Nomad User Guide

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Trademark Acknowledgment

Table of Contents

Introduction to Fast Track

The Fast Track module allows users to transfer bar code data collected using laser-scanning technology. The data transfers into the Fleet-Net for Windows (FNW) database(s) and is integrated with Inventory, Work Order Processing, and Fixed Assets.

The module allows entry and updates:

- 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 assets recorded)
- Vehicle Service (noting vehicles being fueled with date, quantity of consumables, and records vehicle mileage)

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

A minimum requirement of **Microsoft SQL Server 2000;** however, the following documentation supports SQL Server 2005 through SQL Server 2012.

SQL Server configuration setup:

1. SQL Server Management Configuration; to enable Protocols
2. SQL Login, User Name, and Password **(The Nomad Unit is a hand-held computer; therefore, it requires its own User Name in SQL, unique from any other windows user name)**
3. SQL User Database Permissions
4. FN WS Database name

The computer used to download the software must have Windows Mobile Device Center Installed on it.

A Wireless router is required and configuration must be setup (for Fast Track module).

Tether cable to USB: Allows the Nomad unit to transfer data (FNW), add programs, and charge the unit without a docking station.

Note: The Nomad unit must be connected to the workstation, turned on, and connected via USB Tether cable during installation.

Data is stored in non-volatile storage memory. Losing power will not affect saved data or any Fleet-Net configurations. However, you should download the data from your unit into Fleet-Net regularly**.**

Before beginning set up, collect the following information:

- ✓ **Server IP address for the configuration.**
- ✓ **Name of your Wi-Fi service**
- ✓ **Passphrase for your Wi-Fi service.**
- ✓ **System database name (found in SQL: it is your WS. Example: FNWS_SQL)**
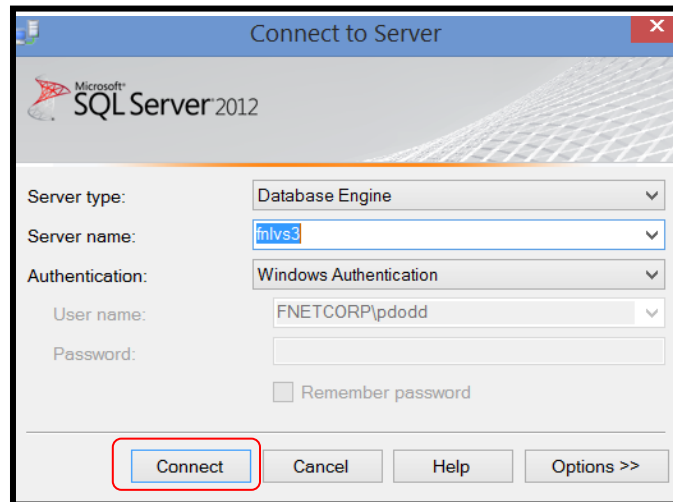
See page 54 of these instructions for a front view of the Nomad, naming the keys.

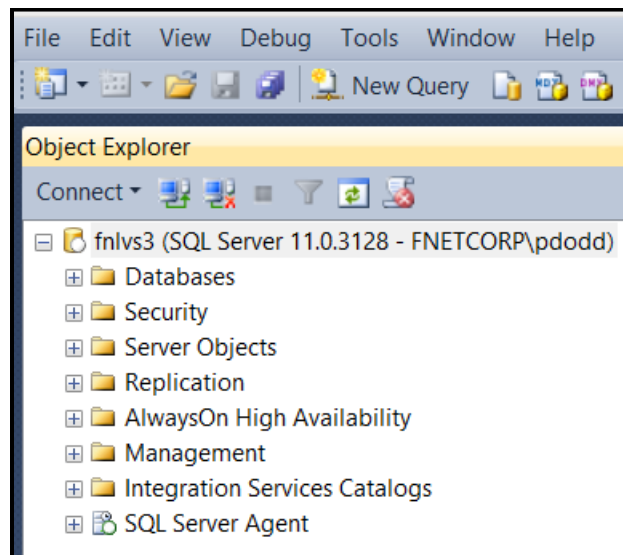# Set SQL Security and Connections

To get started, a user name and login must be created in SQL Server Management Studio.

1. Click Start
2. **All Programs**
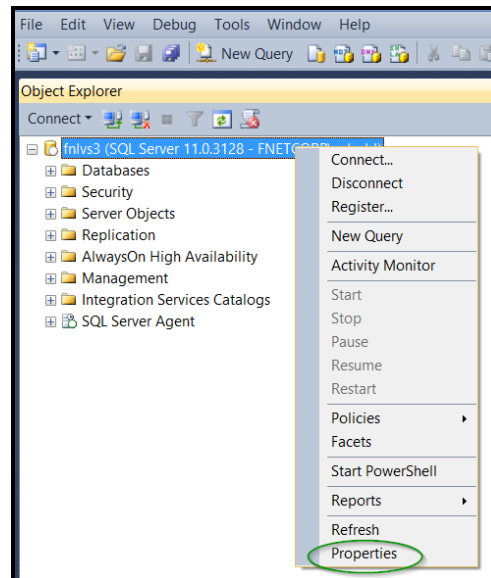3. **Microsoft SQL Server SQL Server Management Studio**
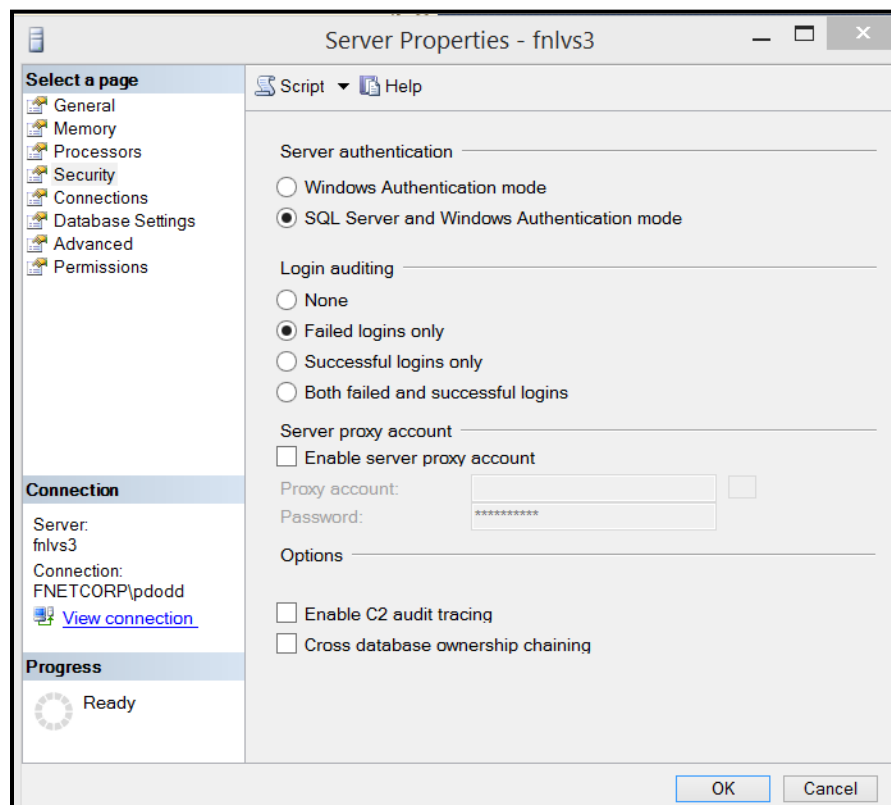
Enter your Server Name Click Connect.

Microsoft SQL Server Management Studio will display.

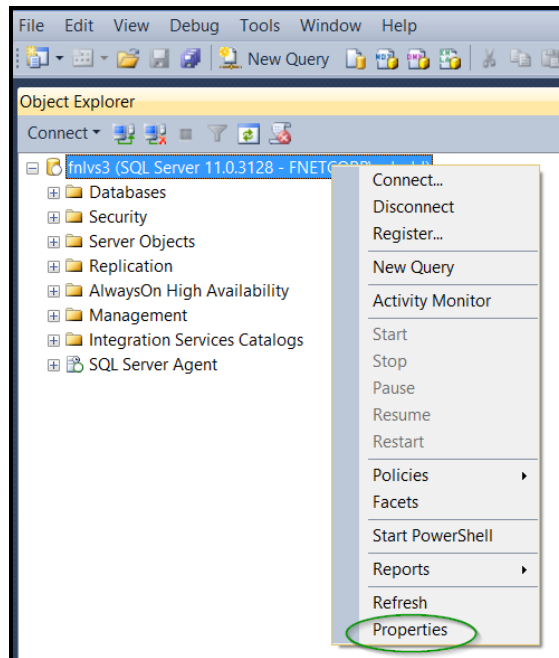Right-click on the Server name; click Properties.

