

## Quick Start Guide

### Installing your Software

1. Read the manual for your device in order to familiarize yourself with your new hardware, including charging the battery, plugging into your PC with either a USB cable or cradle and how to establish a connection to your PC using **ActiveSync** (Windows 2000/XP) or **Windows Mobile Device Center** (Vista/Windows 7).
2. After establishing a connection between your device and your PC via Activesync or Windows Mobile Device Center, locate the icon of your device on your PC. This should appear in Windows Explorer much like an inserted CD or external thumb drive would.
3. Open the device folder by double clicking the icon.
4. Drag the **EasyAsset-xx.CAB** file to the **Applications** folder of your device. This will either be **EasyAsset-WM.CAB** for Windows Mobile or **EasyAsset-CE.CAB** for Windows CE devices. This CAB file is an installer that contains TracerPlus Professional and the specific configuration of your Easy Asset application. There is no need to install the TracerPlus mobile client separately.
5. After copying is complete, you can unplug/uncradle your device.
6. Go to the **File Explorer** on your mobile device, and then navigate to the **Applications** folder.
7. Locate and select (tap) the .CAB file and then follow the onscreen prompts for installation.

### Registering your Software

In order to use **TracerPlus Easy Asset** beyond its trial limitations, it must be registered. Since **TracerPlus Easy Asset** is based on **TracerPlus Professional** mobile client software, the registration process will follow a similar process with only minor changes.

1. After purchase, you will be provided with a **Redemption Link** via email.
2. Click on the **Redemption Link** to open the tracerplus.com registration web page. Redemption Link information will be pre-populated in the corresponding field.
3. Launch **TracerPlus Easy Asset** on your device, then select **Professional** from the operating mode dropdown and click the **Register** button. For step-by-step instructions on launching your software, see page 2.
4. Note and enter the **Device ID** found on this screen exactly as it appears (case sensitive) in the appropriate field of the web page form, then enter the remaining information.
5. Click the **Request Registration Information** button.
6. A **Registration Code** will be sent to your email address.
7. Enter this code into the **Code** field on the registration screen of your device.

#### What is a Redemption Link?

The redemption link is a unique ID generated for each license of our software you have purchased. By entering the redemption link we can send your registration code even if you have lost it in the past. The redemption link will be emailed to you shortly after purchase.

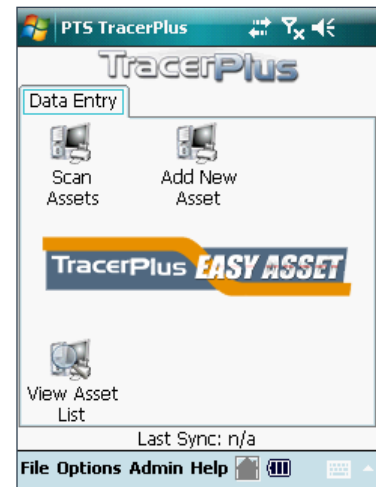
## Using Your Software

**TracerPlus Easy Asset** includes sample data in order to illustrate the application's processes. This data is automatically imported into the application's data tables at the time of installation. This data can be deleted by selecting the **View Asset List** icon, then tapping **Options > Delete All**. Sample data can also be deleted by syncing data from your database and overwriting existing data.

For more information on the options for database integration, visit:  
[http://www.tracerplus.com/mobile\\_applications/software.php](http://www.tracerplus.com/mobile_applications/software.php)

## Launching your Software

1. Power up your mobile device.
2. Go to the Start Menu.
3. Scroll down and select (Tap) **PTS TracerPlus 6**. Alternatively, you can locate the TP icon and launch the software by tapping.
4. As described above, this will open the registration/trial screen. Once registered, the application will open the **Launcher/Home** screen.



Launcher / Home Screen  
(Windows Mobile shown)


## Performing an Asset Audit

1. Tap the **Scan Assets** icon to open the data entry form.
2. Scan the Asset tag or enter the tag via the keypad. If entering via a keypad, you must follow by hitting the **Enter** key.
3. Based on data loaded via your database or the aforementioned sample data, the **Serial #**, **Make** and **Model** will auto-populate.
4. Select the **Location** of the Asset from the drop down list. If the location is not present, it can be entered manually via the keypad. For more information on entering text via the device keypad, see your Owner's Manual.
5. Select the current **Condition** of the Asset, then Tap **Save Record** to update your information and continue to the next asset.
6. Tap the **Exit** button or the **Home** icon (🏠) to return to the launcher screen.



Scan Assets Screen  
(Windows Mobile shown)

## Adding a New Asset

1. Tap the **Add New Asset** icon to open the data entry form.
2. Scan the Asset tag or enter the tag via the keypad. If entering via a keypad, you must follow by hitting the **Enter** key.
3. Select the **Make** of the asset. Based on this selection, a filtered **Model** list will become available. If the matching **Make** is not available, it can be entered manually via the keypad. However, the **Model** dropdown will not be populated.
4. Select the asset's **Model** from the drop down or enter it manually.
5. Select the **Location** of the Asset from the drop down list. If the location is not present, it can be entered manually via the keypad.
6. Select the current **Condition** of the Asset, then Tap **Save Record** to update your information and continue to the next asset.
7. Tap the **Exit** button or the **Home** icon (  ) to return to the launcher screen.

Add New Assets Screen  
(Windows Mobile shown)

**NOTE:** Although entering new assets on a case-by-case basis is easy via the **Adding New Asset** entry form, in most cases, adding assets in bulk should be done by transferring data from a back-end database. This can be performed by manually exporting/importing text files or via one of PTS's data integration tools. For more information on the options for database integration, visit: [http://www.tracerplus.com/mobile\\_applications/software.php](http://www.tracerplus.com/mobile_applications/software.php)

## Viewing Data on the Device

1. Tap the **View Asset List** icon to open the data table to review the existing data.
2. Asset information can be edited via this screen if needed. Tapping the **Edit** button will open the **Add New Asset** form, but with the corresponding information pre-populated. After editing, tap the **Save Record** button to update the record. Tapping the **New** button will also open the **Add New Asset** form, but with no pre-populated information.
3. Individual records can be deleted by selecting the record, then tapping **Delete**.

Asset Tag	Serial #	Make	Model
123123	849...	Dell	Inspi...
124124	849...	Dell	Opti...
125125	849...	Dell	Vostro
126126	978...	HP	Pavill...
127127	978...	HP	Pavill...

Add New Assets Screen  
(Windows Mobile shown)

## Additional Resources

Online information about TracerPlus Easy Asset can be found at:

[www.tracerplus.com/easy-apps/easy-asset.php](http://www.tracerplus.com/easy-apps/easy-asset.php)

The **TracerPlus Easy Asset** application was created using TracerPlus Desktop and runs on the TracerPlus Professional platform. For more in-depth information on TracerPlus Professional, visit [www.tracerplus.com](http://www.tracerplus.com) to download the **TracerPlus Professional** User Guide. [Click here](#) for a direct download of the PDF

Additional help is also available by purchasing a one-on-one web training session via paid support contracts. For information on training, contact your reseller or account manager. For details about **PTS Comprehensive Support Plans** contact your reseller or visit:

[www.tracerplus.com/mobile\\_support/support-plans.php](http://www.tracerplus.com/mobile_support/support-plans.php)



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