Motorola Mobile Computer- Collect Data

Getting Started: Understanding your Equipment

The Motorola mobile scanner you are using contains a Windows CE Mobile Operating system. This system is not too much different than your office computer if you are running Windows 7 or have an icon based home screen. The processor in this scanner dates to approximately 2007, so a certain amount of "lag" time between clicks and button selection is normal. Most button selections are "single-click". A double-click is needed to open the **IT ScriptNet** program from the main desktop screen. Double-clicking where not appropriate has been known to cause unfriendly user results.

Navigating the IT ScriptNet Inventory Program

There are three different screens that you will commonly see when using the IT ScriptNet program: *Collect Data*, *Location*, and *Scan Tag* screens.

Collect Data – gray screen with blue header. If you have been actively scanning assets and see this screen, chances are you accidently exited out of the Location Screen. You should select the Collect Data button to return to the Location Screen. A normal departmental user of the scanner should NOT select any of the buttons below the Collect Data button. You risk losing your data if you do this. The only other button on the Collect Data screen acceptable to press is the OK button at the top right-hand corner. The OK button will exit you completely out of the IT ScriptNet program and back to the Windows desktop blue screen. Double click the IT ScriptNet program to re-enter and continue with your inventory scanning.

Location – used to designate the specific Campus, Building, and Room
   a) From the pull down menu, select the Campus. If your scanning is going successfully, you should not have to change the Campus designation frequently. Once set, proceed downward.
   b) From the pull down menu, select the Building. Building selection might be one of the most commonly made errors. A steady hand and focused attention will benefit you when selecting the correct building. This list is alphabetical. When the drop down menu is activated, the user may select the first letter of the desired building ON THE KEYPAD to "jump" the highlight to the first building that starts with that letter. Use the stylus to Scroll on the right-hand side of the window until you reach the target building name and carefully select with the stylus. It is common to miss your target the first few times. If you find that the touch screen calibration is not usable, please contact the Capital Asset office.
   c) Enter the room number with the keypad and press the NEXT button on the screen to progress to the Scan Tag Screen. If there is a sub room, please put that in the appropriate box before pressing NEXT.

Scan Tag – When you first progress to this screen your cursor should automatically be in the Scan Tag field.
   a) Point head of scan gun toward inventory tag barcode. Pulling the trigger of the scan gun will project the red laser beam. Make sure beam is perpendicular to the barcode lines. You should hear a BEEP.
   b) Visually confirm that the correct tag number has been placed in the Scan Tag box. Do not attempt to modify this entry.
   c) EXTREMELY IMPORTANT: With stylus, press NEXT button. Scanner will BEEP again and cursor should return to the Scan Tag box indicating it is ready for next tag. **You should also see a "Last Tag Scanned:" entry** just above the Scan Tag box displaying the last tag that was successfully entered in the scanner log. If you do not see the correct tag number, then go through steps A through C again.
   d) Continue to scan all tags in the current room in this manner. Before scanning in another room, you must change the Location screen.

Changing the Building or Room Number

- From the Scan Tag screen, press the BACK button one time only. You should see the current room# highlighted.
- If you need only to change the room# while in the same building, then enter it using the keypad and press the NEXT button to return to the Scan Tag screen to continue you scanning process.
- If you move to a new building location, you will need to use the drop-down menu once again to select the correct building name, then enter the applicable room# in that building and progress to the Scan Tag screen by pressing the NEXT button.

Notes

It is very important to remember to press the NEXT button after the red beam has placed the IU Tag into the Scan Tag box. The NEXT button is actually what places that IU Tag in the memory. If you forget to press NEXT, when you scan the next tag you will see a Windows Error dialogue box stating "Data Too Long". When you see this error it is because the NEXT button has been forgotten concerning the previous tag scanned. The Review button on the Scan Tag screen is a tool you can use to ensure that all the tags have been entered into the memory.

The mobile device screen is set to turn off after a short period of non-use. To power up the unit, push the "Red" button on the device. As mentioned, the processor is older. So if the unit doesn't respond immediately, please let the unit stand idle for several seconds and try the red button again. Also, holding down the red button will cause it to go through a process called "warm boot". This process is like restarting your desktop computer; you will not lose data already collected. After the device is finished re-booting, it will display a "Demo" screen. You should double-click the "Exit" door icon to return to the Windows desktop screen.

Battery Status - Docking Station

DO NOT REMOVE THE BATTERY! This will cause a complete data loss. The battery status level is displayed on the Location and Scan Tag screen near the bottom. It is a best practice to keep the mobile device docked and plugged into AC power when not in use. If the battery level reaches 50%, every attempt should be made to dock the device at first opportunity. When the mobile computer is placed on the docking station the display will automatically turn on. Press the red button to turn the display off while charging (remember let stand idle for several seconds). If the LED light under the Motorola logo is slow blinking, the unit is charging. If the LED light is solid, the charging is complete.