Document Tracking System
User Manual
Version 1.6.3

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Document Tracking System

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Welcome!

Thank you for purchasing DTS! This User's Manual is designed to help you get going quickly and be ready to use DTS as soon as possible. Microsoft SQL Server™ will be required to run the DTS program. SQL Server is licensed separately and is best installed by someone knowledgeable in working with SQL Server administrative functions. Free express versions of SQL Management Studio™ are available as a free alternative to the Microsoft SQL Server™ operating system.

DTS Features

There is one version of DTS Available – the Professional Version.

Professional Edition

DTS Professional offers an easy way to organize and track your documents. The program is easy to navigate, and simple to use. Here are some of the features DTS offers.

- Set up Access groups to regulate what employees can and cannot access
- Create your own item and location hierarchy
- Track your documents or items quickly and easily
- Transfer items to locations or employees
- Set destruction dates for important documents months or years in the future
- Audit locations or employees to see where documents are assigned and find what is missing using an optional handheld unit.
- Use an optional handheld computer to perform transfers and other functions on the go.

DTS Hardware Options

Several hardware options are available from GigaTrak that will work with DTS. Several handheld options are available, but WIFI Capable units are required to use the DTS program on the handheld. USB corded scanners offer an alternative to the handheld computers without the cost associated with the handheld computers. The Zebra label printer is also a great option to print your own labels to use with your USB corded scanners or handheld computers.

Handheld Computers (Optional)

The Windows Mobile/CE handheld also functions as the data collection device for the transfer of items and the audit of employees or locations. These devices connect wirelessly over your local WIFI Network and communicate with the SQL database on the same network. Mobile licensing is provided with each unit purchased from GigaTrak. Units purchased outside of Gigatrak must have a mobile license purchased to use the handheld with the DTS software, if the handheld is supported.

Zebra Label Printer (Optional)

The Zebra printer uses a standard USB, Serial, or Parallel printer cable. Connect the printer to your PC and power the printer. You must then install the printer driver as though it is a standard Windows printer. A print driver CD is included and should assist you with installation. Updated drivers may also be downloaded from the manufacturer's WEB site.

NOTE: The "Printing Preferences" for the Zebra print driver has several configuration options that must be set. Most importantly, you MUST setup the default "Print Size" to match the label size being used. Also, ensure the setting for "Media Type" is set to Thermal Transfer if you are using a ribbon. Your label design format in DTS should then match the size of label used. See the Printer Driver Configuration section that follows. Other printers are available at additional cost.

PC Corded Barcode Scanner (Optional)

A corded barcode scanner can be used to scan transfer data directly into DTS. Item, Employee, and Location barcodes can be printed to make transfers even faster.

There are other hardware options that may be suited for your application. This includes RFID systems with specialty tags and readers.

For special needs and support, contact GigaTrak within the warranty period or as a part of your Extended Support Agreement.

Zebra Print Driver Configuration

When you first plug in your Zebra printer power cord and USB cord to the PC, there are several settings that must be performed before your computer will recognize your Zebra printer. If the printer came with an installation CD, the installation CD can be used to install the proper drivers. If it did not come with one, the drivers will have to be downloaded and applied manually.

To check your Printer type and double check if your driver is installed correctly, go to Start -> Devices and Printer (Win 7) or access the Devices and Printers via the Control Panel. Your printer's name will be listed here, either under the Unspecified section or the Printers and Faxes section.

If your printer is listed under the Unspecified section, you still need to install the proper Driver. Please refer to Driver Locations below. If your label printer is printed under the Printers and Faxes section, your print driver is already installed and you can refer to the Zebra Printing Preferences below.

Driver Locations

Download Driver from Zebra

If you do not have the required drivers, they will have to be downloaded from Zebra's website. The drivers can be found by navigating to www.zebra.com and going to Support & Downloads -> Printer support. From here, under the Printers section, click on the Select Printer dropdown and select TLP 2824 or TLP 2824 Plus desktop printer, depending on what you have.

Once a printer has been selected, you will be brought to the Printer Support page. From this page, click on the Drivers tab and select Download next to the correct ZebraDesigner driver for your operating system, then click on the Accept and Begin Download button, then click on Run. Once downloaded, double click on the EXE that was downloaded to install the correct Zebra drivers for your computer.

When prompted, select Install Printer. When prompted to select a Driver, select the ZPL version of your driver, if it is available. On the next screen, select USB0001 or one of the listed USB for the port. Next, uncheck the box to "Launch Installation of Zebra Font Downloader Setup Wizard" and then click Finish.

After you are complete with the driver installation, restart your computer. Once complete, look under Devices and Printers again, and your printer should be listed under Printers and Faxes now, and you will be able to right click on the icon to select Printing Preferences. Instructions for Printing Preferences can be found below.

Note: The printer may still be listed in the 'Unspecified', but as long as the printer is listed under Printers and Faxes and you can access the printing preferences, it should be working properly.

Received Drivers from Gigatrak

If you received the drivers from Gigatrak, you will have a Zebra Drivers folder in your download link. If your computer is a 64 bit machine, copy the Win64 folder to the desktop. If you have a 32 bit machine, copy the Win32 folder to the desktop.

Next, plug in your printer and navigate to Devices and Printers. Your printer should be listed in the Unspecified section at this point.

Once you see your printer in the Unspecified section, right click on Computer (Windows 7 and earlier) or This Pc (Windows 8) and select Manage. Next, select Device Manager and locate the Other Devices section. You should see a yellow exclamation mark next to Unknown Device, or your printer name may be listed with a yellow exclamation. Right click on the Unknown Device, and pick Update Driver Software. Next, select Browse my Computer for Driver Software. Click on Browse, and select either the Win32 or Win64 folder that you had copied to your desktop.

After selecting your folder and clicking OK, the driver should install. A dialogue box should appear, stating that Windows has finished installing the driver software for this device. Once complete, click the close button to finish the driver installation steps, and you should now be able to go to Devices and Printers and set your printing preferences. The printing preferences section can be found below.

Zebra Printing Preferences

These are generic settings for a Zebra LP/TLP style printer. Settings may change slightly, but the terms size (width and height), speed, darkness, and whether it is Thermal Transfer or Direct Thermal should be universal. Direct Thermal uses heat sensitive labels to print the barcode. Direct Transfer requires you to install a ribbon, which transfers the printable material onto a normal label. Most of our printers will ship with the Ribbon, so Thermal Transfer is almost always chosen.

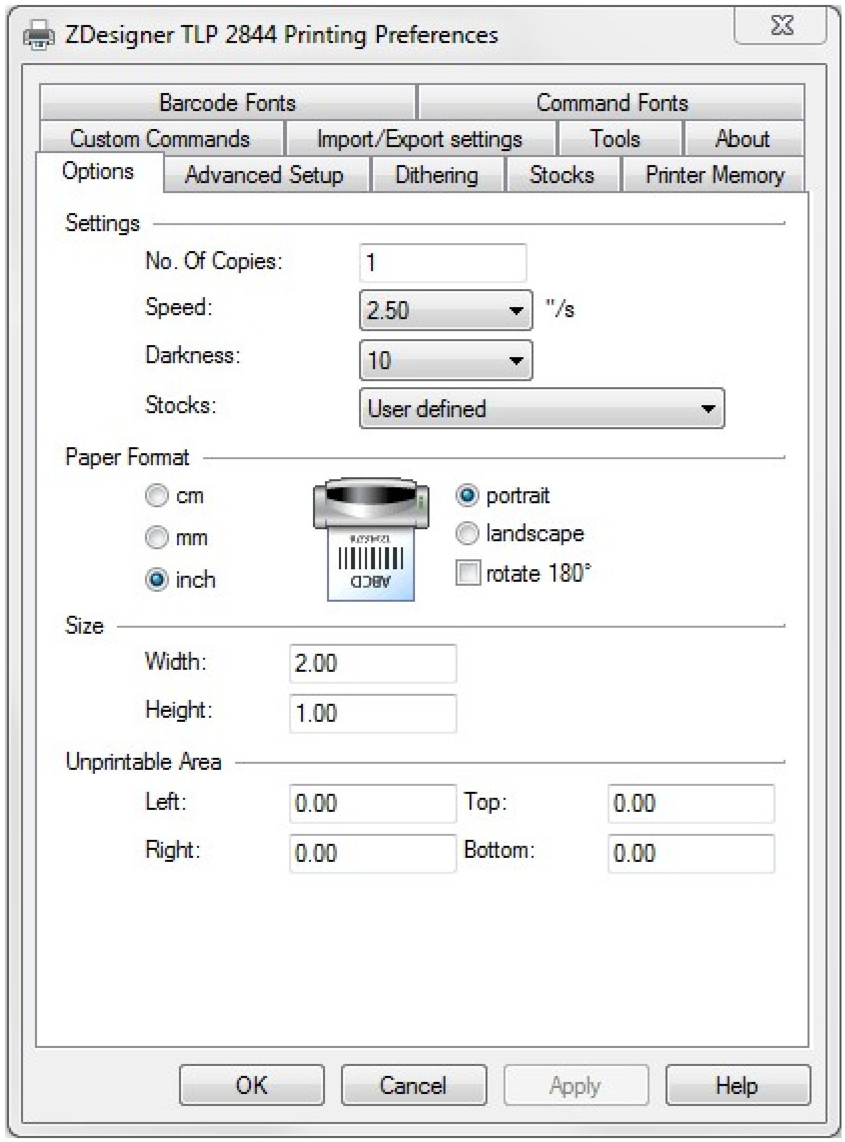
Each Zebra printer provided with many of our software systems offers excellent performance at a reasonable price. For documentation, Zebra includes both quick installation and a full user's manual, available for download or it may be provided with the printer. Print driver setup is a little difficult; first-time users need to understand a few key components to configure the driver properly.

Zebra's print driver is standard across most of their desktop and tabletop products. When you first plug in and power the printer, the "Installing device Software" dialogue box may appear. Once it is done, you can familiarize yourself with the driver by opening the Devices and Printers option on the Start-Settings menu and highlighting the Zebra Print Driver.

For other printer brands and models, GigaTrak will provide supplementary information with the systems provided.

Options Tab

To begin, right click on the label printer and select Printing Preferences. The following options box will appear:



Speed and Darkness

The **speed** is the speed at which the printer moves the label, measured in inches per second. Typically, a lower speed will give you a slightly better quality print, although your scanner should be able to handle the fastest speed.

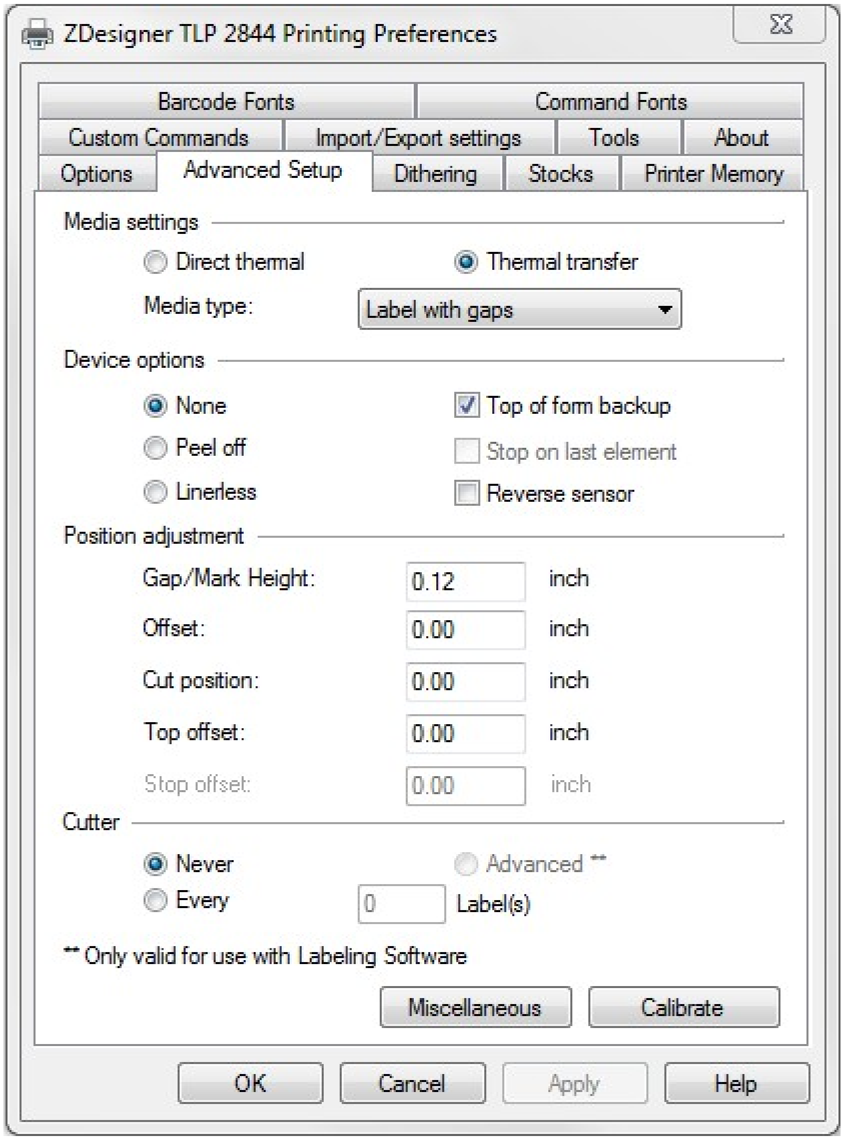
The **darkness** setting will set how dark the printed label comes out. Typically, the darkness setting should be between **10 and 15**. If you set the darkness too low, the labels will come out blank or have faded, unreadable barcodes.

