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1

Introduction

Everyone who has worked with fixed asset inventories knows they are anything but fixed. The inventories may appear momentarily static, but they never remain fixed. There are just too many uncontrollable elements working against your meticulous bookkeeping: new purchases, obsolescence, disposals, lost or stolen goods, and even re-organizations. FAS 100 Asset Inventory puts you back in control and makes your inventory tasks much easier.

Did you ever wish you had a magic wand that you could wave over an asset to automatically receive all of that asset's information? With FAS 100 Asset Inventory, you can. After you enter the assets into the system, you just move the portable bar code reader over an asset's bar code label, verify the asset, receive the data, and after reconciliation, receive an asset's entire history through a report. The bar code reader also helps you gather information by letting you enter asset information directly into the reader—no more deciphering your co-workers' handwriting.

Here are some of the benefits you'll discover from using the application:

- Easy entry and manipulation of fixed asset data.
- The flexibility of fully customizable asset fields.
- Printing bar codes of most fields for data consistency during an inventory.
- The ability to conduct an inventory either locally or at remote sites.
- Simple yet streamlined inventory methodologies.
- Powerful yet simple inventory reconciliation procedures.
- Complete inventory review reports.
- Inventory and individual asset histories.

Welcome to Sage FAS Fixed Assets

Welcome to the world of Sage FAS! Understanding fixed asset management takes the right experience. For almost two decades, Sage FAS has remained the industry's most reliable, most respected name in fixed asset management. Today, Sage FAS is hard at work for more than 25,000 fixed asset managers nationwide. In fact, we outsell every other package three to one. For fixed asset management done right, there's just one choice: Sage FAS. For information about the rest of the Sage FAS line of fixed asset management solutions, contact your Sage FAS sales representative, or visit our web site at www.sagefas.com.

Customer Support

Sage FAS offers the best service and support right from the start. Our Sage FAS SupportPlus members benefit from numerous time and money saving benefits, as described below. For additional information, call 800-368-2405.

- **Free Upgrades**

You'll be the first in line to receive the latest version of application changes. You'll receive product enhancements that make it easier and faster to manage your assets. They're all based on customer requests and the very latest technological advances.

- **Sage FAS Expertise**

Fast, accurate answers to your questions are just a toll-free call away. The top-notch team of experts is dedicated to providing you with excellence in service and technical support.

- **Sage FAS Newsletter**

The information-packed FASforward newsletter covers the latest in effective fixed asset management every quarter. You'll pick up important news about trends, learn how your fellow users are handling tricky fixed asset management issues, hear program tips and short-cuts from the depreciation experts and more.

■ Electronic Services

Electronic customer support is just a keystroke away. Access the web site at www.sagefas.com/support to receive the following services:

- Visit the Sage FAS SupportPlus Online area of our web site for online support services.
- Access the Solution Center knowledge base for self-service technical support. Simply enter your question. Don't worry about fancy technical language; Solution Center understands plain English. Just ask your question, and Solution Center shoots back an answer.
- Read about new products.
- Exchange messages with other FAS 100 Asset Inventory customers in the Discussion Forum to learn how they get the most from their application.
- Subscribe to FAS Tech Flash, an electronic newsletter that highlights useful technical and product information—such as troubleshooting tips, answers to frequently-asked questions, updates available for download, and other technical matters that are posted in the Sage FAS SupportPlus Online area—with links that will connect directly to the site.
- Download the applications and user's guides, as well as free demos of other Sage FAS products.

For information on contacting Customer Support from within the application, see "[Contacting Sage FAS](#)," page 2-4.

What Kind of Readers Does the Application Support?

In addition to the Virtual Reader, the application supports several brands of readers. You can find a list of the readers supported by Sage FAS at www.sagefas.com/hardware.

What Kind of Bar Code Symbology Does the Application Support?

There are many kinds of bar code symbologies on the market these days. The application takes advantage of one of the easiest and most widely used symbologies available: Code 39. Contact your Sage FAS representative for details.

Key Steps in Implementing the Application

Working with the application is only one part of a much larger process. Other parts of the process include preparing for the inventory, taking the inventory with the portable reader, analyzing the results, and correcting problems. In addition, there are several other one-time implementation steps necessary for you to get started with the system. Following is a possible implementation plan you could follow.

- **Install FAS 100 Asset Inventory**

Use the installation instructions, provided in the *FAS 500 Fixed Assets Installation & Administration Guide*, to install the product on your computer.

- **Set Up an Organization**

Create and set up a new organization to store your asset data. Or you can attach to an existing organization in FAS 100 Asset Inventory.

- **Customize Fields**

The system has 51 fields you can use to describe your assets. To tailor the application to the specific needs of your organization, you can customize the fields within the system. However, since there are ten FAS 100 Asset Inventory user defined fields and five additional user defined fields for FAS 100 Asset Accounting users, you might not find it necessary to change any of the predefined fields.

- **Choose an Asset Tag Field**

From all of the fields in the application that describe your assets, you must choose one of them as the Asset Tag Field. The Asset Tag Field is the field translated into the bar code symbology appearing on the asset's bar code label. Not all

fields can be set up to be the Asset Tag field, since the field you choose should contain a unique value for each asset. We recommend using the Tag Number field as the Asset Tag field. This field should always contain a unique value and should not be blank.

■ **Set Up the Portable Reader**

The application provides a simple, automated process that helps you identify the portable readers you will use to take the inventory. If you do not have a portable reader, we recommend you consider purchasing one.

■ **Purchase or Print Bar Code Labels**

You must decide whether you want to purchase pre-printed bar code labels or print them using the application. There are pros and cons to each decision. For more information, see [“Purchasing Pre-Printed Labels,” page 4-2](#). We provide custom labels tailored to your environment.

■ **Verify the Bar Code Labels**

If you decide to print your own bar code labels using the application, you should verify the accuracy of your labels.

■ **Label the Locations**

If your assets are in multiple locations, you can label the entrance to each location. Then, rather than manually entering the location for each individual asset, you can scan the location label once and apply it to every asset in the location.

■ **Label the Assets and Gather Asset Data Information**

There are a number of ways to approach the gathering of asset data information. You might already have the data on hand in another source. In this case, you would begin entering data directly into the application. You might have your asset data contained in a FAS 100 Asset Accounting database. If so, you simply attach FAS 100 Asset Inventory to that database. Or, you might need to gather your asset data from scratch. If this is the case, you can collect the information as you attach the bar code labels to your assets.

■ **Enter Data**

After you gather your asset data, use the Asset menu to enter the data into the application. This step depends on your data collection method. If you have already entered your assets into the application, this step is not necessary. Also, you can import asset data into the application from a file that you create with a range of software applications, including spreadsheet programs.

■ **Conduct the Inventory**

Conduct the inventory using the portable reader or the FAS Virtual Reader. As you begin taking inventory in each new location, type in the location code or read the location label. Then read the bar code label for each asset in the location.

■ **Reconcile the Inventory**

If you find discrepancies in the inventory, use the built-in Reconciliation report, which guides you through the process of reconciling your inventory.

■ **Analyze the Results**

After you conduct the inventory, you will want to run reports that show inventory exceptions, such as missing assets or assets in the wrong location.

2

Getting Started

FAS 100 Asset Inventory is a straightforward, easy-to-use bar code and inventory management application. Its interface is designed to get you up and running quickly. We are sure you will master the basics in only a few hours, ensuring that you begin to reap the benefits of an automated inventory system almost immediately. Once you get deeper into the program, you will notice that the simplicity of the interface takes nothing away from the power of the program itself. The application contains all the features and power you need to perform even the most complex bar coding and inventory processes. This chapter guides you through the initial tasks involved in getting the system up and running.

Installing the Application

This chapter assumes you have already installed the application on your computer. Installing FAS 100 Asset Inventory is a simple task that takes only a few minutes. For complete instructions on installing the application, please refer to the *FAS 100 Fixed Assets Installation & Administration Guide*.

Installing FAS 100 Asset Inventory - Network Edition

The process of installing the FAS 100 Asset Inventory - Network Edition differs from installing the standard version of FAS 100 Asset Inventory. Please read the *FAS 100 Fixed Assets Network Edition Installation & Administration Guide* for more information.

Starting the Application

The FAS 100 Asset Inventory software icon appears in the FAS Solutions group by default.

To start the application

1. Click the Start button on the Windows taskbar, and then select Programs from the Start menu.
2. Select FAS Solutions from the Programs submenu, and then select the FAS 100 Asset Inventory software group.
3. Select the FAS 100 Asset Inventory software icon.

The application opens and displays the main window. If security is enabled, you must enter your user name and password. For more information, see [“Entering a User Login and Password,” page 2-7](#).

Note If you are using Windows authentication and have entered a user name and password to log into your workstation, you do not need to enter a password to use the application. See [“Switching to Windows Authentication,” page 2-32](#).

We have provided demonstration data for an organization called “My Organization.” This demonstration data makes it much easier for new users to learn the application. Depending on whether you are a new user, or the first user of the application for your organization, My Organization might open automatically after startup. If not, you can open it as you would any other organization. See [“Opening an Existing Organization,” page 2-54](#).

Getting Help

There are many ways to learn to use the application. Your options include:

- Using the online Help system
- Viewing the online user's guide
- Contacting Sage FAS
- Sage Live Connect

Using Online Help

Sometimes the quickest way to get help with the application is to use its extensive online Help. All Windows-based online Help systems contain three main sections—Contents, Index, and Search. The Contents section presents the information contained within the online system in an easy-to-follow manner. The Index and Search features allow you to quickly locate specific information.

To activate the online Help

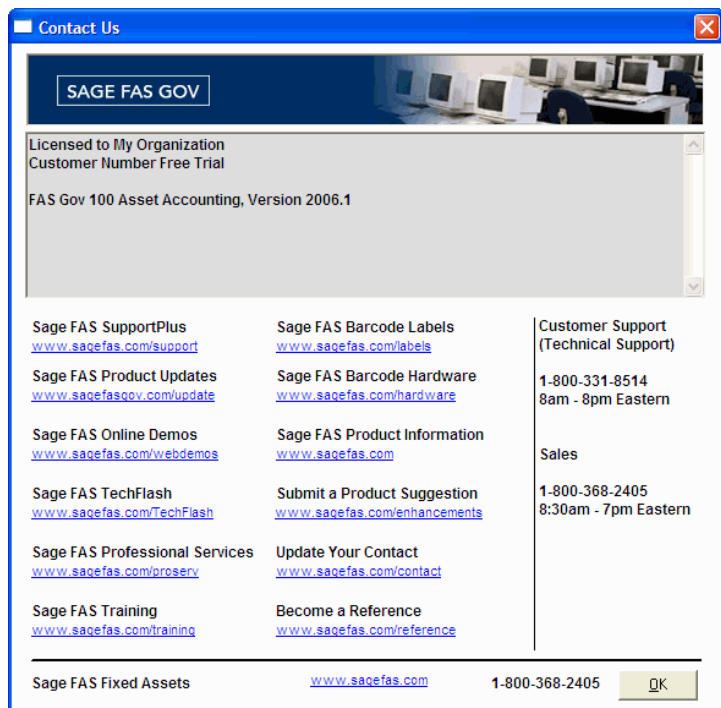
1. Select Help/Contents from the menu bar. The online Help screen appears.
2. Do one of the following:
 - Click the Contents tab to explore the Table of Contents.
 - Click the Index tab to find a topic by entering an index key word.
 - Click the Search tab to search for any word or phrase in the online Help.
 - Click the Favorites tab to add the current topic to a list of favorite topics, so you can quickly locate it at a later time.

Contacting Sage FAS

Sage FAS operates a web site for our customers. You can quickly access various pages on this web site from the Help menu.

To contact Sage FAS

1. Select Help/Contact Us from the menu bar. The Contact Us screen appears.



2. Click on a link to receive customer support, find information about training opportunities, view online demos of our products, purchase barcode labels or barcode hardware, or to send us a product suggestion.

Sage Live Connect

The Sage Live Connect option on the Help menu allows you to connect your computer directly to a Customer Support representative. The Customer Support representative can then take control of your computer to more quickly diagnose your computer's problem.

Before using the Sage Live Connect feature, you must first contact Customer Support by calling 800-331-8514. If the Customer Support representative decides that taking control of your computer would be helpful, you will be asked to click on Sage Live Connect.

To access Sage Live Connect

1. At the request of a Customer Support representative, select Help/Sage Live Connect from the menu bar. A screen appears that provides further instructions.

Note You must have access to the Internet to use the Sage Live Connect.

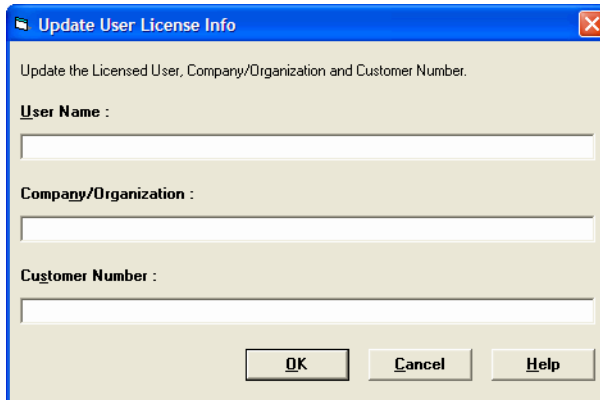
Updating Your Customer Number

After you purchase the application, you will be given a customer number. You must have your customer number when you call Customer Support with a question about using the application.

After you receive your customer number, you can enter it in a screen so it will be readily available when you need it.

To update your customer number

1. Select Help/Update User License Info from the menu bar. The Update User License Info screen appears.



Update User License Info

Update the Licensed User, Company/Organization and Customer Number.

User Name :

Company/Organization :

Customer Number :

OK Cancel Help

2. Enter your name, the name of your company or organization, and your customer number. For more information, see [“Completing the Update User License Info Screen,” page 2-6.](#)
3. Click OK.

You can view your customer number at any time from the Help menu. For more information, see [“Viewing Your Customer Number,” page 2-7.](#)

Completing the Update User License Info Screen

Follow the guidelines below to complete the fields on the Update User License Info screen.

- **User Name**
Use this field to enter your name.
- **Company/Organization**
Use this field to enter the name of your company or organization.
- **Customer Number**
Use this field to enter your customer number. Your customer number is located on the package list that comes with your software. If you cannot find your customer number, you can call Customer Service at 800-368-2405.

Viewing Your Customer Number

You must have your customer number when you call Customer Support with a question about using the application.

To view your customer number

1. Select Help/About FAS Asset Inventory from the menu bar. A screen appears containing information about your application, including your customer number.

Entering a User Login and Password

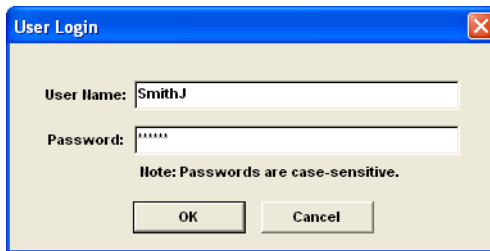
If security is enabled, you must enter your user login name and password to access the application.

Note If you are using Windows authentication and have entered a user name and password to log into your workstation, you do **not** need to enter a password to use the application. See [“Switching to Windows Authentication,” page 2-32](#).

You must get your user login name from your system security supervisor. Your temporary password is the same as your user login name. Once you log into the application, you can change your password. For more information, see [“Changing Passwords,” page 2-8](#).

To enter a user login name and password

1. Start the application. The main application screen and the User Login screen appear.



2. Type your user name in the User Name field.
3. If you are using the Windows Authentication security mode, type the domain name in the Domain field. For more information, see [“Selecting a Security Mode,” page 2-31.](#)

Note If you are logging in as the Supervisor, the Domain field is unavailable. Supervisors are not required to enter the Domain name.

4. Type your password in the Password field, and then click OK.

Note Passwords are case-sensitive. That is, MyPassword and MYPASSWORD are two different passwords.

The application closes the User Login screen. You now have access to only those functions your system security supervisor defined for you.

Changing Passwords

To change your password you must be logged into the application using your old password. If you've lost your old password, ask your system security supervisor to reset it back to your user name.

To change your password

1. Select File/Password Security/Change Password from the menu bar. The Change Password screen appears.

A screenshot of a 'Change Password' dialog box. The title bar is blue with the text 'Change Password' and a red close button. The main area has a light beige background. It contains a label 'Username: SUPERVISOR' at the top. Below it are three input fields: 'Old Password:' with masked characters '****', 'New Password:', and 'Confirmation:'. To the right of these fields are three buttons: 'OK', 'Cancel', and 'Help'. At the bottom, there is a note: 'Note: Passwords are case-sensitive.'

2. Complete the Change Password screen, then click OK.

Completing the Change Password Screen

Follow the guidelines provided below to complete the fields on the Change Password screen.

- **User Name**
This field displays the name of the current user. You can only change the password for the currently logged-in user.
- **Old Password**
Use this field to type your old password as a security verification.
- **New Password**
Use this field to enter the new password you want to use.
- **Confirmation**
Use this field to re-enter and verify the new password. This ensures that you have not made a typing mistake and thereby typed in a password that you won't be able to access.


Note Passwords are case-sensitive. That is, MyPassword and MYPASSWORD are two different passwords.

Exiting the Application

There are a number of ways you can exit the application.

To exit the application

Do any one of the following:

- Select File/Exit from the menu bar.
- Press ALT+F4.
- Double-click the Control Menu box in the upper left corner of the screen.
-  • Click the close box button in the upper right corner of the screen.

The application returns to the Windows desktop.

Configuring the Application

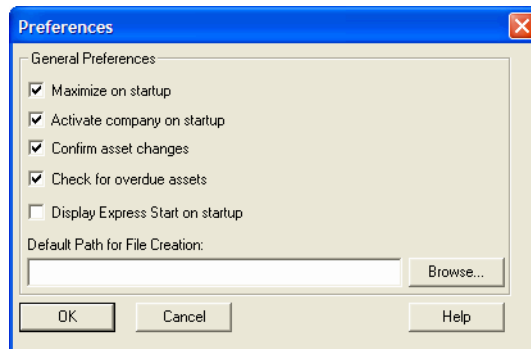
Before proceeding any further, you should configure your software to reflect the individual needs of your organization. There are three items on the File menu that you can use to specify your organization's needs: Preferences, Print Setup, and Database Manager. For more information, see [“Setting Your Preferences,”](#) page 2-11, [“Setting Up the Printer,”](#) page 2-41, and [“Storing Your Data - the Database Manager,”](#) page 2-41.

Setting Your Preferences

The Preferences menu item allows you to specify how you want the application to operate.

To set your preferences

1. Select File/Preferences from the menu bar. The Preferences screen appears.



2. Complete the Preferences screen. For more information, see [“Completing the Preferences Screen,” page 2-12.](#)
3. Click OK. The application activates your preferences.

Setting the Default Folder for File Creation

You can specify a default folder for files created by the application. After you specify the folder, it becomes the default folder for the following activities:

- exporting files
- importing files
- backing up organizations
- restoring backed-up organizations

- adding images to the Image Manager
- saving and loading a field list during an inventory setup

To specify the default folder for file creation

1. Select File/Preferences from the menu bar. The Preferences screen appears.
2. Click the Browse button to select the default folder. After you select the folder, the directory path to the folder appears in the Default Path for File Creation field.
3. Click OK to close the Preferences screen.

Completing the Preferences Screen

Follow the guidelines provided below to complete the fields on the Preferences screen.

Note The preferences that you select on this screen apply only to the individual workstation.

The application offers you several options that allow you to specify how you want your application to operate.

■ Maximize on Startup

Select this check box if you want the application to automatically maximize the application screen every time you start the application. The default is On.

■ Activate Organization on Startup

Select this check box if you want the application to open the last organization you worked in each time you start the application. The default is On.

■ Confirm Asset Changes

Select this check box if you want the application to require confirmation before changing asset information. The default is On.

■ **Check for Overdue Assets**

Select this check box if you want the application to notify you of checked-out assets that are past due. The default is On.

■ **Display Express Start on Startup**

Select this check box if you want the application to display Express Start each time you start the application. The default is On. (You can change this setting only if “Activate Organization on Startup” is checked.) For more information, see [“Express Start,” page 3-5](#).

■ **Default Path for File Creation**

Use this field to specify the default folder for creating files in the application. The folder that you select becomes the default folder for exporting files, importing files, backing up and restoring organizations, adding images to the Image Manager, and saving and loading a field list during an inventory setup. See [“Setting the Default Folder for File Creation,” page 2-11](#).

□ **Browse Button**

Click this button to select the default folder for file creation.

Setting User Security

The security feature enables you to define the kind of access each of the users in your organization has to the application’s many functions. You might want some users to have access only to data entry functions, while you might want others only to be able to read the information in the database but not to be able to change data. You can specify all of this and more with the application’s security feature.

Security is implemented through the use of login names and passwords and through security profiles. A security profile is a detailed specification of a security level as defined by what a user can and cannot do or what a user can or cannot access. You can have many security profiles. For instance, you might have a security profile named Managers. This profile might specify access to everything in the application to those users who are assigned this profile. You might have another security profile named Data Entry. This profile can specify access only to functions

associated with data entry. It can disable access to the application's more advanced functions.

The first profile you'll use is the Supervisor profile. This predefined profile grants access rights to everything in the application.

Caution The first task you'll perform in setting up security is to assign a password to the Supervisor profile. Do not lose this password. If you lose the password assigned to the Supervisor, once you enable system security you'll be locked out of the application. To obtain a new supervisor password, fax your request to our Customer Support department (866-856-6844) on your organization's letterhead. The fax should include a brief statement requesting a temporary password, your customer number, an authorized signature, and a job title. A customer support analyst will respond within 24 hours of receiving your fax.

There are two levels of password security:

- System level security
- Organization level security

System level security specifies the type of access a user has to application functions. Organization level security specifies what the user can and can't do to the data in an organization. You can create different profiles for different organizations for the same user.

Setting user security is a four-step process:

- Assign a supervisor password and enable system security. For more information, see ["To assign a supervisor password and enable system security,"](#) page 2-15.
- Create system level security profiles. For more information, see ["To create system level security profiles,"](#) page 2-17.
- Create organization level security profiles. For more information, see ["To create organization level security profiles,"](#) page 2-18.
- Assign profiles to users. For more information, see ["Assigning User Privileges,"](#) page 2-24.

To assign a supervisor password and enable system security

Once system security is enabled, every user must have a login name and a password to enter the application.

Note Passwords are case-sensitive. That is, MyPassword and MYPASSWORD are two different passwords.

1. Select File/Password Security/Supervisor from the menu bar. The Assign Supervisor Password screen appears.

A screenshot of a Windows-style dialog box titled "Assign Supervisor Password". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains the text "Enter a password to be assigned to the Supervisor Login." followed by two text input fields. The first field is labeled "Password:" and the second is labeled "Confirmation:". Below the fields is a note: "Note: Passwords are case-sensitive." At the bottom are two buttons: "OK" and "Cancel".

2. Type a password in the Password field, and then re-type the password in the Confirmation field.
3. Click OK. The Supervisor screen appears. See [“Completing the Supervisor Screen,” page 2-19.](#)

The Supervisor dialog box is titled "Supervisor" and contains the following elements:

- System Security Enabled:** A checked checkbox.
- Security Mode:** Two radio buttons: "Windows Authentication (recommended)" (unchecked) and "Application Authentication" (checked).
- What is a security mode?:** A blue hyperlink.
- Organization Security:** A section containing:
 - Name:** A dropdown menu currently showing "My Organization".
 - Organization Security Enabled (Requires System Security to be enabled):** An unchecked checkbox.
- User List Table:** A table with three columns: User Name, System Profile, and Organization Profile. It lists four users: John Wagner, Mary Taylor, Nancy Kirk, and Tom Smith.
- Buttons:** "OK", "Cancel", "Reset User Password", "Rename User", and "Help".

User Name	System Profile	Organization Profile
John Wagner	System Data Entry	Organization Data Entry
Mary Taylor	System Data Entry	Organization Data Entry
Nancy Kirk	System Manager	Organization Manager
Tom Smith	System Manager	Organization Manager

4. Select the System Security Enabled check box.
5. Select an organization in the Name field, then select the Organization Security Enabled check box to enable security for that organization.
6. Complete the rest of the Supervisor screen, then click OK.

To create system level security profiles

1. Select File/Password Security/Define Profiles/Define System Profiles from the menu bar. The Define System Profiles screen appears.

Define System Profiles

Profile Security Levels

Profile Name:
 <Default System Profile>

System Level Security	None	Read	Edit
File			
New Organization			✓
Open Organization			✓
Edit Organization			✓
Delete Organization			✓
Print			✓
Preferences			✓
Password Security			
Define Profiles			✓
Assign User Privileges			✓
Database List Manager			✓
Import			✓
Export			✓

Buttons: OK, Cancel, Add, Delete, Rename, Help

2. Complete the Define System Profiles screen, and then click OK. For detailed information, see [“Completing the Define System Profiles Screen,”](#) page 2-21.

To create organization level security profiles

Organization level security specifies what the user can and cannot do to the data in an organization.

1. Open the organization for which you want to create organization-level security profiles.
2. Select File/Password Security/Define Profiles/Define Organization Profiles from the menu bar. The Define Organization Profiles screen appears.

Organization Level Security	None	Read	Edit
Edit			
Copy			✓
Paste			✓
Search			✓
Replace			✓
Go to Asset			✓
Select All			✓
Deselect All			✓
View			
New Group View			✓
Select Groups			✓
Spreadsheet View			✓
Settings			✓
Toolbar			✓
Status Bar			✓

3. Complete the Define Organization Profiles screen, and then click OK. For detailed information, see [“Completing the Define Organization Profiles Screen,”](#) page 2-23.

Completing the Supervisor Screen

The Supervisor screen is a dialog box with a blue title bar and a close button. It contains the following elements:

- System Security Enabled:** A checked checkbox.
- Security Mode:** Two radio buttons: "Windows Authentication (recommended)" (unselected) and "Application Authentication" (selected). A link "What is a security mode?" is below.
- Organization Security:** A section with a "Name:" label and a dropdown menu showing "My Organization". To the right is a checkbox "Organization Security Enabled (Requires System Security to be enabled)" which is unchecked.
- User Profiles Table:** A table with three columns: "User Name", "System Profile", and "Organization Profile".

User Name	System Profile	Organization Profile
John Wagner	System Data Entry	Organization Data Entry
Mary Taylor	System Data Entry	Organization Data Entry
Nancy Kirk	System Manager	Organization Manager
Tom Smith	System Manager	Organization Manager
- Buttons:** "OK", "Cancel", "Help", "Reset User Password", and "Rename User".

Follow the guidelines provided below to complete the fields on the Supervisor screen.

- **System Security Enabled**

Select this check box to enable the system security. Once you enable system security, every user must have a login name and a password to enter the application.

- **Security Mode**

Use this field to select how the application handles the rules regarding user names passwords. For more information, see [“Selecting a Security Mode,” page 2-31.](#)

- ❑ **Windows Authentication (recommended)**

Click this option to allow the Windows operating system to handle the rules regarding user names and passwords.

- ❑ **Application Authentication**

Click this option to allow the FAS application to handle the rules regarding user names and passwords.

- **Name**

Use this field to select an organization for which you want to view user profiles or enable the organization level security.

This field displays the names of all organizations in the current database. If you want to access an organization in a different database, you must exit this screen and open an organization in the desired database. [“Opening an Existing Organization,” page 2-54.](#)

Note Select the <All Organizations> option in the Name field to locate a user name when you don’t know the organization to which the user has been assigned. Selecting the <All Organizations> option displays all of the users in the application, whether or not they have been assigned a system or organization profile.

■ **Organization Security Enabled**

Select this check box to enable security for the selected organization. This check box is available only if you click the System Security Enabled check box.

Note This check box is not available if you select the <All Organizations> option in the Name field.

■ **User Profiles List**

This field displays the profiles for each user in the selected organization.

■ **Reset User Password Button**

Click this button to reset the password for the selected user. Select the desired user in the User Profile List, and then click the Reset User Password button. A message confirms that the password has been reset to the user name. For example, when you select user MSMITH and click the Reset User Password button, the password for that user becomes “MSMITH.” See [“Resetting User Passwords,” page 2-35.](#)

■ **Rename User Button**

Click this button to rename the selected user. Select the desired user in the User Profiles List, and then click the Rename User button. A screen appears that allows you to enter a new user name and, if you selected Windows Authentication, a new domain. See [“Renaming a User,” page 2-36.](#)

Completing the Define System Profiles Screen

Define System Profiles

Profile Security Levels

Profile Name: <Default System Profile>

System Level Security	None	Read	Edit
File			
New Organization			✓
Open Organization			✓
Edit Organization			✓
Delete Organization			✓
Print			✓
Preferences			✓
Password Security			
Define Profiles			✓
Assign User Privileges			✓
Database List Manager			✓
Import			✓
Export			✓

Buttons: OK, Cancel, Add, Delete, Rename, Help

Follow the guidelines provided below to complete the fields on the Define System Profiles screen.

■ Profile Name

Use this field to select the name of the profile you want to view or edit. After you click the Add button to add a new profile, the application displays the new profile in this field.

■ System Security List

Use these fields to assign system security based on the following explanations of each field in the system security list. Shaded areas represent areas that do not apply to a specific function.

❑ System Level Security

This column displays the names of all the application functions for which you can impose security restrictions. To specify a security level for a function, click on one of the three security options in the columns to the right.

❑ None

Select the check box for this security option if you don't want to allow users assigned to this profile to access the specified application function.

☐ **Read**

Select the check box for this security option if you want to allow users assigned to this profile to read, but not edit, the data in the specified application function.

☐ **Edit**

Select the check box for this security option if you want to give users assigned to this profile all rights to the specified application function.

■ **Add Button**

Click this button to add a new profile to the system. The Add Profile screen appears. Type a name for the new profile you are adding, and then click OK. The application returns to the Define System Profiles screen, and then displays the new profile name in the Profile Name field.

■ **Delete Button**

Click this button to delete the security profile displayed in the Profile Name field. The application asks you to confirm your intention before deleting the profile.

■ **Rename Button**

Click this button to rename the security profile displayed in the Profile Name field. The Rename Profile screen appears, with the old profile name displayed. Type in the new name, and then click OK. The application returns to the Define System Profiles screen.

Completing the Define Organization Profiles Screen

Define Organization Profiles

Profile Security Levels

Profile Name:
Org. Manager

Organization Level Security	None	Read	Edit
Edit			
Copy			✓
Paste			✓
Search			✓
Replace			✓
Go to Asset			✓
Select All			✓
Deselect All			✓
View			
New Group View			✓
Select Groups			✓
Spreadsheet View			✓
Settings			✓
Toolbar			✓
Status Bar			✓

Buttons: OK, Cancel, Add, Delete, Rename, Help

Follow the guidelines provided below to complete the fields on the Define Organization Profiles screen.

■ Profile Name

Use this field to select the name of the profile you want to view or edit. After you click the Add button to add a new profile, the application displays the new profile in this field.

■ Organization Security List

Use these fields to assign organization security based on the following explanations of each field in the organization security list. Shaded areas represent areas that do not apply to a specific function.

❑ Organization Level Security

This column displays the names of all the organization level functions for which you can impose security restrictions. To specify a security level for a function, click on one of the three security options in the columns to the right.

☐ **None**

Select the check box for this security option if you don't want to allow users assigned to this profile to have access to the specified organization function.

☐ **Read**

Select the check box for this security option if you want to allow users assigned to this profile to read, but not edit, the data in the specified organization function.

☐ **Edit**

Select the check box for this security option if you want to give users assigned to this profile all rights to the specified organization function.

■ **Add Button**

Click this button to add a new profile to the security system. The Add Profile screen appears. Type a name for the new profile you are adding, and then click OK. The application returns to the Define Organization Profiles screen, and then displays the new profile name in the Profile Name field.

■ **Delete Button**

Click this button to delete the security profile displayed in the Profile Name field. The application asks you to confirm your intention before deleting the profile.

■ **Rename Button**

Click this button to rename the security profile displayed in the Profile Name field. The Rename Profile screen appears, with the old profile name displayed. Type in the new name, and then click OK. The application returns to the Define Organization Profiles screen.

Assigning User Privileges

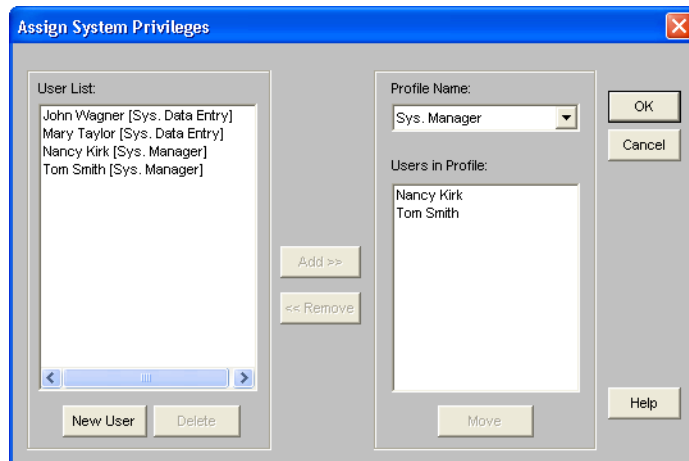
Once you've created security profiles, you must assign your users a system profile and an organization profile. After you assign users a profile, they only have access to the functions as specified in their profile.

If you're assigning user privileges for the first time, you must first create a user list.

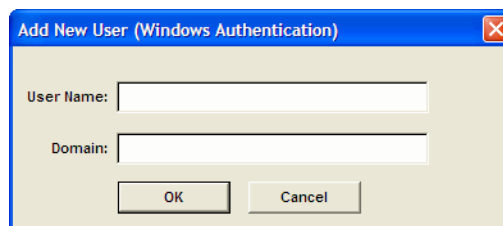
To create a user list

The application uses the names in the user list as the user's login ID. Create names on the user list as you would any other login IDs. You might want to use the same standard as with most network IDs: last name, followed by first initial.

1. Select File/Password Security /Assign User Privileges/ Assign System Privileges from the menu bar. The Assign System Privileges screen appears. See [“Completing the Assign System Privileges Screen,”](#) page 2-27.



2. Click the New User button. The Add New User screen appears.



3. Type a new user login name in the User Name field, and then click OK. If you are using Windows Authentication security mode, enter the Domain name. See [“Selecting a Security Mode,”](#) page 2-31.

Note Enter the computer name in the Domain field if you are running a standalone computer or you are in a Windows for Workgroups environment.

Warning Do not enter “Supervisor” as a user name. The word “Supervisor” is reserved for use by the application.

The application returns to the Assign System Privileges screen and displays the new user name in the User List field. By default, the application initially creates case-sensitive user passwords that are the same as the user login.

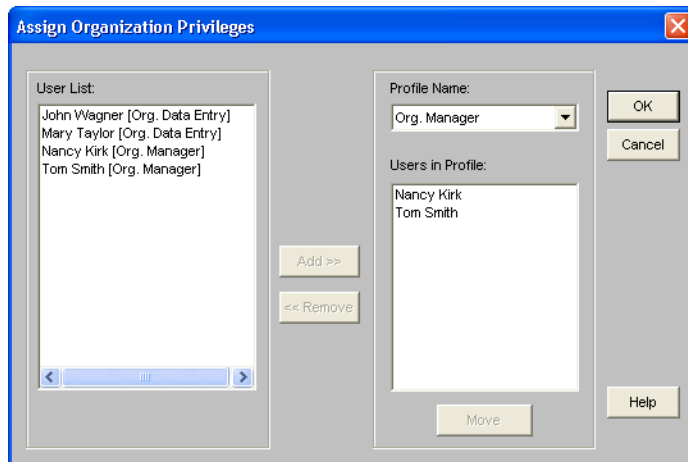
4. Repeat steps 2 and 3 for additional names.
5. Click OK to exit the Assign System Privileges screen, or complete the rest of the screen to assign profiles to your users.

To assign system profiles

1. Select File/Password Security/Assign User Privileges/Assign System Privileges from the menu bar. The Assign System Privileges screen appears.
2. Complete the Assign System Privileges screen, and then click OK. For detailed information, see [“Completing the Assign System Privileges Screen,”](#) page 2-27.

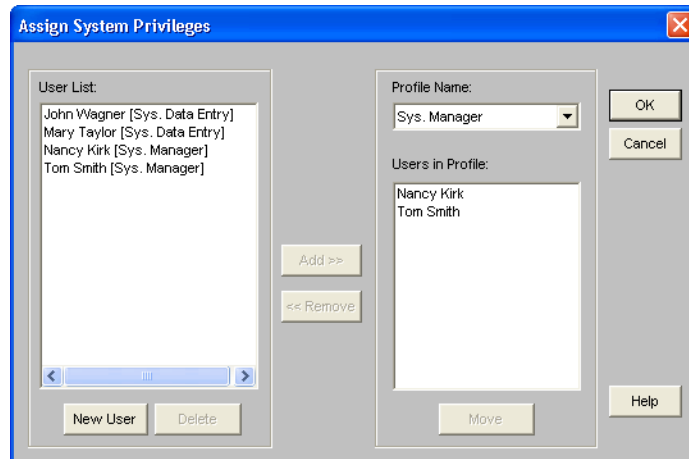
To assign organization profiles

1. Select File/Password Security/Assign User Privileges/Assign Organization Privileges from the menu bar. The Assign Organization Privileges screen appears.



2. Complete the Assign Organization Privileges screen, and then click OK. For detailed information, see [“Completing the Assign Organization Privileges Screen,”](#) page 2-29.

Completing the Assign System Privileges Screen



Follow the guidelines provided below to complete the fields on the Assign System Privileges screen.

■ **User List**

This field displays the names of all users in the application. Next to each user name, the application displays the system profile assigned to that user. Use this field to select the user names you want to add to the Users in Profile field, or that you want to delete from the User List field.

■ **Profile Name**

Use this field to select the system profile you want to assign to users. Once you select the profile, select users in the User List field, and then click the Add button.

■ **Users in Profile**

This field displays the names of all users associated with the selected profile. Use this field to select user names you want to remove from the profile or move to another profile.

■ **New User Button**

Click this button to add a new user to the application.

■ **Delete Button**

Click this button to delete selected users from the user list.

■ **Add Button**

Click this button to add selected users from the User List to the Users in Profile list to the right.

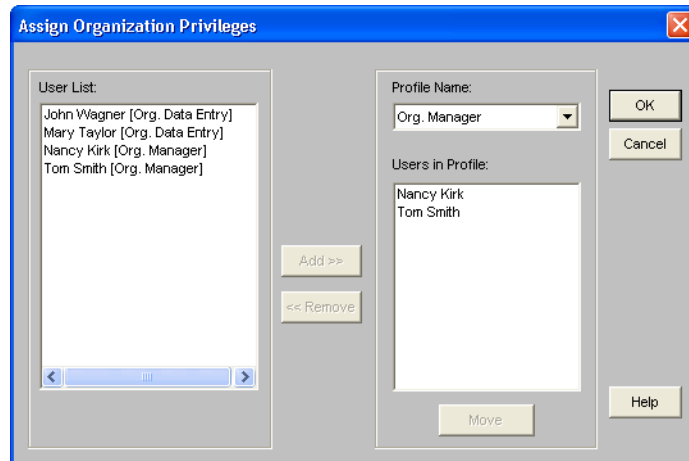
■ **Remove Button**

Click this button to remove selected users from the Users in Profile field. Removing users from the Users in Profile field removes all privileges assigned to those users' login names. You must reassign each user a new profile or they will not have access to the application. You can also use the Move button to accomplish both tasks more efficiently.

■ **Move Button**

Click this button to move a selected user in the Users in Profile field to another profile. Clicking this button displays the Move User screen. For detailed information, see ["Completing the Move User Screen," page 2-30.](#)

Completing the Assign Organization Privileges Screen



Follow the guidelines provided below to complete the fields on the Assign Organization Privileges screen.

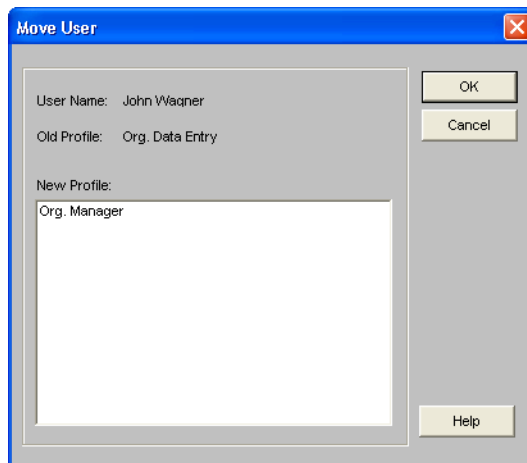
- **User List**
This field displays the names of all users in the application. Next to each user name, the application displays the organization profile assigned to that user. Use this field to select the user names you want to add to the Users in Profile field.
- **Profile Name**
Use this field to select the organization profile you want to assign to users. Once you select the profile, select users from the User List field, and then click the Add button.
- **Users in Profile**
This field displays the names of all users associated with the selected profile. Use this field to select the user names you want to remove from the profile or move to another profile.
- **Add Button**
Click this button to add selected users from the User List to the Users in Profile list to the right.
- **Remove Button**
Click this button to remove selected users from the Users in Profile field. Removing users from the Users in Profile field

removes all privileges assigned to those users' login names. You must reassign each user a new profile or they will not have access to the application. You can also use the Move button to accomplish both tasks more efficiently.

■ **Move Button**

Click this button to move a selected user in the Users in Profile list to another profile. Clicking this button displays the Move User screen. For detailed information, see [“Completing the Move User Screen,”](#) page 2-30.

Completing the Move User Screen

The image shows a Windows-style dialog box titled "Move User". It has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains three labels with corresponding text: "User Name: John Wagner", "Old Profile: Org. Data Entry", and "New Profile: Org. Manager". The "New Profile" text is inside a white rectangular box. On the right side of the dialog, there are three buttons: "OK", "Cancel", and "Help", arranged vertically. The "OK" and "Cancel" buttons are at the top, and the "Help" button is at the bottom right.

Follow the guidelines provided below to complete the fields on the Move User screen.

■ **User Name**

This field displays the name of the selected user you want to move from one profile to another.

■ **Old Profile**

This field displays the name of the profile to which the selected user is currently assigned.

■ **New Profile**

Use this field to select the new profile you want to assign to the selected user.

Selecting a Security Mode

The Security Mode refers to how the application handles the rules regarding user names and passwords. You have two options:

Windows Authentication (recommended): You allow the Windows operating system to handle the rules regarding user names and passwords. This option is recommended because password rules can be enforced by Microsoft Windows that are stricter, making your data more secure. For example, the rules can require that passwords have a minimum number of characters, contain both uppercase and lowercase characters, and expire after a certain amount of time. Under Windows Authentication, a unified logon process is enforced. You do not have to enter a password when you start the application (unless you are the Supervisor) because your Windows or network password becomes your password for using the Sage FAS application.

Note If you select the Windows Authentication security mode, we recommend the following:

- Each user should become a member of the Domain.
 - You should not use a blank password.
-

Application Authentication: The Sage FAS application handles the rules regarding your user name and password. These rules are less strict than under Windows Authentication, and a separate logon process is required at application startup.

To select a Security Mode

Do one of the following:

- To change to Windows Authentication security mode, see [“Switching to Windows Authentication,” page 2-32](#).
- To change to Application Authentication security mode, see [“Switching to Application Authentication,” page 2-35](#).

Switching to Windows Authentication

We recommend using Windows Authentication because your network administrator can establish stricter password rules, making your data more secure.

After you follow the steps below, current users can open and use the application without entering a password. Their Windows or network user account is used for establishing Sage FAS security. When you add new users to the application, you must enter their Windows user name and domain.

Follow the steps below to switch from Application Authentication security mode to Windows Authentication.

To switch to Windows Authentication

1. Select File/Password Security/Supervisor from the menu bar. The Supervisor screen appears.

Supervisor

☒ System Security Enabled Security Mode: ☐ Windows Authentication (recommended) ☒ Application Authentication

[What is a security mode?](#)

Organization Security

Name:

☐ Organization Security Enabled (Requires System Security to be enabled)

User Name	System Profile	Organization Profile
John Wagner	System Data Entry	Organization Data Entry
Mary Taylor	System Data Entry	Organization Data Entry
Nancy Kirk	System Manager	Organization Manager
Tom Smith	System Manager	Organization Manager

Reset User Password Rename User

OK Cancel Help

2. In the Security Mode field, select the Windows Authentication option. See [“Completing the Supervisor Screen,” page 2-19](#).

- Click OK. A message asks if you want to continue.
- Click Yes to continue. If you are an existing user, then the Map to Windows Authentication User Names screen appears.

[illegible]

- For each existing Sage FAS user name, enter the Windows user name and domain. For more information, see [“Completing the Map to Windows Authentication User Names Screen,”](#) page 2-34.
- Click the Validate Users button to make sure you have entered the correct user name and domain for each user.

Note You must enter valid Windows user names and domains for all existing users before you can save your changes in this screen. If you do not know the Windows user name or domain for a user, please obtain that information before attempting to switch to Windows Authentication. You can delete users from the list if they are no longer valid Sage FAS users. To delete a user from the list, highlight the user and click the Delete User button. Deleting a user removes all privileges assigned to the user in the security system.

- Click OK. The application returns to the Supervisor screen.
- Click OK to close the Supervisor screen.

Completing the Map to Windows Authentication User Names Screen

Follow the guidelines provided below to complete the fields on the Map to Windows Authentication User Names screen.

- **Existing User Name**

This column displays the names of users already existing in the Sage FAS application using Application Authentication.

- **Windows User Name**

Use this column to enter the name for users when they log on to their computers or the network.

Warning Do not enter “Supervisor” as a user name. The word “Supervisor” is reserved for use by the application.

- **Windows Domain**

Use this column to enter the domain for each Windows user name. If the computer is being used locally, enter the computer name.

Note Enter the computer name in the Windows Domain field if you are running a standalone computer or you are in a Windows for Workgroups environment.

- **Status**

After you click the Validate Users button, this column indicates whether the Windows user name and domain are valid for each existing user.

- **Validate Users Button**

Click this button to validate the Windows user names and domains that you entered. After you click this button, the Status column indicates whether the Windows user name and domain are valid for each existing user.

- **Delete User Button**

Use this button to delete an existing user from the list.

Caution Deleting a user removes all privileges assigned to the user in the security system.

Switching to Application Authentication

Follow the steps below to switch from Windows Authentication security mode to Application Authentication.

To switch to Application Authentication

1. Select File/Password Security/Supervisor from the menu bar. The Supervisor screen appears.
2. In the Security Mode field, select the Application Authentication option. See [“Completing the Supervisor Screen,”](#) page 2-19.
3. Click OK to close the Supervisor screen.

Note When switching from Windows Authentication to Application Authentication, the user names remain the same and the Sage FAS system password is set to the user name.

Resetting User Passwords

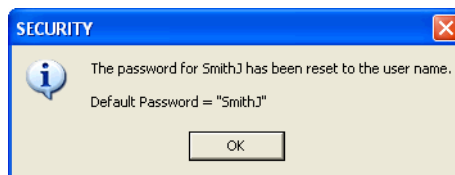
You can reset a user’s password to the user name. For example, when you reset user MSMITH’s password, the password for that user becomes “MSMITH.” This is a convenient way to create a new password if a user has forgotten his or her password.

To reset a user password

1. Select File/Password Security/Supervisor from the menu bar. The Supervisor screen appears.
2. Select the user for which you want to reset the password from the User Profile List box. See [“Completing the Supervisor Screen,”](#) page 2-19.

Tip: Select the <All Organizations> option in the Name field to locate a user name when you don't know the organization to which the user has been assigned. Selecting the <All Organizations> option displays all of the users in the application, whether or not they have been assigned a system or organization profile.

3. Click the Reset User Password button. A message confirms that the password has been reset to the user name.



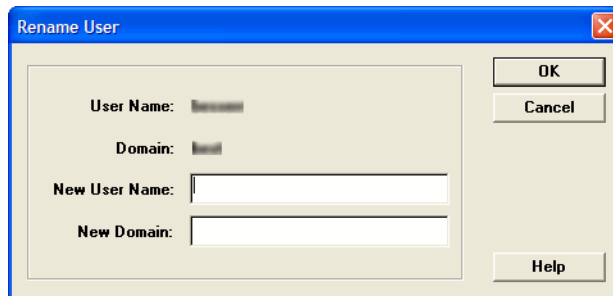
Note The application resets the password as soon as you click the Reset User Password button. The password for the selected user will be his or her user name, even if you click the Cancel button on the Supervisor screen.

Renaming a User

Follow the steps below to change the name of an existing user in the application.

To rename a user

1. Select File/Password Security/Supervisor from the menu bar. The Supervisor screen appears.
2. In the User Profiles List, select the user that you want to rename. See [“Completing the Supervisor Screen,” page 2-19](#).
3. Click the Rename User button. The Rename User screen appears.



