FDL Inventory Database

Computer Hardware Inventory Database System
Version 1.2

USERS GUIDE

FIELDING DATA LABS
SOFTWARE AND CONSULTING SERVICES

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September, 1997

This manual describes how to use the FDL Inventory database program.

Part Number: ID-12P1

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How To Reach Us:

For sales and technical assistance, please call 24 hours:

(714) 288-0819

Or send email to:

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System Requirements

The following table describes the system requirements for the FDL Inventory database software.

Category	Requirement
Hardware	Minimum 80486DX2/66 microprocessor.
	VGA, or higher resolution, video display adapter.
	Hard disk drive or network drive with 10 MB minimum free hard disk space.
	High density 3.5-inch floppy disk drive.
	Mouse or other pointing device.
Memory	8 MB RAM minimum
Software	Microsoft Windows Windows 95 / NT.
	Microsoft Access v2.0 (for Ad-Hoc Reporting capability)

Adhering to at least the minimum recommendations listed above will ensure adequate database performance.

Terminology Overview

This section gives the user a brief description of basic Windows terminology.

Windows basic terminology

Clicking on an item - Move the mouse so the pointer on the display points to a specified object or text, then press and release the left (or right in some instances) button on the mouse.

Double-clicking on an item - Move the mouse so the pointer on the screen points to a specified object or text, then press and release the left button on the mouse twice in rapid succession.

Button - an option within a window (or screen) which performs actions. To select the option, click once on the button. Without a mouse, to select the option, hold down the ALT key and press the key corresponding to the letter underlined on the button.

Pointer - The arrow shaped cursor on the screen that follows the movements of the mouse. It indicates which area of the screen will be affected when you press a button on the mouse. The pointer changes shape to an I-beam character when positioned over an active edit field.

Insertion Point - In an edit field, it is a vertical line (usually blinking) which indicates where text will be inserted when you type.

Window or Screen - Within the Lighting Audit Database, each type of display is presented within a rectangular box called a window or screen. Several screens may be open at one time. You can move some screens, however, no screens can be re-sized within the database system.

Drop Down List Box - Designated by a down arrow square to the right of the box. Click on the down arrow or press ALT+DOWN ARROW to drop down a list of available selections.

Moving Between Fields - Using the mouse, click on the desired field. Or, press the TAB key to move to the next field and SHIFT+TAB to move to the previous field. The up and down arrow keys are used to move up and down within a field or option category.

Scrolling List Boxes - A vertical scroll bar is the gray bar located on the right side of the list box or drop down list box that can be scrolled up and down. Click on the up or down arrow (called scroll arrows) within the scroll bar to scroll up or down one line. Click directly on the scroll bar before or after the position block to jump up or down a full page, respectively.

Moving A Screen - Move the pointer to the title bar at the top of the screen and click and hold down the left (or sometimes right) mouse button while you move the mouse to drag the outline of the window to the desired location. Then, release the mouse button.

Grayed Text Or Objects - Grayed text or objects indicates that the text or object is not currently available, or is not currently activated.

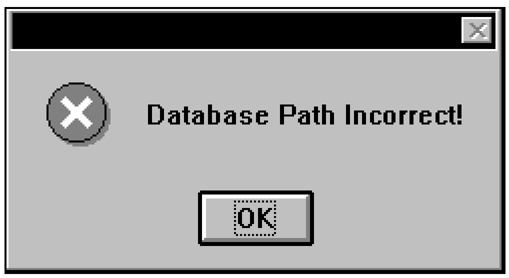
Getting Started

Starting The Database For The First Time

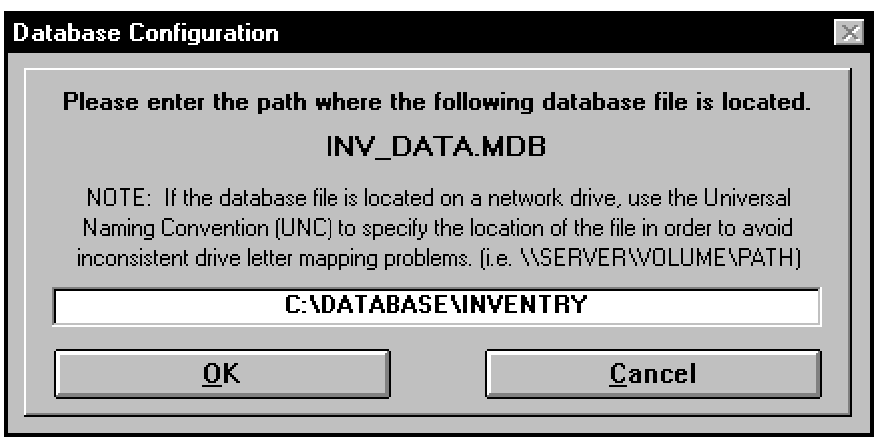
Unless otherwise changed during setup, complete the following to run the FDL Inventory Database.

Start Button Programs FDL Inventory Database V1.2 FDL Inventory V1.2

The first time the Inventory Database is started, the following message may appear:



This message will appear if the system was installed on a drive or directory other than ‘C:\DATABASE\INVENTRY’. After pressing the ‘OK’ button on this message, a form will appear prompting for the correct drive and path to the ‘INV_DATA.MDB’ database file.



At this point, the user will need to provide the correct drive and path to where the FDL Inventory database has been installed.

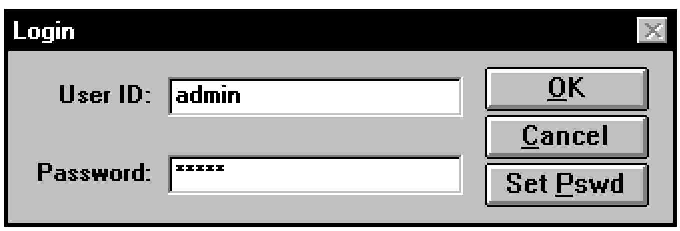
PLEASE NOTE: This facility does not support long directory names. Please use the MS-DOS compatible directory name.

This facility DOES support UNC naming conventions. This means that if the database has been installed on a network server, you would probably want to link the database in the format '\\SERVER_NAME\VOLUME or SHARE NAME\PATH'. This allows different workstations on the network to access the database utilizing different mapped drive letters.

Pressing 'OK' will then first, verify the path entered, and then second, re-attach the tables from the 'INV_DATA.MDB' file to the 'INVENTRY.MDB' file.

If the 'Database Path Incorrect' message continues to appear even after the correct path has been entered, it may mean that the INV_DATA.MDB file has been corrupted. At this point the inventory system should be closed and the 'FDL Inventory Repair' program should be run against the system.

Logging In For The First Time

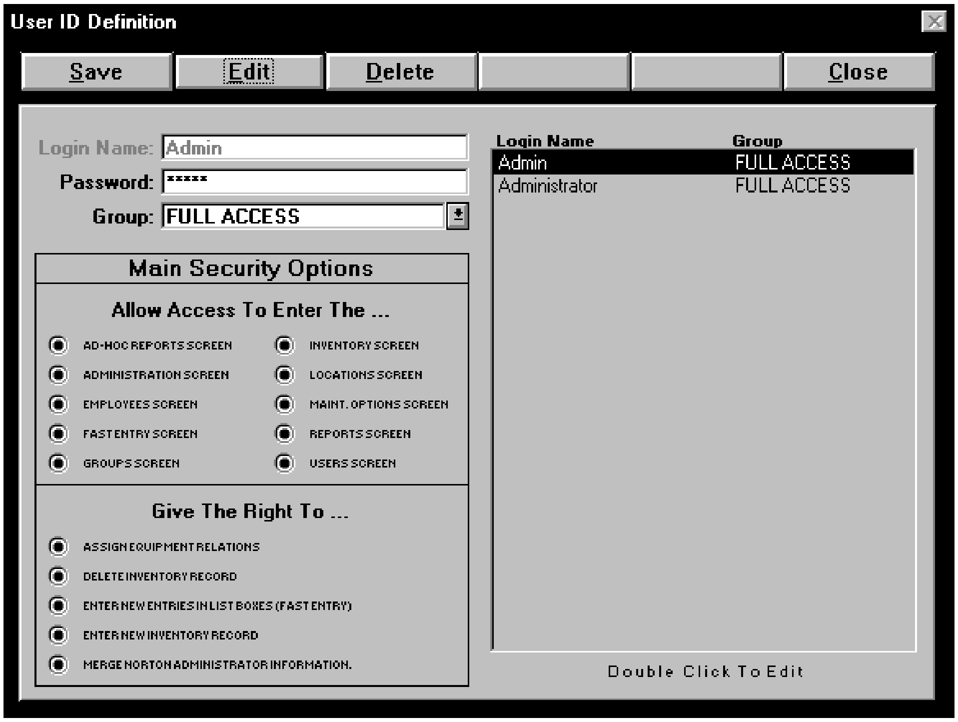


The first time the database is run, the following Login Name and Password should be used.

LOGIN NAME: admin
PASSWORD: admin

The FDL Inventory database will start with full security privileges under this login ID.

Setting Up Database Users



Complete the following steps to set up login names and security assignments for each user of the Inventory Database:

1. From the Main Menu, enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the Configure Login Names Screen by pressing the ‘Configure Login Names’ button on the Administration Menu.

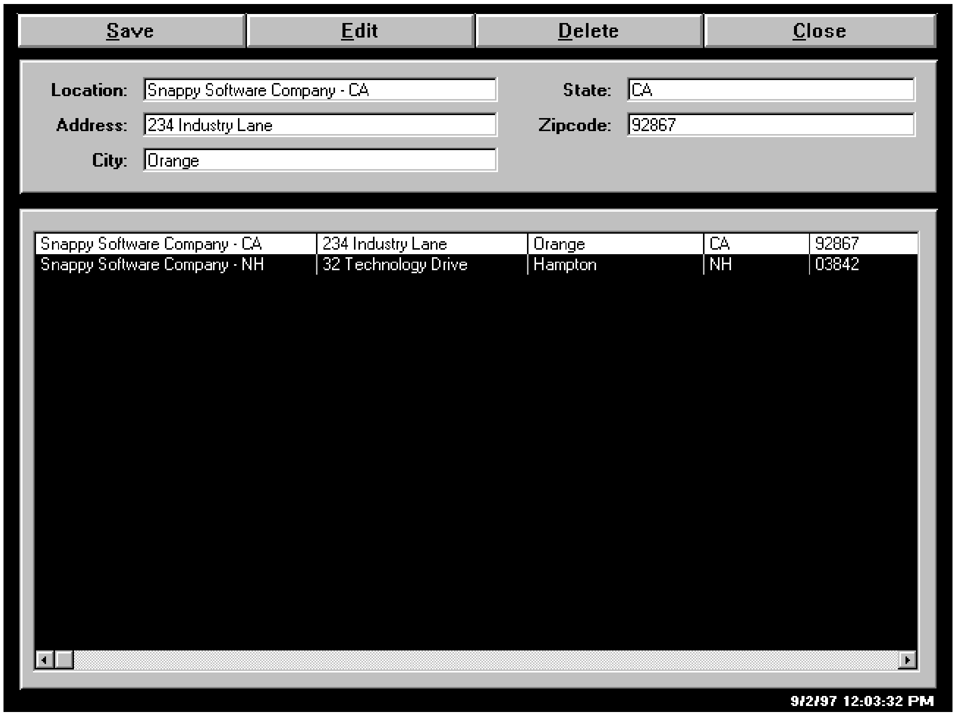
3. Type in a new login name and password, select the desired security group assignment, and then select all of the desired options on the lower half of the screen.

