

# NEBRASKA



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**DEPT. OF ADMINISTRATIVE SERVICES**

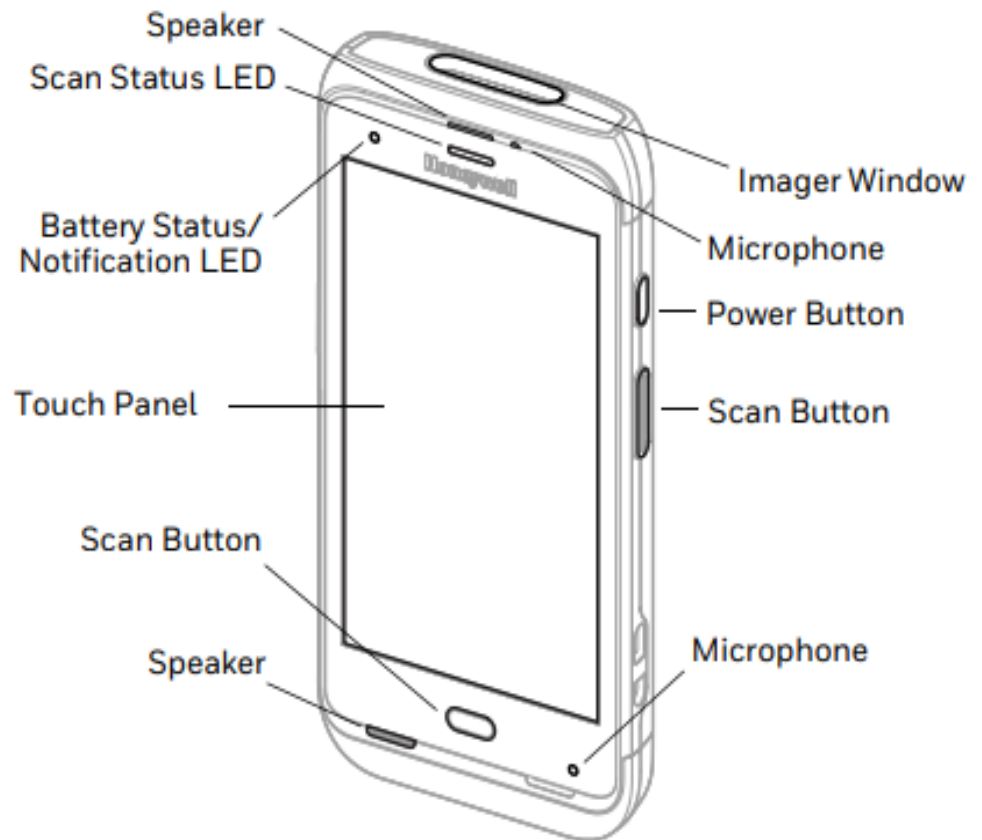
## **Fixed Assets Barcoding Manual**

### **Material Division**

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# Features of the CT40



## ABOUT THE NEW SCANNERS

The new scanners function similarly to a smartphone. They operate on the Android platform using an application created by DSI. DSI will be used to download the asset manager, scan fixed assets and upload into JD Edwards, EnterpriseOne (E1). This action is completed via Wi-Fi utilizing the NE1Secure network.

### Docking

**NOTE: Docking is no longer required to download assets from E1 to the scanner or to upload scanned information from the scanner back to E1.**

Each asset scanned and the information entered will be collected within the DSI application. The information is saved until one of the following happens:

- The **Process Audit Trans** function is performing which uploads all scanning information to E1

- The unit loses power or the battery is removed for any reason. **(Note: as stated above, if the battery runs out or is exchanged before performing the Process Audit Trans function, all scanned data will be lost)**
- The user ID is logged out of the DSI application. This can happen if the application is closed or if another user logs into the DSI application prior to performing the Process Audit Trans function. **(Note: in either of these cases, all scanned data will be lost)**

## Battery




If battery power is low, either charge the battery by docking the scanner or replace the low battery with a fully charged battery. **Once the unit loses power the unit will reset.** This includes **loss of any scanned data** which has not been processed. Changing the battery will cause the unit to lose power; thus care should be taken to process any scanned information prior to changing the battery.

## Security

It is important to remember personal login information will be used to access the state's Wi-Fi network. Therefore, any activity on the unit will be tied to such login. **Although the scanner has similar functionality as a smartphone, it is strongly encouraged to only use it to carry out the functions outlined in this manual.**

## Navigation buttons

The scanner has virtual buttons on the bottom of the touchscreen for easy navigation. These buttons function the same as current android smartphones.

