City of Dallas

WASP MOBILE ASSET Professional Edition Version 6.3 STEP-BY-STEP GUIDE



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# **ENTERING NEW EQUIPMENT**

1. Click "Asset Management" from list at on left hand side of screen

MobileAsset - City of Dallas			
Fie Hulp Alast Asset Management List Forms Administration Labels Reports	List Assets New Asset New Asset Nove Direck-Out Direck-In New Asset Direck-Out New Asset New Asset N		
Mobility	Maintenance Entry		
New	Calculate Depreciation		
Asset Management	ppere	cAb	

2. Click "New Asset" from list on right – this will pop up the "New Asset" window

MobileAsset - City of Dallas		
File       Hele       Alerts         Asset Management       Est Forms         List Forms       Administration         Administration       Eabels         Deprets       Mobility         Mobility       New	List Assets	
Asset Management	ppere	das

#### 3. Fill in the following fields. All boldface fields are required:

\*\*\*\*NOTE – If you close out of the New Asset window before saving, any information you have entered will be lost\*\*\*\*

New Asset					
Asset Asset Tag MMRS 13 OEM 232	3	Asset Desc	cription:		1
General Asset Linking	Depreciation Picture	Attachments	Maintenance Contracts	Transaction History Custom Field	1
Site:	1500 Marilla	-	Asset Type:		-
Location:	Station 29-DFR		Asset Type Description		
Department Code:	DFR	-	Manufacturer.		
Serial No:	FD 2902	+	Model:		
Condition:	Excellent	-	<ul> <li>Vendor Number.</li> </ul>		
Hyperlink:	[		Checkout Length:	0 days 2 10 hrs 52 min	<u>=</u> ]
Additional Info		ē.+	Lead Time:     Depreciation Class:     Category:	0 dan 10 ho 52 mm	
Help	** PinAl	Print	Tag On Save - Copies: 0	Save	Close

- a. GENERAL TAB
  - i. Asset Tag should start with grant name and two-digit year, followed by the department and a unique combination. Example MMRS 06 OEM 0020
  - ii. **Asset Type** either type in appropriate AEL code or select from drop down list (AEL codes **must** match the Texas DPA website)

New Asset			
Asset			
Asset Tag:		Asset Des	
MMRS 13 DEM 2	2323	Ahuta Scier	entific Chem Bio Explosive Detector
General Asset Links	ng Depreciation Picture	a Attachment	ts Maintenance Contracts Transaction History Custom Fields
Site:	1500 Marila	-	Asset Type:
Location	Station 29-DFR	~ -	Asset Type Description 07.VT.01.ENSM 07.02.01.06
Department	DFB	100	Manufacturer:
Code: Serial No:	Let us		Modelt
	FD 2902	-	The second se
Condition:	Excellent	~ -	Vendor Number:
Hypetink:		(B) -	Checkout Length: 0 days 2 0 hrs 0 min 2
Additional Info:			🛻 Lead Time: U days C Bites Omin C
			Depreciation Class
			Category.
Help	- Pin All	Ptin	nt Tag On Save - Copies: 0 🗢 Save Close

iii. **Asset Description** – Replace the inserted AEL description with a more specific yet brief description

Asset Asset Asset Asset Asset MMRS 13 DEM	4 2323	Asset Desc Ahura Scientif	ription: ic Chem Bio Explosive Detec		
General Accel Li Site: Location: Department: Serial No: Condition: Hypefink: Additional Info:	king Depreciation Picture 1500 Marille Station 29.DFR DFR FD 2902 Excellent		Mantenerce Coritacts Asset Type: Asset Type Description: Manulachure: Model Vendor Number: Dheckout Length: Lead Time: Depreciation Class: Category:	Transaction History Custom Fields	-
Help	PinAll		ag On Save - Copies: 0 💲	Save	Close

iv. **Site** – Physical address of building. Example – 5000 Dolphin Road \*\*\*\*NOTE- If a new site is entered please fill in the BOLDED fields\*\*\*\*

	New Asset		× ×	1
	the second s	New Site		
	Asset Tag	General Information	Custom Texts Custom Numbers and Dates	
		Site:	1500 Maila	
	General Asset	Description	City Hall	
	Site:	Notes:		
	Location:			
2(19) 2(19)	Department Code:			
	Serial No:			
	Condition:		Add Notes	
	Hyperlink:			
H	Additional Infe			
	and the second s			
		Help	DK Cancel	

v. Location – Physical location of equipment at that site. Example – Bldg. E Rm. L2AN

to Ale			-			
P.	New Asset					×
		New Location			×	
	Asset T.	General Information	Custom Texts Custom Numbers and Dates			
		Site:	1500 Marila	~		
	General Ass	Location:	L2AN			10
	Site:	Description	GEM			
154	Location	Notes	0			
1	Departm Code:					
	Serial No					
	Conditio					
	Hyperlink:		Add Notes			
H	Additional					
0						
		Help		OK [	Cancel	
	Help	PinAll	Print Tag On Save - Copies:	00	Save Close	
-						
inagene	and		ppeie	cAlb		

\*\*\*\*NOTE – If a new location is entered please fill in the BOLDED fields\*\*\*\*

- vi. **Department** Department that owns the equipment. May not necessarily be the department that purchased the equipment.
- vii. Serial No. Can be either a department, or City tag# if applicable
- viii. Condition Choose a current condition from drop down list

#### b. DEPRECIATION TAB

New Asset						
Accel						
Asset Tag:		Asset Descript	ion:			
MMRS 13 DEM 2323	3	Ahura Scientific C	hem 8	Bio Explosive Detector		
General Asset Linking	Depreciation Picture	e Attachments Ma	sinten	ance Contracts Transaction His	tory Custom Fields	
Depreciate Asset	Asset	s of this asset type of	ernol	be depreciated.		
Purchase Order:	564215		-	Depreciation Begin Date:		· ·
Purchase Date:	6/ 3/2013		+	Last Depreciation Date:		3
Unit Cost:	6.500.00	0	+	Total Depreciation:		
Salvage Value	0.00	0		Current Depreciation:		
Class Info				Book Value:		1
Depreciation Meth Life: 0 year(r) 0 m						
Help	FinAl	Print Tag (	Dn Sa	we Copies 0	Save	Close