4. Press the save button to save the new login name.

It is advisable to either create a new Login Name and delete the ‘administrator’ ID, or to change the ‘administrator’ ID password in order to secure the Inventory Database.

Setting Up The Location Records

A Location record is the business name and address information corresponding to the actual location of an inventory item. Locations are not input into an inventory record, rather, they are chosen from a drop down list box. In order to have the choices available when inventory records are input, the Locations must be previously input into the Locations table via the ‘Administration Menu’.



Complete the following steps to add, edit, or delete a location record:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

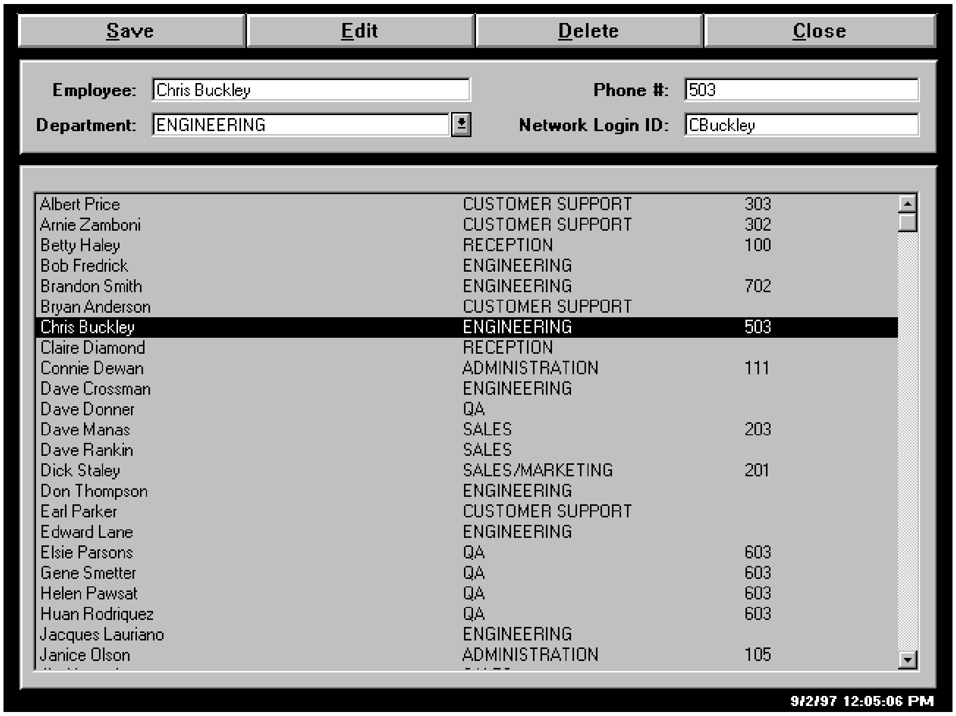
2. Enter the Configure Locations screen by pressing the ‘Configure Locations’ button on the administration menu.

3. Add, edit, and delete location records as necessary.

   Note: A location record that is currently assigned to an inventory record cannot be deleted, however, it can be edited.

Setting Up The Employee Records (equipment users).

The employee records are the users of the inventory equipment that are being tracked by the Inventory Database. Employees are not input into an inventory record, rather, they are chosen from a drop down list box. In order to have the choices available when inventory records are input, the Employees must be previously input into the Employees table via the ‘Administration Menu’.



Complete the following steps to add, edit, or delete an employee record:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the ‘Configure Employees’ screen by pressing the ‘Configure Employees’ button on the administration menu.

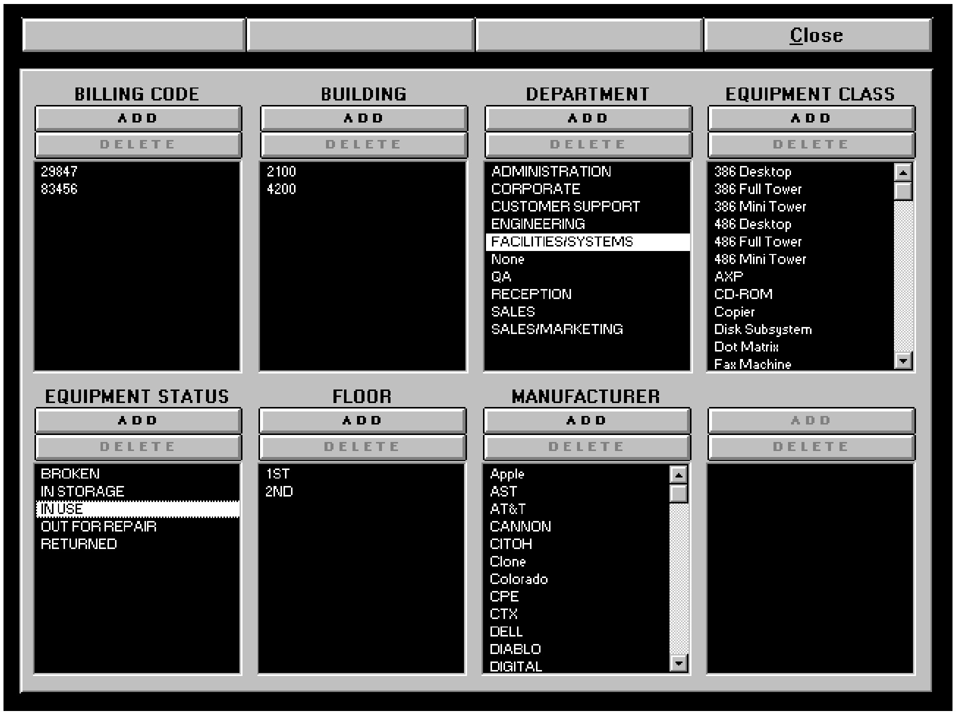
3. Add, edit, and delete employee records as necessary.

   Note: An employee record that is currently assigned to an inventory record cannot be deleted, however, it can be edited.

Setting Up The ‘Fast Entry’ Fields

‘Fast Entry’ fields are select inventory fields that usually hold a specific set of data. Instead of typing the data in for each record, it is possible to pick the data from a drop down list box, speeding up inventory entry.

‘Fast Entry’ data can be added prior to inventory input, or it can be added while actually inputting the inventory records into the database.



Complete the following steps to add, or delete ‘Fast Entry’ data:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the Configure Fast Entry screen by pressing the ‘Manage Fast Entry Tables’ button on the administration menu.

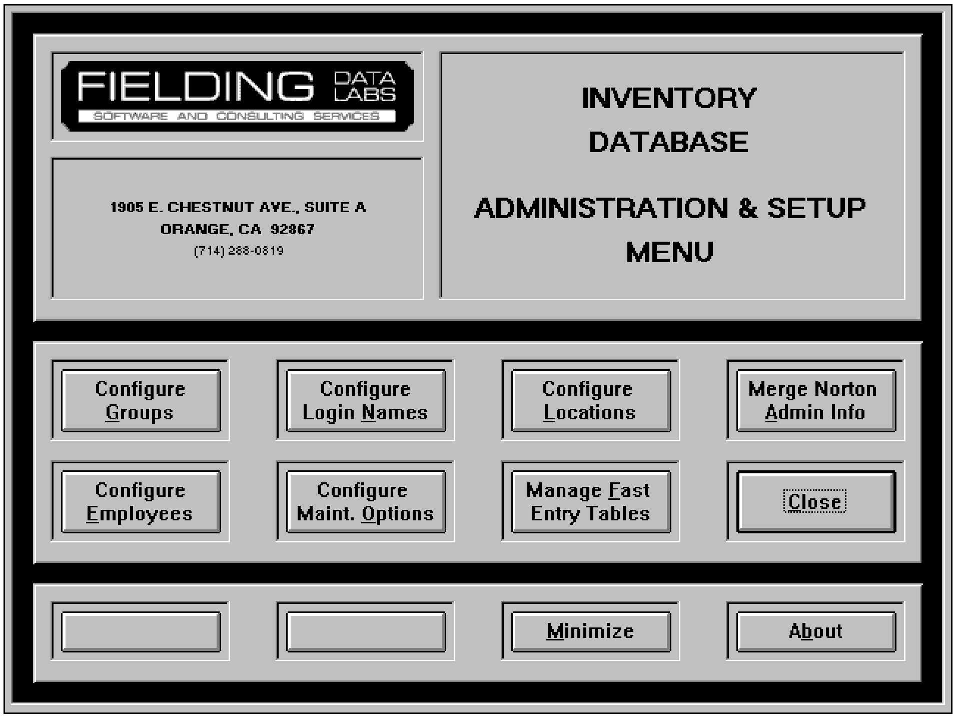
3. Add or delete fast entry data as necessary.

The Inventory Database is now ready for use!

Administration

Administration Menu

The Administration Menu is where the initial setup and maintenance of the overall database configuration is performed.

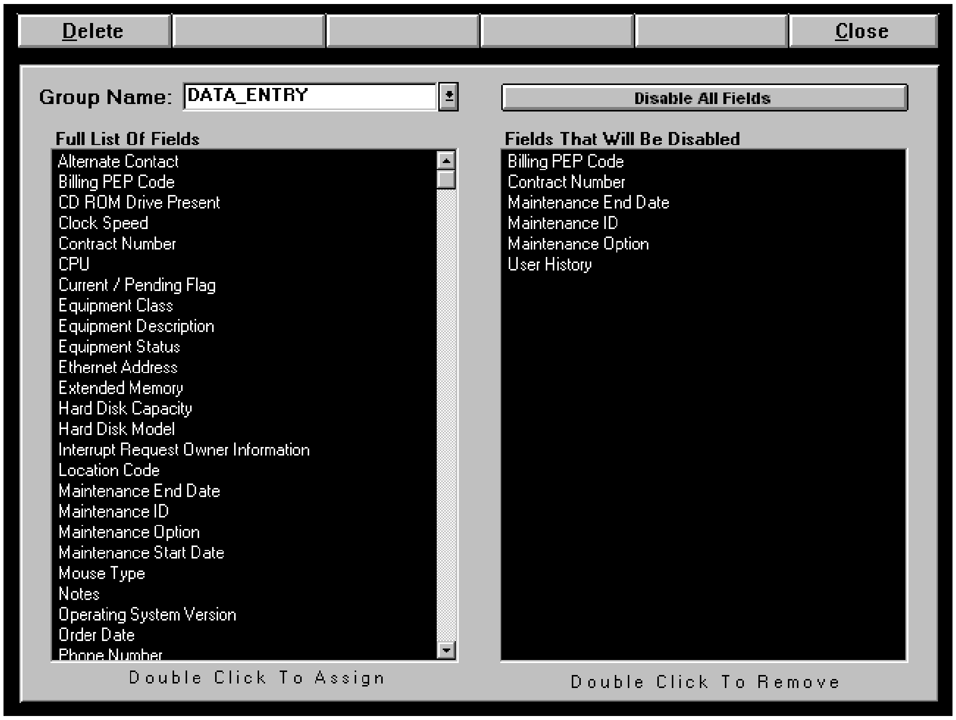


Such configuration consists of:

1. Read-only access groups
2. Database login names
3. Database security
4. Locations
5. Employees
6. Managing ‘Fast Entry’ data
7. Merging a Norton Administrator for Networks file with the current inventory records.

