



# Bar|Scan® Asset Management

## Why Bar|Scan®?

Bar|Scan tracks fixed assets in a cost effective manner using the latest handheld technology or smartphone.

## What is Bar Code Asset Management?

A serialized barcode label, existing serial number or UID compliant label is attached to each asset. Then, using mobile computers, tablets or your smartphone, IT deployment, receiving, or inventory personnel can capture location, cost center, description, and other information and synchronize to a host computer using a USB connection or Wi-Fi network. Changes in configuration, owner and status of assets can be captured in a similar manner, as they occur, by IT, facilities and warehouse personnel. The information is then available for inquiry, reporting, or export to a central data repository.



## When Does Bar|Scan Make Sense?

**Whenever you are required to perform inventories of assets.** Bar|Scan can dramatically improve accuracy and save up to 80% of the time you spend on compliance inventories after the first year.

**When your employees use personal computers and peripherals.** Improve utilization, provide better maintenance and technical support by identifying the models and serial numbers prior to a field service call or help desk function. Improve record keeping for warranties and repair. Deter theft by assigning assets to departments or individuals.

**When your auditors insist on greater control of your assets or when you need to meet regulatory requirements.** Compliance with the Unique Identification mandate (UID) from the DoD, GASB 34, Sarbanes-Oxley, ISO certification and others often requires a system like Bar|Scan.

**When you need to track requests for equipment and furniture.** Bar|Scan's Work Order Module allows you to create, track and automatically update the status of each request.

**When you want to document valuable assets for insurance and security purposes.** Bar|Scan can produce listings and images of assets by location in the event of a fire, natural disaster, or theft.

**When you have equipment or furniture in storage.** Avoid wasting valuable time hunting through storage areas for assets you may or may not have - or worse, purchasing new equipment or furniture unnecessarily because you can't locate items in storage.



# The Bar|Scan<sup>®</sup> Process

## How Does It Work?

Bar|Scan is an easy to use, Windows<sup>®</sup> based system designed specifically to accommodate IT, facility, and accounting interface requirements. Our system includes the mobile application and personal computer software. We can provide you with barcode hardware or you can utilize your smartphone. We can also supply you with many different types of ID labels.

Bar|Scan's report generator allows you to create reports of your own design. You can select which assets to print and in what order, which columns should appear, where you want page breaks and subtotals and you can elect to have any field printed in bar code form for scanning purposes.

Bar|Scan can easily export and import any information in a variety of formats including Excel, CSV, PDF, XML, or ASCII. Because it is a SQL compliant database, the data can be accessed directly by many enterprise systems.



Before an inventory, physical locations, cost centers, user names and other information is entered (or imported) into Bar|Scan and downloaded into the mobile computer, tablet or smartphone to allow inventory personnel to select, rather than keystroke, inventory information directly into the handhelds. Up to 30,000 assets can be put into each device.

Optionally, bar code room tags can be attached to the door jamb, pallet, or phone jack in each physical location to make future inventories easier. Labels are available in a variety of materials and can have your company name and logo added, or they can be printed directly from Bar|Scan.

How broadly or specifically you wish to describe your assets is entirely up to you. Standardized descriptions called Catalogs are developed and organized by category, type and description. These are then also downloaded into the mobile computer, tablet or smartphone before the inventory. Digital images can be added to assist inventory personnel in identifying various types of specialized assets.

In addition to standard information, each Catalog has up to seven attributes which correspond to the category. An integrated library of descriptions for type, description, manufacturer and each attribute is available in pop-up windows which can be added to or changed to meet your specific requirements.

In summary, the Bar|Scan catalog process allows personnel to attach consistent and detailed descriptions to your assets.



# The Bar|Scan® Process



You can configure Bar|Scan in your mobile computer, tablet or smartphone to prompt for an almost unlimited variety of questions. They commonly include: Serial Number, Secondary Number (existing numeric property tag), Purchase Order Number (for receiving purposes), User Name, Work Order Number, and bar code Room Tag. Unlike some systems with a pre-set limit, any additional prompts can be downloaded to meet your requirements, even User Defined Fields that you created. You can also download your assets for Audit Validation. Scan an existing asset label and Bar|Scan will display any previously collected information that you require. You can customize how the user should answer the question, including optional or mandatory response, format of the response, and if previous responses should remain for reference.

