BAR|SCAN®

Bar Code Asset Management System

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"Visual FoxPro" and "Excel" are registered trademarks of Microsoft Corp.

Why Bar|Scan?

The modern workplace is a complex combination of systems furniture, personal computers, and equipment which can be moved and recombined with other components on a daily basis. To cope with this everchanging environment, facilities, finance and information systems managers are turning to personal computer-based, bar code asset management systems like Bar|Scan.

What Is Bar Code Asset Management?

Using portable bar code readers, receiving and inventory personnel can capture location, organization, description, condition and other important information and send the data collected back to the host computer over a telephone line or direct cable. Changes in location, condition and status of assets can be captured in a similar manner, as they occur, by facilities and information systems personnel. The information is then available on a single computer or through a local area network for inquiry or reporting purposes.

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When Does Bar|Scan Make Sense?

Whenever you are required to perform inventories of fixed assets. Bar|Scan can dramatically improve accuracy and save 50% to 80% of the time you spend on inventories after the first year.

When you have equipment or furniture in storage. You may be wasting valuable time hunting through storage areas for assets you may or may not have—or worse, purchasing new furniture and equipment unnecessarily because you can't locate items in storage.

When your employees use personal computers and peripherals. Improve utilization, provide better maintenance and technical support by identifying the models and serial numbers prior to a field service call or help desk function. Improve record keeping for warranties and repair. Deter theft by assigning assets to departments or individuals.

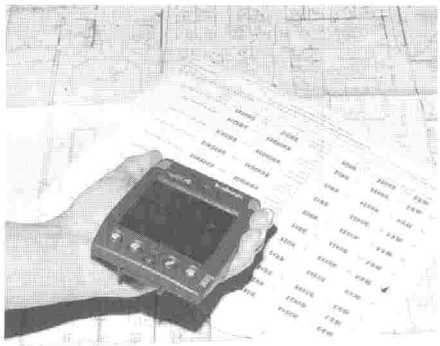
When your auditors insist on greater control of your fixed assets or when you want to charge back departments for their share of the depreciation expense on capital assets. The Activity Log and Accounting Module will allow you to collect and transmit information to your mainframe or PC-based fixed asset accounting system.

When you have systems furniture that is being moved or reconfigured. Bar|Scan can tell you how much of your existing inventory can be reused, reducing unnecessary purchases of new furniture. You can also export types and quantities of furniture which can be imported into furniture specification packages like Electronic Sweet's CAP. And, because it is a SQL compliant database, in many cases the data can be accessed directly by CAD systems using SQL.

When you need to track requests for furniture and equipment. Bar|Scan's Work Order Module allows you to create, track and automatically update the status of each request.

When you want to document valuable assets for insurance and security purposes. Bar|Scan can produce listings of assets by location in the event of a fire, natural disaster or theft. Many insurance companies will reduce property insurance premiums when detailed information can be provided at renewal time.

How Does It Work?

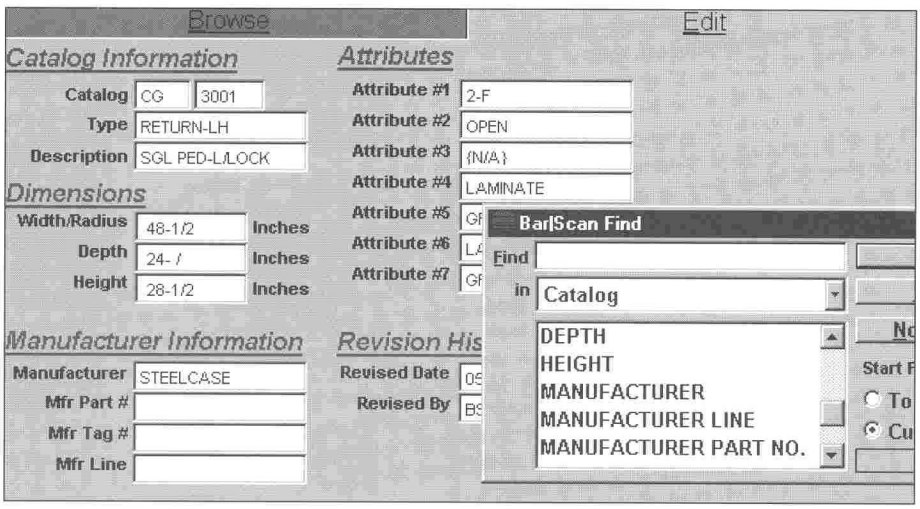


Each Region, Building, Floor and Room/Area along with its current Division, Department and Unit are entered into Bar|Scan, in advance of the inventory, to allow inventory personnel to scan, **rather than type**, location and organization information directly into the portable readers.

