

Snitcher Asset Management 2.8

Snitcher Asset Management™

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This user guide is produced by Prevas AB
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Introduction

About This Manual

Which Version

This manual covers the functions in the 2.8 release of the Snitcher Asset Management (SAM) software. If you do not know which version you have, do the following:

1. Start SAM
2. Choose the menu item About/About SAM
3. A display box shows which version of SAM that is installed.
4. Click on the **[OK]** button

The Intended Audience

Normal users of the SAM software will find descriptions of all common tasks in this user guide. For additional information or advanced topics, please refer to the documents in the reference list.

Scope of the Manual

This manual does not cover:

1. System administrator tasks.
2. Non-standard error conditions. In which case you should contact the Prevas Support (according to your support agreement).

You can send an e-mail to support.sam@prevas.se

The support web contains FAQ and other information: www.prevas.se/sam

Conventions

In order to keep the manual as easy to read as possible, the following conventions are used:

A request to press a key on the keyboard is written like this:
Press the **F10** key.

A request to choose a menu or menu item is written like this:
Choose the menu item **System/About**.

A request to click on an on-screen button is written like this:
Click on the button **[Product structure]**.

A sequence of instructions to be carried out in order is written like this:

1. This is step 1
2. This is step 2
3. etc.

A single instruction to be performed is written like this:

- This is a single action

A list of items is written like this:

- This is an item
- This is another item
- etc.

References

Target Environment Specification

Target Environment Specification, document number KS011p03a03

User Guide

SAM Pocket PC Software, document number KS011p03b03

About Snitcher

System Features

Snitcher is a common platform for production systems developed by Prevas. It features a platform-independent environment (.NET) and scalable performance. Snitcher includes the following features:

- .NET platform
- Modular design
- Flexible license handling
- Small-size or large-scale operations
- Oracle database

System Contents

Snitcher mainly consists of the following components:

- A database server
- An application server
- Client computers with or without bar code readers

- Label printers and document printers using network cards, print boxes or print server
- A network between the components above
- PocketPC:s for detached collection of asset data.

User Guide

Introduction

This manual describes how the SAM application works and how to use it.

The document can be read as an instruction or used as reference material to find answer to a specific question.

Description

SAM PC Software is an application to be used for asset maintenance.

The application introduces a form of flow control as it helps the user to keep track of where the assets are located.

Login

When you start SAM, the login dialog is opened:



The Login dialog

You can select a **Database** from a drop-down menu. The database options may be, for example, production database, test database, and training database.

Depending on why you are using SAM, select the appropriate database.

Logging in to SAM

This is how you log in to SAM:

1. Enter your **User-ID**. If you are not a registered user, it will not be possible to log in.
N.B. Different databases may have different users, so if you don't succeed, you may have selected the wrong database.
2. Enter your **Password**.

3. Select which **Database** you want to use.
4. Click on **[Log In]**.

If you are a valid user, and supplied the correct password, the SAM application will start.

PocketPC Transactions

Introduction

The PPC has a number of transactions, each started by tapping the appropriate button in the main menu on the PPC. Each of these transactions has its own set of rules, data and workflow.

The following sections describe each of the transactions and what can be done or have to be done on the PC in order to save the transaction in the database.

For additional information on the transactions, please refer to the PPC user guide.

Each of the following transactions corresponds to a **Task** in the **Import: From PPC** function.

For example, if you double-click on a row with **Move Asset** in the **Task** column, the events described in the "Move Asset" section will be relevant.

Some of the transactions can be selected as a group and then stored together (called multi select) in one operation.

The following transactions are possible to multi select:

- Remove
- Move
- Transfer Asset
- Lend Asset
- Show (all data common to the selected assets will be displayed)

The following transactions do not support multi-select:

- Update Prodno/R-state
- Asset
- Repair Asset
- Calibrate Asset
- Inventory
- Complete Structure
- Add to Structure
- Off Site

Complete Structure

This transaction is used when you want to group several assets together, and replace any structure already in the database.

About Structures

Assets could be entered as individual assets, but the handling of the many related assets will be easier if they are grouped together. A structure is a collection of assets related to each other.

One way of understanding structures, is to compare a structure to a family; there are always grand parents (top parents) from which all underlying children inherit certain characteristics. Children further down the family tree can be referenced as grand children. A branch of a family tree can move to a new location, and all underlying children will move with their parents.

An asset structure works in the same way, the only differences being that only one parent is required and that it is actually possible to switch family (move to another structure).

There can be as many children as is necessary on each level, and as many levels as is needed. Any operation on a parent will also be applied to its children and grand children (if the user doesn't explicitly request otherwise).

Complete Structure

When you double-click on a **Complete Structure** transaction, the **Import: Structure** function is opened.

Snitcher Asset Management (ENKKA7 - SAM_DB) - Imported Structure

File View Tools Help

PREVAS (System)

Import

From PPC

Details

Structure

Search

Results

Details

Structure

Basic Data

Regions

Test Organizations

Sites

Descriptions

Equipment Types

Categories

Manufacturers

Repair Centres

Calibration Centres

Retailers

Off Site Destinations

Administration

Ericsson SN: A240000092 Product No: Functional Designation:

BAMS ID: BAMS-0000012739 R-State: Manufacturing Day:

☐ Use this site and cabinet position for all units

Site Information

☐ No Move

☒ Scanned SE/K132012

☐ Other

Cabinet Position

☐ No Move

☒ Scanned 13-12

☐ Other

☒ List view ☐ Tree view

Export to file...

BAMS ID	Ericsson SN	Label/ID	Top Label/ID	Site ID	Cabinet Position	Position
BAMS-0000012739	A240000092			SE/K132012	13-12	
BAMS-0000012740	A240000093			SE/K132012	13-12	79
BAMS-0000012742				SE/K132012	13-12	80

☒ Complete Store Store and Return Return

The Complete Structure function

At the top, the basic information about the parent is displayed.

Below the list, the **Complete** checkbox is selected, indicating that the transaction is a **Complete Structure** transaction. If you de-select this checkbox, the transaction is an **Add to Structure** transaction instead.

The **Use this site and cabinet position for all units** checkbox is enabled if your test organization has **Enhanced Locations** switched on. If not, the

checkbox is selected by default, and is not possible to change. If selected, it means that all assets in a structure will receive the same **Site ID** and **Cabinet Position**.

The **Site Information** group contains three options:

- **No Move** - The asset will remain on the site assigned to it. If there is no site in the database, the option is not possible to select.
- **Scanned** - If a Site ID was scanned on the PPC, it will be displayed here. But only if the site is among the ones you as a user has access to (in your test organization(s).)
- **Other** - If none of the above is the site you want to use, you can select any available site here among the sites you as a user has access to (in your test organization(s).)

The **Cabinet Position** group contains three options:

- **No Move** - The asset will remain on the cabinet position assigned to it. If there is no cabinet position in the database, the option is not possible to select.
- **Scanned** - If a cabinet position was scanned on the PPC, it will be displayed here.
- **Other** - If none of the above is the cabinet position you want to use, you can enter a new cabinet position here.

There are two different views on the structure:

- **List view** - All children and grand children are displayed in a flat list, from top to bottom. The list is fully sortable, so you can find all assets of the same product number, for example. The top parent is never moved, so it will always be in the top row of the list.
- **Tree view** - All children and grand children are displayed in a tree view, with each branch being possible to expand or collapse.

You can click on **[Export to File...]** to save the structure to a **.CSV** file which can be opened in Excel, for example. It is also possible to print the structure by using the **File | Print...** menu option.

When you are satisfied with the options in this display, you can click on **[Store]** to store the structure in the database. After the structure is stored, it is possible to double-click on the assets in the structure to open them in the **Search: Details** function.

Clicking on **[Return]** will take you back to the **Import: From PPC** function.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

What Separates Complete Structure from Add Structure?

Either of the two structure transactions can be used in the same way; to enter relationships between assets. But, when the file with the transactions is stored to the database, there will be a difference:

Complete structures will replace any structures already stored in the database.

If you made an error when you recorded the transaction on the PPC, it is possible to switch to the other transaction on the PC before the structure is saved in the database.

For complete structure transactions it is possible to define a *vanished* site. Each Test Organization can have a dedicated site to where missing assets can be transferred automatically. When a complete structure is stored, and some of the assets in the structure are missing (compared to the previous time the structure was stored) the assets are moved to the dedicated site. Please refer to the "Test Organizations" section on page 73.

Add to Structure

This transaction is used when you want to group several assets together, and add to any structure already in the database.

About Structures

Assets could be entered as individual assets, but the handling of the many related assets will be easier if they are grouped together. A structure is a collection of assets related to each other.

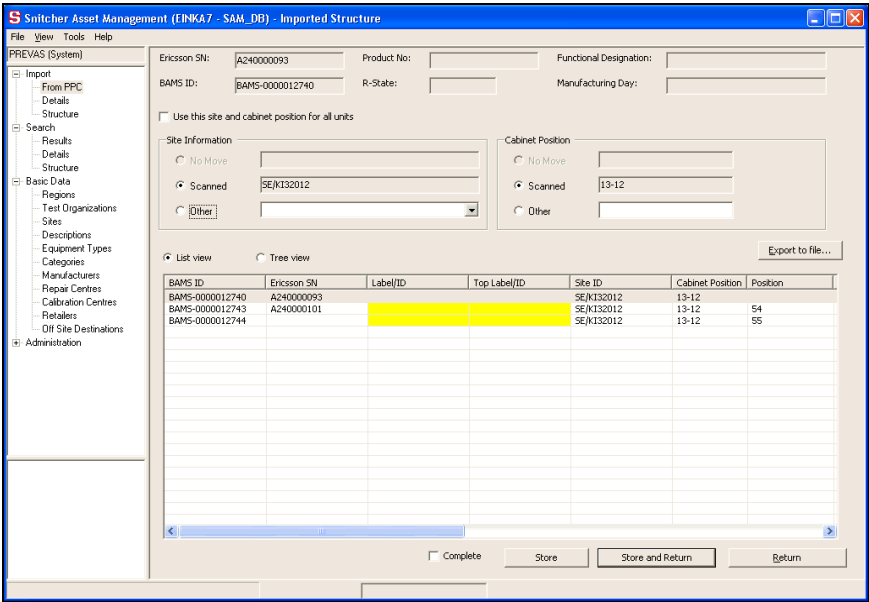
One way of understanding structures, is to compare a structure to a family; there are always grand parents (top parents) from which all underlying children inherit certain characteristics. Children further down the family tree can be referenced as grand children. A branch of a family tree can move to a new location, and all underlying children will move with their parents.

An asset structure works in the same way, the only differences being that only one parent is required and that it is actually possible to switch family (move to another structure).

There can be as many children as is necessary on each level, and as many levels as is needed. Any operation on a parent will also be applied to its children and grand children (if the user doesn't explicitly request otherwise).

Add to Structure

When you double-click on an **Add to Structure** transaction, the **Import: Structure** function is opened.



The Complete Structure function

At the top, the basic information about the parent is displayed.

Below the list, the **Complete** checkbox is de-selected, indicating that the transaction is an **Add to Structure** transaction. If you select this checkbox, the transaction is a **Complete Structure** transaction instead.

The **Use this site and cabinet position for all units** checkbox is enabled if your test organization has **Enhanced Locations** switched on. If not, the checkbox is selected by default, and is not possible to change. If selected, it means that all assets in a structure will receive the same **Site ID** and **Cabinet Position**.

The **Site Information** group contains three options:

- **No Move** - The asset will remain on the site assigned to it. If there is no site in the database, the option is not possible to select.
- **Scanned** - If a Site ID was scanned on the PPC, it will be displayed here. But only if the site is among the ones you as a user has access to (in your test organization(s).)
- **Other** - If none of the above is the site you want to use, you can select any available site here among the sites you as a user has access to (in your test organization(s).)

The **Cabinet Position** group contains three options:

- **No Move** - The asset will remain on the cabinet position assigned to it. If there is no cabinet position in the database, the option is not possible to select.
- **Scanned** - If a cabinet position was scanned on the PPC, it will be displayed here.
- **Other** - If none of the above is the cabinet position you want to use, you can enter a new cabinet position here.

There are two different views on the structure:

- **List view** - All children and grand children are displayed in a flat list, from top to bottom. The list is fully sortable, so you can find all assets of the same product number, for example. The top parent is never moved, so it will always be in the top row of the list.
- **Tree view** - All children and grand children are displayed in a tree view, with each branch being possible to expand or collapse.

You can click on **[Export to File...]** to save the structure to a **.CSV** file which can be opened in Excel, for example. It is also possible to print the structure by using the **File | Print** menu option.

When you are satisfied with the options in this display, you can click on **[Store]** to store the structure in the database. After the structure is stored, it is possible to double-click on the assets in the structure to open them in the **Search: Details** function.

Clicking on **[Return]** will take you back to the **Import: From PPC** function.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

What separates Add Structure from Complete Structure?

Either of the two structure transactions can be used in the same way; to enter relationships between assets. But, when the file with the transactions is stored to the database, there will be a difference:

Added structures will complement any structures already stored in the database.

If you made an error when you recorded the transaction on the PPC, it is possible to switch to the other transaction on the PC before the structure is saved in the database.

N.B. The concept of the vanished site, as described in the Complete Structure section, is not applicable to Add Structure transactions. Please refer to the "Test Organizations" section on page 73.

Remove Child

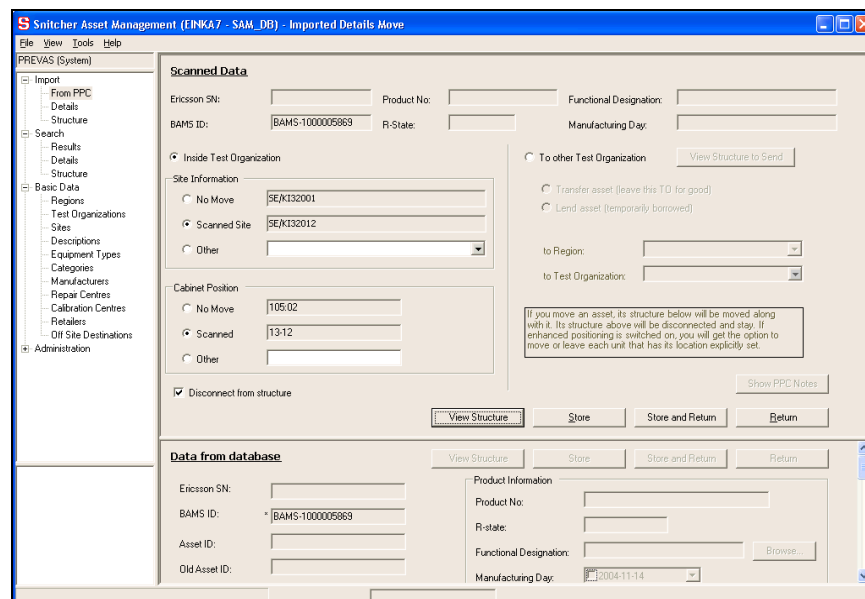
This transaction is used when you want to *remove a unit from a structure*. For example, a board in a rack is supposed to be removed and used as a spare.

If a unit does not belong to a structure, nothing happens on the PC.

The function is divided into two main parts:

- **Scanned Data** - options and information regarding the transaction.
- **Data from Database** - a disabled view of the assets information.

When the data in the top part has been stored, the display changes; disabling the top part, and enabling the bottom part. The bottom part then behaves exactly as the **Search: Details** function. Please refer to the "Details" section on page 61.



The Imported Details Move function

At the top, the basic information about the parent is displayed.

There are two options to choose from; **Inside Test Organization** and **To other Test Organization**. The second option is described in the sections on Lend Transfer and Owner Transfer.

The **Inside Test Organization** is selected by default, and contains the following options:

The **Site Information** group contains three options:

- **No Move** - The asset will remain on the site assigned to it. If there is no site in the database, the option is not possible to select.
- **Scanned** - If a Site ID was scanned on the PPC, it will be displayed here. But only if the site is among the ones you as a user has access to (in your test organization(s).)
- **Other** - If none of the above is the site you want to use, you can select any available site here among the sites you as a user has access to (in your test organization(s).)

The **Cabinet Position** group contains three options:

- **No Move** - The asset will remain on the cabinet position assigned to it. If there is no cabinet position in the database, the option is not possible to select.
- **Scanned** - If a cabinet position was scanned on the PPC, it will be displayed here.
- **Other** - If none of the above is the cabinet position you want to use, you can enter a new cabinet position here.

The **Disconnect from structure** checkbox is selected by default, since that is what the transaction is supposed to do; disconnect (remove) the scanned asset from its parent. If you de-select this checkbox, the transaction will become a **Move** transaction.

Clicking on **[View Structure]** will open a dialog displaying the assets structure (both upwards and downwards). See "The Structure Dialog" on page 19 for more details.

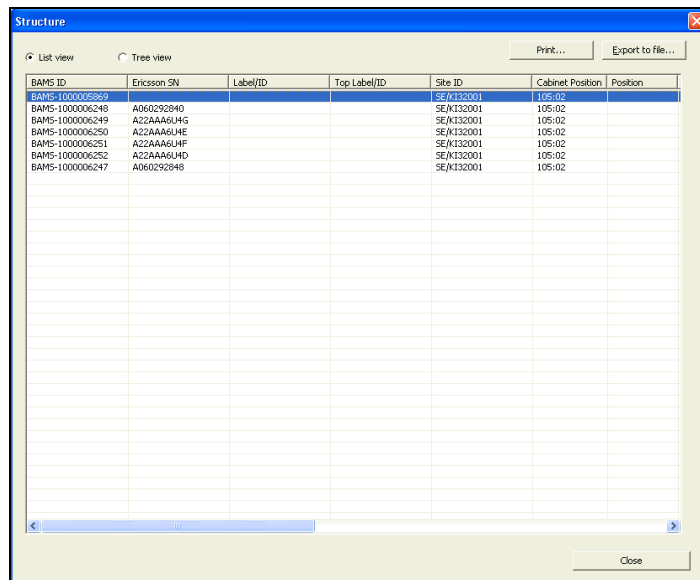
When you are satisfied with the options in this display, you can click on **[Store]** to store the asset in the database. After the asset is stored, the top part is disabled, and the bottom part is enabled.

Clicking on **[Return]** will take you back to the **Import: From PPC** function without storing the asset.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

The Structure Dialog

The **Structure** dialog displays the structure of an asset. It is not possible to perform any transactions or actions on the structure in this dialog.



The Structure dialog

There are two different views on the structure:

- **List view** - All children and grand children are displayed in a flat list, from top to bottom. The list is fully sortable, so you can find all assets of the same product number, for example. The top parent is never moved, so it will always be in the top row of the list.
- **Tree view** - All children and grand children are displayed in a tree view, with each branch being possible to expand or collapse.

You can click on **[Print...]** to print the structure.

You can click on **[Export to File...]** to save the structure to a **.csv** file which can be opened in Excel, for example.

When you are finished, clicking on **[Close]** will close the dialog, and you will return to where you started from.

Upd Prod/R-state

This transaction is used when you want to change or update the product number and/or R-state of an Ericsson asset.

When the transaction is processed on the PC, the new values will replace the values already in the database. You will also get the option to print a new label which reflects the new values.

The Imported Details Update R-state function

At the top, the basic information about the asset is displayed.

The current product number and R-state are displayed in the **Data from the database** column. If you entered the new product number and/or R-state, they are displayed in the **Change To** column. If not, you can enter the new values in the **Change To** column.

If the unit is an Ericsson unit, the **Func. Designation** drop-down is disabled. The value in this field will be fetched from Tracy if the Tracy communication is switched on.

If the unit is a non-Ericsson unit, you can select a description in the **Func. Designation** drop-down. You can also click on **[Browse...]** to open a dialog with a tree view of all **Descriptions** in the system.

If you entered a comment on the PPC, the **[Show PPC Notes]** button is enabled. Clicking on it brings up a dialog where you can see the comment. Please refer to section "The PPC Notes Dialog" on page 21 for more information.

When you are satisfied with the options in this display, you can click on **[Store and Print]** or **[Store]** to store the asset in the database. If you click on **[Store and Print]**, the **Print Label** dialog is displayed as well. See "Print Label Ctrl+L" on page 105 for more details. After the asset is stored, the top part is disabled, and the bottom part is enabled.

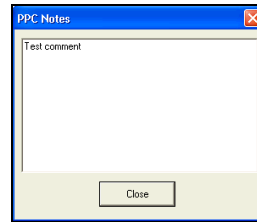
Clicking on **[View Structure]** will open a dialog displaying the assets structure (both upwards and downwards). See "The Structure Dialog" on page 19 for more details.

Clicking on **[Return]** will take you back to the **Import: From PPC** function without storing the asset.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

The PPC Notes Dialog

The **PPC Notes** dialog displays a comment entered for an asset on the PPC.



The PPC Notes dialog

You can copy any part of the comment and paste it into the fields of the **Details** function. The dialog does not need to be closed to continue working, so you can keep it open until you are finished with the asset.

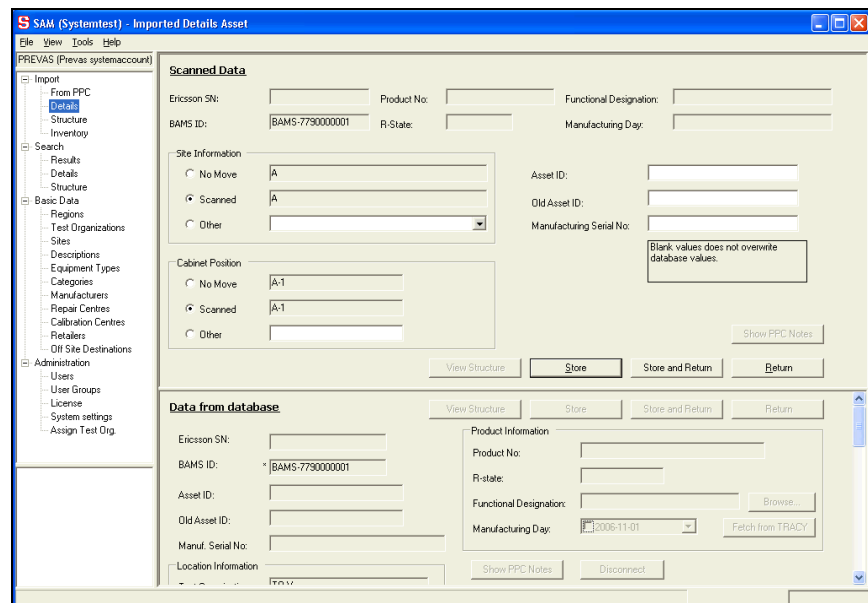
When you are finished, clicking on **[Close]** will close the dialog.

Show Asset

This transaction is used when you want to look up assets in the database.

Each of the assets can have a structure and you can perform many operations on them as soon as they are displayed on the PC. This transaction can be used in the following cases:

- You just want to look at the details for a particular asset
- You want to perform an operation that cannot be performed using the PPC
- You are not sure what you want to do with the asset
- You want to show the asset data to someone



The Imported Details function

This transaction does not have any special settings in the top part.

Please refer to the "Details" section on page 61 for more information on the possible actions.

Move Asset

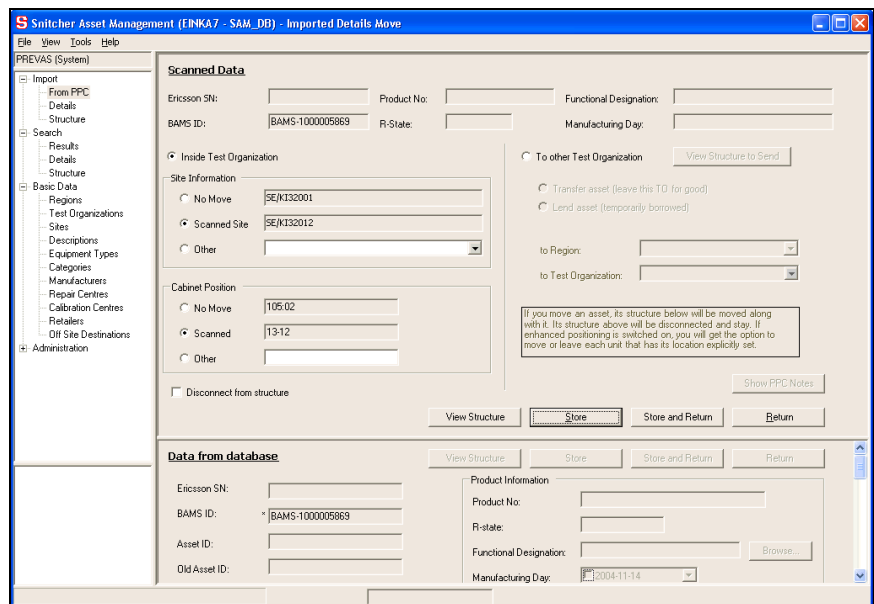
This transaction is used when you want to move an asset from one location to another within one organization. If you want to move an asset to another organization, you must use the **Transfer Asset** transaction on the PPC or select the **To other Test Organization** option on the PC. This option is described in the sections on Lend Transfer and Owner Transfer.

