Land Management Support

# Asset Manager

## USER MANUAL

### For version 2.04 and higher
### (Issue 2)

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# 1. INTRODUCTION TO ASSET MANAGER

Asset Manager is a program that allows you to manage multiple Asset Registers, including defining the actual assets, building a history of things that have happened to those assets and scheduling things to happen in the future. It is intended to be easy to use so that little or no training is required and it has been designed to ensure that it meets all current requirements of Auditors. Asset Manager also includes a mapping option to allow assets to be plotted on suitable maps.

Asset Manager runs on Windows XP, Vista, Windows 7 on individual workstations, on a network or on a secure, fully-backed up remote server via the Internet ("Cloud").

## 1.1 About Asset Manager

Asset Manager has two versions, both of which can have an integral link with maps:

### Asset Manager Lite

- Audit compliant
- Asset records can be as comprehensive or basic as you wish.
- Produces an Asset Inventory list with a year-on-year comparison.
- Insurance Reports, comparing insured values against current values by insurance category.
- Any number of users, any number of Asset Registers.
- Links to photographs and documents
- Can plan tasks/log incidents and have automatic task reminders

### Asset Manager Standard

As for the Lite version plus

- Asset Register reports giving automatically calculated depreciation values or re-valuations, including year-on-year comparisons. Summary and detailed reports available.
- Links to hand-held computers for mobile data capture and automatic loading and plotting of assets.

### Mapping Option

- Enables assets to be easily plotted on a map.
- Click on the map to view that asset's details.
- Use map to locate a specific asset or set of assets.
- Use map as entry point for maintaining asset records.
- Print all or part of a map.

## 1.2 Demo Asset Registers

A demo asset register called Pear Council Example can be found in the backup file Example_2_02_0.BAK available on the CD and accessible through backup and restore options.

A blank asset register can be found in backup file Blank_2_02_0.BAK on the CD and accessible through backup and restore options.

## 1.3 Terminology

Throughout this Guide, we have tried to use established terminology. However, there are some terms which are either difficult to escape or have quite a specific meaning within the application.

| Term | Meaning |
|---|---|
| Asset | Any object about which you want to maintain information. |
| Asset Type | Every asset must have a type, such as *Litter Bin* or *Street Light*. New types can easily be added so that the list of available types is always appropriate to your set of assets. |
| Asset Category | This groups Asset Types into logical sets eg Freehold Buildings, Leasehold Buildings, Equipment (covers street furniture, playing field equipment, vehicles) etc. The list can be extended or modified. |
| De Minimis Value | A value set by the user. If an individual asset has a value below the De Minimis, that asset will only appear in the Asset Inventory list, not the Asset Register. However, for some asset types, the individual asset values will be aggregated into a total which if greater than the De Minimis value, will appear in the Asset Register.<br><br>The De Minimis value can be set for each Asset Category. |
| Asset Inventory | On the report this is a complete list of assets. Values shown will be Acquisition Costs, not current book value. |
| Asset Register | On reports this is a list of all assets or aggregated assets whose values exceed the De Minimis value set for that particular Asset Category. The report takes into account depreciation and/or valuations. |
| Insurance Category | Insurance details for given Insurer can be broken down into Insurance Categories. These are input by the user and taken from the Insurance Schedule(s). By using Insurance Categories, a report can be produced that will help determine if adequate insurance is in place. |
| Task / Event | These are either things that have happened to an asset, such as repainting, vandalism, or things that will happen, such as a future inspection. |
| Task / Event Type | Every task must have a type, such as *Inspection Required* or *Report Produced*. New types can easily be added so that the list of available types is always appropriate to your set of assets and tasks. |
| Financial Events | Financial Events are a special set of events for the financial control of Assets. Three types of event exist: IMPROVEMENT, RE-VALUATION and DISPOSAL and these have established meaning for financial reporting. The list of types cannot be modified. Financial Events are entered using the Asset Details form. |

# 2. INSTALLATION

## 2.1 Asset Manager Licence Statement

This software is protected by both United Kingdom copyright law and international copyright treaty provisions. Therefore, you must treat this software just like a book, except that you may copy it onto a computer to be used and you may make archival copies of the software for the sole purpose of back-up and protecting your investment from loss.

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## 2.2 Ordnance Survey Copyright

The Ordnance Survey digital map data incorporated with this software are protected by Crown Copyright. They can only be used as demonstration/evaluation data with Asset Manager and may not be copied, resold or distributed in any other form, without the prior written permission of Ordnance Survey.

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## 2.3 Installation

Insert the CD, wait a few seconds and the Asset Manager Installation menu will appear. For a stand-alone PC installation perform the following steps:

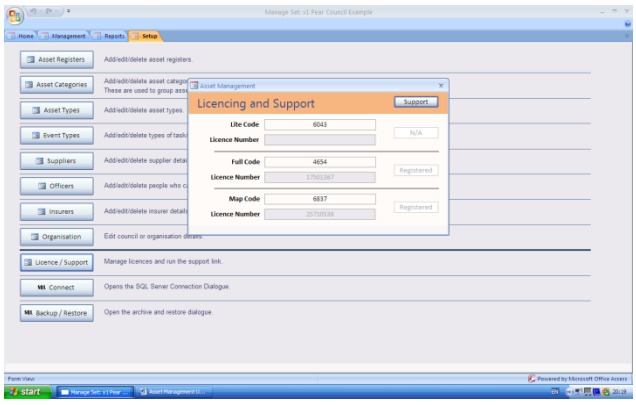
1. Install Prerequisites and restart the computer
2. Install SQL Express 2008
3. Install Asset Manager (a short-cut icon will automatically be placed on your desktop)
4. Run Asset Manager and select either the example asset register or the blank asset register.

For network applications see Appendix A, Asset Manager Installation Guidance.

## 2.4 Registration

Asset Manager will run for 30 days after which it is necessary to have purchased a licence. On purchasing a licence, "Unlock" numbers will be provided by your supplier that will enable you to run either the Lite or the Standard version, with or without the mapping feature.

To obtain your "Unlock" numbers, please select the Set Up tab, then click on the Licence/Support button to get this screen:

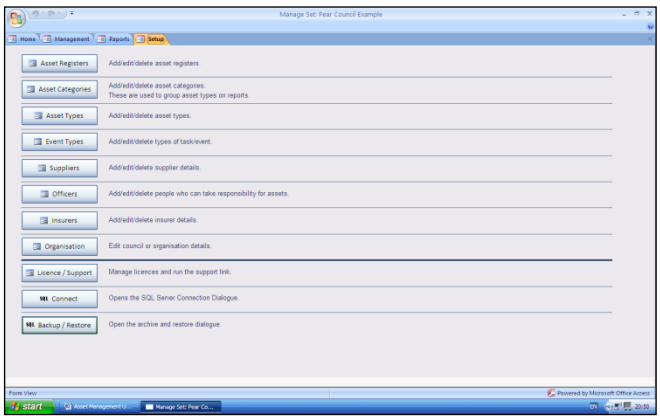



Please contact your supplier, giving them the 4-digit numbers you will see on the above Registration form.

Features that are only available in the full version will be greyed out until Registration has been completed. After Registration, it will be necessary to close down, then re-start Asset Manager for the optional features to become available.