Inventory personnel can synchronize the inventory data to the host computer over a USB cable or Wi-Fi network. Unlike many other systems, this data is transferred into a temporary transaction file for additional error checking and editing before it is moved to the master asset database. You are assured that the data meets your strict data collection requirements.

Your inventory data can be queried by ordering or filtering the data by any of the over ninety data elements which can be tracked for a given asset. Unlike other systems, data can be edited individually or globally by using the Bar|Scan Range Feature. For example, 50 occurrences of a cost center can be changed to another cost center with only a few keystrokes.

Bar|Scan's easy to use, SQL based report generator means that you can create reports of your own design. Pop-up choices make creating a new report a snap. You can select which assets to print and in what order, which columns should appear, where you want page breaks and subtotals. You can elect to have any field printed in bar code form for scanning purposes. Save your report at anytime for future printing. Preview and send your report to your printer, email your report or export in popular file formats including Microsoft® Excel, CSV, PDF, delimited or XML. Best of all, the report generator is built right in so there is no other software to learn.

Because Bar|Scan is available on a local area network or Cloud based solution, IT, facilities, and financial staff can have immediate access to information they require. Extensive password protection and Single Sign On (SSO) can control which functions and menus your staff is authorized to access. Password protection is available all the way down to the individual field level.

DEMOCO BAR CODE ASSET MANAGEMENT SYSTEM (SYSTEM)PERSONAL COMPUTER EQUIPMENT BY MFR, TYPE													2:05:31 PM
FILTER: CATALOG CATEGORY = EP												REPORT ORDER: MFR, TYPE, DESC	
Asset #	Cd	St	Catlog	Catlog	Catlog	Catlog	Catlog	Catlog	Part	Serial	Name	Current Location	
					Description	Manufacturer			No.	#		(qg\$hg/rlm)	
FA0000732500	G	IU	EP4313	PERS COMP	DELL OPTIPLEX GX320	DELL	GX320	608597781603	BERMAN B	MP-500 -10 -1020			
FA0000436100	G	IU	EP4351	PERS COMP	DELL PRECISION 380N LINUX	DELL	6W300	1122668162/	NETWORK	MP-500 -11 -PH RM			
FA0000242500	G	IU	EP4312	PERS COMP	DELL PRECISION WS 490	DELL	6W463	24726827	MARSHALL P	MP-500 -10 -1000K			
FA0000471500	G	IU	EP4341	PERS COMP	DELL XPS 700	DELL	XPSTBMIN	542786551606	SHARED	MP-500 -09 -0900N			
FA0000476300	G	IU	EP4341	PERS COMP	DELL XPS 700	DELL	XPSTBMIN	32794420	SHARED	MP-500 -14 -1400D			
									Total # of items for Catalog Type PERS COMP		= 5		
FA0000245900	G	IU	EP4349	PORT COMP	DELL LATITUDE D820	DELL	D820	204904785501	EHLERS K	MP-500 -11 -1100A			
									Total # of items for Catalog Type PORT COMP		= 1		
									Total # of items for Catalog Manufacturer DELL		= 6		