Size

The size, both Width and Height, can be specified here. Be sure you select the correct label size that is currently in your printer. A standard label has a width of 3 and a height of 2. **This size must be consistent with the size of the label specified in the Label Designer.** Please refer to the Label Designer section to learn how to use the Label Designer within DTS.

Advanced Setup Tab

Next, click on the Advanced Setup tab. The following screen will appear.



Set the Media Type option to either Direct (direct thermal labels with no ribbon) or Thermal Transfer (standard labels that require a ribbon) depending on what you have. The older Zebra LP model desktop printers are Direct Thermal ONLY. The newer TLP model printers can perform either Direct Thermal or Thermal Transfer, depending on if you have a ribbon installed. **If you installed a ribbon, set to Thermal Transfer.**

Be careful! We recommend that you do not change any other settings! Reading the Zebra manual will answer any further questions you may have about Printing Preferences, but the current settings should work within DTS. Click the “Apply” button to save your setting changes, then click OK to exit.

Calibrate

The **calibrate** function is critical when first setting up a printer with a new type of barcode label. Calibrate adjusts the sensor for the gaps between labels to properly sense when the next label is aligned. Should you get more than one label for each print request, it is best to first run calibrate before proceeding further. If you change label types, we recommend that you re-calibrate each time.

Windows CE/Mobile Handheld Information

Overview

The latest in handheld computer technology adds new power and flexibility in collecting data. Microsoft Windows Mobile and CE platforms are now the industry standard and offer a more standardized platform for all users.

Installing to your handheld is an easy process with the DTS, and does not require a separate installer. The installer is built into the DTS program.

Connecting your handheld to the PC

NOTE: Please refer to the setup procedures included with your handheld before proceeding further, under the First Time Setup – Handheld Configuration. We will provide general instructions for installation of the handheld – several standard units are available, so installation may vary slightly.

Microsoft ActiveSync Installation (For Windows XP)

Microsoft ActiveSync provides the communications between your Windows PC workstation and the handheld computer during installation. This program must be installed and opened before installing to the handheld.

Windows Mobile Device Center (For Windows Vista or newer)

This functions the same as ActiveSync, but is for versions of Windows newer than XP. This program must be installed and opened before installing to the handheld. There are both 64 bit and 32 bit versions available, so be sure you download the correct version for your computer.

After Active Sync or Windows Mobile Device Center has been installed, dock your handheld to the PC using the docking station (if your handheld has a dock) or by plugging your handheld into the computer. Windows will locate the hardware and complete the installation.

Once the connection is complete, you should be able to see the handheld computer on your PC via ActiveSync, or Windows Mobile Device Center should say ‘Connected’.

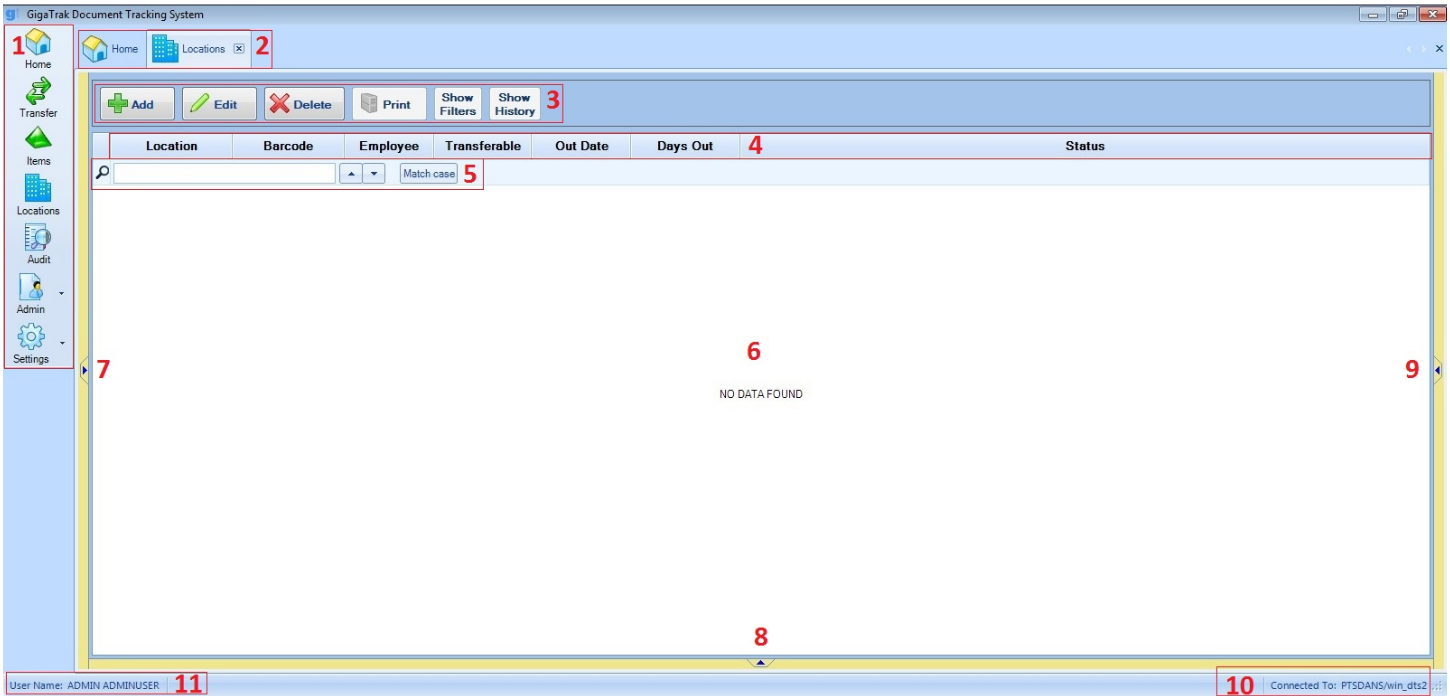
To install to your handheld, refer to First Time Setup – Handheld Configuration.

Note: For ActiveSync
Some users may use a single PC to connect multiple handheld computers. If this is the case, it is best to setup your PC to recognize each handheld as a “Guest”. This avoids having ActiveSync loading shared data from your Outlook and other PC applications.

Document Tracking Software Manual

Overview: Navigating around DTS

Navigating around DTS is consistent between screens. Below is a screen shot of the Locations screen – once you learn about the locations page, the rest of the program has a similar layout and functions.



1. **Navigation Menu:** The different menu buttons will open the selected page and add it to the Tab Switcher, if it is not there.
2. **Tab Switcher:** The Tab switcher allows you to switch between any previously opened tabs. When information is changed but the tab is not yet updated, a red outline will appear around the tab.
3. **Function Buttons:** The function buttons Add and Edit will open the Add/Edit Panel. The Delete button will remove the selected item from the grid. The print button will give you printing options for the selected item. The Show Filters and Show History grid will expand the Filter and History panels, respectively.
4. **Grid headers:** The grid headers, besides listing the column name, also give you the power to arrange or customize what is shown in the Data Grid with a Right Click.
5. **Search function:** Typing in the text box here will search and highlight the text in the grid. The arrow buttons will highlight the next match, and the Match Case button can be used to enter case-sensitive searches.
6. **Data Grid:** The Data Grid will display any information for the current screen.
7. **Filters Panel:** The Filters Panel will appear if you click the right facing arrow to the left of the Data Grid, or by clicking the Show Filters function button. The Filters panel will show any available filters for filtering the Data Grid.
8. **History Panel:** The History Panel will appear if you click the upward facing arrow below the Data Grid, or by clicking on the Show History function button. The History Panel will show any history available for the current screen and selected item.

9. **Add/Edit Panel:** The Add/Edit Panel will appear when you click on the Add or the Edit function buttons. Alternatively, clicking the left facing arrow, to the right of the data grid, will open a read-only version of the Add/Edit panel.
10. **Database Connection Information:** The database connection information can be found in the lower right corner. This will list both the server name and the database name.
11. **Current User Information:** The user name of the currently logged in user will be listed here.

Terminology

Access Groups: Groups to which employees are assigned, to give various access rights to different parts of the program.
Audit: An Audit can only be done on the handheld. An audit will list everything currently transferred to either an Employee or Location, to track what should or should not be assigned there.
Barcode: A barcode is an alphanumeric assignment to a location, employee, or item. It is the identifying factor and is used when transferring items.
Barcode Prefix: A barcode prefix is a set beginning to a barcode, so every item or location of that type starts with the same barcode.
Database: The database is a file type that saves data. The only database type for DTS is an SQL database, which is managed via Microsoft SQL Server Operating System or SQL Management Studio.
Disposable: Disposable is a setting applied to Item Types. If Disposable is set to true when an Item Type is created, any items created under that item type will require a Retention Interval.
Destruction Date: A destruction date is the date set by the retention date and the retention interval. After the destruction date, an item's status will change from Active to Destroyed.
Employee: An employee is either a user of the system if assigned a Log In name and a Password or a user who cannot enter the system, but can be assigned items if they are not given a Log In name and Password. Employees are entered under the Employee screen.
Handheld Configuration: Handheld configuration is in the Settings menu and is where you choose your model of handheld and install the program to the handheld device.
Hierarchy: The Hierarchy refers to the organization of either Item Types or Location Types. Items or locations on top of the hierarchy are referred to as 'parents'. Items or locations entered under the parents are called 'children' or a 'child'.
Image: An image refers to the small icon that is assigned to each location type and item type. You may enter custom images other than what is available under the Admin -> Custom Images menu.
Items: Items are the actual, physical documents or other items that you will be tracking. Items can only be entered once an Item Hierarchy has been established under Admin -> Item Types.
Label: The label refers to a printed barcode, printed on either a label from a label printer, or on regular paper from a regular printer.
Label Designer: The label designer can be used to create your own custom labels. You are given the option to create your own labels for Items, Employees, and Locations. You can even create your own labels for individual items or location types. The label designer can be found under Admin -> Label Designer.
Location: Location refers to a physical place where you would store your items. Locations can only be entered under a location type hierarchy that has already been entered under Admin -> Location Types.
Printer Assignment: Printer assignment can be found under the Settings -> Printer Assignment menu. The Printer Assignment menu can be used to assign both a default printer and a label printer.
Retention Date: The Retention Date is the date set either by the Retention Interval or manually. The retention date is the last date a document is set to Active before it is destroyed.
Retention Interval: When the Disposable checkbox is checked under the Item Type Add/Edit panel, a Retention Interval field appears, and is required. The retention interval will set a destruction date, which is the last date the item's status will remain Active before being Destroyed.
Status: The Status refers to the state of an Item Type, Location Type, or Item. For Example, if an Item Type is set to 'Inactive', you will not be able to enter more items under that item type. Item Types and Location Types can be set to either Active or Inactive. Items can be set to Active, Inactive, or Destroyed.
SQL Server: SQL Server refers to the database management software. This can be either SQL Management Express or SQL Server Operating System, which will have database management functions built in. SQL Database type is required for DTS, so either SQL Server or SQL Management Studio is mandatory. The Express versions of Management Studio are a free solution available from Microsoft.

Terminology (cont.)

Transferable: Transferable is an option that is set on Item Types and Location Types. If an item type is transferable, you may use the Transfer function to move the item to any employee or to any location that is also Transferable. Items may not be transferred to a location if the location type is not set to Transferable.

