



Bar|Scan[®] Asset Management

Why Bar|Scan[®]?

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

What is Bar Code Asset Management?

A serialized barcode label, RFID tag, existing serial number or UID compliant label is attached to each asset. Then, using Microsoft[®] Windows based handheld computers, 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, email 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[®] Process

How Does It Work?

Bar|Scan is an easy to use, Windows[®] based system designed specifically to accommodate IT, facility, and accounting interface requirements. Our system includes the handheld bar code reader program and personal computer software. We can also provide your batch, Wi-Fi or RFID barcode hardware and 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, you can also 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 the inventory, physical locations, cost centers, user names and other information is entered (or imported) into Bar|Scan and downloaded into the handheld 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 handheld.

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 Pocket PC 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 Microsoft® Windows based handheld 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. Finally, you can also capture signatures right on the screen.

Inventory personnel can synchronize the inventory data to the host computer over a USB cable directly to the dataset or Wi-Fi network. Communication via email is also available on some handhelds. 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 most 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, 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 #	CA	SK	Category	Category	Category	Category	Category	Part #	Serial #	Name	Current Location	
FA0000712300	G	IU	E94313	PERS COMP	DELL OPTIPLEX GX350	DELL	GX350	508597781603		HERMAN B	MP-500 -10 -1020	
FA0000436100	G	IU	E94314	PERS COMP	DELL PRECISION 380N LINUX	DELL	6W300	11256683162/		NETWORK	MP-500 -11 -4PRM	
FA0000241500	G	IU	E94312	PERS COMP	DELL PRECISION WS 490	DELL	4W463	24726827		MARSHALL P	MP-500 -10 -1009K	
FA0000471300	G	IU	E94341	PERS COMP	DELL XPS 700	DELL	XPSTBMIN	542786551606		SHARED	MP-500 -09 -6900N	
FA0000476300	G	IU	E94341	PERS COMP	DELL XPS 700	DELL	XPSTBMIN	32794420		SHARED	MP-500 -14 -14003	
								Total # of items for Catalog Type PERS COMP = 5				
FA0000245900	G	IU	E94349	PORT COMP	DELL LATITUDE D820	DELL	D820	204049483501		EHLERSK	MP-500 -11 -1100A	
								Total # of items for Catalog Type PORT COMP = 1				
								Total # of items for Catalog Manufacturer DELL = 6				
FA0000469900	G	IU	E95500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11CG65001	2718146807		BARNES B	MP-500 -09 -6900J	
FA0000461500	G	IU	E95500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11CG65001	2803342308		CRUTCHFIELD R	MP-500 -09 -69006	
FA0000463800	G	IU	E95500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11CG65001	2718186406		DEMPSEY S	MP-500 -09 -6900J	
FA0000465400	G	IU	E95500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11CG65001	2718153740		SULLIVAN K	MP-500 -09 -6900N	
FA0000478400	G	IU	E95500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11CG65001	2531447890		SHARED	MP-500 -10 -1014B	
FA0000728800	G	IU	E95500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11CG65001	2803304315		VANDEN H	MP-500 -10 -1000E	
FA0000730100	G	IU	E95500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11CG65001	2741785600		BLACK G	MP-500 -12 -1200B	
FA0000730800	G	IU	E95500	PRINTER-DM	EPSON DFX-9000 IMPACT	EPSON	C11CG65001	2801135650		JAMES M	MP-500 -10 -1014B	
FA0000731500	G	IU	E95501	PRINTER-DM	EPSON LQ-2180 IMPACT	EPSON	C272001	1341757944337		MUSSADIMAK	MP-500 -10 -1005F	
FA0000469600	G	IU	E95501	PRINTER-DM	EPSON LQ-2180 IMPACT	EPSON	C272001	13414056011704		SHARED	MP-500 -09 -6900N	
FA0000471800	G	IU	E95501	PRINTER-DM	EPSON LQ-2180 IMPACT	EPSON	C272001	1341000084370		SHARED	MP-500 -09 -6900N	
								Total # of items for Catalog Type PRINTER-DM = 11				
FA0000244200	G	IU	E92528	PRINTER-U	EPSON STYLUS PHOTO R2400	EPSON	C11CG63011	NONE		ESSEX E	MP-500 -10 -1000L	
								Total # of items for Catalog Type PRINTER-U = 1				
								Total # of items for Catalog Manufacturer EPSON = 12				
FA0000473900	G	IU	E94304	PERS COMP	GATEWAY E-2000J	GATEWAY	1080315	729090309		HARRIS R	MP-500 -09 -6900E	
FA0000464700	G	IU	E94304	PERS COMP	GATEWAY E-2000D	GATEWAY	1080315	729013609		SULLIVAN K	MP-500 -09 -6900E	
FA0000730200	G	IU	E94264	PERS COMP	GATEWAY E-2500S	GATEWAY	1080324	70501121370		JAMES M	MP-500 -11 -1100A	
								Total # of items for Catalog Type PERS COMP = 3				
								Total # of items for Catalog Manufacturer GATEWAY = 3				
FA0000415700	G	IU	E94337	PERS COMP	HP COMPAQ DC7600	HEWLETT PACKARD	EN202UT	726903419		NETWORK	MP-500 -11 -3PRM	
								Total # of items for Catalog Type PERS COMP = 1				
FA0000474400	G	IU	E96265	PRINTER-U	HP BUSINESS INKJET 2800	HEWLETT PACKARD	C8174A	860130161		HARRIS R	MP-500 -14 -1400D	
FA0000476500	G	IU	E96265	PRINTER-U	HP BUSINESS INKJET 2800	HEWLETT PACKARD	C8174A	NONE		SHARED	MP-500 -09 -6900C	

