

# AssetScan

PDT Asset Scanning System V1.0  
User Guide



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## Introduction

AssetScan is a mobile system that increases the speed and accuracy of recording the location of assets by scanning barcodes.

The system consists of a Portable Data Collection Terminal (PDT) with integrated barcode scanner and a desktop application for MS Windows based PC's that handles the communications between the PDT and PC.

Locations, barcoded assets, and optionally serial numbers, can be scanned with the PDT. When scanning is complete, the PDT is connected to the PC with a USB cable, and the data is transferred to the PC in CSV (Comma Separated Value) format from where it can be imported into another system or opened in MS Excel or other spreadsheet application.

The system has a secondary function: The PDT may also be used like a standard USB 'keyboard wedge' scanner when connected to the PC with the appropriate USB cable.



Datalogic Memor



Honeywell 5100

## Getting Started

Please refer to the CE PDT Installation Guide on the installation CD for information on installing the software and drivers necessary to run this system. When the PC software is installed, it will run automatically each time the PC is rebooted. When running correctly, the AssetScan icon will be displayed on the taskbar of the PC, with a blue tick in a green disk:



In this state, the PC program continually checks to see if a PDT is connected, and will upload the data from it if one exists.

See [Transferring Data](#).

On Windows XP, the green icon with two arrows in it is the Microsoft ActiveSync program and indicates that a PDT is connected.



This icon must be green for the data to be successfully transferred.



If grey, the PDT is not connected.

Windows Vista and Windows 7 uses the Windows Mobile Device Center instead of ActiveSync and does not have this icon but will open the Windows Mobile Device Center main menu to indicate that it has connected successfully.

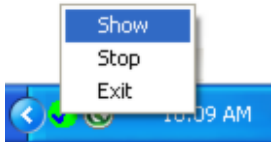
Note that when this window pops up, you do not need to 'Set up your device' or 'Connect without setting up your device', just close it with the X at top right.



If the AssetScan icon appears as a yellow exclamation mark in a red disk, communications with the PDT is disabled.



After installation, you may need to configure some settings in [tools / options](#). To access this and are some other functions for software registration and maintenance, right click on the icon with the tick, a popup menu will appear.



Click on Show to open the program.  
Note that communications is disabled while the program is showing.

Stop will stop the program checking for a connected PDT and disable communications.  
Exit will close the program completely.  
The program can be restarted from the Windows Start Menu (Start / All Programs / Barcode Logic / AssetScan PDT Communications) or by restarting the PC.

See [The Main Menu](#) for details of the functions available.

See [Using the PDT](#) on how to operate the mobile scanner.

## Using the PC Program

### The Main Menu



The functions available from the main menu are:

#### File

Hide - This will minimise the program to the taskbar and re-enable communications.  
[Re-import List](#)

#### Tools

[Options](#)  
[Download Program to PDT](#)

#### Help

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## File

### Re-Import List

This function should be used only in an emergency.

After the list of location, asset barcode and serial numbers has been uploaded from the PDT, the list is deleted from the PDT but is saved to a file on the PC.

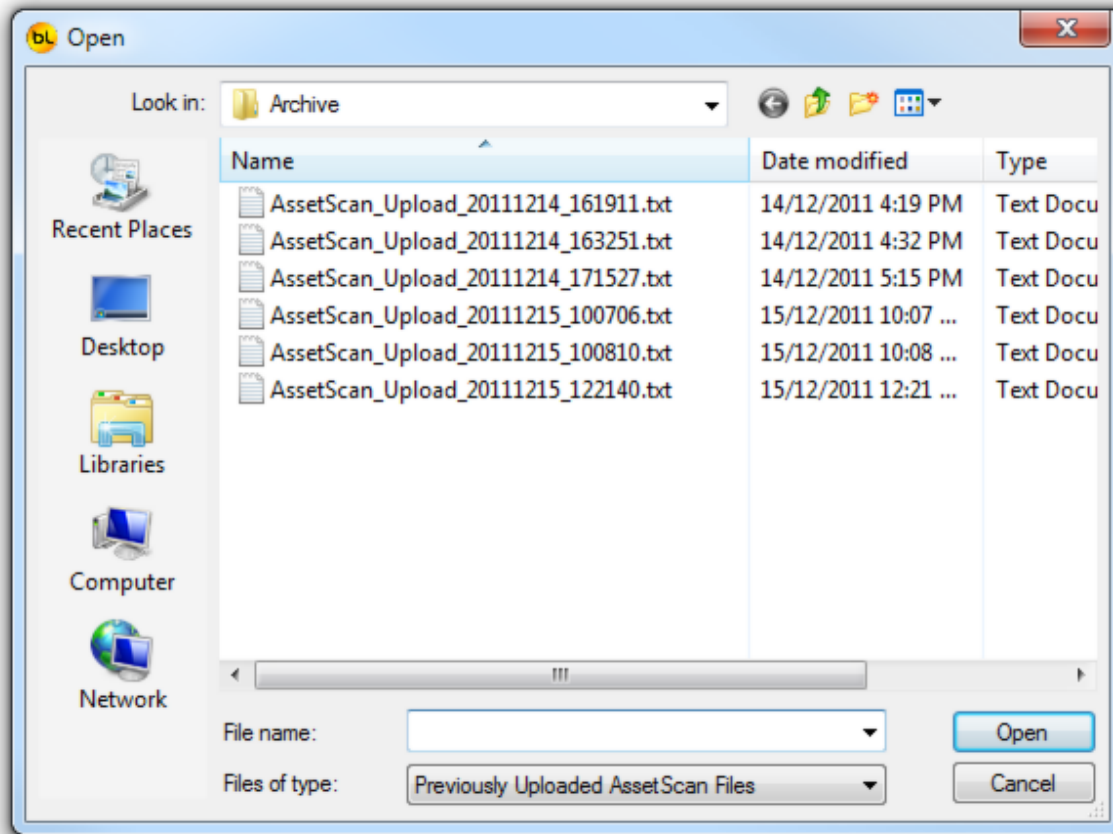
The files are called **AssetScan\_Upload\_yyyymmdd\_hhmmss.TXT** format, where yyyymmdd is the data and hhmmss is the time.