Each asset can have a structure and the structure will be moved along with the scanned asset. You can disconnect the structure before moving by selecting the **Disconnect from structure** checkbox.

The function is divided into two main parts:

- **Scanned Data** - options and information regarding the transaction.
- **Data from Database** - a disabled view of the assets information.

When the data in the top part has been stored, the display changes; disabling the top part, and enabling the bottom part. The bottom part then behaves exactly as the **Search: Details** function. Please refer to the "Details" section on page 61.



The Imported Details Move function

At the top, the basic information about the parent is displayed.

There are two options to choose from; **Inside Test Organization** and **To other Test Organization**. The second option is described in the sections on Lend Transfer and Owner Transfer.

The **Inside Test Organization** is selected by default, and contains the following options:

The **Site Information** group contains three options:

- **No Move** - The asset will remain on the site assigned to it. If there is no site in the database, the option is not possible to select.
- **Scanned** - If a Site ID was scanned on the PPC, it will be displayed here. But only if the site is among the ones you as a user has access to (in your test organization(s).)

- **Other** - If none of the above is the site you want to use, you can select any available site here among the sites you as a user has access to (in your test organization(s).)

The **Cabinet Position** group contains three options:

- **No Move** - The asset will remain on the cabinet position assigned to it. If there is no cabinet position in the database, the option is not possible to select.
- **Scanned** - If a cabinet position was scanned on the PPC, it will be displayed here.
- **Other** - If none of the above is the cabinet position you want to use, you can enter a new cabinet position here.

The **Disconnect from structure** checkbox is de-selected by default. If you select this checkbox, the asset will be disconnected from its parent (if any). The structure below, children, is not affected.

Clicking on **[View Structure]** will open a dialog displaying the assets structure (both upwards and downwards). See "The Structure Dialog" on page 19 for more details.

When you are satisfied with the options in this display, you can click on **[Store]** to store the asset in the database. After the asset is stored, the top part is disabled, and the bottom part is enabled.

Clicking on **[Return]** will take you back to the **Import: From PPC** function without storing the asset.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

Ericsson Asset

This transaction is used when you want to add a new Ericsson unit to the database.

N.B. An Ericsson asset cannot have a **Manufacturer's Serial Number**.

This function can also be used to update any identification for an Ericsson Asset already in the database. Just scan the Ericsson number and then use the edit dialog to enter the new values on the PPC. When the transaction is processed on the PC, the new values will replace values already in the database.

The function is divided into two main parts:

- **Scanned Data** - options and information regarding the transaction.
- **Data from Database** - a disabled view of the assets information.

When the data in the top part has been stored, the display changes; disabling the top part, and enabling the bottom part. The bottom part then behaves exactly as the **Search: Details** function. Please refer to the "Details" section on page 61.

Snitcher Asset Management (EHKA7 - SAM_DB) - Imported Details Asset

File View Tools Help

PREVAS (System)

Import

- From PPC
- Details
- Structure

Search

- Results
- Details
- Structure

Basic Data

- Regions
- Test Organizations
- Sites
- Descriptions
- Equipment Types
- Categories
- Manufacturers
- Repair Centres
- Calibration Centres
- Retailers
- Off Site Destinations

Administration

Scanned Data

Ericsson SN: A240000101 Product No: SX: 119 02 Functional Designation: CABINET

BAMS ID: BAMS-1000005969 R-State: R2A Manufacturing Day: 2003-02-10

Site Information

☐ No Move SE/K132001 Asset ID: ETE-123456

☒ Scanned SE/K132012 Old Asset ID: D TDETT

☐ Other Manufacturing Serial No: Blank values does not overwrite database values.

Cabinet Position

☐ No Move 105.02

☒ Scanned 1312

☐ Other

Show PPC Notes

View Structure Store Store and Return Return

Data from database

View Structure Store Store and Return Return

Ericsson SN: Product Information

BAMS ID: * BAMS-1000005969 Product No:

Asset ID: R-state:

Old Asset ID: Functional Designation: Browse

Manuf. Serial No: Manufacturing Day: 2004-11-14

Location Information Show PPC Notes Disconnect

The Imported Details Asset function

At the top, the basic information about the parent is displayed.

Then the following options are displayed:

The **Site Information** group contains three options:

- **No Move** - The asset will remain on the site assigned to it. If there is no site in the database, the option is not possible to select.
- **Scanned** - If a Site ID was scanned on the PPC, it will be displayed here. But only if the site is among the ones you as a user has access to (in your test organization(s).)
- **Other** - If none of the above is the site you want to use, you can select any available site here among the sites you as a user has access to (in your test organization(s).)

The **Cabinet Position** group contains three options:

- **No Move** - The asset will remain on the cabinet position assigned to it. If there is no cabinet position in the database, the option is not possible to select.
- **Scanned** - If a cabinet position was scanned on the PPC, it will be displayed here.
- **Other** - If none of the above is the cabinet position you want to use, you can enter a new cabinet position here.

If you entered an **Asset ID**, **Old Asset ID** or **Manufacturing Serial No** on the PPC they can be changed or entered if they are blank.

N.B. If you leave a value blank, it will not erase an existing value in the database. This way, you can complement the number(s) that has been changed or that are new without having to enter the ones that have not.

If you entered a comment on the PPC, the **[Show PPC Notes]** button is enabled. Clicking on it brings up a dialog where you can see the comment. Please refer to section "The PPC Notes Dialog" on page 21 for more information.

Clicking on **[View Structure]** will open a dialog displaying the assets structure (both upwards and downwards). See "The Structure Dialog" on page 19 for more details.

When you are satisfied with the options in this display, you can click on **[Store]** to store the asset in the database. After the asset is stored, the top part is disabled, and the bottom part is enabled.

Clicking on **[Return]** will take you back to the **Import: From PPC** function without storing the asset.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

External Asset

This transaction is used when you want to add a new general unit to the database. A general unit can be a 3:rd party unit (equipment not manufactured by Ericsson).

N.B. An external asset cannot have an **Ericsson Serial Number**.

This function can also be used to update any identification for an External Asset already in the database. Just scan the BAMS ID and then use the edit dialog to enter the new values on the PPC. When the transaction is processed on the PC, the new values will replace values already in the database.

The function is divided into two main parts:

- **Scanned Data** - options and information regarding the transaction.
- **Data from Database** - a disabled view of the assets information.

When the data in the top part has been stored, the display changes; disabling the top part, and enabling the bottom part. The bottom part then behaves exactly as the **Search: Details** function. Please refer to the "Details" section on page 61.

The screenshot shows the 'Imported Details Asset' window in the Snitcher Asset Management software. The window has a menu bar (File, View, Tools, Help) and a sidebar with a tree view showing the software's structure. The main area is split into two panes. The top pane, 'Scanned Data', is active and contains several input fields: Ericsson SN, Product No, Functional Designation, BAMS ID (with a value of BAMS-1000005869), R-State, Manufacturing Day, Site Information (with radio buttons for No Move, Scanned, and Other), Cabinet Position (with radio buttons for No Move, Scanned, and Other), Asset ID, Old Asset ID, and Manufacturing Serial No. The bottom pane, 'Data from database', is disabled and shows the same fields. At the bottom of the window, there are buttons for 'View Structure', 'Store', 'Store and Return', and 'Return'. A 'Show PPC Notes' button is also present.

The Imported Details Asset function

At the top, the basic information about the parent is displayed.

Then the following options are displayed:

The **Site Information** group contains three options:

- **No Move** - The asset will remain on the site assigned to it. If there is no site in the database, the option is not possible to select.
- **Scanned** - If a Site ID was scanned on the PPC, it will be displayed here. But only if the site is among the ones you as a user has access to (in your test organization(s).)
- **Other** - If none of the above is the site you want to use, you can select any available site here among the sites you as a user has access to (in your test organization(s).)

The **Cabinet Position** group contains three options:

- **No Move** - The asset will remain on the cabinet position assigned to it. If there is no cabinet position in the database, the option is not possible to select.
- **Scanned** - If a cabinet position was scanned on the PPC, it will be displayed here.
- **Other** - If none of the above is the cabinet position you want to use, you can enter a new cabinet position here.

If you entered an **Asset ID**, **Old Asset ID** or **Manufacturing Serial No** on the PPC they can be changed or entered if they are blank.

N.B. If you leave a value blank, it will not erase an existing value in the database. This way, you can complement the number(s) that has been changed or that are new without having to enter the ones that have not.

If you entered a comment on the PPC, the **[Show PPC Notes]** button is enabled. Clicking on it brings up a dialog where you can see the comment. Please refer to section "The PPC Notes Dialog" on page 21 for more information.

Clicking on **[View Structure]** will open a dialog displaying the assets structure (both upwards and downwards). See "The Structure Dialog" on page 19 for more details.

When you are satisfied with the options in this display, you can click on **[Store]** to store the asset in the database. After the asset is stored, the top part is disabled, and the bottom part is enabled.

Clicking on **[Return]** will take you back to the **Import: From PPC** function without storing the asset.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

Repair Asset

This transaction is used when you want to send an asset to a repair centre.

If the assets have a structure, all the units in the structure below the scanned unit will be sent to a repair centre. On the PC, If you don't have access to the asset (maybe it is already in another organization or site) you will not be able to do the transfer.

If you want to move an asset to another location, you must use the **Move** transaction on the PPC and select the **Inside Test Organization** option on the PC. This option is described in the "Move Asset" section on page 23.

Each asset can have a structure and the structure will be transferred along with the scanned asset. If there is a structure above the scanned asset, it is automatically disconnected when you click on **[Store]**.

The function is divided into two main parts:

- **Scanned Data** - options and information regarding the transaction.
- **Data from Database** - a disabled view of the assets information.

When the data in the top part has been stored, the display changes; disabling the top part, and enabling the bottom part. The bottom part then behaves exactly as the **Search: Details** function. Please refer to the "Details" section on page 61.

The Off Site function

At the top, the basic information about the asset is displayed.

Then the following options are displayed:

- **Repair Asset** (default) - this option marks the asset as being sent to a repair centre. The asset remains on the location it already has in the database, but it is not possible to do anything with the asset besides taking it back.
- **Calibrate Asset** - this option marks the asset as being sent to a calibration centre. The asset remains on the location it already has in the database, but it is not possible to do anything with the asset besides taking it back.
- **Send Asset Off Site** - this option marks the asset as being sent to an off site destination. The asset remains on the location it already has in the database, but it is not possible to do anything with the asset besides taking it back.

Each of the three options requires that you select the destination in the accompanying drop-down. If the desired destination is not in the list, you can add more destinations if you have the access.

Please refer to the following sections:

For "Repair Centres" see page 85, for "Calibration Centres" see page 87, and for "Off Site Destinations" see page 91.

If you entered a comment on the PPC, the **[Show PPC Notes]** button is enabled. Clicking on it brings up a dialog where you can see the comment. Please refer to section "The PPC Notes Dialog" on page 21 for more information.

Clicking on **[View Structure to Send]** will open a dialog displaying the assets structure (both upwards and downwards). See "The Structure Dialog" on page 19 for more details.

When you are satisfied with the options in this display, you can click on **[Store]** to start the transfer. After the asset is stored, the top part is disabled, and the bottom part is enabled.

Clicking on **[Return]** will take you back to the **Import: From PPC** function without storing the asset.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

Calibrate Asset

This transaction is used when you want to send an asset to a calibration centre.

If the assets have a structure, all the units in the structure below the scanned unit will be sent to the calibration centre. On the PC, if you don't have access to the asset (maybe it is already in another organization or site) you will not be able to do the transfer.

If you want to move an asset to another location, you must use the **Move** transaction on the PPC and select the **Inside Test Organization** option on the PC. This option is described in the "Move Asset" section on page 23.

Each asset can have a structure and the structure will be transferred along with the scanned asset. If there is a structure above the scanned asset, it is automatically disconnected when you click on **[Store]**.

The function is divided into two main parts:

- **Scanned Data** - options and information regarding the transaction.
- **Data from Database** - a disabled view of the assets information.

When the data in the top part has been stored, the display changes; disabling the top part, and enabling the bottom part. The bottom part then behaves exactly as the **Search: Details** function. Please refer to the "Details" section on page 61.

The Off Site function

At the top, the basic information about the asset is displayed.

Then the following options are displayed:

- **Repair Asset** - this option marks the asset as being sent to a repair centre. The asset remains on the location it already has in the database, but it is not possible to do anything with the asset besides taking it back.
- **Calibrate Asset** (default) - this option marks the asset as being sent to a calibration centre. The asset remains on the location it already has in the database, but it is not possible to do anything with the asset besides taking it back.
- **Send Asset Off Site** - this option marks the asset as being sent to an off site destination. The asset remains on the location it already has in the database, but it is not possible to do anything with the asset besides taking it back.

Each of the three options require that you select the destination in the accompanying drop-down. If the desired destination is not in the list, you can add more destinations if you have the access.

Please refer to the following sections:

For "Repair Centres" see page 85, for "Calibration Centres" see page 87, and for "Off Site Destinations" see page 91.

If you entered a comment on the PPC, the **[Show PPC Notes]** button is enabled. Clicking on it brings up a dialog where you can see the comment. Please refer to section "The PPC Notes Dialog" on page 21 for more information.

Clicking on **[View Structure to Send]** will open a dialog displaying the assets structure (both upwards and downwards). See "The Structure Dialog" on page 19 for more details.

When you are satisfied with the options in this display, you can click on **[Store]** to start the transfer. After the asset is stored, the top part is disabled, and the bottom part is enabled.

Clicking on **[Return]** will take you back to the **Import: From PPC** function without storing the asset.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

Off Site Asset

This transaction is used when you want to send an asset to an off site location. Examples of off site location can be shows, reviews. Off site is any place that don't fit into the Move, Repair or Calibrate functions.

On the PC, you can choose from a list of predefined Off Site destinations. The list can be updated by users having the access to the **Off Site Destinations** function.

If the assets have a structure, all the units in the structure below the scanned unit will be sent off site. On the PC, If you don't have access to the asset (maybe it is already in another organization or site) you will not be able to do the transfer.

If you want to move an asset to another location, you must use the **Move** transaction on the PPC and select the **Inside Test Organization** option on the PC. This option is described in the "Move Asset" section on page 23.

Each asset can have a structure and the structure will be transferred along with the scanned asset. If there is a structure above the scanned asset, it is automatically disconnected when you click on **[Store]**.

The function is divided into two main parts:

- **Scanned Data** - options and information regarding the transaction.
- **Data from Database** - a disabled view of the assets information.

When the data in the top part has been stored, the display changes; disabling the top part, and enabling the bottom part. The bottom part then behaves exactly as the **Search: Details** function. Please refer to the "Details" section on page 61.

The screenshot shows the 'Snitcher Asset Management (TINKA7 - SAM_DB) - Off Site' window. The left sidebar contains a tree view with categories like Import, Search, Basic Data, and Administration. The main area is split into two panes. The top pane, 'Scanned Data', contains input fields for 'Ericsson Serial No', 'Product No', 'Function Designation', 'Id Number' (with value 'BAMS-1000009869'), 'R-State', and 'Manufacturing Day'. It also features radio buttons for 'Repair', 'Calibration', and 'Off site', along with a 'View Structure to Send' button. The bottom pane, 'Data from database', is currently disabled. It contains fields for 'Ericsson SN', 'BAMS ID' (with value '* BAMS-1000009869'), 'Asset ID', 'Old Asset ID', 'Manuf. Serial No', 'Location Information', 'Test Organization' (with value 'ETE/D/AB'), 'Site ID' (with value '* SE/KJ32001'), and 'Position'. A 'Product Information' section includes 'Product No', 'R-state', 'Functional Designation', and 'Manufacturing Day' (with value '2004-11-14'). Buttons for 'View Structure', 'Store', 'Store and Return', and 'Return' are located at the bottom of each pane. A 'Show PPC Notes' button is also present.

The Off Site function

At the top, the basic information about the asset is displayed.

Then the following options are displayed:

- **Repair Asset** - this option marks the asset as being sent to a repair centre. The asset remains on the location it already has in the database, but it is not possible to do anything with the asset besides taking it back.
- **Calibrate Asset** - this option marks the asset as being sent to a calibration centre. The asset remains on the location it already has in the database, but it is not possible to do anything with the asset besides taking it back.
- **Send Asset Off Site** (default) - this option marks the asset as being sent to an off site destination. The asset remains on the location it already has in the database, but it is not possible to do anything with the asset besides taking it back.

Each of the three options requires that you select the destination in the accompanying drop-down. If the desired destination is not in the list, you can add more destinations if you have the access.

Please refer to the following sections:

For "Repair Centres" see page 85, for "Calibration Centres" see page 87, and for "Off Site Destinations" see page 91.

If you entered a comment on the PPC, the **[Show PPC Notes]** button is enabled. Clicking on it brings up a dialog where you can see the comment. Please refer to section "The PPC Notes Dialog" on page 21 for more information.

Clicking on **[View Structure to Send]** will open a dialog displaying the assets structure (both upwards and downwards). See "The Structure Dialog" on page 19 for more details.

When you are satisfied with the options in this display, you can click on **[Store]** to start the transfer. After the asset is stored, the top part is disabled, and the bottom part is enabled.

Clicking on **[Return]** will take you back to the **Import: From PPC** function without storing the asset.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

Transfer Asset

This transaction is used when you want to transfer an asset *from one organization to another*.

If you want to move an asset to another location, you must use the **Move** transaction on the PPC and select the **Inside Test Organization** option on the PC. This option is described in the "Move Asset" section on page 23.

Each asset can have a structure and the structure will be transferred along with the scanned asset. If there is a structure above the scanned asset, it is automatically disconnected when you click on **[Store]**.

The function is divided into two main parts:

- **Scanned Data** - options and information regarding the transaction.
- **Data from Database** - a disabled view of the assets information.

When the data in the top part has been stored, the display changes; disabling the top part, and enabling the bottom part. The bottom part then behaves exactly as the **Search: Details** function. Please refer to the "Details" section on page 61.

The Imported Details Move function

At the top, the basic information about the asset is displayed.

There are two options to choose from; **Inside Test Organization** and **To other Test Organization**. The first option is described in the "Move Asset" section on page 23.

The **To other Test Organization** is selected by default, and contains the following options:

- **Transfer Asset** (default) - this option starts a transfer of the asset and its children to another Test Organization. The receiving Test Organization must accept the asset before the transfer is complete. Meanwhile the asset is in transfer.
- **Lend Asset** - this option lends the asset and its children to another Test Organization. The receiving Test Organization must accept the asset before the transfer is complete. Meanwhile the asset is in transfer.

You must select the **to Region** and then the **to Test Organization** before you can start the transfer. When you select a region, the assigned test organizations are displayed.

If you entered a comment on the PPC, the **[Show PPC Notes]** button is enabled. Clicking on it brings up a dialog where you can see the comment. Please refer to section "The PPC Notes Dialog" on page 21 for more information.

Clicking on **[View Structure to Send]** will open a dialog displaying the assets structure (both upwards and downwards). See "The Structure Dialog" on page 19 for more details.

When you are satisfied with the options in this display, you can click on **[Store]** to start the transfer. After the asset is stored, the top part is disabled, and the bottom part is enabled.

Clicking on **[Return]** will take you back to the **Import: From PPC** function without storing the asset.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

Lend Asset

This transaction is used when you want to lend an asset from one organization to another. The asset will be assigned to the new organization temporarily, the owner is not changed. While the asset is lent, the owner can still see the asset and change **Net Book Value** and **Owner Account**. The borrowing organization can change all values except these two.

If you want to move an asset to another location, you must use the **Move** transaction on the PPC and select the **Inside Test Organization** option on the PC. This option is described in the "Move Asset" section on page 23.

Each asset can have a structure and the structure will be lent along with the scanned asset. If there is a structure above the scanned asset, it is automatically disconnected when you click on **[Store]**.

The function is divided into two main parts:

- **Scanned Data** - options and information regarding the transaction.
- **Data from Database** - a disabled view of the assets information.

When the data in the top part has been stored, the display changes; disabling the top part, and enabling the bottom part. The bottom part then behaves exactly as the **Search: Details** function. Please refer to the "Details" section on page 61.

The screenshot shows the 'Imported Details Move' window in the Snitcher Asset Management software. The window has a menu bar (File, View, Tools, Help) and a left sidebar with a tree view of the system structure. The main area is divided into two panes. The top pane, 'Scanned Data', contains input fields for asset identification (Ericsson SN, Product No, Functional Designation, BAMS ID, R-State, Manufacturing Day) and options for the transaction type ('Inside Test Organization' or 'To other Test Organization'). The 'To other Test Organization' option is selected, showing additional fields for 'to Region' and 'to Test Organization'. The bottom pane, 'Data from database', is currently disabled. At the bottom of the window are buttons for 'View Structure', 'Store', 'Store and Return', and 'Return'.

The Imported Details Move function

At the top, the basic information about the asset is displayed.

There are two options to choose from; **Inside Test Organization** and **To other Test Organization**. The first option is described in the "Move Asset" section on page 23.

The **To other Test Organization** is selected by default, and contains the following options:

- **Transfer Asset**- this option starts a transfer of the asset and its children to another Test Organization. The receiving Test Organization must accept the asset before the transfer is complete. Meanwhile the asset is in transfer.
- **Lend Asset** (default) - this option lends the asset and its children to another Test Organization. The receiving Test Organization must accept the asset before the transfer is complete. Meanwhile the asset is in transfer.

You must select the **to Region** and then the **to Test Organization** before you can start the transfer. When you select a region, the assigned test organizations are displayed.

If you entered a comment on the PPC, the **[Show PPC Notes]** button is enabled. Clicking on it brings up a dialog where you can see the comment. Please refer to section "The PPC Notes Dialog" on page 21 for more information.

Clicking on **[View Structure]** will open a dialog displaying the assets structure (both upwards and downwards). See "The Structure Dialog" on page 19 for more details.

When you are satisfied with the options in this display, you can click on **[Store]** to start the transfer. After the asset is stored, the top part is disabled, and the bottom part is enabled.

Clicking on **[Return]** will take you back to the **Import: From PPC** function without storing the asset.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

Accept or Take Back Asset

This is not really a separate transaction, but any transaction on the PPC on an asset being transferred will result in this dialog. Also, taking back an asset will result in this dialog.

N.B. Accepting or taking back works on the whole structure, irregardless of which asset in the structure you are working with.

Depending on the direction of the transfer the dialog have either an accept-button or an OK-button.

Structure

This unit and its structure (if any) is currently in the process of being lent from ETE/O/NB to EPA/SR/IT/M.

Site Information

☒ No Move SE/K132001

☐ Scanned

☐ Other

Cabinet Position

☒ No Move 105-02

☐ Scanned

☐ Other

☒ List view ☐ Tree view

Print... Export to file...

BAMS ID	Ericsson SN	Label/ID	Top Label/ID	Site ID	Cabinet Position	Position	Product
BAMS-1000005869				SE/K132001	105-02		
BAMS-1000006248	A060292840			SE/K132001	105-02		8FDH1
BAMS-1000006249	A22AAAGUHG			SE/K132001	105-02		8FD51
BAMS-1000006250	A22AAAGUHE			SE/K132001	105-02		8FD51
BAMS-1000006251	A22AAAGUHF			SE/K132001	105-02		8FD51
BAMS-1000006252	A22AAAGUHD			SE/K132001	105-02		8FD51
BAMS-1000006247	A060292848			SE/K132001	105-02		8FDH1

Do you want to:

OK: All the units in the structure (if any), both upwards and downward, are moved to the chosen Site and Cabinet Position.