Configuring Groups

A Group is a field or set of fields in the database that, when assigned to a login name, restricts the field(s) to read only access. This allows the database administrator to prevent certain users from updating certain fields in a database record.



There are two groups that are pre-defined in the database and cannot be deleted. They are:

1. FULL ACCESS: Allows the user to have full write access to all of the fields in the Inventory database.

2. NO ACCESS: All fields in the inventory database will be read-only.

Other groups may be created if the administrator wishes to restrict a user from updating certain fields.

Creating A New Group

Complete the following steps to create a new group:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the Configure Groups screen by pressing the ‘Configure Groups’ button on the administration menu.

3. Type in a new group name in the ‘Group Name’ field and press enter.

At this point, the two list boxes will be enabled allowing the addition or deletion of fields from the new group.

If no fields are entered on the ‘Fields That Will Be Disabled’ list box, the group will be deleted once the user has exited the groups screen.

Adding Fields To A Group

Complete the following steps to add a field to a group:

1. Locate the field you want assigned as read-only in the list box on the left hand side of the screen.

2. Double click on the field to add the field to the list box on the right hand side of the screen. This field has now been assigned to the group as read-only.

   TIP: If there will be more fields assigned as read-only than not, press the ‘Disable All Fields’ button first to disable all of the fields, then remove the fields that you want the group to have access to.

Removing Fields from a Group

Complete the following steps to remove a field from a group:

1. Locate the field you want to remove in the list box on the right hand side of the screen.

2. Double click on the field to remove it from the list box on the right hand side of the screen.

Deleting a Group

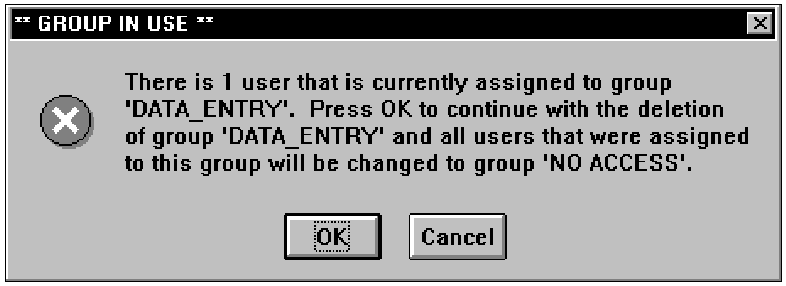
Complete the following steps to delete a group:

1. Choose the desired group from the ‘Group name’ list box.

2. Press the ‘Delete’ button.

3. A message appears confirming your request. Press ‘Yes’.

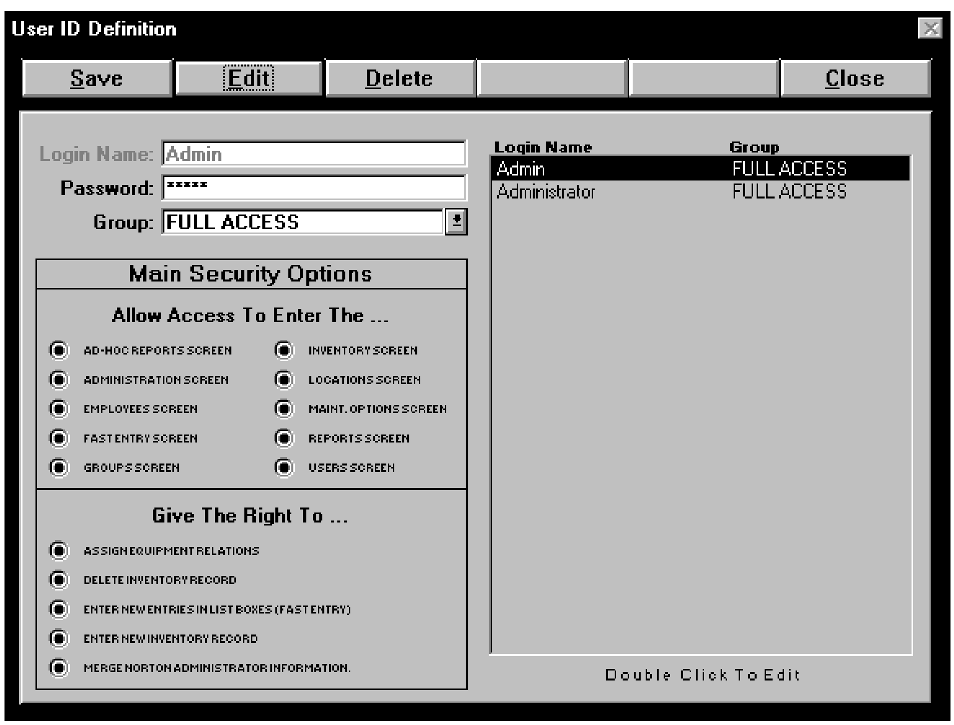
   At this point the system will verify that there are no users currently assigned to the group that is being deleted. If there are, then the following message will appear.



4. Repeat steps 1 through 3 for any additional groups that need to be deleted.

Configuring Login Names

A login name is an ID that a person uses to login to the Inventory Database. The database administrator assigns database rights to the login name in order to control what the person can (or can’t) do while in the database.



Creating A New Login Name

Complete the following steps to create a new login name:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the Configure Login Names screen by pressing the ‘Configure Login Names’ button on the administration menu.

3. Type in a new login name in the ‘Login Name’ field.

4. Type in a password if desired in the ‘Password’ field.

5. Assign a read-only field group to the new Login Name by selecting one from the ‘Group’ drop down list box.

   Note: Assigning ‘FULL ACCESS’ will give the user read / write access to all fields in the database, and assigning ‘NO ACCESS’ will give the user read-only access to all fields in the database.

Assigning Security Options To A Login Name

The following are definitions for the different security options that can be assigned to a Login Name.

Allow Access To Enter The...

1. Ad-Hoc Reports Screen

   Choosing this option will enable the ‘Ad Hoc Reports’ button on the main menu. Ad-hoc reporting allows the database user access to the database container, and consequentially, full access to the database program itself.

   Care should be taken as to who has this right.

   PLEASE NOTE: You MUST be running FDL Inventory database with the FULL version of Microsoft Access v2.0 in order to take advantage of the Ad Hoc Reporting feature. The ‘Ad Hoc Reports’ feature is not available under the MS Access Runtime Engine, which is distributed with the shareware version of this program.

2. Administration Screen

   Choosing this option will enable the ‘Administration’ button on the main menu. This will allow the database user to access the administration screen for database setup.

   The administration menu will still be disabled until other security options are selected. Those options are listed below.

3. Employees Screen

   Choosing this option will enable the ‘Configure Employees’ button on the administration menu. This will allow the database user to add, edit, and delete employee records from the database.

   The ‘Administration Screen’ option must also be selected in order for the database user to take advantage of this right.

4. Fast Entry Screen

   Choosing this option will enable the ‘Manage Fast Entry Tables’ button on the administration menu. This will allow the database user to add or delete records from the fast entry tables.

   The ‘Administration Screen’ option must also be selected in order for the database user to take advantage of this right.

5. Groups Screen

   Choosing this option will enable the ‘Configure Groups’ button on the administration menu. This will allow the database user to add, edit, or delete security groups.

   The ‘Administration Screen’ option must also be selected in order for the database user to take advantage of this right.

6. Inventory Screen

   Choosing this option will enable the ‘Inventory’ button on the main menu. This will allow the database user to enter the inventory screen in order to access inventory records.

7. Locations Screen

Choosing this option will enable the ‘Configure Locations’ button on the administration menu. This will allow the database user to add, edit or delete location records.

The ‘Administration Screen’ option must also be selected in order for the database user to take advantage of this right.

8. Maint. Options Screen

   Choosing this option will enable the ‘Configure Maint. Options’ button on the administration menu. This will allow the database user to add, edit or delete vendors and their related maintenance options.

   The ‘Administration Screen’ option must also be selected in order for the database user to take advantage of this right.

9. Reports Screen

   Choosing this option will enable the ‘Reports’ button on the main menu. This will allow the user access to all of the pre-defined reports in the Inventory database. The database user will be able to preview, run, or create an Excel spreadsheet from the reports.

10. Users Screen

    Choosing this option will enable the ‘Configure Login Names’ button on the administration menu. This will allow the database user to add, edit, and delete database users.

    Note: Giving a database user this access allows the user to have FULL and COMPLETE access to the inventory database. In essence, the user now has administrator privileges.

    The ‘Administration Screen’ option must also be selected in order for the database user to take advantage of this right.

Give The Right To ...

1. Assign Equipment Relations

   Choosing this option will enable the ‘Equipment Relations’ button on the inventory screen. This will allow the database user to be able to assign and remove relations between inventory records.

The ‘Inventory Screen’ option must also be selected in order for the database user to take advantage of this right.

2. Delete Inventory Record

   Choosing this option will enable the ‘Delete’ button on the inventory screen when an inventory record is active. This will allow the user to delete an inventory record permanently from the database.

   The ‘Inventory Screen’ option must also be selected in order for the database user to take advantage of this right.

3. Enter New Entries In List Boxes (Fast Entry)

   Choosing this option will allow the user to add data to the fields that support fast entry. If you do not choose this option, the user will not be prompted to add a new value to the list box.

   The fields that support fast entry are:

   - Billing Code
   - Building
   - Department
   - Equipment Class
   - Equipment Status
   - Floor
   - Manufacturer

4. Enter New Inventory Record

   Choosing this option will enable the ‘New’ button on the inventory screen. This will allow the user to begin a new inventory record.

   The ‘Inventory Screen’ option must also be selected in order for the database user to take advantage of this right.

5. Merge Norton Administrator Information

   Choosing this option will enable the ‘Merge Norton Admin Info.” button on the administration menu. This will allow the database user to merge a delimited text file created by The Norton Administrator For Networks with the existing inventory records.

The 'Administration Screen' option must also be selected in order for the database user to take advantage of this right.

After all of the desired security options have been chosen, press the 'Save' button to save the new Login Name.

Editing a Login Name

Complete the following steps to edit an existing login name:

1. Enter the Administration Menu by pressing the 'Administration' button on the Main Menu.

2. Enter the Configure Login Names screen by pressing the 'Configure Login Names' button on the administration menu.

3. Select the desired login name for editing by clicking on the name in the list box.

4. Press the 'Edit' button to allow for editing (or just double click directly on the name).

5. Make the desired changes.

   Note: The 'Login Name' field will be unavailable for editing if that is the currently logged in name.

