City of Dallas

WASP MOBILE ASSET Professional Edition Version 6.3 STEP-BY-STEP GUIDE
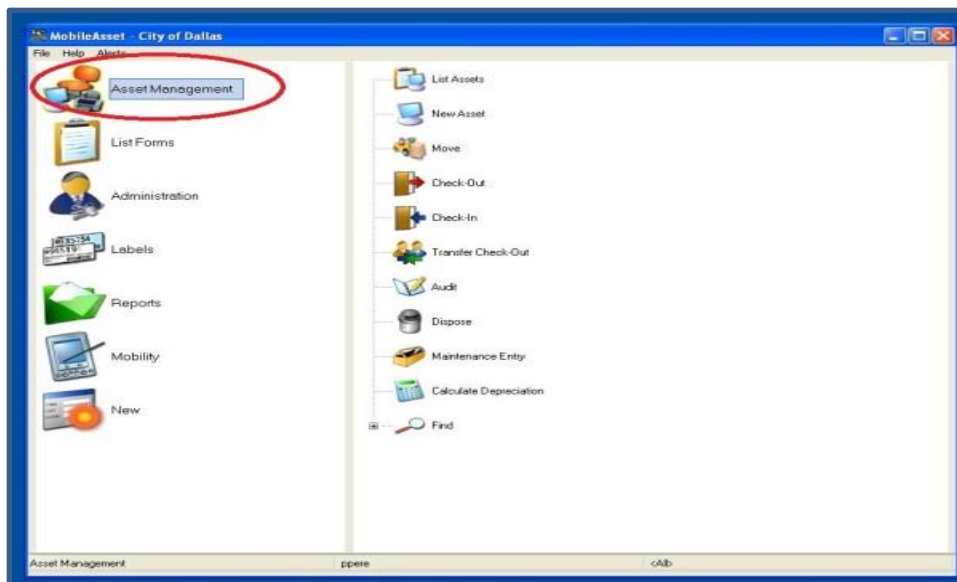
Table of Contents
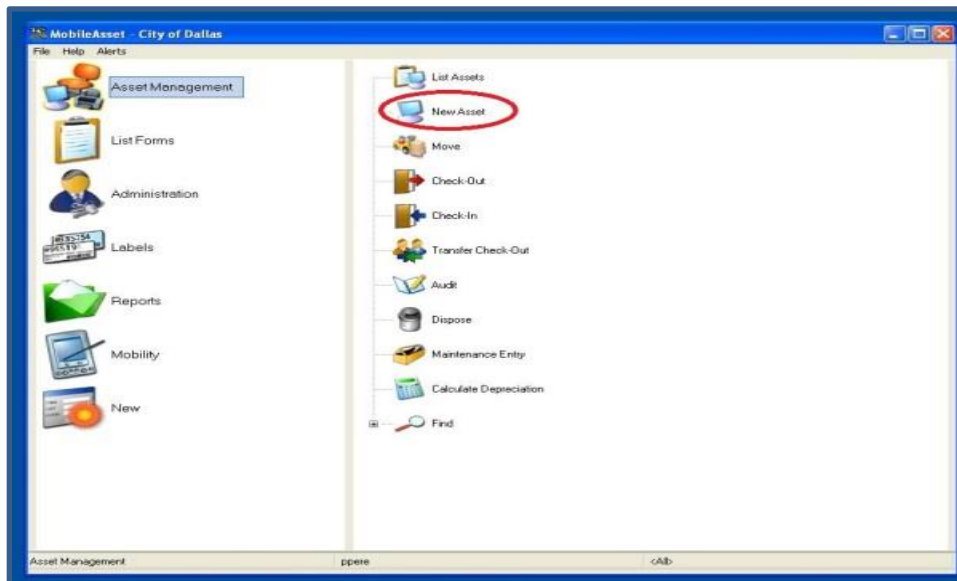
ENTERING NEW EQUIPMENT

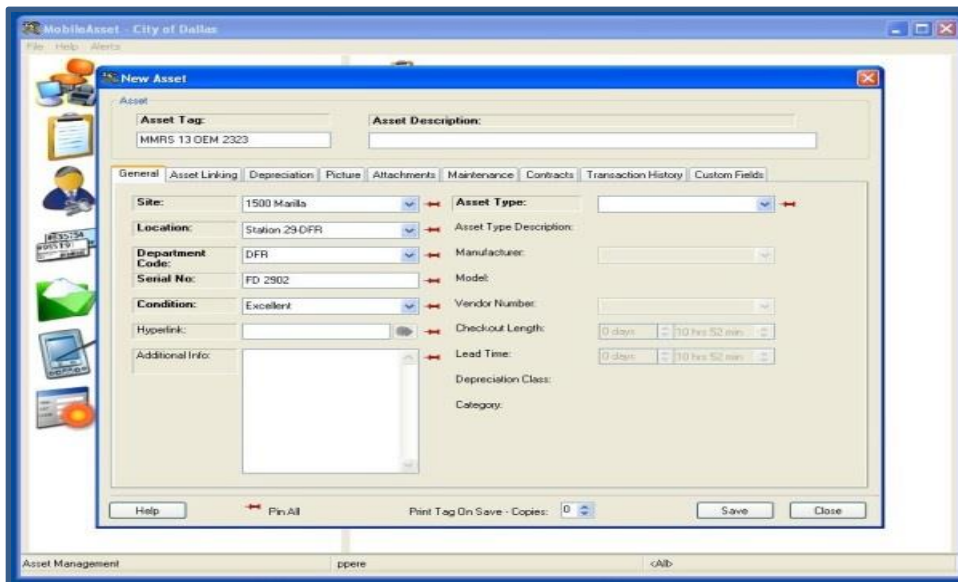1. Click "Asset Management" from list at on left hand side of screen

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

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****


   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)

iii. **Asset Description** – Replace the inserted AEL description with a more specific yet brief description
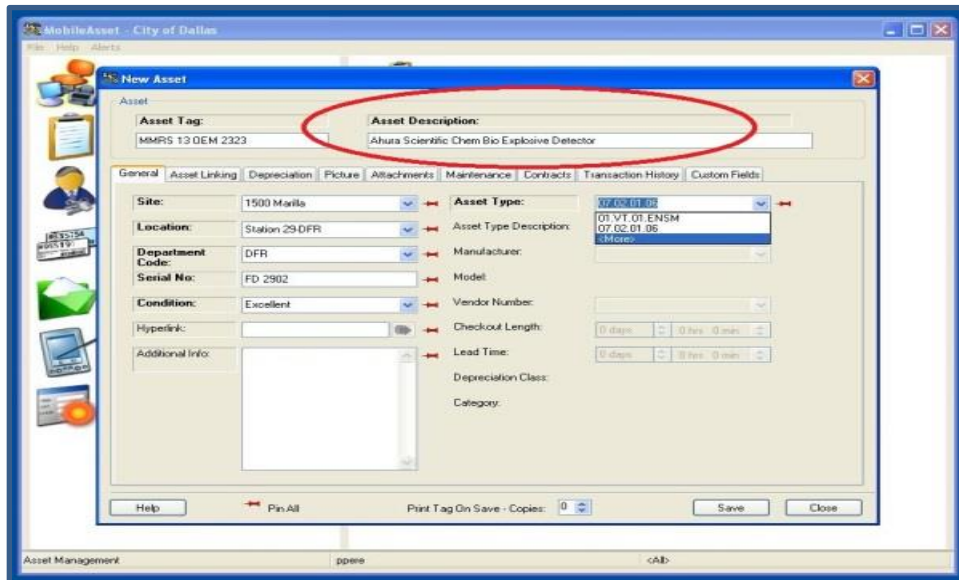
iv. **Site** – Physical address of building. Example – 5000 Dolphin Road

****NOTE- If a new site is entered please fill in the BOLDED fields****
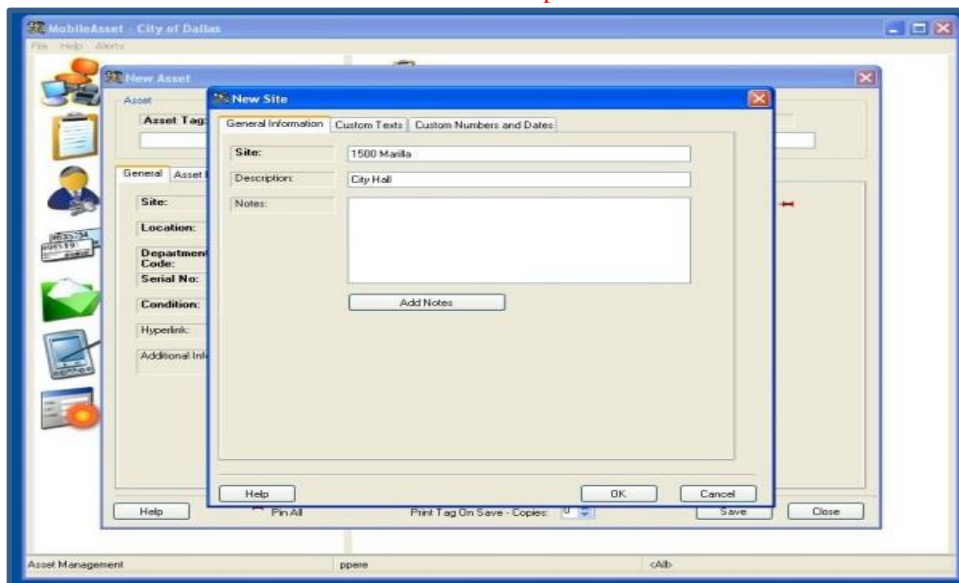
v. **Location** – Physical location of equipment at that site. Example – Bldg. E Rm. L2AN

****NOTE – If a new location is entered please fill in the BOLDED fields****
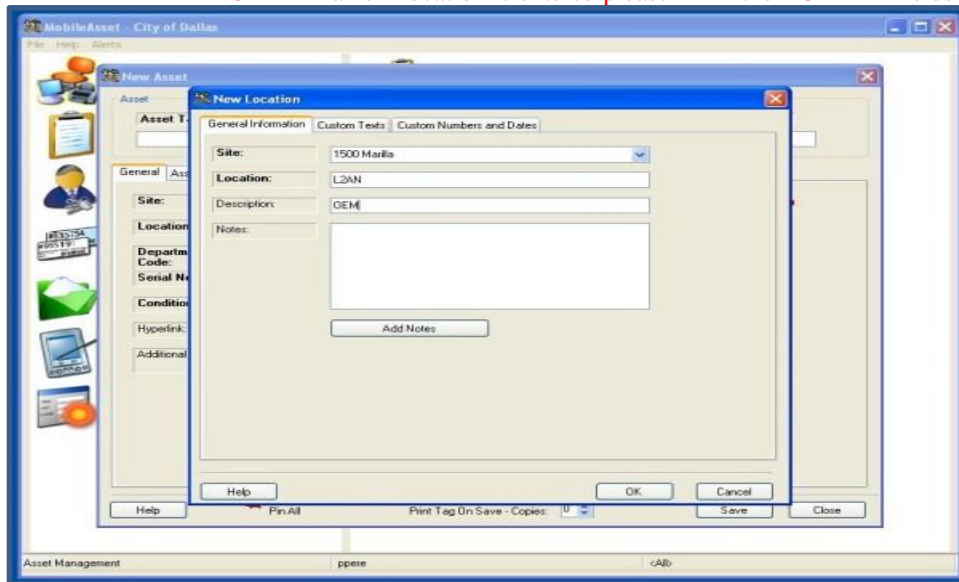
vi. **Department** – Department that owns the equipment. May not necessarily be the department that purchased the equipment.

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
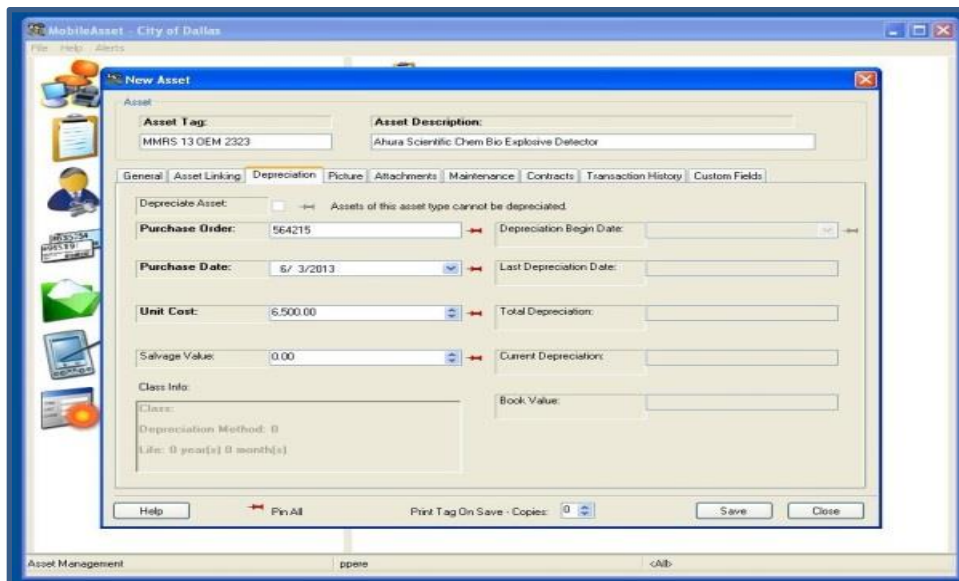
i. **PO** – City of Dallas purchase order number

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

     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
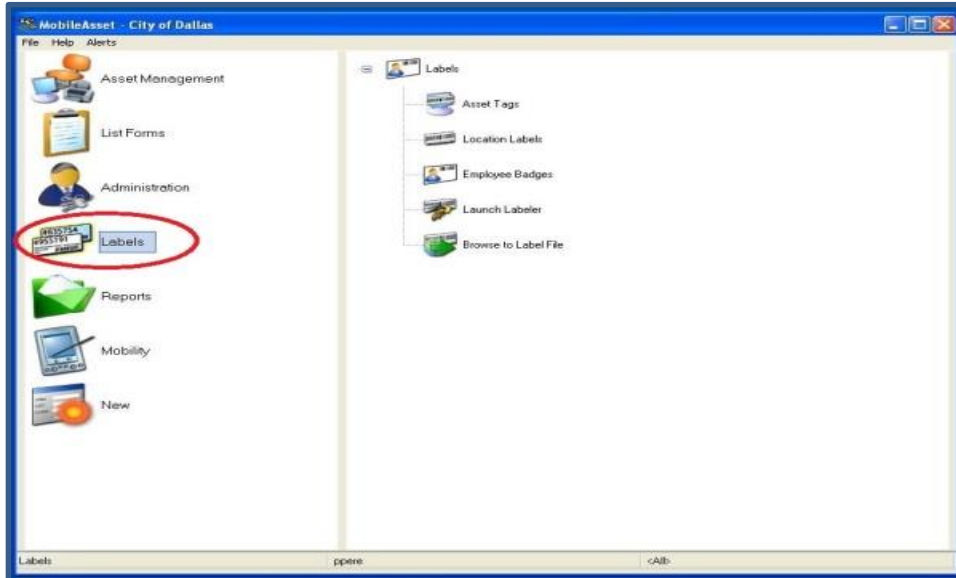   viii. **% Grant** – Amount of project was paid by grant funds

4. Click "Save" – this will pop up a blank "New Asset" screen so you can enter more items
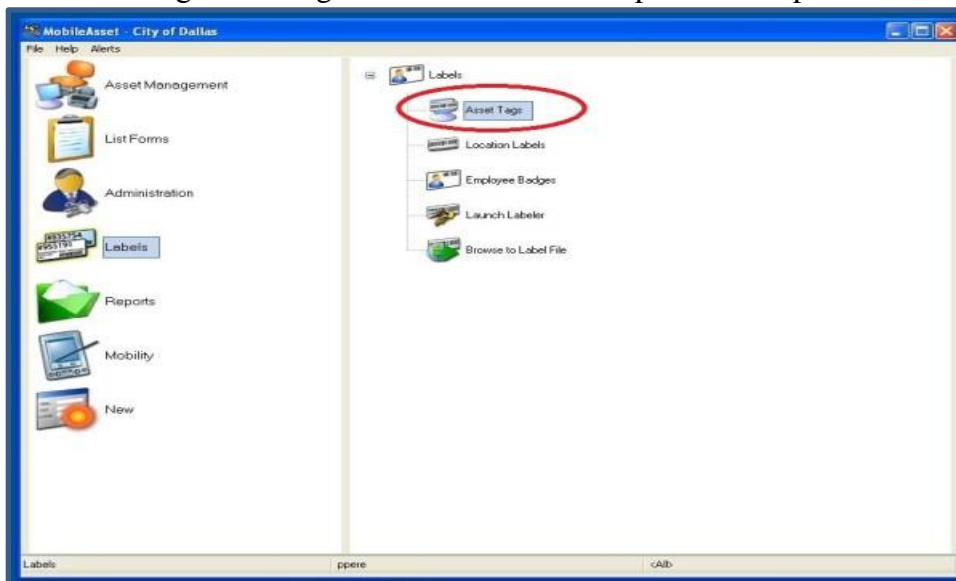
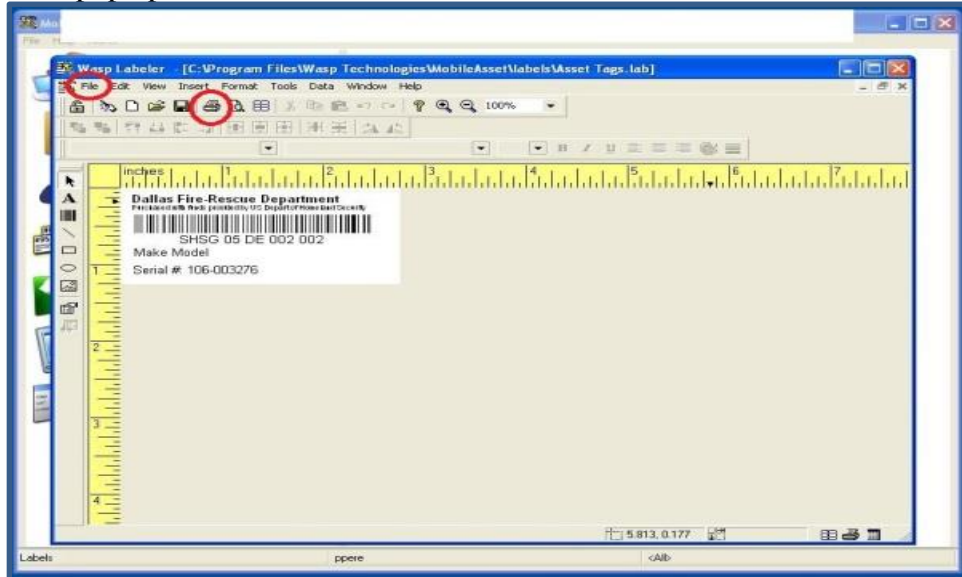## PRINTING LABELS