- i. PO City of Dallas purchase order number
- ii. Purchase Date date of PO
- iii. Unit Cost per unit price of equipment
   \*\*\*\*NOTE This can be an estimate but does not include shipping or tax charges.\*\*\*\*

c. CUSTOM FIELDS TAB

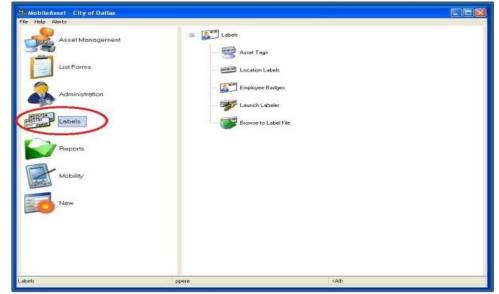
New Asset				
Accet				
Asset Tag:	Asset De:			
MMRS 13 0EM 2323	Ahura Scier	tilic Chem	Bio Explosive Detector	10
General Asset Linking D	epreciation Picture Attachment	s Mainte	nance   Contracts   Transacti	on History Custom Fields
Strings			Numbers	
Make:	Ahura Scientific, Inc.	~	% Grant:	h00
Model #:	Spectrometer	~	Custom Number 2	
Vendor Name:	Ahura Scientific	~	Custom Number 3.	
Invoice #:	7863	~	Custom Number 4	
Grant / Year:	MMRS 13	~	Custom Number 5:	
Project:	MMRS	~	Dates	
Contact:	Peter Perez/214.3451	~	Custom Date 1:	
Badge #		~	Custom Date 2	
VRPP:		~	Custom Date 3.	
Custom Text 10.			Custom Date 4:	
			Custom Date 5:	
Help +	Pin All Print	Tag On S	ave - Copies: 0	Save Close

- i. Make Manufacturer Info
- ii. Model # Model #
- iii. Vendor Name Legal name of vendor
- iv. Invoice # Vendor Invoice #
- v. Grant / Year Grant name and year item was purchased under
- vi. **Project** Simple description of the project the item is for. Examples USAR, Fusion Center, MMRS, EOC Enhancement, SWAT
- vii. **Contact** Name and phone number of person that can be contacted in the event an item is selected for audit
- viii. % Grant Amount of project was paid by grant funds
- 4. Click "Save" this will pop up a blank "New Asset" screen so you can enter more items

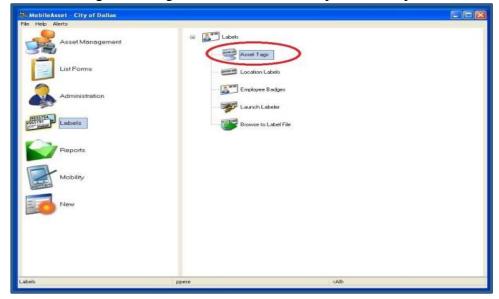
New Asset				
Area				
Asset Tag:	Arret De	CTURE 402000		
MMRS 13 0EM 2323	Ahura Scie	ntific Chem	Bio Explosive Detector	- It
General Asset Linking Dr	preciation   Picture   Attachmen	ts   Mainte	nance   Contracts   Transacti	an History Custom Fields
Stinge			Numbers	
Make:	Ahura Scientific, Inc.	4	2 Grant:	[100
Hodel #:	Spectioneter	~	Custom Number 2	
Vendor Name:	Ahura Scientific	~	Custom Number 3	
	7863	-	Custom Number 4	
Grant / Year:	MMRS 13	1001	Custom Number 5	
		~	Carlos -	
Project	MMRS	*	Dates Custom Date 1:	
Contact:	Pater Perez/214.3451	4		
Badge #		~	Custom Date ≥	
VRPP		~	Custom Date 3	
Custom Test 10			Custom Date 4:	
			Custom Date S	
Help H	Pin Al Pitr	é Tao Do S	ave Copies: 0	Save Close

# **PRINTING LABELS**

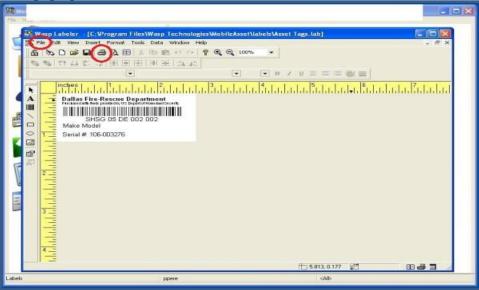
1. Select "Labels" from the left hand list



2. Select "Asset Tags" from right hand list - this will open the Wasp Labeler



3. Under "File", select "Print...", OR hit Ctrl-P, OR select the printer icon in the toolbar – this will pop up the Print screen



4. Hit "Select Records now" – this will pop up the asset list.

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	regram Files Wapp Technologies V Print (Edernal Data Source) As Print (Edernal Data Source)	set Tags.lab	
		110.771.0.094 封	88 48 10
Labels	ppere	cAb	

5. Select desired items from asset list, up to 100, by selecting the box to the left of the asset. \*\*\*NOTE – If you skip this step, the software will print all 3000+ labels in the database\*\*\*

