Veriscan Help File

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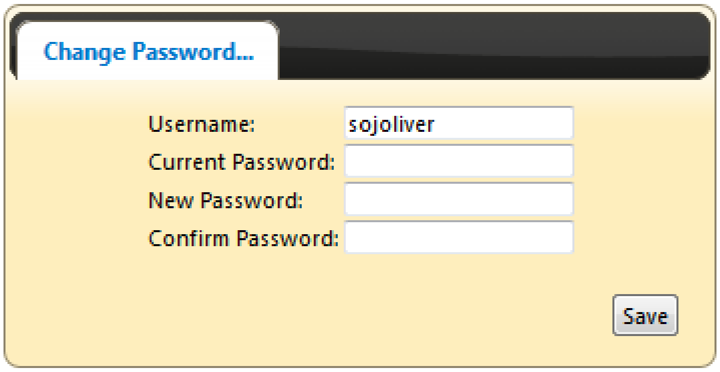
Change password

This screen requires the user to enter old password, new password and confirm password before saving.



Change subscription

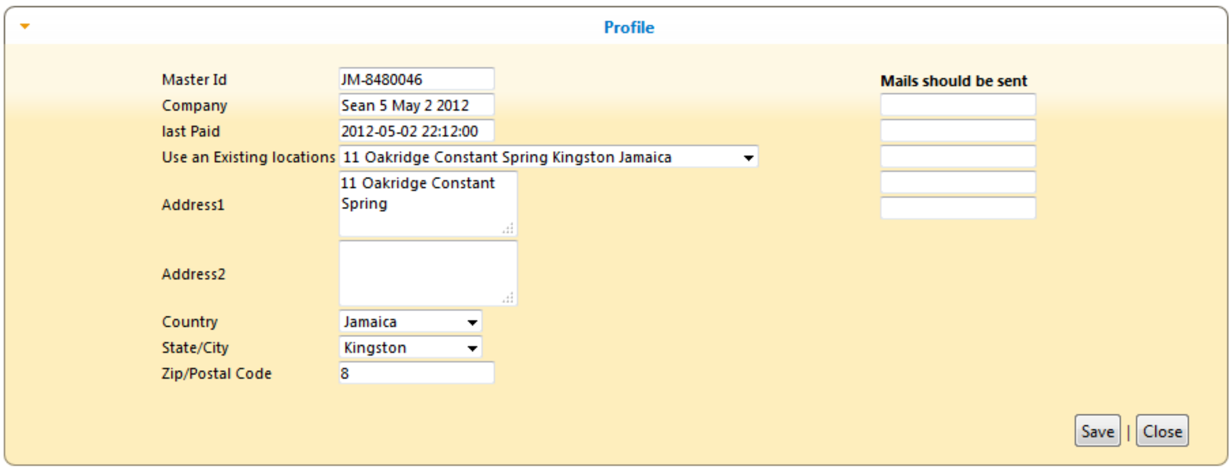
Users are allowed to change their monthly package that they originally subscribed to by simply clicking on the button that is located to the right of the required package.

You are currently subscribed to veriScan 5 Code package, allowing you to add 5 codes.
You currently have two available and you package expires on 31st Dec 2012

Choose a package that you need.	
Single code plan	Subscribe
veriScan 5 Code package, monthly **(SUBSCRIBED)**	
veriScan 10 Code package, monthly	Subscribe
veriScan 25 Code package, monthly	Subscribe

Profile

Authorized members are able to access this screen by navigating to Maintain/Profile. The Profile screen shows the company's information and you are allowed to change the company's address & default email addresses.

