FastTrack
USER GUIDE

Use a mobile device to integrate inventory, work order processing, fixed assets, and vehicle service

February, 2022

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About this Document - FastTrack User Guide

The FastTrack application allows users to transfer bar code data collected using laser-scanning technology on a mobile handheld device. Data transfers from the handheld device over a Wi-Fi connection to the Avail back-end database(s) and integrates with Inventory, Work Order Processing, Fixed Assets, and Vehicle Service.

Revision History

REVISION NUMBER	DATE	COMMENT
1.0	August, 2019	Initial Release FastTrack User Guide.
1.1	February, 2022	Updated Ch. 1 – Prerequisites; general review and cleanup.

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Introduction

The FastTrack application allows users to transfer bar code data collected using laser-scanning technology on a mobile handheld device. Data transfers from the handheld device over a Wi-Fi connection to the Avail back-end database(s) and integrates with Inventory, Work Order Processing, Fixed Assets, and Vehicle Service.

FastTrack includes entries and updates to the following modules:

- Physical inventory (noting counts and deviations).

- Work Order issues (noting issues and discrepancies).

- Work Order labor operations (records on and off time for each operation code).

- Perpetual inventory file (noting the date, time and employee associated with every part issued).

- Fixed assets (noting asset counts recorded with dates).

- Vehicle Service (noting vehicles being serviced with date, quantity of consumables, and records vehicle mileage).

Chapter 1 – Prerequisites

For FastTrack: Database tables must be upsized to SQL server. Modules include PR (Payroll), VM (Vehicle Maintenance), IN (Inventory), WO (Work Orders), FA (Fixed Assets), and WS (Windows System) and LC (License)

A Wi-Fi connection to the back-end database is required and configuration must be set up for the FastTrack module. Application configuration data is stored in non-volatile storage memory. Losing power does not affect the FastTrack application configuration.

Before beginning setup, collect the following information:

Server IP address of the back-end SQL Server
Name of Wi-Fi service that provides network access to the SQL Server
Passphrase for the Wi-Fi service.
System database name (found in SQL: it is your WS. Example: FNWS_SQL)

Avail Technologies activates and configures the BlueBird device initially, which includes installing the FastTrack application. Additional configuration is required to connect to the appropriate Wi-Fi access point and to the appropriate back-end database.

Appendix A provides links to the physical BlueBird device characteristics and specifications. This chapter describes configurating FastTrack for Wi-Fi and database connectivity.

NOTE: If the back-end database has not been configured to accept connections for FastTrack or for a newly issued FastTrack device, contact Avail support for assistance in configuring the database (outlined in Appendix B) and/or in adding a license for a BlueBird device.

Important: the Fleet-Net license must contain the FT module. All BlueBird devices must be added to the Avail/Fleet-Net License. The Serial Numbers should be sent to Support so a new license may be generating that will include those numbers. Once the license is installed, the BlueBirds can be configured for use. In addition, Avail support must make sure that FT is on the generated license.

Chapter 2 – Initial Power-Up and Configuration of FastTrack Device

Power on the Bluebird EF501R device using the power button that is on the middle area on the right side of the device. Appendix A provides links to a BlueBird user guide that describes the physical blue bird device characteristics and specifications.

Configure the Wi-Fi connection settings, providing the unit Wi-Fi connectivity to a Wi-Fi access point that has connectivity to the back-end database server. Use the Setting menu to configure these options.

From the Settings display, select WLAN option and connect to the Wi-Fi network that connects to the back-end database. Screen images of the settings and WLAN displays are below.

BlueBird Settings - Wi-Fi Settings
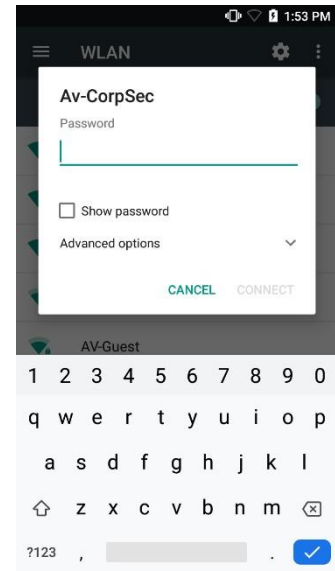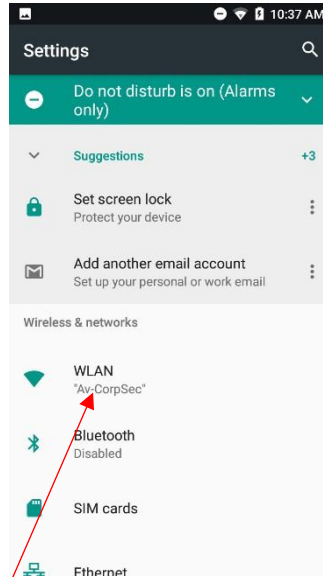
The bar code reader should be configured already. Confirm the configuration using the BBSettings application.

In this application, the Suffix value should be set to \n, and the DataWedge mode should be activated. Device screen images below show how to launch the BBSettings application and how to view the Suffix and DataWedge settings.

BlueBird Settings – Scanner Settings

The bar code reader should be configured already. Confirm the configuration using the BBSettings application.

In this application, the Suffix value should be set to \n, and the DataWedge mode should be activated. Device screen images below show how to launch the BBSettings application and how to view the Suffix and DataWedge settings.

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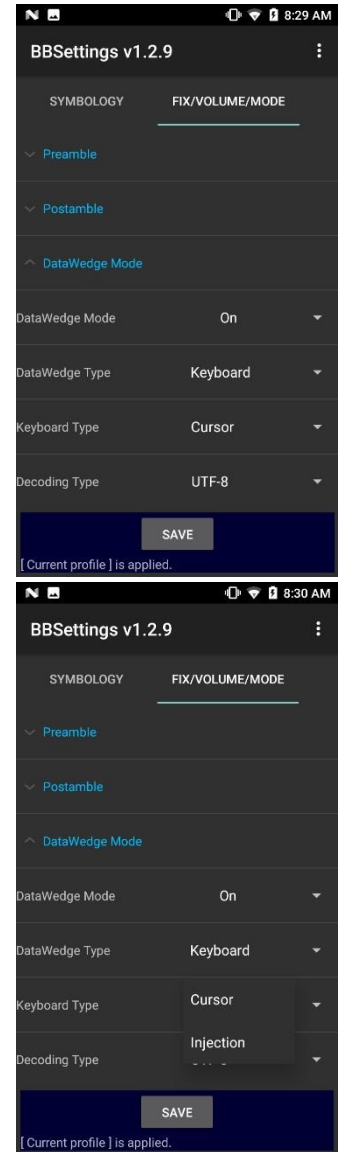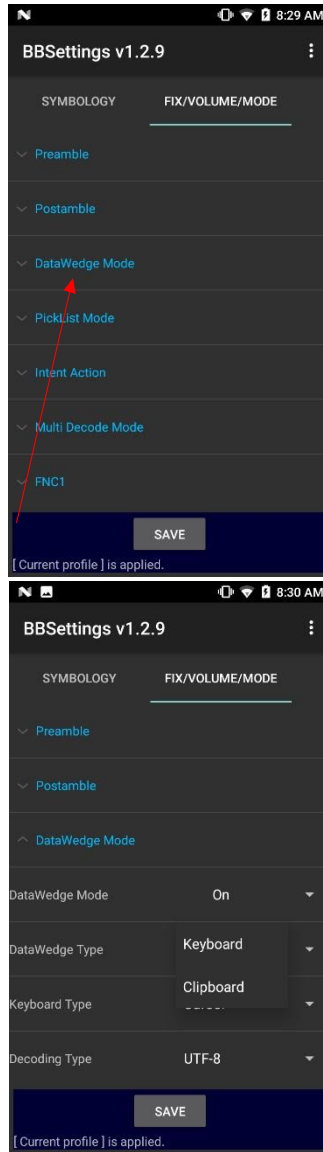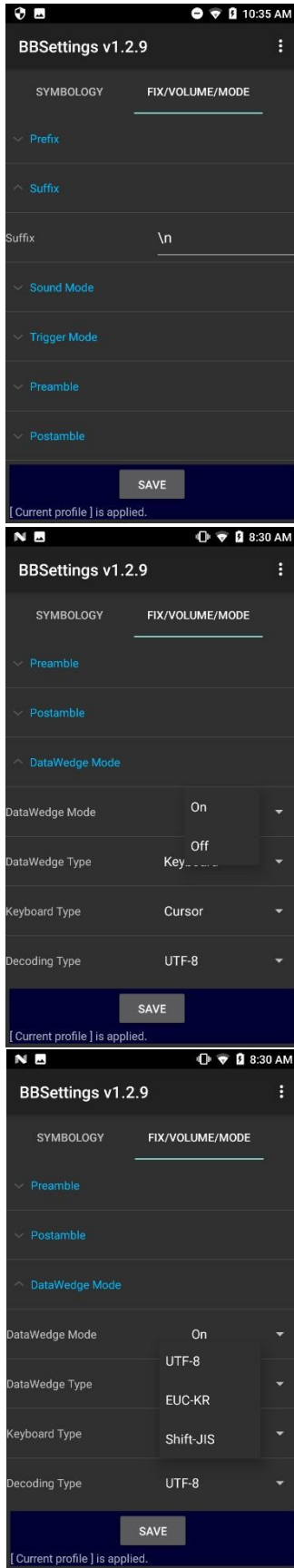
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The FastTrack application is available from the App icon menu. Screen images for the app icon selection are shown below.
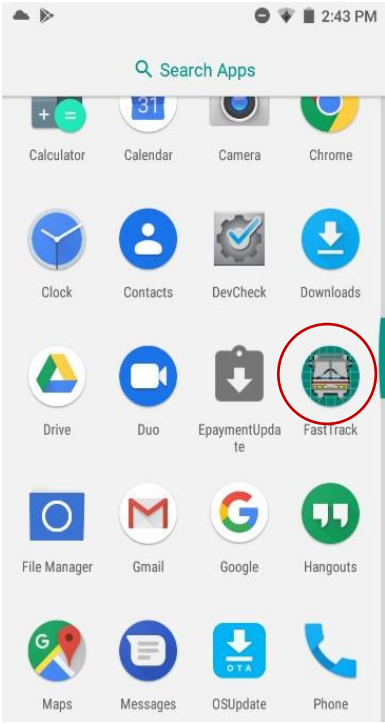
Chapter 3 – Configuring FastTrack

After starting FastTrack, it displays the User ID entry screen. Avail recommends using employee number for the User ID because it appears on Work Orders and Daily Service Entries. The User ID logs FastTrack actions by user ID. To enter the User ID, do the following:

- Click the text entry field below the User ID label.
- Enter the User ID using the keyboard that appears.
- Touch Sign In.

A warning appears when no User ID is entered.
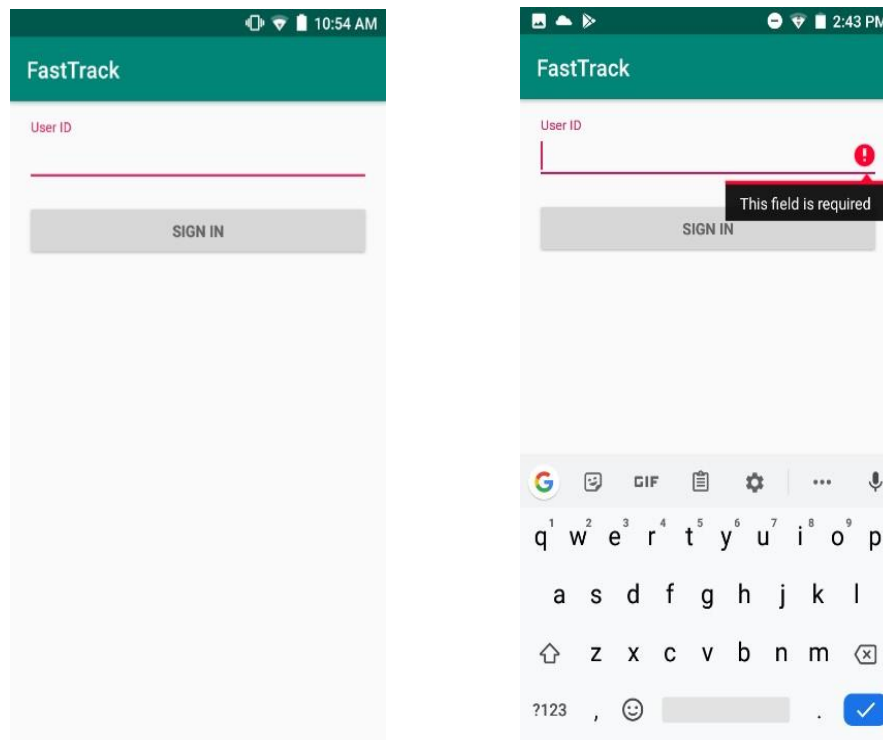
After entering the User ID, FastTrack displays the Configuration screen when it runs for the first time on a device.

