





Inventory Scanning and File Uploading Reference Guide

Steps to for Scanning:

Turn on Scanner → From Tracer Plus application click on DALL-V.3-NMSU → Enter User Name → Click on **Scan Door** field → Scan the door barcode → Click the **Item** field → Scan the inventory barcode → Review last scan accepted → Click when moving to new location.

Steps for Uploading Data File to PC:

From Tracer Plus application on scanner → Click → Select **Export Data** → Click **ok** on dialog box → Cradle Device → Plug USB cable to PC:

- If using **Microsoft ActiveSync** on the PC → Click on the **Tools** menu → **Select Explore Pocket PC** → Double-click on the **TracerPlus7** Folder → Double-click on the **Data** Folder → Double-click on the **Exported** Folder → Right click on the  **S01_data.txt** → Select **Rename** → Rename the file (*Example: FSA-BG2.txt*) → Drag and Drop the file to your desktop.
- If using **Windows Mobile Device Center** on the PC → Click on **Connect without Setting up your device** → Click on **File Management** → Click on **Browse the contents of your device** → Double click on the \ → Double click on **My Documents** → Double-click on the **TracerPlus7** Folder → Double-click on the **Data** Folder → Double-click on the **Exported** Folder → Right click on the  **S01_data.txt** → Select **Rename** → Rename the file (*Example: FSA-BG2.txt*) → Drag and Drop the file to your desktop.

Steps for Uploading Data File to Property Inventory System:

Go to <http://inventory.nmsu.edu/> → Click on the **Upload Scan Files** link → Enter your username in the **User name** field → Enter your password in the **Password** field → Click **OK** → click **Browse** → From the choose file Window click **Desktop** → Select the file to upload → Click **Open** → On the Property Inventory System click

Steps for Deleting file on Scanner:

If you are satisfied with the upload:
Cradle Device → Plug USB cable to PC → From **Microsoft ActiveSync** or **Windows Mobile Device** navigate to [\My Documents\TracerPlus7\Data\Exported](#) → Right click on the renamed file (*Example: FSA-BG2.txt*) → Select **Delete**.





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