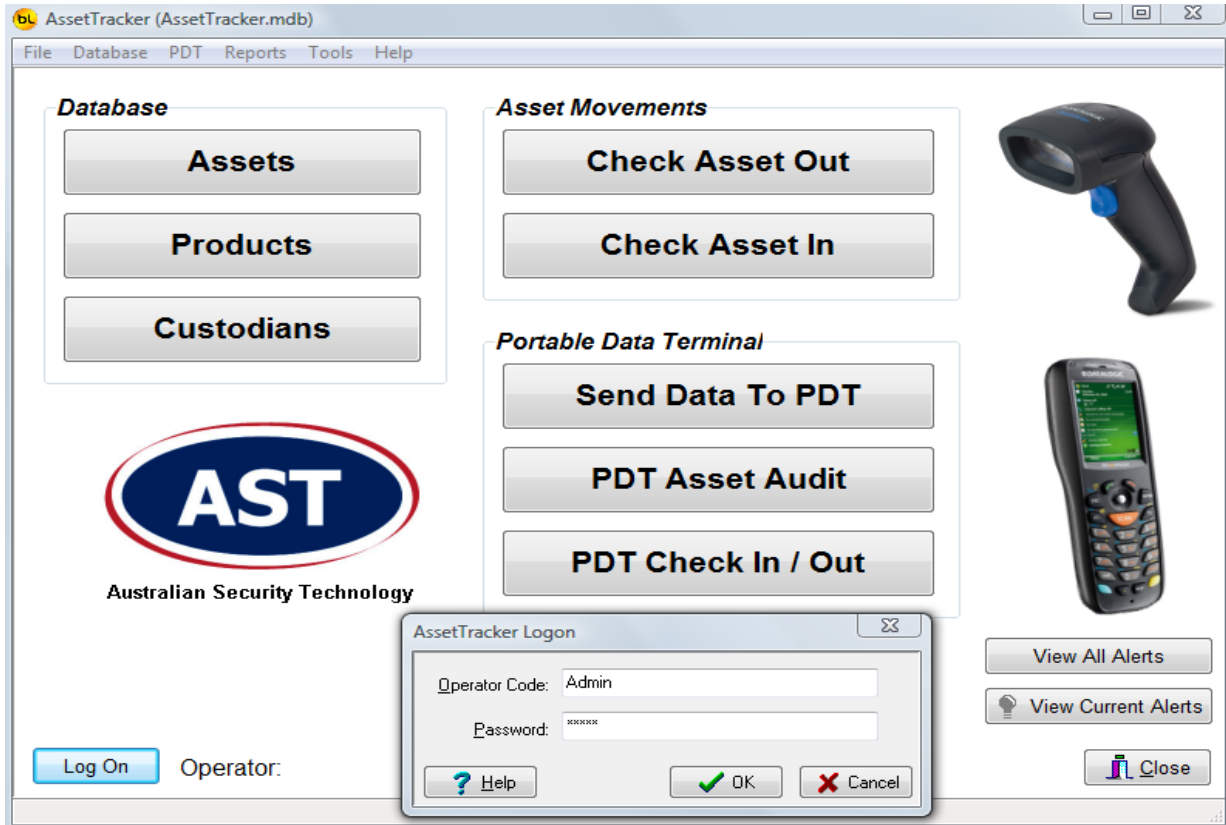


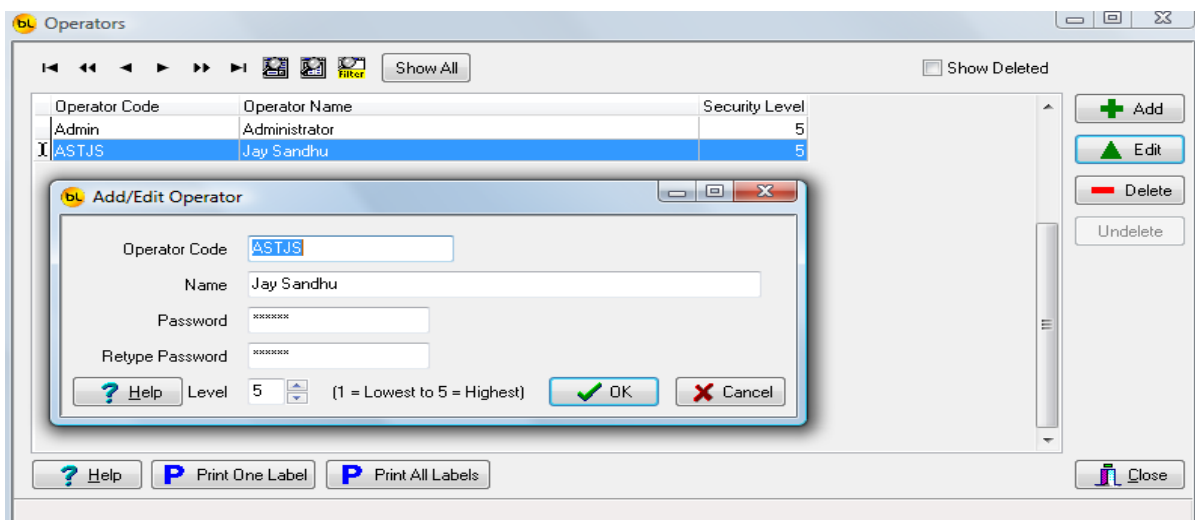
AssetTracker Quick Set Up Guide

This quick set up guide will help you in setting up the Asset Tracker in easy steps.

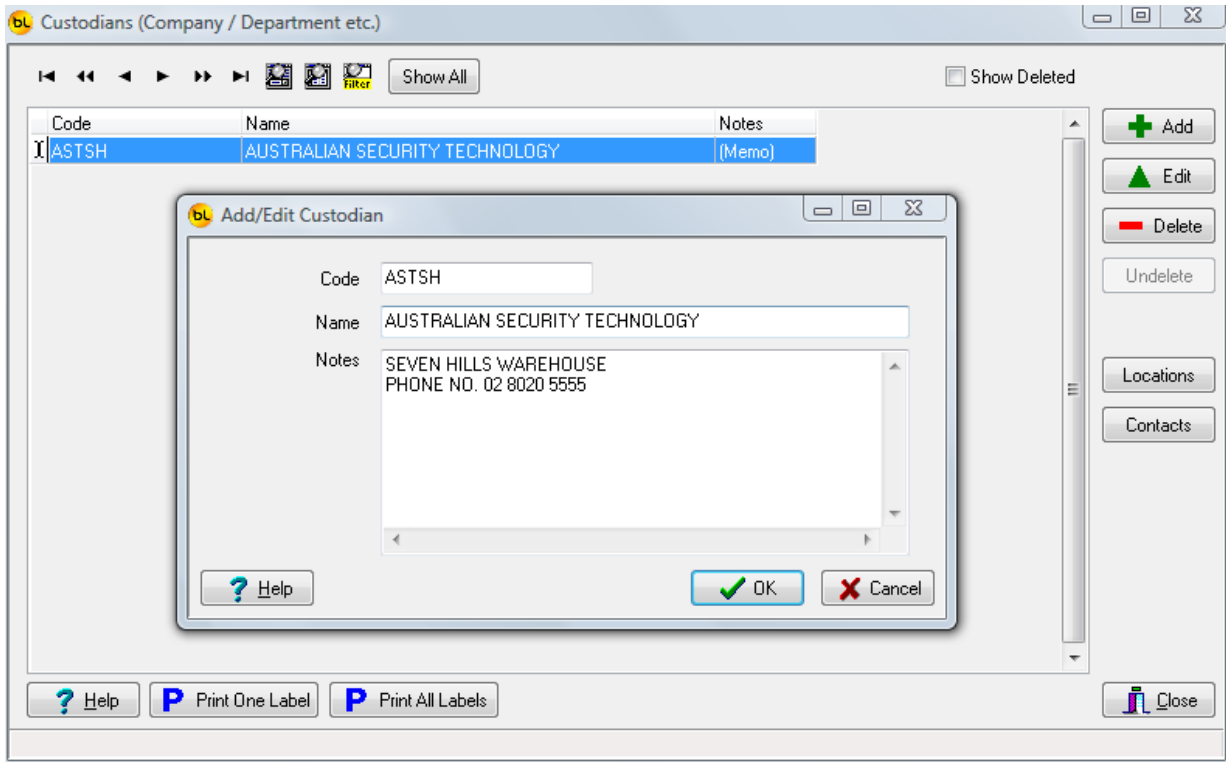
1. When opening the AssetTracker for the first time and trying to **Log On** the following window will come up asking for operator code and password. Please enter operator code as **Admin** and password as **Admin** (Please note that these are case sensitive) as shown below and Press **OK**.