Bar code room tags can be attached to the door jamb or phone jack in each physical location to make future inventories easier.

Standardized descriptions or Catalogs are developed and organized by Category, Type and Description. Often, photographs are added to assist inventory personnel in identifying various types of furniture. Each

Catalog Sheet contains a detailed description and its unique Catalog Number, in bar code form, to allow personnel to quickly scan descriptive information in the field.



How broadly or specifically you wish to describe the assets is entirely up to you.

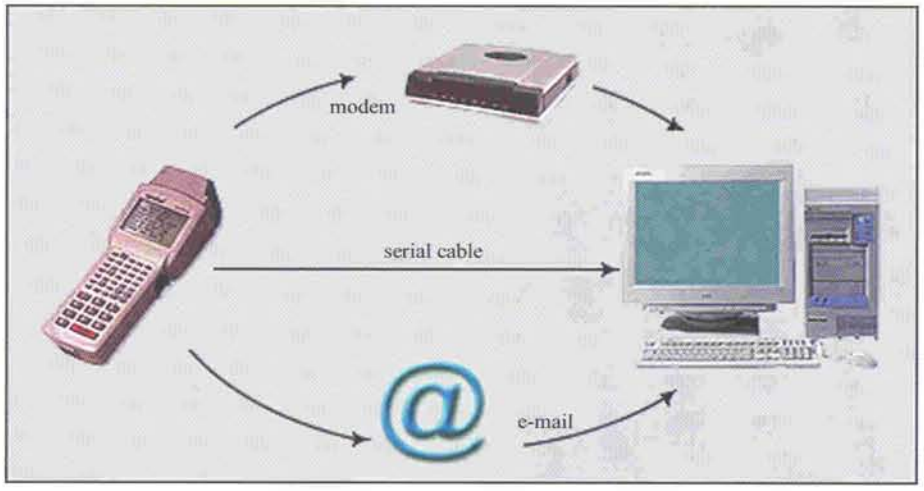
In addition to standard information, each Catalog has up to seven Attributes which correspond to the Category. An integrated library of descriptions for Type, Description, Manufacturer and each Attribute is available in pop-up windows which can be added to or changed to meet your specific requirements.

When photographs are not necessary for identification, you can print bar code menu lists of Catalogs. These lists can be sorted in any order—by Manufacturer and Model Number for equipment, or by Type, Description, and Dimensions for systems furniture. As with the Catalog Sheets, the Catalog Number is printed in bar code form to allow personnel to attach consistent and detailed descriptions by scanning a single bar code.

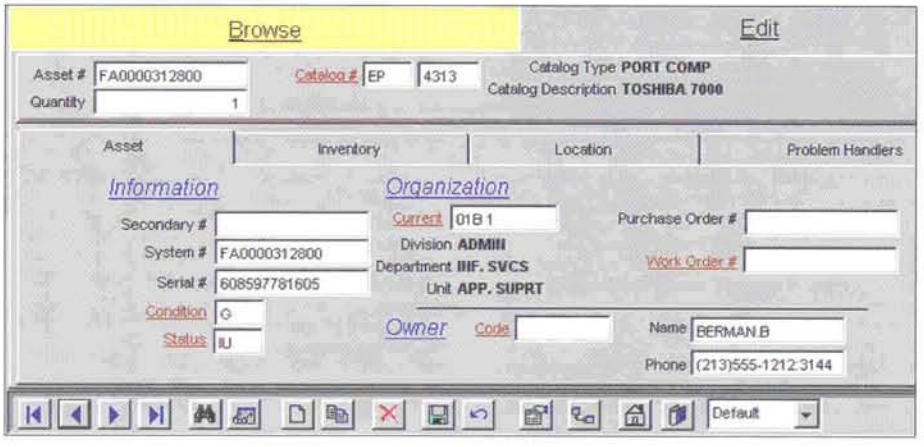
Bar code asset labels are attached in standardized locations using written guidelines and examples provided by Bar|Scan, Inc. Issues which are addressed include accessibility, aesthetics and vulnerability to damage or wear. Labels can be printed in a variety of materials and can have your company name and logo added. They can also be color-matched to system furniture trim.

