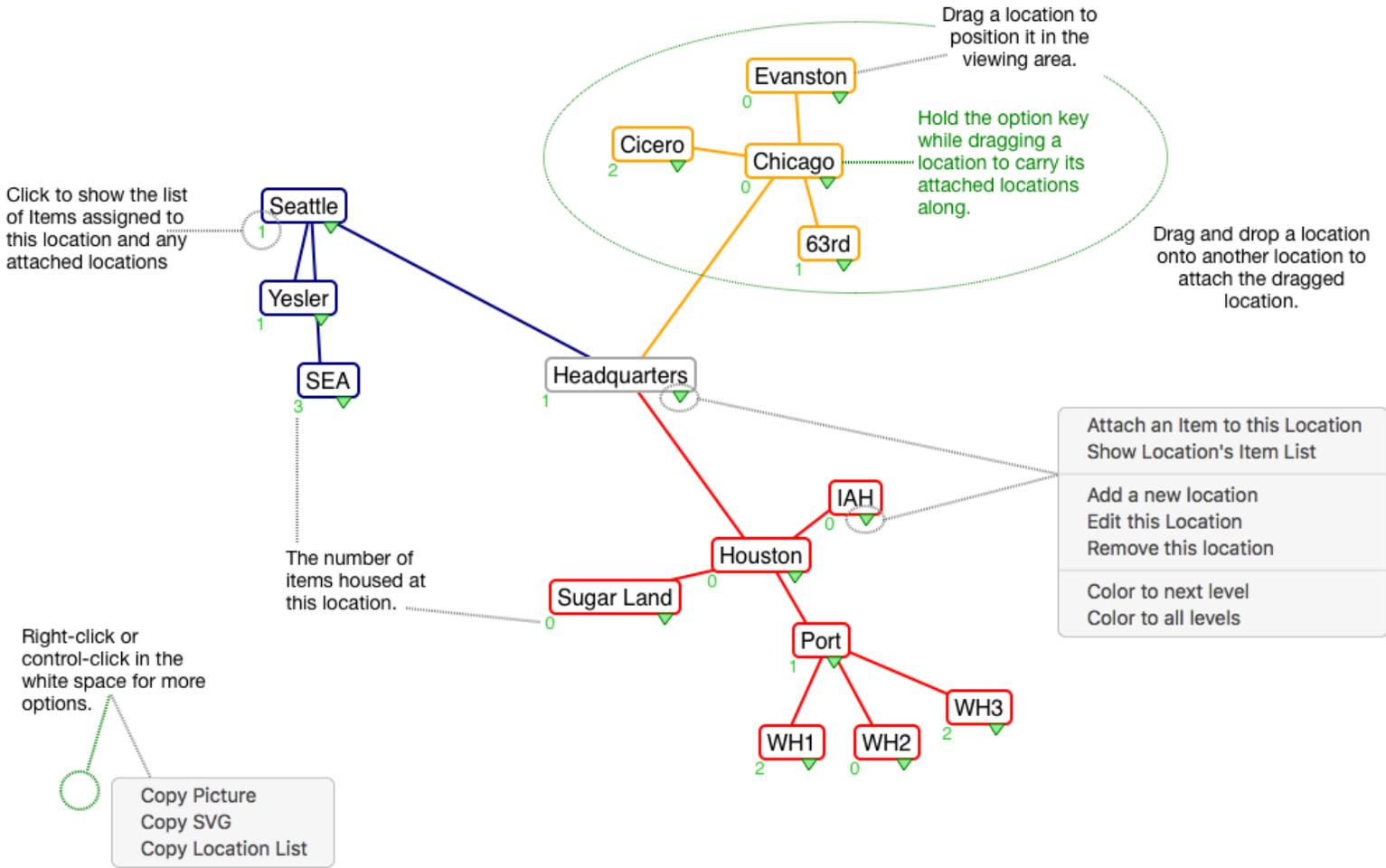


Capital Asset Inventory Tracker



CAIT helps you track the condition, cost, serial number, budget, funding, manufacturer, model, movement history, and miscellaneous information for individual items.

Locations can be tiered up to as many levels as needed such as:

- District-Campus-Building
- City-Dealer-Lot-Warehouse-Section
- Region-Manager-Rep
- Warehouse-Section-Rack
- Discipline-Subject-Author, etc...

Provides customizable pre-built reports, as well as free form searches, reports and labels.

Items are automatically assigned a sequential Number and an alphanumeric Tag number.

The sequential number is assigned by the CAIT system.