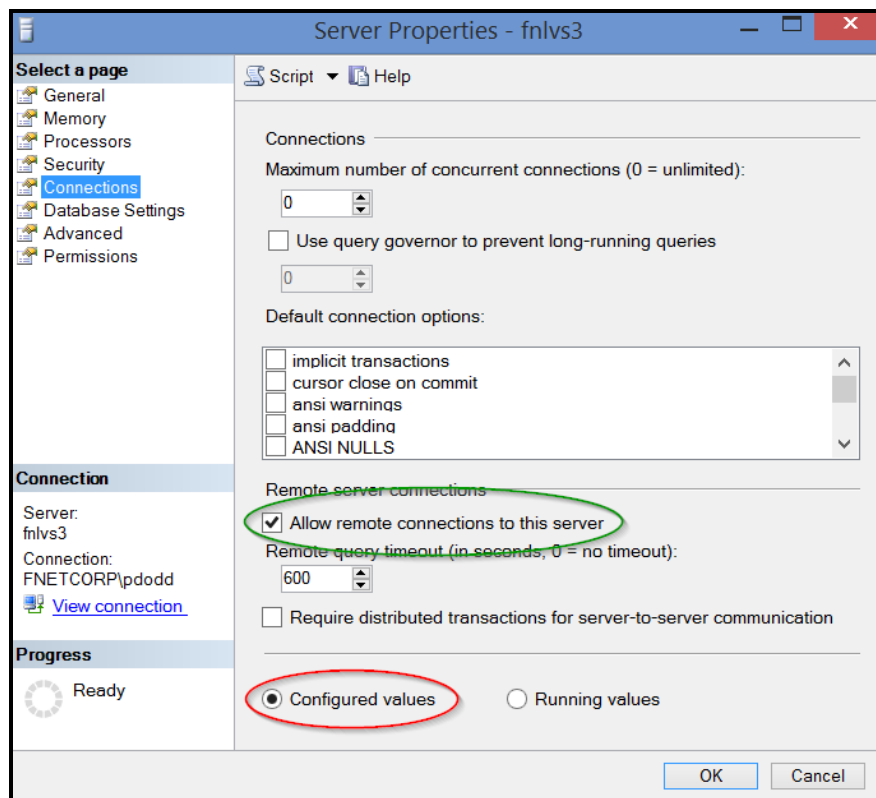Click **Security.** The following page displays. Set your page up as seen below.

Click **OK.**

Right-click on the Server name; click **Properties.**

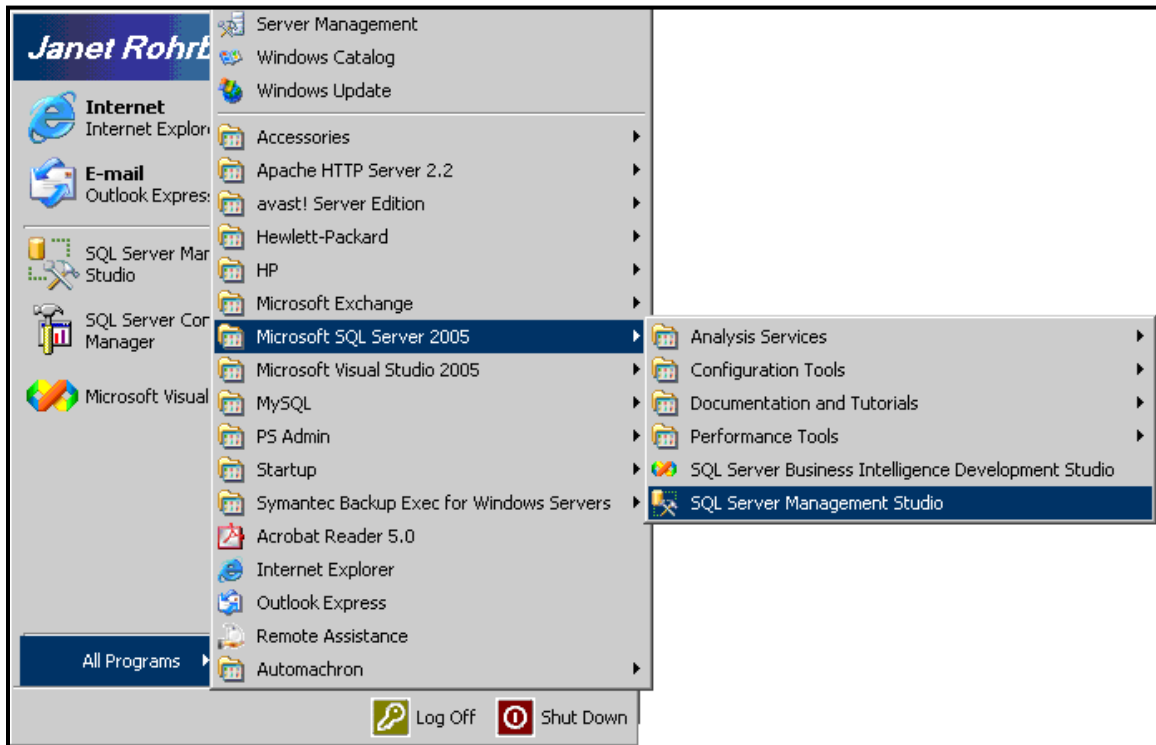Click **Connections.** The following page displays. Set your page up as seen below.
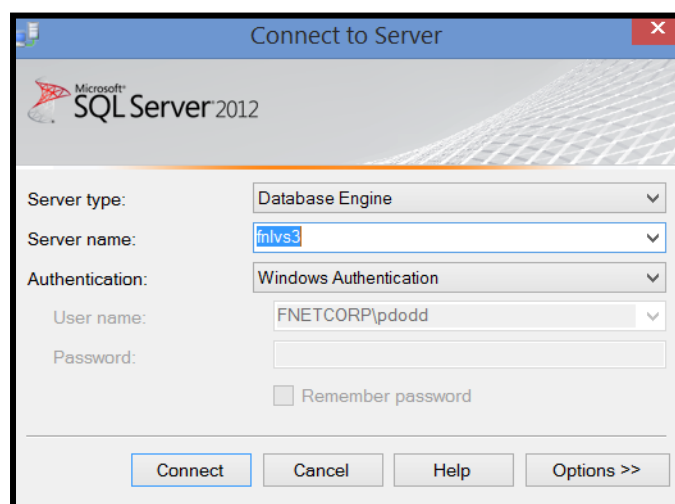

Click **OK.**

Setup New SQL user

The Nomad unit needs to be set up as a SQL user. The user name for the Nomad unit must be unique. If you have multiple units, you do not need to set up a login for each one.
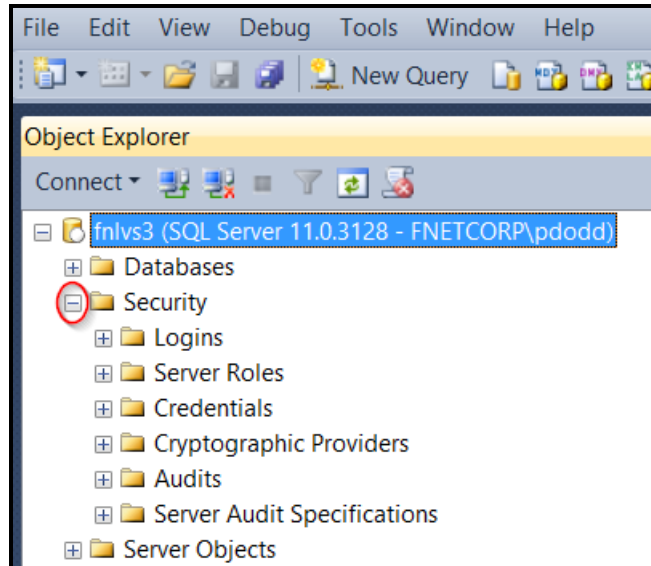
1. Click **Start**
2. All Programs
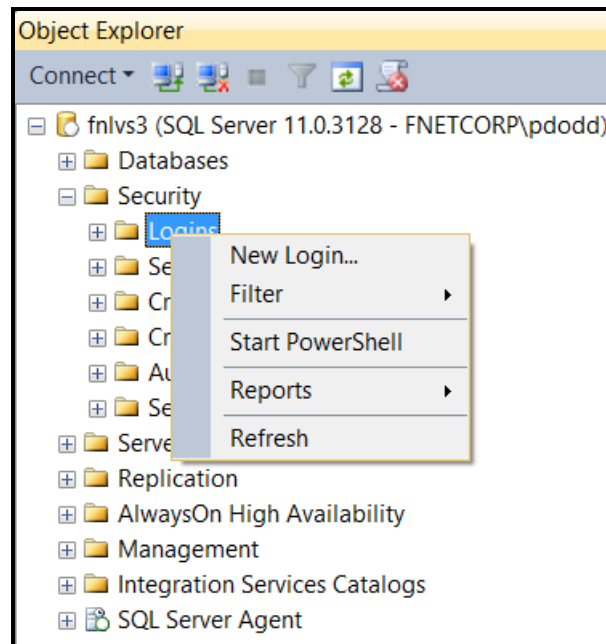3. Microsoft SQL Server
4. SQL Server Management Studio

Choose the Server Name from the drop-down or type it in. Click **Connect.**

Click on the ⊞ icon to the left of Security to expand the selections.

