**User Guide** 

# Snitcher Asset Management 2.8

# Snitch@r Asset Management™



Prevas AB Box 1909 S-651 19 Karlstad Sweden

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This user guide is produced by Prevas AB KS011p03B04/en v6

Phone: +46 54 147400 Fax: +46 54 147499

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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:

 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 Managem	ent (EINKA7 - S)	M_DB) - Imported Stru	icture							×
File <u>V</u> iew Tools Help										
PREVAS (System)	Ericsson SN:	A240000092	Product No:			Fund	tional Designation:			
Import     From PPC     Details	BAMS ID:	BAM5-0000012739	R-State:		1	Manu	facturing Day:			
Structure Structure	🔲 Use this site ar	nd cabinet position for all unit	s							
- Results	Site Information				Cal	binet Position -				
- Details - Structure	C No Move				0	D No Move				
⊟-Basic Data Regions	Scanned	5E/KI32012			6	Scanned	13-12			
- Test Organizations - Sites	C Other			•	0	0 Other				
<ul> <li>Descriptions</li> <li>Equipment Types</li> <li>Categories</li> </ul>	Eist view	C Tree view							Export to file	
<ul> <li>Manufacturers</li> <li>Repair Centres</li> </ul>	BAMS ID	Ericsson SN	Label/ID	Top	Label/J	ID S	Site ID	Cabinet Positio	on Position	
Calibration Centres	BAM5-0000012						5E/KI32012	13-12		
<ul> <li>Retailers</li> <li>Off Site Destinations</li> </ul>	BAMS-0000012 BAMS-0000012						5E/KI32012 5E/KI32012	13-12 13-12	79 80	
Administration										
	<	ш							>	
				🔽 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.

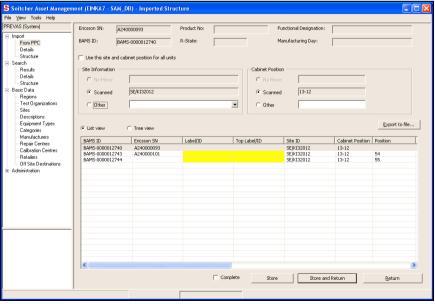
One way of understanding structures, is to compare a structure to a family; there are always grand parents (top parents) from which all underlying children inherit certain characteristics. Children further down the family tree can be referenced as grand children. A branch of a family tree can move to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

Snitcher Asset Managen	nent (EINKA7 - SAM_DB) - Imported Details Move	
<u>Fi</u> le <u>View</u> <u>T</u> ools <u>H</u> elp		
PREVAS (System)	Scanned Data	
Firom PPC Details Search Results Basic Data Regions Tet Olgarizations Skes Descriptions Equipment Types Categories Manufacturers Regions Centres	Ericsson SN:     Product No:     Functional Designation:       BAHS ID:     BAMS-1000005869     R-State:     Manufacturing Day:       Inside Test Diganization     Image: Control of the State:     Manufacturing Day:       State Information     Image: Control of the State:     Image: Control of the State:       No Move     SEX.152001     Image: Control of the State:       Control of the State:     Image: Control of the State:     Image: Control of the State:       Cabinet Position     Image: Control of the State:     Image: Control of the State:	
Calibration Centres Relations Of She Destinations	No Move 105.02     If yourney an astrol, it structure being the moved along     Why its its insuface above with the moved along     Why its its insuface above with the moved along     Why its its insuface above with the discoverated and stary. If     enhanced positioning is writched on, you will get the option to     move or leave each unit that has its location explicitly, set     in the start of th	
	Data from database     View Stucture     Store     Store and Return     Return       Encision SN:     Product Information     Product Information     Return     Return       BAMS ID:     * BAMS-1000005669     R-state:     Return     Return     Return       Did Asset ID:     Product No:     Restate:     Restate:     Restate:     Restate:       Did Asset ID:     Manufacturing Day:     E004411-14     w	

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.

List view	C Tree view				Print	Export to file
BAM5 ID	Ericsson SN	Label/ID	Top Label/ID	Site ID	Cabinet Posit	ion Position
BAM5-1000005580 BAM5-1000006248 BAM5-1000006250 BAM5-1000006550 BAM5-1000006550 BAM5-1000006550 BAM5-1000006552 BAM5-1000006547	A060292840 A22AAA6UHG A22AAA6UHG A22AAA6UHF A22AAA6UHF A22AA46UHF A060292846			Septiszon     Septiszon     Septiszon     Septiszon     Septiszon     Septiszon     Septiszon     Septiszon     Septiszon     Septiszon	105:02 105:02 105:02 105:02 105:02 105:02 105:02	
<						3

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.

Snitcher Asset Manager File View Tools Help	ment (ENKA7 - SAM_DB) - Imported Details Update R-State
PREVAS (System)	Scanned Data
Import     From PPC     Details     Structure     Search     Regults     Details     Details     Structure     Search     Regults     Details     Details     Details     Details     Details     Reguns     Structure     denic Data     Reguns     Stres     Descriptions     Equipment Types     Categories     Manufacturers     Repair Centes	Ericsson SN: TB5LCA0450 Product No: SVX: 113 02 Functional Designation: CABINET BAMS ID: R-State: R2A Manufacturing Day: 2003 02:10 Data from the database: Change To: Product No: BFD 101 51/3 R1A SVX: 113 12 Blank values does not overwrite database values: Func. Designation: LB8/LC/C10 LB8/LC/C10 Browne Store and Print View Structure Store and Return Return
Calibration Centres     Retailers     Off Site Destinations     Administration	Data from database         View Structure         Store         Store and Return         Return
	Ericsson SN:         [TB9LCA0450         Product No:         [BFD 101 51/3 R1A           BAMS ID:         * [BAMS-1000002211         Product No:         [BFD 101 51/3 R1A           Asset ID:         Product No:         [BFD 101 51/3 R1A           Old Asset ID:         Functional Designation:         [LBB/LC/C10         Browse           Manuf. Seida No:         Manufacturing Day:         [P]:2002.06:27
	Site ID:         Site ID:

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

<mark>S SAM (Systemtest) - Impo</mark> Elle <u>V</u> iew <u>T</u> ools <u>H</u> elp	orted Details Asset							
PREVAS (Prevas systemaccount)								
- Import	Scanned Data							
- From PPC Details	Ericsson SN:		Product No:		Function	nal Designation:		
Structure	BAMS ID:	BAMS-7790000001	R-State:		Manufa	cturing Day:		
Search Results	Site Information							
- Details	C No Move	A			Asset ID:			
Basic Data	Scanned	A			Old Asset ID:			
<ul> <li>Regions</li> <li>Test Organizations</li> </ul>	C Other			•	Manufacturing S	erial No:		
- Sites		,		_	indianation ing o		k values does not i	ovenunite
<ul> <li>Descriptions</li> <li>Equipment Types</li> </ul>	Cabinet Position						base values.	
- Categories	C No Move	A-1						
<ul> <li>Manufacturers</li> <li>Repair Centres</li> </ul>	Scanned	A-1						
<ul> <li>Calibration Centres</li> <li>Retailers</li> </ul>	C Other							
Off Site Destinations	- Other	1					_	onown r o note
<ul> <li>Administration</li> <li>Users</li> </ul>			_	View Structure	Store	Store a	and Return	<u>R</u> eturn
- User Groups - License - System settings	Data from data	ase		View Structure	Store	Store a	and Return	Return
Assign Test Org.	Ericsson SN:		_	Product	Information			
	BAMS ID:		_	Product	No:			
	DAMIS ID.	* BAMS-7790000001		R-state:				
	Asset ID:			Function	nal Designation:			Browse
	Old Asset ID:			Manufa	cturing Day:	2006-11-01	▼ Fe	

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.

Snitcher Asset Managem	ient (EINKA7 - SAM_DB) - Imported Details Move	
Eile <u>V</u> iew <u>T</u> ools <u>H</u> elp		
PREVAS (System)	Scanned Data	
Import     From PPC     Details     Structure     Search     Besults	Ericsson SN: Product No: Functional Designation: BAMS-ID: BAMS-1000005869 R-State: Manufacturing Day:	
Pesuits     Detais     Structure     Baric Data     Regions     Test Organizations     Stes     Descriptions     Equipment Types     Calibration Centres     Repair Centres     Retailers     Of Ste Detimations     Of Ste Detimations	Inside Test Diganization     C To other Test Diganization     Vew Shucture to Send     Set Information     C No Move     SE(RI32001     C Dither     C Dither     C Dither     C No Move     105:02     C Scanned     1312     C Dither     C Dither	
	Disconnect from structure     Show PPC Notes     Store and Return <u>Return </u>	~
	Data from database     View Structure     Store     Store and Return     Return       Ericeson SN:     Product Information     Product Information     Product Information       BAMS ID:     * BAMS-1000005669     Product Information     Product Information       Asset ID:     Functional Designation:     Browse       Did Asset ID:     Manufacturing Day.     2004-11-14     ¥	

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.