1. Select "Labels" from the left hand list

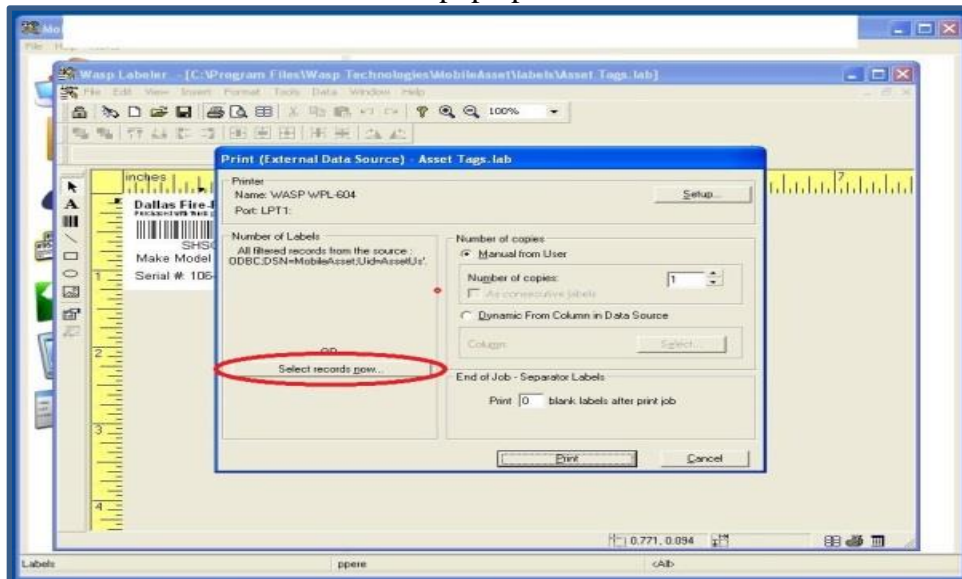2. Select "Asset Tags" from right hand list – this will open the Wasp Labeler

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

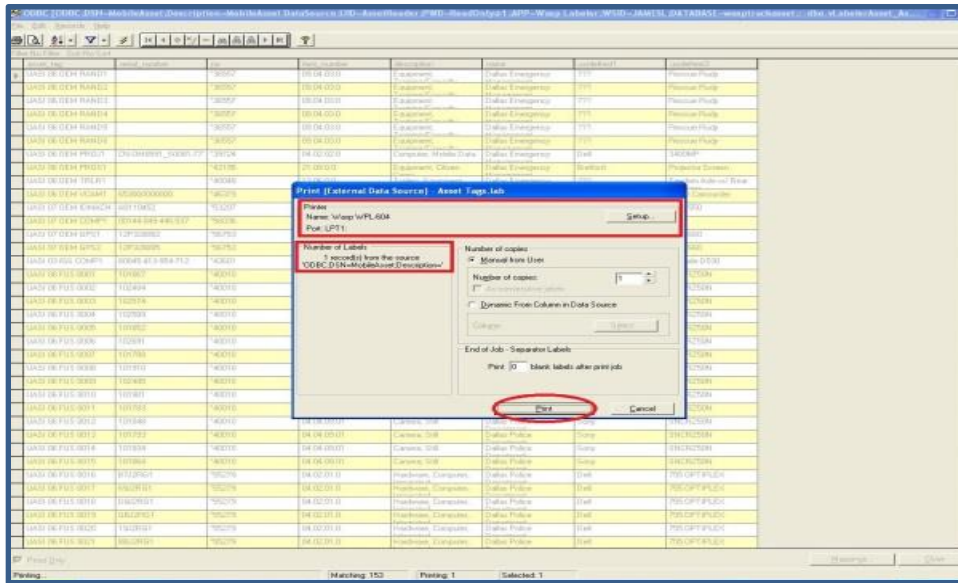4. Hit "Select Records now" – this will pop up the asset list.

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

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.

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.
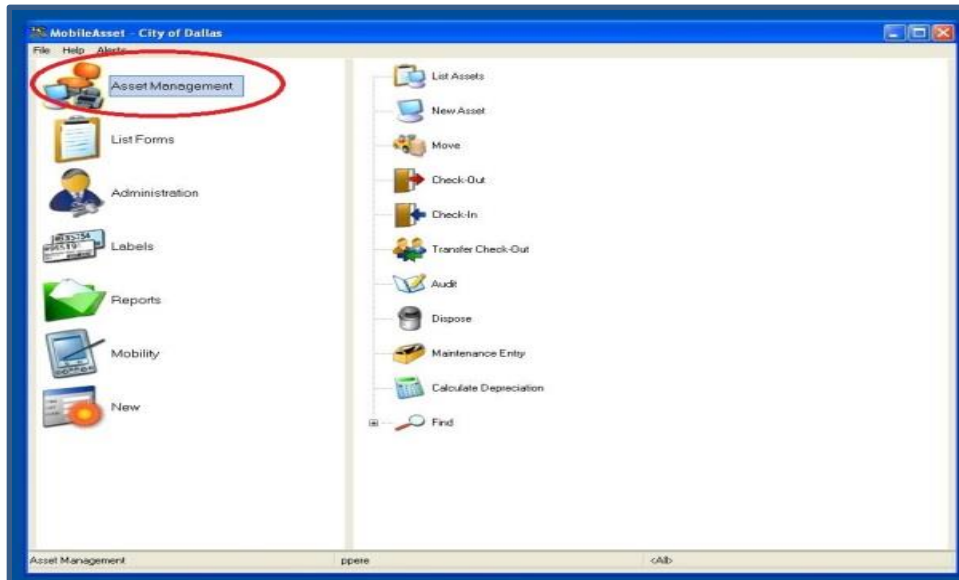
2. Select "List Assets" from the right hand list.
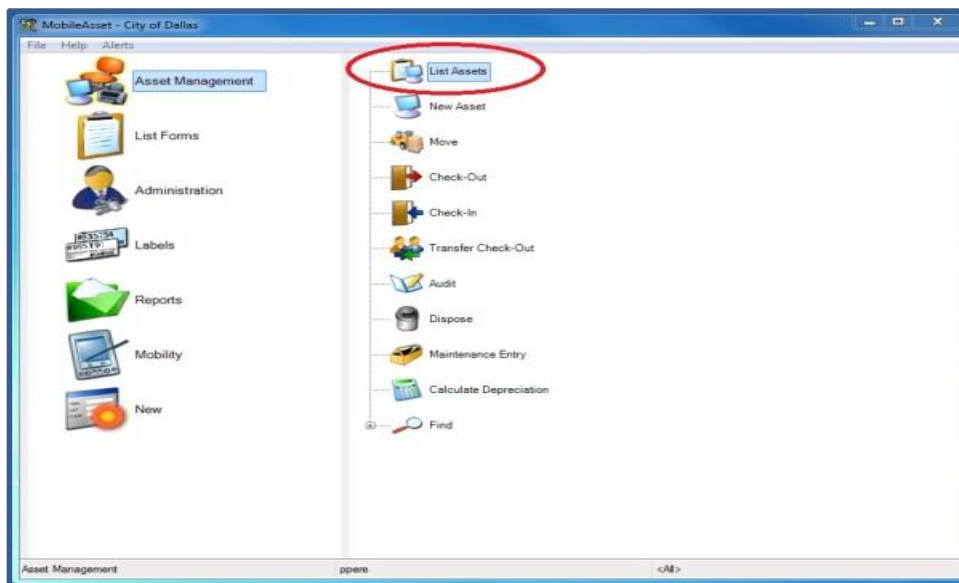
3. Double click the item you would like to edit. This will pop open the Edit Asset screen. You can filter this view by clicking on the filter button at the top left. Make the desired edits.
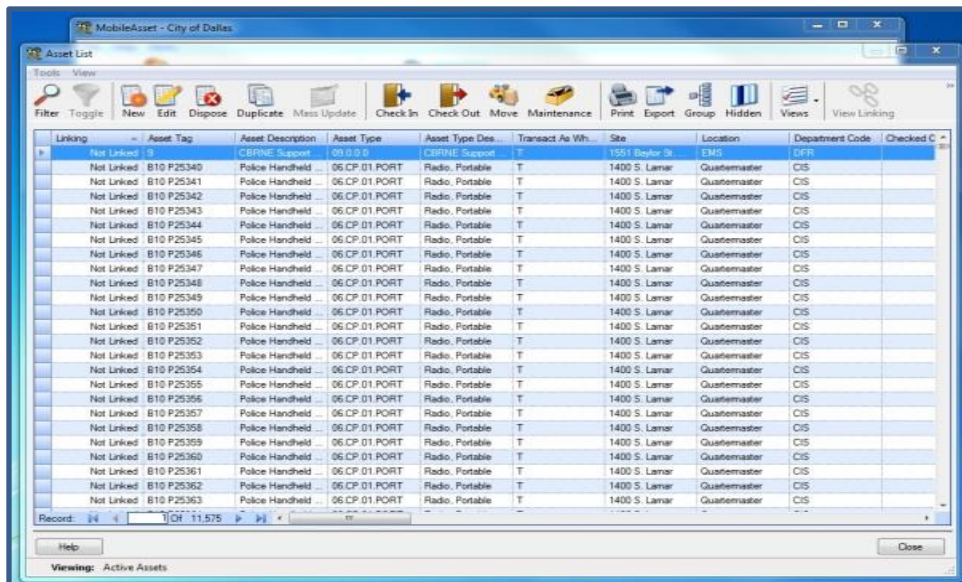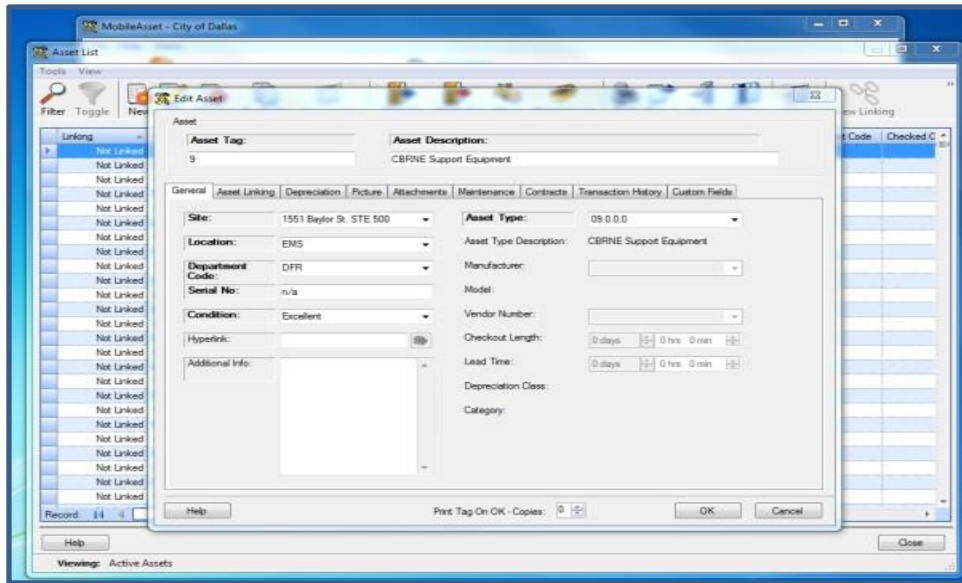
4. If you have changed the Serial #, Manufacturer, or Model you must print a new label for the item.

5. Click "OK."
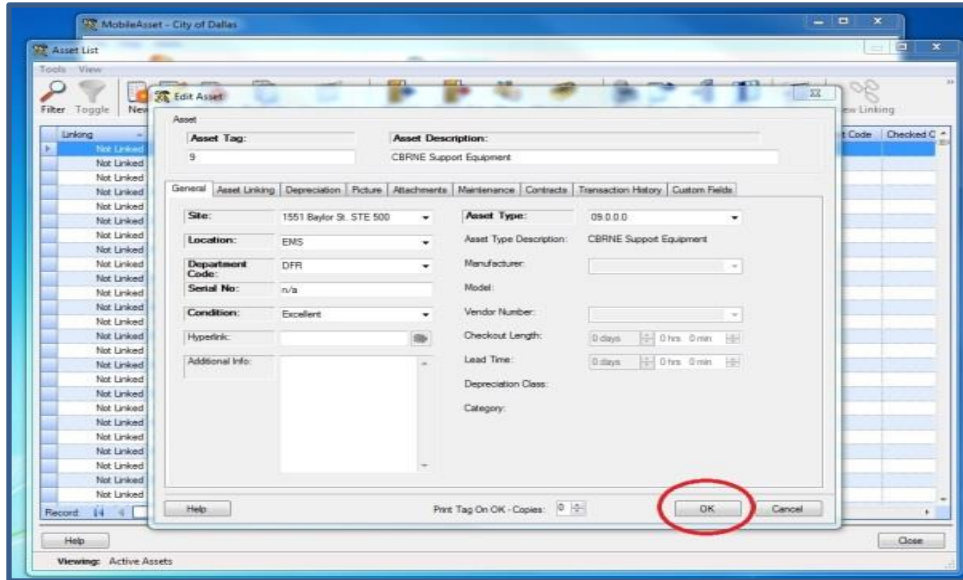
DISCARDING AN ITEM

1. Select "Asset Management" from the left hand list.
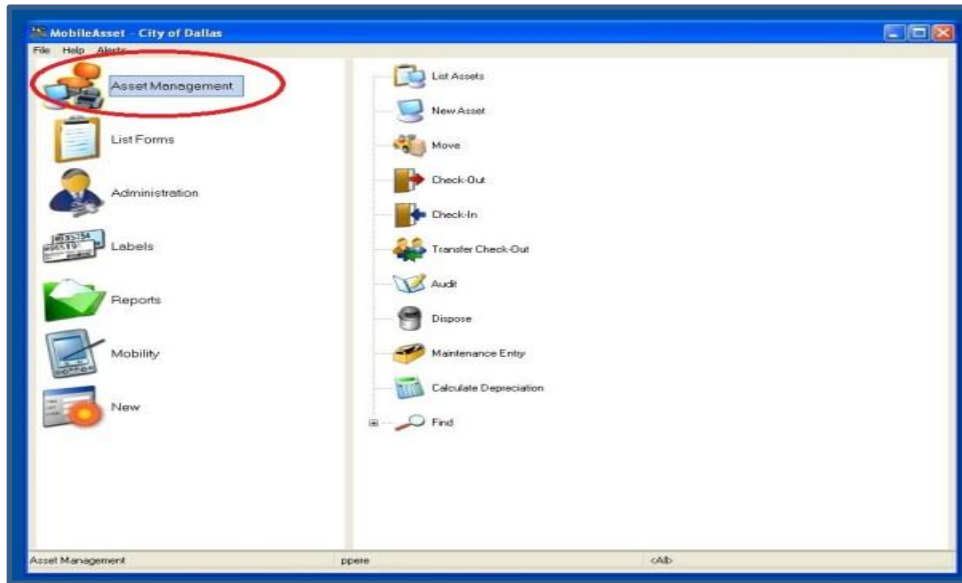
2. Select "List Assets" from the right hand list.
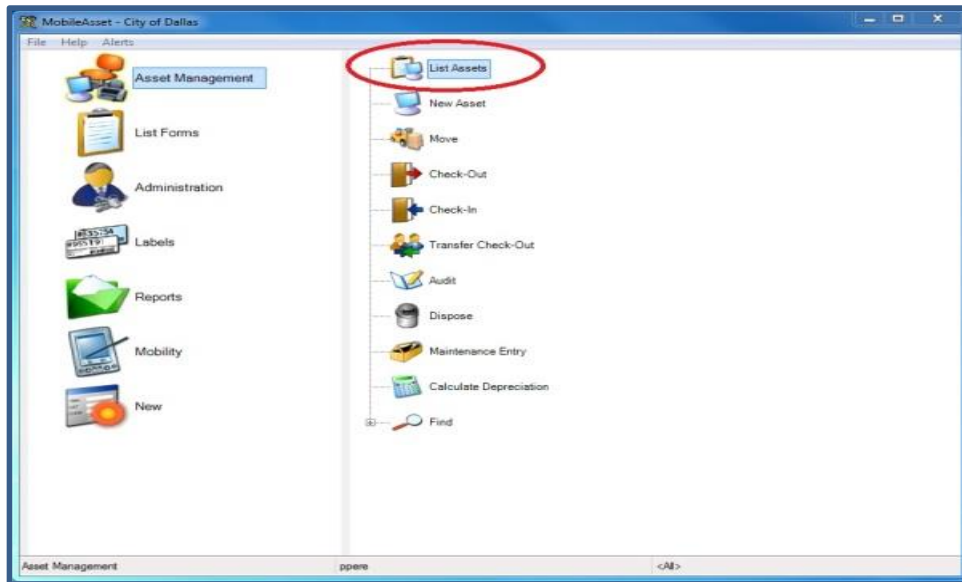
3. Double click the item you would like to discard. This will pop open the Edit Asset screen.
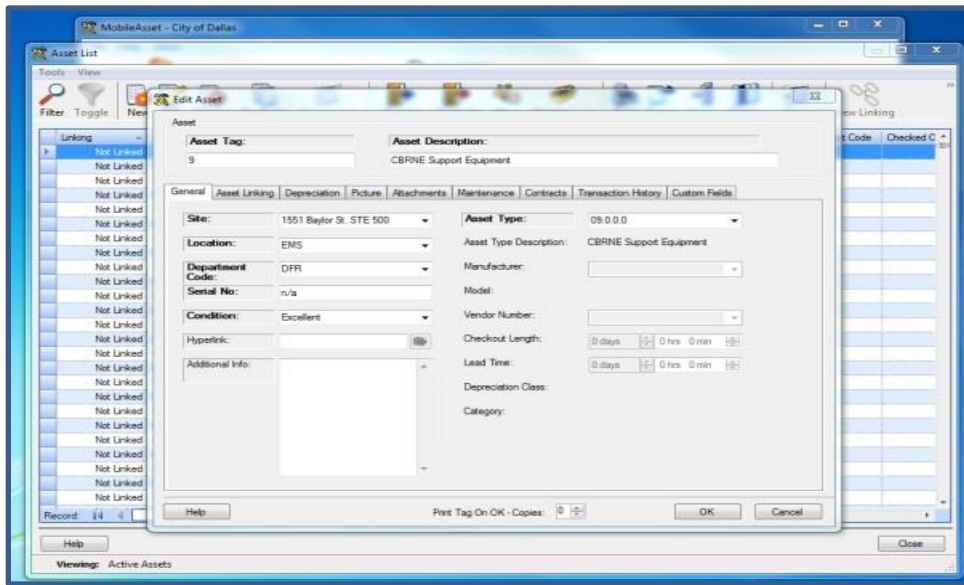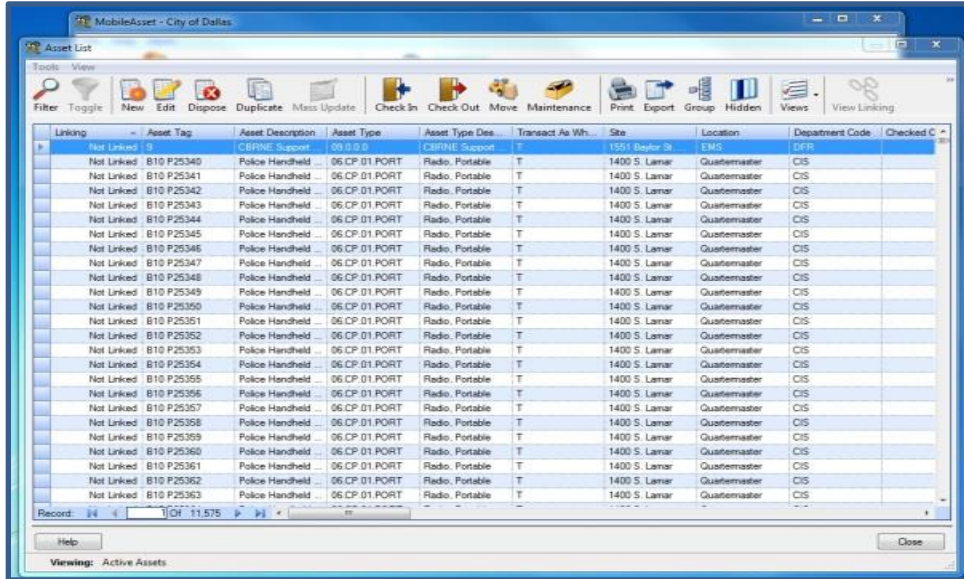
4. Set both Site and Location to "DISCARD." You will not be able to fully remove item from the system using the Dispose option.