Cancel: The transaction is cancelled.

OK Cancel

The Structure dialog, take back view

Structure

This unit and its structure (if any) is currently in the process of being lent from ETE/O/NB to EPA/SR/IT/M.

Site Information

☐ No Move SE/K132001

☐ Scanned

☒ Other

Cabinet Position

☐ No Move 105-02

☐ Scanned

☒ Other

☒ List view ☐ Tree view

Print... Export to file...

BAMS ID	Ericsson SN	Label/ID	Top Label/ID	Site ID	Cabinet Position	Position	Product
BAMS-1000005869				SE/K132001	105-02		
BAMS-1000006248	A060292840			SE/K132001	105-02		8FDH1
BAMS-1000006249	A22AAAGUHG			SE/K132001	105-02		8FD51
BAMS-1000006250	A22AAAGUHE			SE/K132001	105-02		8FD51
BAMS-1000006251	A22AAAGUHF			SE/K132001	105-02		8FD51
BAMS-1000006252	A22AAAGUHD			SE/K132001	105-02		8FD51
BAMS-1000006247	A060292848			SE/K132001	105-02		8FDH1

Do you want to accept this unit?

Accept: All the units in the structure (if any), both upwards and downward, are accepted to your Test Organization.

Cancel: The units are not accepted, and the transaction can not be performed.

Accept Cancel

The Structure dialog, accept view

The occasions when this dialog are shown are:

- The receiver of a lent asset opens it
- The receiver of a transferred asset opens it
- The lender opens an asset that is not accepted yet
- The transferee opens an asset that is not accepted yet

The following options are displayed:

The **Site Information** group contains three options:

- **No Move** - The asset will remain on the site assigned to it. If there is no site in the database or the asset belongs to another Test Organization, the option is not possible to select.

- **Scanned** - If a Site ID was scanned on the PPC, it will be displayed here. But only if the site is among the ones you as a user has access to (in your test organization(s).)
- **Other** - If none of the above is the site you want to use, you can select any available site here among the sites you as a user has access to (in your test organization(s).)

The **Cabinet Position** group contains three options:

- **No Move** - The asset will remain on the cabinet position assigned to it. If there is no cabinet position in the database, the option is not possible to select.
- **Scanned** - If a cabinet position was scanned on the PPC, it will be displayed here.
- **Other** - If none of the above is the cabinet position you want to use, you can enter a new cabinet position here.

There are two different views on the structure:

- **List view** - All children and grand children are displayed in a flat list, from top to bottom. The list is fully sortable, so you can find all assets of the same product number, for example. The top parent is never moved, so it will always be in the top row of the list.
- **Tree view** - All children and grand children are displayed in a tree view, with each branch being possible to expand or collapse.

You can click on **[Export to File...]** to save the structure to a **.CSV** file which can be opened in Excel, for example. It is also possible to print the structure by clicking on **[Print...]**.

If you click on **[Accept]**, the transferred asset and its structure will be assigned to the selected **Site ID** and **Cabinet Position**.

If you click on **[OK]**, the transferred asset and its structure will be taken back to the selected **Site ID** and **Cabinet Position**.

If you click on **[Cancel]**, the transferred asset remains in transfer, and is neither accepted nor taken back.

N.B. The owner of an asset can always take back the asset.

Perform an Inventory

This transaction is used when you want to do a comparison of the real world and what is stored in SAM. By scanning all assets on a location (Cabinet Position or Site) the contents of the location is compared to what is stored in the SAM database. Any differences are presented as a list. It's possible to show a list based on site inventory or cabinet position inventory.

There are different statuses in the difference list:

- **Same** - The asset is exactly the same
- **Moved** - The asset has a new location
- **Added** - The asset did not exist in SAM or was moved
- **Rack Move** - The asset has a new position (Only for cabinet position inventory)
- **Missing** - The asset was not scanned
- **Warning** - You do not have access to the asset

For each asset there can be two locations; the scanned location and the location in the SAM database. The relationship between these two locations determines which status the asset receives.

For each status there are different ways of working. All (except **Warning**) have in common that you can move them to a defined location (Site and/or Cabinet Position). Select as many assets you like. Then select the **Move To...** or the **Move To Inventorized Site...** option. Please refer to the “The Details Move Dialog” section on page 40.

Same

The scanned location is the same as the database location.

When an inventoried asset shows up as status **Same**, it means that the asset has not moved since it was last stored in the SAM database. The asset is exactly where it is supposed to be. No further action is necessary, but you can of course move it to another location if you like.

A move results in the status being set to **Same**.

Moved or Added

The scanned location is not the same as the database location.

When an inventoried asset shows up as status **Moved** or **Added** it means that the asset has moved since it was last stored in the SAM database. The asset in the database is supposed to be at location A, but in reality it is located at B.

You have two options; to leave it as it is (you can export the list to take actions like moving it physically to location A or giving to someone to investigate), or you can move it to B in the SAM database.

If you opt to move it in the database, perform a right-click **Move** option.

A move results in the status being set to **Same**.

Example 1:

Asset 1 is scanned belonging to Site A. Site B is inventoried without any assets.

In the database, asset 1 is stored belonging to site B. The status for asset 1 will be **Moved**, since both the scanned location and the database location is included in the inventory.

Example 2:

Asset 2 is scanned belonging to Site A. Site B is inventoried without any assets.

In the database, asset 2 is stored belonging to site X. The status for asset 2 will be **Added**, since only the scanned location is included in the inventory. Site X was not inventoried.

N.B. The status will also be **Added** for completely new assets, since they do not have a location, they will be treated as they were from a site that was not inventoried.

Example 3:

Asset 3 is scanned belonging to Site A and cabinet position A-1. Site A, cabinet position A-2 is inventoried without any assets.

In the database, asset 3 is stored belonging to site A and cabinet position A-2. The status for asset 3 will be **Moved**, since both the scanned location and the database location is included in the inventory.

Example 4:

Asset 4 is scanned belonging to Site A and cabinet position A-1. Site A , cabinet position A-2 is inventoried without any assets.

In the database, asset 4 is stored belonging to cabinet position X. The status for asset 4 will be **Added**, since only the scanned location is included in the inventory. Cabinet position X was not inventoried.

N.B. The status will also be **Added** for completely new assets, since they do not have a location, they will be treated as they were from a cabinet position that was not inventoried.

Rack Move

The scanned position is not the same as the database position.

When an inventoried asset shows up as status **Rack Move** it means that the asset has the same site and cabinet position but a different position since it was last stored in the SAM database.

Example 1:

Asset 1 is scanned belonging to Site A, cabinet position A-1 and position 2. In the database, asset 1 is stored belonging to site A, cabinet position A-1 and position 3. The status for asset 1 will be **Rack Move**, since the scanned position and the database position is different.

Missing

The asset is not scanned so no comparison with the database location can be performed.

When an inventoried asset shows up as status **Missing**, it means that the asset has not been scanned, and the SAM database has a record of it being at location B.

You have two options; to leave it as it is (you can export the list to take actions like having someone investigate the whereabouts of the asset), or you can move it to a dedicated location in the SAM database. Having a dedicated location (normally a site) is very handy, since all missing assets can be moved to this location, making it possible to always have an updated list of missing assets.

If you opt to move it in the database, perform a right-click **Move To...** option.

A move results in the status being set to **Missing**.

Warning

The asset you scanned does not belong to a Test Organization/Customer you have access to.

If you only have access to the scanned location or the stored location, the row turns up red having the status **Warning**. You must have access to both locations in order to perform a move.

The Details Move Dialog

Details Move

Selected Individuals: 4

☒ Inside Test Organization

Site Information

☒ No Move SE/K196001

☐ Scanned Site

☐ Other

Cabinet Position

☒ No Move 10:35

☐ Scanned

☐ Other

☐ Disconnect from structure

☐ To other Test Organization

☐ Transfer asset (leave this TO for good)

☐ Lend asset (temporarily borrowed)

to Region:

to Test Organization:

If you move an asset, its structure below will be moved along with it. Its structure above will be disconnected and stay. If enhanced positioning is switched on, you will get the option to move or leave each unit that has its location explicitly set.

Store Cancel

The Details Move dialog

To move assets in the inventory list:

1. Select the assets you want to move.
2. Right-click on anyone of the selected assets and select the **Move To...** option.
3. In the **Move Assets** dialog, select the **Site Information** and/or **Cabinet Position** you want to move the asset(s) to. You can also select **Scanned Site** and/or **Scanned Cabinet Position** to use a scanned value for each asset.
N.B. The scanned value must be the same for all selected assets.
4. Click on **[Store]**.

The selected assets will be moved to the designated location(s). Any assets not possible to move will be left highlighted after the move, and you can move them to another location. If a move results in the asset being moved outside the scanned domain, they will be removed from the inventory list.

N.B. If a move contains a parent as well as children belonging to the parent (with a different location), the parent will be moved first (along with its structure, which includes the children). The children in the previous selection will be highlighted so that you can move them separately to another location if desired.

Import

This group contains functions that save transactions or data that has been synchronized with the PPC in the database or data collected via an XML-file.

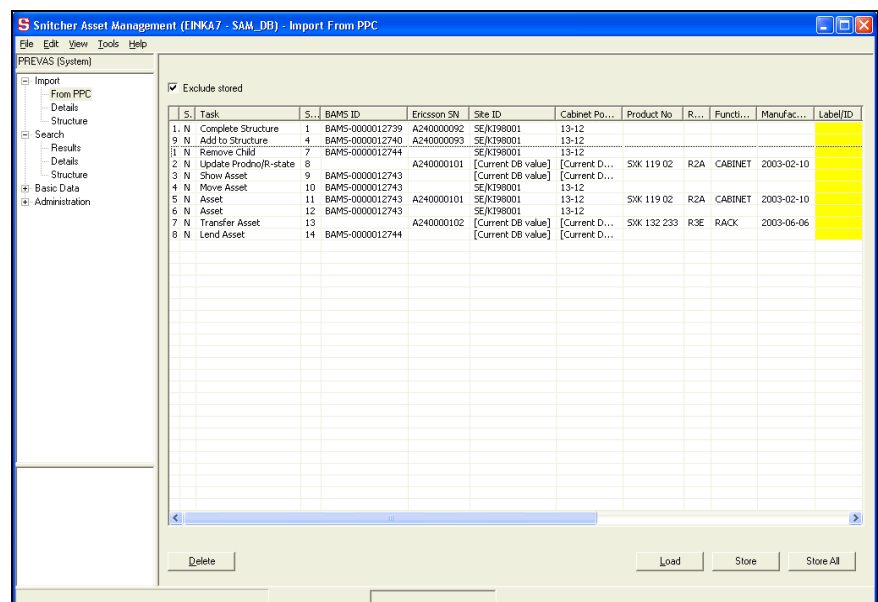
The following options are available:

- From PPC - Here you can synchronize changes recorded with the PPC.
- Structure - Transactions from the PPC containing structures are shown here.
- Details - Transactions from the PPC containing asset data are shown here
- Inventory - Here you can synchronie an inventory done with the PPC
- Batch Import - Here you can import all information in an XML-file.

From PPC

This function allows you to open a file that has been transferred from a PPC and look at its contents. You can then select whether to store all the transactions or some of them in the database.

This chapter only describes what can be done with the buttons and list in this view. By double-clicking on any transaction, a transaction-specific dialog or function is opened. Please refer to the appropriate section in the "PocketPC Transactions" on page13.



The Import From PPC function

You can configure the layout of the list in several ways; by dragging the columns to the desired position, by sizing them to the desired width, and by selecting the right-click menu **Arrange Columns...** menu option. This configuration is restored the next time you log in. Please refer to "Arrange Columns" on page 44 for more information.

If you want to see all transactions, de-select the **Exclude stored** checkbox. All transactions you as a user have performed are displayed (unless they have been previously deleted).

To load a PPC file, click on **[Load]** top open the **Open file** dialog where a PPC-file can be opened.

The list will continue to grow each time you load a file. When a file is processed, and you do not have the need to look at it again, you must delete the rows from the list by clicking on **[Delete]**. If you don't delete, the system will delete old transactions automatically, according to a set system delay.

Some fields in the list are colored yellow; **BAMS-ID**, **Ericsson SN**, **Label/ID**, and **Top Label/ID**. These fields are not part of the loaded file. Instead they are read from the database. If the asset exists in the database these fields are filled in with the appropriate value.

If an asset has status 80, "Void", or status 90, "Removed from ETE", its corresponding row will be colored to indicate its status. A light blue color for assets belonging to the own test organisation(s), and red color for assets belonging to other test organisations. Any user can store the asset and it will receive the status "Active".

If the row in the list is colored red it means that you do not have access to it (it belongs to another Test Organization). It is still possible to view its owner information. Right-click and select the View owner information menu option to see the details of the owner, including an option to send an e-mail. If the asset needs to be used within your Test Organization before the owner can be contacted, it is possible to borrow it as receiver. Please refer to "Force Lend Transfer" on page 45.

Units belonging to another Test Organization with the **Remove from ETE** or **Void** status is possible to take over as owner. Right-click and select the Force owner transfer menu option to take over the parent (or in the structure screen, a child). The asset will be transferred to the Test Organization scanned or selected by the user and set to status **Active**.

If the transactions you loaded can be performed without supplying additional information, for example a Move transaction, it is possible to select the transaction row or multiple rows and click on **[Store]**. If all the un-stored transactions are of this kind, you can click on **[Store All]** to store all the transactions. If any transaction is not possible to store, an error message is displayed.

If the transactions you loaded need additional information, you can select some transactions of the same type, and right-click on anyone in the selection. Select the **Multi Selection** menu option. A panel where you can enter the data is displayed, and the information will be used to process all transactions.

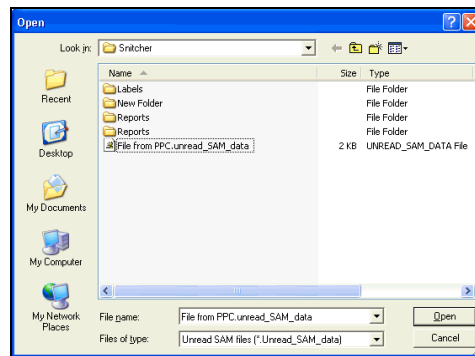
The following transactions are possible to multi select:

- Remove
- Move
- Transfer Asset
- Lend Asset
- Show (all data common to the selected assets will be displayed)

The following transactions do not support multi-select:

- Update Prodno/R-state
- Asset
- Repair Asset
- Off Site
- Calibrate Asset
- Inventory
- Complete Structure
- Add to Structure

Load PPC Files



The Open dialog

To load transaction files from the PPC:

1. Click on **[Load]**.
2. In the **Open File** dialog, select the file or files you want to load. The file filter is ***.Unread_SAM_Data** by default, but can be changed in the drop-down below the file list.
N.B. The directory opened by default is defined in the Settings. Please refer to "Set Location" on page 112 for more information.
3. Click on **[Open]** to open the selected file(s).

If the selected file(s) are possible to load, they will be read one by one. If a file does not meet the validation rules, it is discarded, and an error message is displayed.

Delete Rows from Import From PPC List

To remove invalid, faulty or processed rows from the import list:

1. Select one or more rows in the **Import: From PPC** list.
2. Click on **[Delete]** or press **Delete** on the keyboard.

The selected rows are removed from the list.

Supply Additional Transaction Information

To add missing information or to correct faulty information for a transaction:

1. Double-click on the transaction row.

The appropriate **Import: Details** or **Import: Structure** function is opened. All information that is possible to change will be accessible in these functions.

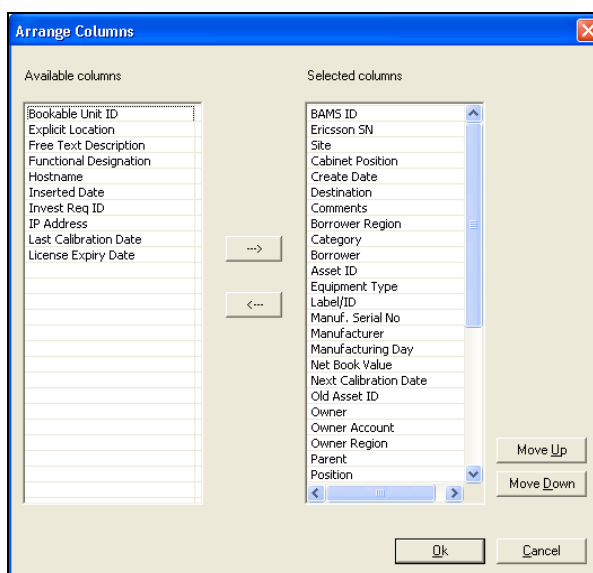
Please refer to the appropriate section in the "PocketPC Transactions" on page13.

Arrange Columns

The following functions or dialogs have the option to arrange the columns:

- Import: Import from PPC
- Import: Inventory
- Import: Batch ImportSearch: Results
- All structure displays

The picture below illustrates the concept of the **Arrange Columns** dialog, and may not accurately describe the columns for a particular function.



The Arrange Columns dialog

To arrange the columns in the list:

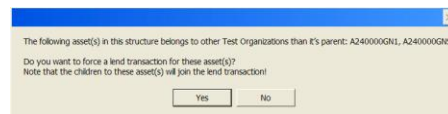
1. Right-click anywhere in the list and select the **Arrange Columns...** menu option to open the **Arrange Columns** dialog
2. Select the columns you want from the **Available columns**, and click on **[-->]** to move them to the **Selected columns** list.
3. Select the columns you do not want from the **Selected columns**, and click on **[<--]** to move them to the **Available columns** list.
4. Select a column in the **Selected columns** list, and click on **[Move Up]** or **[Move Down]** to move the selected column to the desired position.
5. Click on **[OK]** to save the arrangement and close the dialog.

The arrangement will be saved for each user, and the next time you log in, the same arrangement will be used. Each function or dialog has their own arrangement.

Force Lend Transfer

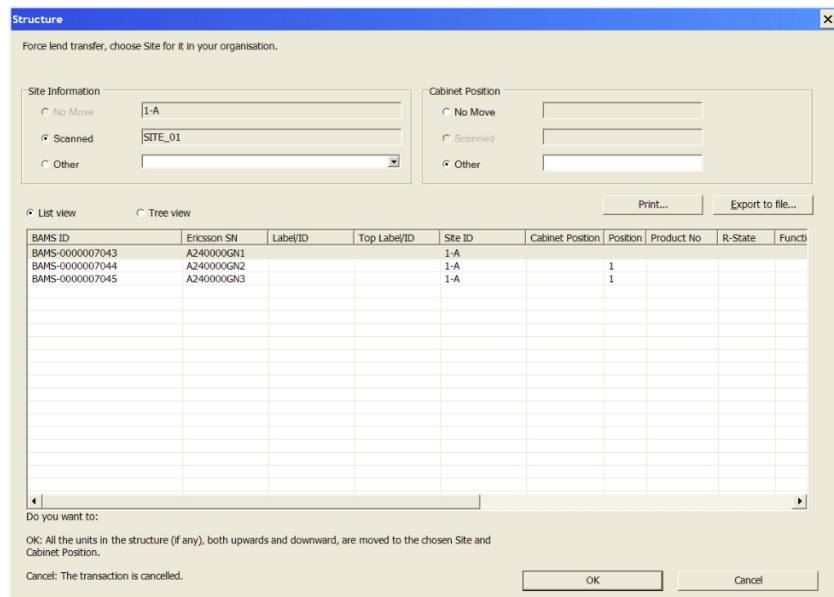
Units belonging to other Test Organizations are possible to lend by “force”. The force lend can be triggered the following ways:

- When a scanned top parent belongs to another Test Organization it is possible to right-click it and select the Force Lend Transfer menu option (in Import from PPC screen).
- When one or more children (in a structure transaction) belong to other Test Organization:
 - It is possible to right-click on each child and selecting the Force Lend Transfer menu option (in Structure screen).
 - When clicking **[Store]** or **[Store All]** (in Import from PPC screen) a message asking if a forced lend transfer shall be performed and on which asset(s) is presented. If pressing yes the forced lend transfer will be performed followed by the store. **N.B.** If the top parent belongs to another Test Organization it needs to be handled separate before it is possible to run **[Store]** or **[Store All]**.



The force lend dialog in Store

When a force lend is triggered by the **[Store]** or **[Store All]** button, the receiving site will be the same as for the scanned top parent. If the force lend is triggered by a Force Lend Transfer menu option the site can be selected in this dialog.



The select site dialog

All forced lend transfers are made in separate transactions not related to the actual scanned Pocket PC transaction. The Pocket PC transactions will be performed with its usual rules independent of any preceded force lend transaction. For example a PPC Lend Asset transaction performed on a force lent asset will fail because a user is not allowed to lend out an asset he does not own.

Structures on force lent assets will be affected the same way as “ordinary” lent assets.

Details

This function is only used when asset transactions in the **Import: From PPC** function are opened by double-clicking on them.

Please refer to the appropriate section in the "PocketPC Transactions" on page 13.

For a detailed description of the other fields in the **Import: Details** function, please refer to "Details" on page 61.

When a transaction has been opened in this function, it is possible to return back to this function later by using the navigator, and the view will be unchanged as long as no other asset has been opened.

Structure

This function is only used when structure transactions in the **Import: From PPC** function are opened by double-clicking on them.

Some fields in the list are colored yellow; **Label/ID**, **Top Label/ID**, **Free Text Description**, and **Comment**. These fields are not part of the loaded file. Instead they are read from the database. If the asset exists in the database these fields are filled in with the appropriate value.

Please refer to the appropriate section in the "PocketPC Transactions" on page 13.

For a detailed description of the other fields in the **Import: Structure** function, please refer to "Structure" on page 67.

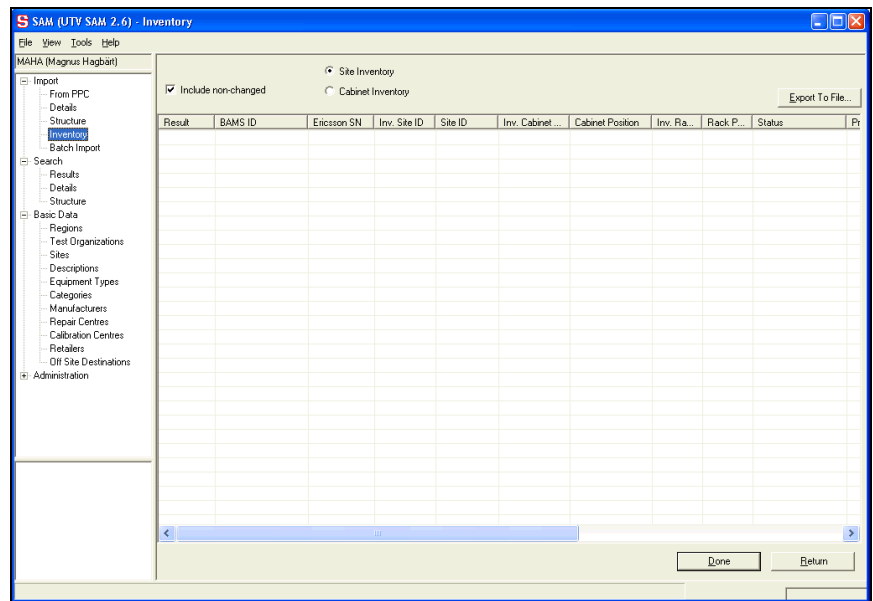
When a transaction has been opened in this function, it is possible to return back to this function later by using the navigator, and the view will be unchanged as long as no other structure has been opened.

Inventory

This function is only used when inventory transactions in the **Import: From PPC** function are opened by double-clicking on them.

This function allows you to view the inventoried assets in a PPC-file. The content of the file is compared to the database, and any differences are listed.

Please refer to the section "Perform an Inventory" on page 37 for more information.



The Inventory function

You can configure the layout of the list in several ways; by dragging the columns to the desired position, by sizing them to the desired width, and by selecting the right-click menu **Arrange Columns...** menu option. This configuration is restored the next time you log in. Please refer to "Arrange Columns" on page 44 for more information.

