



ASSET TRACKING SYSTEM QUICK START GUIDE

QUICK START OVERVIEW

Now that you have installed the GigaTrak ATS system, you are probably wondering what to do next. This brief Quick Start card and the User's Manual provide the general information you need to begin entering data into the system and using ATS for the first time! Take a good look through the system and manuals before proceeding too far! Keep in mind that there are four different versions of ATS including the Starter, Basic, Pro and School editions. Some features may not be available in your version.

1. SETUP OPTIONS

Under the File menu is the Setup Options. This function allows you to rename many of the fields used within ATS to more common terminology for your organization. All labels throughout the system will reflect the changes, but it does not change the overall functionality within ATS. The User's Manual and all documentation are written using the standard terminology provided.

The Setup Options function also allows you to select from other specific options used within ATS that may be suited for your operation.

2. ASSET TYPES, CLASSES, USER DEFINED FIELDS AND MAINTENANCE

This function allows you to create classifications and types within each classification. Classifications (i.e. Office Equipment) and (sub-) Types (i.e. Desks, Chairs, etc.) are used to categorize assets. In the Pro or SE version you can also setup User Defined Fields and Maintenance actions on each specific Type of equipment. On the menu bar select Support → Asset Support Administration. You can rename the Class and Types designators in the System Setup function if desired. See **Asset Support Administration** in the *User Manual* for more information. Plan how to organize your equipment carefully. It will save you time and effort down the road!

3. ASSET CONDITIONS

This function allows you to create various asset conditions (i.e. excellent, good, needs replacement, etc.) that you can later search on. See **Asset Condition Administration** for more information.

4. FUNDING SOURCE AND ACCOUNTS

The Funding Source is a standalone field that can be setup by you to use as needed. You can also rename the Funding Source in the System Setup function if desired. The Accounts screen allows you to tie each Asset to an account number for added filtering.

5. MAINTENANCE/REPAIR PROVIDERS

In the Pro and School editions, this function allows you to enter in maintenance provider information to create Maintenance Requests when desired.

6. FACILITIES

This function allows you to enter facilities, which are used to organize asset locations. On the menu bar select Support→ Facility Administration. See **Facility Administration** in the *User Manual* for a detailed explanation.

7. LOCATIONS

This function allows the user to create locations where assets are stored or to which assets are checked out. Locations can also be classified as “Storage” locations. Storage locations are typically where materials are centrally located until checkout. On the menu bar select Support→ Location Administration. See **Location Administration** in the *User Manual* for a detailed explanation.

8. USERS

This function has you create users. A user may be an individual that will be using the ATS system or a person to which assets may be checked out. You can set ATS Access Rights for each user here also. On the menu bar select File→ User Management. See **User Management** in the *User Manual* for a detailed explanation.

9. PRINTER ASSIGNMENT

This function allows the user to specify which windows printer will be used for report printing and which one will be used for label printing. This function must be set on each workstation

before printing. On the menu bar select File → Printer Assignment. See **Printer Assignment** in the *User Manual* for a detailed explanation.

10. LABEL DESIGN

The system allows the user to design labels for assets, locations, and employees. These labels typically have barcodes and can be used to audit, check in, and check out assets. Several sample label designs are included and can be modified. You must select a DEFAULT label format in the Label Setup function before printing is allowed. On the menu bar select Labels → Label Designer. See **Label Designer and Label Setup** in the *User Manual* for a detailed explanation.

11. ASSETS

The asset administration screen allows for the creation and maintenance of assets which are tracked by this system. On the main button bar select the Asset button. See **Asset Management** in the *User Manual* for a detailed explanation.

Once you have setup your initial data, you are ready to start using ATS! Check out assets to employees or locations and create reservations. You can also check assets back “in” to storage. Be diligent on how you use the system and it will provide years of reliable tracking of all of your assets!

The  Team!