DTS USER MANUAL

HANDHELD APPLICATION

The following describes the basic operation of the mobile Document Tracking System application.

DTS MOBILE HANDHELD APPLICATION

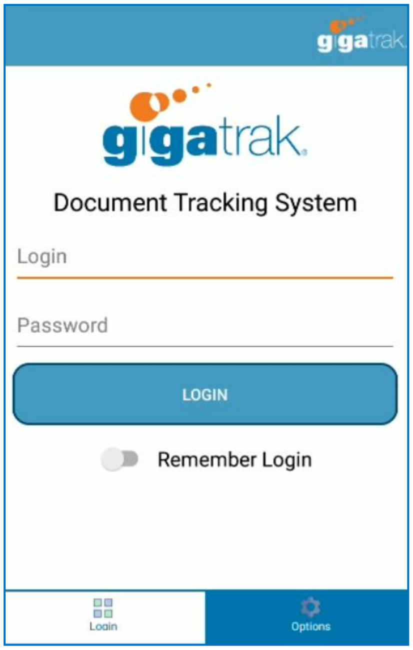
Two types of handheld applications are available, batch mode and wireless.

BATCH VS WIRELESS HANDHELD

Batch handheld units hold data in a mobile database file that gets transferred back and forth between the handheld and the host PC. The handheld must be docked with the host PC to perform the transfer. The data on the handheld is a snapshot of the data on the host PC. If there are multiple users changing data on the host database, the handheld data may be outdated in a short period of time. Therefore, it is important to synchronize the handheld with the host PC often, so that it has current information.

Wireless handheld units communicate with the host database in real time. This requires the host database to be Microsoft SQL Server. Your facility will have to have a wireless infrastructure in place for communication. No data is stored on the handheld.

DTS HANDHELD APPLICATION FUNCTIONS - Wireless



When the handheld application is first started, a user login will be required. Enter the employee username and password. Employee login credentials are first created on the PC interface under Admin→Employees.

The user login is tied to the records recorded by the handheld. If a different employee uses the handheld he/she should enter their own barcode login credentials before recording transactions. To change the user profile, select  icon in the upper left hand corner and enter a different employee login

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TRANSFER

The transfer function is used to assign documents and other items to either an employee or location.

Scan or enter the barcode of the employee/location that is receiving the items. If the barcode matches a record in the database, the appropriate name will be displayed under the scan box.

If you are using a devices camera to capture the barcode, click on the “Scan” button to bring up the built in camera. Once the camera focuses on the barcode, it will return back to the screen with the barcode input in the correct field.

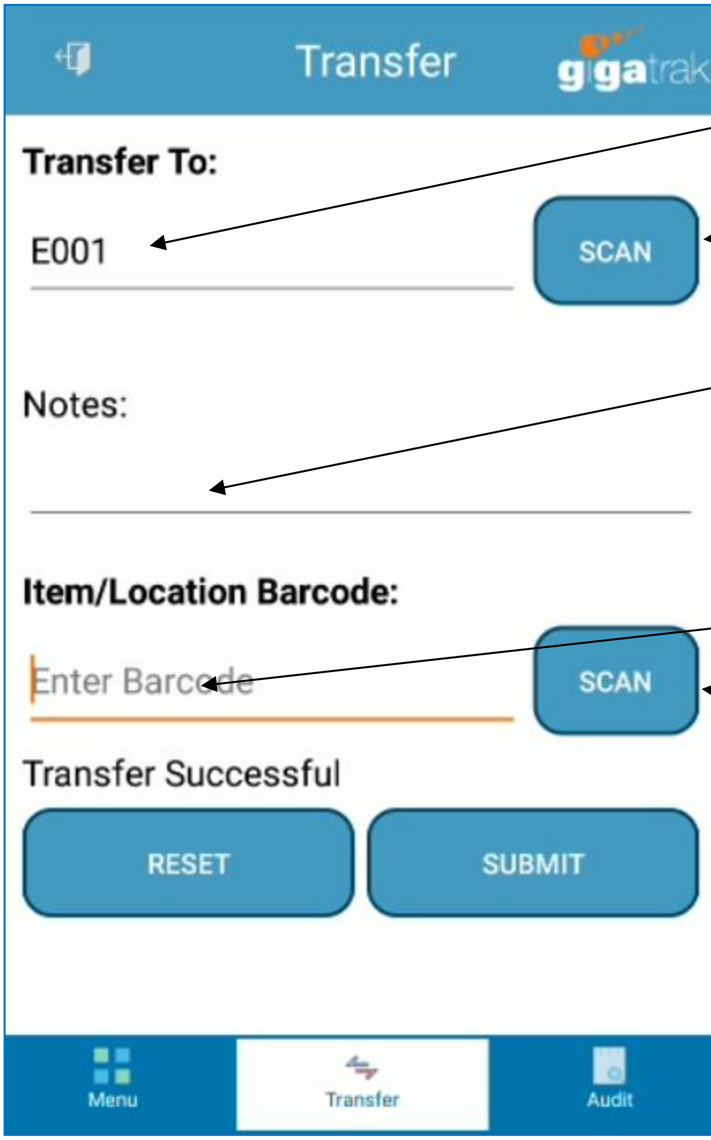
Next, enter/scan the item or location barcode that is being assigned. If the barcode matches a record in the database, the transaction will automatically be transferred to the new location/employee.

