle Count History by All Products and Selected Category(s)

Cycle Count History by All Products and All Categories

Select Date Range for Report

Select Start Date Select End Date

Note: Only Barcodes and Locations associated with CYCLE COUNT HISTORY RECORDS are available via this screen.
Note: Click SELECT DATE buttons to display calendar. Double click desired date on calendar to hide calendar.

Figure 34b

<i>Track'Em - Cycle Count History - Sorted by Location, Barcode, Date</i>						
Product Number			New Qty	Original Qty	Date	User
To Location 1						
2863	2863	LOCATION 1 123	1	1	01-Apr-08	NOT USED
To Location 2						
333	333	ITEM 333	25	24	01-Apr-08	NOT USED

Figure 34c

Assets Data Entry Menu

Track'Em defines ASSETS as items that are uniquely numbered, like computers, documents or tools. ASSET records contain information about a specific ASSET, including its current location and status. ASSET HISTORY records show where an asset has been and what its status was at that time.

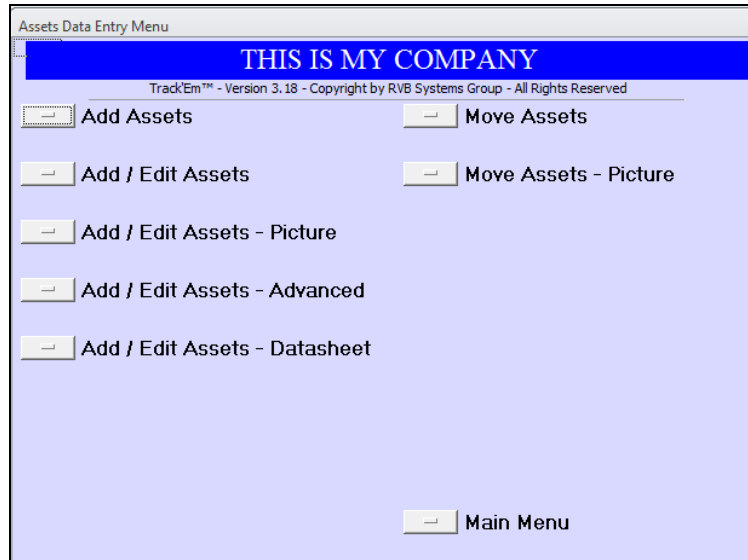


Figure 35

Add / Edit Asset Information

There are 5 different PC screens for adding or editing ASSET records. They are shown below.

Figures 36a and b

Scraping an Asset changes its SCRAP field value from FALSE to TRUE. This action also writes a record to the ASSET HISTORY table. The word 'SCRAP' is written to the TO LOCATION and the STATUS field in the history table.

Whenever you change the LOCATION or STATUS of an existing Asset, a record is written to the Asset History table. If the asset is a KIT, then records for any assets or inventory associated as a component with this asset (kit) will be modified and appropriate history records will be created. See the KIT MENU section for more information about kits.

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Track'Em - Assets

Barcode: 100001

Asset Description: 17 LCD Monitor

Location: TOP SHELF - WAREHOUSE

Category: PC MONITOR

Status: In Service

Check Out Period in Days: 7

Buttons: Add / Update, Delete Record, Scrap Asset, Select Picture

Preview: NEW 17" LCD MONITOR

Figure 37

Asset Form - Advanced

Barcode: 100001

Asset Description: 17" LCD MONITOR

Make:

Model Desc:

Model #: 101

Serial:

Date Acquired:

Purchase Price: \$395.00

Depreciation Method:

Depreciable Life:

Salvage Value: \$0.00

Current Value: \$295.00

Comments: Track'Em allows you to hide un-used fields.

Next Sched Maintenance:

Buttons: Add / Update Record, Delete Record, Scrap

SELECT LABEL

Label Name: C:\TrackEm3Files\AssetLabelPro.btw

Location: COMPUTER ROOM

Status: PROJECT ABC

Dept: QUALITY CONTROL

Category: COMPUTER EQUIP

User Num 1: 0

User Num 2: 0

User Date:

Daily charge: \$0.00

User Boolean: ☐ Scraped? ☒

Check Out Period in Days: 0

Date Last Checked Out:

Due Date:

Times Checked Out: 0

Last Updated: 8/9/2010 10:38:36 AM

Vendor: US SUPPLY

Buttons: Select Picture, Scanned or Updated on PC since last reset

Preview: NEW 17" LCD MONITOR

Figure 38

Figure 38 illustrates all of the fields available in the ASSET table. Many of these fields are user definable (See the SYSTEM ADMIN section). You can change the on-screen descriptions (CAPTIONS) of any of these fields using the SYSTEM ADMIN / ADVANCED SYSTEM ADMIN MENU / CUSTOMIZE FIELD CAPTIONS). Your customized caption will be shown on the form views, datasheet views and simple reports.

The SELECT LABEL button (Fig 38) allows you to specify a specific Bartender label template for a specific asset. If you select a label template on this form, it will be used when printing

labels via the LABELING MODULE instead of the generic asset label template specified on the LABEL SETUP FORM (see Labeling Menu section).

If a field is grayed out and has no caption, then it has been disabled using the HIDE THIS FIELD ON DATASHEETS AND FORMS option found on the CUSTOMIZE FIELD CAPTIONS option in the Advanced System Admin Menu.

	Barcode	Asset Description	Asset Description Long	Location Number
▶	100001	17" LCD Monitor		1003
*				

Figure 39

You can add, edit or delete records using the datasheet form (Figure 39). To add a record, merely start typing on the new line (indicated by an ASTERICK at the start of the line). After entering data for each field, pressing the ENTER key will add a new record.

To delete a record, select that record and press your DELETE key or click the DELETE menu bar button. Keep in mind that you can select which columns to display using the HIDE THIS FIELD ON DATASHEETS AND FORMS option found on the CUSTOMIZE FIELD CAPTIONS option in the Advanced System Admin Menu. This feature is discussed in the System Admin section of this manual.

Note: Adding or Changing ASSET RECORDS using the DATASHEET method (Figure 39) will NOT create ASSET History records or automatically modify the LAST UPDATED and SCANNED / UPDATED SINCE LAST RESET fields in the Asset table.

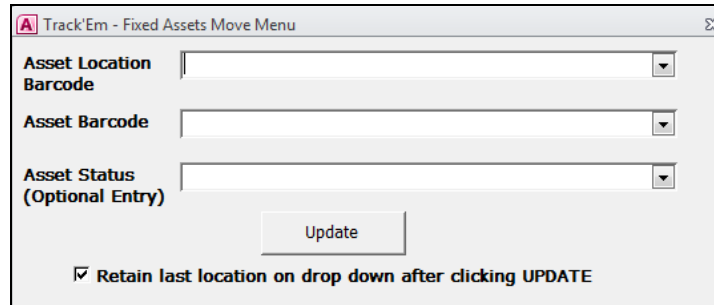
Move Assets (Change Asset Location / Status)

Data entered from the MOVE ASSET screens (Figure 40a and b) will yield the following changes to the database:

- The existing ASSET table record is updated with the new LOCATION and STATUS CODE. The lookup key is the ASSET BARCODE NUMBER. The SCANNED / UPDATED SINCE LAST RESET flag is set to TRUE.
- If the new location has a CHECKED OUT value of TRUE, then the asset will be considered Checked Out. A new Due Date will be calculated based upon current date / time, the CHECK OUT PERIOD, the MINUTES GRACE value, and the Weekend and Grace Day settings. Consult the Check In / Check Out section of this manual for more information regarding these settings. Track'Em will look for a CHECK OUT PERIOD value in the following order: ASSET RECORD, CATEGORY RECORD, SETUP TABLE and use the 1st value found.
- If the new location has a CHECKED OUT value of FALSE, then the asset will be considered Checked In.
- A new record is appended to the ASSET HISTORY table. This record will include the asset's previous location as well as new location. For CHECK IN records, it will also include the DUE DATE and a T/F value for "CHECKED IN OVERDUE?".
- If the asset is a KIT, then records for any assets or inventory associated as a component with this asset will be modified and appropriate history records will be created. See the KIT MENU section for more information about kits.

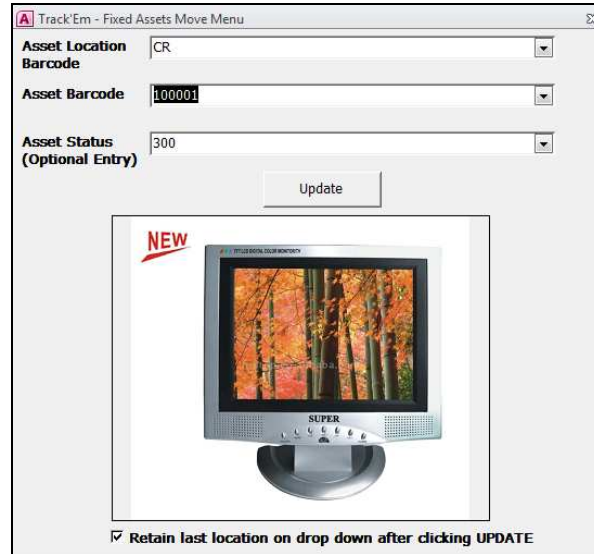
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A screenshot of the 'Track'Em - Fixed Assets Move Menu' window. It features three dropdown menus: 'Asset Location Barcode', 'Asset Barcode', and 'Asset Status (Optional Entry)'. Below these is an 'Update' button and a checked checkbox labeled 'Retain last location on drop down after clicking UPDATE'.

Figure 40a



A screenshot of the 'Track'Em - Fixed Assets Move Menu' window with data entered. The 'Asset Location Barcode' dropdown shows 'CR', 'Asset Barcode' shows '100001', and 'Asset Status (Optional Entry)' shows '300'. The 'Update' button is visible. Below the form is a placeholder image of a computer monitor displaying a forest scene, with a 'NEW' tag in the top left corner. At the bottom, the checkbox 'Retain last location on drop down after clicking UPDATE' is checked.

Figure 40b

Assets Reports Menu

The ASSETS REPORTS MENU (Figure 41) contains ready to use reports showing the current status of assets and all recorded changes to assets' location or status (Asset History reports).



A screenshot of the 'Assets Reports Menu' window. It has a blue header bar with 'My Company Name Here' and 'Track'Em™ - Version 3.13 - Copyright by RVB Systems Group - All Rights Reserved'. The menu contains two columns of buttons: 'All Assets - Sorted by Description', 'All Assets - Sorted by Barcode Number', 'Assets by Selection Reports', 'Assets by Date Acquired', 'Assets by Next Scheduled Maintenance', 'Assets Scanned / Updated Reports', 'Reset Asset Scanned / Updated Flag to False', 'Add / Edit Asset History - Datasheet', 'Asset History by Location Reports', 'Asset History by Status Reports', 'Asset History by Category Reports', 'Asset History by Department Reports', 'Asset History by Model Reports', 'Assets Scrapped Report', and 'Main Menu'.

Figure 41

All Assets Reports

The first 2 asset reports show all assets along with their associated location and status.

<i>Track'Em - Assets Sorted by Description Report</i>			
<i>Set this line from Advanced System Admin Menu</i>			
<i>Asset Description</i>	<i>Barcode</i>	<i>Location</i>	
16" SONY MONITOR	100002	CR	COMPUTER ROOM
		Status	PROJECT ABC
17" LCD MONITOR	100001	CR	COMPUTER ROOM
		Status	PROJECT ABC
HAMMER DRILL	1201	TR1	TOOLROOM 1ST FLR
		Status	NEEDS REPAIR
TEST RECORD	1	301	TRUCK 301
		Status	
Total Assets			4

Figure 42a

<i>Track'Em - Assets Sorted by Barcode Number Report</i>			
<i>Set this line from Advanced System Admin Menu</i>			
<i>Barcode</i>	<i>Asset Description</i>	<i>Location</i>	
1	TEST RECORD	301	TRUCK 301
		Status	
100001	17" LCD MONITOR	CR	COMPUTER ROOM
		Status	PROJECT ABC
100002	16" SONY MONITOR	CR	COMPUTER ROOM
		Status	PROJECT ABC
1201	HAMMER DRILL	TR1	TOOLROOM 1ST FLR
		Status	NEEDS REPAIR
Total Assets			4

Figure 42b

Assets by Selection Reports

You can run filtered reports on the asset records by Category, Department, Location, Status or Model Number. In addition, each one of these options gives you the opportunity to view all assets as well as include the current value for each asset record. You are also able to view assets that are now in a different current location than they were originally (Figure 43e).

Note: The MODEL NUMBER field in the Asset table and the PRODUCT NUMBER field in the Product table must match in order to run the Assets by Model Number report.

Track'Em - Assets by Selection

Select Grouping Method

☒ By Category

☐ By Department

☐ By Location

☐ By Status

☐ By Model (Part) Number

Checked = SORT LIST BY CODE
Unchecked = SORT LIST BY DESCRIPTION

Reset PREVIOUS LOCATION CODE to the CURRENT LOCATION CODE for selected locations.

☐ Reset for ALL LOCATIONS

Select Category

1	COMPUTER EQUIP
2	A TOOLS
3	OFFICE SUPPLIES
4	FICTION BOOKS
5	NON-FICTION BOOKS

☒ Include Asset Value in Report

Asset Report for Selected Categories Assets in New Location Report for Selected Categories Asset Report for All Categories

Figure 43a

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<i>Track'Em - Assets by Location Selected Report</i>				
<i>Location Number</i>		<i>Barcode</i>		
1003		CONFERENCE ROOM		
17" LCD Monitor		100001	Status	200 Out of Service
		<i>Assets in this Location</i>		1
		<i>Total Assets</i>		1

Figure 43b

<i>Track'Em - Assets by Status Report</i>				
<i>Set this line from Advanced System Admin Menu</i>				
<i>Barcode</i>		<i>Location</i>		<i>Current Value</i>
<i>Status</i> 100	<i>NEEDS REPAIR</i>			
1201	HAMMER DRILL	TR1	TOOLROOM 1ST FLR	\$90.00
		<i>Total Assets in this Status =</i>	1	<i>Total Value of Assets in this Category</i> \$90.00
<i>Status</i> 300	<i>PROJECT ABC</i>			
100002	16" SONY MONITOR	CR	COMPUTER ROOM	\$350.00
100001	17" LCD MONITOR	CR	COMPUTER ROOM	\$295.00
		<i>Total Assets in this Status =</i>	2	<i>Total Value of Assets in this Category</i> \$645.00
		<i>Total Number of Assets =</i>	2	<i>Total Value of Assets</i> \$735.00

Figure 43c

<i>Track'Em - Assets by Location Report</i>				
<i>Set this line from Advanced System Admin Menu</i>				
<i>Barcode</i>				
<i>Location</i> CR	<i>COMPUTER ROOM</i>			
16" SONY MONITOR	100002	Status	300	PROJECT ABC
				<i>Current Value</i> \$350.00
17" LCD MONITOR	100001	Status	300	PROJECT ABC
				<i>Current Value</i> \$295.00
<i>Assets in this Location</i>		2	<i>Total Value of Assets in this Location</i>	
			\$645.00	
<i>Total Assets</i>		2	<i>Total Value of Assets</i>	
			\$645.00	

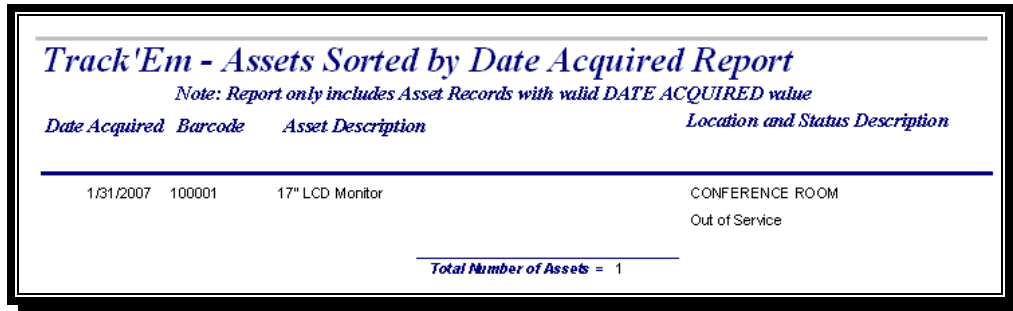
Figure 43d

<i>Track'Em - Assets in New Location by Category Report</i>				
<i>Set this line from Advanced System Admin Menu</i>				
<hr/>				
<i>Category</i>	<i>2</i>	<i>A TOOLS</i>		
1201	HAMMER DRILL	<i>Current Location</i>	TR1	TOOLROOM 1ST FLR
		<i>Previous Location</i>	44	FRONT STOCK ROOM
		<i>Status</i>	100	NEEDS REPAIR
<hr/>				
<i>Number of Assets in This Category = 1</i>				
<hr/>				
<i>Category</i>	<i>1</i>	<i>COMPUTER EQUIP</i>		
100001	17" LCD MONITOR	<i>Current Location</i>	CR	COMPUTER ROOM
		<i>Previous Location</i>	2	BACK LOT
		<i>Status</i>	300	PROJECT ABC
<hr/>				
<i>Number of Assets in This Category = 1</i>				
<hr/>				
<i>Total Number of Assets = 2</i>				

Figure 43e

Assets by Date Reports

Track'em is provided with 2 asset reports that are associated with dates: Date Acquired and Next Scheduled Maintenance Date. Only asset records that contain dates in either of these fields are included in the reports.

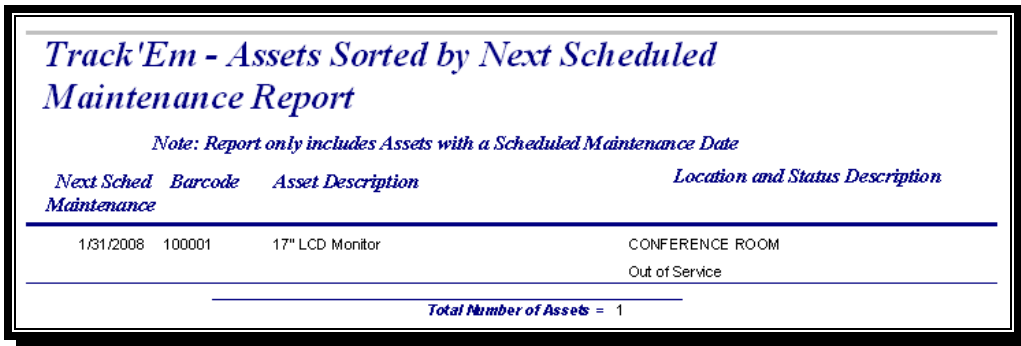


Track'Em - Assets Sorted by Date Acquired Report
Note: Report only includes Asset Records with valid DATE ACQUIRED value

Date Acquired	Barcode	Asset Description	Location and Status Description
1/31/2007	100001	17" LCD Monitor	CONFERENCE ROOM Out of Service

Total Number of Assets = 1

Figure 44a



Track'Em - Assets Sorted by Next Scheduled Maintenance Report
Note: Report only includes Assets with a Scheduled Maintenance Date

Next Sched Maintenance	Barcode	Asset Description	Location and Status Description
1/31/2008	100001	17" LCD Monitor	CONFERENCE ROOM Out of Service

Total Number of Assets = 1

Figure 44b

Assets Scanned / Updated Since Last Reset

These reports allow you to see a list of assets that have either been scanned or not been scanned since the last time the SCANNED / UPDATED field was reset. This field can be reset from the ASSETS REPORTS MENU.



Figure 45c

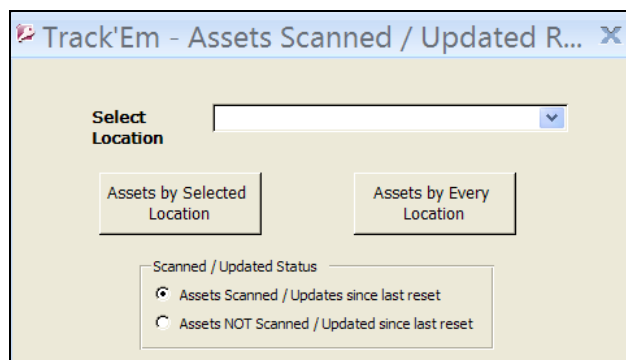


Figure 45d

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Track'Em - Assets by All Locations Report
Set this line from Advanced System Admin Menu

Location	Barcode	Updated / Scanned since last reset?
CR	COMPUTER ROOM	
100002	16" SONY MONITOR	<input checked="" type="checkbox"/> Status 300 PROJECT ABC
100001	17" LCD MONITOR	<input checked="" type="checkbox"/> Status 300 PROJECT ABC
Number of Assets in this Location = 2		
TR1	TOOLROOM 1ST FLR	
1201	HAMMER DRILL	<input checked="" type="checkbox"/> Status 100 NEEDS REPAIR
Number of Assets in this Location = 1		
Total Number of Assets = 3		

Figure 45e

Asset History Datasheet

A record is added to the Asset History table whenever an Asset is moved to a new location or given a new status from one of the Add / Edit Asset screens or one of the Move Assets screens. A record is also added to the Asset History table whenever an asset is assigned a new location and/or status on the portable scanner. Lastly, a record is added to the Asset History table whenever using an asset is scrapped using any of the SCRAP ASSET buttons on Figures 36b, 37 or 38.

	Barcode	Location Code	Status Code	When Entered	User	From Scanner?	Date Started	From Location
▶	1	123		6/10/2008 1:18:47 PM	NOT USED	<input type="checkbox"/>	6/5/2008	201
	100001	1003	100	6/10/2008 1:19:03 PM	NOT USED	<input type="checkbox"/>	6/6/2008	123
	1	201		7/5/2008 4:37:13 PM	NOT USED	<input type="checkbox"/>	7/5/2008	123
	999	SCRAP	SCRAP	7/5/2008 4:37:13 PM	NOT USED	<input type="checkbox"/>	7/5/2008	SCRAP
	999	123		4/2/2008 1:24:01 PM	1	<input type="checkbox"/>	3/21/2008	123
	1	123		7/7/2008 1:23:55 PM	1	<input checked="" type="checkbox"/>	7/1/2008	123
	1	201		7/5/2008 2:49:12 PM	NOT USED	<input type="checkbox"/>	7/5/2008	123
	1	SCRAP	SCRAP	7/5/2008 4:32:15 PM	NOT USED	<input type="checkbox"/>	7/5/2008	201
	999	SCRAP	SCRAP	7/5/2008 4:32:15 PM	NOT USED	<input type="checkbox"/>	7/5/2008	201

Figure 46

Access 2007 and higher will automatically display a calendar for date fields when using Datasheet mode.

