

Norming Asset Management

Asset Tracking User Guide

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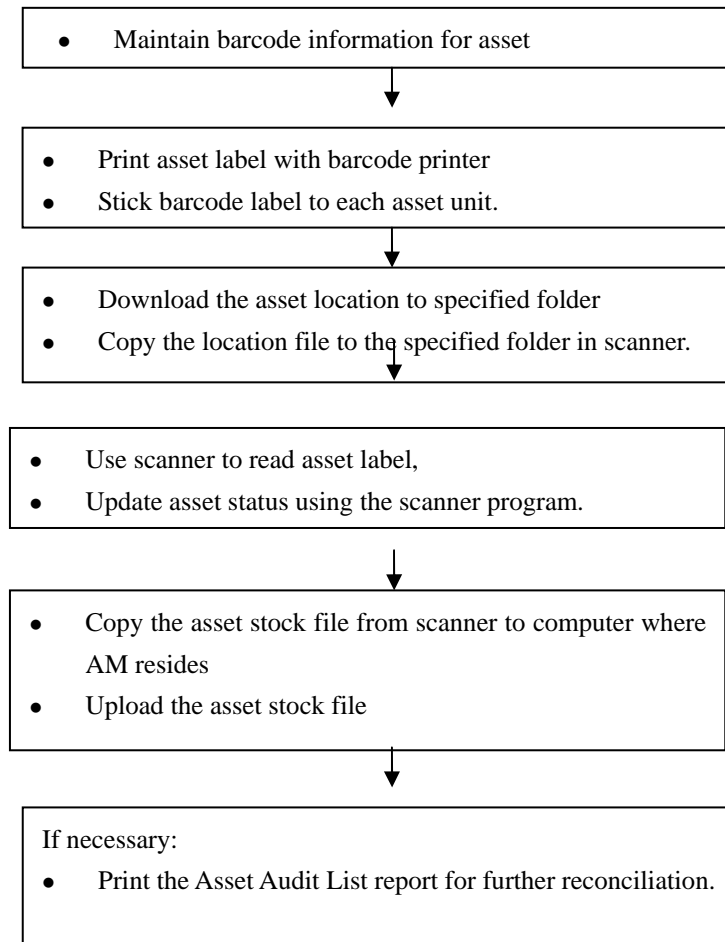
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Overview

This user guide is based on Norming Asset Management 5.4A with Service Pack 2.

This user guide introduces the asset tracking facility in Norming Asset Management.

Illustrated as below is the work flow chart for asset tracking.

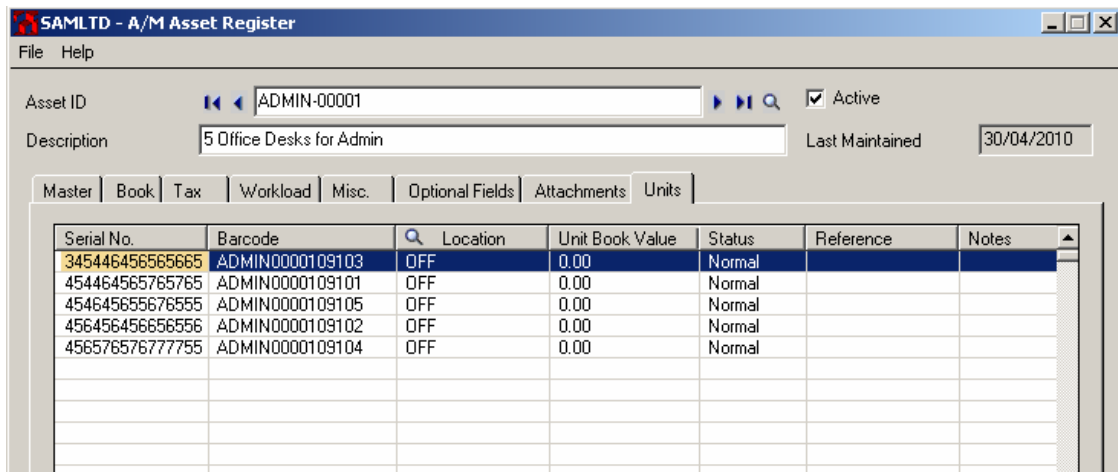


Maintain barcode information for asset

You can input the asset barcode information in asset register manually, or import asset barcode information.

