

Deltek Costpoint®

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IMPORT ASSET LOCATIONS

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IMPORT ASSET LOCATIONS

Use this screen to import an ASCII file that has been produced by reading property bar code labels with a bar code scanner.

Location

- Accounting
- Fixed Assets
- Fixed Assets Interfaces

Currently, Costpoint Fixed Assets has automatic integration features with Intermec 2400 series hand-held bar code scanners (models 2410*, 2415*, 2420*, and 2425*).

(*These scanner models are not equipped with radio frequency transmission capability.)

- If you use one of these Intermec scanner models, please read the applicable special instructions for Intermec users.
- If your scanning hardware is a different Intermec model or is from a different manufacturer, please read the special instructions regarding the format of the bar code input file that will be read when you execute the process from this screen.

You can import either a specific file or you can use the Exceptions Table as the input source. If the input source is a file, you must also specify whether the format is delimited or of fixed length. If the format is delimited, you must indicate whether a comma or other delimiter separates the data fields. If the delimiter is a character other than a comma, you must specify which character has been used as the separator. You must also specify whether the input file is to be read by asset/item number or by tag number, depending on how your bar-coded property label has been configured.

The system automatically compares the results of the scanned location data with the location data already residing in the Asset Master record and writes the discrepancies (exceptions) to an Exceptions table. The Manage Asset Location Exceptions screen displays exceptions found, such as an invalid asset/item number, invalid location group, invalid location code, and so on. Once you have edited the exceptions, you can use this screen, the Import Asset Locations screen, to import the corrected data from the Exceptions table to the Asset Master records.

You can also specify additional operations to be performed along with the reading of the input file location data. These options include:

- Printing a discrepancies report
- Updating location data in Asset Master records
- Creating audit trail records to capture changes made as a result of updating location data in Asset Master records
- Creating inventory event records on the Manage Asset Inventory Information screen.

If you select this option, you must also enter some template data used by the system when populating the Manage Asset Inventory Information screen. The inventory date is always required. You can set up the labels for the additional eight inventory data fields and enter optional data in these fields as desired.

You can run the process from this screen at any time providing there is an input file from which to draw data (or data has been edited on the Manage Asset Location Exceptions screen and you are ready to import the corrected data to the Asset Master records).

ALL Users — with Intermec Bar Code Scanners OR Other Brands

Users with Intermec Bar Code Scanners (MODELS 2410, 2415, 2420 or 2425)

Users with Non-Intermec Bar Code Scanners or Other Intermec Scanners

ALL USERS — WITH INTERMEC BAR CODE SCANNERS OR OTHER BRANDS

There are two ways to work with input files in Costpoint:

- You can access the input file from the network by using Alternate File Locations.
- You can upload the input file to the Costpoint database; in which case, no further access to network folders is necessary.

If you decide to use the first option, click  in the **Alt File Location** field to select an alternate file location. If you choose the second option, leave the **Alt File Location** field blank and use the File Upload Manager to upload the input file to the Costpoint database.

Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using **Query**.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. The saved parameters are also useful and necessary when you want to run the process as part of a batch job. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. The page setup and print options are also included in the saved parameter ID if there are any. You can change any of the associated selection defaults as necessary.

Parameter ID

Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

You can use the parameter to run the process more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display in the screen, you can override the defaults.

Description

Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.

Options

Input File

Use this group box to select either a file name or the Exceptions Table as the input source.

If the input source is a file, you must also specify whether the format is delimited or of fixed length. If the format is delimited, you must indicate whether a comma or other delimiter separates the data fields. If the delimiter is a character other than a comma, you must specify which character has been used as the separator. You must also specify whether the input file is to be read by asset/item number or by tag number, depending on how your bar coded property label has been configured.

File

If you select this option, you must enter a input file name or click  in the Input File fields to choose a file name and file type (*.csv, *.txt, and so on), along with the file source.

Exceptions Table

For every new scan, the system automatically compares the results of the scanned location data with the location data already residing in the Asset Master record, and writes the exceptions to an Exceptions table. The Manage

Asset Location Exceptions screen displays exceptions found, such as an invalid asset/item number, location group, location code, and so on.

There may be occasions when you have already uploaded the **Input File** and made your corrections to the Exceptions table. In this circumstance, you will want to upload the data from the Exceptions table.

Input File

These fields are available only if you selected the **File** option.

Enter, or click  to select, a file name and file type (*.csv, *.txt, and so on), along with the file source.