The files act as a backup so if all goes horribly wrong, it should not be necessary to reenter any data.

The **Re-Import List** function allows any previous list to be processed again which will create another .CSV file in the Export Files path.

This may be useful if a mistake was made after uploading, or a system error occurred.

A dialog will open allowing you to select from the files available:



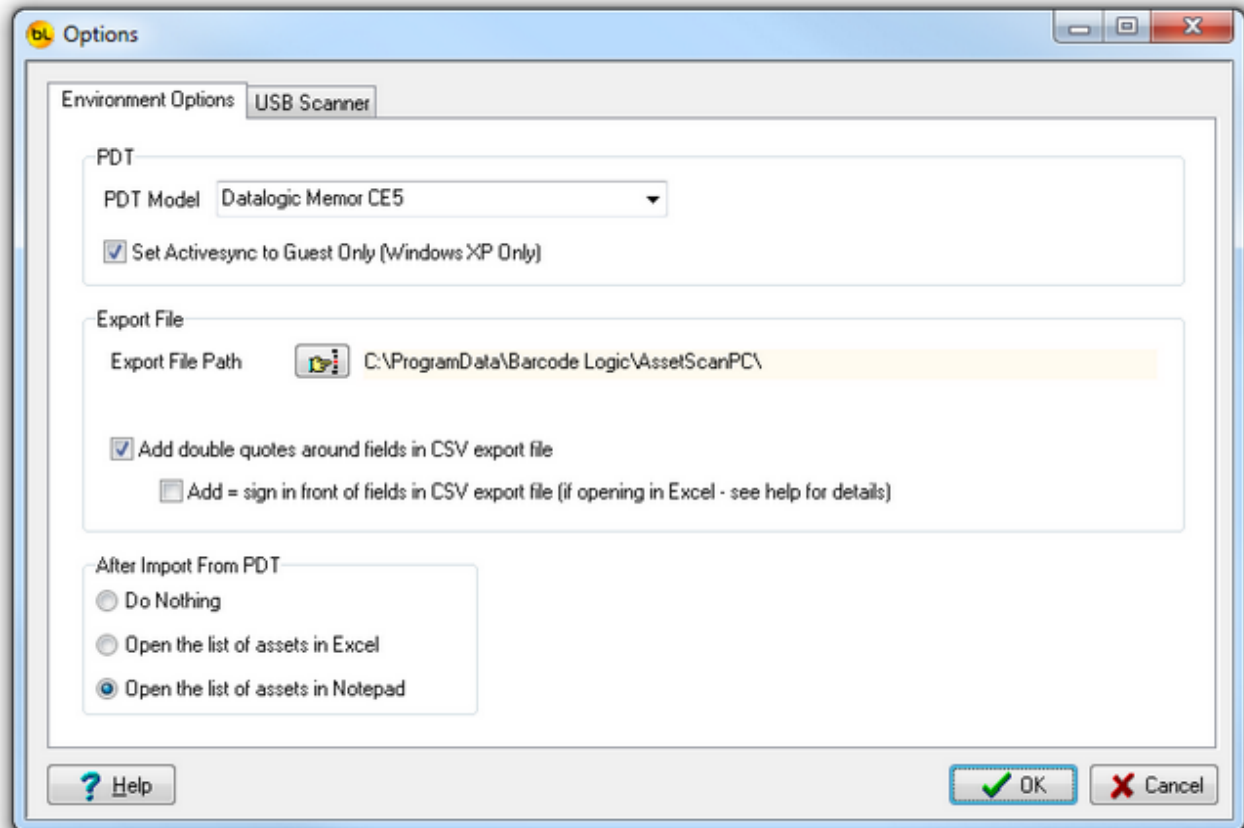
Note: These files are not in the same format as the .CSV files created in the Export files path. Indeed, when this Reprocess function is used, another .CSV file will be created in the Export Files path.

## Tools

### Options

The options window has two tabs:

#### Environment



#### PDT

##### PDT Model

Select the model of PDT you have from the drop-down list. Currently the options are Datalogic Memor CE5 and Honeywell O5100 CE5.

##### Set ActiveSync to Guest Only

This option affects windows XP only. This stops the ActiveSync 'Do you want to create a partnership' window popping up each time a PDT is connect to the PC which can be annoying. If you use ActiveSync with another device like a PDA or Smartphone, do not check this box, otherwise do.



## Export File

### Export File Path

This option allows you to change the default folder where the .CSV files are saved after the data has been transferred from the PDT.

