

Barcode Scanner Operation

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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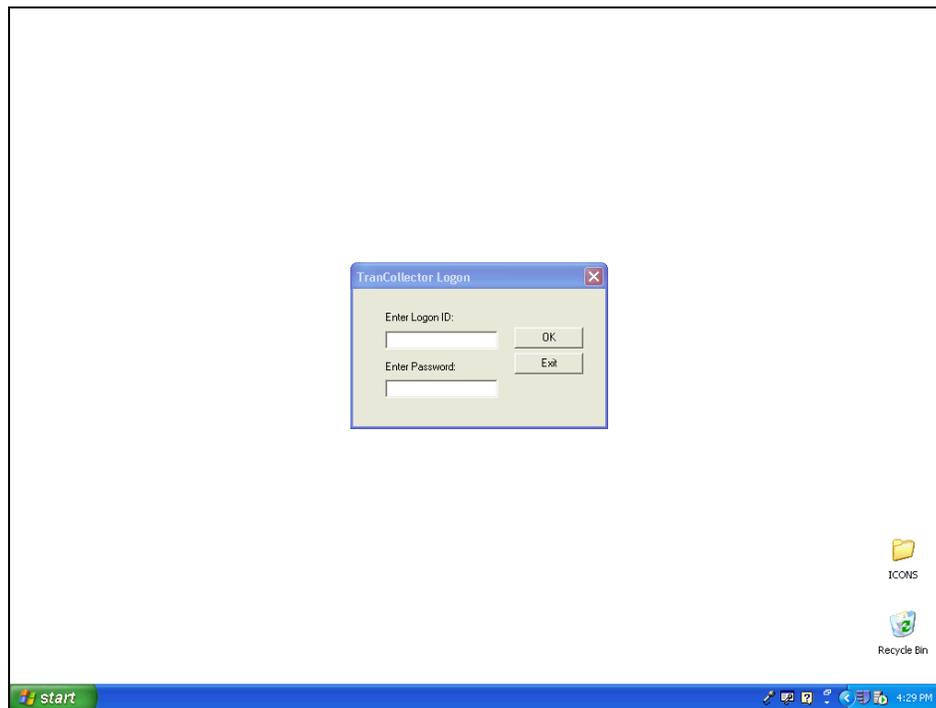
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Barcode Scanner Operation

Procedure

Step	Action
1.	TranCollector application must be running to proceed with scanning process. After the barcode scanner is turned on “dock” the scanner in the docking station, tap (with the stylus) the “Windows” icon in the upper left corner of the screen. Select TranCollector OR, if not available, select Programs, TranCollector .
2.	YOUR SCANNER MUST BE DOCKED & CONNECTED TO YOUR COMPUTER TO PROCEED.

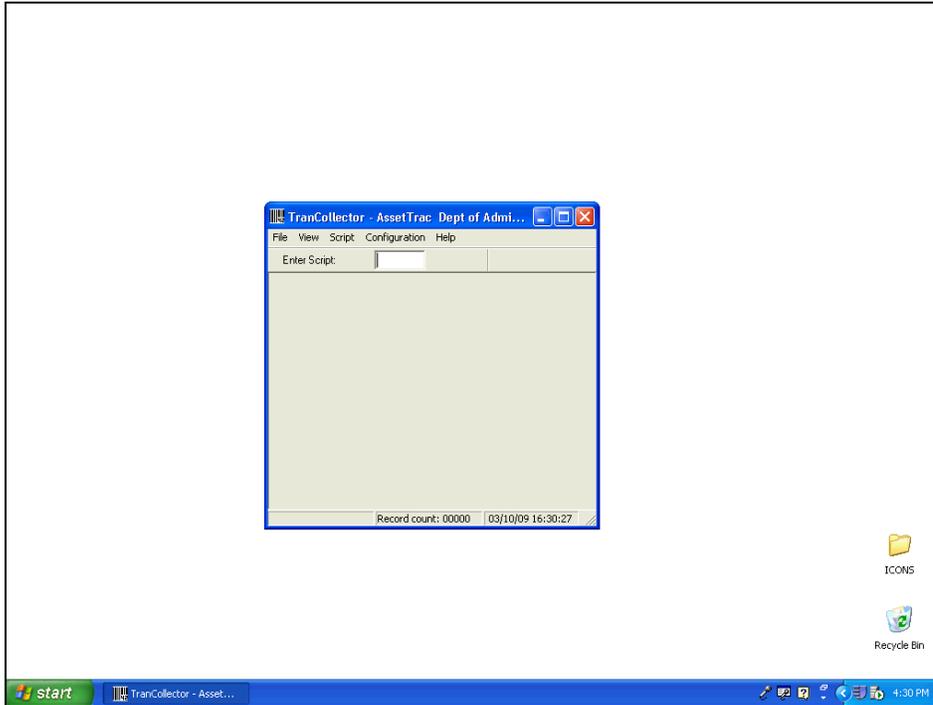


Step	Action
3.	Enter the desired information into the field. Enter " USERID ".
4.	Press [Tab] .
5.	Enter the desired information into the field. Enter " PASSWORD ".

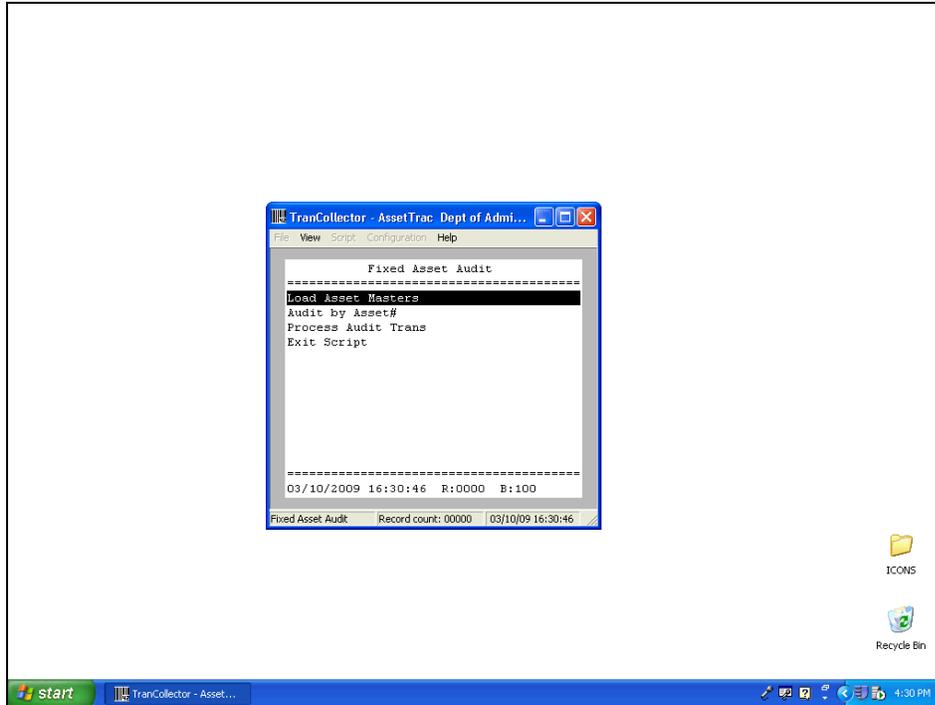
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Step	Action
6.	Click the OK button. 



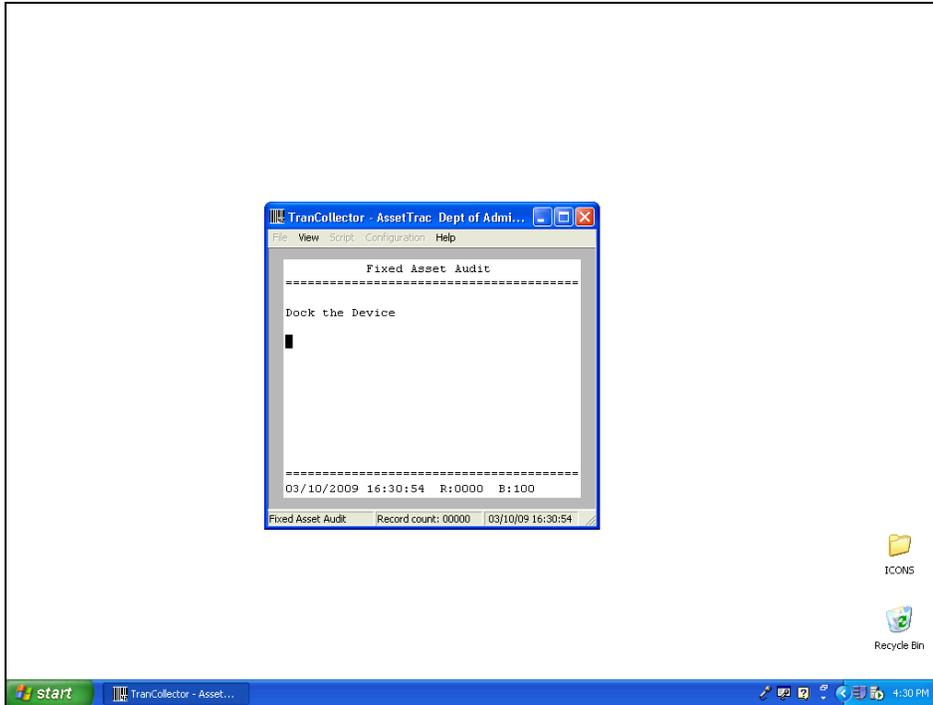
Step	Action
7.	You will use the "AA - Fixed Asset Audit" Script to scan Fixed Asset barcodes. Enter " AA ".
8.	Press [Enter] by pressing the BLUE BUTTON on your scanner keyboard (bottom row, right).
9.	FUNCTION KEYS (FKeys) The scanning process requires the use of two Function Keys (FKeys) for navigation. To activate your Function Keys, select FKeys at the bottom of the scanner screen by using the stylus to tap on either the "Function Key Descriptions" or "Function Key Numbers".



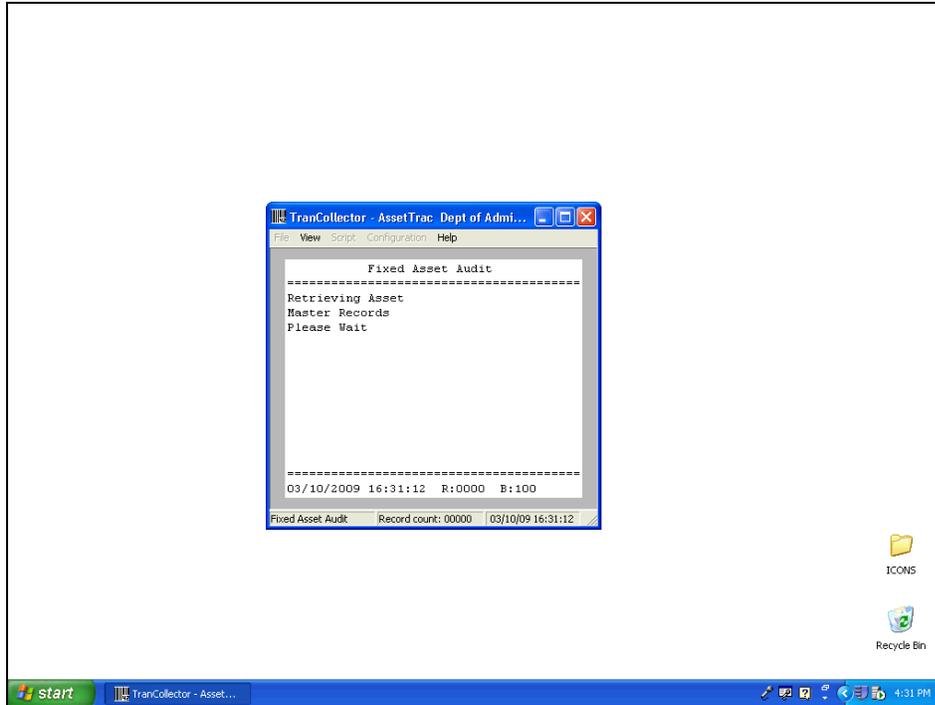
Step	Action
10.	<p>LOAD ASSET MASTERS</p> <p>LOAD ASSET MASTERS will download the valid Fixed Assets for your Agency/Division based on your EnterpriseOne security access.</p> <p>Press [Enter].</p>

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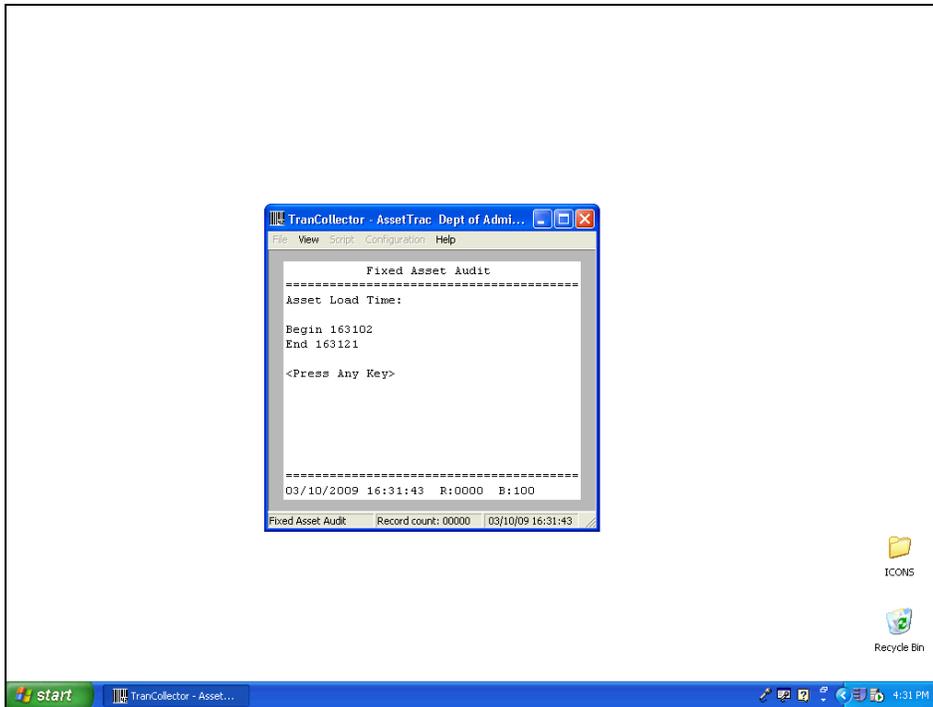
Step	Action
11.	YOUR SCANNER MUST BE DOCKED & CONNECTED TO YOUR COMPUTER TO PROCEED. Press [Enter] .