Button	Description	
	Back	Tap to return to the previous screen.
	Home	Tap to return to the Home screen.
	Recent Apps	Tap to view and switch between recently used apps.

## How do I access the Owner's Manual for my Barcode Scanner?

Honeywell maintains a database of manuals for their products. The CT40 Scanner manual can be accessed at:

<https://www.honeywellaidc.com/fr-fr/-/media/en/files-public/technical-publications/computers/dolphin-ct40/ct40-a-en-ug.pdf>

Contact Materiel Division at [as.materielfixedassets@nebraska.gov](mailto:as.materielfixedassets@nebraska.gov) for any questions.

# BARCODE SCANNER LOANER PROGRAM

## What is the Barcode Scanner Loaner Program?

Materiel Division maintains a pool of scanners for temporary loan to agencies for use on a first-come, first-serve basis. Each scanner may be “checked out” for a period of 1 – 2 weeks, depending on the time of year. As the end of the fiscal year approaches, the less time will be allowed for “check out” as demand increases for the equipment.

## How do I Check Out a Barcode Scanner?

Agencies requiring this service should coordinate with Materiel Division to borrow a scanner.

- Email: [as.materielfixedassets@nebraska.gov](mailto:as.materielfixedassets@nebraska.gov) or
- Phone: 402-471-8295

E-mail requests must include the following information:

- Contact Information: Name, Agency/Division, Phone Number
- Requested pick-up date for barcode scanner
- Duration of loan period – variable based on availability and agency requirements

Please adhere to return dates as the loaned scanners may be scheduled for use by other agencies. In the event that additional days are required, please contact Materiel Division to determine if an extension is possible.

## Where do I go to Check Out a Barcode Scanner?

Coordination for checking out a Barcode Scanner must be made prior to pick-up. The loan site is:

- Materiel Division Administration (State Purchasing Bureau), 1526 K Street, Suite 130 (1<sup>st</sup> floor), Lincoln, NE 68508

## HOW TO GET STARTED?

Press and hold the **Power** button for approximately 3 seconds, then release the button.

Like a smartphone, the scanner will take a moment to power on.

## CONNECTING TO NE1SECURE (WI-FI)

From the home screen, slide up from the bottom to pull up the applications menu.

Scroll to the top of the screen. Select **Settings > Network and Wifi > NE1Secure** from the list of available networks. Scroll to the top of the screen to complete the fields as follows:

- **EAP Method:** *PEAP* (Default)
- **Phase 2 authentication:** *None* (Default)
- **CA Certificate:** *Do not validate* (Select by tapping the dropdown arrow)
- **Identity:** *[Enter Network Username]* (same used to login to PC)
- **Anonymous identity:** *[leave blank]*.
- **Password:** *[Enter Password]* (same used to login to PC)

The username and password to connect to WiFi is **not** the same as the Barcode Scanner application username and password. It *may* be the same; but please keep in mind they are separate.

Tap **Connect** and await the connection.

**NOTE:** Clear out WiFi credentials once the annual inventory is complete by going back to the network options noted above, press and hold **NE1Secure** and select **Forget Network**. Not clearing the credentials will cause the scanner to continue to attempt connection, resulting in a lock-out on the scanners as well as draining the battery life.

## SCANNER OPERATION

Once connected to NE1Secure, select the circle at the bottom center to go back to the main screen. Select the DSI Cloud Inventory Application

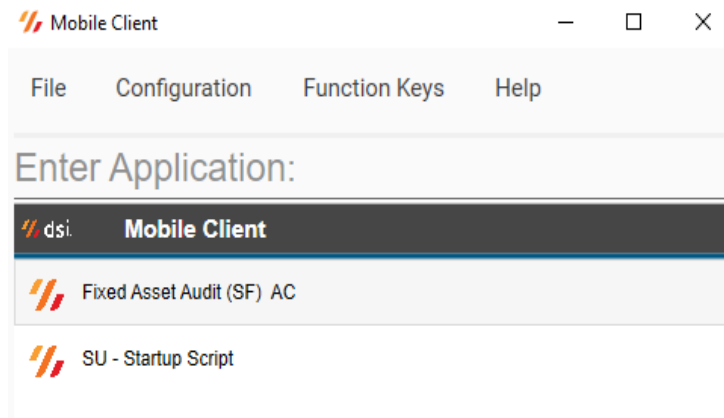


From the login screen enter Scanner User ID and Password  
(*Contact Materiel Division if the User ID and/or password is forgotten or needed*).

