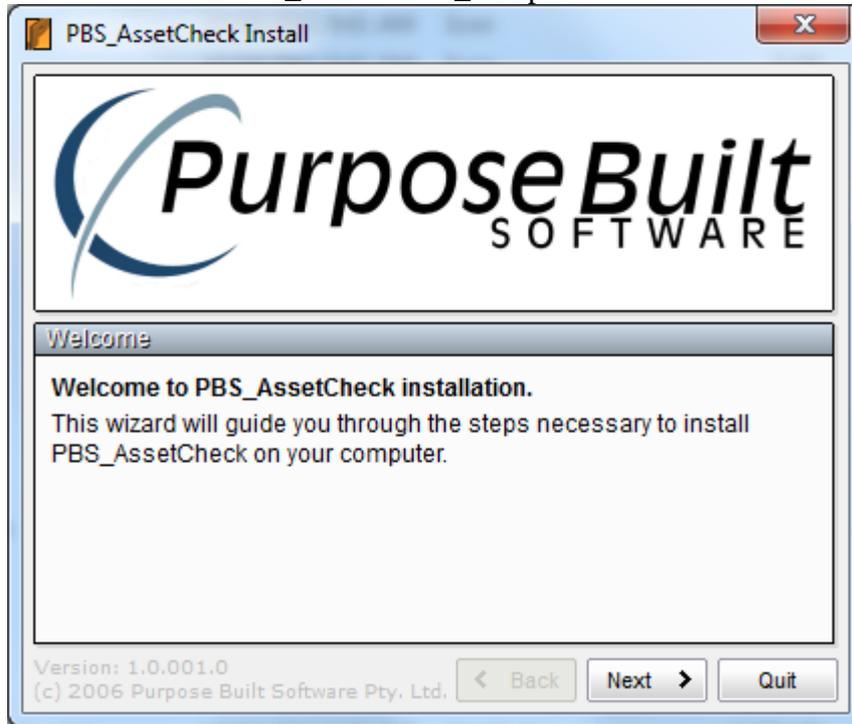


# PBS\_AssetCheck Quick Start Guide

Run the installer PBS\_AssetCheck\_Setup.exe



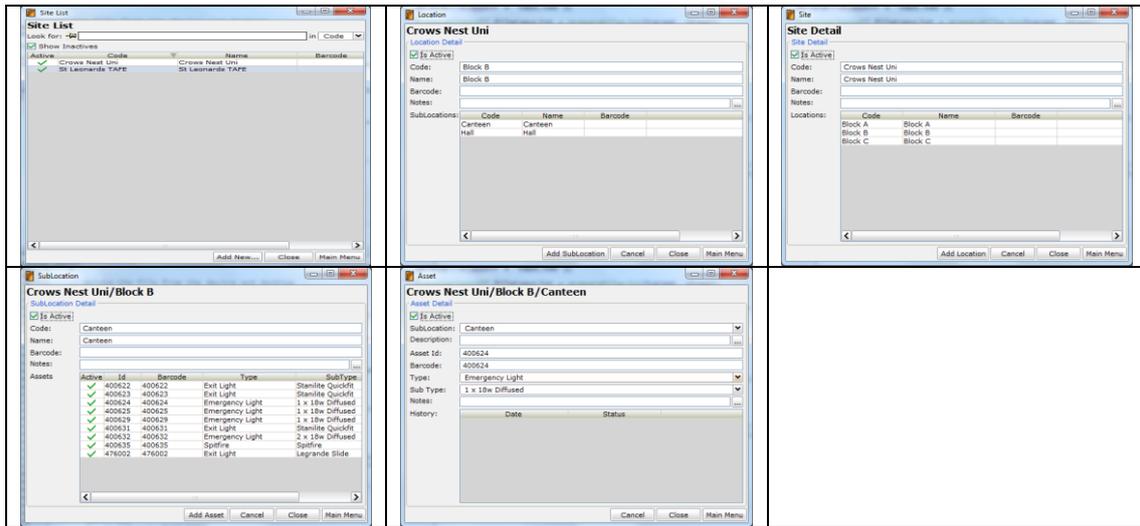
Once installed run the Server either by the shortcut on the desktop or the file found at [C:\Program Files\Purpose Built Software\PBS\\_AssetCheck\PBS\\_AssetCheck\\_Server.exe](C:\Program Files\Purpose Built Software\PBS_AssetCheck\PBS_AssetCheck_Server.exe)



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.