Eile View Tools Help								
PREVAS (System)	- Scanned Data							
Import     From PPC     Patals     Structure     Search     Patals     Search     Patals     Structure     Search     Patals     Structure     Basic Data     Region     Test Organizations     Stet     Descriptions     Equipment Types     Categories     Manufacturers	Ericsson SN: BAMS ID: State Information — No Move Scanned Other Cabinet Position — Cabinet Position	A240000101 BAMS-1000005869 SE/K132001 SE/K132012	Product No: R-State:	SXK 119 02 R2A	Functional Design Manufacturing Dr Asset ID: Dild Asset ID: Manufacturing Serial No:		not overwrite	_
Repair Centres     Calibration Centres     Calibration Centres     Retailers     Off Site Destinations     (#) Administration	C Other	13-12	_	View Structure	Store	Store and Return	Show PPC Notes	
	Data from datal Ericsson SN: BAMS ID:	* BAMS-1000005869		View Structure Product In Product N		Store and Return	Return	
	Asset ID: Old Asset ID: Manuf, Serial No:			R-state: Functiona	I Designation:	4 7	Browse	
	-Location Information				PC Notes Disconn	ect		

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.

Snitcher Asset Managem	nent (EINKA7 - SAM_	DB) - Imported Details A	sset					
Elle <u>V</u> iew <u>T</u> ools <u>H</u> elp								
PREVAS (System)	Scanned Data							
Import Fiom PPC     Details     Suructure     Search     Suructure     Search     Basic Data     Basic Data     Regions     Structure     Structure     Sacuto     Structure     Sacuto     Sacuto	Ericsson 3N: BAMS ID: Site Information — C No Move G Scanned O Uher Cabinet Position — C No Move G Scanned O Uher		Product No:	× Structure	Functional Design Manufacturing Da Asset ID: Did Asset ID: Manufacturing Serial No:		tot overwrite Show PPC Notes <u>R</u> eturn	
	Data from datab	lase	Vie	ew Structure	Store	Store and Return	Return	] ^
	Ericsson SN: BAMS ID:	* BAMS-1000005869	_	Product Info Product No R-state:				
	Asset ID: Old Asset ID:				Designation:		Browse	
	Manuf. Serial No:			Manufactu Show Pl	ring Day: 2004-11-14 PC Notes Disconne			
	,							

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.

Ele Vew Tools Help	R 22- UI SIC	- 6 ×
PREVAS (Prevas systemkonto)  PREVAS (Prevas systemkonto)  Impot From PPC Detale Structure Inventory Search Results	Scanned Data           bricksin Serial No:         Product No:         Function Designation.           1d Number:         BMM5 000000011         R State:         Hanufacturing Day.	
Details Structure Basic Data B-Administration	C Repair     C Repair     C Officient     Very Structure to Servel      Very Structure to Servel      Server PPC Nover      Server PPC Nover	
	Very Sturker Store and Return Bitturn	
	Data from database     Vere Space     Spec and Therm     Pature       Encode State     JA222001     Pode Namedon     Pode Namedon       BAMS ID:     JA242001     Pode Namedon     Pode Namedon       Cold Aster ID:     Robert Mandon     Pode Namedon     Pode Namedon       Manda State ID:     Robert Mandon     Pode Namedon     Pode Namedon       Manda State ID:     Robert Mandon     Pode Namedon     Biotract       Location Information     Pode Namedon     Pode Namedon     Biotract       Location Information     Pode Namedon     Pode Namedon     Pode Namedon       Description     Statue     ACTIVE     V       Description     Statue     Pode Namedon     Pode Namedon       Description     Statue     Pode Namedon     Pode Namedon       Description     Statue     Pode Namedon     Pode Namedon       Cath	

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.

Snitcher Asset Management :	2.2 - Off Site				- 6 ×
Elle View Iools Help					
Import     From PPC     Detail     Structure     Inventory     Search     Heruits     Detail     Total     Structure     Structure     Basic Data     // Administration	Scanned Data Ericsson Serial No: Id Number: C Repain: C Calibration: C Off site:	BAMS 000000011 R-State		rotion Designation	
		Vie	w Structure	Deput PEC Rules	
	Data from databa	Vie Vie	w Structure S □ Product Information	Store and Return Return	<b>^</b>
	Ericsson SN: BAMS ID:	A242320001 BAMS-0000000011	Product No:		
	Asset ID:	- JEAMS-000000011	R-state:	R34.	
	Old Asset ID:		Functional Designation: Manufacturing Day:	TDM Subrack         Browse           E2005-05-19         Get from TRACY	
	Manuf. Serial No:				
	Location Information Test Organization	T01-2	Show PPD Notes	Disconnect	
	Site ID:	× SE/KI 30001	Label/ID Top Parent:		
	Position:	1	Label/1D		
	Cabinet Position:		Status:	ACTIVE	
	Owner:	T01-2	IP Address:		
	Borrower: Destination		Hostname:		
			Software License:	₩2005-05-19 ¥	
	Inserted Date: Category:		License Expiry Date: Support Agreement:		
	Dwner Account:				
	Transferred to:		Last Calibration Date:	E 2005-05-19 ×	
	Invest Reg ID:		Next Calibration Date:	E2005-05-19	•

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.

ent (EINKA7 - SAM_DB) - Off Site
Scanned Data           Encision Serial No:         Product No:         Function Designation:           Id Number:         BAMS-1000005863         R-State           Manufacturing Day:         C
C Calibration: C Calibration: C Calibration: C Calibration: C Off site: View Structure to Send Show PPC Notes View Structure Show PPC Notes
Data from database     View Structure     Store     Store and Return     Return       Ericsson SN:     BAMS 1000005663     Product Information     Product No:     Return     Return       BAMS 10:     * BAMS 1000005663     Product No:     Return     Return     Return       Mark Serial No:     Control of the series     Functional Designation:     Browse.       Location Information     Show PPC Notes     Discornect       Test Organization:     ETE/20/HB     Free Test Description:     BSC 1 MISC CAB       Stel D:     * SEK/32001     Label/D     Verset       Position:     Label/D     Verset     Verset

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.

Snitcher Asset Managem	ent (EINKA7 - SAM_DB)	) - Imported Details A	Aove -						
Elle View <u>T</u> ools <u>H</u> elp									
PREVAS (System)	Scanned Data								
<ul> <li>Import</li> <li>From PPC</li> <li>Details</li> <li>Structure</li> <li>Beach</li> <li>Results</li> <li>Details</li> <li>Structure</li> <li>Beach</li> <li>Region</li> <li>Test Organizations</li> <li>Size</li> <li>Descriptions</li> <li>Equipment Types</li> <li>Categories</li> <li>Mandactures</li> <li>Repair Centres</li> <li>Categories</li> <li>Mandactures</li> <li>Retailers</li> <li>Mandactures</li> <li>Retailers</li> <li>Mandactures</li> <li>Retailers</li> <li>Mandactures</li> <li>Retailers</li> <li>Mandactures</li> <li>Administration</li> </ul>	BAMS ID: Inside Test Organizatio Site Information © No Move © Scanned Site © Other © Other © Debinet Position		Product No: R-State:	\$4K 132 233  R36	Mar To other Te Transfe Lend a to Region: to Test On	ganization:			-
					No: al Designation:		and Return	Return Browse	<
, , ,									

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.

Snitcher Asset Managem	nent (EINKA7 - SAM_DB) - Imported Details Move	
Ele <u>View T</u> ools <u>H</u> elp		
PREVAS (System)	Scanned Data	
Firom PPC Details Structure	Ericsson SN:         Product No:         Functional Designation:           BAMS ID:         BAMS-1000005869         R-State         Manufacturing Day;	
Results     Detais     Structure     Banic Data     Regionts     Test Organizations     Stel     Descriptions     Stel     Descriptions     Categories     Manufacturers     Repair Centres     Categories     Manufacturers     Retailers     Off Site Destinations     Off Site Destinations     Off Site Destinations     Off Site Destinations     Off Site Destinations	Inide Test Drganization     Set Information     Set Informati	
	Disconnect from structure      View Structure      View Structure      View Structure      Store and Return      Beturn      Product Information      Product Information      Product No:      BAMS ID: * [paws-1000005889	
	Asset ID: R-state: Browse. Browse. Browse.	~

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.