4. Enter the new user name. If you have selected Windows Authentication security mode, you must also enter a domain name. For more information, see [“Selecting a Security Mode,”](#) page 2-31.
5. Click OK.

Warning Do not enter “Supervisor” as a user name. The word “Supervisor” is reserved for use by the application.

Completing the Rename User Screen

Follow the guidelines below to complete the fields on the Rename User screen.

- **User Name**
This field displays the current name of the user that you selected to rename.
- **Domain**
This field displays the current domain of the user that you selected to rename. This field appears only if you selected Windows Authentication security mode.
- **New User Name**
Use this field to enter the new name of the selected user.
- **New Domain**
Use this field to enter the new domain name of the selected user. This field appears only if you selected Windows Authentication security mode.

Note Enter the computer name in the Domain field if you are running a standalone computer or you are in a Windows for Workgroups environment.

Default Security Levels

The Password Security will include one default profile. The Default profile defines the security levels for new profiles.

The *Default System Profile* security levels are:

	Access Levels		
	NONE	READ	EDIT
File			
New Organization			√
Open Organization			√
Edit Organization			√
Delete Organization			√
Print			√
Preferences			√
Password Security			
Define Profiles			√
Assign User Privileges			√
Database List Manager			√
Import			√
Export			√

The *Default Organization Profile* security levels are:

	Access Levels		
	NONE	READ	EDIT
Edit			
Copy			√
Paste			√
Search			√
Replace			√
Go to Asset			√
Select All			√
Deselect All			√
View			
New Group View			√
Select Groups			√
Spreadsheet View			√
Settings			√
Toolbar			√
Status Bar			√
Assets			
New			√
Delete			√
Edit			√
Save			√
Replicate			√
Inactivate/Reactivate			√
Save as Template			√
Save as Group			√
Acquisition Values			√
Assign Numbers			√
Leading Zeros			√
Group Manager			√
Image Manager			√
Template Manager			√

	Access Levels		
	NONE	READ	EDIT
Inventory			
Check-out Assets			√
Check-in Assets			√
Check-out History			√
Reader Manager			√
Inventory Helper			√
Inventory Manager			√
Reconciliation			√
Reports			
Collected Data		√	
Exceptions		√	
Check-out		√	
Past Due Assets		√	
History		√	
Asset Detail		√	
Labels		√	
Reconciliation		√	
Duplicate Tax		√	
Help			
Express Start			√

Setting Up the Printer

The Print Setup menu item allows you to switch printers, change the paper size and orientation, and specify other print options. The application uses the standard Print Setup dialog you use in most other Windows-based applications. For specific information on completing this screen, see your Windows documentation.

To set up the printer

1. Select File/Print Setup from the menu bar or click the Print button on the toolbar. The Print Setup screen appears.
2. Complete the Print Setup screen, and then click OK. The application activates the new settings.

Note You can print reports in either of two orientations, landscape or portrait.

Storing Your Data - the Database Manager

The application stores your asset data in a database on your computer's hard drive. Storing information in a database makes the data extremely easy to search, sort, organize, and retrieve.

If you are using FAS 100 Asset Inventory to connect to FAS 100 Asset Accounting data, you do not need to create new databases; just open your existing databases.

FAS 100 Asset Inventory contains a tool called the Database Manager that helps you perform database related tasks. In addition to helping you create and rename databases, the Database Manager also helps you find databases. After using the application for some time, you, or other users, might have created databases in locations that you might not remember. The Database Manager is extremely useful when you need to connect to a database created by another user in an unknown location.

Once the Database Manager locates a database, you can add the database to a list of databases that you have created. The application remembers where the database is located. You can access the Database Manager from the File menu, or from any screen with a Database button.

Using Windows Explorer to Manage Your Databases

You can use the Windows Explorer program to move and copy your database file. In the application, the database file name can have any name that complies with Windows standards, as long as it has a BDB file extension. This means that a single folder can contain two or more database files. If you use Windows Explorer to move your database file, make sure that you also move the files with the following extensions:

- ID
- LOG

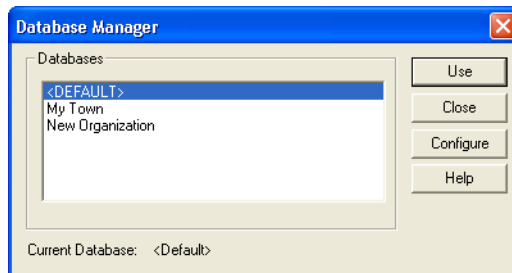
For example, if you move the MYDATA.BDB file to a new folder, make sure you also move MYDATA.ID and MYDATA.LOG to the same folder.

Managing Your Databases

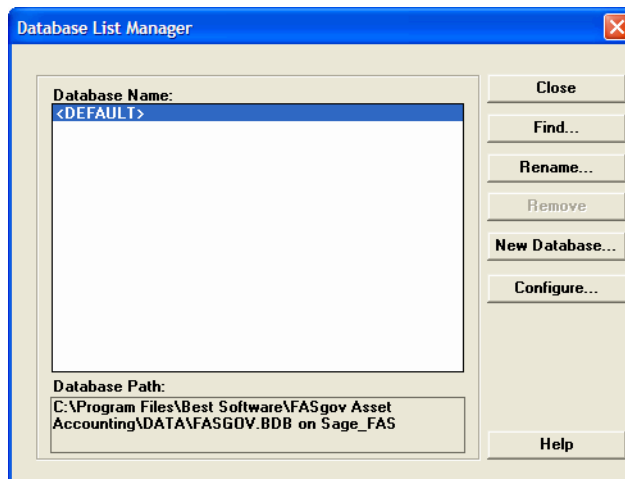
To add a new database

Note You can create more than one database in each directory (or file folder) on your computer. The database is a file with a BDB extension. You can give this file any name that conforms to Windows file naming standards.

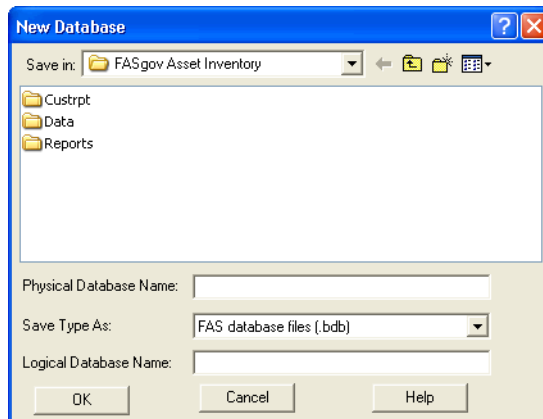
1. Select File/Database Manager from the menu bar. The Database Manager screen appears.



2. Click the Configure button. The Database List Manager screen appears.



3. Click the New Database button. The New Database screen appears.



4. Complete the New Database screen, and then click OK. See [“Completing the New Database Screen,” page 2-51.](#)

You should now see your new database name displayed in the Database Name field of the Database List Manager screen.

5. Click the Close button to exit the Database List Manager. The Database Manager screen reappears. See [“Completing the Database List Manager Screen,” page 2-49.](#)

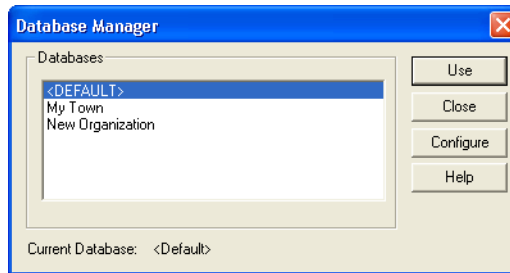
To open an existing database

Note Before you can open an organization, you must open the database in which it is located.

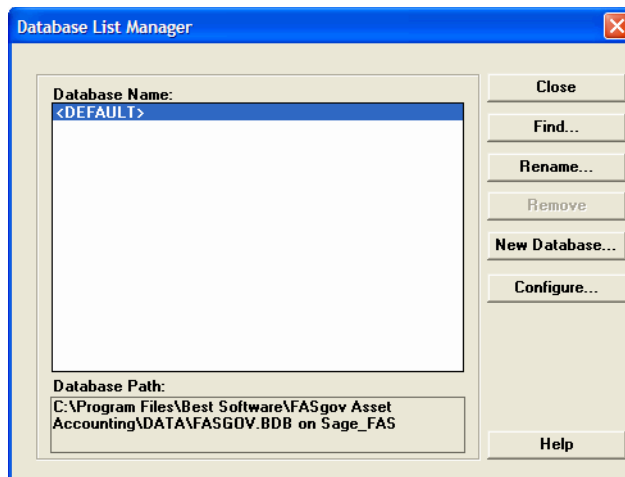
1. Select File/Database Manager from the menu bar. The Database Manager screen appears.
2. Select the database you want to open.
3. Click the Use button to open the database.

To locate a database using the Database List Manager

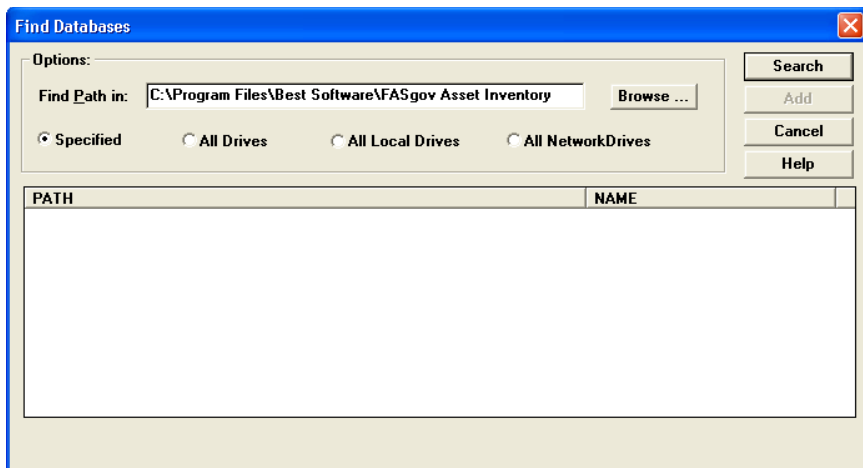
1. Select File/Database Manager from the menu bar. The Database Manager screen appears.



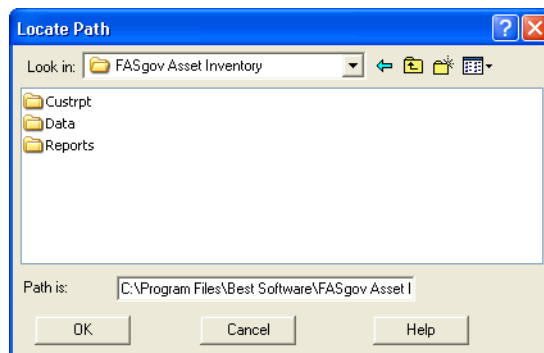
2. Click the Configure button. The Database List Manager screen appears.



- Click the Find button. The Find Database screen appears.



- Click the Browse button to specify the folder that you want to search for the database. The Locate Path screen appears.

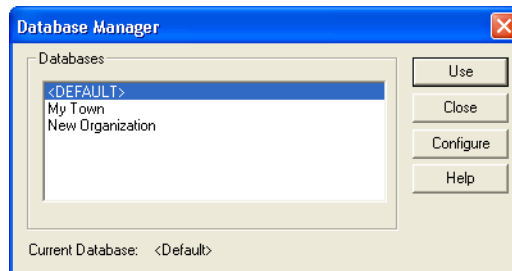


- Select the folder that you want to search, and then click OK. The application returns to the Find Database screen.
- Complete the Find Database screen, and then click the Search button. The application searches the selected drive for databases. See [“Completing the Find Databases Screen,”](#) page 2-52.

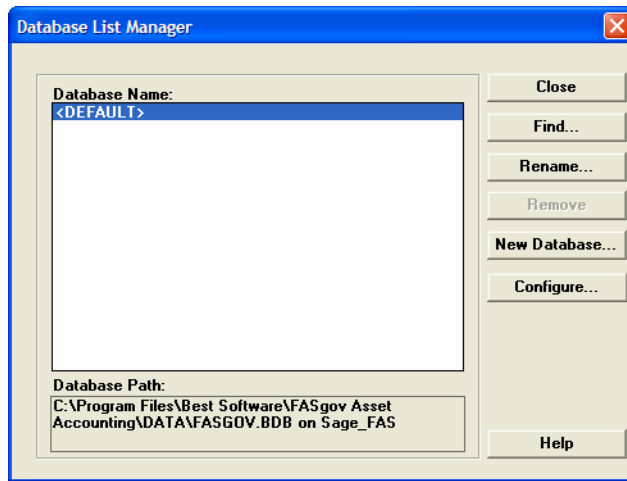
7. Select a database in the Found Databases field and click the Add button to add the database to your list. The application adds the database to the list.
8. Repeat step 7 for additional databases you want added to your list.
9. Click the Close button when finished with the Find Database screen.
10. Click the Close button when finished to exit the Database List Manager screen.

To rename a database

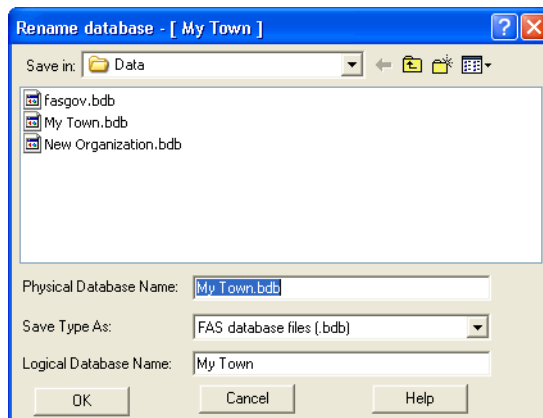
1. Select File/Database Manager from the menu bar. The Database Manager screen appears.



2. Click the Configure button. The Database List Manager screen appears.



3. Select the database you want to rename from the list.
4. Click the Rename button. The Rename Database screen appears.



5. Complete the Rename database screen and click OK to return to the Database List Manager screen. See [“Completing the Rename Database Screen,”](#) page 2-53.
6. Click the Close button when finished with the Database List Manager screen.

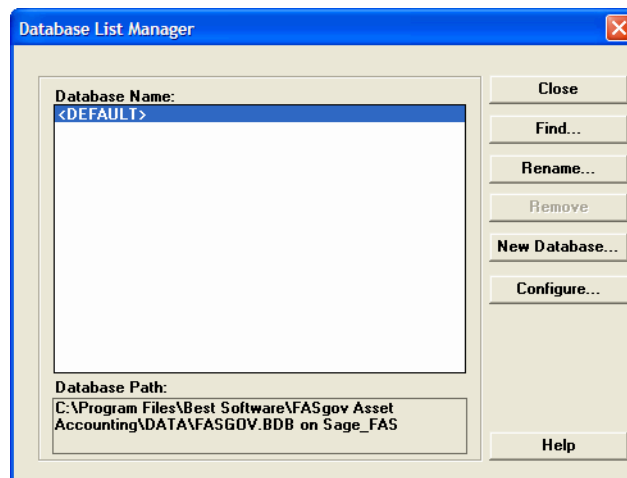
7. Click the Close button on the Database Manager screen.

To remove a database from the list

Removing a database simply removes the database from the list. It does not delete the database.

1. Select File/Database Manager from the menu bar. The Database Manager screen appears.
2. Click the Configure button. The Database List Manager screen appears.
3. Select the database you want to remove from the list.
4. Click the Remove button. A message appears asking you to confirm your intention to remove the database.
5. Click Yes to remove the database. The application removes the database from the list.
6. Click the Close button when finished with the Database List Manager screen.

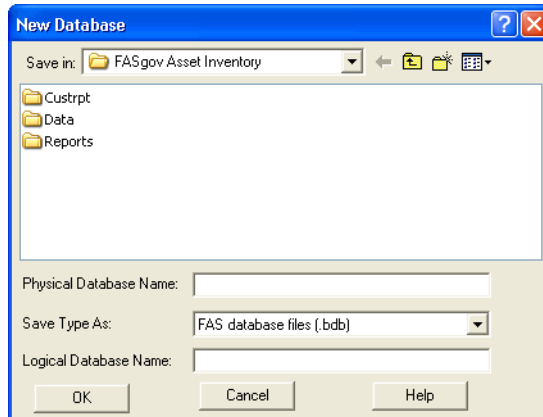
Completing the Database List Manager Screen



Follow the guidelines provided below to use the Database List Manager screen.

- **Database Name**
This field displays the names of all databases in the database list. To perform a function on a database, select it, and then click the appropriate button to the right.
- **Database Path**
This field displays the path of the currently selected database.
- **Close Button**
Click this button to close the Database List Manager screen.
- **Find Button**
Click this button to find a new database. When you click this button, the Find Database screen appears. See [“Completing the Find Databases Screen,”](#) page 2-52.
- **Rename Button**
Click this button to rename the selected database.
- **Remove Button**
Click this button to remove the selected database from the list of databases.
- **New Database Button**
Click this button to add a new database. See [“To add a new database,”](#) page 2-42.
- **Configure Button**
Click this button to change the database configuration settings.

Completing the New Database Screen



Follow the guidelines provided below to complete the fields on the New Database screen.

- **Save In**

This field displays the folder where you want to store the database. (Long file names for folder names are supported by the program.) Use the box below this field to select the folder. Use the toolbar buttons to the right of this field to move up a level or to create a new folder. Click the arrow button to select another drive letter.

- **Physical Database Name**

Use this field to enter the file name for the database you are creating. This is the name of the file as it appears in the Windows Explorer program. You do not need to enter a file extension because the application automatically adds a BDB extension to the file name.

- **Save Type As**

This field displays the file type of the database file.

- **Logical Database Name**

Use this field to enter the logical database name of the database. This is the name of the database that appears in the Database field of other screens.

Note Each logical database name in the Sage FAS system must be unique. You cannot enter a logical database name that already exists in the Database List Manager.

Completing the Find Databases Screen

Find Databases

Options:

Find Path in:

☒ Specified ☐ All Drives ☐ All Local Drives ☐ All NetworkDrives

PATH	NAME
------	------

Follow the guidelines provided below to use the Find Databases screen.

■ Find Path In

Use this field to enter the path to the directory where a database is located (if you know it). If not, use the Browse and Search buttons.

❑ Specified

Click this option button to search only in the path specified in the Find Path In field.

❑ All Drives

Click this option button to search all drives on your computer (both local and network drives).

❑ All Local Drives

Click this option button to search only the local drives on your computer's hard disk.

❑ All Network Drives

Click this option button to search only the computer network drives.

■ Browse Button

Click the Browse button to display a screen that allows you to select the folder that you want to search for the database(s). After you select the folder, the path to the selected folder appears in the Find Path In field. Click the Specified option button, and then click the Search button. The application searches for the database in the selected folder and in all folders underneath the selected folder.

■ Search Button

Click this button to search for the database.

■ Path

This field displays all databases found during a search. Use this field to individually select databases to add to your list by clicking the Add button.

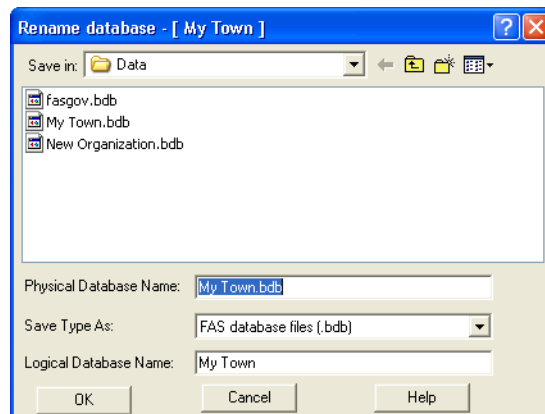
■ Name

This field displays the logical name of the database. This is the name that appears in the Database field of other screens.

■ Add Button

Click this button to add the selected database to the list of databases in the Database List Manager.

Completing the Rename Database Screen



Follow the guidelines provided below to complete the fields on the Rename Database screen.

■ **Save In**

This field displays the folder containing the database file that you want to rename. Use the box below this field to select the folder. Use the toolbar buttons to the right of this field to move up a level. Click the arrow button to select another drive letter.

■ **Physical Database Name**

This field displays the physical file name of the database. This is the name that appears in the Windows Explorer program. You cannot use this field to change the file name.

■ **Save Type As**

This field displays the file type of the database. The database is either named fasgov.bdb, or it is a file with a BDB extension.

■ **Logical Database Name**

Use this field to enter a new name for the database. The logical database name is the name that appears in the Database field of other screens.

Opening an Existing Organization

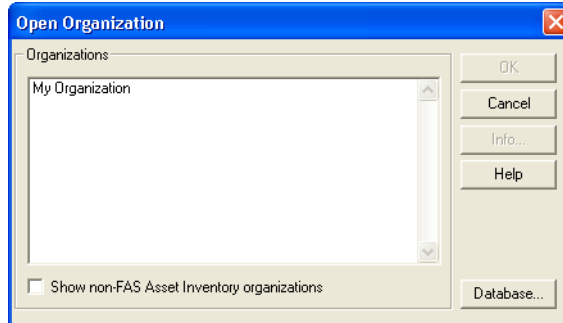
The application contains demonstration data for an organization called “My Organization.” Use the data for this hypothetical organization while you learn how to use the application; then you won’t need to worry about affecting your own data. Follow the instructions below to open “My Organization,” or any other existing organization.

You can have only one organization at a time open in the application. If you already have an organization open, you must close it before you open another one.

Note Before you can open an organization, you must open the database in which it is located.

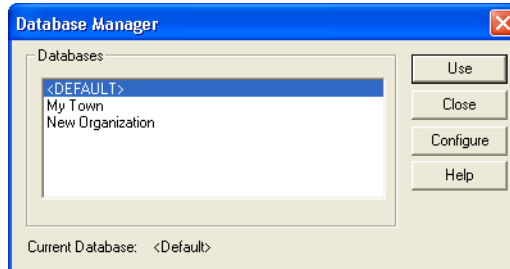
To open an existing organization

1. Select File/Open Organization from the menu bar or click the Open Organization button on the toolbar. The Open Organization screen appears.



If the organization you want to open exists in a different database, you must change databases.

2. To change databases, click the Database button. The Database Manager screen appears.



3. Complete the Database Manager screen (see [“Completing the Database Manager Screen,”](#) page 2-56), and then click the Use button. The application returns to the Open Organization screen.
4. Complete the Open Organization screen (see [“Completing the Open Organization Screen,”](#) page 2-56).

If the organization you select has never been opened, the application asks if you want to update the organization. Click OK to indicate that you accept the data.

Completing the Open Organization Screen

Follow the guidelines provided below to complete the fields on the Open Organization screen.

- **Organizations**
Use the list of organizations in this field to select the organization you want to open.
- **Show Non-FAS Asset Inventory Organizations**
Select this check box if you want the application to display organizations other than FAS 100 Asset Inventory organizations, such as FAS 100 Asset Accounting organizations.
- **Info Button**
Click this button if you want to view organization information.
- **Database Button**
Click this button if you want to open a different database.

Completing the Database Manager Screen

Follow the guidelines provided below to complete the fields on the Database Manager screen.

- **Databases**
Use the list of databases in this field to select the database you want to open.
- **Current Database**
This field describes the currently opened database.
- **Use**
Click this button to use the currently selected database.
- **Configure Button**
Click this button to open the Database List Manager screen. For more information, see [“Completing the Database List Manager Screen,” page 2-49.](#)

Closing an Organization

Closing an organization is a simple process. If you have changed asset data, the application saves these changes before closing the organization. If you selected the Confirm Asset Changes option on the Preferences screen, the application asks you to confirm these changes.

To close an organization

1. Select File/Close Organization from the menu bar. The application closes the spreadsheet, and then displays the main application screen.

Connecting to FAS 100 Asset Accounting Data

Since FAS 100 Asset Inventory and FAS 100 Asset Accounting can share a database, connecting to FAS 100 Asset Accounting data is as easy as opening a FAS 100 Asset Inventory-specific organization.

Caution Before you can open an organization, you must open the database in which it is located.

To connect to FAS 100 Asset Accounting data

1. Select File/Open Organization from the menu bar. The Open Organization screen appears.
2. Select the Show Non-FAS Asset Inventory Organization check box.
3. Select the organization you want to open, and then click OK.

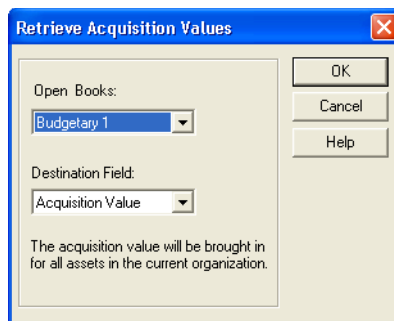
If all of your organizations do not appear in the list, click the Database button to access the Database Manager, and then select the database where the missing organizations are located.

Reassigning Acquisition Values

When you open a FAS 100 Asset Accounting organization in FAS 100 Asset Inventory, the application does not display the assets' acquisition values for that organization. Since the Acquisition Value field is critical for correctly calculating depreciation, this safety feature avoids accidental changes to data in the Acquisition Value field in FAS 100 Asset Accounting. However, you can view the Acquisition Value field by reassigning it to one of the FAS 100 Asset Inventory user-defined fields. You can then change the user-defined field without overwriting the changes back into FAS 100 Asset Accounting.

To reassign FAS 100 Asset Accounting acquisition values

1. Select Assets/Acquisition Values from the menu bar. The Retrieve Acquisition Values screen appears.



2. Complete the Retrieve Acquisition Values screen, and then click OK.

Completing the Retrieve Acquisition Values Screen

Follow the guidelines provided below to complete the fields on the Retrieve Acquisition Values screen.

■ Open Books

Use this field to specify the FAS 100 Asset Accounting book from which you want to copy the acquisition value. The application displays only the open books in this field.

■ Destination Field

Use this field to select the field in which you want the system to display the Acquisition Value field. If you select the Acquisition Value field, the system automatically places the data into and changes the name of the User Defined 6 field.

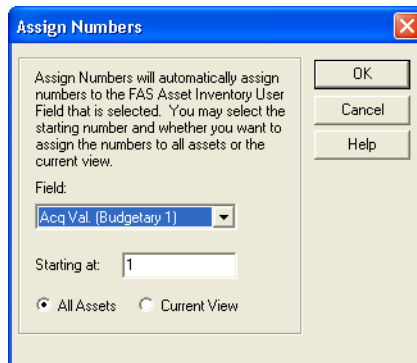
Assigning Bar Code Numbers

You can assign a series of system-generated numbers to your assets using a user-defined field and the Assign Numbers screen. You can use these numbers as the Tag field, which then uses the numbers as your bar code labels.

Note You can assign system-generated numbers to the Acquisition Value field or to FAI User Fields 7 through 10.

To assign numbers to your assets

1. Select Assets/Assign Numbers from the menu bar. The Assign Numbers screen appears.



2. Complete the Assign Numbers screen, and then click OK.

Completing the Assign Numbers Screen

Follow the guidelines provided below to complete the fields on the Assign Numbers screen.

- **Field**
Use this field to select the field for which you want the application to assign numbers. If you are already using the Acquisition Value field to display Acquisition Value data, do not select Acquisition Value in this field.
- **Starting At**
Use this field to enter the number you want the application to use as the starting point for assigning numbers. If you have pre-purchased bar code labels, use the first number in the series of labels you have purchased.
- **All Assets**
Click this option button if you want the application to automatically assign numbers to all assets for the currently open organization.
- **Current View**
Click this option button if you want the application to automatically assign numbers only to assets in the current view.

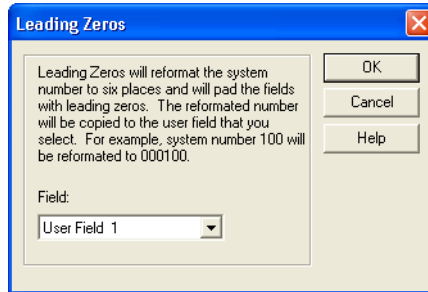
Adding Leading Zeros

To make your System Numbers more readable, you can add leading zeros to them so that they contain six places. For example, if the numbers currently run from 1 to 1000, you can add leading zeros so that they run from 000001 to 001000. The application copies the reformatted numbers to the user field that you select. If you are adding leading zeros to the asset tag field, your bar code label must also contain the leading zeros.

Note You can add leading zeros to User Fields 1 through 5 and to FAI User Fields 1 through 5.

To add leading zeros

1. Select Assets/Leading Zeros from the menu bar. The Leading Zeros screen appears.



2. Complete the Leading Zeros screen, and then click OK. The application copies the System Numbers to the selected field and adds leading zeros to them.

Completing the Leading Zeros Screen

Follow the guidelines provided below to complete the fields on the Leading Zeros screen.

■ Field

Use this field to select the field to which you want the application to copy the reformatted number.

3

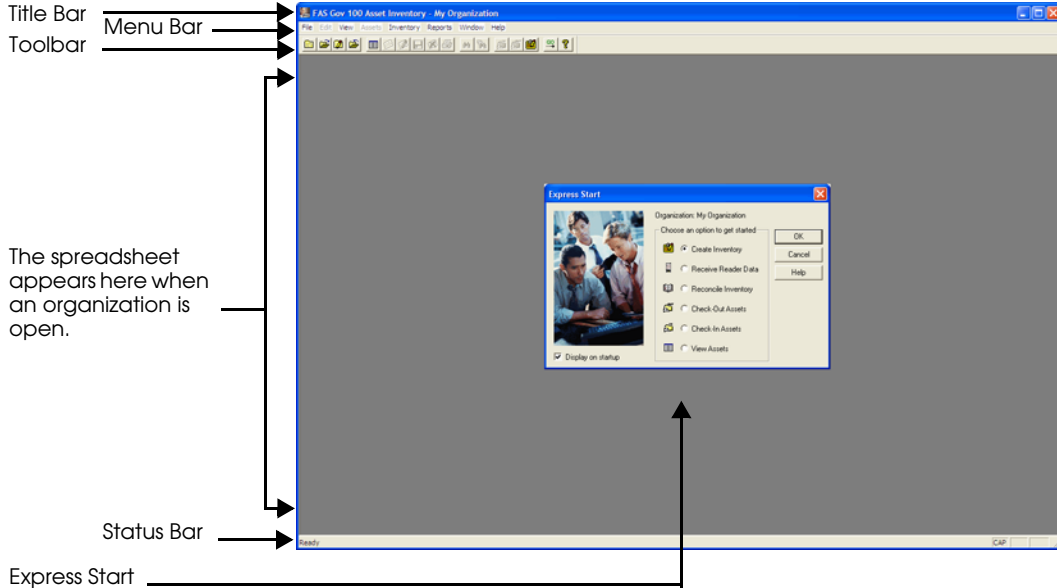
Understanding and Navigating the Interface

The application interface is so easy to learn, we are sure you will master the program in just a few hours. To help you get started, the application contains demonstration data for an organization called “My Organization.” This data allows you to see immediately how the system displays information—without worrying about affecting your own data. In this chapter, you will learn about the application interface and the specific details involved in navigating and manipulating both the interface and the data contained within it.

Taking a Quick Tour of the Main System Window

When you start the application, the system displays the main system window and the Express Start screen. Express Start is explained in detail later in this chapter. For now, let’s focus on the main system window. There are three basic elements to the main system window that are generic to all Windows applications: the menu bar, the toolbar, and the spreadsheet (everything below the toolbar and above the status bar when an organization is open).

The figure that follows illustrates the most important areas of the main system window, as it appears without an open organization. A brief description of each area follows the figure.



The spreadsheet appears here when an organization is open.

■ The Title Bar

Displays the name of the product, FAS 100 Asset Inventory, and the name of the organization that is currently open.

■ The Menu Bar

Contains the main functions of the application. Menu headings always appear across the menu bar and represent categories of functions. Click on any of these menu headings to receive additional options in the form of pulldown menus. Browsing through menu items is always a good way to learn the specific functions of any new program.

■ The Status Bar

Provides useful information about where you are in the system. For instance, if you click inside a field cell in a spreadsheet, the status bar briefly describes the kind of data you should enter in that cell.

■ The Toolbar

The toolbar provides a shortcut to many tasks you perform in the application. To initiate a task, click the appropriate button on the toolbar. The toolbar buttons are listed and described below. To display a brief description of a toolbar button from within the application, place the cursor over the button.

❑ **New Organization**



Displays the New Organization screen, allowing you to create an organization.

❑ **Open Organization**



Displays the Open Organization screen, allowing you to open an organization.

❑ **Edit Organization**



Displays the Edit Organization screen for the organization that is currently open. This screen allows you to edit general organization information and field parameters.

❑ **Close Organization**



Closes the organization that is currently open.

❑ **New Group View**



Displays the Select Groups screen, allowing you to select the groups of assets (in the current organization) that you want to view.

❑ **New Asset**



Allows you to add new assets to the current organization.

❑ **Edit Asset**



Displays the Edit Asset screen, allowing you to edit asset information.

❑ **Save Asset**



Displays the Save Asset screen, allowing you to save the currently selected asset.

❑ **Delete Asset**



Deletes the currently selected assets.

☐ **Print**



Displays the Spreadsheet Print Options screen.

☐ **Search**



Displays the Search screen, allowing you to specify a string of characters you want to find in the currently open groups of assets.

☐ **Replace**



Displays the Replace screen, allowing you to specify a string of characters you want the system to find and replace in the currently open group of assets.

☐ **Check-In Assets**



Opens the Check-In screen, allowing you to check-in the currently selected asset.

☐ **Check-Out Assets**



Opens the Check-Out screen, allowing you to check-out the currently selected asset.

☐ **Inventory**



Opens the Inventory Helper window, allowing you to begin the inventory process.

☐ **Express Start**



Opens Express Start, allowing you to choose how you want to begin using the application.

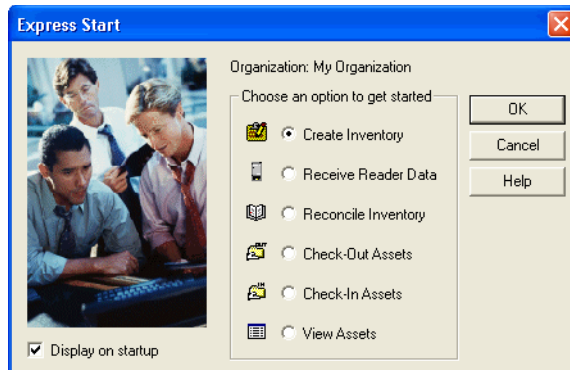
☐ **Help**



Opens the online Help system.

Express Start

The application contains an Express Start feature to help get you up and running as quickly as possible. Express Start allows you to decide which features you want to begin exploring immediately.



Since the application contains a Virtual Reader and demonstration data for an organization called “My Organization,” you can view data, check out assets, or even conduct a mock inventory immediately after starting the program for the very first time. You can easily access all three of these functions from the Express Start.

To begin a function using Express Start

1. Select a function and click OK. The system immediately displays the function you selected.

Express Start Options

■ Create Inventory

Selecting this option displays the first screen of the Inventory Helper, an interactive inventory guide that simplifies your inventory setup. For full details on the Inventory Helper, see [“Inventory Helper,” page 5-3](#). You will also want to find out more about the FAS Virtual Reader. You can find a detailed

description of the Virtual Reader in [“Using the Virtual Reader to Conduct an Inventory,”](#) page 5-22.

■ **Receive Reader Data**

If a single inventory exists in the system, then the Receive Reader screen is shown; otherwise a list of inventories is shown - allowing the user to choose an inventory.

■ **Reconcile Inventory**

If a single inventory exists in the system with a status of completed, then the Reconciliation window will be shown. If there are multiple inventories completed, then the Inventory Session Status dialog will be shown. From here an inventory can be chosen and the Reconciliation window appears.

■ **Check-Out Assets**

Selecting this option displays the Check-Out Assets screen. You can find out everything about the Check-Out and Check-In features by turning to [“Checking Assets In and Out,”](#) page 9-23.

■ **Check-In Assets**

Selecting this option displays the Check-In Assets screen. You can find out everything about the Check-Out and Check-In features by turning to [“Checking Assets In and Out,”](#) page 9-23.

■ **View Assets**

Selecting this option displays the spreadsheet and the assets for My Organization initially, then the last organization open before exiting the program thereafter. For full details on how the system maintains data in the spreadsheet, see [“Understanding the Spreadsheet,”](#) page 3-6, and [“Viewing Fixed Asset Data,”](#) page 3-8.

■ **Display This Box On Startup**

Deselecting this check box stops the system from displaying the Express Start feature when you enter the application.

Understanding the Spreadsheet

Without an effective interface between you and the data stored in the database, the application would be less useful. The spreadsheet provides this interface. Not only does the spreadsheet access the database, it also displays your asset information in an

intuitive and easy-to-use format. The spreadsheet contains a number of useful tools to help you view and manipulate your data. These tools are essential to most functions you perform in the application.

The spreadsheet appears in the main system window after you open an organization. The figure below illustrates the most important areas of the spreadsheet, as it appears with “My Organization” open. A brief description of each area follows the figure.

Select Column
Buttons/Asset Fields

Select Asset
Column

Edit Asset Icons

	System No	Tag No	Description	Location	Department	Custodian
1	15897524		Parking lot	Bldg. A	Administrative	K. Smith
2	85216548		County Office Building	Bldg. A	Administrative	M. Jordan
3	85648912		Office Cubicles	Bldg. B	Accounting & Finance	M. Jordan
4	35489452		Office Desks/Chairs	Bldg. B	Accounting & Finance	M. Jordan
5	15687882		IBM Computer - 266	Bldg. A	Planning	T. Woods
6	12355756		School Building - 20 N. Lake Ave	Bldg. C	Facilities	H. Butler
7	08564785		School Buses - 4 (75 passenger)	Bldg. C	Transit Authority	P. Johnson
8	12345658		Library Books	Bldg. C	Administrative	S. Mills
9	12358945		Tennis Court	Bldg. C	Facilities	H. Butler
10	86887564		Swimming Pool	Bldg. C	Facilities	H. Butler
11	36925846		Parking Lot Lights	Bldg. C	Facilities	H. Butler
12	25814935		Air Conditioning Unit	Bldg. A	Facilities	H. Butler
13	75395423		Delivery Truck	Bldg. B	Transit Authority	V. Olsen
14	95384256		Municipal Sewer System	Grid Block #E2	Planning	T. Woods
15	85461235		Land Adjoining School	Bldg. C	Planning	T. Woods
16	155675		Carpeting - County Offices	Bldg. A	Administrative	D. Clarke
18	78963524		Tractor	Bldg. C	Facilities	T. Jones
19	14253674		Athletic Fieldtrack	Bldg. C	Facilities	H. Butler
20	36457913		Stadium Lighting	Bldg. C	Facilities	H. Butler
21	36251484		City Passenger Bus (40 seat)	Bldg. C	Transit Authority	P. Johnson
22	13467982		HP Copier	Bldg. A	Accounting & Finance	B. Cohen

■ Select Asset Column

Selects the asset on the corresponding row. When you click an asset in this column, the system displays a check mark.

■ Edit Asset Icon

Opens the Edit Asset screen for the asset on the corresponding row. The Edit Asset screen allows you to view or edit asset information.

■ Select Column Button

Displays the name of the asset field column and, when clicked, selects the entire column.

■ Row

In a spreadsheet that displays assets, one row equals one asset.

■ Column

In a spreadsheet that displays assets, one column contains many assets but only one asset field.

- **Selected Asset Check Mark**
A check mark in the Select Asset column indicates that the corresponding asset is selected.
- **Marked Asset Highlight**
A highlight across the row allows you to keep track of a particular asset as you scroll through the spreadsheet.

Viewing Fixed Asset Data

There are two principal ways to view your fixed asset data. You can view multiple assets in the spreadsheet, or you can view individual asset data in the Edit Asset screen.

The spreadsheet displays data like any other Windows spreadsheet application. Each column represents one asset field for all assets. Each row represents all fields for an individual asset. A cell, at the intersection of a column and a row, represents one field entry for one specific asset.

To browse through asset data not currently visible on the screen, use the horizontal and vertical scroll bars.

The View item on the menu bar provides group viewing options.

Viewing Groups of Fixed Assets

You divide assets into groups for specific purposes. (For a full discussion of groups, refer to [Chapter 9, “Working with Assets.”](#)) The sections that follow discuss switching between groups and selecting multiple groups for viewing in the spreadsheet.

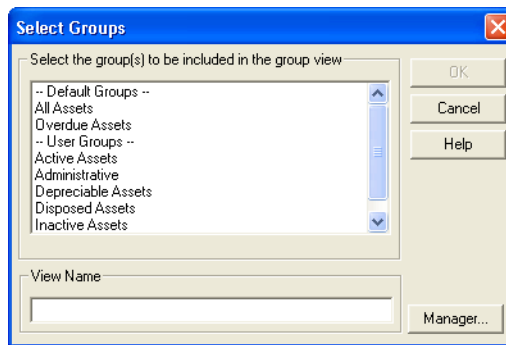
Opening a New Group View of Your Assets

To open multiple views of your assets, you use the New Group View item on the View menu. New Group View allows you to define and open a view of a single group or various groups of assets as a new display window. Initially, the system does not add the new view to the current display window. Instead, it replaces

the old view with the new view, and places the old view in an inactive window (like having multiple documents open in a word processor). You can, however, easily switch between views and even display more than one view at a time. For details, see [“Managing Asset Views,” page 3-10](#).

To open a new view of grouped assets

1. Select View/New Group View from the menu bar. The system displays the Select Groups screen.



2. Complete the Select Groups screen, and then click OK.

Completing the Select Groups Screen

Follow the guidelines provided below to complete the fields on the Select Groups screen.

- **Select the Group(s) to be Included in the Group View**
Use this field to select the group(s) of assets that you would like to view in a new window.
- **View Name**
The system uses this field to display the name of the new view—the combination of all the groups included in that view.
- **Manager Button**
Click this button to open the Group Manager, which allows you to create new groups. For more information, see [“Creating Groups,” page 9-16](#).

Managing Asset Views

After you create more than one view of your assets, you can switch between them easily. You can even display multiple views of your assets simultaneously. At the bottom of the Window pulldown menu, the system displays the names and numbers of the currently open views of your assets.

To switch between asset views

1. Select Window from the menu bar.
2. Use the list at the bottom of the menu to select the name of the view you want to display. The system displays the selected view in the spreadsheet.

To display multiple asset views

1. Select Window from the menu bar.
2. Select Tile to display all open views simultaneously. Select Cascade to display all open views in a cascading fashion. Click on the title bar of any view you want to see.

Adding Additional Groups to the Current View

To add additional groups to the current view, you use the Select Group option on the View menu. The Select Group option is similar to the New Group View option. However, when you select additional groups from the Select Groups screen, the system adds those groups to the already existing view; when you use the New Group View option, the system creates a new group.

Customizing the Spreadsheet Interface

You may want to change the appearance of the spreadsheet or the order of your asset fields. Therefore, the application provides a number of easy customization options that allow you to change the interface to meet the individual needs of the current task.

Using the Mouse to Change Column Widths

Changing the width of field columns within the application is easy, and you can do it on the fly. However, changes to field width apply only to the current session for an organization. When you close the organization, the system returns the columns to their default widths.

To change the width of a field column



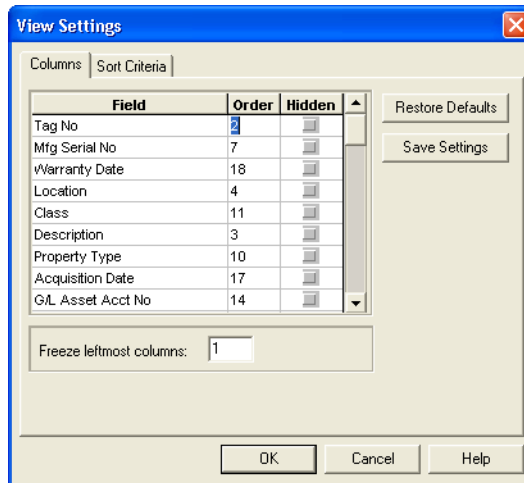
1. Place the cursor between two Select Column buttons. The cursor changes to a column width adjustment tool.
2. Hold down the left mouse button and drag the column border to the left to increase column width and to the right to decrease column width.

Using the Settings Menu Item to Modify Columns

You can use the Settings item on the View menu to change the order of field columns (which affects how they appear in the spreadsheet), freeze the leftmost field columns in place, or hide them altogether. You can also use this option to define how you want the system to sort your assets within the spreadsheet.

To change field column settings

1. Select View /Settings from the menu bar. The system displays the View Settings screen.



2. Complete the Columns page. For more information, see [“Completing the Columns Page of the View Settings Screen,”](#) page 3-12.
3. Complete the Sort Criteria page. For more information, see [“Completing the Sort Criteria Page of the View Settings Screen,”](#) page 3-14.
4. If you want to save the changes permanently, click the Save Settings button.
5. Click OK.

Completing the Columns Page of the View Settings Screen

Follow the guidelines provided below to complete the fields on the Columns page of the View Settings screen.

- **Field**

The system uses this field to display the name of the field column that you will affect by changing the Order and Hidden fields to the right.

- **Order**

The system uses this field to display the order of the field columns from left to right. Column number 1 represents the leftmost column in the spreadsheet. Increasingly higher numbers represent columns that are incrementally farther to the right. When you enter a column order number, the system swaps the new column order number with the old. For example, if Location is the fourth column and Department is the fifth column, typing 4 next to Department automatically moves Location to the fifth column. You can also change the order of columns manually. For details, see [“Customizing the Spreadsheet Interface,” page 3-11.](#)

- **Hidden**

Select this check box if you want to hide the corresponding field column from view in the spreadsheet.

- **Freeze Leftmost Columns**

Use this field to specify the number of columns from the left edge of the spreadsheet that you want the system to freeze when you scroll the spreadsheet horizontally. If you accept the default value, the system freezes only the first column. To freeze additional columns, order the columns, then use this field to specify the number of columns you want to freeze.

Caution Do not freeze more columns than you can view on the screen at one time. If you freeze too many columns, your computer’s screen will seem to be locked.

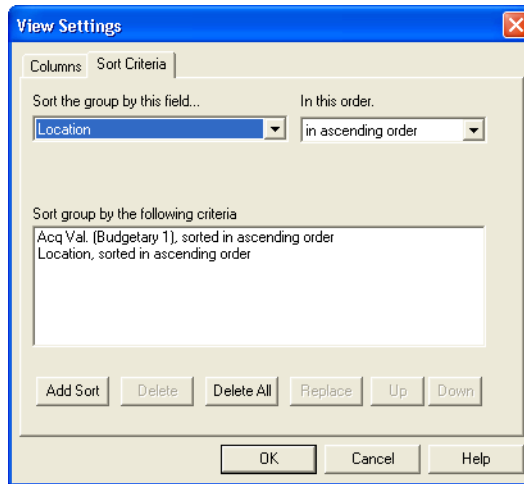
- **Restore Defaults Button**

Click this button if you want to restore the default settings on the Columns Page.

- **Save Settings Button**

Click this button if you want to save the changes you make on the Columns Page. To restore the system defaults, click the Restore Defaults button.

Completing the Sort Criteria Page of the View Settings Screen



Follow the guidelines provided below to complete the fields on the Sort Criteria page of the View Settings screen.

- **Sort the Group by This Field**

Use this field to select the field you want the system to use to sort your data.

- **In This Order**

Use this field to select the order you want the system to use to sort the specified field.

- ❑ **In Ascending Order**

Choose this option if you want to sort numeric characters as 1, 2, 3, 4, 5 and alphanumeric characters as A, B, C, D, E.

- ❑ **In Descending Order**

Choose this option if you want to sort numeric characters as 5, 4, 3, 2, 1 and alphanumeric characters as E, D, C, B, A.

- **Sort Group by the Following Criteria**

The system uses this field to display the criteria you have selected and added as a sort.

- **Add Sort Button**

Click this button to add the selected criteria to the sort statement.

■ **Delete Button**

Click this button to delete the selected sort statement from the Sort Group By the Following Criteria field.

■ **Delete All Button**

Click this button to delete all sort statements from the Sort Group By the Following Criteria field.

■ **Replace Button**

Click this button to replace the selected sort statement in the Sort Group By the Following Criteria field with new criteria. When you select a sort statement, the system displays the elements of that statement—the field you are sorting by and the order of the sort—in the two corresponding fields. When you change either of these fields and then click the Replace button, the system changes the selected sort statement.

■ **Up Button**

Click this button to move a selected sort statement higher in the hierarchy. The system does not enable the Up button until you select an appropriate sort statement.

■ **Down Button**

Click this button to move a selected sort statement lower in the hierarchy. The system does not enable the Down button until you select an appropriate sort statement.

Selecting Multiple Sorts

You use the *and* operator to connect multiple sort statements. (For additional information on operators, see [“Understanding and Specifying Criteria,” page 9-21.](#)) The system reads sort statements in the order you enter them in the Sort Group By the Following Criteria field. Therefore, for sorts to operate effectively, they must be logical. Generally, you cannot specify a primary sort on System Number and apply a secondary sort on Acquisition Value (unless you have a unique way of assigning System Numbers). Under normal circumstances, you can only sort System Numbers once, in either ascending or descending order.