# 3. SET UP

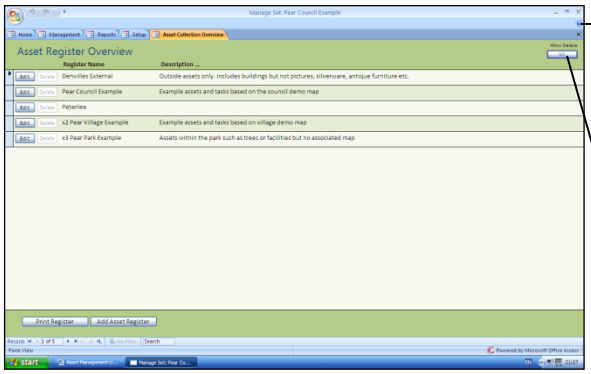
On starting Asset Manager, click on the Set Up tab to get this screen:




## 3.1 Asset Registers

Click here to set up your Asset Registers. In most cases, only one register will be required but you can, for example, separate Outside from Inside Assets, or Parish Council and District Council Assets. Separate reports are produced for each Asset Register.

The Asset Register Overview will list available Asset Registers (initially, this will only be the Pear Council Example).

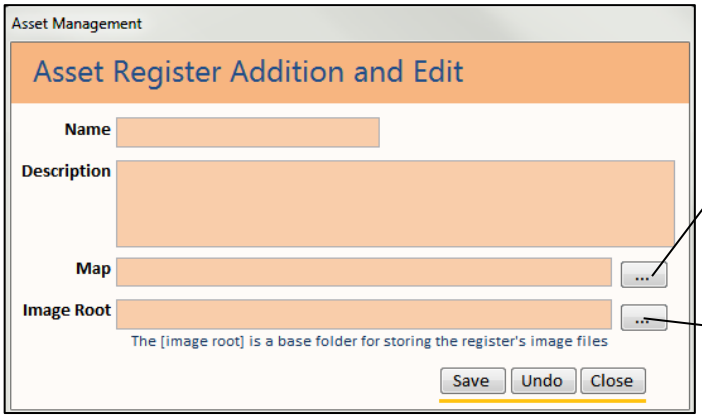



Close the form by clicking on the X.

Separate Delete Enable button prevents accidental erasure of Asset Registers!

### 3.1.1 Add/Edit an Asset Register

Click on the Add/Edit button at the bottom of the above screen to get:



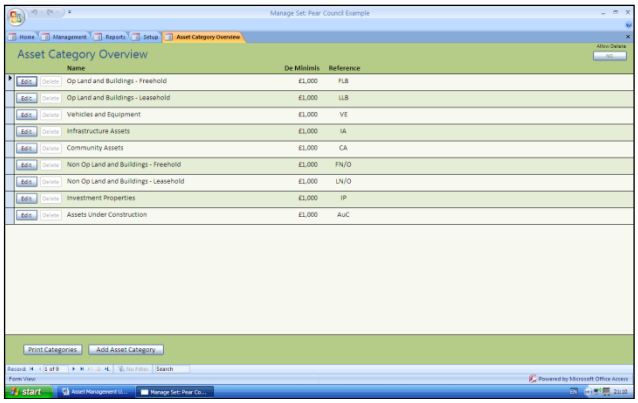

Browse to the map file.

Browse to folder containing images.

If using the Mapping option, you will need to browse to the map associated with the Asset Register. Similarly a base location for asset pictures can be set by browsing to the *Image Root*.

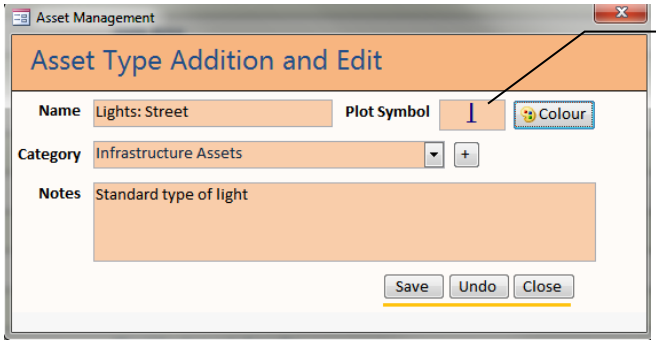
## 3.2 Asset Categories

These are a pre-loaded list and we recommend that you use these rather than create your own, since these comply with Auditors' requirements. However, you should set the De Minimis value for each category by clicking on the Edit button.




## 3.3 Asset Types

Again, a pre-loaded list is supplied. You can use the Edit button to edit these and you can add your own Asset Types by clicking on the Add Asset button at the bottom of the screen:

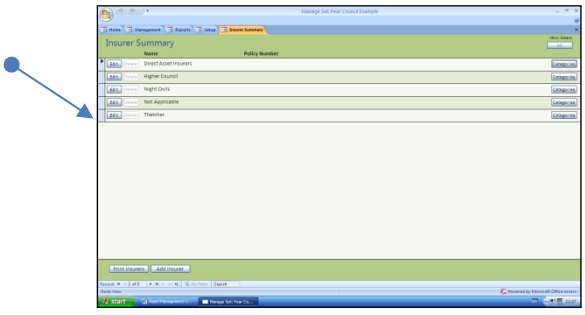


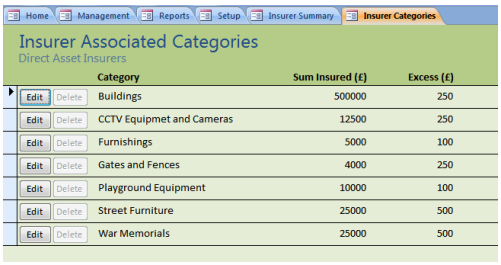

Click in this box to select a mapping symbol.

## 3.4 Event/Task Types, Suppliers and Officers

All have a similar process to Asset Categories and Asset Types. A pre-loaded list is supplied which can be edited.

## 3.7 Insurers and Categories




Setting an Insurer is essentially the same process as before, but there is the option to include Insurance Categories. These should be taken from the Insurance Schedule, since they will then enable an Insurance Valuation report to be produced comparing actual values with insured values, by insurance category.

## 3.8 Organisation

This enables you to enter your Council's name, address and contact information. These then appear automatically on all reports.

## 3.9 Licence/Support

See Installation section, Chapter 2.

## 3.10 SQL Connect

Only change this if you have expertise on network installations of SQL Server applications.

## 3.11 Back Up/Restore

### 3.11.1 Overview of how Asset Manager handles backups

Asset Manager runs a standard SQL Server backup using a stored procedure in the SQL Server database. This procedure is triggered by a call from any connected front end whenever it is closed. As this procedure is on the machine running SQL Server it writes to a location on that machine. The option for manual backups, where a location can be chosen, is only made available on the same machine, as it still uses the same stored procedure and that needs to understand the path to the desired location. Unfortunately security settings occasionally limit which locations can be written to from the SQL Server application.

The implications of this are that automatic backups cannot be configured to write to different locations, but manual backups can be written to different locations, within the restrictions of local security.

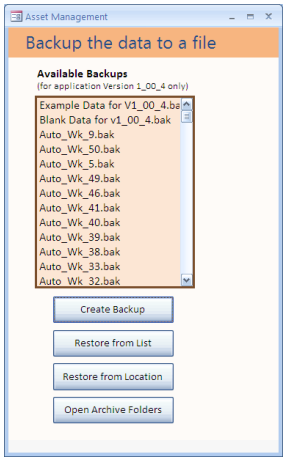
It is also handy to understand how automatic backups are organised. Each file is named like: 'Auto_Wk_nn.bak' – where nn is the standard week number (for example the week starting 16/10/17 was week 42. Throughout the week the backup file is overwritten each time it is generated so only contains the most recent backup, however backups from previous week are kept and are only overwritten a year later, when that week is reached again.

