VIZUAL

BUSINESS TOOLS

Asset Tracker
Quick Start Guide

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TABLE OF CONTENTS

ASSET TRACKER

Welcome to Asset Tracker from Vizual Business Tools. This Quick Start Guide introduces the basic features and functions of Asset Tracker. Included are introductions to recording detailed information about assets, and printing associated records, letters and reports.

For complete instructions on these and many other Asset Tracker features you can:

- Refer to the online help included in the software
- Use the electronic copy of the 270 page User's Guide supplied on the CD with this software (see the following note)
- Purchase a printed copy of the User's Guide from Vizual Business Tools — to order call Vizual Sales at 0208 249 6044

Note*: To view the electronic copy of the User's Guide supplied on the CD with your software, you need Adobe Acrobat Reader 4.0. There is a copy of the Reader on the CD (ensure you select the option to install it when installing the software) or you can download a free copy of the Reader from www.adobe.com.*

Registering Your Software

To receive customer support and information on the latest personnel management software, register your software. Complete the enclosed registration card and send it to Vizual Business Tools Ltd.

Installing Asset Tracker

1. Start Windows 95/98 or NT.
2. Place the Asset Tracker CD-ROM in the CD-ROM drive.

   If the Setup program does not start automatically:

   - Click the Start button on the Taskbar and select Run from the popup menu.
   - Type **x:\setup.exe** where X is the drive letter of your CD-ROM drive, then click the OK button.
3. Follow the instructions on the screen. When the installation is complete, a message appears indicating successful installation.

Starting Asset Tracker and Logging In

1. From the Start menu, select Programs>Vizual Business Tools>
   Asset Tracker>Asset Tracker

   -or-

   Double-click the Asset Tracker icon on the desktop.
2. In the Login dialog, type a password of **password** and click OK.
3. In the Select Database dialog, select Example Database.

Setting Up Asset Tracker

To set up Asset Tracker, set the display settings, enter details about your organisation and set up word processing and diary preferences.

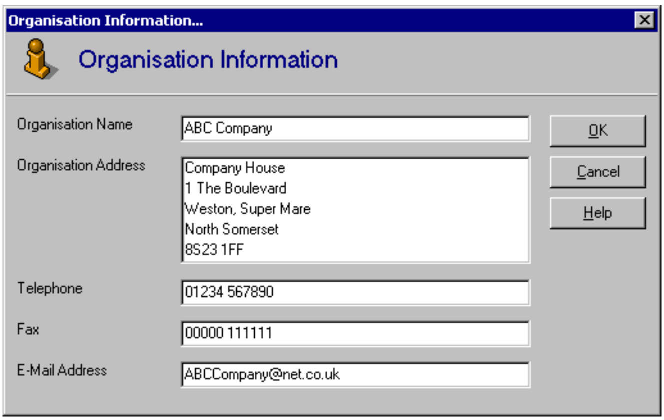
Setting Display Formats

Asset Tracker uses the Windows Regional settings to display dates and currencies. Ensure that dates are displayed and entered in a four-digit year format and that the currency is set to your local currency. For more information on how to change these, see the User's Guide or online help.

Entering Company Information

Enter details about your organisation. The name you enter for your organization is used when printing reports and generating letters.

1. Select Company Information from the Company menu.



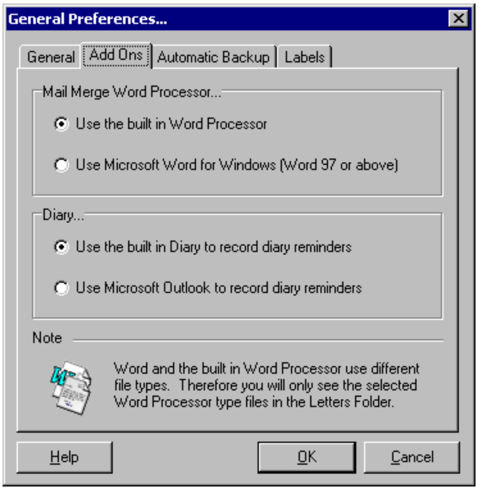
2. Type the information for your organisation and click OK.

