



ATS_TTS Handheld Functions:

Audit / Count Features

From the handheld applications for both ATS (Asset Tracking) and TTS (Tool Tracking) Solutions, 2 key features are offered. These are the AUDIT and the COUNT functions.

- 1) **Audit Function:** Allows for 'auditing' either persons or places (locations) where items (*that are not 'binned', or designated as containers*) have either been assigned or are stored.
- 2) **Count Function:** Allows for counting existing 'binned' or 'quantity' inventory.

Every item is required to have a Storage location (IE., a point of origin, "home") **then, an item is typically checked out or assigned to a person or a place** (Check out, usage, or 'assignment' location).

The system doesn't care if items are returned or checked in..... they can remain at their assignment locations, or with their assigned users indefinitely. Any business, will however, often need to verify what items are where and, which, if any items, need to be replenished.

The Audit and Count functions can be used for these verifications. Separate reports are also available for assigned items, audits, bin inventories, containers, and consumables.

AUDIT:

There are a couple of options for Audits:

- *Audit a person or place (location)*

Auditing a person or place will provide a listing of all items assigned to that person or place, with the exceptions of “binned” or quantity items, and ‘containers’.

- *Audit a storage location*

Auditing a storage location will provide a listing of all items located at that storage location, with the exceptions of “binned” or quantity items, and containers. Inventory of ‘binned’ or quantity items in storage locations can be conducted with the “Count” function on the handheld terminal.

To Audit a Person or a Place:

- Scan or key in the barcode ID of the person or place. A list of all items assigned to that person or place will be displayed in the listing table - with the exceptions of “binned” or quantity items, and containers.
- As found items are ‘scanned’, those items come off of the listing table. Unfound items remain.



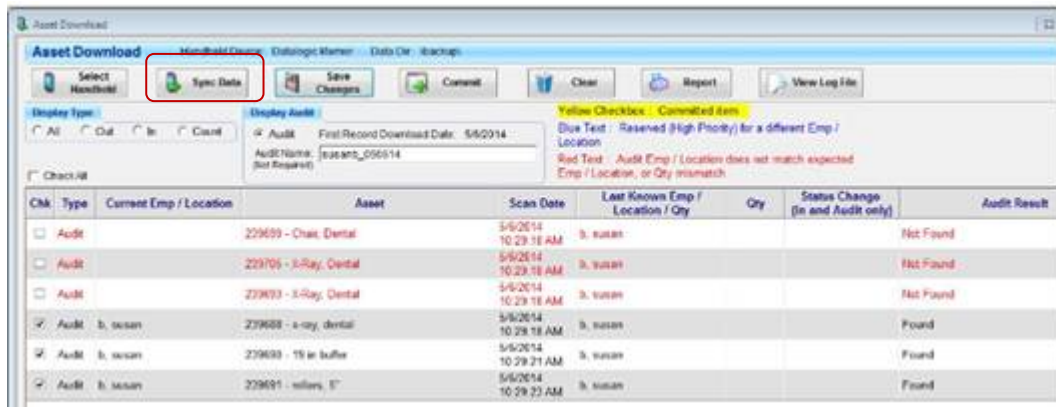
- Once all items that can be found are located, the data then needs to be merged with the main database. This is accomplished by using the “Download” function on the main ATS or TTS PC application (*IF the mobile terminals have a wireless connection to the database, the Download will NOT be required*).

- Connect the terminal to the PC running the GigaTrak application (how to do this is addressed in a separate document on our website: *ATS (or) TTS Handheld Download*)