The following options affect the format of the output file and may need to be adjusted.

By default, an example CSV export file will look like this (when opened in notepad). The location, asset barcode number and (optionally) serial number, separated by a comma:

```
room 1,000058,96587423
room 1,000009,6985234785
room 1,000128
room 1,000045
reception,000087,6588882444412
reception,000745
reception,000065,25483807
```

### Add double quotes around fields in export file

A barcode number is really a string of characters (text), not a number. Some systems that import CSV files prefer have double quotes around text fields. If this option is checked, the output will look like this:

```
"room 1","000058","96587423"
"room 1","000009","6985234785"
"room 1","000128"
"room 1","000045"
"reception","000087","6588882444412"
"reception","000745"
"reception","000065","25483807"
```

### Add = sign in front of barcode number in CSV export file

If you plan to open the export file in MS Excel, you may want to have this option checked. This will ensure that Excel formats the fields as text and not numbers. Our example CSV file would look like this:

```
= "room 1",="000058",="96587423"
= "room 1",="000009",="6985234785"
= "room 1",="000128"
= "room 1",="000045"
= "reception",="000087",="6588882444412"
= "reception",="000745"
= "reception",="000065",="25483807"
```

When opened in Excel, it will be formatted like this:

The screenshot shows the Excel interface with the formula bar containing the text `=room 1`. Below it is a table with the following data:

	A	B	C	D	E
1	room 1	000058	96587423		
2	room 1	000009	6985234785		
3	room 1	000128			
4	room 1	000045			
5	reception	000087	6588882444412		
6	reception	000745			
7	reception	000065	25483807		

If the = sign is not there, Excel will format it like this:

The screenshot shows the Excel interface with the formula bar containing the text `room`. Below it is a table with the following data:

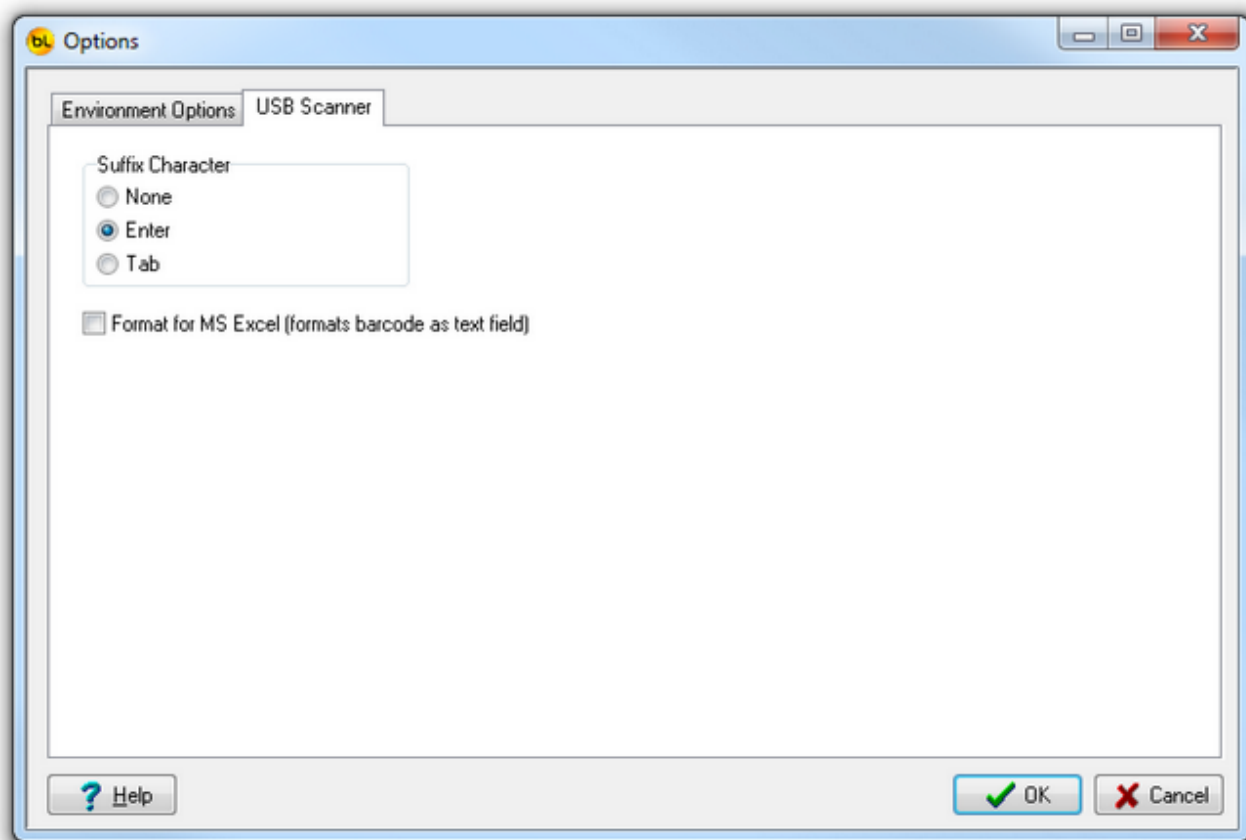
	A	B	C	D
1	room 1	58	96587423	
2	room 1	9	6.99E+09	
3	room 1	128		
4	room 1	45		
5	reception	87	6.59E+12	
6	reception	745		
7	reception	65	25483807	

After I Import From PDT

Use this option to automatically open the uploaded file in Notepad or MS Excel after a successful transfer from the PDT.

