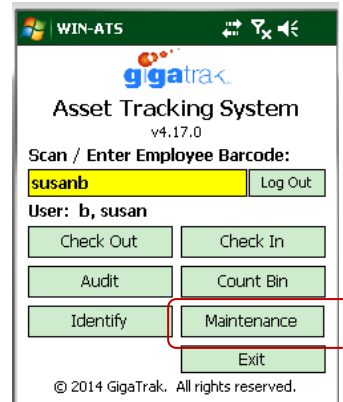
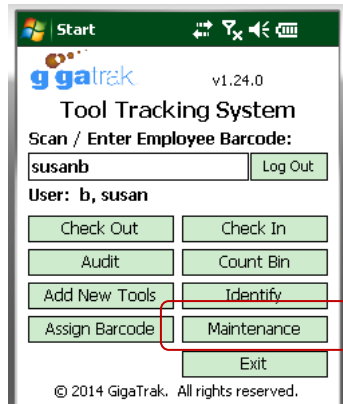




Maintenance Function on Handheld Data Terminal:

There is a “Maintenance” function on the Handheld terminal applications for both ATS (Asset Tracking) and TTS (Tool Tracking). This function can be used to conduct maintenance on assets or equipment when using the mobile terminal:



Notes: *There are a few parameters that need to be addressed before the Maintenance function will be accessible on the Handheld terminal:*

1) This feature MUST first be activated from the PC ATS or TTS application:

- Log on to the PC app with ADMINISTRATIVE credentials*
- Select the FILE text tab*
- Select the Setup Options tab*
- Select the Applications Settings (F2) tab*
 - Check the “Show Maintenance on Handheld” box*
- Select OK*



ATS Setup Options screen:

Setup Options

Edition: Starter Basic **Pro** School

Asset Setup (F1) Application Settings (F2)

Show Depreciation Preferred Depreciation Type: None (MACRS: Modified Accelerated Cost Recovery System)

Allow Delete Asset & Purge History

Relocate Assets (vs. Check In/Out)

Auto-populate Asset Find tab

Display Employee Barcodes before names

Display Account Numbers before descriptions

Auto-create "Repair" maintenance type

Show Maintenance Due Report after Log in

Show Bin Assets Below Reorder Point Report after Log in

Require Check In before another Check Out

Show Maintenance on Handheld

TTS Setup Options screen:

Setup Options

Edition: Basic **Pro** Contractor

Tool Setup (F1) Application Settings (F2)

Show Depreciation Preferred Depreciation Type: None (MACRS: Modified Accelerated Cost Recovery System)

Allow Delete Tool & Purge Tool History

Auto-populate Tool Find tab

Cascade Master changes to Tools

Auto-generate Tool Barcode if left blank

Display Employee Barcodes before names

Display Account Numbers before descriptions

Auto-create "Repair" maintenance type

Show Maintenance Due Report after Log in

Show Bin Tools Below Reorder Point Report after Log in

Require Check In before another Check Out

Show Transfer

Allow users to change their password

Allow duplicate Asset Numbers (if allowed, Asset Number cannot be used for check out / check in)

Show Maintenance on Handheld

Log In Password Settings

Enforce Password Policy

Maximum Length of passwords = 10 characters

Minimum number of characters:

Minimum number of upper case characters:

Minimum number of lower case characters:

Minimum number of numeric characters:

Minimum number of symbols:

Number of attempts before lockout (inactivates user):
(Blank or zero allows unlimited attempts)



Notes: 2) Maintenance and Repair Providers MUST be defined in the ATS or TTS database:

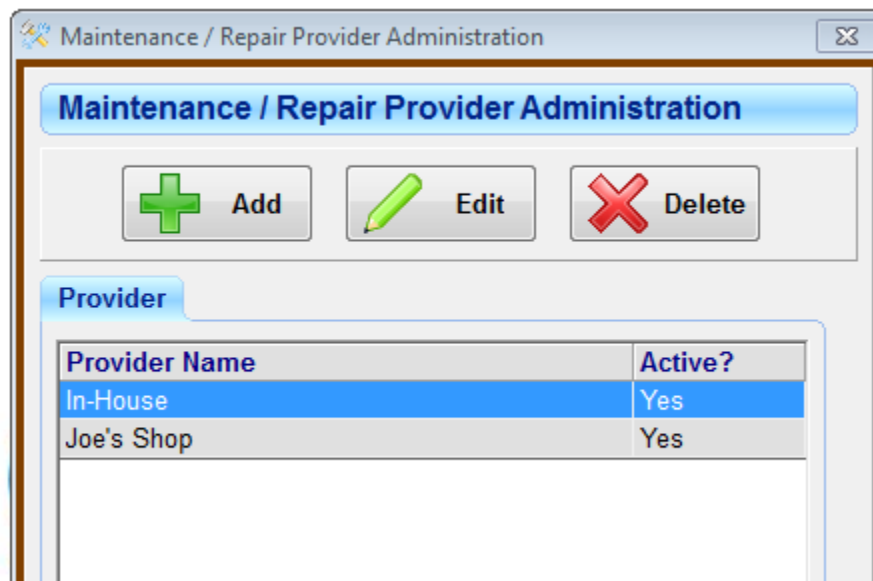
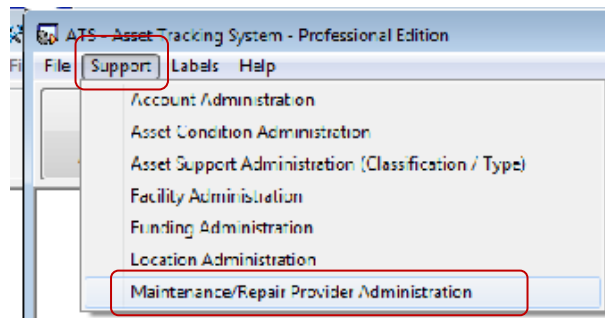
To add Maintenance and Repair Providers in ATS:

- Log on with either ADMINISTRATIVE credentials or, as a user with Support Administration privileges:

Select the SUPPORT text tab

Select the Maintenance and Repair Provider Administration

Add in the Maintenance and Repair providers (these can be in-house or out-sourced providers)





In TTS, there are 2 options to get Maintenance and Repair Provider information into the database:

1) Import it:

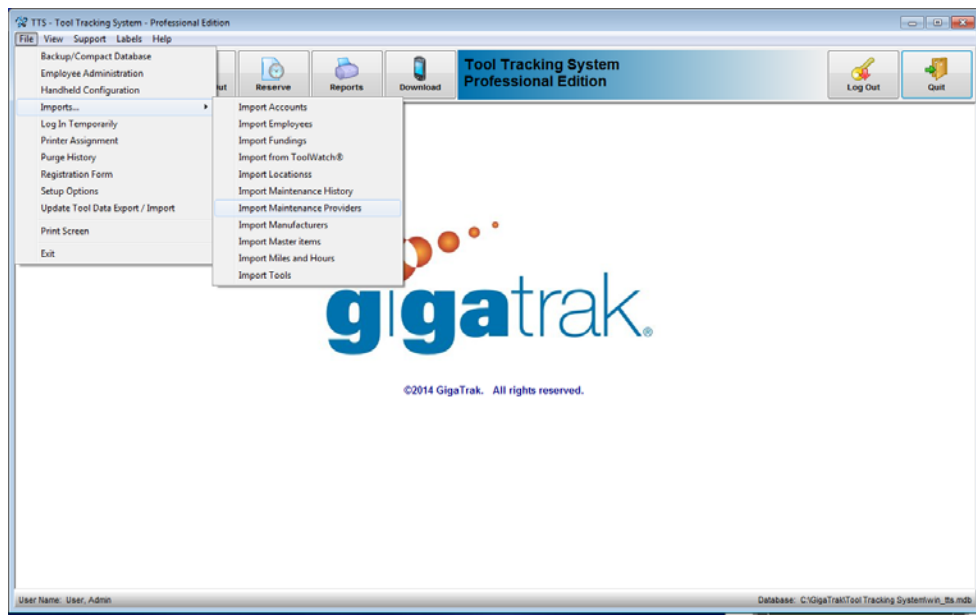
- Log on to TTS with either ADMINISTRATIVE credentials or, as a user with Support Administration privileges:

Select the FILE text tab

Select Imports

Select Import Maintenance Providers

Follow the instructions for the import.