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

Create a unique Login Name and Password for the Nomad Unit(s). *{Use this Login Name and Password for all Nomad units. The transit can, if desired, create a unique Login Name and Password for each unit, but this is not necessary. If more than one is created, then, for each Login Name created, user will have to assign SQL Permissions to the Login Name.}*

Create the Login Name (case sensitive). Select SQL Server authentication. Create the Password (case sensitive). Confirm password.

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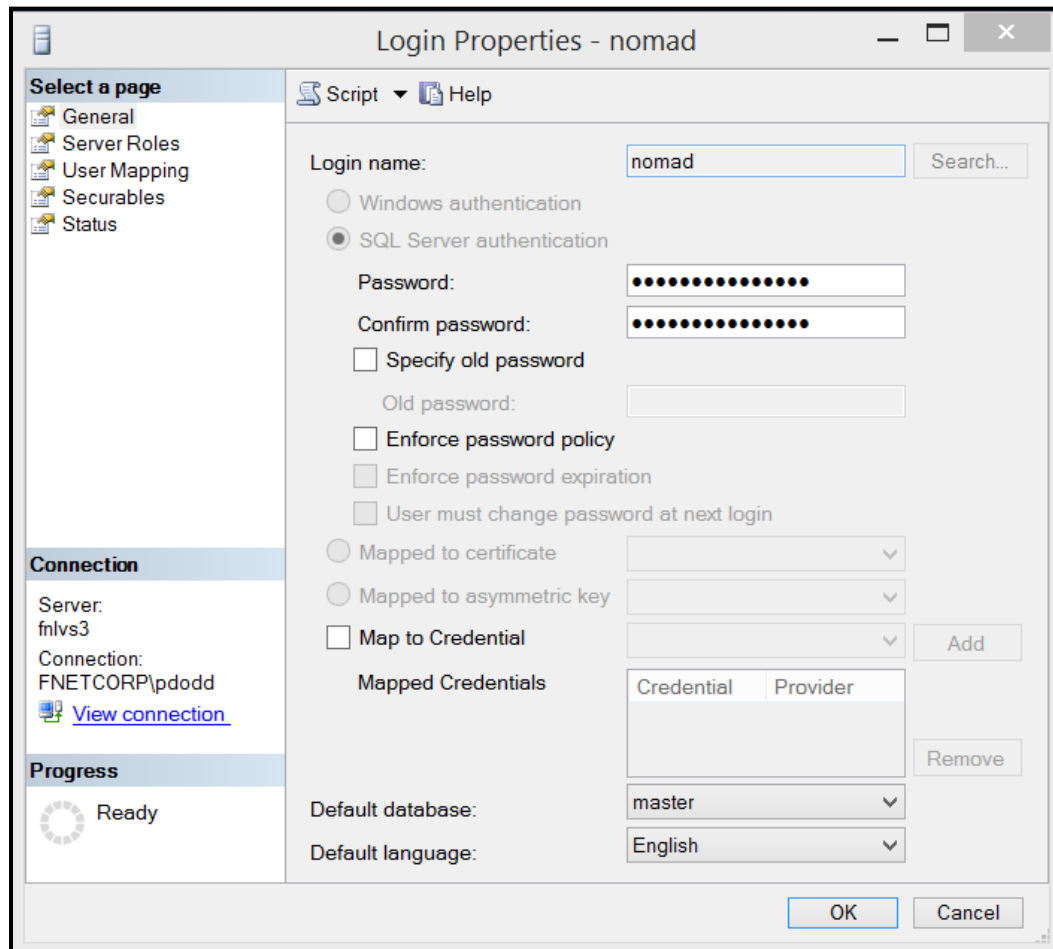
The selections should match the screen above. **You will use this screen for the next step.**

Assigning SQL Database Permissions

Assign Permissions to each Nomad Login Name created and for each applicable Fleet-Net database. The databases used for the Nomad unit(s) are:

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

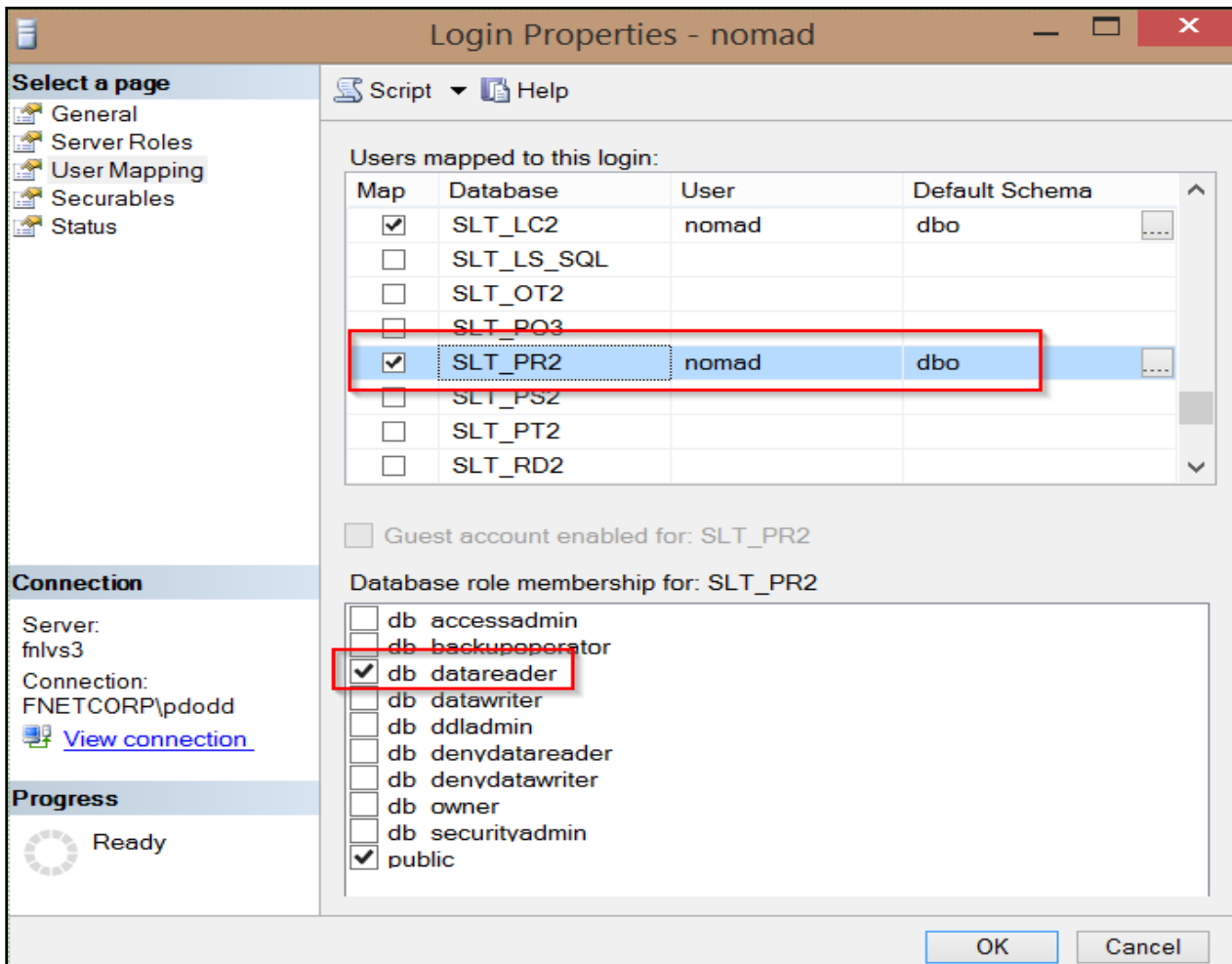Double click the Nomad login. Click **User Mapping**.

Assign one database at a time. Find the database and click on DB datareader and DB datawriter in the box below.