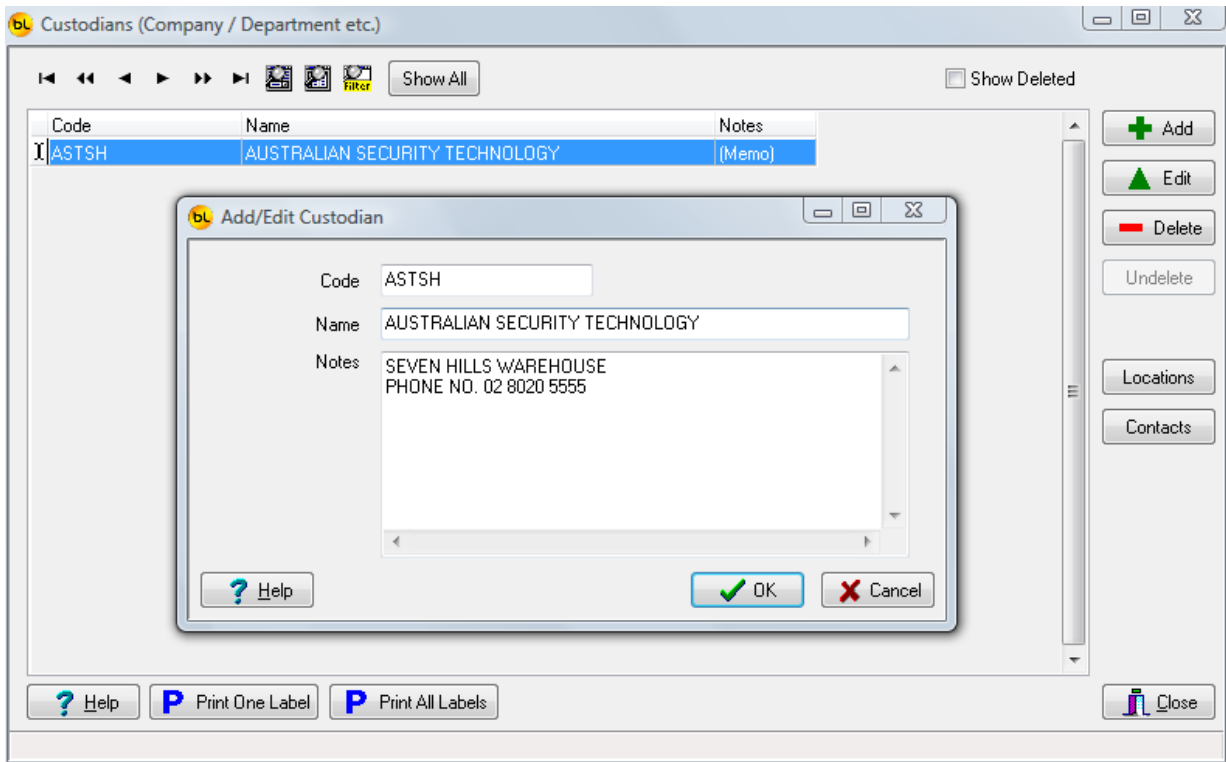
2. Once you have logged on successfully click on **Database** on top menu and select operator and the following window will come up. To add an operator click **add** button on your right and add operator details as shown below. Details about the security levels can be viewed by clicking help button on this window. An operator is a person who will be physically checking in and checking out the assets. An operator is a person who will be physically checking in and checking out the assets.



