

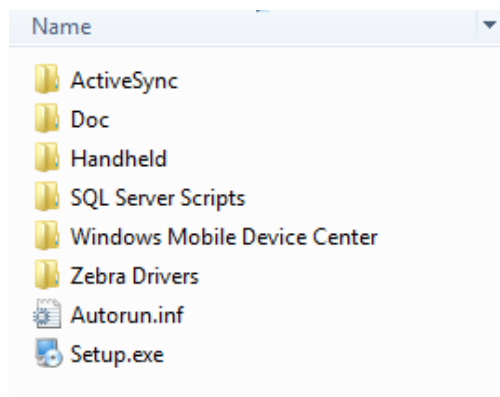


Be Prepared for your GigaTrak Training:

Recommendations to make the most effective use of your training time -----

Section 1:

- **Download the software**
 - You will receive an email that includes the download link (a *.zip file) for the software product purchased
 - This email will include the License Key for your purchase
- **Extract or “unzip” the zipped software file**
 - The password for the file will be needed for this (it will be located in the email letter in the same section as the file download link)
 - The following file directory structure, or similar, will result



- The initial installation file to run is “Setup.exe”

- If using a mobile data terminal, files in the following directories will be required:

- \ Active Synch
 - \ Handhled
 - \ Windows Mobile Device Center

- **Install the main software application (setup.exe)**

- The software can be installed on a standalone workstation or in a Client/Server environment. (*Installation instructions are included in \Doc directory referred to earlier*).
 - Note if the installation is *standalone* or *Client/Server*
 - Note if the database used is *Access* or *SQL*
 - Note what version of Microsoft Windows OS (*operating system*) (*Windows 7, XP, Vista.....*) your workstation is running

- **IF ALSO using mobile, handheld data terminals with the system, Install the Handheld GigaTrak Client software**

- *Unpack and Set up Charging station and Handheld Terminals*
- *Charge Handheld Terminal batteries*
- *Configure Handheld Terminal for Date/Time – instructions will vary by manufacturer*

Verify Scanner is enabled (scan beam turns on when the SCAN button is depressed)

(Instructions for both of the items above are included in the download link under directory: \doc)

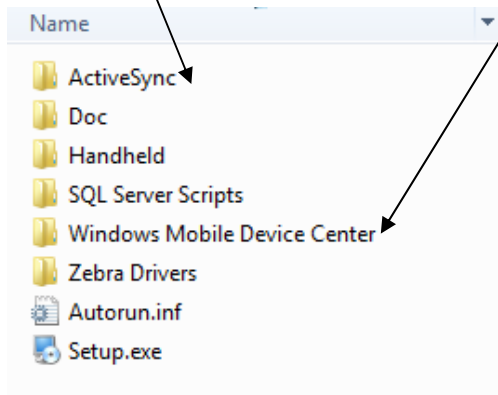
- **Note if your terminal will function in ‘Batch’ or ‘Wireless’ mode**

If WIRELESS, SKIP to Section 2.

IF BATCH, continue directly as noted below.

- **BATCH: Install the appropriate Communications program on your workstation:**

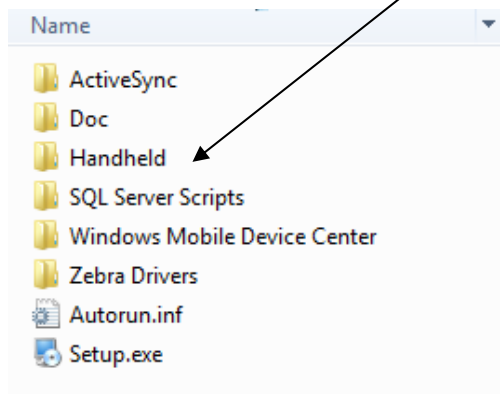
Either **ActiveSync** or **Windows Mobile Device Manager** must be installed in order to synchronize a batch device with the PC Application.



(The one chosen will depend upon your workstation OS)
(Installation instructions are included for reference in **Appendix A** at the end of this document.)

- **TEST: The communication connection**
(Reference **Appendix B** for instructions)
- **Install the GigaTrak Client on the handheld terminal**

This file is located in the \Handheld directory



(Installation instructions are included for reference in **Appendix C** at the end of this document.)

- **VERIFY: The handheld application installed.**
Reference **Appendix D** for instructions

Section 2:

- **Note** who will Administer the System, what users will have access, or, if you simply are required to be trained on how to use the system
 - User Access Security Rights Options
 - Global (ability to download updates and modify Setup Options)
 - Administrative (all Edit access rights)
 - General User (specific access rights)
 - Non-PC users, Handheld users, only check-in/check-out privileges
- **Review** your existing system or process / **Have an idea** what will make up your item / asset / equipment database
 - Are you importing data from another vendors' Application?
 - Is any information available in Electronic form (I.E., Excel file)?
 - Is it all pen/pencil/paper..... manual tracking ?
 - Do you plan to Import existing data or ADD new equipment from the application?
 - What will you be tracking / managing?
 - How does your existing system work now... who do you supply (transfer, check in/out, loan, assign) equipment to currently?