			Cabinet Posit	1011			
No Move	5E/KI32001	5E/KI32001		ve 105:02			
C Scanned			C Scanne	ed			
C Other	, 		Other				
List view (	Tree view				Print	Export t	o file
BAMS ID	Ericsson SN	Label/ID	Top Label/ID	Site ID	Cabinet Positio	n Position	Produc
BAM5-1000005869				SE/KI32001	105:02		
AM5-1000006248	A060292840			SE/KI32001	105:02		BFDH !
AM5-1000006249	A22AAA6U4G			SE/KI32001	105:02		BFD51
AM5-1000006250	A22AAA6U4E			SE/KI32001	105:02		BFD51
AM5-1000006251	A22AAA6U4F			SE/KI32001	105:02		BFD51
AM5-1000006252	A22AAA6U4D			SE/KI32001	105:02		BFD51
BAM5-1000006247	A060292848			SE/KI32001	105:02		BFDH
							>

The Structure dialog, take back view

nis unit and its structu	re (if any) is currently	in the progress of bei	ng lended from ETE/O/	NB to EPA/SR/T/M.			
Site Information			Cabinet	Position			
C No Move	SE/KI32001		C N	C No Move 105:02			
				C Scanned			
C Scanned	1		C 5i	anned			
C Other			<b>•</b> © 0	her			
List view	C Tree view				Print	Export to	ofile)
BAMS ID	Ericsson SN	Label/ID	Top Label/ID	Site ID	Cabinet Posit	ion Position	Produc
BAM5-1000005869		· · · · · · · · · · · · · · · · · · ·		SE/KI32001	105:02		
BAM5-1000006248	A060292840			SE/KI32001	105:02		BFDH 5
BAMS-1000006249	A22AAA6U4G			SE/KI32001	105:02		BFD51
BAMS-1000006250	A22AAA6U4E			SE/KI32001	105:02		BFD51
BAM5-1000006251	A22AAA6U4F			SE/KI32001	105:02		BFD51
BAM5-1000006252 BAM5-1000006247	A22AAA6U4D A060292848			SE/KI32001 SE/KI32001	105:02		BFD51 BFDH 5
5445 100000217	4000202010			56/102001	100.02		bronte
<							>
o you want to accept I ccept: All the units in I est Organization.		both upwards and dow	nward, are accepted to	your			
	accepted, and the t	ansaction can not be p	erformed.	Acce		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	
C [Inside Test Organization ]]	C To other Test Organization
Site Information           • No Move         SE/KI96001	Transfer asset (leave this TD for good)     C Lend asset (temporarily borrowed)
C Scanned Site	C Lend asset (temporany borrowed)
C Other	to Region:
Cabinet Position	to Test Organization:
No Move     10-35      C Scanned     Other	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.
Disconnect from structure	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.
- 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.

Exclude stored										
S. Task	S.	BAMS ID	Ericsson SN	Site ID	Cabinet Po	Product No	R	Functi	Manufac	Label
1. N Complete Struct	ure 1	BAM5-0000012739	A24000092	SE/KI98001	13-12					_
9 N Add to Structure			A240000093		13-12					
1 N Remove Child	7		11210000070	SE/KI98001	13-12					
2 N Update Prodno/		DIN D COCCULT	A240000101			SXK 119 02	R2A	CABINET	2003-02-10	
3 N Show Asset	9	BAM5-0000012743			[Current D				2000 02 10	
4 N Move Asset		BAM5-0000012743		SE/KI98001	13-12					
5 N Asset		BAM5-0000012743	A240000101		13-12	5XK 119 02	R2A	CABINET	2003-02-10	
6 N Asset		BAMS-0000012743		SE/KI98001	13-12		1.000	or new role 1		
7 N Transfer Asset	13		A240000102	[Current DB value]		5XK 132 233	R3F	RACK	2003-06-06	
8 N Lend Asset		BAM5-0000012744		[Current DB value]	Current D	1				
<.		1								

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

)pen		_			?
Look jn:	C Snitcher		• + E	📸 🛄 •	
Recent Desktop My Documents	Name Labels Labels New Folder Reports Reports	.urread_SAM_data_	Size 2 KB	Type File Folder File Folder File Folder File Folder UNREAD_SAM	_DATA File
<b>S</b>	<		]	<b>.</b>	0
My Network Places	File <u>n</u> ame: Files of <u>type</u> :	File from PPC.unread_SAM_da			<u>O</u> pen Cancel

The Open dialog

To load transaction files from the PPC:

- 1. Click on [Load].
- 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.

Arrange Columns		
Available columns	Selected columns	
Bookable Unit ID Explicit Location Free Text Description Functional Designation Hostname Inserted Date Invest Req ID IP Address Last Calibration Date License Expiry Date	 BAMS ID Ericsson SN Site Cabinet Position Create Date Destination Commerks Borrower Region Category Borrower Asset ID Equipment Type	
	Label/ID Manufacturer Manufacturer Manufacturer Manufacturer Net Book Value Next Calibration Date Old Asset ID Owner Owner Account Owner Account Owner Account Parent Position	Move <u>Up</u> Move <u>D</u> own
	<u><u> </u></u>	<u>C</u> ancel

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.
- 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].





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.

ite Information	1-A  SITE_01				Cabinet Position — C No Move C Scanned Other					
List view	C Tree view						P	rint	Export t	o file
BAMS ID	E	ricsson SN	Label/ID	Top Labe//ID	Site ID	Cabinet Position	Position	Product No	R-State	Functi
BAMS-0000007043		240000GN1	- concerno	rop caberio	1-A	Construct 1 Ostoon	- ostori		it said	1 and
BAMS-0000007044		240000GN2			1-A		1			
BAMS-000007045		240000GN3			1-A		1			
• o you want to:										•

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 it usual rules independent of any preceded force lend transaction. For example a PPC Lend Asset transaction perform on a force lent asset will fail because a user are not allowed to lend out an asset he do 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 page13.

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 page13.

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.

Hagbärt)	le non-changed	<ul> <li>Site Inv</li> <li>Cabinet</li> </ul>							Export 1	o File
Result	BAMS ID	Ericsson SN	Inv. Site ID	Site ID	Inv. Cabinet	Cabinet Position	Inv. Ra	Rack P	Status	
port										
port										
_										
<										

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.

Import From PPC						
From PPC						
	Exclude proc	essed				
- Details	Import ID	Filename	Import Description	Created date	Earliest start date (GMT)	_
Structure			Import Description		Earliest start date (GMT)	
Inventory	000000189	SAM-XMLExport 2.1.3		2009-02-06 08:47:05		
Batch Import	0000000192	SAM-XMLExport 2.1.3		2009+02-06 08:57:12		
satch	000000194	SAM-XMLExport 2.1.3		2009+02-06 09:04:22		
	0000000195	SAM-XMLExport 2.1.3		2009-02-06 09:08:17		
- Results	0000000196	SAM-XMLExport 2.1.3		2009-02-06 09:14:28		
Details	0000000197	SAM-XMLExport 2.1.3		2009-02-06 10:50:22		
Structure	000000198	SAM-XMLExport 2.1.3		2009+02-06 10:53:31		
ic Data	000000199	SAM-XMLExport 2.1.4		2009-02-06 12:45:17		
Regions	000000200	SAM-XMLExport 2.1.5	Test 2.1.5	2009-02-06 14:33:18		
Test Organizations	000000201	SAM-XMLExport 2.1.5		2009-02-06 14:34:41		
	000000202	SAM-XMLExport 2.1.5		2009-02-06 14:36:10		
bites	000000203	SAM-XMLExport 2.1.6		2009-02-06 14:40:05		
escriptions	000000204	SAM-XMLExport 2.1.7		2009-02-06 15:12:34		
quipment Types	000000205	SAM-XMLExport 2.1.8		2009-02-06 15:38:43		
teaories	000000206	SAM-XMLExport 2.1.9		2009-02-06 16:16:27		
nufacturers	000000207	SAM-XMLExport 2.1.10		2009-02-06 16:20:17		
pair Centres	000000208	SAM-XMLExport 2.1.10		2009-02-06 16:36:35		
	000000209	SAM-XMLExport 2.1.12		2009-02-09 07:36:55		
ration Centres	0000000210	SAM-XMLExport 2.1.13		2009-02-09 08:12:44		
ailers	0000000211	SAM-XMLExport 2.1.13		2009-02-09 08:15:26		
ite Destinations	0000000212	SAM-XMLExport 2.1.14		2009-02-09 08:22:06		
ration	0000000213	SAM-XMLExport 2.1.15		2009-02-09 08:30:34		
	0000000214	SAM-XMLExport 2.1.15		2009-02-09 08:33:26		
	000000215	SAM-XMLExport 2.1.16		2009-02-09 08:51:50		
	0000000216	SAM-XMLExport 2.1.16		2009-02-09 08:53:49		
	0000000217	SAM-XMLExport 2.1.18		2009-02-09 09:51:05		
	0000000218	SAM-XMLExport 2.1.19.b		2009-02-09 10:08:06		- 3
	000000219	SAM-XMLExport 2.1.19.a		2009-02-09 11:18:06		
	000000220	SAM-XMLExport 2.1.19.a		2009-02-09 11:23:23		
	000000221	SAM-XMLExport 2.1.19.b		2009-02-09 11:29:28		
		SAM-XMLExport 2.1.19.c		2009-02-09 12:43:15		
				2009-02-09 12:46:11		- 6
	0000000222					
	0000000223	SAM-XMLExport 2.1.19.c		2000 02 00 12/10/11	3	