Setting Preferences

In addition to specifying preferences for viewing and backup scheduling, you can chose the built-in word processor or Microsoft Word. You can also choose to use the built-in diary or Microsoft Outlook. For full details on setting preferences, see the User's Guide or online help.

To specify which word processor and diary to use, do the following:

1. Select General Preferences from the Tools menu.
2. On the General Preferences screen, click the Add Ons tab.



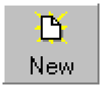
3. Set the word processor and diary reminder application you want to use by clicking the appropriate option. If you select Microsoft Word or Microsoft Outlook, the applications must be fully installed on your computer.
4. Click OK.

Adding Information about an Asset

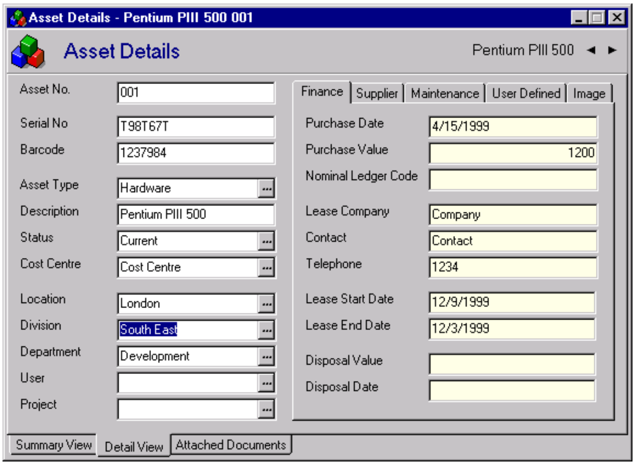
This section explains how to add basic information about an asset.

After you add the asset's record, you can later locate the asset's record for viewing, updating, printing or deleting. You can also create groups of assets for easier searching and reporting. For detailed instructions, see the User's Guide or online help.

1. Click the Asset Details button on the Assets shortcut bar.



2. On the Record toolbar, click the New button.



3. First, enter an Asset Number for the new asset. This field is mandatory and must be unique.
4. Press the Tab key on your keyboard to move to the next fields. Fill in as much or as little data as you want.
5. Click the Finance, Supplier, Maintenance, User Defined and Image tabs to view data for those categories. Information on these tabs (except image) appear once you enter the data in the additional asset categories.

6. When you are finished, click Save to save your changes, or the Cancel button to cancel changes that you made.

Adding Additional Information about an Asset

Use the other buttons on the Assets shortcut bar to maintain additional information about each asset. Use the same method for entering the additional information as you did for adding an asset. For full instructions, see the Asset Tracker User's Guide or online help.

Asset Details

Lease Hire

Finance

History

Audit

Notes

Suppliers

Label History

Incident Log

Correspondence History

Adding Maintenance Information

Use the buttons on the Maintenance shortcut bar to maintain additional information about maintenance . Use the same method for entering the additional information as you did for adding an asset. For full instructions, see the Asset Tracker User's Guide or online help.

Maintenance

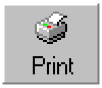
Service Log

Maintenance Company

Printing an Asset Record

You can print an asset card, which contains all of the data entered on the Asset Details screen.

1. On the Asset Details screen, do either of the following:



   - Click the Print button on the Record toolbar.

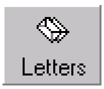
     – or –

   - Select Print from the File menu.

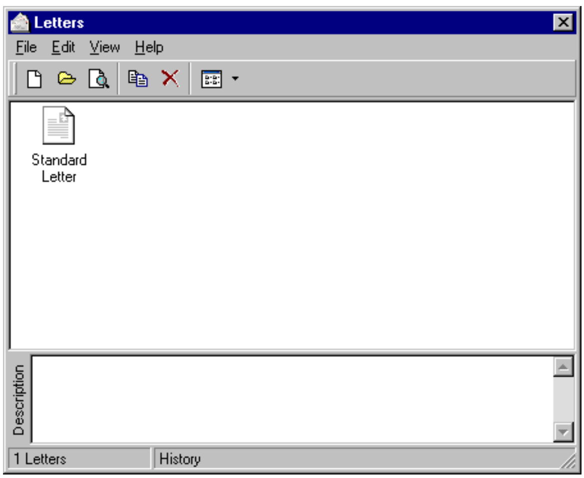
   A Print Preview screen is displayed, from which you can print it on your printer.

