



**ASSET TRACKING SYSTEM
MOBILE APP USER MANUAL**

ATS MOBILE APP USER MANUAL

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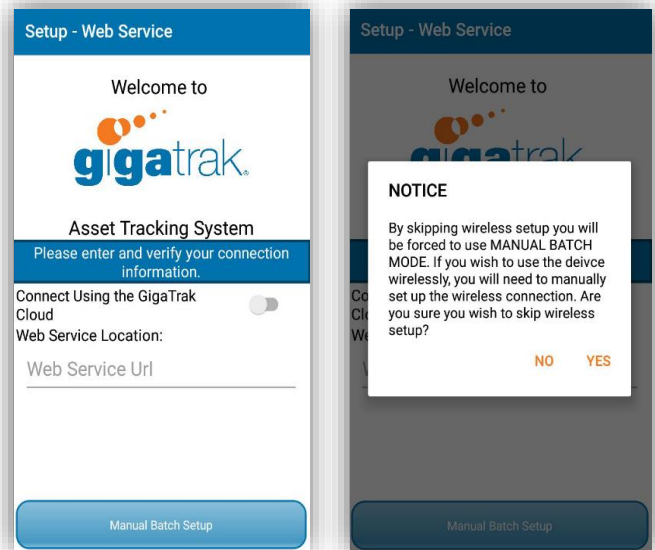
INSTALLATION

STEP 1

Download the app from your devices App Store. Please note that Manual Batch is only available on Android devices. The GigaTrak ATS Mobile App can be found by searching for “GigaTrak”. Once downloaded, open the app to start the in-app setup process.

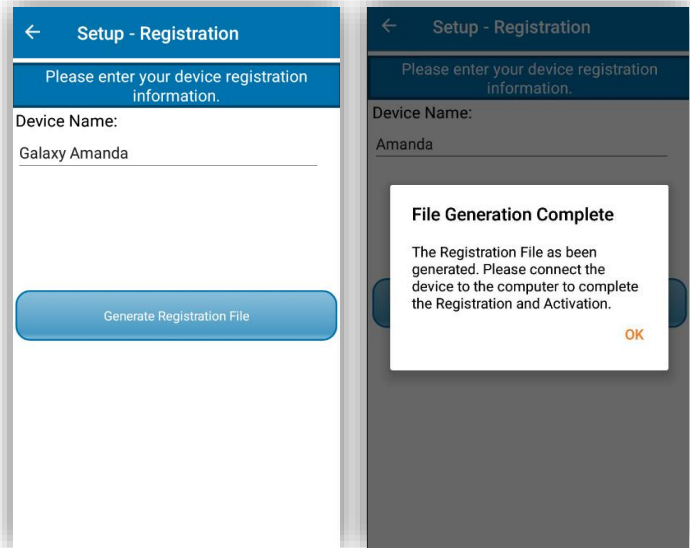
Now select the ‘Manual Batch Setup’ button at the bottom of the screen.

NOTE: You will then be warned about using manual batch mode. You **must** select “Yes” to continue setting up the device in manual batch mode.



STEP 2

After selecting Manual Batch Mode, you will be on the Registration setup screen. Here you will enter the name you wish to call your device. After naming your device, press the 'Generate Registration File' button. Once the file has been generated, you will receive confirmation. Press OK.

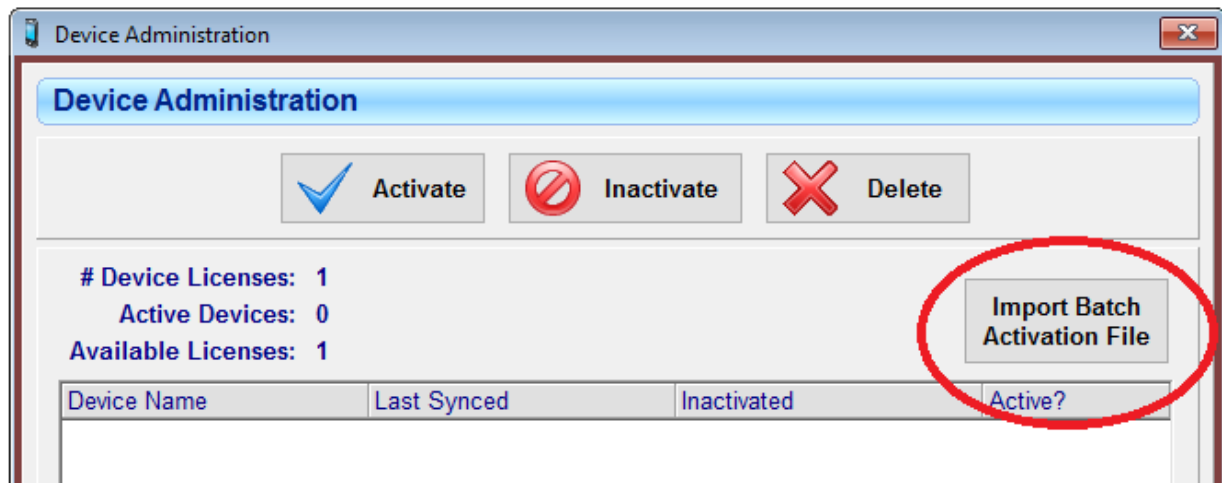


STEP 3

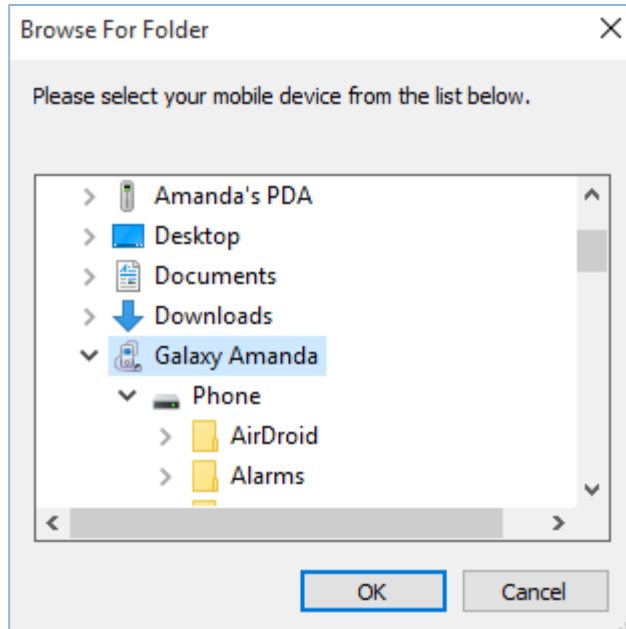
Connect the device to the computer running your tracking system.