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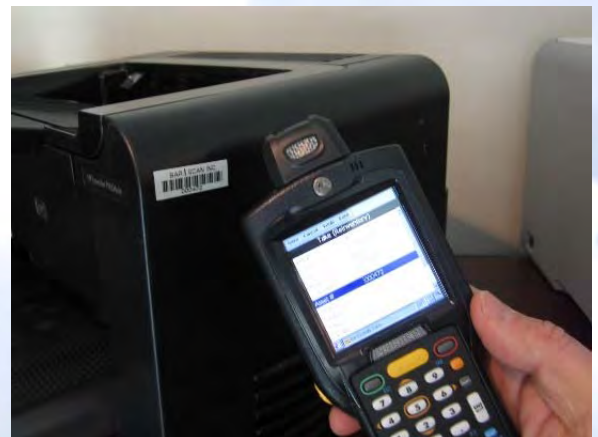
Bar|Scan® Asset Inventory

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

- Bar|Scan® 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 most Microsoft® Windows Mobile or Windows® CE handhelds, not just one or two. Choose the right hardware for your unique environment, not just one vendor's offering. Bar|Scan supports Wi-Fi and RFID ready devices.
 - 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

In addition to the Single User version of the system, Bar|Scan can also operate on a Local Area Network allowing an unlimited number of multiple users to concurrently access and edit all data. Can also operate on a Wide Area Network with sufficient bandwidth. We can also work within like Microsoft Remote Desktop or Citrix XenApp. Cloud Options such as Microsoft Azure are also available. Unlike other 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, such as firm with nationwide offices. 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 Pocket PC based bar code reader. When this information is uploaded to Bar|Scan and moved to the asset file, 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 displays the 'Assets-DEMOCO' application window. The main title is 'Asset table using Set (SYSTEM) ASSET #'. Below this, there are tabs for 'Browse', 'Edit', and 'Udf'. The 'Browse' tab is active, showing a form for asset details. The form includes fields for Asset # (FA0000225600), Catalog # (EC 4252), Catalog Type (PERS COMP), Catalog Description (HP Z620 WORKSTATION), and Manufacturer (HEWLETT PACKARD). There are also fields for Quantity (1), Prior Label, and various depreciation settings like Method (SL), Life (# Periods) (60), Start Date (5/1/2010), and Period Start Date (8/1/2012). A table at the bottom shows the 'Asset Location History' with columns for RegionBldg, Floor/Room, Room Tag, Inventor, Inventory Date, Inventory Time, Reference Work, and Comments. The table contains three rows of data for asset MP 500.