Printing Letters

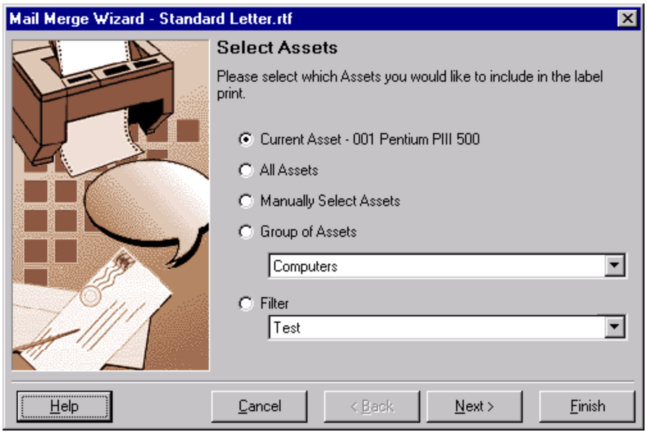
Asset Tracker contains a number of standard letters you can use. You can also easily create an unlimited number of your own letters or modify the existing letter. See the User's Guide or online help for instructions.



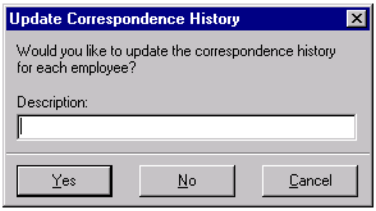
1. On the Tools toolbar, click the Letters button.



2. Double-click the template you want to print.

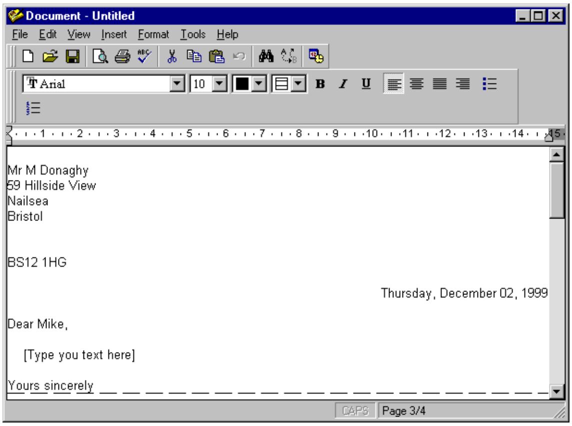


3. To select the current asset, click the Current Asset option.
4. Click Finish and indicate if you want this letter to appear as a document in Correspondence History.



- To record this document in Correspondence History, type a description and click the Yes button.
- To prevent this document being recorded, click the No button.

5. Customize the document. Depending on the add-on preference you set, the Asset Tracker word processor or Microsoft Word appears displaying the letter.



Add or change the information in the letter. For information about the word processor, see the User's Guide or online help.

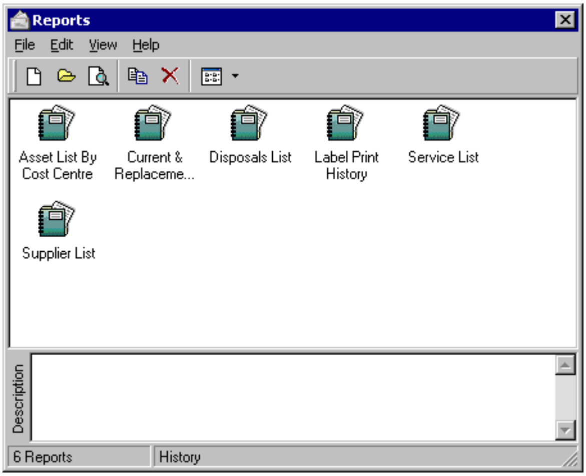
To print the letters, click Print on the word processor screen.