Enter the following information on the Configuration screen:

- **SQL Server Name/IP Address**: Enter agency SQL Server Name or IP Address.
- **SQL Username:** Enter the SQL Username that was set up for FastTrack use in SQL Management Studio (case sensitive). ○ **SQL User Password:** Enter the SQL User Password that was set up in SQL Management Studio (case sensitive). **NOTE: The SQL User Password is encrypted.**
- **FN WS Database Name:** Enter the FNWS SQL Database name.
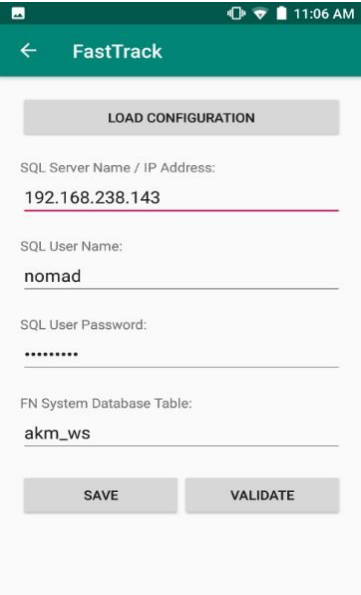
NOTE: After configuring the application, FastTrack displays the Main Menu. Use the Config button on the Main Menu to update the configuration.

Verify the SQL Username and Password (case sensitive), and then touch **SAVE**.

Touch *VALIDATE* to determine whether the configuration is valid.

If the SQL Server, Username, Password, or FN System Database Name is incorrect, the following

message displays
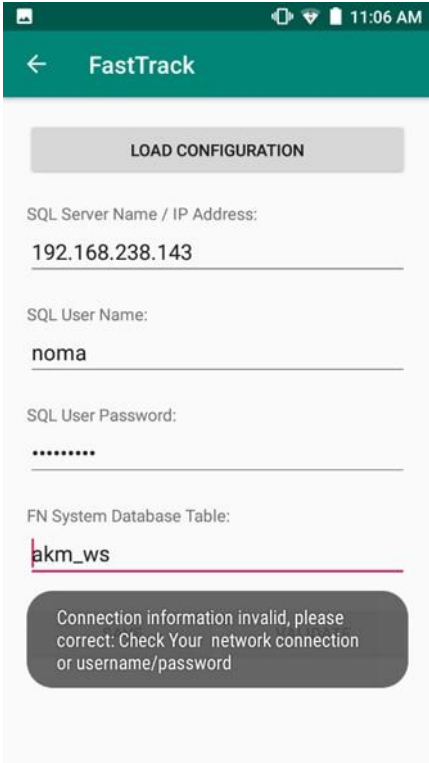
After the validation is successful, you can use the unit. Every time you turn on the unit, this SQL server validation runs automatically using the last saved configuration. The image below indicates that the validation was successful.
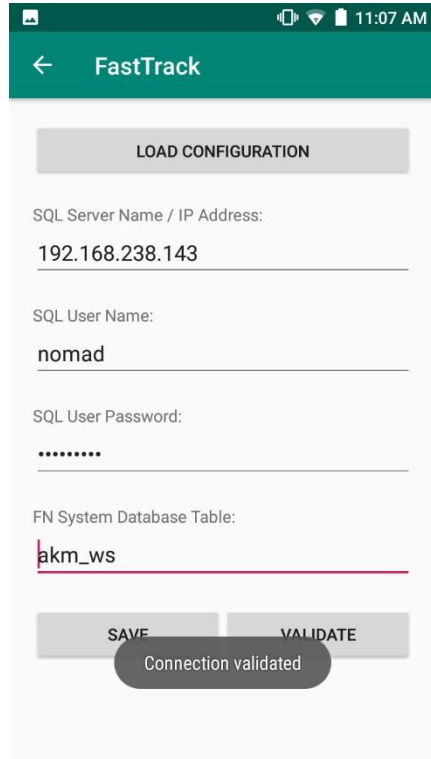
After a successful save and validation, FastTrack displays the Main Menu.

On the configuration display, additional device information is accessible from the ellipse menu in the upper-right corner. Touch the Info option on this menu to display the device ID and FastTrack version.
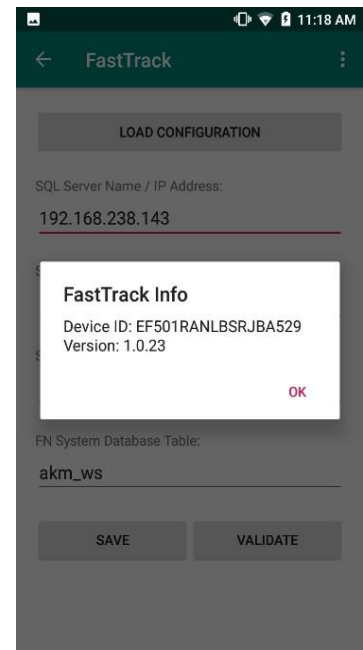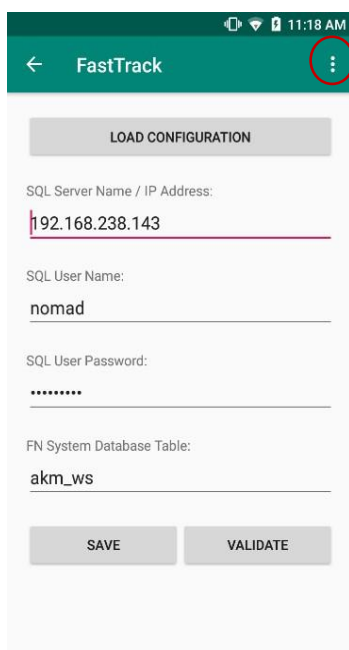
Chapter 4 – Using FastTrack

FastTrack's main menu, shown below, provides access to the Configuration display, About display, User ID entry display, Physical Inventory display, Fixed Assets display, Work Order Labor display, Work Order Materials display, Vehicle Service display, and an Exit button.

If the device cannot connect to the Wi-Fi or database, the main menu grays out the Work Order Labor, Work Order Materials, and Vehicle Service options. grayed-out, as only the Physical Inventory and Fixed Assets features support recording data entries while not connected to the database. An example of this form of the main menu is also shown below. Each of the main menu features are described below.
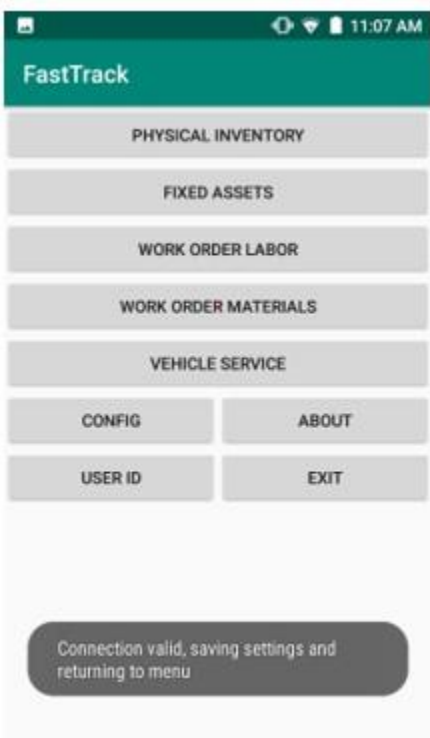
The CONFIG button provides access to the configuration display, which this guide explains in chapter 3. Screen images of the CONFIG button and the subsequent configuration display are shown below.
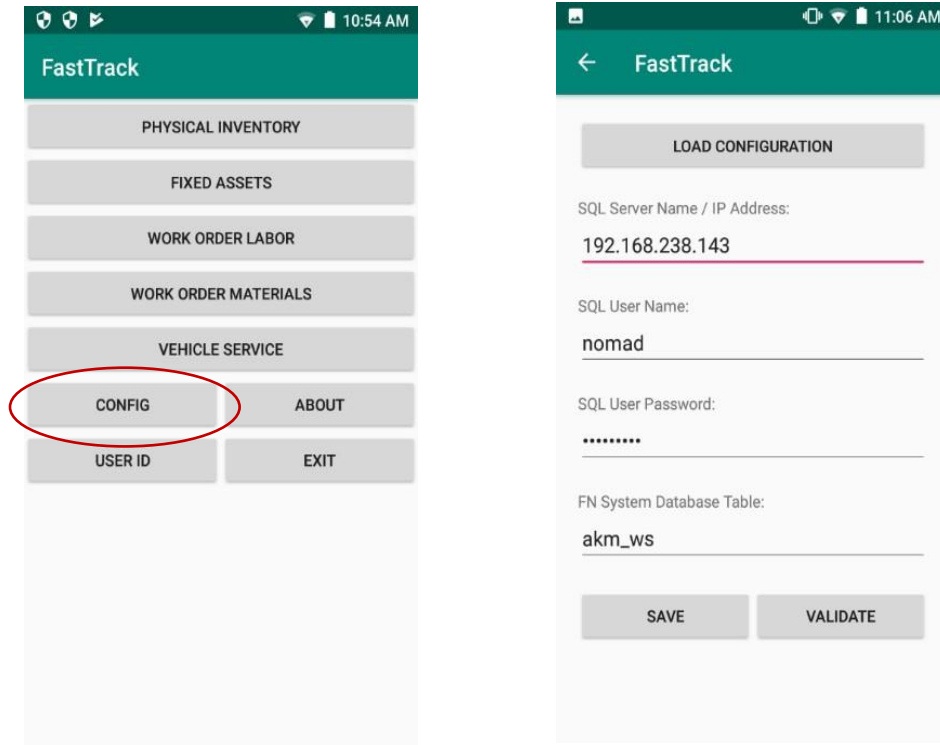
The USER ID button provides access to the User ID entry display, which this guide explains in chapter 3. Use this screen to change the User ID. Screen images of the USER ID button and the subsequent entry are shown below.
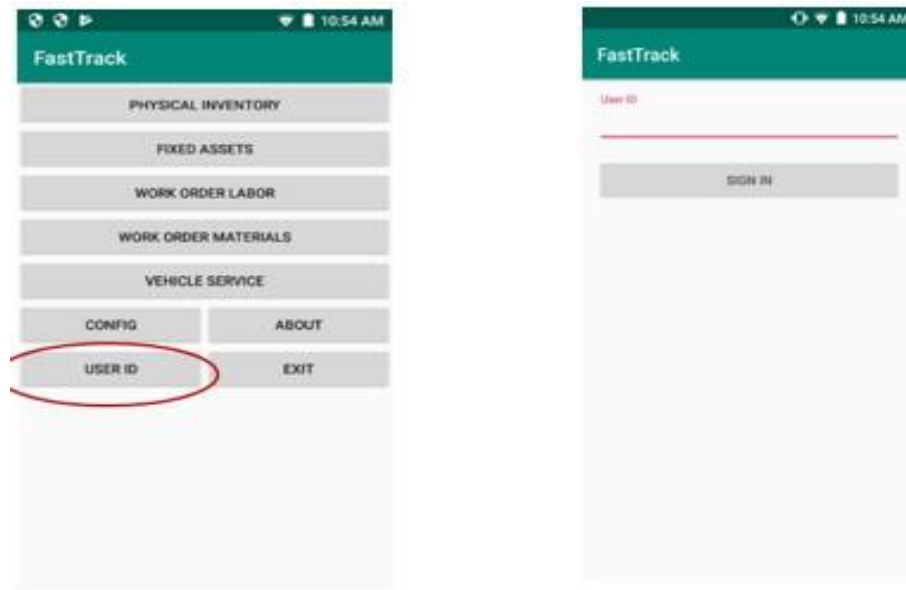
The ABOUT displays the Device ID and the FastTrack version. Use the Device ID to check the license for connecting to the back-end database. The version information can be referenced to confirm the current application version on the device. Screen images of the ABOUT button and the subsequent display are shown below.
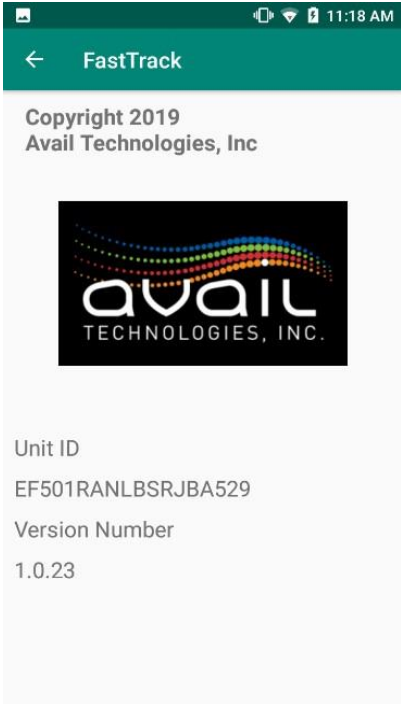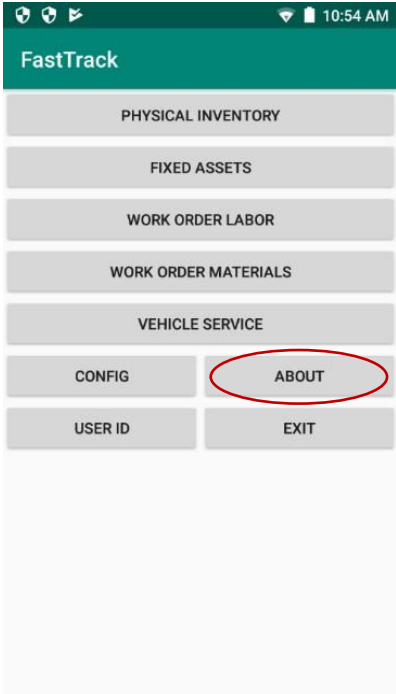
The EXIT button logs out the current User ID from the application and closes the application. The application remains accessible on the device. The main menu with the EXIT button highlighted is shown below.
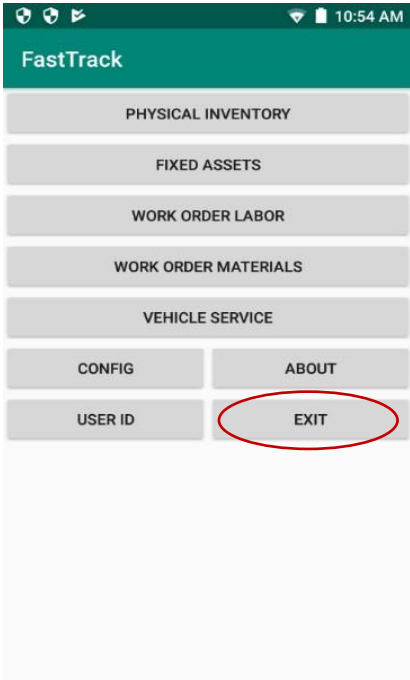
Physical Inventory

NOTE: The Inventory Workbook must be created by following the regular FNW Physical Inventory procedures PRIOR to entering inventory counts using the handheld unit. Labels with bar codes should be printed for scanning before using this feature.

