

# TraxFast AV Parts and Tool TRACKING PROCEDURE

**STEP 1: Identify Yourself**  
Scan your badge once and it will redisplay until unit is turned off.



**STEP 2: Identify Main Location**

Scan your affixed barcode location label; it will redisplay until a new location is scanned.



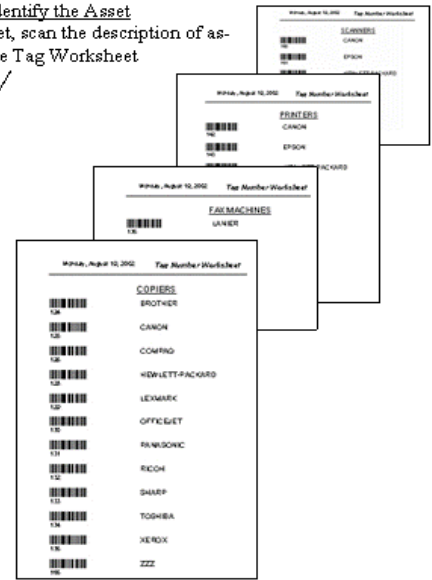
**STEP 3: Identify the Detail Location**  
Scan or key-enter the location that further identifies where the asset is located. Will redisplay until another entry is performed.



**STEP 4: Label the Asset**  
Remove a preprinted Info-Dot™ UID Compliant label, scan and apply to asset.



**STEP 5: Identify the Asset**  
If new asset, scan the description of asset from the Tag Worksheet



**STEP 6: Identify Condition of Asset**  
Select the condition from a list box.

**STEP 7: Identify the Serial Number**  
Scan or key-enter the serial number label found on item/asset.

**STEP 8: Identify Kit**  
Scan or key-enter the parent tag if item/asset is part of a kit.

**STEP 9: Identify GPS Coordinates**  
Select this option should you want the asset identified by geographical coordinates.

**STEP 10: Take a Picture**  
Attach a picture to the asset record by selecting the Image option.

Begin with the **TraxFast AV** Startup Kit and expand as you get comfortable with the procedures and operation. **TraxFast AV** is built modular where equipment and functionality can be added at anytime. This allows you to minimize initial costs and then expand without losing previous investment. Or, if you are not a first time user in working with item accountability, add the options to the base kit that will give you immediate payback in managing your assets now. Either way, **TraxFast AV** means "flexibility" to your Evidence/Item tracking program.



Your kit will contain:

- TraxFast AV Asset Tracking Software CD
- PDA Handheld Computer with Battery
- Barcode/InfoDot Labels for Assets and Locations
- Step by Step Installation and User Guides
- 30 Days of Help Support (5 hour max.)

Distributed By: Aptec International (303) 674.6222  
web: <http://www.infodotllc.com>

Contact: Ray Harting  
email: [rayharting@hart-aviation.com](mailto:rayharting@hart-aviation.com)



## An advanced data collection application for Aviation Parts and Tool Tracking

A system must be flexible enough to satisfy or exceed your demands in accounting for Aircraft parts and tools.

**TraxFast AV** can identify and track these items whether inside or outside the facility. In fact, the item can be anywhere in this world and still be tracked by **TraxFast AV**. An asset can be anything you want to identify because of its value, security, regulation, importance or for any other reason that justifies the accountability and identification of an item and its characteristics.

### BENEFITS OF THE **TraxFast AV** - AVIATION APPLICATIONS

- ELIMINATES HUMAN ERROR AND MANUAL RECORDING OF AIRCRAFT PARTS AND TOOLS
- MAINTAINS AN AUDIT TRAIL FOR EACH INDIVIDUAL ITEM
- DETERS MISPLACEMENT AND DISCOURAGES UNAUTHORIZED USE AND MOVEMENT OF PRODUCT
- PHYSICAL INVENTORIES ARE EITHER ELIMINATED OR SIGNIFICANTLY SIMPLIFIED
- FACILITATES TRACKING OF ALL ITEMS ASSOCIATED WITH A PROJECT
- ALLOWS FACILITIES TO MATCH EXISTING INVENTORIES WITH FUTURE PLANS AND SPECIFICATIONS TO DETERMINE SURPLUS AND SHORTAGES WHEN CONTEMPLATING USE OF EXISTING PRODUCTS



The first time you identify a part or component, all information about that item is retained by **TraxFast**. From that moment any movement of that item, whether installed or on the shelf, **TraxFast** records the movement so reporting is accurate at the time of inquiry. Taking later inventories of your tagged items is a snap. All you have to do is scan a InfoDot label and the asset is verified because **TraxFast** already knows the identity of the asset.

An Aviation Application must address some very specific issues associated with building a Aircraft parts and Tools tracking "Database" that can be used on a daily basis. To provide a unique number that is associated with aircraft part and tool to be tracked. The InfoDot serves as a data pointer and allows virtual information such as calibration reports, related items, photos, voice notes, maps to be linked and tracked.

**TraxFast AV** provides a quick method of collecting and storing information about Aircraft Parts and related items associated with a Work Orders. It answers:

1. *What Items need to be tracked and accounted for?* – **TraxFast AV** will identify those items to the level of detail you need. **TraxFast AV** will not only identify the manufacturer and model number of the mission critical Kit items, but will get down to the level of serial number and condition of the item, if needed. If that is not enough, a picture and voice recording can be taken, and attached to that item record for visual and audio verification.
2. *Where are my items?* – **TraxFast AV** directs you to that asset at the level you want. Building, floor, department, room, person or any other combination can easily allow you to find and verify that part or tool. If that is not enough because your items are located outside of a buildings, you can activate the GPS recording and get the geographical coordinates that will identify the exact location of the item at that moment. **TraxFast AV** will allow you to track the movement of that asset as time passes whether the asset has permanently moved or borrowed with intent of return.
3. *What are my allocated assets worth?* – **TraxFast AV** will retain record of value of assets that can be used independently or exported to your accounting system for its reporting purposes.
4. *What assets or equipment require maintenance or upkeep?* – **TraxFast AV** will monitor the condition of an asset. If maintenance or calibration is needed, a schedule can be attached to the asset and used for directing the necessary activities. Reporting back of material and labor cost will be retained for further analysis.