Support Documentation 1.3

Innovative Technologies

Mobile Device Tracking System (MDTS)

Ver. 1.0 – March 2015 –Vaupel

Ver. 1.1 3/29/15 by Daniel Santistevan

Ver. 1.3 4/1/205 by All Team Members

Training Outline:

Who: Innovative Technologies (Tom, Jeff, and Daniel) and any Propel Center faculty including Eileen, Eileen's Teachers Assistant, and possibly the director of the Propel Center.

What: Give lessons on how the system will function and how to use the full capability of the system, which includes: adding/removing users, checking in and checking out devices, how to charge barcode scanner, backup system to database, adding new devices to the Mobile Device Tracking System (MDTS), and also starting up, shutting down, and logging to the MDTS.

Where: The Propel Center at CSU-Pueblo Life Science building.

When: After the week of April 11th

Why: To make sure the system performs to the client's approval, demonstrate the full use of the program itself, and make any final adjustments to the MDTS for ease of use to the Propel Center and its members.

How: Step by step demonstration by the developers and testers of Innovative Technologies (Tom, Jeff and Daniel).

Disaster Recovery:

In case of disaster we may ask that Eileen make a copy of the Mobile Device Tracking System (MDTS) at home on a flash drive along with a database that she could transfer with her home every six months. Failure to do this may lead to complete loss of the MDTS unless one of the Innovative Technologies creators has the program on their computer at home and can be contacted. However Innovative Technologies will not be held responsible for the MDTS if a disaster may occur. The MDTS will also be on multiple devices such as the computer and two Microsoft Surface tablets in the Propel Center.

Instructions for Use of the Mobile Device Tracking System

Login

1) Open up the MDTS application
2) Enter username and password
3) Click "Login"

Home

1) Check Out – Previous user checkout a mobile device.
2) New Check Out – New user checks out a device
3) Check In – User returning a device to Propel Center
4) Search – Find a record in the database (view only)

Checkout & New Checkout

1) When checking out a new device the user needs to scan the barcode label on the Mobile device. The cursor must be in the serial number box.
2) Enter the device name according to the label.
3) Enter your school 6 digit PID or Faculty FID.
4) Enter "First" and "Last Name" (skip this step if it is a returning student).
5) Select the "Checkout Date"
6) Select the Due Date for the device.
7) Select Device Assets if applicable.
8) Add comments if necessary.
9) If this is a new checkout the borrower must agree to and sign the agreement form.
10) Continue by pressing "Checkout"
11) The form will redirect to the home screen.

Logout

1) Locating the logout button will always be available at the upper left hand navigation menu next to "About" and "Help".

Help

1) The Help menu will allow you to access the technical documentation and support.

Signature Form

1) **Sign to agree to the Propel Center policy and confirmation of barrowing the Propel Centers property**

Check In

1) **Enter the Device Name**
2) **Put the cursor in the Serial Number box and scan the barcode.**
3) **Enter the Student or Faculty PID**
4) **Select the Check In Date. By default the current date will already be selected.**
5) **Add comments if necessary.**
6) **Click Check In and the record will be updated.**

Search

1) **Select the device from the list presented that the user wants more information on.**
2) **When the device is selected the information about the device will be displayed.**

Editing the Database (Admin)

1) **After logging in as an admin, the Edit Database form will be presented.**
2) **Select a search term (by device or by person).**
3) **Select a record needing changes from the list presented.**
4) **The user will be presented with all current information and be given a chance to change any or all of the information associated with that record.**
5) **Once the changes are made click Save in order to update the information in the database about that record.**
6) **Click Logout when all changes are finished.**

Add Device (Admin)

1) **Click Add Device on the bottom of the Edit Database form.**
2) **Enter the New Device Name and Serial Number in the corresponding text boxes.**
3) **Click Add Device to add it to the database.**
4) **Click Logout when all changes are finished.**