Select *Physical Inventory* from the main menu.
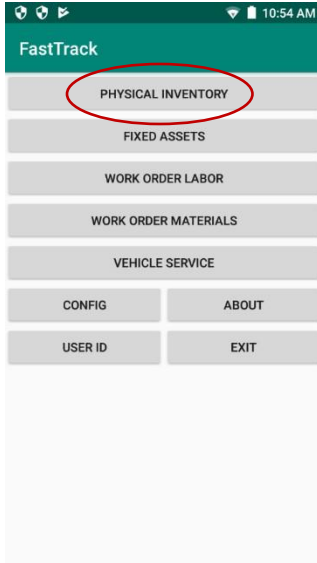
Scan or manually enter the Part numbers. When scanned, the Part Description field populates automatically.

When manually typing in Part **#**, press the ENTER key (blue checkbox key) to retrieve the part information from the back-end database, which populates the Part Description field. If there are multiple warehouse locations (aka bins) associated with the part, a prompt asks you to select a warehouse location.
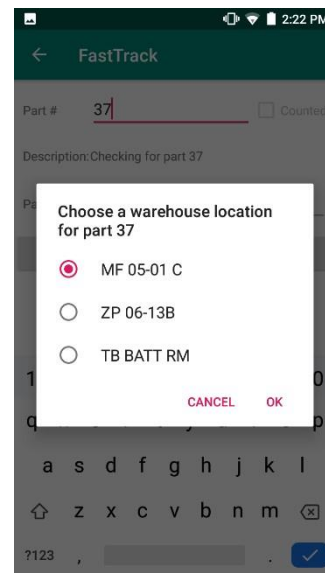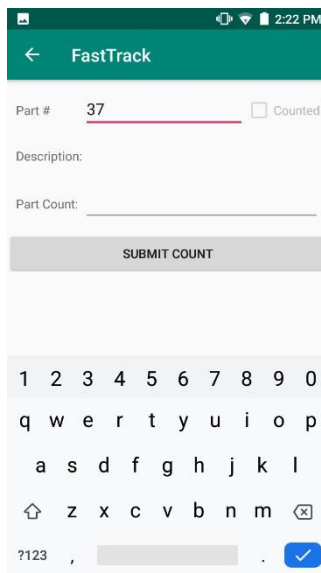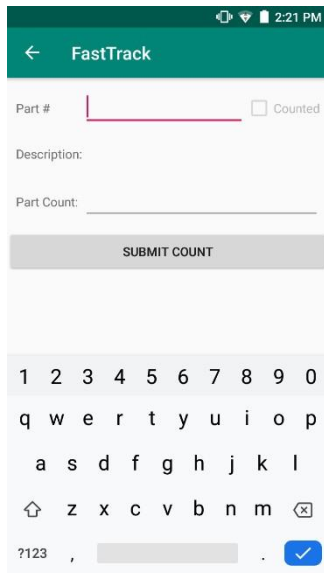
Enter the quantity in Count, and then click **Submit Count**. After submitting the count, the date and time fields automatically populate. The system updates the Physical Inventory Workbook in FNW using these data. See the FNW example later in this section.

When a number displays in the Enter Count field, that means the part has been scanned or entered. The date, time, and User ID will display in the description field.

Enter the new Enter Count and select **Submit Count** (update is immediately transferred to FNW Physical Inventory Workbook). **NOTE** - This will not update to the Inventory Master yet.

When creating a workbook, the system will verify that the part being counted is in the workbook. If the part is not in the workbook, check to see if the part is stock or non-stock, active or inactive. If a cycle count was created, verify the part belongs in that cycle.

*Only Physical Inventory and Fixed Assets options will retain counts while offline. Offline counts will be displayed on the screen. The application needs to stay open to retain the counts and transmit them upon reconnection.

If the FastTrack application is not connected to the database (e.g., when out of Wi-Fi range), the application allows part numbers and counts to be entered. These counts are temporarily stored in the application. When database connectivity is restored, use the Retry Upload button to submit stored counts. Because the part numbers could not be verified when counts are entered in a disconnected state, errors can occur if the part number is invalid. If a part has multiple warehouse locations, the application prompts the user to select the bin location.
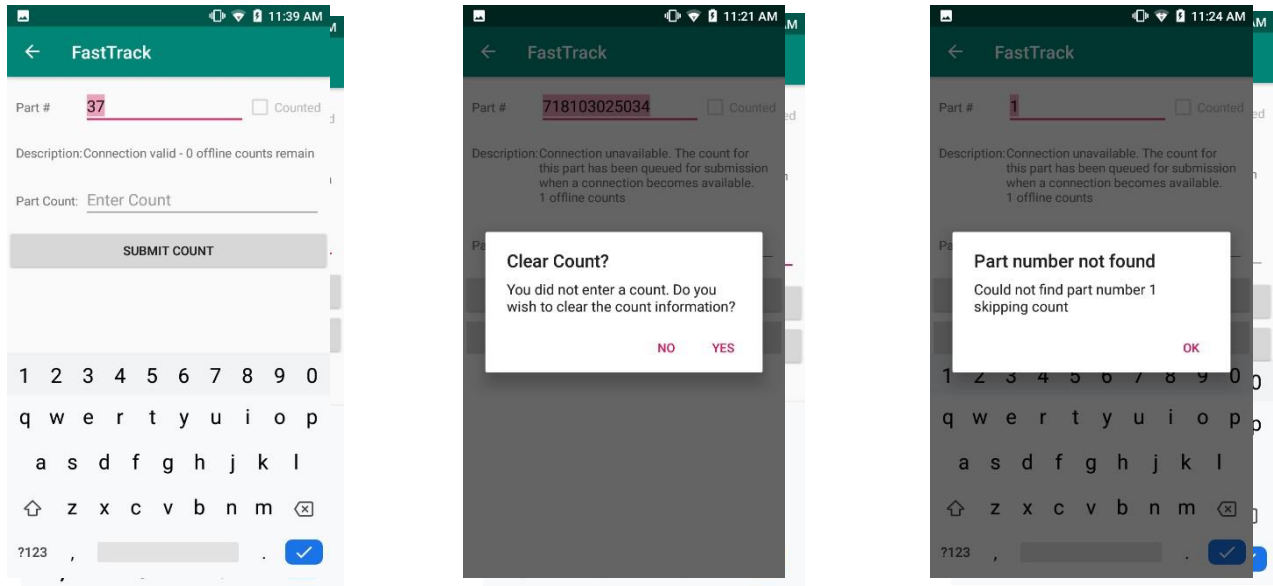
To exit Physical Inventory and return to the main menu, click **<-** symbol at upper left of display (or |> button on lower right of BlueBird device, which also initially clears the keyboard display when visible).

Fixed Assets
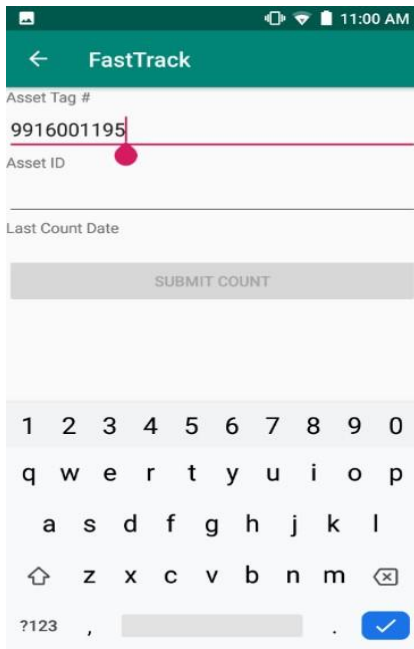
From the FastTrack Main Menu – choose **Fixed Assets.**

NOTE: Fixed Assets must be set up in FNW before using this feature. Scanners require the use of printed barcode labels. However, Asset Tag numbers can be manually entered.
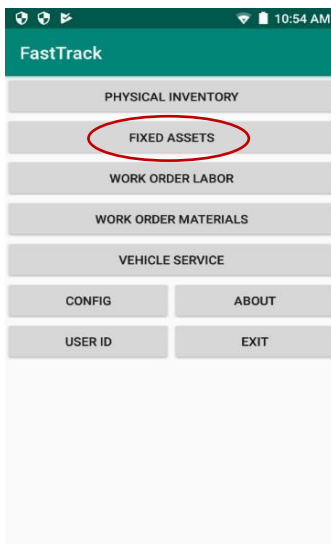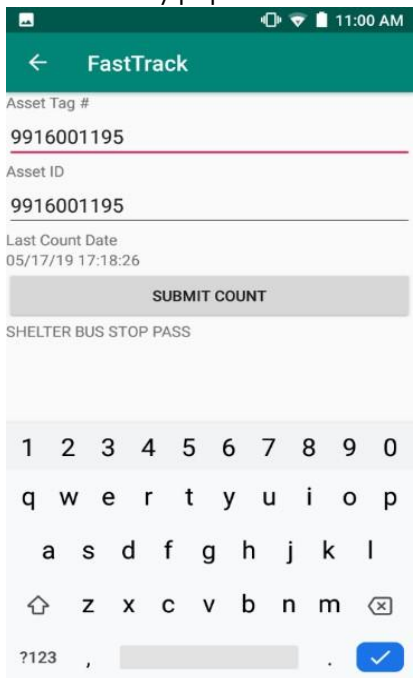
Scan or manually enter the Asset Tag #. When scanned, the <u>Asset ID</u> field populates automatically.

Select **Submit Count** and the Last Count Date field displays the current date. (Last Count Date will automatically populate if the asset has been previously updated using FastTrack.)
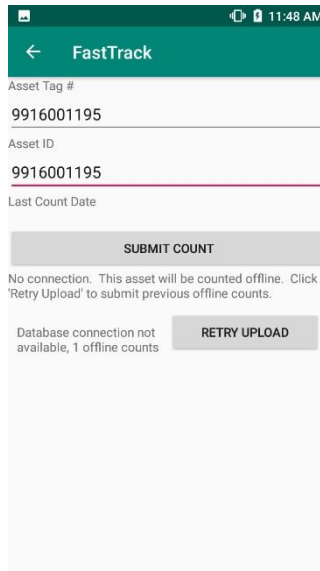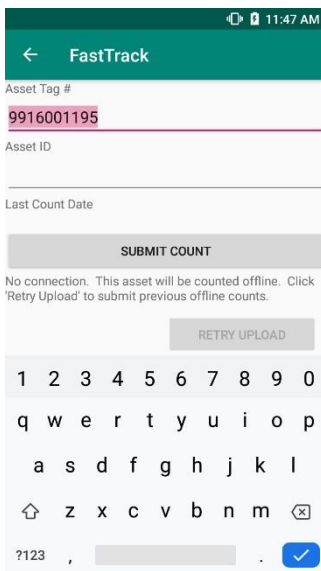

If the asset does not exist, FastTrack displays the following message.
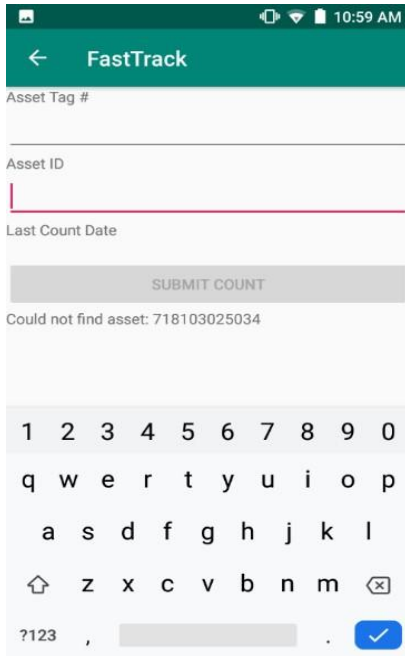
To exit Fixed Assets and return to the main menu, click **<-** symbol at upper left of display (or |> button on lower right of BlueBird device, which also initially clears the keyboard display when visible).

