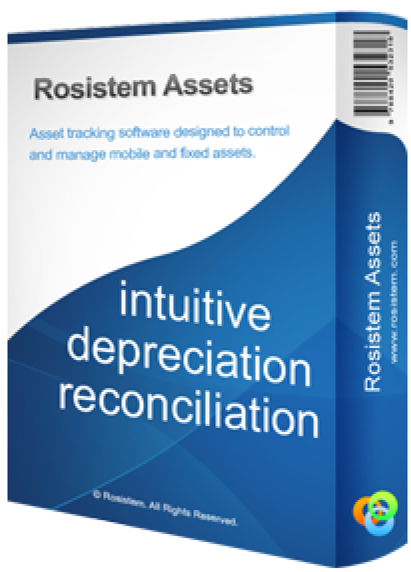
Rosistem Assets



Asset tracking solutions from Rosistem are designed to help your organization manage valuable assets efficiently and affordably. Rosistem Assets solutions allow you to instantly locate any asset, eliminating wasted time spent searching for missing items and unnecessary expenditures to replace lost assets. The intuitively designed, easy-to-use software keeps the information you need at your fingertips, without unnecessary complexity.

Use Rosistem Assets to track IT assets, vehicles, furniture, tools, medical equipment, and more. Rosistem asset tracking solutions are ideal for managing assets in government and educational agencies, healthcare organizations, and small to medium businesses.

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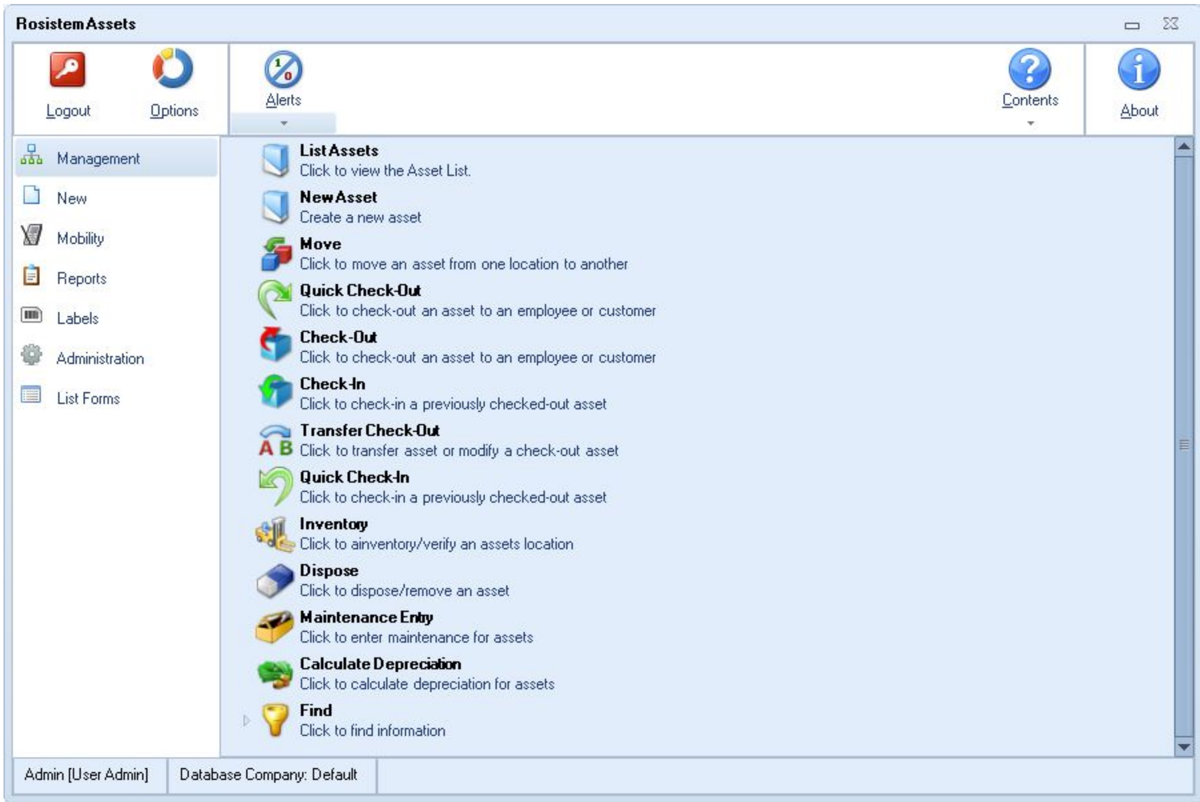
Getting Started

I

1 Getting Started

The following steps will get you started using this software both on the PC and on your mobile device(s). Click on the links provided below to see the Help topics necessary to perform each step.



1. **Add Groups:** User security is set up by Group. (Administration > Security > Group Manager) A Group is a collection of security settings that one or more users share.You will need to create your Groups first, then add users and assign them to Groups. Before setting up your groups, take some time to think about the types of employees you have, who will need access to the software and what features/functions they will need to use in the software. You will want to create a Group for each different type of user you may have. You may need a Group for Managers, who have access to all Sites, Reports, Auditing, etc. Another group might be Supervisors who only need access to Reports and basic functions such as check in/out, but don't need access to Auditing. A third Group may be comprised of warehouse workers who need access to the mobile devices, but don't need to be able to log on to the PC.

2. **Add Users:** When you first logon to Rosistem Assets you will use *Admin* as the user name and leave the password blank. This default user profile gives you access to everything in the system. The first step you should take upon logging in is to create additional users (Administration > Security > User Manager). You should enter all users who will be using the system and you can assign specific rights to each user that limit their activities to certain functions. You should also setup at least one additional admin user who has rights to all areas of the system.

3. **Enter Company Information:** Next you should enter your company's information (Administration

> Company Information). On the **Company Information** screen you will enter your company's name and any addresses needed for receiving, shipping, corporate correspondence, etc. The company name you enter on this screen will appear on all reports and in the title bar of Rosistem Assets.

4. **Create Sites** and **Create Locations:** Now you are ready to begin entering sites and locations into the database. A site is a major classification for areas that contain assets within your company. For instance, if you have two warehouses, you might set up Rosistem Assets to have two sites: Warehouse 1 and Warehouse 2. You must enter at least one site before can add assets to your system.

   Assets that you enter into your system must each be assigned to a Site and a Location within that site. Using the example above, within Warehouse 1, you might have three locations: Main Storage Area, Manager's Office and Administrative Office. We suggest creating one site for each building that contains assets.

   It is important to note that you can have the same Location code defined at more than one Site - for instance, Warehouse 1 and Warehouse 2 may each have Location codes of Shelf 1 - so always pay attention to which Site you are working with when performing transactions.

   Setting up your locations now will allow you to just pick a Location from a list when you begin adding inventory later. It is possible, however, to define Locations as you add inventory. If you already have location information contained in another database, you may want to use Import function rather than manually entering in this information.

   You must create a minimum of one Site, one Location at that Site.

5. **Create Vendors**, **Create Manufacturers**, **Create Depreciation Classes: These are all optional features.** You can manually create or import this information. It is helpful to enter this information prior to setting up your assets.

6. **Create Asset Types:** This is the first step in creating an Asset in the software. You must first create your Asset Types, then each asset you add to the system must be assigned to a specific Asset Type. You can think of Asset Types as a classification for assets. For instance, you may have an Asset Type of *Notebook Acer E528* that defines the manufacturer, size specs, etc. of this particular type of computer. Then specific computers of the same type are assigned as assets to the *Notebook Acer E528* asset type. Asset Types are created in the database using the New Asset Type screen, or you can import this information. You can then assign assets to a specific asset type on the New Asset screen.

   The Asset Type defines the Description, Depreciation Class, Category, Manufacturer and Model Number of the asset.

7. **Create Assets:** One or more **Assets** can be assigned to each Asset Type. The individual assets are a unique item of a specific make and model number. Each asset is given an Asset Tag that is unique across all Sites and Locations.

8. **Prepare Your Mobile Devices:** Prepare your mobile device(s) for use, referring to the Quick Start Guides that accompany them.

9. Setup Your Mobile Devices following the instructions in the Working with Mobile Devices chapter.

   9.a.**Set up an Active Sync Partnership**

9.b. **Set up your Windows Mobile/CE Device**
9.c. **Create a Windows Mobile/CE Database**

10. You are now ready to perform Asset transactions on your PC and on your Mobile Devices!

Installation

II

2 Installation

CONGRATULATIONS

Congratulations on your purchase of Rosistem Assets! This guide will take you through the installation process and help you set up your software. Most of the information available here is also available in the Getting Started section of the online help.

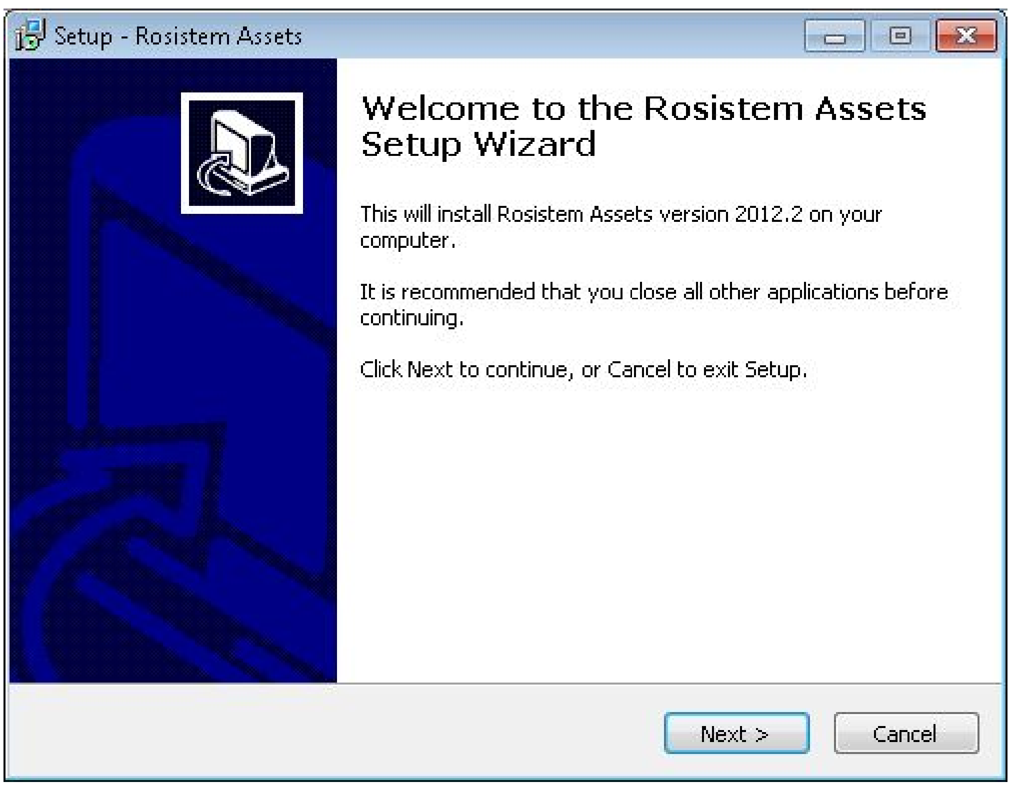
DOWNLOAD THE SOFTWARE

Download your software from our servers. Read de License Agreement to find the web address and your username and password.

INSTALL THE SOFTWARE

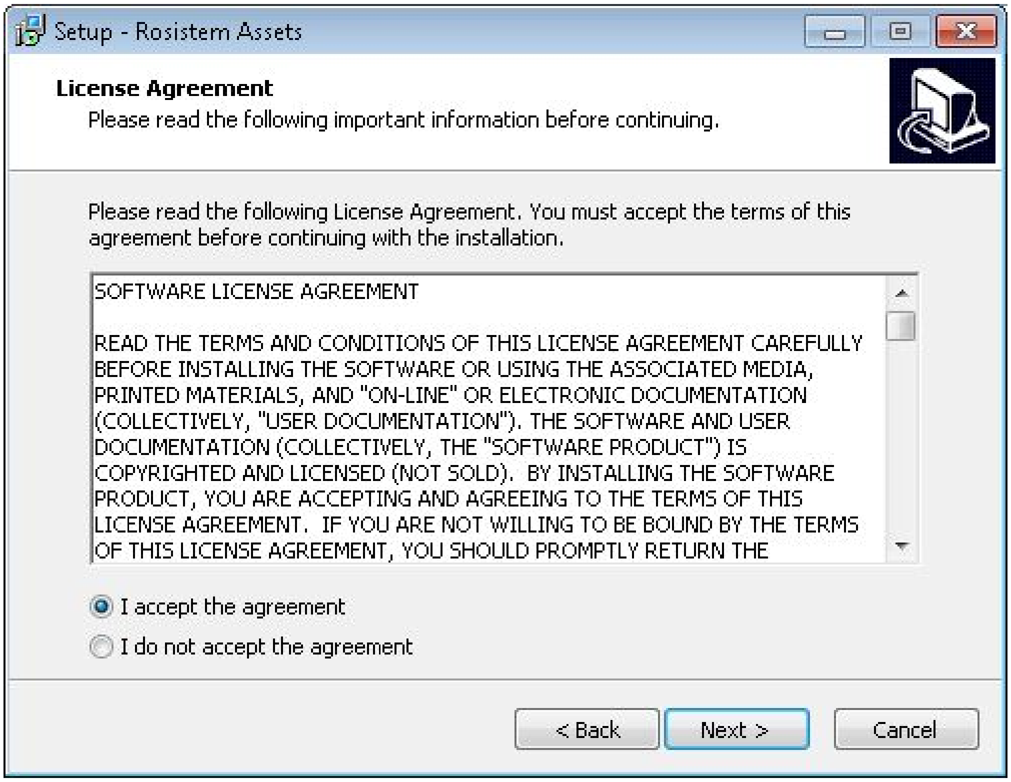
Run **Rosistem Assets Setup.exe**.

Next, the installation wizard ***Welcome*** screen appears:



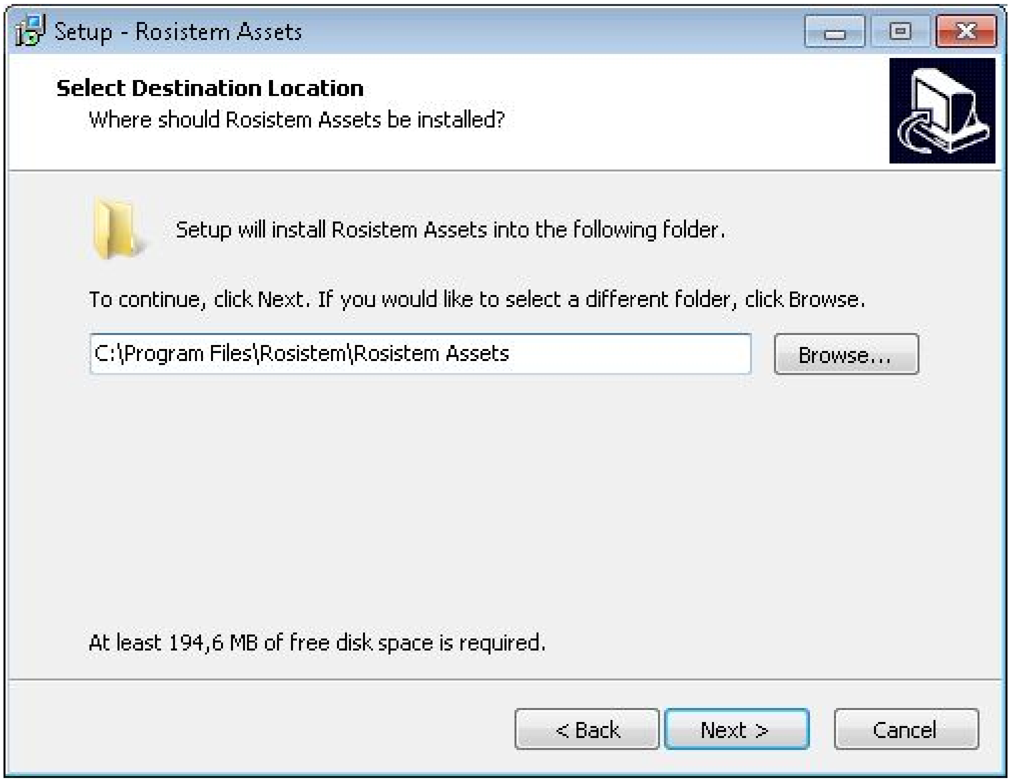
Click ***Next*** on this screen to begin installing Rosistem Assets.

Next the **License Agreement** screen appears.



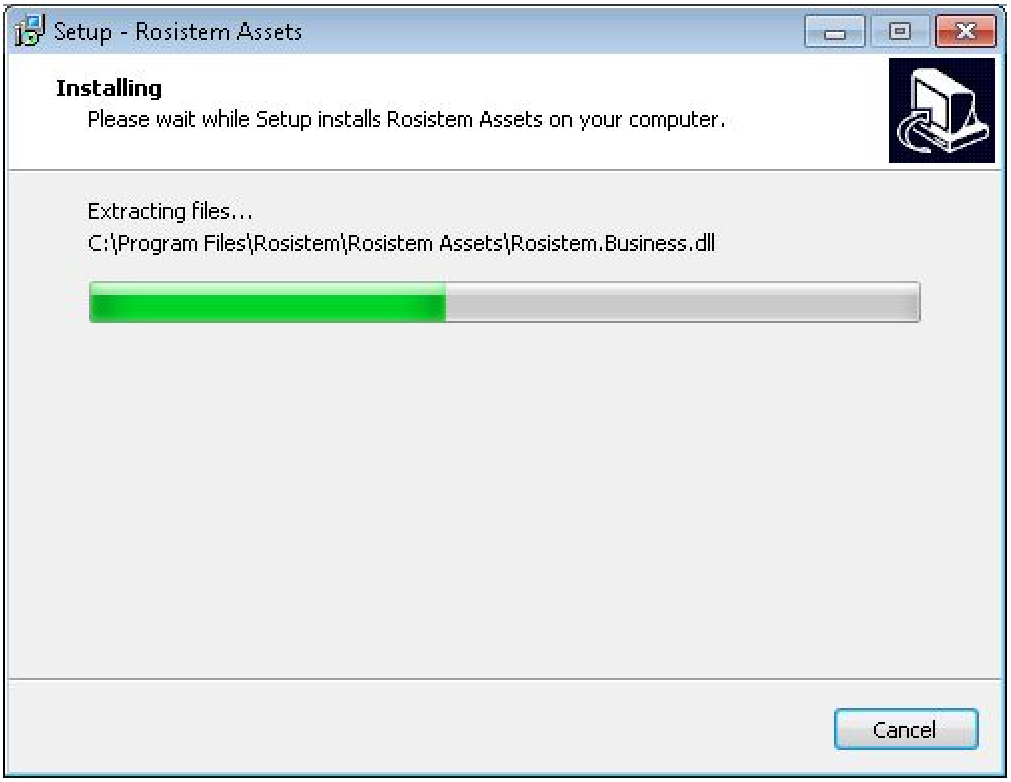
Review the license agreement, then select **I accept the terms of the license agreement.** You will not be able to continue installing the application until you select this option.

Next, a screen displays listing the ***Destination Folder*** for installation of Rosistem Assets: (C:\Program Files\Rosistem\Rosistem Assets).



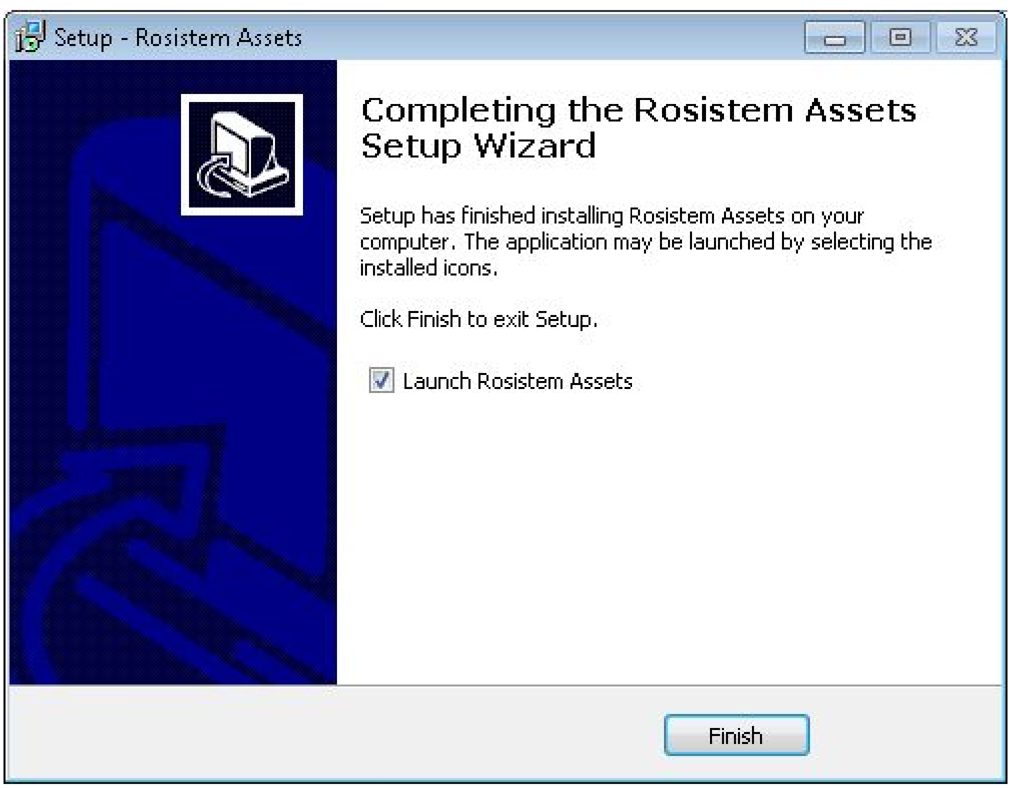
You can select a new destination by clicking the ***Browse*** button and navigating to a new folder, or accept the default location (recommended) by clicking the ***Next*** button.

The Rosistem Assets installation will continue. If you want to make changes to your destination folder at this point, click the Back button. If you are ready to install Rosistem Assets, click the Install button.



A series of progress screens will appear. The installation process may take a few minutes.

After the entire installation process is complete, a screen will appear:



Create Database

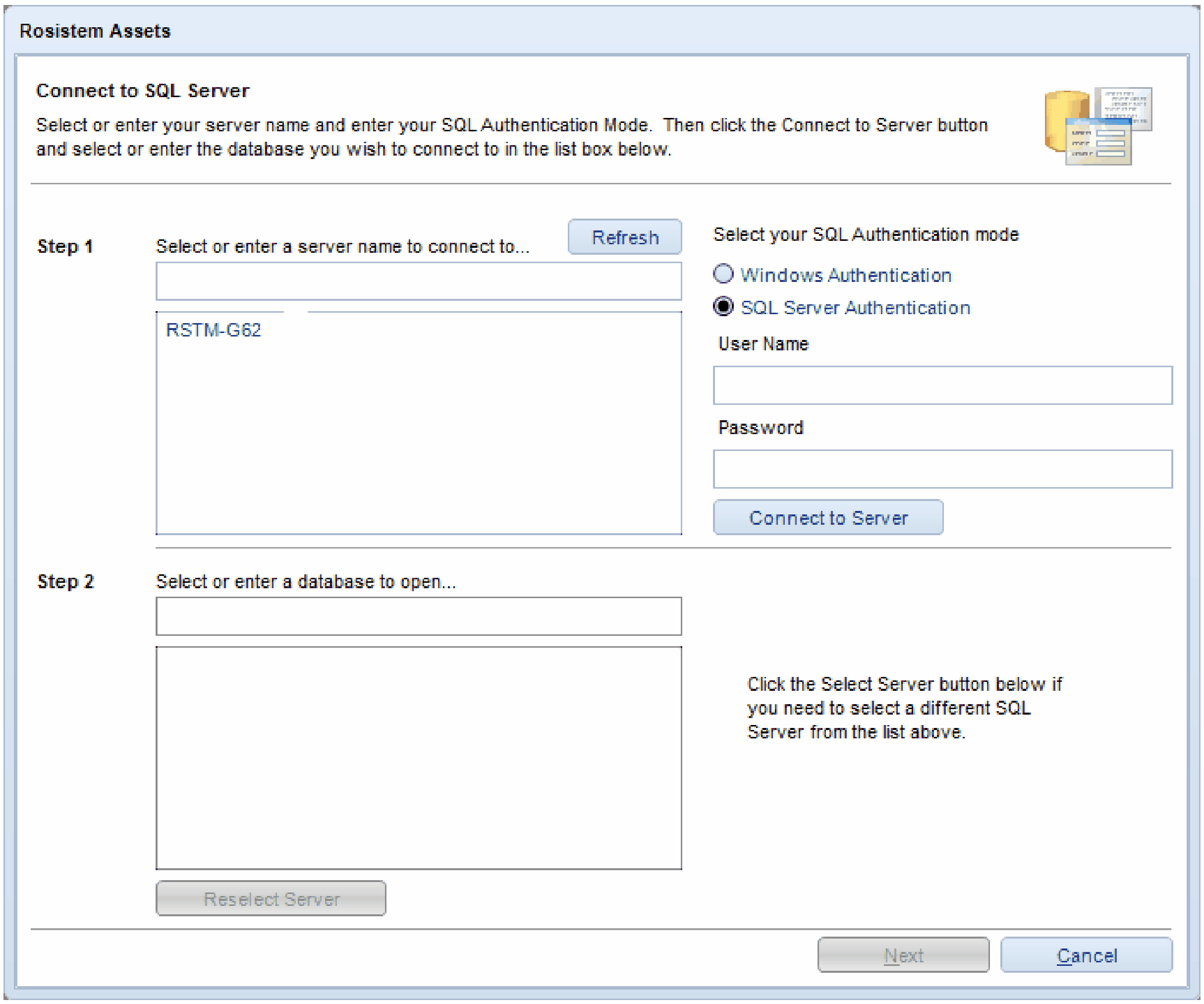
III

3 Create Database

3.1 Create a new database using application database setup

When application cannot connect to the database server the following windows appears.

Enter your server name, username and password to list all available databases on the server that begins with "Rosistem".

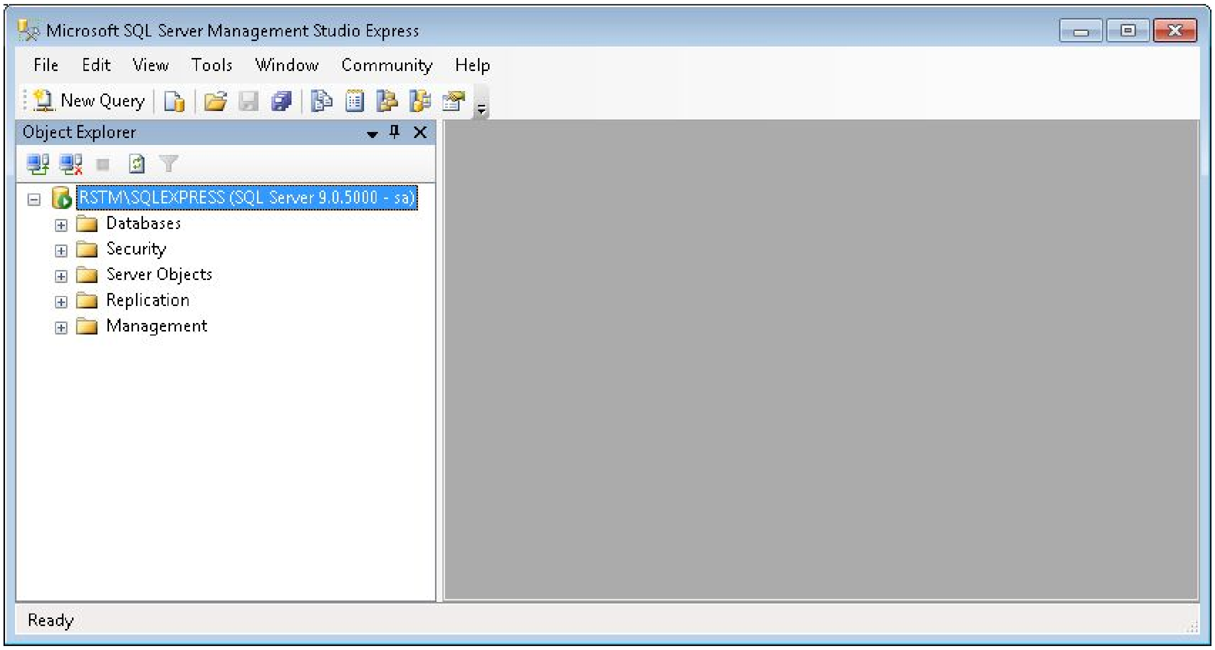


Select a database from the list and click Next to start creating a new database or to apply settings. Click Finish to save and apply the settings.

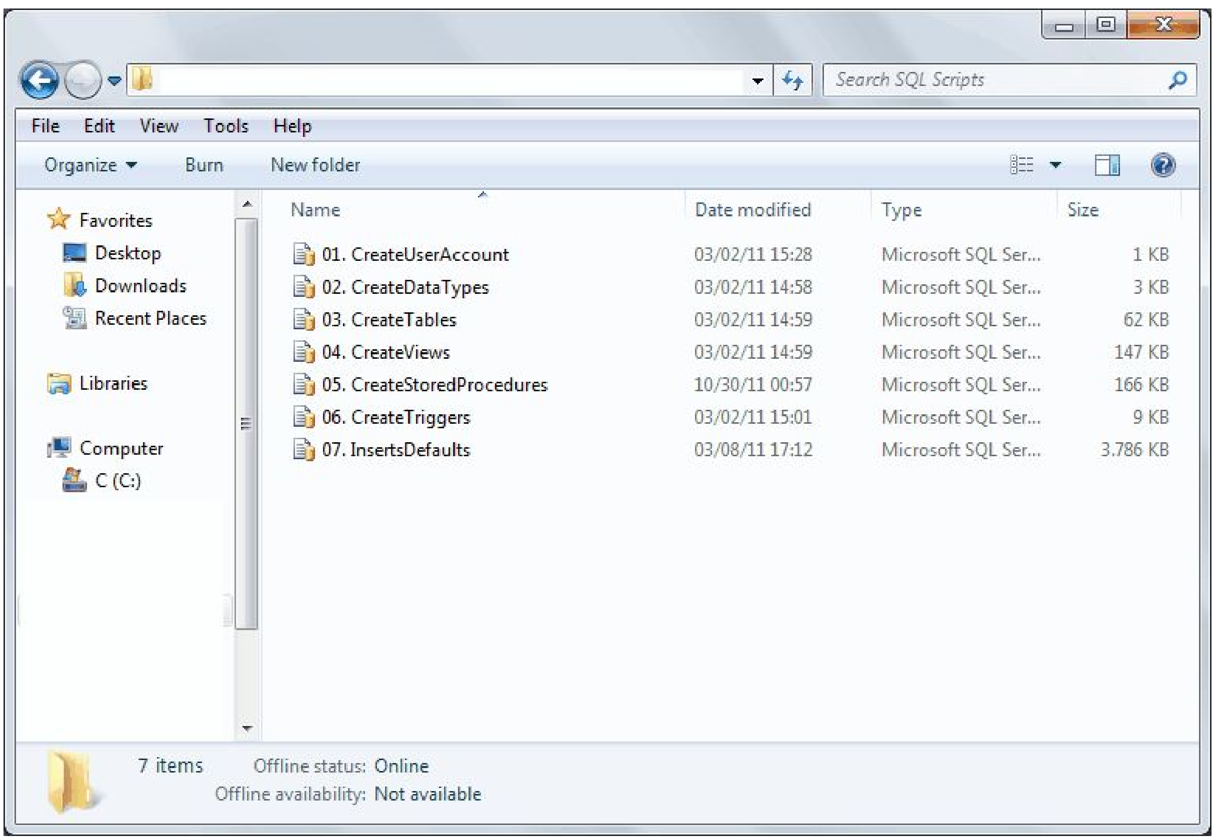
3.2 Create a new database using sql scripts

If you are installing a new database you will need to open Microsoft SQL Server Management for Microsoft SQL Server 2005/2008 or Microsoft SQL Server Management Express for Microsoft SQL Server

2005/2008 Express.



Next, open your Windows Explorer to the CD --> Database --> SQL Scripts.

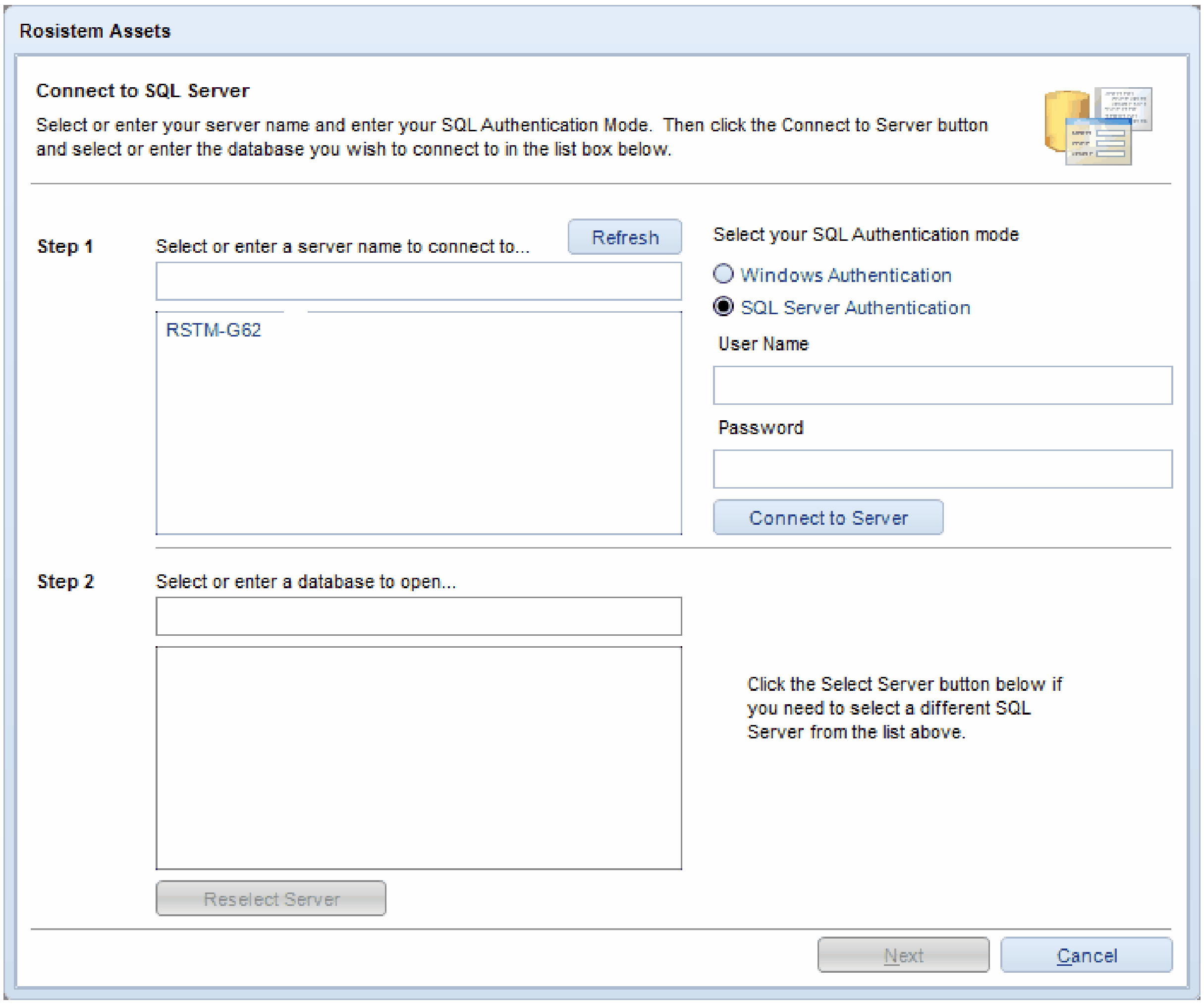


Run the .sql files in SQL Server Manager in the following order:

1. CreateDatabase.sql
2. CreateUserAccount.sql
3. CreateDataTypes.sql
4. CreateTables.sql
5. CreateViews.sql
6. CreateStoredProcedures.sql
7. CreateTriggers.sql
8. InsertsDefaults.sql

After you execute these files you can start using Rosistem Assets and setup your database connection.

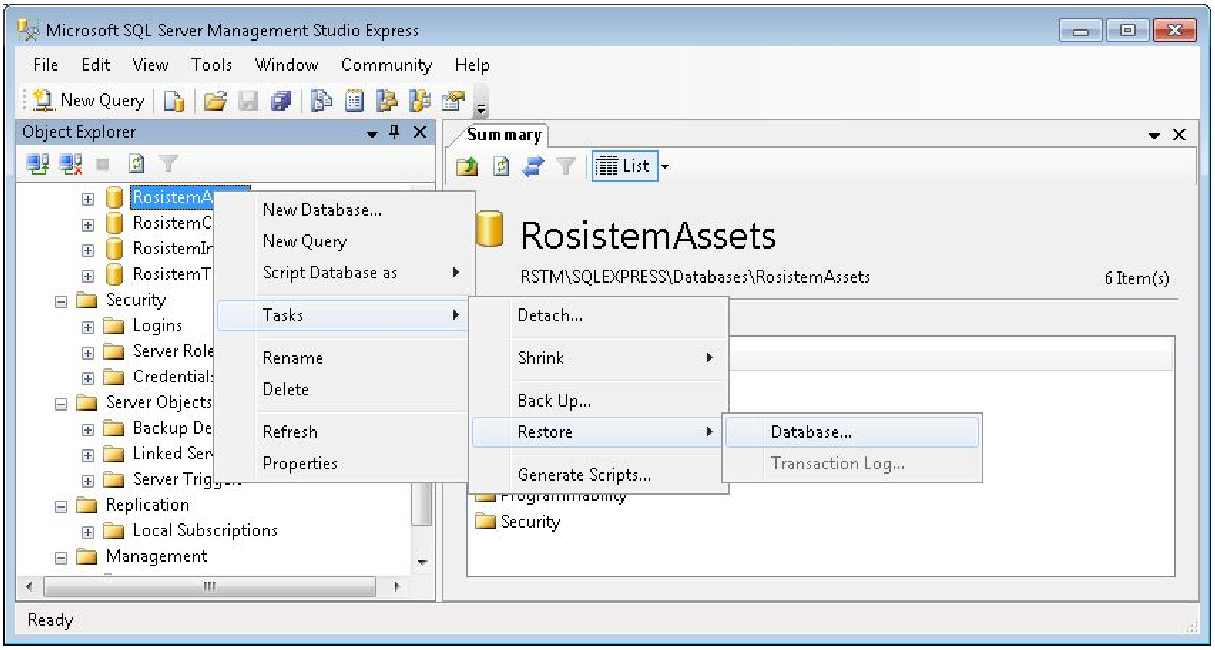
At the first run of Rosistem Assets the screen appears:



Enter you server name, login ID, password and the database name to access the SQL Server.

3.3 Installing a new database using a backup

You can create a new database with the name **RosistemAssets** using SQL Server Manager and restore the file **RosistemAssetsBlank.bak** from the zip archive located in the SQL folder.


Microsoft SQL Server Management Studio Express
File Edit View Tools Window Community Help
New Query
Object Explorer
Summary
List
RosistemAssets
RSTM\SQLEXPRESS\Databases\RosistemAssets
6 Item(s)
New Database...
New Query
Script Database as
Tasks
Rename
Delete
Refresh
Properties
Detach...
Shrink
Back Up...
Restore
Generate Scripts...
Database...
Transaction Log...
Security
Logins
Server Objects
Replication
Local Subscriptions
Management
Ready

General

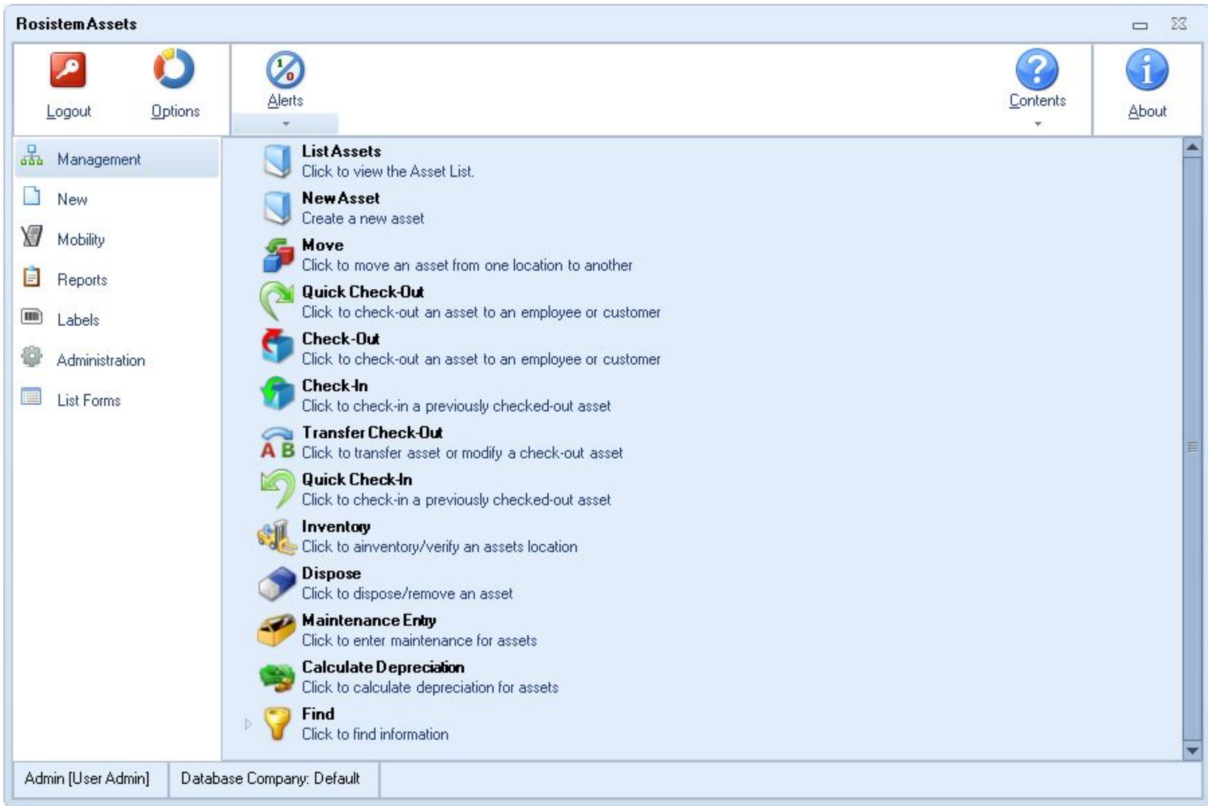
IV

4 General

4.1 Navigating the Main Screen

The Main screen allows you to quickly access all parts of the system using the icons.

Below is an example of the Main screen:



4.2 Logging onto the System

The Log On screen allows you to access the software. This screen appears when the application is opened.

The **User Name** field is not case sensitive. The **Password** field is case sensitive. Asterisks will be displayed as you type the **Password**. Both fields are required

On first use, Rosistem Assets starts with the following defaults:

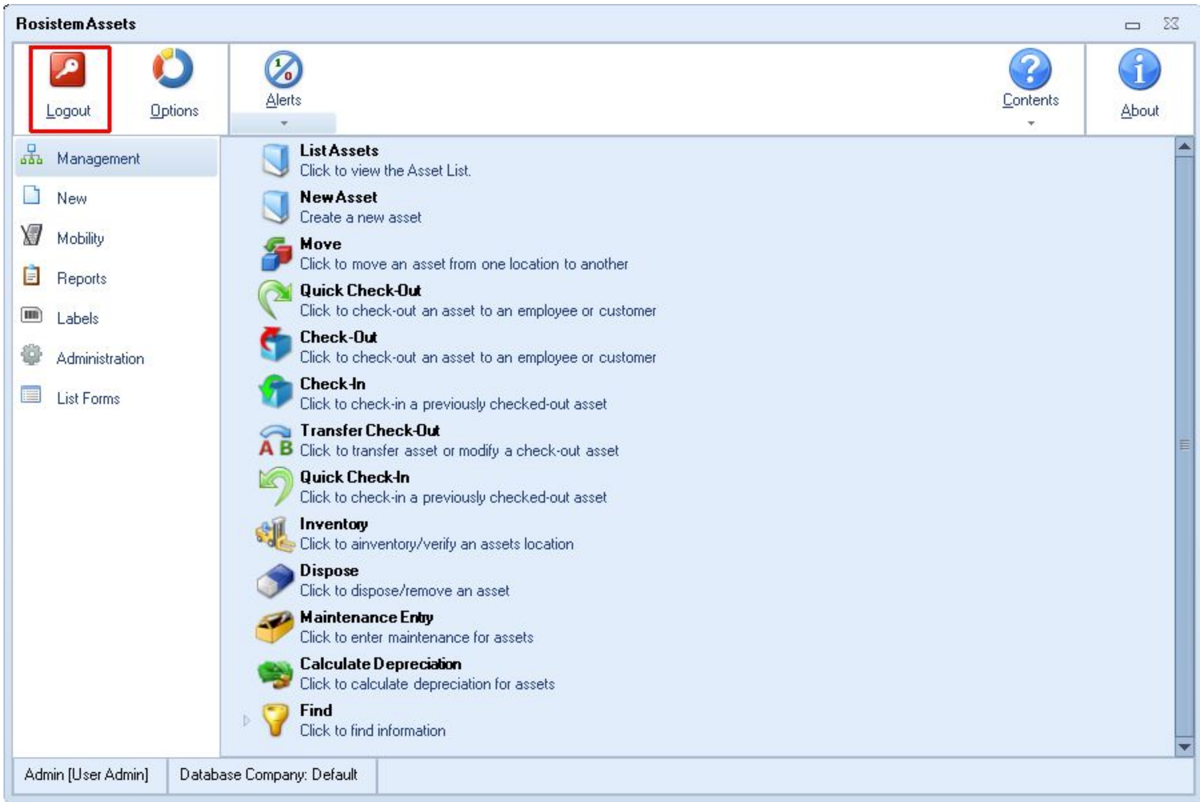
User Name: admin

Password: (blank)

After log on, the password should be changed. **Click here for more information on changing passwords.**

4.3 Logging out of the System

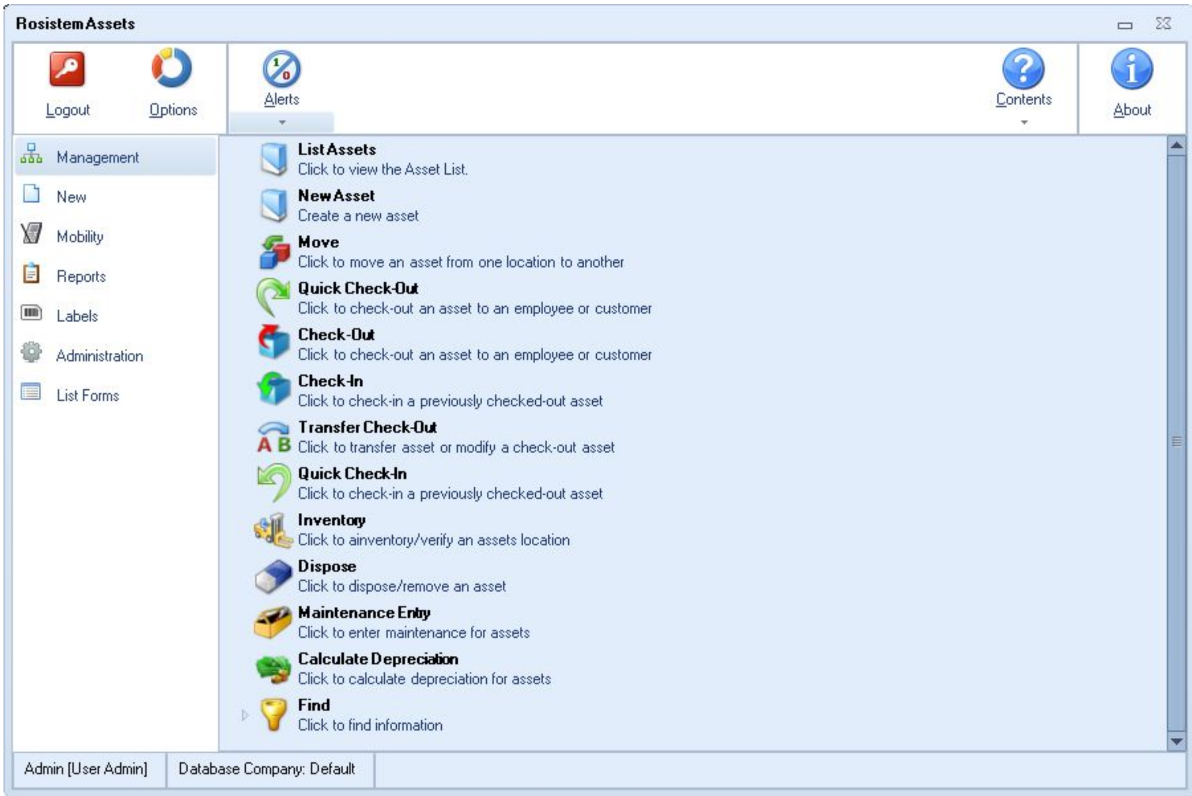
You can logout of Rosistem Assets by clicking Logout button. The Log On screen appears allowing you to login again or login as a different user. Click Cancel on the Log On screen to close Rosistem Assets.



4.4 Working with Alerts

Rosistem Assets will alert you if there are overdue checked-out assets, contracts/licenses that have expired and/or maintenance that is past due.

You can quickly check if any of these items are past due by following the instructions below:

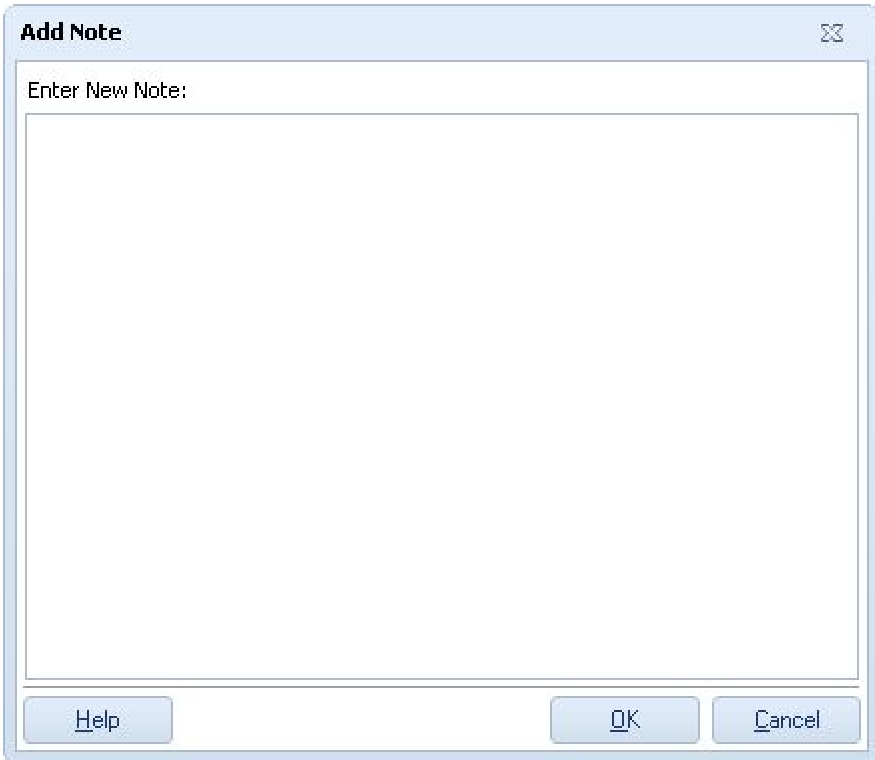


Click on a listing to be taken to a list of the items that are past due. For example, to see what asset is checked-out and past due, click **Assets Past Due**. The **Asset List** will appear displaying the overdue asset. You can then follow up as needed to make sure the asset is not lost, etc. In this example, you could access the Check-In screen from the Asset List to see who has the asset checked-out.

4.5 Adding Notes

You can add notes to several fields in the software in order to associate any comments you may have with the record you are creating or editing.

1. To add notes to a screen, click on the **Add Notes** button (not all screens/fields have this capability). The **Add Note** screen appears:



2. Enter your notes in the text box, then click **OK** to save and exit.

Notes are appended to any notes previously added the record you are editing.

Notes cannot be edited or removed once posted.

Find

V

5 Find

5.1 Standard Find

Find allows you to easily search for information within the database.

1. To access the **Find** screen, from the **Main** screen, click **Management > Find > Simple Find**. The **Find** screen appears:

2. The **Find** screen contains three fields by which you can search for information:

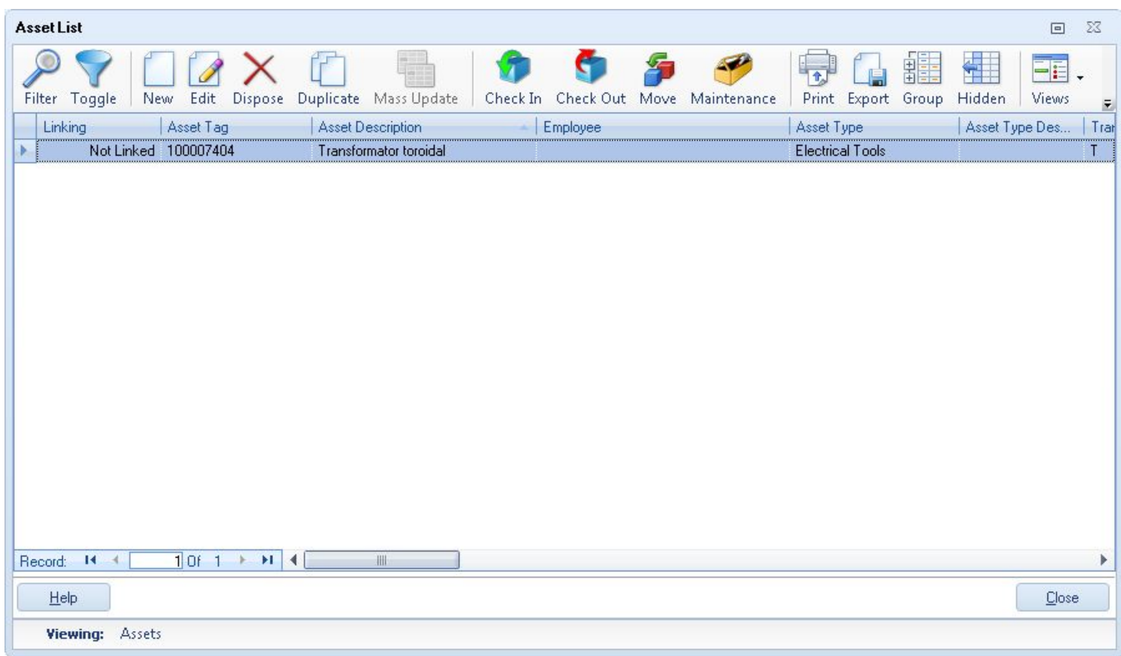
- **Table** is used to select the table *(information you enter into each field in Rosistem Assets is stored in a database "table" behind the scenes. You can extract this information using the Export Wizard.)* in the database you want to search. Make a selection from the drop down list.

- **Field** is used to select the field in the listed table to be searched. All fields found in the selected table will appear in the drop down list. Make a selection from the drop down list.

- **Value** is the information contained in the field (For example, Printer might be the value in the Asset Type field). Type in the information for which you are looking, or click the Magnifying Glass button to the right of the field to search all values contained in the selected Field. You can also scan a value into this field.

  For example, if you want to search for an customer by his or her **Name** but cannot recall the spelling of the name, select Customer in the **Table** field and Name in the **Field** field, then select the Magnifying Glass button. A screen will appear displaying all values in the Description field (see example below):

Highlight the desired listing and click **Select**. The **Find** screen will populate with your selection as shown below:



Enabling the **Whole Word Only** option will search the selected table based upon the entire string in the value field excluding partial matches. If this checkbox is not selected, the system will return partial matches, meaning if you enter Printer in the Value field, the search would return Printer, Print, Printers, Printed, etc.

Enabling the **Find All** option disables the **Field** and **Value** fields and will return all of the records from the table selected in Search.

3. Click the **Find** button to start the search process. When complete, a list will be displayed

showing all the records that match your criteria.

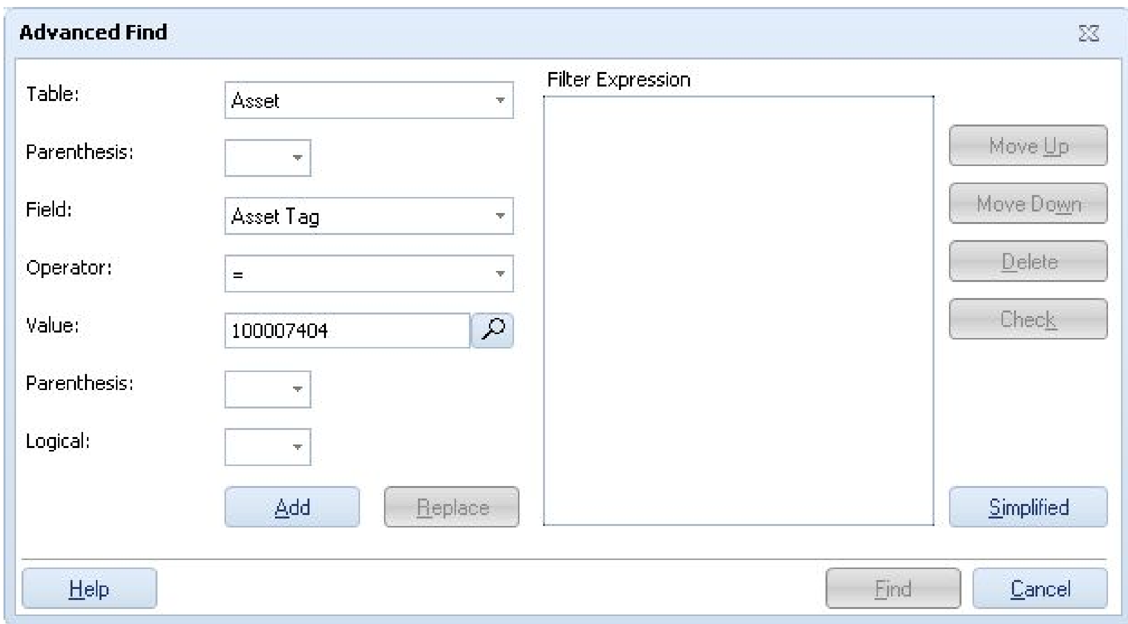
All searches are case insensitive.

Your last Find criteria are saved and will automatically be loaded the next time you access Find.

5.2 Advanced Find

The **Advanced Find** screen allows you to search for information in the database using a variety of criteria. You can use these criteria options to narrow your search.

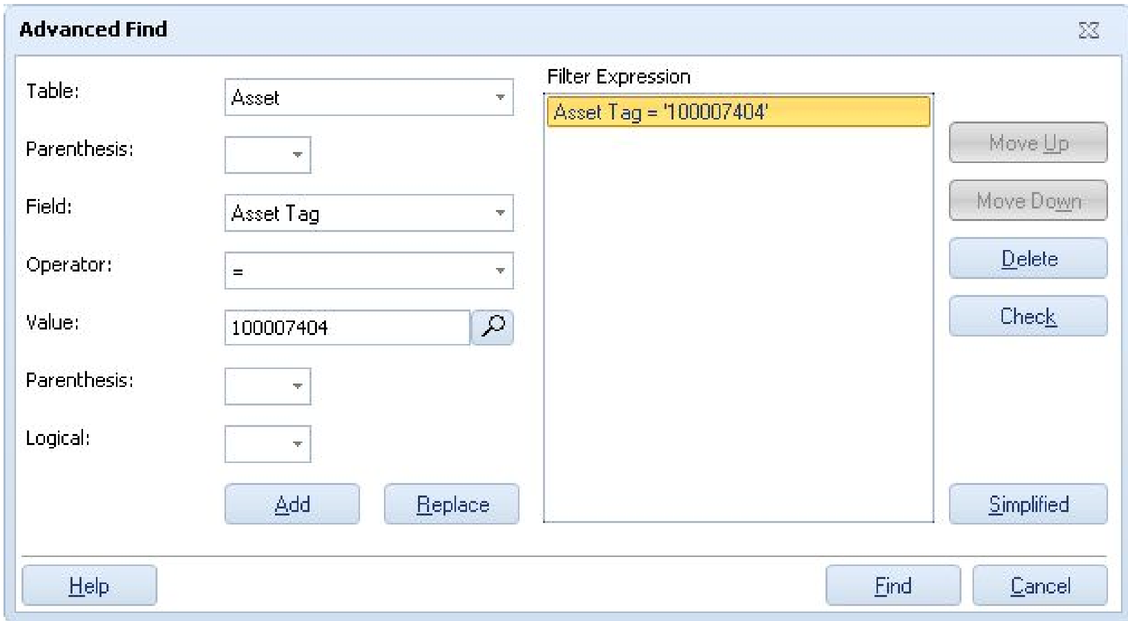
1. Access the **Advanced Find** screen from the **Main** screen by selecting **Management > Find > Advanced Find**. Below is an example of the **Advanced Find** screen.



2. The **Advanced Find** screen consists of seven fields that allow you to select criteria to narrow your search. The **Filter Expression** panel displays the "filter" as you enter information in the criteria fields. The filter is simply the criteria you have selected. For example, if you select the following information:

Table: Asset
Field: Asset Tag
Operator: =
Value: 100007404

then the **Filter Expression** field will display this information and the system will search for Assets with the asset tag number 100007404.



Below are descriptions of each of the criteria fields:

Table - used to select the table *(information you enter into each field in Rosistem Assets is stored in a database "table" behind the scenes. You can extract this information using the Export Wizard.)* you want to search within the database.

Parenthesis - (open and close) used to control the order in which criteria will be processed. The inner most pair of parentheses in any filter expression are evaluated first.

Field - used to select the field you want to search within the specified table.

Operator - a comparison operator used to evaluate an expression.

Comparison Operator	Meaning
=	equal
<>	not equal
>=	greater than or equal
>	greater than
<=	less than or equal
<	less than
Like	is similar to value
Not Like	is not similar to value
Is Null	no value
Is Not Null	any value

Like and **Not Like** are used for text pattern matching. They can only be used with plain text fields, not with dates. The following characters, used within the text value, have a special meaning for the Like and Not Like operators:

LIKE Operator	Meaning
_ (underscore)	matches any single character

%	matches zero or more characters of any value
\	Escapes the special characters (gives them their normal meaning)

Value - the information for which you are searching. (This can include special characters for the Like or Not Like operators).

Logical - a Boolean operator that combines one or more filter expressions into a single logical group:

Boolean Operator	Meaning
AND	gives you the intersection of two conditions
OR	gives you the union of two conditions

3. Enter the desired values for the seven **Advanced Find** fields to construct a filter fragment, or part of the Filter Expression.

4. Click the **Add** button after building each filter expression to add it to the Filter Expression list.

   The **Move Up** and **Move Down** buttons allow you to move a filter fragment toward the top or toward the bottom of the list, respectively. To reposition a filter fragment in the Filter Expression panel, click on it, then click either the Move Up or Move Down button.

   You can edit a filter fragment by first selecting the fragment in the Filter Expression list. The values of the filter fragment populate the seven input fields. Update any of these fields, then click **Replace** to update the selected filter fragment in the Filter Expression list.

   Click the **Check** button to check the syntax of the Filter Expression.

5. Click the **Find** button to start the search process. When complete, a list will be displayed showing all the records that match your criteria.

Adding Information

VI

6 Adding Information

6.1 Create New Asset

The **New Asset** screen is used to enter a new asset into the database.

Note for Mobile Device Users: Assets can also be added on a **Windows Mobile/CE** mobile device.
The following topics are discussed in this section:

Accessing the New Asset Screen

General Tab

Asset Linking Tab

Depreciation Tab

Attachments Tab

Picture Tab

Maintenance Tab

Contracts Tab

Transaction History Tab

Custom Fields Tab

Accessing the New Asset Screen:

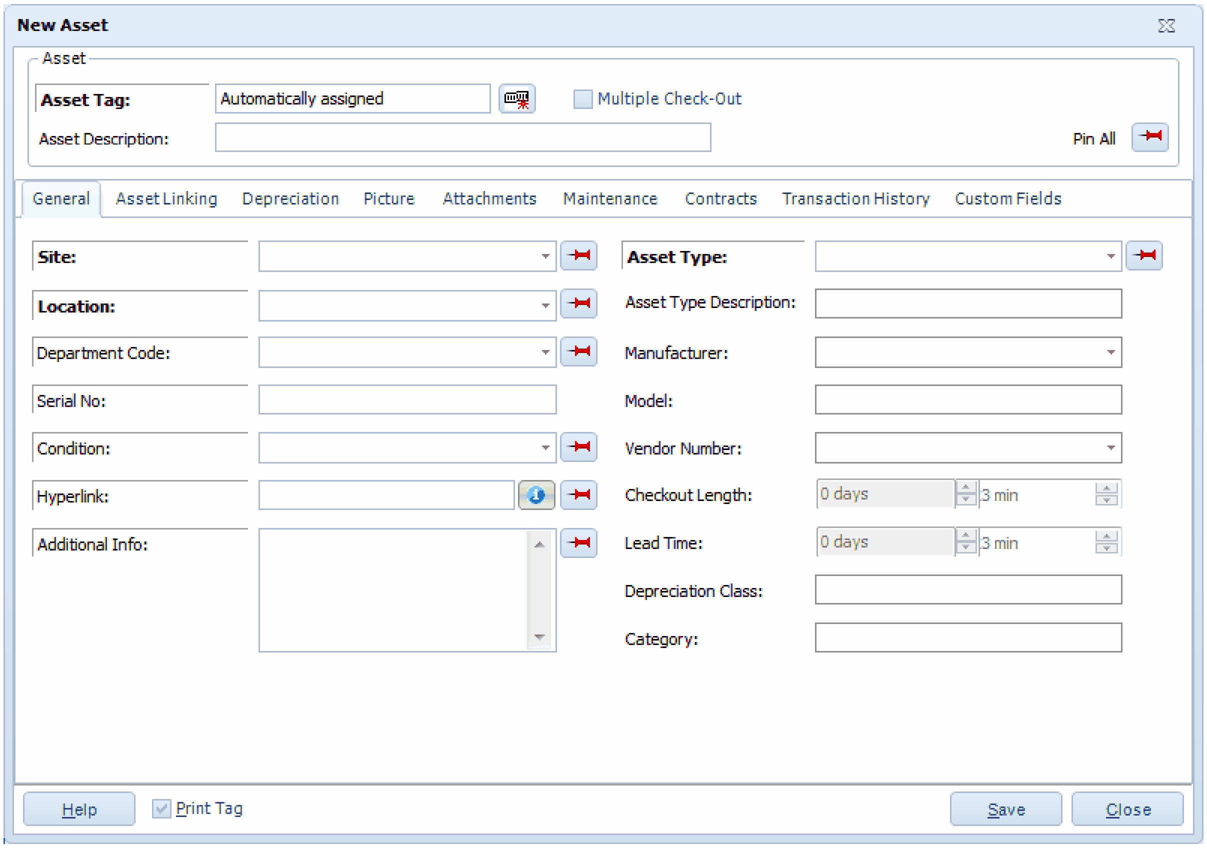
To access this feature, from the **Main** screen select **Asset Management > New Asset**.

This feature can also be accessed from the **Asset List** by clicking the **New Record** button on the toolbar. **For more information on using the list screens, click here.**

The **New Asset** screen is broken into several tabs. Use the following links to jump ahead to the tab of interest:

General, **Asset Linking**, **Depreciation**, **Attachments**, **Picture**, **Maintenance**, **Contracts**, **Transaction History**, **Custom Fields**

New Asset Screen > General Tab



Note: If the **Automatic Asset Tags** function is turned on (**Administration > Options**), the **Asset Tag** field will appear.

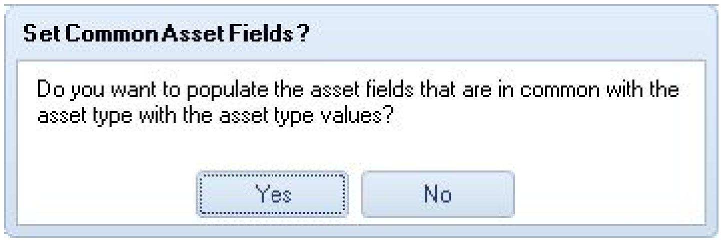
You may notice that some fields on this and other tabs have a Pin icon in front of them. These fields represent data that can be "pinned". **Pinning** allows you to "lock" the information entered into a field. This is convenient if, for example, you are entering multiple new assets for a particular site and location. You can enter the site and location once, then pin them. The fields will retain the information you entered through each new entry until you unpin them. In the example screen shown below, values are entered in the *Site*, *Location* and *Department Code* fields. These three fields were **Pinned** by clicking on their  pushpins, causing them to look like  this. Click the pushpin again to unlock the field for entry of a different value.

Click the **Pin All** icon to pin every field that offers the pinning feature. Click it again to undo pinning for all fields.

1. Enter information in the required fields. You must enter information in the **Asset Tag**, ***Asset Type***, **Site**, and **Location** fields.

   Note: If you are using **Automatic Asset Tags**, you do not need to enter anything in the **Asset Tag** field. The tag will be generated you click the **Save** button or when you click the button next to the **Asset Tag** field.

   When you select an **Asset Type**, the following screen will display:



Select **Yes** to populate fields with information from the **Asset Type**. For example, if **Check Out Length** information is entered for the **Asset Type**, it will appear here.

Keep in mind that you can set the **check out length to only consider weekdays** and the **due date to only fall on a weekday** on the **Options** screen.

If you have enabled the **Edit Inherited Asset Type Data** option on the **Options** screen, you can make changes to the information that is populated from the **Asset Type**. If this option is not enabled, these fields will be disabled and you will not be able to make changes.

If you do not want to incorporate information from the **Asset Type**, other than the **Asset Type** number and **Description**, click **No**.

2. The **Department Code**, **Serial No.**, **Condition**, **Hyperlink** and **Additional Info** fields are optional.

   The **Hyperlink** field can be used to store a link to the manufacturer's website, or even to a location on your network. When a valid web address is entered in this field, the icon next to it will be enabled. Clicking the icon will open your web browser and access the website.

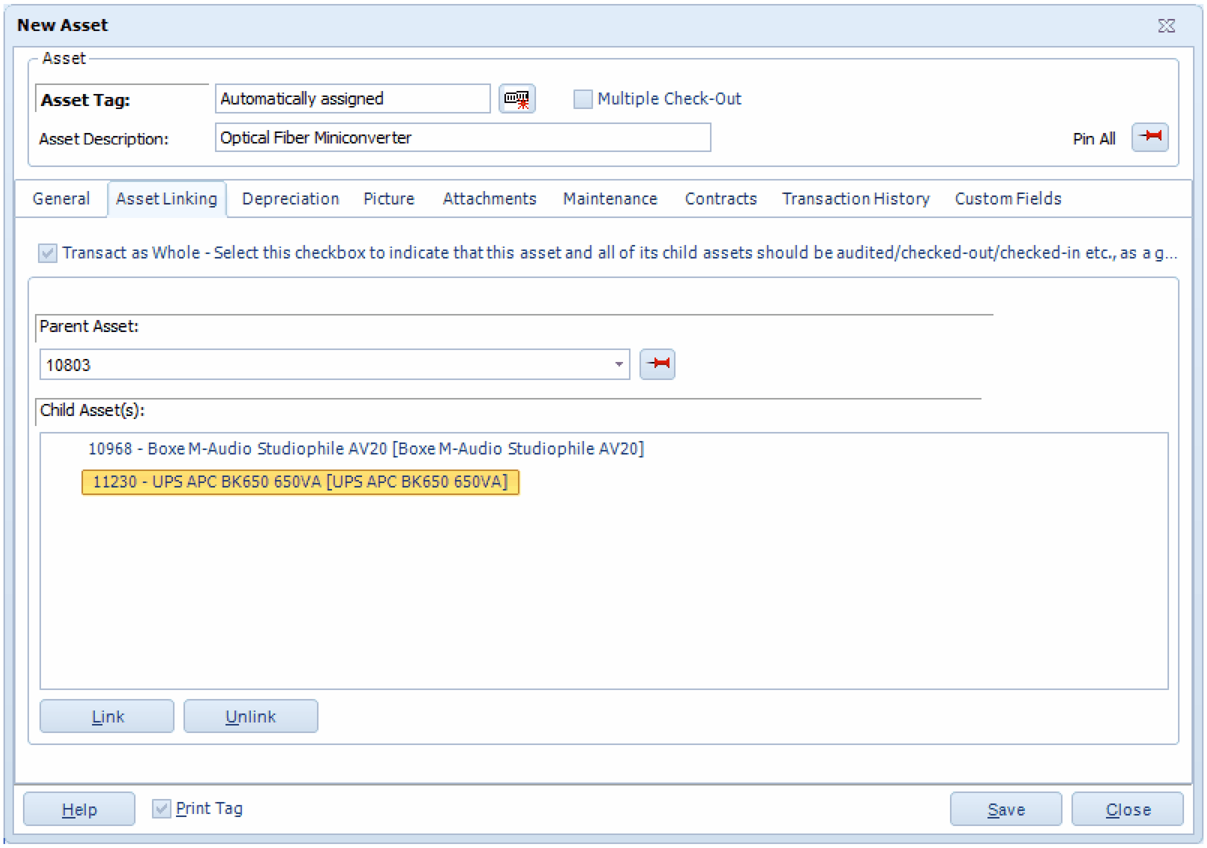
   Note: When using the drop down lists to enter information in a field (Asset Type, Site, Location, etc.), the last few selections will appear in the list. If you want to search for an existing value, select **<More>** from that field's drop down list to access the List screen. Use the vertical scroll bar to select a record from the List and click the List dialog's **Select** button.

3. Click **OK** if you are done entering information for this asset or click on another tab to proceed with entering more information.

New Asset Screen > Asset Linking Tab

Asset Linking, also known as Asset Kitting, allows you to link two or more assets together to form one new asset. **For a complete definition of Asset Linking and an example, please refer to the Definitions topic.**

The **Asset Linking** tab allows you to create links:



1. The **Asset Tag** value entered on the General tab will be displayed at the top, but can still be edited, if desired.

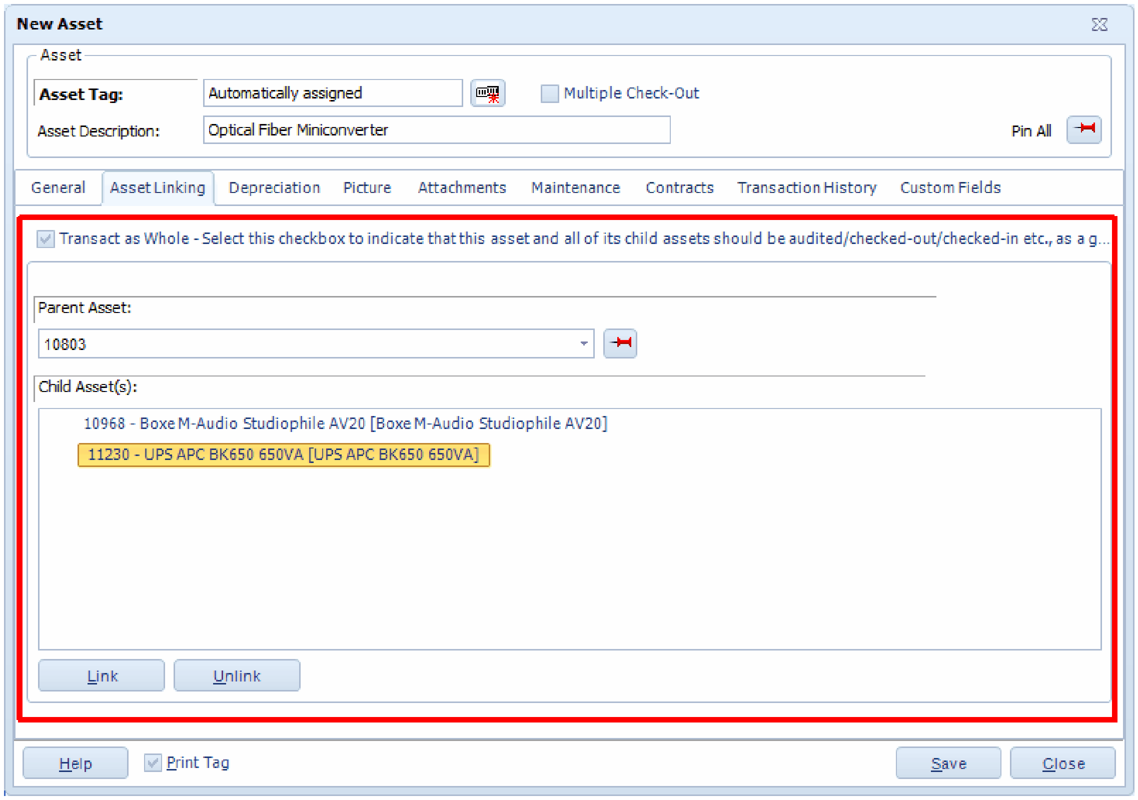
2. If this asset is to be the Parent, or top-level asset, of this group, you can leave the "**This asset is part of**" field blank. If you want to give this asset a parent, select an asset from the drop down list.

   The asset can have a parent assigned to it and be a parent (have child assets assigned to it).

   Select **<More>** from the drop down list to access the **Asset List**. Remember, you can filter the asset list to only display "Top Level" assets, or parent assets, if needed. **See the Working with Lists topic for further information.**

3. To associate child assets with this asset (the current asset will be the "parent" of these assets), click the **Link** button below the "**This asset contains:**" window. The **Asset List** will appear.

   Highlight the desired asset in the **Asset List**, then click the **Select** button. The selected asset will appear in the "**This asset contains**" window as shown below:



In this example, Asset 4002 is the parent of the current asset and asset 1005 is the child.

A Note about the Transact as Whole Flag: In the example above, the **Transact as whole** flag is checked; therefore, any functions (check-in, check-out, audit, move, etc.) will be performed as a whole for the group. This flag is driven from the top down, meaning the selection made for the parent asset will override the selection for a child asset. If you want to move only one asset that is a child of this asset, you will need to deselect this checkbox. Deselecting it on the **Edit Asset > Asset Linking** tab for the child asset (in this case, Asset 1005) will not override the selection made for this asset, and this group would still be moved as a whole. Similarly, if the **Transact as whole** flag was ***NOT*** selected on this tab, but it ***IS*** selected for Asset 4002 (the parent of this asset), the group would still be transacted as a whole because the selections made for the parent of this asset would take precedence. To put it another way, if you think of these relationships in the vein of child-rearing, one of your children may decide it is ok to borrow the car, but you as the parent do not think it is ok, and your decision would override that of the child.

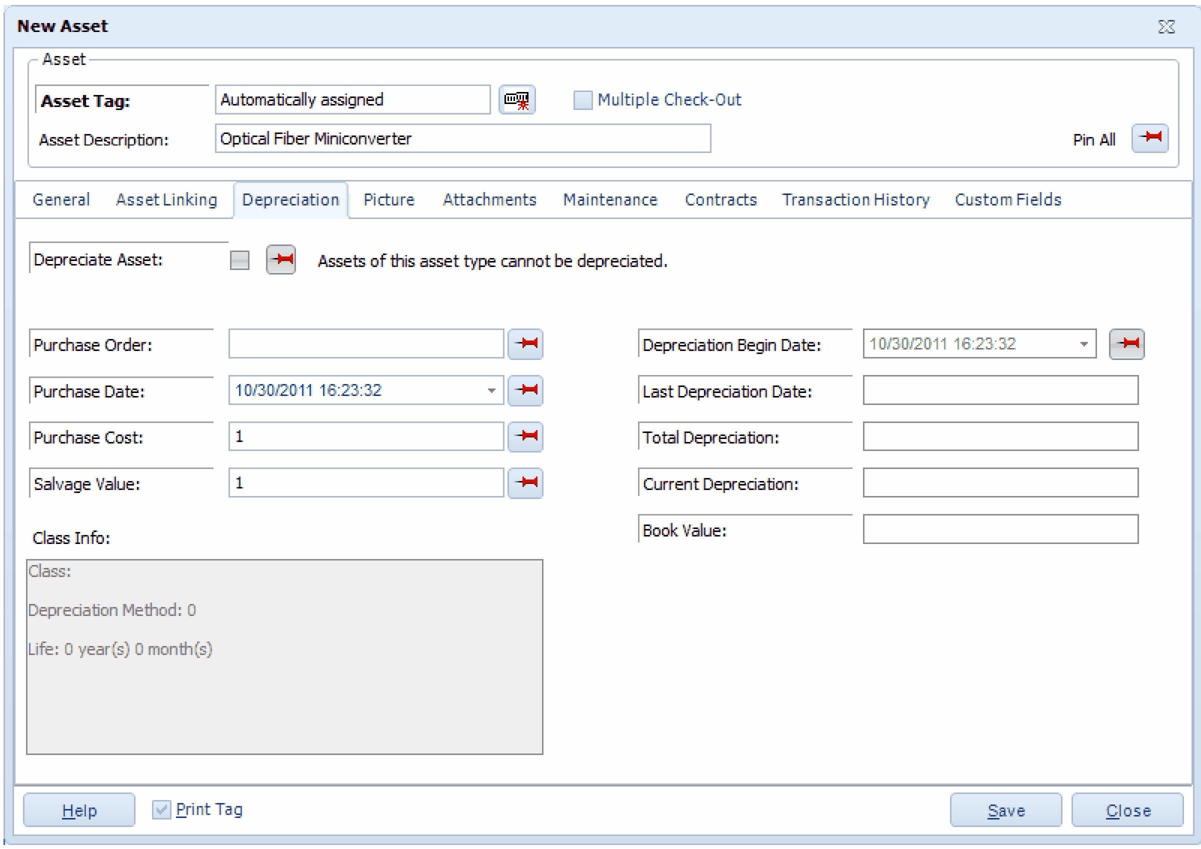
Also keep in mind that when you check out an asset that has **Transact as whole** turned on and you select to use the **Default Due Date** (on the Check Out screen) Rosistem Assets will search all assets linked to the selected asset to find the maximum checkout duration. The software will use this maximum length to calculate the due dates for all the linked assets. This ensures that all the assets in the transaction have the same due date even if some of the linked assets have different checkout durations.

4. You can unlink child assets by highlighting the asset in the **Associated Assets** list and clicking the **Unlink** button.

5. Click **OK** if you are done entering information for this asset or click another tab to proceed with entering more information.

New Asset Screen > Depreciation Tab

Click the **Depreciation** tab if you want the software to calculate depreciation for this asset. The method used by the system to calculate depreciation is dependent on the **Asset Type** assigned to this asset.



1. The **Asset Tag** value entered on the General tab will be displayed at the top, but can still be edited, if desired.

2. Click the **Depreciate Asset** checkbox if you want the software to calculate depreciation. The **Depreciate Asset** checkbox will be disabled if a Depreciation Class has not been defined for the Asset Type specified on the General tab or that Asset Type has a Depreciation Class, but its Depreciation Method is "**None**".

   The depreciation method used for an asset is determined by the Depreciation Class assigned to the Asset Type. This information appears in the **Class Info** box and cannot be modified from this screen. If you want to change the **Depreciation Method** or the **Life** of a particular asset, you will need to make changes to the **Depreciation Class** assigned to the Asset Type, or create a new Depreciation Class to assign to the Asset Type. **See the Depreciation Class help topic for further information.**

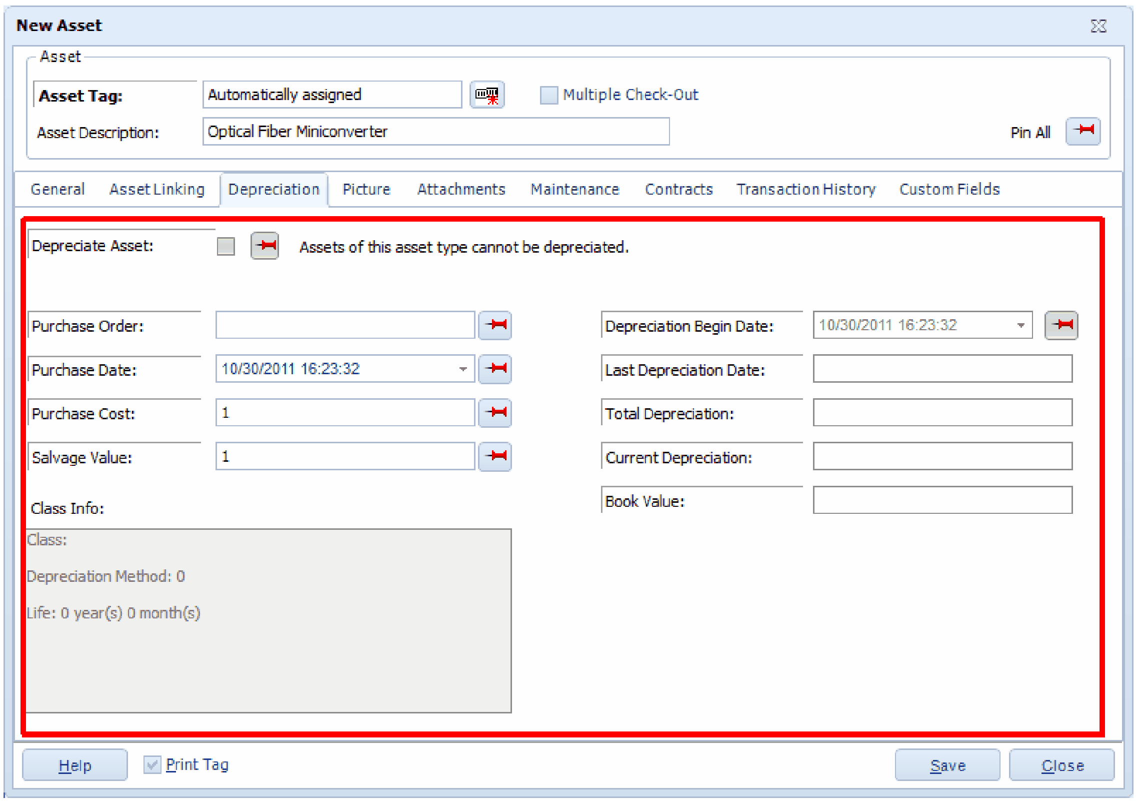
3. **Purchase Cost** and **Depreciation Begin Date** are required fields when Depreciate Asset has been enabled, therefore, you must complete them if you want to calculate depreciation. These

two fields are used in the calculation. **Please see the Definitions topic for detailed explanations of each Depreciation Method.**

4. **Purchase Order**, **Purchase Date** and **Salvage Value** are optional fields. If a Salvage Value is not specified, the **Calculate Depreciation** function will assume a Salvage Value of zero dollars.

The **Class Info**, **Last Depreciation Date**, **Total Depreciation**, **Current Depreciation**, and **Depreciated Value** cannot be modified. Information is populated in these fields by the system as depreciation functions are performed.

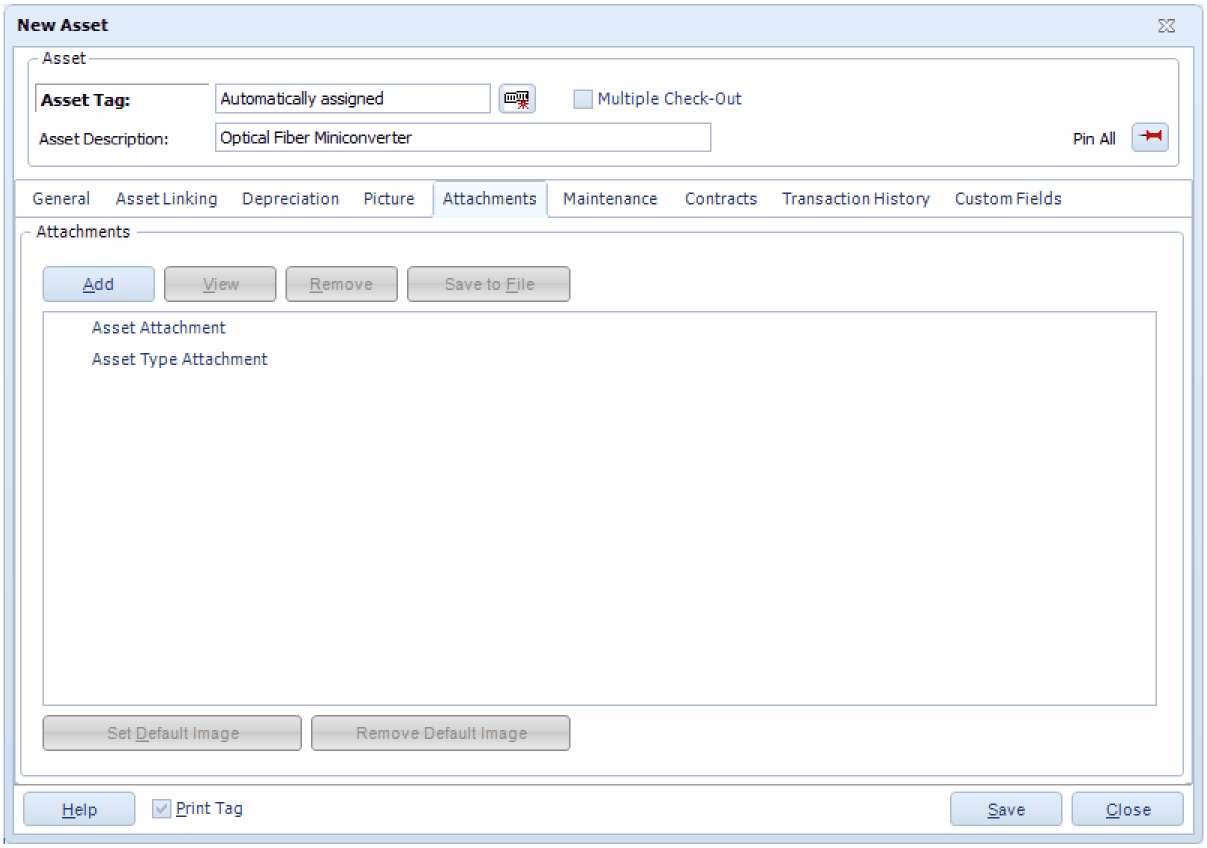
In the following example, an asset is being entered that uses linear depreciation:



5. Click **OK** if you are done entering information for this asset or click the next tab to proceed with entering more information

New Asset Screen > Attachments Tab

To attach an image or other documentation to this Asset, click on the **Attachments** tab:



1. To add an attachment, click the **Add** button. A screen will appear allowing you to navigate to the desired file on your computer. Attachments are copied to the Rosistem Assets database from the external source you browse to when you click the Add button. Any change made to the external source file after adding the attachment will not update the attachment in the database. To update the database with a later version of an attached file, you must first Remove the attachment from the database, then Add the file again.

   Asset Attachments relate only to the specific Asset being recorded. Asset Type Attachments relate to every Asset recorded for this Asset Type.

2. If you have attached an image, you can designate this the "default" image (meaning this is the image that will appear on the Picture tab) by clicking the Set Default Image button.

3. After you have added at least one file, the **View** button is enabled. This feature allows you to view the attached file. The File Associations defined in Windows Explorer determine which application will be started to open files, based on their filename extensions. On most machines, a PDF file would be opened by Adobe Reader, for example. Image attachments can be viewed the same way or you can use the Picture tab to use internal image viewer.

   The **Save to File** button copies the selected attachment from the database to any drive and folder available on your system.

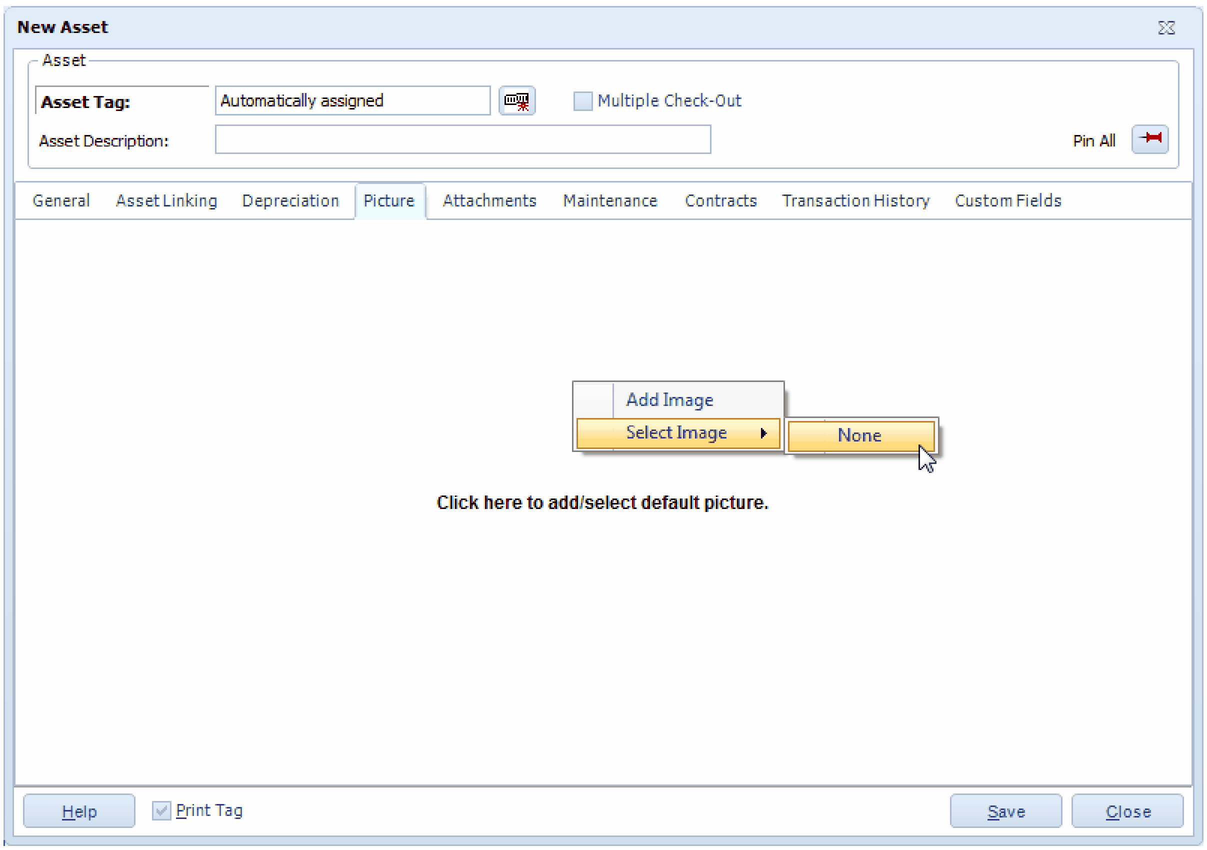
   The **Remove** button can only be used to Attachments. It is grayed-out (disabled) when an Asset Type Attachment is selected. These Asset Type Attachments may be related to other Asset

Tags under the same Asset Type. Asset Type Attachments can only be removed via the Edit Asset Type Attachments tab (**see Create New Asset Type for further information**).

4. Attachments are not actually added to the database until the **OK** button is clicked. You can click it at this time if you are finished adding additional information, or click it later, after you have completed information on other tabs.

New Asset Screen > Picture Tab

Click the **Picture** tab to view any image files that have been Attached to either the Asset Type Attachments folder or the Asset Attachments folder:



1. The first time you access this tab, click on the picture area to add a picture.

   The current default picture is always displayed on the **Picture** tab. Right click the image to see the popup **Picture** menu. This menu allows you to **Add** (a new) **Image** or to **Select** (a previously added) **Image**. Any image you select for display will become the new default image.

   The files listed in the Select Image sub-menu are a combination of Asset Type Attachment images and Asset Attachments images, sorted alphabetically, by filename.

2. Image files are not actually added to the database until the **OK** button is clicked. You can click it at this time if you are finished adding additional information, or click it later, after you have completed information on other tabs.

New Asset Screen > Maintenance Tab

The Maintenance tab allows you to define maintenance procedures, a maintenance schedule, and warranty information for an Asset.