*For ATS and TTS Only - Review your Data and **define how you want to organize/categorize** basic asset/inventory/tool data information*

*Reference **Appendix E** for examples.*

- **Consider** whether equipment will be assigned to People, Places or Containers (Kits).

APPENDIX A

Install the Communication Program

Either Microsoft Activesynch or Windows Mobile Device Manager MUST be installed on your PC workstation in order to establish the communication link between the PC workstation and the handheld terminal.

- *If **Windows 7 OS** is installed on the PC workstation, **Windows Mobile Device Manager** must be installed.*
- *If **Windows Vista or XP** is installed on the PC workstation, **Windows Active Synch** must be installed.*

1) **Determine** if your PC workstation OS (operating system) is 32-bit or 64-bit.

To determine whether your version of Windows Vista or Windows 7 is 32-bit or 64-bit, click **Start**, right-click **Computer**, and then click **Properties**. The version is listed after System Type.

2) **For Windows Mobile Device Center (WMDC)**

32-bit: **Install** from your download software directory

\ Windows Mobile Device Center \ drvupdate-x86.exe

64-bit: **Install** from your download software directory

\ Windows Mobile Device Center \ drvupdate-amd64.exe

If you can't locate or run the WMDC file included with your software download link, these files may be available directly from the web:

32-bit version download (drvupdate-x86.exe)

<http://www.microsoft.com/downloads/details.aspx?FamilyId=46F72DF1-E46A-4A5F-A791-09F07AAA1914&displaylang=en>

64-bit version download (drvupdate-amd64.exe)

<http://www.microsoft.com/downloads/details.aspx?FamilyId=4F68EB56-7825-43B2-AC89-2030ED98ED95&displaylang=en>

3) For Windows ActiveSynch

\ ActiveSynch \ activesync_setup.msi

If you can't locate or run the ActiveSynch file included with your software download link, this file may be available directly from the web (or Microsoft's website):

<http://www.microsoft.com/en-us/download/details.aspx?id=15>

APPENDIX B

Test the HH Terminal / PC Workstation Communication Connection

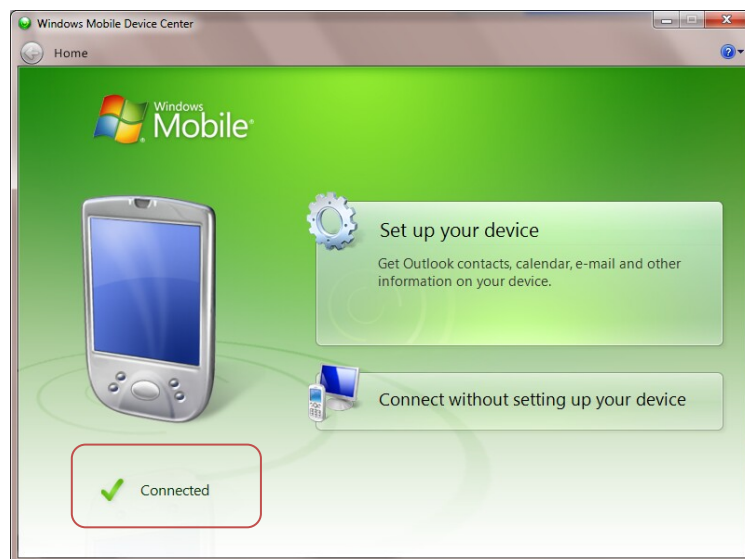
- 1) Connect the Cable between the Handheld Terminal Dock/Cradle and the PC Workstation. Place the handheld terminal in the dock/cradle, or, depending upon your hardware configuration, connect the USB cable directly, also, to the terminal).

(Cable connects directly to a USB port on the PC Workstation)

The PC will first 'recognize' the handheld terminal, then may install driver for it.

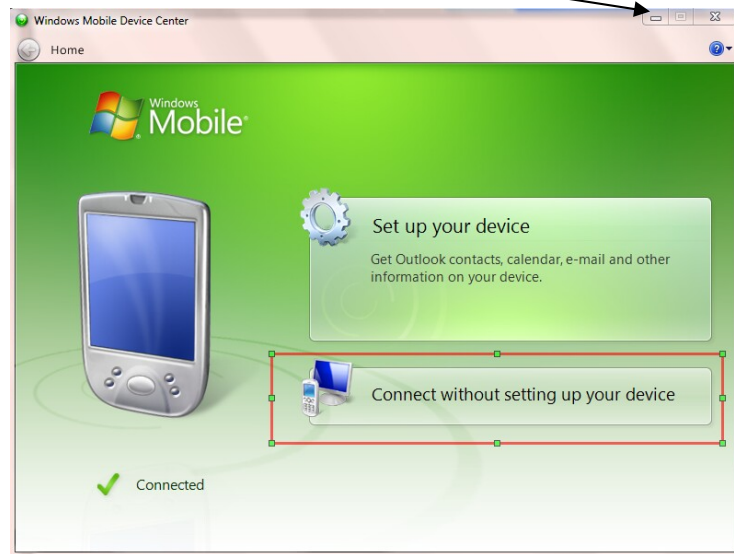
Once the driver installation is complete, Step 2 should occur.