6. Press the 'Save' button to save the changes.

Deleting a Login Name

Complete the following steps to edit an existing login name:

1. Enter the Administration Menu by pressing the 'Administration' button on the Main Menu.

2. Enter the Configure Login Names screen by pressing the 'Configure Login Names' button on the administration menu.

3. Select the desired login name for editing by clicking on the name in the list box.

4. Press the 'Delete' button to delete the login name.

Note: The database will not allow the deletion of the login name that is currently in use. To delete this name, the user must login under a different name first. This is a safeguard against accidentally deleting all of the login names from the database and therefore locking all users out.

However, care must be taken to always leave at least one user with 'Administration' and 'Configure Login Names' rights.

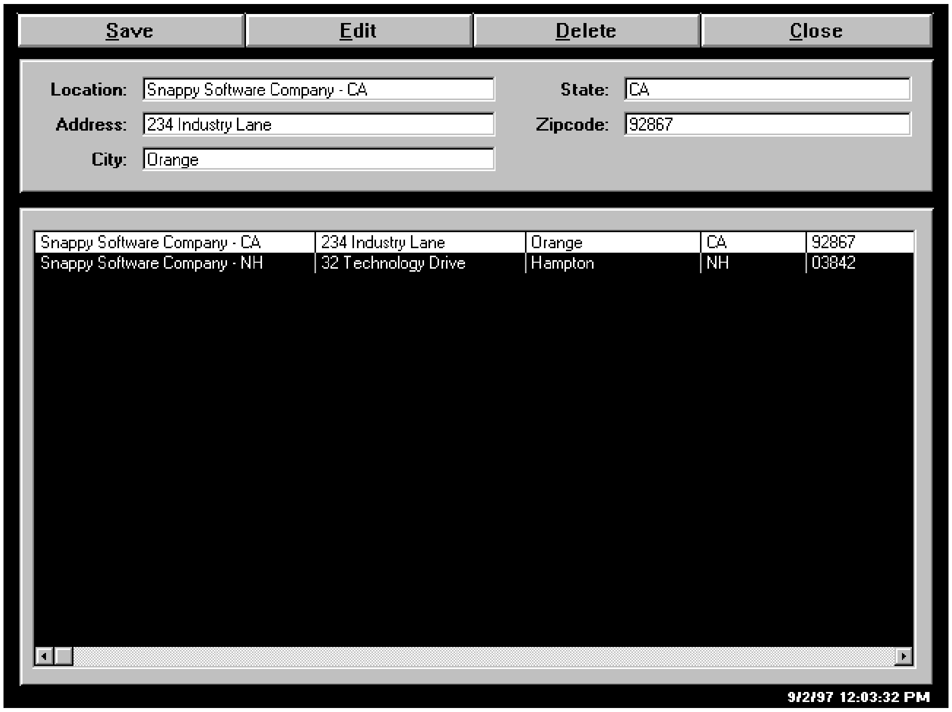
Viewing Login Name Rights

It is possible to quickly view user rights by simply clicking on the login name in the list box. When a login name is selected in this fashion, the security rights will appear in a read-only state on the right side of the screen. In order to actually edit those rights, the editing procedure explained above must be followed.

Configuring Locations

A location record is a physical location that is assigned to an inventory record designating the actual location of that particular inventory item.

The locations can be business sites, individual buildings, or even individual sections of a building. The location record was intended to be a business site consisting of the location name, address, city, state, and zip code. There are additional fields on the inventory form below the location fields to specify the building, floor, and room that the equipment resides in.



Creating a New Location Record

Complete the following steps to create a new location record:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the Configure Locations screen by pressing the ‘Configure Locations’ button on the administration menu.

3. Type in the location name, address, city, state, and zip code of the location.

4. Press the ‘Save’ button to save the location record.

The location record is now ready to be assigned to an inventory record.

Editing an Existing Location Record

Complete the following steps to edit an existing location record:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the Configure Locations screen by pressing the ‘Configure Locations’ button on the administration menu.

3. Select the desired location record in the list box located on the lower half of the screen by clicking directly on the record.

4. Press the ‘Edit’ button.

5. Make the desired changes to the location record.

6. Press the ‘Save’ button to save the changes to the location record.

Deleting a Location Record

Complete the following steps to delete an existing location record:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the Configure Locations screen by pressing the ‘Configure Locations’ button on the administration menu.

3. Select the desired location record in the list box located on the lower half of the screen by clicking directly on the record.

4. Press the ‘Delete’ button.

Note: The database will not allow the deletion of a location record if it is currently assigned to an inventory record. Use the search button in the inventory screen to re-assign the records to another location before attempting to delete.

Merging Norton Administrator Information

The Norton Administrator For Networks is a network based inventory system that can collect hardware and software information from workstations. This database has been designed with an automated import procedure to import this additional hardware information and merge it with the existing inventory records.

The data is imported from a comma delimited text file that is created from The Norton Administrator for Networks.

The text file field order is as follows:

1. Last Login Name
2. Station Address
3. CPU
4. Clock Speed
5. Hard Disk 1 Model
6. Hard Disk 1 Capacity
7. Extended Memory
8. Mouse Type
9. OS Version
10. CD-ROM Drive Count
11. Cache Block Size
12. IRQ0 (System Timer) Owner
13. IRQ1 (Keyboard) Owner
14. IRQ2 (Cascade) Owner
15. IRQ3 (COM2/COM4) Owner
16. IRQ4 (COM1/COM3) Owner
17. IRQ5 (LPT2) Owner
18. IRQ6 (Floppy Disk) Owner
19. IRQ7 (LPT1) Owner
20. IRQ8 (Real Time Clock) Owner
21. IRQ9 (Redirected IRQ2) Owner
22. IRQ10 (Reserved) Owner
22. IRQ11 (Reserved) Owner
23. IRQ12 (PS/2 Pointing Device) Owner
24. IRQ13 (Math Coprocessor) Owner
25. IRQ14 (Hard Disk) Owner
26. IRQ15 (Reserved) Owner

See your Norton Administrator for Networks users guide on how to export this information to a comma delimited text file.

The two required fields in the Inventory database that are used to match the import records are:

1. Network Login ID

   This field is configured in the employees screen when adding employee records to the database.

2. Network Address

   This field is entered directly in an inventory record.

Since a network address (MAC address) is confined to the network adapter, the merge procedure will merge the text file data with an inventory record if and only if the network address and network login ID fields match.

For Novell NetWare users, If your network has more than one cabling system and a system unit is moved from one cabling system to another, the inventory record for this system unit must be updated with the new network number in order for the merge to be successfully completed on that record.

Example:

Your network has two cabling systems installed:

11111111 and 22222222

The original system units full network address is:

11111111:00AA00123EC2

The first 8 digits of the address are the network number.
The last 12 digits of the address are the node address that is specific to the network adapter installed in the system unit.

If you move the system unit to the other cabling system, its new address reflected in The Norton Administrator for Networks would be:

22222222:00AA00123EC2

In order for the merge to take place on this record, the user would need to edit the inventory record for this system unit and change 11111111 to 22222222.

Running The Merge Procedure

Complete the following steps to merge a Norton Administrator for Networks delimited text file into the Inventory Database:

1. Create the comma delimited text file from The Norton Administrator for Networks program.

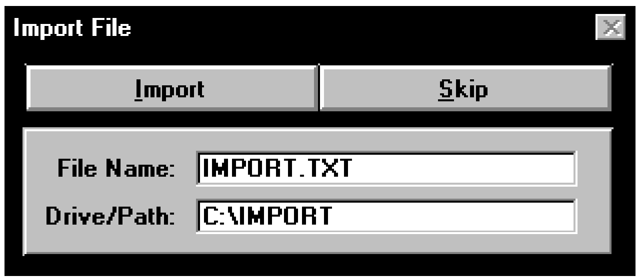
   See your Norton Administrator For Networks users guide on how to export this information to a comma delimited text file.

1. Enter the Administration Menu in the Inventory Database by pressing the ‘Administration’ button on the Main Menu.

2. Press the ‘Merge Norton Admin Info’ button on the administration menu.

3. Press ‘Yes’ to confirm that you want to perform the merge.

4. Type in the comma delimited text file name with the extension that was created by The Norton Administrator for Networks program.



   If a re-merge is desired using a previously created text file, press the ‘Skip’ button and then answer ‘Yes’ to the following prompt. If not, then continue on with step 5.

5. Type in the drive and path in which the text file can be found.

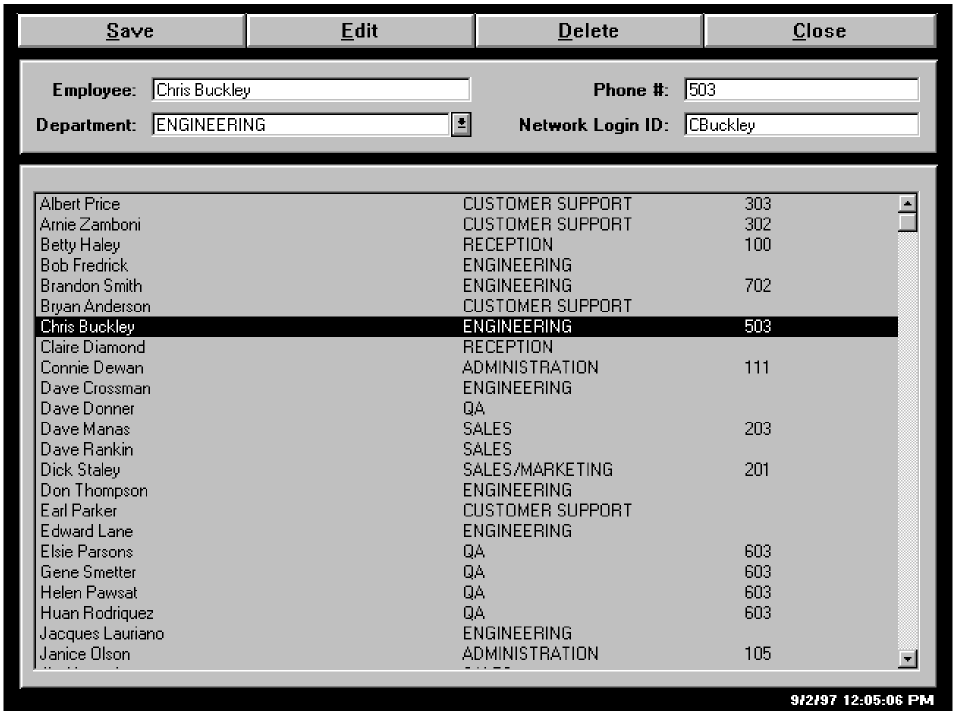
6. Press the ‘Import’ button to merge the text file with the inventory records.

Once the merge is complete, any records that were matched between the Norton Administrator text file and the inventory records will be reflected in the inventory screen.

Configuring Employees

An employee record is a list of all people that will be using or have ownership of an inventory item in the database.

The employee records consist of an employee name, department, phone number, and their network login id (if applicable). The network login id is a mandatory field if a Norton Administrator for Networks merge is desired.



Adding A New Employee Record

Complete the following steps to add a new employee record:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the Configure Employees screen by pressing the ‘Configure Employees’ button on the administration menu.

3. Type in the employee name, department, phone number, and network login id (if applicable) of the employee.

4. Press the ‘Save’ button to save the employee record.

The employee record is now ready to be assigned to an inventory record.