Log in as "ADMIN" and go to the File -> Device Administration Menu

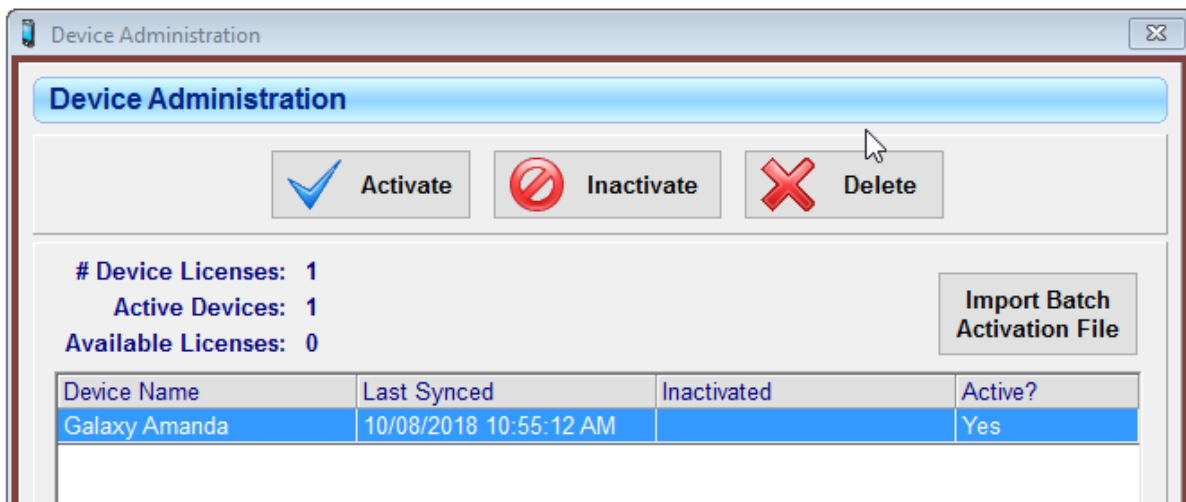
Now Select the 'Import Batch Activation File' button.



A menu will appear for you to locate your device. Select the name of your device from the list. (Same name that was created in step 2.



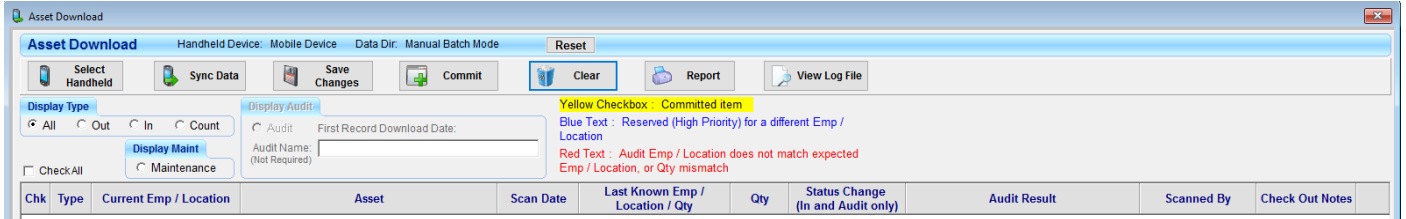
If a license is available, your device will be added to the list of devices with an active status.



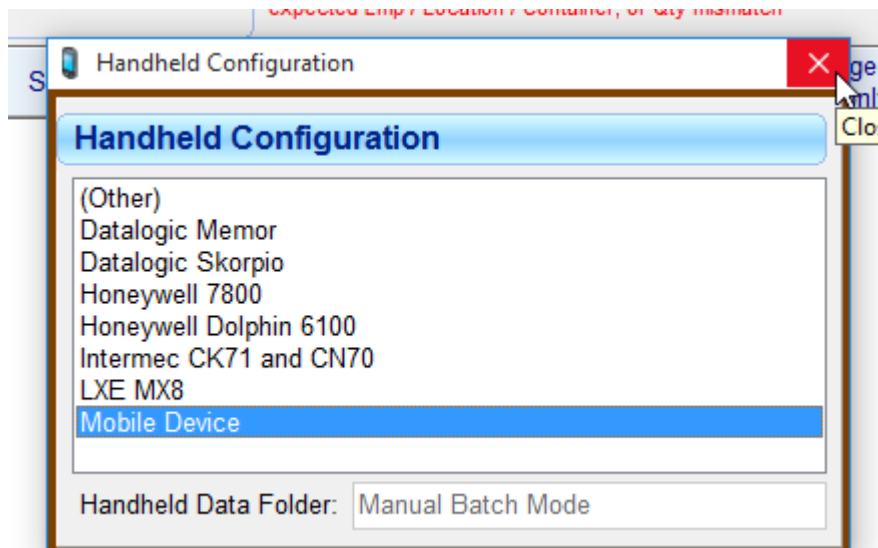
**Please note that if you change the device name in the future you will need to repeat this process for the device to sync properly.*

STEP 4

Once the device is registered, you can close the Device Administration Menu and navigate to the Download Screen on the PC version of the program. Once on the Download Screen, select the 'Select Handheld' Button.

