PSEG Armory Weapon Tracking

Software Users Guide



Powered By:



V 2.1.5

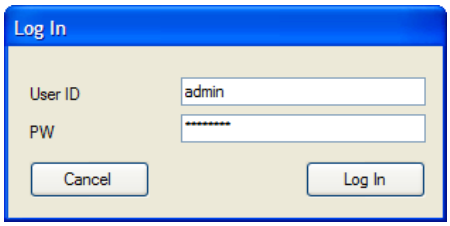
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Armory Desktop Application

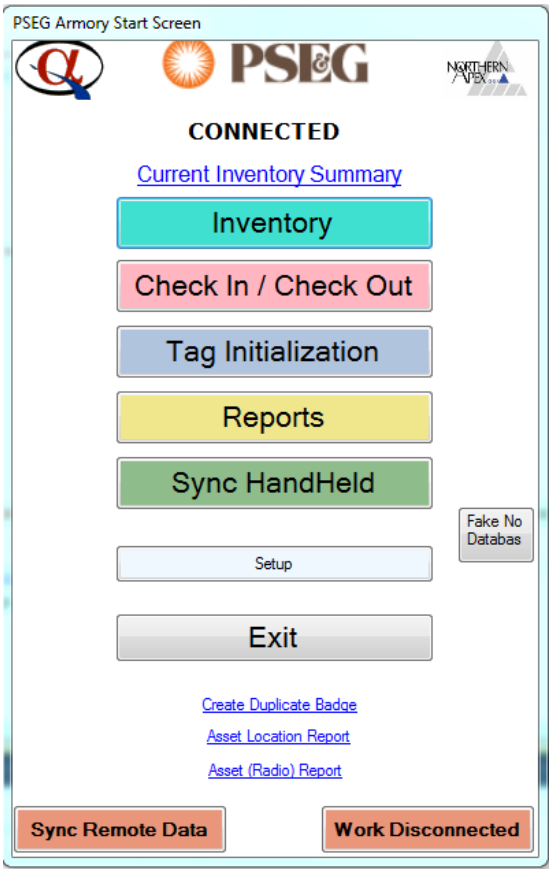
Logging in

When the application starts, you will be prompted for a user ID and password. The application will not run until the user has successfully logged in. The user id and password is unique to the application and not tied in with the Windows UserID/PW. This user ID is used to track who is using the application.



Startup Screen

The startup Screen is what appears immediately after a successful login. This window will stay on the screen as long as the application is open and is where all other actions begin.

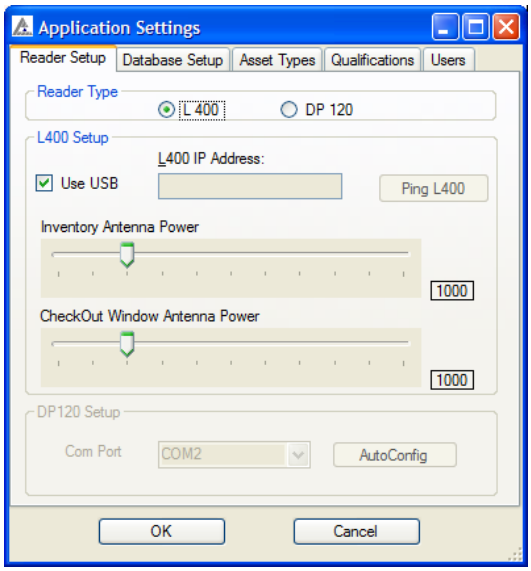


Settings

To get to the Settings dialog box, Click on the 'Setup' button on the main screen. You may see error messages show up when going into settings if the database connection has not been set up correctly.

Reader Setup

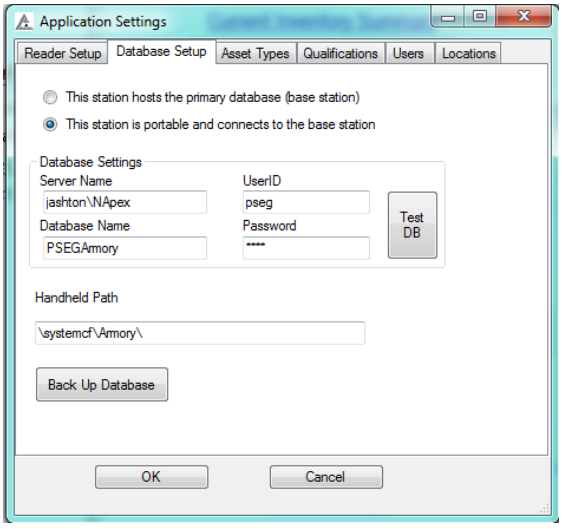
The Reader Setup Tab allows you to choose what reader the application will use and any additional settings for that reader.