Barcode	Location	Qty	Date Last Updated
1	456	99	4/17/2007
1	1	96	4/17/2007
1	998	5	
1	999	1	
1	123	10	
123	1	70	
123	998	25	
		0	

Figure 46a

You can add, edit or delete records using the datasheet form (Figure 46). To add a record, merely start typing on the new line (indicated by an ASTERICK at the start of the line). After entering data for each field, pressing the ENTER key will add a new record.

To delete a record, select that record and press your DELETE key or click the DELETE menu bar button. Keep in mind that you can select which columns to display using the HIDE THIS FIELD ON DATASHEETS AND FORMS option found on the CUSTOMIZE FIELD CAPTIONS option in the Advanced System Admin Menu. This feature is discussed in the System Admin section of this manual.

These records stay in the database until they are deleted manually or deleted by the DELETE ASSET HISTORY option from the SYSTEM ADMIN MENU.

Asset History Reports

Figure 47a shows 1 of the 3 different methods of reporting Asset History records. You can specify a specific LOCATION, STATUS, DEPARTMENT MODEL NUMBER or CATEGORY. You can also select a date range as shown in Figure 47b. Note: You have the option to display both the DATE and TIME a history record was created or just the DATE. Consult the System Setup section of this manual.

Track'Em - Asset History by Location

Select Asset
☒ Checked = SORT BY BARCODE

1	16" SONY MONITOR
100001	17" LCD MONITOR

Select Location
☒ Checked = SORT BY CODE

CR	COMPUTER ROOM
1	TEST LOCATION

Selected Assets by Selected Location
 Selected Assets by Every Location
 All Assets by Selected Location
 All Assets by Every Location

Note: Click SELECT DATE buttons to display or hide calendar. Double click desired date on calendar to select date and hide calendar.

☒ **Select Date Range for Report (Date record created)**

Select Start Date Select End Date

Figure 47a

The USER field in Figure 48a will only contain data if the REQUIRE PASSWORD ENTRY AT STARTUP ON PC and / or REQUIRE USER ID ON PORTABLE SCANNER checkboxes are selected. See the SYSTEM ADMIN MENU section for more information

<i>Track'Em - Asset History by Location Report</i>						
Asset	Status Code		Date	From Scanner	User	
1001 OFFICE 1001						
100002 16" Monitor - Sony	100	In Service	30-Mar-07	<input type="checkbox"/>		
Count per Location	1					
1002 OFFICE 1002						
100003 16" Monitor - Sony	100	In Service	30-Mar-07	<input type="checkbox"/>		
Count per Location	1					
1003 CONFERENCE ROOM						
100001 17" LCD Monitor			29-Mar-07	<input type="checkbox"/>		
100001 17" LCD Monitor			29-Mar-07	<input type="checkbox"/>		
100001 17" LCD Monitor	200	Out of Service	30-Mar-07	<input type="checkbox"/>		
Count per Location	3					
SCRAP						
100001 17" LCD Monitor	SCRAP		29-Mar-07	<input type="checkbox"/>		
100001 17" LCD Monitor	SCRAP		29-Mar-07	<input type="checkbox"/>		
100001 17" LCD Monitor	SCRAP		29-Mar-07	<input type="checkbox"/>		
Count per Location	3					
Total Count	8					

Figure 48a

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Track'Em - Asset History by Status Report					
Status	Asset	Location		Date	From Scanner User
100001	17" LCD Monitor	1003	CONFERENCE ROOM	29-Mar-07	<input type="checkbox"/>
100001	17" LCD Monitor	1003	CONFERENCE ROOM	29-Mar-07	<input type="checkbox"/>
Count per Status		2			
100	In Service				
100002	16" Monitor - Sony	1001	OFFICE 1001	30-Mar-07	<input type="checkbox"/>
100003	16" Monitor - Sony	1002	OFFICE 1002	30-Mar-07	<input type="checkbox"/>
Count per Status		2			
200	Out of Service				
100001	17" LCD Monitor	1003	CONFERENCE ROOM	30-Mar-07	<input type="checkbox"/>
Count per Status		1			
SCRAP					
100001	17" LCD Monitor	SCRAP		29-Mar-07	<input type="checkbox"/>
100001	17" LCD Monitor	SCRAP		29-Mar-07	<input type="checkbox"/>
100001	17" LCD Monitor	SCRAP		29-Mar-07	<input type="checkbox"/>
Count per Status		3			
Total Count		8			

Figure 48b

<i>Track'Em - Asset History by Category</i>					
	Asset	Location		Date	From Scanner User
Category	PC MONITOR				
100001	17" LCD Monitor	1003	CONFERENCE ROOM	30-Mar-07	<input type="checkbox"/>
Count per Category		1			
Total Count		1			

Figure 48c

Note: The MODEL NUMBER field in the Asset table and the PRODUCT NUMBER field in the Product table must match in order to run the Asset History by Model Number report.

Kit / Assembly Menu

Track'Em allows you to track the movement of kits (assemblies) and their associated components. The kit must first be assigned a parent number. This parent number can be either an asset or inventory. Kits are considered an ASSET if they have unique numbers, such as serial numbered office equipment, tools, or legal documents. Kits are considered INVENTORY if 2 kits have the same number, such as two boxes of copier paper.

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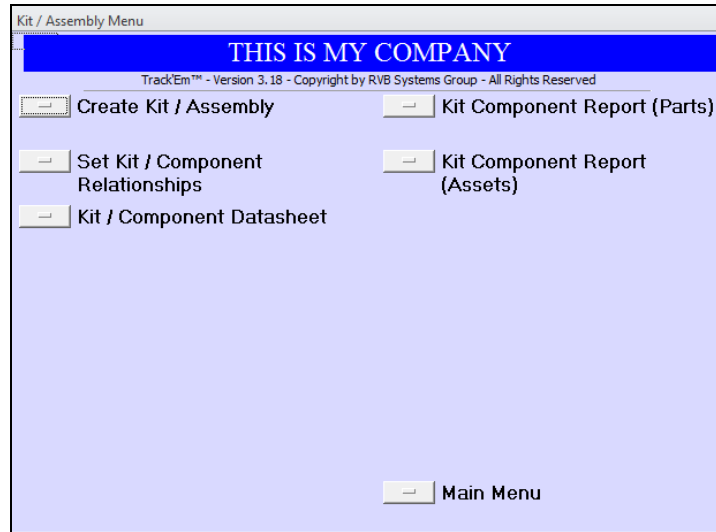


Figure 49a

The components of a kit must also be assigned part numbers according to the following rules:

Kit's parent number = ASSET Component can be ASSET or INVENTORY.	Kit's parent number = INVENTORY Component must be INVENTORY.
---	---

To create a kit in Track'Em, you need to first enter the parent information using the INVENTORY DATA ENTRY or ASSET DATA ENTRY menus. You also need to enter component information using the same menus. After this information has been added, you should use the KIT / COMPONENT RELATIONSHIP screen to assign components and associated quantities to parent kit records.

Figure 49b

Once relationships are established, components will be moved or deleted along with the master kit / assembly part number as described in the table below.

The following table shows how kits and their components are affected when a kit is created or moved. NOTE: if a kit is classified as an Asset, then its parent record must be created the same as any other asset. Moving or scrapping an Asset Kit is the only method of automatically modifying its associated component records.

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Action	Kit parent record is ASSET	Component record (Asset)	Component record (Inventory)
Move Asset Kit	<ul style="list-style-type: none"> Assigns new location to the kit master record. Write history record for kit master record 	<ul style="list-style-type: none"> Assigns new location to asset component records. Write history records for asset components 	Do the following IF new location's value for "Delete Components from inventory when Asset type Kit or Assembly moved to this location?" is TRUE. <ul style="list-style-type: none"> Consume (delete) kit inventory components. Write history records for inventory components.

Action	Kit parent record is INVENTORY	Component record (Asset)	Component record (Inventory)
Create Inventory Kit	<ul style="list-style-type: none"> Add / update kit master inventory record. Write history records for kit master record 	N/A	<ul style="list-style-type: none"> Consume (delete) kit inventory components. Write history records for inventory components.
Move Inventory Kit	<ul style="list-style-type: none"> Move kit master record just like any other inventory movement. Write history record for kit master record 	N/A	Kit component records are NOT moved when kit master record is moved.

Table 2

Figure 49c

Reports are available that show existing kit / component relationships.

Track'Em - Kit / Component Report			
Kit = Part			
<i>Kit Barcode Number</i>	<i>Kit Description</i>	<i>Component Barcode Number</i>	<i>Component Qty</i>
1	SPROCKET	100002	1
240	KIT TEST	240A	1
		240B	3

Figure 49d

You can add, edit or delete records using the datasheet form (Figure 49e). To add a record, merely start typing on the new line (indicated by an ASTERICK at the start of the line). After entering data for each field, pressing the ENTER key will add a new record.

To delete a record, select that record and press your DELETE key or click the DELETE menu bar button. Keep in mind that you can select which columns to display using the HIDE THIS FIELD ON DATASHEETS AND FORMS option found on the CUSTOMIZE FIELD CAPTIONS option in the Advanced System Admin Menu. This feature is discussed in the System Admin section of this manual.

	Parent	Child	QtyChildPerParent	ParentAsset	ChildAsset
▶ 1		123	10	<input type="checkbox"/>	<input type="checkbox"/>
	100001	100002	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*			1	<input type="checkbox"/>	<input type="checkbox"/>

Figure 49e

Check In / Check Out Menu

The Track'Em Check In / Check Out module (Figure 50a) allows you to check out assets (such as books, documents, tools, tapes, etc) to physical location or a virtual location (such as an individual or project). Check out periods can be assigned to individual assets (such as a specific book), to an entire category of assets (such as non-fiction books) or system wide (all books).

When an asset is moved to a location that has a "Location considered "Checked Out?" value of TRUE, a due date is assigned to that asset based upon the check out date, the check out period, the Holiday table values, the weekend setting and the grace day setting. The weekend setting and grace day setting are specified on the DUE DATE CALCULATION SETUP form.

Track'Em will look for a CHECK OUT PERIOD value in the following order: ASSET RECORD, CATEGORY RECORD, SETUP TABLE (system default check out period value) and use the 1st value found.

Figure 50a

A specific form (Figure 50b) is provided for Check In / Check Out functions, but any of the Asset movements forms may be used to check in / out assets.

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Figure 50b

Figure 50c

<i>Track'Em - Over Due by Location Report</i>				
<i>Barcode</i>	<i>Description</i>	<i>Category</i>	<i>Date Last Checked Out</i>	<i>Due Date</i>
<i>Status Code and Description</i>				
<i>Location</i>	<i>301</i>	MS JONES 1ST GRADE CLASSROOM		
20003	WRITING FOR BEGINNER	FICTION BOOKS	7/14/2007	8/1/2007
20004	LASSIE COME HOME	FICTION BOOKS	7/14/2007	8/1/2007
20005	MY FRIEND'S HOUSE P A	FICTION BOOKS	7/14/2007	8/1/2007
20007	INDIAN SUMMER	FICTION BOOKS	7/14/2007	8/6/2007
20008	RED PONY	FICTION BOOKS	7/14/2007	8/6/2007
<i>Total Over Due by Location</i>				5
<i>Total Over Due</i>				5

Figure 50d

Locations can be a physical location (MS JONES 1ST GRADE CLASSROOM), a virtual location such as a project or they can be a person (JOHNNY JONES – 2ND GRADE).

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Track'Em - Checked Out by Category, Location

Select Category
☒ Checked = SORT BY CODE

1	COMPUTER EQUIP
2	A TOOLS
3	OFFICE SUPPLIES
4	FICTION BOOKS
5	NON-FICTION BOOKS

Select Location
☒ Checked = SORT BY CODE

301	TRUCK 301
-----	-----------

Figure 50e

<i>Track'Em - Checked Out by Category Report</i>					
<i>Barcode</i>	<i>Description</i>	<i>Location Code and Description</i>		<i>Date Last Checked Out</i>	<i>Due Date</i>
<i>Category FICTION BOOKS</i>					
20009	MY FUN DAY	301	MS JONES 1ST GRADE CLASSROO	8/30/2007	9/13/2007
<i>Total checked out by category</i>					1
<i>Total checked out</i>					1

Figure 50f

<i>Track'Em - Checked Out by Location Report</i>				
<i>Barcode</i>	<i>Description</i>	<i>Category</i>	<i>Date Last Checked Out</i>	<i>Due Date</i>
<i>Status Code and Description</i>				
<i>Location</i>	<i>301</i>	<i>MS JONES 1ST GRADE CLASSROO</i>		
20002	READING IS FUN		8/30/2007	9/13/2007
20009	MY FUN DAY	FICTION BOOKS	8/30/2007	9/13/2007
<i>Total Checked Out by Location</i>				2
<i>Total Checked Out</i>				2

Figure 50g

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Track'Em - Times Checked Out by Category, Loca...

Select Category(s)

☒ Checked = SORT
CATEGORY BY CODE

1	COMPUTER EQUIP
2	A TOOLS
3	OFFICE SUPPLIES
4	FICTION BOOKS
5	NON-FICTION BOOKS

Select Location(s)

☒ Checked = SORT
LOCATION BY CODE

301	TRUCK 301
-----	-----------

Note: only locations with CHECKED OUT = TRUE are available

By Selected Category(s) **By Every Category**

By Selected Location(s) **By Every Location**

Figure 50h

<i>Track'Em - Times Checked Out by Category Report</i>					
<i>Barcode</i>	<i>Description</i>	<i>Location Code and Description</i>		<i>Date Last</i>	<i>Times</i>
		<i>Status Code and Description</i>		<i>Checked Out</i>	<i>Checked Out</i>
<i>Category FICTION BOOKS</i>					
20003	WRITING FOR BEGINNER	301	MS JONES 1ST GRADE CLASSROO	7/14/2007	1
20004	LASSIE COME HOME	301	MS JONES 1ST GRADE CLASSROO	7/14/2007	1
20005	MY FRIEND'S HOUSE P A	301	MS JONES 1ST GRADE CLASSROO	7/14/2007	1
20007	INDIAN SUMMER	301	MS JONES 1ST GRADE CLASSROO	7/14/2007	1
20008	RED PONY	301	MS JONES 1ST GRADE CLASSROO	7/14/2007	1
20009	MY FUN DAY	301	MS JONES 1ST GRADE CLASSROO	8/30/2007	1
<i>Category NON-FICTION BOOKS</i>					
20001	LEARNING YOUR ABC'S	302	JOHNNY JONES - 2ND GRADE	8/30/2007	1
20002	READING IS FUN	301	MS JONES 1ST GRADE CLASSROO	8/30/2007	2

Figure 50i

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Track'Em - Assets Checked In Past Due Date

Select Asset

☒ Checked = SORT BY BARCODE

1	16" SONY MONITOR
1000	TEST ASSET - NO CAT
100002	16" SONY MONITOR
1001	TEST - NO CAT/DEPT

Select FROM Location

☒ Checked = SORT BY CODE

CR	COMPUTER ROOM
----	---------------

Selected Assets by Selected Location

Selected Assets by Every Location

All Assets by Selected Location

All Assets by Every Location

☒ Select Date Range for Report (Date record created)

START DATE END DATE

Figure 50j

Track'Em - Assets Checked In Overdue by Location Report

Set this line from Advanced System Admin Menu

Barcode	Description	Category	Date Last	Due Date	Date
		Status Code and Description	Checked Out		Checked In
Location	CR	COMPUTER ROOM			
1	16" SONY MONITOR	A TOOLS	2/15/2013 10:44:31 AM	2/7/2013 10:57:30 AM	2/18/2013 10:57:30 AM
		1029			
1000	TEST ASSET - NO CAT		2/20/2013 6:06:11 PM	2/27/2013 12:47:30 AM	2/26/2013 3:11:43 PM
1001	TEST - NO CAT/DEPT		2/18/2013 10:57:30 AM	2/22/2013 2:00:30 AM	2/20/2013 6:01:11 PM
Total Checked In Overdue by Location					3
Total Checked Out					3

Figure 50k

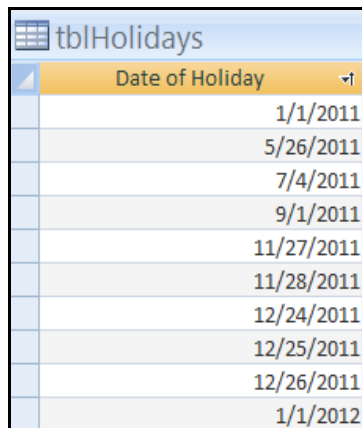
Due Date / Days Out Setup and Holiday Table

You have the option of excluding weekend days and holidays when calculating the DUE DATE and the DAYS OUT values. You can also set Track'Em to not started calculating the due date until the first day after an asset is checked out.

The HOLIDAYS table contains a list of dates that should be excluded when calculating DAYS OUT. If you do not want to exclude a specific holiday, merely delete it from the table. You can add holidays as required.

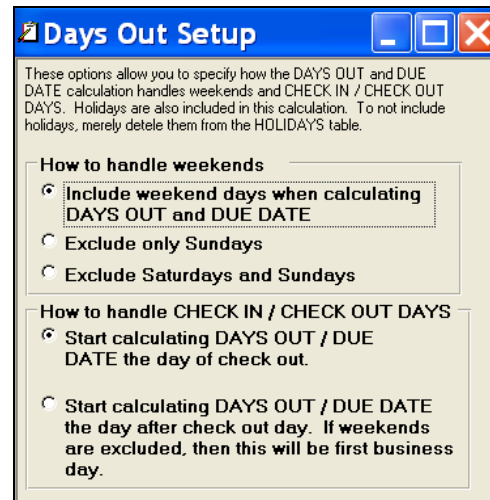
The DAYS OUT value is calculated on several reports which use either the current Asset table or the Asset history table. This value is the number of days between a start date and an end date, optionally excluding holidays, weekends, and a grace day.

Track'Em uses both data and time to determine when an asset is due back. A book with a 1 day check out period checked out on Monday at 3 PM is due back on Tuesday at 3 PM. The MINUTES GRACE value (entered in SETUP FORM – Fig 59) of 30 minutes would allow the same book to be checked in on Tuesday 3:30 PM without being overdue.



Date of Holiday
1/1/2011
5/26/2011
7/4/2011
9/1/2011
11/27/2011
11/28/2011
12/24/2011
12/25/2011
12/26/2011
1/1/2012

Figure 50l



Days Out Setup

These options allow you to specify how the DAYS OUT and DUE DATE calculation handles weekends and CHECK IN / CHECK OUT DAYS. Holidays are also included in this calculation. To not include holidays, merely delete them from the HOLIDAYS table.

How to handle weekends

- ☒ Include weekend days when calculating DAYS OUT and DUE DATE
- ☐ Exclude only Sundays
- ☐ Exclude Saturdays and Sundays

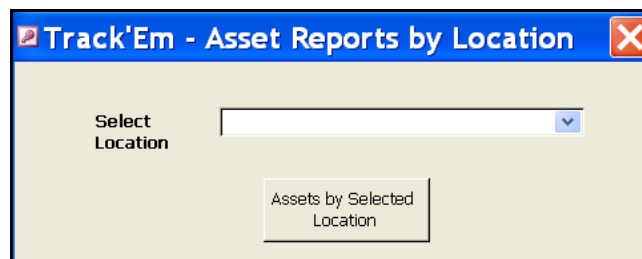
How to handle CHECK IN / CHECK OUT DAYS

- ☒ Start calculating DAYS OUT / DUE DATE the day of check out.
- ☐ Start calculating DAYS OUT / DUE DATE the day after check out day. If weekends are excluded, then this will be first business day.

Figure 50m

Days Out / Cost Current Status Reports

The Days Out / Cost current status report allows you to see how many days an asset or a group of assets have been assigned to a specific location. The location selected may have either a checked in or checked out status. Only locations currently assigned to existing assets are available.



Track'Em - Asset Reports by Location

Select Location:

Assets by Selected Location:

Figure 50l

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<i>Track'Em - Assets by Location Selected Report - Days Out</i>						
<i>Barcode</i>			<i>Date Last Updated</i>	<i>Days Out</i>	<i>Daily Rate</i>	<i>Cost</i>
Location 1003	CONFERENCE ROOM					
100001	17 LCD Monitor		05-Feb-08	154	\$1.00	\$154.00
Total Assets			1	Total Costs		\$154.00

Figure 50m

Days Out / Cost History Reports

The Days Out / Cost history report allows you to see how many days an asset or a group of assets were assigned to a specific location. The location selected may have either a checked in or checked out status. Only records with the selected FROM LOCATIONS in the Asset History table are available.

Track'Em - Asset History Cost Reports by Location

These reports show total days and associated costs that an asset(s) was assigned to a specific location for a specified date range. Assets that are still assigned to that location WILL NOT be included in this report. Run the ASSET DAYS OUT CURRENT STATUS REPORT to see assets currently assigned to a specific location.

Select Asset

☒ Checked = SORT BY CODE

1	16" SONY MONITOR
100001	17" LCD MONITOR

Select FROM Location

☒ Checked = SORT BY CODE

1	TEST LOCATION
CR	COMPUTER ROOM

Selected Asset by Selected Location All Assets by Selected Location

Select Date Range for Report

Select Start Date: Select End Date:

The START DATE in this report represents the date an asset was moved into the FROM LOCATION

The END DATE in this report represents the date an asset was moved out of the FROM LOCATION

Note: Click SELECT DATE buttons to display or hide calendar. Double click desired date on calendar to select date and hide calendar.

Figure 50n

Track'Em - Asset History by Location Report - Days Out									
Asset		Start / End Date		Days Out	Daily Rate	Cost	From Scanner	User	
Location	201	LIBRARY							
1	LASER PRINTER	05-Jun-08	10-Jun-08	5	\$25.50	\$127.50	<input type="checkbox"/>	NOT USED	
Total Count		1		Total Cost		\$127.50			

Figure 50o

Send Portable Barcode Scanner Data to PC

This is the screen that is used to send data from the portable barcode scanner to the database. Additional details regarding this option are located in the section of the manual titled TRACK'EM PORTABLE SCANNER.

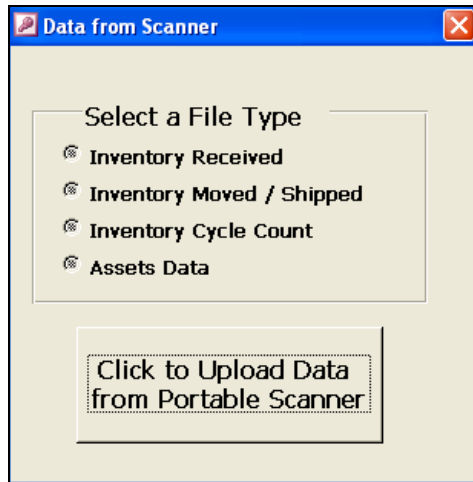


Figure 51a

Import / Export Selected Data

You can import and export selected data using the Import / Export Selected Data option. You can import or export whatever fields you require for any of the tables shown in the TABLES list box. Note: You can export data from any table or report using the EXPORT option on the menu bar as described in the section titled Track'Em PC System.