If nothing is selected, the file will just remain in the Export File Path and not be opened.

## USB Scanner



These options affect how the data is formatted when the PDT is connected to the PC with a cable, and the USB Scanner option is used.

When using the PDT as a standard USB 'keyboard wedge' barcode scanner, the barcode number is transmitted to the PC and is displayed on the PC monitor, wherever the flashing cursor (caret) is, as though it was typed on the keyboard.

This allows the data to be entered directly into Notepad, Word, Excel etc.

### Suffix Character

After transmitting the barcode number, the AssetScan software can simulate pressing either the ENTER key or TAB key.

ENTER is the default, and would not normally need to be changed.

When scanning into a PC application, this will put one barcode on each line, e.g.:

```
001253
TEST-OK
8012345000012
64509723
8012345000012
```

or in Excel, in cells down the page:

	A	B
1	001253	
2	TEST-OK	
3	8012345000012	
4	64509723	
5	8012345000012	
6	64509723	
7		

If the Tab suffix is used, it would put the barcode numbers across the screen separated by a Tab, e.g.:

001253      TEST-OK      8012345000012      64509723      8012345000012

or in Excel, in cells across the page:

	A	B	C	D	E	F	G
1	001253	TEST-OK	8012345000012	64509723	8012345000012	64509723	
2							

#### Format for MS Excel

If the barcode is all numeric characters, MS Excel will format the data as a number, when really it should be text (a string of characters). Turn this option on if you are scanning into Excel.

## Download Program to PDT

The PDT will already be programmed and running when supplied by Barcode Logic or one of its distributors, if however it needs reprogramming, perhaps because a new version of the software has been released, please follow these steps:

Place the PDT in its cradle, and make sure it is turned on.

Select the Tools / Download Program to PDT option from the main menu.

The program installation file will be copied to the PDT.

If there appears to be no communication with the PDT (for example the message 'CE Device Not Connected' appears), please refer to the CE PDT Installation Guide for possible solutions.

When the program has copied across, you will need to cold boot the PDT (also known as a hardware reset) to install the new software.

See [How to Cold Boot a PDT](#)

*Note:* You can only program a PDT that has had AssetScan installed on it previously by Barcode Logic.

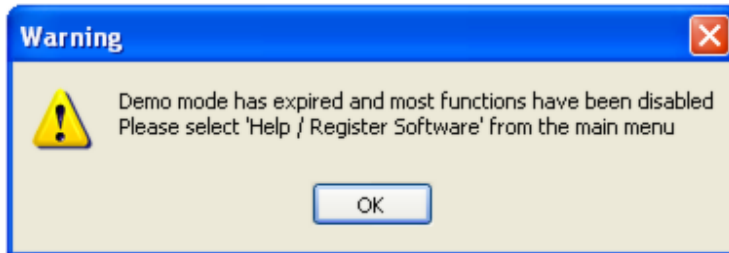
This function is only for upgrading an existing AssetScan PDT and cannot be used to program a new device.

## Help

### Register Software

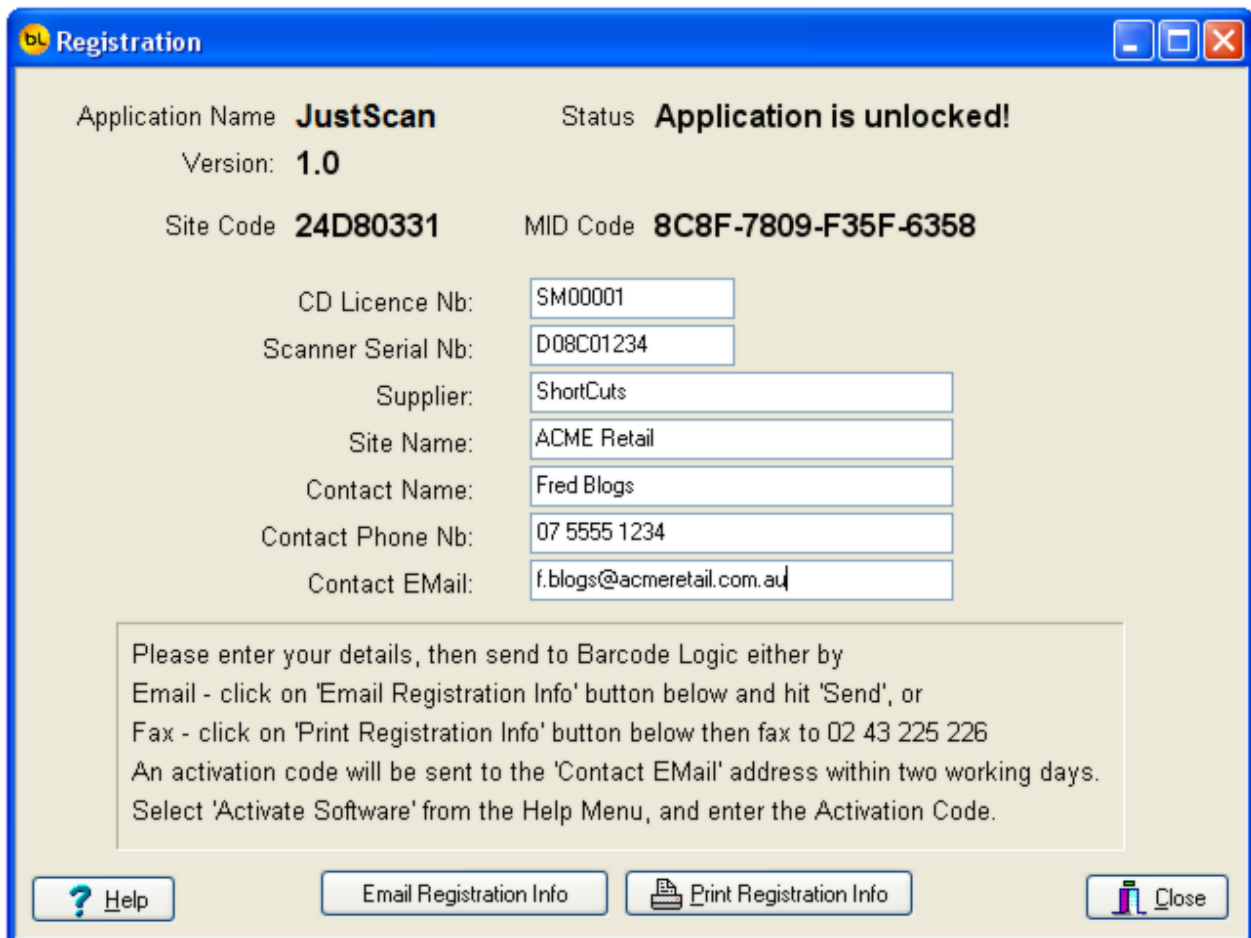
The AssetScan software will run in 'Demo Mode' for 3 days before requiring purchase and registration.