6. When finished, select Exit from the File menu.

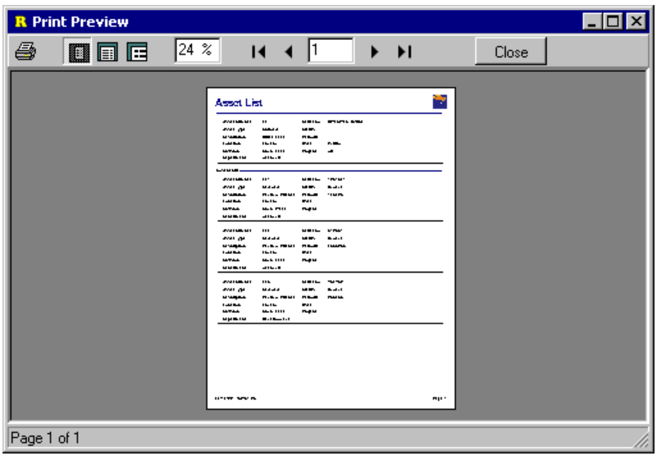
Printing Reports

Asset Tracker contains a number of standard reports including a listing of asses by cost centre and service. You can easily create an unlimited number of your own reports or modify the existing reports; see the User's Guide or online help for instructions.

1. On the Tools toolbar, click the Reports button.



2. Double-click the template you want to print.



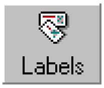
3. To print the report, click Print on the Print Preview screen.
4. When finished, click the Close button on the Print Preview screen.

Printing Asset Labels

Asset Tracker comes with several label templates that you can use right away to print labels for your assets. Alternatively, you can modify these standard templates or create your own layouts.

To print a label:

1. Do one of the following.

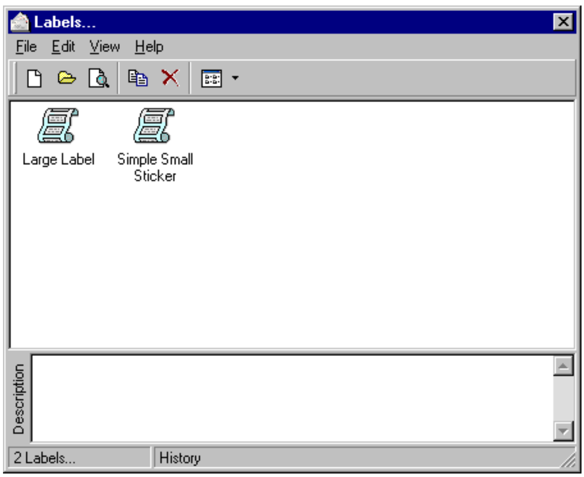


- On the Tools toolbar, click the Labels button.

  – or –

- Select Labels from the Tools menu.

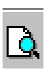
The Labels screen appears.



2. Choose the labels template to be used for printing the labels.

- Double-click the template you want to print.

-or-

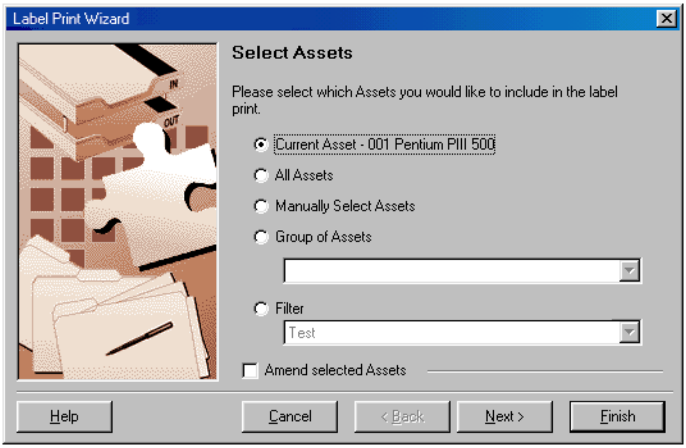


- Select the template and click the Preview button on the Labels screen.