Alt File Location

Enter the location of the input file you are importing. There are two ways to do this:

- In the **Alt File Location** field, enter, or click  to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen.

or

- From the Global Menu, click **Process » File Upload**. On the File Upload Manager dialog box, click **Browse** and use the dialog box to select the file you want to import. If you select the **Overwrite?** check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click **Upload** when you are finished. If you use this method, leave the **Alt File Location** field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.

Input File Format

Use the options in this group box to specify the format of the input file.

If you have selected the **File** option in the **Input File** group box, you must also specify whether the format is **Delimited** or **Fixed Length**.

If you have selected the Exceptions Table option in the **Input File** group box, the fields in this group box will not be available.

Delimited

Select this option if the input file format is delimited. This default selection is compatible with the configuration for the CPFALOC.CSV file created when you scan using Intermec scanners models 2410, 2415, 2420, or 2425.

If the format is delimited, you must also indicate whether a comma or other delimiter separates the data fields. If the delimiter is a character other than a comma, you must specify which character has been used in the file as the separator.

Fixed Length

Select this option if the input file format is of fixed length.

File Delimiter

If you have selected the **File** option in the **Input File** group box and the **Delimited** option in the **Input File Format** group box, you must also specify whether the delimiter is a comma or other character.

If you have selected the **File** option in the **Input File** group box and the **Fixed Length** option in the **Input File Format** group box or if you have selected the **Exceptions Table** option in the **Input File** group box, the fields in this group box are not available.

Comma

Select this option if the file delimiter (data separator) in the input file is a comma (","). This option is selected by default provided that you have selected the **Delimited** option in the **Input File Format** group box and the **File** option in the **Input File** group box. This default selection is compatible with the configuration for the CPFALOC.CSV file created when you scanned using Intermec scanners models 2410, 2415, 2420, or 2425.

Other

IMPORT ASSET LOCATIONS

Select this option if the file delimiter (data separator) in the input file is a character other than a comma (","). If you select this option, you must specify which special character has been used as the separator by entering the character in the adjacent data field.

Read Input File By

Use the fields in this group box to indicate whether the input file has been created by reading the asset/item number or the tag number from the bar-coded label.

If you performed the scan using Intermec scanner models 2410, 2415, 2420, or 2425, you were required to select the **Scan By** parameter (**Asset No** or **Tag No**) on the Export Bar Code Scanner Settings screen. Your selection was written to the CPFABC.INI file when you saved the scanner settings, and the scan was performed using the selected **Scan By** parameter.

Although there are no system requirements to do this, make sure that you select the correct option so that the input file will be read in the same mode as it was created. For example, if you scanned by **Asset No**, you should also read the input file by Asset/Item No.

If you inadvertently select the wrong option, ALL the scanned data will be written to the Exceptions table. In this circumstance, clear this data from the Exceptions table, select the correct Read Input File By option on this screen, and re-run the process. If you use Intermec scanners and followed our advice to delete only the CPFALOC.CSV file at the scanner when you are ready to begin a new scan, the CPFALOC.CSV file will be readily available to process again.

Asset/Item No

Select this option if the input file was created by reading the asset/item number from the bar-coded label.

Tag No

Select this option if the input file was created by reading the tag number from the bar-coded label.

General Options

Use this group box to select whether to print a Discrepancies Report and/or to update location data in Asset Master records as a result of the file import.

Print Discrepancies Report

Select this check box to automatically print the Asset Location Discrepancies Report. This report displays the asset/item number, the location data field name (such as Location Code 1, Location Group, and so on) as applicable, along with side-by-side column comparisons of the differences between the scanned data and the data in the Asset Master record.

Update Location Data in Asset Master

Select this check box to update location data in the Asset Master records with the location data obtained during the bar code scan if there are differences.

If, for example, the existing data for the Room No (Loc Code 3 in this case) is "245" in the Asset Master record and the bar code scan found that the asset was in Room No "328," the system will automatically change the Room No data in the Asset Master record to "328."

The update of location data in the Asset Master record via this process is subject to the same validation rules that exist when data is manually entered in an Asset Master record. If you select this check box, scanned location data that does not pass validation will automatically be written to the Asset Location Exceptions table. In this event, you can manually correct the invalid data, as desired, on the Manage Asset Location Exceptions screen, and then run the Import Asset Locations again, using the Exceptions Table as the input file.

Inventory Event Template Data

Use this group box to define the data to be written to the Manage Asset Inventory Information for all Asset Master records when creating an optional inventory "event" for the scanned data.

