ADD-ON GUIDE

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MP2 enterprise

6.0 SQL SERVER EDITION

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1 ▪ INSTALLATION

Important: Close all applications, including MP2, before installing add-ons.

Follow these steps when installing add-ons.

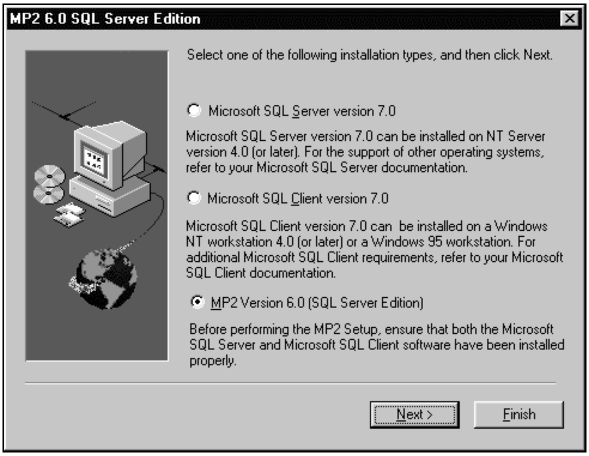
1. Start Windows 95/98, Windows NT, or Windows 2000 Professional.
2. Place the MP2 CD into the proper drive.
3. Choose Start | Run from the Windows task bar, or choose File | Run from the Program Manager in Windows NT. Windows displays the Run dialog box.

Tip: If you are installing from a drive other than D:, substitute that drive for D: in these instructions.

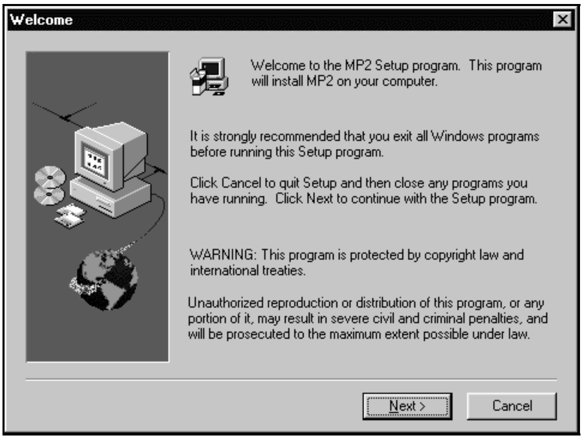
4. Enter D:\SETUP.EXE. Click **OK**. Setup displays the Select Language dialog box.

5 Select the language for which to install add-ons, and then click **OK**. Setup displays a message indicating that MP2 SQL Server 6.0 supports Microsoft SQL Server version 7.0 only.

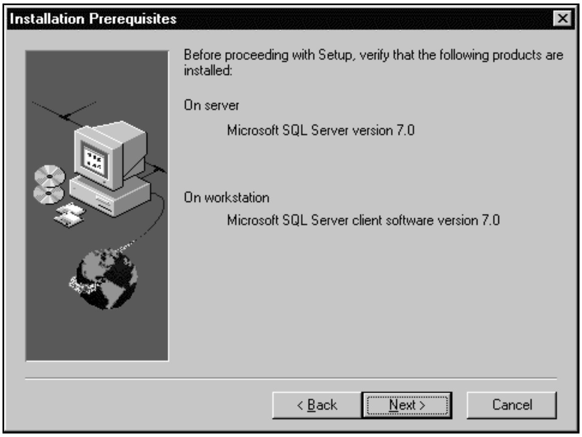
6 Click **OK**. Setup displays the MP2 6.0 SQL Server Edition dialog box.



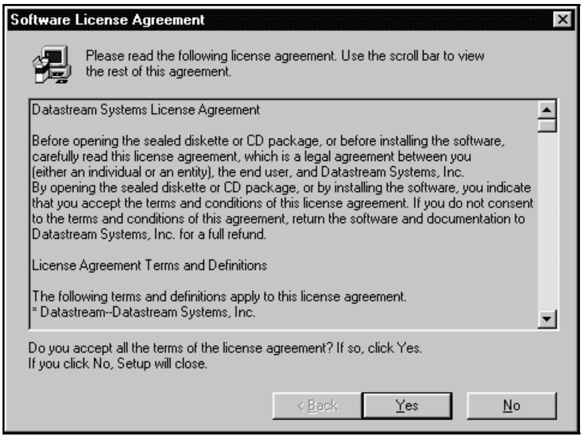
7 Select **MP2 Version 6.0 (SQL Server Edition)**, and then click **Next**. Setup copies the Data Access Objects (DAO) files and then displays the Welcome dialog box.



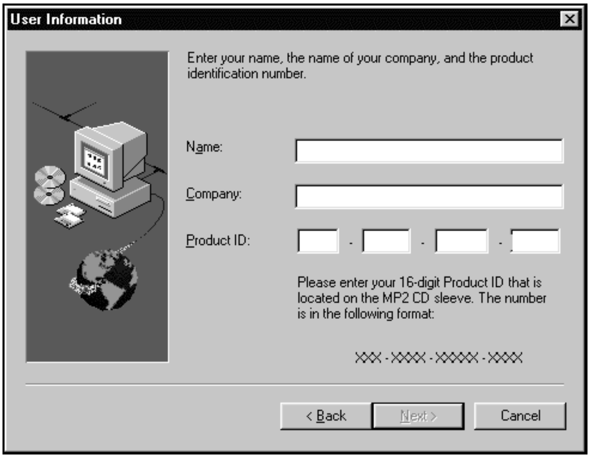
8 Click **Next**. Setup displays the Installation Prerequisites dialog box.



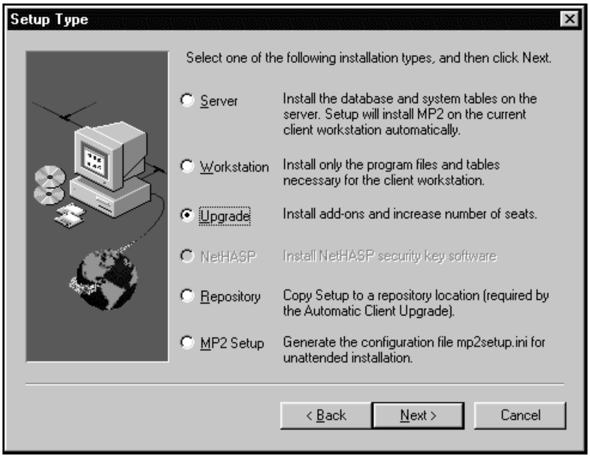
9 Click **Next**. Setup displays the Software License Agreement dialog box.



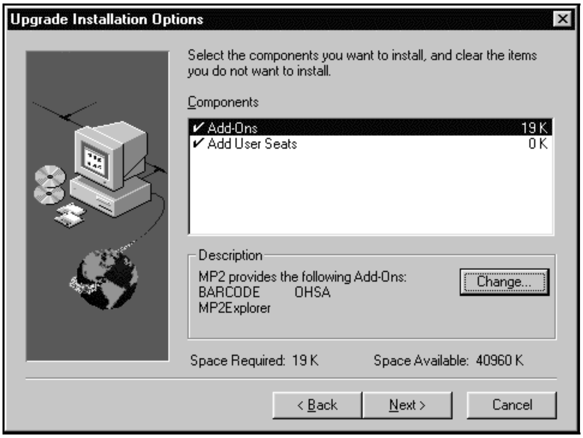
10 Click **Yes** if you agree to the terms of the Datastream Systems License Agreement. Setup displays the User Information dialog box.



