

EQUIPMENT INVENTORY MOBILE APPLICATION

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About the New Equipment Inventory Mobile Application:

The new version of the Equipment Inventory mobile application for iOS devices (iPad & iPhone) is available for download starting on 05/06/2016. The application provides ECN and RFID Inventory and RFID Enrollment functions. It has offline mode which provides the benefit of allowing users to inventory items even when they are out of Wi-Fi range.

Installation:

All iOS Equipment Inventory mobile application users are required to upgrade to version 2.0.0 or higher. Go to the NASA App Store at <https://apps.nasa.gov/> and download Equipment Inventory at <https://apps.nasa.gov/content/equipment-inventory>. If your iOS device is version 9 or higher and you receive an “Untrusted Enterprise Developer” message, you must enable NASA applications on your device by going to Settings > General > Profiles > NASA and select “Trust NASA.”

Login Instructions:

1. The user must have a valid SAP Inventory team or Inventory manager role in order to execute the Equipment Inventory mobile application.
2. There must be an open Inventory Campaign for the sub installation prior to downloading buildings/rooms.
3. If the user has only one SAP sub installation role, the application will default to the open Inventory Campaign for that sub installation.
4. If the user has more than one SAP sub installation role, they will have to choose the sub installation that has an inventory campaign open.

Login and Working Online:

The first time the application is executed the user must be connected to NASA secure Wi-Fi and should perform the following steps:

1. Logon with AUID and password.
2. Users have to create a 4-digit PIN upon initial logon. Returning users should enter the PIN at log in.
3. Select a sub installation for an open Inventory Campaign, if applicable.
4. Download buildings/rooms to the iOS device. At any point the user is online, they can update the buildings and rooms on the mobile device by selecting “Download Bldg./Rooms.”
5. Buildings and rooms for the sub installation will be loaded to local storage from SAP.
6. Select a Building, then select or enter the Room. The “ECN” Tab will display.
7. Select “Bluetooth ECN Scan,” “Camera ECN Scan” or “Manual ECN Entry” to enter the ECN.
8. For RFID scanning, select the “RFID” Tab and the RFID entry screen will display.

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9. For RFID Enrollment (Enroll/Inventory), select the “Enroll” Tab and the Enroll entry screen will display.

Points to remember:

1. *ECN (Barcode), RFID inventory and Enrollment data will be saved to local file on the mobile device instead of being automatically uploaded to SAP.*
2. *The user will need to manually upload Enrollment and Inventory data.*
 - a. *To upload Enrollment data only, the user will select the ‘Upload Enrollment’ button from the “Enroll” Tab.*
 - b. *To upload both Enrollment and Inventory the user will select the ‘Upload Local Storage’ button from the “Setup” Tab.*
3. *The user will be required to enter a PIN if a time out has occurred (5 minutes since log on or activity with the server).*
4. *Sometimes, the keyboard does not display to enter a PIN. If users encounter such an issue the application will need to be restarted.*

Login and Working Offline

Once the sub installation and buildings/rooms have been downloaded to the iOS device, the user will have the ability to inventory equipment even when they are disconnected from the NASA secure Wi-Fi. The user will be prompted to follow steps 6 – 9 listed in the **Login and Working Online** section.

Points to remember:

Before working offline with the Equipment Inventory mobile application for the first time, the iOS device should be connected to a NASA secure Wi-Fi in order to download buildings and rooms from SAP to local storage on the device. When working offline the following information will be stored in the phone:

- *User’s sub-installation.*
- *All buildings associated with the sub-installation.*
- *Rooms where equipment have been assigned for the sub-installation.*
- *New Rooms can be added as required.*

Data Upload and Uploaded Details

1. The user has to select the “Upload Enrollment” or “Upload Local Storage” button.
2. When selecting the “Upload Local Storage”, the Enrollment data will be uploaded first, followed by the Inventory data upload.
3. Upon choosing “Yes” to continue with the upload, the data will be packaged (max 100 records per package) and transmitted to the Inventory Queue Manager (IQM). This process will continue until all stored data have been processed. The IQM data is

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displayed to users via the “Inv” tab located on the Equipment website (<https://equipment.nasa.gov>).

4. If the upload is successful, a pop-up will display the number of records uploaded. After the successful upload, the transmitted data will be removed from local storage on the iOS device and the *Saved Enrollments* and *Saved Inventories* displays will be updated.
5. If the mobile application does not display the “Upload Complete” message then the saved data will remain in local storage. The user can select the select the “Upload Enrollment” or “Upload Local Storage” button to resend the data later.
6. If there is a transmission error or the iOS device goes out of Wi-Fi range before the packet status is received, the data will remain on the local storage of the iOS device. This will ensure that no data is lost and provides the ability to upload the local storage at a later time.

