ATID 870 USERS MANUAL

01/28/2012

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My Device
Microsoft WordPad
Recycle Bin
Media Player
Internet Explofer
My Documents
8:05 AM
Atid

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Revision Log

Revision #	Date	Notes
1	01/28/12	Initial Version

Installing Windows Mobile Device Manager or ActiveSync

Depending upon your version of Windows you must install one of the following

Windows 7

For Windows 7, download Windows Mobile Device Manager from

http://www.microsoft.com/ and install

Note: You must be an administrator

Windows XP

For Windows XP, there is an older product called Microsoft ActiveSync. Download from

http://www.microsoft.com/ and install.

Connecting Your Portable Device To A PC

Both Windows Mobile Device Manager and ActiveSync allow you to set up a partnership between your PC and one or more portable devices. When first installed there are no connections

Figure 1.1

Connecting Portable To PC The First Time

The first time you plug the portable to the PC via the USB cable you may see a message like this, depending on your version of Windows, notifying device drivers for the device have been installed.

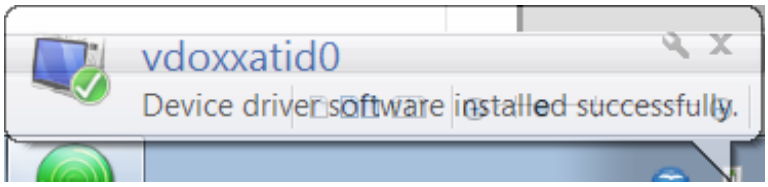

Figure 1.2

Setting Up A Partnership

When you plug in the portable USB cable to your PC for the first time you should see this

Figure 2.1

Click **Set up your device**

Note: Ignore this message-Click the red **X**

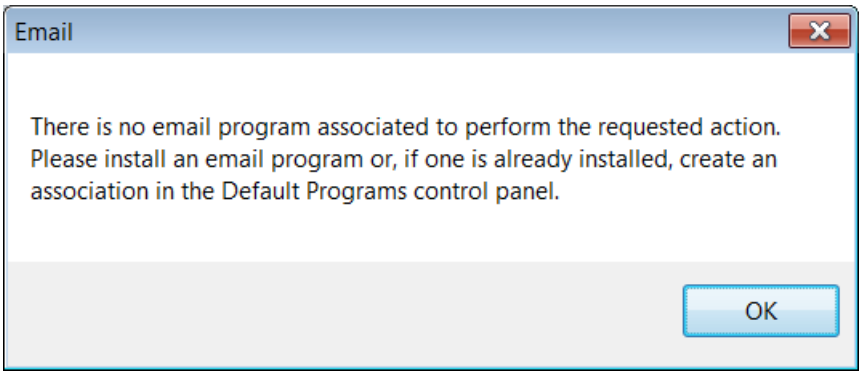

Figure 2.2

You can connect to a single computer or two computers, normally one computer is sufficient. Select desired option and click **Next**

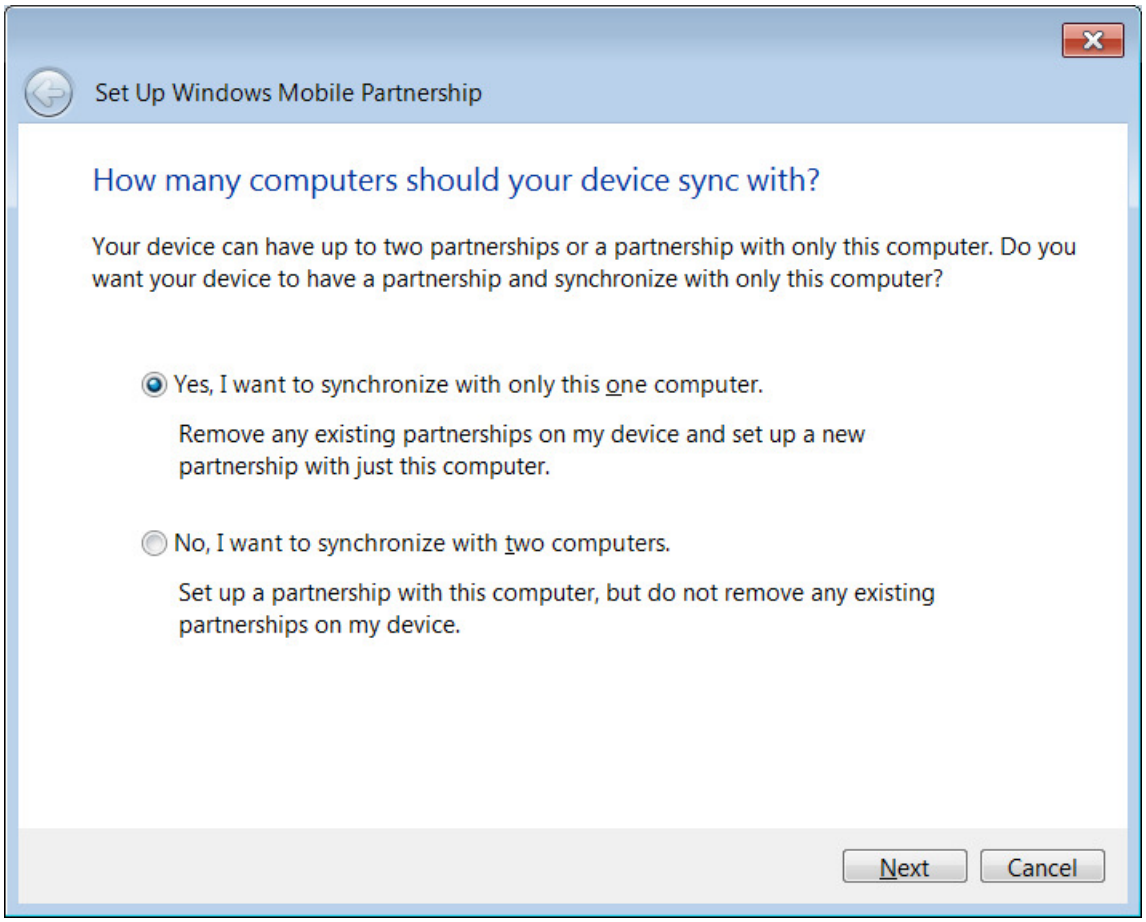

Figure 2.3

Sync Options

You will **ONLY** sync files between your PC and portable device. Select **Files** option only and click **Next**

