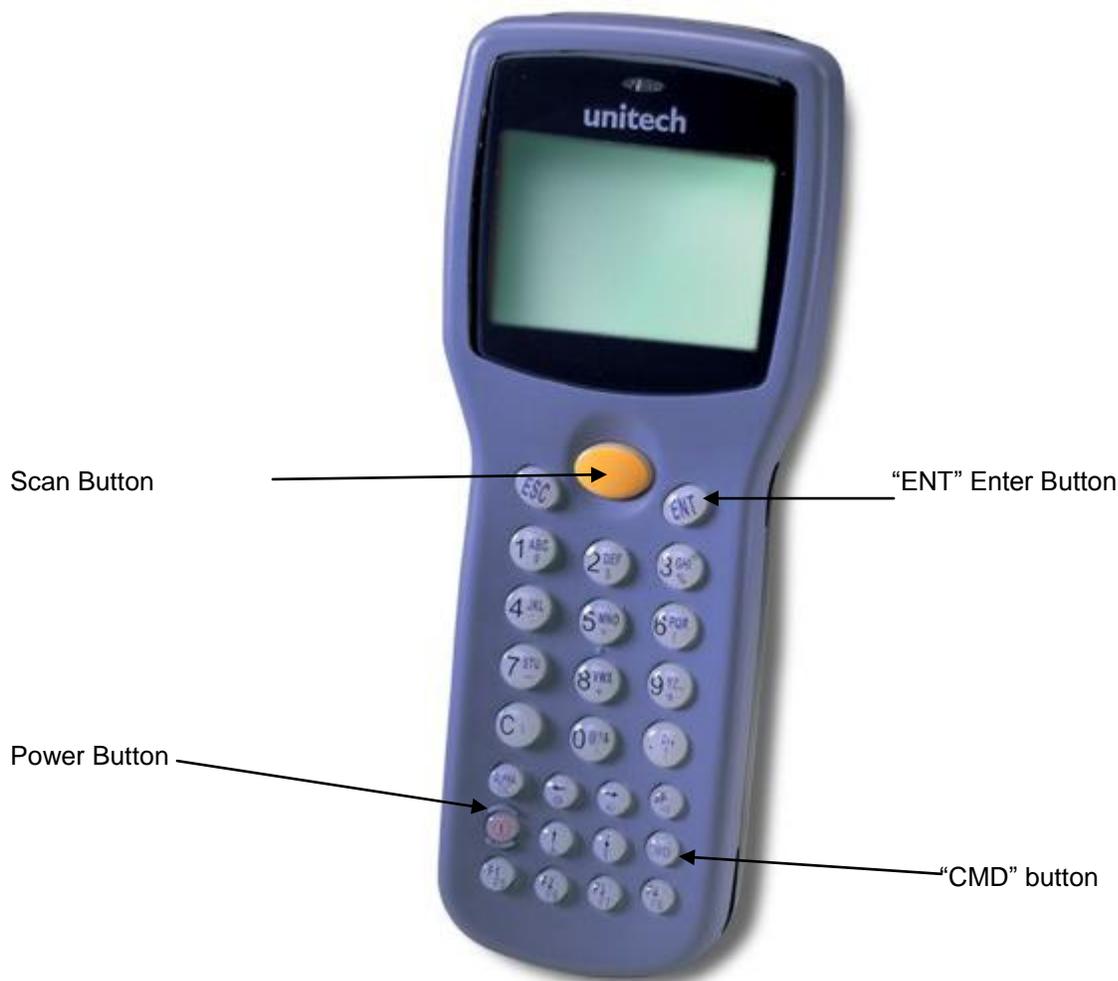




PMI Evidence Tracker™

Procedures for using the Unitech Portable Data Terminal



In order to begin using your Unitech HT630, all you need to do is turn on the unit. The unit has been pre-programmed with both the Evidence.exe and the Asset.exe. You can turn on the power by pressing the red power button as indicated in the above diagram. There is no specific unit configuration for this model.

