@Par Server User Guide
@TrackIT
@Par Version 2.6.3

This documentation is intended for use by Functional Managers and Server users

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January 12, 2007

Change Document

Revision	Date	Description of Change
1	7/23/06	Insert figure numbers for all illustrations.
2	01/12/07	Revise content/Replace Screen Shots to update to current release level.

Table of Contents:

@TrackIT Application

Introduction to @TrackIT

AtPar, Inc. has developed the latest product, **@TrackIT**, to "track" Furniture, Equipment, and Box/Document items. These items are generally not Stock Items but need to be maintained and have an audit trail.

@TrackIT allows *Requestors* the ability to "order" an item from the Warehouse and have it delivered to their department. **@TrackIT** will "track" the item from the Warehouse, to the Department, return to the Warehouse, and return to the location. The *Requestor* role is covered in the **@Par Server Requestor Guide – @TrackIT**.

The **MAJOR** difference from **@TrackIT** to the other **@Par** products is that **@TrackIT DOES NOT** interface with an organization's ERP system (PeopleSoft, Lawson, Meditech, etc.). This allows the organization to design the data with their own Item scheme, Descriptions, etc.

This document will cover all Server User functions of **@TrackIT**.

Logging in to the @Par Server

When you connect to the **@Par Server**, the first screen that appears is the **Login** screen: ***Figure 1***

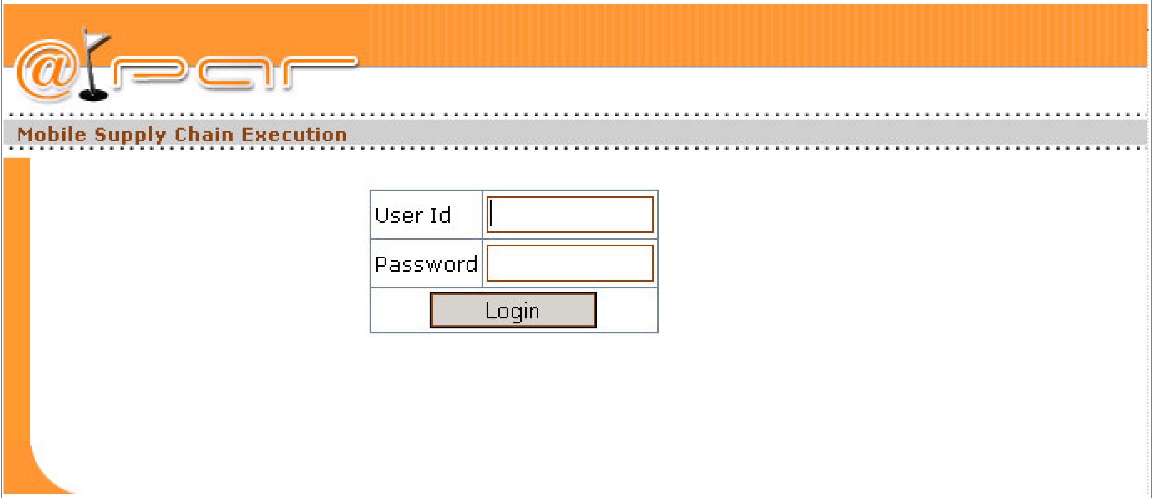


Figure 1

You must have a Server Userid and Password to login. After you login you will see the following screen: ***Figure 2***

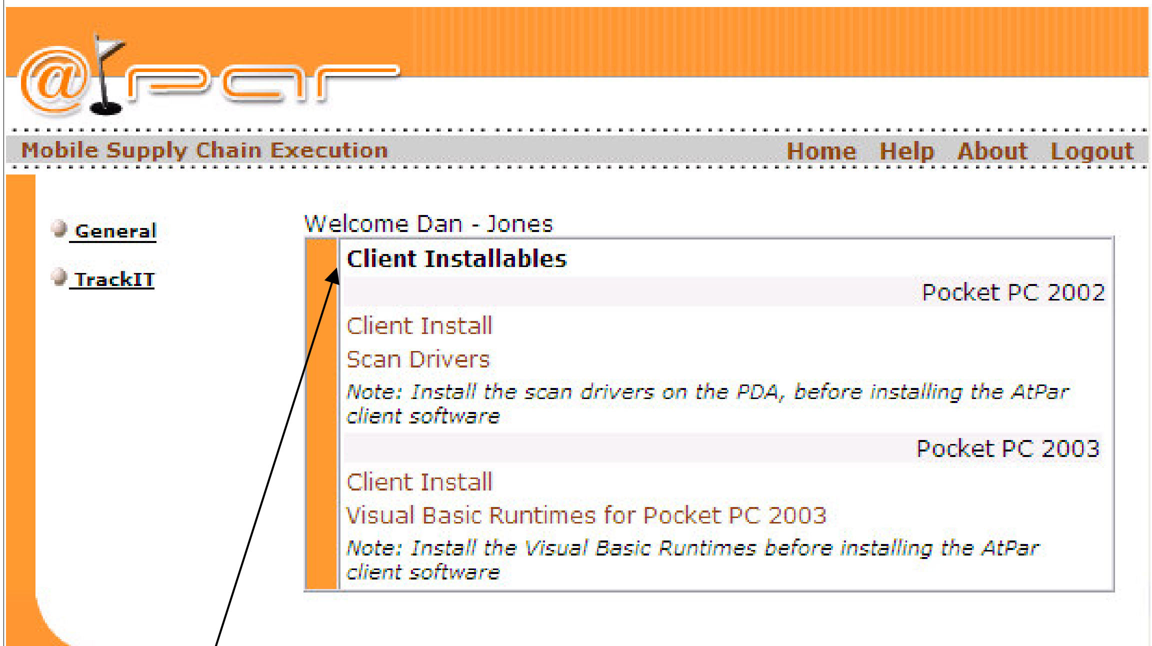


Figure 2

The installable Client components will be covered in the hand held documentation. This is where the client downloads the files onto the hand held so they can access **@Par**.

General

The **General** functions used by any server user, including the **@Par** Administrator.

- My Profile
  - Used to modify the server UserID information
  - **Admin *UserID* may not be changed or edited**
- Change Password
  - Used to change Administrator / Function Manager / Supervisor password as needed
- Error Reports
  - Covered in detail in the **@Par** *Server Users Guide*

This manual will look at the **@TrackIT** menu option. Selecting **@TrackIT** from ***Figure 2*** will give you the following screen: ***Figure 3***