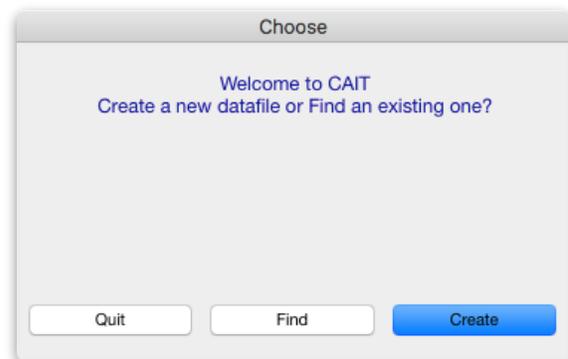
The Tag can be replaced with your own item identifier, and printed as a bar code.

Items can be moved between locations individually or in groups.

A movement audit trail is automatically recorded.

The first time you start CAIT you will be asked to create a new datafile.

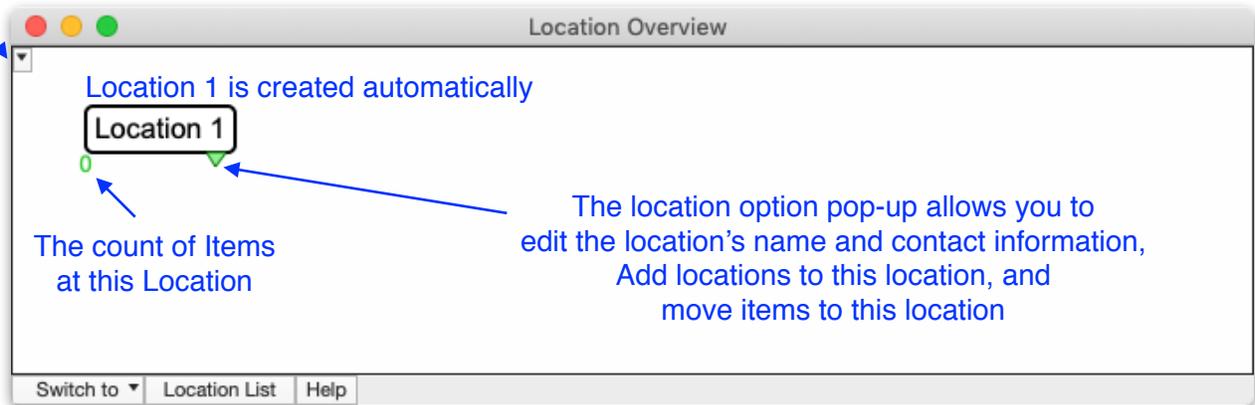
Click “Create” and choose a place to store the CAIT data that is included in your regular backup.



You are then presented with the “Location Overview” window.

This window is used to reflect the structure of your organization. All locations, except for the first location that was created at startup, are attached to a “parent” location.

This button shows the currently open windows



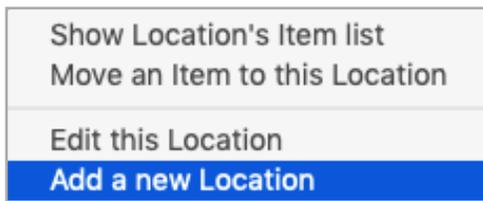
The count of Items at this Location

The location option pop-up allows you to edit the location’s name and contact information, Add locations to this location, and move items to this location

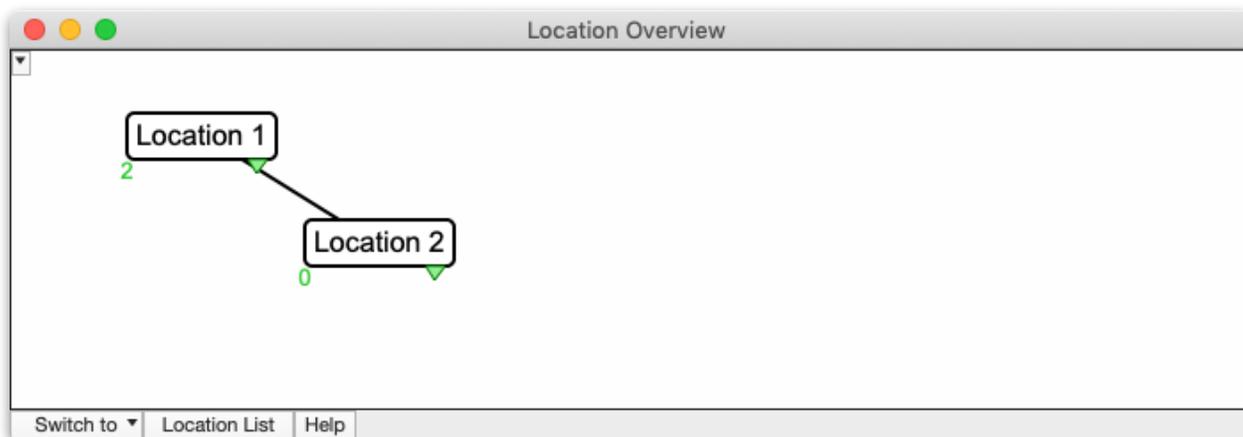
Switch the view in this window to one location and its child locations