- 2) Once the communication connection link is established between the Handheld Terminal and the PC Workstation, the **"connected"** checkmark will appear. (If the connection doesn't 'automatically' occur when hardware connections are made, disconnect, then reconnect the cables or re-dock the terminal to initiate the link.)



[Note: If **Windows Vista or XP & Microsoft ActiveSync** are used, the screen will be similar (but not exactly the same as that displayed by Windows Mobile Device Manger). There will, however, still be a **“connected”** indicator.]

- **If Windows Mobile Device Manger, Select “Connect without setting up your device”, then, MINIMIZE (but, do NOT Close) the window.**

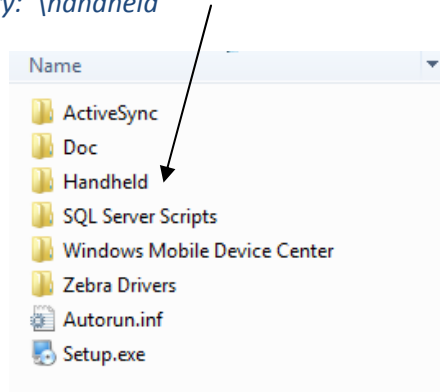


- **If Microsoftw ActiveSynch, Select “Connect as Guest”, then, MINIMIZE (but, do NOT Close) the window.**

Appendix C

Install the GigaTrak Client on the Handheld Terminal

- 1) Establish this communication link between the Handheld terminal and the PC Workstation that has the Handheld client application file on it. This file is located in your downloaded software file grouping in the directory: \handheld



To establish this communication link:

- Connect the USB cable – provided with the handheld terminal - between a USB port on the PC and the handheld. (Depending upon your hardware configuration, either directly to the handheld terminal or to the cradle).
- Windows Mobile Device Center (WMDC) or Microsoft ActiveSynch should automatically initiate, on both the Handheld Terminal and the PC.

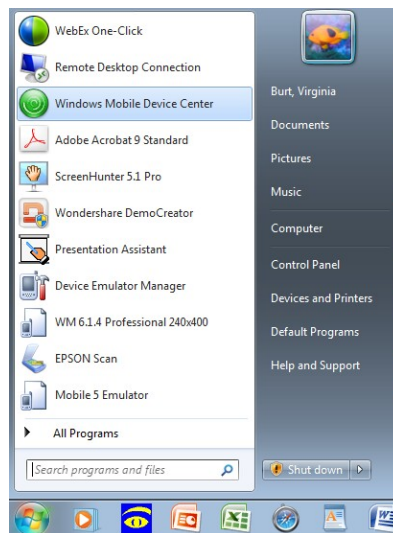


On the Handheld :

On the PC:



- *If communication connection does not automatically initiate, you may need to initiate the application manually from the PC:*



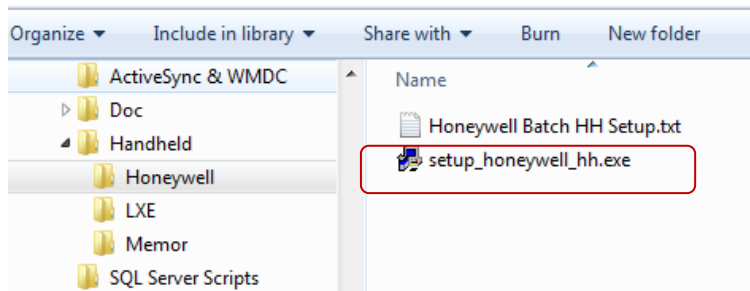
- When WMDC has connected with the handheld terminal, it will indicate “connected” on the WMDC screen. You will see a similar “connected” indicator if using ActiveSync.



- For WMDC, Select “Connect without Setting up your Device”
For ActiveSync, Select “Connect as Guest”

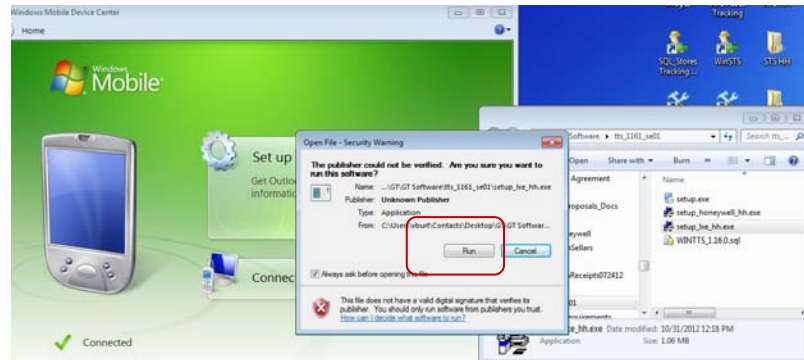
- Now, **minimize** the communication screen (WMDC or Activesynch) screen (**do not shut it down**). It MUST continue to run in the background to maintain the communication connection to the handheld terminal.

- **From the PC screen**, go to the file directory that contains the mobile handheld GT client. From the initial zip file that was downloaded with your software license email from GigaTrak, this file should be located in a directory named “Handheld”.

