



USER MANUAL FOR EQUIPMENT TRACKER

Provided by

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1. INTRODUCTION

The U.S. Environmental Protection Agency (EPA) is under a mandate to become paperless, and as such, Weston Solutions, Inc. (WESTON®) the Superfund Technical Assessment and Response Team (START-3) contractor has developed a website and the methodology to maintain and update deliverables in electronic format. To achieve the paperless objective, specific databases have been developed to create real-time, accurate information that is easily assessable and covers wide areas of interest including emergency responses, hazardous materials inventories, geologic and geographic areas, regulatory investigations, compliance recordkeeping, and equipment inventories. EPA is unique in this development, and the ease of availability and recordkeeping is acquired through the collaboration between EPA and START-3.

The information presented in this manual reflects the function of the Equipment Tracker website.

Equipment Tracker provides a system designed to track equipment and to determine the location and custodian of the equipment at any given time. The system utilizes the World Wide Web for immediate data entry anywhere the user has an internet connection and a web browser. The website is backed by a Relational Database Management System (RDBMS) through any internet connection. EPA personnel can gain access to data collected at an emergency response site in near real-time from any internet connection. The web application replaces the logbook in most cases and reduces entry errors, and the data are instantly available.

1.1 INITIAL REQUIREMENTS

The user of the Equipment Tracker website is required to have a computer with internet access and a modern web browser, such as Firefox version 3 or higher, or Internet Explorer version 6 or higher.

Most of the features in Equipment Tracker will work in Safari browsers. However, Equipment Tracker is not officially supported at this time, so use at your own risk.

1.2 OVERVIEW

Equipment Manager is designed to provide a simple way to store and retrieve information about equipment, using either the website or a PDA (Personal Digital Assistant device). The Equipment Manager system allows users to view information about equipment, regarding storage location, assigned custodian and condition of the equipment. Equipment manager can generate a printable report including recorded information regarding the custodial history of any item of equipment.

The custodial, location, and maintenance information about each item of equipment is stored in the Response Manager database.

Equipment – This section allows users to add equipment to the database, search for equipment in the database (by name or serial number), and edit equipment data.


Tracking – This section provides tracking information for each item of equipment in the database. Additionally, it allows for changing the status of the equipment as well as the chain of custody.

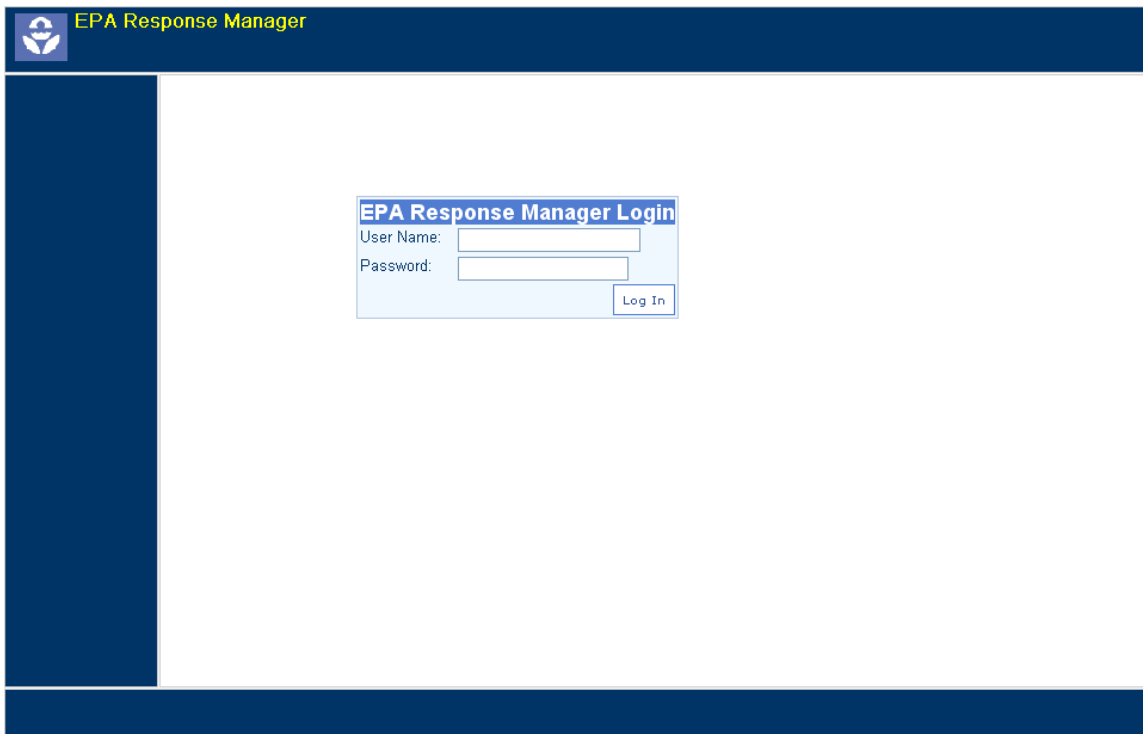
Report – This section provides a utility for creating reports for equipment based on where the equipment is, who has custody, or by the equipment barcode

2. START UP THE APPLICATION

2.1 LOGGING IN

It is necessary to login to the Response Manager website to access the Equipment Manager application. To access the login screen, point the browser to <http://solutions.westonproject.net/RM/>. At the login screen, a username and password is required (Figure 2-1). The username is the user's last name followed by the first name initial. For example, John Doe would have the username "doej." The password is provided by Weston's System Administrator. After the username and password have

been entered, click 



The screenshot shows the login interface for the EPA Response Manager. At the top, there is a dark blue header bar containing the EPA logo on the left and the text "EPA Response Manager" in yellow on the right. Below the header, the main content area is white. In the center of this area is a light blue rectangular box titled "EPA Response Manager Login". Inside this box, there are two labels: "User Name:" and "Password:", each followed by a white text input field. At the bottom right corner of the light blue box is a small button labeled "Log In".