Open the Location List window, providing an alternate view of the locations

An overview of the workings of CAIT



Add a new location to an existing one by clicking the parent location’s green triangle. Give the location a name and click OK. Select “Edit this Location” to rename and add other information about the location.



Show

Overview Window

Locations

Items

Models

Vendors

Categories

Conditions

Receiving

The “Show” menu opens the list windows

These windows let you add, edit and delete records of the various types.

Items can be assigned to and moved between locations. Items can have a cost, be given a Model Number, record the Vendor of origin, be assigned to a Category, given a Condition, have its budget, funding, expenses, movement history, and other details tracked.

You can add Models, Vendors, Categories, and Conditions as you are adding an item, or add them using their list window.

List windows are opened from the “Show” menu.

Select “Items” to open the Item list window

The list window contains controls for searching, sorting, printing labels and reports, and getting quick totals.

All list windows except for Locations have a “New” button to add records. Locations are added from the Location Overview window.

The screenshot shows the 'Show' menu with options: Modify (New, Delete, Change, Color, Move to), Find (All, In Fields, Query, Color, No Location, Duplicates, Find: TagNumber, Enter TagNumber), Print (Reports, Labels, Tiered Cost, Quick List, List, Memory, Subtotal, Sort), and Working with: Location 1 (Show only local items, Show Location Record). Below the menu is a table with columns: Auto #, Tag #, Model ID, Description, Cost, Serial#, and Cat.

Modify

Add
Delete

Change for the Highlighted

Some Fields
Text Color
Location

Find

Show All
Detailed Search
Items without a Location

A search on a selected field

Find: Aquired
00/00/00 7/29/2020

Print

Report Editor
Label Editor
Cost by Location
Custom List Report

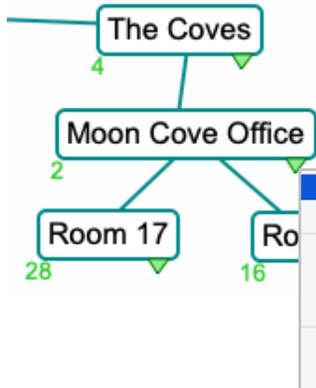
Operations on the Displayed Records

Highlight, Print, Graph, Count
Memorizing Selection
Subtotals by Field
Order by Field

You can select a specific Location to work with. You can work with just the items physically at that location, or the items physically at that location along with all items at attached locations.

Click a column heading to sort on that column.

Right-click (or control-key click) in a column to hid and show columns.



Quick Reporting

Selecting this menu brings up the Item List window with the items assigned to the location and to its descendent locations.

Different locations can be selected with the “Working with:” pop-up.

Click “Quick List” to see the default settings for the report.
Click “Preview” to see the report.

Item List - COVES | MoonCO

Working with: **COVES | MoonCO**

Show only local items
 Show Location Record

Auto #	Tag #	Model ID	Description	Cost	Serial#	Category	Condition	Location
11	00000000009	19PS45S122	Philips 19 Stereo TV (Television)					COVES MoonCO ROOM1
12	00000000010	19PS45S122	Philips 19 Stereo TV (Television)					COVES MoonCO ROOM1
13	00000000011	19PS45S122	Philips 19 Stereo TV (Television)					COVES MoonCO ROOM1
14	00000000012	19PS45S122	Philips 19 Stereo TV (Television)					COVES MoonCO ROOM1
15	00000000013	19PS45S122	Philips 19 Stereo TV (Television)					COVES MoonCO ROOM1
16	00000000014	19PS45S122	Philips 19 Stereo TV (Television)					COVES MoonCO ROOM1
17	00000000015	19PS45S122	Philips 19 Stereo TV (Television)					COVES MoonCO ROOM1
18	00000000016	19PS45S122	Philips 19 Stereo TV (Television)					COVES MoonCO ROOM1
19	00000000017	19PS45S122	Philips 19 Stereo TV (Television)					COVES MoonCO ROOM1
20	00000000018	19PS45S122	Philips 19 Stereo TV (Television)					COVES MoonCO ROOM1
21	00000000019	19PS45S122	Philips 19 Stereo TV (Television)					COVES MoonCO ROOM1
966	57-00057-01		This is a line with a CR	175.50			good	COVES MoonCO ROOM1
4399	990004707	BRIDGE	BRIDGE ESSENTIA				good	COVES MoonCO ROOM1
4416	990004724	BRIDGE	BRIDGE SATELLIT	110.00			good	COVES MoonCO ROOM1
4417	990004725	BRIDGES		110.00			good	COVES MoonCO ROOM1
4523	990004831	Expressive One-	Expressive One-Word Picture Voc.	165.00			good	COVES MoonCO ROOM17
46				20,323.05				

You can save and retrieve different report settings using “Open/Save” pop-up.