If you want to see all assets, select the **Include non-changed** checkbox. All assets you as a user are authorized to see are displayed.

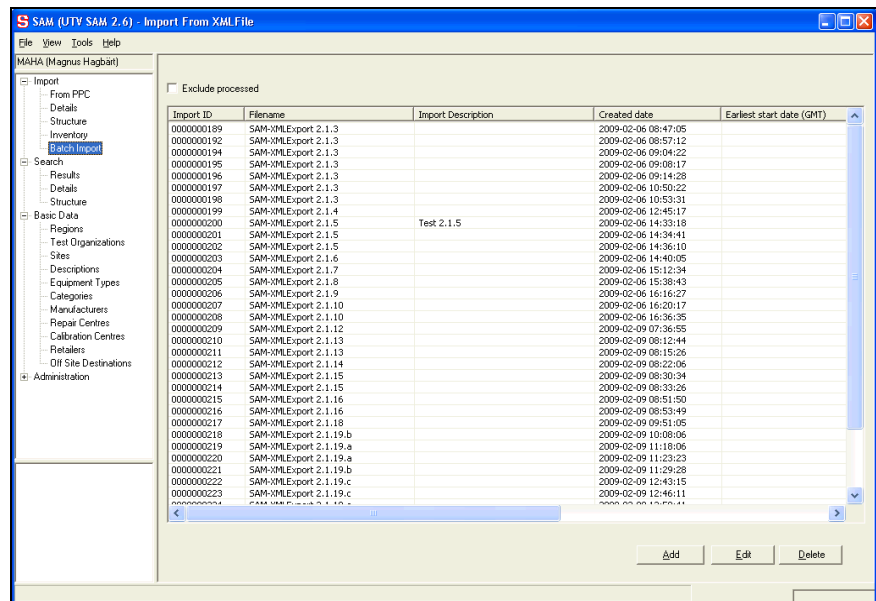
Select the **Site inventory** radio button if you want to see the inventory based on site, and the **Cabinet inventory** radio button if you want to see the inventory based on cabinet.

Clicking on **[Done]** will take you back to the **Import: From PPC** function, marking the transaction row as stored.

Clicking on **[Return]** will take you back to the **Import: From PPC** function without marking the row as stored.

Batch Import

This function allows you to open a XML-file that has been put together in external applications. The file is processed centrally at pre-scheduled intervals. The contents of the XML-file is stored in the database.



The Batch Import function

You can configure the layout of the list in several ways; by dragging the columns to the desired position, and by sizing them to the desired width. This configuration is restored the next time you log in.

If you want to see all files, de-select the **Exclude processed** checkbox. All files you as a user have opened are displayed (unless they have been previously deleted).

The list will continue to grow each time you load a file. When a file is processed, and you do not have the need to look at it again, you must delete the rows from the list. If you don't delete, the system will delete old files automatically, according to a set system delay.

When a file is opened, it is possible to set a time and date for when the file is to be imported. And when the file is processed, a log file might be generated, illustrated by a Y in the log file column. To see or save a log file, Right-click on the file and select Show log file or Save log file. These menu options will open a window with the log file, or a save dialog respectively.

Clicking on **[Add]** will open the **Add Batch Import job** dialog, where an XML-file can be opened.

Clicking on **[Edit]** will open the **Edit Batch Import** dialog, where the properties of the batch import can be changed..

Clicking on **[Delete]** will delete the XML-file from the server and from the list

Batch Import Rules

Users cannot handle files uploaded by other users. The contents of the XML-file will only be stored if the user has access right to the Test Organization(s) contained in the file.

Unique identities are required, and the fields Ericsson ID or BAMS-ID are mandatory. All other fields are optional.

What happens when the identities are evaluated:

XML-file		Database		What happens
Ericsson ID	BAMS-ID	Ericsson ID	BAMS-ID	
<blank> or not present	<blank> or not present			The asset is rejected. No asset can be found in database.
<blank> or not present	ID		Missing	The asset is stored with the BAMS-ID. The BAMS-ID is checked against the counter, and the asset is rejected if the BAMS-ID is greater than the current BAMS-ID counter.
ID	<blank> or not present	Missing		The asset is stored with the Ericsson-ID. A new BAMS-ID is generated and logged in the log file.
ID	ID	Missing	Missing	The asset is stored with the Ericsson-ID and BAMS-ID. The BAMS-ID is checked against the counter, and the asset is rejected if the BAMS-ID is greater than the current BAMS-ID counter.
		Missing	ID	The asset is stored with the BAMS-ID and the Ericsson-ID is connected to it.
		ID	ID	The asset is updated
		ID	ID 2	The asset is rejected because the stored asset is connected to another BAMS-ID.
		ID 2	ID	The asset is rejected because the stored asset is connected to another Ericsson-ID
<blank>	ID	Missing	ID	The asset is updated.
		ID	ID	The asset is rejected, Ericsson-ID cannot be erased.
ID	<blank>	ID	ID	The asset is rejected, BAMS-ID cannot be erased.
Not present	ID	ID or missing	ID	The asset is updated.
ID	Not present	ID	ID or missing	The asset is updated.

What happens when a field is evaluated:

Field content	Database content	Match	What happens
Not present	Value	No	The value in the database is kept.
<blank>	Value	No	The value in the database is blanked (the content is effectively erased).
Value	Value	Yes	The value in the database is replaced with the value in the XML file.
Value1	Value2	No	The value in the database is replaced with the value in the XML file.

No structure changes can be performed. Any structure changes must be performed using the PocketPC through the "From PPC" import. However an import can affect an existing structure when changing the location or status (more information about this is found later in this chapter).

The import service will normally import the files sequentially in the order they have been uploaded by users. It is possible to specify a "start earliest" date time when the file is uploaded. Then the batch import will not start before the stated time.

Leading and ending space characters are removed from all data fields and all characters are converted to upper case before storing in the database.

The user that creates the import job has to have the correct test organisation assigned for each site supplied in the import file. Assets with other sites will be rejected.

The following rules will be followed if the Site ID supplied in the import file is other than the one stored in the database for the asset. The tag <KeepStructure> controls how an asset will be handled when it is in a structure. If the tag is missing it is the same as if it is set to false.

- If the user has readwrite access to the site stored in the database and the status is in ACTIVE, LEND_TRANSFER, OWNER_TRANSFER, REPAIR, CALIBRATION, OUT_OF_LAB, DELIVERY_PENDING, SURPLUS, VOID or REMOVED FROM ETE, then the asset will be moved to the site supplied in the import file:
 - If the TO is the same for both sites (from database and from file) and has enhanced positioning, the asset will be moved to the site supplied in the import file, even if the asset is a child in a structure. The structure will be preserved. (The structure will have parts in different sites)
 - If there are different TO's for the sites (from database and from file) or the TO has simple positioning, the asset will be moved to the new site. If <KeepStructure> is set to True the entire structure will be moved (including parents) else the selected asset will be disconnected and only its children will be moved.

The status will be set to ACTIVE.

- If the user does not have read/write access to the site stored in database then the asset status will be controlled in the database.
 - If the status is (VOID or REMOVED FROM ETE) then the asset will be moved to the site supplied in the import file and

an owner transfer will be done to the new Test Organization. If <KeepStructure> is set to True the entire structure will be moved else the selected asset will be disconnected and only its children will be moved.

- If the status is (ACTIVE, LEND_TRANSFER, OWNER_TRANSFER, REPAIR, CALIBRATION, OUT_OF_LAB, DELIVERY_PENDING or SURPLUS) then the asset will be moved to the site supplied in the import file and a lend transfer will be done. If the asset exists in a structure the selected asset will be disconnected from above structure and it and its children will be moved.

The status will be set to ACTIVE.

To control whether an asset should be disconnected from its structure on import, the same <KeepStructure> tag as in move is used. If <KeepStructure> is set to true, the entire structure will change status according to the imported asset (no matter if the selected asset is the top parent or a child). If <KeepStructure> is set to false, the selected asset in the import will be disconnected from its structure.

To control the disconnection of assets in structure the same tag is used as in move (<KeepStructure>). If <KeepStructure> is set to true the entire structure will change status no matter if the selected asset is the top parent or a child. If <KeepStructure> is set to false the selected asset in the import will be disconnected. Structure changes caused by status change will be handled before structure changes caused by moves.

It is possible to change to a new status without passing an intermediate status e.g “Active”->”Removed from ETE” instead of “Active”->”Surplus”->”Removed from ETE”.

Status available to move from:

- ACTIVE
- REMOVED FROM ETE
- VOID
- DELIVERY PENDING
- SURPLUS

Status available to move to as owner:

- ACTIVE
- REMOVED FROM ETE
- VOID
- DELIVERY PENDING
- SURPLUS

Status available to move to as lender:

- ACTIVE
- REMOVED FROM ETE
- SURPLUS

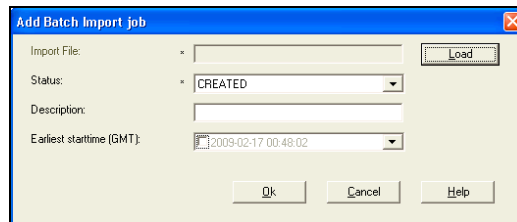
To receive the best performance in Batch Import, structure data shall only be included if necessary.

N.B. Be carefully when using the Batch Import as imported changes will not be possible to undo.

Open XML-files for Batch Import

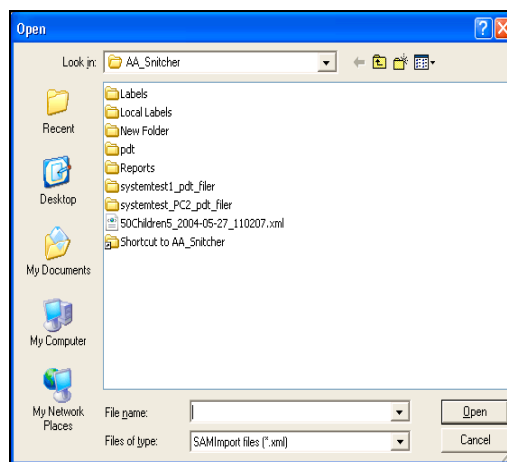
To open XML-files for batch import:

1. Click on **[Add]** to open the **Add Batch Import job** dialog.



The Add Batch Import job dialog

2. Click on **[Load]** to open the **Open** file dialog.



The Open dialog

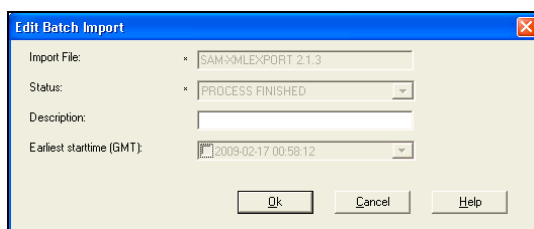
3. In the **Open File** dialog, select the file you want to load. The file filter is ***.xml_Data** by default, but can be changed in the drop-down below the file list.
N.B. The directory opened by default is defined in the Settings. Please refer to "Set Location" on page 112 for more information.
4. Click on **[Open]** to open the selected file.
5. Select a **Status**, enter a **Description** and select an **Earliest starttime (GMT)**. If no start time is selected, the batch job will be carried out as soon as possible.
6. Click on **[OK]** to upload the XML-file and start the batch import.

If a file does not meet the validation rules, it is discarded, and an error message is displayed.

Edit Rows in the Batch Import List

To edit rows in the batch import list:

1. Select one row in the **Batch Import** list.
2. Click on **[Edit]** to open the **Edit Batch Import** dialog.



The Edit Batch Import job dialog

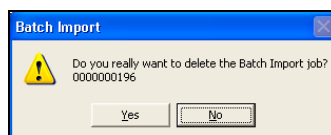
5. Select a **Status**, enter a **Description** and select an **Earliest starttime (GMT)**. If no start time is selected, the batch job will be carried out as soon as possible.
6. Click on **[OK]** to upload the XML-file and start the batch import.

The batch job is updated with the entered information.

Delete Rows from Batch Import List

To remove invalid, faulty or processed rows from the batch import list:

1. Select one or more rows in the **Batch Import** list.
2. Click on **[Delete]** or press **Delete** on the keyboard to open the Batch Import confirmation dialog.



The Delete Batch Import job dialog

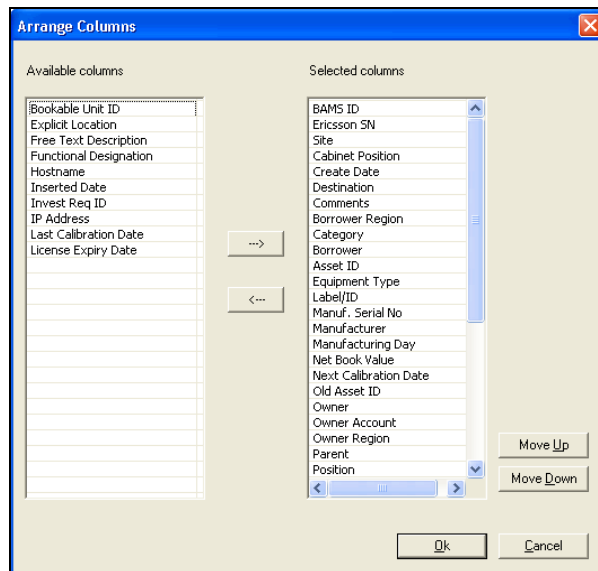
The selected rows are removed from the list.

Arrange Columns

The following functions or dialogs have the option to arrange the columns:

- Import: From PPC
- Import: Inventory
- Search Results
- All structure displays

The picture below illustrates the concept of the **Arrange Columns** dialog, and may not accurately describe the columns for a particular function.



The Arrange Columns dialog

To arrange the columns in the list:

1. Right-click anywhere in the list and select the **Arrange Columns...** menu option to open the **Arrange Columns** dialog
2. Select the columns you want from the **Available columns**, and click on **[-->]** to move them to the **Selected columns** list.
3. Select the columns you do not want from the **Selected columns**, and click on **[<--]** to move them to the **Available columns** list.
4. Select a column in the **Selected columns** list, and click on **[Move Up]** or **[Move Down]** to move the selected column to the desired position.
5. Click on **[OK]** to save the arrangement and close the dialog.

The arrangement will be saved for each user, and the next time you log in, the same arrangement will be used. Each function or dialog has their own arrangement.

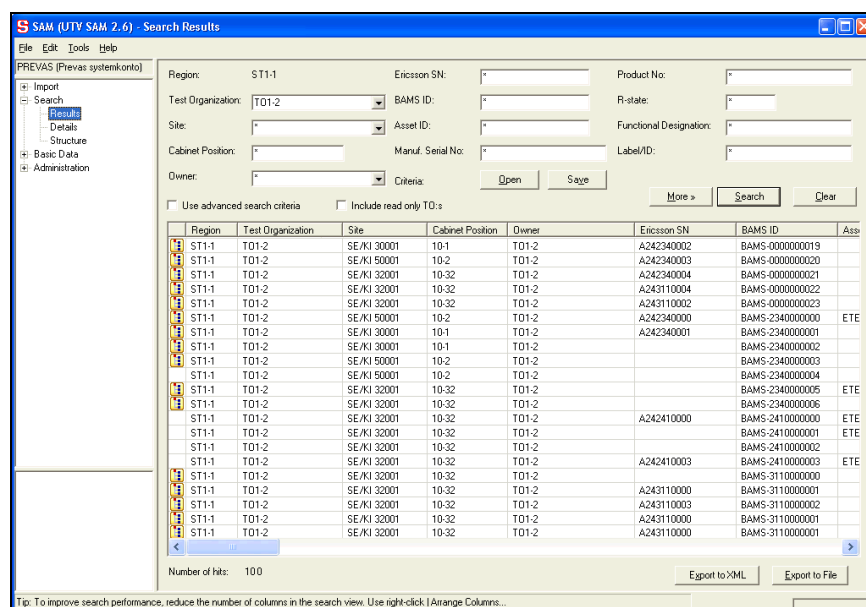
Search

This group contains functions that allow you to search for and look at assets in the database. Both individual data and structure data can be viewed.

N.B. Any field where you can enter data must not contain the ' (apostrophe or single quotation mark) character.

Results

This function lets you enter some criteria and then perform a search in the database. The result is presented in a list, with all information for each asset.



The Search Results function, normal search

The list below the search criteria is filled with the result of the search. By double-clicking on a row, the asset on that row is opened in the **Search: Details** function. If you right-click on a row, three options are displayed; View Structure, View Details and Arrange Columns.... View Details is exactly the same as double-clicking. View Structure opens the asset in the **Search: Structure** function.

You can configure the layout of the list in several ways; by dragging the columns to the desired position, by sizing them to the desired width, and by selecting the right-click menu Arrange Columns.... This configuration is restored the next time you log in. Please refer to "Arrange Columns" on page 44 for more information.

Below the list a number is displayed giving you the number of hits for the search. If there are no assets matching your query, a dialog is displayed. The current list is not affected by a zero hit search.

If you want to use the data from SAM in other applications, you can export the result as an XML-file. To export, click on **[Export to XML...]** and give the file a name. The default file extension is *.SAM-xml.

If you want to perform advanced statistics or summaries of the found assets, you can export the result to Excel or other applications. The result will be saved in CSV format (one row for each asset, all values separated by comma or semi-colon). To export, click on **[Export to File...]** and give the file a name.

If you want to print the result, you can select the **File | Print...** menu or press **Ctrl+P**. A print preview is displayed, and the result is printed on the system default printer.

N.B. Only the columns that fit on one sheet of paper is printed. Remaining columns are truncated. If you want to print all the columns, you may use the **Export to File** function, to use other applications, such as Excel, to print more columns.

If you want to move some or all of the found assets, highlight them, and right-click on anyone. Then select the **Move To...** option and specify where to move the asset(s) in the appearing dialog.

To make a search

To make a standard search, follow these steps:

1. Select **Search** and then **Results** in the main menu.
2. Enter search criteria in any of the fields. You can leave the asterisk (*) in as many fields as you like.
N.B. At least one field is recommended to fill in. Otherwise the search may take a long time to complete.
3. The drop-down fields can only contain valid data. By selecting a drop-down field and typing the first character, the selection will move to the first menu option starting with that character.
When you select a **Test Organization**, its corresponding Region will be displayed above it.
4. The text fields can contain any data. Wild-card searches are allowed:
 - * (asterisk) means any character
 - ? (question mark) means exactly 1 character

For example:

Searching for ***TEXT? DESCR*** would find the following matching values:

MY TEXT1 DESCRIPTION
TEXTS DESCRIPTION
NEW TEXT2 DESCR

But not the following values:

MY TEXT DESCRIPTION
MY TEXT1 DESC
NEXT DESCR

N.B. Any number of asterisks and question marks can be mixed.

5. By selecting the **Include read only TO:s**, all data will be included in the search, data not assigned to the user will be read only.
6. When you have filled in all the desired fields, click on **[Search]** to start the search.

If the search result contains any assets, they will be displayed in the list below the search fields.

To move found assets

To move found assets, follow these steps:

1. Perform a search or an advanced search.
2. Select the assets you want to move.
3. Right-click to bring up the context-sensitive menu, and select **Multi Selection** and then **Move To....**
4. The **Details Move** dialog is displayed.
5. Enter the Site ID and/or Cabinet Position.
6. Click on **[Store]**.

All the selected assets are moved, if possible. Any assets that fails the move remains selected in the search results view.

Read more about the **Details Move** dialog in section “The Details Move Dialog” on page 40.

To move found assets off site

To move found assets off site, follow these steps:

1. Perform a search or an advanced search.
2. Select the assets you want to move.
3. Right-click to bring up the context-sensitive menu, and select **Multi Selection** and then **Off Site....**
4. The **Details Off Site** dialog is displayed.
5. Choose if want to move the asset to calibration, repair or off site and choose destination.
6. Click on **[Store]**.

All the selected assets are moved, if possible. Any assets that fails the move remains selected in the search results view.

To update found assets

To update found assets, follow these steps:

1. Perform a search or an advanced search.
2. Select the assets you want to update.
3. Right-click to bring up the context-sensitive menu, and select **Multi Selection** and then **Update....**
4. The **Details** dialog is displayed.
5. Enter the values to be updated.
6. Click on **[Store]** or **[Store And Close]**.

1. Select **Search** and then **Results** in the main menu.
2. Enter at least one search criteria according to the normal search described above.
3. Click on **[More >>]** to expand the search criteria.
4. Select a field from the drop-down menu below the **Advanced Search Criteria** list.
5. Enter or select a value for the field.
N.B. Depending on the field, the value can be entered as a text, a drop-down value or a list of check boxes. Some values can be entered as wildcard searches (using * or ?).
6. Click on **[Add]** to add the criteria to the list.
7. Continue adding fields by repeating steps 4-6.
8. Select the appropriate radio button for structures and loose assets.
9. If you want to include the Top Label/ID in the result, select the **Show Top Label/ID**.
10. Select the **Use advanced search criteria** checkbox.
11. Click on **[Search]** to start the search.

If the search result contains any assets, they will be displayed in the list below the search fields.

To Change a Search Value

To change a value for an advanced search field:

1. Select the row with the field in the **Advanced Search Criteria** list.
2. Edit the **Value** field.
3. Click on **[Change]** to change the value in the list..

To Remove a Search Value

To remove a search field from an advanced search:

1. Select the row with the field to be removed in the **Advanced Search Criteria** list.
2. Click on **[Delete]** to delete the search field in the list.

Or

1. Click on **[Delete All]** to delete all search fields in the list.
N.B. The standard search criteria are not affected.

Details

This function is used when an asset in the **Search: Results** function is opened by double-clicking or using the right-click menu.

The Searched Details function

This is the main display for all assets. Here all information about an asset can be viewed and changed.

You can use a barcode reader (attached to the keyboard or similar) to search for a specific asset. Click on the padlock next to the field you want to search for, and scan/enter the value. Click on **[Fetch]** to fetch the corresponding asset.

If the asset has a structure, the **[View Structure]** button is available and clicking on it will open the asset in the **Search: Structure** function. The current asset will be expanded and highlighted.

Clicking on **[Store]** will store the asset in the database. If there are any invalid values an error message is displayed, and you will have to correct them before it is possible to store the asset.

Clicking on **[Return]** will open the function from where the asset was opened (either the **Search: Results** or the **Search: Structure** function).

Clicking on **[Fetch from TRACY]** will fetch the product information from TRACY. If the data does not exist in Tracy, nothing happens. However, if the data exists, it will overwrite the current data in SAM. The communication with Tracy takes a few minutes, and after the data is fetched the screen has to be refreshed to make the new data visible on the screen.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

If the asset has a structure, the **[Disconnect]** button is available and clicking on it will disconnect the asset from its parent. Any children below the asset are not affected. A disconnect may need the Site ID to be set, depending on the test organizations location setting. Please refer to the appropriate section in section "Test Organizations" on page 73.

Most of the fields are straight-forward, and can only have a limited range of values, or have no functionality connected to them. Some fields are special, in that they are controlled by other fields or cause actions to happen when changed.

When a field is changed, its heading will receive a colored background (yellow). This indicates what fields will be updated in the database when the **[Store]** button is clicked.