A screenshot of a mobile application window titled "Mobile Client". The window contains a "Login" form with two input fields: "Username" and "Password". Below the "Password" field is a link that says "Edit configuration". At the bottom of the form are two buttons: "OK" and "Exit".

## DSI Mobile Client Main Menu

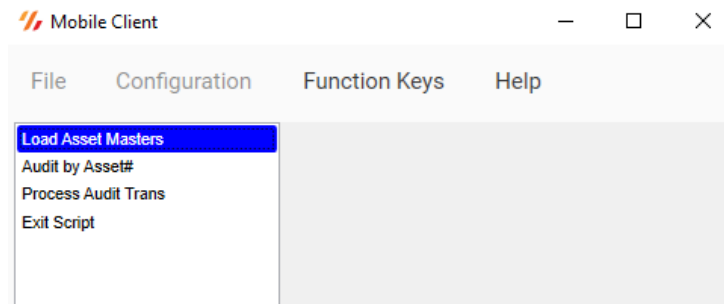
- 1) Select **Fixed Asset Audit**



## Load Asset Masters

This function will download valid fixed assets for the Agency/Division associated with the user ID based on E1 security access.

- 2) Select **Load Asset Masters**



- 3) Enter **Y** into the blank field to access the menu option

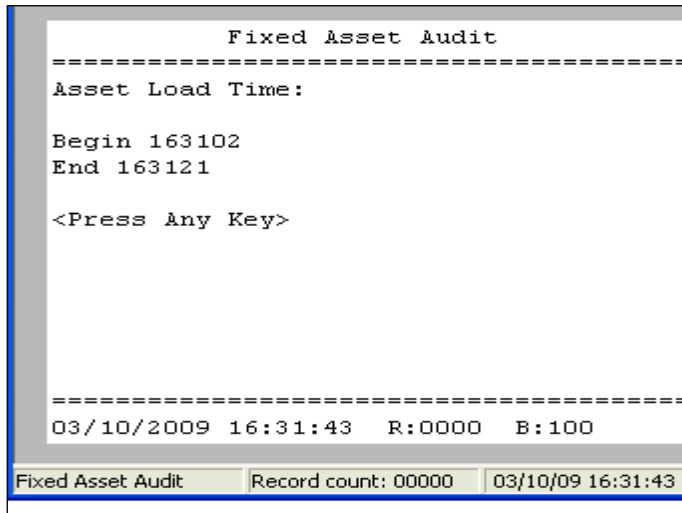
**Note:** Entering **N** into the blank field will return the device to the previous menu.

The scanner screen will show some of the following information while it loads:

- Sorting...
- Ready to Receive
- Receiving...
- Fixed Asset Audit

**BE PATIENT.** Download time will vary based on the number of fixed assets needed to download to the scanner. It may take a few minutes. If an error message is received, contact the fixed assets team.

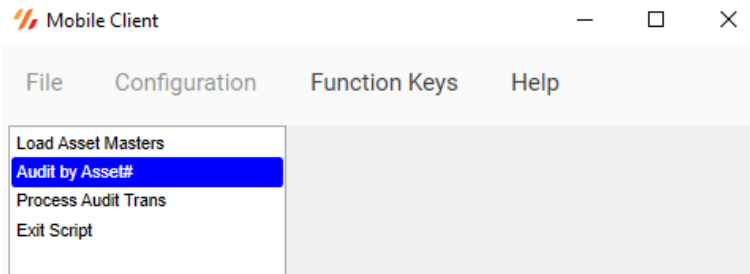
- 4) Press any key to continue



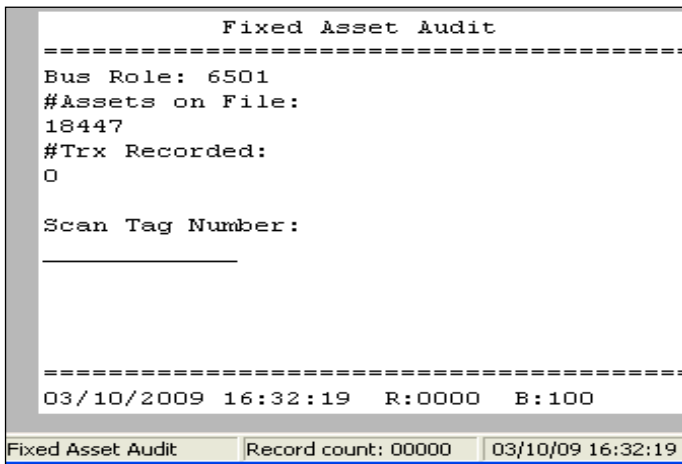
### Scanning (Auditing by Asset #)

This function is used to complete the actual scanning of fixed assets.

