

Fixed Asset Mobile Inventory Manager

Overview:

This inventory system will allow you to:

- Build count sheets for bulk fixed assets
- Enter the physical count for the fixed assets
- Once you commit the quantities, an open contract is created, which can be closed to adjust the bulk fixed asset quantities

This system is run from your web browser. It is designed to allow running from a tablet or iPad or from a smart phone to allow mobile access.

URL for the system is:

<http://alertserver:612/aep/webreports>

(change "alertserver" to proper server name)

Setup:

Inventory Adjustment Customer:

If you don't already have an inventory adjustment customer, create one in Customer File Maintenance.

The screenshot displays a web browser window with a menu bar (File, Edit, View, Action, Reports, Help) and a toolbar with various icons. Below the toolbar is a navigation bar with function keys: F2Prev, F3Next, F4PO, F5Sign, F6Chng, F7Comm, F8Chgs, F9Hist, F1Help, and F0Back. The main form area contains the following fields:

Key	36279	Driv#	INV ADJ
Name	!!INVENTORY ADJUSTMENTS		
Address1			
Address2			
CSZ	CHANTILLY	VA	20151
	Type 0		Type 0
	Type 0		Type 0
Contact			
Cust Type	CA	Cash	
Bus Type	0		
Sls Person	0	NONE	
Price Type	R	REGULAR	
Email:			

Then, under Codes & Setup, on the System Setup store parameter page, indicate that customer key on the new option "Default customer for inventory adjustments."

The screenshot shows the 'System Setup' window with a tree view on the left and a main configuration area on the right. The tree view includes categories like 'System Codes', 'Store Parameters', and 'System Setup'. The main area contains various settings for a specific location (CHN - ALERT PARTY). A red box highlights the 'Default customer for rental/sales inventory adjustments' field, which is set to '36279'. Other fields include 'Maximum year(s) from today for date span validation?' (1), 'Default customer for internal work orders?' (47935), and 'Run Automatic End of Day Report?' (checked).

Field	Value
Location	CHN - ALERT PARTY
Background image on operator login screen:	
Turn Around Contract:	85315
In Service Contract:	85316
Maximum year(s) from today for date span validation?	1
Default customer for rental/sales inventory adjustments:	36279
Default customer for internal work orders:	47935
Number of days from out date used to set new work order promise date?	1
Add shop supplies to customer work orders and estimates?	A
Add shop supplies to internal work orders?	Y
Use parts and/or labor to calculate shop supplies?	B
Percentage to use when calculating shop supplies?	10.00
Default sales item for shop supplies?	6588
Default to 'hard down' status when performing maintenance?	<input type="checkbox"/>
Run Automatic End of Day Report?	<input checked="" type="checkbox"/>
Run Automatic GL Interface?	<input type="checkbox"/>
Spooler	admin

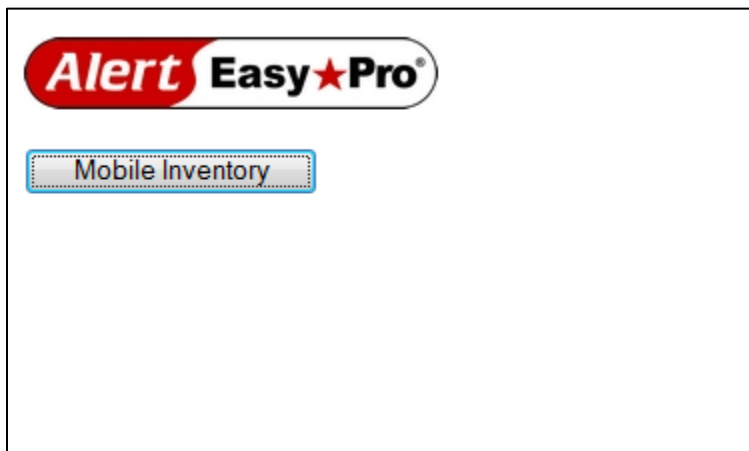
Building Count Sheets & Processing Counts:

Access the URL

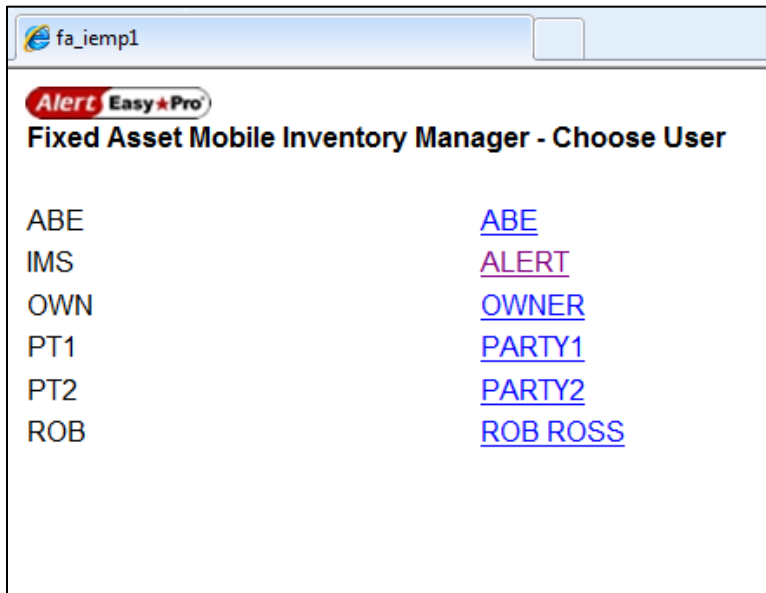
Login with your Alert Username & Password

Introduction Screen:

Click "Mobile Inventory" to begin.

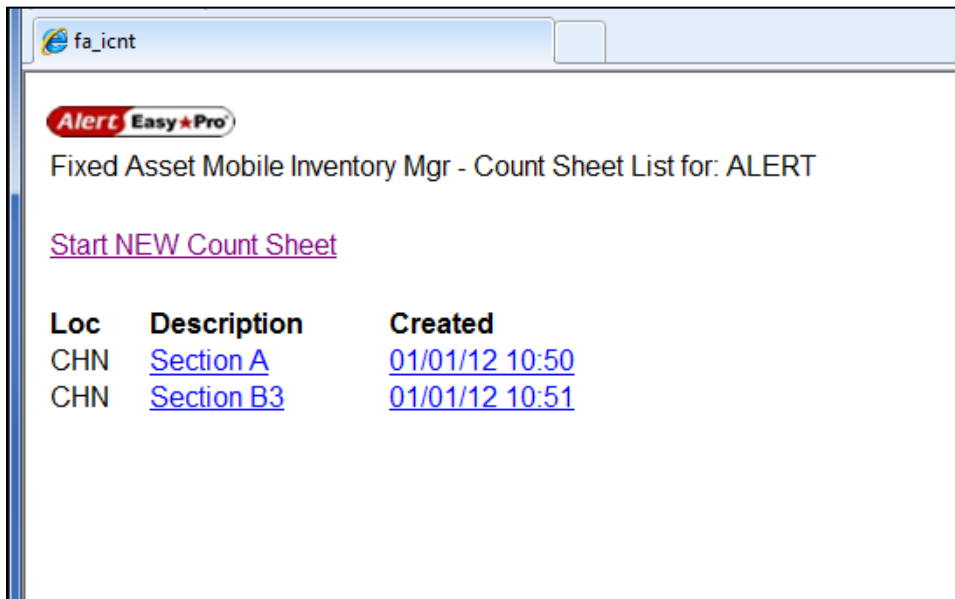


Choose the user by clicking the username hyperlink.



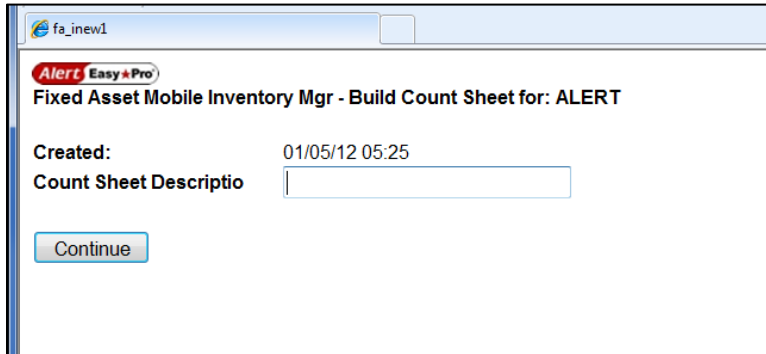
You now see a list of existing count sheets for the user that was just selected. You can choose one of these by clicking on the description or the created date/time. This will allow you to edit the existing sheet or enter inventory counts.