After this a dialog will appear explaining that most features have been disabled:



If you want to continue using the software, please purchase from Barcode Logic then select Help / Register Software from the main menu.

This window will appear:



Please fill in the registration form and follow the instructions on screen.

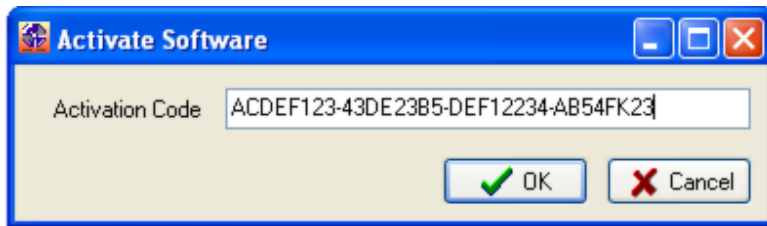
An activation code will be sent to you.

When received, select [Help / Activate Software](#) from the main menu, enter the supplied activation code and the software will be unlocked.

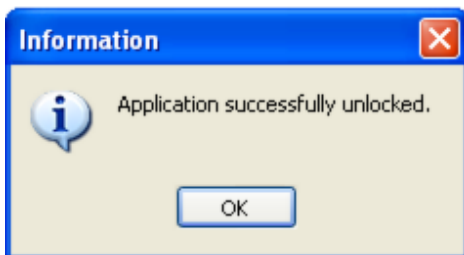
The software license is 'tied' to the PC it is installed on. If you need to move the license to another PC, please select [Deactivate Software](#) and contact Barcode Logic with the remove code.

## Activate Software

When you have received your activation code, type (or cut and paste) it into the text box:



Press OK. If entered correctly, and the code is valid it will display:

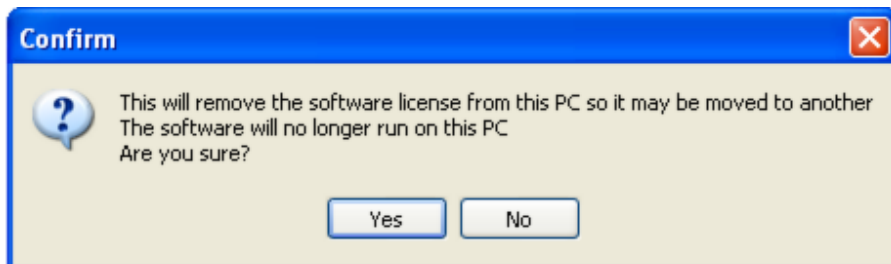




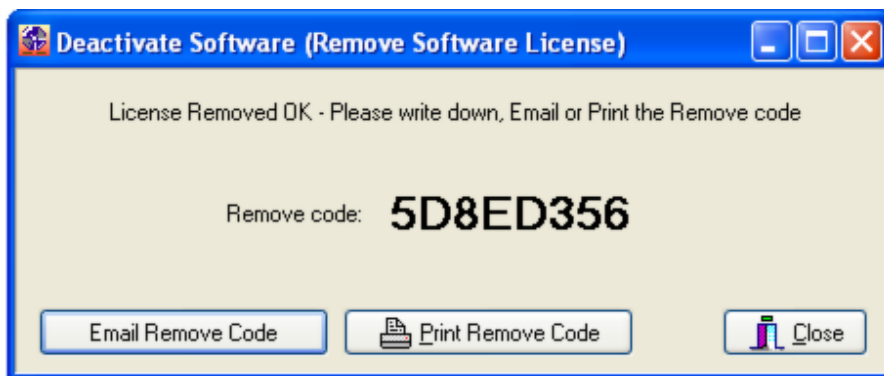
## Deactivate Software

If you want to deactivate the software to move your license to another PC, select this function.