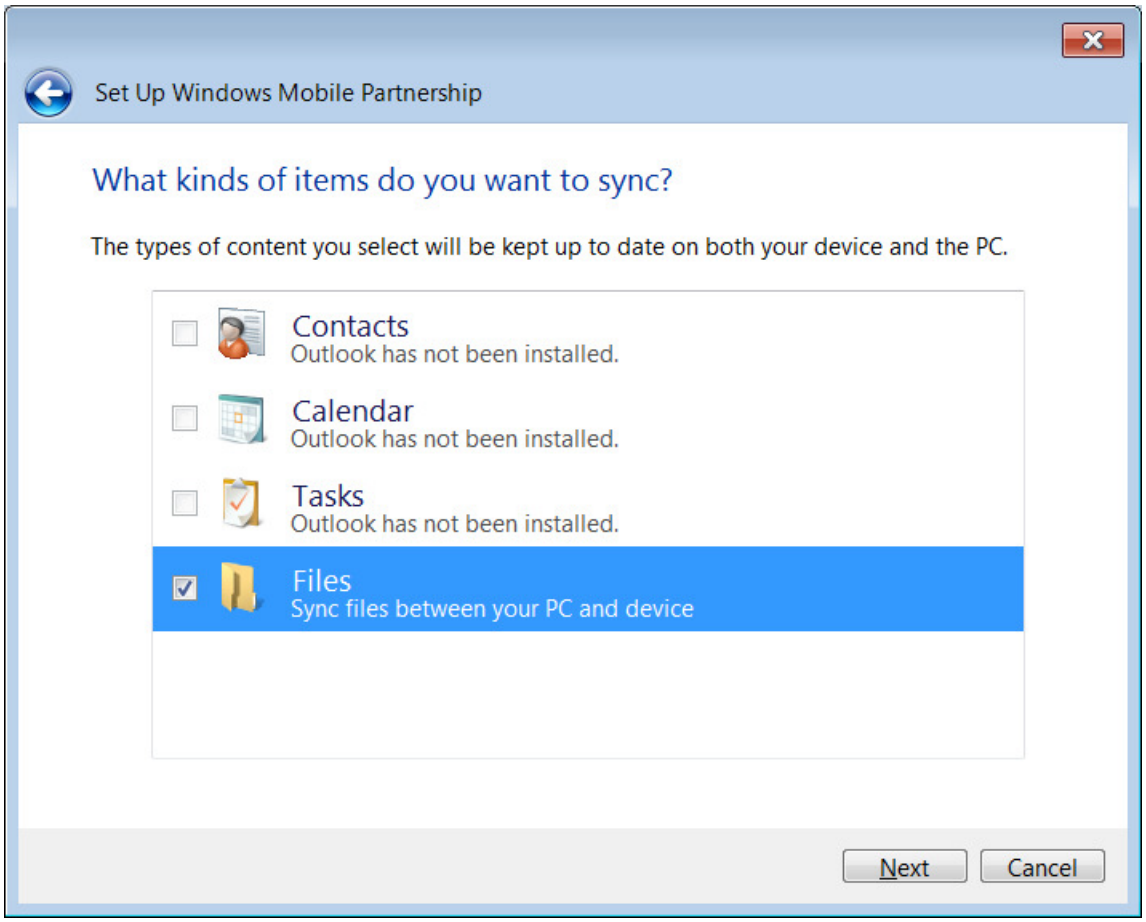

Figure 2.4

Creating The Partnership

Click **Set Up** on the screen below to establish the partnership between your PC and portable device.

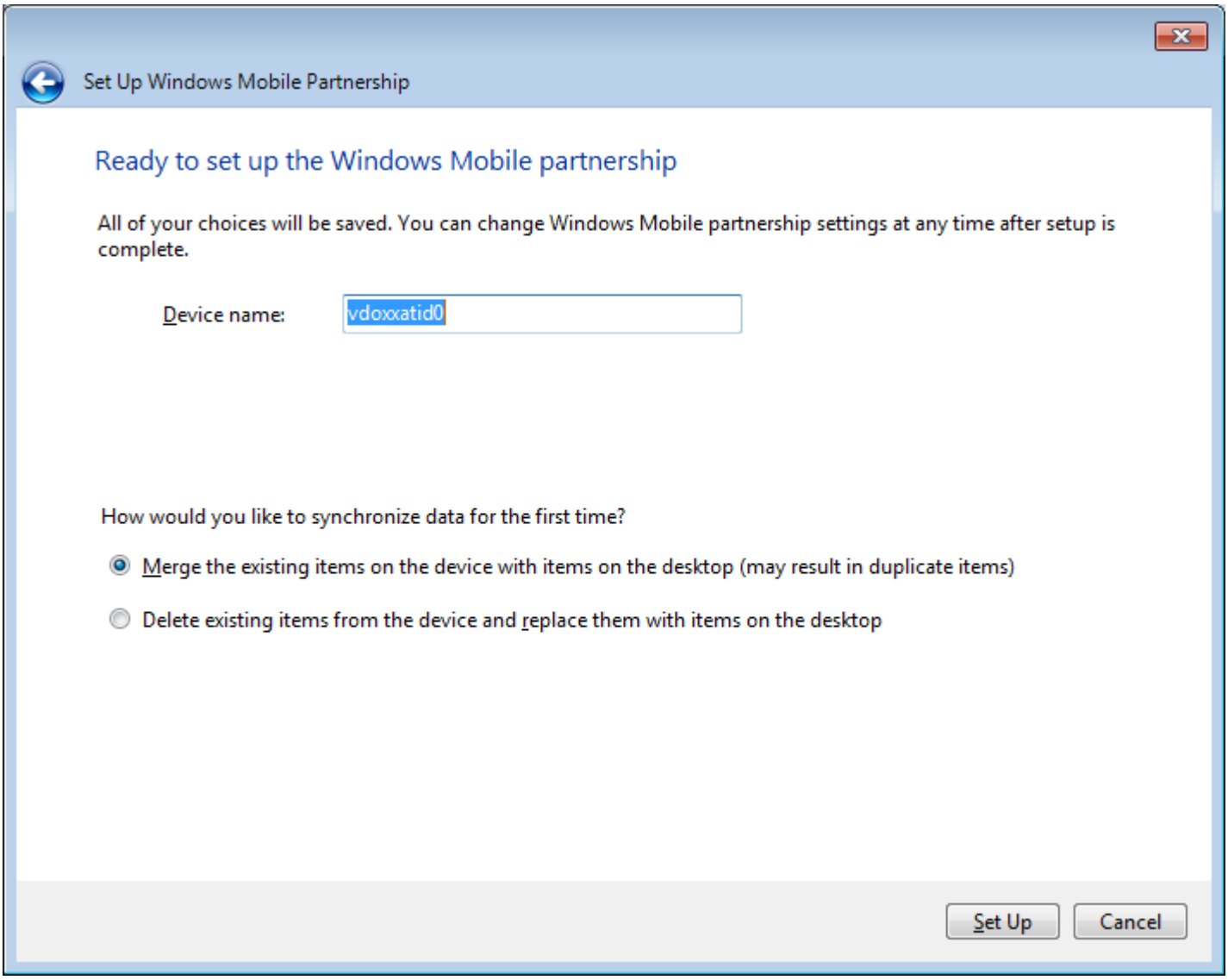

Figure 2.5

Messages Displayed When Connecting And Syncing

When you connect your USB to the PC you will see this message notifying connection is being established.

Note: You may also see a message “syncing” when sync is in progress.

Figure 2.6

Connecting Your Portable To Virtual Doxx

Under Mobile Device Settings select the option **Change content sync settings**.

Figure 2.7

Sync Folder Path

In **Change content sync settings** choose **sync settings** option under **Files**

You will now see a path to your PC's new Sync Folder. This path is unique to your PC, selected based on your PC's user and portable names.

This path needs to be set up in your Virtual Doxx project. Write this path down and send to Virtual Doxx via email to Hugh@virtualdoxx.com with subject: NEW SYCH FOLDER PATH. Include customer information and Logon in the body of the email.

