

# Processing the Bar-code Error Document in the FIS

After the inventory file has been successfully uploaded into the FIS, an In Box entry is created that details all the items inventoried that did not pass validity checks against FIS databases.

## ***How to Use the In Box document to reconcile the remaining items scanned by the trakker:***

- The document type is BCIE for Barcode Inventory Error.
- Double click on the document number, or highlight the document and click "Open."

The screenshot shows a window titled "Bar Code Inventory Error". At the top, there are icons for OK (green checkmark), CANCEL (red X), ROUTE (yellow arrow), and NOTES (blue notepad). Below the icons, the document details are displayed:

Bar Code Inventory Error  
Document: 01-QV7233602      Status: I  
Initiator: TCAIN  
Created: 08/03/2001  
Description: UA-FMOP

Below the details is a table titled "Error Rows" with the following columns: Tag #, Scan, Inventory Date, Campus, Bldg, Room, Sub, Cond, Stat, and Error.

Tag #	Scan	Inventory Date	Campus	Bldg	Room	Sub	Cond	Stat	Error
813961	1	07072000 094943	BL	072	A710		P	S	Capital Asset not fo
824092	1	07072000 101536	BL	072	A701		G	A	
813855	1	07072000 102043	BL	072	A715		G	A	
IU011765	1	07072000 111751	BL	072	A615		G	A	
IU011670	1	07072000 111757	BL	072	A615		G	A	

At the bottom of the window, there are four buttons: "Validate One", "Validate All", "Delete Line", and "Global Replace". A status bar at the very bottom contains the text: "Capital Asset not found for entered tag number."

- Each entry of the Inventory Upload that contains incomplete or inaccurate information will be displayed on its own line.

- Clicking on a line will provide the reason the information was not successfully uploaded into the FIS.



The OK button can only be clicked when there are no lines in the Error Rows.

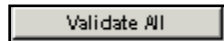


Until all the lines in the error document are gone to exit you must click on the Cancel button.

## **Action Buttons**



The Validate One button is used when you have one row with an error message that has changed to "NONE". Clicking on this button will pass the "one" record the database and update the asset information.



The Validate All button is used when several rows have had the errors corrected.



The Delete Line can be used when you have a duplicate tag that is duplicated with a retired asset. A line may also need to be deleted because the IU tag number is not in the database and all efforts to resolve the problem have been exhausted.

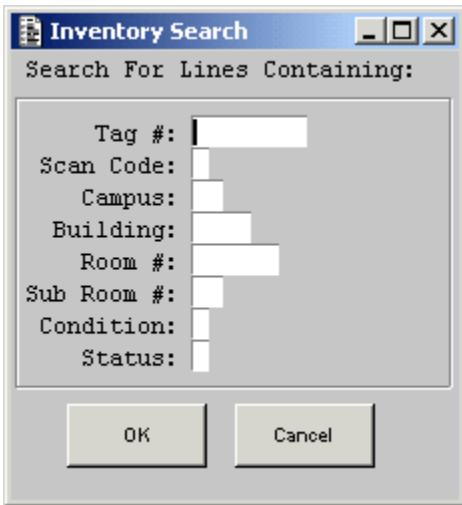


When more than one line has the same invalid value the Global Replace button can be used to change all of the records to the correct value.

## **To correct an invalid values**

- If you have an invalid (building number, room number) delete out the current value and enter in the correct number. Once the error has turned to "NONE" you can click on the Validate One button.
- If more than one record has the same invalid value you can use the Global Replace function to correct all of the values. Click on the Global Replace button and the following screen will appear.

Note: The Global Replace for Building numbers will not work. The field is too short and will not allow you to enter the complete value.



**Inventory Search**

Search For Lines Containing:

Tag #:

Scan Code:

Campus:

Building:

Room #:

Sub Room #:

Condition:

Status:

OK Cancel

Enter in the fields that will identify the records that have the same invalid values on this screen. For example if several rows have a room number of 005, and I needed to change the room to 001 I would:

- 1) enter in the campus code BL
- 2) enter in the room number of 005
- 3) click on OK.



**Inventory Replace**

And Replace With:

Campus:

Building:

Room #:

Sub Room #:

Condition:

Status:

OK Cancel

Now you are ready to enter the valid information on this screen. Double clicking in the blank fields will access the look up screens.

- 1) enter campus BL
- 2) enter building 001
- 3) click on the OK button

After successfully completing a global replace you should “validate all” to ensure the good records are moved to the database. The only time information is saved on the bar-code error document is when you perform the validate function by clicking on the Validate One or Validate All button.