Figure 2-1
Login Screen with Username and Password Prompt

2.2 NAVIGATING TO THE EQUIPMENT MANAGER APPLICATION

After successfully logging in, the **Response Manager** home page appears on the screen as shown in Figure 2-2. This page contains links to the different features of Response Manager, including Equipment Tracker, in a menu system along the left side of the screen. Clicking on a menu button will expose the underlying links related to that menu item. The Equipment Manager links are located within the Equipment Manager menu section (Figure 2-3)

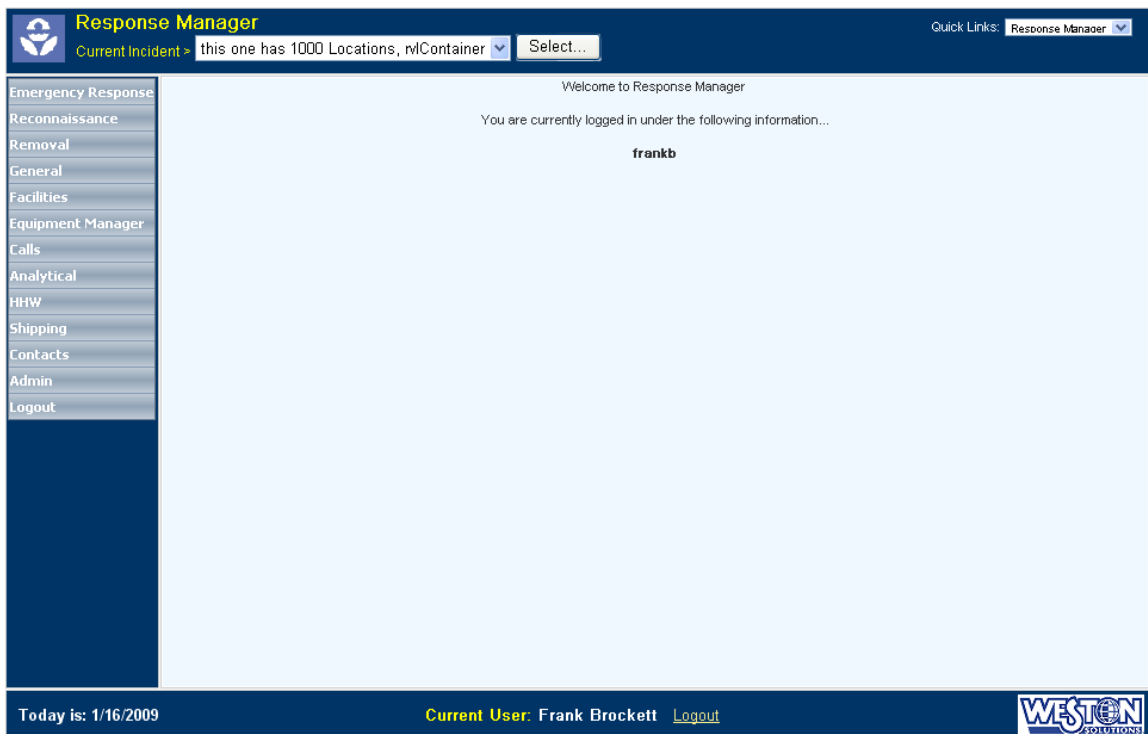


Figure 2-2
Response Manager Home Page

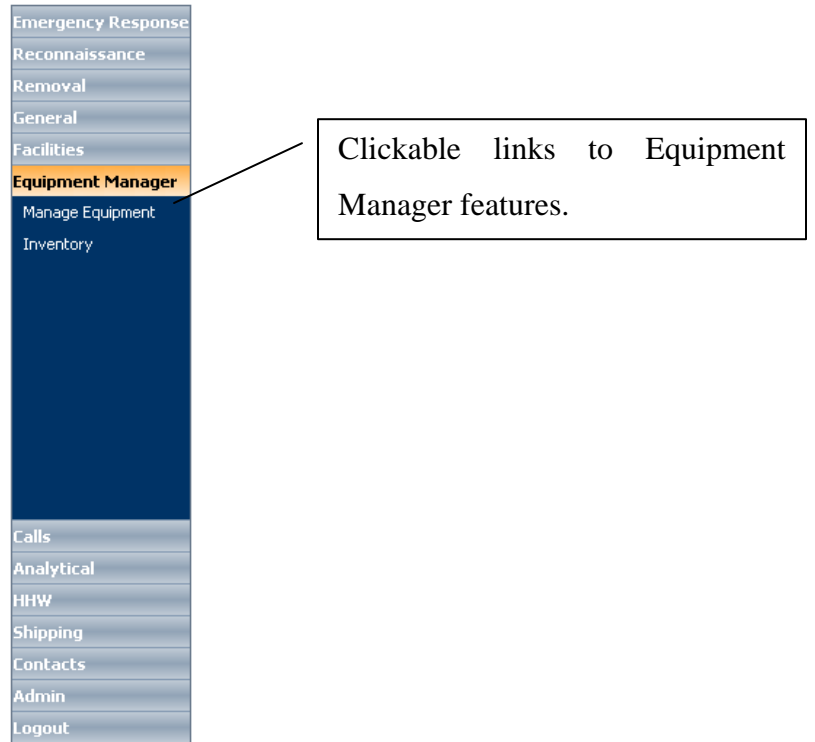


Figure 2-3
Response Manager Menu with Equipment Manager Section Expanded

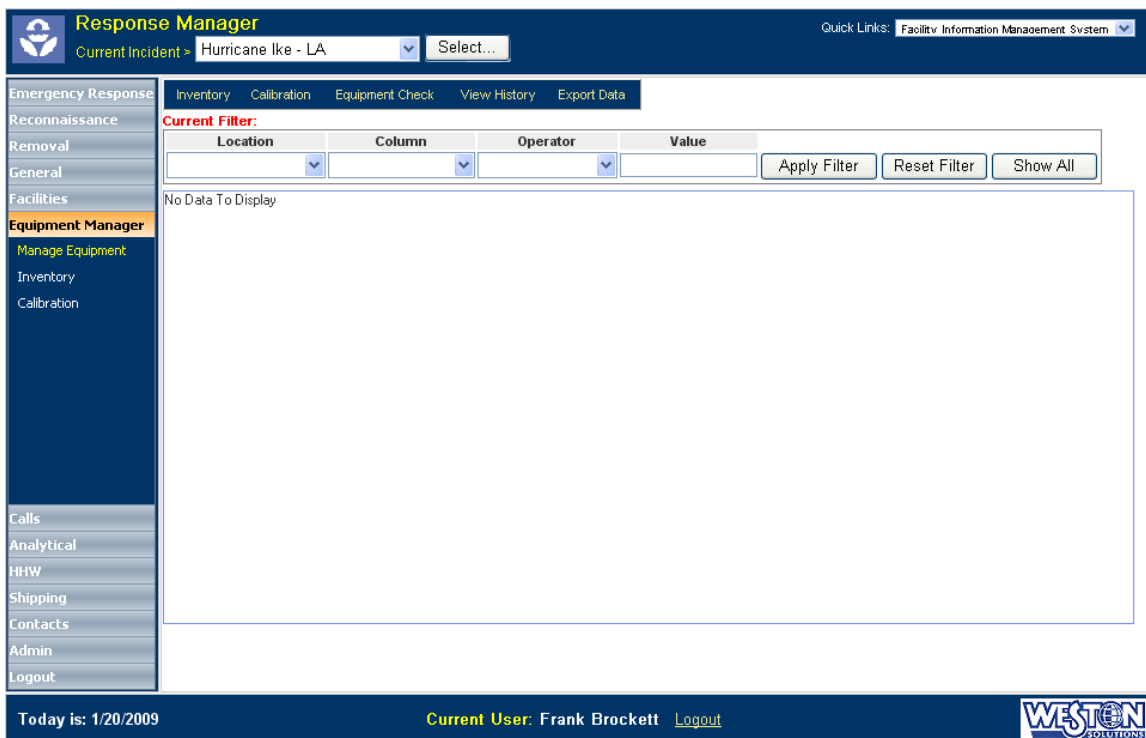
3. MANAGE EQUIPMENT

The features described in this section are accessed by link in the Response Manager Menu (Sect 2.2).



3.1 VIEWING THE DATA

When the Manage Equipment section is first opened, the screen will look similar to the one shown in Figure 3-1.



**Figure 3-1
Manage Equipment Section**

The screen will show no data initially. In order to show the data, a filter must be applied, by choosing filtering criteria from the filter control at the top of the display area (Fig. 3-2).

Current Filter:

Location	Column	Operator	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Apply Filter Reset Filter Show All

**Figure 3-2
Filter Detail**

Section 3.2 of this manual covers details of how to use the filter control.

Once a filter has been created (a blank filter may be used, which will return all data), clicking on the button will display the list of equipment filtered by the rules set in the filter, as shown in Figure 3-3.

Response Manager
Current Incident: Hurricane Ike - LA

Quick Links: Facility Information Management System

