Printed Documentation - WaspNest Asset

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Getting Started

The following steps will get you started using this software.

1. Define your Company Information.
2. Data must be created or imported into Asset's database on the PC before Asset Management functions can be performed. Use the Create New or Import functions to define the following data types, in the sequence shown below. Create New allows you to enter records manually, one at a time. The Import Wizard allows you to bring multiple records into the Asset database from files that already exist on your hard drive.

At the very least, you must create a minimum of one Site, one Location at that Site, one Asset Type and one Asset of that Asset Type. The other data types are optional.

Vendor (Optional)

Manufacturer (Optional)

Class (Optional)

If you intend to use them, import the above information or use the Create New function to add them before you import your assets.

Asset Type (Required for all Asset Management functions)

Department (Optional)

Site (Required for all Asset Management functions)

Location (Required for all Asset Management functions)

If you intend to use Department for Assets or Employees, import or manually add them before importing/adding Assets, Employees or Customers.

Import or manually add Asset Types, Sites and Locations before importing assets.

Asset (Required for all Asset Management functions)

Employee and/or Customer (Required only for Check-Out and Check-In functions)

See the Critical Definitions topic before proceeding.

See the Import Strategy topic if you intend to do any Imports instead of Create New functions.

You are now ready to perform Asset transactions on your PC.

Navigating the Main Screen

The **Main** screen allows you to quickly access all parts of the system using the easy-to-see icons. By clicking on an icon on the left side of the screen, the icon options on the right change. Click on an icon on the right to access that feature. If a plus sign precedes an icon, click on the icon to reveal additional options.

Create New Asset

The **New Asset** screen is used to enter a new asset into the database.

To access this feature, from the **Main** screen select **Asset Management > New Asset**.

This feature can also be accessed from the **Asset List** by clicking the **New Record** button on the toolbar.

The **New Asset** screen is broken into several tabs: **General**, **Depreciation**, **Transaction History**, **Custom Fields**

New Asset Screen > General Tab

1. Enter the requested information on this tab. The **Asset Tag**, *Asset Type*, **Site**, and **Location** fields are required. The **Department Code**, **Serial No.**, **Condition** and **Additional Info** fields are optional.

   When using the drop down lists to enter information in a field (Asset Type, Site, Location, etc.), the last few selections will appear in the list. If you want to search for an existing value, select **<More>** from that field's drop down list to access the List screen. Use the vertical scroll bar to select a record from the List and click the List dialog's **Select** button.

   Pinning allows you to "lock" the information entered into a field. This is convenient if,

for example, you are entering multiple new assets for a particular site and location. You can enter the site and location once, then pin them. The fields will retain the information you entered through each new entry until you unpin them. In the example screen shown below, values are entered in the *Site*, *Location* and *Department Code* fields. These three fields were **Pinned** by clicking on their pushpins, causing them to look like this. Click the pushpin again to unlock the field for entry of a different value.

Click the **Pin All** icon to pin every field that offers the pinning feature. Click it again to undo pinning for all fields.

2. Click **OK** if you are done entering information for this asset or click on another tab to proceed with entering more information.

New Asset Screen > Depreciation Tab

Click the **Depreciation** tab if you want the software to calculate depreciation for this asset. The method used by the system to calculate depreciation is dependent on the Asset Type assigned to this asset.

1. The **Asset Tag** value entered on the General tab will be displayed at the top, but can still be edited, if desired.

2. Click the **Depreciate Asset** checkbox if you want the software to calculate depreciation. The **Depreciate Asset** checkbox will be disabled if a Depreciation Class has not been defined for the Asset Type specified on the General tab -or- that Asset Type has a Depreciation Class, but its Depreciation Method is "**None**".

   The depreciation method used for an asset is determined by the Depreciation Class assigned to the Asset Type. This information appears in the **Class Info** box and

cannot be modified from this screen. If you want to change the **Depreciation Method** or the **Life** of a particular asset, you will need to make changes to the **Depreciation Class** assigned to the Asset Type, or create a new Depreciation Class to assign to the Asset Type. **See the Depreciation Class help topic for further information.**

3. **Purchase Cost** and **Depreciation Begin Date** are required fields when Depreciate Asset has been enabled, therefore, you must complete them if you want to calculate depreciation. These two fields are used in the calculation. **Please see the Definitions topic for detailed explanations of each Depreciation Method.**

4. **Purchase Order**, **Purchase Date** and **Salvage Value** are optional fields. If a Salvage Value is not specified, the Calculate Depreciation function will assume a Salvage Value of zero dollars.

   The **Class Info**, **Last Depreciation Date**, **Total Depreciation**, **Current Depreciation**, and **Depreciated Value** cannot be modified. Information is populated in these fields by the system as depreciation functions are performed.

   In the following example, an asset is being entered that uses 5-year Straight-Line depreciation:

5. Click **OK** if you are done entering information for this asset or click the next tab to proceed with entering more information

New Asset Screen > Transaction History Tab

The **Transaction History** tab displays data only after one or more Asset Management transactions have been performed (check-in, check-out, etc.).

1. Click **Print Transactions** to send a list of the transactions for this asset to the printer.
2. Click **OK** if you are done entering information for this asset or click another tab to proceed with entering more information.

New Asset Screen > Custom Fields Tab

See the **Using Custom Fields** topic for instructions on creating custom text, number and date fields.

If the Close New Form option is enabled and no fields are pinned, when **OK** is clicked, the dialog will close after recording the new Asset.

Create New Depreciation Class

The **Create New Depreciation Class** screen allows you to specify what Depreciation Method, if any, should be used to calculate depreciation for an *Asset Type* associated with the Class, and for what period.

1. To access this screen, from the **Main** screen click **New > Depreciation Class**.

   The **Create New Depreciation Class** screen can also be accessed from the **Depreciation Class List** by clicking the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

   Complete the fields on this screen. **Name** and **Depreciation Method** are required fields.

   Select the depreciation method you would like to use from the **Depreciation Method** drop down menu. Selecting **None** from the list specifies that depreciation is not to be calculated for Asset Types of this Class.

   Click on the depreciation type below to view a definition and example. Remember that these depreciation methods are selected on the **Add/Edit Depreciation Class** screen.

   Straight-Line

   Definition: The simplest and most commonly used depreciation method, straight line depreciation is calculated by taking the purchase or acquisition price of an asset subtracted by the salvage value divided by the total productive years (Life) the asset can be reasonably expected to benefit the company.

   Example:

   purchase price of asset – approximate salvage value

   ---------- (divided by) ----------

   estimated useful life of asset

You buy a new computer for your business costing approximately $5,000. You expect a salvage value of $200 selling parts when you dispose of it. Accounting rules allow a maximum useful life of five years for computers; in the past, your business has upgraded its hardware every three years, so you think this is a more realistic estimate of useful life, since you are apt to dispose of the computer at that time. Using that information, you would plug it into the formula:

$5,000 purchase price - $200 approximate salvage value

---------- (divided by) ----------

3 years estimated useful life

The answer, $1,600, is the depreciation charges your business would take annually if you were using the straight line method.

2. Click **OK** when you have completed the screen.

If any method other than None has been selected, information must be entered in the **Years** and/or **Months** fields.

Create New Customer

The **Create New Customer** screen, allows you to enter a new Customer into the database. Assets can then be checked-out to that customer.

1. To access this screen, from the **Main** screen click **New > Customer**. The **New Customer** screen appears.

   Create New Customer can also be accessed from the **Customer List** by clicking the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

   In addition, the **New Customer** screen can also be opened automatically from the Check-Out screen if an unknown Customer is entered.

   Below is an example of the **New Customer** screen.

2. Complete the information on the screen. Only the **Customer No.** and **Address Type** fields are required.

   Select an **Address Type** from the drop down list, then provide any of the associated information you have for this Customer: **Address 1**, **Address 2**, **Mail Stop**, **City**, **State**,

Postal Code and **Country**. Address information can be entered for each Address Type you select.

3. The **Additional Information** tab provides optional fields where other information about the Customer can be recorded: **Phone**, **Extension**, **Fax**, **Cell No.**, **Home No.**, **Email** and **Notes**.

   Notes is a text field available to record any additional information you might have about this Customer. See the Notes topic.

For information about the **Custom Texts** and **Custom Numbers and Dates** tabs, see Using Custom Fields.

3. When the Close New Form option is turned *off*: Click **Save** to commit your entry or click **Close** to exit the form.

   When the **Close New Form** option is turned *on:* Click **OK** to commit your entry and exit the form or **Cancel** to exit the form without saving your entry.

Create New Department

The **Create New Department** screen allows you to enter a new Department to which an asset and/or employee is assigned.

1. To access this screen, from the **Main** screen select **New > Department**.

   The **Create New Department** screen can also be accessed from the **Department List** by clicking the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

2. Complete the fields on this screen. All fields are required. (Example: "GA" and "Graphics Arts")

3. Click **OK** after entering information to save the new record.

Create New Employee

The **New Employee** screen allows you to enter a new employee into the database. Employees, like customers, can have assets checked-out to them.

1. To access the screen, from the **Main** menu, click **New > Employee**.

   The **New Employee** screen can also be accessed from the **Employee List** by click the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

2. The **First Name**, **Last Name**, **Employee No.**, and **Address Type** fields are required and must be completed. The remaining fields are optional.

3. The **New Employee** screen is divided into tabs: **General**, **Attachments**, **Picture**, **Transaction History**, **Custom Fields**

New Employee Screen > General Tab

If you intend to use the optional **Manager** field when defining one or more Employees, you must define all the manager Employees ahead of non-manager Employees, working through your organizational chart from the top down.

Select an **Address Type** from the drop down list, then provide any of the associated information you have for this Employee. Address information can be entered for each Address Type you select.

New Employee Screen > Transaction History

The **Transaction History** tab displays the assets check-out to the employee and any assets the employee previously had checked-out that have been checked back in.

You can print a list of these transactions by selecting the **Print Transactions** button.