You will be asked (twice) to confirm that this is what your really want to do, as once this is done, the software will stop working.



If you confirm, this window will appear:



Now you can either email, print and fax or phone in the Remove code to Barcode Logic which will allow the software to be re-registered on another PC.

## Using The PDT

### **General Operation**

#### 1. Power

To use the PDT, it must be turned on, so let's start there:

After a short time, the PDT display backlight will turn off to save the display. To turn the backlight back on, press the SCAN key.

After a longer period of time, the PDT will turn itself off completely. To turn it back on, press the power button.

#### 2. The Keypad

The Windows CE based Memor PDT has a touch screen and a keypad. The Honeywell O5100 has no touchscreen.

The program has been written to allow the operator to use the keyboard for almost all operations. This allows the PDT to be used with one hand and without the need for a stylus.

The program can be operated using only these keys:

Esc - to go back a step or return to the previous screen (and eventually back to the main menu).

Ent - to accept a number value that has been keyed in.

The alpha-numeric pad - for entering item codes and menu options

ALPHA - The ALPHA key changes the keypad from Numeric to Alpha mode and back.

If you need the yellow (or Orange) characters or functions printed on the PDT next to the keys, press the yellow (or orange) key, followed by the key you want (don't hold the yellow key while pressing the second key).

If you need the blue characters or functions printed on the PDT next to the keys, press the blue key, followed by the key you want (don't hold the blue key while pressing the second key).

Remember that the easiest way to enter data is to scan a barcode. If your barcode won't scan it may be damaged or badly printed.

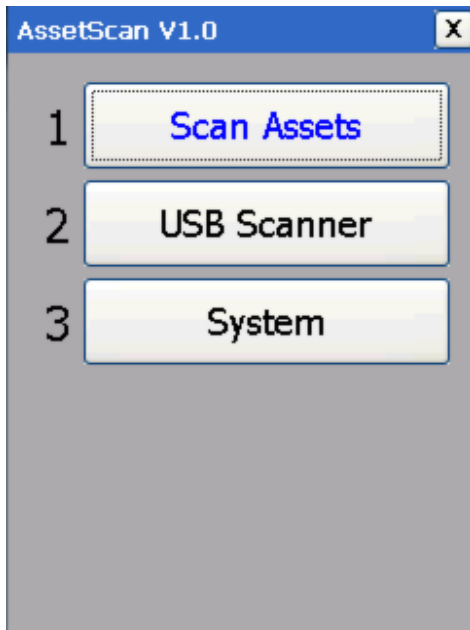
To select a menu item, either use the Arrow Keys (Joystick) to scroll through the menus then press Enter when the required item is highlighted, or just press the number key corresponding to the require item.

#### 3. Dialogs

Whenever a dialog box appears with a question or error message, use the arrow keys (joystick) to select which option you want (if there is an option) and press Enter to select and close the dialog.



## PDT Main Menu



To select an option from the main menu, either:

1. Use the Joystick to scroll through the options and press ENTER, or
2. Press the numeric key corresponding to the option you want (1, 2 or 3), or
3. Use your finger on the touchscreen (if your PDT has one).

Various maintenance functions are available on the System Menu.

## PDT Scan Assets

This is the main asset scanning function.

First you will be prompted to scan or enter the location of the assets.

Ideally, each location (such as a room or cupboard) would have a code of it's own so it can be easily matched each time an asset audit is done.

This code could also be represented by a barcode fixed in the location, perhaps stuck on the door.

If you do not use locations, you can enter anything here.

Scan Assets [X]

Location

Asset

Serial Number

Last Asset Saved to File

Serial Nb

F1 View F2 Ser Nb Off

In this example we will scan the barcode 'ROOM1' and press ENTER. It will now prompt for the Asset code:

Scan Assets [X]

Location

ROOM1

Asset

Serial Number

Last Asset Saved to File

Serial Nb

F1 View F2 Ser Nb Off

Scan or key the asset code, and it will prompt for the Serial Number (if enabled - see below)

Scan Assets [X]

Location  
ROOM1

Asset  
000001

Serial Number

Last Asset Saved to File

Serial Nb

F1 View    F2 Ser Nb Off

Scan or key the serial number and press ENTER.  
The asset record will be saved to file, and the PDT will prompt for the next asset in the same location:

Scan Assets [X]

Location  
ROOM1

Asset

Serial Number

Last Asset Saved to File  
000001

Serial Nb  
123456789

F1 View    F2 Ser Nb Off

If you have finished scanning items in this location, press ESC to return to the location prompt for the next location.  
Press ESC again to clear the location field, and ESC again to return to the main menu.

### F1 View

Press F1 to view the items already scanned. See [PDT View Scanned Assets](#) for details.

### F2 Ser Nb Off

Pressing F2 will toggle the serial number prompt on or off.  
If you do not need to scan serial numbers, turn it off.