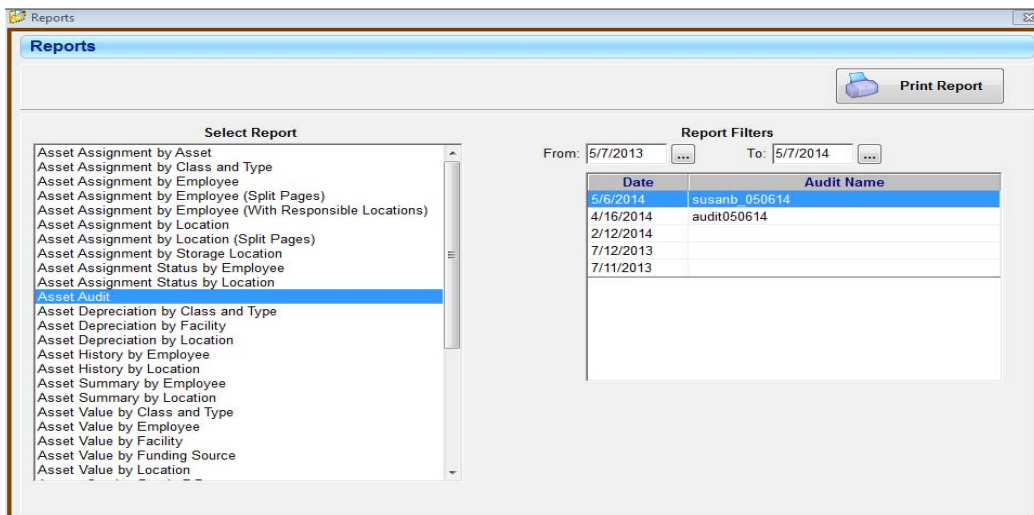
- Select the 'Synch Data' button to pull the transactions from the terminal

When the transactions are pulled in and displayed on the grid, notice there are 'Display' option radio buttons. Select the 'Audit' radio button to view the audit results. Items found are checked and in black text; items missing are unchecked and displayed in red text. You can provide a name for the audit, and print it from this screen, either in hard copy or pdf format:

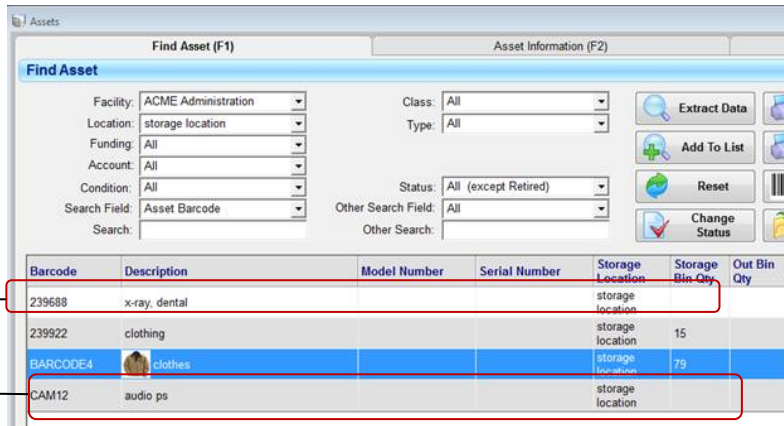
- *Unique (non-binned, and not containers) Items that are 'Found' at a location, or with a person, where they were not previously assigned will be 're-assigned' automatically to that person or location.*



There is also the option to search for, and print, audit reports from the 'Report' Function:



To Audit a STORAGE Location (place):



- The process is the same, EXCEPT, notice that only UNIQUE items (excluding 'binned' items, and containers), are displayed in the listing table for a STORAGE location. "Binned" items are audited or "inventoried" by using the COUNT function on the handheld terminal. Containers are not audited; but, reports can be generated to list container items.



Assets

Find Asset (F1) Asset Information (F2)

Find Asset

Facility: ACME Administration Class: All
 Location: storage location Type: All
 Funding: All
 Account: All
 Condition: All Status: All (except Retired)
 Search Field: Asset Barcode Other Search Field: All
 Search: Other Search:

Extract Data
 Add To List
 Reset
 Change Status

Barcode	Description	Model Number	Serial Number	Storage Location	Storage Bin Qty	Out Bin Qty
239688	x-ray, dental			storage location		
239922	clothing			storage location	15	
BARCODE4	clothes			storage location	79	
CAM12	audio ps			storage location		

The **Count Bin** function on the handheld terminal can provide a pseudo audit/inventory count for binned or quantity items.