Manual backups are automatically named like: YYYYMMDD_HHMMSS.BAK but the name can be changed in the Save-As dialog.

*Important Note: Asset Manager backs up locally so the council should put in place procedures to copy the files to a safe location in case that PC breaks.*

### 3.11.2 Creating Manual Backups and Restoring

If you are running Asset Manager on a stand-alone PC, it is essential that you take regular back-ups. Asset Manager takes automatic back-ups locally, keeping the most recent one for each week and naming it based on the week number (see detailed explanation above). Up to a year's worth of backups are kept with the current week number's backup being overwritten. You can also create a manual back up at any time.




Restoring from network locations is not permitted so if trying to restore data from a network location first copy the backup file to somewhere on the local machine (e.g. my documents or desktop). Local variations in security can also effect restoring so if *'error do:Restore' error* occurs when trying to back up then changing to *Use Windows NT Integrated Security password* option can help (Appendix A: A.3.2)

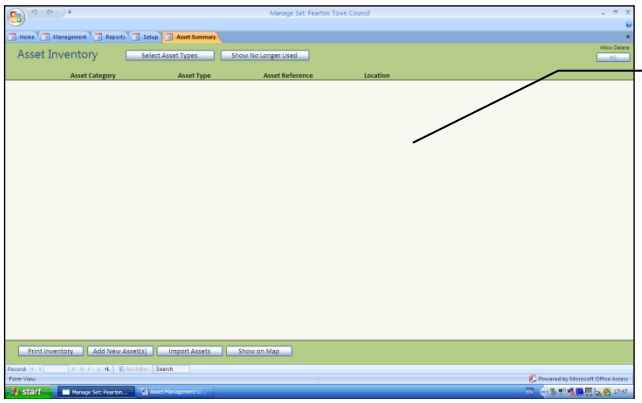
Those running on a network should be covered by automated system back-ups, but please check with your IT specialists.

# 4. ADDING/EDITING ASSETS

## 4.1. Add an Asset

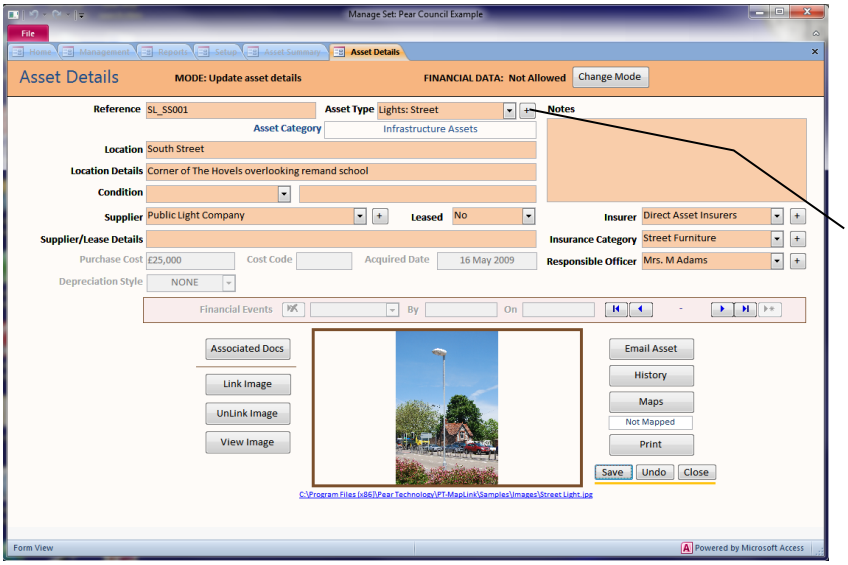
Assets can be added manually or on the full version, imported from a file created by Pear Technology's handheld from on-site surveys. The latter is dealt with under the Mobile Data Capture section, Appendix B.

From the Home page, click on the Management Tab, then the Assets button to get:




Blank screen on start up.

Click on the Add Asset button at the bottom of the screen to get:




Click here to add an Asset Type to the pre-loaded drop down list.

There are two modes for this entry form: single asset (as shown above) and multiple asset which would be used to enter for example, all Waste Bins of the same type in one go. To switch modes, click on the Change Mode button at the top of the screen.

The Allow Financial Data Entry button at the top of the screen is to prevent accidental deleting or editing of the financial data entries.

Links can be made to photographs (one only) and documents using the relevant buttons at the bottom of the form.

The Asset Reference and Asset Type must be entered but all other entries are optional.

We hope that the Asset Details form is self-explanatory but please call your supplier if any clarification is required.

## 4.2 Edit an Asset

From the Management Tab, select Assets to get the Asset Inventory List:

# 5.0 TASKS/EVENTS

Asset Manager allows events or tasks to be recorded. Examples might be:

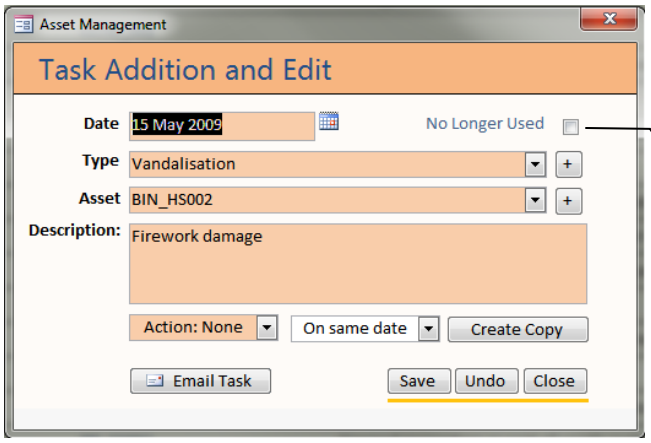
- Village Hall Renovation
- Safety Checks Completed
- Inspection due
- Damaged by vandalism

### 5.1 Adding or Editing a Task or Event

Each Task/Event entry has to be associated with a particular asset. To add or edit an entry, click on the Management tab and then the Tasks/Events button to get:

Click on each column header to sort in order by Date, Asset Type etc.

Then Click on the Add New button at the bottom of the screen:

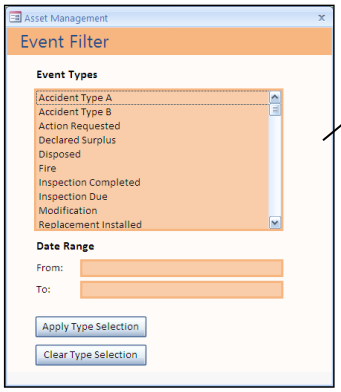



Check this box if an asset is no longer used. The history of the asset will be retained and can be included in reports or not, as desired.

Note: Setting an Asset to Disposed will automatically set this for all associated events.

By specifying an Action Date, Asset Manager will automatically display a reminder on the Home page.