This tab allows you to:

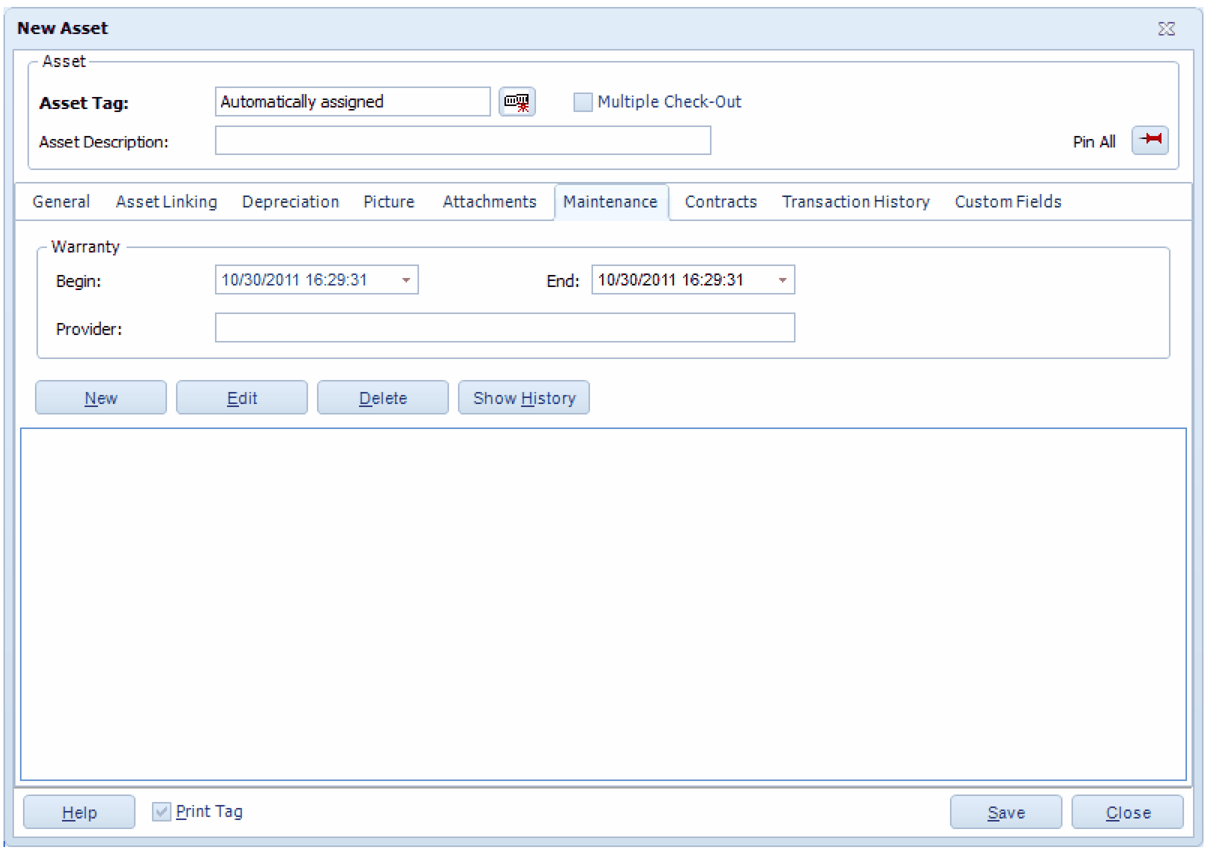
Enter Warranty Information

Enter New Maintenance Schedules

Edit Existing Maintenance Schedules

View Maintenance History

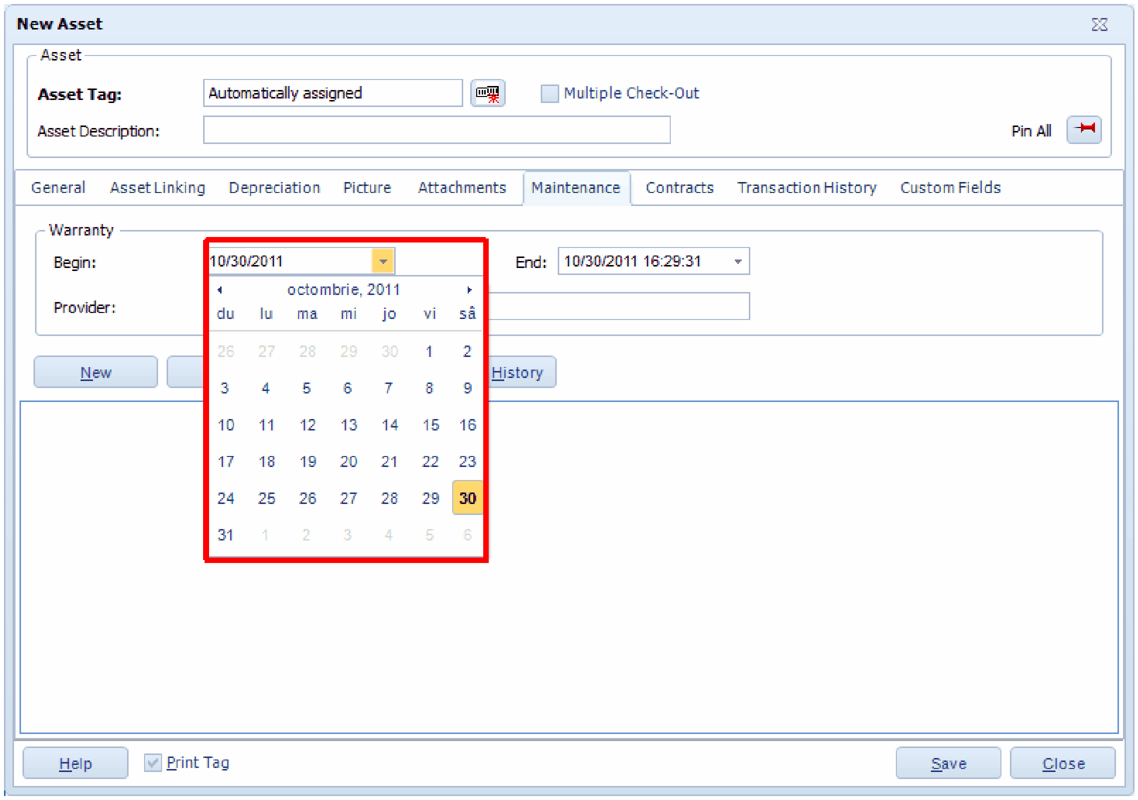
Below is an example of the **Maintenance** tab:



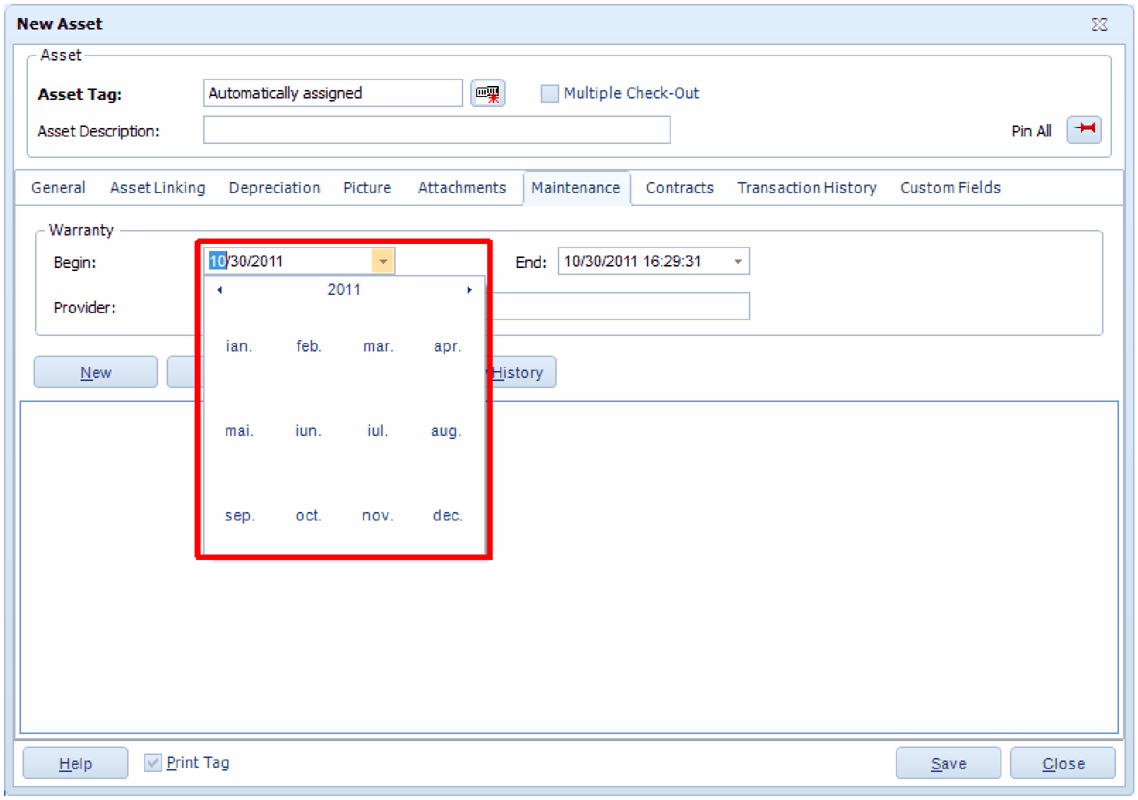
Entering Warranty Information:

1. You can optionally enter **Warranty Begin** and **End** date at the top of this tab.

   Click on the **Calendar** icon to access the calendar feature:



You can also click on the Month/Year (November, 2010 in the example above) to view a list of all months. You can then click on a month to quickly switch dates:

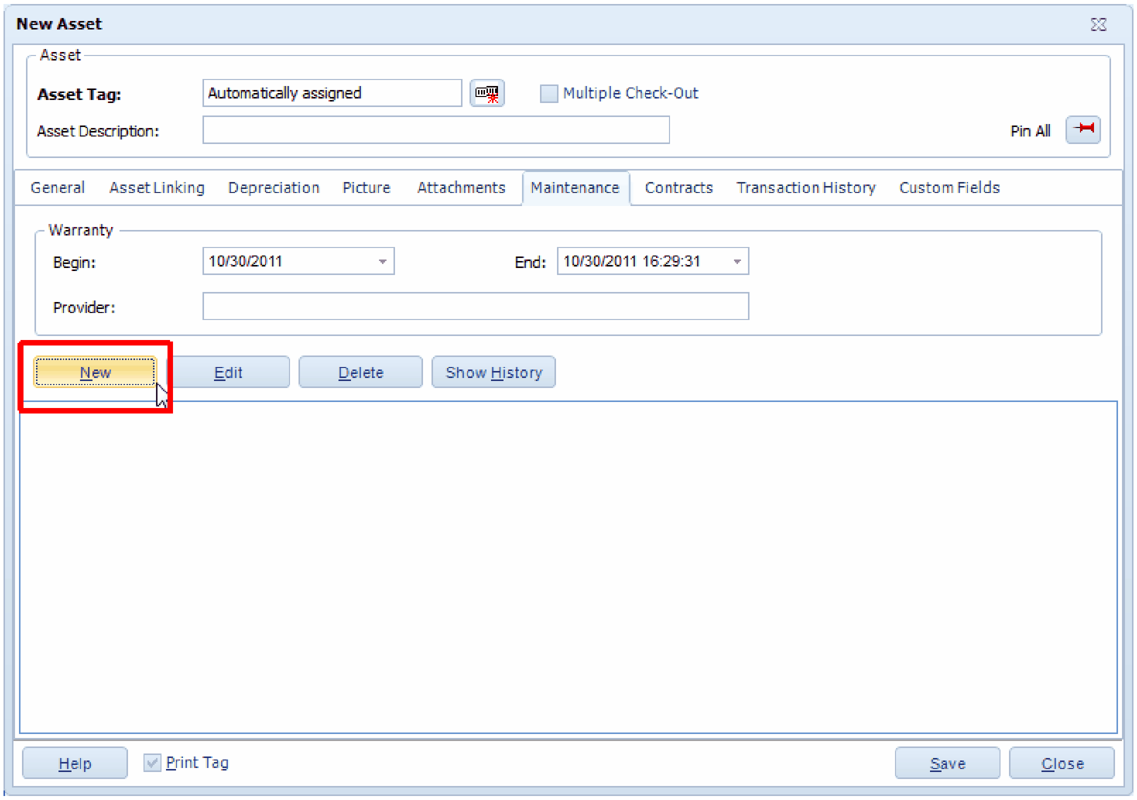


2. You can optionally enter the warranty provider in the **Provider** field.

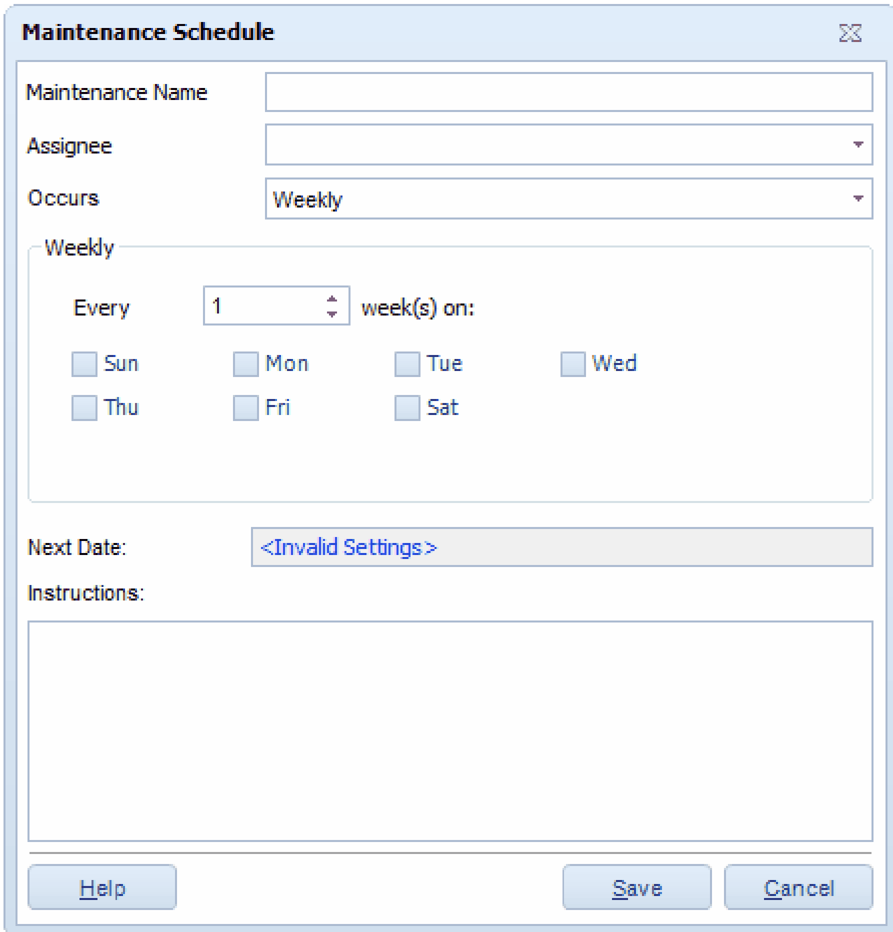
Entering New Maintenance Schedules:

1. To enter a new maintenance schedule:

2. Click the **New** button below the window:



The **Maintenance Schedule** screen appears:

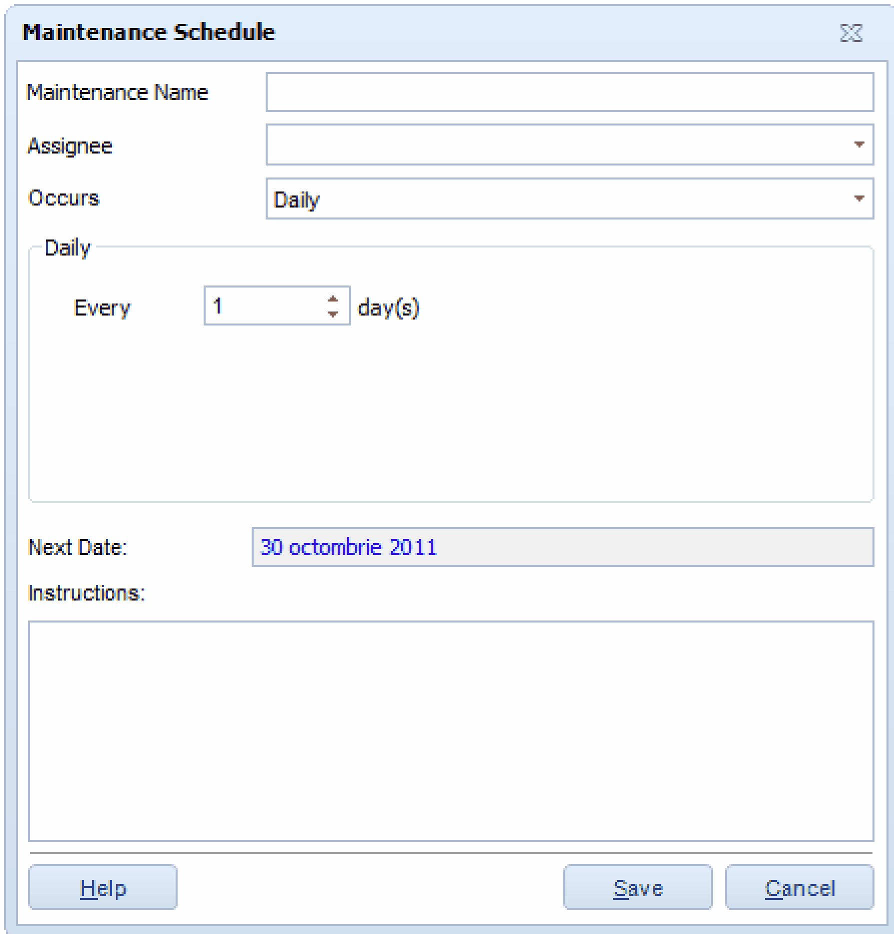


3. Enter a name for this maintenance schedule.

4. Select the employee who this asset will be assigned to from the **Assigned To** drop down list. All employees current set up in your software will appear in the drop down list.

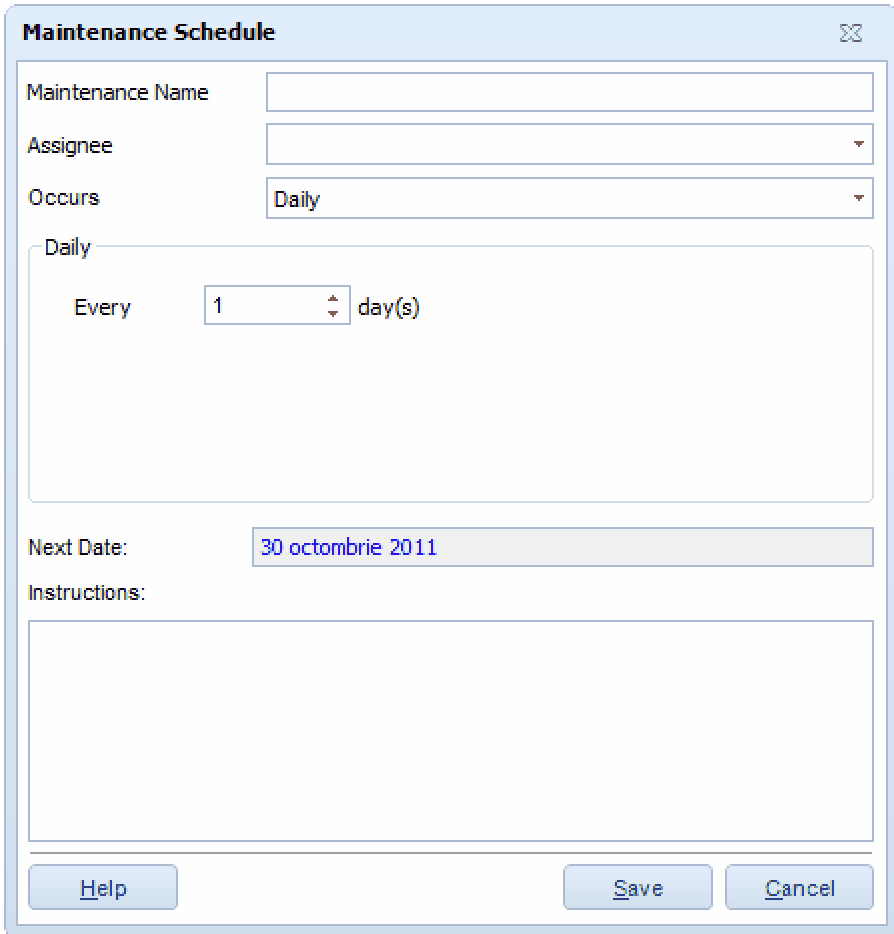
5. Select how often this maintenance schedule is to happen from the **Occurs** drop down list. The area below the **Occurs** drop down list will change depending on the selection you make here. Your options are:

   - **Date** - This option indicates a one-time maintenance procedure. When you select this option, a **Date** field will appear below the **Occurs** drop down list.



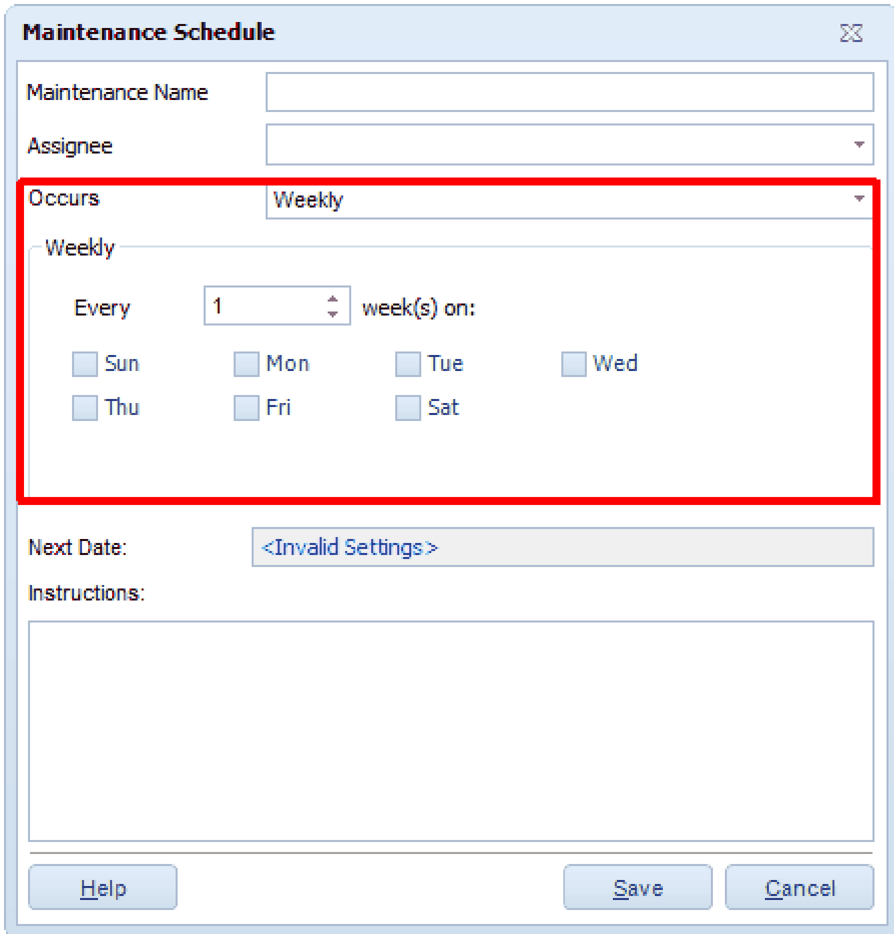
Select the date on which the maintenance should take place. You can click on the calendar icon to select a date or type a date directly into the field.

- **Daily** - This option allows you to specify a **Maintenance Start** date, followed by a frequency specified as Every x number of days (up to a maximum of every 366 days).



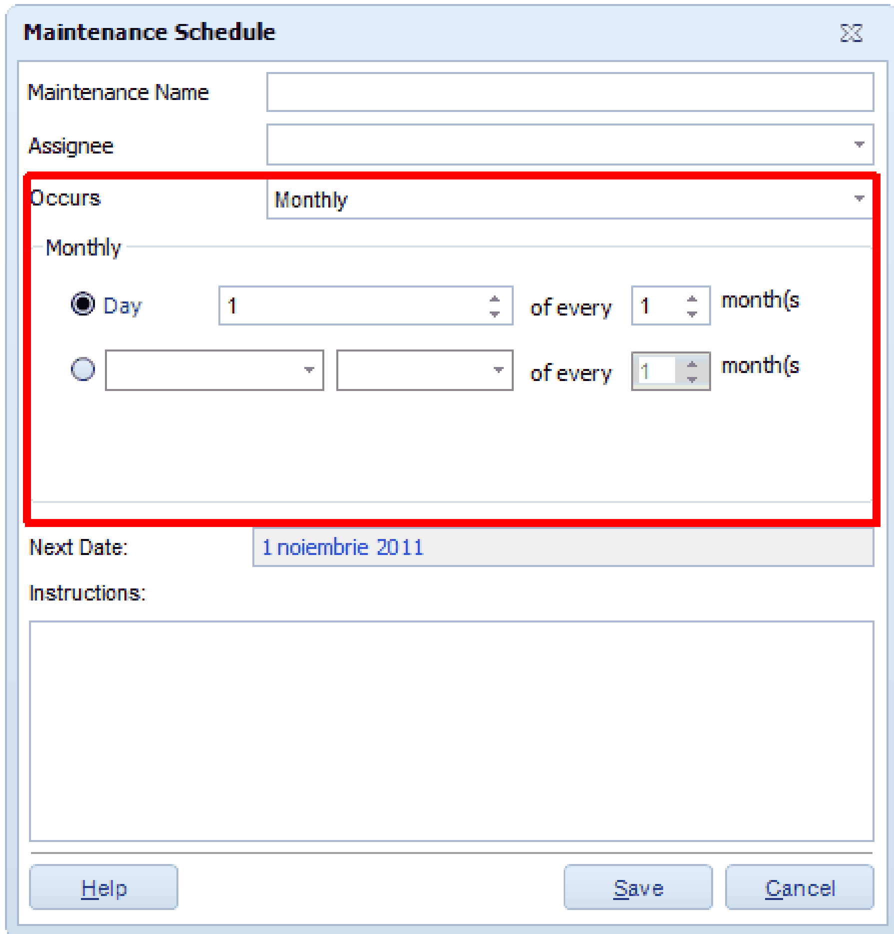
The **Next Date** at the bottom of the screen indicates the next date maintenance will be performed on this asset.

- **Weekly** - This option allows you to specify a **Maintenance Start** date, followed by the frequency specified as Every x number or weeks. You will also select the days of the week on which the maintenance is to be performed. More than one weekday can be selected.



The **Next Date** at the bottom of the screen indicates the next date maintenance will be performed on this asset.

- **Monthly** - This option allows you to specify a **Maintenance Start** date, followed by your choice of two possibilities: Maintenance Every x number of months (up to a maximum of every 99 months) as shown below:

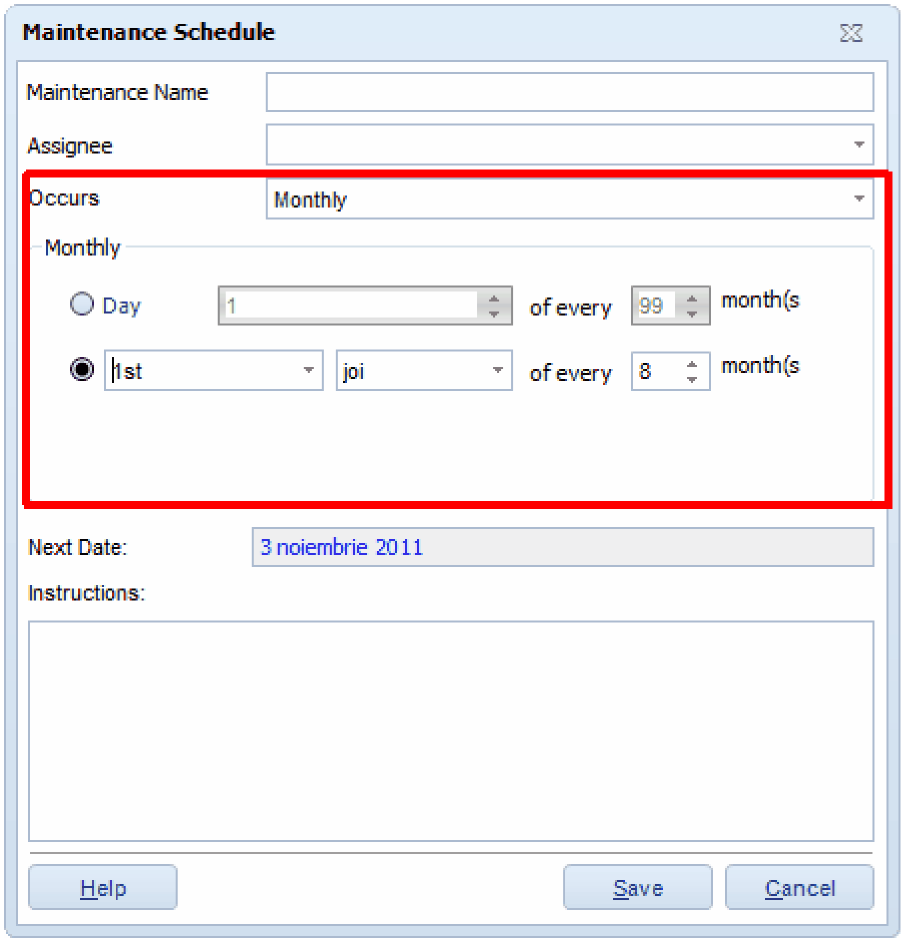


In this example, maintenance will occur on the 1st day of each month every month.

Notice the **Next Date** reflects the first day of the next month.

OR

Maintenance can be set to occur on a specific weekday of every x number of months (up to a maximum of every 99 months) as shown below:

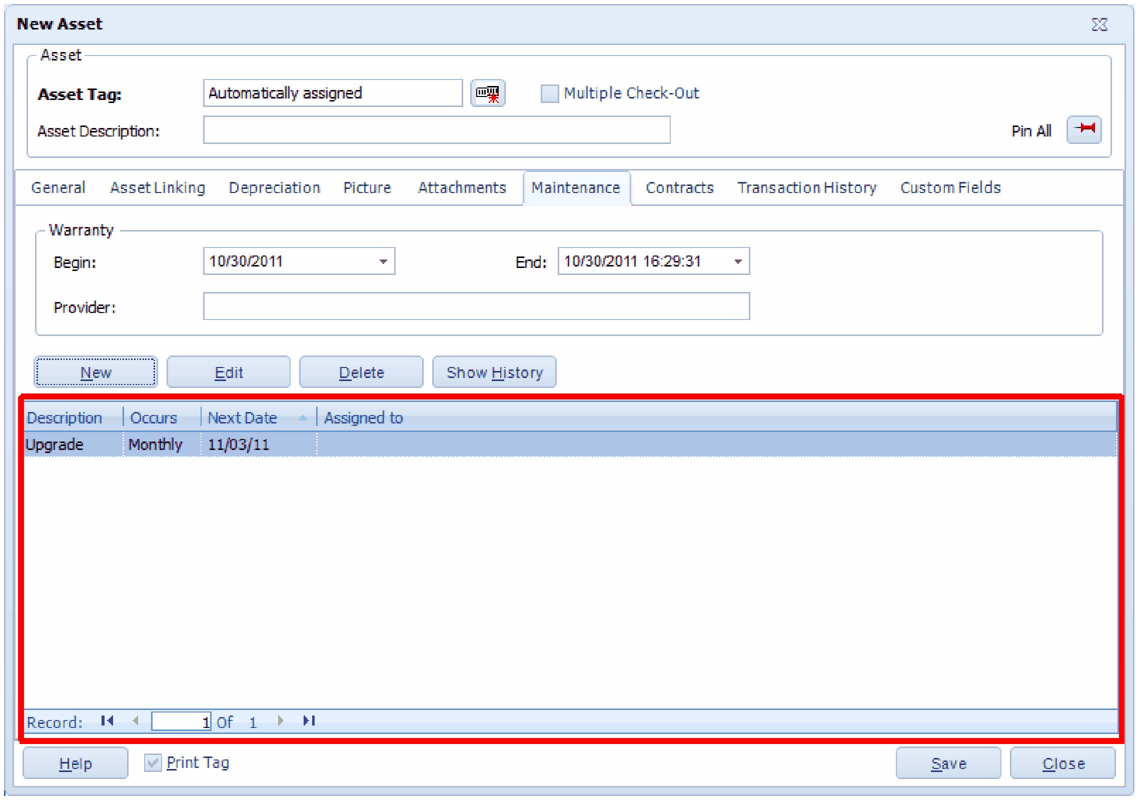


In this example, maintenance will occur on the first Thursday of every month.

Notice the **Next Date** reflects the first Thursday of the next month from the Start Date.

- **Disable** - This option is used when you want to temporarily disable an existing maintenance schedule. Highlight the maintenance schedule in the list, then click **Edit**. On the **Maintenance Schedule** screen, select **Disabled** from the **Occurs** drop down box. You can also set up a new maintenance schedule as **Disabled** then enable it later by select Daily, Weekly, etc.
-

6. Click **Save** when you are done entering information for this maintenance schedule. The schedule will appear in the list on the **Maintenance** tab:



Editing Existing Maintenance Schedules:

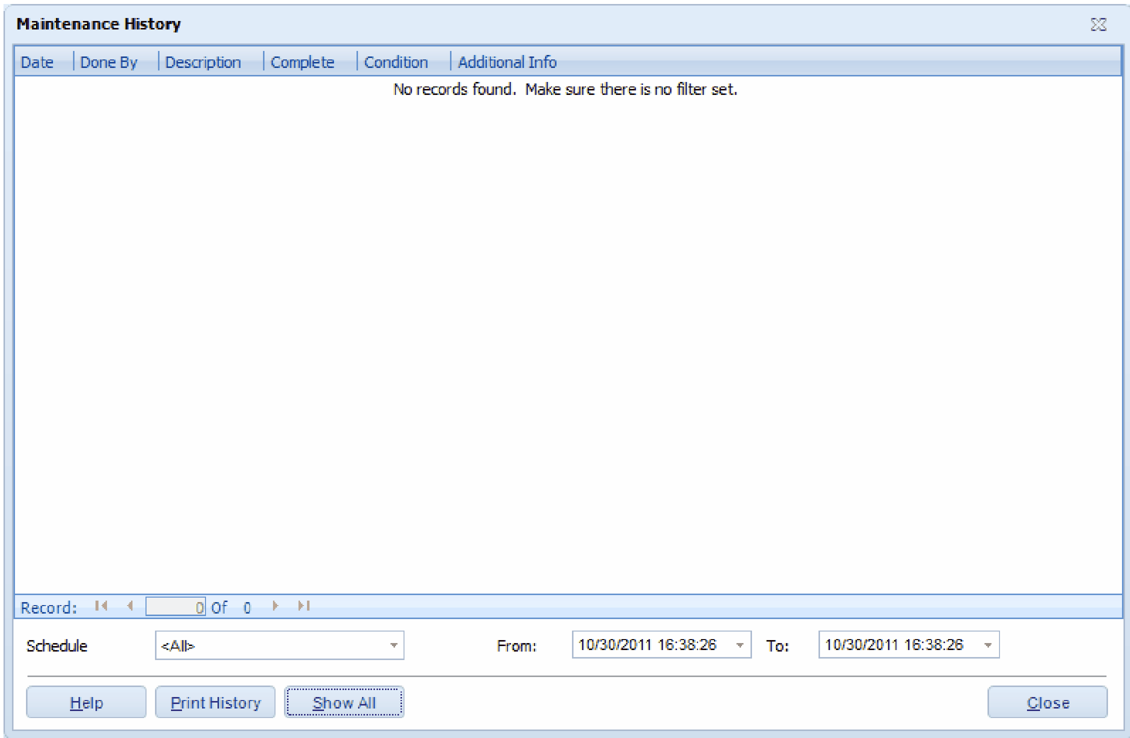
1. Highlight the maintenance entry you want to edit, then click the **Edit** button. The **Maintenance Schedule** screen will appear populated with the selected entry's information.

2. Make changes as necessary, then click the **Save** button. The edited entry will appear in the list on the **Maintenance** tab.

Viewing Maintenance History:

The **Maintenance History** screen displays all completed maintenance on this asset.

1. Click the **View History** button. The **Maintenance History** screen will appear:



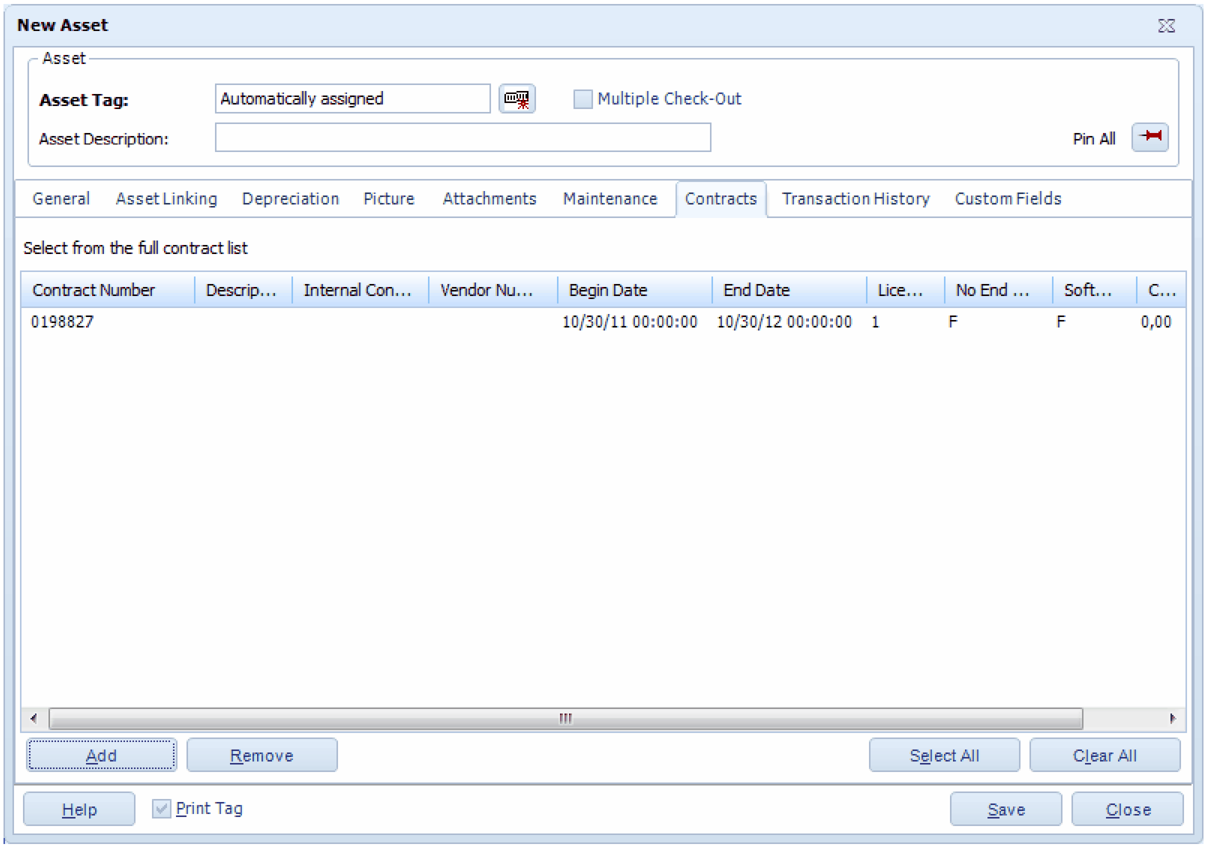
2. When you first access this screen, all maintenance entries associated with the selected maintenance schedule are displayed. You can change the selected schedule using the **Schedule** drop down menu. You can also enter **From** and **To** dates to further filter the list.

   Click the **Show All** button to remove the filter.

   Select the **Print History** button to print a list of the displayed maintenance entries.

New Asset Screen > Contracts Tab

The **Contracts** tab allows you to record contract and/or software licenses associated with this asset. The tab will appear empty when you are first adding a new asset. You can add contracts and licenses to this asset as needed from this tab. Contracts/licenses can be added to the database via the **Contracts List screen.**



1. To add a contract/license, click the **Add** button. The **Contracts List** will appear. Select the desired contract from the list, then click **Select** on the **Contracts List** screen. The selected contract will appear on the **Contracts** tab as shown in the example below:

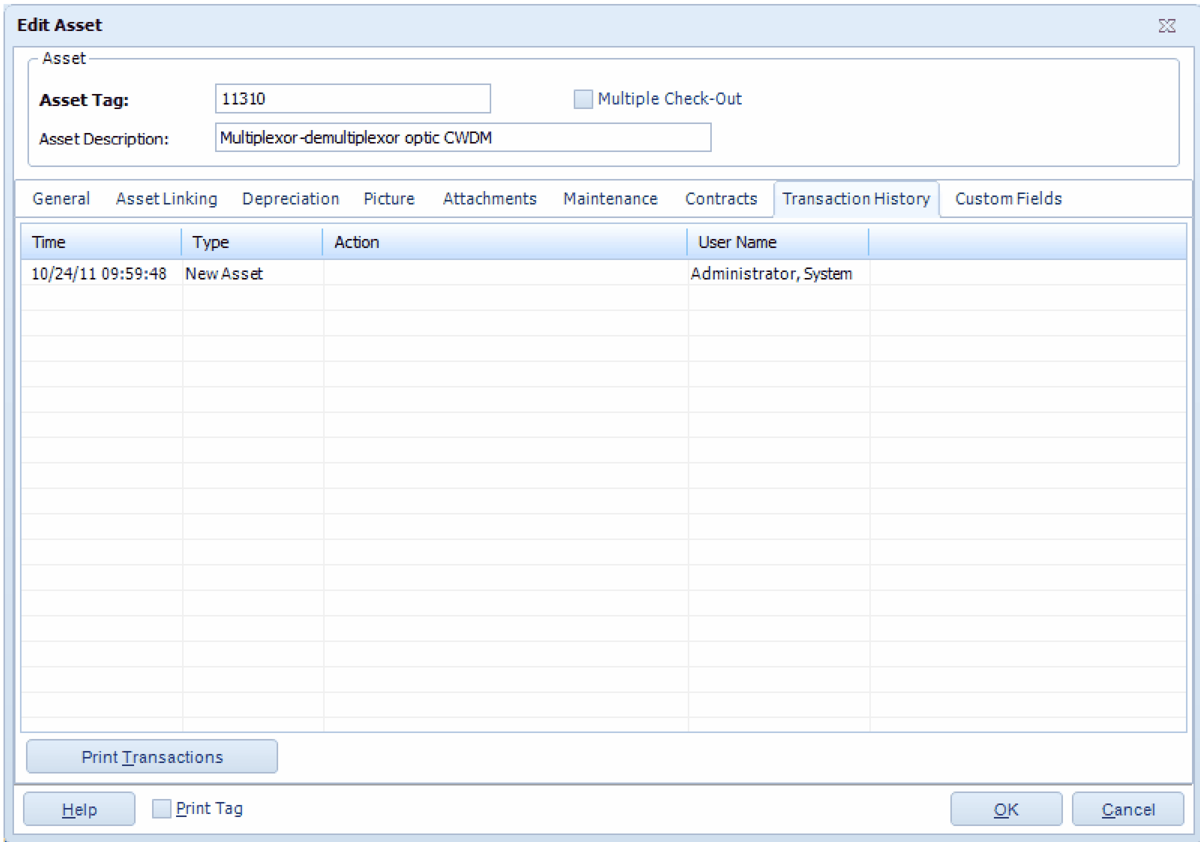
2. You can remove a contract by highlighting it in the window, then clicking the **Remove** button.

   Click **Select All** to select all contracts in the window.
   Click **Clear All** to deselect all contract in the window.

3. Click **OK** if you are done entering information for this asset or click the next tab to proceed with entering more information

New Asset Screen > Transaction History Tab

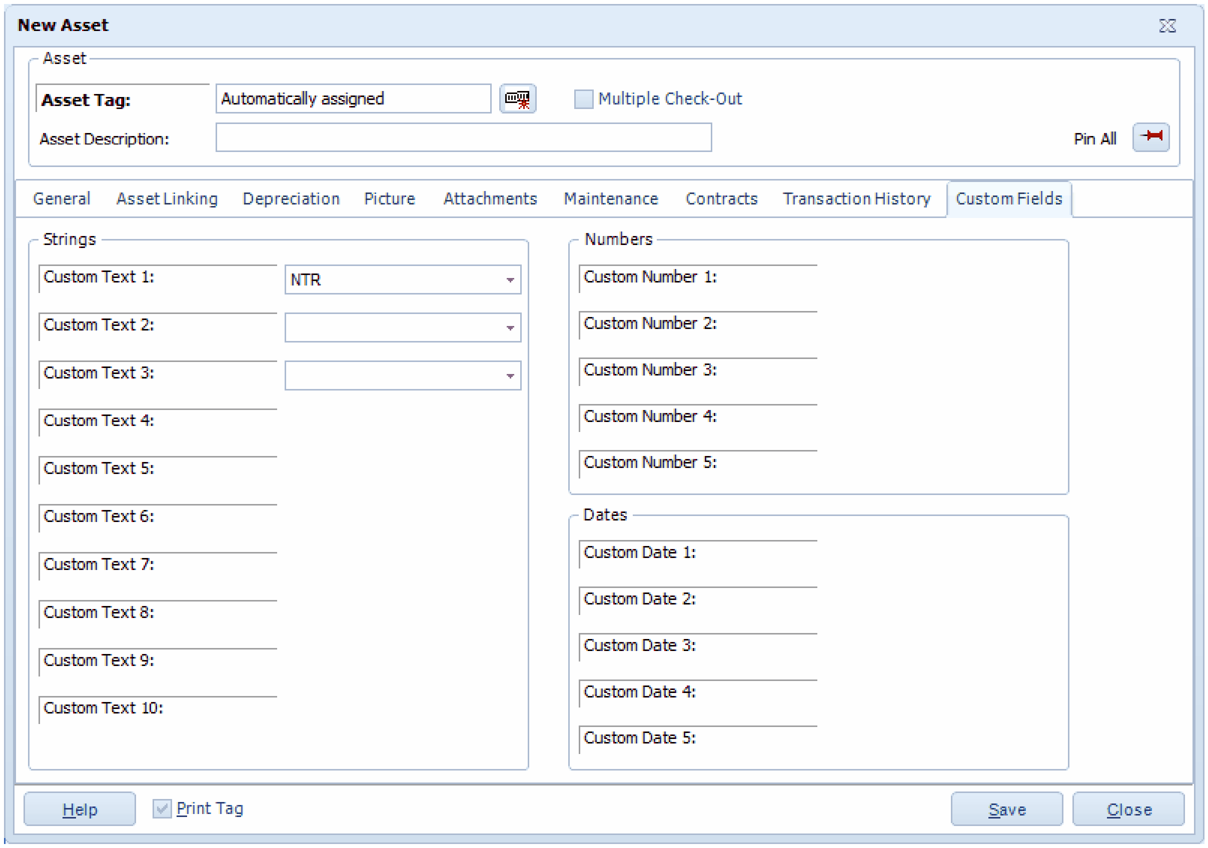
The **Transaction History** tab displays data only after one or more Asset Management transactions have been performed (check-in, check-out, etc.).



1. Click **Print Transactions** to send a list of the transactions for this asset to the printer.

2. Click **OK** if you are done entering information for this asset or click another tab to proceed with entering more information.

New Asset Screen > Custom Fields Tab



Please refer to the **Using Custom Fields** topic for instructions on creating custom text, number and date fields.

If the **Close New Form** option is enabled on the **Options** screen and no fields are pinned, the screen will close when the **OK** button is clicked.

6.2 Create New Customer

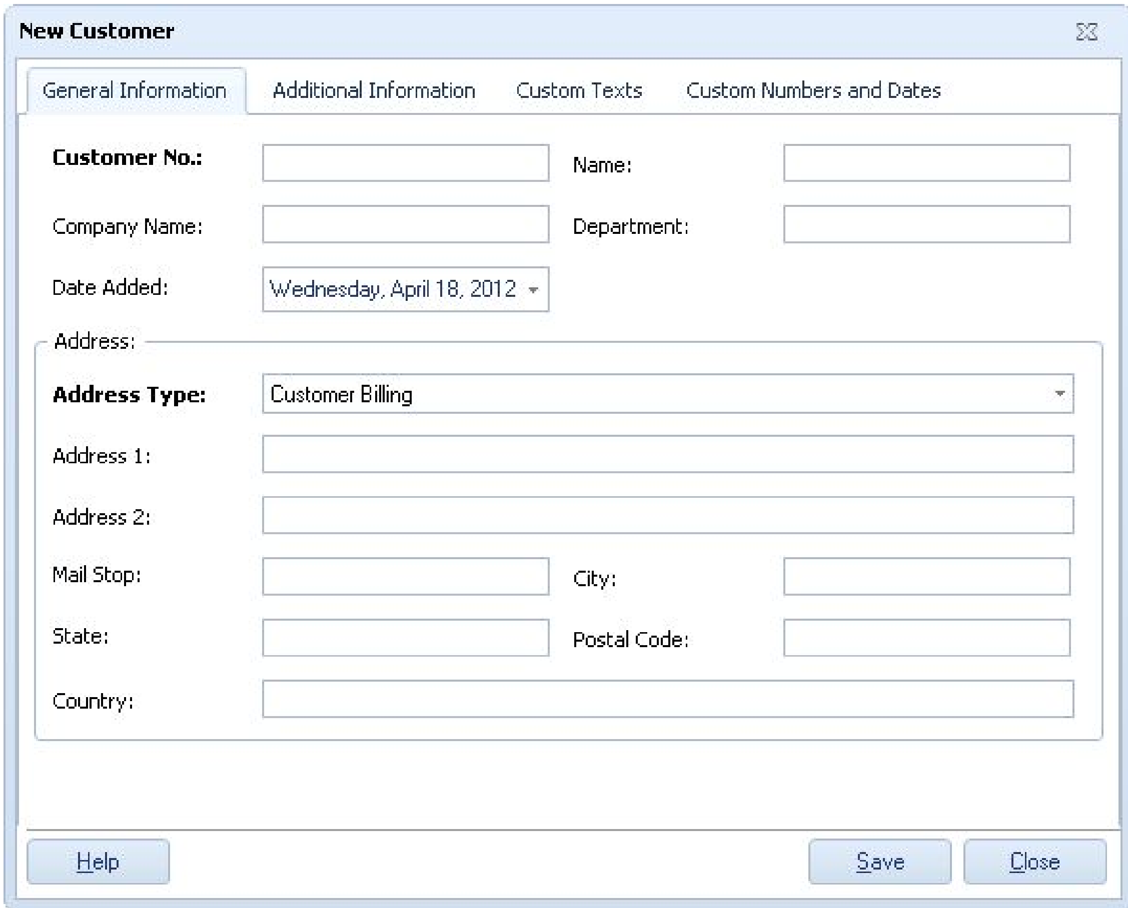
The **Create New Customer** screen, allows you to enter a new Customer into the database. Assets can then be checked-out to that customer.

1. To access this screen, from the **Main** screen click **New > Customer**. The **New Customer** screen appears.

   Create New Customer can also be accessed from the **Customer List** by clicking the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

   In addition, the **New Customer** screen can also be opened automatically from the Check-Out screen if an unknown Customer is entered.

   Below is an example of the **New Customer** screen.

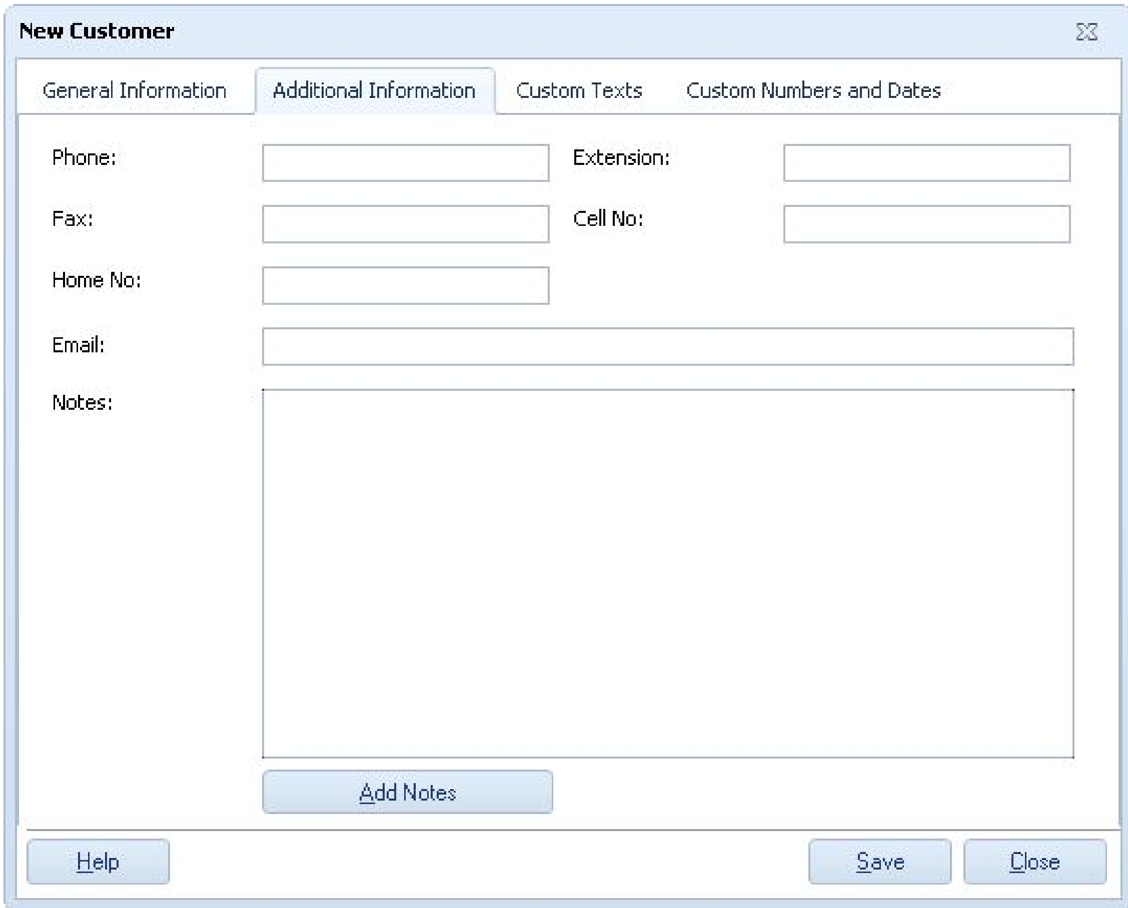


2. Complete the information on the screen. Only the **Customer No.** and **Address Type** fields are required.

   Select an **Address Type** from the drop down list, then provide any of the associated information you have for this Customer: **Address 1**, **Address 2**, **Mail Stop**, **City**, **State**, **Postal Code** and **Country**. Address information can be entered for each Address Type you select.

3. The **Additional Information** tab provides optional fields where other information about the Customer can be recorded: **Phone**, **Extension**, **Fax**, **Cell No.**, **Home No.**, **Email** and **Notes**.

   Notes is a text field available to record any additional information you might have about this Customer. See the **Notes** topic.



For information about the **Custom Texts** and **Custom Numbers and Dates** tabs, see **Using Custom Fields**.

3. When the **Close New Form** option is turned *off*: Click **Save** to commit your entry or click **Close** to exit the form.

   When the **Close New Form** option is turned *on:* Click **OK** to commit your entry and exit the form or **Cancel** to exit the form without saving your entry.

6.3 Create New Asset Type

The **Create New Asset Type** screen allows you to enter a new Asset Type in the database. The asset type is a category for assets. Assets are assigned to a specific asset type. For instance, you may have an Asset Type of *Label Printers* that defines the manufacturer, size specs, etc. of this particular type of printer. Then specific printers of the same type are assigned to the *Label Printers* asset type.

The following topics are discussed in this section:

Accessing the New Asset Type Screen

Using the General Tab

Using the Attachments Tab

Using the Picture Tab

Using the Custom Fields Tab

Accessing the New Asset Type Screen:

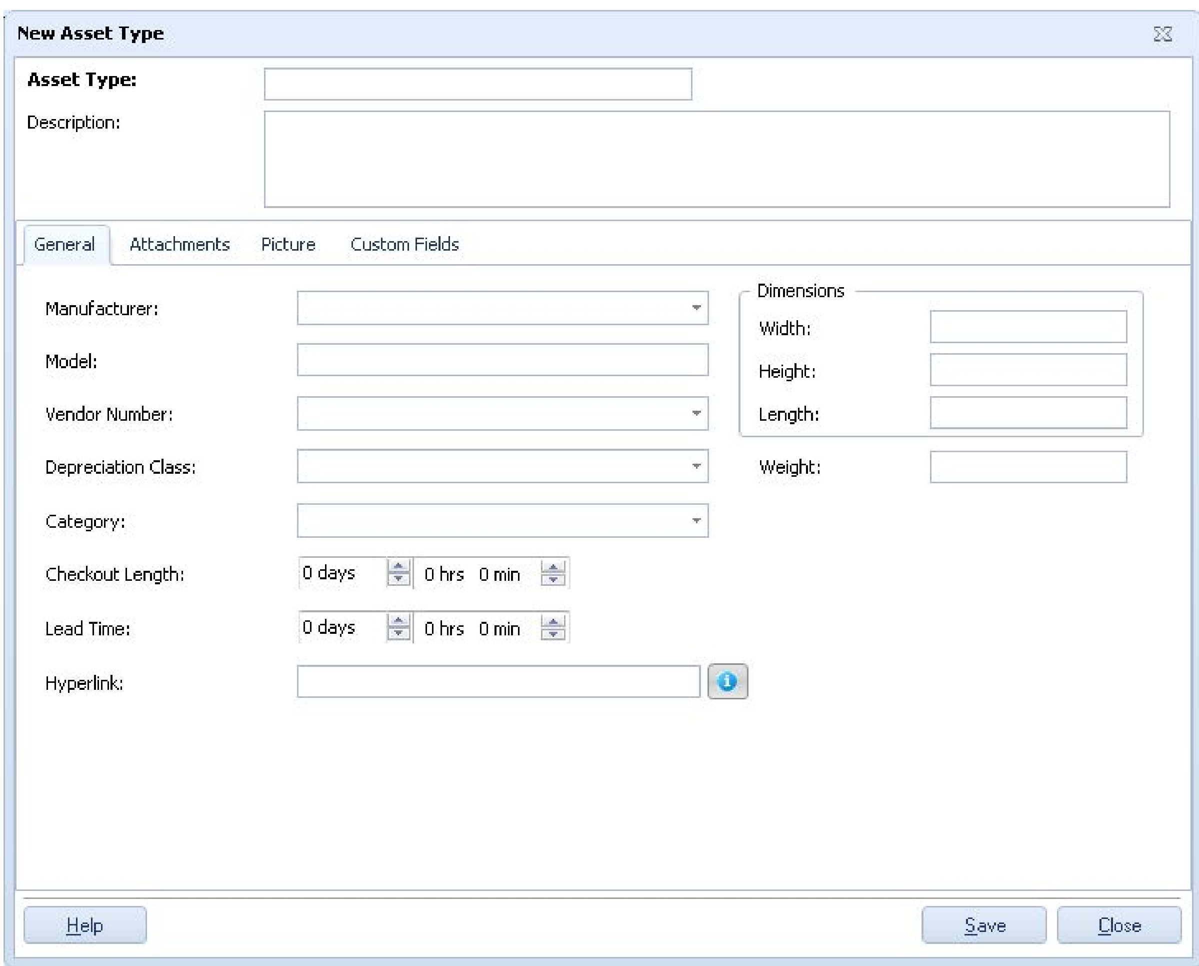
1. To access the screen, from the **Main** screen, click **New > Asset Type**.

   The **New Asset Type** screen can also be accessed from the **Asset Type List** by clicking the **New** button on the toolbar. For more information on using the List screens, see the Working with Lists topic.

2. Complete the information on the screen. The **New Asset Type** screen is divided into tabs. You can use the following links to jump to the tab of interest:

   General, Attachments, Picture, Custom Fields

New Asset Type Screen > General Tab



1. To create a new Asset Type, supply the required **Asset Type** value. All other fields, including **Description**, are optional.

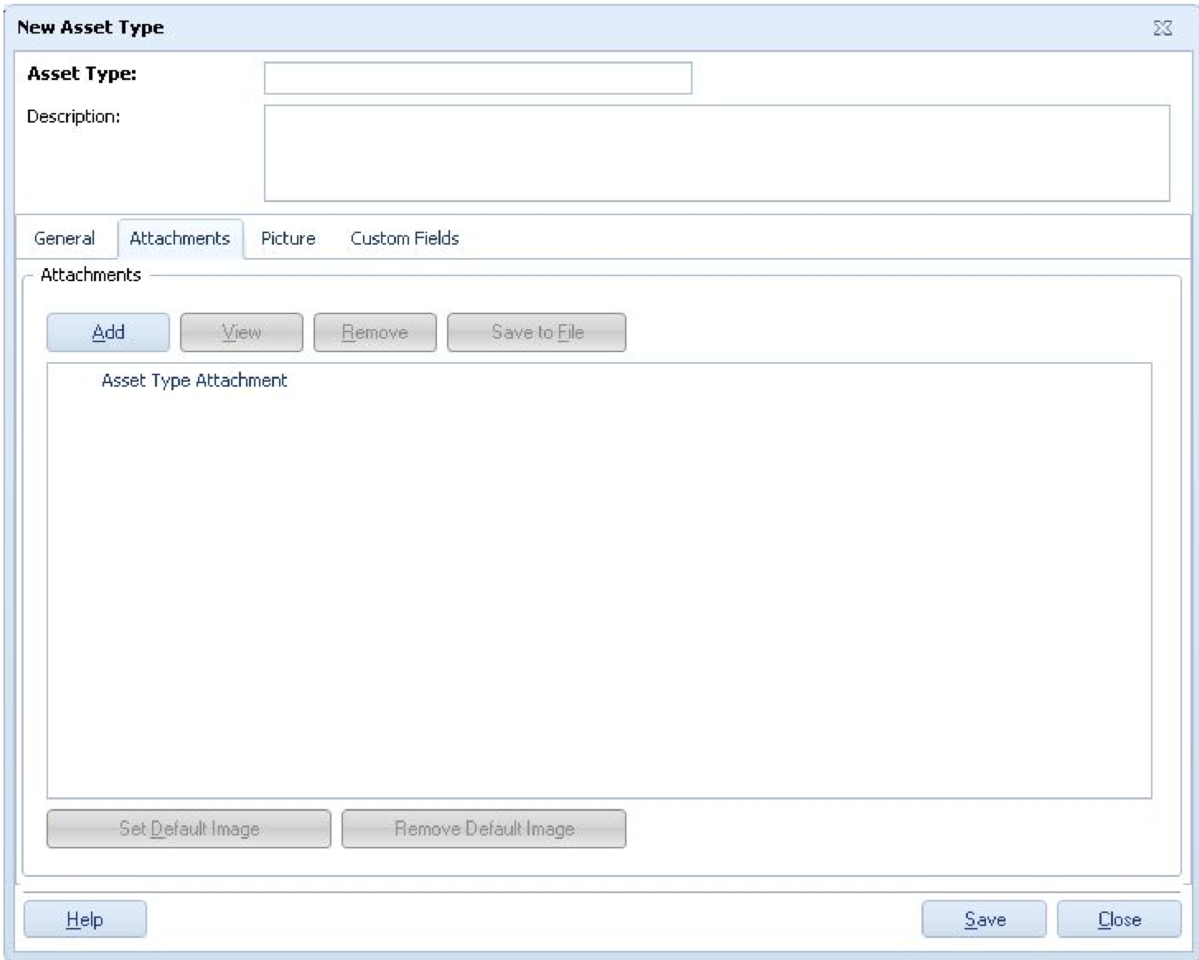
   Asset Types must be unique across all Sites and Locations. A particular value can occur only once in the software database.

   - Select a Manufacturer from the drop down list or create a new one by entering the new value and clicking **OK** to launch the **Create New Manufacturer** screen.
   - Enter a **Model** name or number for the Asset Type.
   - Select a **Vendor Code** from the drop down list or create a new one by entering the new value and clicking **OK** to launch the **Create New Vendor** screen.
   - Select a **Class** from the drop down list or create a new one by entering the new value and clicking **OK** to launch the **Create New Asset Class** screen.
   - Select a **Category** from the drop down list or create a new one by entering the new value.
   - **Length** is the length of one unit of measure.
     Width is the width of one unit of measure.
     Height is the height of one unit of measure.
     Weight is the mass of one unit of measure.

     These are text fields in which the units of measure can be specified along with the dimension or weight. (5 mm, 10 in, 3 lbs, etc.)
   - **Checkout Length** specifies the default period, in days, that assets assigned to this Asset Type may be Checked-Out to a Customer or an Employee. Keep in mind that you can set the **check out length to only consider weekdays** and the **due date to only fall on a weekday** on the **Options** screen.
   - **Lead Time** indicates how long after an asset is received, checked in, etc. before it is available. The lead time allows time for recalibration, cleaning, etc.
   - The **Hyperlink** field can be used to store a link to the manufacturer's website, or even to a location on your network. When a valid web address is entered in this field, the icon next to it will be enabled. Clicking the icon will open your web browser and access the website.
   - If you want to search for an existing value, select **<More>** from that field's drop down list to open the relevant List screen. Use the vertical scroll bar to select a record from the List and click the List screen's **Select** button.

New Asset Type Screen > Attachments Tab

To attach an image or other documentation for this Asset Type, click on the **Attachments** tab:



1. To add an attachment, click the **Add** button. A screen will appear allowing you to navigate to the desired file on your computer. Attachments are copied to the Rosistem Assets database from the external source you browse to when you click the Add button. Any change made to the external source file after adding the attachment will not update the attachment in the database. To update the database with a later version of an attached file, you must first Remove the attachment from the database, then Add the file again.

2. If you have attached an image, you can designate this the "default" image (meaning this is the image that will appear on the Picture tab) by clicking the Set Default Image button.

3. After you have added at least one file, the **View** button is enabled. This feature allows you to view the attached file. The File Associations defined in Windows Explorer determine which application will be started to open files, based on their filename extensions. On most machines, a PDF file would be opened by Adobe® Reader, for example. Image attachments can be viewed the same way or can use the Picture tab to use Asset's internal image viewer.

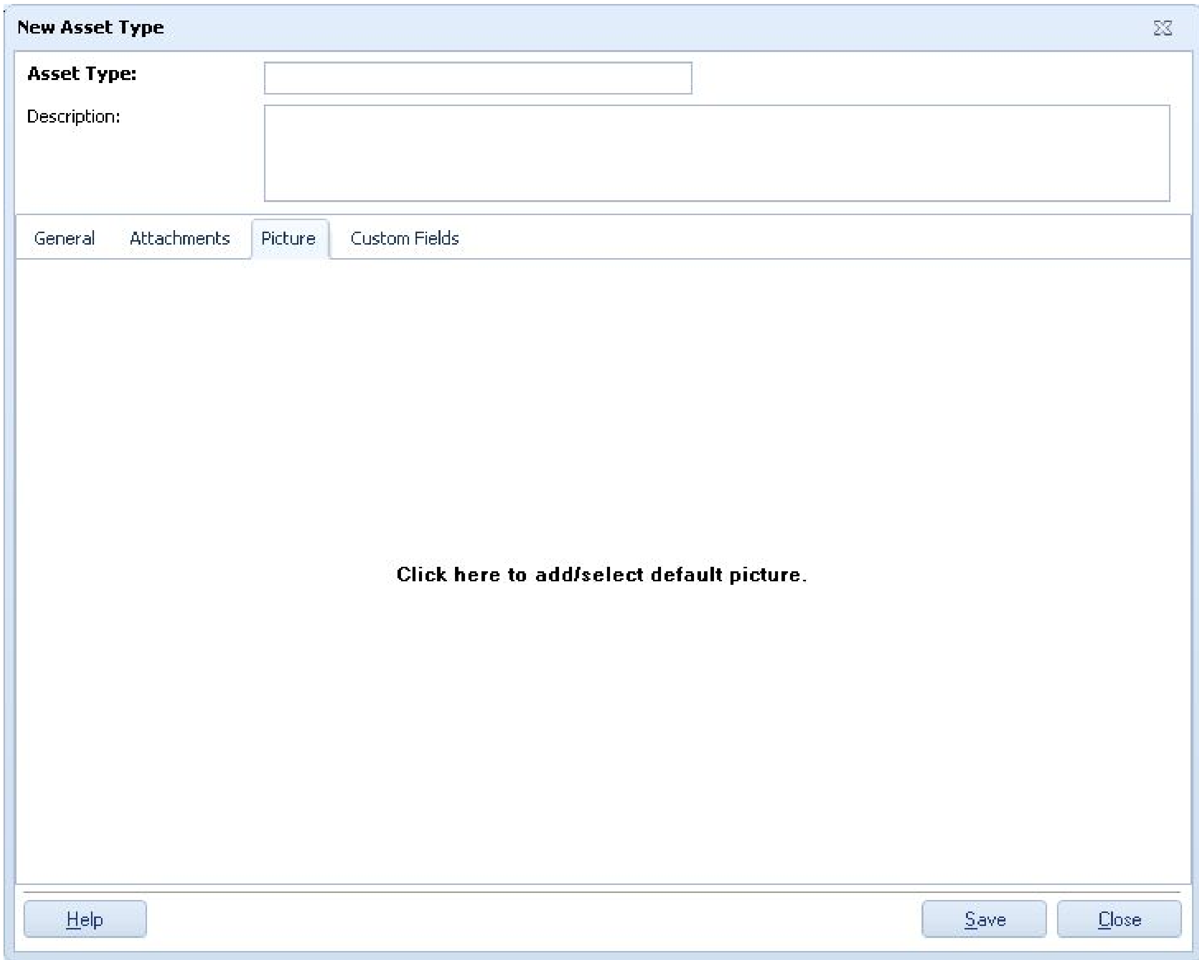
The **Save to File** button copies the selected attachment from the database to any drive and folder available on your system.

To remove an attachment, highlight it in the list and click the **Remove** button.

4. Attachments are not actually added to the database until the **OK** button is clicked. You can click it at this time if you are finished adding additional information, or click it later, after you have completed information on other tabs.

New Asset Type Screen > Picture Tab

Click the **Picture** tab to view any image files that have been attached to this Asset Type.

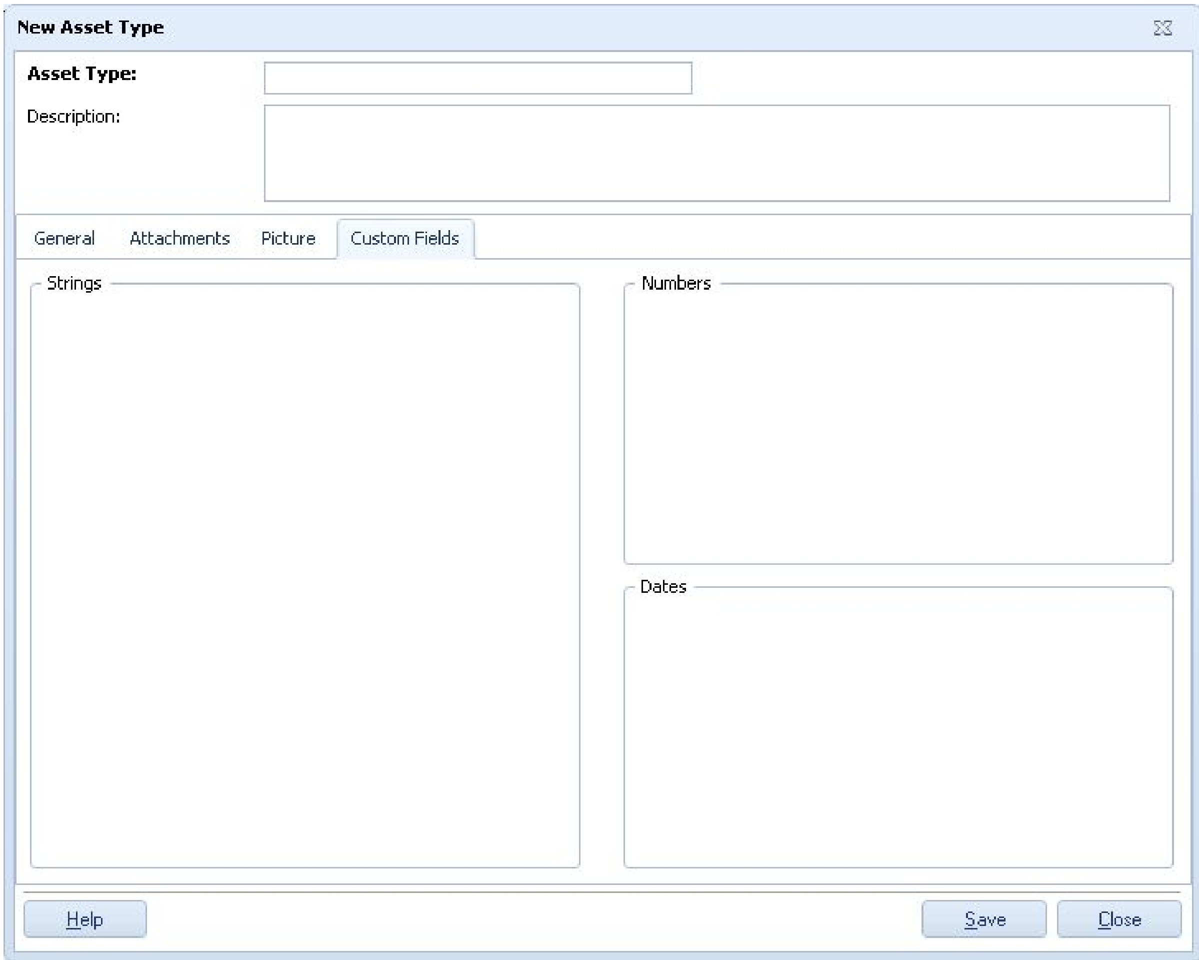


1. The current default Picture is always displayed on the Picture tab. Right click the image to see the popup Picture menu. This menu allows you to **Add** (a new) **Image** or to **Select** (a previously added) **Image**. Any image you select for display will become the new default image.

   The files listed in the Select Image sub-menu are a combination of Asset Type Attachment images and Asset Attachments images, sorted alphabetically, by filename.

2. Image files are not actually added to the database until the **OK** button is clicked. You can click it at this time if you are finished adding additional information, or click it later, after you have completed information on other tabs.

New Asset Type Screen > Custom Fields Tab



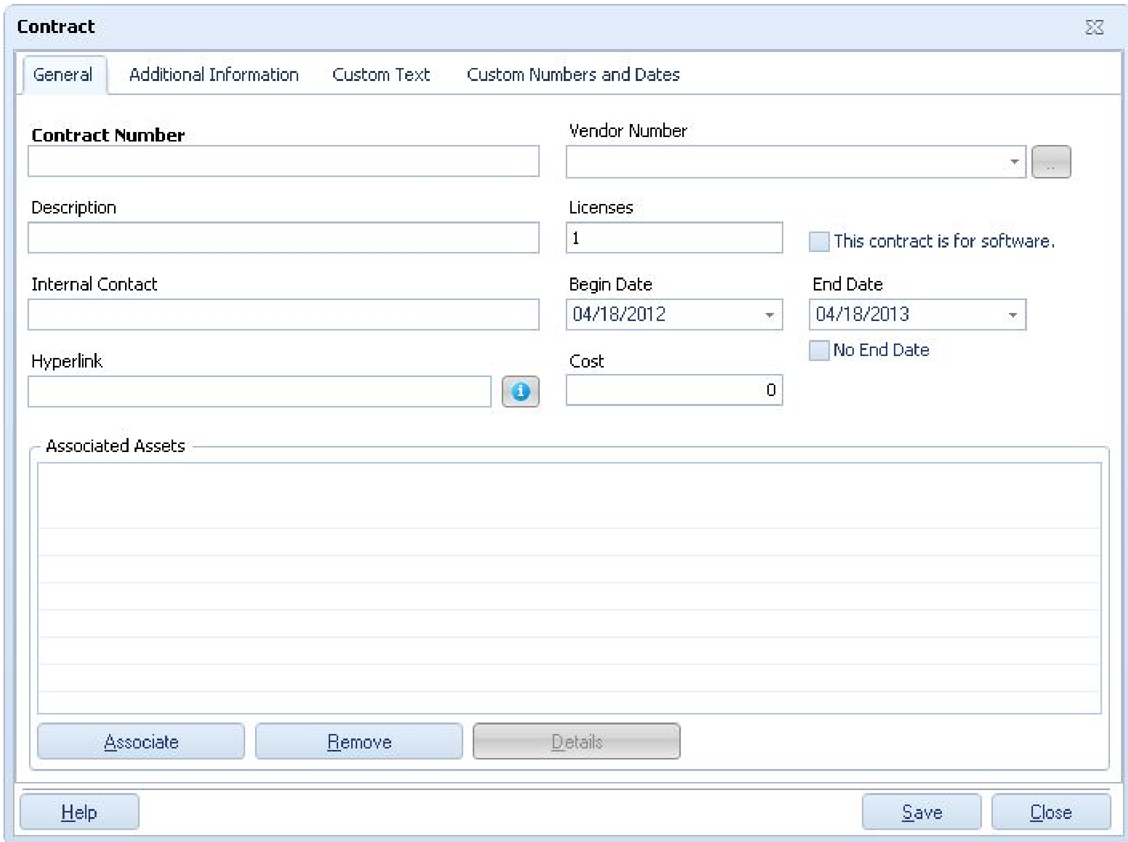
Please refer to the **Using Custom Fields** topic for instructions on creating custom text, number and date fields.

6.4 Create New Contract/License

Contracts/Licenses can be entered into the database so you can associate them with specific assets. For example, you may have 15 licenses for Microsoft Windows and each license is assigned to a different computer. You can track which assets those licenses are tied to by associating the license with the assets on the **New/Edit Asset** screens.

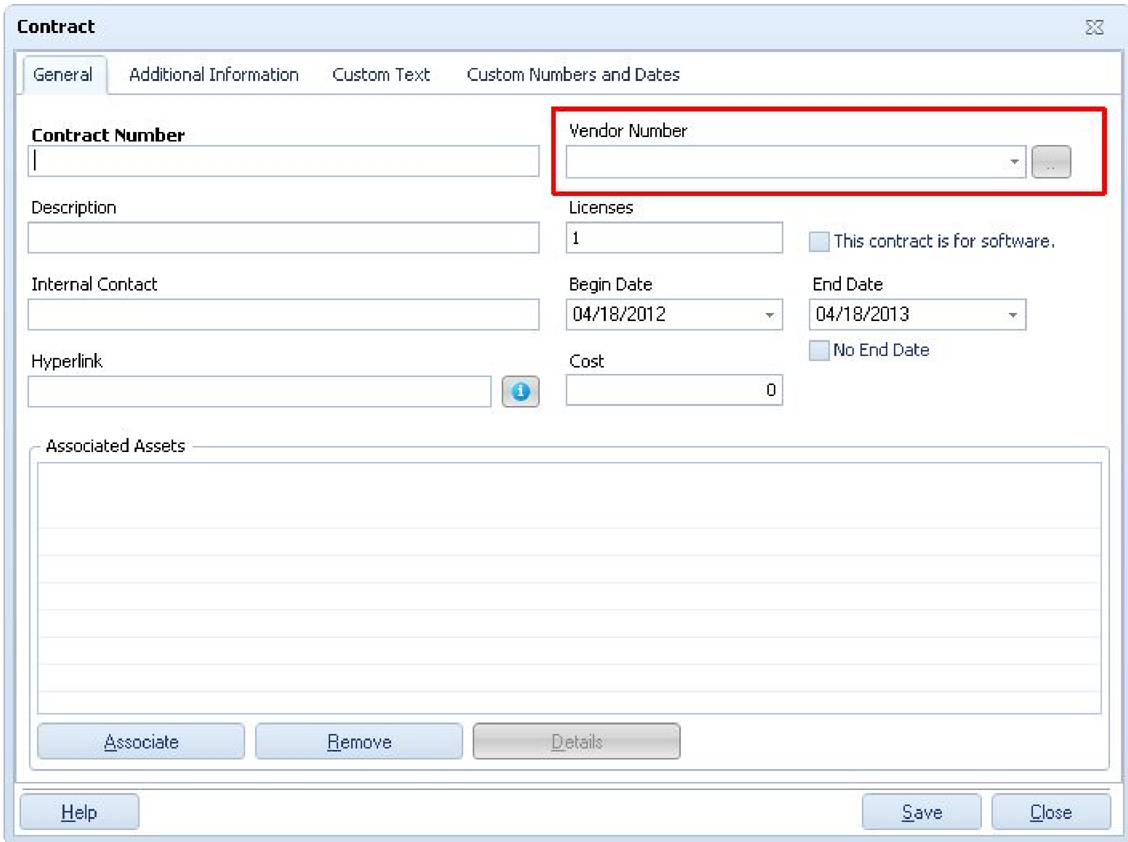
1. To create a new contract/license, from the **Main** screen, click **New > Contract/License**.

   The **New Contract** screen can also be accessed from the **Contract List** by clicking the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**



2. Complete the requested information at the top of the screen.

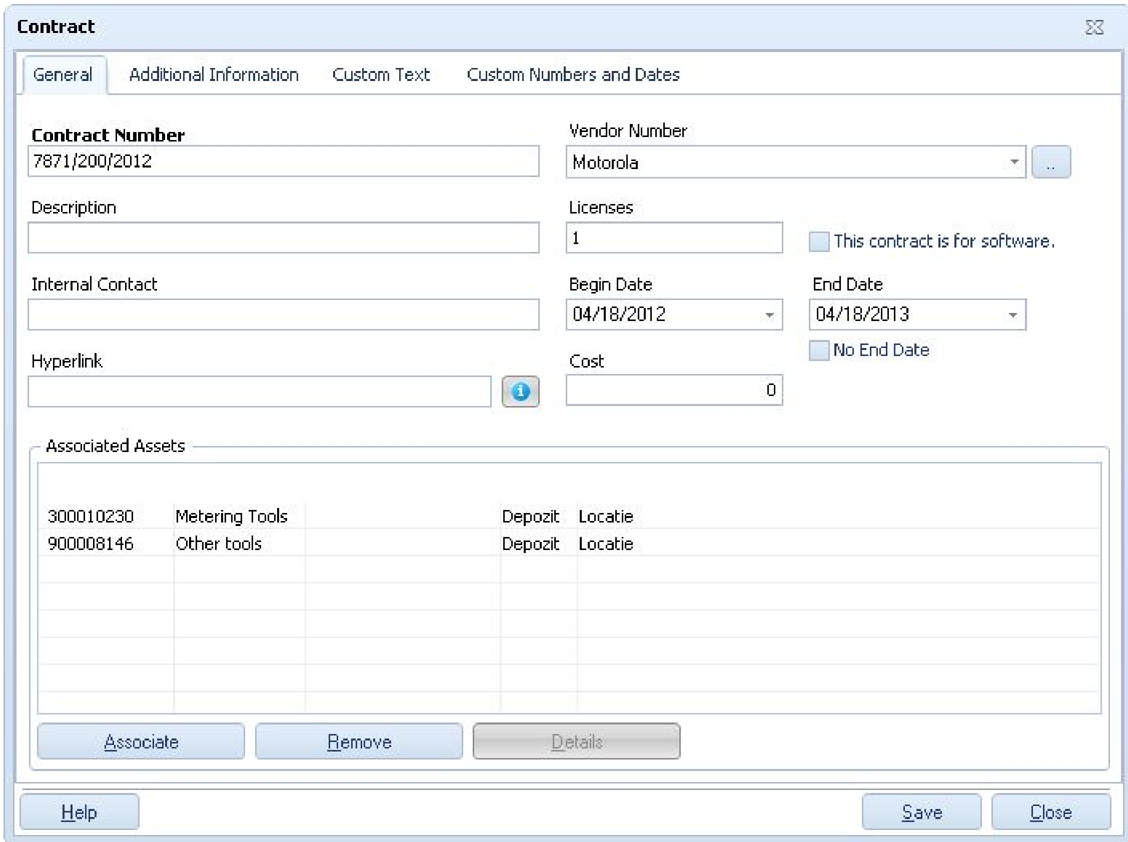
   When you enter a **Vendor**, the icon next to the field is enabled as shown below:



Click on this icon to open the **Edit Vendor** screen so you can view this vendor's information.

You can optionally enter a hyperlink for this vendor. This can be a hyperlink to the vendor's website or to a document stored on your network. Cost is also an optional field. You can enter cost here, but keep in mind it is not tracked in Rosistem Assets.

3. You can associate assets with this contract/license by clicking the **Associate** button. The **Asset List** appears. Highlight the desired listing, then click the **Select** button on the **Asset List**. The selected asset appears in the **Associated Assets** grid as shown below:



You can remove an asset by highlighting it in the grid and clicking the **Remove** button.

If you associate an asset to a contract/license from this screen, this contract will display on the asset's **Edit Asset screen > Contracts tab**.

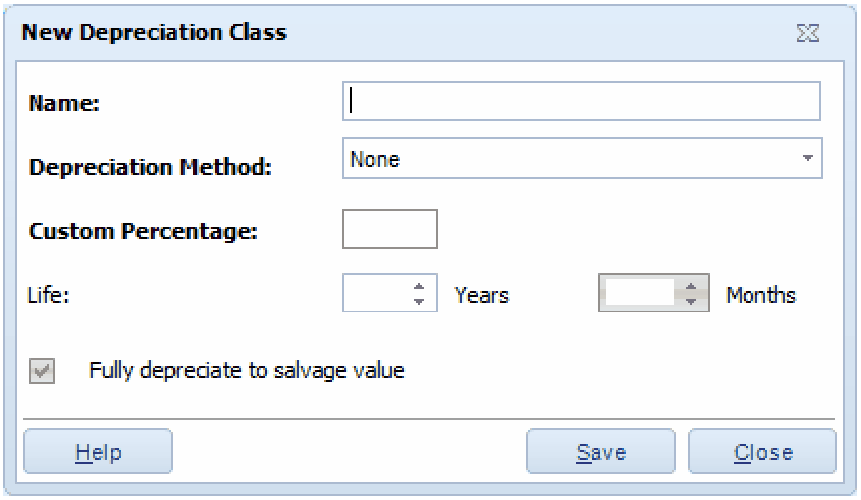
4. Click **OK** save your changes.

6.5 Create New Depreciation Class

The **Create New Depreciation Class** screen allows you to specify what Depreciation Method, if any, should be used to calculate depreciation for an **Asset Type** associated with the Class, and for what period.

1. To access this screen, from the **Main** screen click **New > Depreciation Class**.

   The **Create New Depreciation Class** screen can also be accessed from the **Depreciation Class List** by clicking the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**



2. Complete the fields on this screen. **Name** and **Depreciation Method** are required fields.

It is a good idea to use a descriptive Class name that incorporates some indication of the depreciation method and the Years/Months you intend to specify for depreciation classes (with Depreciation Method other than None).

Select the depreciation method you would like to use from the **Depreciation Method** drop down menu. Selecting **None** from the list specifies that depreciation is not to be calculated for Asset Types of this Class. Remember that these depreciation methods are selected on the **Add/Edit Depreciation Class** screen. Please refer to the topic **Create New Depreciation Class** or to the **Definitions** section for detailed definitions of each depreciation type.

Fully depreciate to salvage value option: If you select Double Declining, Custom or 150% Declining, the Fully depreciate to salvage value option will be enabled. Leave this checkbox selected (default) if you want Rosistem Assets to fully depreciate your assets to the salvage value.

Example: Assume you select double declining balance over five years, and enter a salvage value (entered on the Create New Asset screen) of 20.00 €. Assume that after 4 years, following the double declining balance method, the asset may have depreciated to 40.00 €. In this situation, if this checkbox is selected, Rosistem Assets will lower the value of the asset to the salvage value - 20.00 € in this case - at year 4 despite what the actual depreciated value is.

Uncheck this option if you do not want Rosistem Assets to fully depreciate the asset.

3. Click **OK** when you have completed the screen.

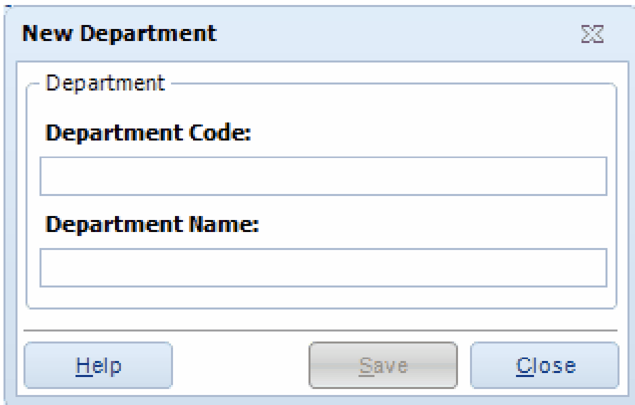
If any method other than None has been selected, information must be entered in the **Years** and/or **Months** fields.

6.6 Create New Department

The **Create New Department** screen allows you to enter a new Department to which an asset and/or employee is assigned.

1. To access this screen, from the **Main** screen select **New > Department**.

   The **Create New Department** screen can also be accessed from the **Department List** by clicking the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**



2. Complete the fields on this screen. All fields are required.

3. Click **OK** after entering information to save the new record.

6.7 Create New Employee

The **New Employee** screen allows you to enter a new employee into the database. Employees, like customers, can have assets checked-out to them.

Accessing the New Employee Screen

Using the General Tab

Using the Attachments Tab

Using the Picture Tab

Using the Transaction History Tab

Using the Custom Fields Tab

Accessing the New Employee Screen:

1. To access the screen, from the **Main** menu, click **New > Employee**.

   The **New Employee** screen can also be accessed from the **Employee List** by click the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

   In addition, it can also be opened automatically from the Check-Out screen if an unknown Employee is entered.

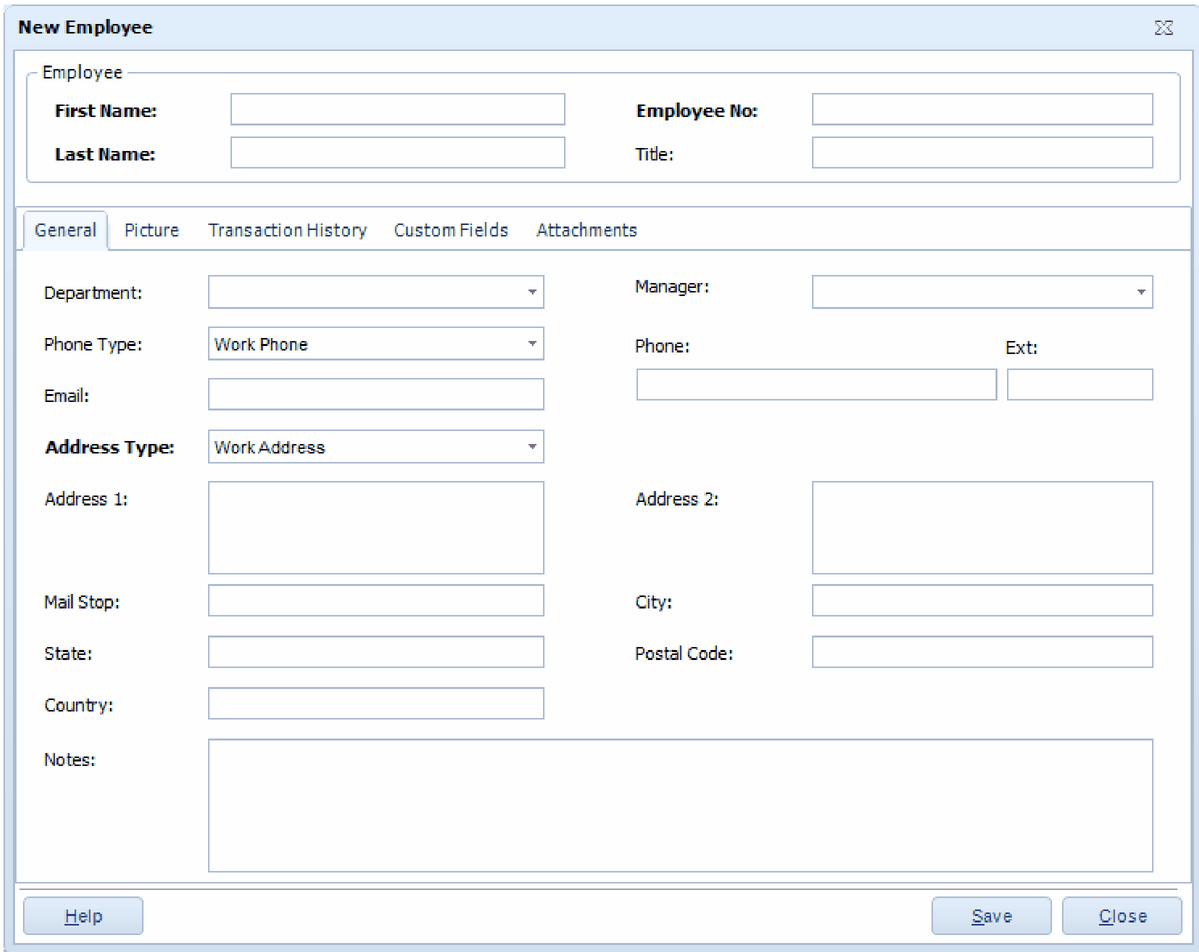
2. The **First Name**, **Last Name**, **Employee No.**, and **Address Type** fields are required and must be

completed. The remaining fields are optional.

3. The **New Employee** screen is divided into tabs. Use the following links to jump ahead to the tab of interest:

   General, **Attachments**, **Picture**, **Transaction History**, **Custom Fields**

New Employee Screen > General Tab

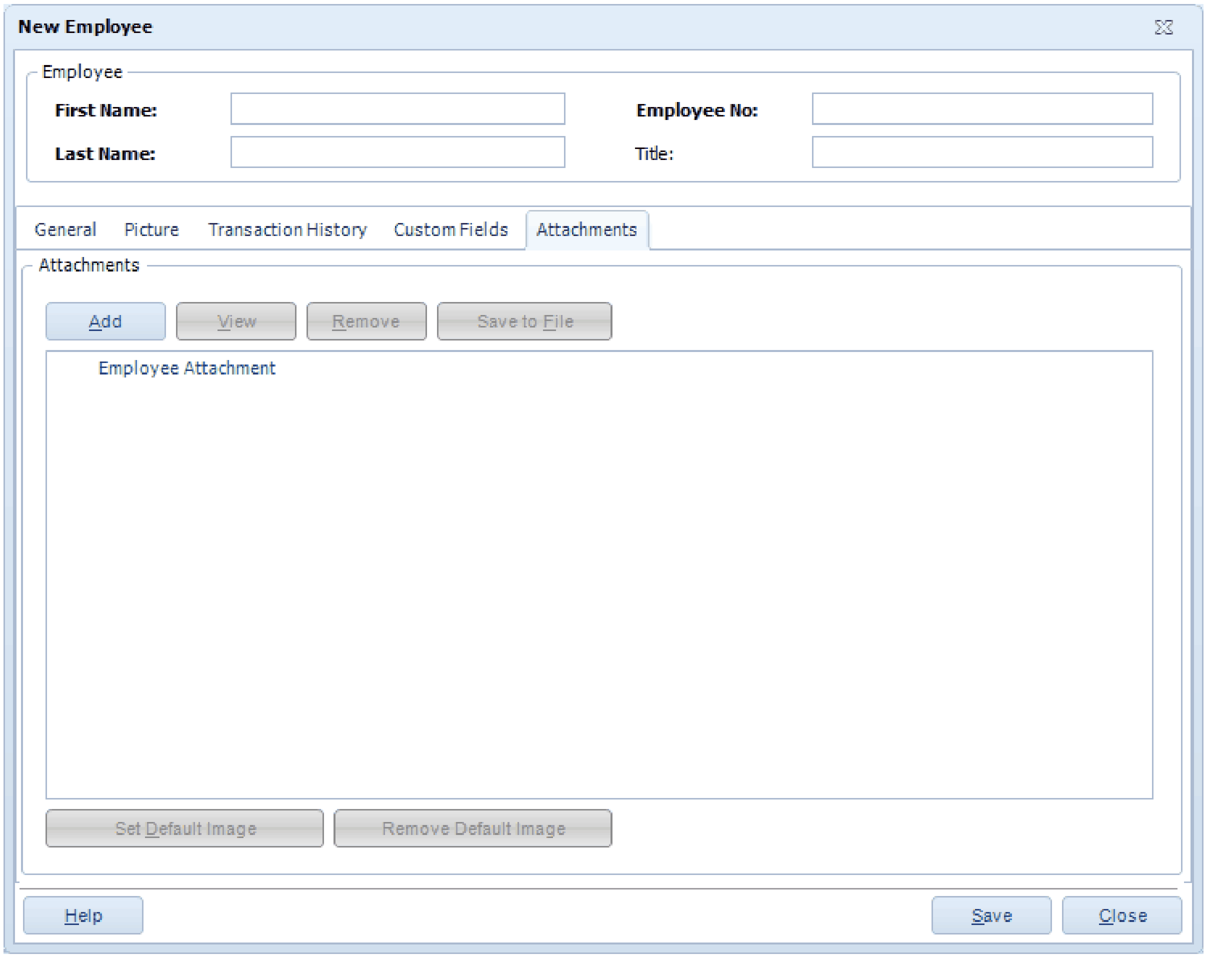


If you intend to use the optional **Manager** field when defining one or more Employees, you must define all the manager Employees ahead of non-manager Employees, working through your organizational chart from the top down.

Select an **Address Type** from the drop down list, then provide any of the associated information you have for this Employee. Address information can be entered for each Address Type you select.

New Employee Screen > Attachments Tab

To attach an image or other documentation for this Employee, click on the **Attachments** tab:



Adding Attachments:

1. To add an attachment, click the **Add** button. A browser window will appear allowing you to navigate your computer to find the desired file.

   If you are adding a picture, and want to make the current image the "default" image (the image that displays first on the Picture tab) click the **Set Default Image** button.

2. Click **OK** to add the file.

   Attachments are copied to the Rosistem Assets database from external sources you browse to when you click the **Add** button. Any change made to the external source file after adding the attachment will not update the attachment in the database. To update the database with a later version of an attached file, you must first remove the attachment from the database, then add the file again.

Viewing Attachments:

To view an attachment that is already attached to the employee record, click the **View** button. The File Associations defined in Windows Explorer determine which application will be started to open files, based on their filename extensions. On most machines, a PDF file would be opened by Adobe®

Reader, for example. Image attachments can be viewed the same way or you can use the Picture tab to use Rosistem Assets's internal image viewer.

Removing Attachments:

To remove an attachment from the database, highlight the item in the **Attachments** window, then click **Remove**.

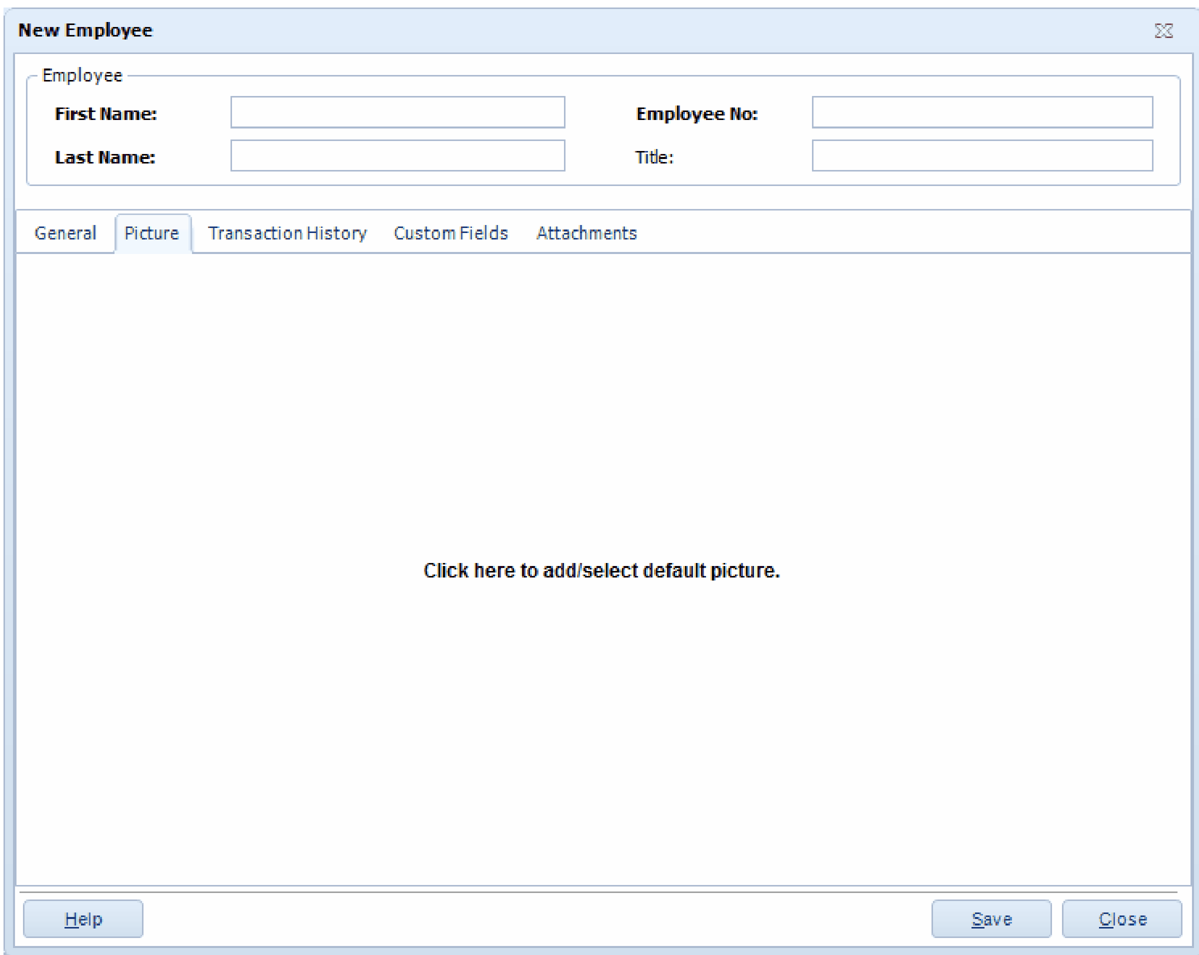
Saving to File:

The **Save to File** button copies the selected attachment from the database to a location you specify on your computer.

Attachments are not actually added to the database until the OK button is clicked.

New Employee Screen > Picture Tab

Click the **Picture** tab to view any image files that have been attached to this employee.



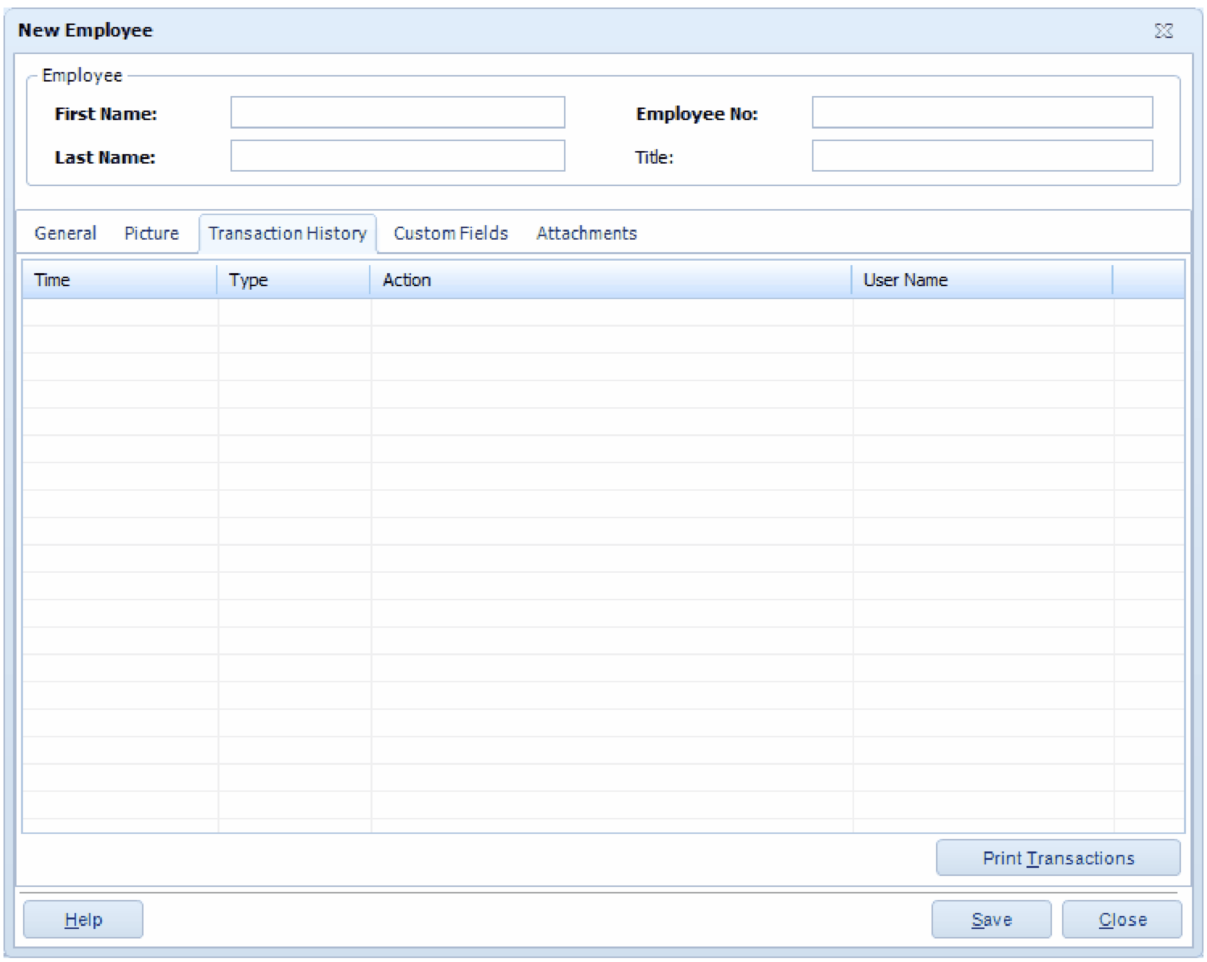
The current default picture is always displayed on the **Picture** tab. Right click the image to see the pop up menu. This menu allows you to **Add** (a new) **Image** or to **Select** (a previously added) **Image**. Any image you select for display will become the new default image.

The files listed in the Select Image sub-menu are sorted alphabetically, by filename. (In the example shown, only one image file has been attached to this Employee record.)

Image files are not actually added to the database until the OK button is clicked.

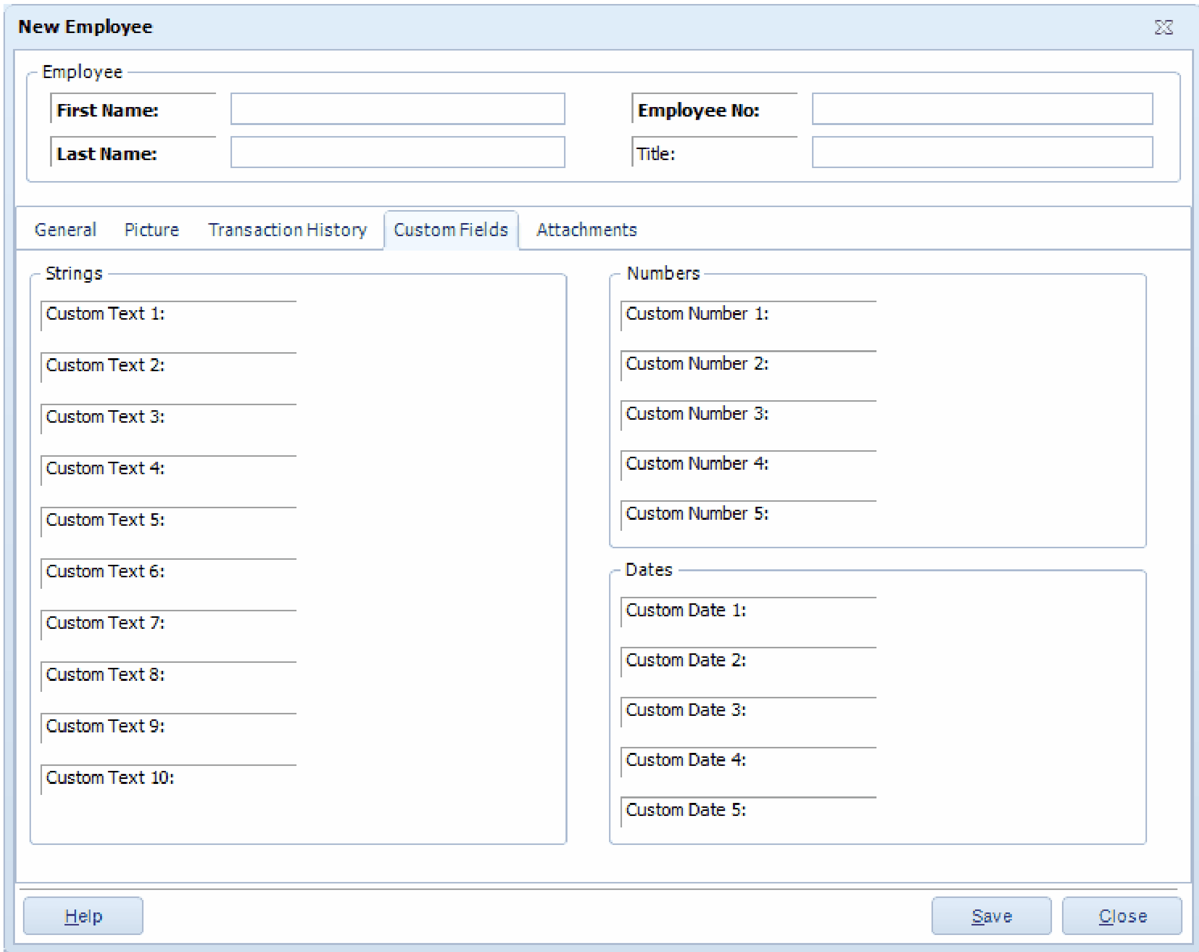
New Employee Screen > Transaction History

The **Transaction History** tab displays the assets check-out to the employee and any assets the employee previously had checked-out that have been checked back in.



You can print a list of these transactions by selecting the **Print Transactions** button.

New Employee Screen > Custom Fields



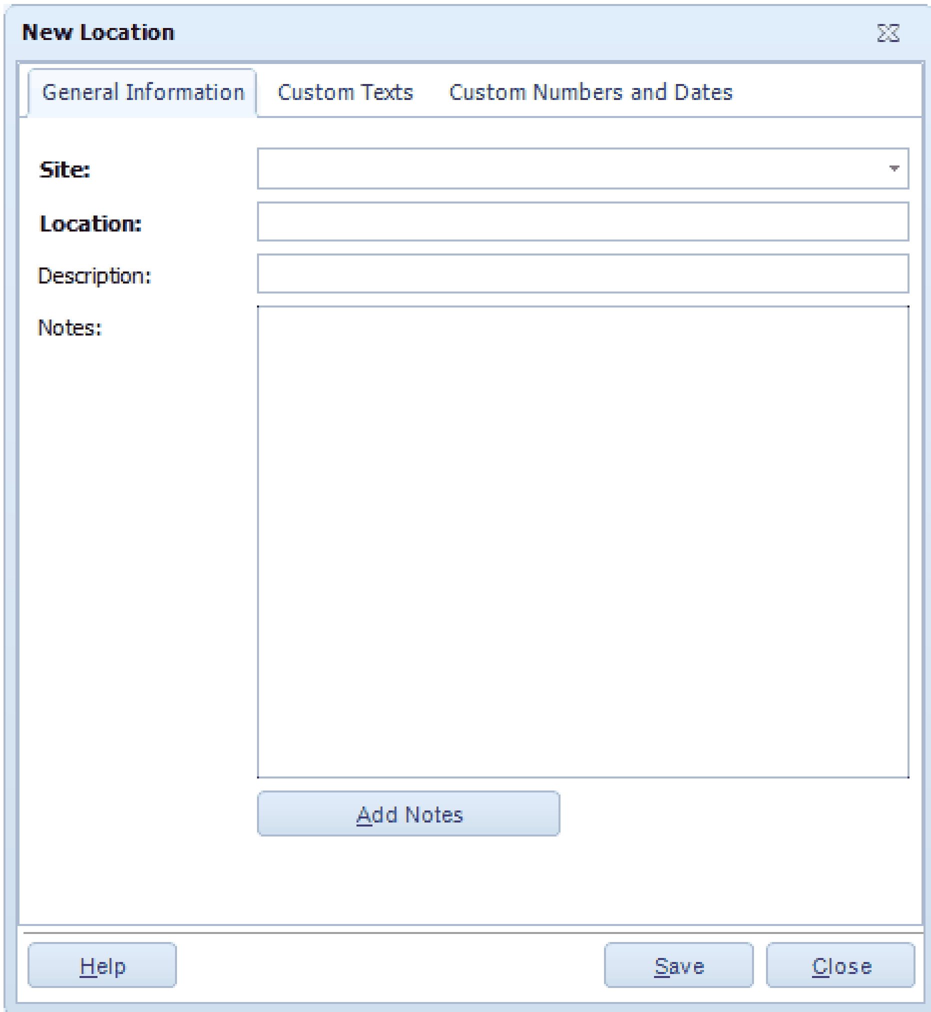
See the **Using Custom Fields** topic for instructions on creating custom text, number and date fields.