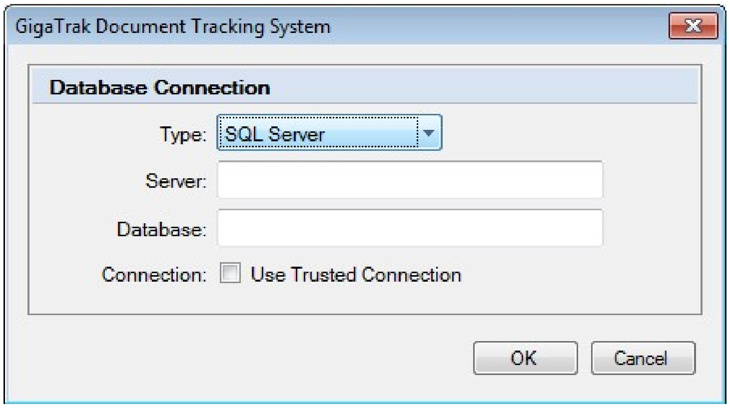
Type: Type refers to either Item Type or Location Type. Both Item and Location types must be entered before actual items or locations are entered.

Type Field: Type Field refers to both the Item Type Fields and the Location Type Fields. When creating an Item or Information Type, you can use the Item Type Fields tab to enter additional fields, required or not, to item and location types. For example, you can create an Item Type Field called ‘Date Created’, and set it to Required. Now, when you create an item under that item type, you will be required to enter an additional date field.

First Time Setup

Connecting to the Database

Now that you know how to navigate around the program, you will probably want to get started and connect to your database. When the program first starts, you will be prompted to enter your SQL Server and Database name. **If you have not yet created your SQL database**, please refer to the DTS install guide for instructions on setting up your SQL database.



Logging In

After entering the database information, you will be met with the Log In screen in the upper right. Log In name and Password text boxes are blank.

There is only one Administrative user to start. The credentials are as follows:

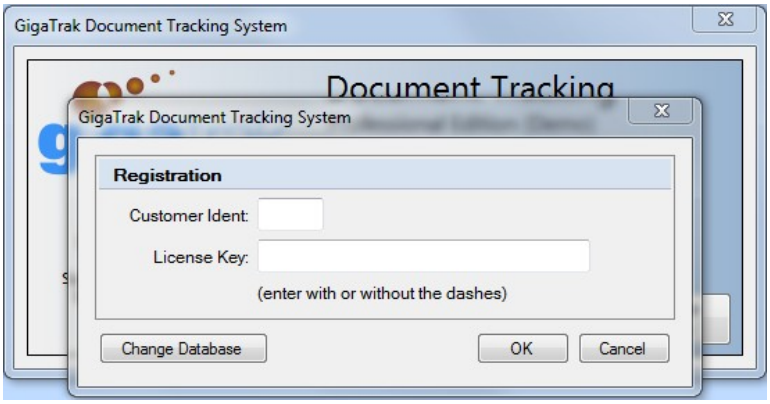
Login: admin
Password: adminuser

Once you are into the system as the administrator, you may add other users. After users are entered into the system, each user should log in with their own User Name and Password. Please refer to **First time Setup – Access groups** and **Entering Information – Employees** sections of this manual to learn how to add more users to the DTS system.

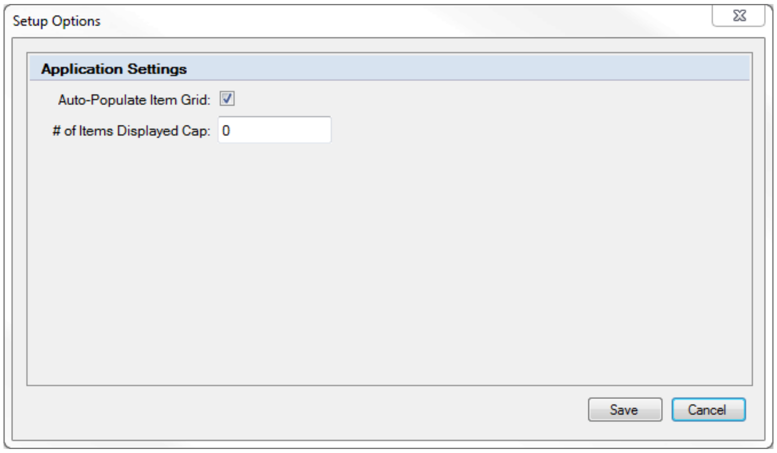
Registration

The registration process is used to assign a registration/license key to the program and the database. When the program is purchased, GigaTrak will provide the Registration key. Access to the Registration screen is only available when the Admin login is used.

To reach the registration screen to edit your license/registration key, log in using the admin user then click on the About button from the Home menu. Click on Change Registration/Database, then enter the Customer Identification and the License/Registration key that you received from Gigatrak. This only needs to be done once per database. This method can be used to either override a temporary license key or enter a license key for the first time.



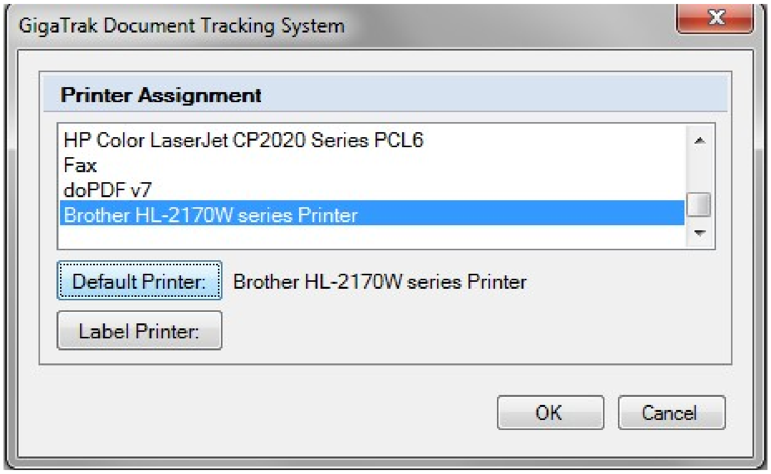
Setup Options



There are two options currently available in the Settings -> Setup Options menu; the first being the Auto-Populate Item Grids. When this option is selected, the Item Grids will automatically display information when a Find screen is opened. If not checked, you must “Extract” data first to view a listing.

The second option is the # of Items Displayed Capacity. If you have a very large number of documents tracked, you can set here the number you would like to see at one time. For example, if you have 60,000 documents you are tracking and set the # of Items Displayed Cap at 2,000, only 2,000 random documents will be shown in the grid.

Printer Assignment



The printer assignment process is used to set the printer the system will use for printing reports and barcode labels. Select Printer Assignment by clicking on Settings -> Printer Assignment.

The Available Printers list will display all the printers that are on the Windows printer list.

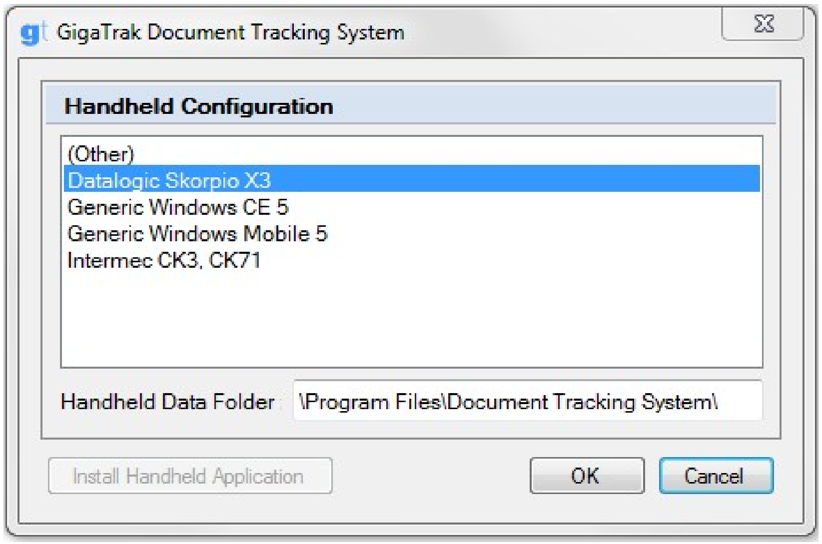
To select the report printer, select the printer of choice and then select the Assign Default Printer button. The Default Printer label will indicate the printer you selected. Any reports printed by the system will be directed to this printer. This does not affect the windows default printer selection.

To select the label printer, select the printer of choice and then select the Assign Label Printer button. The Label Printer label will indicate the printer you selected. Labels printed by the system will be directed to this printer. You may use a regular printer instead of a barcode label here. Each label will print on an individual sheet of paper if done this way.

To finish, click OK to save settings and exit, or click Cancel to ignore changes and exit the Printer Assignment menu.

Handheld Configuration

To install to the handheld, be sure you first download and install Windows Mobile Device Center. Once Windows Mobile Device Center (Vista or newer) or Windows ActiveSync (Windows XP only) is open and your handheld is connected, click on Settings -> Handheld Configuration.

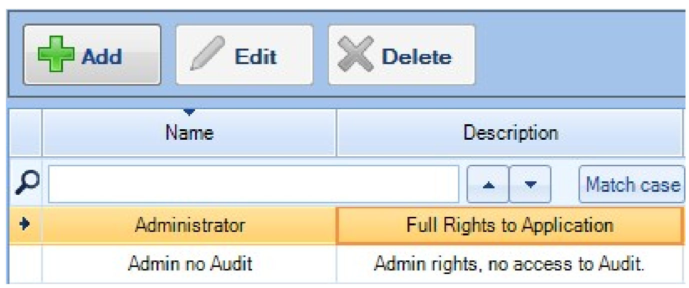


The handheld configuration screen will appear (shown left). First, select your handheld from the list. If your handheld is not listed, choose either Generic Windows CE or Generic Windows Mobile 5, depending on your handheld's operating system.

Next, click on Install Handheld Application. This button will be disabled (left) if there is no handheld connected to the computer, or if Windows Mobile Device Center is not open.

Handheld will install to handheld automatically – click Yes to any default install locations.

Access Groups



Employees are people that will need to log in to the DTS system, or people to whom documents can be assigned. Before we can enter Employees, we have to create Access groups. By assigning Employees to various access groups, you can control how much different access groups can see of the program.

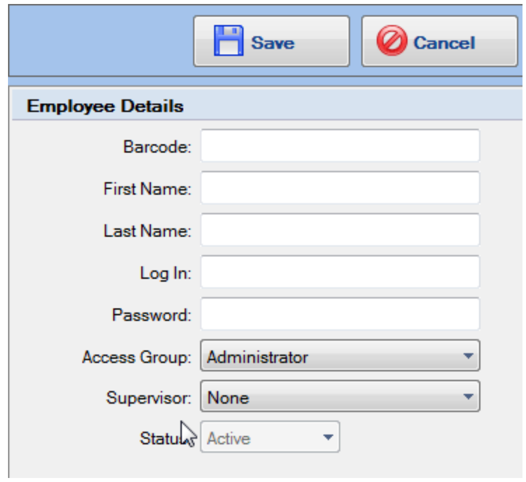
In the screenshots on this page, you can see an Access Group is created with the 'Audit' access level set to 'None'. Any employees that are assigned to this access group will not have access to Audit functions.

By default, only one access group is created – Administrator. The Administrator access group has full access to the entire program. You will be unable to delete the Administrator access group, and you will not be able to remove the default Admin login from this Access Group. You can, however, change the Barcode, Password, First and Last name of the Admin username. Please refer to the Employee section to learn about editing employees and which access group they are assigned to.

You can create any number of access groups, and there is no limit to how many employees you can assign to each access group.

Entering Information

Employees



Now that Access groups have been established, you will be able to assign Employees or Users to these access groups via the Admin -> Employees screen.

Begin by clicking the Add button, and the Add/Edit Details panel will appear on the right. Enter in a Barcode, First name, and Last name, and then select an Access Group. The Log in and Password should only be entered if this particular employee will have access to DTS on the PC – if you do not enter in a Log in and Password, you may still check out items to this employee, but the employee will not be able to log into the PC.