Note You can also use the right mouse button to specify a quick sort. For more information, see [“Using the Right Mouse Button,” page 3-28.](#)

Working With and Editing Fixed Asset Data

There are numerous methods you can use to select, mark, and edit your fixed asset data. For certain tasks, some methods work better than others. Read the following sections to learn about the various methods, and then use the appropriate method for your current task.

Selecting Assets

Selecting an asset or a group of assets allows you to perform additional tasks on the asset or group of assets. For instance, you can select a number of assets then delete them with a single keystroke.

To select assets

1. Click in the Select Asset column for the asset you want to select. The system places a selected asset check mark in the column as a visual indicator that you have selected the asset.
2. Repeat step 1 for additional assets.

To select all assets

Do either of the following:

- Select Edit/Select All from the menu bar.
- Place the cursor over the Select Asset column, click the right mouse button, and then select Select All from the popup menu.

To deselect assets

Do any one of the following:

- Deselect the check marks in the Select Asset column individually.
- Select Edit/Deselect All from the menu bar.
- Place the cursor over the Select Asset column, click the right mouse button, and then select Select None from the popup menu.

Editing Asset Data

You can edit asset data directly in the spreadsheet, or you can switch to edit mode (which displays the Edit Asset screen). To edit asset data directly in the spreadsheet, place the cursor in the cell that contains the data you want to change, then change the data.

It is important that you decide whether or not you want the system to prompt you to confirm asset changes each time you make an edit. For more information, see [“Setting Your Preferences,” page 2-11](#). To edit options in the dropdown lists, see [“Customizing Fields,” page 8-11](#).

To edit asset data in the Edit Asset screen

1. Click the cursor in a cell of the asset you want to edit, and then click the Edit Asset button on the toolbar or select Assets/Edit from the menu bar. Alternatively, you can click the Edit Asset magnifying glass icon. The System displays the Edit Asset screen.
2. Change the asset data, and then click OK.

Completing the General Page of the Edit Asset Screen

Edit Asset

General | Image | History | Notes

Asset Information

System No: 4 Tag No: 35489452

Description: Office Desks/Chairs

Tag No	35489452
Description	Office Desks/Chairs
Location	Bldg. B
Department	Accounting & Finance
Custodian	M. Jordan
Mfg Serial No	312Y-0-7111
Vendor/Mfg	CubeWizard
Purchase Order No	AC-78631
Property Type	D
Class	FF
Activity	D
Creation Code	O
GL Asset Acct No	30-0111

Go To

☒ Sys No
☐ Tag No
☐ Asset Tag

4 Go

Replicate
Detail...

OK Cancel Help

Follow the guidelines provided below to complete the fields on the General page of the Edit Asset screen.

■ Asset Information

The system uses this field to display information about the selected asset.

❑ System Number

The system uses this field to display the selected asset's System Number. This is a read-only field.

❑ Tag Number

The system uses this field to display the selected asset's Tag Number.

❑ Description

The system uses this field to display a description of the selected asset.

■ Go To

Use this field to find an individual asset.

❑ System Number

Click this option button if you want to find the asset based on its System Number.

❑ **Tag Number**

Click this option button if you want to find the asset based on its Tag Number.

❑ **Asset Tag**

Click this option button if you want to find the asset based on its Asset Tag Field.

■ **Replicate Button**

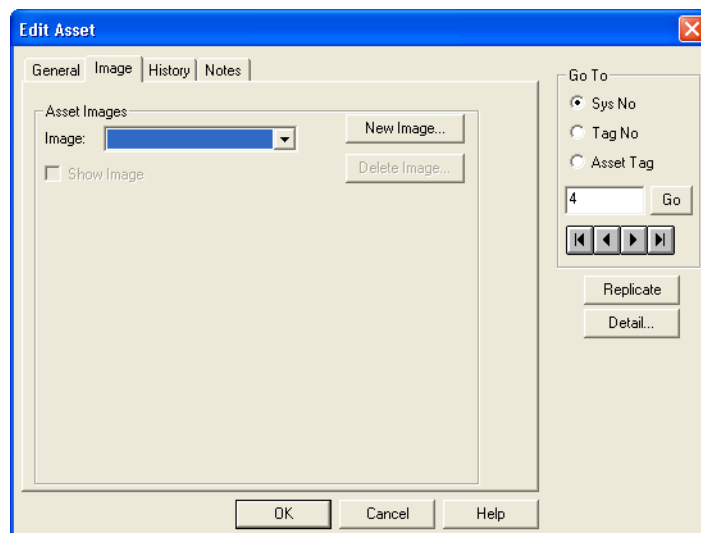
Click this button if you want to replicate the selected asset. For more information on asset replication, see [“Replicating Assets,”](#) page 9-9.

■ **Detail Button**

Click this button if you want to display the asset detail report. For more information on the asset detail report, see [“Asset Detail Report,”](#) page B-9.

Note A G/L field that has been Allocated in FAS 100 Asset Accounting (denoted by “<Allocated>”) cannot be modified. You cannot allocate a G/L field in FAS 100 Asset Inventory.

Completing the Image Page of the Edit Asset Screen



Follow the guidelines provided below to complete the fields on the Image page of the Edit Asset screen.

■ **Asset Images**

The system uses this field to display information about images assigned to the selected asset.

❑ **Image**

The system uses this field to display the names of all images assigned to this asset.

❑ **New Image Button**

Click this button to add a graphic file to the image catalog.

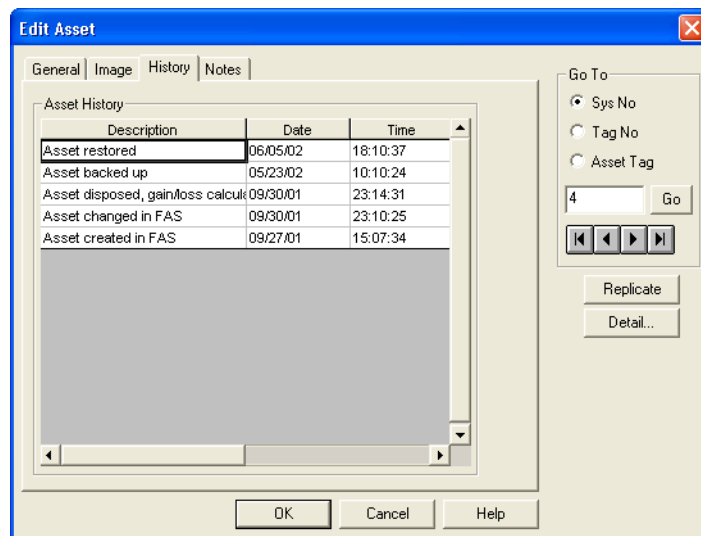
❑ **Delete Image Button**

Click this button to delete the selected image from the image catalog.

❑ **Show Image**

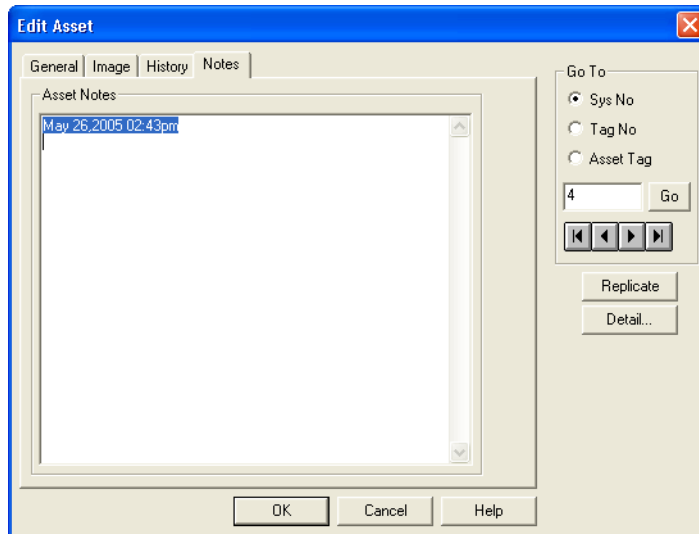
Select this check box if you want to display the image from the image catalog on the screen.

Completing the History Page of the Edit Asset Screen



The History page displays the detailed history of the selected asset.

Completing the Notes Page of the Edit Asset Screen



The Notes page provides additional space for you to enter any notes or special information about the asset. Click the Notes tab and the system displays the date, the time, and writing space.

Copy and Paste

You can copy data from a single cell and paste it to another cell on the spreadsheet. You can also paste multiple cells to the spreadsheet, provided that the fields have a compatible format (that is, you paste numeric data in a numeric field and alphanumeric data in an alphanumeric field).

You can copy data from multiple cells and paste it to other Windows applications (for example, a word processor).

Searching for Assets with Specific Field Data

The Search feature is a valuable tool when you need to find an asset but have only partial information, and when you want to find all assets with similar attributes in a particular field.

You can use an asterisk (*) as a wildcard character to help you search for an asset. The asterisk represents any letter combination. For example, to search for asset descriptions containing the letters *D-E-S-K*, you can type one of the following in the Search screen:

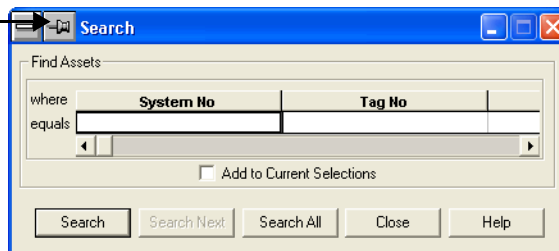
- *DESK
- DESK*
- *DESK*

If you type **DESK* in the Description field of the Search screen, the system finds asset descriptions that end with the letters *D-E-S-K*. If you type *DESK** in the Description field of the Search screen, the system finds every asset description beginning with the letters *D-E-S-K*. To find an asset with the letters *D-E-S-K* anywhere in the description, type **DESK** in the appropriate Search screen field.

To search for specific data in the database

1. Select Edit/Search from the menu bar. The system displays the Search screen.

Pushpin Icon



2. Complete the Search screen, and then click the Search button. The system finds the first occurrence of an asset record that matches your search criteria, and then it selects that asset.

3. To continue searching, repeat step 2; otherwise, click the Close button.

Completing the Search Screen

Follow the guidelines provided below to complete the fields on the Search screen.

- **Where**
The system uses this field to display the fields you are using to conduct the search.
- **Equals**
Use the appropriate cell in this field to enter the data for the search.
- **Add to Current Selections**
Select this check box if you want the system to maintain the check mark for each asset it finds when you click the Search Next button.
- **Search Button**
Click this button to search for the first occurrence of a matching asset in the current view. The system selects that asset.
- **Search Next Button**
Click this button to search for the next occurrence of a matching asset in the current view. The system deselects the previous occurrence and selects the next occurrence, unless you selected the Add to Current Selections check box.
- **Search All Button**
Click this button to search for and select all matching assets in the current view.
- **Pushpin Icon**
Click this icon if you want the screen to remain on the screen while you scroll through the asset list or click in an asset field.

Replacing Asset Field Data Globally

The Replace feature is a valuable tool when you want to replace field data for an asset or group of assets.

Note You can use the asterisk (*) as a wildcard character in the Replace screen, similar to the way you use it in the Search screen. However, since you are actually replacing information instead of merely looking for information, you should use caution when using the wildcard character with the Replace function.

Note A G/L field that has been Allocated in FAS Asset Accounting (denoted by "<Allocated>") cannot be modified. You cannot replace a G/L field entry with the "<Allocated>" or "<Allocate ...>".

To replace asset field data globally

1. Select Edit/Replace from the menu bar. The system displays the Replace screen.

Pushpin Icon

where	System No	Tag No
equals		
replace with		

2. Complete the Replace screen, and then click the Replace button. The system finds the first matching asset record, then replaces the requested data.
3. To continue replacing data, repeat step 2; otherwise, click the Close button.

Completing the Replace Screen

Follow the guidelines provided below to complete the fields on the Replace screen.

- **Where**

The system uses this field to display the fields in which you can replace data.

Note You cannot replace data in the System Number field. However, you can use the System Number field to search for an asset. For example, to replace information in the Location field for the asset with System Number 100, enter “100” in the Equals field in the System Number column, and enter the new Location information in the “Replace With” field in the Location column.

- **Equals**

Use the appropriate cell in this field to enter the data you want the system to replace.

- **Replace With**

Use the appropriate cell in this field to enter the data that you want the system to use to replace the old data.

- **Replace Button**

Click this button to replace the data in the first occurrence of a matching asset field in the current view. After the system replaces the first occurrence, it changes the Replace button to a Replace Next button.

- **Replace All Button**

Click this button to replace all occurrences of matching asset fields in the current view.

- **Pushpin Icon**

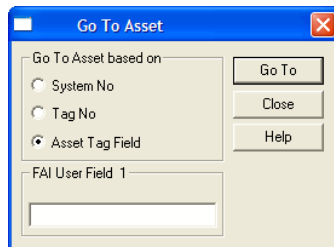
Click this icon if you want the screen to remain on the screen while you scroll through the asset list or click in an asset field.

Finding Individual Assets

To quickly find individual assets in the spreadsheet, you can use the Go to Asset item on the Edit menu, or you can use the Go To field in the Edit Asset screen. However, to use this item you must know the asset's System Number, Tag Number, or Asset Tag Field.

To find an individual asset

1. Select Edit/Go to Asset from the menu bar. The system displays the Go to Asset screen.



2. Complete the Go to Asset screen, and then click OK. The system goes to and marks the asset on the spreadsheet.

Completing the Go to Asset Screen

Follow the guidelines provided below to complete the fields on the Go to Asset screen.

■ Go to Asset Based On

Use this field to specify the criteria for identifying the desired asset.

❑ System Number

Click this option button if you want to find the asset based on its System Number.

❑ Tag Number

Click this option button if you want to find the asset based on its Tag Number.

❑ **Asset Tag Field**

Click this option button if you want to find the asset based on the field that was selected as the Asset Tag Field.

■ **System Number/Tag Number/Asset Tag Field**

Use this field to enter the value of the specified field for the desired asset.

Note The name of this field changes, depending on which search option you select.

- This field is labeled “System Number” if you are searching for the asset based on its System Number.
 - This field is labeled “Tag Number” if you are searching for the asset based on its Tag Number.
 - This field is labeled the name of the field selected as the Asset Tag field if you are searching for the asset based on its Asset Tag field. For example, if you selected FAI User Field 1 as the Asset Tag field, then this field is labeled “FAI User Field 1.”
-

Refreshing Views to Reflect Changes

To reflect certain types of edits in the spreadsheet, you must refresh the screen. If you are working in a secondary window or a secondary group view, to reflect those edits in the spreadsheet you must refresh all of the screens for all open group views. The system displays an asterisk next to the group you have not refreshed. To refresh all views, select Refresh All instead of Refresh.

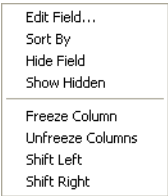
To refresh your computer’s screen

1. Select View/Refresh or View/Refresh All from the menu bar.

Using the Right Mouse Button

You can use the right mouse button to access two popup menus that offer many useful functions. One popup menu is available from the Select Asset column. The other popup menu is accessible from anywhere else on the spreadsheet.

Using Right Mouse Button Menu Options from the Spreadsheet



The list below describes the popup menu options available when you click the right mouse button from the spreadsheet.

- **Edit Field**
Select this option if you want to open the Edit Field screen for the field that contains the cursor. This allows you to change the Asset Data field or the SmartList contained within it. For more information, see [“Customizing Fields,” page 8-11.](#)
- **Sort By**
Select this option if you want to sort the current view in ascending order by the field that contains the cursor.
- **Hide Field**
Select this option if you want to hide the field column that contains the cursor.
- **Show Hidden**
Select this option if you want to temporarily override the View Setting screen and force the system to display all hidden field columns for the current view.
- **Freeze Column**
Select this option if you want to freeze all columns to the left of the column that contains the cursor.

- **Unfreeze Columns**

Select this option if you want to temporarily override the View Settings screen and force the system to unfreeze all leftmost columns for the current view.

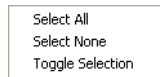
- **Shift Left**

Select this option if you want to shift the column that contains the cursor one column to the left.

- **Shift Right**

Select this option if you want to shift the column that contains the cursor one column to the right.

Using Right Mouse Button Menu Options from the Select Asset Column



The list below describes the popup menu items available when you click the right mouse button from the Select Asset column.

- **Select All**

Select this option if you want to select all assets.

- **Select None**

Select this option if you want to deselect all assets.

- **Toggle Selections**

Select this option if you want to select all currently deselected assets and deselect all currently selected assets.

4

Getting Ready for an Inventory: Labeling Your Assets

This chapter discusses an important step in the inventory process: identifying your assets with bar code labels. You may want to attach a bar code label to each and every asset you own. Or, you may want to print sheets of labels that you attach to a clipboard, and scan them as you complete the inventory.

Bar Code Labels

Bar Code Labels are one of the most important elements of automating your fixed asset management. The application contains everything necessary to print your own Code 39 bar code labels for your assets and your SmartLists. However, you should spend some time analyzing your needs before deciding what kind of labels you want to use for your assets. There are many types of labels on the market, some better than others.

Labels are primarily composed of three elements:

- The information printed on them.
- Their adhesive quality.
- Their lamination or protective quality.

For you to decide what kind of quality you need for each of these elements, you need to ask yourself these questions:

- What kind of products will I place the labels on?
- What kind of environment do these products exist in?
- What kind of physical handling do these products receive?

Obviously, if you are labeling office furniture in an accounting firm, you would have less concern about the kind of labels you purchase than if you are labeling auto parts in a greasy shop environment. For more custom labels, please contact your Sage FAS representative for a custom label analysis worksheet.

Purchasing Pre-Printed Labels

You might also want to consider purchasing pre-printed labels. As a one-stop shop for all your asset management needs, we can provide you with labels tailored to your environment. Contact your Sage FAS representative at 800-368-2405 for details, or visit www.sagefas.com/labels to purchase ready-to-use labels today.

Identifying Assets

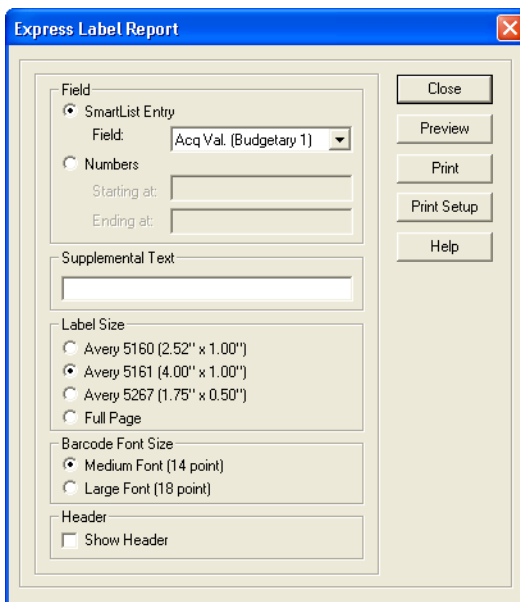
An asset field uniquely identifies assets. You can specify the field you want to use as this unique identifier. The field you choose as the unique identifier is called the asset's Asset Tag field. You assign the Asset Tag field in the Organization Information. See the description of making a Tag field in "[Completing the Fields Page of the New Organization Screen](#)," page 8-6. To make labels, the application translates the value in the Asset Tag field into Code 39 fonts.

Printing Bar Code Labels

Printing bar code labels is a simple report function. You can print up to 5000 labels in one batch.

To print bar code labels

1. Select Reports/Labels from the menu bar. The system displays the Express Label Report screen.

The image shows a software dialog box titled "Express Label Report" with a standard Windows-style title bar (blue with a close button). The dialog has a light beige background. On the left side, there are several grouped settings: "Field" with a radio button for "SmartList Entry" (selected) and a dropdown menu showing "Acq Val. (Budgetary 1)"; "Numbers" with a radio button (not selected) and two empty text boxes for "Starting at:" and "Ending at:"; "Supplemental Text" with an empty text box; "Label Size" with four radio buttons: "Avery 5160 (2.52\"/>

2. Complete the Express Label Report screen, and then click the Print button.
3. When printing is complete, click the Close button.

Completing the Express Label Report Screen

You can print labels for SmartList entries or numbers for asset labels.

Follow the guidelines provided below to complete the fields on the Express Label Report screen.

- **SmartList Entry**

Click this option button if you want to print labels of your SmartList entries.

Note To print labels of your SmartList entries, the field must already contain a SmartList. For information on setting up a SmartList for a field, see [“Completing the SmartList Page of the Edit Field Screen,”](#) page 8-14.

- ❑ **Field**

Use this field to select the field that contains the SmartList for which you want to print labels.

- **Numbers**

Click this option button if you want to print numbered labels for asset labeling.

- ❑ **Starting At**

Use this field to enter up to six characters for the starting number you want the system to use when printing the labels. For example, the numbers you use to label your assets could correspond to each asset's Asset Tag field. For information, see [“Identifying Assets,”](#) page 4-2.

- ❑ **Ending At**

Use this field to enter the ending number you want the system to use when printing the labels.

- **Supplemental Text**

Use this field to enter additional text, such as your organization name, that you want the system to print at the top of each label.

- **Label Size**

Use this field to specify the standard Avery Label size you want the system to use to print your bar codes. See [“Label Width Limits,”](#) page 4-7.

☐ **Avery 5160 (3 up x 10)**

Click this option button if you want to print labels that are 2.52 inches by 1 inch.

☐ **Avery 5161 (2 up x 10)**

Click this option button if you want to print labels that are 4 inches by 1 inch.

☐ **Avery 5267 (4 up x 10)**

Click this option button if you want to print labels that are 1.75 inches by .5 inches.

☐ **Full Page (1 up x 10)**

Click this option button if you want to print labels on a full sheet of paper. You may want to print out information such as location, condition, or custodian. Then to ease data entry and speed the inventory process, you can attach these printed sheets to a clipboard and scan the information during an inventory.

■ **Bar Code Font Size**

Use this field to specify the size of the bar code font you want the system to use to print your bar codes.

☐ **Medium Font (14 point)**

Click this option button if you want the system to use a 14-point font to print your bar code labels.

☐ **Large Font (18 point)**

Click this option button if you want the system to use an 18-point font to print your bar code labels.

■ **Print Button**

Click this button to start printing your labels.

■ **Preview Button**

Click this button if you want to preview the labels before you print them.

■ **Print Setup Button**

Click this button to display the standard Windows Print Setup screen. For further information see your Windows documentation.

Printing Bar Code Labels of Your SmartList

It is often helpful to print bar code labels of your SmartList. Then, when you go into the field with your bar code reader, you don't have to use the reader's keypad to manually enter data. (You don't have to use adhesive labels to print bar code labels of your SmartList. You can print them on regular paper on your laser printer.)

This is a good time to take advantage of the Fill button on the SmartList page of the Edit Field screen. When you click the Fill button, the system fills your SmartList with all values already entered into the system for a particular field. For full details, see [“Customizing Fields,” page 8-11](#).

To print bar code labels of your SmartList, follow the instructions provided above for printing labels. When the system displays the Express Label Report screen, click the SmartList Entries option button, and then select a field to print. You may want to print out information such as location, condition, or custodian. Then, to ease data entry and speed the inventory process, you can attach these printed sheets to a clipboard and then scan the information during an inventory.

Verifying Your Labels

Before you start labeling assets, you should conduct a mock inventory right at your PC to verify the integrity of your labels. Many factors affect the performance of bar code labels and a reader's ability to correctly interpret them. Printer resolution is one issue that can drastically affect bar code interpretation. So before you spend time labeling all your assets, you should verify that your reader can interpret the labels correctly.

Label Width Limits

Bar code labels contain a label width limit. There are only so many characters you can fit on a label due to size restrictions that are dictated by the standards of the bar code symbology. Because of this restriction you must think about how you choose your labels, your Asset Tag field, and your SmartList entries (if you want to print labels of SmartList entries). The following table shows the bar code label width limitations.

Label Character Limits Table			
		Character Limit	
Label Size	Font Pt Size	Regular	Extended
Avery Label 5161	14	32	16
Avery Label 5161	18	22	11
Avery Label 5160	14	20	10
Avery Label 5160	18	13	6
Avery Label 5267	14	14	7
Avery Label 5267	18	8	4
Full Page Option			
Landscape	14	80	40
Portrait	18	80	40

Note: Regular characters refer to all uppercase letters.

Extended characters refer to mixed upper and lower case letters.

5

Conducting a Basic Inventory and Reconciling Your Inventory Results

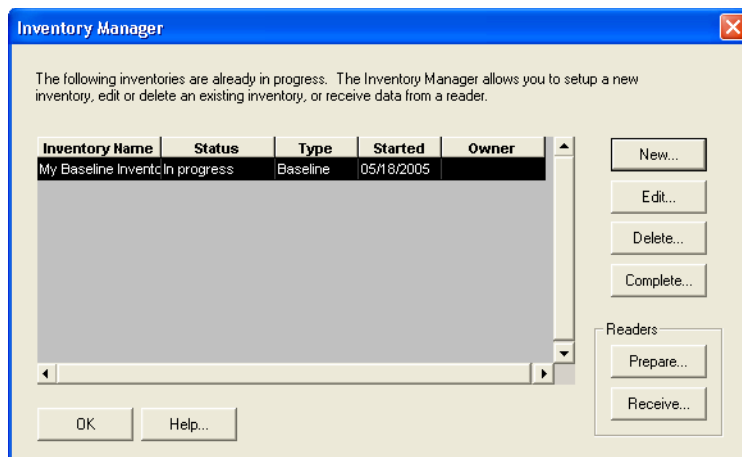
In this chapter, you'll learn how to conduct an inventory and reconcile the inventory results, without using any bar coding equipment. You'll use the Inventory Helper to get started, collect asset data with the Virtual Reader, and compare the results of your inventory with your asset database using the reconciliation feature.

The Virtual Reader—Conducting Inventories without Bar Code Hardware

The application includes a Virtual Reader that allows you to perform an inventory without using bar code hardware. The Virtual Reader is a software tool that performs like a physical bar code reader you hold in your hand. Even though you can perform a full inventory using the Virtual Reader, it is probably not practical to do so. The primary purpose of the Virtual Reader is to teach you about the inventory and bar coding process.

Inventory Manager

With the Inventory Manager you will be able to create and edit inventories with the Inventory Helper, complete inventories and prepare and receive readers. Select Inventory / Inventory Manager from the menu bar. The system displays the Inventory Manager screen.



Follow the guidelines provided below to use this Inventory Manager screen.

- **New Button**
Click this button to invoke the Inventory Helper. This is a wizard that will guide you through the process of creating an inventory.
- **Edit Button**
Click this button to edit an existing inventory. By clicking this button, the Inventory Helper will be brought up allowing you to edit anything on the Inventory Helper wizard. Note that you can only edit inventories that do not have any prepared readers.
- **Delete Button**
Click this button to delete any inventory that is currently selected.

■ **Complete Button**

Click this button if all the readers have been prepared and you wish to make the inventory complete so you can begin the reconciliation process.

■ **Prepare Button**

Click this button to invoke the Prepare Reader screen. With this screen, you will be able to prepare readers for the currently selected inventory.

■ **Receive Button**

Click this button to invoke the Receive Reader Data screen. With this screen you will be able to receive readers that have been prepared for the currently selected inventory.

Inventory Helper

The application contains an Inventory Helper to guide you through the entire inventory process. The Inventory Helper leads you through a series of steps for conducting an inventory. This ensures that you will not forget any important elements in the inventory process.

If you purchased your bar code readers from Sage, the readers are already configured for use with the application.

Note If you are using a Palm OS reader you must still run the FAS Palm Reader install to set up the FAS Conduit for Data Transfer. Otherwise, follow the instructions in the *FAS Reader Installation Guide* on how to configure the reader to work with the application.

Conducting an Inventory

You conduct an automated inventory in four phases.

■ **Phase 1—Initiating the Inventory**

In Phase 1 you initiate the inventory process, use Inventory Helper to set up your inventory, and the Inventory Manager to prepare the reader and download data into it. For more

information, see [“Phase 1—Initiating the Inventory,”](#) page 5-6.

■ **Phase 2—Conducting the Inventory**

In Phase 2 you take the reader into the field and collect data. (If you use the Virtual Reader provided with the application, you can conduct an inventory right from your desk.) For more information, see [“Phase 2—Conducting the Inventory,”](#) page 5-22.

■ **Phase 3—Receiving Data from the Reader**

In Phase 3 you receive data from the reader to FAS 100 Asset Inventory. For more information, see [“Phase 3—Receiving Data from the Virtual Reader,”](#) page 5-26.

■ **Phase 4—Reconciling the Inventory**

In Phase 4 you conduct an inventory reconciliation. The reconciliation is separate from the inventory process, so you can reconcile data at your own pace after all inventories are completed. For more information, see [“Phase 4—Reconciling the Inventory,”](#) page 5-27.

Chapter Map

The sections in this chapter describe two possible inventory scenarios, each of which contains procedural variations. The two inventory scenarios are:

- Baseline Inventory using the FAS Virtual reader.
- Dynamic Inventory using the FAS Virtual reader.

To decide which scenario to use, see [“Baseline Inventory or Dynamic Inventory,”](#) page 5-5.

For information on using a bar code reader to conduct an inventory, see [Chapter 6, “Advanced Inventories: Using Bar Code Equipment.”](#)

Baseline Inventory or Dynamic Inventory

You can use the Virtual Reader to perform either a Dynamic or a Baseline Inventory. Following are brief descriptions of the two inventory types: Baseline and Dynamic.

Baseline Inventory

The Baseline Inventory is used to collect data in the field on assets to build a database or add assets to an existing organization in a database. The Baseline Inventory allows you to collect three fields of “tracking level” data and then up to 12 additional fields of inventory data. Here’s an example of how this works.

Typically, the person taking inventory begins by entering the date when the collection is being done. Since the user may collect data all day long, this data is constant over the entire range of data collected. Next, the user may decide to enter the name of the person collecting data. This data will remain constant over all the assets inventoried unless there is a change in the person collecting the data. Therefore, the consistency of this data may vary over the entire day.

Next, the user may want to inventory multiple locations or departments. The user enters this code, but since the inventory may be taken over several locations or departments by more than one person in a single day, the consistency of this data is less than that of the data on date and person.

After the tracking levels are set up, the additional inventory data is collected for each asset. This typically is data that varies for each asset—for example, tag number, manufacturer’s serial number, etc.

Dynamic Inventory

The Dynamic Inventory downloads the database entries for the group of assets you have selected. This allows you to scroll through the database on the reader screen during the inventory process, and immediately validate or edit asset data. The Dynamic Inventory supports thirteen fields: the Asset Tag field and twelve additional fields you choose. The Dynamic Inventory is most

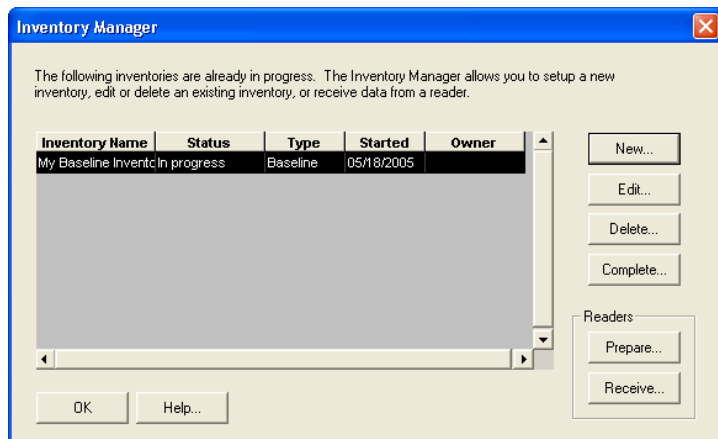
useful for inventories that require extreme care in asset data validation. If you don't need to perform asset information validation during the inventory, you can use the Baseline Inventory method.

Phase 1—Initiating the Inventory

To initiate a Baseline inventory

Most of the steps are the same for a Baseline inventory or a Dynamic inventory. The instructions immediately below are for initiating a Baseline inventory. For details on initiating a Dynamic inventory, see [“To initiate a Dynamic inventory,” page 5-16](#).

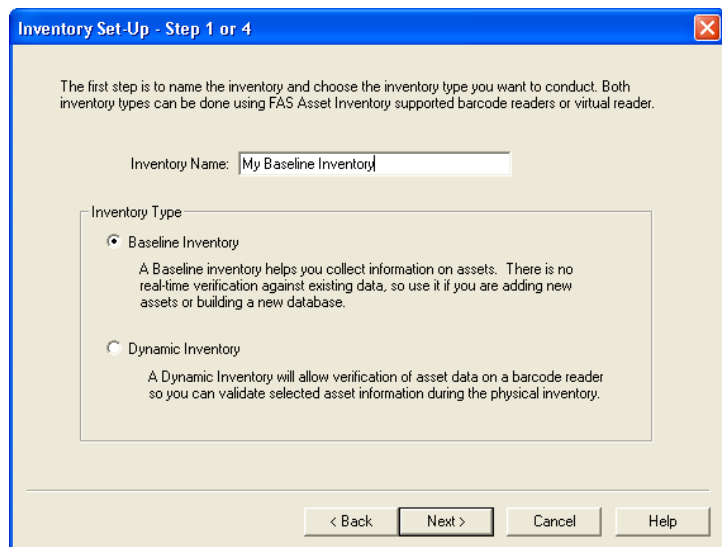
1. If you are using a physical reader to conduct the inventory, connect the reader to the PC.
2. Select Inventory /Inventory Manager from the menu bar. The system displays the Inventory Manager screen.



3. Click the New button. This displays the Introduction screen of the Inventory Helper.

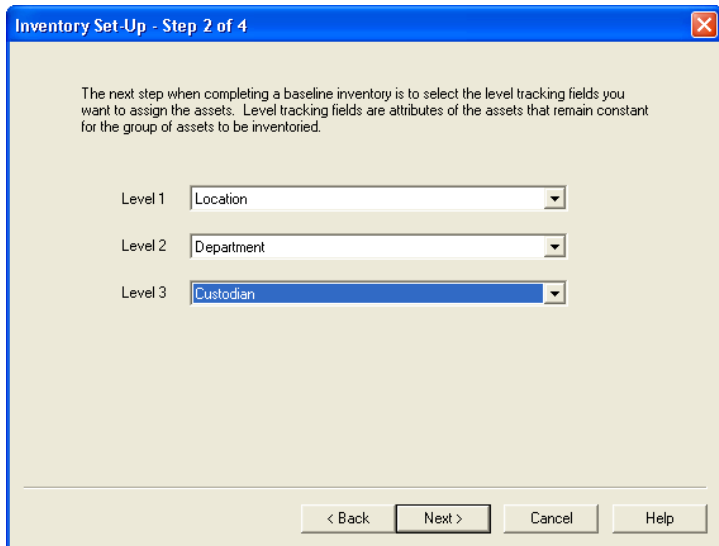


4. Click the Next button. The system displays the first Inventory Helper screen.



5. Enter a name for the Inventory session so it can be identified later during the reconciliation process. (Since you can have multiple inventories from various sessions in a multi-user

environment, be sure to use a name you can identify later during the reconciliation process.) Select a Baseline Inventory, and then click the Next button. (For more information, see [“Baseline Inventory or Dynamic Inventory,” page 5-5.](#)) The system displays the second Inventory Helper screen.



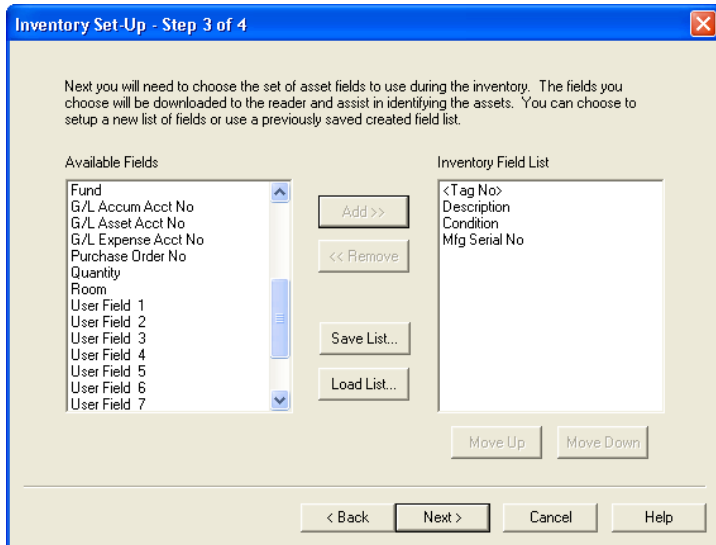
The dialog box is titled "Inventory Set-Up - Step 2 of 4" and has a close button in the top right corner. The main text area contains the following instruction: "The next step when completing a baseline inventory is to select the level tracking fields you want to assign the assets. Level tracking fields are attributes of the assets that remain constant for the group of assets to be inventoried."

Below the text, there are three rows of dropdown menus:

- Level 1: Location
- Level 2: Department
- Level 3: Custodian

At the bottom of the dialog box, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

6. Fill in the Baseline inventory tracking levels. (See [“Completing the Tracking Levels,” page 5-11.](#)) Click the Next button. The system displays the third Inventory Helper screen.



Inventory Set-Up - Step 3 of 4

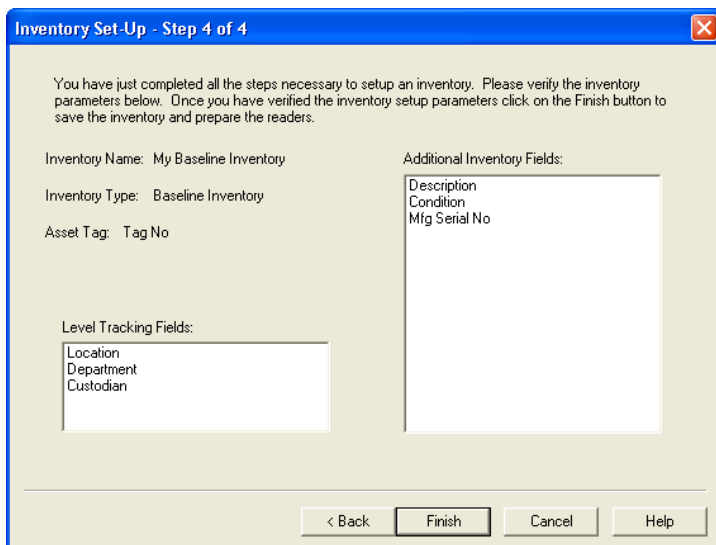
Next you will need to choose the set of asset fields to use during the inventory. The fields you choose will be downloaded to the reader and assist in identifying the assets. You can choose to setup a new list of fields or use a previously saved created field list.

Available Fields	Inventory Field List
Fund	<Tag No>
G/L Accum Acct No	Description
G/L Asset Acct No	Condition
G/L Expense Acct No	Mfg Serial No
Purchase Order No	
Quantity	
Room	
User Field 1	
User Field 2	
User Field 3	
User Field 4	
User Field 5	
User Field 6	
User Field 7	

Buttons: Add >>, << Remove, Save List..., Load List..., Move Up, Move Down

Navigation: < Back, Next >, Cancel, Help

7. Select the set of asset fields to use during the inventory. (See [“Completing the Select Inventory Fields,”](#) page 5-13.)
8. Click the Next button. The system displays the fourth and final Inventory Helper screen for your review. (See [“Reviewing the Inventory Summary Screen for a Baseline Inventory,”](#) page 5-14.)



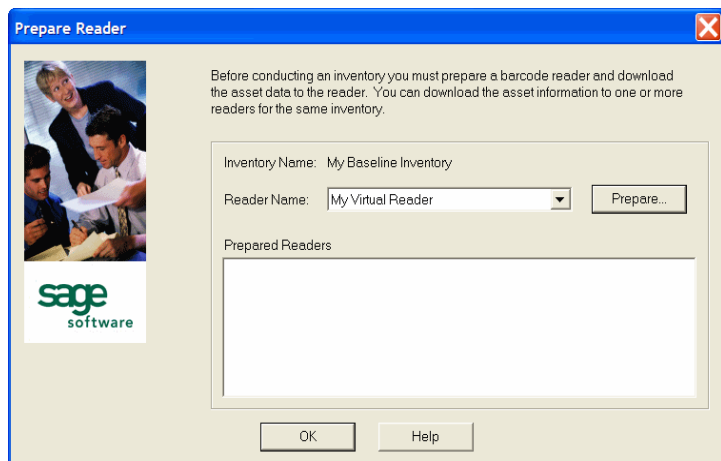
Inventory Set-Up - Step 4 of 4

You have just completed all the steps necessary to setup an inventory. Please verify the inventory parameters below. Once you have verified the inventory setup parameters click on the Finish button to save the inventory and prepare the readers.

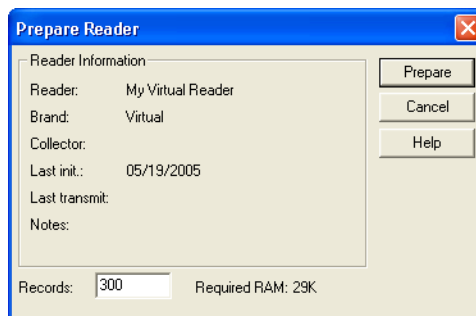
Inventory Name: My Baseline Inventory	Additional Inventory Fields:
Inventory Type: Baseline Inventory	Description
Asset Tag: Tag No	Condition
	Mfg Serial No
Level Tracking Fields:	
Location	
Department	
Custodian	

Navigation: < Back, Finish, Cancel, Help

9. View the inventory summary. Click the Back button to edit the inventory setup; otherwise, click the Finish button. This returns you to the Inventory Manager. You will be prompted to prepare a reader. If you choose to prepare a reader you may do so now. If you choose “No” to prepare a reader you may do so at a later time by clicking the Prepare button on the Inventory Manager screen. This brings up the Prepare Reader screen.

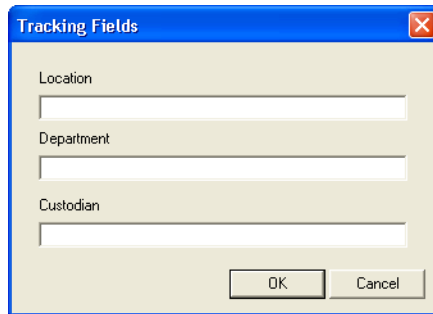


10. Select a Reader (in this case, “My Virtual Reader”), and then click the Prepare button. The system displays the Prepare Reader screen.



11. Complete the Prepare Reader screen, and then click the Prepare button. (See [“Completing the Prepare Reader Screen,”](#) page 5-15.)

After you click the Prepare button, the system displays the Tracking Fields screen.

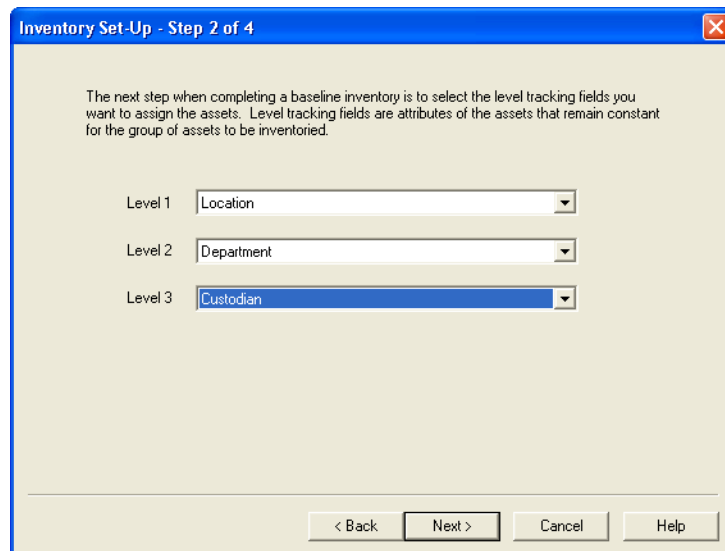


The Tracking Fields dialog box has a blue title bar with the text "Tracking Fields" and a close button (X). The main area is light beige and contains three text input fields labeled "Location", "Department", and "Custodian". At the bottom right, there are two buttons: "OK" and "Cancel".

Complete the Tracking Fields screen, and then click OK. The system displays the Virtual Reader.

12. Go to Phase 2—Conducting the Inventory. For information on completing Phase 2 of the inventory process, see [“Phase 2—Conducting the Inventory,”](#) page 5-22.

Completing the Tracking Levels



The Inventory Set-Up - Step 2 of 4 dialog box has a blue title bar with the text "Inventory Set-Up - Step 2 of 4" and a close button (X). The main area is light beige and contains a paragraph of text: "The next step when completing a baseline inventory is to select the level tracking fields you want to assign the assets. Level tracking fields are attributes of the assets that remain constant for the group of assets to be inventoried." Below this text are three dropdown menus labeled "Level 1", "Level 2", and "Level 3". The "Level 1" dropdown is set to "Location", "Level 2" is set to "Department", and "Level 3" is set to "Custodian". At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Follow the guidelines provided below to complete the fields in the Tracking Levels screen.

■ **Select the Tracking Level Fields You Will Use to Add Your Assets**

In the Tracking Levels screen, you can set up one, two, or three levels. The order of tracking field levels you select is *not* important. As a general rule, be sure you select the most constant field over the inventory for level 1 and less constant fields for levels 2 and 3.

For each level, you can select any field *except* the following:

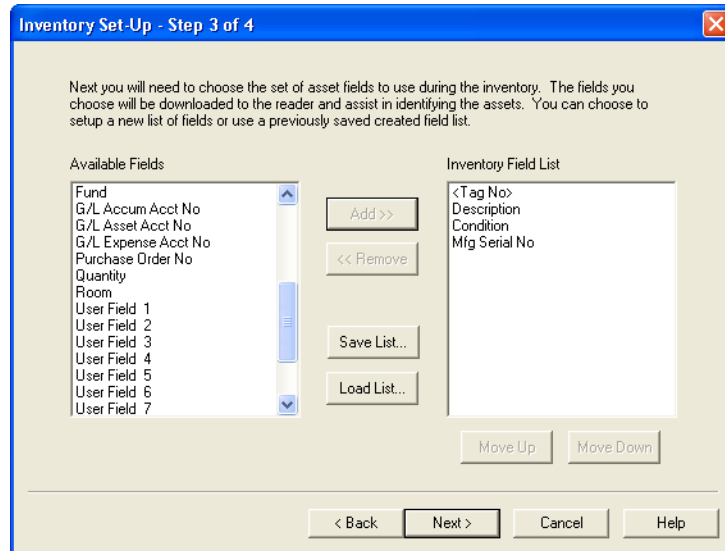
- System Number
- Tag Number
- Checked Out Date
- Exception Status
- Expected Return Date
- Mfg Serial Number
- Reconciliation Status
- Replace Value
- Acquisition Value
- Condition
- Description
- Replace Value Cat

If you select only one level, leave levels 2 and 3 set to “None.”

If you select two levels, leave level 3 set to “None.”

Note Any fields you select in the Tracking Levels screen cannot be selected as part of the Select Inventory Fields panel.

Completing the Select Inventory Fields



You can add up to 12 additional fields beyond the fields you selected in the Tracking Levels screen. (The Tag field is always selected.) Use the map feature to save or load your list of inventory fields.

- **Available Fields**

Use this field to specify a field you want to include in the inventory.

- **Add Button**

Click this button OR double-click the selected field to add the specified field to the Inventory Fields list.

- **Remove Button**

Click this button to remove the specified field from the inventory.

- **Save List Button**

Click this button to save the selected inventory fields list for future inventories. The file is saved as an inventory field file (type *.ivf).

- **Load List Button**

Click this button to open an inventory fields file containing a previously saved selected group of fields. The standard

Windows Open screen appears. Select the desired inventory field file and click Open.

■ **Inventory Field List**

The system uses this field to display the fields it will add to the inventory.

■ **Move Up Button**

Click this button to move the specified field up in the inventory's hierarchy. This provides an inventory collector with logical variations in the inventory process. For instance, if you have labeled locations and want to scan the location once for all assets in that location, the Location field must appear first in the Inventory Fields list.

■ **Move Down Button**

Click this button to move the specified field down in the inventory's hierarchy. For more information, see "Move Up Button" above.

Reviewing the Inventory Summary Screen for a Baseline Inventory

Inventory Set-Up - Step 4 of 4

You have just completed all the steps necessary to setup an inventory. Please verify the inventory parameters below. Once you have verified the inventory setup parameters click on the Finish button to save the inventory and prepare the readers.

Inventory Name: My Baseline Inventory

Inventory Type: Baseline Inventory

Asset Tag: Tag No

Level Tracking Fields:

Location
Department
Custodian

Additional Inventory Fields:

Description
Condition
Mfg Serial No

< Back Finish Cancel Help

■ **Inventory Type**

The system uses this field to indicate which inventory type it will use for the inventory.

■ **Asset Tag Field**

The system uses this field to indicate which field is the tag field.