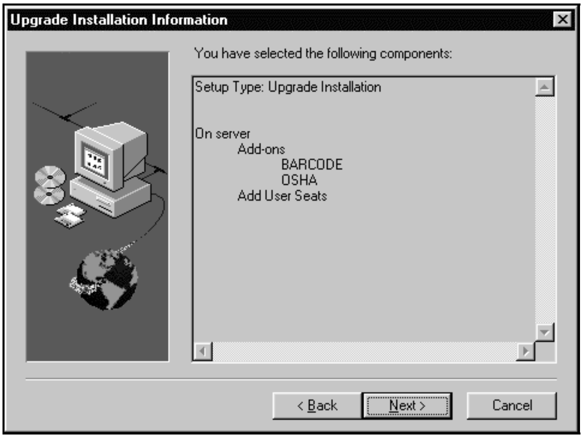
11 Enter your **Name**, **Company** name, and the **Product ID** provided with your shipment, and then click **Next**. Setup displays the Setup Type dialog box.



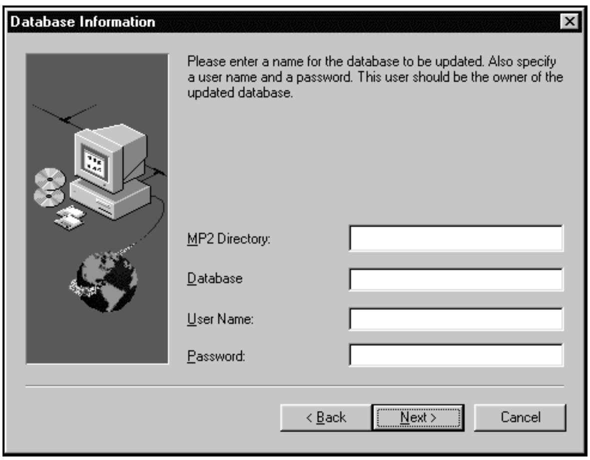
12 Select **Upgrade**, and then click **Next**. Setup displays the Upgrade Installation Options dialog box.



13 Click **Next**. Setup displays the Upgrade Installation Information dialog box.



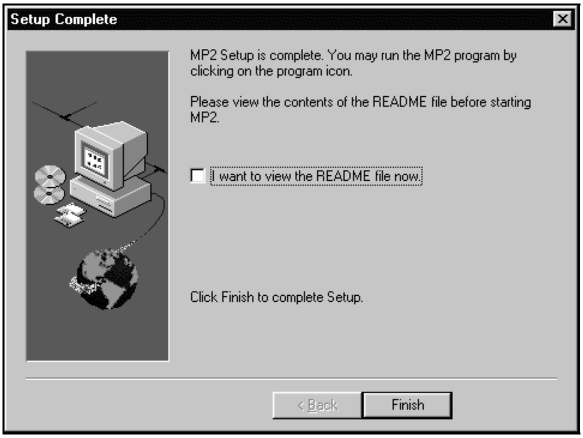
14 Click **Next**. Setup displays the Database Information dialog box.



15 Enter this information.

- **MP2 Directory**—Enter the path of the directory that contains the MP2 application files. The default path is C:\MP2SQL60.
- **Database**—Enter the name of the database on which you installed the MP2 database. Refer to the database name you recorded during the MP2 server installation.
- **User Name**—Enter the name of the owner of the MP2 database. Refer to the user name you recorded during the MP2 server installation.
- **Password**—Enter the password to the MP2 database. Refer to the password you recorded during the MP2 server installation.

16 Click **Next**. Setup copies the files and then displays the Setup Complete dialog box.



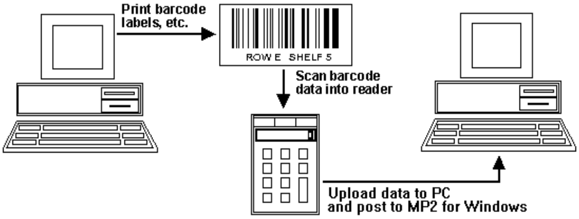
17 Unselect **I want to view the README file now**, and then click **Finish**. Setup exits to the Windows desktop.

2 ▪ BARCODE

With MP2 Barcode, identify almost any item, from assets to employee badges and accurately collect and transfer item information to a computer. With MP2 Barcode:

- Reduce data entry time and improve accuracy for many procedures.
- Manage your inventory.
- Issue parts efficiently and accurately, minimizing parts shortages and increasing productivity.

Once you install and set up the barcode software, print barcode labels, and then collect inventory and equipment information with the barcode scanner. Next, upload the information from the barcode scanner to the computer to review and post. This illustration demonstrates the steps.



IN THIS CHAPTER

- Barcode Basics
- Connecting Scanners to Workstations
- Downloading the MP2 Data Collection Program
- Printing Barcode Information
- Logging into Scanners
- Setting Up Scanners
- Accessing the Scanner Main Menu
- Collecting Data with Scanners
- Uploading Data
- Reviewing and Posting Data in MP2
- Scanner Field Definitions
- Troubleshooting Barcode

Barcode Basics

This section defines barcode terms and provides procedures for setting up the Barcode module within MP2 and for returning to MP2 from the scanner prompt.

Barcode Terms

This section defines special barcode terms.

Term	Definition
COM port	A communications or serial port. This port is on the back of the computer and connects the workstation with other devices, such as a plotter, a printer, or a hand-held data collector.
Data collector/ barcode reader	A hand-held device that collects data and stores it for later transfer to the workstation.
Prompt	An indicator on the data collector screen that prompts you to enter data, either by scanning a barcode or by typing the data.
Scanner	The laser-light device used to scan barcodes. On the Intermec TRAKKER, the laser beam radiates from the data collector.

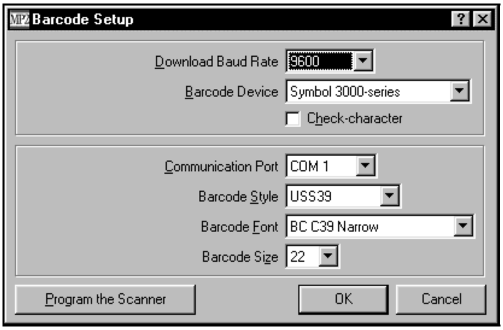
Setting Up Barcode Information

Before scanning or uploading data from the barcode scanner to MP2, enter upload and print information.

Datastream recommends printing barcodes without check-characters. By default, MP2 prints barcodes without check-characters. You may, however, print barcodes with check-characters by selecting **Check-character**. The check-character then becomes part of the barcode itself. After downloading the data collection program to the scanner, the scanner requires that the barcode labels have a check-character as the last character of the barcode. If you have already printed barcode labels without the check-character, reprint all of the barcode labels, and enter codes from the scanner's keyboard, typing the proper check-character first.

Follow these steps when setting up barcode information.