If the FastTrack application is not connected to the database (e.g., when out of Wi-Fi range), the application allows asset counts to be entered. These counts are temporarily stored in the application. When database connectivity is restored, use the Retry Upload button to submit stored counts. Because the asset entries could not be verified when counts are entered in a disconnected state, errors can occur if the asset specified is invalid.
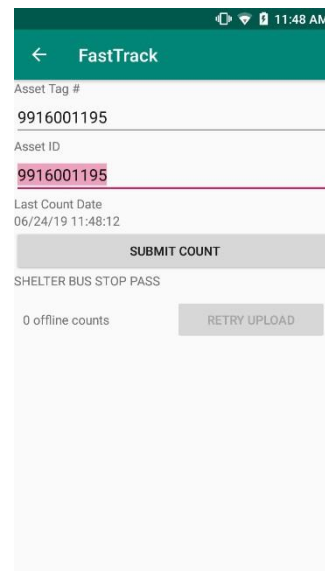
Screenshot of FNW Fixed Asset Master after selecting **Submit Count** using FastTrack unit:

The FastTrack unit updates the date that the item was last scanned, or manually entered using the unit. The Asset Tag #, Asset ID, and Last Count Date will be displayed.

Work Order Labor
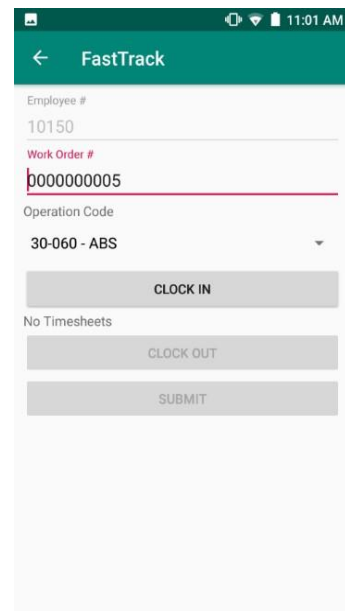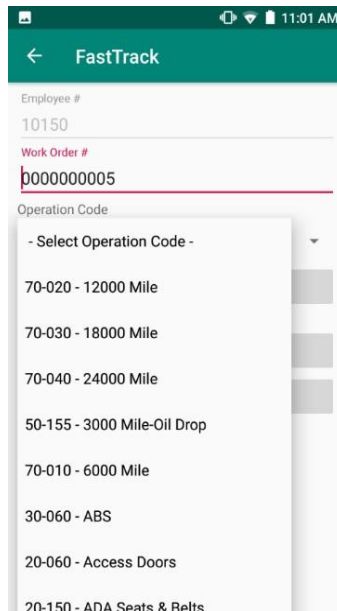
From the FastTrack Main Menu, select **Work Order Labor.**
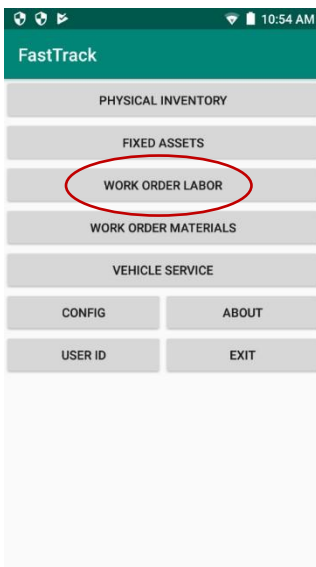
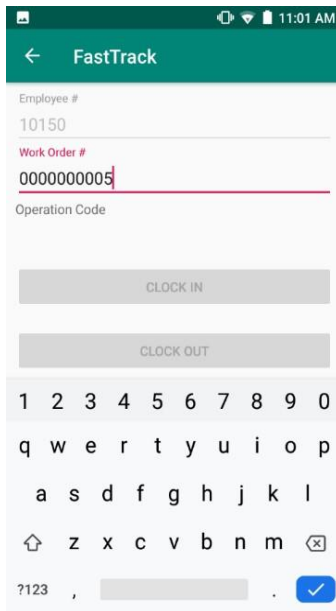Enter the Employee # and Pin # (both must be set up in FNW with valid numbers prior to beginning labor entries). Select **Sign In**. If the login information is incorrect, FastTrack displays a login failure.
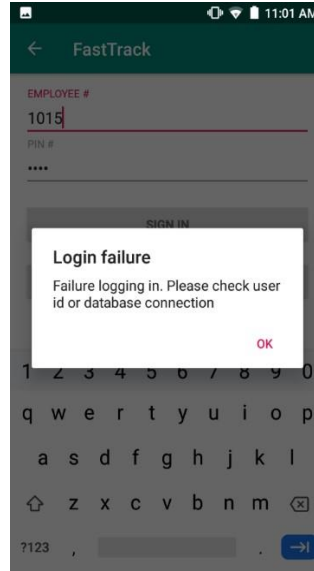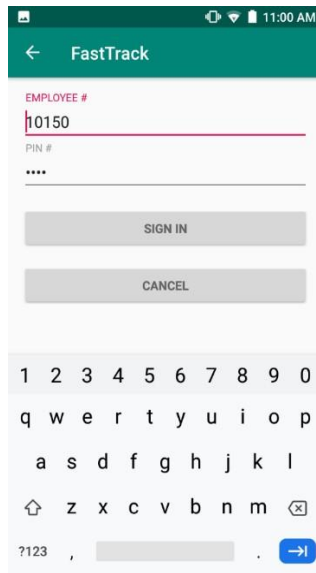
To Clock in:

Scan or manually enter the Work Order #. Select a labor Operation Code from the drop-down. Select **Clock In**.

FNW Work Order Entry – Labor does not update until employee clocks out and submits time.

After clocking in the form below will display. The <u>Clock In</u> button becomes shadowed while an employee clocks into the WO. Clock In date and time populates in the user information field. The <u>Clock Out</u> button now becomes active. When the employee returns to clock out, the same form will display.

To exit the WO Labor Entry display and return to the main menu, click **<-** symbol at upper left of display (or |> button on lower right of BlueBird device, which also initially clears the keyboard display when visible).

To Clock Out:

Return to <u>FastTrack – Work Order Labor</u> form – enter Employee # and Pin # - select *Sign In*.

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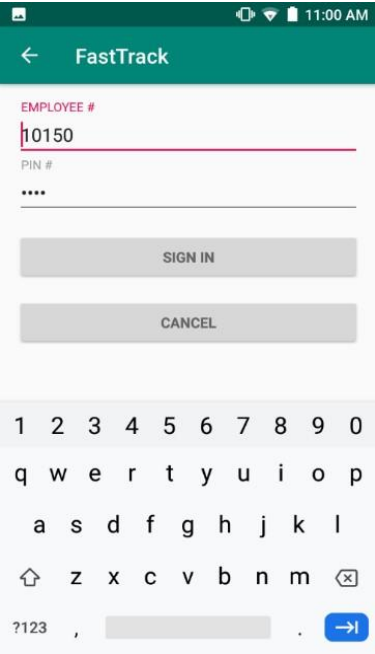
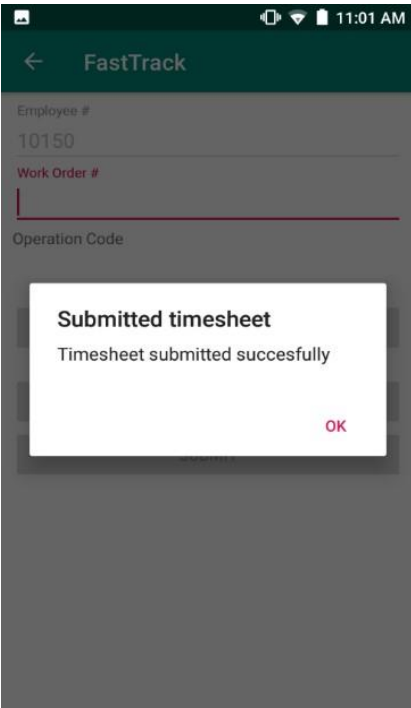FastTrack displays the entry form as it appeared when the user first clocked in.
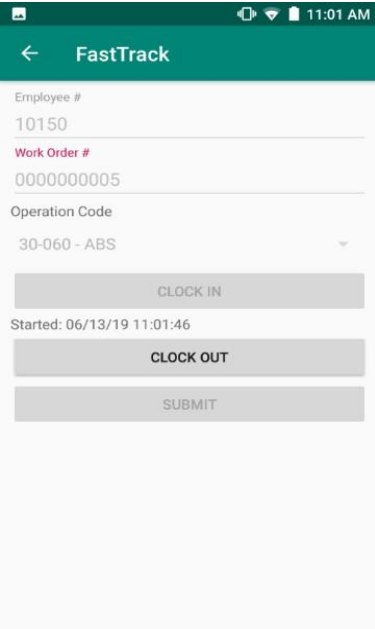
Click **Clock Out**. Clock Out date and time populates in the user information field. **Submit** now becomes bold.
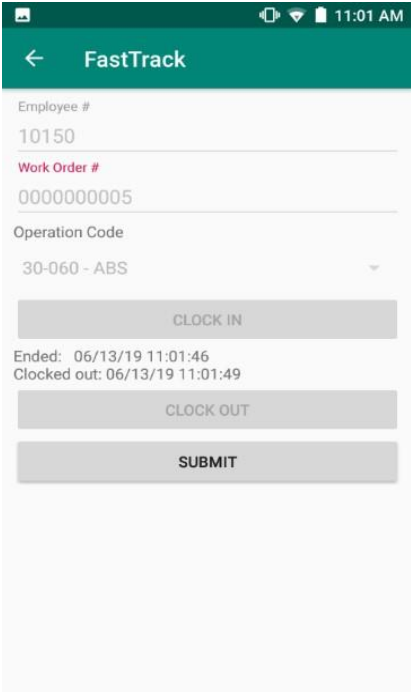
Select **Submit** to transfer the Clock In and Clock Out time for the employee.

FastTrack displays the following message.

Click **OK**

After completing the transaction, FastTrack updates the FNW Work Order Entry – Labor form immediately.

To exit the WO Labor Entry display and return to the main menu, click **<-** symbol at upper left of display (or |> button on lower right of BlueBird device, which also initially clears the keyboard display when visible).

Work Order Materials

From the FastTrack Main Menu, touch **Work Order Materials.**
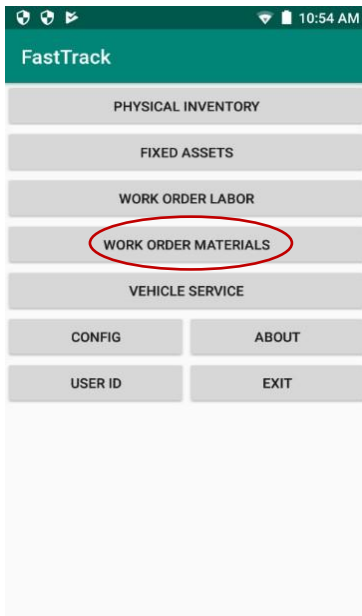
Enter User ID number, followed by Enter key (blue checkmark key).

Next, scan or type in Work Order #. Touch the Enter key (blue checkmark key).

Scan or type in the Part # and then touch the Enter key (blue checkmark key). The Part Description field automatically populates after you enter the part number.