5. In "Additional Info," enter the reason for the discard. Example – broken, sold to City of Richardson, Lost, etc.
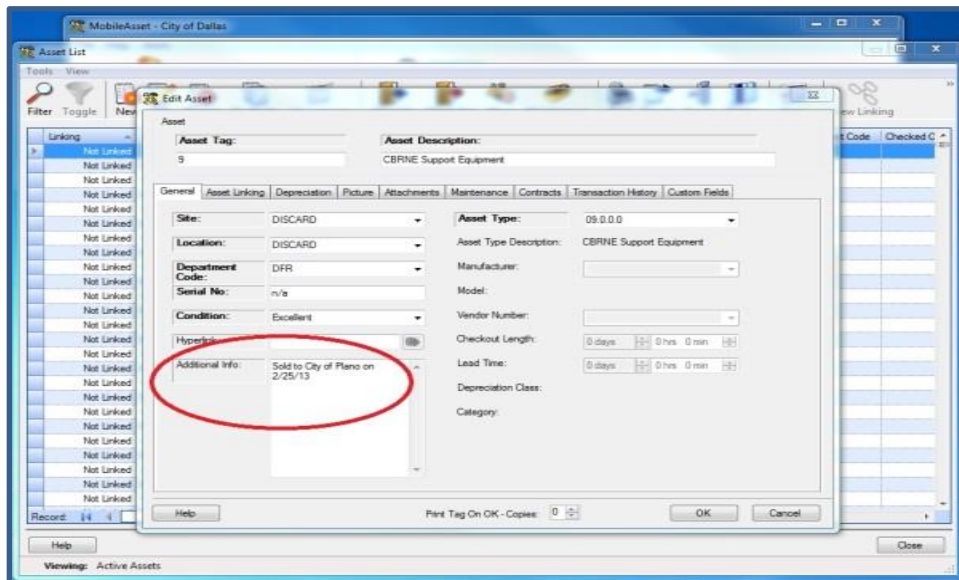
6. On the "Attachments" tab, click "Add." This will pop up a screen asking if you would like to add an "Asset Attachment" or "Asset Type Attachment." Select Asset Attachment" and click "OK."
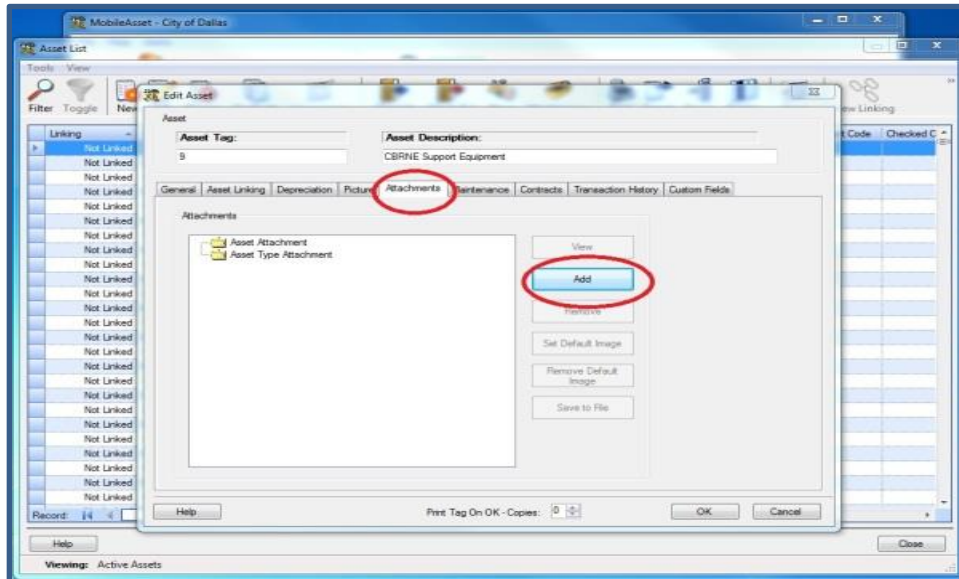
7. Attach any documents relevant to the discard, such as deeds of sale, police reports, etc.

8. Click "OK"
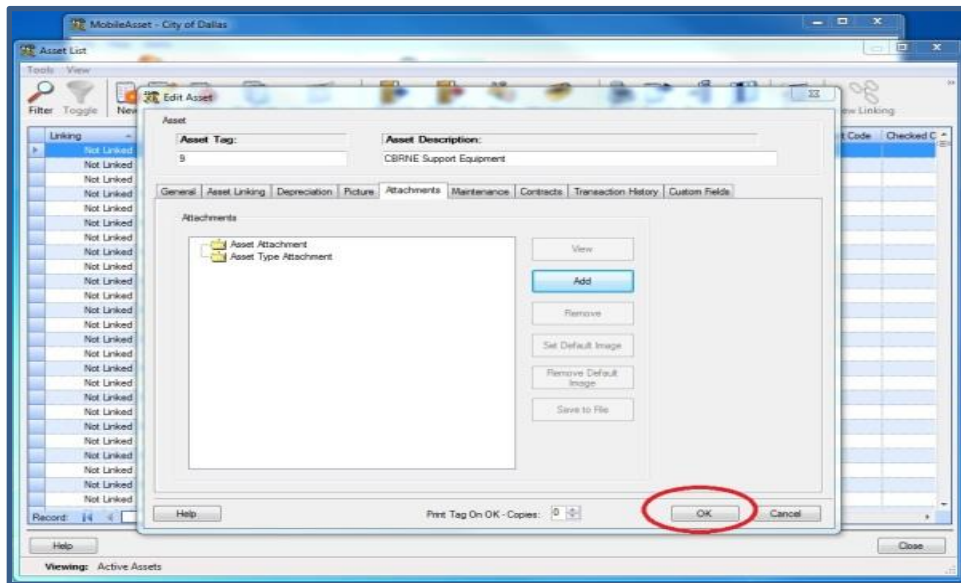
SETTING UP THE WASP MOBILE PC SCANNER

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. ⏻

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"
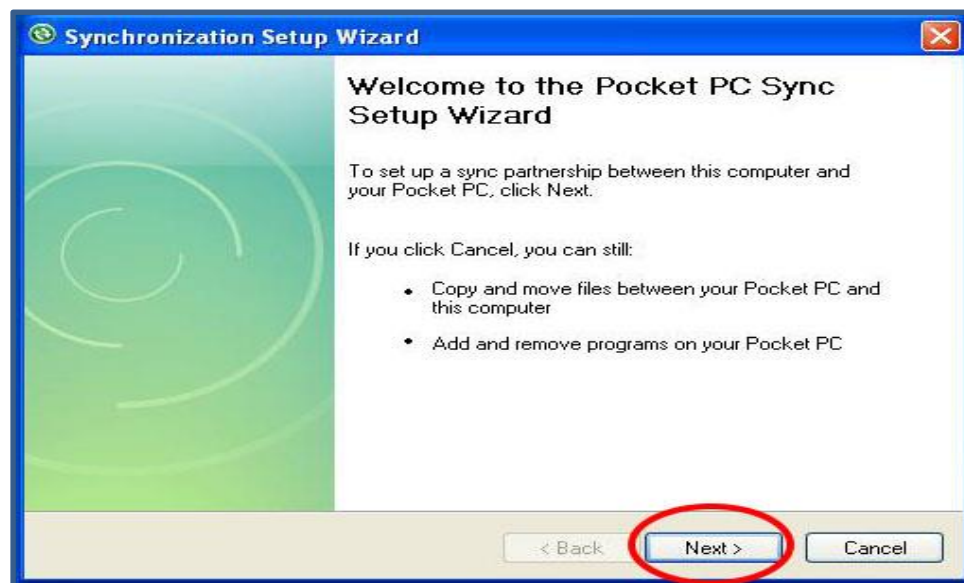
3. Uncheck the box in the next screen and select "Next"
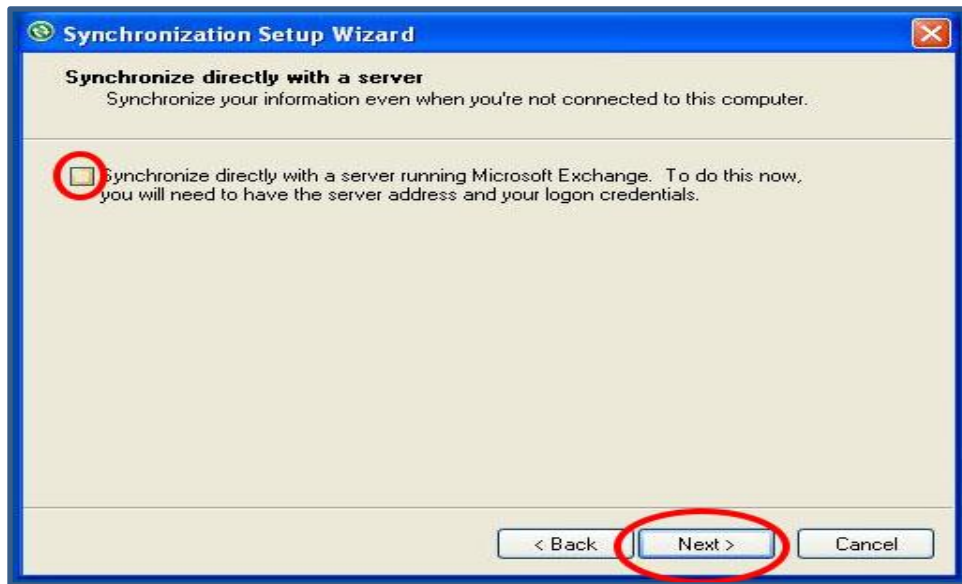
4. Next ensure that only the last box is checked and select "Next". If you try to sync anything else with your Mobile PC scanner there won't be any room for the Mobile Asset Program
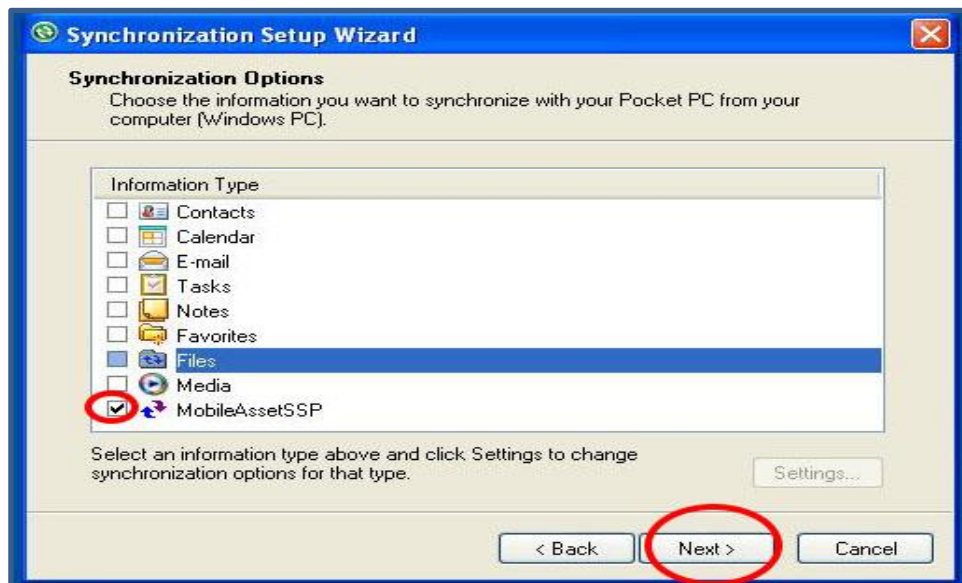
5. Ensure that the checkbox is checked and select "Next"
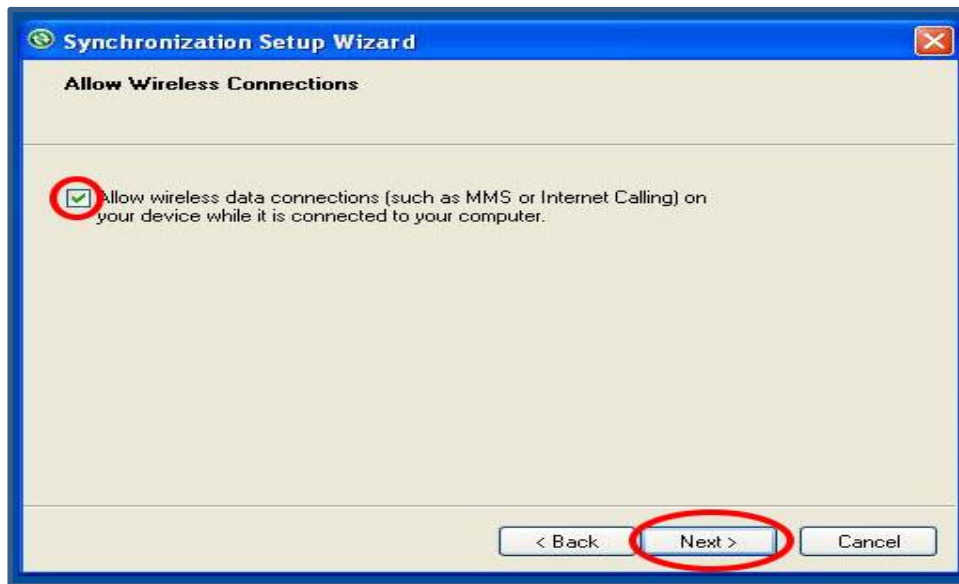
6. Microsoft ActiveSync will begin to sync the Mobile PC to the your desktop

7. Once this process is complete select "Close" and now your device is synced to your desktop machine
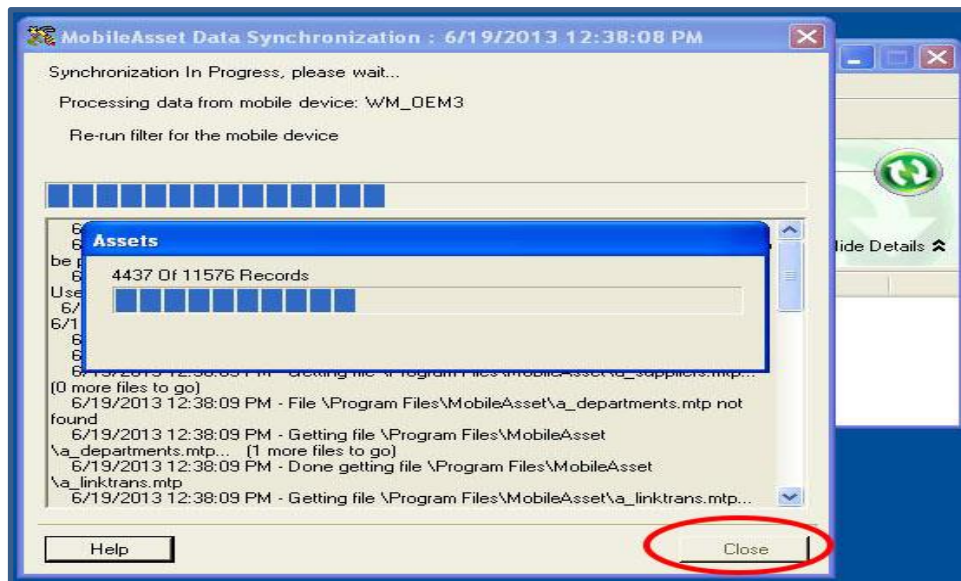
8. If you would like Microsoft ActiveSync to not open every time you plug in your scanner then first select "File" from the ActiveSync window
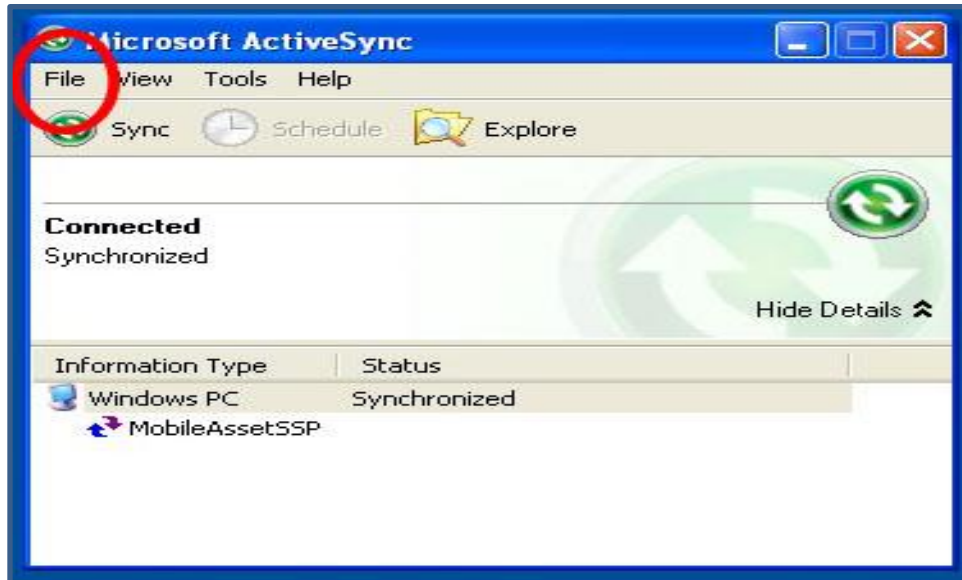
9. Then select "Connection Settings" and ensure that the box next to "Open ActiveSync when my device connects" is unmarked and select "Ok"
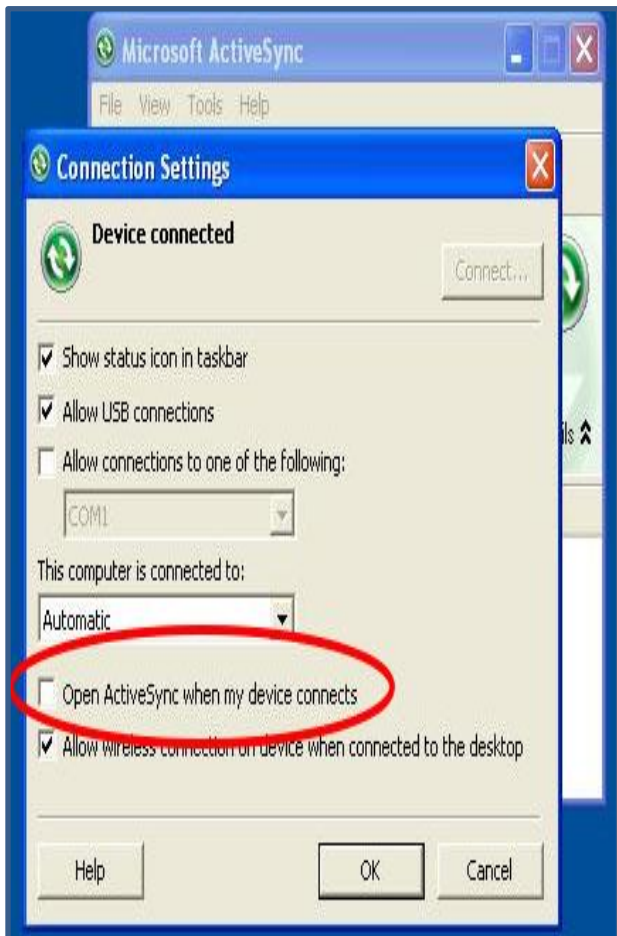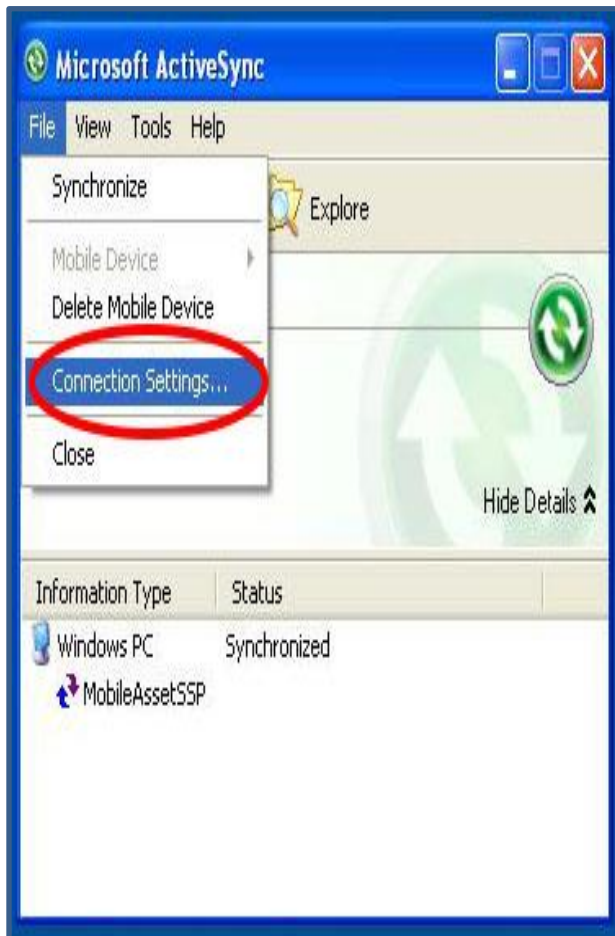
<u>Installation of Mobile Asset on the Scanner</u>
1. After syncing with Microsoft ActiveSync above open Mobile Asset on your desktop and log in