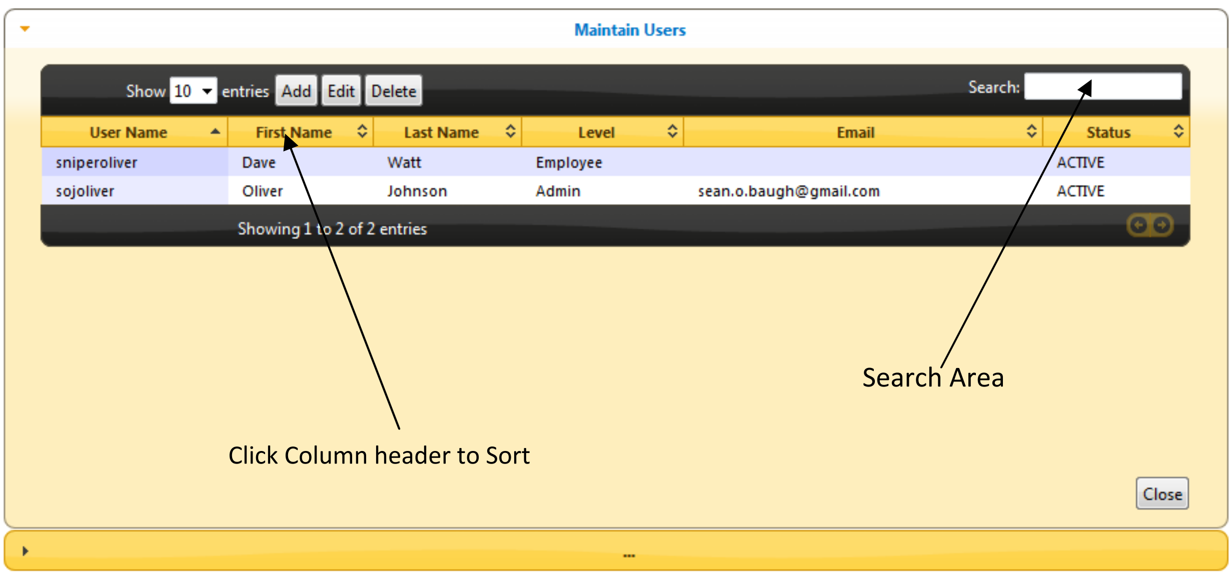


Users

You are able to access the User screen by navigating to Maintain/Users. The User screen allows Authorized Members to do the following:

- Search existing User Information.
- Add new User Information.
- Update Existing User Information.
- Delete existing information.

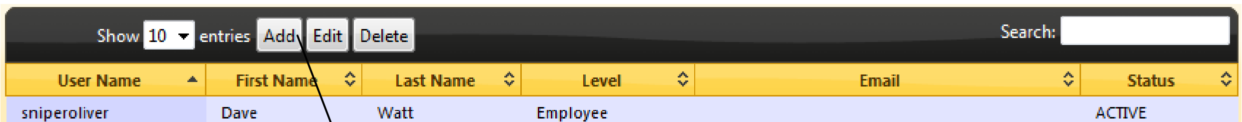
Search



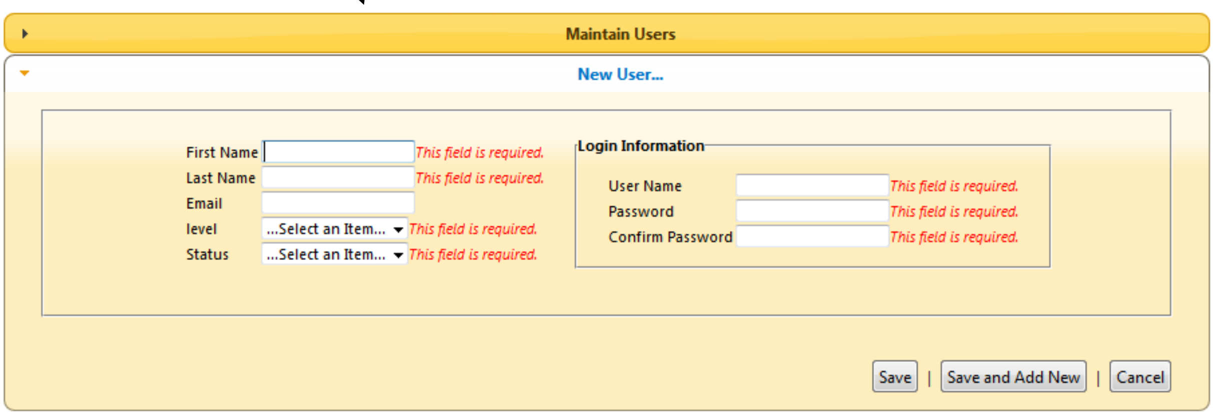
The User Maintenance screen loads a grid displaying existing user information. This information can be searched by specifying search data in the Search box provided in the right hand corner of the grid header. Please note that the search option when specified will search information found in all displayed columns. You are also allowed to sort returned information by simply clicking on the Column header.

Users Contd.

Add Users



The New User screen is loaded when the user clicks the add button found on the user information grid header.



Please note that you would have to create a new user before you attempt to create an asset because each asset is associated to a user having type employee.

After screen is loaded you are now expected to enter all required user information before clicking the save button.

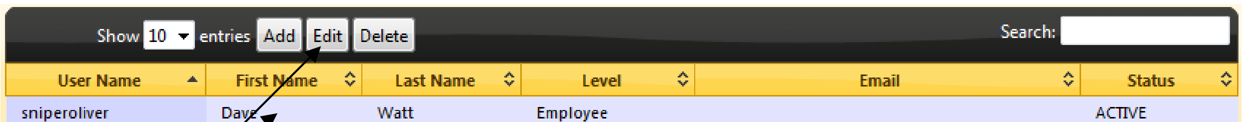
There are two levels of users namely Admin and Employee. Only users assigned to Admin Level are allowed to login to website and only ACTIVE users who are associated to the employee level are assigned to assets.