Inventory event data written to the Manage Asset Inventory Information screen as a result of running this process can be edited at any time.

Date

Enter, or click  to select, the date associated with the inventory "event" in this field. Because there are no system rules regarding the appropriateness of this date, you can use a past or future date, as necessary.

The system will write the date entered in this field to the **Date** column on the Manage Asset Inventory Information screen for all scanned Asset Master records that pass scanning validation.

Inventory 1 (or your label)

Enter a value (alphanumeric) in this field. If you designated a label for the first field in the **Inventory Labels** group box of the Manage Tracking Field Labels screen, your label description automatically displays at this field.

The system does not require you to establish a label for this field. If you did not choose to define labels, system default labels (for example, **Inventory1**, **Inventory2**, and so on) automatically display as the labels for these fields, as applicable. Data entry and history review should be more meaningful when appropriate labels display.

Although you can set up (and change) the labels on the Manage Tracking Field Labels screen at any time, you may find it more convenient to decide on the label names in advance of data entry. To achieve consistency throughout your records, you should plan for and establish as much as possible of this setup data during initialization. Labels always display on a "real-time" basis in that data entered using a different label can be retrieved only with the current label displayed.

Inventory 2 to Inventory 8 (or your labels)

Please refer to the documentation for the Inventory1 (or your label) field.

You can save your selection criteria for this process with or without processing. After making your selections, click the **Save** button on the toolbar or **Save** in the File menu or press F5. Enter an alphanumeric identifying code and a short description to help you recognize the set of selection parameters. Later, you can run **Query** from this screen to access the parameters you created and run the same process without having to enter all the selection screen information again.

If you want to keep the process selection parameters but want to run a slightly different process, you can use the **Copy Record** function to copy the parameters and make minor changes to them without changing your saved parameters. Open the record that you want to copy, and then select **Copy Record** in the File menu or press **CTRL+E**. A confirmation message will appear which will say that the record has been copied or duplicated. Enter a new **Parameter ID** and edit the record as needed.

▶ [Table Information](#)

The FA Location Exceptions (FA_LOC_EXCEPTNS) table stores scanned asset and location data that is invalid. For example, if a room number scanned for an asset has been misprinted on a bar code label and has not been subsequently set up as a location code, the scanned data cannot be validated and will therefore be written to the Asset Location Exceptions table. In this event, you can manually correct the invalid data, as desired, on the Manage Asset Location Exceptions screen, and then run the process on the Import Asset Locations again using the Exceptions Table as the input file.

USERS WITH INTERMEC BAR CODE SCANNERS (MODELS 2410, 2415, 2420, or 2425)

General Instructions

The Export Bar Code Scanner Settings screen automatically creates/updates a Costpoint file named "CPFABC.INI," which you can download directly into the Intermec scanner using the Intermec FileCopy Utility. The download supplies the base information from which the scan can be performed.

Under normal circumstances, you will use the Export Bar Code Scanner Settings screen one time only at initialization to create the initial CPFABC.INI file. You do not need to re-create the CPFABC.INI file again unless you make edits to the Location 1, 2, or 3 code labels and/or functionality in Costpoint Fixed Assets or you want to change the **Scan By** selection parameter (**Asset No** or **Tag No**).

You must use Intermec's FileCopy Utility to manage the download and upload of data between Costpoint Fixed Assets and the Intermec scanner. Intermec's FileCopy Utility is NOT automatically included with the purchase of the scanning hardware from Intermec, but you can download it at no charge from Intermec's web site.

- If you are using **Intermec models 2410 or 2415**, download the following files from your computer to the scanner using Intermec's FileCopy Utility.

CPFABC.INI	This file, which is created as a result of saving the Export Bar Code Scanner Settings screen, transfers the scan parameters into the scanner.
CPFA2410.BIN	This file, which has already been created by Deltek developers, is the executable program that controls the operation of the scanner.

- If you are using **Intermec models 2420 or 2425**, download the following files from your computer to the scanner using Intermec's FileCopy Utility.

CPFABC.INI	This file, which is created as a result of saving the Export Bar Code Scanner Settings screen, contains the scan parameters to be used by the scanner.
CPFA2410.BIN	This file, which has already been created by Deltek developers, is the executable program that controls the operation of the scanner.

When you use Intermec's FileCopy Utility, the scanner must be connected to your computer with the scanner power turned on.