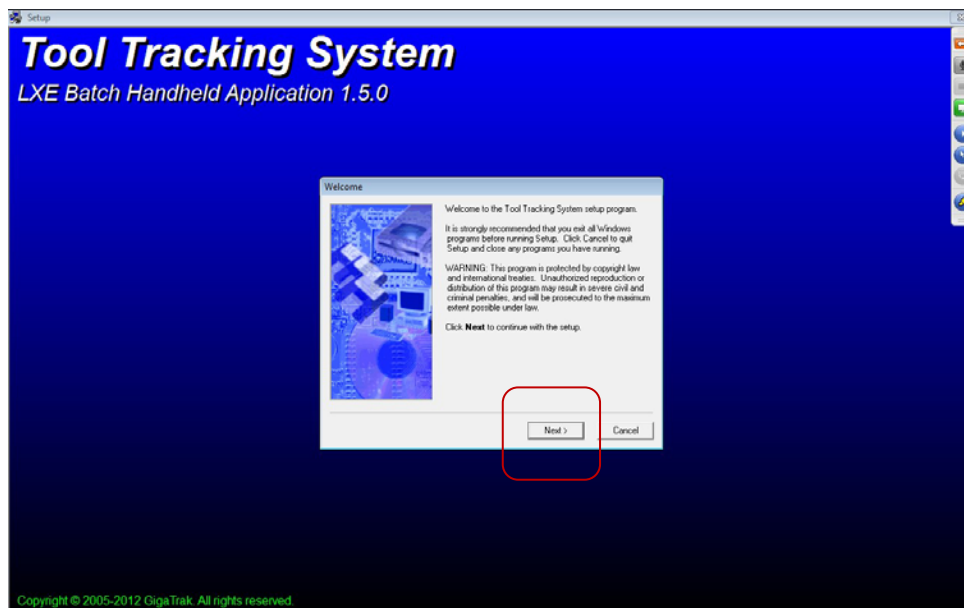


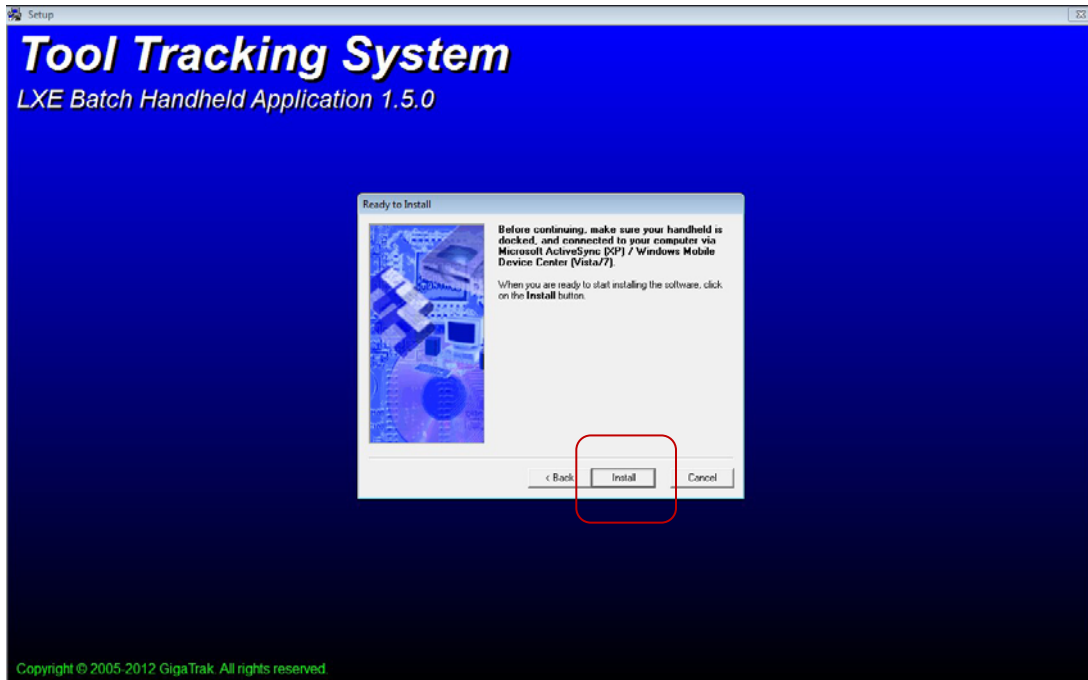
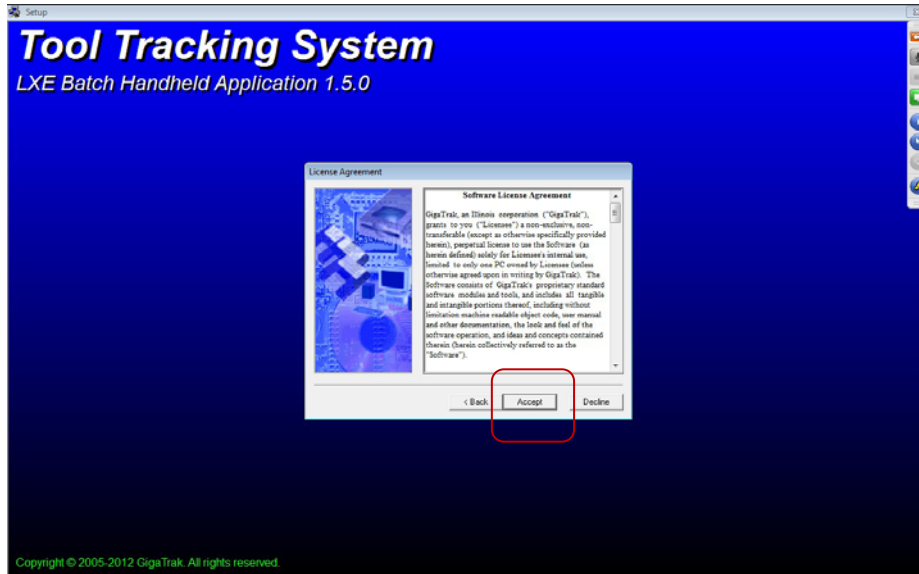
The file will be called “ setup_*_hh.exe” (where * is the manufacturer brand of your terminal). There is an instructive *.txt file also included in this directory.