From this screen you can also start a new count sheet for the selected user by choosing the "Start NEW Count Sheet" hyperlink.



Starting a New Count Sheet:

First, you enter a description for the new count sheet in the box provided. Then click "Continue".



fa_inew1

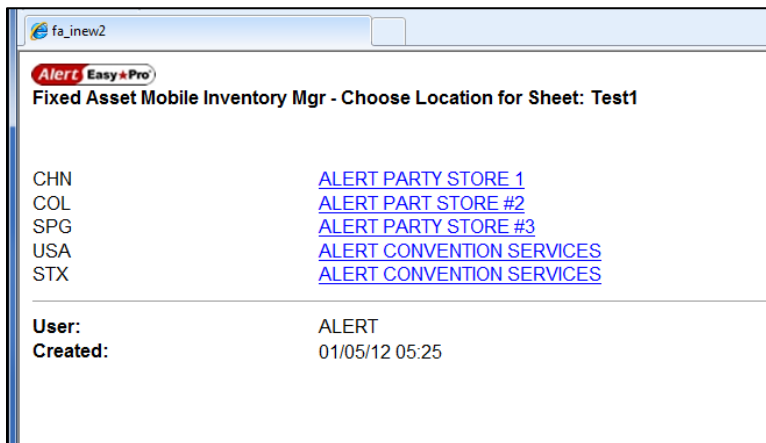
Alert Easy Pro
Fixed Asset Mobile Inventory Mgr - Build Count Sheet for: ALERT

Created: 01/05/12 05:25

Count Sheet Descriptio

Continue

Next, you choose a store location for the count sheet by clicking the location description.



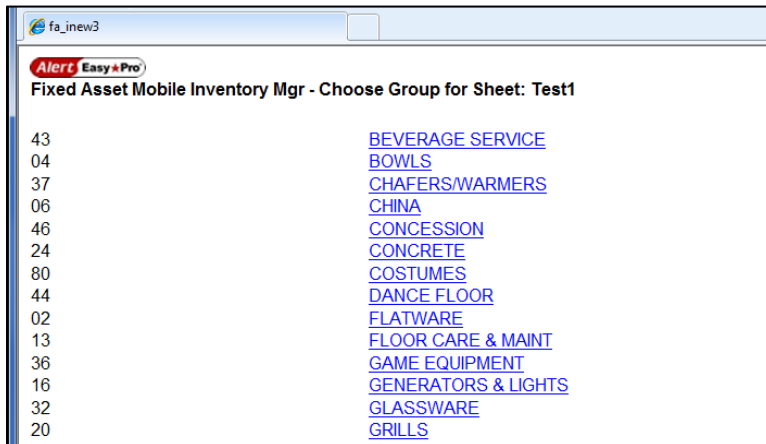
fa_inew2

Alert Easy Pro
Fixed Asset Mobile Inventory Mgr - Choose Location for Sheet: Test1

CHN [ALERT PARTY STORE 1](#)
COL [ALERT PART STORE #2](#)
SPG [ALERT PARTY STORE #3](#)
USA [ALERT CONVENTION SERVICES](#)
STX [ALERT CONVENTION SERVICES](#)

User: ALERT
Created: 01/05/12 05:25

Choose a rental group by clicking on the rental group name.
(It will only show groups that have bulk RC's in them.)



fa_inew3

Alert Easy Pro
Fixed Asset Mobile Inventory Mgr - Choose Group for Sheet: Test1

43 [BEVERAGE SERVICE](#)
04 [BOWLS](#)
37 [CHAFERS/WARMERS](#)
06 [CHINA](#)
46 [CONCESSION](#)
24 [CONCRETE](#)
80 [COSTUMES](#)
44 [DANCE FLOOR](#)
02 [FLATWARE](#)
13 [FLOOR CARE & MAINT](#)
36 [GAME EQUIPMENT](#)
16 [GENERATORS & LIGHTS](#)
32 [GLASSWARE](#)
20 [GRILLS](#)

From this screen, you can choose a rental class to add to the count sheet by clicking on the rental class name.