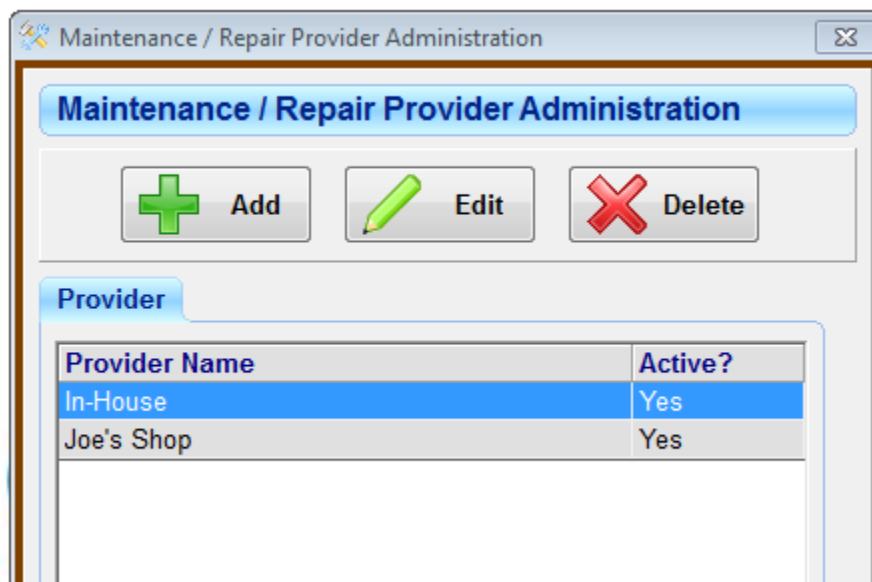
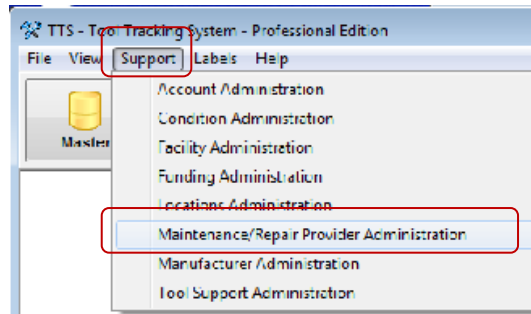
2) Enter it directly

- Log on with either ADMINISTRATIVE credentials or, as a user with Support Administration privileges:

Select the SUPPORT text tab

Select the Maintenance and Repair Provider Administration

Add in the Maintenance and Repair providers (these can be in-house or out-sourced providers)



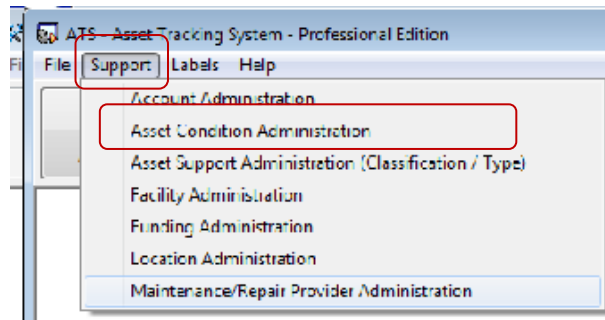


Notes: 3) Define Conditions in the main database:

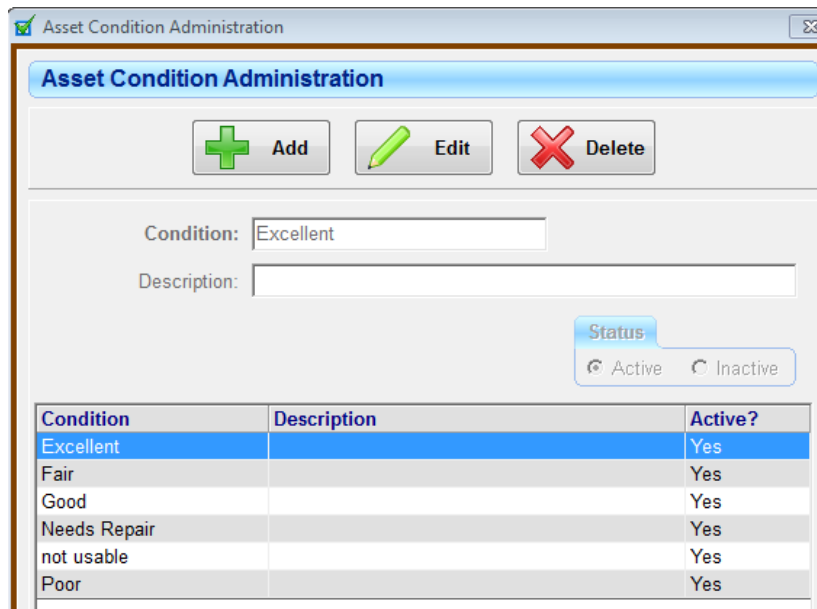
To add Conditions in ATS:

- Log on with either ADMINISTRATIVE credentials or, as a user with Support Administration privileges:

Select the SUPPORT text tab
Select Asset Condition Administration
Add Conditions



These are Conditions of your choice..... as you define them:

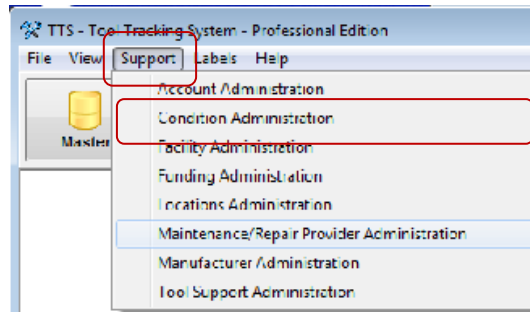




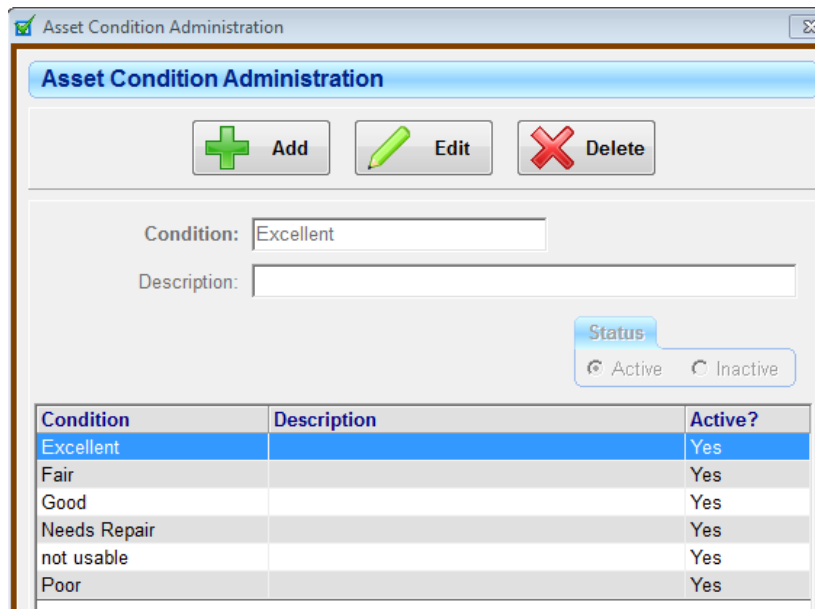
To add Conditions in TTS:

- Log on with either ADMINISTRATIVE credentials or, as a user with Support Administration privileges:

Select the SUPPORT text tab
 Select Asset Condition Administration
 Add Conditions



These are Conditions of your choice..... as you define them:





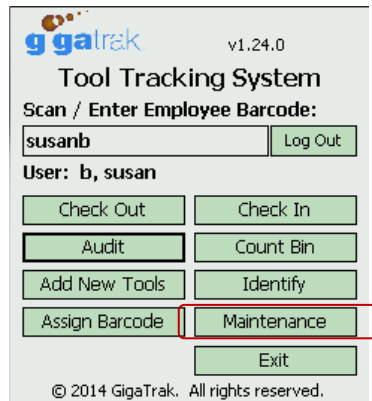
TTS (Tool Tracking) – Request & Complete Tool / Item MAINTENANCE:

TTS Maintenance can be requested 2 ways:

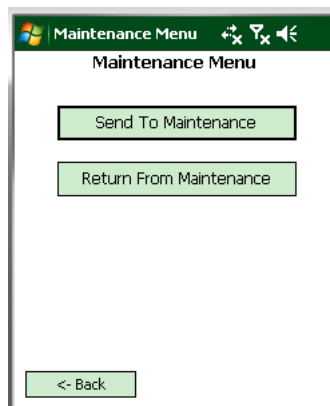
- 1) From the Tool Function | Tool Maintenance (F4), from the TTS PC application.
- 2) From the Handheld Maintenance function:

To Use the Maintenance Function on the Handheld Terminal:

Select Maintenance Button:



Once the Maintenance Button is selected, you may Request or Complete Maintenance:



To **REQUEST** Maintenance on the Handheld : Select **Send to Maintenance**

A screenshot of a handheld terminal application titled "Send To Maintenance". The screen has a green header bar with the title and navigation icons. Below the header, the title "Send To Maintenance" is repeated. The form contains several fields: "Tool Barcode:" with a yellow input field; "Repair Type:" with a dropdown menu; "Special Instructions:" with a large green text area and a small green button on the right; "Provider:" with a dropdown menu showing "Agilent-HP Service"; and "Note:" with a white text area and a small green button on the right. At the bottom, there are two buttons: "<- Back to Menu" and "Reset".

Enter all fields, in order.

Complete the maintenance transaction request by using the Enter key on the handheld terminal after the final note (note & special instructions can be blank) entry.

Select 'Back to Menu' when there are no more maintenance items to request.

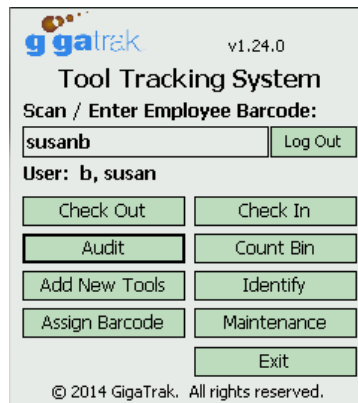


TTS Maintenance can be completed 2 ways:

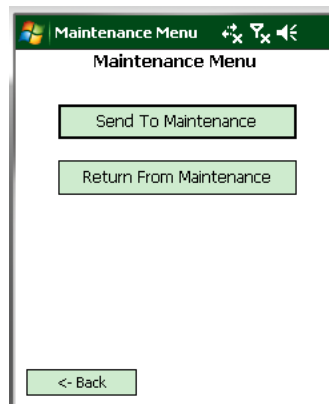
- 1) From the Tool Function | Tool Maintenance (F4), from the TTS PC application.
- 2) From the Handheld Maintenance function:

To Use the Maintenance Function on the Handheld Terminal:

Select Maintenance Button:



Once the Maintenance Button is selected, you may Request or Complete Maintenance:



To **COMPLETE** Maintenance: Select **Return From Maintenance**:



Return From Maintenance

Return From Maintenance

Tool Barcode:

Repair Type:

Note:

Repair Cost:

Enter all fields, in order.

Complete the maintenance transaction request by using the Enter key on the handheld terminal after the Repair Cost entry (cost and Note can be blank).

Select 'Back to Menu' when there are no more maintenance items to request.



ATS (Asset Tracking) – Complete / Perform Asset & Item MAINTENANCE:


In ATS, Maintenance is **not** requested, it is only Completed:

ATS Maintenance can be completed 2 ways:

- 1) From the Asset Function | Asset Maintenance (F4), from the ATS PC application.
- 2) From the Handheld Maintenance function:

To Use the Maintenance Function on the Handheld Terminal:

Select Maintenance Button:


Asset Tracking System
v4.17.0

Scan / Enter Employee Barcode:

User: b, susan

Check Out	Check In
Audit	Count Bin
Identify	Maintenance
Exit	

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Once the Maintenance Button is selected, the Maintenance screen is displayed:

The image shows two screenshots of the 'frmMaint' application window. The left screenshot shows the 'Maintenance' form with the following fields: Asset Barcode (empty), Current Emp/Loc (empty), Repair Type (dropdown), Provider (dropdown with 'IN-House' selected), Note (text area), Condition (dropdown), and Cost (text field). The right screenshot shows the same form with data entered: Asset Barcode: CN1, C-Notebook, D, Current Emp/Loc: Storage: STORAGE -, Repair Type: Run Anti-Virus che, Provider: In-House, Condition: Good, and Cost: 15.00. Both screenshots include '<- Back to Menu' and 'Reset' buttons at the bottom.

