

RF Tags SA

— RFID —

ASSETtraK – Quick Start Guide



Welcome to your ASSETtraK Quick Start Guide

ASSETtraK is used as an auditing / verification tool. It speeds up your physical audit of assets by firstly through the use of RFID (radio frequency identification) and secondly through the use of automated reports.

By using RFID, you no longer need to manually check every asset ID against a printed out copy of your register. You simply enter a location (see **“Reading a Tag”** on page 7 of **“ASSETtraK_Manual.pdf”**) and scan the assets in that location.

When you exit the location after having read all the assets, scan the location marker again (scan out). This will compile the data into verification reports (see **“Show Reports Menu”** on page 6 of **“Software_Manual.pdf”**).

Fully Functional 45 day Trial Software

The ASSETtraK PC software comes as a fully functional 45 day software package.

You can use the software for 45 day, after which you will need to get a registration code from RF Tags SA pty ltd.

Preparing Your ASSETtraK system

In order to use your new ASSETtraK hand held reader system, you need to import data into it. This is achieved by exporting data from your current asset register / accounting package into an excel spreadsheet, which is in turn uploaded into the ASSETtraK system (see **“Import from Excel”** on page 10 of **“Software_Manual.pdf”**). **Once you have this spreadsheet with the columns listed in the software manual, and you have uploaded this to the ASSETtraK PC software, you now need to sync with the actual hand held reader (see “Syncing with the PC” on page 17 of “ASSETtraK_Manual.pdf”).**

Once the syncing is complete, your system is now ready to use.

Tag Assignment vs Verification Modes

There are two modes of operation on the hand held readers, that is, Tag Assignment and Verification modes



Verification mode is used to do your actual audit and to generate asset verification / audit reports. These reports will tell you which items were found in the correct locations, which were found in incorrect locations, which assets were not found at all and which locations were not yet verified.

Assets will only appear in reports once you have entered the room in which they belong. For example, if we have a room number 101 and a room number 201, each with 2 assets, and both of these assets in each location are in the correct place, the assets will only appear in the “verified assets” (see “**Show Reports Menu**” on page 5 of “Software_Manual.pdf”) once we have entered the locations.

In other words, if during my verification process I enter room 101 and scan both assets, then I exit the room (and scan the location marker on my way out), but I DO NOT enter room 201, then only room 101's assets will appear on the reports.

In this example, room 201's assets will not appear on the verification reports. The only report it will appear on is the “Locations not verified” / “Assets not verified” reports, meaning that in order to complete your verification process, you need to go to those locations / assets.

The Tag Assignment mode is used to assign RFID tags to your assets and locations. Each location (room, office, etc), needs to have a tag assigned to it. This tag should be placed at or near the entrance of the locations (on the door, etc). Remember to separate tags on adjacent doors so that you don't “cross read” tags.

Every asset needs to have an RFID tag assigned to it. In assignment mode, you will need to print out the barcodes from the PC software (see “**File Menu**” on page 3 of “Software_Manual.pdf”).



Building A22 343



Building A22 356



Building A22 357



Building A22 401

You will place your RFID tag at the location entrance, or on the asset. You then scan the tag (in tag assignment mode). It will ask you to scan the barcode. You scan the barcode of the location or asset. This tag is now assigned to the location / asset. If you scan this tag again, you should see the detail of this location / asset on the hand held readers display.

Syncing with the PC

You need to sync the hand held reader(s) with the PC each time you have made changes to the data in either the hand held reader, or the PC software database. In other words, if you have made changes to your master database and you import that into the ASSETtraK system through an excel spreadsheet, you need to sync with the readers to update their data.

If you assign RFID tags to assets / locations on a hand held reader, then you need to sync with the PC so that it is aware of those changes.

Note that once you have completed the verification process (or part thereof), you need to sync with the PC so that that data is available for the reports.

When you have multiple readers, you will need to sync multiple times to ensure that all data is transferred to all readers. For instance, you have two readers and you use them in two different locations to assign RFID tags. You then sync reader 1 with the PC. This means that the tag assignments made with reader 1 are now transferred to the PC. You then subsequently sync reader 2. Reader 2's data is now transferred to the PC, and in addition to that, Reader 1's data is transferred back to Reader 2, ie, Reader 2 has a complete set of data. HOWEVER, Reader 1 does not have Reader 2' data as Reader 2 was synced after Reader 1, so you need to sync Reader 1 again.

For this reason, a good syncing strategy is to sync the readers every afternoon before leaving the office, and every morning before using them. This will ensure that all of the data is synced with all of the readers.

Charging your hand held reader

The hand held readers need to be well charged. It is important to keep the readers on charge, particularly during the syncing process. The readers will turn off during periods of inactivity if they are not on charge. Inactivity refers to no buttons being pressed.

During the syncing process which requires no human intervention, no buttons are being pressed, and, as a result the hand held readers may automatically turn off if they are not on charge. This would of course mean that you need to resync them.

If the battery falls to below 25% of its available power, it will display a short message on the screen warning you that it need to be charged, then it will turn off.

Resources

Software_Manual.pdf – www.rftags.co.za/assettrak/Software_Manual.pdf

ASSETtraK_Manual.pdf – www.rftags.co.za/assettrak/ASSETtraK_Manual.pdf

Excel Import Demo – www.rftags.co.za/assettrak/exceldemo_1.xls