There are also two statuses that can be assigned to users namely ACTIVE and INACTIVE. Users profiles that are set to inactive and deemed unusable.

The **Save and Add New** option was provided to give authorized users a fast way of adding multiple users.

Users Contd.

Update Users

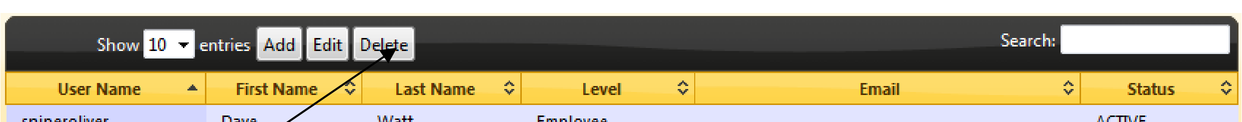


The Edit User Screen can be loaded by:

- Clicking on the user record in the grid and then clicking the Update button.
- Double clicking the record.

The Update User screen is loaded with the selected User Information in edit mode. You are able to modify User information and click the Save button to apply the changes to the database.

Deleting Users



Select the user record that you want to delete and then click the delete button.

Please note that you can only delete users that are not associated to assets.

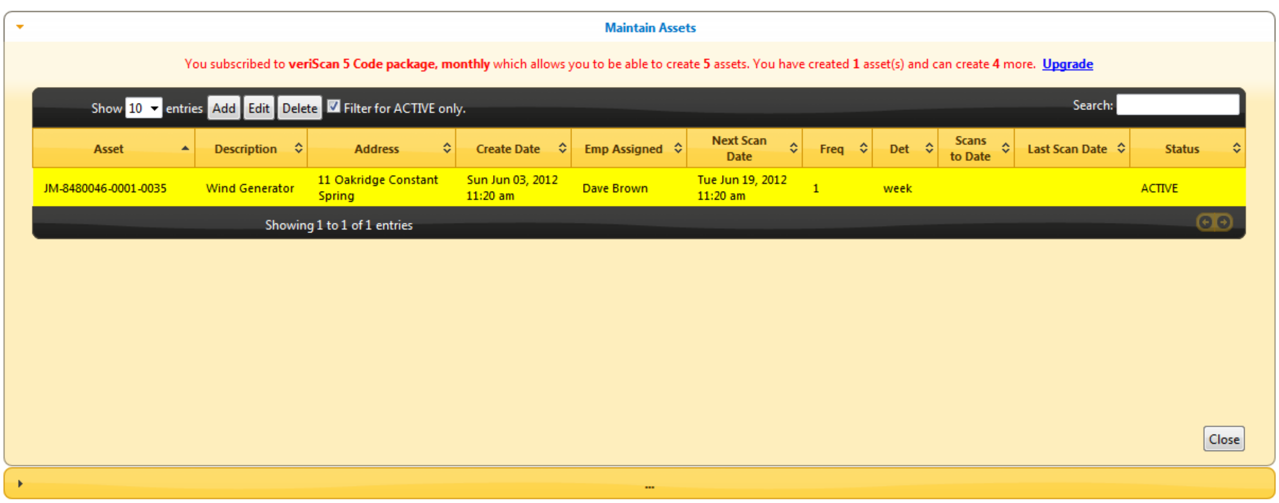
Assets

You are able to access the Assets screen by navigating to maintain/assets. The assets screen allows you to do the following:

Search Existing Asset Information.

- Add/Update Asset information:
  - Specify Asset description and location.
  - Specify Schedule Scans.
  - Specify which employee should scan.
  - Specify email addresses of people that are to receive scan exception emails.
  - Upload Asset Image
  - Email Labels. (Edit Asset)
- Delete Asset information.