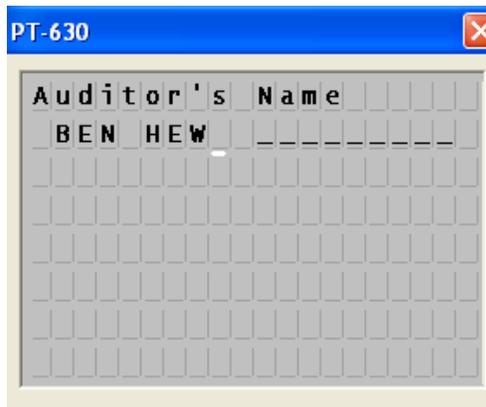
Running a program

1. Turn on the unit by pressing the red power button.
2. Press and hold the CMD key for 2 seconds to get to the main menu.
3. Select 1. Run, then ENT.
4. Scroll by using the arrow keys to find the appropriate program, either EVIDENCE.EXE or ASSET.EXE. Elect ENT to execute the program.
5. Once the program has started, you can begin your full audit.

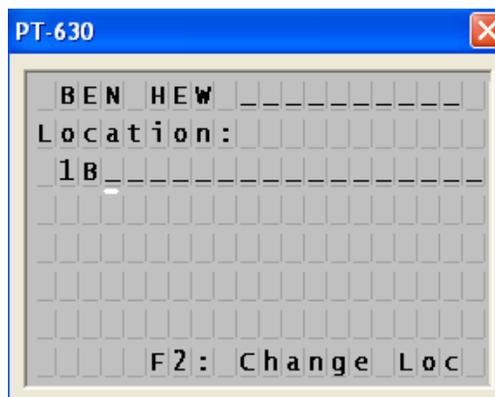
Performing an Audit for Evidence

1. Turn on the unit by pressing the red power button.
2. Press and hold the CMD key for 2 seconds to get to the main menu.
3. Select 1. RUN, then ENT.
4. Scroll by using the arrow keys to find the EVIDENCE.EXE program. Elect ENT to execute the program.

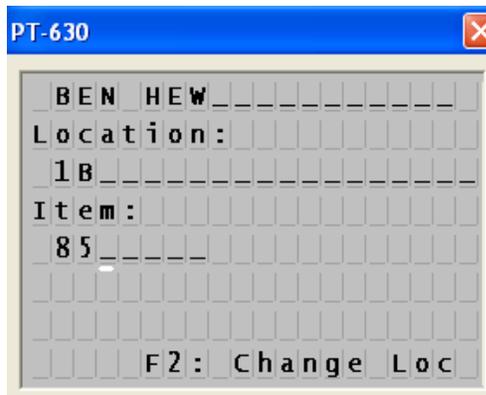
5. The first screen will ask for the Auditor's Name. Either scan or enter the name by hand using the keypad. If you scan the name, the program will automatically go to the next entry, otherwise, once you have finished entering the name, press ENT to continue.
 - a. The unit is programmed to accept alpha and numeric characters. To use Alpha characters, simply press the ALPHA key, just above the red power button, and begin to type the name.
 - b. If using alpha characters – Press the appropriate key repeatedly until the desired character is displayed – The sequence is uppercase only.
 - c. In order to put a space in between characters, press the "SP" button or the "9" button three times, then continue to type.
 - d. If using the alpha keys, you want the next character to be the same or from the same character set, you need to enter the letter then wait 2 seconds for the cursor to continue to the next space.
 - e. If you make a mistake press the "C" button to clear the last character entered.



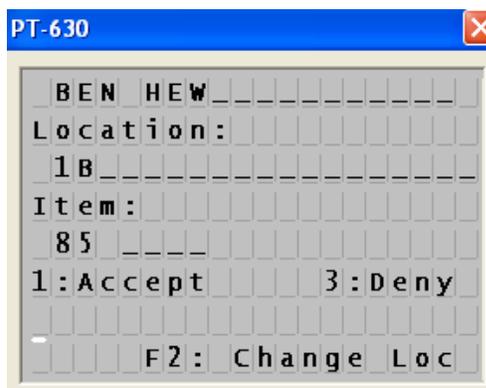
6. Next, enter the Location. You can scan or enter the Location by using the keypad. If you scan the Location, the program will automatically go to the next entry, otherwise, once you have finished entering the Location, press ENT to continue.
 - a. If you make a mistake entering the Location, press the "C" button to erase the last character entry.
 - b. If you enter the wrong Location, press F2 to clear the location line and enter a new Location.