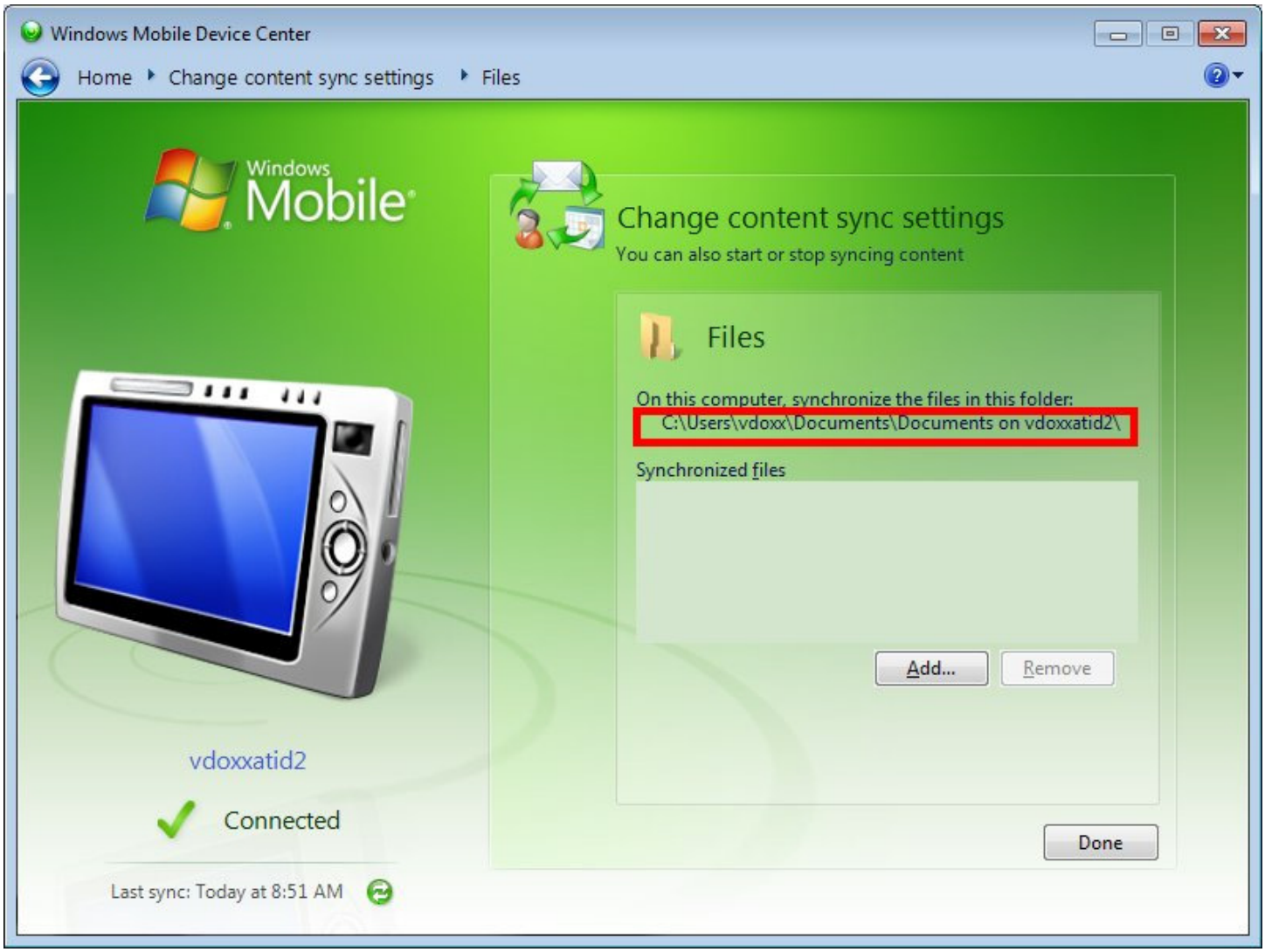

Figure 2.8

3 Steps To Downloading Files To Portable From Virtual Doxx

You must complete these steps before using the portable for the first time so that there are Locations for inventory and Items to find/inventory.

Step One

Download Locations and Items Files from Virtual Doxx tracking screen (See page 15).

Step Two

Reconnect portable via USB to PC to sync all newly downloaded Locations and Items. This sync will occur automatically any time portable is connected to PC after partnership is established (See page 18).

Step Three

Opening and importing Locations/Items Files to Portable in Virtual Doxx portable software (See pages 19-27).

NOTE: Disconnect the portable's USB cable from your PC before downloading Locations and Items files from Virtual Doxx Tracking Screen.

Step One: Downloading Locations and Items Files To Your PC's Sync Folder

Go to dev.virtualdoxx.com and select the **Download** option at the top right of the screen.

- Logon with your **User ID** and **Password**

Figure 3.1

Two files must be exported from Virtual Doxx for the portable to operate correctly:

Once logged in, click the **Tracking** tab on the top column

- **Locations** file in Tracking screen named **Locations.csv** contains a list of all tracking locations
- **Items File** in Tracking screen named **Items.csv** contains a list of all items that you are tracking
- Both must be downloaded to the portable before first use
- Download again whenever you add/change locations/items
- Frequent downloads are recommended to update portable on Locations/File Items changes

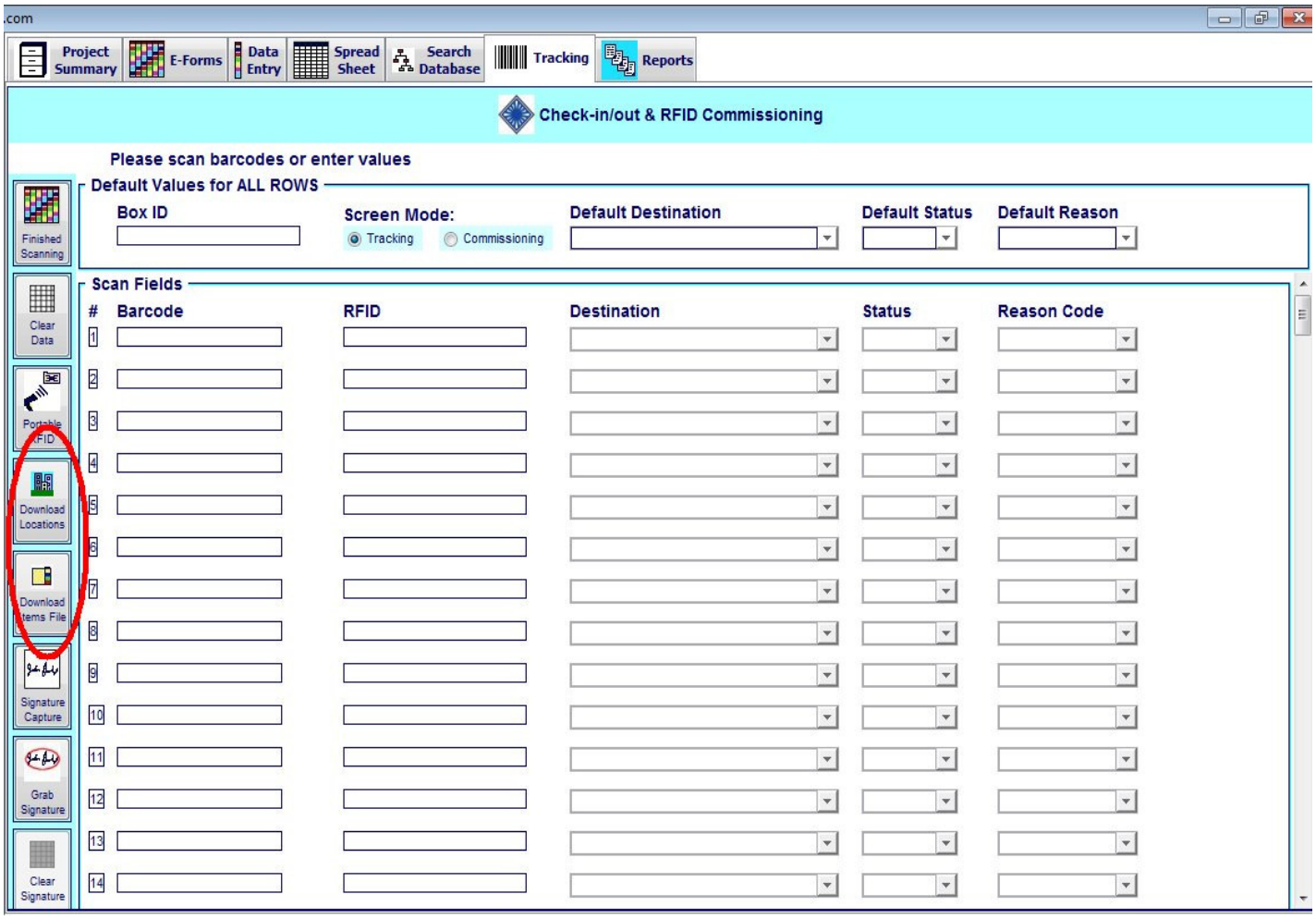

Figure 3.2

Download Confirmation Messages

After clicking the **Download Locations** tab, Virtual Doxx will build a file containing all locations in your project and place them in your sync folder.

Once the download is complete, this window will pop up confirming a successful download.

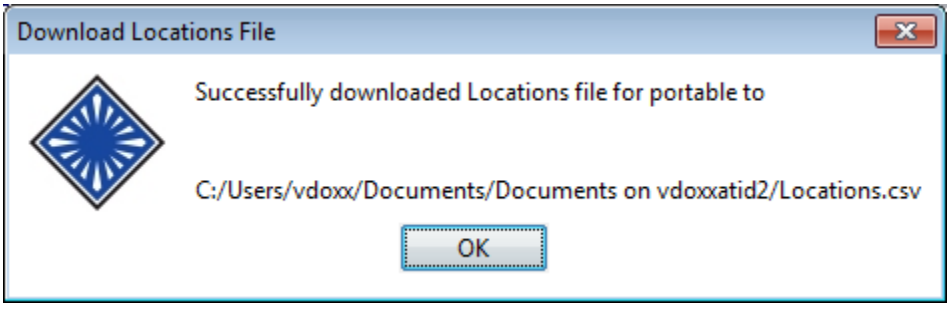

Figure 3.3

Click OK and repeat for **Download Items File**.