6.8 Create New Location

The **New Location** screen allows you to enter a new Location for an existing site to the database. Locations are places within a particular Site where Assets reside. Typically, a **Site** is a building that contains one or more inventory **Locations**.

1. To access the **New Location** screen, from the **Main** screen, click **New > Location**. The **New Location** screen appears.

   You can also access the **New Location** screen from the **Location List** by clicking the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**



2. Enter the requested information on the screen. The **Site** and **Location** fields are required. If you enter a site that does not exist in the database, the system will ask if you want to create the new site now.

   Description allows you to enter a description of the Location. This is useful when the Location value is cryptic (For example, Location "A1B2" could be described as "Aisle 1 Bin 2".)

   Notes is a text field available to record any additional information you might have about this Location. Click the **Add Notes** button to edit the **Notes** field.

3. For information about the Custom Texts and Custom Numbers and Dates tabs, see **Using Custom Fields**.

4. When the **Close New Form** option is turned *off:* Click **Save** to commit your entry or click **Close** to exit the form.

   When the Close New Form option is turned *on:* Click **OK** to commit your entry and exit the form or **Cancel** to exit the form without saving your entry.

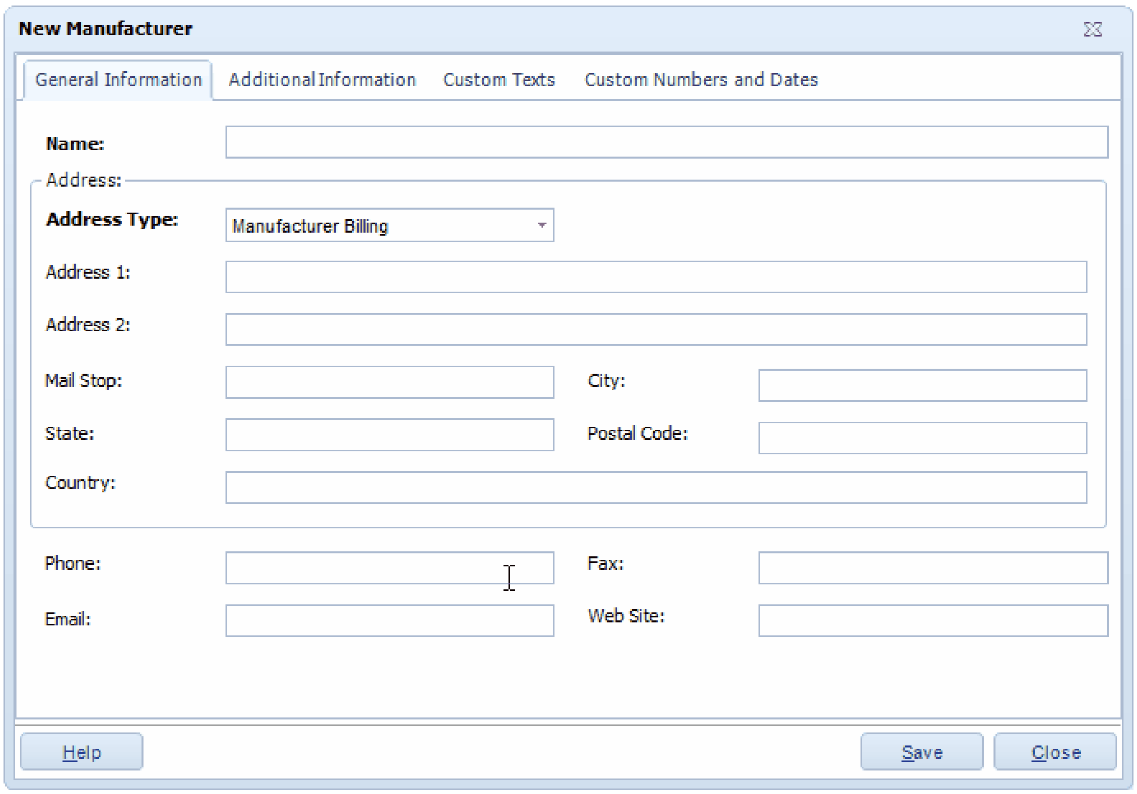
Users setup in the Admin Group in Security can limit use of Rosistem Assets to a single Site.

See the Set Working Site help topic for more information.

6.9 Create New Manufacturer

The **Create New Manufacturer** screen allows you to enter a new Manufacturer in the database. Manufacturers can be assigned to **Asset Types**. If a Manufacturer is also your **Vendor** for an Asset Type, it is best to define the company in the software as a Vendor, in addition to defining it as a Manufacturer.

1. To access this screen, from the **Main** screen, click **New > Manufacturer**. The **New Manufacturer** screen will appear.



The **New Manufacturer** screen can also be accessed from the Manufacturer List by clicking the **New Record** button on the toolbar. For more information on using the List screens, see the Working with Lists topic.

2. Complete the information on the screen. The **Name** and **Address Type** fields are required; all other fields are optional.

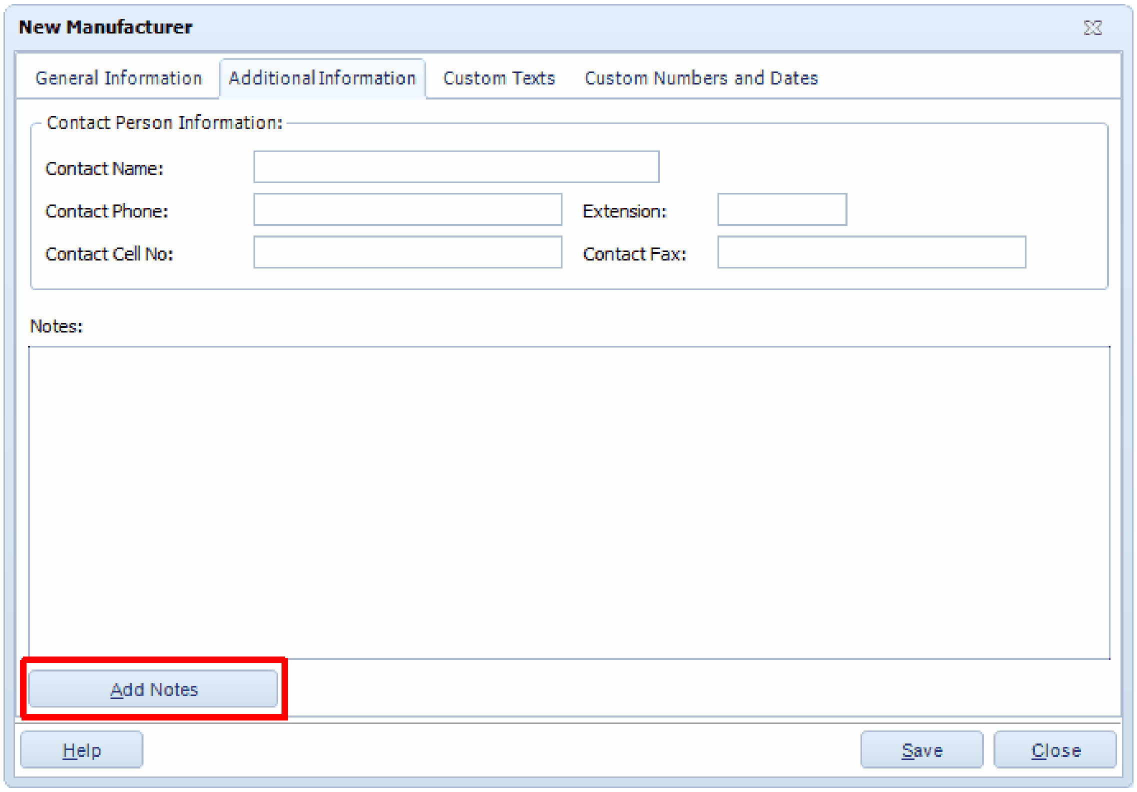
   Select an **Address Type** from the drop down list, then provide any of the associated information you have for this Manufacturer: **Address 1**, **Address 2**, **Mail Stop**, **City**, **State**, **Postal Code** and **Country**. Address information can be entered for each Address Type you select.

   Different **Phone**, **Fax**, **Email** and **Web Site** information can be entered for different Address Types.

3. The **Additional Information** tab provides optional fields where other information about the

Manufacturer can be recorded: **Contact Name**, **Contact Phone**, **Extension**, **Contact Cell No.**, **Contact Fax** and **Notes** fields.

Notes is a text field available to record any additional information you might have about this Manufacturer. Click the **Add Notes** button to edit the Notes field.



4. For information about the **Custom Texts** and **Custom Numbers and Dates** tabs, see **Using Custom Fields**.

5. When the **Close New Form** option is turned *off:* Click **Save** to save your entry or click **Close** to exit the screen.

   When the Close New Form option is turned *on:* Click **OK** to save your entry and exit the form or **Cancel** to exit the screen without saving your entry.

6.10 Create New Site

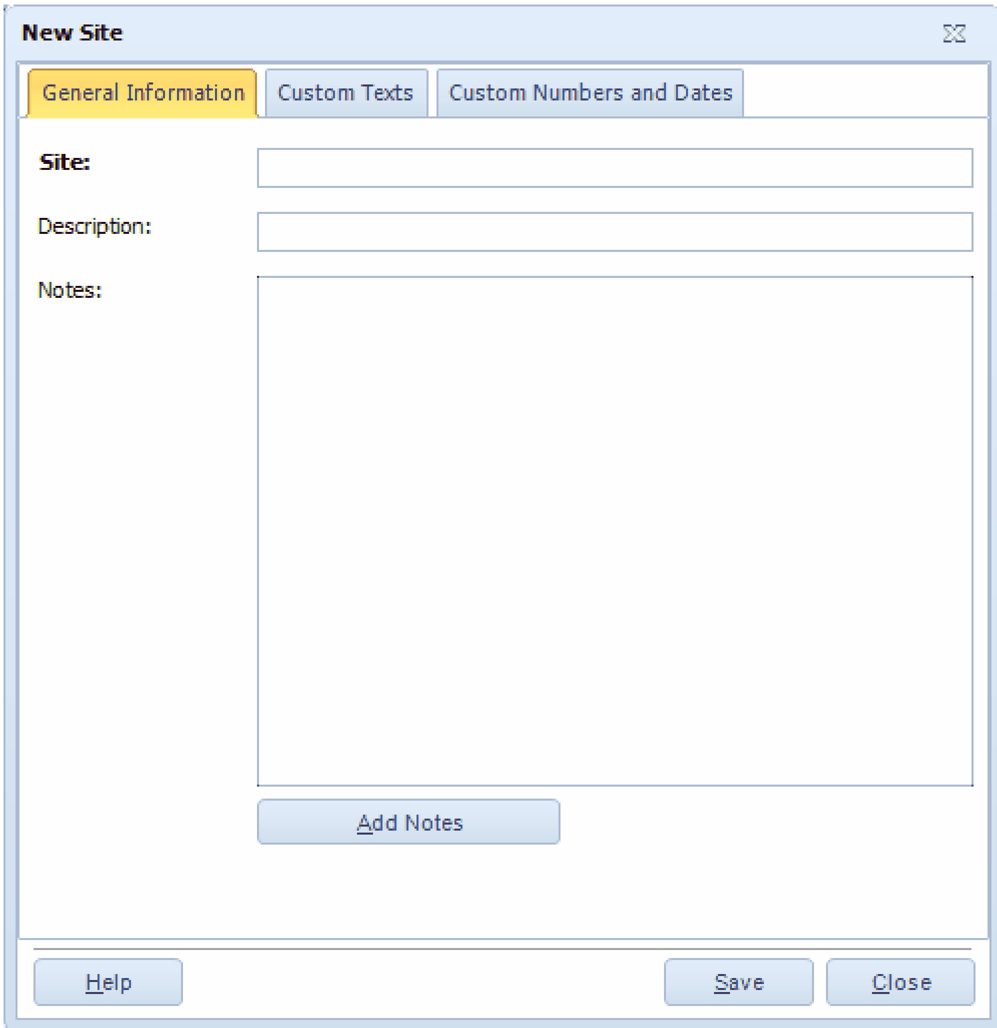
The **New Site** screen allows you to add a new Site to your database. Typically, a **Site** is a building that contains one or more asset Locations. For instance, *Sebastian's Office* might be a location within the site *My Company.* Pay attention to the Site you are working with when using Rosistem Assets.

Users setup with Administrative Privileges in Security can limit use of Rosistem Assets to a single Site. **See the Set Working Site help topic for more information.**

It is not uncommon to use this product with only one **Site** defined. A minimum of one Site is required.

1. To access the **New Site** screen, from the **Main** screen click **New > Site**. The **New Site** screen appears.

   The **New Site** screen can be accessed from the Site List by clicking the New Record button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**



2. **Description** allows you to enter a description of the Site. This is useful when the Site value is cryptic (For example, Site "H7" could be described as "Hangar 7".)

   Notes is a text field available to record any additional information you might have about this Site. Click the Add Notes button to edit the **Notes** field.

3. For information about the **Custom Texts** and **Custom Numbers and Dates** tabs, see **Using Custom Fields**.

4. When the **Close New Form** option is turned *off:* Click **Save** to save your entry or click **Close** to exit the screen.

   When the Close New Form option is turned *on:* Click **OK** to save your entry and exit the form or

Cancel to exit the screen without saving your entry.

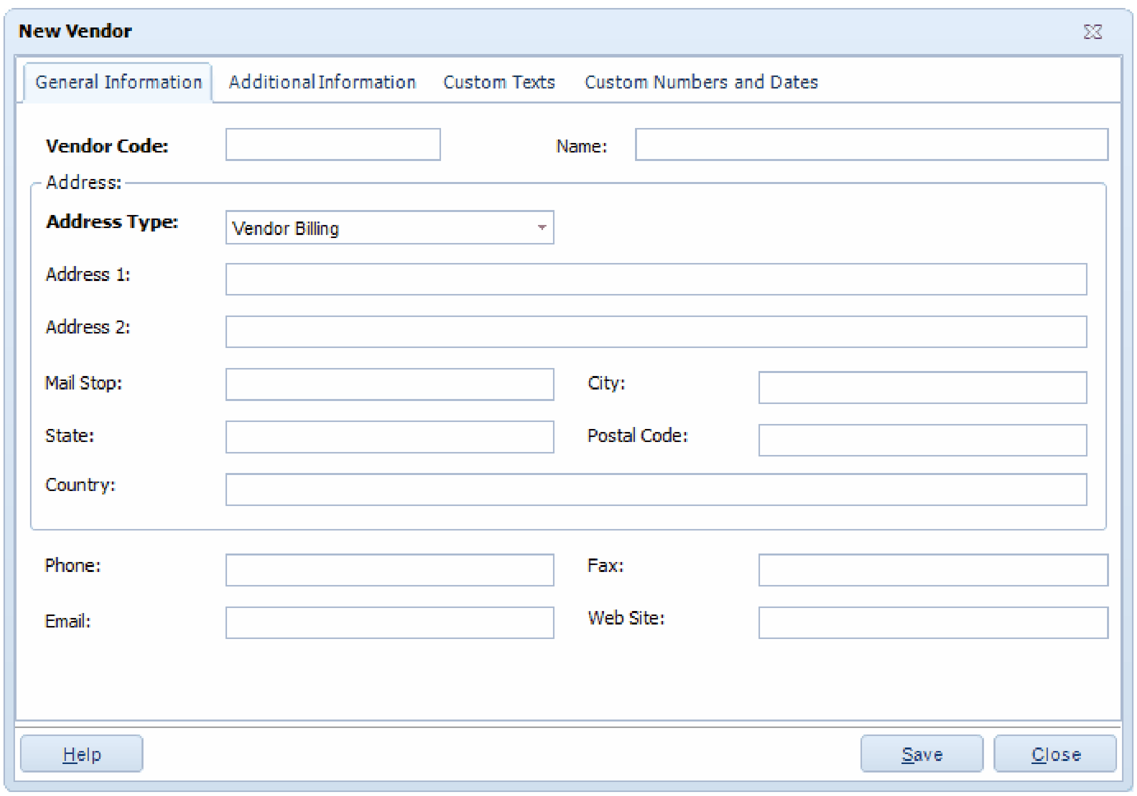
6.11 Create New Vendor

The **Create New Vendor** screen is used to enter a new vendor into the database. Vendors can be assigned to **Asset Types**.

1. To access the screen, from the **Main** screen click **New > Vendor**. The **New Vendor** screen appears.

   The **New Vendor** screen can also be accessed from the **Vendor List** by clicking the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

   If a Vendor is also your **Manufacturer** for an Asset Type, it is best to define the company in the software as a Manufacturer, in addition to defining it as a Vendor.



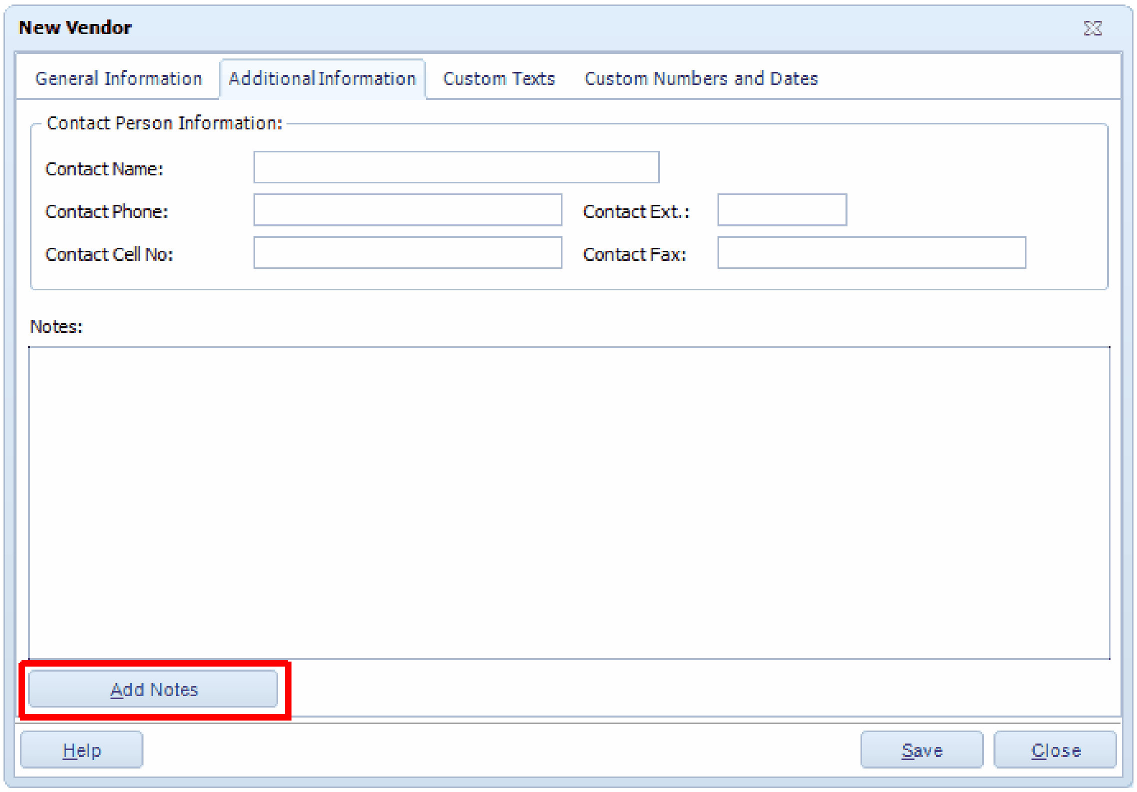
2. Enter the requested information on this screen. The **Vendor Code** and **Address Type** fields are required. All other fields are optional.

   Select an **Address Type** from the drop down list, then provide any of the associated information you have for this Vendor: **Address 1**, **Address 2**, **Mail Stop**, **City**, **State**, **Postal Code** and **Country**. Address information can be entered for each Address Type you select.

   Different **Phone**, **Fax**, **Email** and **Web Site** can be entered for different Address Types.

3. The **Additional Information** tab provides optional fields where other information about the Vendor can be recorded: **Contact Name**, **Contact Phone**, **Extension**, **Contact Cell No.**, **Contact Fax** and **Notes** fields.

   Notes is a text field available to record any additional information you might have about this Vendor. Click the **Add Notes** button to edit the Notes field.



4. You can optionally enter information on the **Custom** tabs. For information about the **Custom Texts** and **Custom Numbers and Dates** tabs, see **Using Custom Fields**.

5. When the **Close New Form** option is turned *off:* Click **Save** to save your entry or click **Close** to exit the screen.

   When the Close New Form option is turned *on:* Click **OK** to save your entry and exit the form or **Cancel** to exit the screen without saving your entry.

6.12 Using Custom Fields

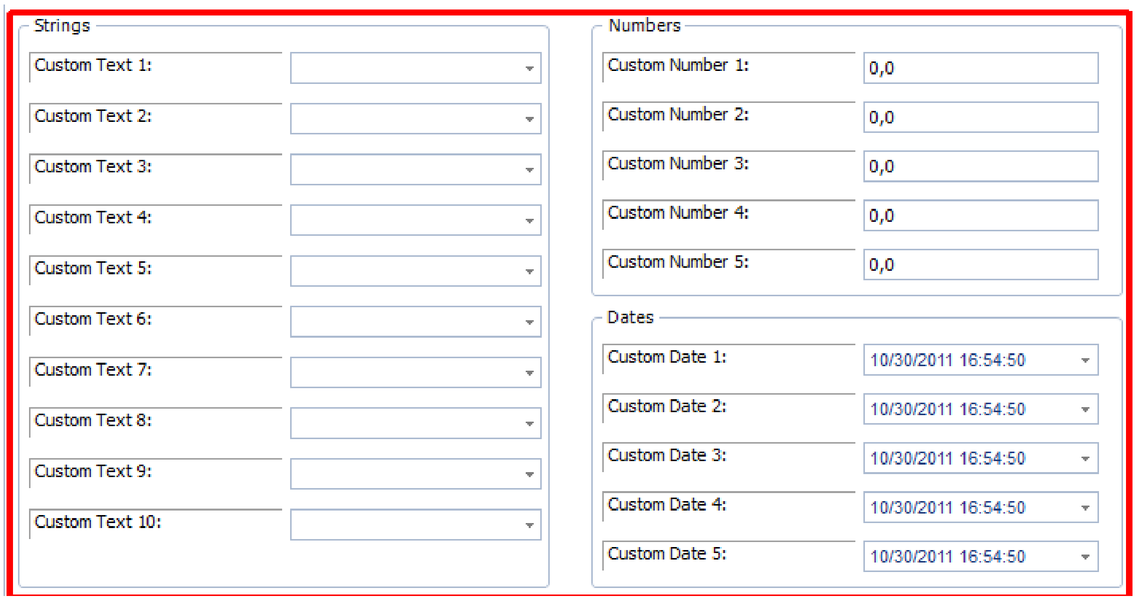
Custom fields allow you to define fields in Rosistem Assets to capture information specific to your needs. For example, if you want to capture a special code called Widget Code for each asset entered into Rosistem Assets, you can turn on the **Edit Field Names** function, then create your field on the **Custom Fields** tab of the **New/Edit Asset** screen.

Note: Keep in mind that creating custom fields is different from renaming screens/field names. If you want to rename standard field names in Rosistem Assets (for example, changing the name of the Audit screen to Verify) please refer to the topic **Customizing Field Names**.

Creating Custom Fields:

1. Make sure the **Edit Field Names function** is turned on in the **Options** screen.

2. Open the **Custom Fields** tab on any screen that contains that tab. When the Edit Field Names function is turned on, the fields will appear as shown below:



3. Click in the field for which you want to create custom data. Your options differ depending on what type of custom field you are creating (Text, Number or Date).

   Custom Text Fields: If you are creating a Custom Text Field, the screen shown below appears:

Tips for creating Custom Numbers and Dates:

Custom Number fields will accept values ranging from -999999999999999.9999 to 999999999999999.9999.

Custom Dates will be displayed in the same format as found elsewhere in the product.

Editing Information

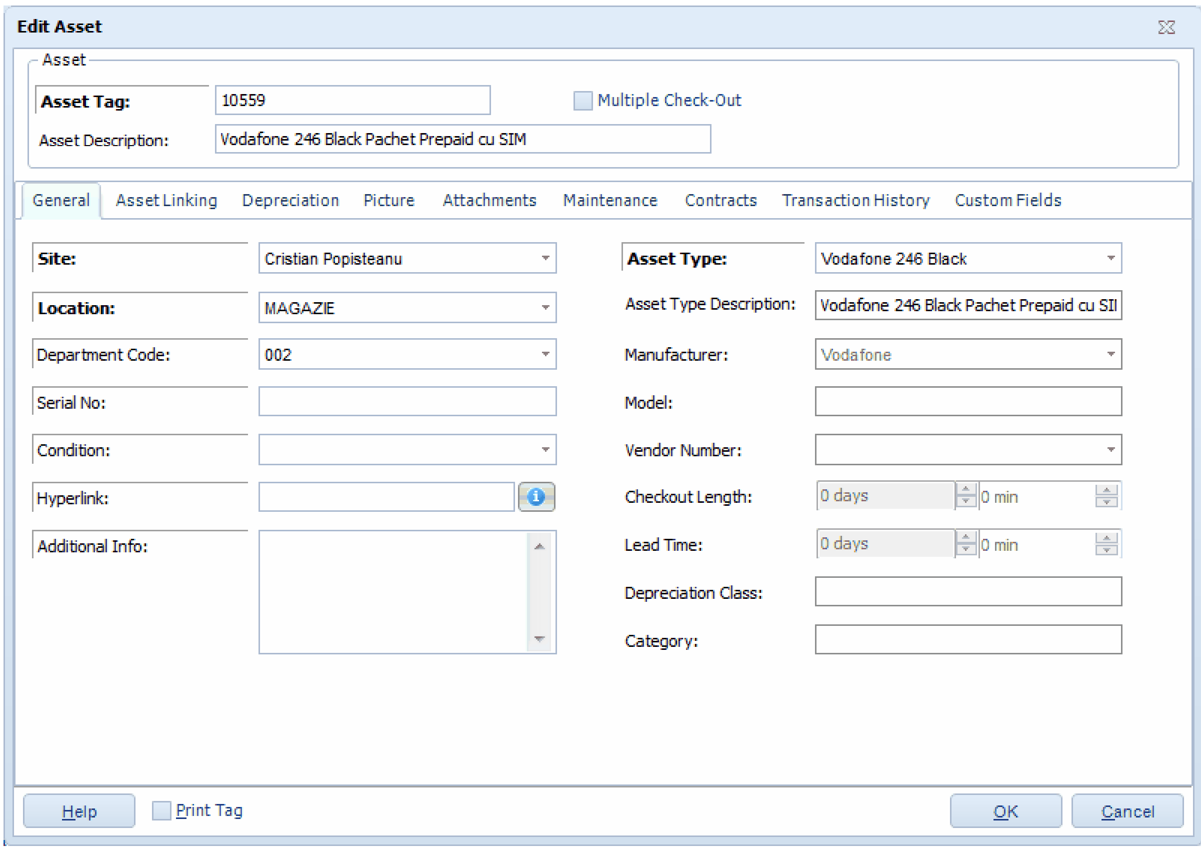
VII

7 Editing Information

7.1 Edit Asset

The **Edit Asset** screen allows you to modify an existing asset. This screen is accessed from the **Asset List** by highlighting an asset in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

The **Edit Asset** screen is identical to the **New Asset** screen, except all the information previously entered for the asset appears on the screen. You can change any of this information. **For information on using each tab of the screen, please refer to the Create New Asset topic.**

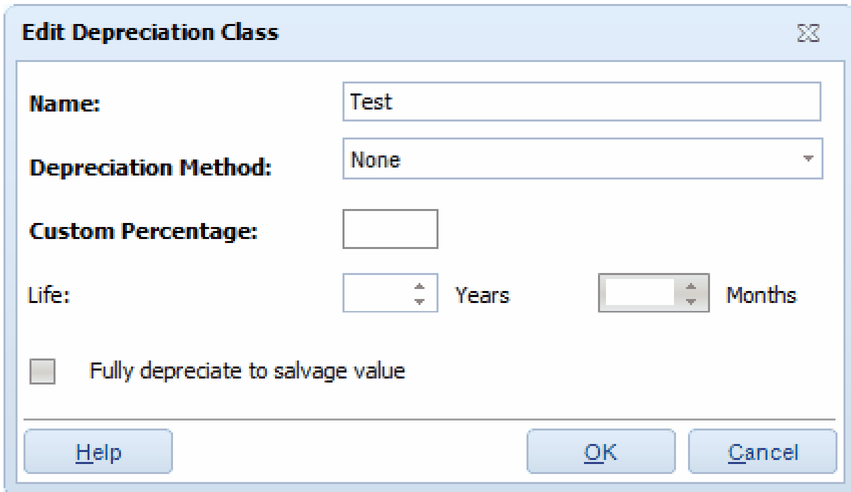


7.2 Edit Depreciation Class

The **Edit Depreciation Class** screen allows you to modify an existing **Depreciation Class**. This screen is accessed from the **Depreciation Class List** by highlighting a listing and clicking the **Edit Record** button on the toolbar. **See the Working with Lists help topic for more information.**

The **Edit Depreciation Class** screen is identical to the **New Depreciation Class** screen, except all the information previously entered for the class appears on the screen. You can change any of this information. **For information on using the screen, please refer to the Create New Depreciation Class topic.**

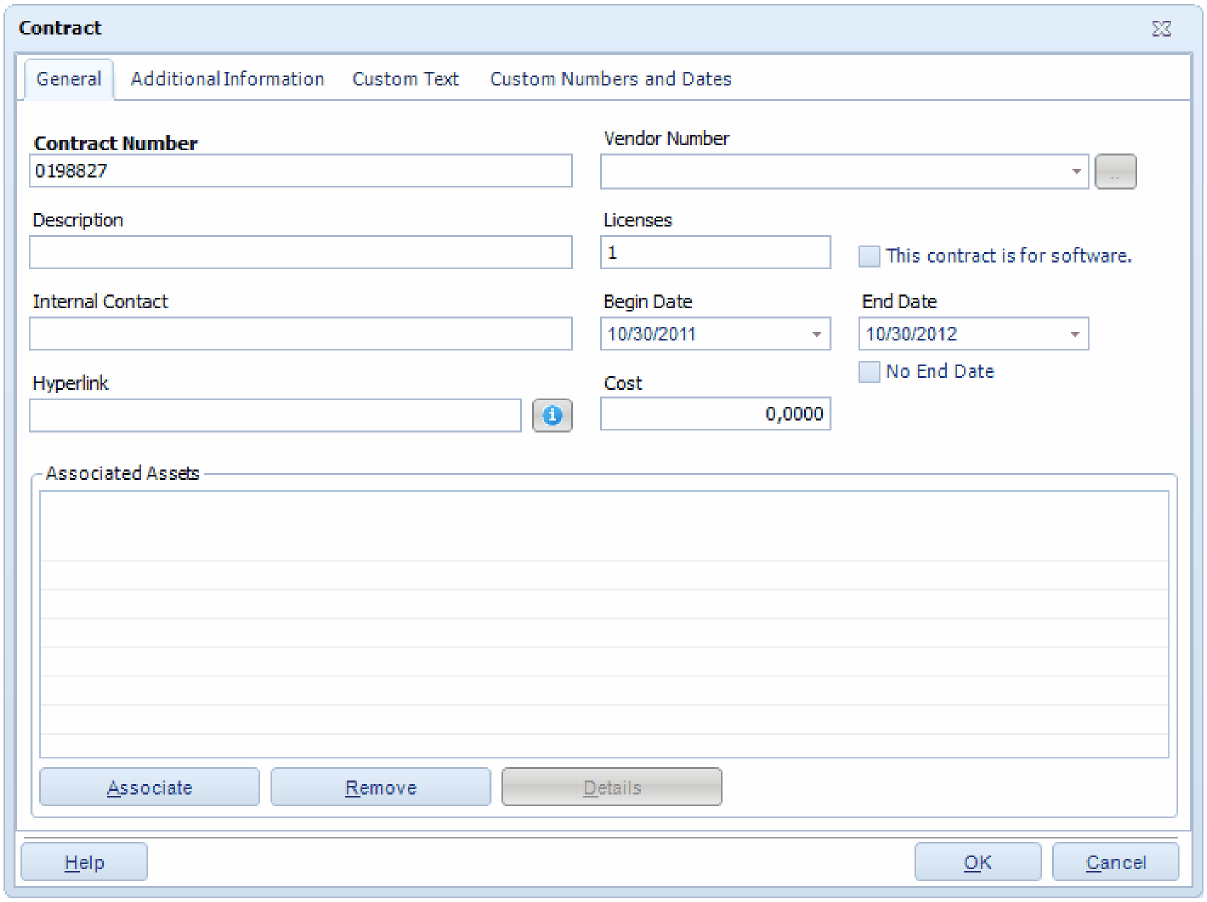
Keep in mind that any changes made to an existing **Depreciation Class** will impact depreciation calculations for every **Asset Type** associated with this class.



7.3 Edit Contract/License

The **Edit Contract/License** screen allows you to modify an existing contract/license. This screen is accessed from the **Contracts List** by highlighting an contract in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

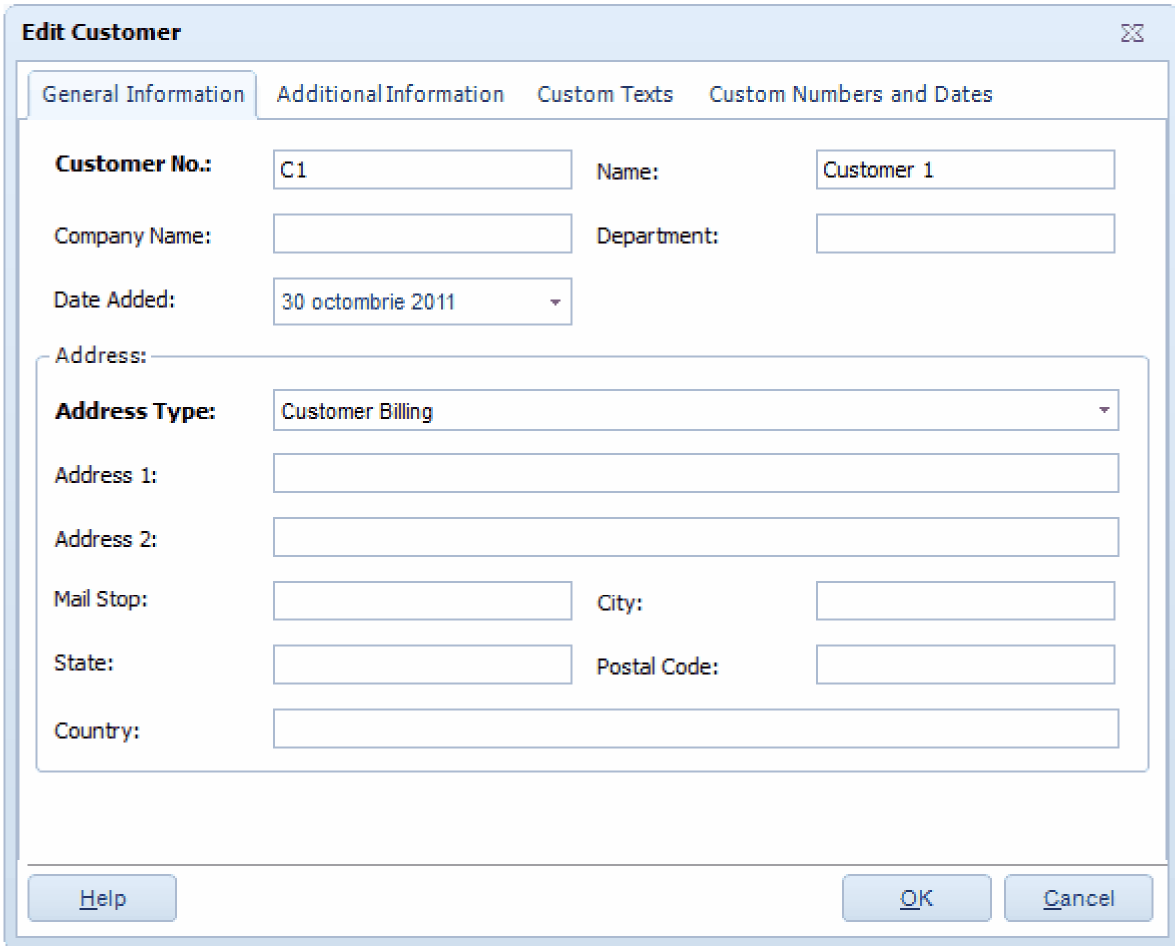
The **Edit Contract/License** screen is identical to the **New Contract/License** screen, except all the information previously entered for the contract appears on the screen. You can change any of this information. **For information on using each tab of the screen, please refer to the Create New Contract/License topic.**



7.4 Edit Customer

The **Edit Customer** screen allows you to modify an existing customer. This screen is accessed from the **Customer List** by highlighting an customer in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

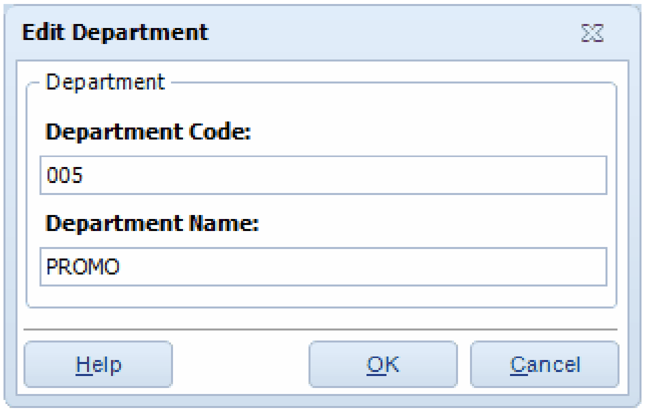
The **Edit Customer** screen is identical to the **New Customer** screen, except all the information previously entered for the customer appears on the screen. You can change any of this information. **For information on using the New Customer screen, please refer to the Create New Customer topic.**



7.5 Edit Department

The **Edit Department** screen allows you to modify an existing department. This screen is accessed from the **Department List** by highlighting an department in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

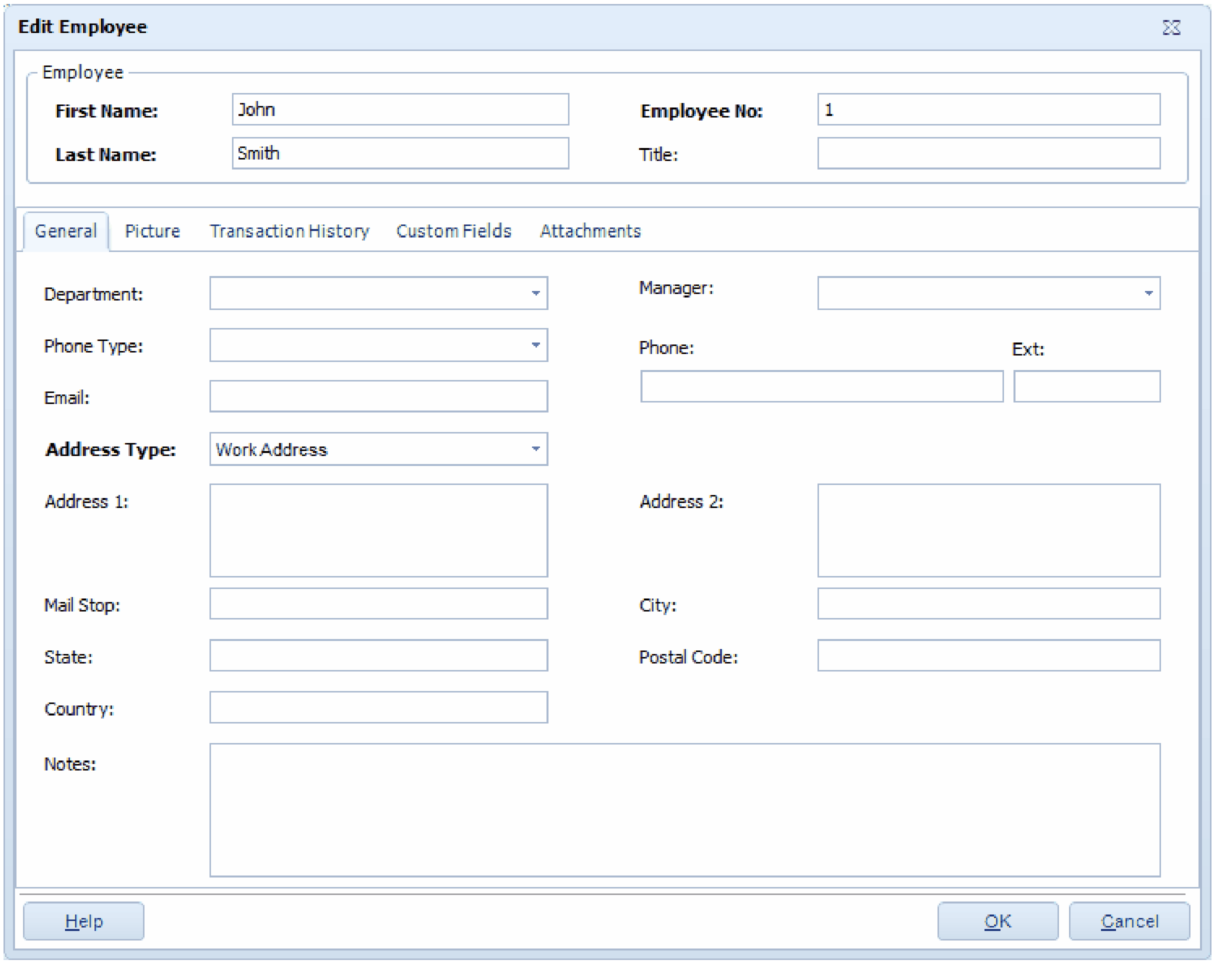
The **Edit Department** screen is identical to the **New Department** screen, except all the information previously entered for the department appears on the screen. You can change any of this information. **For information on using the Department screen, please refer to the Create New Department topic.**



7.6 Edit Employee

The **Edit Employee** screen allows you to modify an existing employee. This screen is accessed from the **Employee List** by highlighting an employee in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

The **Edit Employee** screen is identical to the **New Employee** screen, except all the information previously entered for the employee appears on the screen. You can change any of this information. **For information on using each tab of the Employee screen, please refer to the Create New Employee topic.**

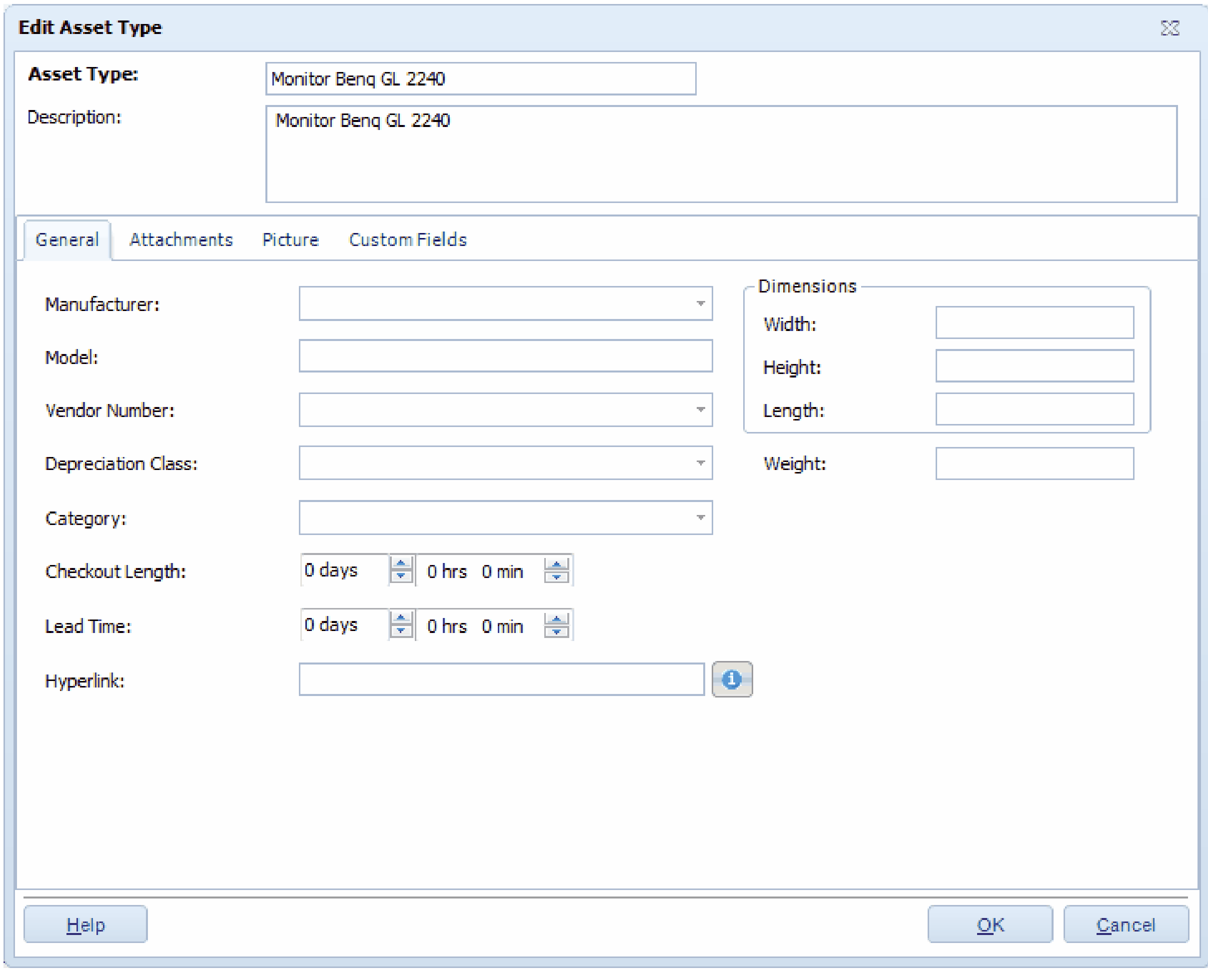


7.7 Edit Asset Type

The **Edit Asset Type** screen allows you to modify an existing asset type. This screen is accessed from the **Asset Type List** by highlighting an asset type in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

Keep in mind that editing an **Asset Type** will affect every Asset associated with that Asset Type.

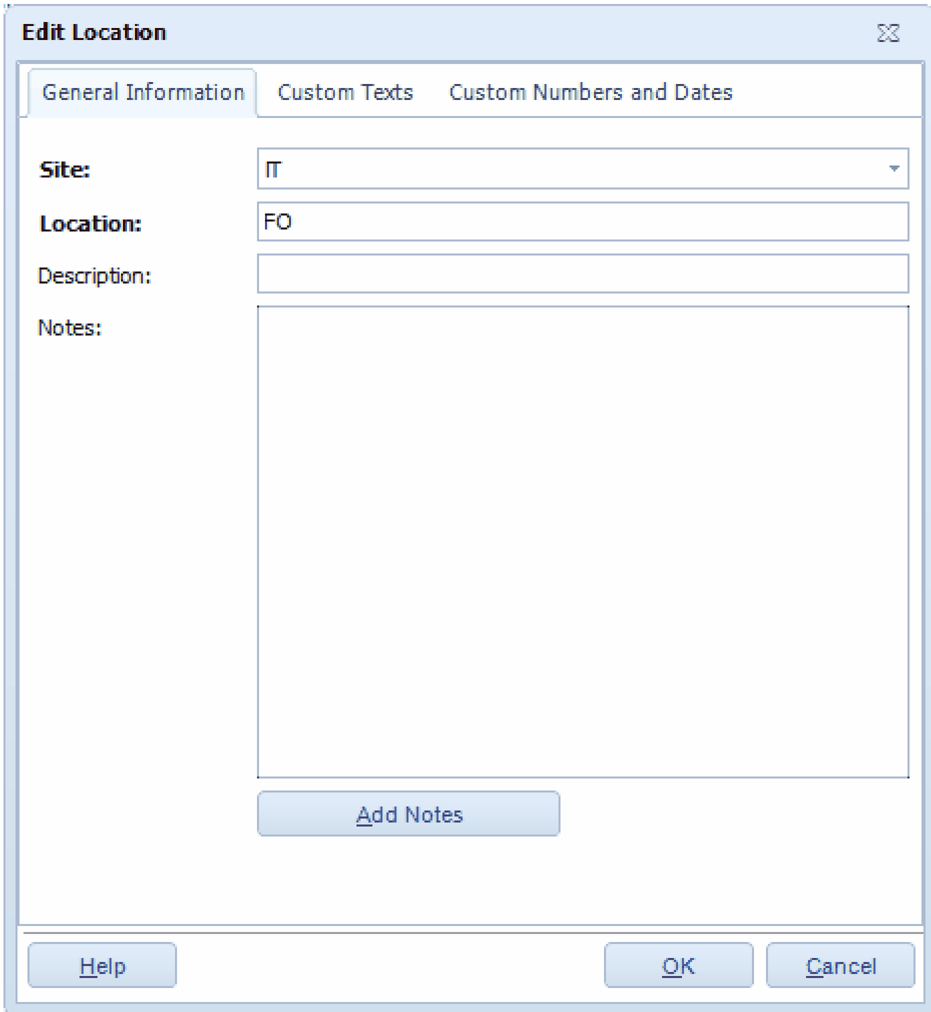
The **Edit Asset Type** screen is identical to the **New Asset Type** screen, except all the information previously entered for the asset type appears on the screen. You can change any of this information. **For information on using each tab of the screen, please refer to the Create New Asset Type topic.**



7.8 Edit Location

The **Edit Location** screen allows you to modify an existing location. This screen is accessed from the **Location List** by highlighting a location in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

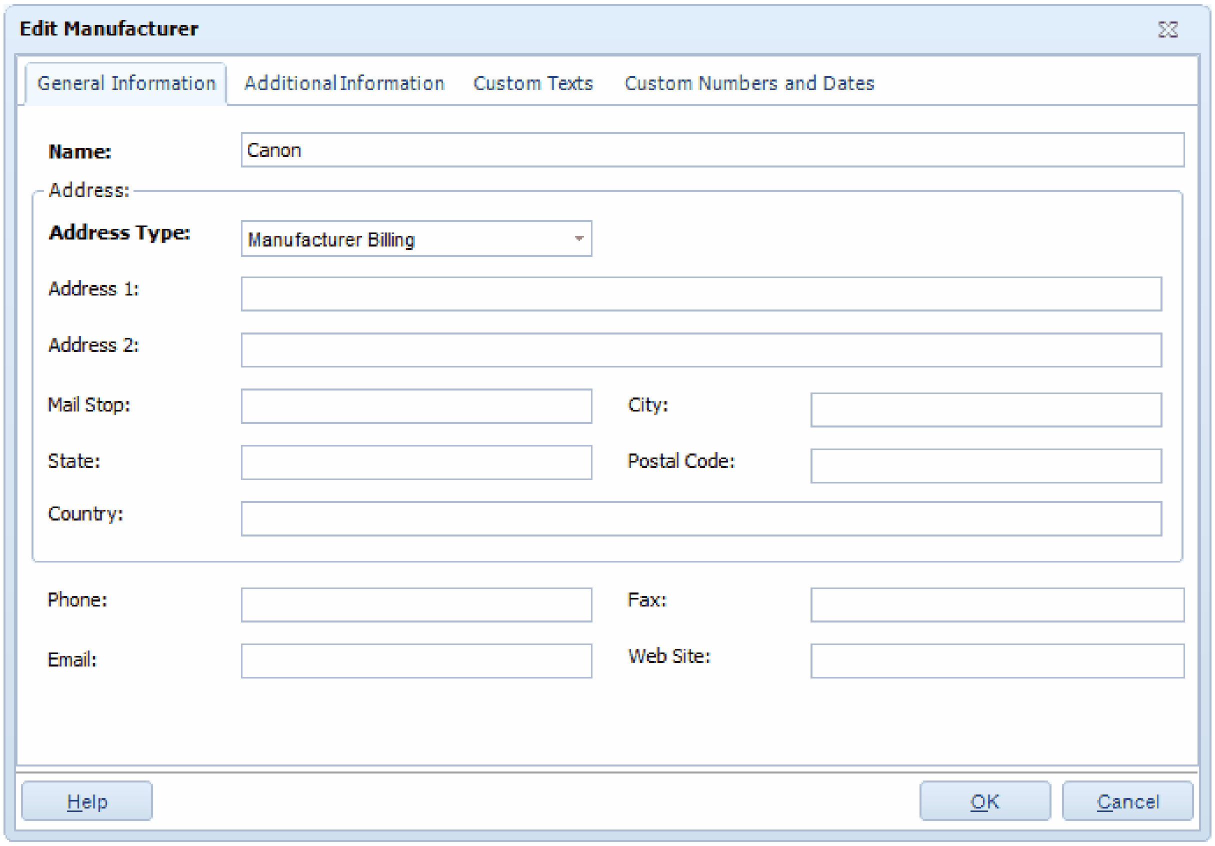
The **Edit Location** screen is identical to the **New Location** screen, except all the information previously entered for the location appears on the screen. You can change any of this information. **For information on using the Location screen, please refer to the Create New Location topic.**



7.9 Edit Manufacturer

The **Edit Manufacturer** screen allows you to modify an existing Manufacturer. This screen is accessed from the **Manufacturer List** by highlighting a manufacturer in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

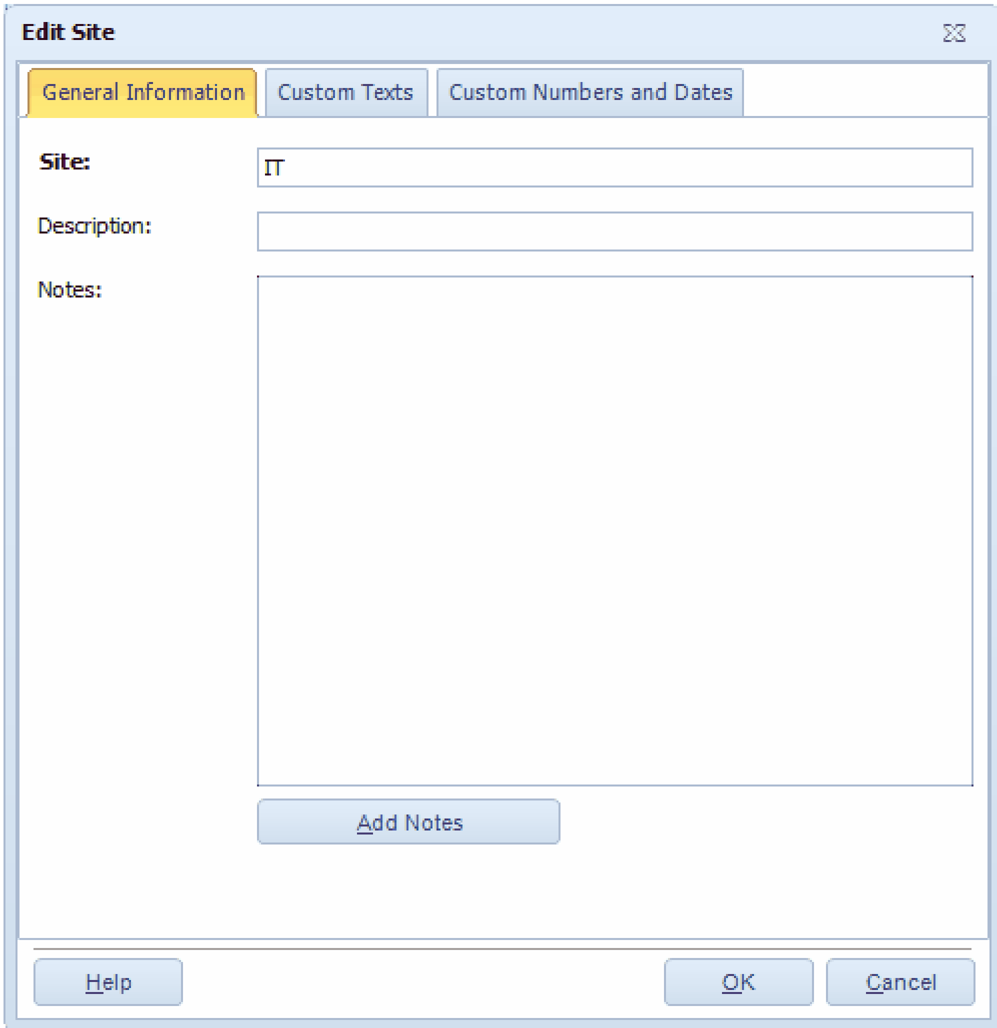
The **Edit Manufacturer** screen is identical to the **New Manufacturer** screen, except all the information previously entered for the manufacturer appears on the screen. You can change any of this information. **For information on using the Manufacturer screen, please refer to the Create New Manufacturer topic.**



7.10 Edit Site

The **Edit Site** screen allows you to modify an existing site. This screen is accessed from the **Site List** by highlighting a site in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

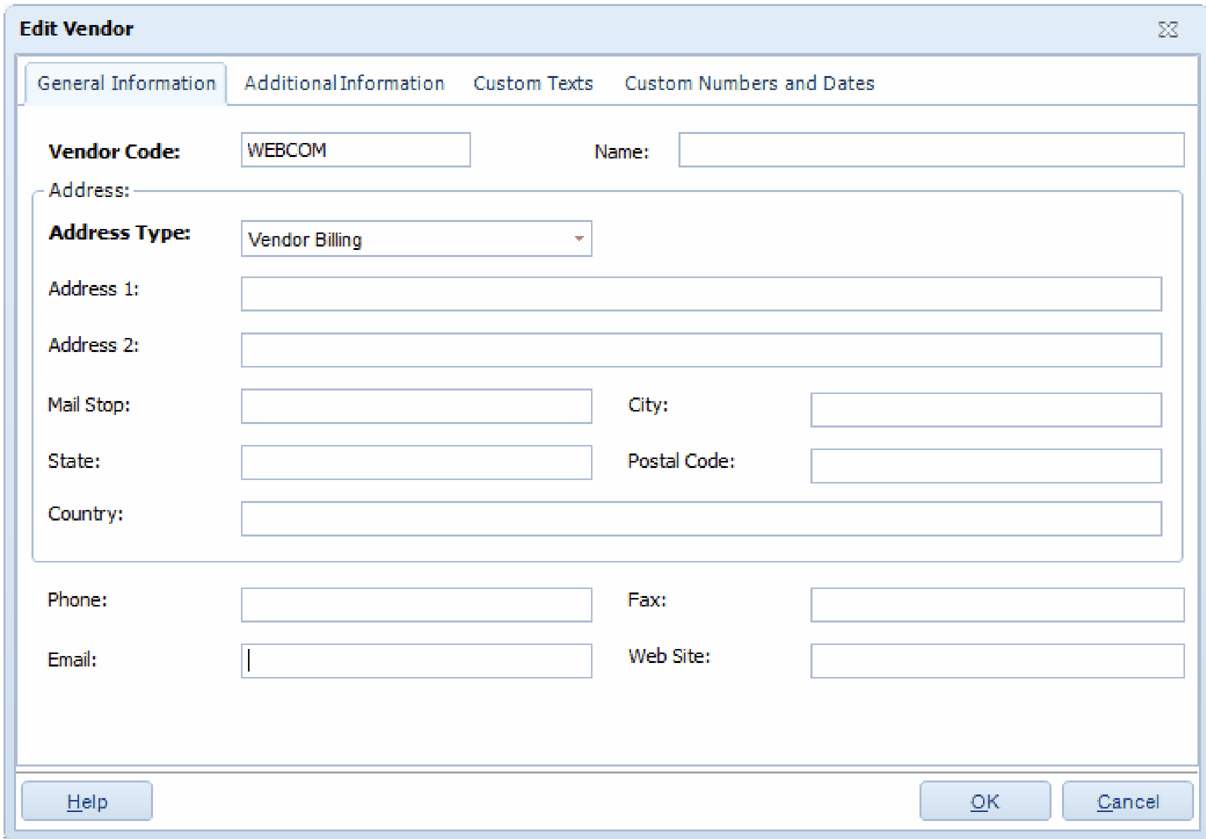
The **Edit Site** screen is identical to the **New Site** screen, except all the information previously entered for the site appears on the screen. You can change any of this information. **For information on using the Site screen, please refer to the Create New Site topic.**



7.11 Edit Vendor

The **Edit Vendor** screen allows you to modify an existing vendor. This screen is accessed from the **Vendor List** by highlighting a vendor in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

The **Edit Vendor** screen is identical to the **New Vendor** screen, except all the information previously entered for the vendor appears on the screen. You can change any of this information. **For information on using the Vendor screen, please refer to the Create New Vendor topic.**



7.12 Mass Update

Rosistem Assets allows you to select multiple Assets from the Asset List and update a number of fields. For example, if you want to update warranty information for all Assets under a certain Asset Type, you can select all of those assets on the Asset List and make the change at one time.

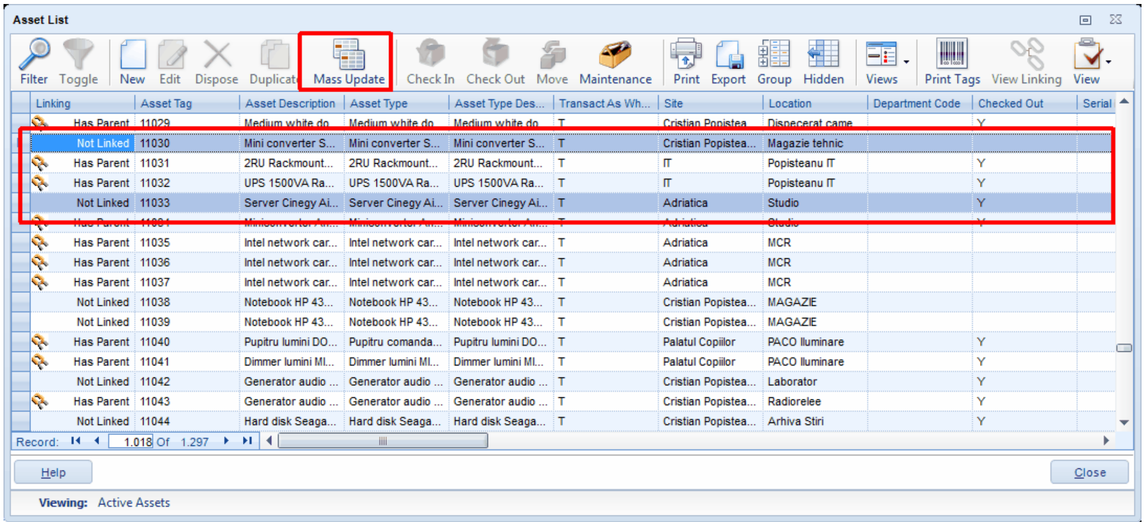
Using Mass Update:

1. From the **Main** screen, select **List Forms > Asset List**.
   or
   From the **Main** screen, select **Asset Management > List Assets**.

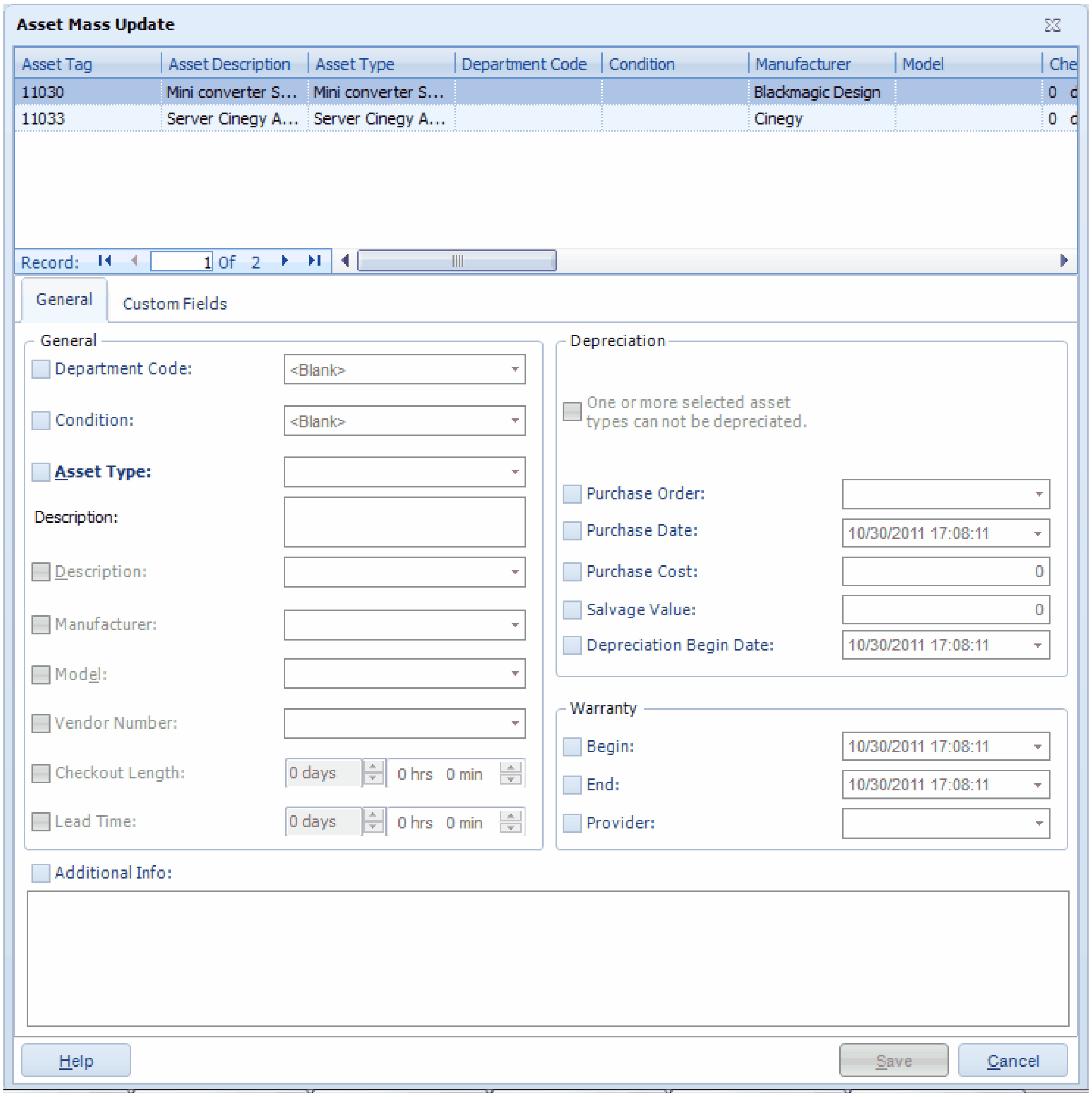
2. On the **Asset List** screen, select the **Assets** you want to update. You can use the filter features to drill down to the assets you want.

3. Now select all assets you want to change by holding down the **Ctrl** key and clicking on each one you want. Or you can select assets by holding down the SHIFT key and clicking on two assets. All assets in between the two you clicked on will be selected.

4. When you have selected the assets you want to change, click the **Mass Update** button on the toolbar:

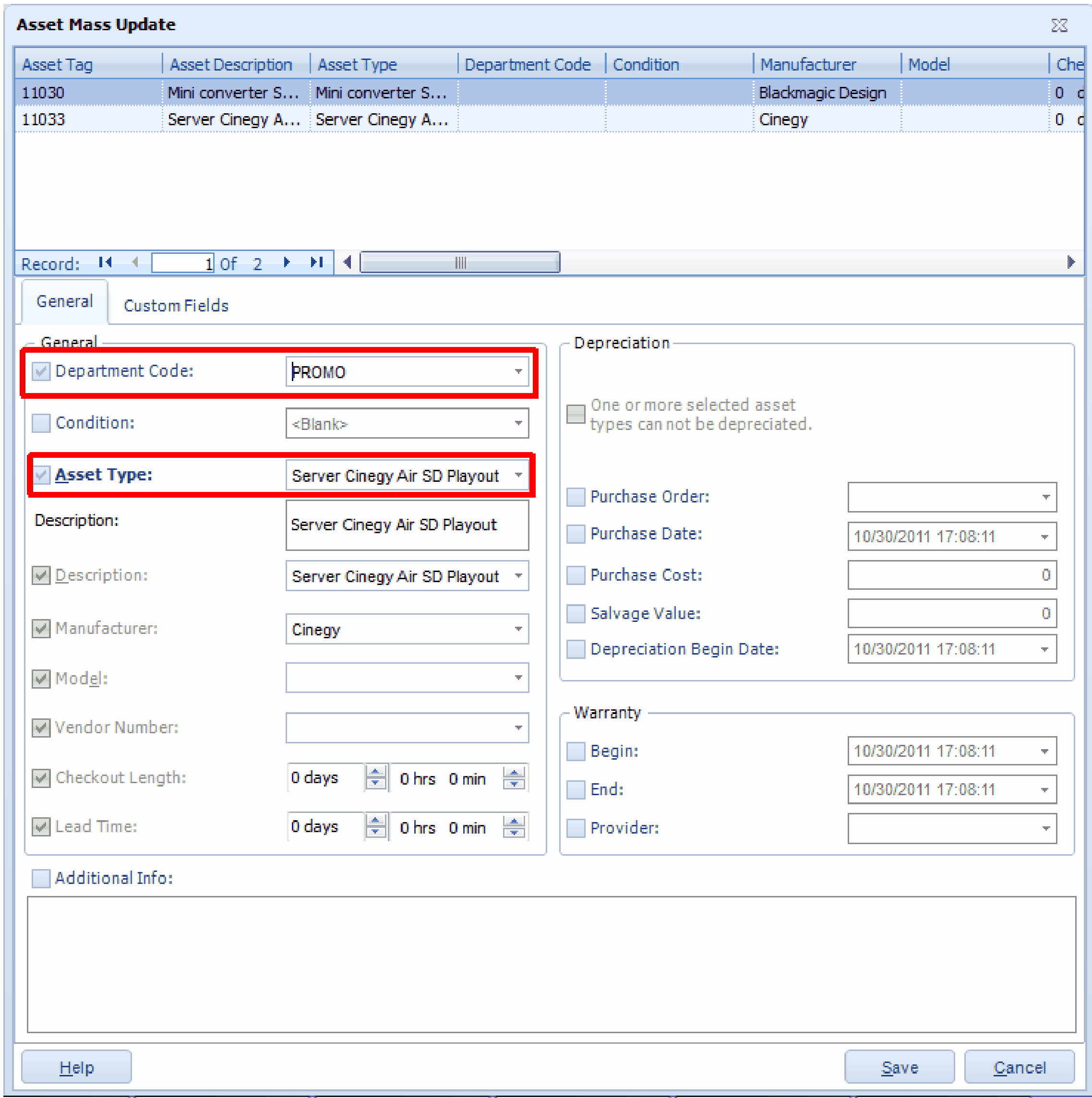


The **Mass Update** screen appears:



5. The top portion of the **Mass Update** screen displays the assets you have selected. If needed, scroll through the columns in this window using the bar on the right. As with other lists in Rosistem Assets, you can sort the list by clicking on the column headers.

6. Select the checkboxes in front of each field you wan to updated, then enter the information you want to change. Any fields you have selected (a checkmark will appear in the box as shown in the example below) will be updated. Unchecked fields will not be updated. Remember that once you click **Save**, any information you enter here will be applied to all assets that appear in the window.



You can manually type information into the fields or use the drop down menus. Most drop down menus will provide the options of <Blank> and <More>. <Blank> means any information previously contained in the field will be removed. <More> accesses the associated List screen allowing you to select from all Manufacturers, Vendors, etc.

Any fields that appear in bold are required fields. You cannot select Blank for required fields. Which fields are required will vary depending on your **Custom Field Name** settings.

Keep in mind that the **Depreciation** checkbox cannot be selected unless all assets in the **Mass Update** window are associated with an Asset Type that can be depreciated. Depreciation is activated at the **Asset Type** level on the **New Asset Type** or **Edit Asset Type** screen.

If the **Edit Inherited Asset Type Data** option is disabled on the **Options** screen, you will not be able to edit data under the **Asset Type**.

7. After you have entered information in the desired fields, click the **Save** button. Remember that

once you click **Save**, any information you enter here will be applied to all assets that appear in the window.

Using the Lists

VIII

8 Using the Lists

8.1 Working with Lists

The software contains several list screens that enable you to quickly view and access a variety of information. Available list screens are:

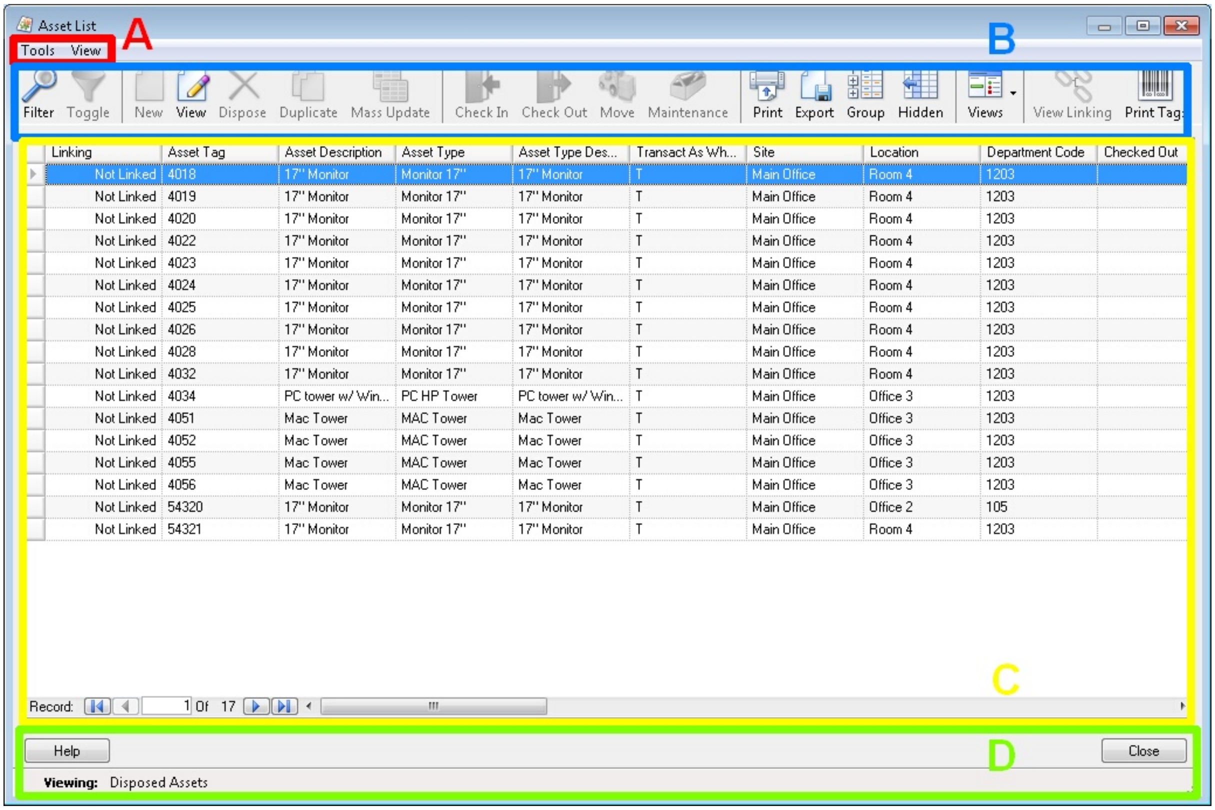
- **Assets**
- **Asset Types**
- **Contracts**
- **Customers**
- **Departments**
- **Depreciation Classes**
- **Employees**
- **Locations**
- **Manufacturers**
- **Sites**
- **Transactions**
- **Vendors**

Note: These screens all function the same; however, individual options may vary for each screen. This topic covers how to use all functions available on the list screens. Keep in mind that not all list screens contain all functions mentioned here.

Below is an example of the basic list screen layout. This is an example of the *Asset List*, the list screen you will probably use most often. This list screens are divided into three sections (labeled A through C in the example below):

A. Menu Bar
B. Toolbar
C. Contents List
D. Buttons

In addition to these menus there are also "**Context-Sensitive Menus**" that appear when you right-click on certain areas of the screen. These provide another way to access many of the functions available in the toolbar. These types of menus are also discussed later in this section.



Quick Links:

Click a link below to jump to that section of the topic:

Section A: Menu Bar

Section B: Toolbar

Section C: Contents List

Section D: Buttons

"Context-Sensitive Menus"

Section A: Menu Bar

The menu bar appears at the top of the screen and provides access to two menus:

Tools - Accesses the **Reset All Grid Settings** function. This option is found at the top of all lists. Select this option to reset all lists to their default settings. All filters, rearranged columns, group settings, etc. will be reverted to their default statuses.

View (Asset List Only) - The View menu option allows you to filter what assets display in the list. Options are:

- **Linked Assets Only** - Displays only Linked assets
- **Unlinked Assets Only** - Displays only assets that are not linked to other assets.

- **Top Level (linked) Assets Only** - Displays only "Parent" assets, not the assets associated with them.
- **Top Level (all) Assets Only**
- **Disposed Assets** - Displays all assets that have been marked as Disposed.

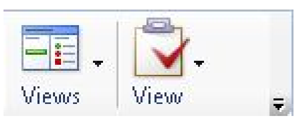
Section B: Toolbar

The toolbar at the top of the list screen provides quick access to a variety of functions and also allows you to customize how the information on the list is displayed. Keep in mind that if the >> icon appears in the toolbar of your list, there are hidden icons.

Re-Ordering Icons - You can re-order the icons contained in the toolbars. For example, you can move the Magnifying Glass icon (access the Filter function) from the far left position on the toolbar to the far right position. To do this:

1. Press and hold the **ALT** key on your keyboard,
2. Click on an icon and drag it to a new position on the toolbar.

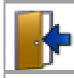
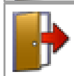
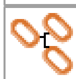
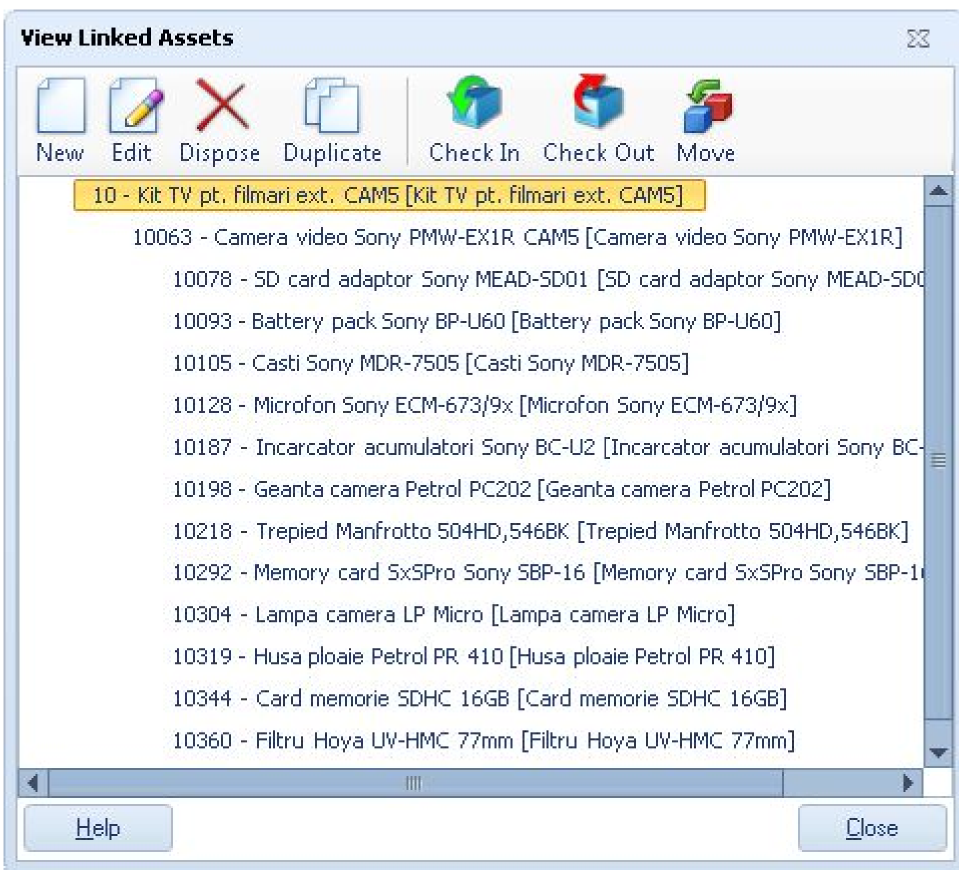
Displaying Hidden Icons - If the list contains too many icons to display at one time you will see a double arrows icon in the top right corner of the toolbar as shown below:



Click on the double arrows to display the hidden icons:

Each of the functions available on the toolbars is described below:

Button	Description
	**Filter -** Accesses the **Find** screen allowing you to quickly enter information to narrow your search. **For more information on the Find screen, please see the Simple Find help topic.**
	**Toggle Filter -** Once you have entered a ***filter*** on the **Find** screen, the list results will be limited to the information you entered. You can click on the **Toggle Filter** button to revert back to seeing all of the list items. Click it again to reapply your filter.
	**New -** Accesses the **New** screen allowing you to enter a new Asset, Asset Type, etc.
	**Edit -** Assesses the **Edit** screen allowing you to update and change information.

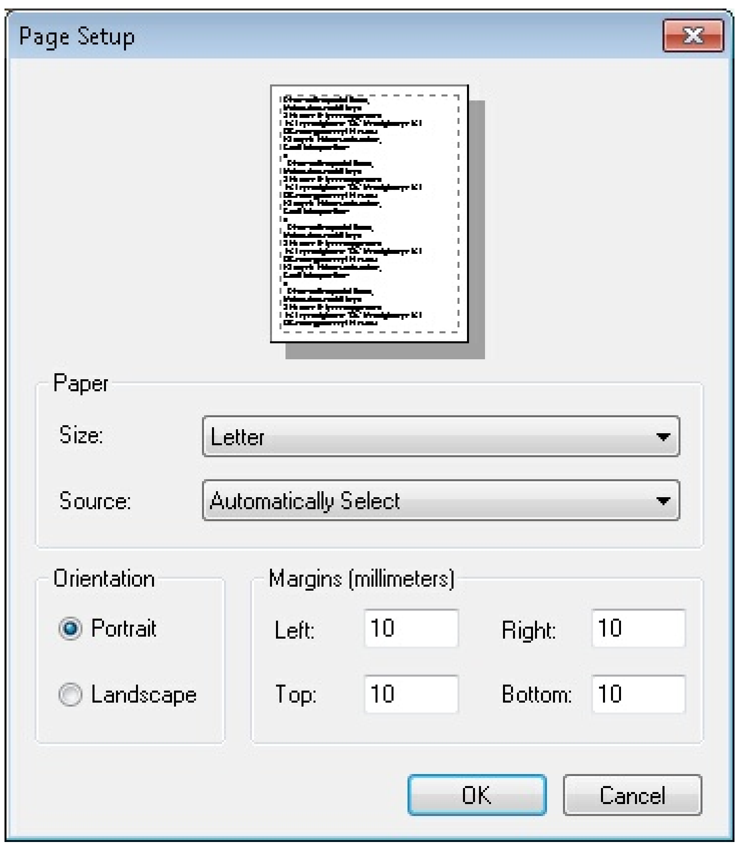
	**Dispose or Delete -** This icon is called Dispose on the Asset List. It allows you to Dispose of the selected item in the list. **<u>For more information on the Dispose transaction, please see the Dispose help topic.</u>** This icon is called Delete on other lists. It allows you to delete selected items in the lists.
	**Duplicate -** Allows you to copy the information from the item selected in the list to a new item.
	**Mass Update -** Rosistem Assets allows you to select multiple Assets from the Asset List and update a number of fields. For example, if you want to update warranty information for all Assets under a certain Asset Type, you can select all of those assets on the Asset List and make the change at one time. **<u>For more information on the Mass Update transaction, please see the Mass Update help topic.</u>**
	**Check In-** Accesses the Check In screen allowing you to check in an asset. **<u>For more information on the Check In feature, please see the Check-In help topic.</u>**
	**Check Out -** Accesses the Check Out screen allowing you to check out an asset to an employee or customer. **<u>For more information on the Check Out feature, please see the Check-Out help topic.</u>**
	**Move** - Accesses the **Move** screen allowing you to move one or more assets from one location to another. **<u>For more information on the Move feature, please see the Move help topic.</u>**
	**View Linked Assets -** If you are using asset linking, highlight a listing, then click the **View Links** button to view the parent asset and any children. Below is an example of the **View Linked Assets** screen. 

Notice that in this example the asset that was highlighted in the Asset List appears highlighted on the View Links screen (asset 123 in this example). The parent asset appears at the top. If asset 123 had children linked to it, those would also appear on this screen.

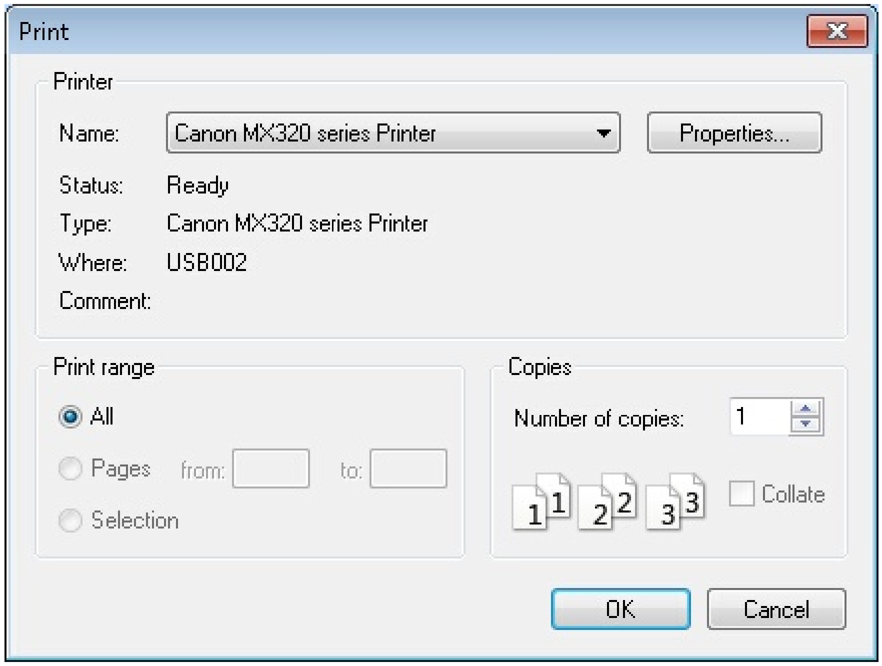
There is a toolbar at the top of this screen allowing you to perform actions on the assets on the screen. These functions are listed below:

- **Create New**
- **Edit**
- **Dispose**
- **Copy**
- **Check In**
- **Check Out**
- **Move**

Print - Allows you to print the list. When this button is selected, a standard **Page Setup** screen appears allowing you to enter margins. An example of this screen is shown below:



Click the **OK** button on the **Page Setup** screen to print the list. The list will print to your default printer. To change which printer the list is sent to, click the **Printer** button on the **Page Setup** screen. A **Printer** selection screen similar to the one shown below appears:

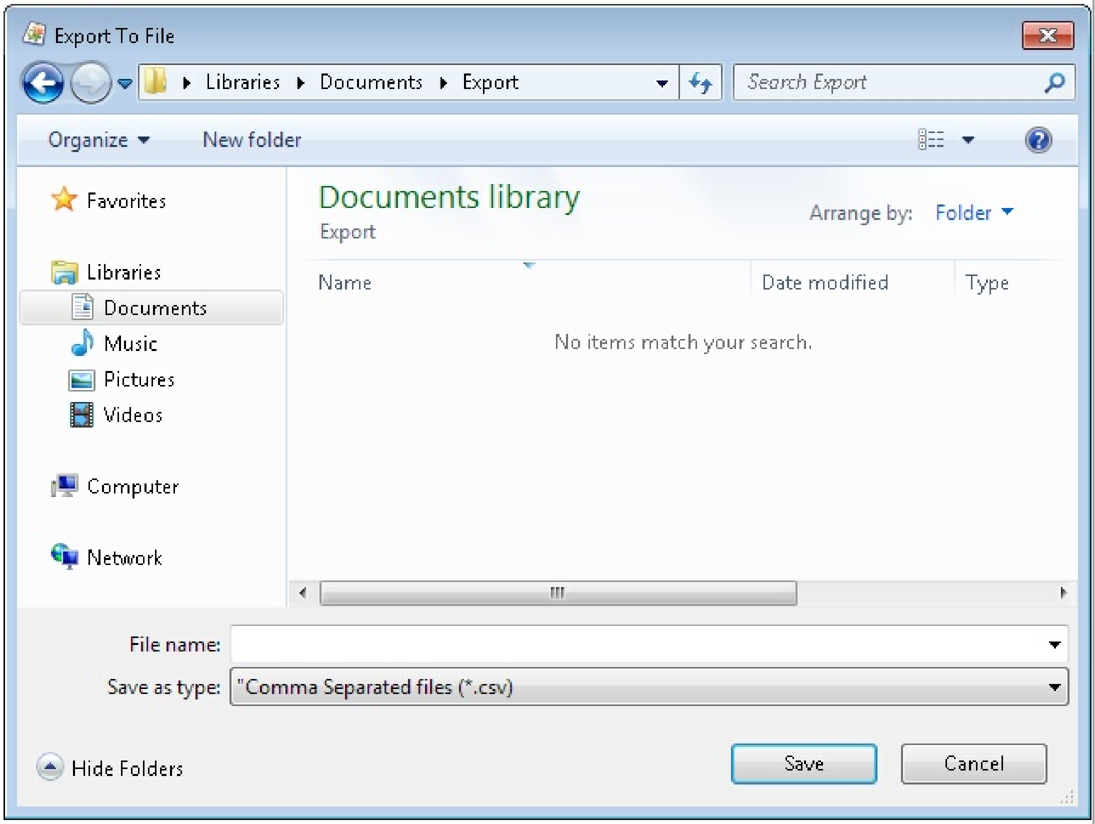
<table>
<tr>
<td></td>
<td>


Choose your printer from the drop down, then click OK to return to the Page Setup screen.
</td>
</tr>
<tr>
<td></td>
<td>
Export - Allows you to export the entire asset list to a comma-delimited text file.

What is a comma-delimited file?

This is a type of data format in which each piece of data is separated by a comma. This is a popular format for transferring data from one application to another, because most database systems are able to import and export comma-delimited data. When data is represented in comma-delimited format they also are referred to as comma-separated values, abbreviated CSV.

When the Export button is selected, a screen appears allowing you to specify where the exported data will be saved on your computer. An example of the Export screen is shown below:
</td>
</tr>
</table>



Make sure you save this to a location you can remember. You must also choose a name for your file on this screen. After you have made your selections, click **Save** to export your data.

A confirmation message will appear when your data has been successfully exported by the system.

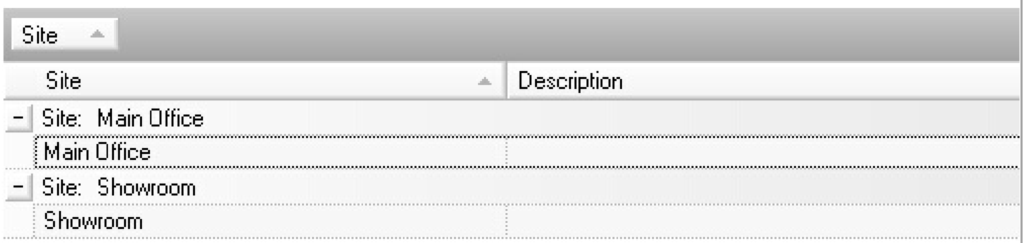
Display/Hide Group Selections - The list screens provide you with the capability of "grouping" the displayed information so you can view data in a way that is most easy-to-read for you. You can have one group, two groups, or many groups depending on how you want to view your information. For instance, if you want all assets on the Asset List to be displayed grouped by location, you can quickly set this up.

To see the grouping options, click the **Display/Hide Group Selections** button. The top of the list screen expands to display the group selections as shown below:

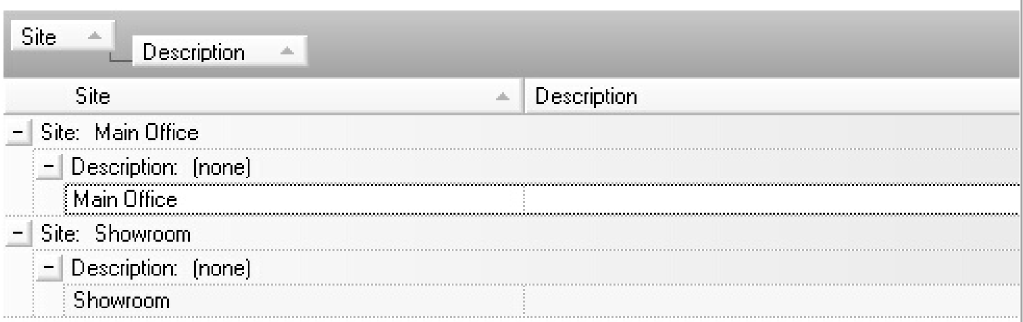
Creating Groups

1. To create a new group, click on a column header, then drag it to the space indicated on the screen. For example, if you want to group information by Site, click on the Site column header and drag it to the indicated space.

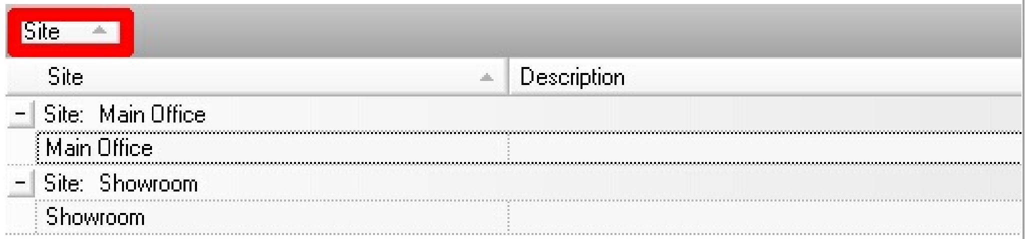
2. The screen now lists Site as one of your groups and the sites are grouped according to what Site they are assigned.



3. You can create additional groups to further organize your information by continuing to drag and drop column headers.

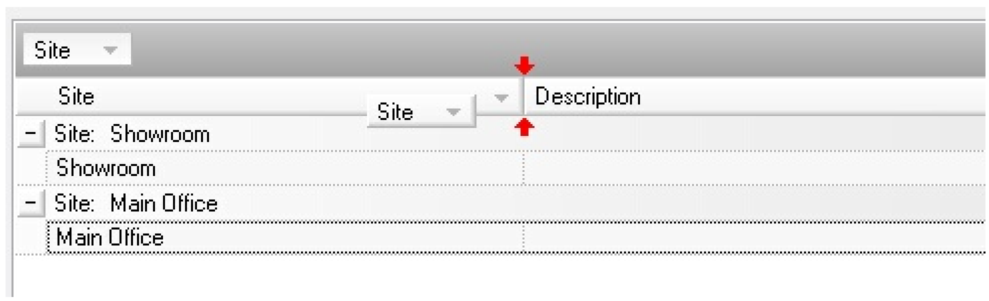


4. By default, the groups list information in ascending order. You can change this to descending order by clicking on the group name. Notice that after you click on the group name, the arrow next to the name is now pointing in the opposite direction and the information on the screen is reorganized.

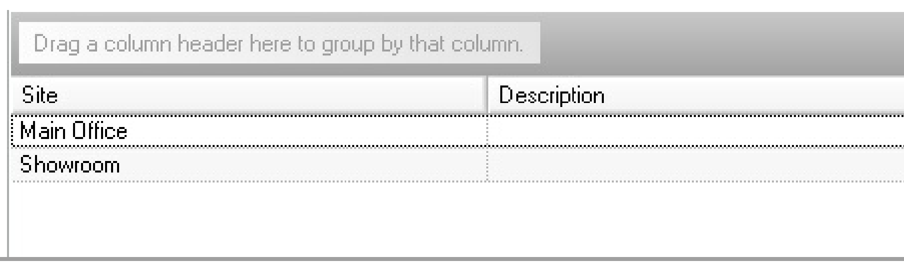


Deleting Groups

1. If you no longer want to display information in a particular group you can easily ungroup the data. For instance, if you have created a group for Site and another for Location, but now wish to only group by site, you can remove the location group by clicking on the group name and dragging it down into the column header section. Let go of your cursor anywhere in the column header section and the group disappears.



2. The information contained in that group still appears on the display screen, but it is no longer grouped together.

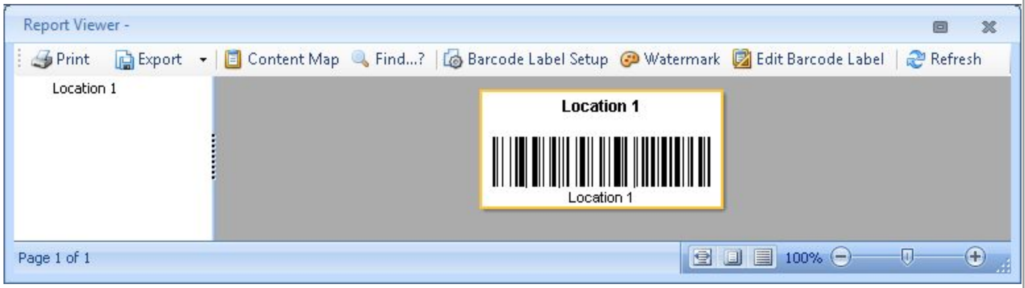


Print Tags/Labels/Badges - This button is available on the Asset, Employee, Location Lists only. This option allows you to print barcode labels for any assets, employees, etc. selected in the list.

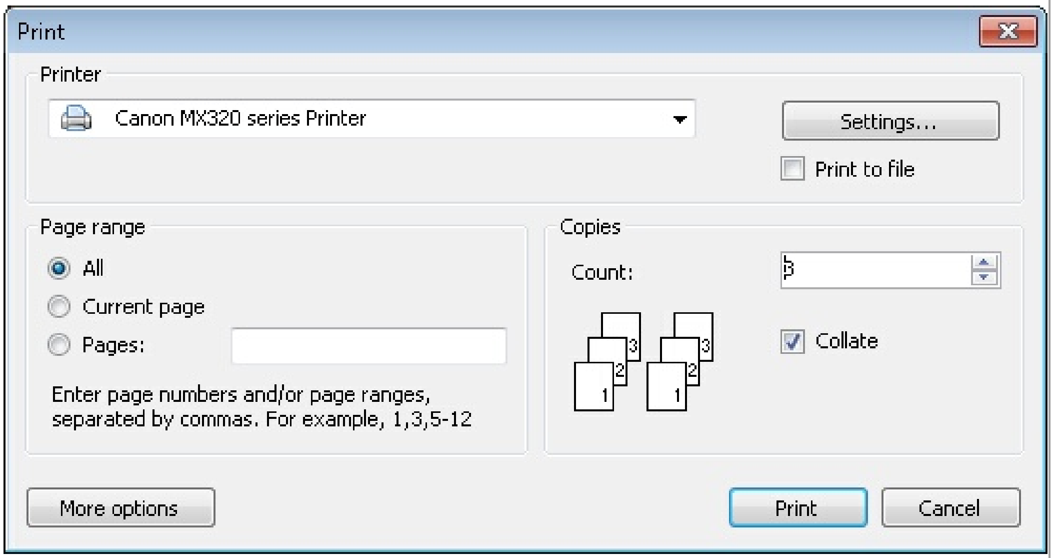
Note: You must select a Label Printer prior to printing tags from the List screens.

To Print Tags/Labels:

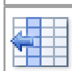
1. Click the **Print Tags** button on the toolbar. The following screen will appear:



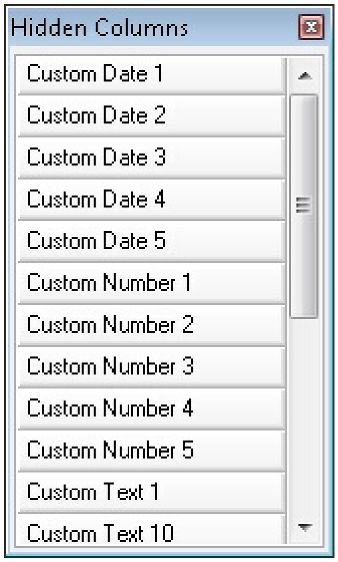
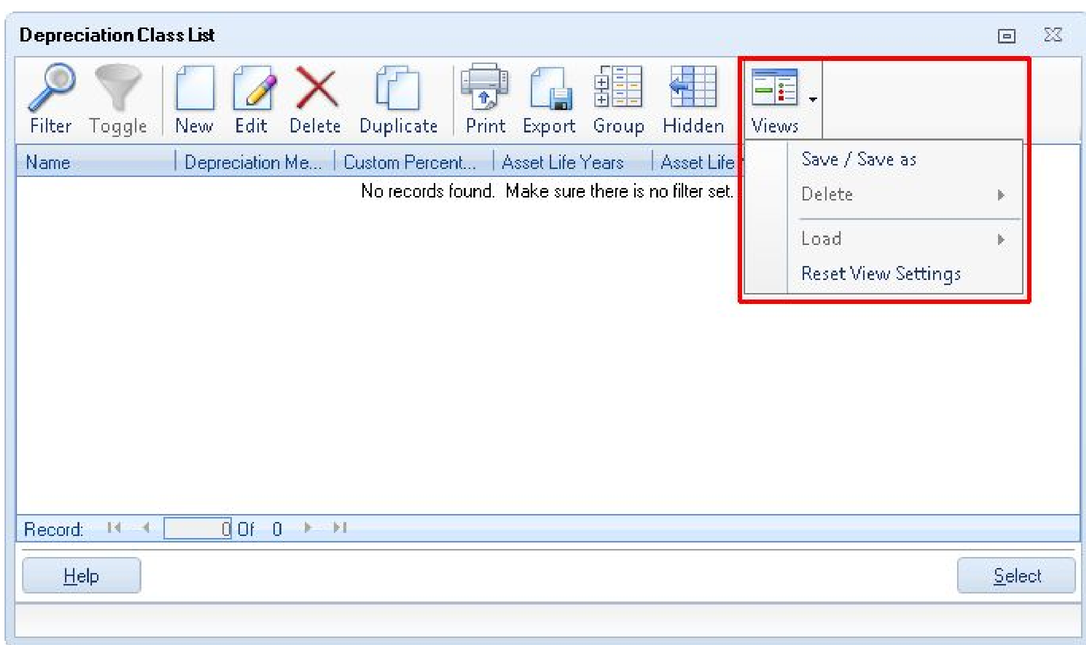
2. Click Print button and the print dialog screen is shown as below window.



3. Click the **OK** button.

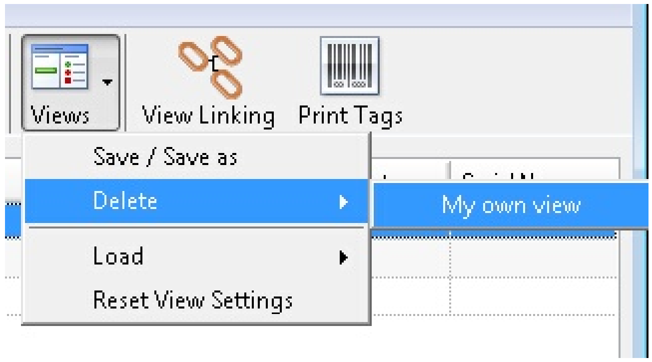


Show Hidden Columns - The list allows you to hide columns by right-clicking on a column label and selecting Hide Column. This enables you to hide information you do not usually need. You can quickly view the columns you have hidden by clicking the Show Hidden Columns button. A popup screen similar to the one below appears listing all columns that are not currently visible.

	 You can return these columns to the full **List** screen by clicking on a listing in the **Hidden Columns** screen and dragging it back to the column labels section on the **List** screen. When you hide a column, it will remain hidden until you manually return it to the List screen by following the instructions above.
	**Views** - This icon allows you to save your list settings, including any filters (search criteria), group settings, reordered columns, etc. Click on the icon arrow to view available options for this feature, as shown below:  Options are: · **Save/Save as** - Accesses the **Save View** screen allowing you to name and save list settings.

· **Delete** - Click the arrow to view a list of views. To delete:

.a.Select **Views > Delete**. A list of all saved views appears.
.b.Click on the filter you want to delete.

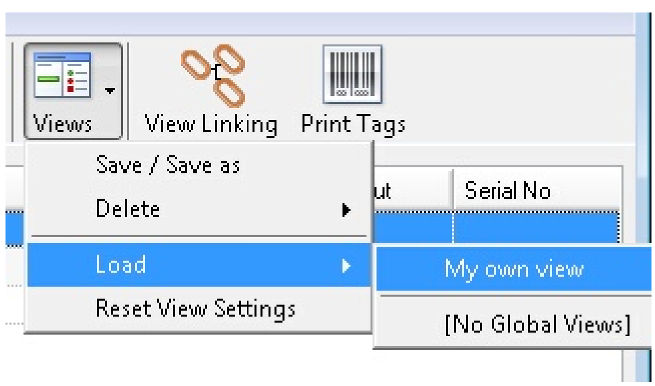


.c.A confirmation message similar to the one below appears:

Click **Yes** on the confirmation message.