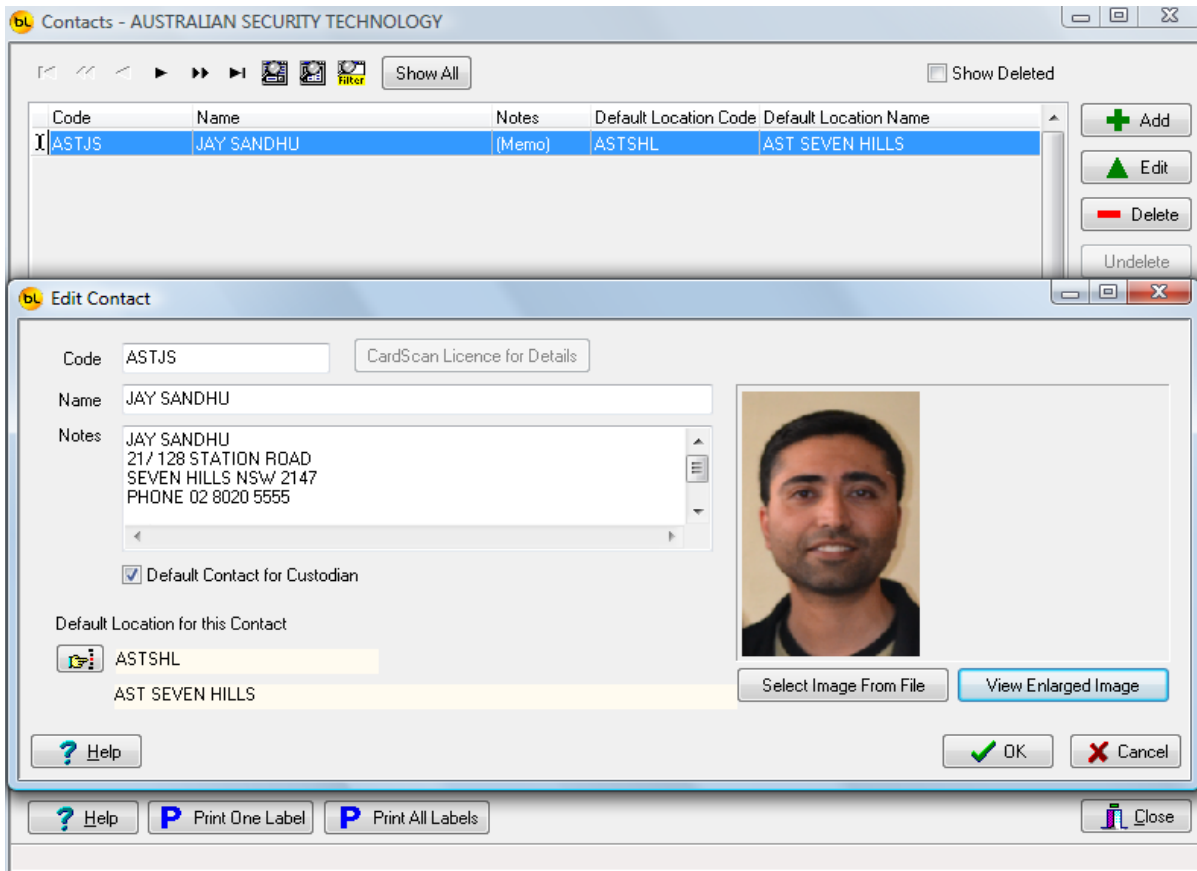
3. Once you have added operators in the asset tracker next step is to add custodians, a custodian is owner of the site and assets. To add custodian, click custodian button on the main window and click **add** button and a window will open up as shown below asking for custodian detail, fill in the required details and press **ok**.