2. Select Mobile from the left
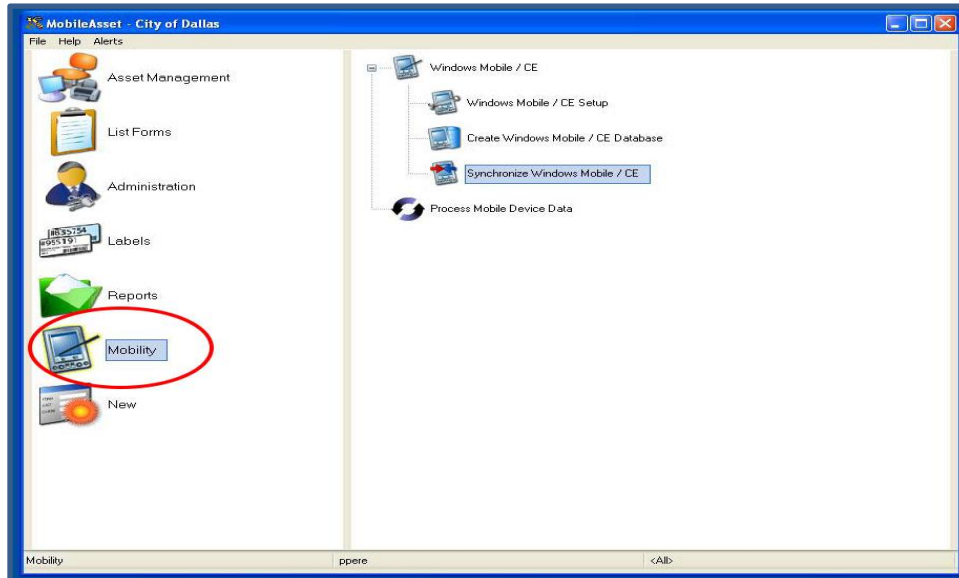
3. After expanding Windows Mobile/CE from the right, select Windows Mobile/CE Setup
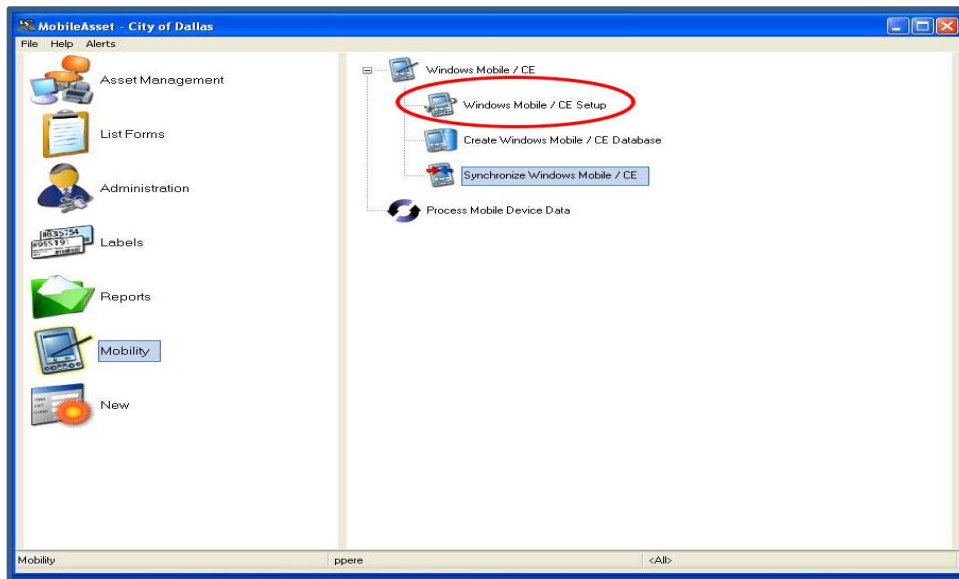
4. This will prompt you with an option to either install Mobile Asset or to cancel your actions, select "Ok"
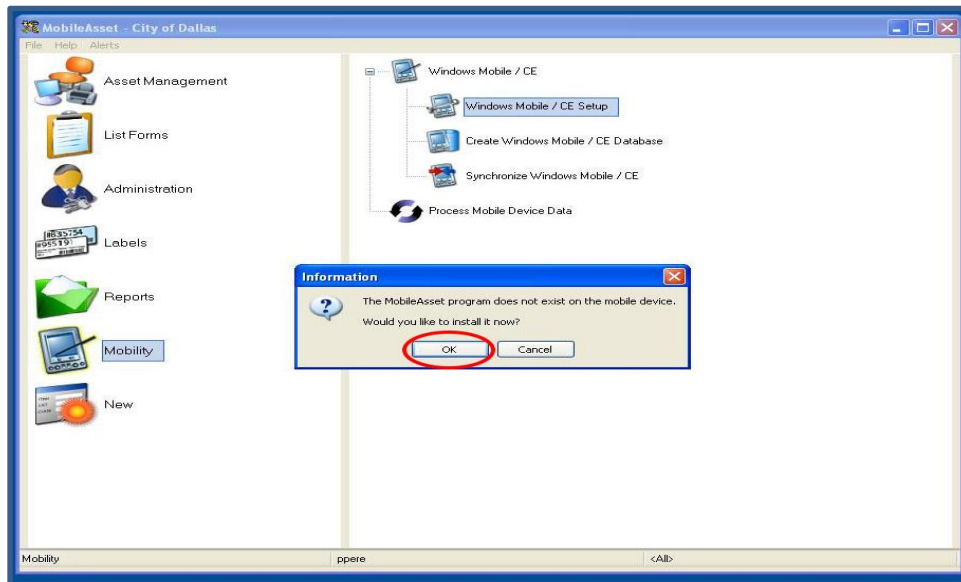
5. The next prompts will come on the Mobile PC screen. Follow them along until all the installations are complete. Make sure that each time it ask where to install the program you select "Device"

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"
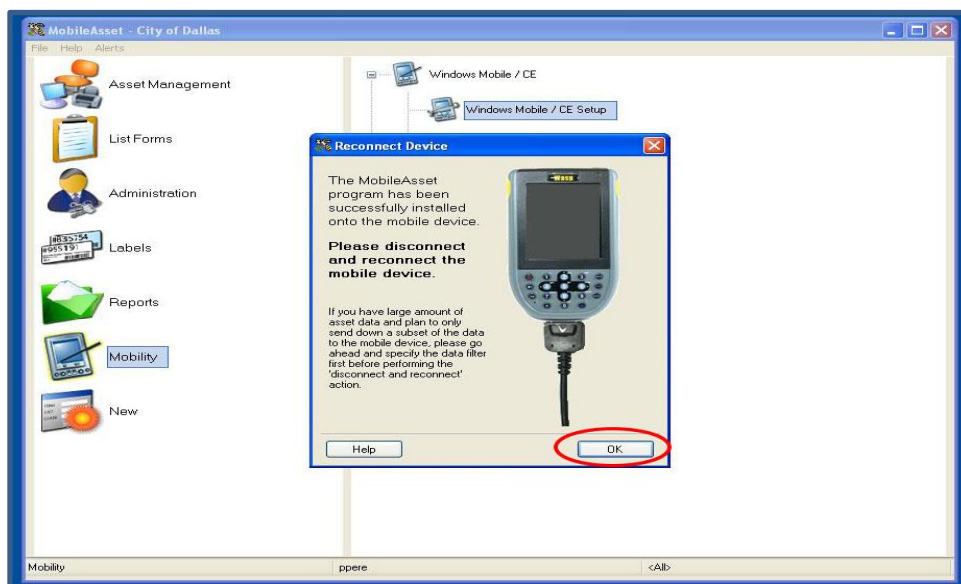
7. If there are more than two Mobile PC Scanners set up with our current WASP License then the next screen will prompt you to delete one.
****NOTE: Do NOT delete OEM_WASP from the Mobile PC Scanners list****
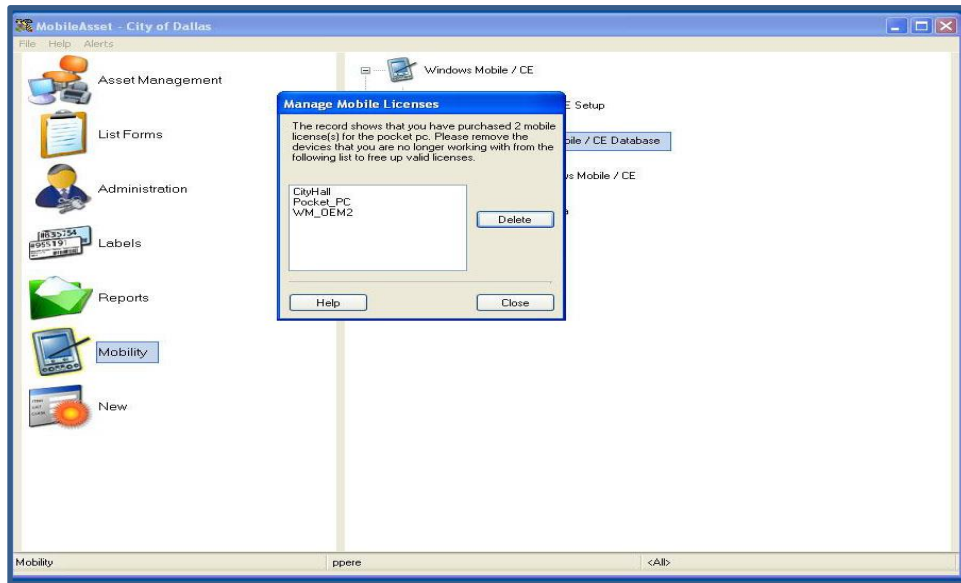
8. The next screen will prompt you to finish setting up the Mobile PC Scanner with WASP. Ensure that the Scanner you are using is the one selected in the "Mobile Device Name:" field, select "No" for the printing from device option, and then finally select "Next"
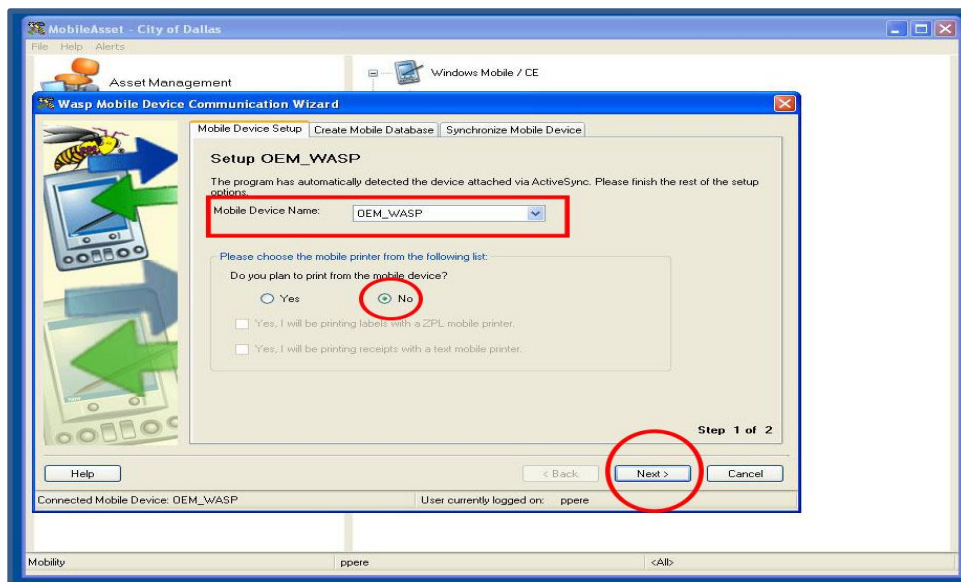
9. If you are ready to Create a Mobile Database on your scanner then follow the next prompts. Instructions can be found on pg. _____, otherwise exit the Mobile device window and when you are ready to Create a Mobile Database on your scanner proceed with the steps on pg. _____.