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

Note: When assigning permissions for PR (Payroll), only check the db_datareader (see below).
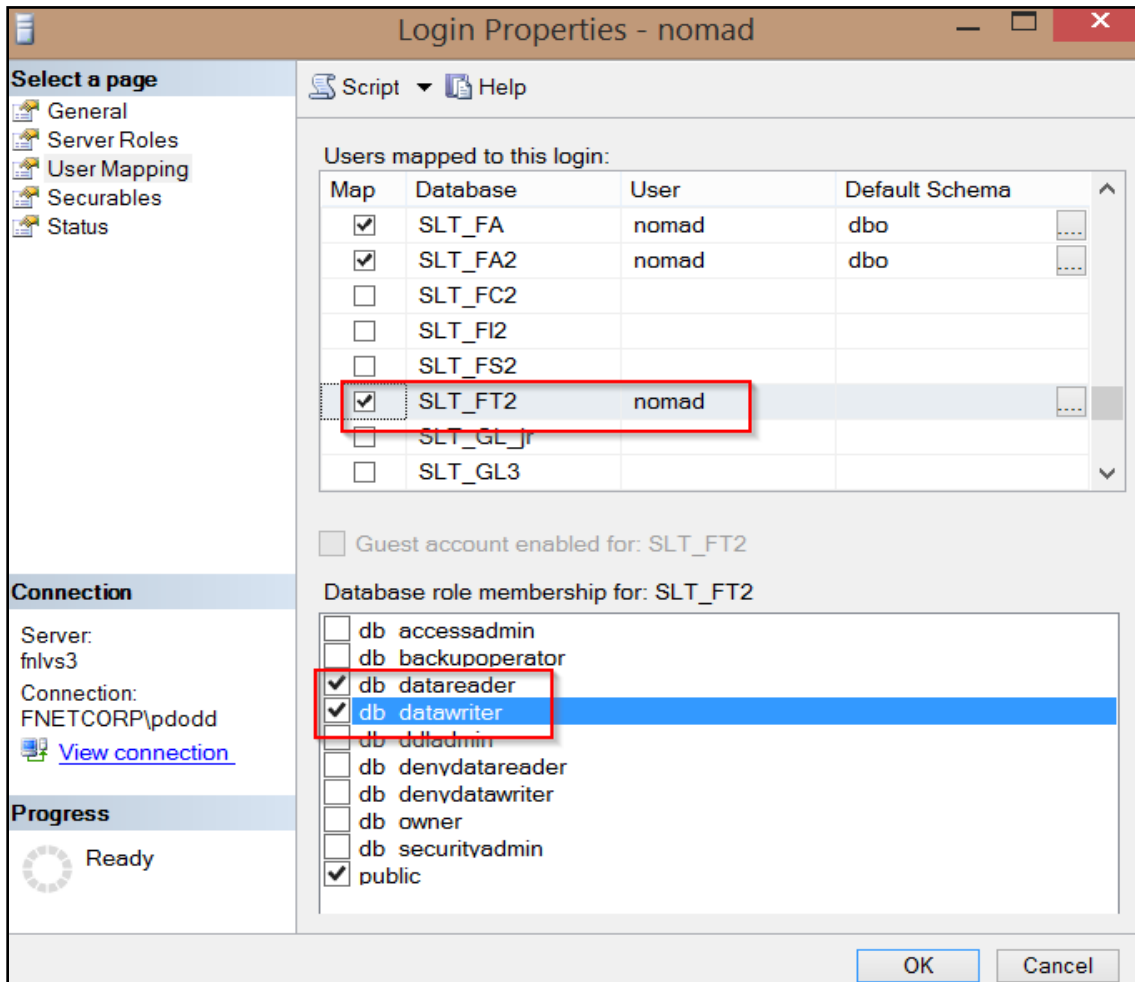
Setup below is for PR (Payroll), only!

Once all the modules have been assigned, click **OK** and close SQL server.

Getting Started with a New Nomad Device

Select the Language

The first time the device is turned on; you may need to select the language you want to use on the device.

IMPORTANT: Carefully choose the correct language because all other languages are removed after this selection. Contact Trimble if you select the wrong language.

1) Because the touchscreen is not yet enabled, use the up or down arrows to highlight the required language and press enter to select it. The up and down arrows are the #2 and the #8. The Enter button is the bottom right most button on the keyboard.

2) Use the up or down arrows to highlight the checkbox.

3) Press *ENTER* to place a checkmark in the box for Yes.

4) Use the up or down arrows to highlight Next and press *ENTER*.

5) Wait while the device is configured to the selected language. It will restart when finished.

Aligning the Screen

When you use the device for the first time, the message Tap the screen to set up your Windows Mobile-based device appears.

The align screen message displays a series of targets to tap in sequence on the screen. Use the stylus to tap the targets firmly and accurately. Sometimes you need to repeat the alignment procedure more than once to provide a satisfactory alignment.

Note – You can align the screen at any time. When the device is on, press and hold the Power button for 1-2 seconds (if you hold it for longer, the device will reset), then tap Align Screen.

Setting a Password

When you use the device for the first time, you are prompted to enter a password. You do not have to set up a password for this Nomad. If you choose not to use a password, tap *SKIP*.

If you opt for password protection, the password must be entered every time the device is turned on or the Power button is pressed to resume operation.

MAKE SURE YOU REMEMBER THE PASSWORD. The only way to recover from a forgotten password is to Factory-reset the device, which will erase all application software, licenses, settings, and data on the device.
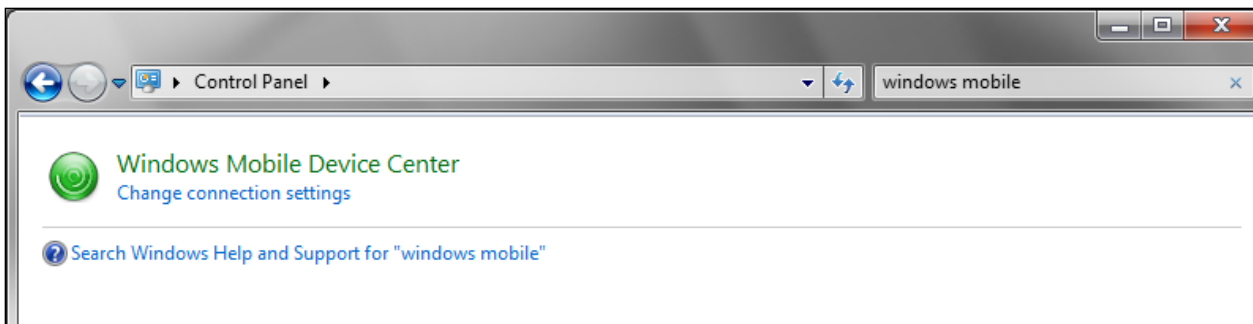
Installing Windows Mobile Device Center

Windows 7

Turn on the Nomad unit and connect it to the workstation via the USB Tether cable during installation. ***User must be logged on as the administrator to complete this process.***

Users running Windows 7 and above will already have the **Microsoft Windows Mobile Device Center** installed on the machine. (This is part of Windows 7, but, if for some reason, you do not have this, you will need to go out to the Internet and download a copy). This enables the computer to recognize the Nomad and transfer files to it. You do not have to synchronize the Nomad to the computer using Mobile Device Center.

The mobile device can be accessed one of three ways for Windows 7 users:
1. Connect the Nomad unit to the computer using the USB port
2. Going to Start – Control Panel – typing windows mobile in the search field and/or

3. Clicking on the Start menu and looking for Windows Mobile Device Center.
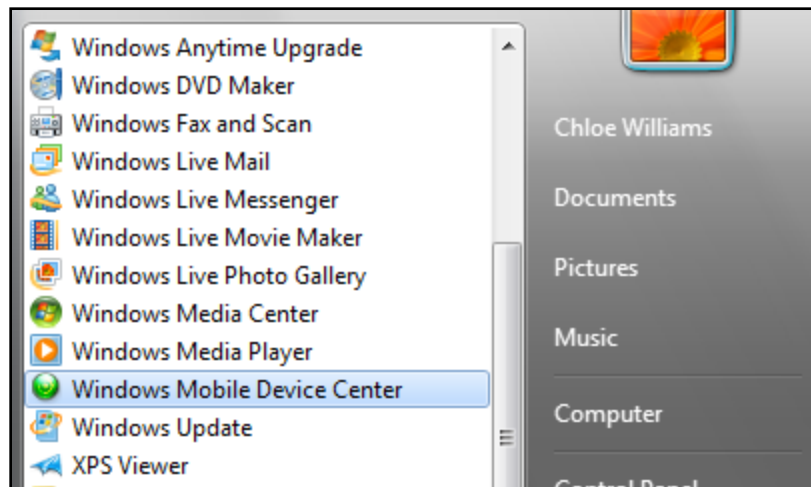
Make sure the Nomad is turned on, plug the tether cable into the device and the computer. You should see this screen. You do not have to set up the device here.