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UASI DE CEM RAND2		*36557	777	Rescue Rudy	09.04.03.0	Equipment.	Dallas Energency	
LASE OF DEM FRANDS		36557				Equprent.	Datas Emergency	
UASI 06 DEM BAND4		*36557	777	Rescue Rudy	09.04.03.0	Equipment,	Dallas Emergency	
UASI 06 FUS 0009	102485	*40010	Sany	SNCR250N	04.04.03.01	Comerce, Shill	Dalles Police	
UASI 05 PUS 8010	101901	*40010	Sone	SNCR250N	04.04.89.01	Camira, 5till	Dallas Police	
UASI 06 FUS 0011	101783	*40010	Sone	SNCR250N	04.04.03.01	Canera, Still	Dallas Police	
UASI 06 PUS 0012	101046	140010	Sore	SNCR250N	04,04,09,01	Camera, 598	Dallas Police	
UASI 06 FUS 0013	101793	*40010	Sore	SNCR250N	04.04.09.01	Camera, Still	Dallas Police	
LIASI 06 FUS 0014	101934	*40010	Sone	SNCR250N	04.04.03.01	Cantra, Still	Dallas Police	
UASI 06 FUS 0015	101864	*40010	Sone	SNCR250N	04.04.03.01	Comera, Still	Dalles Police	
UASI 06 FUS 0009	102485	*40010	Sony	SNCR250N	04.04.03.01	Camera, Still	Dallas Police	
UASI 06 FUS 0010	101901	*40050	Sore	SNCR250N	04.04.09.01	Estrera, Still	Dalles Police	
UASI 06 FUS 0011	101783	*40010	Sore	SNCR250N	04.04.03.01	Camera, Still	Dallas Police	
UASI 05 FUS 0012	101948	*40010	Sone	SNCR250N	04.04.02.01	Canera, Still	Datai Police	
UASI 06 FUS 0013	101793	*40010	Sone	SNCR250N	04.04.09.01	Comera, Still	Dallas Police	
UA51 05 FU5 0014	101554	*4001.0	Sone	SNCR250N	04.04.09.03	Camera, Still	Dellas Police	
UASI 06 FUS 0015	101864	*40010	Sone	SNCR250N	04.04.09.05	Camera, Still	Dallas Police	
LASI OF FUS 0004	102589	40010	See	SNCR2504	04.04.09.01	Conera, Still	Diales Police	
UASI 06 FUS 0005	101852	*40010	Sore	SNCR250N	04.04.03.01	Cemera, Shill	Daller Police	
UA51 05 FUS 8006	102691	*40010	Sone	SNCR250N	04.04.03.01	Carsela, Still	Dallas Police	
UASH 06 FUS 0007	101798	*40010	Sore	SNCR250N	04.04.09.01	Camera, Still	Dallas Police	
UASI OF FUS 0000	101910	*40010	Sore	SNCR250N	04.04.03.01	Comera, Still	Dallas Police	
UASI 05 FUS 0009	102485	*40010	Sore	SNCR250N	04.04.09.01	Camera, Still	Dallas Police	
LIASI 06 FUS 0010	101901	*40010	Sorg	SNCR250N	04.04.09.01	Cainera, Still	Dates Police	
UASI 06 FUS 0011	101783	*40010	Sore	SNCR250N	04.04.09.01	Corvera, Still	Dalles Police	
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UASI DE FUS 0013	101793	*40010	Sone	SNCR250N	04.04.09.01	Canera, Still	Dallas Police	
UASI 06 FUS 0014	101934	140010	Sorg	SNCR250N	04 04 09 08	Cohera, Still	Dalles Police	
UA51 06 FUS 0015	101864	*40010	Sone	SNCR250N	04.04.09.01	Cemera, Still	Dalles Police	
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UASI 06 FUS 0017	69/2961	*55279	Del	755 OPTIPLEX	04.02.01.0	Hardware, Computer,	Dallas Police	

6. Under the 'File' menu, select "Print," then "Selected records" OR click the printer icon in the toolbar. Ctrl-P will not work from this screen.

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UNER OF FUE OF 26	82213128379	128063	00.01.01 (0	Warfey, Blace	Dates Poice	Priot contine	CH309-32 channel	
UASI OF FUS 0127	3221,02836	*129062	106.01.01.0	Radio, Rave	Dallas Police	Motorpie	CM300 32 charvel	
10.01.06 #05 0129	10221.JL2952	120063	100.01.01.0	Badu Base	Dallos Police	Photosile.	DH00032 sharvel	
LIASI 06 FUS 0129	9221,412953	129063	06.01.01.0	Radio, Bave	Dallos Police	Motorola	CM300 32 channel	
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LIASE 06 FUS 0131	92273/2974	*129063	06.01.01.0	Fiedo, Bare	Datas Poles	Motorzie	CM300.32 charmed	
MASS IN FWS 0152	92213(2932	120083	06.01.01.0	Plade, Euro	Data: Police	PArtorolia .	EMERID 32 channel	
LLASE OF FUS 0133	3227.112967	129063	06.01.01.0	Radio, Base	Dallac Police	Motorzia	CHOOD 32 channel	
LIAGE DE PLUS MUSA	316	*1283439	3813131.0	Rado Baie	Dallas Polon	284	Twitt TEarth	
UASI OF FUS 0125		"101612	06.01.01.0	Radio, Base	Dallos Pokser	Motocole.	Centracon Guid Elle	
UASE OF FUS OF SE		-45807	20.03.0.0	Equipment, Frigmpint	Datas Police	Grow Match	LEGAN HOOP	
UASI 00 IGS COMP2	80045-413-954-717	143601	18.6.0.0	Other Authorized	Data	Del	Lakhade D 530	
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7. Verify that printer information and selected items is correct, and hit "Print"

8. Labels should be placed on the item, in a place where they are not likely to be torn/worn off.



# **EDITING AN ITEM**

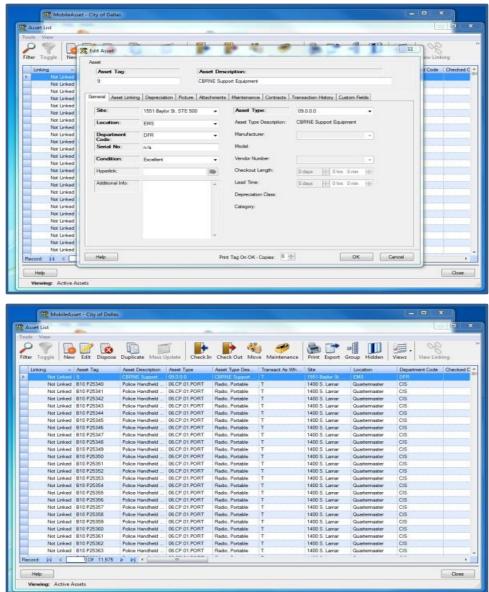
1. Select "Asset Management" from the left hand list.

MobileAsset - City of Dallas		
Reset Management         List Forms         Administration         List Forms         Labels         List Ports         Mobility         New	List Assets New Asset New Asset	
Asset Management	ppere	cAb

2. Select "List Assets" from the right hand list.

MobileAsset - City of Dallas		— — ×
File Help Alerts	List Assets	
List Forms	- Move	
Administration		
Labels	Transfer Check-Out	
Reports		
Mobility	Maintenance Entry	
New New	Calculate Depreciation	
Asset Management	ppere	Ab

3. Double click the item you would like to edit. This will pop open the Edit Asset screen. You can filter this view by clicking on the filter button at the top left. Make the desired edits.