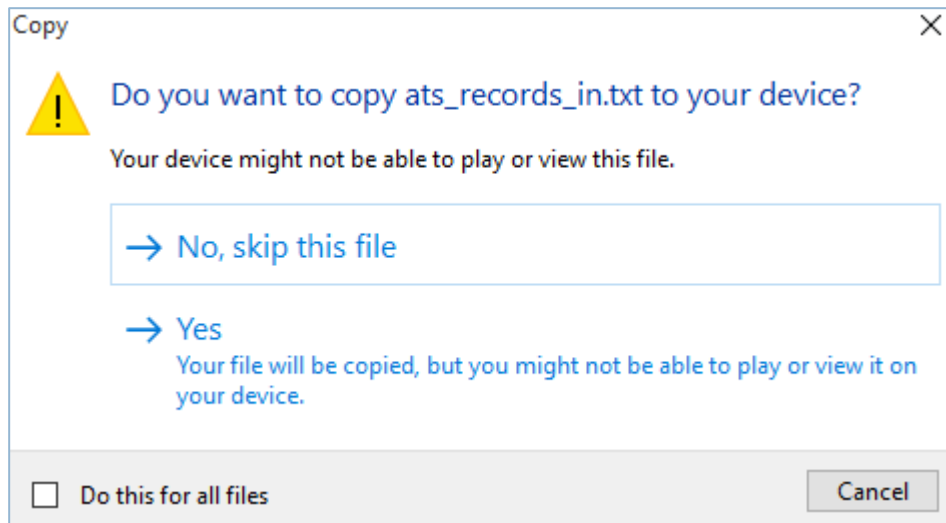


Now, select 'Mobile Device' from the list and press the X in the top right-hand corner of the popup menu to close out.

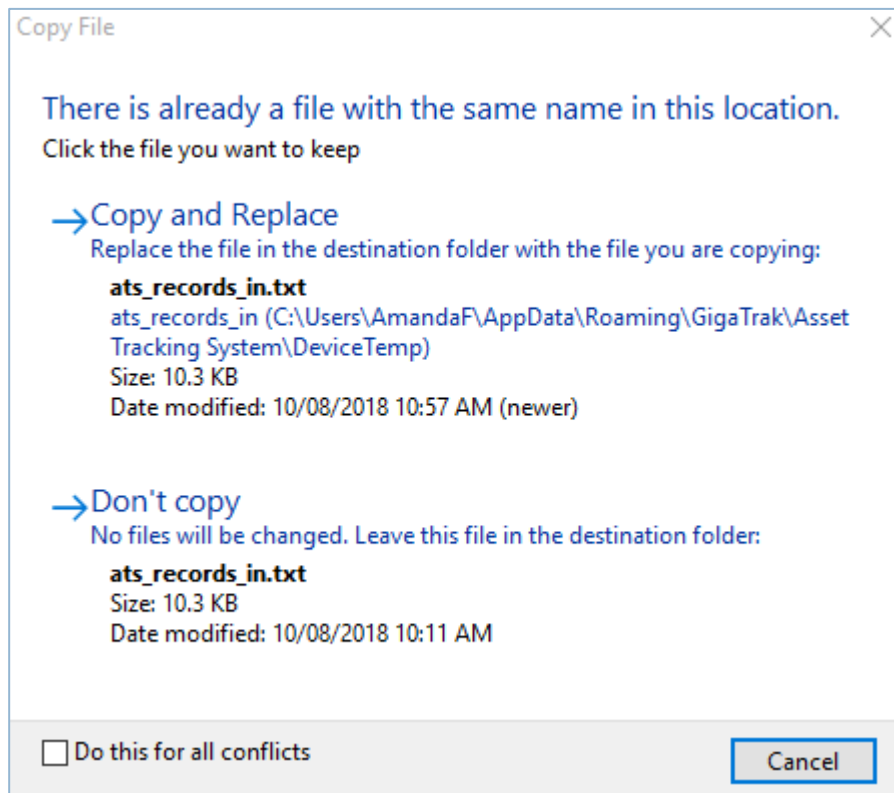


Once you have selected 'Mobile Device' in the Handheld Configuration screen, you can now perform the first sync of the device. Press the 'Sync Data' button (on the PC) to sync the device for the first time.

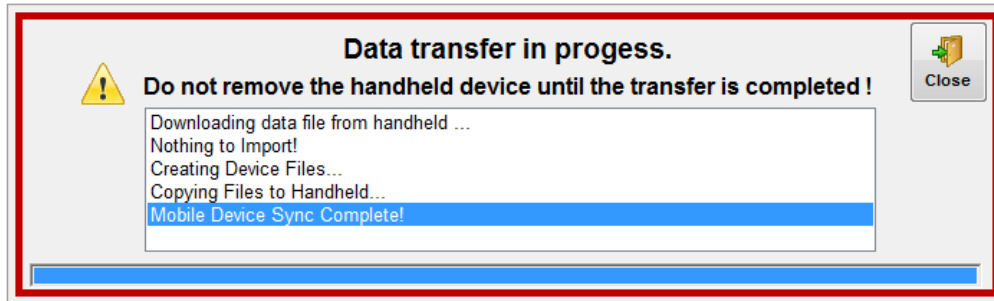
If prompted to Copy ATS records to your device, select "YES".



If prompted, select "Copy and Replace".



Once you see the 'Mobile Device Sync Complete!' notification, you can close the Data Transfer screen on the PC.



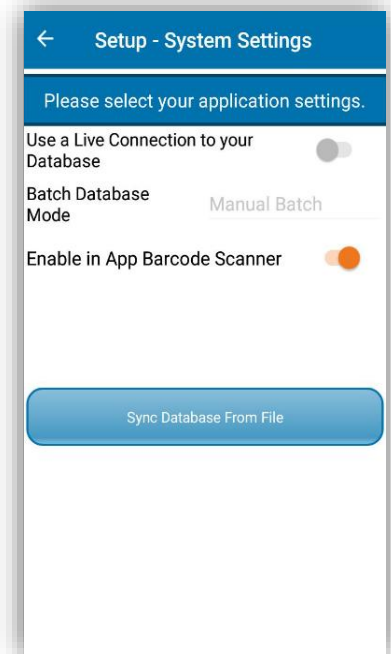
STEP 4

After registration and syncing of the device is complete, you will see the Application Settings screen on your device.