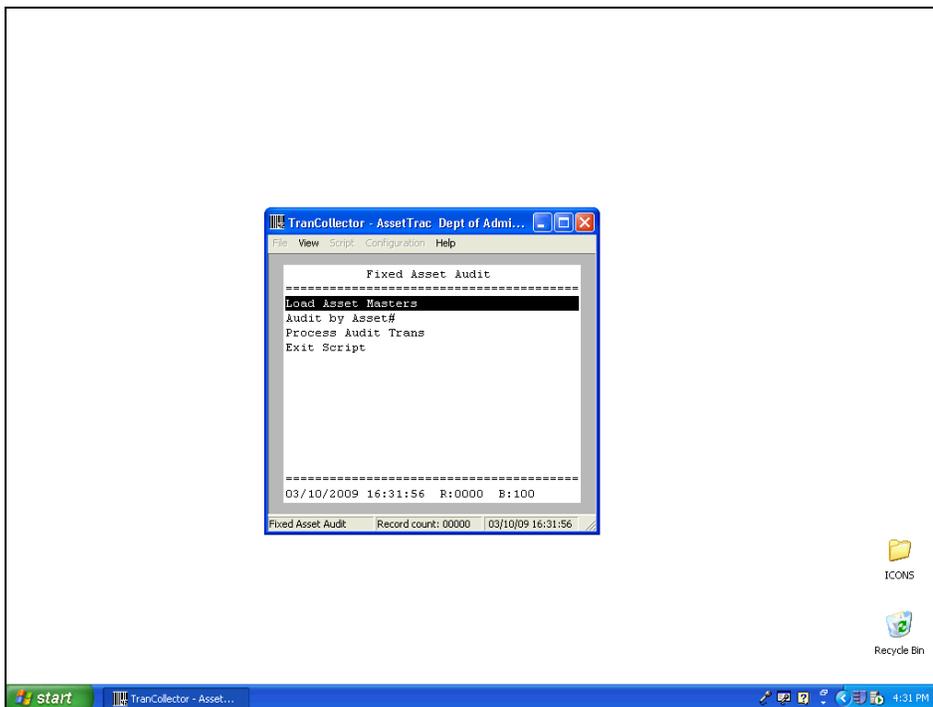
Step	Action
12.	<p>System will begin to download Fixed Asset data from EnterpriseOne into scanner. You will see information in the lower left corner of your scanner screen:</p> <ul style="list-style-type: none"> o Sorting... o Ready to Receive o Receiving... o Fixed Asset Audit <p>BE PATIENT. Download time will vary based on the number of Fixed Assets that are downloading to your scanner. Do not attempt to remove the scanner from the docking station until download is complete.</p>

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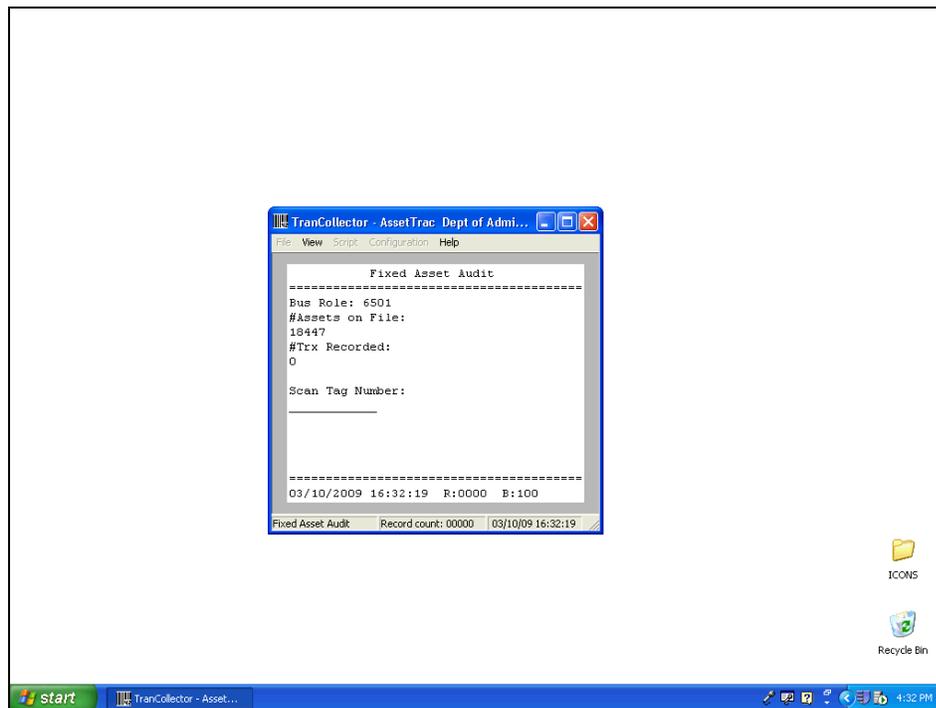
Barcode Scanner Operation



Step	Action
13.	Press Any Key to advance.



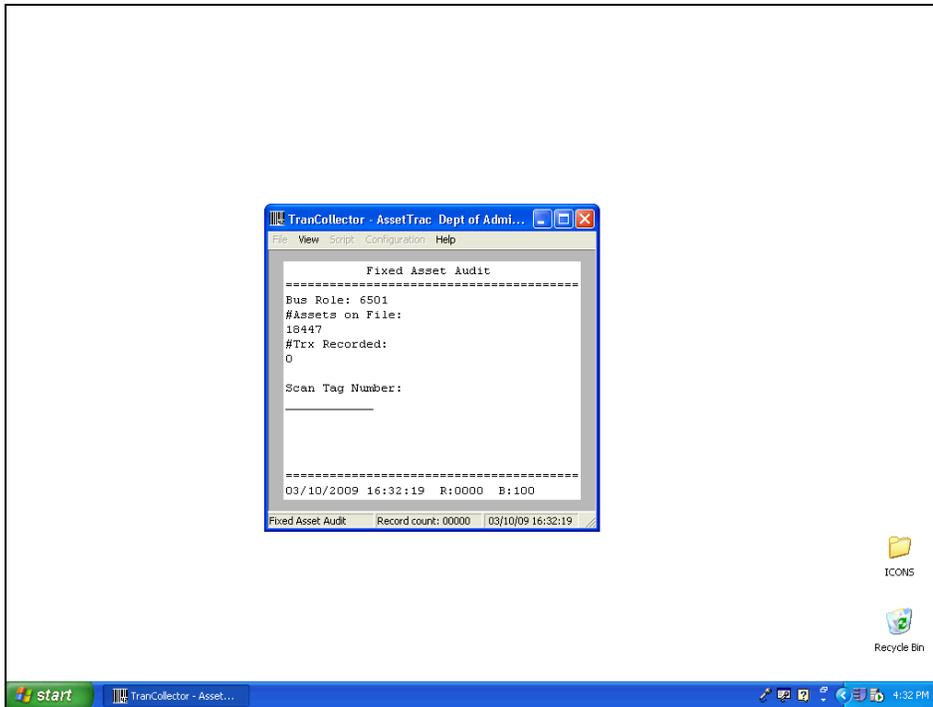
Step	Action
14.	Once the Fixed Assets are loaded into the barcode scanner, you are ready to begin scanning your Fixed Asset barcode labels.
15.	AUDIT BY ASSET# Press [Down] "v" arrow on the scanner keyboard <u>or</u> use the stylus to highlight AUDIT BY ASSET #.
16.	Press [Enter] .



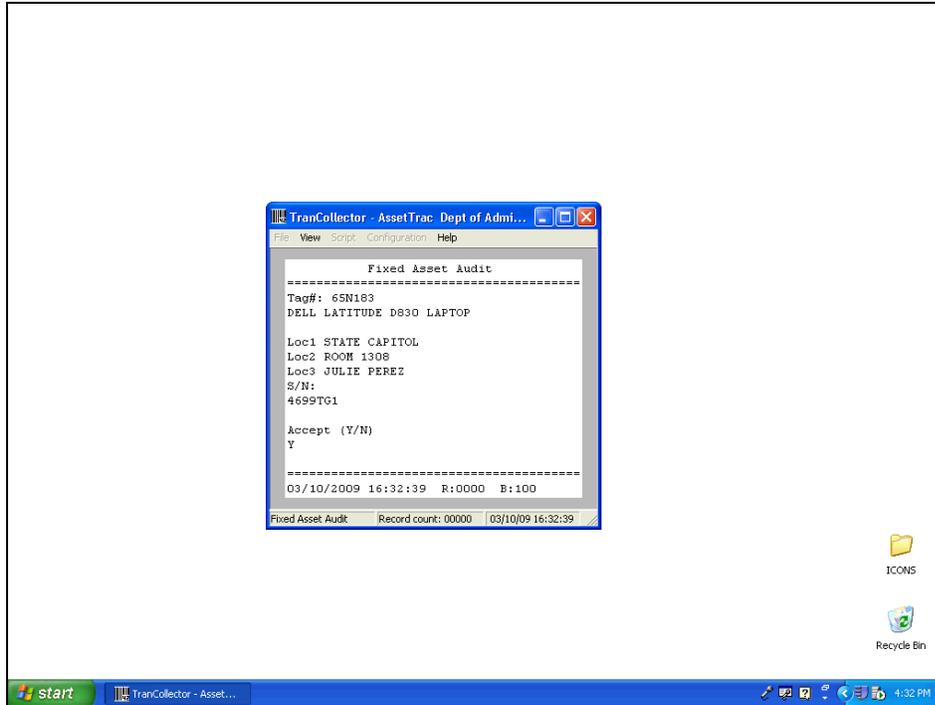
Step	Action
17.	Bus Role: Business Unit Role in EnterpriseOne. This determines the Fixed Assets that are downloaded to your scanner.
18.	# Assets on File: Number of Fixed Assets downloaded to your scanner.
19.	#Trx Recorded: Number of transactions completed during the AUDIT BY ASSET # process.

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Step	Action
20.	<p>Do not point scanner beam in people's faces.</p> <p>Point front end of scanner at barcode label. Scan the Fixed Asset Barcode label by pressing the BLUE BUTTON on your scanner keyboard (top row, center).</p> <p>A red beam of light will emit from the front end of the scanner. This must be directed towards the barcode on the label. Distance between the scanner and the barcode label should be 2" to 12" to scan.</p>
21.	<p>Tag Number populates.</p> <p>Press [Enter].</p>

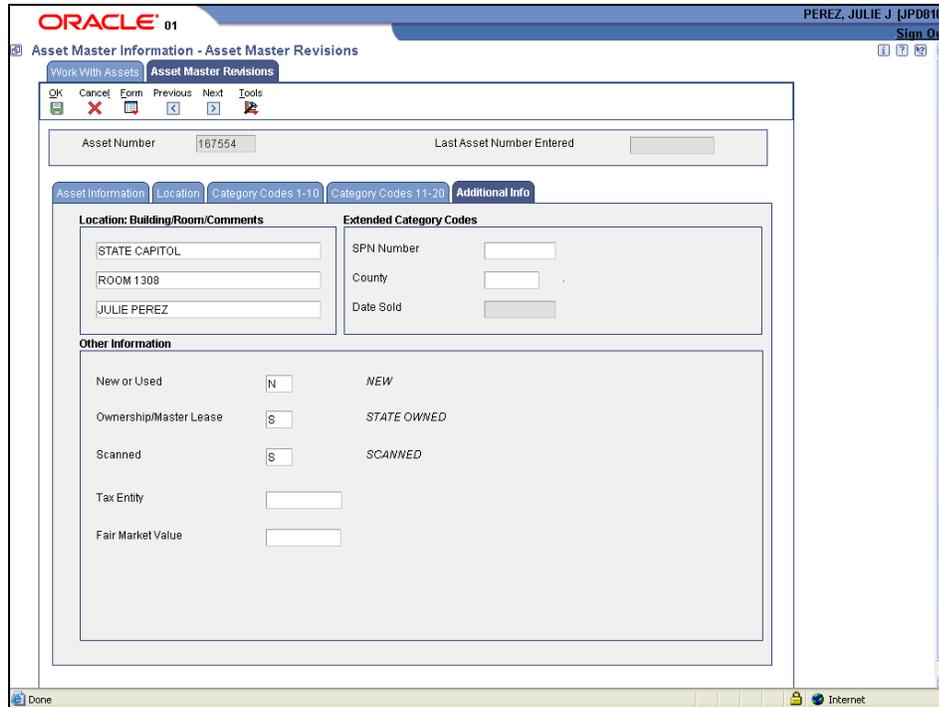


Step	Action
22.	TAG # - the scanned barcode label. This cannot not be revised using the scanner.
23.	DESCRIPTION - the first description field of the Fixed Asset Master in EnterpriseOne. This cannot be revised using the scanner.
24.	LOC 1 - first location field on Asset Master.
25.	LOC 2 - second location field on Asset Master.
26.	LOC 3 - third location field on Asset Master.
27.	S/N - Serial Number/VIN field on Asset Master. The next steps display the NIS screens and fields associated with the information on your scanner.

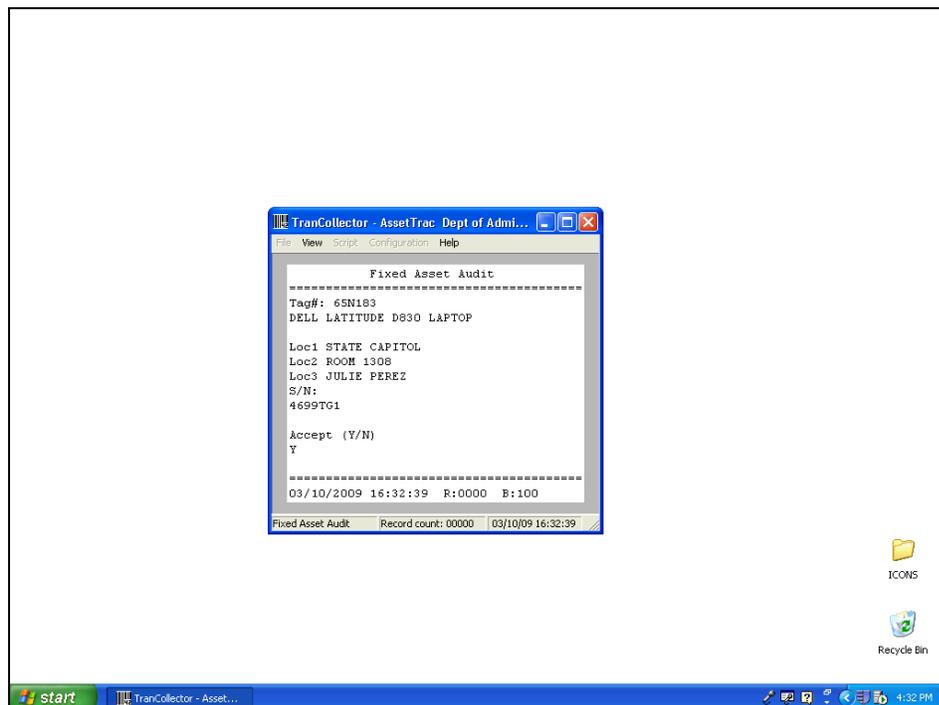
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Step	Action
28.	ASSET INFORMATION Tab: Tag Number matches barcode label. This cannot be revised using the scanner.
29.	Description of Fixed Asset. This cannot be revised using the scanner.
30.	Serial Number or VIN. This can be revised using the scanner.



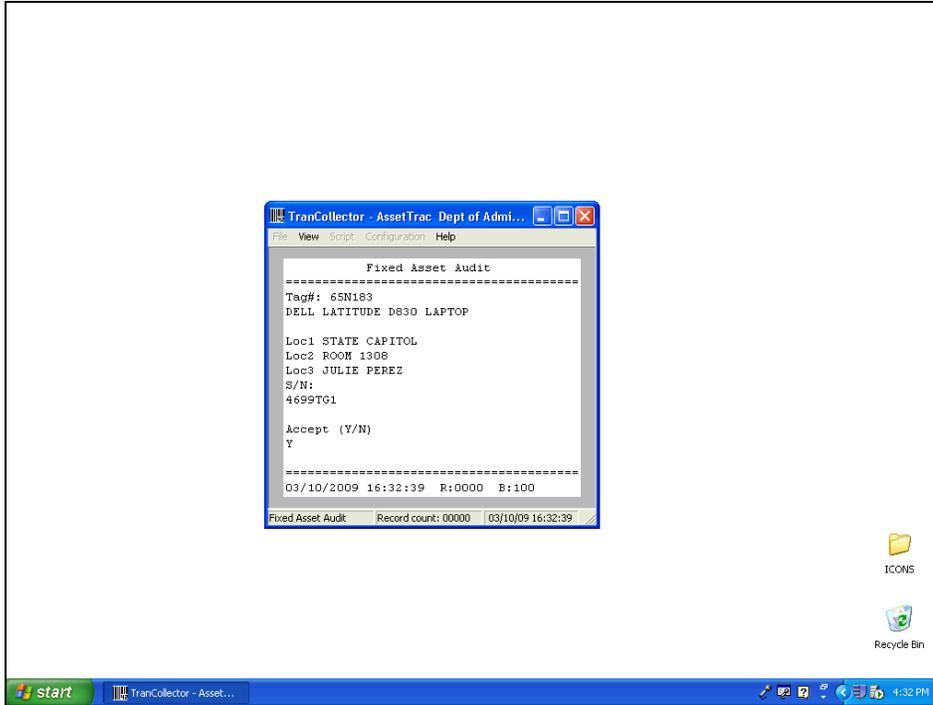
Step	Action
31.	ADDITIONAL INFO Tab: Location: Building/Room/Comments information.