IP Address:

Example of a changed field

This is a list of all the fields:

Field	Values	Comment
Ericsson SN	Contains Ericsson serial numbers	<p>If the asset has Manufacturer's Serial Number, it cannot have an Ericsson SN.</p> <p>Can be transferred from the PPC.</p> <p>A small padlock next to the field indicates if the field is editable or not. By clicking on the padlock, the state will change (if permitted). Once enabled, a search value can be entered and an asset can be fetched by clicking on [Fetch].</p>
BAMS-ID	Contains a unique identifier	<p>All assets in the database have this value.</p> <p>Can be transferred from the PPC.</p> <p>A small padlock next to the field indicates if the field is editable or not. By clicking on the padlock, the state will change (if permitted). Once enabled, a search value can be entered and an asset can be fetched by clicking on [Fetch].</p>
Asset ID	A string	<p>An asset ID from a finance system.</p> <p>Can be transferred from the PPC.</p>
Old Asset ID	A string	<p>An additional asset ID from a finance system.</p> <p>Can be transferred from the PPC.</p>
Manuf. Serial No	Contains manufacturer's serial numbers	<p>If the asset has Ericsson SN, it cannot have a Manufacturer's Serial Number.</p> <p>Can be transferred from the PPC.</p>
Test Organization	Test organizations	<p>Display only, displays the test organization of the site the asset is registered to.</p>
Site ID	Site ID:s	<p>Selecting a Site ID in the drop-down moves the asset to the selected site. Only sites the user is assigned to is selectable.</p> <p>If the asset is in a structure, any children will inherit the Site ID.</p> <p>Can be transferred from the PPC.</p>
Position	A string	<p>Read only field: The position is the inherited "path" from the first ascending parent having an explicit Site ID.</p> <p>Editable field: The position is a numerical value identifying the position in a rack or similar.</p> <p>Can be transferred from the PPC.</p>
Cabinet Position	Text strings identifying areas in the site.	<p>If the asset is in a structure, any children will inherit the Cabinet position.</p> <p>Can be transferred from the PPC.</p>
Owner	Test organizations	<p>To set the Owner, you must use the PPC (Owner Transfer) or change the Status to Owner Transfer.</p> <p>A small warning icon appears if the Owner is another test organization than the logged in user belongs to.</p>
Borrower	Test organizations	<p>To set the Borrower, you must use the PPC (Lend Transfer) or change the Status to Lend Transfer.</p> <p>A small warning icon appears if the Borrower has a value.</p>

Destination	Test organizations, calibration centres, repair centres or Out of Site destinations.	This field is set by using the PPC (Lend Transfer, Owner Transfer, Calibrate Asset, Repair Asset or Out of Site) or by changing the Status to Lend Transfer, Owner Transfer, Calibrate Asset, Repair Asset or Out of Site . A small warning icon appears if the Borrower has a value.
Inserted Date	A date	The date when a child was connected to a parent.
Category	A value indicating how much the asset is used.	When this value is changed, a dialog appears asking if the value is to be applied to children (if any).
Owner Account	A string.	
Transferred To	A string	
Invest Request ID	A string	
Bookable Unit	A string	Read only. This ID is coming from other systems, and cannot be changed in SAM.
Net Book Value	A monetary value	This value can only be changed by the owner. Even if the asset is lent it is possible for the owner to change the value.
Created Date	A date	The date when the asset was first created (added to the database).
Last Updated	A date and a User-ID	The user and date for the last change is logged.
Product No	Product identification	For Ericsson units: This field is either filled in by the PDF-code, or retrieved from Tracy. For non Ericsson units: This field can contain any kind of data Can be transferred from the PPC.
R-state	R-state may be Revision numbers or similar.	For Ericsson units: This field is either filled in by the PDF-code, or retrieved from Tracy. For non Ericsson units: This field can contain any kind of data Can be transferred from the PPC.
Functional Designation	A description of the asset	For Ericsson units: This field is a direct result of the Product No and R-state fields. If a connection with Tracy exists, the field will get its value from Tracy. If not, it is possible to select a description or enter one manually. For non Ericsson units: This field contains a description of the unit. Both: Clicking on [Browse] opens a dialog with pre-defined descriptions to choose from. Can be transferred from the PPC (only PDF codes)
Manufacturing Day	A date when the unit was manufactured	For Ericsson units: If a connection with Tracy exists, the field will get its value from Tracy. If not, it is taken from the PDF-code. For non Ericsson units: Select a manufacturing date. Can be transferred from the PPC (only PDF codes)
Free Text Description	A string	A description of the asset without restriction.
Label/ID Top Parent	A string	If the asset is in a structure, the Top Parent's Label/ID (if any) is displayed here.
Label/ID	A string	A string identifying the asset in a more human format. For example a computer name could be the Label/ID for a computer.

Status	ACTIVE OWNER TRANSFER LEND TRANSFER CALIBRATE REPAIR VOID REMOVE FROM BETE SURPLUS OFF SITE DELIVERY PENDING	<p>Changing the status is effectively the same as performing the corresponding transaction on the PPC and storing it.</p> <p>Some statuses are only possible to perform by changing this drop-down (not on the PPC): VOID, REMOVE FROM BETE, SURPLUS.</p> <p>Some changes require the user to have the access to do them: VOID, REMOVE FROM BETE, OWNER TRANSFER, LEND TRANSFER, SURPLUS, ACTIVE, DELIVERY PENDING.</p> <p>The OWNER TRANSFER, LEND TRANSFER, CALIBRATE, REPAIR and OFF SITE results in the transfer dialog being displayed. Please see the "The Transfer Dialog" section on page 65.</p>
IP Address	Numbers and dots	An IP address in the format nnn.nnn.nnn.nnn
Hostname	A string	A URL, for example www.test.com
Software License	A string	
License Expiry Date	A date	
Support Expiry Date	A date	
Support Agreement	A string	
Last Calibration Date	A date	
Next Calibration Date	A date	
Retailer	Retailers	The retailer list is maintained in Basic Data: Retailers .
Equipment Type	Equipment types	The equipment type list is maintained in Basic Data: Equipment Types .
Manufacturer	Manufacturers	The manufacturer list is maintained in Basic Data: Manufacturers .
Comment	A string	<p>This is the only field accepting both CAPS and lower case characters. Also, any language specific information should go into this field.</p> <p>Can be transferred indirectly from the PPC: A comment in the PPC can be cut & Pasted into this field.</p>
CPU Type	A string	
CPU Speed	A string	
CPU Count	A number	
RAM	A string	
Disks	A string	
O/S	A string	
O/S Version	A string	
MAC Address	A string	
Additional info	A string	

The Transfer Dialog

When a transfer (either Lend Transfer, Owner Transfer, Calibrate, Repair or Off Site) is initiated by changing the **Status** drop-down in the **Search: Details** function, one of these dialogs is displayed.

Lend Transfer

to Region: STOCKHOLM SOUTH

to Test Organization: ETE/O/SH [BETE Stockholm Sout]

If you transfer an asset, its structure below will be transferred with it. The structure above will be disconnected and will stay. If enhanced positioning is switched on, you will be prompted to move or let stay any assets with explicitly set location.

View Structure to Send OK Cancel

The Lend Transfer dialog

Owner Transfer

to Region: STOCKHOLM SOUTH

to Test Organization: ETE/O/SH [BETE Stockholm Sout]

If you transfer an asset, its structure below will be transferred with it. The structure above will be disconnected and will stay. If enhanced positioning is switched on, you will be prompted to move or let stay any assets with explicitly set location.

View Structure to Send OK Cancel

The Owner Transfer dialog

Send to Repair

Repairer centres:

View Structure to Send OK Cancel

The Send to Repair dialog

Send to Calibration

Calibration centres:

View Structure to Send OK Cancel

The Send to Calibration dialog

Send Off Site

Off site destinations:

View Structure to Send OK Cancel

The Send Off Site dialog

For lend and owner transfers you must select the **to Region** and then the **Test Organization** before you can start the transfer. When you select a region, the assigned test organizations are displayed.

For calibrate, repair and off site you must select the **Destination** before you can start the transfer.

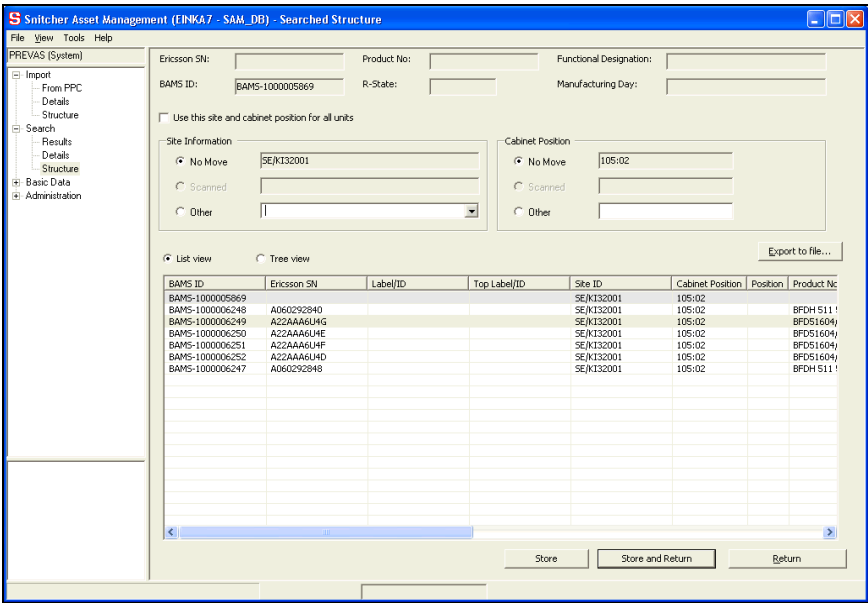
Clicking on **[View Structure to Send]** will open a dialog displaying the assets structure (both upwards and downwards). See "The Structure Dialog" on page 19 for more details.

Clicking on **[OK]** will start the transfer, by setting the **Status** field to either **LEND TRANSFER**, **OWNER TRANSFER**, **CALIBRATE**, **REPAIR** or **OFF SITE**. The receiving Test Organization must Accept the asset, before they can use it.

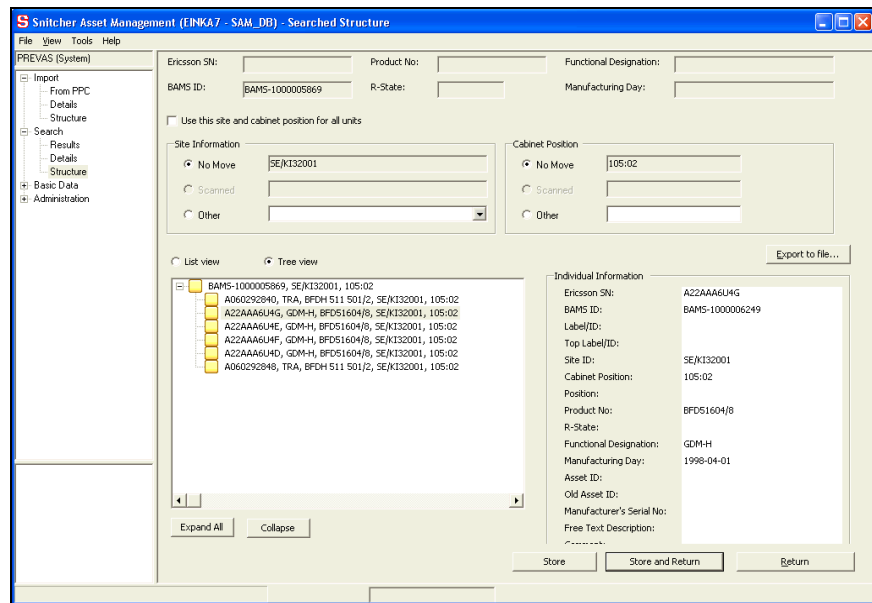
It is also possible for your Test Organization to stop the transfer by performing a transaction on any part of the structure, which will bring up the **Take Back** dialog . Please refer to the "Accept or Take Back Asset" section on page 35 for more details.

Structure

This function is used when a structure in the **Search: Results** function is opened by using the right-click menu.



The Searched Structure function, list view



The Searched Structure function, tree view

At the top, the basic information about the parent is displayed.

The **Use this site and cabinet position for all units** checkbox is enabled if your test organization has **Enhanced Locations** switched on. If not, the checkbox is selected by default, and is not possible to change. If selected, it means that all assets in a structure will receive the same **Site ID** and **Cabinet Position**.

The **Site Information** group contains three options:

- **No Move** - The asset will remain on the site assigned to it. If there is no site in the database, the option is not possible to select.
- **Scanned** - This option is always disabled, since there is no scanned value from the PPC in this function.
- **Other** - If none of the above is the site you want to use, you can select any available site here among the sites you as a user has access to (in your test organization(s).)

The **Cabinet Position** group contains three options:

- **No Move** - The asset will remain on the cabinet position assigned to it. If there is no cabinet position in the database, the option is not possible to select.
- **Scanned** - This option is always disabled, since there is no scanned value from the PPC in this function.
- **Other** - If none of the above is the cabinet position you want to use, you can enter a new cabinet position here.

There are two different views on the structure:

- **List view** - All children and grand children are displayed in a flat list, from top to bottom. The list is fully sortable, so you can find all assets of the same product number, for example. The top parent is never moved, so it will always be in the top row of the list.
- **Tree view** - All children and grand children are displayed in a tree view, with each branch being possible to expand or collapse.

You can configure the layout of the list in several ways; by dragging the columns to the desired position, by sizing them to the desired width, and by selecting the right-click menu **Arrange Columns...** This configuration is restored the next time you log in. Please refer to "Arrange Columns" on page 44 for more information.

You can click on **[Export to File...]** to save the structure to a **.CSV** file which can be opened in Excel, for example. It is also possible to print the structure by using the **File | Print** menu option.

If you double-click on an asset in the list or tree view, the asset is opened in the **Search: Details** function.

When you are satisfied with the options in this display, you can click on **[Store]** to store the structure in the database. After the structure is stored, it is possible to double-click on the assets in the structure to open them in the **Search: Details** function.

Clicking on **[Return]** will take you back to the **Search: Results** function.

Clicking on **[Store and Return]** will perform the actions of both **[Store]** and **[Return]** at the same time.

Basic Data

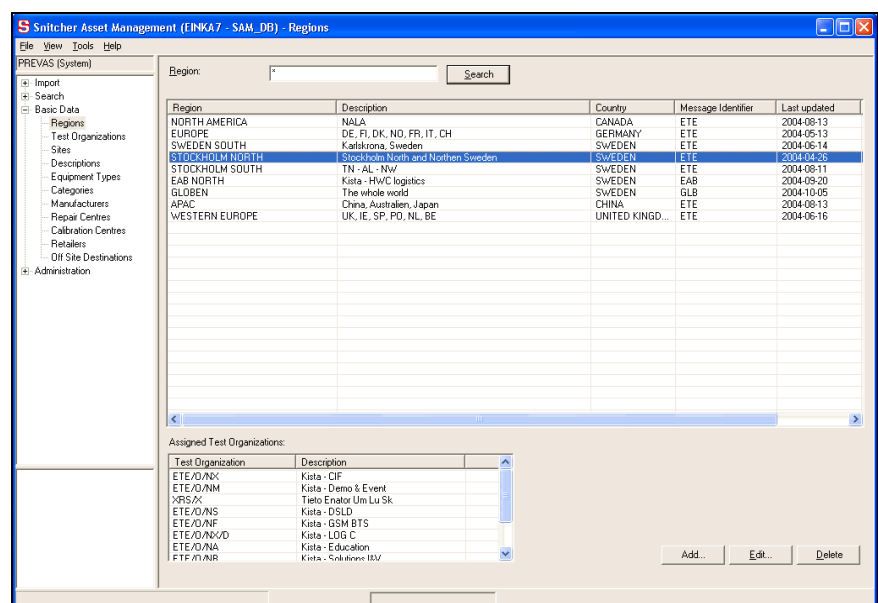
This group contains functions that control the framework for all transactions, such as what sites are allowed and data in drop-down menus.

N.B. Any field where you can enter data must not contain the ' (apostrophe or single quotation mark) character.

Regions

This function contains a list of all regions in SAM. A region is the highest hierarchical unit in SAM. It is used to group lower units into manageable groups. A region is typically a collection of companies.

It is possible to add, change or delete regions.



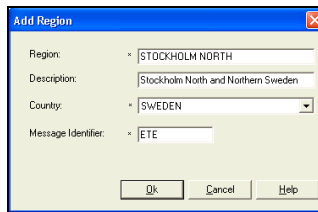
The Regions function

Each region is located in a country and has a message identifier. The identifier is used when SAM communicates with other systems, such as Tracy. The identifier identifies which entity in SAM is responsible for the data sent.

Above the list, it is possible to enter a search criterion in the **Region** field. When you open the function, an * (asterisk) is already entered. Clicking on **[Search]** will fetch all regions in the database.

If you select a region in the list, all its test organizations are displayed in the **Assigned Test Organizations** list.

Adding a Region



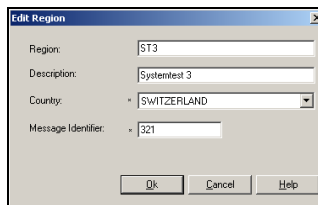
The Add Region dialog

This is how you add a region:

1. Optional: Enter a search criterion in the **Region** field, and click on **[Search]**.
2. Optional: Select an existing region in the list. The selected region's data will be used as a template for the new region.
3. Click on **[Add...]** to open the **Add Region** dialog.
4. Enter the name of the **Region**, the **Description**. Select a **Country** and then enter a **Message Identifier**.
5. Click on **[OK]** to add the region to SAM. If the **Region** name already exists, you will get an error, and must enter a different name before it is possible to add the region.

The region will be added, and the list is updated to reflect the new region.

Editing a Region



The Edit Region dialog

This is how you change a region:

1. Optional: Enter a search criterion in the **Region** field, and click on **[Search]**.
2. Select an existing region in the list.
3. Click on **[Edit...]** or double click on the selected row to open the **Edit Region** dialog.
4. Change the fields.
5. Click on **[OK]** to save the new values in SAM.

The region will be changed, and the list is updated to reflect the changes.

Deleting a Region

This is how you delete a region:

1. Optional: Enter a search criterion in the **Region** field, and click on **[Search]**.
2. Optional: Select an existing region in the list.

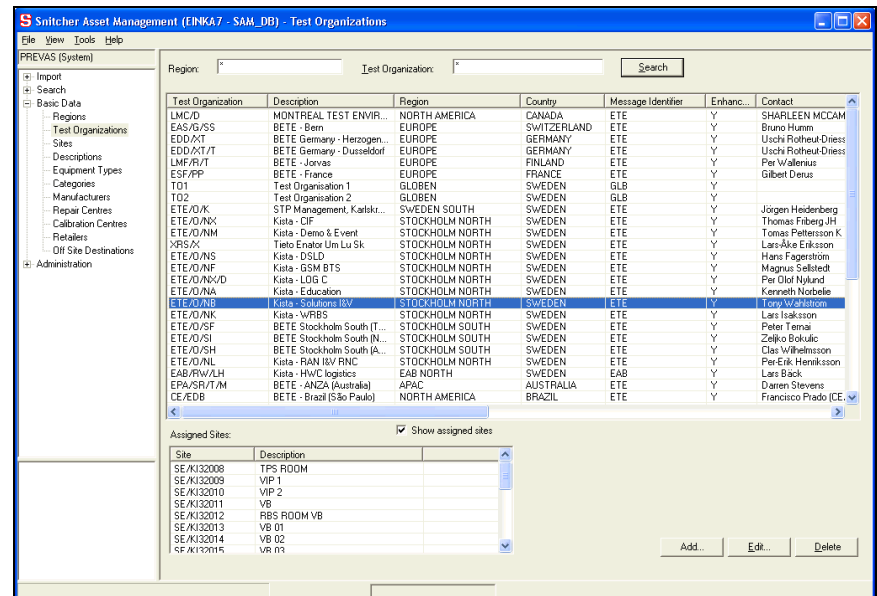
- Click on **[Delete]** to delete the region. A confirmation dialog is displayed, click on **[OK]** to delete the region from SAM.

The region will be deleted, and the list is updated to reflect the changes.

N.B. It is not possible to delete a region that has test organizations, sites or assets assigned to it.

Test Organizations

This function contains a list of all test organizations in SAM. It is possible to add, change or delete test organizations.



The Test Organizations function

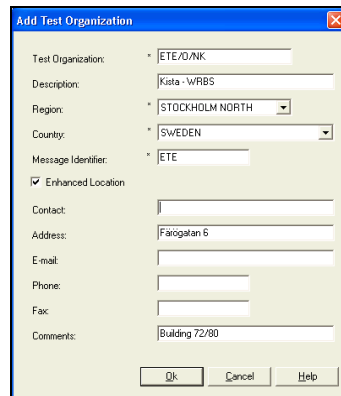
Each test organization is located in a region and a country and has a message identifier. The identifier is used when SAM communicates with other systems, such as Tracy. The identifier identifies which entity in SAM is responsible for the data sent.

Above the list, it is possible to enter a search criterion in the **Region** and **Test Organization** fields. When you open the function, * (asterisks) are already entered. Clicking on **[Search]** will fetch all test organizations in the database.

If you want to see all assigned sites for the test organization, you must select the **Show assigned sites** checkbox. This checkbox is disabled by default, because the number of sites for a test organization may be large.

For complete structure transactions it is possible to define a repository site. Each Test Organization can have a dedicated site to where missing assets can be transferred automatically. When a complete structure is stored, and some of the assets in the structure are missing (compared to the previous time the structure was stored) the assets are moved to the repository site. To define the repository site, you must first add at least one site to the Test organization, and then use the **Edit Test Organization** dialog.

Adding a Test Organization



The Add Test Organization dialog

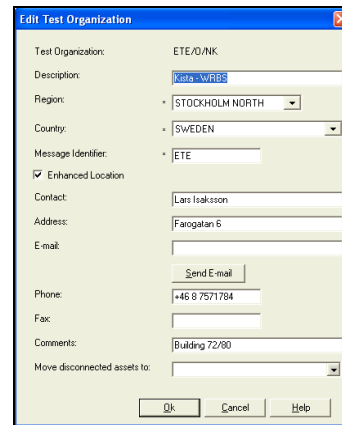
This is how you add a test organization:

1. Optional: Enter a search criterion in the **Region** and **Test Organization** fields, and click on **[Search]**.
2. Optional: Select an existing test organization in the list. The selected test organization's data will be used as a template for the new test organization.
3. Click on **[Add...]** to open the **Add Test Organization** dialog.
4. Enter the name of the **Test Organization**, the **Description**. Select a **Region** and a **Country** and then enter a **Message Identifier**.
5. Select **Enhanced Location** if you want to allow separate Site IDs and Cabinet Positions in structures for the test organization.
6. The remaining fields are optional.
7. Click on **[OK]** to add the test organization to SAM. If the **Test Organization** name already exists, you will get an error, and must enter a different name before it is possible to add the test organization.

The test organization will be added, and the list is updated to reflect the new test organization.

N.B. It is not possible to select a repository site for missing assets using the **Add Test Organization** dialog.

Editing a Test Organization



The Edit Test Organization dialog

This is how you change a test organization:

1. Optional: Enter a search criterion in the **Region** and **Test Organization** fields, and click on **[Search]**.
2. Select an existing test organization in the list.
3. Click on **[Edit...]** or double click on the selected row to open the **Edit Test Organization** dialog.
4. Change the fields.
5. The **Move disconnected assets to** field contains a drop-down list of all sites for the Test Organization. Select a site as a repository site if you want to automatically move disconnected assets to the site.
6. Click on **[OK]** to save the new values in SAM.

The test organization will be changed, and the list is updated to reflect the changes.

Deleting a Test Organization

This is how you delete a test organization:

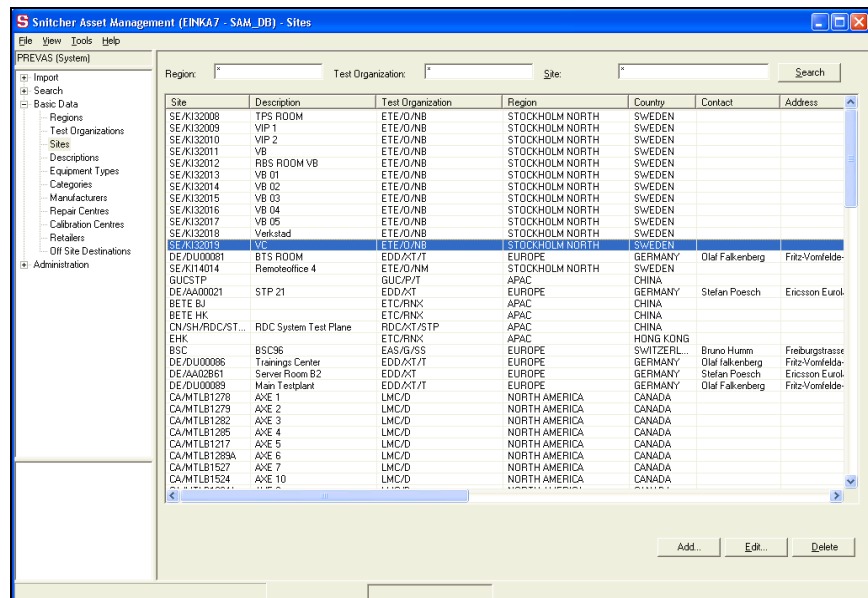
1. Optional: Enter a search criterion in the **Region** and **Test Organization** fields, and click on **[Search]**.
2. Select an existing test organization in the list.
3. Click on **[Delete]** to delete the test organization. A confirmation dialog is displayed, click on **[OK]** to delete the test organization from SAM.

