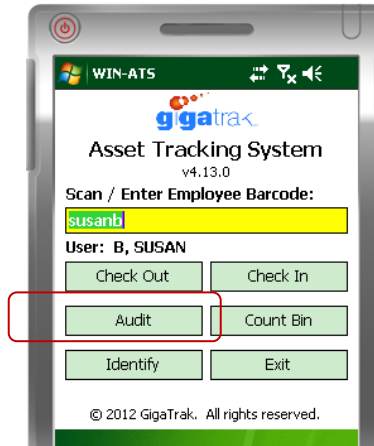




Audit Function in ATS and TTS:

There is an “Audit” function on the Handheld terminal applications for both ATS (Asset Tracking) and TTS (Tool Tracking). This function can be used to “audit” locations or employees for items that are assigned to them:



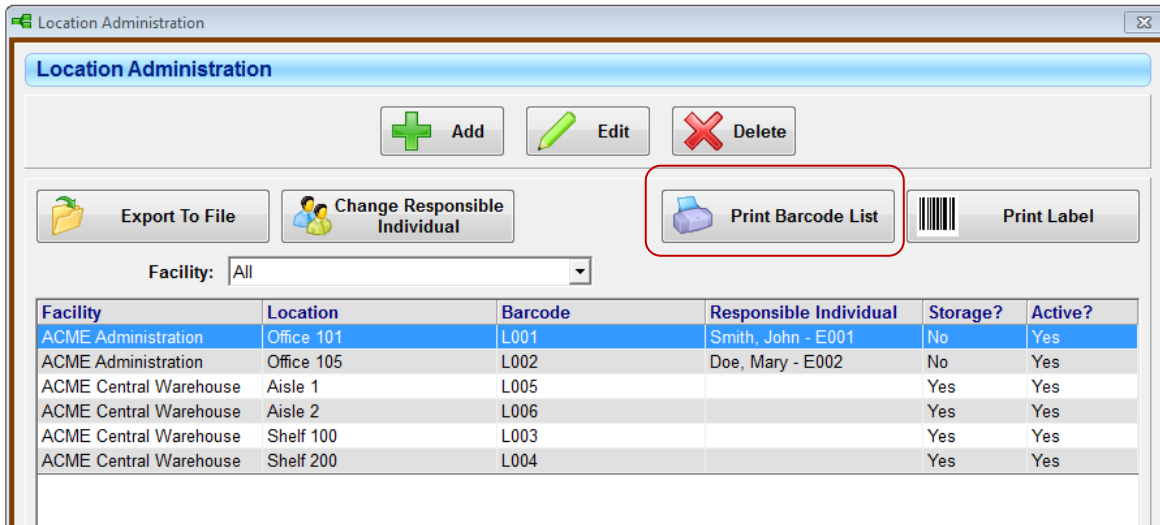
Note: the illustration screens are a blend of ATS and TTS screenshots, but the Audit function is similar for both.

- 1) If you wish to Audit LOCATIONS, you will first need to have a barcode list of the locations to be audited. To generate this barcode list, begin with the SUPPORT Text Tab:
Select 'Location Administration'





From the Location Administration Function, Select 'Print Barcode List' and print out a listing of the barcodes for the facility you wish to audit. There will be a combination of Storage and Check Out locations. (Note: if you're using TTS, Transfer locations will also be included.)

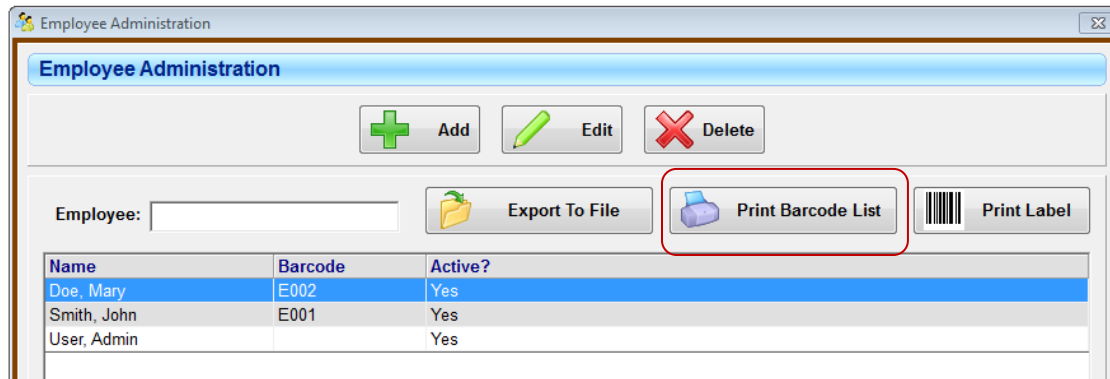


- 2) If you wish to Audit EMPLOYEES, you will first need to have a barcode list of the employees to be audited. To generate this barcode list, begin with the FILE Text Tab: Select 'Employee Administration'