New Employee Screen > Custom Fields

See the Using Custom Fields topic for instructions on creating custom text, number and date fields.

Create New Asset Type

The **Create New Asset Type** screen allows you to enter a new Asset Type in the database. The asset type is a category for assets. Assets are assigned to a specific asset type. For instance, you may have an Asset Type of *Label Printers* that defines the manufacturer, size specs, etc. of this particular type of printer. Then specific printers of the same type are assigned to the *Label Printers* asset type.

1. To access the screen, from the **Main** screen, click **New > Asset Type**.

   The **New Asset Type** screen can also be accessed from the **Asset Type List** by clicking the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

2. Complete the information on the screen. The **New Asset Type** screen is divided into tabs: **General** and **Custom Fields**

New Asset Type Screen > General Tab

1. To create a new Asset Type, supply the required **Asset Type** value. All other fields, including **Description**, are optional.

   Asset Types must be unique across all Sites and Locations. A particular value can occur only once in the software database.

   - Select a Manufacturer from the drop down list or create a new one by entering the new value and clicking **OK** to launch the Create New Manufacturer form.
   - Enter a **Model** name or number for the Asset Type.
   - Select a **Vendor Code** from the drop down list or create a new one by entering the new value and clicking **OK** to launch the Create New Vendor form.
   - Select a **Class** from the drop down list or create a new one by entering the new value and clicking **OK** to launch the Create New Asset Class form.
   - Select a **Category** from the drop down list or create a new one by entering the new value.
   - **Length** is the length of one unit of measure.
     Width is the width of one unit of measure.
     Height is the height of one unit of measure.
     Weight is the mass of one unit of measure.

     These are text fields in which the units of measure can be specified along with the dimension or weight. (5 mm, 10 in, 3 lbs, etc.)
   - **Checkout Length** specifies the default period, in days, that this Asset Type may be Checked-Out to a Customer or an Employee.
   - If you want to search for an existing value, select **<More>** from that field's drop down list to open the relevant List screen. Use the vertical scroll bar to select a record from the List and click the List screen's **Select** button.

New Asset Type Screen > Custom Fields Tab

See the **Using Custom Fields** topic for instructions on creating custom text, number and date fields.

Create New Location

The **New Location** screen allows you to enter a new Location for an existing site to the database. Locations are places within a particular Site where Assets reside. Typically, a **Site** is a building that contains one or more inventory **Locations**. For instance, *Sebastian's Office* might be a location within the site *My Company*.

1. To access the **New Location** screen, from the **Main** screen, click **New > Location**. The **New Location** screen appears.

   You can also access the **New Location** screen from the **Location List** by clicking the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

2. Enter the requested information on the screen. The **Site** and **Location** fields are required. If you enter a site that does not exist in the database, the system will ask if you want to create the new site now.

   Description allows you to enter a description of the Location. This is useful when the Location value is cryptic (For example, Location "A7B2" could be described as "Aisle 7 Bin 2".)

Notes is a text field available to record any additional information you might have about this Location. Click the Add Notes button to edit the **Notes** field.

3. For information about the Custom Texts and Custom Numbers and Dates tabs, see Using Custom Fields.

4. When the Close New Form option is turned *off:* Click **Save** to commit your entry or click **Close** to exit the form.

   When the Close New Form option is turned *on:* Click **OK** to commit your entry and exit the form or **Cancel** to exit the form without saving your entry.

Create New Manufacturer

The **Create New Manufacturer** screen allows you to enter a new Manufacturer in the database. Manufacturers can be assigned to *Asset Types*.

If a Manufacturer is also your Vendor for an Asset Type, it is best to define the company in the software as a Vendor, in addition to defining it as a Manufacturer.

1. To access this screen, from the **Main** screen, click **New > Manufacturer**. The **New Manufacturer** screen will appear.

   The **New Manufacturer** screen can also be accessed from the Manufacturer List by clicking the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

2. Complete the information on the screen. The **Name** and **Address Type** fields are required; all other fields are optional.

   Select an **Address Type** from the drop down list, then provide any of the associated information you have for this Manufacturer: **Address 1**, **Address 2**, **Mail Stop**, **City**, **State**, **Postal Code** and **Country**. Address information can be entered for each Address Type you select.

Different **Phone**, **Fax**, **Email** and **Web Site** information can be entered for different Address Types.

3. The **Additional Information** tab provides optional fields where other information about the Manufacturer can be recorded: **Contact Name**, **Contact Phone**, **Extension**, **Contact Cell No.**, **Contact Fax** and **Notes** fields.

   Notes is a text field available to record any additional information you might have about this Manufacturer. Click the Add Notes button to edit the Notes field.

4. For information about the **Custom Texts** and **Custom Numbers and Dates** tabs, see Using Custom Fields.

5. When the Close New Form option is turned *off:* Click **Save** to save your entry or click **Close** to exit the screen.

   When the Close New Form option is turned *on:* Click **OK** to save your entry and exit the form or **Cancel** to exit the screen without saving your entry.

Create New Site

This product only supports one site. If you attempt to create a new site the following warning message will appear.

Create New Vendor

The **Create New Vendor** screen is used to enter a new vendor into the database. Vendors can be assigned to *Asset Types*.

1. To access the screen, from the **Main** screen click **New > Vendor**. The **New Vendor** screen appears.

   The **New Vendor** screen can also be accessed from the **Vendor List** by clicking the **New Record** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

   If a Vendor is also your Manufacturer for an Asset Type, it is best to define the company in the software as a Manufacturer, in addition to defining it as a Vendor.

2. Enter the requested information on this screen. The **Vendor Code** and **Address Type** fields are required. All other fields are optional.

   Select an **Address Type** from the drop down list, then provide any of the associated information you have for this Vendor: **Address 1**, **Address 2**, **Mail Stop**, **City**, **State**, **Postal Code** and **Country**. Address information can be entered for each Address Type you select.

Different **Phone**, **Fax**, **Email** and **Web Site** can be entered for different Address Types.

3. The **Additional Information** tab provides optional fields where other information about the Vendor can be recorded: **Contact Name**, **Contact Phone**, **Extension**, **Contact Cell No.**, **Contact Fax** and **Notes** fields.

   Notes is a text field available to record any additional information you might have about this Vendor. Click the Add Notes button to edit the Notes field.

4. You can optionally enter information on the **Custom** tabs. For information about the **Custom Texts** and **Custom Numbers and Dates** tabs, see Using Custom Fields.

5. When the Close New Form option is turned *off:* Click **Save** to save your entry or click **Close** to exit the screen.

   When the Close New Form option is turned *on:* Click **OK** to save your entry and exit the form or **Cancel** to exit the screen without saving your entry.

Using Custom Fields

Custom Texts and **Custom Numbers and Dates** tabs are on each of the following screens:

Create New Customer, Create New Employee, Create New Location, Create New Manufacturer, Create New Site, and Create New Vendor (and the Edit versions of each of these).

You can create custom text fields when the **Edit Field Names option is enabled**.

Creating Custom Text Fields:

1. The **Custom Texts** tab allows you to define as many as ten custom text fields. Below is an example of the **Custom Texts t**ab and the **Custom Numbers and Dates** tab.(when Edit Field Names is enabled).

2. You can create text in these fields following the guidelines in the **Customize Field Names topic**.

Tips for creating Custom Numbers and Dates:

Custom Number fields will accept values ranging from -999999999999999.9999 to 999999999999999.9999.

Custom Dates will be displayed in the same format as found elsewhere in the product: "day of the week, month dd, ccyy"

Edit Asset

The **Edit Asset** screen allows you to modify an existing asset. This screen is accessed from the **Asset List** by highlighting an asset in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

The **Edit Asset** screen is identical to the **New Asset** screen, except all the information previously entered for the asset appears on the screen. You can change any of this information. **For information on using each tab of the screen, please refer to the Create New Asset topic.**

Edit Depreciation Class

The **Edit Depreciation Class** screen allows you to modify an existing **Depreciation Class**. This screen is accessed from the **Main** screen from the **Depreciation Class List** by highlighting a listing and clicking the **Edit Record** button on the toolbar. **See the Set Working Site help topic for more information.**

The **Edit Depreciation Class** screen is identical to the **New Depreciation Class** screen, except all the information previously entered for the class appears on the screen. You can change any of this information. **For information on using the screen, please refer to the Create New Depreciation Class topic.**

Keep in mind that any changes made to an existing **Depreciation Class** will impact depreciation calculations for every *Asset Type* associated with this class.

Edit Customer

The **Edit Customer** screen allows you to modify an existing customer. This screen is accessed from the **Customer List** by highlighting an customer in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

The **Edit Customer** screen is identical to the **New Customer** screen, except all the information previously entered for the customer appears on the screen. You can change any of this information. **For information on using the New Customer screen, please refer to the Create New Customer topic.**

Edit Department

The **Edit Department** screen allows you to modify an existing department. This screen is accessed from the **Department List** by highlighting an department in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

The **Edit Department** screen is identical to the **New Department** screen, except all the information previously entered for the department appears on the screen. You can change any of this information. **For information on using the Department screen, please refer to the Create New Department topic.**

Edit Employee

The **Edit Employee** screen allows you to modify an existing employee. This screen is accessed from the **Employee List** by highlighting an employee in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

The **Edit Employee** screen is identical to the **New Employee** screen, except all the information previously entered for the employee appears on the screen. You can change any of this information. **For information on using each tab of the Employee screen, please refer to the Create New Employee topic.**

Edit Asset Type

The **Edit Asset Type** screen allows you to modify an existing asset type. This screen is accessed from the **Asset Type List** by highlighting an asset type in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

Keep in mind that editing an *Asset Type* will affect every Asset associated with that Asset Type.