Editing an Existing Employee Record

Complete the following steps to edit an existing employee record:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the Configure Employees screen by pressing the ‘Configure Employees’ button on the administration menu.

3. Select the desired employee record in the list box located on the lower half of the screen by clicking directly on the record.

4. Press the ‘Edit’ button.

5. Make the desired changes to the employee record.

6. Press the ‘Save’ button to save the changes to the employee record.

Deleting an Employee Record

Complete the following steps to delete an existing employee record:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the Configure Employees screen by pressing the ‘Configure Employees’ button on the administration menu.

3. Select the desired employee record in the list box located on the lower half of the screen by clicking directly on the record.

4. Press the ‘Delete’ button.

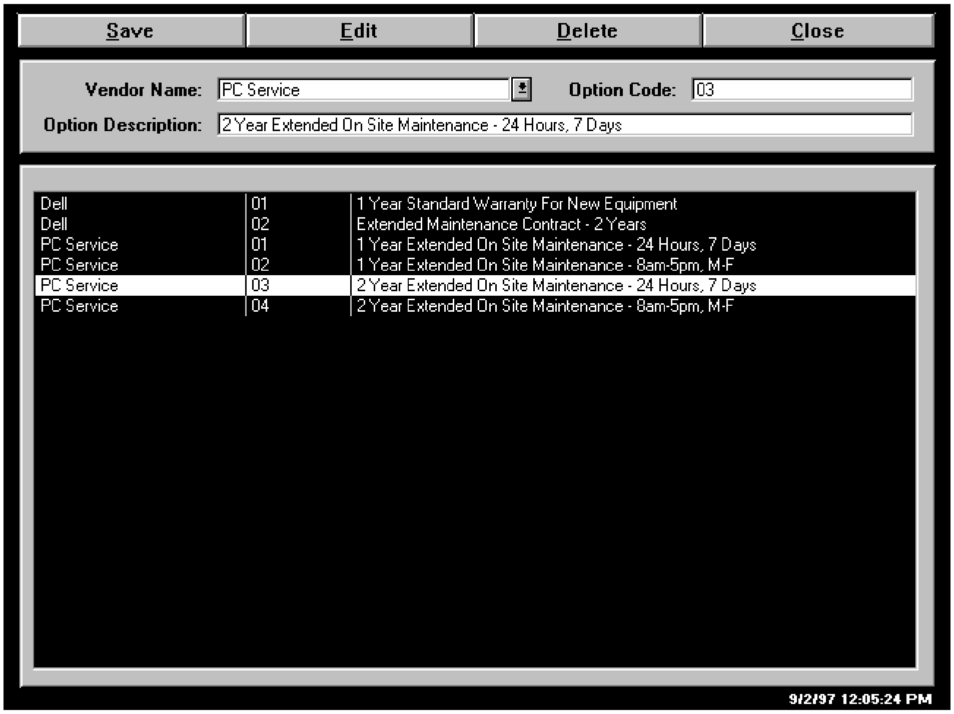
Note: The database will not allow the deletion of an employee record if it is currently assigned as the primary user on an inventory record. Use the search button in the inventory screen to re-assign the records to another employee before attempting to delete.

For history reasons, it is advisable to never delete an employee record from the database. Doing so will cause the loss of accurate primary user history.

Configuring Vendors and Maintenance Options

A maintenance option is a field assigned to an inventory record that shows what type of 3rd party maintenance coverage the equipment has.

This facility allows for the definition of maintenance contract vendors and their different levels of maintenance coverage available.



Creating a New Maintenance Option Record

Complete the following steps to create a new maintenance option record:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the Configure Maintenance Options screen by pressing the ‘Configure Maint. Options” button on the administration menu.

3. Type in the vendor name, option code, and maintenance option description.

4. Press the ‘Save’ button to save the location record.

The vendor and maintenance option are now ready to be assigned to an inventory record.

Editing an Existing Maintenance Option Record

Complete the following steps to edit an existing maintenance option record:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the Configure Maintenance Options screen by pressing the ‘Configure Maint. Options’ button on the administration menu.

3. Select the desired maintenance option record in the list box located on the lower half of the screen by clicking directly on the record.

4. Press the ‘Edit’ button.

5. Make the desired changes to the maintenance option record.

6. Press the ‘Save’ button to save the changes to the maintenance option record.

Deleting a Maintenance Option Record

Complete the following steps to delete an existing maintenance option record:

1. Enter the Administration Menu by pressing the ‘Administration’ button on the Main Menu.

2. Enter the Configure Maintenance Options screen by pressing the ‘Configure Maint Options’ button on the administration menu.

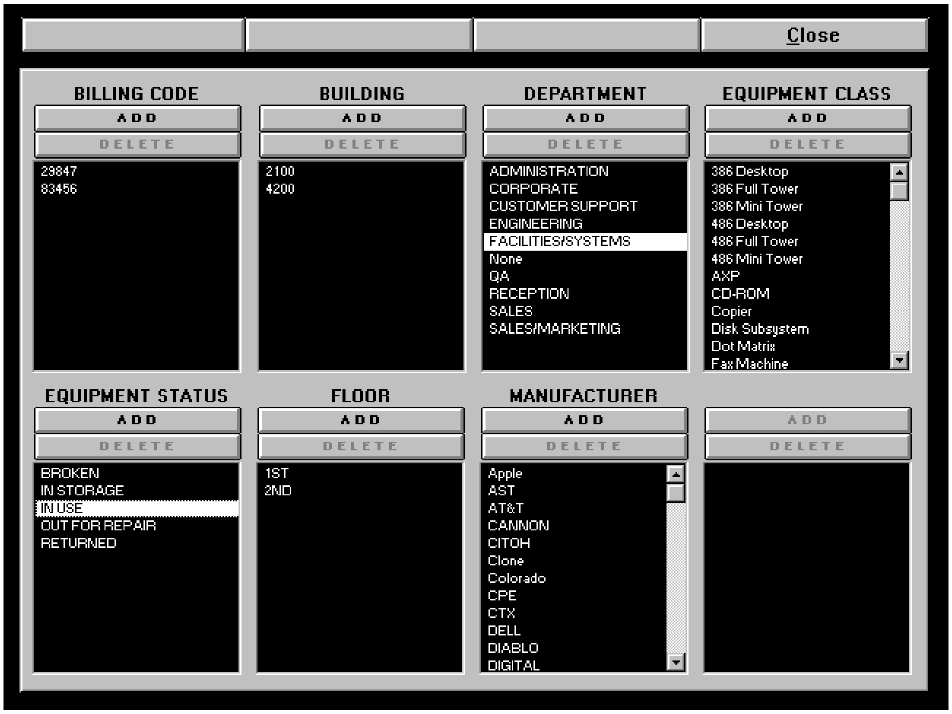
3. Select the desired maintenance option record in the list box located on the lower half of the screen by clicking directly on the record.

4. Press the ‘Delete’ button.

Note: The database will not allow the deletion of a maintenance option record if it is currently assigned to an inventory record. Select a different maintenance option or clear the maintenance option field on all affected inventory records before attempting to delete the maintenance option record.

Managing Fast Entry Tables

A fast entry table is a table that stores data for selection from a drop down list box. Some fields in the database will more than likely always have a finite number of different entries stored in them.



In order to make the inventory entry process faster, the fast entry concept was created to allow the user to only have to enter data once in the field and from then on only have to pick the data from the list box.

This concept also allows for more reliable data input, with less spelling mistakes.

Fields throughout the database that support the fast entry functionality are:

- Billing Code
- Building
- Department
- Equipment Class
- Equipment Status
- Floor
- Manufacturer

Adding a Value to a Fast Entry Field's List Box

There are two methods to add a value to a fast entry field.

The first method is automated. It occurs when a new, unique value is entered into a field that supports fast entry. Providing the user has been assigned the security right to add new values to fast entry fields, a message box will pop up prompting the user if the value should be added to the list. The user can then press the 'Yes' button and have the value added to the drop down list box for future selection.

The second method gives the user full add and delete access to all fields that support fast entry on one screen.

Complete the following steps to add a value to a fast entry field:

1. Enter the Administration Menu by pressing the 'Administration' button on the Main Menu.

2. Enter the Manage Fast Entry Tables screen by pressing the 'Manage Fast Entry Tables' button on the administration menu.

3. Press the 'Add' button for the desired field.

4. Type in the new value in the space provided and press the 'OK' button to add the value to the fast entry table.

Deleting a Value from a Fast Entry Field's List Box

Complete the following steps to delete a value from a fast entry field:

1. Enter the Administration Menu by pressing the 'Administration' button on the Main Menu.

2. Enter the Manage Fast Entry Tables screen by pressing the 'Manage Fast Entry Tables' button on the administration menu.

3. Select the value from the list of the desired field.

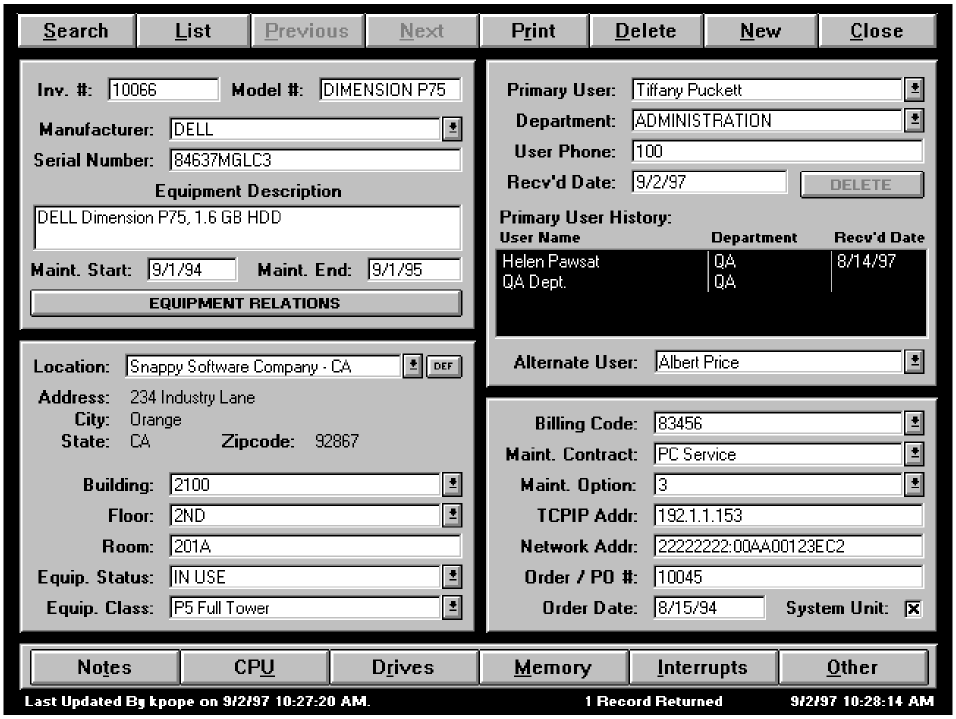
4. Press the 'Delete' button for the desired field.

5. Press 'Yes' to confirm the delete.

Inventory

Creating a New Inventory Record

The inventory screen is where the actual inventory records are input. The inventory screen has many tools and facilities to allow the user to search, browse, or list inventory records contained within the system.