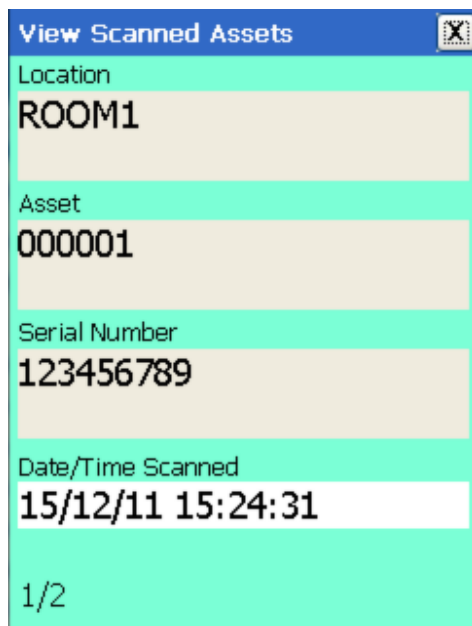
## PDT View Scanned Assets

The View function allows you to scroll through the file of items scanned.

By default it starts by displaying the last record in the file.

Note that each time an item is scanned a record is created, with the location code, asset code, serial number (optionally) and the date and time it was scanned.

See [PDT System Menu](#) for how to set the clock.



Use the arrow keys to scroll through the items scanned:

Up Arrow - displays the previous record.

Down Arrow - displays the next record.

Esc to return to the previous screen.

The numbers at the bottom left of the screen indicate the current record number and the total number of records currently on file.



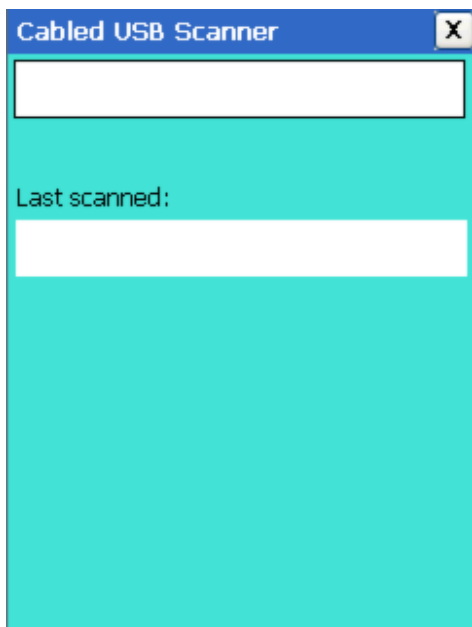
## USB Scanner

This function allows you to use the PDT as a standard 'keyboard wedge' barcode scanner. This means that when a barcode is scanned, the barcode number will be displayed wherever the cursor is on the PC, immediately, as though it has been typed on the PC keyboard and ENTER pressed (see [Options](#) if TAB or no suffix character is required).

For this to work, the PDT must be physically connected to the PC with the USB cable, and also connected by the ActiveSync (XP) or Windows Mobile Device Center software. The AssetScan icon must be displayed on the taskbar of the PC, with a blue tick in a green disk:



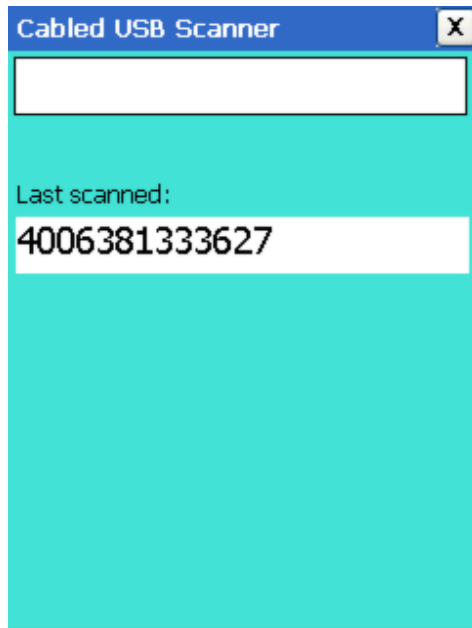
When USB Scanner is selected from the main menu on the PDT, this window will be displayed:



Either scan a barcode, or type in the barcode number followed by the ENTER key. The barcode number will be transmitted to the PC.

If communication has failed for any reason, an error will be displayed and give you the option to retry.

If the barcode number has been transmitted ok, the number will be displayed:



Press ESC to return to the main menu.

## PDT System Menu



This menu has 4 functions.  
Press ESC to return to the main menu.

### 1. Options

This is currently disabled as there are not options on the PDT.

### 2. Set Clock

Select this option to set the date and time of the PDT clock.

### 3. Delete All Data

This function will delete all scanned asset data.  
You may want to do this before starting scanning to be sure no old data remains on the PDT.  
You will be prompted twice to confirm that this is what you want to do.

### 4. About

This function will display the version numbers of the hardware, firmware and software and the serial number of the PDT.

## How to Cold Boot a PDT

A cold boot is a hardware reset of the PDT. It should only be done after installing new software or if some problem has occurred with the PDT and only after all other possible solutions have been attempted.

If you need to do it, we would be interested to know why, and if it solved the problem.

Before doing a cold boot, make sure the PDT program is displaying it's main menu, this should eliminate any chance of data being lost.

A cold boot is performed by pressing a series of keys on the PDT. The procedure depends on the model of PDT you have:

### Datalogic Memor

On the Datalogic Memor, push down vertically on the Joystick (like a button), press the ESC key, then the POWER button on the side simultaneously, the screen should go blank. Let go of everything and wait.



After pressing these keys it may take up to a minute for the PDT to return to the main menu. Be patient and do not press any other keys until the main menu is displayed.