All types of data can be either typed or scanned into the reader.

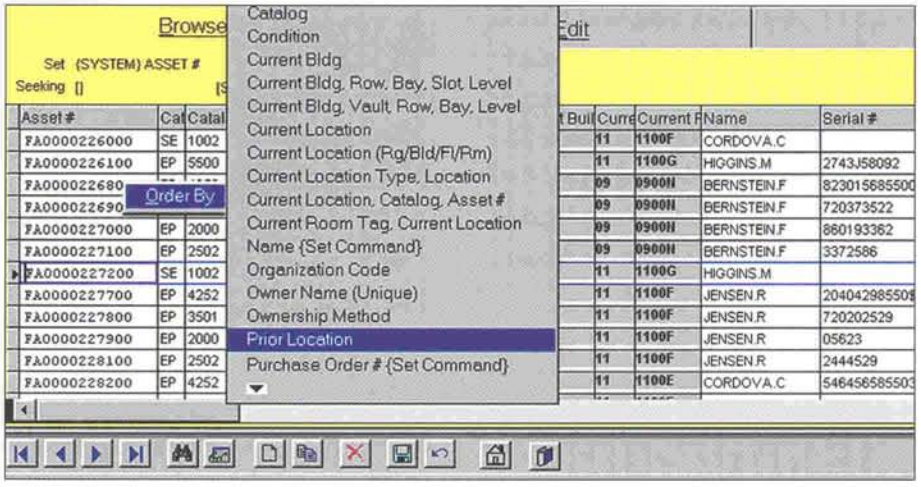
Numerous optional prompts can be turned on or off depending on your current requirements. The optional prompts include: Serial Number, Status, Condition, Secondary Number (existing numeric property tag), Purchase Order Number (for receiving purposes), Owner Name and Telephone Number, System Number (to link PC's and peripherals), Comments, Work Order Number, and bar code Room Tag.



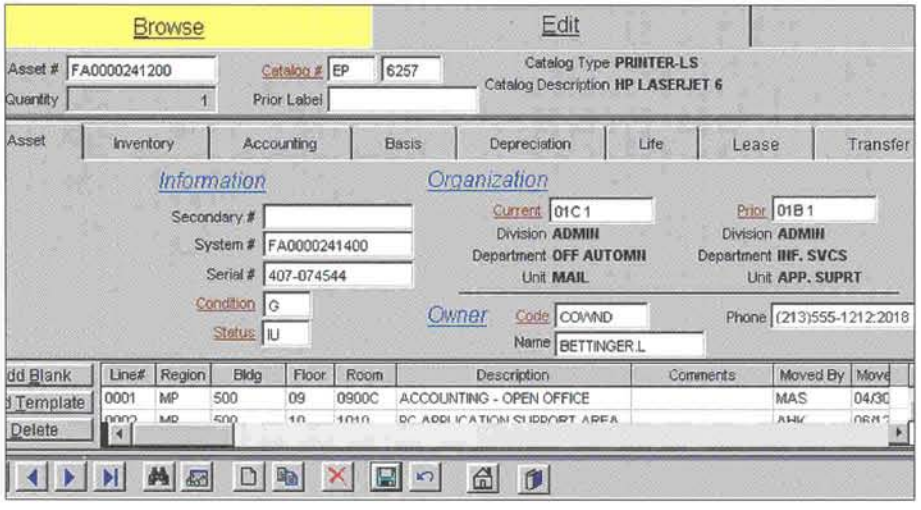
On a daily basis, inventory **personnel can send the data to the host computer** either by serial cable, internet connection, or by modem over the telephone lines.



This data is transferred into a **temporary transaction file for additional error checking** and editing before it is moved to the master asset database.