FA0000469900	G	IU	EP5500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11C605001	2718146807	BARNES B	MP-500 -09 -0900I			
FA0000461500	G	IU	EP5500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11C605001	280342308	CRUTCHFIELD R	MP-500 -09 -0906			
FA0000463800	G	IU	EP5500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11C605001	2718186406	DEMPS EY S	MP-500 -09 -0903			
FA0000465400	G	IU	EP5500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11C605001	2718153740	SULLIVAN K	MP-500 -09 -0900N			
FA0000476400	G	IU	EP5500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11C605001	253145789	SHARED	MP-500 -10 -1014B			
FA0000728800	G	IU	EP5500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11C605001	2803304435	VANDEN H	MP-500 -10 -1000E			
FA0000730100	G	IU	EP5500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11C605001	2741778560	BLACK G	MP-500 -12 -1200B			
FA0000730800	G	IU	EP5500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11C605001	2801335650	JAMES M	MP-500 -10 -1014B			
FA0000733000	G	IU	EP5501	PRINTER-DM	EPSON LQ-2180 IMPACT	EPSON	C272001	1341789944337	MUSBAUM K	MP-500 -10 -1005F			
FA0000469600	G	IU	EP5501	PRINTER-DM	EPSON LQ-2180 IMPACT	EPSON	C272001	13414004011704	SHARED	MP-500 -09 -0900N			
FA0000471800	G	IU	EP5501	PRINTER-DM	EPSON LQ-2180 IMPACT	EPSON	C272001	13410000840370	SHARED	MP-500 -09 -0900N			
									Total # of items for Catalog Type PRINTER-DM		= 11		
FA0000244200	G	IU	EP6238	PRINTER-IJ	EPSON STYLUS PHOTO R2400	EPSON	C11C603011	NONE	ESSEX E	MP-500 -10 -1000L			
									Total # of items for Catalog Type PRINTER-IJ		= 1		
									Total # of items for Catalog Manufacturer EPSON		= 12		
FA0000473900	G	IU	EP4304	PERS COMP	GATEWAY E-2500D	GATEWAY	1008515	729060509	HARRIS R	MP-500 -09 -0900N			
FA0000464700	G	IU	EP4304	PERS COMP	GATEWAY E-2500D	GATEWAY	1008515	729013609	SULLIVAN K	MP-500 -09 -0900N			
FA0000730200	G	IU	EP4264	PERS COMP	GATEWAY E-350S	GATEWAY	1008524	7050112370.	JAMES M	MP-500 -11 -1100M			
									Total # of items for Catalog Type PERS COMP		= 3		
									Total # of items for Catalog Manufacturer GATEWAY		= 3		
FA0000435700	G	IU	EP4337	PERS COMP	HP COMPAQ DC7600	HEWLETT PACKARD	EN202UT	726030419	NETWORK	MP-500 -11 -PH RM			
									Total # of items for Catalog Type PERS COMP		= 1		
FA0000474400	G	IU	EP6265	PRINTER-IJ	HP BUSINESS INKJET 2800	HEWLETT PACKARD	C8174A	860136161	HARRIS R	MP-500 -14 -1400D			
FA0000476500	G	IU	EP6265	PRINTER-IJ	HP BUSINESS INKJET 2800	HEWLETT PACKARD	C8174A	NONE	SHARED	MP-500 -09 -0900C			

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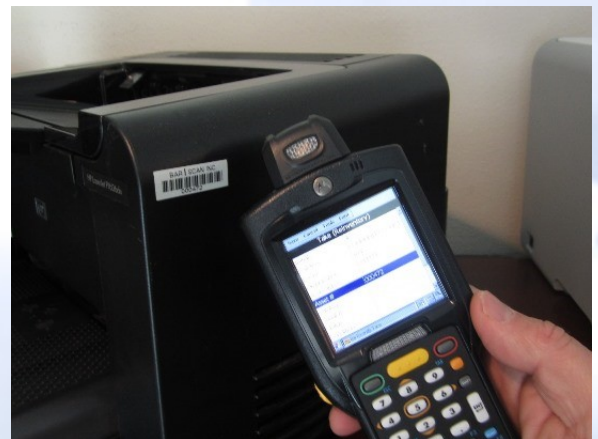
# Bar|Scan<sup>®</sup> Asset Inventory

## Why is Bar|Scan a better barcode tool for your asset inventory?

- Bar|Scan<sup>®</sup> will make sure that your physical inventory is accurate before updating your repository. Bar|Scan has extensive inventory validation built-in. Never worry about a duplicated serial or asset number again.