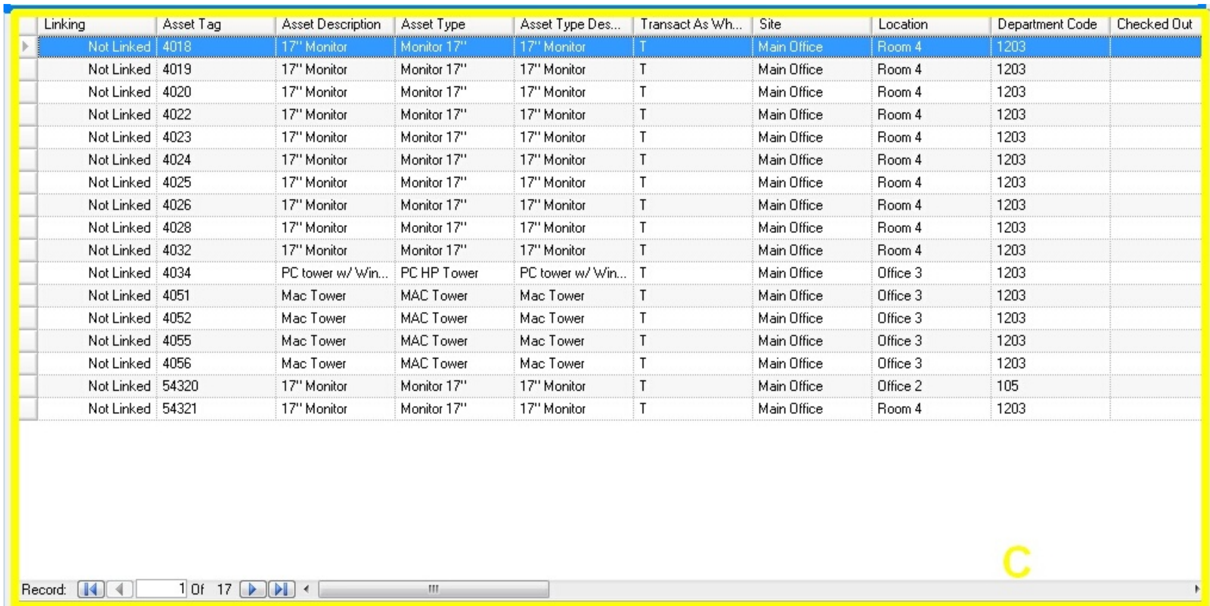
· **Load** -This option allows you to apply a saved view to the list.

To load a saved filter:
.a.Select **Views > Load**. A list of all saved views appears.
.b.Click on the view you want to apply:



.c.The selected view will be applied to your list.

Section C: Contents List



Linking	Asset Tag	Asset Description	Asset Type	Asset Type Des...	Transact As Wh...	Site	Location	Department Code	Checked Out
Not Linked	4018	17" Monitor	Monitor 17"	17" Monitor	T	Main Office	Room 4	1203	
Not Linked	4019	17" Monitor	Monitor 17"	17" Monitor	T	Main Office	Room 4	1203	
Not Linked	4020	17" Monitor	Monitor 17"	17" Monitor	T	Main Office	Room 4	1203	
Not Linked	4022	17" Monitor	Monitor 17"	17" Monitor	T	Main Office	Room 4	1203	
Not Linked	4023	17" Monitor	Monitor 17"	17" Monitor	T	Main Office	Room 4	1203	
Not Linked	4024	17" Monitor	Monitor 17"	17" Monitor	T	Main Office	Room 4	1203	
Not Linked	4025	17" Monitor	Monitor 17"	17" Monitor	T	Main Office	Room 4	1203	
Not Linked	4026	17" Monitor	Monitor 17"	17" Monitor	T	Main Office	Room 4	1203	
Not Linked	4028	17" Monitor	Monitor 17"	17" Monitor	T	Main Office	Room 4	1203	
Not Linked	4032	17" Monitor	Monitor 17"	17" Monitor	T	Main Office	Room 4	1203	
Not Linked	4034	PC tower w/ Win...	PC HP Tower	PC tower w/ Win...	T	Main Office	Office 3	1203	
Not Linked	4051	Mac Tower	MAC Tower	Mac Tower	T	Main Office	Office 3	1203	
Not Linked	4052	Mac Tower	MAC Tower	Mac Tower	T	Main Office	Office 3	1203	
Not Linked	4055	Mac Tower	MAC Tower	Mac Tower	T	Main Office	Office 3	1203	
Not Linked	4056	Mac Tower	MAC Tower	Mac Tower	T	Main Office	Office 3	1203	
Not Linked	54320	17" Monitor	Monitor 17"	17" Monitor	T	Main Office	Office 2	105	
Not Linked	54321	17" Monitor	Monitor 17"	17" Monitor	T	Main Office	Room 4	1203	

The contents list displays all data related to the selected list. For example, if you selected the Asset List, all assets will display here, if you selected the Locations list, all locations will display here, etc.

Sorting Columns: Most of the columns that appear in the lists can be sorted ascending or descending. The columns sort ascending by default. To change the sort order, click on the column heading. An arrow will appear next to the column name to let you know in which direction the information is sorted. The example below shows the Site column sorted Ascending.

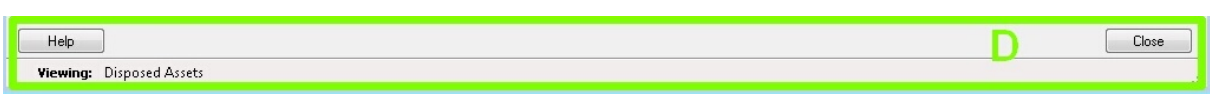
Selecting a Listing: The list screens can display up to 1000 lines of information at a time (for further information on setting the row limit, click here). You can quickly scroll through the listings, or view columns that are hidden from view by using the buttons directly below the contents list. Keep in mind that you can also use the **Display Hidden Columns** button to view columns that are normally hidden (see Section A: Toolbars, above).

You can click on a listing to highlight it, then click the button that accesses the desired function.

Selecting Multiple Listings: You can select multiple listings at a time by holding down the **Ctrl** and clicking the listings with your mouse. Multi-select can be used for Deleting items, the Mass Update feature and Maintenance.

Arranging Columns: You can arrange the columns in the list into any order you wish. To change the order, click on a column heading and drag it somewhere else on the list.

Section D: Buttons and Status Bar



This section contains the following:

Help - Click this button to access this help document.

Close - Click this button to close the list. Keep in mind when closing the list that your groups and column settings will be retained.

Status Bar - The bar at the bottom of the screen indicates what filters you currently have set for the list.

Context-Sensitive Menus:

The software provides you with a toolbar for quick access to various list features and, in addition, many of these features can also be accessed via "context-sensitive menus". By right-clicking on a column heading, a list of available features appears, as shown below:

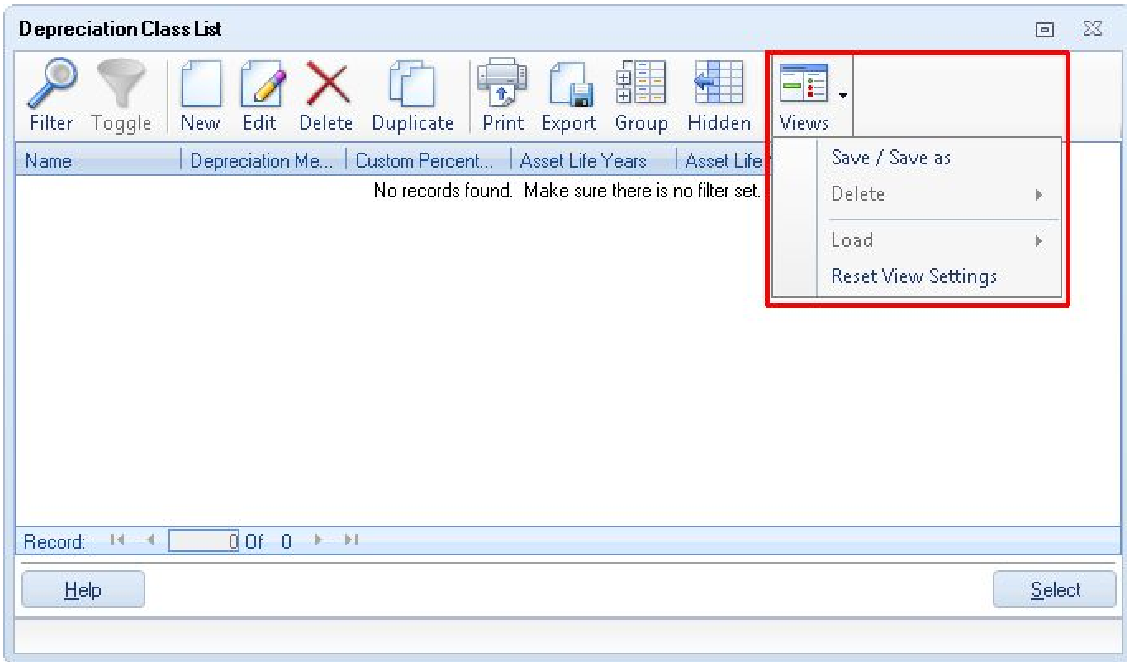
These features allow you to sort, group and hide columns in the list. Any changes you make to the list via this menu will be retained when the screen is closed and re-opened.

8.2 Save Views Screen

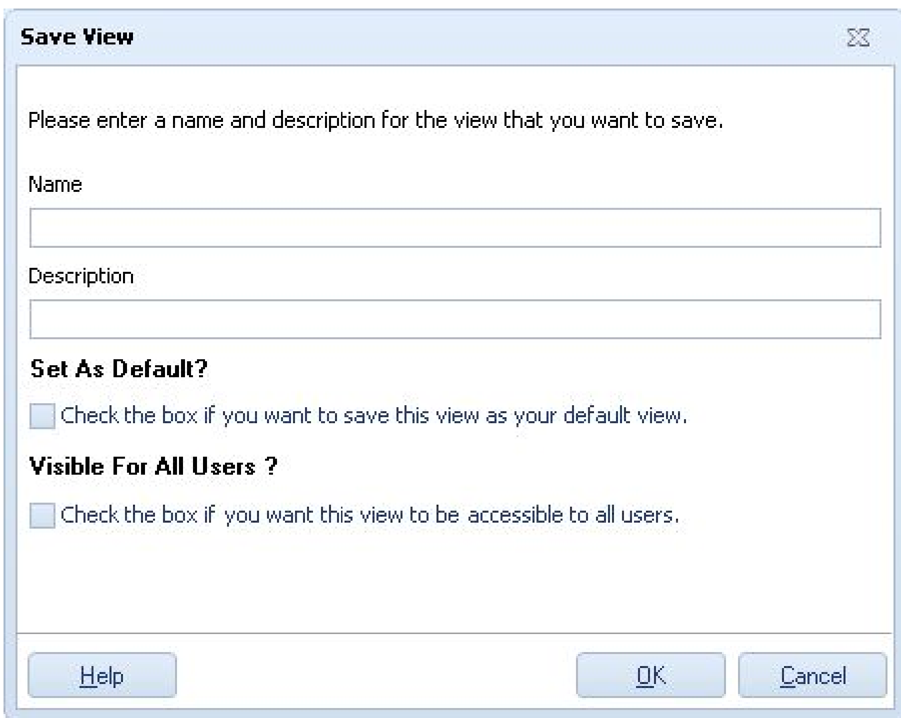
This screen, accessed from some List screens, allows you to save settings you have made on the List screen, including search criteria, grouping, column reordering, etc. For more information on the **Save Named Filters** function, please refer to the topic **Working with Lists**.

Using the Save View Screen:

1. After you have arranged, grouped, filtered the list as desired, select the **Views** icon from the toolbar.



2. Click on **Save/Save As**. The **Save View** screen appears:



3. Enter a name for these list settings in the **Name** field.

4. You can optionally enter a description for the filter in the **Description** field.

5. If you want this view to be the default list view, select the **Set as Default** checkbox. The list will always open with the saved settings when you open it.

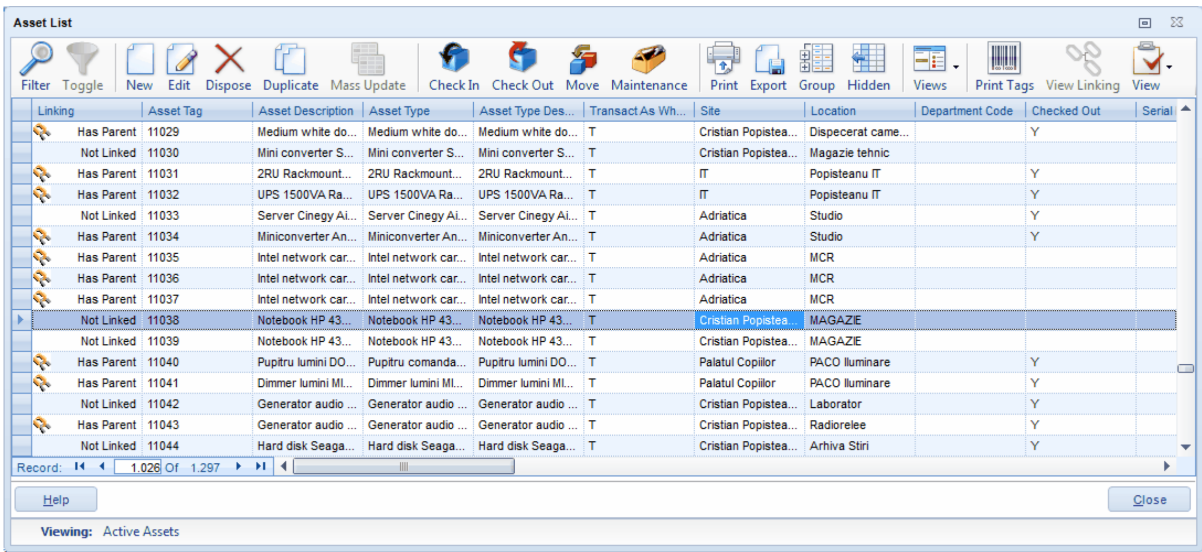
6. If you want the view to be visible to everyone who accesses the List screen, select the **Visible for All Users** checkbox. This means that any users who is logged in to Rosistem Assets and has access to the List screens can see this view.

7. Click the **OK** button to save your settings.

8.3 Asset List Example

The **Asset List**, accessed from the **Main** screen by selecting **List Forms > Assets**, allows you view Assets you have already setup and to create new or modify existing assets. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the **Asset List**.

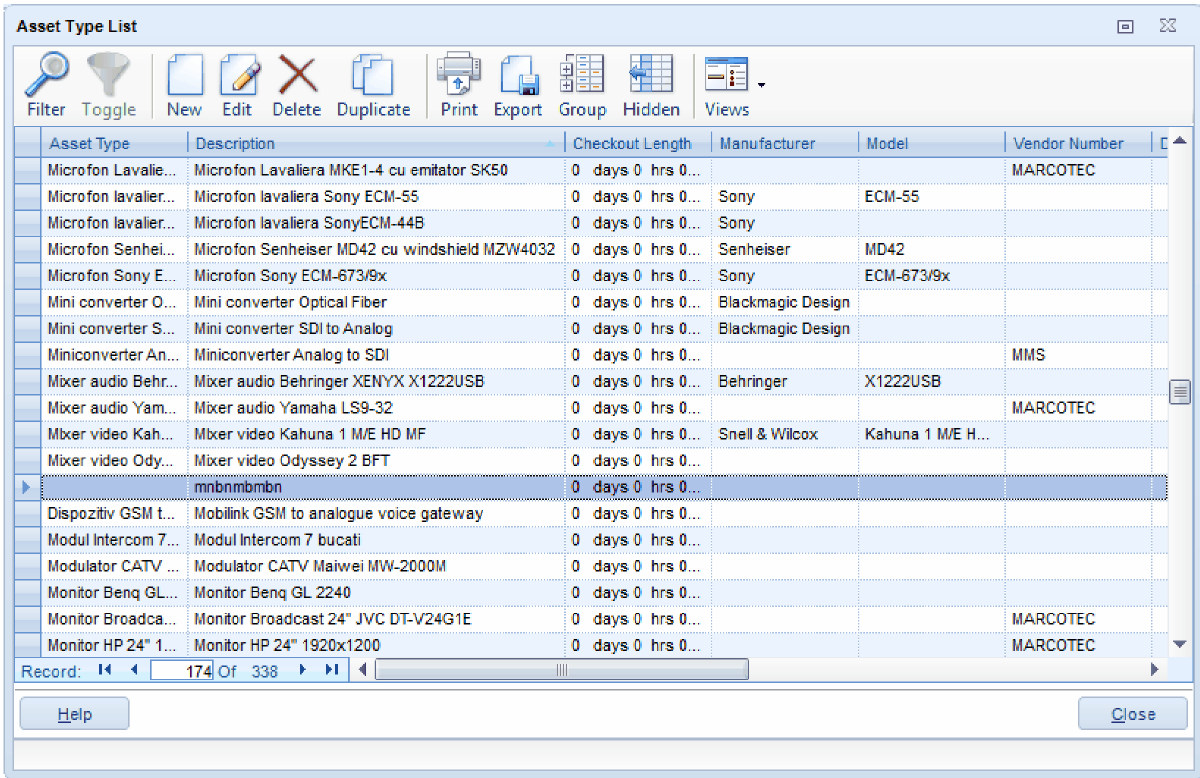
This screen contains features that pertain to **Asset Linking**. The **View Top Level Assets Only** and the **Transact As Whole** column apply to Asset Linking.



8.4 Asset Type List Example

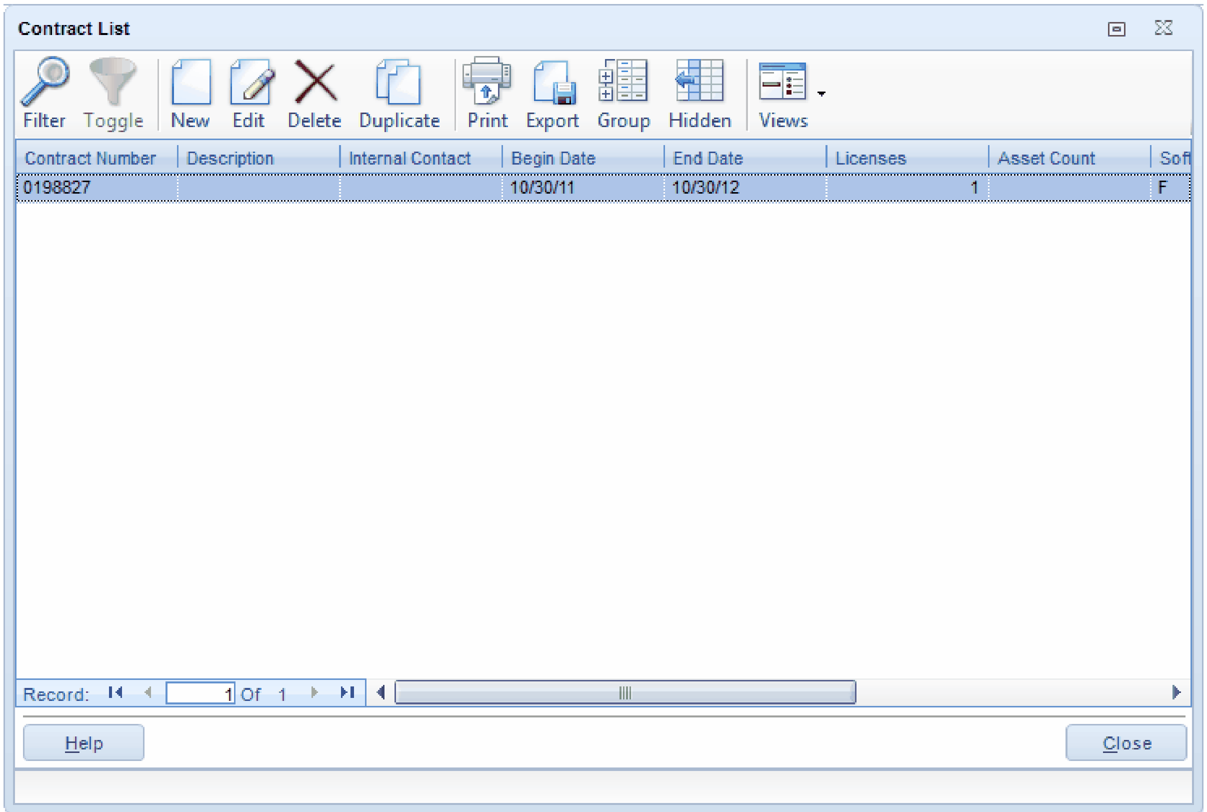
The **Asset Type List**, accessed from the **Main** screen by selecting **List Forms > Asset Types**, allows you to view **Asset Types** you have already setup and to create new or modify existing asset types. For detailed information on working with list screens, please see **Working with Lists**.

Below is an example of the **Asset Type List**.



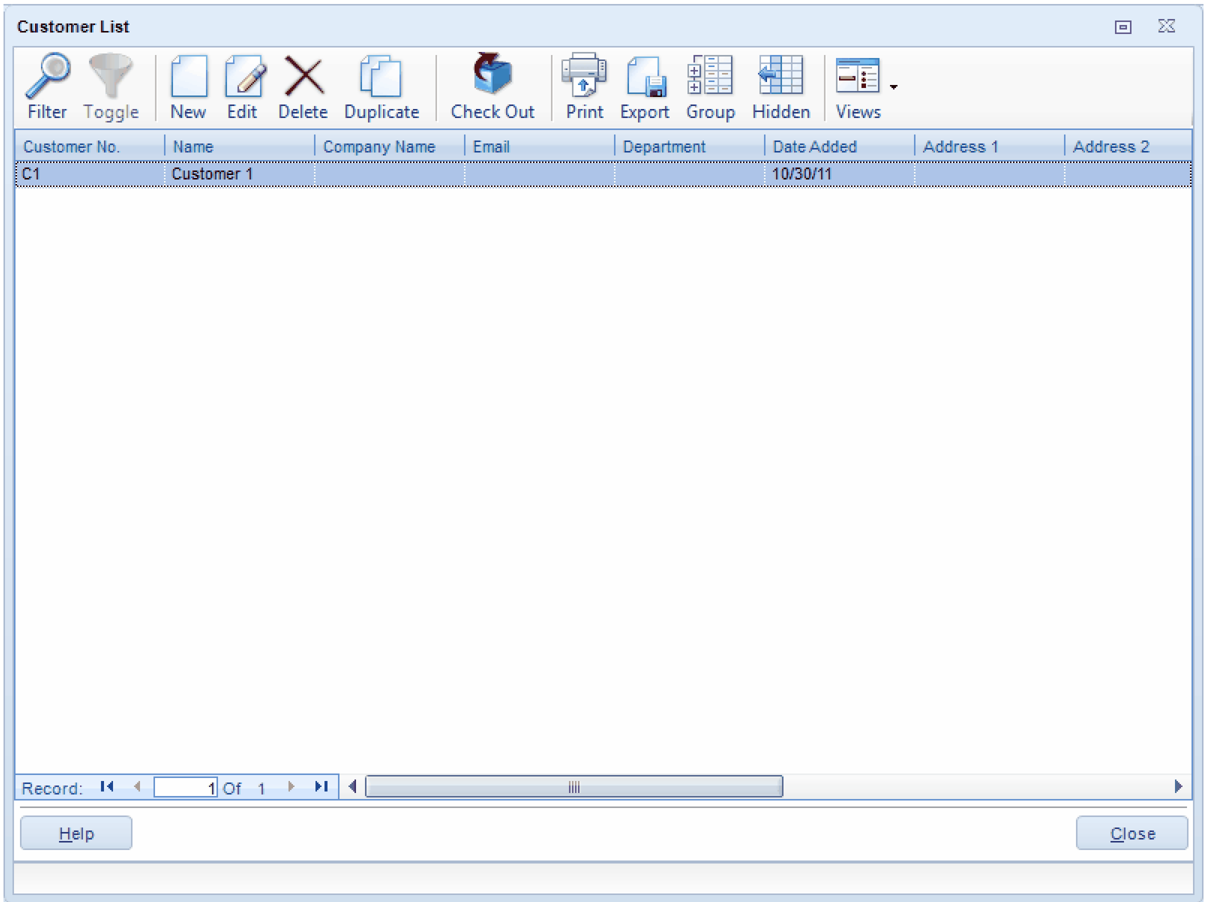
8.5 Contracts/Licenses List Example

The **Contracts List**, accessed from the **Main** screen by selecting **List Forms > Contracts**, allows you view contracts you have already setup and to create new or modify existing contracts. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Contracts List.



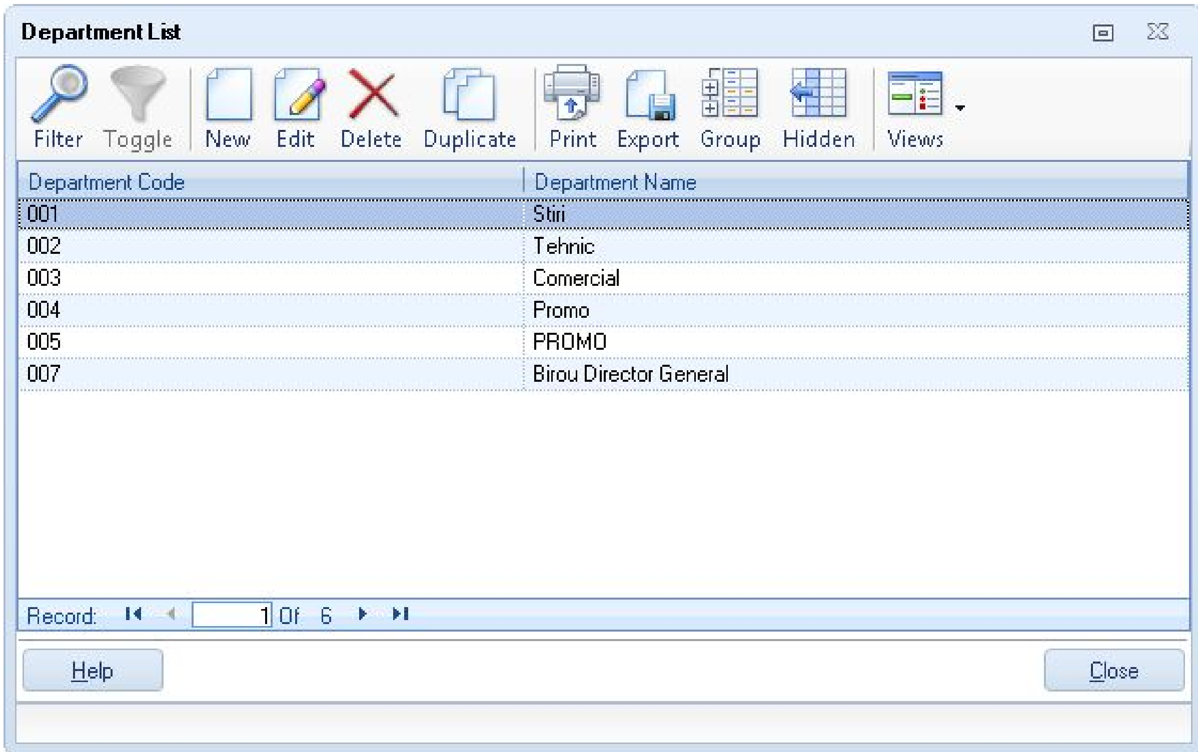
8.6 Customer List Example

The **Customer List**, accessed from the **Main** screen by selecting **List Forms > Customers**, allows you view customers you have already setup and to create new or modify existing customers. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the **Customer List.**



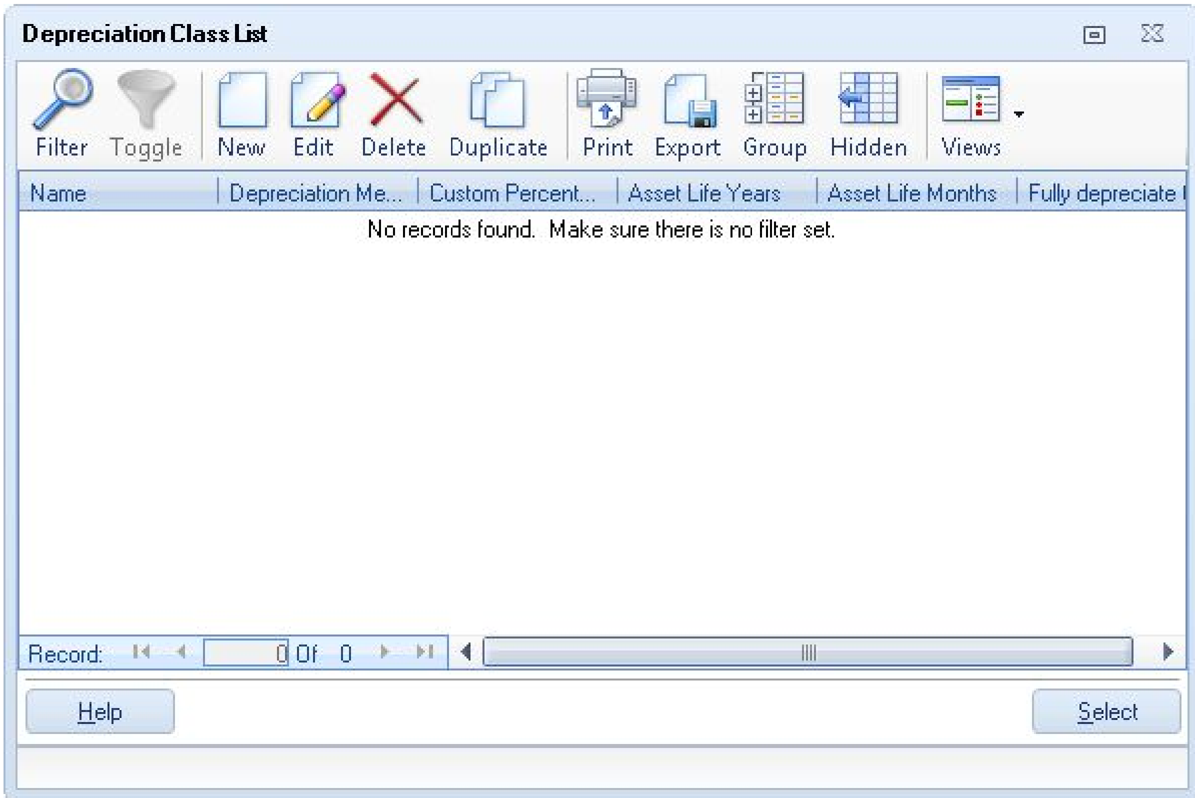
8.7 Department List Example

The **Department List**, accessed from the **Main** screen by selecting **List Forms > Departments**, allows you view Departments you have already setup and to create new or modify existing departments. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Department List.



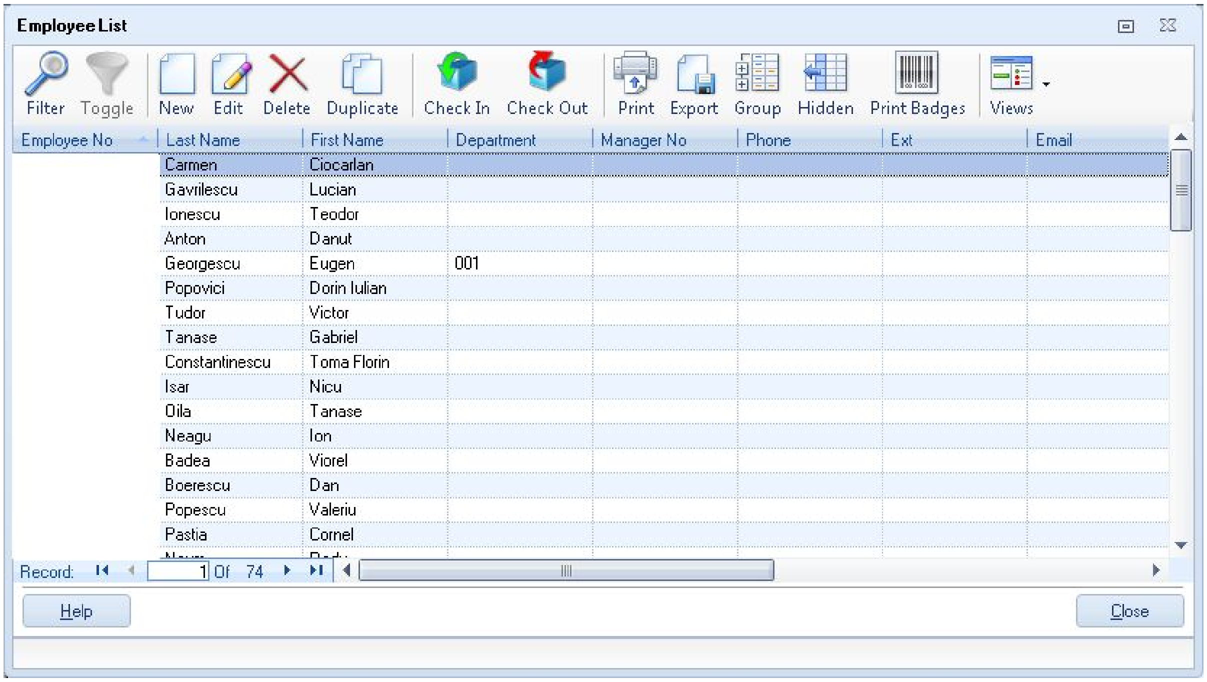
8.8 Depreciation Class List Example

The **Depreciation Class List**, accessed from the **Main** screen by selecting **List Forms > Depreciation Classes**, allows you view depreciation classes you have already setup and to create new or modify existing classes. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Depreciation Class List.



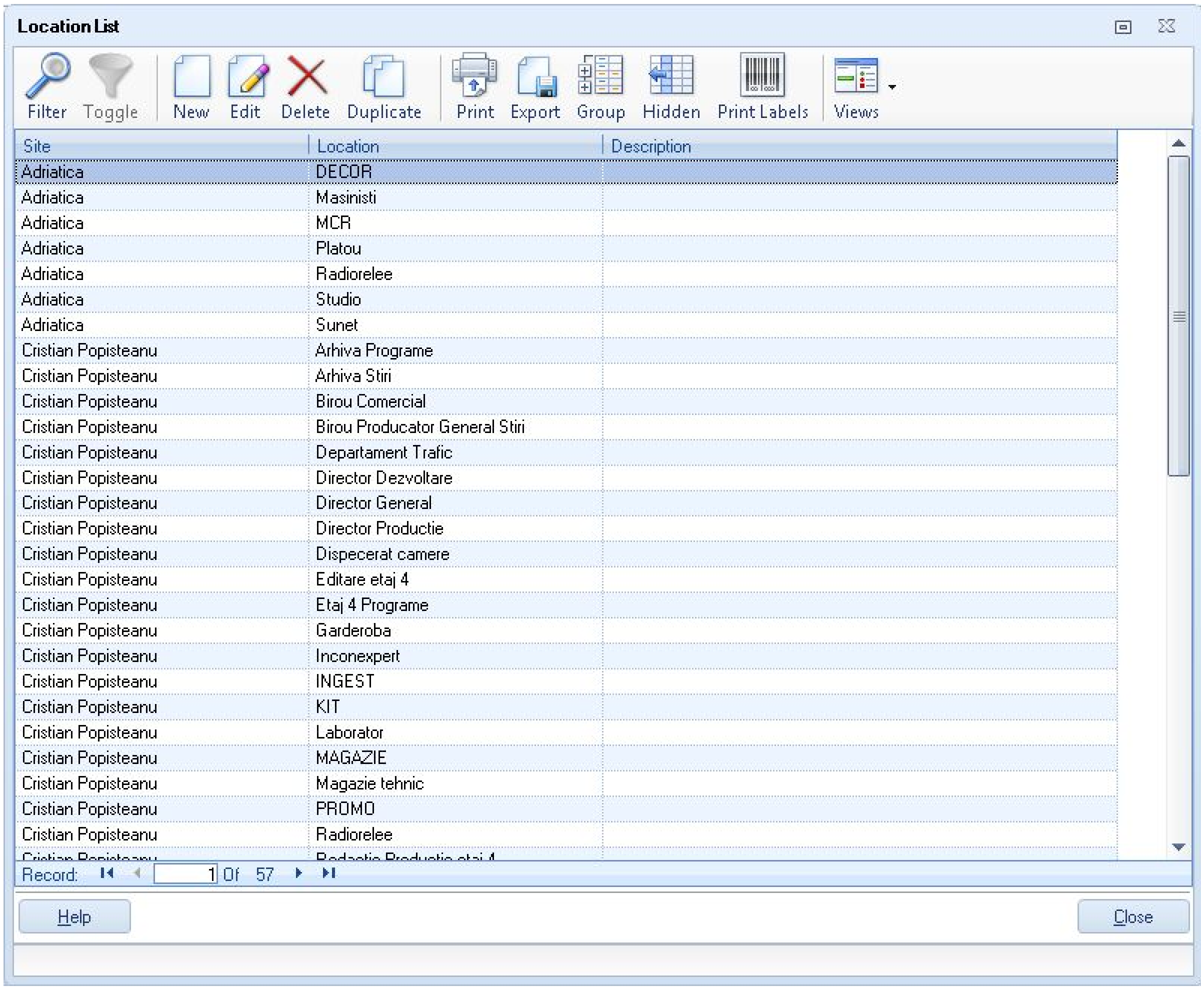
8.9 Employee List Example

The **Employee List**, accessed from the **Main** screen by selecting **List Forms > Employees**, allows you view employees you have already setup and to create new or modify existing employees. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Employee List.



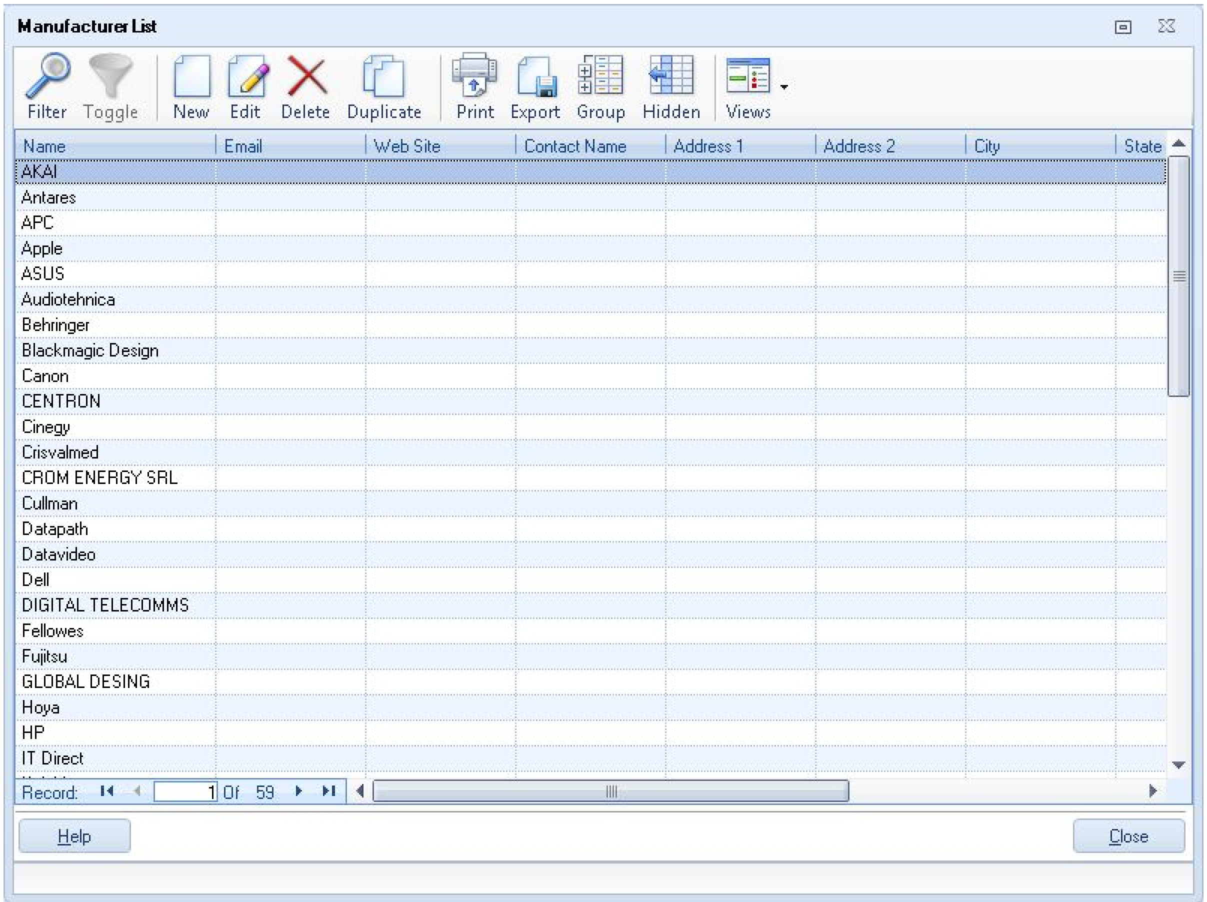
8.10 Location List Example

The **Location List**, accessed from the **Main** screen by selecting **List Forms > Locations** allows you view Locations you have already setup and to create new or modify existing locations. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Location List.



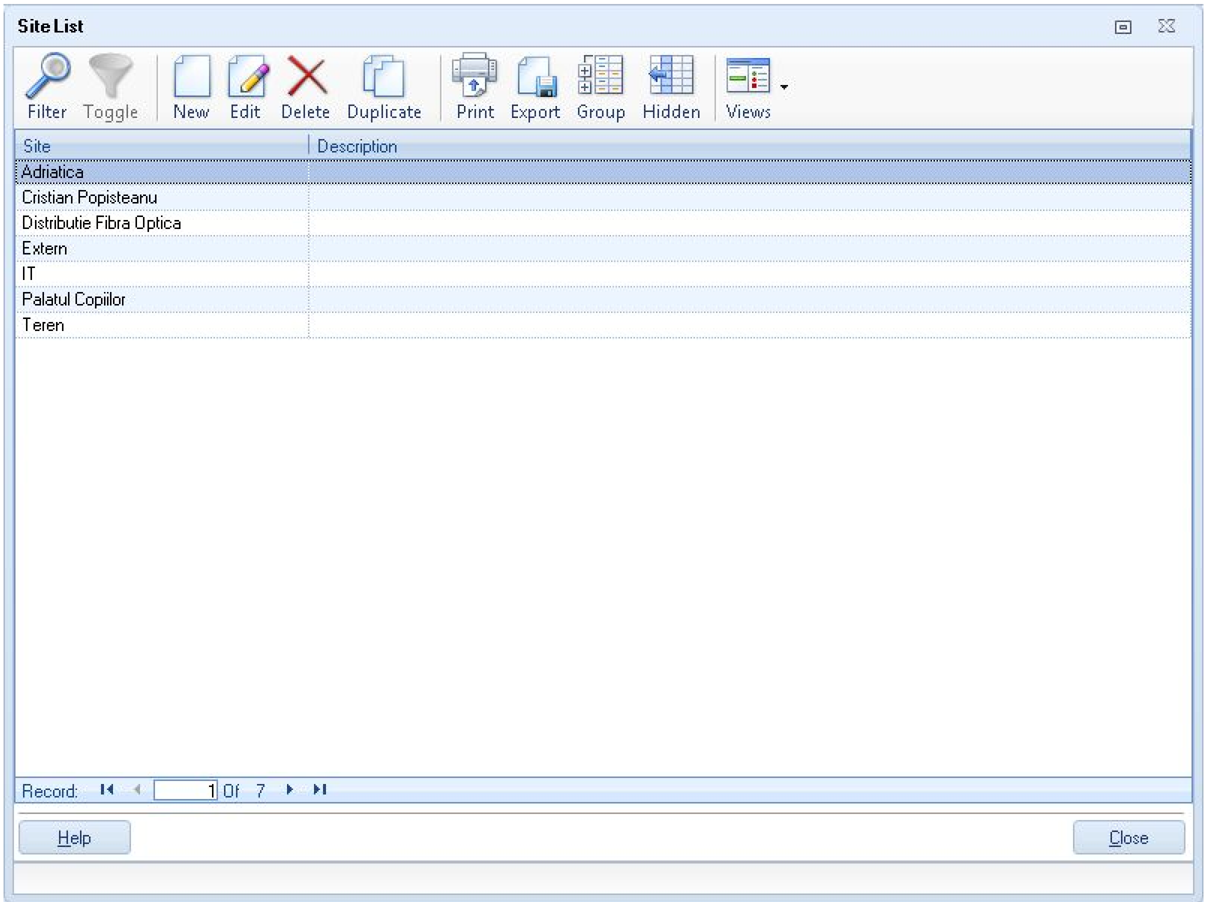
8.11 Manufacturer List Example

The **Manufacturer List**, accessed from the **Main** screen by selecting **List Forms > Manufacturers** allows you view Manufacturers you have already setup and to create new or modify existing manufacturers. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Manufacturer List.



8.12 Site List Example

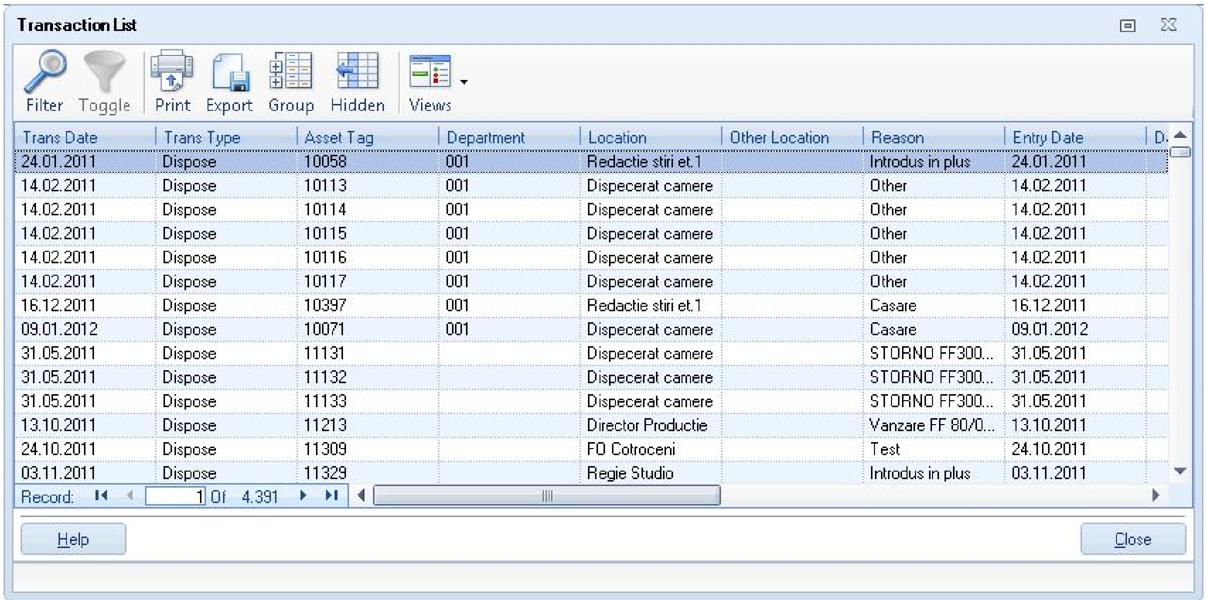
The **Site List**, accessed from the **Main** screen by selecting **List Forms > Sites**, allows you view Sites you have already setup and to create new or modify existing Sites. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Site List.



8.13 Transaction List Example

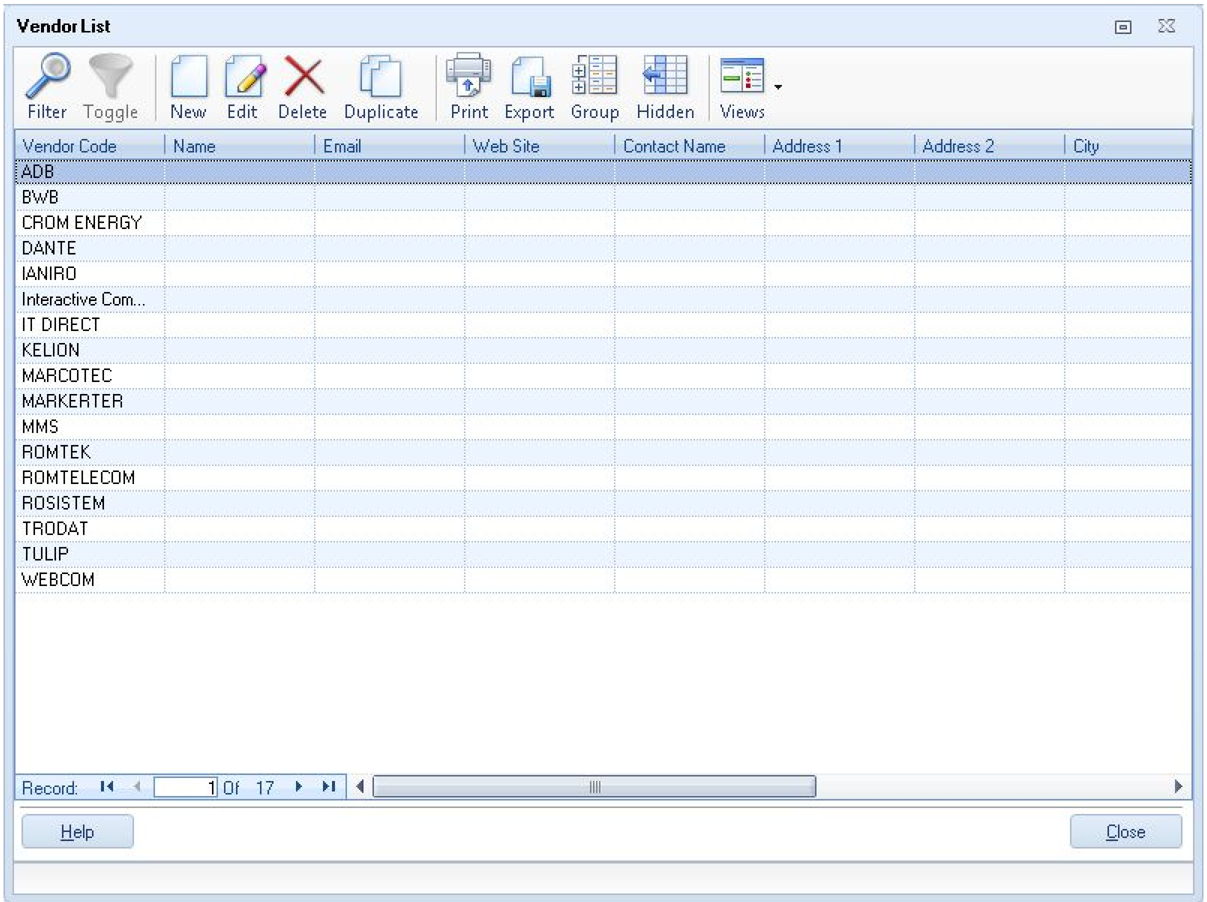
The **Transaction List** displays all transactions completed in Rosistem Assets. You can keep this list current by using the archive transactions function to remove old transactions from your list. For detailed information on working with list screens, please see **Working with Lists**.

Below is an example of the **Transaction List**:



8.14 Vendor List Example

The **Vendor List**, accessed from the **Main** screen by selecting **List Forms > Vendors**, allows you view Vendors you have already setup and to create new or modify existing Vendors. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Vendor List.


Vendor List
Filter
Toggle
New
Edit
Delete
Duplicate
Print
Export
Group
Hidden
Views
Vendor Code
Name
Email
Web Site
Contact Name
Address 1
Address 2
City
ADB
BWB
CROM ENERGY
DANTE
IANIRO
Interactive Com...
IT DIRECT
KELION
MARCOTEC
MARKERTER
MMS
ROMTEK
ROMTELECOM
ROSISTEM
TRODAT
TULIP
WEBCOM
Record:
1 Of 17
Help
Close

Asset Management

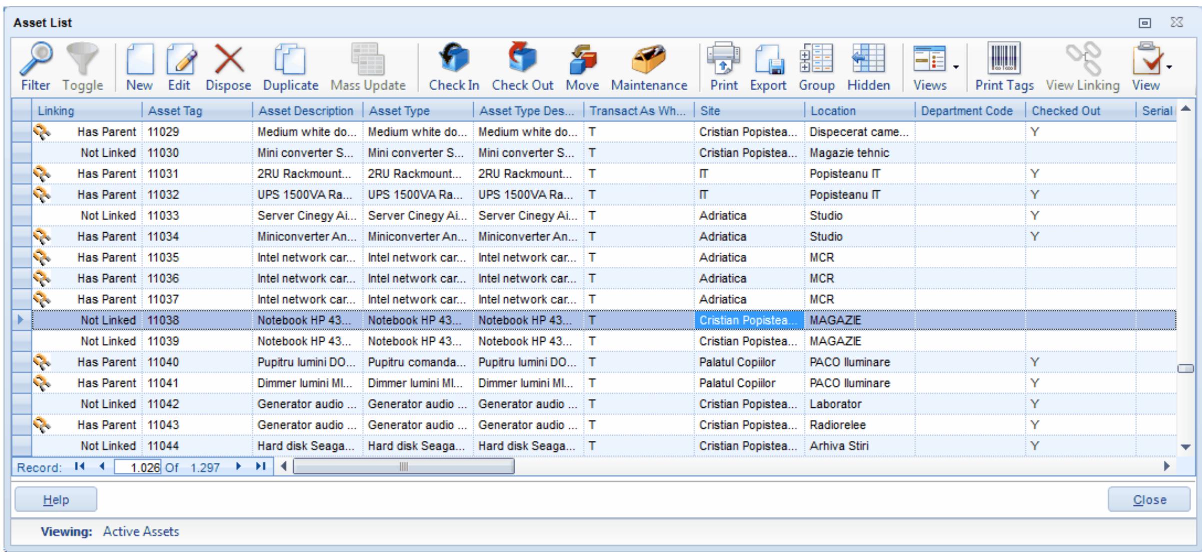
IX

9 Asset Management

9.1 Asset List Example

The **Asset List**, accessed from the **Main** screen by selecting **List Forms > Assets**, allows you view Assets you have already setup and to create new or modify existing assets. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the **Asset List**.

This screen contains features that pertain to **Asset Linking**. The **View Top Level Assets Only** and the **Transact As Whole** column apply to Asset Linking.



9.2 Creating New Assets

The **New Asset** screen is used to enter a new asset into the database.

Note for Mobile Device Users: Assets can also be added on a **Windows Mobile/CE** mobile device.
The following topics are discussed in this section:

Accessing the New Asset Screen

General Tab

Asset Linking Tab

Depreciation Tab

Attachments Tab

Picture Tab

Maintenance Tab

Contracts Tab

Transaction History Tab

Custom Fields Tab

Accessing the New Asset Screen:

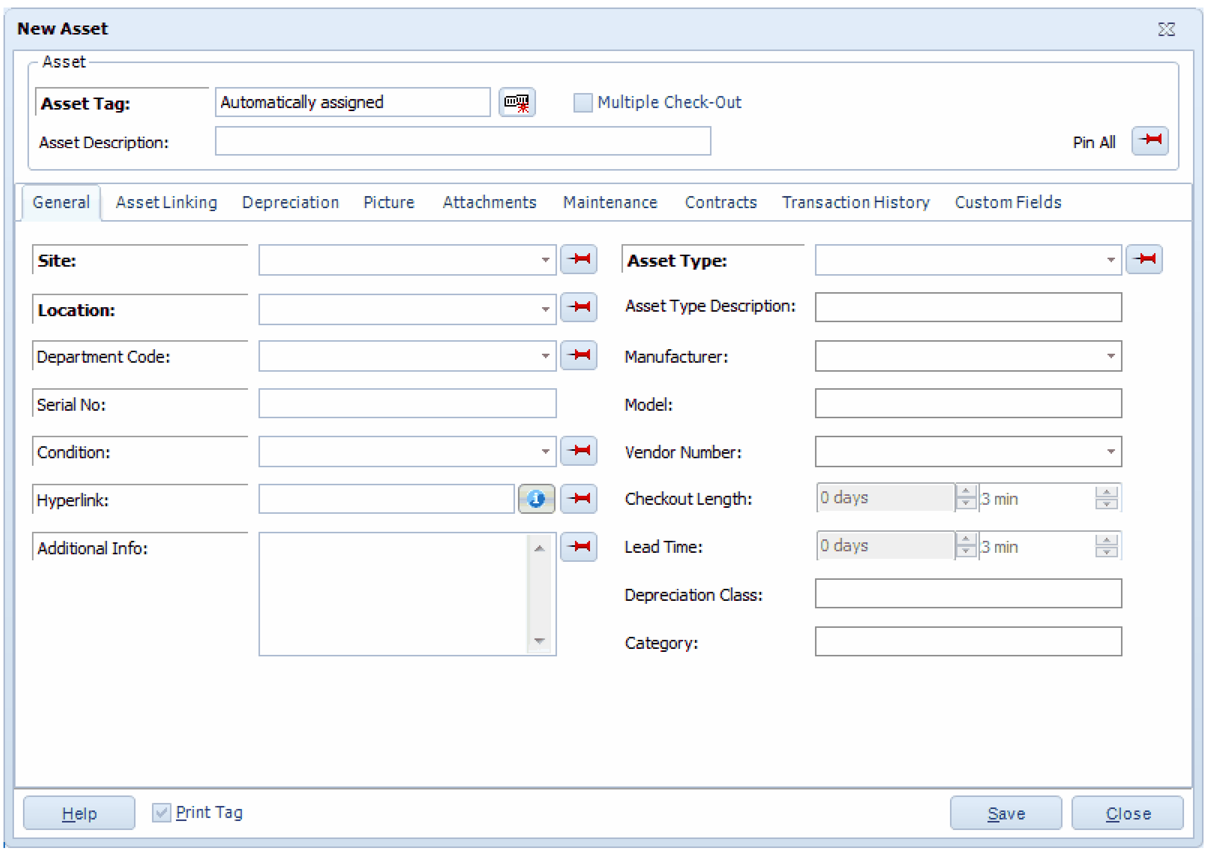
To access this feature, from the **Main** screen select **Asset Management > New Asset**.

This feature can also be accessed from the **Asset List** by clicking the **New Record** button on the toolbar. **For more information on using the list screens, click here.**

The **New Asset** screen is broken into several tabs. Use the following links to jump ahead to the tab of interest:

General, **Asset Linking**, **Depreciation**, **Attachments**, **Picture**, **Maintenance**, **Contracts**, **Transaction History**, **Custom Fields**

New Asset Screen > General Tab



Note: If the **Automatic Asset Tags** function is turned on (**Administration > Options**), the **Asset Tag** field will appear.

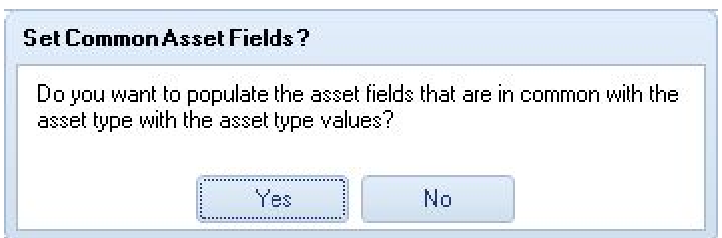
You may notice that some fields on this and other tabs have a Pin icon in front of them. These fields represent data that can be "pinned". **Pinning** allows you to "lock" the information entered into a field. This is convenient if, for example, you are entering multiple new assets for a particular site and location. You can enter the site and location once, then pin them. The fields will retain the information you entered through each new entry until you unpin them. In the example screen shown below, values are entered in the *Site*, *Location* and *Department Code* fields. These three fields were **Pinned** by clicking on their pushpins, causing them to look like this. Click the pushpin again to unlock the field for entry of a different value.

Click the **Pin All** icon to pin every field that offers the pinning feature. Click it again to undo pinning for all fields.

1. Enter information in the required fields. You must enter information in the **Asset Tag**, ***Asset Type***, **Site**, and **Location** fields.

   Note: If you are using **Automatic Asset Tags**, you do not need to enter anything in the **Asset Tag** field. The tag will be generated you click the **Save** button or when you click the button next to the **Asset Tag** field.

   When you select an **Asset Type**, the following screen will display:

   Select **Yes** to populate fields with information from the **Asset Type**. For example, if **Check Out Length** information is entered for the **Asset Type**, it will appear here.

   Keep in mind that you can set the **check out length to only consider weekdays** and the **due date to only fall on a weekday** on the **Options** screen.

   If you have enabled the **Edit Inherited Asset Type Data** option on the **Options** screen, you can make changes to the information that is populated from the **Asset Type**. If this option is not enabled, these fields will be disabled and you will not be able to make changes.

   If you do not want to incorporate information from the **Asset Type**, other than the **Asset Type** number and **Description**, click **No**.

2. The **Department Code**, **Serial No.**, **Condition**, **Hyperlink** and **Additional Info** fields are optional.

   The **Hyperlink** field can be used to store a link to the manufacturer's website, or even to a location on your network. When a valid web address is entered in this field, the icon next to it will be enabled. Clicking the icon will open your web browser and access the website.

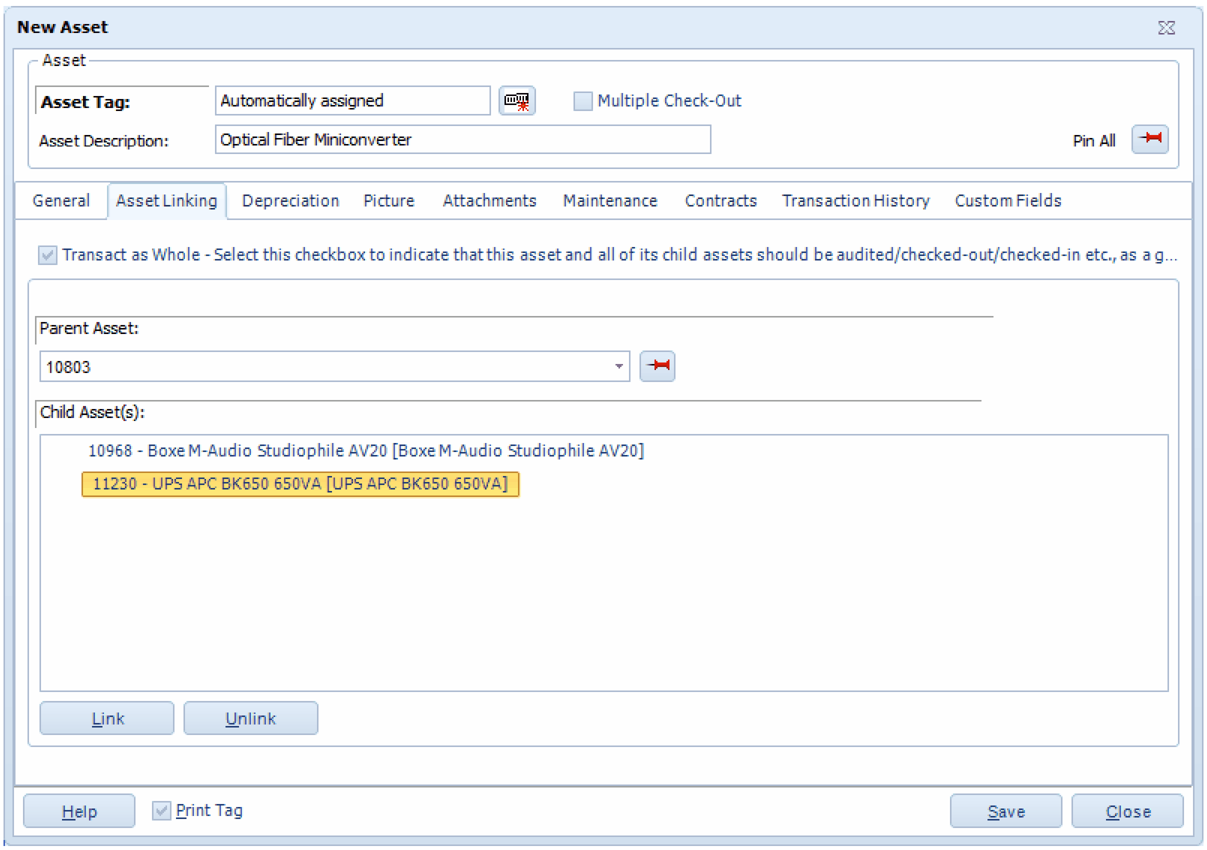
   Note: When using the drop down lists to enter information in a field (Asset Type, Site, Location, etc.), the last few selections will appear in the list. If you want to search for an existing value, select **<More>** from that field's drop down list to access the List screen. Use the vertical scroll bar to select a record from the List and click the List dialog's **Select** button.

3. Click **OK** if you are done entering information for this asset or click on another tab to proceed with entering more information.

New Asset Screen > Asset Linking Tab

Asset Linking, also known as Asset Kitting, allows you to link two or more assets together to form one new asset. **For a complete definition of Asset Linking and an example, please refer to the Definitions topic.**

The **Asset Linking** tab allows you to create links:



1. The **Asset Tag** value entered on the General tab will be displayed at the top, but can still be edited, if desired.

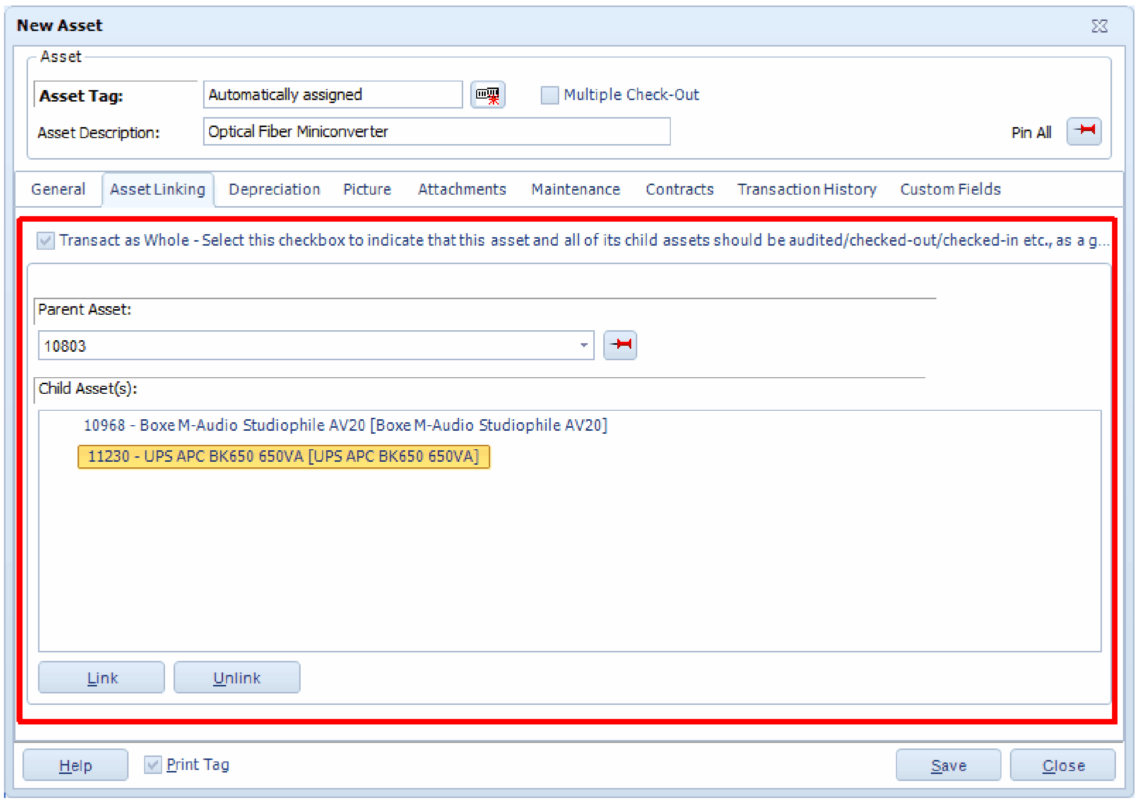
2. If this asset is to be the Parent, or top-level asset, of this group, you can leave the "**This asset is part of**" field blank. If you want to give this asset a parent, select an asset from the drop down list.

   The asset can have a parent assigned to it and be a parent (have child assets assigned to it).

   Select **<More>** from the drop down list to access the **Asset List**. Remember, you can filter the asset list to only display "Top Level" assets, or parent assets, if needed. **See the Working with Lists topic for further information.**

3. To associate child assets with this asset (the current asset will be the "parent" of these assets), click the **Link** button below the "**This asset contains:**" window. The **Asset List** will appear.

   Highlight the desired asset in the **Asset List**, then click the **Select** button. The selected asset will appear in the "**This asset contains**" window as shown below:



In this example, Asset 4002 is the parent of the current asset and asset 1005 is the child.

A Note about the Transact as Whole Flag: In the example above, the **Transact as whole** flag is checked; therefore, any functions (check-in, check-out, audit, move, etc.) will be performed as a whole for the group. This flag is driven from the top down, meaning the selection made for the parent asset will override the selection for a child asset. If you want to move only one asset that is a child of this asset, you will need to deselect this checkbox. Deselecting it on the **Edit Asset > Asset Linking** tab for the child asset (in this case, Asset 1005) will not override the selection made for this asset, and this group would still be moved as a whole. Similarly, if the **Transact as whole** flag was ***NOT*** selected on this tab, but it ***IS*** selected for Asset 4002 (the parent of this asset), the group would still be transacted as a whole because the selections made for the parent of this asset would take precedence. To put it another way, if you think of these relationships in the vein of child-rearing, one of your children may decide it is ok to borrow the car, but you as the parent do not think it is ok, and your decision would override that of the child.

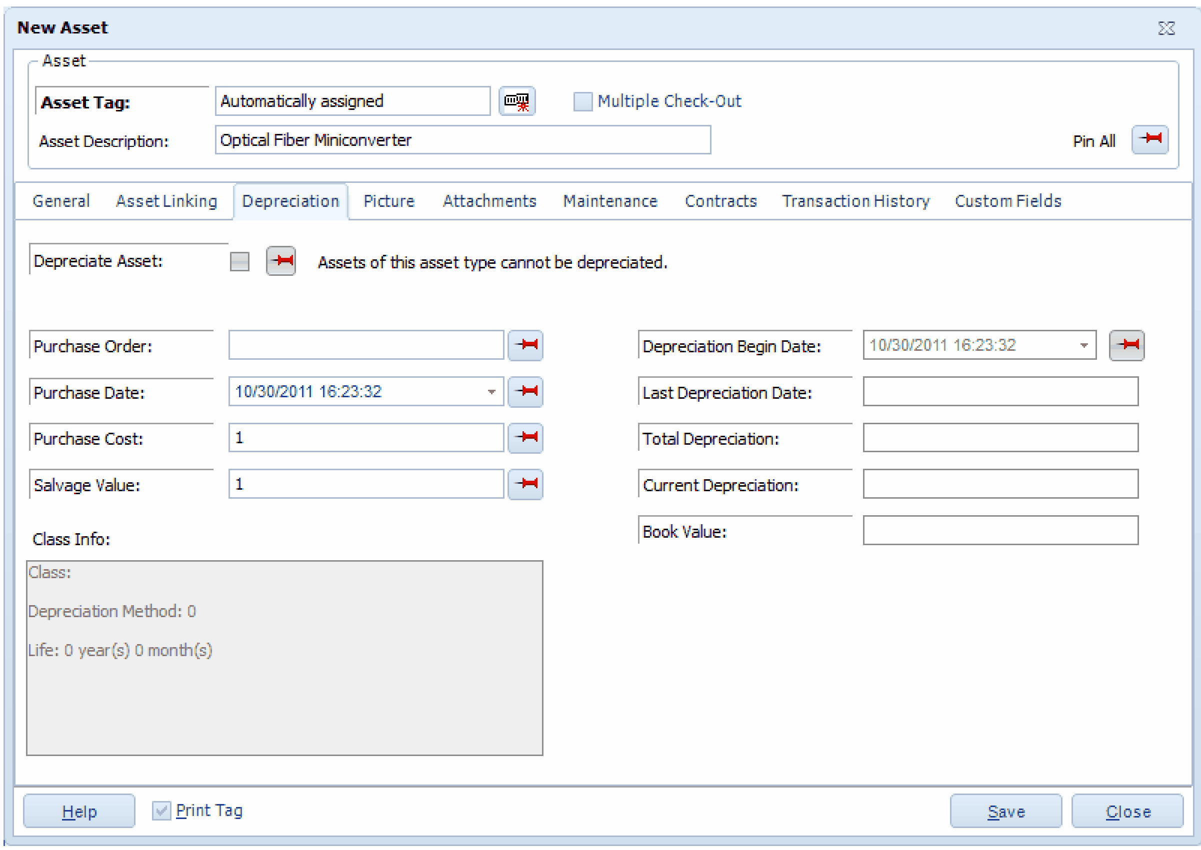
Also keep in mind that when you check out an asset that has **Transact as whole** turned on and you select to use the **Default Due Date** (on the Check Out screen) Rosistem Assets will search all assets linked to the selected asset to find the maximum checkout duration. The software will use this maximum length to calculate the due dates for all the linked assets. This ensures that all the assets in the transaction have the same due date even if some of the linked assets have different checkout durations.

4. You can unlink child assets by highlighting the asset in the **Associated Assets** list and clicking the **Unlink** button.

5. Click **OK** if you are done entering information for this asset or click another tab to proceed with entering more information.

New Asset Screen > Depreciation Tab

Click the **Depreciation** tab if you want the software to calculate depreciation for this asset. The method used by the system to calculate depreciation is dependent on the **Asset Type** assigned to this asset.



1. The **Asset Tag** value entered on the General tab will be displayed at the top, but can still be edited, if desired.

2. Click the **Depreciate Asset** checkbox if you want the software to calculate depreciation. The **Depreciate Asset** checkbox will be disabled if a Depreciation Class has not been defined for the Asset Type specified on the General tab or that Asset Type has a Depreciation Class, but its Depreciation Method is "**None**".

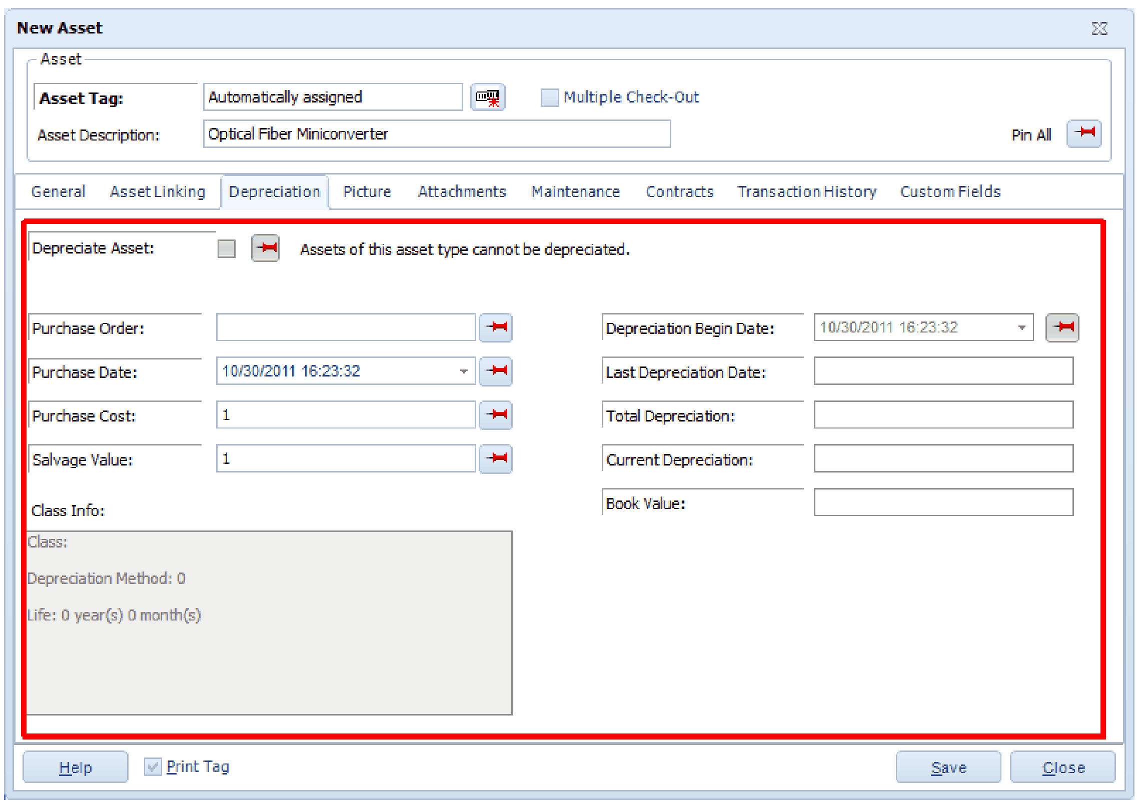
The depreciation method used for an asset is determined by the Depreciation Class assigned to the Asset Type. This information appears in the **Class Info** box and cannot be modified from this screen. If you want to change the **Depreciation Method** or the **Life** of a particular asset, you will need to make changes to the **Depreciation Class** assigned to the Asset Type, or create a new Depreciation Class to assign to the Asset Type. **See the Depreciation Class help topic for further information.**

3. **Purchase Cost** and **Depreciation Begin Date** are required fields when Depreciate Asset has been enabled, therefore, you must complete them if you want to calculate depreciation. These two fields are used in the calculation. **Please see the Definitions topic for detailed explanations of each Depreciation Method.**

4. **Purchase Order**, **Purchase Date** and **Salvage Value** are optional fields. If a Salvage Value is not specified, the **Calculate Depreciation** function will assume a Salvage Value of zero dollars.

The **Class Info**, **Last Depreciation Date**, **Total Depreciation**, **Current Depreciation**, and **Depreciated Value** cannot be modified. Information is populated in these fields by the system as depreciation functions are performed.

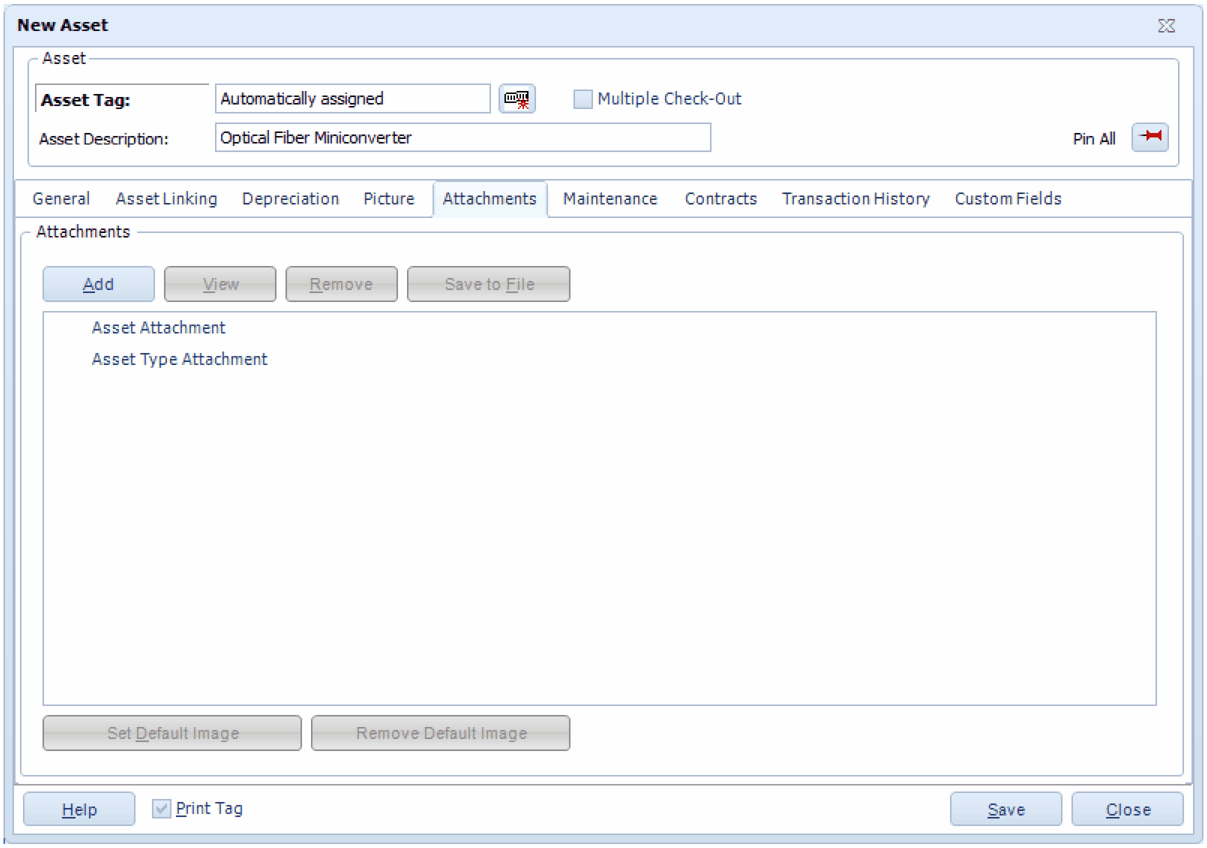
In the following example, an asset is being entered that uses linear depreciation:



5. Click **OK** if you are done entering information for this asset or click the next tab to proceed with entering more information

New Asset Screen > Attachments Tab

To attach an image or other documentation to this Asset, click on the **Attachments** tab:



1. To add an attachment, click the **Add** button. A screen will appear allowing you to navigate to the desired file on your computer. Attachments are copied to the Rosistem Assets database from the external source you browse to when you click the Add button. Any change made to the external source file after adding the attachment will not update the attachment in the database. To update the database with a later version of an attached file, you must first Remove the attachment from the database, then Add the file again.

Asset Attachments relate only to the specific Asset being recorded. Asset Type Attachments relate to every Asset recorded for this Asset Type.

2. If you have attached an image, you can designate this the "default" image (meaning this is the image that will appear on the Picture tab) by clicking the Set Default Image button.

3. After you have added at least one file, the **View** button is enabled. This feature allows you to view the attached file. The File Associations defined in Windows Explorer determine which application will be started to open files, based on their filename extensions. On most machines, a PDF file would be opened by Adobe Reader, for example. Image attachments can be viewed the same way or you can use the Picture tab to use internal image viewer.

The **Save to File** button copies the selected attachment from the database to any drive and folder available on your system.

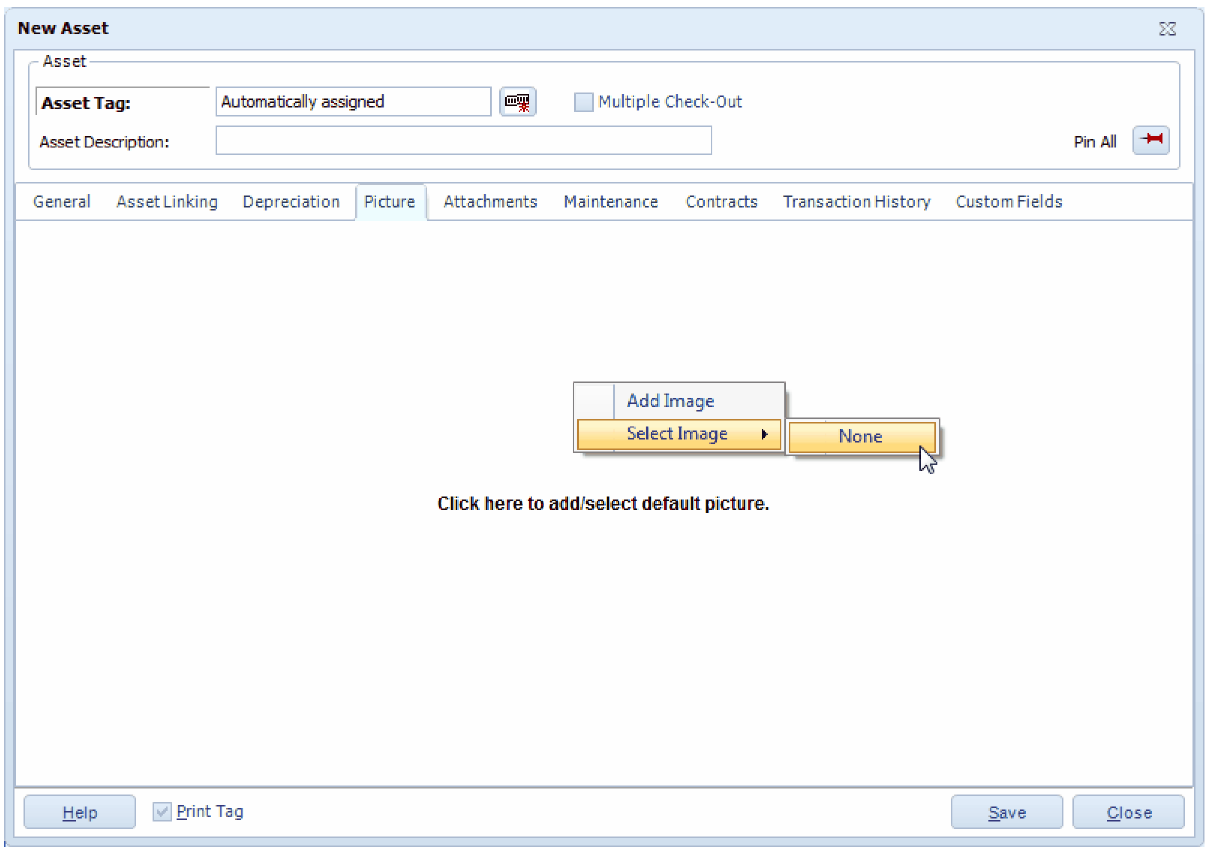
The **Remove** button can only be used to Attachments. It is grayed-out (disabled) when an Asset Type Attachment is selected. These Asset Type Attachments may be related to other Asset

Tags under the same Asset Type. Asset Type Attachments can only be removed via the Edit Asset Type Attachments tab (**see Create New Asset Type for further information**).

4. Attachments are not actually added to the database until the **OK** button is clicked. You can click it at this time if you are finished adding additional information, or click it later, after you have completed information on other tabs.

New Asset Screen > Picture Tab

Click the **Picture** tab to view any image files that have been Attached to either the Asset Type Attachments folder or the Asset Attachments folder:



1. The first time you access this tab, click on the picture area to add a picture.

   The current default picture is always displayed on the **Picture** tab. Right click the image to see the popup **Picture** menu. This menu allows you to **Add** (a new) **Image** or to **Select** (a previously added) **Image**. Any image you select for display will become the new default image.

   The files listed in the Select Image sub-menu are a combination of Asset Type Attachment images and Asset Attachments images, sorted alphabetically, by filename.

2. Image files are not actually added to the database until the **OK** button is clicked. You can click it at this time if you are finished adding additional information, or click it later, after you have completed information on other tabs.

New Asset Screen > Maintenance Tab

The Maintenance tab allows you to define maintenance procedures, a maintenance schedule, and warranty information for an Asset.

This tab allows you to:

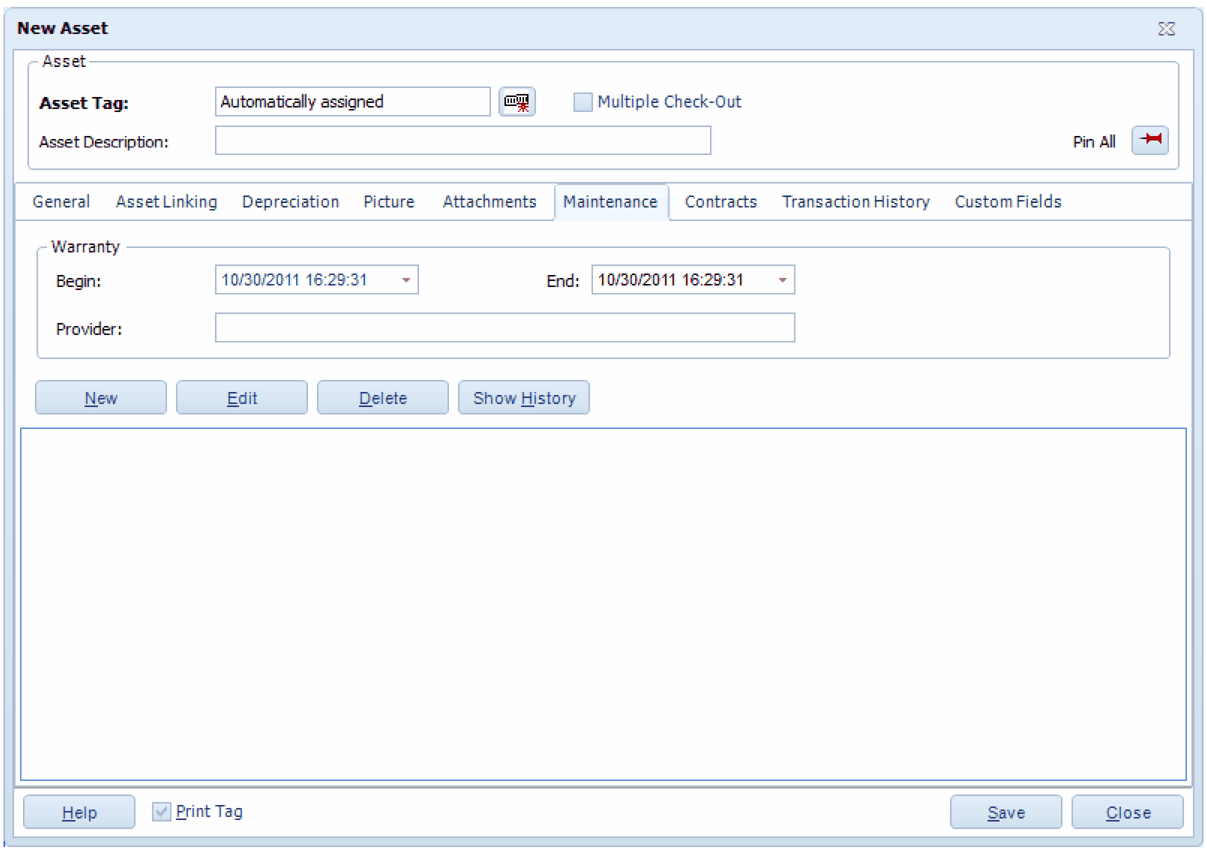
Enter Warranty Information

Enter New Maintenance Schedules

Edit Existing Maintenance Schedules

View Maintenance History

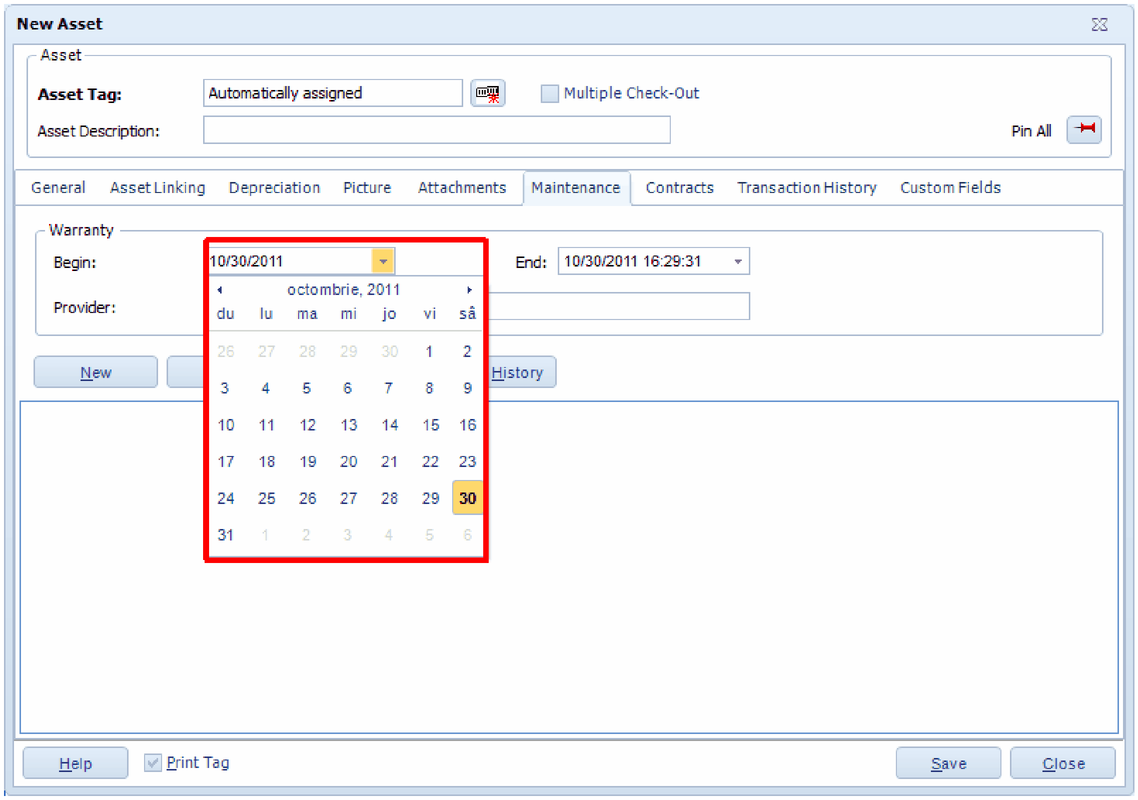
Below is an example of the **Maintenance** tab:



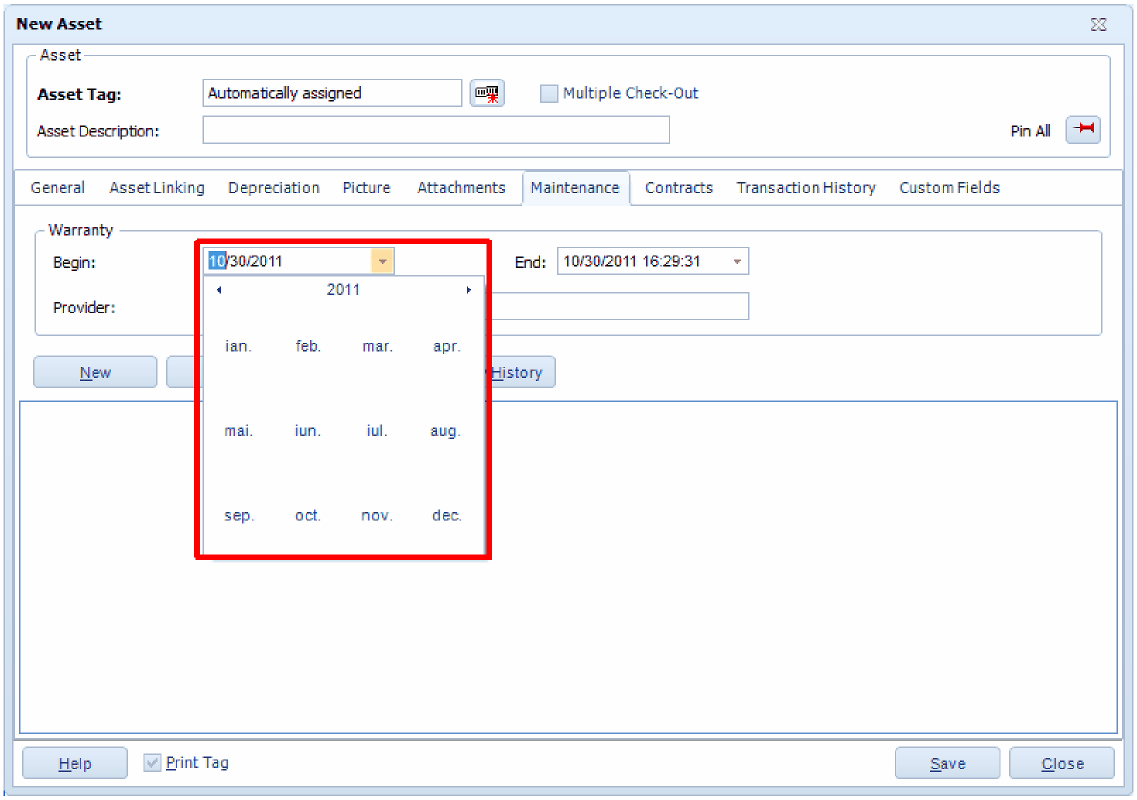
Entering Warranty Information:

1. You can optionally enter **Warranty Begin** and **End** date at the top of this tab.

   Click on the **Calendar** icon to access the calendar feature:



You can also click on the Month/Year (November, 2010 in the example above) to view a list of all months. You can then click on a month to quickly switch dates:

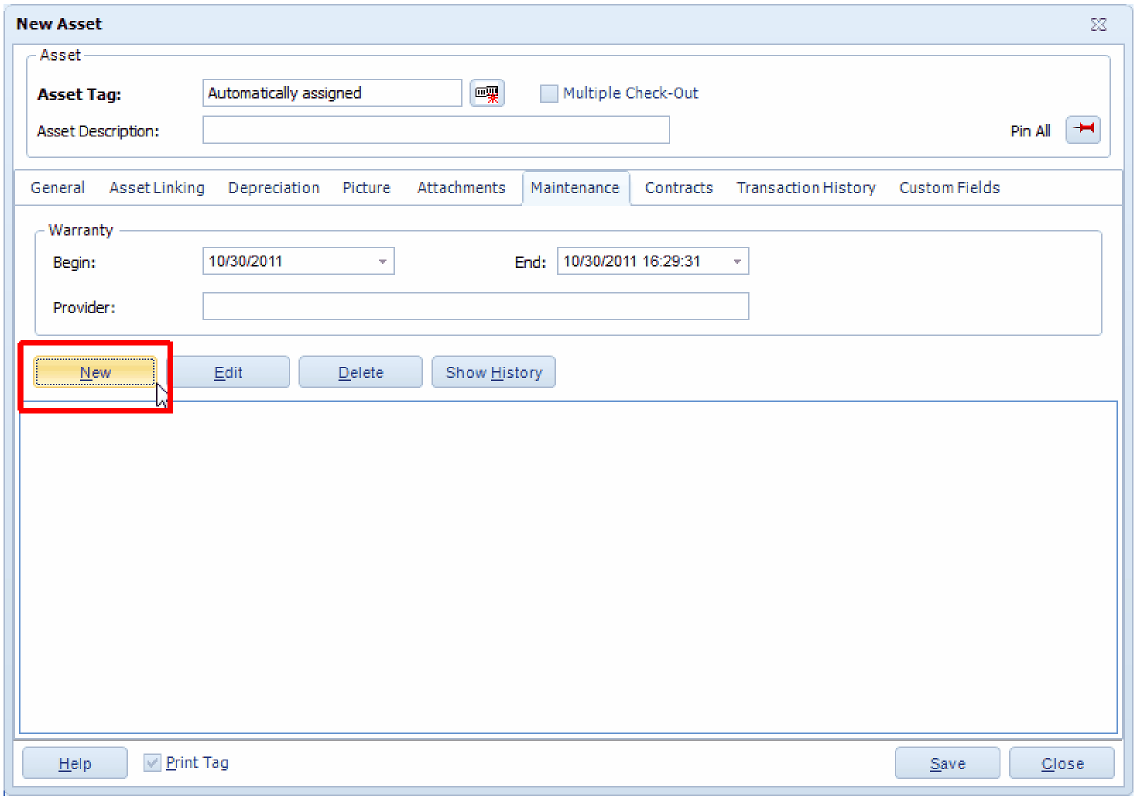


2. You can optionally enter the warranty provider in the **Provider** field.

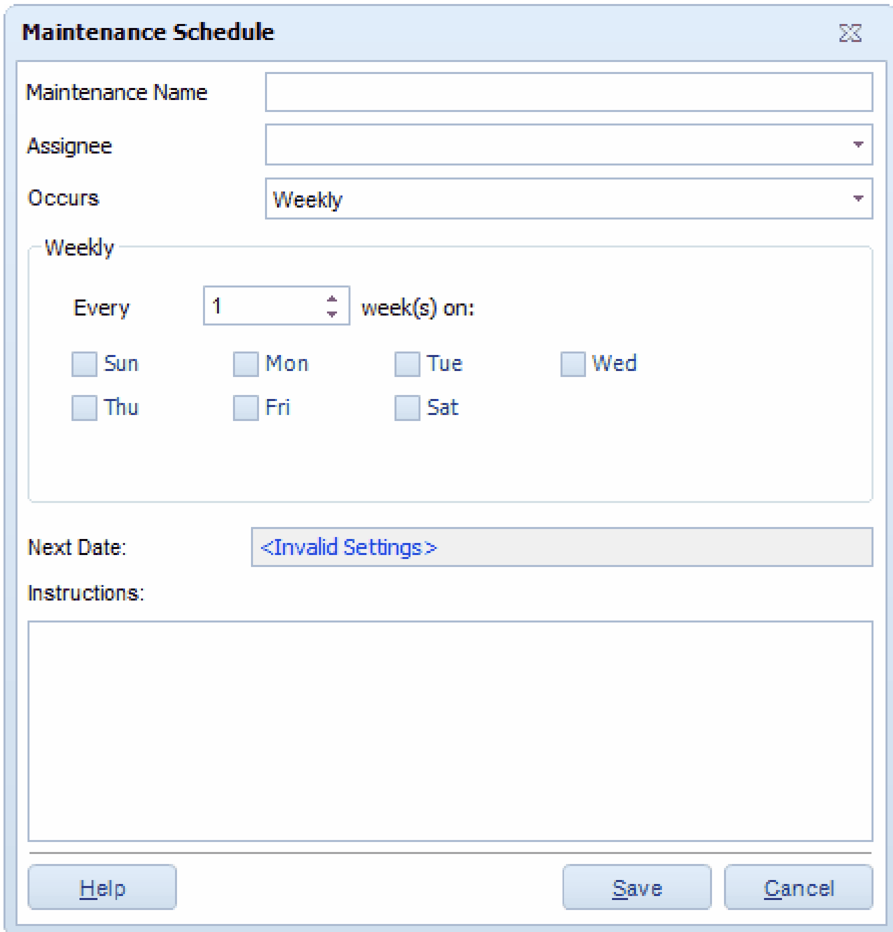
Entering New Maintenance Schedules:

1. To enter a new maintenance schedule:

2. Click the **New** button below the window:



The **Maintenance Schedule** screen appears:

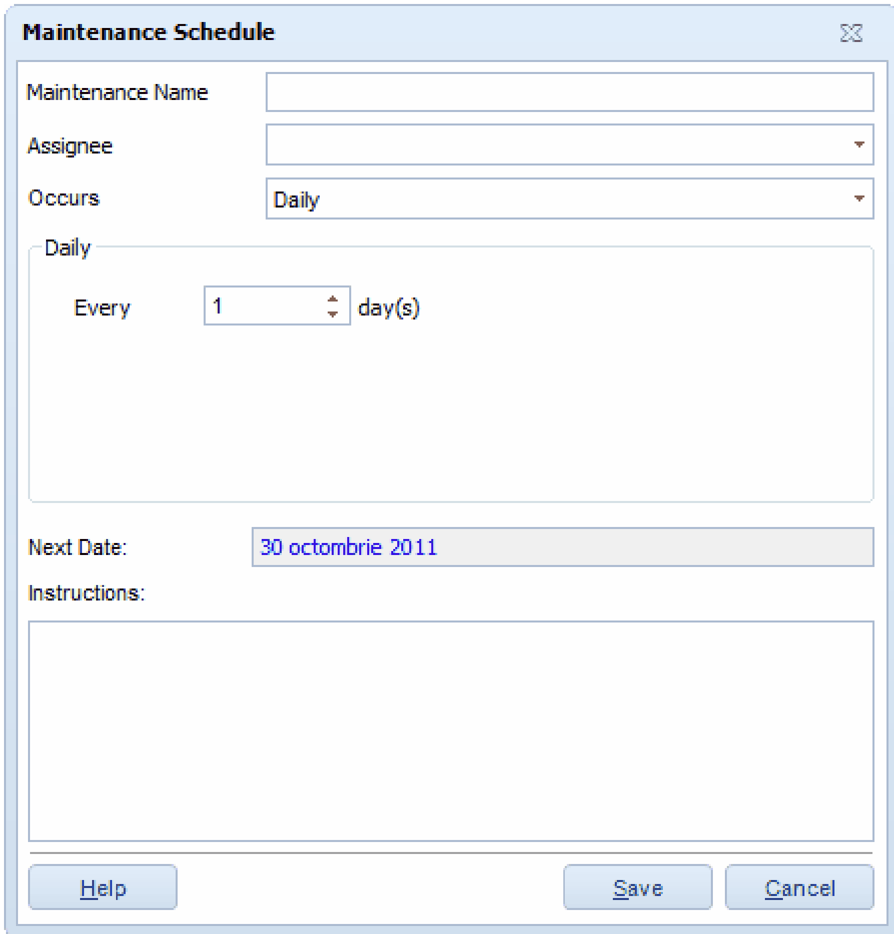


3. Enter a name for this maintenance schedule.

4. Select the employee who this asset will be assigned to from the **Assigned To** drop down list. All employees current set up in your software will appear in the drop down list.