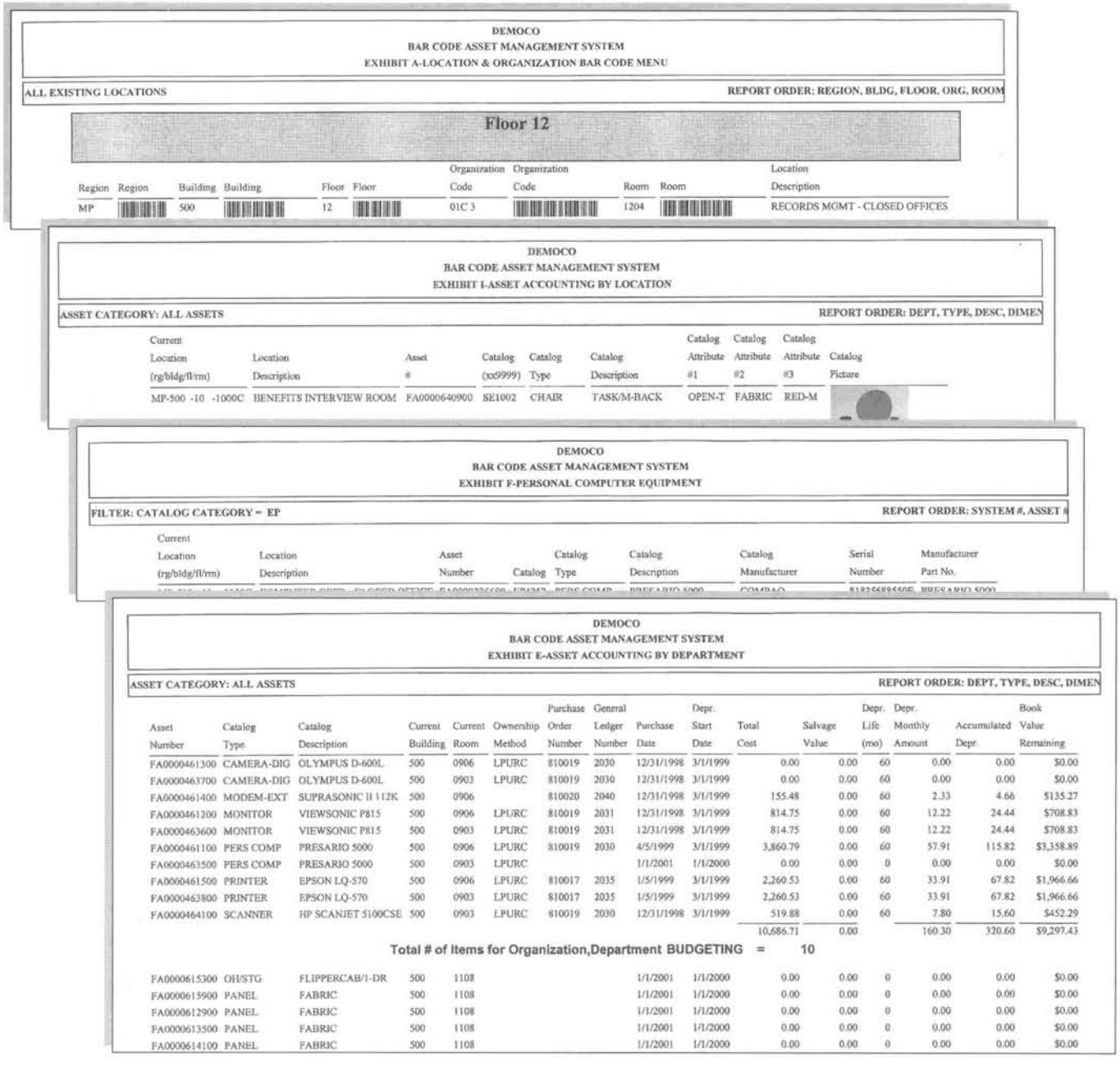
The database can be queried by ordering or filtering the data by any of the over ninety data elements which can be tracked for a given asset.



Data can be edited individually or globally, as required.

Bar | Scan's report generator allows you to create reports of your own design by completing three simple screens. You can select which assets to print and in what order, which columns should appear, where you want page breaks and subtotals. You can elect to have any field printed in bar code form for scanning purposes.