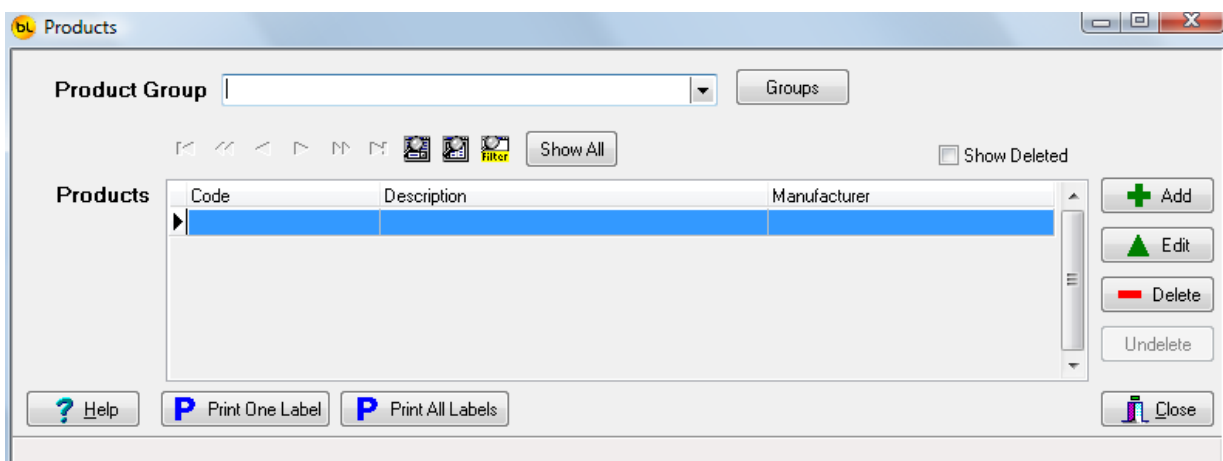
4. Next step is to add locations and contacts for the custodians and this can be done by clicking locations and contacts button on the above window. Location describes the physical location of the custodian as show below and contact describes the contact details of the custodian.



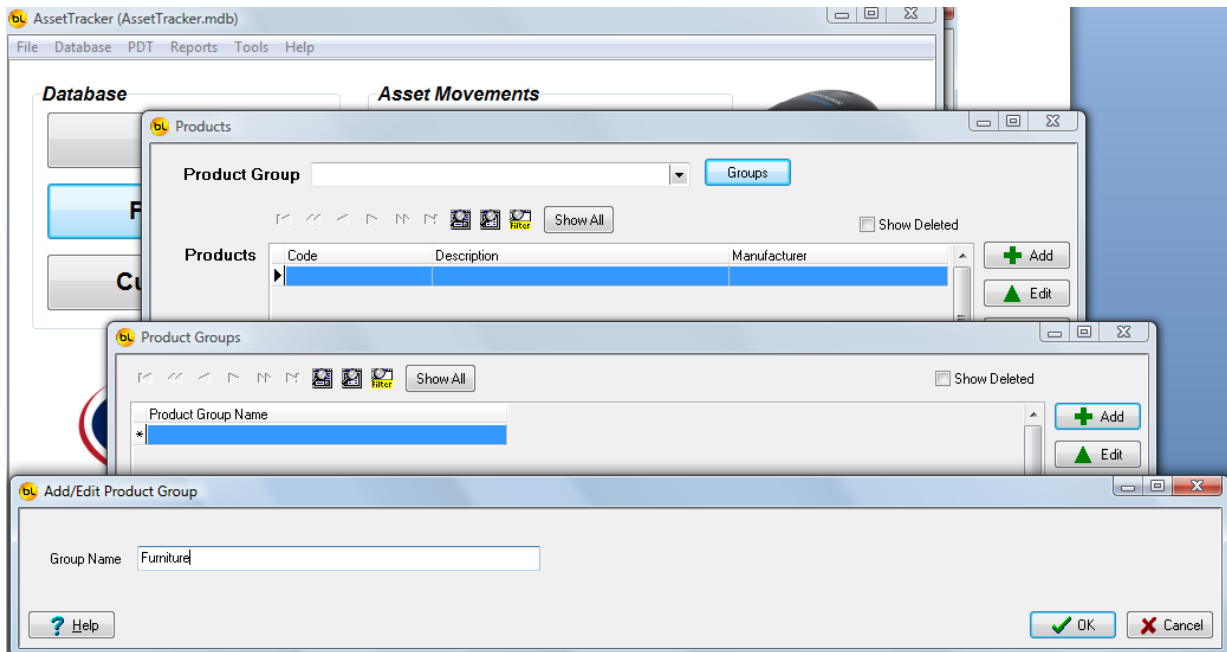
Similarly we can add contacts for the custodian as shown below. If you have only one custodian and only one location and one contact then it is recommended that you tick the box where it says default contact for custodian and default location for this contact as shown below. An image of the contact can be added on this window by clicking **select image from file**. The image file should be in .bmp format.