Enable in App Barcode Scanner - If you plan to use your device's camera to scan barcodes, you will need this option on. If you are using any of the devices with the built-in scanners, such as the NX2, Zebra TC20 or the Honeywell CT60, we highly suggest turning this option off.

Once you have your settings selected, press the 'Sync Database From File' button (on your device).

Now, press the 'Arrow Back' button at the top of the screen to get to the main login screen. Select 'Yes' on the popup menu to begin the first sync for your device. Once the sync is complete, you will be able to login and begin using the device application.



PERFORMING TRANSACTIONS

CHECK IN

The Check In function is used to return assets from an employee/location back to a storage location.

The user can change the Asset Status from a drop-down list at the time of check in. The options are None (change), Lost, or Broken.

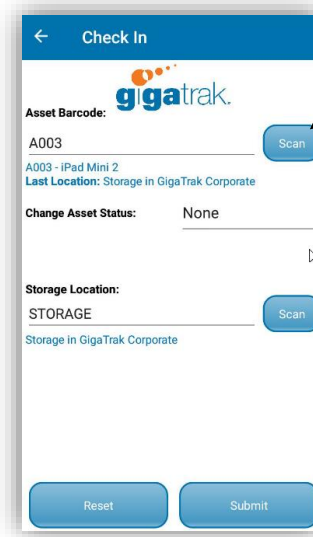
First, scan the asset barcode being returned. If the barcode matches a record in the data file, the appropriate asset name will be displayed under the scan box as well as the current storage location. If the asset is being returned to this location, press the Submit button. If it is being returned to a different storage location, scan or enter the barcode of the new storage location.

If the asset is not a binned item, the check in record is saved. If the asset is a non-consumable binned item, the Qty box will appear with a default quantity of one. You must enter the barcode of the employee/location returning the binned items in the "From:" field. Enter the appropriate quantity and press the "Submit" key to save the check in record.

Continue to scan the asset barcodes that will be checked in from the employee/location.

Note: Consumable items cannot be checked in. Scanning the barcode of a consumable item will display the message "Cannot Check In a Consumable".

The Reset button will clear data from the screen without saving it. It will not reset data that has already been saved.



If you are using the in-app barcode scanner, simply press the "Scan" button anytime you need to scan (take picture) of a barcode.

CHECK OUT

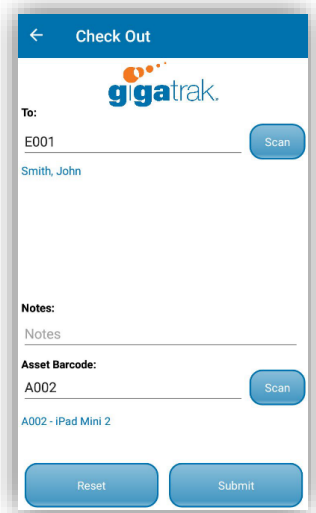
The Check Out function is used to assign assets to employees or locations.

Scan the barcode of the employee/location that is receiving the assets. If the barcode matches a record in the data file, the appropriate name will be displayed under the scan box.

Scan the asset barcode. If the barcode matches a record in the data file, the asset description will be displayed under the scan box. If the asset is not a binned item, the item will be checked out the moment you scan it. This allows the user to check out multiple assets to an individual or location without having to press “Submit” after each scan. Any notes for a specific asset check out must be entered before scanning the asset. If the asset is a binned item, the Qty box will appear, with a default quantity of one. Enter the appropriate quantity and press the Submit button to save the check out record.

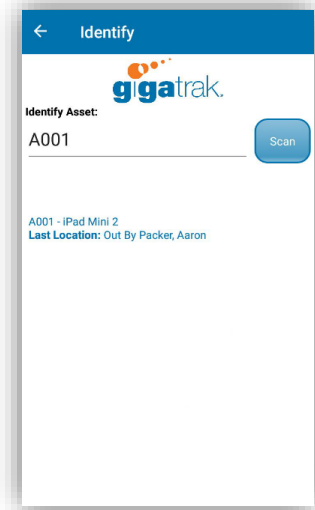
Continue to scan the asset barcodes that will be assigned to the employee/location.

The Reset button will clear data from the screen without saving it. It will not reset data that has already been saved.



IDENTIFY

The Identify function is used to display the asset description and its last known Location/Employee the asset was at. This is only a lookup function, it does not save data.



AUDIT TOOLS

Audit Assets - The Audit function is used to verify assets are in their correct location/employee.

Scan the barcode of the employee/location that is being audited. If the barcode matches a record in the data file, the appropriate name will be displayed under the scan box, and a list of the assets that are currently assigned to that barcode will appear in the box below.

Start scanning assets that you find in the location/employee you are auditing. If a scanned barcode matches one of the barcodes in the list, that item will be removed from the list. Continue to scan the asset barcodes, including barcodes that do not appear in the list. When all assets have been scanned, there may be some items still on the list. Those items can be reconciled when the data is downloaded back to the host PC.

Count Bin – The Count Bin function allows the user to do a manual count of a binned item and update the system with the counted quantity.

First, scan the barcode of the Binned Asset you would like to count. If the barcode matches a record in the data file, the appropriate name will be displayed under the scan box. Enter the quantity of the items that were manually counted. The system will purposely not tell you what the PC version knows to be true. After you have entered the quantity, hit “Submit”. Once you sync with the computer, you can see the counted quantity vs the quantity that the system knows to be true.

Audit

gigatrak.