Emergency Response
Reconnaissance
Removal
General
Facilities
Equipment Manager
Manage Equipment
Inventory
Calibration
Calls
Analytical
HHW
Shipping
Contacts
Admin
Logout

Inventory Calibration Equipment Check View History Export Data Rows Returned: 536

Current Filter: Home Location Equals DWHSE

Location	Column	Operator	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Apply Filter Reset Filter Show All

Equipment Name	Barcode	Serial Number	Model	Category	Manufacturer	Home Locati...	ICS Status	Assigned Lo...
Satellite High Speed-Self Actuating...	S51003	H4AP7F0D2...		Information T...	Miri Microsys...	DWHSE	Available	
Satellite High Speed-Self Actuating...	A93853	DT0740A21...		Information T...	Miri Microsys...	DWHSE	Available	
Air Compressor w/ air tools	EPA02622	54003035	EC 119	General	Hitachi Indus...	DWHSE	Available	DWHSE
Water Monitor, Oil/Water Interface ...	903785	INT001419	121-100	Detection	Solinst	DWHSE	Out of Service	DWHSE
Chair, Swivel	903987		1200BK-36	General	Globe	DWHSE	Available	DWHSE
Chair, Swivel	903942		1391BK-66	General	Globe	DWHSE	Available	DWHSE
Chair, Stack	660269		2152-532	General	Globe	DWHSE	Available	DWHSE
Chair, Stack	724470		2152-532	General	Globe	DWHSE	Available	DWHSE
Chair, Swivel	903936		1391BK-66	General	Globe	DWHSE	Available	DWHSE
Chair, Stack	660265		2152-532	General	Globe	DWHSE	Available	DWHSE
Chair, Stack	724461		2152-532	General	Globe	DWHSE	Available	DWHSE
Chair, Swivel	903943		1391BK-66	General	Globe	DWHSE	Available	DWHSE
Chair, Swivel	903948		1391BK-66	General	Globe	DWHSE	Available	DWHSE
Chair, Stack	724465		2152-532	General	Globe	DWHSE	Available	DWHSE
Chair, Stack	660263		2152-532	General	Globe	DWHSE	Available	DWHSE
Chair, Stack	724463		2152-532	General	Globe	DWHSE	Available	DWHSE
Chair, Stack	660268		2152-532	General	Globe	DWHSE	Available	DWHSE