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	
<black> or not present</black>	    			The asset is rejected. No asset can be found in database.
<blank> or not present</blank>	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</blank>	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 beacuse 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></blank>	ID	Missing	ID	The asset is updated.
		ID	ID	The asset is rejected, Ericsson-ID cannot be erased.
ID	<blank></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></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 <KeepStucture> 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 by moved to the new site. If <KeepStucture> 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 <KeepStucture> 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 topparent 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**

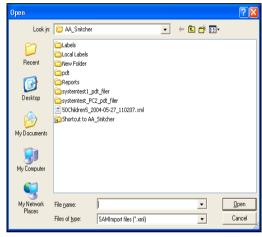
To open XML-files for batch import:

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

Import File:	x	Load
Status:	* CREATED	
Description:		
Earliest starttime (GMT):	2009-02-17 00:48:02	
	<u>O</u> k <u>C</u> ancel	Help

The Add Batch Import job dialog

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



The Open dialog

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.

* SAM-XMLEXPORT 2.1.3
* PROCESS FINISHED
2009-02-17 00:58:12
<u>O</u> k <u>C</u> ancel <u>H</u> elp

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 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.

rrange Columns				
Available columns		Selected columns		
Bookable Unit ID Explicit Location Free Text Description Functional Designation Hostname Inserted Date Invest Req ID I P Address Last Calibration Date License Expiry Date	· ··· · · · · · · · · · · · · · · · ·	BAMS ID Ericsson SN Site Cabinet Position Create Date Destination Comments Borrower Region Category Borrower Asset ID Equipment Type Label/ID Manufacturer Manufacturer Manufacturer Manufacturer Manufacturer Owner Account Owner Owner Account Owner Region Parent Position		Move <u>Up</u> Move <u>D</u> own
			2	<u>C</u> ancel

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.
- 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.

SAM (UTV SAM 2.6) - Se	arch Res	ults							
Eile Edit Tools Help									
PREVAS (Prevas systemkonto)	Region:		ST1-1	Ericsso	n SN:		Product No:	×	
Import     Search     Petails     Structure     Basic Data	-	panization: Position:		BAMS   Asset I	ID:		R-state: Functional Designation:	x	
Osse Data     Administration	Owner:		search criteria	Criteria		pen Sa <u>v</u> e	More »	Search Clea	11
	Re	gion	Test Organization	Site	Cabinet Position	Owner	Ericsson SN	BAMS ID	Ass
	🚺 ST	1.1	T01-2	SE/KI 30001	10-1	T01-2	A242340002	BAMS-0000000019	
	TT ST		T01-2	SE/KI 50001	10-2	T01-2	A242340003	BAMS-000000020	
	ST ST	14	T01-2	SE/KI 32001	10-32	T01-2	A242340004	BAMS-000000021	
	TI ST		T01-2	SE/KI 32001	10-32	T01-2	A243110004	BAMS-000000022	
	🚺 ST	14	T01-2	SE/KI 32001	10-32	T01-2	A243110002	BAMS-000000023	
	🚺 ST		T01-2	SE/KI 50001	10-2	T01-2	A242340000	BAMS-2340000000	ETE
	🚺 ST	14	T01-2	SE/KI 30001	10-1	T01-2	A242340001	BAMS-2340000001	
	🚺 ST	14	T01-2	SE/KI 30001	10-1	T01-2		BAMS-2340000002	
	ST ST	14	T01-2	SE/KI 50001	10-2	T01-2		BAMS-2340000003	
	ST	14	T01-2	SE/KI 50001	10-2	T01-2		BAMS-2340000004	
	🚺 ST	1-1	T01-2	SE/KI 32001	10-32	T01-2		BAMS-2340000005	ETE
	🚺 ST	14	T01-2	SE/KI 32001	10-32	T01-2		BAMS-2340000006	
	ST	14	T01-2	SE/KI 32001	10-32	T01-2	A242410000	BAMS-2410000000	ETE
	ST	1-1	T01-2	SE/KI 32001	10-32	T01-2		BAMS-2410000001	ETE
	ST	14	T01-2	SE/KI 32001	10-32	T01-2		BAMS-2410000002	
	ST	14	T01-2	SE/KI 32001	10-32	T01-2	A242410003	BAMS-2410000003	ETE
	🚺 ST	14	T01-2	SE/KI 32001	10-32	T01-2		BAMS-3110000000	
	🚺 ST	14	T01-2	SE/KI 32001	10-32	T01-2	A243110000	BAMS-3110000001	
	🚺 ST	1-1	T01-2	SE/KI 32001	10-32	T01-2	A243110003	BAMS-3110000002	
	🚺 ST	14	T01-2	SE/KI 32001	10-32	T01-2	A243110000	BAMS-3110000001	
	🚺 ST	14	T01-2	SE/KI 32001	10-32	T01-2	A243110000	BAMS-3110000001	
	<								>
Tip: To improve search performanc	Number		100 of columns in the searc	h view. Use right-click	Arrange Columns		Export to	XML Export to Fi	•

The Search Results function, normal search

The list below the search criteria is filled with the result of the search. By doubleclicking 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 semicolon). 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 rightclick 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.
- 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

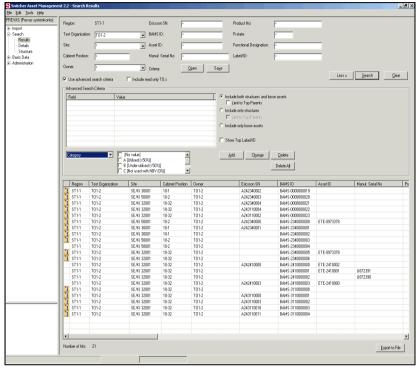
To update found assets, follow these steps:

- 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].

All the selected assets are updated, if possible.

### More advanced searches

If you want to include more fields in the search, you can click on **[More >>]** to expand the search criteria area (the button changes to **[Less <<]** after you have clicked on it).



The Search Results function, advanced search

By selecting the **Use advanced search criteria** checkbox you can include or exclude the advanced search criteria.

Add the different search criterions to the list by selecting the field, and then supply the value to match. If you want to change the value, select the row you want to change, change the value and then click on **[Change]**. To remove a field, select it and click on **[Delete]**.

The fields Listed sites and Test Organizations accept wildcard criterion (using \* or ?). For example, if you want to find all sites containing test you would enter "\*test\*" in the value box.

If you want to start from scratch, click on **[Delete all]** which will clear the **Advanced Search Criteria** list.

If you want to see the Top Label/ID for each row in the result, select **Show Top** Label/ID. If a unit in a structure has a top parent, its Label/ID is displayed, next to the units own Label/ID.

N.B. This may cause the search to take considerably longer time than normal.

If you want to search for **structures**, **loose assets**, or **both**, use the radio buttons to indicate what combination you want. For structures, you also have the option to limit the result to top parents only by selecting **Limit to Top Parents**.

#### To Make a Search

To make an advanced search, follow these steps:

- 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.
- 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.
- 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

 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.

SAM (Systemtest) - Searc File View Tools Help	hed Details							
PREVAS (Prevas systemaccount)								
Import From PPC Oetails Structure Inventory Search		7012614362	Fetch	Product Information Product No: R-state:	ROJ 119 2102/1 R3G	and Return	Return	
Results     Details     Structure     Basic Data     Regions	Asset ID: Old Asset ID: Manuf. Serial No:			Functional Designation: Manufacturing Day:	ET-M4	Ţ	Browse Fetch from TRACY	
Test Organizations     Sites     Descriptions     Equipment Types     Categories     Manufacturers     Repair Centres     Catheration Centres	Location Information Test Organization: Site ID: Position: Cabinet Position:	ETE/0/NK	•	Free Text Description: Label/ID Top Parent: Label/ID	Disconnect			
Retailers     Off Site Destinations     Off Site Destinations     Users     User Groups     License     Sustem settings	Owner: Borrower:	ETE/O/NF	<u> </u>	Status: IP Address: Hostname:	ACTIVE	•		
- System settings - Assign Test Org.	Destination: Inserted Date: Category:	2004-01-21		Software License: License Expiry Date: Support Expiry Date:	2006-11-01	•		
	Owner Account: Transferred to: Invest Reg ID:		_	Support Agreement: Last Calibration Date:	2006-11-01	•		
	Invest Rog 12.			Next Calibration Date:	2006-11-01	•		

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:

192.168.0.1

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

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 <b>Status</b> to Lend Transfer, Owner Transfer, Calibrate Asset, Repair Asset or Out of Site.		
Inserted Date	A date	A small warning icon appears if the <b>Borrower</b> has a value. 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 <b>Product No</b> and <b>R-</b> <b>state</b> 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 <b>[Browse]</b> 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 <b>Label/ID</b> for a computer.		