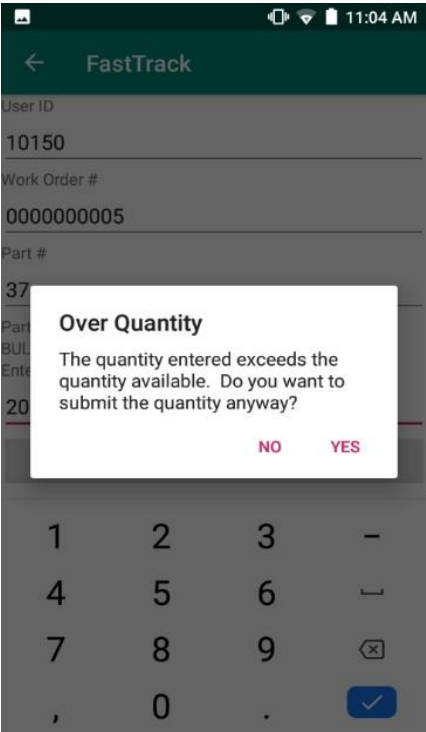Enter a Quantity. Select **Submit Quantity.**
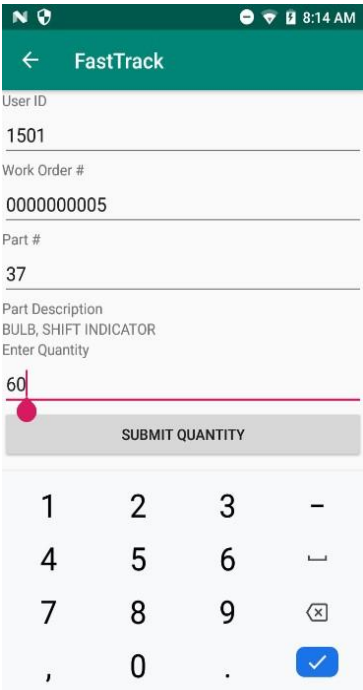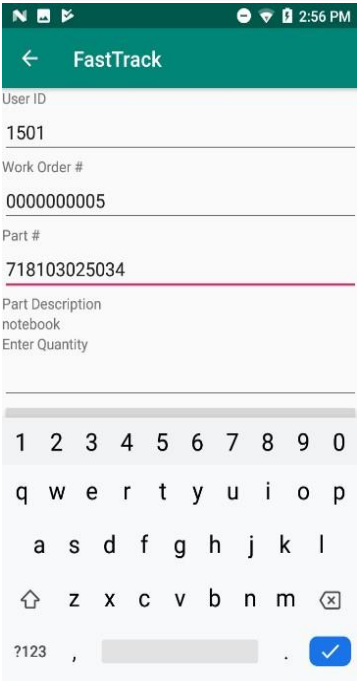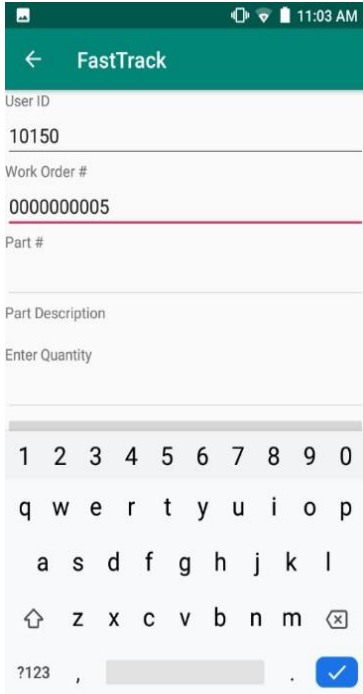
NOTE: If you enter the part number incorrectly or it is not set up in inventory, FastTrack displays the following message:

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NOTE: If the quantity entered exceeds current inventory quantity, FastTrack displays the following message:

Below is an example FNW Work Order Entry – Material form **prior** to Submit Quantity transfer.

After submitting the quantity, FastTrack displays the following message:
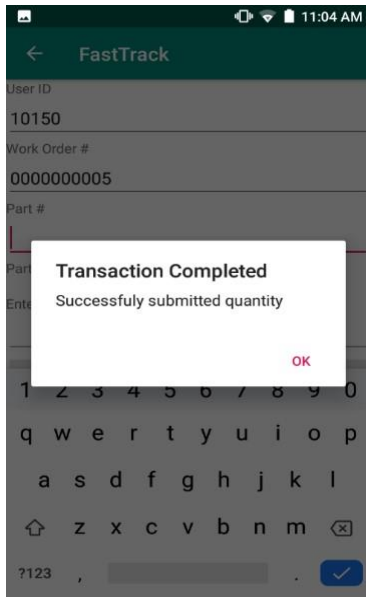
Below is an example <u>FNW Work Order Entry – Material</u> form following Submit Quantity transfer. If the <u>Work Order Entry</u> form was already open, click the Material button to refresh the form.

NOTE: User ID, Time, and Part # populate in the Description field.

FastTrack users can continue to add Material and Submit Quantity, as needed. Users can scan or manually enter a new Work Order #, and continue to scan or enter part numbers, and submit quantities.

After you enter and submit all parts and quantities, click the **<-** symbol at upper left of display (or |>
button on lower right of BlueBird device) to exit the WO Materials display and return to the main menu.

Vehicle Service

Below is an example <u>FNW Vehicle Master</u> prior to Vehicle Service entry using the FastTrack unit.

Below is an example <u>FNW Vehicle Master – Svc History</u> form prior to Vehicle Service entry using
FastTrack unit.

To view the Consumables entered, double-click the Date field. <u>FNVM_VehicleMasterServConsSubForm</u>
displays the Consumables entered.

From the FastTrack Main Menu, choose **Vehicle Service.**
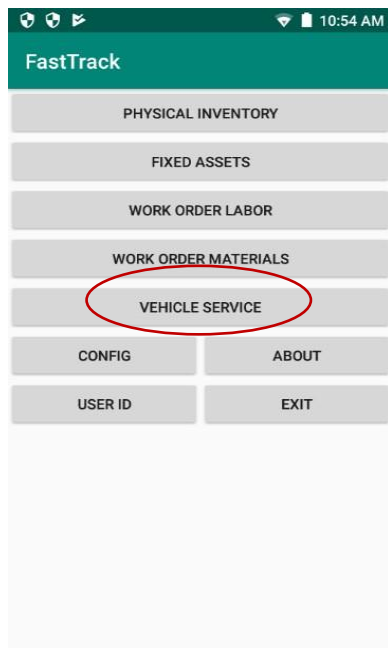
Choose either the system date or set the date manually. If you set the date manually, FastTrack displays a calendar. Choose the vehicle service date and touch OK. Choosing the system date will use the current date according to the system.
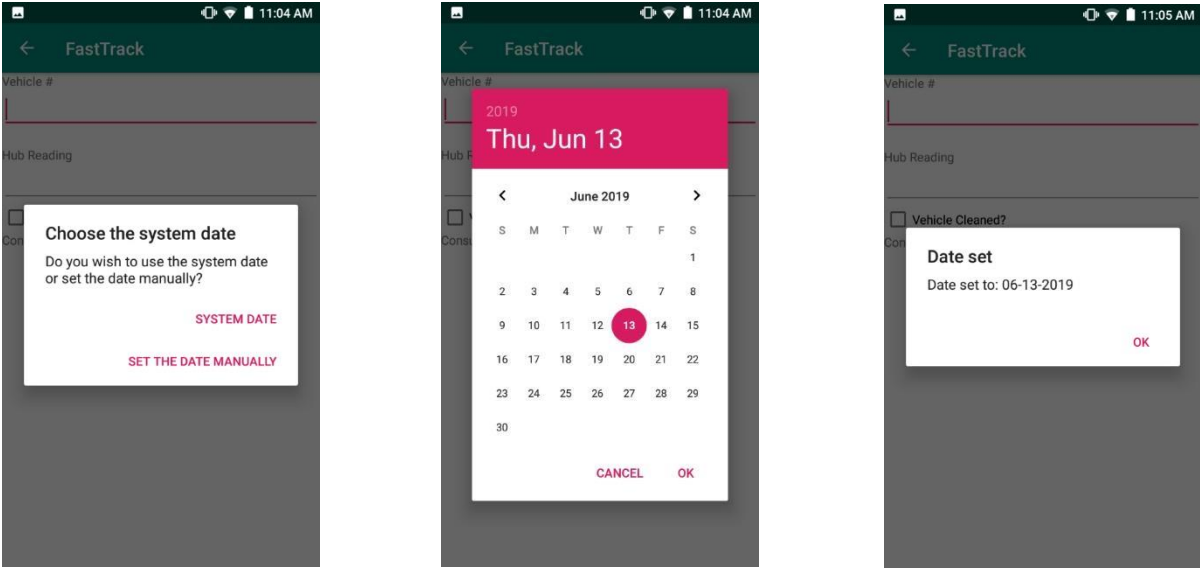
Enter the Vehicle # and touch the **Enter** key (blue checkmark key). The vehicle description will automatically populate in the description field.
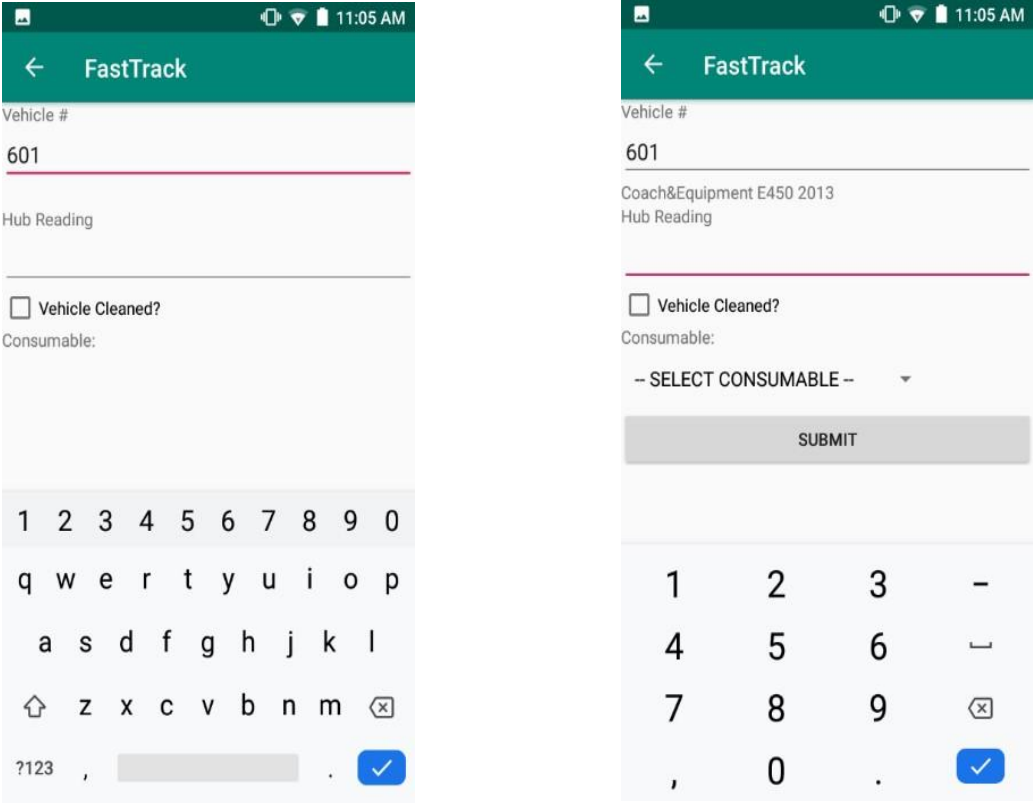
Enter the current Hub Reading from the vehicle.
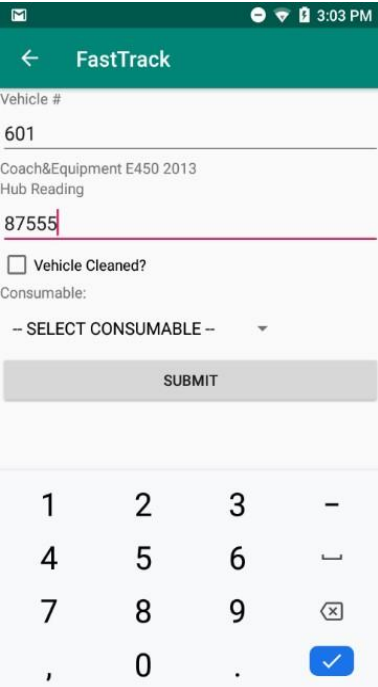
Check the <u>Vehicle Cleaned</u> box if the vehicle was cleaned during this service.
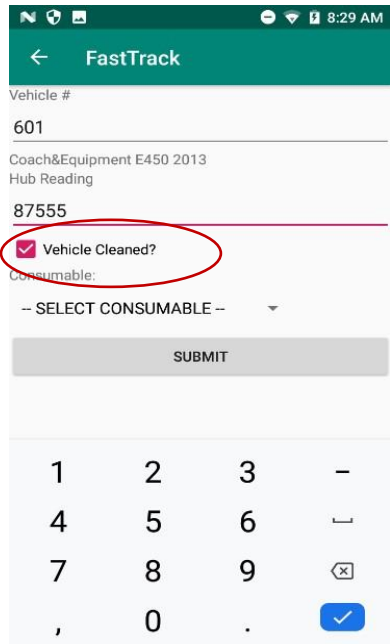
Select <u>Consumable</u> from the drop-down menu for this vehicle.
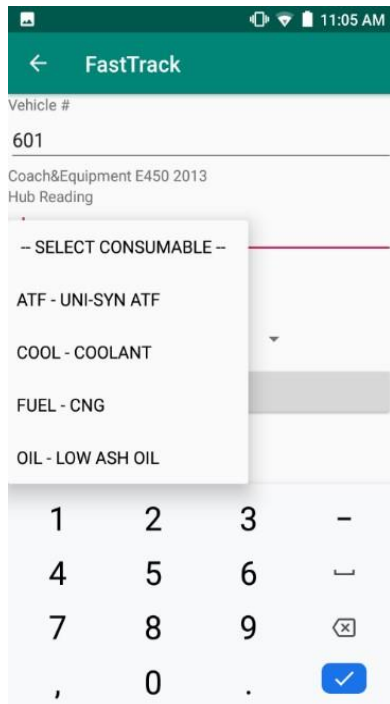
Then, select *Count*. Enter the consumable quantity and select *OK*.
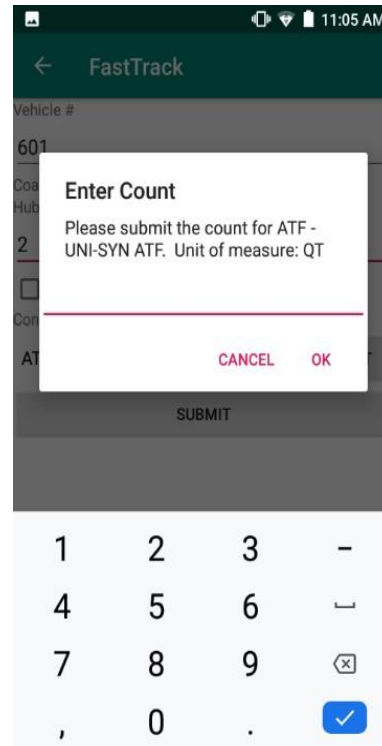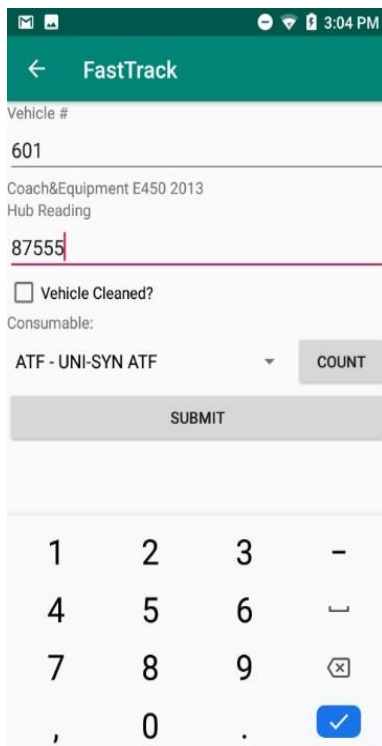
To add additional Consumables, select the next consumable from the drop-down list. Then, select *Count*. Touch *OK*. Touch *Submit* after adding all consumables.
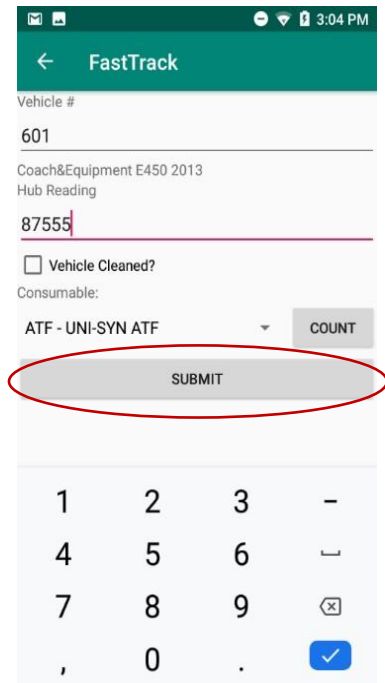
Review all information and verify that it is correct in the Transmit Entry form. If any information is incorrect, select CANCEL and update or add additional counts and re-submit. When all entries are correct, touch **Send** and the app displays the success message.
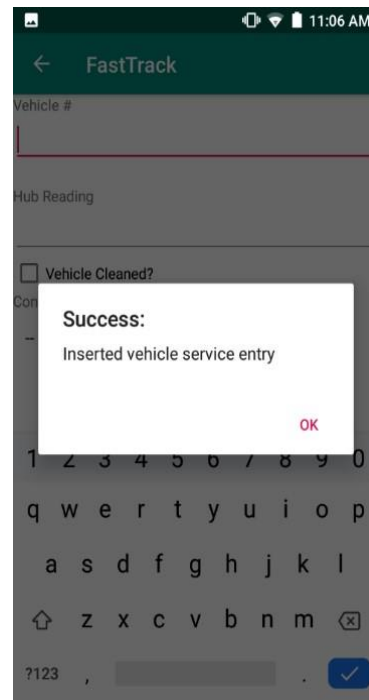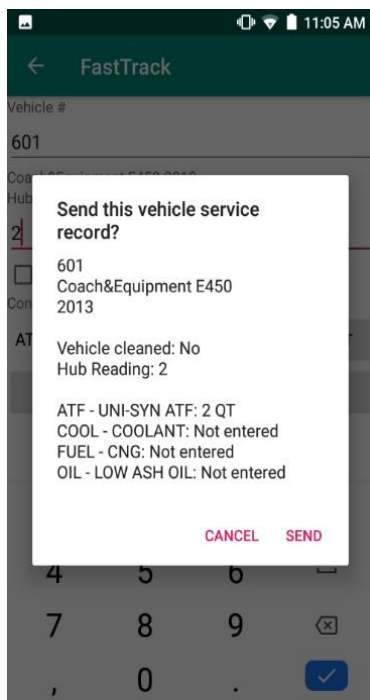
Touch **OK** to exit the Success prompt.