Audit Barcode: (Emp/Loc/Cont)
APACKER Scan

Packer, Aaron
Asset Barcode:
Enter Barcode Scan

A001 - iPad Mini 2
A034 - Nautiz X2
A049 - Hammer Drill
A065 - iPhone 10
A104 - MacBook Pro

Reset Submit

Count Bin

gigatrak.

Bin Asset Barcode:
B006 Scan

B006 - HDMI Cords

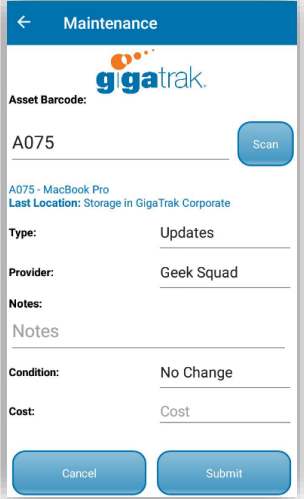
Storage Location: Storage in GigaTrak Corporate
Qty:
15

Reset Submit

MAINTENANCE

The Maintenance Function (Only available in Pro and School Editions) allows users to record Maintenance records for an asset.

To complete a Maintenance record, scan the barcode of the asset that you are recording maintenance for. If the barcode matches a record in the data file, the appropriate name will be displayed under the scan box. Next, pick the repair Type and Provider. Notes, condition change and Cost are all optional. When all data is filled out, you can then “Submit” the maintenance.

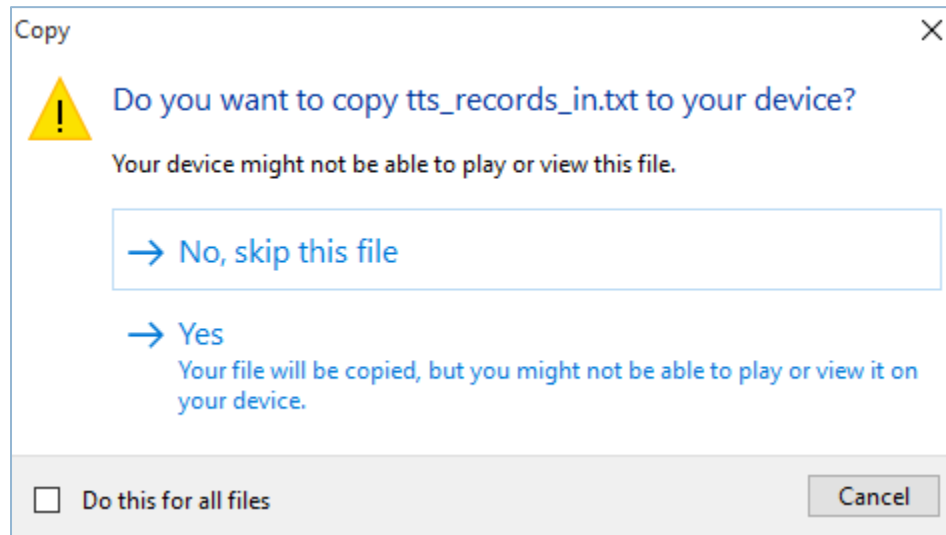


The screenshot shows the 'Maintenance' form in the ggaTrak mobile application. The form is titled 'Maintenance' and features the ggaTrak logo at the top. Below the logo, there is a section for 'Asset Barcode:' with the value 'A075' and a 'Scan' button. Underneath, the asset details are displayed: 'A075 - MacBook Pro' and 'Last Location: Storage in GigaTrak Corporate'. The form includes several input fields: 'Type:' with the value 'Updates', 'Provider:' with the value 'Geek Squad', 'Notes:' (empty), 'Condition:' with the value 'No Change', and 'Cost:' with the value 'Cost'. At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'.

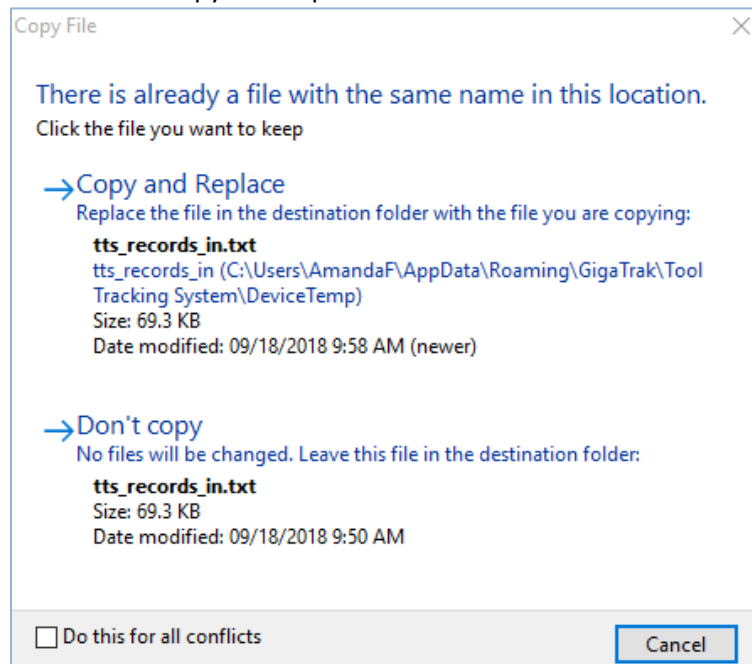
SYNCING

When you are done performing transactions, perform steps 1-3 below.

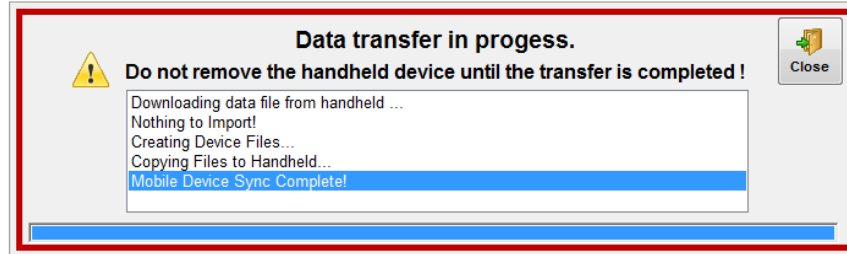
1. Logout of the application and be on the main login screen.
2. Connect the device to the computer via USB and go to the download screen on the PC version of the system. Press 'Sync Data Automatically'.
 - a. When prompted to 'copy ats_records_in.txt to your device' select "Yes".