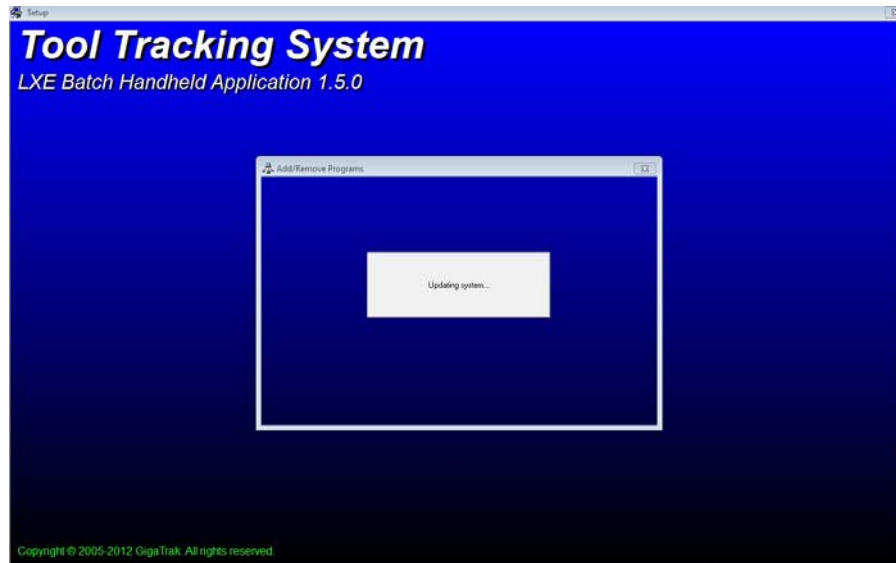
Select the setup_*_hh.exe file by double clicking on it. At the next screen, Select RUN:



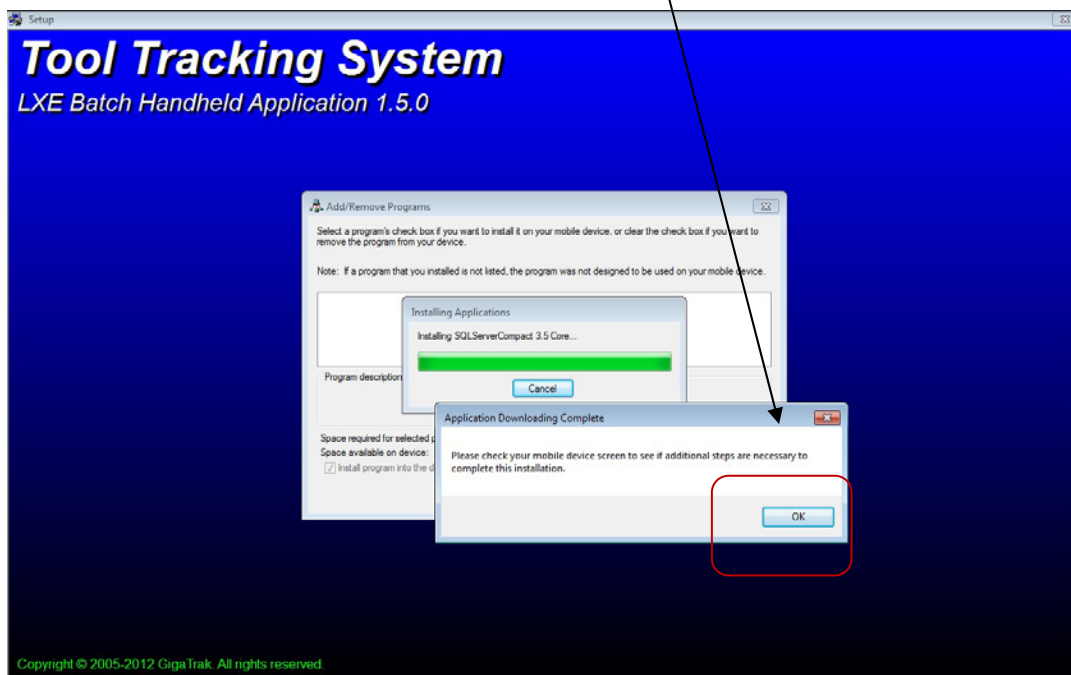
The GigaTrak client will install to the handheld terminal automatically. Simply Select the default screen prompts (These May VARY, depending upon the GigaTrak application purchased):