The list of Tasks/Events can be filtered by clicking on the Select Types/Dates button:

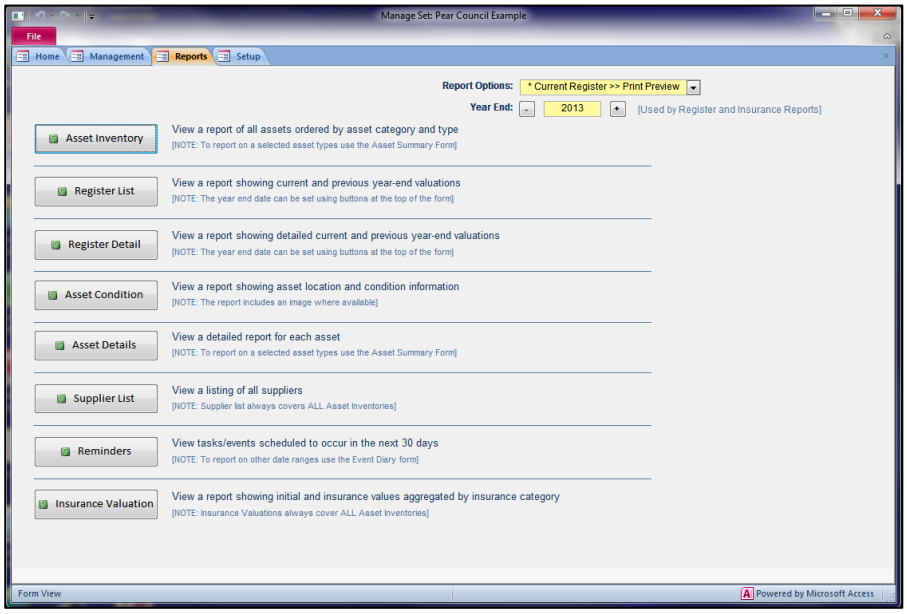



Using the Filter you can list just selected event types and/or between specified dates.

# 6. REPORTS

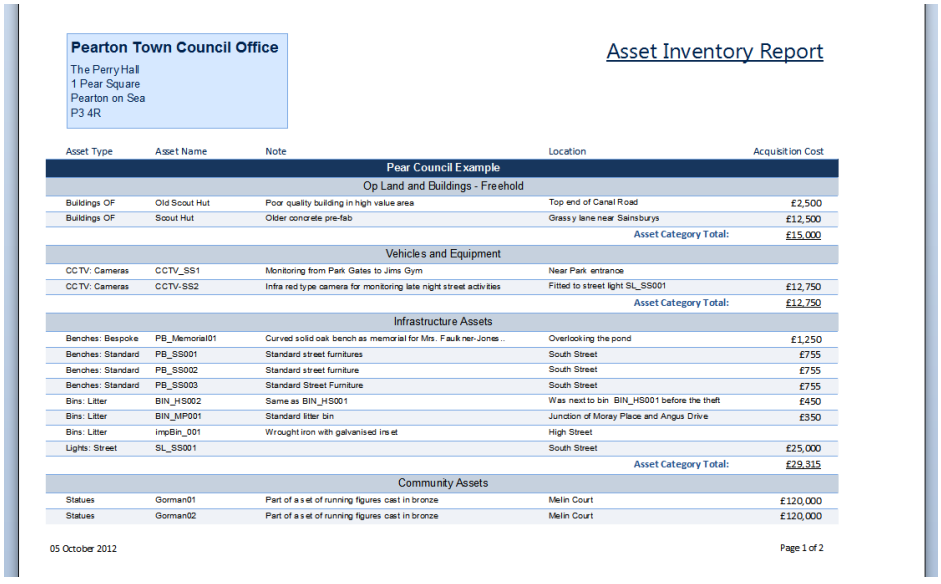
Reports for Asset Inventory and Event Diary can be printed directly from the Asset Summary and Event Diary forms. Any filtering applied to the form is also applied to the associated report.

Otherwise for other reports, go to the Reports tab:




## 6.1 Asset Inventory

Lists all assets by Category and Type. Gives the Acquisition value, regardless of whether or not the current value is above or below the De Minimis value entered for the Asset Category in Set Up.



**Pearton Town Council Office**
The Perry Hall
1 Pear Square
Pearton on Sea
P3 4R

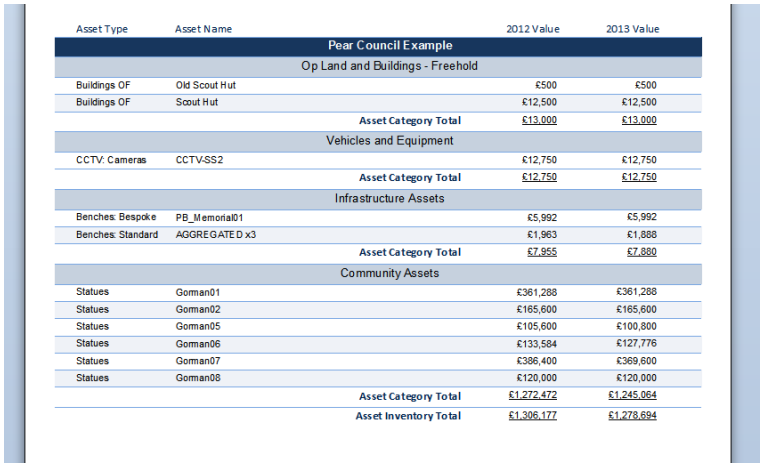
Asset Inventory Report

| Asset Type | Asset Name | Note | Location | Acquisition Cost |
|---|---|---|---|---|
| **Pear Council Example** | | | | |
| Op Land and Buildings - Freehold | | | | |
| Buildings OF | Old Scout Hut | Poor quality building in high value area | Top end of Canal Road | £2,500 |
| Buildings OF | Scout Hut | Older concrete pre-fab | Grassy lane near Sainsburys | £12,500 |
| | | | Asset Category Total: | £15,000 |
| Vehicles and Equipment | | | | |
| CCTV: Cameras | CCTV_SS1 | Monitoring from Park Gates to Jims Gym | Near Park entrance | |
| CCTV: Cameras | CCTV-SS2 | Infra red type camera for monitoring late night street activities | Fitted to street light SL_SS001 | £12,750 |
| | | | Asset Category Total: | £12,750 |
| Infrastructure Assets | | | | |
| Benches: Bespoke | PB_Memorial01 | Curved solid oak bench as memorial for Mrs. Faulkner-Jones.. | Overlooking the pond | £1,250 |
| Benches: Standard | PB_SS001 | Standard street furnitures | South Street | £755 |
| Benches: Standard | PB_SS002 | Standard street furniture | South Street | £755 |
| Benches: Standard | PB_SS003 | Standard Street Furniture | South Street | £755 |
| Bins: Litter | BIN_HS002 | Same as BIN_HS001 | Was next to bin BIN_HS001 before the theft | £450 |
| Bins: Litter | BIN_MP001 | Standard litter bin | Junction of Moray Place and Angus Drive | £350 |
| Bins: Litter | impBin_001 | Wrought iron with galvanised inset | High Street | |
| Lights: Street | SL_SS001 | | South Street | £25,000 |
| | | | Asset Category Total: | £29,315 |
| Community Assets | | | | |
| Statues | Gorman01 | Part of a set of running figures cast in bronze | Melin Court | £120,000 |
| Statues | Gorman02 | Part of a set of running figures cast in bronze | Melin Court | £120,000 |

05 October 2012 Page 1 of 2

## 6.2 Asset Register List

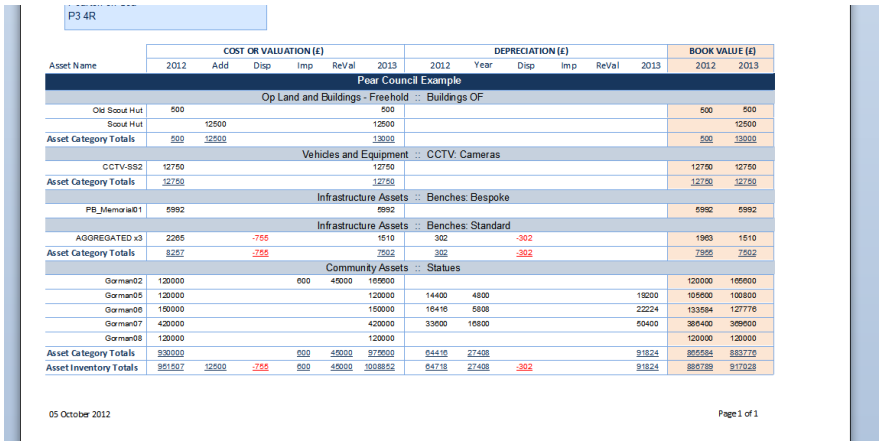
A summary report listing Current and Previous Year's valuations. Assets whose individual values are below the De Minimis will be aggregated and provided that the Aggregated Value is greater than the De Minimis, the aggregated assets will be listed under the title "AGGREGATED xN" where N is the number of Assets that have been included.