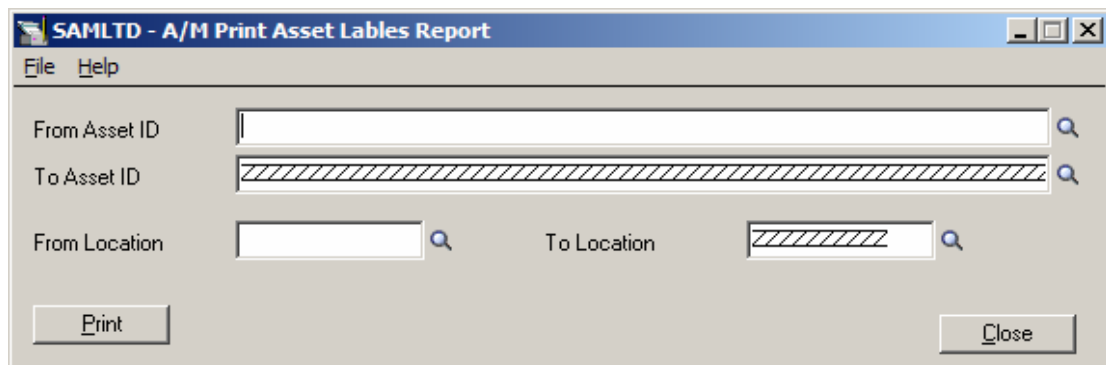
To input the asset barcode information in asset register,

1. Select the Asset Register icon in Asset Accounting module, and then locate the asset you will work on.
2. Go to the Units page, and then input the barcode information for asset unit one by one;



Print Asset Labels

Asset label is useful to identify each unit of asset. If you have maintained the unit information in Unit Page of asset register, you can print label for each asset unit. In asset label, you can find out bar-coding, asset id, asset description, serial no., location and responsibility for each unit.



To print the asset label

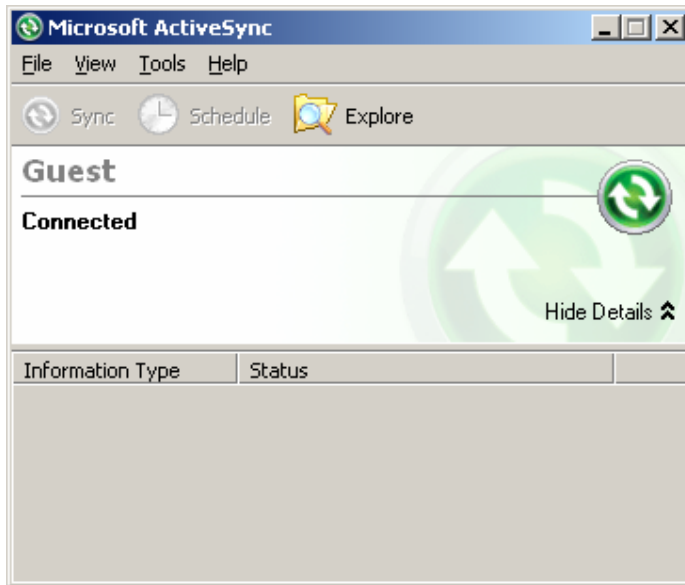
1. Choose the Asset Labels icon from the Asset Reports window.
2. Specify the asset range to print.
3. Specify the asset location to print.
4. Choose Print.

Install the barcode scanner program

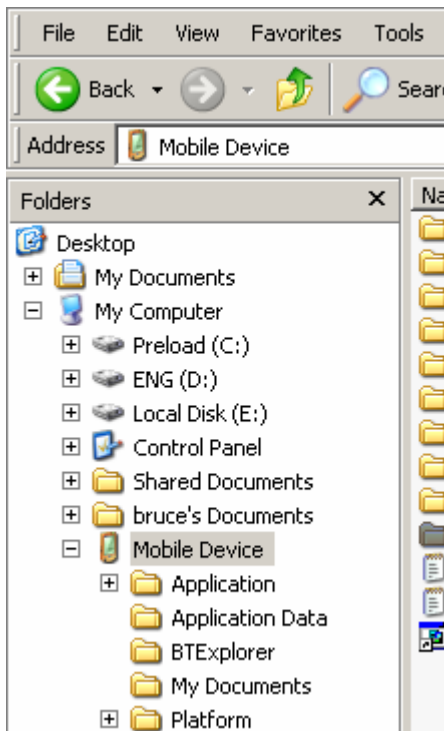
Before using the barcode scanner to count assets, you need to connect the specific scanner with the computer where Norming Asset Management has been installed, and install the barcode scanning program on it.