The report generator will automatically center the columns on the page, supply headings, vertical or horizontal offsets, and print portrait or landscape according to your instructions. Once the report is complete, you give it a name, and it will be available for future use as the database changes. You can also elect to have the report output to the printer or disk in a variety of forms, including HP PCL Enhanced, System Data Format (SDF) fixed field format ASCII, and Electronic Sweet's CAP, for importing into other software packages.



DEMOCO
BAR CODE ASSET MANAGEMENT SYSTEM
EXHIBIT A-LOCATION & ORGANIZATION BAR CODE MENU

ALL EXISTING LOCATIONS — REPORT ORDER: REGION, BLDG, FLOOR, ORG, ROOM

Floor 12

Region	Region	Building	Building	Floor	Floor	Organization Code	Organization Code	Room	Room	Location Description
MP		500		12		01C 3		1204		RECORDS MGMT - CLOSED OFFICES

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EXHIBIT I-ASSET ACCOUNTING BY LOCATION

ASSET CATEGORY: ALL ASSETS — REPORT ORDER: DEPT, TYPE, DESC, DIMEN

Current Location (rg/bldg/fl/rm)	Location Description	Asset #	Catalog (xx9999)	Catalog Type	Catalog Description	Catalog Attribute #1	Catalog Attribute #2	Catalog Attribute #3	Catalog Picture
MP-500 -10 -1000C	BENEFITS INTERVIEW ROOM	FA0000640900	SE1002	CHAIR	TASK/M-BACK	OPEN-T	FABRIC	RED-M	

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BAR CODE ASSET MANAGEMENT SYSTEM
EXHIBIT F-PERSONAL COMPUTER EQUIPMENT

FILTER: CATALOG CATEGORY = EP — REPORT ORDER: SYSTEM #, ASSET #

Current Location (rg/bldg/fl/rm)	Location Description	Asset Number	Catalog	Catalog Type	Catalog Description	Catalog Manufacturer	Serial Number	Manufacturer Part No.

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EXHIBIT E-ASSET ACCOUNTING BY DEPARTMENT

ASSET CATEGORY: ALL ASSETS — REPORT ORDER: DEPT, TYPE, DESC, DIMEN

Asset Number	Catalog Type	Catalog Description	Current Building	Current Room	Ownership Method	Purchase Order Number	General Ledger Number	Purchase Date	Depr. Start Date	Total Cost	Salvage Value	Depr. Life (mo)	Depr. Monthly Amount	Accumulated Depr.	Book Value Remaining
FA0000461300	CAMERA-DIG	OLYMPUS D-600L	500	0906	LPURC	810019	2030	12/31/1998	3/1/1999	0.00	0.00	60	0.00	0.00	$0.00
FA0000463700	CAMERA-DIG	OLYMPUS D-600L	500	0903	LPURC	810019	2030	12/31/1998	3/1/1999	0.00	0.00	60	0.00	0.00	$0.00
FA0000461400	MODEM-EXT	SUPRASONIC II 112K	500	0906		810020	2040	12/31/1998	3/1/1999	155.48	0.00	60	2.33	4.66	$135.27
FA0000461200	MONITOR	VIEWSONIC P815	500	0906	LPURC	810019	2031	12/31/1998	3/1/1999	814.75	0.00	60	12.22	24.44	$708.83
FA0000463600	MONITOR	VIEWSONIC P815	500	0903	LPURC	810019	2031	12/31/1998	3/1/1999	814.75	0.00	60	12.22	24.44	$708.83
FA0000461100	PERS COMP	PRESARIO 5000	500	0906	LPURC	810019	2030	4/5/1999	3/1/1999	3,860.79	0.00	60	57.91	115.82	$3,358.89
FA0000463500	PERS COMP	PRESARIO 5000	500	0903	LPURC			1/1/2001	1/1/2000	0.00	0.00	0	0.00	0.00	$0.00
FA0000461500	PRINTER	EPSON LQ-570	500	0906	LPURC	810017	2035	1/5/1999	3/1/1999	2,260.53	0.00	60	33.91	67.82	$1,966.66
FA0000463800	PRINTER	EPSON LQ-570	500	0903	LPURC	810017	2035	1/5/1999	3/1/1999	2,260.53	0.00	60	33.91	67.82	$1,966.66
FA0000464100	SCANNER	HP SCANJET 5100CSE	500	0903	LPURC	810019	2030	12/31/1998	3/1/1999	519.88	0.00	60	7.80	15.60	$452.29
										10,686.71	0.00		160.30	320.60	$9,297.43
		Total # of Items for Organization,Department BUDGETING = 10													
FA0000615300	OH/STG	FLIPPERCAB/1-DR	500	1108				1/1/2001	1/1/2000	0.00	0.00	0	0.00	0.00	$0.00
FA0000615900	PANEL	FABRIC	500	1108				1/1/2001	1/1/2000	0.00	0.00	0	0.00	0.00	$0.00
FA0000612900	PANEL	FABRIC	500	1108				1/1/2001	1/1/2000	0.00	0.00	0	0.00	0.00	$0.00
FA0000613500	PANEL	FABRIC	500	1108				1/1/2001	1/1/2000	0.00	0.00	0	0.00	0.00	$0.00
FA0000614100	PANEL	FABRIC	500	1108				1/1/2001	1/1/2000	0.00	0.00	0	0.00	0.00	$0.00