1. Start MP2.
2. Choose Tools | Setup | Barcode from the menu bar. MP2 displays the Barcode Setup dialog box.



3 **Download Baud Rate**—Select the baud rate used to upload the data from the barcode scanner to MP2. Use the highest rate supported by your scanner.

4 **Barcode Device**—Select the type of scanner. MP2 currently supports the Symbol 3000-series and Intermec TRAKKER devices.

Tip: Throughout this chapter, "Symbol" refers to the Symbol 3000-series scanner.

5 Update the remaining fields as necessary.

6 Click **OK**.

If you are setting up MP2 Barcode for the first time, or if you have changed the value of **Barcode Device**, **Check-character**, or **Barcode Style**, download (or re-download) the data collection program to the barcode scanner.

Returning to MP2 from the Scanner Prompt

When using Symbol scanners, you may encounter a DOS prompt (D:\). This prompt indicates that the scanner has left the MP2 data collection program.

Follow these steps when returning to MP2 from the scanner prompt.

1 Turn the power off.

2 Hold down the A, B, and D keys.

3 Turn the power on.

4 Release the A, B, and D keys.

The Symbol scanner displays the MP2 system login screen.

Connecting Scanners to Workstations

Connect scanners to workstations before downloading or uploading data.

Follow these steps when connecting scanners to workstations.

Tip: When using a Symbol scanner, complete step 2 before step 1.

1 Plug the scanner into a 120-volt power source, or insert a fully charged battery into the unit.

The cursor on the Intermec TRAKKER, normally an underline, changes to a dark rectangle on top of an underline if the battery is low. The cursor on a Symbol scanner, normally a downward pointing angle, changes to a dark triangle if the battery is low.

2 Plug a serial cable into the scanner and into a COM port on the workstation. Plug a 25-to-9-pin converter into the COM port if the Intermec scanner's serial cable has a 25-pin connector and the workstation has a 9-pin COM port.

Define the Barcode configuration in MP2, including COM port and baud rate. Refer to "Setting Up Barcode Information" earlier in this chapter.

Caution: Keep the barcode scanner away from magnetic fields, which might erase the data and the data collection program.

Downloading the MP2 Data Collection Program

Download the data collection program to the barcode scanner before collecting data with the barcode scanner.

Caution: Downloading the program to the scanner erases the scanner's current data collection program and any data currently in the scanner. Upload data from the scanner before downloading the data collection program.

Downloading the MP2 Data Collection Program to Symbol Scanners

Follow these steps when downloading the MP2 data collection program to Symbol scanners.

Important: Ignore these procedures if you purchased a Symbol scanner from Datastream; we pre-loaded the MP2 Data Collection Program for your convenience.

Complete steps 1 through 6 on the Symbol scanner; complete steps 7 through 13 in MP2; and complete steps 14-19 on the Symbol scanner.

Complete Steps 1 through 6 on the Symbol Scanner

1 Turn off the Symbol scanner.

2 Refer to this information when placing the scanner into Command Mode.

Scanner Configuration	Keys to Press
56-key 3300/3310 or 3910	1. Press and hold A+D, and then press On/Off. 2. Release On/Off. 3. Release A and D.
35-key 3300/3310 or 3800/3805	BKSP+SHIFT and PWR
46-key 3100/3110, 3800/3805, or 3800/3808	F+I and PWR

The scanner displays “Self Test” on the last line.

3 Place the Symbol scanner in its charger/communications cradle.

4 Press DOWN ARROW to select “Program Loader,” and then press ENTER. The scanner displays “Warning: EEPROM will be erased. Continue? <ENT>”

5 Press ENTER. The scanner erases the EEPROM, and then it displays the Comm Parameters screen with the scanner’s current baud rate setting.

Verify that the displayed baud rate corresponds to the baud rate you specified in the Barcode Setup dialog box. If the baud rate does not correspond, either select the proper baud rate in the Barcode Setup dialog box, or press the scanner’s up and down arrow keys to set its baud rate.

6 Press ENTER until the scanner displays “Start? <ENT>.”

Complete Steps 7 through 13 in MP2

7 Choose Tools | Setup | Barcode from the MP2 menu bar. MP2 displays the Barcode Setup dialog box.

8 Click **Program the Scanner**. MP2 displays a message to confirm that the barcode device is ready to receive programs.

9 Click **OK**. MP2 displays a message to confirm that the Download Baud Rate and Communication Port match the barcode device configuration.

10 Click **OK**. MP2 displays a confirmation.

11 Click **OK**. The download program opens in a DOS box.

12 Press ENTER on the scanner. The scanner displays “Awaiting DSR.”

13 Press ENTER on the computer keyboard. The program displays its download progress in the DOS box.

If the download is successful, the scanner displays "Status 0000." If the scanner displays a different status, refer to the Symbol guide for details.

Complete Steps 14 through 19 on the Symbol Scanner

14 Press the On/Off key on the scanner to turn it off.

15 Refer to this information when restarting the scanner.

Scanner Configuration	Keys to Press
56-key 3300/3310 or 3910	Press and hold the F1, F4, and ENTER keys. Press and release the On/Off key. Release the F1, F4, and ENTER keys.
35-key 3300/3310 or 3800/3805	Press and hold the SPACE, FUNC, and Up Arrow keys. Press and release the PWR key. Release the SPACE, FUNC, and Up Arrow keys.
46-key 3100/3110, 3800/3805, or 3800/3808	Press and hold the A, B, and D keys. Press and release the PWR key. Release the A, B, and D keys.

The scanner loads its operating system, automatically starts the data collection program, and then displays the Barcode Login screen.

16 Exit the MP2 scanner program.

17 Enter `date` at the prompt, and then press ENTER.

18 Enter the current date, and then enter `SYM46` to return to the MP2 scanner program.

19 Scan or enter your employee code if you are ready to use the scanner, or press ENTER to move to the main menu.

Tip: If you are using check characters, enter an A after your employee code.

Downloading the MP2 Data Collection Program to Intermec TRAKKER Scanners

Follow these steps when downloading the MP2 data collection program to Intermec TRAKKER scanners.

Important: Ignore these procedures if you purchased a TRAKKER scanner from Datastream; we pre-loaded the MP2 Data Collection Program for your convenience.

Verify the date and time on the scanner. Refer to "Setting the Date and Time on the Intermec TRAKKER" later in this chapter.

Complete steps 1 through 12 on the Intermec TRAKKER; complete steps 13 through 18 in MP2; and complete step 19 on the Intermec TRAKKER.

Complete steps 1 through 12 on the Intermec TRAKKER

1 Turn on the Intermec TRAKKER.

2 Press CTRL+ENTER, and then press E. TRAKKER displays "Ready."

3 Reset the scanner to its default configuration by following this sequence.

Press the PERIOD key.

Press the ALT key.

Press the R key.

Press CTRL+ENTER.

The TRAKKER displays DEFAULT CONFIG CMD, READER SELF-TESTING while it is resetting, and then it displays "Ready" when it returns to "Ready" mode.