The test organization will be deleted, and the list is updated to reflect the changes.

N.B. It is not possible to delete a test organization that has sites or assets assigned to it.

Sites

This function contains a list of all sites in SAM. It is possible to add, change or delete sites.



The Sites function

Each site is located in a test organization, region and a country.

Above the list, it is possible to enter a search criterion in the **Region**, **Test Organization** and **Site** fields. When you open the function, * (asterisks) are already entered. Clicking on **[Search]** will fetch all sites in the database.

Adding a Site

The Add Site dialog

This is how you add a site:

1. Optional: Enter a search criterion in the **Region**, **Test Organization** and **Site** fields, and click on **[Search]**.
2. Optional: Select an existing site in the list. The selected site's data will be used as a template for the new site.
3. Click on **[Add...]** to open the **Add site** dialog.
4. Enter the name of the **Site**. Select a **Test Organization** and **Country**.

5. The remaining fields are optional. **Install Date** is the date when the site was first created.
6. Click on **[OK]** to add the site to SAM. If the **Site** name already exists, you will get an error, and must enter a different name before it is possible to add the site.

The site will be added, and the list is updated to reflect the new site.

Editing a Site

The Edit Site dialog

This is how you change a site:

1. Optional: Enter a search criterion in the **Region**, **Test Organization** and **Site** fields, and click on **[Search]**.
2. Select an existing site in the list.
3. Click on **[Edit...]** or double click on the selected row to open the **Edit Site** dialog.
4. Change the fields.
5. Click on **[OK]** to save the new values in SAM.

The site will be changed, and the list is updated to reflect the changes.

Deleting a Site

This is how you delete a site:

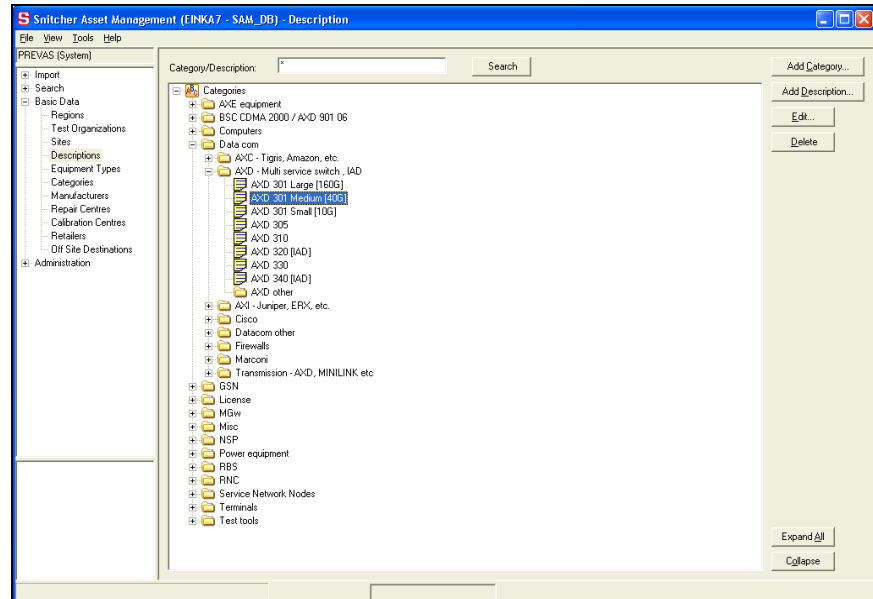
1. Optional: Enter a search criterion in the **Region**, **Test Organization** and **Site** fields, and click on **[Search]**.
2. Select an existing site in the list.
3. Click on **[Delete]** to delete the site. A confirmation dialog is displayed, click on **[OK]** to delete the site from SAM.

The site will be deleted, and the list is updated to reflect the changes.

N.B. It is not possible to delete a site that has assets assigned to it. It is not possible to delete a site that has been assigned as a repository site for a Test Organization.

Descriptions

This function contains a list of all descriptions in SAM. It is possible to add, change or delete descriptions. A description is used when a non-Ericsson unit needs a common description. Ericsson units get their description from the Function Designation field in Tracy.



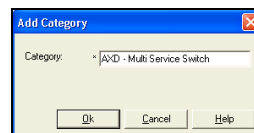
The Descriptions function

Above the list, it is possible to enter a search criterion in the **Category/Description** field. When you open the function, an * (asterisk) is already entered. Clicking on **[Search]** will find the first occurrence of the search criteria.

The tree view contains a hierarchical representation of categories and descriptions. Click on the plus- or minus-signs to expand or shrink the different branches.

By clicking on the **[Expand All]** button you can expand all branches at once, and by clicking on **[Collapse]** you can collapse all branches at once.

Adding a Category



The Add Category dialog

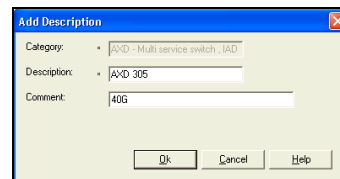
This is how you add a category:

1. Optional: Enter a search criterion in **Category/Description**, and click on **[Search]**.
2. Select an existing category in the tree.
3. Click on **[Add Category...]** to open the **Add Category** dialog.
4. Enter the name of the **Category**.

5. Click on **[OK]** to add the category to SAM. If the **Category** name already exists in the parent category, you will get an error, and must enter a different name before it is possible to add the category.

The category will be added as a sub-category to the selected category, and the tree is updated to reflect the new category.

Adding a Description



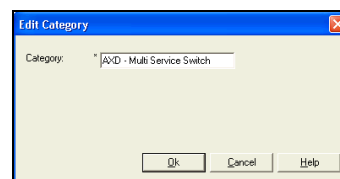
The Add Description dialog

This is how you add a description:

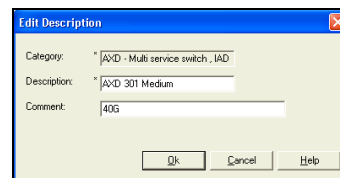
1. Optional: Enter a search criterion in **Category/Description**, and click on **[Search]**.
2. Select an existing category in the tree.
3. Click on **[Add Description...]** to open the **Add Description** dialog.
4. Enter the name of the **Description**.
5. Click on **[OK]** to add the description to SAM. If the **Description** name already exists in the category, you will get an error, and must enter a different name before it is possible to add the description.

The description will be added as a in the selected category, and the tree is updated to reflect the new description.

Editing a Category or Description



The Edit Category dialog



The Edit Description dialog

This is how you change a category or a description:

1. Optional: Enter a search criterion in **Category/Description**, and click on **[Search]**.
2. Select an existing category or description in the tree.
3. Click on **[Edit...]** to open the **Edit Category** or **Edit Description** dialog.

4. Change the fields.
5. Click on **[OK]** to save the new values in SAM.

The category or description will be changed, and the list is updated to reflect the changes.

Deleting a Category or Description

This is how you delete a category or a description:

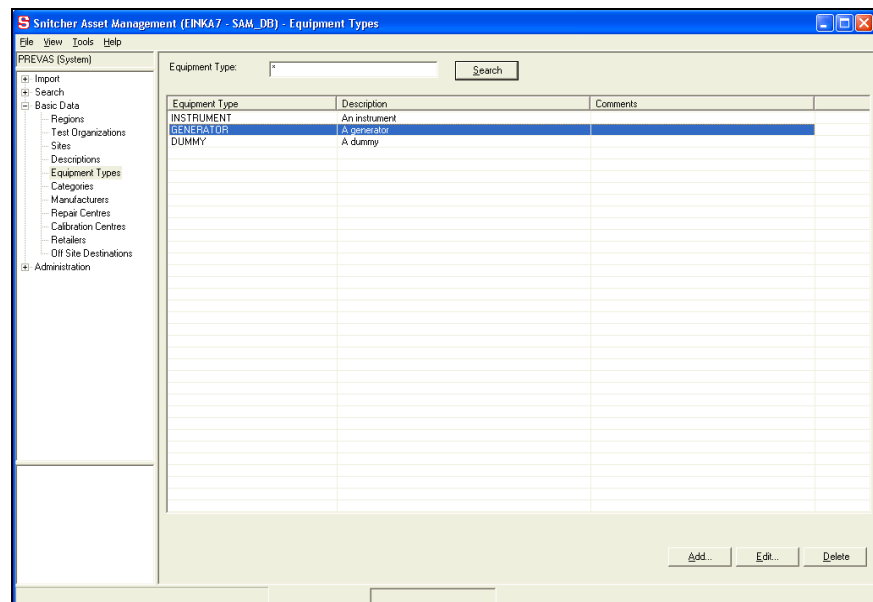
1. Optional: Enter a search criterion in **Category/Description**, and click on **[Search]**.
2. Select an existing category or description in the tree.
3. Click on **[Delete]** to delete the category or description. A confirmation dialog is displayed, click on **[OK]** to delete the category or description from SAM.

The site will be deleted, and the list is updated to reflect the changes.

N.B. It is not possible to delete a category or description that has been assigned to an asset.

Equipment Types

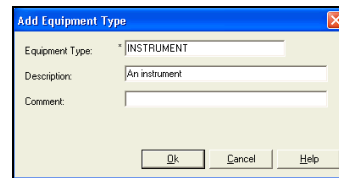
This function contains a list of all equipment types in SAM. It is possible to add, change or delete equipment types.



The Equipment Types function

Above the list, it is possible to enter a search criterion in the **Equipment Type** field. When you open the function, an * (asterisk) is already entered. Clicking on **[Search]** will fetch all equipment types in the database.

Adding an Equipment Type



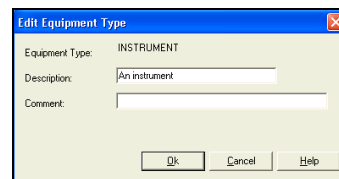
The Add Equipment Type dialog

This is how you add an equipment type:

1. Optional: Enter a search criterion in **Equipment Type**, and click on **[Search]**.
2. Optional: Select an existing equipment type in the list. The selected equipment type's data will be used as a template for the new equipment type.
3. Click on **[Add...]** to open the **Add Equipment Type** dialog.
4. Enter the name of the **Equipment Type**.
5. The remaining fields are optional.
6. Click on **[OK]** to add the equipment type to SAM. If the **Equipment Type** name already exists, you will get an error, and must enter a different name before it is possible to add the equipment type.

The equipment type will be added, and the list is updated to reflect the new equipment type.

Changing an Equipment Type



The Edit Equipment Type dialog

This is how you change an equipment type:

1. Optional: Enter a search criterion in **Equipment type**, and click on **[Search]**.
2. Select an existing equipment type in the list.
3. Click on **[Edit...]** to open the **Edit Equipment Type** dialog.
4. Change the fields.
5. Click on **[OK]** to save the new values in SAM.

The equipment type will be changed, and the list is updated to reflect the changes.

Deleting an Equipment Type

This is how you delete an equipment type:

1. Optional: Enter a search criterion in **Equipment type**, and click on **[Search]**.

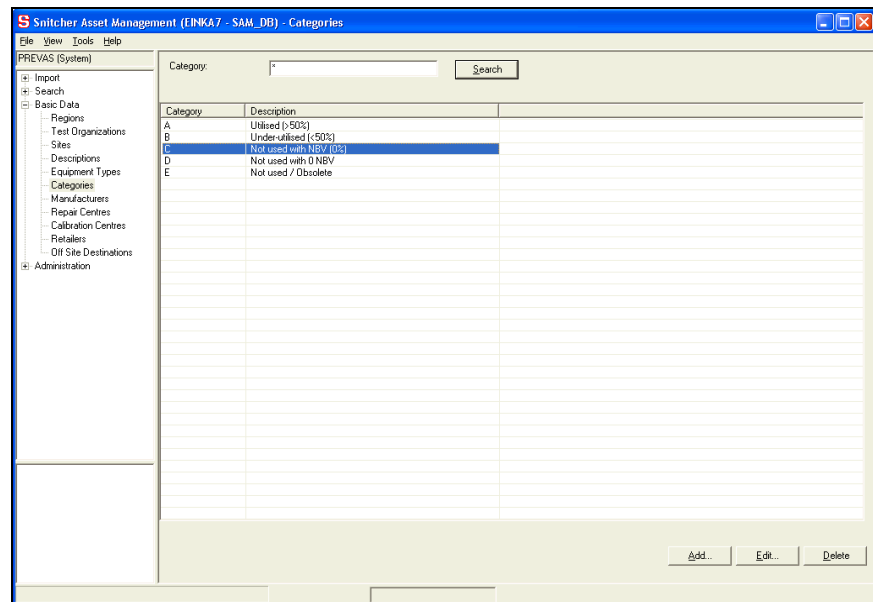
2. Select an existing equipment type in the list.
3. Click on **[Delete]** to delete the equipment type. A confirmation dialog is displayed, click on **[OK]** to delete the equipment type from SAM.

The equipment type will be deleted, and the list is updated to reflect the changes.

N.B. It is not possible to delete an equipment type that has been assigned to an asset.

Categories

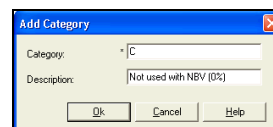
This function contains a list of all categories in SAM. It is possible to add, change or delete categories.



The Categories function

Above the list, it is possible to enter a search criterion in the **Category** field. When you open the function, an * (asterisk) is already entered. Clicking on **[Search]** will fetch all categories in the database.

Adding a Category



The Add Category dialog

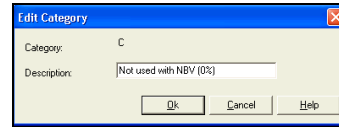
This is how you add a category:

1. Optional: Enter a search criterion in **Category**, and click on **[Search]**.
2. Optional: Select an existing category in the list. The selected category will be used as a template for the new category.
3. Click on **[Add...]** to open the **Add Category** dialog.
4. Enter the name of the **Category**.

5. The remaining field is optional.
6. Click on **[OK]** to add the category to SAM. If the **Category** name already exists, you will get an error, and must enter a different name before it is possible to add the category.

The category will be added, and the list is updated to reflect the new category.

Editing a Category



The Edit Category dialog

This is how you change a category:

1. Optional: Enter a search criterion in **Category**, and click on **[Search]**.
2. Select an existing category in the list.
3. Click on **[Edit...]** to open the **Edit Category** dialog.
4. Change the fields.
5. Click on **[OK]** to save the new values in SAM.

The category will be changed, and the list is updated to reflect the changes.

Deleting a Category

This is how you delete a category:

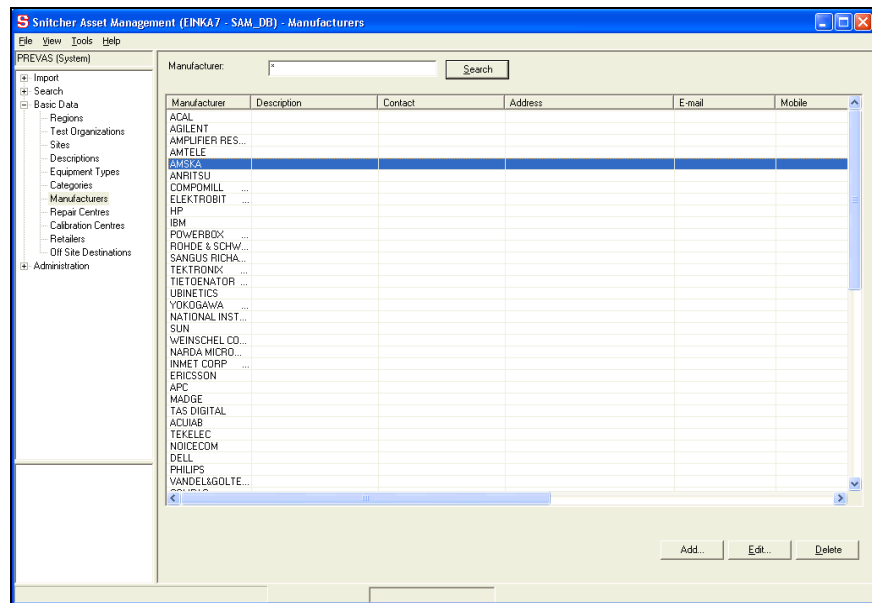
1. Optional: Enter a search criterion in **Category**, and click on **[Search]**.
2. Select an existing category in the list.
3. Click on **[Delete]** to delete the category. A confirmation dialog is displayed, click on **[OK]** to delete the category from SAM.

The category will be deleted, and the list is updated to reflect the changes.

N.B. It is not possible to delete a category that has been assigned to an asset.

Manufacturers

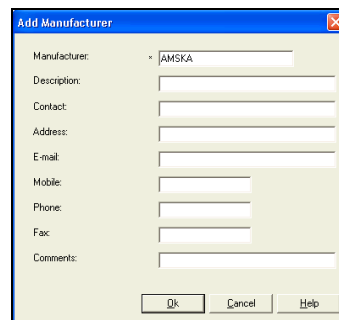
This function contains a list of all manufacturers in SAM. It is possible to add, change or delete manufacturers.



The Manufacturers function

Above the list, it is possible to enter a search criterion in the **Manufacturer** field. When you open the function, an * (asterisk) is already entered. Clicking on **[Search]** will fetch all manufacturers in the database.

Adding a Manufacturer



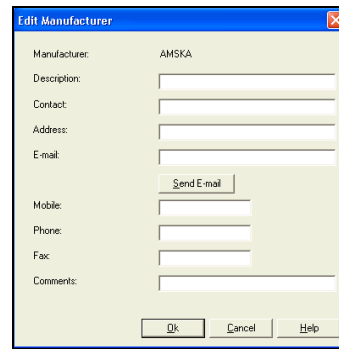
The Add Manufacturer dialog

This is how you add a manufacturer:

1. Optional: Enter a search criterion in **Manufacturer**, and click on **[Search]**.
2. Optional: Select an existing manufacturer in the list. The selected manufacturer will be used as a template for the new manufacturer.
3. Click on **[Add...]** to open the **Add Manufacturer** dialog.
4. Enter the name of the **Manufacturer**.
5. The remaining fields are optional.
6. Click on **[OK]** to add the manufacturer to SAM. If the **Manufacturer** name already exists, you will get an error, and must enter a different name before it is possible to add the manufacturer.

The manufacturer will be added, and the list is updated to reflect the new manufacturer.

Editing a Manufacturer



The Edit Manufacturer dialog

This is how you change a manufacturer:

1. Optional: Enter a search criterion in **Manufacturer**, and click on **[Search]**.
2. Select an existing manufacturer in the list.
3. Click on **[Edit...]** to open the **Edit Manufacturer** dialog.
4. Change the fields.
5. Click on **[OK]** to save the new values in SAM.

The manufacturer will be changed, and the list is updated to reflect the changes.

Deleting a Manufacturer

This is how you delete a manufacturer:

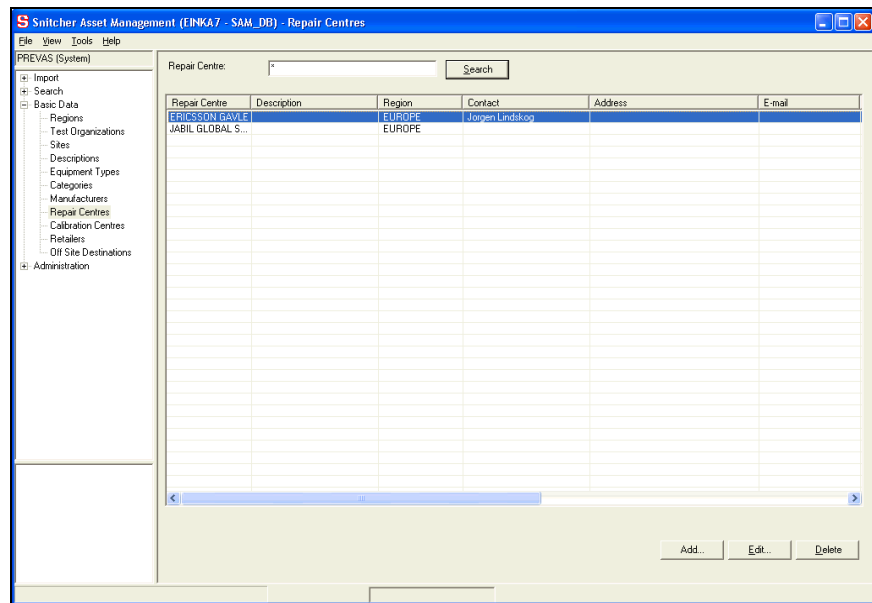
1. Optional: Enter a search criterion in **Manufacturer**, and click on **[Search]**.
2. Select an existing manufacturer in the list.
3. Click on **[Delete]** to delete the manufacturer. A confirmation dialog is displayed, click on **[OK]** to delete the manufacturer from SAM.

The manufacturer will be deleted, and the list is updated to reflect the changes.

N.B. It is not possible to delete a manufacturer that has been assigned to an asset.

Repair Centres

This function contains a list of all repair centres in SAM. It is possible to add, change or delete repair centres.



The Repair Centres function

Above the list, it is possible to enter a search criterion in the **Repair Centres** field. When you open the function, an * (asterisk) is already entered. Clicking on **[Search]** will fetch all repair centres in the database.

Adding a Repair Centre

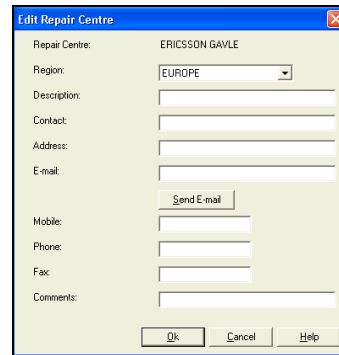
The Add Repair Centre dialog

This is how you add a repair centre:

1. Optional: Enter a search criterion in **Repair Centre**, and click on **[Search]**.
2. Optional: Select an existing repair centre in the list. The selected repair centre will be used as a template for the new repair centre.
3. Click on **[Add...]** to open the **Add Repair Centre** dialog.
4. Enter the name of the **Repair Centre** and for which **Region** it is applicable.
N.B. Repair centres are registered to a **Region**, and cannot be used outside its region. If the same repair centre is to be used in multiple regions, it has to be added multiple times.
5. The remaining fields are optional.
6. Click on **[OK]** to add the repair to SAM. If the **Repair Centre** name already exists, you will get an error, and must enter a different name before it is possible to add the repair centre.

The repair centre will be added, and the list is updated to reflect the new repair centre.

Editing a Repair Centre



The Edit Repair Centre dialog

This is how you change a repair centre:

1. Optional: Enter a search criterion in **Repair Centre**, and click on **[Search]**.
2. Select an existing repair in the list.
3. Click on **[Edit...]** to open the **Edit Repair Centres** dialog.
4. Change the fields.
5. Click on **[OK]** to save the new values in SAM.

The repair centre will be changed, and the list is updated to reflect the changes.