| Asset Type | Asset Name | 2012 Value | 2013 Value |
|---|---|---|---|
| **Pear Council Example** | | | |
| Op Land and Buildings - Freehold | | | |
| Buildings OF | Old Scout Hut | £500 | £500 |
| Buildings OF | Scout Hut | £12,500 | £12,500 |
| | **Asset Category Total** | £13,000 | £13,000 |
| Vehicles and Equipment | | | |
| CCTV: Cameras | CCTV-SS2 | £12,750 | £12,750 |
| | **Asset Category Total** | £12,750 | £12,750 |
| Infrastructure Assets | | | |
| Benches: Bespoke | PB_Memorial01 | £5,992 | £5,992 |
| Benches: Standard | AGGREGATED x3 | £1,963 | £1,888 |
| | **Asset Category Total** | £7,955 | £7,880 |
| Community Assets | | | |
| Statues | Gorman01 | £361,288 | £361,288 |
| Statues | Gorman02 | £165,600 | £165,600 |
| Statues | Gorman05 | £105,600 | £100,800 |
| Statues | Gorman06 | £133,584 | £127,776 |
| Statues | Gorman07 | £386,400 | £369,600 |
| Statues | Gorman08 | £120,000 | £120,000 |
| | **Asset Category Total** | £1,272,472 | £1,245,064 |
| | **Asset Inventory Total** | £1,306,177 | £1,278,694 |

## 6.3 Asset Register Detail

Calculates Depreciation if applicable or gives last valuation, according to the data entry form.



P3 4R

| Asset Name | COST OR VALUATION (£) 2012 | Add | Disp | Imp | ReVal | 2013 | DEPRECIATION (£) 2012 | Year | Disp | Imp | ReVal | 2013 | BOOK VALUE (£) 2012 | 2013 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Pear Council Example** | | | | | | | | | | | | | | |
| Op Land and Buildings - Freehold :: Buildings OF | | | | | | | | | | | | | | |
| Old Scout Hut | 500 | | | | | 500 | | | | | | | 500 | 500 |
| Scout Hut | | 12500 | | | | 12500 | | | | | | | | 12500 |
| **Asset Category Totals** | 500 | 12500 | | | | 13000 | | | | | | | 500 | 13000 |
| Vehicles and Equipment :: CCTV: Cameras | | | | | | | | | | | | | | |
| CCTV-SS2 | 12750 | | | | | 12750 | | | | | | | 12750 | 12750 |
| **Asset Category Totals** | 12750 | | | | | 12750 | | | | | | | 12750 | 12750 |
| Infrastructure Assets :: Benches: Bespoke | | | | | | | | | | | | | | |
| PB_Memorial01 | 5992 | | | | | 5992 | | | | | | | 5992 | 5992 |
| Infrastructure Assets :: Benches: Standard | | | | | | | | | | | | | | |
| AGGREGATED x3 | 2265 | | -755 | | | 1510 | 302 | | -302 | | | | 1963 | 1510 |
| **Asset Category Totals** | 8257 | | -755 | | | 7502 | 302 | | -302 | | | | 7955 | 7502 |
| Community Assets :: Statues | | | | | | | | | | | | | | |
| Gorman02 | 120000 | | | 600 | 45000 | 165600 | | | | | | | 120000 | 165600 |
| Gorman05 | 120000 | | | | | 120000 | 14400 | 4800 | | | | 19200 | 105600 | 100800 |
| Gorman06 | 150000 | | | | | 150000 | 16416 | 5808 | | | | 22224 | 133584 | 127776 |
| Gorman07 | 420000 | | | | | 420000 | 33600 | 16800 | | | | 50400 | 386400 | 369600 |
| Gorman08 | 120000 | | | | | 120000 | | | | | | | 120000 | 120000 |
| **Asset Category Totals** | 930000 | | | 600 | 45000 | 975600 | 64416 | 27408 | | | | 91824 | 865584 | 883776 |
| **Asset Inventory Totals** | 951507 | 12500 | -755 | 600 | 45000 | 1008852 | 64718 | 27408 | -302 | | | 91824 | 886789 | 917028 |

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1. Cost or Valuation section of report
   Figures gives the cost or valuation of the asset at previous year end.

   a) Previous Year
   Book value at end of previous year

   b) Additional
   Acquisition cost or value of new assets

   c) Disposal
   For aggregations that include assets that have been disposed of during the year

   d) Improvement
   The amount by which an asset has been improved during the year – typically used for building improvements

   e) Revaluation
   Figure shows the new valuation

   f) Current Year
   Cost or valuation at the end of the current year

2. Depreciation section of report
   Figures show the break-down of depreciation.

   a) Previous Year
      Accumulative depreciation at end of previous year

   b) Year
      Amount of depreciation applied during the current year

   c) Disposal
      For assets or part assets that have been disposed of during the year

   d) Improvement
      The amount by which an asset has been improved during the year – typically used for building improvements

   e) Revaluation
      Figure shows the new valuation

   f) Current Year
      Cost or valuation at the end of the current year

3. Book Value section of report
   Compares current year book value to previous year.

## 6.4 Asset Condition

This report shows location and condition information, along with a photograph (if available) of each Asset. Typically four or five Assets are displayed per page. This report can be useful for reviewing or auditing Assets.

## 6.4 Asset Details

Shows all the information held against a specific asset, including photographs. Use the arrows at the bottom left of the screen to scroll backwards and forwards through the list. Alternatively, access this report from the Management tab/Assets/Asset Inventory list/Edit button for desired asset.

### 6.5 Supplier List

Lists all assets by Supplier.

## 6.6 Reminders

Use this report to get a list of all tasks/events becoming due within the next 30 days. Reminders are shown automatically on the Home Page.

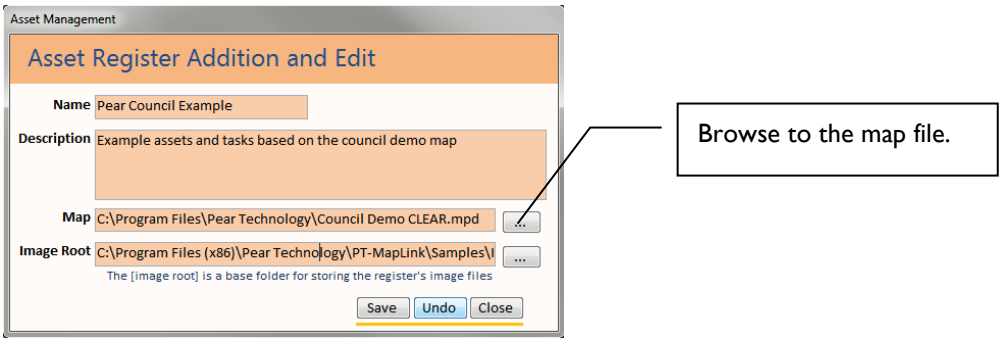
## 6.7 Insurance Report

Compares Insured amounts against acquisition values by Insurance Category.