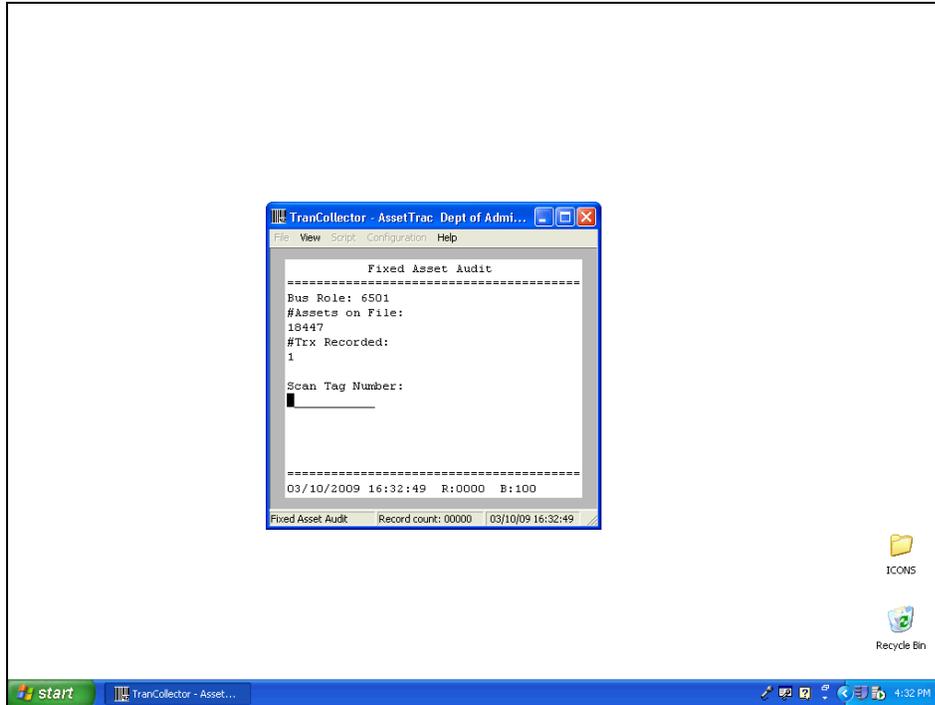
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Step	Action
32.	<p>VALID FIXED ASSET SCAN - ACCEPTANCE</p> <p>Fixed Asset downloaded to scanner.</p> <p>Location and Serial Number information is accurate. No changes are required.</p>



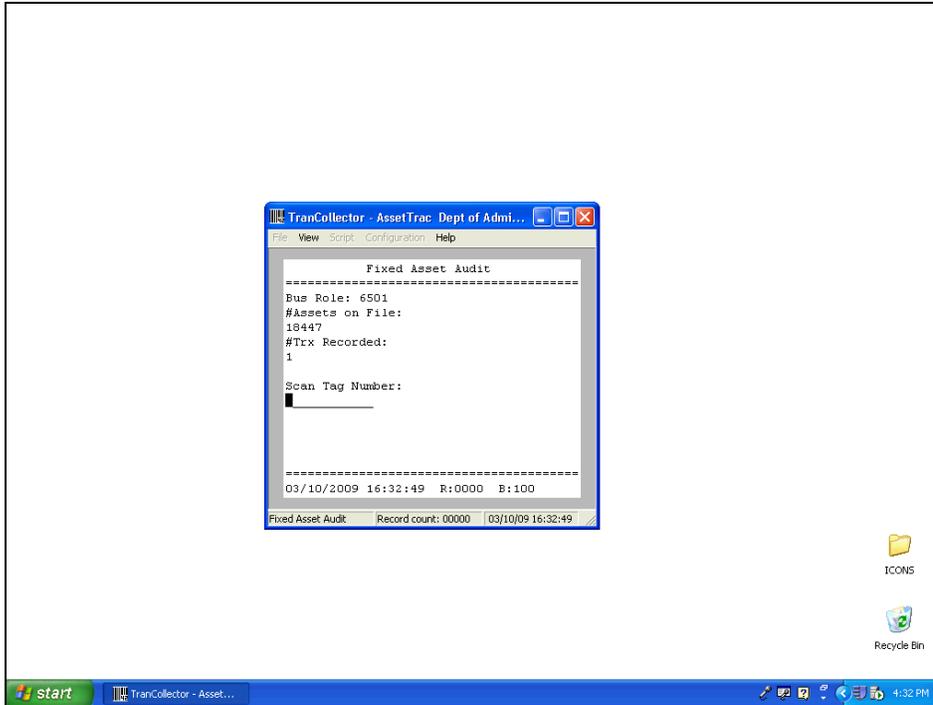
Step	Action
33.	<p>"Y" - Yes - automatically populates for Acceptance. If the Location and Serial Number data are correct:</p> <p>Press [Enter] .</p>



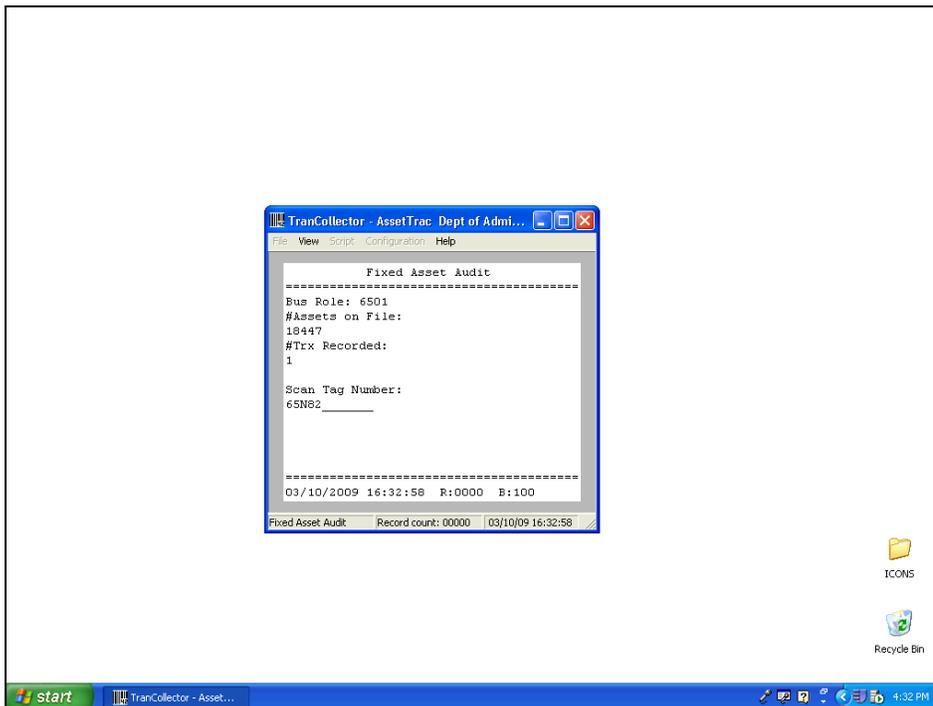
Step	Action
34.	<p>VALID FIXED ASSET SCAN - REVISION</p> <p>Fixed Asset downloaded to scanner.</p> <p>Location and/or Serial Number/VIN information changed. Revision(s) are required.</p>

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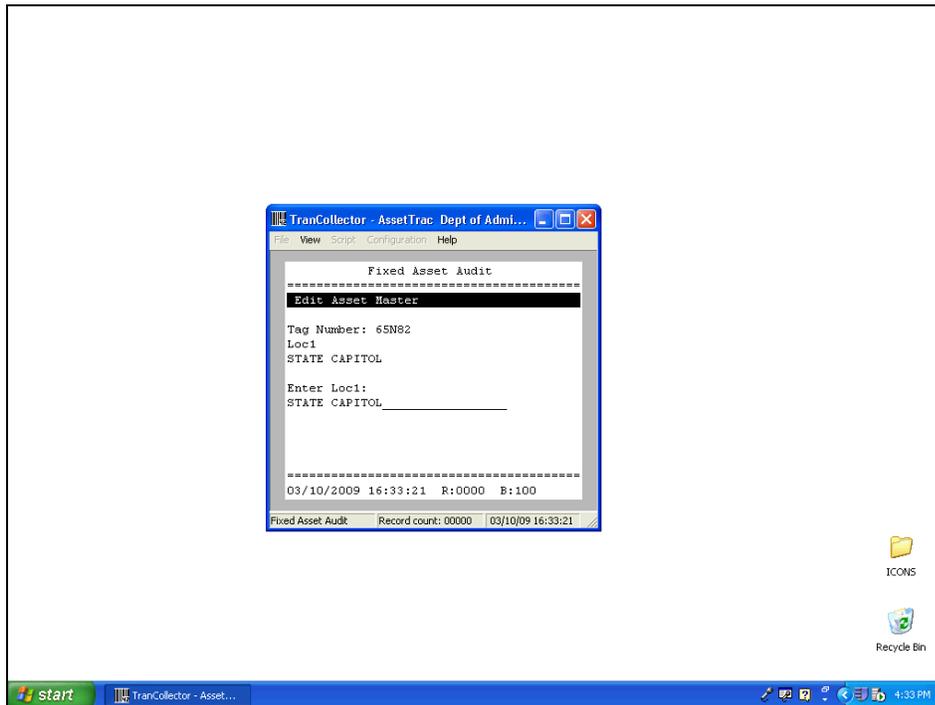
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Step	Action
35.	Scan the Fixed Asset Barcode label by pressing the BLUE BUTTON on your scanner keyboard (top row, center).



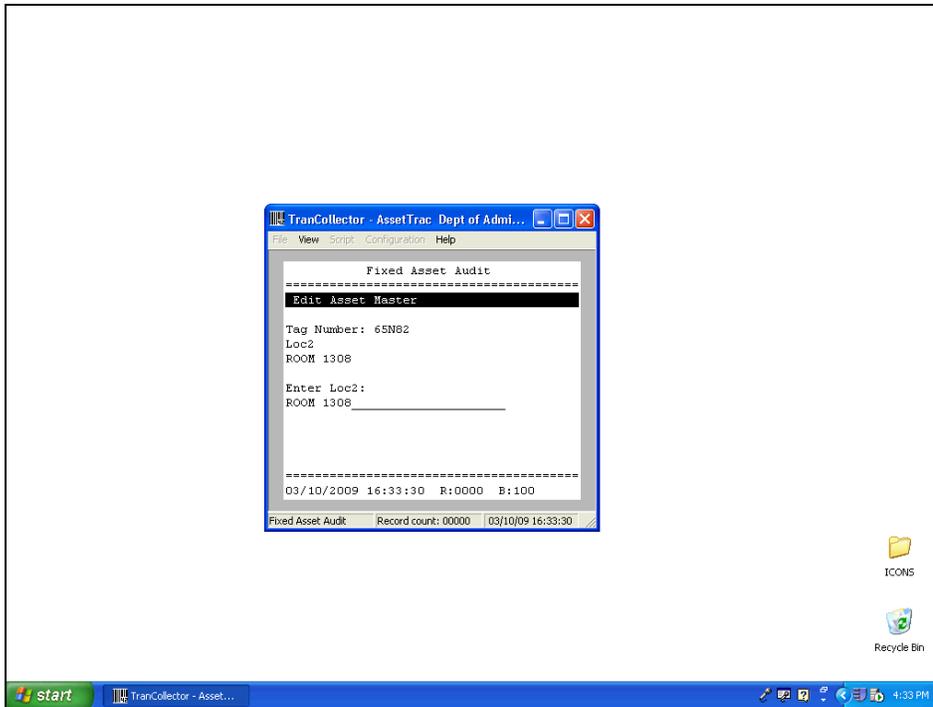
Step	Action
36.	Tag Number populates. Press [Enter] .
37.	Enter the desired information into the field. Enter "". "N" - No - should be entered if any Location and Serial Number fields are incorrect. Enter [N] .
38.	Press [Enter] .



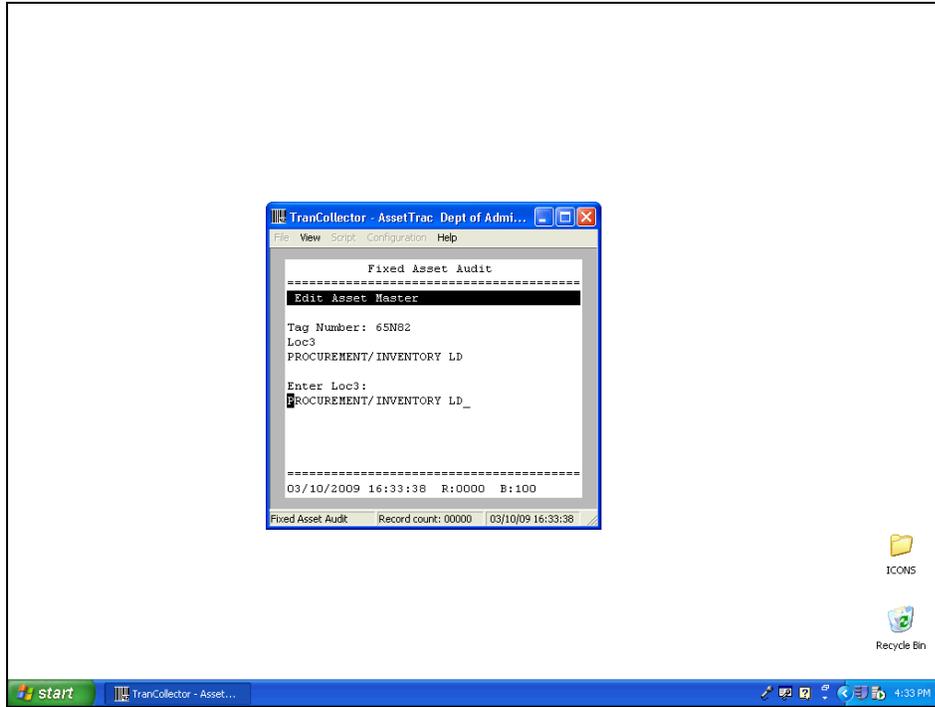
Step	Action
39.	LOCATION 1: Either overwrite or leave current data. Press [Enter] .

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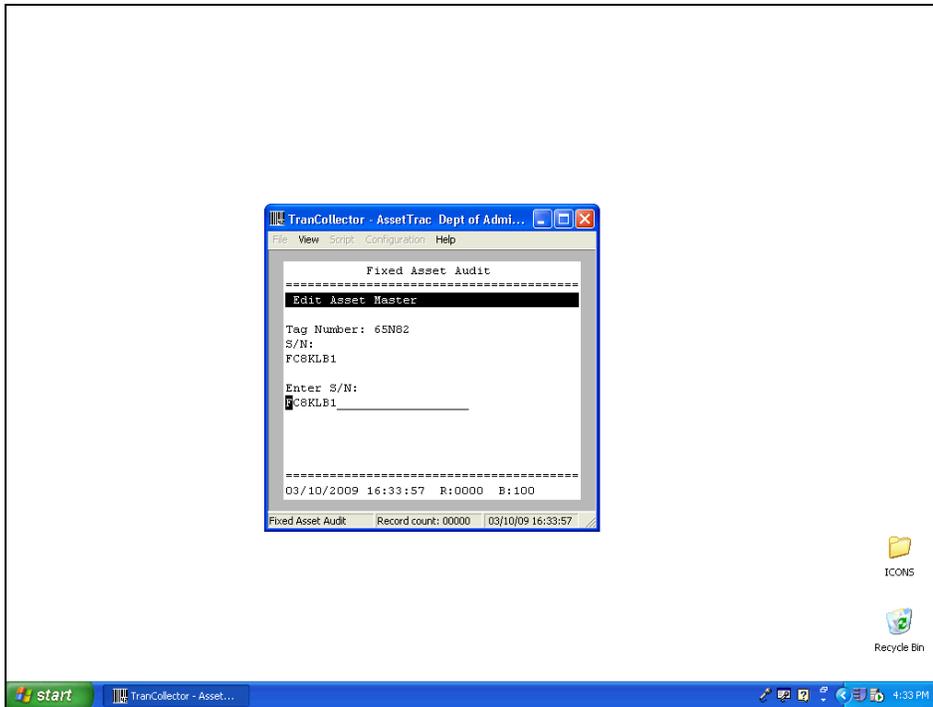
Step	Action
40.	LOCATION 2: Either overwrite or leave current data. Press [Enter] .