Deleting a Repair Centre

This is how you delete a repair centre:

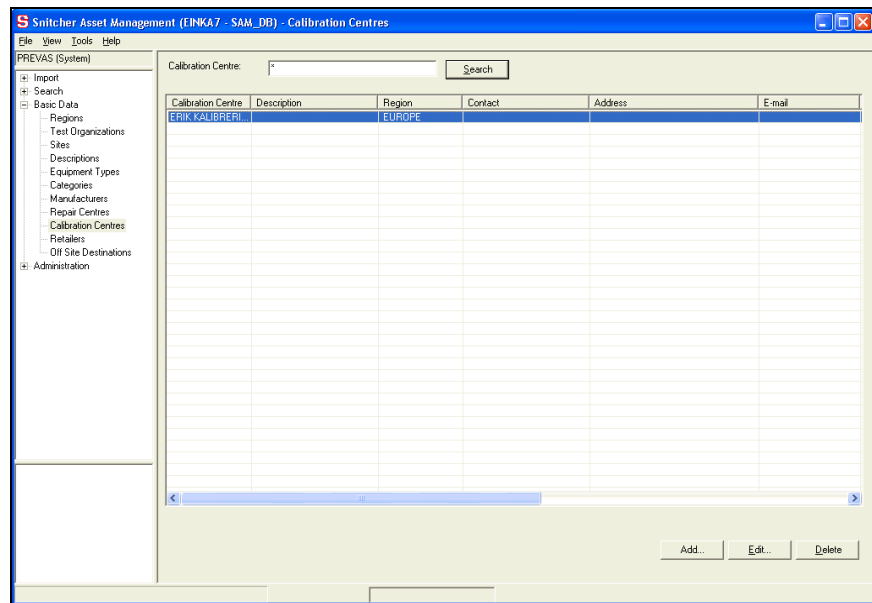
1. Optional: Enter a search criterion in **Repair Centre**, and click on **[Search]**.
2. Select an existing repair centre in the list.
3. Click on **[Delete]** to delete the repair centre. A confirmation dialog is displayed, click on **[OK]** to delete the repair centre from SAM.

The repair centre will be deleted, and the list is updated to reflect the changes.

N.B. It is not possible to delete a repair centre that has been assigned to an asset.

Calibration Centres

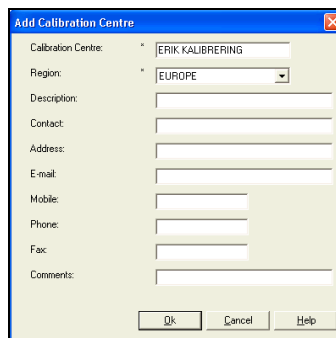
This function contains a list of all calibration centres in SAM. It is possible to add, change or delete calibration centres.



The Calibration Centres function

Above the list, it is possible to enter a search criterion in the **Calibration Centre** field. When you open the function, an * (asterisk) is already entered. Clicking on **[Search]** will fetch all calibrators in the database.

Adding a Calibration Centre



The Add Calibration Centre dialog

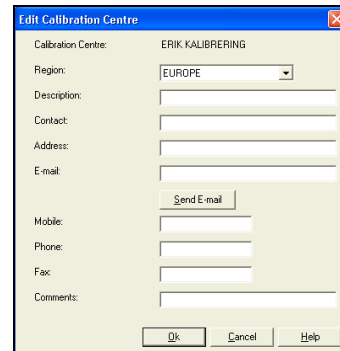
This is how you add a calibration centre:

1. Optional: Enter a search criterion in **Calibration Centre**, and click on **[Search]**.
2. Optional: Select an existing calibration centre in the list. The selected calibration centre will be used as a template for the new calibration centre.
3. Click on **[Add...]** to open the **Add Calibration Centre** dialog.
4. Enter the name of the **Calibration Centre** and for which **Region** it is applicable.
N.B. Calibration centres are registered to a **Region**, and cannot be used outside its region. If the same calibration centre is to be used in multiple regions, it has to be added multiple times.
5. The remaining fields are optional.

6. Click on **[OK]** to add the calibration centre to SAM. If the **Calibration Centre** name already exists, you will get an error, and must enter a different name before it is possible to add the calibration centre.

The calibration centre will be added, and the list is updated to reflect the new calibration centre.

Editing a Calibration Centre



The Edit Calibration Centre dialog

This is how you change a calibration centre:

1. Optional: Enter a search criterion in **Calibration Centre**, and click on **[Search]**.
2. Select an existing calibration centre in the list.
3. Click on **[Edit...]** to open the **Edit Calibration Centre** dialog.
4. Change the fields.
5. Click on **[OK]** to save the new values in SAM.

The calibration centre will be changed, and the list is updated to reflect the changes.

Deleting a Calibration Centre

This is how you delete a calibration centre:

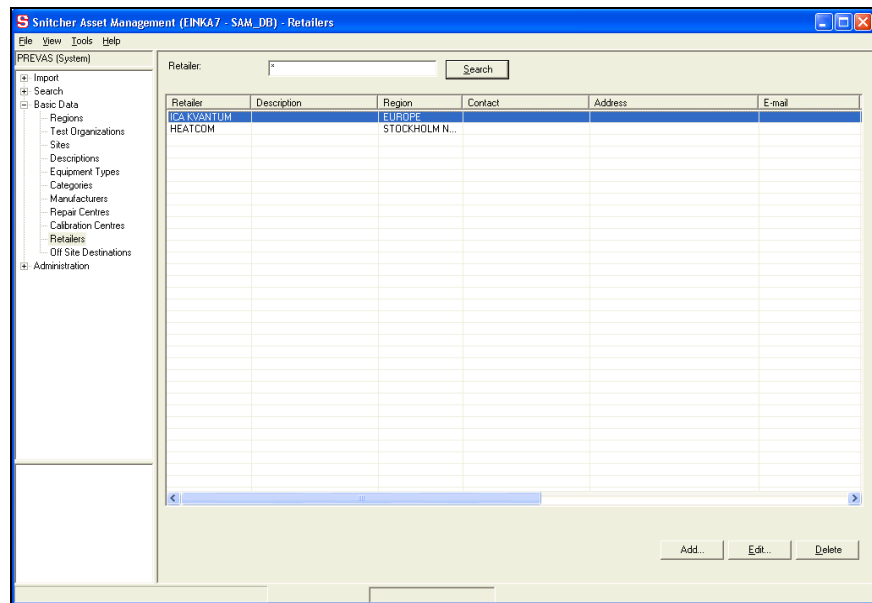
1. Optional: Enter a search criterion in **Calibration Centre**, and click on **[Search]**.
2. Select an existing calibration centre in the list.
3. Click on **[Delete]** to delete the calibration centre. A confirmation dialog is displayed, click on **[OK]** to delete the calibration centre from SAM.

The calibration centre will be deleted, and the list is updated to reflect the changes.

N.B. It is not possible to delete a calibration centre that has been assigned to an asset.

Retailers

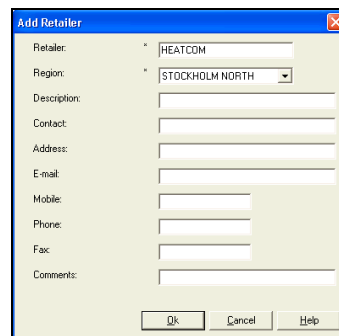
This function contains a list of all retailers in SAM. It is possible to add, change or delete retailers.



The Retailers function

Above the list, it is possible to enter a search criterion in the **Retailer** field. When you open the function, an * (asterisk) is already entered. Clicking on **[Search]** will fetch all retailers in the database.

Adding a Retailer



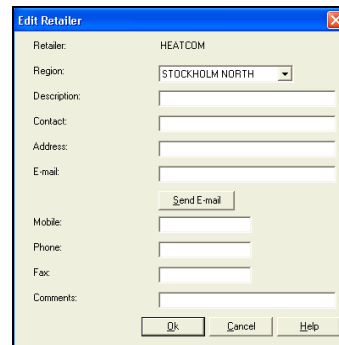
The Add Retailer dialog

This is how you add a retailer:

1. Optional: Enter a search criterion in **Retailer**, and click on **[Search]**.
2. Optional: Select an existing retailer in the list. The selected retailer will be used as a template for the new retailer.
3. Click on **[Add...]** to open the **Add Retailer** dialog.
4. Enter the name of the **Retailer** and for which **Region** it is applicable.
N.B. Retailers are registered to a **Region**, and cannot be used outside its region. If the same retailer is to be used in multiple regions, it has to be added multiple times.
5. The remaining fields are optional.
6. Click on **[OK]** to add the retailer to SAM. If the **Retailer** name already exists, you will get an error, and must enter a different name before it is possible to add the retailer.

The retailer will be added, and the list is updated to reflect the new retailer.

Editing a Retailer



The Edit Retailer dialog

This is how you change a retailer:

1. Optional: Enter a search criterion in **Retailer**, and click on **[Search]**.
2. Select an existing retailer in the list.
3. Click on **[Edit...]** to open the **Edit Retailer** dialog.
4. Change the fields.
5. Click on **[OK]** to save the new values in SAM.

The retailer will be changed, and the list is updated to reflect the changes.

Deleting a Retailer

This is how you delete a retailer:

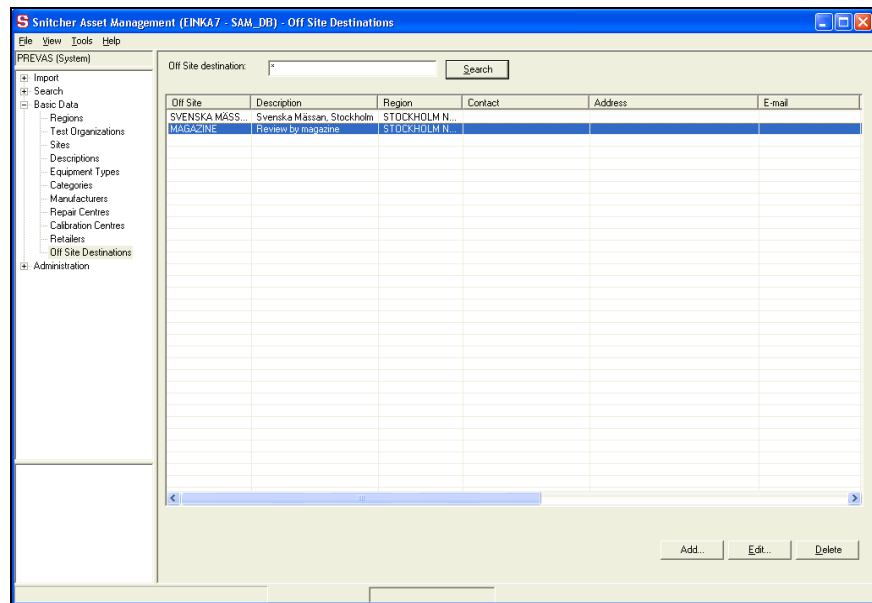
1. Optional: Enter a search criterion in **Retailer**, and click on **[Search]**.
2. Select an existing retailer in the list.
3. Click on **[Delete]** to delete the retailer. A confirmation dialog is displayed, click on **[OK]** to delete the retailer from SAM.

The retailer will be deleted, and the list is updated to reflect the changes.

N.B. It is not possible to delete a retailer that has been assigned to an asset.

Off Site Destinations

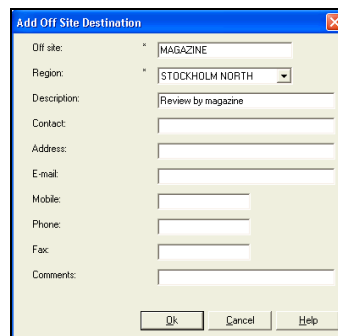
This function contains a list of all off site destinations in SAM. It is possible to add, change or delete off site destinations.



The Off Site Destinations function

Above the list, it is possible to enter a search criterion in the **Off Site** field. When you open the function, an * (asterisk) is already entered. Clicking on **[Search]** will fetch all off site destinations in the database.

Adding an Off Site Destination



The Add Off Site Destination dialog

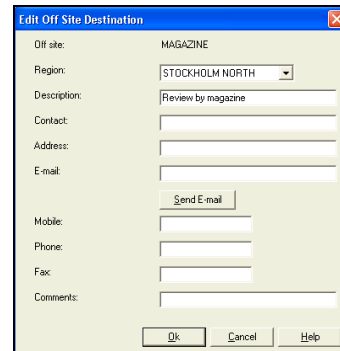
This is how you add an off site destination:

1. Optional: Enter a search criterion in **Off Site Destination**, and click on **[Search]**.
2. Optional: Select an existing off site destination in the list. The selected off site destination will be used as a template for the new off site destination.
3. Click on **[Add...]** to open the **Add Off Site Destination** dialog.
4. Enter the name of the **Off Site destination** and for which **Region** it is applicable.
N.B. Off Site destinations are registered to a **Region**, and cannot be used outside its region. If the same off site destination is to be used in multiple regions, it has to be added multiple times.
5. The remaining fields are optional.

6. Click on **[OK]** to add the off site destination to SAM. If the **Off Site destination** name already exists, you will get an error, and must enter a different name before it is possible to add the off site destination.

The off site destination will be added, and the list is updated to reflect the new off site destination.

Changing an Off Site Destination



The Edit Off Site Destination dialog

This is how you change an off site destination:

1. Optional: Enter a search criterion in **Off Site Destination**, and click on **[Search]**.
2. Select an existing off site destination in the list.
3. Click on **[Edit...]** to open the **Edit Off Site Destination** dialog.
4. Change the fields.
5. Click on **[OK]** to save the new values in SAM.

The off site destination will be changed, and the list is updated to reflect the changes.

Deleting an Off Site Destination

This is how you delete an off site destination:

1. Optional: Enter a search criterion in **Off Site Destination**, and click on **[Search]**.
2. Select an existing off site destination in the list.
3. Click on **[Delete]** to delete the off site destination. A confirmation dialog is displayed, click on **[OK]** to delete the off site destination from SAM.

The off site destination will be deleted, and the list is updated to reflect the changes.

N.B. It is not possible to delete an off site destination that has been assigned to an asset.

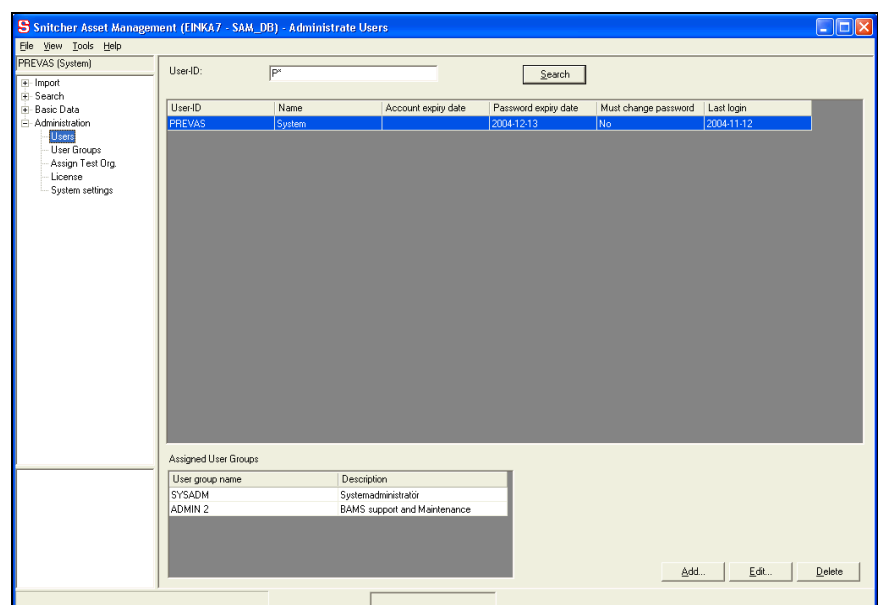
Administration

This group contains functions that control the foundation for SAM, such as user administration and access rights.

N.B. Any field where you can enter data must not contain the ' (apostrophe or single quotation mark) character.

Users

This function contains a list of all users allowed to log on to SAM. It is possible to set passwords for existing users. Users are assigned to a user group to control what level of access they have.



The Users function

Above the list, it is possible to enter a search criterion in the **User-ID** field. When you open the function, an * (asterisk) is already entered. Clicking on **[Search]** will fetch all users in the database.

If you click on a user, the assigned user groups are shown in the list below the user list.

Adding a User

This is how you add a user:

1. Optional: Enter a search criterion in **User-ID**, and click on **[Search]**.

2. Optional: Select an existing user-ID in the list. The selected user-ID will be used as a template for the new user-ID.
3. Click on **[Add...]** to open the **Add User** dialog.
4. Enter the **user-ID** and an optional **Name**.
5. By default, **Never expires** is selected. If you de-select this option, the **Expiry date** for the account can be set using a date picker.
5. Enter the password twice, once in **Password**, and once in **Verify password**. If the two entries does not match, you will get an error message. By default, **User must change...** is selected. If you de-select this option, the user will not have to change the password assigned at next log-in..
6. In the **Available User Groups**, select which group(s) the user shall belong to. Click on the **[-->]** button to add the selected groups to the **Assigned User Groups** list.
N.B. The user must have at least one user group assigned.
7. Click on **[OK]** to add the user to SAM. If the **User-ID** already exists, you will get an error, and must enter a different user-ID before it is possible to add the user.

The user will be added, and the list is updated to reflect the new user.

Editing a User

This is how you change a user:

1. Optional: Enter a search criterion in **User-ID**, and click on **[Search]**.
2. Select an existing user in the list.
3. Click on **[Edit...]** to open the **Edit User** dialog.
4. Change the fields.
5. Click on **[OK]** to save the new values in SAM.

The user will be changed, and the list is updated to reflect the changes.

Deleting a User

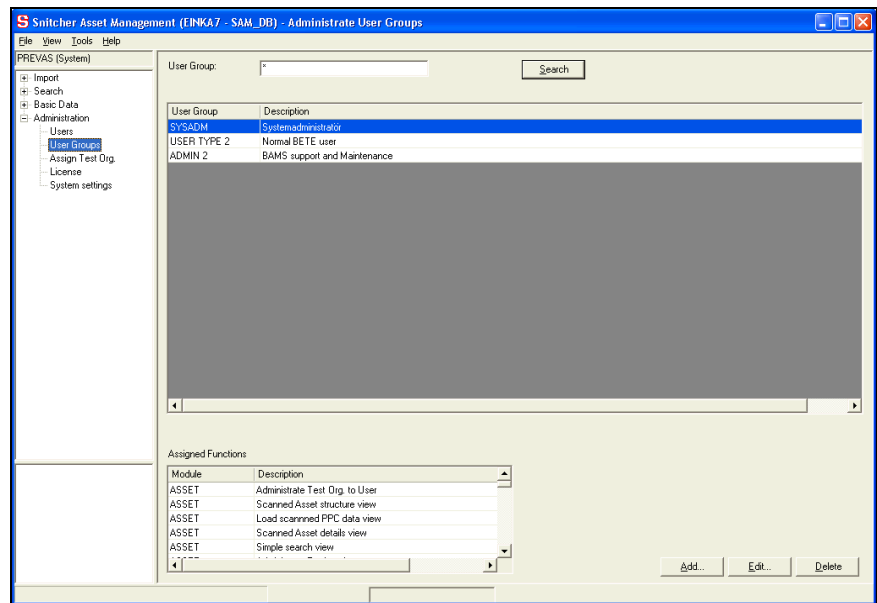
This is how you delete a user:

1. Optional: Enter a search criterion in **User-ID**, and click on **[Search]**.
2. Select an existing user in the list.
3. Click on **[Delete]** to delete the user. A confirmation dialog is displayed, click on **[OK]** to delete the user from SAM.

The user will be deleted, and the list is updated to reflect the changes.

User Groups

This function contains a list of all user groups in SAM. Each user group contain a list of access rights. The access rights included in a user group will control access right for users belonging to that user group.



The User Groups function

Above the list, it is possible to enter a search criterion in the **User Group** field. When you open the function, an * (asterisk) is already entered. Clicking on **[Search]** will fetch all user groups in the database.

If you click on a user group, the assigned functions are shown in the list below the user group list.

Adding a User Group

This is how you add a user group:

1. Optional: Enter a search criterion in **User Group**, and click on **[Search]**.
2. Optional: Select an existing user group in the list. The selected user group will be used as a template for the new user group.
3. Click on **[Add...]** to open the **Add User Group** dialog.
4. Enter the **Name** and an optional **Description**.
5. In the **Available Functions**, select which function(s) the user group shall have. Click on the **[-->]** button to add the selected functions to the **Assigned Functions** list.
N.B. The user group must have at least one function assigned.
6. Click on **[OK]** to add the user group to SAM. If the **Name** already exists, you will get an error, and must enter a different name before it is possible to add the user group.

The user group will be added, and the list is updated to reflect the new user group.

Editing a User Group

This is how you change a user group:

1. Optional: Enter a search criterion in **User Group**, and click on **[Search]**.
2. Select an existing user group in the list.
3. Click on **[Edit...]** to open the **Edit User Group** dialog.

4. Change the field and the assigned functions.
5. Click on **[OK]** to save the new values in SAM.

The user group will be changed, and the list is updated to reflect the changes.

Deleting a User Group

This is how you delete a user group:

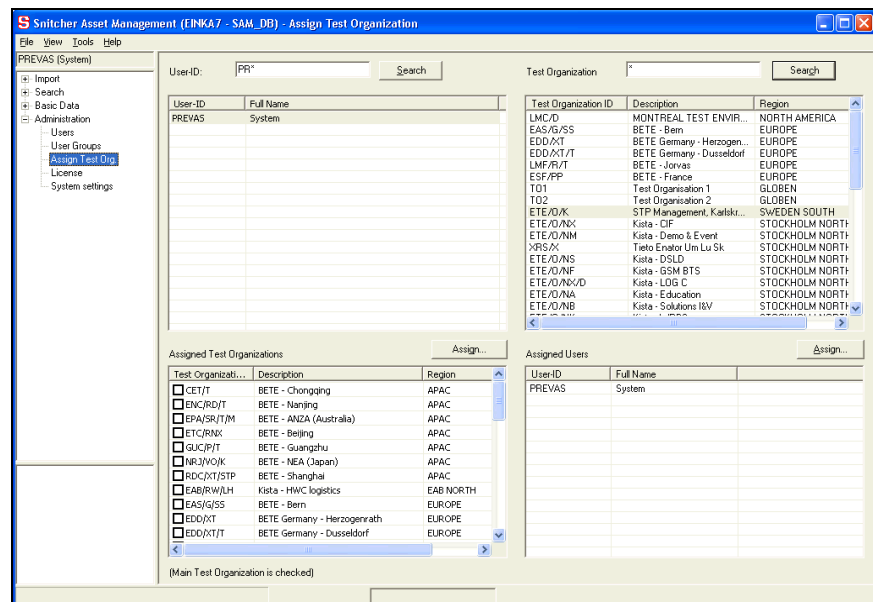
1. Optional: Enter a search criterion in **User Group**, and click on **[Search]**.
2. Select an existing user group in the list.
3. Click on **[Delete]** to delete the user group. A confirmation dialog is displayed, click on **[OK]** to delete the user group from SAM.

The user group will be deleted, and the list is updated to reflect the changes.

N.B. It is not possible to delete a user group that has been assigned to a user.

Assign Test Org

This function contains a list of users in SAM and what Test Organization they belong to. This will control what assets a user have the right to see or manipulate.



The Assign Test Org function

The function contains four lists, divided in two to the left and two to the right. The lists to the left handle users and their test organizations, the list to the right handles test organizations and their users.

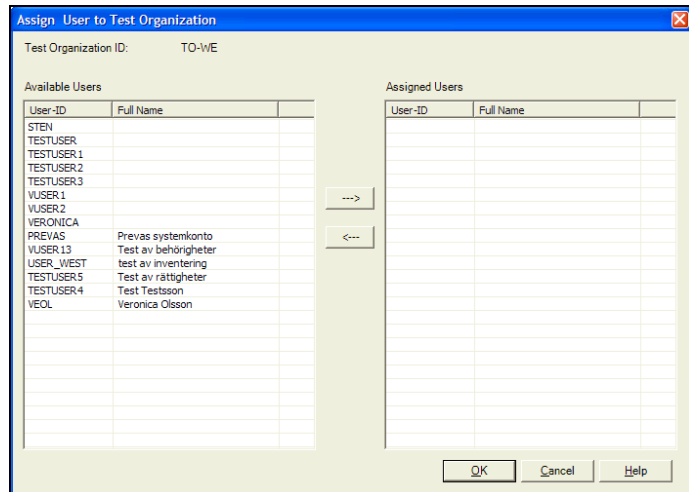
You can extract all the user names into the clipboard by clicking on a user id in any of the lists and selecting the menu **Edit | Copy Users**. All the user names for that list can then be pasted into the **To** field in an email.

User and Assigned Test Organizations

Above the list, it is possible to enter a search criterion in the **Test Organization** field. When you open the function, an * (asterisk) is already entered. Clicking on **[Search]** will fetch all test organizations in the database.

If you click on a test organization, the assigned users are shown in the list below the test organization list.

