PBS_AssetCheck Quick Start Guide

Run the installer PBS_AssetCheck_Setup.exe



Once installed run the Server either by the shortcut on the desktop or the file found at <u>C:\Program Files\Purpose Built Software\PBS AssetCheck\PBS AssetCheck Server.exe</u>

Warehouse Server - Main Menu		
Purpose Built		
Ass	ets	
Asset	Types	
Asset 9	Status	
Asset Check		
Device Assignment		
Sites		
Import		
Reports		
Server Settings		
Sync H	listory	
Instal	Install PDA	
Start Emulator		
Reset De	mo Data	
About	Exit	

First time users click the [Reset Demo Data] button. Confirm and wait for the "Sample Data Reset" message.

This will create some default Asset Statuses and will install two sites, Crows Nest Uni and St Leonards TAFE with locations for and assets for each.

You can view this data by clicking on the [Sites] then drill down through Location and SubLocation and Assets.

Fite List		I location		Site .	-	
Site List		E COCUMUNT				and the second second second second
Look for: -	a in Code 💌	Crows N	est Uni	Site De	tail	
Show Ins	actives	Location Der	əi	Site Detai		
Active	Code V Name Barcode	M Is Active		M Is Activ		
St L	eonards TAPE St Leonards TAPE	Code:	Block B	Code:	Crows Nest U	Ini
		Name:	Block B	Name:	Crows Nest L	Ini
		Barcode:		Barcode:		
		Notes:		Notes:		
		SubLocation	Code Name Barcode	Locations:	Code	Name Barcode
			Canteen Canteen		Block A Block B	Block B
					Block C	Block C
			< · · · · · · · · · · · · · · · · · · ·		<	>
			Add SubLocation Cancel Close Main Menu			Add Location Cancel Close Main Menu
	Add New Close Main Menu			_		
📓 SubLocatio	in 🗆 🖻 🗙	📔 Asset				
Crows N	est Uni/Block B	Crows N	est Uni/Block B/Canteen			
Subl ocation	Datal	Asset Detail	est only block by cunteen			
Colling Antiput		Calls Anti-				
Code:	Century	E 15 Acove	Centure			
Code:	Canteen	Description	Canteen			
Name:	Canteen	Description:				
Barcode:		Asset Id:	400624			
Notes:		Barcode:	400624			
Assets	Active Id Barcode Type SubType	Type:	Emergency Light			
1	✓ 400522 400522 Exit Light Staniite Quickfit ✓ 400523 400523 Exit Light Staniite Quickfit	Sub Type:	1 x 18w Diffused			
	✓ 400624 400624 Emergency Light 1 x 18w Diffused	Notes:				
	✓ 400625 400625 Emergency Light 1 x 18w Diffused	History:	Date Status			
	✓ 400629 400629 Emergency Light 1 x 18w Diffused A00631 400631 Exit Light Stanilite Chicklet					
	✓ 400632 400632 Emergency Light 2 x 18w Diffused					
	✓ 400635 400635 Spitfire Spitfire					
	✓ 476002 476002 Exit Light Legrande Slide					
	N					
	Add Asset Cancel Close Main Menu		Cancel Close Main Menu			

From the main menu, click the [Start Emulator] button. This will start the PDA emulator and with it you can do everything as you can on the PDA just on the desktop.



From the main menu on the Emulator click [Sync] then on sync screen click [Start Sync]. This lets the server know about the PDA so that sites can be allocated to that particular PDA.

From the main menu on the Server, click [Device Assignment]. Click on one of the devices in the left had grid. On the next screen place a tick next to the sites that you want loaded into that PDA and untick any sites that are no longer needed on the PDA.

Pevice List	The second secon	
Device List		
Look for: 🗝		in Id 💌
Show Inactives		
Active Id 🔻	Sel Code	Name
✓ 1F283F141FF6001346E604EB010818FF	Crows Nest Uni	Crows Nest Uni
d4ae2d7c055c51d521f8f7ecd0d9278d	St Leonards TAFE	St Leonards TAFE
		>
	C	ose Main Menu

Click [Close] to save the selections.