The **Edit Asset Type** screen is identical to the **New Asset Type** screen, except all the information previously entered for the asset type appears on the screen. You can change any of this information. **For information on using each tab of the screen, please refer to the Create New Asset Type topic.**

Edit Location

The **Edit Location** screen allows you to modify an existing location. This screen is accessed from the **Location List** by highlighting a location in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

The **Edit Location** screen is identical to the **New Location** screen, except all the information previously entered for the location appears on the screen. You can change any of this information. **For information on using the Location screen, please refer to the Create New Location topic.**

Edit Manufacturer

The **Edit Manufacturer** screen allows you to modify an existing Manufacturer. This screen is accessed from the **Manufacturer List** by highlighting a manufacturer in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

The **Edit Manufacturer** screen is identical to the **New Manufacturer** screen, except all the information previously entered for the manufacturer appears on the screen. You can change any of this information. **For information on using the Manufacturer screen, please refer to the Create New Manufacturer topic.**

Edit Site

The **Edit Site** screen allows you to modify an existing site. This screen is accessed from the **Site List** by highlighting a site in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

The **Edit Site** screen is identical to the **New Site** screen, except all the information previously entered for the site appears on the screen. You can change any of this information. **For information on using the Site screen, please refer to the Create New Site topic.**

Edit Vendor

The **Edit Vendor** screen allows you to modify an existing vendor. This screen is accessed from the **Vendor List** by highlighting a vendor in the list, then clicking the **Edit** button on the toolbar. **For more information on using the List screens, see the Working with Lists topic.**

The **Edit Vendor** screen is identical to the **New Vendor** screen, except all the information previously entered for the vendor appears on the screen. You can change any of this information. **For information on using the Vendor screen, please refer to the Create New Vendor topic.**

Working with Lists

The software contains several list screens that enable you to quickly view and access a variety of information. Available list screens are:

- **Assets**
- **Asset Types**
- **Customers**
- **Departments**
- **Depreciation Classes**
- **Employees**
- **Locations**
- **Manufacturers**
- **Sites**
- **Vendors**

Note: These screens all function the same; however, individual options may vary for each screen. This topic covers how to use all possible functions available on the list screens. Keep in mind that not all list screens contain all functions mentioned here.

Below is an example of the basic list screen layout. This is an example of the *Asset List*, the list screen you will probably use most often. This list screens are divided into three sections (labeled A through C in the example below):

A. Toolbar
B. Contents List
C. Buttons

In addition to these menus there are also "**Context-Sensitive Menus**" that appear when you right-click on certain areas of the screen. These provide another way to access many of the functions available in the toolbar. These types of menus are also discussed later in this section.

Quick Links:

Click a link below to jump to that section of the topic:

Section A: Toolbar

Section B: Contents List

Section C: Buttons

"Context-Sensitive Menus"

Section A: Toolbar

The toolbar at the top of the list screen provides quick access to a variety of functions and also allows you to customize how the information on the list is displayed. Each of these functions is described below:

Button	Description
	Find - Accesses the **Find** screen allowing you to quickly enter information to narrow your search. **For more information on the Find screen, please see the Simple Find help topic.**
	Toggle Filter - Once you have entered a *filter* on the **Find** screen, the list results will be limited to the information you entered. For example, if on the **Find** screen you designated that you want to view only items with *Asset Tag 243*, only the item with *Asset Tag 243* will appear in your list. You can click on the **Toggle Filter** button to revert back to seeing all of the list items. Click it again to reapply your filter.
	New - Accesses the **New** screen allowing you to enter a new Asset, Asset Type, etc.
	Edit - Assesses the **Edit** screen allowing you to update and change information.
	Dispose - Allows you to Dispose of the selected item in the list. **For more information on the Dispose transaction, please see the Dispose help topic.**
	Copy - Allows you to copy the information from the item selected in the list to a new item. For more information on the Copy function, click here.
	Move - Accesses the **Move** screen allowing you to move one or more assets from one location to another. **For more information on the Move feature, please see the Move help topic.**
	Print - Allows you to print the asset list. When this button is selected, a standard **Page Setup** screen appears allowing you to enter margins. An example of this screen is shown below: Click the **OK** button on the **Page Setup** screen to print the list. The list will print to your default printer. To change which printer the list is sent to, click the **Printer** button on the **Page Setup**

screen. A **Printer** selection screen similar to the one shown below appears:

Choose your printer from the drop down, then click **OK** to return to the **Page Setup** screen.

Export - Allows you to export the entire asset list to a comma-delimited text file.

What is a comma-delimited file?

When the **Export** button is selected, a screen appears allowing you to specify where the exported data will be saved on your computer. An example of the **Export** screen is shown below:

Make sure you save this to a location you can remember. You must also choose a name for your file on this screen. After you have made your selections, click **Save** to export your data.

A confirmation message will appear when your data has been successfully exported by the system.

Display/Hide Group Selections - The list screens provide you with the capability of "grouping" the displayed information so you can view data in a way that is most easy-to-read for you. You can have one group, two groups, or many groups depending on how you want to view your information. For instance, if you want all assets on the Asset List to be displayed grouped by location, you can quickly set this up.

To see the grouping options, click the **Display/Hide Group Selections** button. The top of the list screen expands to display the group selections as shown below:

Creating Groups

1. To create a new group, click on a column header, then drag it to the space indicated on the screen. For example, if you want to group information by Site, click on the Site column header and drag it to the indicated space.

2. The screen now lists Site as one of your groups and the assets are grouped according to what Site they are assigned.

3. You can create additional groups to further organize your information by continuing to drag and drop column headers. For example, you can create a second group for Locations within Sites by dragging the Location column header to the top of the screen.

   Now the Asset List groups information by Site, and then by Location.

4. By default, the groups list information in ascending order (Site 001, Site 002, etc.). You can change this to descending order by clicking on the group name. Notice that after you click on the group name, the arrow next to the name is now pointing in the opposite direction and the information on the screen is reorganized.

Deleting Groups

1. If you no longer want to display information in a particular group you can easily ungroup the data. For instance, if you have created a group for Site and another for Location, but now wish to only group by site, you can remove the location group by clicking on the group name and dragging it down into the column header section. Let go of your cursor anywhere in the column header section and the group disappears.

2. The information contained in that group still appears on the display screen, but it is no longer grouped together.

Show Hidden Columns - The list allows you to hide columns by right-clicking on a column label and selecting Hide Column. This enables you to hide information you do not usually need. You can quickly view the columns you have hidden by clicking the Show Hidden Columns button. A popup screen similar to the one below appears listing all columns that are not currently visible.

You can return these columns to the full **List** screen by clicking on a listing in the **Hidden Columns** screen and dragging it back to the column labels section on the **List** screen.

When you hide a column, it will remain hidden until you manually return it to the List screen by following the instructions above.

Section B: Contents List

The contents list displays all data related to the selected list. For example, if you selected the Asset List, all assets will display here, if you selected the Locations list, all locations will display here, etc.

Sorting Columns: Most of the columns that appear in the lists can be sorted ascending or descending. The columns sort ascending by default. To change the sort order, click on the column heading. An arrow will appear next to the column name to let you know in which direction

the information is sorted. The example below shows the Site column sorted Ascending.

Selecting a Listing: The list screens can display up to 1000 lines of information at a time (for further information on setting the row limit, click here). You can quickly scroll through the listings, or view columns that are hidden from view by using the buttons directly below the contents list. Keep in mind that you can also use the **Display Hidden Columns** button to view columns that are normally hidden (see Section A: Toolbars, above).

You can also click on a listing to highlight it, then click the button that accesses the desired function. For example, if you want to edit Asset Tag 265, use your mouse to click on that item in your Asset List, then click the Edit button.

Arranging Columns: You can arrange the columns in the list into any order you wish. To change the order, click on a column heading and drag it somewhere else on the list. For example, if you want to make Site the first column in your Asset List, click on the Site column heading and drag it to the first column in the list as shown below:

After you drop the column into its new position, the list will reorganize with the Site information appearing first:

Section C: Buttons

This section contains the following buttons:

Help - Click this button to access this help document.

Close - Click this button to close the Asset List. Keep in mind when closing the list that your groups and column settings will be retained.

Context-Sensitive Menus:

The software provides you with a toolbar for quick access to various list features and, in addition, many of these features can also be accessed via "context-sensitive menus". By right-clicking on a column heading, a list of available features appears, as shown below:

These features allow you to sort, group and hide columns in the list. Any changes you make to the list via this menu will be retained when the screen is closed and re-opened.

Asset List

The **Asset List**, accessed from the **Main** screen by selecting **List Forms > Assets**, allows you view Assets you have already setup and to create new or modify existing assets. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the **Asset List**.

Note for WaspNest Users - This screen contains features that pertain to **Asset Linking**. The ability to link assets is not available in the WaspNest Asset version. For information on upgrading your software, please refer to the **Benefits of Upgrading** document available in WaspNest Asset in the **Help** drop down menu. The **View Top Level Assets Only** and the **Transact As Whole** column apply to Asset Linking.

Depreciation Class List

The **Depreciation Class List**, accessed from the **Main** screen by selecting **List Forms > Depreciation Classes**, allows you view depreciation classes you have already setup and to create new or modify existing classes. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Depreciation Class List.

Customer List

The **Customer List**, accessed from the **Main** screen by selecting **List Forms > Customers**, allows you view customers you have already setup and to create new or modify existing customers. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the **Customer List.**

Department List

The **Department List**, accessed from the **Main** screen by selecting **List Forms > Departments**, allows you view Departments you have already setup and to create new or modify existing departments. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Department List.

Employee List

The **Employee List**, accessed from the **Main** screen by selecting **List Forms > Employees**, allows you view employees you have already setup and to create new or modify existing employees. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Employee List.

Asset Type List

The **Asset Type List**, accessed from the **Main** screen by selecting **List Forms > Asset Types**, allows you to view *Asset Types* you have already setup and to create new or modify existing asset types. For detailed information on working with list screens, please see **Working with Lists**.

Below is an example of the **Asset Type List**.