Because Bar | Scan is available on a local area network, facilities, financial and information system staff can have immediate access to information, as required.

Password protection can control what functions and menus individuals are authorized to access.

Optional Upgrades/Modules

Local Area Network Upgrade

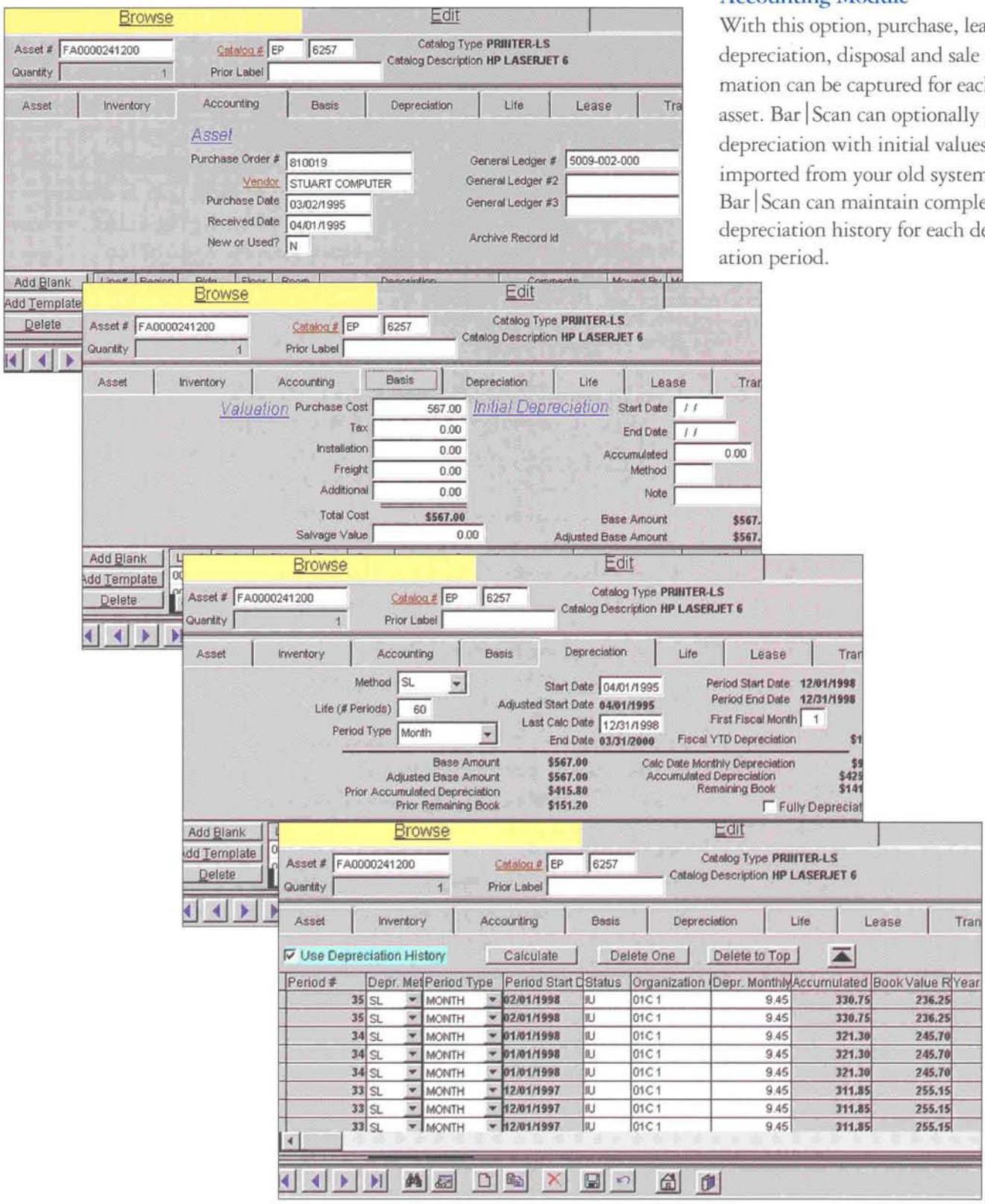
In addition to the single user version of the system, Bar | Scan can also operate on a Local Area Network (LAN) allowing an unlimited number of multiple users to simultaneously access and edit all data. Can also operate on a Wide Area Network (WAN) provided that your network has sufficient bandwidth.