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.
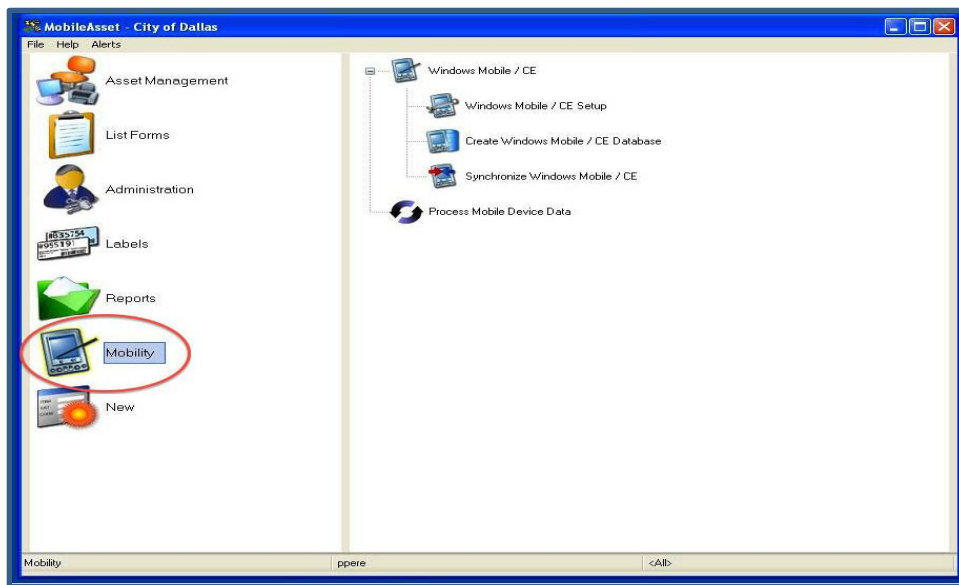
3. Expand the "Windows Mobile/CE" list and select "Create Windows Mobile/CE Database." This will pop open the Mobile Device Wizard.
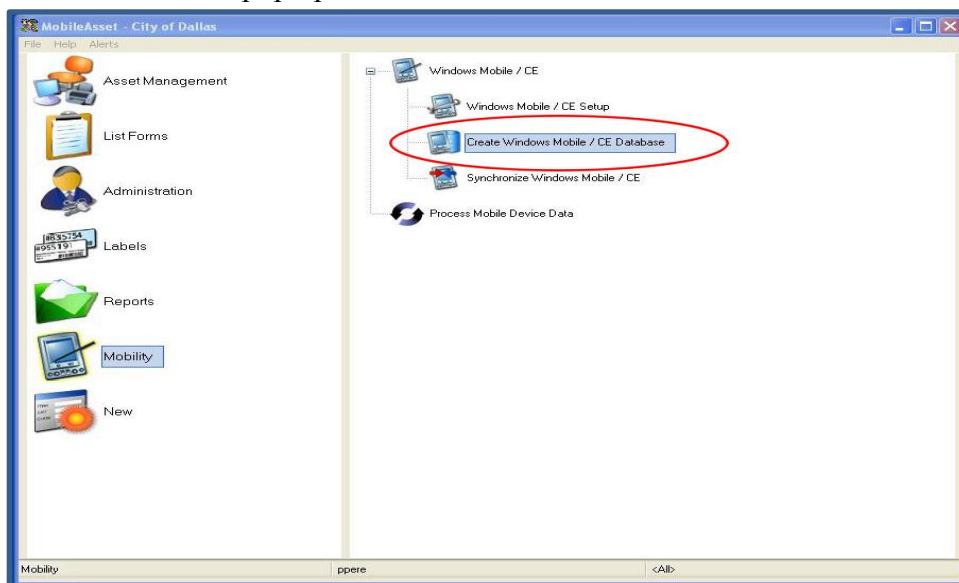
4. Under the "Create Mobile Database" tab select the "Location" tab. Then select the location to be audited from dropdown menu. You can select multiple locations if the handheld device will be used to audit several sites before it will be re-synched with the database.
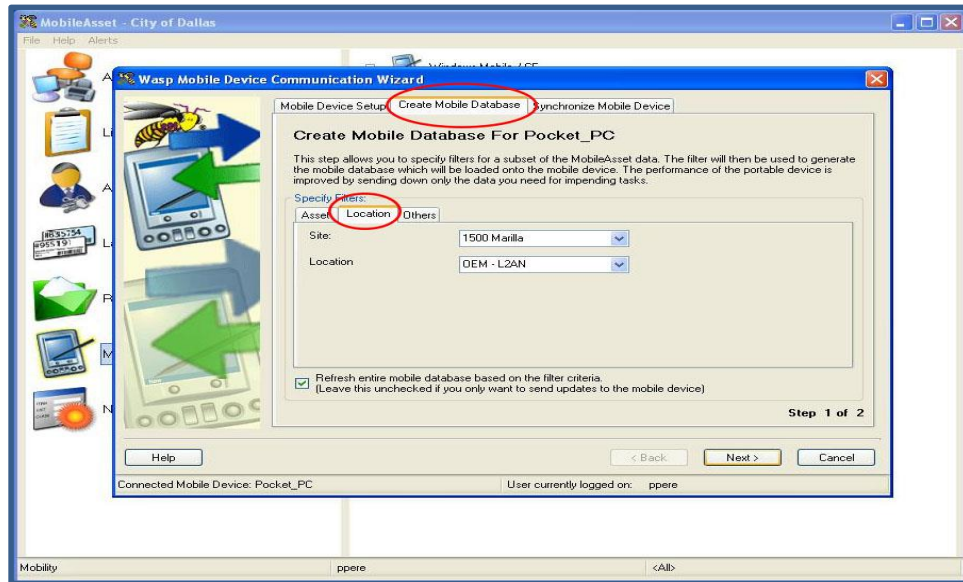
5. Check the box for "Refresh entire mobile database…." Then click "Next".
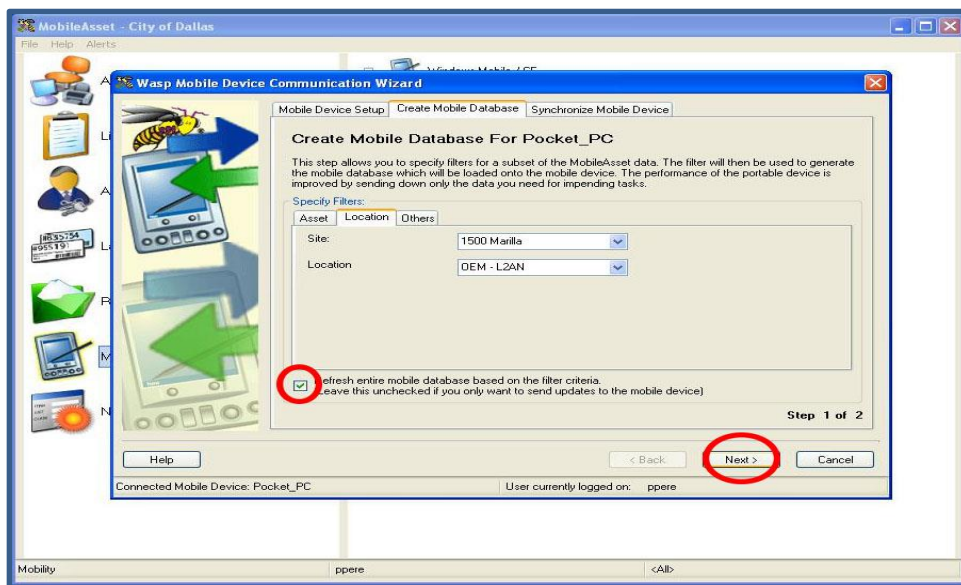
6. Click "Next." Click "Yes" in the resulting pop up box.
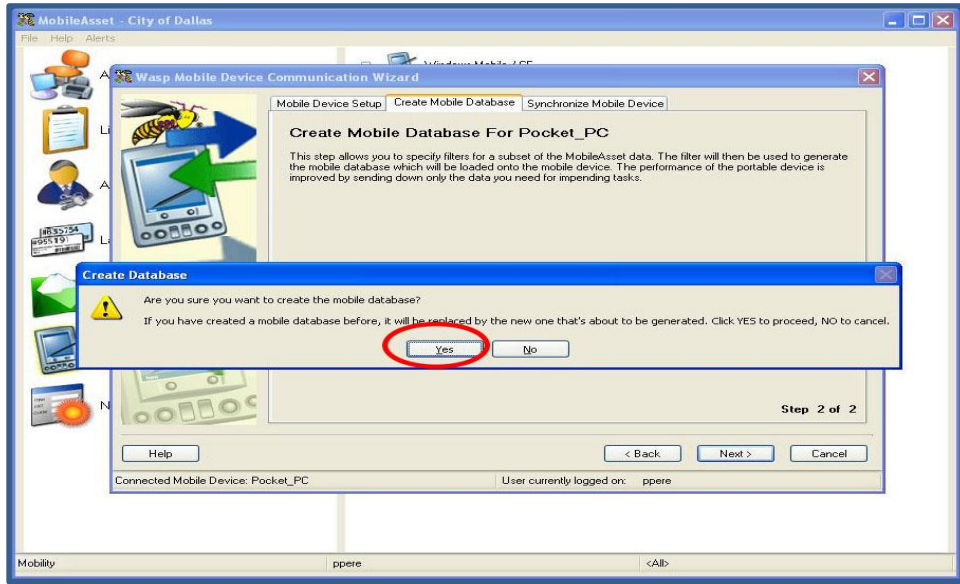
7. Click "Next" again to begin synching the device. Click "Finish" when synchronization is complete.
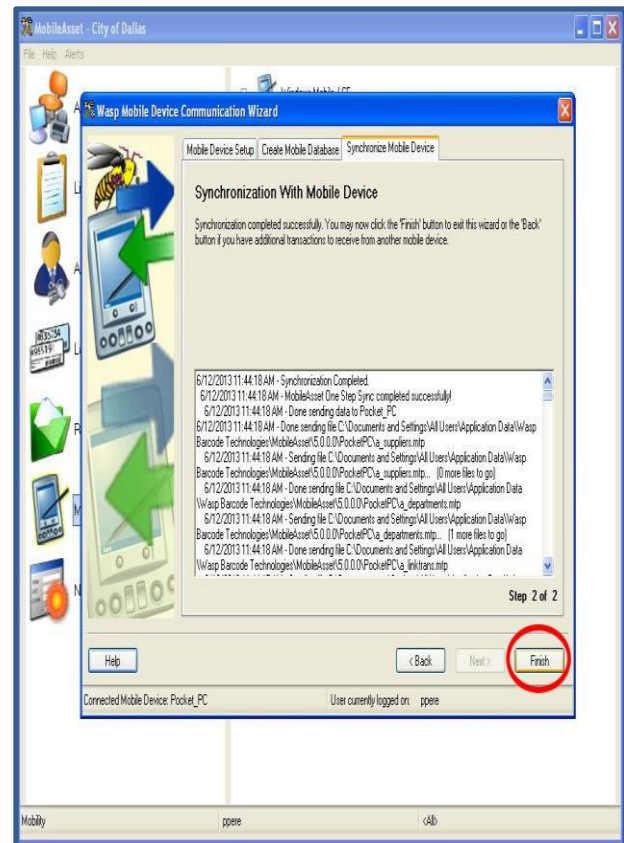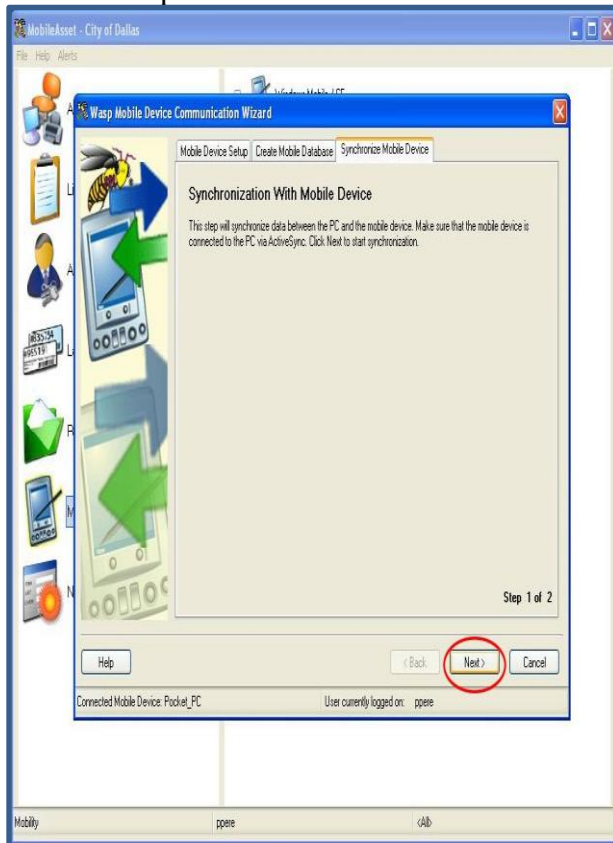
8. Disconnect the Mobile Device from the PC.

Scanning

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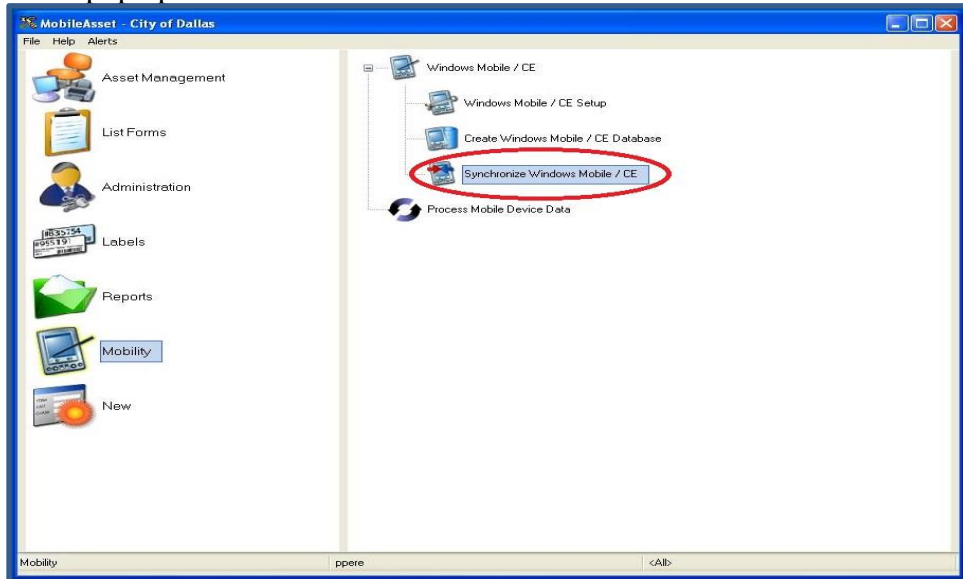
4. Click "Next" to synchronize the device. Click "Finish" when synchronization is complete.
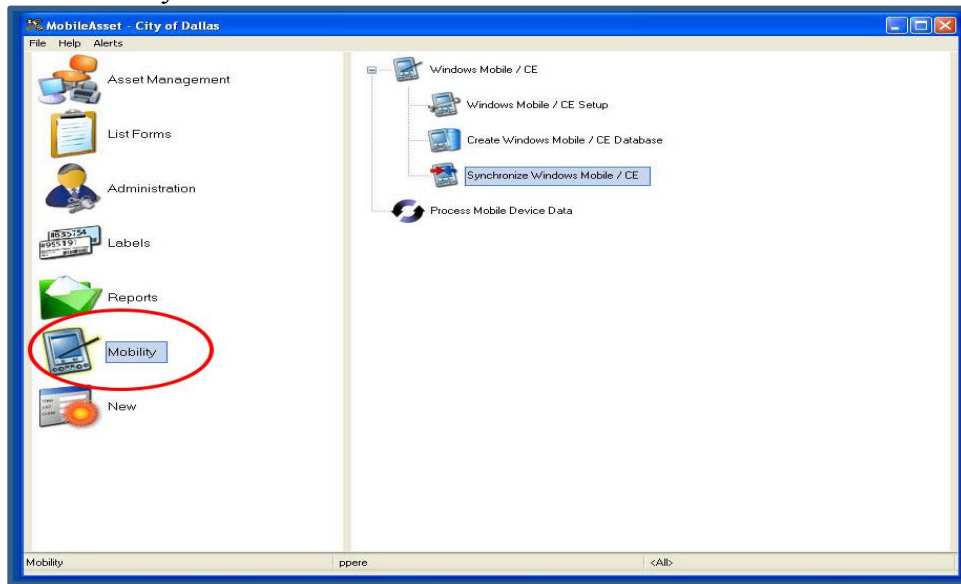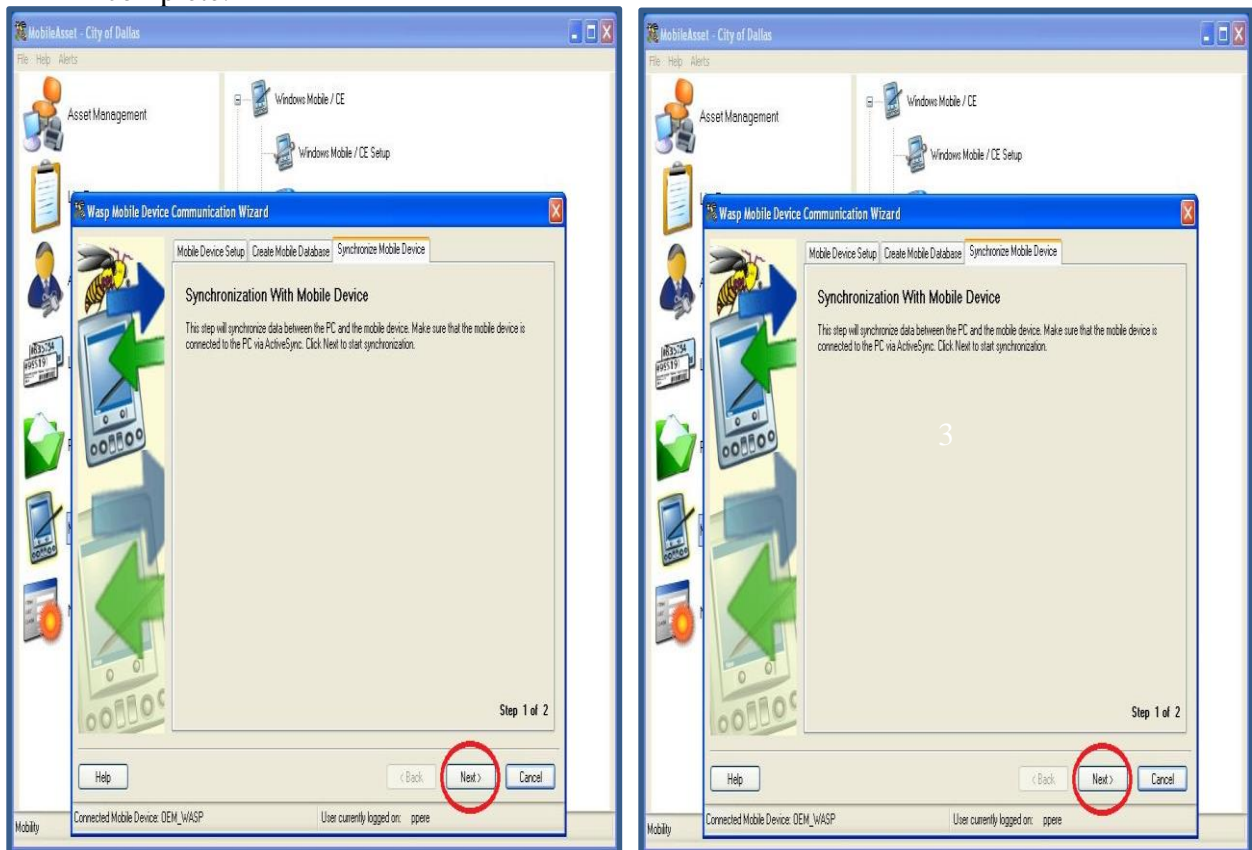

5. Disconnect the Mobile Device from the PC.

****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
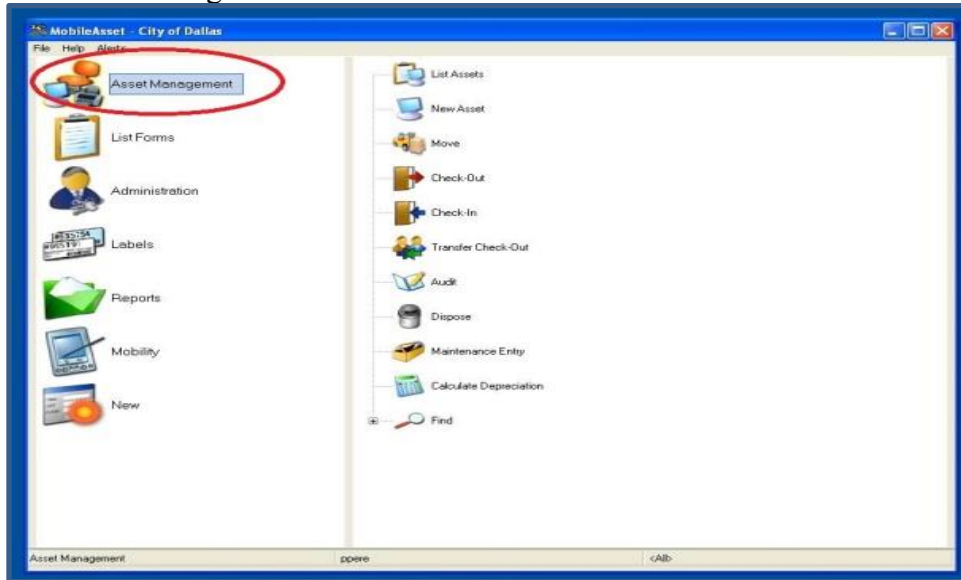
2. Click "Audit" on right – this will pop up the Audit window
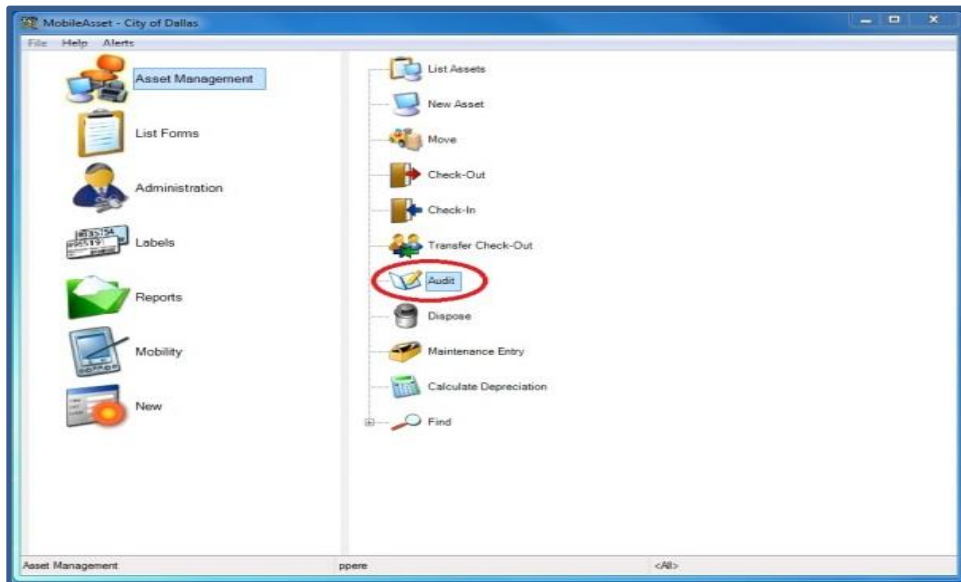
3. Select Audit Site and Location from drop down lists