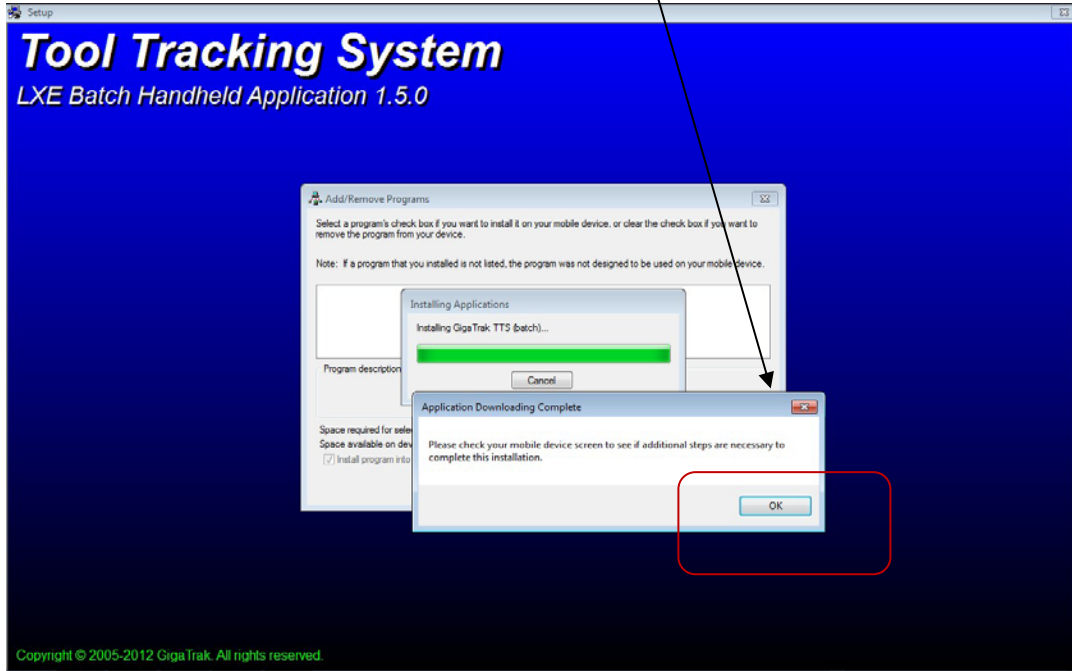




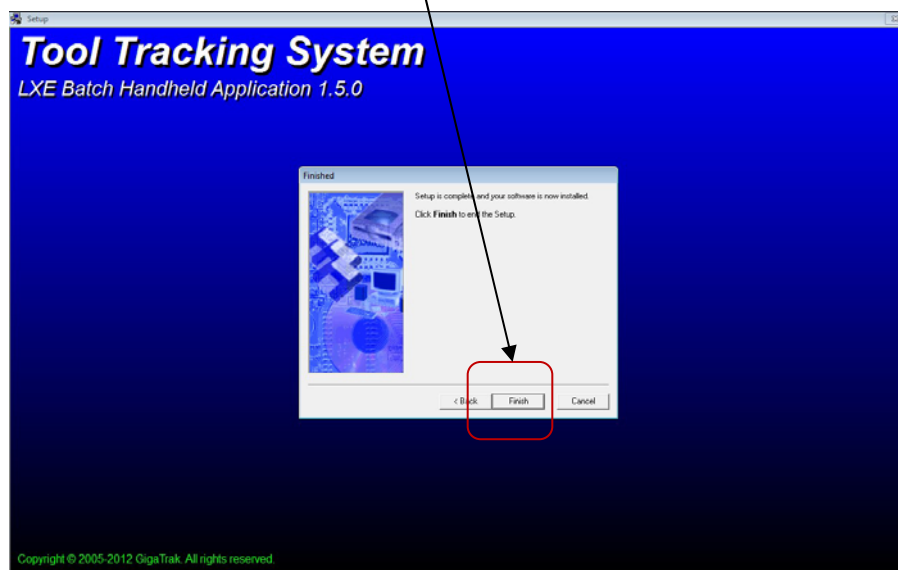
The installation installs SQL database files



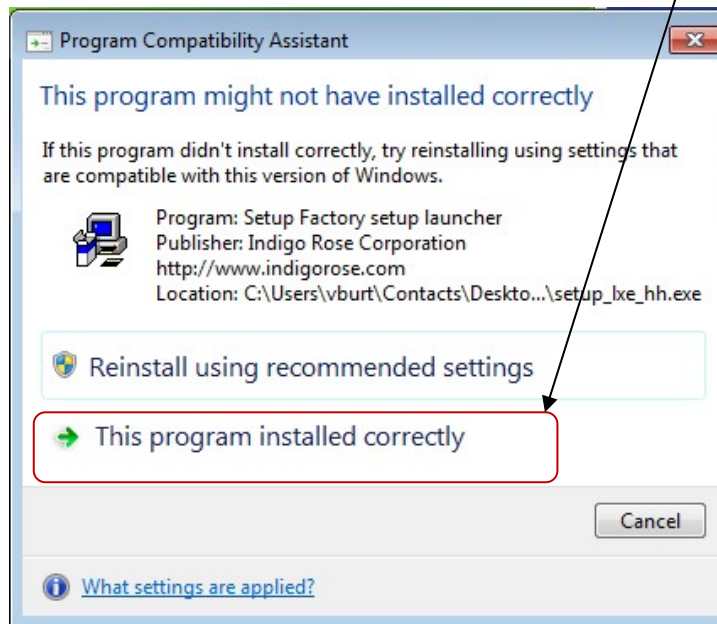
As well as the GigaTrak handheld application.....