4 Press CTRL+E. TRAKKER displays the Configuration Menu.

5 Press ENTER until TRAKKER displays the "Select or modify comm protocol?" prompt.

6 Press SPACE to select USER DEFINED, and then press ENTER until TRAKKER displays the "Baud rate" prompt.

7 Press SPACE until the TRAKKER baud rate matches the **Baud Rate** specified in the Barcode Setup dialog box.

8 Press ENTER until TRAKKER displays the "#2 TX EOM" prompt.

9 Press CTRL+PERIOD to change the setting to "NUL."

10 Press ENTER until TRAKKER displays the "EOF" prompt.

11 Press and release the ALT key, and then press the P key to change the setting to "<." Press ENTER.

12 Press and release the ALT key, and then press the E key to keep the configuration changes and to return to "Ready" mode.

Complete Steps 13 through 18 in MP2

13 Choose Tools | Setup | Barcode from the MP2 menu bar. MP2 displays the Barcode Setup dialog box.

14 Barcode Device—Select Intermec TRAKKER.

15 Click **Program the Scanner**. MP2 displays a message asking you to verify that the barcode device is ready to receive programs.

16 Click **OK**. MP2 displays a message asking you to verify that the Download Baud Rate and Communication Port match the barcode device configuration.

17 Click **Yes**. MP2 displays a confirmation.

18 Click **OK**. The program displays its download progress.

You may stop the download process by pressing ESC. TRAKKER displays "Downloading..." during this process. TRAKKER displays "Compiling..." after downloading the data, and then it displays the MP2 System Login screen.

Complete Step 19 on the Intermec TRAKKER

19 Scan or enter your Employee Code if you are ready to use the TRAKKER, or press ENTER to move to the main menu.

Tip: If you are using check characters, enter an A after your employee code.

Printing Barcode Information

Print barcode information, including barcode labels, barcode lists, checkout/return cards, and transaction reports. Refer to "General Procedures for Reports, Graphs, and Labels," "Reports," and "Labels" in *Chapter 17: Reports, Graphs, and Labels* of the *MP2 User's Guide* for detailed information.

Printing Barcode Labels

Print barcode labels for inventory, and then manage inventory by scanning barcodes instead of entering the inventory numbers manually.

Barcode labels include a bar-coded identification number and a description of the item. Print barcode labels on adhesive label paper, and then attach them to the inventory they identify. Also, print bin labels and place them on bins to identify each bin's purpose and location.

MP2 does not support the following barcode fonts: BCC 39 HD Wide, BCC 128 Wide, and BCC 128 HD Wide.

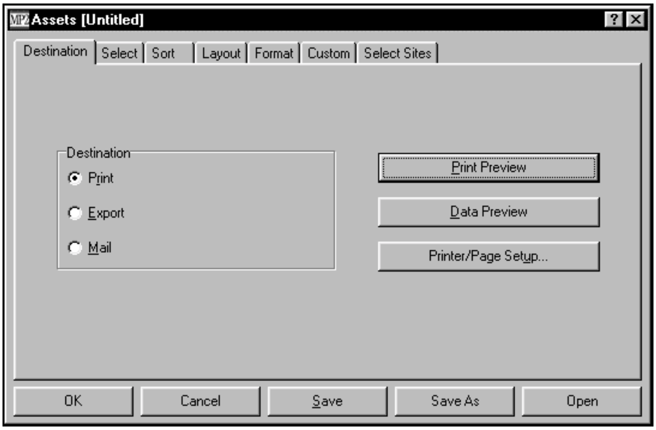
Print barcode labels for the following, and then identify each by scanning the labels.

Label	Purpose
Assets	Identify the asset number of furniture, equipment, and other assets defined in the asset management system (when counting assets, for example).
Asset Locations	Identify the location of each asset (a shelf, for example).
Metered Equipment	Identify metered equipment items when recording meter readings.
Equipment	Identify equipment on which you worked.

Label	Purpose
Equipment Measurements	Identify equipment with statistical predictive maintenance variables when recording measurements.
Inventory Locations	Identify inventory storage locations (shelves, for example) when checking out and receiving inventory items.
Item Numbers	Identify item numbers when checking out or receiving inventory to stock. MP2 prints item number labels even if no location records exist.
Bins	Identify each bin's number and location when checking out items from the bin or receiving inventory items to the bin.
Vendors	Identify contractors (by scanning their badges), their toolboxes, or clipboards as they enter barcode data, check out or return inventory items, or complete a work order. Scan badges at the beginning and end of a job to document the job length.
Employees	Identify employees (by scanning their badges), their toolboxes, or clipboards as they enter barcode data, check out or return inventory items, or complete a work order. Scan badges at the beginning and end of a job to document the job length.
Sites	Identify sites (Atlanta, for example).
Warehouses	Identify warehouses.
Purchasing Centers	Identify purchasing centers.
Work Order Locations	Identify work order locations (rooms, for example) when entering work order information.

Follow these steps when printing barcode labels.

1 Choose Reports | Barcode | Labels from the menu bar, and then select the barcode label to print. MP2 displays a label print dialog box similar to this one.



2 Click **OK**. MP2 prints the labels.

Printing Barcode Lists for Scanning

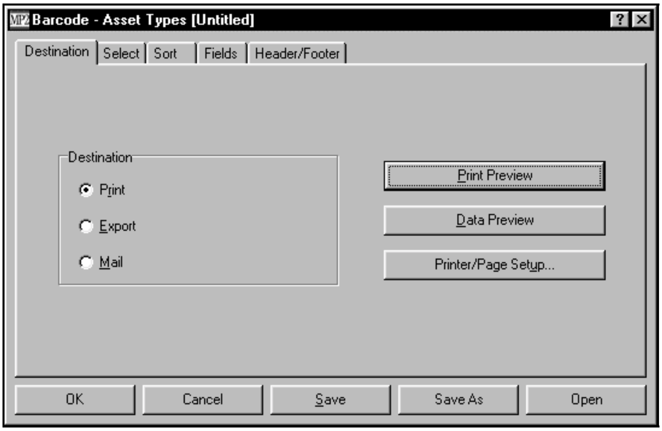
With the barcode scanner, record information that you cannot label conveniently. For example, when receiving inventory items and recording the cost centers to which to charge those items, scan the cost center codes rather than typing them. Next, create a printed reference list of all cost center codes, in barcode form. Finally, laminate and post this list in the inventory receiving area, or attach it to employees' clipboards for easy scanning.

Print barcode lists for these codes.

- Asset type codes
- Work order comment codes
- Checkout/return cards
- Reason for outage (RFO) codes
- Cost center codes
- Purchase order status codes

Follow these steps when printing barcode lists for scanning.

1 Choose Reports | Barcode from the menu bar, and then select a barcode list to print. MP2 displays the Barcode print dialog box.



2 Click **OK**. MP2 prints the list.

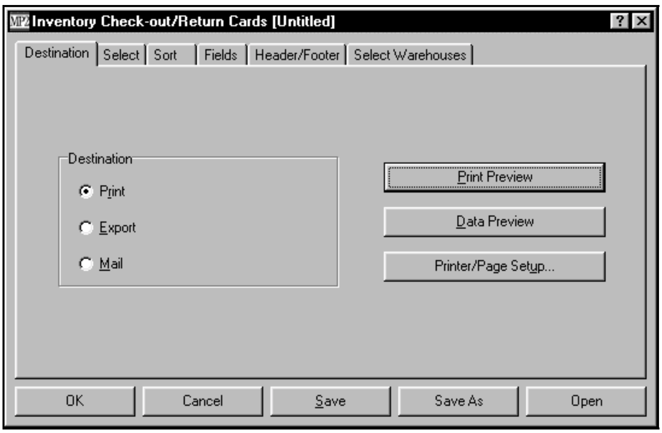
Printing Checkout/Return Cards

Print checkout/return cards for each inventory item when checking out and returning inventory items with barcode scanners.