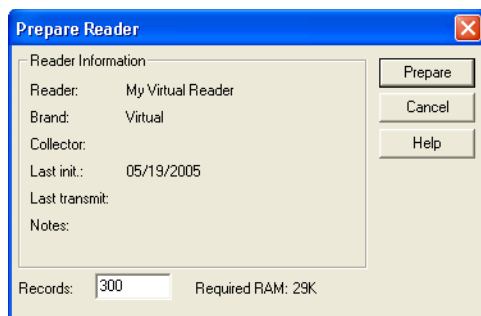
■ **Level Tracking Fields**

The system uses these fields to indicate the topmost tracking levels selected for the assets in the inventory. The data in these fields are applied to all assets inventoried under their auspices.

■ **Additional Inventory Fields**

The system uses this box to list the names (in order) of the rest of the fields that it will include in the inventory.

Completing the Prepare Reader Screen



The screenshot shows a Windows-style dialog box titled "Prepare Reader". It contains a "Reader Information" section with several fields: "Reader:" (My Virtual Reader), "Brand:" (Virtual), "Collector:", "Last init.:" (05/19/2005), "Last transmit:", and "Notes:". To the right of these fields are three buttons: "Prepare", "Cancel", and "Help". At the bottom of the dialog, there is a "Records:" field with the value "300" and a "Required RAM: 29K" label.

Follow the guidelines provided below to complete the fields on the Prepare Reader screen.

■ **Reader**

The system uses this field to display the name of the current reader setup.

■ **Brand**

The system uses this field to display the reader brand used in the current reader setup.

■ **Collector**

The system uses this field to display the name of the collector listed in the current reader setup.

■ **Last Initialization**

The system uses this field to display the date that this reader was last initialized.

■ **Last Transmit**

The system uses this field to display the date that this reader last transmitted data to the application.

■ **Notes**

The system uses this field to display any notes included in the current reader setup.

■ **Records**

You use this field to enter the approximate maximum number of records you will inventory during the current inventory.

■ **Select Groups for Reader (Dynamic Inventory Only)**

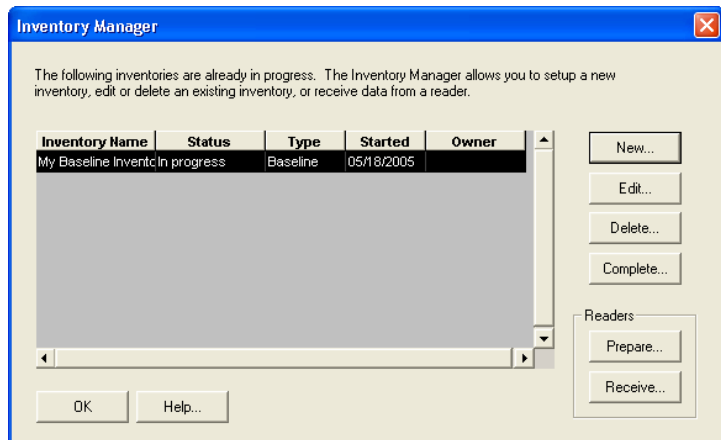
The system uses this field to display the groups you have selected for the current inventory. If you are downloading an inventory to multiple readers, select the group or groups you want to download to the current reader.

■ **Prepare Button**

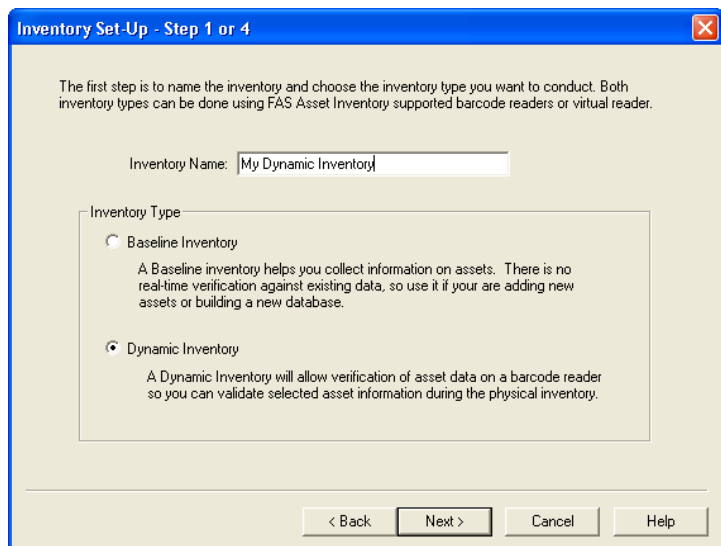
After you complete the Prepare Reader screen and are ready to initialize the reader, click this button. If you selected a Virtual Reader setup, the system displays the Tracking Fields screen, and then it displays the Virtual Reader. If you selected another reader setup, the system displays the Communicating With Reader screen.

To initiate a Dynamic inventory

1. If you are using a physical reader to conduct the inventory, connect the reader to the PC.
2. Select Inventory/Inventory Manager from the menu bar. The system displays the Inventory Manager screen.

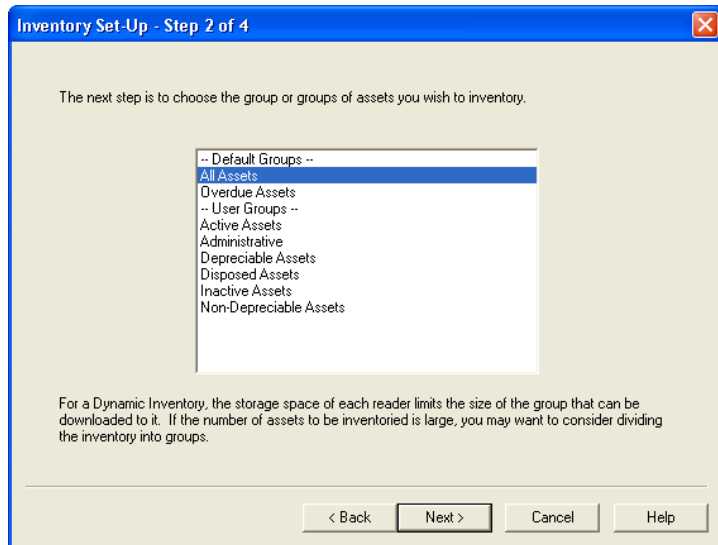


3. Click the New button. The system displays the Introduction screen of the Inventory Helper.
4. Click the Next button. The system displays the first Inventory Helper screen.



5. Enter a name for the Inventory session so it can be identified later during the reconciliation process. (Since you can have multiple inventories from various sessions in a multi-user

environment, be sure to use a name you can identify later during the reconciliation process.) Select a Dynamic Inventory, and then click the Next button. (For more information, see [“Baseline Inventory or Dynamic Inventory,” page 5-5](#).) The system displays the second Inventory Helper screen.



6. Select the group(s) of assets you want to inventory. (See [“Completing the Select Groups Panel,” page 5-20](#).) Click the Next button. The system displays the third Inventory Helper screen.

Inventory Set-Up - Step 3 of 4

Next you will need to choose the set of asset fields to use during the inventory. The fields you choose will be downloaded to the reader and assist in identifying the assets. You can choose to setup a new list of fields or use a previously saved created field list.

Available Fields

- Acquisition Value
- Custodian
- FAI Replace Value
- FAI User Field 1
- FAI User Field 2
- FAI User Field 3
- FAI User Field 4
- FAI User Field 5
- FAI User Field 7
- FAI User Field 8
- FAI User Field 9
- FAI User Field 10
- Floor
- Fund

Add >>

<< Remove

Save List...

Load List...

Inventory Field List

- <Tag No>
- Description
- Location
- Department
- Condition

Move Up

Move Down

< Back Next > Cancel Help

7. Select the set of asset fields to use during the inventory. (See [“Completing the Select Inventory Fields,”](#) page 5-13.)
8. Click the Next button. The system displays the fourth and final Inventory Helper screen for your review. (See [“Reviewing the Inventory Summary Screen for a Dynamic Inventory,”](#) page 5-21.)

Inventory Set-Up - Step 4 of 4

You have just completed all the steps necessary to setup an inventory. Please verify the inventory parameters below. Once you have verified the inventory setup parameters click on the Finish button to save the inventory and prepare the readers.

Inventory Name: My Dynamic Inventory

Inventory Type: Dynamic Inventory

Groups:

Group	Assets	Bytes
All Assets	50	8237

Inventory Field List:

- <Tag No>
- Description
- Location
- Department
- Condition

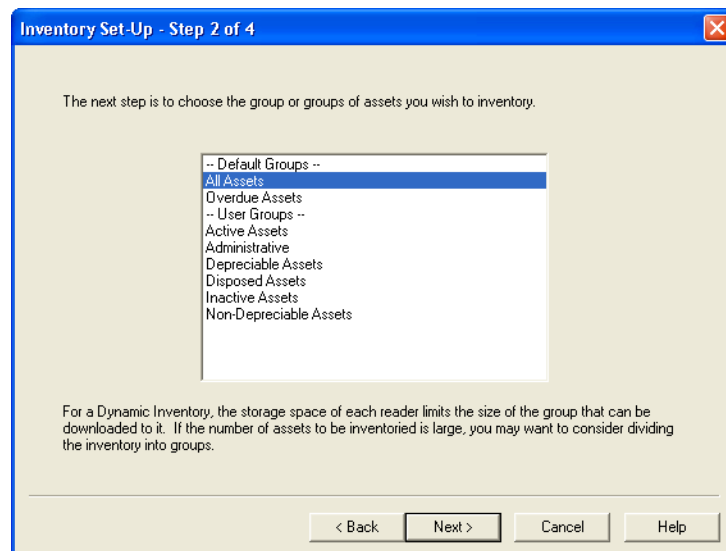
< Back Finish Cancel Help

9. View the inventory summary. Click the Back button to edit the inventory setup; otherwise, click the Finish button. This returns you to the Inventory Manager. You will be prompted to prepare a reader. If you choose to prepare a reader you may do so now. If you choose “No” to prepare a reader you may do so at a later time by clicking the Prepare button on the Inventory Manager. This brings up the Prepare Reader screen.
10. Select a Reader, and then click the Prepare button. The system displays the Prepare Reader screen.
11. Complete the Prepare Reader screen, and then click the Prepare button. (See [“Completing the Prepare Reader Screen,”](#) page 5-15.)

After you click the Prepare button, the system displays the Virtual Reader.

12. Go to Phase 2—Conducting the Inventory. For information on completing Phase 2 of the inventory process, see [“Phase 2—Conducting the Inventory,”](#) page 5-22.

Completing the Select Groups Panel



Follow the guidelines provided below to complete the fields on the Select Groups screen.

■ **Select the Groups to Be Included in the Inventory**

Use this field to select one or more groups of assets you want to inventory.

Reviewing the Inventory Summary Screen for a Dynamic Inventory

Inventory Set-Up - Step 4 of 4

You have just completed all the steps necessary to setup an inventory. Please verify the inventory parameters below. Once you have verified the inventory setup parameters click on the Finish button to save the inventory and prepare the readers.

Inventory Name: My Dynamic Inventory

Inventory Type: Dynamic Inventory

Groups:

Group	Assets	Bytes
All Assets	50	8237

Inventory Field List:

- <Tag No>
- Description
- Location
- Department
- Condition

< Back Finish Cancel Help

■ **Inventory Type**

The system uses this field to indicate which inventory type it will use for the inventory.

■ **Groups**

The system uses this field to indicate which groups of assets it will include in the inventory.

□ **Assets**

The system uses this field to indicate how many assets are included in the inventory.

□ **Bytes**

The system uses this field to indicate how many bytes of RAM the reader must have to conduct the inventory. The

number of bytes required is based on the number of selected asset records.

■ **Inventory Field List**

The system uses this box to list the names (in order) of the fields that it will include in the inventory.

Phase 2—Conducting the Inventory

Use the bar code reader to conduct the inventory. See the sections in Chapter 6 devoted to operating the individual bar code readers during an inventory, or see [“Using the Virtual Reader to Conduct an Inventory,” page 5-22.](#)

Using the Virtual Reader to Conduct an Inventory

If you use the Virtual Reader, you must use the Inventory Helper to conduct the inventory. If you like, you can use the sample data to perform a mock inventory. For information on beginning an inventory, see [“Phase 1—Initiating the Inventory,” page 5-6.](#) Then, on the Prepare Reader screen, select the Virtual Reader from the list and click the Prepare button.

The system displays the Virtual Reader. The following figure shows the specific elements of the Virtual Reader.



To conduct an inventory using the Virtual Reader for a Baseline inventory

1. Enter the data for the first field of the first asset, and then click the Search button on the Virtual Reader.
2. Enter the data for all the additional fields for the first asset.
3. Click the Save button to accept your entries for this asset.
4. Repeat steps 1 through 3 for all additional assets that meet the criteria of the first set of tracking levels.

5. Click the Levels button to open the Tracking Levels screen.
6. Enter the next set of tracking levels and click the OK button.
7. Repeat steps 1 through 3 for all additional assets that meet the criteria of the new set of tracking levels.
8. Repeat steps 4 through 7 if necessary.
9. Click the Exit button or use the menu (File/Exit) when you finish the inventory.

To conduct an inventory using the Virtual Reader for a Dynamic inventory

When the Virtual Reader first appears, the system displays the Asset Tag field in the Data Entry Window.

1. Enter the Asset Tag field value for the first asset you want to inventory, and then click the Search button. The system finds the asset and displays its field entries.
2. Confirm or change the asset data, and then click the Save button.
3. Repeat steps 1 and 2 for all additional assets.
4. Click the Exit button or use the menu (File/Exit) when you finish the inventory.

Entering and Viewing Field Data in the Virtual Reader

■ Data Entry Window

The system uses this window to display the names of the fields you selected to include in the inventory. In addition, you use this window to enter data. Use the arrow keys on the keyboard to move from one field to the next.

When you save an asset entry, the system clears all the fields. Entries you made to the tracking fields remain in place as the

system displays the next asset record. This allows you to quickly enter similar assets.

■ **Save Button**

Click this button to save all field entries to each individual asset.

■ **Search Button**

After you enter the Asset Tag Field value, click this button to find the asset in the database.

■ **Levels Button (Baseline Inventory only)**

After you enter all the data for the first set of tracking levels, click this button to open the Tracking Levels screen, where you can select the next set of tracking levels.

■ **Cancel Button**

Click this button to clear entries made for the current asset prior to saving.

■ **Browse Data Button**

Click this button to toggle between the Virtual Reader's Browse Data and Perform Inventory modes. During a Dynamic Inventory, the Browse Data mode allows you to use the scroll database buttons to view your asset entries.

■ **Scroll Records Buttons**

Click this button to move forward and backward through the database records you have already inventoried.

■ **Exit Button**

Click this button to return to the application when you finish the inventory.

■ **Menu**

File

Preferences

Confirm new asset

Clear this option if you do not wish to be queried when an asset is to be saved.

Use extended search

Check this option to use extended search. When extended search is on, you may add search criteria for all fields. All the fields that have data will be searched. Once searched, a number of records could be returned. Use the browse buttons to navigate to the next found value.

User Info

Creation Date: Date the inventory was prepared

User: The name of the user from the Reader Manager

User ID: This is the reader name from the Reader Manager

Records: This is the number of records that have been scanned.

Mode: Indicates whether the inventory is Dynamic or Baseline

Clear Inventory

This rewinds the current inventory and erases all scanned records.

Phase 3—Receiving Data from the Virtual Reader

If you exited the application or the Inventory Manager, restart them now.

1. Once in the Inventory Manager, select the inventory that you are working with. Click the Receive button. This brings up the Receive Reader Data screen.

Receive Reader Data

When you finish the inventory you are ready to receive the data from the reader(s). Select a reader from the list below and click on the Receive button. Repeat this process for each reader you use in the inventory.

Inventory Name: MyBaseline Inventory

Reader Name: My Virtual Reader Receive...

Reader Name	Status	Last Trans. Date
My Virtual Reader	Not Received	

OK Help

2. Select the reader that contains the data you want to receive (in this case, the “My Virtual Reader 1”).
3. Click the Receive button. The system displays the Communicating with Reader screen. Because you are using the Virtual Reader, the system may receive the data quickly with no visual clues that the process is complete.
4. A screen displays a message telling you how many records have been received.
5. Click the OK button. The system redisplay the Receive Reader Data screen.
6. If you prepared additional readers and used them during the inventory, repeat steps 2 through 5 for each reader.
7. The grid shows the readers that have been received and those that have not been received as of yet.
8. Click the OK button. The system returns to the Inventory Manager screen.
9. The system will prompt you to Complete the inventory. If you do not wish to do this at this time, you may do it at a later date by choosing the appropriate inventory from the Inventory Manager list and clicking the Complete button.

Phase 4—Reconciling the Inventory

1. Perform the Inventory Reconciliation. (For more information, see [“Reconciling Your Inventory,” page 5-28.](#))
2. Click the Reconciliation Complete button. The system asks if you want to run the Reconciliation report at this time.
3. Click OK to run the Reconciliation report, or Cancel to return to the main system window. For full details on running reports, see [Chapter 10, “Using Reports to Control and Analyze Your Data.”](#)

Reconciling Your Inventory

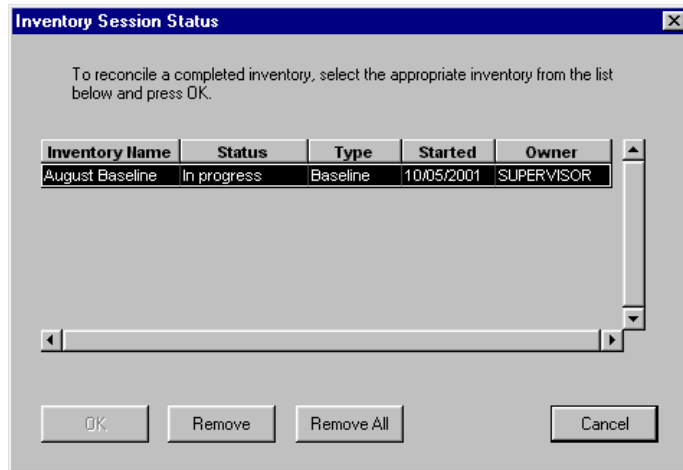
Inventory management deals with several critical issues. Are assets that were once in the inventory no longer there? Why are the assets no longer in the inventory? These issues emphasize that reconciling your inventory is the key to successful inventory management. Without it, your inventory efforts may be meaningless. The application provides an easy reconciliation function you must perform immediately after you receive all data from your readers.

Reconciliation is based on a series of codes you apply to your inventory records to explain differences between your asset database and your actual inventory (the inventory records). Once you apply these codes, you decide whether or not to update the database. After the reconciliation is complete, the system asks if you want to run the Reconciliation report at that time. The Reconciliation report details the inventory reconciliation.

After you click the Finish button at the end of an inventory, the system redisplay the main system window. You can then conduct any additional inventories you need. When you are ready, you can then perform the reconciliation.

To reconcile an inventory

1. Select Inventory/Reconciliation from the main menu. If there are no outstanding inventories needing reconciliation, the system tells you. Click the OK button to cancel the reconciliation process. If there are outstanding inventories that have not been reconciled, the system displays them in the Inventory Session Status screen.

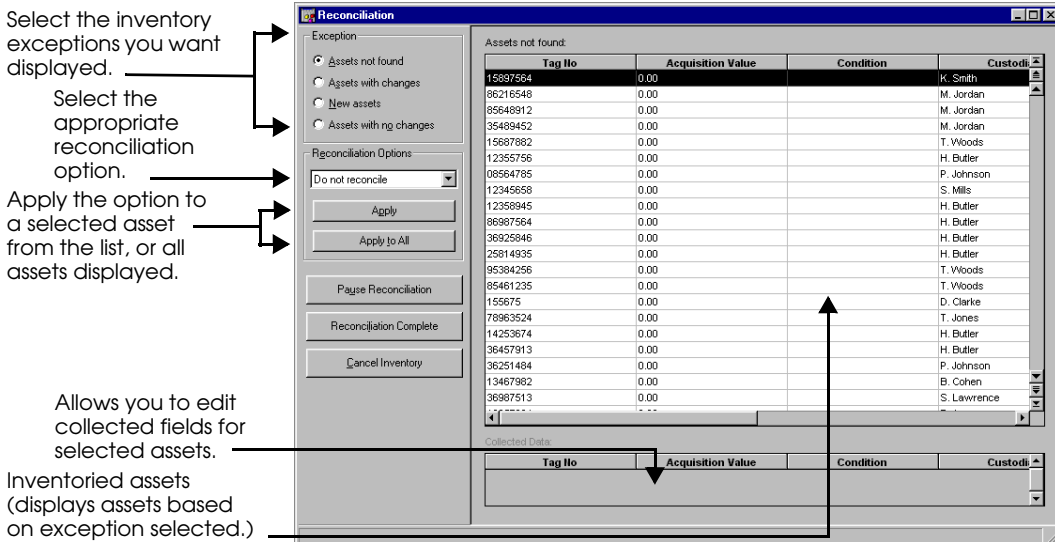


2. Select the inventory to be reconciled and click the OK button. Only one completed inventory can be reconciled at a time.

Note An inventory must be complete before you can reconcile it. To complete any of the in progress inventories listed in the Session Status box, click on Cancel and return to the Inventory Manager.

3. Complete the Reconciliation window, and then click the Reconciliation Complete button. The system displays the main system window.

Completing the Reconciliation Window



Follow the guidelines provided below to complete the fields on the Reconciliation window.

■ Exception

❑ Assets Not Found

Select this option button to display assets in the database that the system did not find during the inventory.

❑ Assets with Changes

Select this option button to display only those assets that changed during the inventory. To change an asset, select the asset from this group, and then use the Collected Data screen to specify the changes. For more information about the Transfer field, see [“Modifying a Transfer Field,” page 5-33.](#)

❑ New Assets

Select this option button to display only those assets that were added during the inventory. To change an asset, select an asset from this group, then use the Collected Data screen to specify the changes.

☐ **Assets with No Changes**

Select this option button to display only those assets that did not change during the inventory.

■ **Reconciliation Options**

Use this field to select the reconciliation option you want to apply to the selected asset or assets. Depending on the Exception group you select, some reconciliation options may not be available. The chart below outlines the availability of reconciliation options based on Exception group. Following the chart are descriptions of each reconciliation option.

Exception	Reconciliation Option
Assets not found	Do not reconcile Inactivate Confirm checked-out assets Delete
Assets with changes	Do not update Update
New assets	Do not add Add
Assets with no changes	No changes

☐ **Do Not Reconcile**

Use this option to indicate that the system found a change in the asset data during the inventory but has not changed it in the database.

☐ **Inactivate**

Use this option to inactivate the asset. To view inactivated assets, you can specify the Inactive Assets group, or you can display the Inactive Assets group in a report.

☐ **Confirm Checked-Out Assets**

Use this option to identify missing assets that have been checked out.

☐ **Delete**

Select options in this field to delete all FAS 100 Asset Inventory-specific asset references from the system. If you created the asset in FAS 100 Asset Inventory, the system deletes the entire asset. If you created the asset in FAS 100 Asset Accounting, the system deletes only the FAS 100 Asset Inventory-specific fields.

☐ **Do Not Update**

Select this option if, when the system finds a change in the asset data during the inventory, you do not want to change it in the database (perhaps because the change is temporary).

☐ **Update**

Select this option to apply the inventory changes to the database.

☐ **Do Not Add**

Select this option if you do not want to add a new asset directly into the database. Before adding the new asset, you may need to decide whether this asset is a valid database entry.

☐ **Add**

Select this option if you want to add the new asset directly into the database.

☐ **No Changes**

Valid only for assets with no changes.

■ **Asset List**

The system uses this field to display the group of assets that match the selected Exception option. Notice that the system displays the corresponding Exception option above this field.

You use this field to select one asset or a group of assets. To select multiple assets, hold down the CTRL key while you click the left mouse button to select assets.

■ **Collected Data**

The system uses this field to display asset data from a selected asset that is part of an Assets With Changes or New Assets Exception group.

You can use this field to edit any data the system displays.

■ **Apply Button**

Click this button if you want to apply the selected Reconciliation option to the selected asset or assets.

■ **Apply to All Button**

Click this button if you want to apply the selected Reconciliation option to the entire Exception group.

■ **Pause Reconciliation Button**

Click this button to pause the active reconciliation process. This button closes the screen and allows you to complete the process later in the same session or during a new session.

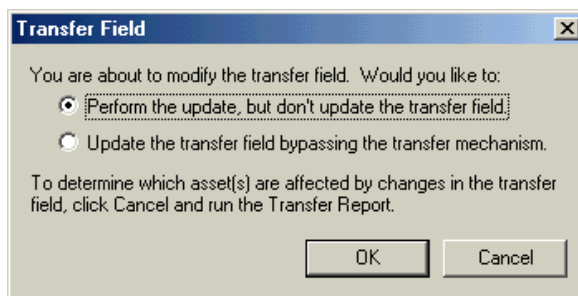
■ **Reconciliation Complete Button**

Click this button when you complete the reconciliation. The system displays the main system window.

■ **Cancel Inventory Button**

Click this button if you want to cancel the inventory. If you cancel the inventory at this point, you will lose all data received from the reader.

Modifying a Transfer Field



This screen will be displayed if you have an Asset with Changes, where one of the changed fields is the transfer field.

■ **Perform the update, but don't update the transfer field**

Select this option if you would like to update all the other field changes, but not update the change to the transfer field.

■ **Update the transfer field bypassing the transfer mechanism**

Select this option if you would like to update all the field changes, including updating the change to the transfer field.

6

Advanced Inventories: Using Bar Code Equipment

In the previous chapter, you learned how to conduct an inventory from beginning to end, without using bar code equipment. In this chapter, you'll learn about conducting inventories using a Windows Mobile reader or Palm OS reader.

Setting Up Portable Readers

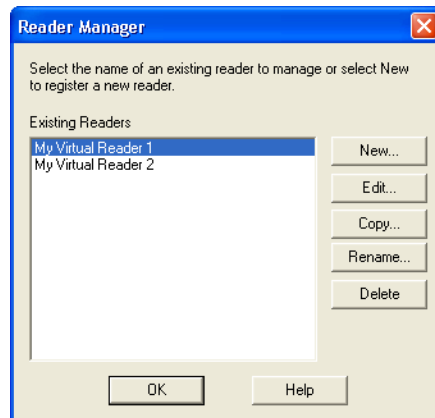
Before you begin your first inventory, you must use the Reader Manager to set up your readers in the application.

To add a new reader to the application

1. Select Inventory /Reader Manager from the menu bar. The system displays the Reader Manager screen. See ["Completing the Reader Manager Screen,"](#) page 6-2.
2. Click the New button. The system displays the Reader Setup screen. See ["Completing the General Options Page of the Reader Setup Screen,"](#) page 6-4.
3. Enter a new name for the reader you are adding.
4. Select the type of reader you want to add from the Reader Brand field.
5. Complete the General page of the Reader Setup screen.

6. Complete the Notes page of the Reader Setup screen.
7. Click the OK button.

Completing the Reader Manager Screen



Follow the guidelines provided below to complete the fields on the Reader Manager screen.

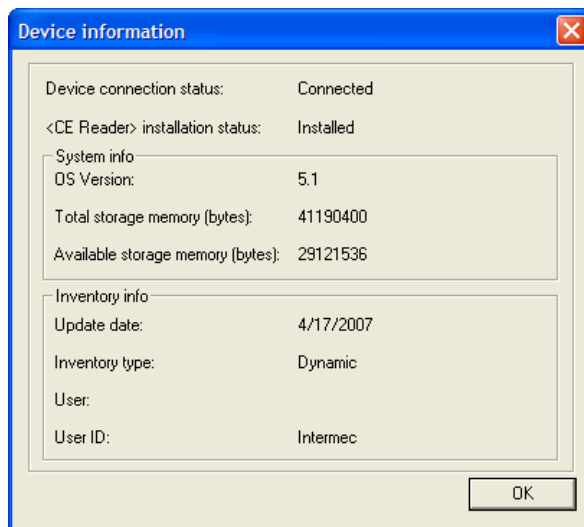
- **Existing Readers**
Displays the list of readers that have been entered into the database.
- **New Button**
Click this button to bring up the Reader Setup screen.
- **Edit Button**
Click this button to bring up the Reader Setup screen and edit the currently selected reader.
- **Copy Button**
Creates a new reader entry by making a copy of the reader information for the currently selected reader.
- **Rename Button**
Allows you to rename the currently selected reader.
- **Delete Button**
Deletes the currently selected reader from the system.

Windows Mobile Reader Information

If Windows OS reader is chosen from the scroll list in the Reader Brand field of the Reader Setup screen, the Device Info button is enabled. The Device Information window contains information on the device connection status, FAS Windows Reader program installation status, system information, and inventory information.

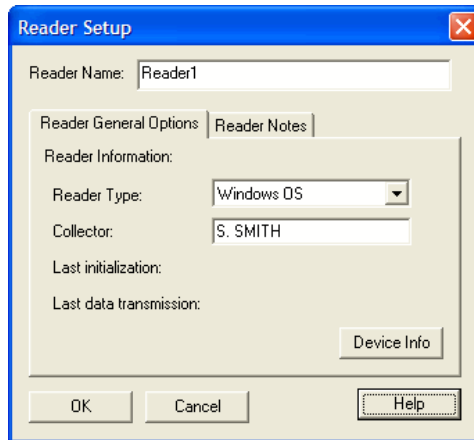
To display Windows Mobile reader information

1. In the Reader Setup screen, click the Device Info button. The PC connects with the Windows Mobile reader, and the system displays the Device Information screen.



2. Click OK to exit from the Device Information screen.

Completing the General Options Page of the Reader Setup Screen

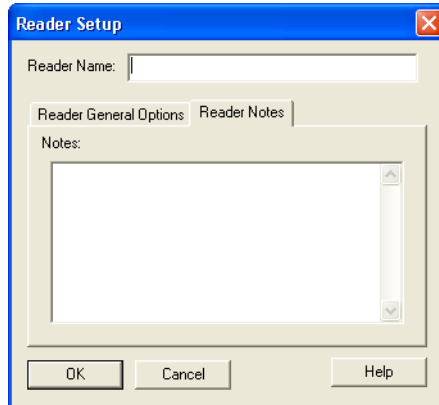


The screenshot shows a Windows-style dialog box titled "Reader Setup". It has a blue title bar with a close button (X) in the top right corner. The dialog is divided into two tabs: "Reader General Options" (selected) and "Reader Notes". Below the tabs, there is a section labeled "Reader Information:". This section contains four fields: "Reader Name:" with a text box containing "Reader1"; "Reader Type:" with a dropdown menu showing "Windows OS"; "Collector:" with a text box containing "S. SMITH"; and "Last initialization:" and "Last data transmission:" which are currently empty. To the right of these fields is a button labeled "Device Info". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Follow the guidelines provided below to complete the fields on the General Options page of the Reader Setup screen.

- **Reader Name**
This is the unique name of the reader.
- **Reader Brand**
Use this field to select the appropriate reader brand.
- **Collector**
Use this field to enter the name of the person conducting the inventory.
- **Last Initialization**
The system uses this field to display the date that the reader was last initialized.
- **Last Data Transmission**
The system uses this field to display the date that the reader last transmitted data to the application.

Completing the Notes Page of the Reader Setup Screen



Follow the guidelines provided below to complete the field on the Notes page of the Reader Setup screen.

- **Notes**

Use this field to enter any additional information not covered by the fields on the General Options page of the Reader Setup screen.

Windows Mobile Readers

Windows Mobile readers offer a fast and easy way to conduct an inventory. You can find a list of the readers supported by Sage FAS at www.sagefas.com/hardware.

Windows Mobile readers use the Windows Mobile operating system, similar to the Windows environment on your personal computer. You can navigate within windows using the touch activated screen (if available) or by using the keyboard. Data can be entered by using the keyboard, or by scanning barcodes with the barcode reader wand.

Setting Up Your Windows Mobile Reader

Before you begin your inventory, you must use the FAS Reader Manager to set up any readers you are going to use with the system. For information on setting up a reader, see [“Setting Up Portable Readers,” page 6-1](#).

Configuring the Windows Mobile Reader

In order for your computer to communicate successfully with the Windows Mobile reader, you must configure the internal software of the Windows Mobile reader in a specific manner. You only need to configure the Windows Mobile reader the first time you use it, or if the reader has lost all power. If your Windows Mobile reader has been configured differently and can't communicate with your PC, follow the instructions below to reconfigure it.

To configure the Windows Mobile reader

1. On the Windows Mobile reader, from the Start menu select Settings/Communications.
2. Click on the PC Connection folder.
3. Click on Change Connection and using the scroll menu, choose Serial @ 19200.

Note Changing the connection to any other setting may disable communications with your desktop computer.

Note If your Symbol scanner will not activate: Try disabling the IR Beam. Start/Settings then choose the connections tab, choose beam and select the “Receiving” check box.

Installing the FAS Windows Reader Program

To successfully operate Windows Mobile readers during a Dynamic or Baseline inventory, you must transfer the FAS Windows Reader program files from your computer to the reader. You must have already installed Microsoft ActiveSync on your computer before installing FAS Windows Reader.

You only need to follow the procedure that downloads the inventory program to the Windows Mobile reader once. You will not need to repeat this procedure unless there is an update to the program.

The installation program works with Windows Me, Windows XP, and Windows 2000.

To install the FAS Windows Reader program to the Windows Mobile reader from the computer

1. Make sure your Windows Mobile reader is connected to the computer and has at least 3 Mb of storage memory available.
2. Run the Setup program to install the FAS Windows Reader program to the Windows Mobile reader. For complete installation instructions, see the *FAS 100 Fixed Assets Installation & Administration Guide*.
3. After installation is complete, it is recommended that you restart the Windows Mobile reader.

Note Before installing the FAS Windows Reader program, you must install Microsoft ActiveSync on your computer. You can obtain it for free from the download page on the Microsoft web site at www.microsoft.com.

To uninstall the FAS Windows Reader program

1. Click the Start button on the Windows taskbar. Select Settings and then Control Panel from the Start menu.
2. The system opens the Control Panel screen. Double click the Add/Remove Programs icon. The system opens the Add/Remove Programs screen.

Note If you have installed the Windows Mobile Services folder to a different directory, look for the application manager file in the directory where it was installed.

3. Select FAS Windows Reader and click the Remove button.

General Features of the FAS Windows Reader Program

The basis for conducting any inventory is the FAS Windows Reader program, which can be installed on any Windows Mobile reader. This program allows you to search for assets, make changes to the asset, or enter new assets in both Dynamic and Baseline inventories.

Note If there are too many entries in the Smartlists. The list will be truncated to a manageable size by the reader. The message “Too many smartlists entries. Some will be truncated” will appear.

The following section describes the main features of the Windows Reader program.



- An option can be selected by clicking OK, or pressing ENTER.
- The Open Book symbol in the top menu bar enables the Browse function. Click this button to browse through records that have had saved changes.
- In Browse mode, use the << and >> buttons to scroll through the previous and next records respectively.

Note When the program is in Browse mode, the Search and Save buttons are disabled and changes can no longer be made. Press the Browse button a second time, or press Cancel to return to normal mode.

- Use the User Info menu option to see current inventory information.
- Use the Preferences menu option to change the following inventory parameters and settings:
 - **Confirm New Asset Check Box.** When the Confirm New Asset box is checked, each time new information is added to an asset and saved, a screen appears confirming the save function. Click Yes to save the asset, or No to return to the main screen.
 - **Use Extended Search Check Box.** This function lets you search through all the records in your inventory using a field other than the Asset Tag Field. When the Use Extended Search box is checked, you can enter data into any of the other fields used in the inventory and press the Search button. The program will find all the records that contain the field data you searched for. Use the << and >> buttons to scroll through all the records that matched the search criteria.
- Use the Clear Inventory menu option to undo all changes made to the data.
- The question mark symbol in the top menu bar and the About FAS Windows Reader menu option in the Help menu both display program information.
- Exit the program by clicking the X at the top right of the screen, or by choosing the File/Exit menu option.

Note Only one instance of the FAS Windows Reader program can be running at a time.

Accelerator Keys

The following key combinations can be used as shortcuts:

Keys	Action
Alt+Alt	Menu access
Alt+S	Save current asset
Alt+E; Ctrl+E	Search asset
Alt+C; Ctrl+C	Cancel function
Alt+L; Ctrl+L	Call level screen
Alt+B; Ctrl+B	Browse assets
Alt+N; Ctrl+N	Browse next asset
Alt+P; Ctrl+P	Browse previous asset
Alt+A; Ctrl+A	Call "About" message

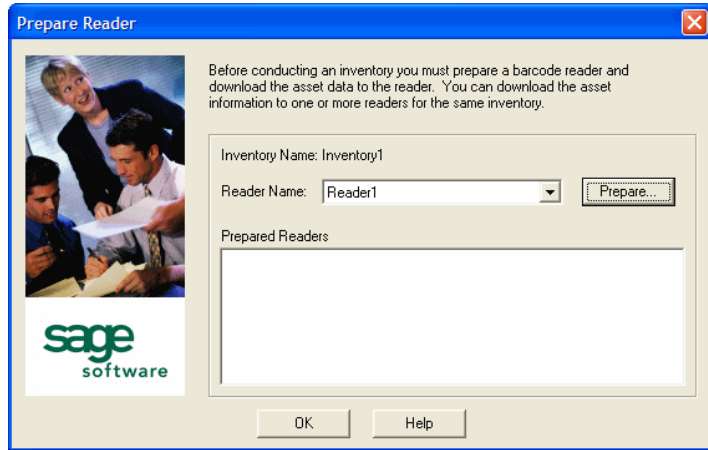
Preparing the Inventory Data to the Windows Mobile Reader

This step converts your inventory data to a file and transfers it to your Windows Mobile reader. Before you prepare inventory data from the application to the Windows Mobile reader, you must perform these tasks:

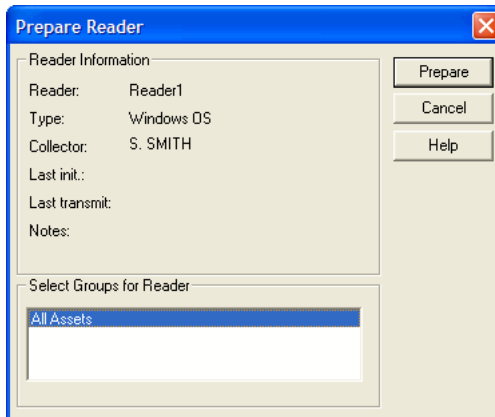
- Set up your reader in the Reader Manager screen.
- Download the FAS Windows Reader program to the Windows Mobile reader.
- Begin the Inventory process using the Inventory Manager.
- Connect your Windows Mobile reader to the computer.

To prepare inventory data to the Windows Mobile reader

1. Open the Inventory Manager, select the inventory you wish to use and click the Prepare button.



2. This opens the Prepare Reader screen. Select the reader and click the Prepare button.
3. Ensure the reader information is correct, and then click Prepare on the Prepare Reader screen.



Palm OS Readers

Palm OS readers can be used to conduct efficient and worry-free inventories.

Palm OS readers use the Palm operating system that lets you easily navigate within windows using the touch activated screen. Data can be entered by using the stylus (pen) in the writing area, using the touch activated virtual keyboard, or by scanning barcodes with the barcode reader at the top of the reader.

Setting Up Your Palm OS Reader

Before you begin your inventory, you must use the FAS Reader Manager to set up any readers you will use with the system. For information on setting up a reader, see [“Setting Up Portable Readers,” page 6-1.](#)

Installing the FAS Palm Reader Program

To successfully operate Palm OS readers during a Dynamic or Baseline inventory, you must transfer the FAS Palm Reader program files from your computer to the reader. You must have already installed Palm Desktop version 4.0.1 or higher on your PC before installing FAS Palm Reader.

You only need to follow the procedure that downloads the inventory program to the Palm OS reader once. You will not need to repeat this procedure unless there is an update to the program.

The installation program works with Windows Me, Windows 2000, and Windows XP.

To install the FAS Palm Reader program to the Palm OS reader from the computer

1. Make sure your Palm OS reader is connected to the computer and has at least 3 Mb of storage memory available. Also, the HotSync Manager program should not be running.

Note It is important to make sure that HotSync Manager is NOT running on your PC before installing the FAS Palm Reader program.

2. Run the Setup program to install the FAS Palm Reader program to the Palm OS reader. For complete installation instructions, see the *FAS 100 Fixed Assets Installation & Administration Guide*.
3. After installation is complete, it is recommended that you restart the Palm OS reader.

General Features of the FAS Palm Reader Program

The basis for conducting any inventory is the FAS Palm Reader program, which is installed on the Palm OS reader. This program allows you to search for assets, make changes to the assets, or enter new assets in both Dynamic and Baseline inventories.

The following section describes the main features of the FAS Palm Reader program.

- An option can be selected by pressing the drop-down menu icon at the bottom left of the writing area.
- The Browse button enables the Browse function. Press this button to browse through records that have had saved changes.
- In Browse mode, use the << and >> buttons to scroll through the previous and next records respectively.

Note When the program is in Browse mode, the Search and Save buttons are disabled and changes can no longer be made. Press Cancel to return to normal mode.

- Use the User Info menu option to see current inventory information.

- Use the Preferences menu option to change the following inventory parameters and settings:
 - **Confirm New Asset Check Box.** When the Confirm New Asset box is checked, each time new information is added to an asset and saved, a screen appears confirming the save function. Click Yes to save the asset, or No to return to the main screen.
 - **Use Extended Search Check Box.** This function lets you search through all the records in your inventory using a field other than the Asset Tag Field. When the Use Extended Search box is checked, you can enter data into any of the other fields used in the inventory and press the Search button. The program will find all the records that contain the field data you searched for. Use the << and >> buttons to scroll through all the records that matched the search criteria.
- Use the Clear Inventory menu option to undo all changes made to the data.
- The Help option in the top menu bar displays the About FAS Palm Reader screen which contains program information.
- Exit the program by returning to the Palm main menu.

Note Only one instance of the FAS Palm Reader program can be running at a time.

Preparing the Inventory Data to the Palm OS Reader

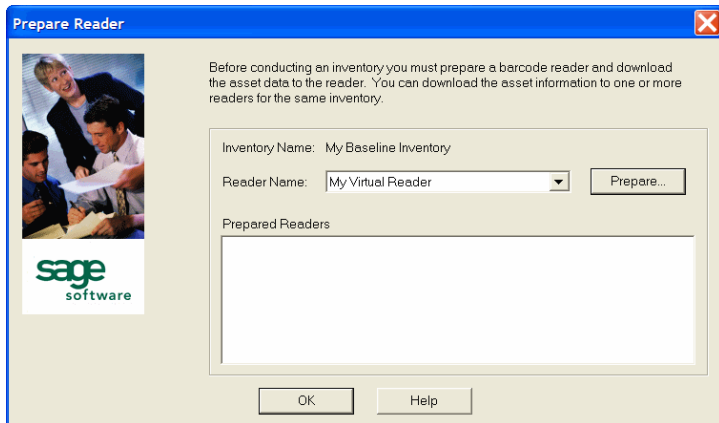
This step converts your inventory data to a file and transfers it to your Palm OS reader. To prepare inventory data from the application to the Palm OS reader, you must perform these tasks:

- Set up your reader in the Reader Manager screen.
- Download the inventory FAS Palm Reader program to the Palm OS reader.

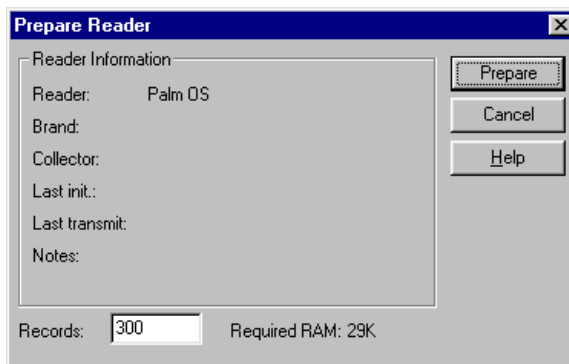
- Begin the Inventory process using the Inventory Manager.
- Connect your Palm OS reader to the computer.

To prepare inventory data to the Palm OS reader

1. Open the Inventory Manager, select the inventory you wish to use and click the Prepare button.



2. This opens the Prepare Reader screen. Select the reader and click the Prepare button.
3. Ensure the reader information is correct, and then click Prepare on the Prepare Reader screen.



Inventory Helper

The application contains an Inventory Helper to guide you through the entire inventory process. The Inventory Helper leads you through a series of steps for setting up an inventory. This ensures that you will not forget any important elements in the inventory preparation process.

Follow the instructions in the *FAS Reader Installation Guide* on how to configure the reader to work with the application.

Conducting an Inventory

You conduct an automated inventory in four phases.

- **Phase 1—Initiating the Inventory**
In Phase 1 you initiate the inventory process, use the application to set up your inventory, prepare the reader, and download data into it. For more information, see [“Phase 1—Initiating the Inventory,” page 6-20](#).
- **Phase 2—Conducting the Inventory**
In Phase 2 you take the reader into the field and collect data. (If you use the Virtual Reader provided with the application, you can conduct an inventory right from your desk.) For more information, see [“Phase 2—Conducting the Inventory,” page 6-26](#).
- **Phase 3—Receiving Data from the Reader**
In Phase 3 you receive data from the reader to the application. For more information, see [“Phase 3—Receiving Data from the Reader,” page 6-36](#).
- **Phase 4—Reconciling the Inventory**
In Phase 4 you conduct an inventory reconciliation. The reconciliation is separate from the inventory process, so you can reconcile data at your own pace after all inventories are completed. For more information, see [“Phase 4—Reconciling the Inventory,” page 6-38](#).

Chapter Map

The sections in this chapter describe four possible inventory scenarios, each of which contain procedural variations. The four inventory scenarios are:

- Baseline inventory using a Windows Mobile reader.
- Baseline inventory using a Palm OS reader.
- Dynamic inventory using a Windows Mobile reader.
- Dynamic inventory using a Palm OS reader.

To decide which scenario to use and which procedural variation you must follow, ask yourself these questions:

- Which inventory am I conducting?
- Which reader am I using?

In this chapter, the sections “Phase 1,” “Phase 2,” “Phase 3,” and “Phase 4” describe the general steps you perform to conduct an inventory. Regardless of the scenario you choose to begin an inventory, follow the steps described in the “Phase 1” section to initiate an inventory. Throughout the rest of the inventory procedures, reference the sections listed below based on your inventory scenario. The sections are listed in order of performance.

Baseline Inventory—Windows Mobile Readers

- Phase 1.
- Completing the Prepare Reader screen for a Baseline inventory.
- Downloading the inventory parameters from the PC to the reader.
- Completing the Communicating With Reader screen.
- Conducting a Baseline inventory using a Windows Mobile reader.
- Receiving data from the reader.
- Reconciling your inventory.

Baseline Inventory—Palm OS Readers

- Phase 1.
- Completing the Prepare Reader screen for a Baseline inventory.
- Downloading the inventory parameters from the PC to the reader.
- Completing the FAS Conduit for Data Transfer screen.
- Conducting a Baseline inventory using a Palm OS reader.
- Receiving data from the reader.
- Reconciling your inventory.

Dynamic Inventory—Windows Mobile Readers

- Phase 1.
- Completing the Prepare Reader screen for a Dynamic inventory.
- Downloading the inventory parameters from the PC to the reader.
- Completing the Communicating With Reader screen.
- Conducting a Dynamic inventory using a Windows Mobile reader.
- Receiving data from the reader.
- Reconciling your inventory.

Dynamic Inventory—Palm OS Readers

- Phase 1.
- Completing the Prepare Reader screen for a Dynamic inventory.
- Downloading the inventory parameters from the PC to the reader.

- Completing the FAS Conduit for Data Transfer screen.
- Conducting a Dynamic inventory using a Palm OS reader.
- Receiving data from the reader.
- Reconciling your inventory.

Baseline Inventory or Dynamic Inventory

You can use the Windows Mobile or Palm OS readers to perform either a Dynamic or a Baseline inventory. To help you collect inventory information for selected fields in either method, you can print bar code labels of your SmartList entries. Then you can scan in the appropriate entry instead of entering the information manually. See [“Printing Bar Code Labels of Your SmartList,” page 4-6](#). Following are brief descriptions of the two inventory types: Baseline and Dynamic.

Baseline Inventory

The Baseline inventory is used to collect data in the field on assets to build a database or add assets to an existing organization in a database. The Baseline inventory allows you to collect three fields of “tracking level” data and then up to 12 additional fields of inventory data. Here’s an example of how this works.

Typically, the person taking inventory begins by entering the date when the collection is being done. Since the user may collect data all day long, this data is constant over the entire range of data collected. Next, the user may decide to enter the name of the person collecting data. This data will remain constant over all the assets inventoried unless there is a change in the person collecting the data. Therefore, the consistency of this data may vary over the entire day.