Status	ACTIVE OWNER TRANSFER LEND TRANSFER CALIBRATE REPAIR VOID REMOVE FROM BETE SURPLUS OFF SITE DELIVERY PENDING	Changing the status is effectively the same as performing the corresponding transaction on the PPC and storing it. Some statuses are only possible to perform by changing this drop-down (not on the PPC): VOID, REMOVE FROM BETE, SURPLUS. Some changes require the user to have the access to do them: VOID, REMOVE FROM BETE, OWNER TRANSFER, LEND TRANSFER, SURPLUS, ACTIVE, DELIVERY PENDING. 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.
IP Address	Numbers and dots	An IP address in the format 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 <b>Basic Data: Retailers</b> .
Equipment Type	Equipment types	The equipment type list is maintained in <b>Basic Data:</b> Equipment Types.
Manufacturer	Manufacturers	The manufacturer list is maintained in <b>Basic Data:</b> Manufacturers.
Comment	A string	This is the only field accepting both CAPS and lower case characters. Also, any language specific information should go into this field. Can be transferred indirectly from the PPC: A comment in the PPC can be cut & Pasted into this field.
СРИ Туре	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: to Test Organization:	STOCKHOLM SOUTH	
it. The structure above will be	ed on, you will be prompted to move	
View Structure to Send	OK Cancel	

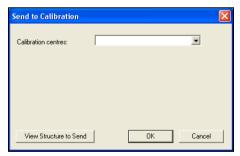
The Lend Transfer dialog

Owner Transfer	X
to Region: to Test Organization:	STOCKHOLM SOUTH
it. The structure above wi	is structure below will be transferred with II be disconnected and will stay. If witched on, you will be prompted to move explicitly set location.
View Structure to Send	OK Cancel

The Owner Transfer dialog

×
OK Cancel

The Send to Repair dialog



The Send to Calibration dialog

Send Off Site		X
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 **to 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.

Snitcher Asset Manageme	ent (EINKA7 - SAM_D	B) - Searched Str	ucture					
File <u>V</u> iew Tools Help								
PREVAS (System)	Ericsson SN:		Product No:		Fu	nctional Designation:		
Import     From PPC     Details     Structure     Search	BAMS ID: BAM:	5-1000005869 inet position for all unit	R-State:		Ма	nufacturing Day:		
- Search - Results	Site Information				-Cabinet Position			
Details	No Move	SE/KI32001			No Move	105:02		
Basic Data     Administration	C Scanned				C Scanned			
· Administration	C Other	1		•	C Other			
		C Tree view						Export to file
	BAMS ID	Ericsson SN	Label/ID	Тор	Label/ID	Site ID		Position Product No
	BAMS-1000005869					SE/KI32001	105:02	
	BAMS-1000006248	A060292840				SE/KI32001	105:02	BFDH 511 !
	BAMS-1000006249	A22AAA6U4G				SE/KI32001	105:02	BFD51604/
	BAM5-1000006250	A22AAA6U4E				SE/KI32001	105:02	BFD51604)
	BAMS-1000006251	A22AAA6U4F				SE/KI32001	105:02	BFD51604)
	BAMS-1000006252 BAMS-1000006247	A22AAA6U4D A060292848				SE/KI32001 SE/KI32001	105:02	BFD51604/ BFDH 511 !
	BAM5-100008247	AU00232010				56)132001		Bron Si i :
	<							>
					Store	Store a	nd Return	Return

The Searched Structure function, list view

EVAS (System)	Ericsson SN: P	roduct No:	Functional Designation:	
- Import From PPC Details Structure	BAMS ID: BAMS-1000005869 R	-State:	Manufacturing Day:	
Search Results Details Structure Basic Data Administration	Site Information C No Move SERVIS2001 C Scanned C Ditler	°	et Position No Move 105:02 Scanned Other	
	Lick view C Tree view BAN5-1000005869, SENI33001, 105:02 A220A40445, GOM+4, BPC31004, IPC31004, IPC31004, IPC31004, IPC31004, IPC31004, IPC31004, IPC31040, IPC310	SE/K132001, 105:02 5E/K132001, 105:02 5E/K132001, 105:02 SE/K132001, 105:02	Individual Information Encoson SN: BAMS DP: Label/ID: To to Label/ID: Site ID: Cabinet Position: Product No: R-State: Functional Designation: Manufacturing Day:	Export to file A22AAA6U4G BAM5-1000006249 SE/V132001 105:02 BFD51604/8 GDM-H 1998-04-01
	Expand All     Collapse	Þ	Asset ID: Old Asset ID: Manufacturer's Serial No: Free Text Description:	

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.

Snitcher Asset Managem	ent (EINKA7 - SAM_DB	i) - Regions						
Eile Yiew Tools Help								
PREVAS (System)	Begion:	x		Crust				
Lee geer zous gep PREVAS (system)     Search     Search     Search     Data Data     Pegiore     Test Organizations     Search     Descriptions     Categories     Categories     Categories     Repart Centres     Repart Centres     Categories     Of Site Destinations     Site Destinations     Of Site Destinations	Begion:  Pegion  Region NORTH-ANERICA EUROPE SWEDEN SOUTH STOCKHOLM NORTH STOCKHOLM NORTH EAR NORTH GLOREN AVAC VESTERN EUROPE		Search Description NALA DE,FJ, DK, NO, FR, IT, CH Karlskron, Sweden Th AL, NW Kata-KWC logitics The selection of the search of the second of t			Country CANADA GERMANY SWEDEN SWEDEN SWEDEN CHINA UNITED KINGD	Message Identifier ETE ETE ETE ETE ETE ETE ETE ETE	Last updated 2004-08-13 2004-05-13 2004-05-14 2004-08-14 2004-08-11 2004-08-11 2004-08-11 2004-08-11 2004-08-16 2004-08-16
	Assigned Test Organization Test Organization ETEXDARK ETEXDARK ETEXDARS ETEXDARS ETEXDARS ETEXDARS ETEXDARS ETEXDARS ETEXDARS	Description Kista - CIF Kista - Den	no&Event orUm Lu Sk JD M BTS à C ccation				Add <u>E</u> dit	<u>D</u> elete
	Assigned Test Organization Test Organization ETE/O/NX ETE/O/NM XRS/X ETE/O/NS ETE/O/NS ETE/O/NS ETE/O/NA	Description Kista - CIF Kista - Den Tieto Enat Kista - DSI Kista - DSI Kista - LDO Kista - Edu	no&Event orUm Lu Sk JD M BTS à C ccation				Add Edit	

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

Add Region	X
Region: Description:	* STOCKHOLM NORTH Stockholm North and Northern Sweden
Country:	* SWEDEN
Message Identifier:	* ETE
	<u>Qk</u> <u>C</u> ancel <u>H</u> elp

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

dit Region		x
Region:	ST3	
Description:	Systemtest 3	
Country:	* SWITZERLAND	•
Message Identifier:	× 321	
	Ok Cancel	Help

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.

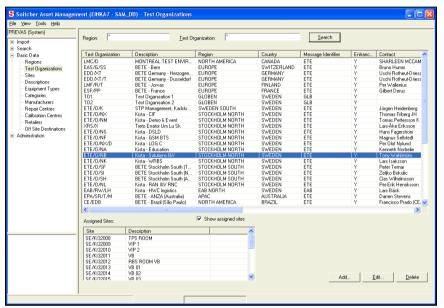
3. Click on **[Delete]** to delete the region. A confirmation dialog is displayed, click on **[OK]** to delete the region from SAM.