Multiple Database Upgrade

The Multiple Database Module allows you to create an unlimited number of separate company databases. Each company database can optionally share tables such as locations with another company database as well as import items such as reports and catalogs from other company databases. Useful for those who wish to create separate company databases for various customers, such as a warehouse business, or separate company databases for different office locations, such as firm with offices nationwide. Individual company databases can be synchronized by Bar | Scan using ODBC connectivity to maintain an accurate roll-up master company database from multiple locations.

Work Order Module

The Work Order Module allows you to place orders for various assets either specifically, by asset number, or generally, by catalog description. Each Work Order has a unique number, the name and department of the person placing the order, the name of the crew assigned the task, and comments regarding the order. As the work order is filled, each asset is scanned with its related Work Order Number using the portable readers. When this information is uploaded to Bar | Scan and moved to the asset file, it updates the Work Order status identifying what portion, if any, is still incomplete.



Accounting Module

With this option, purchase, lease, depreciation, disposal and sale information can be captured for each asset. Bar|Scan can optionally begin depreciation with initial values imported from your old system. Bar|Scan can maintain complete depreciation history for each depreciation period.

Import/Export Module

Bar|Scan is designed to easily share information with other systems. The Import/Export Module can provide you with three important features. The Export feature allows you to export any combination of fields to other systems such as your PC or mainframe-based fixed asset accounting system. The Import feature allows you to import information into Bar|Scan from another system either as a method to initially populate the assets, or as an ongoing process of obtaining new information. With the Activity Log feature, you can set up and use an Activity Log File which records events as they occur. These events then can serve as an audit trail, or, if desired can also be exported. The Import/Export Module supports many formats including dBase, Microsoft Excel, SIF, and Comma Delimited ASCII.

User Definable Fields Module

In order to accommodate custom fields that you may require in your database, this module will allow you to create additional user definable fields for each table in the database. Create new fields for your assets, catalogs, locations, etc. You can choose from a selection of field types and sizes, specifying the name of the field on the screen and in reports. The Module can also be used to stretch or shrink existing Bar|Scan fields. This module is required to utilize the User Defined Fields in the portable bar code reader.

Catalog Imaging Module

Color images from digital cameras and other sources can be linked to the Bar|Scan Catalog as well as individual assets to allow multiple users on your network access to make visual identification by simply clicking the mouse on a view button or asset query screen. Images can also be printed on Bar|Scan reports. Will import files from many different popular graphic formats.

Bar|Scan Web Browser

View, print or edit select Bar|Scan asset information using Microsoft Internet Explorer 5.0 or better in real time. Useful for access of information from remote locations without installing the Bar|Scan Workstation program. Requires the Bar|Scan program to be installed on a Microsoft NT or better Server and the purchase of the Bar|Scan Local Area Network (LAN) Module.