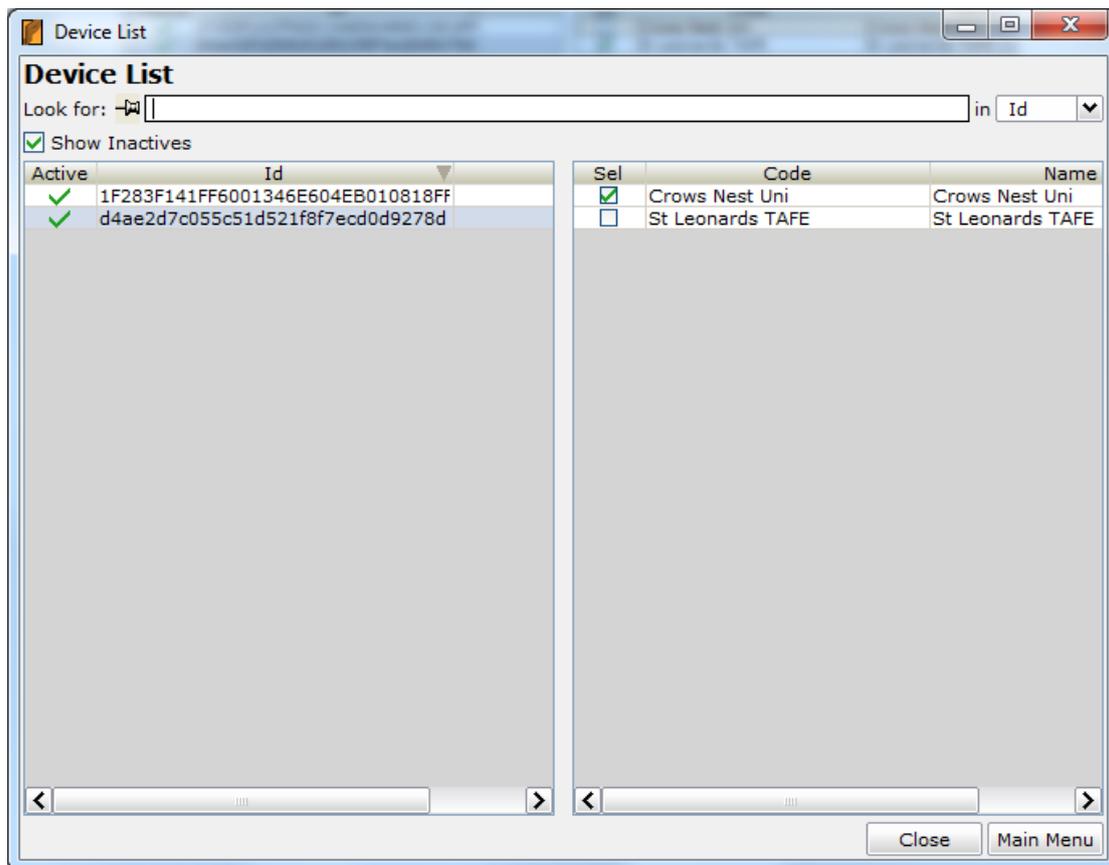
From the main menu, click the [Start Emulator] button. This will start the PDA emulator and with it you can do everything as you can on the PDA just on the desktop.



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.

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.



[+] 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.



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



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



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



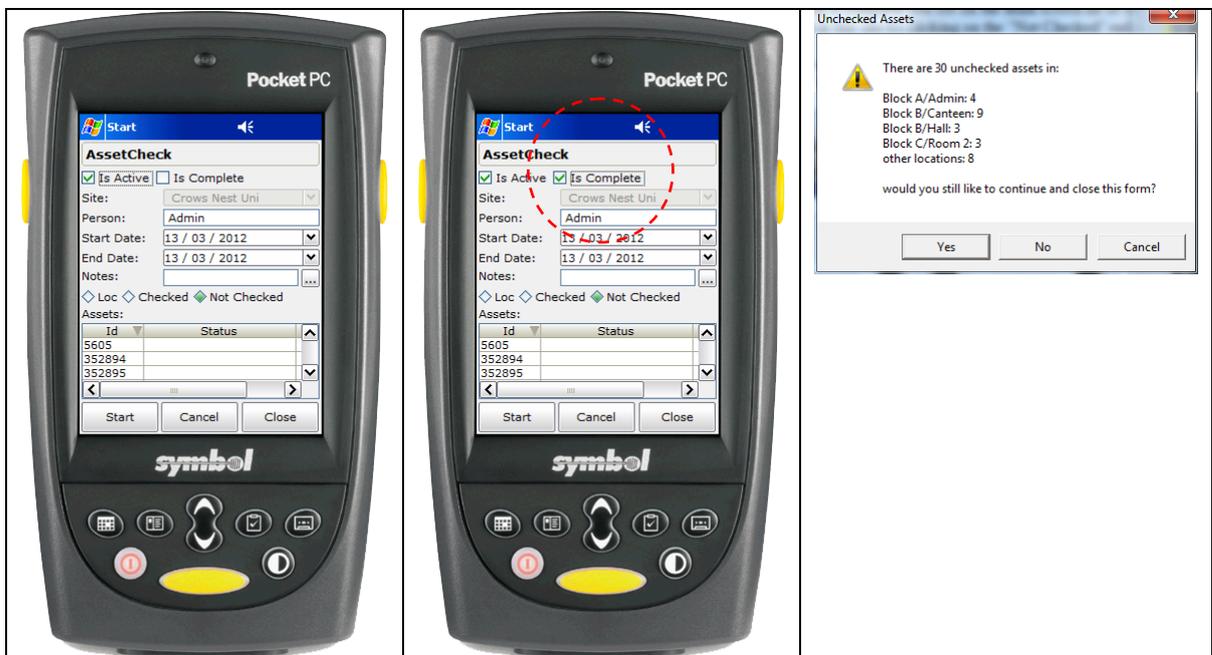
The current status may be set to one of the statuses defined on the server. Set the assets status and click [Save].