Complete the following steps to begin a new inventory record:

1. Enter the Inventory screen by pressing the 'Inventory' button on the main menu.

2. Press the 'New' button to start a new inventory record.

   Note: The 'Equipment Description' field on the inventory form is the only required field for an inventory record. This field must contain data in order for the record to be saved.

3. Begin entering data in the inventory fields.

4. When the desired information is entered, press the 'Done' button at the top of the inventory screen.

At this point, an official inventory record is created and saved in the database. Any changes made to this record from now on will automatically be saved when any one of the buttons at the top of the inventory screen are pressed.

An Overview of the Inventory Fields

The following is an overview of each field on the inventory screen. The overview consists of what the field was intended for, any special functions the field has, and what type of data the field can contain.

Inv. ID

The 'Inventory ID' field is for storing an id number that is associated with the piece of equipment being tracked.

Special Functions: None

Type of Data: Alphanumeric, up to 25 characters.

Model #

The 'Model #' field is for storing the manufacturer's model number that is associated with the piece of equipment being tracked.

Special Functions: None

Type of Data: Alphanumeric, up to 25 characters.

Manufacturer

The 'Manufacturer' field is for storing the manufacturer's name of the equipment being tracked.

Tip: Double-clicking on this field will clear it.

Special Functions: Drop down list box with 'fast entry' functionality.

Type of Data: Alphanumeric, up to 50 characters.

Serial Number

The Serial Number field is for storing the manufacturer's serial number of the equipment being tracked.

Special Functions: None.

Type of Data: Alphanumeric, up to 50 characters.

Equipment Description

The ‘Equipment Description’ field is for storing a complete description of the equipment being tracked.

Special Functions: Double-clicking directly on the Equipment Description field will cause a selection list to appear allowing the user to select a description that has been previously entered on another inventory record. This allows for identical descriptions for identical pieces of equipment.

Type of Data: Alphanumeric, up to 150 characters.

Maint. Start

The ‘Maint. Start’ field is for storing the date at which 3rd party maintenance will begin (and the manufacturers warranty will end) on the equipment being tracked.

Special Functions: Has a date mask to control how data is entered into the field.

Type of Data: Short date format (00/00/00)

Maint. End

The ‘Maint. End’ field is for storing the date at which 3rd party maintenance will end on the equipment being tracked.

Special Functions: Has a date mask to control how data is entered into the field.

Type of Data: Short date format (00/00/00)

Location

The ‘Location’ field is for storing the location of where the equipment is physically located. The location cannot be entered here, it must be selected from the pre-defined selections in the drop down list box. Locations are defined in the Administration area of the Inventory Database.

Tip: Double-clicking on this field will clear it.

Special Functions: Once the location is selected from the drop down list box, the address information located below is automatically filled in.

Type of Data: N/A

Building

The ‘Building’ field is for storing the building in which the equipment is physically located.

Tip: Double-clicking on this field will clear it.

Special Functions: Drop down list box with ‘fast entry’ functionality.

Type of Data: Alphanumeric, up to 50 characters.

Floor

The ‘Floor’ field is for storing the floor in which the equipment is physically located.

Tip: Double-clicking on this field will clear it.

Special Functions: Drop down list box with ‘fast entry’ functionality.

Type of Data: Alphanumeric, up to 50 characters.

Room

The ‘Room’ field is for storing the room in which the equipment is physically located.

Special Functions: None

Type of Data: Alphanumeric, up to 25 characters.

Equip. Status

The ‘Equip. Status’ field is for storing the current status of the equipment. Such as whether it is broken, in use, in storage, etc.

Tip: Double-clicking on this field will clear it.

Special Functions: Drop down list box with ‘fast entry’ functionality.

Type of Data: Alphanumeric, up to 50 characters.

Equip. Class

The ‘Equip. Class’ field is for classifying the equipment types into groups in order to be able to perform grouped reports and lists of the inventory records. Some examples of inventory classes would be: 286, 386, 486, Pentium, Monitor, Modem, Keyboard, Network Hub, Scanner, etc.

Tip: Double-clicking on this field will clear it.

Special Functions: Drop down list box with ‘fast entry’ functionality.

Type of Data: Alphanumeric, up to 50 characters.

Primary User

The Primary User field is for storing the employee currently using or responsible for the equipment which is being tracked. A new employee record cannot be entered here, it must be selected from the pre-defined selections in the drop down list box. Employees are defined in the Administration area of the Inventory Database.

Tip: Double-clicking on this field will clear it.

Special Functions: Once the employee is selected from the drop down list box, the department and user phone information located below is automatically filled in. If there was a previous primary user, the system will ask if that previous user should be stored in the ‘primary user history’ list box.

Type of Data: N/A

Department

The ‘Department’ field is for storing the department that the primary user of the equipment belongs to.

Tip: Double-clicking on this field will clear it.

Special Functions: Can be input manually or will be automatically filled in when a primary user is selected.

Type of Data: Alphanumeric, up to 50 characters.

User Phone

The ‘User Phone’ field is for storing the phone number or phone extension of a primary user.

Special Functions: Can be input manually or will be automatically filled in when a primary user is selected.

Type of Data: Alphanumeric, up to 25 characters.

Recv’d Date

The ‘Recv’d Date’ field is for storing the date that the primary user received the equipment. Always filling in this date each time a piece of equipment changes hands will result in a comprehensive history of the equipment via the primary user history list box.

Special Functions: Has a date mask to control how data is entered into the field.

Type of Data: Short date format (00/00/00)

Alternate User

The ‘Alternate User’ field is for storing the name of a person that may also be currently using or responsible for the equipment which is being tracked. A new employee record cannot be entered here, it must be selected from the pre-defined selections in the drop down list box. Employees are defined in the Administration area of the Inventory Database.

Tip: Double-clicking on this field will clear it.

Special Functions: None

Type of Data: N/A

Billing Code

The ‘Billing Code’ field is for storing an accounting billing code to relate the equipment to what department the equipment was charged against, or budget code in order to track which budget the equipment was bought under.

Tip: Double-clicking on this field will clear it.

Special Functions: Drop down list box with ‘fast entry’ functionality.

Type of Data: Alphanumeric, up to 50 characters.

Maint. Contract

The ‘Maint. Contract’ field is for storing the name of the maintenance vendor with which a maintenance contract has been established for this piece of equipment.

Tip: Double-clicking on this field will clear it.

Special Functions: Selecting a pre-defined maintenance contract vendor from the list box will then allow the ‘Maint. Option’ drop down list box to show maintenance options for that vendor.

Type of Data: Alphanumeric, up to 50 characters.

Maint. Option

The ‘Maint. Option’ field is for storing the maintenance option of the maintenance vendor that was selected in the ‘Maint. Contract’ field. This field will show only the options that belong to the Maintenance contract vendor (‘Maint. Contract’ field).

Tip: Double-clicking on this field will clear it.

Special Functions: Options shown are dependent upon the vendor selected in the ‘Maint. Contract’ field.

Type of Data: N/A

TCP/IP Addr.

The ‘TCP/IP Addr.’ field is for storing the TCP/IP address of a system unit (if applicable).

Special Functions: None

Type of Data: Alphanumeric, up to 40 characters.

Network Addr.

The 'Network Addr.' field is for storing the network and node address of a system unit (if applicable).

Special Functions: This field will need to be filled in if a Norton Administrator For Networks merge is desired in the future.

Type of Data: Alphanumeric, up to 40 characters.

Order / PO #

The 'Order / PO #' field is for storing the order number or PO number that was used to purchase the equipment.

Special Functions: None

Type of Data: Alphanumeric, up to 50 characters.

Order Date

The Order Date field is for storing the date that the equipment was ordered.

Special Functions: Has a date mask to control how data is entered into the field.

Type of Data: Short date format (00/00/00)

System Unit

The 'System Unit' field designates when an inventory item is a CPU containing piece of equipment. Using this field allows for easy separation of system units from all other peripherals.

Special Functions: None

Type of Data: Yes / No

Notes

The 'Notes' field is for storing any additional notes regarding the particular piece of equipment. The 'Notes' field can store up to 64,000 characters.

Note: Pressing the ‘Notes’ button at the bottom of the inventory screen accesses this field.

Special Functions: None

Type of Data: Memo (64,000 characters)

CPU

The ‘CPU’ field is for storing the type of CPU in a system unit.

Note: Pressing the ‘CPU’ button at the bottom of the inventory screen accesses this field.

Special Functions: Can be automatically filled in with a Norton Administrator merge.

Type of Data: Alphanumeric, up to 40 characters.

Clock Speed

The ‘Clock Speed’ field is for storing the speed in MHz of CPU in a system unit.

Note: Pressing the ‘CPU’ button at the bottom of the inventory screen accesses this field.

Special Functions: Can be automatically filled in with a Norton Administrator merge.

Type of Data: Alphanumeric, up to 30 characters.

Hard Disk Model

The ‘Hard Disk Model’ field is for storing the type of hard disk installed in a system unit.

Note: Pressing the ‘Drives’ button at the bottom of the inventory screen accesses this field.

Special Functions: Can be automatically filled in with a Norton Administrator merge.

Type of Data: Alphanumeric, up to 150 characters.

Hard Disk Capacity

The ‘Hard Disk Capacity’ field is for storing the size of the hard disk installed in a system unit.

Note: Pressing the ‘Drives’ button at the bottom of the inventory screen accesses this field.

Special Functions: Can be automatically filled in with a Norton Administrator merge.

Type of Data: Alphanumeric, up to 30 characters.

CDROM

The ‘CDROM’ field is for indicating whether or not a CDROM is installed in a system unit.

Note: Pressing the ‘Drives’ button at the bottom of the inventory screen accesses this field.

Special Functions: Can be automatically filled in with a Norton Administrator merge.

Type of Data: Yes / No

Extended Memory

The ‘Extended Memory’ field is for storing the amount of RAM installed in a system unit.

Note: Pressing the ‘Memory’ button at the bottom of the inventory screen accesses this field.

Special Functions: Can be automatically filled in with a Norton Administrator merge.

Type of Data: Alphanumeric, up to 30 characters.

Smart Drive Cache Size

The ‘Smart Drive Cache Size’ field is for storing the size of the cache that is configured when using Microsoft’s Smartdrive disk caching software in a system unit running older operating systems.

In older operating systems, such as Microsoft Windows 3.x, the Smart Drive cache size can greatly affect system performance.

Note: Pressing the ‘Memory’ button at the bottom of the inventory screen accesses this field.

Special Functions: Can be automatically filled in with a Norton Administrator merge.

Type of Data: Alphanumeric, up to 30 characters.

IRQ(0-15) Owner

The ‘IRQ Owner’ fields are for storing the ownership of the interrupts in a system unit. This information can be useful for tracking IRQ ownership for such devices as network interface cards.

Note: Pressing the ‘Interrupts’ button at the bottom of the inventory screen accesses this field.

Special Functions: Can be automatically filled in with a Norton Administrator merge.

Type of Data: Alphanumeric, up to 25 characters.

Mouse Type

The ‘Mouse Type’ field is for storing the type of mouse that is connected to a system unit.

Note: Pressing the ‘Other’ button at the bottom of the inventory screen accesses this field.