Today is: 1/20/2009 Current User: Frank Brockett Logout WESTON SOLUTIONS

**Figure 3-3
Equipment List**

The equipment list is set inside a grid. When the column header of the grid is clicked, the list of equipment is sorted by that column. The column header will show an arrow pointing in the direction of the sort as shown in Figure 3-4.

Notice the arrow indicating the sort direction of the column.

Equipment Name	Barcode	Serial Number	Model	Category	Manufacturer	Home Location	ICS Status	Assigned Lo...
Air Sampler Low Volume (1-5 lpm)	EPA03462	R-022309	224-PCXR7...	Sampling	SKC Inc.	DWHSE	Assigned	Maintenanc...
Air Sampler Hi Volume PUF Calibrat...	EPA01143	52G	PUF	Sampling	Tisch Enviro...	DWHSE	Assigned	Maintenanc...
Breathing Air Compressor - Trailer, ...	904763	IB9PE12277...	D04 207471	Personal Pro...	Bauer	DWHSE	Assigned	V
Fume Hood 36"	A69869	L9-2504	13612	Analytical	Hemco	DWHSE	Assigned	Hurricane G...
SCBA Mics	EPA02630	13171/0105...	Bacom / Ear...	Communicati...	Draeger	DWHSE	Available	DWHSE
SCBA Regulator Sentinel	EPA01046	BRPL-0105	3338801 (se...	Personal Pro...	Draeger	DWHSE	Available	DWHSE
SCBA Mics	EPA02629	13172/0105...	Bacom / Ear...	Communicati...	Draeger	DWHSE	Available	DWHSE
SCBA Mask	EPA02065	ARPA-0465	4052955 (P...	Personal Pro...	Draeger	DWHSE	Available	DWHSE
SCBA Mask	EPA02062	ARPJ-2065	4052955 (P...	Personal Pro...	Draeger	DWHSE	Available	DWHSE
SCBA Mask	EPA01858	ARPJ-2069	4052955 (P...	Personal Pro...	Draeger	DWHSE	Available	DWHSE
SCBA Mask	EPA02059	ARPJ-1356	4052955 (P...	Personal Pro...	Draeger	DWHSE	Available	DWHSE
SCBA 4500 PSI Cylinder	EPA01864	6109-6863	3338040	Personal Pro...	Draeger	DWHSE	Available	DWHSE
SCBA Mask	EPA01847	ARPJ-0475	4052955 (P...	Personal Pro...	Draeger	DWHSE	Available	DWHSE
SCBA Mask	EPA02078	ARPJ-2025	4052955 (P...	Personal Pro...	Draeger	DWHSE	Available	DWHSE
SCBA Mics	EPA02632	13161/0105...	Bacom / Ear...	Communicati...	Draeger	DWHSE	Available	DWHSE
SCBA Mask	EPA02075	ARPJ-1890	4052955 (P...	Personal Pro...	Draeger	DWHSE	Available	DWHSE
SCBA Mask	EPA02067	ARPJ-0266	4052955 (P...	Personal Pro...	Draeger	DWHSE	Available	DWHSE

Figure 3-4
ICS Column Sorted in Ascending Order

The scroll bar at the left of the grid is used to scroll through the list, and the scroll bar at the bottom of the grid is used to slide the grid to the left and right to display columns that may not fit in the viewing area of the screen. Columns may be resized by positioning the cursor over the column header divider and dragging the divider to the desired width. The cursor graphic will turn into a bi-directional arrow when the cursor is in the correct position to drag the column divider (Figure 3-5).



Figure 3-5
Bi-Directional Cursor for Resizing Column

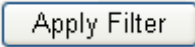
3.2 USING FILTERS TO FIND EQUIPMENT

The filter control (Fig. 3-2) consists of 3 dropdown lists, 1 textbox, and 3 buttons.

The dropdown lists consist of the following:

- Location list
- Column list
- Operator list

The Location list is independent of the other lists.

The Location list contains all of the possible locations for a piece of equipment. Selecting a value from the Location list and clicking the  button will limit the equipment list shown in the display area to only equipment which is located in the selected location.

The Column and Operator lists work together with the Value textbox. For example, Column “Equipment Name”, Operator “Contains”, and Value “chair” would limit equipment displayed to those where the Equipment Name contained the string “chair”.

The table in Figure 3-6 gives a brief description of the currently supported operators and some examples of values that would match.

Note: Choosing an unsupported operator will result in no filtering action on the selected column and value.