### Honeywell O5100

Hold down the power button (bottom right), and use a pen to push in and release the reset button (between, and slightly above, the 1 and 2 keys).

The screen will go blank.

Release the power button and wait. The PDT eventually return to the main menu.

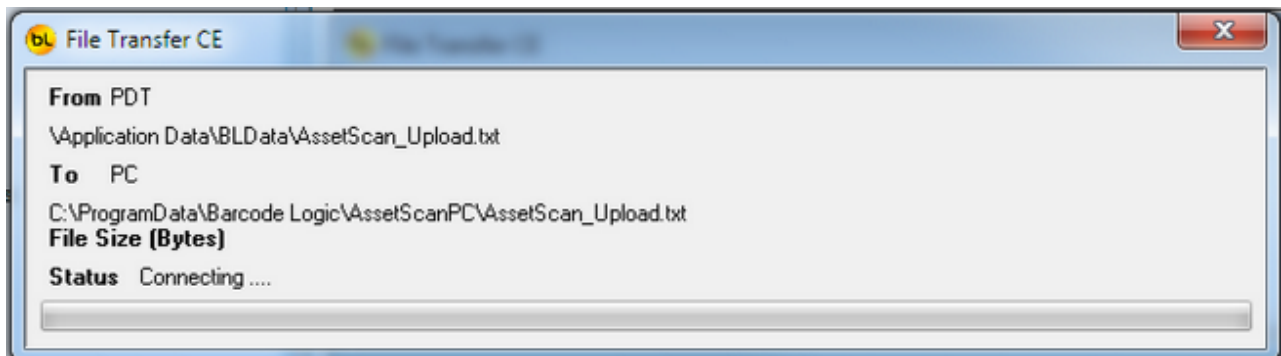
## Transferring Data

After scanning items, the data must be transferred to the PC.

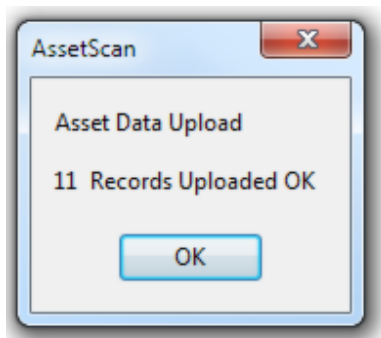
For the data to be transferred successfully, the PDT must be at the main menu.

Connect the PDT to the PC by putting it in the cradle or using the USB cable.

If there is data to be transferred, a windows will automatically appear briefly showing the progress of the data transfer:



When it has completed successfully, a message will let you know:



Click on OK to close.

If any error messages are displayed during this process, or the file transfer does not even start, see [Troubleshooting](#) for suggestions.

## Troubleshooting

If the data fails to transfer successfully to the PC, please check the following:

1. That the PDT is turned on.
2. That the PDT is at the main menu (not in the 'Scan Assets' function).
3. That the PDT or cradle is physically connected to the PC with the USB cable.
4. That the PDT is connected correctly with Activesync (if using Windows '95, '98 or XP). The ActiveSync icon on the Windows taskbar should be green:



or that the PDT is connected correctly with Windows Mobile Device Center (is using Windows Vista or 7).

This window should open and display 'Connected' in the bottom left corner.



If the PDT fails to connect, disconnect the PDT from the PC and reconnect it. If it fails again, try turning the PDT off and on again. As a last resort, perform a [Cold Boot](#) on the PDT.

5. If it is connected ok with Activesync or Mobile Device Center, check that AssetScan is running correctly. The icon on the Windows taskbar should be a blue tick in a green disk:



If there is no icon, the program is not running (or even not installed).  
The program can be restarted from the Windows Start Menu (Start / All Programs / Barcode Logic / AssetScan PDT Communications) or by restarting the PC.

If the icon shows an exclamation mark in a red disk, the communications is disabled.

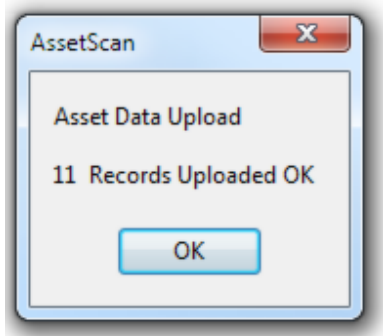


Either the AssetScan program is open (so close it) or the Comms. has been stopped (right click on the icon and click on 'Start').

If the icon has a blue flash on it like this:



a file has been transferred and processed and a window is probably open like this (or some other error is displaying):



If you cannot see it, minimise all other programs as it may be hidden behind other windows. Click on OK and the icon should return to a blue tick.

If all else fails, contact technical support.

## **Support**

Your first line of support will be the organisation you purchased this system from.

Should they be unable to help, please email any questions/suggestions to:

[support@barcodelogic.com.au](mailto:support@barcodelogic.com.au)

or phone us on: 02 43 225225 during business hours

or fax us on: 02 43 225226



## Contact Barcode Logic



If you have any problems or queries with this software or would like to request changes or additions, please contact us.

Barcode Logic Pty Ltd  
P.O.Box 6161  
West Gosford  
NSW 2250

Tel: 02 43 225225  
Fax: 02 43 225226

Email: [info@barcodelogic.com.au](mailto:info@barcodelogic.com.au)  
Web: [www.barcodelogic.com.au](http://www.barcodelogic.com.au)

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