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

Add Test Organization	X
Test Organization: Description: Region: County: Message Identifier:	
Enhanced Location	
Contact:	
Address:	Färögatan 6
E-mail:	
Phone:	
Fax	
Comments:	Building 72/80
	Qk Cancel Help

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

Edit Test Organization	X
Test Organization:	ETE/0/NK
Description	Kista - WRBS
Region:	• STOCKHOLM NORTH
Country:	* SWEDEN
Message Identifier.	- ETE
Enhanced Location	
Contact:	Lars Isaksson
Address:	Farogatan 6
E-mail:	
	Send E-mail
Phone:	+46 8 7571784
Fax	
Comments:	Building 72/80
Move disconnected assets to:	
	<u>Qk Cancel Help</u>

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.

mport	Region: *	Test Org	ganization:	<u>S</u> ite:	×		<u>S</u> earch
Search							
Basic Data	Site	Description	Test Organization	Region	Country	Contact	Address
- Regions	SE/KI32008	TPS ROOM	ETE/0/NB	STOCKHOLM NORTH	SWEDEN		
- Test Organizations	SE/KI32009	VIP 1	ETE/O/NB	STOCKHOLM NORTH	SWEDEN		
Sites	SE/KI32010	VIP 2	ETE/O/NB	STOCKHOLM NORTH	SWEDEN		
- Descriptions	SE/KI32011	VB	ETE/O/NB	STOCKHOLM NORTH	SWEDEN		
	SE/KI32012	RBS ROOM VB	ETE/O/NB	STOCKHOLM NORTH	SWEDEN		
<ul> <li>Equipment Types</li> </ul>	SE/KI32013	VB 01	ETE/0/NB	STOCKHOLM NOBTH	SWEDEN		
Categories	SE/KI32014	VB 02	ETE/0/NB	STOCKHOLM NORTH	SWEDEN		
- Manufacturers	SE/KI32015	VB 03	ETE/O/NB	STOCKHOLM NOBTH	SWEDEN		
- Repair Centres	SE/KI32016	VB 04	ETE/O/NB	STOCKHOLM NORTH	SWEDEN		
- Calibration Centres	SE/KI32017	VB 05	ETE/O/NB	STOCKHOLM NORTH	SWEDEN		
	SE/KI32018	Verkstad	ETE/O/NB	STOCKHOLM NORTH	SWEDEN		
- Retailers	SE/KI32019	I VC	ETE/O/NB	STOCKHOLM NORTH	SWEDEN		
<ul> <li>Off Site Destinations</li> </ul>	DE/DU00081	BTS BOOM	EDD/XT/T	FUBOPE	GERMANY	Olaf Falkenberg	Fritz-Vomfelde
Iministration	SE/KI14014	Remoteoffice 4	ETE/0/NM	STOCKHOLM NORTH	SWEDEN	olar rakeribelg	T IN2-Y OTHERDE
	GUCSTP	Tremoteonice 4	GUC/P/T	APAC	CHINA		
	DE/AA00021	STP 21	EDD/XT	EUROPE	GERMANY	Stefan Poesch	Ericsson Euro
	BETE BJ	51F 21	ETC/RNX	APAC	CHINA	Steran Poesch	Encsson Euro
	BETE HK		ETC/RNX	APAC	CHINA		
	CN/SH/BDC/ST	RDC System Test Plane	BDC/XT/STP	APAC	CHINA		
		HUL System Lest Plane					
	EHK	0.0000	ETC/RNX	APAC	HONG KONG	0	
		BSC96	EAS/G/SS	EUROPE	SWITZERL	Bruno Humm	Freiburgstrass
	DE/DU00086	Trainings Center	EDD/XT/T	EUROPE	GERMANY	Olaf falkenberg	Fritz-Vomfelda
	DE/AA02B61	Server Room B2	EDD/XT	EUROPE	GERMANY	Stefan Poesch	Ericsson Euro
	DE/DU00089	Main Testplant	EDD/XT/T	EUROPE	GERMANY	Olaf Falkenberg	Fritz-Vomfelde
	CA/MTLB1278	AXE 1	LMC/D	NORTH AMERICA	CANADA		
	CA/MTLB1279	AXE 2	LMC/D	NORTH AMERICA	CANADA		
	CA/MTLB1282	AXE 3	LMC/D	NORTH AMERICA	CANADA		
	CA/MTLB1285	AXE 4	LMC/D	NORTH AMERICA	CANADA		
	CA/MTLB1217	AXE 5	LMC/D	NORTH AMERICA	CANADA		
	CA/MTLB1289A	AXE 6	LMC/D	NORTH AMERICA	CANADA		
	CA/MTLB1527	AXE 7	LMC/D	NORTH AMERICA	CANADA		
	CA/MTLB1524	AXE 10	LMC/D	NORTH AMERICA	CANADA		
		11.00	1110.0	MODELL CORDINI	A		>
	3						

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

Add Site	
Site: Description: Test Organization: Region:	
Country: Alias:	- SWEDEN
Location: Contact:	KI Building 32
Address: E-mail:	
Phone: Fax:	
Comments: Install Date:	<sup>¶77</sup> 2004-09-14 ▼
	<u>Dk</u> <u>C</u> ancel <u>H</u> elp

The Add Site dialog

This is how you add a site:

- 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

Edit Site	2
Site:	SE/KI32012
Description:	RBS ROOM VB
Test Organization:	× ETE/O/NB
Region:	STOCKHOLM NORTH
Country:	× SWEDEN
Alias:	
Location:	KI Building 32
Contact:	
Address:	
E-mail:	
	Send E-mail
Phone:	
Fax	
Comments:	
Install Date:	2004-09-14
	<u>     Q</u> ancel <u>H</u> elp

The Edit Site dialog

This is how you change a site:

- 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:

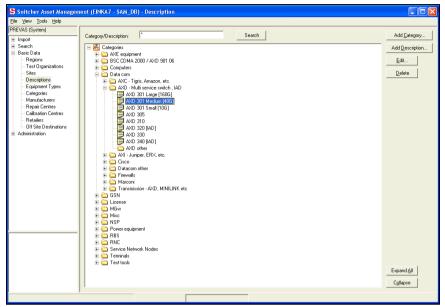
- Optional: Enter a search criterion in the Region, Test Organization and Site fields, and click on [Search].
- 2. Select an existing site in the list.
- 3. Click on **[Delete]** to delete the site. A confirmation dialog is displayed, click on **[OK]** to delete the site from SAM.

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

Add Catego	у	×
Category:	* AXD - Multi Service Switch	-
	Ok Cancel <u>H</u> elp	1
		-

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

ion 🛛 🔀
AXD - Multi service switch , IAD
* AXD 305
40G
Qk <u>C</u> ancel <u>H</u> elp

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

Edit Category	
Category:	* AXD - Multi Service Switch
	<u>Qk</u> <u>Cancel</u> <u>H</u> elp
Tł	ne Edit Category dialog

Edit Descrip	ion 🛛
Category:	* AXD - Multi service switch , IAD
Description:	* AXD 301 Medium
Comment:	40G
	<u>Dk</u> <u>Cancel</u> <u>H</u> elp
	QA Cancel Telp

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.

	ent (EINKA7 - SAM_DB) - Equip	ment Types		
Eile View Tools Help				
PREVAS (System)	Equipment Type:	Search		
😑 Basic Data	Equipment Type	Description	Comments	[
Regions	INSTRUMENT	An instrument		
Test Organizations	GENERATOR DUMMY	A generator		
- Site - Descriptions - Equipment Types - Categories - Manufactures - Repair Centres - Repair Centres - Relatives - Olf Site Destinations - Olf Site Destinations - Olf Site Destinations		A dummy		
			<u>A</u> dd <u>E</u> dit	Delete

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

Add Equipment T	ype	×
Equipment Type:	* INSTRUMENT	
Description:	An instrument	
Comment:		
	<u>D</u> k <u>C</u> ancel <u>H</u> elp	1
	,	

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

Гуре 🔀
INSTRUMENT
An instrument
<u>Dk</u> <u>Cancel</u> <u>H</u> elp

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.

S Snitcher Asset Managen	ient (EINKA7 - SA	M_DB) - Categories		
<u>File View T</u> ools <u>H</u> elp				
PREVAS (System)				
Import	Category:	* <u>S</u> ec	irch	
😟 Search				
😑 Basic Data	Category	Description		
- Regions	Lategory	Utilised (>50%)		
<ul> <li>Test Organizations</li> </ul>	A B	Under-utilised (<50%)		
- Sites - Descriptions	C	Not used with NBV (0%)		
Equipment Types	D	Nat used with 0 NBV Nat used / Obsolete		
Categories		Not used / Obsolitie		
- Manufacturers				
Repair Centres				
Calibration Centres				
<ul> <li>Retailers</li> <li>Off Site Destinations</li> </ul>				
Or Site Destinations     Administration				
M-Mahinisa addin				
	-			
			Add Edit	Delete
	J		-	

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

Add Category	X
Category:	* C
Description:	Not used with NBV (0%)
<u></u> }	<u>C</u> ancel <u>H</u> elp
<b>T</b> I	

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

Edit Category		
Category:	С	
Description	Not used with NBV (0%)	
	Ok Cancel	<u>H</u> elp

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.