- If the station is to be used for tag initialization, choose "DP 120". For inventory and checkout, choose 'L 400'.
- If the L400 is set up to use a USB connection (instead of Ethernet) Check the box 'Use USB'. If using an Ethernet connection, enter the IP address for the L400. Use the 'Ping L400' button to test an Ethernet connection.
- The antenna transmit power can be adjusted using the sliders
- For DP120 Setup, click the AutoConfig button to find and set the Com port that the reader is on.

Database Setup

Database setup allows the administrator to enter the connection information for the SQL Server database. The database can reside on a server, or desktop as long as the PC running the application can connect to it.



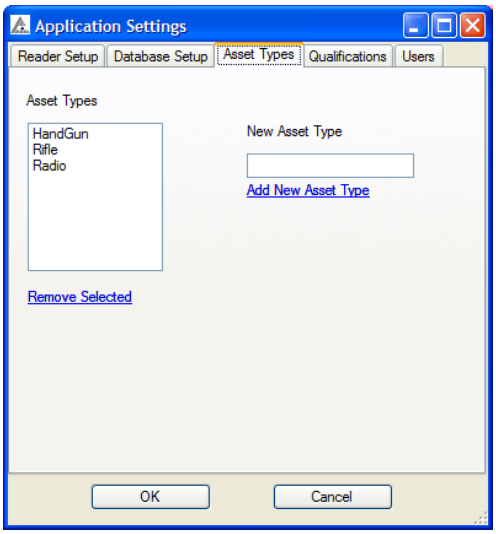
- If this station hosts the database, select the first option. If you are on a mobile device that connects to a database on a different machine, select the second option
- Server Name: The location and name of the server to use
- Database Name: The name of the database to use
- User ID: User ID assigned for database access
- Password: Password assigned to user ID. CaSe sENsiTiVE
- Test DB button will test your connection based on the criteria supplied.

Asset Types

The Asset Types setup screen allows an administrator to set up the types of items to be tracked. Any type of asset can be entered here. These will be persistent through the rest of the application.

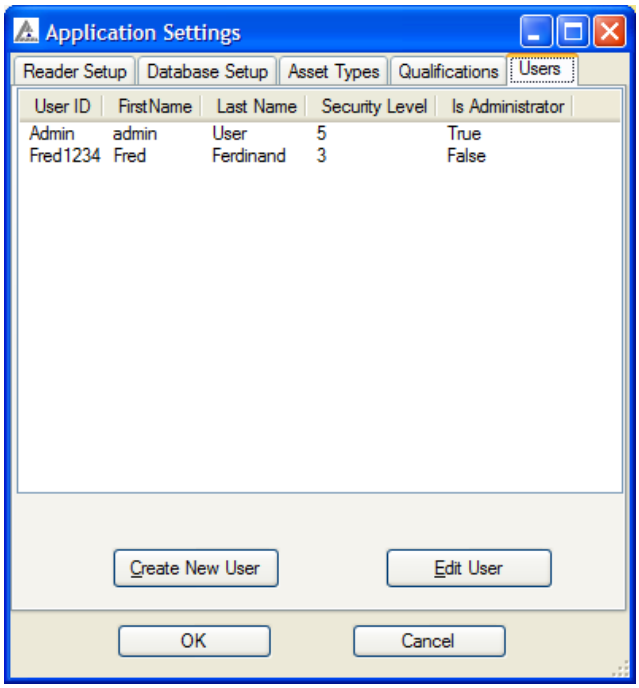
To create a new asset type, enter the type in the text box and click on 'Add New Asset Type'.

Note: If an asset type is removed from this list, any assets already assigned this asset type will still be present in the database, but the type will not show up on any selection lists.