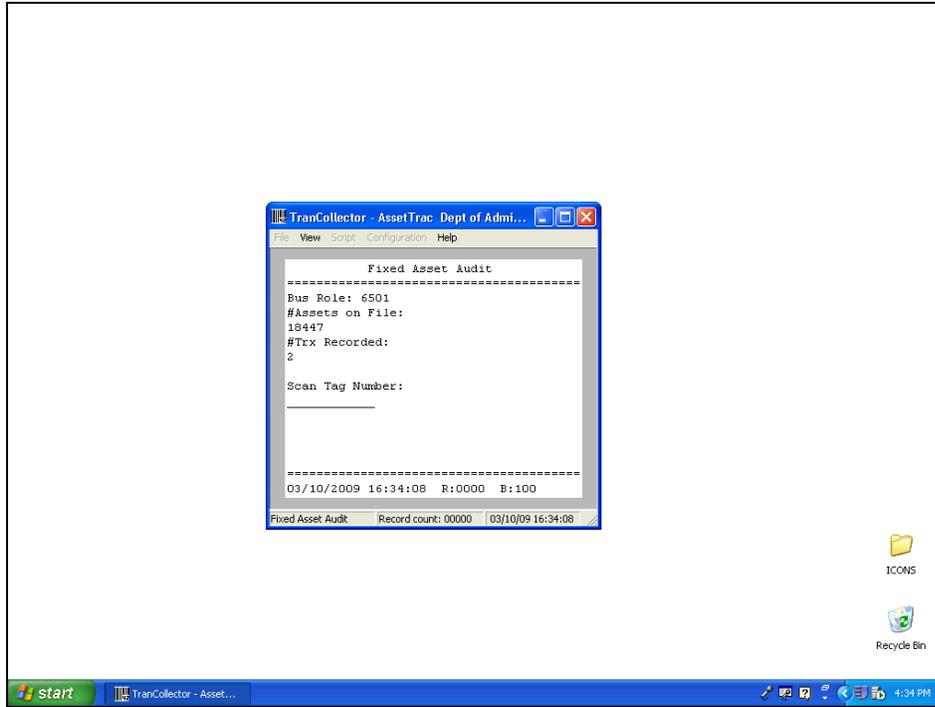
Step	Action
41.	LOCATION 3: Either overwrite or leave current data.
42.	Press [Enter] .

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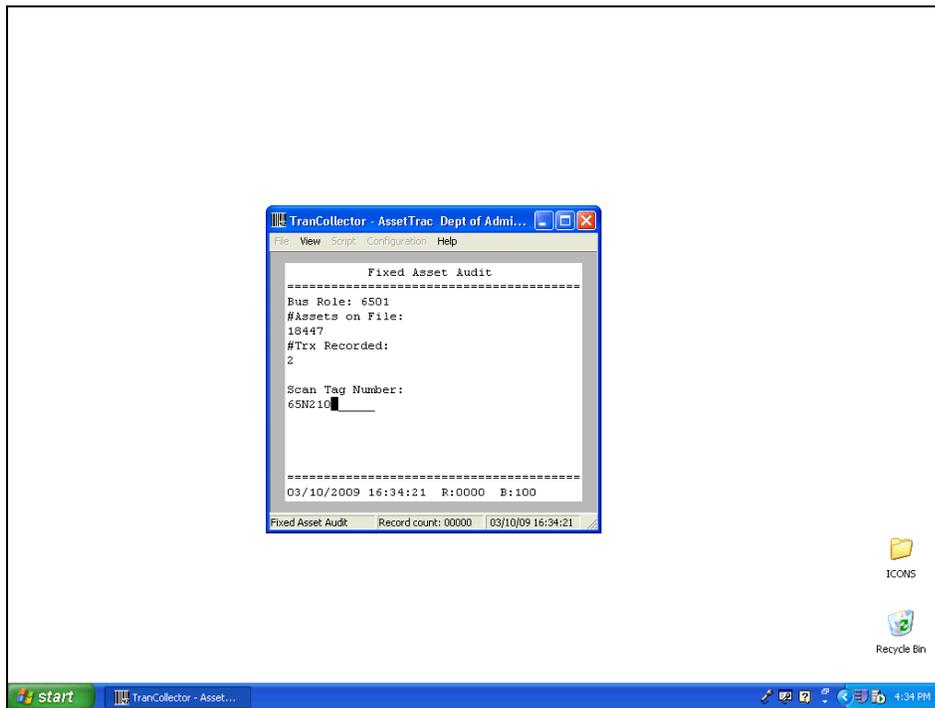
Barcode Scanner Operation



Step	Action
43.	<p>Do not enter NONE or NA in this field. NIS does not allow duplicate serial numbers. This field is for valid serial numbers only.</p> <p>SERIAL NUMBER/VIN:</p> <p>Either overwrite or leave current data.</p> <p>Press [Enter].</p>



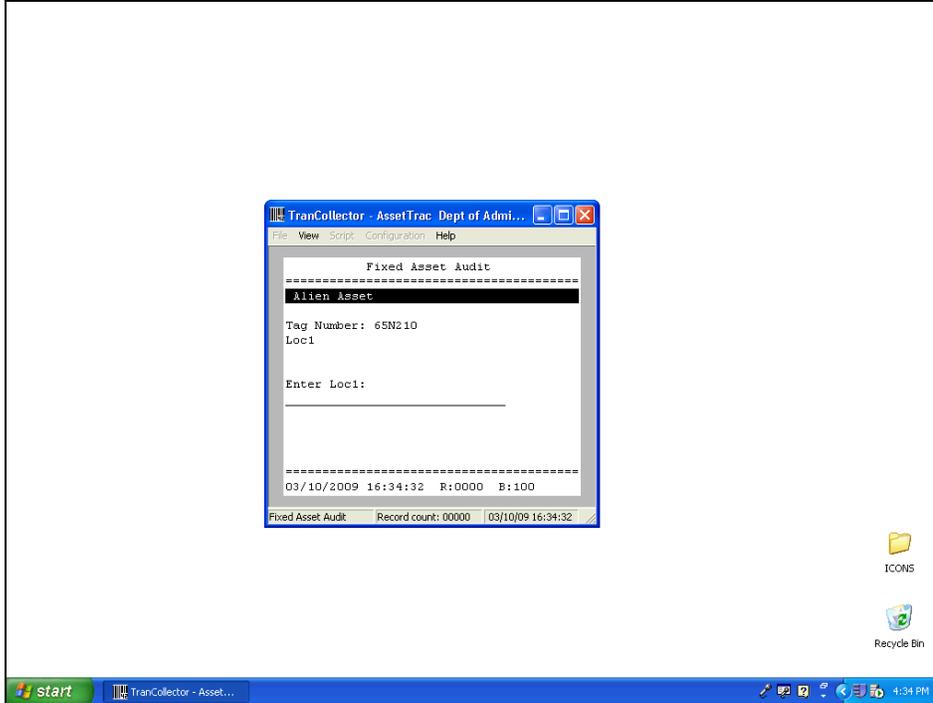
Step	Action
44.	Scan the Fixed Asset Barcode label by pressing the BLUE BUTTON on your scanner keyboard (top row, center).



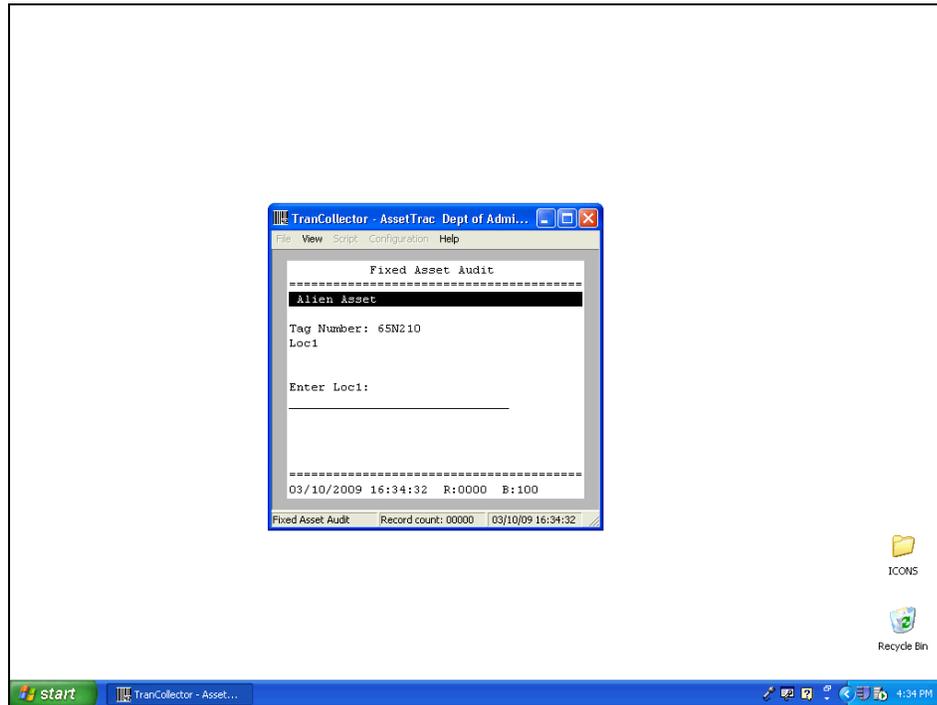
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Step	Action
45.	Press [Enter] .



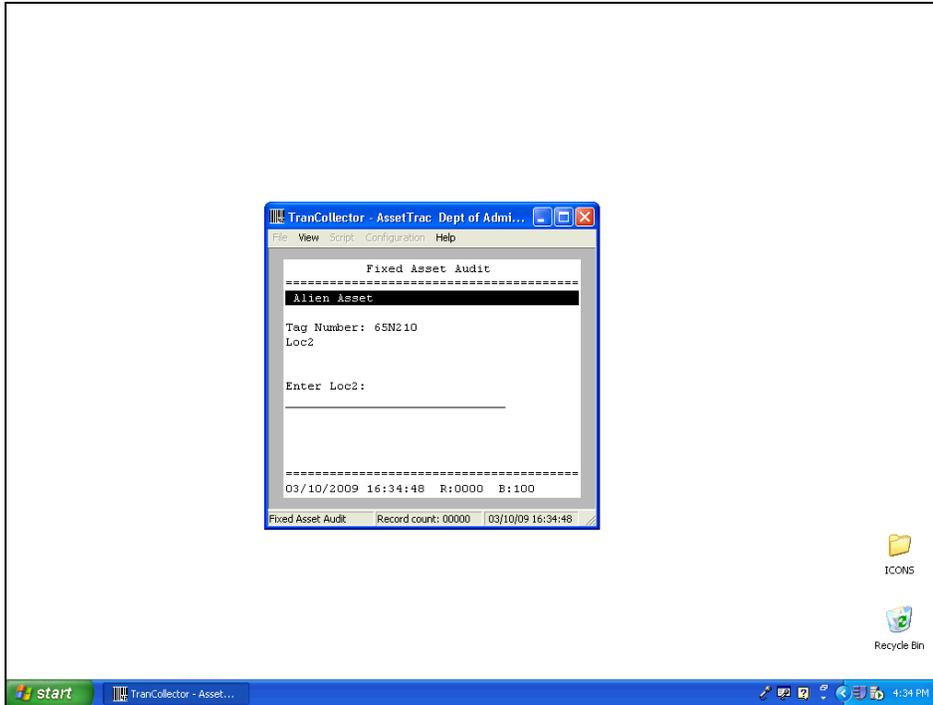
Step	Action
46.	<p>ALIEN ASSET</p> <p>An Alien Asset is a fixed asset scanned by the end user but not downloaded as a fixed asset belonging to that agency due to User Security, a “Disposed” Equipment Status, or scanning a barcode label not linked to an Asset Master. In most cases, the alien asset belongs to another Agency/Division or the End User does not have Business Unit Security to access the fixed asset record. By entering detailed information regarding the alien asset, the owning agency will be able to verify fixed asset location.</p> <p>The Fixed Asset Master WILL NOT be updated with this information.</p> <p>The Fixed Asset History WILL be updated with this information.</p>
47.	<p>Five Fixed Asset Audit - Alien Asset screens allow you to enter field specific information:</p> <ul style="list-style-type: none"> o Location 1 (Loc1) o Location 2 (Loc2) o Location 3 (Loc3) o Serial Number/VIN (S/N) o Description (Asset Desc)



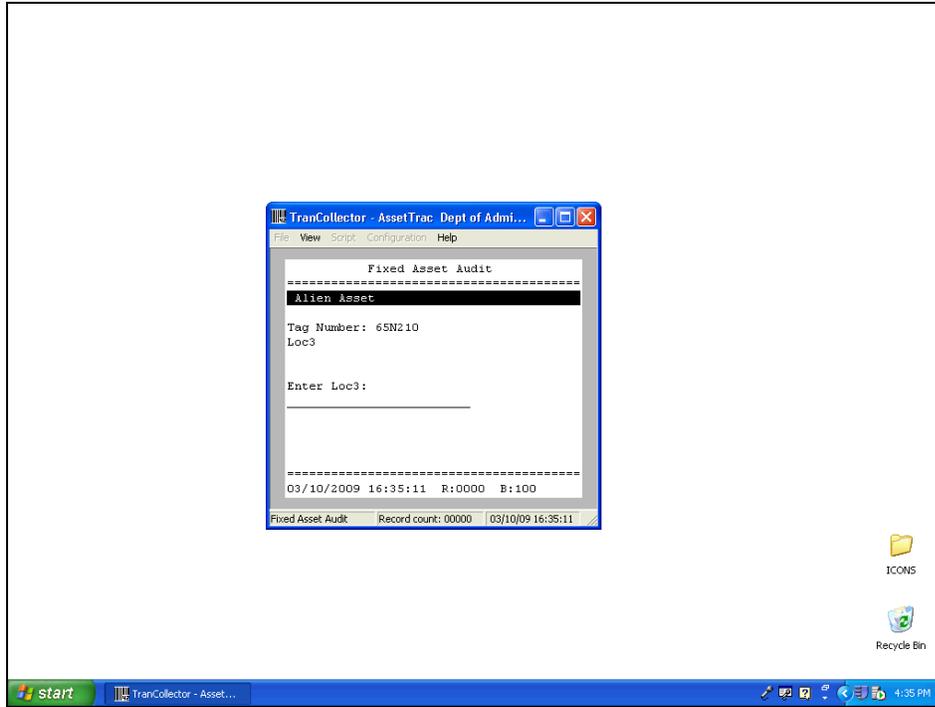
Step	Action
48.	LOCATION 1: Enter the desired information into the field. Provide as much detail about the location as possible.
49.	Press [Enter] .