Next, the user may want to inventory multiple locations or departments. The user enters this code, but since the inventory may be taken over several locations or departments by more than one person in a single day, the consistency of this data is less than that of the data on date and person.

After the tracking levels are set up, the additional inventory data is collected for each asset. This typically is data that varies for each asset—for example, tag number, manufacturer’s serial number, etc.

Dynamic Inventory

The Dynamic inventory downloads the database entries for the group of assets you have selected. This allows you to scroll through the database on the reader screen during the inventory process, and immediately validate or edit asset data. The Dynamic inventory supports thirteen fields: the Asset Tag field and twelve additional fields you choose. The Dynamic inventory is most useful for inventories that require extreme care in asset data validation. If you don’t need to perform asset information validation during the inventory, you can use the Baseline Inventory method.

Phase 1—Initiating the Inventory

To initiate a Baseline inventory

Most of the steps are the same for a Baseline inventory or a Dynamic inventory. The instructions immediately below are for initiating a Baseline inventory using a bar code reader. For details on initiating a Dynamic inventory, see [“To initiate a Dynamic inventory,” page 6-24](#).

Note In the previous chapter, we explained how to initiate a Baseline inventory using the Virtual Reader. The Inventory Helper screens are described in detail in [“Phase 1—Initiating the Inventory,” page 5-6](#). We have repeated the steps here for your convenience.

1. If you are using a physical reader to conduct the inventory, connect the reader to the PC.

2. Select Inventory /Inventory Manager from the menu bar. The system displays the Inventory Manager screen.
3. Click the New button. The Inventory Helper screen is displayed.
4. Click the Next button. The system displays the first Inventory Helper screen.
5. Choose a name for the inventory and select a Baseline Inventory, and then click the Next button. For more information, see [“Baseline Inventory or Dynamic Inventory,” page 6-19](#). The system displays the second Inventory Helper screen.
6. Complete the Baseline Inventory Tracking Levels screen and then click Next. The system displays the third Inventory Helper screen.
7. Complete the Select Inventory Fields screen.
8. Click the Next button. The system displays the last Inventory Helper screen.
9. View the Inventory Summary.
10. Click the Back button to edit the inventory setup. Otherwise, click the Finish button.
11. You are then prompted to prepare a reader. If you choose to do so later, you can prepare the reader by selecting an inventory from the Inventory Manager and clicking the Prepare button.
12. You will be shown the Prepare Reader screen. Select a Reader, and then click the Prepare button. The system displays the Prepare Reader screen.
13. Complete the Prepare Reader screen, and then click the Prepare button.

For a Windows Mobile reader, the system sends the data to your reader. If you are using a Palm OS reader, the system displays a message prompting you to start HotSync Manager on your Palm OS reader.

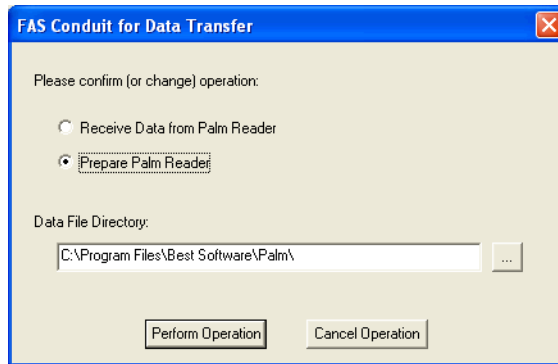
Follow the procedures below if you are using a Palm OS reader:

- Make sure HotSync Manager is running on your PC.
- Start HotSync Manager on the reader by selecting HotSync from the main menu of the reader and clicking on the HotSync icon. The HotSync Progress box will open and begin to prepare the reader.
- Complete the FAS Conduit for Data Transfer screen when it appears, and then click Perform Operation. (See [“Completing the FAS Conduit for Data Transfer Screen,”](#) page 6-23).
- When the HotSync Progress box closes, click on OK.

Note If the FAS Conduit for Data Transfer screen does not open and you have followed the instructions above, you may have to re-install the FAS Palm Reader software. Check the *FAS 100 Fixed Assets Installation & Administration Guide* for full details or ask your Administrator for help.

14. When you finish preparing the reader, disconnect it. To prepare an additional reader, connect it now. Repeat steps 12 through 13 to prepare additional readers you will use in the inventory.
15. Go to Phase 2—Conducting the Inventory. See [“Phase 2—Conducting the Inventory,”](#) page 6-26.

Completing the FAS Conduit for Data Transfer Screen



To prepare a Palm OS reader

1. Make sure that the Prepare Palm Reader option is selected.
2. Confirm the Data File Directory. If you want to use another location, click the Browse button and select the drive and directory you want to use.
3. Click the Perform Operation button or click on Cancel Inventory to cancel the inventory in progress.

To receive data from a Palm OS reader

1. Make sure that the Receive Data from Palm Reader option is selected.
2. Confirm the Data File Directory. It must be the same location you used when preparing the reader.

Click the Perform Operation button or click on Cancel Inventory to cancel the inventory in progress.

To initiate a Dynamic inventory

Note In the previous chapter, we explained how to initiate a Dynamic inventory using the Virtual Reader. The Inventory Helper screens are described in detail in [“Phase 1—Initiating the Inventory,” page 5-6](#). We have repeated the steps here for your convenience.

1. If you are using a physical reader to conduct the inventory, connect the reader to the PC.
2. Select Inventory/Inventory Manager from the menu bar. The system displays the Inventory Manager screen.
3. Click the New button. The Inventory Helper screen is displayed.
4. Click the Next button. The system displays the first Inventory Helper screen.
5. Choose a name for the inventory and select a Dynamic Inventory, and then click the Next button. (For more information, see [“Baseline Inventory or Dynamic Inventory,” page 6-19](#).) The system displays the second Inventory Helper screen.
6. Complete the Select Groups screen.
7. Click the Next button. The system displays the third Inventory Helper screen.
8. Complete the Select Inventory Fields screen.
9. Click the Next button. The system displays the fourth Inventory Helper screen.
10. View the Inventory Summary.
11. Click the Back button to edit the inventory setup. Otherwise, click the Finish button.

12. You are then prompted to prepare a reader. If you choose to do so later, you can prepare the reader by selecting and inventory from the Inventory Manager and clicking the Prepare button.
13. You will be shown the Prepare Reader screen. Select a Reader, and then click the Prepare button. The system displays the Prepare Reader screen.
14. Complete the Prepare Reader screen, and then click the Prepare button.

For a Windows Mobile reader, the system sends the data to your reader. If you are using a Palm OS reader, the system displays a message prompting you to start HotSync Manager on your Palm OS reader.

Follow the procedures below if you are using a Palm OS reader:

- Make sure HotSync Manager is running on your PC.
 - Start HotSync Manager by selecting HotSync from the main menu of the reader and clicking on the HotSync icon. The HotSync Progress box will open and begin to prepare the reader.
 - Complete the FAS Conduit for Data Transfer screen when it appears, and then click Perform Operation. (See [“Completing the FAS Conduit for Data Transfer Screen,”](#) page 6-23.)
 - When the HotSync Progress box closes, click on OK.
15. When you finish preparing the reader, disconnect it. To prepare an additional reader, connect it now. Repeat steps 13 through 14 to prepare additional readers you will use in the inventory.
 16. Go to Phase 2—Conducting the Inventory.

Phase 2—Conducting the Inventory

Use the bar code reader to conduct the inventory. See the following sections in this chapter devoted to operating the individual bar code readers during an inventory, or see [“Using the Virtual Reader to Conduct an Inventory,” page 5-22.](#)

Conducting a Baseline Inventory Using Windows Mobile Reader

This section explains how to use the Windows Mobile reader to conduct a Baseline inventory during phase 2 of the inventory process. To reach this point in the inventory process, you must have already:

- Begun the inventory process using the Inventory Manager (Be sure the organization you wish to inventory is open before you start the Inventory Manager).
- Downloaded the FAS Windows Reader program from the application to your reader.
- Completed the Prepare Reader screen (Prepare button off the Inventory Manager).

Note Make sure the FAS Windows Reader program on the Windows Mobile reader is closed before completing the Prepare Reader screen.

Unlike a Dynamic inventory, the Baseline inventory contains information on tracking levels. The tracking level fields may be changed throughout the inventory.

To conduct a Baseline inventory with a Windows Mobile reader

1. From the Start menu, select All Programs/FAS Windows Reader.

Note If there are too many entries in the Smartlists. The list will be truncated to a manageable size by the reader. The message "Too many smartlists entries. Some will be truncated" will appear.

2. The Tracking fields screen appears. Fill in the appropriate fields and click OK.

Note The Tracking fields data can be changed at any time during the inventory by clicking on the Levels button on the right hand side of the window.

3. Using the barcode reader, scan the first asset into the reader; or use the keyboard to enter the Asset Tag field number and click Search.
4. If the system finds the asset, it displays the asset's records and a Found message (at the bottom left of the window). Use the touch screen or the keyboard to click on the data fields you want to validate and then validate those entries.

Note To change or add data to a field that has a SmartList activated, select the appropriate entry from the drop-down menu in that field.

If the system does not find the asset, the system displays the Not Found message. Use the touch screen or keyboard to click on the data fields you want to validate, and then validate those entries.

Note If you printed bar codes of your SmartLists, you can scan the SmartList entries for fields instead of entering them manually.

5. Click the Save button to record any changes made, or click Cancel to continue searching.
6. Repeat steps 3 through 5 for additional assets.
7. Exit the program when you have completed the inventory.

Conducting a Baseline Inventory Using Palm OS Reader

This section explains how to use the Palm OS reader to conduct a Baseline inventory during phase 2 of the inventory process. To reach this point in the inventory process, you must have already:

- Begun the inventory process using the Inventory Manager (be sure the organization you wish to inventory is open before you start the Inventory Manager).
- Downloaded the FAS Palm Reader program from the application to your reader.
- Completed the Prepare Reader screen (Prepare button off the Inventory Manager).

Unlike a Dynamic inventory, the Baseline inventory contains information on tracking levels. The tracking level fields may be changed throughout the inventory.

To conduct a Baseline inventory with a Palm OS reader

1. From the reader's main menu, select FAS Palm Reader.

Note If there are too many entries in the Smartlists. The list will be truncated to a manageable size by the reader. The message "Too many smartlists entries. Some will be truncated" will appear.

2. The Tracking fields screen appears. Fill in the appropriate fields and click OK.

Note The Tracking fields data can be changed at any time during the inventory by clicking on the Levels button at the bottom left of the window.

3. Using the barcode reader, scan the first asset into the reader; or use the keyboard to enter the Asset Tag field number and click Search.
4. If the system finds the asset, it displays the asset's records. Use the touch screen or the keyboard to click on the data fields you want to validate and then validate those entries.

Note To change or add data to a field that has a SmartList activated, select the square brackets - [] - at the end of the field line and choose from among the entries.

If the system does not find the asset, the system displays the Records Not Found message. Use the touch screen or keyboard to click on the data fields you want to validate, and then validate those entries.

Note If you printed bar codes of your SmartLists, you can scan the SmartList entries for fields instead of entering them manually.

5. Click the Save button to record any changes made, or click Cancel to continue searching.
6. Repeat steps 3 through 5 for additional assets.
7. Return to the reader's main menu when you have completed the inventory.

Conducting a Dynamic Inventory Using Windows Mobile Reader

This section explains how to use the Windows Mobile reader to conduct an inventory during phase 2 of the inventory process. To reach this point in the inventory process, you must have already:

- Begun the inventory process using the Inventory Manager (be sure the organization you wish to inventory is open before you start the Inventory Manager).

- Installed the FAS Windows Reader program to your reader.
- Completed the Prepare Reader screen (Prepare button off the Inventory Manager).

Note Make sure the FAS Windows Reader program on the Windows Mobile reader is closed before completing the Prepare Reader screen.

To conduct a Dynamic inventory with Windows Mobile reader

1. From the Start menu, select All Programs/FAS Windows Reader.

Note If there are too many entries in the Smartlists. The list will be truncated to a manageable size by the reader. The message “Too many smartlists entries. Some will be truncated” will appear.

2. Using the barcode reader, scan the first asset into the reader; or use the keyboard to enter the Asset Tag field number and click Search.
3. If the system finds the asset, it displays the asset’s records and a Found message (at the bottom left of the window). Use the touch screen to click on the data fields you wish to validate and then validate those entries.

Note If a field has a SmartList activated for it, you can select from among the entries in the SmartList by clicking on the drop-down menu on the field line.

If the system does not find the asset, the system displays the Not Found message. Use the touch screen to click on the data fields you want to validate and then validate those entries.

Note If you printed bar codes of your SmartLists, you can scan the SmartList entries for fields instead of entering them manually.

4. Click the Save button to record any changes made, or click Cancel to continue searching.
5. Repeat steps 2 through 4 for additional assets.
6. Exit the program when you have completed the inventory.

Examining Data During a Dynamic Inventory

At any time during the inventory, you can examine the data you have collected in two ways.

To examine data during a Dynamic inventory

1. Enter the tag field data of an asset you want to examine. The record displayed contains all field data including the Asset Tag field.
2. Use the Browse feature to review assets with saved changes by clicking the Open Book button on top menu. The >> and << buttons can be used to view next/previous records.

Note When the program is in Browse mode, the Search and Save buttons are disabled and changes can no longer be made. Press the Browse button a second time to return to normal mode.

Setting Inventory Preferences

At any time during the inventory, you can change your inventory settings with the Preferences options.

To change inventory Preferences

1. From the main menu, select Preferences.
2. There are two options in the Preferences window:
 - **Confirm New Asset Check Box.** When the Confirm New Asset box is checked, each time new information is added to an asset and saved, a screen appears confirming the save function. Select Yes to save the asset, or No to return to the main screen.
 - **Use Extended Search Check Box.** This function lets you search through all the records in your inventory using a field other than the Asset Tag Field. When the Use Extended Search box is checked, you can enter data into any of the other fields used in the inventory and press the Search button. The program will find all the records that contain the field data you searched for. Use the << and >> buttons to scroll through all the records that matched the search criteria.

Clearing all Data Collected During a Dynamic Inventory

You can clear the reader of all data collected during the current inventory.

To clear all data collected during the current inventory

1. Select File/Clear inventory from the program's main menu.
2. Select Yes to clear all data, or No to return to the main screen.

Viewing Inventory Information During a Dynamic Inventory

During the inventory, you can view information about the current inventory.

To view inventory information during the inventory

1. Select File/User Info from the program's main menu. The system displays the inventory creation date; the collector of the inventory, as specified in the Reader Manager; the type of reader used; and the number of records entered or changed so far.

Conducting a Dynamic Inventory Using Palm OS Reader

This section explains how to use the Palm OS reader to conduct an inventory during phase 2 of the inventory process. To reach this point in the inventory process, you must have already:

- Begun the inventory process using the Inventory Manager (be sure the organization you wish to inventory is open before you start the Inventory Manager).
- Installed the FAS Palm Reader inventory program to your reader.
- Completed the Prepare Reader screen (Prepare button off the Inventory Manager).

To conduct a Dynamic inventory with Palm OS reader

1. From the reader's main menu, select FAS Palm Reader.

Note If there are too many entries in the Smartlists. The list will be truncated to a manageable size by the reader. The message "Too many smartlists entries. Some will be truncated." will appear.

2. Using the barcode reader, scan the first asset into the reader; or use the keyboard to enter the Asset Tag field number and click Search.

3. If the system finds the asset, it displays the asset's records and a Found message (at the bottom left of the window). Use the touch screen to click on the data fields you wish to validate and then validate those entries.

Note To change or add data to a field that has a SmartList activated, select the square brackets - [] - at the end of the field line and choose from among the entries.

If the system does not find the asset, the system displays the Not Found message. Use the touch screen to click on the data fields you want to validate and then validate those entries.

Note If you printed bar codes of your SmartLists, you can scan the SmartList entries for fields instead of entering them manually.

4. Click the Save button to record any changes made, or click Cancel to continue searching.
5. Repeat steps 2 through 4 for additional assets.
6. Return to the reader's main menu when you have completed the inventory.

Examining Data During a Dynamic Inventory

At any time during the inventory, you can examine the data you have collected in two ways.

To examine data during a Dynamic inventory

1. Enter the tag field data of an asset you want to examine. The record displayed contains all field data including the Asset Tag field.
2. Use the Browse feature to review assets with saved changes by clicking the Browse button at the bottom of the window.

The >> and << buttons can be used to view next/previous records.

Note When the program is in Browse mode, the Search and Save buttons are disabled and changes can no longer be made. Press the Browse button a second time to return to normal mode.

Setting Inventory Preferences

At any time during the inventory, you can change your inventory settings in the Preferences menu.

To change inventory Preferences

1. Press the drop-down menu icon at the bottom left of the writing area and select Preferences.
2. There are two options in the Preferences window:
 - **Confirm New Asset Check Box.** When the Confirm New Asset box is checked, each time new information is added to an asset and saved, a screen appears confirming the save function. Press Yes to save the asset, or No to return to the main screen.
 - **Use Extended Search Check Box.** This function lets you search through all the records in your inventory using a field other than the Asset Tag Field. When the Use Extended Search box is checked, you can enter data into any of the other fields used in the inventory and press the Search button. The program will find all the records that contain the field data you searched for. Use the << and >> buttons to scroll through all the records that matched the search criteria.

Clearing all Data Collected During a Dynamic Inventory

You can clear the reader of all data collected during the current inventory.

To clear all data collected during the current inventory

1. Select the menu icon at the bottom left of the writing area.
2. Select Clear Inventory. Click Yes to clear the inventory or No to cancel and continue with the inventory.

Viewing Inventory Information During a Dynamic Inventory

During the inventory, you can view information about the current inventory.

To view inventory information during the inventory

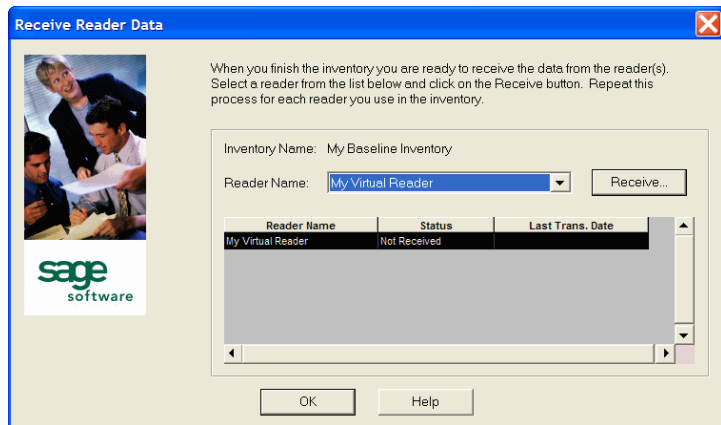
1. Select the menu icon at the bottom left of the writing area.

Select "User Info...". The system displays the name of the User, the User ID, the number of records saved and the type of inventory - Baseline or Dynamic.

Phase 3—Receiving Data from the Reader

If you exited the application or the Inventory Manager, restart them now.

1. Once in the Inventory Manager, select the inventory that you are working with. Click the Receive button. This brings up the Receive Reader Data screen.



2. Select the reader that contains the data you want to receive.
3. Click the Receive button. If you are using a Windows Mobile reader, the system transfers the data from the reader to the application. If you are using the Virtual Reader, the system may receive the data quickly with no visual clues that the process is complete. If you are using a Palm OS reader, the system displays a message prompting you to start HotSync Manager.

Follow the procedures below if you are using a Palm OS reader:

- Make sure HotSync Manager is running on your PC.
 - Start HotSync Manager on the reader by selecting HotSync from the main menu of the reader and clicking on the HotSync icon. The HotSync Progress box will open and begin to prepare the reader.
 - Complete the FAS Conduit for Data Transfer screen when it appears, and then click Perform Operation. (See [“Completing the FAS Conduit for Data Transfer Screen,”](#) page 6-23.)
 - When the HotSync Progress box closes, click on OK. The screen displays a message telling you how many records have been received.
4. Click the OK button. The system redisplay the Receive Reader Data screen.

5. If you prepared additional readers and used them during the inventory, repeat steps 2 through 4 for each reader.
6. Click the OK button. The system returns to the Inventory Manager screen.
7. The system will prompt you to Complete the inventory. If you do not wish to do this at this time, you may do it at a later date by choosing the appropriate inventory from the Inventory Manager list and clicking the Complete button.

Phase 4—Reconciling the Inventory

1. Perform the Inventory Reconciliation. (For more information, see [“Reconciling Your Inventory,”](#) page 6-38.)
2. Click the Reconciliation Complete button. The system asks if you want to run the Reconciliation report at this time.
3. Click OK to run the Reconciliation report, or Cancel to return to the main system window. For full details on running reports, see [Chapter 10, “Using Reports to Control and Analyze Your Data.”](#)

Reconciling Your Inventory

Inventory management deals with several critical issues. Are assets that were once in the inventory no longer there? Why are the assets no longer in the inventory? These issues emphasize that reconciling your inventory is the key to successful inventory management. Without it, your inventory efforts may be meaningless. The application provides an easy reconciliation function you must perform immediately after you receive all data from your readers.

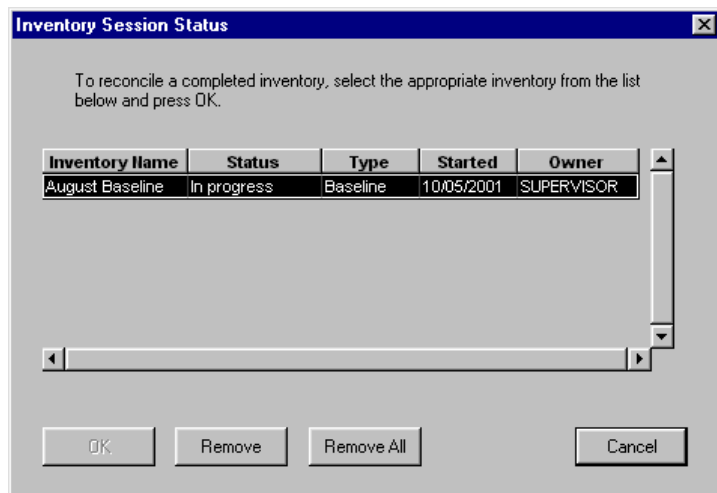
Reconciliation is based on a series of codes you apply to your inventory records to explain differences between your asset database and your actual inventory (the inventory records). Once you apply these codes, you decide whether or not to update the database. After the reconciliation is complete, the system asks if

you want to run the Reconciliation report at that time. The Reconciliation report details the inventory reconciliation.

After you click the Finish button at the end of an inventory, the system redisplay the main system window. You can then conduct any additional inventories you need. When you are ready, you can then perform the reconciliation.

To reconcile an inventory

1. Select Inventory /Reconciliation from the main menu. If there are no outstanding inventories needing reconciliation, the system tells you. Click the OK button to cancel the reconciliation process. If there are outstanding inventories that have not been reconciled, the system displays them in the Inventory Status Session screen.



2. Select the inventory to be reconciled and click the OK button. Only one completed inventory can be reconciled at a time.

Note If you select an incomplete inventory session, the system displays a warning box telling you that you must complete the inventory session before reconciliation. Click the OK button to remove the warning message.

3. Complete the Reconciliation window, and then click the Reconciliation Complete button. The system displays the main system window. For more information, see [“Completing the Reconciliation Window,” page 5-30.](#)

Note If changes have been made to an asset during an inventory, the changed fields appear in a different text color in the collected data field at the bottom of the reconciliation window.

7

Understanding FAS Reader Manager

Your FAS 100 Asset Inventory package includes a program called FAS Reader Manager. This program is installed with the application. With this program, readers can be prepared and data can be received in the field, without using the complete application. The following chapter describes the FAS Reader Manager program.

Starting FAS Reader Manager

To start FAS Reader Manager

1. Click the Start button on the Windows taskbar, and then select Programs from the Start menu.
2. Select FAS Solutions from the Programs submenu, and then select the FAS 100 Asset Inventory software group.
3. Select FAS Reader Manager software icon.

The system starts the FAS Reader Manager software.

Note If you placed the FAS Reader Manager software icon in an existing group, you must select the FAS Reader Manager software icon from that group.

Exiting FAS Reader Manager

To exit FAS Reader Manager

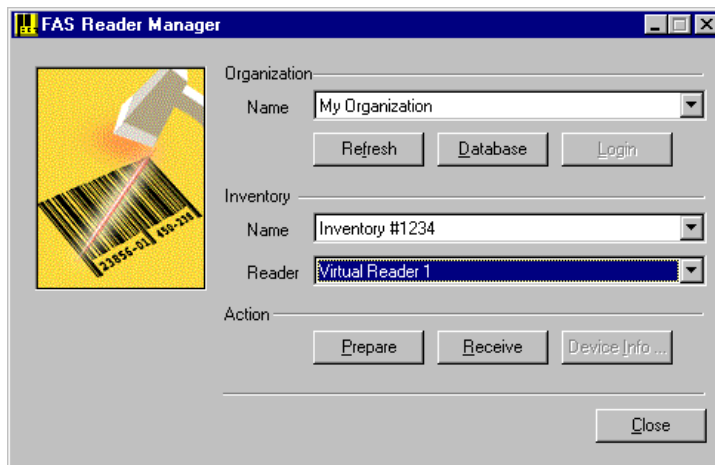
There are a number of ways you can exit the FAS Reader Manager. Do any one of the following:

- Click the Close button in the bottom right corner of the screen.
- Press ALT + F4.
- Click the close box in the upper right corner of the screen.

The system returns to the Windows desktop.

Using FAS Reader Manager

The FAS Reader Manager program can be used to prepare readers or to receive inventory data. To use the program, the inventory parameters must have been set during the inventory helper session in the application. When the program is started, the main screen is displayed.



Completing the FAS Reader Manager Screen

Follow the guidelines provided below to complete the fields on the FAS Reader Manager screen.

■ **Organization**

This field is used to describe the organization to be inventoried.

❑ **Name**

Use the scroll bar to select the organization name of the assets being inventoried.

❑ **Refresh Button**

Click this button to update the existing database information.

❑ **Database Button**

Click this button to access the Database Manager. The Database Manager allows you to choose or to create a new database.

❑ **Login Button**

Click this button to access inventories when security systems are enabled. If no system securities are enabled, this button is inactive.

■ **Inventory**

This section asks for information about the inventory about to be conducted.

❑ **Name**

Use the scroll list to select the name of the inventory being conducted.

❑ **Reader**

Use the scroll list to select the reader being used for the inventory.

■ **Action**

This section is used to prepare a reader and receive data. If you are using a Windows Mobile reader, the Device Info button is active. Click the appropriate button to perform that action.

❑ **Prepare Button**

Click this button to prepare readers for an inventory. The inventory parameters must have been previously

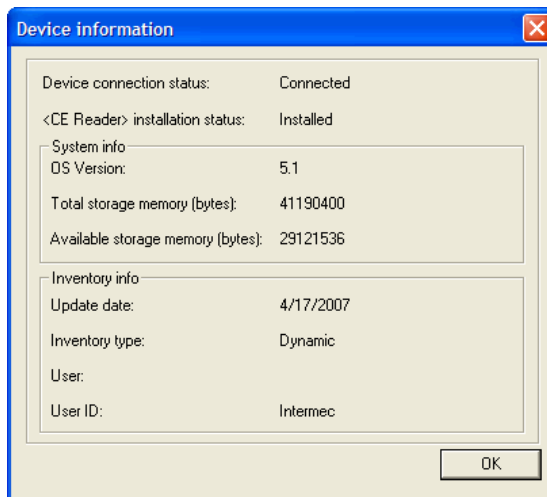
determined during the Inventory Helper session in the application.

❑ **Receive Button**

Click this button to retrieve data from a reader. To receive data, the reader must be connected to the computer.

❑ **Device Info Button**

Click this button to display information about the Windows Mobile reader, including device connection status, system information, and inventory information.



Preparing Readers and Receiving Inventory Data

In order to use the FAS Reader Manager program, you must have already:

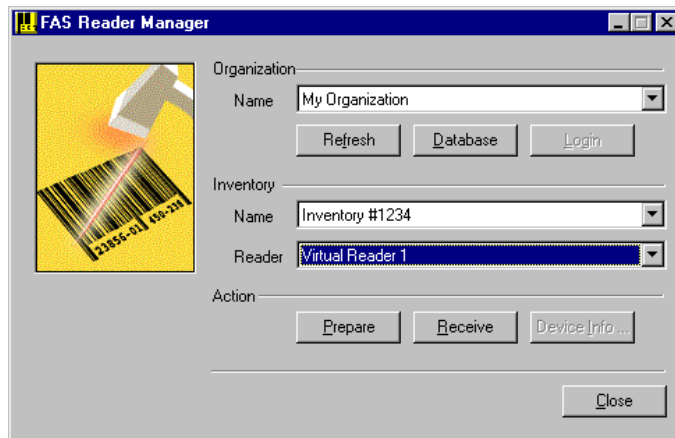
- Added any new readers using the Reader Manager in the application.
- Connected the reader to the PC.
- Begun a Dynamic inventory using the Inventory Helper in the application.

Preparing Readers Using FAS Reader Manager

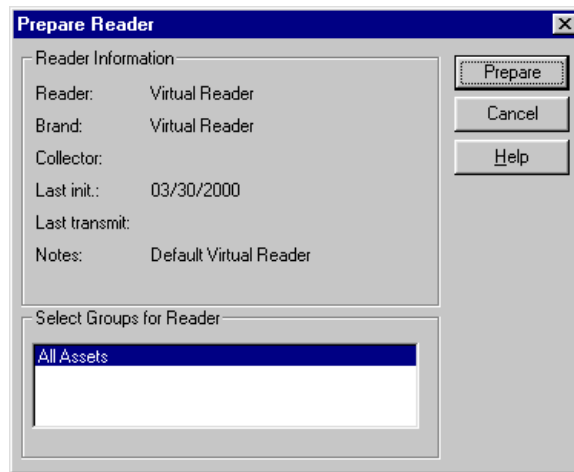
After initiating the Dynamic inventory, additional readers can be prepared in the field using this program.

To prepare readers using FAS Reader Manager

1. Open the FAS Reader Manager program. The main screen is displayed.



2. Use the scroll list to select the organization name containing the database you want to inventory.
3. Select the inventory name from the scroll list in the Inventory section.
4. Select the reader that will be used in the inventory.
5. Click the Prepare button. The Prepare Reader screen appears.



6. If the information is correct, click the Prepare button.

The reader is now prepared with the asset information determined during the Inventory Helper session.

Receiving Data From the Reader

After the inventory is completed in the field, the FAS Reader Manager program can be used to receive the inventory data.

To receive data from the reader

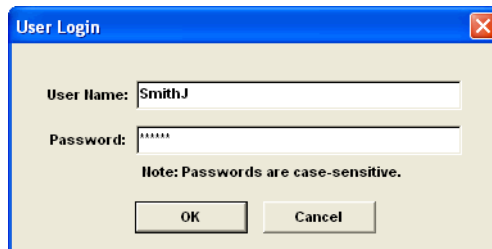
1. After you have completed the inventory, connect the reader to the PC.
2. In FAS Reader Manager, use the scroll lists to select the organization name, inventory name, and reader.
3. Click the Receive button.

System Security

If you are using a network version, system securities may be enabled. In FAS Reader Manager, use the Login button to enter the user name and identification. In the single-user version of FAS Reader Manager, this button is disabled.

To login to FAS Reader Manager

1. Open the FAS Reader Manager program. If system securities have been enabled, the User Login screen appears.

A screenshot of a 'User Login' dialog box. The dialog has a blue title bar with the text 'User Login' and a red close button. The main area is light beige. It contains two text input fields: 'User Name:' with the text 'SmithJ' and 'Password:' with masked characters '*****'. Below the fields is a note: 'Note: Passwords are case-sensitive.' At the bottom are two buttons: 'OK' and 'Cancel'.

2. Enter the User Name and Password and click OK to begin the Reader Manager program.

Note Passwords are case-sensitive. That is, MyPassword and MYPASSWORD are two different passwords.

Note Clicking Cancel will also enter you into the Reader Manager program; however, there will be no access to the inventories. In this case, only the Login button is accessible. The system will start the Reader Manager program when a user name and password is entered.

8

Creating and Using Organizations

There are three ways you can define fixed asset data: as part of the database, as part of an organization, and as part of a group. The database, the lowest in the hierarchy, contains an organization, and an organization contains assets. These assets within an organization can be grouped logically as per user needs. As you move up in the hierarchy, the definitions increase in complexity and user involvement. This chapter addresses the second level in the fixed asset data hierarchy—the organization.

Understanding the Definition of an Organization

An organization is a collection of assets that you define as you prefer - it is not necessarily a legal entity. For example, you might want to define an organization for the assets in each department, in each location, or in each fund of your organization. You store organizations in one or more databases.

Why Use More Than One Organization?

Even though you can group assets within an organization, there are still many reasons why you would want to create separate organizations for different groups of assets.

Reasons for organizing your assets into multiple organizations include the following:

- **Multiple Jurisdictions**
You may want to create multiple organizations to track assets if your organization tracks or owns assets in separate jurisdictions. You could create at least one organization for each jurisdiction.
- **Mergers or Acquisitions**
If an organization, such as a hospital, either merges with another organization or acquires one, it might want to maintain the assets in separate organizations within the application.
- **Different Fiscal Year Ends or Short Years**
Fiscal year ends and short years must be the same within a single organization. If this is not so for the different reporting units within your organization, then you must create separate organizations for each reporting unit. For example, if your hospital with a December year-end acquired a health care provider with a September year-end, you might want to maintain the assets in two organizations.
- **Decentralized Organizational Structure**
If the culture of your organization is decentralized, or if different organizational units maintain autonomous jurisdiction over assets or accounting, or if they track and report to a central authority separately, then you will want to create separate organizations for each of these organizational entities.
- **Large Number of Assets**
The application processing speed depends on how many assets you store in your working database. Many functions process all data in all organizations in the working database. Therefore, if you maintain a large number of assets (more than about thirty thousand), to gain optimal processing speed you should organize them into multiple organizations stored in multiple databases.

- **Strict Separation of Asset Classifications/Diversified Products or Markets**

Even if your organization is centralized, and accounting is controlled by one umbrella administrative unit, you might want to create separate organizations for your assets if the assets are strictly divided by classification. For instance, one arm of your organization may be devoted to equipment maintenance and another to medical supplies.

When to Keep Assets in One Organization?

Many of the situations outlined above are special situations. If your organization does not fit into any of the above situations, then you probably want to store all your assets in one organization.

Use one organization to store assets in the application if:

- Your organization is located in a single jurisdiction.
- Your organization has a centralized management and accounting structure.
- Your organization does not offer diversified services.
- All units in your organization have the same fiscal year end and short years.
- Your organization has a relatively low number of assets (say less than thirty thousand).

Creating a New Organization

Options on the General page of the New Organization screen pertain to general information about the legal entity or organizational unit that houses the assets of the new organization you are creating.

Options on the Fields page of the New Organization screen allow you to customize the fields in the new organization you are creating.

Options on the History page of the New Organization screen allow you to specify which inventory events you want the application to record for historical records. The system does not write inventory events to history until you conduct a reconciliation. After you conduct a reconciliation, you can generate a report of all events.

The Notes page allows you to enter additional information that other fields on the New Organization screen do not specifically cover.

Before you create a new organization, you must close all other organizations.

To create a new organization

1. Select File/New Organization from the menu bar or click the New Organization button on the toolbar. The system displays the New Organization screen.

The screenshot shows the 'New Organization' dialog box. The 'General' tab is active, displaying fields for organization information: Name, Contact, Address, City, State (a dropdown menu), Zip, Country, Phone, and Fax. A 'Starting System No.' field is also present, containing the value '000001'. At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons. Below the dialog box, there is a 'Database:' label with a dropdown menu showing '<DEFAULT>' and a 'Database' button.

2. Click the Database button to create a new database, if necessary. For more information, see [“Managing Your Databases,” page 2-42.](#)

3. Complete the General page of the New Organization screen.
4. Complete the Fields page of the New Organization screen.
5. Complete the History page of the New Organization screen.
6. Complete the Notes page of the New Organization screen, and then click OK.

Completing the General Page of the New Organization Screen

Follow the guidelines provided below to complete the fields on the General page of the New Organization screen.

- **Name**
Use this field to enter a unique name for the organization you are creating.
- **Contact**
Use this field to enter the name of a contact person for the organization you are creating.
- **Address**
Use this field to enter the address of the organization you are creating.
- **City**
Use this field to enter the city in which the organization you are creating is located.
- **State**
Use this field to enter the state in which the organization you are creating is located. The system contains a drop-down list of the states.
- **Zip**
Use this field to enter the zip code in which the organization you are creating is located.
- **Country**
Use this field to enter the country in which the organization you are creating is located.
- **Phone**
Use this field to enter the phone number of the organization you are creating.

■ **Fax**

Use this field to enter the fax number of the organization you are creating.

■ **Starting System Number**

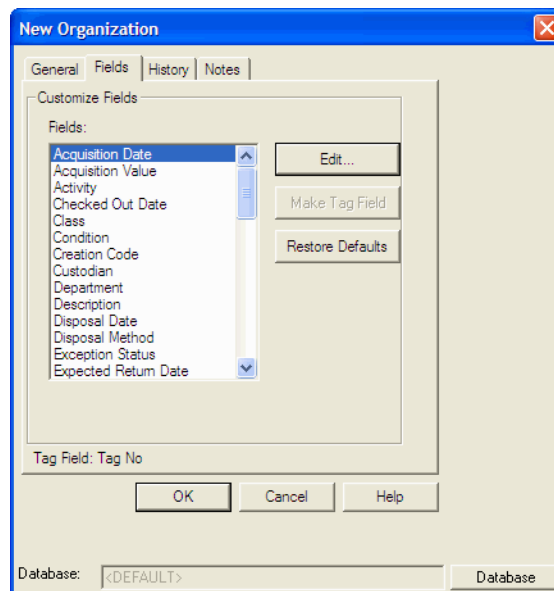
Use this field to enter the starting system number you want the application to use when numbering new assets that you add into the system. If you have more than one organization, you should ensure that the system numbers are unique.

Therefore, for each additional organization you add to the system, increase the starting system organization number by a substantial margin, allowing plenty of room for growth. The available System Numbers range from 1 to 999,999.

■ **Database Button**

Click this button to open a new database. The system displays the selected database in the Database field.

Completing the Fields Page of the New Organization Screen



Follow the guidelines provided below to complete the fields on the Fields page of the New Organization screen.

- **Fields**

Use this field to select the asset field on which you want to perform additional functions.

- **Tag Field**

The system uses this field to display the chosen Tag field.

- **Edit Button**

Click this button to open the Edit Field screen, which allows you to change the name of the field and add to the SmartList. For more information, see [“Customizing Fields,” page 8-11](#).

- **Make Tag Field Button**

Click the Make Tag Field button if you want to assign the currently selected field as the Asset Tag field. The Tag field is the most important field in the application because it is the identifier for the asset. The Tag field contains the characters translated into the asset’s bar code label.

Based on the number of asset fields, there are many ways to identify an asset, and different organizations use different fields. Therefore, by assigning a field as the Tag field, you can specify which field you want the system to use as the primary identifier for an asset. Make sure the field you select as the Asset Tag field contains a unique identifier for the asset, such as the Tag Number.

Note Bar code labels contain width restrictions. Before you decide on an Asset Tag field, be sure to read [“Label Width Limits,” page 4-7](#).

- **Restore Defaults Button**

Click this button to restore the system defaults on the Fields page of the New Organization screen.

- **Database Button**

Click this button to open a new database. The system displays the selected database in the Database field.

Completing the History Page of the New Organization Screen

The screenshot shows the 'New Organization' dialog box with the 'History' tab selected. The 'Event Logging' section contains a 'Log?' checkbox which is checked. Below it is a list of 'History Event' items, each with a checked checkbox: READER IMPORT, FAS Asset Inventory ASSET, CHECK-OUT, CHECK-IN, INVENTORY-BASELINE, INVENTORY-DYNAMIC, and EXCEPTION. There are 'Select All' and 'Clear All' buttons below the list. The 'Event Purgung' section has 'History kept for days' set to 365, 'History kept from date' set to 06/01/2006, and 'Confirmation required' unchecked. At the bottom are 'OK', 'Cancel', and 'Help' buttons. A 'Database' field at the very bottom shows '<DEFAULT>'.

Follow the guidelines provided below to complete the fields on the History page of the New Organization screen.

■ Event Logging

Use this field to specify whether you want the application to log specific historical events.

❑ Log

Select this check box to keep a history log for the corresponding event.

❑ History Event

The system uses this field to display the names of the events that the system can log. For more information, see [“History Event Descriptions,” page 8-9](#).

❑ Select All Button

Click this button to select all history events.

❑ Clear All Button

Click this button to deselect all history events.

- **Event Purging**

Use this field to select either the number of days you want the application to keep historical data or a starting date for retaining the data. You also use this field to request confirmation before the system deletes old logs of historical data.

- ☐ **History Kept for Days**

Click this option button to save logs of historical events for the number of days you specify, from 0 to 3600 days.

- ☐ **History Kept from Date**

Click this option button to save logs of historical events from the date you specify.

- ☐ **Confirmation Required**

Select this check box to specify whether you want the application to ask for confirmation before deleting old logs of historical events.

- **Database Button**

Click this button to open a new database. The system displays the selected database in the Database field.

History Event Descriptions

Following are brief descriptions of the history events that the application can record. The system records the events by individual asset.

- **Reader Import**

Records an inventory import from the reader.

- **FAS Asset Inventory Asset**

Records the creation of an asset in the application.

- **Check-Out**

Records an asset check-out.

- **Check-In**

Records an asset check-in.

- **Inventory-Baseline**

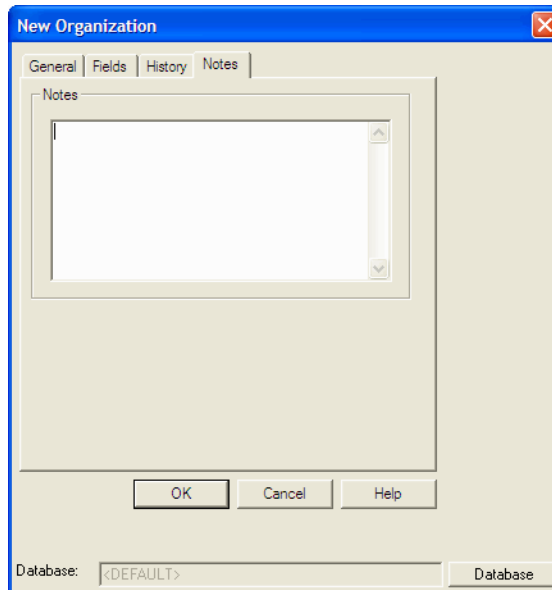
Records the performance of a Baseline Inventory.

- **Inventory-Dynamic**

Records the performance of a Dynamic Inventory.

- **Exception**
Records the exception codes assigned to an asset during the inventory process.
- **Reconciliation**
Records the reconciliation codes assigned to an asset during a reconciliation.
- **Activate-FAS Asset Inventory**
Records the activation of an asset.
- **Change-FAS Asset Inventory**
Records changes to asset information.
- **Inactivate-FAS Asset Inventory**
Records the inactivation of an asset.
- **Check-Out Modified**
Records the modification of an asset check-out.
- **Import Update-FAS Asset Inventory**
Records imports of an asset from another file (update).
- **Import New-FAS Asset Inventory**
Records imports of an asset from another file (new).

Completing the Notes Page of the New Organization Screen



Follow the guidelines provided below to complete the fields on the Notes page of the New Organization screen.

- **Notes**
Use this field to enter additional information about the organization you are creating.
- **Database Button**
Click this button to open a new database. The system displays the selected database in the Database field.

Customizing Fields

You can customize all aspects of asset fields—not only the names of fields and the messages they display in the status bar, but also the lists of possible entries in the fields themselves. The list of possible field entries is called a SmartList. You can print bar code labels of your SmartList. Printing bar codes of your SmartList makes inventory collection easier, because you don't have to

manually enter data on the reader keypad. Before you customize the names and functions of predefined fields, you should take advantage of the user-defined fields provided with the system.

After you have activated a SmartList for a field, it is directly accessible on Palm OS and Windows Mobile readers during an inventory. The drop-down menu containing the SmartList entries will appear in the field of the column and you can easily choose the appropriate entry from the list.

Note If you plan to print bar code labels of your SmartList, be sure to read [“Label Width Limits,” page 4-7](#).

To customize asset fields

1. Select File/Edit Organization from the menu bar or click the Edit Organization button on the toolbar. The system displays the Edit Organization screen.
2. On the Fields page of the Edit Organization screen, select the field you want to customize, and then click the Edit button. The system displays the Edit Field screen.
3. Complete the General page of the Edit Field screen. See [“Completing the General Page of the Edit Field Screen,” page 8-13](#).
4. Complete the SmartList page of the Edit Field screen. See [“Completing the SmartList Page of the Edit Field Screen,” page 8-14](#).
5. Click OK. The system modifies the specified field.

Completing the General Page of the Edit Field Screen

The screenshot shows a dialog box titled "Edit Field [Location]" with a close button (X) in the top right corner. It has two tabs: "General" (selected) and "SmartList". The "General" tab contains the following fields:

- Title:** A text box containing the word "Location".
- Default:** An empty text box.
- Mask:** A text box containing a series of uppercase X's (XXXXXXXXXXXXXXXXXXXXXX).
- Message:** A text box containing the text "Enter the location for this asset, such as city, plant or room".
- View:** A dropdown menu currently showing "Allow Entry".

At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Help".

Follow the guidelines provided below to complete the fields on the General page of the Edit Field screen.

- **Title**
Use this field to enter a new title for the field.
- **Default**
Use this field to specify a default entry for the field. For instance, if you default the Location field to Building 103, the Location field is automatically Building 103 each time you create an asset.
- **Mask**
Use this field to specify the number of characters for the entry in the field. Enter an uppercase X for each character you want to specify.
- **Message**
Use this field to enter a brief message that is helpful to other users. The system displays this message in the status bar every time a user enters the field in the spreadsheet.
- **View**
Use this field to specify the condition of the field entry as it appears in the spreadsheet and during the creation of a new asset.

- ❑ **Allow Entry**
Click this option to allow other users to enter information into this field.
- ❑ **Require Entry**
Click this option to require other users to enter information into this field.
- ❑ **View Only**
Click this option to deny other users the ability to enter information into this field, but allow them to view the field.

Completing the SmartList Page of the Edit Field Screen

The screenshot shows the 'Edit Field [Location]' dialog box with the 'SmartList' tab selected. The 'Name' field contains 'Bldg. A' and the 'Description' field contains 'Administrative Offices'. Below these fields is a table with the following data:

Name	Description
Bldg. A	Administrative Offices
Bldg. B	Administrative Offices
Bldg. C	School
Bldg. D	Fire Department
Grid Block #E2	
Grid Block C5	

To the right of the table are buttons: 'Add', 'Delete', 'Fill', 'Replace', and 'Delete All'. Below the table is an 'Options' section with the following settings:

- ☒ Use SmartList
- ☐ Auto Add Always
- ☒ Quick Lookup
- ☐ Confirm Auto Add
- ☒ Auto Drop List
- ☒ No Auto Add

At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Follow the guidelines provided below to complete the fields on the SmartList page of the Edit Field screen.

- **Name**
Use this field to enter the name of the field entry you want to add to the SmartList.
- **Description**
Use this field to enter a brief description of the field entry you want to add to the SmartList.

- **SmartList List Box**
The system uses this field to display your SmartList, with the entries in alphabetical order.
- **Add Button**
Click this button to add an entry to the SmartList. When you click the Add button, the system activates a cell in the SmartList window.
- **Delete Button**
Click this button to delete the currently selected group of cells from the SmartList.
- **Fill Button**
Click this button to add all previous database entries as SmartList items.
- **Replace Button**
Click this button to replace an entry in the SmartList List Box field with a new name or description. When you select an entry in the SmartList List Box field, the system displays the name and description for that entry in the Name and Description fields. When you make a change in either field and click the Replace button, the system makes that change to the entry in the SmartList List Box field and maintains the alphabetical order of the list.
- **Delete All Button**
Click this button to delete all of the entries from the SmartList List Box field.
- **Options**
Use this field to select the SmartList options you want to enable.
 - ❑ **Use SmartList**
Select this check box to activate the SmartList for this field.
 - ❑ **Quick Lookup**
Select this check box to enable the field's Quick Lookup feature. Quick Lookup allows you to type the first few letters of an entry to direct the system to the nearest alphabetic or numeric entry in the list.
 - ❑ **Auto Drop List**
Select this check box to enable the dropdown list.

Note The “Use SmartList” box must also be selected in order for the “Quick Look Up” or the “Auto Drop List” to function.

- ☐ **Auto Add Always**
Click this option button to allow other users to add SmartList items.
- ☐ **Confirm Auto Add**
Click this option button to require confirmation from users before the system adds a SmartList item.
- ☐ **No Auto Add**
Click this option button to deny users the ability to add SmartList items from within the spreadsheet.