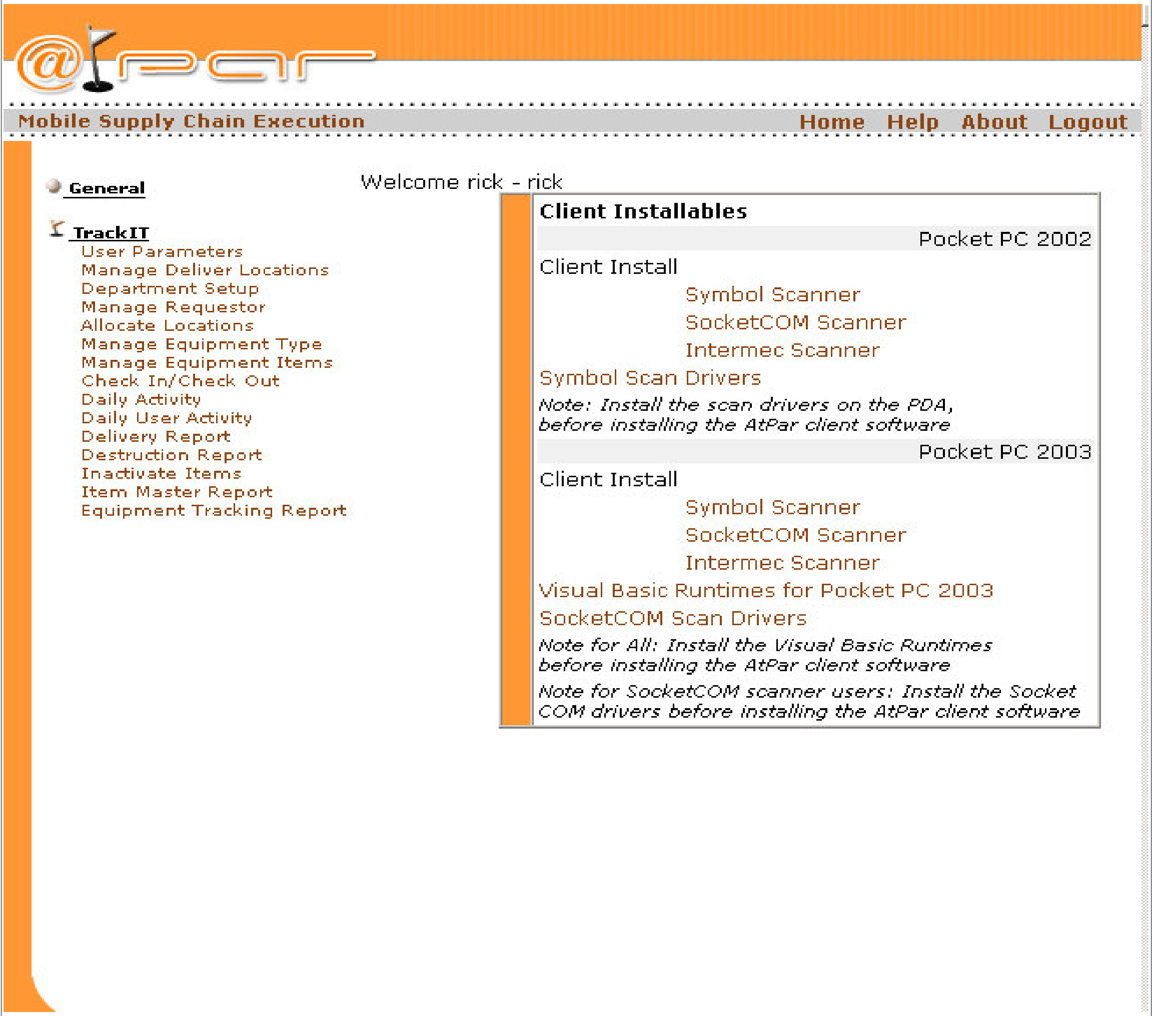


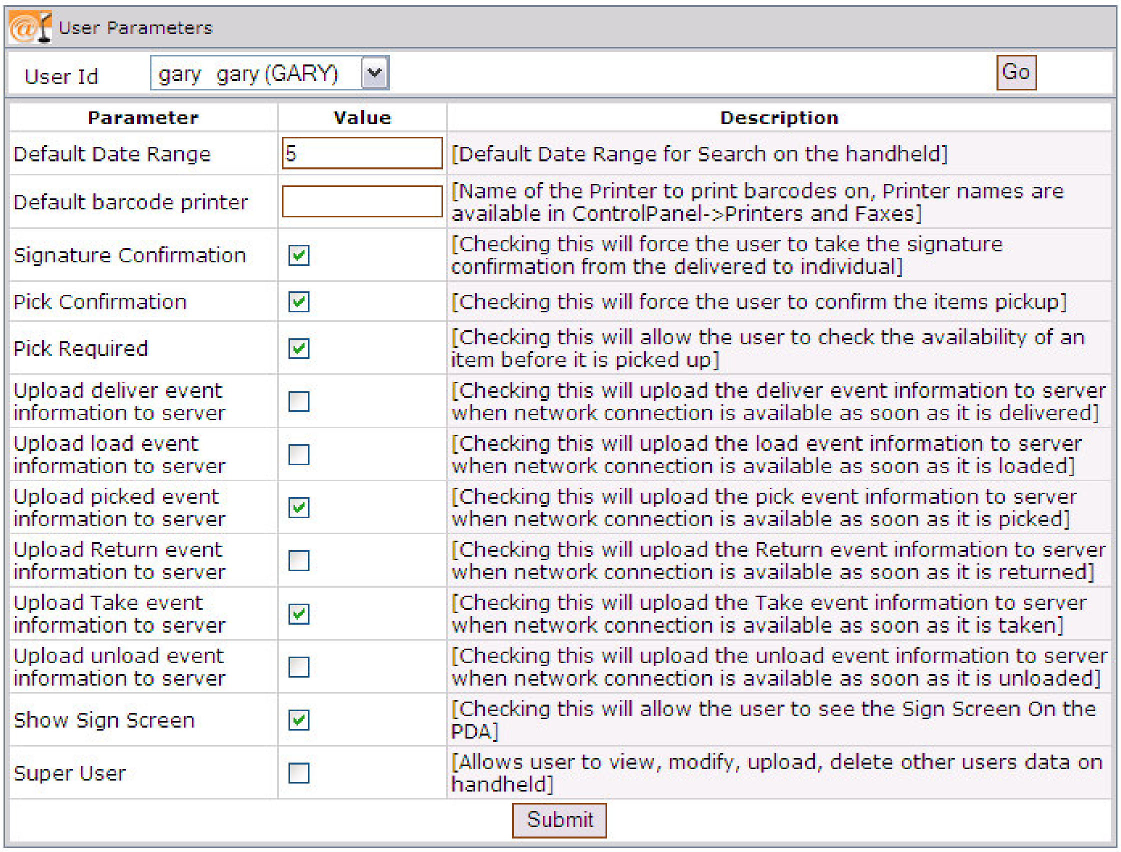
Figure 3

We will begin with the **User Parameters** menu option.

User Parameters

This section allows you to set up parameters that are specific to that client user: ***Figure 4***

Click on **User Parameters** to set up parameters for the individual user. This is the first step in setting up a user for the **@TrackIt** application. After the initial setup, or when making any changes or modifications, you must ***Click*** the **Submit** button to save.



User Parameters

User Id: gary gary (GARY) — Go

Parameter	Value	Description
Default Date Range	5	[Default Date Range for Search on the handheld]
Default barcode printer		[Name of the Printer to print barcodes on, Printer names are available in ControlPanel->Printers and Faxes]
Signature Confirmation	☑	[Checking this will force the user to take the signature confirmation from the delivered to individual]
Pick Confirmation	☑	[Checking this will force the user to confirm the items pickup]
Pick Required	☑	[Checking this will allow the user to check the availability of an item before it is picked up]
Upload deliver event information to server	☐	[Checking this will upload the deliver event information to server when network connection is available as soon as it is delivered]
Upload load event information to server	☐	[Checking this will upload the load event information to server when network connection is available as soon as it is loaded]
Upload picked event information to server	☑	[Checking this will upload the pick event information to server when network connection is available as soon as it is picked]
Upload Return event information to server	☐	[Checking this will upload the Return event information to server when network connection is available as soon as it is returned]
Upload Take event information to server	☑	[Checking this will upload the Take event information to server when network connection is available as soon as it is taken]
Upload unload event information to server	☐	[Checking this will upload the unload event information to server when network connection is available as soon as it is unloaded]
Show Sign Screen	☑	[Checking this will allow the user to see the Sign Screen On the PDA]
Super User	☐	[Allows user to view, modify, upload, delete other users data on handheld]

Submit

Figure 4

Default Date Range - Default date range in number of days that the hand held will search for when doing a lookup. Today is the first day, and it will search *back* the number of days specified.

Default bar code printer – Name of the printer to print bar codes.

Allow print delivery receipts – This allows the user delivering items to print a receipt for the recipient.

Signature Confirmation – If you click on this option it will force the user to sign for the confirmation.

Pick Confirmation – Checking this option will force the user to confirm the item pickup.

Upload Deliver Event Information to server – Checking this option will upload the deliver event information to the **@Par Server**.

Upload Load Event Information to server – Checking this option will upload the load event information to the **@Par Server**.

Upload Picked Event Information to server – Checking this option will upload the pick event information to the **@Par Server**.

Upload Return Event Information to server – Checking this option will upload the return event information to the **@Par Server**.

Upload Take Event Information to server – Checking this option will upload the take event information to the **@Par Server**.

Upload Unload Event Information to server – Checking this option will upload the unload event information to the **@Par Server**.

Show Sign Screen – Checking this option will allow the user to see the Sign Screen on the hand held.

Super User – Checking this option allows user to view, modify, upload, and delete other user information on hand held device.

Manage Deliver Locations

Manage Locations allows you to manage (add, delete, modify) the ***deliver to*** locations that hand held client users deliver the goods. This is the first step in setting up your **@TrackIT** system. ***Click*** on this menu option to display the following screen: ***Figure 5***

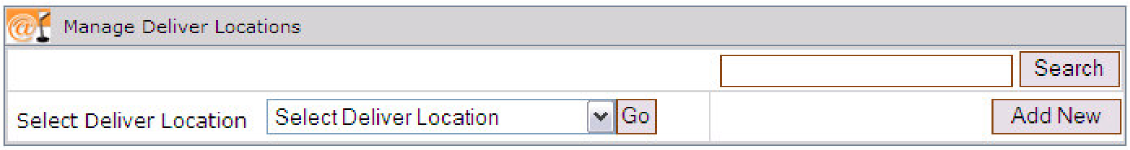


Figure 5

Select Deliver Location – Used to highlight and select an existing location to delete or update.

Go – After you select a Location, click on this button to Go to or find the location.

Add New – Click on this button to add a new location in **@TrackIT**: ***Figure 6***

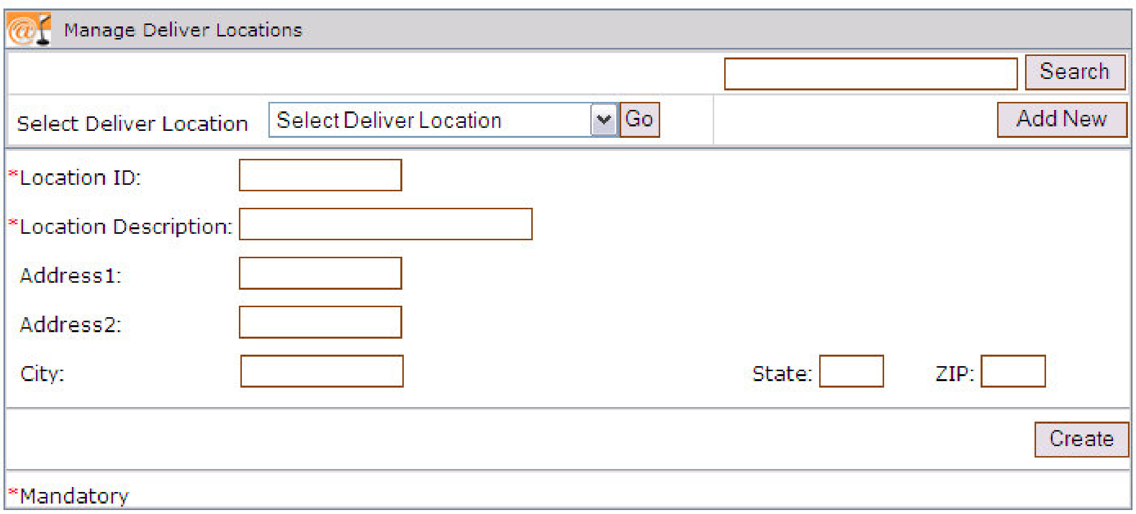


Figure 6

Search – Enter all or part of the Location Description to find all applicable locations.

Location ID – 10 Character, Alphanumeric field.

Location Description – Free form text field used to enter a complete description of the Location ID.

Address1 – Physical address for this location.

Address2 – Secondary address for this location.

City – Location City.

State – Location State.

Zip – Location Zip Code.

Create – Click on the create button when you are ready to save this location's information.

To edit or delete a location, go into the **Manage Locations** option.

Select the location in the drop down box and ***Click*** the **Go** button. You will get the next screen: ***Figure 7***

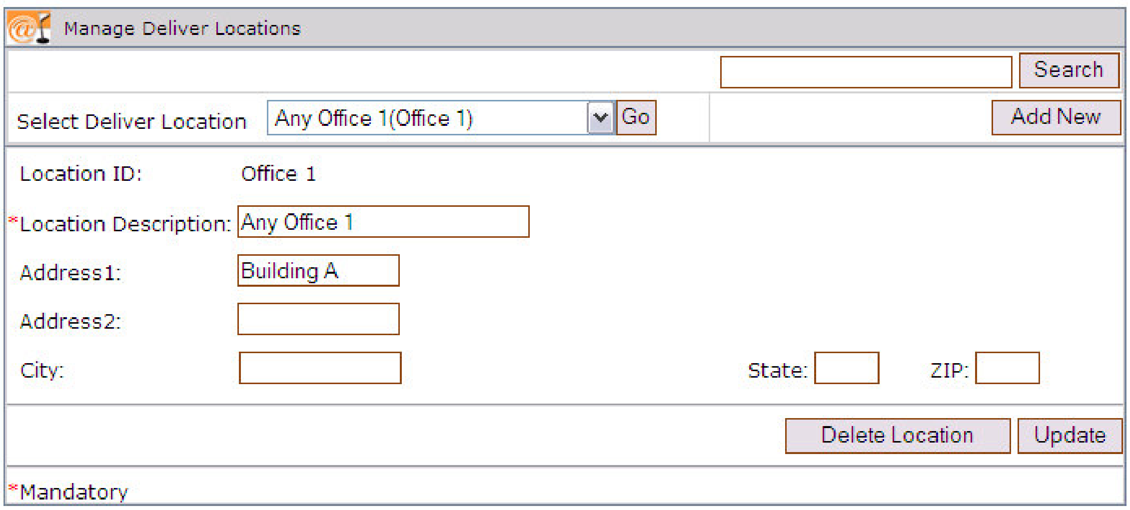


Figure 7

Notice there are now two new buttons which appear; ***Delete Location*** and ***Update***.

Delete Location – This button is used to delete a location.

Update – Click on this button after you have edited the location and want to save the change or changes.

Department Setup

The next step in the **@TrackIT** set up, is to create your internal departments. This will allow you to limit the items a *requestor* may order, eliminating critical information being disseminated to the wrong person.