Location List

The **Location List**, accessed from the **Main** screen by selecting **List Forms > Locations** allows you view Locations you have already setup and to create new or modify existing locations. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Location List.

Manufacturer List

The **Manufacturer List**, accessed from the **Main** screen by selecting **List Forms > Manufacturers** allows you view Manufacturers you have already setup and to create new or modify existing manufacturers. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Manufacturer List.

Site List

The **Site List**, accessed from the **Main** screen by selecting **List Forms > Sites**, allows you view Sites you have already setup and to create new or modify existing Sites. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Site List.

This product only supports one site.

Vendor List

The **Vendor List**, accessed from the **Main** screen by selecting **List Forms > Vendors**, allows you view Vendors you have already setup and to create new or modify existing Vendors. For detailed information on working with list screens, please see **Working with Lists**. Below is an example of the Vendor List.

Audit Asset

The **Audit** function is used to determine the current location of your assets. With this function, you can verify that your assets are in the locations to which they are assigned.

1. To access the **Audit** screen from the **Main** screen, select **Asset Management > Audit.**

2. The **Filter** section allows you to quickly select which assets you wish to audit. Select the desired audit Site and Location.

3. After the site and location are selected, you can further define your asset search by entering a Department, Category or specific Asset Tag.

   Pinning can be used with Audit transactions.

4. After applying your choice of filter criteria, a list of assets matching your criteria appears in the **Selected Assets** list.

   The **Select All** button can be used to highlight all the records found by your choice of filter criteria. **De-Select All** can be used to clear any selections previously made.

   If you want to edit an asset in the **Selected Assets** list, highlight the listing, then click the **Detail** button. If more than one record is highlighted or no assets are selected, the **Detail** button will be disabled.

Note on Linked Assets: If the displayed asset is a *Linked* asset (**linking is only available in the Professional version of MobileAsset**), a special icon appears alerting you that this is a linked asset, as shown below:

Special rules apply when auditing linked assets. If the **Transact as Whole** flag has been selected for the parent of this asset (on the **Edit Asset>Linking** tab), then *ALL* assets linked to this asset will be audited. If this flag is not selected, the single asset will be audited. **See the Create New Asset for further information.**

5. When you are satisfied with the Assets in the **Selected Assets** list, you can optionally apply Notes to the transaction.

6. You can print audit receipts for each audited assets by entering the desired number of receipts in the **Print Receipts - Copies** field. Keep in mind that if you enter 3 in this field, for example, 3 audit receipts will print for each asset audited.

7. When you are ready to audit the assets, select the checkbox next to the assets you want to audit, or click **Select All**, and click the **Audit** button. The **Audit** button will not be enabled until you select at least one asset. After you select the Audit button, the audited assets will disappear from the **Selected Assets** list.

When the required fields have been satisfied, the **Audit** button will be enabled. Click it to post the transaction or click the **Close** button to exit without doing an Audit.

If at the Location being Audited, an Asset is found that wasn't recorded in the Asset database, a message will appear giving you the option to relocate the Asset to the Location you are currently auditing, then auditing it or leaving the asset in its current location and auditing it. Keep in mind that whether you move the asset to the current location or leave it where it is, the asset will be audited.

If an Asset is missing at the Location being Audited and you have discontinued all efforts to find it, you must perform a Dispose transaction.

Move Asset

The **Move Asset** function is used to relocate an Asset from one location to another.

1. To access this function, from the **Main** screen select **Asset Management > Move**. The **Move** screen shown below appears.

   You can also access this function from the **Asset List** by highlighting an asset and clicking the **Move** button on the toolbar, or just clicking the **Move** button on the toolbar. **For more information on using the List screens, click here.**

2. The **Move** screen offers two modes of Asset selection - **Filter** and **Custom Filter**:

   Filter is the default selection mode, allowing you to select the Assets you want to Move by specifying any combination of values for the four filter criteria: **Asset Tag**, **Location**, **Department** and **Purchase Order**.

   Pinning can be used with Move transactions.

   Custom Filter may be selected instead of Filter. This makes use of the Simple Find or Advanced Find forms to select the Assets you want to Move.

3. The assets matching your criteria will appear in the grid. You can manually limit the list of Assets further by highlighting only those assets in the list you want to move. To multi-select, hold down the CTRL key while clicking on assets with your mouse.

   The **Select All** button can be used to highlight all the records found by your choice of

filter criteria. **De-Select All** can be used to clear any selections previously made.

The **Detail** button will open the Edit Asset screen for the highlighted record, to view or modify the Asset record prior to moving it. If more than one record is selected, the **Detail** button will be disabled.

The **Notes** button allows you to enter Notes on the record.

4. After you have selected the assets you want to move, you need to select the **To Location.** Notice that the items listed in the **To Location** drop down list consist of both a Site and a Location at that Site. Select a recently used **To Location** from the drop down, select **<More>** to select a location from the **Location List**, or **<New>** to enter a new Location.

   In the example below, Assets were filtered only by Location, then only the last two Assets listed at that Location were highlighted for the Move to the specified To Location.

5. Click the **Move** button when you are ready to move the selected assets to the new location..

   Click **Close** when you are ready to exit the Move function.

Dispose Asset

The **Dispose** function is used to delete one or more assets from your database. You will use this function when you no longer have an asset.

1. To access the **Dispose** screen, from the **Main** screen, click **Asset Management > Dispose**. The **Dispose** screen shown below appears.

   You can also access this screen from the **Asset List** by highlighting the asset you want to **Dispose**, then click the **Dispose** button on the toolbar. **For more information on using the list screens, click here.**

2. You can search for specific assets using the Filter or the Custom Filter at the top of the screen.

   Filter: This is the default selection mode and allows you to select assets by specifying any combination of values for the four filter criteria: Asset Tag, Location, Department and Purchase Order.

   Pinning can be used with Dispose transactions.

   Custom Filter: This feature uses the Simple Find or Advanced Find screens to select the assets you want to dispose.

3. The assets matching your criteria will appear in the grid. You can manually limit the list of Assets further by highlighting only those assets in the list you want to dispose. To multi-

select, hold down the CTRL key while clicking on assets with your mouse.

The **Select All** button can be used to highlight all the records found by your choice of filter criteria. **De-Select All** can be used to clear any selections previously made.

The **Detail** button will open the Edit Asset screen for a highlighted record, to view or modify the Asset record prior to doing the Dispose. If more than one record is selected, the Detail button will be disabled.

4. A **Disposal Reason** must be selected from the drop list. Reasons are: Sale, Lost, Damaged, Trade In, Stolen or Other.

5. You can optionally apply Notes to the transaction.

6. When you are finished entering information in the required fields, the **Dispose** button will be enabled. Click it to dispose of the selected assets or click the **Close** button to exit without disposing of any assets.

Calculating Depreciation

The **Calculate Depreciation** function is used to calculate depreciation up to the specified **Through Date** for *all* Assets with *Asset Types* defined with *Depreciation Classes* having Depreciation Methods other than None.

1. To access this function, from the **Main** screen, click **Asset Management > Calculate Depreciation**. The **Calculate Depreciation** screen appears.

2. Specify the **Through Date** through which you want depreciation to be calculated or just click **OK** to accept the default date. **<u>The default Through Date can be changed on the Options screen.</u>**

Reminder: WaspNest Asset only calculates Straight-Line depreciation.

Depreciation Definitions and Examples:

Click on the depreciation type below to view a definition and example. Remember that these depreciation methods are selected on the **Add/Edit Depreciation Class** screen.

Straight-Line

Definition: The simplest and most commonly used depreciation method, straight line depreciation is calculated by taking the purchase or acquisition price of an asset subtracted by the salvage value divided by the total productive years (Life) the asset can be reasonably expected to benefit the company.

Example:

purchase price of asset – approximate salvage value

---------- (divided by) ----------

estimated useful life of asset

You buy a new computer for your business costing approximately $5,000. You expect a salvage value of $200 selling parts when you dispose of it. Accounting rules allow a maximum useful life of five years for computers; in the past, your business has upgraded its hardware every three years, so you think this is a more realistic estimate of useful life, since you are apt to dispose of the computer at that time. Using that information, you would plug it into the formula:

$5,000 purchase price - $200 approximate salvage value

---------- (divided by) ----------

3 years estimated useful life

The answer, $1,600, is the depreciation charges your business would take annually if you were using the straight line method.

3. After depreciation for all applicable assets has been completed, the screen will appear as follows:

Click the **OK** button to view the Asset Depreciation by Department Report or **Cancel** to close the screen.

This software does not track depreciation over multiple periods. For example, after calculating depreciation for an asset using the variables in the examples provided above, if you were to later change the Purchase Cost or Salvage Value or any other relevant variable, the next time you calculate depreciation the system would not take into account any previous calculations.

Any changes made to an existing Depreciation Class will impact depreciation calculations for every Asset defined with that Depreciation Class (via the Asset Type).

Company Information

The **Company Information** screen allows you to enter or update information about your business. The value entered in the **Company Name** field will appear at the top of the **Main** screen and also be used as the header for all reports and pre-defined labels. This screen should be filled out first when you initially setup the software.

1. To access the **Company Information** screen, from the **Main** menu, click **Administration > Company Information**. The **Company Information** screen shown below will appear:

2. Select an **Address Type** from the drop down list, then provide any of the associated information you have: **Address 1**, **Address 2**, **Mail Stop**, **City**, **State**, **Zip Code** and **Country**. Address information can be entered for each Address Type you select.

   The **Phone**, **Fax**, **Email** and **Website** fields are available if you would like to record this information.

3. Click **OK** to save your data or **Cancel** to close the screen without saving.

Backing Up Your Database

This feature allows you to backup your database to a specified location. It is important to regularly backup your data to ensure you can replace your database in the event of a catastrophic loss.

Restore can be used to restore the database from a .bkp file.

1. To access this feature from the **Main** menu, select **Administration > Database Management >Backup**. A screen similar to the following will appear:

2. Specify a new name for the **Backup File** or select a name used previously via the **Browse** button. It's a good idea to create a name that will help you select the right backup file later, if you later need to Restore your Database.