	1		<u>S</u> earch		
Manufacturer	Description	Contact	Address	E-mail	Mobile
ACAL					
ons AGILENT					
AMPLIFIER RES					
AMTELE					
AMSKA					
ANRITSU					
COMPOMILL					
ELEKTROBIT					
HP					
IBM					
ROHDE & SCHW					
SANGUS HILHA					
TEKTRONIX					
TIETOENATOR					
UBINETICS					
YOKOGAWA					
NATIONAL INST					
SUN					
WEINSCHEL CO					
NARDA MICRO					
ERICSSON APC					
MADGE					
TAS DIGITAL					
ACUIAB					
TEKELEC					
NOICECOM					
DELL					
DUILIDC					
0011010	·				
<					
PHILIPS VANDEL&GOLTE		ш			

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

Add Manufacturer	
Manufacturer:	* AMSKA
Description:	
Contact:	
Address:	
E-mail:	
Mobile:	
Phone:	
Fax	
Comments:	
	Qk <u>C</u> ancel <u>H</u> elp

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

Manufacturer:	AMSKA
Description:	
Contact	
Address:	
E-mail:	
	Send E-mail
Mobile:	
Phone:	
Fax	
Comments:	

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.

Repair Centre:	×		Search		
h Data Repair Centre	Description	Region	Contact	Address	E-mail
egions ERICSSON GAV	ALE	EUROPE	Jorgen Lindskog	Address	child
es	»	CONUPE			
escriptions upment Types					
egories					
air Centres					
ration Centres					
illers ite Destinations					
ation					

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

Add Repair Centre		×
Repair Centre:	* ERICSSON GAVLE	
Region:	* EUROPE	
Description:		_
Contact:		-
Address:		_
E-mail:		_
Mobile:		
Phone:		
Fax		
Comments:		_
	kCancelHelp	

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

Edit Repair Centre	
Repair Centre:	ERICSSON GAVLE
Region:	EUROPE
Description:	
Contact	
Address:	
E-mail:	
Mobile:	Send E-mail
Phone:	
Fax	
Comments:	
	<u>D</u> k <u>Cancel Help</u>

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.

	×		Search		
ata Calibration Centre	Description	Region	Contact	Address	E-mail
ions ERIK KALIBRERI.		EUROPE			
t Organizations					
s criptions					
ipment Types					
ories					
cturers					
entres					
n Centres					
nations					
DIDNS					

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

Add Calibration Centre		
Calibration Centre:	ж	ERIK KALIBRERING
Region:	۰	EUROPE
Description:		
Contact:		
Address:		
E-mail:		
Mobile:		
Phone:		
Fax:		
Comments:		
		<u>Dk C</u> ancel <u>H</u> elp

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**

Edit Calibration Centr	e 🔀
Calibration Centre:	ERIK KALIBRERING
Region:	EUROPE
Description:	
Contact:	
Address:	
E-mail:	
Mobile:	Send E-mail
Phone:	
Fax	
Comments:	
	<u>Dk</u> <u>Cancel</u> Help

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.

			<u>S</u> earch		
Retailer	Description	Region	Contact	Address	E-mail
zations		EUROPE STOCKHOLM N.			
ns HEATCOM		STUCKHULM N.			
\$					
<					

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

Add Retailer		K
Retailer:	* HEATCOM	
Region:	* STOCKHOLM NORTH	
Description:		
Contact		
Address:		
E-mail:		
Mobile:		
Phone:		
Fax:		
Comments:		
	<u>Qk</u> ancel <u>H</u> elp	

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.
- 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

Edit Retailer	
Retailer:	HEATCOM
Region:	STOCKHOLM NORTH
Description:	
Contact:	
Address:	
E-mail:	
	Send E-mail
Mobile:	
Phone:	
Fax	
Comments:	
	<u>Ok</u> <u>C</u> ancel <u>H</u> elp

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.

ew <u>T</u> ools <u>H</u> elp G (System)						
	Off Site destination:	×		Search		
ort rch			_			
ic Data	Off Site	Description	Region	Contact	Address	E-mail
Regions	SVENSKA MÄSS	Svenska Mässan, Stockholm	STOCKHOLM N			
Test Organizations	MAGAZINE	Review by magazine	STOCKHOLM N			
Sites						
Descriptions						
Equipment Types						
Categories						
Manufacturers						
Repair Centres						
Calibration Centres						
Retailers						
Off Site Destinations						
inistration						
	<					
					Add	Edit Delete
					Add	Earc Delete

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

Add Off Site Destination	n	
Off site:	ж	MAGAZINE
Region:	н	STOCKHOLM NORTH
Description:		Review by magazine
Contact:		
Address:		
E-mail:		
Mobile:		
Phone:		
Fax		
Comments:		
		<u>Qk</u> ancel <u>H</u> elp

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

Edit Off Site Destinat	ion 🔀
Off site:	MAGAZINE
Region:	STOCKHOLM NORTH
Description:	Review by magazine
Contact:	
Address:	
E-mail:	
	Send E-mail
Mobile:	
Phone:	
Fax	
Comments:	
	kCancelHelp

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.

Snitcher Asset Managem	ent (EINKA7 - SAM_DB	i) - Administrate Use	rs					×
Eile View Tools Help								
PREVAS (System)	User-ID:	P×		Search				
■ Import ■ Search	r			20001				
Basic Data	User-ID	Name	Account expiry date	Password expiry date	Must change password	Last login		
Administration     User Groups     User Groups     User Groups     User Groups     User Test Org,     Userse     System settings	PREVAS	(System		20041213	No	20041112	1	
	Assigned User Groups							
	User group name	Descriptio						
	SYSADM	Systemad						
	ADMIN 2	BAMS su	pport and Maintenance		Add	<u>E</u> dit	<u>D</u> elete	
,		Г						

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 deselect this option, the user will not have to change the password assigned at next log-in..
- 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

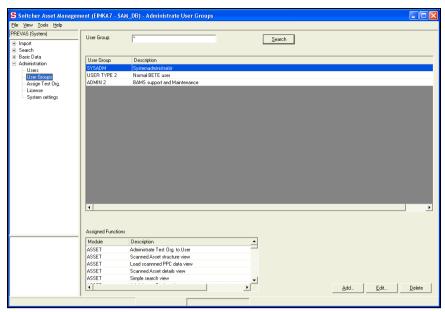
This is how you delete a user:

- 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**.
- 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.

Snitcher Asset Managem	ient (EINKA7 - S/	AM_DB) - Assign Test Orga	nization					×
Eile <u>V</u> iew <u>T</u> ools <u>H</u> elp								
PREVAS (System)						la la		
+- Import	User-ID: F	PR*	Search		Test Organization	)×	Seargh	
Search								
Basic Data	User-ID	Full Name			Test Organization ID	Description	Region 🔥	1
- Administration	PREVAS	System			LMC/D	MONTREAL TEST ENVIR		
Users					EAS/G/SS	BETE - Bern	EUROPE	
User Groups					EDD/XT	BETE Germany · Herzogen		
Assign Test Org.					EDD/XT/T	BETE Germany - Dusseldorf	EUROPE	
License	( <u> </u>				LMF/R/T	BETE Jorvas	EUROPE	
System settings	( <b> </b>				ESF/PP	BETE - France	EUROPE GLOBEN	
System strongs					T01 T02	Test Organisation 1 Test Organisation 2	GLOBEN	
					ETE/D/K	STP Management, Karlskr	SWEDEN SOUTH	
					ETE/0/NX	Kista - CIF	STOCKHOLM NORTH	
					ETE/0/NM	Kista - Demo & Event	STOCKHOLM NORTH	
					XBS/X	Tieto Enator I Im Lu Sk	STOCKHOLM NORTH	
					ETE/0/NS	Kista - DSLD	STOCKHOLM NORTH	
					ETE/0/NF	Kista - GSM BTS	STOCKHOLM NORTH	
					ETE/0/NX/D	Kista - LOG C	STOCKHOLM NORTH	
					ETE/0/NA	Kista - Education	STOCKHOLM NORTH	
					ETE/0/NB	Kista - Solutions I&V	STOCKHOLM NORTH 🗸	
					<	100 C 100 C		
	(			. 1	,			1
	Assigned Test Org	-		sign	Assigned Users		Assign	1
	Test Organizati	Description	Region	^		Full Name		1
	CET/T	BETE - Chongqing	APAC		PREVAS	System		
	ENC/RD/T	BETE - Nanjing	APAC	=				
	EPA/SR/T/M	BETE - ANZA (Australia)	APAC					
	ETC/RNX	BETE - Beijing	APAC					
	GUC/P/T	BETE - Guangzhu	APAC					
	□NRJ/VO/K	BETE - NEA (Japan)	APAC					
	RDC/XT/STP	BETE - Shanghai	APAC					
	EAB/RW/LH	Kista - HWC logistics	EAB NOR	TH				
	EAS/G/SS	BETE - Bern	EUROPE					
	EDD/XT	BETE Germany - Herzogenrath	h EUROPE					
	EDD/XT/T	BETE Germany - Dusseldorf	EUROPE	~				
	<			>				
	,							
	(Main Test Organi:	zation is checked)						