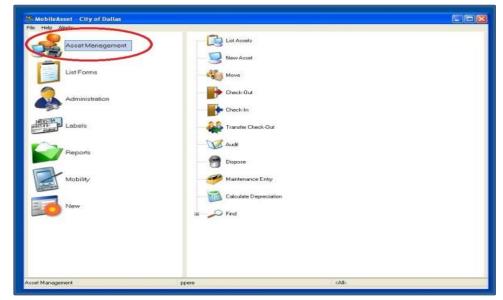


- 4. If you have changed the Serial #, Manufacturer, or Model you must print a new label for the item.
- 5. Click "OK."

View		~ ~ 1	-		12 - 2	T	0.00
r Toggle New	Edit Asset						ew Linking
Linking -	Asset Tag:		Asset Des	cription:			Code Ches
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Not Linked	Department Code:	DFR		Manufacturer		1.1	
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2. Select "List Assets" from the right hand list.

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3. Double click the item you would like to discard. This will pop open the Edit Asset screen.

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4. Set both Site and Location to "DISCARD." You will not be able to fully remove item from the system using the Dispose option.

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5. In "Additional Info," enter the reason for the discard. Example – broken, sold to City of Richardson, Lost, etc.

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6. On the "Attachments" tab, click "Add." This will pop up a screen asking if you would like to add an "Asset Attachment" or "Asset Type Attachment." Select Asset Attachment" and click "OK."

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- 7. Attach any documents relevant to the discard, such as deeds of sale, police reports, etc.
- 8. Click "OK"

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# SETTING UP THE WASP MOBILE PC SCANNER

#### **Preparing your Mobile PC Scanner**

- 1. Your WASP Mobile PC Scanner must first be fully charged. Set up the charging station, insert the battery pack into the back of the scanner and allow at least 1 day of charging.
- 2. Now turn on the Mobile PC by pressing the red power button. 0
- 3. Select "Start" at the top left hand corner of the screen
- 4. Select "Settings" it should be the second from the bottom option
- 5. At the bottom of the screen select the "System" tab
- 6. Select the "About" icon at the top left of the screen
- 7. At the bottom of the screen select the "Device ID" tab
- 8. In the "Device name:" field give your scanner a **permanent** name; for example the OEM scanner is named OEM\_WASP

\*\*\*\*NOTE: Our current License only allows 2 scanners to be set up for use from the Database. Please do NOT delete OEM\_WASP from the list of scanners on Mobile Asset \*\*\*\*

#### Microsoft ActiveSync Setup

- 1. Plug the WASP Mobile PC Scanner into the desktop machine via the USB connection cord found in the box
- 2. Microsoft ActiveSync will pop up and want you to set up the mobile device with that computer, select "Next"



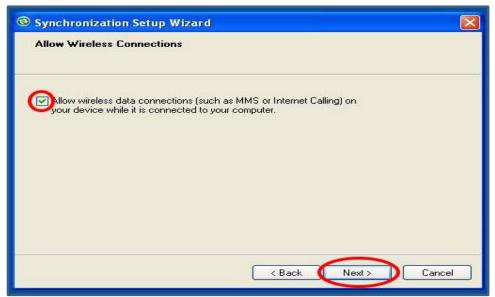
3. Uncheck the box in the next screen and select "Next"

Synchronization Setup Wizard	
Synchronize directly with a server Synchronize your information even when you're not connected to this computer.	
ynchronize directly with a server running Microsoft Exchange. To do this now, you will need to have the server address and your logon credentials.	
< Back Next > Cancel	

4. Next ensure that only the last box is checked and select "Next". If you try to sync anything else with your Mobile PC scanner there won't be any room for the Mobile Asset Program

computer (Windows PC).			
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5. Ensure that the checkbox is checked and select "Next"



- 6. Microsoft ActiveSync will begin to sync the Mobile PC to the your desktop
- 7. Once this process is complete select "Close" and now your device is synced to your desktop machine

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8. If you would like Microsoft ActiveSync to not open every time you plug in your scanner then first select "File" from the ActiveSync window

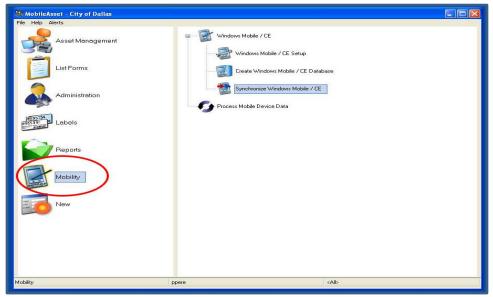
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9. Then select "Connection Settings" and ensure that the box next to "Open ActiveSync when my device connects" is unmarked and select "Ok"

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			Help OK	Cancel

## **Installation of Mobile Asset on the Scanner**

- 1. After syncing with Microsoft ActiveSync above open Mobile Asset on your desktop and log in
- 2. Select Mobile from the left



3. After expanding Windows Mobile/CE from the right, select Windows Mobile/CE Setup

🎇 MobileAsset - City of Dallas		
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4. This will prompt you with an option to either install Mobile Asset or to cancel your actions, select "Ok"

MobileAsset - City of Dallas		
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- 5. The next prompts will come on the Mobile PC screen. Follow them along until all the installations are complete. Make sure that each time it ask where to install the program you select "Device"
- 6. Once all parts of the program have finished installing your desktop screen will prompt you to disconnect and reconnect the scanner. Do so and select "Ok"



7. If there are more than two Mobile PC Scanners set up with our current WASP License then the next screen will prompt you to delete one.

MobileAsset - City of Dallas		
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List Forms	The record shows that you have purchased 2 mobile licence(s) for the pocket pc. Please remove the devices that you are no longer working with from the following list to free up valid licences.	
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8. The next screen will prompt you to finish setting up the Mobile PC Scanner with WASP. Ensure that the Scanner you are using is the one selected in the "Mobile Device Name:" field, select "No" for the printing from device option, and then finally select "Next"

🧱 MöbileAsset - City of Dallas	
File Help Alerts Asset Management PILE Windows Mobile / CE	
🔀 Wasp Mobile Device Communication Wizard	
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Mobile Device Name: <u>DEM_WASP</u>	
Please choose the mobile printer from the following list: Do you plan to print from the mobile device? Yes Yes, I will be printing label: with a ZPL mobile printer. Yes, I will be printing receipts with a text mobile printer.	
Step 1 of 2	
Connected Mobile Device: DEM_WASP User currently logged on: ppere	
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9. If you are ready to Create a Mobile Database on your scanner then follow the next prompts. Instructions can be found on pg. \_\_\_\_\_, otherwise exit the Mobile device window and when you are ready to Create a Mobile Database on your scanner proceed with the steps on pg. \_\_\_\_\_.