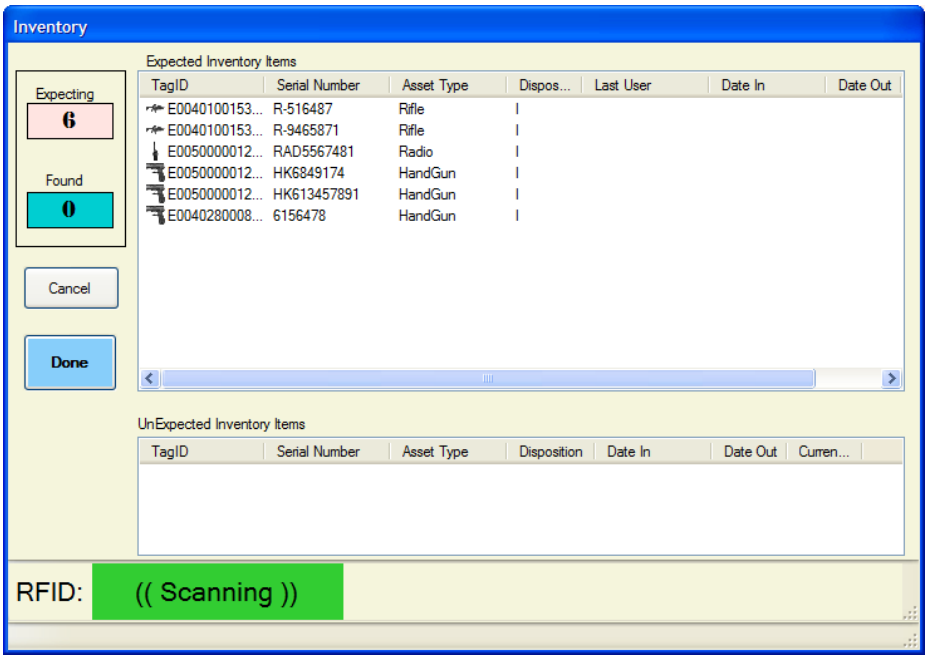


Security (Users Tab)

The Users tab is where all user information is created, edited or deleted. The user information in this screen is for security to the desktop application only. This screen does not have anything to do with users checking in or checking out asset items. Only users with administrator privileges can change other user security settings or get into the Application Settings screen.



Inventory

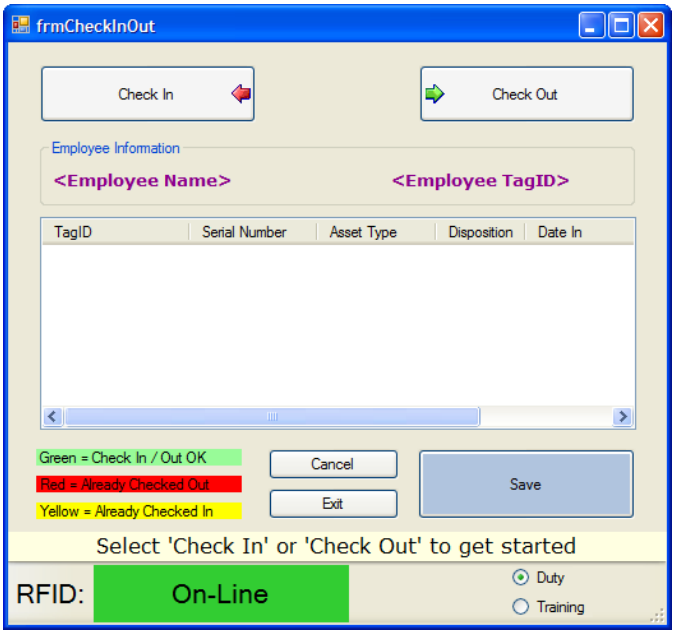


The inventory screen is where a user will view and take inventory of all asset items being tracked. The 'wand' is normally used for this function.

This window lists how many items are expected to be found and how many are actually found. The main listing area in the center of the window lists all items that are marked as 'Checked In' in the system. As items are found, the listing will turn green and the found items counter will increase. If any items are found that are not marked as being 'checked in', those items will appear at the bottom of the window. When the inventory is completed, the user will have the option of changing the item's status to 'checked in'.

When an inventory is complete; click on the 'Done' button. This will add all of the items found to a database table. If you wish to cancel an inventory that has been started, use the cancel button. This will not store any information about the inventory.

Check In / Check Out



This screen allows a user to check an asset out of inventory or check an item back in to inventory. To begin a transaction, click on either Check In or Check Out button. When one of the buttons is clicked, the RFID radio is turned on, and the application is waiting for an employee badge to be scanned. A valid badge must be scanned in order to check in or check out any item. No other actions will be allowed until a valid badge is scanned, or the 'cancel' button is clicked.

After the officer badge has been scanned, the employee information will appear and the application will be waiting for asset tags to be scanned. The large square type antenna is used for this process. As items are passed over the antenna, they will appear in the list box. If the item is highlighted in green, then everything is OK with the transaction. If during a check-out transaction, an item is highlighted in Red, it indicates that the item is already listed as 'checked out'. The item will still be allowed to be checked out. If during a check-in transaction, an item is highlighted in yellow, it indicates that the item is already listed as checked in. The item will still be allowed to be checked in.