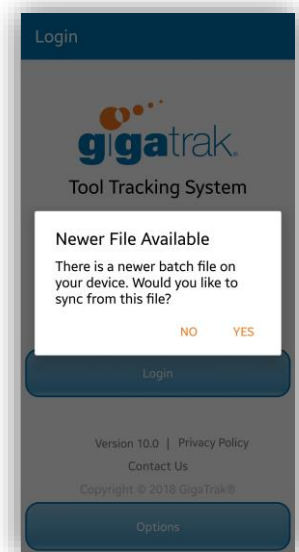
- b. Then select "Copy and Replace"



- c. Once you see 'Mobile Device Sync Complete!', close out of the Data Transfer Screen.



3. "Newer File Available" will appear on your device. Select "Yes" to update your device.



**When performing transactions in Batch Mode, your device should NOT be plugged in to the Computer. If it is, transactions will not sync properly.*

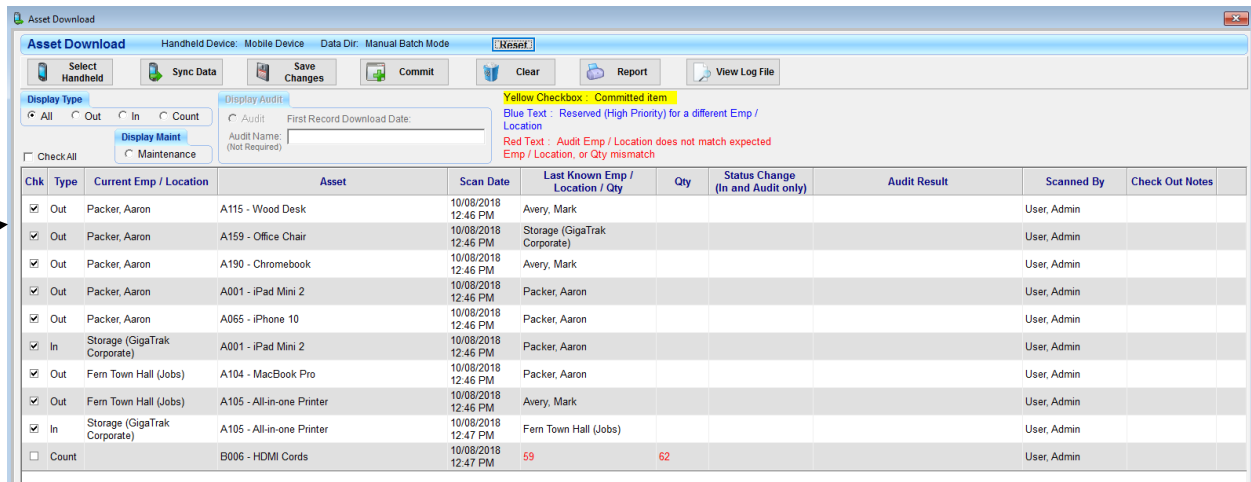
COMMITTING TRANSACTIONS

After syncing with the computer, the transactions you performed on your device will now appear on the Download screen on the PC.

Please note that there are 3 different display types on the Download screen. All of the following transactions will immediately display once the sync is complete:

- Check Outs
- Check Ins
- Bin Count

*Maintenance records and Audits will not display as they have their own Display screen