If you are using your devices camera to capture the barcode, click on the “Scan” button to bring up the devices camera. Once the camera focuses on the barcode, it will return back to the screen with the barcode input in the correct field.

If scanning or using the devices camera, once the barcode of the document is entered, the transaction will auto submit. If you have manually entered a barcode, you may need to press the “Submit” button to Transfer the item fully.

Press “Reset” at anytime to reset the entire page.

TRANSFER



1. To perform a transaction, first enter the location or employee barcode in the "Transfer To:" field.
   If using your devices camera, click on the "Scan" button to capture the barcode.
2. Enter any optional notes.
3. Enter or Scan the Item or Location barcode to Transfer it.

   If using your devices camera, click on the "Scan" button to capture the barcode.

AUDIT

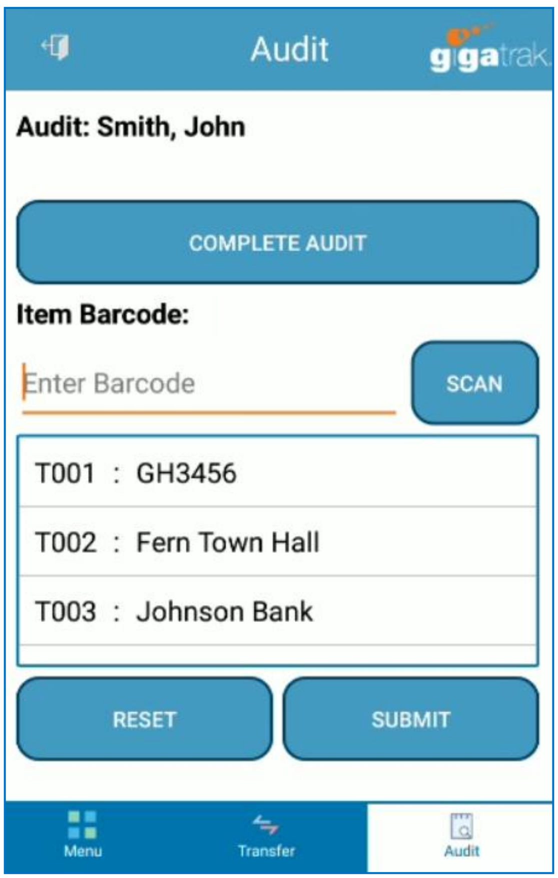
Audits are performed with the handheld and cannot be done on the PC alone. The Audit function is used to take inventory of where or with whom items are located. On the main menu, select “Audit”.

Scan or enter the barcode of the employee or location you would like to Audit. Once entered, a list of items that “should” be at that employee/location will appear in the grid. Next, in the “Item Barcode” field, start scanning or entering ALL barcodes found in that current audit location. You should scan/enter all items whether they are listed in the grid or not. If a barcode matches one listed in the grid, it will be removed from the list.

When finished scanning all items, press the “Complete Audit” button.

If you do not press the “Complete Audit” button, you can complete an Audit back on the PC version or the Audit will be paused to pick-up on a later time.

Pressing “Reset” will reset the screen but keep an Audit open if it has already been started.



Once finished scanning all items in an employee or location audit, return back to the PC version and click on the Audit icon.

Press “Find” to immediately see all Audits.

Audit Status: All

Complete Audit

Audit Employee/Location	Audit Status	Date	View...	Audited By
Smith, John	Incomplete	4/7/2022	View...	Smith, Mary
Johnson, Amanda	Incomplete	4/7/2022	View...	Smith, Mary
Johnson, Amanda	Complete	4/22/2022	View...	ADMINUSER, ADMIN
File Cabinet D	Complete	4/28/2022	View...	ADMINUSER, ADMIN
FLR 1 File A	Complete	10/25/2022	View...	ADMINUSER, ADMIN
Avery, Mark	Complete	11/18/2022	View...	ADMINUSER, ADMIN
Avery, Mark	Complete	1/9/2023	View...	ADMINUSER, ADMIN
Johnson, Amanda	Complete	1/23/2023	View...	ADMINUSER, ADMIN
Johnson, Amanda	Complete	2/1/2023	View...	ADMINUSER, ADMIN
Johnson, Amanda	Complete	2/21/2023	View...	ADMINUSER, ADMIN
Smith, John	Incomplete	3/14/2023	View...	ADMINUSER, ADMIN

Audits not completed on the mobile app can be completed on the PC interface. Highlight the Audit you would like to complete and press "Complete Audit" button in the upper right hand corner.

To View an Audit, highlight the Audit from the grid and press "View". Audit results will appear in a new window. There are three possible Audit results;

-Scanned and Found (was supposed to be there according to the system and was found there during the audit)
-Unscanned (was supposed to be there according to the system and was not found during the audit)
-Scanner but not Expected (was not supposed to be there according to the system but was unexpectedly found in the Audit location)

SUPPORT

GigaTrak provides 90 days of telephone support for DTS, beginning on the date of purchase. GigaTrak will advise on installation issues, however the customer is largely responsible for network and SQL Server installation. Hours for support are 9:00AM-5:00PM CST, Monday-Friday. During this time, you are entitled to any updates or new releases issued by GigaTrak. By purchasing an extended support agreement, these services are also extended. Onsite support is available at additional cost. Please contact support via e-mail at support@gigatrak.com or via telephone at 262-657-5500 ext. 2 with any questions.