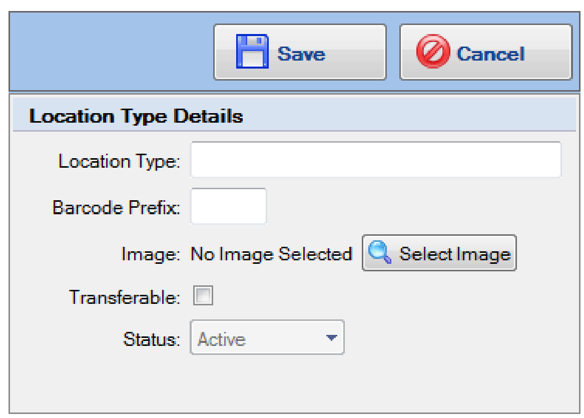
Location and Item Types

Both the Location and Items entered into the program must be entered under the Location or the Item hierarchy, respectively. In order to enter actual Locations or actual Items, you must first have a Location Type or Item Type. The Location or Item type will establish a template to enter actual Locations or Items – without a type, you will not be able to proceed with entering items or locations.

Much like a folder hierarchy on the computer, a hierarchy for both locations and items must be established. As shown under Designing the Location Hierarchy below, you can create the hierarchy in any way you see fit. As long as the location or item is transferrable, you will be able to enter the location or item under any parent above it.

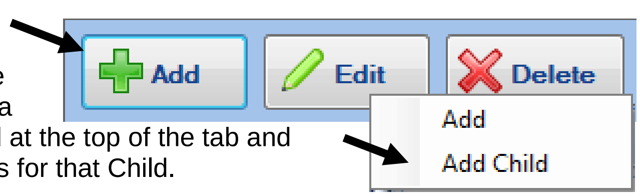
Location Types – Designing the Location Hierarchy

To begin entering Location Types, navigate to Admin -> Location Types. Click the Add button to expand the Add/Edit panel.



When the panel expands, it will come up with the details at right. You must enter a Location Type, a Barcode Prefix, select an image, and check if you want it to be Transferable. When entering a new Location Type, it will automatically default the status to being Active. Remember: the Barcode Prefix is a set beginning to a barcode, so every item or location of that type starts with the same barcode.

Now keep in mind, to design a good hierarchy, you should take into consideration how many buildings you have, how many rooms, locations, and people that will be assigned items. You can make the hierarchy as complex or as simple as you want – it can be composed of dozens of shelves within rooms within buildings or it can be a single storage location.



After creating the first Location Type, you can add a Child below it. For example, if the first Location Type added is the Main Building, then you wanted to add a child within that Main Building, you would select Add at the top of the tab and select Add Child. Then add the Location Type details for that Child.

You are allowed to assign any child to any parent above it, as long as it is a transferable location. Reference the terminology page for a description of what transferable means.

In the following example, a Shelf is placed in a Room which is placed in a Building, but the Shelf can be placed directly under the Building location type.

Location Type	Prefix	Transferable
Building	BLD	No
Room	RM	Yes
Shelf	SHF	Yes

Remember – these are not actual locations. These are the location types. The difference is that the Location Type is a template, and locations types or item types cannot actually be transferred. In this example, all actual locations that will be entered must be either a Building, a Room, or a Shelf.

Location Type Fields

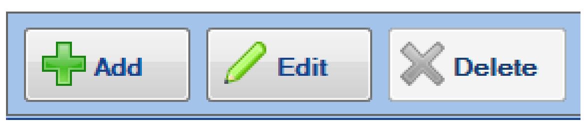
Type fields are optional Fields that can be added to a specific location type, as either mandatory or optional fields to be entered. When you create that location, you will see the field you created in the Add/Edit panel.

For example, you will see below all of the Type Fields that are associated with the Shelf Location Type. In this scenario, when adding an actual Location, you are required to enter a Barcode, Name, Status, and Shelf Type.

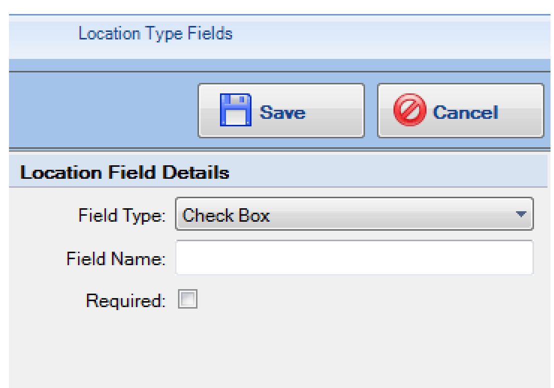
Field Name	Field Type
Barcode	Text Box
Name	Text Box
Status	Combo Box
Shelf Type	Text Box

The Barcode, Name and Status were automatically required when entering in an actual Location or Item, but the Shelf Type was an additional field created to be entered when adding an actual Location or Item.

To create a new Location or Item Type Field, go to the second tab, Location Type Fields, and click Add.



When the panel expands, the image at right will appear. You will be prompted to pick the Field Type, type the Field Name and then check if you will require this information to be entered or not when adding an actual Location or Item.



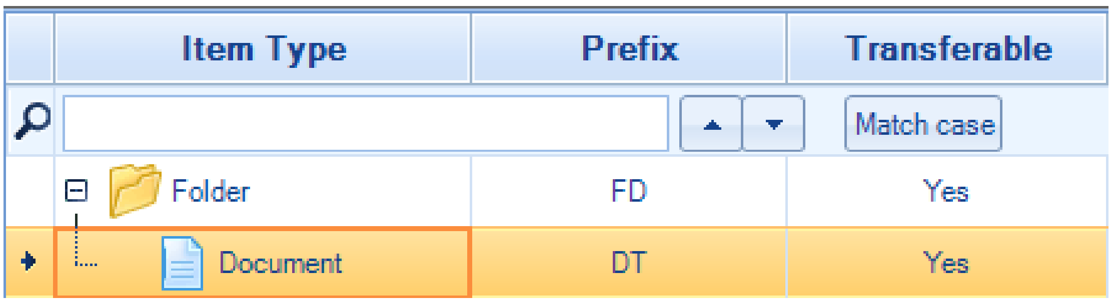
The Shelf Type Field in the example above was created as a mandatory field, so a Shelf cannot be created without the Shelf Type text box being filled in. If any of the Fields are checked as required, you will not be able to proceed when adding an actual Location or Item.

Item Types – Designing the Item Hierarchy

The item type hierarchy is very similar to the location hierarchy. Actual items cannot be added if they do not have an Item Type. As with Location Types, you can design your Item Type hierarchy to be complex or simple. You can create a single layer of item types or a complex hierarchy. Just as Location Types, the Item Types can be thought as a template, and you can only enter real, track-able items into the template.

The explanation on how to add an Item Type will be the same as above, in adding a Location Type.

An example of an item hierarchy can be seen below. A Document is placed in a Folder and both the Folder and Document can be tracked. This is a simple example, however you can make it more complex if need be.

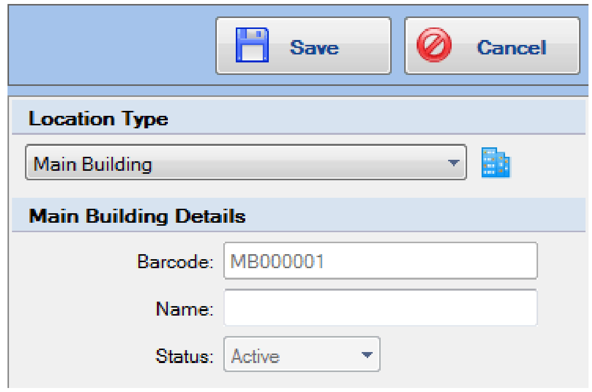


Item Type Fields

Item Type Fields function the same way that Location Type Fields do. Item Type Fields are optional Fields that are added to a specific Item Type, that users are (optionally) required to enter when items of that Item Type are created on the Items page. For instructions on how to create an Item Type Field, reference the Location Type Fields instructions above.

Entering Locations and Items

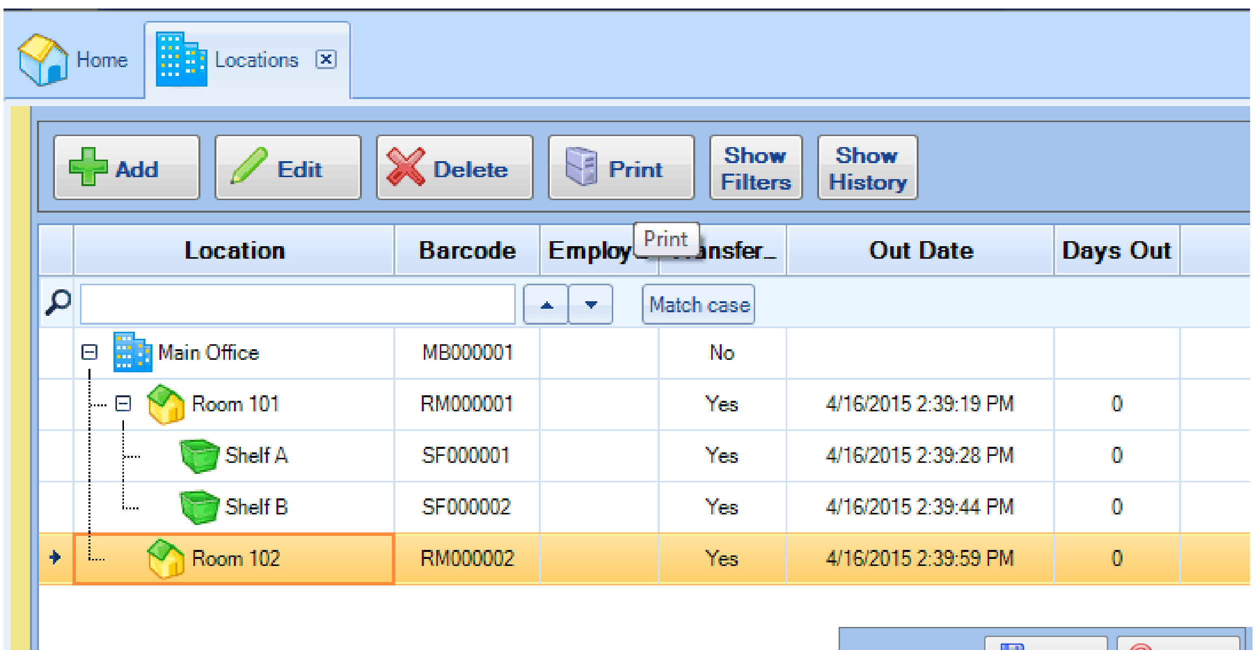
Locations



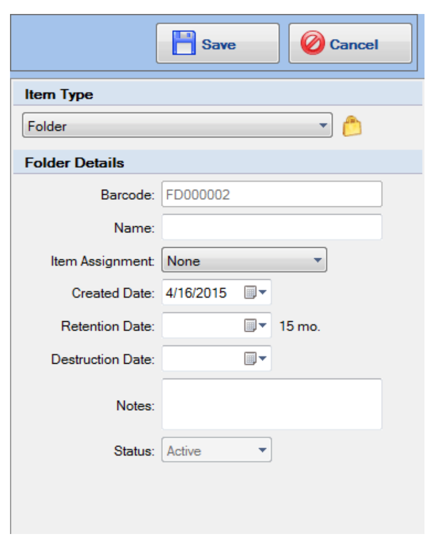
Once your Location Types have been entered, you can begin to enter your actual Locations. These are the actual buildings, rooms and shelves that you are going to be tracking documents between.

To add a new Location, press the Add button on the Function bar. The panel on right will appear with the image shown here.

Select from the drop down menu which Location Type you will be adding an actual Location to. Note: You must add one first to the highest level in the hierarchy before adding anything to the lower rungs. For example, you must create the Main Office Location as the Main Building Location Type before entering Shelf A as the Shelf Location Type.