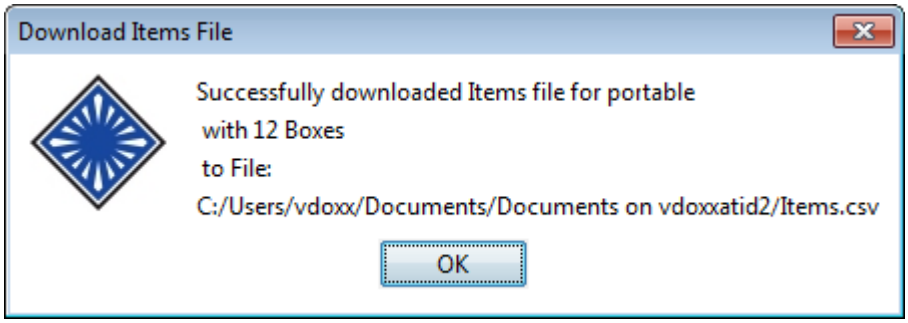

Figure 3.4

Click OK.

Step Two: Synchronizing Locations and Items Files to Portable

Reconnect the portable to your PC via USB and portable will automatically synchronize with PC with all updated Locations and Items Files.

Figure 3.5

Step Three: Importing Locations and Items Files From PC to Virtual Doxx Software On Portable

Use the included stylus to double-click the **VDoxx** icon on the home screen of your portable device

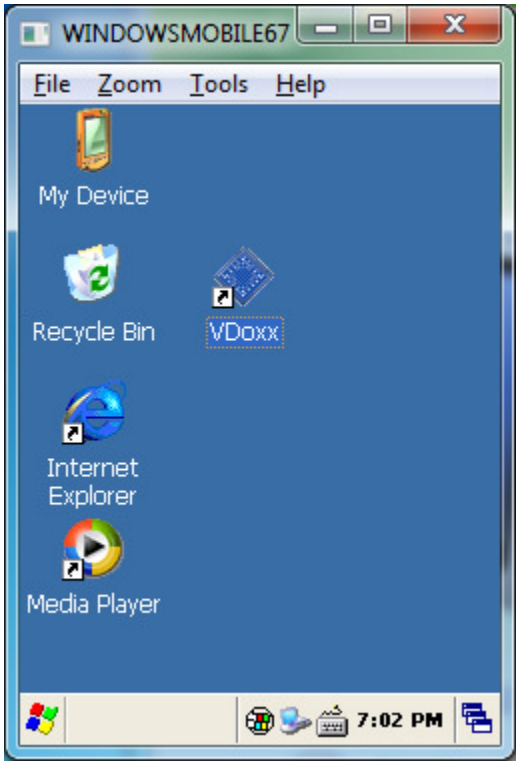

Figure 3.6

Using Virtual Doxx Portable Software

Once required **Locations** and **Items Files** are exported and Virtual Doxx program is launched you will see the VDoxx home screen

Figure 3.7

Entering User ID

Enter your User Id so that each scan can be linked to you.

Figure 3.8

Adding New User

Use the stylus to click in the name field.

If your User ID does not exist:

- Portable is in **Numeric Entry Mode** by default. You may enter a number to represent each user that will use portable **OR**
- You can press the **ALP** button on your portable keypad to enter **Alpha Entry Mode**
- To enter names in **Alpha Entry Mode** use keypad (Ig: for **Andi** press **2** once, **6** twice, **3** once, and **4** twice).
- Enter unique “Name” to track each user input on the portable
- Once desired name is entered press the **Enter/Return Key** to add new user
- A screen prompt will ask if you wish to add the new user (see figure 3.9)
- Click YES to add new user or No to return to the previous screen

NOTE: You must enter a User ID to proceed with Virtual Doxx portable software.

Figure 3.9

Menu Options

The portable now displays the available Menu Options:

- **Sync** – Synchronize files between portable and PC
  - *Import Locations file*
  - *Import Items file*
  - *Export Items file*
- **Simple Inventory** – Scan items at one or more locations
- **Asset Inventory** – Reconcile items at one or more location
- **Find** – Find missing item(s)

Figure 3.1.1

Sync Function

The sync function allows you to:

- Import Locations file – list of locations for your project
- Import Items file – list of items that you are tracking
- Export Items file – send scan information to Virtualdoxx

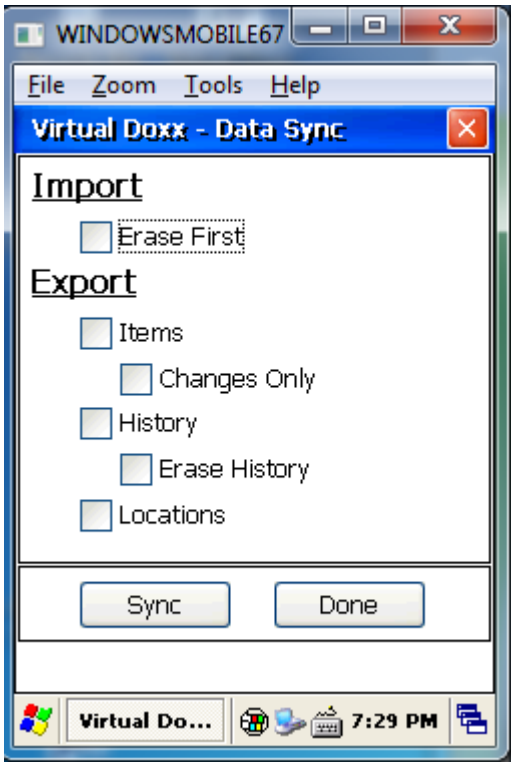

Figure 3.1.2

Sync Options

There are **Sync** options for both importing and exporting files.

Import

To import **Locations** and **Items Files** from your PC's Sync folder to the portable

- Tap the **Sync** option at the VDoxx home screen after adding a User
- The only option for importing is whether or not to erase current locations and items.

NOTE: Suggest checking **Erase First** because Virtual Doxx always downloads the entire list of locations and items.

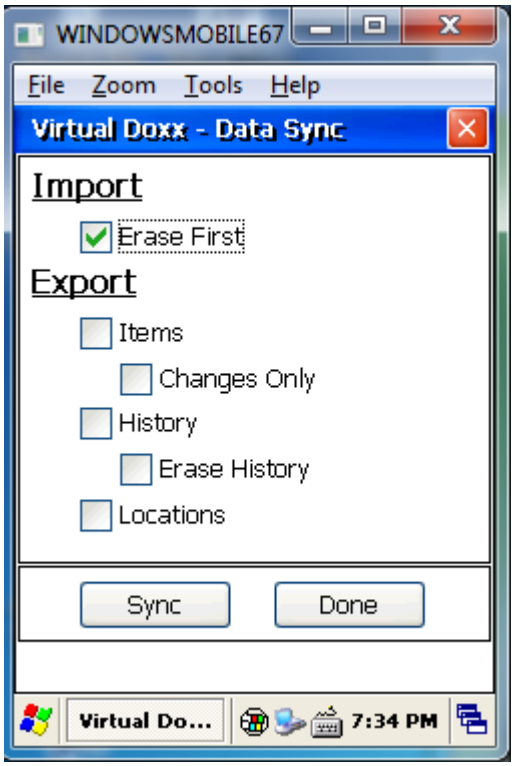

Figure 3.1.3

When you tap **Sync** to import your **Locations** and **Items Files** from your PC you will see this message.