NOTE: If mileage is not entered or it is below the last recorded mileage value, FastTrack displays the following message. You must update the mileage value before the system will accept the submission.
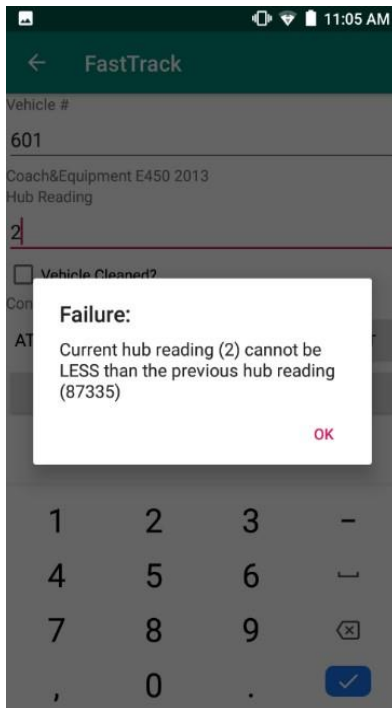
After entering and submitting all vehicle service updates, touch the **<-** symbol at upper left of display (or |> button on lower right of BlueBird device, which also initially clears the keyboard display when visible) to exit the Vehicle Service display and return to the main menu.

Before updating Daily Service, verify the entries by using Quick Entry view. Standard FNW Daily Service instructions apply. For complete Daily Service instructions, refer to the *FNW Vehicle Maintenance Manual*.

Quick Entry view

Click this button to review the daily service entries made via Vehicle Service and the FastTrack unit. After entering all Daily Service updates, click **Save Entries**. If you do not click **Save Entries**, the system will not save the service entries.

To adjust service entries, click **Edit**.

Edit view

Double-click **Consumables**.

You must make all corrections before updating daily service. After making the corrections, you can update Daily Service and print the reports. Standard FNW Daily Service instructions apply. For complete Daily Service instructions, refer to the *FNW Vehicle Maintenance Manual.*

After entering and editing service entries, click **Save Entries**.

Select **Print** to print and review the Service Audit Report.

Service Audit Report

Service Date: 3/24/2011   Fleet Id: 21

Vehicle #: 9837   Time: 4:57:00 PM   Current Hub Reading: 106,876.0   Current Hours:
          Emp #:   1234   Cleaned: ☐   Previous Hub Reading: 106,776.6   Previous Hours:
          ☐ Mileage Meter Exchanged   ☐ Hour Meter Exchanged   Actual Mileage: 99.4   Actual Hours:

	Cons Code	Product Code	Usage	U/M	Unit Cost	Extended Cost	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
	Fuel	01	50.00	GL	3.560000	$178.00	2.0	0.00	1.7907	0.0000
	Oil	05	10.00	QT	2.490000	$24.90	9.9	0.00	0.2505	0.0000

Totals For Fleet Id: 21   Service Entries: 1

Cons	Prod	U/M	Qty	Cost	Mileage	Hours	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
Fuel	01	GL	50.00	$178.00	99.4		2.0	0.00	1.7907	0.0000
Oil	05	QT	10.00	$24.90	99.4		9.9	0.00	0.2505	0.0000
			Total:	$202.90	99.4	0.00			2.0412	0.0000

Report Totals: Service Entries: 1

Cons	Prod	U/M	Qty	Cost	Mileage	Hours	Miles Per U/M	Hours Per U/M	Cost Per Mile	Cost Per Hour
Fuel	01	GL	50.00	$178.00	99.4		2.0	0.00	1.7907	0.0000
Oil	05	QT	10.00	$24.90	99.4		9.9	0.00	0.2505	0.0000
			Total:	$202.90	99.4	0.00			2.0412	0.0000
			Warnings:	0		Errors:	0			

Sample of the Service Audit Report - Inventory Issues.

Service Audit Report - Inventory Issues

Service Date	Item #	Vehicle #	Time	Issues	On Hand	Unit Cost	Extended Cost
03/24/2011	9999999901	Fuel			0.00	0.000000	$0.00
		9837	4:57:00 PM	50.00		3.560000	$178.00
				50.00	-50.00		($178.00)
03/24/2011	9999999902	Oil			5,000.00	2.490000	$12,450.00
		9837	4:57:00 PM	10.00		2.490000	$24.90
				10.00	4,990.00		$12,425.10

Sample of the Service Audit Report – General Ledger Distribution Detail.

Service Audit Report - General Ledger Distribution Detail

Veh #	Time	Cons	Prod	Div #	Account #	Title	Debits	Credits
Service Date: 3/24/2011								
9837	4:57:00 PM	Fuel	01	00	1030101200	INVENTORY REPAIR PARTS		$178.00
9837	4:57:00 PM	Fuel	01	21	5040101001	FUEL-CNG FIXED ROUTE	$178.00	
9837	4:57:00 PM	Oil	05	00	1030101000	PREPAID INSURANCE		$24.90
9837	4:57:00 PM	Oil	05	21	5040100101	LUBRICANTS-OIL	$24.90	
						Vehicle Totals:	$202.90	$202.90
						Service Date Totals:	$202.90	$202.90

Sample of the Service Audit Report – General Ledger Summary Posting.

Service Audit Report - General Ledger Summary Posting

Service Date: 3/24/2011	Div #	Account #	Title	Debits	Credits
	00	1030101000	PREPAID INSURANCE		$24.90
	00	1030101200	INVENTORY REPAIR PARTS		$178.00
	21	5040100101	LUBRICANTS-OIL	$24.90	
	21	5040101001	FUEL-CNG FIXED ROUTE	$178.00	
			Service Date Totals:	$202.90	$202.90

After printing and reviewing all reports, click Update to update the daily service entries. Standard FNW Daily Service instructions apply. For complete Daily Service instructions, refer to the FNW Vehicle Maintenance Manual.

Review the Vehicle Master, if desired.

To review daily service entries, click **Svc History.**

NOTE: Service entry has been updated and created. Displays User ID #, Date & Time and describes entry made via FastTrack unit and FastTrack Vehicle Service.

APPENDIX A: BlueBird Device Information

The following web page locations provide overview and user guide information for the BlueBird EF501R device:

http://bluebirdcorp.com/products/Mobile-Computers/Handheld-Computers/EF501R

http://bluebirdcorp.com/common/download.php?file=n0Wz42CKNPIowVy7_20181116.pdf&ori=%5BQuickGuide%5D+EF501_EF501R_EN.pdf&filepath=%2Fuploads%2Fproduct%2F

http://bluebirdcorp.com/common/download.php?file=jZst7ePFn98SIhV2_20181116.pdf&ori=%5BUserManual%5D+EF501_EF501R_EN.pdf&filepath=%2Fuploads%2Fproduct%2F

APPENDIX B: SQL Security and Connections Setup

This appendix covers one-time setups for SQL security and connections. We recommend that you contact Avail to allow us to perform these configurations.

The back-end database must be configured with specific account permissions to facilitate the FastTrack application connectivity.
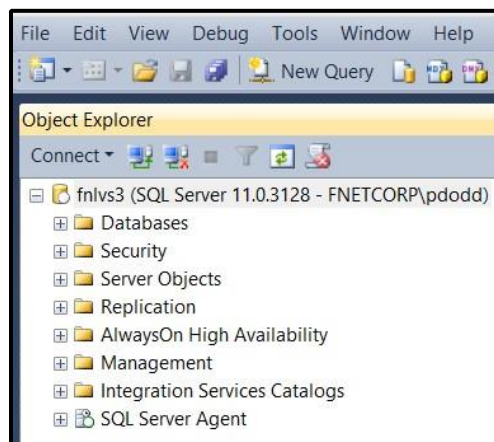
First, create a username and login in SQL Server Management Studio.