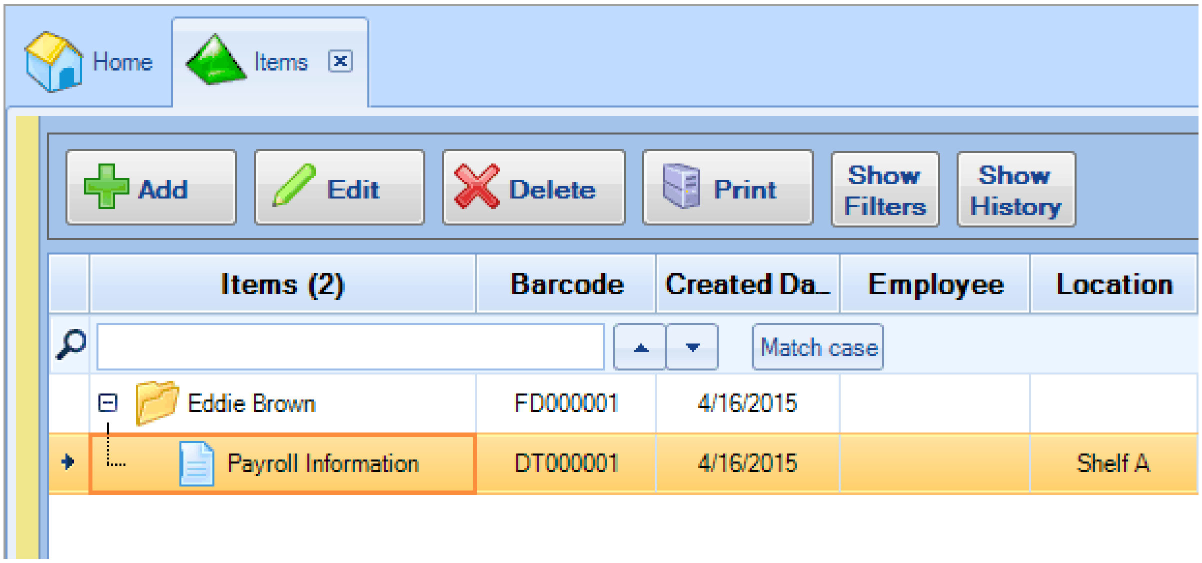
Items



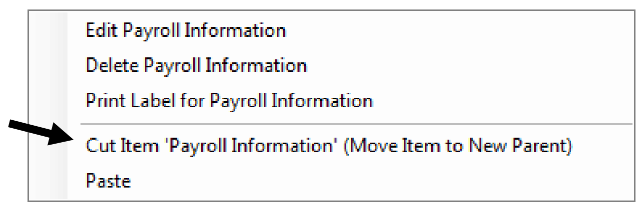
Items, like Locations, need Item Types before they can be entered. Once an Item Type hierarchy has been established, you can enter the actual items that will be tracked and transferred between Locations and Employees. Items work the same way that locations do – many items can be assigned to a single Item Type, but each one will be unique and have a unique barcode.

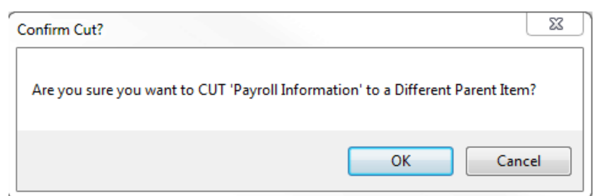
To add a new Item, press the Add button on the Function bar. The panel on the right will appear with the image shown here.

Type the Item Name, pick its Assignment (to an employee, location or none), the date it was created, the Retention Date (or double-tap field to automatically populate with the retention date if it was set in the Item Type), the Destruction Date, any pertinent notes, and the Status (will default to Active when being added). Note: the Item Assignment option will only appear when you are adding a brand new Item. If you opted to set the Item Assignment at None and wanted to go back later and add a location or employee, you will not be able to select Edit and add the information. Instead, you would have to use the Transfer button and transfer the Item to the employee or location you would want it assigned to.



Cut and Paste



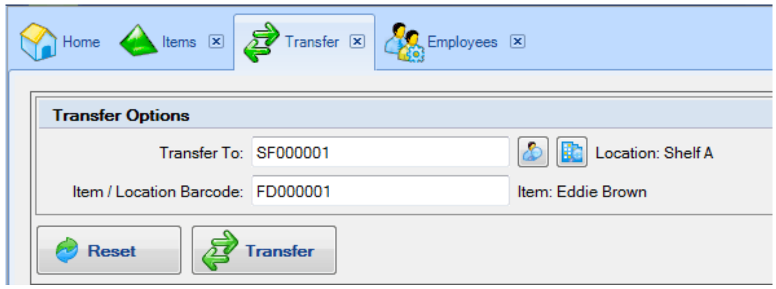


While on the Items page, you have the option to cut and paste any child to any parent. To cut a child item, right click on the item and select “Cut Item ‘Item Name’ (Move Item to New Parent)”. Once you do this, you will receive a confirmation box and then a gray area and yellow border will appear around the Item, signifying that it has been cut. To paste the item, select a parent item, and then right click and select Paste. After selecting OK, The child item will be transferred to the new parent. Any employee assignments or any current settings will be transferred to the new parent.

Managing Information

Transfer

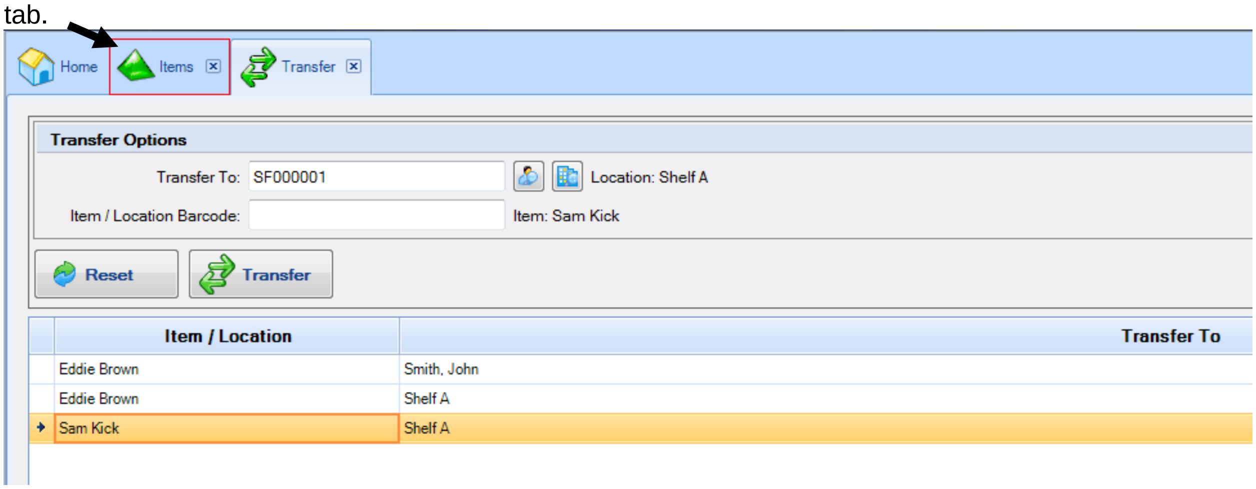
Transfer is the function that is used to move documents or tracked items from one employee or location to another. The transfer function will be your primary tool for managing information, assigning items to employees and locations and assigning employees to locations, with the intent of them tracking the items at that location. To transfer items or documents, click on the Transfer menu item along the left side.

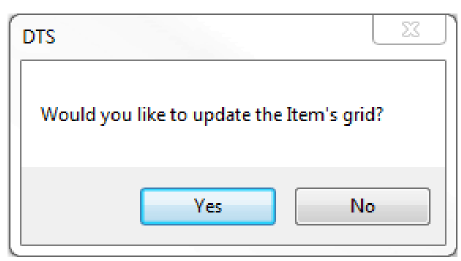


Transfer can work in a variety of ways. Transfer can assign items to employees, or transfer can assign employees to locations, rendering them in charge of all of the items currently at this location.
To transfer an item to a location or an employee, first enter the Employee barcode or the Location barcode in the Transfer To: text box. Then, enter an Item barcode in the Item / Location barcode field.

Clicking the Transfer button will assign the item from the Item / Location Barcode box to the Location or the Employee listed in the Transfer To: text box.

Once the transfer is complete, if the location or item tab is open (depending on if you transferred to a location or transferred an item to the employee, respectively), the tab will receive a red border around the tab.





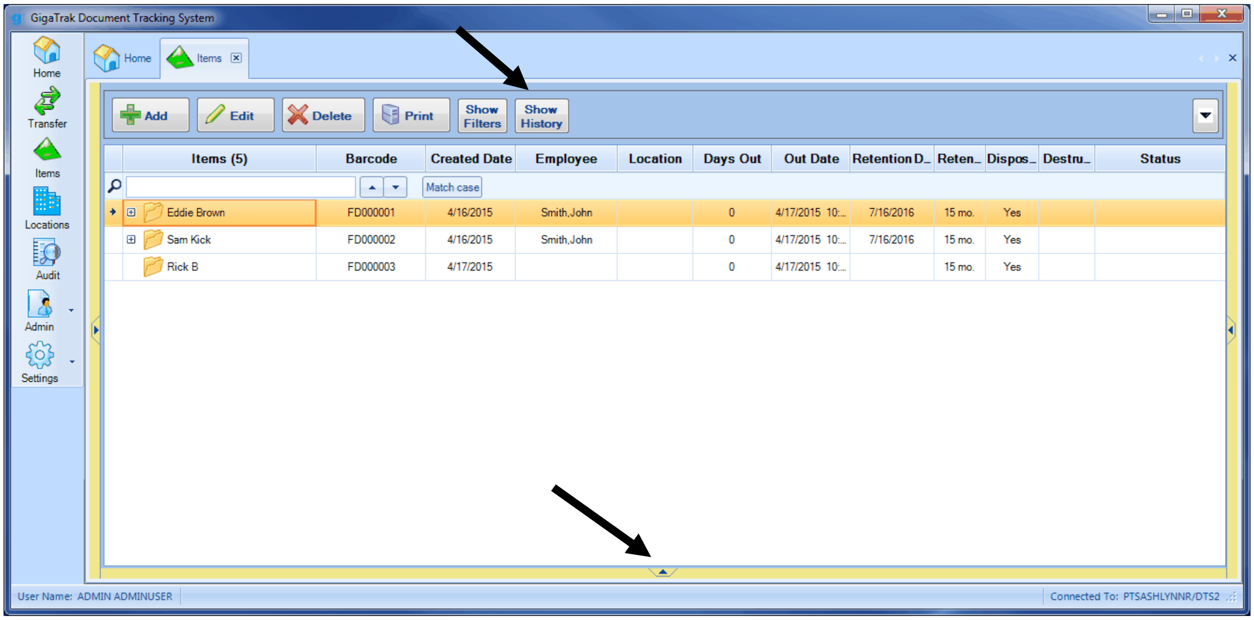
If you click on the tab with the red border (Locations or Items), a message box will ask you if you would like to update the information on the tab. If in the Locations tab, clicking Yes will update the Employee field and if in the Items tab, it will update the Employee and Location fields. Also, the Items and Locations History sections will be updated to reflect any Transfers made. The History panel can be found by clicking the yellow up arrow at the bottom on the screen or by clicking Show History on the Function bar. Note: more information in History Panel section.

If you select Cancel, the page will not update unless you click off of the tab, and then return to it. If you cancel and then return, you will receive the same message box asking if you would like to update the tab.

History Panel

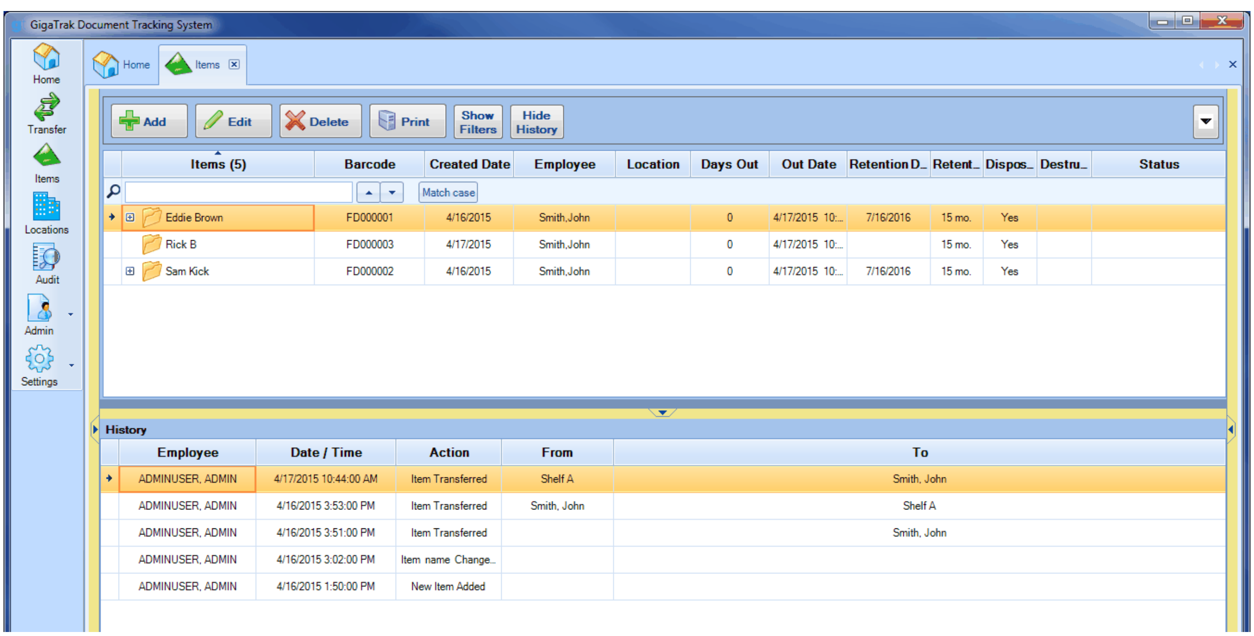
The History panel is used when you would like to show the history on the current screen and the selected Employee, Item, or Location.