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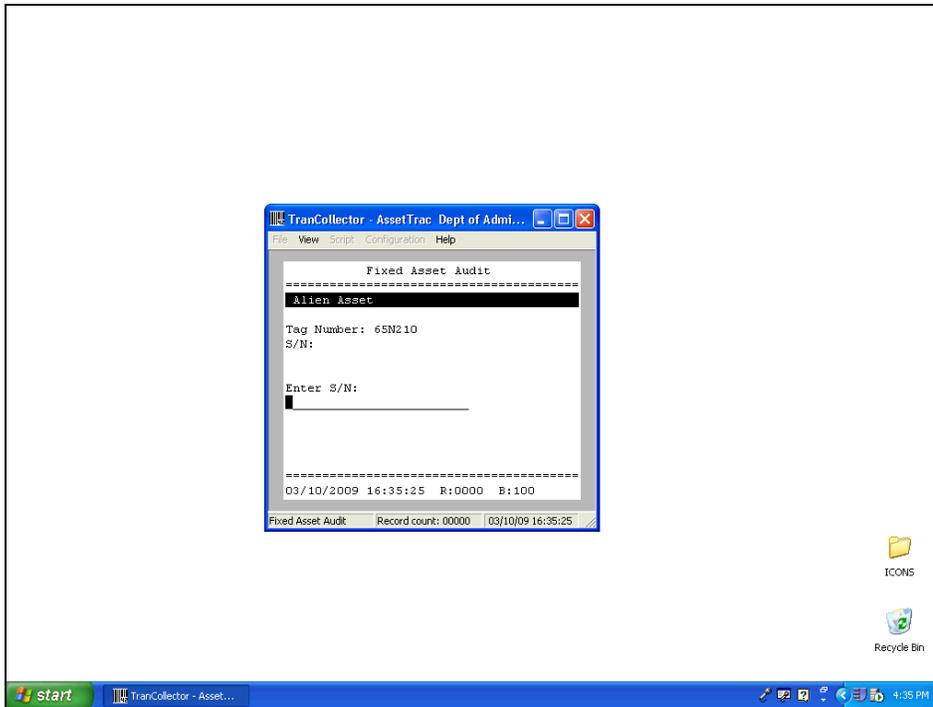
Step	Action
50.	LOCATION 2: Enter the desired information into the field. Press [Enter] .



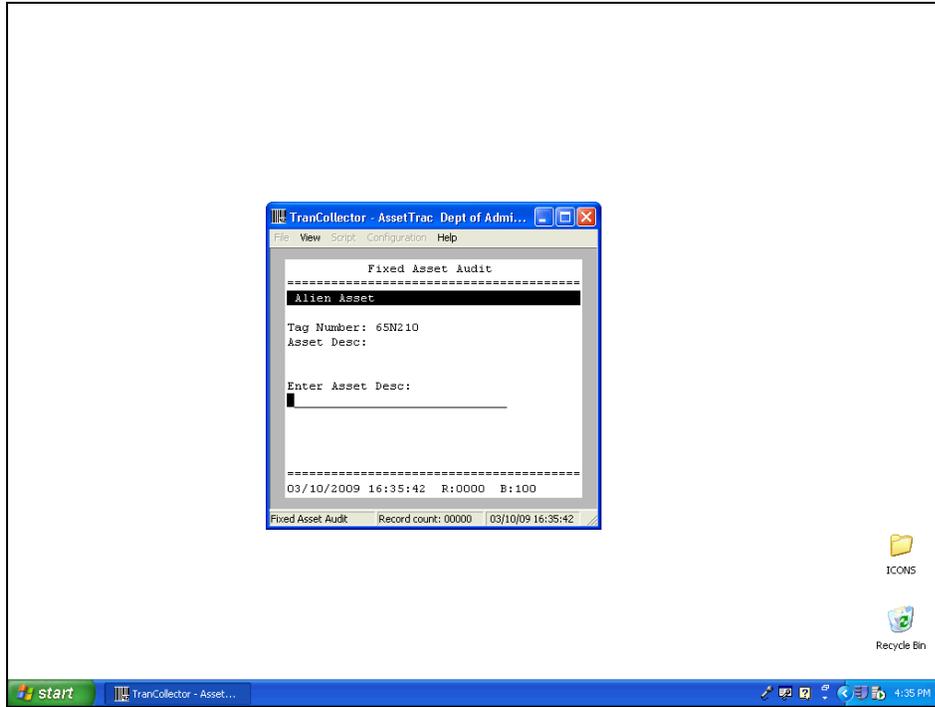
Step	Action
51.	LOCATION 3: Enter the desired information into the field.
52.	Press [Enter] .

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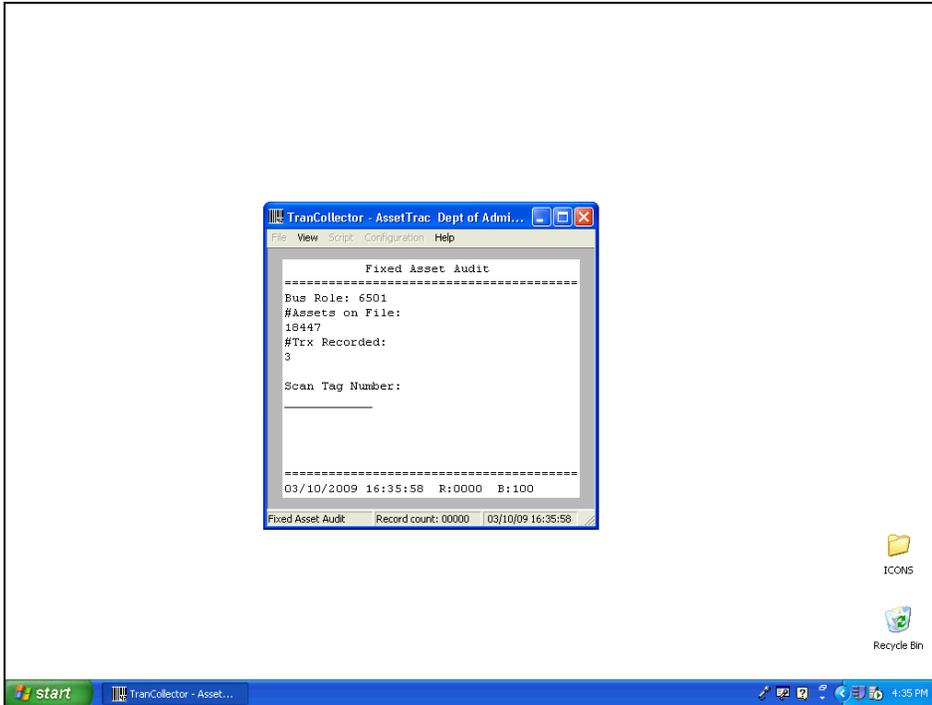
Step	Action
53.	<p>Do not enter NONE or NA in this field. EnterpriseOne does not allow duplicate serial numbers. This field is for valid serial numbers only.</p> <p>SERIAL NUMBER/VIN:</p> <p>If a Serial Number or VIN is available, enter the information here.</p> <p>Press [Enter].</p>



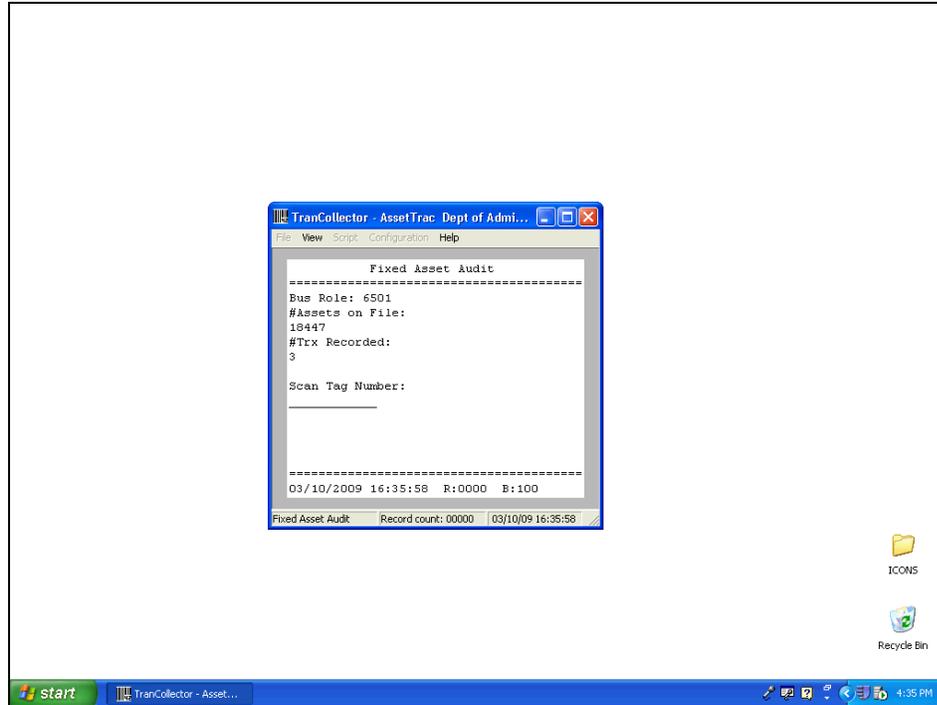
Step	Action
54.	DESCRIPTION: Enter the Description of item into the field.
55.	Press [Enter] .

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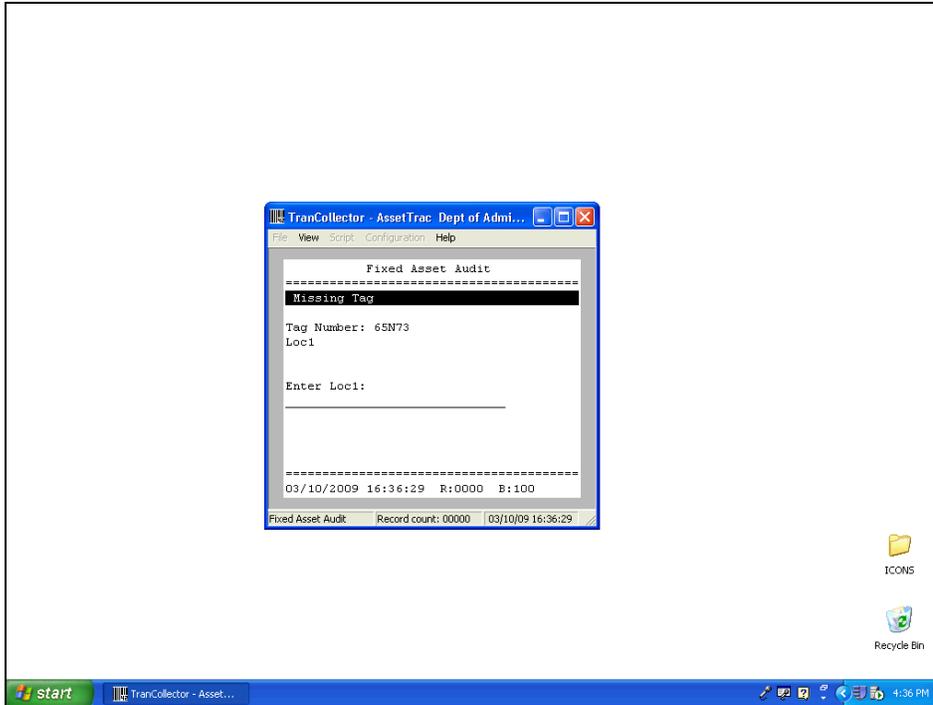
Step	Action
56.	<p>MISSING TAG</p> <p>A Missing Tag item is:</p> <ul style="list-style-type: none"> (1) a fixed asset that has a barcode label that will not scan, or (2) a found item the user is reasonably certain is a fixed asset. <p>The Fixed Asset Master WILL NOT be updated with this information.</p> <p>The Fixed Asset History WILL be updated with this information.</p> <p>If a barcode label will not scan, there will not be a message displayed on the scanner indicating the barcode label will not scan.</p>
57.	<p>Six Fixed Asset Audit - Missing Tag screens allow you to enter field specific information:</p> <ul style="list-style-type: none"> o Tag Number o Location 1 (Loc1) o Location 2 (Loc2) o Location 3 (Loc3) o Serial Number/VIN (S/N) o Description (Asset Desc)



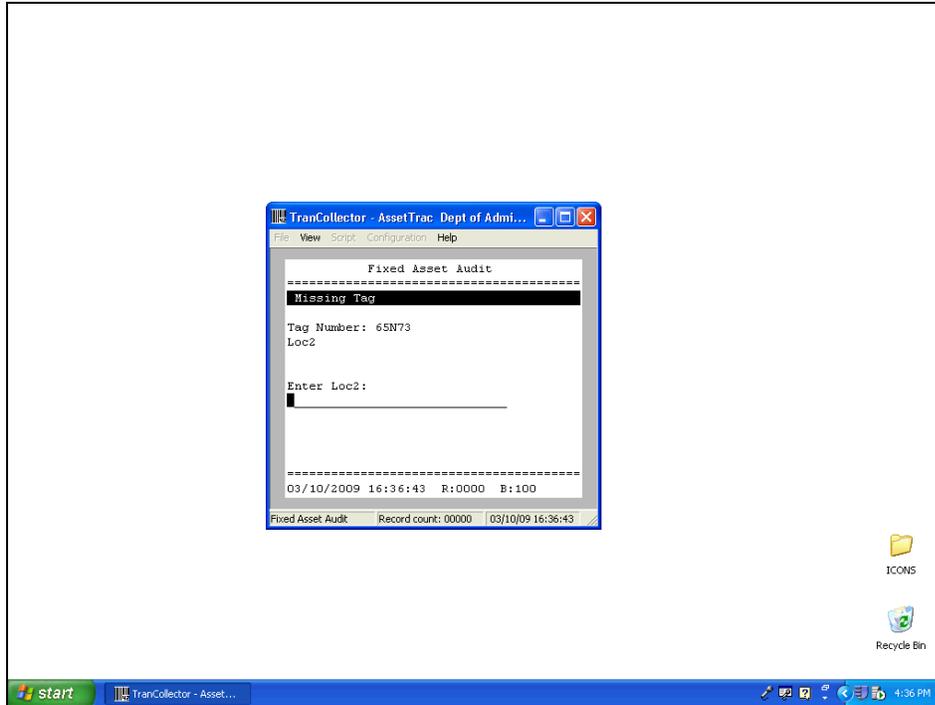
Step	Action
58.	When you determine that a fixed asset is a MISSING TAG item, activate F4 - Missing Asset Tag functionality through FKeys at the bottom of your scanner screen. Press [F4] - Missing Asset Tag .
59.	MISSING TAG - BARCODE LABEL WILL NOT SCAN
60.	TAG NUMBER: If Tag Number exists, enter it. EnterpriseOne has Compare Information functionality based on Tag Number. In this scenario a barcode label will not scan. You will enter the Tag Number from the label. Enter the desired information into the field.
61.	Press [Enter] .

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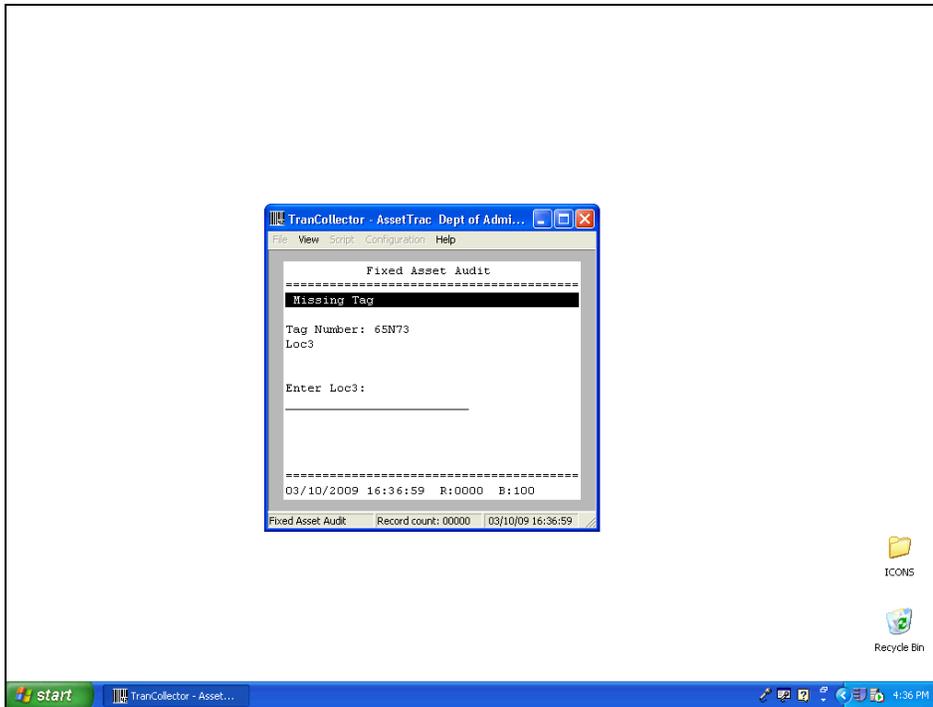
Step	Action
62.	LOCATION 1: Enter the desired information into the field.
63.	Press [Enter] .