You can also choose to add the entire rental group by clicking on the “Add Entire Group” hyperlink.

The hyperlink options at the bottom of the screen allow you to:

“Select New Group” To choose another rental group.

“Count Sheet List” To go back to the list of count sheets for this user.

“View This Sheet” To see the detail of the rental classes on this count sheet.

Alert Easy Pro
Fixed Asset Mobile Inventory Mgr - Choose Rental Class for Sheet: Test1

[Add Entire Group](#)

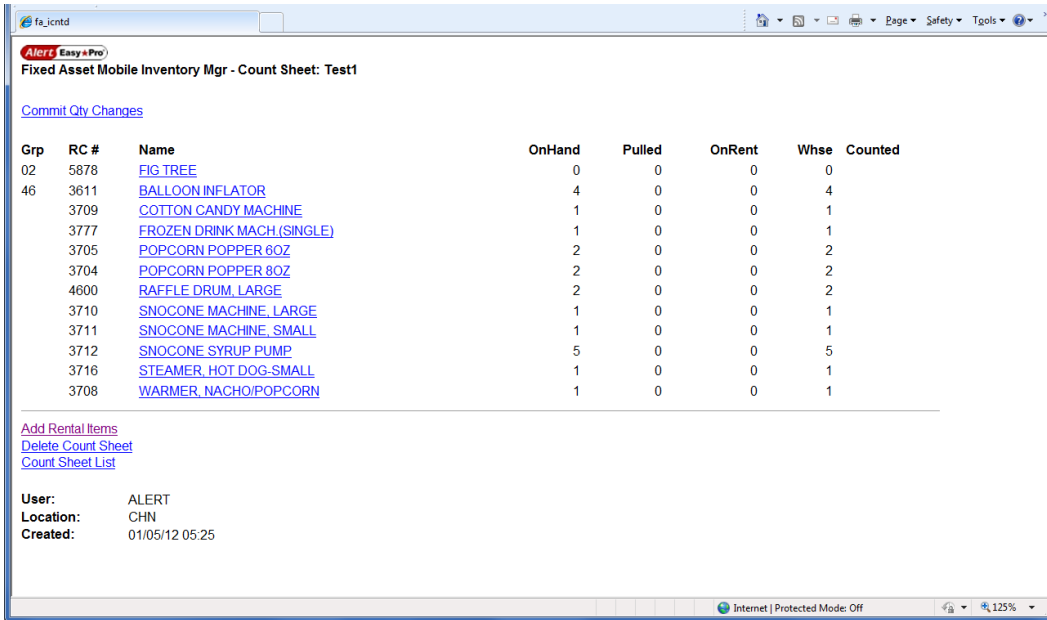
Group	Group Name	RC#	Name
46	CONCESSION	3611	BALLOON INFLATOR
		3709	COTTON CANDY MACHINE
		3707	FROZEN DRINK MACH. (DOUBLE)
		3777	FROZEN DRINK MACH.(SINGLE)
		3705	POPCORN POPPER 6OZ
		3704	POPCORN POPPER 8OZ
		4600	RAFFLE DRUM, LARGE
		4601	RAFFLE DRUM, SMALL
		3710	SNOCCONE MACHINE, LARGE
		3711	SNOCCONE MACHINE, SMALL
		3712	SNOCCONE SYRUP PUMP
		3715	STEAMER, HOT DOG-LARGE
		3716	STEAMER, HOT DOG-SMALL
		3708	WARMER, NACHO/POPCORN

[Select New Group](#)
[Count Sheet List](#)
[View This Sheet](#)