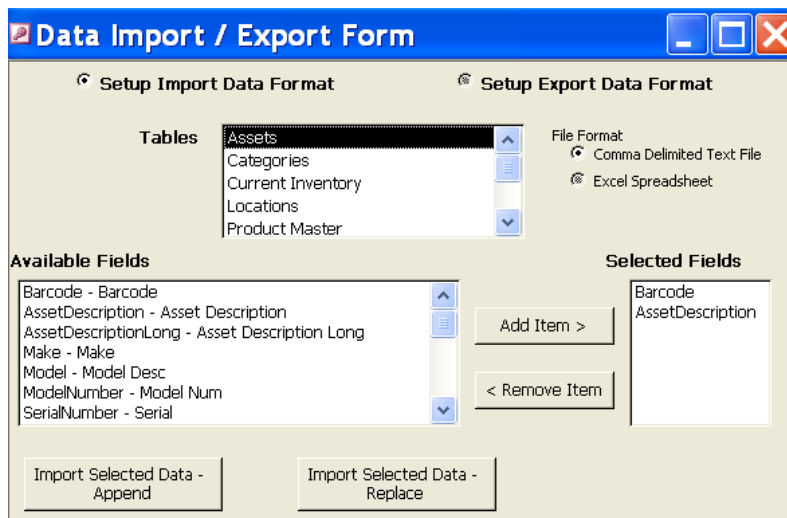


Figure 51b

To import or export data, first select the desired table name (see Table 3a). Next, move fields from the AVAILABLE FIELDS box to the SELECTED FIELDS box. The fields selected will be imported or exported in the same order they are listed in the SELECTED FIELDS box.

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Table Description	Actual Table Name
Assets	tblAssets
Asset History	tblAssetHistory
Categories	tblCategory
Current Inventory	tblInventory
Cycle Count History	tblInventoryCycleHistory
Department	tblDept
Inventory History	tblInventoryHistory
Locations	tblLocations
Product Master	tblProducts
Status Codes	tblStatus
Asset History	tblAssetHistory
Vendors	tblVendors

Table 3a

In order to import data (Figure 51b), it must be stored as a comma-delimited text file (normally has a filename extension of .TXT or .CSV) OR an Excel spreadsheet. You will be prompted for the import or export file name. You can append new data to the existing data in a table, or you can replace the existing data with the imported data. If you select REPLACE, all existing data will first be erased before the new data is imported.

WARNING: You should make a backup of the Track'Em database (TrackEm3.mdb) prior to **IMPORTING DATA**

Note: Text fields cannot contain double quote marks (“”).

If you select Append, you will encounter an error message (Figure 51c) if Track'Em attempts to add duplicate data keys. The key fields are defined in Tables 3b – 10 below.

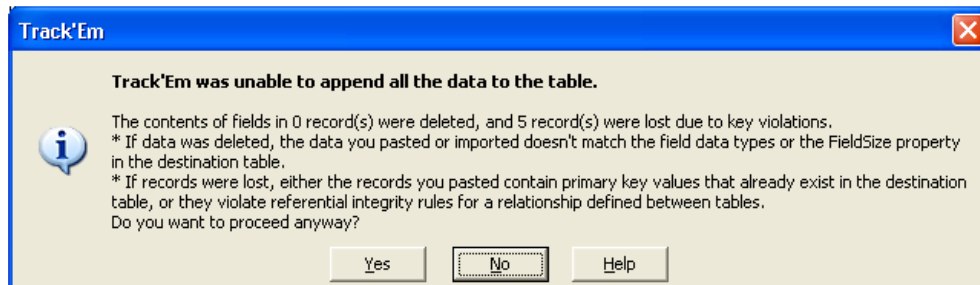


Figure 51c

IMPORTANT NOTE: DO NOT INCLUDE A HEADER LINE IN YOUR IMPORT DATA FILE.

Occasionally, errors occur when importing data to Track'Em. These errors will be written to a new table with the following format: “[import filename]_ImportErrors”. You should review any error file and take whatever steps necessary to correct the problem.

NOTE: When importing from Excel spreadsheets containing multiple SHEETS, only the first sheet is available to be imported using the tools provided with Track'Em . If you need to import data from the 2nd or subsequent sheets in a multi-sheet spreadsheet, these sheets must first be saved to a single sheet spreadsheet.

Data Table Definitions

Assets - BARCODE IS KEY FIELD (NO DUPLICATES), LOCATION REQUIRED

Field Number	Field Name	Required in Data File	Field Type & Size
1	Barcode (KEY)	YES	TEXT - 20
2	AssetDescription	NO	TEXT - 20
3	AssetDescriptionLong	NO	TEXT - 255
4	Location (Note: This is a code)	YES	TEXT - 20
5	Make	NO	TEXT - 50
6	Model	NO	TEXT - 50
7	ModelNumber (Note: Model number should be added to PRODUCTS table in order to run Assets by Model reports)	NO	TEXT - 50
8	SerialNumber	NO	TEXT - 50
9	DateAcquired	NO	DATE (MM/DD/YY)
10	PurchasePrice	NO	CURRENCY
11	DepreciationMethod	NO	TEXT - 50
12	DepreciableLife	NO	INTEGER
13	SalvageValue	NO	CURRENCY
14	CurrentValue	NO	CURRENCY
15	Comments	NO	MEMO
16	NextSchedMaint	NO	DATE (MM/DD/YY)
17	AdditionalInfo1	NO	TEXT - 255
18	AdditionalInfo2	NO	TEXT - 255
19	AdditionalInfo3	NO	TEXT - 255
20	AdditionalInfo4	NO	TEXT - 255
21	AdditionalInfo5	NO	TEXT - 255
22	LabelName	NO	TEXT - 255
23	StatusCode (Note: This is a code)	NO	TEXT - 20
24	DepartmentNumber (Note: This is a code)	NO	TEXT - 20
25	UserNumberField1	NO	INTEGER
27	UserNumberField2	NO	DOUBLE
28	UserNumberField3	NO	DOUBLE
29	UserDefinedDate	NO	DATE / TIME
30	UserDefinedCurrency Note: used for Daily Cost	NO	CURRENCY
31	UserDefinedBoolean	NO	BOOLEAN (True / False)
32	PictureFileName	NO	TEXT - 255
33	Scraped	NO	BOOLEAN (True / False)
34	Category (Note: This is a code)	NO	TEXT - 10
35	CheckOutPeriod	NO	INTEGER
36	CheckOutDate	NO	DATE (MM/DD/YY)
37	CheckOutStatus	NO	BOOLEAN (True / False)
38	DueDate	NO	DATE (MM/DD/YY)
39	TimesCheckedOut	NO	INTEGER
40	LastUpdated	NO	DATE / TIME
41	Scanned	NO	BOOLEAN (True / False)
42	VendorCode (Note: This is a code)	NO	TEXT - 10
43	PreviousLocation (Note: This is a code)	NO	TEXT - 20

Table 3b

Note: Boolean data is represented in a comma delimited text file by 1 or 0, where 0 is NOT CHECKED (FALSE)

Locations - 1ST FIELD IS KEY FIELD (NO DUPLICATES)

Field Number	Field Name	Required in Data File	Field Type & Size
1	LocationNumber (KEY)	YES	TEXT – 20
2	LocationDesc	NO	TEXT - 50
3	ConsumeLocation	NO	BOOLEAN (T / F)
4	InitialLocation	NO	BOOLEAN (T / F)
5	ConsumeComponent	NO	BOOLEAN (T / F)
6	IsOut	NO	BOOLEAN (T / F)

Table 4

Note: Boolean data is represented in a comma delimited text file by 1 or 0, where 0 is NOT CHECKED (FALSE)

Products – 1ST FIELD IS KEY FIELD (NO DUPLICATES) - 2ND FIELD IS REQUIRED

Field Number	Field Name	Required in Data File	Field Type & Size
1	Barcode (KEY)	YES	TEXT - 20
2	ProductNumber	YES	TEXT – 50 (Note – this field can be duplicated)
3	ProductDescShort	NO	TEXT – 20
4	ProductDescLong	NO	TEXT – 255
5	UOM	NO	TEXT - 20
6	Reorder	NO	INTEGER
7	LastOrdered	NO	DATE (MM/DD/YY)
8	LastPrice	NO	CURRENCY
9	AdditionalInfo1	NO	TEXT – 255
10	AdditionalInfo2	NO	TEXT – 255
11	AdditionalInfo3	NO	TEXT - 255
12	AdditionalInfo4	NO	TEXT - 255
13	AdditionalInfo5	NO	TEXT - 255
14	LabelName	NO	TEXT - 255
15	DepartmentNumber (Note: this is a Code)	NO	TEXT - 20
16	UserNumber1	NO	LONG INTEGER
17	UserNumber2	NO	DOUBLE
18	UserNumber3	NO	DOUBLE
19	UserCurrency1	NO	CURRENCY
20	UserCurrency2	NO	CURRENCY
21	UserDate1	NO	DATE / TIME
22	UserDate2	NO	DATE / TIME
23	UserBoolean1	NO	BOOLEAN
24	UserBoolean2	NO	BOOLEAN
25	PictureFileName	NO	TEXT – 255
26	Category (Note: this is a Code)	NO	TEXT - 10
27	Vendor1 (Note: this is a Code)	NO	TEXT - 10
28	Vendor2 (Note: this is a Code)	NO	TEXT - 10

Table 5

Note: Boolean data is represented in a comma delimited text file by 1 or 0, where 0 is NOT CHECKED (FALSE)

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Status Codes – 1ST FIELD IS KEY FIELD (NO DUPLICATES)

Field Number	Field Name	Required in Data File	Field Type & Size
1	StatusCode (KEY)	YES	TEXT – 16
2	StatusDesc	NO	TEXT - 200

Table 6

Category Codes – 1ST FIELD IS KEY FIELD (NO DUPLICATES)

Field Number	Field Name	Required in Data File	Field Type & Size
1	CategoryID (KEY)	YES	TEXT – 10
2	Category	No	TEXT – 40

Table 7

Current Inventory – 1st FIELD IS KEY FIELD (DUPLICATES OK) - 2ND FIELD IS REQUIRED

Field Number	Field Name	Required in Data File	Field Type & Size
1	Barcode (KEY)	YES	TEXT – 20 (Note – this field can be duplicated)
2	Location (Note: this is a code)	YES	TEXT – 20 (Note – this field can be duplicated)
3	Qty	NO (Default = 0)	LONG INTEGER
4	DateLastUpdated	NO	DATE

Table 8

Vendor Codes – 1ST FIELD IS KEY FIELD (NO DUPLICATES)

Field Number	Field Name	Required in Data File	Field Type & Size
1	VendorCode (KEY)	YES	TEXT – 10
2	VendorDesc	YES	TEXT – 100
3	VendorContact	NO	TEXT - 255
4	VendorPhone	NO	TEXT - 20
5	VendorAdd1	NO	TEXT – 255
6	VendorAdd2	NO	TEXT – 255
7	VendorAdd3	NO	TEXT – 255
8	VendorAdd4	NO	TEXT – 255
9	VendorAdd5	NO	TEXT – 255
10	VendorEmail	NO	TEXT – 255
11	VendorFax	NO	TEXT – 20
12	VendorCell	NO	TEXT - 20
13	VendorOther1	NO	TEXT – 255
14	VendorOther2	NO	TEXT – 255
15	VendorNotes	NO	TEXT – 255

Table 9

Department Codes – 1ST FIELD IS KEY FIELD (NO DUPLICATES)

Field Number	Field Name	Required in Data File	Field Type & Size
1	DeptID (KEY)	YES	TEXT – 20
2	DeptDesc	NO	TEXT – 255

Table 10

System Admin Menu

Access to the System Admin menu (Figure 52) is by default set to SYSTEM ADMIN security level. The passwords provided with Track'Em are as follows:

Security level	User name	Password	Scanner User ID
USER	USER	USER	1
ADMINISTRATOR	ADMIN	ADMIN	999

Table 11

Any user can view the System Admin menu if the REQUIRE PASSWORD ENTRY AT STARTUP (PC) is set to FALSE. This is the default setting. See the System Setup section of the Advanced System Admin Menu for additional information.

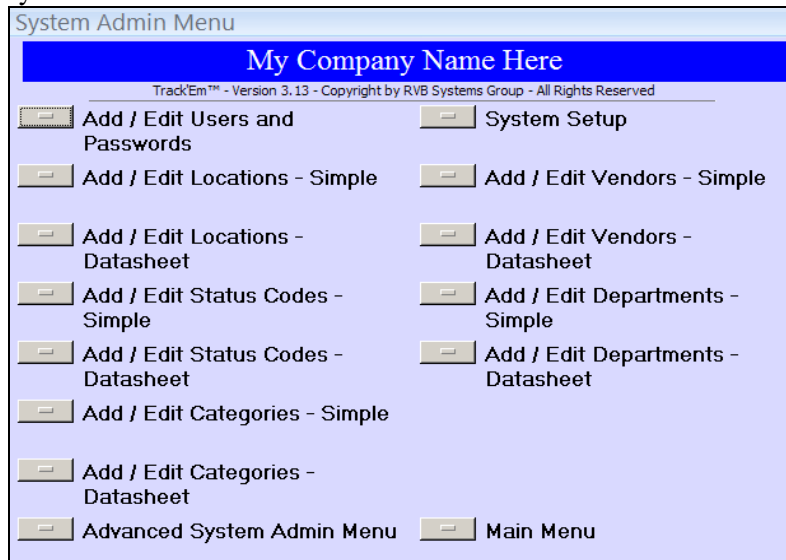


Figure 52

Add / Edit Users and Passwords

You can add or edit passwords using the ADD / EDIT USERS AND PASSWORDS option (Figure 54a and b). For new accounts, merely type a user name and password. Confirm the password and set the Admin Level. Checking the ADMIN LEVEL box allows the account to access secure menu options. Passwords are hidden from view. If a USER level account attempts to open an ADMIN level option, the following message will appear.



Figure 53

To edit an existing account, select it from the dropdown list and make changes. No changes will be saved until UPDATE CHANGES is clicked.

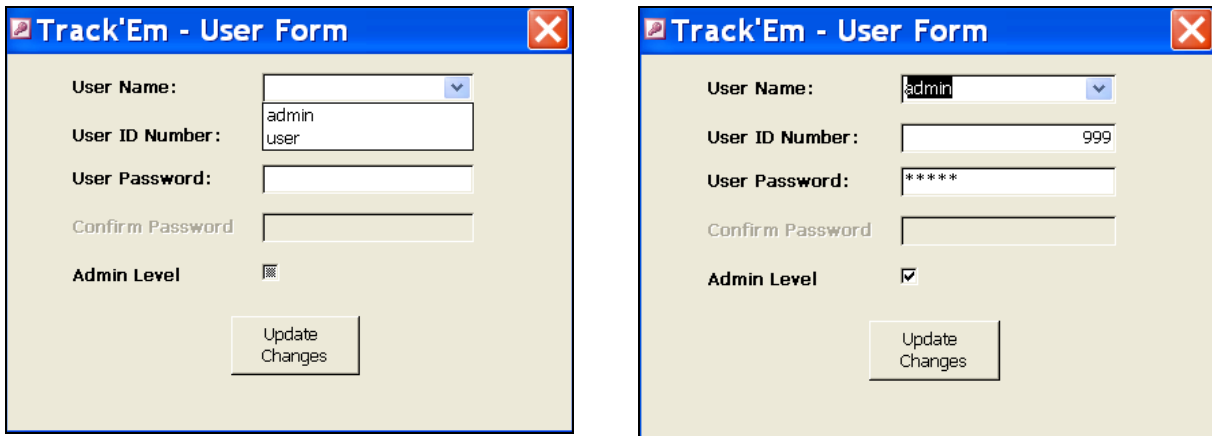


Figure 54a and b

The USER NAME and USER PASSWORD fields must be entered if REQUIRE PASSWORD ENTRY AT STARTUP (PC) is enabled (System Setup – Figure 58a).

The USER ID NUMBER must be entered on the portable scanner if REQUIRE USER ID ON PORTABLE SCANNER is enabled (System Setup – Figure 58a). The USER ID NUMBER for the 'user' account provided with Track'Em is 1.

Locations / Statuses / Categories / Vendors

Track'Em location data is entered from the System Admin menu. Products and Assets use the same location table. **Locations can be physical (warehouse rack number 10B13, office number 100, etc) or virtual (project number 3A, employee number 2002, customer number 1002, etc).**

When entering Product locations, you need to specify if a location consumes inventory. In other words, when a product is moved to this location, it is deleted from inventory (i.e. removed from existing inventory location and NOT added to another inventory location).

If you are using Bartender Automation Edition to label inventory upon receipt and you would like to automatically update the database with the number of labels printed, then one location's INITIAL LOCATION value should be set to YES (TRUE).

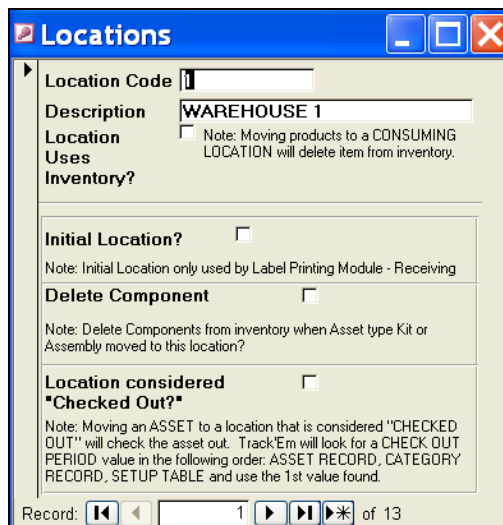


Figure 55a

If the Location is considered “Checked Out”, then the Checked Out box should be checked. Track'Em determines an asset's Check Out Period by looking in the ASSET table, then the CATEGORY table, then the SETUP table and using the first value found.

tblLocation : Table						
Location Code	Description	Location Uses Inventory?	Initial Location?	Delete Component	Location considered "Checked Out?"	
▶ 1000	OFFICE 1000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1001	OFFICE 1001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1002	OFFICE 1002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1003	CONFERENCE ROOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
123	TOP SHELF - WAREHOUSE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
201	LIBRARY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
301	MS JONES 1ST GRADE CLASS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
302	JOHNNY JONES - 2ND GRADE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
456	BOTTOM SHELF - WAREHOUSE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
789	COPY MACHINE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 55b

See the section on KIT / COMPONENT RELATIONSHIPS for more information on the DELETE COMPONENT field in the Location table.

Status data for Assets is entered from the System Admin menu. Keep in mind that status information is optional. If you do not want to record status information, leave it blank on the PC form or merely press the ENTER key on the portable scanner at the status prompt. Status data can be a code, a descriptive word, a person's name, or anything else.

Figure 56a

Status	Status Description
▶ 1	NEEDS REPAIR
100	IN SERVICE
200	OUT OF SERVICE
555	PROJECT ABC
998	QA HOLD
999	QA REJECTED
*	

Figure 56b

The Category table is used by both Assets and Inventory. It is an optional but recommended field in both tables. Examples of categories for a library might be FICTION BOOKS, NON-FICTION BOOKS, REFERENCE MATERIALS, etc. Examples of categories for computer equipment might be MONITORS, PRINTERS, etc.

Figure 57a

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	Category ID	Category Name	Check Out Period in Days
▶	1	OFFICE SUPPLIES	5
	2	PC CABLEs	
	3	MISC HARDWARE	
	4	PC MONITOR	
	5	PRINTER	
	6	NON-FICTION BOOKS	14
	7	FICTION BOOKS	14
	8	REFERENCE BOOKS	7

Figure 57b

The Vendor table is used by both Assets and Inventory. It is an optional field in both tables. The use of this field will allow you to run inventory re-order reports by specific vendors.

Figure 58a

The Department table is used by both Assets and Inventory. It is an optional field in both tables. The use of this field will allow you to run reports by specific departments.

Figure 58b

System Setup

The System Setup screen allows you to set system wide features such as password protection, how to handle barcodes entered on the portable scanner which are not already in the database, and date / time display on reports.

Any user can view any option (even options that have been set to PASSWORD SECURITY FOR THIS MENU OPTION – see Figure 65 in the Advanced System Admin Menu Section) if the REQUIRE PASSWORD ENTRY AT STARTUP (PC) is set to FALSE.

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You can add new asset, product, location, and status code records to the Track'Em database tables using the portable scanner if you check the appropriate checkbox(s). Otherwise, data that does not exist already in the database will be ignored when the portable scanner data is downloaded.

Track'Em - Admin System Setup

- ☐ Require PASSWORD entry at Startup (PC)
- ☐ Require USER ID on Portable Scanner
- ☒ Add new LOCATIONS when loading portable scanner data. If NOT checked, new LOCATIONS will NOT be added to database when entered on portable scanner.
- ☒ Add new PRODUCTS when loading portable scanner data. If NOT checked, new PRODUCTS will NOT be added to database when entered on portable scanner.
- ☒ Add new ASSETS when loading portable scanner data. If NOT checked, new ASSETS will not be added to database when entered on portable scanner.
- ☒ Add new STATUS CODES when loading portable scanner data. If NOT checked, new ASSET STATUS CODES will not be added to database when entered on portable scanner.
- ☐ Show DATE and TIME on History Reports. Un-checked shows only dates.
- ☐ Automatically include MENU NUMBER along with menu description.
- ☐ Keep INVENTORY records when they reach ZERO on-hand.
- ☐ Allow NEGATIVE INVENTORY. Set this to TRUE only if you have multiple scanners and you want to transfer inventory usage (ship / move) data before you transfer inventory receiving data.
- ☒ If an ASSET record has been updated on PC since it was changed on the scanner, check this setting to NOT change the asset record on the PC with the scanner data upon scanner upload. An ASSET HISTORY record will still be recorded.

Default CHECK OUT PERIOD in Days

Note: Moving an ASSET to a location that is considered "CHECKED OUT" will check the asset out. Track'Em will look for a CHECK OUT PERIOD value in the following order: ASSET RECORD, CATEGORY RECORD, SETUP TABLE and use the 1st value found.

☒ Display CUSTOM LOGO on Copyright screen

Logo Filename:



☒ Allow SHIFT KEY to bypass Track'Em Menu System at startup

Minutes grace period for late checkins

Figure 59

The option reading “KEEP INVENTORY RECORDS WHEN THEY REACH ZERO ON-HAND” allows you to select if the current inventory record for a specific part / location combination should be deleted or not whenever the on-hand quantity is equal to or less than zero. If this is not checked, then inventory records with quantities at or below zero due to material movements will be deleted.