4. Click "Refresh List." This will populate the list of all items at that location.
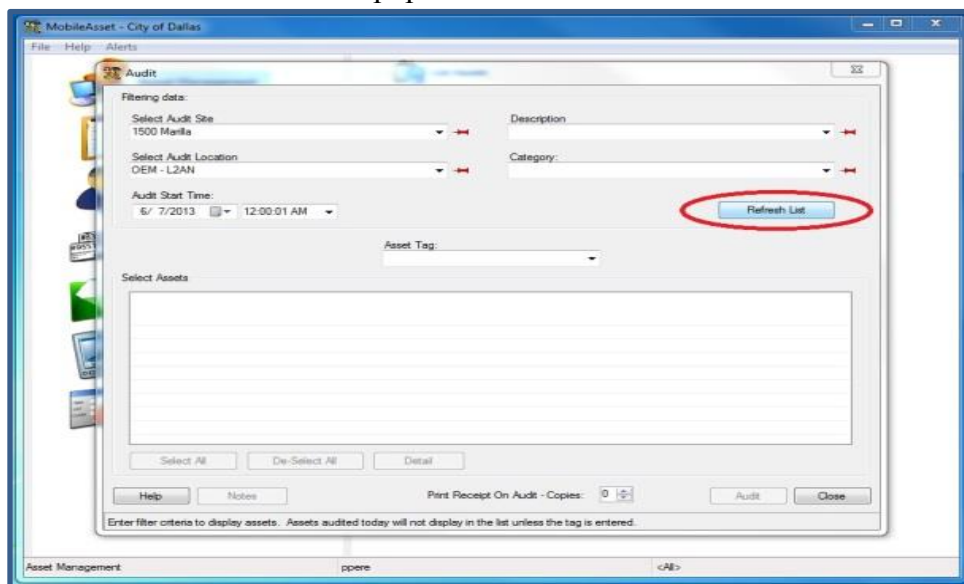
5. Select any and all items physically found at that location.
   ****NOTE – If you find an item at the location that does not belong there, enter its asset tag number (found on the label), and proceed to step 6; otherwise proceed to step 7.
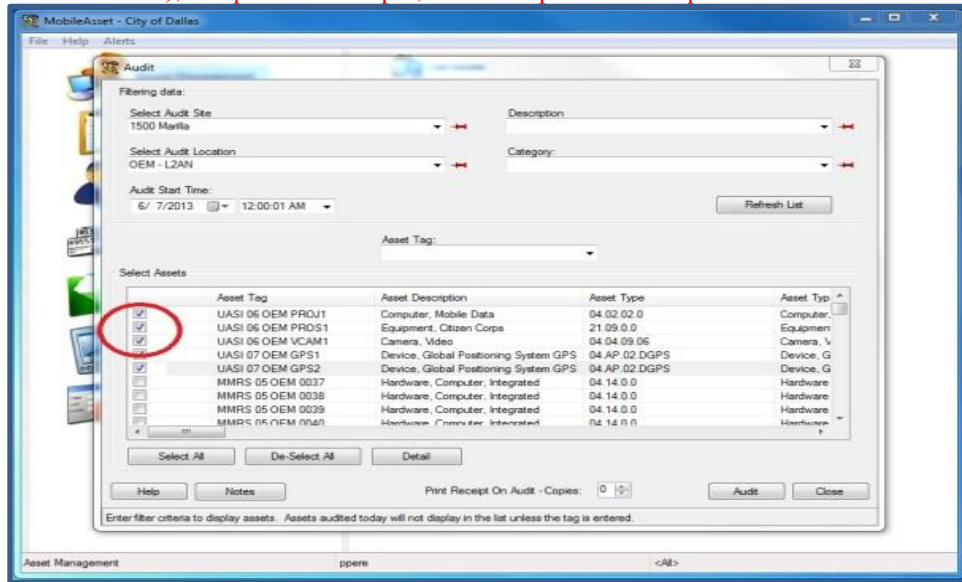
6. A box will pop up that asks if you would like to move the item to that location. If you would, select "Yes" and process. If you would not, select "No" and the item will be audited without changing its location in the system.
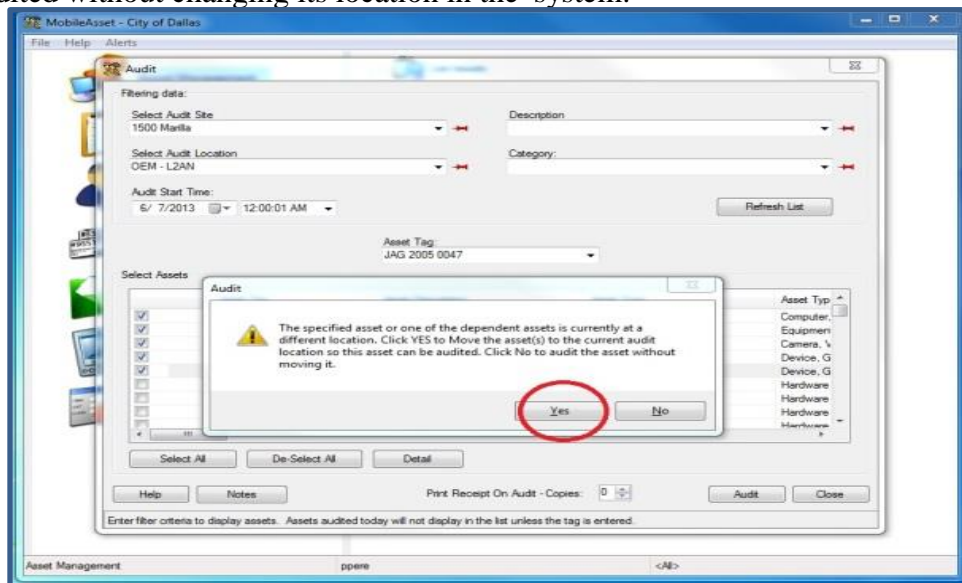
7. Click "Audit." This button will not be available until at least one item is selected from the list. This will clear the list for the next audit location.
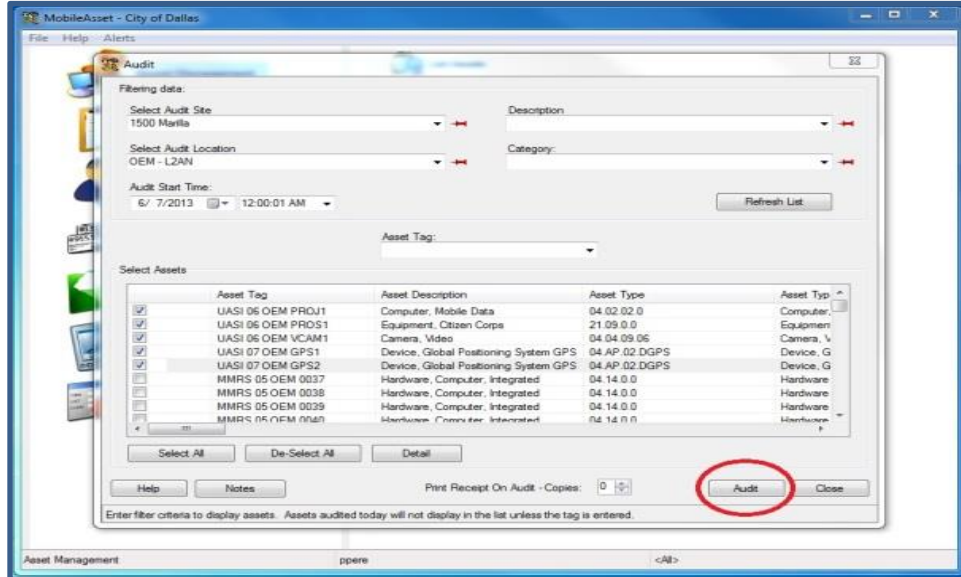
RUNNING A REPORT

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.

1. Select "Reports" from the left hand list.
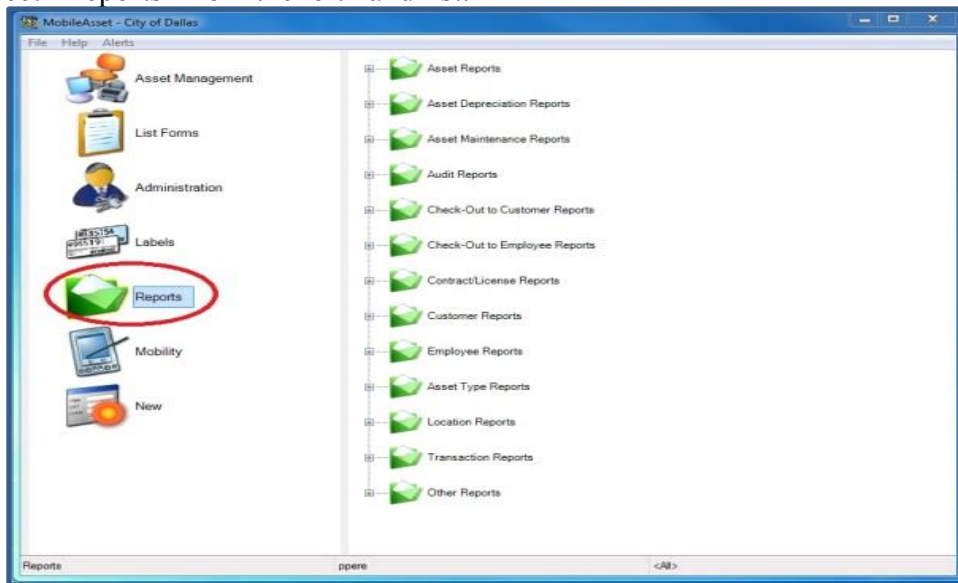
2. Select the desired report from the right hand list. The report will run and open in Crystal Reports.
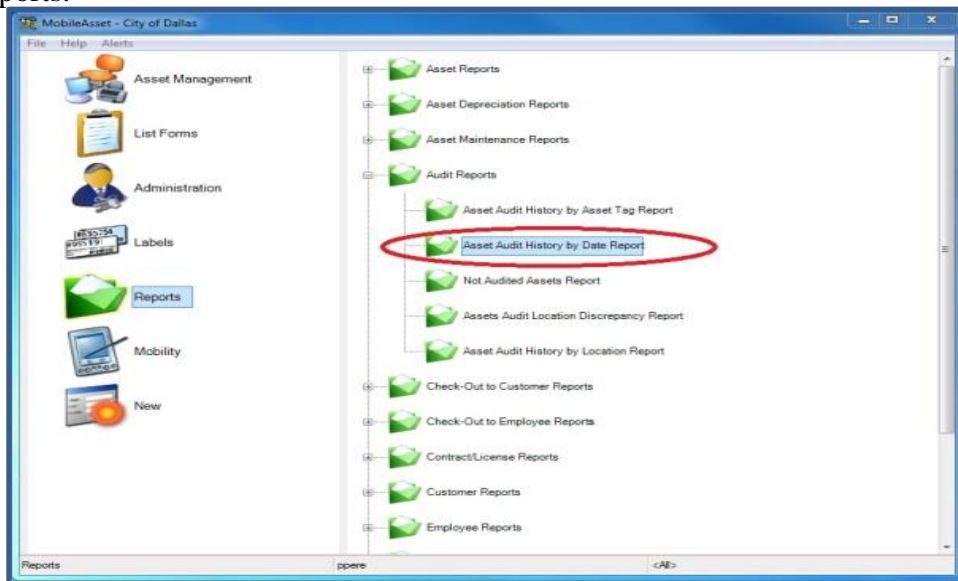
3. If you would like to save the report, select the "Export Report" icon on the top left side of the toolbar.

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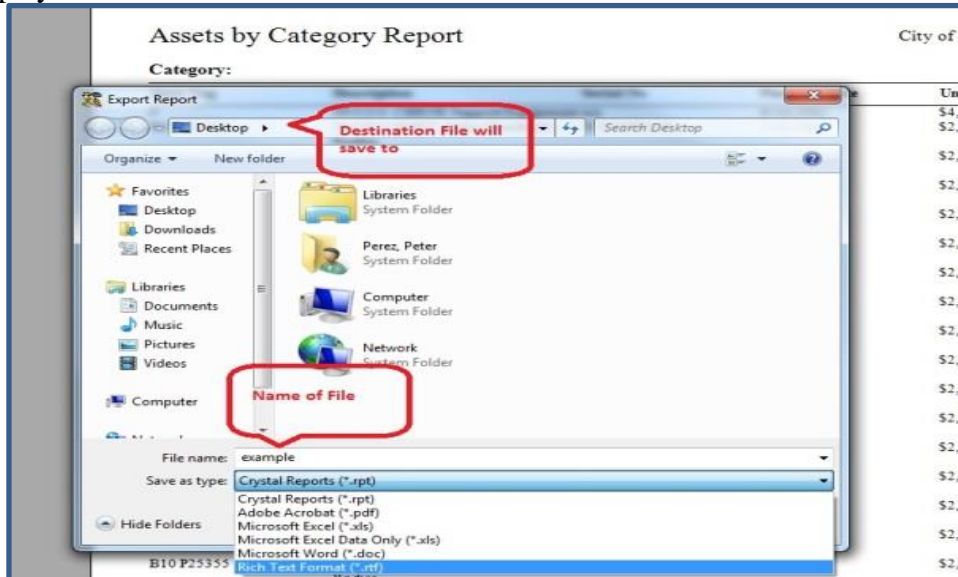
5. To save the report as an editable word document, select "Microsoft Word – Editable (*.rtf) from the "Save as type:) dropdown. Do not select a regular Word file (.doc). This will put all text into boxes and make it very difficult to make edits.
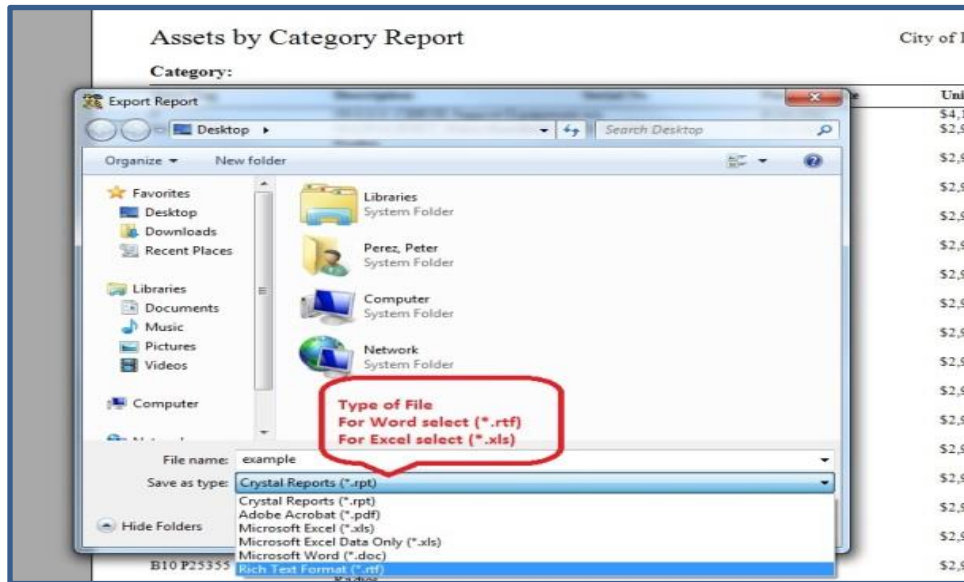
EXPORTING

