TRAINING PREPARATION

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The following document outlines several suggestions and recommendations that allow for the most effective use of your training time. Please review and consider prior to your complimentary training.
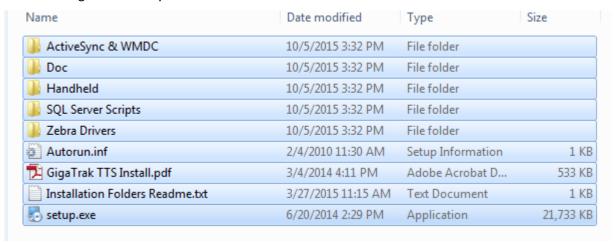
DOWNLOAD THE SOFTWARE

- You will receive an e-mail that includes the download link a (*.zip file) for the software product purchased.
- This e-mail will include the License Key for your purchase

EXTRACT OR "UNZIP" SOFTWARE FILE

The password for the file will be needed for this (located in the e-mail letter in the same section as the file download link).

The following file directory structure will result.

Name	Date modified	Type	Size
ActiveSync & WMDC	10/5/2015 3:32 PM	File folder	
Doc	10/5/2015 3:32 PM	File folder	
Handheld	10/5/2015 3:32 PM	File folder	
SQL Server Scripts	10/5/2015 3:32 PM	File folder	
Zebra Drivers	10/5/2015 3:32 PM	File folder	
Autorun.inf	2/4/2010 11:30 AM	Setup Information	1 KB
GigaTrak TTS Install.pdf	3/4/2014 4:11 PM	Adobe Acrobat D...	533 KB
Installation Folders Readme.txt	3/27/2015 11:15 AM	Text Document	1 KB
setup.exe	6/20/2014 2:29 PM	Application	21,733 KB

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

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

INSTALL MAIN SOFTWARE APPLICATION

- The software can be installed on a standalone workstation or in a Client/Server environment.
  - o Note: If the Installation is Standalone or Client/Server
  - o Note: If the Database is Access or SQL
  - o Note: Version of Microsoft Windows Operating System (Windows 7, XP, Vista…)
- If also using mobile handheld data terminals with the system, install the handheld GigaTrak client software
  - o Unpack and set up charging station and handheld terminals
  - o Charge handheld terminal batteries
  - o Configure handheld terminal for date/time
    - ▪ Instructions vary by manufacturer

- o Verify scanner is enabled (scan beam turns on when the scan button is depressed)
- Note if terminal will function in BATCH or WIRELESS mode.
  - o If WIRELESS, skip to next section
  - o If BATCH, continue directly as noted:
- BATCH:
  - o Install the appropriate communications program on your work station
    - ▪ Either ActiveSynch or Windows Mobile Device Center MUST be installed in order to synchronize a batch device with the PC application
    - ▪ Test the communication connection
  - o Install the GigaTrak Client on the handheld terminal
    - ▪ This file is located in the \Handheld directory
  - o Verify the handheld application installed.

SYSTEM ADMINISTRATION

- Note who will administer the system, which users will have access, and determine training requirements.
  - o User Access Security Rights Options
    - ▪ Global (ability to download updates and modify Setup Options)
    - ▪ Administrative (add Edit access rights)
    - ▪ General User (specific access rights)
    - ▪ Non-PC Users, Handheld Users (Check In/Out access rights)
- Review Existing System/Process
  - o Importing data from another application?
  - o Importing data from an available electronic source?
  - o Manual tracking?
  - o Import existing data or add new equipment from application?
  - o What will you be tracking?
  - o How does existing system work now?
  - o Who do you supply equipment to currently?
- Define how you want to organize information.
- Consider what equipment will be assigned to People, Places, or Containers.
- Use Default Username for Training
  - o Username: admin
  - o Password: adminuser