The option reading “ALLOW NEGATIVE INVENTORY” should be checked if you are using multiple portable barcode scanners and you need to deplete inventory prior to downloading scanner data. (Example: Receiving uses scanner 1 to receive 5 widgets which are not in stock and moves them to the warehouse. Production staff uses scanner 2 to move 3 widgets into production and downloads the scanner data. The inventory table will show an on-hand inventory of -3 widgets prior to the receiving scanner’s data being sent to the PC if this option is checked. The on-hand quantity will show 2 after the receiving scanner’s data is transferred to the PC.

The MINUTES GRACE value is used by the CHECK IN / CHECK OUT module. Track'Em uses both data and time to determine when an asset is due back. A book with a 1 day check out period checked out on Monday at 3 PM is due back on Tuesday at 3 PM. The MINUTES GRACE value of 30 minutes would allow the same book to be checked in on Tuesday 3:30 PM without being overdue.

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The warning message in Figure 60 appears after closing the Admin system Setup screen.

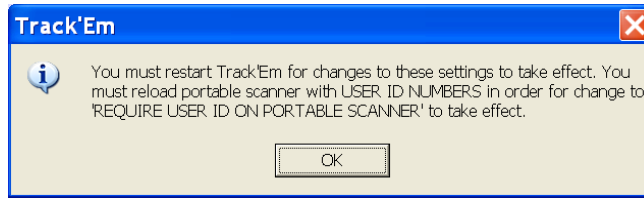


Figure 60

Advanced System Admin Menu

The Advanced System Admin Menu (Figure 61) allows you to customize the appearance and functionality of Track'Em. These options are described on the following pages.

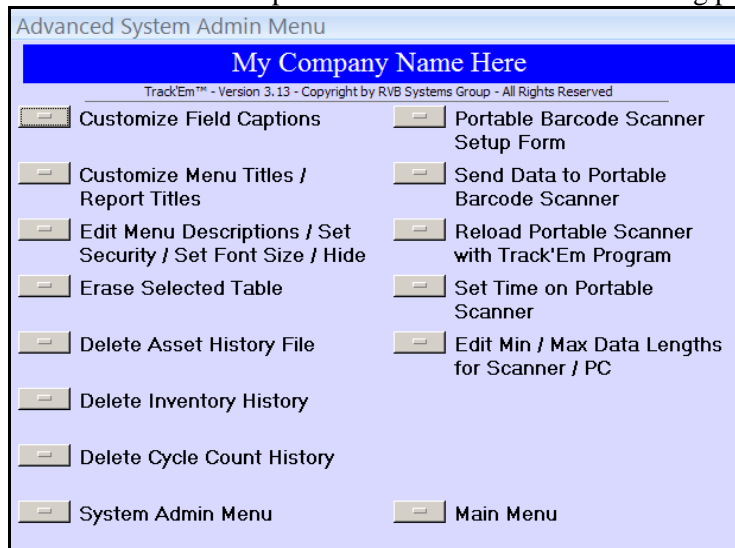


Figure 61

Customize Field Captions

The CUSTOMIZE FIELD CAPTIONS option (Figures 62 and 63) allows you to enter your own field descriptions (captions) for any of the fields in Track'Em. These custom captions will appear in the datasheet views, advanced data edit forms, and some of the hard-coded reports provided with Track'Em. The caption box on the advanced forms as well as some reports may need to be manually re-sized in order to accommodate extra long custom captions.

If you do not want a field to be displayed in the datasheet view or advanced form for a specific table, click the HIDE THIS FIELD checkbox. Figure 63b illustrates a field that has been hidden.

After making any changes (including changes to HIDE THIS FIELD), click the RESET CAPTION FOR SELECTED FIELD button.

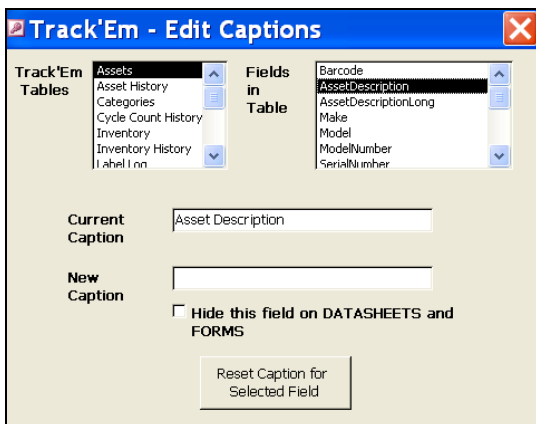


Figure 62

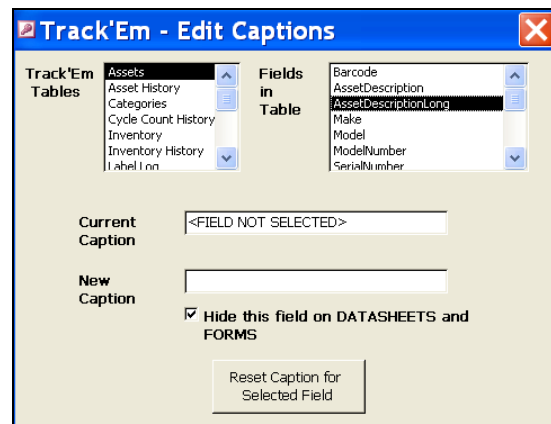


Figure 63

Customize Menu / Report Title and Menu Option Descriptions

The title bar that appears at the top of each Track'Em menu can be changed using the CUSTOMIZE MENU TITLE option shown in Figure 64a. Additionally, you can add a company specific line to each report in Track'Em using this screen.

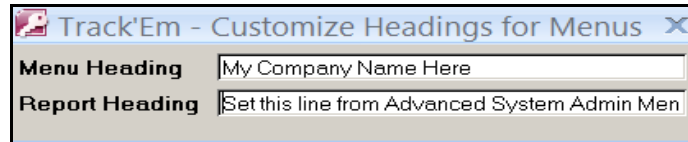


Figure 64a

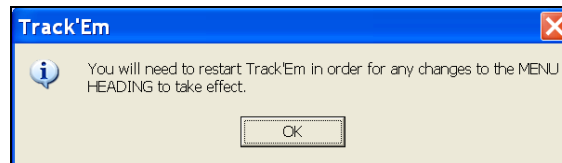


Figure 64b

The CUSTOMIZE MENU DESCRIPTION / SET SECURITY / SET FONT SIZE option is shown in Figure 65. You can make changes to the text that is displayed on the menu screens using this form. This is also the form that is used to assign ADMINISTRATOR LEVEL security to menus. The font size can be changed for individual menu options in order to increase readability. Note: You must click the button labeled "UPDATE SETTING FOR SELECTED MENU OPTION" to save changes for a menu.

Any user can view any option (even options that have been set to PASSWORD SECURITY FOR THIS MENU OPTION) if the REQUIRE PASSWORD ENTRY AT STARTUP is set to FALSE (Figure 58a).

You can hide menu options that are not required for your company by checking the HIDE SELECTED MENU OPTION checkbox.

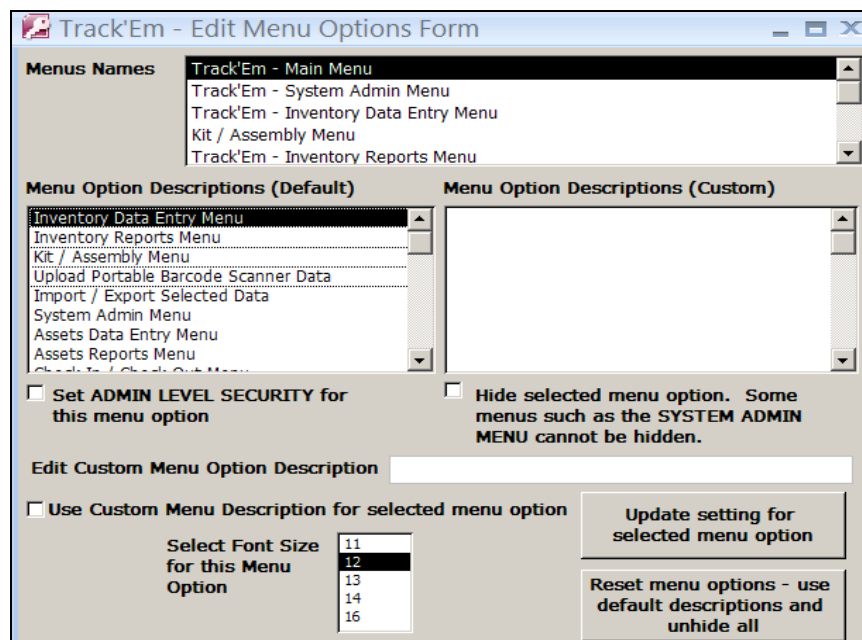


Figure 65

Erase Tables

Track'Em is delivered with dozens of sample records. You can erase these records using the ERASE SELECTED TABLE option shown in Figure 66a.

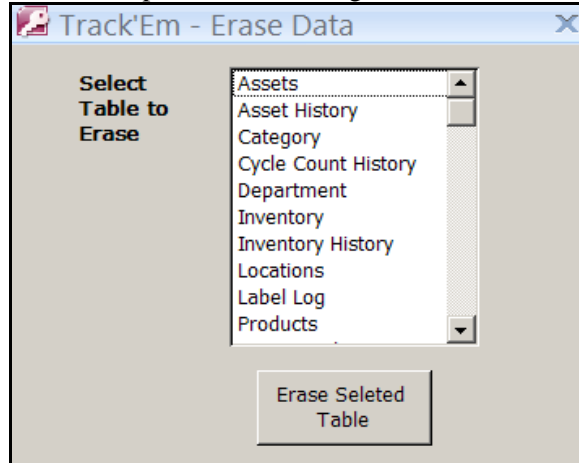


Figure 66a

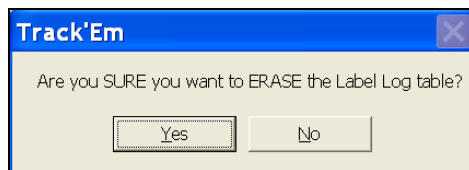


Figure 66b

The following tables contain sample records:

- Assets
- Asset History
- Category
- Cycle Count History
- Departments
- Inventory
- Inventory History
- Locations
- Label Log
- Products
- Status Codes
- Parent Child Relationships (Kit / Components)
- Vendors

Delete History Records

Whenever an asset is moved or has its status changed, or a product is received, moved or consumed, or a cycle count record is recorded, a history record is stored in the database. These records are stored in the Asset History, Inventory History, or Cycle Count History tables. You can delete old history records using the Delete History options.

You can delete records older than 6 months, 12 months, or use the calendar to select the age of any group of records to delete. You should backup the database file (TrackEm3.mdb) prior to deleting any history records.

Track'Em™ User's Manual

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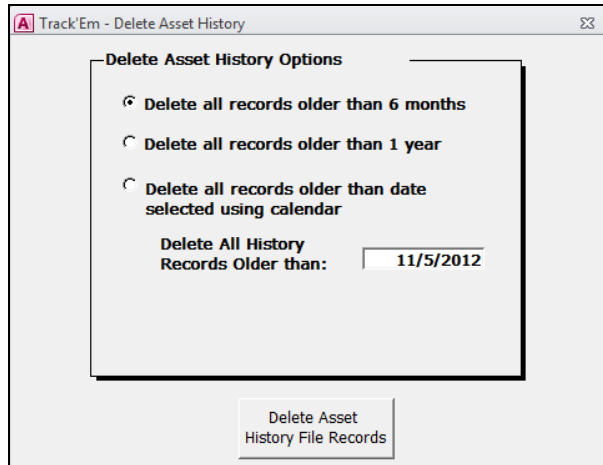


Figure 67a

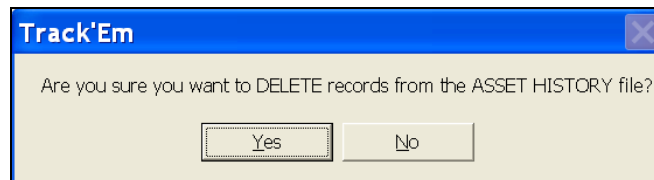


Figure 67b

Portable Scanner Options

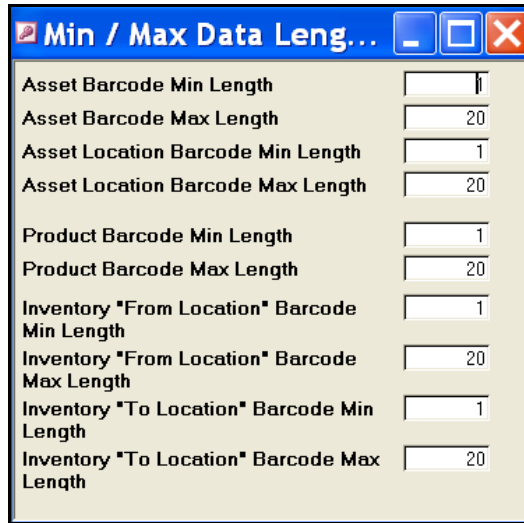
The section of the manual titled PORTABLE SCANNER includes all information regarding the use of the portable scanner supported by Track'Em.

Edit Min / Max Data Lengths for Scanner / PC

You have the ability to specify the minimum and maximum barcode lengths for the following fields as shown in Figure 67d:

- Asset barcodes
- Asset location barcodes
- Product barcodes
- Product "To" location barcodes
- Product "From" location barcodes

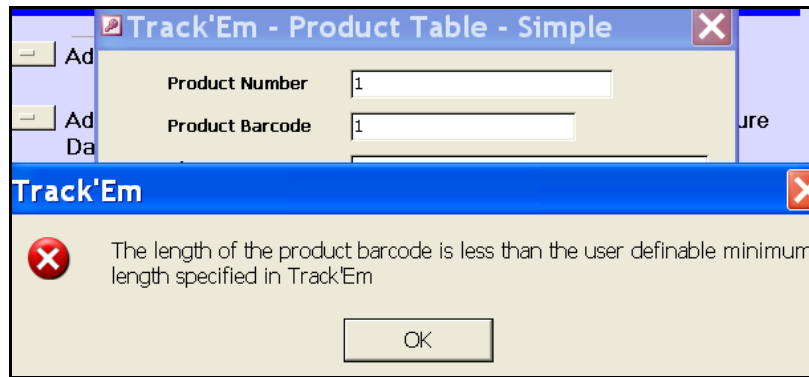
The default value for all minimum lengths is 1. The default value for all maximum lengths is 20. Once you modify any of the values in this table, you need to restart Track'Em in order for the PC data entry screens to use the new values. You also need to resend the MIN / MAX values to the portable scanner. Consult the portable scanner section of this manual for instructions on reloading min / max values to the portable scanner.



Setting	Value
Asset Barcode Min Length	1
Asset Barcode Max Length	20
Asset Location Barcode Min Length	1
Asset Location Barcode Max Length	20
Product Barcode Min Length	1
Product Barcode Max Length	20
Inventory "From Location" Barcode Min Length	1
Inventory "From Location" Barcode Max Length	20
Inventory "To Location" Barcode Min Length	1
Inventory "To Location" Barcode Max Length	20

Figure 67d

Figure 67e shows the error message which will appear when a value is entered with a length which is less than the specified minimum or greater than the specified maximum. This example assumes a minimum data length for the product barcode ≥ 2 .



Track'Em - Product Table - Simple

Product Number: 1

Product Barcode: 1

Track'Em

The length of the product barcode is less than the user definable minimum length specified in Track'Em

OK

Figure 67e

When you scan or type enter information on the scanner that is less than or greater than the specified MIN / MAX values, the scanner will emit an error beep and require you to re-scan or re-type a valid data length.

Custom Reports Menu

The Custom Reports Menu (Figure 68) is provided as a method of running up to 15 custom reports without having to create new menus. **These reports are named “CustomReport1” through “CustomReport15” and can be modified only if you own a licensed version of Microsoft Access 2003 or above.** Consult the section of this manual titled Customizing Track'Em for more information.

You can use the Customize Menu Descriptions (Advanced System Admin Menu) to change the menu name as it appears on the Custom Reports Menu.

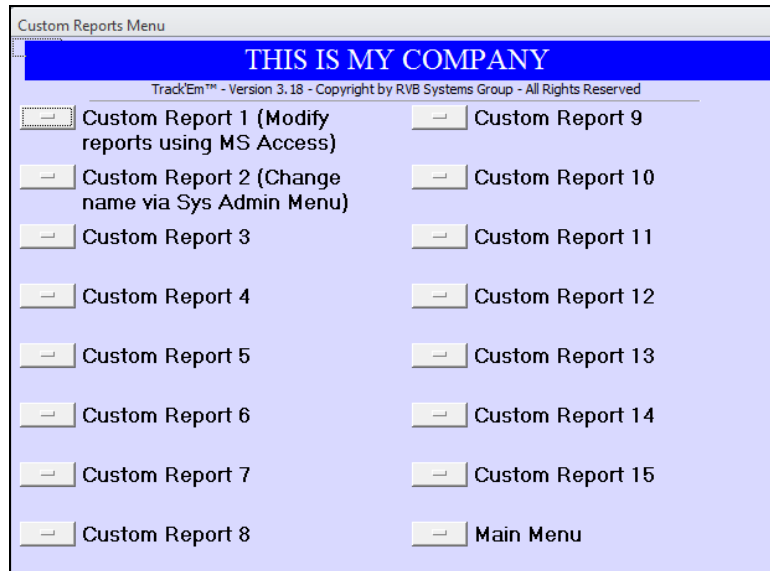


Figure 68

Track'Em Portable Scanner (PDT – Portable Data Terminal)

Track'Em provides support for the Unitech HT630D portable scanner (Figure 69). This portable scanner has the following features:

- Drop Test – Multiple 1.2 meter drops to concrete
- Sealed against moisture and dust to IP54 standards
- Weight: 245g with battery
- Dimensions: 168mm (l) x 67mm (w)
x 35mm (h)
- Temperature:
Operation: 0° C to 50°C
Storage: -20°C to 70°C
- Humidity: 5% to 95% RH non-condensing
- Batch Communications: USB cable
- Scanner: Laser
- Keyboard: 26 alphanumeric keys
- Main Battery: Lithium-Ion
10 hours of continual use
2.5 hours to recharge
- Display: 8 lines by 20 characters back-lit
- The following popular linear barcode symbologies
 - Codabar
 - Code 128
 - Code 39
 - Code 93
 - EAN 128
 - EAN 13
 - EAN 9
 - Interleaved 2 of 5
 - Trioptic
 - UPC Add-On
 - UPC-A
 - UPC-E
- Standard memory 512k – up to 4.5 MB memory available



Figure 69

Connection – Sending Data to PC

Data is uploaded to your PC from the Unitech portable scanner using a USB conversion cable or the optional communications / charging cradle. Consult the section titled USB Driver for additional details regarding scanner communications. After data is collected, merely connect the portable scanner to your PC and select the “Upload PDT Data” option from the main menu (figure 70). The window shown in figure 70b will appear. A progress bar will be displayed at the bottom of the window.



Figure 70

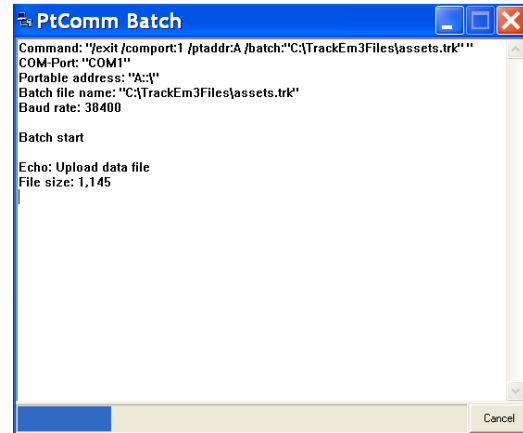


Figure 70b

Figure 71a – 71d illustrate possible error screens when sending data from the PDT to the PC.

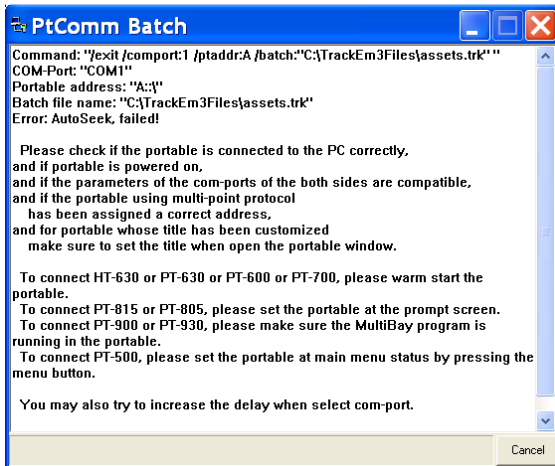


Figure 71a

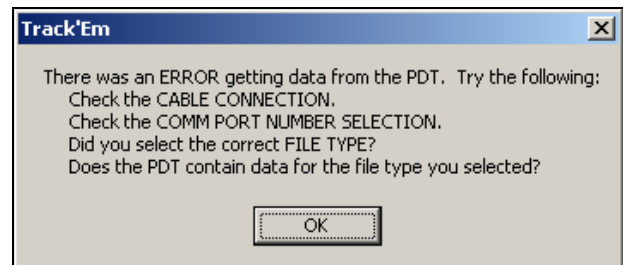


Figure 71b

Figure 71a is displayed in the event of a communications error. Press CANCEL and correct the problem.

Figure 71b is shown for any of the following reasons:

- Communications cable is disconnected OR portable scanner is not properly seated in cradle
- Incorrect COMM PORT selected (See USB Driver section)
- Incorrect file type selected (i.e. No data of the type selected was found on the on portable scanner)
- Portable scanner data directory (C:\TrackEm3Files\PDT_Data) does not exist on the local PC
- **The attributes of the Track'Em directory has been set for READ ONLY.**
- **The attributes of the file C:\\$jgp.sts have been set for READ ONLY.**

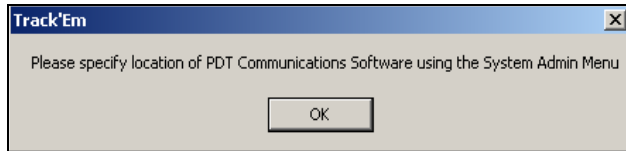


Figure 71c

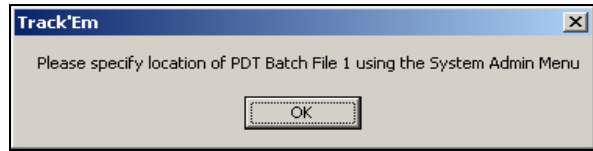


Figure 71d

Figure 71c is shown if the PDT Communication Software is not located in the directory specified in Figure 83 (located in the Track'Em PDT Software section). The default is C:\Program Files\Unitech America Inc\PTComm Manager\ PtComm.exe

Figure 71d is shown if the PDT Batch File number (1 to 4) is not located in the directory specified in Figure 83 (located in the Track'Em portable scanner software section). The default locations are:

- C:\Track3EmFiles\ProductIn.trk
- C:\Track3EmFiles\ProductOut.trk
- C:\Track3EmFiles\Cycle.trk
- C:\Track3EmFiles\Assets.trk

These locations SHOULD NOT BE CHANGED, even if you are running Track'Em over a network.

