



# Asset Inventory Manager

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## Introduction

Book Systems, Inc. provides the **Asset Inventory Manager™ (AIM)** application for Android™ devices so that administrators, teachers, or other staff can quickly and easily perform inventory from anywhere (classrooms, storage areas, media centers, etc.) without cumbersome cords or the need to be near outlets.

The app allows you to open any active inventory that you have already created on the administrative side of Booktracks and mark those items seen.

This document lists the requirements for your mobile device(s) to work correctly with **AIM** and provides steps for installing and using the app.

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## AIM for Android

Review the following requirements to see if your device is compatible:

- Android version 4.0.3 or higher
- Most current version of Booktracks
- Internet connection
- Built-in camera or scanner with auto-focus

Open the **Google Play™** store app. Search for **Booktracks Inventory**, and then tap the **Booktracks AIM** app to view a page with images from the app, install options, overview information, requirements, etc.



Tap **INSTALL**. You may be prompted to give the app permission to access certain areas of your device; tap **ACCEPT**. You will see a **Downloading...** and **Installing...** message; when the process is finished, tap **OPEN**.



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## Configuration

To use **AIM**, you need to configure settings for the app to communicate with your Booktracks database. If you plan to use a Bluetooth® scanner to capture item barcodes, you also need to be sure it is set up to work with your device. Both tasks are covered in the next sections.

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## AIM Settings

When you initially open the app using any device, a message displays letting you know you cannot log on until you configure settings. Tap the **SERVER SETTINGS** button, and then configure your options.



## Asset Inventory Manager

Some of the information you need displays in your Booktracks URL (pictured below).

<http://sampleschool.booksys.net/libs/SampleSchool/LibrarianLogOn>

- **Server:** – Enter the main DNS or IP address for your Booktracks. This is the first part of the address between the double slashes and the first single slash (highlighted in yellow in the image above).
- **Port:** – Enter or change the number as needed; depending on your connection type, you may see 80 or 443 (SSL).
- **Library:** – Enter the prefix for your Booktracks URL. This is the part of the address after “/libs/” (highlighted in blue in the image above).
- **SSL** – This setting is disabled by default. If your server is set up to use a secure connection, you must enable this by tapping the option or selecting it in the left pane and then tapping the check box (depending on your device).
- **Bluetooth** – This setting is disabled by default. If you will use a Bluetooth scanner, enable this by tapping the option or selecting it in the left pane and then tapping the check box (depending on your device). When enabled, **AIM** will automatically focus on each field, allowing you to quickly scan barcodes without additional steps.
- **Play Sounds** – By default, this setting is enabled so you can hear sounds for successful/unsuccessful transactions or warnings (depending on your version). If you prefer to disable this setting, either tap the option or select it in the left pane and then tap the check box (depending on your device).

When you are finished, tap your device’s back button, and do the following to log on:

- Enter your username and password in the first two fields. This is the same information you use to log on to the administrative side of Booktracks.
-  Your worker record must have the following permissions enabled: **Log On, Perform Inventory, and Upload Data And Sync From Supplemental Tools.**
- Tap **Lookup Location** to set your location. If you have a **Centralized** database, a list of School Buildings displays; tap the location where you need to log on. If you have a **Distributed** database, the location is automatically set.
- If needed, tap **Log On**.

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## Bluetooth Scanner

The Bluetooth capability allows you to use a scanner to input barcodes and mark items seen in the inventory. To use this feature, enable Bluetooth on the device where **AIM** is installed, and pair it with your Bluetooth scanner. If your Bluetooth scanner does not automatically display as an available device for pairing, you may have to scan a barcode to make it discoverable, tap a scan option on your mobile device to find available devices, or use other options depending on your particular situation. Refer to your scanner’s instructions to set this up.



If you do not have a Bluetooth scanner, you can also scan barcodes using your device’s built-in camera.



## AIM Features

Once you have settings configured for the app on your device, you can begin marking items seen. You can open any active inventory created in your Booktracks, view the inventory details, mark items seen, and view details for the items. Items marked seen are dynamically updated in Booktracks.

**Tap to open an inventory and mark items seen.**

**Tap to view item details.**

**Tap to open a menu; tap again to view inventory details or log off.**

**Tap to view inventory details.**



This guide documents and illustrates features for using AIM with the latest version of Booktracks; if you have not upgraded, you will see differences depending on your current version.

## Product Support

If you have questions about **AIM**, please call Book Systems' Technical Support Staff at (888) 289-1216 or send an email to [support@booksys.com](mailto:support@booksys.com). Business hours are Monday through Friday, 7 a.m. – 7 p.m. Central Standard Time.

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