Fill out these cards, and then enter the information into MP2. Afterward, scan the barcodes for the item number and location instead of entering them manually.

Follow these steps when printing checkout/return cards.

1 Choose Reports | Barcode | Checkout/Return Cards from the menu bar. MP2 displays the Inventory Checkout/Return Cards print dialog box.



2 Click **OK**. MP2 prints the cards.

Printing Transaction Reports

Print a transaction report for each transaction type, which contains this information.

Transaction Type	Report Information
Work Orders	Date and time scanned, date and time of report, site, work order number, equipment number, employee, regular/overtime, vendor ID, vendor branch, performed by, rate, RFO code, comment code, error message
Physical Inventory	Date and time scanned, item number, warehouse, location, quantity, error message
Assets	Date and time scanned, asset number, asset type, site, location, quantity, error message
Parts	Date and time scanned, date and time of report, issue to, record type, site, work order number, equipment number, employees, vendor branch, item number, location, warehouse, quantity, cost center, account code, reason, error message
SPM	Date and time scanned, site, work order number, equipment number, location, measurement, meter reading, text reading, error message
Meters	Date and time scanned, equipment number, meter reading, error message
Purchasing	Date and time scanned, purchasing center, purchase order number, release number, item number, quantity, error message

Logging into Scanners

Log into the scanner before collecting data. Once you log in, the scanner tags your transaction with your employee code. If no one logs in, the data collection program uses "SYSTEM" as the default tag.

Follow these steps when logging into scanners.

1. Press the power button to turn on the scanner. The scanner prompts you for your employee code.
2. Enter or scan your employee code. The scanner displays a version selection menu.
3. Press the MP2 6.X function key. The scanner displays the System Setup menu.

Setting Up Scanners

Set up initial information for inventory, work orders, sites, warehouses, and purchasing centers before collecting data with scanners.

Setting Up Inventory

Specify whether your facility has one or more locations for storing inventory.

Follow these steps when setting up inventory.

1. Press INVY Setup function key on the System Setup menu. The scanner displays the Inventory Setup menu.
2. Choose one of these options.
   - *Set up for single location*—Press the SINGLE LOCATION function key.
   - *Set up for multiple locations*—Press the MULTI LOCATION function key.

Setting Up Work Orders

Specify whether your site deals mostly with equipment-based work orders or location-based work orders.

Follow these steps when setting up work orders.

1. Press the WO Setup function key on the System Setup menu. The scanner displays the Work Order Setup menu.
2. Choose one of these options.
   - *Set up equipment-based work orders*—Press the EQUIPMENT BASED function key.
   - *Set up location-based work orders*—Press the LOCATION BASED function key.

Setting Up Sites, Warehouses, and Purchasing Centers

Specify whether your facility has one or more sites, warehouses, and/or purchasing centers.

Follow these steps when setting up sites, warehouses, and purchasing centers.

1. Press the More function key on the System Setup menu. The scanner displays another System Setup menu.
2. Press the SWP SETUP function key on the System Setup menu. The scanner displays the SWP Setup menu.
3. Continue setting up sites, warehouses, and purchasing centers. Refer to "Setting Up Sites," "Setting Up Warehouses," and "Setting Up Purchasing Centers" below.

Setting Up Sites

Specify whether your facility has one or more sites.

Follow these steps when setting up sites.

1. Press the SITE SETUP function key on the SWP Setup menu. The scanner displays a Site Setup menu.
2. Choose one of these options.
   - *Set up for one site*—Press the SINGLE SITE function key.
   - *Set up for multiple sites*—Press the MULTIPLE SITE function key.

If you chose the SINGLE SITE function key, the scanner prompts you for the site identifier. Enter the code identifying your site.

Setting Up Warehouses

Specify whether your facility has one or more warehouses.

Follow these steps when setting up warehouses.

1. Press the WAREHOUSE SETUP function key on the SWP Setup menu. The scanner displays a Warehouse Setup menu.
2. Choose one of these options.
   - *Set up for one warehouse*—Press the SINGLE WAREHOUSE function key.
   - *Set up for multiple warehouses*—Press the MULTIPLE WAREHOUSE function key.

If you chose the SINGLE WAREHOUSE function key, the scanner prompts you for the warehouse identifier. Enter the code identifying your warehouse.

Setting Up Purchasing Centers

Specify whether your facility has one or more purchasing centers.

Follow these steps when setting up purchasing centers.

1. Press the PURCENTER SETUP function key on the SWP Setup menu. The scanner displays a Purchasing Center Setup menu.
2. Choose one of these options.
   - *Set up for one purchasing center*—Press the SINGLE PURCENTER function key.
   - *Set up for multiple purchasing centers*—Press the MULTIPLE PURCENTER function key.

If you chose the SINGLE PURCENTER function key, the scanner prompts you for the purchasing center identifier. Enter the code identifying your purchasing center.

Accessing the Scanner Main Menu

Access the scanner main menu to view the available data entry options.

Follow these steps when accessing the scanner main menu.

1. Press the More function key on the System Setup menu. The scanner displays another System Setup menu.
2. Press the MAIN MENU function key. The scanner displays main menu.

Collecting Data with Scanners

Collect data with Intermec TRAKKER and Symbol barcode scanners by scanning the barcode labels, lists, and cards that you printed with MP2. Refer to "Printing Barcode Information" earlier in this chapter.

Refer to "Scanner Field Definitions" later in this chapter for descriptions of all fields.

Collecting Asset Data

Scan barcodes (or enter data manually) to enter asset information or to count assets.

Entering Asset Information

Follow these steps when entering asset information.

1. Press the Asset function key on the scanner's main menu. The scanner displays the Asset Management menu.
2. Press the Asset Entry function key. The scanner displays the Asset Entry menu.
3. Scan or enter asset information into the fields.
4. Press the Exit function key. The scanner returns to the Asset Management menu.

Entering Asset Counts

Follow these steps when entering asset counts.

1. Press the Asset function key on the scanner's main menu. The scanner displays the Asset Management menu.
2. Press the Asset Count function key. The scanner displays the Asset Counting menu.
3. Scan or enter asset counting information into the fields.
4. Press the Exit function key. The scanner returns to the Asset Management menu.

Collecting Physical Inventory Data

Scan barcodes (or enter data manually) to record a physical count of inventory items.

If you post physical inventory data for an item more than once, MP2 does not add the numbers to **Qty**; instead, it overwrites the previous item with the most recent one.

Do not add new inventory items while entering physical inventory counts. If a barcode entry has an item number that is not in MP2 inventory, MP2 does not post that entry.

Add new locations for existing items, if necessary. After uploading the data and importing it into MP2, enter a unit cost for the item in the new location, and then post the data.

Follow these steps when collecting physical inventory data.

1. Press the PhyInvy function key on the scanner's main menu. The scanner displays the Physical Inventory menu.
2. Scan or enter physical inventory information into the fields.
3. Press the Exit function key. The scanner returns to the main menu.

