

CIDB Mobile Scanner Use

Scope

The scope of the procedure pertains to the maintenance and operation of handheld mobile scanner units (Motorola, Models MC3090 and MC3190 only) for use with chemical inventory. Handheld scanner units are limited to use with Vertere ChIM, otherwise known as the Chemical Inventory Database (CIDB). Units interact with the program via Windows Mobile Device Center.

Responsibilities

A. Environmental Health & Safety (EHS)

1. EHS will track and maintain handheld mobile scanner units. If software updates or parts (including batteries) are required, EHS will manage the upgrade/replacement.
2. EHS will provide mobile scanner use training as it relates to CIDB.

B. Other Departments/End User

1. Other departments and end users will responsibly use scanner(s) as it relates to CIDB.
2. It is the responsibility of end users to inform EHS that unit(s) are inoperative or require repair.
3. It is the responsibility of supervisors in other departments to inform EHS that members require training.

Procedure

A. Setup and Basics

1. Install/Remove Battery
 - a) Make sure the device is off.
 - b) Unfasten the handstrap for easy access to the battery door.
 - c) Rotate the latches (metallic levers) 90 degrees to the open position on each side of the door.
 - d) Remove the battery door by pulling back gently on the latches with slight pressure on the ridge of the door.
 - e) Pull on the Battery Release Tab to lift the battery out top first.
 - f) Insert the new battery into the slot bottom first.
 - g) Replace the battery door and rotate the latches 90 degrees to the closed position.
 - h) Re-insert the handstrap through the battery door and fasten.
2. Charge Unit/Spare Battery
 - a) Plug in the cradle.
 - b) Place the bottom of the scanner into the cradle slot.

- i. *The amber indicator will show a fast, flashing, amber color when there is an error in charging.*
 - ii. *The amber indicator will show a steady, flashing, amber color when charging properly.*
 - iii. *The amber indicator will show a solid, amber color when charging is complete.*
 - c) A standard battery will charge in less than five hours, while an extended life battery will charge in less than eight hours.
 - d) A spare battery may be placed on the back of the cradle, and the indicator at the base of the cradle will indicate the advancement in charging as described for the scanner.
3. Setting Time/Date
- a) From the Start menu, go to Settings and select Control Panel.
 - b) Double-click the Date/Time icon to display the calendar and the clock.
 - c) Select the appropriate values and click Apply, so that future data will be accurate.
4. Scanning with Unit
- a) A scan may be done by holding the scan window over a tag and pressing either of the yellow Scan buttons on the sides of the mobile scanner or the yellow Scan button on the keypad.
 - b) A scan may be done on Item Tags and Location Tags, as well as Group Tags and User Tags, if applicable.
 - c) If scanning a tag is not feasible, the barcode number for the tag may be keyed.
5. Resetting Unit
- a) If a problem occurs with the mobile scanner, such as a frozen screen or it stops responding to input, it may require a reset. There are three options for reset:
 - i. *A warm reboot, which closes all programs with all unsaved data being lost. To perform a warm reboot:*
 - 1) *Press the **7**, **9**, and **Power** buttons simultaneously, not touching any other buttons.*
 - ii. *A cold reboot, which resets the mobile scanner to default factory settings, removing any added applications or saved work.*
 - 1) *Press the **1**, **9**, and **Power** buttons simultaneously, not touching any other buttons.*
 - 2) *After initialization, calibrate the touch screen as instructed.*
 - iii. *Battery removal and reinsertion, which would function as a cold reboot. This may be performed with the same battery or a new battery, if required. After initialization, calibrate the touch screen as instructed.*