Operator	Description	Value Textbox	Matching Items
Contains	Matches a value contains a specified string of characters. Case insensitive..	“chair”	“Chair” “Chair, Swivel” Chair, Stack:”
Not Like	Matches values that do not contain a specified string of characters.	“air”	“Folding Table” “Multi-Rae”
Starts With	Matches values that start with a specified string of characters.	“cha”	“Chair, Swivel” “Chair, Stack”
Not Starts With	Matches values that do not start with a specified string of characters.	“cha”	“GPS for PDA” “Sieve”
Ends With	Matches values that end with a specified string of characters.	“der”	“SCBA 4500 PSI Cylinder” “Depth Finder”
Not Ends With	Matches values that do not end with a specified string of characters.	“der”	“APR Mask M” “Photovac Voyager”

**Figure 3-6
Operator Functionality**

A filter is built and applied in a chaining fashion. For example, if “Dallas Warehouse” is selected from the Location dropdown list and the button is clicked, the display area will be populated with a list of equipment that are located in the Dallas Warehouse. This filter criteria is shown in red text in the top area of the filter control as shown in Figure 3-7.

Current Filter: Home Location Equals DWHSE

Location	Column	Operator	Value			
<input type="text" value="Home Location"/>	<input type="text" value="Equals"/>	<input type="text" value="DWHSE"/>	<input type="text" value=""/>	<input type="button" value="Apply Filter"/>	<input type="button" value="Reset Filter"/>	<input type="button" value="Show All"/>

Figure 3-7
Filter with Criteria Shown in Red

Subsequently, if “Equipment Name” is selected from the Column dropdown list and “Contains” is select from the Operator dropdown list, and “chair” is typed into the Value textbox, the filter will appear as shown in Figure 3-8

Current Filter: Home Location Equals DWHSE and EquipmentName Contains chair

Location	Column	Operator	Value			
<input type="text" value="Home Location"/>	<input type="text" value="EquipmentName"/>	<input type="text" value="Contains"/>	<input type="text" value="chair"/>	<input type="button" value="Apply Filter"/>	<input type="button" value="Reset Filter"/>	<input type="button" value="Show All"/>

Figure 3-8
Filter with Multiple Chained Criteria Shown in Red

Note the word “and” in the filter message. This means that another filter criteria, in this case “Equipment has been chained onto the previous filter (in this case, “Home Location Equals DWHSE”). This leads to the list of equipment shown in the display area having a location of Dallas Warehouse and the word “chair” included in the equipment name.

If at any time, the chaining of the filter needs to be reset, or if the filter needs to be removed, clicking the button will remove all of the filters, and clear the equipment list. Clicking the button will remove all of the filters, and all equipment will be listed.

3.3 EQUIPMENT CHECK IN AND CHECK OUT

Pieces of equipment are tracked by whom has the equipment (the custodian), and where the equipment is being used (the location). This information is created by a process of “Checking In” and “Checking Out” the equipment. When a piece of equipment is “Checked Out”, the custodian and location are assigned based on values entered by the user. When a piece of equipment is “Checked In”, the custodian and location of the equipment are automatically assigned to the pre-defined home location for that equipment.

To check out a piece of equipment, first, select the equipment by clicking on the equipment name in the display grid. This will cause the row with the selected equipment to become highlighted.

Next, select the “Equipment Check” item from the action menu at the top of the display area, and then select the “Check Out” sub-item from sub-menu. (Figure 3-9).

The screenshot shows the Response Manager interface. At the top, there's a navigation bar with 'Response Manager' and 'Current Incident > this one has 1000 Locations, rvContainer'. Below that is a sidebar with various menu items like 'Emergency Response', 'Reconnaissance', 'Removal', 'General', 'Facilities', 'Equipment Manager', 'Calls', 'Analytical', 'HHW', 'Shipping', 'Contacts', 'Admin', and 'Logout'. The main area has a sub-menu with 'Equipment Check' selected, and its sub-menu is open, showing 'Check In' and 'Check Out' options. Below the sub-menu is a filter section with 'Location', 'Operator', and 'Value' dropdowns, and buttons for 'Apply Filter', 'Reset Filter', and 'Show All'. The main table displays equipment items with columns: Equipment Name, Barcode, Serial Number, Model, Category, Manufacturer, Home Locati..., ICS Status, and Assigned Lo... The second row is highlighted.

Equipment Name	Barcode	Serial Number	Model	Category	Manufacturer	Home Locati...	ICS Status	Assigned Lo...
Tool Kit Non-sparking	696446			General		DwHSE	Available	DwHSE
▶ Tool Kit non-sparking	EPA01235			General		HOU	Out of Service	HOU
Camper Shell for Pick Up Truck	730101	5233	LB	Transportation		GSA - Ft Wo...	Available	GSA - Ft W
Vacuum, Hi Volume (modified)	186672	0687-1160	B/M 2000	Sampling		DwHSE	Available	DwHSE
Air Sampler Medium Volume with W...	B12032	E6400	EBAM	Sampling		FEMA item	Available	FEMA item
Easel	608158			General		DwHSE	Available	DwHSE
Truck Pickup Camper Shell (Geopr...	724414		Camper C	Transportation		DwHSE	Available	DwHSE
Case	859316			General	Anvil	DTX	Available	DTX
Fire Extinguisher	730123	KP-312074		Health and S...	Badger	DwHSE	Out of Service	DwHSE
Tool Kit Non-sparking	660480		BC-6-3070	General	Beylco	HOU	Available	HOU
Tool Kit Non-sparking	696502		13C-6-3070	General	Beylco	BLA	Available	BLA
Satellite High Speed-Self Actuating...	A87960			Communicati...	Direct Star	DwHSE	Available	
Satellite High Speed-Self Actuating...	S51011	H4N77F0FD...		Communicati...	Direct Star	DwHSE	Available	DwHSE
Satellite High Speed-Self Actuating...	S51009	H4N87F011...		Communicati...	Direct Star	NOLA	Available	Katrina
Satellite Portable Two Way High S...	EPA03450			Communicati...	Direct Star	DwHSE	Available	
Satellite High Speed-Self Actuating...	S51010	H4A66F40B...		Communicati...	Direct Star	DwHSE	Available	DwHSE
Satellite High Speed-Self Actuating...	A93636	DT0740A21...		Communicati...	Direct Star	DwHSE	Available	DwHSE

At the bottom of the interface, it shows 'Today is: 1/20/2009', 'Current User: Frank Brackett', and a 'Logout' link. The Weston Solutions logo is in the bottom right corner.