- 5) Select **Audit by Asset#**



- 6) The scanner is ready to begin scanning

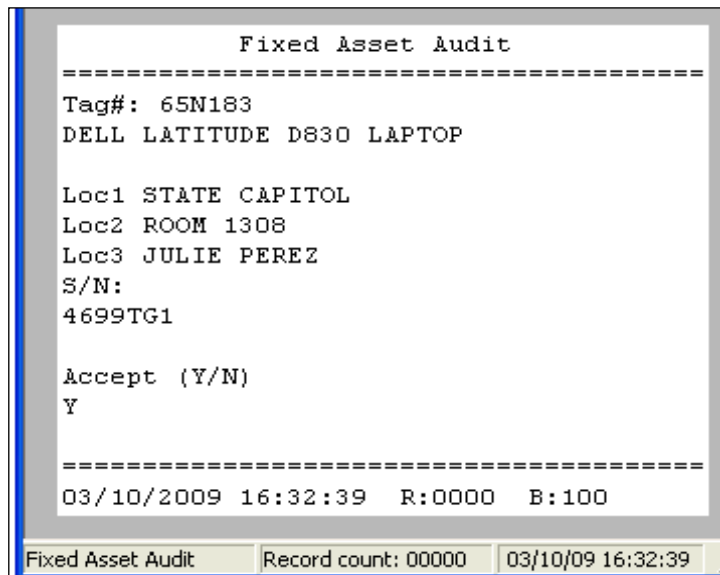




- **Bus Role:** This is the Business Unit Role in E1. This determines the fixed assets that are downloaded to the scanner.
  - **#Assets on File:** The number of fixed assets downloaded to the scanner
  - **#Trx Recorded:** The number of transactions completed during the AUDIT BY ASSET # process.
- 7) Point top of scanner at barcode label. Scan the barcode by pressing any one of the three scan buttons (2 red buttons on the sides and main center button).

A white flashlight (to illuminate the barcode) and red scanning crosshairs emit from the top of the scanner. Direct the crosshairs toward the barcode on the label. The scanner should be at least 3 inches away from the barcode to scan.

- 8) Tag Number populates. Press **Enter** (Green circle with white checkmark, bottom right corner of the touchscreen keyboard).



- **Tag #:** Scanned barcode number; cannot be revised using the scanner.
  - **Description:** First description field of the Fixed Asset Master in E1; Also cannot be revised using the scanner.
  - **Loc 1:** First location field on Asset Master in E1.
  - **Loc 2:** Second location field on Asset Master in E1.
  - **Loc 3:** Third location field on Asset Master in E1.
  - **S/N:** Serial number/VIN field on Asset Master in E1.
- 9) If all information displayed is accurate and no changes are required, press "Y" to automatically populate for acceptances. *(If revisions are required, see Step 1) below.)*
- 10) Press **Enter**.

**NOTE:** If something comes up and you are **going to stop scanning**, even for a few minutes, **upload the assets** you have scanned to avoid losing that information. This is because the **scanner can time out** and items will need to be rescanned. This will require you to download the assets again before you start scanning.

### Revising Fixed Asset Master

Only location fields and the serial number/VIN field can be modified using the scanners. Any other revisions must be completed in E1.

- 1) If the information populated upon scanning a barcode tag requires revision, press “N”.
- 2) Press Enter.
- 3) LOCATION 1: Either overwrite or leave current data.
- 4) Press Enter.
- 5) LOCATION 2: Either overwrite or leave current data.
- 6) Press Enter.
- 7) LOCATION 3: Either overwrite or leave current data.
- 8) Press Enter.
- 9) S/N – SERIAL NO./VIN: Either overwrite or leave current data.

**DO NOT** enter None or N/A in this field. E1 does not allow duplicate serial numbers. This field is for valid serial numbers only.

- 10) Press Enter.

### Alien Asset

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 and 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. (*See Alien Asset Verify – Reject Guide*)

**NOTE:**

- a. The Fixed Asset Master WILL NOT be updated with this information.
- b. The Fixed Asset History WILL be updated with this information.