Back on the PDA (or emulator) click the [Sync] button again to get the latest site data.

Tick the "Request data refresh" box before the [Start Sync] at any time to force a reload of the data from the server to the PDA. This is not normally necessary.



On the PDA you can view the site and asset data in much the same way as the desktop.

To start an asset check run click the [Check] button, click [Add New], select the site from the drop down combo box, enter a person name, set the dates and then click [Start].

The radio buttons "Loc" will display the locations at this site, "Checked" will display all the assets currently checked at this site and "Not Checked" shows the assets that are at this site but have not been checked yet.



The main Check screen is shown below.

5tart	du Tabas una	€
AssetChec		
SubLocation:	Admin	¥+
Description:		
Asset Id: Paraada		
Type:		
SubType:		
Status:	Passed	~
Notes:		
Save	Cancel	Close
4	symb e	

[+] means add a new asset

[...] means display and edit the existing details

If the SubLocation is not right, you can change it by selecting from the drop down combo box or to edit the name of the existing one, click the [...] button. To add a new one click the [+] button.

Pocket PC	Pocket PC	Pocket PC
Sublocation Sublocation Sublocation Sublocation Sublocation Sublocation Sublocation Sublocation Start Cancel Close Notes: Cancel Close Q Q Cancel Close Q Q Spmbol	Sublocation Sublocation Sublocation Detail Sublocation Detail Stactive Code: Admin Office Barcode: Notes: Cancel Close Q w e r t y u o p a f g h j k i Shft z x c v b n m Sprinbol	Stat SubLocation SubLocation Detail SubLocation Detail SubLocation Detail SubLocation Detail Stat Stat Cancel Close Name: Barcode: Name: Cancel Close Q w e r t y u i o P a s d f g h j k i Shft z x c v b n m IZ3 Symbol

An asset id, or barcode can be keyed in or scanned and the information for that asset is currently displayed.

Pocket PC	Pocket PC	Pocket PC
💦 Start 🖌	<mark>Æ Start </mark>	<mark>Æ Start </mark>
AssetCheckItem	AssetCheckItem	AssetCheckItem
SubLocation: Admin V + Description: Asset Id: E + Barcode: Type: SubType: Status: Passed V Notes:	SubLocation: Admin V + Description: Asset Id: 400636 E + Barcode: Type: SubType: Status: Passed V Notes: Save Cancel Close	SubLocation: Admin 🔍 + Description: Asset Id: 400636 E + Barcode: 400636 Type: Exit Light SubType: Stanilite Quickfit Status: Passed V Notes:
Save Cancel Close Symbol () () () () () () () () () ()	4 5 6 . ↓ abc 1 2 3 0 ↓ symbol	Save Cancel Close Symbol EXAMPLE (Close) Symbol (Comparison of the symbol (Comparison of the symb

An asset may also be looked up from a list or a new asset added.

Pocket PC	Pocket PC	
Start € Asset List Crows N* Look for: -A Admin ✓ Show Inactives in Id Active Id Barcode ✓ 400637 400635 Exit Light 400638 ✓ 400639 400639 ✓ 400639 400639 ✓ 400639 400639	Start ▲€ Asset Block A/Admin ☑ Is Active SubLoc: SubLoc: Admin ☑ esc: East Piller Asset 1d: 12345 Barcode: 12345 Type: Emergency Light ¥ SubType: 2 x 36w Diffused ¥ Notes:	
	Pisoly: 7 8 9	

If there is no current description for an asset, you can add one directly on this screen else click the $[\ldots]$ button and type one in.