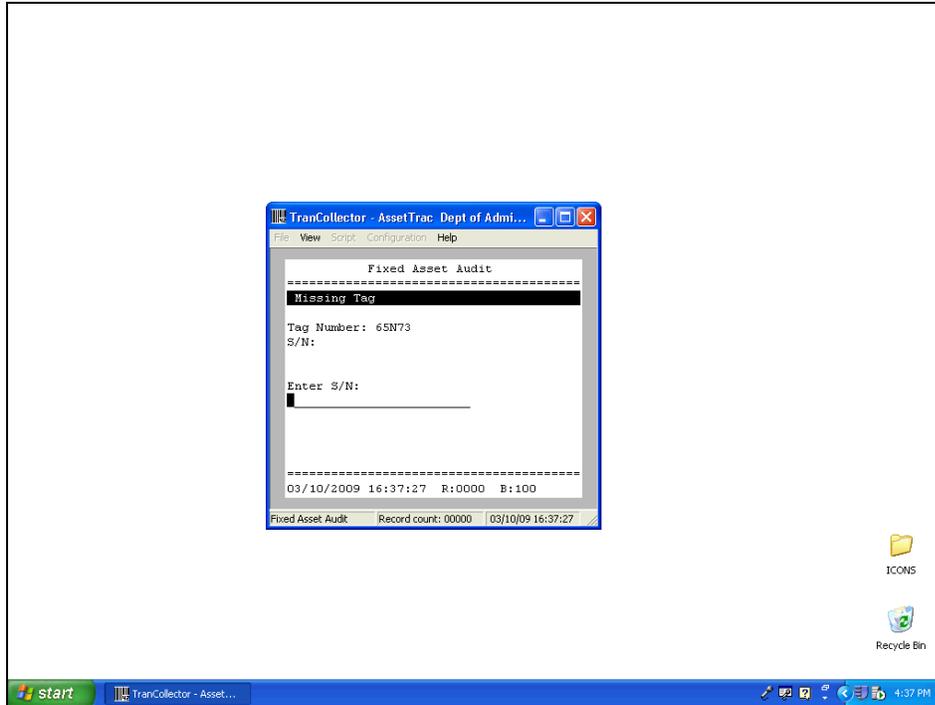
Step	Action
64.	LOCATION 2: Enter the desired information into the field.
65.	Press [Enter] .

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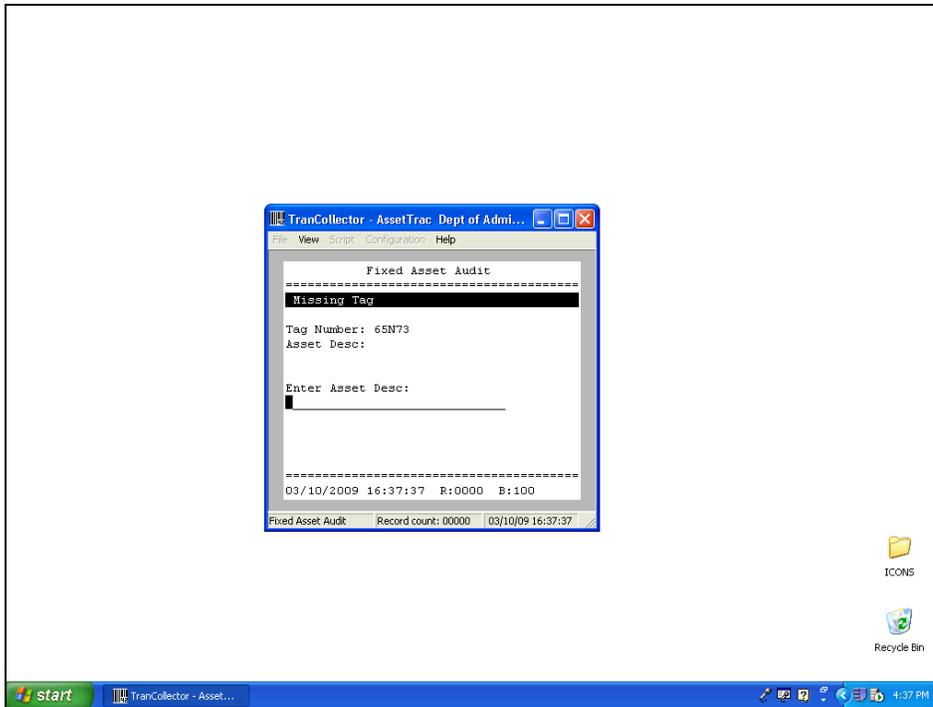
Step	Action
66.	LOCATION 3: Enter the desired information into the field.
67.	Press [Enter] .



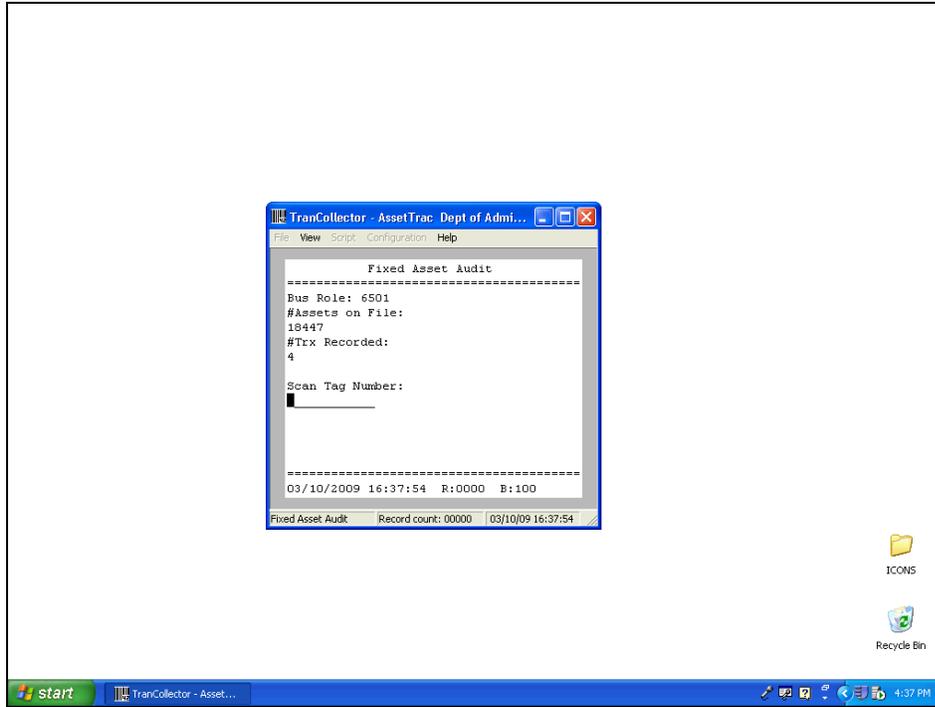
Step	Action
68.	<p>Do not enter NONE or NA in this field. EnterpriseOne does not allow duplicate serial numbers.</p> <p>SERIAL NUMBER/VIN:</p> <p>If Tag Number exists, enter it. EnterpriseOne has Compare Information functionality based on Serial Number/VIN.</p> <p>In this scenario you are unable to locate a Serial Number.</p> <p>Leave field [Blank] and Press [Enter].</p>

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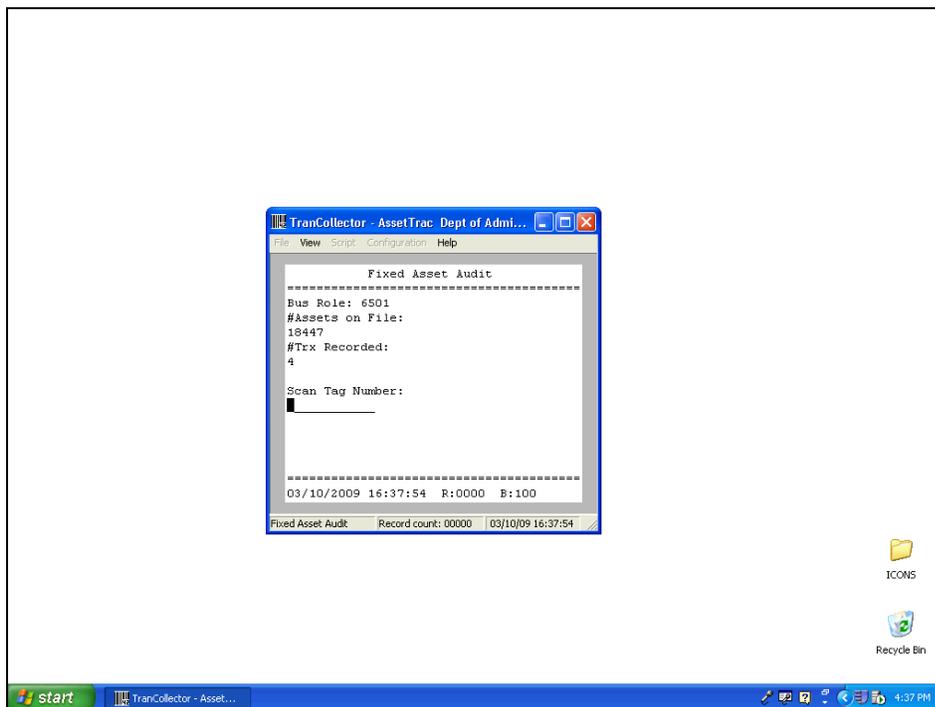
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Step	Action
69.	DESCRIPTION: Enter the desired information into the field.
70.	Press [Enter] .



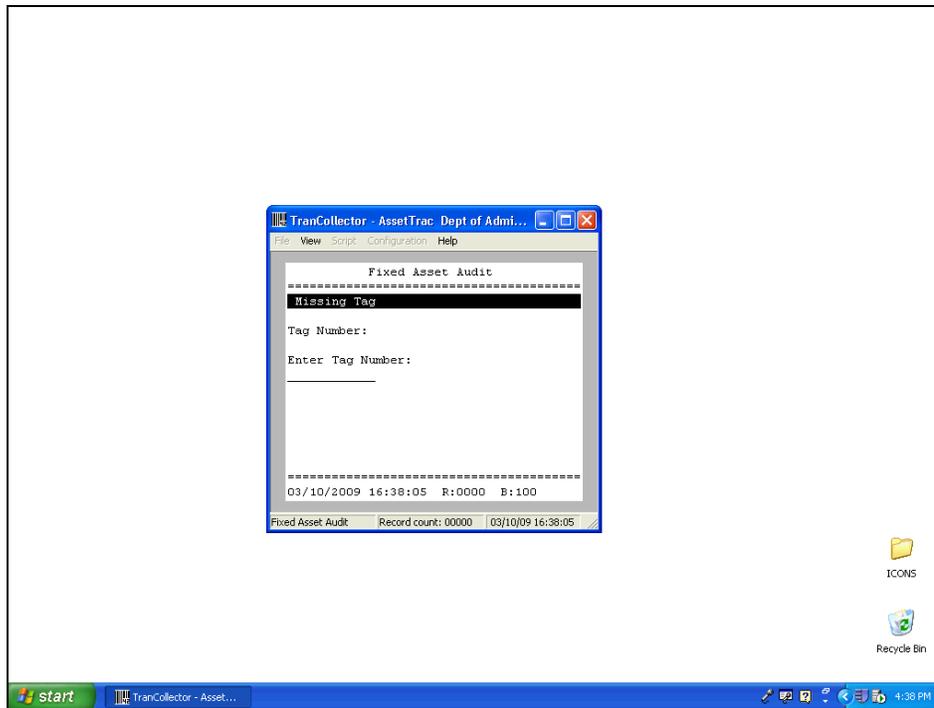
Step	Action
71.	MISSING TAG - THERE IS NOT BARCODE LABEL, THIS APPEARS TO BE A FIXED ASSET



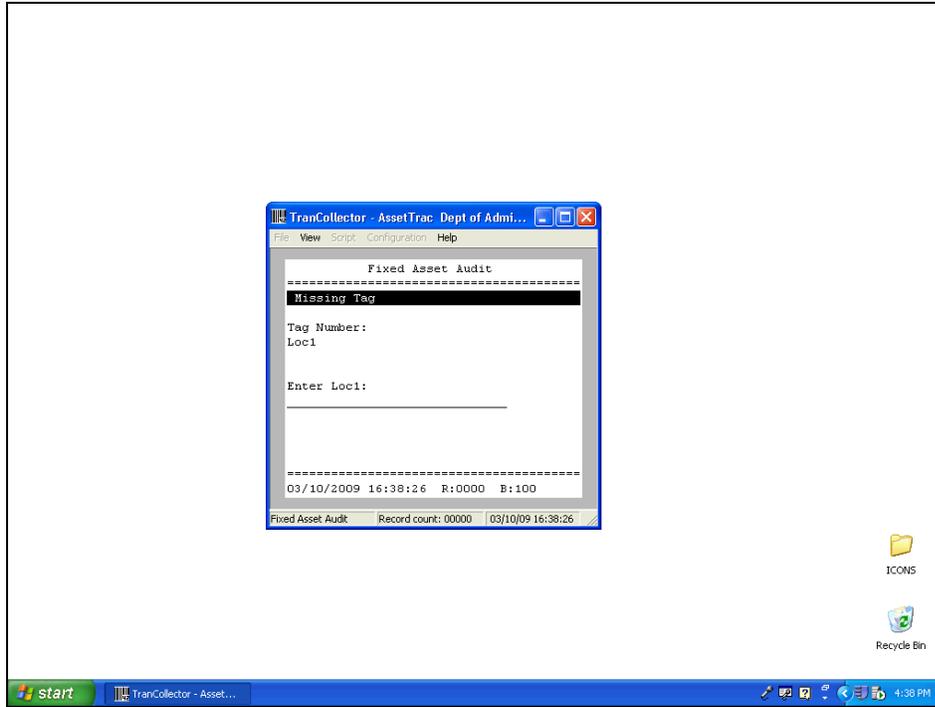
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Step	Action
72.	When you determine a fixed asset is a MISSING TAG item, activate F4 - Missing Asset Tag functionality through FKeys at the bottom of your scanner screen. Press [F4] - Missing Asset Tag .



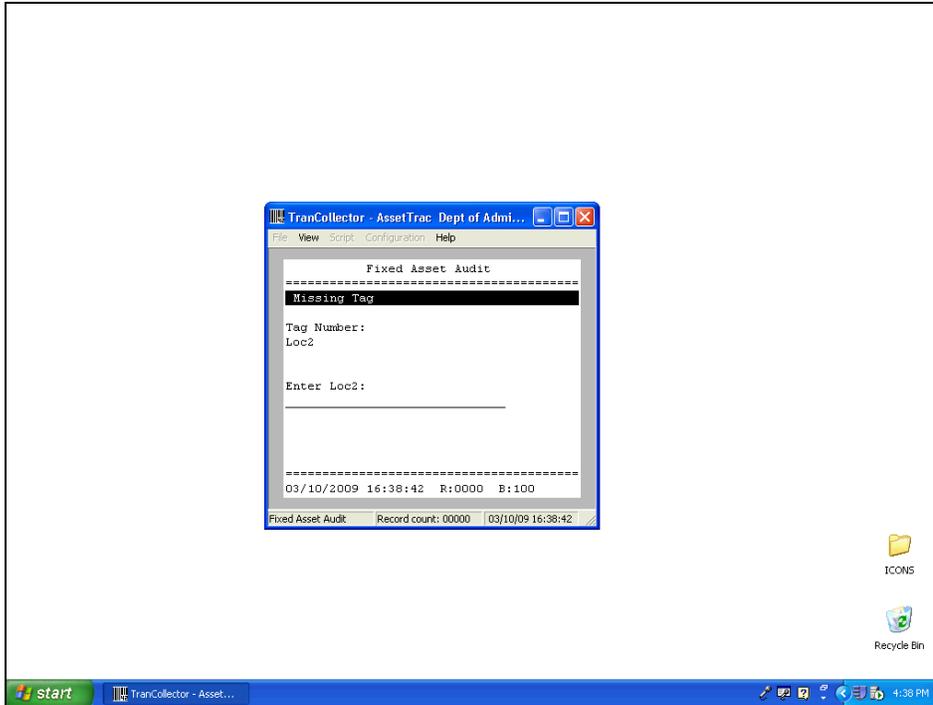
Step	Action
73.	TAG NUMBER: In this scenario there is not a barcode label on an asset you believe to be a Fixed Asset. You do not have a Tag Number to enter. Leave field [Blank] and Press [Enter] .