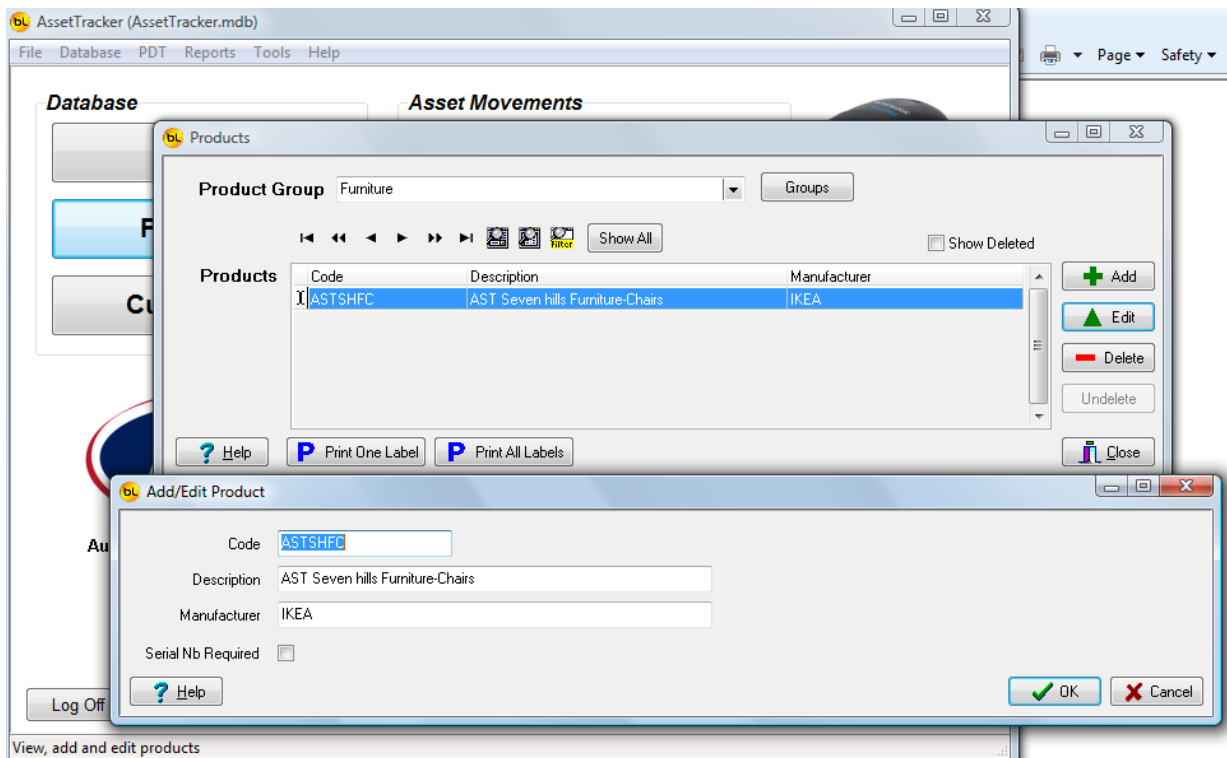
5. Products can be added to the Asset Tracker by clicking on products button on the main window but before adding the products we need to add product Groups and this can be done by clicking **Groups** button in the window shown below.