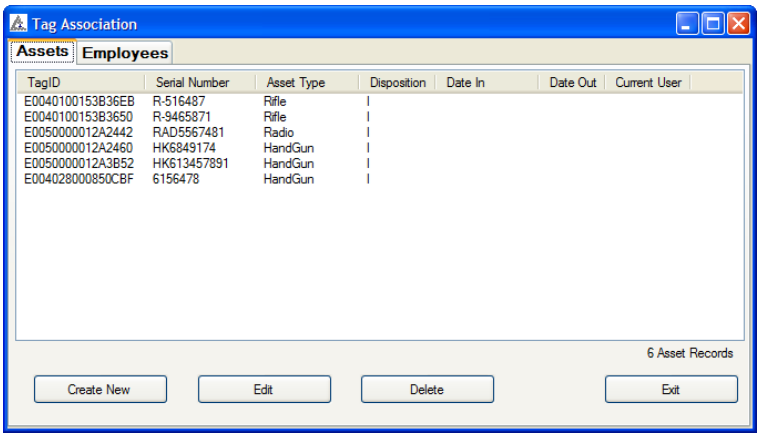
Click the 'Save' button to record the transaction(s) to the database and update inventory.

Click 'Cancel' to reset transactions to nothing, but continue checking in or out.

Click 'Exit' when you have finished and want to go back to the main menu.

Tag Initialization

The Tag Initialization screen is where all asset and employee tags get set up with their initial values. No tag will be recognized by the system until it has been initialized. To begin, select either the Assets tab or Employees tab and click on 'Create New' button. This will open up a new window which will ask for information for whichever type of tag you're creating.

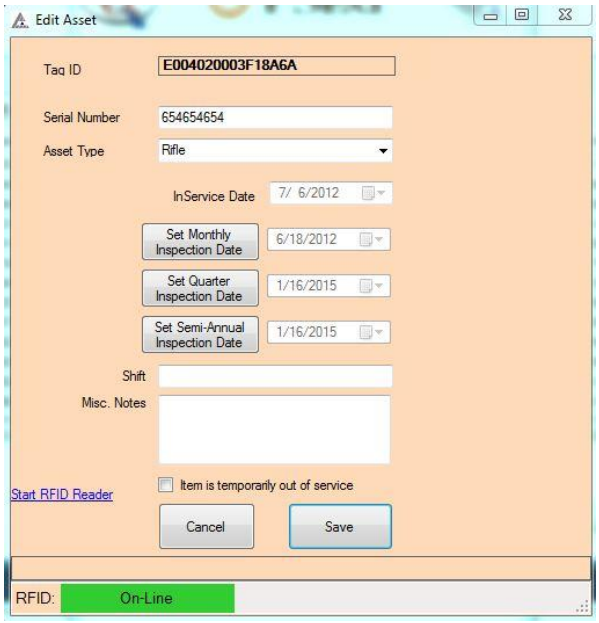


Tag initialization is normally done with the DP120 desktop reader.

Asset Tags

To create a new asset tag, click on 'Create New' from the Tag Initialization screen and place a tag on or near the reader.

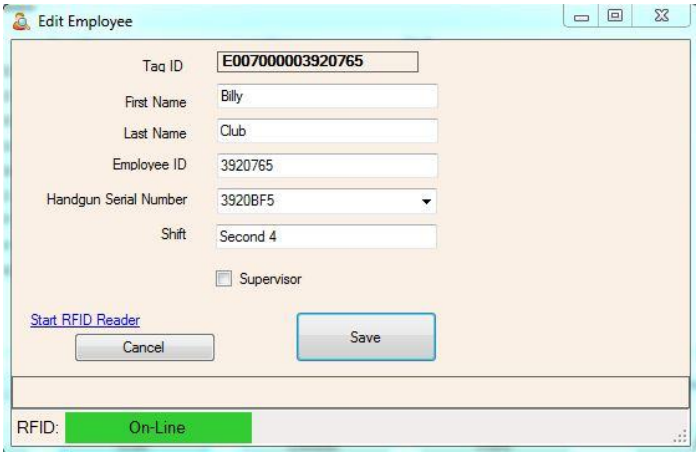
- The Tag ID will be read and displayed on the screen.
- Enter a serial number
- Select asset type from drop-down. (The asset type list is populated from the administration screen)
- Set dates and any notes
- When all information is correct, click the 'Save' button.