# 7. USING THE MAPPING OPTION

The mapping option is available on both Lite and Standard versions. It enables assets to be plotted directly onto a map, particular assets located and asset details edited from the map interface. Maps can also be printed at any scale on any size paper.

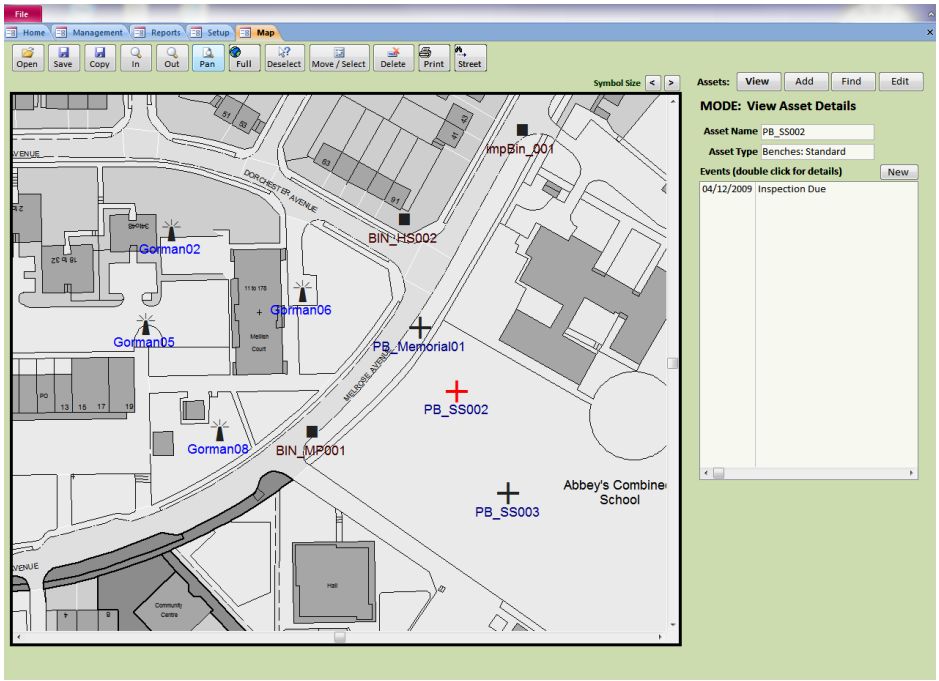
Before this feature can be used, it is necessary to associate a specified map with each Asset Register. To do this, go to the Setup tab, click on the Asset Registers tab and then the appropriate Edit button to get:




Click on the Browse button and browse to where the map is filed. Then Save/Close the pop-up panel.

## 7.1 Map Controls

Start from the Management tab and then click the Map button to call up the current Asset Register's map as specified in Set Up.




The map tab is split into 3 zones. The large left/central area contains the actual map, above that are buttons that control the map and to right is a section about actual assets.

The map acts as a backdrop to the assets and previously plotted assets are re-plotted live each time the map is opened using position information stored in asset details. This means that when assets are added or moved the map remains unchanged but the details in the register are updated.

The map control buttons are:

1. Open
   This button open any valid (MPD) mapping file so that you are not restricted to just using the Asset Register's chosen default map

2. Save
   This button saves any location information, such as the new position of a moved asset, to the database. It does not affect the underlying map.

3. Copy
   This button saves a copy of the map complete with assets into a new MPD file. This should only be used to create a separate map, for example to mail to somebody.

4. Zoom In/Out
   These two buttons allow you to zoom in / out of the map in order to focus on an area of interest. The map will remain in zoom mode until you right-click with the cursor over the map area.

5. Pan
   This button allows the map to be moved freely by clicking in the map zone and dragging as required. The map will remain in pan mode until the map zone is right-clicked.

6. Full
   This button acts as a "zoom reset" taking the full map back to fitting the map zone.

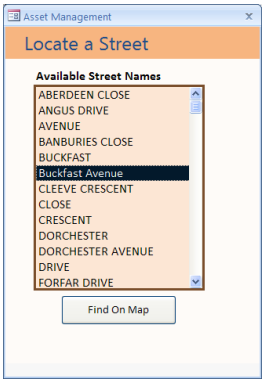
7. Deselect
   When one or more assets are selected clicking this button will unselect them.

8. Move / Select
   This button allows one or more assets to be picked up and relocated elsewhere on the map. The asset's new location is only written back to the database when the Save button is clicked.

9. Delete
   This button removes any selected assets from the map. Use the Move / Select button to make the selection(s). Only the asset's location information is deleted from the database, not the whole asset.

10. Print
    This button prints the visible area to an A4 page. As the map zone is not necessarily A4 proportioned a best fit is attempted.

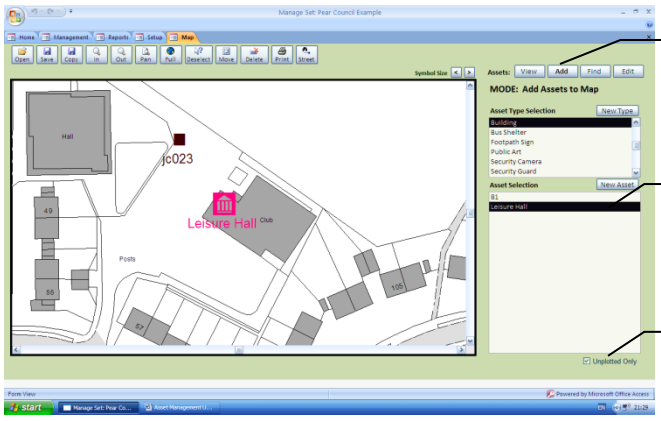
11. Street
    This button opens a street finder popup form. Highlighting a street and clicking Find on Map will jump the map to that street.




12. Symbol Size
    These buttons enlarge or reduce the asset symbol sizes as displayed on the map.

## 7.2 Plot an Asset

From the Management tab, click on the Map button to take you to this panel:




Click on the Add button, top right of the screen. The right hand panel will change to list all those Asset Types for which records already exist. Select from the list the asset to be plotted, position the cursor at the correct location on the map and double-click. This will place the symbol chosen for the selected Asset Types in the Set Up process.

Click on Save and the assets location is now stored in the database.

Symbol sizes can be adjusted using the arrows at the top right of the map window.

New Asset Types and New Assets can be added from the map by clicking on the relevant button.

## 7.3 Move an Asset

Click the Move / Select button then on the map click on the asset to be moved and drag/drop the asset to its new location.

## 7.4 Delete an Asset from the Map (not the Database)

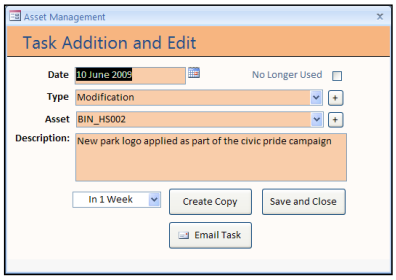
Click the Move / Select button then on the map click on the asset to be deleted then click the Delete button.

## 7.5 View, Edit an Asset's Details

Click on the required asset on the map to select it, then click on the Edit button. The Asset Details form will be presented for editing/viewing/printing.