Click the **Department Setup** option from the menu: ***Figure 8***

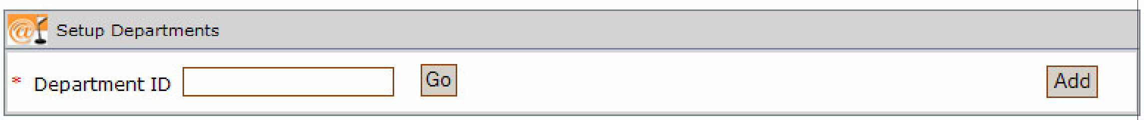


Figure 8

To add a new department ***Click*** **Add** to display: ***Figure 9***

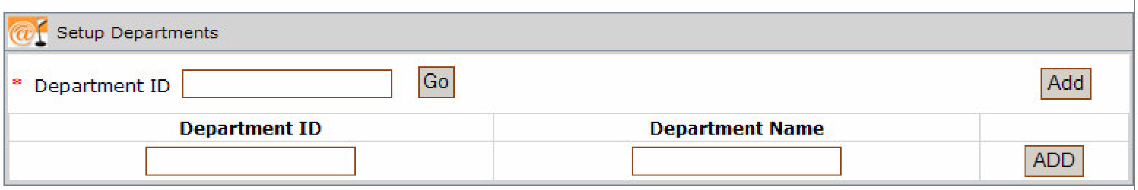


Figure 9

Department ID – Enter up to 5 characters for your internal department id number.

Department Name – Enter a detailed departmental name or description.

ADD – Click Add to add the new department.

To edit a department type in the Department Id and ***Click*** **Go** to display: ***Figure 10***

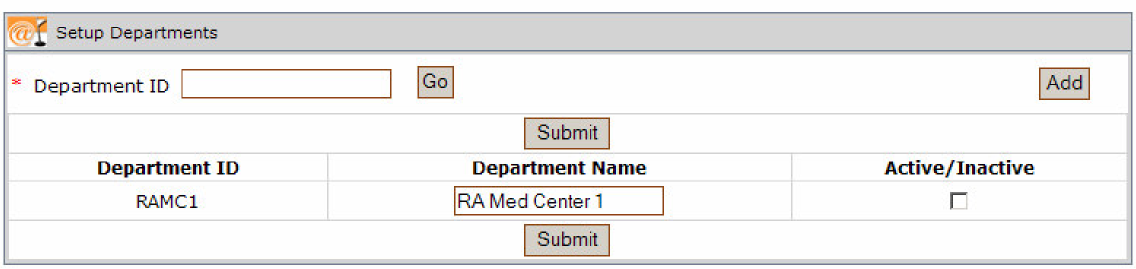


Figure 10

Active/Inactive – Placing a check in this box will make a department Inactive. If the check box is grayed out, it is indicating that a requestor is assigned to that department, and in order to inactivate the department, the requestor must be unassigned.

Submit – Once you edit the Description, ***Click*** **Submit** to save.

Manage Requestor

The next step is the **Manage Requestor** option. *Requestor* information is further defined in detail in the **@Par Requestor User Guide – @TrackIT** document.

The Server User can *add* and *modify* users with the ability to request items for delivery.

Click on this option and the following screen will display: ***Figure 11***

Figure 11

Requestor ID – Drop Down window to select an existing *Requestor*.

Go – After selecting a *Requestor*, click this button to find or go to that *Requestor*.

Add New Requestor – Click on this button to add a new *Requestor*. See: ***Figure 12***

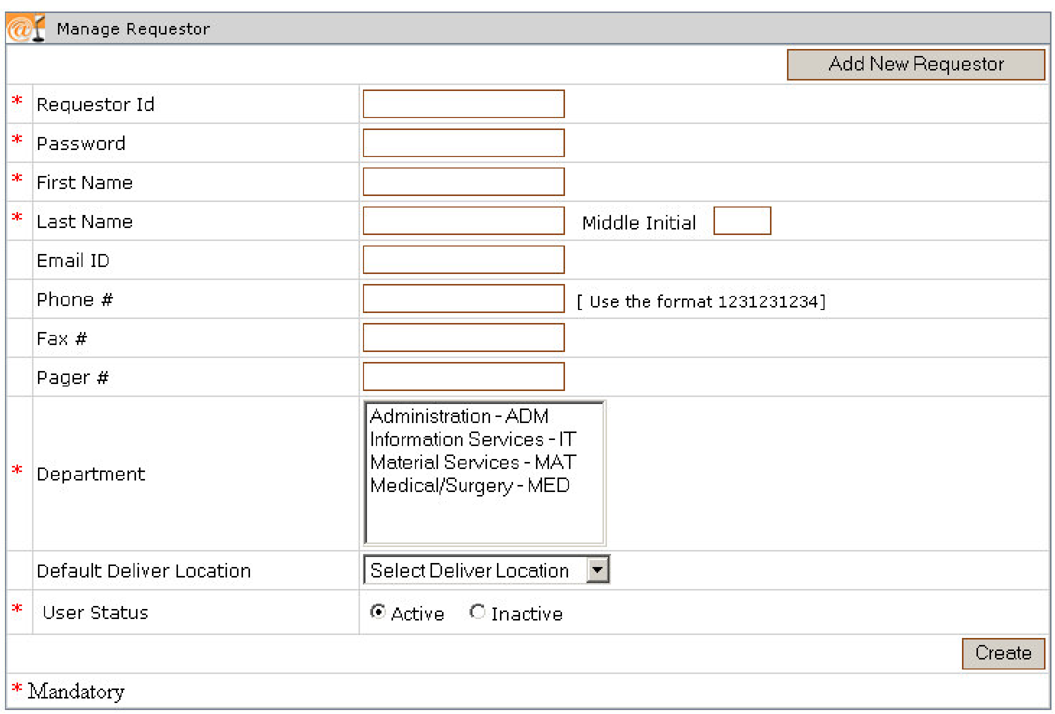


Figure 12

Note: All fields with a red asterisk are mandatory fields and must be entered.

Requestor ID – Unique ID field. User enters the Requestor ID in this alphanumeric field.

Password – Alphanumeric field to enter the *Requestor's* password.

First Name – Alpha field used to enter *Requestor's* first name.

Last Name – Alpha field used to enter *Requestor's* last name.

Middle Initial - Alpha field used to enter *Requestor's* middle initial.

Email ID – Text field used to enter *Requestor's* email address.

Phone # - Numeric field used to enter *Requestor's* phone number. Dashes, Spaces, and parentheses not required.

Fax # - Numeric field used to enter *Requestor's* fax number. Dashes, Spaces, and parentheses not required.

Pager # - Numeric field used to enter *Requestor's* pager number. Dashes, Spaces, and parentheses not required.

Department – *Requestor's* department ID. Data should populate based on Department Setup. To select multiple departments, highlight and CLICK with mouse.

Default Deliver Location – Default ***deliver to*** location of the *Requestor*.

User Status – Active or Inactive. Because of historical data and reporting, **@TrackIT** doesn't delete a user, simply make a user Inactive if they leave your organization.

Once *Requestors* have been added they can be modified by the Server User by select the *Manage Requestor* option.

When this is done, you will see the next screen: ***Figure 13***

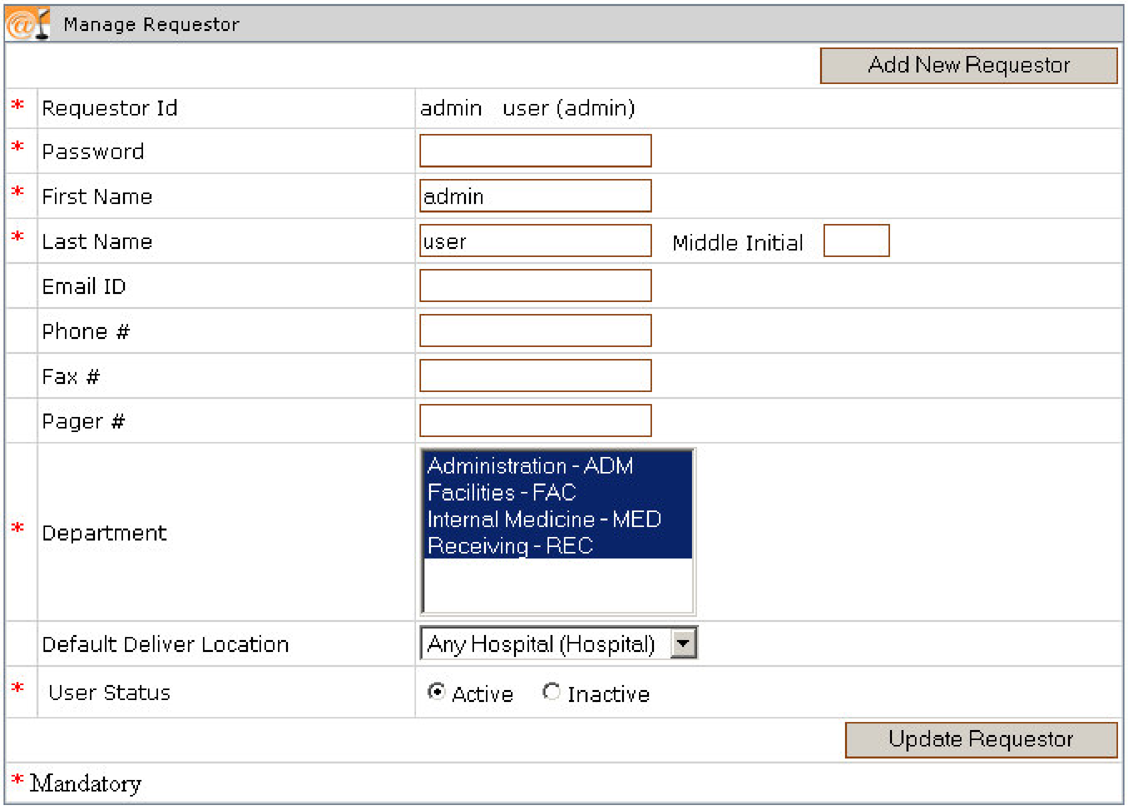


Figure 13

Notice the only change to this screen is the **Update Requestor** button. Type in a change or changes, and when finished, click the Update Requestor button. This will save the changes made.

Allocate Locations

Allocate Locations is recommended and allows you to define the deliver to/ship to locations where this user will be delivering the goods: ***Figure 14***

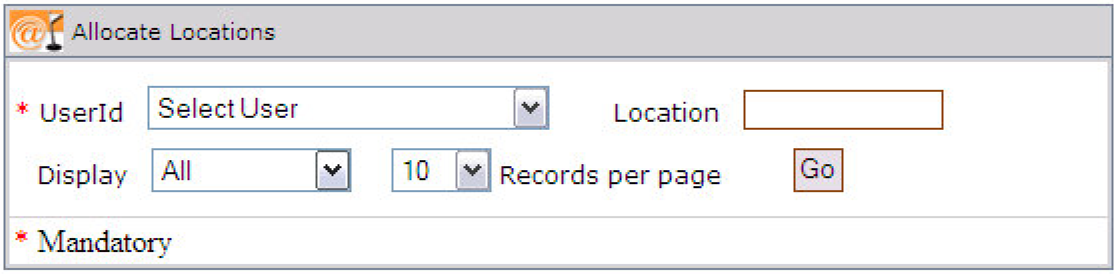


Figure 14

Select a **UserID** from the drop down box.