Figure 3-9
Equipment Selected With “Check Out” Sub-Menu Shown

Clicking the “Check Out” menu item will display the Equipment Check dialogue window similar to the window shown in Figure 3-10.

The screenshot shows a web browser window titled "Equipment Check - Windows Internet Explorer". The main content area is titled "Equipment Check Details" and contains the following information:

Equipment	Tool Kit non-sparking
Barcode	EPA01235
Serial Number	
Event	[Dropdown Menu]
From	[Dropdown Menu]
To	[Dropdown Menu]
Notes	[Large Text Area]

At the bottom left of the dialog box, there is a "Save" button.

3-10 Equipment Selected With “Check Out” Sub-Menu Shown

The event contains a list of events which are maintained in the General section of Response Manager. This is a required field.


The “From” dropdown list contains a list of pre-defined custodians who work for the home warehouse of the selected equipment. This is a required field.

The “To” dropdown list contains a list of names which is maintained in the Contacts module of Response Manager. This is a required field.

The “Notes” field is an optional field for recording any important information regarding an equipment transaction.

When the required information is selected and entered, clicking the **Save** will finish the transaction.

If the transaction is completed successfully, a message similar to the one shown in Figure 3-11 will be displayed in the lower left corner of the Equipment Check window.

 **Equipment transfer successful.**
1/20/2009 1:50:27 PM

3-11 Successful Equipment Transfer Message

To check in a piece of equipment, select the equipment from the grid, and click on the “Check In” menu item, which is shown in Figure 3-9.

The Check In process is identical to the Check Out process with the only difference being the “To” drop down list contains the list of pre-defined warehouse custodian names for the selected equipment and the “From” drop down list contains the list of names maintained in the Contacts module of Response Manager.

3.4 HISTORICAL CUSTODIAL DATA FOR EQUIPMENT

A record of every equipment transfer is kept in the database, and may be viewed for any piece of equipment. To view the historical data for a piece of equipment, first select the equipment from the grid by clicking on the equipment name. (The selected row will be highlighted when selected). Next, click the “View History” menu item at the top of the viewing area. This will display the Equipment History window, which will look similar to Figure 3-12. The list is ordered chronologically, with the most recent transfer at the top.

Equipment History - Windows Internet Explorer

https://solutions.westonproject.net/RM/EquipmentManager/EquipmentHistoryPopUp.aspx?id=7a9c651e-d9f5-47c8-941

Equipment Details: **GPS for PDA, EPA03453, DTX**

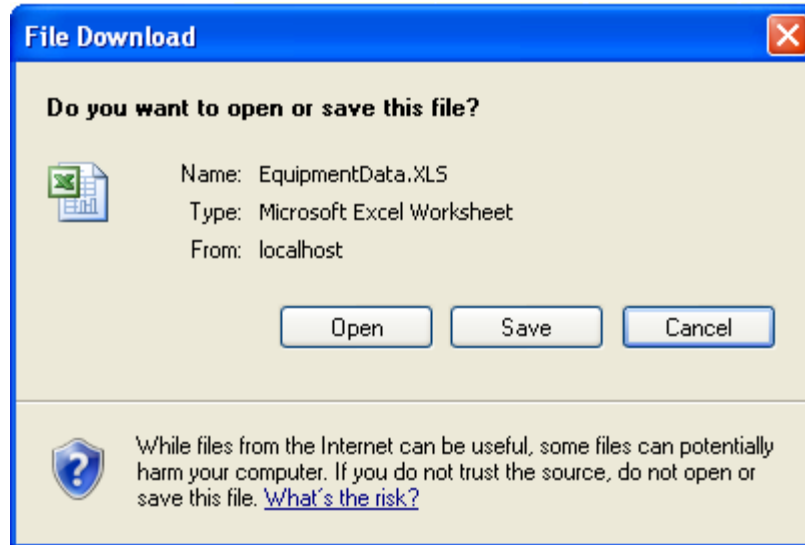
UserName	Date	Event	Event Loc...	Name	Comment
simsd	7/16/2008	Inventory	DTX	Sims, Corwin	Inventory:
simsd	7/16/2008	Inventory	DTX	Sims, Cor...	Inventory:
shaikhk	4/28/2008	Inventory	DTX	Shaikh, K...	EquipmentCheckout:

Done Internet 100%

3-12 Equipment History Window

3.5 EXPORTING DATA TO EXCEL SPREADSHEET

The equipment list that is displayed in the viewing area can be exported to an excel spreadsheet. To do this, click the Export Data menu item at the top of the viewing area. When the application has finished creating the spreadsheet, a window similar to the one shown in Figure 3-13 is shown, allowing the spreadsheet to either be saved immediately, or opened with the option to save later.