COVES | MoonCO (46)

Open/Save

Header Height

#D #L Records: #R

Sort the first Columns
Subtotal on the first Columns

Hide Detail
 Repeat sorted names
 Page break on first column

Header and Footer

#L - Full location
#C - Location contact
#R - Number of items
#P - Page number
#D - Print date
#H - Print time

Zero the header or footer height to suppress printing the area.

Print	Field
<input type="checkbox"/>	Full_Location
<input checked="" type="checkbox"/>	Location_Name
<input type="checkbox"/>	Short_Name
<input checked="" type="checkbox"/>	ModelID
<input type="checkbox"/>	AutoNumber
<input checked="" type="checkbox"/>	TagNumber
<input checked="" type="checkbox"/>	Description
<input type="checkbox"/>	Budget
<input type="checkbox"/>	Aquired
<input type="checkbox"/>	DisposeAfter
<input type="checkbox"/>	Discarded
<input type="checkbox"/>	Funding
<input type="checkbox"/>	PO
<input type="checkbox"/>	Model_Name
<input type="checkbox"/>	Placement
<input type="checkbox"/>	Type
<input type="checkbox"/>	SerialNum
<input type="checkbox"/>	Category
<input type="checkbox"/>	Condition
<input type="checkbox"/>	Vendor_Name
<input checked="" type="checkbox"/>	Value_Original
<input type="checkbox"/>	Value_Current

Rows can be dragged up and down

Footer Height

07/30/2020 COVES | MoonCO Records: 46

Location_Name	ModelID	TagNumber	Description	Value_Original
Moon Cove Office	DELL DESKTOP	990004834	DELL DESKTOP	884.82
		990004833	DELL DESKTOP	884.82
Total: Moon Cove Office				1,769.64
Room 1		57-00057-01	This is a line with a CR just before the word "just"	175.50
	19PS45S122	00000000009	Philips 19 Stereo TV (Television)	0.00
		00000000010	Philips 19 Stereo TV (Television)	0.00
		00000000011	Philips 19 Stereo TV (Television)	0.00
		00000000012	Philips 19 Stereo TV (Television)	0.00
		00000000013	Philips 19 Stereo TV (Television)	0.00
		00000000014	Philips 19 Stereo TV (Television)	0.00
		00000000015	Philips 19 Stereo TV (Television)	0.00
		00000000016	Philips 19 Stereo TV (Television)	0.00
		00000000017	Philips 19 Stereo TV (Television)	0.00
		00000000018	Philips 19 Stereo TV (Television)	0.00
		00000000019	Philips 19 Stereo TV (Television)	0.00
	BRIDGE ESSENTIA	990004707	BRIDGE ESSENTIA	110.00
	BRIDGE SATELLIT	990004724	BRIDGE SATELLIT	110.00
	BRIDGES ESSENTI	990004725		110.00
	IPAD2	990005283	IPAD2	800.00
Total: Room 1				1,305.50
Room 17		990004866		390.00
		990004867		375.00
		990004954		98.00
		990004832		165.00
		990004956		98.00
		990005145		199.00
		990005146		399.00
		990005147		129.95
		990005148		179.00
		990005149		24.95
		990005152		2,070.64
		990005153		1,882.40
		990005154		1,882.40
		990005166		1,882.40
		990005192		1,882.40
		990005235		188.88
		990005238		46.88
		990005252		126.64
		990005255		249.00
		990005256		265.93
		990004955		98.00
	Expressive One-	990004831	Expressive One-Word Picture Voc. Test (EOWPVT)	165.00
	MP3 PLAYER	990005236	MP3 PLAYER	188.88
		990005237	MP3 PLAYER	188.88
	OWLS	990004865	OWLS	260.00
	PK READING COMP	990005193	PK READING COMP	1,882.40
		990005194	PK READING COMP	1,882.40
	PORTABLE CD PLA	990005239	PORTABLE CD PLA	46.88
Total: Room 17				17,247.91
				20,323.05