Location – This is an optional search field. This field is used if you want to find one or more location beginning with the same sequence of characters.

****NOTE: If your organization has a multitude of locations, you might choose to allocate using fewer locations at a time instead of all.**

Display Option - Allows you to choose to view allocated or unallocated locations for THIS user.

Records per page - This determines how many records or lines will appear in the detail section of the hand held.

When you are ready, ***Click*** **Go**.

The following screen will be displayed: ***Figure 15***

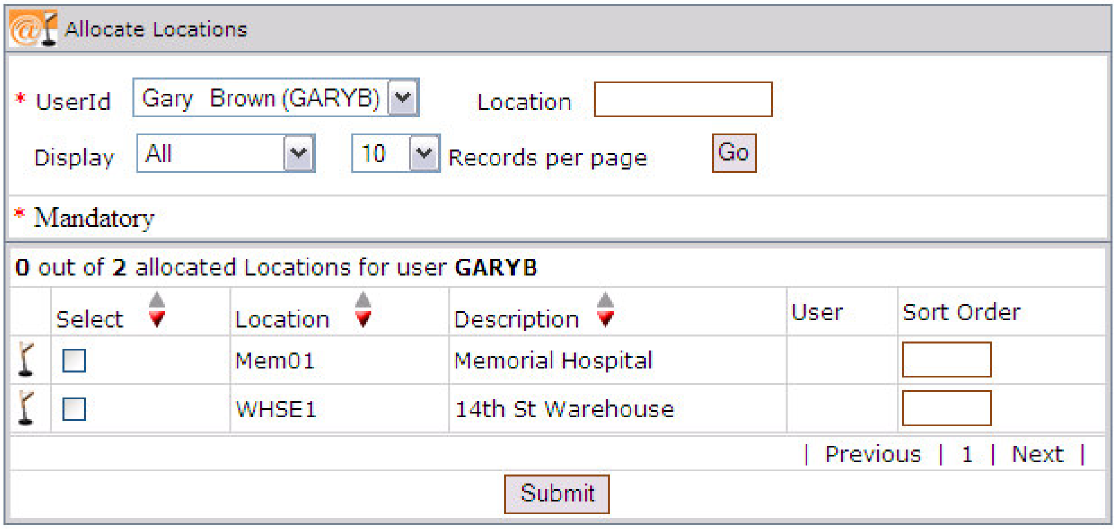


Figure 15

You may now allocate a location or locations for this UserId by selecting the check box. Also, you will want to add a sort order if you choose more than one location.

.

The sort order field is used to set an ordering sequence for the locations on the hand held.

- In the example above, if you want the WHSE1 location to appear first on the hand held, type a 1 in the Sort Order
- If it doesn't matter how they appear on the hand held, type a 99 in all location Sort Order boxes

Once you have completed your selections and sort orders, ***Click*** **Submit** to save.

Manage Equipment Type

This is the next step in setting up the system. The Server user will define the Upper/Parent/Generic level of Equipment For example, Chair Mats. The Server user will set up an Equipment type of CHRMAT, for Chair Mats. All different sizes of chair mats will fall under this one particular type, and the different sizes will be assigned Item ID numbers in the ***Manage Equipment Items*** in the section discussed next.

By ***clicking*** on the **Manage Equipment Type**, you will see the next screen: ***Figure 16***

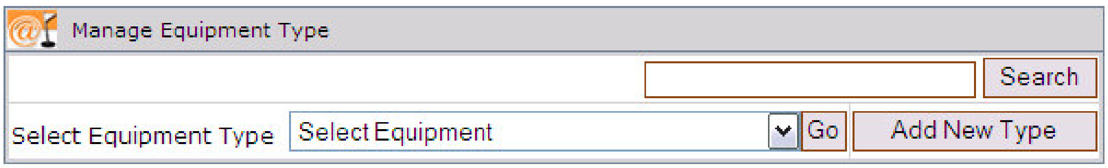


Figure 16

Select Equipment Type – A drop down box for you to ***Select*** an existing **Equipment Type**. ***Highlight*** the Equipment type and ***Click*** **Go**.

Search – Used to find an existing Equipment type. Type in the Equipment type name/description or partial and click this button.

Add New Type – This button is used to add a new Equipment type.

To add an Equipment Item, ***Click*** the **Add New Type** button and you will get the next screen: ***Figure 17***

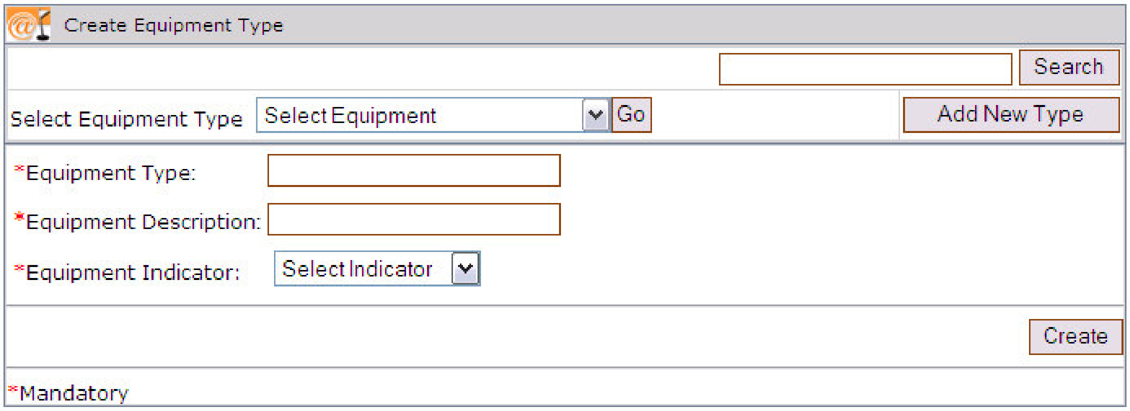


Figure 17

Note: All fields with a red asterisk are mandatory fields and must be entered.

Equipment Type – This is a unique Equipment Type, meaning that the data entered here can't be entered again.

Equipment Description – Enter the Equipment Type description information.

Equipment Indicator – Drop down window. Select from options:

- B (Box)
- E (Equipment)
- F (Furniture)

Click **Create** to save the information.

To modify an existing Equipment Type, select **Manage Equipment Type** from menu options.

Use the Equipment Type drop down window to select an existing Equipment type.

Click the **Go** button.

You will now have the next screen: ***Figure 18***

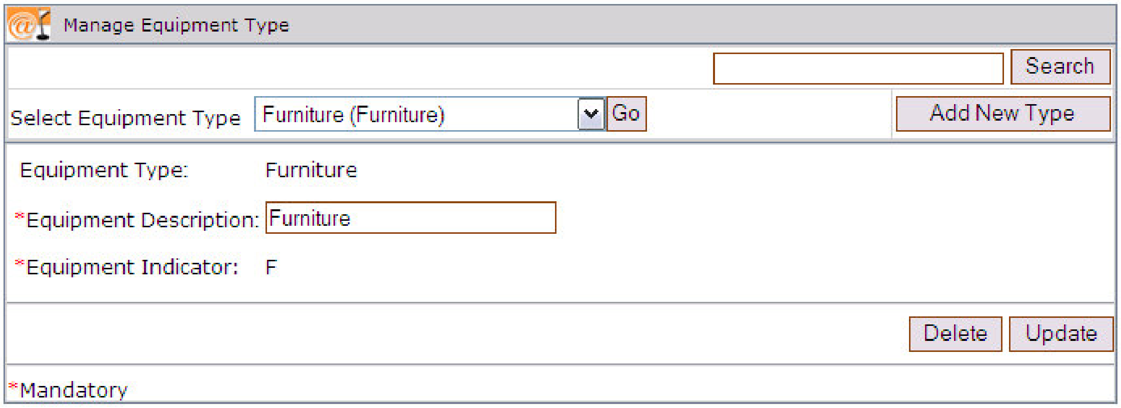


Figure 18

Equipment Type – In the modify mode, this field cannot be edited.

Equipment Description – Enter the Equipment Type description information.

Equipment Indicator – B (Box), E (Equipment), F (Furniture).

There are two new buttons:

Delete – Click this button to delete this Equipment type.

Update – Click this button to save any changed you make to this Equipment type.

Manage Equipment Items

This is the next step to set up **@TrackIT**. This is where items are defined.

Select **Manage Equipment Items** from the menu options to receive the next screen: ***Figure 19***

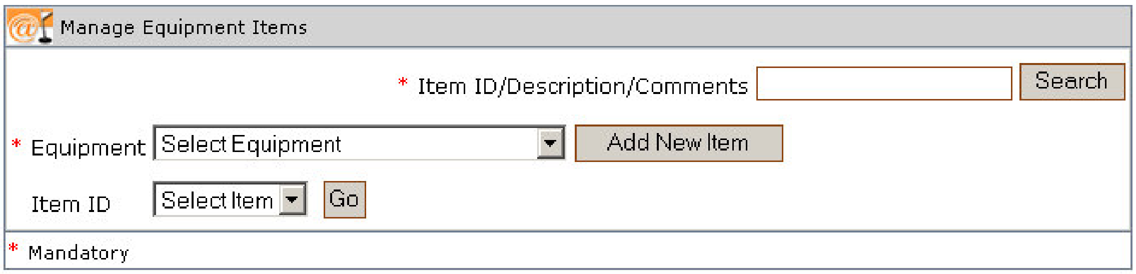


Figure 19

Select Equipment Type – A drop down box for you to select an existing Equipment Item. Highlight the Equipment Item and click the *Go* button.

Search – Used to find an existing Equipment Item. Type in the Equipment Item name/description or partial and click this button.

Add New Item – This button is used to add a new Item.

ADD NEW ITEM, FURNITURE TYPE :

Select a Furniture Equipment type from the drop down window, then **Click** the **Add New Item** button and you will see the next screen: ***Figure 20***

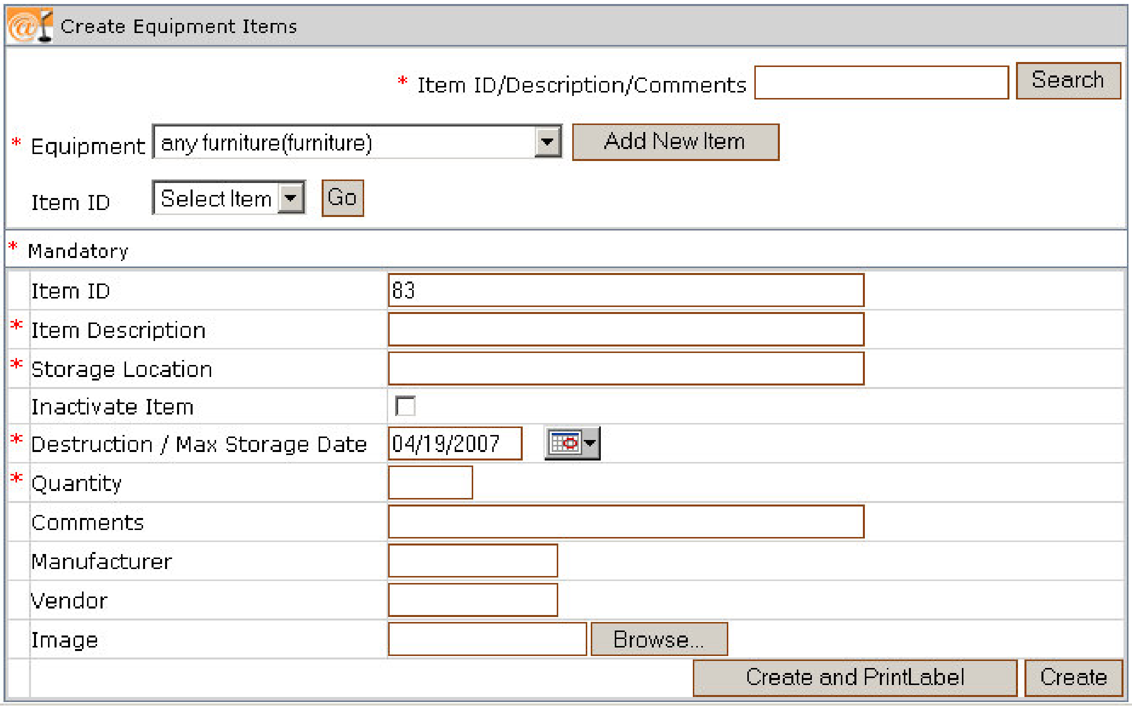


Figure 20

Note: All fields with a red asterisk are mandatory fields and must be entered.

Item ID – System automatically assigns a unique number.

Item Description – Enter a detailed item description.

Storage Location – Enter the location where the item is stored.

Inactivate Item – Check to inactivate item, Uncheck to Activate item.

Destruction /Max Storage Date – Date item is either destroyed or stored.

Quantity – Enter the item quantity.

Comments – Enter any comments in this free form field.

Manufacturer – Enter the name of the item manufacturer.

Vendor – Enter the Vendor name that you purchase the item from.

Image – Click the Browse button to select an image of the item.

IMPORTANT NOTE: The image must be scanned first before you will be able to select the picture. You also have a 200kb limit on an image.

To save, ***Click*** either the **Create and Print Label** button or the **Create** button. The **Create and Print Label** button allows you to print a bar code label to attach to the item.

ADD NEW ITEM, BOX TYPE:

Select a Box type from the drop down window, then ***Click*** the **Add New Item** button and you will see the next screen: ***Figure 21***

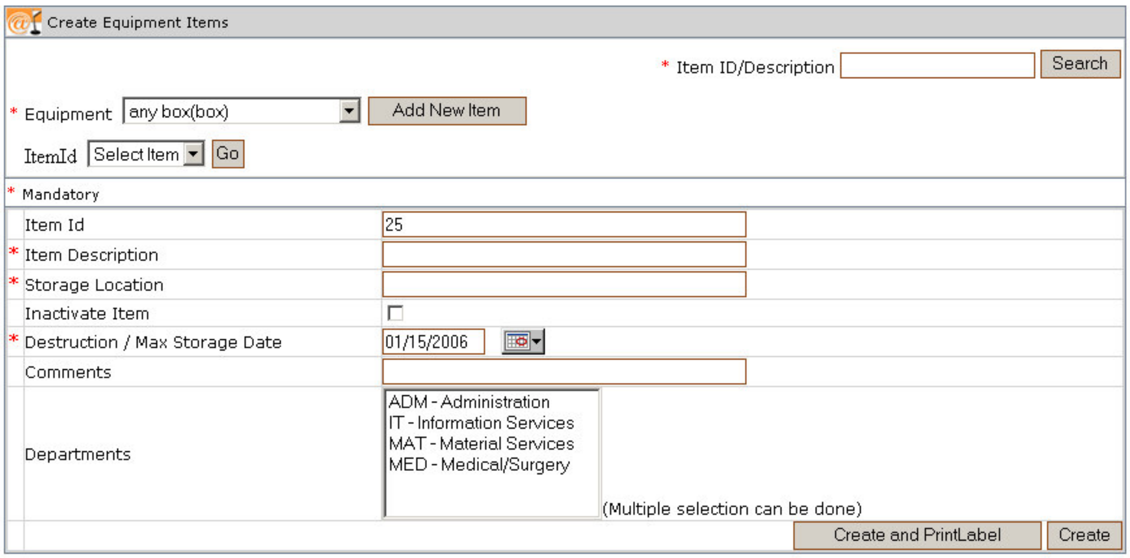


Figure 21

Note: All fields with a red asterisk are mandatory fields and must be entered.

Item ID – System automatically assigns a unique number.

Item Description – Enter a detailed item description.

Storage Location – Enter the location where the item is stored.

Inactivate Item – Check to inactivate item, Uncheck to Activate item.

Destruction /Max Storage Date – Date item is either destroyed or stored.

Comments – Enter comments in text format here.

Departments – Highlight the department id. To select multiple Departments, hold the CTRL button while clicking on items with mouse.

To save, ***Click*** either the **Create and Print Label** or the **Create** button. The **Create and Print Label** button allows you to print a bar code label to attach to the item.

ADD NEW ITEM, EQUIPMENT TYPE :

Select an Equipment type from the drop down window, then ***Click*** the **Add New Item** button and you will see the next screen: ***Figure 22***

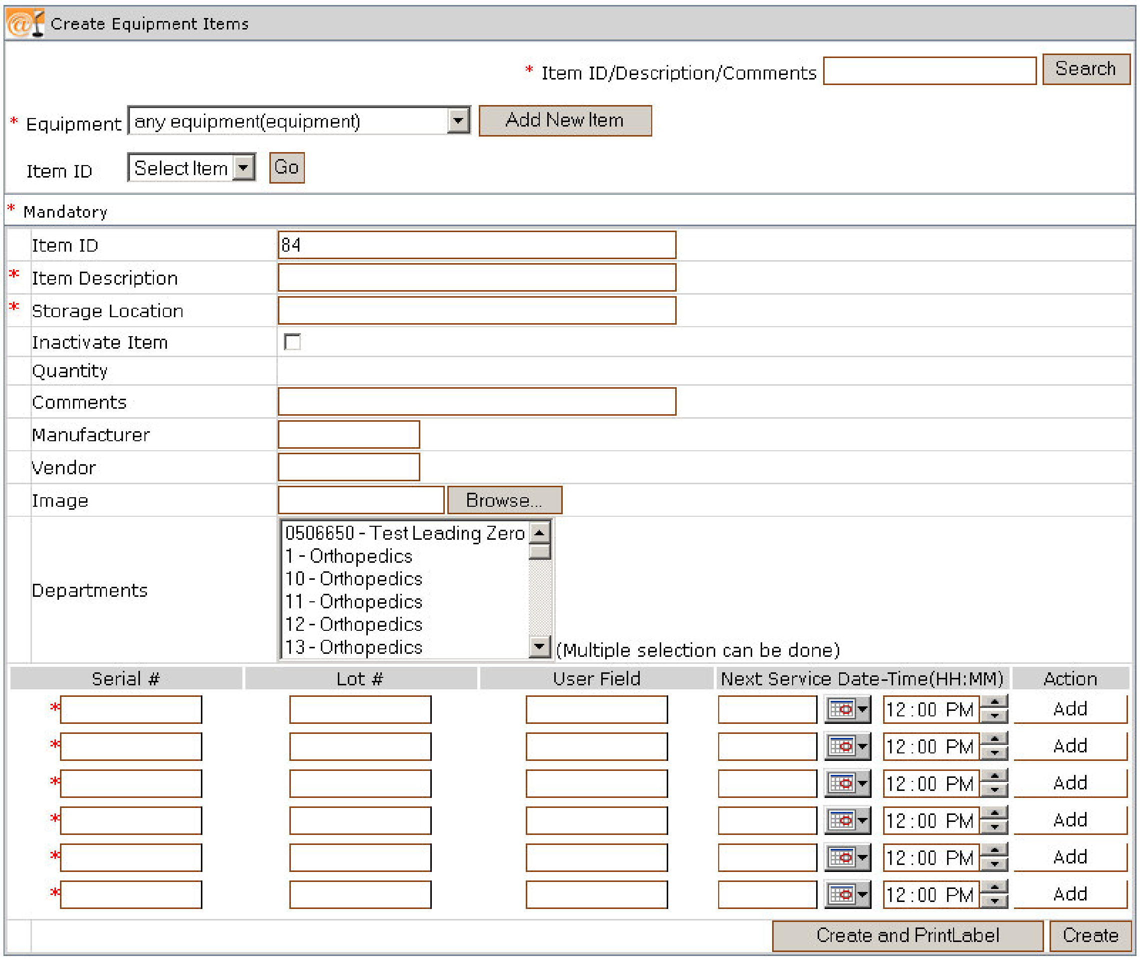


Figure 22

Note: All fields with a red asterisk are mandatory fields and must be entered.

Item ID – System automatically assigns a unique number.

Item Description – Enter a detailed item description.

Storage Location – Enter the location where the item is stored.

Inactivate Item – Check to inactivate item, Uncheck to Activate item.

Quantity – With Equipment, the quantity is automatically calculated based on item serial number entry.

Comments – Free form field to enter comments.

Manufacturer – Enter the name of the item manufacturer.

Vendor – Enter the Vendor name that you purchase the item from.

Image – Click the Browse button to select an image of the item.

Departments – Highlight the department id. To Select multiple Departments simply hold the CTRL button while clicking on items with mouse.

Serial # - Serial number of the Equipment item.

Lot # - Internal to organization, the Lot# of the Equipment item.

Next Service Date – Date and time of next service for this item if applicable.

Add – Adds the Serial number, Lot number, and Next Service date and time to this item. Notice after adding this information for an item, the *Add* button changes to *Inactivate.* To delete or inactivate this information from the item simply click on the *Inactivate* button.

To save, ***Click*** either the **Create and Print Label** button or the **Create** button. The **Create and Print Label** button allows you to print a bar code label to attach to the item.

Check In/Check Out

This function provides Ad hoc capability to check an item in or out. If a warehouse has individuals stopping by and wish to check out an item or check in an item, they may do so using this option: ***Figure 23***

Check IN

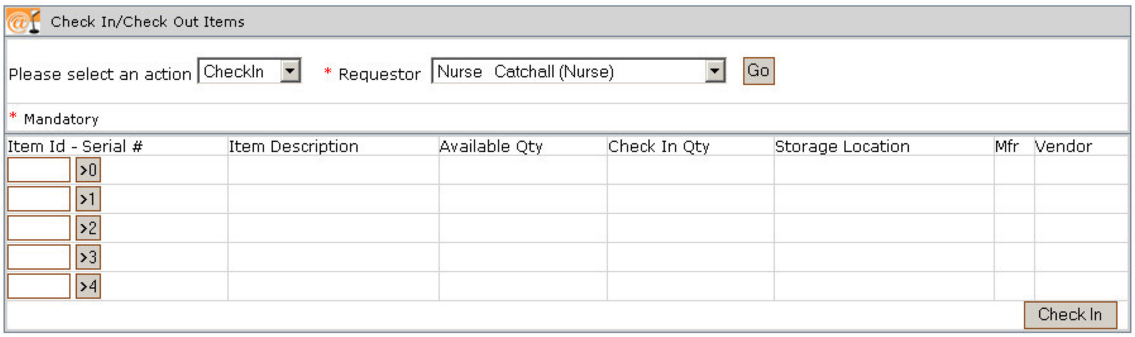


Figure 23

Note: The number of lines displayed can me modified, based on Product parameter settings by the @Par Administrator. (No. of records per page option).

The “Please select an action” field defaults to CheckIn. If you need to check an item out, click on the drop down box and select CheckOut.

Item ID – Either enter the item id number or scan* the bar code label of the item.

- ****PC must be equipped with scanner.***

To see the next screen, you either ***Scan*** the **item** or ***Enter*** the ***i*****tem manually** and ***Click*** on the number associated with the item (i.e. >0, >1).

Serial # - Enter Item serial number if required, then click on number (i.e. >0) and the following information should automatically fill with defaults from Item Description and Serial Number entered..

Item Description – Automatically defaults from Item Description entered for this item id.

Available QTY - Automatically defaults from QTY entered for this item id.

Check In Qty – Enter the item quantity you are checking in.

Storage Location - Automatically defaults from Storage Location entered for this item id.

Mfr - Automatically defaults from Manufacturer entered for this item id.

Vendor - Automatically defaults from Vendor entered for this item id.

When you are ready to check the item in, ***Click*** on the **Check In** button.

Check OUT

Select the Check In/Check Out menu option, and then select CheckOut from the “Please select an action” field.

You will receive the following screen: ***Figure 24***

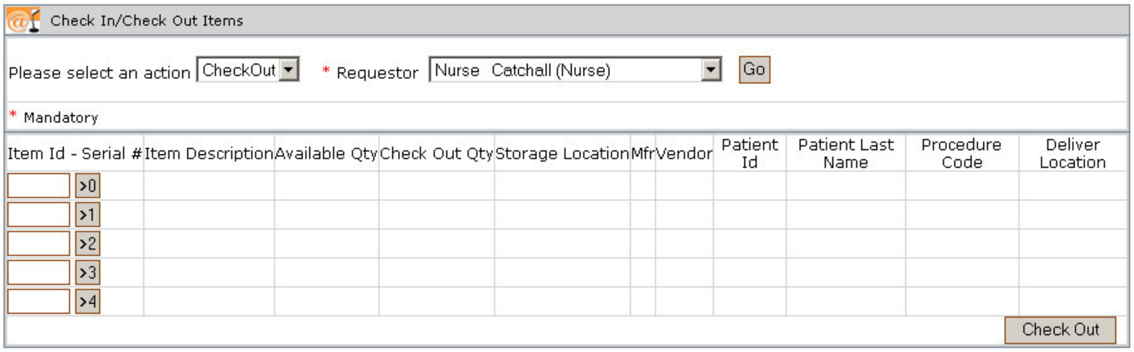


Figure 24

Item ID – Either enter the item id number or scan* the bar code label of the item.

- ****PC must be equipped with scanner.***

To see the next screen, you either scan the item or enter the item manually and ***Click*** on the button associated with the item (ex. >0, >1).

Serial # - Either enter or scan the Item's serial number.

Now you will receive the following screen: ***Figure 25***

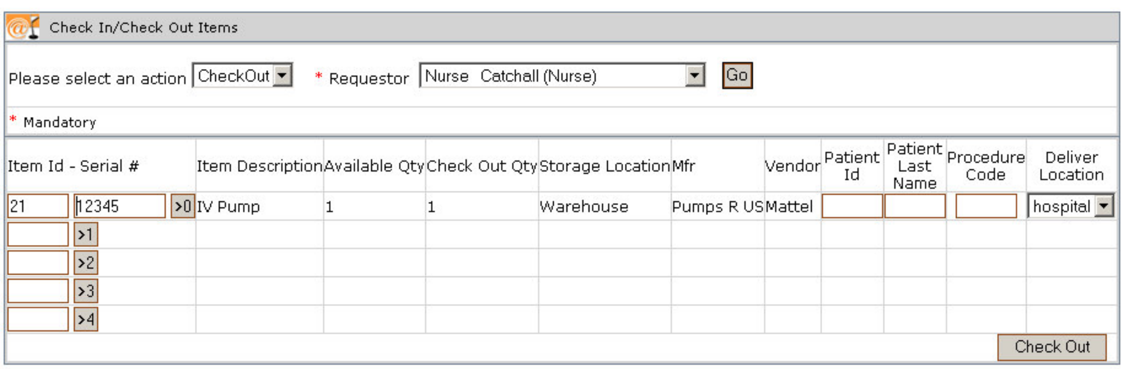


Figure 25

Item Description – Automatically defaults from Item Description entered for this item id.

Available QTY - Automatically defaults from QTY entered for this item id.

Check Out Qty – Enter the item quantity you are checking out.

Storage Location - Automatically defaults from Storage Location entered for this item id.

Mfr - Automatically defaults from Manufacturer entered for this item id.

Vendor - Automatically defaults from Vendor entered for this item id.

Patient ID - Automatically defaults from Patient ID entered for this item id.

Patient Last Name- Automatically defaults from Patient Last Name entered for this item id.

Procedure Code - Automatically defaults from Procedure Code entered for this item id.

Deliver Location - Automatically defaults from Deliver to Location entered for this item id but can be edited.

When you are ready to check the item in, ***Click*** on the **Check Out** button.

Daily Activity/Daily User Activity Reports

These reports will reflect Daily activity based on a date. Today's date will default automatically upon selecting this option. ***Figure 26***

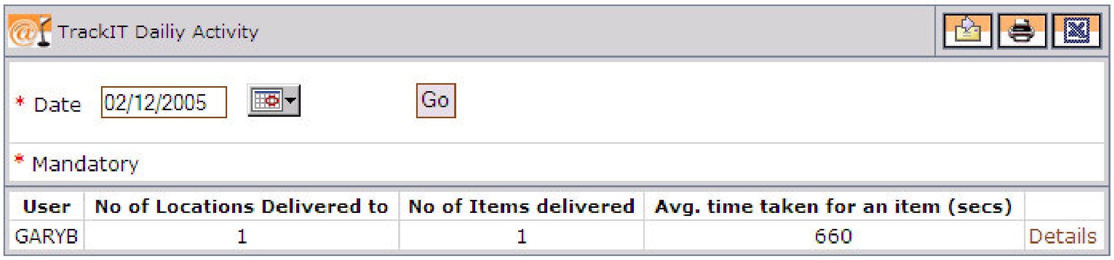


Figure 26

If there is no activity for the day selected you can modify the date and change it to a particular date. If there is no activity for this date, you will get the next screen: ***Figure 27***

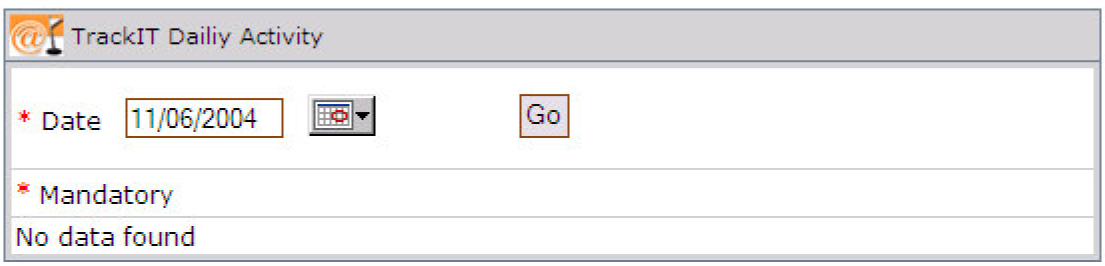


Figure 27

With all **@Par** reports, you have the ability to Email the report, Print the report, or Download the report into Excel. To perform any of these functions, simply ***Click*** the applicable icon in the upper right hand corner of the report.

Note that the ***"Details"*** button on the far right of the record is *Highlighted*: ***Figure 26*** ***Click*** on this for the detailed user report. See the next screen: ***Figure 28***

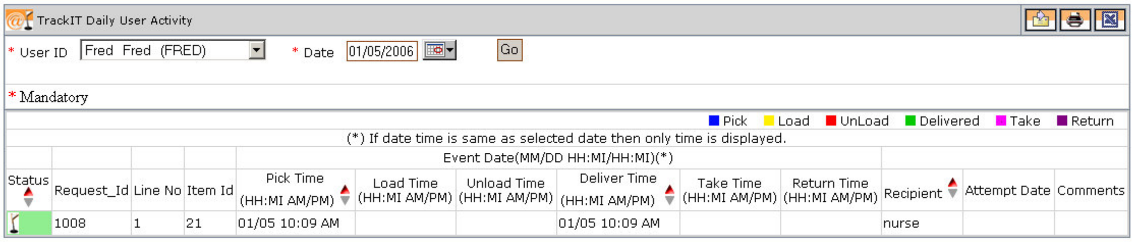


Figure 28

You could also get to this report by selecting the **Daily User Activity** report option on the menu.

When accessing from the menu, you will see there is a new Status option which allows you to select items that are in Pickup, Load, Unload, Deliver, Take, and Return statuses: ***Figure 29***

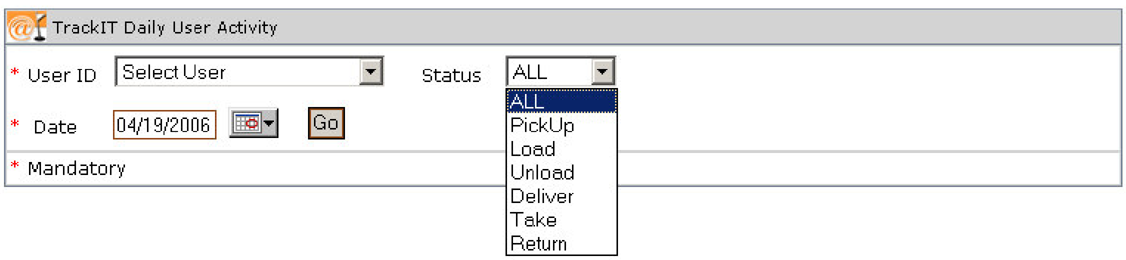


Figure 29

This will give you a detailed report of the daily activity: ***Figure 30***

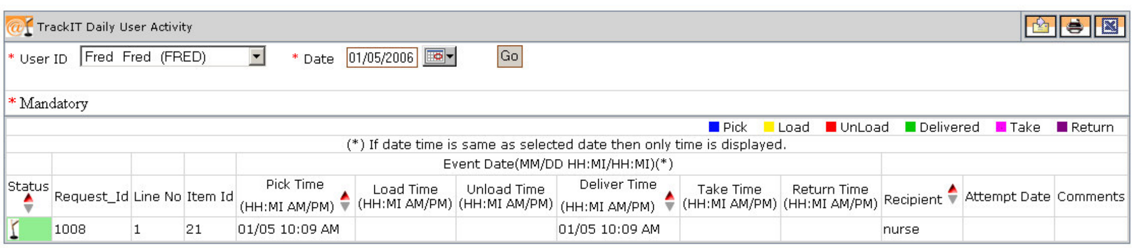


Figure 30

Status – Color coded with the legend at the top of the report:

- PICKED – Blue
- LOADED – Yellow
- UNLOADED – Red
- DELIVERED – Green
- TAKE – Pink
- RETURN – Purple/Maroon

Request_Id – *Requestor's* ID.

Line No. - Line number on the Order.

Item ID – Item number.

Pick Time – Time the driver/user Tapped the P button on the hand held.

Load Time – Time the driver/user Tapped the L button on the hand held.

Unload Time – Time the driver/user Tapped on the U button on the hand held.

Deliver Time – Time the driver/user Tapped on the D button on the hand held.

Take Time – Time the driver/user Tapped on the Take button on the hand held.

Return Time – Time the driver/user Tapped on the Return button on the hand held.

Recipient – Recipient's ID.

Attempt Date – Date and Time when the driver/user Tapped the Attempt button.

Comments – Comments entered on the Attempt screen.

Delivery Report

This is a summary report of all deliveries for a specific date range. After selecting this option you will get the following screen: ***Figure 31***

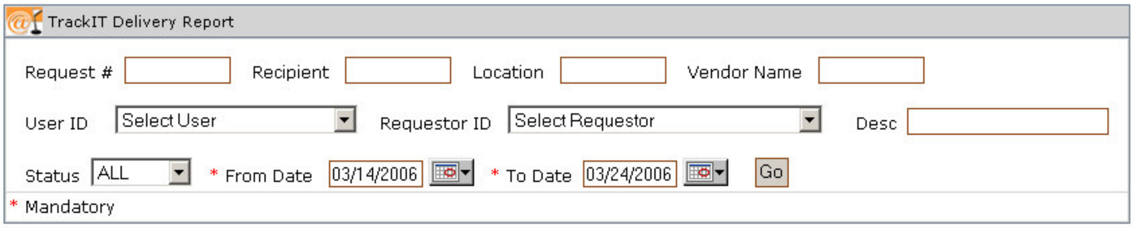


Figure 31

The fields in this section are your ***Search*** fields. You may run this report on Request #, Recipient, Location, Vendor name, User ID, Requestor ID, Status, Description and/or a Date Range.

Using just a date range you can see the report on the next screen: ***Figure 32***

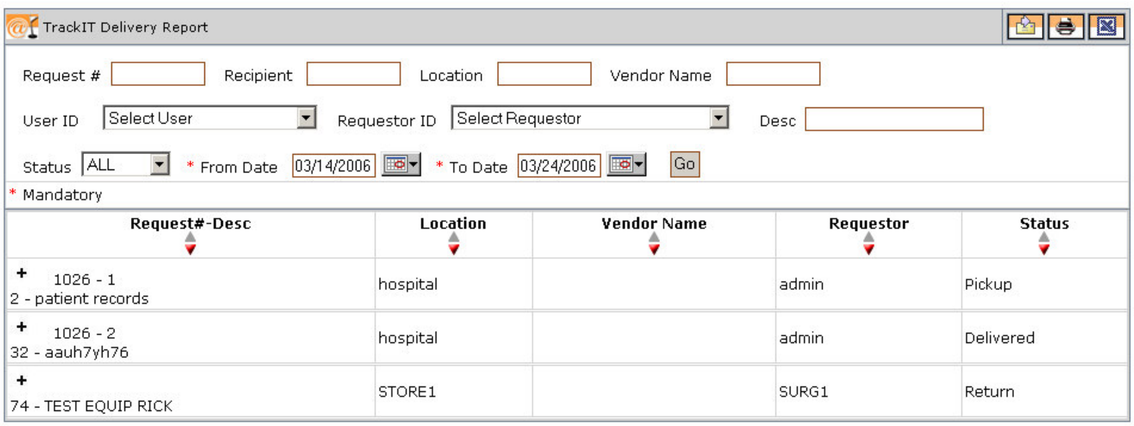


Figure 32

RequestNo- Desc - Request # - Line # and Item number plus description display.

Location – Location of item.

Vendor Name – Vendor Name.

Requestor – Name of the person, who requested the item

Status: This is the ***current*** status of this item, location - Picked, Loaded, Uploaded, or Delivered.

To see complete information, ***click*** the plus sign (+).

After ***clicking*** the **+** on one of the requests, the following screen will appear: ***Figure 33***

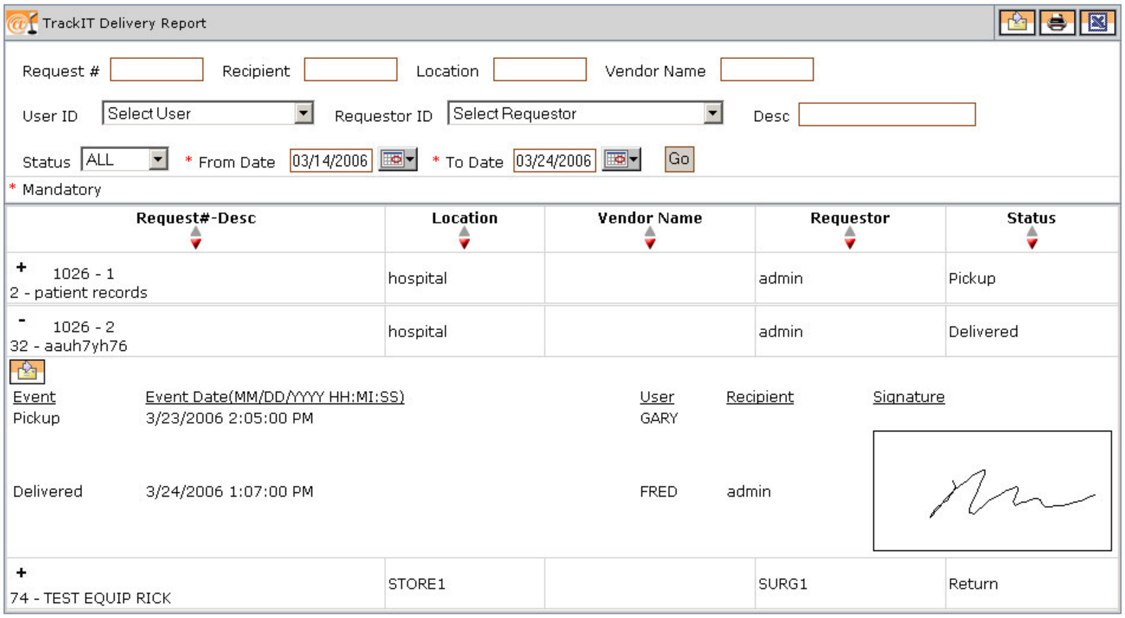


Figure 33

Now you can see that all pertinent information for this item/location is now on this report.

It will display all statuses such as Pickup, Delivered that have been completed and the time of that event.

It will display the UserID (Driver), Recipient, and the signature of the Recipient if acquired.

Destruction Report

This option will provide you with a list of items and their Destruction dates. This report will **ONLY** select items that have been identified as **BOX** types: ***Figure 34***

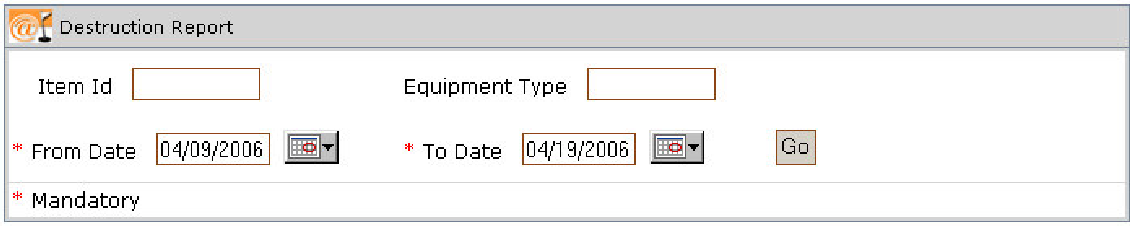


Figure 34

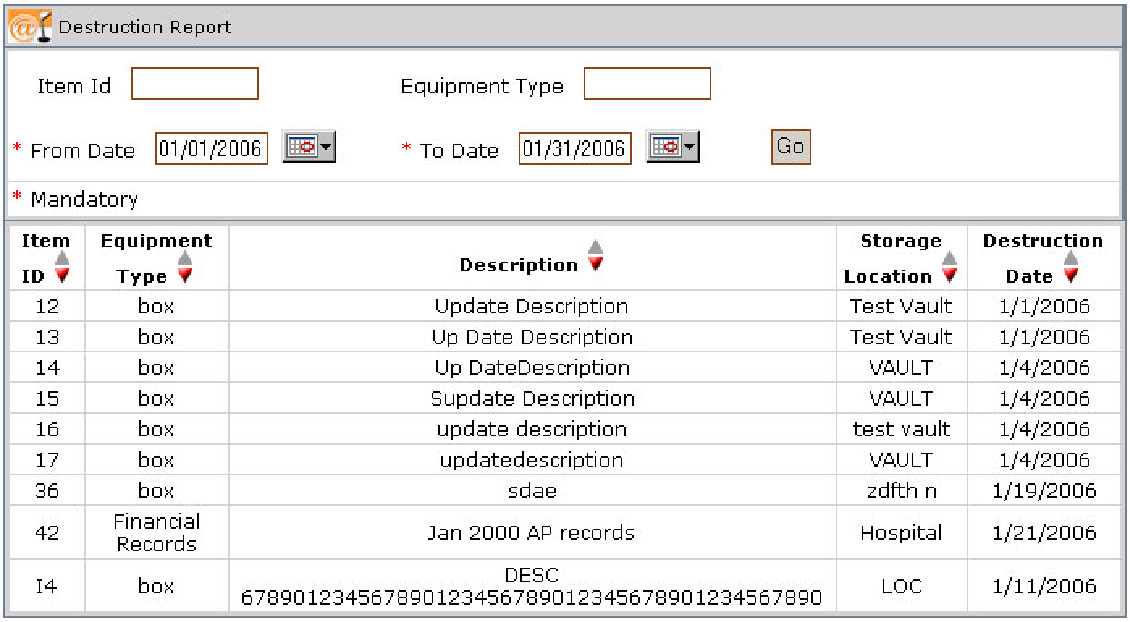
Item ID – Enter Item ID you are want to find. Leaving this option blank will return ALL items scheduled for destruction.

Equipment Type – Type of equipment to run the report.

From/To Date – Enter the through date range. If no items are marked for destruction you will receive the message “No data found”.

When you are satisfied with the above entries, ***Click*** the **Go** button.

When there is an item marked for destruction and you use this report, you will see the following screen: ***Figure 35***



Item ID	Equipment Type	Description	Storage Location	Destruction Date
12	box	Update Description	Test Vault	1/1/2006
13	box	Up Date Description	Test Vault	1/1/2006
14	box	Up DateDescription	VAULT	1/4/2006
15	box	Supdate Description	VAULT	1/4/2006
16	box	update description	test vault	1/4/2006
17	box	updatedescription	VAULT	1/4/2006
36	box	sdae	zdfth n	1/19/2006
42	Financial Records	Jan 2000 AP records	Hospital	1/21/2006
I4	box	DESC 678901234567890123456789012345678901234567890	LOC	1/11/2006

Figure 35

Item ID – Item ID number scheduled for destruction.

Equipment Type – Type of Equipment for this Item.

Description – Item description.

Storage Location – Physical location where this item is stored.

Destruction date – Date this item is scheduled for destruction.

The red triangles at the top of each column indicate that you may sort the data by column by clicking on it.

Inactivate Items

This option is used to easily “inactivate” multiple items in lieu of inactivating the items one at a time from the Manager Equipment Items option. Selecting the Inactivate Items menu option will give you the following screen: ***Figure 36***

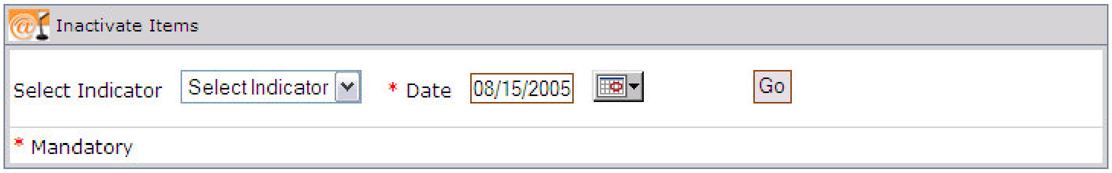
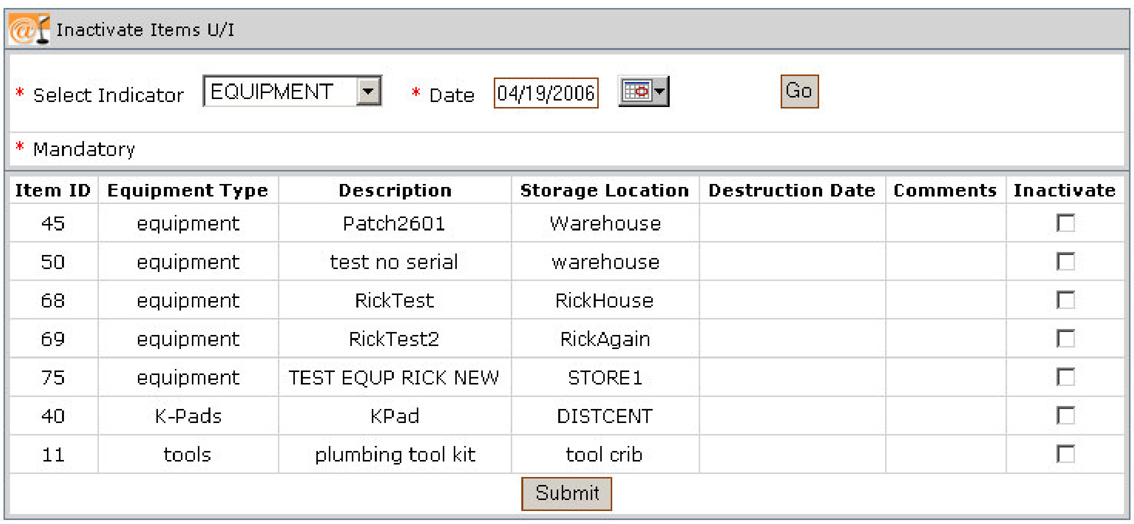


Figure 36

From the Select Indicator drop down window, select BOX, EQUIPMENT, or FURNITURE.

Enter a *through date* in the Date field and ***Click*** the **Go** button: ***Figure 37***



Item ID	Equipment Type	Description	Storage Location	Destruction Date	Comments	Inactivate
45	equipment	Patch2601	Warehouse			☐
50	equipment	test no serial	warehouse			☐
68	equipment	RickTest	RickHouse			☐
69	equipment	RickTest2	RickAgain			☐
75	equipment	TEST EQUP RICK NEW	STORE1			☐
40	K-Pads	KPad	DISTCENT			☐
11	tools	plumbing tool kit	tool crib			☐

Figure 37

This will display all items that are “active” through and including the chosen date. It will provide you with the Item ID, Equipment Type, Description, Storage Location, Destruction Date, Comments, and an Inactivate check box.

Note that the Inactivate field defaults with a check in the box. This means the item is not yet Inactivated but should be based on Destruction dates.

To ”inactivate” all items ***Click*** the **Submit** button.

If you need to “inactivate” only one or two item, check those you want to “inactivate” and ***Click*** the **Submit** button.

Item Master Report

Selecting the Item Master Report menu option will provide you with the following screen. This report is used to track all the Items: ***Figure 38***

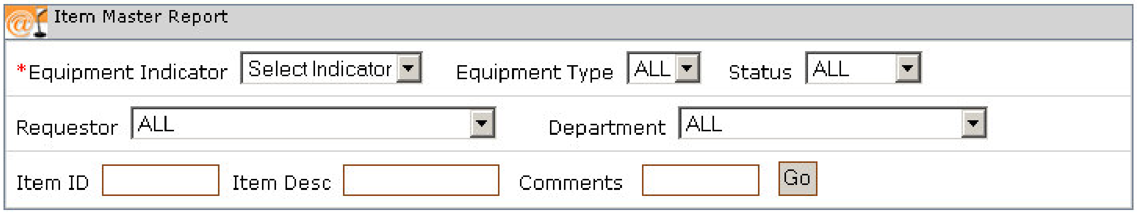


Figure 38

Equipment Indicator – Drop down window that you are required to select. Choose Box, Equipment, Furniture, or ALL. NOTE: If you select ALL, the Equipment Type drop down window will default to ALL.

Equipment Type – Dependent on Equipment Indicator selection. If you choose any option other than ALL from Equipment Indicator, the various Equipment Types will display in this field.

Status – setting to choose all items, active items, or inactive items.

Requestor – Either run for all which is the default, or select a Requestor from the drop down window.

Department - Either run for all which is the default, or select a Requestor from the drop down window.

Item ID – Leave blank for all or enter the Item Id.

Item Description – Leave bland for all or enter Item Description.

Comments – Comments entered during Item creation.

Click the **Go** button when all search parameters are entered or you are ready to view the Item Master report.

The following screen is displayed: ***Figure 39***

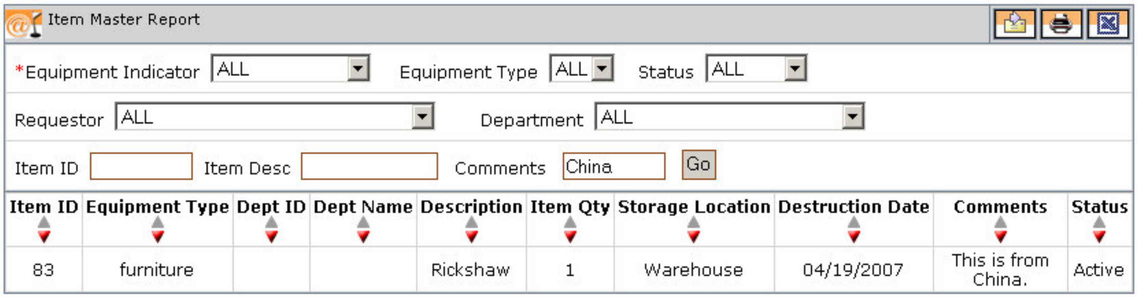


Figure 39

Item ID – Item number.

Equipment type – Type of equipment.

Department ID- Department ID.

Department Name – Department Name item delivered to.

Description – Item description.

Item Qty – Quantity.

Storage Location – Location where the item is stored.

Destruction Date – Date item is due to be inactivated or destroyed.

Comments – Any additional comments.

Status – Item status.

Equipment Tracking Report

Selecting the Equipment Tracking Report menu option will provide you with the following screen. This report is used to track all your equipment that has been checked out: ***Figure 40***

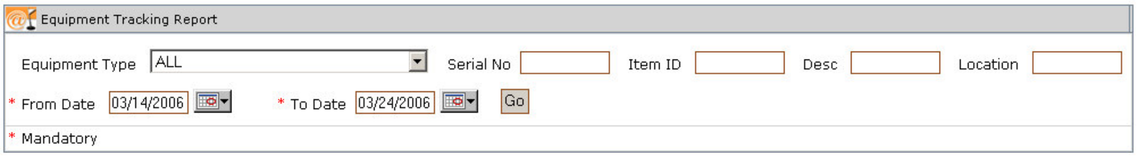
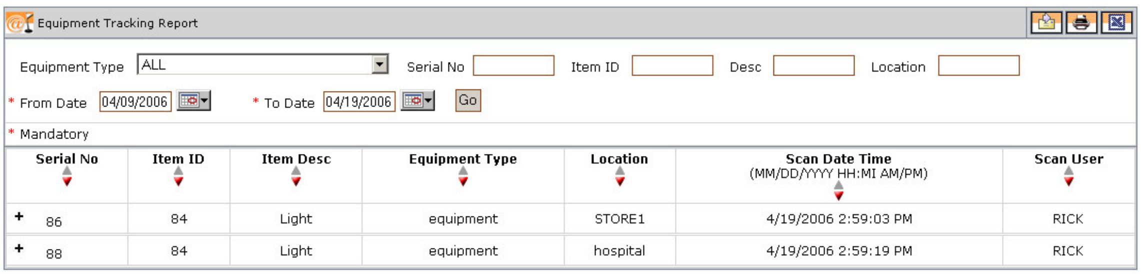


Figure 40

You can search by Equipment Type, Serial Number (Serial No), Item Id, Description (Desc), Location, and date range: ***Figure 41***



Serial No	Item ID	Item Desc	Equipment Type	Location	Scan Date Time (MM/DD/YYYY HH:MI AM/PM)	Scan User
+ 86	84	Light	equipment	STORE1	4/19/2006 2:59:03 PM	RICK
+ 88	84	Light	equipment	hospital	4/19/2006 2:59:19 PM	RICK

Figure 41

The screen above shows the user the Serial Number, Item ID, Item Description, Equipment Type, Location, Scan Date/Time, and Scan User information. To view further historical tracking details simply hit the **+ (plus)** option.

This will display more details and provide a sequential look at an equipments movement within the time frame requested: ***Figure 42***

- AA1	74	TEST EQUIP RICK	equipment	STORE1	3/24/2006 12:59:14 PM	RICK
				STORE1	3/24/2006 12:57:52 PM	RICK

Figure 42