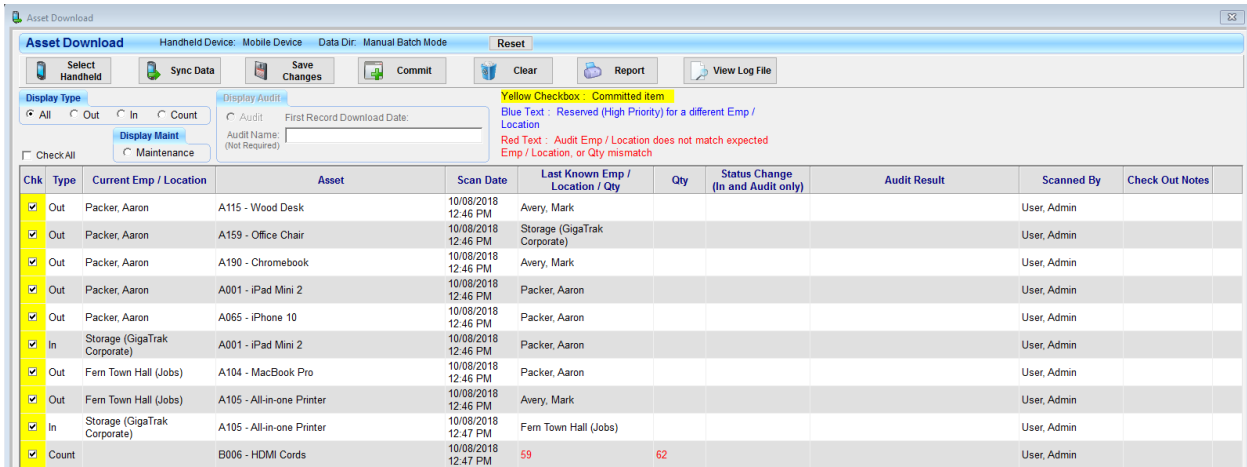


Chk	Type	Current Emp / Location	Asset	Scan Date	Last Known Emp / Location / Qty	Qty	Status Change (In and Audit only)	Audit Result	Scanned By	Check Out Notes
<input checked="" type="checkbox"/>	Out	Packer, Aaron	A115 - Wood Desk	10/08/2018 12:46 PM	Avery, Mark				User, Admin	
<input checked="" type="checkbox"/>	Out	Packer, Aaron	A159 - Office Chair	10/08/2018 12:46 PM	Storage (GigaTrak Corporate)				User, Admin	
<input checked="" type="checkbox"/>	Out	Packer, Aaron	A190 - Chromebook	10/08/2018 12:46 PM	Avery, Mark				User, Admin	
<input checked="" type="checkbox"/>	Out	Packer, Aaron	A001 - iPad Mini 2	10/08/2018 12:46 PM	Packer, Aaron				User, Admin	
<input checked="" type="checkbox"/>	Out	Packer, Aaron	A065 - iPhone 10	10/08/2018 12:46 PM	Packer, Aaron				User, Admin	
<input checked="" type="checkbox"/>	In	Storage (GigaTrak Corporate)	A001 - iPad Mini 2	10/08/2018 12:46 PM	Packer, Aaron				User, Admin	
<input checked="" type="checkbox"/>	Out	Fern Town Hall (Jobs)	A104 - MacBook Pro	10/08/2018 12:46 PM	Packer, Aaron				User, Admin	
<input checked="" type="checkbox"/>	Out	Fern Town Hall (Jobs)	A105 - All-in-one Printer	10/08/2018 12:46 PM	Avery, Mark				User, Admin	
<input checked="" type="checkbox"/>	In	Storage (GigaTrak Corporate)	A105 - All-in-one Printer	10/08/2018 12:47 PM	Fern Town Hall (Jobs)				User, Admin	
<input checked="" type="checkbox"/>	Count		B006 - HDMI Cords	10/08/2018 12:47 PM		59	62		User, Admin	

Make sure each Row is checked. (Any Binned Counts that did not match quantities will not be checked. You must check mark the transaction to Commit).

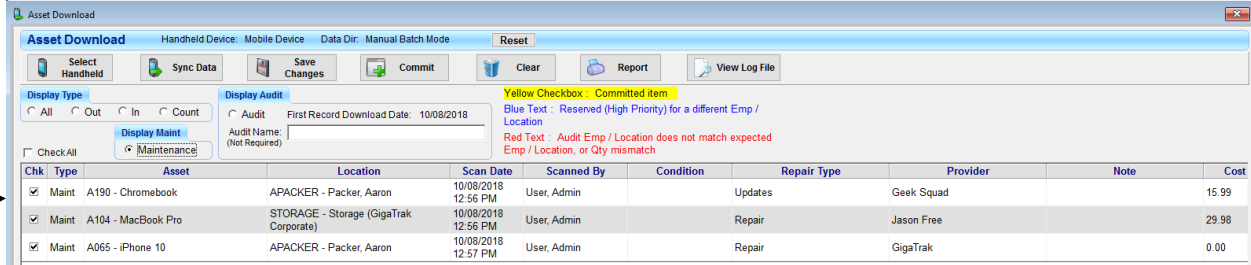
To then Commit the transactions to the system, select the “Commit” button. Select “Yes” to proceed committing the transactions.

A pop-up will appear letting you know that ‘Asset Data has Changed’. Select “OK”. All transactions that have been Committed to the system will turn Yellow.



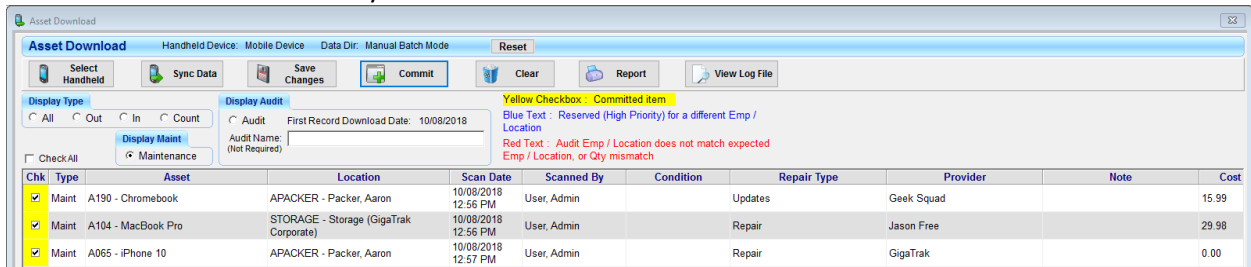
Chk	Type	Current Emp / Location	Asset	Scan Date	Last Known Emp / Location / Qty	Qty	Status Change (In and Audit only)	Audit Result	Scanned By	Check Out Notes
<input checked="" type="checkbox"/>	Out	Packer, Aaron	A115 - Wood Desk	10/08/2018 12:46 PM	Avery, Mark				User, Admin	
<input checked="" type="checkbox"/>	Out	Packer, Aaron	A159 - Office Chair	10/08/2018 12:46 PM	Storage (GigaTrak Corporate)				User, Admin	
<input checked="" type="checkbox"/>	Out	Packer, Aaron	A190 - Chromebook	10/08/2018 12:46 PM	Avery, Mark				User, Admin	
<input checked="" type="checkbox"/>	Out	Packer, Aaron	A001 - iPad Mini 2	10/08/2018 12:46 PM	Packer, Aaron				User, Admin	
<input checked="" type="checkbox"/>	Out	Packer, Aaron	A065 - iPhone 10	10/08/2018 12:46 PM	Packer, Aaron				User, Admin	
<input checked="" type="checkbox"/>	In	Storage (GigaTrak Corporate)	A001 - iPad Mini 2	10/08/2018 12:46 PM	Packer, Aaron				User, Admin	
<input checked="" type="checkbox"/>	Out	Fern Town Hall (Jobs)	A104 - MacBook Pro	10/08/2018 12:46 PM	Packer, Aaron				User, Admin	
<input checked="" type="checkbox"/>	Out	Fern Town Hall (Jobs)	A105 - All-in-one Printer	10/08/2018 12:46 PM	Avery, Mark				User, Admin	
<input checked="" type="checkbox"/>	In	Storage (GigaTrak Corporate)	A105 - All-in-one Printer	10/08/2018 12:47 PM	Fern Town Hall (Jobs)				User, Admin	
<input checked="" type="checkbox"/>	Count		B006 - HDMI Cords	10/08/2018 12:47 PM		59	62		User, Admin	

To View all Maintenance records, click on the “Display Maint” radio button.