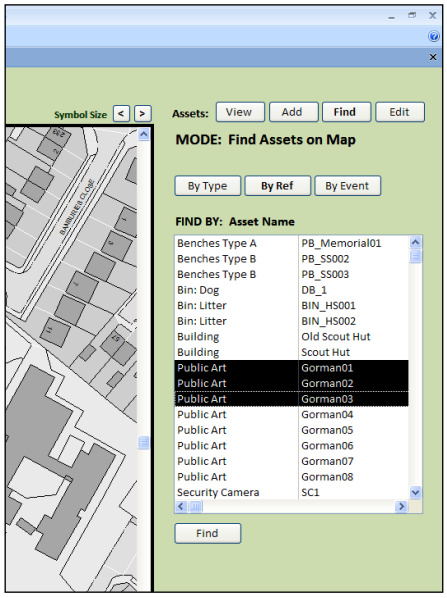
## 7.6 View, Add or Edit Tasks/Events for an Asset

Click on the View button, then click on the asset on the map to select it. It's name/reference and type will be shown along with any associated Tasks/Events. Double clicking a task will popup a window to allow editing. Clicking New will bring up the same popup but empty ready for information to be entered.



## 7.7 Find an Asset or Set of Assets

When the Find button is clicked the application is put into Asset Find mode and the button caption will be shown in **Bold**. Then further options are displayed to enable different selections of assets to be found on the map by clicking the Find button.




1. By Type

When Find is clicked all plotted assets of the selected type are highlighted and the map zoomed to a suitable level.

2. By Ref

When Find is clicked all the individual assets elected are highlighted and the map zoomed to a suitable level.

3. By Event

When Find is clicked all plotted assets with Tasks / Events of the selected type are highlighted and the map zoomed to a suitable level.

# APPENDIX A. Asset Manager Installation Guidance

## A.1. Overview

The Asset Manager application consists of an SQL Server 2008 (2005 compatible) database and an Access 2010 user interface. The application would typically be installed as a self-contained entity that runs on a single PC, however additional clients can be installed on separate PCs. A standalone installation requires the prerequisites, the SQL Server and the Asset Manager application, all of which are on the Installation CD. A client (non-Server) install only requires the Asset Manager application, however either a standalone install must have been completed on a PC on the same network or special arrangements have been made to host the database on an existing SQL Server.

Information about installing and running in special environments, such as Citrix, is available in a separate guide called *Asset Manager – Special Environments* [Ref: Process/Software/3].

WARNING: Known Limitations:
Asset Manager will work in most environments however there are a few environments that do not currently permit a successful installation:

1. On a machine running any edition of Windows Small Business Server. This is primarily due to the way SQL Server has been pre-configured for these machines.

2. On a machine running the 64-Bit version of Microsoft Office. This is because Windows will not permit 32-Bit and 64-Bit Office components to work together.

3. The application will often be installed by the council's chosen IT provider and it is important that they install as the machine's local administrator, not the domain administrator, in order to get access to the SQL Database, this may mean the user needs to be added to local administrators.

## A.2 Standalone Install

### A.2.1 Prerequisites:

This installs any of the following that are needed on the PC; Windows Installer 4.5, .NET 3.5 (quite substantial) and Powershell 1.0. PC restarts can be deferred until all the prerequisites have been dealt with but must be done before moving to Step 2 (A.2.2. SQL Express 2008).

### A.2.2 SQL Express 2008:

This is an even more substantial installation than .NET 3.5 and a number of windows will appear, however no user input should be required.

### A.2.3 Asset Manager:

This will install the Access 2010 runtime plus the Asset Manager User interface.

### A.2.4 First Run:

The first time Asset Manager is run it should find the SQL Express instance called PEAR_SQL but will not have any data so will stop. At this point click the restore button and select either a blank database or the example database.

## A.3 Client Install

### A.3.1 Asset Manager:

This will install the Access 2010 runtime plus the Asset Manager User interface.

### A.3.2 First Run:

The first time Asset Manager is run it will fail to find SQL Express so will stop. At this point click the connect button and enter details for the server (<RemoteComputerName>\PEAR_SQL). In a domain environment select, "Use Windows NT Integrated Security," however if this does not work, for example in a simple peer-to-peer environment, choose, "use a specific user name and password," and enter a name of pearLogin and a password of pearTechnology and tick "Allow saving password".

Note also that this may occur if a version of SQL Server has already been installed on the PC with a different name than "PEAR_SQL".

# APPENDIX B. File Sharing and Firewall Settings

## B.1 Overview

When working in a network type environment the Asset Manager Application needs windows to be configured to allow SQL Express to share data. It is possible that this will already be appropriately configured, however if an Asset Manager client cannot be set-up to use the database then the following settings should be checked.

## B.2 Workgroup

In a windows domain type network there is no need to set the workgroup however the user needs a valid domain login.

In a simple network peer-to-peer type network the computers should all be in the same workgroup (see figure B-1). To set the workgroup right click on the My Computer icon, select properties and choose the Computer Name tab. Click change … and enter the name of your workgroup in the pop-up window.

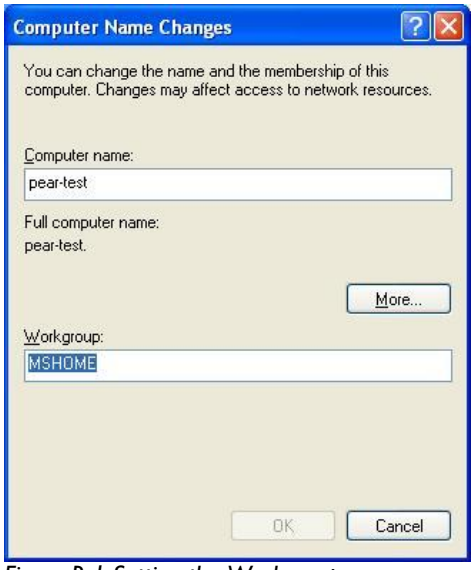



*Figure B-1 Setting the Workgroup*

## B.3 File Sharing

To share data file sharing needs to be enabled and then permitted in the firewall (see section B.3 for firewall settings). If file sharing is not already enabled then it can quite simply be done by following these steps:

1. Browse to My Computer (see figure B.2), right click on Shared Documents and click on Properties.
2. In the pop-up window (see figure B.3) click on the Sharing tab and then click the long underlined text that reads, "If you understand the security risks but want to share file without running the wizard, click here".
3. In the next pop-up window (see figure B.4) choose, "Just enable file sharing" and click OK.
4. The original pop-up window will reappear (figure B-3). Click OK to finish.

*Figure B-2 Enabling File Sharing PART 1 of 3*

*Figure B-3 Enabling File Sharing PART 2 of 3*

*Figure B-4 Enabling File Sharing PART 3 of 3*

## B.4 Windows Firewall

NOTE: If a different firewall is being used then the actual screens will be different however it will need to be configured to allow the same things.

### B.4.1 Configuring the Firewall for File sharing

Open windows control panel and double click on the firewall icon. In the pop-up window (see figure B-5) make sure Don't allow exceptions is NOT ticked then select the exceptions tab to switch to configuring exceptions (see figure B-6). Tick File and Print Sharing and click OK.