If you are running a later version of Windows than Windows 7, Mobile Device Center may not automatically connect to your Nomad. If so, you may need to do the following to enable Mobile Device Center to find your unit.
On the Device, tap the Windows symbol. Settings > Connections > USB to PC. UNCHECK Enable advanced network functionality.

Continue with steps in the next section.

Install Fast Track

Unzip the folder sent to you from Fleet-Net and copy the Nomad_Install folder into the From Fleet-Net folder on your computer. We recommend that users have a From Fleet-Net folder to store data, programs, etc. sent from Fleet-Net.

Connect the Trimble Nomad to the PC using the USB cable. Go to My Computer (you do not have to go into Windows Mobile Device Center). Click on the Nomad to open it up.
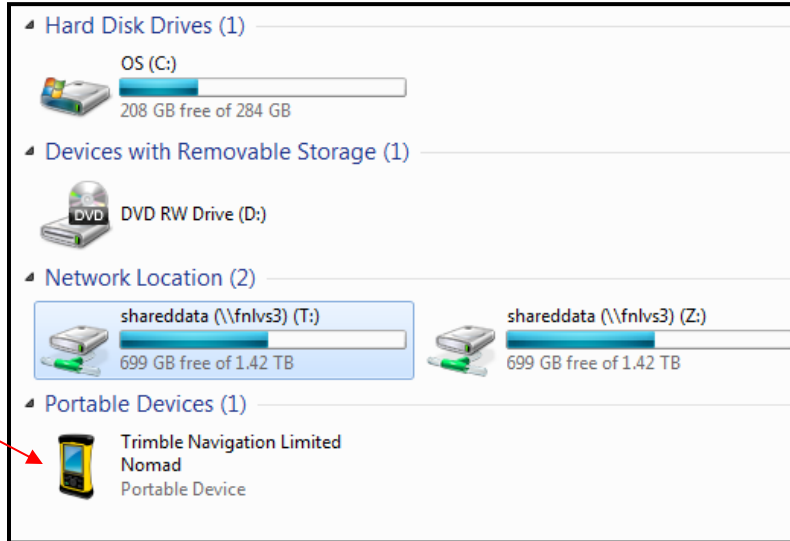
Double Click to open this up.
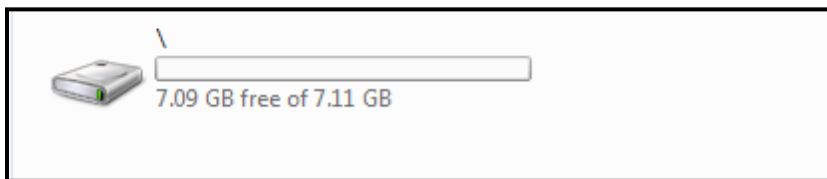
Copy the **FNFT_Nomad_Installer.CAB** and **sql.wce5.armv4i.CAB** files from the **Nomad_Install** folder into the Mobile Device (Trimble Nomad). (See the screen below).

{To copy multiple files at once, hold down the Ctrl button on your keyboard, highlight the files to be copied; right-click and select Copy.}
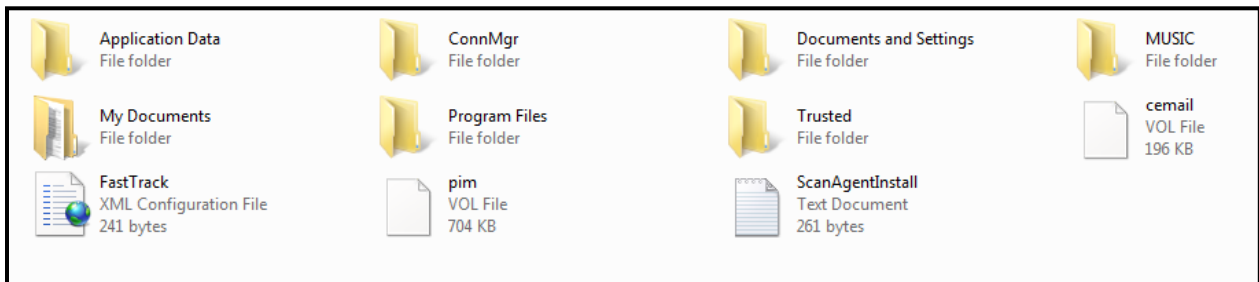
Open File Explorer on your device. Navigate to **My Documents.**

Double-click on **sql.wce5.armv4i.CAB.**

Click **OK** to install the file.

Double-click **FNFT_Nomad_Installer.CAB.**

Click **OK** to install the file.

Retrieving the Unit ID to add to Fleet-Net License

The Nomad unit is a hand-held computer, and must be added to the Fleet-Net License. Go the Fast Track Icon and double click. The screen will say Enter User Id. Just put in a valid Fleet-Net User ID and click Select. On the next Screen, click ABOUT. The Unit ID is the number that Fleet-Net needs so the Nomad added to your license. Send the number(s) to support@fleet-net.com and Fleet-net will return a new license to you containing the new computer name. Follow the instructions for installing the updated license.
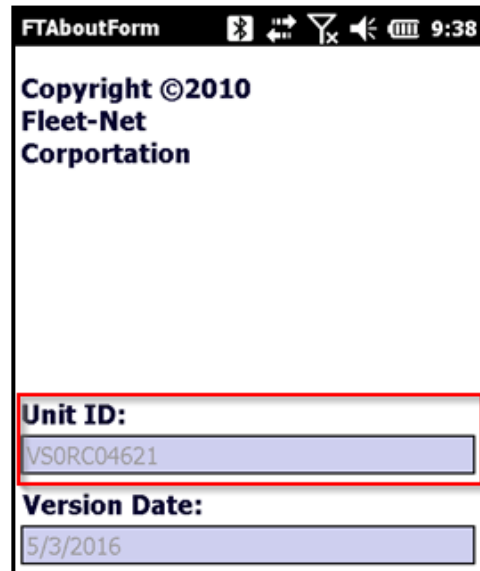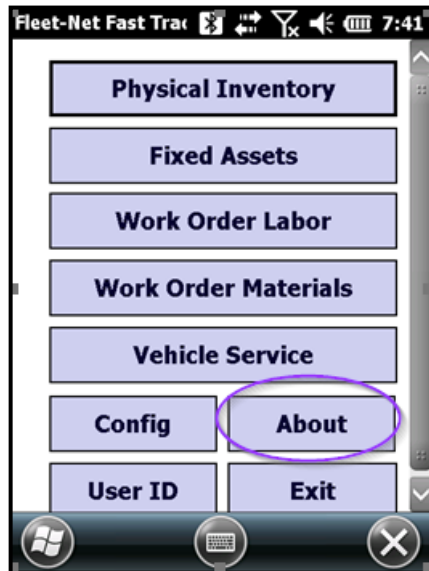
Connect to the Wi-Fi

On the Home Screen, click on the blue circle in the center of the bar below the File Explorer (Wireless Manager). Follow the prompts to connect to your Wi-Fi.
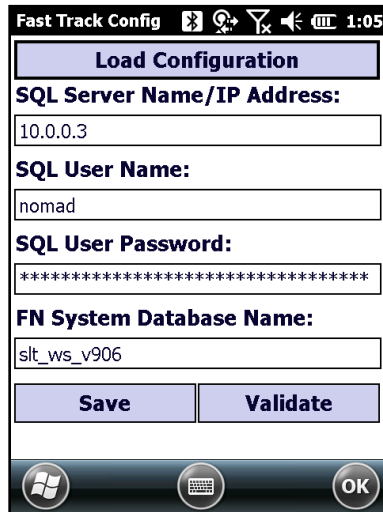
-OR-

You can also click on the Windows Start button.
Go to Settings
Go to Connections
Go to Wi-Fi. Follow the prompts to connect to your Wi-Fi.

Set up the configuration in Fast Track.

Click on the Config button as shown above and enter the data as requested.

- o **SQL Server Name/IP Address**: Enter agency Server Name or IP Address.

- o **SQL User Name:** Enter the SQL Username that was setup in SQL Management Studio (case sensitive).

- o **SQL User Password:** Enter the SQL User Password that was setup in SQL Management Studio (case sensitive). **Note: The SQL User Password is encrypted.**

- o **FN WS Database Name:** Enter the Fleet-Net FNWS SQL Database name.

```
Fast Track Config    ⟨B⟩ ⟨Q⟩ ⟨Y⟩x ◀€ ⟨Ⅲ⟩ 1:05
        Load Configuration
SQL Server Name/IP Address:
10.0.0.3
SQL User Name:
nomad
SQL User Password:
*********************************
FN System Database Name:
slt_ws_v906
        Save            Validate


    ⊞              ⊞              OK
```

Click on **Save**.
Click **OK** at the Configuration saved prompt

Click on Validate.
Click **OK** at the **Validation** was successful prompt.

