

*Fixed Assets Bar Code Scanner
Frequently Asked Questions*



General Frequently Asked Questions

Can I use the same cable to connect the Fixed Assets scanner as I do for my Attendance scanner?

No. You must use the provided RS232 cable. Connect the cable directly to the joystick port on the back of your computer.

Can I use the same scanner to scan Fixed Assets as I do to mark Attendance?

It is strongly recommended that you use two separate scanners. You can only run one program at a time on the scanner. A second scanner is recommended for scanning attendance.

Can I use the scanner if I have not entered Fixed Assets into ACS?

Yes. You should print the Unassigned Item # Labels found in Fixed Assets>Reports>Labels before scanning items that have not been entered in Fixed Assets.

What does Print Multiple Labels (per Asset Quantity) mean on the Fixed Assets Setup tab?

It means that labels print according to asset quantity. For example, with an asset record that has an asset quantity of 5, five identical labels print so that you can label each item with the same number.

Why is the Import feature unavailable on the Add/Edit Fixed Assets screen?

The Import function is only available to users who have been given rights in the Fixed Assets area of Security in Add/Edit Users.

Why does the file not import when the scanner says “connecting”?

You must select the Import from File option on the Import screen and choose the file you uploaded to the PC. Do not select the Import from Scanner option.

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Can you import asset data directly from the scanner into ACS using the Import from Scanner option?

Yes. This is an alternate method of importing your data from the scanner into ACS. However, this is not the preferred method. A keyboard wedge is required for this function and is not included with your scanner package.

Is there a way to compare my previous quantities to the inventory that I import?

The import feature overwrites the quantities entered by the scanner. However, you can print the report showing the information that will be imported and compare it to your Fixed Assets Master List. The Fixed Assets Master List must be printed before importing the file.

When I used the scanner to add new assets and import them into Fixed Assets, they appear in all caps. Is there a way to correct this?

The only way to place the assets in proper case would be to edit their descriptions in Add/Edit Fixed Assets or make changes before importing.

Do I have to delete the data from the scanner when prompted to delete after the data has been imported?

No. You do not have to delete the data at that time to verify the information.

To delete the data later:

1. On your scanner, press **3. Utilities**.
1. Press **3. Delete Data**.
2. Press **4. Password**. The password is 123.