Click **add** button and Enter the products group name for example Furniture in the window and click **OK**.

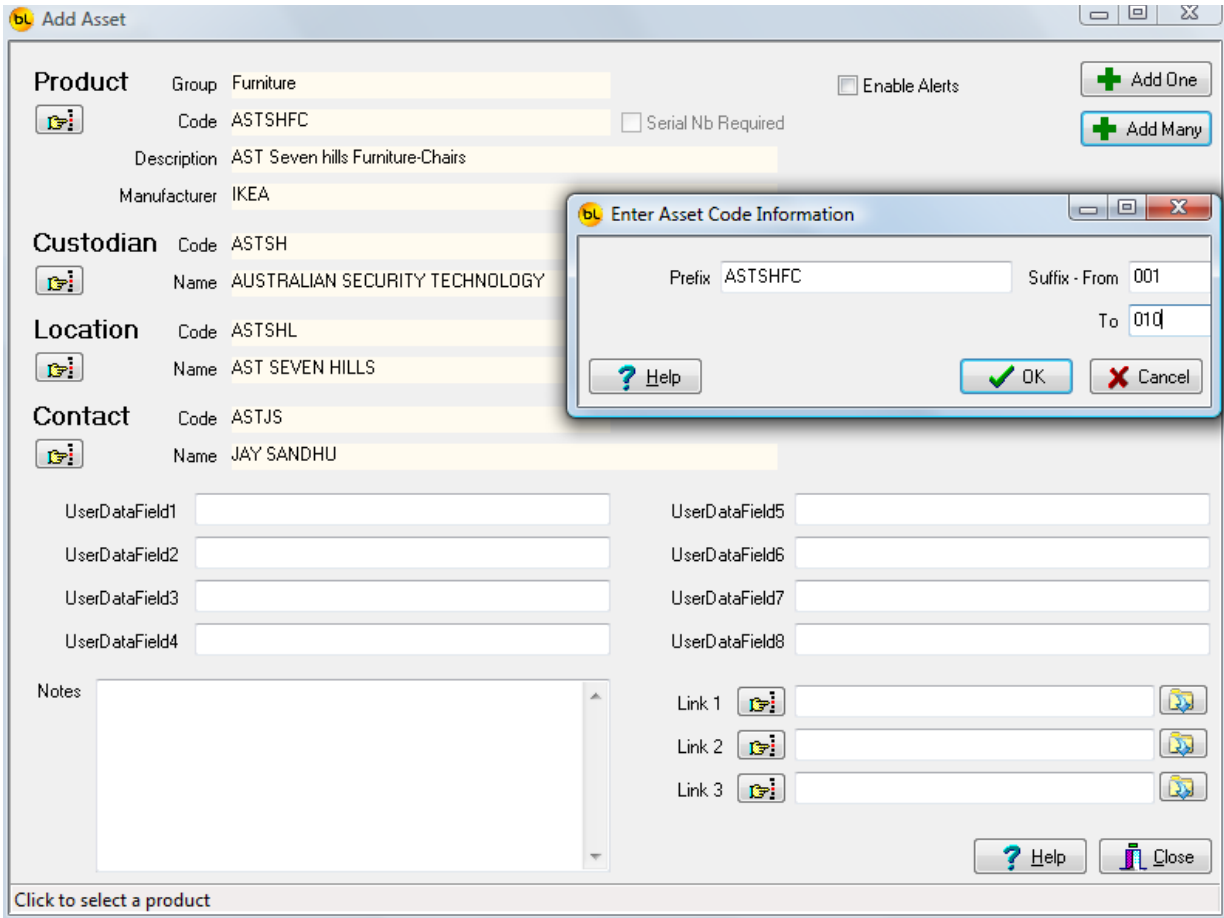


6. Now you can add products under the product group “Furniture” as shown below. A product code ASTSHFC with description AST seven hills Furniture-chairs manufactured by IKEA is added.