Special Functions: Can be automatically filled in with a Norton Administrator merge.

Type of Data: Alphanumeric, up to 25 characters.

OS Version

The ‘OS Version’ field is for storing the type of base operating system that is installed on a system unit.

Note: Pressing the ‘Other’ button at the bottom of the inventory screen accesses this field.

Special Functions: Can be automatically filled in with a Norton Administrator merge.

Type of Data: Alphanumeric, up to 25 characters.

Record Time, Date, & User Stamping

Each record created in the Inventory database is automatically stamped with the current time, date, and login ID of the user adding or editing the record.

This information is displayed at the bottom left of the Inventory screen when a record is displayed.

Recording User History

The inventory database has the ability to track the history of usage for a particular inventory item. The usage history consists of previous primary users and the date they had received the equipment.

The primary user history is invoked each time a primary user is changed on an inventory record. Once changed, a message will appear prompting whether or not the previous user should be stored in the primary user history list box.

A primary user history record may be deleted for whatever reason by simply selecting the record in the primary user history list box and then pressing the delete button located directly above the list box.

NOTE: In order for the user history feature to maintain accuracy, Employee records must remain in the employee table even if they are no longer within your organization.

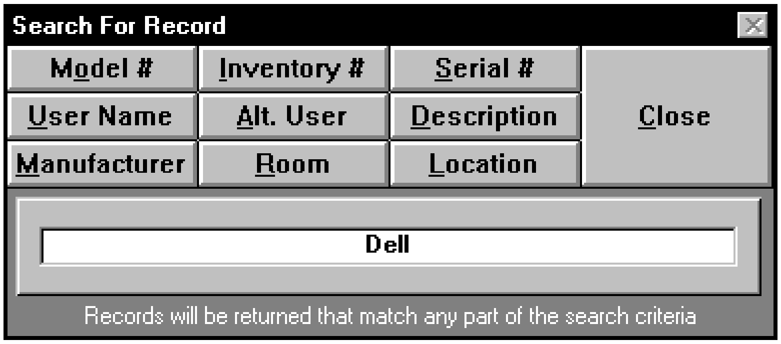
Searching For an Inventory Record

There are two types of searching that can be performed in order to find a record or a group of records.

The first method is performed by typing in search criteria and then selecting one of nine different fields to search for the data in.

The second method is performed by listing and sorting the available records in a list box and then selecting the desired record for editing.

Searching For A Record by Specific Search Criteria



This method is the most comprehensive and quick way to find an inventory record in the database. All that is needed to find a record using this method is a part (or all) of the information that may be contained in one of the nine available search fields. The search-able fields are:

- Model Number
- Inventory Number
- Serial Number
- Primary User Name
- Alternate User Name
- Equipment Description
- Manufacturer
- Room
- Location

When a search is performed on one of the fields listed above, any and all records will be returned that match ANY PART of the search criteria entered. For example, if the word ‘Pentium’ was entered as the search criteria and the ‘Description’ button was pressed, all records with the word ‘Pentium’ found in any part of the description would be returned.

Complete the following steps to search for one or more records that match specific search criteria:

1. Enter the Inventory screen by pressing the ‘Inventory’ button on the main menu.

2. Press the ‘Search’ button on the top/left of the inventory screen.

3. Type in the desired search criteria.

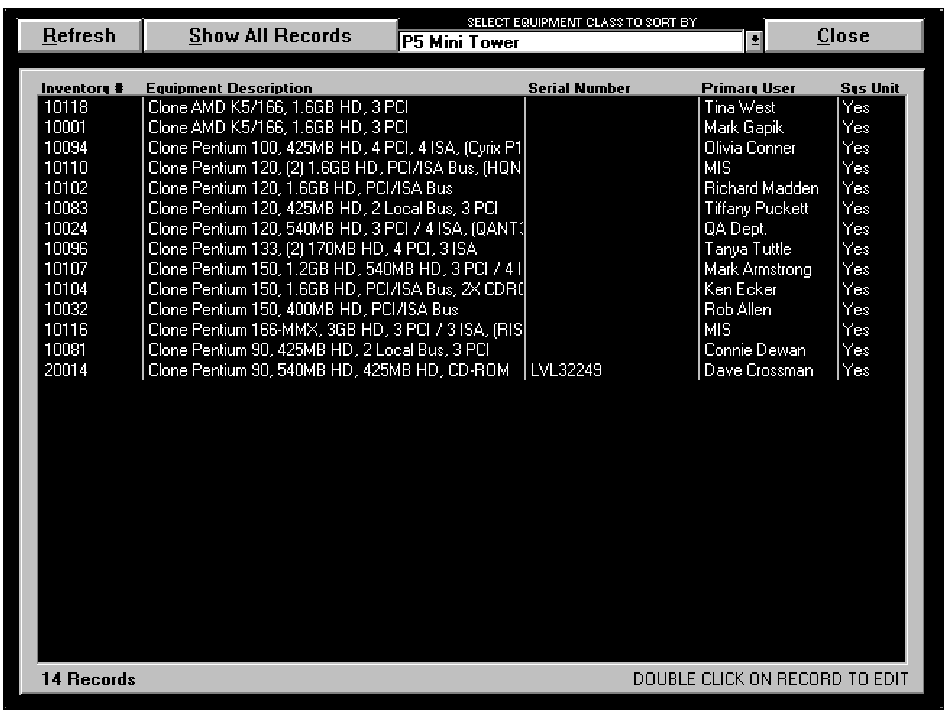
4. Press the button that corresponds with the field with which you want to apply the search criteria on.

If one or more matches are found, the search form will close and the record or records will be returned on the inventory screen.

The number of records returned will be displayed in yellow at the bottom of the inventory screen.

To browse through the returned records if more than one was returned, use the ‘Previous’ and ‘Next’ buttons at the top of the inventory screen.

Searching for a Record by a Sorted List



Complete the following steps to search for records utilizing a sorted list:

1. Enter the Inventory screen by pressing the ‘Inventory’ button on the main menu.

2. Press the ‘List’ button on the inventory screen.

A full list of records in the database will be displayed in a list format with the following fields displayed:

- Equipment Description
- Serial Number
- Primary User
- System Unit

Use the scroll bar on the right side of the list box to view the full list of records. Double click directly on a record in the list to edit the record.

The records in the list box may be filtered by choosing an equipment class in the drop down list box at the top of the list screen. To view all records, press the 'Show All Records' button.

Printing an Inventory Summary Sheet

An inventory summary sheet can be printed directly from an inventory record providing a letter-sized report that includes all fields recorded for an inventory record.

Complete the following steps to print an inventory summary sheet:

1. Edit the inventory record with which an inventory summary sheet is desired.

2. Press the 'Print' button at the top of the screen to print the inventory summary sheet to the Windows default printer.

See Chapter 4, "Reporting" for a full list of available inventory reports.

Deleting an Inventory Record

An inventory record can only be deleted from the database by first pulling up the record on the inventory form and then deleting it. This safeguards the user from accidentally deleting an inventory record if the user was performing the task from a list instead.

Complete the following steps to delete an inventory record:

1. Enter the Inventory screen by pressing the 'Inventory' button on the main menu.

2. Press the ‘Search’ button on the top/left of the inventory screen or press the ‘List’ button.

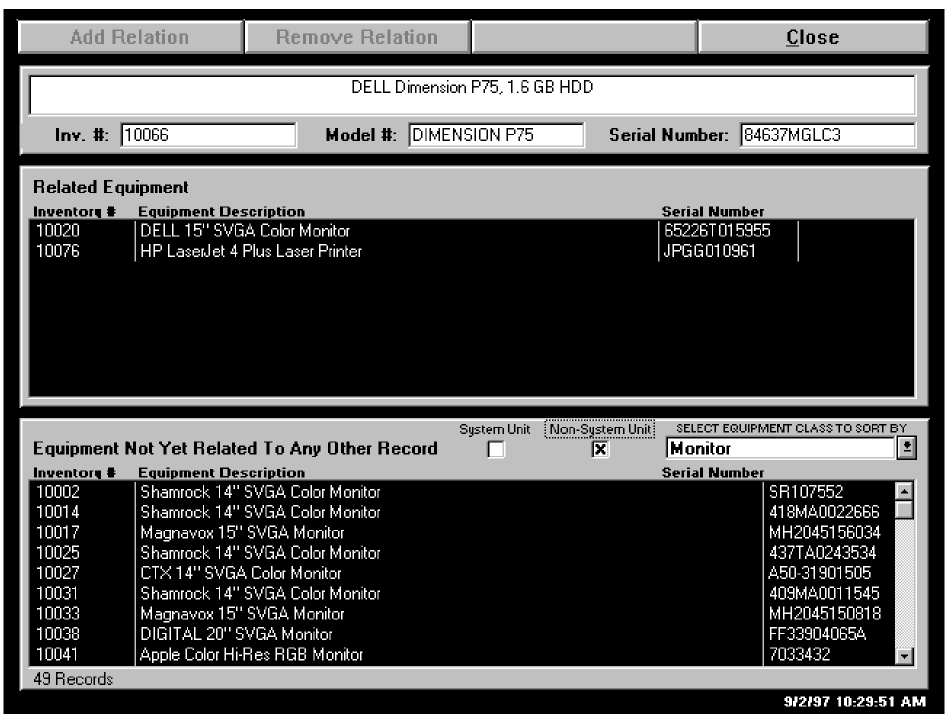
3. Search for the desired inventory record to delete.

4. Once the record is displayed on the inventory screen, the ‘Delete’ button will become enabled allowing the user to press the button to delete the inventory record.

Equipment Relations

An inventory record can have other inventory records that belong to or are grouped with it. For example, a CPU will probably have a monitor, keyboard, and a mouse attached to it. These items may be tracked separately within the inventory database however, equipment relations will allow these items to be grouped together.

The concept developed in the inventory database for equipment relations is fairly simple. One of the items in a group of related items is chosen as the master, the rest are related child records to that master. As in the case above, the CPU record would be the master and the other items would be the related child records.



Assigning Equipment Relations Between Records

Complete the following steps to create equipment relations among records:

1. Enter the Inventory screen by pressing the ‘Inventory’ button on the main menu.

2. Press the ‘Search’ button on the top/left of the inventory screen or press the ‘List’ button.

3. Search for the desired inventory record that you want to be the master of the group.

4. Once the record is displayed on the inventory screen, press the enabled ‘Equipment Relations’ button.

5. Select a record from the ‘Equipment Not Yet Related To Any Other Record’ list box.

6. Press the ‘Add Relation’ button on the top of the screen.

Repeat this operation to relate additional records to the master record.

For the user’s convenience, the ability to apply a filter to the records in the ‘Equipment Not Yet Related To Any Other Record’ is available. Use the ‘System Unit’, ‘Non-System Unit’, and ‘Select Equipment Class To Sort By’ fields to shorten and categorize the fields you are looking for.