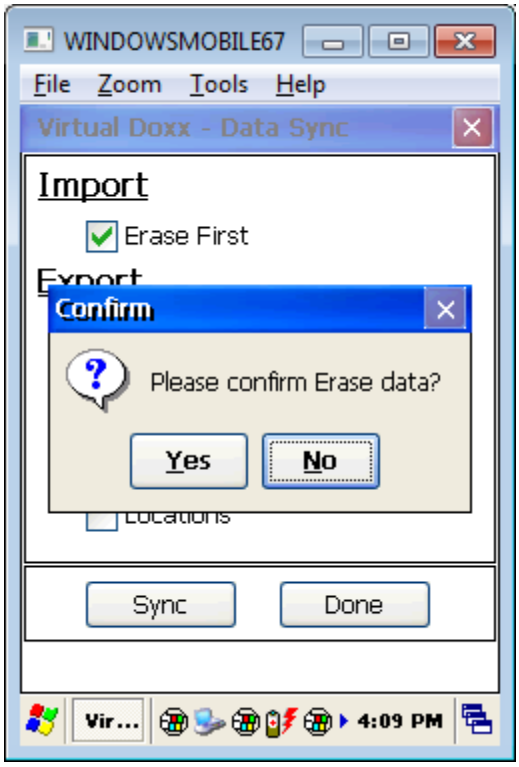

Figure 3.1.4

Tap **Yes** to Sync Locations/Items, or **No** to return to the previous screen.

Export Options

There are multiple options under **Export** but the only option needed for Virtual Doxx is **Export Items**. Also check the **Changes Only** box.

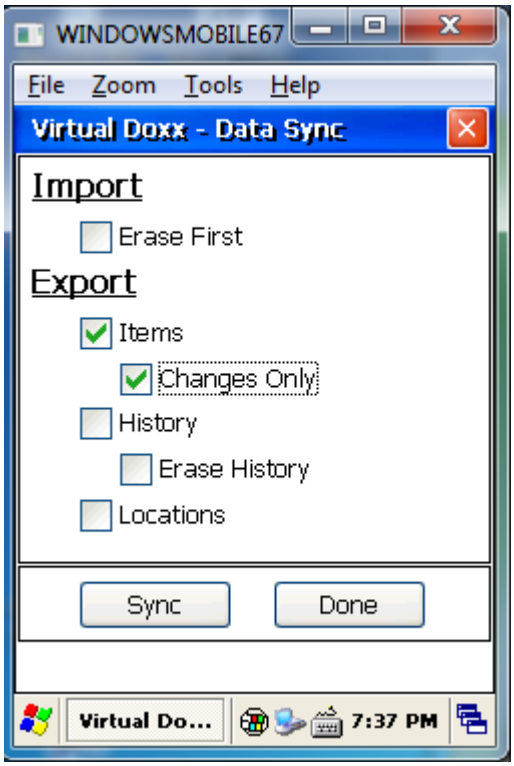

Figure 3.1.5

Completing Sync

Once you have selected your sync options tap **Sync** button.

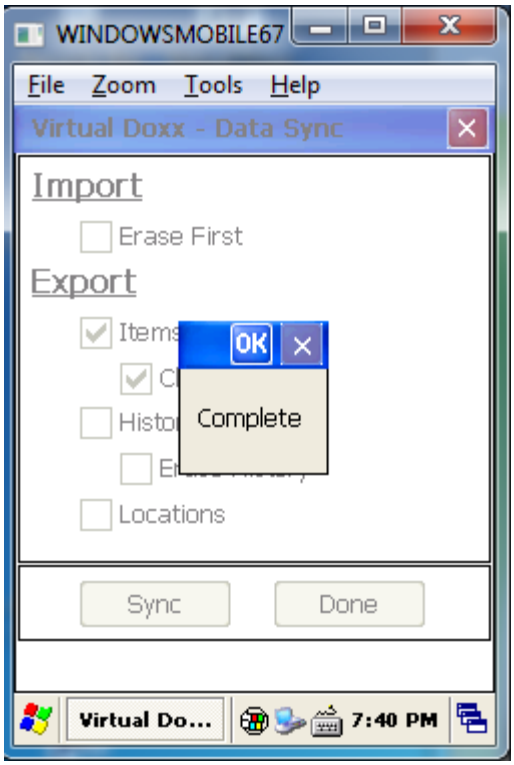

Figure 3.1.6

Tap **OK**, you will then be returned to the Sync screen.

To exit the Sync function tap **Done**.

Simple Inventory

Tap the **Simple Inventory** option on the main screen to perform an inventory of all items at a selected location.

The **Simple Inventory** function scans all items at a selected location without echoing back the details of each item and without color coding.

This function is intended to scan all items at a given location **without** reconciling expected versus unexpected items.

All items scanned in **Simple Inventory** are automatically put in the portable's Synch Folder to be exported to Virtual Doxx unless list is cleared or reset.

Steps for Simple Inventory

Selecting A Location

First you must select your **Location** from the drop-down at the top.

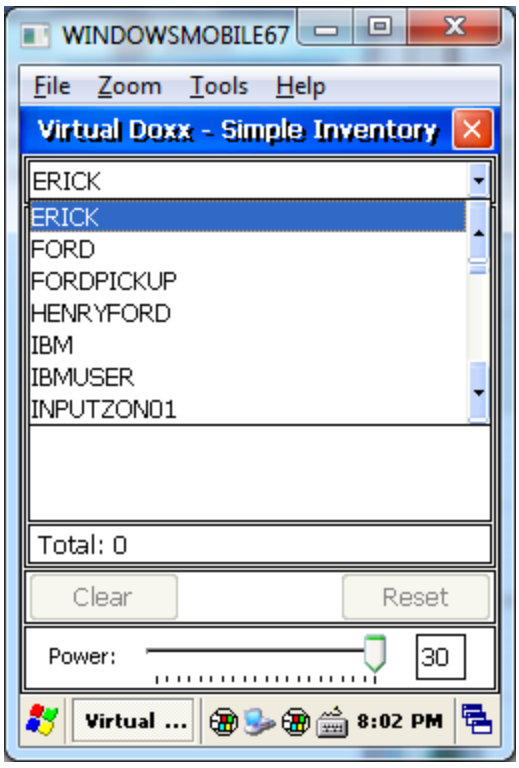

Figure 4.1

If you fail to select a Location, error message appears

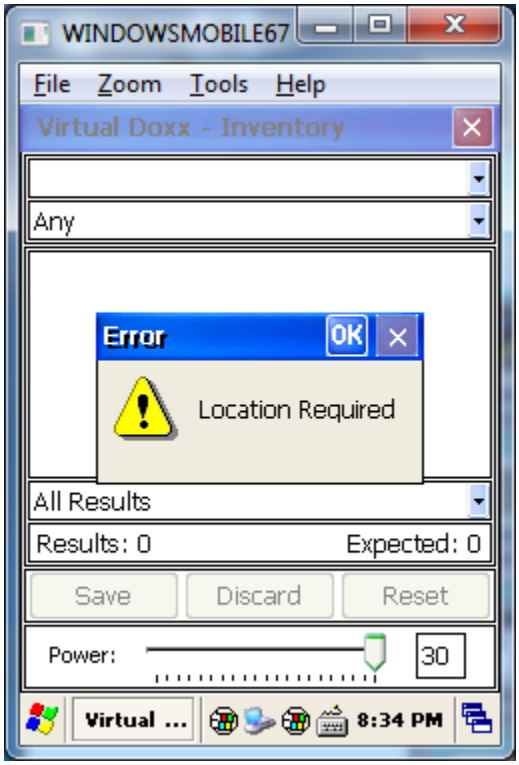

Figure 4.2

Tap OK. When returned to the previous screen select a valid location

Scanning Items During Simple Inventory

Once you have selected a location, you can scan items using either **barcode** or **RFID**.

- Scan **RFID** tagged items by pressing F8 (upper right side of the ATID 870) or by pulling the trigger if you have a pistol grip handle.
- Scan **barcodes** by pressing the “up arrow” button on the top left side of the ATID 870.

****IMPORTANT:** These buttons operate as **toggles**.

- First button push turns scanner **on**.
- Second button push turns scanner **off**.
- With the pistol grip, scanner turns on when trigger is pulled and turns off when released.