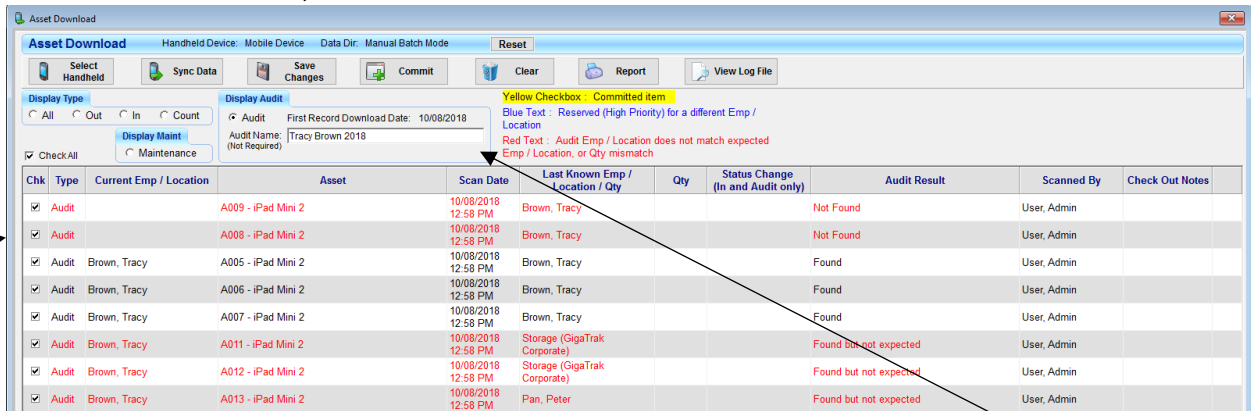


Make sure each Row is checked. To then Commit the transactions to the system, select the “Commit” button. Select “Yes” to proceed committing the transactions.

A pop-up will appear letting you know that ‘Asset Data has Changed’. Select “OK”. All transactions that have been Committed to the system will turn Yellow.



To View all Audit records, click on the “Audit” radio button.



Make sure each Row is checked on each transaction you would like to Commit. Name your Audit.

To then Commit the transactions to the system, select the “Commit” button. Select “Yes” on the pop-up to commit all selected transactions.

A pop-up will appear letting you know that ‘Asset Data has Changed’. Select “OK”. All transactions that have been Committed to the system will turn Yellow.

Asset Download Handheld Device: Mobile Device Data Dir: Manual Batch Mode **Reset**

Select Handheld Sync Data Save Changes Commit Clear Report View Log File

Display Type: All Out In Count **Display Audit** First Record Download Date: 10/08/2018
 Audit Name: Tracy Brown 2018 (Not Required) **Display Maint** Maintenance

Check All

Yellow Checkbox : Committed item
Blue Text : Reserved (High Priority) for a different Emp / Location
Red Text : Audit Emp / Location does not match expected Emp / Location, or Qty mismatch

Chk	Type	Current Emp / Location	Asset	Scan Date	Last Known Emp / Location / Qty	Qty	Status Change (In and Audit only)	Audit Result	Scanned By	Check Out Notes
<input checked="" type="checkbox"/>	Audit		A009 - iPad Mini 2	10/08/2018 12:58 PM	Brown, Tracy			Not Found	User, Admin	
<input checked="" type="checkbox"/>	Audit		A008 - iPad Mini 2	10/08/2018 12:58 PM	Brown, Tracy			Not Found	User, Admin	
<input checked="" type="checkbox"/>	Audit	Brown, Tracy	A005 - iPad Mini 2	10/08/2018 12:58 PM	Brown, Tracy			Found	User, Admin	
<input checked="" type="checkbox"/>	Audit	Brown, Tracy	A006 - iPad Mini 2	10/08/2018 12:58 PM	Brown, Tracy			Found	User, Admin	
<input checked="" type="checkbox"/>	Audit	Brown, Tracy	A007 - iPad Mini 2	10/08/2018 12:58 PM	Brown, Tracy			Found	User, Admin	
<input checked="" type="checkbox"/>	Audit	Brown, Tracy	A011 - iPad Mini 2	10/08/2018 12:58 PM	Storage (GigaTrak Corporate)			Found but not expected, asset was reassigned	User, Admin	
<input checked="" type="checkbox"/>	Audit	Brown, Tracy	A012 - iPad Mini 2	10/08/2018 12:58 PM	Storage (GigaTrak Corporate)			Found but not expected, asset was reassigned	User, Admin	
<input checked="" type="checkbox"/>	Audit	Brown, Tracy	A013 - iPad Mini 2	10/08/2018 12:58 PM	Pan, Peter			Found but not expected, asset was reassigned	User, Admin	

You can now press the “Clear” button to clear all transactions on **each** Display screen. The system will ask you twice if you are ABSOLUTELY sure you wish to clear. As long as the transactions are Yellow, they are good to clear (if not Yellow, the transaction will be erased as if it never existed).

Once all transactions have been Committed, you should perform another sync to update your device with the new, committed transactions.

SUPPORT

GigaTrak can provide initial app setup assistance and answer questions during the first 90 days of purchase or if you are in an extended support agreement. Our hours are 9 AM to 5 PM Central Standard Time, Monday-Friday. During this time, you are entitled to any updates or new releases issued by GigaTrak. Onsite support is available at additional cost. Please call 262-657-5500 extension 2 with any questions or support@gigatrak.com

To inquire or purchase more App user licenses, please contact our Sales Team at 262-657-5500 ext. 1 or sales@gigatrak.com