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
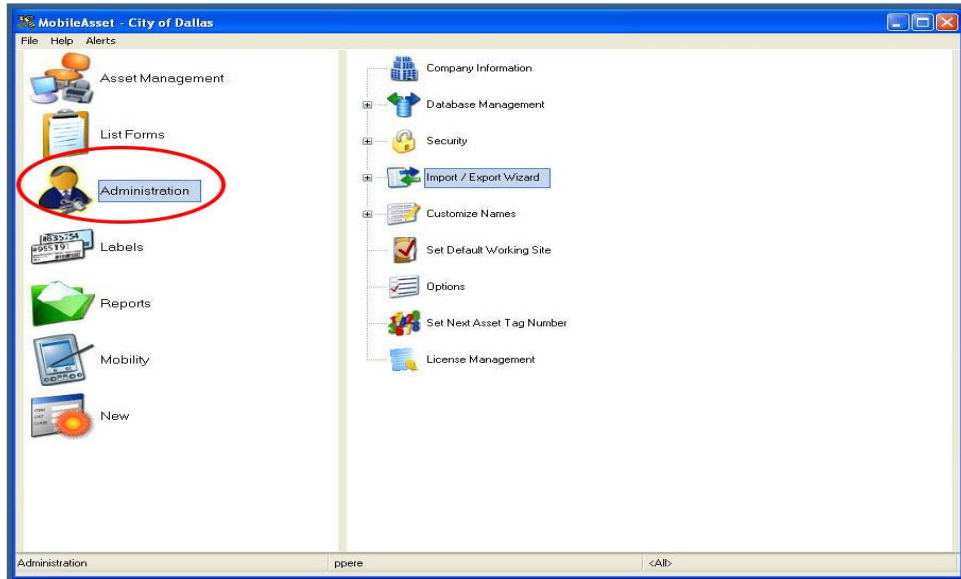
2. After expanding the "Import/Export Wizard" list select "Export Wizard". This will pop open the Export Wizard window
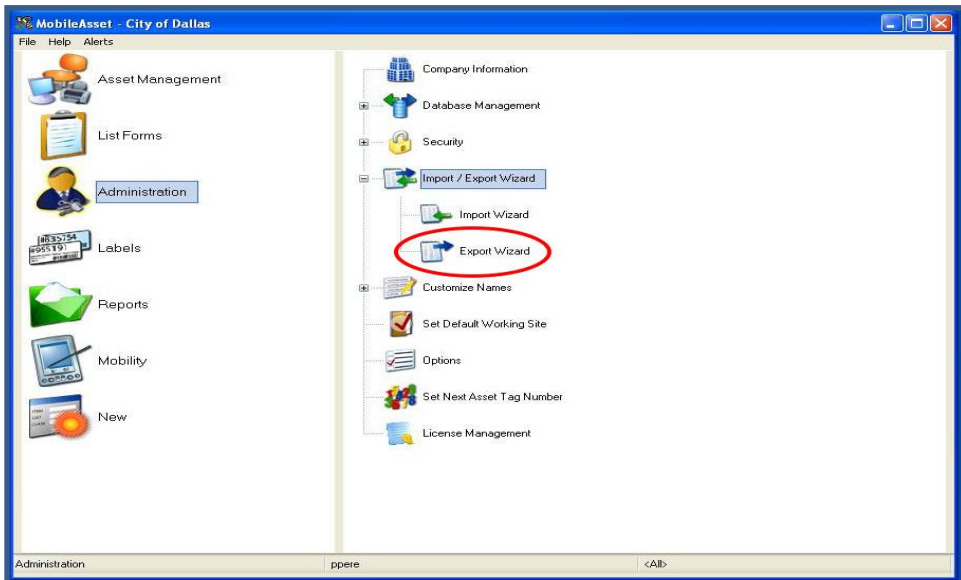
3. Select the dropdown menu in the "Export table:" field and select "Asset"
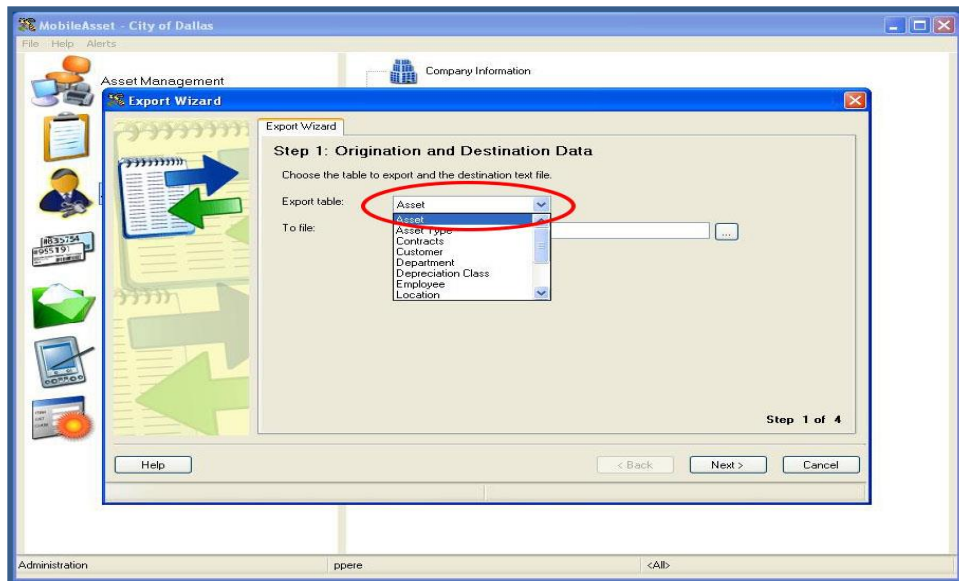
4. Select the file icon to the right of the "To file:" field and choose where you wish to export your file to and the desired name of the file
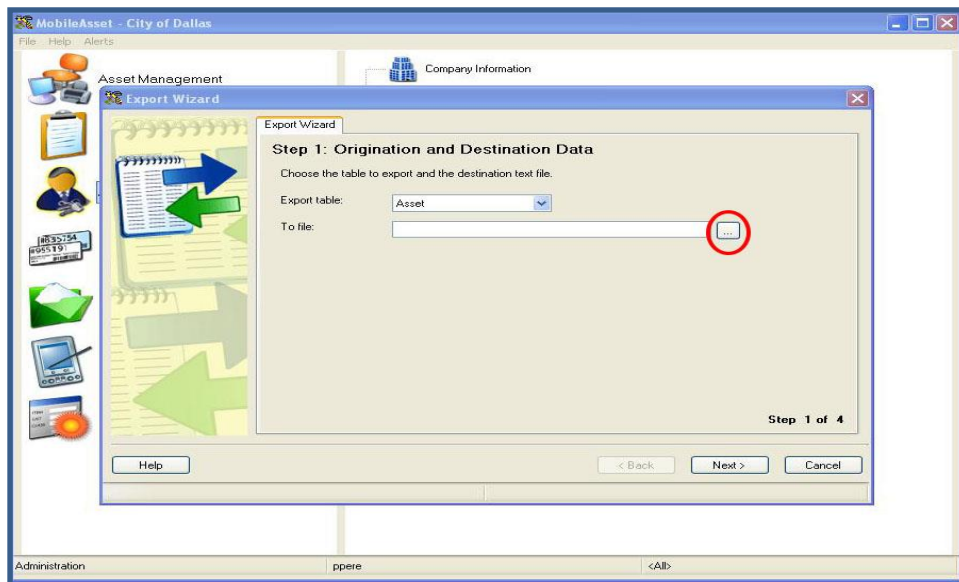
5. You will export the file in "CSV" format. This is an excel type file that is easy to modify and manipulate. Any other type of file creates extra fields and requires cleaning up before you can modify the information and is not recommended. Once you choose your location and file name select "Open"
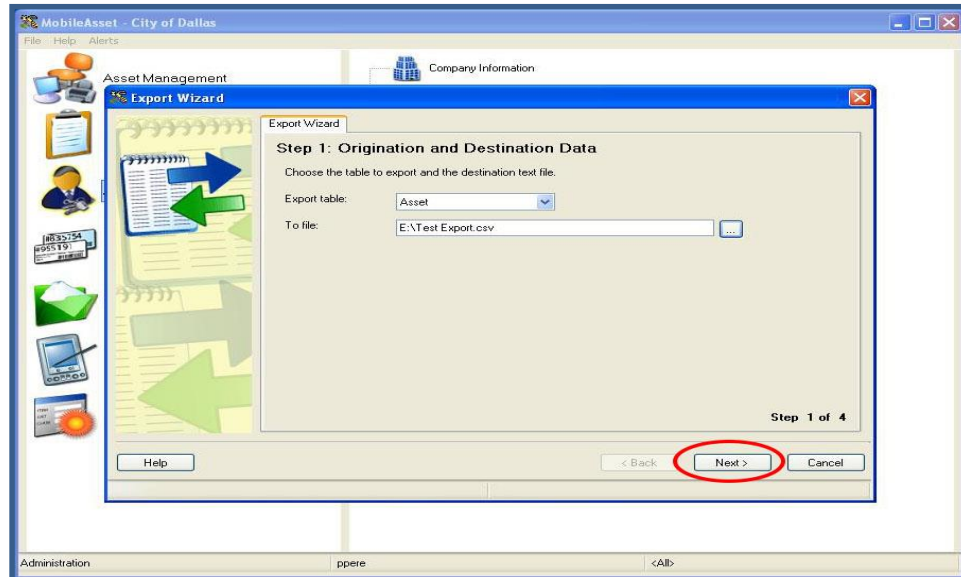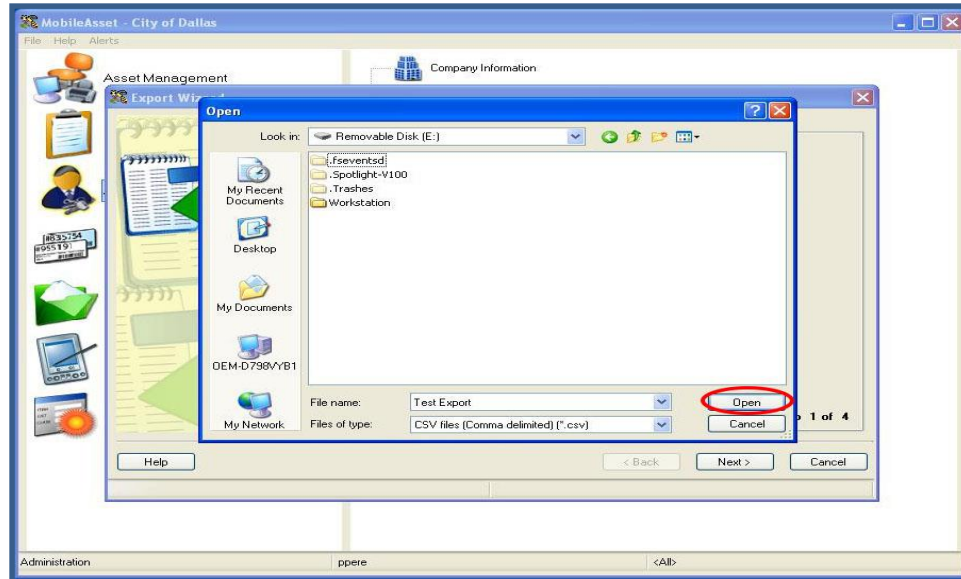
6. The next screen will ask you to choose what fields you wish to export. Think of these as your column headings. You can choose any fields you wish and change the order that they will appear in the report but for practicality we recommend choosing no more than 4 fields. Select "Next" to proceed
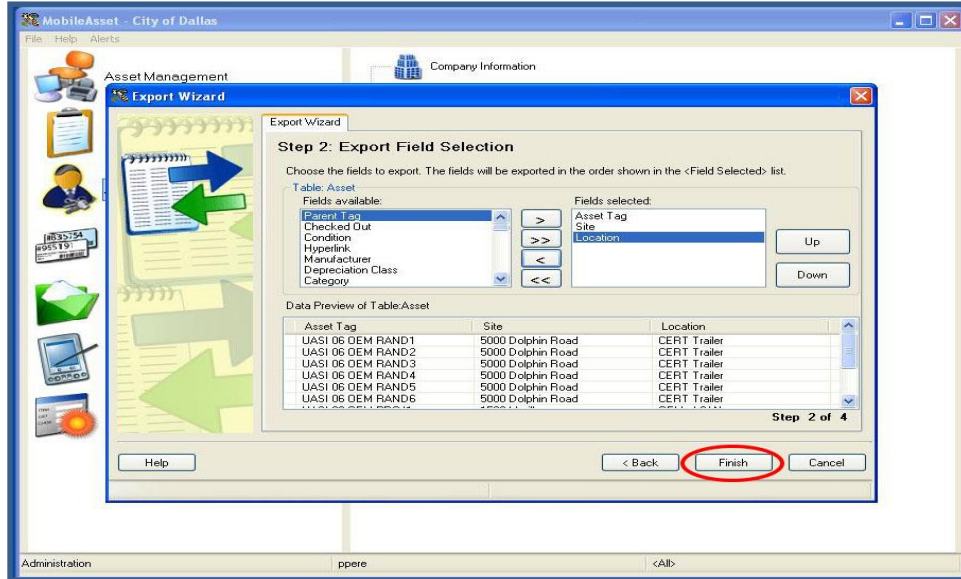
7. Ensure that the "Field Delimiter:" field is set to "<Comma>". The preview will show a "," between each field that was selected. This is where a new column will begin in the excel file. Select "Finish" to proceed
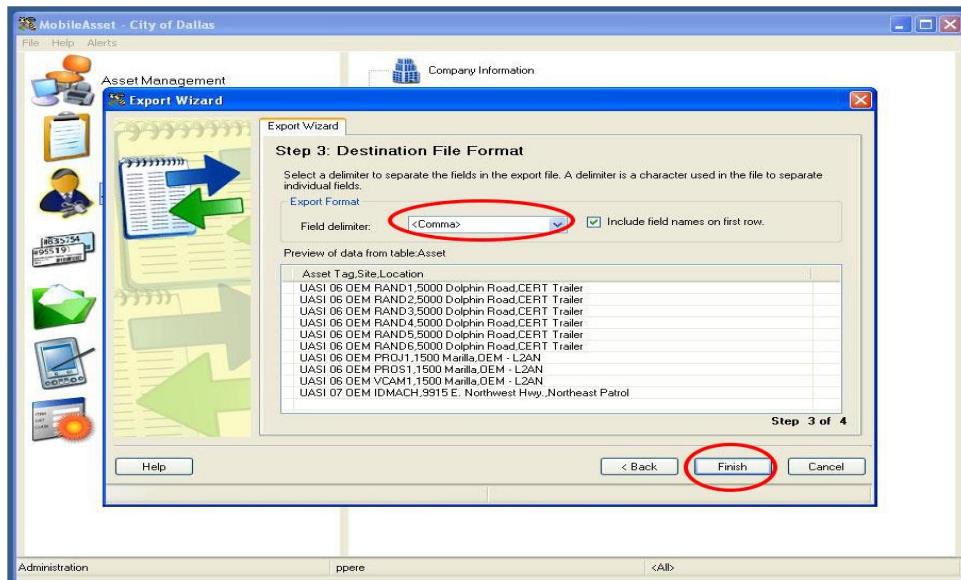
8. The export will automatically begin and you can watch its progress. When exporting is completed a pop will appear and you can select "Ok", this closes the export wizard.
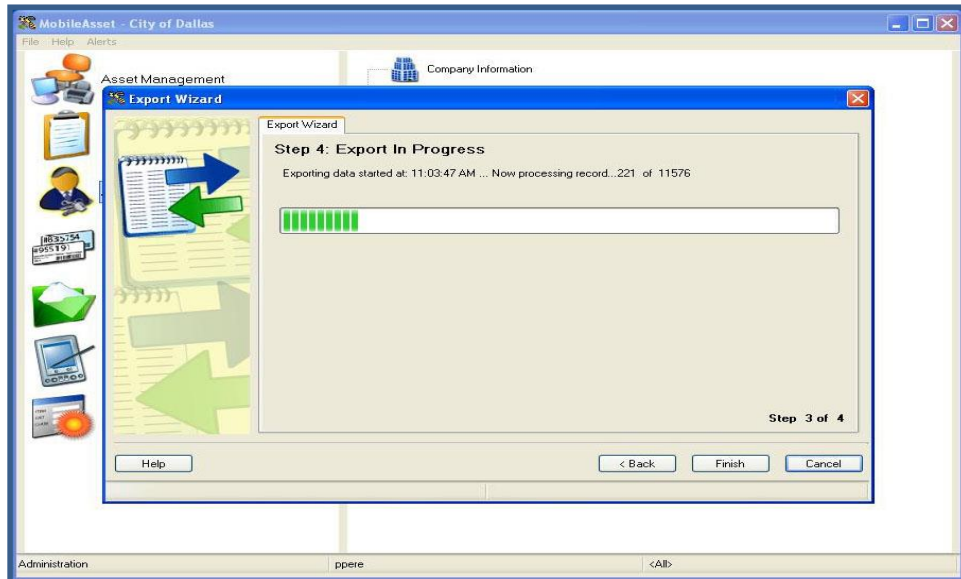
IMPORTING