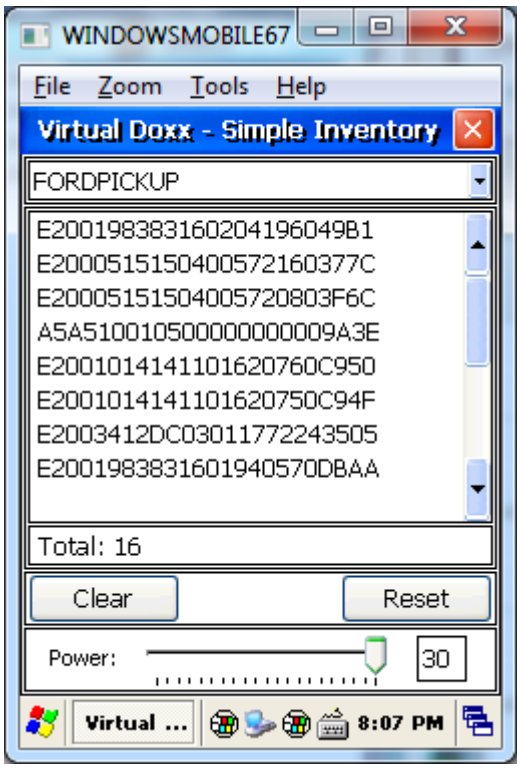

Figure 4.3

Each item scanned will be displayed without a description.

Changing Location During Simple Inventory

After you have scanned the items from the first location you may select a new location from the drop-down and repeat the scanning operation at the new location.

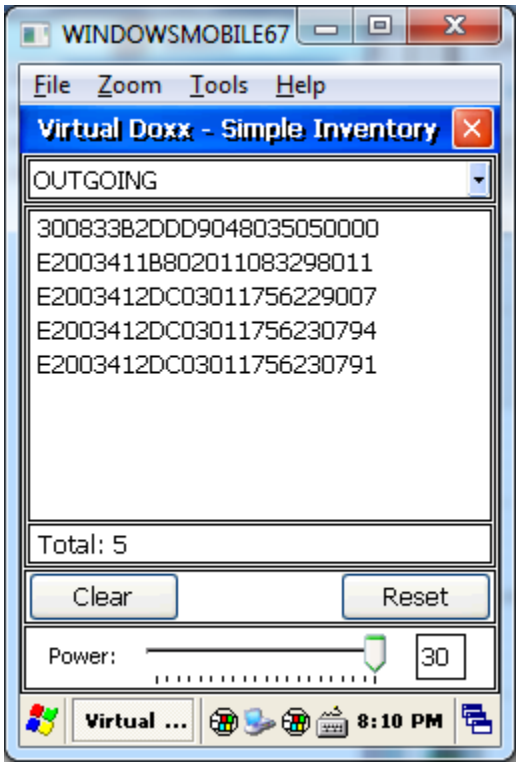

Figure 4.4

Clearing or Resetting Simple Inventory

You may clear items on the screen by tapping **Clear**.

You may abandon Simple Inventory by tapping **Reset**.

Completing Simple Inventory

Once you have finished scanning items at all locations, finish the **Simple Inventory** by tapping the red X. All items on list will be sent to the portable's Synch Folder to be exported to Virtual Doxx when the X is tapped.

Asset Inventory Function

The **Asset Inventory** function is more complex than the Simple Inventory function but provides additional features:

Selecting A Location And Scanning Items In Asset Inventory

- As with **Simple Inventory** you must select a location from the drop-down
- However there is also a new option to select a new type of item. (Default is “Any” type)
- Each item scanned is displayed
- Items are color coded as follows
    - Green – New item to location
    - Yellow (With Red Writing) – Item scanned at unexpected location
    - Red – Item Missing
    - White-Found
    - Selected item turns blue

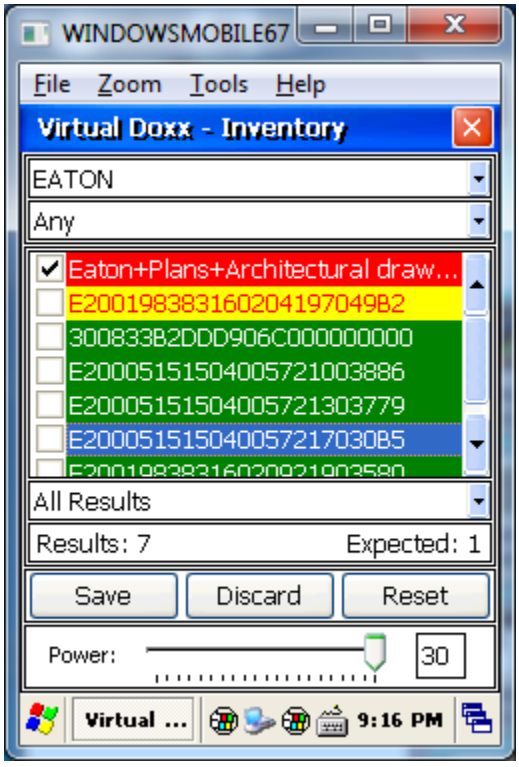

Figure 5.1

Saving Items in Asset Inventory

Unlike **Simple Inventory**, **Asset Inventory** requires you to tap the “save” button.

Once items on list are saved they will be cleared from the list and sent to the Synch Folder.

Completing Asset Inventory

Once you have finished scanning items at all locations, finish the **Asset Inventory** by tapping the SAVE option.

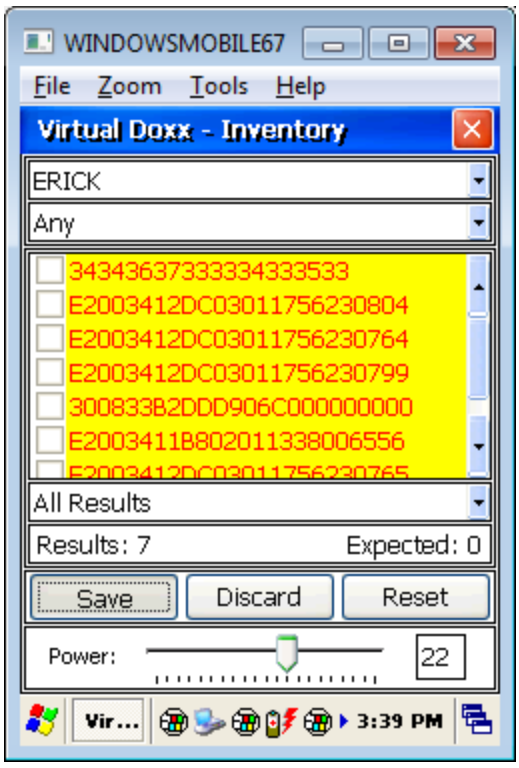

Figure 5.2

When you tap **Save** or select another location to perform the **Asset Inventory** function you will be prompted to save the inventory results.

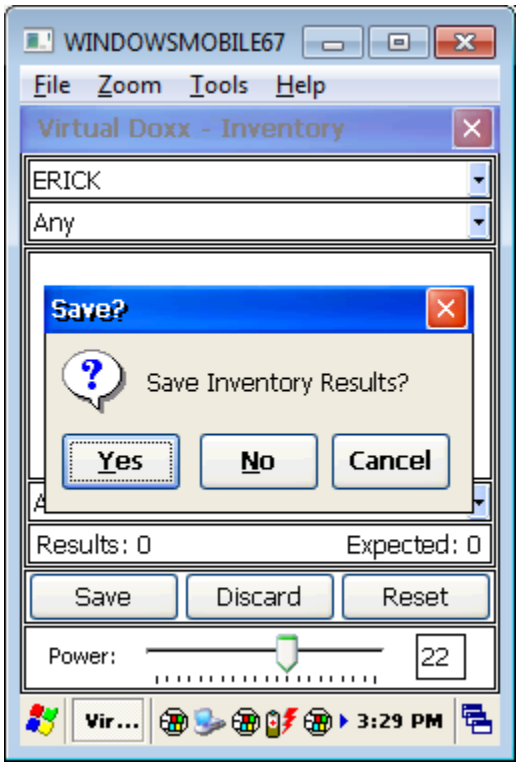

Figure 5.3

All items on list will be sent to the portable's Synch Folder to be exported to Virtual Doxx after Yes is selected. To return to the previous screen without saving select No or select Cancel to return to previous screen.

