



## On the Right Path to getting started with GigaTrak Software:

### Gather Initial Information -----

- Define Application Installation/Maintenance Responsibilities
  - Who Installs and Maintains application on Server and/or PC workstations
  - Who Installs and Maintains Handheld Client on mobile terminals (if used)
  - Who is responsible for
    - Database backups
    - Software updates
  
- Define System Operation
  - Database
    - Access (embedded with application)
    - SQL (requires separate user license, purchase)
      - Required for wireless (WiFi, Cellular) Handheld Terminal Applications
      - Recommended for >7 users or multi-facility sites
    - Networked (multi-user or single user) with Server?
    - Standalone PC, single user?
  
- Review System Requirements
  - Reference “GigaTrak System Requirements” document under Client Center tab at [www.gigatrak.com](http://www.gigatrak.com)
  - This details specifications for the database, server and PC workstations
  
- Review Network Requirements
  - If “hardwired” Ethernet
    - Handheld terminals, if used, will upload/download to PC in BATCH mode
  - If “Wireless”
    - WiFi – 802.11 - Network administrator will need to configure Handheld mobile terminals for network and security parameters
    - Cellular – Network administrator will need to contact cellular carrier for Handheld terminal radio activation and network connection

- Will the Application run under a 'virtual' terminal workstation session, such as Terminal Services or Citrix?
- Review Supporting Peripheral Hardware /Media Requirements
  - Barcode Printer
    - print own labels - needed
    - pre-printed labels – maybe needed, maybe not
  - Labels
    - type of label: Polypro, paper, Metallic
    - size of label: Depends upon what's to be labeled
    - adhesive on label: Depends upon material to be labeled
    - design: numbering sequence, company name... etc.
    - type of barcode – language.....3of9, 128....
    - 1D (linear), 2D(imager required)
  - Handheld, mobile data terminals
    - Wireless (WiFi or Cellular)
    - Batch
  - Barcode Scanner/Imager
    - USB cabled to PC
    - Wireless (Bluetooth) to PC
- Define who Administers the System, and User Access Privileges
  - User Access Security Rights
    - 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
- Gather all Pertinent Database Information
  - Review GigaTrak "FILE TAB" Menu for data import information
    - This will provide all data used by the system, required and optional, including allowable field lengths.
    - If data already exists in electronic format, it may be placed in an Excel spreadsheet, converted per application instructions, and imported

- If data doesn't exist, it may be entered into an Excel spreadsheet, converted per application instructions, and imported (OR) it may be entered via the Item/Asset/Tool Information function in the application.
- For ATS and TTS Only - Review your Data and define how you want to organize/categorize basic asset/inventory/tool data information
  - Reference the SUPPORT TEXT Tab Menu items (once the software is installed) to organize this information.
  - You can also use the complimentary GigaTrak Training session to assist with this task.

## Setup the system -----

- Download your software access link provided by GigaTrak Sales  
The link will be included with an introductory email that also provides additional support information.
- Install and Register the software
- Logon on to and familiarize yourself with the GigaTrak Client Center  
The site includes:
  - Training Videos (in short segments or full training session format)
  - Support documents, including installation manuals
  - A FAQ page with commonly asked questions
- OPTIONAL, Contact GigaTrak for complimentary Training Session to get started (or, if you feel comfortable beginning, run through the following steps independently, and contact GigaTrak at a later date to use your training session to ask more specific questions.)
- Assign User Access Rights
- Import/Enter data into system
- Install/configure Barcode printer, if used
  - Familiarize yourself with installing the media and ribbon
- Install GigaTrak Application "client" on Handheld Terminal, if used
  - Instructions for this are included in the Handheld Folder in the file group downloaded with your license information
- Charge up Handheld Terminal batteries, if using HH terminals
- Set up Charging station and/or charging procedure for HH terminal
- Configure Handheld Terminal – instructions will vary by manufacturer

- Quick configuration sheets for the terminals are located on the Client Center section [www.gigatrak.com](http://www.gigatrak.com)
- Synchronize Handheld Terminal, if used, to PC Application Database
  - Conduct user training and Have Fun Implementing your new system – GigaTrak products are designed to make your business more efficient, and your inventory and asset data more available!