Please read the Intermec documentation regarding required setup procedures before using their FileCopy Utility function.

To download the applicable *.BIN file, select the FileCopy tab in the Intermec FileCopy Utility screen.

1. Select or enter the PC file name and path FROM which the file will be transferred.
2. Select or enter the Terminal (scanner) file name and path TO which the file will be transferred.

For ALL users, the **TO** path must be to the C: drive on the scanner per Intermec instructions. The file names and extensions in both the source and destination fields will be identical.

[Example \(assuming you have an Intermec model 2410 or 2415 scanner\)](#)

PC filename and path: F:\Costpoint\50\CPFA2410.BIN

Terminal filename and path: C:\CPFA2410.BIN

[Example \(assuming you have an Intermec model 2420 or 2425 scanner\)](#)

PC filename and path: F:\Costpoint\50\CPFA2420.BIN

Terminal filename and path: C:\CPFA2420.BIN

3. Use the **Download** button to transfer the BIN file from your computer to the Intermec scanner.

To download the CPFABC.INI file, select the FileCopy tab in the Intermec FileCopy Utility screen.

1. Select or enter the PC file name and path FROM which the file will be transferred.

2. Select or enter the Terminal (scanner) file name and path TO which the file will be transferred.

For ALL users, the **TO** path must be to the C: drive on the scanner per Intermec instructions. The file names and extensions in both the source and destination fields will be identical.

Example

PC filename and path: F:\Costpoint\50\CPFABC.INI

Terminal filename and path: C:\CPFABC.INI

3. Use the **Download** button to transfer the INI file from your computer to the Intermec scanner.

Scanner Screen Display

Once you have booted up the scanner per Intermec instructions, an abbreviated Costpoint menu displays on the scanner screen.

If you do not see the initial bar code scan, you must decide what action to take regarding the ASCII file data (CPFALOC.CSV) that was created during the previous scan and whose data still resides on the scanner's hard drive.

Please read the next section of the documentation regarding File Delete options before you proceed with the data scan.

CPFALOC.CSV File Delete Options

If this is the initial bar code scan using your Intermec bar code scanner, you can ignore these instructions.

If this is NOT the initial bar code scan, you must decide what action to take regarding the ASCII file data (CPFALOC.CSV) that was created during the previous scan and whose data still resides in the scanner's hard drive.

A new scan will automatically append additional data to an existing CPFALOC.CSV file in your scanner. If you fail to delete the existing CPFALOC.CSV residing in the scanner, the newly scanned data will be added to the previously scanned data in the file and may give you unexpected results.

Most users will want to delete the existing data from the CPFALOC.CSV file before performing a new scan.

We recommend that you use the scanner's built-in File Delete function to delete the contents of the existing CPFALOC.CSV file from the scanner. This methodology minimizes any problems that might occur during the upload (using Intermec's FileCopy Utility).

If you choose to empty the file, delete the CPFALOC.CSV file from the previous scan at the beginning of EACH scan session (following the initial scan session).

To access Intermec's built-in File Delete scanner function, position your cursor in the first field in any Costpoint application screen (NOT the System Menu or File Manager screens) and press the F10 key on your scanner. Then press Enter.

The following message displays on the scanner screen:

Warning: This will delete the contents of your file. Continue?

Enter **Y** (Yes) to delete the contents of the previously created CPFALOC.CSV file in preparation for the new scanning event. (The delete function begins immediately, without the need to press **Enter**.)

Enter **N** (No) to prevent the system from deleting the contents of the previously created CPFALOC.CSV file in preparation for the new scanning event.

Although we do not recommend this methodology, you can use Intermec's FileCopy Utility Delete Now or After Upload button functions while uploading CPFALOC.CSV

Using this methodology, when you upload the CPFALOC.CSV file back into Costpoint from the scanner using Intermec's FileCopy Utility, you can choose the timing of the file delete function. In Intermec's FileCopy Utility screen, in the Delete Terminal File group box, you can select the Delete Now button OR you can select the After Upload button.

Selecting/Viewing Scanning Options

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Complete the Login by entering your user ID. Although a user ID is neither required nor validated in this field, make sure you enter this data. If the user ID is missing, each bar code label scanned will be marked as missing data and the record will automatically be written to the Exceptions table during the upload back to Costpoint.

Select the location data option for the scan. The following six options, which also affect how validation rules are applied during the upload, are available:

- All location data (includes location group code and all three location codes)

This option displays as **A** in the **Scan By** column on the Manage Asset Location Exceptions screen.