Exporting Files From the Portable to Virtual Doxx

The portable has the ability to export multiple file types, but for Virtual Doxx only changed items are required. **Exports** are not performed until after you have done an inventory, so there are scans to export.

Importing New File Changes To Virtual Doxx

When you update a location for an item or multiple items:

- You must log on http://dev.virtualdoxx.com/
- Logon with your **USER ID** and **PASSWORD**
- Select the **Portable RFID** option on the left column

- This will update your Items' new locations to your Virtual Doxx project

Find Feature

The find feature is similar to generating a “shopping list” of items to locate.

- Add item(s) to the **Find List** by holding down the stylus on the empty list screen and tapping **ADD**, **OR**
- “Right clicking” on items in the inventory functions and selecting the **Find** option

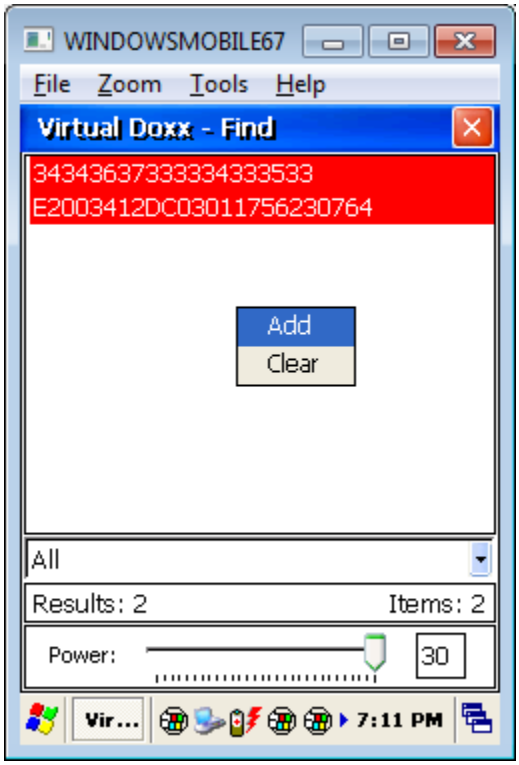

Figure 6.1

- When you select **ADD** from the Find feature search for the desired/lost item by entering in the barcode value or a partial barcode value, tap **search**
- A list will be generated based on items in the project's **Items File** from the database. Check the item(s) to be added to the Find List
  - Tap **Add** and items will be sent to the Find List
  - Tap **Clear** to clear all items from search list to perform a new search
  - Tap **Done** to exit search results and return to Find List
- Once items are on a list press the scan button or trigger to find items.
- Unlike the locate feature-
  - In **Find** the portable will beep only once when an item is found and red item will turn white indication the item has been “found”.
  - You must clear list to remove items

Additional Features

Asset Inventory

Right Click Options

Right Click by holding down the stylus on any desired item in the list to access the following features.

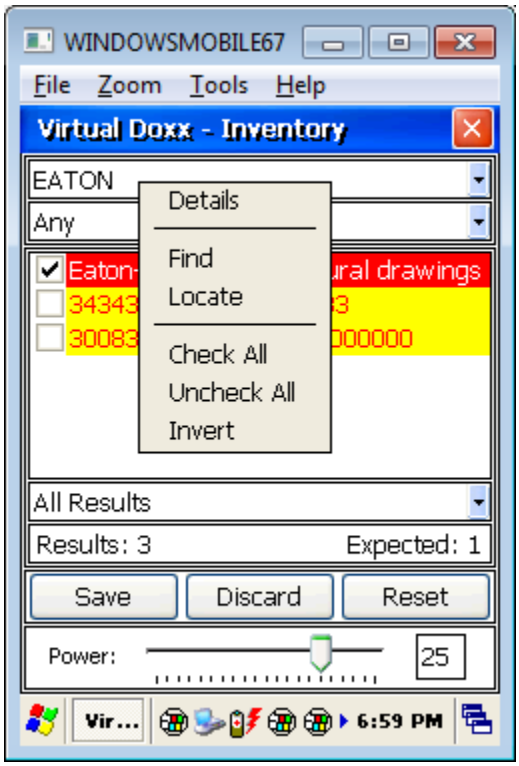

Figure 7.1

Details

View detailed description a specific item

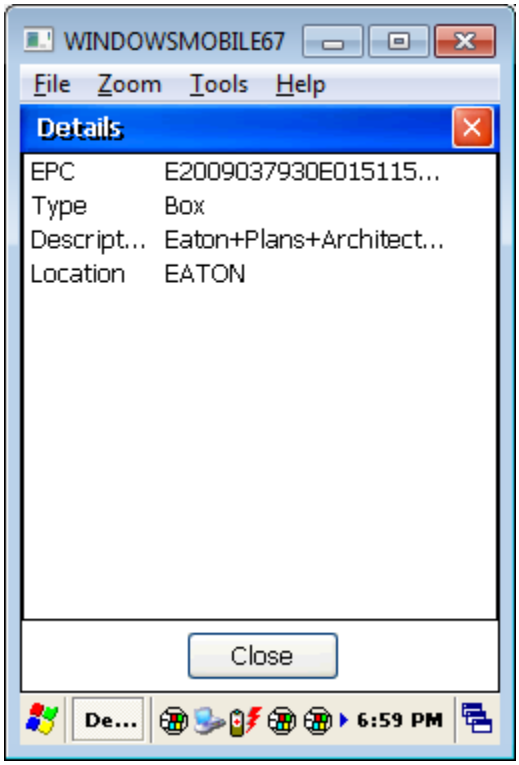

Figure 7.2

Locate (only available in Asset Inventory)

Metal detector-like feature used to locate the physical location of an item.

Because the **Locate** feature indicates proximity, it can only be performed with one item at a time.

NOTE: **Find** feature can “find” multiple items simultaneously, but only indicates item(s) “location” but does not guide user to the specific physical location of the item within the “location”.

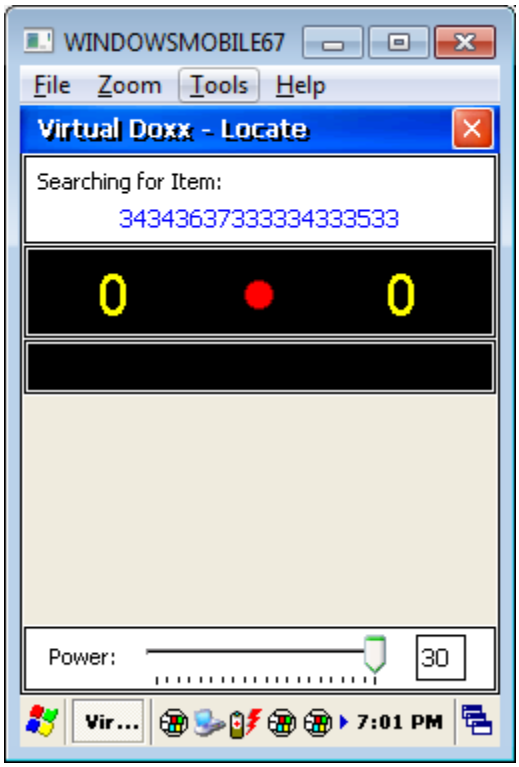

Figure 7.3

Locating A Specific Item

- Portable will beep louder and faster as you approach the specific item
- The meter visually indicates proximity
    - If item is not in range the meter will be blank (See figure figure 7.3)
    - Once the specific item is in range the meter begins to beep
    - As you get approach the item the meter will shift from left/green to right/red.