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

			Assigned User		
User-ID	Full Name		User-ID	Full Name	
STEN					
TESTUSER					
TESTUSER 1					
TESTUSER 2					
TESTUSER3					
VUSER 1		>			
VUSER2					
VERONICA					
PREVAS	Prevas systemkonto	<			
VUSER 13	Test av behörigheter				
USER_WEST	test av inventering				
TESTUSER5	Test av rättigheter				
TESTUSER4	Test Testsson				
VEOL	Veronica Olsson				

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.
- 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

	-			Abbigliou To	st Organizations		
Test Organiz	Description	Region		Read Only	Test Organiz	Description	Region
ю-в	Test av inventering	STEN			SAM ADMINI	Systemtest 2.1	REGION NO
ro-c	Test av inventering	STEN			SAM TEST	Systemtest 2.1	REGION NO
ro-d	Test av inventering	STEN			SAM DEVELO	Systemtest 2.1	REGION SC
TO-E	Test av inventering	STEN			TO-A	Test av inventering	STEN
ro-es	Test av inventering	STEN	>	-			
ro-u	Test av inventering	WEST					
TO-V	Test av inventering	WEST					
ro-w	Test av inventering	WEST	<				
FO-VE	Test av inventering	WEST					
FO-WE	Test av inventering	WEST					

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.
- 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.

-		
	nent (EINKA7 - SAM_DB) - License	
<u>Eile View T</u> ools <u>H</u> elp		
PREVAS (System)		
Import	Enter license key:	Show function blocks
E Search		
Basic Data     Administration		Accept Clear
Users		
- User Groups	Expiry date: 2005-03-31	Expiry date:
- Assign Test Org.	Function blocks with current license key:	Function blocks with new license key:
System settings	Function Block	
	COMMON	
	PHLADMIN	
	ASSET	

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 loose 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.

1			
System Set	ings		
Key		Value	
	.D_PASSWORD	3	
DEBUGTR	ACE	0	
	VSYMBOLS	@\#.,([])ä	
rg. LANGUAG		en	
LICENSEW	ARNINGLIMIT	14	
MAX_PASS		20	
MIN_PASS		5	
PASSWOF		31	
MAILSERV			
	ERACCOUNT		
	RESSSNITCHER		
MAILSERV	ERACCOUNTPASSW		
MAX_X000		10	
	MPLATES_PATH	\\esealmw083\Client\SAM_Labels\	
USE_TRAD	CY_COMMUNICATION	N	
Description Number of	n generations of password that are not allowed to	o be recent	

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

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

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

COMMUNICATION		N: Tracy communication off
LABEL_TEMPLATES_ PATH	C:\ <directory></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.

Print		Generate and print
Print what label		Quantity
	Data	Number of BAMS ID to generate:
Ericsson SN:	ABC0000001	
BAMS ID:	BAMS-0000000001	Maximum number of BAMS ID to generate: 10
Asset ID	ETE-000001	
C Old Asset (D)		N.B. when you click on Print or Print and Close, the desired amount of BAMS labels will be printed, each having a new
C External/Manuf.		unique BAMS ID.
C Site ID:	Test. Drg: BAMS ADMINISTRATION	
01010.	Site ID: SE/KI98001	
Cabinet Position	: ]10-20	
	BOTH.BLBL.VKSD71/24M (0.0) 30	
Default Labeł	BOTHBEBE, WKSD71224M (0.0)30	Print Label Setup
Label:	BAMS_ID_600.BLBL, \\ksd77\Generic / Text Only (0.0) 0	•
inter.	Offset X: 0	Y: 0 Daikness 30
mber of copies:	1	

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**.
- 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.

C Print		Generate and print
Pirit what label  C Ericsson SN: C BAMS ID: C Asset ID: C Old Asset ID: C External/Marv/.: C Site ID: C Cabinet Position:	Test. Dig: BAMS ADMINISTRATION V Site ID: SE/KISSOO1 V	Durshy Number of BAMS ID to generate: I unable of BAMS ID to generate: 10 Maximum number of BAMS ID to generate: 11 B. Heng you dod, on Pirt or Pilv and Days. The deviated amount of BAMS ID to privide, each hearing a new unapa BAMS ID.
Default Label C Label:	80TH BLBL, Zebra 2 (0.0) 30 BOTH BLBL, Zebra 2 (0.0) 30	Prink Label Setup
Printer: Number of copies:	Zebra 2  Citizet X: 0	Y: 0 Datkness 30

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.
- 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.

int Label Set	υp					
Label Type	Template	Printer	X Offset	Y Offset	Darkness	Defaul
ASSET	C:\Local Labels\ASSET_ID_128.AL	BL Zebra 1	0	0	15	Yes
BAMS	BOTH.BLBL	Zebra 2	0	0	30	Yes
BAMS	c_BAMS_ID.BLBL	Zebra 1	0	0	0	
ERICSSON	C:\Local Labels\1_19002-LZF0832	52 Zebra 2	0	0	15	Yes
POSITION	C:\Local Labels\POS_LABEL_128.F	LBL Zebra 2	0	0	0	Yes
ERICSSON	1_19002-LZF083296_1_B.LBL	Zebra 2	0	0	0	
SITE ID	c_SITE_LABEL.SLBL	Zebra 2	0	0	15	Yes
abel Type: ERICSSON	Template: <ul></ul>	Printer: 252_ 💌 Zebra 2	× Offset:	Y Offset:	Darkness: 15	Defau V
A2410241	A9 SXA 111 102/4 R1A	97W14				
					r I	Cancel

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 to 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.

	Print p	revi	ew								$\mathbf{X}$
8	ρ.	B		-		Close				Page	1÷
											1
					3	nde Personalites,	Printed 2004-01-0				
			EANIS-CE		Ericana 30	300-1 323/K 02001 323/K 02001	19-22 19-12	Constation 30x-02-04 30x-02-02	Destination		
			EMIS-0 EMIS-0 EMIS-0	00000125 0000125		32/K 63001 32/K 63001 32/K 63001	161 161	204-03-30 204-03-30 204-03-77			
			5464 5464 5464		ASCINICA ADMINICIA ADMINICIA	2014 (0200) 2014 (0200) 2014 (0200)	10-20 10-20	30A-03-23 30A-03-34 30A-03-35			
			ENIS-B ENIS-B ENIS-B	0000127	ADADDED	52/K 62001 52/K 62005 52/K 62005	HU 19-55 39-14 22-55	304-04-33 304-03-33 304-03-33 304-03-33	NULES		
			FAG-2		ADVERTING ADVERTING ADVERTING	32.45 00004 32.45 00001 32.45 00001	15-88	204-03-30 204-03-23 204-13-14			
			506-2 506-2 506-2 506-2		A24000102 TU12120120 TU1220200 TU1220200	F1/21003 L1/21003 L1/21003	854 742 742 742	304-04-23 304-10-07 304-10-07 304-10-07			
			ENG-2		T013183778 T013183888 T013183888	L121003	A03 A03 A03	2004-10-07 2004-10-07 2004-10-07 2004-10-07 2004-10-07			
			106-2		TUI 314/837 TUI 3183782	LV21003 LV21003	100 100	304-10-07 304-10-07			
		~	• '								
		_	_	_							

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.

Change Password	
Current password:	*
New password:	*
Verify new password:	*
<u>OK</u>	ancelHelp
The Edit Pa	ssword 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

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⊡- Import	- L	tings ions		)rganization:	я
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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

Options					
General File Location	5				
Default Site					
Show Sites for Test	-				
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Site					
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Default Site:	KARLSTAD2				
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The Settings dialog, General tab

Options		
General File Locations		
Folder types Files from PocketPC:	Location C:\Documents and Settings\Prevas\Mina dokument\PPT2	Modify
Archived Files from PocketPC:	C:\Snitcher	Modify
Reports and exported data:	C:\Reports	Modify
Label Templates:	C:\Local Labels	Modify
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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 <b>[Load]</b> in the <b>Import: From PPC</b> 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 <b>*.SAM_Data</b> . The original surname was <b>*.Unread_SAM_Data</b> .
Reports and exported data	This is the default location opened when you click on <b>[Export to File]</b> . 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.

Select language:	Refresh User Settings
	Load the user settings from the database again. This can be used to switch on tracing, for example.
N.B. To make a change of language take effect, you have to restart the application.	
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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.