To connect scanner with a computer

1. Install ActiveSync tool on the computer, which is provided by Microsoft. You can download it from www.microsoft.com/downloads or from the product resource center on www.norming.com.
2. After the scanner is connected, the Microsoft ActiveSync will automatically recognize the mobile device and make it available in Windows Explorer.

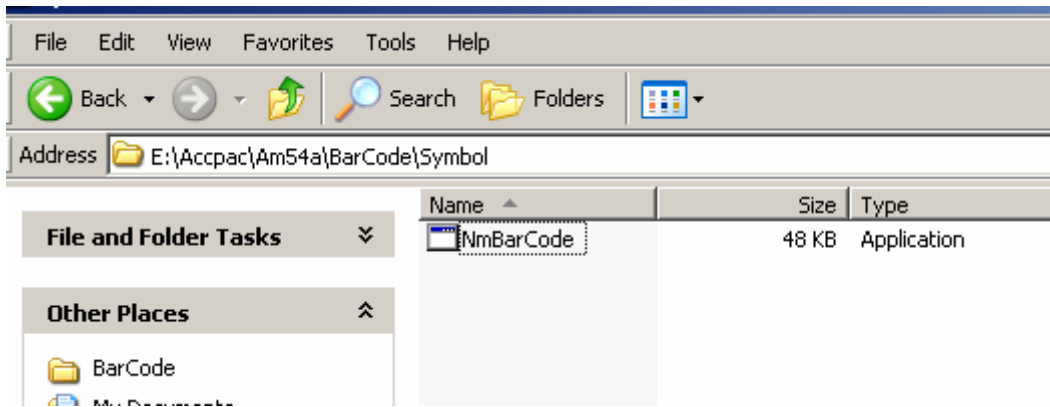


- 3 Use the Windows Explorer to manage the file folders in scanner:



To install the barcode scanner program on scanner device,

1. The barcode programming is included in \Am54A\Barcode\ directory, and there is a separate sub-directory for each supported device. At the moment AM54A recommends the Symbol scanner.

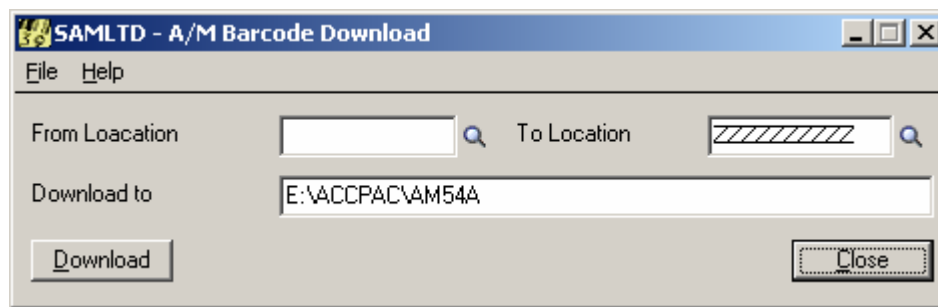


2. After scanner is connected with the computer where AM resides, copy the program file NmBarCode.EXE to a folder in scanner by Windows Explorer.

After you go to scanner and locate the scanner program, you can run it to read the asset label and update the asset status.

To download the asset location information from Norming Asset Management to the scanner,

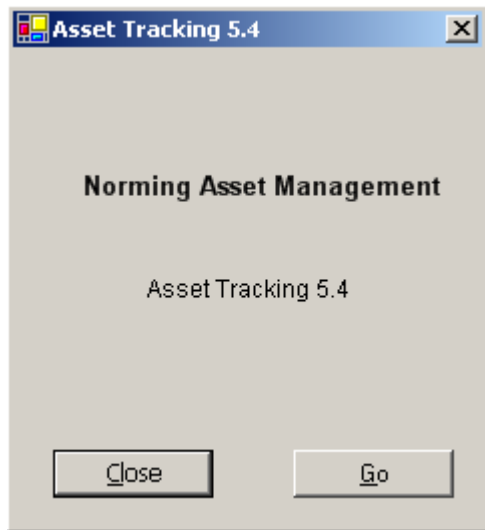
1. Select the Barcode Download icon in Asset Tracking module,



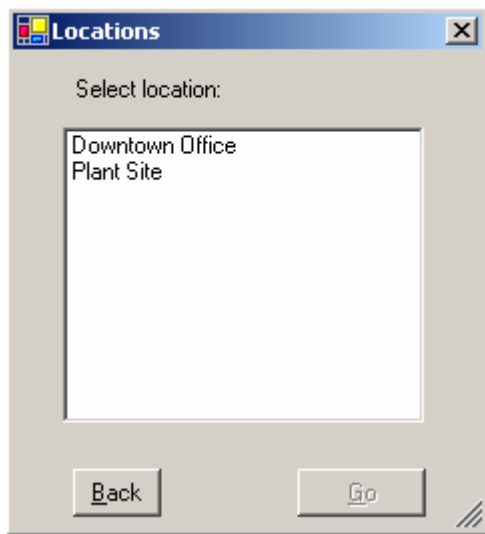
2. Select the range of locations to download;
3. Specify the directory where to place the location file.
4. Click the Download button. The download process will export the asset locations to a text file name location.txt in the specified folder.
5. Connect with the scanner and then copy the text file location.txt to the folder where the barcode scanner program resides.