- Bar|Scan can work on many different mobile computers and tablets as well as your smartphone. Choose the right hardware for your unique environment, not just one vendor's offering. Bar|Scan supports many mobile computers manufactured by Zebra Technologies.
  - Bar|Scan adds total flexibility to data collection with your mobile device. Easy to use configuration tool for device prompting. Change the device prompting at any time, no obsolescence. Choose which data elements to download into the device. Build multiple configurations for different functions, e.g. receiving, audit, disposal.
  - Bar|Scan is easy to integrate with your existing asset repository. Supports ODBC, CSV, XML, Excel, and other file interface formats. Menu driven import and export generation, no programming required. Use our scripting to launch your import and export instructions.
  - Bar|Scan can adjust to your changing needs. Add, change and delete fields as your requirements change. Modify your imports and export instructions quickly to meet new requirements.
- Using Microsoft's ClickOnce deployment technology, the optional Bar|Scan Smart Client can be installed throughout your environment for quick access to your Bar|Scan assets from any PC.
  - Bar|Scan is an easy to implement, affordable solution which includes two personalized training choices—internet or on site (travel costs are extra). Bar|Scan is comparable to many vendor's solution at a fraction of the cost. It can be installed and ready to use in minutes. Bar|Scan has a solid track record and been in continuous use since 1989.





# Bar|Scan® Modules

## Optional Upgrades/Modules

### Network Upgrade

As an upgrade to the Single User version of the system, Bar|Scan can also operate on a local area network allowing multiple users to concurrently access and edit all data. Bar|Scan can operate on a wide area network with sufficient bandwidth. It can also operate within environments like Microsoft Remote Desktop or Citrix XenApp. Cloud Options such as Microsoft Azure, Amazon Web Service (AWS) or Google Cloud are also available. Unlike some vendors, we do not license Bar|Scan by the seat.

### Multiple Database Upgrade

The Multiple Database Module allows you to create an unlimited number of separate company databases. Each company database can also share tables, such as locations, with another company database as well as import and export items such as reports and catalogs from other company databases. Useful for those who wish to create separate company databases for various customers, such as a storage business, or separate company databases for different locations, or separation of active and salvaged assets. Individual company databases can be synchronized by Bar|Scan using ODBC connectivity to maintain an accurate roll-up master company database from multiple locations.

### Work Order Module

The Work Order Module allows you to place delivery orders for various assets either specifically, by asset number, or generally, by catalog description. You can also create scheduled Work Orders for maintenance or repair of your assets. The work process flow can be tailored to the type of asset being serviced. Each Work Order has a unique number, the name and department of the person placing the order, the name of the crew assigned the task, and comments regarding the order. As the work order is filled, each asset is scanned with its related Work Order Number using the mobile computer or smartphone. When this information is uploaded to Bar|Scan and moved to the asset table, it updates the Work Order Status identifying what portion, if any, is still incomplete.

### Accounting Module

With this option, purchase, lease, depreciation, and salvage information can be captured for each asset. Bar|Scan can optionally begin depreciation with initial values imported from your old system. Bar|Scan maintains a complete depreciation history for each asset and each depreciation period. Create your own depreciation schedules, adjustments, and more.

The screenshot shows the 'Asset' table entry for asset FA0000225600. Key details include:

- Asset #: FA0000225600, Catalog #: EC 4252, Catalog Type: PERS COMP
- Quantity: 1, Prior Label: , Catalog Description: HP Z620 WORKSTATION, Manufacturer: HEWLETT PACKARD
- Method: SL, Start Date: 5/1/2010, Period Start Date: 8/1/2012, Period End Date: 8/31/2012
- Life: 60, Adjusted Start Date: 5/1/2010, First Fiscal Month: 1
- Period Type: Month, Last Calc Date: 8/10/2012, End Date: 4/30/2015, YTD Depreciation: \$463.28
- Use Half Year Averaging Convention:  Fully Depreciated:

Base Amount	Adjusted Base Amount	Prior Accumulated Depreciation	Prior Remaining Book	Calc Date Monthly Depreciation	Accumulated Depreciation	Remaining Book	Remaining Book at Disposal/Sale
\$3,474.71	\$3,474.71	\$1,563.57	\$1,911.14	\$57.91	\$1,821.48	\$1,653.23	\$0.00

Asset Location History Table:

RegionBldg	Floor/Room	Room Tag	Inventor	Inventory Date	Inventory Time	Reference Work	Organization	Order #	Comments	Description
MP	500 10	1000E	L000067	ASHK	12/29/2015	12:59:05	01A	2		
MP	500 11	1100G		ASHK	2/12/2013	15:37:00		00002	VERBAL MOVE ORDER ISS	COMPUTER OPE
MP	500 11	1100F		ASHK	11/19/2012	14:11:00				COMPUTER OPE



# Bar|Scan® Modules

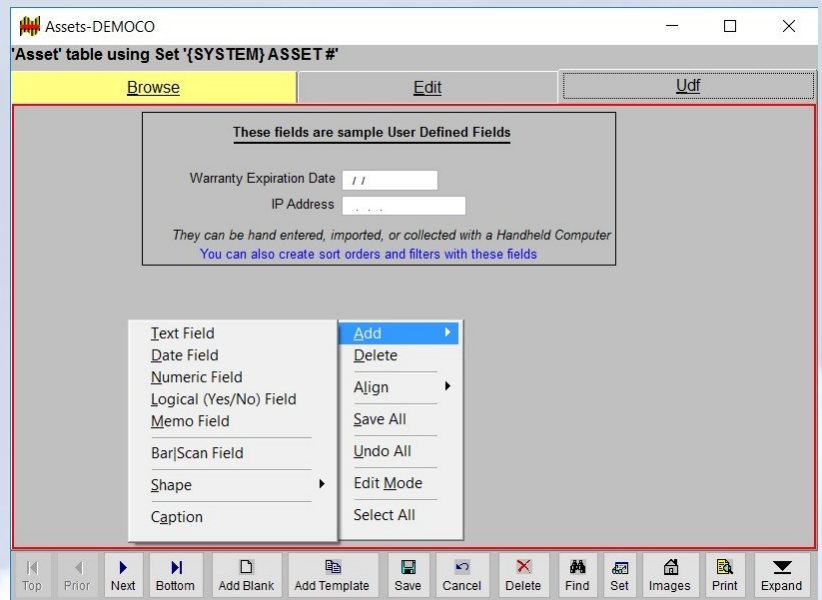
## More Optional Modules

### Import/Export Module

Bar|Scan is designed to easily share information with other systems without custom programming or a complex setup. The menu driven Import/Export Module can provide you with three important features. The Export feature allows you to export any combination of fields to other systems such as your enterprise IT management or accounting system. The Import feature allows you to import information into Bar|Scan from another system either as a method to initially populate the assets, or as an ongoing process of obtaining new information. With the Activity Log feature, you can set up and use an Activity Log File which records events as they occur. These events then can serve as an audit trail, or, if desired can also be exported. The Import/Export Module supports many formats including ODBC, Excel, CSV, XML, and ASCII.

### User Definable Fields Module

In order to meet your unique requirements, this module allows you to create additional UDFs for each table in your database, without programming or customization! You can create dozens of new fields for your assets, catalogs, locations, etc. You can choose from a selection of field types and sizes, specifying the name of the field on the screen and in reports. The Module can also be used to modify existing Bar|Scan fields. This module is required to add User Defined Fields to the mobile computer or smartphone.



### Imaging Module

Images from digital cameras and other sources can be linked to the Bar|Scan Catalog as well as individual assets to allow multiple users on your network access to make visual identification by simply clicking the mouse on a view button or asset query screen. Multiple images and PDF documents can be associated with any field. Images can be printed on Bar |Scan reports. Bar|Scan can read and store many different popular graphic formats.



# Bar|Scan<sup>®</sup> Features

## More Bar|Scan Features

Most companies are using the Internet and networks to share information on a national and global basis. Bar|Scan also uses these technologies. Bar|Scan can also perform advanced tasks normally associated only with enterprise operations.

## Bar|Scan Smart Client Software

Using Microsoft ClickOnce deployment technology, the Bar|Scan Smart Client can be installed throughout your environment for quick access to your Bar|Scan Assets. View, print, filter or edit select Bar|Scan asset information sorted by any field in the view. Useful for access of information from remote locations or for a larger audience without using Bar|Scan. Filters can be assigned by user passwords so that only assets in their area of responsibility are accessible.