Note G/L fields will always have SmartLists turned on. A G/L field that has been Allocated in FAS 100 Asset Accounting (denoted by “<Allocated>”) cannot be modified. The “Allocated” entry will not be displayed in the SmartList editor. You cannot allocate a G/L field within FAS 100 Asset Inventory.

The User Fields

The application contains 15 user-defined fields. You should use these fields based on the guidelines described below.

- **User Fields 1-10 (Alphanumeric)**
Use these fields to enter data as determined by your organization. These fields can contain letters or numbers. The application displays asset information entered in FAS 100 Asset Accounting in User Fields 1 through 10. (User Field 6 is often renamed Acquisition Value.)
- **Quantity (Numeric)**
Use this field to enter numeric data. The application displays asset information entered in FAS 100 Asset Accounting in this field.
- **FAI User Fields 1-5 (Alphanumeric)**
Use these fields to enter data as determined by your organization. They can contain letters or numbers.

- **FAI User Fields 6-10 (Numeric)**
Use these fields to enter numeric data.

Note FAI User Fields 1-10 are FAS 100 Asset Inventory-only fields and are not shared with FAS 100 Asset Accounting.

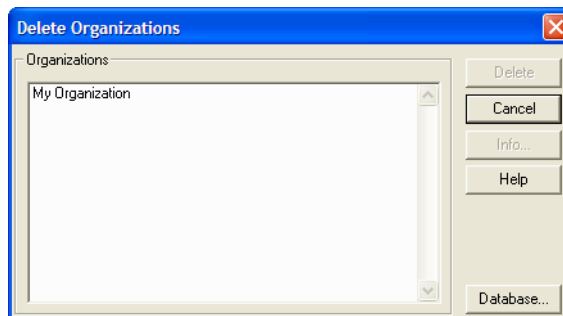
Deleting an Organization

This function deletes the organization and all its associated data from the organization in the database. If it is a FAS 100 Asset Accounting organization, only the FAS 100 Asset Inventory-specific information is deleted.

You can delete only one organization at a time. Before you delete an organization, you must close any open organization.

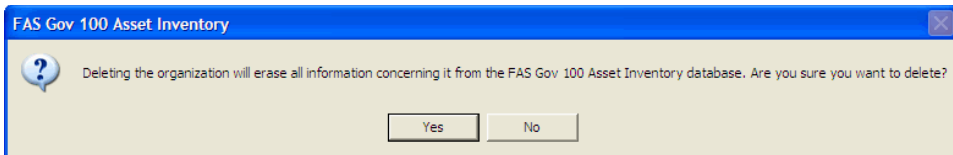
To delete an organization

1. Select File/Delete Organization from the menu bar. The system displays the Delete Organizations screen.



2. If the organization you want to delete is not in the current database, click the Database button. The system displays the Database Manager screen. Select the desired database as described in [“To open an existing database,” page 2-44.](#)

3. Highlight the organization you want to delete. To confirm that this is the correct one, click the Info button. The system displays the Organization Information screen (read-only). Click OK to close the Organization Information screen.
4. When the desired organization is highlighted, click the Delete button. The system displays the following prompt:



5. Answer No to cancel the deletion. Answer Yes to proceed.
6. To delete another organization, repeat steps 2 through 5. Otherwise, click the Close button to close the Delete Organization screen.

Editing an Organization

If any of the organization information you entered in the New Organization screens has changed, you can easily change it. You can only edit the organization currently open in the application.

To edit organization information

1. Select File/Edit Organization from the menu bar or click the Edit Organization button on the toolbar. The system displays the Edit Organization screen.

The screenshot shows a Windows-style dialog box titled "Edit Organization". It has four tabs: "General", "Fields", "History", and "Notes", with "General" being the active tab. Inside the dialog, there's a section titled "Organization Information" which contains several text input fields: "Name:" (containing "My Organization"), "Contact:", "Address:", "City:", "State:" (a dropdown menu), "Zip:", "Country:", "Phone:", and "Fax:". To the right of the "Phone:" and "Fax:" fields is a "Starting System No:" field containing the value "000001". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help". Below the main dialog area, there is a "Database:" label followed by a dropdown menu showing "<DEFAULT>" and another "Database:" label to its right.

2. Make any necessary changes to the General page of the Edit Organization screen.
3. Make any necessary changes to the Fields page of the screen.
4. Make any necessary changes to the History page of the screen.
5. Make any necessary changes to the Notes page of the screen and then click OK.

Completing the General Page of the Edit Organization Screen

Follow the guidelines provided below to complete the fields on the General page of the Edit Organization screen.

■ Name

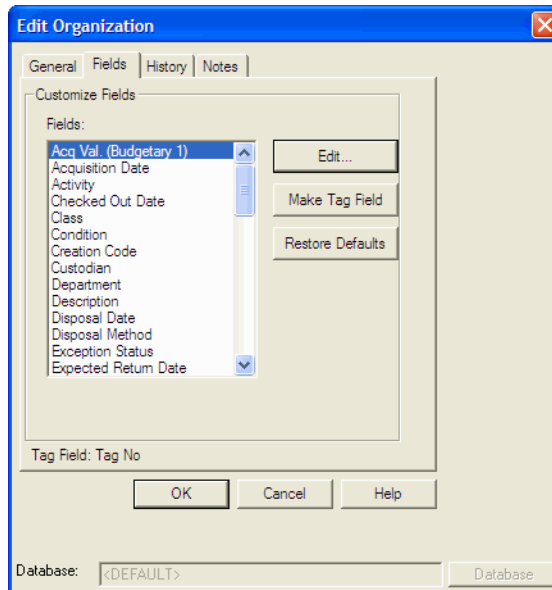
Use this field to change the name of the organization you are editing.

■ Contact

Use this field to change the name of a contact person for the organization you are editing.

- **Address**
Use this field to change the address of the organization you are editing.
- **City**
Use this field to change the city in which the organization you are editing is located.
- **State**
Use this field to change the state in which the organization you are editing is located. The system contains a drop-down list of the states.
- **Zip**
Use this field to change the zip code in which the organization you are editing is located.
- **Country**
Use this field to change the country in which the organization you are editing is located.
- **Phone**
Use this field to change the phone number of the organization you are editing.
- **Fax**
Use this field to change the fax number of the organization you are editing.
- **Starting System Number**
This field is read-only. You cannot change the starting system number of an existing organization.

Completing the Fields Page of the Edit Organization Screen



Follow the guidelines provided below to complete the fields on the Fields page of the Edit Organization screen.

- **Fields**

Use this field to select the asset field on which you want to perform additional functions.

- **Tag Field**

The system uses this field to display the chosen Tag field.

- **Edit Button**

Click this button to open the Edit Field screen, which allows you to change the name of the field and add to the SmartList. For more information, see [“Customizing Fields,” page 8-11.](#)

- **Make Tag Field Button**

Click the Make Tag Field button if you want to assign the currently selected field as the asset Tag field. The Tag field is the most important field because it is the identifier for the asset. The Tag field contains the characters translated into the asset's bar code label.

Note Bar code labels contain width restrictions. Before you change the Asset Tag field, be sure to read [“Label Width Limits,” page 4-7.](#)

■ **Restore Defaults Button**

Click this button to restore the system defaults on the Fields page of the Edit Organization screen.

Completing the History Page of the Edit Organization Screen

The screenshot shows the 'Edit Organization' dialog box with the 'History' tab selected. The 'Event Logging' section has a 'Log?' checkbox checked and a list of events with checkboxes: READER IMPORT, FAS Asset Inventory ASSET, CHECK-OUT, CHECK-IN, INVENTORY-BASELINE, INVENTORY-DYNAMIC, and EXCEPTION. Below the list are 'Select All' and 'Clear All' buttons. The 'Event Purging' section has two radio buttons: 'History kept for days:' (selected) with a value of 365, and 'History kept from date:' (unselected) with a date of 06/01/2006. There is also a 'Confirmation required' checkbox. At the bottom are 'OK', 'Cancel', and 'Help' buttons. The 'Database' field at the bottom left shows '<DEFAULT>'.

Follow the guidelines provided below to complete the fields on the History page of the Edit Organization screen.

■ **Event Logging**

Use this field to change your specification of whether you want the application to log specific historical events.

□ **Log**

Select this check box to keep a history log for the corresponding event.

☐ **History Event**

The system uses this field to display the names of the events that the system can log. For more information, see [“History Event Descriptions,”](#) page 8-9.

☐ **Select All Button**

Click this button to select all history events.

☐ **Clear All Button**

Click this button to deselect all history events.

■ **Event Purging**

Use this field to change either the number of days you want the application to keep historical data or a starting date for retaining the data. You also use this field to request confirmation before the system deletes old logs of historical data.

☐ **History Kept for Days**

Click this option button to save logs of historical events for the number of days you specify, from 0 to 3600 days.

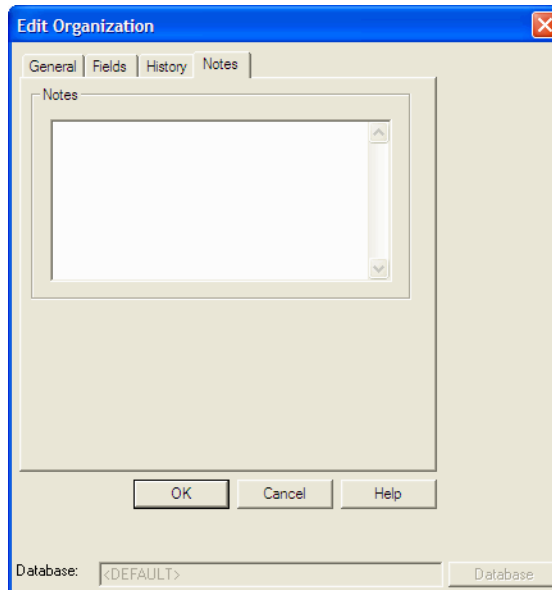
☐ **History Kept from Date**

Click this option button to save logs of historical events from the date you specify.

☐ **Confirmation Required**

Select this check box to specify whether you want the application to ask for confirmation before deleting old logs of historical events.

Completing the Notes Page of the Edit Organization Screen



Follow the guidelines provided below to complete the field on the Notes page of the Edit Organization screen.

■ Notes

Use this field to enter additional information about the organization you are creating. You cannot edit any existing notes.

Backing Up Your Organizations

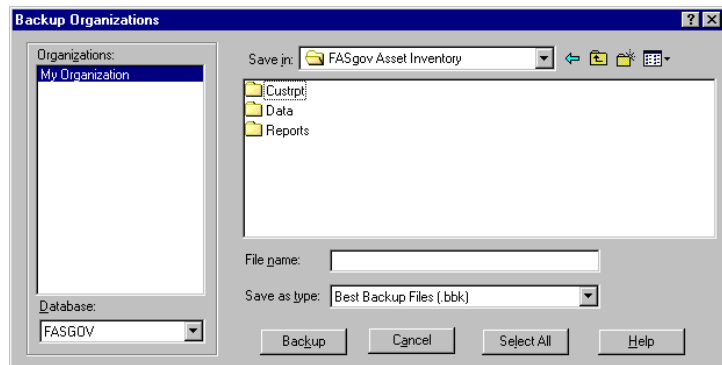
It is extremely important for you to make backup copies of the data in your organizations in case you lose data due to computer-related problems. Making backups allows you to get up and running quickly after such an otherwise disastrous episode. You can easily make backup copies of your organization data. If the need ever arises, you can restore the backed-up data by using the Restore Organization function.

You might also want to back up your data before deleting groups of assets, performing a global field change, or deleting an organization, in case you make an error or later discover you need the original data.

Before you begin the steps outlined below, you must close any currently open organization.

To make a backup of your organization data

1. Select File/Organization Utilities/Backup Organization from the menu bar. The system displays the Backup Organizations screen.



2. Complete the Backup Organizations screen, and then click the Backup button when finished. See [“Completing the Backup Organizations Screen,” page 8-26.](#)

If you’re backing up to disk, you will receive a message informing you of the number of disks necessary to back up your data. Then you will be prompted to change disks at the appropriate time. During the backup, you will receive a series of status messages.

3. Once the backup is complete, click the Cancel button to close the Backup Organizations screen.

The system saves the backed-up organization(s) in a file with a BBK extension. Because the data is compressed, you can restore it only by using the Restore option.

Completing the Backup Organizations Screen

Follow the guidelines provided below to complete the fields on the Backup Organization screen.

- **Organizations**

Use this field to select the organization(s) you want to back up.

Note To select more than one organization in the Organizations field, hold down the CTRL key when you select the organizations. The system highlights each organization as you select it. To select several organizations that appear consecutively in the list, hold down the SHIFT key, and then select the first and last organizations. The system highlights the first and last organizations and all those in between them.

- **Database**

Use this field to select the database that contains the organization(s) you want to back up.

- **Save In**

The system uses this field to display the folder in which you want to store the backed-up organization(s). Use the box below this field to select the folder. Use the toolbar buttons to the right of this field to move up a level or to create a new folder. Click the arrow to select another drive letter.

- **File Name**

Use this field to enter the name of the backup file. You do not need to enter a file extension because the system automatically adds a BBK extension to the file name.

- **Save as Type**

The system uses this field to display the file type of the backup file.

- **Backup**

Click this button to begin backing up the selected organization(s) to the selected directory.

- **Select All**

Click this button to select all of the organizations displayed in the Organizations field for the backup.

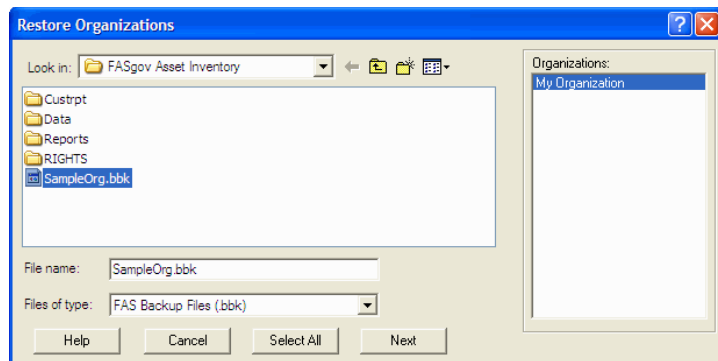
Restoring a Backed-Up Organization

If you ever lose data due to a computer-related problem, or if you want to restore data to a previous state, you will need to restore the organizations you have backed up.

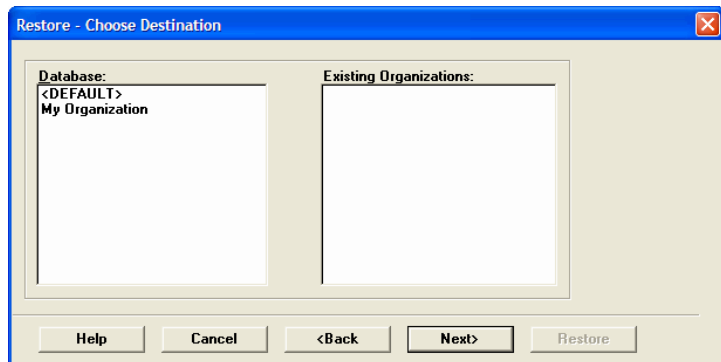
You must close any open organization prior to initiating a restore. You can restore the organization to the same database as the original organization or to another database.

To restore a backed-up organization

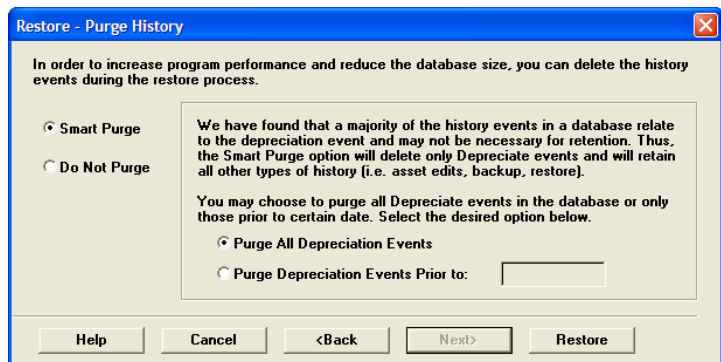
1. Select File/Organization Utilities/Restore Organization from the menu bar. The Restore Organizations screen appears.



2. Complete the Restore Organizations screen, and then click Next when finished. See [“Completing the Restore Organizations Screen,”](#) page 8-30. The Restore - Choose Destination screen appears.

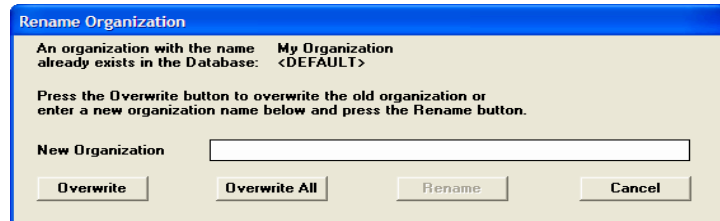


3. Complete the Restore - Choose Destination screen, and then click the Next button. See ["Completing the Restore - Choose Destination Screen,"](#) page 8-31. The Restore - Purge History screen appears.



4. Complete the Restore - Purge History screen, and then click the Restore button. See ["Completing the Restore - Purge History Screen,"](#) page 8-31. The application begins the restore process. It displays a series of status messages as it decompresses and restores the data. If you are restoring from disks, follow the application's prompts to insert the disks in the correct order.

Note If you are restoring a backed-up organization with the same name as an organization already existing in the selected database, the Rename Organization screen appears.



Rename Organization

An organization with the name **My Organization** already exists in the Database: **<DEFAULT>**

Press the **Overwrite** button to overwrite the old organization or enter a new organization name below and press the **Rename** button.

New Organization

Overwrite **Overwrite All** **Rename** **Cancel**

- To rename the organization that you are restoring, type a new name in the New Organization Name field, and then click the Rename button.
- To replace the existing organization that has the same name as the organization you are restoring, click the Overwrite button.

Caution If you begin to overwrite an existing organization and then you cancel the restore process, the application deletes the organization from the database. You cannot recover it.

- If you are restoring more than one organization and you want to replace all of the existing organizations that have the same names as the organizations you are restoring, click the Overwrite All button.

After the application completes the restore process, it returns to the Restore - Purge History screen.

5. Click the Cancel button when the restore is complete to close the Restore - Purge History screen.

Completing the Restore Organizations Screen

Follow the guidelines provided below to complete the fields on Restore Organizations screen.

- **Save In**

The system uses this field to display the location of the backed-up organization(s) you want to restore. Use the box below this field to select the file. Use the toolbar buttons next to this field to move up a level. Click the arrow to select another drive letter.

- **File Name**

Use this field to enter the selected backed up file (with a BBK extension), which holds the organization(s) that you want to restore. When you select the backup file in the box above this field, the system displays the file name in this field.

- **Files of Type**

This field displays the file type of the backup file. You must select the default type of .BBK.

- **Organizations**

This field displays the name of the organization(s) found in the drive and directory that you specified above. You can choose to restore one or more of the organizations found in the backup file.

Note To select more than one organization in the Organizations Found field, hold down the CTRL key when you select the organizations. The system highlights each organization as you select it. To select several organizations that appear consecutively in the list, hold down the SHIFT key, and then select the first and last organizations. The system highlights the first and last organizations and all of the organizations in between them.

- **Select All Button**

Click this button to select all of the organizations displayed in the Organizations field.

Completing the Restore - Choose Destination Screen

Follow the guidelines provided below to complete the fields on the Restore - Choose Destination screen.

- **Database**

Use this field to select the database where you want the organization(s) restored.

Note If you are renaming the organization during the restore process, we recommend restoring the organization to a new database. Restoring an organization to the database in which it currently resides and renaming it may cause performance problems. You can overwrite an existing organization without causing any problems.

- **Existing Organizations**

This field lists the organizations already residing in the selected database.

Completing the Restore - Purge History Screen

Follow the guidelines provided below to complete the fields in the Restore - Purge History screen.

- **Smart Purge**

Click this option button if you want to delete the depreciation events from the database that you are restoring. If you click this button, you have two options:

- ☐ **Purge All Depreciation Events**

Click this option button if you want to delete all of the depreciation events from the database that you are restoring.

- ☐ **Purge Depreciation Events Prior To**

Click this option button if you want to delete only the depreciation events prior to the date that you enter in the date field.

- **Do Not Purge**

Click this option button if you do not want to delete any history events from the database that you are restoring.

■ **Restore Button**

Click this button to begin restoring the organization(s) you selected in the Restore Organizations screen to the selected database. If you are restoring a backed-up organization with the same name as an organization already existing in the selected database, the application asks you if you want to overwrite the existing organization. You can either overwrite the existing organization or rename it by entering a new name in the New Organization Name field.

9

Working with Assets

Fixed assets are physical entities—difficult to move and manage. Paper management of your assets is equally as difficult to control. Fixed asset data is the digital representation of your assets; it is easy to move, manage and control. This chapter explains the process of turning your fixed assets (physical entities) into fixed asset data (digital representations).

Approaches to Adding Assets

There are two basic approaches you can take to adding new assets to the system. You can use the Assets menu to add each asset and its Asset Tag ID, individually. After you add the assets to the database, you must bar code the assets. Or you can bar code your assets first, and then conduct an inventory and add each asset during the inventory.

No matter which method you choose, be sure to take advantage of the Asset Template Manager. The Asset Template Manager allows you to create a template for an asset. Then, when you add assets with similar attributes, you don't have to re-enter the same data over and over again. For full details, see [“Working with Asset Templates,” page 9-10](#).

Using the Assets Menu to Add New Assets

To add a new asset using the Assets menu

1. Select Assets/New from the menu bar or click the New Asset icon on the toolbar. The system displays the New Asset screen.

The screenshot shows the 'New Asset' window with the 'General' tab selected. The 'Asset Information' section includes the following fields and values:

Field	Value
System No.	
Tag No.	
Description	
Location	
Department	
Custodian	
Mfg Serial No	
Vendor/Mfg	
Purchase Order No	
Property Type	P
Class	
Activity	A
Creation Code	
G/L Asset Acct No	

Buttons visible: Template..., Create, Close, Help.

2. Click the Template button, then complete the Choose Template screen (if you have an existing template that you want to apply to this asset).
3. Complete the General page of the New Asset screen. See [“Completing the General Page of the New Asset Screen,”](#) page 9-3.
4. Complete the Image page of the New Asset screen. See [“Completing the Image Page of the New Asset Screen,”](#) page 9-4. (The application allows you to keep scanned images of asset information in the database. For complete details, see [“Storing Asset Images,”](#) page 9-14.)

5. Complete the History page of the New Asset screen. See [“Completing the History Page of the New Asset Screen,” page 9-5.](#)
6. Complete the Notes page of the New Asset screen, then click the Create button. The system creates the asset and displays a blank New Asset screen. See [“Completing the Notes Page of the New Asset Screen,” page 9-6.](#)
7. Repeat steps 2 through 6 for additional assets.
8. Click the Close button when you finish adding assets.

Completing the General Page of the New Asset Screen

Follow the guidelines provided below to complete the fields on the General page of the New Asset screen.

■ Asset Information

Use this field to enter asset information into the corresponding data entry cell for each of the fields listed. If you’ve created a SmartList, when you enter a cell the system displays a drop-down button that allows you to access the list.

❑ System Number

After you click the Create button, the system uses this field to assign a System Number to the asset.

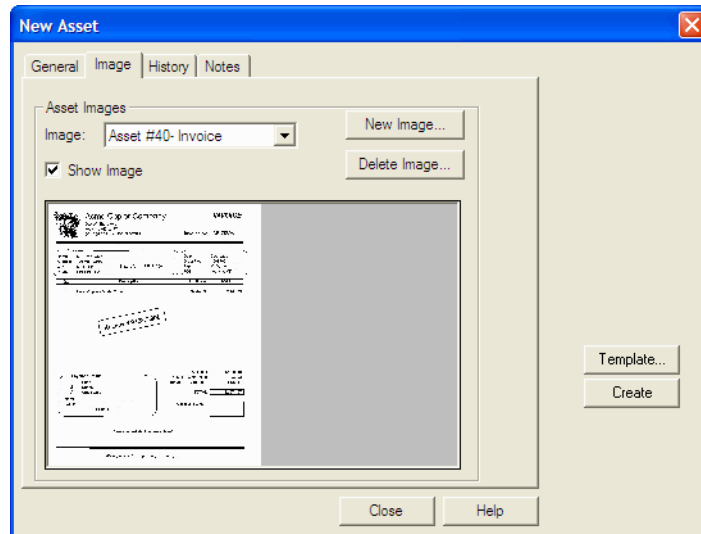
❑ Tag Number

When creating new assets, enter the appropriate Tag Number in this field.

❑ Description

The system uses this field to display the description of each asset field.

Completing the Image Page of the New Asset Screen



Follow the guidelines provided below to complete the fields on the Image page of the New Asset screen.

- **Image**

If you've added images to the Image Manager, use this field to select an image.

- **Show Image**

Select this check box if you want the system to show the selected image immediately when it displays the Image page of the New Asset or Edit Asset screen.

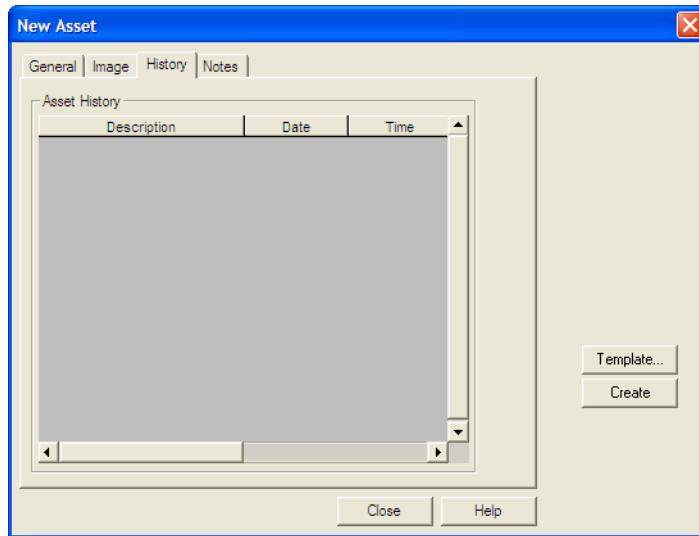
- **New Image Button**

Click this button if you want to display the New Image screen. For complete details, see ["Storing Asset Images," page 9-14.](#)

- **Delete Image Button**

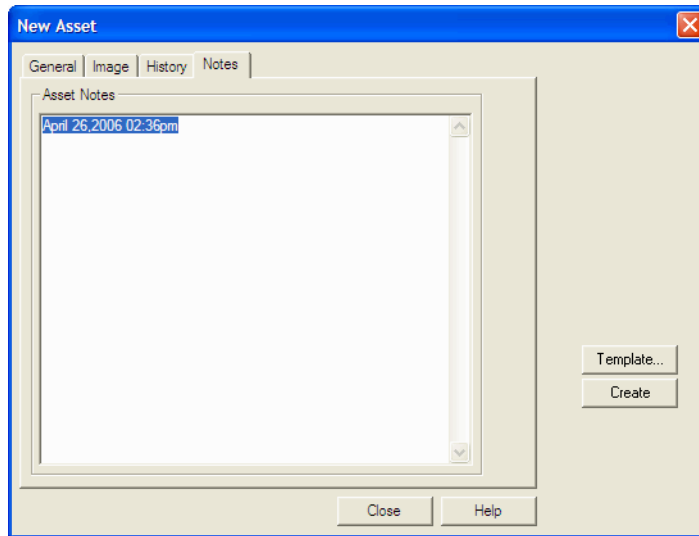
Click this button if you want to delete the selected image.

Completing the History Page of the New Asset Screen



The system uses this page to display accrued asset history for you to review. There are no fields you can use to enter data for a new asset.

Completing the Notes Page of the New Asset Screen

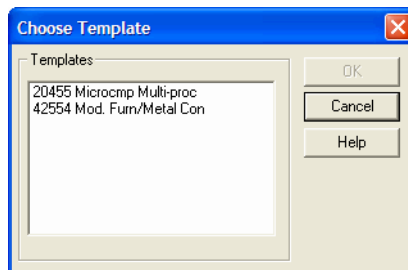


Follow the guidelines provided below to complete the field on the Notes page of the New Asset screen.

■ Asset Notes

Use this field to enter additional information about the asset you are creating. The system automatically enters the date and time.

Completing the Choose Template Screen



Follow the guidelines provided below to complete the field on the Choose Template screen.

■ Templates

The system uses this field to list the available asset templates. You use this field to select the asset template you want to apply to the asset you are creating.

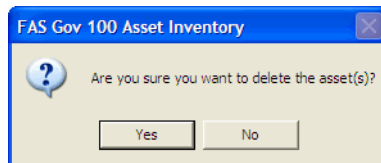
Deleting Assets

Deleting an asset deletes it from the FAS 100 Asset Inventory database. It does not delete the asset from the FAS 100 Asset Accounting database. Before the assets are deleted, the system asks if you would like to print a deleted asset report. The report can be used to identify deleted assets, or to re-enter data deleted by mistake.

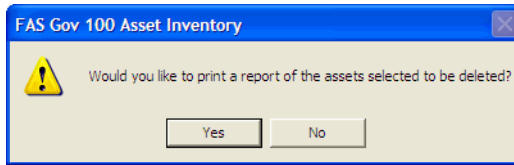
Note Once an asset is deleted, it cannot be restored.

To delete assets

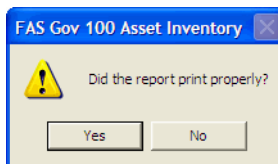
1. Select the asset(s) you want to delete by check-marking the asset(s) on the spreadsheet.
2. Select Assets/Delete from the menu bar. The system displays the following prompt.



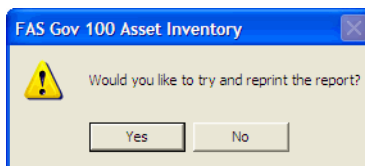
3. Click Yes to delete the asset(s), or No to cancel the deletion. If you choose Yes, the system displays the following prompt.



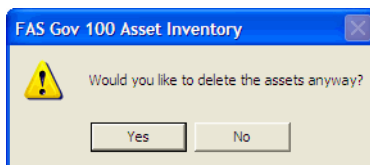
4. Click Yes to print a report of the assets marked for deletion, or No to delete the asset(s) with no printed report. If you choose Yes, the system displays the following prompt.



5. Click Yes if the report has printed properly. The asset is then deleted. If the report did not print, the system displays the following prompt.



6. Click Yes to reprint the report, or No if you do not want to reprint the report. If you choose No, the system displays the following prompt.



7. Click Yes to delete the asset(s), or No to cancel the deletion.

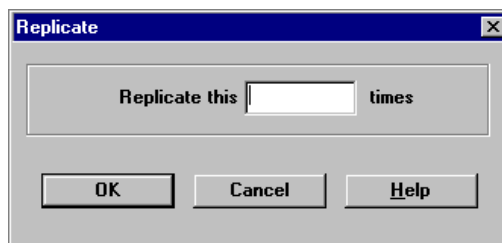
Replicating Assets

If you are adding multiple assets that are similar in nature, you can add the first one, save it, and then replicate it as needed. The application can create as many as 99 assets out of a single entry. Once you've replicated an asset, you can change each asset individually to modify specific fields as needed. This feature is particularly useful for adding grouped assets from the same invoice.

To replicate an asset

1. Select the asset you want to replicate by checking the asset on the spreadsheet or entering the Edit Asset screen.
2. Do any one of the following:
 - If you check-marked the asset, select Assets/Replicate from the menu bar.
 - If you entered the Edit Asset screen, click the Replicate button.

The system displays the Replicate screen.



3. Enter the number of times you want to replicate the asset, and then click OK. The system displays a message confirming the replication and informing you of the starting system number.
4. Click OK to close the confirmation message.
5. Enter assets individually to edit asset information (if applicable).

Working with Asset Templates

Template Manager is a valuable tool that can drastically reduce your data entry time. Template Manager allows you to create templates of new assets. That way, when you add assets with similar attributes, you don't have to re-enter all of the asset data. Simply select an asset template, apply it to the new asset, then change only the fields unique to the new asset.

To create an asset template

1. Select Assets/Template Manager from the menu bar. The system displays the Template Manager screen.

The screenshot shows the 'Template Manager' dialog box. At the top, there's a 'Template:' dropdown menu currently showing '20455 Microcmp Multi-proc'. Below this are three tabs: 'General', 'Image', and 'Notes'. The 'General' tab is active. Inside the 'General' tab, there's an 'Asset Information' section. It includes fields for 'System No.', 'Tag No.', and 'Description'. Below these is a table with various asset attributes and their values:

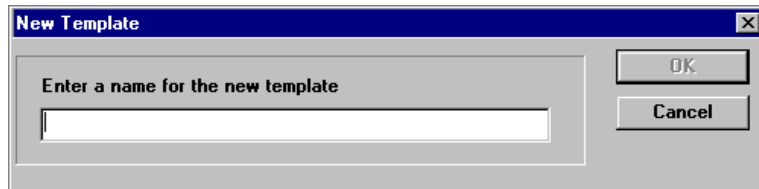
Tag No	
Description	
Location	
Department	
Custodian	
Mfg Serial No	
Vendor/Mfg	
Purchase Order No	
Property Type	D
Class	CP
Activity	A
Creation Code	O
GL Asset Acct No	30-0012
GL Asset Acct No	30-0012

On the right side of the dialog, there are four buttons: 'New...', 'Copy', 'Rename', and 'Delete'. At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.

2. Click the New button. The system displays the New Template screen.
3. Complete the New Template screen, and then click OK. The system redisplay the Template Manager screen with the name of the new template.

4. Complete the General page of the Template Manager screen. See [“Completing the General Page of the Template Manager Screen,”](#) page 9-11.
5. Complete the Image page of the Template Manager screen. See [“Completing the Image Page of the Template Manager Screen,”](#) page 9-12.
6. Complete the Notes page of the Template Manager screen, and then click the OK button and a confirmation message appears. Click on Yes to save the new template or No to continue without saving. See [“Completing the Notes Page of the Template Manager Screen,”](#) page 9-13.

Completing the New Template Screen



Follow the guidelines provided below to complete the fields on the New Template screen.

- **Name**
Use this field to enter a unique identifying name for the new template.

Completing the General Page of the Template Manager Screen

Follow the guidelines provided below to complete the fields on the General page of the Template Manager screen.

- **Description**
The system uses the left side of this field to display descriptions of the asset fields available for use in an asset template. You use the cells on the right side of this field (adjacent to the appropriate field description) to enter common data that you want to use in the template.

Note You probably do not want to use fields like Tag Number in an asset template, since this field usually contains a unique identifier. You will assign this number as you add assets.

Note A G/L field that has been Allocated in FAS 100 Asset Accounting (denoted by "<Allocated>") cannot be modified. You cannot allocate a G/L field in FAS 100 Asset Inventory. Therefore you cannot create a template with allocations ("<Allocated>" or "<Allocate ...>") in the G/L fields in FAS 100 Asset Inventory.

Completing the Image Page of the Template Manager Screen



Follow the guidelines provided below to complete the fields on the Image page of the Template Manager screen.

- **Image**

If you've added images to the Image Manager, use this field to select an image.

- **Show Image**

Select this check box if you want the system to show the selected image immediately when it displays the Image Page of the New Asset or Edit Asset screen.

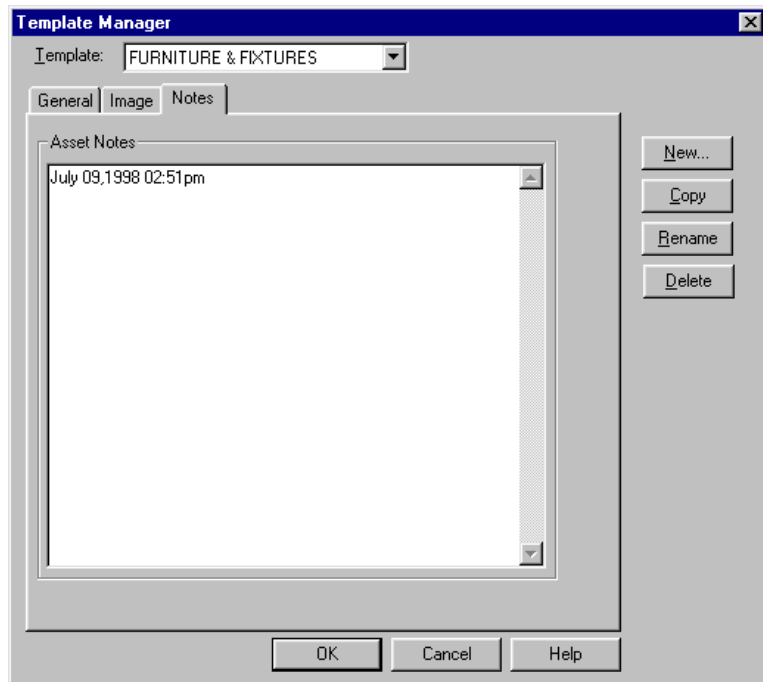
- **New Image Button**

Click this button if you want to display the New Image screen. For complete details, see ["Storing Asset Images," page 9-14.](#)

- **Delete Image Button**

Click this button to delete the selected image.

Completing the Notes Page of the Template Manager Screen



Follow the guidelines provided below to complete the fields on the Notes page of the Template Manager screen.

■ Asset Notes

Use this field to enter any additional information you want to include in the template. The system automatically enters the date and time.

Storing Asset Images

The application allows you to keep scanned images of asset information in the database. This is useful for storing photos of the assets, technical drawings, documentation, or the assets warranty contracts. After you add an image to the system, you can use the Edit Asset screen to access it. You can also add an image as you are creating an asset's record. The application supports .TGA, .PNG, .PCX, .BMP, .JPEG, and .JPG formats. Before you can add images to the application, however, you must scan the images and store them on your computer's hard disk, preferably in the application directory.

Note The file sizes of the stored images add to the overall size of your database. You do not need to scan your images at a high resolution. We recommend using the JPEG format because of all formats, it offers the best compression.

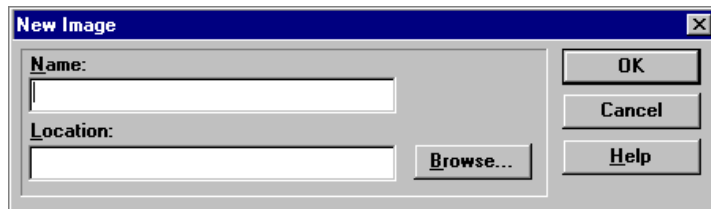
To add an asset image

1. Select Assets/Image Manager from the menu bar.
2. Click the New button. The system displays the New Image screen.
3. Complete the New Image screen, and then click OK. The system displays the new image name in the Images list.

To view, print, rename, or delete an image

1. Select an image from the Images list, and then click the button that corresponds to the task you want to perform (view, print, rename, or delete).

Completing the New Image Screen



Follow the guidelines provided below to complete the fields on the New Image screen.

- **Name**
Use this field to provide a unique identifying name for the image.
- **Location**
Use this field to provide the path to the image, or click the Browse button to select a path and image.

Working with Groups

A group is a collection of assets you create to more easily track, work on, and collectively report on. To create a group of assets, you specify characteristics, such as location, department, and custodian, that identify which assets to include in the group. These characteristics are represented in your asset fields.

The more specifically you define groups within your organizations, the more control you have over your assets and reports. An individual asset can, of course, appear in many groups.

Why Create Groups?

To give you increased control over your asset management, you should create a variety of groups within the application. You don't wade through your entire file cabinet to find one document; your file cabinet is organized so you can find a document quickly. If you only ran one report a year on all your assets, you could probably get away with only one group: the All Assets group. But that's probably not how you do business.

You create multiple groups to make it easier to:

- Run reports.
- Browse your asset list.
- Sort your assets.
- Find a specific asset.
- Globally replace data.

Update Groups

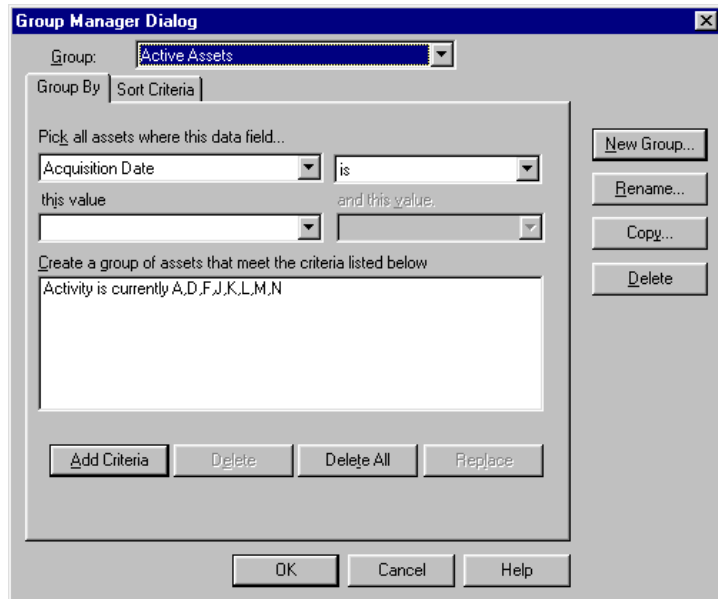
After you create a group, you never have to update it—even if you add new assets to the system. When you create a group, you are not creating a physical group; that is, you are not physically placing selected assets in a location. You are specifying the criteria that the system uses to group assets that match the criteria every time you request it.

Creating Groups

You create groups in the Group Manager, which you access through the Assets menu.

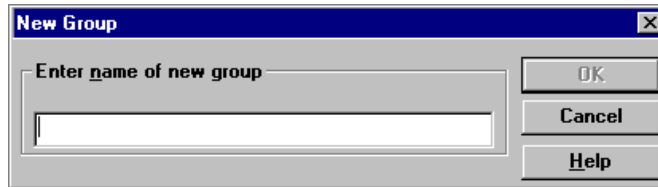
To create a new group

1. Select Assets/Group Manager from the menu bar. The system displays the Group Manager screen.



2. Click the New Group button. The system displays the New Group screen.
3. Complete the New Group screen, and then click OK. The system redisplay the Group Manager with the new group's name in the Group list window.
4. Complete the Group By page. For more information, see ["Completing the Group By Page," page 9-18.](#)
5. Complete the Sort Criteria page. For more information, see ["Completing the Sort Criteria Page," page 9-20.](#)
6. Click the Save button.
7. Repeat steps 2 through 6 for additional groups.
8. When you finish with the Group Manager screen, click the Cancel button.

Completing the New Group Screen

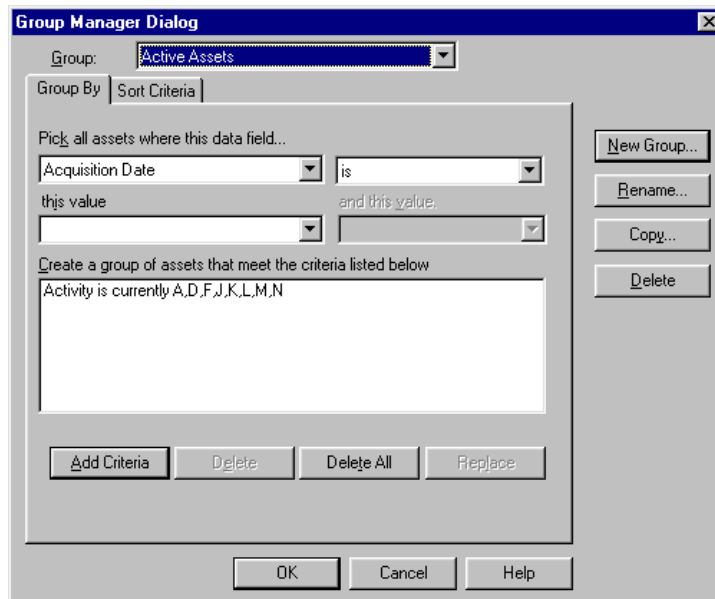
A dialog box titled "New Group" with a close button (X) in the top right corner. It contains a text input field with the placeholder text "Enter name of new group". To the right of the input field are three buttons: "OK", "Cancel", and "Help".

Follow the guidelines provided below to complete the field on the New Group screen.

- **Name**

Enter a unique identifying name for the group.

Completing the Group By Page

A dialog box titled "Group Manager Dialog" with a close button (X) in the top right corner. It has a "Group:" dropdown menu set to "Active Assets". Below this are two tabs: "Group By" (selected) and "Sort Criteria". The "Group By" tab contains a section titled "Pick all assets where this data field..." with two dropdown menus: "Acquisition Date" and "is". Below these are two more dropdown menus labeled "this value" and "and this value". A section titled "Create a group of assets that meet the criteria listed below" contains a text area with the text "Activity is currently A,D,F,J,K,L,M,N". At the bottom of the "Group By" tab are four buttons: "Add Criteria", "Delete", "Delete All", and "Replace". To the right of the "Group By" tab are four buttons: "New Group...", "Rename...", "Copy...", and "Delete". At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Help".

Note To complete the Group By page, you must understand how to use expressions to specify criteria. For details, see [“Understanding and Specifying Criteria,”](#) page 9-21.

Follow the guidelines provided below to complete the fields on the Group By page.

■ **Pick All Assets Where This Data Field**

Use this field to select the asset field you want to use to define this group.

■ **Operator**

Use this field to select the operator you want to use to create this group.

■ **This Value**

Use this field to enter the field data that represents the group. You can also select the field data from the SmartList entries.

■ **And This Value**

Use this field to enter the secondary criterion, if any, that you want to use to define this group. (The system uses an *and* operator for the secondary criterion.)

■ **Create a Group of Assets that Meet the Criteria Listed Below**

The system uses this field to list the criteria strings that you have specified. It uses an *and* operator to connect multiple criteria. The system uses all criteria strings in this list to define the group.

■ **Add Criteria Button**

Click this button to add the specified criteria string to the criteria list. The system uses an *and* operator to connect multiple criteria strings.

■ **Delete Button**

Click this button to delete the selected criteria string from the criteria list.

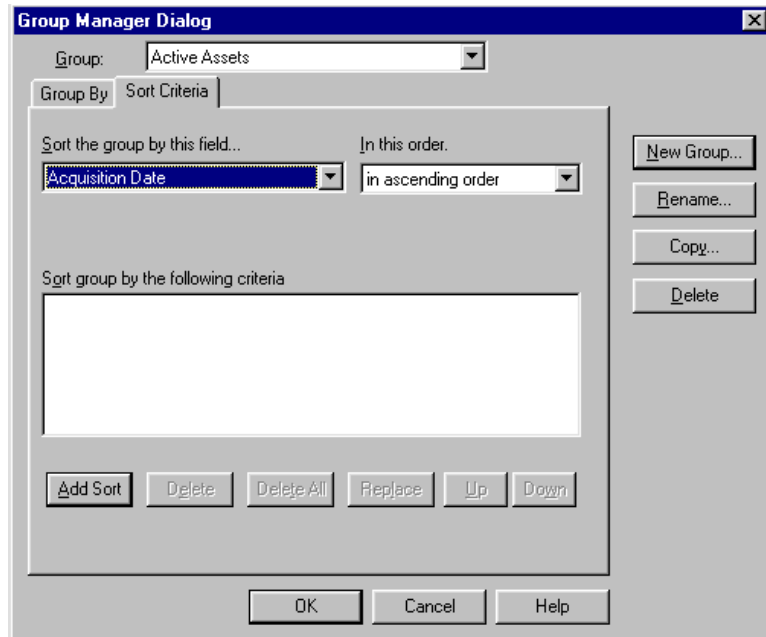
■ **Delete All Button**

Click this button to delete everything in the criteria list.

■ **Replace Button**

Click this button to replace an entry in the criteria list with new criteria. When you select an entry in the criteria list, the system displays the data for that entry in the four fields above the list. When you make a change to data in any of these fields and then click the Replace button, the system makes that change to the entry in the criteria list.

Completing the Sort Criteria Page



The application sorts fields first by number, then by uppercase letters, and finally by lowercase letters. If you select descending order, this order is reversed.

The order in which you select fields to sort is important. The first field determines the primary sort order. The next field determines the sort order within the primary group. The third field determines the sort order within the secondary group, and so on. If you do not select a secondary sort field, the assets within the primary sort group will be listed in order by System Number.

Follow the guidelines provided below to complete the fields on the Sort Criteria page.

- **Sort the Group by This Field**

Use this field to select the field you would like the system to use as the primary sort.

- **In This Order**

Use this field to select whether you would like the sort to list assets in ascending or descending order.

■ **Sort Group by the Following Criteria**

This field displays the sort criteria you have created above.

Save As Group

You can create groups by selecting the assets and then selecting the Save As Group function from the menu bar.

To create a new group by selecting assets

1. Select the assets you want to include in the group.
2. Select Assets/Save As Group from the menu bar.
3. Complete the New Group screen, and then click OK. The system automatically creates the new group.