-or-

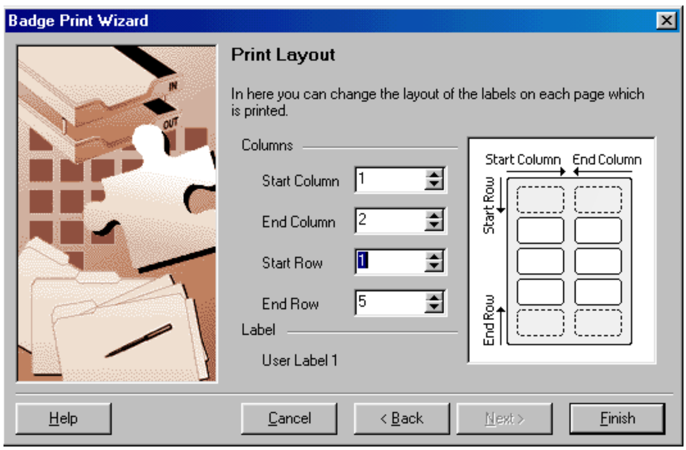
- Select the template and select Preview from the File or shortcut menu.

The Label Print Wizard appears.



3. Select the assets you want to print labels for.
4. Click Finish and specify in which positions labels are to print on the label sheet.

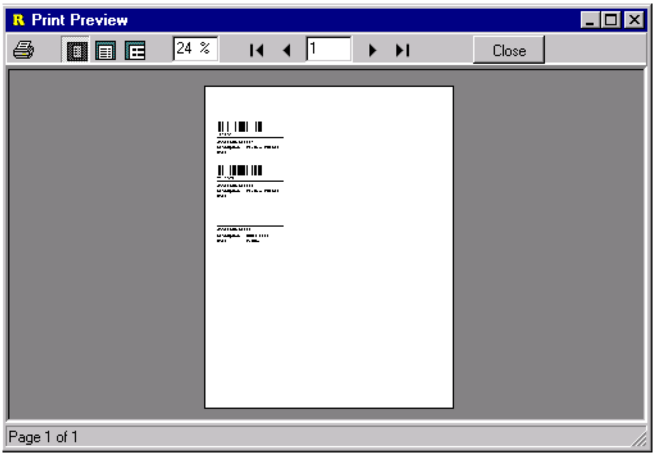
   The Print Layout screen appears.



   Type the start and end column where labels are to start printing as well as the start and end row. Check the positions displayed on the left; they should match the positions where the labels are to be printed on the sheet.

5. Click Finish, verify the label print positions, then print the labels.

The Print Preview screen appears.



To print the labels, click the Print button on the Print Preview screen.

6. When finished, click the Close button on the Print Preview screen.

Working with Images

With Asset Tracker, you can capture photographs of assetss.

Setting Up Your Camera

This section contains installation and startup instructions for the following Asset Tracker recommended video capture devices:

- Creative Video WebCam II (parallel port connection)
- Intel Create and Share Camera Pack (USB port connection)

Setting Up the Intel Create and Share Camera Pack

If you are using a Universal Serial Bus connection, your computer's Universal Serial Bus (USB) port must be enabled before you can use the Intel Create and Share Camera Pack or any other camera connected via a USB Port.

1. Insert the Camera Install CD-ROM into your CD-ROM drive.
2. Follow the instructions on the screen for installing the software.
3. Reboot your system.
4. Connect the camera to your USB port.
5. Follow the on-screen instructions to install the camera drivers.
6. Run the camera's configuration program to set the camera up.

Setting Up the Creative Video WebCam II

Connect the camera and install the camera drivers according the instructions in the Video Blaster WebCam II Getting Started guide.