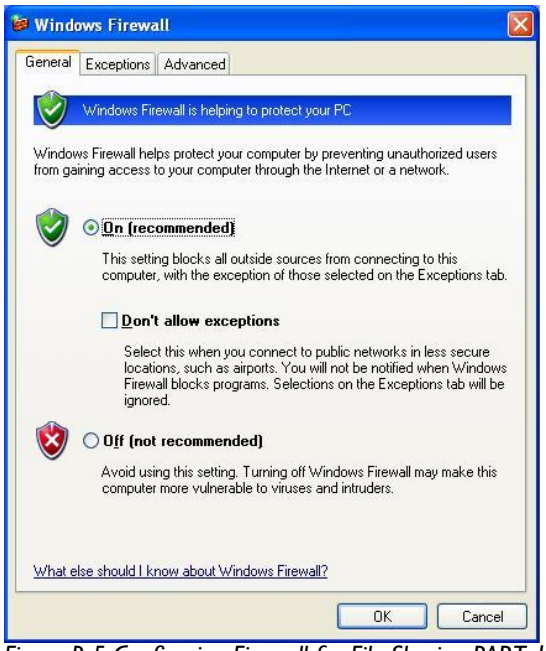



*Figure B-5 Configuring Firewall for File Sharing PART 1 of 2*

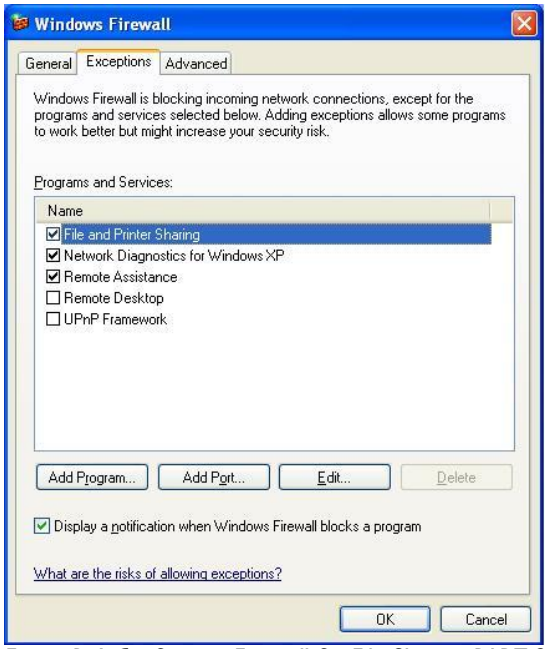



*Figure B-6 Configuring Firewall for File Sharing PART 2 of 2*

### B.4.2 Configuring the Firewall for SQL Express

Open the firewall control panel and get to the exceptions window shown in Figure B-6 then click Add Program to get a pop-up window (see figure B-7). Browse to FILE_A in Table B-1 then click change scope and set to "My network (subnet) only" (see figure B-7). Repeat the process for FILE_B.

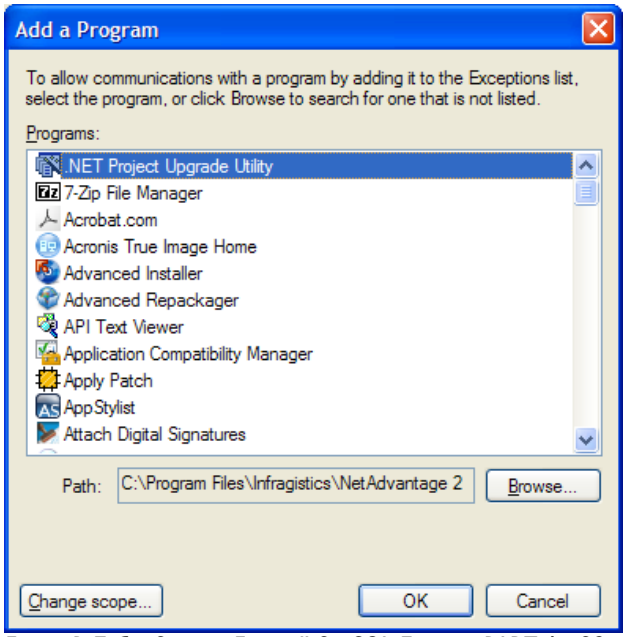



*Figure B-7 Configuring Firewall for SQL Express PART 1 of 2*

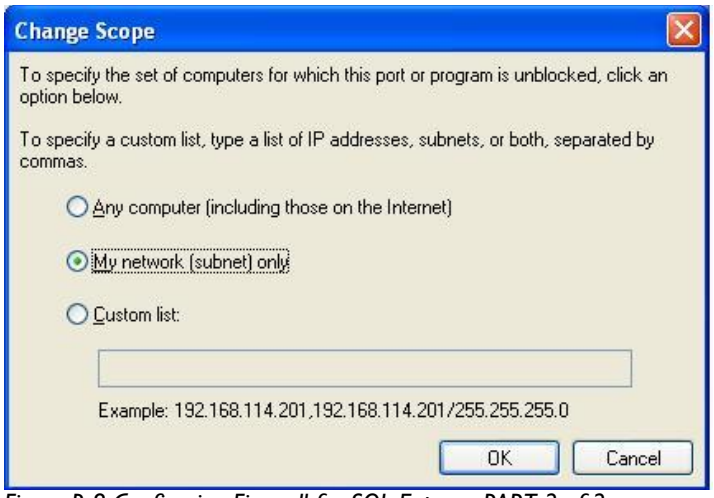



*Figure B-8 Configuring Firewall for SQL Express PART 2 of 2*

| | |
|---|---|
| FILE_A | C:\Program Files\Microsoft SQL Server\90\Shared\sqlbrowser.exe |
| FILE_B | C:\Program Files\Microsoft SQL Server\MSSQL10.PEAR_SQL\MSSQL\Binn\sqlservr.exe |
| Note: If you are using your own SQL Server the path will be different as the name of the instance is in the path. | |

*Table B-1 Application path names for firewall exceptions*

# APPENDIX C. USING A HAND-HELD FOR MOBILE DATA CAPTURE

The ability to go out with a hand-held, GPS-enabled data capture device can be a major productivity boost, particularly when the exact locations of street furniture, street lights etc. are not known.

A separate manual is provided for using the hand-held and this Appendix only describes how to bring the data in and transfer it to the Asset Manager database.

When on-site, the user will see exactly where they are against a background map. Tapping on the screen logs the full co-ordinates for that point and opens up a data entry form. This form enables the following to be recorded:

Asset Reference
Asset Type
Location notes
Condition
Condition Notes

## C.1 Transferring the Survey Data to the Office PC

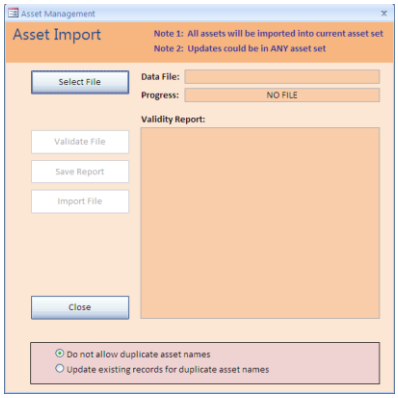
For this, the PocketGIS software must be installed (it comes as part of the optional package) and the hand-held connected to the PC via USB cable.

Start PocketGISConnection, click on the PocketGIS menu item, then select Upload Map. PocketGIS will inspect the device and list all available surveys. Pick the one you wish to upload and then, when prompted, select Files of Type CSV and upload the survey to the specified location.

Close PocketGIS Connection and start Asset Manager.

## C.2 Importing the Survey into Asset Manager

Select the Management tab, then click on the Assets button.
Click on the Import Assets button at the bottom of the screen to get this:




Click on the Select File and browse to the CSV format survey file that you have just uploaded. You can run a Validation test to check that the data matches that expected by Asset Manager.

If this is successful, click on the Import File button and the database will be populated with your survey results. Records can now be edited, reports produced etc. as usual.

If the Validation is unsuccessful, the failing elements will be listed. We suggest you print this list, then open the Survey CSV file in Excel (remember to specify Files of Type CSV, not XLS or XLSX standard formats. You can then edit the data in Excel, re-save as a CSV and repeat the import process in Asset Manager.

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