Run the barcode scanner program

1. Start the scanner device, and locate the barcode scanner program file NmBarCode.exe, and then press the Enter key on the keyboard of scanner to have the following screen:



2. Click Go button to have the location selection screen:



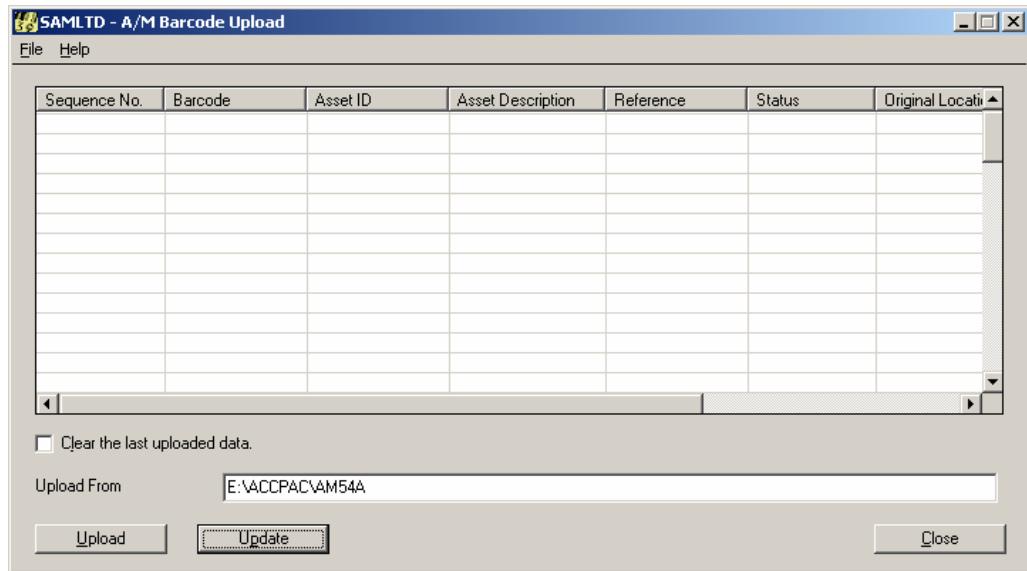
3. Select a location to work on, and then click Go button
4. Press the Scan key on the scanner to read the asset label.
5. Update the asset status or enter some comments if needed.
6. The scanner program will generate a text file named stock.txt and save the scanned asset unit in it.

Upload the asset information

After you finish the asset counting with scanner, you can upload the updated asset unit information to Norming Asset Management to update the location and status of asset unit.

To upload barcode information into system:

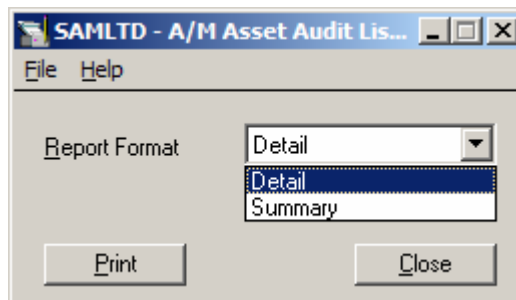
1. Connect the barcode scanner with a computer where Norming Asset Management resides.
2. After Microsoft ActiveSync recognizes the scanner, you can use the Windows Explorer to copy the stock.txt file to the file folder where Norming Asset Management resides.
3. Login the Sage Accpac and go to AM Asset Tracking module, open the Barcode Upload screen as below:



4. Specify the directory where the stock file is placed.
5. Click Upload button.

Asset Audit List

After you upload the asset information from the scanner, you can print the Asset Audit List report for reconciliation.



To Print Asset Audit List report:

1. Select Asset Audit List from the Asset Tracking report group
2. If you want to print the system quantity, the quantity from barcode device and their difference, select Summary report format.
3. If you want to print the quantity information, the attached serial number and barcode number, select Detail report format.
4. Click Print button.