7. Enter the Item Number. You can scan or enter the Item Number by using the keypad. If you scan the Item Number, the program will automatically go to the next entry, otherwise, once you have finished entering the Item Number, press ENT to continue.
 - a. If you make a mistake entering the Item Number, press the “C” button to erase the last character entry.
 - b. If you enter the wrong Item Number, press ENT to continue then Deny the entry by pressing the “3” button. This will clear the Item Number line and you can re-enter the Item Number.



8. Accept or Deny the data entry. Once you have entered the information you must press the “1” button to Accept the data or press the “3” button to Deny the data and re-enter.
 - a. If you Deny the entry, the Item Number line will clear and you can enter another Item Number.
 - b. If you press the “1” button to Accept the data, the program will clear the Item Number line and save the data to its memory. You will now be able to enter a new Item Number for this location.
 - c. If you are ready to enter more data after accepting or denying the current data but need to change the Location, press “F2” to change the Location, enter your new Location and then continue scanning your evidence.

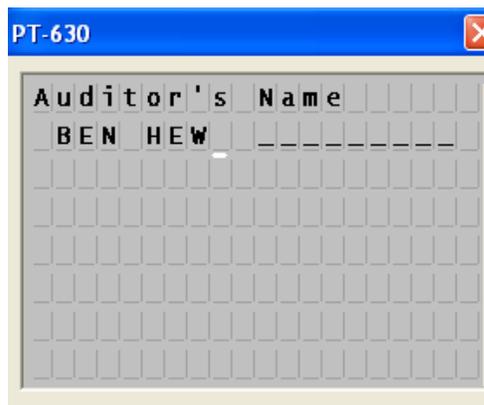


9. Once you have scanned all the evidence, you can exit from the program by pressing the ESC button and then select the “1” button for Yes. After you have exited, you can upload the DATAEV.DAT file to your computer and run your variance reports. When you are finished with this file and ready to perform a new audit, remember to delete this file from the device.

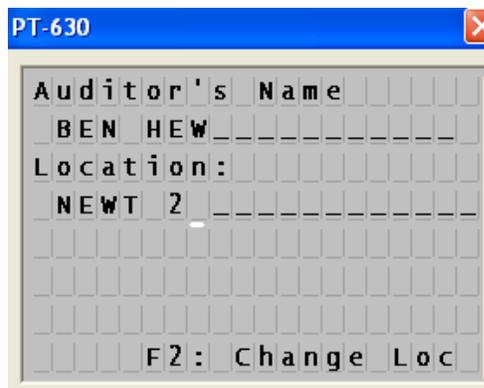


Performing an Asset Audit

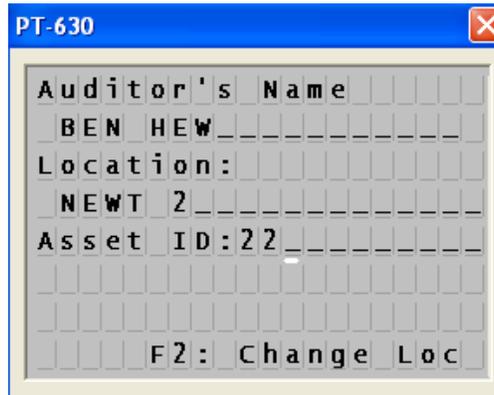
1. Turn on the unit by pressing the red power button.
2. Press and hold the CMD key for 2 seconds to get to the main menu.
3. Select 1. RUN, then ENT.
4. Scroll by using the arrow keys to find the ASSET.EXE program. Elect ENT to execute the program.
5. The first screen will ask for the Auditor's Name. Either scan or enter the name by hand using the keypad. If you scan the name, the program will automatically go to the next entry, otherwise, once you have finished entering the name, press ENT to continue.
 - a. The unit is programmed to accept alpha and numeric characters. To use Alpha characters, simply press the ALPHA key, just above the red power button, and begin to type the name.
 - b. If using alpha characters – Press the appropriate key repeatedly until the desired character is displayed – The sequence is uppercase only.
 - c. In order to put a space in between characters, press the "SP" button or the "9" button three times, then continue to type.
 - d. If using the alpha keys, you want the next character to be the same or from the same character set, you need to enter the letter then wait 2 seconds for the cursor to continue to the next space.
 - e. If you make a mistake press the "C" button to clear the last character entered.