To access the History panel, you can either the select the yellow up arrow at the bottom of the screen or you can click the Show History function button at the top of the screen.



When selected to view, the bottom panel will come up, splitting the screen. When using the History panel, the data will reflect the Item or Location highlighted in the top panel. The top panel will list the actual Items or Locations in your database.

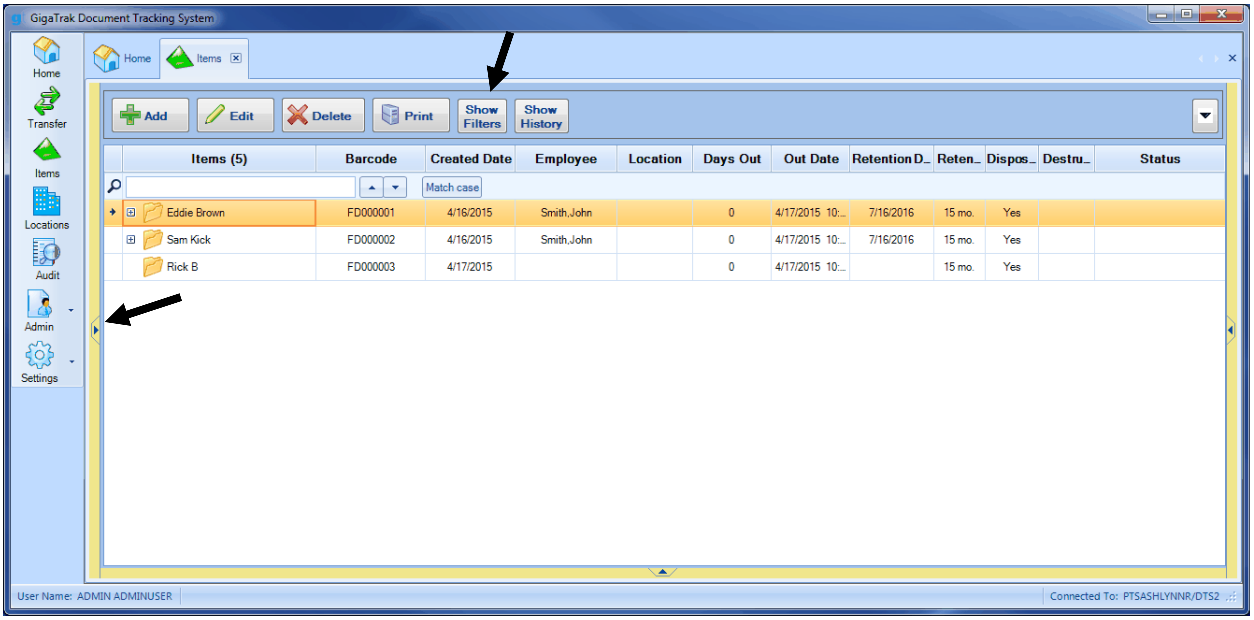
For example, if you would like to see the History tied to the folder entitled Eddie Brown, select in the upper panel Eddie Brown and then the History panel below will change to reflect that particular folder's history.



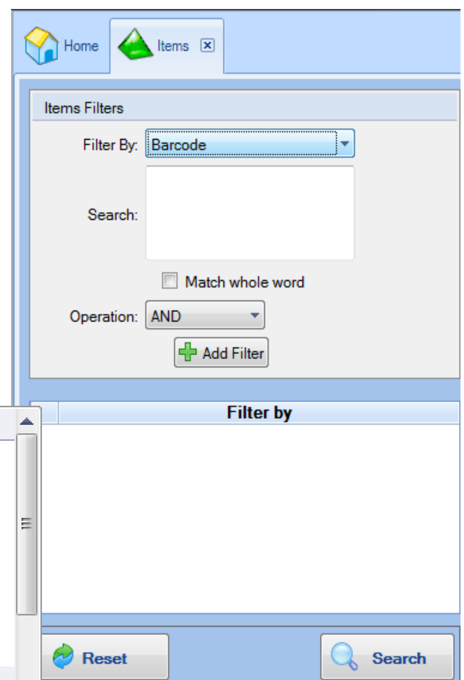
Filters Panel

The Filters panel can be used when you want to filter information in the data grid by General Filters, Retention Filters, Item Types, or Location Types (depending on the tab you are currently in).

To access the Filters panel, you can either the select the yellow right arrow near the left panel of the screen or you can click the Show Filters function button at top of screen.



When selected to view, the panel will expand from the left. When using the Filters panel, the options will reflect what tab you are currently in. Employees, Items, and Locations all have specific Filters tied to them.



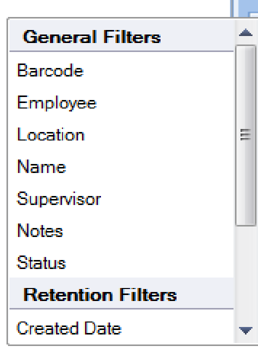
For example, if you want to apply a Filter to Items, the screen at right will appear. You must select how you want to Filter By, options include:

General Filters – Barcode, Employee, Location, Name, Supervisor, Notes, Status

Retention Filters – Created Date, Retention Date, Destruction Date

Item Types – The Types created by the User

Depending on what you select for the Filter By, you will then be prompted to either type in the Search field or select from a drop down menu Filter Options.



The Operation field allows you to select either AND or OR. If you select AND, if multiple Filters are added, an Item must match all of the criteria entered for the search to appear in the Grid. If you select OR, if multiple Filters are added, an Item can match some of the criteria entered for the search, but does not necessarily have to meet every Filter.

Using the Handheld

Since an SQL database type is required, there is no Batch version of the handheld DTS program available. Syncing will happen automatically over the WIFI. To use the handheld, your handheld must be WIFI capable and connected to your WIFI network in order to use the DTS program on the handheld, especially to perform audits.

Once your handheld is connected to your WIFI, open the DTS program on your handheld and click on Settings, which will allow you to enter your SQL server and database name.

The password to enter the settings menu is **gigadocs.** Once you are on the settings page, enter in your SQL Server name **with named instance** in the SQL Server Name text box in this format: **ServerName\namedInstance**

This information can be found by opening up SQL management studio and obtaining the server name and named instance from the Object Explorer, on the left side.

The default database name is **win_dts,** which can also be located in the Object Explorer in SQL management studio by expanding Databases.

Once complete, Click Save and then click back. Once you have returned to the Log In screen, enter an employee barcode that has been entered under Admin -> Employees on the PC version of DTS.

Transfer

Transfer on the handheld works the same as it does on the PC. First, select transfer on the handheld. Next, fill in the Employee or Location barcode in the top box, which is the equivalent of the Transfer To: text box on the PC.

Next, enter in an Item or Location barcode, which is the Location or Item that will be transferred to the Employee. Once complete, press the Enter key (if you are scanning, enter may be entered automatically after each scan) and verify the information populates the Successful Transfer grid, at the bottom.

Note: if a Location was entered in the Transfer To: box, a location cannot be entered in the next box, because you cannot transfer a location to a location.

Audit

Audits are performed with the handheld, and cannot be done with the PC alone. The audit function is used to take inventory of where items are, more specifically if your items are in the hands of the employee or the location they are assigned to.

After selecting Audit, you will be prompted to enter in a location or an employee to audit. Enter either an employee or a location barcode, and if information is available you will be met with a list of all items currently transferred to that particular employee or location. When you scan the items the employee currently has assigned to him or her, the items will become ‘scanned’ from the list.

Once complete, you can go to the Audit function on your PC via the main menu and click on the Find button after selecting some filter criteria. All audits fitting the filter will be shown that have been performed on the handheld. Click on View Audit to see a list of items that were assigned to this location or employee at the time of audit, and it will show if these items were scanned or skipped. This is an easy way to track if an employee has lost an item, or if an item has been misplaced.

Identify

The Identify function allows you to identify barcodes. If you scan a location, employee, or item barcode, it will simply display any appropriate information for that barcode, allowing you to easily identify which barcode is the correct barcode to use, if there is any confusion.

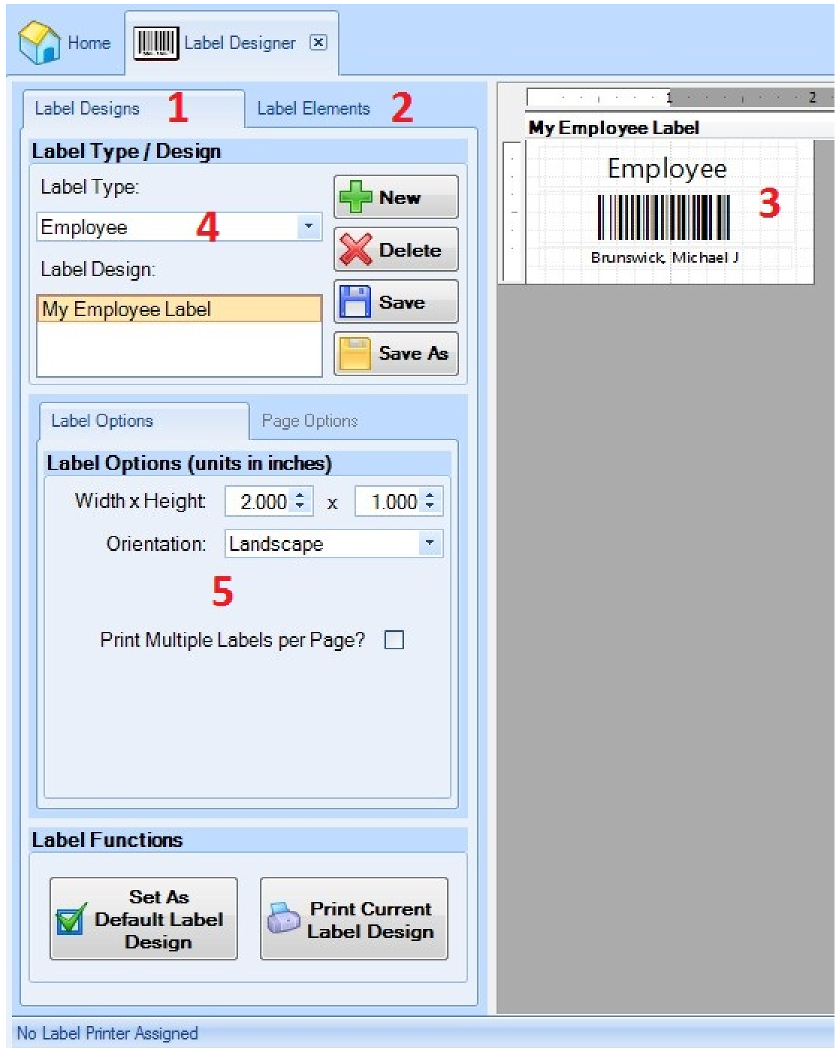
Label Designer

Label Designer Setup

The Label Designer process is used to design labels for the various processes in the system that print barcode labels. Usually, the Label Designer lets you create an item template that applies to every item, but since DTS uses unique item types, you will be able to create a unique label for every item type and every location type individually.

To get to the Label Designer, you must be assigned to an Admin access group. You will be met with the following screen.

1. The Label Designs tab brings you back to the displayed page, with Label and Page options.
2. The Label Elements tab gives you a list of Text, Barcode, and Shape/Image options for the current label type (4).
3. The current label design is shown on the right. When adding Label Elements to the label, this is where they will appear.
4. Clicking the Label Type dropdown will give you generic Item, Employee, and Location labels, but also gives you access to any Item Types or Location Types that you have entered.
5. Most options will appear here in the Label Options box, which will allow you to alter orientation, width, and height. If you check the 'Print Multiple Labels Per Page' checkbox, you will be able to select the Page Options tab, which gives you settings for multiple label printing. Below this section, the Default Label and Print button will allow you to set the label to the default (if you have more than one label for this Label Type) or print the design.