Deleting Equipment Relations Between Records

Complete the following steps to delete equipment relations among records:

1. Enter the Inventory screen by pressing the ‘Inventory’ button on the main menu.

2. Press the ‘Search’ button on the top/left of the inventory screen or press the ‘List’ button.

3. Search for any one of the inventory records in the desired equipment relations group.

4. Once the record is displayed on the inventory screen, press the enabled ‘Equipment Relations’ button.

5. Select the desired record to remove from the ‘Related Equipment’ list box.

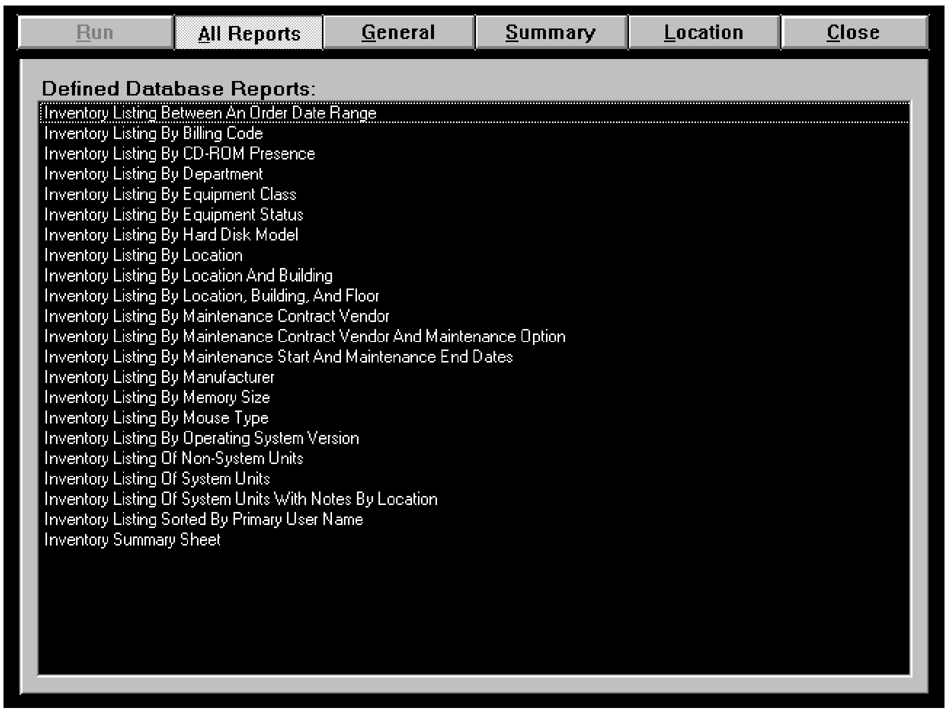
6. Press the ‘Remove Relation’ button on the top of the screen.

Reporting

This chapter describes the database reporting facility included in the FDL Inventory database system.

Running a Database Report

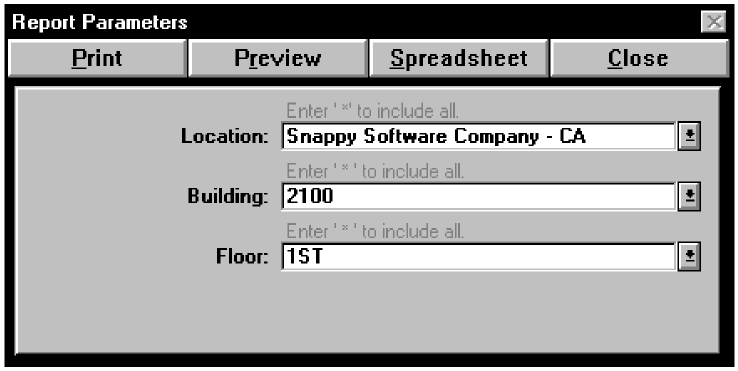
To access the database reporting facility, press the ‘Reports’ button on the main menu. The ‘Reports’ screen will appear listing all of the currently defined reports in the database.



To execute a report, simply select (click once) on the report name in the list and press the ‘Run’ button, or double click directly on the report name.

Report Parameters

When a report is executed, the ‘Required Report Parameters’ screen will appear prompting the user for information about the report before it can actually be generated.



Different reports will have different options available and different parameters. Described below are the basic parameters that will be common for most database reports.

<u>Type of report</u>

For most reports, three report types will be available. These types are described below:

1. Print

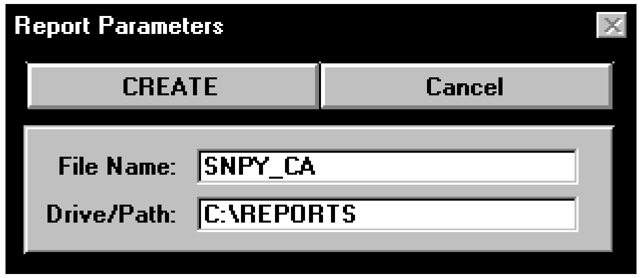
   Selecting this report type will cause the report to be printed directly to the default printer.

2. Preview

   Selecting this report type will allow the report to be brought up graphically on the screen and previewed before printing.

3. Spreadsheet

   Selecting this report type will allow the user to redirect the report's output to a Microsoft Excel spreadsheet. When this option is selected and the report is executed by pressing the 'Execute Report' button, the following screen will appear prompting the user for the file name and path for the output:



The user would then provide the file name, drive and path for the output to be saved to.

If this option is grayed out, then it is not available to the current report that is being run.

The center of the required report parameter screen is where up to four different user selectable parameters could appear. Which parameters appear depends upon the report being run. Most reports will have at least one parameter.

All report parameters must be filled in before the report can be executed. To fill in a parameter, select a value from the drop down list box provided.

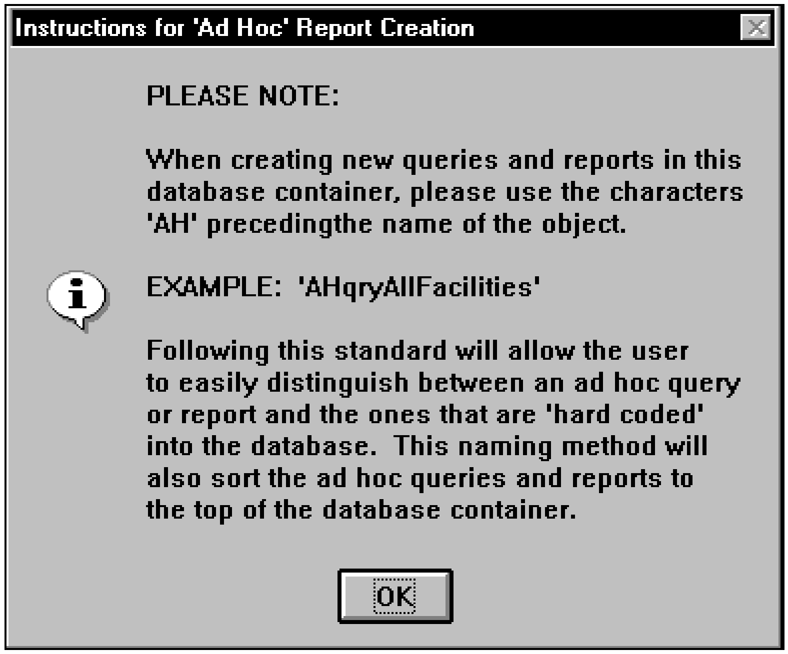
When all parameters have been selected, press the ‘Execute Report’ button to run the report.

Ad-Hoc Reporting

NOTE: Ad hoc reporting is available only in the registered version of the FDL Inventory database system. The shareware version of the system does not allow the ability to create custom objects within the INVENTRY.MDB file.

To access the Ad-Hoc reporting feature of the FDL Inventory database, press the ‘Ad-Hoc Reports’ button on the main menu.

The following message appears after pressing the button:



Once the database container object is displayed, the user can then create custom queries and reports within the database system.

Please note that even though the FDL Inventory system allows for the creation of custom reports and queries within the INVENTRY.MDB database file, it is STRONGLY advised to create custom objects within a separate database file where the tables from the INV_DATA.MDB database have been attached. This recommendation is made due to the fact that if an upgraded version is sent to you in the future (feature enhancements, bug fixes, etc.) you will lose all custom created objects when the upgraded version is copied over the previous version.

To return to the Main Menu when ad-hoc report creation is completed, press the ‘Return to Main Menu’ button provided on your screen.

FDL Inventory Table Definitions

The following appendix contains the table definitions for the FDL Inventory database.

These definitions are given to assist you in creating your own custom reports or to help you perform such tasks as importing external information into the FDL Inventory database system.

Table: tblEmployees

FieldName	Key	Data Type / Size
EmployeeID	Primary	Long Integer
EmployeeName		Text(50)
Department		Text(50)
PhoneNumber		Text(25)
NetworkLoginID		Text(100)

Table: tblInventory

FieldName	Key Field	Data Type / Size
InventoryID	Primary	Long Integer
RelatedInventoryID	Foreign	Long Integer
ModelNumber		Text(25)
InventoryNumber		Text(25)
Manufacturer		Text(50)
SerialNumber		Text(50)
EquipmentDescription		Text(150)
MaintStartDate		Short Date
MaintEndDate		Short Date
LocationID	Foreign	Long Integer
Building		Text(50)
Floor		Text(25)
Room		Text(25)
EquipmentStatus		Text(20)
EquipmentClass		Text(25)
UserID	Foreign	Long Integer
Department		Text(50)
PhoneNumber		Text(25)
ReceivedDate		Short Date
AlternateUserID	Foreign	Long Integer
BillingCode		Text(50)
MaintenanceContract		Text(50)
MaintenanceOptionID	Foreign	Long Integer
TCPIPAddress		Text(40)
NetworkAddress		Text(40)
OrderNumber		Text(50)
OrderDate		Short Date
SystemUnit		Yes/No
Notes		Memo
CPU		Text(25)
ClockSpeed		Text(30)
HardDiskModel		Text(150)
HardDiskCapacity		Text(30)
ExtendedMemory		Text(30)
MouseType		Text(25)
OSVersion		Text(25)
CDROM		Yes/No
SmartDriveCacheSize		Text(30)
IRQ0Owner		Text(25)
IRQ1Owner		Text(25)
IRQ2Owner		Text(25)
IRQ3Owner		Text(25)
IRQ4Owner		Text(25)
IRQ5Owner		Text(25)
IRQ6Owner		Text(25)
IRQ7Owner		Text(25)
IRQ8Owner		Text(25)
IRQ9Owner		Text(25)
IRQ10Owner		Text(25)
IRQ11Owner		Text(25)
IRQ12Owner		Text(25)
IRQ13Owner		Text(25)

IRQ14Owner	Text(25)
IRQ15Owner	Text(25)
DateRecordUpdated	General Date
RecordUpdatedBy	Text(50)

Table: tblLocation

FieldName	Key Field	Data Type / Size
LocationID	Primary	Long Integer
Location		Text(100)
Address		Text(50)
City		Text(50)
State		Text(30)
Zipcode		Text(20)

Table: tblMaintenanceOptions

FieldName	Key Field	Data Type / Size
MaintenanceID	Primary	Long Integer
Vendor		Text(50)
OptionCode		Text(10)
OptionDescription		Text(100)

Table: tblUserHistory

FieldName	Key Field	Data Type / Size
UserHistoryID	Primary	Long Integer
InventoryID	Foreign	Long Integer
EmployeeID	Foreign	Long Integer
ReceivedDate		Short Date