User: ALERT
Location: CHN
Created: 01/05/12 05:25

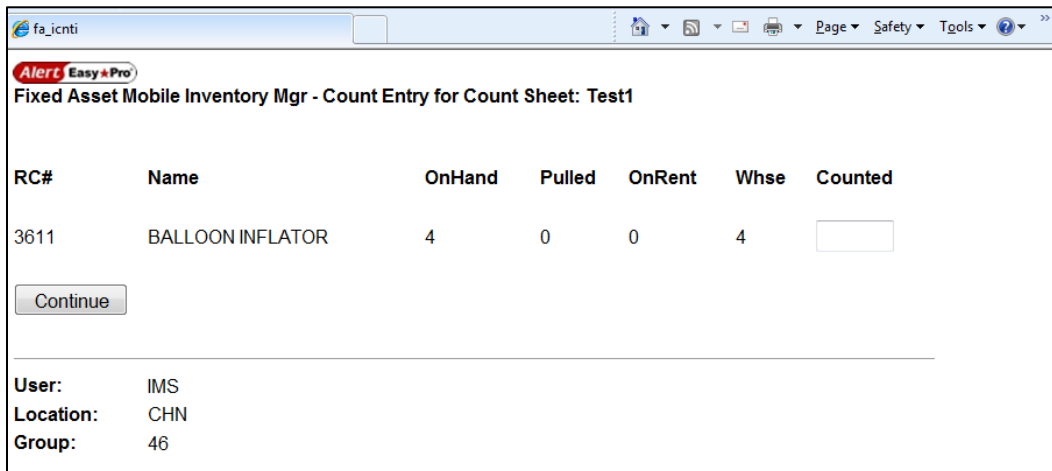
Internet | Protected Mode: Off

If you choose the option “View this Sheet”, this is the screen you will see. From here, you can click on a rental class name hyperlink to enter the counted quantity.



- The hyperlink options at the bottom of the screen allow you to:
- “Add Rental Items” To add more rental classes to the sheet.
 - “Delete Count Sheet” To delete this count sheet without committing any counts.
 - “Count Sheet List” To go back to the list of count sheets for this user.

After you click on a rental class, this screen will appear allowing you to enter the counted quantity in the “Counted” box. Then click “Continue”.



When you click “Continue”, it will go back to the “View Count Sheet Screen.”

When finished with quantity changes & you want to create a contract that can be closed to make quantity adjustments, click the hyperlink "Commit Qty Changes". This will only make adjustments for the items that have a counted quantity and where the counted quantity does not match the warehouse quantity. You cannot add anything to a count sheet once it has been committed. If you miss count some items, you will need to start a new count sheet.

You can also choose the hyperlink option at the bottom "Delete Count Sheet" if you want to abandon & remove this count sheet.

Alert Easy*Pro

Fixed Asset Mobile Inventory Mgr - Count Sheet: Test1

[Commit Qty Changes](#)

Grp	RC #	Name	OnHand	Pulled	OnRent	Whse	Counted
02	5878	FIG TREE	0	0	0	0	0
46	3611	BALLOON INFLATOR	4	0	0	4	5
	3709	COTTON CANDY MACHINE	1	0	0	1	
	3777	FROZEN DRINK MACH.(SINGLE)	1	0	0	1	
	3705	POPCORN POPPER 6OZ	2	0	0	2	
	3704	POPCORN POPPER 8OZ	2	0	0	2	
	4600	RAFFLE DRUM, LARGE	2	0	0	2	
	3710	SNOCCONE MACHINE, LARGE	1	0	0	1	
	3711	SNOCCONE MACHINE, SMALL	1	0	0	1	
	3712	SNOCCONE SYRUP PUMP	5	0	0	5	
	3716	STEAMER, HOT DOG-SMALL	1	0	0	1	
	3708	WARMER, NACHO/POPCORN	1	0	0	1	

[Add Rental Items](#)
[Delete Count Sheet](#)
[Count Sheet List](#)

User: ALERT
Location: CHN
Created: 01/05/12 05:25

Internet | Protected Mode: Off | 125%

When you click “Commit Qty Changes” hyperlink, this screen will appear to let you know the contract # that has been created. It does not close the contract. You must close the contract on your own in order for the quantity changes to be finalized in the fixed asset inventory system.