3. Click **OK** to perform the database backup.

4. After the backup successfully saves to the specified location, a confirmation message will appear alerting you that the database has successfully backed up.

Example: Using the backup file name shown above, the backup will be written to a file named:

WaspTrackAsset.bkp

The backup files will reside in a subdirectory of the folder where **Asset.exe** resides called:

.\database\backup

The default installation path would place this folder at:

C:\Program Files\Wasp Technologies\Asset\Database\Backup

We suggest creating a backup file name that tells you when you are backing up the database and why. For example:

2004-10-31 Before Month End

Remember that slashes (/) are not allowed in a file name, so these must not be used if incorporating a date.

Restoring the Database

You can quickly restore a previously backed-up database using the **Restore** function. This is useful if something happens to corrupt your database. You can easily restore your last backed up database. This is why it is important to regularly backup your database.

1. To restore the database, from the **Main** screen, click **Administration > Database Management > Restore**. A **Restore Database** screen similar to the following appears:

2. The last backup you performed will appear in the **Restore From File** field. You can click **OK** to select this file, or use the **Browse** button to locate and select the backup file you want to restore.

This operation will erase all the data currently in your database and replace it with the data in the backup including all Assets, Customers and Users. If there is any chance you will want to recover transactions that have been entered since the Backup was done, you might want to do a fresh Backup to a different file name right before restoring an older backup file, if possible.

Set Default Working Site

You can set Source and Destination sites (or locations, if your version only allows one site) on the **Set Default Working Site** screen.

WaspNest Asset allows you to work with multiple Locations within this Site. At any time, you can limit all your transactions from this Source to a specified Destination.

Source will determine the locations available in the Location field of the New Asset, Check-Out, Check-In, Audit and Dispose screens. It will also determine the locations available in the From Location field of the Move function.

Destination will determine the locations available in the Move function's To Location field.

1. To set the source and destination sites, from the **Main** screen, click **Administration > Set Default Working Site**. The **Select Site** screen appears:

2. Make your selections from the drop down lists. All sites you have entered into the database will appear in the list.

3. Click **OK** when you have made your selections.

Checking for Updates to the Software

By default, the software will check for updates to the application and notify you if a more recent version is available. You can then access the Updates website and download the latest version. This ensures you are always working with the most up-to-date version available to you. **This feature is turned on by default.**

The software must be installed on a machine with Internet access to check for updates.

You can turn off the automatic check and perform periodic manual checks, or leave the option on and perform a manual check, if desired.

To Disable the Automatic Version Check Feature

To Perform a Manual Check

To Disable the Automatic Version Check Feature:

1. From the **Main** screen, select **Administration > Options**. The **Options** screen appears.
2. Highlight the **Automatic Check for Updates** option and deselect the **Yes** checkbox.

3. Click **OK** to save your changes and to **Close the Options** screen. The option is now disabled. You can manually check for updates as needed.

To Perform a Manual Check:

1. From the **Main** screen, click **Help > Check for Updates**.

The system will automatically check for a newer version and notify you if one is available. This procedure can be performed at any time.

Update License

This function is used when you need to register the software to end your trial period. Remember that after the trial period you MUST register the software and complete this function in order to continue using the product. The login screen will remind you of how many days are left in your trial period each time you access the software.

1. Update License is accessed from the **Main** menu by clicking **Administration > License Management**. The **Update License** screen appears:

2. Click on the link provided on the **Update License** screen and complete the requested information. You will need the **Serial Number** on the **Update License** screen. After you have completed the information, an **Activation Code** will be provided. You must enter the activation code on the **Update License** screen.

3. After you have entered the **Activation Code**, click the **OK** button.

4. A confirmation message will appear when you have successfully registered the product.

5. You must exit the software and restart it after you have registered.

Import Strategy

Presented in this topic are recommendations for using Import Wizard to import data from a different application into *tables* in the software database:

- The software database contains 10 tables: Site (this product only supports one site), Location, Asset Type, Asset, Depreciation Class, Employee, Customer, Vendor, Manufacturer and Department. The Import Wizard can only transfer data into one table at a time, so multiple imports must be performed to populate the database.
- You may not have external data files from which to import all the information you wish to track in the software, but importing data which you do have can save a lot of time compared to manually entering the data for each record.
- The software requires that, at a minimum, information must be imported (or manually entered) for **Site, Location**, **Asset Type** and **Asset**. These four tables are required for all Asset Management functions (check in, check out, etc).
- Data should be imported (or manually entered) in this sequence: Vendor, Manufacturer, Depreciation Class, Asset Type, Department, Site, Location, Asset, Employee, Customer.
- If you want to Calculate Depreciation for any or all Asset Types, import **Depreciation Class** data before importing Asset Type records.
- If you want to perform Check-Outs and Check-Ins to employees or customers, import **Employee** and/or **Customer** data.
- Data for the three remaining tables is optional: **Vendor** or **Manufacturer** (this should be imported prior to importing Asset Type records), **Department** (this should be imported prior to importing Asset and/or Employee records).

The following table lists the pre-requisites for importing data to each table and the functions supported by the data in each table:

Import To Table	Information that must be entered prior to importing	Data is Required to Perform These Functions	Data is Optional to Perform These Functions
Vendor	None		Create or Edit Asset Type
Manufacturer	None		Create or Edit Asset Type
Depreciation Class	None	Calculate Depreciation	Create or Edit Asset Type
Asset Type	Vendor (if desired), Manufacturer (if desired), Class (if desired)	All Asset Management Functions	
Department	None		Create or Edit Assets and/or Employees
Site	None	All Asset Management	

		Functions	
Location	**Site (at least one)** (this product only supports one site)	**All Asset Management Functions**	
Asset	**Class (if desired), Asset Type, Department (if desired), Site, Location**	**All Asset Management Functions**	
Employee	**Department (if desired)**		**Check-Out/Check-In**
Customer	**None**		**Check-Out/Check-In**

* The database can be populated manually by manually entering each new record rather than importing the information.

The Pre-Requisites shown in the table above mandate that information be imported in the following sequence:

Vendor (Optional)

Manufacturer (Optional)

Depreciation Class (Optional)

If you intend to use them, import the Classes above before importing Asset Types!

Asset Type (Required for all Asset Management functions)

Department (Optional)

Site (Required for all Asset Management functions)

Location (Required for all Asset Management functions)

If you intend to use Department for Assets or Employees, import Departments before Assets, Employees or Customers!

Import Asset Type, Sites (if more than one) and Locations before importing Assets!

Asset (Required for all Asset Management functions)

Employee and/or **Customer** (Required only for Check-Out and Check-In functions)

Prior to importing information, external data should be organized in .txt or .csv files as follows:

Each record in a **Vendor.csv** file requires a column for **Vendor Code**.

The following columns are optional: Address 1, Address 2, City, Contact Cell No., Contact Ext., Contact Fax, Contact Name, Contact Phone, Country, Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Email, Extension, Fax, Mail Stop, Name, Notes, Phone, Postal Code, State, and Web Site.

Each record in a **Manufacturer.csv** file requires a column for **Name**.

The following columns are optional: Address 1, Address 2, City, Contact Cell No., Contact Fax, Contact Name, Contact Phone, Country, Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Email, Extension, Fax, Mail Stop, Notes, Phone, Postal Code, State, and Web Site.

Each record in a **Class.csv** file requires columns for **Name** and **Depreciation Method**.

The following columns are required only when one or more Depreciation Class records will have a Depreciation Method other than None: Asset Life Years (1 - 99) and Asset Life Months (1 - 12).

Example Class.csv records:

```
Name,Depreciation Method,Asset Life Years,Asset Life Months
DepNone,None,0,0
DepSL1y,Straight-Line,1,0
DepSL1y6m,Straight-Line,1,6
DepSL2y,Straight-Line,2,0
```

Each record in an **AssetType.csv** file requires a column for **Asset Type** and **Class** if the software is to Calculate Depreciation for one or more Asset Types.

The following columns are optional: Category, Check-Out Length, Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Description, Height, Length, Manufacturer, Model, Notes, Vendor Code, Weight, and Width.

Example AssetType.csv records:

```
AssetType,Description,Class
Acme 2750,Compression Drill,DepSL1y6m
Acme 3120,Rt-Angle Adapter,DepNone
Rorch M5,Std Line Extractor,DepSL1y
Rorch M7,Dlx Line Extractor,DepSL2y
```

Each record in a **Department.csv** file requires columns for **Department Code** and **Department Name**.

The following columns are optional: n/a

Each record in a **Site.csv** file requires a column for **Site** (this product only supports one site).

The following columns are optional: Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Description and Notes.

Example Site.csv records:

```
Site,Description
Bldg1,North Warehouse
Bldg2,South Warehouse
Bldg3,Satellite Warehouse
```

Each record in a **Location.csv** file requires columns for **Site** and **Location** (this product only supports one site).

The following columns are optional: Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Description and Notes.

Example Location.csv records:

```
Location,Site,Description
101,Bldg1,Room 101
102,Bldg1,Room 102
103,Bldg1,Room 103
104,Bldg1,Room 104
```

Each record in a **Asset.csv** file requires columns for **Asset Tag**, **Asset Type, Site** and **Location**.

The following columns are optional: Additional Info, Category, Check-Out Length, Class, Condition (Bad, Excellent, Fine, or Good), Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Department Code, Depreciate Asset (T or F), Depreciation Begin Date, Manufacturer, Model, Purchase Cost, Purchase Date, Purchase Order, Salvage Value, Serial No., Warranty Begin Date, Warranty End Date and Warranty Provider.

Example Asset.csv records:

```
Asset Tag,AssetType,Site,Location
100001,Acme 2750,Bldg1,107
100002,Acme 2780,Bldg1,107
100003,Acme 3120,Bldg1,115
100004,Rorch M5,Bldg1,103
100005,Acme 2750,Bldg2,209
```

Each record in a **Employee.csv** file requires a column for **Employee No.**, **First Name** and **Last Name**.