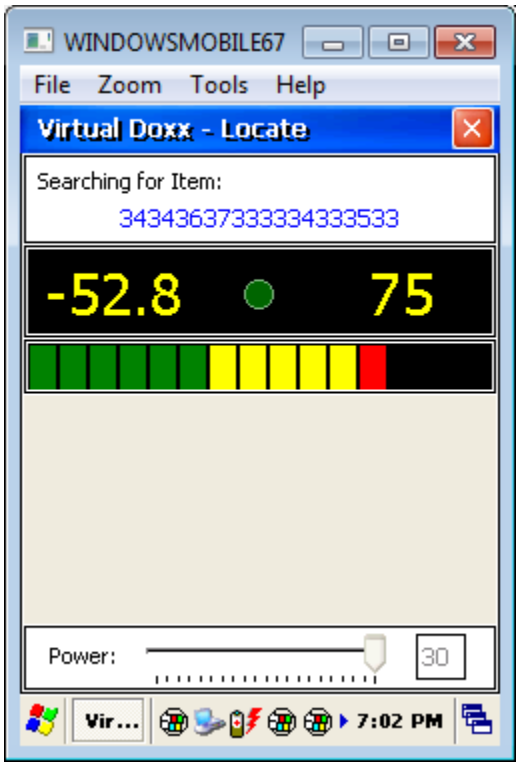

Figure 7.4

Check All

Select all items in a list.

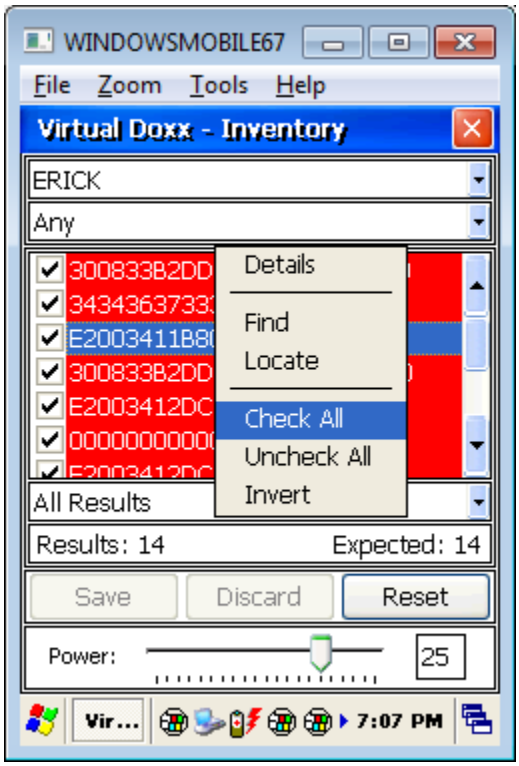

Figure 7.5

Uncheck All

Unselect all items in a list

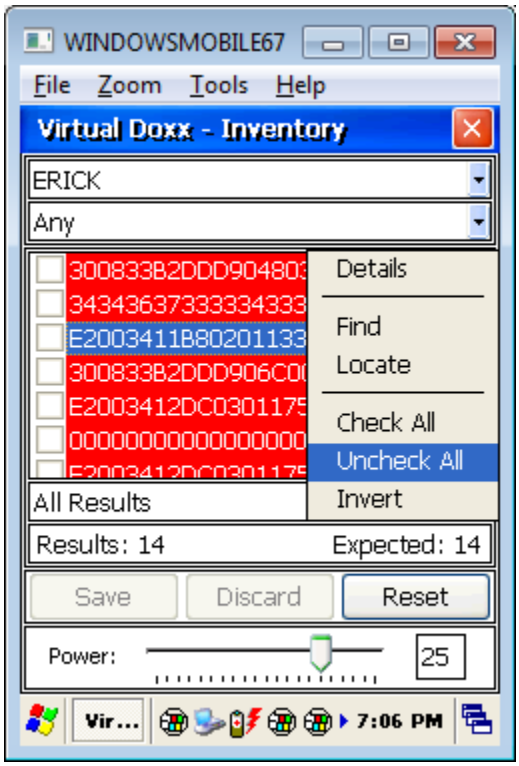

Figure 7.6

Invert

Select any unselected items and unselect any selected items on a list

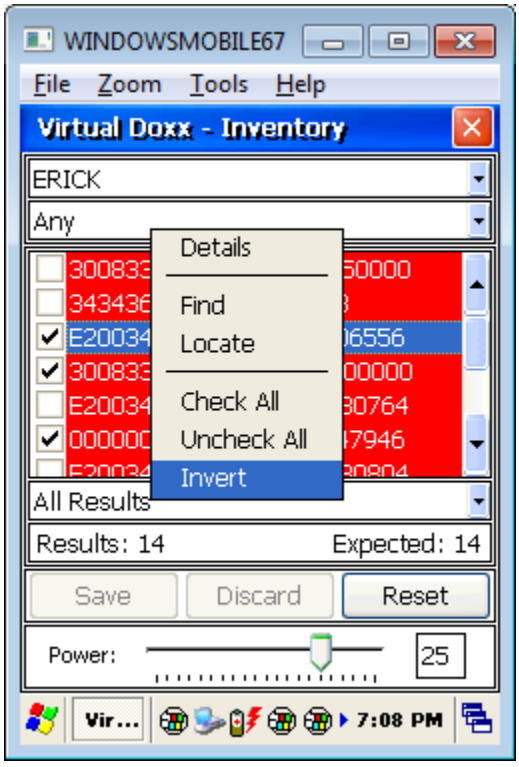

Figure 7.7

Selecting A Different Item Type

In **Asset Inventory** you have the three options for Item Types to inventory

- ***Any Type***
- ***Box***
- ***Unknown***

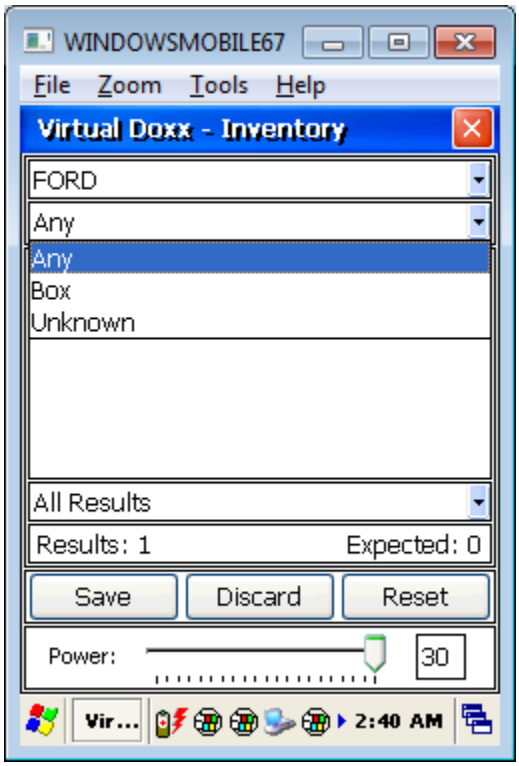

Figure 7.8

Power Setting

- Settings range from 0-30
  - If too many items are being picked up by scanner **OR**
  - Items from other locations are being picked up by scanner **OR**
  - Items are not being picked up by the scanner
  - Adjust the Power Setting up/down to accommodate

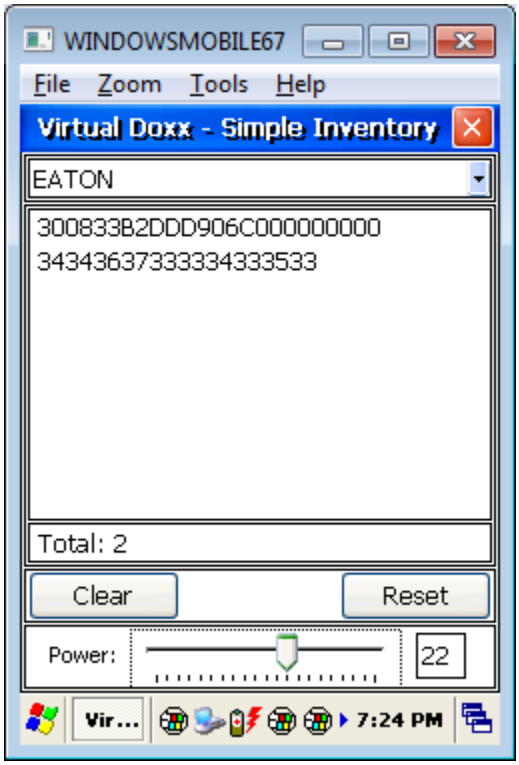

Figure 7.9

Virtual Doxx Helpdesk

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