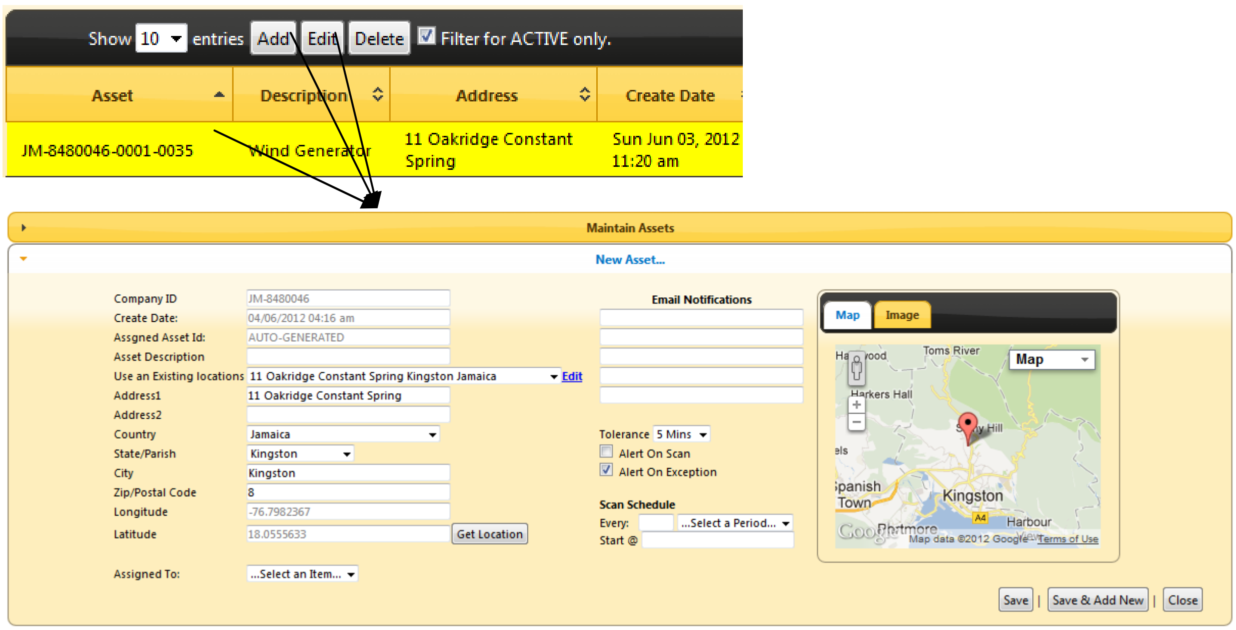
Search



The Asset Maintenance screen loads existing Active Asset information into a grid. This information can be searched by specifying search data in the Search box provided in the right hand corner of the grid header. Screen will display INACTIVE Asset information if the "Filter for ACTIVE only" option is unchecked. Please note that the search option when specified will search information found in all displayed columns. You are also allowed to sort returned information by simply clicking on the Column header.

Add/Update Assets

The New/Edit Assets screen is loaded when the user clicks the Add/Edit button found on the Assets grid header. The user is also able to load the edit screen by double clicking on the asset record.



- The screen is loaded having the address specified on registration as the default address. The user is allowed to edit this address by clicking the edit button located to the right of the address drop down box. When address is specified the latitude and longitude is automatically calculated and shown on the screen. The user is also able to manually retrieve the latitude and longitude information by clicking the get location button.
- The email notification section is used to store the email address of the people who should receive emails that could be generated for exceptions &/or when a scan is done.
- Users are able to specify a Scan Schedule and also a tolerance/grace period.
- The Image tab allows the user to upload an image that represents the asset.
- User is expected to click the save button to apply changes to database.
- Save and Add New was added to facilitate mass data entries.

Delete Assets

Select the asset that you want to delete and click delete.

Generate Schedule

You can access the Generate Schedule Report by navigating to Reports/Scan Schedule. This would in turn launch a search screen which allows the user to search on End Date,(Required) and an Address,(Optional). There are three buttons namely

- Preview
  - Shows the schedule information in a grid format.
- Print
  - Allows the user to send schedule information to a printer.
- Close
  - Closes the screen

Scan history

You can access the Scan History Report by navigating to Reports/Scan History Report. This would in turn launch a search screen which allows the user to search on Start Date, End Date, and an Address. There are three buttons namely:

- Preview
  - Shows the Scan History information in a grid format.
- Print
  - Allows the user to send Scan History information to a printer.
- Close
  - Closes the screen

Exception Report

You can access the Exception Report by navigating to Reports/Exception Report. This would in turn launch a search screen which allows the user to search on Start Date, End Date, and an Address. There are three buttons namely:

- Preview
  - Shows the Scan Exception information in a grid format.
- Print
  - Allows the user to send Scan History information to a printer.
- Close

- Closes the screen

Location Summary

The Location summary report can be accessed by navigating to Reports/Location Summary. This in turn loads a grid that shows all locations registered under company. The grid also shows all assets that are located at locations.

Print QR-Code

The Print QR-Code report can be accessed by navigating to Reports/Print Qr Code. The screen is loaded with two sections namely the **print option** section and a grid section.

The **Print Options** has the following options;

- Print only code
  - The screen gives you the option of printing codes Small, Medium or Large.
- Print each on separate page.
- Print Labels

The Grid section shows a list of assets for a specified company. The user would have to first select assets and then click the preview button to view Qr-Codes for printing.