The following columns are optional: Address 1, Address 2, City, Country, Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10),

Department, Email, Extension, Mail Stop, Notes, Phone, Phone Type, Postal Code, State and Title.

Each record in a **Customer.csv** file requires a column for **Customer No**.

The following columns are optional: Address 1, Address 2, Cell No., City, Company Name, Country, Custom Date 1 (through 5), Custom Number 1 (through 5), Custom Text 1 (through 10), Date Added, Department, Email, Extension, Fax, Home No., Mail Stop, Name, Notes, Phone, Postal and State.

.CSV files are "comma separated values" files, which many database and spreadsheet applications can create via their "File > Save as..." or "File > Export..." functions.

See the **Import Wizard** topic for step-by-step instructions on using the Import Wizard.

Import Wizard

The **Import Wizard** allows you to bring Vendor, Manufacturer, Depreciation Class, Asset Type, Department, Site, Location, Asset, Customer and Employee data into the *tables* in your database from external sources you already possess. This software does not support direct importation of data from other databases. It imports data from .CSV or .TXT files only. As this function is in a wizard form, the screens will guide you through each step of the export process.

What is a .csv file?

This is a type of data format in which each piece of data is separated by a comma. This is a popular format for transferring data from one application to another, because most database systems are able to import and export comma-delimited data.

For example, data pulled from a database and represented in comma-delimited format looks something like the following. Each column value is separated by a comma from the next column's value and each row starts a new line:

Adams, Jane, 46, female, New York
Doe, John, 32, male, California
Jones, Sam, 13, male, Texas
Smith, Mary, 64, female, Louisiana

When data is represented in comma-delimited format they also are referred to as comma-separated values, abbreviated CSV.

Please study the Import Strategy topic before proceeding.

1. To access the Import Wizard, from the **Main** screen, select **Administration > Import/Export > Import Wizard**. The **Import Wizard** screen shown below appears:

It is from this screen that you can start the process of Importing data into MobileAsset's tables.

Example of an Import to the Asset table:

As discussed in the Import Strategy topic, data imported to the Asset table must be preceded by the creation of Site, Location, and Asset Type data (and, if depreciation is to be calculated for one or more Asset Types, by creation of Depreciation Class records - which must be done before importing Asset Type data.)

1. Having previously populated the database with Site, Location, Depreciation Class and Asset Type data, in that sequence, proceed with importing information to the Asset table.

2. Select an import file for the Asset table by browsing to a .csv or .txt file that contains Asset data and selecting Asset from the To table dropdown list.

   You can only import from a text (.txt or .csv file).

   What is a .csv file?

   If your data normally resides in a different data format, you must first use your database software's **File > Export** or **File > Save As** function to translate the data to a .csv or .txt file. See the Import Strategy topic.

   You must strip out all currency symbols, including (but not limited to) these examples: $, ¢, ¥, £, §, or ¤, if you are about to import them into a numeric field, such as Purchase Cost, Salvage Value, etc. They are permissible in text fields.

   Commas, sometimes used as "thousands" separators, should be removed from numeric

fields. Commas are permissible in text fields only when residing within a pair of double quotes, which will cause them to be treated as normal text, not as field delimiters.

3. Step 2 of the wizard allows you to specify how you want your information broken up in the export file. This is called the **Field Delimiter**. Make your selection from the Field Delimiter drop down list, then select the checkbox if you want to include field names in the first row of your export file. Select the **First row contains column headings** option only if the first record of the file you are importing does not contain actual data. The software cannot remove subtotals, section headers, nor any other records within the file that do not match the format of the actual data records. These must be removed before you attempt the import.

   The **Preview of data from table** grid displays the information using the selected delimiter, as shown below. If all the data is in one column of the preview pane, you have not selected the right Delimiter.

4. Next, the **Field Mapping** screen appears. This screen allows you to associate columns in your imported data file with corresponding fields in the table into which you are importing the data. Depending on the contents of your original database, not every column in your imported data needs to be mapped to a corresponding field in the software. The object is to bring over at least the required fields and any others that may be of use.

   Note: Your .csv or .txt file may have column headers with names that do not exactly match field names the way this example data does. By mapping the imported data's columns to each table's columns, any difference in field names can be accommodated.

   Select the appropriate **Map To** field names by clicking on a field in the **Import Data Column**, then selecting from the resulting drop down list, then click **Next** to continue.

If you failed to map columns for one or more of the table's required fields, you will receive a prompt like this:

5. When all the required fields have been mapped correctly, click **Finish**. A confirmation message will appear when the file has imported correctly.

   Click **OK** and then **Close** to exit the Import Wizard.

   You can confirm that the data imported correctly by checking the List screens (From the **Main** screen, click **List Forms > < list screen name>**.

Export Wizard

The **Export Wizard** allows you to create text files containing data from one or more fields within each of the software's database *tables*. As this function is in a wizard form, the screens will guide you through each step of the export process.

Exports can be done from the following tables: Vendor, Manufacturer, Depreciation Class, Asset Type, Department, Site, Location, Asset, Customer and Employee.

1. To access the **Export Wizard**, from the **Main** screen click **Administration > Import/Export > Export Wizard**. The **Export Wizard** screen appears.

2. Select what type of information you want to export from the **Export Table** drop down list. In the example below, **Customer** is chosen.

   You also need to identify the file to which you want to export information. This can be an existing text file or you can create a text file now. Use the **...** button to open a Windows Explorer window to search for a file. You can only export to a text (.txt or .csv file).

   Click the **Next** button to continue using the Export Wizard.

3. The **Export Field Selection** screen appears next. This screen allows you to select from which of the table fields you want to pull information. All fields available in the table you selected on the previous screen appear in the **Fields Available** box. Highlight a listing, then click the Right Arrow button to move it to the **Fields Selected** box. You can move all fields by clicking the Double Right Arrow button. This box does support multiple selections so you do not have to move one field at a time.

The data that appears in the fields you moved to the **Fields Selected** box appear in the **Data Preview of Table** grid.

You can move fields out of the **Fields Selected** box by highlighting a field in the box, then clicking the Left Arrow button as shown below.

When you are finished selecting the fields you want to Export, click the **Up** or **Down** buttons next to the Fields Selected box to reorder how the information will appear in your export file.

Click **Next** to continue.

4. The **Destination File Format** screen allows you to specify how you want your information broken up in the export file. This is called the **Field Delimiter**. Make your selection from the Field Delimiter drop down list, then select the checkbox if you want to include field names in the first row of your export file.

   The Preview of data from table grid displays the information using the selected delimiter, as shown below:

   If the file name you specified in Step 1 uses the extension **.CSV**, you must specify **<Comma>** as your field delimiter (this is the default).

   If you specified a file name with the extension of .TXT in Step 1, you may use any of the field delimiters available in the drop list (as long as the chosen character does not occur within the data itself.)

   The available options are shown below:

5. Click the **Finish** button to Export your selection.. A confirmation message will appear when the export is completed successfully.

   You can confirm the export by opening and reviewing the .csv or .txt file you specified in Step 1.

Reset All Field Names

The software provides you with the ability to customize the application to fit your business needs. After you have changed field/function names, you can quickly return all values to their original, or default, values in one, quick step.

1. To reset all field names to their default values, from the **Main** screen click **Administration > Customize Names > Reset All Field** names. (Only users set up with **Administrative Privileges** in **Security** can perform this function.)

   The message shown below will display:

2. Click **OK** to restore label default values or **Cancel** if you want to keep the existing settings.

Reset All Field Names is displayed in the **Customize Names** menu even when the Edit Field Names option is disabled or the current user lacks administrative privileges. If **Reset All Field Names** is selected under these circumstances, the following message will be displayed:

Customize Field Names

When the **Edit Field Names** option on the **Options** screen is enabled (accessed from the **Main** screen by selecting **Administration > Options**) a user with setup with Administrative Privileges in Security can use the Customize Names features. This allows you to modify the field names for many of the fields on commonly used screens, and to customize the display names of the following functions:

- Audit
- Check-In
- Check-Out
- Dispose
- Move

You may want to change a Label if your business calls one of the functions or fields something different than the default values.

To Edit Function Names:

1. To change the name of the **Audit**, **Check-In**, **Check-Out**, **Dispose** and/or **Move** functions, from the **Main** screen select **Administration > Customize Names**. A menu displaying your options will appear (shown below):

2. Click on the function you want to change. For example, if you want to rename the **Move** function, click on **Rename Move**. A screen similar to the following will appear:

3. Enter the name you want to change the function label to in the **New Name** field.

4. You can also enter tool tip text in the **Tool Tip** box. This is an optional field. You might want to enter **Tool Tip** text if you want to give special instructions to your users.

   The **Visible** and **Required** checkboxes do not apply to function names. Functions will always be visible in your lists; however, the name will be changed to your selection.

To Restore Function/Field Names to the Default:

You can quickly restore all function/field names to their default values by selecting **Administration > Customize Names > Reset All Defaults**.

To Edit Field Names:

1. Make sure you have turned on the **Edit Field Names** option on the **Options** screen (**Administration > Options**). Any field names that can be edited will appear in recessed boxes on the screen. For example, on the **New Asset** screen, the field names that can be edited appear as shown below:

2. To edit a field, click on the label you want to edit. In the example above, if you want to change the field name Asset Type, click on it. A screen similar to the following appears:

3. Type in the **New Name** and an optional **Tool tip**. You might want to enter Tool Tip text if you want to give special instructions to your users.

4. Some customizable fields do not permit the use of the **Visible** and **Required** options - they will be grayed-out. This is because these fields must be both visible and required for normal operations. On the customizable fields where these options are available:

   De-selecting the **Visible** option completely removes the field from the forms where it

occurs. This can be used to streamline data input operations by removing the distraction of unused fields.