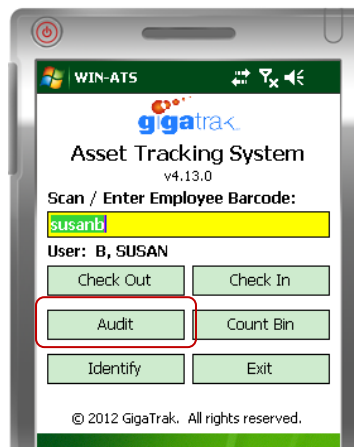




From the Employee Administration Function, Select 'Print Barcode List' and print out a listing of the barcodes for the employees:



- 3) Provide personnel conducting the Audits with the appropriate barcode lists.
Using the mobile handheld terminal: - Logon
- Select "Audit"







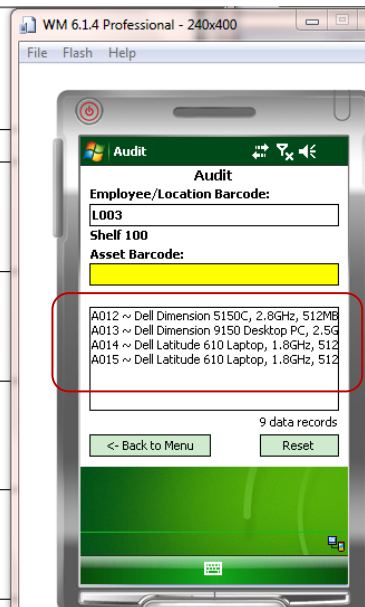
If auditing a LOCATION, scan or key in the Audit Location barcode.

If auditing an EMPLOYEE, scan or key in the Employee barcode.



In either case, **a complete listing of what is currently assigned, checked out, or stored** under that barcode ID will be displayed – **with the EXCEPTION of binned items or containers:**

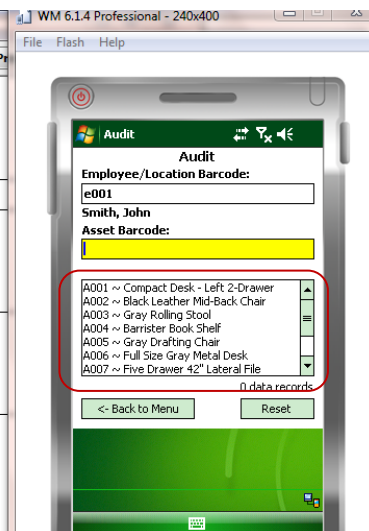
Location Barcode List For Facility: All

Location Name	Barcode	Barcode
Office 101 (ACME Administration)	L001	
Office 105 (ACME Administration)	L002	
Aisle 1 (ACME Central Warehouse)	L005	
Aisle 2 (ACME Central Warehouse)	L006	



Employee Barcode List

Employee Name	Barcode	Barcode
Doe, Mary	E 002	
Smith, John	E 001	



- 4) To conduct the Audit, proceed to scan all items located, either at the Location or in the Employee's possession:

As items are scanned, if they match an item in the list, they will be identified and removed from the list.

Scan until you have scanned all items found at either the Location or in the Employee's possession.

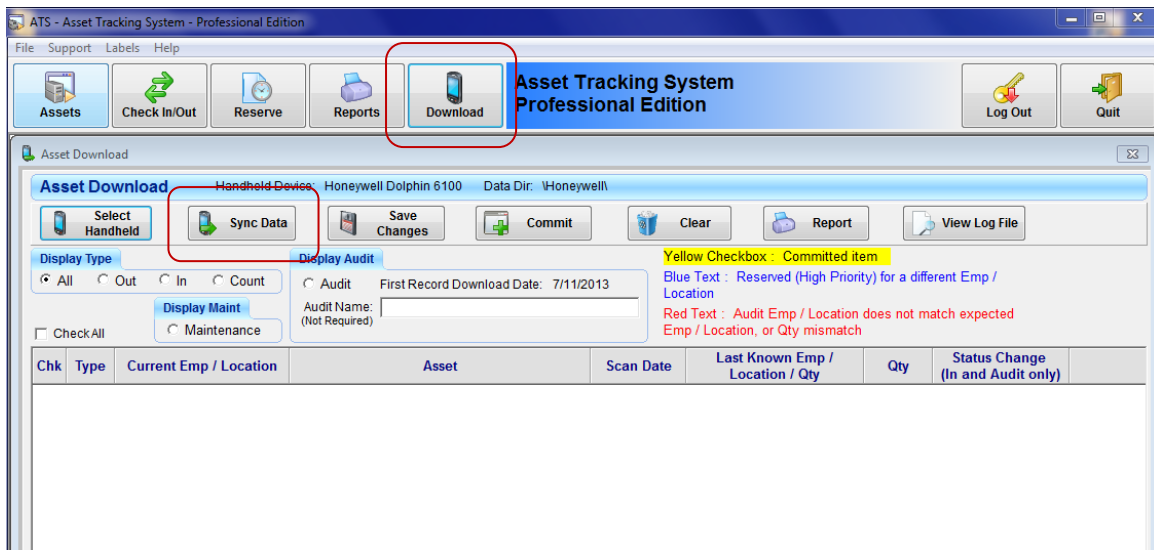
Items not found will remain in the listing.