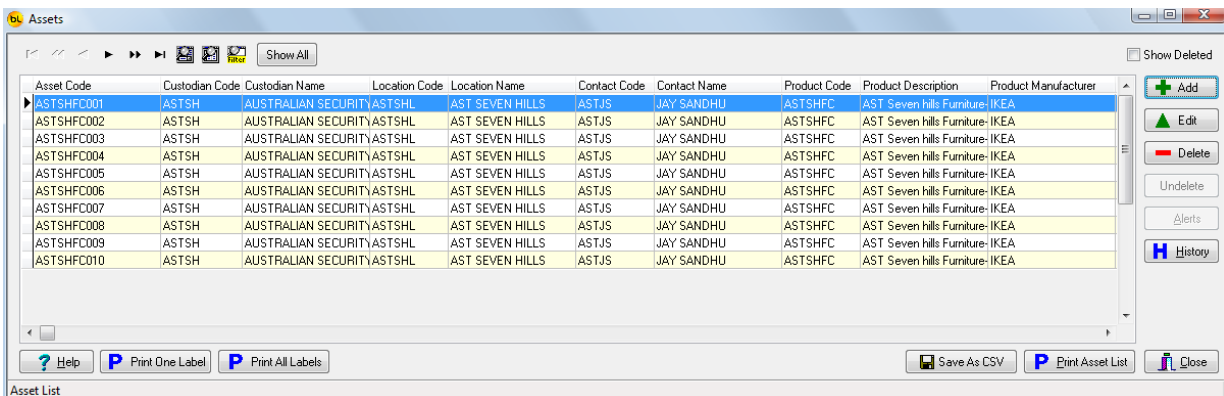


7. To add assets to AssetTracker click assets on the main window and click add button on the following window. Once you have clicked Add button a window will open asking for all the details related to the asset for example Product group it belongs to this can be done by clicking  and selecting product and clicking **OK**. One asset or many assets can be added to this product. For example we can

add many chairs or one chair as asset belonging to group furniture and product chair. If you choose to add one chair, software will ask you for a asset code which could be ASTSHFC. But if you choose many assets say ten chairs to be added to the product, software will ask for a prefix and a suffix which can something as shown below.




This will add ten chairs as assets to the AssetTracker as shown below.



The barcode label for each chair (asset) can be printed by clicking **Print One Label** or **Print All Labels** on the bottom bar. You will note that bigger the asset code, bigger the barcode. We recommend that you keep the asset code as small as possible so that it can be accommodated in most of the label sizes.



The options for the barcode can be accessed by going to **Tools** and **Options** and **System Options** here you can select Asset Label Title, and size of the barcode by going to **Environment Options** on the same window.

You will notice that most of the windows that come up will have help button  if you are not sure of anything please press this button and you can see all the information related to that window.

8. Next step is to check out the assets enrolled earlier into the system. To check out the asset from the system click **check asset out** on the main window and enter details of assets of that you are checking out in the below window. You can also scan the asset barcode and the system will automatically fill in the details.

Quick Check Out

Check Out From
System Owner **AUSTRALIAN SECURITY TECHNOLOGY**
System Location **AST SEVEN HILLS**

Check Out To
Scan or Type
Contact Code [CardScan Licence for Details](#)
or Select
Custodian
Location
Contact

Asset Code [Add Alert](#)

Code	Serial Nb
UserDataField1	UserDataField5
UserDataField2	UserDataField6
UserDataField3	UserDataField7
UserDataField4	UserDataField8

[? Help](#)
[P Print](#)
[Close](#)