Pocket PC	Pocket PC	
Start $\boldsymbol{\ell}$ AssetCheckTemSubLocation:AdminSubLocation:AdminSubLocation:Asset Id:400637Barcode:400537Type:Exit LightSubType:Exit LightSubType:Exit LightSubType:Status:PassedNotes:SweQ w e r t Y u o pShft z x c v b n mShft z x c v b n mImage: Status:Status:Status:Subtrown:Subtrown:Subtrown:Subtrown:Subtrown:Subtrown:Subtrown:Subtrown:Subtrown:Status:Status:Subtrown: <td>Start \leq Description: \forall West Wall \bullet Cancel Close q w e r t y u i o p \bullet Shft z x c v b n m \bullet Shft z w c v b n m \bullet Description: \bullet \bullet</td> <td></td>	Start \leq Description: \forall West Wall \bullet Cancel Close q w e r t y u i o p \bullet Shft z x c v b n m \bullet Shft z w c v b n m \bullet Description: \bullet	

The current status may be set to one of the statuses defined on the server. Set the assets status and click [Save].

Note if the status implies that the asset is being replaced, you will be presented with screen shown below where the old asset details are shown and a new asset may be selected to take it place.

Pocket PC	Pocket PC	Pocket PC
💦 Start 🔫	🔐 Start 📢	<mark>ﷺ</mark> Start 4 €
AssetCheckItem	AssetCheckReplace	AssetCheckReplace
SubLocation: Admin 💙 🛨	SubLocation: Admin	SubLocation: Admin
Description: West Wall	Description: West Wall	Description: West Wall
Asset Id: 400637 E +	Old Id: 400637	Old Id: 400637
Barcode: 400637	Status: Failed - Replaced	Status: Failed - Replaced
Type: Exit Light		
SubType: Legrande Slide	Asset Id:	Asset Id: 400604 +
Status: Passed	Type:	Type: Exit Light
Passed - Repaired	SubType:	SubType: Bardic
Failed - To Return	Notes:	Notes:
Failed - Replaced		
Save Cancel Close	Save Cancel Close	Save Cancel Close
symbol	symbol	symbol
Common and Common		

Once the check is complete you see on the main screen all of the assets that have not been checked at this site by clicking on the "Not Checked" radio button.

If the check run is marked as complete and there are unchecked assets a report will be warning will be shown to the user.

Pocket PC	Pocket PC	Unchecked Assets
Start AssetCheck Is Active Is Active Is Complete Ster Start Date: 13 / 03 / 2012 Id Date: 13 / 03 / 2012 Notes: Id Start Date: Start Cancel Start Cancel Cose Id Start Cancel Cose Start Cancel Start Cancel <th>Start Is Active Is Active Site: Person: Ind Date: In</th> <th>Block B/Canteen: 9 Block B/Hall: 3 Block C/Room 2: 3 other locations: 8 would you still like to continue and close this form? Yes No Cancel</th>	Start Is Active Is Active Site: Person: Ind Date: In	Block B/Canteen: 9 Block B/Hall: 3 Block C/Room 2: 3 other locations: 8 would you still like to continue and close this form? Yes No Cancel

Once synced with the server, you can click on the [Asset Check] button from the main menu. Clicking on any of the checks you can then click on the [Report] button.

A word of warning for Vista and Windows 7 users, if you are running PBS_AssetCheck_Server in \Program Files\ be sure to run it as Administrator else the files do not end up where there should.