Figure 71e will be displayed upon successful data transfer from scanner to PC.



Figure 71e

Battery Charging

The NiMH battery supplied with the Unitech portable scanner can be recharged using the USB cable, an optional communications / charging cradle, or optional multi-slot (2 or 4 slot) battery re-chargers. Sophisticated power management automatically activates standby and shut-off modes to conserve battery life. See page 63 for details on how to reset the shut-off mode. A 30-minute low battery warning provides the user ample time to recharge the battery. The on-board battery backup provides power to the scanner if the main battery is completely drained or removed. Spare batteries are recommended and available from RVB Systems Group.

Turning On / Off the Portable Scanner

The portable scanner provided with Track'Em Standard has been setup to automatically start the Track'Em PDT software module whenever it is powered up. Press the RED button (second button from bottom, left hand side of keyboard) to power the unit on. The same button is used to turn off the scanner. Hold it down until the scanner powers off.

Portable Scanner Keyboard

The portable scanner allows you to enter numeric (default) and alpha characters. In order to enter alpha characters, you must first press the ALPHA key. In ALPHA mode, the cursor is an underscore. In NUMERIC mode, the cursor is a block.

In alpha mode, every numeric key has 3 associated letters. Press the desired key until the desired letter is displayed.

For example:

First press [ALPHA] to switch the system to alpha mode (the cursor will be changed from block to underscore).

To enter 'A' press [1] once

To enter 'B' press [1] twice

To enter 'C' press [1] three times

After entering letters, you must press the ALPHA key again to return to NUMERIC mode.

Setting Date / Time on Scanner

The portable scanner supported by Track'Em records the date and time that each record is collected. The date / time on the scanner provided with Track'Em Standard has been pre-set for Eastern Standard Time. **You can use the Track'Em Advanced System Admin Menu to set the scanner to match your PC's current date / time.** You can also modify the date / time for different time zones by following these steps.

1. Access the Portable Scanner System Menu as described on page 61.
2. Select SUPERVISOR and type 630 for the password and press <ENT>.
3. Press the <ESC> key.
4. Press and hold the <CMD> key.
5. Select 8 (SET).
6. Select 1 (DATE & TIME)
7. Enter the correct date / time using the arrow and number keys.
8. Press the <ESC> key and then turn the scanner off and on again.

Change Scanner BEEPER Volume

1. Press the <CMD> key.
2. Press the <SP> key located directly above the <CMD> key.
3. Continue to press the <SP> key until desired BEEPER volume is selected (HIGH, MEDIUM, LOW, OFF)

Track'Em Portable Scanner Software

The following section describes the Track'Em portable barcode software module that resides on the PORTABLE SCANNER (Figure 69) as well as basic operations of the portable barcode scanner. You will not have the ability to make changes to these screens unless you purchase the TRACK'EM DEVELOPER ADD-ON. For detailed technical information regarding operation of the portable scanner, consult the portable scanner user's manual that was provided with the Track'Em CD.

Portable Scanner Security Screen

You can select to use scanner security or not. If enabled, the user keys in their ID number (Figure 73a). ID numbers are assigned along with USERNAME and PASSWORDS as described in the System Admin section of this manual. When scanner security is enabled, all transactions will be tagged with the user's ID number. If you enter an invalid USER ID, the screen shown in Figure 73b will be displayed.

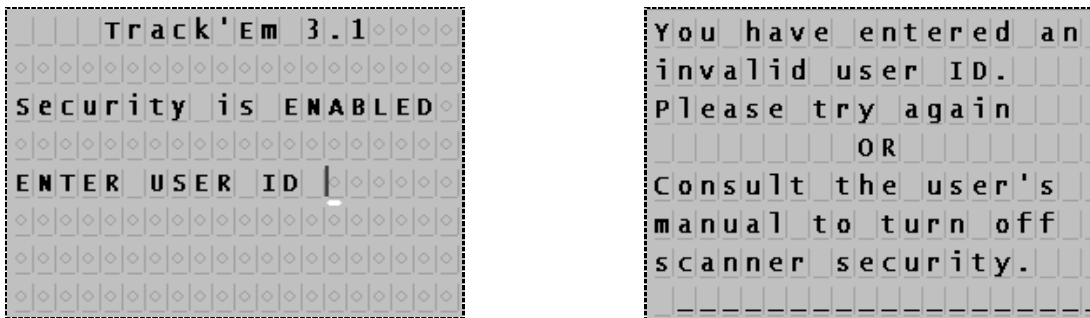


Figure 73a and b

Main Menu Options

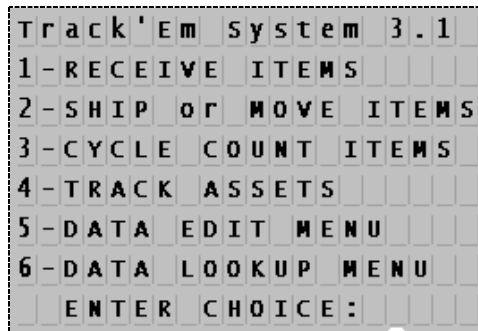


Figure 73c

The Main Menu (Figure 73c) has 6 options. These are:

1. Receive Items (used to receive anything with non-unique numbers)
2. Ship or Move Items (used to ship / move anything with non-unique numbers)
3. Cycle Count Items
4. Track Assets (use to track anything with unique numbers)
5. Data Edit Menu
6. Data Lookup Menu

When in any of these menu choices, you can always **press the F4 key to backup**.

Note: Eight sample records (2 each for products, assets, locations, status codes) have been pre-loaded onto the portable scanner so you can view how the scanner displays descriptions. The barcode / lookup code values are "1" and "2" for each type of data.

RECEIVE ITEMS (anything with non-unique numbers)

RECEIVING										F4 = BACK									
ENTER LOCATION																			
SCAN BARCODE																			
ENTER QTY																			
ENTER PO (OPT)																			

Figure 74

Data entered from the RECEIVE ITEMS screens (Figure 74) will yield the following changes to the database:

- A record is added to INVENTORY table using the TO LOCATION if there is no inventory record with this barcode number / location combination. If an inventory record with this barcode number / location combination already exists, then the entered quantity is added to the existing quantity.
- If the PRODUCT does not exist in the database, the user can add its descriptions on the scanner and it will be added to the database (unless the ADD NEW PRODUCTS WHEN LOADING PORTABLE SCANNER DATA settings is not checked – see SYSTEM ADMIN section).
- If the LOCATION does not exist in the database, it will be added to the database with a description of 'LOCATION ADDED BY PDT' (unless the ADD NEW LOCATIONS WHEN LOADING PORTABLE SCANNER DATA settings is not checked – see SYSTEM ADMIN section).
- A new record is appended to INVENTORY HISTORY table. The FROM LOCATION is set to 'RECEIPT RECORD'.
- If you are using the RECEIVE function on the scanner to create kits, then kit component records will be depleted (consumed) and history records will be created for the component items.

As noted above, new products can be added (default) or optionally treated as invalid entries and not added. Note: Figure 59 illustrates how to specify whether to add new products or treat them as invalid entries. The user can enter descriptions on the portable scanner for new products.

After the data is transferred from the portable scanner to the PC (i.e. after the data is inserted into the appropriate database tables), a temporary file named "C:\TrackEm3Files\PDT_DATA\PRODUCTN.SAV" is stored on the PC in the event you need to use the data in another application. It contains multiple lines, each line containing a TO LOCATION #, BARCODE #, QUANTITY, USER ID (optional), PURCHASE ORDER (optional), NEW PRODUCT DESCRIPTION (only for new products), and DATE / TIME record was entered on the scanner.

This temporary file will be replaced with new data the next time receiving data is uploaded from the portable scanner.

NOTE: If a scanned barcode or typed data contains fewer characters than the specified MINIMUM or more than the specified MAXIMUM, the portable barcode scanner will emit an error tone and then require you to scan or type a different value. Consult the System Admin section of this manual for more information on setting MIN / MAX values.

SHIP or MOVE ITEMS (anything with non-unique numbers)

SHIP or MOVE F4=BACK															
ENTER FROM LOCATION															
ENTER TO LOCATION															
SCAN BARCODE															
ENTER QTY _ _ _ _															

Figure 75

Data entered from the SHIP or MOVE screen (Figure 75) will yield the following changes to the database:

- If the TO LOCATION is NOT a CONSUME LOCATION, then a record is added to INVENTORY table using the TO LOCATION if there are no inventory records with this location. If an inventory record with this location already exists, then the entered quantity is added to the existing quantity.
- If the TO LOCATION is a CONSUME LOCATION, then no record is added to the INVENTORY table.
- Update the INVENTORY table record for the FROM LOCATION value. The quantity entered in the portable scanner is subtracted from the existing quantity to reflect the new quantity. If the new quantity is equal to or less than zero, the record will indicate zero (default). Negative quantities are not allowed. NOTE: You can optionally set Track'Em to not delete inventory records with zero quantity via the SYSTEM SETUP FORM.
- If the PRODUCT does not exist, the user can add their descriptions on the scanner and they are added to the database (unless the ADD NEW PRODUCTS WHEN LOADING PORTABLE SCANNER DATA settings is not checked – see SYSTEM ADMIN section).
- If the LOCATION does not exist in the database, it will be added to the database with a description of 'LOCATION ADDED BY PDT' (unless the ADD NEW LOCATIONS WHEN LOADING PORTABLE SCANNER DATA settings is not checked – see SYSTEM ADMIN section).
- A new record is appended to INVENTORY HISTORY table.

As noted above, new products can be added (default) or optionally treated as invalid entries and not added. Note: Figure 59 illustrates how to specify whether to add new products or treat them as invalid entries. The user can enter descriptions on the portable scanner for new products.

After the data is transferred from the portable scanner to the PC (i.e. after the data is inserted into the appropriate database tables), a temporary file named "C:\TrackEm3Files\PDT_DATA\PRODUCTO.SAV" is stored on the PC in the event you need to use the data in another application. It contains multiple lines, each line containing a FROM LOCATION #, TO LOCATION #, BARCODE #, QUANTITY, USER ID (optional), NEW PRODUCT DESCRIPTION (only for new products) and DATE / TIME record was entered on the scanner. This temporary file will be replaced with new data the next time receiving data is uploaded from the portable scanner.

NOTE: If a scanned barcode contains fewer characters than the specified MINIMUM or more than the specified MAXIMUM, the portable barcode scanner will emit an error tone and then require you to scan a different barcode. Consult the System Admin section of this manual for more information on setting MIN / MAX values.

CYCLE COUNT ITEMS (anything with non-unique numbers)

The screenshot shows a screen with a grid of characters. The text 'CYCLE COUNT F4=BACK' is at the top. Below it, 'SCAN LOCATION' is displayed. Further down, 'SCAN BARCODE' is shown. At the bottom, 'ENTER QTY' is followed by a series of dashes and a cursor, indicating a numeric input field.

Figure 76

Data entered from the CYCLE COUNT screen (Figure 76) will yield the following changes to the database:

- The existing INVENTORY table record (based on barcode number and location) is updated to reflect the new quantity. If no INVENTORY record exists for this barcode / location code combination, then one is added.
- If the PRODUCT does not exist, the user can add their descriptions on the scanner and they are added to the database (unless the ADD NEW PRODUCTS WHEN LOADING PORTABLE SCANNER DATA settings is not checked – see SYSTEM ADMIN section).
- If the LOCATION does not exist in the database, it will be added to the database with a description of 'LOCATION ADDED BY PDT' (unless the ADD NEW LOCATIONS WHEN LOADING PORTABLE SCANNER DATA settings is not checked – see SYSTEM ADMIN section).
- A new record is added to the INVENTORY CYCLE HISTORY table. The FROM LOCATION value is set to "CYCLE COUNT RECORD".

As noted above, new products can be added (default) or optionally treated as invalid entries and not added. Note: Figure 59 illustrates how to specify whether to add new products or treat them as invalid entries. The user can enter descriptions on the portable scanner for new products.

After the data is transferred from the portable scanner to the PC (i.e. after the data is inserted into the appropriate database tables), a temporary file named "C:\TrackEm3Files\PDT_DATA\CYCLE.SAV" is stored on the PC in the event you need to use the data in another application. It contains multiple lines, each line containing LOCATION #, BARCODE #, QUANTITY, USER ID (optional), NEW PRODUCT DESCRIPTION (only for new products), and DATE / TIME record was entered on the scanner.

NOTE: The CYCLE COUNT option will over-right existing PART / LOCATION inventory records. This means that if 2 records with the same part number and location number are entered into the scanner, only the 2nd record is loaded into the Track'Em database.

NOTE: If a scanned barcode contains fewer characters than the specified MINIMUM or more than the specified MAXIMUM, the portable barcode scanner will emit an error tone and then require you to scan a different barcode. Consult the System Admin section of this manual for more information on setting MIN / MAX values.

TRACK ASSETS (anything with unique numbers)

T	R	A	C	K	A	S	S	E	T	S	F	4	=	B	A	C	K
E	N	T	E	R	L	O	C	A	T	I	O	N					
S	C	A	N	B	A	R	C	O	D	E							
E	N	T	E	R	S	T	A	T	U	S		(O	P	T)	
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Figure 77

Data entered from the ASSET TRACKING screen (Figure 77) will yield the following changes to the database:

- The existing ASSET table record is updated with the new LOCATION and STATUS CODE. The lookup key is the ASSET BARCODE NUMBER. **Entry of the status code is optional and can be skipped by merely pressing the <ENTER> key.** Note: Asset records on the PC with more recent LAST UPDATED date/time stamps will NOT be updated with older scanner data if you select that setting on the Setup Form. History data will still be recorded.
- If an ASSET does not exist, the user can add its descriptions on the scanner and it is added to the database (unless the ADD NEW ASSETS WHEN LOADING PORTABLE SCANNER DATA settings is not checked – see SYSTEM ADMIN section).
- If the LOCATION does not exist in the database, it will be added to the database with a description of 'LOCATION ADDED BY PDT' (unless the ADD NEW LOCATIONS WHEN LOADING PORTABLE SCANNER DATA settings is not checked – see SYSTEM ADMIN section).
- If the STATUS CODE does not exist in the database, it will be added to the database with a description of 'STATUS ADDED BY PDT' (unless the ADD NEW STATUS WHEN LOADING PORTABLE SCANNER DATA settings is not checked – see SYSTEM ADMIN section).
- If the new location has a CHECKED OUT value of TRUE, then the asset will be considered Checked Out. A new Due Date will be calculated based upon current date/time, the CHECK OUT PERIOD and the MINUTES GRACE value. Track'Em will look for a CHECK OUT PERIOD value in the following order: ASSET RECORD, CATEGORY RECORD, SETUP TABLE and use the 1st value found.
- If the new location has a CHECKED OUT value of FALSE, then the asset will be considered Checked In.
- A new record is appended to the ASSET HISTORY table. The asset's previous location will be written to the history record's FROM LOCATION field and the new location will be written to the TO LOCATION field. For CHECK IN records, it will also include the DUE DATE and a T/F value for "CHECKED IN OVERDUE?".
- If the asset is a kit, then the associated component records will be assigned new locations and history records for the component movement / usage (for inventory) will be added.
- The SCANNED / UPDATED SINCE LAST RESET flag for this asset is set to TRUE.

As noted above, new assets can be added (default) or optionally treated as invalid entries and not added. Note: Figure 59 illustrates how to specify whether to add new assets or treat them as invalid entries. The user can enter descriptions on the portable scanner for new assets.

After the data is transferred from the portable scanner to the PC (i.e. after the data is inserted into the appropriate database tables), a temporary file named

“C:\TrackEm3Files\PDT_DATA\ASSETS.SAV” is stored on the PC in the event you need to use the data in another application. It contains multiple lines, each line containing a LOCATION #, BARCODE #, STATUS CODE (optional), USER ID (optional), NEW ASSET DESCRIPTION (only for new assets), and DATE / TIME record was entered on the scanner.

NOTE: If a scanned barcode contains fewer characters than the specified MINIMUM or more than the specified MAXIMUM, the portable barcode scanner will emit an error tone and then require you to scan a different barcode. Consult the System Admin section of this manual for more information on setting MIN / MAX values.

DATA EDIT MENU

The Data Edit Menu (Figure 78) allows you to see how many records have been added for each type of data (Figure 79a). It also allows you to delete accidentally entered data. You can delete invalid records from the portable using one of three methods. You can merely delete the most recent record added (Figure 79b), you can delete all records and start over (Figure 79c), or you can scroll through the entire record set and select the specific record you wish to delete (Figure 79d).

DATA EDIT MENU

1-SHOW RECORD COUNT

2-DELETE LAST RECORD

3-DELETE ALL RECORDS

4-DEL SELETED RECORD

Enter choice:

Figure 78

DISPLAY RECORD COUNT

1-RECEIVE ITEMS

2-SHIP OR MOVE ITEMS

3-CYCLE COUNT ITEMS

4-TRACK ASSETS

ENTER DATA TYPE

CHOICE

Figure 79a

DELETE LAST RECORD

1-RECEIVE ITEMS

2-SHIP OR MOVE ITEMS

3-CYCLE COUNT ITEMS

4-TRACK ASSETS

Enter choice:

Figure 79b

DELETE ALL RECORDS

1-RECEIVE ITEMS

2-SHIP OR MOVE ITEMS

3-CYCLE COUNT ITEMS

4-TRACK ASSETS

Enter choice:

Figure 79c

DELETE SELECTED REC

1-RECEIVE ITEMS

2-SHIP OR MOVE ITEMS

3-CYCLE COUNT ITEMS

4-TRACK ASSETS

Enter choice:

Figure 79d

- Prior to deleting data, you will need to Enter 1 (YES) or 0 (NO) to confirm your choice.

- A final screen reading “PRESS ANY KEY TO RETURN TO MAIN MENU” will be displayed after the question is answered and action is completed.

DATA LOOKUP MENU

You can optionally send (download) product, asset, location, status descriptions, and user ID numbers to the portable scanner. This is accomplished from the ADVANCED SYSTEM ADMIN MENU – DOWNLOAD DESCRIPTIONS TO PORTABLE BARCODE SCANNER (Figure 81). The 1st 20 characters of a record's description is displayed on the portable scanner, either when the DATA LOOKUP option is used (Figure 82), or when the record is scanned during data collection via main menu items 1,2,3 or 4 (Receive Items, Move or Ship Items, Cycle Count Items, Track Assets).

On the portable scanner screen, a description will replace the barcodes that are scanned in the Receive Items, Move or Ship Items, Cycle Count Items, and Track Assets functions. If a description is not loaded on the portable scanner for a specific barcode, then the user will be prompted to enter a new description as shown below in Figure 80. Figure 80 illustrates a location's description being displayed (“LOCATION 1 HERE”) and the prompt that is displayed for a new item (“NEW ITEM. KEY DESC”).

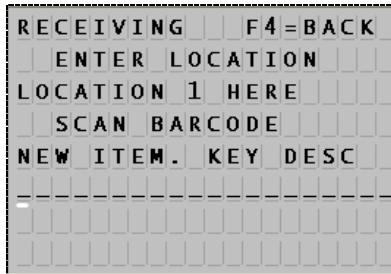


Figure 80

If the description for a barcode is changed on the PC, it must be resent to the portable scanner.

The standard portable scanner provided with Track'Em has 512k on-board memory, of which approximately 176k is available for data storage. The download files each consist of two columns as shown in Table 18. Portable scanners with additional memory (2.5 MB or 4.5 MB) are available from RVB Systems Group.

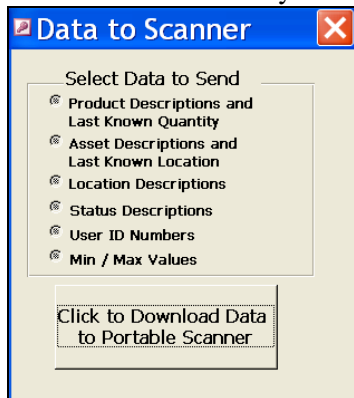


Figure 81

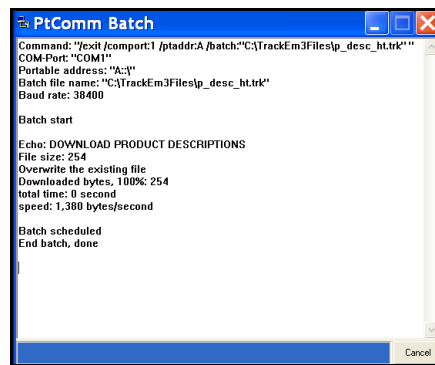


Figure 81a

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Figure 81b

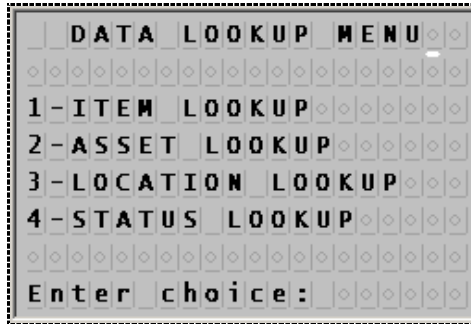


Figure 82a

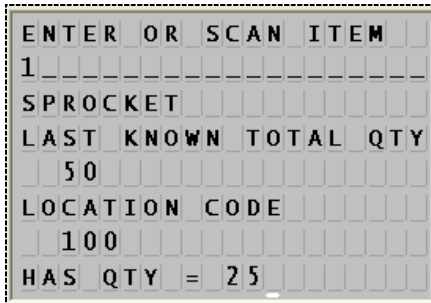


Figure 82b

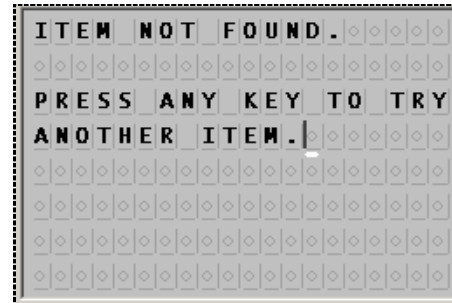


Figure 82c

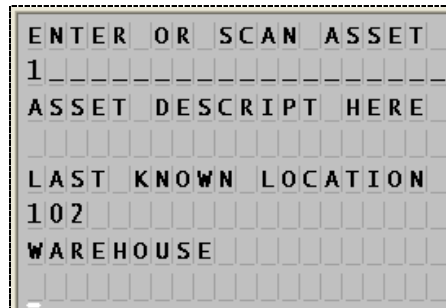


Figure 82b illustrates the last know data for item 1. Figure 82c illustrates the scanner display when a scanned item, asset, location or status is not stored on the scanner.