Enter all fields, in order.

Complete the maintenance transaction request by using the Enter key on the handheld terminal after the final entry (*note, condition & cost fields can be left blank*).

Select 'Back to Menu' when there are no more maintenance items to request.

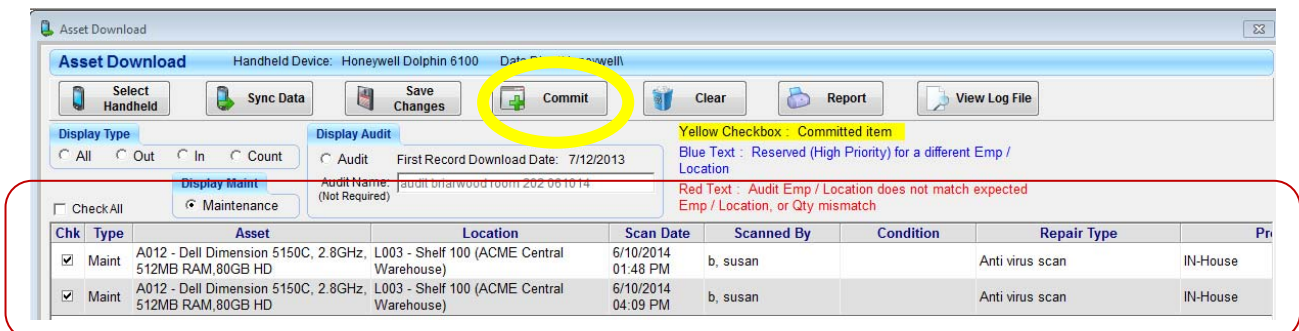
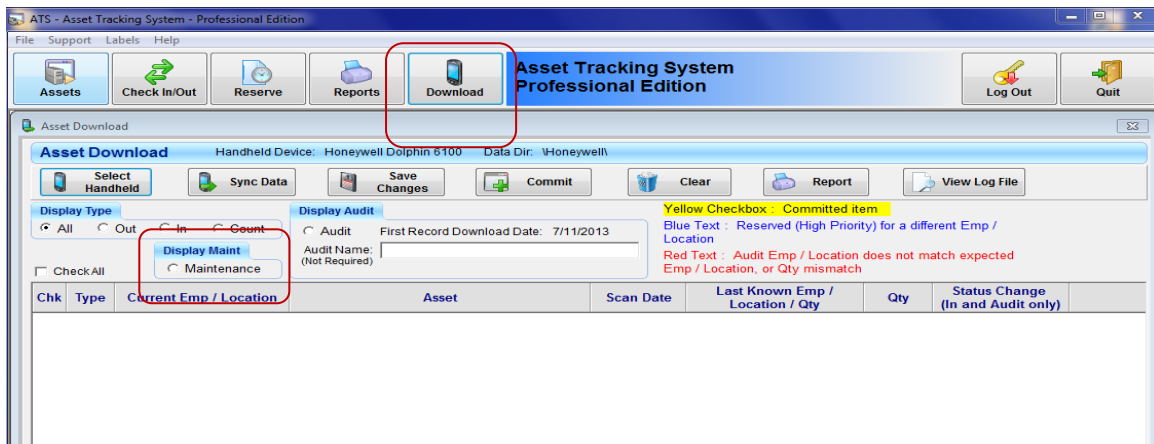


Handheld Terminal Maintenance Transactions Application Synchronization:

- 1) IF operating the Handheld mobile terminal in wireless mode, the maintenance transactions transfers will be online/real time with the application database. You don't need to do anything else.
- 2) IF operating the Handheld mobile terminal in batch mode, you will need to manually download the Maintenance transactions to the PC application:

- Connect the terminal to the PC workstation where you have access to the application.
- Verify the Active Synch or Mobile Device communication is running
- Select the DOWNLOAD button from the GigaTrak application screen
- Select Synch Data
- Check the Maintenance radio button to view Maintenance Transactions
- Once it is confirmed that the Maintenance Transactions are correct, SELECT the COMMIT button to merge them with the main database.

ATS Download Screen





TTS Download Screen



TTS: Requested & Completed Maintenance, both performed on Handheld:

TTS: Requested In Main PC Application, Completed on Handheld:

TTS: Requested on Handheld, to be completed in Main PC Application:

