

# Equipment Tracker User Manual

## Overview

This manual will give you a step by step explanation of how to install and operate the Equipment Tracker program. The program is used to manage personnel and equipment and to make it easier for an organization to track equipment transfers. This manual is divided by the program's functions so you may reference it at any time.

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## 1. Requirements

- PC running Windows XP or newer
- 1 PocketPC device with Windows Mobile 5 or newer
- 1 USB cable
- Basic understanding of navigating desktop and mobile file systems
- Administrative privileges

## 2. Instructions

### 2a. Installation

- Connect one end of the USB cable to a PC
- Connect the other end of the USB cable to a PocketPC
- Open "My Computer" on the PC and browse to the mobile device
- Pick a location on the device to transfer the setup file
- Transfer the setup file by dragging it from the Windows desktop to the location on the mobile device
- After transfer has completed, you may disconnect the USB cable
- On the mobile device, open "File Explorer" from the Programs menu
- Navigate to the location of the setup file and tap it
- Follow the on screen prompts to finish installation

## 2b. Main Screen

This screen is the default view of the program and is used to navigate to other screens. **Fig. 1** shows an example of the main screen with locations of the buttons. It is possible to return to the main screen by clicking the “OK” button in the top right corner the screen. See **Fig. 2** through **Fig. 7** for location of this button.

- **Navigation buttons:**
  1. Equipment – Loads the screen to add, edit, and remove equipment
  2. Personnel – Loads the screen to add, edit, and remove personnel
  3. Checkout – Loads the screen to sign out and sign in equipment to personnel
  4. About – Loads the screen to gain contact information for support



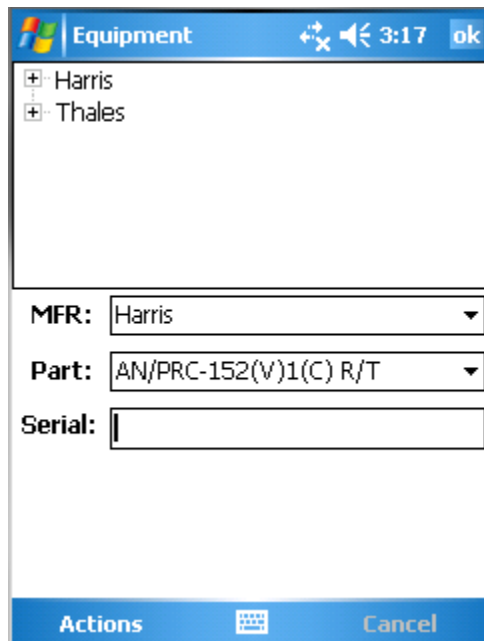
(Fig. 1)

## 2c. Equipment Screen

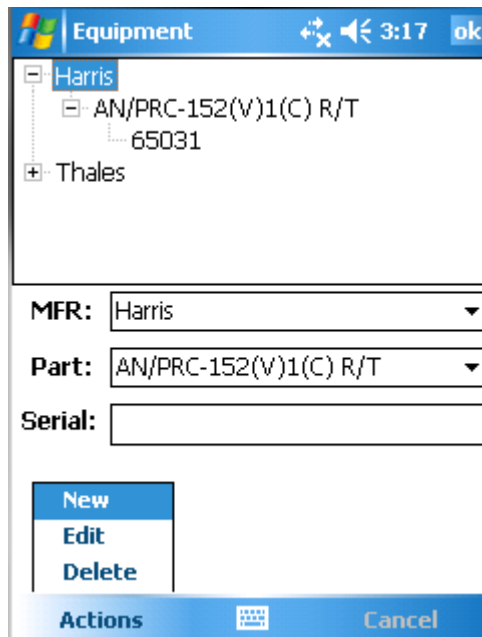
This screen is used to add, edit, and delete equipment and is split in two panels. The top panel contains a tree view used to browse saved equipment. The bottom panel contains drop down boxes to configure selected equipment.

**Fig. 2** shows an example of the default equipment screen with the “Actions” menu in the lower left corner.

- **Add Equipment**
  1. In the bottom menu, tap “Actions” and then “New” (See **Fig. 3** for location of menu)
  2. Use the “MFR” and “Part” drop down lists to configure the device
  3. Type in the serial number in the “Serial” text box
  4. To save, tap “Actions” and then “Insert”
  5. You can cancel at any time by tapping “Cancel”
- **Edit Equipment**
  1. Use the tree in the top panel to select an item (**Fig. 3** shows the tree expanded)
  2. Once selected, tap “Actions” and then “Edit” (See **Fig. 3** for location of menu)
  3. The bottom panel is now enabled for editing
  4. Change the manufacturer or part number using the provided drop down lists
  5. The serial number can be modified by tapping the “Serial” text box
  6. To save, tap “Actions” and then “Update”
  7. You can cancel at any time by tapping “Cancel”
- **Delete Equipment**
  1. Use the tree in the top panel to select an item (**Fig. 3** shows the tree expanded)
  2. Once selected, tap “Actions” and then “Delete” (See **Fig. 3** for location of menu)
  3. A confirmation dialog will now appear
  4. If you want to continue the deletion, click “OK” on the dialog
  5. If you want to cancel the deletion, click “Cancel” on the dialog



(Fig. 2)



(Fig. 3)

## 2d. Personnel Screen

This screen is used to add, edit, and delete personnel from the database. The screen is split in two panels. The top panel is a list of saved personnel. The bottom panel is a detailed view of personnel information. **Fig. 4** shows an example of the main Personnel screen with location of the “Actions” menu in the lower left corner.

- **Add Personnel**
  1. Tap the “Actions” menu and then the button labeled “New” (See **Fig. 5** for location of menu)
  2. Enter in all information on a new person (**Fig. 6** shows the insert screen)
    - Required information is Last, First, and EDI
  3. Once information has been added, tap “Insert” to save the person
  4. You can cancel at any time by tapping “Cancel” (lower right of **Fig. 4**)
- **Edit Personnel**
  1. Tap a person from the list to edit (top of **Fig. 4**)
  2. Tap the “Edit” button (**Fig. 5** shows “Actions” menu)
    - The personnel information is now editable
  3. Tap any fields you wish to edit and change the information as necessary
  4. When complete, tap the “Update” button to save the changed information
  5. Tap “Yes” on confirmation dialog if you wish to save the information
  6. Tap “No” to cancel changes and continue editing
  7. You may cancel the edit at any time by tapping the “Cancel” button
- **Delete Personnel**
  1. Tap a person from the list to select (top of **Fig. 4**)
  2. Once a person is selected, tap the “Delete” button (**Fig. 5** shows “Actions” menu)
  3. On the confirmation dialog, tap “Yes” to delete the person or “No” to cancel the delete

The screenshot shows the Personnel screen with a list of personnel at the top: Armes, George SGT; Bob, Barker CIV; Doe, John SPC; Naves, Christy LT; Q, Suzy CIV; Shihrer, Michael SRA; and Smith, Bob CIV. Below the list, the detailed view for George Armes is shown with fields for Last, First, Mid, EDI, Rank, and Branch. The bottom of the screen has an Actions menu and a Cancel button.

Personnel	3:18	ok
Armes, George SGT		
Bob, Barker CIV		
Doe, John SPC		
Naves, Christy LT		
Q, Suzy CIV		
Shihrer, Michael SRA		
Smith, Bob CIV		
Last:	Armes	
First:	George	
Mid:	M	
EDI:	1579378593	
Rank:	SGT	
Branch:	USA	
Actions		Cancel

(Fig. 4)

This screenshot is identical to Fig. 4, but with the Actions menu open, showing options for New, Edit, and Delete. The detailed view for George Armes remains the same.

Personnel	3:19	ok
Armes, George SGT		
Bob, Barker CIV		
Doe, John SPC		
Naves, Christy LT		
Q, Suzy CIV		
Shihrer, Michael SRA		
Smith, Bob CIV		
Last:	Armes	
First:	George	
Mid:	M	
EDI:	1579378593	
Rank:	SGT	
Branch:	USA	
New		
Edit		
Delete		
Actions		Cancel

(Fig. 5)

This screenshot shows the Personnel screen with the detailed view for George Armes. The fields for Last, First, Mid, EDI, Rank, and Branch are empty, indicating the insert screen. The bottom of the screen has an Actions menu and a Cancel button.

Personnel	3:19	ok
Armes, George SGT		
Bob, Barker CIV		
Doe, John SPC		
Naves, Christy LT		
Q, Suzy CIV		
Shihrer, Michael SRA		
Smith, Bob CIV		
Last:		
First:		
Mid:		
EDI:		
Rank:		
Branch:	USA	
Actions		Cancel

(Fig. 6)

## 2e. Check Out Screen

This screen is used to check out saved equipment to personnel and to return signed out equipment to the inventory.

**Fig. 7** is an example of the “Check Out” screen with locations of all controls.

- **Check out equipment**
  1. Tap a person from the “Personnel” list (left side of **Fig. 7**)
  2. Select an equipment item from the “Equipment” list (right side of **Fig. 7**)
  3. Tap “Sign Out” to sign out the selected equipment to the personnel (**Fig. 7**)
    - Signed out equipment will not be displayed in the equipment list
- **Check in equipment**
  1. Tap an entry in the “Equipment Signed Out” list (bottom half of **Fig. 7**)
  2. Tap the “Sign In” (bottom right corner **Fig. 7**) button
    - Equipment is returned to the “Equipment” list

The screenshot shows a mobile application interface titled "CheckOut". At the top, there is a status bar with a Windows logo, the title "CheckOut", a signal strength indicator, a battery icon, the time "3:20", and an "ok" button. Below the status bar, there are two main sections. The top section contains two lists: a "Personnel" list on the left and an "Equipment" list on the right. The "Personnel" list includes: Armes, George SGT; Bob, Barker CIV; Doe, John SPC (highlighted); Naves, Christy LT; Q, Suzy CIV; Shihrer, Michael SRA; and Smith, Bob CIV. The "Equipment" list includes: 65031 (highlighted) and 536813. Below these lists are two input fields: the left one contains "9876543210" and the right one contains "65031". At the bottom of the screen, there is a large list titled "Equipment Signed Out" which includes: "503277 - Shihrer, Michael J SRA" (highlighted) and "208969 - Doe, John L SPC". At the very bottom, there is a blue bar with two buttons: "Sign Out" on the left and "Sign In" on the right, with a small "CHECK OUT" button in between.

Personnel	Equipment
Armes, George SGT	65031
Bob, Barker CIV	536813
Doe, John SPC	
Naves, Christy LT	
Q, Suzy CIV	
Shihrer, Michael SRA	
Smith, Bob CIV	

9876543210	65031
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503277 - Shihrer, Michael J SRA
208969 - Doe, John L SPC

Sign Out CHECK OUT Sign In

(Fig. 7)