Once the validation is successful, the unit is ready to go! Each time you turn on the unit, validation runs automatically.

If the SQL User Name or Password is incorrect, the following message displays
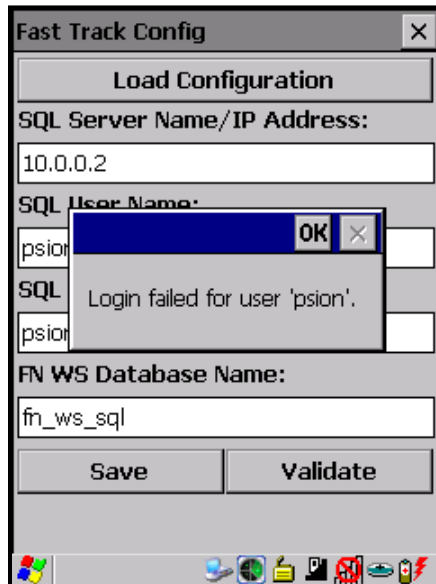
Verify the SQL User Name and Password (case sensitive), and then save the configuration. *Validate*.

If the IP Address or FN WS Database Name is incorrect, the following message displays
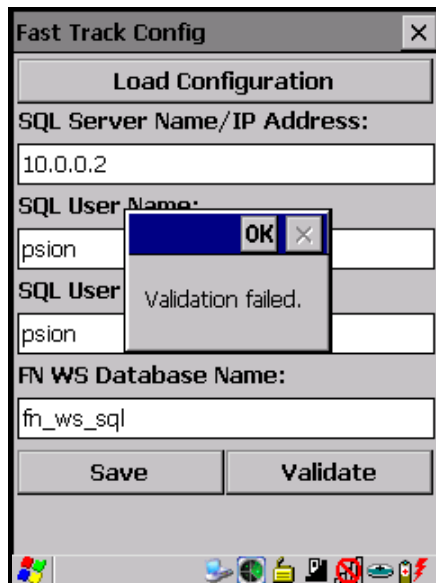
Verify the IP Address and FN WS and then save the configuration. *Validate*.

Using the NOMAD Unit - Fast Track

User ID

Click on *User ID* to view the current logged in user. FNC recommends that you use the employee number for the User ID as it appears on Work Orders and Daily Service Entries. The User ID is also used for tracking the activity of each user.

To view the current logged in User ID and/or enter a new User ID – click on *User ID*– click *Select* to retain current User ID. If a new user is logging in – change the User ID and then click *select.*

Physical Inventory

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

Power on the Nomad, using the small green button on the lower left of the keypad. Click on the bus icon.
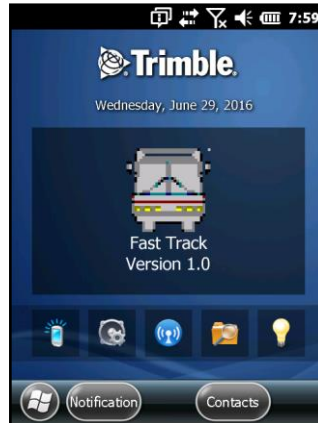
The following message should display. This indicates that the configuration is loaded successfully. {If configuration needs to be set up again, refer to Nomad Installation instructions – page 16}
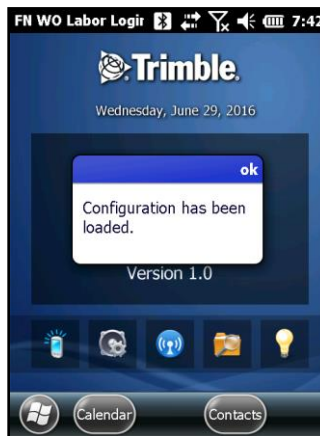
Select **OK**. The following message will display. Select **OK**.
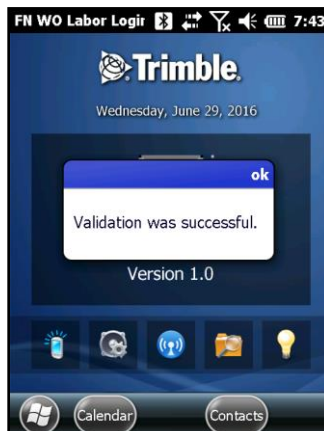
When you get the Validation was successful message, select *OK*. The following screen will display.
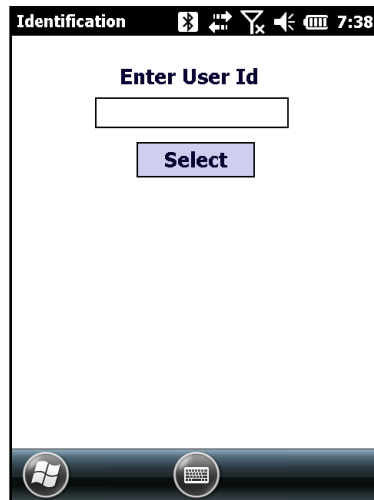
Enter User ID, using the key pad. Enter a valid employee number and click **Select**.

If you do not enter an employee number and click **Select**, you will see this message. Please enter an employee number before you click **Select.**
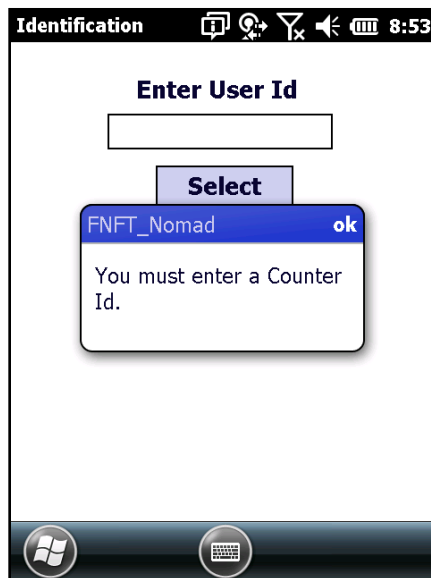
Select **Physical Inventory**
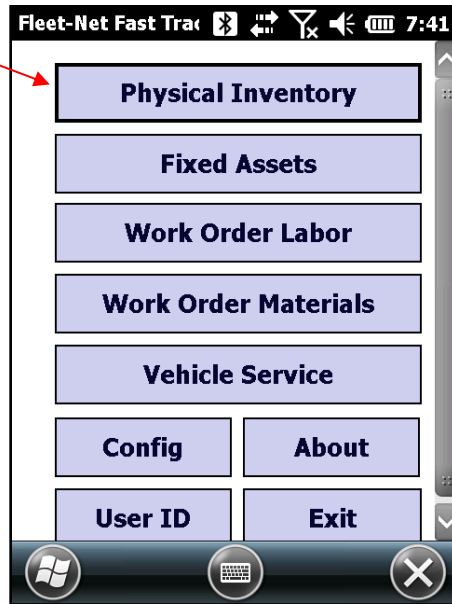
Scan or manually enter the Part numbers. When scanned – Part Description field auto populates.
Manually enter Part #, select **Enter** - Part Description field auto populates.
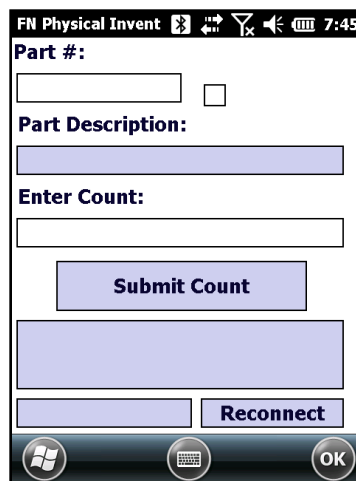
Enter Count (quantity), and then click **Submit Count**. The date and time will automatically populate. They will be updated in the Physical Inventory Workbook in FNW. See example on following page.

Date and time display after **Submit Count** has been selected.

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). This will not update to the Inventory Master yet.

FNW – Physical Inventory Workbook

When creating a workbook, 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 in Physical Inventory and Fixed Assets will the Nomad unit keep count while offline. Offline counts will be displayed on the bottom left of the screen. However, the program needs to stay open.