Product Lookup File (C:\TrackEm3Files\ILOOKUP.TXT)
<ol style="list-style-type: none"> 1. Product barcode – 1 to 20 characters 2. Product description – 1 to 20 characters 3. Last known total quantity 4. Last known location code with greatest quantity - 1 to 20 characters 5. Quantity of last known location code with greatest quantity
Asset Lookup File (C:\ TrackEm3Files\ALOOKUP.TXT)
<ol style="list-style-type: none"> 1. Asset barcode – 1 to 20 characters 2. Asset description – 1 to 20 characters 3. Location code – 1 to 20 characters 4. Location description – 1 to 20 characters
Location Lookup File (C:\ TrackEm3Files\LLOOKUP.TXT)

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1. Location code – 1 to 20 characters
2. Location description – 1 to 20 characters
Status Lookup File (C:\TrackEm3Files\SLOOKUP.TXT)
1. Status code – 1 to 20 characters
2. Status description – 1 to 20 characters
User ID File (C:\TrackEm3Files\USERS.TXT)
1. User ID number
Min / Max Data Len File (C:\TrackEm3Files\MINMAX.TXT)
1. Asset's location barcode minimum number of characters
2. Asset's location barcode maximum number of characters
3. Asset's barcode minimum number of characters
4. Asset's barcode maximum number of characters
5. Product's "From Location" barcode minimum number of characters
6. Product's "From Location" barcode maximum number of characters
7. Product's "To Location" barcode minimum number of characters
8. Product's "To Location" barcode maximum number of characters
9. Product's barcode minimum number of characters
10. Product's barcode maximum number of characters

Table 18

The portable scanner is pre-loaded with 2 test records for each of the four lookup categories. These are numbers 1 and 2 for each type.

Portable Scanner Communications Setup

The portable scanner communications screen (Figure 83) contains the default settings for communications and filenames used by Track'Em. **All values EXCEPT THE COMM PORT NUMBER should not be changed without support from RVB Systems Group.**

Prior to using the portable scanner provided with Track'Em, you must select the correct COM PORT number as shown below. If you do not already have a SERIAL TO USE driver installed, you need to install the USB driver and select COM 3 or higher (**COMM PORT SELECTION IN FIGURE 83 MUST MATCH FIGURE 84A**). The USB driver is located on the Track'Em CD and is named USB Driver.zip. Consult the manual section titled USB Driver for more information.

Figure 83

Note: The values in the PORTABLE BARCODE SCANNER SETUP FORM (Figure 83) should NOT be changed when running over a network.

USB Driver

The USB cable requires the installation of the USB driver. This driver is located on the Track'Em CD as well as the Track'Em installation directory and is named USB Driver Setup.exe.

1. Turn on scanner and connect to PC with USB cable.
2. Run the program named USB DRIVER SETUP.exe. (located on CD and Track'Em installation directory)
3. When driver installation is completed successfully, the driver will appear on the DEVICE MANAGER screen as shown in Figure 84a.
4. Set Track'Em portable scanner COM port on Figure 83 to the virtual port shown in Figure 84a.

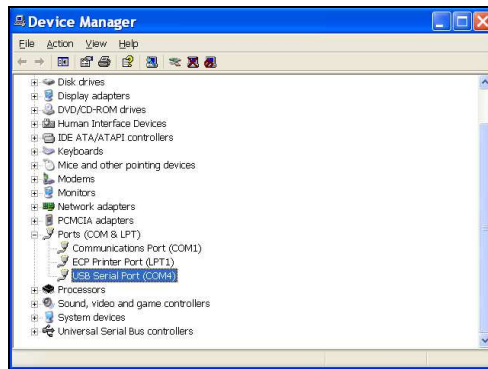


Figure 84a

Portable Scanner (PDT) Communications Software

The portable scanner (PDT) communications software is automatically installed on your PC in the default directory C:\Program Files\Unitech America Inc\PTComm Manager\PtComm.exe. This program is automatically started whenever you select any of the Track'Em options that communicate with the portable scanner.

If you have problems with the portable scanner communicating with Track'Em, start the PT Communications program (PTCOMM) and make sure that “AUTO DETECT BAUD RATE” button is clicked as shown in Figure 84b. Selecting the TRANSFER menu and then CONNECT PORTABLE will display the screen shown in Figure 84c. If the AUTO DETECT BAUD RATE is now enabled, select CANCEL and retry the Track'Em to scanner communications option.

NOTE: You do NOT need to select USB port in Figure 84c even if using the USB cable. The USB driver uses a VIRTUAL USB SERIAL PORT as shown in Figure 84a.

NOTE: DO NOT HAVE PTCOMM RUNNING WHILE ATTEMPTING TO SEND DATA TO/FROM SCANNER USING TRACK'EM. THIS WILL CAUSE A COMMUNICATIONS ERROR.



Figure 84b

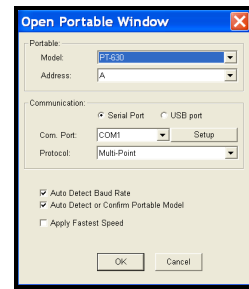


Figure 84c

Installing PT Communications PC's running Windows 7 (64 bit) OS

The Unitech HT630 portable barcode scanner provided with Track'Em Standard requires the usage of a Unitech communications program named PTComm. If you are running Windows 7 in 64 bit mode, you must install this communications program using the file on the Track'Em CD named as follows:

CD:\Windows 7 (64 bit) PT Comm\JobGenPlusWithPT_Comm.msi

This installation routine will also install the Unitech program named "JobGen" which can be used in conjunction with the Track'Em Developer CD to customize the Track'Em program residing on the Unitech HT630 portable barcode scanner.

Reload Portable Scanner with Track'Em Program

This menu option (Figure 85) opens the Portable Scanner Communications program and automatically re-loads the scanner with Track'Em. You should always erase any existing data on the PDT before reloading it with the Track'Em program.

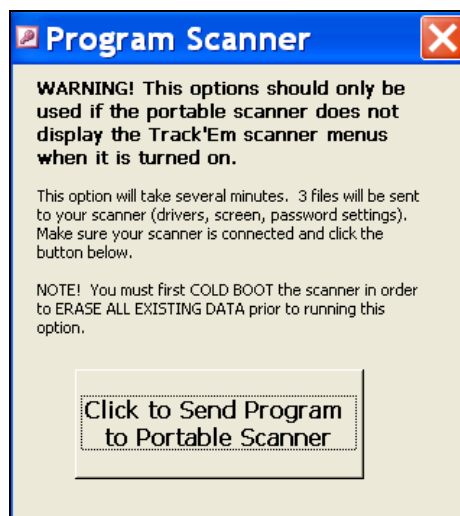


Figure 85

The batch file consists of the following lines:

ECHO: Download Track'Em for HT-630
ADDRESS: A
PORTABLE: HT-630
DIRECTION: Download
FASTSPEED: yes
FILE(OVERWRITE): "C:\TRACKEM3FILES\HT\AUTOEXEC.EXE" //JOB'S EXECUTION FILE
FILE(OVERWRITE): "C:\TRACKEM3FILES\HT\DATAEDIT.EXE" //DATA EDIT FILE
FILE(UPDATE,CHECKROM,OVERWRITE): "C:\TRACKEM3FILES\HT\JENG.EXE" //JOB ENGINE
FILE(OVERWRITE): "C:\TRACKEM3FILES\PASSWORD.TXT" //USER ID LOOKUP FILE
FILE(OVERWRITE): "C:\TRACKEM3FILES\MINMAX.TXT" //MIN MAX LOOKUP FILE

If you installed the Track'Em files anywhere besides the default directory, you will have to manually edit the above batch file. After the batch file completes, a success or a failure message will appear on the PC. You will need to reload descriptions and user ID numbers (Figure 81) after reloading the Track'Em software.

Track'Em Label Printing Module

Track'Em provides several options to print barcode labels. You can print simple barcode labels on an 8 ½ x 11 sheet of labels using any standard office printer OR you can purchase the optional Deluxe Labeling Module to print more complex barcode labels using any type of thermal transfer printer.

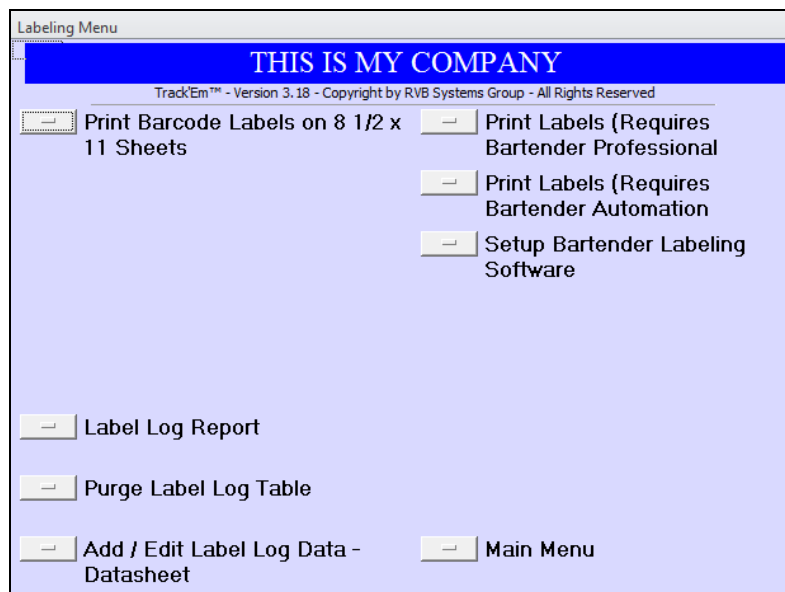


Figure 86

Printing Labels – Track'Em Standard Method

The standard version of Track'Em allows you to print simple barcode labels for PRODUCT, ASSET or LOCATION records to any standard office printer capable of printing 8 ½ x 11 address labels. You can choose between Avery label template 5160 (2 5/8" wide x 1" high) or template 5161 for barcode numbers requiring a wider label (4" wide x 1" high). These labels contain a Code 39 barcode and a description as shown in Figures 87b and 87c.

When you select this option from the Labeling Menu, the screen shown in Figure 87a will appear. You can print a label for single records, labels for multiple records (by clicking on multiple

records) or labels for all records. You can select to update the Label Log with what was printed. Consult the Label Log section for details regarding this option.

If you are printing PRODUCT labels, you can automatically update the Track'Em on-hand database table with the number of labels printed. Choosing this option updates the inventory location that has been assigned an INITIAL LOCATION value of TRUE. The quantity for that item located in the initial location is updated to include the number of labels printed. If no location record has been set with INITIAL LOCATION = TRUE, then the user is warned and no inventory record is added (Fig 89b). An inventory history record will be written with the FROM LOCATION = "PRINT LABEL RECORD" and the TO LOCATION = whichever location is set to be the INITIAL LOCATION.

If you decide to modify any of these label templates for size and/or content, you will need to use the tools provided with a licensed copy of Microsoft Access. These label templates are reports in Track'Em named as follows:

- Product label templates – rpt3BarcodeProducts or rpt3BarcodeProductsLarge
- Asset label templates – rpt3BarcodeAssets or rpt3BarcodeAssetsLarge
- Location label templates – rpt3BarcodeLocations or rpt3BarcodeLocationsLarge

Figure 87a

Figure 87b



Figure 87c

Printing Labels Using Bartender (Deluxe Add-On)

Track'Em has been designed to work with Seagull Scientific's Bartender Labeling Software (Figure 88). Bartender software is available in 2 editions (Professional or Automation) which can be used with Track'Em. Sample label templates designed with Bartender and configured to use Track'Em data are also provided.

Prior to running the Track'Em menu options which print labels using the Bartender software, Bartender Automation or Professional must be installed. **After installing Bartender, you will need to specify it's location in the form shown in Figure 91.**



Figure 88

Print Labels – Bartender Automation Edition Method

The Print Labels – Bartender Automation Edition method provides a seamless interface between Track'Em and Bartender. You merely select the database record you wish to print and labels containing any of the associated fields such as description, color, model number are automatically printed. Additionally, this method allows you to automatically update the Track'Em database with receiving information such as item received, purchase order number, quantity and location. This method also can optionally write a record to the database for each label printed (Label Log).

After selecting the Print Labels (Bartender Automation) menu option, a screen is displayed which allows you to select the type of label (Asset, Items, or Locations). Select that label type's record using the drop down list box (Figure 88), and enter the number of labels to print. Note: Due to the nature of the interface between Track'Em and Bartender, a different label template is used for printing a single record verses printing all records at once. The names of these label templates are specified in the Label Software Setup Form (Figure 91).

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Track'Em Label Printing Form

Select a Label Type
☒ ASSETS ☐ ITEMS ☐ LOCATIONS

Select ASSET from List: 100002

Barcode	Asset Description
2	
100003	16 Monitor - Sonya
100002	16 Monitor - Sonya
100001	17 LCD Monitor
100005	19 Monitor - Sonya
100004	19 Monitor - Sonya

☐ Update number

☐ Update LABEL LOG table information regarding this print job

Enter Number of Labels to Print:

☒ Print Labels for selected record only ☒ Print labels for ALL records in database

Note: This menu option requires Bartender Enterprise Edition or greater.

Figure 88

Update Track'Em Database with Label Data – Automation Edition

If you use the Bartender Automation Edition method to print labels for ITEMS (Fig 89a), you have the option to update the on-hand inventory value for that item. This updates the inventory location that has been assigned an INITIAL LOCATION value of TRUE. The quantity for that item located in the initial location is updated to include the number of labels printed. If no location record has been set with INITIAL LOCATION = TRUE, then the user is warned and no inventory record is added (Fig 89b). An inventory history record will be written with the FROM LOCATION = "PRINT LABEL RECORD" and the TO LOCATION = whichever location is set to be the INITIAL LOCATION.

Track'Em Label Printing Form

Select a Label Type
☐ ASSETS ☒ ITEMS ☐ LOCATIONS

Select PRODUCT from List:

Purchase Order (Optional entry. Recorded in LABEL LOG table. Also recorded in INVENTORY HISTORY table if UPDATE INVENTORY selected):

☐ Update INVENTORY and INVENTORY HISTORY tables with the number of labels printed

☐ Update LABEL LOG table information regarding this print job

☒ Print Labels for selected record only ☒ Print labels for ALL records in database

Enter Number of Labels to Print:

Figure 89a

Track'Em

INVENTORY table not updated. No LOCATION record has been set as the INITIAL LOCATION.

Figure 89b.

Print Labels – Bartender Professional Edition Method

The Print Labels – Bartender Professional Edition method allows you to open a Bartender label template from Track'Em. You can then use the Bartender SELECT RECORDS window (Fig 92) to select specific records. This method does not allow you to automatically update the Track'Em database with inbound inventory counts or label printing history.



Figure 90

Bartender Labeling Software Setup

The value in BARTENDER PROGRAM DIRECTORY shown in Figure 91 must match the location where Bartender was installed on your system. This can be a directory on your local PC or a network location.

If you are using the Automation Edition method, each ASSET and PRODUCT record in the database can be assigned a label template name. This is done using the ADVANCED forms for products and assets (Figures 17 and 38). If no template name is assigned to a specific item, then the template name entered in the Label System Setup screen (Figure 91) will be used.

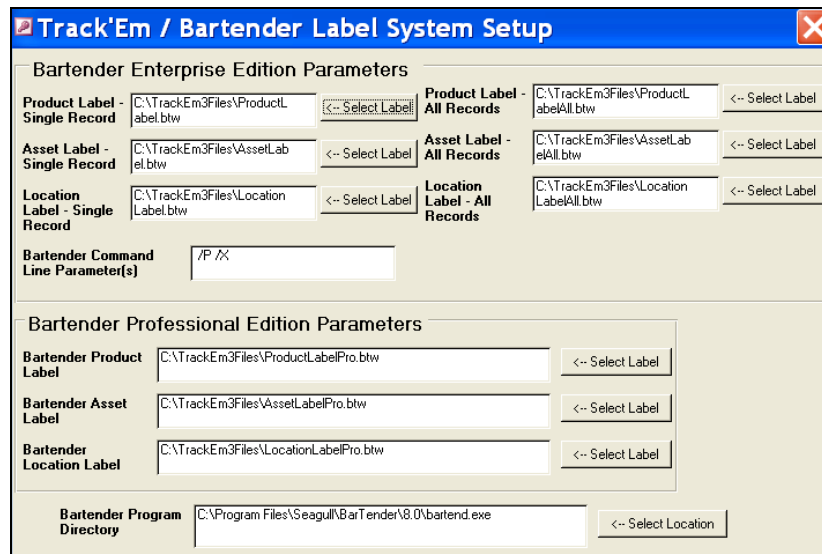


Figure 91

The BARTENDER COMMAND LINE PARAMETER setting in Figure 91 is the default value and should not be modified without carefully consulting the Bartender software help files.

The label templates used by the Automation Edition method include an SQL clause that targets a specific record in the Track'Em database. This clause is illustrated in Figure 97b. The label

templates used by the Professional Edition method do not include this clause. You can target a specific Track'Em database record using the Professional Edition by selecting the SELECT RECORDS button on the PRINT MENU (Figure 92). Consult the Bartender Help Files for additional information regarding selecting database records.



Figure 92

Label Log

When you print using the Automation Edition method, you also have the option to update the Label Log file regarding this print job. If you select this option, a record is added to the Track'Em database for each label printed. You should periodically purge this information using the screen shown in Figure 93a.

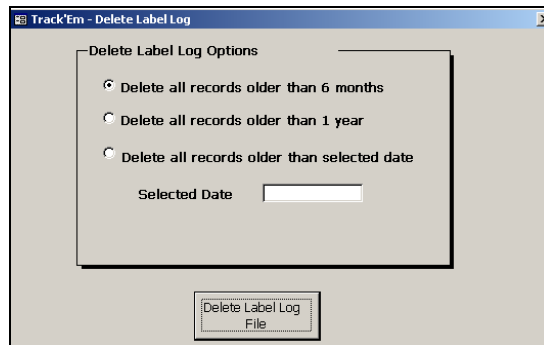


Figure 93a

You can view / add / edit records in the Label Log table using the menu option titled Add / Edit Label Log Data – Datasheet (Figure 93b).

	Item	Description	# of Labels	Date Labeled	Label filename	Barcode	User	PO
▶	100002	16 Monitor - So	1	4/9/2007	C:\TrackEm3File	100002		
*			0					

Figure 93b

You can view a report showing all Label Log data using the menu option titled Label Log Report (Figure 93c).

<i>Track'Em - Label Log Report</i>							
<i>By Month</i>	<i>Item</i>	<i>Description</i>	<i># of Labels</i>	<i>Date</i>	<i>Label Name</i>	<i>User ID</i>	<i>PO</i>
<i>April 2007</i>							
100002	16 Monitor - Sonya		1	09-Apr-07	C:\TrackEm3Files\Asset Label.btw		

Figure 93c

How to Modify Default Label Templates

The label templates provided with Track'Em™ (named AssetLabel.btw, LocationLabel.btw, and ProductLabel.btw for printing a single database record one at a time with Bartender Automation; AssetLabelAll.btw, LocationLabelAll.btw, and ProductLabelAll.btw for printing all Track'Em database records at one time with Bartender Automation. Professional Edition templates - AssetLabelPro.btw, LocationLabelPro.btw, and ProductLabelPro.btw) are simple examples of labels you can print using Track'Em and BarTender. Your application will likely require more complex labels. The simplest method of creating new labels for your application is to open the existing label template (Fig 94 – AssetLabel.btw) and save it as another filename. You can then add objects onto the new label template.

The label templates used by the Automation Edition method to print individual database records include an SQL clause that targets a specific record in the Track'Em database. This clause is illustrated in Figure 97b. The Automation edition templates designed to print all records at once as well as the label templates used by the Professional Edition method do not include this clause. You can target a specific Track'Em database record using the Professional Edition by selecting the SELECT RECORDS button on the PRINT MENU (Figure 92).

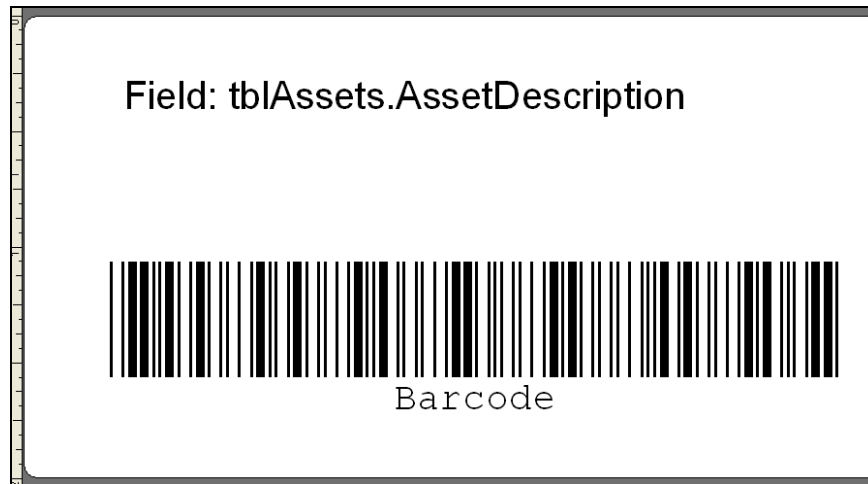


Figure 94 (Asset Label.btw)

After adding a new barcode or text field, right click it and Figure 95 will appear.

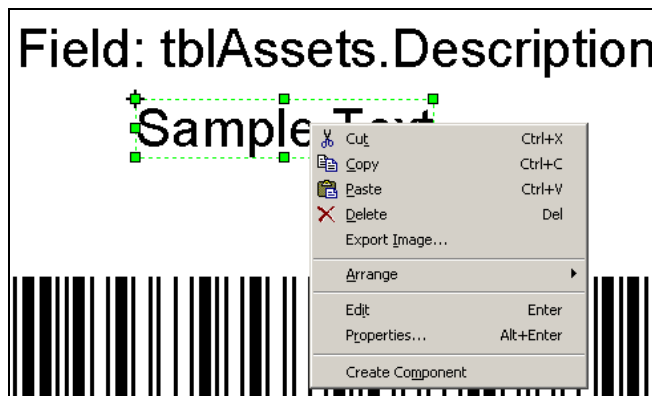


Figure 95

Select PROPERTIES and Figure 96 will appear. Change the DATA SOURCE to DATABASE FIELD as shown in Figure 96. A list of the available fields will be displayed. In this example, the list contains the fields in the Track'Em ASSETS table.