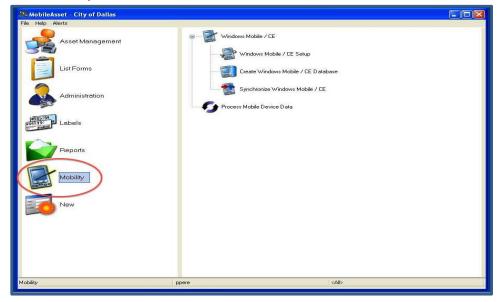
# AUDITING

## **FROM MOBILE DEVICE**

\*\*\*\*NOTE: The scanner must have the Mobile Asset Program installed before this is possible. Please see pg. \_\_\_\_\_ on how to set up the scanner for use. \*\*\*\*

## **Creating the Database**

- 1. Plug Mobile Device into USB port onto your computer. Microsoft ActiveSync might pop up. Ignore, but do not close it.
- 2. Select "Mobility" from the left hand list.



3. Expand the "Windows Mobile/CE" list and select "Create Windows Mobile/CE Database." This will pop open the Mobile Device Wizard.

🇱 MobileAsset - City of Dallas			
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Administration	Sync	hronize Windows Mobile / CE bile Device Data	
Labels			
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Wasp Mobile Asset Step-by-Step Guide July 3, 13

4. Under the "Create Mobile Database" tab select the "Location" tab. Then select the location to be audited from dropdown menu. You can select multiple locations if the handheld device will be used to audit several sites before it will be re-synched with the database.

MobileAsset - City of Dallas File Help: Alerts	evice Communication Wiza	
	This step allows you to the mobile database wh	Database For Pocket_PC specify illers for a subset of the MobileAsset data. The filter will then be used to generate sich will be loaded onto the mobile device. The performance of the portable device is www.only the data you need for impending tasks.
	Site: Location	1500 Marilia DEM - L2AN
	Refresh entire mobilities (Leave this unched	ile database based on the filter criteria. ked if you only want to send updates to the mobile device) Step 1 of 2
Help Connected Mobile Devi	ce: Pocket_PC	K Back     Next > Cancel User currently logged on: ppere
Mobility	ppere	- dib>

5. Check the box for "Refresh entire mobile database...." Then click "Next".

🗱 MobileAsse	et - City of Dallas	
File Help Alert		
	Wasp Mobile Device Communication Wizard	
<b></b>	Mobile Device Setup Create Mobile Database Synchronize Mobile Device	
Li Li	Create Mobile Database For Pocket_PC	
5	This step allows you to specify filters for a subset of the MobileAsset data. The filter will then be used to generate the mobile database which will be loaded onto the mobile device. The performance of the potable device is improved by sending down only the data you need for impending tasks.	
	Specify Filters:	
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	efresh entire mobile database based on the filter criteria.	
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6. Click "Next." Click "Yes" in the resulting pop up box.

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File Help Alerts		
	- Windows Makin 165	The second s
A 250	🧏 Wasp Mobile Device Communication Wizard	×
	Mobile Device Setup Create Mobile Database Synchronize Mobile Device	
	Create Mobile Database For Pocket_PC  This step allow you to specify filters for a subset of the MobileAsset data. The filter will then be used to generate the mobile database which will be loaded onto the mobile device. The performance of the portable device is improved by sending down only the data you need for impending tasks.	
(1035)754 (1055)79 (1	e Database Are you want to create the mobile database?	
	If you have created a mobile database before, it will be replaced by the new one that's about to be generated. Click YES to proceed, NO to co	ancel.
N	Step 2 of 2	
	Help Cancel	
C	Connected Mobile Device: Pocket_PC User currently logged on: ppere	
		_
Mobility	ppere <a href="https://www.alibudiction.com">Alibudiction.com</a>	

7. Click "Next" again to begin synching the device. Click "Finish" when synchronization is complete.

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File Help Alerts		File Help Alerts	
File Heby Adets	By sec. a. share left		
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8. Disconnect the Mobile Device from the PC.

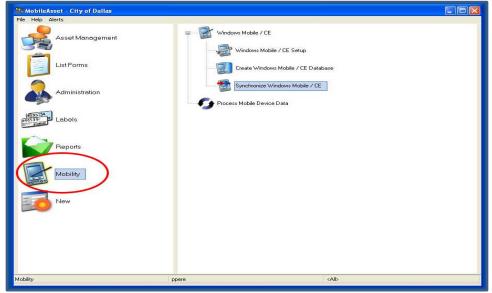
## **Scanning**

\*\*\*\*NOTE: The scanner must have the Mobile Asset Program installed before this is possible. Please see pg. \_\_\_\_\_ on how to set up the scanner for use. \*\*\*\*

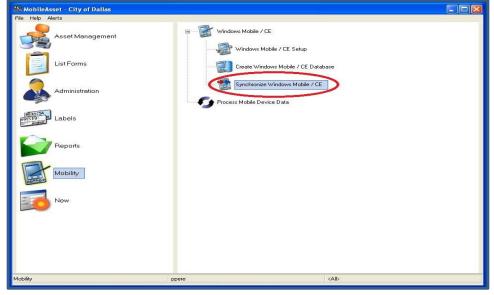
- 1. On the Mobile Device, use the stylus to open Mobile Asset. Login using your ID. You can do this by opening the keyboard in the lower right hand of the device's toolbar, or by using the ALPHA button to use the keys similar to a cell phone text message.
- 2. Click "Audit."
- 3. Enter the Site and Location into the appropriate boxes, either typing or selecting from the dropdown at the right hand side of each box (you may have to use the search feature for Site). Click the field names of "Site:" and "Location:" to lock those fields.
- 4. Ensure the cursor is in the "Asset Tag" box, and scan all barcodes physically found at that location.
  \*\*\*\*NOTE If you find an item that does not belong in that location, scan the item. A box will pop up that asks if you would like to move the item to that location. If you would, select "Yes" and process. If you would not, select "No" and the item will be audited without changing its location in the system.\*\*\*\*
- 5. When audit is complete, close the Audit screen and exit the application on the Mobile Device