B. Performing a Physical Inventory

1. Scan and Save

- a) Within the database on your desktop computer, go to the Physical Inventory menu.
- b) Create a physical inventory process by clicking Create New and selecting different criteria to build your process similar to a Query.
- c) Once this is complete, type a process description or name and click OK. The Process ID (a numerical value) will display in the table. You will need the number for use on the unit.
- d) Press the red "ON" button to turn on the unit.
- e) Double-click the shortcut to VIM ChIM Mobile on the desktop of the unit.
- f) Enter in your User Tag, and press **Enter**. To do a physical inventory, press **6** (for PHY INV).
- g) Enter the Process ID (from the physical inventory table in the database) into the scanner and press Enter.
- h) Enter in or scan the Location Tag.
- i) Scan Item Tags until complete.
- j) If the user accidentally scans items more than once, it will not matter as there will not be any additional items with the same Item Tag added.
- k) Press the blue **FUNC** button and **7** on the keypad or use the stylus to click Main in the menu bar to go back to the main menu.
- l) Press **0** (UTIL) for the utility menu and press **1** (SAVE DATA) to save the data. This will save the data as an ASCII file.
- m) Save as often as necessary, but there will be a file created every time the data is saved.

2. Upload and Processing

- a) Place the device into the cradle. Make sure the cradle is plugged in and that the USB cable is attached to your desktop computer.
- b) On the desktop computer, double-click on the Windows Mobile Device Center shortcut, if its window does not automatically pop up on your screen.
- c) Click "Connect without setting up your Device", then click File Management, and within this, click "Browse the contents of your device".
- d) Double-click the Application icon.
- e) Double-click the Vertere ChIM folder.
- f) Select the ASCII file with the most current data that is applicable to the location inventoried and drag that to a designated folder on your desktop. The ASCII file name has the following format:
Device Name, User Tag,YYYY_MM_DD_HH_MM.asc
- g) Within the database, go to Download/Reconcile menu within CIDB. Click Browse to find the ASCII file, and click Upload and Import.
- h) After inspecting that all data is correct, select all items by clicking Select All, then click Process. If the number of items scanned exceeds the amount of records typically shown per page, then there will be multiple pages where this process

- will have to be done as Select All applies only to the items on the current page.
- i) Within the database, go to the Physical Inventory menu.
 - j) Select the Process ID used for doing the physical inventory from the Active Inventory Process table.
 - k) Note that all data is correct and click Complete Selected Inventory Process once all assessments have been made about accuracy and which items are missing.
 - l) Check View/Update to verify that item data has been submitted and updated.
 - m) Do not delete the ASCII file from the folder until data in the database has been updated or work may be lost.

C. Performing a Disposal

1. Scan and Save

- a) Press the red "ON" button to turn on the unit.
- b) Double-click the shortcut to VIM ChIM Mobile on the desktop of the unit.
- c) Enter in your User Tag, and press **Enter**. To dispose of chemicals, press **7** (for DISPOSE).
- d) Press **1** for Empty Container (for empty containers). Press **2** for Container and Chemical (for containers that still contain chemicals).
- e) Press **1** for Other Method. Press **2** for Default Method.
- f) Scan Item Tags until complete.
- g) If the user accidentally scans items more than once, it will not matter as there will not be any additional items with the same Item Tag added.
- h) Press the blue **FUNC** button and **7** on the keypad or use the stylus to click Main in the menu bar to go back to the main menu.
- i) Press **0** (UTIL) for the utility menu and click **1** (SAVE DATA) to save the data. This will save the data as an ASCII file.
- j) Save as often as necessary, but there will be a file created every time the data is saved.

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- e) Double-click the Vertere ChIM folder.
- f) Select the ASCII file with the most current data that is applicable to the location inventoried and drag that to a designated folder on your desktop. The ASCII file name has the following format:
Device Name, User Tag,YYYY_MM_DD_HH_MM.asc
- g) Within the database, go to the Download/Reconcile menu.
- h) Click Browse to find the ASCII file and click Upload and Import.

- i) After inspecting that all data is correct, select all items by clicking Select All, then click Process.
- j) Check View/Update to verify that the items disposed have been removed from active inventory. Do not delete the ASCII file from the folder until data in the database has been updated or work may be lost.