Asset Check List	AssetCheck
look for:	Asset Check Detail
	Is Active V Is Complete
Active Complete Site V Start	Site: Crows Nest Uni
✓ ✓ Crows Nest Uni 13/03/2012 2:19:52 PM 13/03/	Person: Admin
	Start Date: 13 / 03 / 2012 ¥ End Date: 13 / 03 / 2012 ¥
	Notes:
	Show: Occations Occations Occations
	Assets: Id V Status Date Location
	400636 Passed 14/03/2012 2:09:28 PM Block A
	400637 Failed - Replaced 14/03/2012 2:18:27 PM Block A
Add New Close Main Menu	Report Start Cancel Close Main Menu
Select export Hie	
Oromina a Newfolder	
Desktop A Name A Date modified Type Size	Report Complete. 1 records exported to
Downloads	C:\Projects\PBS_AssetCheck\Reports\Crows Nest Uni_2012_03_13.csv
Recent Places Post Warehouse	
 Zeaments Anaic Anaic Februers Totares Yideos 	ОК
4 🙀 Computer	
Eccal Disk (C:)	
s Ger Makersch	
File name: Crows Nest Unit 2012/03/13/csv	
and in the formula forth	
Hide Folders Save Cancel	

You can double click on a .csv file and have it open in Excel.

Asset Check [Report] Output (CSV File)

AssetId, Barcode, IsFailStatus, WasScanned, Date, Status, Notes, Site, Location, SubLocation, Description 400637, 400637, true, false, Wed Mar 14 2012 14:18:27 GMT+1100 (AUS Eastern Daylight Time), Failed -Replaced, Crows Nest Uni, Block A, Admin, West Wall 352894, 352894, true, false, Wed Mar 14 2012 14:31:21 GMT+1100 (AUS Eastern Daylight Time), Failed, Crows Nest Uni, Block C, Room 2, 352895, 352895, true, false, Wed Mar 14 2012 14:31:29 GMT+1100 (AUS Eastern Daylight Time), Failed -To Return, Crows Nest Uni, Block C, Room 2, 400602, 400602, true, false, Wed Mar 14 2012 14:31:35 GMT+1100 (AUS Eastern Daylight Time), Failed -Replaced,, Crows Nest Uni, Block C, Room 2, 476003.476003.true.false.Wed Mar 14 2012 14:31:03 GMT+1100 (AUS Eastern Daylight Time), Failed -

Field	Description
AssetId	The AssetId of the asset checked
Barcode	The barcode of the asset checked. Usually the same as
	AssetId
IsFailStatus	If "true" then the asset failed the check
WasScanned	If "true" the asset barcode was scanned and not manually
	entered.
Date	Date and Time, in long notation, that the asset check was
	performed
Status	The status entered for this asset
Notes	Any additional notes
Site Name	The name of the site (e.g. Crows Nest Uni)
Location Name	The name of the location (e.g. Block A)
SubLocation Name	The name of the sub location (e.g. Room 101)
Description	The sub location description (e.g. Pillar 3)

Crows Nest Uni – Test Barcodes

Site	Location	Subloc	Asset	Barcode
Crows Nest Uni	Block A	Admin	400636 Exit Light Stanilite Quickfit	
			400637 Exit Light Legrande Slide	
	Block B	Canteen	400622 Exit Light Stanilite Quickfit	
			400624 Emergency Light 1 18w Diffused	
			400631 Exit Light Stanilite Quickfit	
		Hall	352915 Exit Light Stanilite Quickfit	
			496216 Exit Light Stanilite Quickfit	
			606335 Emergency Light 1 x 10w Diffused	
	Block C	Room 2	352894 Exit Light Stanilite Quickfit	
		Room 4	400604 Exit Light Bardic	

St Leonards TAFE – Test Barcodes

Site	Location	Subloc	Asset	Barcode
St Leonards TAFE	Block A	Admin	5718 Spitfire Spitfire	
			577783 Emergency Light 2 x 36w Diffused	
		Library	363233 Exit Light Stanilite Quickfit	
	Block B	Ground Floor	363263 Emergency Light Legrand slide	
		Top Floor	363287 Exit Light Legrand slide	
	Block C	Level 1	465445 Emergency Light 2 x 36w Diffused	
			465446 Emergency Light 2 x 36w Diffused	
			5844 Spitfire Spitfire	
		Level 2	465410 Emergency Light 1 x 18w Weatherproof	
	Block KQ	Ground Floor	287976 Spitfire Spitfire	