Assigning a User to a Test Organization



The Assign Test Organization to User dialog

This is how you assign a user to a test organization:

1. Optional: Enter a search criterion in **Test Organization**, and click on **[Search]**.
2. Select a test organization in the list.
3. Click on **[Assign...]** to open the **Assign User to Test Organization** dialog.
4. In the **Available Users**, select which user(s) the test organization shall have. Click on the **[-->]** button to add the selected users to the **Assigned Users** list.
5. Click on **[OK]** to assign the user(s) to the test organization.

The test organization will have the assigned users, and the list is updated to reflect the new assignment.

N.B. The affected users needs to log off and on again for the change to take effect.

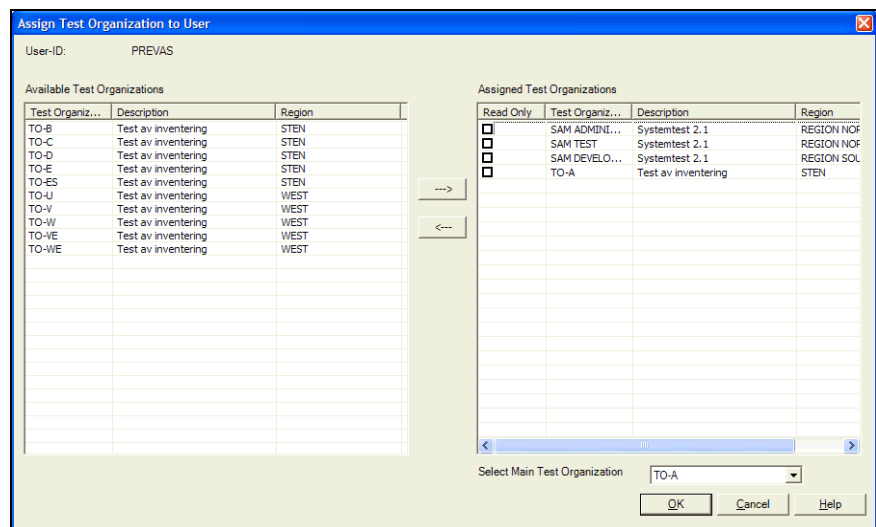
Users and Assigned Test Organizations

Above the lists, it is possible to enter a search criterion in the **User-ID** or the **Test Organization** fields. When you open the function, an * (asterisk) is already entered. Clicking on **[Search]** will fetch all users or test organizations in the database.

If you click on a user, the assigned test organizations are shown in the list below the user list. If you click on a test organization, the assigned users are shown in the list below the test organization list.

Each user can have a main test organization selected. In some occasions the main test organization will be used to make a default selection for the user. If you want to assign a **Main Test Organization**, select it in the drop-down menu in the **Assign Test Organization to User** dialog.

Assigning a Test Organization to a User



The Assign Users to Test Organization dialog

This is how you assign a test organization to a user:

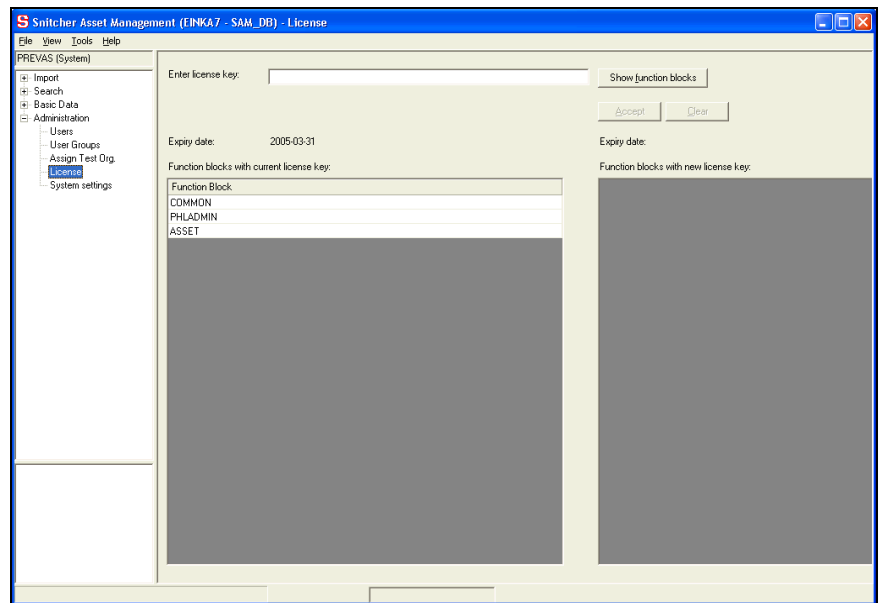
1. Optional: Enter a search criterion in **User-ID**, and click on **[Search]**.
2. Select a user in the list.
3. Click on **[Assign...]** to open the **Assign Test Organization to User** dialog.
4. In the **Available Test Organizations**, select which test organization(s) the user shall have. Click on the **[-->]** button to add the selected test organizations to the **Assigned Test Organizations** list.
5. For each added Test Organization, select whether the user has only Read permission (a check in the checkbox) or Read/Write permission (clear the checkbox).
6. Optional: Select the main test organization.
7. Click on **[OK]** to assign the test organization(s) to the user.

The user will have the assigned test organizations, and the list is updated to reflect the new assignment.

N.B. The affected user needs to log off and on again for the change to take effect.

License

This function contains a list of available functions in SAM. To lock or unlock functions, a license key is required.



The License function

In the list on the left, you can see the **Function blocks available with the current license key**. Above the list is the **Expiry date** for these functions.

Before the license expires, a warning message is displayed to each user logging on. Please see "System Settings" on page 101 for more details.

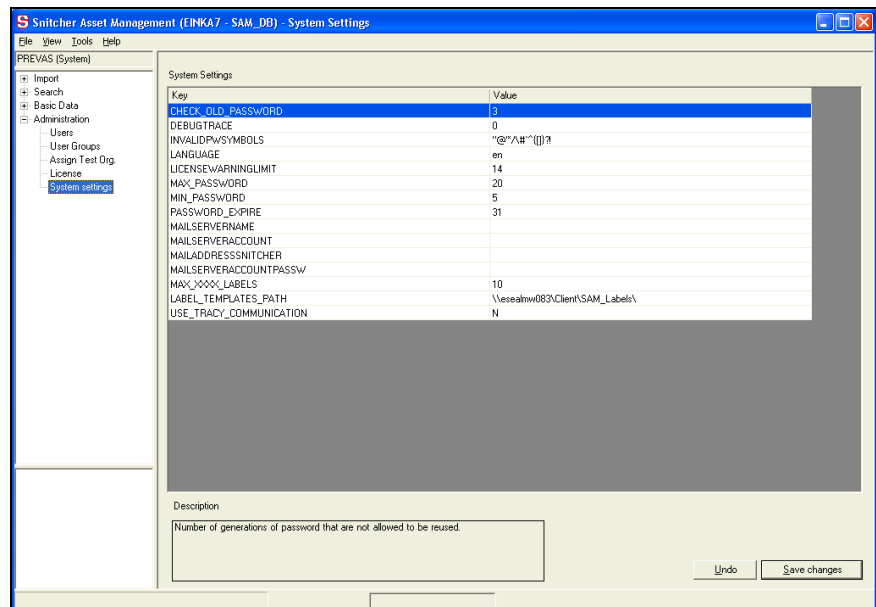
When a new license key has arrived, paste or enter it into the **Enter license key** field, and then click on **[Show Function Blocks]**. In the list on the right, **Function blocks with new license key**, you can see what functions are included in the new license key. Above the list is the **Expiry date** for these functions.

If you want to accept the new license, click on **[Accept]**.

N.B. Any users logged in will immediately lose access to removed functions. They will however need to log off and on again to gain access to added functions.

System Settings

This function allows the system administrator to set a number of specific settings for the SAM system.



The System Settings function

The function contains a list of all visible system settings. In addition to these, there are a number of hidden settings that is described in the System Administrators Manual.

To change a setting, select the value in the right-hand column, and enter the new value. Below the list there is a **Description** of the setting.

After the settings have been changed, you must click on **[Save Changes]**. If you don't want to keep the changes, click on **[Undo]** to return to the initial values.

Keys

This is a list of all visible keys in the system settings:

Key	Typical Value	Description
MAX_XXXX_LABELS	10	Max number of assets to print at a time.
CHECK_OLD_PASSWORD	0	Number of passwords saved to stop re-use of old passwords.
DEBUGTRACE	0	0: No debug logging 1: Debug logging
INVALIDPWSYMBOLS	"@*/\#^{}[]?!"	A list of invalid password characters
LANGUAGE	en	The default language of the application
LICENSEWARNINGLIMIT	14	The number of days to warn ahead of license expiry
MAX_PASSWORD	10	Max no of characters in password
MIN_PASSWORD	5	Min no of characters in password
PASSWOD_EXPIRE	31	The number of days before a password expires
USE_TRACY_	Y	Y: Tracy communication on

COMMUNICATION		N: Tracy communication off
LABEL_TEMPLATES_PATH	C:\<DIRECTORY>	Central location of label templates

Menus

The menus are adapted to whatever group or function is selected at the time it is opened. The following descriptions contain all possible options, and some may be unavailable due to one of the following reasons:

- The user does not have access to the option
- The option is only available in a certain group or function
- The option is only available if certain specific criteria in the function is fulfilled

In addition, any option may be grayed out (inaccessible) if the function it performs is meaningless to the current data displayed.

File

New Asset Ctrl+N

Available: When **Search: Details** is displayed

Shortcut: Ctrl+N

If you want a "clean sheet", use this option to switch to the **Search: Details** view, with an empty asset shown. You can then enter all the data for the asset and click on **[Save]** to save the asset in the database.

A new BAMS-ID is created, and ensures that the asset from that point onward can be identified. It is recommended to print an asset label at this point, to make sure that the assets data can be connected to the physical unit.

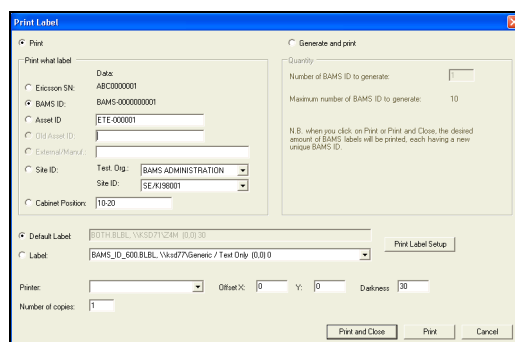
N.B. If you want to enter the Ericsson Serial Number or BAMS-ID, you have to click on the padlock symbol next to the corresponding field to unlock it. Use a scanner or enter the number manually. If you enter the number manually, be sure to double-check before storing the asset.

Print Label Ctrl+L

Available: Only if visible data are possible to print on a label

Shortcut: Ctrl+L

Any function displaying data for an asset (including structure views) can be used to populate the **Print Label** dialog with data. If an asset is selected, its data is filled in, and it is possible to print any of the labels registered in SAM.



The Print Label dialog

The Print Label dialog is displayed. Here you can select what data and/or what label to print. The dialog has two main selections:

- Print
- Generate and print

The **Print Label** option on the menu opens the **Print Label** dialog with **Print** selected.

Use the radio buttons to select what kind of label you want to print. Some of the options does not allow data to be edited/changed.

Print a Label

To print a label:

1. Enter data into the appropriate fields or select one of the radio buttons in **Print what label**.
2. When you have selected what label to print, the fields **Default Label** and **Label** are filled in with values. Select which one to use. If you select **Label**, you can select any label file in the system for that particular type of label.
N.B. If there are no values, the **Print Label Setup** dialog has no setting for the particular label. Click on **[Print Label Setup]**.
3. The fields **Printer**, **Offset** and **Darkness** receive default values defined in the **Print Label Setup**, but they can temporarily be overridden. Just enter the values you want to use.
4. Enter the number of copies. For example, printing 4 copies results in four identical labels being printed. They will all have the same data.
5. Click on **[Print and Close]** or **[Print]** to print the label(s).

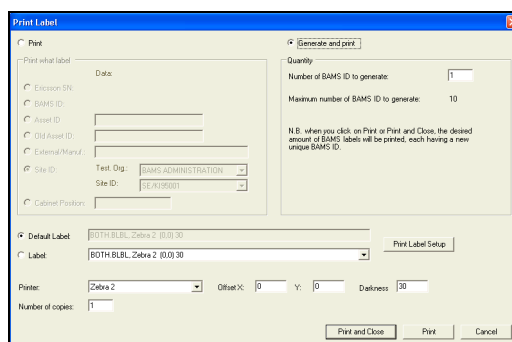
The requested label will be printed in the number of copies on the selected printer.

Print BAMS-ID Ctrl+B

Available: Always

Shortcut: Ctrl+B

If you want a new asset ID, that is not connected to an asset, use this option to print labels with unique asset ID:s. The labels can then be attached to assets and later scanned with the PPC.



The Print BAMS-ID dialog

The Print Label dialog is displayed. Here you can select what data and/or what label to print. The dialog has two main selections:

- Print
- Generate and print

The **Print BAMS-ID** option on the menu opens the **Print Label** dialog with **Print and generate** selected.

Print a BAMS-ID Label

To print a label:

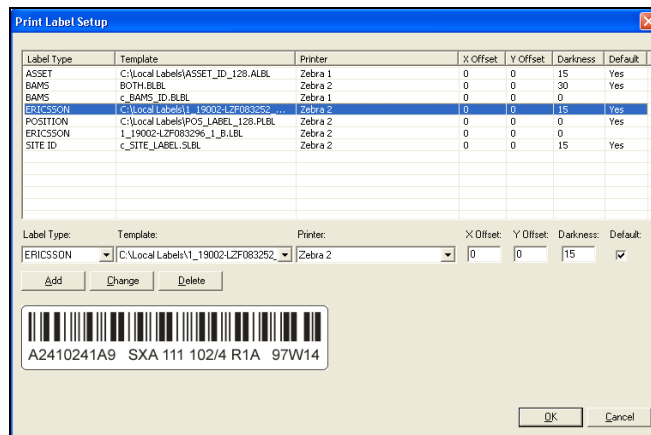
1. Enter the **Number of BAMS-ID to generate**. This is the amount of different labels to print. Each will have a unique number, but use the same label layout.
2. Enter the number of copies. For example, printing 4 copies results in four identical labels being printed. They will all have the same data.
3. The fields **Default Label** and **Label** are filled in with values. Select which one to use. If you select **Label**, you can select any label file in the system for that particular type of label.
N.B. If there are no values, the **Print Label Setup** dialog has no setting for the particular label. Click on **[Print Label Setup]**.
4. Click on **[Print and Close]** or **[Print]** to print the label(s).

The requested label will be printed in the number of copies on the selected printer.

Print Label Setup

Available: Always

Use this option to register and set up label templates that can be used to print using the **Print Label** dialog.



The Print Label Setup dialog

The list contains combinations of settings that can be selected when a label is to be printed. It is like using a shortcut to a number of pre-defined combinations instead of making all the decisions at print-time.

Each row contains all data for a particular label. Each label type can occur many times in the list, with different settings.

Assigning Labels in Print Label Setup

To assign label settings for labels:

1. Select a **Label Type** in the drop-down.
2. Select a **Template** (label layout) to use. There are two locations where SAM looks for templates; the local location and the central location. Please see "Set Location" on page 112 and "System Settings" on page 101 for more information. If a picture has been saved for a template, it is displayed below the list.
3. Select a **Printer**. Any printer connected to the computer can be used, but only label printers will print labels.
4. The values in **X Offset** and **Y Offset** are used to trim the position of the layout on the label. For example, if you find that the layout is too far to the left, increase the X value.
5. The **Darkness** value is used to set the blackness of the print-out. Printers and media require different settings to produce a good print. 15 is the default value, and the range can be from 0-30.
6. Click on **[Add]** to add the combination to the list.

Changing Label Assignments

This is how you change a label assignment:

1. Select a row in the list.
2. Change the fields below the list.
3. Click on **[Change]** to save the changes to the list..
4. Click on **[OK]** to save the new values in SAM.

The assignment will be changed.

Deleting Label Assignments

This is how you delete a label assignment:

1. Select a row in the list.
2. Click on **[Delete]** to delete the row from the list.
3. Click on **[OK]** to save the new values in SAM.

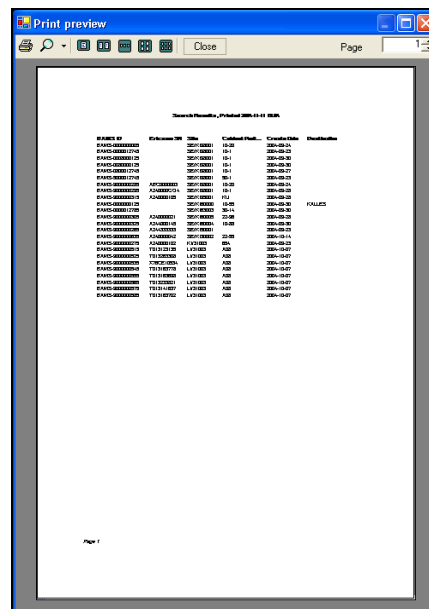
The assignment will be deleted.

Print Ctrl+P

Available: Always

Shortcut: Ctrl+P

If you want to print a copy of the list currently on the screen, you can select the File | Print... menu option.



The Print dialog

The Print Preview dialog is displayed. Here you can preview each page of the output in various scales.

How to Print

To print:

1. Verify the output by looking at the pages. Use the **Page** control in the upper right corner to go direct to the specified page.
2. Click on the printer icon in the top left corner.

The list will be printed on the Windows default printer.

Change Password

Available: Always

Use this option when you want to change your password. The rules for a new password are set up by the system administrator. Normally, there is a minimum required length, a "re-use" filter and a forbidden characters filter applied to the new password.



The Edit Password dialog

Log out

Available: Always

When you use this option, you are immediately logged out from SAM, and can choose to log in again or exit. This option is normally used when different users needs to be logged on, or a user having multiple user accounts switches between them.

Exit

Available: Always

When you use this option, SAM is immediately closed. Any unsaved data is lost. The database and other SAM clients are not affected by an exit.

Edit

Clear Grid

Available: In the **Import: From PPC** function.

By using this option, the grid is emptied. Both processed and unprocessed data is removed from the view.

N.B. Only rows visible at the time are removed. If the Exclude stored option is selected, the non-visible stored rows are not removed.

Select All Ctrl+A

Available: In the **Import: From PPC** function.

By using this option, all visible rows in the grid are selected. You can then continue with commands that can be performed on multiple rows, such as **[Delete]** or **[Store]**.

View

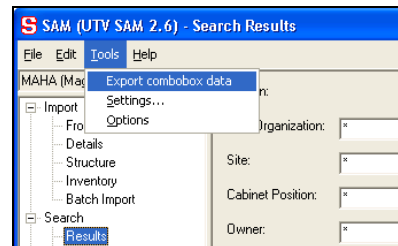
Remove shortcut

Available: When a shortcut is selected.

By using this option, it is possible to remove shortcuts from the shortcut list in the lower left corner.

Tools

Export combobox data



The Export combobox data menu option.

This option opens the **Export combobox data** dialog.

Here you can save the contents of all comboboxes used for an asset. The purpose is to enable the variable data in the comboboxes (as it by nature is changing) to be used in external applications.

A good example of usefulness is when SAM data is exported as XML for use in an external application, and that application needs to modify some values. Without the combobox data, the XML-file will probably be rejected at import, due to the constraints of the import (the values needs to be exactly as anticipated).

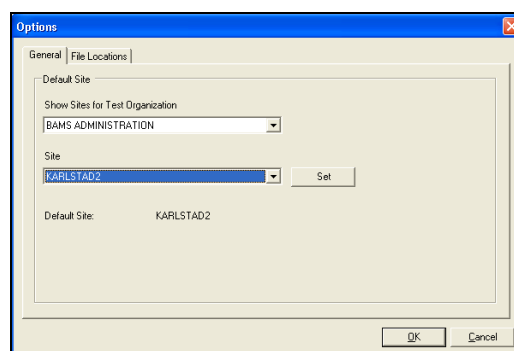
Give the file a name and click on **[Save]** to create a CSV-file containing all information in the various asset combo boxes.

Settings

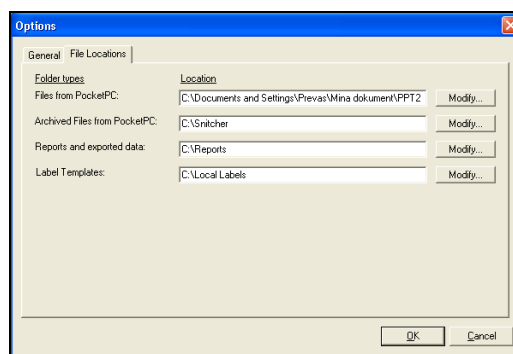
This option opens the **Settings** dialog, where a number of options can be set.

The Settings consists of two tabs:

- General
- File Locations



The Settings dialog, General tab



The Settings dialog, File Locations tab

In the **General** tab, you can select a default site. Whenever a site is required, and there is no obvious choice, this site is suggested as a default value.

In the **File Locations** tab you can set four different access paths:

Folder type	Description
Files from PocketPC	This is the default location opened when you click on [Load] in the Import: From PPC function. The open dialog can then be used to navigate to any place accessible from the computer.
Archived files from PocketPC	When an imported file from the PPC is opened, it is renamed and put in this directory. The new surname is *.SAM_Data . The original surname was *.Unread_SAM_Data .
Reports and exported data	This is the default location opened when you click on [Export to File...] . The save dialog can then be used to navigate to any place accessible from the computer.
Label templates	This is the location where user defined label files are stored. In addition to this location, SAM also has a central location. Please see "System Settings" on page 101 for more information.

Set Default Site

To set the default site:

1. Select a test organization in the **Show Sites for Test organization** drop-down.
2. Select a **Site**.
3. Click on **[Set]** to set the **Default Site**.

The new default site is saved to the database.

N.B. Any changes in the **File Locations** tab will also be saved.

Set Location

To set a location for a folder type:

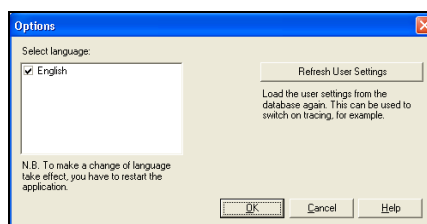
1. Click on **[Modify...]** to open a browse dialog, where the location can be set. You can also edit the Location directly.
2. Click on **[OK]** to set the **File Locations**.

The new locations are saved to the database.

N.B. Any changes in the **General** tab will also be saved.

Options

This option opens the **Options** dialog.



The Options dialog

Here you can select which language the application uses. Only languages supported in the license can be selected.

There is also the **[Refresh User Settings]** button. Normally, this button has no effect, but during trouble-shooting, an administrator may ask you to click on this button to allow your copy of the application to refresh the settings to enable logging of additional errors and fault information.

Help

Help Contents and Index

This option opens the help system.



About Snitcher

This option opens the **About** dialog. Here you can see the version numbers for the SAM software and database.



The About dialog

Glossary of Terms

ActiveSync	A software from Microsoft allowing a PocketPC to synchronize with a PC. Any changed files (such as the transaction files created by SAM PPC) is automatically copied to the other party (in this case the PC).
Asset ID	Inventory number for assets. Defined format like aaa-123456 or aaa-1234567890.
BAMS ID	Global unique number for assets. Defined format like aaaa-1234567890.
Cabinet Position	A string of characters or numbers identifying a physical location. For instance, a shelf in a storage room can be labelled SHELF 3, which could be used to identify the whereabouts of an asset. When identities like this is entered into SAM, either manually or by using the barcode reader, they are referenced as Cabinet Positions.
Code39	A 1-dimensional barcode: 
Code128	A 1-dimensional barcode: 
Ericsson serial number	A unique serial number within Ericsson. Normally 10 characters, where the first three identify the factory in which the unit was manufactured.
PDF417	A 2-dimensional barcode:
Position	A number identifying a physical mounting position. For instance slot 3 in a rack. The position is always increased from the position of the previous child. When a parent is scanned, position is always reset to 1, but could be changed for all children individually.
Prompt	A text displayed to indicate what next number SAM expects.
Site ID	A unique "Site location ID" of the site.