Once the network connection is re-established – select **Reconnect**. A prompt will display indicating whether counts were queued while offline.
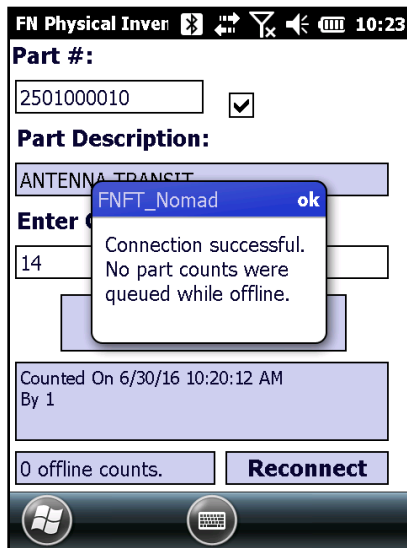
*If an inventory item is not set up in FNW or a workbook has not been created prior to entering a count, an error message will occur.
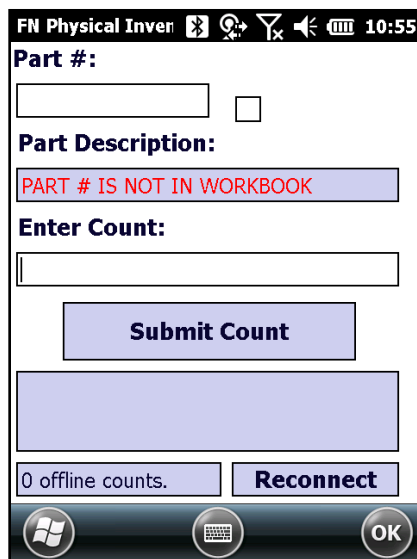
To get out of Physical Inventory, click **OK** at the bottom of your screen. Click **EXIT** on the Fast Track screen.

Fixed Assets

From the Nomad unit Fleet-Net Fast Track Main Menu – choose **Fixed Assets**
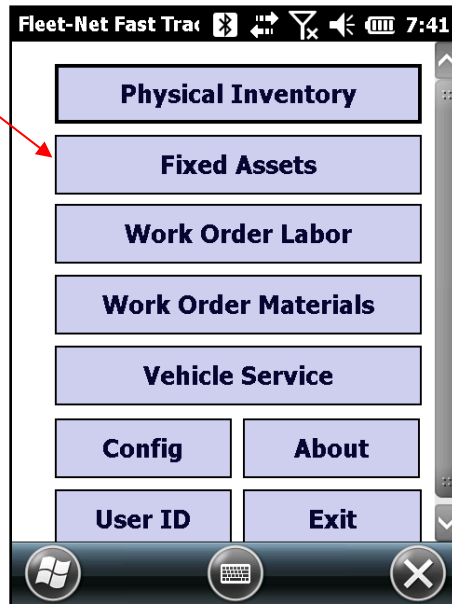
Scan or manually enter the Asset Tag #. When scanned – <u>Asset ID</u> field auto populates.
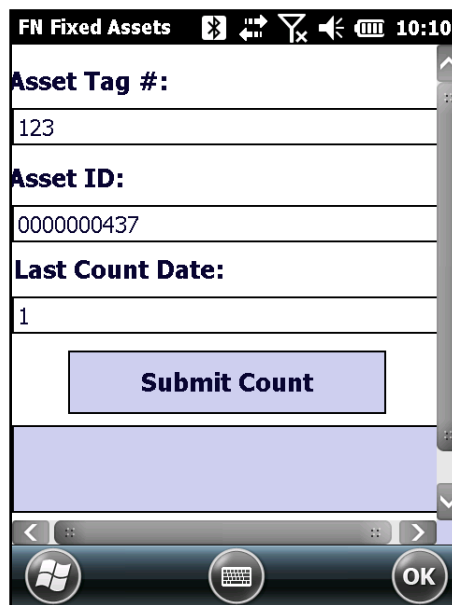
Select **Submit Count** and the <u>Last Count Date</u> field will display the current date. *(Last Count Date will automatically populate if the asset has been previously updated using the Nomad Unit.)*

To get out of Fixed Assets, click **OK** at the bottom of your screen. Click **EXIT** on the Fast Track screen.

Screenshot of FNW Fixed Asset Master after selecting *Submit Count* using Nomad unit:


The Nomad unit only 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.

Fixed Assets must be set up in FNW before using this feature. Barcode printed labels are needed for scanning. However, Asset Tag numbers can be manually entered.

Work Order Labor

From the Nomad unit Fleet-Net Fast Track Main Menu – choose **Work Order Labor.**
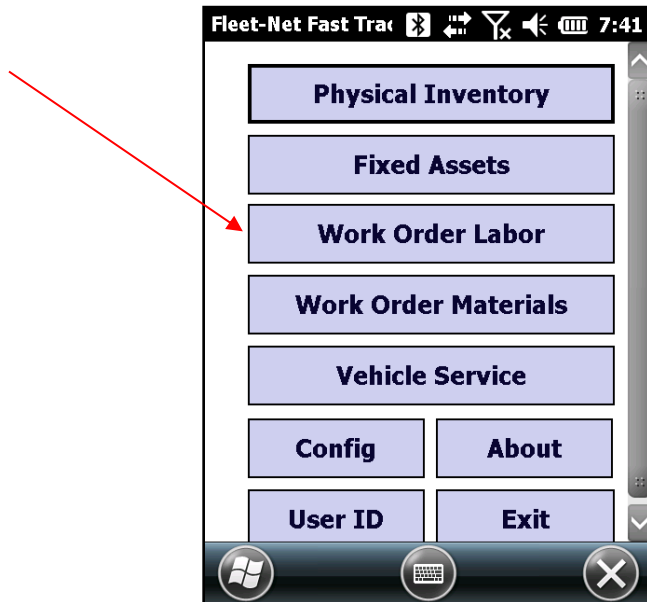
Enter the Employee # and Pin # (both must be set up in FNW with valid numbers prior to beginning labor entries). Select **Login.**

To Clock in:

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

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

3

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

Close FN WO Labor Entry form using ![ok] button on the top right of the Nomad keypad.

To Clock Out:

Return to Fast Track – Work Order Labor form – enter Employee # and Pin # - select **Login.**

Entry form will display as it did when user first clocked in.

Click **Clock Out**. Clock Out date and time populates in the user information field. **Submit** now becomes bold.

Click **Submit** to transfer the Clock In and Clock Out time for the employee labor.

Once submitted, the following message will display.

Click **OK**

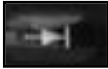Once the transaction is completed, it immediately populates in the FNW Work Order Entry – Labor form.

Close form using button on the top right of the Nomad keypad. Click **EXIT** on the Fast Track screen.

Work Order Materials

From the Nomad unit Fleet-Net Fast Track Main Menu – choose **Work Order Materials.**

Enter User ID number. Tab to Work Order # field. The Tab button is the arrow on the left side of the Nomad Keypad.
Scan or manually enter Work Order #. Tab to the Part # field.
Scan or enter Part # [Part Description field will auto populate when Enter Quantity field is selected]

Enter Quantity

Select **Submit Quantity.**

Here is the <u>FNW Work Order Entry – Material</u> form **prior** to Submit Quantity transfer.

After submitting the quantity the following message will display


Here is the <u>FNW Work Order Entry – Material</u> form following Submit Quantity transfer. If the <u>Work Order Entry</u> form was already open – click on the Material button to refresh the form.

Note: User ID, Time, and Part # populate in Description field

The user is still logged into current Work Order. They continue to add Material and Submit Quantity, as needed. The user can scan or manually enter a new Work Order #, and continue to scan or enter part numbers, and submit quantities.

After all parts and quantities have been entered and submitted – close form using the button on the top right of the Nomad keypad. Click *EXIT* on the Fast Track screen.

If the part number was entered incorrectly or not setup in inventory, the following message displays:
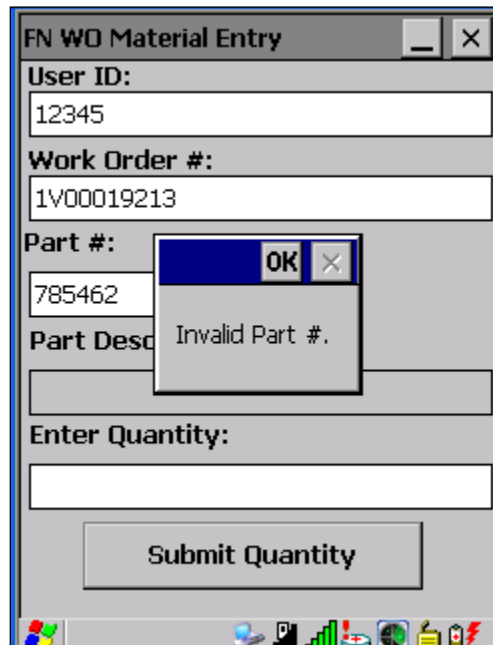
Vehicle Service

Here is FNW Vehicle Master prior to Vehicle Service entry using Nomad unit.

Here is the FNW Vehicle Master – Svc History form prior to Vehicle Service entry using Nomad unit.