Understanding and Specifying Criteria

In Group Manager, you specify criteria that define a group. Criteria are simply statements that qualify asset characteristics. This type of statement is also known as a criterion string. Assets either meet or do not meet the qualifications of a criterion string. If they meet the qualifications, the system includes them in the group. If they do not meet the qualifications, the system does not include them. For example, you might want a group that only includes assets located in the Administration Building. You would build a criterion string specifying that you want the group to include only those assets with the characteristic of Admin (as defined in the Location field).

Another name for a criterion string is an expression. Expressions are very much like mathematical equations. In an expression, the equivalent of a mathematical symbol is called an operator.

For example, to define a group based on the above example, you could build the expression: Location Is Admin.

The word 'Is' in this expression is an operator. The words 'Is Not' form another operator, as in the expression: Location Is Not Admin. This expression excludes the Admin location from the group.

As you can see, the operator you select in an expression has a profound effect on the group you are defining. The chart below outlines how the different operators available in the Group Manager affect the group you are defining. Adjacent to each operator is its equivalent mathematical symbol (if applicable), and an *If* and *Then* statement to illustrate how the operator affects the result of the statement. For instance, the first line reads: *If the criterion for the selected field Is 5, then the asset selected for the group will be 5.*

		(Given a Set of 10)	
Operator	Mathematical Symbol	If	Then
Is	=	5	5
Is not	≠	5	1, 2, 3, 4, 6, 7, 8, 9, 10
Is less than	<	5	1, 2, 3, 4
Is greater than	>	5	6, 7, 8, 9, 10
Equals or is greater than	≥	5	5, 6, 7, 8, 9, 10
Equals or is less than	≤	5	1, 2, 3, 4, 5
Is between*		5, 8	5, 6, 7, 8
Is not between*		5, 8	1, 2, 3, 4, 9, 10
Exists	∈	Any	Include all with any data
Does not exist	∉		Include only those with no data
Is currently**			
Contains***			

* The Is between and Is not between operators do not have an equivalent mathematical symbol because they include end figures; in the above case, the 5 and 8. This makes the system more intuitively similar to the way we speak and think in the real world.

** The *Is currently* operator is available only for the Activity and Creation Code fields. It does not have an equivalent mathematical symbol.

*** A *Contains* operator is available for some fields. It does not have an equivalent mathematical symbol. It searches for all occurrences of the specified string, much like a wildcard character searches a file for a text string.

Complex Expressions

You can specify more than one expression when you create a group. The system uses different rules for multiple expressions involving the same field and multiple expressions involving different fields:

- An *and* operator connects multiple expressions specifying criteria for different fields.
- An *or* operator connects multiple expressions specifying criteria for the same field.

Checking Assets In and Out

The application contains comprehensive asset Check-Out and Check-In features. These features help you control one of the most difficult aspects of fixed asset management: tracking portable assets. Once you have checked an asset in or out, you can easily review the asset's check-out history.

Checking Out Assets

To use the asset check-out feature, you must be in the spreadsheet view.

To check out one or more assets

1. Select the asset(s) you want to check out.
2. Select Inventory / Check-Out Assets from the menu bar, or click the Check-Out Asset icon on the toolbar. The system displays the Check-Out Asset screen.

Description for this field displays the field selected as the Asset Tag.

Check-out Asset(s)

Search For Asset

Tag No:

Check-out

Cancel

Remove

Help

System	Description	Checkout	Expected
17	PRINTER HIGH SPEED LINE PRINT		

Apply the following to all selected assets:

System No: 17

Description: PRINTER HIGH SPEED LINE PRINTER

Checked out by:

Checkout date: ...

Expected return date: ...

Return date: ...

Notes:

3. Complete the Check-Out Asset screen, and then click OK. The system redispays the spreadsheet, and it displays a check mark next to the checked-out assets.

Check mark indicates asset is checked out.

	8	108	AUTOMOBILE 1993 LUXURY SED
	9	109	BUILDING MAIN ANNEX
	10	110	LAPTOP COMPUTERS (7 486/66 I
	11	111	STORAGE (SECTION A OUTBUILI

Note You can use a wand (wedge reader) to complete the Check-Out Asset screen. To enter data in a field using a wedge reader, connect a wand to your computer and scan the assets bar code label. The system enters the information in the selected field. The wand is simply an alternative data collection device, like a keyboard.

Completing the Check-Out Asset Screen

Follow the guidelines provided below to complete the fields on the Check-Out Asset screen.

- **Search For Asset**

Use this field to search for an asset based on the numbers (and/or letters) of its asset tag.

- ❑ **Asset Tag**

Use this field to enter the asset tag numbers (and/or letters) of the asset for which you want to search. To search for an asset, type numbers (and/or letters) in this field, and then press the ENTER key.

- **Asset Preview Window**

The system uses this field to display the assets selected for check-out. The system displays the asset descriptions and sorts the assets according to their asset tag numbers.

- **Remove Button**

Click this button to delete a selected asset from the Asset Preview Window.

- **Check-Out Information**

Use this field to enter information about the asset you are checking out.

- ❑ **System Number**

The system uses this field to display the System Number of the asset you are checking out.

- ❑ **Description**

The system uses this field to display the description of the asset you are checking out.

- ❑ **Checked Out By**

Use this field to enter the name of the person checking out the asset.

- ❑ **Check-Out Date**

Use this field to enter the date on which you are checking out the asset. You can enter the date in any of the following formats: mm-dd-yy, mm-dd-yyyy, mm/dd/yy, mm/dd/yyyy, mmddyyyy, or mmddyy. Or you can click the button to the right of the field to display a pop-up calendar that allows you to select a date.

❑ **Expected Return Date**

Use this field to enter the date on which you expect to return the asset. Or you can click the button to the right of the field to display a pop-up calendar that allows you to select a date. You can edit this field later to revise the expected return date.

❑ **Return Date**

The system disables this field during check-out. After the system checks in the asset, it uses this field to display the return date.

❑ **Notes**

Use this field to enter any additional information about the check-out.

Checking In Assets

You can easily check in one or more assets.

To check in one or more assets

1. Select the asset(s) you want to check in.
2. Select Inventory/Check-In Assets from the menu bar, or click the Check-In Asset button on the toolbar. The system displays the Check-In Asset screen.

Description for this field displays the field selected as the Asset Tag.

Search For Asset

Tag No:

System	Description	Checkout	Expected
45	TABLES (PRINTER STANDS)	07/14/1997	07/18/1997

Check-in
Cancel
Remove
Help

Apply the following to all selected assets:

System No: 45
Description: TABLES (PRINTER STANDS)

Checked out by: J. Lyons

Checkout date: 07/14/1997 ...

Expected return date: 07/18/1997 ...

Return date: 08/01/1997 ...

Notes: August 1, 1997 2:27pm
Returned late.

3. Complete the Check-In Asset screen, and then click OK. The system redispays the spreadsheet.

Note You can use a wand (wedge reader) to complete the Check-In Asset screen. To enter data in a field using a wedge reader, connect a wand to your computer and scan the assets bar code label. The system enters the information in the selected field. The wand is simply an alternative data collection device, like a keyboard.

Completing the Check-In Asset Screen

Note If you attempt to check in assets that have not been checked out, the system displays a screen listing those assets.

Follow the guidelines provided below to complete the fields on the Check-In Asset screen.

■ **Search For Asset**

Use this field to search for an asset based on the numbers (and/or letters) of its asset tag.

□ **Asset Tag**

Use this field to enter the asset tag numbers (and/or letters) of the asset for which you want to search. To search for an asset, type numbers (and/or letters) in this field, and then press the ENTER key.

■ **Asset Preview Window**

The system uses this field to display the assets selected for check-in. The system displays the asset descriptions and sorts the assets according to their asset tag numbers.

■ **Remove Button**

Click this button to delete a selected asset from the Asset Preview Window.

■ **Check-In Information**

Use this field to enter information about the asset you are checking in.

□ **System Number**

The system uses this field to display the System Number of the asset you are checking in.

□ **Description**

The system uses this field to display the description of the asset you are checking in.

□ **Checked Out By**

The system uses this field to display the name of the person who checked out the asset.

□ **Check-Out Date**

The system uses this field to display the date the asset was checked out.

□ **Expected Return Date**

The system uses this field to display the expected return date of the asset, as indicated during the check-out procedure.

□ **Return Date**

The system uses this field to display the default value: today's date. If the asset's expected return date is different from the default, use this field to enter the correct date. You can enter the date in any of the following formats: mm-dd-yy, mm-dd-yyyy, mm/dd/yy, mm/dd/yyyy,

mmddyyyy, or mmddyy. Or you can click the button to the right of the field to display a pop-up calendar that allows you to select a date.

❑ **Notes**

Use this field to enter any additional information about the check-out or check-in.

Viewing the Check-Out History

You can view the check-out history of any asset.

To view an asset's check-out history

1. Select Inventory / Check-Out History from the menu bar. The system displays the Check-Out History screen.

Checkout	Expected	Return	By Whom	Notes
07/14/97	07/16/97	08/01/97	J.Lyons	August 1, 1997 2:27pm

2. Complete the Check-Out History screen, and then view the asset history.

3. When you finish viewing the asset history, click the Close button.

Completing the Check-Out History Screen

Follow the guidelines provided below to complete the fields on the Check-Out History screen.

- **Search For Asset**
 - ❑ **System Number**

Click this option button if you want to search for an asset based on its System Number.
 - ❑ **Tag Number**

Click this option button if you want to search for an asset based on its Tag Number.
 - ❑ **Asset Tag Field**

Click this option button if you want to search for an asset based on its Asset Tag Field.
 - ❑ **ID Box**

(The name of this field, and the information the system expects, changes based on the option button you select.)
Use this field to enter the asset ID that corresponds to your selection.
 - ❑ **Search Button**

Click this button if you want to search the database for the asset ID you entered. If found, the system displays the asset's check-out history.
- **Check-Out History**

The system uses this field to display the asset history for the asset you have selected.

Overdue Assets Alert

When you attempt to open an organization, the system reviews all of the organizations in that database to determine if any of the organizations contain overdue assets. For example, when you start the program, the system reviews the organizations in the database that was opened last.



The message box indicates which organization/organizations in the database contain overdue assets.

Inactivating and Reactivating Assets

You can easily change the activity status of assets from Active to Inactive, and then reactivate them again. You might want to do this for assets that are temporarily out of use. The Active/Inactive designation appears in the Activity field of the asset. In addition, one of the default groups is Inactive Assets. The Assets menu has two menu items to facilitate this: Inactivate and Reactivate.

To inactivate an asset

1. Click the cursor in a cell of the active asset that you want to inactivate, or click in the Select Asset column for the asset(s) you want to select. A set of assets can be inactivated.
2. Select Assets/Inactivate from the menu bar. The system inactivates the asset(s).

To activate an asset

1. Click the cursor in a cell of the inactive asset that you want to activate, or click in the Select Asset column for the asset(s) you want to select. A set of assets can be reactivated.
2. Select Assets/Reactivate from the menu bar. The system activates the asset(s).

Importing Files

You can import asset data into the application from a file that you create with other software. For information on file requirements for each field, see [“Field Requirements,” page C-1](#).

You cannot have an organization open when you import a file. If you have an organization open, you must close it before you import.

The file you import can be saved in any of the following formats:

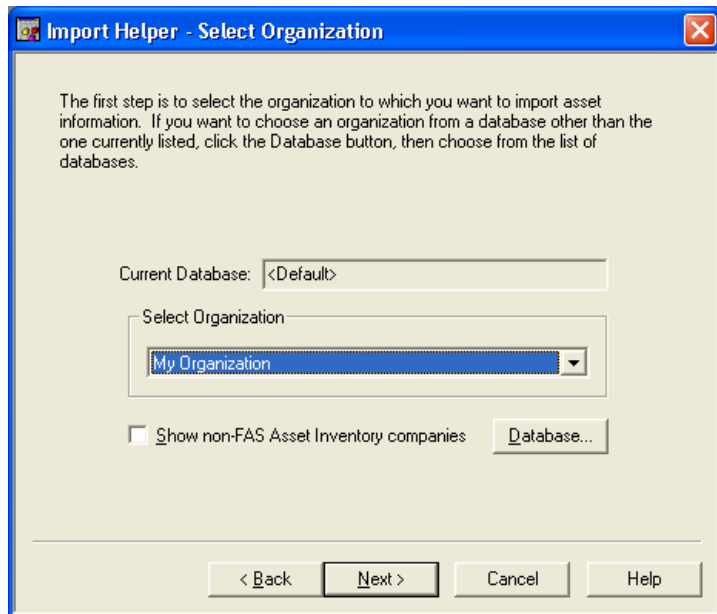
- Comma-delimited Text Files (*.txt)
- Tab-delimited Text Files (*.txt)
- Fixed-Length Text Files (*.txt)
- Excel 3.0 Files (*.xls)
- Excel 4.0 Files (*.xls)
- Excel 5.0, 7.0 Files (*.xls)
- Excel 8.0 Files (*.xls)
- Lotus WK1 Files (*.wk1)
- Lotus WK3 Files (*.wk3)
- Lotus WK4 Files (*.wk4)
- dBase III Files (*.dbf)
- dBase IV Files (*.dbf)
- dBase 5.0 Files (*.dbf)

To import a file

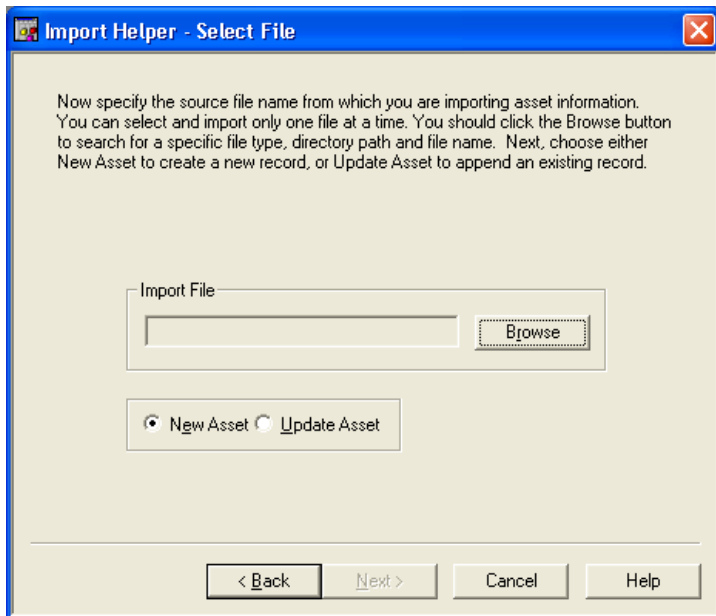
1. Select File/Organization Utilities/Import from the menu bar. The system displays the Import Helper - Introduction screen.



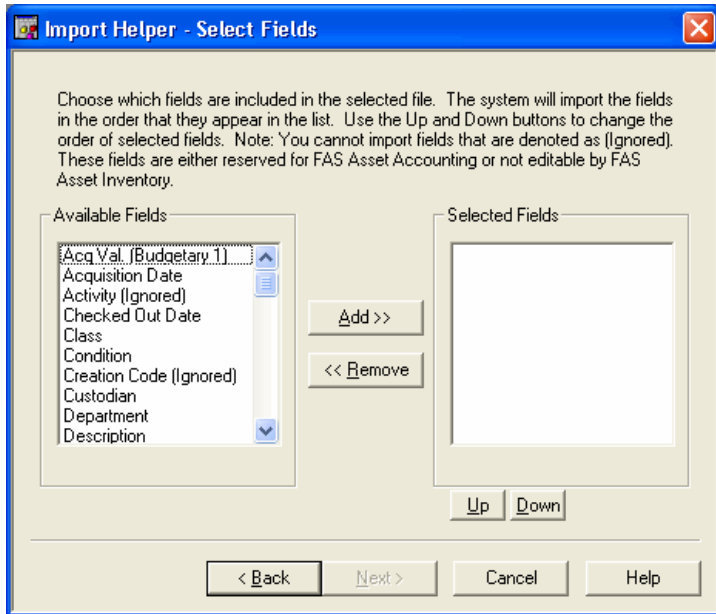
2. Click the Next button. The system displays the Import Helper - Select Organization screen.



3. Complete the Import Helper - Select Organization screen.
 - **Current Database**
The system uses this field to display the currently selected database.
 - **Select Organization**
Use this field to select the organization into which you are importing the file.
 - **Show Non-FAS Asset Inventory Organizations**
Select this check box if you want the system to display organizations other than FAS 100 Asset Inventory organizations, such as FAS 100 Asset Accounting organizations.
 - **Database Button**
Click this button if you want to open a different database.
4. Click the Next button. The system displays the Import Helper - Select File screen.



5. Complete the Import Helper - Select File screen.
 - **Import File**
Use this field to type the full path and file name of the file you are importing.
 - **Browse Button**
Click this button to search for a directory path for the file you are importing.
 - **New Asset**
Click this option button to import file data for new assets. The system assigns the next available system number and proceeds in consecutive numerical order. If you click this option button, the file you import should not include system numbers.
 - **Update Asset**
Click this option button to import file data for existing assets. If you click this option button, the file you import must contain a system number for each asset you want to import.
6. Click the Next button. The system displays the Import Helper - Select Fields screen.



7. Complete the Import Helper - Select Fields screen.

■ **Available Fields**

Use this field to specify the fields the file you are importing contains. To specify multiple consecutive fields, click and drag the left mouse button when you make your selection. To specify multiple non-consecutive fields, press the CTRL key when you make your selection.

Note You cannot import fields that are denoted as “(Ignored).” These fields are either reserved for FAS 100 Asset Accounting, or they are not editable within the application.

■ **Add Button**

Click this button to add the specified field to the Selected Fields list. To select more than one field at a time, highlight the field names and then click the Add button.

■ **Remove Button**

Click this button to remove the specified field from the Selected Fields list. To remove more than one field at a time, highlight the field names and then click the Remove button.

■ **Selected Fields**

The system uses this field to display the fields in the file you are importing. The fields must appear in the file in the same order they appear in the Selected Fields list.

■ **Up Button**

Click this button to move the specified field up in the Selected Fields list.

■ **Down Button**

Click this button to move the specified field down in the Selected Fields list.

8. Click the Next button. The system displays the Import Helper - Summary screen. (If you are importing a Fixed-Length Text File (*.txt), this box is slightly different. See ["Importing a Fixed-Length Text File,"](#) page 9-39.)

Import Helper - Summary

View the summary of choices you have made. To change any information, click the Back buttons and make changes in the previous screens. To verify the data click the Validate button. To import the validated data click the Finish button.

Organization: My Organization

Import File: C:\Program Files\Best Software\FASgov Asset Inventory\faigov.txt

Selected Fields

- Checked Out Date
- Condition

Invalid Records: 0
Valid Records: 0
Warnings: 0

Validate View Report

Importing Asset of

< Back Finish Cancel Help

9. View the current selections. Make sure the organization name, the name and path of the import file, and the selected fields are correct. To change any of the current selections, click the Back button.

- **Organization**

The system uses this field to display the name of the organization into which you are importing the file.

- **Import File**

The system uses this field to display the full path and file name of the file you are importing.

- **Selected Fields**

The system uses this field to display the fields you have specified as the ones contained in the file you are importing.

- **Record Status**

When you click the Validate button, the system uses this field to summarize the validation status of the records in the imported file.

- ❑ **Invalid Records**

The system uses this field to display the number of invalid records in the file after you click the Validate button. If you click the Import button, the system does not import these records.

- ❑ **Valid Records**

The system uses this field to display the number of valid records in the file after you click the Validate button. If you click the Import button, the system does import these records.

- ❑ **Warnings**

The system uses this field to display the number of errors it found in the imported text file, reporting each error as a separate warning. If you click the Import button, the system does not import a record that generates a warning.

- **Validate Button**

Click this button to validate the information in the file and display the number of valid and invalid records. For more information, see the table in [“Import Exceptions Report Messages,”](#) page 9-40.

- **View Report Button**

Click this button to view an Import Exceptions report for invalid records. If you have imported any invalid fields, this report explains why they are invalid. For more information, see [“Import Exceptions Report Messages,”](#) page 9-40.

■ **Importing Asset X of Y**

The system uses this field to display the number of the asset it is currently importing and the total number of assets it is importing. When the import process is finished, the system uses this field to display an Import Complete message.

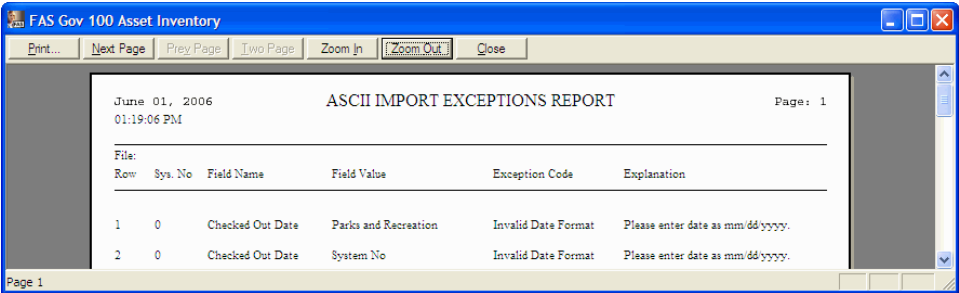
■ **Importing a Fixed-Length Text File**

To set the length of each column used in the fixed-length text file, click on a field in the Selected Fields list. Then click inside the Field's Size field and enter the number of character spaces that are used for that particular column in the file you are importing. Click on the Set button to save the field size. Repeat this procedure for each field in the Selected Fields list.

10. Click the Validate button. The system determines whether the information in the file is valid or not and then displays the number of valid and invalid records.
11. If desired, click the View Report button to view the Import Exceptions report, and then click the Close button. If the system finds invalid fields in the file, this report explains why the fields are invalid.
12. Click the Finish button. The system imports data from the file and displays an Import Complete message.
13. To exit from the Import Helper - Summary screen, click the Cancel button, press CTRL+F4, or click the Close button.

Viewing the Import Exceptions Report

The figure below illustrates the Import Exceptions Report preview screen.



Import Exceptions Report Messages

The table below shows the exception codes and descriptions the system displays when it finds an invalid field in the file you are importing.

Exception Code	Description
Invalid System Number	Valid range is a number between 1 and 999999.
Invalid Number	The number must be between 0.01 and 999999999.99.
Invalid Field Size	The field length for "X" field is limited to "N" characters. (This is a generic message. The system substitutes the actual field name for X and the field size limit for N.)
Invalid Date Format	Please enter dates as mm/dd/yyyy.
Invalid Date	Valid dates are between 01/01/1920 and 12/31/2035.
Invalid Import Data Map	Fields selected: x Fields found in file: x
Update Failed	System number not found.
Input field not matched	No destination field was found for input field number "N" of import field. (This is a generic message. The system reports the actual field number.)

Exception Code	Description
Output field not matched	No input field in the import file was found for destination field number "N." (This is a generic message. The system reports the actual field number.)
Import Warning	Importing this field is not allowed. It will be ignored during import.

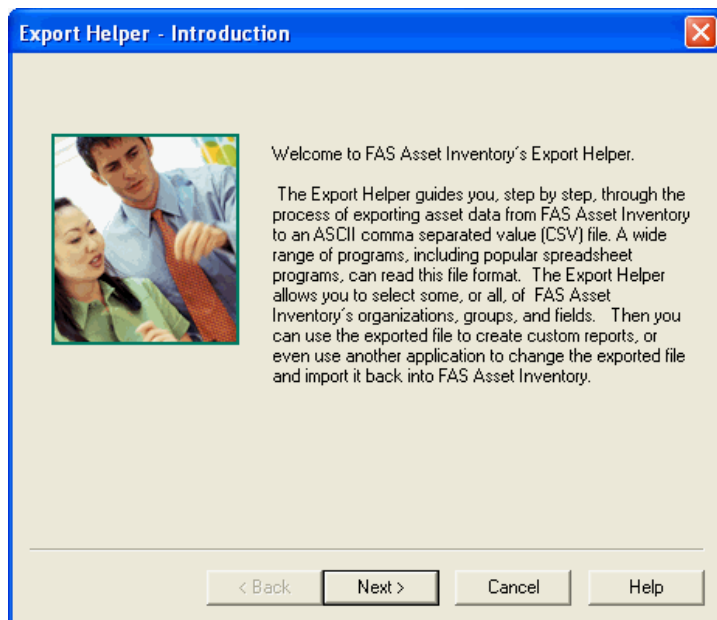
Exporting Data to an ASCII Text File

You can export asset data to a Comma-Separated Value (CSV) ASCII text file.

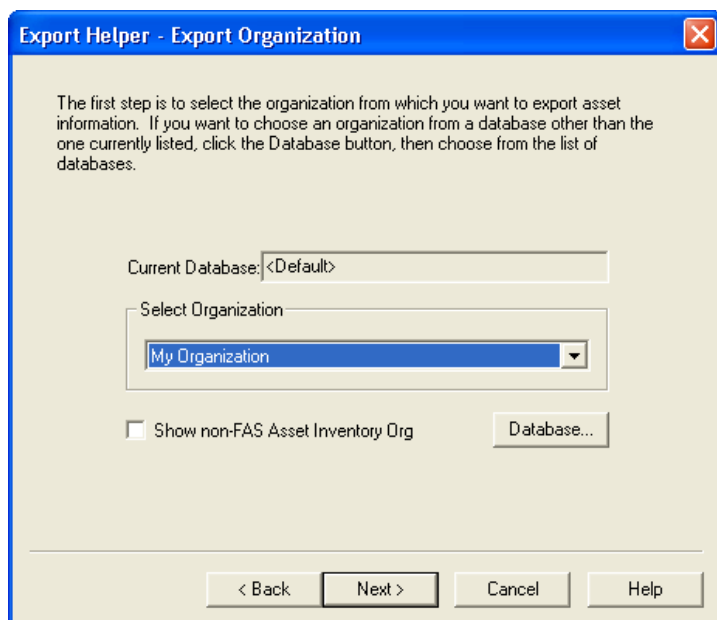
Close any open organizations before you export data. If an organization is open when you attempt to export data, the system displays a message indicating it will close the organization.

To export asset data to an ASCII text file

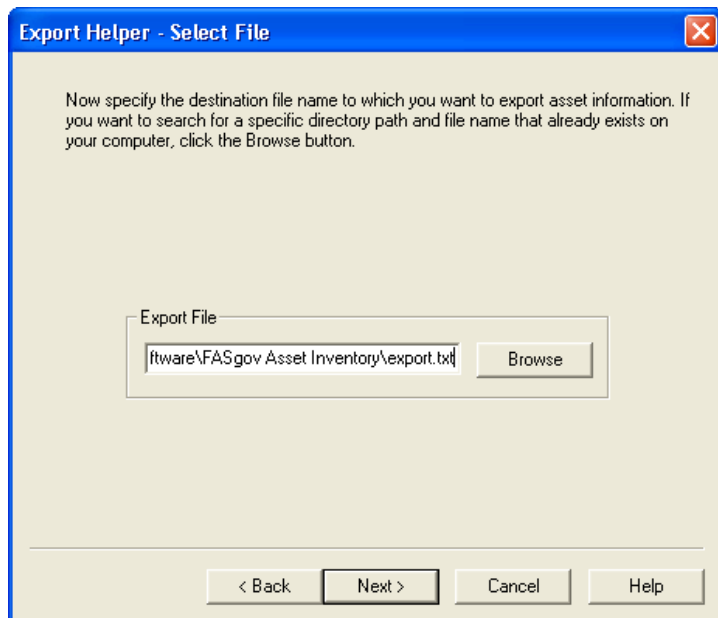
1. Select File/Organization Utilities/Export from the menu bar.
The system displays the Export Helper - Introduction screen.



2. Click the Next button. The system displays the Export Helper - Export Organization screen.



3. Complete the Export Helper - Export Organization screen.
 - **Current Database**
The system uses this field to display the currently selected database.
 - **Select Organization**
Use this field to specify the organization from which you want to export information.
 - **Show Non-FAS Asset Inventory Organizations**
Select this check box if you want the system to display organizations other than FAS 100 Asset Inventory organizations, such as FAS 100 Asset Accounting organizations.
 - **Database Button**
Click this button if you want to open a different database.
4. Click the Next button. The system displays the Export Helper - Select File screen.

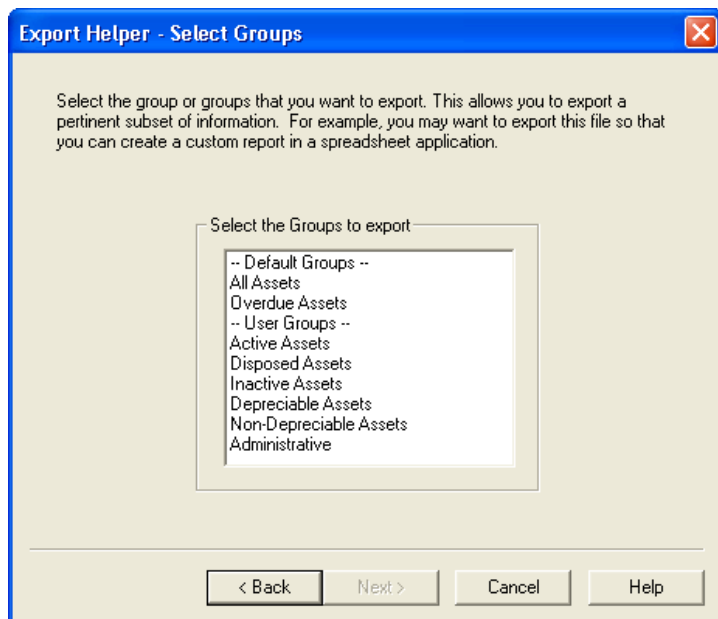


5. Specify a file name for the ASCII text file to which you are exporting asset information.

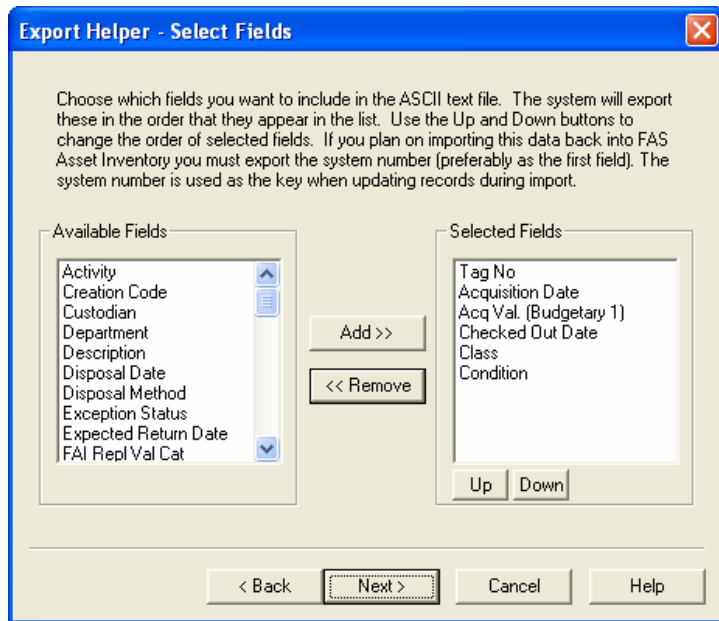
6. If desired, click the Browse button to specify a new directory path and file name for the ASCII text file to which you are exporting asset information.

Note If the ASCII text file already exists, the system displays a message asking if you want to overwrite the file.

7. Click the Next button. The system displays the Export Helper - Select Groups screen.



8. Select the group(s) of assets you want to export to an ASCII file. Highlight the group(s) you want to select. To select non-consecutive groups, press the CTRL key when you make your selection.
9. Click the Next button. The system displays the Export Helper - Select Fields screen.



Note If you are planning to reimport the file after editing the data, you *must* select System Number.

10. Complete the Export Helper - Select Fields screen.

■ **Available Fields**

Use this field to specify a field you want to include in the ASCII text file. To specify multiple consecutive fields, click and drag the left mouse button when you make your selection. To specify multiple non-consecutive fields, press the CTRL key when you make your selection.

■ **Add Button**

Click this button to add the specified field to the Selected Fields list. To add more than one field, highlight the field names and then click the Add button.

■ **Remove Button**

Click this button to remove the specified field from the Selected Fields list. To remove more than one field, highlight the fields and then click the Remove button.

■ **Selected Fields**

The system uses this field to display the fields it will add to the ASCII text file. The fields appear in the ASCII text file in the same order they appear in the Selected Fields list.

■ **Up Button**

Click this button to move the specified field up in the Selected Fields list.

■ **Down Button**

Click this button to move the specified field down in the Selected Fields list.

11. Click the Next button. The system displays the Export Helper - Summary screen.

Export Helper - Summary

View the summary of choices you have made. To change any information, click the Back button and make changes in the previous screens. When you are ready to export the file, click the Finish button.

Organization: My Organization

Export File: C:\Program Files\Best Software\FASgov Asset Inventory\export.txt

Selected Groups

- All Assets

Selected Fields

- Acquisition Date
- Acq Val. (Budgetary 1)
- Activity
- Checked Out Date
- Class
- Condition

Exporting Asset of

< Back Finish Cancel Help

12. View the summary information. To change any of the current selections, click the Back button.

■ **Organization**

The system uses this field to display the name of the organization from which you are exporting asset information to the ASCII text file.

■ **Export File**

The system uses this field to display the name of the ASCII text file to which you are exporting asset information.

■ **Selected Groups**

The system uses this field to display the name of the group or groups of assets to be included in the ASCII text file.

■ **Selected Fields**

The system uses this field to display the field names to be included in the ASCII text file.

■ **Exporting Asset X of Y**

The system uses this field to display the number of the asset it is currently exporting and the total number of assets it is exporting. When the export process is finished, the system uses this field to display an Export Complete message.

13. Click the Finish button. The system exports asset data to the ASCII text file, then displays an Export Complete message.
14. To exit from the Export Helper - Summary screen, click the Cancel or Close button, or press CTRL+F4.

10

Using Reports to Control and Analyze Your Data

Reports are an important aspect of how the application helps you control your fixed asset inventory. You can view all details of your asset history through reports, as well as get full details on the latest inventory results. It is through reports that you receive the *big picture* of your fixed asset inventory.

In addition to the standard reports listed below, the application lets you create custom reports through FAS Report Writer.

The Standard Reports

You can find an example of each type of report in [Appendix B, “Sample Reports.”](#) Following are brief descriptions of each report.

- **Collected Data**

This report details the asset information collected during the most recent inventory. This report should be run before performing a reconciliation. Once reconciliation is complete, the collected data is cleared.

- **Exceptions**

This report displays the Exception status assigned to each asset during the most recent inventory. This report should be run before performing a reconciliation. Once reconciliation is complete, the data is cleared.

- **Transfer**

This report shows assets that have had their “transfer field” changed during an inventory. The transfer field is set in the FAS 100 Asset Accounting application. This report should be run before completing a reconciliation. Once reconciliation is complete, the data is cleared.

■ **Reconciliation**

This report details your most recent inventory reconciliation. It provides details on such issues as the Exception status of the inventoried assets and their Reconciliation Code.

■ **Check-In/Out**

This report details the check-in and check-out history of the selected asset group.

■ **Past Due Assets**

This report indicates checked-out assets that are past due.

■ **History**

This report details the history codes assigned to each asset in the selected asset group.

■ **Asset Detail**

This report displays all the asset fields and their values for each of the assets in the selected asset group.

■ **Asset Listing**

This report displays information about the assets in the current organization, such as department, location, vendor, room, floor, and acquisition value.

■ **Duplicate Tag**

This report identifies and displays all duplicate tag fields for the assets in the selected asset groups.

■ **Labels**

This report allows you to print numbered bar code labels to label your assets and to print bar code labels of your SmartLists. See [“Printing Bar Code Labels,”](#) page 4-3.

■ **Readers**

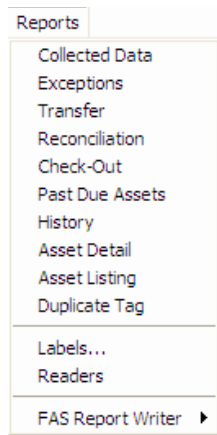
This report displays information about your bar code readers, such as the reader name, the reader type, and whether the reader is currently being used for an inventory.

Running Standard Reports

Note Except for the Labels report (described in [Chapter 4](#), “[Getting Ready for an Inventory: Labeling Your Assets](#),”) and Custom Reports (described in “[Starting Crystal Reports to Create Custom Reports](#),” [page 10-11](#)), the procedures to run all of the reports are identical.

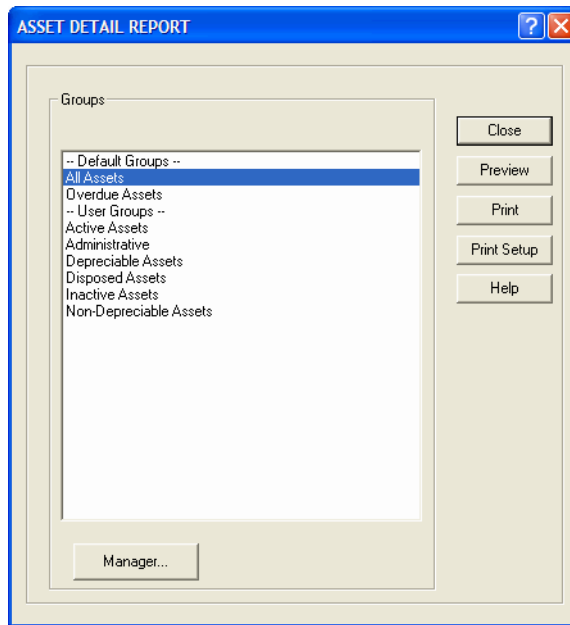
To run a standard report

1. Select Reports on the menu bar, and then use the drop-down menu to select the report you want to run.



Note If the group views are closed, the system displays the drop-down menu with Check-In/Out report available. With the group view open, the system displays Check-Out report only.

2. Select the report. A screen that allows you to define the report appears.



Note For most reports, you select the group of assets to include on the report (see [“Completing the Group Selection Screen,”](#) page 10-4). For the Collected Data report, you select the readers to include on the report (see [“Completing the Collected Data Screen,”](#) page 10-5).

3. Click the Print button or the Preview button. The system prints or displays the report.
4. If you printed the report, click the Close button on the group selection screen. If you previewed the report, you must first click the Close button on the report preview screen.

Completing the Group Selection Screen

Follow the guidelines provided below to complete the fields on the Group Selection screen.

■ **Groups**

The system uses this field to display the available groups. Use this field to select a group or a number of groups for which you want to run a report.

■ **Manager Button**

Click this button to display the Group Manager screen, which allows to you create or edit groups.

■ **Preview Button**

Click this button to preview the report for the selected group of assets.

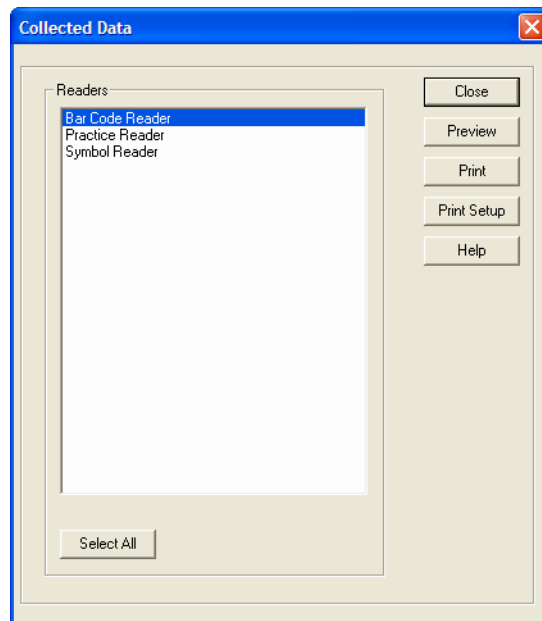
■ **Print Button**

Click this button to print the report for the selected group of assets.

■ **Print Setup Button**

Click this button to display the standard Windows Print Setup screen. See your Windows documentation for details.

Completing the Collected Data Screen



Follow the guidelines provided below to complete the fields on the Collected Data screen.

■ **Readers**

The system uses this field to display the available readers. Use this field to select a reader or a number of readers for which you want to run a report.

■ **Select All Button**

Click this button to report on all the readers.

■ **Preview Button**

Click this button to preview the report for the selected reader(s).

■ **Print Button**

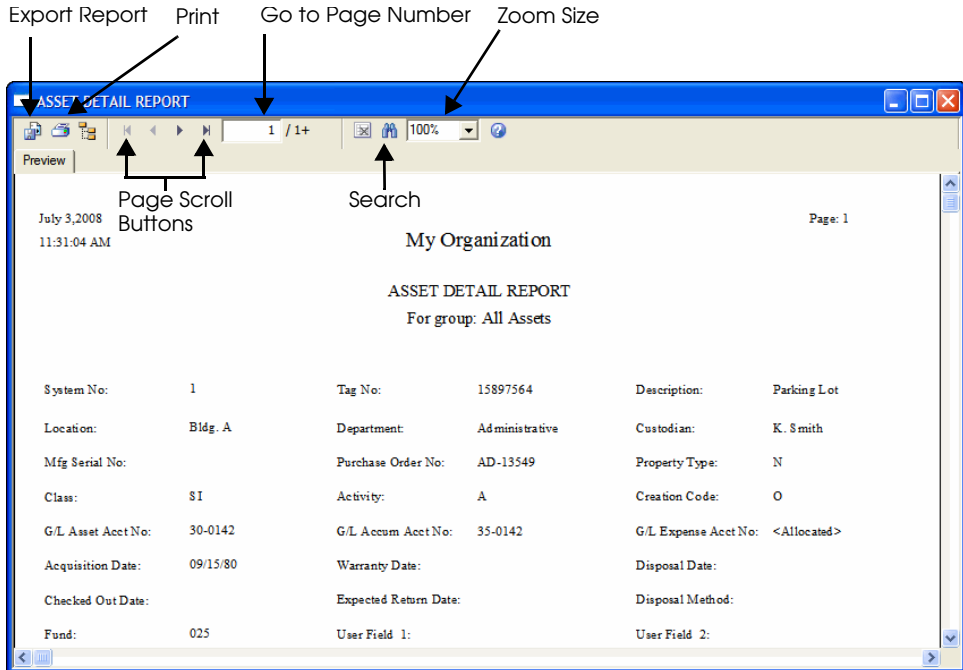
Click this button to print the report for the selected reader(s).

■ **Print Setup Button**

Click this button to display the standard Windows Print Setup screen. See your Windows documentation for details.

The Report Preview Screen

The figure below illustrates the important areas of the Report Preview screen. A brief description of each area follows the figure.



- **Export Report Button**
Click this button to display the Export screen, which allows you to export the report to an external file. See [“Completing the Export Screen,”](#) page 10-9.
- **Print Report Button**
Click this button to display the Print screen, which allows you to print the report.
- **Go To Page Number X/Y**
This field displays the current page number. You can enter a page number and press Enter to go that page of the report. To view the total number of pages in the report, you must first use the page scroll buttons to move to the last page of the report.

■ **Zoom Size**

The system uses this field to display the current zoom status of the report.

■ **Page Scroll Buttons**

Click these buttons to scroll through the pages of the report.

■ **Search Text Button**

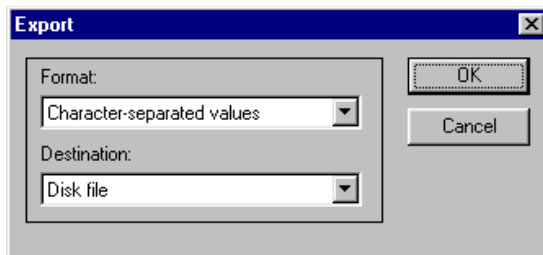
Click this button to display the Search screen, which allows you to search for text on the report.

Exporting a Report

You can export reports from the application to an external file.

To export a report

1. Click the Export button on the report preview screen. The system displays the Export screen.



2. Complete the Export screen, and then click OK. Depending on your selection in the Format field, the system may display the Character-Separated Values screen. If the system displays this screen, complete it, and then click OK.
3. Complete the Number and Date Format screen, and then click OK. The system displays the Choose Export File screen.
4. Complete the Choose Export File screen, and then click OK. The application exports the report to the selected destination, and then displays the Report Preview screen.

Completing the Export Screen

Follow the guidelines provided below to complete the fields on the Export screen.

■ **Format**

Use this field to select an export format.

☐ **Character-Separated Values**

Choose this option if you want to select a character to use as a data separator in the exported text file.

☐ **Comma-Separated Values (CSV)**

Choose this option if you want to use a comma to separate the data in the exported text file.

☐ **Crystal Reports (RPT)**

Choose this option if you want to accept the Crystal Reports® default separations.

☐ **Record Styles (Columns of Values)**

Choose this option if you want the system to display columns of values.

☐ **Tab-Separated Text**

Choose this option if you want to use a tab to separate the data in the exported text file.

☐ **Tab-Separated Values**

Choose this option if you want to use a tab to separate the values in the exported text file.

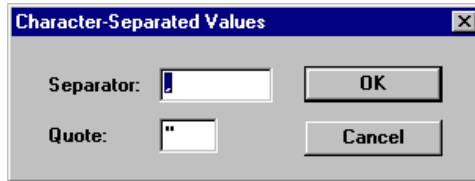
☐ **Text**

Choose this option if you want the system to export only text.

■ **Destination**

Use this field to select the destination of the exported report.

Completing the Character-Separated Values Screen



Follow the guidelines provided below to complete the fields on the Character-Separated Values screen.

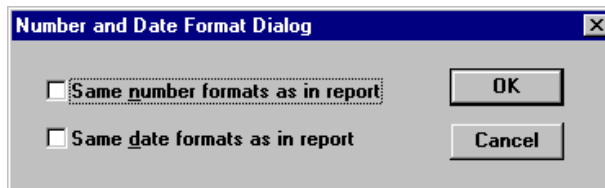
- **Separator**

Use this field to enter the character you want to use to separate the data in the exported text file.

- **Quote**

Use this field to enter the character you want to use to replace quote marks in the exported text file.

Completing the Number and Date Format Screen



Follow the guidelines provided below to complete the fields on the Number and Date Format Dialog screen.

- **Same Number Formats As in Report**

Click this check box to keep the number format the same as in the report.

- **Same Date Formats As in Report**

Click this check box to keep the date formats the same as in the report.

Starting Crystal Reports to Create Custom Reports

This section provides brief information on starting Crystal Reports. For additional information on using Crystal Reports, consult your online *FAS Report Writer User's Guide* or the Crystal Reports documentation.

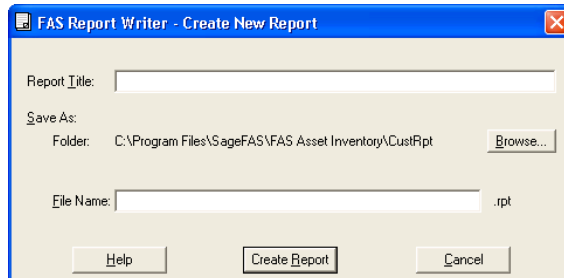
To start Crystal Reports and run a previously existing report

1. Make sure the organization is open in FAS 100 Asset Inventory.
2. Select Reports/FAS Report Writer/Open Existing Report from the menu bar. The system displays the Open Existing Report screen.
3. Select the report, and then click Open. The system displays the report in the Crystal Reports Design page.

To start Crystal Reports without running a previously existing report

1. Make sure the organization is open in FAS 100 Asset Inventory.
2. Select Reports/FAS Report Writer/Create New Report from the menu bar. The system displays the Create New Report screen.
3. Complete the Create New Report screen. See [“Completing the Create New Report Screen,” page 10-12.](#)
4. Click the Create Report button. The system displays a new report in the Crystal Reports Design page. You can now create a report for the data inside the most recently opened database inside the application.

Completing the Create New Report Screen



Follow the guidelines provided below to complete the fields on the Create New Report screen.

- **Report Title**

Use this field to enter the name of the report as you want it to appear at the top of the first page.

- **Save As**

This field displays the folder in which the report is saved. You can specify the folder by clicking the Browse button.

- ❑ **Browse Button**

Click this button to select the folder in which you want to save the report file.

- ❑ **File Name**

Enter the file name for the report. (If you entered the file name in the Save As screen, then this field displays the name that you entered.)

Note: You do not need to type the RPT extension when you enter the file name. The system automatically adds the RPT extension to the file name.

- **Create Report Button**

Click this button to launch the Crystal Reports program and begin creating the report.