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.
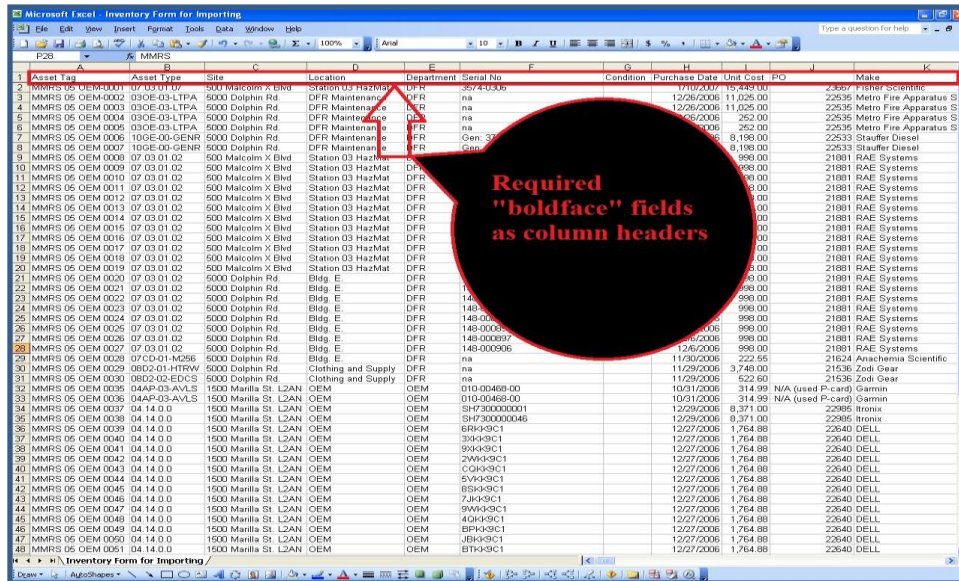
2. Once you have created your excel sheet save it as a "CSV" file in an easy to find place
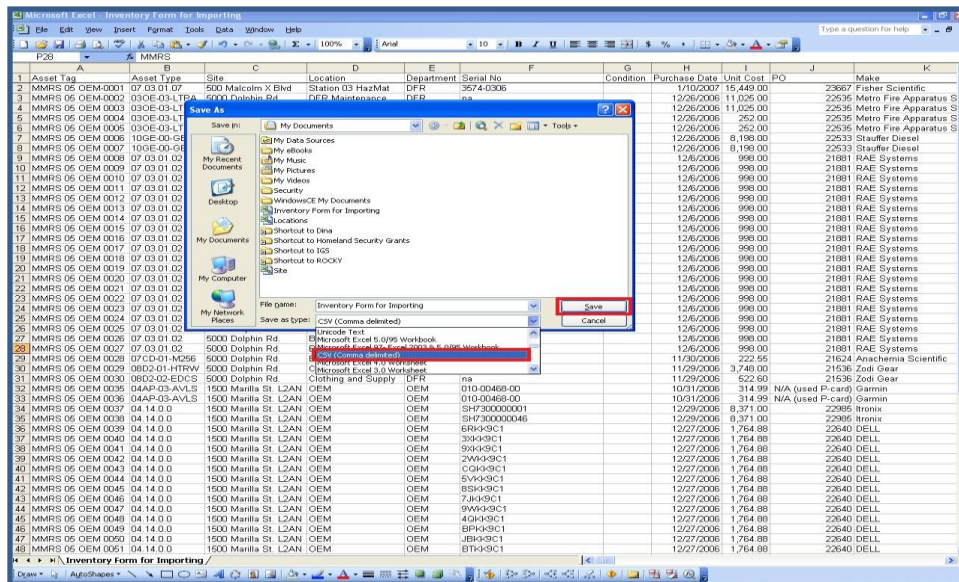
3. Click Administration from the list on the left hand side of the window
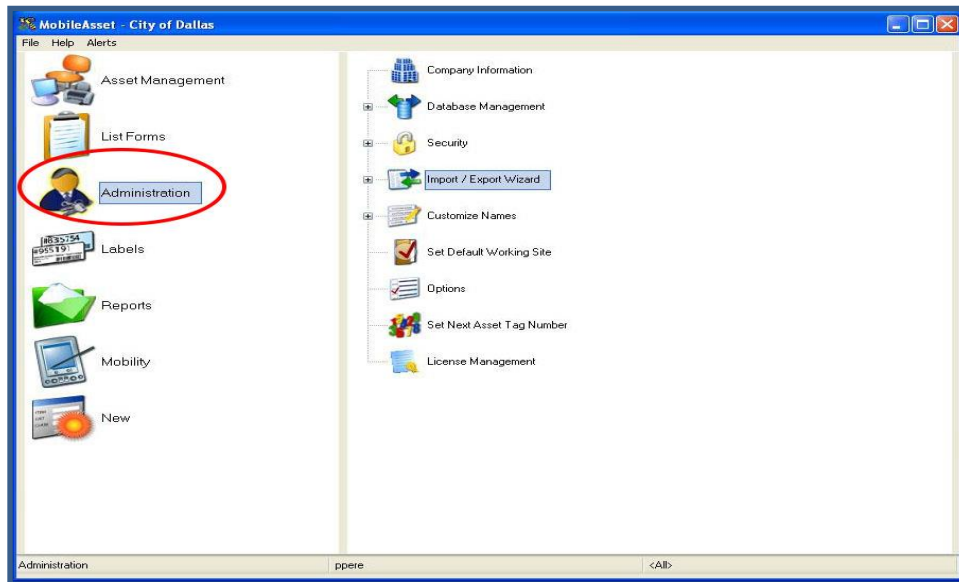
4. After expanding the "Import/Export Wizard" list select "Import Wizard" to open the Import Wizard window
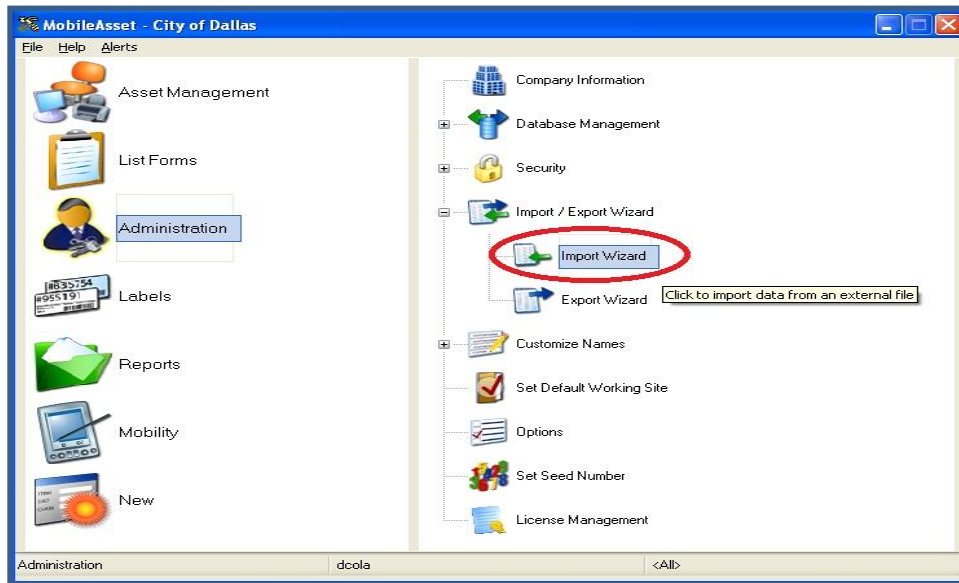
5. Select the file icon to the right of the "Import file:" field and choose the "CSV" file you just created
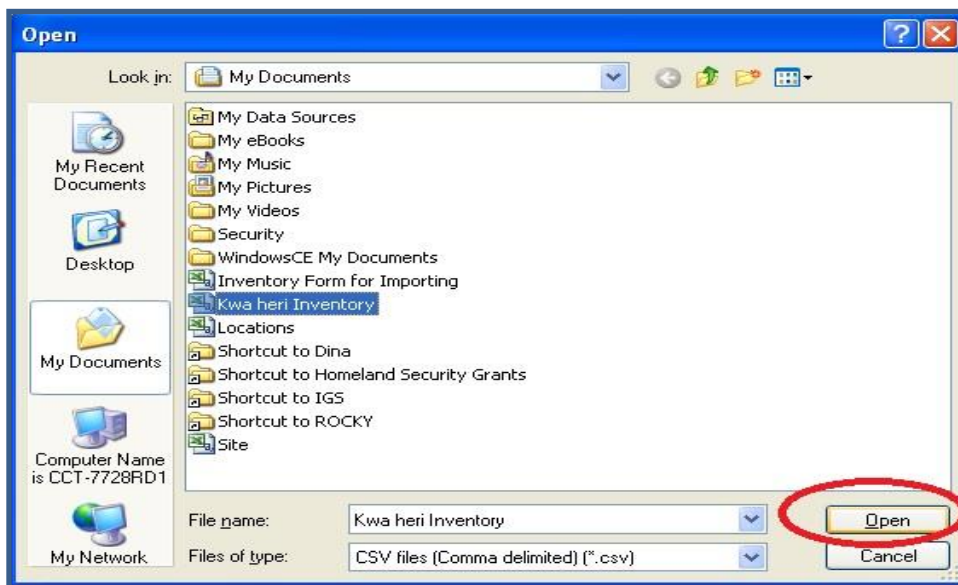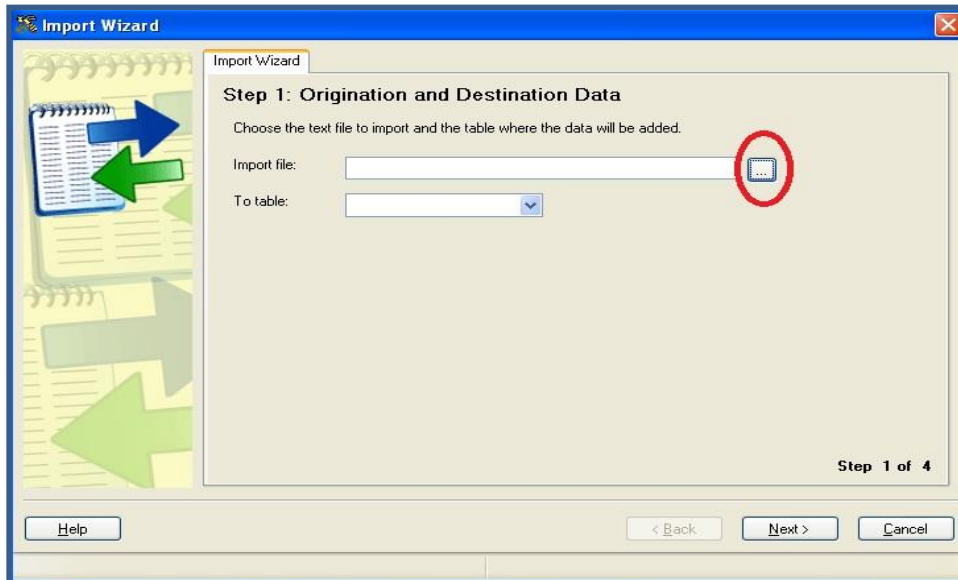
6. Select the dropdown menu in the "To table:" field and select "Asset" then click "Next" at the bottom right of the window
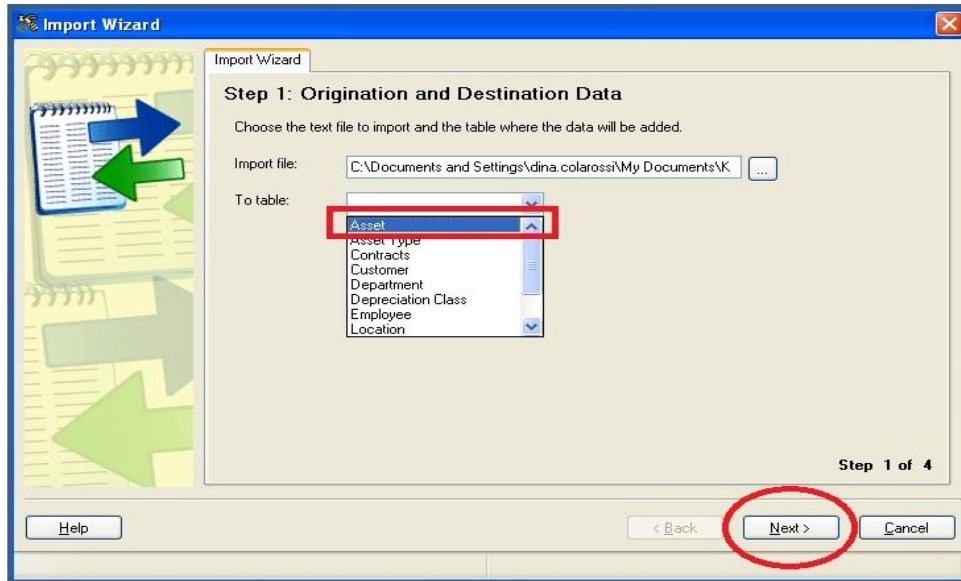
7. Ensure that the "Field Delimiter:" field is set to "<Comma>" and that the box to the right of this field is checked. The preview will should show the data from the excel sheet with columns. Select "Next" to proceed
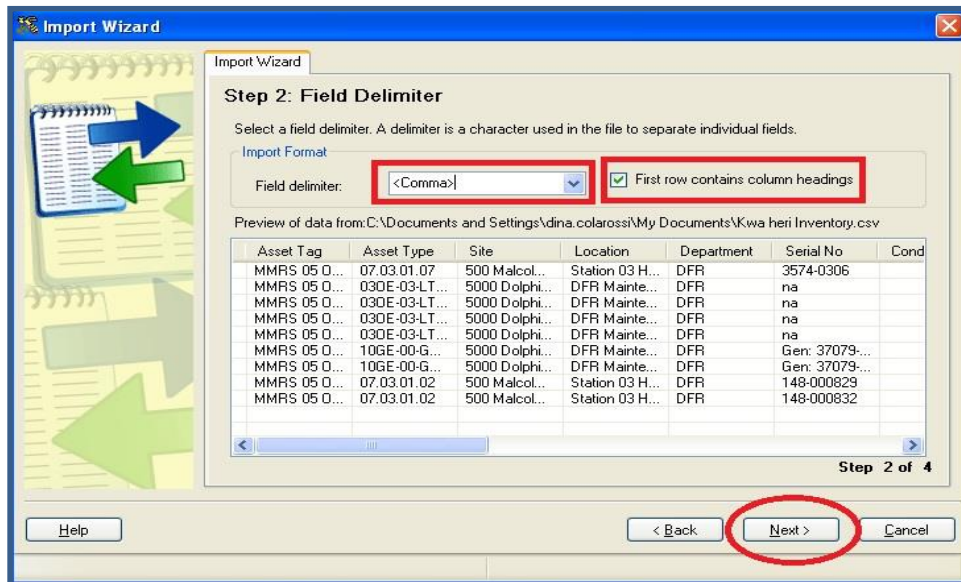
8. The next step will show you the column that the system is matching up from your CSV file to the WASP database. Ensure that each column is matched up correctly making changes if necessary and then select "Next" at the bottom right of the window to proceed
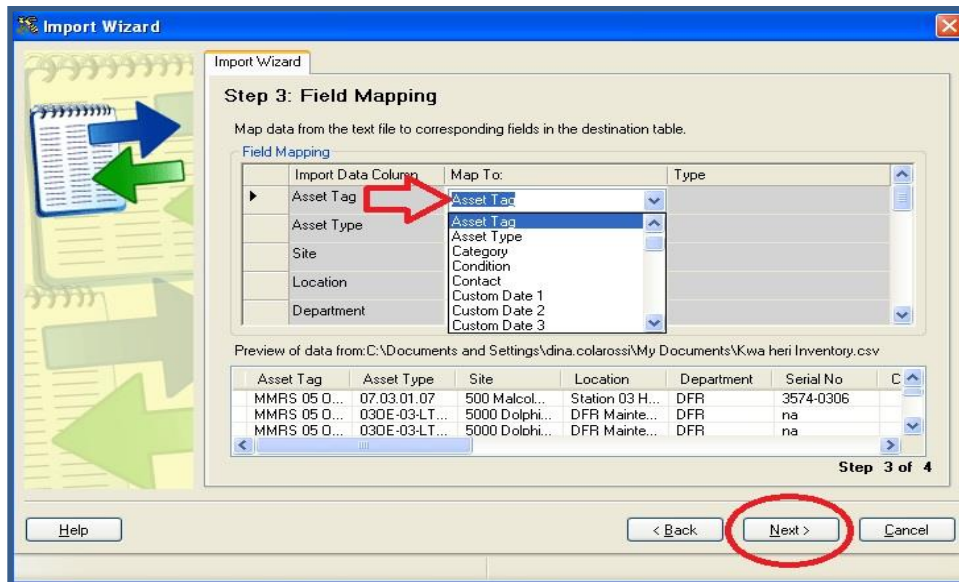
9. The importing process should then automatically begin and you can watch the progress

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"
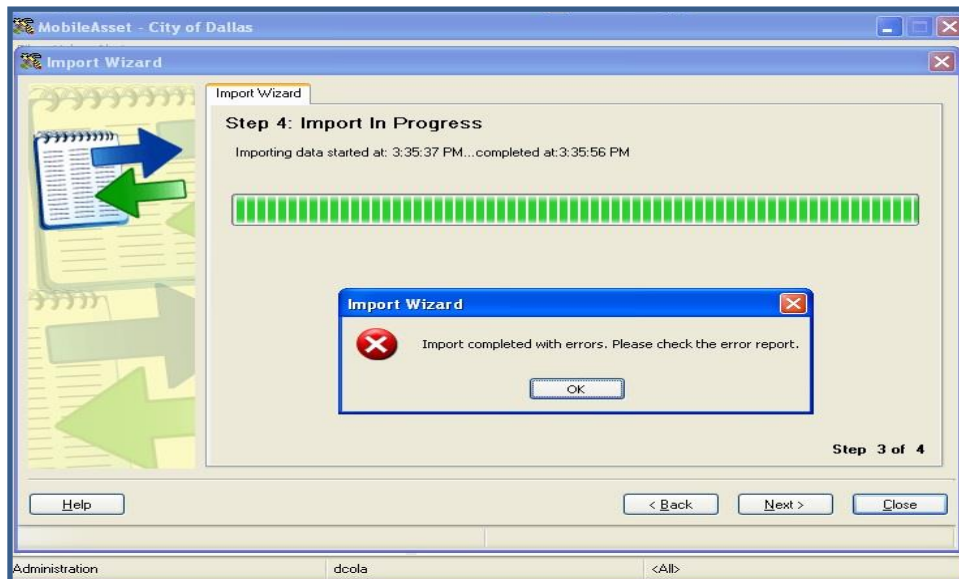
11. If there were errors then an error report will pop up. Some of the main reasons why assets generate an error are below.

    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****
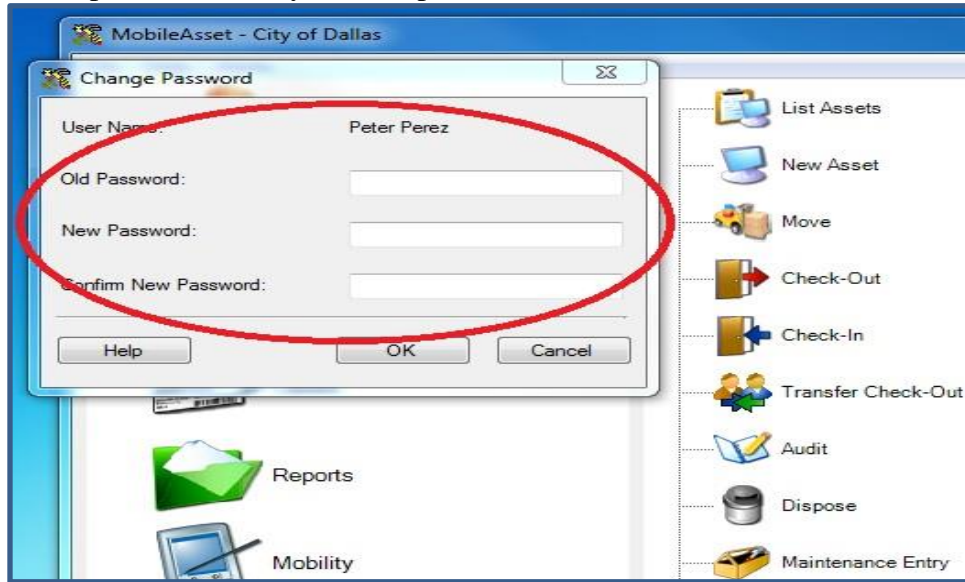
CHANGING YOUR PASSWORD

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.
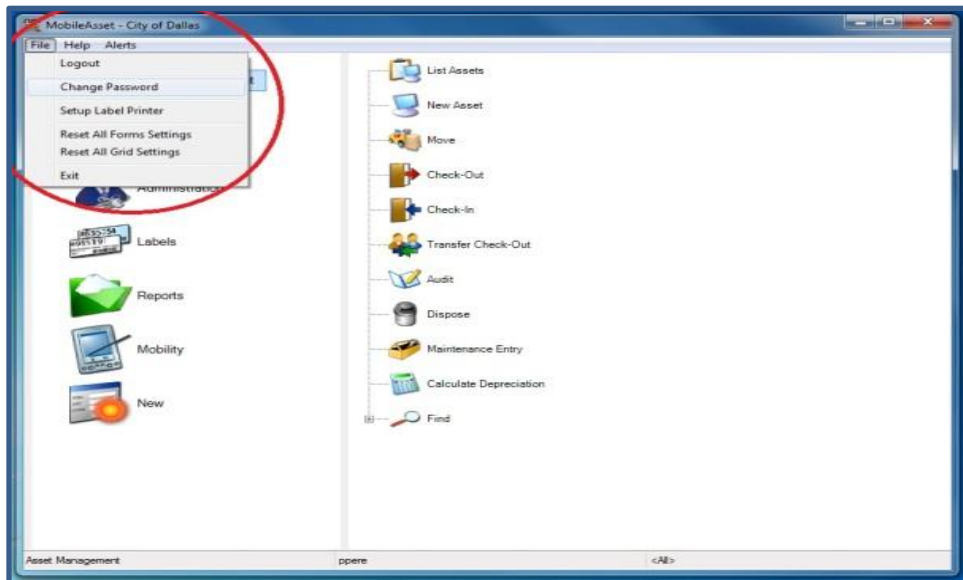
3. Enter old password, then your new password twice.

4. Click "OK."