Receiving Inventory Items

Scan barcodes (or enter data manually) to receive complete or partial shipments of inventory items.

If you receive an item more than once, MP2 adds the numbers to **Qty**, making your MP2 inventory and purchasing records inaccurate.

Follow these steps when receiving inventory items.

1. Press the More function key on the scanner's main menu. The scanner displays another main menu.
2. Press the PORec function key. The scanner displays the Purchasing Receive menu.
3. Scan or enter receiving information into the fields.
4. Press the Exit function key. The scanner returns to the main menu.

Collecting Parts Data

Scan barcodes (or enter data manually) to issue stock items from inventory or to return stock items to inventory.

Follow these steps when collecting parts data.

1. Press the More function key on the scanner's main menu. The scanner displays another main menu.
2. Press the Parts function key. The scanner displays the Parts Management menu.
3. Choose one of these options.
   - *Check out items*—Press the CheckOut function key.
   - *Return items*—Press the Return function key.

   The scanner displays the Checkout/Return menu.

4. Choose a category to which to check out the item or from which to return the item.
5. Scan or enter information into the fields.
6. Press the Exit function key. The scanner returns to the Checkout/Return menu.

Collecting Work Order Data

Scan barcodes (or enter data manually) to record labor information (how long an employee or vendor spent on a job), comment codes, and reason for outage (RFO) codes for work orders. Issue stock items from inventory to a work order, or return stock items from a work order to inventory.

Recording Labor Information

Follow these steps when recording labor information.

1. Press the More function key on the scanner's main menu. The scanner displays another main menu.
2. Press the WorkOrd function key. The scanner displays the Work Order menu.
3. Press the Timekeep function key. The scanner displays the Work Order Timekeeping menu.
4. Choose one of these options.
    - *Enter employee hours*—Press the Employee function key.
    - *Enter vendor hours*—Press the Vendor function key.
5. Scan or enter labor information into the fields.
6. Press the Exit function key. The scanner returns to the Work Order Timekeeping menu.

Recording Comments and RFO Codes

Follow these steps when recording comments and Reasons for Outage (RFO) codes.

1. Press the More function key on the scanner's main menu. The scanner displays another main menu.
2. Press the WorkOrd function key. The scanner displays the Work Order menu.
3. Press the Codes function key. The scanner displays the Work Order Codes menu.
4. Choose one of these options.
    - *Enter comments*—Press the Comments function key.
    - *Enter RFO codes*—Press the Rfos function key.
5. Scan or enter information into the fields.
6. Press the Exit function key. The scanner returns to the Work Order Codes menu.

Collecting Meter Reading Data

Scan barcodes (or enter data manually) to record meter reading data.

Follow these steps when collecting meter reading data.

1. Press the Meter function key on the scanner's main menu. The scanner displays the Meter Input menu.
2. Scan or enter meter information into the fields.
3. Press the Exit function key. The scanner returns to the main menu.

Collecting SPM Reading Data

Scan barcodes (or enter data manually) to record equipment measurements for statistical predictive maintenance (SPM) readings.

Tip: If you are using an Intermec TRAKKER scanner with check characters, and you have no work order number, enter `W` when the scanner prompts for a work order number. The scanner does not recognize the data if you bypass the **W.O.#** field.

Follow these steps when collecting SPM reading data.

1. Press the SpmRead function key on the scanner's main menu. The scanner displays the SPM Readings menu.
2. Scan or enter SPM information into the fields.
3. Press the Exit function key. The scanner returns to the main menu.

Uploading Data

When you scan barcodes, the scanner stores the data. Upload the data to MP2 so that MP2 can populate its database. Upload data at least once daily. The MP2 workstation to which you upload data must have an available COM port and must have both MP2 and MP2 Barcode installed.

Uploading Data from Symbol Scanners

Ensure that the communications cable is connected to the correct port on the workstation. Refer to "Connecting Scanners to Workstations" earlier in this chapter.

Follow these steps when uploading data from Symbol scanners.

1. Place the Symbol scanner in the charger/communications cradle.
2. Press the More function key on the main menu. The scanner displays another main menu.
3. Press the Utility function key. The scanner displays the Utility menu.

4. Choose one of these options.

   - Choose Activities | Barcode | Upload from the MP2 menu bar on the workstation. MP2 only uploads data from the home site, including warehouse and purchasing center.
   - Choose Activities | Barcode | Transactions from the MP2 menu bar. Select the transaction tab from which to upload data, and then click **Upload**.

   MP2 displays a message indicating that it is ready to receive data.

5. Press the Send function key on the scanner. MP2 uploads the data, and then the scanner displays a message asking whether to delete the data from memory.

Tip: If MP2 displays a message that communication failed, ensure that the scanner has transactions to upload. If the scanner has transactions to upload, check the connections from the barcode scanner to the workstation, and verify that you set up barcode correctly. Refer to "Connecting Scanners to Workstations" earlier in this chapter.

6. Review the uploaded transactions to ensure that they are all in the MP2 Barcode Transactions table.

7. Delete the data from the barcode scanner after confirming that MP2 uploaded the data successfully.

Important: If you do not delete the uploaded data files from the barcode scanner, MP2 uploads the data again the next time you upload data, creating duplicate entries in MP2 tables.

Uploading Data from Intermec TRAKKER Scanners

Follow these steps when uploading data from Intermec TRAKKER scanners.

1. Verify the '#2 TX EOM' and 'EOF' protocol settings on the TRAKKER before uploading data from the TRAKKER to MP2.

2. Insert the serial cable into the bottom of the Intermec TRAKKER, and then plug the 9-pin or 25-pin connector into the proper COM port on the workstation.

3. Press the More function key on the main menu. The scanner displays another main menu.

4. Press the Utility function key. The scanner displays the Utility menu.

5. Choose one of these options.

   - Choose Activities | Barcode | Upload from the MP2 menu bar on the workstation. MP2 only uploads data from the home site, including warehouse and purchasing center.
   - Choose Activities | Barcode | Transactions from the MP2 menu bar. Select the transaction tab from which to upload data, and then click **Upload**.

   MP2 displays a message indicating that it is ready to receive data.

6 Press the Send function key on the scanner. MP2 uploads the data and then displays a message asking whether to delete the data from memory.

Tip: If MP2 displays a message that communication failed, check the connections from the barcode scanner to the workstation, and verify that you set up barcode correctly. Refer to “Connecting Scanners to Workstations” earlier in this chapter.

7 Review the uploaded transactions to ensure that they are all in the MP2 Barcode Transactions form.

8 Delete the data from the barcode scanner after confirming that MP2 uploaded the data successfully.

Important: If you do not delete the uploaded data files from the barcode scanner, MP2 uploads the data again the next time you upload data, creating duplicate entries in MP2 tables.

Reviewing and Posting Data in MP2

This section outlines procedures for reviewing and posting barcode data in MP2.