Partial Customer List

Accenture
Agency for International Development
Allied Insurance
Bank of America, NT & SA
Burbank City Employees Federal Credit Union
Bureau of the Public Debt
California State University, Los Angeles
California State University, Northridge
California Credit Union

Citibank, N.A.
Citrix Systems, Inc.
City of Glendale, California
Cor-O-Van Moving and Storage
County of Los Angeles
D & S Movers, Inc.
DC Metropolitan Police Department
Defense Supply Center, Philadelphia
Epoch Networks, Inc.
Exxon Mobil Corporation
Federal Communications Commission
Fremont Investment & Loan
General Services Administration
Graebel Companies, Inc.
Hearst Corporation
KPMG - Peat Marwick
Los Angeles County Metro Transportation Authority
Los Angeles County Probation Department
Los Angeles Unified School District
Management Sciences for Health
MBIA Insurance Company
MCA, Inc.
New Century Financial Corporation
Quest Diagnostics
Security Storage Company
State of Arizona
Tri-State Generation & Transmission
United States Treasury
United States Navy
United States Department of Agriculture
Victory Van Lines
Walt Disney Companies
Watts Health Foundation, Inc.
Wescorp

References available upon request.

Personal Computer Hardware Requirements

Pentium Processor

64MB of RAM memory (128MB recommended)

Hard Disk Storage for Single User or LAN File Server: You will require approximately 3.0MB of storage for every 1,000 assets you track — 10,000 assets would require 30MB of hard disk space.

The Bar|Scan program requires another 60 MB of hard disk space.

Microsoft Windows 95 or later (98, ME) operating system or Microsoft Windows NT operating system version 4.0 with Service Pack 3 or later or Microsoft Windows 2000.

Serial Port available for uploading from bar code reader, if applicable

VGA or higher-resolution monitor (super VGA recommended)

Mouse

At least one workstation should have a modem and CD Rom drive for Technical Support

Printer Recommendation

Bar|Scan will work on any Windows compatible graphic page printer such as the Hewlett-Packard LaserJet series.

Local Area Network Requirements

Bar|Scan is written in Microsoft Visual FoxPro. The LAN version operates on most networks including Microsoft Network, Novell and Banyan Vines. Your file server should have 10 milliseconds or lower average access time.

Telephone Support

We provide telephone and dial-in modem support for Bar|Scan to answer questions and assist in operations of all of our systems, Monday through Friday, 9:00 A.M. to 5:00 P.M. Pacific Standard Time, excluding holidays. After hours support is available. Support and downloads are also offered at our web site www.bar-scan.com. We supply dial-in modem communications software with our systems. There is no charge for any support or upgrades for one year from date of installation.

Pricing (effective June 1, 1999)

Software

Single User Version Bar|Scan Software, User Manual, Training Session*, Training CD and First Year of Technical Support	$ 7,000.00

*The base price of the Bar|Scan software includes three 4-hour training sessions at your facility or ours. Travel expenses are not included. Overseas training costs may be higher.

Optional Software Modules:	Add
Local Area Network Module (unlimited users)	$ 3,000.00
Multiple Database Module	2,500.00
Combination LAN/Multiple Database Module	4,000.00
Work Order Module	750.00
Accounting Module	500.00
Imaging Module	500.00
User Definable Fields Module	500.00
Import / Export Module	500.00
All of the above Modules	6,000.00
Additional User Manual	125.00
Additional Bar|Scan Training CD	125.00
Basic Web Browser HTML code	no charge

Multiple site licenses are available at discounts of 20% for the second site and 30% for any additional sites. Training is not included.

Telephone and Modem Support

Telephone and Modem Support is included in the purchase price of the software for the first 12 months. After the first year of free support, you may purchase support for:

Single User System	$ 450.00
LAN System	$1,500.00

Bar Code Hardware

Bar|Scan can be purchased with a variety of portable bar code readers including those manufactured by Symbol Technologies, Intermec, and Percon. Bar code reader specifications are available upon request or can be reviewed at our web site at www.bar-scan.com.

Bar Code Labels

We can supply a variety of bar code labels for your asset inventory needs.

BAR|SCAN®

www.bar-scan.com