1. Click Start
2. All Programs
3. Microsoft SQL Server
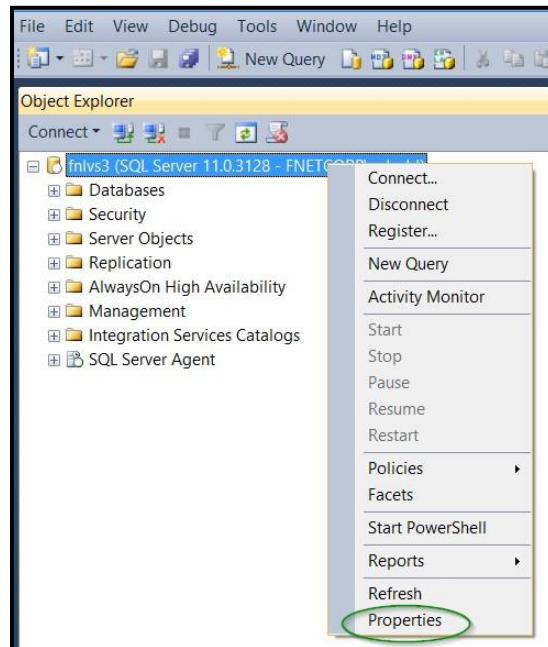4. **SQL Server Management Studio**

Enter your Server Name Click Connect.
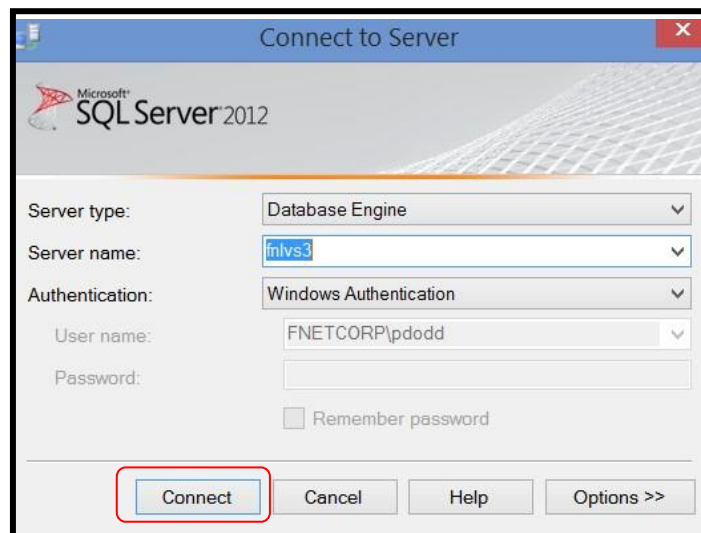
Microsoft SQL Server Management Studio displays the following.

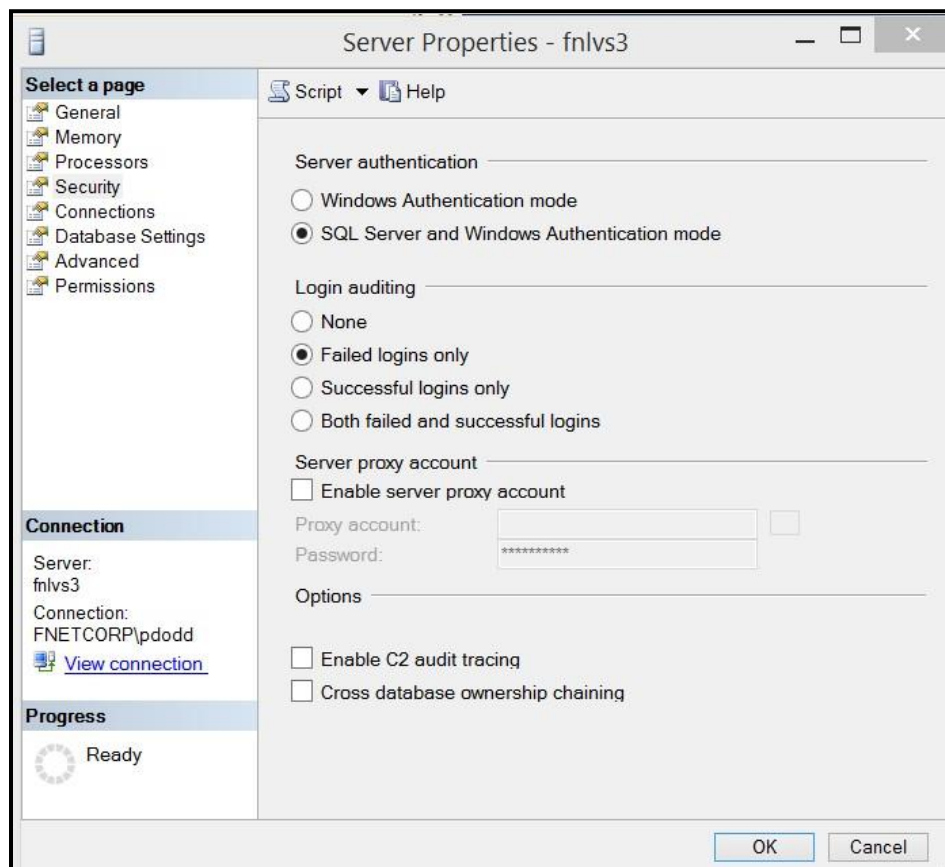Right-click the Server name and click Properties.

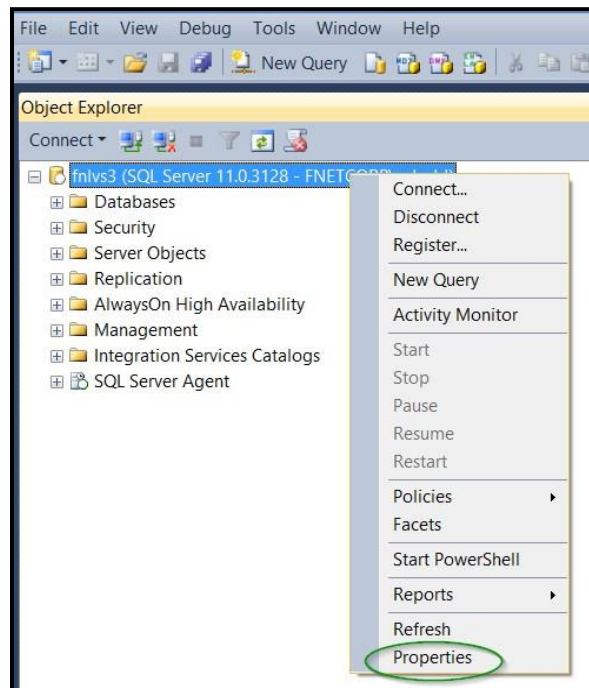Click **Security.** Set up your page as shown below.

Click **OK.**

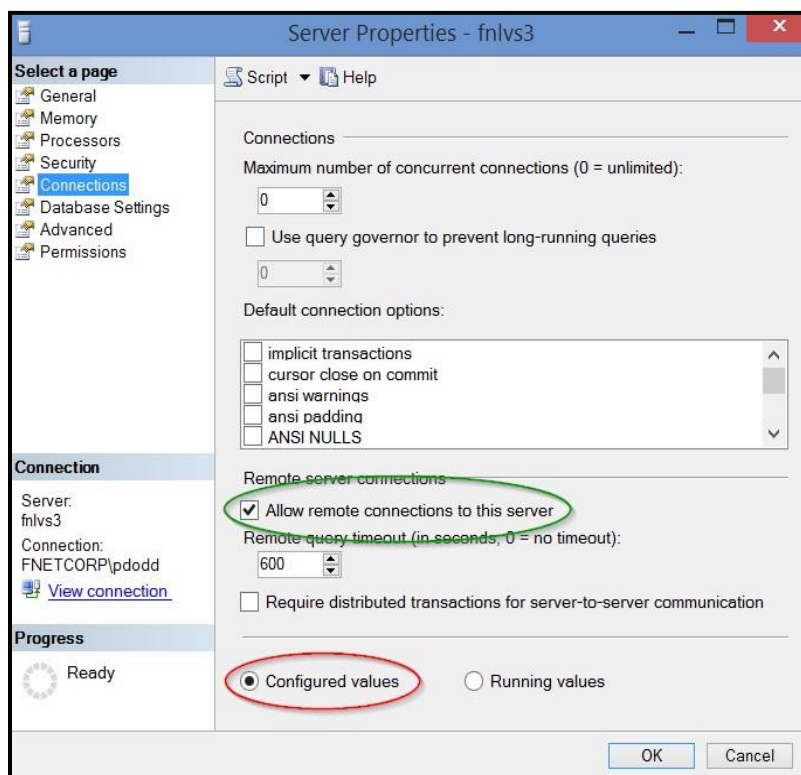Right-click the Server name and then click **Properties**.

Click *Connections*. Set up your page as shown below.
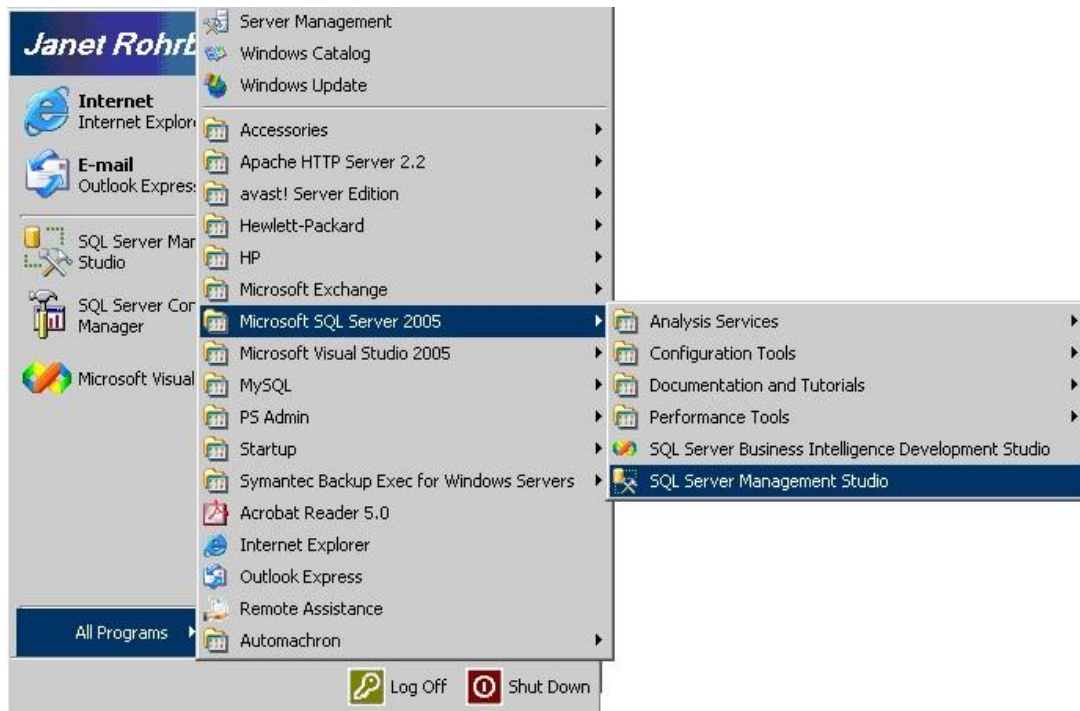

Click *OK*.

Setting Up New SQL User

You must create a new SQL user for the FastTrack application. Use a unique username for FastTrack. If you have multiple units, you do not need to set up a login for each one.

1. Click **Start**
2. All Programs
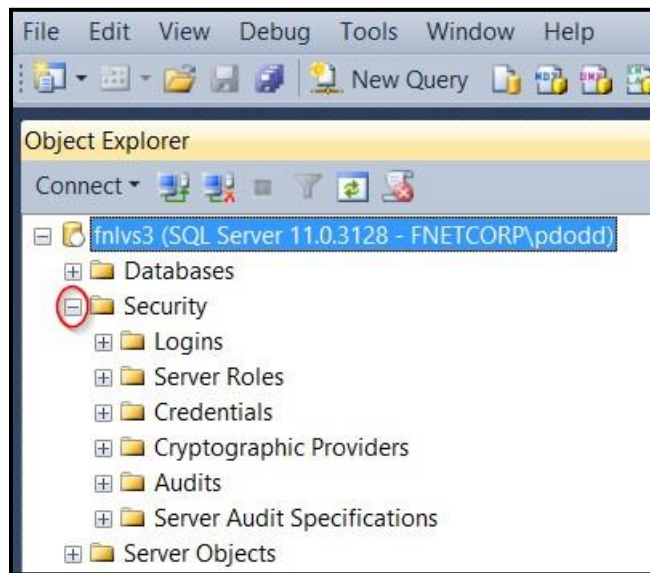3. Microsoft SQL Server
4. **SQL Server Management Studio**

Choose the Server Name from the drop-down or type it in. Click **Connect**.
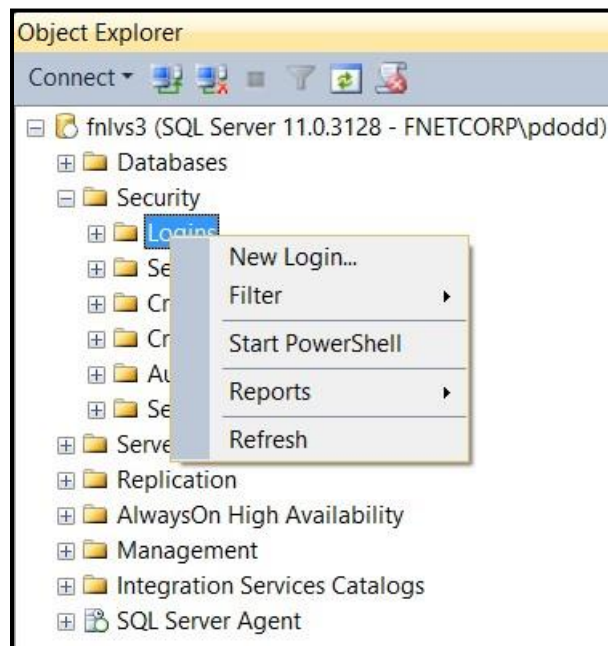
Click the ⊞ icon to the left of **Security** to expand the selections.