- 5) When finished, Select 'Back to Menu'
- 6) Now, IF operating the Handheld mobile terminal in wireless mode, the data transaction transfers will be online/real time with the application database.

IF operating the Handheld mobile terminal in batch mode, you will need to manually download the Audit transactions to the PC application:

- Connect the terminal to the PC workstation where you have access to the application.
- Verify the Active Synch or Mobile Device communication is running
- Select the DOWNLOAD button from the GigaTrak application screen
- Select Synch Data



- 7) Items that 'match' the main database will automatically be checked off and displayed in BLACK In the data grid.

Items that are 'missing' from the audit, or 'extra' items found during the audit (as long as they are valid part numbers in the main database) will be displayed in RED.

Items that are not valid part numbers in the database will be disregarded.

Items that are due for maintenance or reserved will appear in BLUE.

'MISSING' items in RED will need to be manually reconciled.

'EXTRA' found items in RED will automatically be *re-assigned* to the new 'found' location or employee.



Download

Handheld Device: Honeywell Dolphin 6100 Data Dir: \Honeywell\

Import Data File Manually Sync Data Automatically Export Data File Manually Save Changes Commit Clear Report View Log File

Display Type: All Audit Out In Count New Edit

Yellow Checkbox: Committed item
Blue Text: Reserved (High Priority) for a different Emp / Location
Red Text: Audit Emp / Location / Cont does not match expected Emp / Location / Cont, or Qty mismatch

Chk	Type	Current Emp / Location / Cont	Tool	Scan Date	Last Known Emp / Location / Cont / Qty	Qty	Status Change	Scanned By
<input type="checkbox"/>	Audit	b, susan	T3 - MILWAUKEE 7-1-4 LEFT BLADE CIRCULAR SAW	7/11/2013 01:51:01 PM	0055ICORP (JOBSITES)			b, susan
<input checked="" type="checkbox"/>	Audit	b, susan	BAR23234 - SDS, Hammer Drill - BROKEN	7/11/2013 01:59:36 PM	b, susan			b, susan
<input type="checkbox"/>	Audit	b, susan	FV-202 - M18™ Cordless LITHIUM-ION 1/2" Hammer Drill Driver Kit	7/11/2013 01:59:56 PM	KNOXwarehouse (knoxville)			b, susan
<input type="checkbox"/>	Audit	b, susan	DRILL203 - HPTools, cordless drill	7/11/2013 02:00:04 PM	KNOXwarehouse (knoxville)			b, susan

8) An Audit report can be generated:

- For TTS, Select the 'Audit' radio button, then Select the 'Report' Button.
- For ATS, Select the 'Audit' radio button, name optional, Select the 'Report' Button

Asset Download

Handheld Device: Honeywell Dolphin 6100 Data Dir: \Honeywell\

Select Handheld Sync Data Save Changes Commit Clear Report View Log File

Display Type: All Out In Count Audit

Display Audit: First Record Download Date: 7/11/2013

Display Maint: Maintenance

Audit Name: (Not Required) Fall Inventory 071113

Yellow Checkbox: Committed item
Blue Text: Reserved (High Priority) for a different Emp / Location
Red Text: Audit Emp / Location does not match expected Emp / Location, or Qty mismatch

Chk	Type	Current Emp / Location	Asset	Scan Date	Last Known Emp / Location / Qty	Qty	Status Change (In and Audit only)
<input type="checkbox"/>	Audit		A011 - Dell 19-inch Flat Panel LCD	7/11/2013 12:29:06 PM	Smith, John		Not Found
<input type="checkbox"/>	Audit		A010 - Mission Oak Bookshelf with Lower Doors	7/11/2013 12:29:06 PM	Smith, John		Not Found
<input checked="" type="checkbox"/>	Audit	Smith, John	A006 - Full Size Gray Metal Desk	7/11/2013 12:57:13 PM	Smith, John		Found
<input checked="" type="checkbox"/>	Audit	Smith, John	A007 - Five Drawer 42" Lateral File	7/11/2013 12:57:14 PM	Smith, John		Found
<input checked="" type="checkbox"/>	Audit	Smith, John	A008 - Brown Leather Executive Chair	7/11/2013 12:57:16 PM	Smith, John		Found
<input checked="" type="checkbox"/>	Audit	Smith, John	A001 - Compact Desk - Left 2-Drawer	7/11/2013 01:52:59 PM	Smith, John		Found
<input checked="" type="checkbox"/>	Audit	Smith, John	A002 - Black Leather Mid-Back Chair	7/11/2013 01:53:04 PM	Smith, John		Found
<input checked="" type="checkbox"/>	Audit	Smith, John	A003 - Gray Rolling Stool	7/11/2013 01:53:08 PM	Smith, John		Found
<input checked="" type="checkbox"/>	Audit	Smith, John	A004 - Barrister Book Shelf	7/11/2013 01:53:12 PM	Smith, John		Found