Employee Tags

To create a new asset tag, click on 'Create New' from the Tag Initialization screen and scan a tag with the RFID reader to obtain the Tag ID. Enter the persons first and last name, their employee ID and the handgun serial number that is to be assigned to them. (The handgun serial numbers are populated from the handguns that have already been set up.

When all is correct; click the 'Save' button. To lose all changes, click 'Cancel'.



Working Disconnected

If the PC running the application is disconnected from the main database it can run in stand-alone or 'disconnected' mode. In order for this to happen successfully, the remote machine (normally a laptop) will first need to be synchronized with the main database. If this does not happen, information that has already been entered in the main database will not be transferred to the portable PC. To sync the data, click on the 'Work Disconnected' button while still connected to the main database. This will create a new portable copy on the mobile PC which can be used while disconnected from the main database server. In order for the data acquired while disconnected to be merged back to the main database, you must use the 'Sync Remote Data' button found on the main startup screen while connected to the machine hosting the main database.

Synchronizing Handheld

The 'Synchronize Handheld' button available in the startup screen is used to transfer information to and from the handheld and desktop applications. The handheld device must be connected to the PC via ActiveSync for this function to start. When the button is clicked, a connection will be made to the handheld device. All information from the desktop will be transferred to the handheld. This information includes asset items, employees and qualification information. Then, any new information from the handheld is transferred to the desktop application and added to the database. This should be done before and after the handheld is used in the field.

Armory Hand-Held Application



The handheld device allows the user to read employee and asset tags while away from the desktop application and database. It can be used to read tags, modify select data associated with the tags and perform an inventory on assets that are checked out to remote locations. The handheld device should be synchronized with the desktop application before and after use in the field in order to keep information up to date.

Connecting to the Base PC

Connect the handheld device to the Base PC using a USB cable with USB-A and USB-Mini connectors. Insert the USB-A connector to any available USB port on the Base PC, turn on the HH; once the startup is complete connect the USB-Mini connection to the USB port located at the bottom of the device.



While the handheld is connecting to the PC a message will display to indicate that the connection is in progress. Once the connection is complete an icon will appear in the task bar of the handheld. At this point the handheld is ready for data synchronization. Follow the instructions under Synchronizing Handheld in the Armory Software Users Guide.

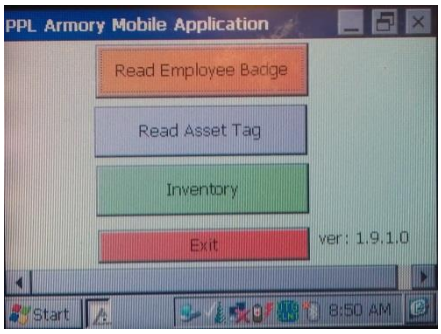
Main Menu

To start the Armory Application double tap the Icon on the desk top or tab <Start>, <Programs> and Armory RFID.

The Armory Main Menu will appear in a few seconds.

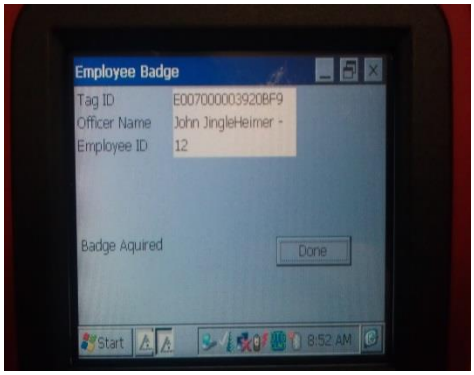
The main functionality of the handheld app is to read employee and asset tags, update select data associated with the tags and perform physical inventories at remote locations.

Tap the <Exit> button to close the application.

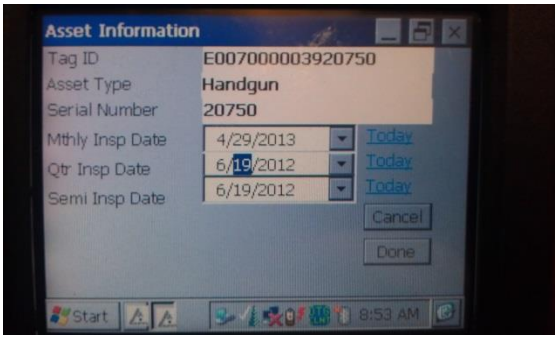


Employee Badge

After taping the 'Read Employee Badge' button, the screen to the left appears. The device will now be scanning for an officer's badge. When one is found, the information associated with the tag will be displayed on the screen. This includes the Tag ID, Officer Name and employee ID. Tap the <Done> button to exit the Employee Badge screen and return to the Main Menu.