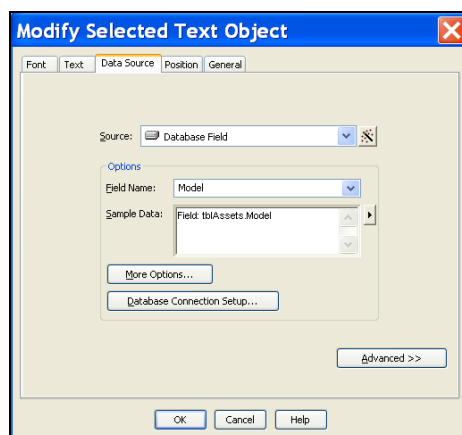


Figure 96

Clicking on the DATABASE CONNECTION SETUP button shown in Figure 96 will yield the screens shown in Figures 97a- 97d. **WARNING – Changes to any of these setting will prevent Track'Em from properly printing labels.**

Figure 96 shows which database field is used for this object. If you want to use another field, select it from the USE FIELD dropdown list box on this screen. Consult your BarTender on-line help manual for additional information.

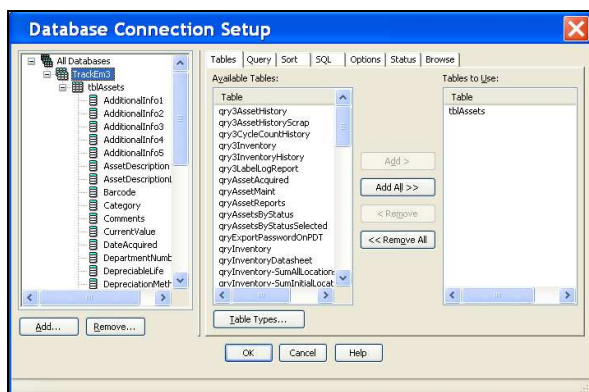


Figure 97a

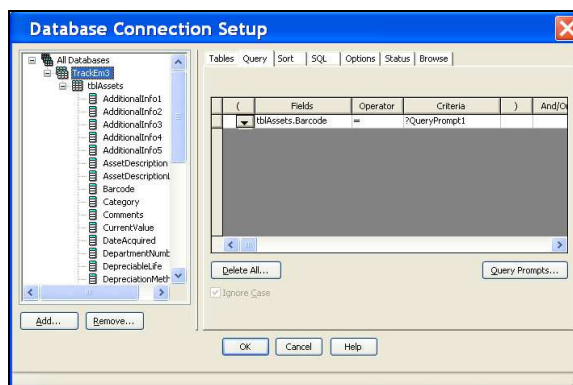


Figure 97b

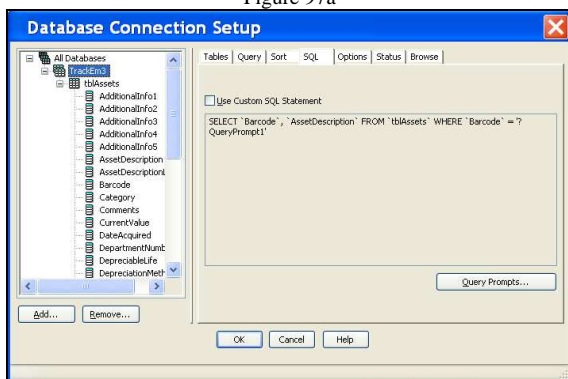


Figure 97c

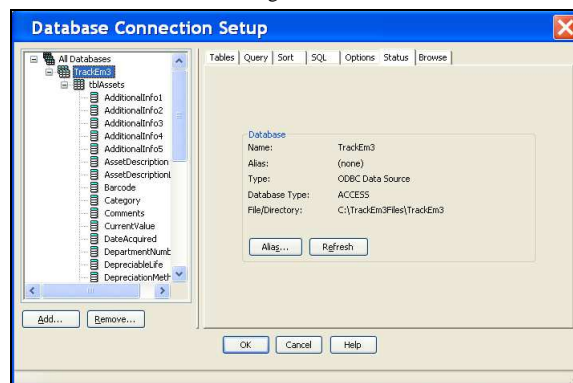


Figure 97d

ODBC Setup for Labels

Track'Em will automatically setup the ODBC DSN (Open Data Base Connectivity - Data Source Name) described in the preceding section. This DSN will allow Track'Em to properly print labels designed using Seagull Scientific's BarTender software.

In the event this ODBC DSN is accidentally deleted or modified, the following steps should be used to reset the DSN.

Step 1 – Open the ODBC DATA SOURCE ADMINISTRATOR tool provided with Windows (Figure 98). This is normally located in the CONTROL PANEL group, ADMINISTRATIVE TOOLS sub-group. Select the SYSTEM DSN tab and click ADD (Figure 74). Click the ADD button. **NOTE: YOU WILL NEED ADMINISTRATOR RIGHTS ON YOUR PC IN ORDER TO SETUP THE ODBC DSN.**

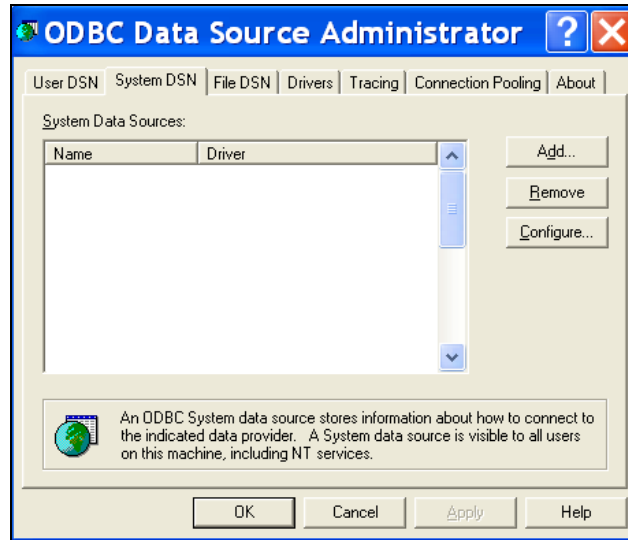


Figure 98

Step 2 – Select MICROSOFT ACCESS DRIVER as shown in Figure 99 and then click FINISH.

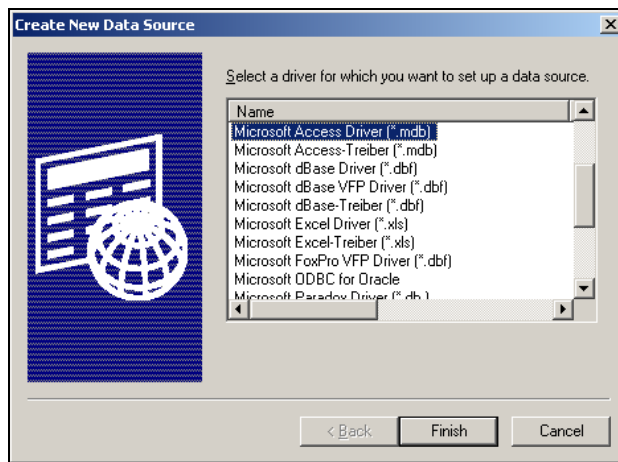


Figure 99

Step 3 – Enter “TrackEm3” for the Data Source Name (DSN) in Figure 100 and click SELECT

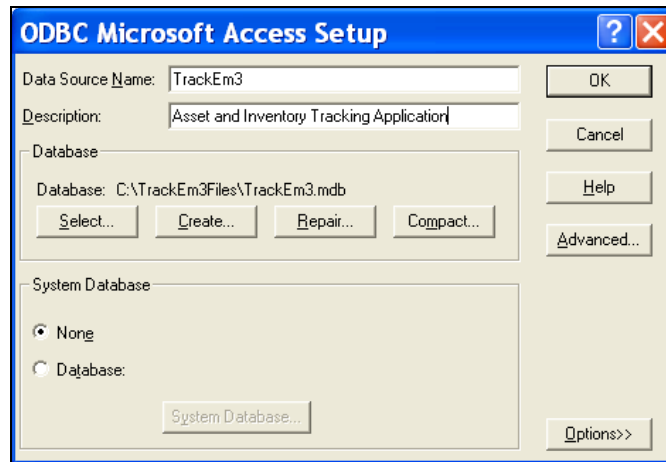


Figure 100

Step 4 – Select TrackEm3.mdb (C:\TrackEm3Files\TrackEm3.mdb) and click OK

Step 5 – After clicking OK on Figure 100, Figure 101 will appear as shown. Click OK and the ODBC DSN is complete.

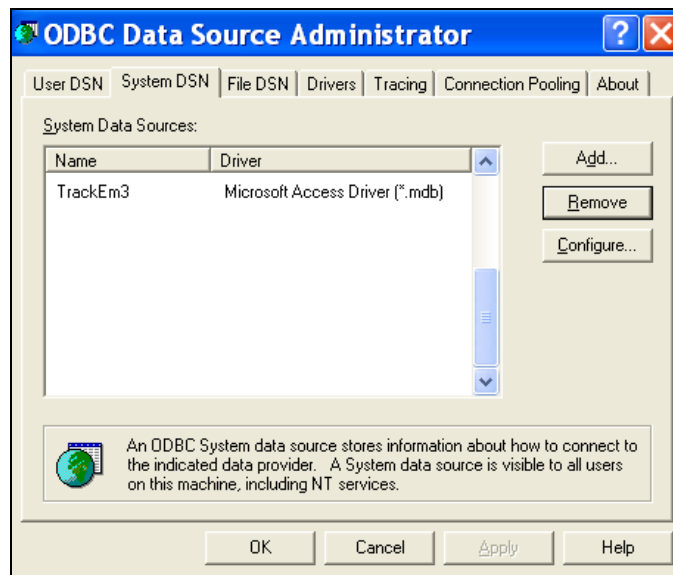


Figure 101

Running Track'Em over a Network

Track'Em can be installed to run on a network so that multiple PC's can share the Track'Em database. Follow these directions in order to setup Track'Em to run on a network.

1. Run the Track'Em setup CD on the network server.
2. Run the Track'Em setup CD on each PC (client) that will be using Track'Em
3. Manually change each client's Track'Em desktop shortcut properties to point to the Track'Em database (TrackEm3.mdb) located on the network server.
4. If you are using the LABELING MODULE, then you need to manually change the ODBC DSN to point to the network version of the database. See the ODBC notes in the LABELING MODULE section of this manual.

Note: The values in the PORTABLE BARCODE SCANNER SETUP FORM (Figure 83) should NOT be changed when running over a network. The scanner should always be connected to a PC on the network.

Linking to Track'Em from another Database

If you own a licensed copy of Microsoft Access, you can link Track'Em data tables to existing databases. The following figures illustrate how to link to the Track'Em tables.

After opening an Access database (new or existing), select FILE | GET EXTERNAL DATA | LINK TABLES as shown in Figure 102.

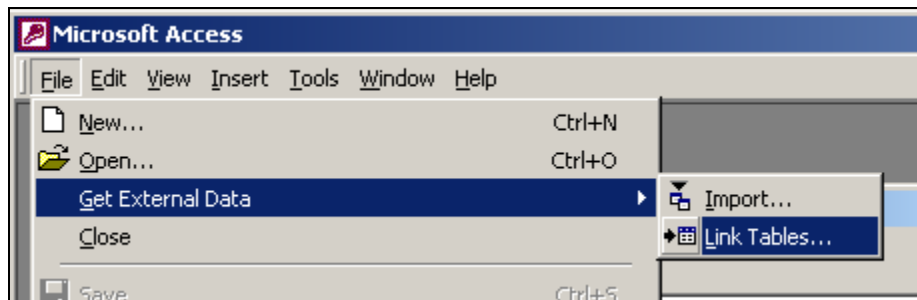


Figure 102

Select the file named TrackEm3.mdb. The default directory is C:\TrackEm3Files.

After selecting the Track'Em database, a list of available Track'Em tables will be displayed as shown in Figure 103. Select the tables you would like to use in your existing database.

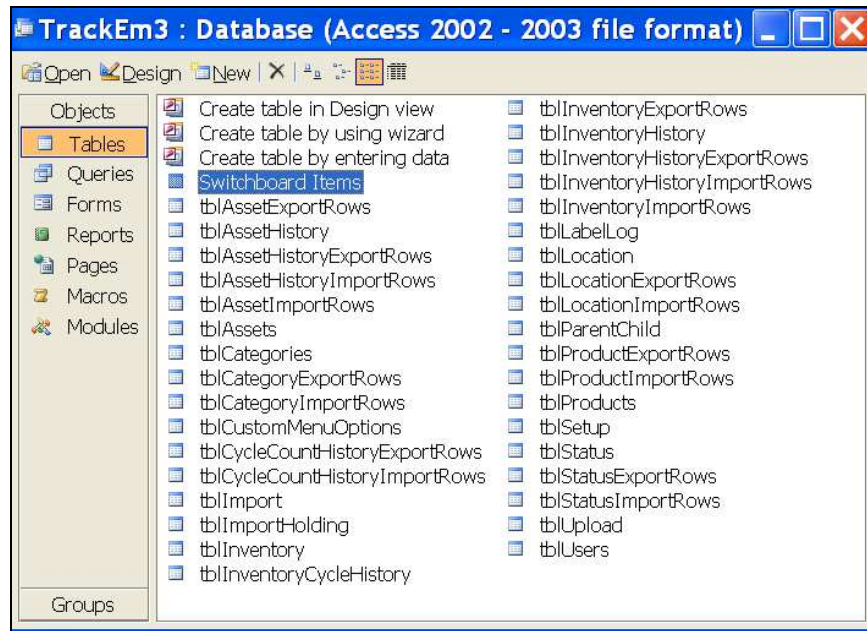


Figure 103

After selecting one or more tables, the Access database screen will appear as shown in Figure 104. You are now able to create your own custom queries, forms and reports in your existing database using the data stored in Track'Em.

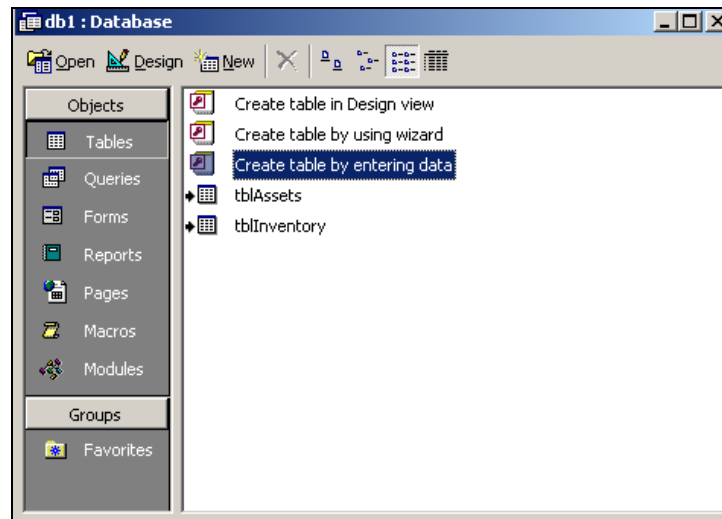


Figure 104

Track'Em System Files

Filename	On Scanner	Purpose / Notes
C:\TrackEm3Files\TrackEm3.mdb	NO	Access database file (replaced by TrackEm3.mde on demo CD)
C:\TrackEm3Files\TrackEm3Manual.pdf	NO	User's Manual (this document)
C:\TrackEm3Files\GettingStarted.pdf	NO	Getting Started Guide
C:\TrackEm3Files\PORTABLE SCANNER OpManual.pdf	NO	PORTABLE SCANNER Operator's Manual
C:\TrackEm3Files\TE3_DeveloperManual.pdf	NO	(DEVELOPER ADD-ON ONLY)
C:\TrackEm3Files\VbaSourceCodeForms.pdf C:\TrackEm3Files\VbaSourceCodeModules.pdf	NO	Listing of all Track'Em VBA source code (DEVELOPER ADD-ON ONLY)
C:\TrackEm3Files\HT\Autoexec.exe	YES	Portable scanner program – compiled version
C:\TrackEm3Files\HT\Dataedit.exe	YES	Portable scanner program – compiled version
C:\TrackEm3Files\Autoexec.jpg C:\TrackEm3Files\Dataedit.jpg C:\TrackEm3Files\ScannerSoftwareFlowchart.pdf	NO	Portable scanner programs – source code version (DEVELOPER ADD-ON ONLY)
C:\TrackEm3Files\Alookup.txt	YES	Asset lookup file
C:\TrackEm3Files\Ilookup.txt	YES	Item lookup file
C:\TrackEm3Files\Llookup.txt	YES	Location lookup file
C:\TrackEm3Files\Slookup.txt	YES	Status lookup file
C:\TrackEm3Files\Users.txt	YES	User ID lookup file
C:\TrackEm3Files>Password.txt	YES	“Use password on scanner?” file
C:\TrackEm3Files\Minmax.txt	YES	Minimum / Maximum barcode lengths
C:\TrackEm3Files\HT\JENG.EXE	YES	HT630 scanner driver file
C:\TrackEm3Files\Sht3.pcb	NO	File used to reload HT630 scanners w/ TrackEm
C:\TrackEm3Files\AssetLabel.btw	NO	BT Template for Assets (Automation Edition)
C:\TrackEm3Files\AssetLabelAll.btw	NO	BT Template for Assets (Automation Edition)
C:\TrackEm3Files\AssetLabelPro.btw	NO	BT Template for Assets (Pro Edition)
C:\TrackEm3Files\LocationLabel.btw	NO	BT Template for Locations (Automation Edition)
C:\TrackEm3Files\LocationLabelAll.btw	NO	BT Template for Locations (Automation Edition)
C:\TrackEm3Files\LocationLabelPro.btw	NO	BT Template for Locations (Pro Edition)
C:\TrackEm3Files\ProductLabel.btw	NO	BT Template for Products (Automation Edition)
C:\TrackEm3Files\ProductLabel.btw	NO	BT Template for Products (Automation Edition)
C:\TrackEm3Files\ProductLabelPro.btw	NO	BT Template for Products (Pro Edition)
C:\TrackEm3Files\TE3.ico	NO	Track'Em icon
C:\TrackEm3Files\9pin.jpg	NO	Sample data bitmap
C:\TrackEm3Files\CopyPaper.jpg	NO	Sample data bitmap
C:\TrackEm3Files\Moniter.jpg	NO	Sample data bitmap
C:\TrackEm3Files\Printer Cable.jpg	NO	Sample data bitmap
C:\TrackEm3Files\Assets_ht.trk	NO	HT630 Batch file – asset data
C:\TrackEm3Files\Cycle_ht.trk	NO	HT630 Batch file – cycle count data
C:\TrackEm3Files\ProductIn_ht.trk	NO	HT630 Batch file – receiving data
C:\TrackEm3Files\ProductOut_ht.trk	NO	HT630 Batch file – move / ship data
C:\TrackEm3Files\p_desc_ht.trk	NO	HT630 Batch file – product descriptions
C:\TrackEm3Files\a_desc_ht.trk	NO	HT630 Batch file – asset descriptions
C:\TrackEm3Files\l_desc_ht.trk	NO	HT630 Batch file – location descriptions
C:\TrackEm3Files\s_desc_ht.trk	NO	HT630 Batch file – status descriptions
C:\TrackEm3Files\user_codes_ht.trk	NO	HT630 Batch file – user codes
C:\TrackEm3Files\minmax_ht.trk	NO	HT630 Batch file – Min / Max values
C:\TrackEm3Files\PtCommInstall.msi	NO	PORTABLE SCANNER communications installation program (Also on CD)
D:\Access Runtime Files\AccessRT.msi D:\Access Runtime Files\AccessRT.cab	NO	ONLY ON CD – access runtime installation files

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C:\Windows\System32\ComDlg32.ocx	NO	Windows system file – only added if not present
C:\Windows\System32\ComCat.dll	NO	Windows system file – only added if not present
C:\Windows\System32\StdOle2.tlb	NO	Windows system file – only added if not present
C:\Windows\system32\asycfilt.dll	NO	Windows system file – only added if not present
C:\Windows\system32\olepro32.dll	NO	Windows system file – only added if not present
C:\Windows\system32\oleaut32.dll	NO	Windows system file – only added if not present
C:\Windows\system32\msvbvm60.dll	NO	Windows system file – only added if not present
C:\Windows\system32\Mstext40.dll	NO	Windows system file – only added if not present
C:\Windows\system32\Odtext32.dll	NO	Windows system file – only added if not present
C:\Windows\system32\Msexcl35.dll	NO	Windows system file – only added if not present
C:\Windows\system32\Msexcl40.dll	NO	Windows system file – only added if not present
C:\Windows\System32\Vb6ext.olb	NO	Windows system file – only added if not present
C:\Windows\System32\dao360.dll	NO	Windows system file – only added if not present
C:\Windows\System32\VBACV10.DLL	NO	Windows system file – only added if not present
C:\Windows\System32\VBACV10D.DLL	NO	Windows system file – only added if not present
C:\Windows\System32\VBACV20.DLL	NO	Windows system file – only added if not present
C:\Windows\System32\VBE6EXT.OLB	NO	Windows system file – only added if not present
C:\Windows\System32\VBE6.DLL	NO	Windows system file – only added if not present
C:\Windows\Fonts\3OF9_NEW.TTF	NO	Code 3 of 9 barcode font
D:\Documentation\	NO	User's manual, technical documents, etc
D:\USB Driver.zip	NO	USB Driver
D:\ Windows 7 (64 bit) PT Comm\ JobGenPlusWithPT_Comm.msi	NO	Scanner communications installation for Windows 7 64 bit. Instructions in same directory

Table 12

Track'Em Reports

The following table contains a list of all of the reports provided with Track'Em, along with the query or table used by the report and the form or menu option macro used to open the report.