Creating a Label

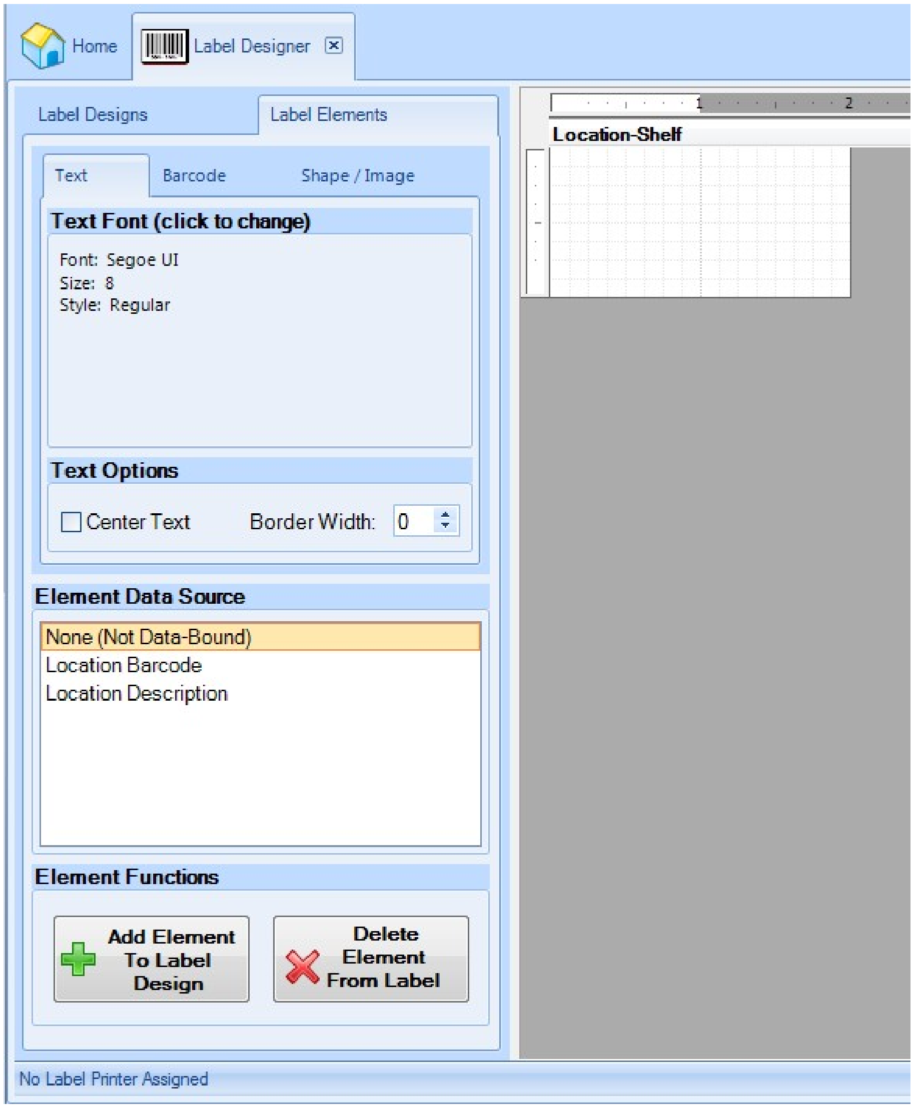
To actually create a label, first select the Label Type on the Label Designs tab. Once you select a Label type, the label on the right will go blank if there is no default label, such as with any item type labels or location type labels. Employee, Location, and Item will all have a default label.

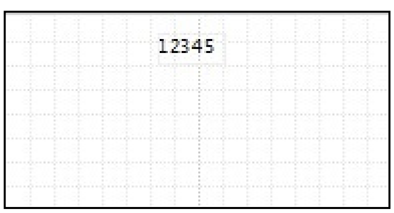
After your Label Type is created, select your Width and Height, which should match whatever label type you have loaded in your Label Printer, and should also match your label printer's preferences (Refer to **Zebra Print Driver Configuration** of this manual for more information). If a regular printer is assigned as your label printer, you may have to adjust the margins to get a proper label.

Once your label options have been set, it's time to go to the Label Elements tab to begin adding elements to your label on the right. In this example, I chose a custom location type to get a blank label; Location – Shelf.

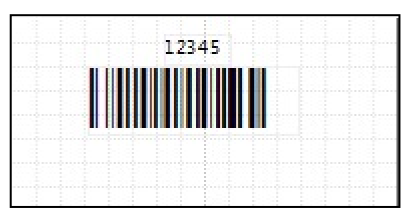
Notice the three tabs – Text, Barcode, and Shape/Image. These tabs determine what kind of font goes onto the label – either human readable font for Text or barcode-readable if you select Barcode.

The elements listed in the Element Data Source section are the elements available to be added to the current Label Type. Any Non Data-Bound items will prompt a text box, and the entered text will be added to the Label. The Center barcode checkbox will allow you to center anything added to the label, and a border width can also be specified. A border width of 0 has no border.

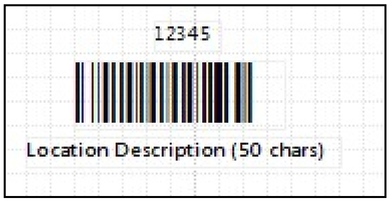




Selecting a Data Bound element will add the data bound item to the label. For example, if the element data source Location Barcode is added to the Label, it will show the actual label text when you print, since the text tab was selected (The Location Barcode can be found on the Locations page for the specific Item Type you are creating the label for).



Selecting the Barcode tab and then adding elements to the label design will do just that – it will add the scanner-readable barcode to the element design. The Type of barcode (Code 128, Code 39, DataMatrix, etc) and size can be selected before adding the barcode to the label. I selected the same element as above but on the barcode tab – Location Barcode. Now remember this label is just an example, but the label to the right, if scanned, will scan as '12345' since we selected the Location Barcode as both the Text and the Barcode to be added to the design.

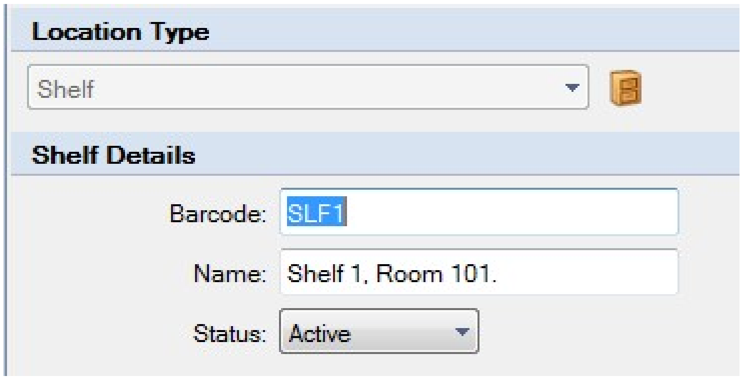


The last thing you may want to add is the Location Description text, so you know what you are scanning.

Once you are done adding elements to the label, click on the Label Designs tab, and then click on Set as Default Label Design in the Label Functions section at the bottom. Next, select the Save or Save As button to save your label design.

As a reminder, even though the Location Description says just that – Location Description (50 chars), this is not what will print on your label. Since Location Description was added as a data-bound item, it will print the actual location description found on the Locations page. You may have to switch the orientation to Portrait to get a proper printing barcode, depending on the Orientation of your printer.

Now, if I press the Print button from the Locations page while I have a shelf selected, it will print me a label (shown right) with the shelf's Location barcode (as text), Location Barcode (As a barcode) and the Location Description (as text). This particular barcode will scan as SLF1, which can be seen below, and is pulled from the Locations page.



Here is a screenshot of what the Locations page looks like when a Shelf is selected. This shows where the information is being retrieved from before it is attached to the label. You can once again see that the Location's barcode was added as both Text and as a Barcode, and the 'name' is the Location Description, which is entered as text.

To print a label for an Employee, Item, or Location, go to the corresponding tab. Select the Employee, Item, or Location you want to print a label for and right click. Select "Print Label for …" and then it will be sent to your printer.

Additional Functions

There are several other functions built into DTS that are not always used. This section will outline their functionality and provide information on them.

About Screen

To get to the About screen, click on the Home button, and then click on About. Your Version, Customer Identification (as long as you have entered your license key, not the demo), and number of Licensed users will appear. There are two buttons available here: **Change Registration/Database** and **Check for Update.**

Change Registration / Database

After clicking this button on the About screen, a dialogue box will appear that contains your Customer Identification and License Key, which is explained under **First time Use – Registration.** There is also a **Change Database** button – clicking this will bring up the database selection screen, explained under

Check for Update

Clicking the Check for Update button will query the Gigatrak server. If an update is available, it will automatically download any available database updates or PC updates and apply them.

Change Password

The Change Password screen can be found by clicking on Settings -> Change Password. This box will ask you for your old password, your new password, and a confirmation password. This method works best for employees who do not have Admin access or do not have Employee rights, as they cannot enter the Admin -> Employees menu to edit a password.

If your login is assigned to an Access group that has both Admin access and employee access, you can change any password by navigating to Admin -> Employees. Locate and select the employee you want, and click on Edit. The Add/Edit panel will appear on the right, and you will be able to edit the password.

Support

GigaTrak provides 90-days of telephone support for DTS from the date of purchase. GigaTrak will advise on installation issues but the customer is responsible for network and SQL Server installation. Our hours are 8am to 5pm central time Monday through Friday. During this time you are entitled to any updates or new releases issued by GigaTrak. By purchasing an extended support one, two or three year agreement, these services are extended. Onsite support is available at additional cost. Please call 262-657-5500 with any questions.

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Appendix A Honeywell 6100 Handheld Information

Touchscreen Calibration

If the touchscreen is not responding properly to stylus touch taps, the touchscreen may need to be recalibrated.

1) Tap the Start button in the lower left corner of the system tray.
2) Select “Settings”, then “Control Panel”.
3) Scroll the window if necessary and double tap the “Stylus” icon.
4) Select the “Calibration” tab.
5) Tap the “Recalibrate” button and follow the instructions on the screen.

Set Date/Time/Time Zone

1) Tap the Start button in the lower left corner of the system tray.
2) Select “Settings”, then “Control Panel”.
3) Scroll the window if necessary and double tap the Date/Time icon.
4) Set the current date, time, and time zone.
5) Tap the Apply button and close the screen.

Set Time Separator

1) In Control Panel, select Regional Settings.
2) Tap the Customize button.
3) Select the “Time” tab.
4) If the “Time Separator” is not the colon “:” character, select the Time Separator box.
5) Select the “:” character from the drop-down list (or type it in using the on-screen keyboard).
6) Tap the “OK” button at the top of the screen.

Set Short Date Format

1) In Control Panel, select Regional Settings.
2) Tap the Customize button.
3) Select the “Date” tab.
4) Set the Short Date Style to “MM/dd/yyyy”.
5) If the “Date Separator” is not the “/” character, select the Date Separator box.
6) Select the “/” character from the drop-down list (or type it in using the on-screen keyboard).
7) Tap the “OK” button at the top of the screen.

Turn on ScanWedge

If the laser does not turn on when the **Scan** button is pressed, turn on ScanWedge:

1) Tap the Start button in the lower left corner of the system tray.
2) Tap “Programs”, then “Power Tools”
3) Tap the “ScanWedge” icon. A barcode icon will appear in the System Tray after ScanWedge is turned on.

Append Carriage Return to Barcode scan

If the screen cursor does not advance to the next data field in your application after scanning a barcode, you need to append a carriage return to the barcode scan.

1) On the desktop, open “My Device”.
2) Open the “Honeywell” folder.
3) Scroll the window to find the EXM icon that is labeled “scanwedge”. Double tap the icon.
4) In the split window, select “Settings” in the upper window.
5) Scroll the lower window and select “SuffixKeys”.
6) Select “Edit” on the menu bar, then select “Modify”.
7) In the “Value” box, enter 13 and close the screen.
8) When the screen returns to the split window, be sure the SuffixKeys checkbox is checked.
9) Close the screen and respond “Yes” to the Save Changes message.