3-13 Export to Excel Dialogue Window

3.6 EDITING EQUIPMENT DETAILS

For each piece of equipment, the following information may be edited as needed:

- Equipment Status
- Home Location
- Cost
- Comments

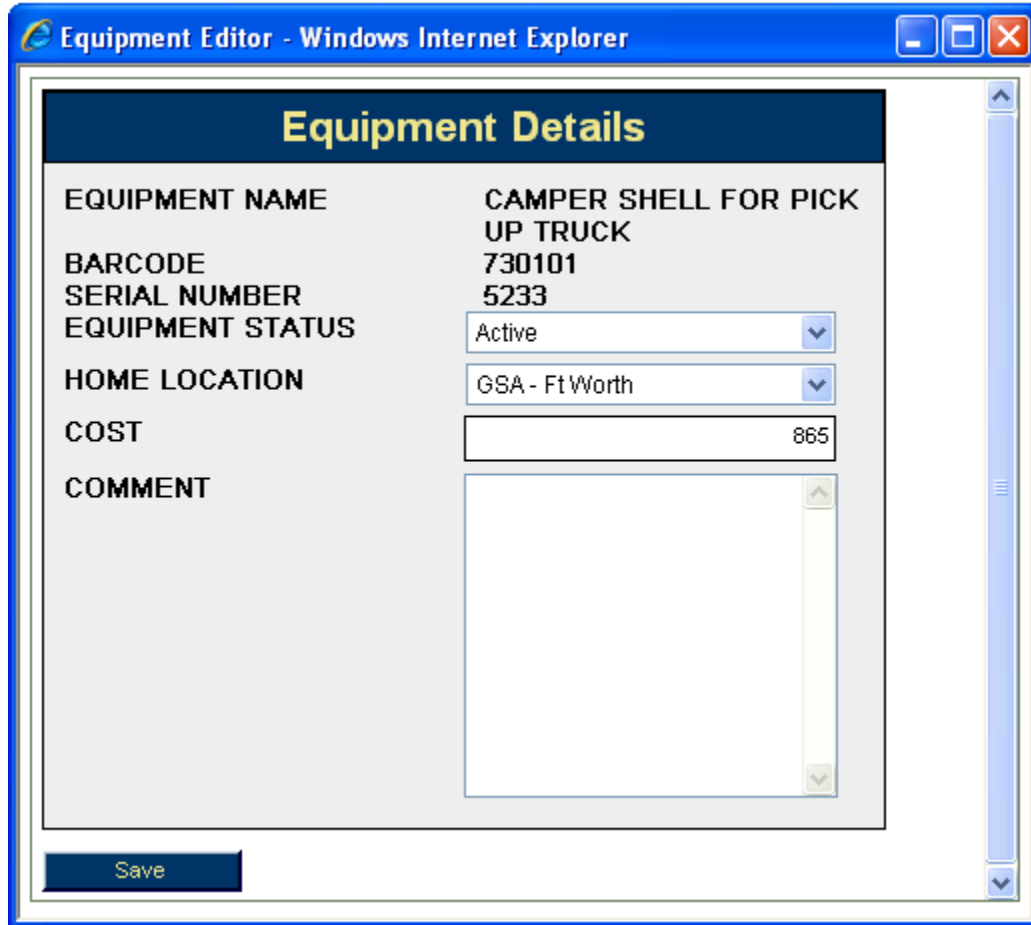
The Equipment Status item is a value reflecting the status of the equipment, for example “Active”, or “Plant Clearance”. The values for this item come from a drop down list.

The Home Location item is a value reflecting where the equipment belongs when it is “Checked In” (Section 3.3). The value comes from a drop down list.

The Cost item is a value reflecting the cost of the equipment.

The Comments item allows miscellaneous comments about an item to be recorded.

To edit information about a piece of equipment, double click on the equipment name in the grid. This will display the Equipment Details window which will look similar to the one shown in Figure 3-14.




The screenshot shows a web browser window titled "Equipment Editor - Windows Internet Explorer". The main content area is titled "Equipment Details" and contains a form with the following fields:

EQUIPMENT NAME	CAMPER SHELL FOR PICK UP TRUCK
BARCODE	730101
SERIAL NUMBER	5233
EQUIPMENT STATUS	Active
HOME LOCATION	GSA - FtWorth
COST	865
COMMENT	

At the bottom left of the form area is a "Save" button.

3-14
Equipment DetailsWindow

The information is saved when the  button is clicked. When the information has been successfully saved in the database, a success message similar to the one shown in Figure 3-15 will be displayed in the lower right corner of the window.

✓ **Equipment data saved.**
1/20/2009 3:14:37 PM

3-15
Equipment Data Saved Success Message

4. INVENTORY

An Inventory Section provides the ability to perform and track periodic inventory checks to make sure that a piece of equipment is actually located where it is expected to be. The following sections describe how to use this functionality.

4.1 FINDING SPECIFIC INVENTORY DATA

To access the Inventory section of Equipment Manager, click on the **Inventory** link in the Response Manager Menu (Sect 2.2). This will display the main Inventory screen, similar to the one shown in Figure 4-1.

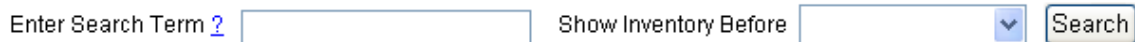
The screenshot displays the main inventory screen of the Response Manager application. The interface is divided into several sections:

- Top Bar:** Contains the application name "Response Manager", a "Current Incident" dropdown menu showing "this one has 1000 Locations, nvlContainer", and a "Quick Links" dropdown menu set to "Response Manager".
- Search and Action Area:** Includes a search input field labeled "Enter Search Term", a "Show Inventory Before" dropdown, a "Search" button, and "Export" and "Save" buttons.
- Table Header:** A table with columns: "Description", "Barcode", "Serial Number", "Last Inventory", "Current Location", "Comments", and "Update".
- Left Sidebar:** A vertical menu with categories: "Emergency Response", "Reconnaissance", "Removal", "General", "Facilities", "Equipment Manager" (highlighted), "Manage Equipment", "Inventory" (highlighted with a "Clickable Link" box), "Calls", "Analytical", "HHW", "Shipping", "Contacts", "Admin", and "Logout".
- Footer:** Displays "Today is: 1/20/2009", "Current User: Frank Brockett", a "Logout" link, and the "WESTON SOLUTIONS" logo.