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.



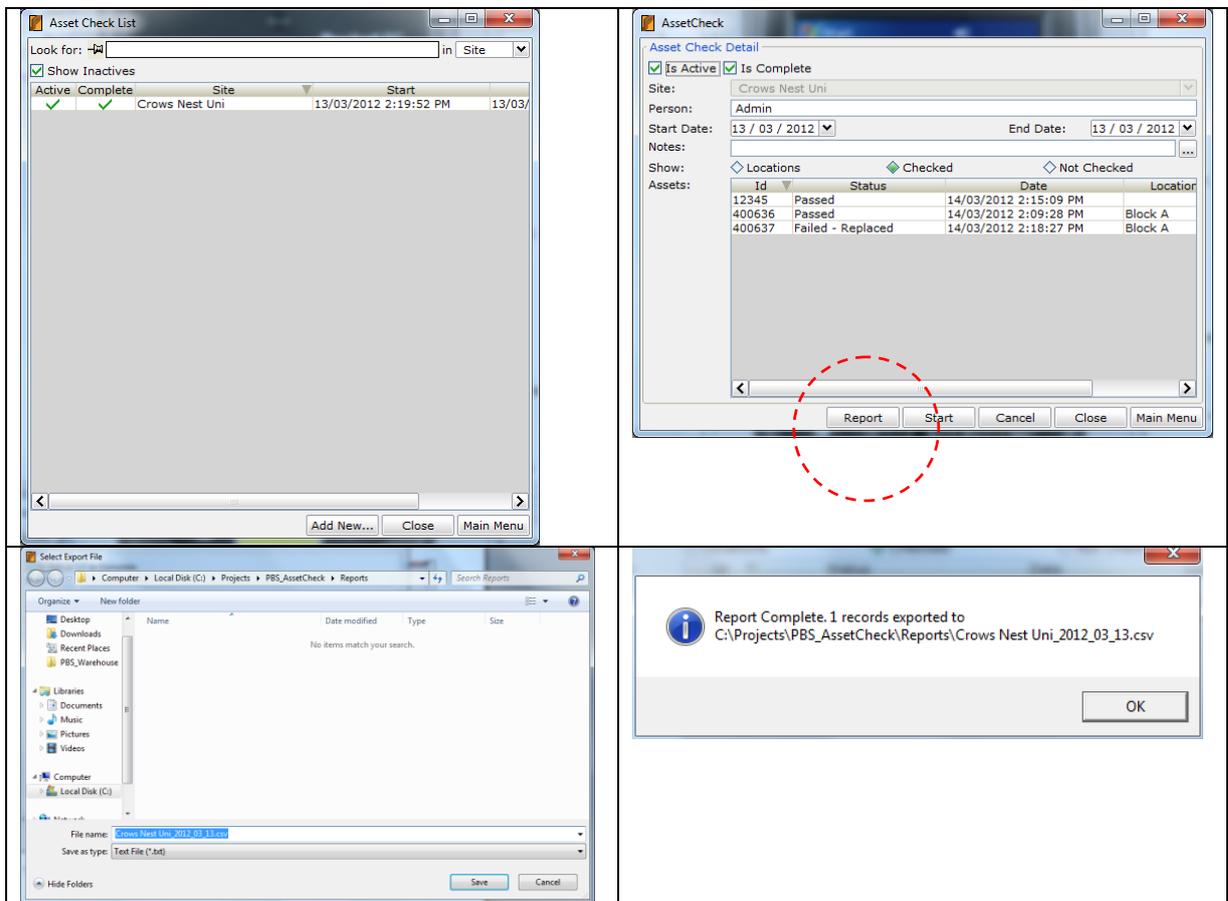
Once the check is complete you see on the main screen all of the assets that have not been checked at this site by clicking on the “Not Checked” radio button.

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



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.



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 Davlight

```

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	