If you are scanning by **A** (All) and the Location Group Code is subsequently updated in the Asset Master record, the system retrieves all location data related to the Location Group Code (including Location Codes 1, 2, and 3, as applicable) and updates the Asset Master record with that data as well.

- Location Group Codes

This option displays as **G** in the **Scan By** column on the Manage Asset Location Exceptions screen.

If you are scanning by **G** (Group) and the Location Group Code is subsequently updated in the Asset Master record, the system retrieves all location data related to the Location Group Code (excluding Location Codes 1, 2, and 3, as applicable) and updates the Asset Master record with that data as well. (In this circumstance, data for Location Codes 1, 2, and 3 will be supplied by the input file.)

- Location Codes 1, 2, and 3

This option displays as **L** in the **Scan By** column On the Manage Asset Location Exceptions screen.

If you are scanning by **L**, the system compares/updates only Location Codes 1, 2, and 3, as applicable.

- [Location Code 1](#)

This selection option displays as **1** in the **Scan By** column on the Manage Asset Location Exceptions screen.

If you are scanning by **1**, the system compares/updates only Location Code 1.

[Location Code 2](#)

This option displays as **2** in the **Scan By** column on the Manage Asset Location Exceptions screen.

If you are scanning by **2**, the system compares/updates only Location Code 2.

[Location Code 3](#)

This option displays as **3** in the **Scan By** column on the Manage Asset Location Exceptions screen.

If you are scanning by "3," the system compares/updates only Location Code 3.

[Example](#)

If you designated **Location Code 3** as **Room** and you want to enter or scan the property found in that room, first select the **Location Code 3** option from the scanner menu. Once you have entered your selection, exit this screen before beginning the scan.

If the type of location data printed on your bar-coded property labels is inconsistent, you may decide to choose the **All location data** option. With experience, you will choose the location data option that is most efficient for data entry based on the type(s) of location data encoded on your property labels.

If you select the View Setup Info menu option before exiting, you can view the data that was created on the Export Bar Code Scanner Settings screen and downloaded into the scanner via the CPFABC.INI file. This data is described below.

Password Required

This field is disabled in this Costpoint release and automatically displays **N**.

Asset Length

This field automatically displays the asset number length that was set up during initialization on the Configure Fixed Assets Settings screen for your Asset Master records. Once you have entered and saved your first Asset Master record, you cannot change the asset number length on the Configure Fixed Assets Settings screen.

This non-editable information also displayed on the Export Bar Code Scanner Settings screen and was downloaded into the scanner via the CPFABC.INI file.

The Intermec scanner uses this data to prevent the scan or entry of an asset number with more characters than the designated asset number length.

If you manually enter data into the Intermec scanner, leading zeroes will NOT automatically be inserted for you. For example, if the length of your asset number has been set to "7" and the asset number is "2435," you must manually enter "0002435" into the scanner.

Proc By

This non-editable field automatically displays your selection on the Export Bar Code Scanner Settings screen where you indicate whether to scan the data by **Asset No** or by **Tag No**. Your selection was downloaded into the scanner via the CPFABC.INI file.

- **A** displays in this field if you scan by **Asset No**. In this circumstance, it is assumed that you have asset numbers printed on your bar code labels or that you will manually enter asset numbers into the scanner.

The scanner will automatically assign item number **00001** to each asset number during the scan, so that you do not need to print the associated item number on the bar code label or manually enter the item number. If you have item numbers different than **00001**, you may have already printed them on the bar code label, or you can manually enter the correct item number directly into the scanner.

- **T** displays in this field if you scan by **Tag No**. In this circumstance, it is assumed that you have tag numbers printed on your bar code labels or that you will manually enter tag numbers into the scanner.

Even though you may scan by tag number, the system must still associate the tag number with and validate against the related asset and item number when you import the scanned data from the Import Asset Locations screen.

Location 1 Label

This non-editable field displays the label for Location 1 Codes that you defined on the Manage Asset Master Field Labels screen and that displayed on the Export Bar Code Scanner Settings screen. This data was downloaded into the scanner via the CPFABC.INI file.

You can use location code functionality with or without defining labels for these optional fields. If you did not define a label for Location 1 Codes, **Location 1** automatically displays in this field.

To add or edit the label for this field, you must do so on the Manage Asset Master Field Labels screen.

Location 2 Label

This non-editable field displays the label for Location 2 Codes that you defined on the Manage Asset Master Field Labels screen and that displayed on the Export Bar Code Scanner Settings screen. This data was downloaded into the scanner via the CPFABC.INI file.