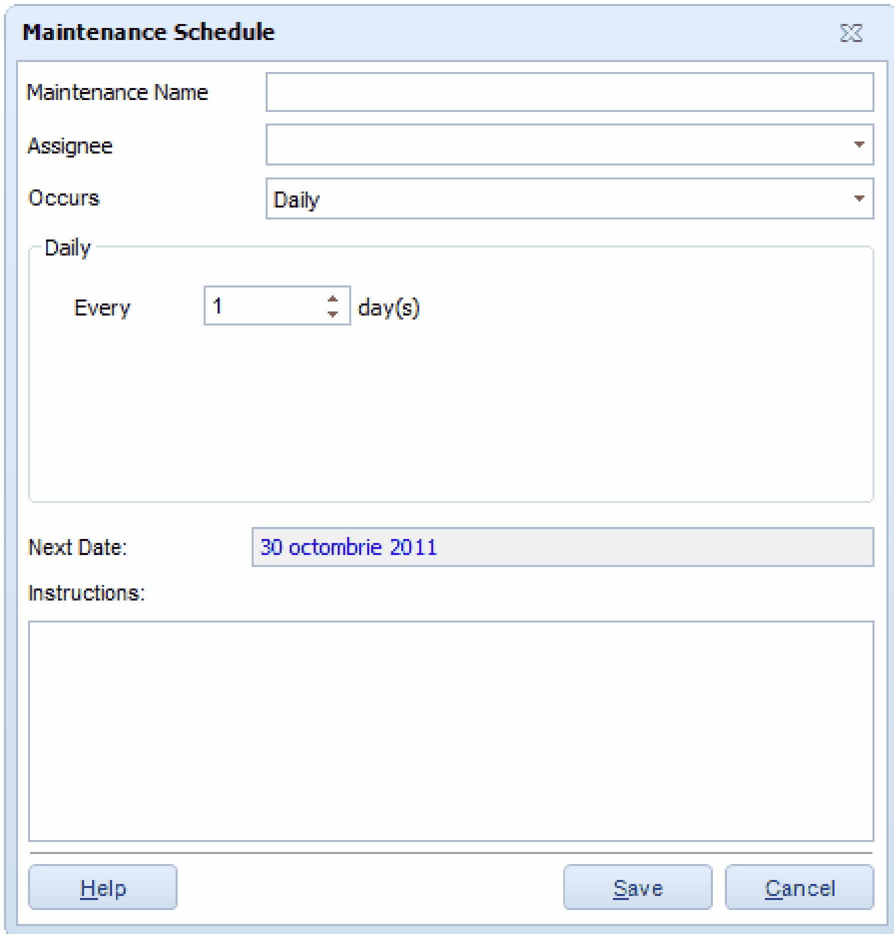
5. Select how often this maintenance schedule is to happen from the **Occurs** drop down list. The area below the **Occurs** drop down list will change depending on the selection you make here. Your options are:

   - **Date** - This option indicates a one-time maintenance procedure. When you select this option, a **Date** field will appear below the **Occurs** drop down list.



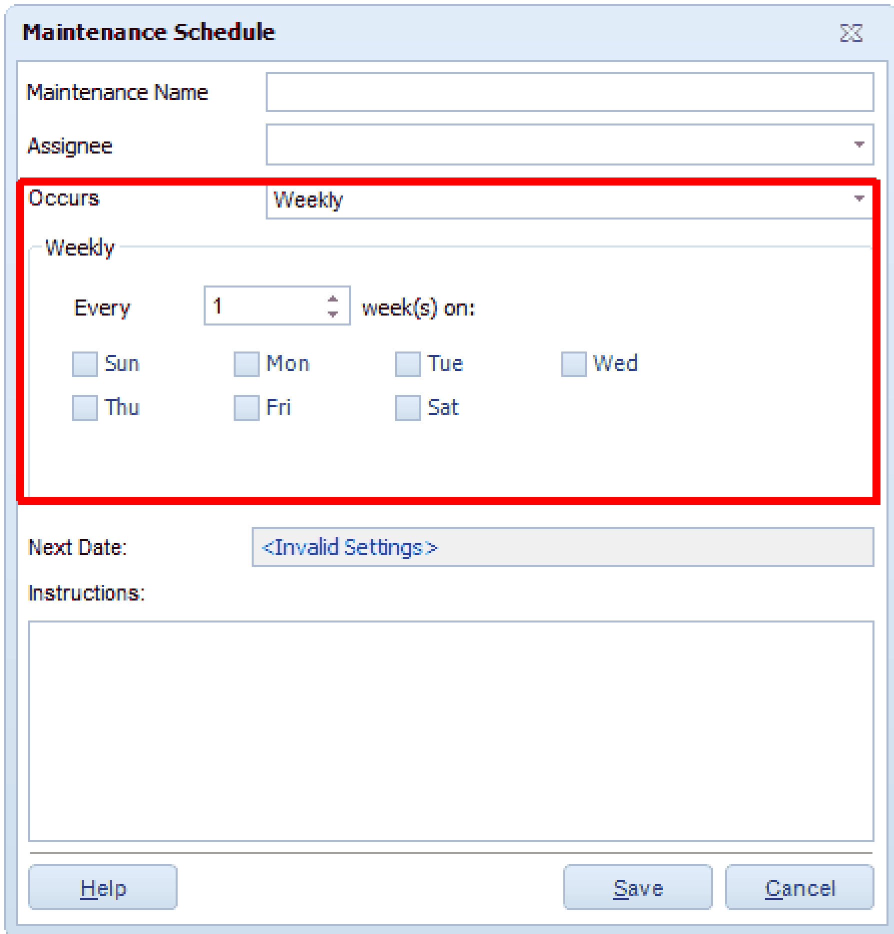
Select the date on which the maintenance should take place. You can click on the calendar icon to select a date or type a date directly into the field.

- **Daily** - This option allows you to specify a **Maintenance Start** date, followed by a frequency specified as Every x number of days (up to a maximum of every 366 days).



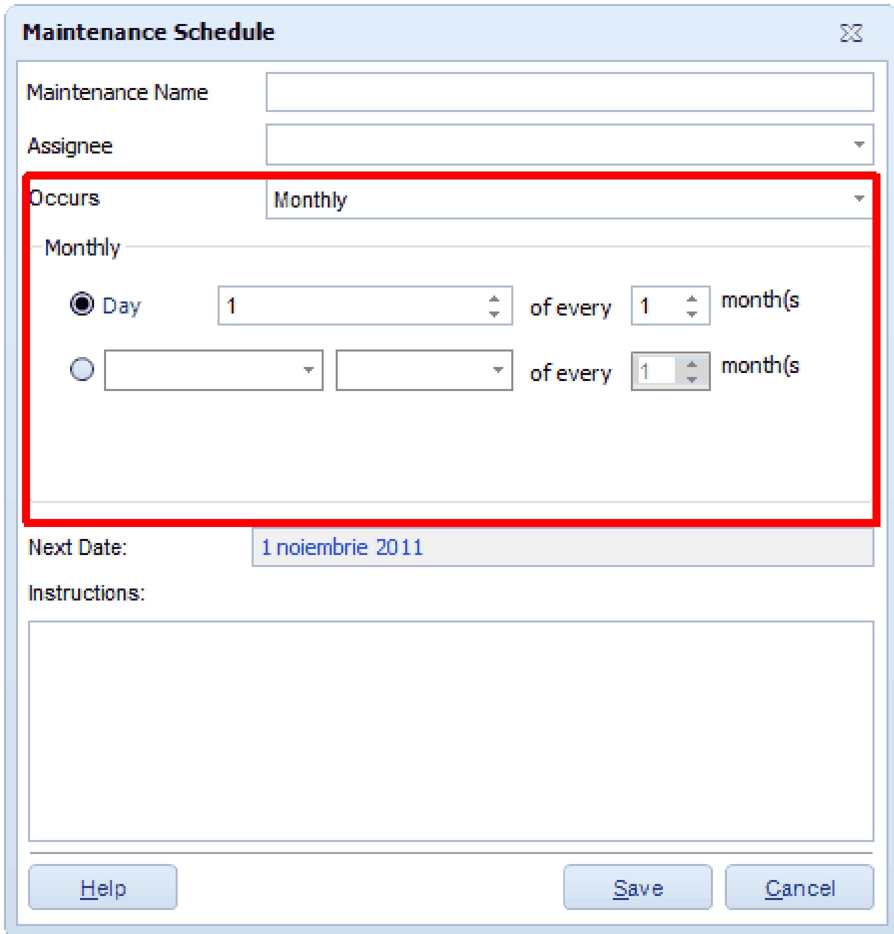
The **Next Date** at the bottom of the screen indicates the next date maintenance will be performed on this asset.

- **Weekly** - This option allows you to specify a **Maintenance Start** date, followed by the frequency specified as Every x number or weeks. You will also select the days of the week on which the maintenance is to be performed. More than one weekday can be selected.



The **Next Date** at the bottom of the screen indicates the next date maintenance will be performed on this asset.

- **Monthly** - This option allows you to specify a **Maintenance Start** date, followed by your choice of two possibilities: Maintenance Every x number of months (up to a maximum of every 99 months) as shown below:

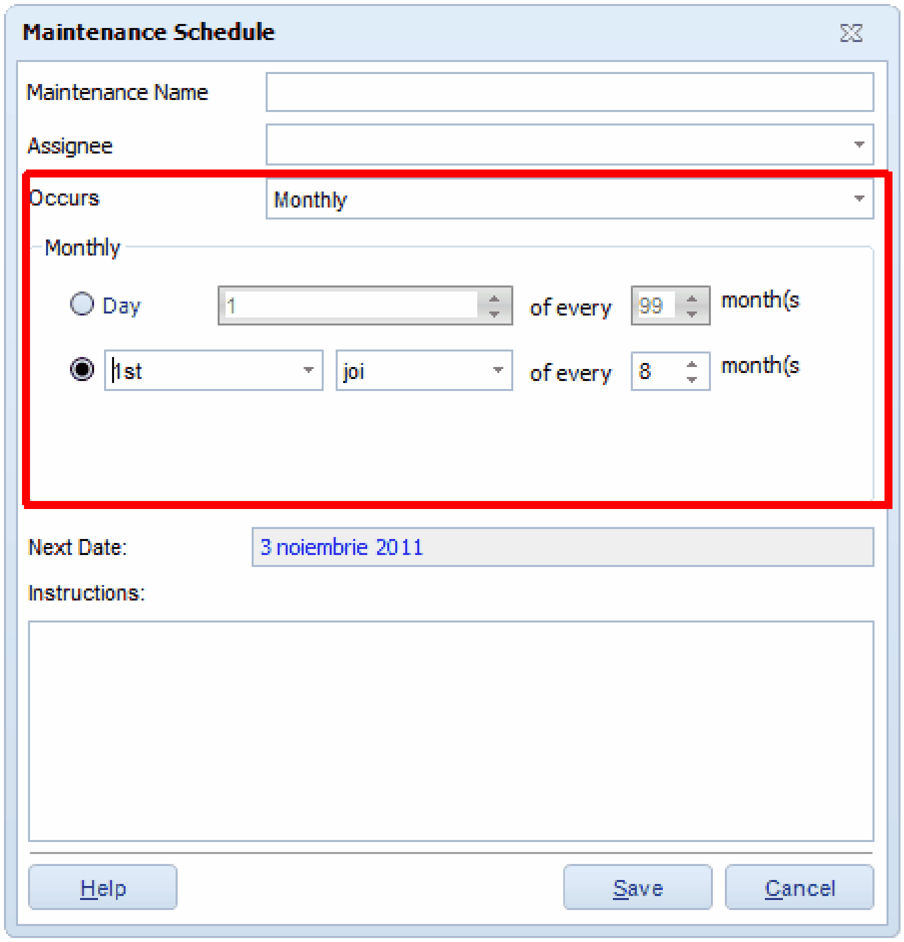


In this example, maintenance will occur on the 1st day of each month every month.

Notice the **Next Date** reflects the first day of the next month.

OR

Maintenance can be set to occur on a specific weekday of every x number of months (up to a maximum of every 99 months) as shown below:

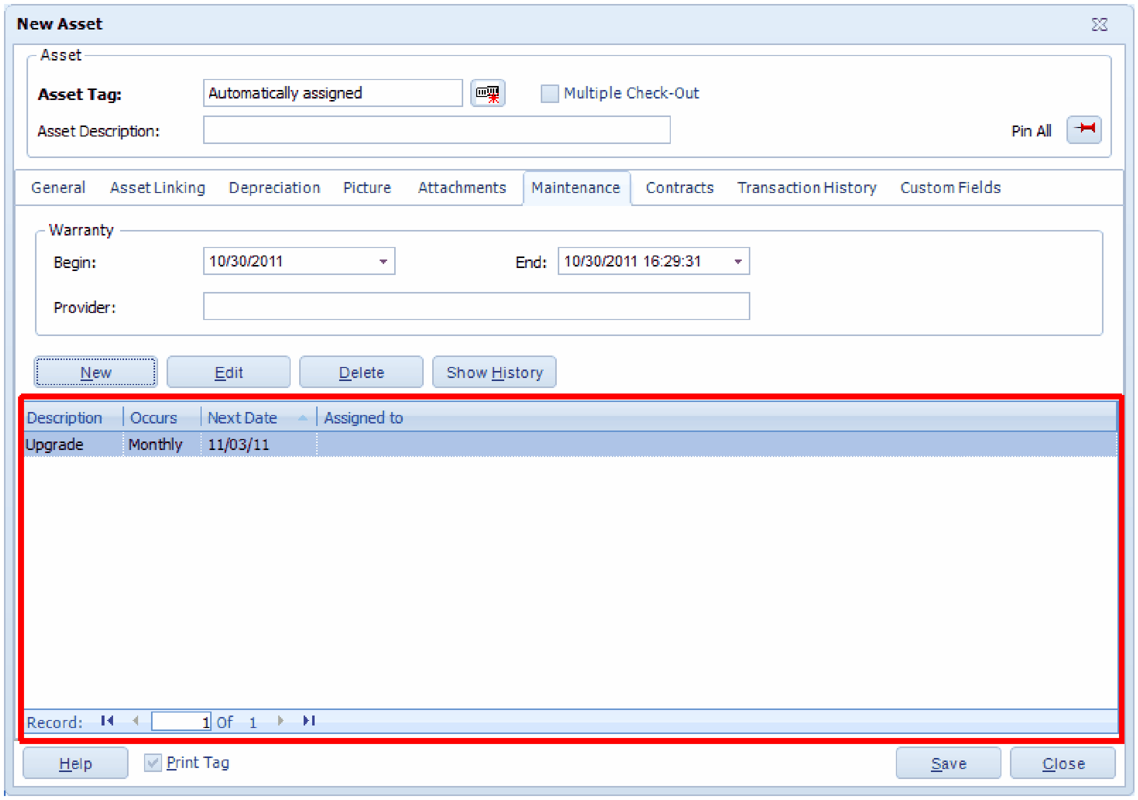


In this example, maintenance will occur on the first Thursday of every month.

Notice the **Next Date** reflects the first Thursday of the next month from the Start Date.

- **Disable** - This option is used when you want to temporarily disable an existing maintenance schedule. Highlight the maintenance schedule in the list, then click **Edit**. On the **Maintenance Schedule** screen, select **Disabled** from the **Occurs** drop down box. You can also set up a new maintenance schedule as **Disabled** then enable it later by select Daily, Weekly, etc.
-

6. Click **Save** when you are done entering information for this maintenance schedule. The schedule will appear in the list on the **Maintenance** tab:



Editing Existing Maintenance Schedules:

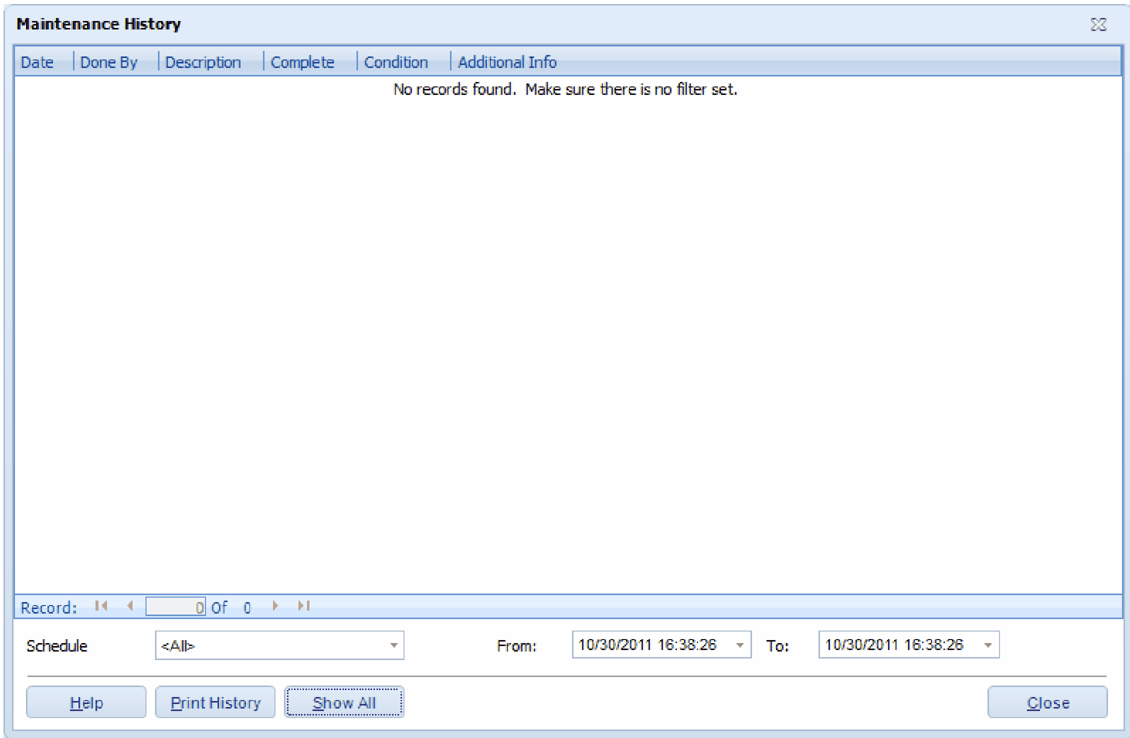
1. Highlight the maintenance entry you want to edit, then click the **Edit** button. The **Maintenance Schedule** screen will appear populated with the selected entry's information.

2. Make changes as necessary, then click the **Save** button. The edited entry will appear in the list on the **Maintenance** tab.

Viewing Maintenance History:

The **Maintenance History** screen displays all completed maintenance on this asset.

1. Click the **View History** button. The **Maintenance History** screen will appear:



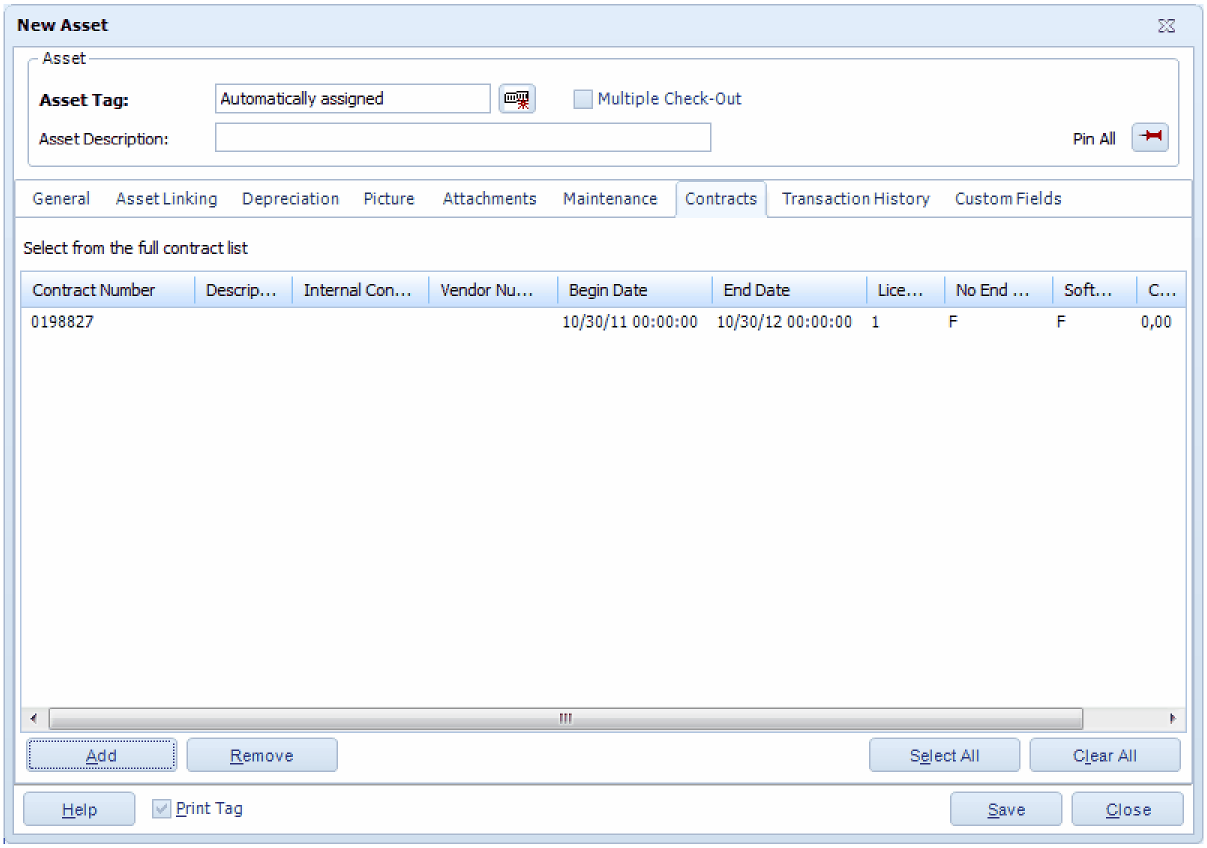
2. When you first access this screen, all maintenance entries associated with the selected maintenance schedule are displayed. You can change the selected schedule using the **Schedule** drop down menu. You can also enter **From** and **To** dates to further filter the list.

   Click the **Show All** button to remove the filter.

   Select the **Print History** button to print a list of the displayed maintenance entries.

New Asset Screen > Contracts Tab

The **Contracts** tab allows you to record contract and/or software licenses associated with this asset. The tab will appear empty when you are first adding a new asset. You can add contracts and licenses to this asset as needed from this tab. Contracts/licenses can be added to the database via the **Contracts List screen**.



1. To add a contract/license, click the **Add** button. The **Contracts List** will appear. Select the desired contract from the list, then click **Select** on the **Contracts List** screen. The selected contract will appear on the **Contracts** tab as shown in the example below:

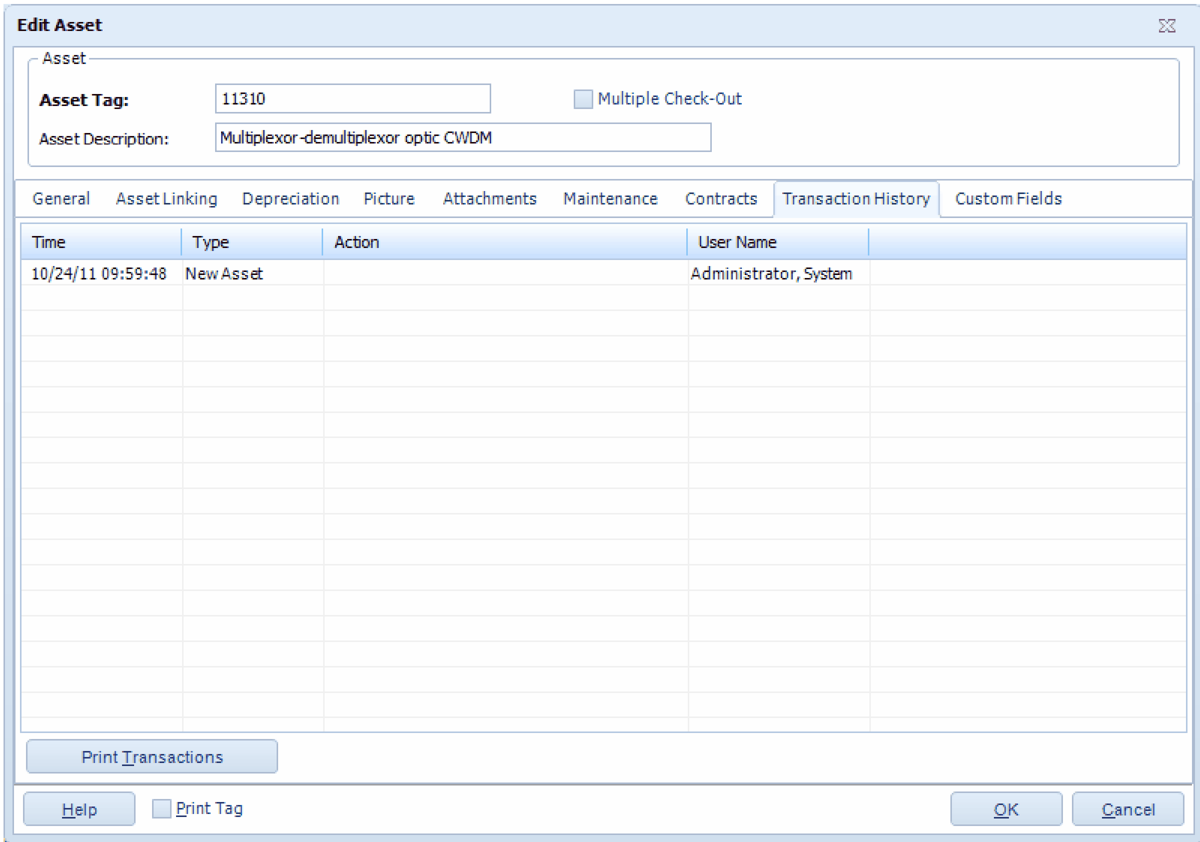
2. You can remove a contract by highlighting it in the window, then clicking the **Remove** button.

   Click **Select All** to select all contracts in the window.
   Click **Clear All** to deselect all contract in the window.

3. Click **OK** if you are done entering information for this asset or click the next tab to proceed with entering more information

New Asset Screen > Transaction History Tab

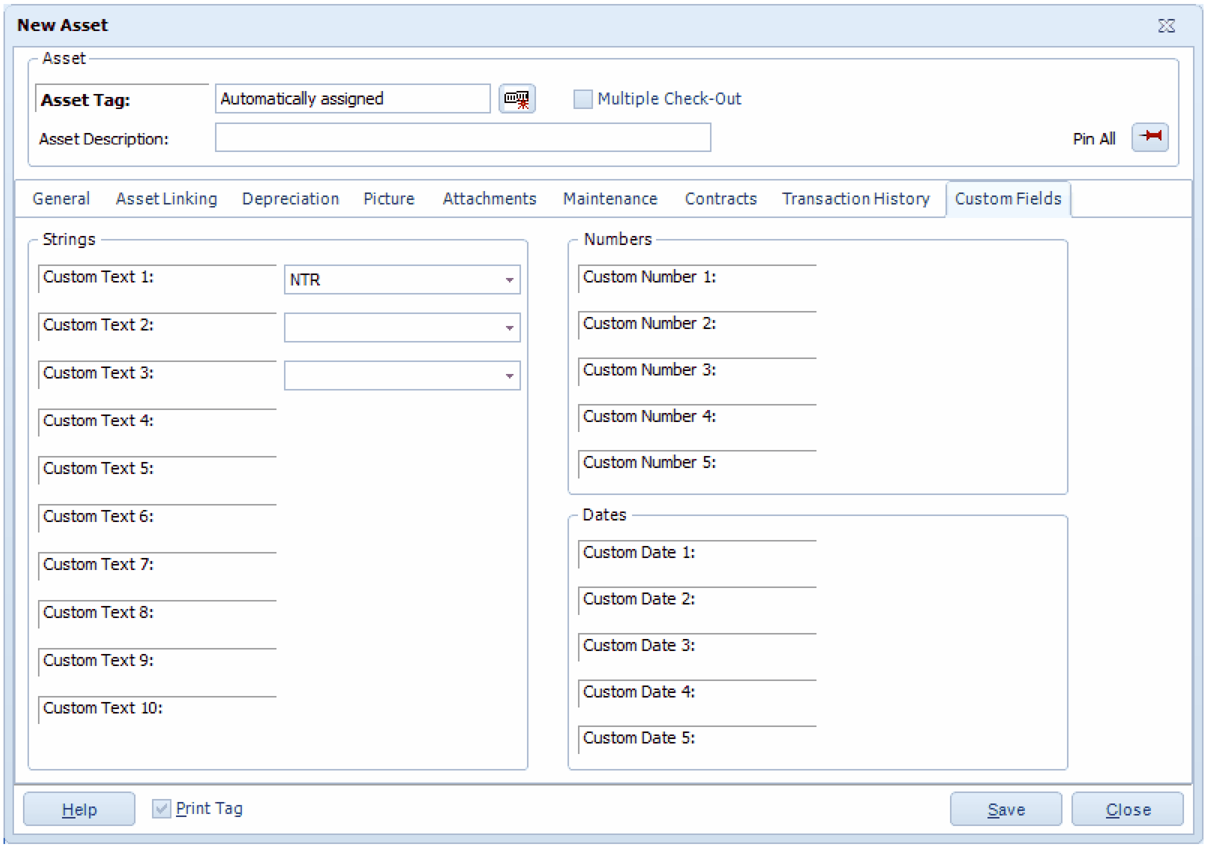
The **Transaction History** tab displays data only after one or more Asset Management transactions have been performed (check-in, check-out, etc.).



1. Click **Print Transactions** to send a list of the transactions for this asset to the printer.

2. Click **OK** if you are done entering information for this asset or click another tab to proceed with entering more information.

New Asset Screen > Custom Fields Tab



Please refer to the **Using Custom Fields** topic for instructions on creating custom text, number and date fields.

If the **Close New Form** option is enabled on the **Options** screen and no fields are pinned, the screen will close when the **OK** button is clicked.

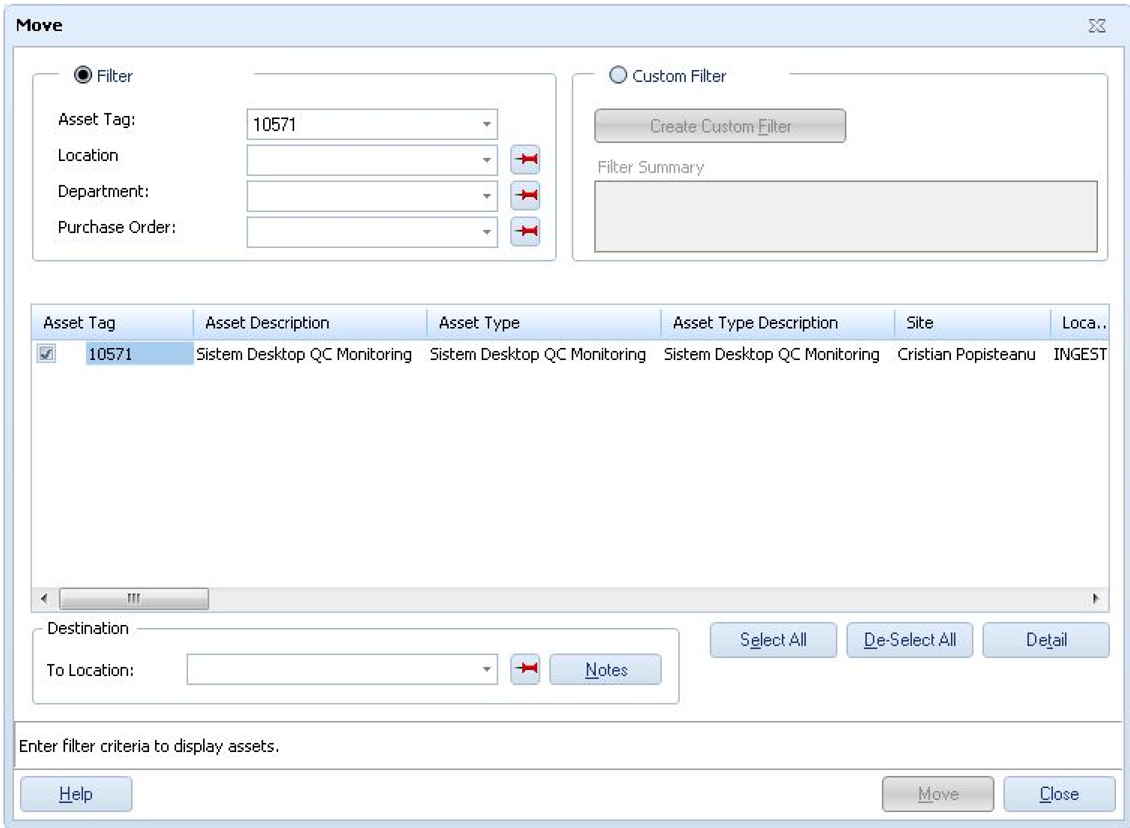
9.3 Moving Assets

The **Move Asset** function is used to relocate an Asset from one location to another.

Note for Mobile Device Users: Move Asset can also be done on a **Windows Mobile/CE** mobile device.

1. To access this function, from the **Main** screen select **Asset Management > Move**. The **Move** screen shown below appears.

   You can also access this function from the **Asset List** by highlighting an asset and clicking the **Move** button on the toolbar, or just clicking the **Move** button on the toolbar. **For more information on using the List screens, click here.**



2. The **Move** screen offers two modes of Asset selection - **Filter** and **Custom Filter**:

   Filter is the default selection mode, allowing you to select the Assets you want to Move by specifying any combination of values for the four filter criteria: **Asset Tag**, **Location**, **Department** and **Purchase Order**.

   Note: Pinning can be used with Move transactions. Pinning allows you to "lock" the information entered into a field. This is convenient if, for example, you are entering multiple new assets for a particular site and location. You can enter the site and location once, then pin them. The fields will retain the information you entered through each new entry until you unpin them. In the example screen shown below, values are entered in the Site, Location and Department Code fields. These three fields were **Pinned** by clicking on their pushpins, causing them to look like this. Click the pushpin again to unlock the field for entry of a different value.

   Custom Filter may be selected instead of Filter. This makes use of the **Simple Find** or **Advanced Find** forms to select the Assets you want to Move.

3. The assets matching your criteria will appear in the grid. You can manually limit the list of Assets further by highlighting only those assets in the list you want to move. To multi-select, hold down the CTRL key while clicking on assets with your mouse.

   The **Select All** button can be used to highlight all the records found by your choice of filter criteria. **De-Select All** can be used to clear any selections previously made.
   The **Detail** button will open the **Edit Asset** screen for the highlighted record, to view or modify the Asset record prior to moving it. If more than one record is selected, the **Detail** button will be

disabled.

The **Notes** button allows you to enter **Notes** on the record.

4. After you have selected the assets you want to move, you need to select the **To Location.** Notice that the items listed in the **To Location** drop down list consist of both a Site and a Location at that Site. Select a recently used **To Location** from the drop down, select **<More>** to select a location from the **Location List**, or **<New>** to enter a new Location.

   In the example below, Assets were filtered only by Location, then only the last two Assets listed at that Location were highlighted for the Move to the specified To Location.

5. Click the **Move** button when you are ready to move the selected assets to the new location..

   Click **Close** when you are ready to exit the Move function.

9.4 Checking Out Assets

The **Check-Out Asset** function, provides the ability to check-out assets to a customer or employee, specifying a due date and time by which the asset should be returned. Keep in mind that you can set the **check out length to only consider weekdays** and the **due date to only fall on a weekday** on the **Options** screen.

You can also check out assets on a **Windows Mobile/CE** mobile device.

1. To access this function, from the **Main** screen click **Asset Management > Check-Out**.

   You can also access this feature from the **Asset List** by highlighting the asset you want to check-out, then clicking the **Check-Out** button on the **Asset List** toolbar. When accessed this way, the selected asset's information will be pre-populated on the screen. **For more information on using the Asset List, click here.**

2. The **Check-Out** function offers two modes of Asset selection - **Filter** and **Custom Filter**:

   Filter is the default selection mode, allowing you to select the Assets you want to Check-Out by specifying any combination of values for the four filter criteria: **Asset Tag**, **Description, Location**, and **Category**.

   Note: Pinning can be used with Check-Out transactions. Pinning allows you to "lock" the information entered into a field. This is convenient if, for example, you are entering multiple new assets for a particular site and location. You can enter the site and location once, then pin them. The fields will retain the information you entered through each new entry until you unpin them. In the example screen shown below, values are entered in the Site, Location and Department Code fields. These three fields were **Pinned** by clicking on their pushpins, causing them to look like this. Click the pushpin again to unlock the field for entry of a different value.

   Custom Filter may be selected instead of Filter. This makes use of the **Simple Find** or **Advanced Find** forms to select the Assets you want to Check-Out.

3. After applying your choice of filter criteria, you can manually limit the list of Assets further still by using CTRL and the left mouse button, clicking to highlight only those Assets in the **Assets**

available to check-out list that should be Checked-Out, then click the **>** button to move them to the **Assets pending check-out** list. All the listed Assets can be shifted to the Assets pending check-out list via the **>>** button.

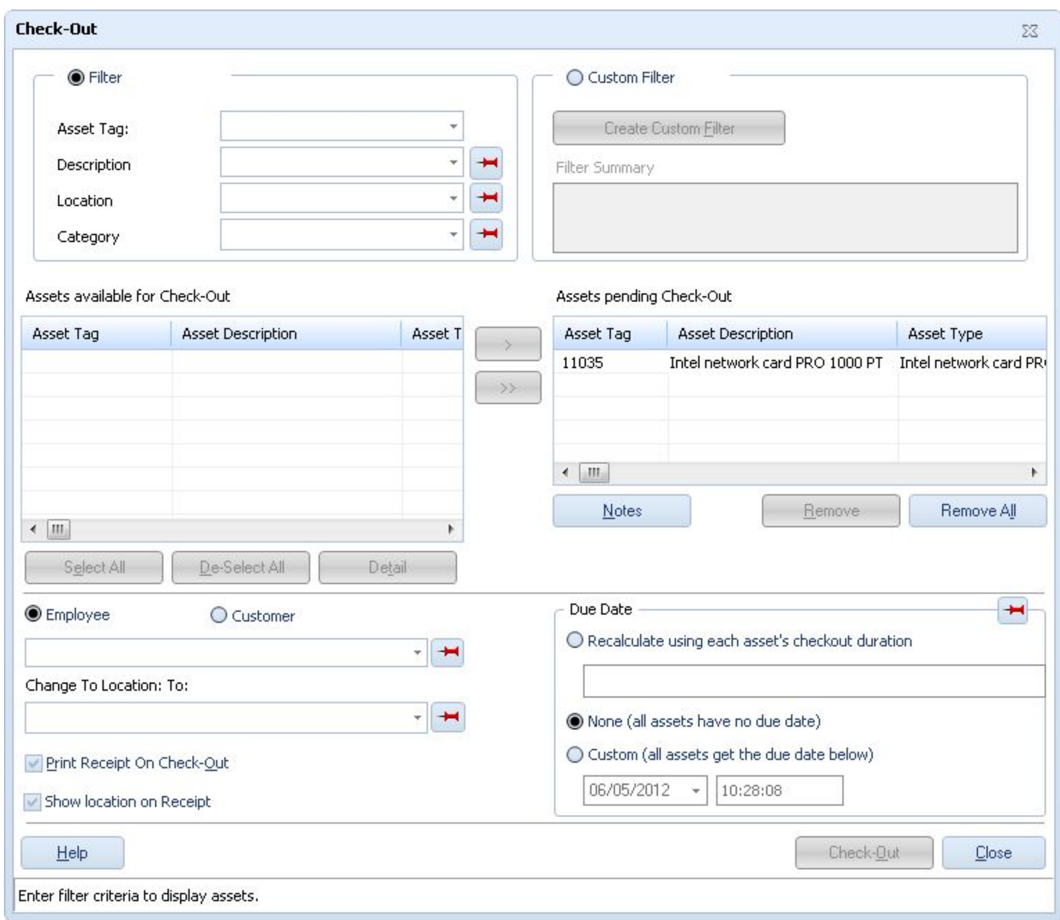
The **Select All** button can be used to highlight all the records found by your choice of filter criteria. **De-Select All** can be used to clear any selections previously made.
The **Detail** button will open the **Edit Asset** screen for a highlighted record, to view or modify the Asset record prior to doing the Check-Out. If more than one record is selected, the Detail button will be disabled.

4. When you are satisfied with the Assets accumulated in the Assets pending check-out list, you can optionally apply **Notes** to the transaction, then specify either a **Customer** or an **Employee** to whom the asset will be checked out.

5. Next, enter a **Due Date** (and time) for this asset.

You have three options for selecting a **Due Date**.

· **Use each asset's checkout duration** - highlight a pending asset in the **Assets pending Check-Out** window. The selected asset's due date will appear in the window. The due date is based on the check out length set for the selected asset or asset type.



· **None** - No due date will be assigned.

- **Custom** - You can set a specific due date for all assets in the list. Highlight the asset in the **Assets pending Check-Out** window, then enter a date and time in the fields provided.

  Keep in mind if you are checking out a linked asset and the Transact as Whole flag is checked for the group, if you choose to use the default due date (rather than entering a new due date, Rosistem Assets will search all linked assets to find the maximum checkout duration. The maximum length is used to calculate the due dates for all the linked assets. This ensures that all the assets in the transaction have the same due date even if some of the linked assets have different checkout durations.

6. You can optionally change the location of the asset being checked out using the **Change Location To** field. For instance, you would use this feature if you are checking the asset out to someone at a different location, such as another building or warehouse. To change the location, select a location from the **Change Location To** drop down list.

7. Enter a number in the **Print Receipt - Copies** box to print Check-Out receipts for this transaction.

8. When the required fields have been satisfied, the **Check-Out** button will be enabled. Click it to post the transaction or click the **Close** button to exit without checking out the asset.

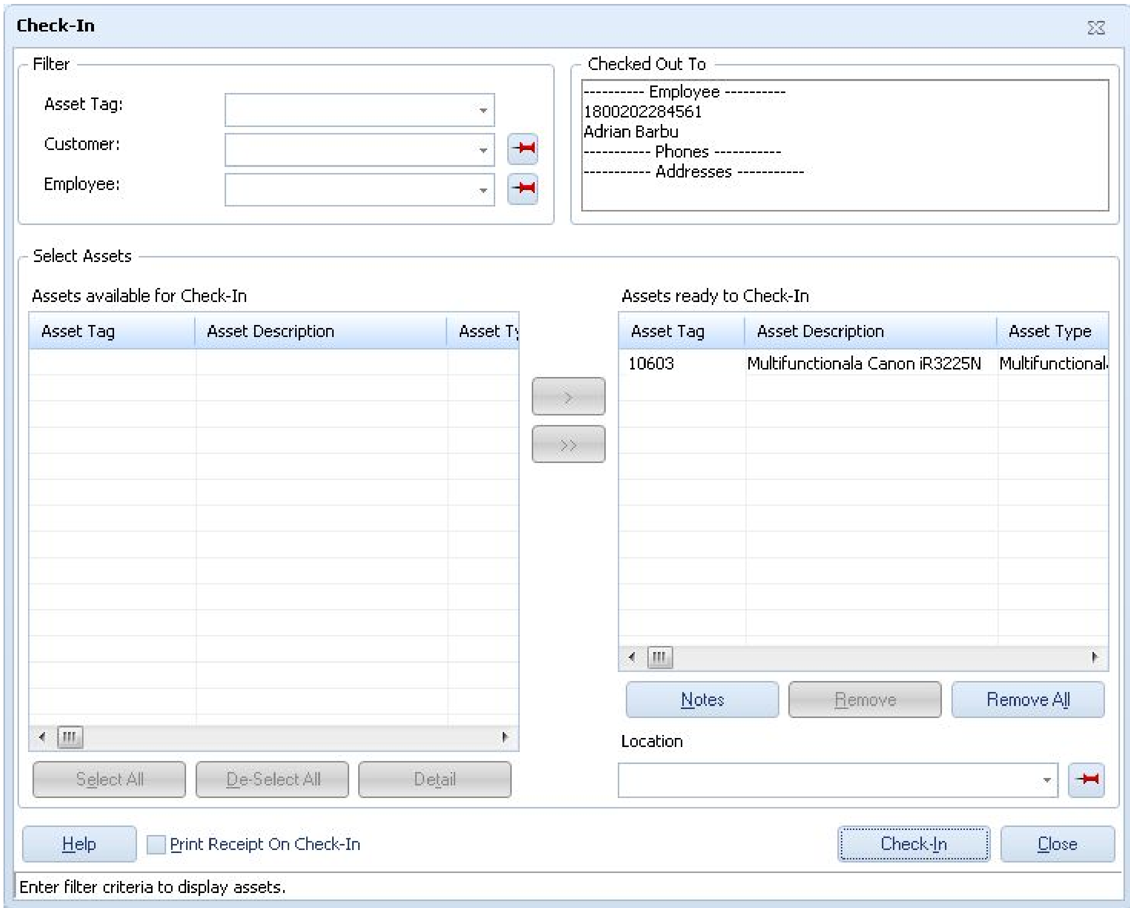
9.5 Checking In Assets

The **Check-In Asset** function is used to Check-In Assets that are currently checked out to a Customer or Employee.

Note for Mobile Device Users: Assets can also be checked in directly on a **Windows Mobile/CE** mobile device.

1. To access the Check-In feature, from the **Main** screen, select **Asset Management > Check-In**. The **Check-In** screen shown below appears.

   You can also access this feature from the **Asset List** by highlighting the asset you want to check-in, then clicking the Check-In button on the Asset List toolbar. When accessed this way, the selected asset's information will be pre-populated on the screen. **For more information on using the Asset List, click here.**



2. Select the asset or assets you want to check in. Asset selection can be done by specifying an **Asset Tag**, a **Customer** or an **Employee**. If an Asset Tag is supplied, the **Checked Out To** window will display the Customer or Employee information recorded at the time of Check-Out.

   Note: Pinning can be used with Check-In transactions. Pinning allows you to "lock" the information entered into a field. This is convenient if, for example, you are entering multiple new assets for a particular site and location. You can enter the site and location once, then pin them. The fields will retain the information you entered through each new entry until you unpin them. In the example screen shown below, values are entered in the Site, Location and Department Code fields. These three fields were **Pinned** by clicking on their pushpins, causing them to look like this. Click the pushpin again to unlock the field for entry of a different value.

3. After applying your choice of filter criteria, you can manually limit the list of Assets further by using CTRL and the left mouse button, clicking to highlight only those Assets in the **Assets Checked-Out** list that should be Checked-In, then click the **>** button to move them to the **Assets ready to check-in** list. All the listed Assets can be shifted to the Assets ready to check-in list via the **>>** button.

   The **Select All** button can be used to highlight all the records found by your choice of filter criteria. **De-Select All** can be used to clear any selections previously made.

   The **Detail** button will open the **Edit Asset** screen for a highlighted record, to view or modify the Asset record prior to doing the Check-In. If more than one record is selected, the Detail button will be disabled.

When you are satisfied with the Assets accumulated in the **Assets ready to check-in** list, you can optionally apply **Notes** to the transaction.

When the **Print Receipt - Copies** box has a value greater than zero, one or more Check-In receipts will be printed for this transaction.

4. You can optionally add Notes to these assets by clicking the **Notes** button or enter a Check In location in the **Location** field. Select a new location for the asset will check the asset into the selected location, effectively moving it from its former location.

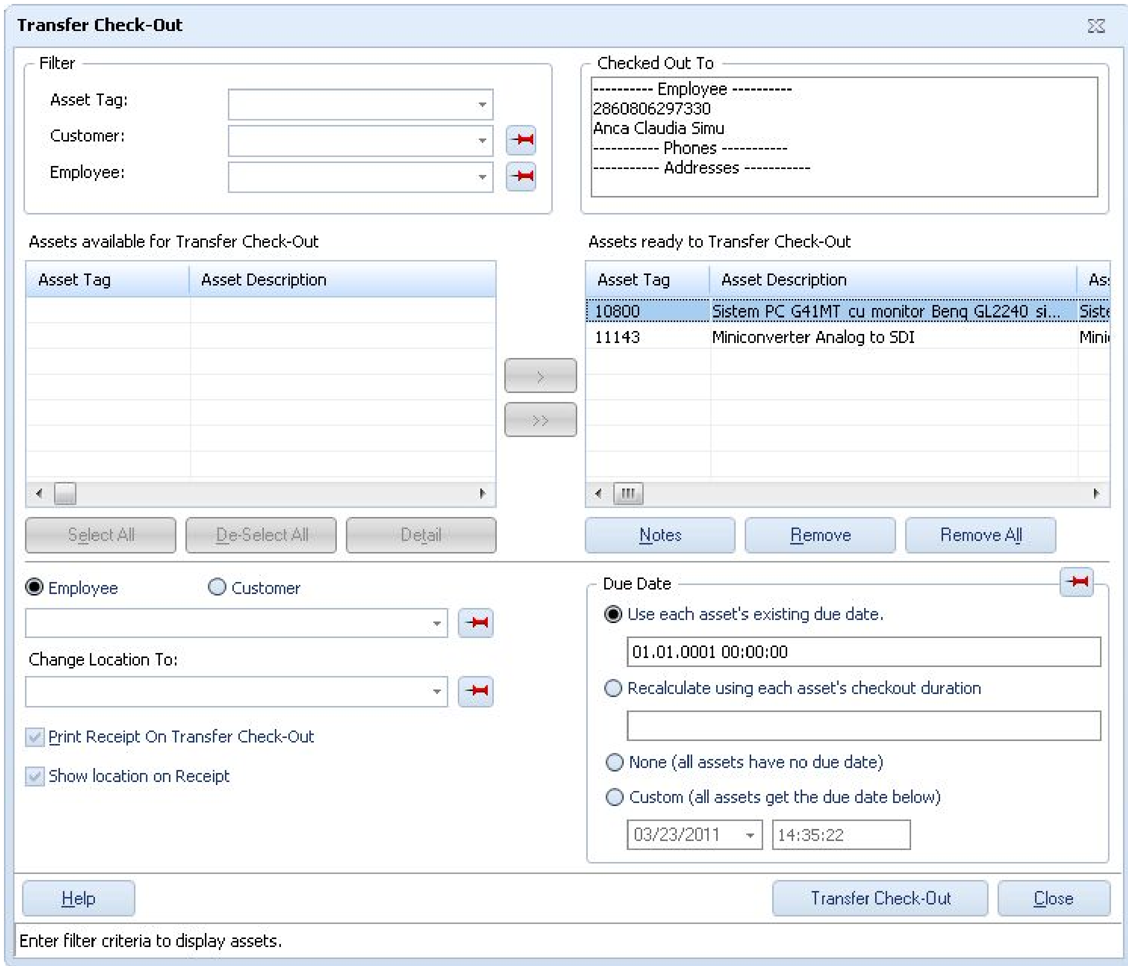
5. When the required fields have been satisfied, the **Check-In** button will be enabled. Click it to post the transaction or click the **Close** button to exit without doing a Check-In.

9.6 Transferring Checked Out Assets

The Transfer Checkout function allows you to transfer physical possession of a checked out item from one person to another. Transferring a checked out asset prevents you from having to check the asset back in, then check it out again to another person. If the asset won't be returning to your company's possession before going to another customer or employee, use this function to transfer it.

Keep in mind that you can set the **check out length to only consider weekdays** and the **due date to only fall on a weekday** on the **Options** screen.

1. From the **Main** screen, click **Asset Management > Transfer Check Out**. The **Transfer Check Out** screen appears.



This screen is similar to the Check Out screen.

2. The **Transfer Check-Out** function offers two modes of Asset selection - **Filter** and **Custom Filter**:

   Filter is the default selection mode, allowing you to select the Assets you want to Check-Out by specifying any combination of values for the four filter criteria: **Asset Tag**, **Description, Location**, and **Category**.

   Note: Pinning is available on this screen. Pinning allows you to "lock" the information entered into a field. This is convenient if, for example, you are entering multiple new assets for a particular site and location. You can enter the site and location once, then pin them. The fields will retain the information you entered through each new entry until you unpin them. In the example screen shown below, values are entered in the Site, Location and Department Code fields. These three fields were **Pinned** by clicking on their pushpins, causing them to look like this. Click the pushpin again to unlock the field for entry of a different value.

   Custom Filter may be selected instead of Filter. This makes use of the **Simple Find** or **Advanced Find** forms to select the Assets you want to Check-Out.

3. After applying your choice of filter criteria, you can manually limit the list of Assets further still by

using CTRL and the left mouse button, clicking to highlight only those Assets in the **Assets available to check-out** list that should be Checked-Out, then click the **>** button to move them to the **Assets ready to transfer check-out** list. All the listed Assets can be shifted to the Assets ready to transfer check-out list via the **>>** button.

The **Select All** button can be used to highlight all the records found by your choice of filter criteria. **De-Select All** can be used to clear any selections previously made.
The **Detail** button will open the **Edit Asset** screen for a highlighted record, to view or modify the Asset record prior to doing the Check-Out. If more than one record is selected, the Detail button will be disabled.

When you are satisfied with the Assets accumulated in the Assets pending check-out list, you can optionally apply **Notes** to the transaction, then specify either a **Customer No.** or an **Employee No.** and a **Due Date** (and time).

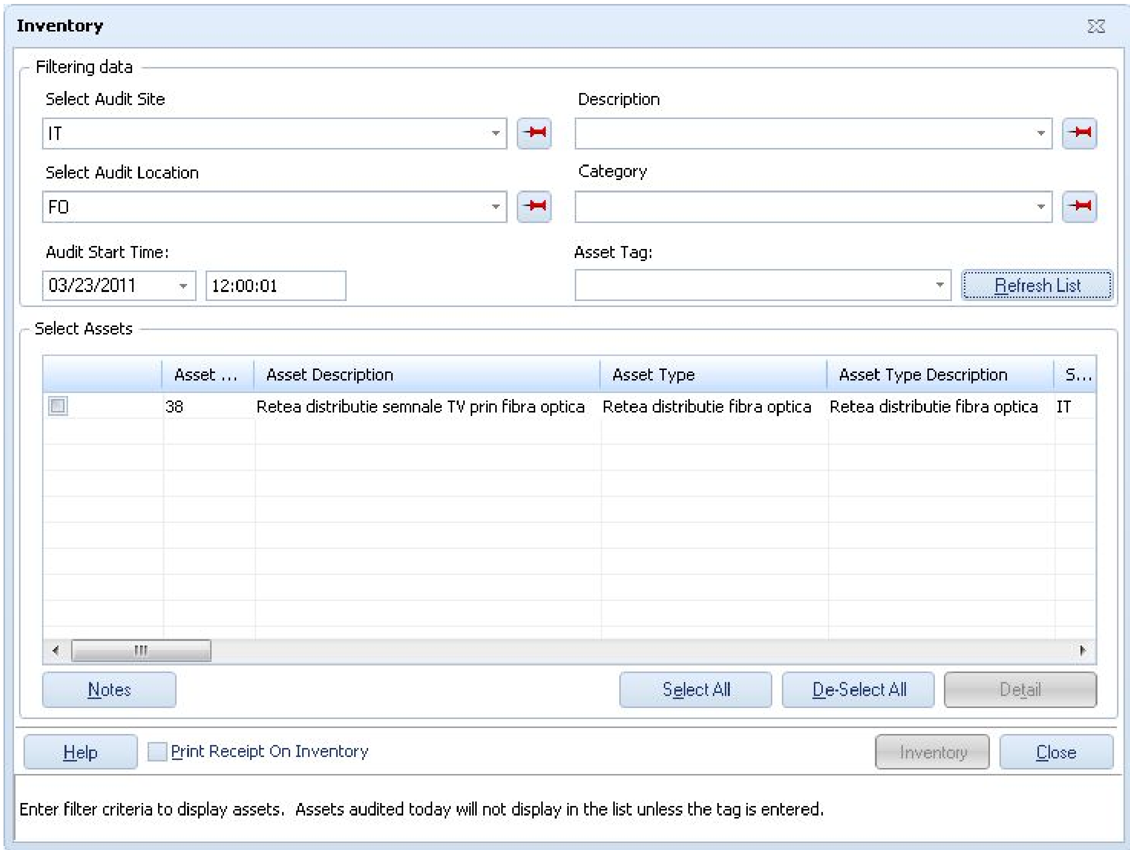
When the **Print Receipt - Copies** box has a value greater than zero, one or more Check-Out receipts will be printed for this transaction.

4. When the required fields have been satisfied, the **Transfer Check-Out** button will be enabled. Click this button to post the transaction or click the **Close** button to exit without transferring the asset.

9.7 Auditing Assets

The **Audit** function is used to determine the current location of your assets. With this function, you can verify that your assets are in the locations to which they are assigned.

1. To access the **Audit** screen from the **Main** screen, select **Asset Management > Audit.**



2. The **Filter** section allows you to quickly select which assets you wish to audit. Select the desired audit Site and Location.

3. Set an **Audit Start Time**. This feature allows you to stop and restart an audit without auditing the same inventory twice by telling Rosistem Assets to only include those assets that were not audited prior to the entered start date and time.

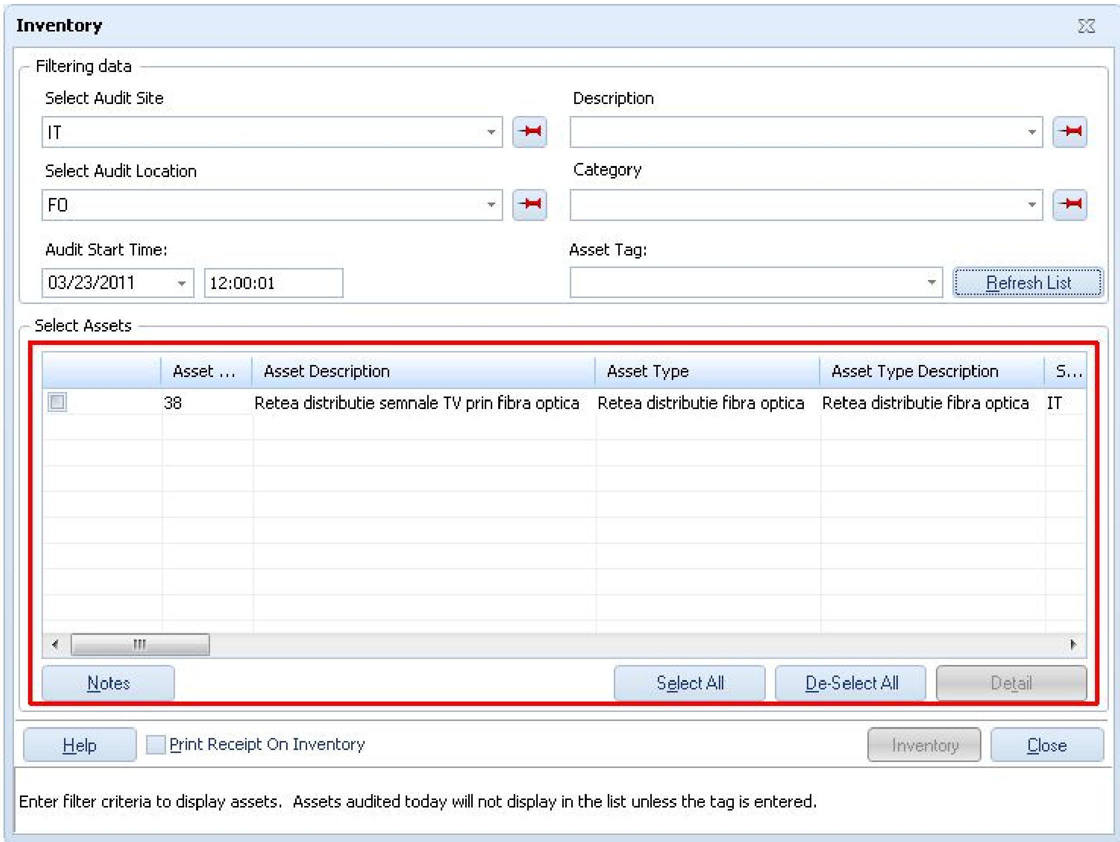
4. After the site and location are selected, you can further define your asset search by entering a Department, Category or specific Asset Tag.

Note: Pinning can be used with Audit transactions. Pinning allows you to "lock" the information entered into a field. This is convenient if, for example, you are entering multiple new assets for a particular site and location. You can enter the site and location once, then pin them. The fields will retain the information you entered through each new entry until you unpin them. In the example screen shown below, values are entered in the Site, Location and Department Code fields. These three fields were **Pinned** by clicking on their pushpins, causing them to look like this. Click the pushpin again to unlock the field for entry of a different value.

3. After applying your choice of filter criteria, a list of assets matching your criteria appears in the **Selected Assets** list.

The **Select All** button can be used to highlight all the records found by your choice of filter criteria. **De-Select All** can be used to clear any selections previously made.

If you want to edit an asset in the **Selected Assets** list, highlight the listing, then click the **Detail** button. If more than one record is highlighted or no assets are selected, the **Detail** button will be disabled.



Note on Linked Assets: If the displayed asset is a Linked asset, a special icon appears alerting you that this is a linked asset.

Note: Asset Linking, also known as Asset Kitting, allows you to link two or more assets together to form one new asset. For example, the asset Mary's Computer may consist of 4 separate assets - CPU, Keyboard, Mouse and Monitor. These four individual assets are linked together to form one new asset, Mary's Computer. For a more detailed definition, please refer to the Definitions topic.

Special rules apply when auditing linked assets. If the **Transact as Whole** flag has been selected for the parent of this asset (on the **Edit Asset>Linking** tab), then *ALL* assets linked to this asset will be audited. If this flag is not selected, the single asset will be audited. **See the Create New Asset for further information.**

4. When you are satisfied with the Assets in the **Selected Assets** list, you can optionally apply **Notes** to the transaction.

5. You can print audit receipts for each audited assets by entering the desired number of receipts in the **Print Receipts - Copies** field. Keep in mind that if you enter 3 in this field, for example, 3 audit receipts will print for each asset audited.

6. When you are ready to audit the assets, select the checkbox next to the assets you want to audit, or click **Select All**, and click the **Audit** button. The **Audit** button will not be enabled until

you select at least one asset. After you select the Audit button, the audited assets will disappear from the **Selected Assets** list.

When the required fields have been satisfied, the **Audit** button will be enabled. Click it to post the transaction or click the **Close** button to exit without doing an Audit.

If at the Location being Audited, an Asset is found that wasn't recorded in the Asset database, a message will appear giving you the option to relocate the Asset to the Location you are currently auditing, then auditing it or leaving the asset in its current location and auditing it. Keep in mind that whether you move the asset to the current location or leave it where it is, the asset will be audited.

If an Asset is missing at the Location being Audited and you have discontinued all efforts to find it, you can perform a **Dispose** transaction. Keep in mind that once disposed, assets cannot be "un-disposed", meaning there is no way to reactivate the asset. You would need to create a new asset if the asset is found. There may be situations where you will want to move an asset to a temporary location, rather than disposing of it, if the asset is misplaced. For example, if you regularly have items that are not found during an audit, but are found later, you may not want to dispose of them. Moving them to a temporary location you set up in Rosistem Assets enables you to move them back to their regular location when they are found. Disposing of these assets requires you to create a new asset later if they are found.

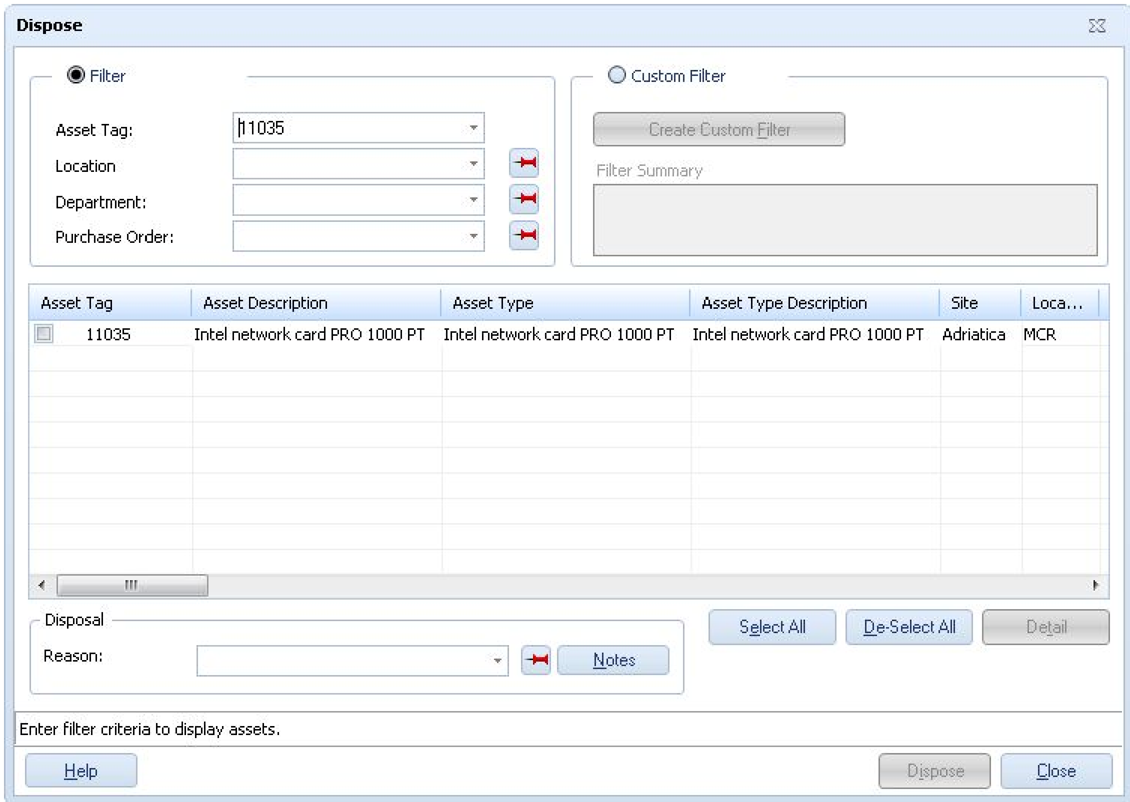
9.8 Disposing of Assets

The **Dispose** function is used to delete one or more assets from your database. You will use this function when you no longer have an asset.

Keep in mind that once disposed, assets cannot be "un-disposed", meaning there is no way to reactivate the asset. You would need to create a new asset if the asset is found. There may be situations where you will want to move an asset to a temporary location, rather than disposing of it, if the asset is misplaced. For example, if you regularly have items that are not found during an audit, but are found later, you may not want to dispose of them. Moving them to a temporary location you set up in Rosistem Assets enables you to move them back to their regular location when they are found. Disposing of these assets requires you to create a new asset later if they are found.

1. To access the **Dispose** screen, from the **Main** screen, click **Asset Management > Dispose**. The **Dispose** screen shown below appears.

   You can also access this screen from the **Asset List** by highlighting the asset you want to **Dispose**, then click the **Dispose** button on the toolbar. **For more information on using the list screens, click here.**



2. You can search for specific assets using the Filter or the Custom Filter at the top of the screen.

   Filter: This is the default selection mode and allows you to select assets by specifying any combination of values for the four filter criteria: Asset Tag, Location, Department and Purchase Order.

   Note: Pinning can be used with Dispose transactions. Pinning allows you to "lock" the information entered into a field. This is convenient if, for example, you are entering multiple new assets for a particular site and location. You can enter the site and location once, then pin them. The fields will retain the information you entered through each new entry until you unpin them. In the example screen shown below, values are entered in the Site, Location and Department Code fields. These three fields were **Pinned** by clicking on their pushpins, causing them to look like this. Click the pushpin again to unlock the field for entry of a different value.

   Custom Filter: This feature uses the **Simple Find** or **Advanced Find** screens to select the assets you want to dispose.

3. The assets matching your criteria will appear in the grid. You can manually limit the list of Assets further by highlighting only those assets in the list you want to dispose. To multi-select, hold down the CTRL key while clicking on assets with your mouse.

   The **Select All** button can be used to highlight all the records found by your choice of filter criteria. **De-Select All** can be used to clear any selections previously made.
   The **Detail** button will open the **Edit Asset** screen for a highlighted record, to view or modify the Asset record prior to doing the Dispose. If more than one record is selected, the Detail button will be disabled.

4. A **Disposal Reason** must be selected from the drop list. Reasons are: Sale, Lost, Damaged, Trade In, Stolen or Other.

5. You can optionally apply **Notes** to the transaction.

6. When you are finished entering information in the required fields, the **Dispose** button will be enabled. Click it to dispose of the selected assets or click the **Close** button to exit without disposing of any assets.

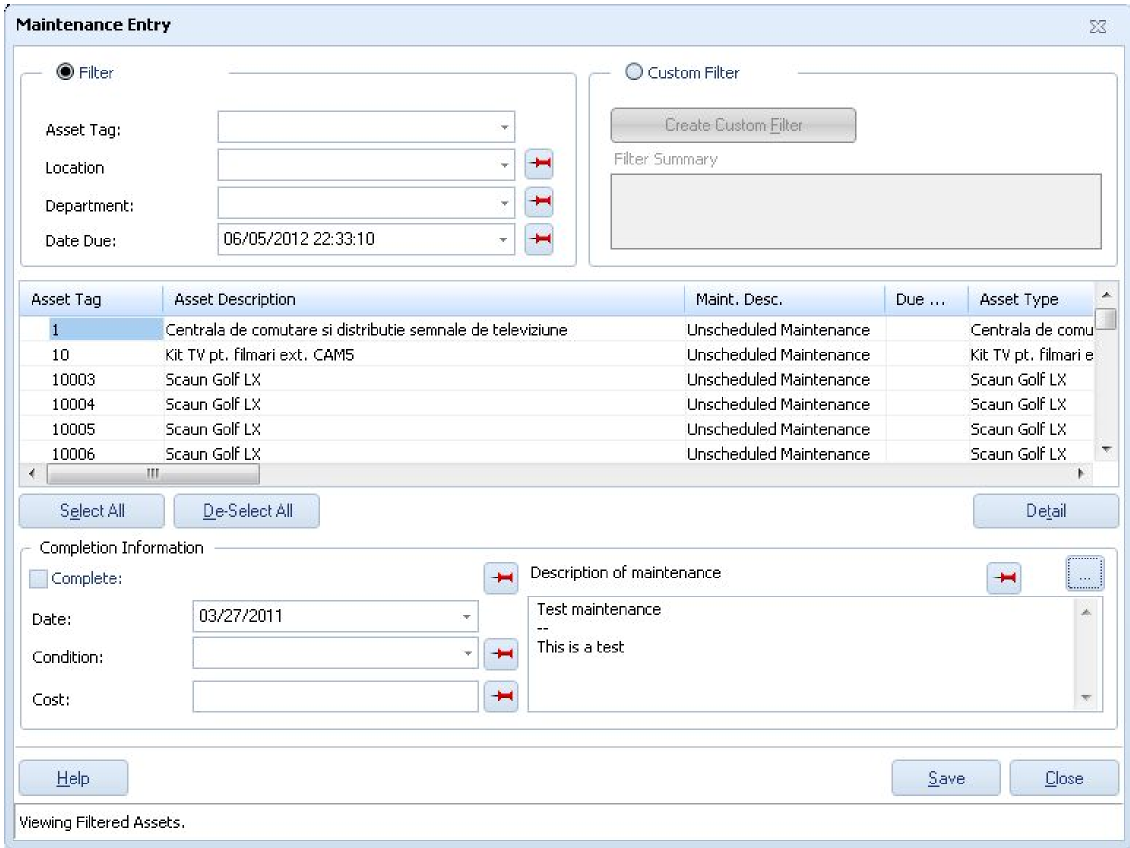
9.9 Creating a Maintenance Entry

The **Maintenance Entry** screen is used to record maintenance activity for one or more Assets. You can schedule maintenance on this screen and record when maintenance was completed and the condition of the asset.

1. To access this screen, from the **Main** screen, select **Asset Management > Maintenance Entry**.

   OR

   From the **Main** screen, select **Lists > Asset List**. Highlight an **Asset** in the **Asset List**, then click the **Maintenance** icon on the toolbar. The **Maintenance Entry** screen appears. Note that if you access the **Maintenance Entry** screen from the **Asset List**, the screen will appear populated with the selected Asset's information and any scheduled maintenance.



2. The **Maintenance Entry** screen offers two modes of Asset selection - **Filter** and **Custom Filter**:

   Filter is the default selection mode, allowing you to select the Assets for which you want to record a Maintenance Entry by specifying any combination of values for the four filter criteria: **Asset Tag**, **Location**, **Department** and **Date Due**.

   Date Due will select those Assets with a scheduled **Next Date** that occurs on or before the **Date Due** specified. The **Next Date** is set on the **Edit Asset > Maintenance** tab.

   Note: Pinning can be used with Maintenance Entry transactions. Pinning allows you to "lock" the information entered into a field. This is convenient if, for example, you are entering multiple new assets for a particular site and location. You can enter the site and location once, then pin them. The fields will retain the information you entered through each new entry until you unpin them. In the example screen shown below, values are entered in the Site, Location and Department Code fields. These three fields were Pinned by clicking on their pushpins, causing them to look like this. Click the pushpin again to unlock the field for entry of a different value.

   Custom Filter may be selected instead of Filter. This makes use of the **Simple Find** or **Advanced Find** forms to select the Assets for which you want to record a Maintenance Entry.

3. The assets matching your criteria will appear in the grid. You can manually limit the list of Assets further by highlighting only those assets in the list for which you want to create a maintenance entry. To multi-select, hold down the CTRL key while clicking on assets with your mouse.

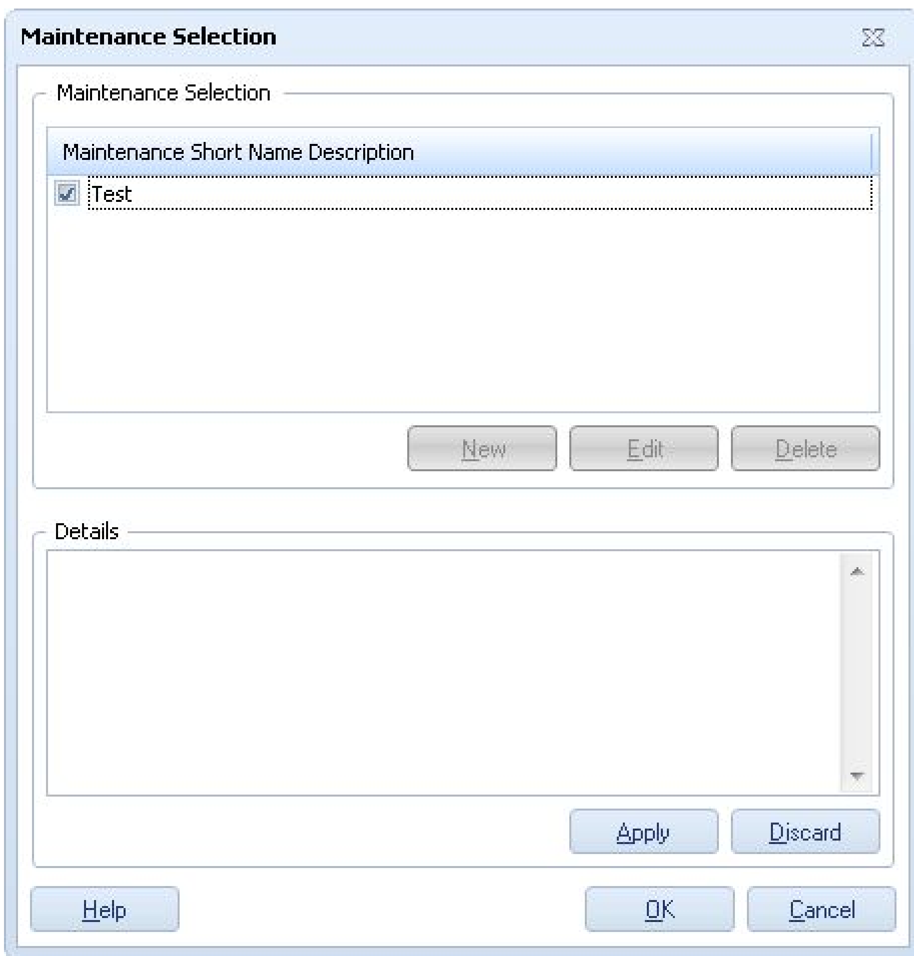
The **Select All** button can be used to highlight all the records found by your choice of filter criteria. **De-Select All** can be used to clear any selections previously made

The **Detail** button will open **Edit Asset** screen for a highlighted record. You can view or modify the Asset record prior to recording the Maintenance Entry. If more than one record is selected, the **Detail** button will be disabled.

4. If the maintenance is completed, select the **Complete** checkbox. You can also specify a **Completion Date**, the Asset's current **Condition** and the **Cost** of the maintenance. The **Complete** checkbox does *not* need to be selected to enter a **Completion Date**, **Condition** or **Cost**.

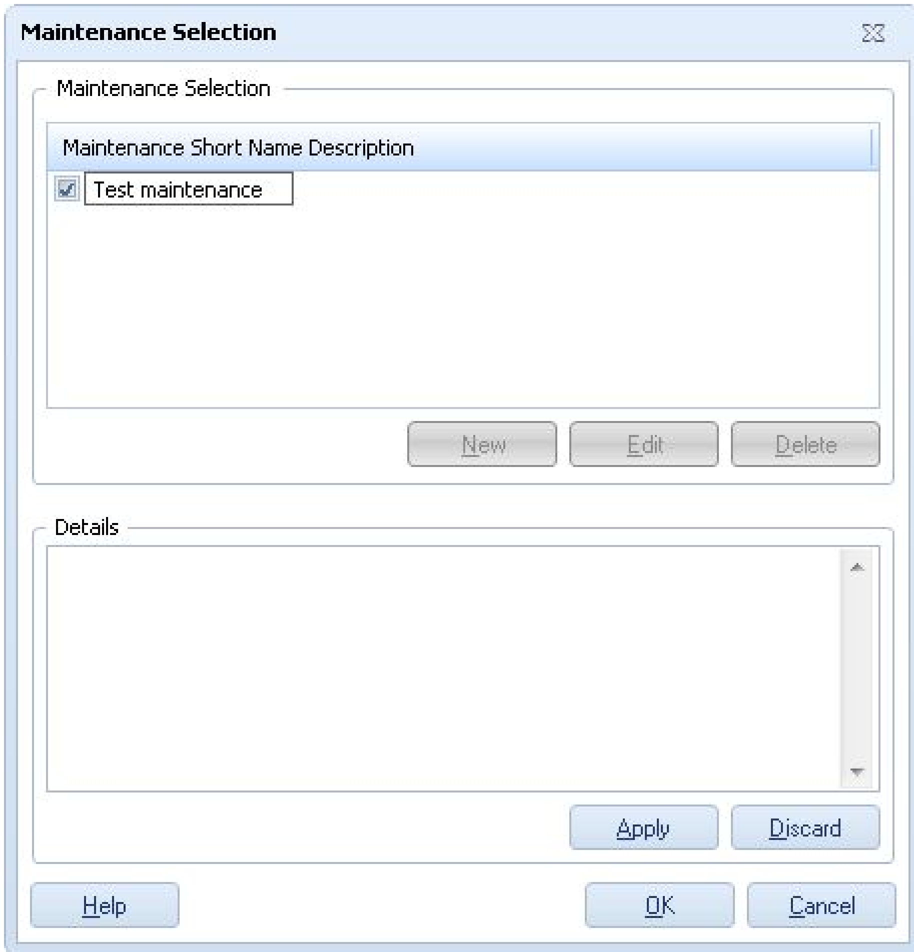
5. Enter a **Description of Maintenance** for this **Maintenance Entry**. The **Description of Maintenance** field allows you to enter a brief overview of the maintenance performed. You can type a one-time entry into the **Description** field, or you can set up recurring descriptions from which you an select.

5.a.To setup descriptions, click the **...** button above the **Description of Maintenance** field. The **Maintenance Selection** screen appears:



5.b.Any descriptions you already have setup will appear in the **Maintenance Short Name**

Description field. To enter a new description, click the **New** button. A new entry will appear in the **Maintenance Short Name Description** field:

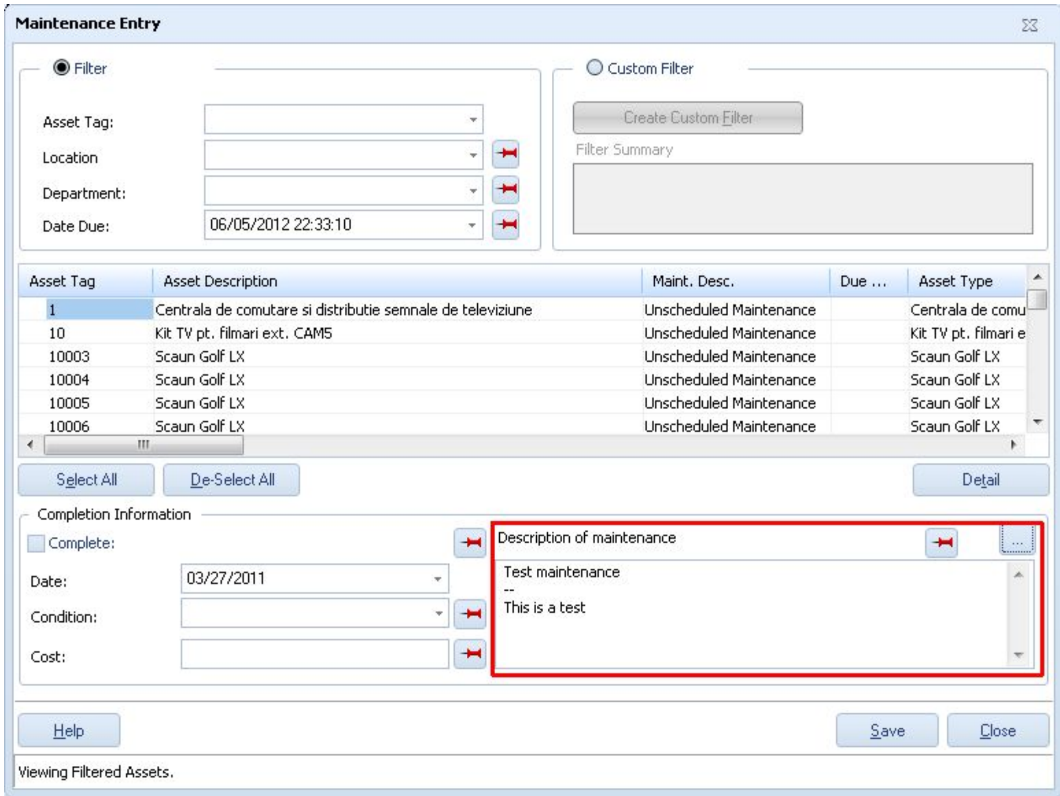


5.c.Enter a name for this maintenance.

5.d.Click in the **Details** section, then type in the description for this maintenance.

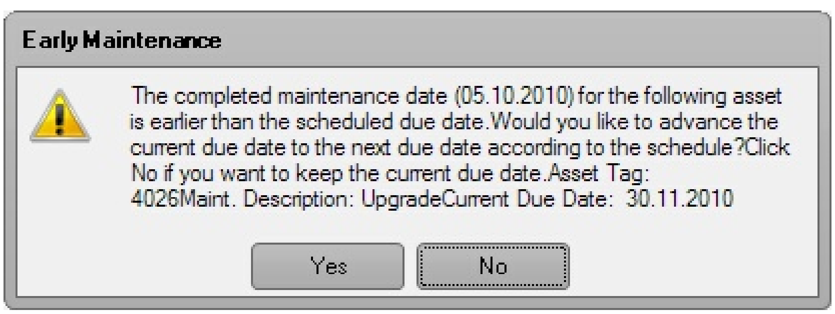
5.e.Click **Apply** to save your changes.

5.f.Select which maintenance description you want to use by checking the desired listing, the click the **OK** button. Your selection will be added to the **Description of Maintenance** field.



6. When all required fields have been completed, the **Save** button will be enabled. Click **Save** to save your changes or click the **Close** button to exit without recording a **Maintenance Entry**.

Entering Maintenance Prior to Due Date: If maintenance is entered for an asset before that maintenance schedule is due, the following screen appears:



Select **Yes** if you want to advance the schedule. This means the maintenance will be marked completed for this period and the due date will be moved to the next due date on the schedule.

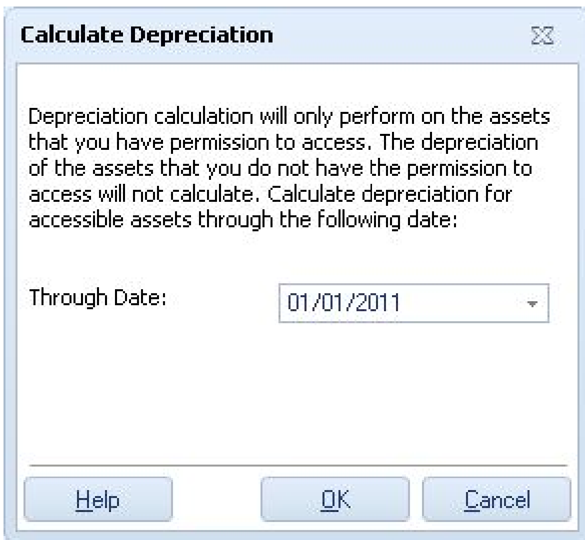
Select **No** to keep the current due date. The maintenance will be marked completed but the due date will stay the same.

9.10 Calculating Depreciation

The **Calculate Depreciation** function is used to calculate depreciation up to the specified **Through Date** for *all* Assets with **Asset Types** defined with Depreciation Classes having Depreciation Methods other than None.

Note: Depreciation Classes can be created to determine a specific Depreciation Method. The Depreciation Class is then assigned to Asset Types to calculate depreciation.

1. To access this function, from the **Main** screen, click **Asset Management > Calculate Depreciation**. The **Calculate Depreciation** screen appears.



2. Specify the **Through Date** through which you want depreciation to be calculated or just click **OK** to accept the default date. **The default Through Date can be changed on the Options screen.**

Depreciation Definitions and Examples:

Click on the depreciation type below to view a definition and example. Remember that these depreciation methods are selected on the **Add/Edit Depreciation Class** screen. **Click here for more information on Adding/Editing Depreciation Classes.**

- **Straight Line** - The simplest and most commonly used depreciation method, straight line depreciation is calculated by taking the purchase or acquisition price of an asset subtracted by the salvage value divided by the total productive years (Life) the asset can be reasonably expected to benefit the company.

- **Double Declining Balance** - The double declining balance depreciation method is similar to the straight-line method. To use it, the system first calculates depreciation as if it were the straight line method. Then it determines the total percentage of the asset that is depreciated the first year and doubles it. Each subsequent year, that same percentage is multiplied by the remaining balance to be depreciated. At some point, the value will be lower than the straight-line charge, at which point, the double declining method should be scrapped and straight line used for the remainder of the asset’s life. Remember that the IRS does allow businesses to switch depreciation methods one time in the life of an asset. Rosistem Assets will not make this switch for you. It is up to the individual business to keep track of when the switch to straight line depreciation should be made.

- **150% Declining Balance** - This method uses 150% of the straight-line percentage for the first year. The same percentage is then applied to the remaining balance, each succeeding year.

- **Declining Balance Custom** - This method allows you to enter a custom declining balance percentage. Declining Balance is a common depreciation-calculation system that involves applying the depreciation rate against the non-depreciated balance. Instead of spreading the cost of the asset evenly over its life, this system expenses the asset at a constant rate, which results in declining depreciation charges each successive period.

- **Sum of the Years' Digits** - To calculate depreciation charges using the sum of the years' digits method, take the expected life of an asset (in years) count back to one and add the figures together.

3. After depreciation for all applicable assets has been completed, e confirmation message will appear. Click the **OK** button to view the Asset Depreciation by Department Report or **Cancel** to close the screen.

This software does not track depreciation over multiple periods. For example, after calculating depreciation for an asset using the variables in the examples provided above, if you were to later change the Purchase Cost or Salvage Value or any other relevant variable, the next time you calculate depreciation the system would not take into account any previous calculations.

Any changes made to an existing Depreciation Class will impact depreciation calculations for every Asset defined with that Depreciation Class (via the Asset Type).

9.11 Mass Update

Rosistem Assets allows you to select multiple Assets from the Asset List and update a number of fields. For example, if you want to update warranty information for all Assets under a certain Asset Type, you can select all of those assets on the Asset List and make the change at one time.

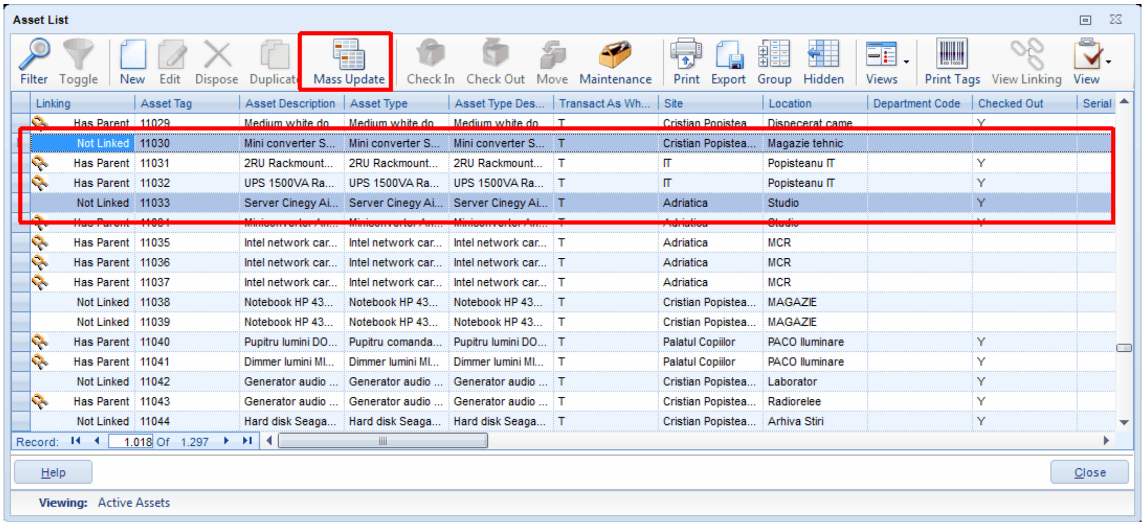
Using Mass Update:

1. From the **Main** screen, select **List Forms > Asset List**.
   or
   From the **Main** screen, select **Asset Management > List Assets**.

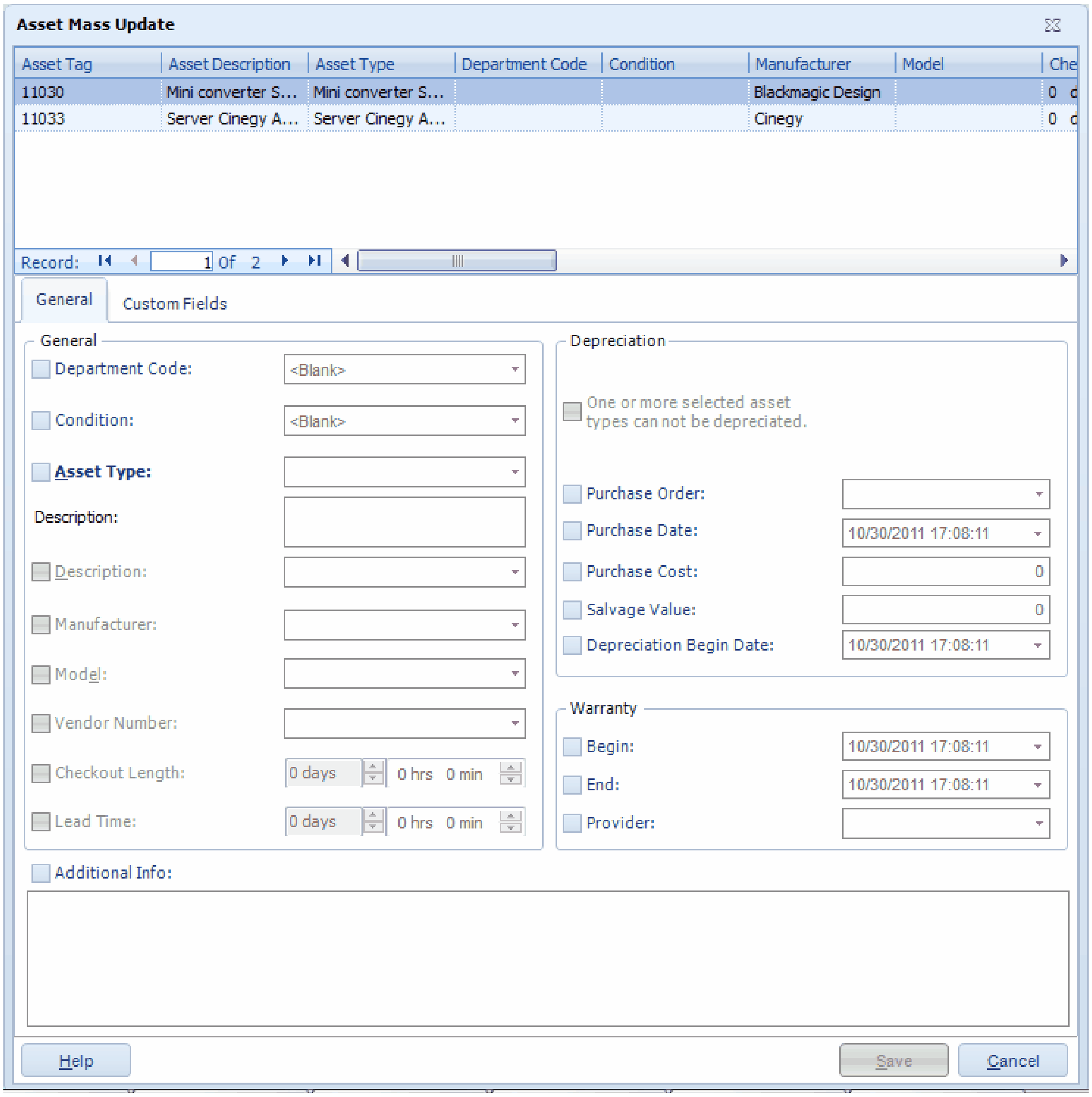
2. On the **Asset List** screen, select the **Assets** you want to update. You can use the filter features to drill down to the assets you want.

3. Now select all assets you want to change by holding down the **Ctrl** key and clicking on each one you want. Or you can select assets by holding down the SHIFT key and clicking on two assets. All assets in between the two you clicked on will be selected.

4. When you have selected the assets you want to change, click the **Mass Update** button on the toolbar:

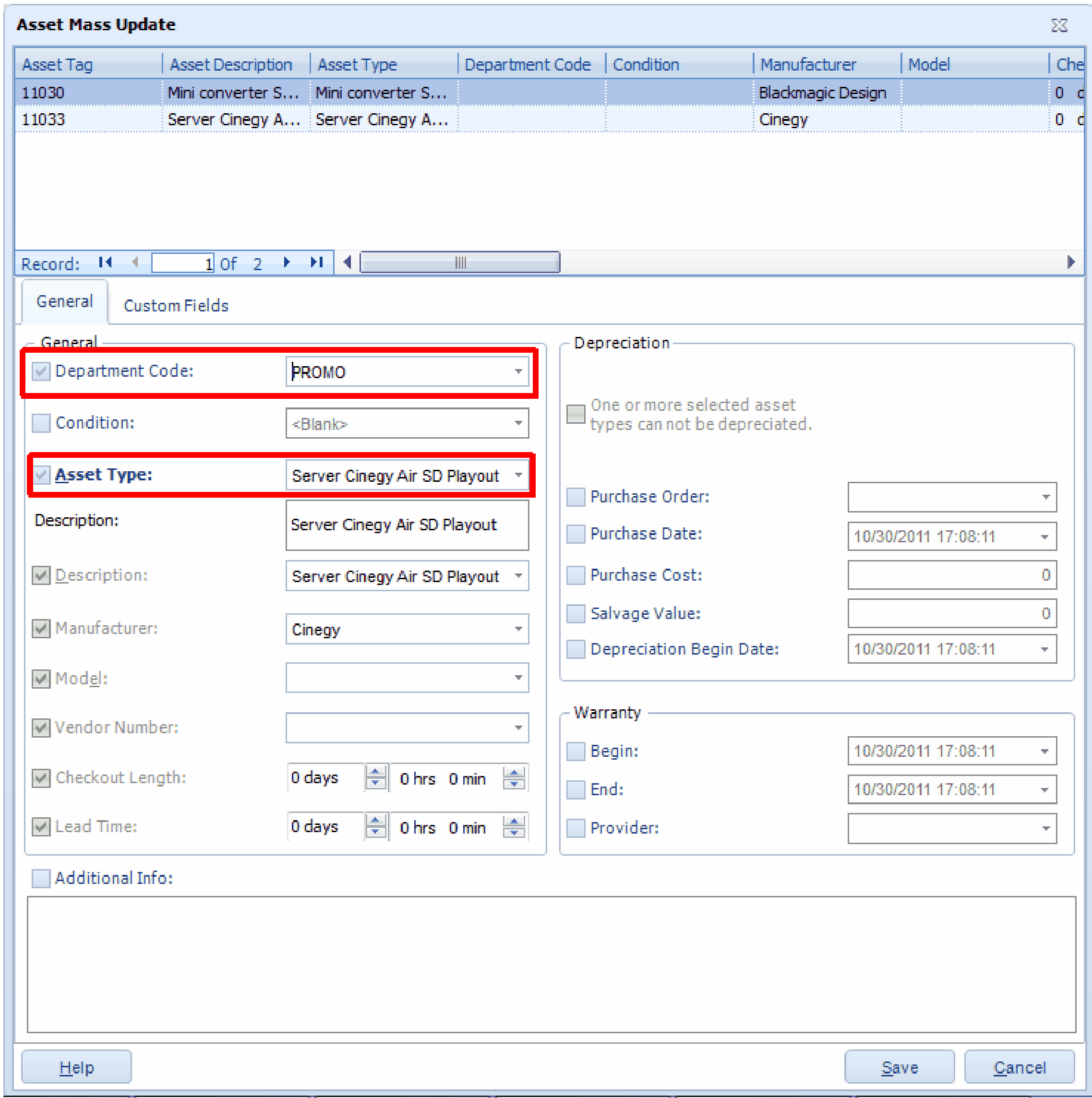


The **Mass Update** screen appears:



5. The top portion of the **Mass Update** screen displays the assets you have selected. If needed, scroll through the columns in this window using the bar on the right. As with other lists in Rosistem Assets, you can sort the list by clicking on the column headers.

6. Select the checkboxes in front of each field you wan to updated, then enter the information you want to change. Any fields you have selected (a checkmark will appear in the box as shown in the example below) will be updated. Unchecked fields will not be updated. Remember that once you click **Save**, any information you enter here will be applied to all assets that appear in the window.



You can manually type information into the fields or use the drop down menus. Most drop down menus will provide the options of <Blank> and <More>. <Blank> means any information previously contained in the field will be removed. <More> accesses the associated List screen allowing you to select from all Manufacturers, Vendors, etc.

Any fields that appear in bold are required fields. You cannot select Blank for required fields. Which fields are required will vary depending on your **Custom Field Name** settings.

Keep in mind that the **Depreciation** checkbox cannot be selected unless all assets in the **Mass Update** window are associated with an Asset Type that can be depreciated. Depreciation is activated at the **Asset Type** level on the **New Asset Type** or **Edit Asset Type** screen.

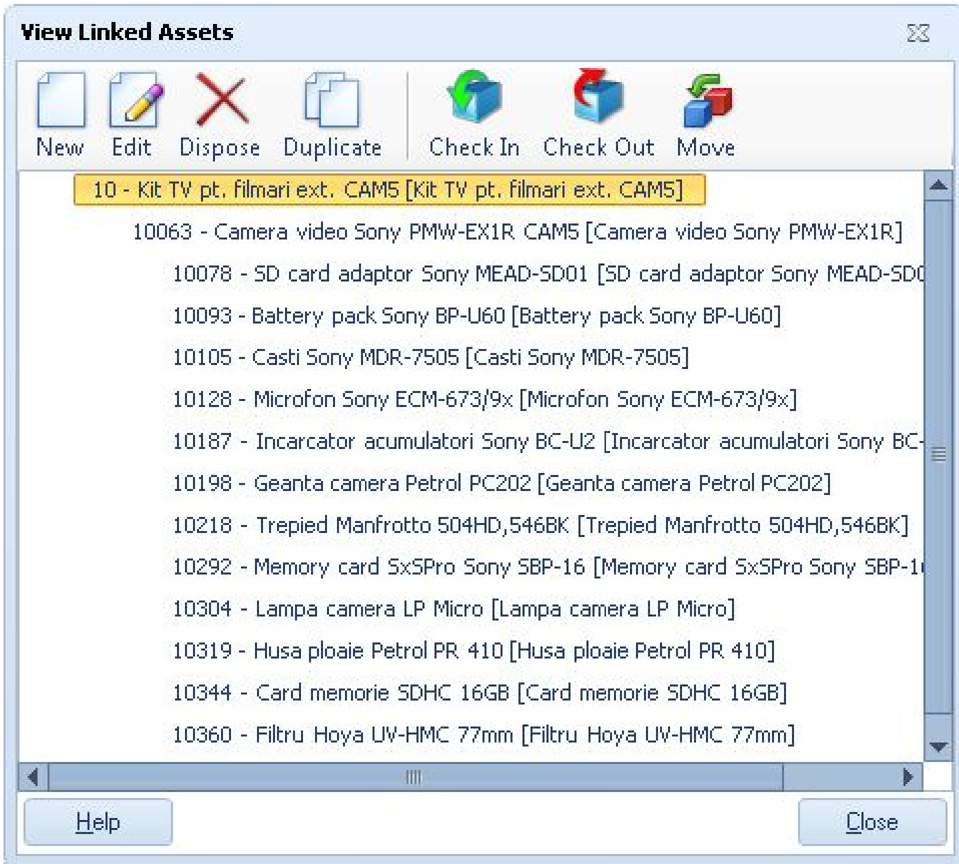
If the **Edit Inherited Asset Type Data** option is disabled on the **Options** screen, you will not be able to edit data under the **Asset Type**.

7. After you have entered information in the desired fields, click the **Save** button. Remember that

once you click **Save**, any information you enter here will be applied to all assets that appear in the window.

9.12 View Linked Asset Screen

View Links - if you are using asset linking, highlight a listing in the **Asset List**, then click the **View Links** button to view the parent asset and any children. Below is an example of the **View Linked Assets** screen.



Notice that in this example the asset that was highlighted in the Asset List appears highlighted on the View Links screen (asset K1000 in this example). The parent asset appears at the top. If asset K1000 had children linked to it, those would also appear on this screen.

There is a toolbar at the top of this screen allowing you to perform actions on the assets on the screen. These functions are listed below:

- **Create New**
- **Edit**
- **Dispose**
- **Copy**
- **Check In**
- **Check Out**
- **Move**

Administration

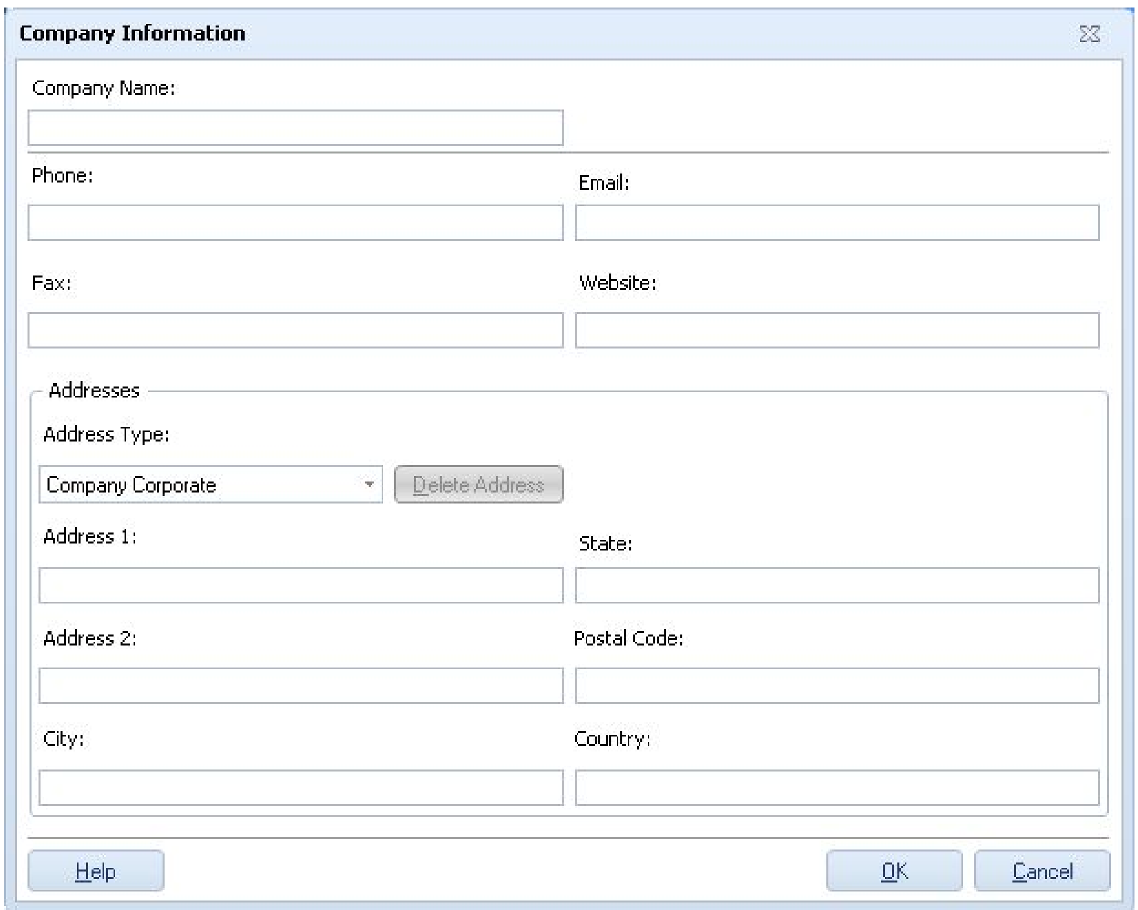
X

10 Administration

10.1 Entering Company Information

The **Company Information** screen allows you to enter or update information about your business. The value entered in the **Company Name** field will appear at the top of the **Main** screen and also be used as the header for all reports and pre-defined labels. This screen should be filled out first when you initially setup the software.