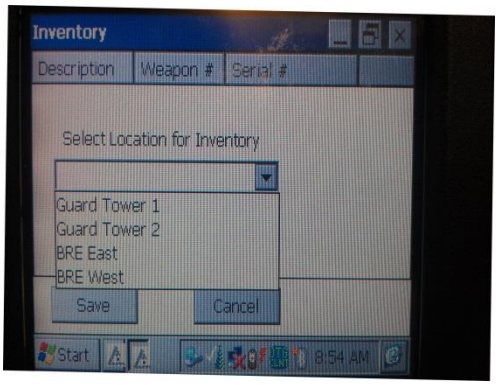
Asset Information



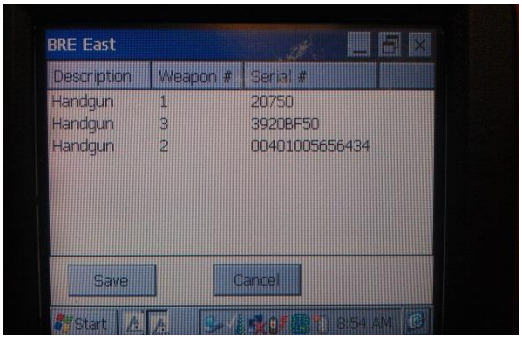
After taping the 'Read Asset Tag' button on the main screen, the Asset information screen will appear. The device will now be scanning for an asset tag. If one is found, the associated with the tag will be displayed on the screen. This information includes the Tag ID, Asset Type, Serial Number, and inspection dates associated with the asset. To change any of the dates, click on the down arrow to the right of the date. A calendar will appear where you can select a date. If you want to quickly set the date to the current date, click on the 'Today' link next to each field. When finished, click on the 'Save' button to retain the changes to be updated in the Main Database on the next Synchronization.

Inventory

Tap the Inventory button on the Main Menu to enter this screen. Multiple inventories of remote locations can be performed before it is necessary to perform the synchronization with the Main Database. The first step is to select a location to inventory. The locations are downloaded as part of the synchronization and are obtained from the locations defined in the Main Database. Tap the down arrow on the Select Location combo box, tap the desired location and the assets that have been checked out to that location will display. The HH will also be scanning for an asset tag. Scan the assets at the location; once all of the assets have been scanned tap the <Save> button to retain the inventory. This inventory will be uploaded to the Main Database at the next synchronization.



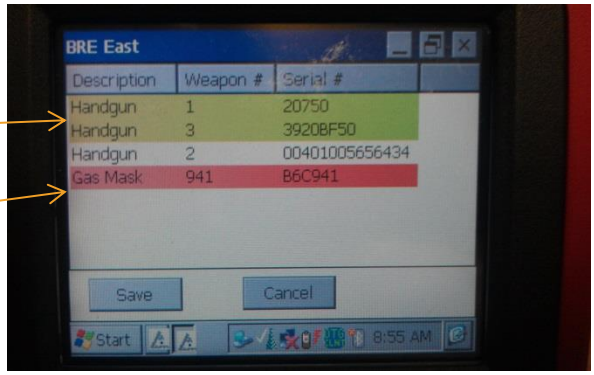
Select Remote Location to Inventory

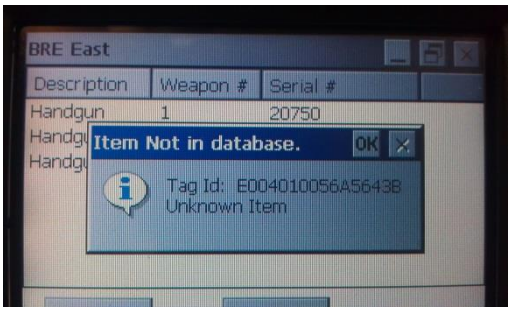


Assets checked out to a specific location.

As assets are scanned the handheld will acknowledge the asset in one of three methods.

- *If the asset scanned is also checked out to the location being inventoried the background of that asset on the HH will turn green.*
- *If the asset scanned is NOT checked out to the current location, the asset will be added to the HH display and the background will turn red.*





- *If the tag scanned is not recognized as an asset a message box will display and the user must tap <OK> to clear the message and continue the inventory. The unknown tag will be ignored.*