You can use location code functionality with or without defining labels for these optional fields. If you did not define a label for Location 2 Codes, **Location 2** automatically displays in this field.

To add or edit the label for this field, you must do so on the Manage Asset Master Field Labels screen.

Location 3 Label

This non-editable field displays the label for Location 3 Codes that you defined on the Manage Asset Master Field Labels screen and that displayed on the Export Bar Code Scanner Settings screen. This data was downloaded into the scanner via the CPFABC.INI file.

You can use location code functionality with or without defining labels for these optional fields. If you did not define a label for Location 3 Codes, **Location 3** automatically displays in this field.

To add or edit the label for this field, you must do so in the Asset Master Field Labels screen.

Import Date

This non-editable field displays the date in which the CPFABC.INI file was downloaded to the scanner.

Scanning the Bar Code Labels

Scan the bar code labels and press ENTER on the scanner after each label scan. Alternately, manually enter the data into the scanner and press ENTER when you have completed data entry for each piece of property.

When the scan is complete, press ESCAPE and EXIT before uploading the scanned data from the scanner back to your PC.

Special Costpoint functions have been programmed into the scanner as follows:

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- If you press the F1 (Help) key on the scanner, you can view the File Size, Available Space, and Remaining Battery % on the scanner screen.
- The scanner automatically safeguards the entered or scanned data in the current record read by displaying a message when the save is expected to exceed the available memory.

Please refer to the Intermec User's Manual for additional information on Intermec-provided scanner features. (For example, if the battery gets low, the battery on the scanner will automatically flash, and so on.)

Uploading the Scanned Data to your PC

Once you have completed the scan, the data results are stored in the scanner's CPFALOC.CSV file, which must be uploaded from the scanner into your computer.

You must use Intermec's FileCopy Utility to manage the download and upload of data between Costpoint Fixed Assets and the Intermec scanner. Intermec's FileCopy Utility is NOT automatically included with the purchase of the scanning hardware from Intermec, but you can download it at no charge from Intermec's web site.

Regardless of which Intermec scanner model you are using, you will upload the CPFALOC.CSV file created by the scan from the scanner to your computer using Intermec's FileCopy Utility.

Costpoint automatically creates the CPFALOC.CSV file in a comma-delimited format.

When you use Intermec's FileCopy Utility, the scanner must be connected to your computer, the scanner must be turned on, and the System Menu should display on the scanner.

Please read the Intermec documentation regarding required setup procedures before using their FileCopy Utility function.

To upload the CPFALOC.CSV file, select the FileCopy tab in the Intermec FileCopy Utility screen.

1. Select or enter the PC file name (must be CPFALOC.CSV) and path on your computer TO which the file will be transferred.
2. Select or enter the Terminal (scanner) file name (must be CPFALOC.CSV) and path FROM which the file will be transferred. (For most users, this will be the C: drive on the scanner per Intermec instructions. The file names and extensions in both the source and destination fields will be identical.)

Example

PC filename and path: F:\Costpoint\31A\CPFALOC.CSV

Terminal filename and path: C:\CPFALOC.CSV

3. Select the **Upload** button to transfer the CSV file from the scanner to your computer.

USERS WITH NON-INTERMEC BAR CODE SCANNERS OR INTERMEC SCANNERS OTHER THAN MODELS 2410, 2415, 2420 OR 2425

Before you can run the process from this screen, you must create an ASCII file containing your scanned data. This file must meet Costpoint's bar code input file layout requirements, which are listed in the table below.

For a fixed-length file, create the data in the order of the fields listed in the **Data Name** column. The exact location of each data field along the line is specified in the **File Position** column. The length of each data field displays in the **Field Length** column, and date and time formats display in the **Format** column. The total number of characters in the fixed length file is **133**.

For a delimited file, create the data in the order of the fields listed in the **Data Name** column. The maximum field lengths for the columns display in the **Field Length** column, and date and time formats display in the **Format** column.

Data Name	File Position	Field Length	Format
Date	1	10	mm/dd/yyyy
Time	11	8	hh:mm:ss
User ID	19	12	
Location Group Code	31	10	
Location Code 1	41	8	
Location Code 2	49	8	
Location Code 3	57	8	
Asset No	65	10	
Item No	75	5	
Tag no	80	30	
Password	110	12	
Company ID	122	10	
Scan By	132	1	