4-1
Main Inventory Screen

The main inventory screen features a grid similar to the Manage Equipment section of Equipment Manager. However, the columns are geared more towards inventory data. Like the columns in the Manage Equipment section grid, the columns in this sections may be clicked to sort the grid data based on the column, and an arrow will indicate the direction of the sort.

The Inventory section features a search tool at the top of the display area (Figure 4-2).



Enter Search Term ? Show Inventory Before

4-2 Inventory Search Tool

The search tool consists of a textbox for entering a search term, and a calendar control (accessed by clicking on the button in the drop down list). Once the criteria has been entered, clicking the button will display a list of equipment based on the criteria chosen. For example, if “chair” is entered in the “Enter Search Term” textbox, and 1/10/2009 is entered in the “Show Inventory Before” calendar control, clicking the search will result in equipment listed that contains “chair” in the equipment name and which has been inventoried before 1/10/2009.

One or both of the controls may be left blank. Leaving the search term textbox blank while entering a date would result in all equipment inventoried before that date to be displayed. Entering a search term while leaving the date blank would result in all equipment with names that contain the search term listed regardless of inventory date. Leaving both fields blank results in all equipment listed.

4.2 UPDATING INVENTORY DATA


In the Inventory section grid, the last column (farthest right) is the Update Column. It contains a checkbox control in each row (Figure 4-3)- To create a new inventory record for a piece of equipment, click the corresponding checkbox to check, or uncheck it, then click the **Save** button. This will create a new inventory record for all equipment with the Update checked, for the date.



4-2

Update Column in Inventory Equipment Grid

4.3 EXPORTING INVENTORY DATA TO EXCEL SPREADSHEET

Like the Manage Equipment section grid, the Inventory section grid may be exported to Excel Spreadsheet. This is accomplished by clicking on the  button while the grid is populated with the data that needs to be exported. When the application has finished creating the spreadsheet, a window similar to the one shown in Figure 3-13 is visible, allowing the spreadsheet to either be saved immediately, or opened with the option to save later.

5. CALIBRATION


The calibration section is used to keep maintenance and calibration records for every piece of equipment that requires this type of upkeep. The following section describes how to use this functionality.

5.1 VIEWING EQUIPMENT CALIBRATION DATA

The calibration section of Equipment Manager can be accessed by clicking on the **Calibration** button in the Response Manager menu. This will display the Calibration screen, similar to the one shown in Figure 5-1.

The screenshot shows the 'Response Manager' interface. At the top, there is a header with the 'Response Manager' logo and 'Current Incident > Hurricane Ike - LA'. A 'Quick Links' section shows 'Facility Information Management System'. Below the header is a navigation sidebar with items like 'Emergency Response', 'Reconnaissance', 'Removal', 'General', 'Facilities', 'Equipment Manager', 'Calls', 'Analytical', 'HHW', 'Shipping', 'Contacts', 'Admin', and 'Logout'. The 'Equipment Manager' item is highlighted. The main content area contains a table with the following columns: Description, Barcode, Serial Number, Last Internal Calibration Date, Next Internal Calibration Date, Last Factory Service Date, Next Factory Service Date, Internal Inventory Date, Internal Calibration Interval Days, and Factory Service Interval Days. Above the table, there are controls for 'Select Warehouse', '<View All>', and 'Go'. There are also 'Export Data' and 'Save' buttons. At the bottom of the screen, it displays 'Today is: 1/20/2009', 'Current User: Frank Brockett', and a 'Logout' link. The 'WESTON SOLUTIONS' logo is in the bottom right corner.

5-1
Initial Calibration Screen

The Calibration screen consists of a grid with columns which are geared towards calibration data. There is also a control at the top of the display area for selecting a warehouse, which will filter the list of equipment displayed in the list so that only equipment which has the home location of the corresponding warehouse will be listed. Initially the grid appears empty, until a warehouse is selected and the  button is clicked. Double clicking on an equipment name will display the Equipment Calibration window, similar to the one shown in Figure 5-2.

Equipment Details: **Air Monitor (CD-RW Drive for Gas ID), S40541.**

UserName	Date	Event	Event Location	Name	Comment
simsdc	12/9/2008	Inventory	DTX	Sims, Corwin	Inventory:
simsdc	11/11/2008	Inventory	DTX	Sims, Corwin [...]	Inventory:
simsdc	10/1/2008	Inventory	DTX	Sims, Corwin	Inventory:
simsdc	9/5/2008	Inventory	DTX	Sims, Corwin [...]	Inventory:
shafferj	8/7/2008	Inventory	DTX	Shaffer, Joel	Inventory:
shafferj	7/16/2008	Inventory	DTX	Shaffer, Joel	Inventory:
shafferj	7/10/2008	Inventory	DTX	Shaffer, Joel	Inventory:
shafferj	6/17/2008	Inventory	DTX	Shaffer, Joel	Inventory:
shafferj	6/11/2008	Inventory	DTX	Shaffer, Joel	Inventory:

5-2 Equipment Calibration Window

The window displays calibration history for the selected equipment in chronological order, with the newest calibration data at the top.