Note: All enrollment and inventory data will be stored on the iOS device until it is transmitted to SAP. When working online the data will be transmitted to SAP only by selecting the **UPLOAD ENROLLMENT OR UPLOAD LOCAL STORAGE BUTTONS**.

Storage Maintenance (For Building/Rooms and Local Storage)

Storage Maintenance

Upon selection of the “Storage Maintenance” button the users will be directed to a separate maintenance screen that contain “View Local Storage,” “Remove Local Storage,” and “Remove Buildings/Rooms” options.

View Local Storage

Users will be able to view the data in local storage by selecting the “View Saved Scans” button. The “Inventory” sub-tab will default and display the Inventory list. The user will select the “Enrollments” sub-tab for the Enrollment list.

Inventory list: The inventory list will be sorted with most recent scan first (Date/Time) and display the Tag# (ECN or RFID) scanned, Building, Room and Date/Time (MM/DD/YY HH:MM).

Enrollment list: The enrollment list will be sorted with most recent scan first (Date/Time) and display the scanned ECN, scanned RFID Tag, and Date/Time (MM/DD/YY HH:MM).

Remove Local Storage

Users will be able to remove the Enrollment and Inventory data in local storage from the device by selecting “Remove Local Storage” button.

Note: The enrollment and inventory data will automatically be removed following successful uploads. Removing the local storage prior to the upload will result in **permanent loss** of the data from the device.

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Remove Building/Rooms

The locally stored buildings and rooms can be removed from the device by selecting the “Remove Buildings/Rooms” button.

Note: Users will be unable to inventory or enroll until they have downloaded building and room data for an appropriate sub-installation.

Logging Out of the Application

Logging out of the application can be accomplished by selecting the “Logoff” button from the “About” screen or closing the application on the iOS device.

Tips and Techniques

Updating the User on Mobile Device

Re-Authentication will be required when the User updates their Launchpad password or a new User needs to log into the mobile application. The User must be connected to the NASA secure Wi-Fi.

1. Close the Equipment Inventory Application (if it is open).
 - a. Press the Home button two times quickly. You'll see the mobile Equipment Inventory application.
 - b. Swipe up on the Mobile Equipment Application.
2. Start the Equipment Inventory Application.
3. If the Logon screen does not display, select ‘Forgot Pin’.
4. The ‘About Mobile Inventory’ screen provides the Current User information.

Working Offline with Launchpad PIN Entry

In order to work offline the mobile application “Retain Password” must be set to on. This allows the User to enter the mobile application with the Launchpad PIN that was established during authentication.

1. Select the “Preference” button on the lower right corner of the Logon screen.
2. Ensure “Retain Password” is on.

Scanners

Bluetooth ECN Barcode Scanning

When using the connected Bluetooth scanners such as Scan fob or Socket Mobile, click the scan button on the Bluetooth scanner.

Bluetooth TSL 1128 ECN Barcode Scanning

1. To initiate the ECN Barcode Scan, double-click the TSL trigger (press then release then press and hold the trigger button). Red laser crosshairs will be displayed and should be aimed at the barcode.
2. When the ECN is acquired, the crosshairs go away and the trigger button can be released. *The timing sequence of the trigger pulls to get the crosshairs are determined by the TSL device and may require practice to consistently achieve the desired result.*

Note: OMNI tags should only be scanned from the RFID Tab.

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Bluetooth TSL 1128 RFID Scanning

1. To initiate a RFID Scan, press and hold the TSL trigger. The Reader will continue to scan while the button remains pressed. A slight 'buzz' can be felt once all RFID tags within range have been scanned.
2. Release the trigger button.

Note: Do not attempt barcode scans or double-click the TSL trigger during RFID scanning – it will be incorrectly flagged as an ECN Barcode Scan.

ECN Tab

The user will select the "Bluetooth ECN Scan" button for the ECN Barcode Scan. When uploaded, SAP will update the scanned ECN and process the inventory as a "Mobile" barcode scan.

RFID Tab

The user will perform an RFID scan. When uploaded, SAP will take the RFID scan and update the associated ECN and process the inventory as an "RFID" scan. *Performing an ECN barcode scan from the RFID tab will create an overage, since the scan will not have associated ECN.*

Enroll Tab

The user will enter the ECN (manually or ECN Barcode Scan) and scan the RFID tag. The Enroll upload will update the RFID tag on the ECN. The Inventory upload will process the inventory as an "RFID" scan.

TSL 1128 Keyboard Override

When scanning with the TSL 1128 reader, the keyboard will be disabled for approximately one minute. To immediately enable the keyboard, turn Bluetooth off. To begin scanning again, just turn Bluetooth on.