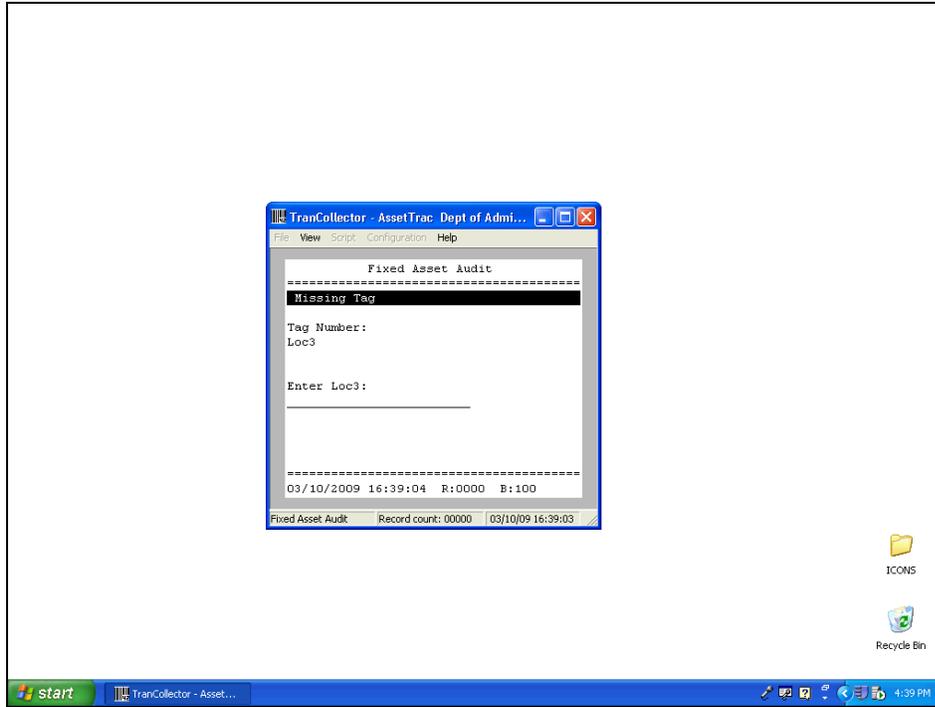
Step	Action
74.	LOCATION 1: Enter the desired information into the field.
75.	Press [Enter] .

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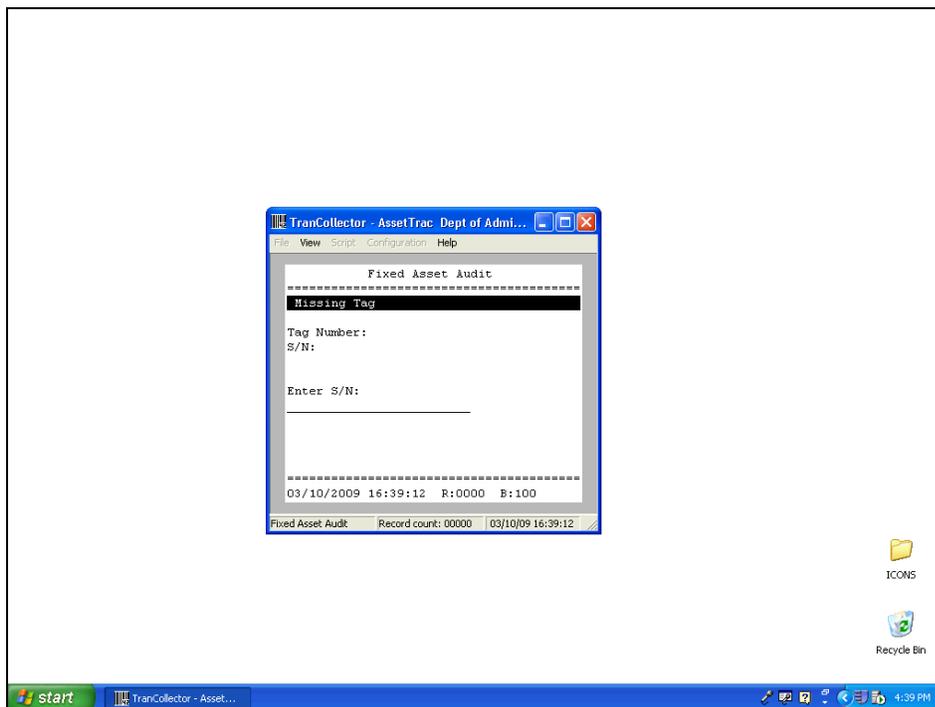
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Step	Action
76.	LOCATION 2: Enter the desired information into the field.
77.	Press [Enter] .



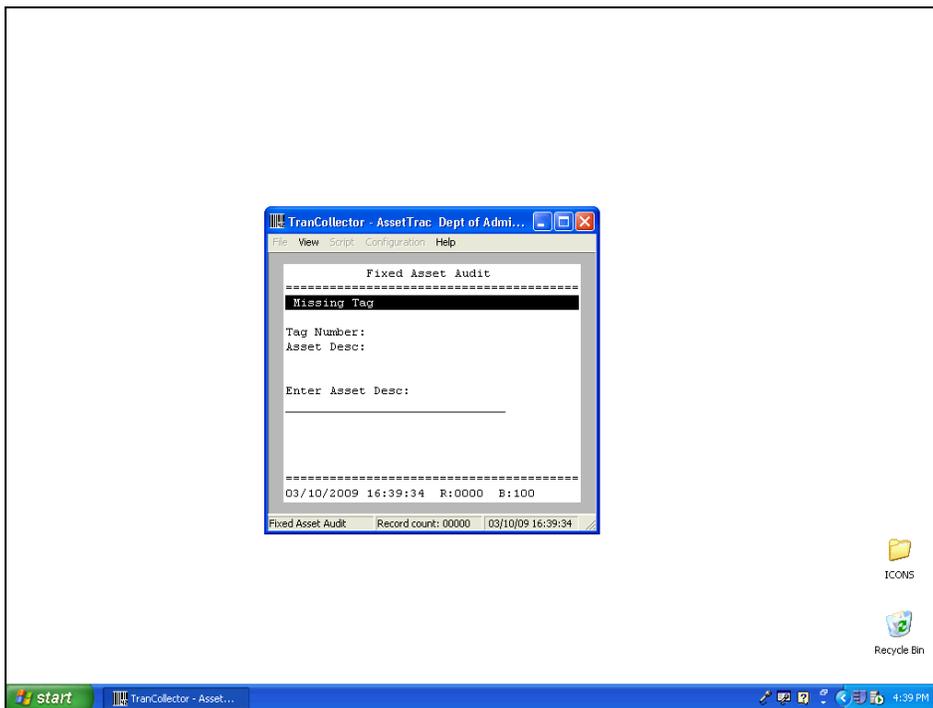
Step	Action
78.	LOCATION 3: Press [Enter] .



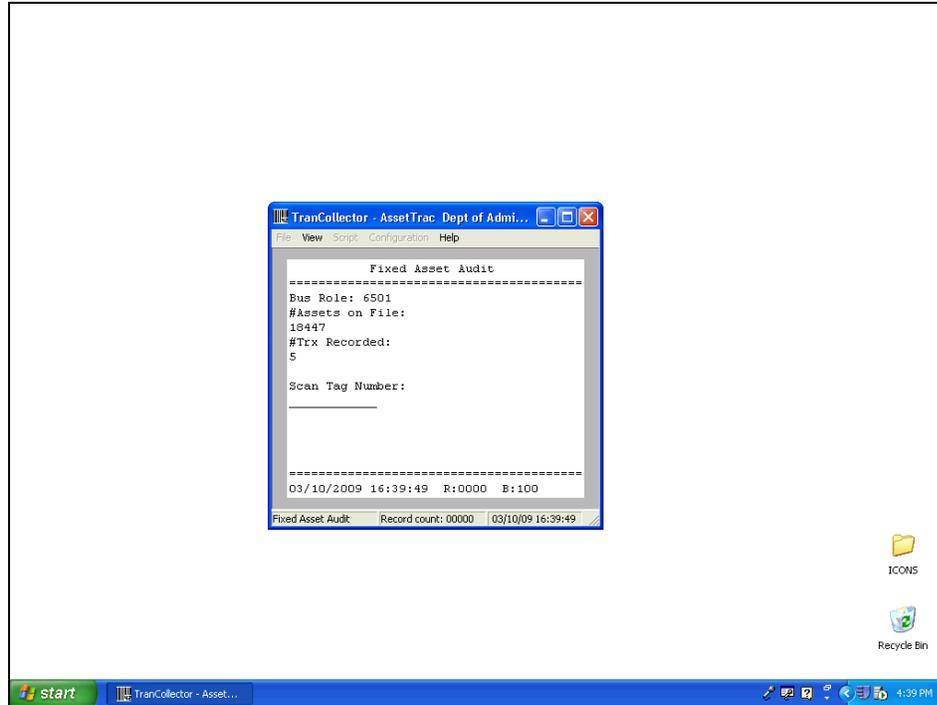
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Step	Action
79.	<p>SERIAL NUMBER/VIN:</p> <p>If Tag Number exists, enter it. EnterpriseOne has Compare Information functionality based on Serial Number/VIN.</p> <p>Enter the desired information into the field.</p>
80.	Press [Enter] .



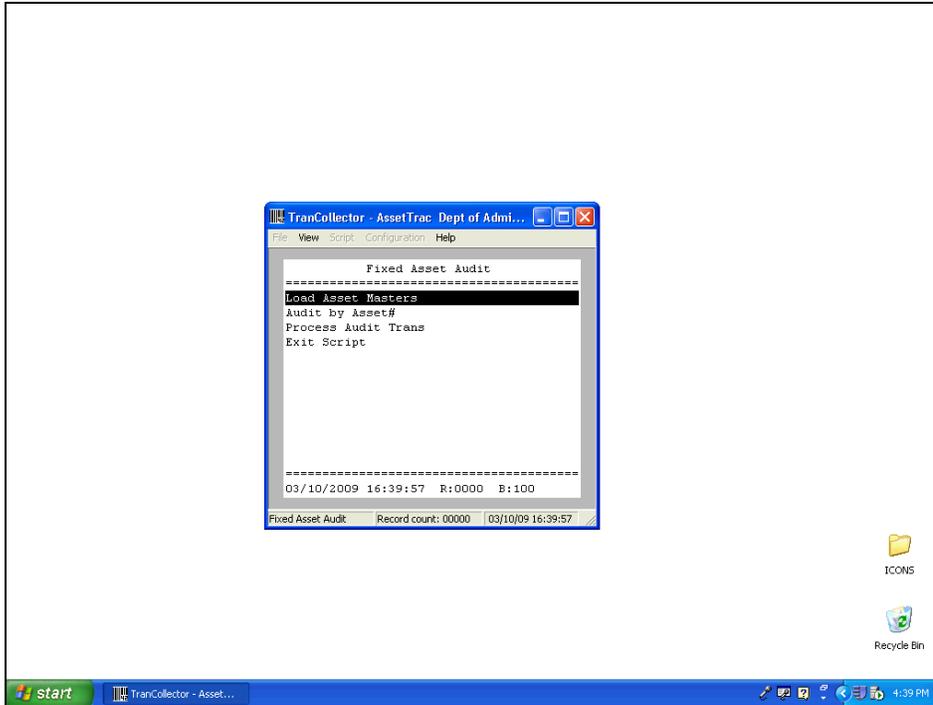
Step	Action
81.	<p>DESCRIPTION:</p> <p>Enter the Description of item into the field.</p>
82.	Press [Enter] .



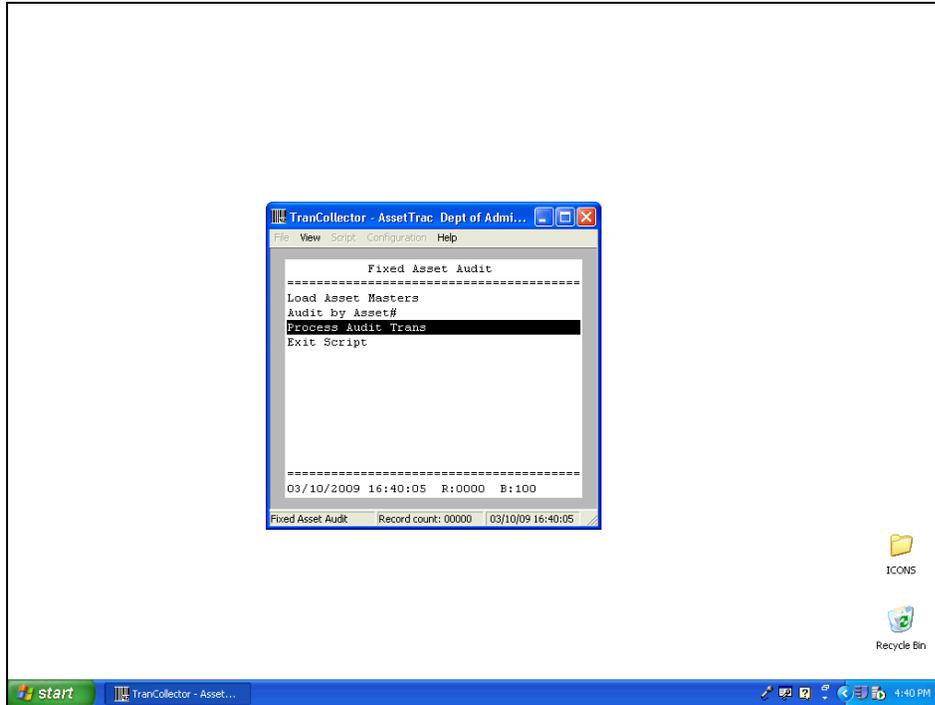
Step	Action
83.	<p>Upon completion of scanning, return to FIXED ASSET AUDIT menu. Activate F1 - Return to Menu through FKeys at the bottom of your scanner screen.</p> <p>Press [F1] - Return to Menu.</p>

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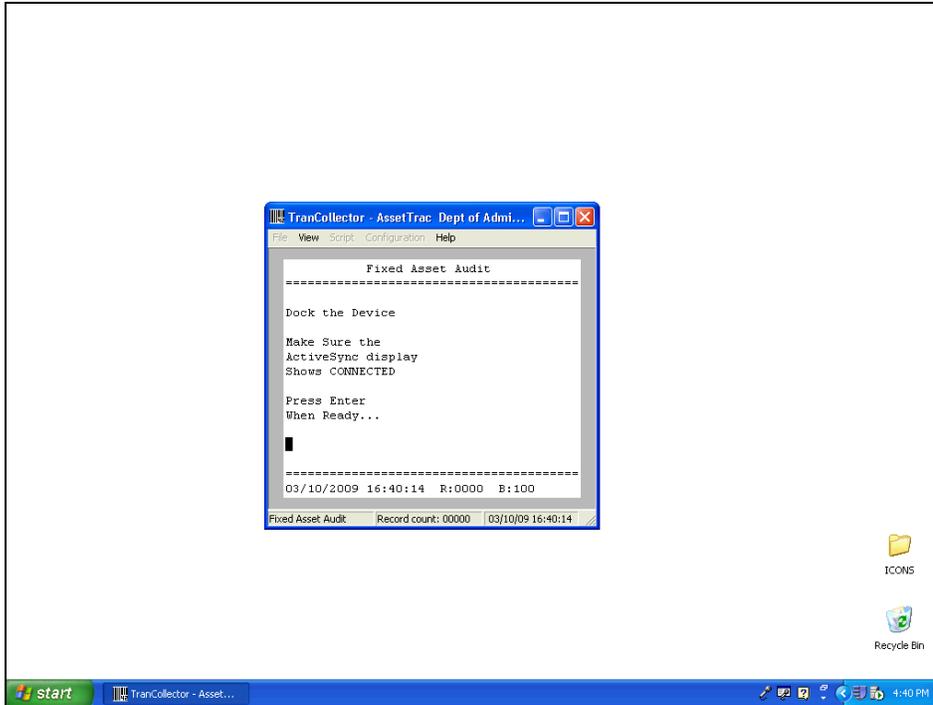
Step	Action
84.	Press [Down] "v" arrow on the scanner keyboard <u>or</u> use the stylus to highlight PROCESS AUDIT TRANS. Press [Down] .