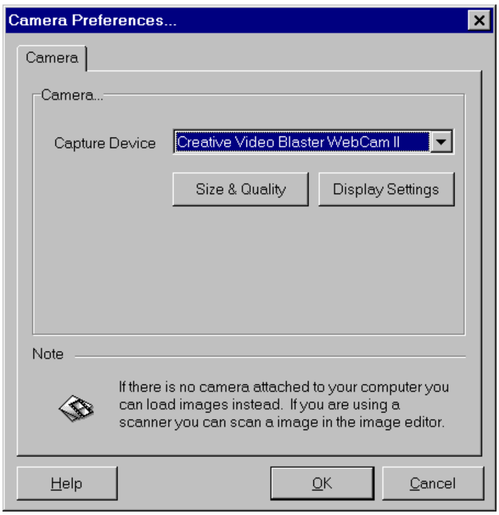
As outlined in the WebCam guide, the WebCam plugs into your computer's parallel port and keyboard. If you do not have a free parallel port, you need to unplug your printer and use that port, install an interface card with a parallel port in your computer or use an A/B parallel port switch box.

1. Connect the WebCam II to your parallel port and keyboard.
2. Reboot your system.
3. Insert the WebCam II CD-ROM into your CD-ROM drive.
4. Follow the on-screen instructions to install the drivers.

Viewing or Selecting the Camera Driver

The camera driver for your camera is installed after you complete the camera driver installation procedures described above. In Asset Tracker, you can verify the camera driver or select a different driver if you install software for another camera or receive an updated driver.

1. Select Camera Preferences from the Tools menu.



2. Select the driver from the Capture Device drop-down list, then click OK.

Adjusting Camera Settings

After the camera is connected, you can adjust some settings in Asset Tracker. Available settings depend on the camera that is installed. For more information, see your camera's documentation.

1. Select Camera Preferences from the Tools menu.
2. Do one or more of the following:
   - To set image size and quality, click Size and Quality.
   - To view and adjust the display settings, click Display Settings.
3. When you finish the adjustments, click OK.

Adding a Photograph to an Asset Record

You can capture and save an asset's picture as part of an existing asset's record using the camera you installed.

You can also import an image file created by other capture devices such as scanners or other digital cameras. For more information, see the User's Guide or online help.

Asset Tracker has a complete set of editing tools for enhancing images. For information on how to enhance images, see the User's Guide or online help.

To add a picture to an assets's record:

1. Ensure that the correct camera driver is selected.
2. Create or display the asset's record. Then click the Image tab.
3. Adjust the camera's focus or make adjustments for positioning, brightness, and contrast. For additional instructions, see "Adjusting Camera Settings" on page 18.
4. Click the Change Photo button.
5. In the Amend Photo dialog, click the Capture button.

6. Adjust the camera position until the image is centred in the image area.
7. Click the Capture button again to take the picture, or click the Cancel button to cancel and start again. You can also adjust the camera display settings and image size and quality settings by clicking the Display and Size buttons. For information, see "Adjusting Camera Settings" on page 18.

Service and Support

Technical Support is available only through our Premium Support Line.

Telephone: 0906 5531942 from 0900 - 1800 Monday to Friday (excluding Public Holidays)

Email: support@vizual.co.uk from 9am to 6pm Monday to Friday (excluding public holidays)

Cost: All calls are charged at the rate of £1.00 per minute.

When calling the Technical Support Line, have the following information ready:

1. Your company name
2. Your name
3. Product name
4. Product version number

Before Contacting Technical Support

Please use the Vizual Business Tools on the Web selection on the Help menu to connect to and read the Frequently Asked Questions (FAQ) posted on our Web site, as this may solve your problem.

Before contacting technical support, please have the following information available:

- A brief description of the problem, including the exact text of any error message received, and at what point it occurred.
- The version of software you are using. (To display the version number, on the main screen select About from the Help menu.)
- The Windows platform that you are using (Windows 95/98 or Windows NT).
- The specification of computer that you are using (Pentium 266, 64MB RAM etc.)
- Details of the network (if any) that the software is being used on.

This will assist the technical support representative in helping you more quickly and efficiently.