## **Synchronizing**

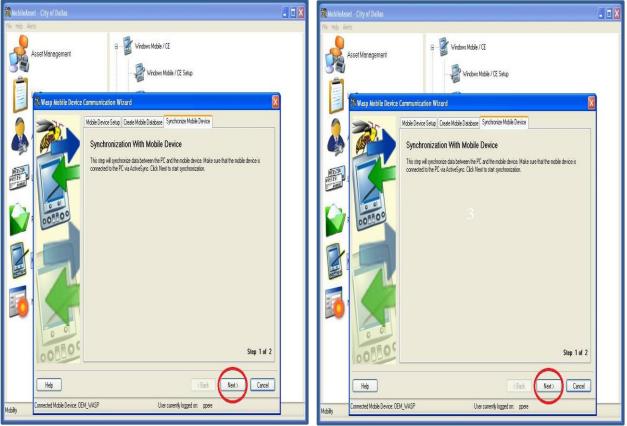
- 1. After all auditing is complete and you would like to import the information back to the central database, reconnect the Mobile Device to your PC.
- 2. Select "Mobility" from the left hand list.



3. Expand the "Windows Mobile/CE" list and select "Synchronize Windows Mobile/CE." This will pop open the Mobile Device Wizard.



4. Click "Next" to synchronize the device. Click "Finish" when synchronization is complete.



5. Disconnect the Mobile Device from the PC.

## FROM PC

\*\*\*\*NOTE: This should only be used for items without scan-able tags, such as covert equipment\*\*\*\*

1. Click "Asset Management" in list at on left hand side of screen

MobileAsset - City of Dallas		
File Help Alerte		
Asset Monagement List Forms	List Assots	
Administration	Check-Out	
Reports	- Construction Check-Out	
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New	© Find	
Asset Management	cAlb cAlb	

2. Click "Audit" on right – this will pop up the Audit window

MobileAsset - City of Dallas			- 0 -
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3. Select Audit Site and Location from drop down lists

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Areet Management cAll>

4. Click "Refresh List." This will populate the list of all items at that location.

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5. Select any and all items physically found at that location.

\*\*\*\*NOTE – If you find an item at the location that does not belong there, enter its asset tag number (found on the label), and proceed to step 6; otherwise proceed to step 7.

Audit       Plexing dots.         Select Audt Ste       Description         1500 Minita       •         Select Audt Location       Category:         OEM - L2AN       •         Audt Start Time:       •         6/ 7/2013       •         1000 Minita       •         Audt Start Time:       •         6/ 7/2013       •         120001 AM       •         Asset Tag:       •         UKS 106 OEM PROJ1       Computer, Mobile Data         UKS 107 DEM GFS1       Device, Gobal Peationing System GFS         UKS 107 DEM GFS1       Device, Gobal Peationing System GFS       Device, Gobal Peationing System GFS         UKS 107 DEM GFS1       Device, Gobal Peationing System GFS       Device, Gobal Peationing System GFS         UKS 107 DEM GFS2       Device, Gobal Peationing System GFS       Device, Gobal Peationing System GFS         UKS 107 DEM GFS2       Device, Gobal Peationing System GFS       Device, Gobal Peationing System GFS							letts	lp Al
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perer cAto					57			

6. A box will pop up that asks if you would like to move the item to that location. If you would, select "Yes" and process. If you would not, select "No" and the item will be audited without changing its location in the system.

Audit Audit	and the second s	23
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OEM - L2AN		
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	□ ▼ 12:00:01 AM ▼	Refresh List
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	Asset Tag	
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Select Assets	Auto III	2
	Audit	Asset Typ *
192		Computer.
V	The specified asset or one of the dependent assets is currently at a different location. Click YES to Move the asset(s) to the current audit	Equipmen
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V	moving it.	Device, G
	$\sim$	Hardware
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e		)
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Enter filter orteria t	to display assets. Assets audited today will not display in the list unless the tag is entered.	

7. Click "Audit." This button will not be available until at least one item is selected from the list. This will clear the list for the next audit location.

Alerts					
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1500 Marila					- ++
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1	UASI DE OEM PROS1	Equipment, Otizen Co	rps	21.09.0.0	Equipmen
1	UASI 06 OEM VCAM1	Camera, Video		04.04.09.06	Camera, V
1	UASI 07 OEM GPS1	Device, Global Positio	ning System GPS	04.AP.02.DGPS	Device, G
1	UASI 07 OEM GPS2	Device, Global Positio	ning System GPS	04.AP.02.DGPS	Device, G
123	MMRS 05 OEM 0037	Hardware, Computer,	integrated	04.14.0.0	Hardware
123	MMRS 05 OEM 0038	Hardware, Computer,	Integrated	04.14.0.0	Hardware
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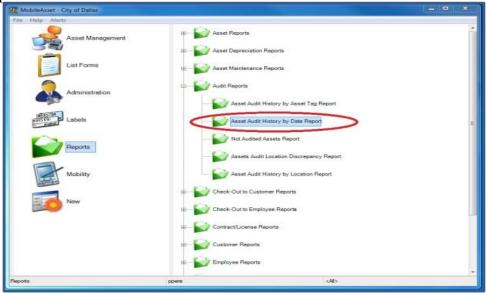
## **RUNNING A REPORT**

This feature should mainly be used to view asset information and to view what items have or have not been audited. If you wish to get an editable document of your inventory use the export feature not the report feature.

MobileAsset - City of Dallas		
Asset Management	Asset Reports	
List Forms	in Asset Maintenance Reports	
Administration	E Audit Reports	
Labels	Check-Out to Customer Reports  Check-Out to Employee Reports	
Reports	Contract/License Reports	
Mobility	E- Soft Employee Reports	
New	Asset Type Reports	
	B Location Reports	
	i - W Other Reports	
Reports	ppere cå	44>

1. Select "Reports" from the left hand list.

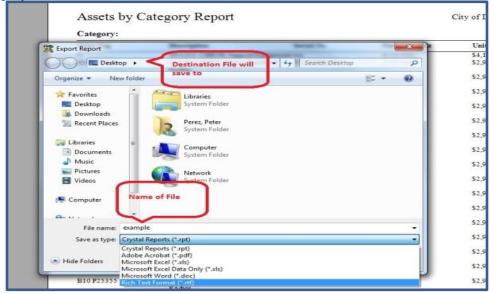
2. Select the desired report from the right hand list. The report will run and open in Crystal Reports.