1. To access the **Company Information** screen, from the **Main** menu, click **Administration > Company Information**. The **Company Information** screen shown below will appear:



2. Select an **Address Type** from the drop down list, then provide any of the associated information you have: **Address 1**, **Address 2**, **City** and **Country**. Address information can be entered for each Address Type you select. The **Phone**, **Fax**, **Email** and **Website** fields are available if you would like to record this information.

3. Click **OK** to save your data or **Cancel** to close the screen without saving.

10.2 Set Default Working Site

You can set Source and Destination sites (or locations, if your version only allows one site) on the **Set Default Working Site** screen. Rosistem Assets allows you to work with more than one Site and multiple Locations within each Site. At any time, you can limit all your transactions (moves, check-ins, check-outs, etc.) to a specified **Source**, a specified **Destination**, or allow transactions at All Sites.

When Rosistem Assets's functionality is not restricted to a single site, Users must remain mindful of which site they are working with as transactions are performed.

Source will determine the locations available in the Location field of the New Asset, Check-Out, Check-In, Audit and Dispose screens. It will also determine the locations available in the From Location field of the Move function.

Destination will determine the locations available in the Move function's To Location field.

By default, All sites are allowed.

1. To set the source and destination sites, from the **Main** screen, click **Administration > Set Default Working Site**. The **Select Site** screen appears:

2. Make your selections from the drop down lists. All sites you have entered into the database will appear in the list.

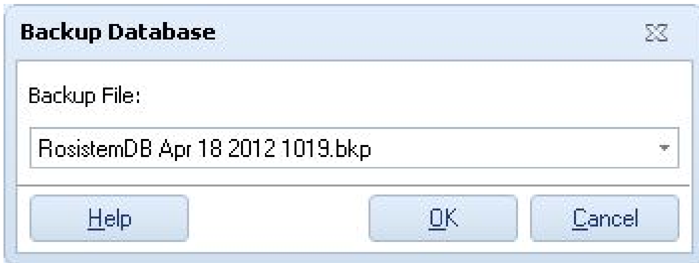
3. Click **OK** when you have made your selections.

10.3 Database Management

10.3.1 Backup

The **Backup** procedure is performed on the Database Manager. .

When the **Backup Database** button on Rosistem Assets is selected the following screen appears:



10.3.2 Restore

The **Restore** procedure is performed on the Database Manager.

You can quickly restore a previously backed-up database using the **Restore** function in the Database Manager. This is useful if something happens to corrupt your database. You can easily restore your last backed up database. This is why it is important to regularly backup your database.

When the **Restore Database** button on Rosistem Assets is selected the following screen appears:

This operation will erase all the data currently in your database and replace it with the data in the backup including all Assets, Customers and Users. If there is any chance you will want to recover transactions that have been entered since the Backup was done, you might want to do a fresh Backup to a different file name right before restoring an older backup file, if possible.

10.4 Security

10.4.1 Managing Groups

User security in Rosistem Assets is set up by Group. A Group is a collection of security settings that one or more users share. You will need to create your Groups first, then add users and assign them to Groups. Before setting up your groups, take some time to think about the types of employees you have, who will need access to the software and what features/functions they will need to use in the software. You will want to create a Group for each different type of user you may have. You may need a Group for Managers, who have access to all Sites, Reports, Auditing, etc. Another group might be Supervisors who only need access to Reports and basic functions such as check in/out, but don't need access to Auditing. A third Group may be comprised of warehouse workers who need access to the mobile devices, but don't need to be able to log on to the PC.

For example, your company may have 5 supervisors who all need access to the same functions in the software. Instead of setting up each user and assigning these functions individually, you will enter the basic user information, then assign that user to a Group. The security access is then automatically assigned to the user based on the Group settings.

Keep in mind that changes you make to a Group, such as assigning new security privileges, will affect all users assigned to that Group.

You can give a group access to all companies or you can give select members of the group access to a company. Remember that all members assigned to the Group in the Active Directory will have the rights assigned them in the matching Rosistem Assets Group. If there are some people listed in the Active Directory group that you do not want to have the same rights, you will need to edit the Group in the Active Directory or create Groups and Users manually in Rosistem Assets. Creating the Groups and Users manually means you will lose the ease of auto created user accounts.

The topics covered in this section are:

Group Security Roles Screen Overview

Adding a Group

Duplicating a Group

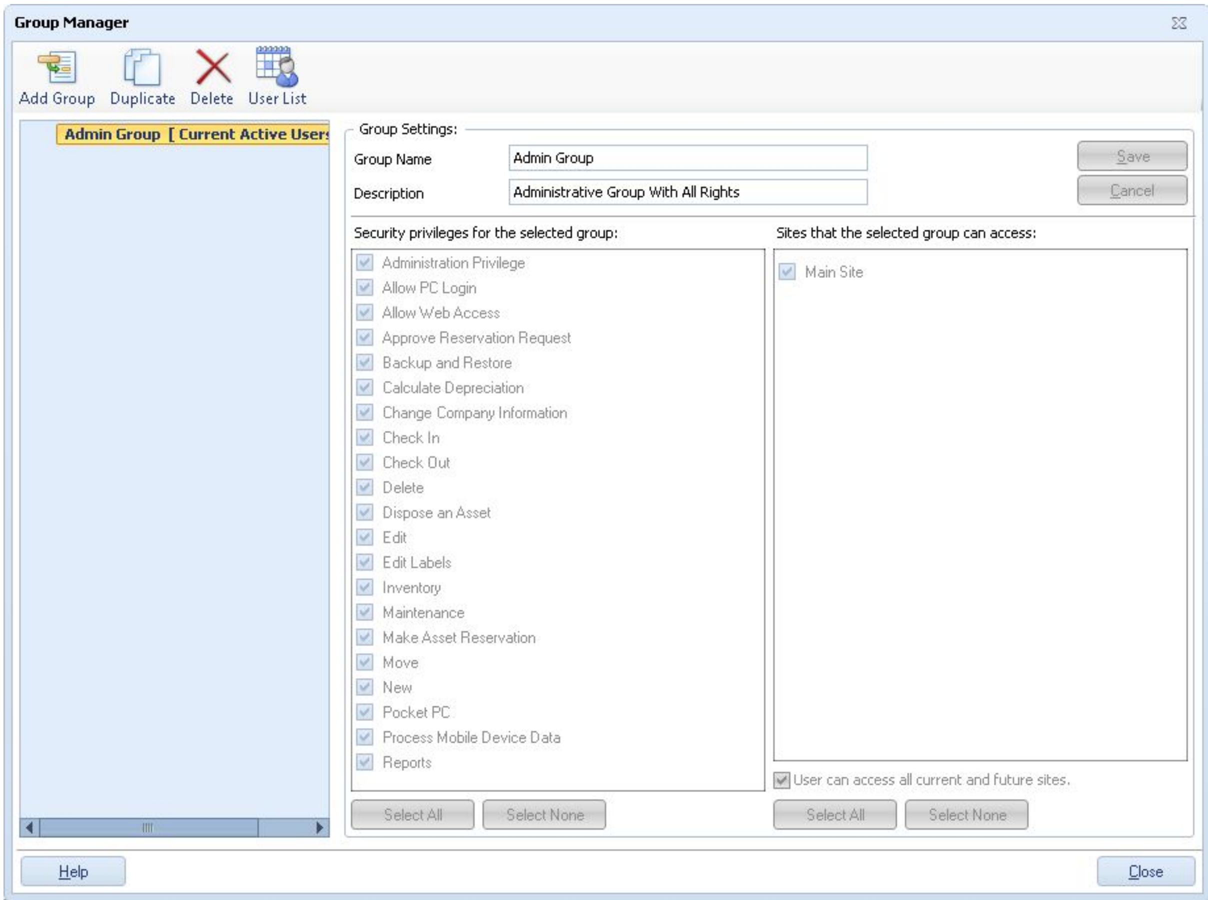
Deleting a Group

Viewing the User List

Group Security Roles Screen Overview:

1. From the **Main** screen, click **Administration > Security > Group Manager**.

   The **Group Security Roles** screen appears:



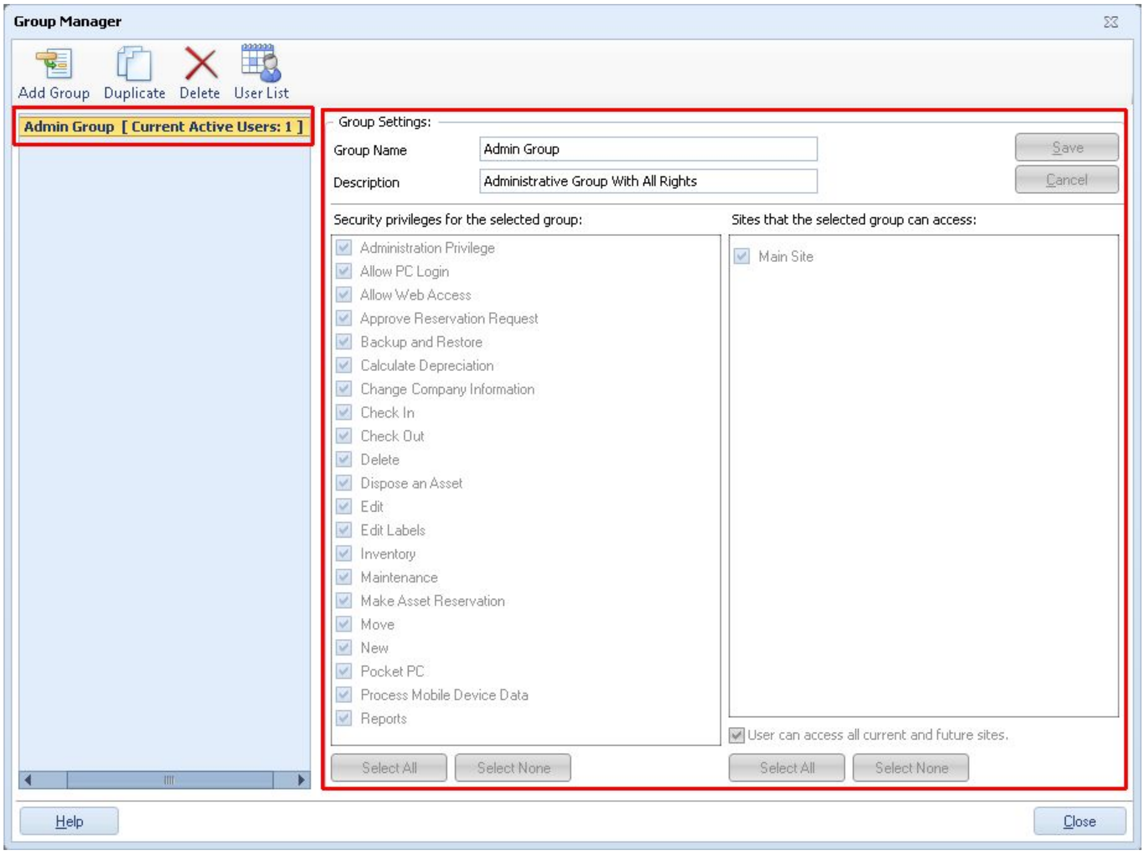
This screen lists any **Groups** that you have previously created, plus the default Admin group. Note that Admin has access to all features/functions and to all Sites.

You can view the **Security Privileges** and **Site Privileges** of a **Group** by selecting that **Group** in the list.

From this screen you can **Add a Group**, **Duplicate a Group**, **Delete a Group** or **View the User List**.

Adding a Group:

1. Click the **Add a Group** button on the toolbar. The **Group Security Roles** screen appears with a new entry in the **Group List** and the privileges fields appear blank as shown below:



2. Enter a **Group Name** and a **Description** for this group.

3. Now you can select the features to which the users assigned to this Group will have access. Select the checkbox next to the features you want to add to this Group. You can select individual features or choose the **Select All** button to select all features in the list. Click **Select None** to prevent this Group from having access to any features in Rosistem Assets.

4. Next you can select the **Sites** to which this Group will have access. You have two options in this section. You can select one or more Sites using the checkboxes. This gives the Group permission to access those Sites, and also allows you to select or deselect Sites on a per user basis (on the **Add New User** screen). You can select individual Sites or choose the **Select All** button to select all Sites in the list. Click **Select None** to prevent this Group from having access to any Sites.

   OR

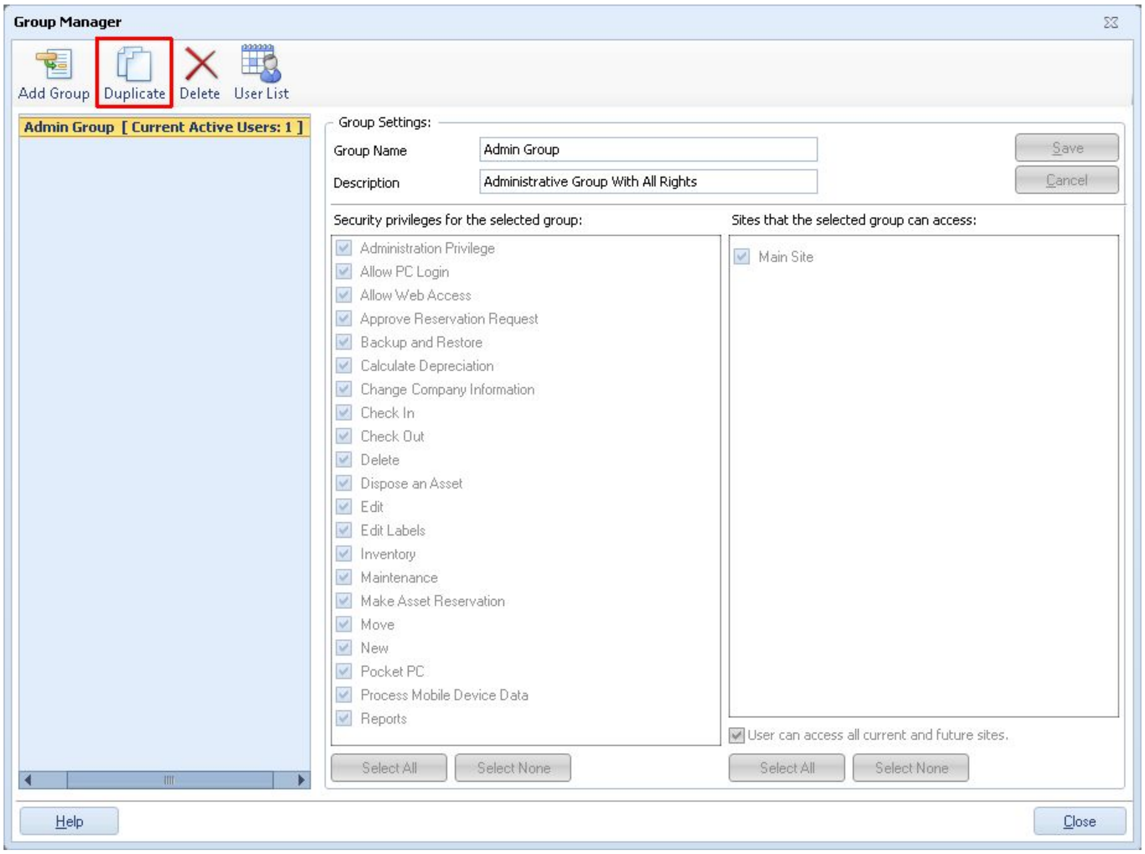
   You can select the **User can access all current and future sites** checkbox. This disables the Sites on this screen and on the individual user's screens. Selecting this option means users in this Group will have access to all current Sites and any future Sites you may add.

5. When you have finished making your selections, click the **Save** button.

Duplicating a Group:

If you want to use most or all of a Group's settings for a new Group, you can create a copy of the Group, then add a new name and description. To do this:

1. On the **Group Security Roles** screen, select the Group you want to duplicate, then click the **Duplicate** button on the toolbar. The screen appears populated with the selected Group's settings, but with the **Group Name** and **Description** fields blank.



2. Enter a new **Group Name** and **Description**, then select to which sites this user will have access. You can also modify any feature or Site privileges as needed.

3. Click the **Save** button when you are done making changes. The new Group will be added to the list.

Deleting a Group:

Note: Groups with users assigned to them cannot be deleted.

1. On the **Group Security Roles** screen, select the Group you want to delete, then click the **Delete** button on the toolbar. The confirmation screen shown below appears:

2. Click **OK** on the confirmation screen. The Group will disappear from the list.

Viewing the User List:

1. On the **Group Security Roles** screen, click the **User List** button. The **User List** will appear.

10.4.2 Managing Users

The **Add New User** screen allows users assigned to the Admin Group to create new users who will have access to the system. The **Edit User** screen allows you to edit users you have already added to the database. These two screens are identical and function in the same way, so they are both discussed in this topic..

1. To Add/Edit Users:

To add a user:

1.a. From the **Main** screen, select **Administration > Security > User Management**. The **User List** appears.

1.b. On the **User List**, select the **New** button from the toolbar.

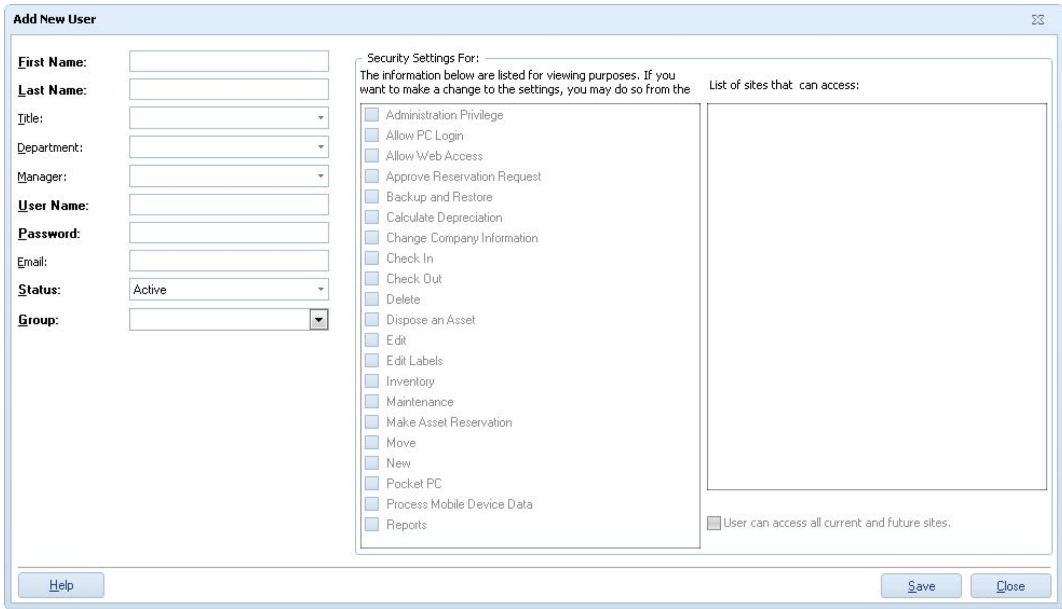
1.c. The **Add New User** screen appears.

To edit an existing user:

.b. From the **Main** screen, select **Administration > Security > User Manager**. The **User List** appears. This screen lists all users you have already setup in your system.

.c. Highlight the user you want to edit in the **User List**, then click the **Edit** button on the toolbar.

The example shown below is the **Add New User** screen. This is identical to the **Edit User** screen; however, the **Edit User** screen will be populated with the information of the user you selected in the **User List**.



2. The fields in bold on this screen are required.

o Enter information in the **First Name**, **Last Name**, and **User Name** fields. These fields are used for **Logging On**.

o An initial **Password** and a **Status**. The user should change their password using the **Change Password** screen upon logging in. The Password field is masked for security reasons.

The Status is usually set to **Active**, meaning the user will be able to access and use they system based on his/her security settings. **Inactive** Users will show the text "Inactive" next to their names in the User List and will not be able to access the system.

Note on Creating Passwords:

A **Password** can contain any of the following characters:

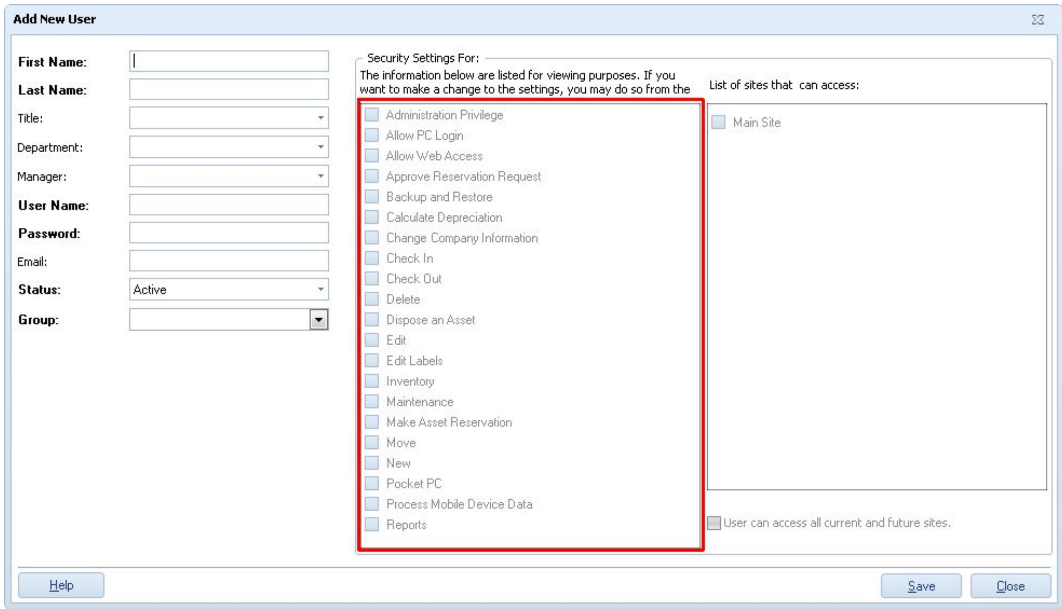
o A - Z (uppercase & lowercase),

o 0 - 9
- **or any of these special characters: ` ~ ! @ # $ % ^ & * ( ) _ + - = [ ] { } | < > ? : ; . ,**

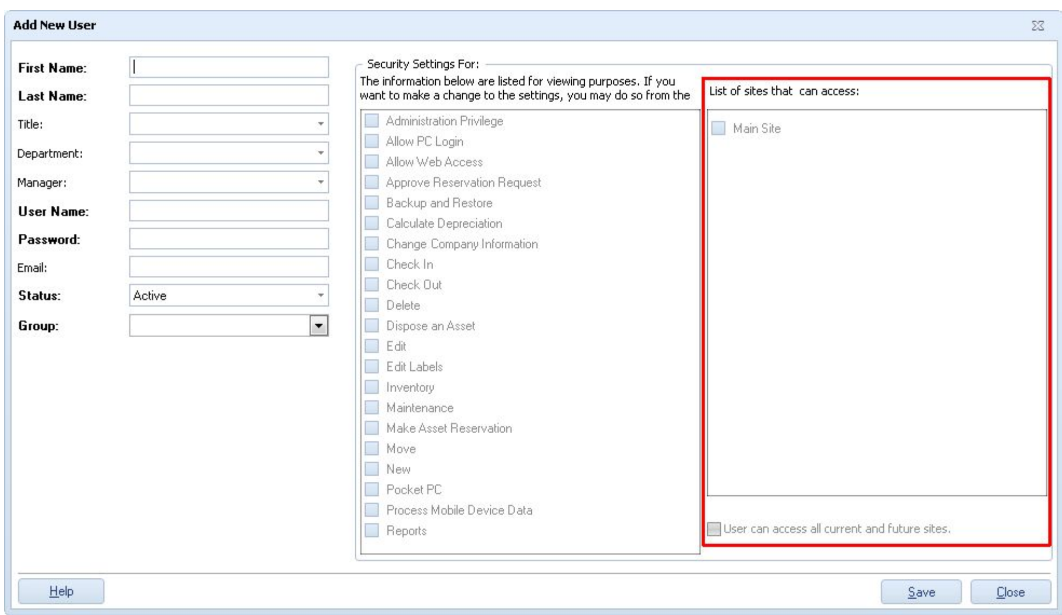
o You must assign this user to a **Group**. Groups are setup and managed from **Administration > Security > Manage Groups**. Each user must be assigned to a group.

Note that after you chose a **Group**, the features and functions in Rosistem Assets to which the user will have access will display in the **Security Settings > Privileges** section. The **Privileges** settings cannot be changed on a per user basis. If you want to customize the settings for a user (by allowing one supervisor access to reports, while other supervisors do not have this access, for example), then you will need to create a new **Group** with the desired privileges and assign it to that user.

Below is an example of the **Security Settings > Privileges** section:



In addition, the sites to which this **Group** has access will appear in the **List of sites this <Group> can access** section. You can change the sites as needed by selecting or deselecting the checkboxes next to the site names. If this group is set to have access to all sites (set on the **Manage Groups** screen), then the **User can access all current and future sites** checkbox will be selected and you will not be able to select or deselect sites from this screen. An example of the **Site** section with the **User can access all current and future sites** checkbox highlighted is displayed below:



In this example, the **User can access all current and future sites** checkbox is not selected so you can select/deselect sites as needed for this user.

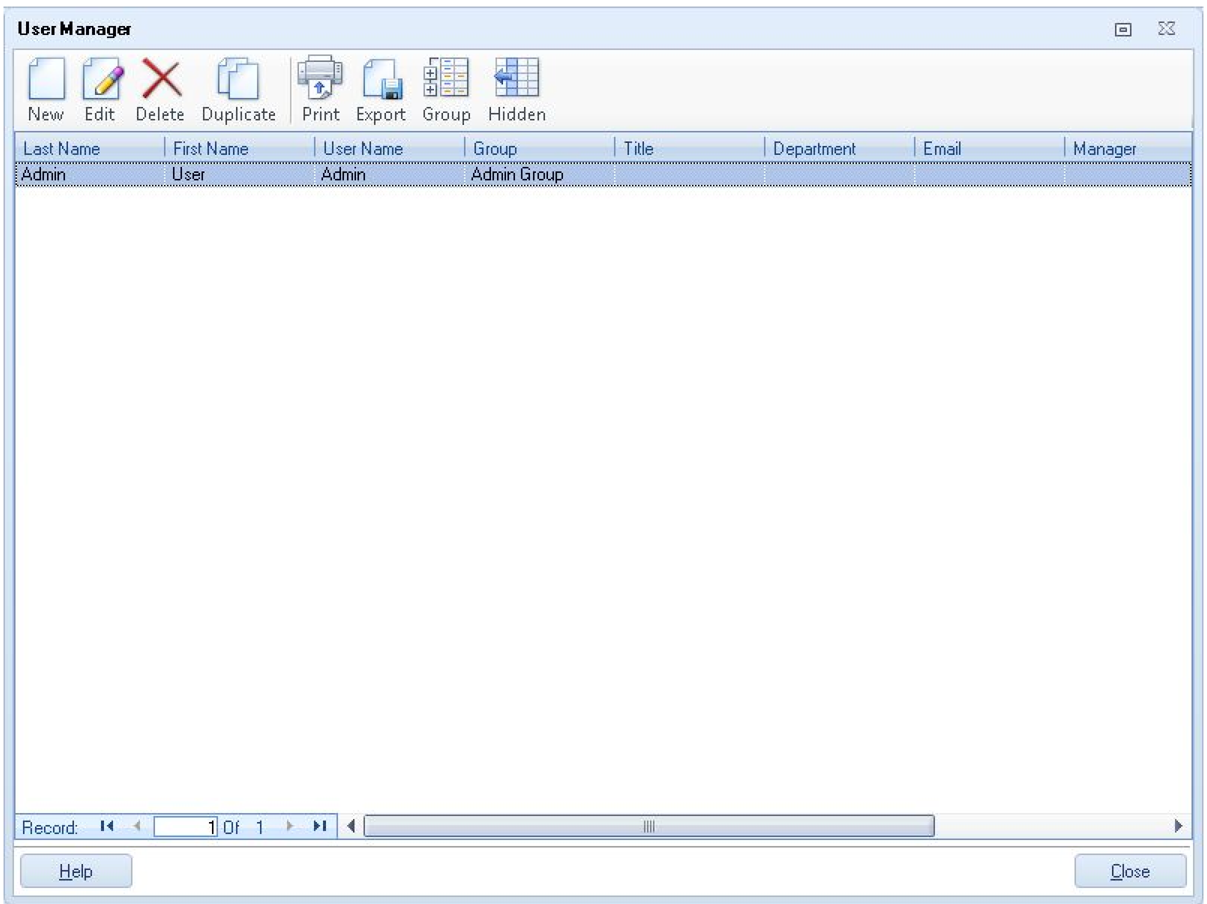
- You may optionally enter information in the **Title**, **Department**, **Manager**, and **Email** fields.

3. Click **OK** when you have finished entering information on this screen.

Note: If you intend to define only one new user other than the default Admin account, we recommend you set that user up as an **Admin** as well.

10.4.3 User List Example

The **User List**, accessed from the **Main** screen by selecting **Administration > Security > Manage Users.** The **User List** allows you view users you have already setup and to create new or modify existing users. A user is anyone who is set up to have access to the software. For detailed information on working with list screens, please see **Working with Lists**. For detailed information on adding or editing users, please see **Adding or Editing Users**.



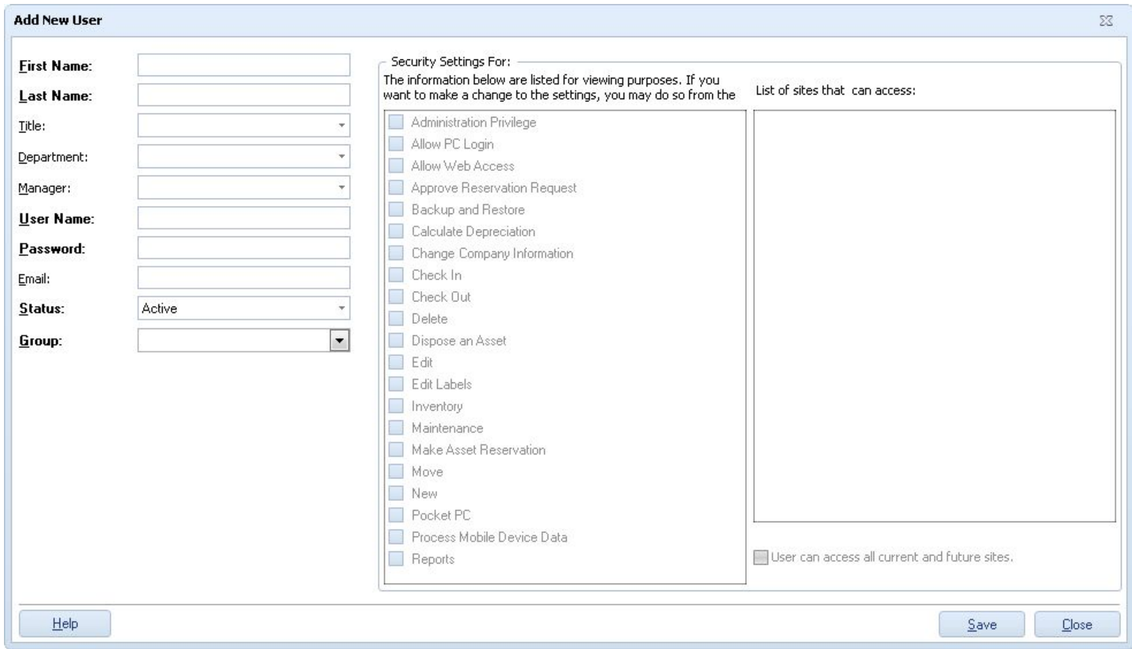
10.4.4 Duplicate User Settings

The **Duplicate User** function allows you to enter new users by copying an existing user's privileges.

1. To access this feature, from the **Main** screen, select **Administration > Security > User Manager**. The **User List** appears.

2. On the **User List**, highlight the user you would like to copy, then click the **Duplicate** button on the toolbar.

3. The **Add New User** screen will appear populated with the Group and associated security privileges populated.



Enter the **First Name**, **Last Name**, **User Name** and **Password** for the new user. You can change the **Group** and **Status** if needed.

4. Click the **Save** button when you are finished making changes to this user.

10.4.5 Changing Your Password

The **Change Password** feature allows you to change your current password.

1. To access this feature from the **Main** screen, select **Administration > Security > Change Password**.

2. Enter your old password followed by your new password. Enter your new password again, then click the **OK** button to save the changes.

Password Rules:

- Passwords are case sensitive.

- A Password may contain any of the following characters:

  A - Z (uppercase & lowercase),
  0 - 9
  or any of these special characters: ` ~ ! @ # $ % ^ & * ( ) _ + - = [ ] { } | < > ? : ; . ,

Note: You can also change your password by going to **File > Change Password**.

10.4.6 Login as Different User

The **Login as Different User** function allows the current user to log out and log back in as a different user.

1. To access this function, from the **Main** screen click **Administration > Security > Login as Different User**. The login screen appears.

2. Enter a different User Name and Password to login as a different user.

10.5 Import / Export Wizard

10.5.1 Import Strategy

Presented in this topic are recommendations for using **Import Wizard** to import data from a different application into tables *(information you enter into each field in Rosistem Assets is stored in a database "table" behind the scenes. You can extract this information using the Export Wizard.)* in the software database:

- The software database contains 10 tables: Site, Location, Asset Type, Asset, Depreciation Class, Employee, Customer, Vendor, Manufacturer and Department. The Import Wizard can only transfer data into one table at a time, so multiple imports must be performed to populate the database.
- You may not have external data files from which to import all the information you wish to track in the software, but importing data which you do have can save a lot of time compared to manually entering the data for each record.
- The software requires that, at a minimum, information must be imported (or manually entered) for **Site, Location**, **Asset Type** and **Asset**. These four tables are required for all Asset Management functions (check in, check out, etc).
- Data should be imported (or manually entered) in this sequence: Vendor, Manufacturer, Depreciation Class, Asset Type, Department, Site, Location, Asset, Employee, Customer.
- If you want to **Calculate Depreciation** for any or all Asset Types, import **Depreciation Class** data before importing Asset Type records.
- If you want to perform Check-Outs and Check-Ins to employees or customers, import **Employee** and/or **Customer** data.

- Data for the three remaining tables is optional: **Vendor** or **Manufacturer** (this should be imported prior to importing Asset Type records), **Department** (this should be imported prior to importing Asset and/or Employee records).

The following table lists the pre-requisites for importing data to each table and the functions supported by the data in each table:

Import To Table	Information that must be entered prior to importing	Data is Required to Perform These Functions	Data is Optional to Perform These Functions
Vendor	None		Create or Edit Asset Type
Manufacturer	None		Create or Edit Asset Type
Depreciation Class	None	Calculate Depreciation	Create or Edit Asset Type
Asset Type	Vendor (if desired), Manufacturer (if desired), Class (if desired)	All Asset Management Functions	
Department	None		Create or Edit Assets and/ or Employees
Site	None	All Asset Management Functions	
Location	Site (at least one)	All Asset Management Functions	
Asset	Class (if desired), Asset Type, Department (if desired), Site, Location	All Asset Management Functions	
Employee	Department (if desired)		Check-Out/Check-In
Customer	None		Check-Out/Check-In

The database can be populated manually by manually entering each new record rather than importing the information.

The Pre-Requisites shown in the table above mandate that information be imported in the following sequence:

1. **Vendor** (Optional)
2. **Manufacturer** (Optional)
3. **Depreciation Class** (Optional)

   If you intend to use them, import the Classes above before importing Asset Types!
4. **Asset Type** (Required for all Asset Management functions)
5. **Department** (Optional)
6. **Site** (Required for all Asset Management functions)
7. **Location** (Required for all Asset Management functions)

   If you intend to use Department for Assets or Employees, import Departments before Assets, Employees or Customers!

   Import Asset Type, Sites (if more than one) and Locations before importing Assets!
8. **Asset** (Required for all Asset Management functions)
9. **Employee** and/or **Customer** (Required only for Check-Out and Check-In functions)

Prior to importing information, external data should be organized in .txt or .csv files as follows:

Each record in a **Vendor.csv** file requires a column for **Vendor Code**.

The following columns are optional: Address 1, Address 2, City, Contact Cell No., Contact Ext., Contact Fax, Contact Name, Contact Phone, Country, Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Email, Extension, Fax, Mail Stop, Name, Notes, Phone, Postal Code, State, and Web Site.

Each record in a **Manufacturer.csv** file requires a column for **Name**.

The following columns are optional: Address 1, Address 2, City, Contact Cell No., Contact Fax, Contact Name, Contact Phone, Country, Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Email, Extension, Fax, Mail Stop, Notes, Phone, Postal Code, State, and Web Site.

Each record in a **Class.csv** file requires columns for **Name** and **Depreciation Method**.

The following columns are required only when one or more Depreciation Class records will have a Depreciation Method other than None: Asset Life Years (1 - 99) and Asset Life Months (1 - 12).

Each record in an **AssetType.csv** file requires a column for **Asset Type** and **Class** if the software is to Calculate Depreciation for one or more Asset Types.

The following columns are optional: Category, Check-Out Length, Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Description, Height, Length, Manufacturer, Model, Notes, Vendor Code, Weight, and Width.

Each record in a **Department.csv** file requires columns for **Department Code** and **Department Name**.

The following columns are optional: n/a

Each record in a **Site.csv** file requires a column for **Site**.

The following columns are optional: Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Description and Notes.

Each record in a **Location.csv** file requires columns for **Site** and **Location**.

The following columns are optional: Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Description and Notes.

Each record in a **Asset.csv** file requires columns for **Asset Tag**, **Asset Type, Site** and **Location**.

The following columns are optional: Additional Info, Category, Check-Out Length, Class, Condition (Bad, Excellent, Fine, or Good), Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Department Code, Depreciate Asset (T or F), Depreciation Begin Date, Manufacturer, Model, Purchase Cost, Purchase Date, Purchase Order, Salvage Value, Serial No., Warranty Begin Date, Warranty End Date and Warranty Provider.

Each record in a **Employee.csv** file requires a column for **Employee No.**, **First Name** and **Last Name**.

The following columns are optional: Address 1, Address 2, City, Country, Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Department, Email, Extension, Mail Stop, Notes, Phone, Phone Type, Postal Code, State and Title.

Each record in a **Customer.csv** file requires a column for **Customer No**.

The following columns are optional: Address 1, Address 2, Cell No., City, Company Name, Country, Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Date Added, Department, Email, Extension, Fax, Home No., Mail Stop, Name, Notes, Phone, Postal and State.

.CSV files are "comma separated values" files, which many database and spreadsheet applications can create via their "File > Save as..." or "File > Export..." functions.

Please refer to the topic Import Wizard for step-by-step instructions on using the Import Wizard.

10.5.2 Import Wizard

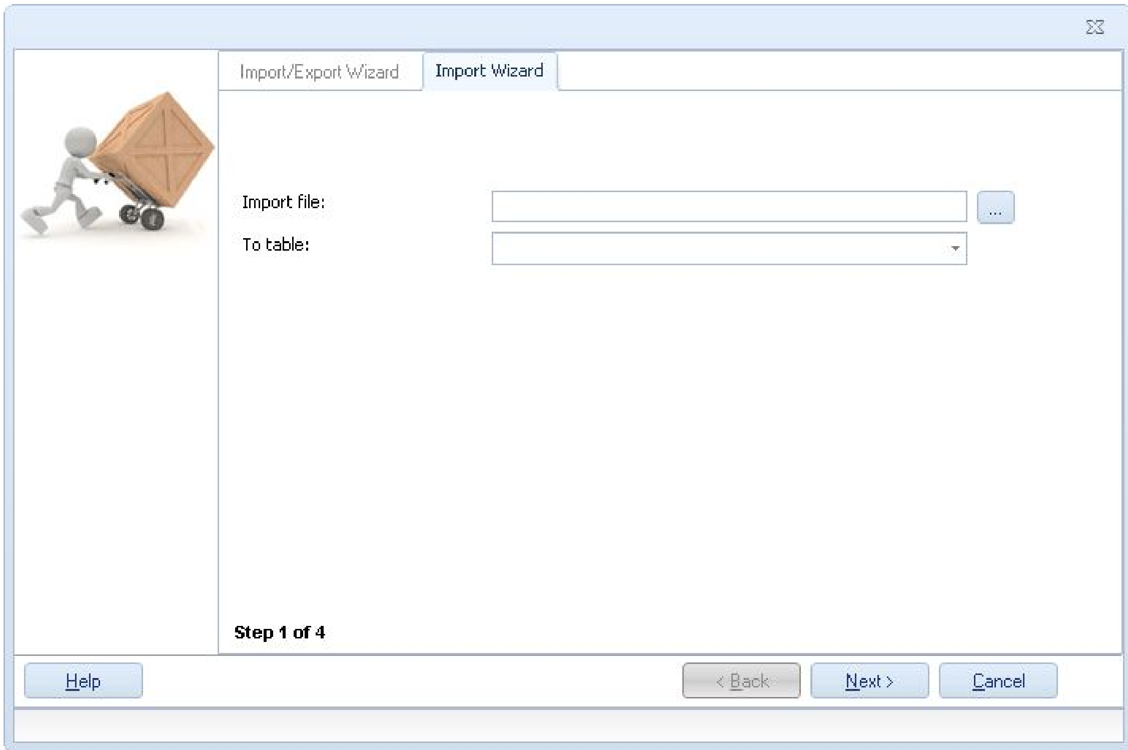
The **Import Wizard** allows you to bring Vendor, Manufacturer, Depreciation Class, Asset Type, Department, Site, Location, Asset, Customer and Employee data into the tables *(Information you enter into each field in Rosistem Assets is stored in a database "table" behind the scenes. You can extract this information using the Export Wizard.)* in your database from external sources you already possess. This software does not support direct importation of data from other databases. It imports data from .CSV or .TXT files only. As this function is in a wizard form, the screens will guide you through each step of the export process.

What is a .csv file?

This is a type of data format in which each piece of data is separated by a comma. This is a popular format for transferring data from one application to another, because most database systems are able to import and export comma-delimited data. When data is represented in comma-delimited format they also are referred to as comma-separated values, abbreviated CSV.

Please study the Import Strategy topic before proceeding.

1. To access the Import Wizard, from the **Main** screen, select **Administration > Import/Export > Import Wizard**. The **Import Wizard** screen shown below appears:



It is from this screen that you can start the process of Importing data into Rosistem Assets's tables.

Example of an Import to the Asset table:

As discussed in the Import Strategy topic, data imported to the Asset table must be preceded by the creation of Site, Location, and Asset Type data (and, if depreciation is to be calculated for one or more Asset Types, by creation of Depreciation Class records - which must be done before importing Asset Type data.)

1. Having previously populated the database with Site, Location, Depreciation Class and Asset Type data, in that sequence, proceed with importing information to the Asset table.

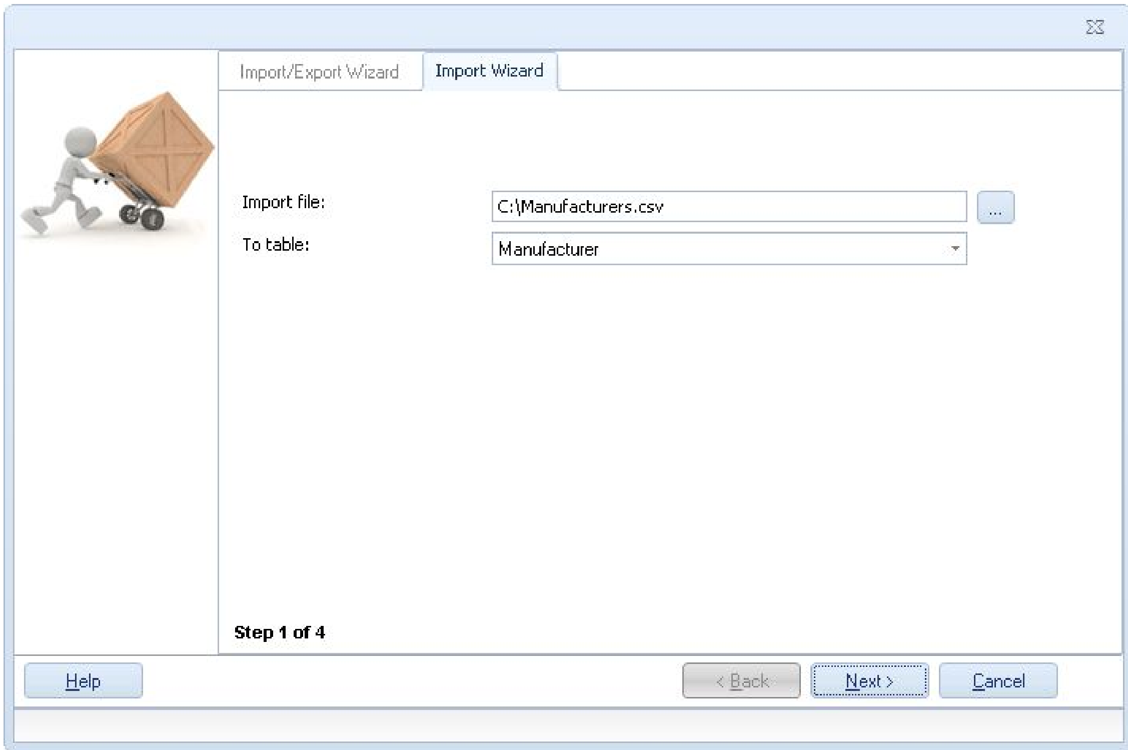
2. Select an import file for the Asset table by browsing to a .csv or .txt file that contains Asset data and selecting Asset from the To table dropdown list.

   You can only import from a text (.txt or .csv file).

   If your data normally resides in a different data format, you must first use your database software's **File > Export** or **File > Save As** function to translate the data to a .csv or .txt file. See the **Import Strategy** topic.

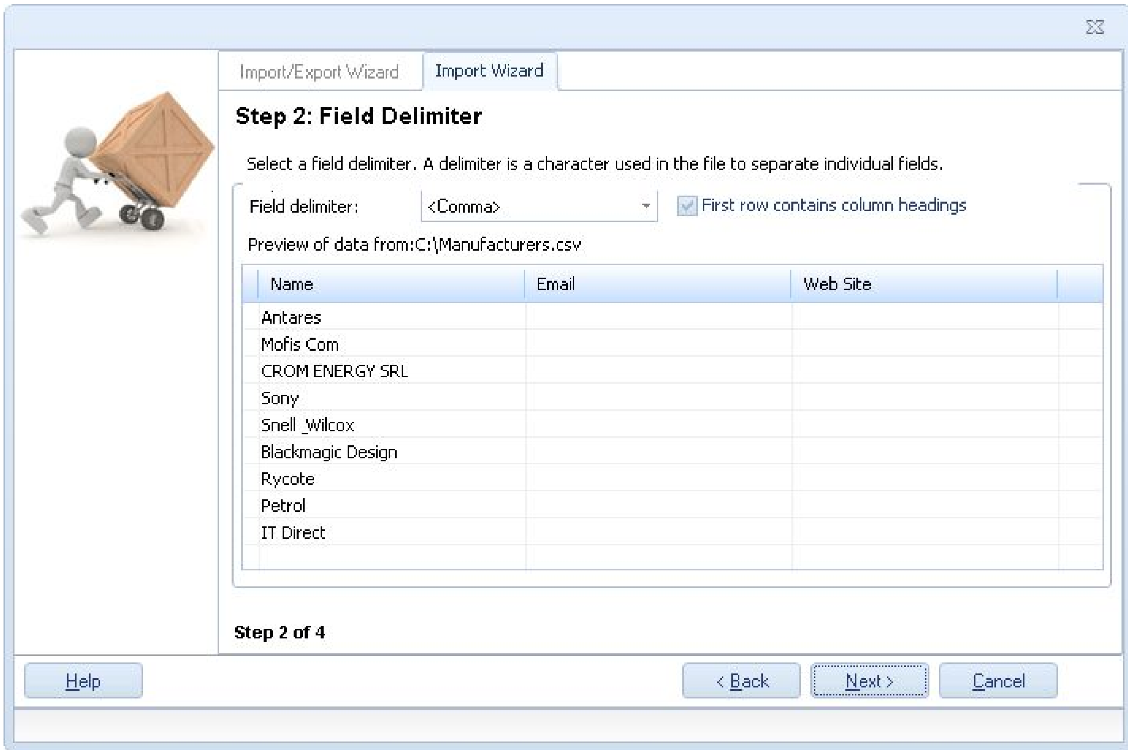
   You must strip out all currency symbols, including (but not limited to) these examples: $, ¢, ¥, £, §, or ¤, if you are about to import them into a numeric field, such as Purchase Cost, Salvage Value, etc. They are permissible in text fields.

   Commas, sometimes used as "thousands" separators, should be removed from numeric fields. Commas are permissible in text fields only when residing within a pair of double quotes, which will cause them to be treated as normal text, not as field delimiters.



3. Step 2 of the wizard allows you to specify how you want your information broken up in the export file. This is called the **Field Delimiter**. Make your selection from the Field Delimiter drop down list, then select the checkbox if you want to include field names in the first row of your export file. Select the **First row contains column headings** option only if the first record of the file you are importing does not contain actual data. The software cannot remove subtotals, section headers, nor any other records within the file that do not match the format of the actual data records. These must be removed before you attempt the import.

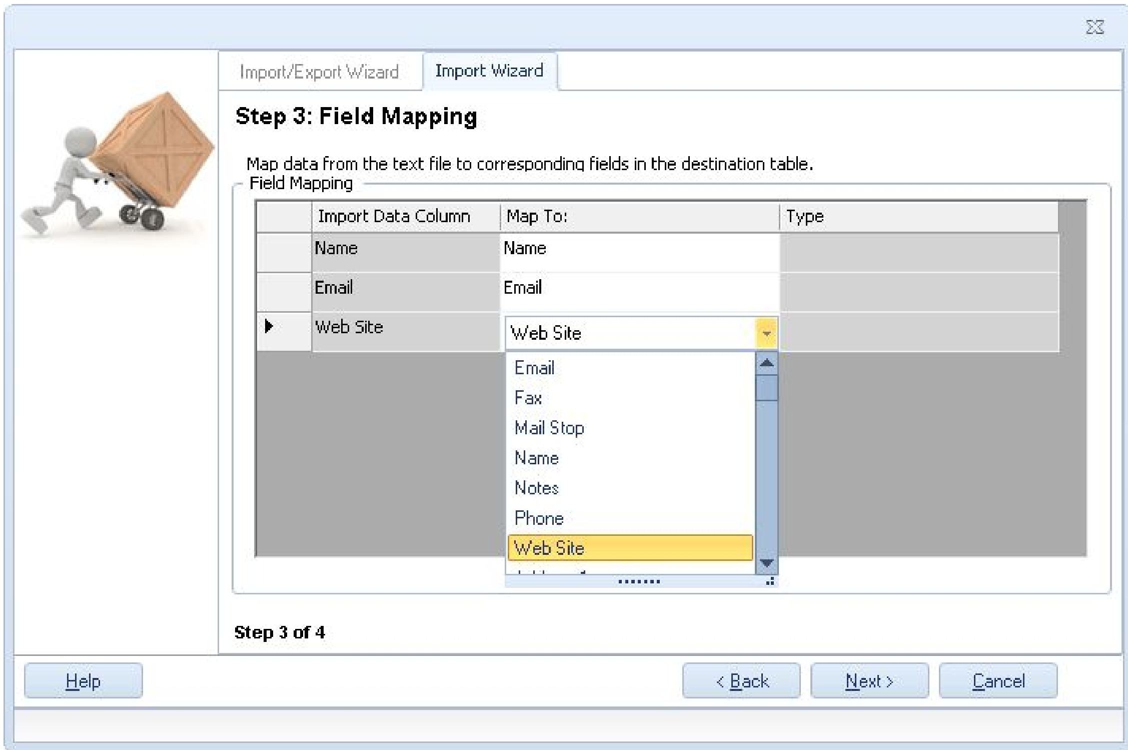
   The **Preview of data from table** grid displays the information using the selected delimiter, as shown below. If all the data is in one column of the preview pane, you have not selected the right Delimiter.



4. Next, the **Field Mapping** screen appears. This screen allows you to associate columns in your imported data file with corresponding fields in the table into which you are importing the data. Depending on the contents of your original database, not every column in your imported data needs to be mapped to a corresponding field in the software. The object is to bring over at least the required fields and any others that may be of use.

Note: Your .csv or .txt file may have column headers with names that do not exactly match field names the way this example data does. By mapping the imported data's columns to each table's columns, any difference in field names can be accommodated.

Select the appropriate **Map To** field names by clicking on a field in the **Import Data Column**, then selecting from the resulting drop down list, then click **Next** to continue.



5. When all the required fields have been mapped correctly, click **Finish**. A confirmation message will appear when the file has imported correctly.

   Click **OK** and then **Close** to exit the Import Wizard.

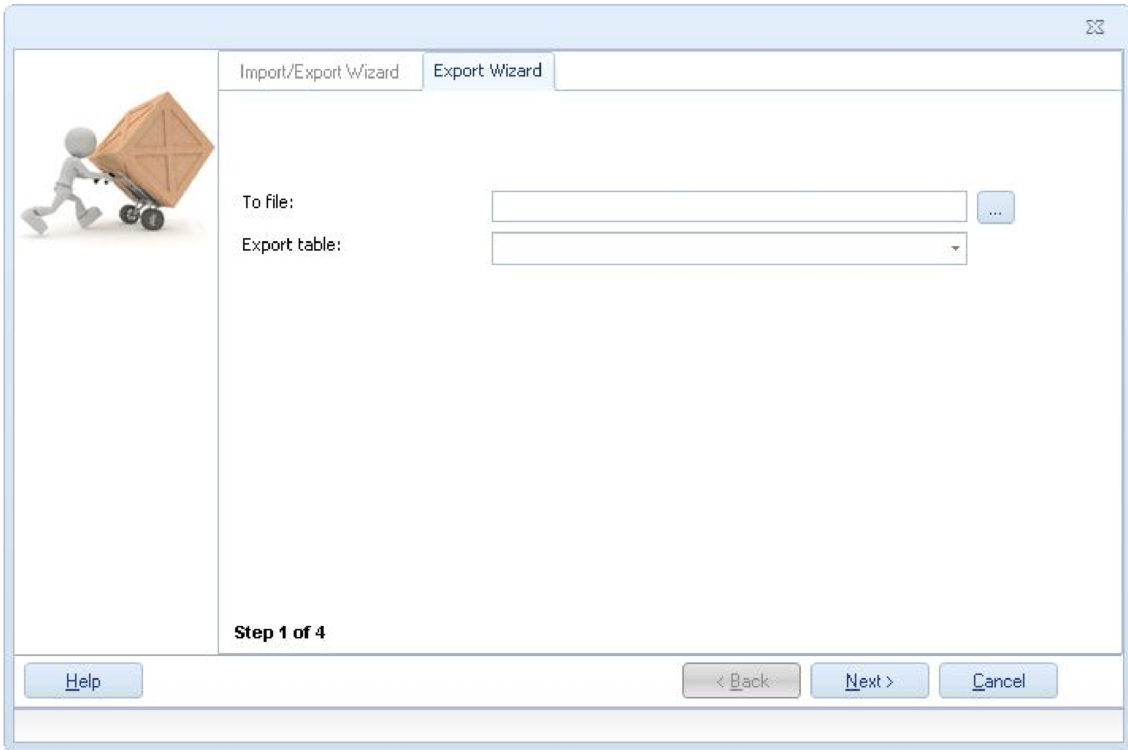
   You can confirm that the data imported correctly by checking the List screens (From the **Main** screen, click **List Forms > < list screen name>**.

10.5.3 Export Wizard

The **Export Wizard** allows you to create text files containing data from one or more fields within each of the software's database tables*(Information you enter into each field in Rosistem Assets is stored in a database "table" behind the scenes. You can extract this information using the Export Wizard.)*. As this function is in a wizard form, the screens will guide you through each step of the export process.

Exports can be done from the following tables: Vendor, Manufacturer, Depreciation Class, Asset Type, Department, Site, Location, Asset, Customer and Employee.

1. To access the **Export Wizard**, from the **Main** screen click **Administration > Import/Export > Export Wizard**. The **Export Wizard** screen appears.



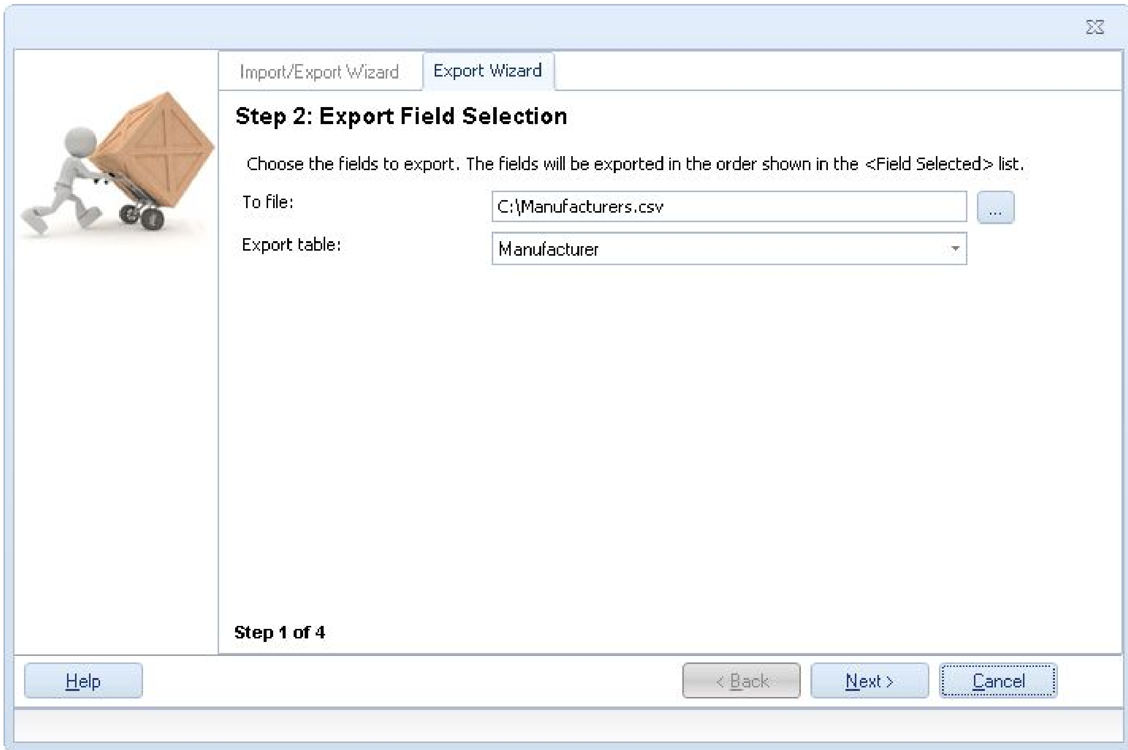
2. Select what type of information you want to export from the **Export Table** drop down list. In the example below, **Customer** is chosen.

You also need to identify the file to which you want to export information. This can be an existing text file or you can create a text file now. Use the **...** button to open a Windows Explorer window to search for a file. You can only export to a text (.txt or .csv file).

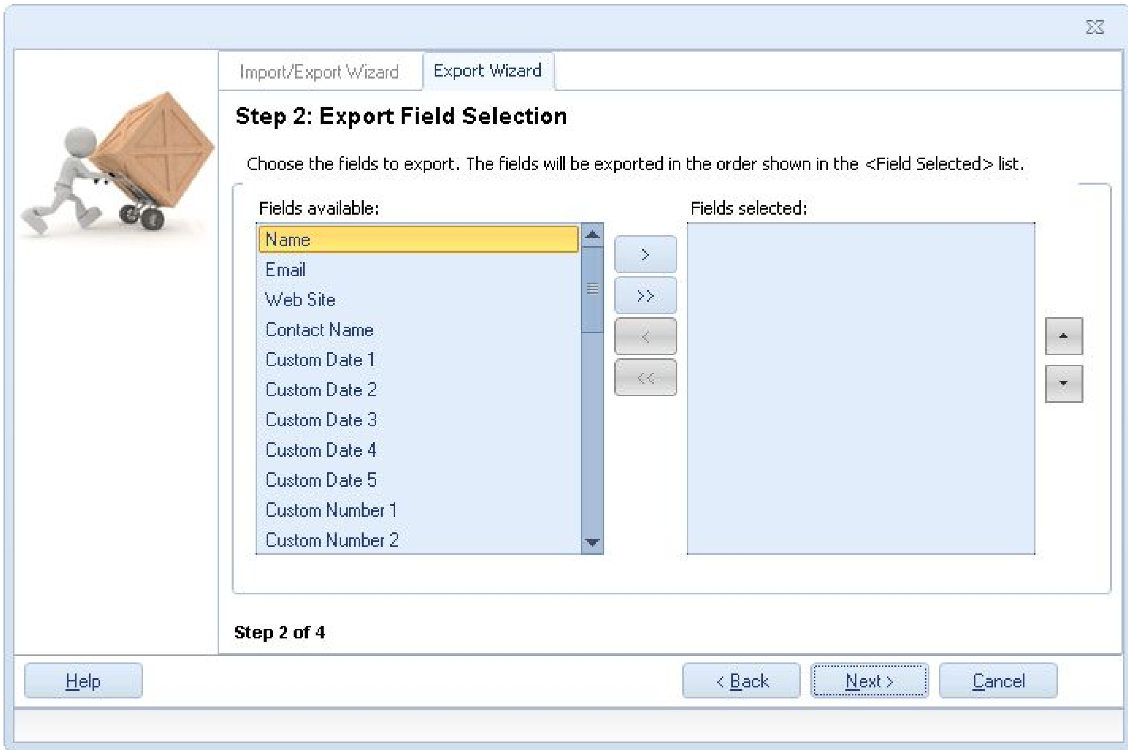
What is a .csv file?

This is a type of data format, in which each piece of data is separated by a comma. This is a popular format for transferring data from one application to another, because most database systems are able to import and export comma-delimited data. When data is represented in comma-delimited format they also are referred to as comma-separated values, abbreviated CSV.

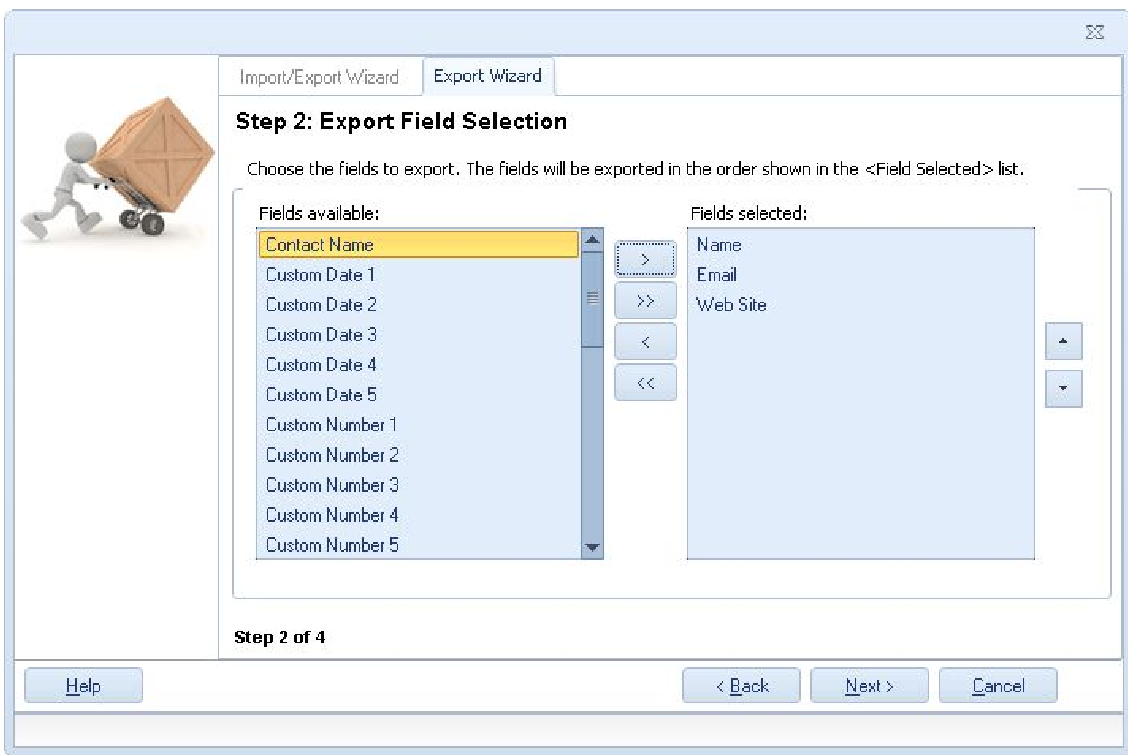
Click the **Next** button to continue using the Export Wizard.



3. The **Export Field Selection** screen appears next. This screen allows you to select from which of the table fields you want to pull information. All fields available in the table you selected on the previous screen appear in the **Fields Available** box. Highlight a listing, then click the Right Arrow button to move it to the **Fields Selected** box. You can move all fields by clicking the Double Right Arrow button. This box does support multiple selections so you do not have to move one field at a time.



The data that appears in the fields you moved to the **Fields Selected** box appear in the **Data Preview of Table** grid.



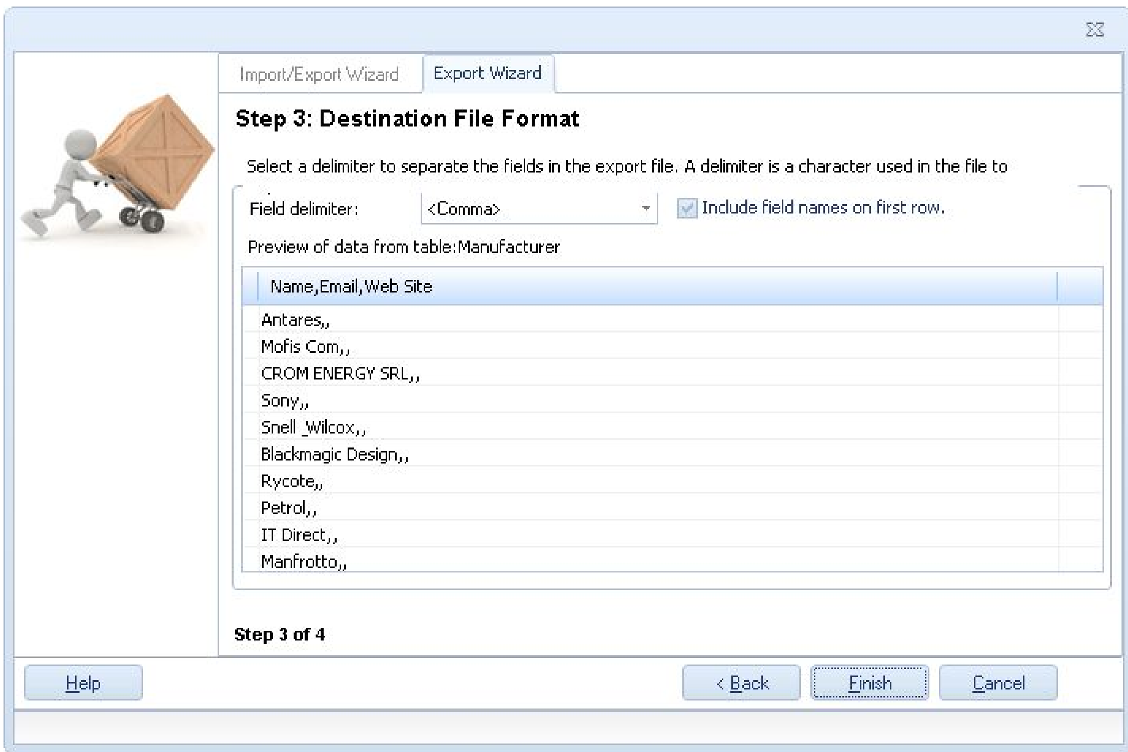
You can move fields out of the **Fields Selected** box by highlighting a field in the box, then clicking the Left Arrow button as shown below.

When you are finished selecting the fields you want to Export, click the **Up** or **Down** buttons next to the Fields Selected box to reorder how the information will appear in your export file.

Click **Next** to continue.

4. The **Destination File Format** screen allows you to specify how you want your information broken up in the export file. This is called the **Field Delimiter**. Make your selection from the Field Delimiter drop down list, then select the checkbox if you want to include field names in the first row of your export file.

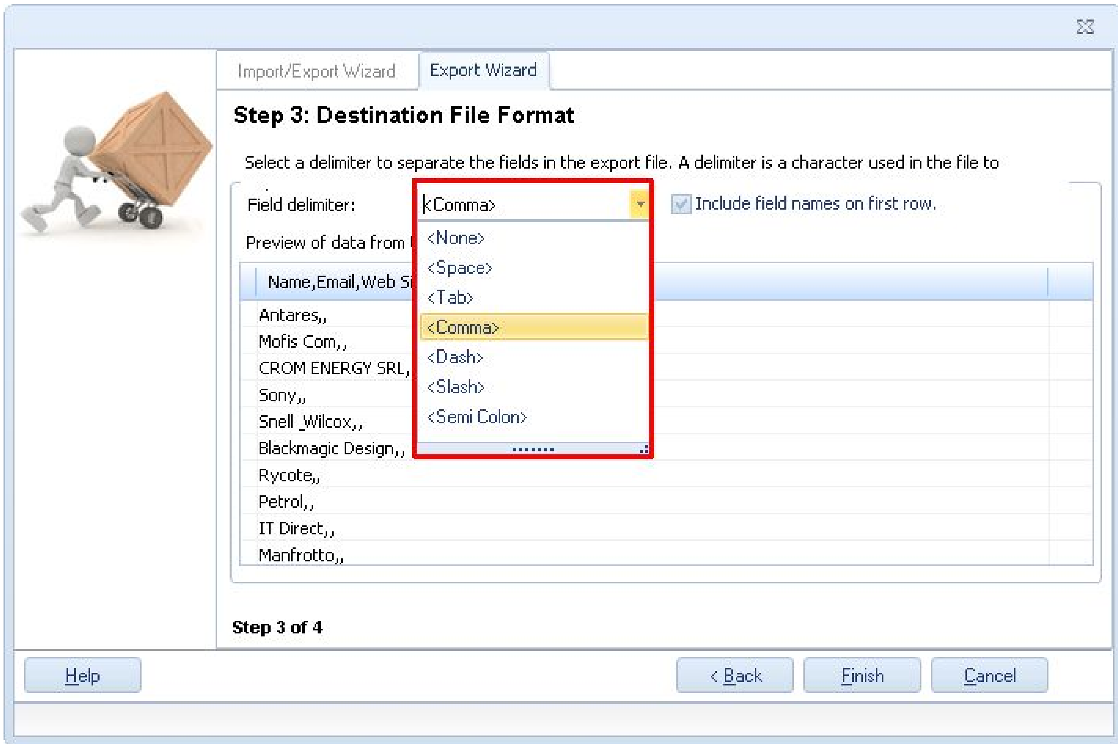
The Preview of data from table grid displays the information using the selected delimiter, as shown below:



If the file name you specified in Step 1 uses the extension **.CSV**, you must specify **<Comma>** as your field delimiter (this is the default).

If you specified a file name with the extension of .TXT in Step 1, you may use any of the field delimiters available in the drop list (as long as the chosen character does not occur within the data itself.)

The available options are shown below:



5. Click the **Finish** button to Export your selection.. A confirmation message will appear when the export is completed successfully.

   You can confirm the export by opening and reviewing the .csv or .txt file you specified in Step 1.

10.6 Options

10.6.1 Asset Options

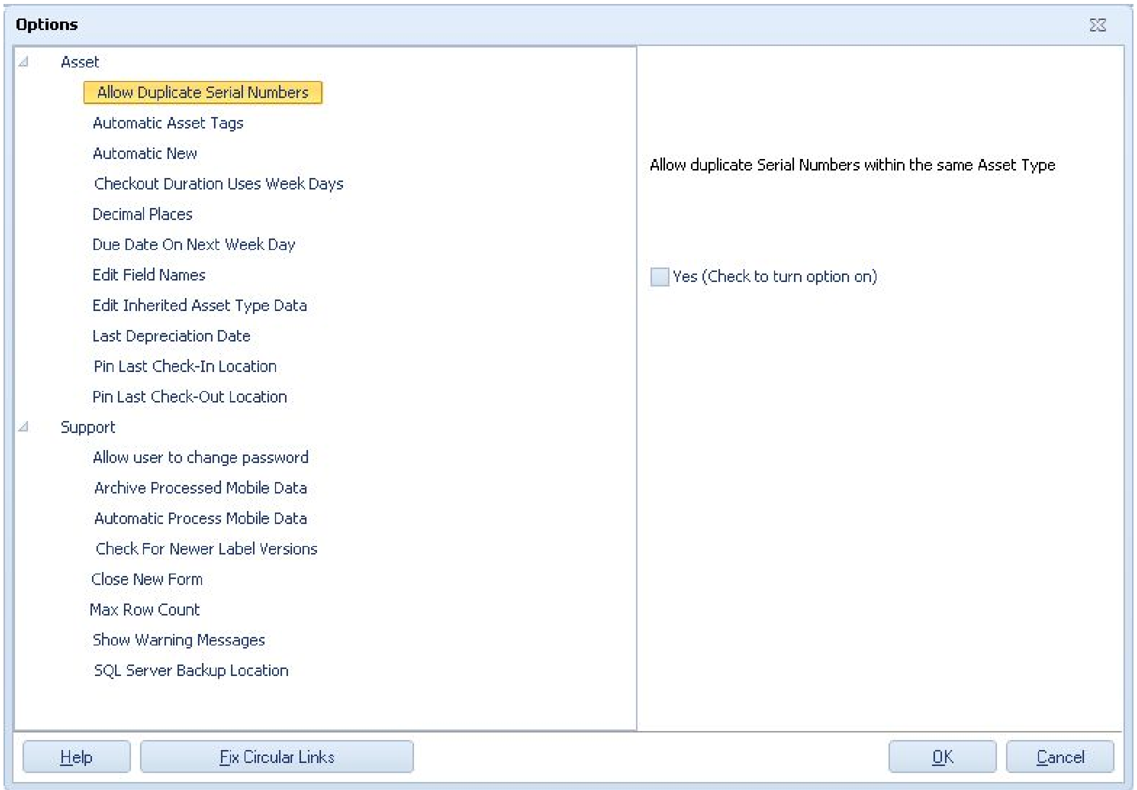
10.6.1.1 Allow Duplicate Serial Numbers

The software allows you to have two assets that have the same **Asset Type** to also have the same serial number. This option is disabled, or turned off, by default. This option covers the possibility that a generic Asset Type that is not make- and model-specific might have to support Assets which coincidentally have the same serial number from two different manufacturers.

You can enable this option by following the instructions below:

1. From the **Main** screen, click **Administration > Options**. The **Options** screen appears.

2. On the **Options** screen, highlight **Allow Duplicate Serial Numbers**.



3. Enable the option by clicking the **Yes** check box.

4. Click **OK** to save the options you've changed and to close the **Options** screen.

10.6.1.2 Automatic Asset Tags

This option automatically assigns **Asset Tags** when creating new Assets or duplicating an existing Asset. When this option is turned on, you will not be able to enter a tag into the **Asset Tag** field on the **New/Edit Asset** screens. The tag will be automatically generated when you click **Save** or click the button next to the **Asset Tag** field on the **New/Edit Asset** screens.

For information on setting the default tag number the system will begin with when assigning asset tags, see the section **Setting the Automatic Tag Numbers**, below. **This option is turned off by default.**

The following topics are discussed in this section:

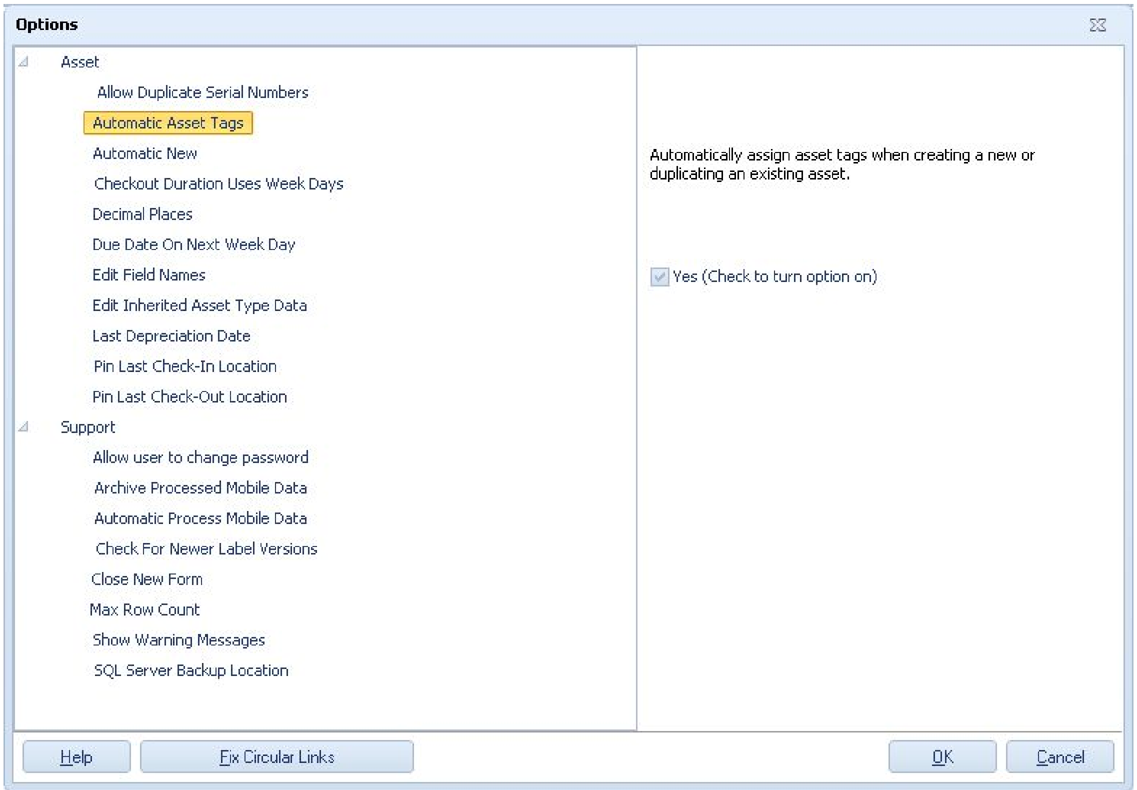
Turning on the Automatic Asset Tags Feature

Setting the Automatic Tag Numbers

Turning On the Automatic Asset Tags Feature:|

1. To turn on this feature (it is turned off by default), from the **Main** screen, click **Administration > Options > Automatic Asset Tags**. The **Options** screen appears.

2. On the **Options** screen, highlight **Automatic Asset Tags** and select the **Yes** checkbox.



3. Select the **OK** button to implement the features you have chosen and to close the **Options** screen.

Setting the Automatic Asset Tag Numbers:

The **Asset Tag** values created will be incremented by a value of one, beginning with the largest Asset Tag value that existed in the database when the option was first enabled. Beginning with an empty database, the first automatically assigned Asset Tag will be a value of "1000". You can change the first automatically assigned Asset Tag on the **Set Next Tag Value** screen.

1. To access this screen from the **Main** screen, select **Administration > Set Next Asset Tag Number**. The **Set Next Tag Value** screen appears allowing you to select a start number. Below is an example of the **Set Next Tag Value** screen. In this example, assets with values of 1000, 1001 and 1002 were already entered in the system, so the next tag value the system would use is 1003.

2. Enter the number you want to begin with, then click **OK**.

10.6.1.3 Automatic New

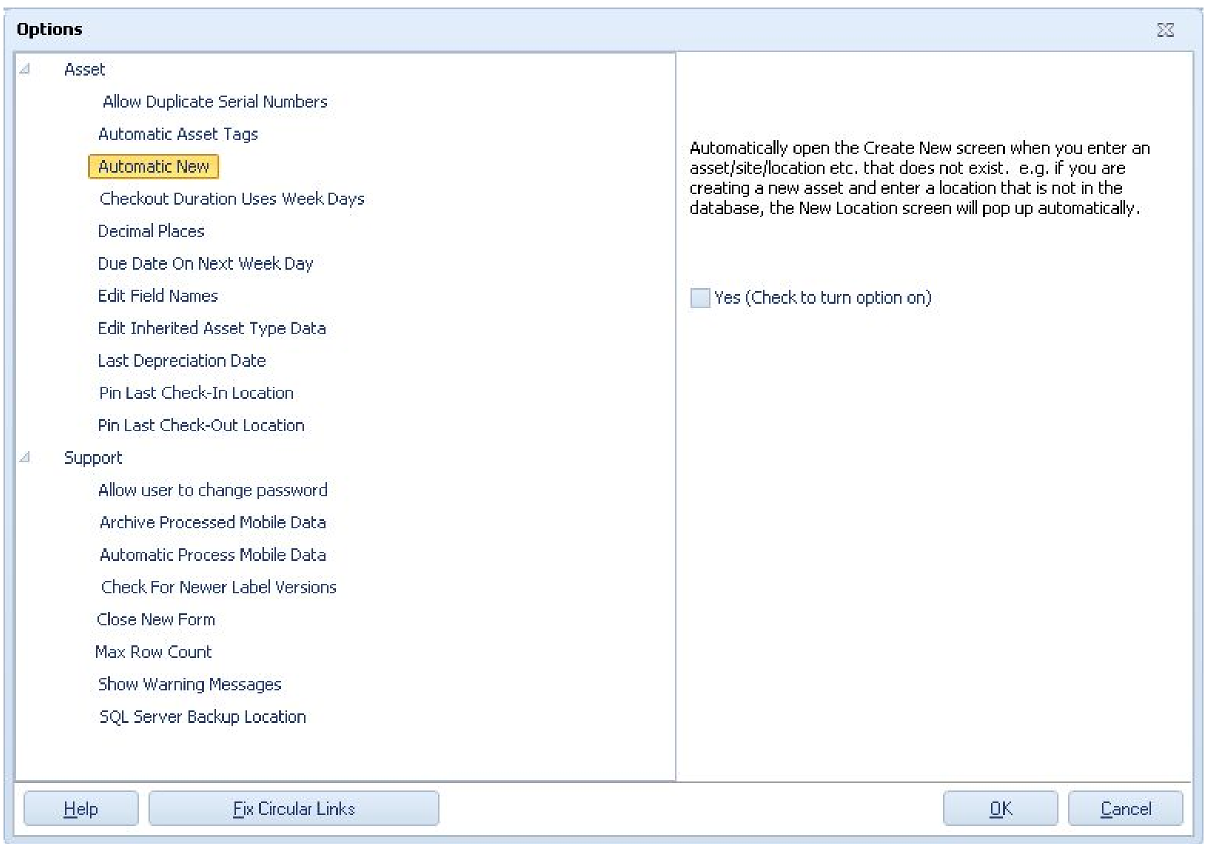
The **Automatic New** option enables the system to automatically open the **Create New** screen when you enter an asset, site, location, depreciation class, etc. that is not already in the database. For example, if you are creating a new asset and enter a location in the Location field that does not currently exist in the database the **New Location** screen will appear allowing you to finish entering the new location. **This option is off by default.**

When this option is turned off, a message appears when a new asset, site, etc. is entered asking if you want to create the new item. If you select **Yes**, the **New** screen appears.

1. To enable this feature, from the **Main** screen, click **Administration > Options**.

2. Highlight the **Automatic New** listing and select the **Yes** checkbox.

3. Click **OK** to save your changes.



10.6.1.4 Checkout Duration Uses Week Days

The **Options** screen (**Administration > Options**) allows you to set two options regarding checking out assets:

Checkout Duration Uses Week Days

Due Date On Next Week Day

Checkout Duration Uses Week Days

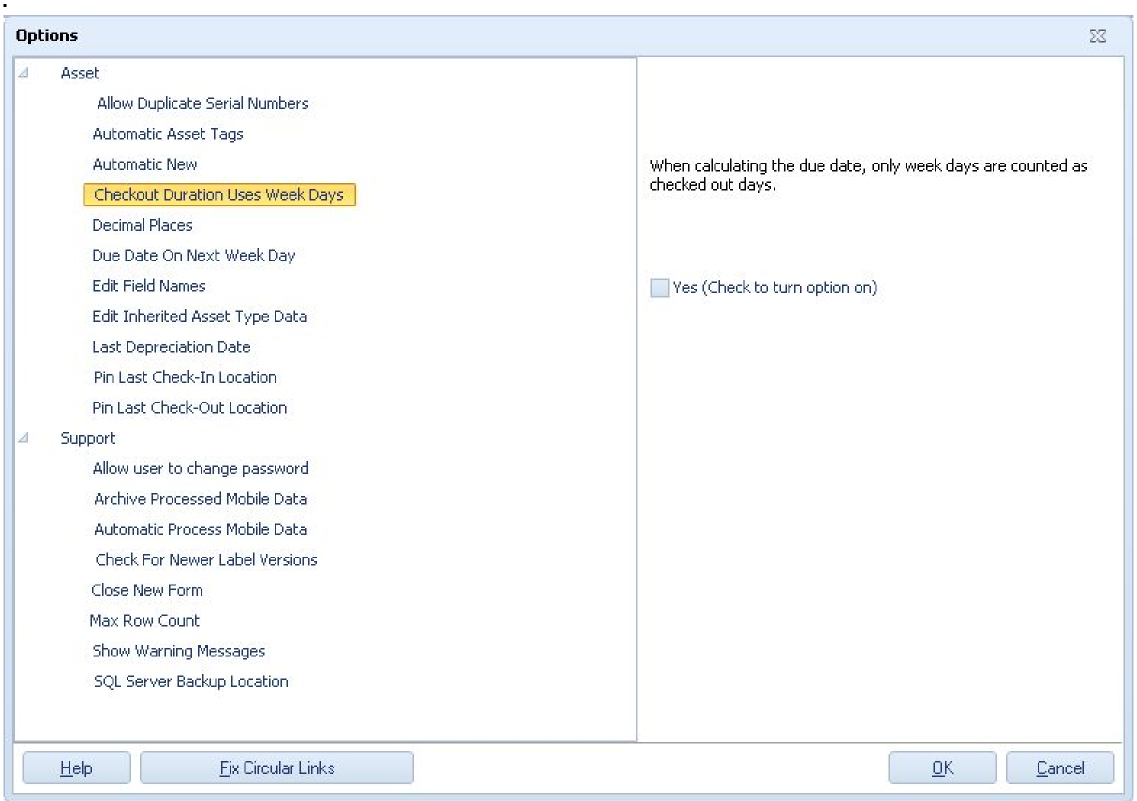
When this option is turned on, Rosistem Assets will not consider weekends when calculating the Checkout Duration. For example, assume you set the Checkout Duration (on the Asset Type > General tab) to 4 days and turn this option on. If an asset of this type is checked out on a Thursday, it will be due back the following Wednesday because the two weekend days are not considered in the calculation. if the option is turned off and the asset is checked out on a Thursday, it will be due back the following Monday.

You can enable this option by following the instructions below:

1. From the **Main** screen, click **Administration > Options**. The **Options** screen appears.

2. On the **Options** screen, highlight **Checkout Duration Uses Week Days**:

.



3. Select the **Yes** checkbox to turn on this option.

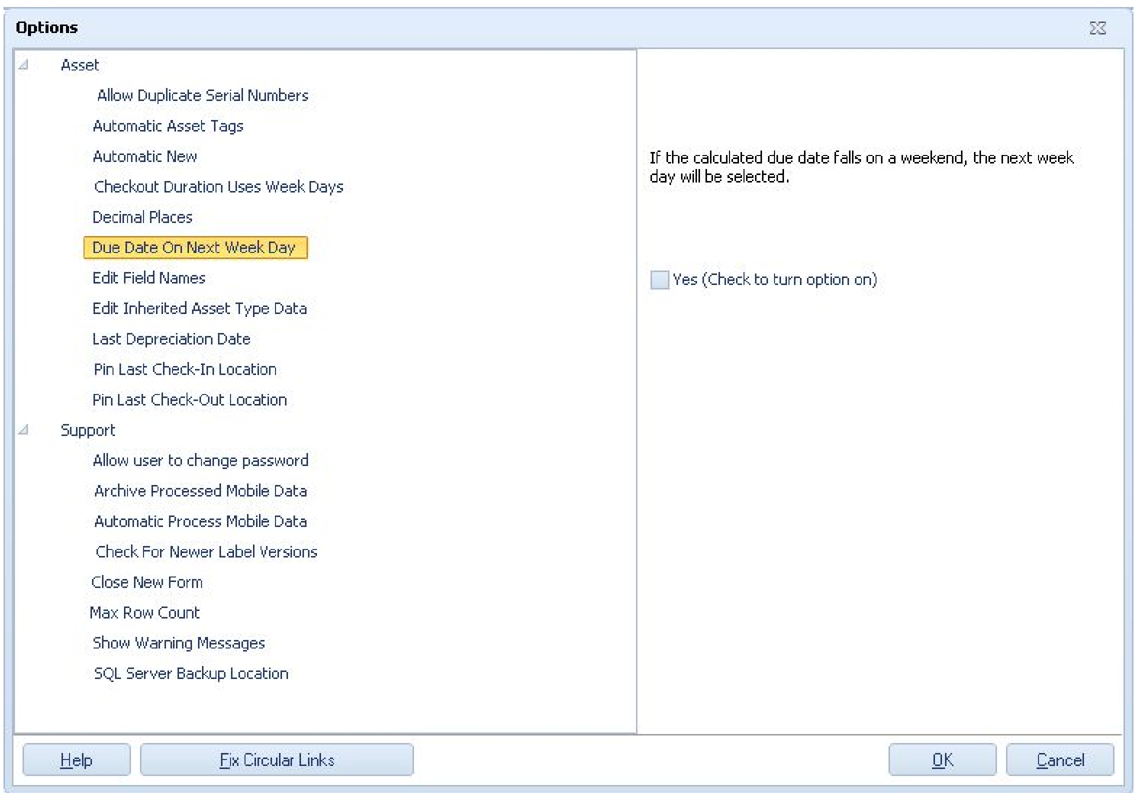
Due Date On Next Week Day

When this option is turned on, the due date will always fall on a weekday. For example, if you turn this option on, if an assets due date would normally fall on a weekend, it is automatically bumped to the next weekday. So if the due date were to fall on a Saturday, it would be moved to Monday.

You can enable this option by following the instructions below:

1. From the **Main** screen, click **Administration > Options**. The **Options** screen appears.

2. On the **Options** screen, highlight **Due Date on Next Week Day**:



3. Select the **Yes** button to enable the option.

10.6.1.5 Decimal Places

This option allows you to set the number of decimal places to display in numeric fields (where possible).

All values entered in numeric fields are stored in the database with up to 4 decimal places. You may not want to display all four decimal places on your list screens and reports, so you can designate the number of decimal places, from 1 to 4, that will display.

The following topics are discussed in this section:

Setting the Decimal Places Option

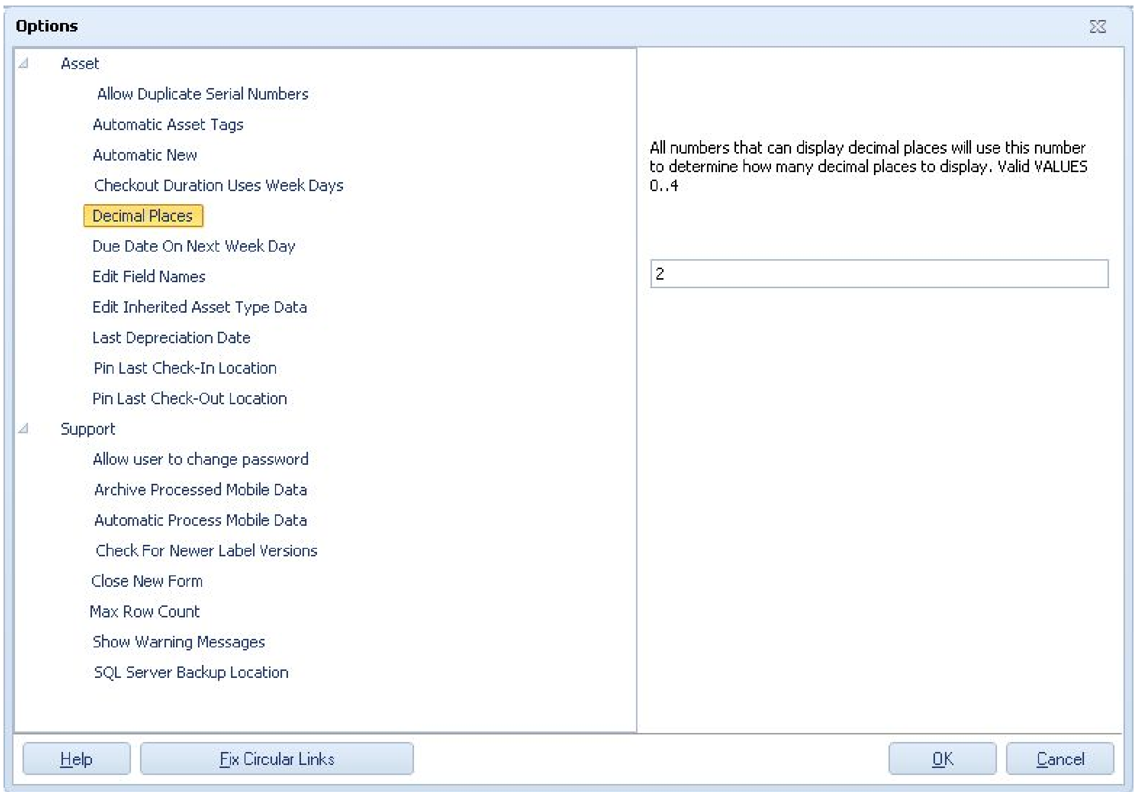
Changing the Decimal Places Option

Searching for Data with Truncated Decimal Places

Setting the Decimal Places Option:

1. From the **Main** screen, click **Administration > Options**. The **Options** screen appears.

2. Highlight the **Decimal Places** option:



3. In the text field, enter the number of decimal places you want to display. You can enter 0 through 4. The default setting is 2 decimal places.

4. Click the **OK** button when you are done entering information.

Changing the Decimal Place Option:

If you change the number of allowed decimal places to a great number (1 to 4, for example) any digits stored prior to the change will display with trailing zeros. For example, if a value of 25.5 was stored when the Decimal Places option was set to 1, it will be displayed as 25.500 if the Decimal Places option is later set to 3.

If you change the number of allowed decimal places to a lesser number (4 to 1, for example) any digits stored prior to the change will be rounded. For example, if a value of 25.5 was stored when Decimal Places was set to 1, it will be displayed as 26 if Decimal places is later set to 0. (Values rounded for display at the currently specified number of Decimal Places will retain their original number of decimal places as stored in the database.)

Searching for Data with Truncated Decimal Places:

Keep in mind that your numbers are stored with up to four decimal places. If you set the Decimal Place option to 1, but your numbers contain 4 decimal places, it will be helpful to search using all the decimal places. For example, if you are searching for the numbers: 4.123, 4.134, 4.148 but the Decimal Places option is set to one decimal place showing, the Asset List will displays these numbers as 4.1, 4.1, 4.1. If you are attempting to use the Find feature to search for a specific number, you can type in all decimal places, 4.123, for example to make your search easier. However, when they go into the Find, they will be able to see all the decimal places.

10.6.1.6 Due Date on Next Week Day

The **Options** screen (**Administration > Options**) allows you to set two options regarding checking out assets:

Checkout Duration Uses Week Days

Due Date On Next Week Day

Checkout Duration Uses Week Days

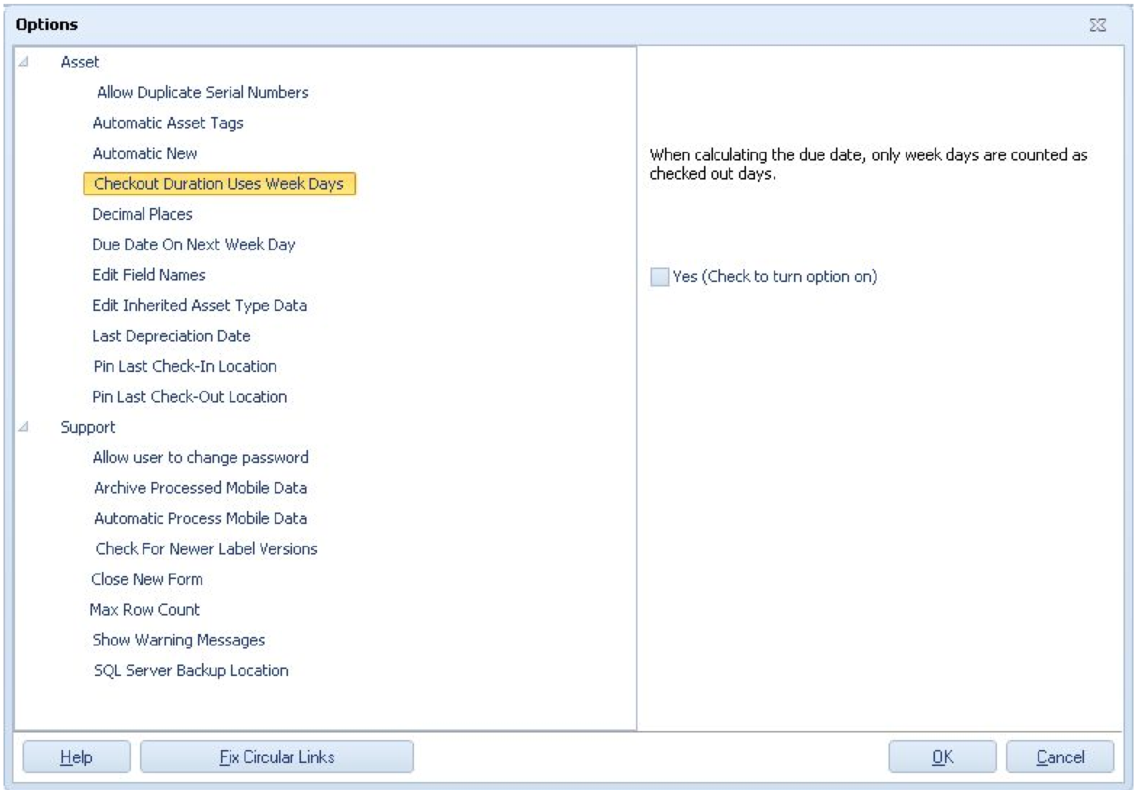
When this option is turned on, Rosistem Assets will not consider weekends when calculating the Checkout Duration. For example, assume you set the Checkout Duration (on the Asset Type > General tab) to 4 days and turn this option on. If an asset of this type is checked out on a Thursday, it will be due back the following Wednesday because the two weekend days are not considered in the calculation. if the option is turned off and the asset is checked out on a Thursday, it will be due back the following Monday.

You can enable this option by following the instructions below:

1. From the **Main** screen, click **Administration > Options**. The **Options** screen appears.

2. On the **Options** screen, highlight **Checkout Duration Uses Week Days**:

.



3. Select the **Yes** checkbox to turn on this option.

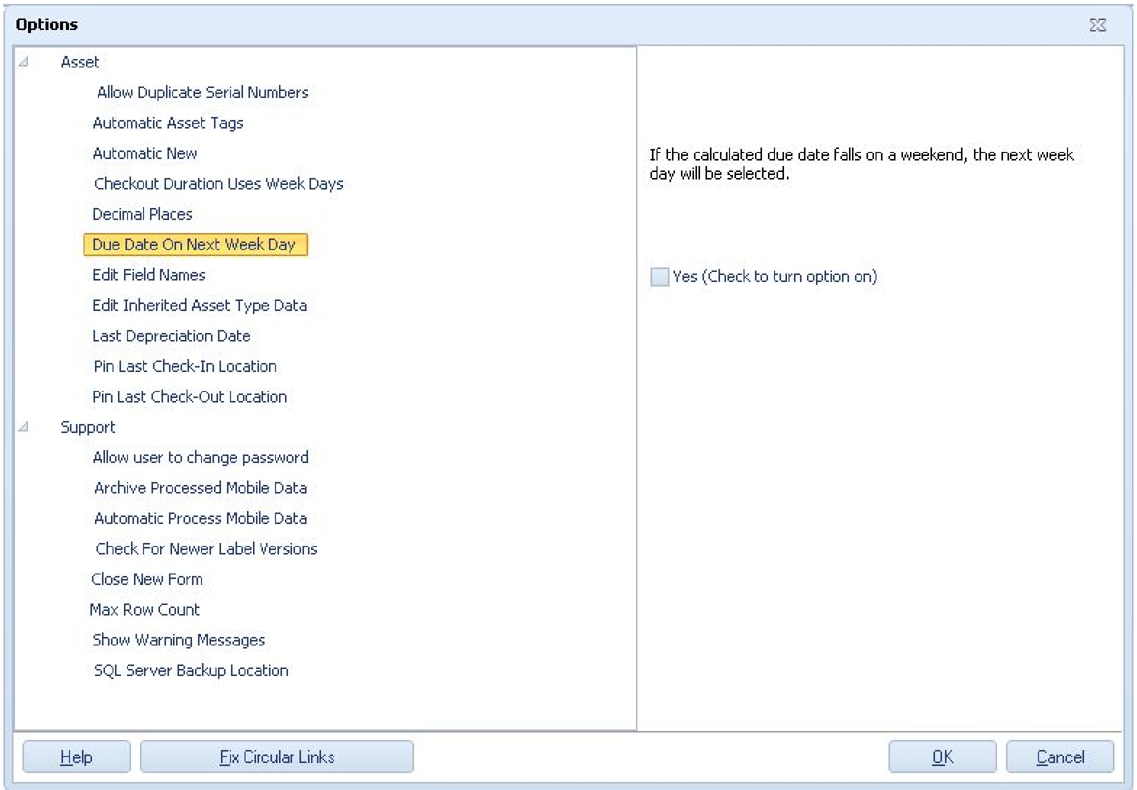
Due Date On Next Week Day

When this option is turned on, the due date will always fall on a weekday. For example, if you turn this option on, if an assets due date would normally fall on a weekend, it is automatically bumped to the next weekday. So if the due date were to fall on a Saturday, it would be moved to Monday.