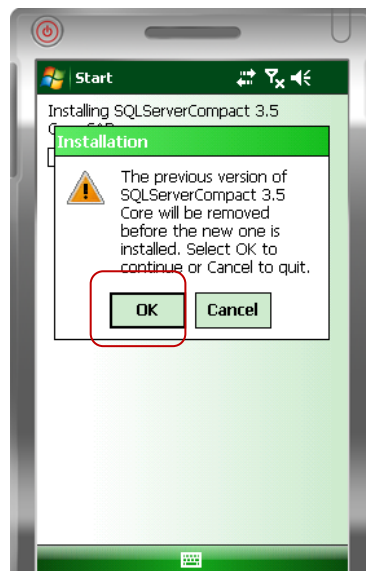
When all files are installed, Select Finish:



If the following screen appears, select “This Program Installed correctly:



Once, complete, there may be prompts also on the handheld terminal screen. Select the defaults.



The handheld terminal may then go through a series of additional installation (greenbar) Steps. When complete, the resulting screen may appear. Select OK to exit.

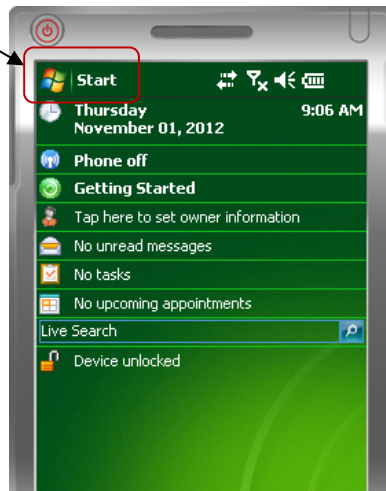


Appendix D

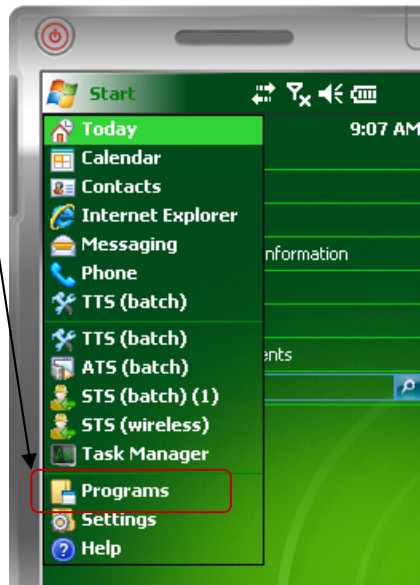
Verify the GigaTrak Client Installed on the Handheld Terminal

To access the GigaTrak handheld program icon:

Select Start



Select Programs



Scroll through the screen and Select the application icon that represents the product purchased:

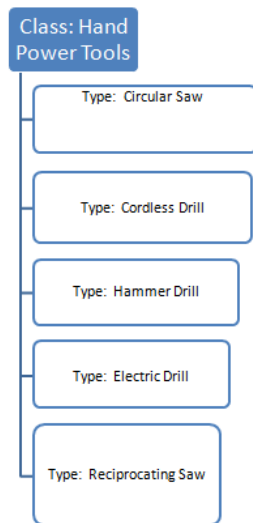


If the application installed completely, Select that program icon and the app will initiate, presenting a Logon Screen.