Selecting the **Required** option makes data entry mandatory for transactions that use the field being customized. The Visible option will be grayed-out when the Required option is selected.

5. If you want to send the edited field name to the mobile device, select the **Send to Mobile Device** checkbox. The next time you perform a HotSync or Synchronization, the edited name will be sent.

6. To return the field name/tool tip to the default values, click the **Set to Default** button.

7. Click the **OK** button to save your changes. Be aware that you are only changing the field name for the current screen. Other screens that contain a field with the same label will not be changed.

The **Customize Field** form can be accessed by clicking on recessed customizable fields that can be found in the Create New Asset, Create New Asset Class, Create New Customer, Create New Department, Create New Employee, Create New Asset Type , Create New Location, Create New Manufacturer, Create New Site and Create New Vendor forms, as well as the Edit Asset, Edit Asset Class, Edit Customer, Edit Department, Edit Employee, Edit Asset Type, Edit Location, Edit Manufacturer, Edit Site and Edit Vendor forms.

Allow Duplicate Serial Numbers

The software allows you to have two assets that have the same *Asset Type* to also have the same serial number. This option is disabled, or turned off, by default. This option covers the possibility that a generic Asset Type that is not make- and model-specific might have to support Assets which coincidentally have the same serial number from two different manufacturers.

You can enable this option by following the instructions below:

1. From the **Main** screen, click **Administration > Options**. The **Options** screen appears.
2. On the **Options** screen, highlight A**llow Duplicate Serial Numbers**.

3. Enable the option by clicking the **Yes** check box.
4. Click **OK** to save the options you've changed and to close the **Options** screen.

Automatic Asset Tags

This option automatically assigns **Asset Tags** when creating new Assets or duplicating an existing Asset. For information on setting the default tag number the system will begin with when assigning asset tags, see the section **Setting the Automatic Tag Numbers**, below. **This option is turned off by default.**

Turning On the Automatic Asset Tags Feature:

1. To turn on this feature (it is turned off by default), from the **Main** screen, click **Administration > Options > Automatic Asset Tags**. The **Options** screen appears.

2. On the **Options** screen, highlight **Automatic Asset Tags** and select the **Yes** checkbox.

3. Select the **OK** button to implement the features you have chosen and to close the **Options** screen.

Setting the Automatic Tag Numbers:

The Asset Tag values created will be incremented by a value of one, beginning with the largest Asset Tag value that existed in the database when the option was first enabled. Beginning with an empty database, the first automatically assigned Asset Tag will be a value of "1000". You can change the first automatically assigned Asset Tag on the **Set Next Tag Value** screen. To access this screen from the **Main** screen, select **Administration > Set Seed Value**. The **Set Next Tag Value** screen appears allowing you to select a start number. Below is an example of the **Set**

Next Tag Value screen. In this example, assets with values of 1000, 1001 and 1002 were already entered in the system, so the next tag value the system would use is 1003.

Enter the number you want to begin with, then click **OK**.

Automatic New

The **Automatic New** option enables the system to automatically open the **Create New** screen when you enter an asset, site, location, depreciation class, etc. that is not already in the database. For example, if you are creating a new asset and enter a location in the Location field that does not currently exist in the database the **New Location** screen will appear allowing you to finish entering the new location. **This option is off by default.**

When this option is turned off, a message appears when a new asset, site, etc. is entered asking if you want to create the new item. If you select **Yes**, the **New** screen appears.

1. To enable this feature, from the **Main** screen, click **Administration > Options**.
2. Highlight the **Automatic New** listing and select the **Yes** checkbox.
3. Click **OK** to save your changes.

Turning on the Edit Field Names Feature

This feature allows users setup with **Administrative Privileges** in **Security** to change the names of certain fields and functions in the software. This topic covers how to turn this feature on. **For information on how to change field names once the option is active, see the Customize Field Names topic.**

1. To turn on this feature, from the **Main** screen click **Administration > Options.** The **Options** screen appears.

2. Highlight **Edit Field Names** in the list and make sure the **Yes** checkbox is selected.

Changing the Last Depreciation Date

You can change the last date your system uses calculate depreciation on the **Options** screen. This date sets the default **Through Date** for the **Calculate Depreciation** function.

1. To change the **Last Depreciation Date**, from the **Main** screen select **Administration > Options**. The **Options** screen appears.

2. On the **Options** screen, select **Last Depreciation Date**.

3. Enter a new date in the field provided or select the drop down arrow to access a calendar.

Close New Form

The **Close New Form** function enables the system to automatically close the **New** screen each time a new record is created. If the feature is turned on (enabled), after you enter a new item and click **OK** on the **New** screen, the screen will clear of information and remain open allowing you to enter another new record. If it is turned off (disabled), the **New** screen will close each time a new record is saved.

This option can only be enabled/disabled by a user setup with Administrative Privileges in Security. **The Close New Form option is turned ON by default.**

1. To enable/disable this feature, from the **Main** screen click **Administration>Options**.

2. On the **Options** screen, highlight the **Close New Form** listing and select the **Yes** checkbox to enable the feature or make sure the checkbox is not selected to disable it.

It might be desirable to turn this option off when first entering data, for speed, then turn it on later to avoid confusion when using it infrequently.

Show Warning Messages

The software allows you to turn off the warning messages that normally appear. For example, if you try to close a screen with unsaved information, by default a warning message will appear alerting you to that fact. If you do not wish to see these types of messages, you can turn them off using this function.

1. To turn off the **Show Warning Messages** option, from the **Main** screen click **Administration > Options**. The **Options** screen appears.

2. On the **Options** screen, highlight **Show Warning Messages** and deselect the **Yes** checkbox (it is selected by default). Deselecting the **Yes** checkbox turns off the warning messages.

Accessing Labels

The software allows you to select from several pre-built labels that can be printed from the included Wasp Labeler application.

1. To access labels, from the **Main** screen, click **Labels**. A list of available labels will appear. If you do not see all the label files shown here upon accessing the list, expand the menu by clicking the **x** in front of the **Labels** field.

2. To edit or print a label that appears in the **Labels** tree, click the icon. This will start **Wasp Labeler** (this application installed when you installed WaspNest Asset), loading the selected label file.

   Selecting **Launch Labeler** starts Wasp Labeler without opening an existing .LAB file. Use this to create custom labels from scratch.

   Selecting **Browse to Label File** lets you select the .LAB file you want to open by browsing your computer.

When saving new labels you've created with Wasp Labeler, save your new .LAB files in the folder called .\Labels under the folder where you installed Asset. If you are unsure where this is, just use the Windows Find (or Search) command to locate the folder containing the file **Asset.exe**, then save your .LAB files in the .\Labels folder beneath it.

To print Asset Tags to a printer other than the default printer defined to Windows, you must start Wasp Labeler and open the Asset Tag template manually, then use the **Print** screen to redirect the output to your label printer.

Reports Viewer

The **Report Viewer** presents reports in an interactive environment that permits keyword searches, printing and export to Adobe Acrobat® Reader™ (.pdf), Microsoft® Excel (.xls), Microsoft® Word (.doc) or Rich Text Format (.rtf) files.

1. Reports are accessed from the **Main** screen by clicking the **Reports** icon. A list of all reports will appear.

2. Click on the desired report. The report will open in the **Report Viewer**.

The Status Bar in this example, showing the **Assets by Asset Tag Report**, displays the Current Page being viewed, the Total number of pages and the current Zoom Factor.

For this example, **The Group Tree** (shown below) displays Asset Tags. Clicking on an Asset Tag will display that Asset in the Report area to the right.

The **ReportViewer Tool Bar** (shown below) provides a variety of functions. These are described below.

Go to First Page takes you to the beginning of the report.

Go to Previous Page

Go to Next Page

Go to Last Page takes you to the end of the report.

Go to Page launches this form:

Click **OK** after specifying the page number you wish to display.

Print Report launches the Print form.

Refresh updates the report with current data.

Export Report allows you to save the report as your choice of any of the following formats:

Adobe Acrobat® Reader™ (.pdf file)

Microsoft® Excel (.xls file)

Microsoft® Word (.doc file)

or Rich Text Format (.rtf file)

Toggle Group Tree OFF will increase the width of the Report display by turning off the Group Tree area at the left of the ReportViewer screen.

Toggle Group Tree ON will restore the Group Tree display at the left of the ReportViewer screen - the default display.

Zoom allows you to scale the Report display via a drop list of percentages:

Search allows you to find all occurrences of a specified keyword within the displayed Report.

Filter opens the Report Filter Setup form.

Depending on the number of transactions in your database, the Report you have selected, and the performance of your PC, ReportViewer can remain blank for quite some time while it access the database and dynamically builds the Report for display.

Report Filter

You can filter reports in the software to only display selected information. This allows you to tailor reports to your specific needs.

1. To filter a report, after you have generated the report, click the Filter button on the Report Viewer's toolbar. A screen similar to the following will appear:

2. Begin by removing the checkmark from the **Do not filter this report** checkbox. The fields on the screen will be enabled.

   Make selections from the drop down lists. You can select specific fields, Operators (+,-,=, etc.) and Value (the information contained in the fields). Then use the **Add>>** button to add filters to the **Filter List.**

One or more filters can be added before clicking the **OK** button to return to the Report Viewer where the data will now be limited by the filters in the Filter List.

Once a Filter has been defined for a report, it will remain in effect for subsequent executions of that report. Each report can retain the last Filter Setup applied. Open the filter dialog and turn off filtering if you want to see an unfiltered report.

Notes

You can add notes to several fields in the software in order to associate any comments you may have with the record you are creating or editing.

1. To add notes to a screen, click on the **Add Notes** button (not all screens/fields have this capability). The **Add Note** screen appears:

2. Enter your notes in the text box, then click **OK** to save and exit.

Notes are appended to any notes previously added the record you are editing.

Notes cannot be edited or removed once posted.

Simple Find

Find allows you to easily search for information within the database.