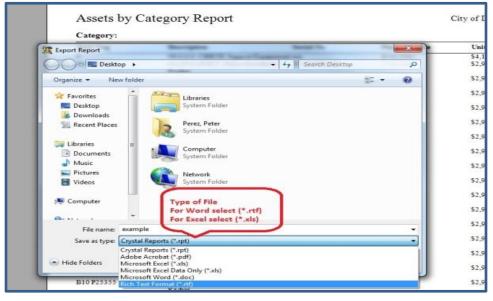
3. If you would like to save the report, select the "Export Report" icon on the top left side of the toolbar.

*	×			
		_		_
Assets by	Category Report			City of Dallas
Category:				2224 1241
Asset Tag.	Description	Serial No	Purchase Date	Unit Cost
9	09.0.0.0: CBRNE Support Equiptor	sof m'a	6/14/2012	54,162.33
B10 P25340	06 CP.01 PORT: Police Handheld Radios	655CNK0038	5/10/2012	\$2,961.25
B10 P25341	06.CP.01 PORT: Police Handheld Radios	655CNK0039	5/10/2012	\$2,961.25
B10 P25342	06.CF.01 PORT: Police Handheld	655CNE0040	5/10/2012	\$2,961.25
B10 P25343	Radios 06.CP.01 PORT: Police Handheld	655CNR0041	5/10/2012	\$2,961.25
B10 P25144	Radiox 06 CP 01 PORT - Police Handheld	655CNK0042	5/10/2012	\$2,961,25
	Radios			
B10 P25345	06.CP.01.PORT: Police Handheld Radics	655CNK0043	5/10/2012	\$2,961.23
B10 P25346	06.CP.01.PORT: Police Handheld Radios	655CNK0044	5/10/2012	\$2,961.25
B10 P25347	06 CP.01 PORT: Police Handheld Radios	655CNE0045	5/10/2012	\$2,961.25
B10 P25348	06.CP.01 PORT: Police Handheld	655CNK0046	5/10/2012	\$2,961.25
B10 P25349	Radios 06 CP 01 PORT: Police Handheld	655CNK0047	5/10/2012	\$2,961.25
B10 P25350	Radios 06 CP 01 PORT: Police Handheld	655CNE0048	5/10/2012	\$2,961,25
B10 P25351	Radics 06 CP.01 PORT: Police Handheld	655CNK0049	5/10/2012	\$2,961,25
	Radios			
B10 P25352	06.CP.01 PORT: Police Handheld Radios	655CNE0050	5/10/2012	\$2,961.25
B10 P25353	06.CP.01.PORT Pours Handheld Radios	655CNK0051	5/10/2012	\$2,961.25
B10 P25354	06.CP.01 PORT Police Handheld	655CNK0052	5/10/2012	\$2,961.25
B10 P25355	Radios 05.CP.01.PORT: Police Handheld	655CNE0053	5/10/2012	\$2,961.25
B10 P25356	Radico 06 CP.01 PORT: Pelice Handheld	655CNK0054	5/10/2012	\$2,961.25
B10 P25357	Radios			
B10 #25357	06.CP.01 PORT: Police Handheld Radios	655CNK0055	5/10/2012	\$2,961.25
B10 P25358	06.CP.01.PORT Police Handheld Radios	655CNK0056	5/10/2012	\$2,961.25
B10 P25359	06.CP.01 PORT: Police Handheld	655CNK0057	5/10/2012	\$2,961.25
	Total Page No.: 274		Zoom Factor: 100	x C

4. Type your desired file name and click "Save."



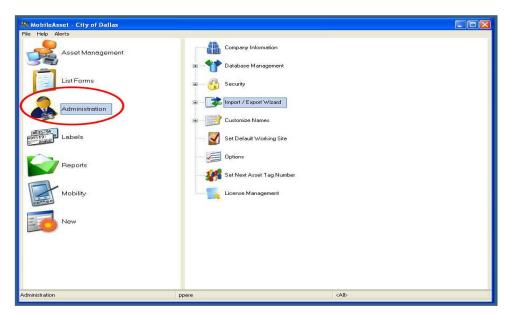
5. To save the report as an editable word document, select "Microsoft Word – Editable (\*.rtf) from the "Save as type:) dropdown. Do not select a regular Word file (.doc). This will put all text into boxes and make it very difficult to make edits.



## **EXPORTING**

The exporting feature exports the entire database into an editable friendly "CSV" file. This method is preferred over exporting a report because of its easy to modify abilities. Special permission to use this feature is required from the WASP Administrator.

1. Click Administration from the list on the left hand side of the window



2. After expanding the "Import/Export Wizard" list select "Export Wizard". This will pop open the Export Wizard window

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Asset Management	Company Information	
List Forms	🛚 🚱 Security	
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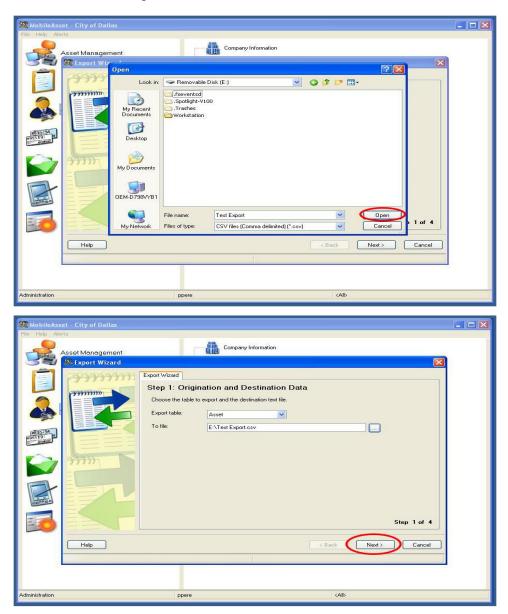
3. Select the dropdown menu in the "Export table:" field and select "Asset"