You can enable this option by following the instructions below:

1. From the **Main** screen, click **Administration > Options**. The **Options** screen appears.

2. On the **Options** screen, highlight **Due Date on Next Week Day**:



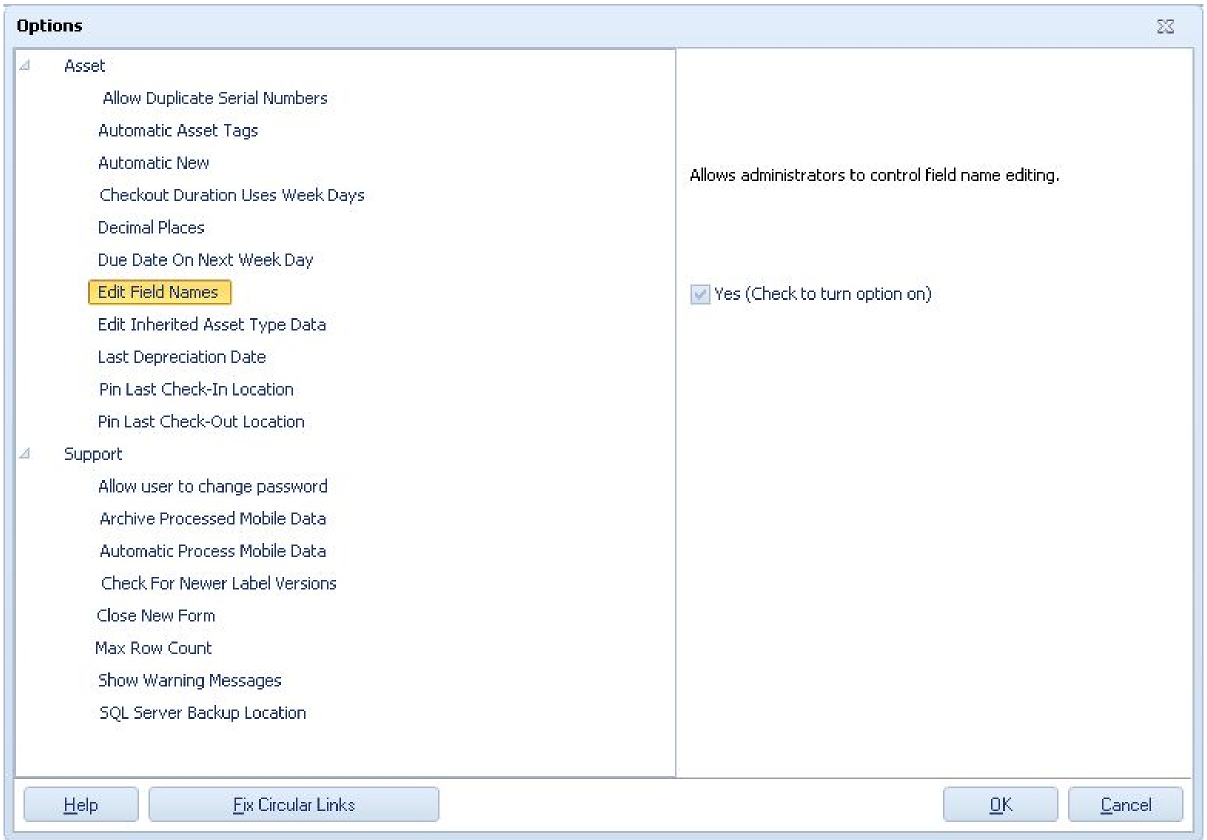
3. Select the **Yes** button to enable the option.

10.6.1.7 Edit Field Names

This feature allows users setup with **Administrative Privileges** in **Security** to change the names of certain fields and functions in the software. This topic covers how to turn this feature on. **For information on how to change field names once the option is active, see the Customize Field Names topic.**

1. To turn on this feature, from the **Main** screen click **Administration > Options.** The **Options** screen appears.

2. Highlight **Edit Field Names** in the list and make sure the **Yes** checkbox is selected.



10.6.1.8 Edit Inherited Asset Type Data

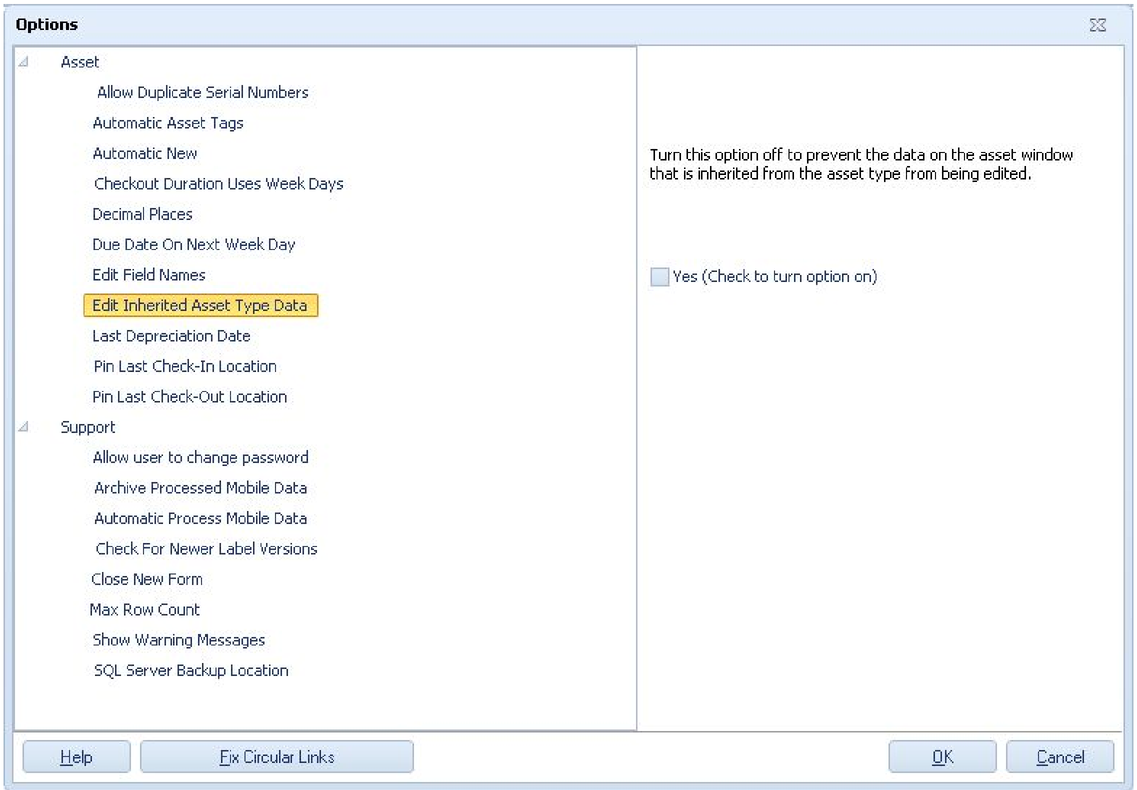
This option allows you to edit the **Asset Type** information on the **New Asset/Edit Asset - General Tab**. When you create a new **Asset** and select an **Asset Type**, you will be asked if you want to incorporate data from that **Asset Type** (manufacturer, check out length, lead time, etc.). For more information on incorporating data from the Asset Type into a new Asset, please refer to the topic **Creating a New Asset**.

This option is enabled by default.

To Disable the Edit Inherited Asset Type Data Option:

1. From the **Main** screen, select **Administration > Options**. The **Options** screen appears.

2. On the **Options** screen, highlight the **Edit Inherited Asset Type Data** option.

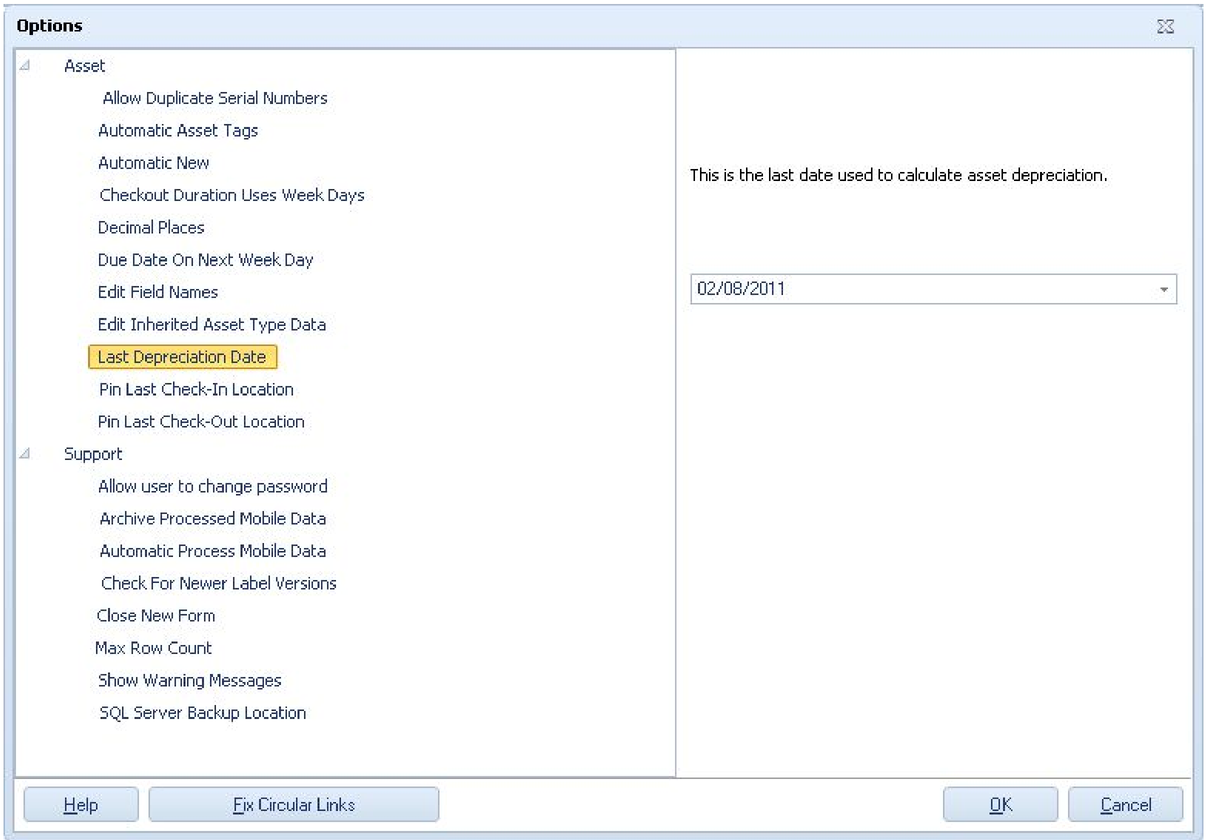


3. Deselect the **Yes** checkbox.

4. Click the **OK** button when you are done making changes.

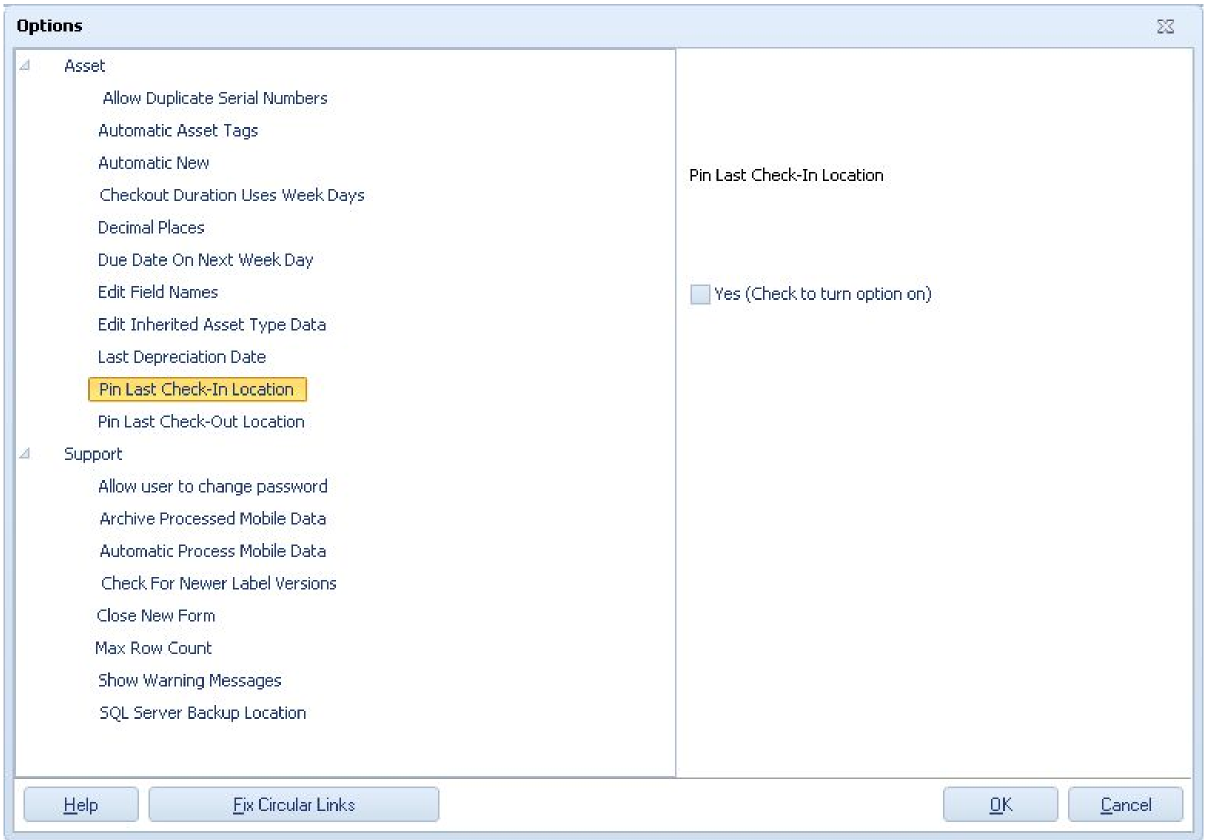
10.6.1.9 Last Depreciation Date

This option, **Last Depreciation Date**, allows you to view the last date depreciation was calculated on your assets. Keep in mind that though you can enter a new date in this field, it will not affect the actual last deprecation date.



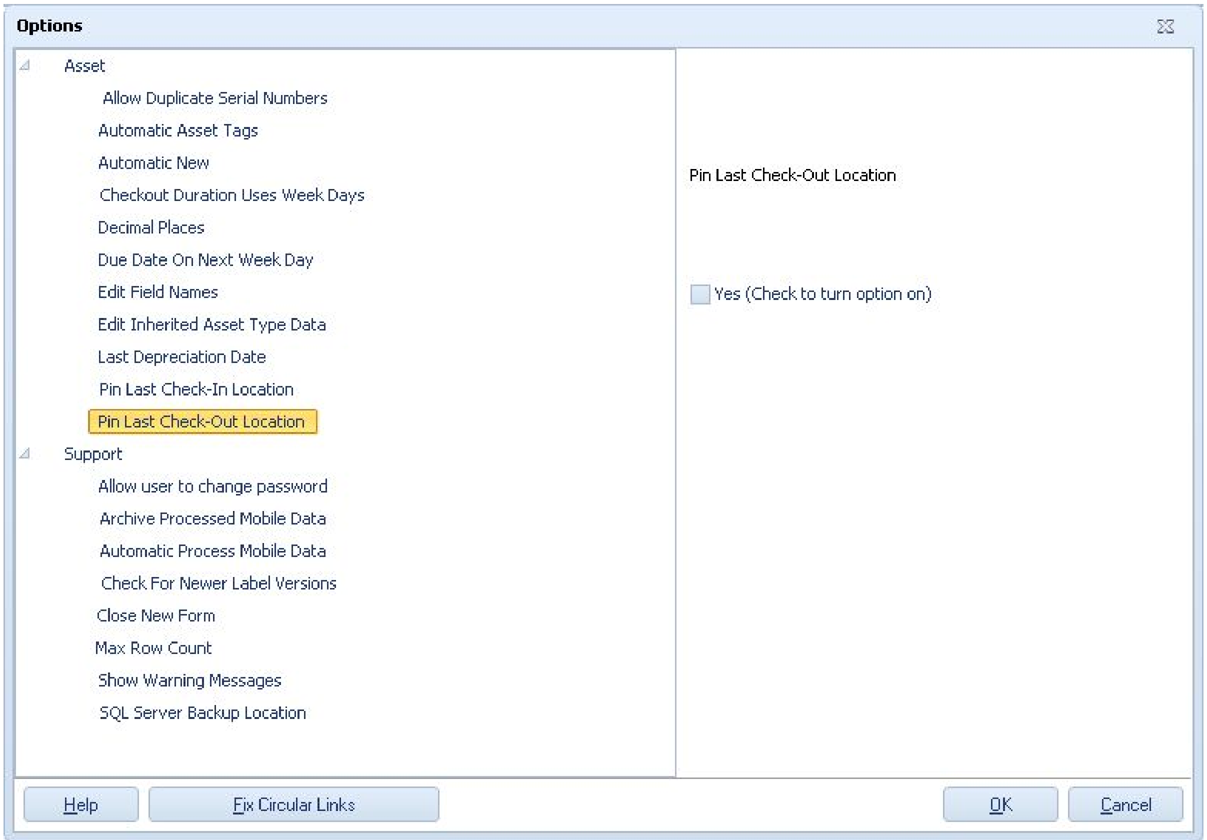
10.6.1.10 Pin Last Check-In Location

This option, **Pin Last Check-In Location**, allows you to pin the last check-in location.



10.6.1.11 Pin Last Check-Out Location

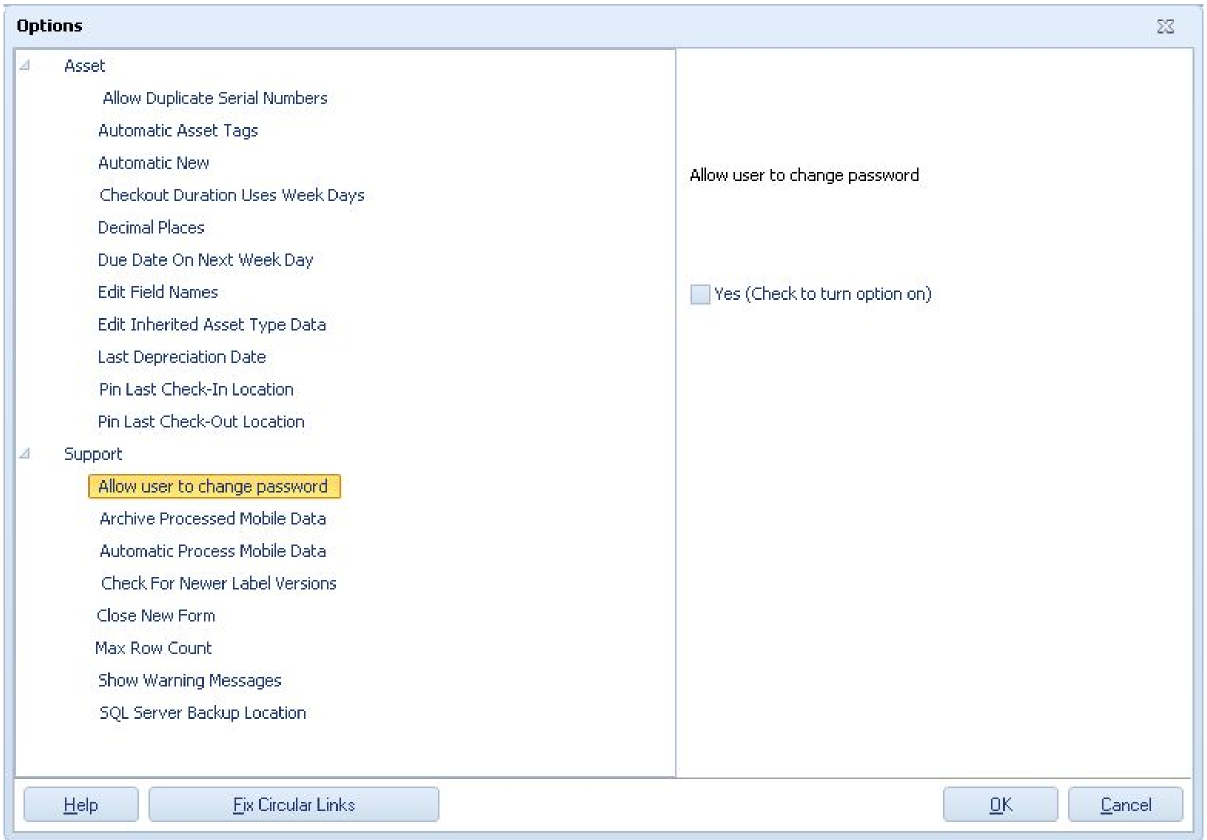
This option, **Pin Last Check-Out Location**, allows you to pin the last check-in location.



10.6.2 Support Options

10.6.2.1 Allow user to change password

This option, **Allow user to change password**, allows logged user to change password.



10.6.2.2 Archiving Processed Mobile Data

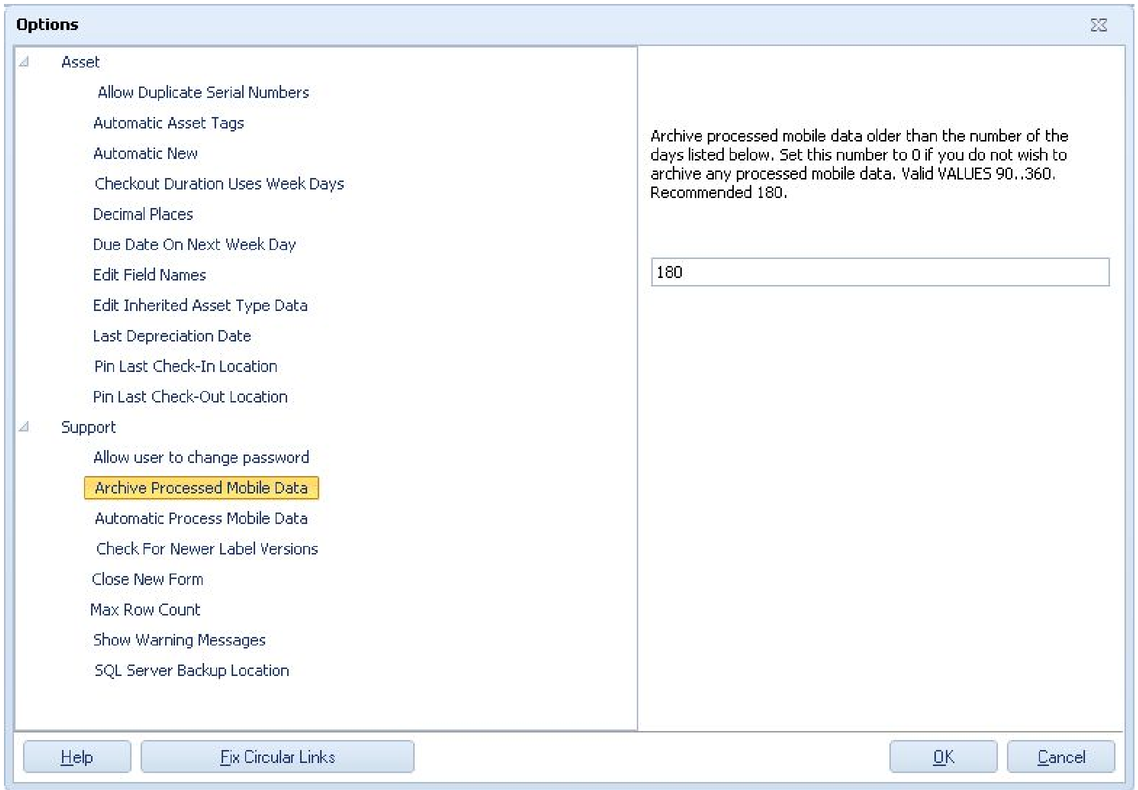
The Archive Processed Mobile Data option allows you to set Rosistem Assets to automatically transfer data received from your mobile devices that was processed more than X number of days ago. This keeps your database free from unneeded information.

The default setting is data older than 180 days.

To Archive Processed Mobile Data:

1. From the **Main** screen click **Administration > Options**. The **Options** screen appears.

2. On the **Options** screen, highlight the **Archive Processed Mobile Data** option:



3. In the text entry field, enter the number of days after which processed mobile data should be processed. In the example above, we have entered 180 (the default setting). This means that processed mobile data older than 180 days will be archived.
   If you do not want to archive processed mobile data, enter 0 in this field.

4. Click **OK** when you are done making changes.

10.6.2.3 Automatic Process Mobile Data

The **Automatic Process Mobile Data** feature enables the system to automatically launch the **Process Mobile Device Data** function following synchronization of mobile devices. **This option is turned on by default.**

If the function is turned **off**, the **Process Mobile Device Data** function must be manually accessed following synchronization of mobile devices. A warning message will appear after synchronization notifying you that the database has not been updated with the data and transactions downloaded from the mobile device.

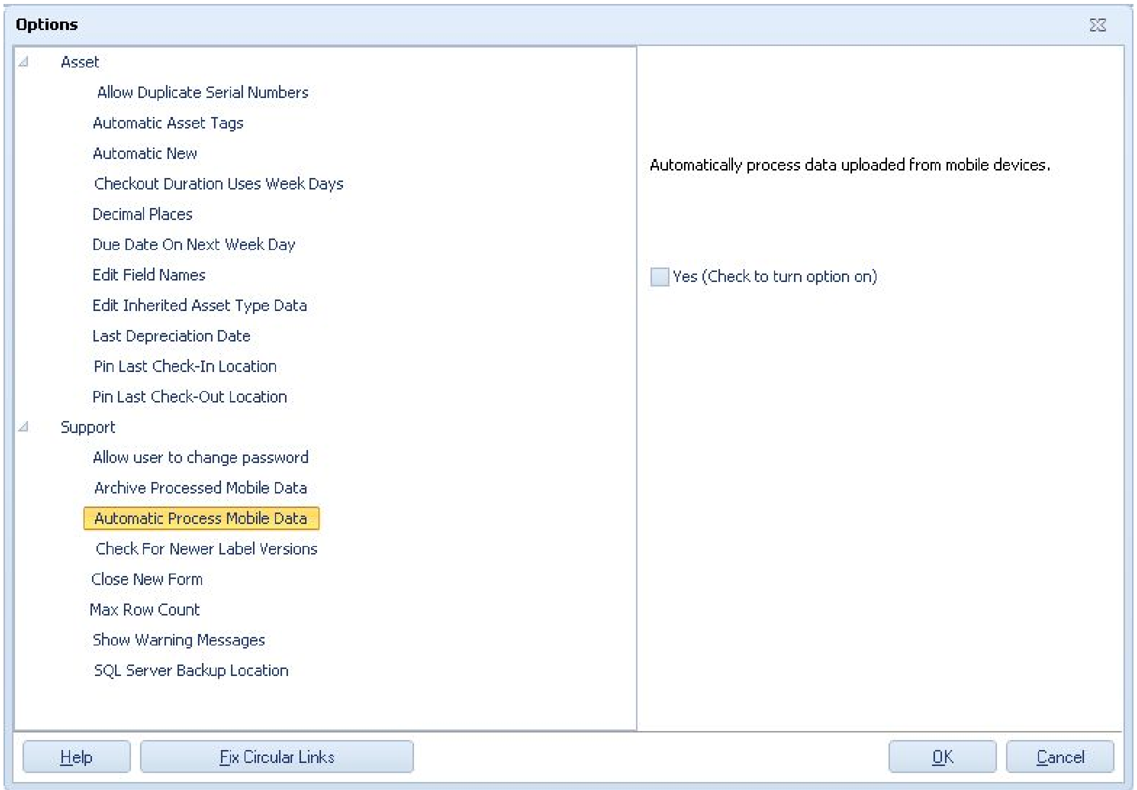
If the function is turned **on**, all of the transactions performed on the mobile device are processed into the software's database - there will be no need to manually start **Process Mobile Device Data**. If for some reason the system is not able to successfully process all of the transactions, a warning message will appear and you will need to manually process the data.

To Disable this Option:

1. To access this feature from the **Main** menu, click **Administration > Options**. The **Options**

screen appears.

2. On the **Options** screen, highlight **Automatic Process Mobile Data** and deselect the **Yes** checkbox.



3. Click **OK** to save your changes and close the **Options** screen. The option is now disabled.

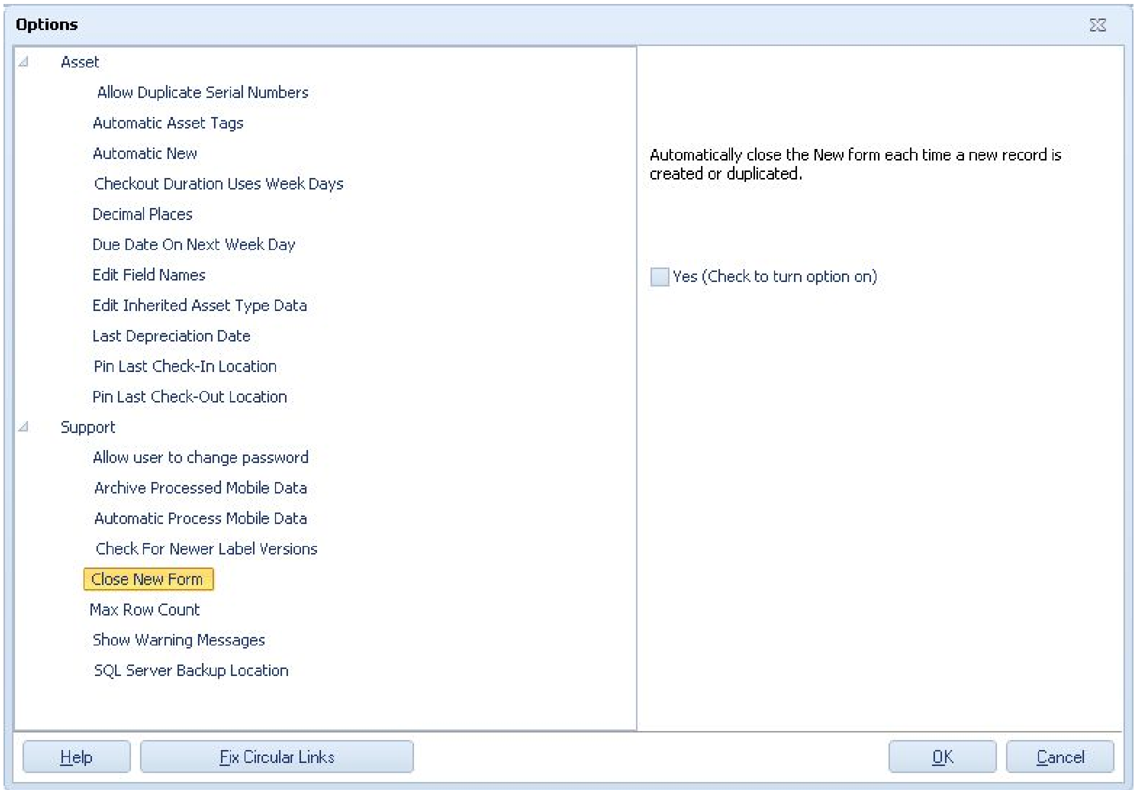
10.6.2.4 Close New Form

The **Close New Form** function enables the system to automatically close the **New** screen each time a new record is created. If the feature is turned on (enabled), after you enter a new item and click **OK** on the **New** screen, the screen will clear of information and remain open allowing you to enter another new record. If it is turned off (disabled), the **New** screen will close each time a new record is saved.

This option can only be enabled/disabled by a user set up in the Admin Group in Security. **The Close New Form option is turned ON by default.**

1. To enable/disable this feature, from the **Main** screen click **Administration>Options**.

2. On the **Options** screen, highlight the **Close New Form** listing and select the **Yes** checkbox to enable the feature or make sure the checkbox is not selected to disable it.



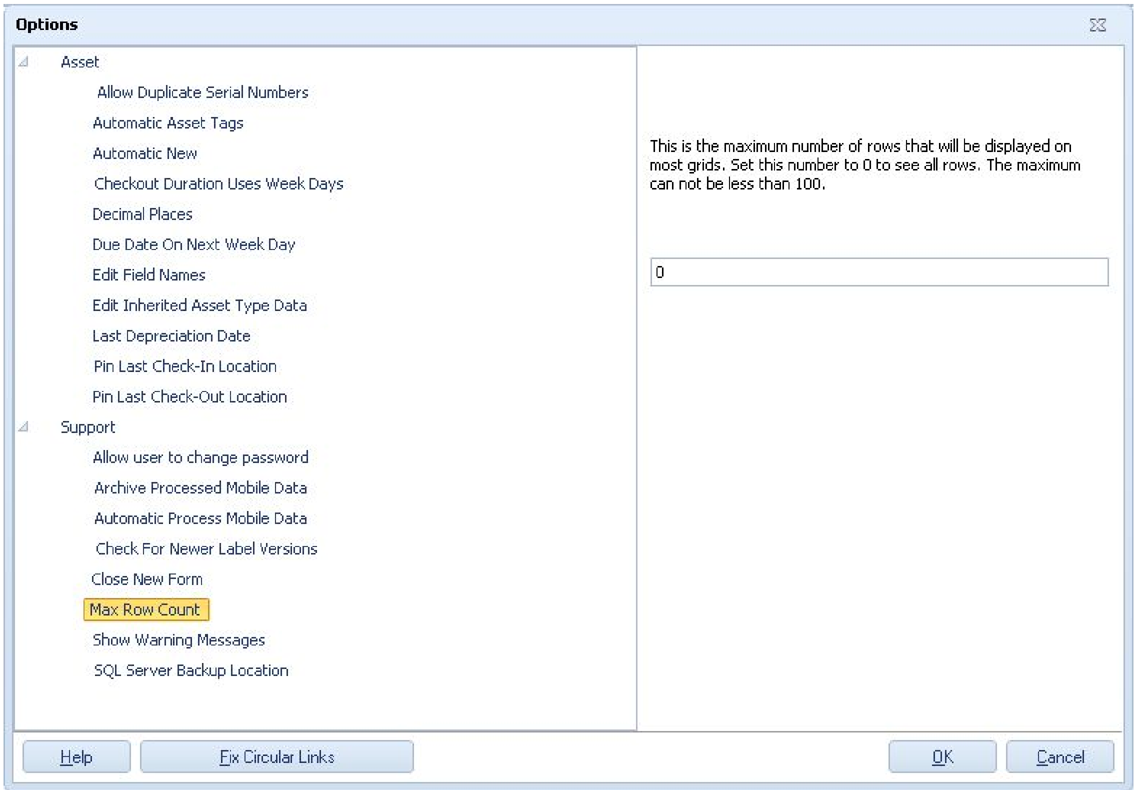
It might be desirable to turn this option off when first entering data, for speed, then turn it on later to avoid confusion when using it infrequently.

10.6.2.5 Max Row Count

By default Rosistem Assets displays all records on a List screen. You can change this default number to be lower on the **Options** screen. For example, if you have many records (over 1,000), you can set this number to display fewer rows at one time to improve system performance. It will take your system longer to retrieve and display 5,000 asset records on the **Asset List** screen then to display 1,000. Therefore, you may want to set the maximum to display 1,000.

1. To change the default number of rows that display, from the Main screen, select **Administration > Options**. The **Options** screen appears.

2. On the **Options** screen, select **Max Row Count**. The default number is 0, which displays all rows. You can change this to any number between 100 and 1,000. Or, you can enter 0 to display all rows on the List screen.

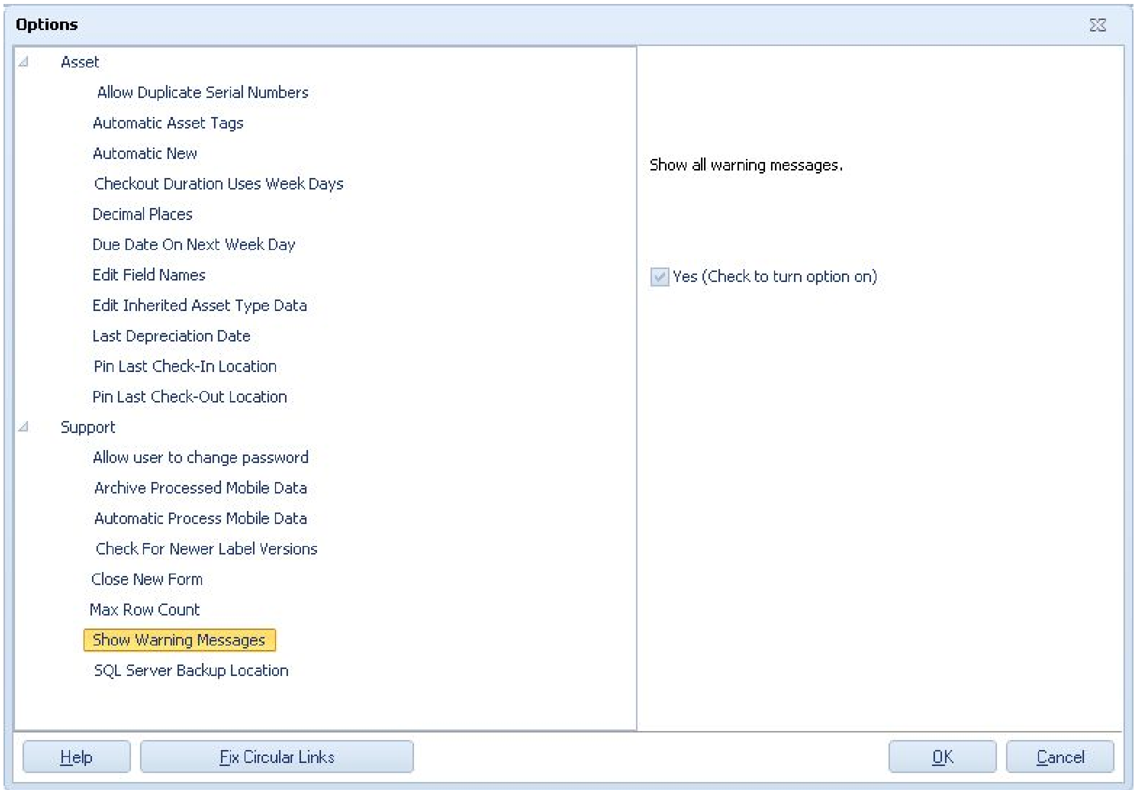


10.6.2.6 Show Warning Messages

The software allows you to turn off the warning messages that normally appear. For example, if you try to close a screen with unsaved information, by default a warning message will appear alerting you to that fact. If you do not wish to see these types of messages, you can turn them off using this function.

1. To turn off the **Show Warning Messages** option, from the **Main** screen click **Administration > Options**. The **Options** screen appears.

2. On the **Options** screen, highlight **Show Warning Messages** and deselect the **Yes** checkbox (it is selected by default). Deselecting the **Yes** checkbox turns off the warning messages.



10.6.2.7 SQL Server Backup Location

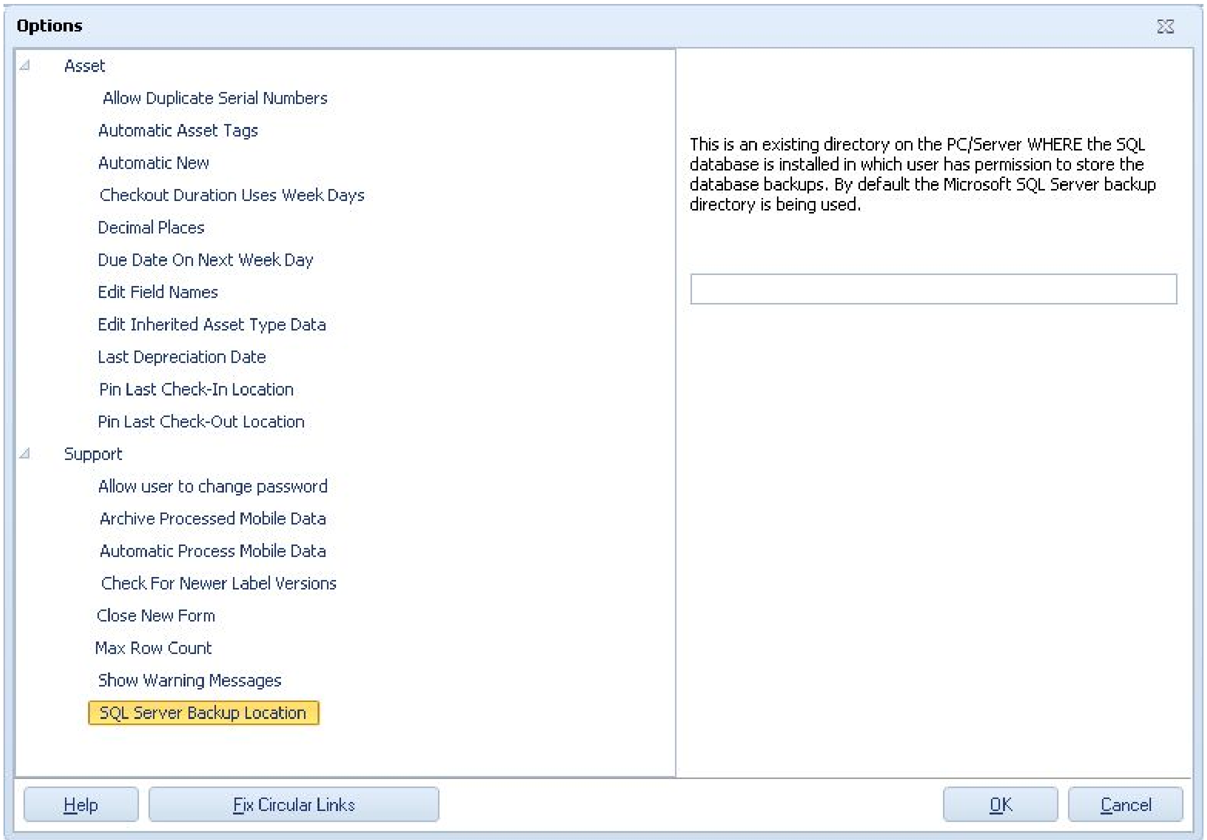
This feature is found on the **Options** screen.

This option is useful if you have your database installed on a different PC/Server than where you are running the software.

Enter an existing directory on the PC/Server where the SQL database is installed (this is where you installed the database during the initial installation process). Make sure the user who will be performing the backups (Administration Menu > Backup) has permission to the database.

If a location is not entered, the Microsoft SQL Server backup directory will be used to store backups. This is where the system will look for backup files when you try to restore the database as well.

If you specify a folder and SQL Server does not have rights to write to that folder, you will receive an error message and the backup will fail. It is your responsibility to give SQL Server the proper rights to write the backup in the specified folder.



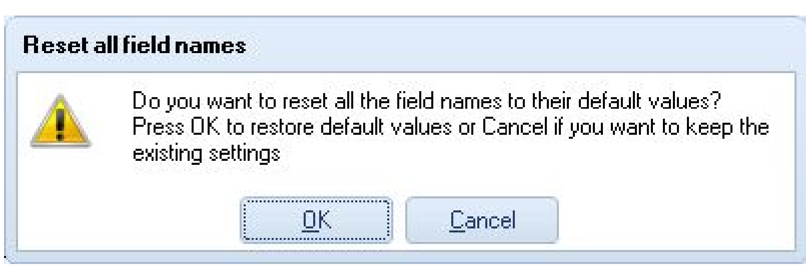
10.7 Customize Names

10.7.1 Resetting All Field Names

The software provides you with the ability to customize the application to fit your business needs. After you have changed field/function names, you can quickly return all values to their original, or default, values in one, quick step.

1. To reset all field names to their default values, from the **Main** screen click **Administration > Customize Names > Reset All Field** names. (Only users set up with **Administrative Privileges** in **Security** can perform this function.)

   The message shown below will display:



2. Click **OK** to restore label default values or **Cancel** if you want to keep the existing settings.

Reset All Field Names is displayed in the **Customize Names** menu even when the **Edit Field Names** option is disabled or the current user lacks administrative privileges. If **Reset All Field Names** is selected under these circumstances, the following message will be displayed:

10.7.2 Customizing Field Names

Customizing Screen/Function Names

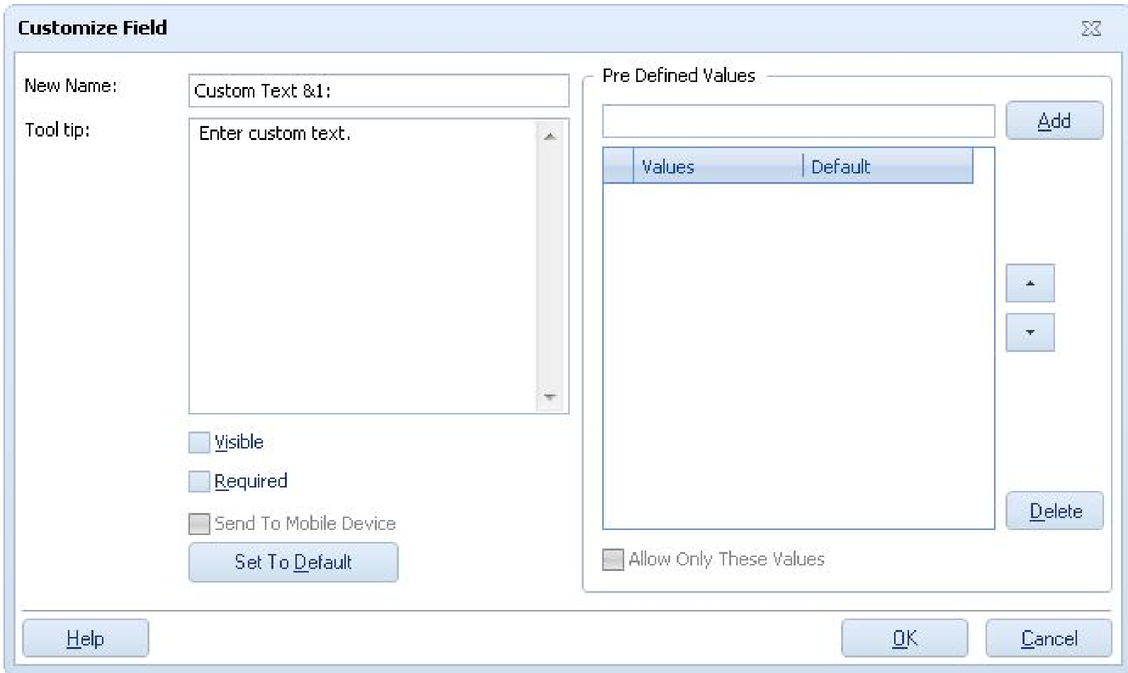
When the **Edit Field Names** option on the **Options** screen is enabled (accessed from the **Main** screen by selecting **Administration > Options**) a user with setup in the Admin Group in Security can use the **Customize Names** feature. This allows you to modify screen/function name of several commonly used Rosistem Assets screens. The screen names that can be edited are:

- Audit
- Check-In
- Check-Out
- Transfer Check-Out
- Dispose
- Move

You may want to change a function name if your business calls one of the functions something different than the default value.

Keep in mind that changing a function name on the PC does not change it on the mobile device. For example, if you rename Audit to Verify in the application the name Audit will be changed to Verify on the PC, but Audit will still display on the mobile device.

1. To change the name of the **Audit**, **Check-In**, **Check-Out**, **Transfer Check-Out**, **Dispose** and/or **Move** functions, from the **Main** screen select **Administration > Customize Names**. A menu displaying your options will appear (shown below):



2. Click on the function you want to change. For example, if you want to rename the **Move** function, click on **Rename Move**. A screen similar to the following will appear:

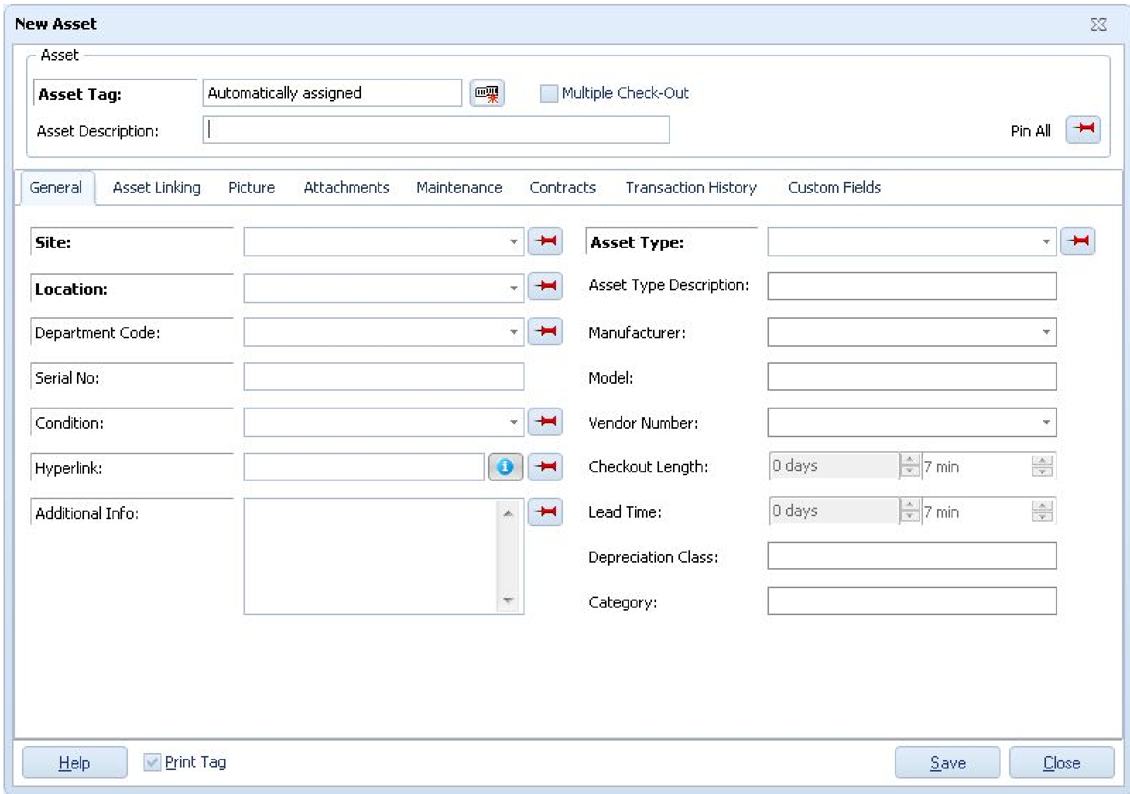
3. Enter the name you want to change the function label to in the **New Name** field.

4. You can also enter tool tip text in the **Tool Tip** box. This is an optional field. You might want to enter **Tool Tip** text if you want to give special instructions to your users.

The **Visible** and **Required** checkboxes do not apply to function names. Functions will always be visible in your lists; however, the name will be changed to your selection.

Editing Field Names:

1. Make sure you have turned on the **Edit Field Names** option on the **Options** screen (**Administration > Options**). Any field names that can be edited will appear in recessed boxes on the screen. For example, on the **New Asset** screen, the field names that can be edited appear as shown below:



2. To edit a field, click on the label you want to edit. In the example above, if you want to change the field name Asset Type, click on it. A screen similar to the following appears:

3. Type in the **New Name** and an optional **Tool** tip. Tool Tips provide special instructions to your users when they hover their mouse over the field.

4. Some customizable fields do not permit the use of the **Visible** and **Required** options - they will be grayed-out. This is because these fields must be both visible and required for normal operations. On the customizable fields where these options are available:

   De-selecting the **Visible** option completely removes the field from the forms where it occurs. This can be used to streamline data input operations by removing the distraction of unused fields.

   Selecting the **Required** option makes data entry mandatory for transactions that use the field being customized. The Visible option will be grayed-out when the Required option is selected.

5. If you want to send the edited field name to the mobile device, select the **Send to Mobile Device** checkbox. The next time you perform a HotSync or Synchronization, the edited name will be sent.

6. To return the field name/tool tip to the default values, click the **Set to Default** button.

7. Click the **OK** button to save your changes. Be aware that you are only changing the field name for the current screen. Other screens that contain a field with the same label will not be changed.

The **Customize Field** form can be accessed by clicking on recessed customizable fields that can be found in the Create New Asset, Create New Depreciation Class, Create New Customer, Create New Department, Create New Employee, Create New Asset Type , Create New Location, Create New Manufacturer, Create New Site and Create New Vendor forms, as well as the Edit Asset, Edit Depreciation Class, Edit Customer, Edit Department, Edit Employee, Edit Asset Type, Edit Location, Edit Manufacturer, Edit Site and Edit Vendor screens.

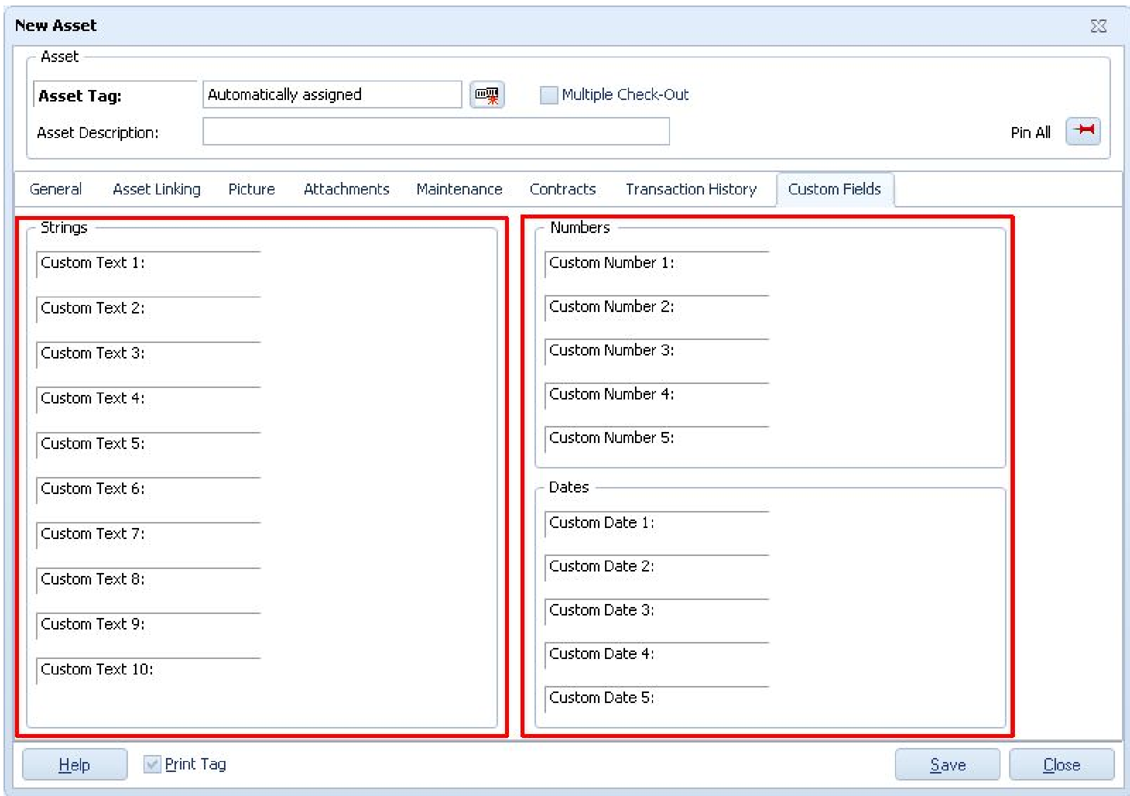
Creating Custom Fields

Custom fields allow you to define fields in Rosistem Assets to capture information specific to your needs. For example, if you want to capture a special code called Widget Code for each asset entered into Rosistem Assets, you can turn on the **Edit Field Names** function, then create your field on the **Custom Fields** tab of the **New/Edit Asset** screen.

To Create Custom Fields:

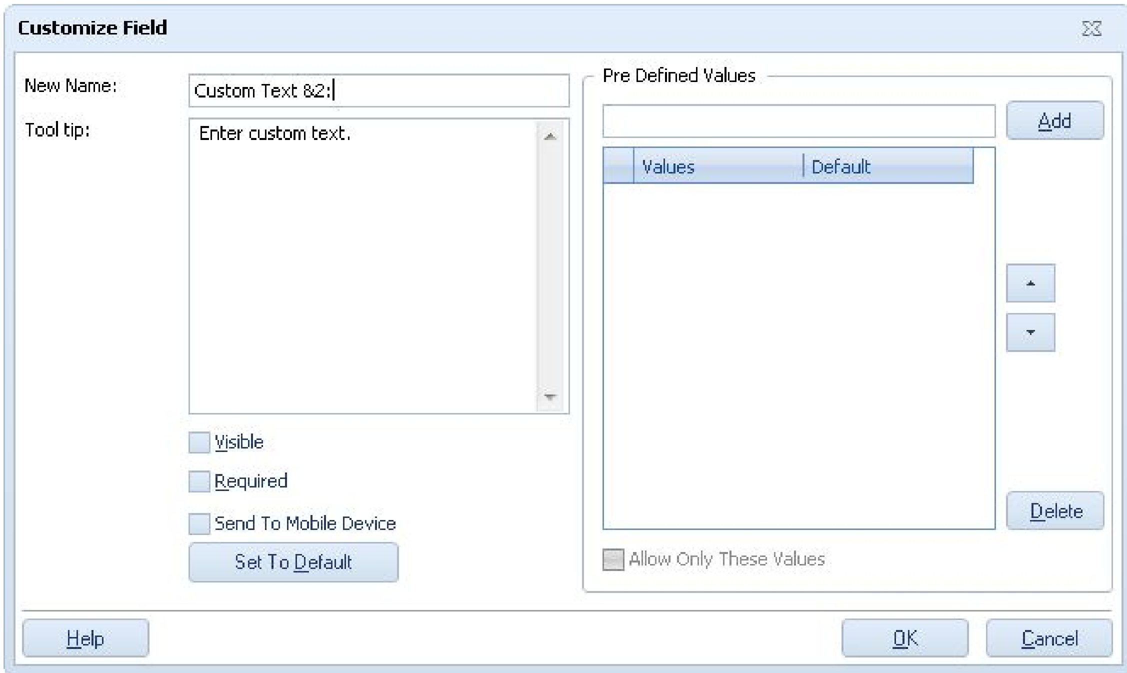
1. Make sure the **Edit Field Names function** is turned on in the **Options** screen.

2. Open the **Custom Fields** tab on any screen that contains that tab. When the **Edit Field Names** function is turned on, the fields will appear as shown below:



3. Click in the field for which you want to create custom data. Your options differ depending on what type of custom field you are creating (Text, Number or Date).

Custom Text Fields: If you are creating a **Custom Text Field**, the screen shown below appears:



3.a.Enter a new name for this field in the **New Name** field.

3.b.You can optionally enter a tool tip in the Tool Tip field. Tool Tips provide special instructions to your users when they hover their mouse over the field.

3.c.Select if this custom field will be:

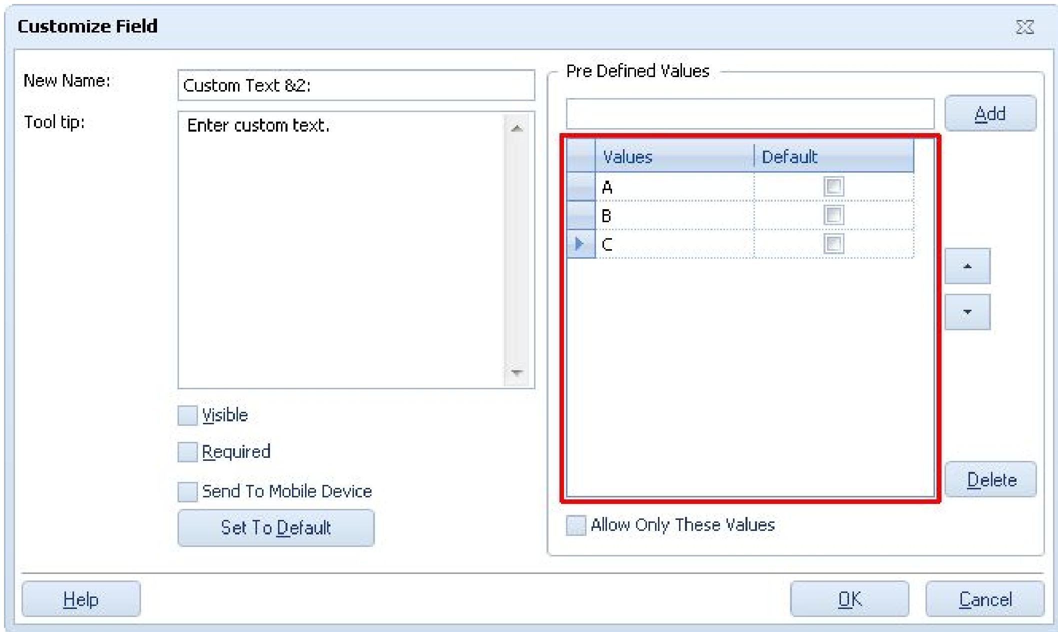
§ **Visible** - Selecting this checkbox makes the custom field visible to all users

§ **Required** - Selecting this checkbox means the custom field must be completed in order for the new asset (employee, asset type, etc.) to be saved.

§ **Send to Mobile Device** - Selecting this checkbox causes the custom field to be included in the mobile database that is sent to the mobile device. The custom field will appear on the mobile device.

3.d.Click the **Set to Default** button to clear your changes and return the field to its default values.

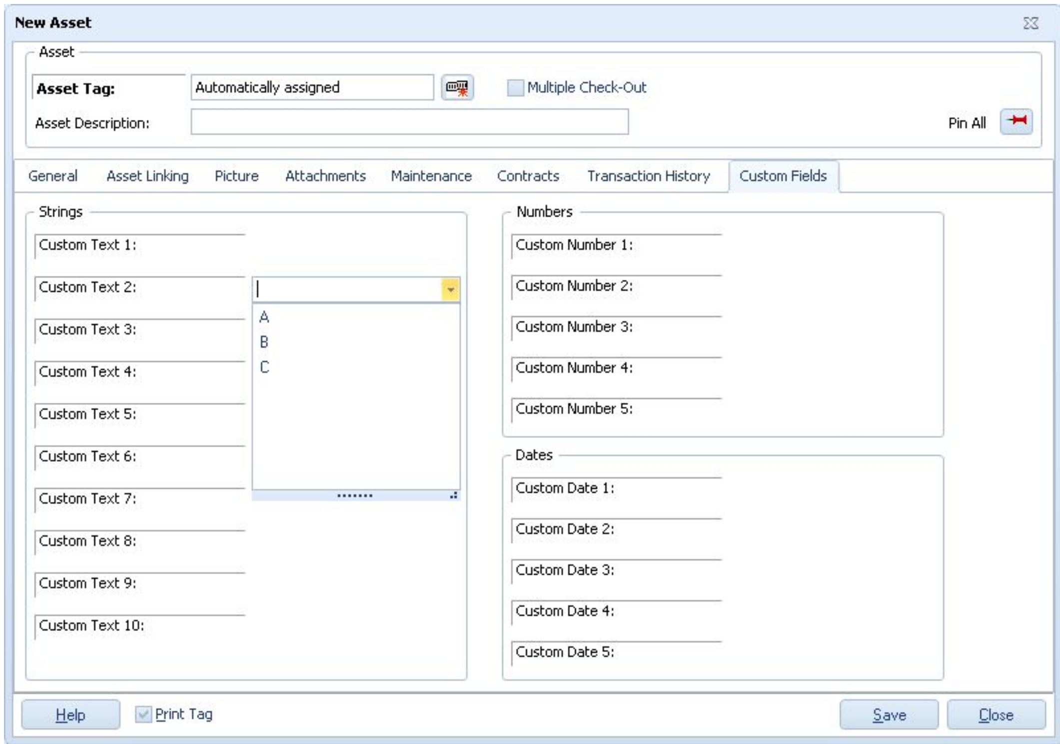
3.e.You can leave this field as a free-form entry field, or create pre-defined values that will appear in a drop down list. Enter a value in the **Pre-Defined Values** section, then click the **Add** button. The new value will appear in the list as shown below:



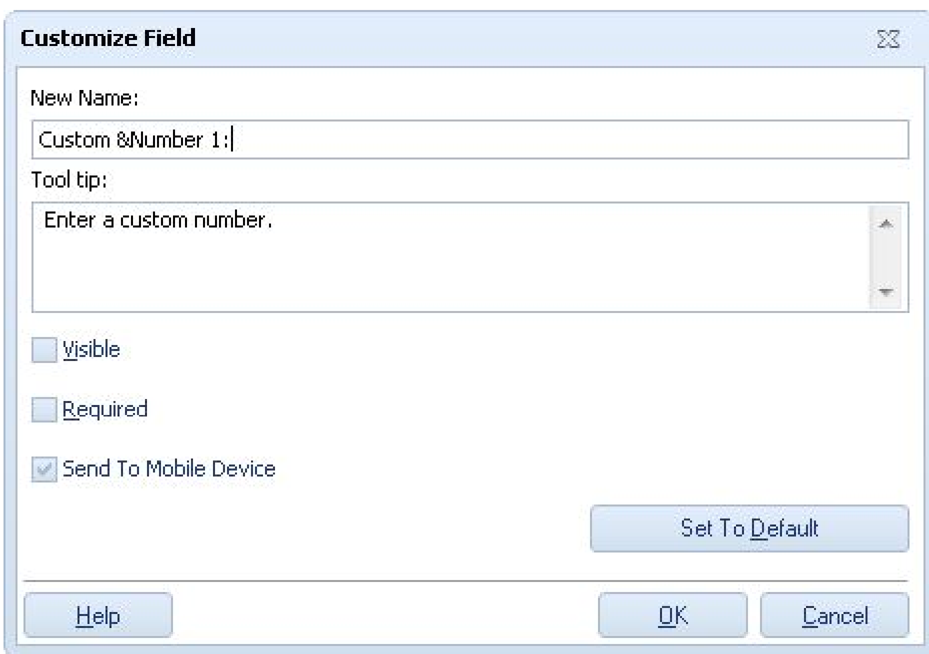
You can select to make a field the default field by selecting the Default checkbox. This means the selected field will appear first in the drop down list. After you enter two or more values, you can highlight one and use the up and down arrows to move it's position in the list.

Select the **Allow Only These Values** checkbox to prevent users from enter free form text in the field.

3.f. Click the **OK** button when you are done adding information. The information will now appear in the custom field:



Custom Number or Date Field: If you are creating a custom number or custom date field, the screen shown below appears:



.a. Enter a name for the custom field in the New Name field.

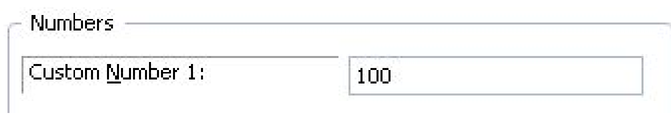
.b. You can optionally enter a tool tip in the Tool Tip field. Tool Tips provide special instructions to your users when they hover their mouse over the field.

.c.Select if this custom field will be:

- **Visible** - Selecting this checkbox makes the custom field visible to all users
- **Required** - Selecting this checkbox means the custom field must be completed in order for the new asset (employee, asset type, etc.) to be saved.
- **Send to Mobile Device** - Selecting this checkbox causes the custom field to be included in the mobile database that is sent to the mobile device. The custom field will appear on the mobile device.

- Click **OK** when you are done entering information.

Below is an example of a **Custom Number** field:



The user can enter a number in the free form field. Custom Number fields will accept values ranging from -999999999999999.9999 to 999999999999999.9999.

Below is an example of a **Custom Date** field:

The user can select the **Down Arrow** icon to choose a date. Custom Dates will be displayed in the same format as found elsewhere in the product.

4. Repeat these steps until you have created the needed number of custom fields.

Restoring Function/Field Names to the Default:

You can quickly restore all function/field names to their default values by selecting **Administration > Customize Names > Reset All Defaults**.

10.8 Setting Next Asset Tag Numbers

The **Asset Tag** values created will be incremented by a value of one, beginning with the largest Asset Tag value that existed in the database when the option was first enabled. Beginning with an empty database, the first automatically assigned Asset Tag will be a value of "1000". You can change the first automatically assigned Asset Tag on the **Set Next Tag Value** screen.

Note: You must have the **Use Automatic Asset Tags** feature enabled on the **Options** screen to use this feature.

1. To access this screen from the **Main** screen, select **Administration > Set Next Asset Tag Number**. The **Set Next Tag Value** screen appears allowing you to select a start number. Below is an example of the **Set Next Tag Value** screen. In this example, assets with values of 1000, 1001 and 1002 were already entered in the system, so the next tag value the system would use is

1003.

2. Enter the number you want to begin with, then click **OK**.

Barcode Labels

XI

11 Barcode Labels

11.1 Using the Labels Menu

The software allows you to select from several pre-built labels that can be printed the list screens or edited from the **Labels** menu. You can also create your own unique labels from the **Labels** menu.

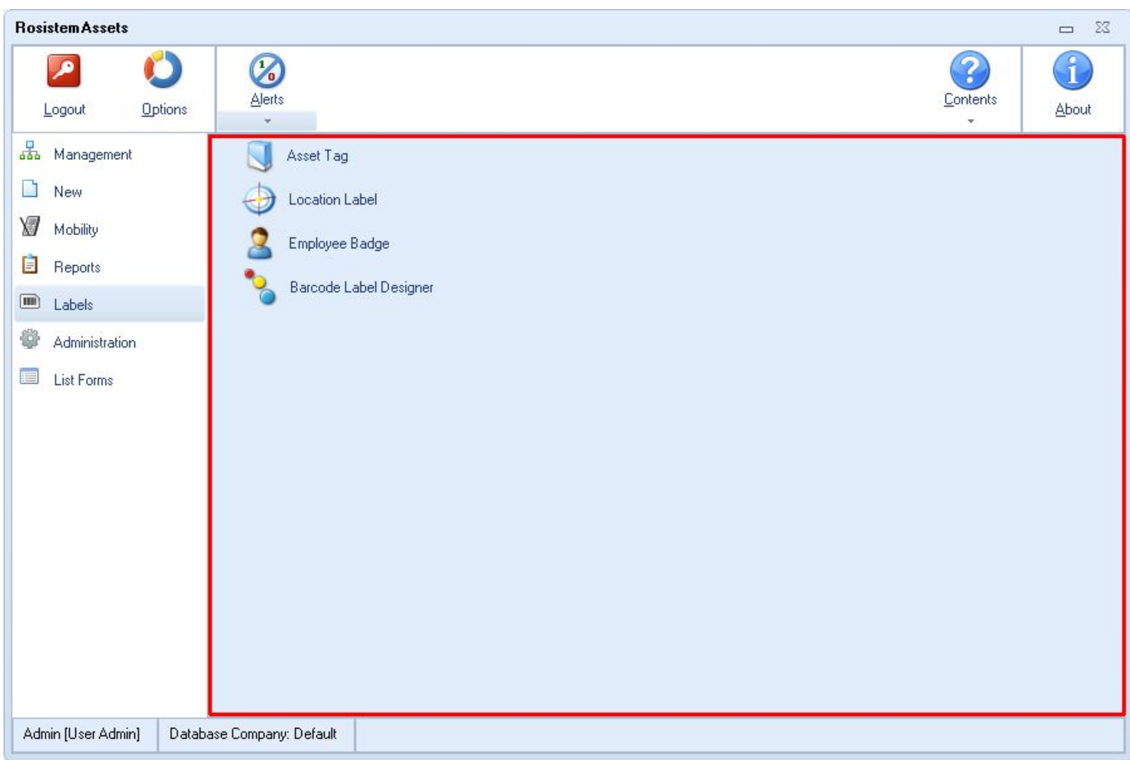
The following topics are covered in this section:

Editing Labels

Creating Custom Labels

Editing Labels:

1. To edit labels, from the **Main** screen, click **Labels**. A list of available labels will appear.



2. Click on the label you would like to edit. Rosistem Labeler will open with the selected label displayed. You can make changes as needed. Please see the Rosistem Labeler online help for detailed instructions on editing labels. To access the help, select **Help > Contents** from the Rosistem Labeler toolbar.

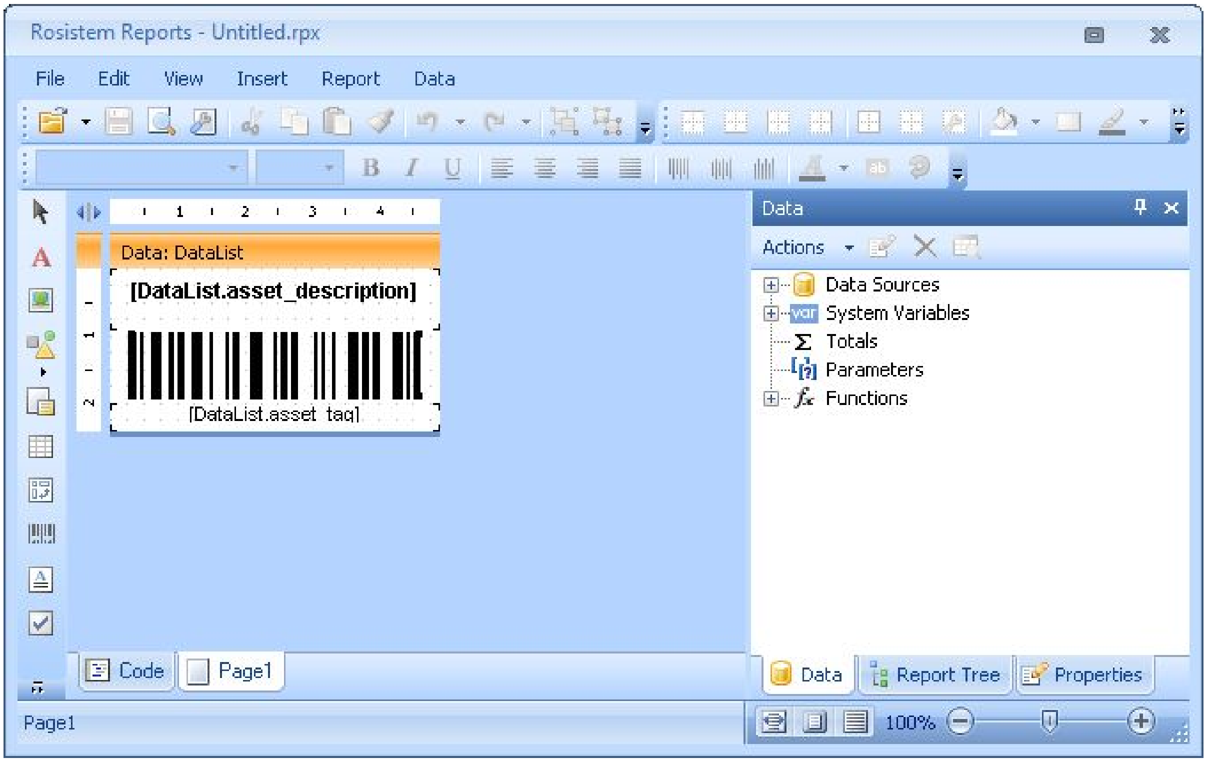
Creating Custom Labels:

1. To create custom labels, from the **Main** screen, click **Labels**. A list of available labels will

appear.

2. Run **Labeler.exe** from the installation directory to open **Rosistem Barcode Label Designer** without opening an existing label file.

3. Create your label as desired. Please see the Rosistem Barcode Label Designer help for detailed instructions on creating labels.



11.2 Printing Barcode Labels from the List Screens

Rosistem Assets allows you to print labels and asset tags directly from the List screens. The following List screens have label printing functionality:

Asset List - Print Asset Tags

Employee List - Print Employee Badges

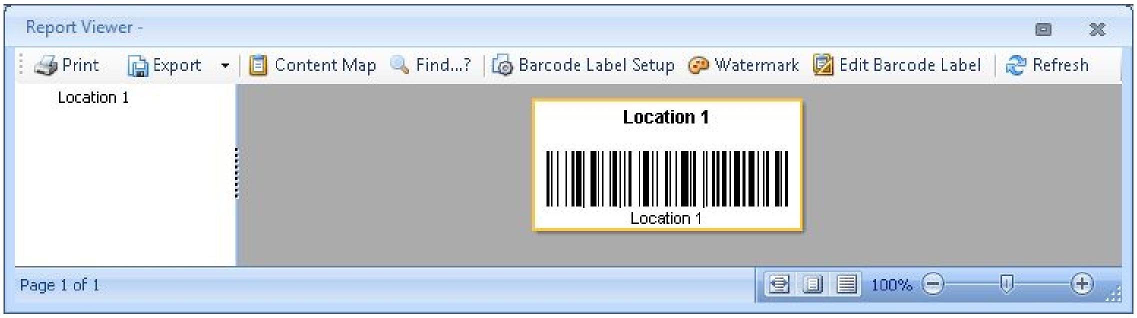
Location List - Print Location Labels

To Print Tags/Labels/Badges:

1. With the desired **List** screen open (Asset, Employee or Location), highlight the listing you want to print. You can select multiple listings by holding down the **Ctrl** key on your keyboard while clicking on listings.

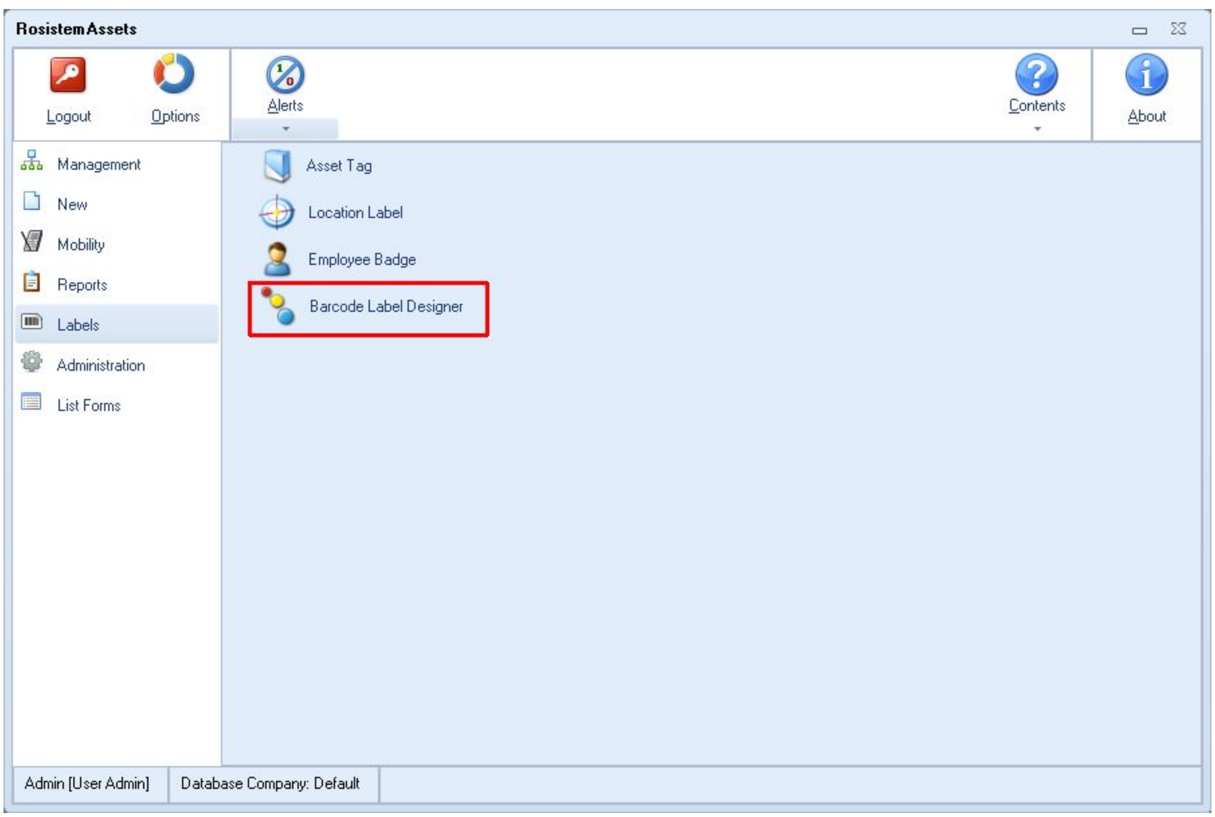
2. Click the **Print Tags/Labels** button on the toolbar.

The following screen appears:



11.3 Barcode Label List

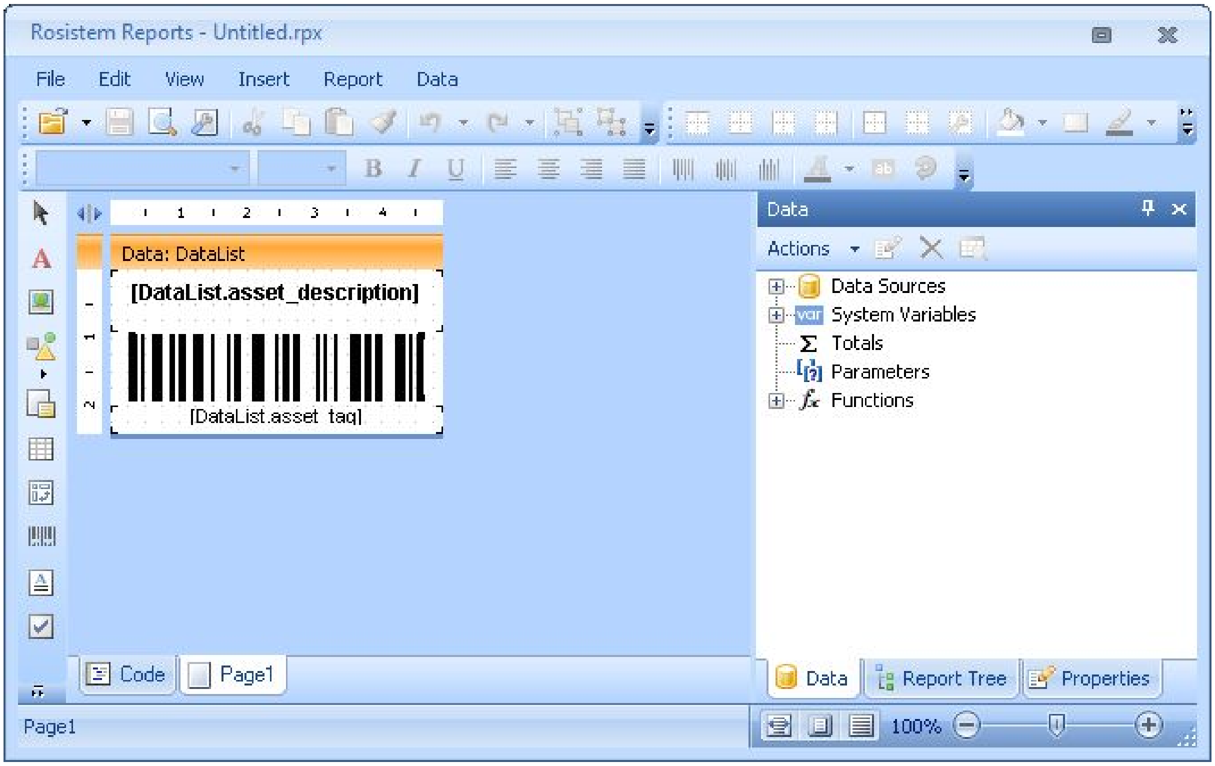
To access the **Barcode Label List** screen, from the **Main menu**, click **Labels** > **Barcode Label Designer**.



The Barcode Labels List screen shown below will appear:

Select the barcode label from the list and click OK to open it in the **Barcode Label Designer**.

11.4 Barcode Label Designer



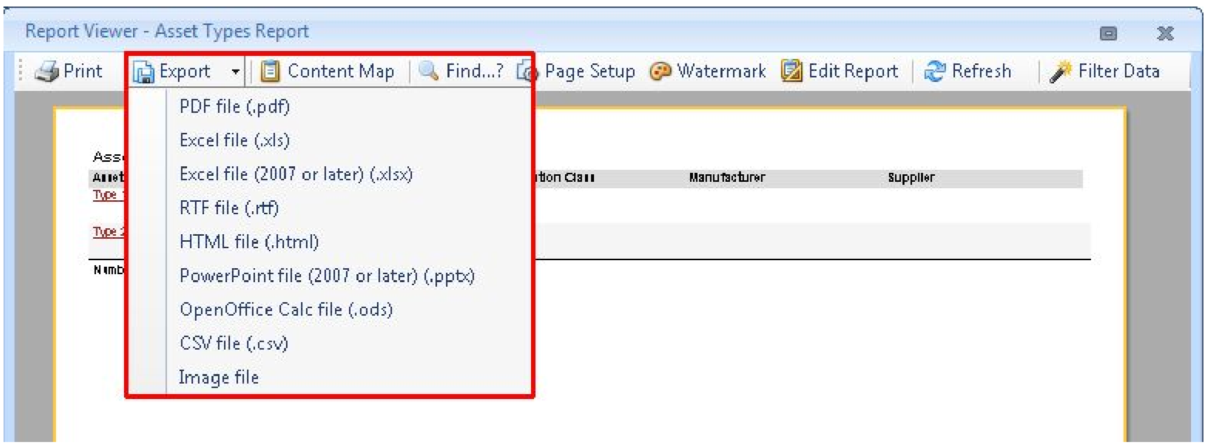
Reports

XII

12 Reports

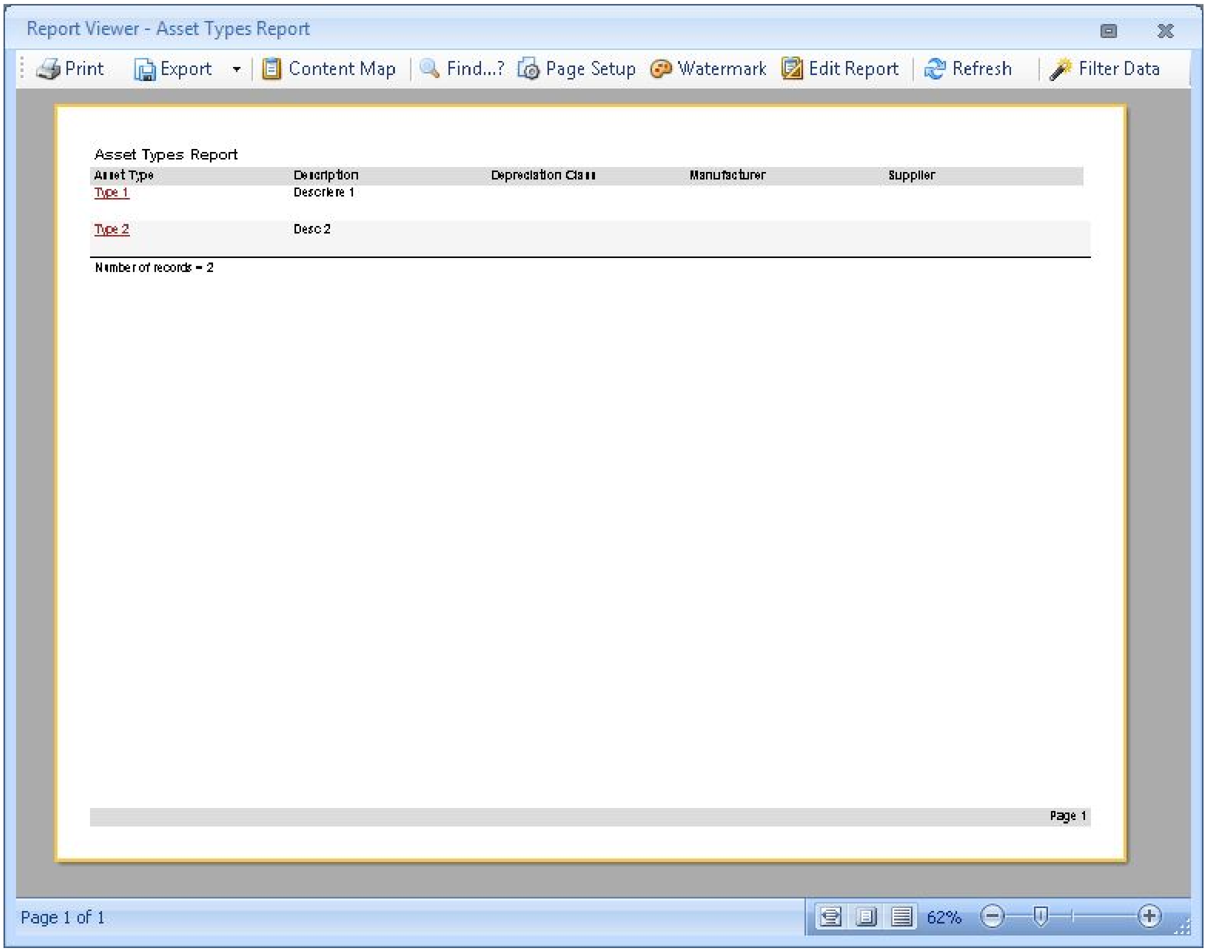
12.1 Reports Viewer

The **Report Viewer** presents reports in an interactive environment that permits keyword searches, printing and export to Adobe Acrobat Reader (.pdf), Microsoft Excel (.xls), Microsoft Excel 2007 or later (.xlsx), Rich Text Format (.rtf), HTML (.html), Microsoft PowerPoint 2007 or later (.pptx), OpenOffice Calc (.ods), CSV file (.csv) or Image files.

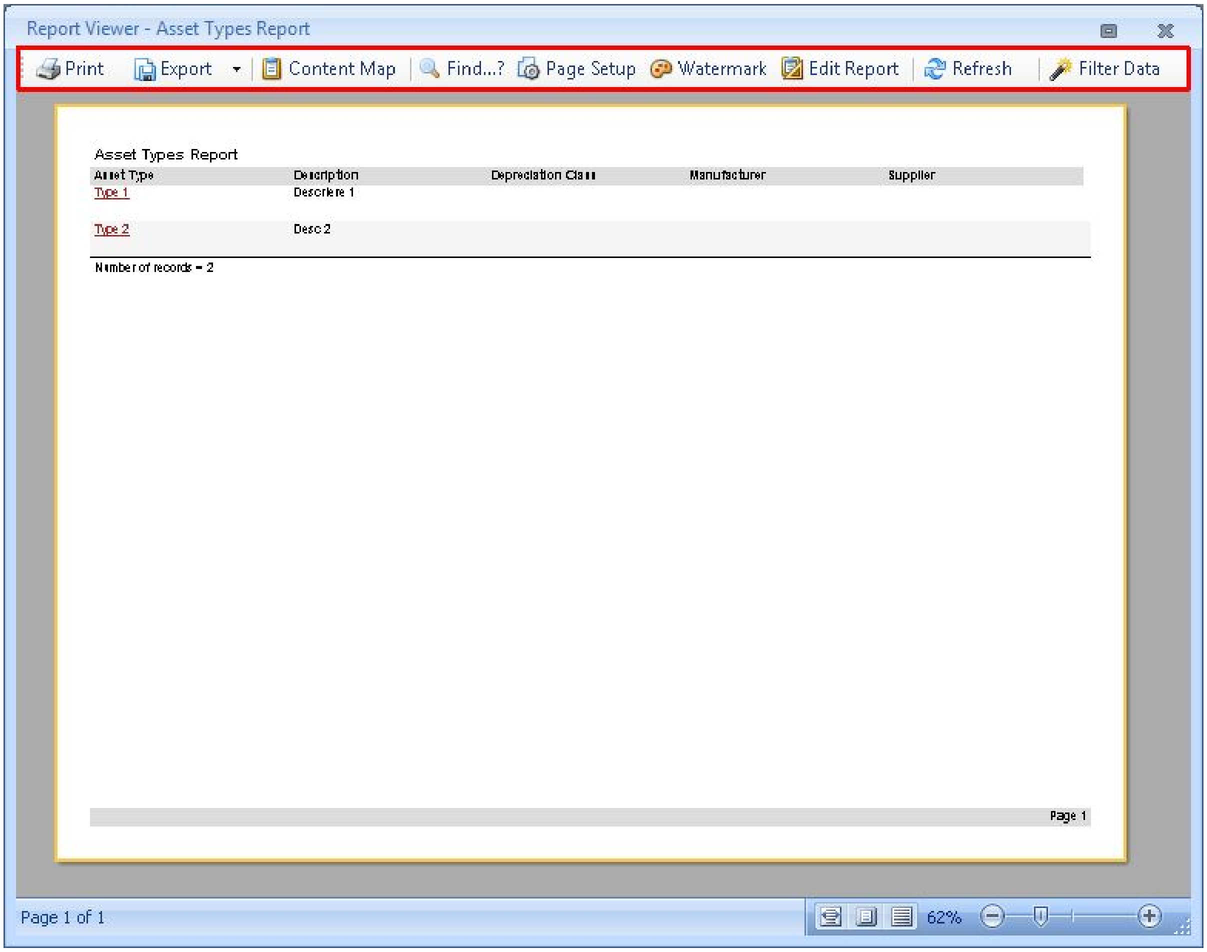


1. Reports are accessed from the **Main** screen by clicking the **Reports** icon. A list of all reports will appear.

2. Click on the desired report. The report will open in the **Report Viewer**.



The **Report Viewer Tool Bar** (shown below) provides a variety of functions. These are described below.



- **First Page** takes you to the beginning of the report.
- **Previous Page**
- **Next Page**
- **Last Page** takes you to the end of the report.
- **Print** launches the Print form.
- **Refresh** updates the report with current data.
- **Export** allows you to save the report as your choice of any of the following formats: Adobe Acrobat Reader (.pdf), Microsoft Excel (.xls), Microsoft Excel 2007 or later (.xlsx), Rich Text Format (.rtf), HTML (.html), Microsoft PowerPoint 2007 or later (.pptx), OpenOffice Calc (.ods), CSV file (.csv) or Image file.
- **Filter** opens the **Report Filter Setup** form.
- **Content Map** opens the report map panel.
- **Find** - finds the text in the current report using the "Find Text" dialog.
- **Page Setup** edits the page settings.

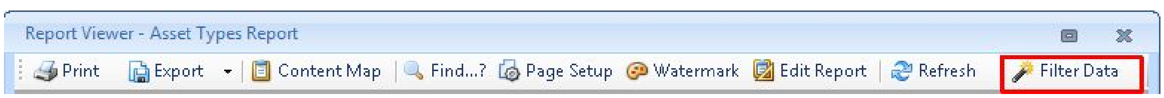
- **Watermark** edits the watermark.
- **Edit Report** edits the current page in the designer.
- **Zoom Whole Page** zooms to fit the whole page.
- **Zoom Page Width** zooms to fit the page width.
- **Zoom In**.
- **Zoom Out**.

Depending on the number of transactions in your database, the Report you have selected, and the performance of your PC, **Report Viewer** can remain blank for quite some time while it access the database and dynamically builds the Report for display.

12.2 Report Filter

You can filter reports in the software to only display selected information. This allows you to tailor reports to your specific needs.

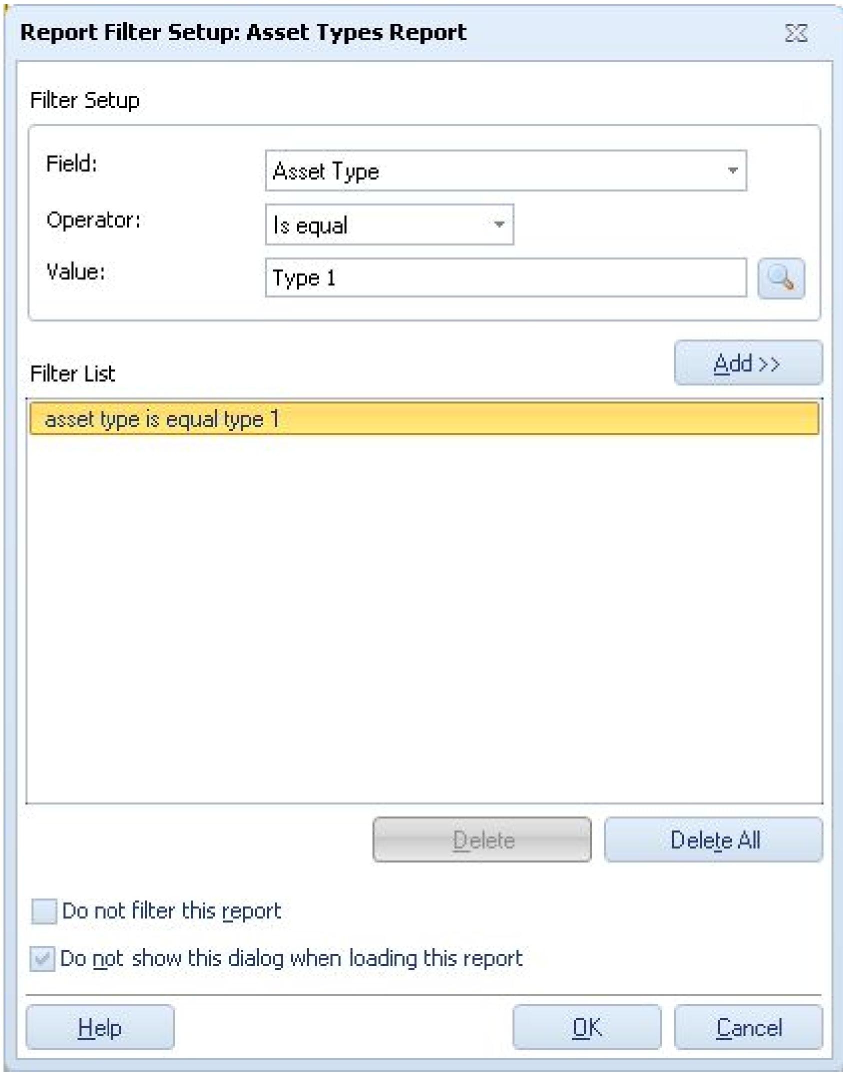
1. To filter a report, after you have generated the report, click the **Filter Data** button on the **Report Viewer's** toolbar.



A screen similar to the following will appear:

2. Begin by removing the checkmark from the **Do not filter this report** checkbox. The fields on the screen will be enabled.

Make selections from the drop down lists. You can select specific **Fields**, such as Asset Tag, **Operators**, such as equals, less than or greater than, and **Value**, the information contained in the fields. Then use the **Add>>** button to add filters to the **Filter List.**

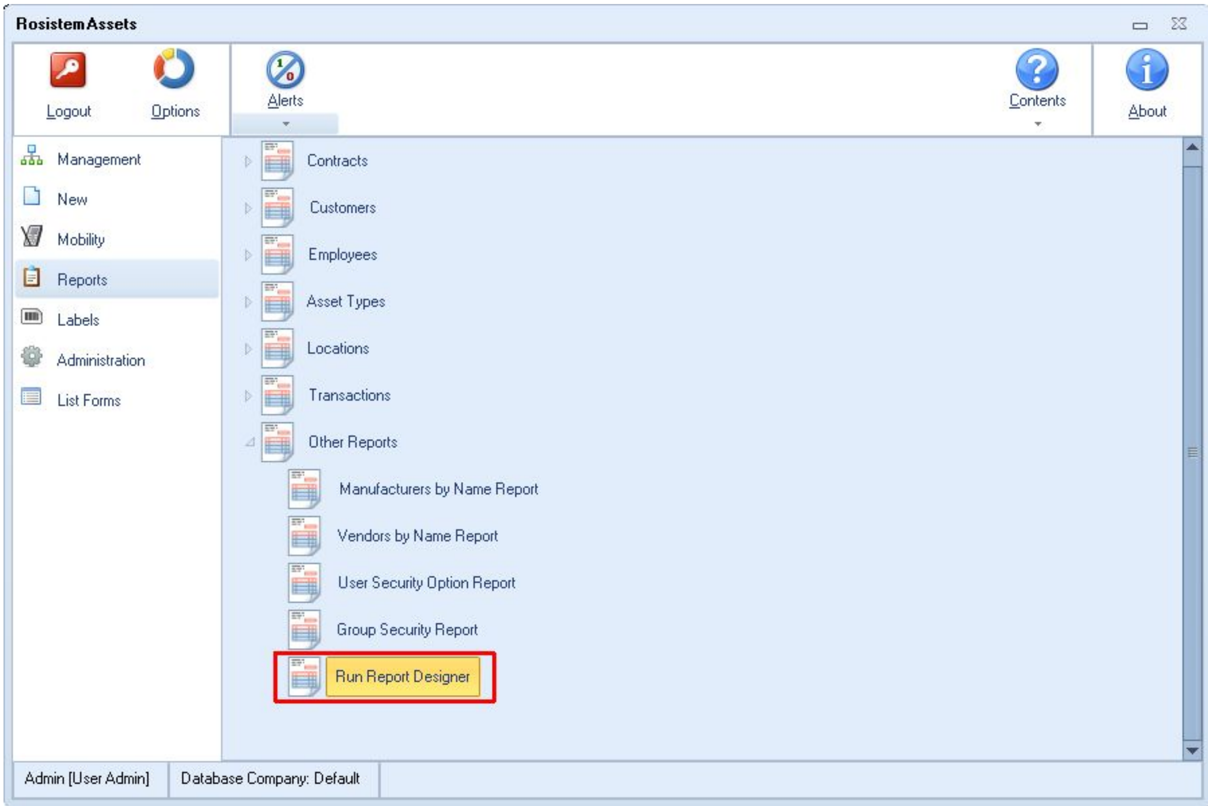


One or more filters can be added before clicking the **OK** button to return to the Report Viewer where the data will now be limited by the filters in the Filter List.

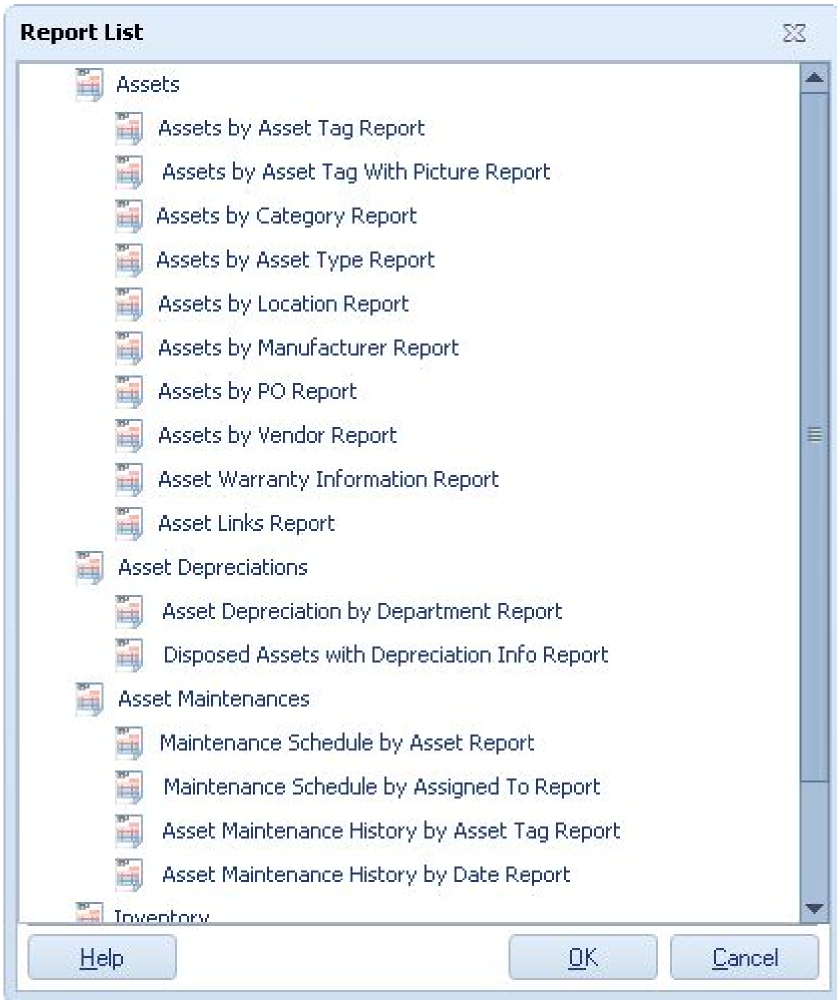
Once a Filter has been defined for a report, it will remain in effect for subsequent executions of that report. Each report can retain the last Filter Setup applied. Open the filter dialog and turn off filtering if you want to see an unfiltered report.

12.3 Report List

To access the **Report List** screen, from the **Main menu**, click **Reports** > **Other Reports** > **Run Report Designer**.

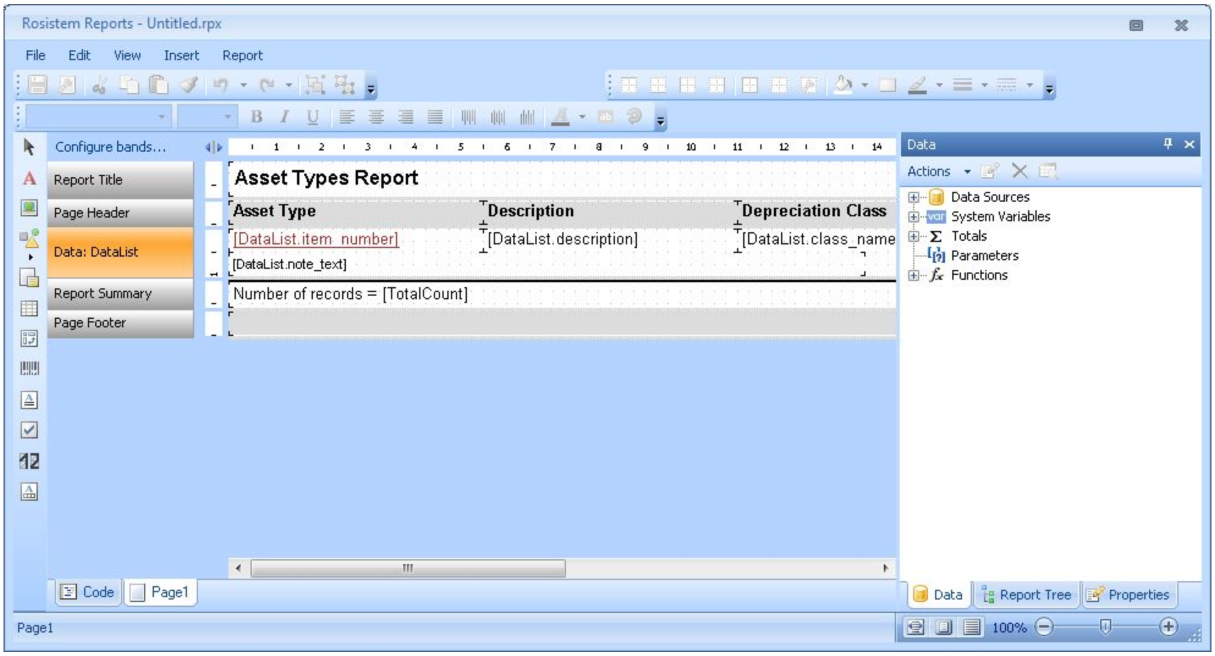


The Report List screen shown below will appear:



Select the report from the list and click OK to open it in the **Report Designer**.