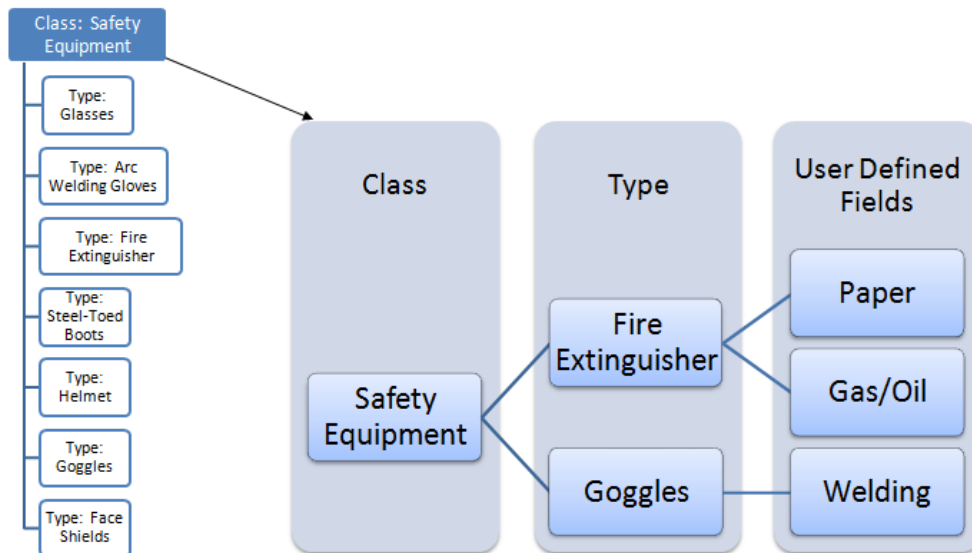
Appendix E

Item/Equipment Classification Consideration Samples

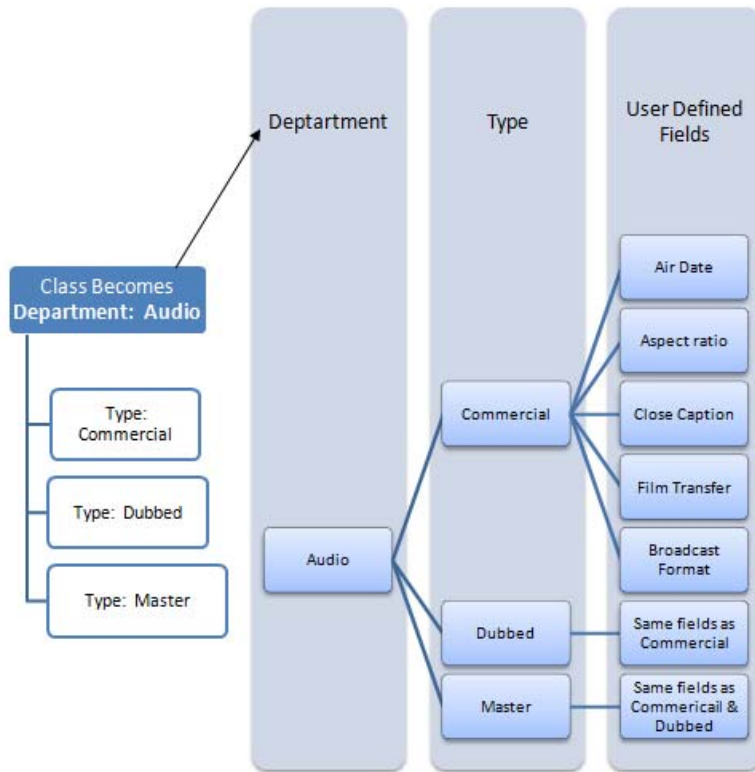
Sample Class | Type | User-defined Fields | Maintenance Combinations:



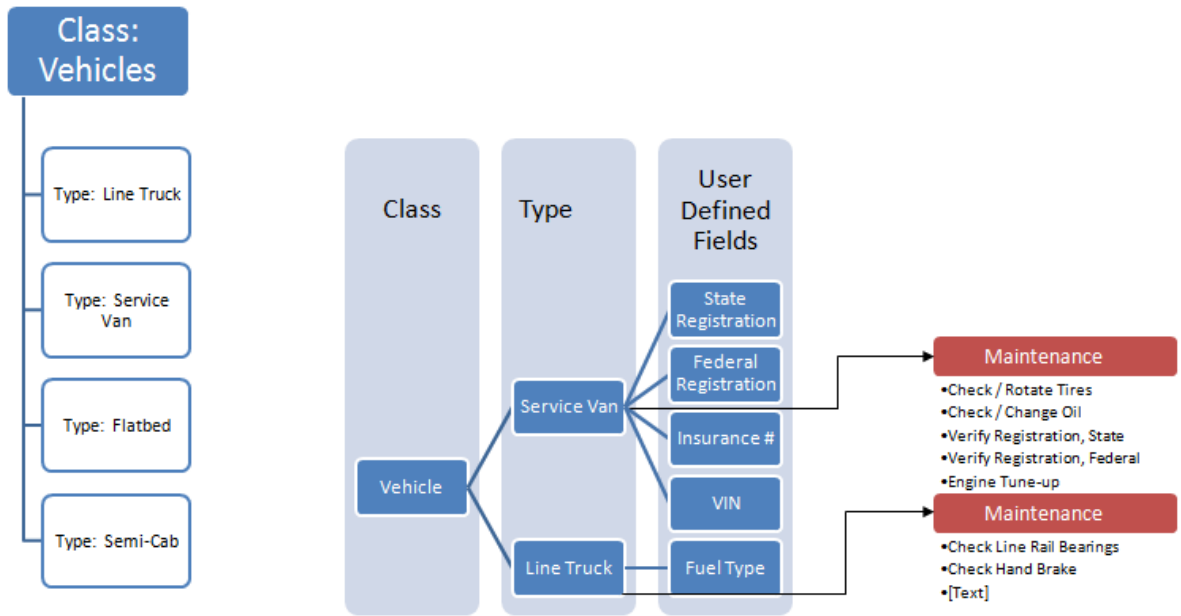
Application: Basic power tools....No definitions beyond basic Class | Type



Application: Safety Work Gear Class | Type and | User Defined fields required



Application: Digital media Class | Type and | User Defined fields required



Application: Vehicles ... Class | Type | User Defined Fields and | Maintenance required