Reviewing Barcode Data

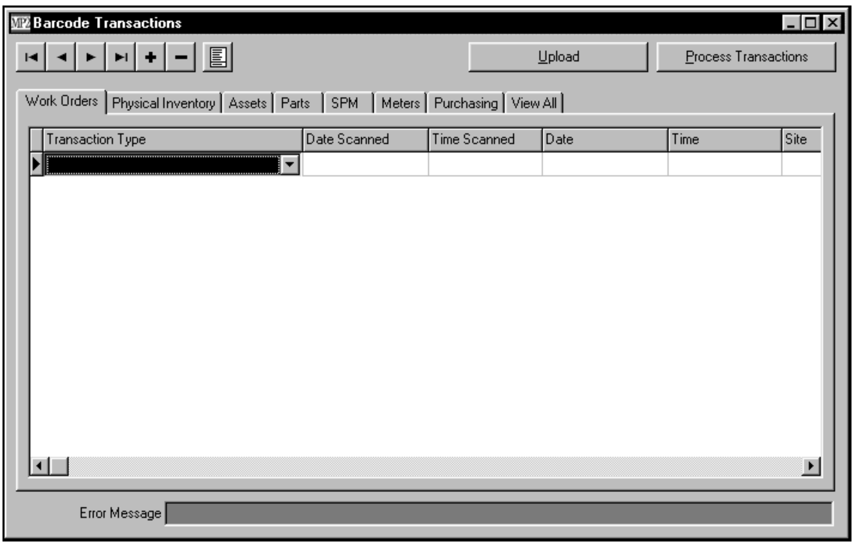
After uploading barcode data to the MP2 workstation, view, edit, purge, and print the data before posting it.

Viewing and Editing Barcode Data

View and edit barcode data after uploading it.

Follow these steps when viewing and editing barcode data.

1 Choose Activities | Barcode | Transactions from the MP2 menu bar. MP2 displays the Barcode Transactions form.



Each tab along the top of the form corresponds to a data collection function on the barcode scanner.

2 Click a tab along the top of the form to view the corresponding transaction page. MP2 displays the page and the uploaded data for the selected transaction.

3 Locate the record, and then edit the record, if necessary.

Purging Barcode Transactions

Purge (remove) unwanted barcode transactions. When you purge transactions, MP2 deletes all transactions on the current page of the form, and you cannot recover transactions once you delete them.

Follow these steps when purging barcode transactions.

1 Choose Activities | Barcode | Transactions from the MP2 menu bar. MP2 displays the Barcode Transactions form.

2 Select the page from which to purge records, and then choose Purge Records from Current Tab from the options menu. MP2 displays a dialog box asking if you want to purge all records from the current tab.

3 Click **Yes**. MP2 purges all the selected transaction records.

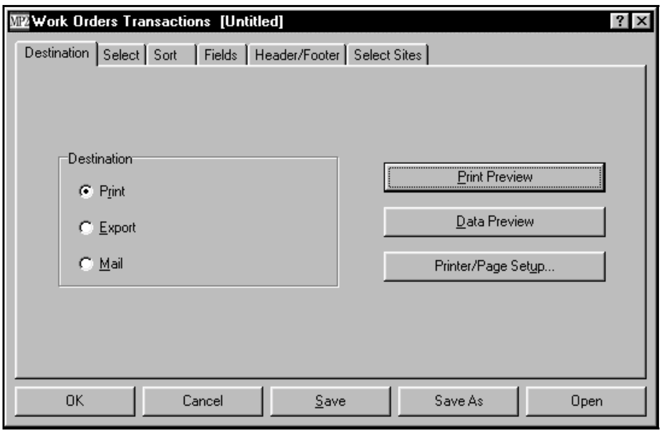
Tip: Purge all transactions by clicking the View All tab, and then choosing Purge Records from Current Tab from the options menu.

Printing Barcode Transaction Reports

After uploading barcode data from the scanner, print a report listing all imported transactions.

Follow these steps when printing barcode transaction reports.

1 Choose Reports | Barcode | Transactions and a transaction report from the MP2 menu bar. MP2 displays a report print dialog box similar to this one.



2 Click **OK**. MP2 prints the report.

Posting Barcode Data

After reviewing uploaded barcode data in the Barcode Transactions form, post the data to MP2.

Choose one of these options when posting barcode data.

- Choose Activities | Barcode | Process Transactions from the MP2 menu bar. MP2 removes the data from the Barcode Transactions form and posts it to the corresponding tables.
- Choose Activities | Barcode | Transactions from the MP2 menu bar. MP2 opens the Transactions form. Click **Process Transactions**. MP2 removes the data from the Barcode Transactions form and posts it to the corresponding tables.

Records that MP2 cannot post remain on the Barcode Transactions form. View the transactions by choosing Activities | Barcode | Transactions from the menu bar, and then by clicking on the appropriate transaction type tab. If MP2 does not post a transaction, it displays the reason in **Error Message**. Correct the problem, and then post again.

Scanner Field Definitions

This table consists of all fields in the Scanners, the functions they appear under, and their definitions.

Field	Function	Definition
Asset #	Asset	Code identifying the asset.
Asset Type	Asset	Type with which the asset is grouped.
Comment Code	Work Order	Code identifying the comment to enter.
Cost Ctr	Parts	Code identifying the cost center to which the item is being issued, or from which it is being returned.
Day	Work Order	Day on which the work was performed. You may enter the current date by placing the cursor on this field, and then press ENTER.
Emp #	Work Order	Code identifying the employee performing the work.
Emp/Vend	Parts	Code identifying the employee or vendor (outside contractor) checking out or returning the item.
EQ #	Parts Spm Read Work Order	Code identifying the piece of equipment.
Hours	Work Order	Number of complete hours spent on the task. If the task is incomplete, additional time can be tracked later. When you upload data to MP2, MP2 adds the new hours to any hours already recorded for this work order.

Field	Function	Definition
Item #	Parts PO Receiving Physical Inventory	Code identifying the item.
Location/Loc	Asset Parts Physical Inventory	Code identifying location of the item or asset.
Measurement	Spm Read	Code identifying type of measurement.
Meter #	Meter	Code identifying meter being read (can be scanned or entered manually).
Minutes	Work Order	Number of minutes (partial hours) spent on the job (if applicable).
Month	Work Order	Month in which the work was performed (to enter the current month, place the cursor in this field and press Enter).
Number Read	Spm Read	Numeric value measurement.
Performed by	Work Order	Name of person who performed the work.
PO #	PO Receiving	Code identifying the purchase order number.
PurCenter	PO Receiving	Code identifying the purchasing center.
Quantity/Qty	Asset Parts PO Receiving Physical Inventory	Number of items.
Rate	Work Order	Hourly rate for this vendor. You may leave this field blank if you do not know the rate.
Reading	Meter	Current reading displayed by the meter (must be entered manually).
Reg/Over	Work Order	Regular or Overtime hours. Enter R/r for regular or O/o for overtime.
Rel #	PO Receiving	Release number for blanket purchase orders. Leave blank for non-blanket purchase orders.
RFO Code	Work Order	Code identifying the reason for outage to record for this work order.
Site	Many	Code identifying the site
Text Read	Spm Read	Non-numeric value measurements, such as “hot” or “cold.”

Field	Function	Definition
Vendor Id	Work Order	Code identifying the vendor (outside contractor) who performed the work.
Warehouse	Physical Inventory	Code identifying the warehouse.
W.O. #	Parts Spm Read Work Order	Code identifying the work order.
Year	Work Order	Year in which the work was performed. Enter the current year by placing the cursor in this field, and then press ENTER.

Troubleshooting Barcode

This section outlines tips for operating barcode scanners and procedures for troubleshooting barcodes.