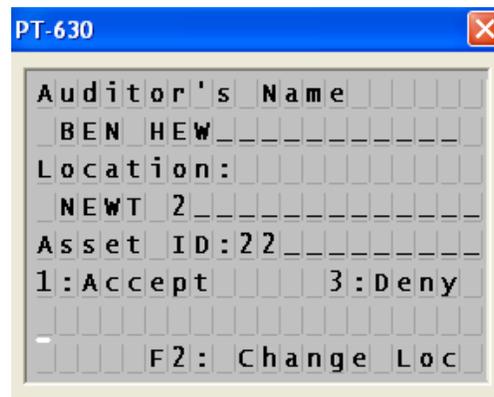
6. Next, enter the Location. You can scan or enter the Location by using the keypad. If you scan the Location, the program will automatically go to the next entry, otherwise, once you have finished entering the Location, press ENT to continue.
 - a. If you make a mistake entering the Location, press the "C" button to erase the last character entry.
 - b. If you enter the wrong Location, press F2 to clear the Location line and enter a new Location.



7. Enter the Asset ID Number. You can scan or enter the Asset ID number by using the keypad. If you scan the Asset ID Number, the program will automatically go to the next entry, otherwise, once you have finished entering the Asset ID Number, press ENT to continue.
 - a. If you make a mistake entering the Asset ID Number, press the “C” button to erase the last character entry.
 - b. If you enter the wrong Asset ID Number, press ENT to continue then Deny the entry by pressing the “3” button. This will clear the Asset ID Number line and you can re-enter the Asset ID Number.



8. Accept or Deny the data entry. Once you have entered the information you must press the “1” button to Accept the data or press the “3” button to Deny the data and re-enter.
 - a. If you Deny the entry, the Asset ID Number line will clear and you can enter another Asset ID Number.
 - b. If you press the “1” button to Accept the data, the program will clear the Asset ID Number line and save the data to its memory. You will now be able to enter a new Asset ID Number for this Location.
 - c. If you are ready to enter more data after accepting or denying the current data but need to change the Location, press “F2” to change the Location, enter a new Location and then continue scanning your assets.

