

# Wasp

## BARCODE TECHNOLOGIES

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### AssetCloud On-Site Training

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#### **Wasp AssetCloud On-Site Training**

On-Site Training is a service that will bring an expert Wasp Technical Trainer to your facility to answer in-depth questions and provide advice on the best practices to use your Wasp Hardware and Software to meet your unique Business Needs. Please be advised this service DOES NOT include installation or setup of any software or hardware!

On-Site Training will take place at the Customer's facility over 2 days (usually a Wednesday and Thursday, due to travel considerations): 8 hours on the 1<sup>st</sup> day and 4 hours the next morning. The hours will be 9:00am-5:30pm on the 1<sup>st</sup> day and 9:00am-1:00pm on the 2<sup>nd</sup>

day.

## **Day 1: 9:00am - 5:30pm**

### **Basic Navigation**

Left Panel Menu

- Assets, Transactions, Lookups, Audit. Reports, Users Mobility
- Top Right Corner Menu
- Help, Notifications, Settings, User Info

### **Administration**

Company Information

Settings

- Duplicate Serial #s, Auto Assign Asset Tag #s, Auto Asset Audit, Checkout Weekdays, Inherit Asset Data Type, Set Next Asset Tag #, Data Reset, Email, Time Zone Localization
- Form Customization
- Notifications
- Import Data
- Users & Permissions (Create User Names and Roles)

### **Database Setup**

Manual Process & Importing Data

- Site, Location, Asset Types, Assets (Fixed vs. Multi-Quantity)

### **Working With Lists**

Assets > View Assets (Grid)

- Menu Icon to Access Columns, Drag & Drop Columns, Column Header Sorts & Filtering Data
- Tree (Multi-Quantity Assets), Sort, Search, Export, Group By, Save View, Print Asset Tags
- Lookups (Add Assets to Contracts or Funding)

### **Transactions**

- Check Outs/Check Ins Assets
- Move Assets
- Dispose Assets
- Recover Assets
- Convert Assets (Multi-Quantity to Fixed)
- History (Transaction History All Assets)
- History (History Tab Within Each Asset)

### **Audits**

- Audit Windows (Date Range, Restrict Site/Funding)
- Start and Audit
- Reconcile

## **Day 2: 9:00am - 1:00pm**

### **Reports**

Run, Schedule. Design, Reset, Options (Print, Save, View Scheduled Reports)

### **Labels and Receipts**

### **Mobility**

AssetCloud Application on Mobile Computers  
Downloading/Uploading to Send/Retrieve Data from System (Two Way Full Sync)

Audits

Mobile Filters and Errors

Transactions and Audits from Mobile Device

It is best practice to purchase and schedule a 2-hour Online Training/Meeting at least a couple of weeks before the On-Site Training to:

1. Gather your unique Business Needs
2. Introduce basics (You will want to have some practical experience with your Wasp Hardware and Software BEFORE the On-Site Training to truly get the most out of the On-Site Training).
3. Set expectations and address any challenges that may have arisen so that the 12-

hours of On-Site Training time is used as effectively as possible.

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**THE FOLLOWING MUST BE CONFIRMED BEFORE WE BEGIN TO PROPOSE DATES  
FOR THE ON-SITE TRAINING!!:**

1. All Software is installed and fully updated to the latest version available and you are able to successfully log in to your main AssetCloud program.
2. All data has been successfully Imported into your AssetCloud Database.
3. The AssetCloud Android/iOS Application has been installed on and you are able to log in to any Mobile Computers and/or other Mobile Devices you plan on using.
4. Any Mobile Computers/Mobile Devices are successfully syncing with the main AssetCloud program, via your internal network Wi-Fi/ethernet and/or over the internet.
5. All Label Printers are fully setup and operational (if applicable):
  1. Hardware Drivers are installed:  
<https://dl.waspbarcode.com/kb/printer/WaspPrintDriver2023.3.exe>.
  2. Ink Ribbons and Labels are properly installed.
  3. The Diagnostic Tool has been downloaded and utilized to properly calibrate all Label Printers, set Label sizes, and the Label Printer is successfully configured to work with Windows:  
[https://dl.waspbarcode.com/kb/printer/DiagTool\\_v1.63.zip](https://dl.waspbarcode.com/kb/printer/DiagTool_v1.63.zip).
  4. You are able to successfully print labels from the main AssetCloud program.
6. All other peripherals, such as barcode scanners, are successfully paired with the main AssetCloud program via Bluetooth/Wi-Fi/Barcode Scanner Base.

**If you need assistance with any of the above, please contact:**

**Support: 1.866.547.9277, option 3**

**or use the following link to open a Support**

**Ticket: <http://support.waspbarcode.com/new-ticket>.**

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