A

Field Definitions

Field Name	Field Type	Field Width	Example	FAS Asset Inventory - Editable	Shared FAS Asset Accounting
System No	Numeric		000999	No	Yes
Tag No	Alpha-Numeric	25	123abc	Yes	Yes
Description	Alpha-Numeric	80	My fast computer	Yes	Yes
Location	Alpha-Numeric	25	Reston	Yes	Yes
Custodian	Alpha-Numeric	25	Jim Mayer	Yes	Yes
Mfg Serial No	Alpha-Numeric	25	PG11-VA977332	Yes	Yes
Vendor/Mfg	Alpha-Numeric	25	JOHNSON CONTROLS	Yes	Yes
Purchase Order No	Alpha-Numeric	25	15647613-BK5	Yes	Yes
Property Type	Character	1	P	No	Yes
Class	Alpha-Numeric	2	CC	Yes	Yes
Activity	Alpha	1	A	No	Yes
G/L Asset Acct No (see Note 6)	Alpha-Numeric	35 - 100	1550-2001-0047	Yes	Yes
G/L Accum Acct No (see Note 6)	Alpha-Numeric	35 - 100	2550-2001-0047	Yes	Yes
G/L Expense Acct No (see Note 6)	Alpha-Numeric	35 -100	5200-2000-5000	Yes	Yes
Acquisition Date	Date	MM/ DD/ YYYY	10/05/1995	Yes	Yes
Warranty Date	Date	MM/ DD/ YYYY	10/05/1996	Yes	Yes

Field Name	Field Type	Field Width	Example	FAS Asset Inventory - Editable	Shared FAS Asset Accounting
Disposal Date	Date	MM/DD/YYYY	10/05/1997	No	Yes
Disposal Method	Alpha	1	S	No	Yes
Replace Val Cat	Alpha-Numeric	25	Factor 5	Yes	No
Replace Val	Numeric	(15) 12.2	10599.45	Yes	No
Condition	Alpha-Numeric	25	Falling Apart	Yes	No
Room	Alpha-Numeric	15	Room 125	Yes	No
Floor	Alpha-Numeric	15	Floor 6B	Yes	No
Exception Status (see Note 1)	Alpha	1	N	No	No
Reconciliation Status (see Note 2)	Alpha	1	U	No	No
Checkout Date	Date	MM/DD/YYYY	05/25/1997	No	No
User Field 1	Alpha-Numeric	25	Insurance Code Office	Yes	Yes
User Field 2	Alpha-Numeric	25	Phys Inv 12/96	Yes	Yes
User Field 3	Alpha-Numeric	25	Fairfax County	Yes	Yes
User Field 4	Alpha-Numeric	25	Best Corp	Yes	Yes
User Field 5	Alpha-Numeric	25	MQ Asset	Yes	Yes
FAI User Field 1	Alpha-Numeric	25	VA Tangible	Yes	No
FAI User Field 2	Alpha-Numeric	25	Maintenance 3/10/97	Yes	No
FAI User Field 3	Alpha-Numeric	25	Traded in #000039	Yes	No
FAI User Field 4	Alpha-Numeric	25	12 Chairs #00500-512	Yes	No

Field Name	Field Type	Field Width	Example	FAS Asset Inventory - Editable	Shared FAS Asset Accounting
FAI User Field 5	Alpha-Numeric	25	Internal Only	Yes	No
Acquisition Value-FAI User Field 6	Numeric	(15) 12.2	50000.90	Yes	No
FAI User Field 7	Numeric	(15) 12.2	50000.90	Yes	No
FAI User Field 8	Numeric	(15) 12.2	50000.90	Yes	No
FAI User Field 9	Numeric	(15) 12.2	50000.90	Yes	No
FAI User Field 10	Numeric	(15) 12.2	50000.90	Yes	No
Asset Tag Field	Alpha-Numeric	Variable	(see Note 3)	No	No
Department	Alpha-Numeric	25	Accounting	Yes	Yes
Creation Code	Character	1	O	No	Yes
Fund	Alpha-Numeric	25	Computer	Yes	No
Expected Return Date	Date	MM/DD/YYYY	6/10/97	No	No
User Field 6	Alpha-Numeric	25	Floor 2	Yes	Yes
User Field 7	Alpha-Numeric	25	Cubicle Type A	Yes	Yes
User Field 8	Alpha-Numeric	25	Greta West	Yes	Yes
User Field 9	Alpha-Numeric	25	County 1	Yes	Yes
User Field 10	Alpha-Numeric	25	Portable	Yes	Yes
Quantity	Numeric	(15) 12.2	5089	Yes	Yes
Organization					
Organization Name	Alpha-Numeric	32	BEST SOFTWARE	Yes	
Contact	Alpha-Numeric	50	DESIGN SPECIALIST	Yes	
Address	Alpha-Numeric	60	11413 Isaac Newton Sq	Yes	
Country	Alpha-Numeric	25	United States	Yes	

Field Name	Field Type	Field Width	Example	FAS Asset Inventory - Editable	Shared FAS Asset Accounting
State	Alpha-Numeric	25	Virginia	Yes	
City	Alpha-Numeric	25	Reston	Yes	
Zip	Alpha-Numeric	15	20190	Yes	
Phone	Alpha-Numeric	25	703-709-5200 X3063	Yes	
Fax	Alpha-Numeric	25	703-709-9020	Yes	
Note	Alpha-Numeric	255	Fixed assets are fun.	Yes	
History					
History Mode	Small Int			No	
History Days	Small Int	0-3600 Days	10	Yes	
History Date	Small Int	MM/DD/YYYY	05/25/1995	Yes	
History Log	Small Int		(see Note 4)	No	
Reader ID	Small Int		(see Note 5)	No	
Type	Alpha	1		No	
Collector	Alpha-Numeric	25	Jackie Hufnail	Yes	
Notes	Alpha-Numeric	255	Barcoding is fun.	Yes	
Inventory Status	Alpha	1		No	
Check-Out/In					
Check-out ID	Small Int			No	
By Whom	Alpha-Numeric	25	J. Taylor	Yes	

Note 1 - Valid exception codes are:

- O Asset found with no changes
- C Asset found with changes
- N Asset not found
- I New asset

Note 2 - Valid Reconciliation Codes are:

- G No changes
- U Update database with new values
- F Not updated for new values
- T Inactive assets
- A Add asset to the database
- D Not reconciled
- M Checked-out

Note 3 - Asset Tag field adopts the characteristics of the asset field that it was selected to emulate, such as System No., User Field, and so on.

Note 4 - History Events

History Code or Action	Description
Reader Import	Asset imported from FAS Reader
FAS Asset Inventory Asset	Asset created in FAS 100 Asset Inventory
Check-Out	Asset checked out
Check-In	Asset checked in
Inventory-Baseline	Asset inventory - Baseline
Inventory-Dynamic	Asset inventory - Dynamic
Exception	Asset inventory exception
Reconciliation	Asset inventory reconciliation activity
Active-FAS Asset Inventory	Active asset (also for Reactivate Asset)
Change-FAS Asset Inventory	Changed asset information
Inactivate-FAS Asset Inventory	Asset inactivated
Check-Out Modified	Check-out modified
Import Update-FAS Asset Inventory	Asset imported from a file (update)
Import New-FAS Asset Inventory	Asset imported from a file (new)
NA - FAS Asset Inventory	No information available

Note 5 - G/L Asset Acct No, G/L Accum Acct No and G/L Expense Acct No

If a G/L field is flagged as Allocated (noted by "<Allocated>" or "<Allocate ...>") in FAS 100 Asset Accounting, that G/L field will be a read only field in FAS 100 Asset Inventory and cannot be modified. You cannot allocate a G/L field (by entering <Allocated> or <Allocate ...>) in FAS 100 Asset Inventory.



Sample Reports

This appendix contains sample output for all FAS 100 Asset Inventory reports.

Collected Data Report

October 2, 2003

2:11:37 PM

Page 1

My Organization COLLECTED DATA REPORT

From 10/02/2003 to 10/02/2003

Field Description	Field Value
-------------------	-------------

Reader: Virtual Reader 1 **Collected By:** **Inventory Date:** 10/02/03

Inventory Name: 3 Group Inv

System Number: New (-3)

Tag No 75598455
Department Administrative
Description Archive Books
Floor 5
Room 5B

System Number: New (-2)

Tag No 12021255
Department Accounting & Finance
Description Office Desk
Floor 1
Room Lobby

System Number: 31

Tag No 10864523
Department Accounting & Finance
Description Network File Server - 1.8 MGHZ
Floor 2
Room 233

System Number: 34

Tag No 05687456
Department Accounting & Finance
Description Software - Antivirus protection
Floor 2
Room 233

System Number: 40

Tag No 23145567
Department Accounting & Finance
Description Copier
Floor 3
Room 307

Exceptions Report

October 2,2003
3:32:31 PM

Page 1

My Organization EXCEPTIONS REPORT

Field Description	Original Values	Entered Values	Exception Code
-------------------	-----------------	----------------	----------------

Inventory Name: Bldg C

Exception Code: C

System Number: 11 **Asset Description** Parking Lot Lights **Exception Code** C

Tag No 36925846 36925846
Department Facilities Facilities
Custodian H. Butler P. Matsumoto
Description Parking Lot Lights Parking Lot Lights

Total Exception Code C = 1

Exception Code: I

System Number: New (-3) **Asset Description** New Asset **Exception Code** I

Tag No 48759685
Department Accounting & Finance
Description Office Desk
Custodian P. Matsumoto

Total Exception Code I = 1

Exception Code: N

System Number: 18 **Asset Description** Tractor **Exception Code** N

Custodian
Department
Description
Tag No

Total Exception Code N = 1

Exception Code: O

System Number: 10 **Asset Description** Swimming Pool **Exception Code** O

Tag No 86987564 86987564
Department Facilities Facilities
Custodian H. Butler H. Butler
Description Swimming Pool Swimming Pool

Total Exception Code O = 1

Exception Codes:

N = Asset not found (unmatched)
O = Asset found with no changes (matched)
C = Asset found with changes (matched with changes)
I = New assets

Transfer Report

October 21,2003
12:49:42 PM

My Organization
ASSET TRANSFER REPORT
For group: All Assets

Page: 1

Tag No	Description	Current Department	Inventoried Department
Inventory: Inventory 1			
15897564	Parking Lot	Administrative	Planning
85648912	Office Cubicles	Accounting & Finance	Facilities
86216548	County Office Building	Administrative	Planning
Total Assets: 3			
Inventory: Inventory 2			
08564785	School Buses - 4 (75 passenger)	Transit Authority	Planning
12355756	School Building - 20 N. Lake Ave	Facilities	Administrative
Total Assets: 2			
Grand Total: 5			

Reconciliation Report

October 9, 2001

7:04:33 PM

Page: 1

My Town, USA RECONCILIATION REPORT For group: Active

Tag No	Description	Exception Code	Reconciliation Code
Assets not found			
15687882	IBM Computer - 266	N	M
12358945	Tennis Court	N	D
75395423	Delivery Truck	N	D
36251484	City Passenger Bus (40 seat)	N	M
Total	Assets not found	=	4
Assets with no changes			
15897564	Parking Lot	O	G
85648912	Office Cubicles	O	G
35489452	Office Desks/Chairs	O	G
12355756	School Building - 20 N. Lake Ave	O	G
08564785	School Buses - 4 (75 passenger)	O	G
86987564	Swimming Pool	O	G
25814935	Air Conditioning Unit	O	G
95384256	Municipal Sewer System	O	G
155675	Carpeting - County Offices	O	G
14253674	Athletic Field/track	O	G
36457913	Stadium Lighting	O	G
13467982	HP Copier	O	G
36987513	Office Partitions	O	G
Total	Assets with no changes	=	13
Assets with changes			
86216548	County Office Building	C	F
12345658	Library Books	C	U
36925846	Parking Lot Lights	C	U
85461235	Land Adjoining School	C	F
78963524	Tractor	C	U
12357894	Sidewalks - Main Street	C	U
Total	Assets with changes	=	6
Grand Total = 23			

Exception Codes: O - Assets with no changes
C - Assets with changes
N - Assets not found
I - New Assets

Reconciliation Codes: G - No changes
U - Update database with new values
F - Not updated for new values
T - Inactive asset
A - Add asset to the database
D - Not Reconciled
M - Checked-out

Check-Out Report

October 9,2003
4:22:30 PM

Page: 1

My Organization
CHECK-OUT REPORT
Check-out dates from 4/01/2003 to 10/08/2003
For group: All Assets

Tag No	Description	Check-out Date	Checked-out By	Expected Return	Status	Return Date
15687882	IBM Computer - 266	10/03/03	Training	10/05/03	LATE	
36251484	DCity Passenger Bus (40 seat)	10/08/03	C. Lester	10/11/03	OUT	
13467982	HP Copier	09/09/03	P. Smith	10/02/03	IN	10/01/03
05687456	Software - Antivirus protection	04/01/03	S. Mills	04/03/03	LATE	
32050418	IBM Thinkpad	08/07/03	T. Jones	10/11/03	OUT	

Grand Total = 5

Past Due Assets Report

October 2, 2003
4:40:03 PM

Page: 1

My Organization
PAST DUE ASSETS
Check-out dates from 4/01/2003 to 9/10/2003
For group: Overdue Assets

Tag No	Description	Check-out Date	Checked-out By	Expected Return	Status	Return Date
15687882	IBM Computer - 266	09/03/03	Training	09/05/03	LATE	
13467982	HP Copier	09/10/03	P. Smith	09/26/03	LATE	
05687456	Software - Antivirus protection	04/01/03	S. Mills	04/03/03	LATE	
32050418	IBM Thinkpad	08/07/03	T. Jones	09/30/03	LATE	

Grand Total = 4

History Report

October 2, 2003

4:42:14 PM

Page: 1

My Organization
 HISTORY REPORT
 From 9/27/2001 to 10/02/2003
 For group: All Assets

Tag No	Description	History Code	Date/Time	History Description
15897564	Parking Lot	FAS Asset	09/27/01 11:41:19	Asset created by FAS FirstStep
		Exception	09/29/03 15:45:49	Asset inventory exception
		Reconciliation	09/29/03 15:45:49	Asset inventory reconciliation activity
		Inventory-Dynamic	09/29/03 15:45:49	Asset inventory-Dynamic
86216548	County Office Building	Exception	09/29/03 15:45:49	Asset inventory exception
		Reconciliation	09/29/03 15:45:49	Asset inventory reconciliation activity
		Inventory-Dynamic	09/29/03 15:45:49	Asset inventory-Dynamic
		FAS Asset	09/27/01 11:41:19	Asset created by FAS FirstStep
85648912	Office Cubicles	FAS Asset	09/27/01 11:41:19	Asset created by FAS FirstStep
		Exception	09/29/03 15:45:49	Asset inventory exception
		Reconciliation	09/29/03 15:45:49	Asset inventory reconciliation activity
		Inventory-Dynamic	09/29/03 15:45:49	Asset inventory-Dynamic
35489452	Office Desk/Chairs	Exception	09/29/03 15:45:49	Asset inventory exception
		Reconciliation	09/29/03 15:45:49	Asset inventory reconciliation activity
		Inventory-Dynamic	09/29/03 15:45:49	Asset inventory-Dynamic
		FAS Asset	09/27/01 11:41:19	Asset created by FAS FirstStep
15687882	IBM Computer - 266	FAS Asset	09/27/01 11:41:19	Asset created by FAS FirstStep
		Exception	09/29/03 15:45:49	Asset inventory exception
		Reconciliation	09/29/03 15:45:49	Asset inventory reconciliation activity
		Inventory-Dynamic	09/29/03 15:45:49	Asset inventory-Dynamic
		Check-Out	10/02/03 15:40:27	Asset checked-out
12355756	School Building - 20 N. Lake Ave	Check-out Modified	10/02/03 16:29:39	Check-out modified
		Exception	09/29/03 15:45:49	Asset inventory exception
		Reconciliation	09/29/03 15:45:49	Asset inventory reconciliation activity
		Inventory-Dynamic	09/29/03 15:45:49	Asset inventory-Dynamic

Asset Detail Report

October 2, 2003
4:44:52 PM

Page: 1




























My Organization
ASSET DETAIL REPORT
For group: All Assets

System No:	1	Tag No:	15897564	Description:	Parking Lot
Location:	Bldg. A	Department:	Administrative	Custodian:	K. Smith
Mfg Serial No:		Purchase Order No:	AD-13549	Property Type:	N
Class:	SI	Activity:	A	Creation Code:	O
G/L Asset Acct No:	30-0142	G/L Accum Acct No:	35-0142	G/L Expense Acct No:	<Allocated>
Acquisition Date:	09/15/80	Warranty Date:		Disposal Date:	
Checked Out Date:		Expected Return Date:		Disposal Method:	
Fund:	025	User Field 1:		User Field 2:	
User Field 3:		User Field 4:		User Field 5:	
User Field 6:		User Field 7:		User Field 8:	
User Field 9:		User Field 10:		Quantity:	1.00
FAI User Field 1:		FAI User Field 2:		FAI User Field 3:	
FAI User Field 4:		FAI User Field 5:		Acq Val. (Budgetary 1):	15,000.00
FAI User Field 7:	0.00	FAI User Field 8:	0.00	FAI User Field 9:	0.00
FAI User Field 10:	0.00	FAI Repl Val Cat:		FAI Replace Value:	18,000.00
Room:		Vendor/Mfg:	Henry's Paving	Reconcile Status:	D
Floor:		Condition:		Exception Status:	N





















Duplicate Tag Field Report

10/02/2003 4:49:28 PM	My Organization DUPLICATE TAG FIELD REPORT		Page: 1
Tag No	System No.	Description	
10864523	31	Network File Server - 1.8 MGHZ	
10864523	32	Network File Server - 1.8 MGHZ	
32050418	38	IBM Thinkpad	
32050418	53	IBM Thinkpad	
32050418	54	IBM Thinkpad	
Total assets with duplicates:	5		
Total assets in group(s):	54		

Express Label Report

 1	 2	 3
 4	 5	 6
 7	 8	 9
 10	 11	 12
 13	 14	 15
 16	 17	 18
 19	 20	 21
 22	 23	 24
 25	 26	 27

SmartList Report

<div>XYZ VENDORS</div> <div></div> <div>ABC BUSINESS SYSTEMS INC.</div>	<div>XYZ VENDORS</div> <div></div> <div>ACME FURNITURE</div>
<div>XYZ VENDORS</div> <div></div> <div>ACME FURNITURE COMPANY</div>	<div>XYZ VENDORS</div> <div></div> <div>ACME GENERAL CONTRACTORS</div>
<div>XYZ VENDORS</div> <div></div> <div>ACME MANUFACTURING</div>	<div>XYZ VENDORS</div> <div></div> <div>AMERICAN MFG</div>
<div>XYZ VENDORS</div> <div></div> <div>ANDERSEN F&F CO.</div>	<div>XYZ VENDORS</div> <div></div> <div>APEX AUTOMATION</div>
<div>XYZ VENDORS</div> <div></div> <div>ATN CORPORATION</div>	<div>XYZ VENDORS</div> <div></div> <div>BAKER FURNITURE COMPANY</div>
<div>XYZ VENDORS</div> <div></div> <div>BROWN & BC, INC.</div>	<div>XYZ VENDORS</div> <div></div> <div>BROWN CONSTRUCTION</div>
<div>XYZ VENDORS</div> <div></div> <div>BROWNS DEALERSHIP</div>	<div>XYZ VENDORS</div> <div></div> <div>BUSINESS SYSTEMS INC.</div>
<div>XYZ VENDORS</div> <div></div> <div>CANNON</div>	<div>XYZ VENDORS</div> <div></div> <div>CHERRY HILL CONTRACTORS</div>
<div>XYZ VENDORS</div> <div></div> <div>CHEVROLET</div>	<div>XYZ VENDORS</div> <div></div> <div>COMM SYSTEMATICS</div>
<div>XYZ VENDORS</div> <div></div> <div>D.J. ELECTRIC COMPANY</div>	<div>XYZ VENDORS</div> <div></div> <div>DAVIS CORP, INC.</div>



Importing Files

Field Requirements

The table below shows the file requirements for each FAS 100 Asset Inventory field.

FAS 100 Asset Inventory Spreadsheet Fields	Required Format	Maximum Places	Example
Acquisition Date	Date	10	10/15/1994
Acquisition Value (FAI User Field 6)	Number (decimal)	(15) 12.2	7500.00
Activity Code	Character	1	A
Checked Out Date	Date	10	01/15/1995
Class	Character	2	CC
Condition	Character	25	Good
Creation Code	Character	1	O
Custodian	Character	25	J. Brown
Department	Character	25	Administration
Description	Character	80	Computer Printer
Disposal Date	Date	10	12/15/1996
Disposal Method	Character	1	S
Exception Status	Character	1	C
Expected Return Date	Date	10	06/12/1995
Floor	Character	15	10
FAI User Field 1	Character	25	R&D
FAI User Field 2	Character	25	Non-government
FAI User Field 3	Character	25	Sales & Use Tax
FAI User Field 4	Character	25	567890-23
FAI User Field 5	Character	25	Model 924
FAI User Field 7	Number (decimal)	(15) 12.2	7500.00
FAI User Field 8	Number (decimal)	(15) 12.2	7500.00
FAI User Field 9	Number (decimal)	(15) 12.2	7500.00

FAS 100 Asset Inventory Spreadsheet Fields	Required Format	Maximum Places	Example
FAI User Field 10	Number (decimal)	(15) 12.2	7500.00
Fund	Character	25	Computers
G/L Accum Acct No	Character	100	250-200-100
G/L Asset Acct No	Character	100	100-200-100
G/L Expense Acct No	Character	100	600-200-100
Location	Character	25	Reston
Mfg Serial No	Character	25	888-XYZ-B-1
Purchase Order No	Character	25	123456-001
Property Type	Character	1	P
Quantity	Number (decimal)	(15) 12.2	100005.55
Reconciliation Status	Character	1	A
Replace Value	Number (decimal)	(15) 12.2	8900.03
Replace Value Cat	Character	25	Insurance Val
Room	Character	15	B-35
System No	Number (integer)	6	123456
Tag No	Character	25	5689
User Field 1	Character	25	Virginia
User Field 2	Character	25	Ins Code 12
User Field 3	Character	25	Fairfax County
User Field 4	Character	25	03/10/1996
User Field 5	Character	25	Approp No. 94-25
User Field 6	Character	25	Contract 100-43
User Field 7	Character	25	Massachusetts
User Field 8	Character	25	Sales Territory 5
User Field 9	Character	25	System12
User Field 10	Character	25	International Config
Vendor/Mfg	Character	25	Microsoft
Warranty Date	Date	10	11/15/1995

ASCII File Import Field Format Rules

The table below describes the rules for each field format.

Category	Description	Example
Blank Cells	Denote with double quotes, but double quotes are not required.	""
Text Fields	Denote with double quotes, but double quotes are not required.	"DRILL PRESS (MODEL 12C)"
Multiple Fields	Separate with commas.	"101",10/15/ 95,"Computer",3455.55
Unpadded Fields	Asset G/L Account No is defined as a 12 character field. Do not pad unused character positions with spaces.	"2400-100-1", not "2400 100 1"
Numbers	No quotes, but the system imports a quoted value as a number.	4500.35
Dates	mm-dd-yy, mm-dd-yyyy, mmddyyyy, mm/dd/yy, or mm/dd/yyyy	10/05/95

Note If you have an open organization, close it before you import data. If an organization is open when you attempt to import data, the system displays a message indicating it will close the organization.



FAS 100 Asset Inventory - Network Edition

In this appendix we discuss the features that are unique to the FAS 100 Asset Inventory - Network Edition in a network environment. We also discuss how the network application handles the potential conflicts between two or more users who have access to the same database. Since the same database can be shared between FAS 100 Asset Inventory - Network Edition and FAS 100 Asset Accounting - Network Edition, the network features protect the integrity of data in both systems. For information on installing and starting the program, converting databases, and troubleshooting, see the *FAS 100 Fixed Assets Network Edition Installation & Administration Guide*.

Features of Network Application

With the network application, you can do the following:

- View a list of users in an organization or database.
- View the login ID of the user who performed an action on an asset.

List Users in an Organization or Database

You can quickly see a list of users who are currently logged into an organization or database. The list of users in an organization or database is available from:

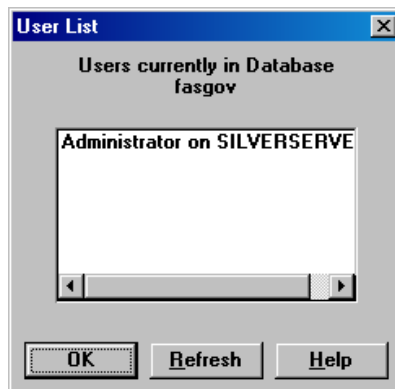
- The menu bar, as explained in this section.
- Network conflict messages. For more information, see [“Network Conflict Messages,” page D-9](#).

To see a list of users in the organization you are logged in to

1. Select File/List Users/Organization Users from the menu bar. The system displays the User List screen. The screen lists the login IDs of all other users currently logged into the organization.

To see a list of users in the database you are logged in to

1. Select File/List Users/Database Users from the menu bar. The system displays the User List screen. The screen lists the login IDs of all other users currently logged into the database.



Completing the User List Screen

Follow the guidelines provided below to complete the fields on the User List screen.

- **OK Button**
When you click OK, the system closes the User List screen.
- **Refresh Button**
When you click the Refresh button, the system displays an updated list of users currently logged into the organization or database.

Network Multi-User Issues

When you work in a network environment, many users have access to the data in the same database, allowing you to work more efficiently. For example, two or three users can enter assets in the same organization at the same time.

However, having more than one user working in the same organization at the same time can create conflicts. What if one user deletes an asset while another user is editing that asset's data? Or, what if two users make different changes to the same organization? Or, what if a FAS 100 Asset Inventory - Network Edition user tries to check-out an asset while a FAS 100 Asset Accounting - Network Edition user is calculating depreciation on the same asset?

The network application contains four mechanisms that ensure the integrity of your data and resolve network conflicts.

- **Locks**—mechanisms within the program that protect the integrity of your data. For more information, see [“Locks,” page D-4](#).
- **Asset Modification Protection**—a mechanism that protects the first user who saves changes to asset information when two users are modifying the same asset. For more information, see [“Asset Modification Protection,” page D-9](#).
- **Network Conflict Messages**—messages the system displays on the computer screen that momentarily interrupt your operations, require you to wait while another user performs an operation, or inform you that an operation cannot be completed at this time. For more information, see [“Network Conflict Messages,” page D-9](#).
- **Network Warning Messages**—messages that remind you that the chosen operation may affect other users. For more information, see [“Network Warning Messages,” page D-21](#).

Locks

Locks allow you to perform operations without worrying that another user will change the data during the operation. There are several different types of locks:

- **Add/Delete Asset Lock**—Allows you to add, delete, or replicate assets. Another user cannot add or delete the locked assets or lock book data when you issue an add/delete asset lock. These locks usually last only a brief moment; see the footnote to the table in [“What Other Locks Are Prevented When a Lock Is Asserted?”](#), page D-8.
- **Organization Lock**—Allows you to create or edit an organization, import data into an organization or export data from an organization, get asset data to conduct inventories, and reconcile inventory data. When you lock an organization, another user cannot open the organization.
- **Database Lock**—Allows you to create or delete a database. When you lock a database, another user cannot open the locked database.
- **Edit Lock**—Allows you to modify batch or security information. The first user with Edit privileges to open system security dialogs obtains an edit lock, and all other users can read but not edit the system security information.
- **Image Lock**—Allows you to modify an image. When you lock an image, another user cannot modify the locked image. These locks usually last only a brief moment; see the footnote to the table in [“What Other Locks Are Prevented When a Lock Is Asserted?”](#), page D-8.
- **Read Lock**—Allows you to read batch (FAS 100 Asset Accounting) or security information. When you issue a read lock, other users cannot change the information.
- **Update Asset Lock**—Allows you to modify asset information. When you issue an update asset lock, another user cannot add, replicate, or delete the locked asset, or lock book data. These locks usually last only a brief moment; see the footnote to the table in [“What Other Locks Are Prevented When a Lock Is Asserted?”](#), page D-8.

- **Write Lock**—Allows you to save changes to batch (FAS 100 Asset Accounting) or security information. When you issue a write lock, other users cannot read the information.

Lock Types

This table summarizes the different types of locks, the consequences of invoking them, and the operations that cause them.

Lock Type and Description	What Operations Cause the Lock?	
	FAS 100 Asset Inventory	FAS 100 Asset Accounting
Add/Delete Lock (Record Lock) — Allows lock holder to add, delete, or replicate assets; prevents other users from doing so. Preserves integrity of system numbering of assets.	Assets/Delete Assets/Replicate Assets/Save (new)	Asset/Delete Asset/Replicate Asset/Save (new) Asset/Delete Last Transaction (in destination organization of the transaction) Transfers (saving asset) in the destination organization
Book Lock —For a specified book, makes depreciation book-specific data read-write for lock holder, read-only for other users.	None	Customize/Depreciation Methods (for all books) Depreciation/Depreciate (for selected books) Depreciation/Period Close (for selected books) Depreciation/Reset Depreciation (for selected books) Report/Depreciation Expense (for selected books)

Lock Type and Description	What Operations Cause the Lock?	
	FAS 100 Asset Inventory	FAS 100 Asset Accounting
Organization Lock— Prevents any other users from opening the organization.	File/New Organization File/Edit Organization File/Delete Organization File/Import File/Export File/Organization Utilities: Backup Organization Restore Organization Dynamic Inventory download (snapshot of groups selected for download) Reconciliation Process after Verification (Baseline and Dynamic Inventories) New Database Delete Database	File/New Organization File/Edit Organization File/Delete Organization File/Organization Utilities: Copy Organization (for both organizations being created and organizations being copied) Backup Organization Restore Organization Import Export Extract Assets (in both source and dest. organizations) Merge Organizations (in both source and dest. organizations)
Database Lock— Prevents any other users from opening database.	New Database Delete Database	New Database Delete Database
Edit Lock (Batch)— Allows lock holder to edit batch information.	None	Batch Manager/Batch Reports (when editing information)
Edit Lock (Security)— Allows lock holder to edit security information.	File/Password Security (if you have privileges to modify data): Define Profiles Assign User Privileges Supervisor	File/Password Security (if you have privileges to modify data): Define Profiles Assign User Privileges Supervisor
Image Lock— Allows lock holder to modify organization image information.	Asset/Image Manager (only while changes are being saved)	Asset/Image Manager (only while changes are being saved) Customize/Image Manager (only while changes are being saved)
Read Lock (Batch)— Allows lock holder to read batch information.	None	Batch Manager/Batch Reports
Read Lock (Security)— Allows lock holder to read security information.	File/Password Security	File/Password Security

Lock Type and Description	What Operations Cause the Lock?	
	FAS 100 Asset Inventory	FAS 100 Asset Accounting
Update Asset Lock— Allows lock holder to modify existing specific asset data.	Asset/Save (existing) Inventory/Check-out Assets Inventory/Check-in Assets	Asset/Save (existing) Asset/Delete Last Transaction (in the organization in which transaction originated) Partial Disposals Transfers (when you save the original asset)
Write Lock (Batch)— Allows lock holder to save batch information.	Any batch operation that involves writing to record (Replace All, batch Check-in/Check-out)	Batch Manager/Batch Reports (when saving changes)
Write Lock (Security)— Allows lock holder to save security information.	File/Password Security (when saving changes)	File/Password Security (when saving changes)

What Other Locks Are Prevented When a Lock Is Asserted?

This table summarizes the locks that you cannot assert when other users assert the different types of locks.

When This Lock is Asserted	These Locks Cannot Be Asserted	Which Means
Add/Delete Asset Lock*	Add/Delete Asset Lock, Book Lock	When assets are being added** or deleted, no one else can add or delete assets or lock book data.
(Any) Book Lock	Add/Delete Asset Lock, Update Asset Lock, (same) Book Lock	When a book is locked, no one can add**, delete, or modify asset information, or lock the same book.
Organization Lock	Any other organization activity	Cannot open an organization if someone else has locked it.
Edit Lock	Edit or Write Lock	When a user is modifying batch or security information, other users cannot modify it.
Image Lock*	Image Lock	Only one user can modify image information for an organization at a time.
Read Lock	Write Lock	When a user is reading batch or security information, another user cannot save changes to the information.
Update Asset Lock*	Book Lock, Add/Delete Asset Lock	When someone is updating asset information, no one else can lock a book, or add** or delete assets (definitely want to prevent asset deletion).
Write Lock	Read Lock	When a user is saving changes to batch or security information, another user cannot read the information.

* This assumes that add/delete, update and image locks will not be held for very long. When one user cannot obtain a lock because one of these locks is asserted, the system waits briefly and tries again repeatedly (rather than immediately reporting a conflict). If the system still cannot obtain a lock after retrying for two seconds or so, it displays a Waiting message, then retries until successful or the user clicks Cancel. The text in the message says, "Waiting while [USER] is modifying asset (or image) information. Pressing Cancel will terminate this operation."

** Adding assets includes asset replication.

Asset Modification Protection

When two users are modifying asset data for the same asset at the same time, the system protects the changes of the first user who saves his or her changes.

For example, suppose User Alice selects Asset No. 151 and enters “Organization Auto” in the Description field, but she has not yet saved the asset. User Bob selects Asset No. 151 and types “Organization Car” in the Description field. Whose changes does the system preserve? Answer: The user who saves the asset first. Suppose User Alice saves the asset first. When User Bob saves the asset, the system displays a message indicating his changes were not saved. The system protects User Alice from losing the changes she made.

Note Both User Alice and User Bob can select View / Refresh from the menu bar to see the most current version of the asset. If User Bob selects View / Refresh after User Alice saves the asset, he sees User Alice’s changes.

Network Conflict Messages

As you work in the multi-user application, you may see network conflict messages on your computer’s screen. These messages are similar, but there are three different types of network conflict messages:

- **Operation Interruption Messages**—These messages appear when the system will not allow you to continue the operation you chose because that operation conflicts with another user’s operation. (The other user issued a lock, which prevents your operation.) For more information, see [“Operation Interruption Messages,” page D-10](#).
- **Retry Messages**—These messages appear when another user is performing certain organization tasks. The system allows you to continue when you click the Retry button if the other user is finished copying, backing up, or restoring the

organization. For more information, see [“Retry Messages,” page D-17.](#)

- **Waiting Messages**—These messages appear when another user is adding, deleting, or replicating assets. You need only wait for a few seconds, then the system allows you to continue. When the other user finishes adding, deleting, or replicating assets, the message disappears. For more information, see [“Waiting Messages,” page D-19.](#)

Operation Interruption Messages

Operation Interruption messages appear when the system prevents you from choosing an option because that choice could adversely affect another user. These messages protect you or the other user from doing something that could harm your data. For example, if you attempt to delete an organization when another user is working in that organization, the system displays a Network Conflict—Operation Interruption message similar to the one shown below.



When the system displays an operation interruption message, it prevents you from completing an operation because that operation conflicts with another user’s operation. You have two options when the system displays an operation interruption message:

- You can avoid the conflict and go on to another activity.
- You can resolve the conflict by looking at a list of users who are working in the same organization in which you are working, then asking them to exit from the organization.

Completing a Network Conflict—Operation Interruption Message

■ OK Button

When you click OK, the system closes the Network Conflict—Operation Interruption message. The system redisplay the screen that was open before the conflict occurred. In our example, in which you attempted to delete an organization, the system returns to the Delete screen.

■ List Users Button

When you click the List Users button, the system displays a User List screen, similar to the one shown below. This screen lists the network login IDs of the users who are logged into the organization in which you are working.



In our example, in which you attempted to delete an organization, the User List screen displays a list of users who are logged into the organization you tried to delete. You can then ask these users to exit from the organization so that you can delete it.

Completing the User List Screen

■ OK Button

When you click OK, the system closes the User List screen. Then, the system redisplay the Network Conflict screen.

■ Refresh Button

When you click the Refresh button, the system displays an updated list of users currently logged into the organization. In

our example, if you click the Refresh button after the other users exit from the organization, the system displays a User List screen that shows there are no other users currently working in the organization.

Understanding Operation Interruption Messages

The system displays an operation interruption message under the circumstances listed below. Following the list are sections that discuss each circumstance in more detail.

- Another user is working in the organization in which you are working. See [“Another User in Organization,”](#) page D-13.
- Another user modified asset data during the operation you chose. See [“Another User Modified Data,”](#) page D-13.
- Another user is working in the database in which you are working. See [“Another User in Database,”](#) page D-14.
- Another user locked the book in which you are attempting to work. See [“Books Are Locked,”](#) page D-14.
- The system cannot find the organization you have selected. See [“Organization Cannot Be Found,”](#) page D-15.
- Another user locked the organization that you are attempting to open. See [“Organization Is Locked,”](#) page D-15.
- The system cannot find the database you have selected. See [“Database Cannot Be Found,”](#) page D-15.
- The system has lost its connection to the database you have selected. See [“Database Engine Not Available,”](#) page D-15 and [“Connection to Database is Lost,”](#) page D-16.
- Another user locked the database that you are attempting to open. See [“Database Is Locked,”](#) page D-16.
- Another user deleted the asset, group, or template with which you were working. See [“Deletions,”](#) page D-16.
- The print file you have selected is not available. See [“Print File Unavailable,”](#) page D-17.

Another User in Organization

The system displays a conflict message when another user is working in the same organization in which you are working and you choose one of the following options.

- **Delete Organization**—You cannot delete an organization when another user is working in that organization.
- **Edit Organization**—You cannot save changes to an organization when another user is working in that organization.
- **Export Data**—You cannot export information from an organization when another user is working in that organization.
- **Import Data**—You cannot import information into an existing organization when another user is working in that organization.

Another User Modified Data

When two users are making changes to the same asset at the same time, the system protects the changes of the first user who saves his or her changes. See [“Asset Modification Protection,” page D-9](#).

Note If you receive a conflict message that indicates another user has modified data, you can click OK on the message, and then select View/Refresh from the menu bar. This ensures you are working on the most current version of the asset.

The system displays a conflict message when you attempt to choose any of the following options after another user has modified asset data that would be affected by your operation.

- **Delete**—When you attempt to delete an asset after another user has modified data pertaining to that asset, the system displays a conflict message indicating the Delete command did not execute.
- **Group Manager**—When you attempt to save a group name and another user has edited that group or created a group with an identical name, the system displays a conflict message indicating the Save command did not execute.

- **Inactivate**—When you attempt to inactivate an asset after another user has modified data pertaining to that asset, the system displays a conflict message indicating the Inactivate command did not execute.
- **Reactivate**—When you attempt to reactivate an asset after another user has modified data pertaining to that asset, the system displays a conflict message indicating the Reactivate command did not execute.
- **Replace**—When you attempt to replace a field in an asset after another user has modified information pertaining to that asset, the system displays a message indicating the Replace command did not execute and your changes were not saved.
- **Save**—When another user has modified an asset and saved the changes before you attempt to save your changes to the same asset, the system displays a conflict message indicating the Save command did not execute because another user modified data during the operation. After you click OK in the Network Conflict—Operation Interruption message, the system displays a refreshed view that includes the other user's changes.

Another User in Database

You cannot delete a database when another user is accessing data from that database.

Books Are Locked

If you attempt to change asset information for an asset on which a FAS 100 Asset Accounting user is performing book-related activity, the system displays a message indicating you cannot continue because the book is locked. If you try to delete an organization under the same conditions, the result is the same. When a book is locked, you cannot perform any of the following operations in the locked book:

- Add an asset.
- Delete an asset.
- Replicate an asset.
- Modify asset information.
- Delete an organization.

For more information on locks, see [“Locks,” page D-4](#).

Organization Cannot Be Found

If you attempt to open an organization after another user has deleted the organization, the system displays a message indicating it cannot find the organization.

Organization Is Locked

The system displays a message indicating the organization is locked if you attempt to open an organization when another user is performing one of the following operations:

- Importing information into the organization.
- Exporting information from the organization.
- Conducting a reconciliation.
- Downloading asset information to conduct a Dynamic inventory.
- Copying, backing up, or restoring the organization (FAS 100 Asset Accounting).
- Merging the organization (FAS 100 Asset Accounting).
- Extracting assets from the organization (FAS 100 Asset Accounting).

For more information on locks, see [“Locks,” page D-4](#).

Database Cannot Be Found

If you attempt to open a database after another user has deleted the database, the system displays a message indicating it cannot find the database.

Database Engine Not Available

If you attempt to open a database after the system has lost its connection to the database, the system displays a message indicating the database engine is not available. This situation may occur when another user is operating a computer that is both a database server and a workstation. If that user turns the computer

off, all other workstations lose their connections to the server. The solution may be as simple as turning on that computer and starting the server.

Connection to Database is Lost

If the server malfunctions and is unable to complete a critical process, such as importing data or calculating depreciation, the system performs a “database rollback.” In a database rollback, the system restores the database to the values existing before the attempted process. The purpose of the rollback is to protect data integrity.

The system displays a message on the server indicating it is rolling back the database, but the system does not display this message on your monitor. If you attempt to restart the network version of an application during a database rollback, the system displays the splash screen (initial screen) until it completes the rollback. The rollback can take from a few seconds to several minutes, depending on the size of the database.

Database Is Locked

If you attempt to open a database while another user is deleting that database, or another user is creating the database but the system has not completed its creation, the system displays a message indicating the database is locked. For more information, see the discussion on locks earlier in this appendix.

Deletions

- **Asset Deleted**—When you attempt to save an asset after another user has deleted the asset with the same system number, the system displays a conflict message indicating the Save command did not execute. When you click OK on the Network Conflict— Operation Interruption message, the system displays a refreshed view, and the deleted assets system number is no longer available.
- **Group Deleted**—When you attempt to select a group that has been deleted, the system displays a conflict message indicating the group has been deleted and asking you to select another group.

- **Template Deleted**—When you attempt to apply a template that has been deleted, the system displays a conflict message indicating the template has been deleted and asking you to select another template.

Print File Unavailable

If more than one user tries to print a report to the same file, the system displays a message indicating the file is not available.

Retry Messages

Retry messages appear when another user is copying, backing up, restoring, merging, or extracting assets from the same organization in which you are working. When the other user performs one of those operations, the system “locks” the organization to maintain data integrity. (For more information, see [“Locks,”](#) page D-4.)

The system allows you to complete the command you chose after the other user finishes copying, backing up, restoring, merging, or extracting assets from the organization. When you select File/Open Organization while another user is copying, backing up, restoring, merging, or extracting assets from an organization, the system displays a Network Conflict—Retry message, similar to the one shown below.



Note that the name of the user who is copying, backing up, restoring, merging, or extracting assets from the organization automatically appears in the Network Conflict—Retry message. Therefore, there is no List Users button on this message. Only one user’s name appears in this Network Conflict—Retry message, because only one user can hold an organization lock at one time.

Completing Network Conflict—Retry Message

■ **Retry Button**

When you click this button, the system continues the operation you chose when the system displayed the Network Conflict—Retry message. If the other user has finished copying, backing up, restoring, merging, or extracting assets from the organization, the system allows you to continue. If the other user has not finished, the Network Conflict—Retry message remains on the monitor.

■ **Cancel Button**

When you click this button, the system closes the Network Conflict—Retry message, then redisplay the previous screen.

Understanding Network Conflict—Retry Message

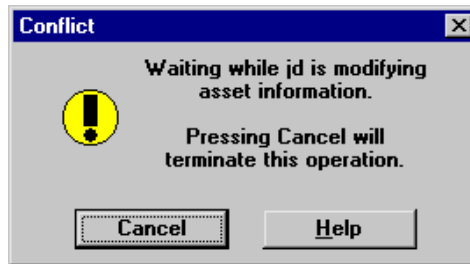
The system displays a Network Conflict—Retry message when you attempt to open an organization or a database and another user is performing one of the following operations:

- Deleting the organization
- Importing information into the organization
- Exporting information from the organization
- Deleting the database
- Creating the database
- Copying the organization (FAS 100 Asset Accounting)
- Backing up the organization
- Restoring the organization
- Merging the organization (FAS 100 Asset Accounting)
- Extracting assets from the organization (FAS 100 Asset Accounting)

Waiting Messages

Sometimes the system does not execute your command immediately because another user is adding, deleting, or replicating assets. In this case, the system displays a waiting message. If you wait for the other user to finish the activity, the system executes your command.

For example, if you attempt to add a new asset when another user is also adding a new asset to the same organization, the system cannot assign a system number to your asset until it has assigned a number to the other user's asset. The system displays a Network Conflict—Waiting message, similar to the one shown below, while the other user is adding or deleting assets.



When the system displays a waiting message, you have two choices: you can wait until the message disappears, or you can exit from the Network Conflict—Waiting message by clicking the Cancel button.

The system displays a waiting message when another user is performing a brief operation that momentarily does not allow you to continue. If you wait a few seconds until the other user finishes the operation, the system closes the Network Conflict—Waiting message and completes the operation you chose.

Completing the Network Conflict—Waiting Message

■ Cancel Button

When you click the Cancel button, the system closes the Network Conflict—Waiting message and redispays the previous menu.

Notice that Network Conflict—Waiting message do not have List Users buttons. You do not need one, since only one user created the conflict and the system names that user in the Network Conflict—Waiting message.

Understanding Waiting Messages

When you and another user are working in the same organization, the system displays a waiting message in the circumstances described below.

Another User Creating an Asset

When another user is creating a new asset and you attempt to add, delete, or replicate an asset, or you attempt to lock a book, the system displays a waiting message.

Another User Deleting an Asset

When another user deletes an asset and you attempt to add, replicate, or delete another asset, or lock a book, the system displays a waiting message.

Another User Replicating an Asset

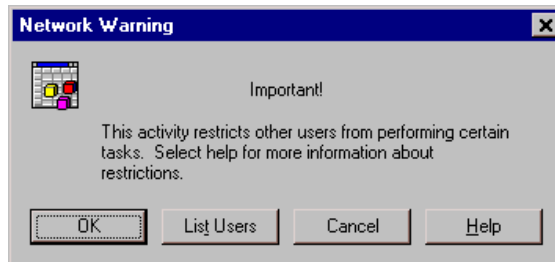
When another user replicates an asset and you attempt to add, replicate, or delete another asset, or lock a book, the system displays a waiting message.

Another User Transferring an Asset (FAS 100 Asset Accounting)

When another user is transferring an asset into an organization, the system displays a waiting message while it creates the asset.

Network Warning Messages

The system displays network warning messages to remind you that the option you just chose may affect other users. Unlike network conflict messages, the system allows you to continue when it displays a warning message. For example, when you delete a group of assets while there are other users in the same organization, the system displays a Network Warning.



This warning message reminds you that while you are deleting the group of assets, other users may be performing different activities, including viewing, without having asserted any locks.

When the system displays a network warning message, you have three options.

- You can accept the warning and proceed with the option you chose when you received the message.
- You can exit from the Network Warning message and choose a different option.
- You can view a list of other users who will be affected if you proceed with the option you chose. This feature enables you to notify other users that you intend to perform an operation that may affect them, such as deleting a group of assets.

Completing a Network Warning Message

■ OK Button

Click this button to accept the warning and proceed with the option you chose when the system displayed the message.

■ Cancel Button

When you click this button, the system closes the warning message, and then redisplay the current view of assets, either the group view or the detail view.

■ List Users Button

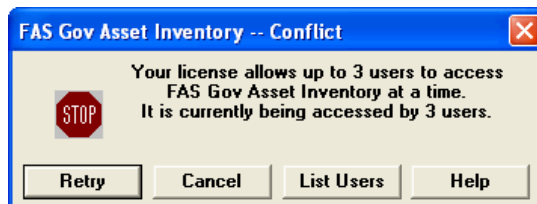
When you click this button, the system displays the User List screen. This screen lists the logon IDs of the users who are logged in to the same organization in which you are working. For more information, see [“Completing the User List Screen,”](#) page D-2.

Understanding Network Warning Messages

There are two types of network warning messages. One type warns you about changes to assets or groups; the other type warns you about changing password security information.

Network Conflict—License Limit Messages

Your license agreement with Sage limits the number of users who can have access to the FAS 100 Asset Inventory - Network Edition at one time. For example, if you purchased a three-seat license, the system does not allow more than three users to operate the application at the same time. If three users are working in the program, and another user attempts to open the program, the system displays a Network Conflict—License Limit message, similar to the one shown below.



Note Licenses between FAS 100 Asset Accounting - Network Edition and FAS 100 Asset Inventory - Network Edition cannot be transferred or combined. For example, if you have a 3-seat FAS 100 Asset Inventory license and a 5-seat FAS 100 Asset Accounting license, only 3 users can use FAS 100 Asset Inventory and 5 can use FAS 100 Asset Accounting. If only 4 users are in FAS 100 Asset Accounting, FAS 100 Asset Inventory is still limited to 3 users.

Completing the Network Conflict—License Limit Message

■ **Retry Button**

When you click this button, the system attempts again to open the program. If the number of users using the application does not exceed the number permitted by the license agreement, the system opens the program; otherwise, the Network Conflict—License Limit message remains on the computer monitor.

■ **Cancel Button**

When you click this button, the system closes the Network Conflict—License Limit message, and then it displays a message indicating it cannot initialize the program.

■ **List Users Button**

When you click this button, the system displays the User List screen. This screen lists the logon IDs of the users who are logged in to the database you are attempting to open. For more information, see [“Completing the User List Screen,” page D-2.](#)

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