# Uploading/Downloading Data Using Scanners and FAS Inventory

**Start an Inventory Session:**

- Open up the company you wish to inventory.
- Make sure all column headers are named per your needs.
- Make sure all Smart Lists are created for columns to collect data for.
- Make sure your Tag Field is set – the unique identifier or reference number

**Create Scanner Names to Prepare and Receive:**

- Go to Inventory – Reader Manager.
- Click "New"
- Name your reader by unique identifier you will be able to reference later.
- Select the reader brand – usually CE Device.
- Name the data collector and click OK

**Create an Inventory Session:**

- Go to Inventory – Inventory Helper
- Name the inventory session
- Select whether it is a dynamic or a baseline Inventory
- Select "All Assets"
- Now populate the Inventory Field List with data columns you wish to populate during the inventory.
- Click Finish.

**Preparing the Readers:**

- Open FAS Inventory Software. Open the company you wish to work with.
- Go to Inventory drop down menu (Located on Menu Options on Taskbar in FAS)
- Select **Inventory Manager**

- Select the appropriate inventory session you wish to prep scanners for in the Inventory Manager box.
- Once you have the session highlighted, click the **"Prepare"** button located in the lower right-hand corner of the Inventory Manager Box.
- Place the handheld scanner into its cradle. Connect the cradle to the computer via Communication Cable. **Synchronize** the reader using Microsoft ActiveSync. MAKE SURE you have selected "No" Guest Partnership when prompted by ActiveSync.
- Once you are synchronized, go back to FAS (Should be looking at the Prepare Reader box).
- Select the **appropriate scanner name** (the one that is synchronized in the cradle) from the Drop Down List.
- **Click Prepare.**
- Verify information is correct in the Reader Information box and **Click Prepare again**. This will begin transmitting the data.

**Receiving Reader Data:**

- Open FAS Inventory Software. Open the company you wish to work with.
- Go to Inventory drop down menu (Located on Menu Options on Taskbar in FAS)
- Select **Inventory Manager**
- Select the appropriate inventory session you wish to prep scanners for in the Inventory Manager box.
- Once you have the session highlighted, click the "**Receive**" button located in the lower right-hand corner of the Inventory Manager Box.
- Place the handheld scanner into its cradle. Connect the cradle to the computer via a Communication Cable. **Synchronize** the reader using Microsoft ActiveSync. MAKE SURE you have selected "No" Guest Partnership when prompted by ActiveSync.
- Once you are synchronized, go back to FAS (Should be looking at the Receive Reader Data box).
- Select the **appropriate scanner name** (the one that is synchronized in the cradle) from the Drop Down List.
- **Click Receive.**
- This will begin transmitting the data back from the reader. Click OK when finished.

**Reconciliation:**

- After receiving all the data, Run your Collected Data Reports
- Go to Inventory Manager and mark the session as "Complete"

- Run your Exceptions Report
- Go To Inventory – Reconciliation
- Assets Not Found – Do Not Reconcile – Apply to all
- Assets With Changes – Update – Apply to All
- New Assets – Add – Apply to all
- Assets with No Changes – Apply to all
- Mark Reconciliation as complete – Run Reconciliation Report.