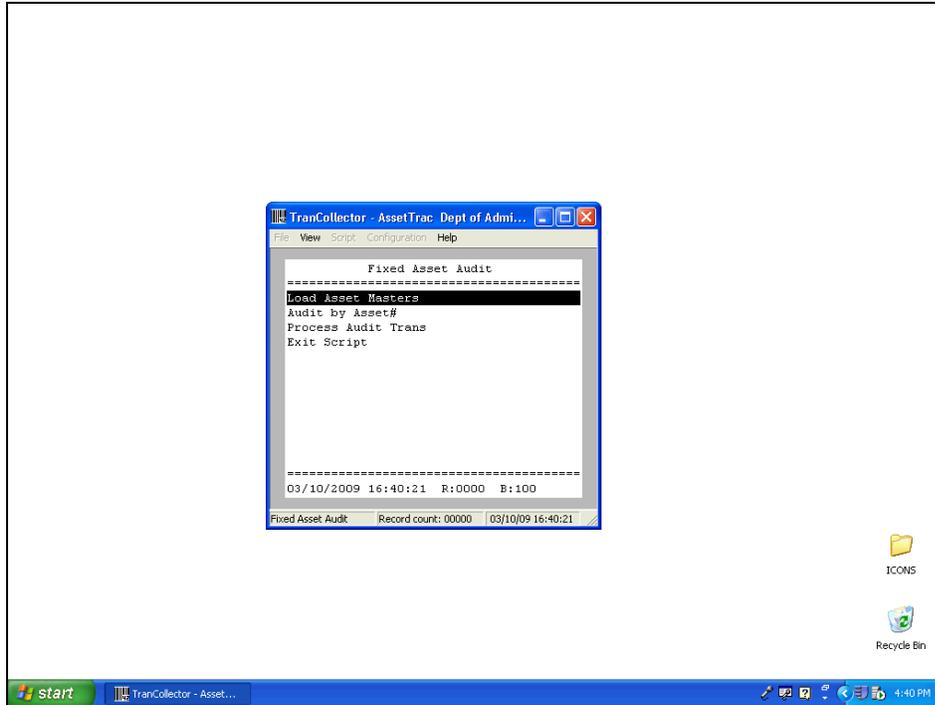
Step	Action
85.	<p>PROCESS AUDIT TRANSACTIONS</p> <p>Process Audit Trans will upload the scanned data into EnterpriseOne.</p> <p>For Valid Scanned (S) Fixed Assets:</p> <ul style="list-style-type: none"> o Asset Master data will update with new data: <ul style="list-style-type: none"> - Location 1 - Location 2 - Location 3 - Serial Number/VIN - Scanned field will populate with "S" o Fixed Asset Scan History will update with ALL scanned data: <ul style="list-style-type: none"> - Valid Scanned (S) Fixed Assets - Alien Assets (A) - Missing Tag Records (M)
86.	Press [Enter] .

Training Guide

Barcode Scanner Operation



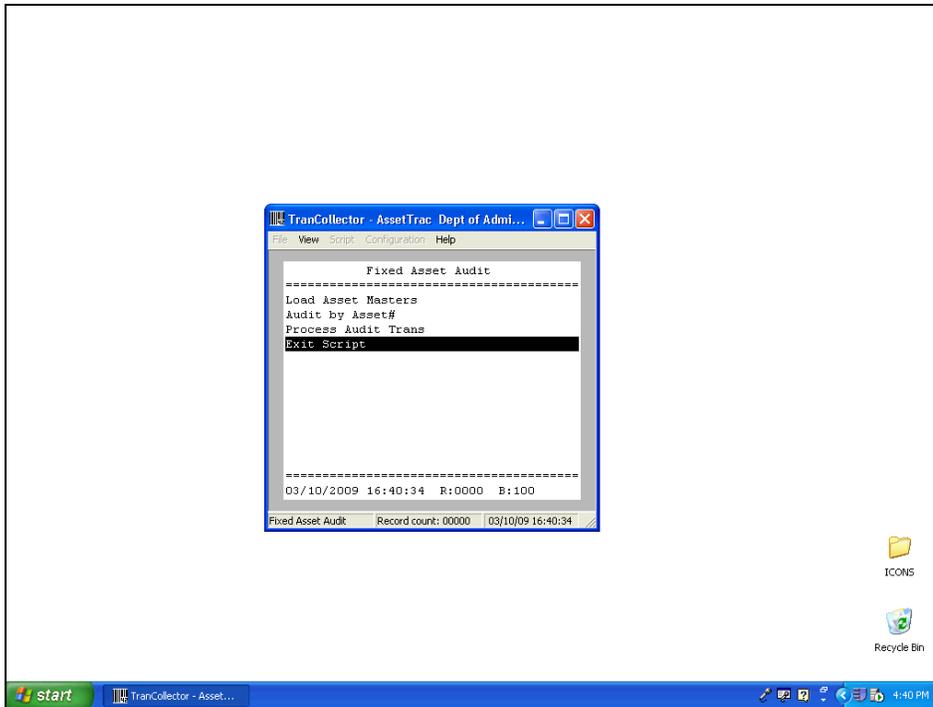
Step	Action
87.	YOUR SCANNER MUST BE DOCKED & CONNECTED TO YOUR COMPUTER TO PROCEED. Press [Enter] .



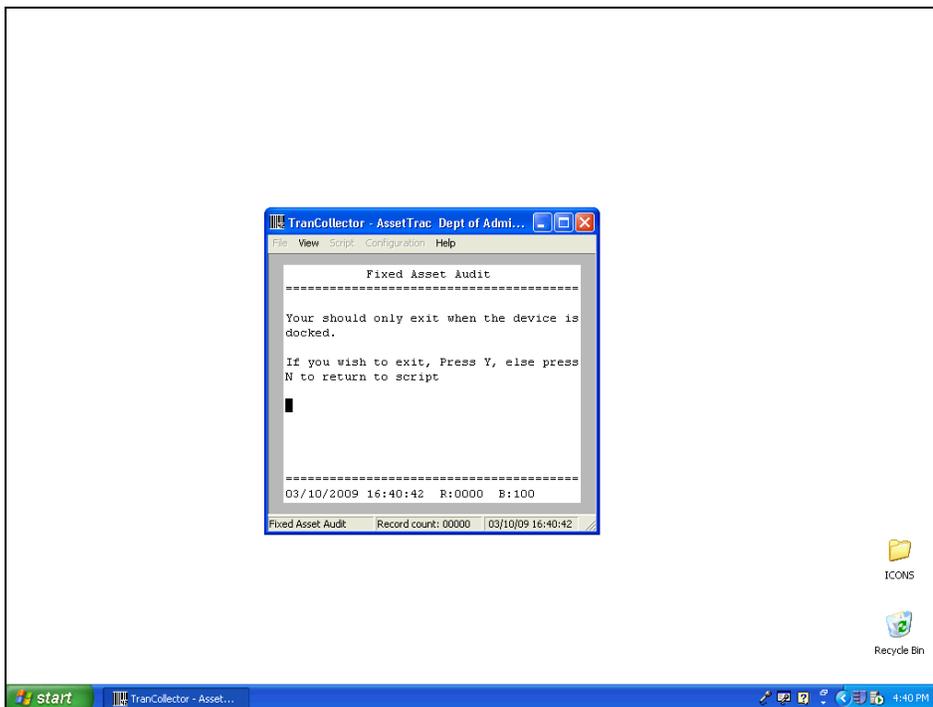
Step	Action
88.	<p>Once PROCESS AUDIT TRANS is complete, screen will return to FIXED ASSET AUDIT menu.</p> <p>Press [Down] "▼" arrow on the scanner keyboard <u>or</u> use the stylus to highlight EXIT SCRIPT.</p>

Training Guide

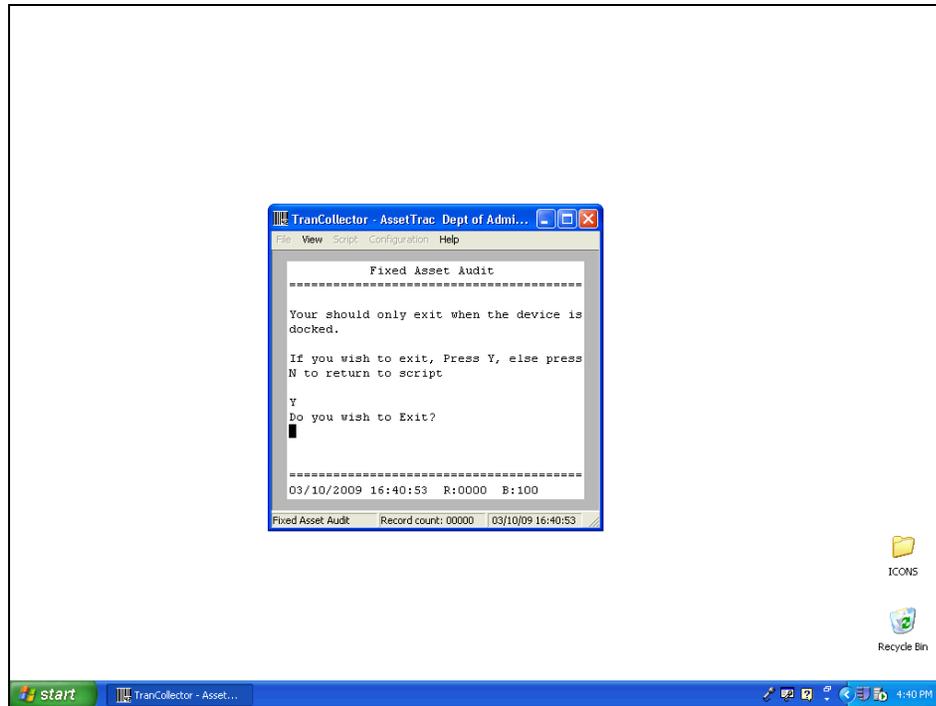
Barcode Scanner Operation



Step	Action
89.	Press [Enter] .



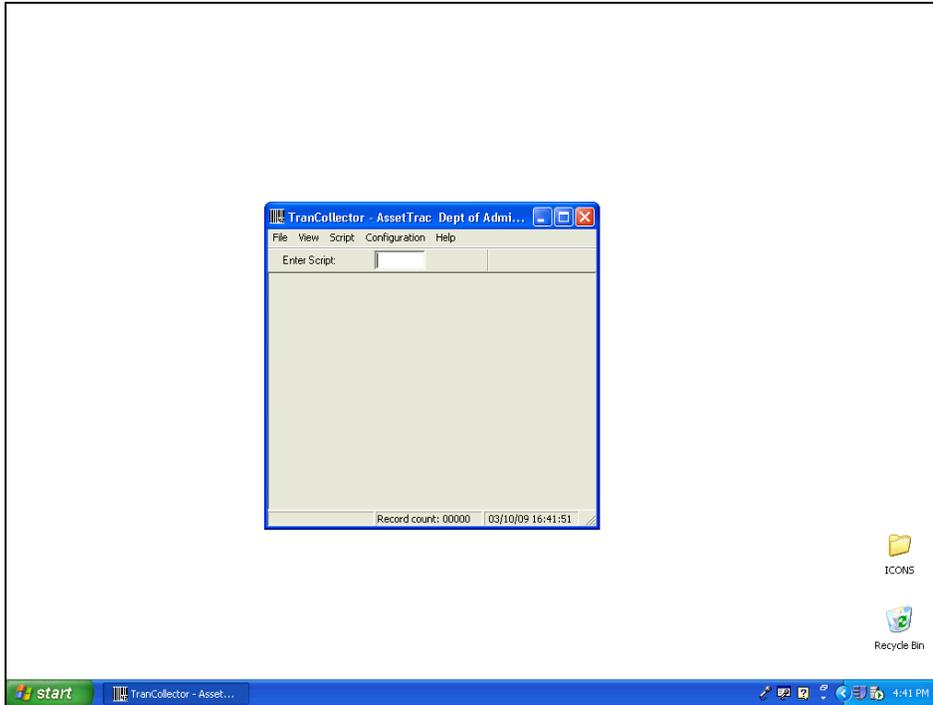
Step	Action
90.	YOUR SCANNER MUST BE DOCKED & CONNECTED TO YOUR COMPUTER TO PROCEED. Enter " Y ".
91.	Press [Enter] .



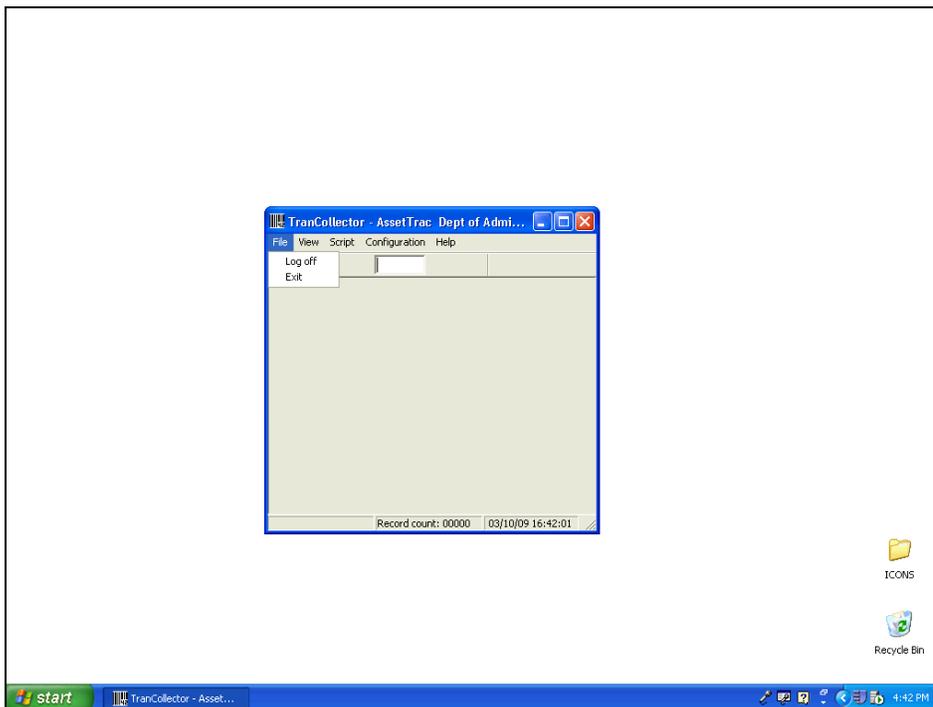
Step	Action
92.	Enter the desired information into the field. Enter " Y ".
93.	Press [Enter] .

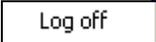
Training Guide

Barcode Scanner Operation



Step	Action
94.	In the lower left corner of screen click the App menu. 



Step	Action
95.	Click the Log off menu. 
96.	End of Procedure.