12.4 Report Designer



Mobility

XIII

13 Mobility

13.1 Setting up an ActiveSync Partnership

This topic described how to connect a new Windows Mobile/CE device to your PC.

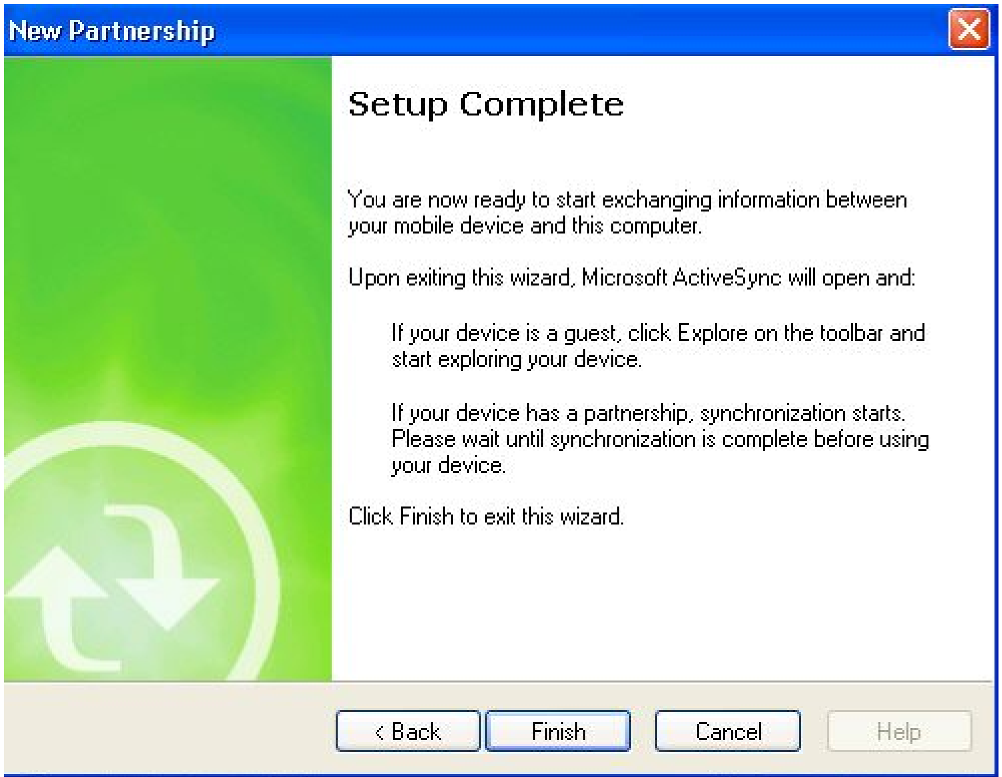
1. When Microsoft ActiveSync is first installed and the device is connected to the PC, the **New Partnership** dialog will open:

2. Select **Yes** and click the **Next >** button to proceed.

3. You may be asked to enter a **Device name**. Enter a unique name that starts with a letter and contains the characters _, A-Z or 0-9. It is useful to match this name to the Rosistem Assets user name defined in User Management. After you enter the device name, select **Next** to proceed.
4. Next you may be asked if you want to synchronize with only this computer. Select **Yes** and then the **Next** button to proceed. It doesn't hurt to select **No** if you think you may want to connect the device to a second computer at some time in the future:

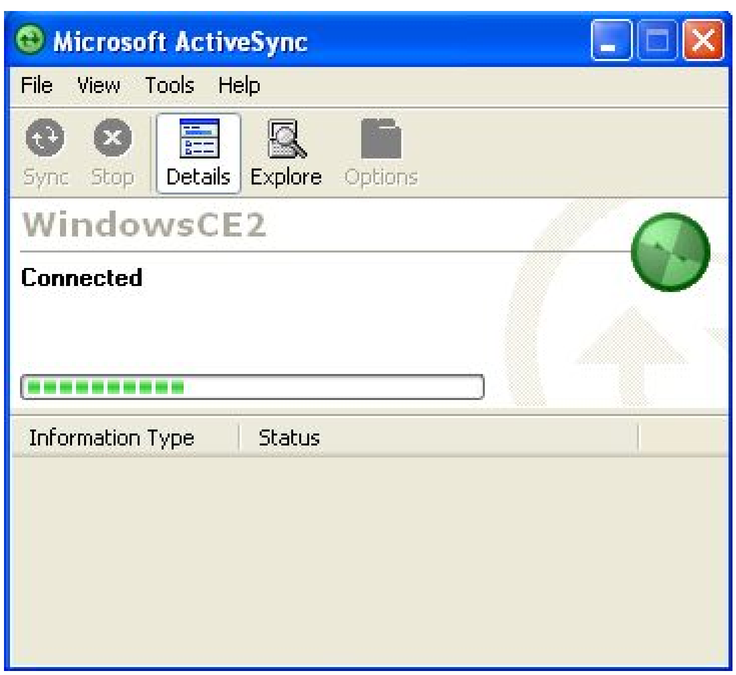
5. Next you will be prompted to select the type of information you want to synchronize. You can select other types of information if you wish, but for the purposes of synchronizing Asset, you should select:

6. Then click the **Next >** button to proceed:



ActiveSync has successfully established a new partnership with your mobile device.

7. Click **Finish** to close the New Partnership dialog and initiate the first Synchronization:



The screen above can be closed when Synchronization completes.

Proceed to the **Windows Mobile/CE Device Setup** Help topic.

If you ever need to Delete a Partnership, see the **Deleting Partnerships** Help topic.

13.2 Windows Mobile/CE Device Setup

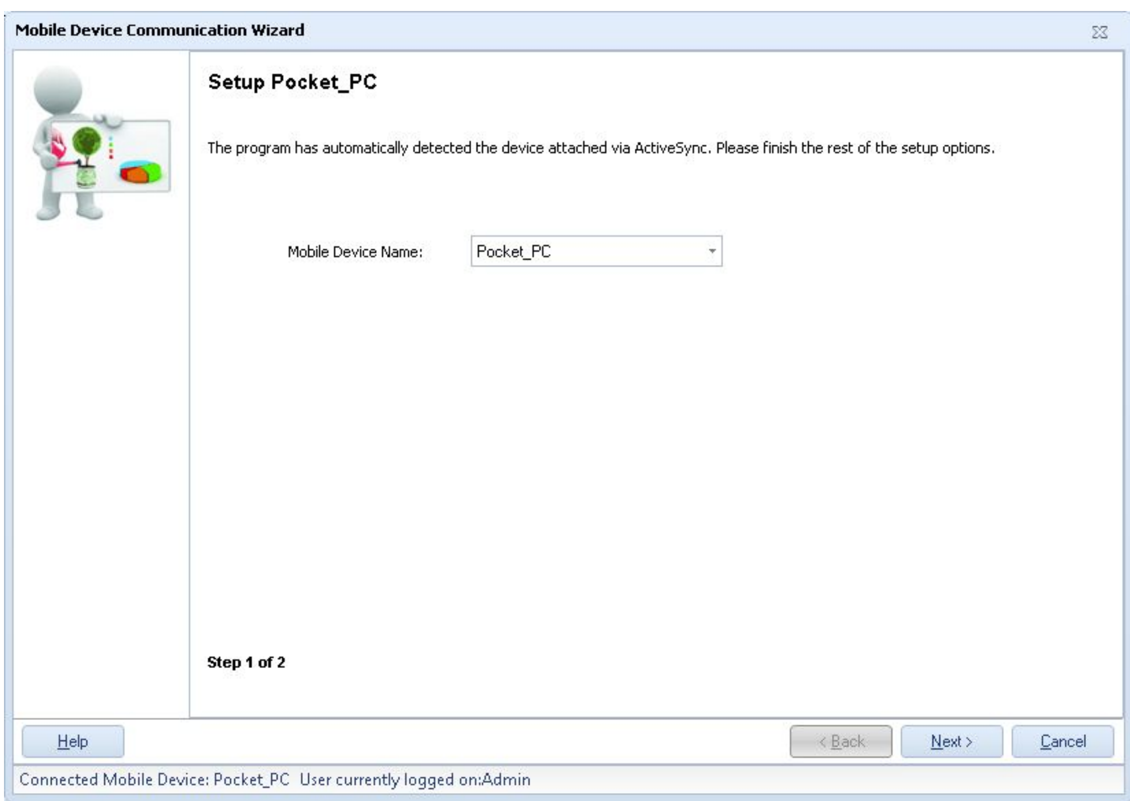
The **Windows Mobile/CE Setup** tab of the **Mobile Device Communication Wizard** is the first step in setting up new mobile devices for use with Rosistem Assets. This function enables the application to "see" and communicate with the mobile device and sends the Rosistem Assets program to the device.

This function allows you to setup a connection between Rosistem Assets and your mobile device. A Microsoft ActiveSync **Partnership** must be established before running Windows Mobile/CE Setup in Rosistem Assets. This only has to be done once for each Windows Mobile/CEmobile device.

All references to Windows Mobile also apply to Windows CE devices. See the **Windows Mobile/ CE Similarity** topic.

1. Make sure your mobile device is connected to the PC.

2. In Rosistem Assets, from the **Main** screen, click **Mobility > Windows Mobile/CE > Window Mobile/CE Setup**. The **Mobile Device Communication Wizard** will appear with the **Device Setup** tab displayed.

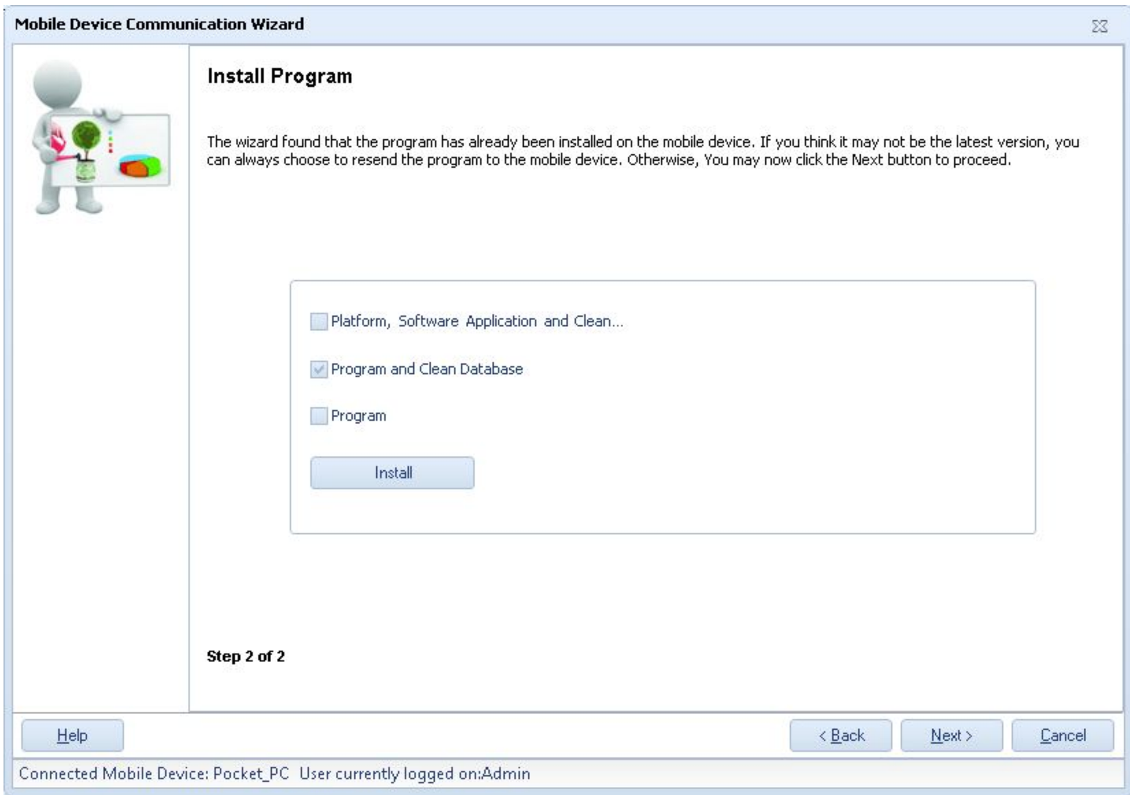


Note: If you open this screen without having your mobile device attached to the computer, a message will appear alerting you that you must first connect the device to the PC. Click the

Cancel button on the screen and connect the device to your PC. The device should be turned on. Your Windows System Tray will contain a green ActiveSync  icon (not gray). This indicates that your mobile device is properly connected.

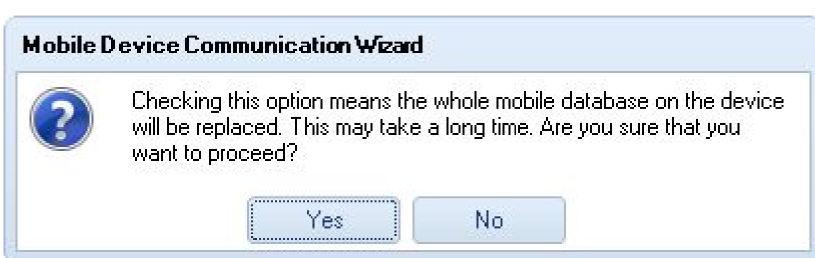
3. Select the **Mobile Device Name** you specified when creating the **New Partnership** for this device.

4. Click **Next** after you have made your selections on the first tab. A screen similar to the following will appear:



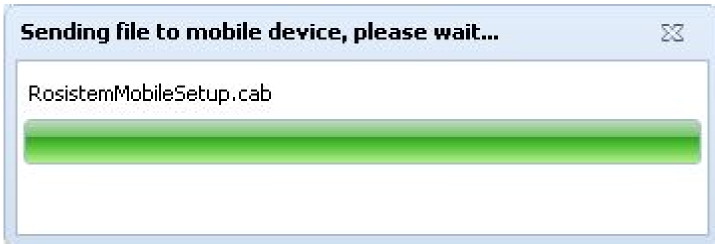
5. Read the instructions on this screen. If you are setting up the device for the first time or have just performed a "cold" reboot on the device (meaning all installed programs were deleted and you are essentially starting with a new device), select **Platform, Program and Clean Database**, then click the **Install Programs** button.

6. You may receive a message similar to the one shown below. If you receive this, click **OK** to continue.



Answer **Yes** when you receive this prompt.

7. One or both of the following messages may appear during the installation process, depending on the type of device you have:



8. **IMPORTANT:** On the mobile device, run Asset (Start > Programs > Rosistem Assets -or- tap the Rosistem Assets icon on the device's desktop.) When you see the **Log Into Rosistem Assets** screen, tap the **Exit** button. **Please do not log on to Rosistem Assets at this point.** (The app only needs to be started momentarily to complete the establishment of an ActiveSync Partnership.

9. Disconnect and then reconnect the device (by removing the cable from the device and then reconnecting it), then wait for Synchronization to complete. The device will make a noise when synchronization is completed.

10. On the PC, click the green ActiveSync icon in your system tray to open the ActiveSync window. Select **Tools > Options**.

11. Make sure the **Synchronize mobile device clock upon connecting** option is selecting on the **Options** screen.

12. Make sure your mobile device's clock is in the right time zone. (On the mobile device, click **Start > Settings > Control Panel > Date/Time > Time Zone** to select the appropriate zone).

13. Click **OK**, then close the Microsoft ActiveSync screen.

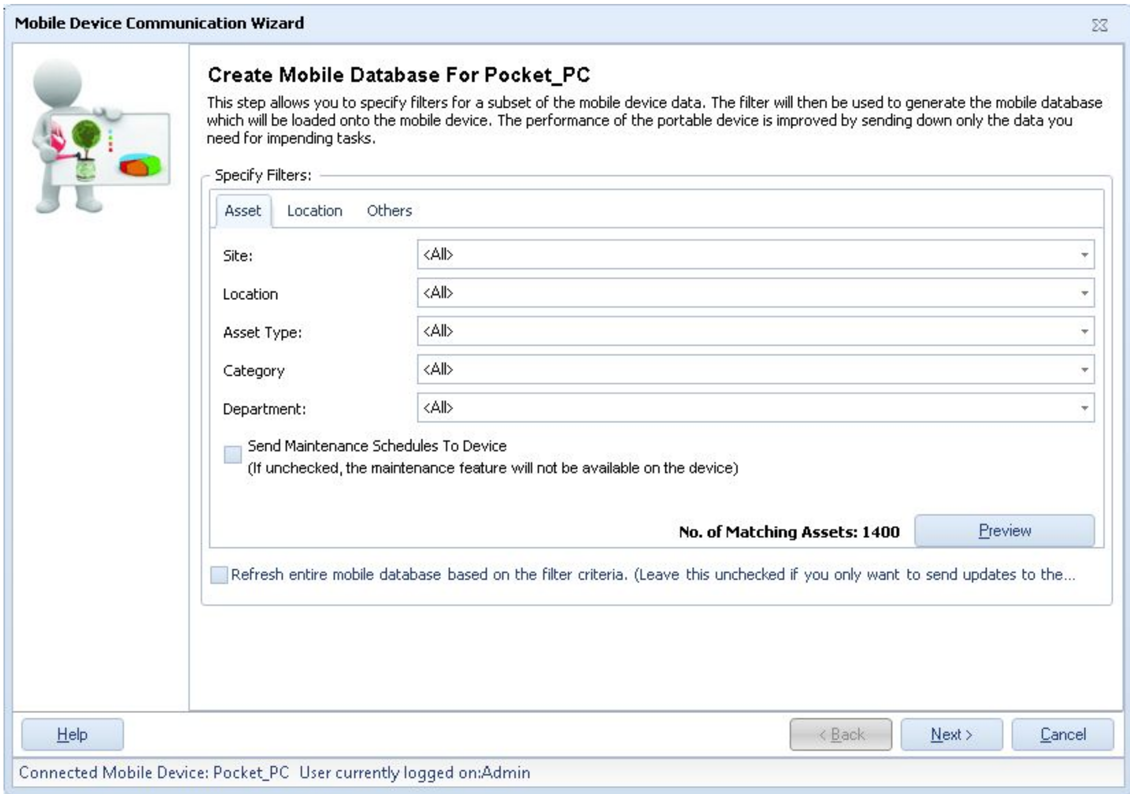
14. When the Rosistem Assets program has been installed on the mobile device, click the **Next >** button on the **Mobile Communication Wizard > Install Program** tab to proceed to the **Create Device Database** function (only if you have populated Rosistem Assets's PC database with Asset Types, Assets, Sites and Locations) or click the **Cancel** button (if you are not ready to transfer a database to the mobile device).

13.3 Create Windows Mobile/CE Database

The **Create Mobile Database** tab of the Mobile Device Communication Wizard allows you to specify filter options that determine which database records will be used when the Windows Mobile/CE Database is actually created and downloaded to the mobile device during the next sync.

This should not be used until the **Mobile Device Setup** tab has been completed at least once for the mobile device and User ID for which you are about to create a database. See **The Windows Mobile/CE Data Cycle**.

1. To access this function, from the **Main** screen select **Mobility > Windows Mobile/CE > Create Windows Mobile/CE Database**. The **Mobile Device Communication Wizard** screen appears with the **Create Mobile Database** tab displayed.



2. To create an unfiltered database containing every record for the types listed, click **Next >** to proceed. You also have the option to filter the data you send to the mobile device. Notice that the **Create Mobile Database** tab is divided into three more tabs: Asset, Location and Others. These tabs provide options for you to filter your data.

To filter any of the record types listed, make a selection from the Site, Location, Asset Type, Category and/or Department drop down lists. You can make multiple selections for each record type. Click the down arrow, then select Multiple Selections to access the List screen for that record.

The **List** screen for the record type appears.

Now you can choose one or more Sites from the list by highlighting them and clicking the **Select** button. The **Create Mobile Database** tab will display **Multiple Selections** in the field if you choose more than one item from the list.

The number of assets matching your filter criteria will display to the right of the selection fields. You can preview the assets by clicking the **Preview** button. The **Asset List** appears displaying the filtered assets.

Filtering your data can make the time it takes to transfer data to the mobile device considerably less.

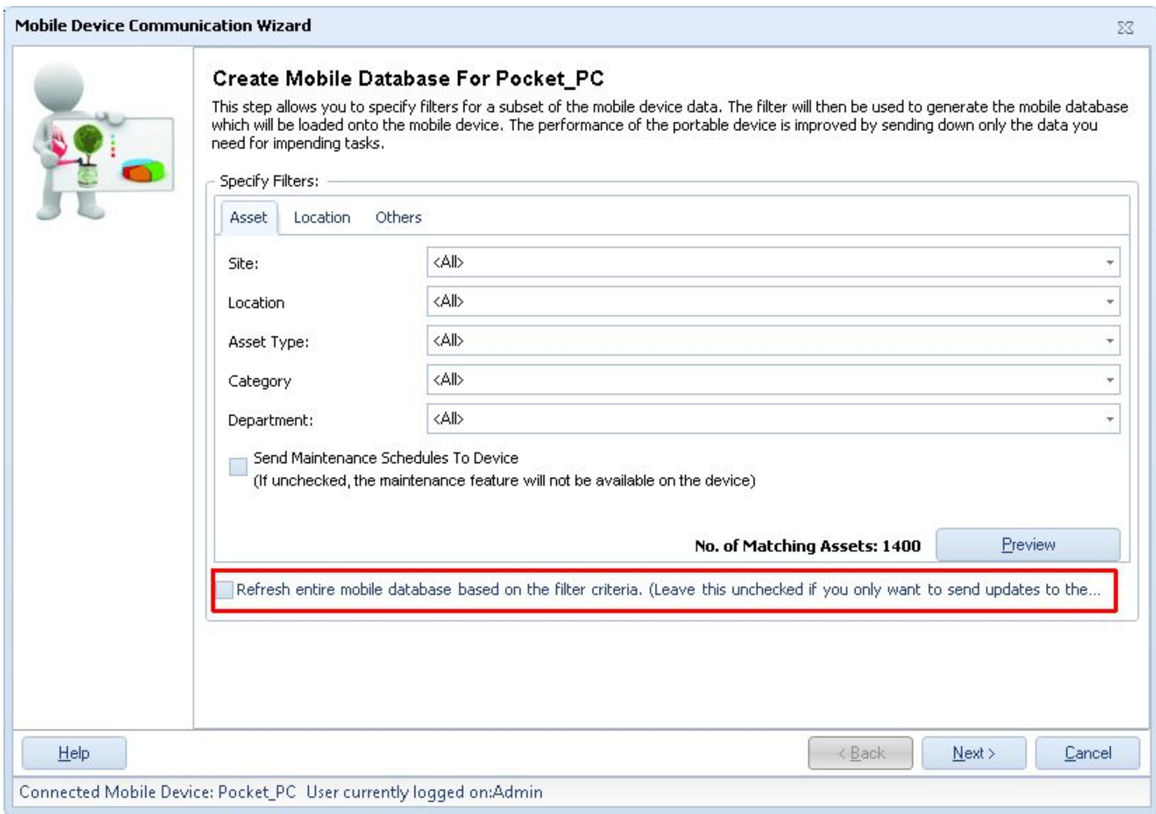
Filtering by location on the **Location** tab is the same as filter by the options on the Asset tab.

All Sites are sent to the mobile device, however you can filter by specific locations.

The filtering options on the **Others** tab are **Customer**, **Employee**, **Manufacturer**, **Vendor** and **Department**.

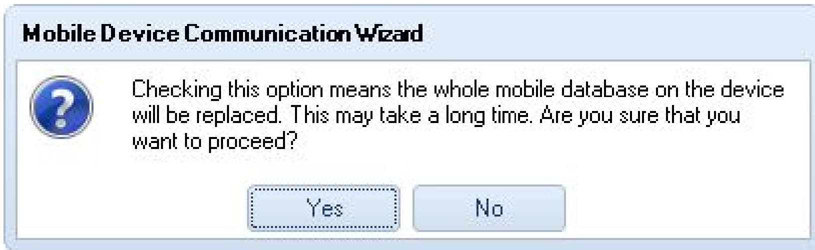
When **Minimally Required** is selected for Departments or Vendors, only those Departments or Vendors that are associated with the selected Assets are added to the database you are creating .

3. Select the **Refresh entire mobile database based on the filter criteria** checkbox if you want to send the entire database (assuming you have already sent it once).



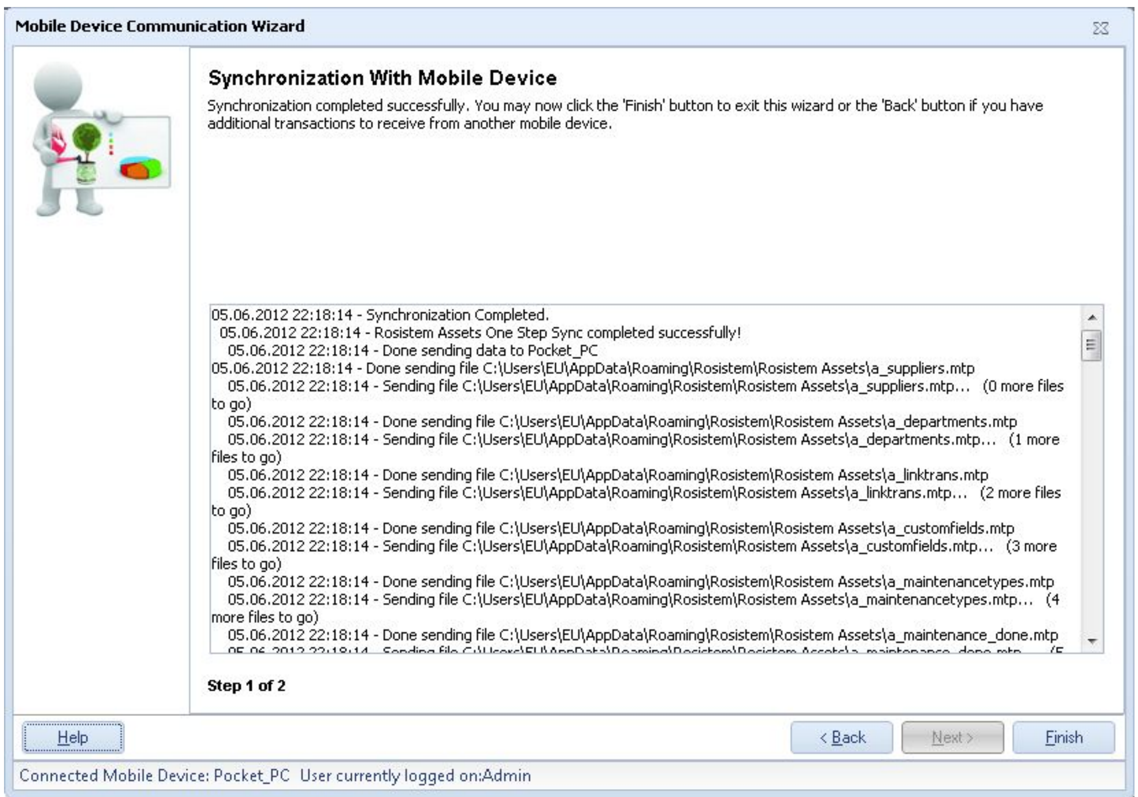
Leaving this option unchecked will send only new and changed records to the PDA - this reduces the time required to perform the Synchronization *(The process of sending the data from your mobile device back to the PC, and vice-versa, so that data on the handheld and in the database matches.).*

4. When you are satisfied with the filter selections, click **Next >** to proceed. The following message will be posted:



5. Click **Yes** to proceed. Otherwise, click **No** and **< Back** to return to the filter selection dialog.

6. The following will be displayed when the filter set for creation of the mobile database has been recorded on the PC:



7. Click the **Next >** button to proceed to the **Synchronize Mobile Device** dialog.

Note that only the filter options have been recorded on the PC at this point. These options remain in effect for the Device Name specified in **Mobile Device Setup** for every Synchronization performed until you create another mobile device database at some time in the future to change the filter criteria. Mobile device databases are not actually created and downloaded until you synchronize. All transactions on the mobile device are uploaded to the PC before the mobile device database is overwritten with a new database.

13.4 Synchronize Windows Mobile/CE Device

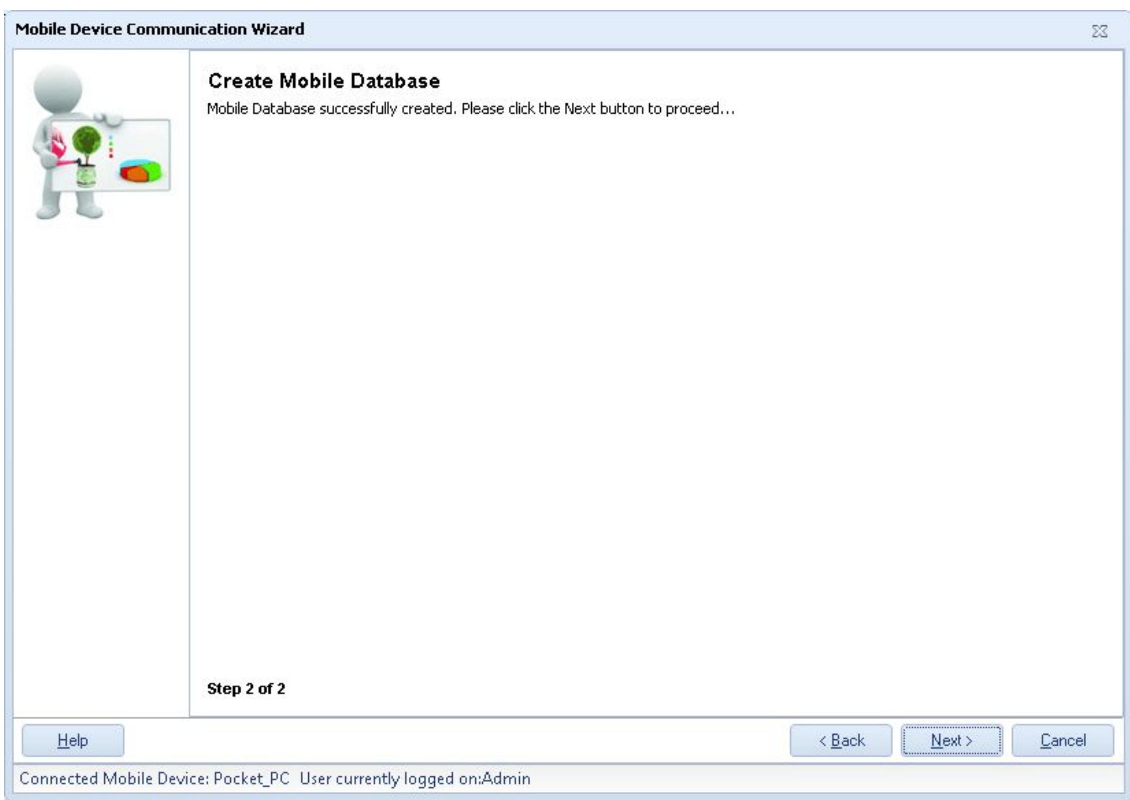
You can Synchronize *(The process of sending the data from your mobile device back to the PC, and vice-versa, so that data on the handheld and in the database matches.)* the information on your Window Mobile/CE device with your PC using this function.

Note: Please be aware that you should ***NOT*** try to sync your device via a wireless connection. Though some devices have Bluetooth capabilities, the sync will not be performed properly over a wireless connection. You should always connect your mobile device to your PC before synchronization.

Synchronize Mobile Device should be used only after **Windows Mobile/CE Device Setup** and **Create Mobile Database** have been completed successfully at least once for the current combination of User and mobile device.

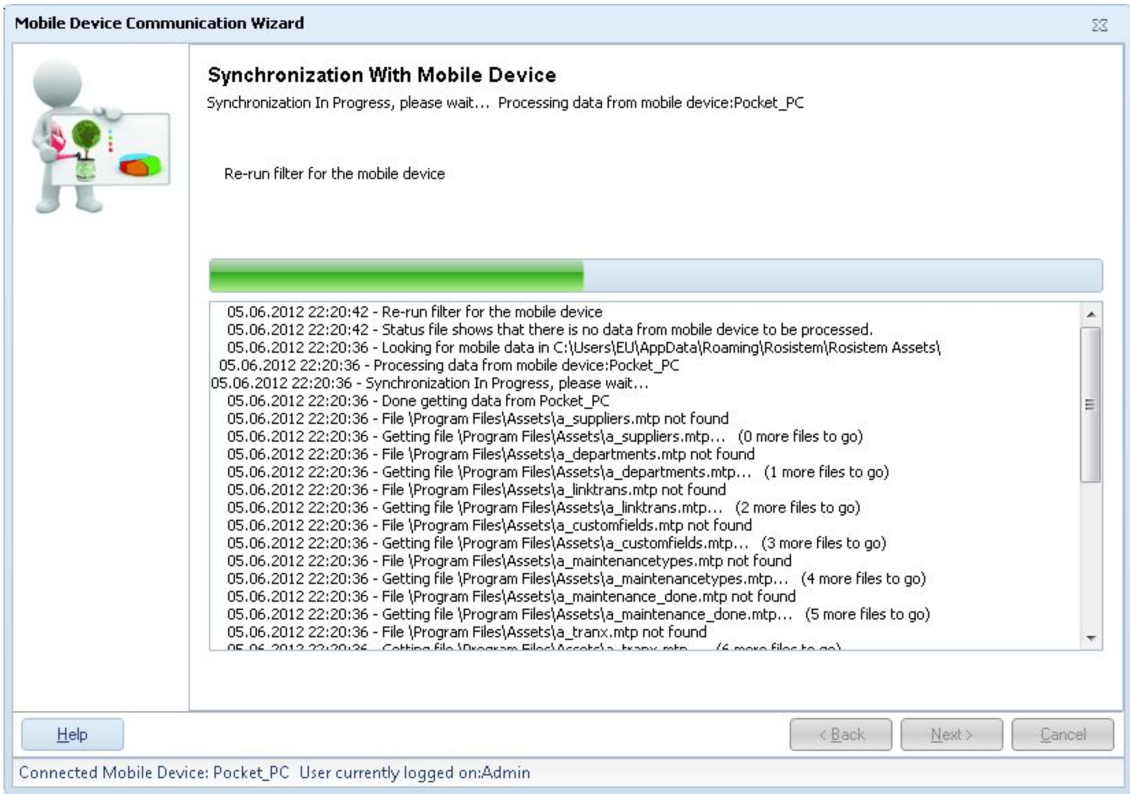
Rosistem Assets *must be running* on the Windows Mobile/CE device for synchronization to work properly. Make sure Rosistem Assets is running on the mobile device before you connect it to the PC.

1. To synchronize, from the **Main** menu, click **Mobility > Windows Mobile/CE > Synchronize Mobile Device**. The **Mobile Device Communication Wizard** opens with the **Synchronize Mobile Device** tab displayed:

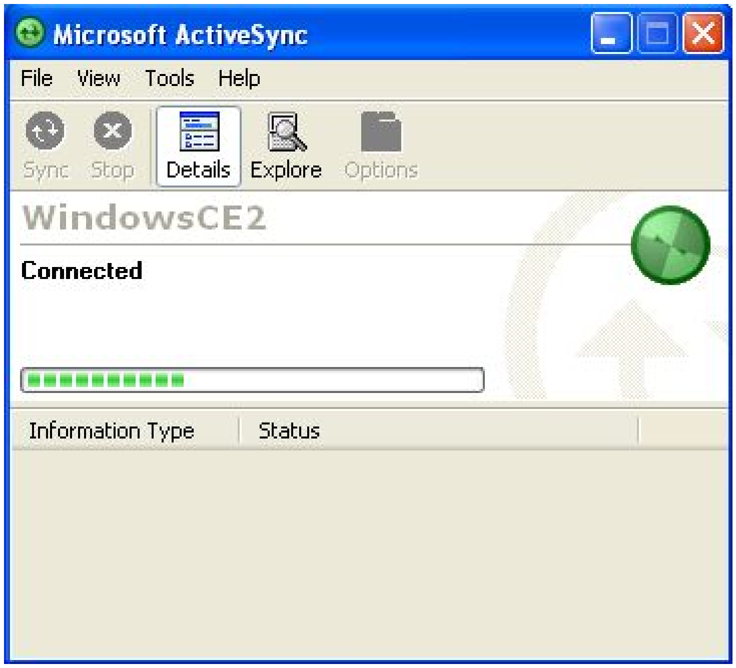


Synchronize Mobile Device *first* uploads any Asset Management transactions that have been performed on the mobile device (and any new Assets, Asset Types, Locations, Customers, etc. that have been created on the PDA) since the last Synchronization, *then* overwrites the mobile database with a new database, using the filter criteria most recently specified in when you created the database for the current device.

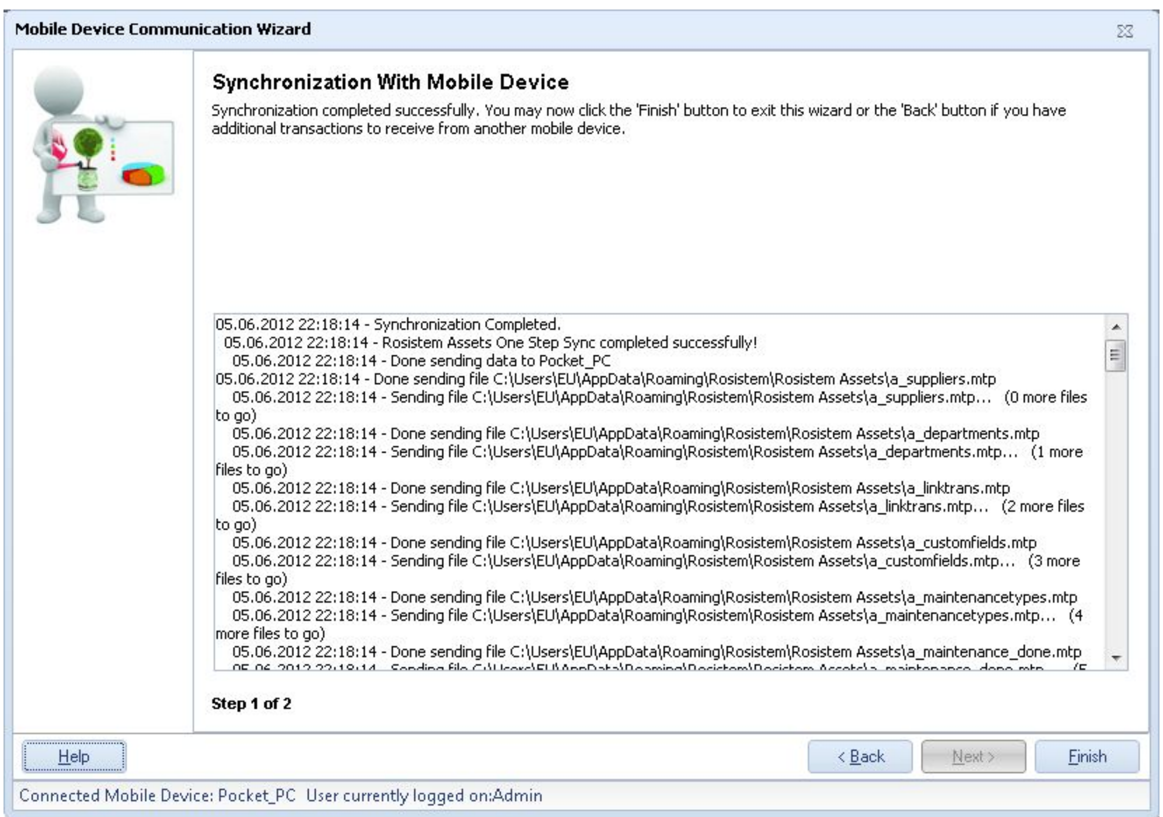
2. Click **Next >** to proceed. A status window will open on the screen. This windows displays the data transfer information. After the sync, you can review this window if there were any errors during the sync (the oldest information is at the bottom).



During the sync, watch the ActiveSync icon in your Windows System Tray as it changes colors and animates before going back to a Connected status. When it returns to this status, the Synchronization is complete. Double-click on the ActiveSync icon if you would like to monitor the Synchronization more closely. ActiveSync will display the following when Synchronized:



3. Click the **Finish** button to close the Rosistem Mobile Device Communications Wizard.



The Date and Time on the mobile device will be updated according to the PC's system clock during Synchronization. If the time is changed on the mobile device prior to performing an Asset Management transaction, an incorrect time stamp will be on the transaction when it is uploaded to the PC.

Next, you may have to access the **Process Mobile Device** screen to add the downloaded data to your database. If you have the option to automatically process mobile device data turned on in the **Options** screen, you will not need to perform this step. **Please see the Automatically Process Mobile Data help topic for further information.**

13.5 Deleting Partnerships

If Partnerships have previously been set up between a Windows Mobile/CE device and two different PC's (the maximum allowed), a New Partnership cannot be set up without deleting one of the existing partnerships.

1. To delete a partnership, click the ActiveSync icon in your Windows System Tray. The ActiveSync screen appears.
2. On the ActiveSync screen, select **File > Delete Partnership**. The **Delete a Partnership** screen appears.
3. On the **Delete a Parntership** screen, highlight a partnership and click the **Delete** button.

Special Note:

There is a unique situation that can sometimes be created by performing a Hard Reset on a Windows Mobile/CE device. A hard reset of the device does not always reset the device's registry. This makes it impossible to set up a new partnership, because the device's registry will still show that two partnerships exist, as shown above.

To manually reset your Windows Mobile/CE device's registry, perform these steps:

1. Go to My Computer (on the device)
2. Go to Utilities
3. Tap the BootMode icon
4. Tap Open from the menu
5. Hold down the Left Arrow key (under the ESC key) and tap Warm Boot button
6. Answer Yes when asked if you want to perform a cold boot.

   It will hard reset the device.

   When it finishes booting...

7. Go to My Computer
8. Go to Utilities
9. Run Registry Tools by double-tapping it
10. Tap the Reset button
11. Answer Yes when told system will reboot.

    When it reboots again, all the registry entries should be cleared to the factory defaults and you should be able to setup a partnership.

13.6 Process Mobile Device Data

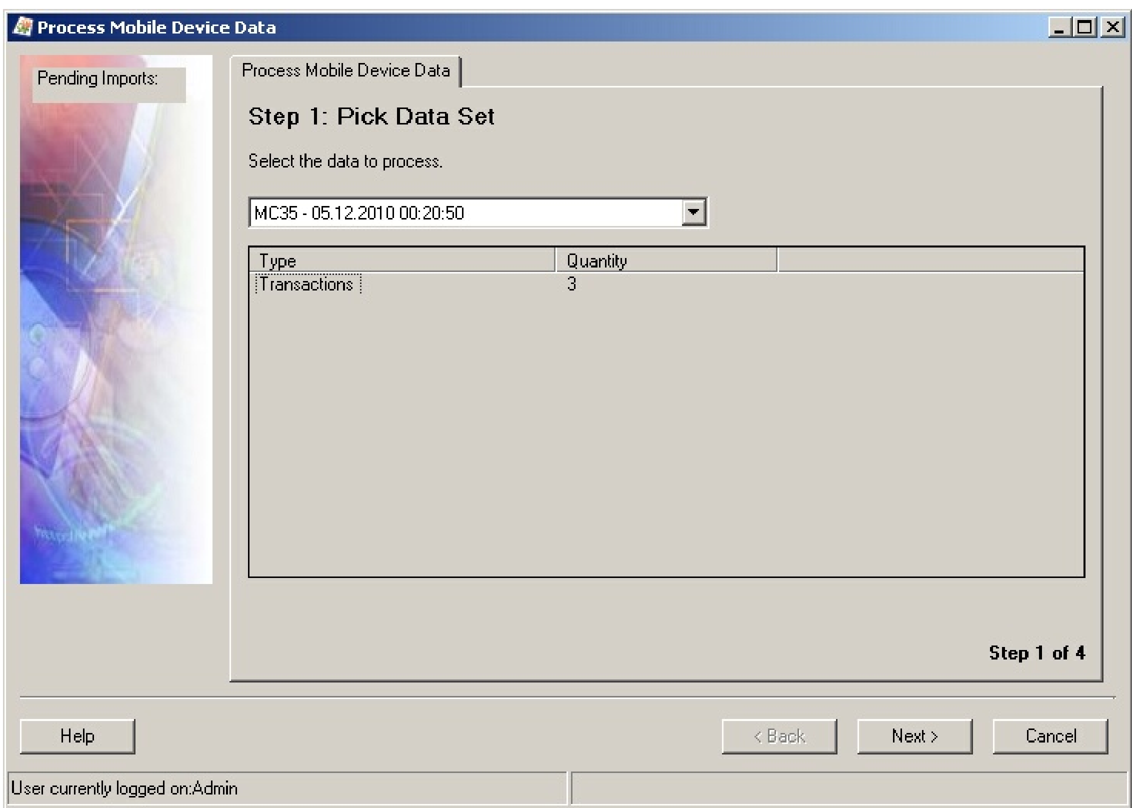
The **Process Mobile Device Data** screen allows you to select data for acceptance into the Rosistem Assets database (on the PC) and to correct errors on data before it is entered into the database. This data has previously been collected from one or more mobile devices via synchronization.

If the **Automatic Process Mobile Device Data option** is turned **off** (Administration > Options > Automatic Process Mobile Data), the **Process Mobile Device Data** screen function must be manually accessed following synchronization of mobile devices. You will *always* see a message that informs you that there are unprocessed data and transactions from the mobile device after you sync the device (Windows Mobile/CE).

If the **Automatic Process Mobile Device Data option** is turned **on** (Administration > Options > Automatic Process Mobile Data), you will only have to manually access the **Process Mobile Device Data** screen when the system alerts you that there are unprocessed data. Usually, all data will be entered into the database automatically. If the message does not appear, all data was successfully entered into the database. You will only receive this message if there were errors on some of the information that you need to correct.

1. To access this function, from the **Main** screen, click **Mobility > Process Mobile Device Data**.

2. **Upload Selection** is the first screen presented:

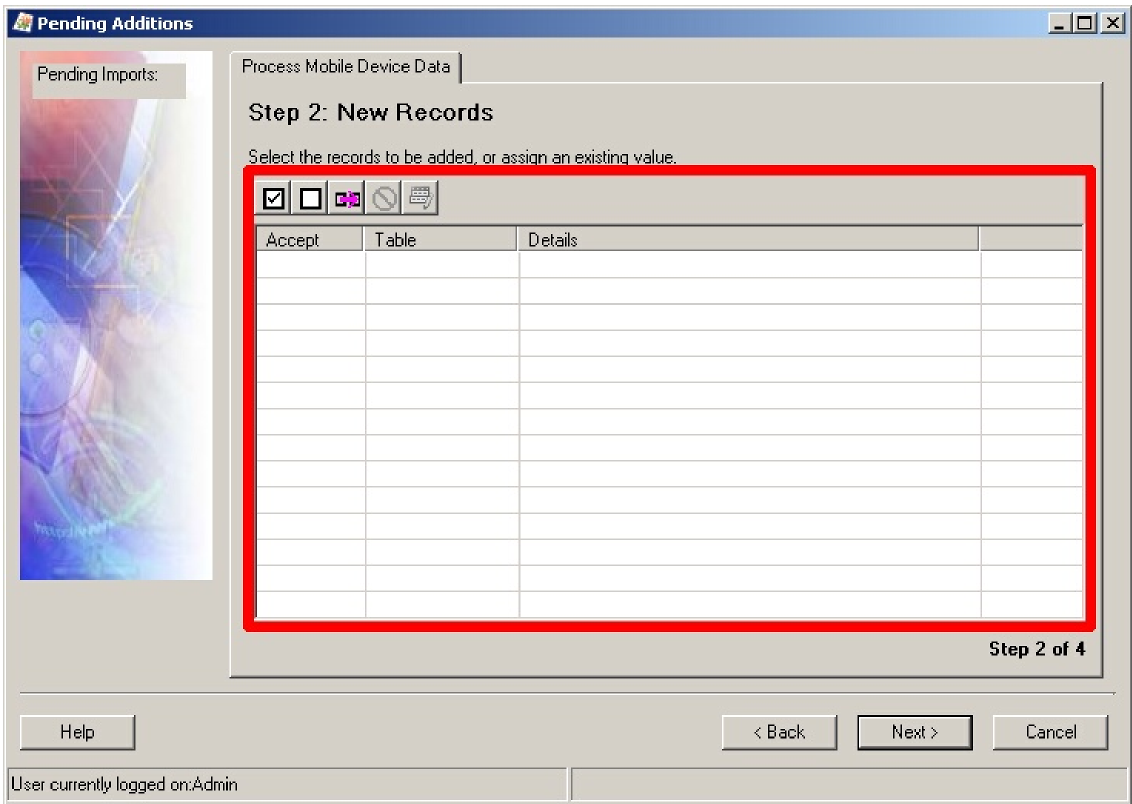


3. Use the **Upload Selection** screen to select one of the unprocessed sets of data that has been downloaded from a mobile device. These are named as that shown above - with the User ID, date

and time. Each of these files was created on the PC when a mobile device synchronization was performed. There may be several files in the list, depending on how many mobile devices you use and how often you do this step to process accumulated files.

Select the oldest file in the drop down list and process those transactions first.

4. Click **Next** to continue to the **New Records** form:



5. In this example, the **New Records** screen lists two new assets created on the mobile device. You can accept or reject each of them by clicking the checkbox or double-clicking the record itself to toggle its selection status (between ☑ accepted and ☐ not accepted). If the new data was created in error, you can also assign an existing value to take its place:

The **New Records toolbar** has the following functions:

 Select all transactions in the list for **Acceptance**.

 De-Select transactions in the list.

 Assign an existing value instead of creating a new record

6. Click **Next >** to continue to the **Transactions** screen. This screen displays all transactions (moves, check-ins, check-outs, audits)

7. Just as with the **New Records** screen, mark the transactions you wish to Accept by clicking the

checkbox or double-clicking the record itself. Here, we have three transactions that have been Accepted. Each transaction completed on the mobile device is listed. Any errors or warnings are marked and you are allowed to accept or reject transactions or make changes to fix errors.

The **Transactions toolbar** has the following functions:

Select all transactions in the list for Acceptance.

De-select transactions in the list.

Display Error (or Warning) associated with the highlighted record.

The Error or Warning message associated with the selected transaction will be displayed. Click **Close** to return to the Pending Transaction screen.

Records that have been previously processed will be marked with an Error flag.

The Display Error toolbar button will be grayed-out when no record with an Error or Warning symbol is highlighted.

Remember that the Palm cannot transact linked groups of asset as a whole, even if the **Transact as Whole** flag is selected for the parent asset. These types of transactions (moves, check-ins, check-outs, etc.) will appear on the **Transactions** tab with a warning icon. Click on the transaction and select the **Error** button to view the error message. You can go to the **Edit** screen of the parent asset on the PC and deselect the **Transact as Whole** checkbox, then return to this screen and proceed with processing the data if you do not wish to transact this group as a whole. If you do wish to continue processing the transaction for the entire group of linked assets, click **Next** on the **Transactions** screen to proceed. For more information on the Transact as Whole flag, please refer to the Palm PDA Add New topic.

Edit Transactions allows you to make changes to the values specified at the mobile device.

Click **OK** to save any changes or **Cancel** to return to the Pending Transactions screen without saving changes.

7. Click **Next >** after you have selected which transactions to accept. The system will post the accepted transactions to the database.

8. Click **Finish** to close the **Process Mobile Device Data** screen.

Mobile Device

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14 Mobile Device

14.1 Windows Mobile/CE Similarity

If you are using a **Windows CE** device, please refer to the **Windows Mobile/CE** help topics.

Rosistem Assets functions identically on devices using Microsoft's Windows Mobile or Windows CE (Compact Edition) Operating Systems. There is one cosmetic difference to note: The Menu Bar is located at the top of the screen on Windows CE devices. Many of the images shown in this Help file were taken from an emulation of running on a Windows Mobile device, where the Menu Bar is located at the bottom of the screen.

14.2 Windows Mobile/CE Data Cycle

A Summary of the Mobile Device Data Cycle:

1. **Device Setup: Setup Device** assigns the Mobile Device name you previously specified when creating a Microsoft ActiveSync **Partnership** for the device. A mobile device printer can be selected during this step, as well.

2. **Device Setup: Install Programs** sends the Rosistem Assets program to the device when a Synchronization is initiated.

3. **Create Mobile Database: Specify Filters** sets filter criteria for creation of the mobile database. This allows you to control which records in the PC database will be sent to the device.

4. **Create Mobile Database: Created on the PC** readies the mobile database on the PC - awaiting Synchronization.

5. **Synchronize Mobile Device**

    5a. **Upload Mobile Device to PC** transfers the mobile database to the PC. This is the first thing that happens, *every time* you initiate a Synchronization. Asset Management transactions and any new Assets, Asset Types, Locations, etc. that you have created on the device since the last Synchronization are uploaded to the PC, but not yet merged with Asset's PC database.

    5b. **Automatic Process Mobile Device Data** is an option that is turned **on** as a default. While the Synchronization is in progress, Asset will attempt to process all the data transferred from the device, updating the PC database immediately. If any errors occur, a warning message will instruct you to manually invoke the **Process Mobile Device Data** function when the Synchronization completes (Step 6, below). This will allow you to reconcile unprocessed transactions. (Another Synchronization will then bring the mobile database up to date.)

    5c. **Download PC to Mobile Device** transfers the Asset **database** to the device, sending every record that satisfies the filter criteria last specified in the **Create Device Database** function. This is the last thing that happens, *every time* you initiate a Synchronization.

If the **Automatic Process Mobile Device Data** option is turned **on**, any data received from the device at the beginning of the Sync and successfully processed into the PC database, will be included in the download to the mobile database (filter criteria permitting).

If the **Automatic Process Mobile Device Data** option is turned **off**, data received from the device at the beginning of the synchronization will not be included in a download to the device until it is processed manually via the **Process Mobile Device Data** function (Step 6).

6. **Manually Process Mobile Device Data** (not necessary if all records were processed successfully in Step 5b) - The Process Mobile Device Data function can be started manually to process records into Asset's PC database that were received from the device during Synchronizations, but which have not yet been processed. (See Steps 5b and 5c, above.) Afterwards, to bring the device up to date, another Synchronization can be done before using it to perform mobile transactions.

7. **Use Rosistem Assets on the Device** - **Add New**, **Edit**, **Move**, **Check-Out**, **Check-In**, **Audit**, and **Dispose** transactions can now be performed on the device.

   Steps 1 and 2 are each done once per device, typically. From then on, steps 3 through 7 might be repeated multiple times. If you have no need to vary the filter criteria specified in Step 3, daily operations can be supported by cycling through only Steps 5, 6, and 7.

14.3 Windows Mobile/CE Interface

Once **Setup** has been completed, the device will be ready for conducting asset management operations:

Tap the Windows Mobile/CE Rosistem Assets icon or use **Start > Programs > Rosistem Assets** to start the application.

When the Rosistem Assets application has finished loading, you will be presented with the Log On prompt.

Both fields must be supplied with valid values before tapping **OK**.

The **User Name** field is not case sensitive. The **Password** field is case sensitive.

- Asterisks will be displayed as you type the Password.
- Rosistem Assets opens with the following default settings on the PC. These same values will be valid on the Windows Mobile/CE device if you have not yet created any additional users on the PC:
- User Name: Admin
- Password: (blank)
- The Asset Admin account, or any other account with the Administration Privilege, can use the **Manage Users** screen (on the PC) to add Users and set their privileges, and reset their

passwords.

Tap **OK** after entering this information. The Rosistem Assets main menu will be displayed:

- References will be made in this document to the Windows Mobile/CE device's built-in bar code scanner. Not all devices have an integrated bar code scanner and although a scanner can significantly increase data entry speed and accuracy, it is not required.

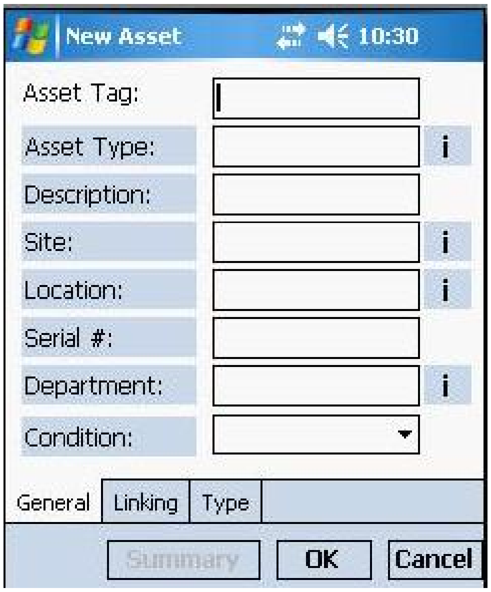
- For an overview of Asset Windows Mobile/CE device operations, see **The Windows Mobile/CE Data Cycle**.

14.4 Windows Mobile/CE Add New

The Add New Asset transaction is used to create a new Asset.

Adding New Assets:

1. To create a new asset, from the **Main** menu, tap **New Asset**. The **New Asset** screen appears:



2. Enter the **Site**, **Location**, **Asset Tag** and **Asset Type** and, optionally, a **Serial #**, then tap **OK** to save the transaction and reset the screen. The **Description** field will display the description for the selected Asset Type.

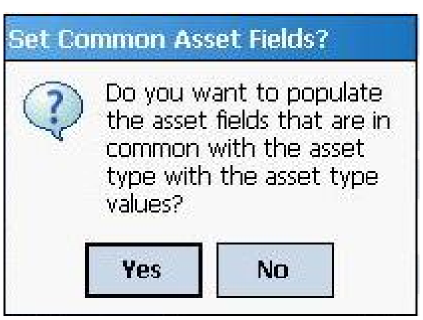
Asset Tag: Asset Tags must be unique across all Sites and Locations. A particular value can occur only once in the database.

Sites: You must enter an exiting site in the Site field. New Sites cannot be created on the mobile device. They must be created on the PC prior to creating the Windows Mobile/CE device database.

A Note on Sites: If only one site exists in the Windows Mobile/CE device's database, the **Site** field will default to that site. If the database contains multiple sites, the Site field will be blank for the first transaction after starting Rosistem Assets and all subsequent transactions will default to the last Site used.

If the Site you need is not in the Windows Mobile/CE device's Asset database, tap **Cancel** (and then **Close**) to exit the New Asset function completely. To add a new Site to the Pocket PC's database, you will have to first create the new site on the PC, then create the database again and synchronize to update the mobile device's database.

When you select an **Asset Type**, the following screen will display:

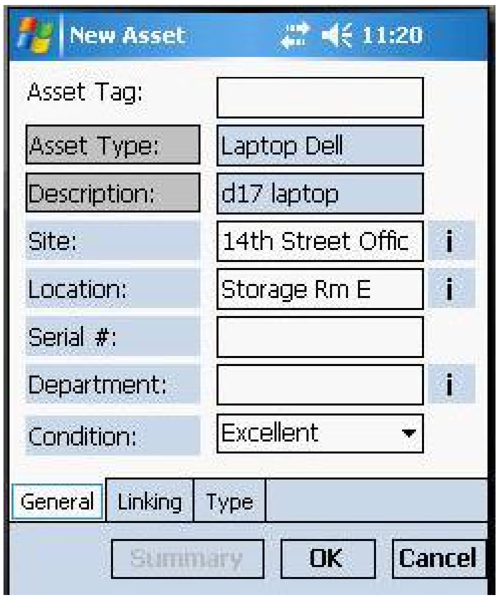


Select **Yes** to populate fields with information from the **Asset Type**. For example, if **Check Out Length** information is entered for the **Asset Type**, it will appear on the **Type** tab.

If you have enabled the **Edit Inherited Asset Type Data** option on the **Options** screen, you can make changes to the information that is populated from the **Asset Type**. If this option is not enabled, these fields will be disabled and you will not be able to make changes.

If you do not want to incorporate information from the **Asset Type**, other than the **Asset Type** number and **Description**, click **No**.

Pinning allows you to lock the value entered in a field for use as a constant in subsequent iterations of the same transaction. In the following example, values for Site and Location were selected, then both fields were Pinned by tapping their labels. Note that they now appear in gray boxes and the **i** symbol is no longer displayed to the right of the input field.



Input for the pinned fields is now locked and multiple **Add New Asset** transactions can be performed by supplying only the Asset Tag, Asset Type, and Serial # if necessary. Any input field can be pinned to suit the data entry task at hand (where permitted).

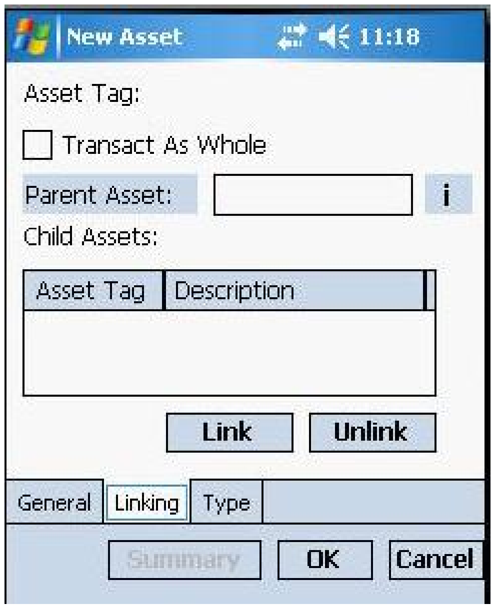
See the **Definitions** topic for further descriptions of Site, Location, Asset Tag, Asset Type and Serial Number.

New Locations or Asset Types can be created at will by entering the new value directly on the screen shown above. A popup will ask if you want to create the new value. Tap **Yes** to confirm. Tap **No** to abort the creation of the new Location or Asset Type. See **Creating New Asset Types** later in this topic for further information on adding Asset Types. To create a New Asset, supply the required **Site**, **Location**, **Asset Tag** and **Asset Type** values and, optionally, a **Serial #**, **Department** and **Condition** then tap **OK** to save the transaction and reset the screen. The **Description** field is view only because it contains data associated with the specified Asset Type.

3. You can create links to other assets by tapping the **Linking** button.

Asset Linking, also known as Asset Kitting, allows you to link two or more assets together to form one new asset. For example, the asset Mary's Computer may consist of 4 separate assets - CPU, Keyboard, Mouse and Monitor. These four individual assets are linked together to form one new asset, Mary's Computer. **For a complete definition of Asset Linking and an example, please refer to the Definitions topic.**

Below is an example of the Linking tab:



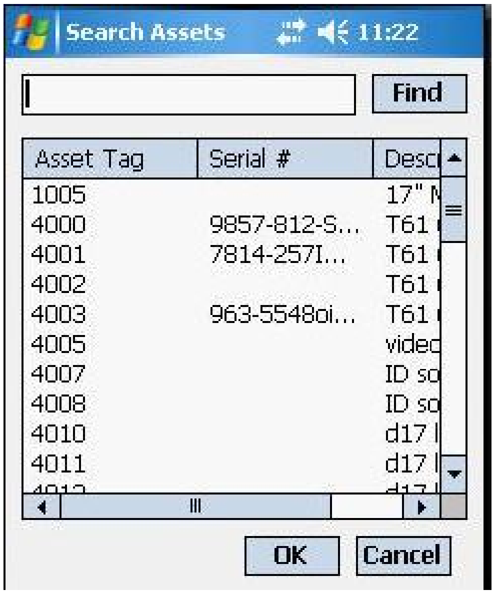
The **Asset Tag** field will display the tag you entered on the **General** tab.

Click the **Transact as Whole** checkbox if you want functions (check-in, check-out, move, audit,etc.) to be performed on this group as a whole on the PC.

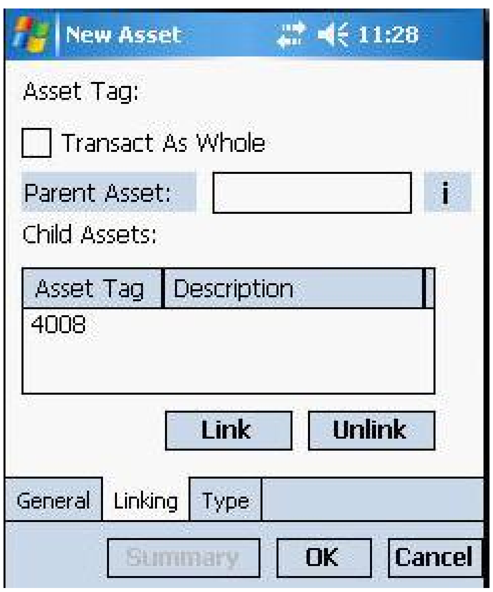
Parent Asset: If this asset is to be the Parent, or top-level asset, of this group, you can leave the **Parent** field blank. If you want to give this asset a parent (for instance, if this asset is a monitor and you want to link it to the asset *Mary's Computer*), enter an asset here or click the **i** button to search for an asset.

The asset can have a parent assigned to it and be a parent (have child assets assigned to it).

Child Assets: To associate child assets with this asset (the current asset will be the "parent" of these assets), tap the **Link** button. A screen similar to the one below will appear:



Highlight an asset and tap **Link**, or type in a value and tap **Find** to search for an asset. After you tap **Link**, the selected asset will appear on the **Linking** tab as shown below:



In this example, Asset 4008 is child of the current asset.

You can unlink an asset by highlighting it in the **Child Assets** window and tapping **Unlink**.

A Note about the Transact as Whole Flag: In the example above, the **Transact as whole** flag is checked; therefore, any functions (check-in, check-out, audit, move, etc.) will be performed as a whole for the group. This flag is driven from the top down, meaning the selection made for the parent asset will override the selection for a child asset. If you want to move only one asset that is a child of this asset, you will need to deselect this checkbox. Deselecting it on the **Edit Asset > Asset Linking** tab for the child asset (in this case, Asset 2456) will not override the selection made for this asset, and this group would still be moved as a whole.. Similarly, if the **Transact as whole** flag was ***NOT*** selected on this tab, but it ***IS*** selected for Asset 234 (the parent of this asset), the group would still be transacted as a whole because the selections made for the parent of this asset would take precedence. To put it another way, if you think of these relationships in the vein of child-rearing, one of your children may decide it is ok to borrow the car, but you as the parent do not think it is ok, and your decision would override that of the child.

4. You can optionally enter information on the **Custom** tabs. These tabs allows you to enter custom text and date/number fields for the asset. To add custom text, highlight a field in the list, then type in a value. For dates, you can click the down arrow and choose a date from the calendar.

5. To complete the new asset, return to the **General** tab and tap the **OK** button.

Searching for Sites, Locations and/or Asset Types:

1. If you want to search for an existing Site, Location, or Asset Type, tap the **i** symbol to the field you want to search**.** A list of Sites, Locations or Asset Types appears from which you can select a value.

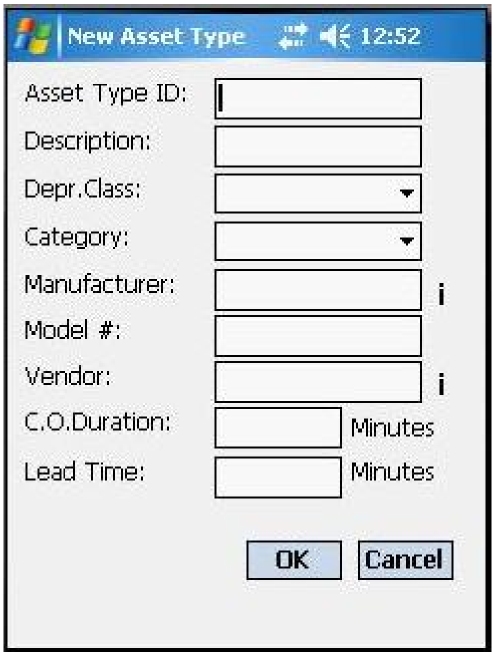
2. Select an **Asset Type** from the drop down list or enter a value for **Asset Type** and tap **Find** to search for an existing **Asset Type**. You can enter a partial value and the system will return all Asset Types that begin with those characters. You can also search for an Asset Type by serial number. This is useful if your company uses full or partial serial numbers as Asset Tags.

3. Highlight the desired listing, then tap **OK** to return to the New Asset screen. Click New to create a new Asset Type.

The **Search Asset Type** and **Search Site** screens behave identically to the **Search Location** screen with the exception of the **New** button. You cannot create new sites on the Pocket PC.

Creating a New Asset Type:

You can create a new **Asset Type** by typing in an unknown value in the **Asset Type** field or by tapping **New** on the **Search Asset Type** screen. Below is an example of the **New Asset Type** screen:



The following fields are required on this screen:

1. **Asset Type** - The asset type is a category for assets. Assets are assigned to a specific asset type. For instance, you may have an Asset Type of Label Printers that defines the manufacturer, size specs, etc. of this particular type of printer. Then specific printers of the same type are assigned to the Label Printers asset type.

2. **CO Duration (Check-Out Duration)** - the default number of Days the asset type may remain Checked-Out before it is overdue. This field defaults to 1. Overwrite this default value if you would like the Check-Out Duration for Assets of this Asset Type to default to a greater number of days. Entry of fractions of a day are not allowed here for the default duration, but when a specific Asset Tag (having this Asset Type) is actually Checked-Out , a specific Due Date and Due Time can be specified (overriding the default duration you specified here.)

3. **Depreciation Class** and **Category** are optional fields, but a selection should be made from among any previously defined values found in the respective drop down lists before creating a **<New>** Class or Category. If you create a new Depreciation Class or Category on the Windows Mobile/CE device , it will not appear in the drop down list on your Windows Mobile/CE device following another synchronization unless it is associated with an Asset Type that satisfies the filter criteria specified when you created the Windows Mobile/CE device database.

   Asset can perform depreciation calculations at the PC for any Depreciation Class assigned to asset types for which that option has been enabled. The Windows Mobile/CE device does not distinguish those Depreciation Classes for which depreciation has been enabled from those where it has not. If you define a new Depreciation Class on the Windows Mobile/CE for which depreciation should be calculated, the option will have to be enabled for that Depreciation Class. **Click here for information on enabling depreciation**.

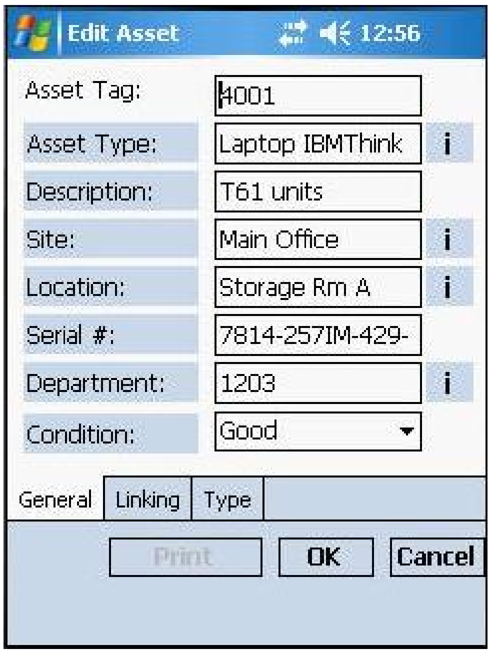
Asset Tags must be unique across all Sites and Locations. A particular value can occur only once in the Asset database.

For an overview of Asset Windows Mobile/CE device operations, see **The Windows Mobile/CE Data Cycle**.

14.5 Windows Mobile/CE Edit

The **Edit Asset** transaction is used to modify an existing Asset.

1. To edit an asset, from the **Main** menu, tap **Edit**. The **Edit** screen appears:



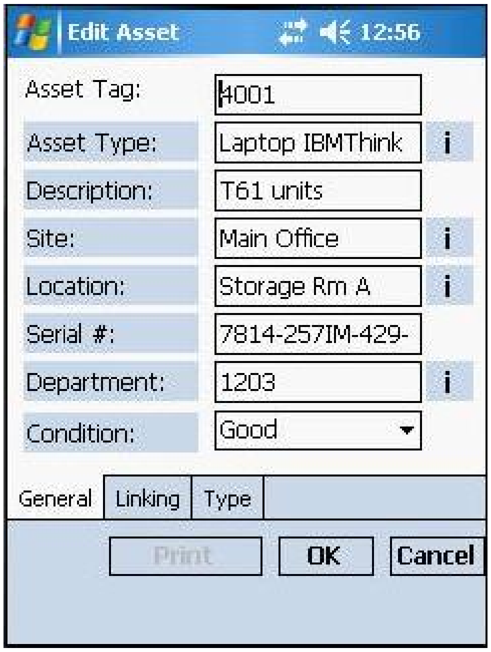
2. You can select an asset to edit by locating it by Asset Tag or by Site and Location. If you already know the Asset Tag value or want to scan it, select **Asset Tag**. If you don't know the Asset Tag and want to specify a Site and Location to search, select **Site and Location**. By default, the screen will open with **Asset Tag** selected.

   A list of all assets will appear if you select Asset Tag, a list of all assets at the entered Site and Location will appear if you select Site and Location. You cannot enter a Site and Location if you have selected an Asset Tag. You can search for an Asset Tag by tapping the **i** icon next to the field.

   Rosistem Assets will search by serial number. This is useful if your company uses full or partial serial numbers as the Asset Tag. When you click the i icon, a screen will appear

   After you see the asset you want to edit in the list (or have manually entered the Asset Tag or scanned it), highlight it, then click the **Edit** button.

3. After you have selected the asset tag you want to edit, a screen similar to the following will appear:



4. Only the **Asset Tag**, **Asset Type**, **Site**, **Location**, **Serial #**, **Department** and **Condition** can be edited on the **General** tab. Tap an symbol if necessary to search for an **Asset Type**, **Site**, or **Location**.

   The grayed-out fields cannot be edited, but by placing your cursor in one of them, you can scroll to the right to see the whole of a text string that's larger than the input field.

   Click on the Type tab to see information associated with the **Asset Type** such as **Check Out** information.

5. **You have additional tabs labeled Linking and Custom.** You can make changes as needed to the **Linking** and **Custom** tabs. **Please refer to the Windows Mobile/CE Add New topic for more information on these tabs.**

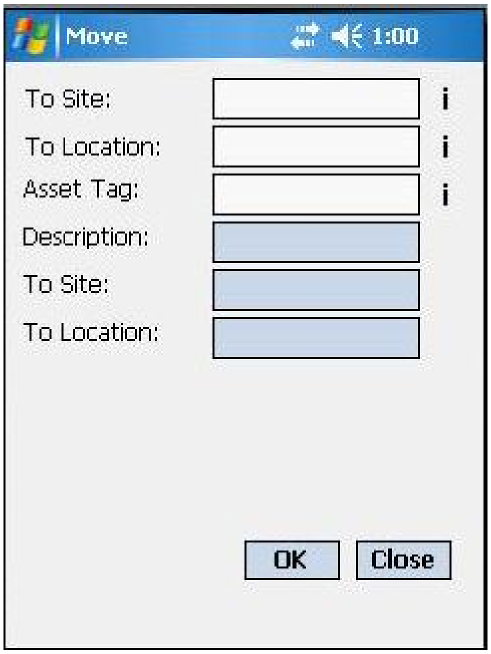
6. Tap **OK** when you have made your changes.

For an overview of Rosistem Assets Windows Mobile/CE device operations, see **The Windows Mobile/CE Data Cycle**.

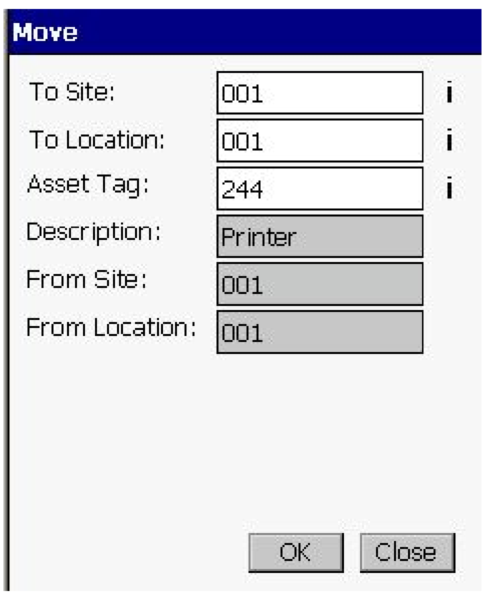
14.6 Windows Mobile/CE Move

The **Move Asset** transaction is used to change the location of an Asset.

1. To move an asset, from the **Main** menu, tap **Move**. The **Move** screen will appear:



2. The **Move** function requires entry of a **To Site**, **To Location**, and **Asset Tag**:



To Site will default to the To Site value used in the last Move transaction performed.

Select a **To Site** first, then a **To Location**, to indicate where the Asset will be relocated. Then supply the **Asset Tag**, by entering it manually or scanning it, and tap **OK** to record the Move transaction.

The **Description, From Site** and **From Location** fields will be displayed when a value is entered for the **Asset Tag** that is being moved.

If you are using asset linking, the system will check for the **Transact as Whole** flag. If the flag is turned on for this asset (or the parent of this asset), a message will appear notifying you. You can either leave the flag on to perform the transaction on the entire group of linked assets, or select to turn the flag off to perform the transaction only on this asset.

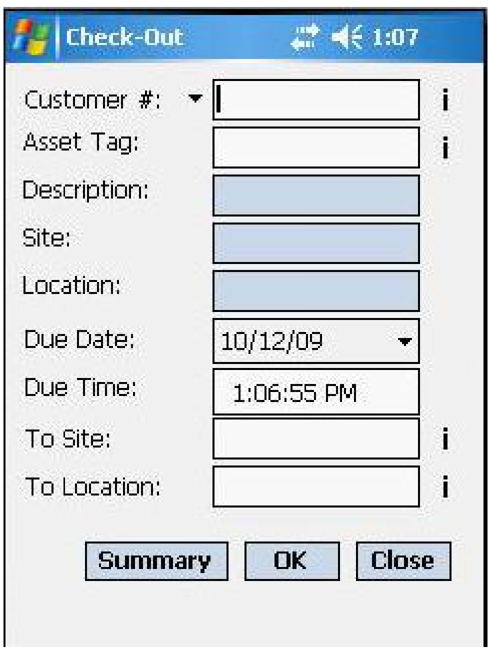
3. Tap **OK** to move the asset to the new location.

For an overview of Asset Windows Mobile/CE device operations, see **The Windows Mobile/CE Data Cycle**.

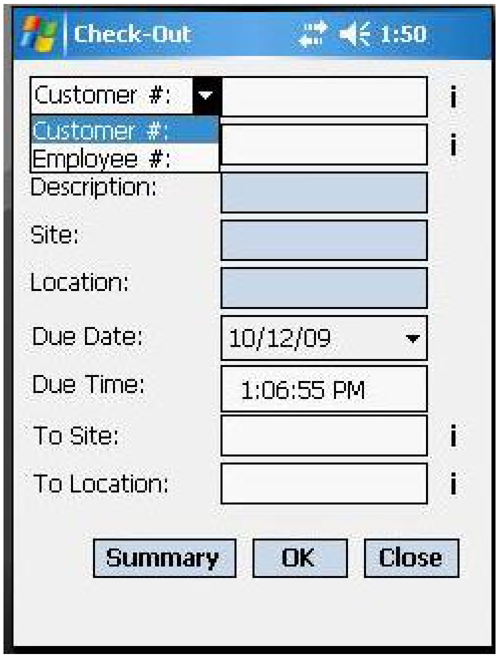
14.7 Windows Mobile/CE Check-Out

The **Check-Out Asset** transaction provides the ability to check-out assets to a Customer or Employee, specifying a Due Date and Due Time by which the asset should be checked-in.

1. To check-out an asset, from the **Main** menu, tap **Check-Out**. The **Check-Out** screen appears:



2. Asset defaults **Customer #**. Click on the drop down list if you would prefer to use an **Employee #** instead.



Entry of either a **Customer #** or an **Employee #** is required, in addition to an **Asset Tag**. These can be scanned in, searched for by tapping the appropriate **i** symbol, or entered manually.

You can search for a customer or employee by clicking the **i** icon. The following screen shows **Search for a customer** (opened by tapping the **i** symbol):

Select a **Customer** from the grid or enter a value for **Customer** and tap **Find** to search for an existing Customer. Tap the **New** button to create a new Customer, if necessary. If entering a new customer, a screen will appear prompting for a **Customer #** and the customer's **Name**. If entering a new employee, a screen will appear prompting for the employee's **First Name** and **Last Name**.

3. Tap **OK** to return to the Check-Out function when a Customer or Employee has been selected.

4. Enter an Asset Tag or search for one using the **i** icon.

   If you are using asset linking, the system will check for the **Transact as Whole** flag. If the flag is turned on for this asset (or the parent of this asset), a message will appear notifying you. You can either leave the flag on to perform the transaction on the entire group of linked assets, or select to turn the flag off to perform the transaction only on this asset.

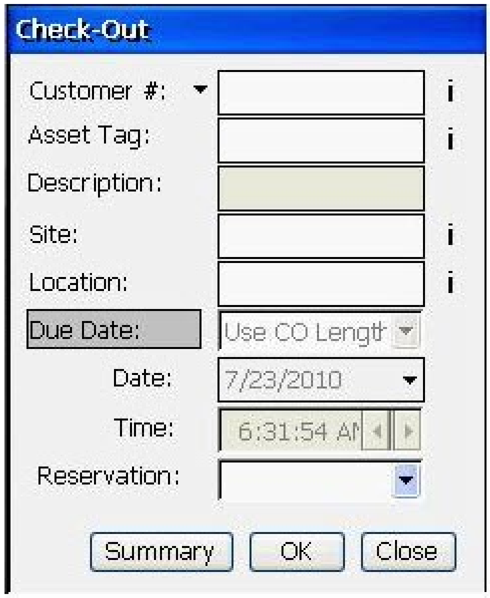
5. Having supplied a **Customer #** (or **Employee #**), and an **Asset Tag**, the default values for **Due Date** and **Due Time**, as determined by the **Check-Out Duration** specified for this Asset's assigned **Asset Type**, are displayed as shown above. These can be accepted or overwritten if necessary.

   To change the **Due Date**, tap the Due Date drop down arrow to open a monthly calendar, then select the desired Due Date.

   To change the **Due Time**, use the arrow to modify it, as necessary.

6. Select the **To Site** and **To Location** to which you are checking out this asset.

7. If you have created **Reservations**, you will see the **Reservations** field (shown below).



The **Reservations** field displays a drop down list of reservations to which the current asset is tied. Select the reservation from the drop down list for which you want to check out this asset. If you are creating a reservation for the same period for a customer other than the one listed in the reservation, you will receive a warning message.

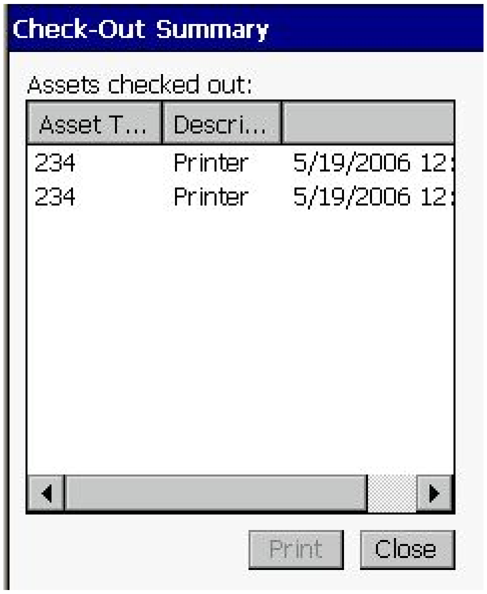
Tap **OK** on the warning message to continue checking out the asset despite the overlapping period, or click **No** to cancel the check out process.

When you sync the data back to the PC, Rosistem Assets will be updated with the new check out information. The status of the selected reservation will be updated to completed.

8. Tap the **OK** button to check the asset out to the employee or customer.

9. (Optional) Tap the **Summary** button to see a list of all Assets checked out to this Customer (or Employee).

You must tap the **OK** button prior to tapping the **Summary** button if you want the currently displayed Check-Out transaction to be saved.



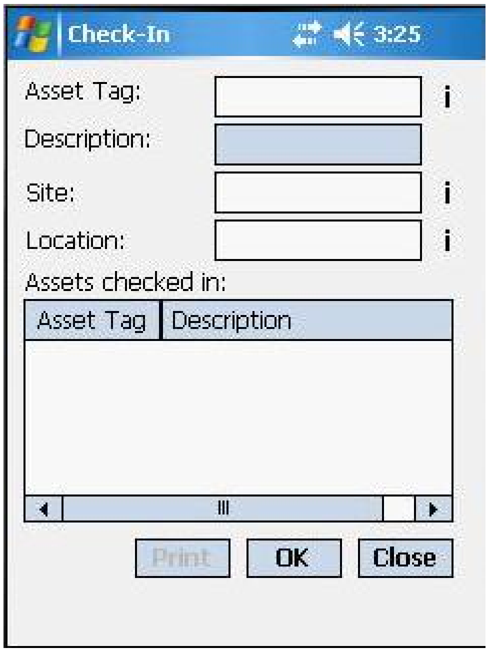
10. (Optional) Click the **Print** button to print the list of **Assets checked-out** to a supported mobile printer or **Close** to return to the Check-Out screen.

For an overview of Asset Windows Mobile/CE device operations, see **The Windows Mobile/CE Data Cycle**.

14.8 Windows Mobile/CE Check-In

The **Check-In** transaction provides the ability to Check-In an asset that was previously checked out to a Customer or Employee.

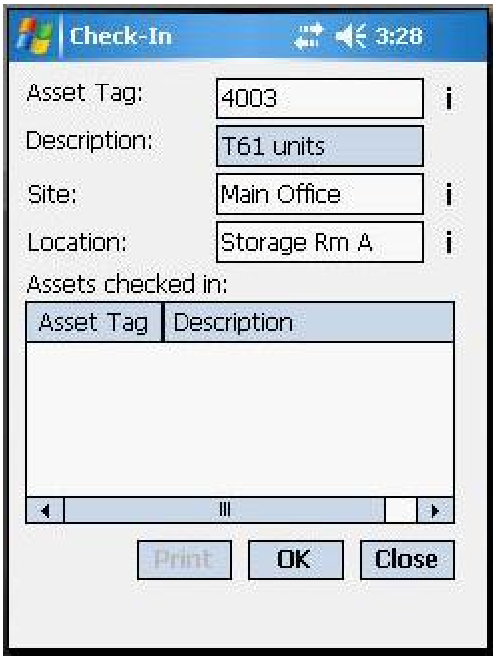
1. To check-in an asset, from the **Main** menu, tap **Check In**. The **Check-In** screen appears:



2. Entry of an **Asset Tag** is required. The value can be scanned in, searched for by tapping the appropriate **i** symbol, or entered manually.

   If you are using asset linking, the system will check for the **Transact as Whole** flag. If the flag is turned on for this asset (or the parent of this asset), a message will appear notifying you. You can either leave the flag on to perform the transaction on the entire group of linked assets, or select to turn the flag off to perform the transaction only on this asset.

3. The Site and Location values will default to the location from which the asset was checked-out, but they can be optionally overwritten if you want to move the asset to a different Location concurrent with the Check-In. The **i** symbols can be used to Search for a Site or Location to which you would like to affect a Move during Check-In.



4. Tap **OK** to add an Asset to the list of **Assets checked in**. Tap **Print** to print the list of Checked-In assets to a supported mobile printer or **Close** to exit the Check-In function.

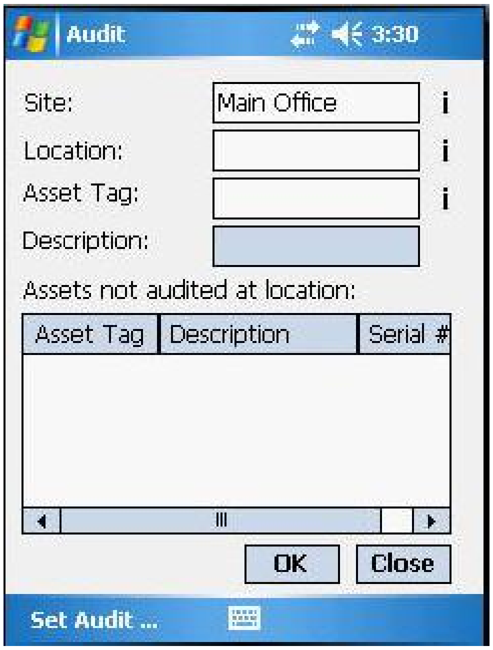
Rosistem Assets allows mobile devices to Check-In Assets that were not Checked-Out at the time the database was created for the mobile device. Later, when **Process Mobile Device Data** is performed, any discrepancies can be reconciled.

For an overview of Asset Windows Mobile/CE device operations, see **The Windows Mobile/CE Data Cycle**.

14.9 Windows Mobile/CE Audit

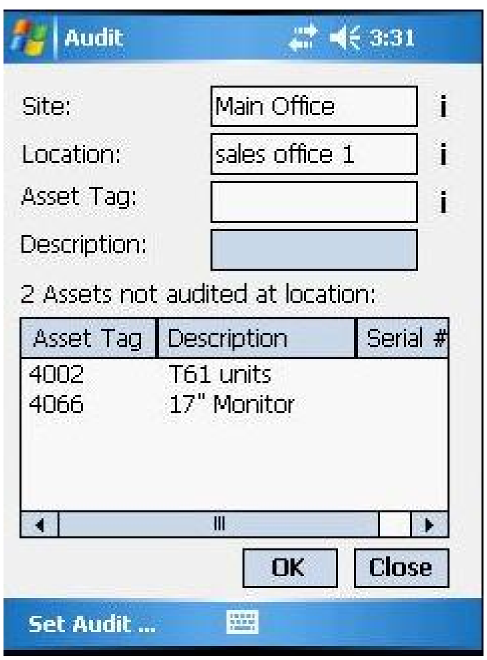
The **Audit Assets** transaction is used to update the Location of one or more Assets.

1. To audit assets, from the **Main** menu, tap **Audit**. The **Audit** screen appears:



2. Each Audit transaction begins by entering the **Site** and **Location** you are currently auditing. **Site** and **Location** values can be scanned in, searched for via tapping the appropriate **i** symbol, or entered manually.

3. When a **Site** and **Location** have been provided, Rosistem Assets displays the assets which should be found at that Location:



4. One at a time, audit each asset in the list by confirming its presence at that Location, then highlighting it in the list, and tapping **OK**. You can manually input an Asset Tag value or scan it with the mobile device's integrated bar code scanner. As each Asset is Audited, the number of **Assets not audited at location** will be reduced.

If you are using asset linking, the system will check for the **Transact as Whole** flag. If the flag is turned on for this asset (or the parent of this asset), a message will appear notifying you. You can either leave the flag on to perform the transaction on the entire group of linked assets, or select to turn the flag off to perform the transaction only on this asset.

5. When **0 Assets not audited at location** is displayed, you can begin Auditing any Assets you have found at that Location which Asset did not list.

   For each Asset that Asset did not list, Search for it using the **i** symbol, scan it in, or directly enter the Asset Tag, then tap **OK.** A message will appear notifying you that the asset is not at the specified location. You can either move the asset to this location and audit it, or mark it as audited in the location it is assigned to in Rosistem Assets. Keep in mind that whichever option you choose, the asset will be audited.

   If you know that an Asset you have found should *not* reside at that Location, do not perform any transactions to rectify the misplacement. Just use the **Edit** asset screen to look up the Asset Tag's correct Location, then cancel out of the Edit transaction, and physically relocate the Asset to its correct Location - so that reality is made to conform with the database.

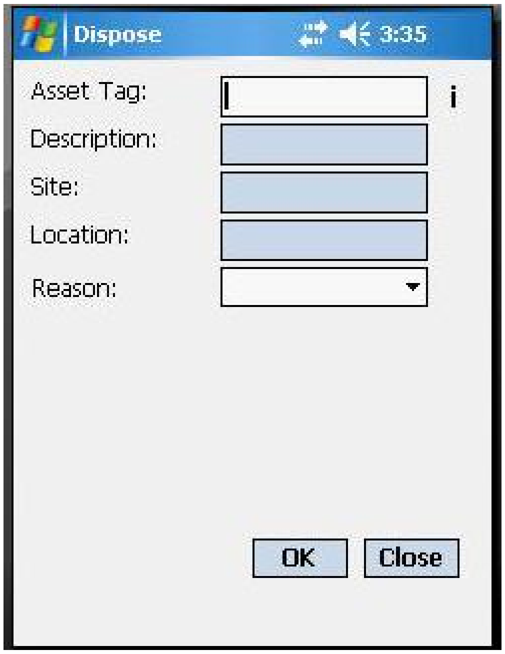
If an Asset is missing at the Location being Audited, you must perform a Dispose transaction to declare it missing.

For an overview of Asset Windows Mobile/CE device operations, see **The Windows Mobile/CE Data Cycle.**

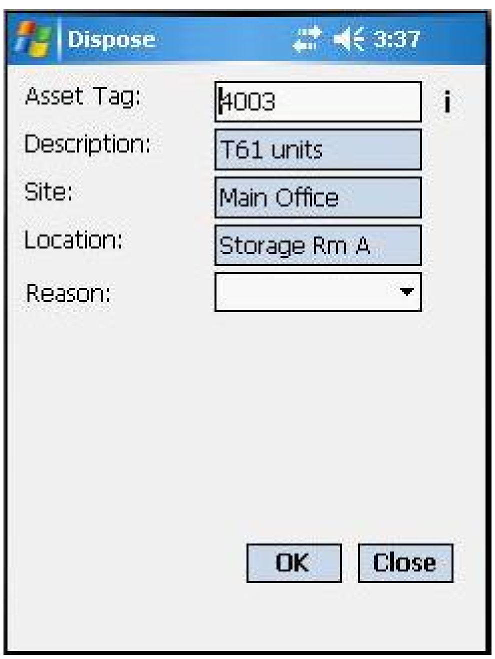
14.10 Windows Mobile/CE Dispose

The **Dispose** transaction is used to remove an Asset from the database.

1. To dispose of an assets, from the **Main** menu, tap **Dispose**. The **Dispose** screen appears:



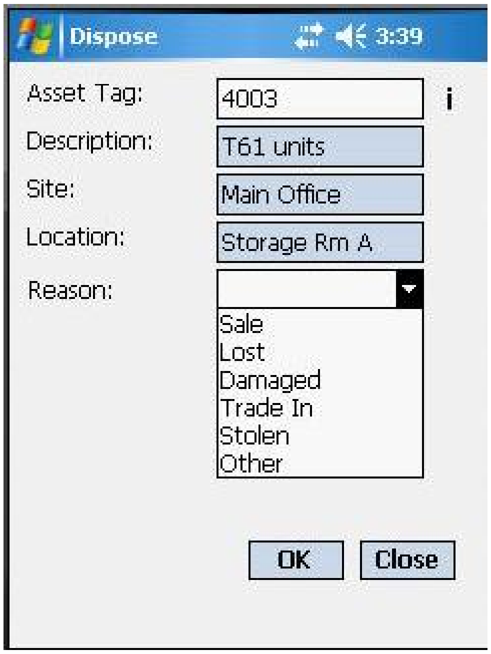
2. Begin by scanning in, searching (via the **i** button), or manually entering the **Asset Tag** you want to Dispose.



The selected Asset's **Description**, **Site** and **Location** will be displayed.

If you are using asset linking, the system will check for the **Transact as Whole** flag. If the flag is turned on for this asset (or the parent of this asset), a message will appear notifying you. You can either leave the flag on to perform the transaction on the entire group of linked assets, or select to turn the flag off to perform the transaction only on this asset.

3. Select a **Reason** from the dropdown list:



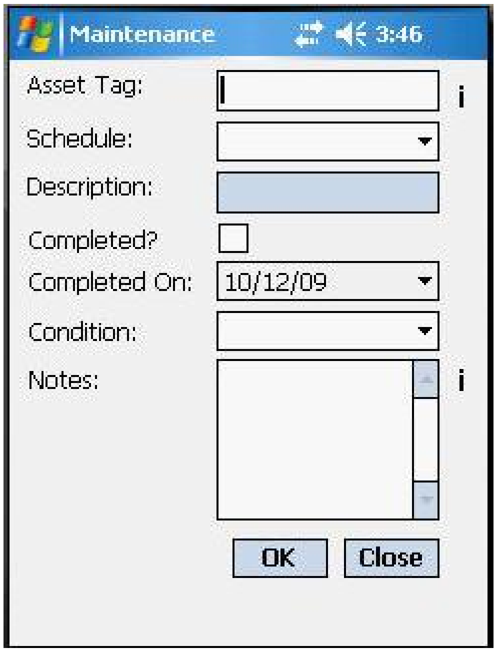
4. Tap **OK** to complete the **Dispose** transaction for that asset, or tap **Close** to exit the screen without disposing of an asset..

For an overview of Asset Windows Mobile/CE device operations, see **The Windows Mobile/CE Data Cycle**.

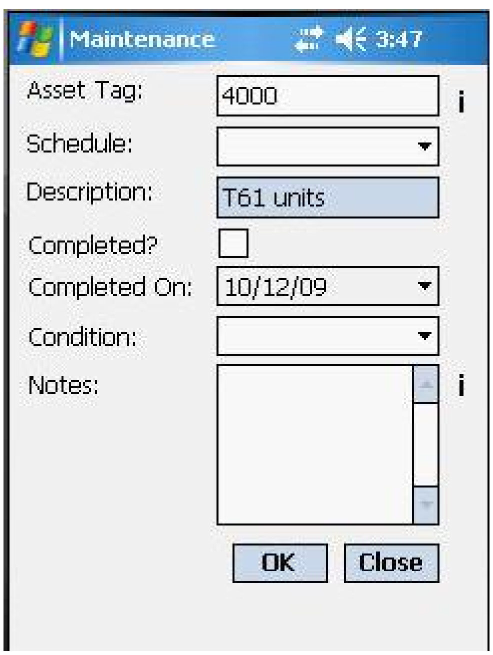
14.11 Windows Mobile/CE Maintenance

You can mark maintenance as complete for an asset directly on the mobile device.

1. To mark maintenance as completed for an asset, from the **Main** menu, tap **Maintenance**. The **Maintenance** screen appears:



2. Begin by scanning in, searching (via the **i** button), or manually entering the **Asset Tag** you want to mark maintenance as completed for.



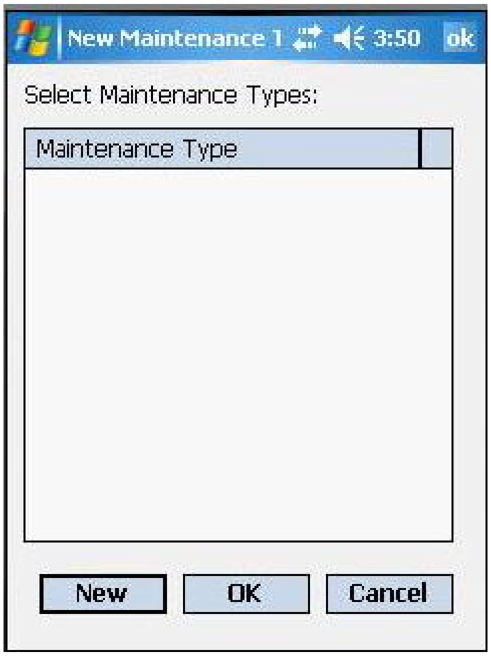
The selected Asset's **Description** will be displayed.

If you are using asset linking, the system will check for the **Transact as Whole** flag. If the flag is turned on for this asset (or the parent of this asset), a message will appear notifying you. You can either leave the flag on to perform the transaction on the entire group of linked assets, or select to turn the flag off to perform the transaction only on this asset.

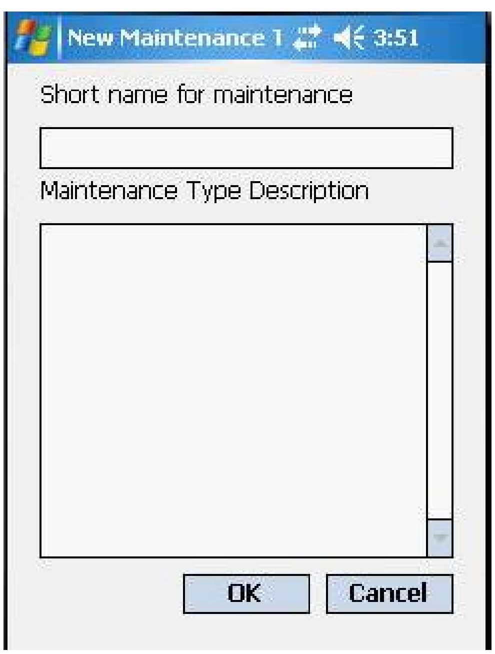
3. You can enter a **Completed On** date, **Condition** and enter **Notes** for this maintenance entry as

needed. If the maintenance is completed, select the **Completed?** checkbox.

You can choose from a previously created Maintenance note by tapping the i icon. The **Maintenance Type Search** screen appears:



Any existing **Maintenance Types** will appear in the list. You can select a listing and tap the **OK** button, or tap **New** to create a new **Maintenance Type**. The following screen appears when you tap **New**:



Enter a name and description for this maintenance, then tap **OK**.

4. Tap **OK** to complete the **Maintenance Entry** or tap **Close** to exit the screen without disposing of an asset..

For an overview of Asset Windows Mobile/CE device operations, see **The Windows Mobile/CE Data Cycle**.

14.12 Windows Mobile/CE Find

Definitions

XV

15 Definitions

Asset

One or more **Assets** can be assigned to each Asset Type. The individual assets are a unique item of a specific make and model number. Each asset is given an Asset Tag that is unique across all Sites and Locations.

Asset Linking

Asset Linking, also known as Asset Kitting, allows you to link two or more assets together to form one new asset.

Asset Tag

A unique identifier you assign each asset in your database (this is done on the New Asset screen). The tag can be letters or numbers or a combination of both. The asset tag is printed and attached to the physical asset. The number on the tag corresponds to the asset tag number in the database. An asset tag usually contains a barcode for quick identification and tracking.

Asset Type

This is the first step in creating an Asset in the software. You must first create your Asset Types, then each asset you add to the system must be assigned to a specific Asset Type. You can think of Asset Types as a classification for assets. Asset Types are created in the database using the New Asset Type screen, or you can import this information. You can then assign assets to a specific asset type on the New Asset screen.

The Asset Type defines the Description, Depreciation Class, Category, Manufacturer and Model Number of the asset.

Description can be any text used to describe the Asset Type.

Depreciation Class controls whether or not depreciation will be calculated for this Asset Type (Depreciation Class is further defined below).

Category is a superset of the Asset Type.

Manufacturer records the brand or maker of the Asset Type.

Model # records the manufacturer's designation for this Asset Type.

Depreciation Class

Depreciation Classes can be created to determine a specific Depreciation Method. The Depreciation Class is assigned to one or more Asset Types (on the New Asset Type screen). All assets assigned to that Asset Type will follow the Depreciation Method defined in the specified Depreciation Class.

Depreciation Methods

You have six depreciation methods to choose from:

- **Straight Line** - The simplest and most commonly used depreciation method, straight line depreciation is calculated by taking the purchase or acquisition price of an asset subtracted by the salvage value divided by the total productive years (Life) the asset can be reasonably expected to benefit the company.

- **Double Declining Balance** - The double declining balance depreciation method is similar to the straight-line method. To use it, the system first calculates depreciation as if it were the straight line method. Then it determines the total percentage of the asset that is depreciated the first year and doubles it. Each subsequent year, that same percentage is multiplied by the remaining balance to be depreciated. At some point, the value will be lower than the straight-line charge, at which point, the double declining method should be scrapped and straight line used for the remainder of the asset's life. Remember that the IRS does allow businesses to switch depreciation methods one time in the life of an asset. Rosistem Assets will not make this switch for you. It is up to the individual business to keep track of when the switch to straight line depreciation should be made.

- **150% Declining Balance** - This method uses 150% of the straight-line percentage for the first year. The same percentage is then applied to the remaining balance, each succeeding year.

- **Declining Balance Custom** - This method allows you to enter a custom declining balance percentage. Declining Balance is a common depreciation-calculation system that involves applying the depreciation rate against the non-depreciated balance. Instead of spreading the cost of the asset evenly over its life, this system expenses the asset at a constant rate, which results in declining depreciation charges each successive period.

- **Sum of the Years' Digits** - To calculate depreciation charges using the sum of the years' digits method, take the expected life of an asset (in years) count back to one and add the figures together.

Location

Locations are places within a particular Site where Assets reside. Typically, a **Site** is a building or area that contains one or more inventory **Locations**.

Child Asset

An asset that is linked to a parent asset.

Parent Asset

Any asset that has child assets attached to it.

Serial Number

If an asset has a **Serial Number** and you choose to record it, it is associated with a specific Asset, not with an Asset Type.

Site

The software can manage assets at one or more **Sites** (specific buildings or vehicles). Typically, a **Site** is a building that contains one or more asset Locations.