To check Consumables entered – double-click on Date field – FNVM_VehicleMasterServConsSubForm displays the Consumables entered

From the Nomad unit Fleet-Net Fast Track Main Menu – choose **Vehicle Service.**
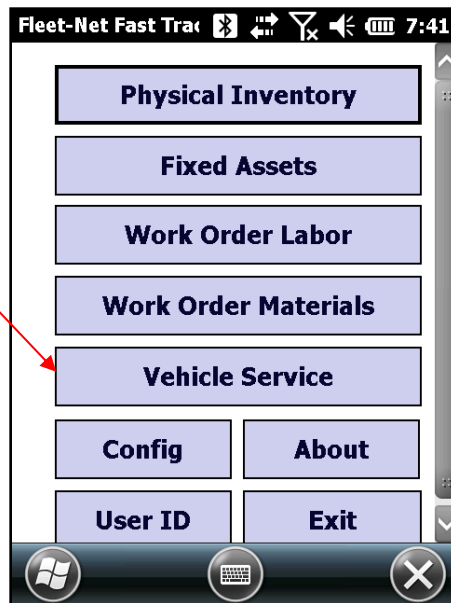
Enter the Vehicle # and press **Enter**. Enter is the arrow button ⏎ on the bottom right side of your Nomad keypad.

The vehicle description will automatically populate in the description field.

Enter the current Hub Reading from the vehicle.

Check the Vehicle Cleaned box if the vehicle was cleaned during this service.

Select the Consumable from the drop-down menu set up for this vehicle.
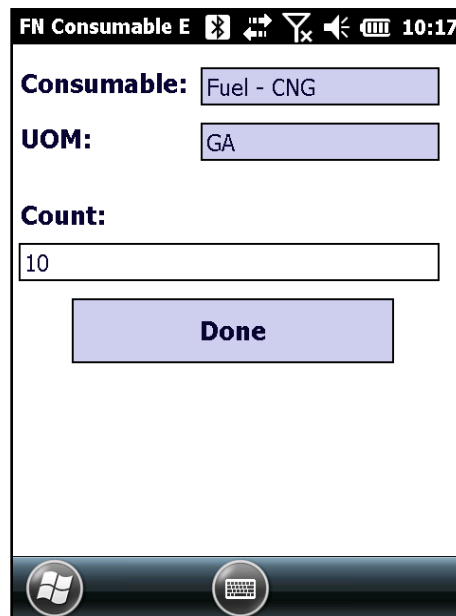
Once consumable is selected, select **Count.** Enter the consumable quantity and select **done.**

If no other Consumables need to be added - select **Submit.**

To add additional Consumables – select the next consumable from the drop-down list, then select **Count.** Select **Done.** Select **Submit** when all consumables have been added.

Review and verify all the information is correct in the Transmit Entry form – if correct - select **Transmit.**

Once the data transmits successfully, the following message displays:
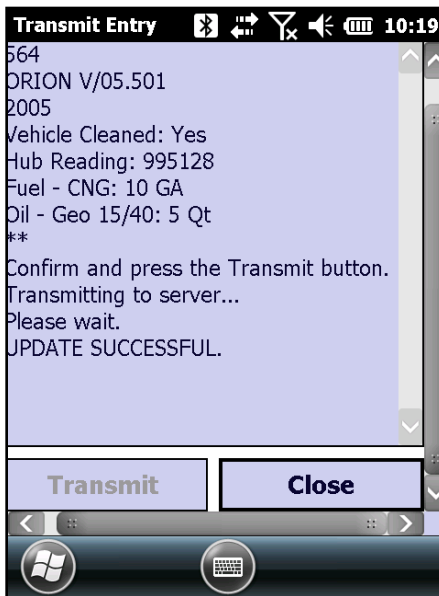
Select **Close** to exit form.

If mileage is **not** entered but Count is selected, the amount is entered, and Submit is selected, the following message displays.

To Correct Service Entry:

If, during review of Transmit Entry**,** the consumable amount is incorrect or a consumable is inadvertently selected – select *Close.*

Select *Consumable.* Select *Count.*

Correct consumable amount *{must have at least zero (0) value when correcting amount}* - Select *Done.*

Select **Submit.**
Select **Transmit.**
Once it finishes transmitting. Select **Close.**

Close form using ![ok] button on the top right of the Nomad keypad.

Once correction has been reviewed and is correct – select **Transmit.**

Before updating Daily Service, the entries should be verified 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

Select this button to review the daily service entries made via Vehicle Service and the Nomad unit. Once all Daily Service entries are made, select **Save Entries**. If **Save Entries** is not selected, service entries will not be saved.

If adjustments to service entries need to made, click **Edit**.

Edit view

Double-click on **Consumables**.

Corrections need to be made before daily service is updated. Once all corrections have been made, Daily Service reports can be printed and all entries can be updated. **Standard FNW Daily Service instructions apply. For complete Daily Service instructions, refer to the FNW Vehicle Maintenance Manual.**

After all service entries have been entered and edited, as needed, select **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 all reports have been printed and reviewed – select **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 – select *Svc History*.

NOTE: Service entry has been updated and created by displays User ID #, Date & Time and describes entry made via Nomad unit and Fast Track Vehicle Service.

Appendix

General Nomad Information

The wireless network access allows immediate transfer of data from the Nomad unit to the FNW database(s), so long as the Nomad unit is within range of the wireless router. Contact your IT Administrator for the transit/agency regarding any wireless router questions.

Full battery performance is reached after the first few full charge/discharge cycles. Full battery charge takes approximately six hours.

For more information on the Windows Mobile Device Center (WMDC), please review the following information. Please be sure to follow the instructions provided for downloading and installing the WMDC program as provided by Microsoft. The following information is provided as a guide and not intended to be specific instructions regarding downloading and/or installation of the program.

Backlight

The backlight has a toggle function to save battery life. To toggle the backlight off, hold down the **Power** button for approximately 1 second. Once toggled off, the backlight will stay off until it is toggled back on. Screen taps and key presses will not cause it to turn on.

Turning the device on and off

To turn the device on, press the Power button until the screen lights up.
To place the device in Sleep mode, when the device is on, press and release the Power button.
To completely shut down the device, press and hold the Power button for 1 to 2 seconds (if you hold it for longer, the device will reset), then tap Shutdown.
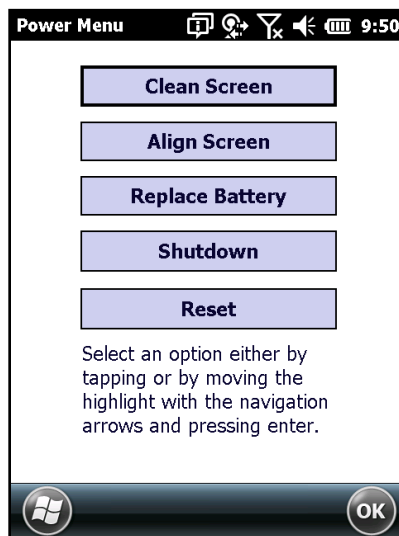
If your unit locks up, use the Reset button (see above) to do a soft reset.

Parts of the Handheld

(From the Trimble Nomad 1050 Handheld Computer User Guide).

Parts of the handheld

Front view (with numeric data keypad)

1 Expansion cap

2 Notification LED

3 Left application soft key*

4 Start button*

5 Tab button*

6 Shift button*

7 Power button

8 Number pad and navigation keys

9 Enter button

10 Today button*

11 Backspace button*

12 OK button*

13 Right application soft key*

14 Battery LED

*If your device has the following features, these buttons / keys are assigned as follows:

- Left application soft key = Flashlight
- Right application soft key = Scanner
- Today button = Camera

See Using the keypad, changing button assignments, page 36 for information on assignable application keys.

Instructions for Putting FastTrack on the Home Screen

(From the Trimble Nomad 1050 Handheld Computer User Guide).

1. Tap / *Settings* / *Home*.

2. Select the *Items* tab. Nomad Home should be selected as the default *Home* screen.

3. Tap **Options…**. From the list of installed applications, select the application that you want to be the Main application. Only applications that are installed on the system memory can be used as the Main application. Tap **Next**.

4. Select as many shortcuts as required for the Favorites bar. Tap **Next**.

5. Tap the up and down arrows to customize the order of items in the Favorites bar.

6. Tap **Apply**, then tap **Ok** to close the *Items* tab.
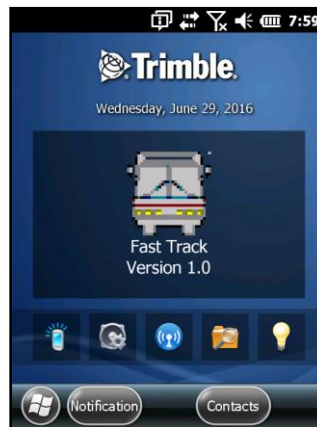
The favorites bar at the bottom of the screen can be personalized. See the User Guide that arrived with your Nomad, page 35.

Windows Start Screen – FastTrack Icon

Note: You cannot delete icons from the Windows Start Screen without deleting the accompanying programs but you can drag the FastTrack icon to the top.