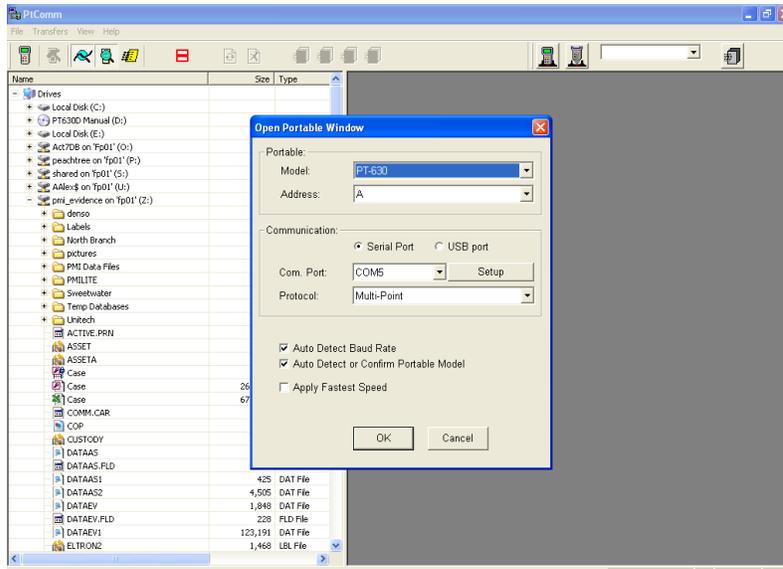


9. Once you have scanned all the assets, you can exit from the program by pressing the ESC button and then select the “1” button for Yes. After you have exited, you can upload the DATAAS.DAT file to your computer and run your variance reports. When you are finished with this file and ready to perform a new audit, remember to delete this file from the device.

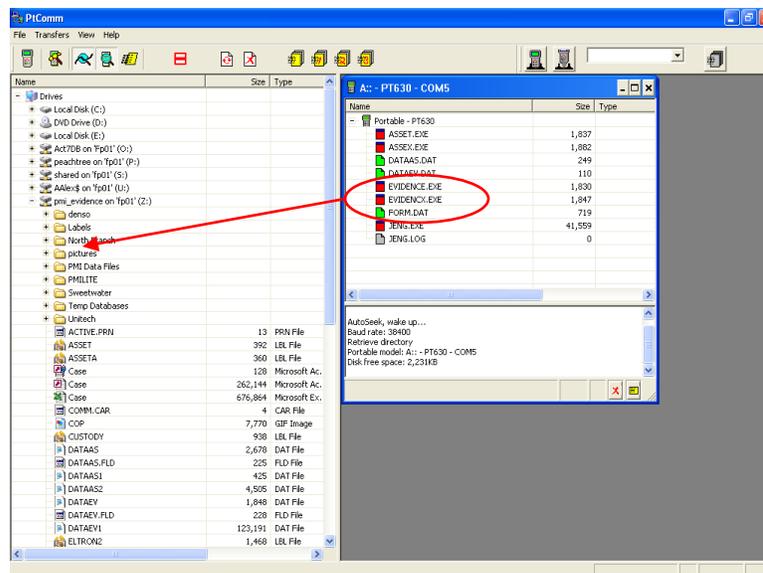


Uploading data

1. Turn on the unit by pressing the red power button.
2. Plug the communication cable into the unit.
3. Open PtComm Manager. You can find the PtComm Manager program in the following location:
 - a. Locate the Unitech folder under pmi_evidence.
 - b. In that folder, you will find another folder named Direct Connect Transfer File. Double click to open the folder.
 - c. You will then find a program called PtComm.exe.
 - d. Double click the program to open it.
4. Select **Transfers** and **Connect Portable** or press the button in the upper left hand corner that looks like the portable unit.



5. In the Portable unit window, make sure you have the correct Com port chosen. It will vary depending on where you have the serial cable plugged in. Press OK when you have the correct port.
6. The data will automatically transfer to the HT630 screen.



7. In order to transfer the data to your computer, highlight the DAT file, then click and drag the file over to the appropriate folder on the left hand side of the screen. The file should be placed into the pmi_evidence folder.
8. When the transfer file screen appears make sure that you are transferring the correct file to the right location and press OK.
9. Once the DAT file has been transferred, you will be able to run your Variance reports.

Deleting files from the unit

1. Turn on the unit by pressing the red power button.
2. Press and hold the CMD button for 2 seconds to get to the main menu.
3. Select 5. ERA for Erase, then ENT.
4. Scroll through the files using the arrow keys in order to find the file you wish to delete. In this case, you will only be deleting the DAT files when you no longer need them or plan on running another audit.
5. Press ENT when you find the file you wish to delete.
6. The program will ask you if you are sure you want to delete and you will press the "1" button for Yes or the "0" button for No.
7. When you are finished deleting, press ESC to return to the Main Menu.

Please contact PMI if you have any questions or issues with using this device. You can also contact Unitech technical support at (800) 861-8648 if you experience issues with the hardware or visit their website at www.ute.com.