RegionBldg	Floor/Room	Room Tag	Inventor	Inventory Date	Inventory Time	Reference Work	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
MP	500 11	1100F		ASHK	11/19/2012	14:11:00		COMPUTER OPE



Bar|Scan® Modules

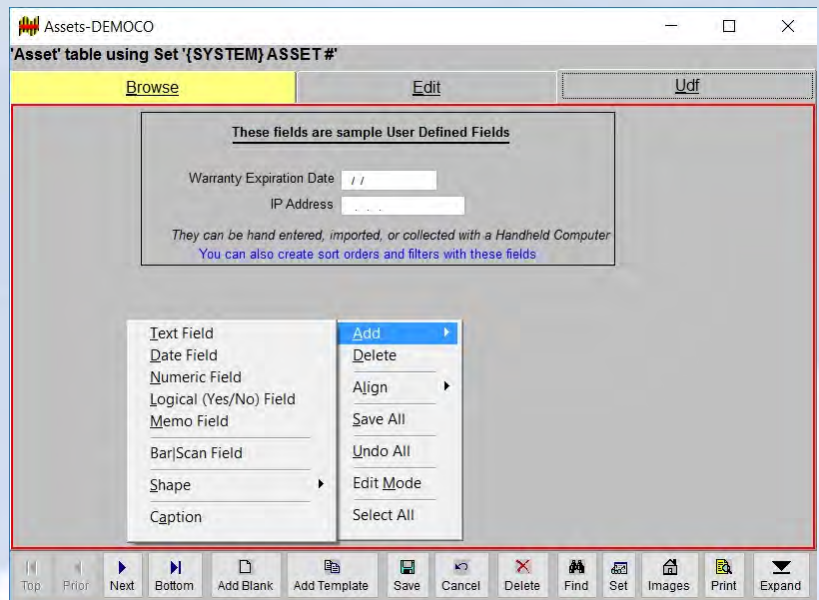
More Optional Modules

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 Pocket PC based bar code reader.



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. Images can be associated with any field. This module also manages the handheld signature capture feature. Images can be printed on Bar|Scan reports. Bar|Scan can read and store many different popular graphic formats.



Bar|Scan[®] Features

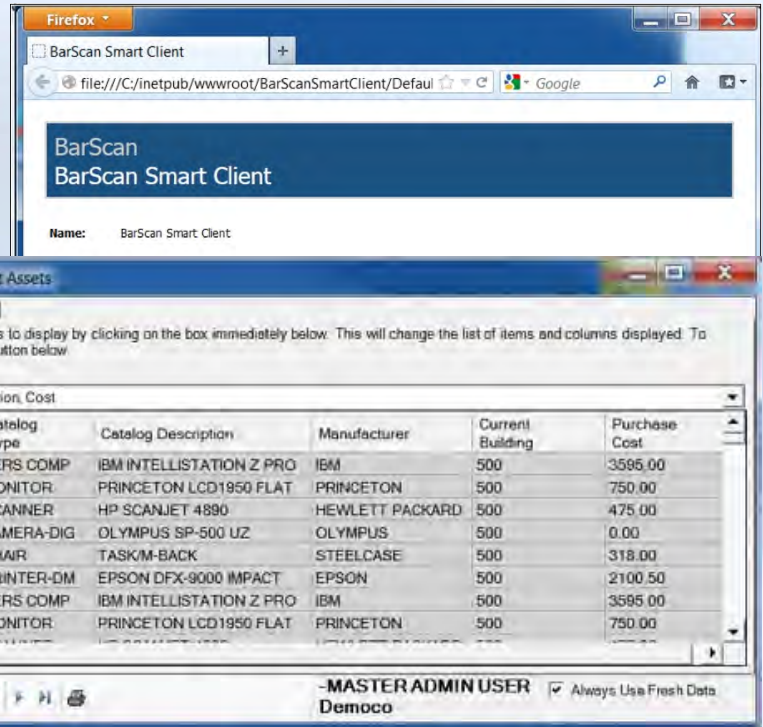
More Bar|Scan Features

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.



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 just 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[®] 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, NY, and Washington, D.C.

Optional Services

- Provide reports that reflect all reconciliations including additions, transfers, and retirements to support customer's Financial Statements and work with customer staff throughout the project to ensure that the valuation and inventory work is in compliance with accounting standards
- Import your existing computer asset database of configurations and software licenses
- Develop and draft property manual to incorporate customer's processes and procedures regarding fixed assets
- Regular updates of your completed asset inventory

Personal Computer Hardware Requirements

Any Microsoft Windows based PC or Surface Pro with Windows XP SP2 or newer (including Windows 10) and USB port or Wi-Fi connectivity to synchronize with a handheld can run Bar|Scan. Handheld communications requires TCP/IP.

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



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