- 1) LOCATION 1: Enter the desired information into the field, providing as much detail as possible.
- 2) Press Enter.
- 3) LOCATION 2: Enter the desired information into the field.
- 4) Press Enter.
- 5) LOCATION 3: Enter the desired information into the field.
- 6) Press Enter.
- 7) S/N – SERIAL NO./VIN: If available, enter a valid serial no. or VIN into the field.
- 8) Press Enter.
- 9) DESCRIPTION: Enter the description of the item into the field.
- 10) Press Enter.

### **Missing Tag**

This function is used when either:

- A fixed asset that has a barcode label that **will not scan**, or
- A found item the end user is **reasonably certain is a fixed asset**.

The Missing Tag screen allows entry of the following fields:

- Tag Number
- Location 1 (Loc1)
- Location 2 (Loc2)
- Location 3 (Loc3)
- Serial Number/VIN (S/N)
- Description (Asset Desc)

#### **NOTE:**

The Fixed Asset Master WILL NOT be updated with this information.

The Fixed Asset History WILL be updated with this information.

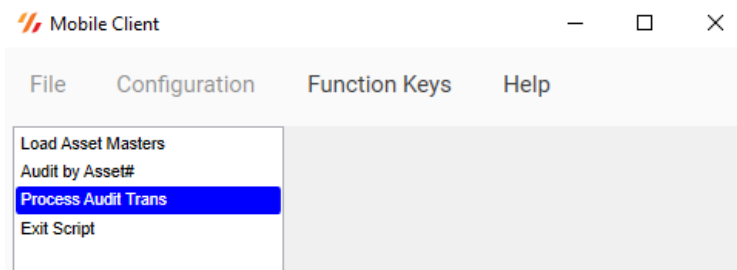
- 1) To access the Missing Tag function, Press the menu icon (three horizontal bars in the top left corner). Select Missing Asset Tag
- 2) If a Tag Number exists enter it. If there is no Tag Number but the asset is believed to be a fixed assets, leave the field blank.

- 3) Press Enter.
- 4) Follow steps 1) through 8) above.
- 5) Upon completion of scanning, return to Fixed Asset Audit menu by selecting the menu icon, then select the first option Return to Menu.

### Process Audit Transactions

Processing Audit Transactions uploads the scanned information back into E1. DO NOT dock the scanner prior to completing this function.

- 6) Select **Process Audit Trans**



- 7) Enter **Y** into the blank field

For valid scanned fixed assets the Asset Master Information will update with new data:

- Location 1 (Loc1)
- Location 2 (Loc2)
- Location 3 (Loc3)
- Serial Number/VIN (S/N)
- Scanned Field will populate with "S"

Fixed Asset Scan History will update ALL scanned data:

- Valid Scanned (S) Fixed Assets
- Alien Assets (A)
- Missing Tag Records (M)

# SCANNER SUPPORT AND MAINTENANCE

## What Happens if I Encounter Errors When Scanning Items?

Anytime new hardware and software are introduced into a process there are bound to be issues. As these issues are discovered the Materiel Division will use this space to identify common issues and resolutions. Additionally, each agency should have a designated, trained Fixed Asset Coordinator. This person should be able to provide initial assistance based on training already provided by Materiel Division. If the agency Fixed Asset Coordinator cannot resolve the issue, the agency Fixed Asset Coordinator should contact Materiel Division at [as.materielfixedassets@nebraska.gov](mailto:as.materielfixedassets@nebraska.gov) for resolution. Be as specific as possible in defining the issue.

## Restart (Reboot) the Scanner

A reboot of the scanner may be needed to correct conditions where an application stops responding to the system.

1. If possible, save files and close any open applications. Scanned items that have not completed the Audit Transaction will be lost.
2. Press and hold the **Power** button until the options screen appears.
3. Tap **Restart**. The scanner restarts.

If the touch screen display is unresponsive:

- Press and hold the **Power** button for approximately 8 seconds until the scanner reboots.
- Another option is to remove the battery, replace the battery and then hold the **Power** button for 3 seconds to restart the scanner.

## Errors

If an error message is received, please contact Materiel Division at 402-471-8295 or 402-471-1405 or by email: [as.materielfixedassets@nebraska.gov](mailto:as.materielfixedassets@nebraska.gov). Additional information regarding errors will be added to this section as roll-out continues.