Microsoft Active Sync Installation (For Windows XP)

1) Locate a copy of the latest version of Active Sync for your computer system. The correct version is available from Microsoft’s WEB site or a copy is included on your CD. Version 4.5 is the latest from Microsoft as of this printing.
2) Look for the installation file (i.e. activesync_setup.msi) and run it. We recommend that you follow the installation instructions and accept the standard default settings during your install.
3) Leave Active Sync running to install and connect your handheld computer.

NOTE: Some users may use a single PC to connect multiple handheld computers. If this is the case, it is best to setup your PC to recognize each handheld as a “Guest”. This avoids having Active Sync loading shared data from your Outlook and other PC applications. To set all connected handhelds as a Guest, please double-click and run the provided “GuestOnly.reg” file. It will instantly update your system for future connections.

Windows Mobile Device Center Installation (For Windows Vista or Windows 7)

1) Locate a copy of the latest version of Windows Mobile Device Center for your computer system. The correct version is available from Microsoft’s WEB site or a copy is included on your CD.
2) Look for the installation file (i.e. drvupdate-x86.exe) and run it. We recommend that you follow the installation instructions and accept the standard default settings during your install.

Install GigaTrak Handheld Application

The handheld application can be found in the PocketPC folder of your installation CD.

1) Connect the handheld docking station to your computer (typically a USB connection) and plug in the AC power cable.
2) Put the handheld in the dock and wait for it to sync with the PC.
3) On the PC, double-click the handheld setup file for the application you are installing (e.g., setup_honeywell_hh.exe).

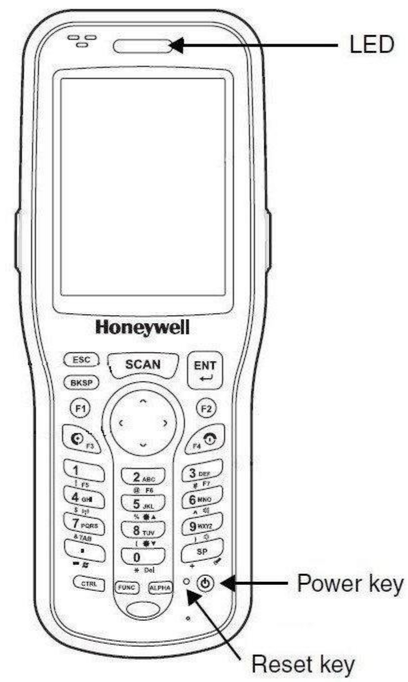
Add a Shortcut to your Handheld Desktop

1) Exit the application if it is running.
2) Double tap the 'My Device' icon on the desktop.
3) Double tap the 'Honeywell' icon.
4) Scroll down to the GigaTrak application icon (e.g., WIN-DTS).
5) Hold your stylus down on the icon until a pop-up menu appears.
6) Select 'Copy' on the menu.
7) Close the window to go back to the desktop.
8) Hold down the stylus on the desktop until a pop-up menu appears.
9) Select 'Paste Shortcut' from the menu.

If the handheld does not respond properly, it may need a reboot. Perform a warm boot first and see if that fixes the problem. If it does not, then perform a cold boot.

Warm Boot the Handheld

Press the **Reset** key. The screen will turn white, and the decode/scan LED flashes blue for approximately three seconds.



Cold Boot the Handheld

Hold down the **Reset** key and then press and release the **Power** key. The screen will turn white, and the decode/scan LED flashes red for approximately three seconds.

Set the date and time after each cold boot to ensure that the system clock is accurate.

Appendix B LXE Handheld Information

Touchscreen Calibration

If the touchscreen is not responding properly to stylus touch taps, the touchscreen may need to be recalibrated.

1) Tap the Start button in the lower left corner of the system tray.
2) Select Settings, then Control Panel.
3) Scroll the window if necessary and double tap the Stylus icon.
4) Select the “Calibration” tab.
5) Tap the “Recalibrate” button and follow the instructions on the screen.

Set Date/Time/Time Zone

1) Tap the Start button in the lower left corner of the system tray.
2) Select Settings, then Control Panel.
3) Scroll the window if necessary and double tap the Date/Time icon.
4) Set the current date, time, and time zone.
5) Tap the Apply button and close the screen.

Set Time Separator

1) In Control Panel, select Regional Settings.
2) Tap the Customize button.
3) Select the “Time” tab.
4) If the “Time Separator” is not the colon “:” character, select the Time Separator box.
5) Select the “:” character from the drop-down list (or type it in using the on-screen keyboard).
6) Tap the “OK” button at the top of the screen.

Set Short Date Format

1) In Control Panel, select Regional Settings.
2) Tap the Customize button.
3) Select the “Date” tab.
4) Set the Short Date Style to “MM/dd/yyyy”.
5) If the “Date Separator” is not the “/” character, select the Date Separator box.
6) Select the “/” character from the drop-down list (or type it in using the on-screen keyboard).
7) Tap the “OK” button at the top of the screen.

Append Carriage Return to Barcode scan

1) In Control Panel, open Scanner App.
2) Go to 'Barcode' tab.
3) Click 'Symbology Settings' button.
4) In 'Add' box:
    a) Check 'Suffix' checkbox.
    b) Use on-screen keyboard to enter ^M (drag the keyboard out of the way with the stylus if needed).
    c) Click OK button.

Microsoft Active Sync Installation (For Windows XP)

1) Locate a copy of the latest version of Active Sync for your computer system. The correct version is available from Microsoft's WEB site or a copy is included on your CD. Version 4.5 is the latest from Microsoft as of this printing.
2) Look for the installation file (i.e. activesync_setup.msi) and run it. We recommend that you follow the installation instructions and accept the standard default settings during your install.
Leave Active Sync running to install and connect your handheld computer.

NOTE: Some users may use a single PC to connect multiple handheld computers. If this is the case, it is best to setup your PC to recognize each handheld as a "Guest". This avoids having Active Sync loading shared data from your Outlook and other PC applications. To set all connected handhelds as a Guest, please double-click and run the provided "GuestOnly.reg" file. It will instantly update your system for future connections.

Windows Mobile Device Center Installation (For Windows Vista or Windows 7)

1) Locate a copy of the latest version of Windows Mobile Device Center for your computer system. The correct version is available from Microsoft's WEB site or a copy is included on your CD.
2) Look for the installation file (i.e. drvupdate-x86.exe) and run it. We recommend that you follow the installation instructions and accept the standard default settings during your install.

Install GigaTrak Handheld Application

The handheld application can be found in the PocketPC folder of your installation CD.

1) Connect the handheld docking station to your computer (typically a USB connection) and plug in the AC power cable.
2) Put the handheld in the dock and wait for it to sync with the PC.
3) On the PC, double-click the handheld setup file for the application you are installing (e.g., setup_LXE_hh.exe).

Add a Shortcut to your Handheld Desktop

1) Exit the application if it is running.
2) Double tap the 'My Device' icon on the desktop.
3) Double tap the 'System' icon.
4) Scroll down to the GigaTrak application icon (e.g., WIN-DTS).
5) Hold your stylus down on the icon until a pop-up menu appears.
6) Select 'Copy' on the menu.
7) Close the window to go back to the desktop.
8) Hold down the stylus on the desktop until a pop-up menu appears.
9) Select 'Paste Shortcut' from the menu.

If the handheld does not respond properly, it may need a reboot. Perform a warm boot first and see if that fixes the problem. If it does not, then perform a cold boot.

Warm Boot the Handheld
Hold down the **Power** key and then the **Enter** key until the screen blanks. Release the keys.

Cold Boot the Handheld
Hold down the **Blue** key, the **Scan** key, and the **Power** key until the screen blanks. Release the keys.

Appendix C Memor Handheld Information

Touchscreen Calibration

If the touchscreen is not responding properly to stylus touch taps, the touchscreen may need to be recalibrated.

1) Tap the Start button in the lower left corner of the system tray.
2) Select Settings, then Control Panel.
3) Scroll the window if necessary and double tap the Stylus icon.
4) Select the “Calibration” tab.
5) Tap the “Recalibrate” button and follow the instructions on the screen.

Set Date/Time/Time Zone

1) Tap the Start button in the lower left corner of the system tray.
2) Select Settings, then Control Panel.
3) Scroll the window if necessary and double tap the Date/Time icon.
4) Set the current date, time, and time zone.
5) Tap the Apply button and close the screen.

Set Time Separator

1) In Control Panel, select Regional Settings.
2) Tap the Customize button.
3) Select the “Time” tab.
4) Set the Time Style to “h:mm:ss tt”.
5) If the “Time Separator” is not the colon “:” character, select the Time Separator box.
6) Select the “:” character from the drop-down list (or type it in using the on-screen keyboard).
7) Tap the “OK” button at the top of the screen.

Set Short Date Format

1) In Control Panel, select Regional Settings.
2) Tap the Customize button.
3) Select the “Date” tab.
4) Set the Short Date Style to “MM/dd/yyyy”.
5) If the “Date Separator” is not the “/” character, select the Date Separator box.
6) Select the “/” character from the drop-down list (or type it in using the on-screen keyboard).
7) Tap the “OK” button at the top of the screen.

Append Carriage Return to Barcode scan

1) Tap the gray barcode icon in the system tray.
2) Tap on Configure.
3) Double tap on Reader Parameters.
4) Double tap on Decoding, if shown.
5) Double tap on Text Formatting.
6) Double tap on Postamble.
7) Select CR from the dropdown list.
8) Tap the + button.
9) Tap the OK button.
10) Tap the File menu, then Save.
11) Tap OK.
12) Tap the File menu, then Exit.
13) Tap the gray barcode icon in the system tray again.
14) Tap on Wedge. The barcode icon in the system tray will turn green.

Microsoft Active Sync Installation (For Windows XP)

1) Locate a copy of the latest version of Active Sync for your computer system. The correct version is available from Microsoft's WEB site or a copy is included on your CD. Version 4.5 is the latest from Microsoft as of this printing.
2) Look for the installation file (i.e. activesync_setup.msi) and run it. We recommend that you follow the installation instructions and accept the standard default settings during your install.
3) Leave Active Sync running to install and connect your handheld computer.

NOTE: Some users may use a single PC to connect multiple handheld computers. If this is the case, it is best to setup your PC to recognize each handheld as a "Guest". This avoids having Active Sync loading shared data from your Outlook and other PC applications. To set all connected handhelds as a Guest, please double-click and run the provided "GuestOnly.reg" file. It will instantly update your system for future connections.

Windows Mobile Device Center Installation (For Windows Vista or Windows 7)

1) Locate a copy of the latest version of Windows Mobile Device Center for your computer system. The correct version is available from Microsoft's WEB site or a copy is included on your CD.
2) Look for the installation file (i.e. drvupdate-x86.exe) and run it. We recommend that you follow the installation instructions and accept the standard default settings during your install.

Install USB driver

BEFORE connecting the handheld computer to a host USB port for the first time, you must install the USB driver provided with the handheld computer on your PC. This will likely be include on a CD-ROM or downloaded from the WEB. Complete the driver installation as instructed during the installation procedure. (NOTE: Some handheld models may not require a driver to be loaded. Refer to the installation instructions.)

Connect the USB cable to your PC and the handheld or docking station (if provided). Windows will locate the hardware and complete the installation.

Install GigaTrak Handheld Application

The handheld application can be found in the PocketPC folder of your installation CD.

1) Connect the handheld docking station to your computer (typically a USB connection) and plug in the AC power cable.
2) Put the handheld in the dock and wait for it to sync with the PC.
3) On the PC, double-click the handheld setup file for the application you are installing (e.g., setup_memor_hh.exe).

Add a Shortcut to your Handheld Desktop

1) Exit the application if it is running.
2) Double tap the 'My Device' icon on the desktop.
3) Double tap the 'BACKUP' icon.
4) Scroll down to the GigaTrak application icon (e.g., WIN-DTS).
5) Hold your stylus down on the icon until a pop-up menu appears.
6) Select 'Copy' on the menu.
7) Close the window to go back to the desktop.
8) Hold down the stylus on the desktop until a pop-up menu appears.
9) Select 'Paste Shortcut' from the menu.

If the handheld does not respond properly, it may need a reboot. Perform a warm boot first and see if that fixes the problem. If it does not, then perform a cold boot.

Warm Boot the Handheld

Press the **ESC** key and the **Power** key simultaneously.

Cold Boot the Handheld

Press the **ESC** key, the **joystick** and the **Power** key simultaneously.