Since the application is delivered and maintained through your intranet, deployment can easily be scaled. Requires Microsoft IIS, .NET 3.0, and the Bar|Scan Network Module.

Asset #	Catalog Type	Catalog Description	Manufacturer	Current Building	Purchase Cost
FA0000225600	PERS COMP	IBM INTELLISTATION Z PRO	IBM	500	3595.00
FA0000225700	MONITOR	PRINCETON LCD1950 FLAT	PRINCETON	500	750.00
FA0000225800	SCANNER	HP SCANJET 4890	HEWLETT PACKARD	500	475.00
FA0000225900	CAMERA-DIG	OLYMPUS SP-500 UZ	OLYMPUS	500	0.00
FA0000226000	CHAIR	TASK/M-BACK	STEELCASE	500	318.00
FA0000226100	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	500	2100.50
FA0000226800	PERS COMP	IBM INTELLISTATION Z PRO	IBM	500	3595.00
FA0000226900	MONITOR	PRINCETON LCD1950 FLAT	PRINCETON	500	750.00

## XML Instruction Scripts

You can use XML scripts to have Bar|Scan execute a variety of functions. For example, these functions can help the Bar|Scan administrator send email messages to other Bar|Scan users and facilitate logouts. Or they can be used to do an import or email a report on a regularly timed basis without user interaction.

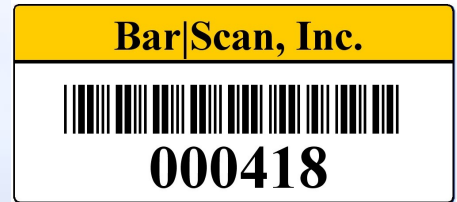
Bar|Scan regularly checks for instruction files. Instruction files are XML formatted text files with both data and instructions contained within them. When Bar|Scan executes an instruction file, it performs the task using the embedded instructions and data to get the job done. These instruction files have their queue for all of the operations related to them. They can be automatically requeue for tasks that need to be performed on a regular basis.



# Bar|Scan<sup>®</sup> Services

## Inventory Services are Available

Bar|Scan, Inc. has a unique technical approach to your inventory. Each project is scaled to match your requirements. We provide the highest quality inventory services which include bar code asset inventories, reconciliation consulting services and procedural documentation. We also provide internal inventories of personal computer equipment using a variety of diagnostic products.



We can provide implementation and inventory services on a national basis. Bar|Scan, Inc. is headquartered in Westlake Village, California with service representatives in New York, and Washington, D.C.

## Optional Services

- Provide reports that reflect all reconciliations including additions, transfers, and retirements to support your financial statements and work with your staff throughout the project to ensure that the valuation and inventory work is in compliance with accounting standards.
- Import your existing asset database.
- Develop and draft property manual to incorporate your processes and procedures regarding fixed assets.
- Regular updates of your completed asset inventory.
- Project consultation, custom computer programming and implementation is also available.

## Personal Computer Hardware Requirements

Any Microsoft Windows based PC or Surface Pro with Windows 10 or newer and USB port or Wi-Fi connectivity to synchronize with a handheld can run the Bar|Scan Mobile Application. Handheld communications requires TCP/IP. Compatible with Microsoft Azure Cloud, Amazon Web Service (AWS), Google Cloud or Citrix XenApp. Bar|Scan will work on any Windows compatible graphic page printer such as the Hewlett-Packard LaserJet series.

## Technical Support

There is no charge for any support or upgrades for one year from date of installation. We provide email, telephone and host/remote support for Bar|Scan to answer questions and assist in operations of all of our systems, Monday through Friday, 8:30 A.M. to 5:00 P.M. Pacific Standard Time, excluding holidays. After hours support is available. Support and downloads are also offered at our web site [www.barscan.com](http://www.barscan.com)



Bar|Scan, Inc. is a certified small business. We are located on multiple schedules including GSA. We accept Major Credit Cards and GSA SmartPay.

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