1. To access the **Find** screen, from the **Main** screen, click **Asset Management > Find > Simple Find**. The **Find** screen appears:

2. The **Find** form contains three fields by which you can search for information.:

   Table is used to select the *table* in the database you want to search. Make a selection from the drop down list.

   Field is used to select the field in the listed table to be searched. All fields found in the selected table will appear in the drop down list. Make a selection from the drop down list.

   Value is the information contained in the field (For example, Printer might be the value in the Asset Type field). Type in the information for which you are looking, or click the Magnifying Glass button to the right of the field to search all values contained in the selected Field.

   For example, if you want to search for an customer by his or her **Name** but cannot recall the spelling of the name, select Customer in the **Table** field and Name in the **Field** field, then select the Magnifying Glass button. A screen will appear displaying all values in the Description field (see example below):

Highlight the desired listing and click **Select**. The **Find** screen will populate with your selection as shown below:

Enabling the **Whole Word Only** option will search the selected table based upon the entire string in the value field excluding partial matches. If this checkbox is not selected, the

system will return partial matches, meaning if you enter Printer in the Value field, the search would return Printer, Print, Printers, Printed, etc.

Enabling the **Find All** option disables the **Field** and **Value** fields and will return all of the records from the table selected in Search.

3. Click the **Find** button to start the search process. When complete, a list will be displayed showing all the records that match your criteria.

All searches are case insensitive.

Your last Find criteria are saved and will automatically be loaded the next time you access Find.

Examples:

For these examples, assume that the Customer table is made up of three records containing one field, called FirstName. The values in this field are Fred, Frederick, and Sam.

Example	Table	Field	Value	Whole Word Only Option	Find All Option	Search Result
1	Customer	FirstName	Fred	Off	Off	2 records: Fred; Frederick
2	Customer	FirstName	Fred	On	Off	1 record: Fred
3	Customer	FirstName	Mike	Off	On	3 records: Fred; Frederick; Sam

Advanced Find can be selected from the Asset Management tree also. It allows you to use complex search criteria.

Advanced Find

The **Advanced Find** screen allows you to search for information in the database using a variety of criteria. You can use these criteria options to narrow your search.

1. Access the **Advanced Find** screen from the **Main** screen by selecting **Asset Management > Find > Advanced Find**. Below is an example of the **Advanced Find** screen.

2. The **Advanced Find** screen consists of seven fields that allow you to select criteria to narrow your search. The **Filter Expression** panel displays the "filter" as you enter information in the criteria fields. The filter is simply the criteria you have selected. For example, if you select the following information:

   Table: Asset
   Field: Asset Tag
   Operator: =
   Value: 198

   then the **Filter Expression** field will display this information and the system will search for Assets with the asset tag number 198.

   Below are descriptions of each of the criteria fields:

Table - used to select the *table* you want to search within the database.

Parenthesis - (open and close) used to control the order in which criteria will be processed. The inner most pair of parentheses in any filter expression are evaluated first.

Field - used to select the field you want to search within the specified table.

Operator - a comparison operator used to evaluate an expression.

Comparison Operator	Meaning
=	equal
<>	not equal
>=	greater than or equal
>	greater than
<=	less than or equal
<	less than
Like	is similar to value
Not Like	is not similar to value
Is Null	no value
Is Not Null	any value

Like and **Not Like** are used for text pattern matching. They can only be used with plain text fields, not with dates. The following characters, used within the text value, have a special meaning for the Like and Not Like operators:

LIKE Operator	Meaning	Examples
_ (underscore)	**matches any single character**	LIKE '_-inch' matches '2-inch', '3-inch', etc.
%	**matches zero or more characters of any value**	LIKE 'Eric W%' matches 'Eric White', 'Eric Williams', etc.
\	**Escapes the special characters** (gives them their normal meaning)	LIKE '\%' matches '%' LIKE '\\' matches a single '\'

Value - the information for which you are searching. (This can include special characters for the Like or Not Like operators).

Logical - a Boolean operator that combines one or more filter expressions into a single logical group:

Boolean Operator	Meaning
AND	**gives you the intersection of two conditions**
OR	**gives you the union of two conditions**

3. Enter the desired values for the seven **Advanced Find** fields to construct a filter fragment, or part of the Filter Expression.

4. Click the **Add** button after building each filter expression to add it to the Filter Expression list.

   The **Move Up** and **Move Down** buttons allow you to move a filter fragment toward the top or toward the bottom of the list, respectively. To reposition a filter fragment in the Filter Expression panel, click on it, then click either the Move Up or Move Down button.

   You can edit a filter fragment by first selecting the fragment in the Filter Expression list. The values of the filter fragment populate the seven input fields. Update any of these fields, then click **Replace** to update the selected filter fragment in the Filter Expression list.

   Click the **Check** button to check the syntax of the Filter Expression.
5. Click the **Find** button to start the search process. When complete, a list will be displayed showing all the records that match your criteria.

➡ All searches are case insensitive.

➡ To search for a specific date, build your filter expression to include a time range of 12:00am to 11:59pm for the given date. For example, the filter expression Date >= 12/25/02 12:00am to 12/25/02 11:59pm will return all records that have the date 12/25/02.

A **Simplified** search can be conducted using the Simple Find screen.

Definitions

Asset

One or more **Assets** can be assigned to each Asset Type. The individual assets are a unique item of a specific make and model number. Each asset is given an Asset Tag that is unique across all Sites and Locations.

Asset Linking

Asset Linking is only available in the Professional version of MobileAsset. Asset Linking, also known as Asset Kitting, allows you to link two or more assets together to form one new asset. For example, the asset Mary's Computer may consist of 4 separate assets - CPU, Keyboard, Mouse and Monitor. These four individual assets are linked together to form one new asset, Mary's Computer. In this example, Mary's Computer is known as the "Parent" asset and the four component assets are the "Child Assets".

A child asset can have only one parent, however, a parent may have multiple child assets and be a child itself. In this scenario, the linking might look like this:

In the example above, Mary's Computer is the parent of the assets CPU, Monitor, Mouse and Keyboard. CPU is the parent of Network Card and SoundCard. Therefore, CPU is both the child of Mary's Computer and the parent of Network Card and SoundCard.

Asset Tag

A unique identifier you assign each asset in your database (this is done on the New Asset screen). The tag can be letters or numbers or a combination of both. The asset tag is printed and attached to the physical asset. Creation of the tags can be done using the Wasp Labeler application that installed when you installed the software. To access Labeler, from the **Main** screen, click **Labels > Asset Tags**. The number on the tag corresponds to the asset tag number in the database. An asset tag usually contains a barcode for quick identification and tracking.

Asset Type

This is the first step in creating an Asset in the software. You must first create your Asset Types, then each asset you add to the system must be assigned to a specific Asset Type. You can think of Asset Types as a classification for assets. For instance, you may have an Asset Type of *IBM Laptop X6000* that defines the manufacturer, size specs, etc. of this particular type of computer. Then specific computers of the same type are assigned as assets to the *IBM Laptop X6000* asset type. Asset Types are created in the database using the New Asset Type screen,

or you can import this information. You can then assign assets to a specific asset type on the New Asset screen.

The Asset Type defines the Description, Depreciation Class, Category, Manufacturer and Model Number of the asset.

Description can be any text used to describe the Asset Type.

Depreciation Class controls whether or not depreciation will be calculated for this Asset Type (Depreciation Class is further defined below).

Category is a superset of the Asset Type. This can be very broad (furniture, computer equipment, etc.) or more specific (desk, chair, lamp, monitor, PC, keyboard, etc.)

Manufacturer records the brand or maker of the Asset Type.

Model # records the manufacturer's designation for this Asset Type.

Depreciation Class

Depreciation Classes can be created to determine a specific Depreciation Method. The Depreciation Class is assigned to one or more Asset Types (on the New Asset Type screen). All assets assigned to that Asset Type will follow the Depreciation Method defined in the specified Depreciation Class.

Depreciation Methods

You have two depreciation methods: *None* and *Straight Line*.

Definitions for each of these methods are provided below:

- **Straight Line** - The simplest and most commonly used depreciation method, straight line depreciation is calculated by taking the purchase or acquisition price of an asset subtracted by the salvage value divided by the total productive years (Life) the asset can be reasonably expected to benefit the company.

  Example:
  purchase price of asset – approximate salvage value
  ---------- (divided by) ----------
  estimated useful life of asset

  Assume you buy a new computer for your business costing approximately $5,000. You expect a salvage value of $200 selling parts when you dispose of it. Accounting rules allow a maximum useful life of five years for computers; in the past, your business has upgraded its hardware every three years, so you think this is a more realistic estimate of useful life, since you are apt to dispose of the computer at that time. Using that information, you would plug it into the formula:

  $5,000 purchase price - $200 approximate salvage value

---------- (divided by) ----------
3 years estimated useful life

The answer, $1,600, is the depreciation charges your business would take annually if you were using the straight line method.

Location

Locations are places within a particular Site where Assets reside. Typically, a **Site** is a building or area that contains one or more inventory **Locations**. For instance, *Sebastian's Office* might be a location within the site *My Company*.

Child Asset

An asset that is linked to a parent asset. See the illustration in the Asset Linking definition, above.

Parent Asset

Any asset that has child assets attached to it. See the illustration in the Asset Linking definition, above.

Serial Number

If an asset has a **Serial Number** and you choose to record it, it is associated with a specific Asset, not with an Asset Type.

Site

The software can manage assets at one or more **Sites** (specific buildings or vehicles) depending on the version of the software you have. Typically, a **Site** is a building that contains one or more asset Locations. For instance, *Sebastian's Office* might be a location within the site *My Company.* Pay attention to the Site you are working with when using Asset.

About the About Screen

From the **Main** screen, select **Help > About** to view the software version and build information as well as your Serial Number (License Key).

Click **OK** to close the Help About form.

Technical Support

Wasp Technical Support, Knowledge Base and Downloads

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