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4. Select the file icon to the right of the "To file:" field and choose where you wish to export your file to and the desired name of the file

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5. You will export the file in "CSV" format. This is an excel type file that is easy to modify and manipulate. Any other type of file creates extra fields and requires cleaning up before you can modify the information and is not recommended. Once you choose your location and file name select "Open"



6. The next screen will ask you to choose what fields you wish to export. Think of these as your column headings. You can choose any fields you wish and change the order that they will appear in the report but for practicality we recommend choosing no more than 4 fields. Select "Next" to proceed

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7. Ensure that the "Field Delimiter:" field is set to "<Comma>". The preview will show a "," between each field that was selected. This is where a new column will begin in the excel file. Select "Finish" to proceed

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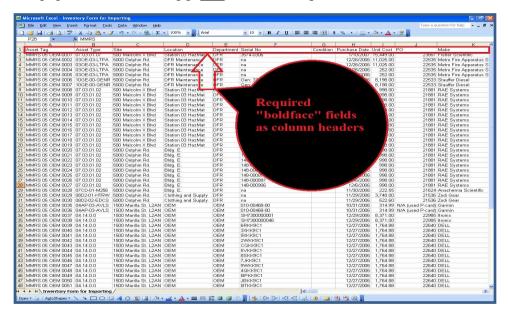
8. The export will automatically begin and you can watch its progress. When exporting is completed a pop will appear and you can select "Ok", this closes the export wizard.

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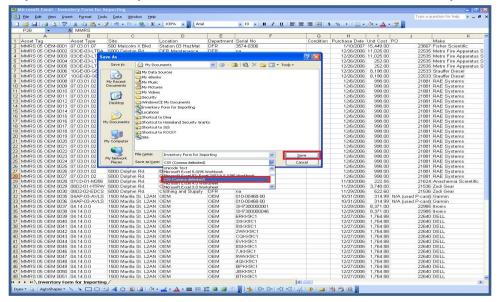
## **IMPORTING**

This feature should only be used to import more than 10 new assets. This will not allow you to automatically replace, edit, or update asset information. In order to do that you must follow the steps in the "Edit Asset" section on pg. \_\_\_\_\_. Furthermore if you give an new asset the same tag as an asset already in the database the system will automatically not import that single asset.

1. First enter your new assets into a new excel sheet. Make sure to include all the "boldface" fields that are required in WASP as column headers in the sheet. Refer to the "Entering New Equipment" section on pg. \_\_\_\_ to see the required fields.



2. Once you have created your excel sheet save it as a "CSV" file in an easy to find place



3. Click Administration from the list on the left hand side of the window

4. After expanding the "Import/Export Wizard" list select "Import Wizard" to open the Import Wizard window

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5. Select the file icon to the right of the "Import file:" field and choose the "CSV" file you just created

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	Import Wizard  Step 1: Origination and Destination Data Choose the text file to import and the table where the data will be added. Import file: To table:
	Step 1 of 4
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	Inventory Form for Importing     Kwa heri Inventory     Locations
My Documents	Inventory Form for Importing Kwa heri Inventory Locations Shortcut to Dina Shortcut to Homeland Security Grants Shortcut to IGS Shortcut to ROCKY

6. Select the dropdown menu in the "To table:" field and select "Asset" then click "Next" at the bottom right of the window

🌃 Import Wizard		×
	Import Wizard Step 1: Origination and Destination Data Choose the text file to import and the table where the data will be added. Import file: C:\Documents and Settings\dina.colarossi\My Documents\K To table: Asset Type Contracts Employee Location Step 1 of -	4

7. Ensure that the "Field Delimiter:" field is set to "<Comma>" and that the box to the right of this field is checked. The preview will should show the data from the excel sheet with columns. Select "Next" to proceed

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8. The next step will show you the column that the system is matching up from your CSV file to the WASP database. Ensure that each column is matched up correctly making changes if necessary and then select "Next" at the bottom right of the window to proceed

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Help					< <u> </u>	Back		<u>C</u> ancel

- 9. The importing process should then automatically begin and you can watch the progress
- 10. Once the import process is finished a window will pop up stating that the import was successful or that there were errors and for you to check the report. Either way select "Ok"

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🇱 Import Wizard			
THEFTER C	Import In Progress	et with errors. Please check the error report.	
			Step 3 of 4
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- 11. If there were errors then an error report will pop up. Some of the main reasons why assets generate an error are below.
  - a. "*Duplicate Asset Tag*" This error means that there is already an asset in the system with that tag, try adding the single asset in manually see pg. \_\_\_\_\_
  - b. *"Cannot insert the value NULL"* This error means that you have left one of the required fields blank, try adding the single asset in manually see pg. \_\_\_\_\_
  - c. *"Unknown Asset Type"* This error means that the asset type you have entered is new to the database. First enter one Asset with this type manually into the database then try importing your records.

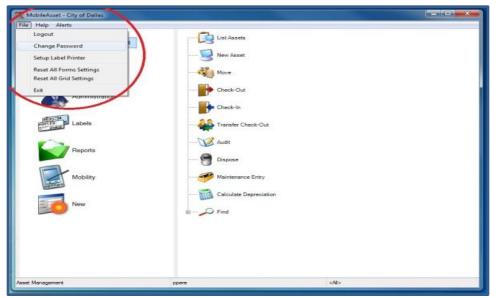
\*\*\*\*NOTE: This error can be interchanged for the "Site", "Location", and "Department" fields as well\*\*\*\*

## **CHANGING YOUR PASSWORD**

- 1. Login to Wasp Mobile Asset
  - a. Your user name is your first initial followed by the first four letters of your last name. Example: dcola for Dina Colarossi.
  - b. Password will be "password" the first time you log in, or any time it needs to be reset.



2. From the "File" menu, select "Change Password." This will pop up the Change Password box.



3.	Enter old	password,	then	your new	password	twice.
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2 MobileAsset - City of Dallas	
Change Password	
User Name. Peter Perez	List Assets
Old Password:	New Asset
New Password:	Move
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Help OK Cancel	Check-In
Enter and the	Transfer Check-Out
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Mobility	Maintenance Entry

4. Click "OK."

Change Password		23	-	
User Name:	Peter Perez			List Assets
Old Password:				New Asset
New Password:			- 30	Move
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