Right-click **Logins**. Select **New Login**.

Create a unique Login Name and Password for the FastTrack Unit(s). Use this Login Name and Password for all units. The transit agency can create unique Login Names and Passwords for each unit, but this is not necessary. If you create multiple usernames, you must assign SQL Permissions for all of them.

Enter the <u>Login Name</u> (case sensitive). Select <u>SQL Server authentication</u>. Enter the <u>Password</u> (case sensitive). <u>Confirm password</u>.

NOTE: We recommend using nomad as both the login name and password.
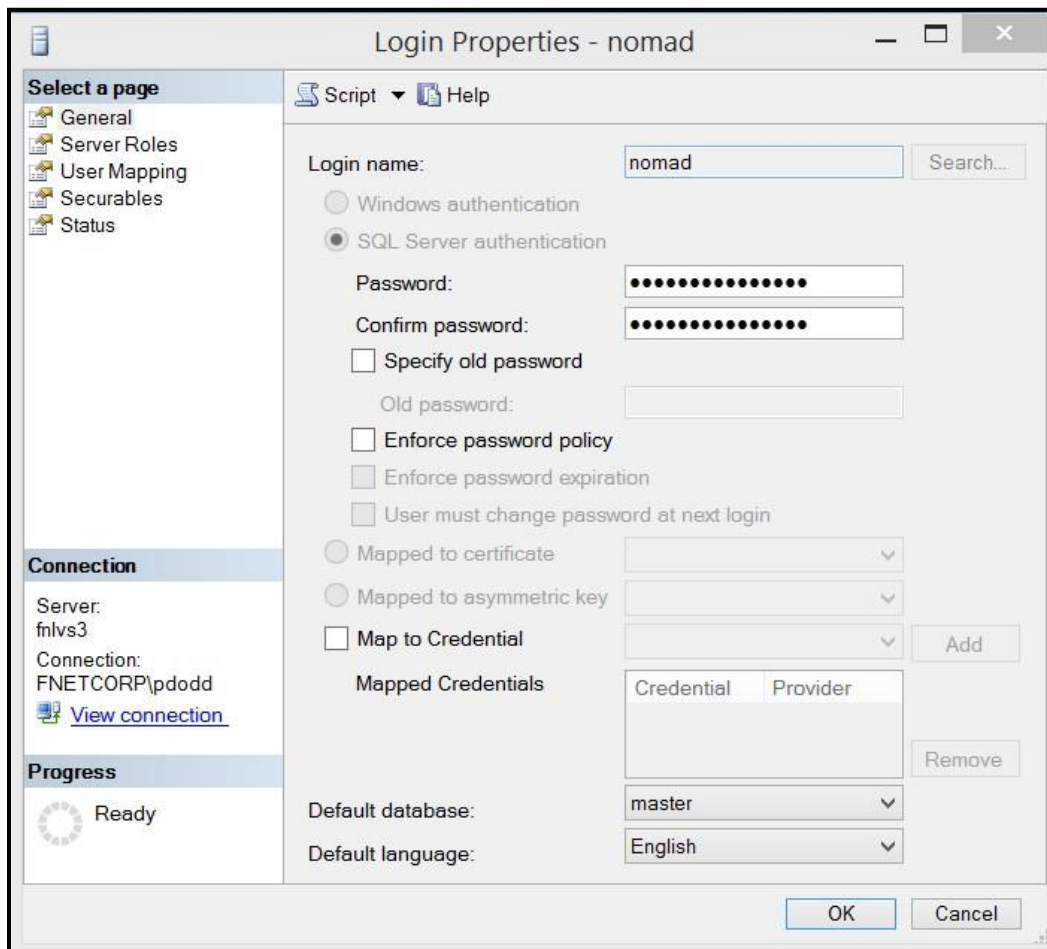
The selections should match the screen above. **Use this screen for the next step.**

Assigning SQL Database Permissions

Assign Permissions to each Login Name created and for each applicable Avail database. FastTrack uses the following databases:

- **FA** **(Fixed Assets)**
- **IN** **(Inventory)**
- **LC** **(License)**
- **PR** **(Payroll)**
- **VM** **(Vehicle Maintenance)**
- **WO** **(Work Orders)**
- **WS** **(Windows System)**

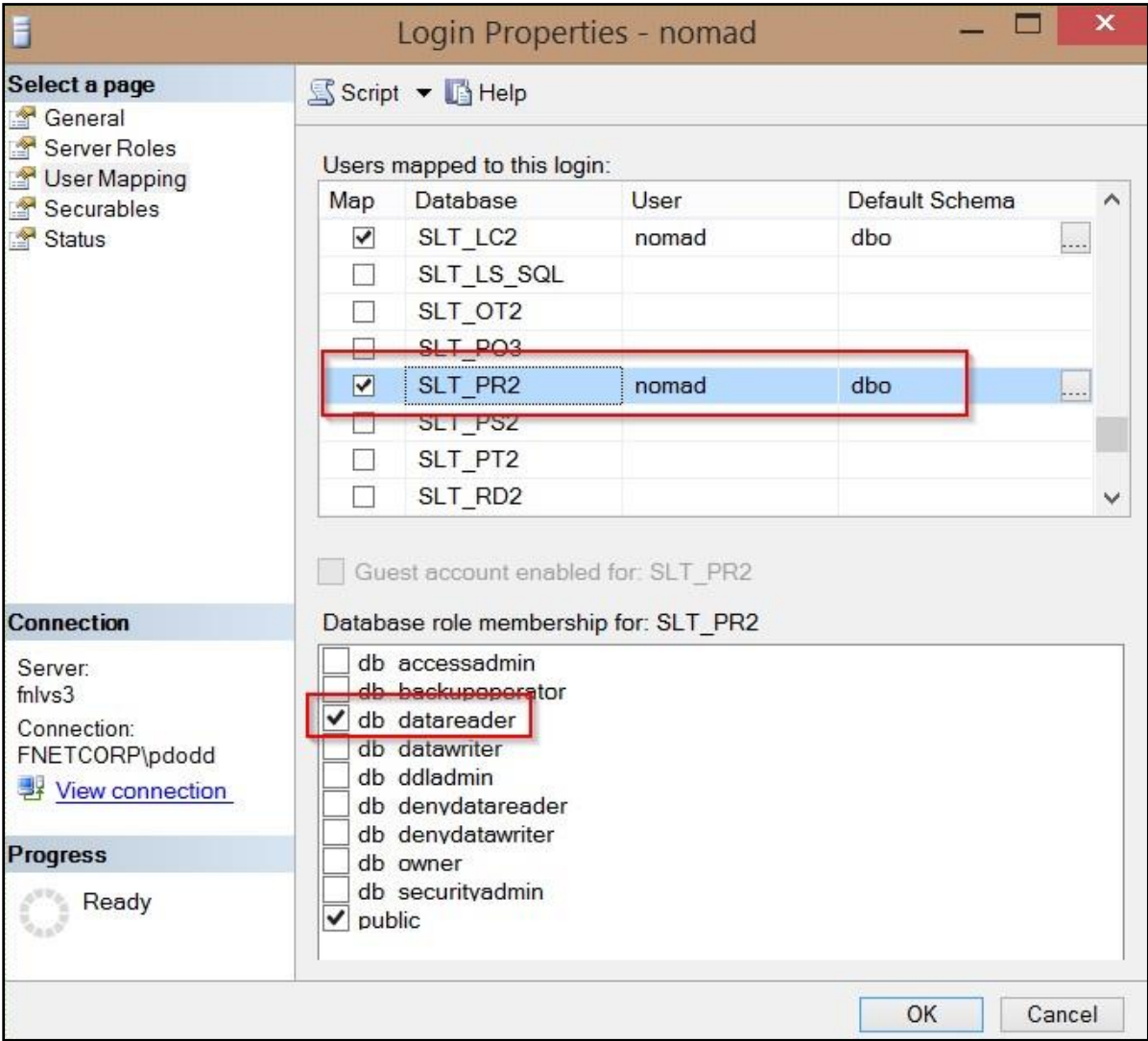Double-click the User login entry. Then, click **User Mapping**.

Assign one database at a time. Find the database and check both DB datareader and DB datawriter as shown below.

Do all the databases listed above (FA; IN; LC; PR; VM; WO; WS). Click OK.

NOTE: When assigning permissions for <u>PR</u> (Payroll), <u>only check the db datareader</u> (see below).
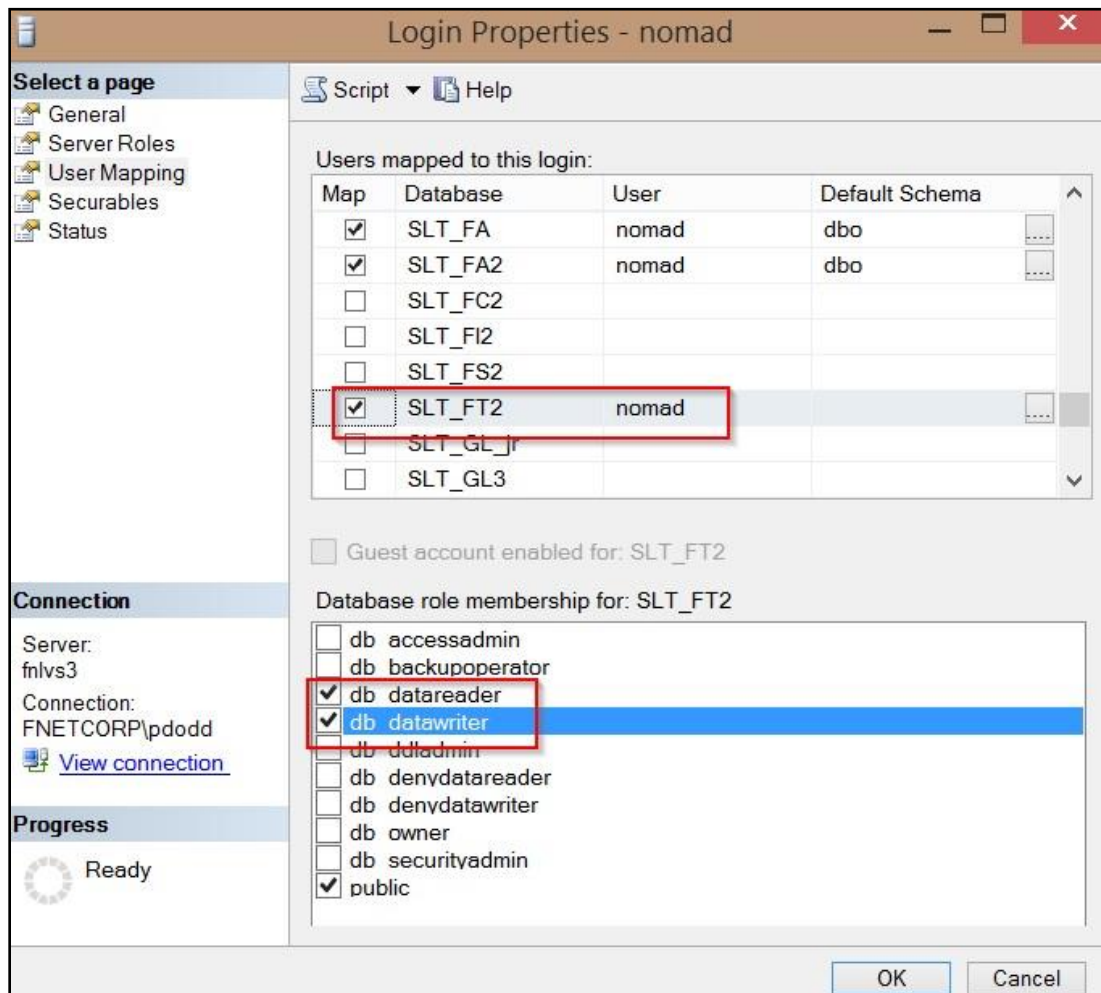
<u>Setup below is for PR (Payroll) only!</u>

After assigning all the modules, click **OK** and close SQL server.