Report Title	Report Name in Access Query or Table for report data Report opened by (menu macro or form name)	Report Description
Assets by Barcode	rpt3AssetsSortedByBarcode qryAssetReports MENU mcrAssetsReports.AssetsByBC	Shows all assets sorted by barcode number. Includes location and status.
Assets by Category	rpt3AssetsByCat rpt3AssetsByCatPrice qryAssetReports frmAssetsBySelection	Shows selected asset(s) by selected category(s). With or without current value
Assets by Date Acquired	rpt3AssetsByDateAcquired qryAssetAcquired MENU mcrAssetsReports.AssetsByDate	Only includes asset records which contain a value in the Date Acquired field
Assets by Department	rpt3AssetsByDept rpt3AssetsByDeptPrice qryAssetReports frmAssetsBySelection	Shows selected asset(s) by selected department(s). With or without current value
Assets by Description	rpt3AssetsSortedByDescription qryAssetReports MENU mcrAssetsReports.AssetsByDesc	Shows all assets sorted by description. Includes location and status.
Assets by Location	rpt3AssetsByLocation rpt3AssetsByLocationPrice qryAssetReports frmAssetsBySelection	Shows selected asset(s) by selected location(s). With or without current value
Assets in New Location by Category	rpt3AssetsByCatNewLoc rpt3AssetsByCatNewLocPrice qryAssetsInNewLocation frmAssetsBySelection	Shows asset(s) by selected location(s) that are in a different location the most recent time scanned than they were the previous time scanned. With or without price.
Assets in New Location by Department	rpt3AssetsByDeptNewLoc rpt3AssetsByDeptNewLocPrice qryAssetsInNewLocation frmAssetsBySelection	Shows asset(s) by selected location(s) that are in a different location the most recent time scanned than they were the previous time scanned. With or without price.
Assets in New Location by Location	rpt3AssetsByLocationNewLoc rpt3AssetsByLocationNewLocPrice qryAssetsInNewLocation frmAssetsBySelection	Shows asset(s) by selected location(s) that are in a different location the most recent time scanned than they were the previous time scanned. With or without price.
Assets in New Location by Status	rpt3AssetsByStatusNewLoc rpt3AssetsByStatusNewLocPrice qryAssetsInNewLocation frmAssetsBySelection	Shows asset(s) by selected location(s) that are in a different location the most recent time scanned than they were the previous time scanned. With or without price.
Assets in New Location by Model	rpt3AssetsByModelNewLoc rpt3AssetsByModelNewLocPrice qryAssetsInNewLocation frmAssetsBySelection	Shows asset(s) by selected location(s) that are in a different location the most recent time scanned than they were the previous time scanned. With or without price.
Assets by Location – Days Checked Out	rpt3AssetsCost qryAssetReports frmAssetLocationCostReports	Shows assets by selected location, days out, daily rate and total costs. Check In / Out Menu
Assets by Models	rpt3AssetsByModels rpt3AssetsByModelsPrice qryAssetReports frmAssetsBySelection	Shows selected asset(s) by selected model(s). Assets records not assigned models are not included. With or without current value. Note: Model Number must equal Part Number from Products table
Assets by Next Scheduled Maintenance	rpt3AssetByNextSch qryAssetMaint MENU mcrAssetsReports.AssetsBySch	Assets listed by Next Scheduled Maintenance (date). Assets without a value for this field are not listed in report. Note: Date value is not limited to maintenance.

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Assets by Status	rpt3AssetsByStatus rpt3AssetsByStatusPrice qryAssetReports frmAssetsBySelection	Shows selected asset(s) by selected status(es). With or without current value.
Assets Scrapped	rpt3AssetHisScrap qry3AssetHistoryScrap MENU - mcrAssetsReports.AssetsScrapped	Assets with SCRAPPED value = TRUE
Assets Checked Out by Category	rptCheckedOutByCat qryCheckedOut frmCheckedOutReports	Assets currently checked out by category. Check In / Out Menu
Assets Checked Out by Location	rptCheckedOutByLocation qryCheckedOut frmCheckedOutReports	Assets currently checked out by location. Check In / Out Menu
Overdue Assets by Category	rptOverDueByCat qryOverDue frmOverDueReports	Checked out assets overdue by category. Check In / Out Menu
Overdue Assets by Location	rptOverDueByLocation qryOverDue frmOverDueReports	Checked out assets overdue by location
Times Checked Out by Category	rptTimesOutByCat qryTimesCheckedOut frmTimesCheckedOut	Shows the number of times an asset has been checked out – grouped by category. Check In / Out Menu
Times Checked Out by Location	rptTimesOutByLocation qryTimesCheckedOut frmTimesCheckedOut	Shows the number of times an asset has been checked out – grouped by location. Check In / Out Menu
Checked In Overdue	rptCheckedInOverdueByLocation qry3AssetsCheckInOverDueHistory frmCheckedInOverdue	Shows assets checked in overdue by selected location(s)
Asset History by Category	rpt3AssetHisCat qry3AssetHistory frmAssetHistoryReportsByCategoryMS	Asset history records selected by selected category(s)
Asset History by Department	rpt3AssetHisDept qry3AssetHistory frmAssetHistoryReportsByDeptMS	Asset history records selected by selected department(s)
Asset History by Location	rpt3AssetHisLocation qry3AssetHistory frmAssetHistoryReportsByLocationMS	Asset history records selected by selected location(s)
Asset History by Model	rpt3AssetHisModel qry3AssetHistory frmAssetHistoryReportsByModelMS	Asset history records selected by selected model number(s). Note: Model Number must equal Part Number in Products table
Asset History by Status	rpt3AssetHisStatus qry3AssetHistory frmAssetHistoryReportsByStatusMS	Asset history records selected by status(es)
Assets Updated Since Last Scan	rpt3AssetsUpdatedByLocation qryAssetReports frmAssetScannedUpdatedReports	Includes assets with either True or False (depending upon selection) for value SCANNED SINCE LAST RESET by selected all location(s).
Asset History by Location – Days Checked Out	rpt3AssetHisDaysOut qry3AssetHistory frmAssetHistoryCostReports	Asset history records including daily rate, days asset checked out and total cost (daily rate x days out). Check In / Out Menu
Barcode labels - Assets	rpt3BarcodeAssets rpt3BarcodeAssetsLarge qryBarcodeLabelData frmPrintLabelsTE	Asset barcode labels using Avery label template 5160 & 5161
Barcode labels - Locations	rpt3BarcodeLocations rpt3BarcodeLocationsLarge qryBarcodeLabelData frmPrintLabelsTE	Location barcode labels using Avery label template 5160 & 5161
Barcode labels - Products	rpt3BarcodeProducts rpt3BarcodeProductsLarge qryBarcodeLabelData frmPrintLabelsTE	Product barcode labels using Avery label template 5160 & 5161

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Label Log	rptLabelLog qry3LabelLogReport MENU - mcrLabelLogReport	List of labels printed by date range selected.
Products Sorted by Barcode	rptProductsSortedByBC qryProductReports MENU - mcrProductsReports.ByBC	Report show all records in Product Master table and is sorted by barcode number. Includes on-hand quantity, but no locations.
Products Sorted by Category	RptProductsSortedByCat qryProductReports MENU - mcrProductsReports.ByCat	Report show all records in Product Master table and is grouped by product category. Includes on-hand quantity, but no locations.
Products Sorted by Description	rptProductsSortedByDesc rptProductsSortedByDescPrice qryProductReports MENU - mcrProductsReports.ByDesc MENU- mcrProductsReports.ByDescPrice	Report show all records in Product Master table and is sorted by description. Includes on-hand quantity, but no locations. With or without pricing.
Products Sorted by Product Number	rptProductsSortedByProduct qryProductReports MENU - mcrProductsReports.ByNumber	Report show all records in Product Master table and is sorted by part number. Includes on-hand quantity, but no locations.
All Products Reorder / On Hand Report	rptProductsReorderPoint qryProductReports MENU - mcrProductsReports.ReorderAll	Current inventory records. Includes on-hand inventory and re-order point. Includes all items.
Product Reorder Report	rptProductsReorderNow qryReorder MENU - mcrProductsReports.ReorderNow	Current inventory records. Includes on-hand inventory and re-order point. Only includes items that need to be re-ordered.
Product Reorder by Primary Vendor Report	rptReorderByVendor qryReorderByVendors frmInventoryByVendor	Current inventory records by selected primary vendor. Includes on-hand inventory and re-order point. Only includes items that need to be re-ordered.
Product Reorder by Alternate Vendor Report	rptReorderByVendorAlt qryReorderByVendorsAlt frmInventoryByVendor	Current inventory records by selected alternate vendor. Includes on-hand inventory and re-order point. Only includes items that need to be re-ordered.
Inventory by Barcode	rpt3InventoryByBC rpt3InventoryByBCPrice qry3Inventory frmInventoryReportsMultiSelect	Current inventory records sorted by product barcode. With or without pricing.
Inventory by Category	rpt3InventoryByCat rpt3InventoryByCatPrice qry3Inventory frmInventoryByCat	Current inventory grouped by selected category(s). With or without pricing.
Inventory by Department	rpt3InventoryByDept rpt3InventoryByDeptPrice qry3Inventory frmInventoryByCat	Current inventory grouped by selected department(s). With or without pricing.
Inventory by Product Description	rpt3InventoryByDesc rpt3InventoryByDescPrice qry3Inventory frmInventoryReportsMultiSelect	Current inventory sorted by product description. With or without pricing.
Inventory by Location	rpt3InventoryByLocation rpt3InventoryByLocationPrice qry3Inventory frmInventoryLocationReports	Current inventory grouped by selected location(s). With or without pricing.
Inventory by Product Number	rpt3InventoryByProduct rpt3InventoryByProductPrice qryInventory frmInventoryReportsMultiSelect	Current inventory sorted by product number. With or without pricing.
Inventory by Primary Vendor	rpt3InventoryByVendorPrim rpt3InventoryByVendorPrimPrices qry3InventoryVendorPrim frmInventorybyVendor	Current inventory records by selected primary vendor. With or without pricing.
Inventory by Alternate Vendor	rpt3InventoryByVendorAlt rpt3InventoryByVendorAltPrices qry3InventoryVendorAlt frmInventorybyVendor	Current inventory records by selected alternate vendor. With or without pricing.

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Cycle Count History by Location	rpt3CycleHis qry3CycleCountHistory frmCycleCountHistory	Cycle count history by selected part / location
Inventory History - Sorted by Category	rpt3InvHisCat rpt3InvHisCatPrices qry3InventoryHistory frmInventoryHistoryByCategoryMS	Inventory history report. Grouped by selected category(s). With or without pricing.
Inventory History - Sorted by Department	rpt3InvHisDept rpt3InvHisDeptPrices qry3InventoryHistory frmInventoryHistoryByDeptMS	Inventory history report. Grouped by selected department(s). With or without pricing.
Inventory History - Sorted by To Location	rpt3InvHis rpt3InvHisPrices qry3InventoryHistory frmInventoryHistoryByLocationMS	Inventory history report. Grouped by selected TO location(s). With or without pricing.
Inventory History - by From and To Location	rpt3InvHis2Locs rpt3InvHis2LocsPrices qry3InventoryHistory frmInventoryHistoryByTwoLocationsMS	Inventory history report. Grouped by selected FROM and TO location(s). With or without pricing.
Cycle Count History by Category	rpt3CycleHisCat qry3CycleCountHistory frmCycleCountHistoryCat	Cycle count history by selected part / category
Kit / Component Report – Kit = Asset	rptParentChildA qryParentChildAA MENU - mcrParentChildReports.A	Includes list of all KIT records where the parent record is an asset.
Kit / Component Report – Kit = Part	rptParentChildP qryParentChildPP MENU - mcrParentChildReports.P	Includes list of all KIT records where the parent record is a product (item).
Custom Reports	CustomReport1 – CustomReport15 No query or table specified MENU - mcrCustomReports.Custom1 to 15	These reports serve as place-holders for users that need to create custom reports using the tools provided with Microsoft Access.

Table 13

Customizing Track'Em

The Track'Em program was developed using Microsoft Access. The file named TrackEm3.mdb is a Microsoft Access database file that contains forms, reports, queries, data tables (objects), and source code developed using Visual Basic for Applications (VBA). If you own a licensed copy of Microsoft 2003 or higher, you can edit any of these Track'Em objects using Access. **In order to view or edit any of these objects, press and hold the SHIFT key when starting Track'Em.** This will prevent the Track'Em startup macro from running and the Access database window will be displayed.

WARNING – DO NOT DELETE ANY OF THE FIELDS IN ANY OF THE TRACK'EM TABLES. There are numerous lines of VBA code which reference all of the fields contained in the Track'Em tables. If you do not need a specific field, you should use the tools provided with Track'Em on the Advanced System Admin Menu to HIDE that field.

**You should always create a backup of the entire database file
(C:\TrackEm3Files\TrackEm3.mdb) prior to starting any customization.**

You can modify the design and layout of any Track'Em form or report using the tools provided with MS Access. Do not delete fields on forms; if you do not want to see a specific field on a form, set its VISIBLE property from YES to NO.

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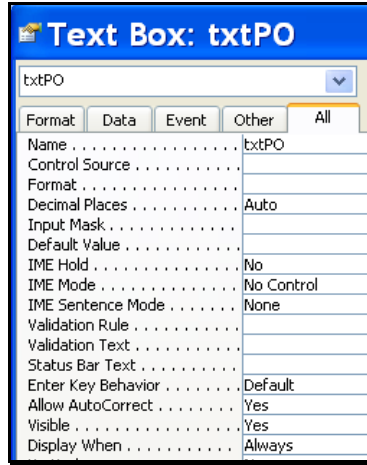


Figure 106

There are many excellent books on the market which can help with the customization of Track'Em. Several of these are listed in the following table.

Title	Author
"Microsoft Access Inside Out"	John L. Viescas
"Microsoft Access Step by Step"	Online Training Solutions, Inc.
"Access: This Missing Manual"	Matthew MacDonald
"Microsoft Access Forms, Reports, and Queries"	Paul McFedries

Table 14

Additionally, RVB Systems Group is available to help with Track'em customization at our standard hourly rate. Contact RVB Systems to discuss your customization requirements.

Microsoft Macro Security Warning

Upon installation, the Track'Em setup program will automatically set the default directory (C:/TrackEm3Files) as a TRUSTED LOCATION in the Microsoft Access Security TRUST CENTER. If you install Track'Em in a different location and depending upon the version of Access you are running and the MS Access default MACRO SECURITY LEVEL on your PC, you may encounter one or more of the following screens whenever Track'Em is started. This section of the manual describes how to eliminate this warning. Figure 7a illustrates the warning displayed when using Access 2003. Figures 7b and 7c illustrate the warning displayed when using Access 2007 and higher.

Access 2003 Security Warning Screen

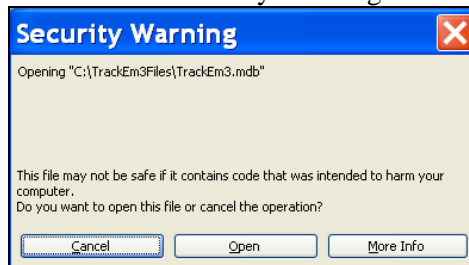


Figure 7a

Access 2007 and higher Security Warning Screens



Figure 7b

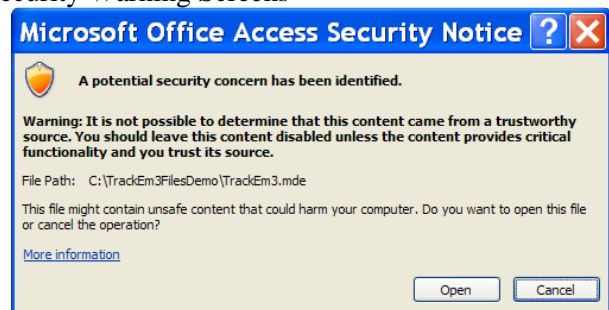


Figure 7c

A macro virus is a type of computer virus that's stored in a macro, Visual Basic for Applications (VBA) code, a form that contains an ActiveX control, a report that contains an ActiveX control, action query, data-definition query, pass-through query, or update query. **To help protect against macro viruses, you should purchase and install specialized antivirus software.**

The following pages describe how to eliminate these annoying screens.

Access 2003

To stop displaying macro warnings in Access 2003, change the security level to **Low** on the **Security Level** tab (on the **Tools** menu, point to **Macro**, and click **Security**) as shown in Figures 8a and 8b. **Change the security level to Low only if you are running specialized antivirus software that can check documents for macro viruses, and you are sure all the macros you use are from trusted sources.**

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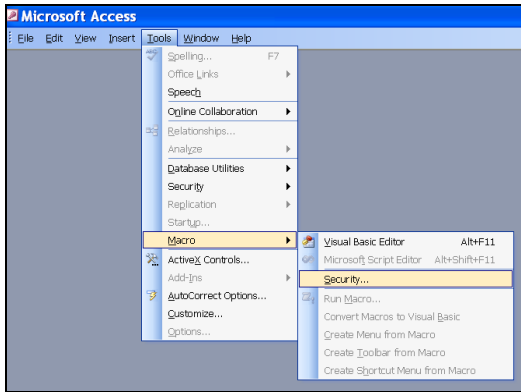


Figure 8a

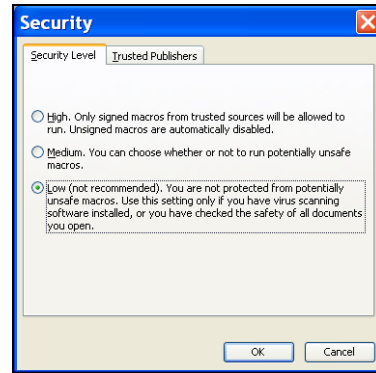


Figure 8b

The screens shown in Figures 8c and 8d will also appear when changing the Macro Security Level. You should select YES on both of these screens.

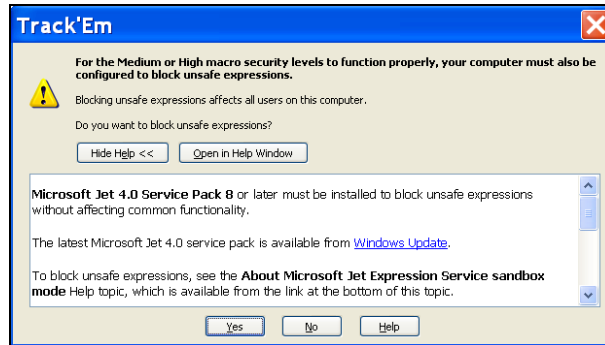


Figure 8c

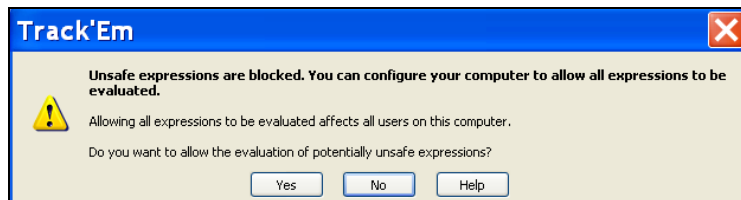


Figure 8d

You also have the option of creating an Access 2003 personal digital certificate for your own version of Track'Em in order to eliminate this warning message while still running at Medium or High security. You should consult the Microsoft website for details on how to create a personal digital certificate.

Access 2007 and higher

To turn off the “Security Warning” shown below in Access 2007 and higher, close the opening Track'Em form and select OPTIONS. You can either ENABLE THIS CONTENT (each time) or open the TRUST CENTER and follow the directions below.

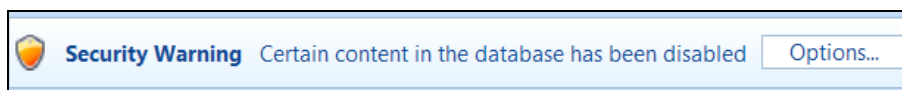


Figure 8e

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Figure 8f

Access 2007 introduces a new tool called the TRUST CENTER. You can elect to trust files in a specific location (**Figure 8i - RECOMMENDED**) or all files (Figure 8j - NOT RECOMMENDED).

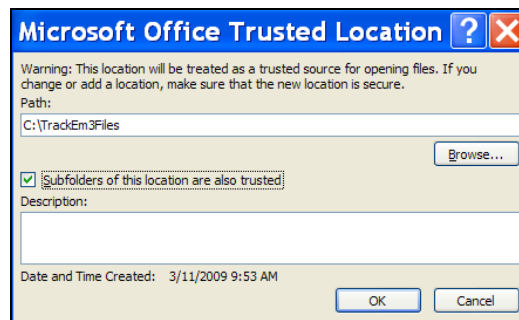


Figure 8g



Figure 8h

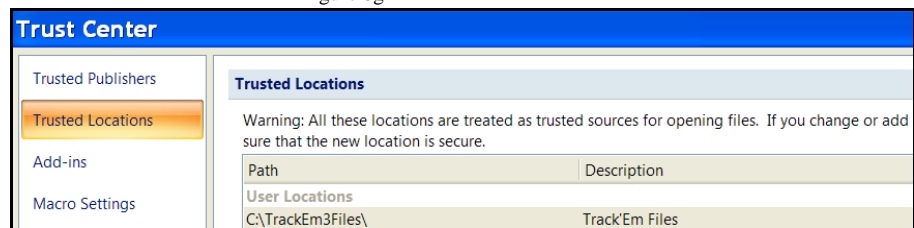


Figure 8i

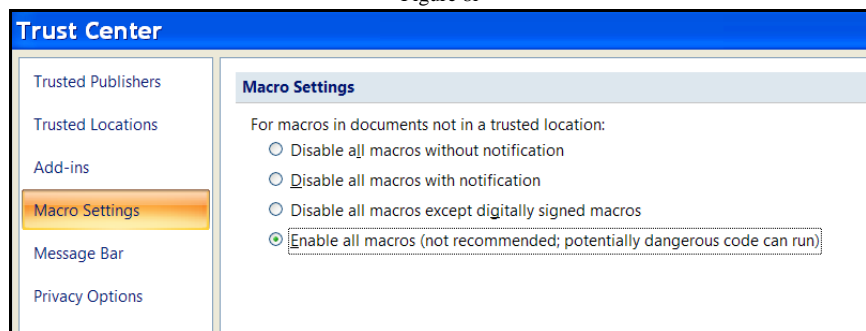


Figure 8j

You also have the option of creating an Access 2007 and higher personal digital certificate for your own version of Track'Em in order to eliminate this warning message while still running at any of the security levels. You should consult the Microsoft website for details on how to create a personal digital certificate.

Track'Em Support

Free STANDARD LEVEL telephone, fax and e-mail support is provided to all registered user's of Track'Em for **30 days from date of purchase**. When calling for support, you will be asked for your COMPANY NAME and SOFTWARE SERIAL NUMBER.

At the conclusion of your free 30 day support period, additional support is available from RVB Systems Group as shown below. Rates subject to change.

Track'Em Extended Support – Basic Level	\$175 / year or 5 incidents
Track'Em Extended Support – Basic Level	\$95 / 1/2 year or 2 incidents
Track'Em Extended Support – Advanced Level	\$125 / hour
Track'Em on-line training (up to hours live training using your PC's internet connection)	\$250
Off-site customization of Track'Em	\$125 / hour
On-site installation / training / system integration services	Call. Rates vary by location. Travel expenses additional.

Track'Em Extended Support – Basic Level includes telephone, fax or e-mail support for installation (local PC or on a network), setup and basic operation of the Track'Em software.

Track'Em Extended Support – Advanced Level (such as help developing custom reports, forms, queries, macros, VBA code modules, linking to external databases, label design, etc.) is available at the off-site customization rate.

Service for the scanners provided with Track'Em is provided by the manufacturer. Extended portable scanner warranty plans are available from RVB Systems Group.

For more information, contact RVB Systems Group at:

6952 Wade Dr
Cary, NC 27519
(919) 362-5211 - voice
(919) 443-1204 - fax
sales@barcode-solutions.com