Contact Datastream TechSupport for assistance.

Tips for Operating Barcode Scanners

Follow these tips to accurately scan barcodes and to efficiently organize your facility for barcode scanning.

- Aim the scanner so that the laser beam reads both the barcode and an adequate amount of clean, non-printed space on each end of the barcode.
- Aim the scanner at a 30-degree angle. If you scan a label straight on, the laser beam reflects from the label back to the scanner, interfering with the scanner's ability to interpret the information.
- Hold the scanner between 3.5 and 12 inches from the barcode.
- Vary the angle of the scanner and its distance from the barcode if a barcode is difficult to scan.
- Ensure that the scanner can read every bar and space on the barcode.
- Ensure that the object's surface is clean before applying the label, preventing barcode labels from curling up or falling off the surface.
- Keep a scanner in the inventory storeroom for convenient recording of inventory item numbers and locations.
- Keep a scanner in the receiving department.
- Ensure that your facility has enough scanners to take inventory by scanning barcodes instead of entering information manually.

Problems and Solutions

Some solutions require that you reprint barcode labels. Refer to “General Procedures for Reports, Graphs, and Labels” and “Labels” in *Chapter 17: Reports, Graphs, and Labels* of the *MP2 User’s Guide.*

Cannot Read Barcode

Possible Cause	Solution
The printer might have cut off part of the barcode. This often occurs when barcodes extend close to the right edge of the labels. A small amount of white space to the right of the barcode does not guarantee that it was not truncated because some printers have minimum white-space requirements.	Use either fewer characters on the barcode, condensed barcodes, or larger labels.
The barcode may not be compatible with Code 39 or Code 128, the standard codes read by the scanner.	Adjust the scanner to read codes other than 39 and 128, if you know the type of code you want to read.
The print quality of the barcode may be too poor to read.	Reprint the barcode, using a laser printer if possible.
The barcode may not have enough white space at its ends.	Reprint the barcodes. For best results, allow at least 1/4-inch of white space at each end of the barcode. To achieve this effect, use larger labels, reduce the number of barcode characters, or switch from Code 39 to Code 128.
The Windows printer driver may not be the correct driver for the printer, or it may not be the current driver.	Install the most current driver for the printer used to print the labels.

Barcodes are too Long for Labels

Possible Cause	Solution
Barcode format is incompatible with the label type.	Print the labels on a laser printer (laser printers produce more compact labels than dot matrix printers), use larger labels, or reduce the number of characters in the barcode. For example, limit all inventory item numbers to a maximum of 12 characters, even though MP2 permits up to 20 characters.

Displaying System Information

Datastream's TechSupport personnel may ask for the version number when you call for assistance with MP2 Barcode.

Follow these steps when displaying system information.

1. Press the More function key on the scanner's main menu. The scanner displays another main menu.
2. Press the Utility function key. The scanner displays the Utility menu.
3. Press the SysHelp function key. The scanner displays the version number.
4. Press the Exit function key. The scanner returns to the main menu.

Setting the Date and Time on the Intermec TRAKKER

Follow these steps when setting the date and time on the Intermec TRAKKER.

1. Upload and delete all previously collected data.
2. Press CTRL+ENTER, and then press E. TRAKKER displays a "Ready" message.
3. Press CTRL+T. Intermec TRAKKER displays the current date and time, along with a prompt asking whether to set the clock.
4. Press Y to change the date and time, if necessary.
5. Enter the new date (YEAR/MONTH/DAY format) and the new time (HOUR:MINUTE format), pressing Enter after each entry.
6. Press CTRL+ENTER to exit from this function, and then press B. Intermec TRAKKER displays the MP2 System Login screen.
7. Enter your employee code. Press ENTER to return to the main menu.

Verifying Intermec TRAKKER Protocol Settings

Verify the "#2 TX EOM" and "EOF" protocol settings on the TRAKKER before uploading data from the TRAKKER to MP2.

Follow these steps when verifying Intermec TRAKKER Protocol settings.

1. Turn on the Intermec TRAKKER.
2. Press CTRL+ENTER, and then press E to place the Intermec TRAKKER in Ready mode.
3. Press CTRL+E, and then press ENTER to display the Configuration Menu.
4. Press ENTER until the Intermec TRAKKER displays "Select or modify comm protocol."
5. Press SPACE, and then press ENTER to modify the communications protocol.

6. Press ENTER until the Intermec TRAKKER displays “#2 TX EOM.” If the current value is not NUL, press CTRL and the decimal point key at the same time.
7. Press ENTER until the Intermec TRAKKER displays “EOF.” If the current value is not “<,” press and release ALT, and then press “<.”
8. Press and release ALT, and then press E to return to Ready mode.
9. Press CTRL+ENTER, and then press B to return to the MP2WIN System Login screen.

3 ▪ OSHA REGULATIONS

Welcome to MP2 OSHA Regulations, a library of Occupational Safety and Health Administration (OSHA) regulations that might affect your organization. Access OSHA Regulations, copy sections, and then paste them into your equipment, task, or work order records as reminders of regulatory requirements.

IN THIS CHAPTER

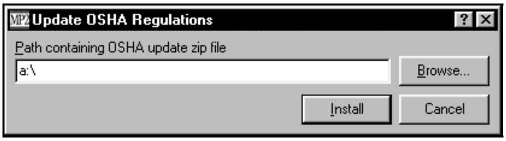
Updating OSHA Regulations

Update MP2 with current OSHA regulations.

Follow these steps when updating OSHA regulations.

1 Start MP2.

2 Choose Activities | OSHA | Update OSHA Regulations from the MP2 menu bar. MP2 displays the Update OSHA dialog box.



3 Enter the path of the OSHA Update zip file, and then click **Install**. MP2 updates the files.

Viewing OSHA Regulations

In MP2, view section numbers and descriptions of OSHA regulations.

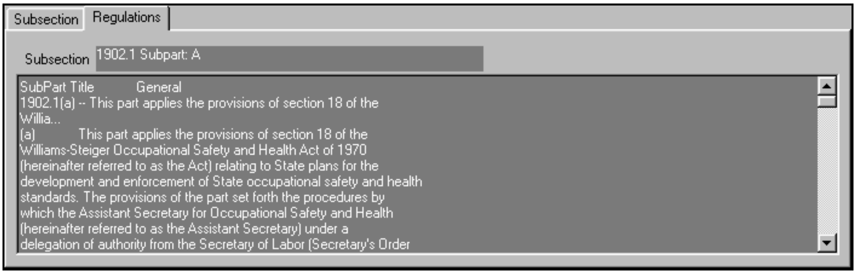
Follow these steps when viewing OSHA regulations.

1 Start MP2.

2 Choose Activities | OSHA | OSHA Regulations from the menu bar. MP2 displays the OSHA Regulations form.

3 Select the OSHA **Section** to view, and then select a particular **Subsection**.

4 Click the Regulations tab. MP2 displays the Regulations sub-page.



Copying and Pasting OSHA Regulations

Copy regulatory text from the OSHA Regulations form, and then paste the text to equipment safety notes, task instructions, and work order comments.

MP2 prints the regulatory text on work orders. This information helps employees understand regulatory compliance issues and documents your compliance with regulatory requirements.

To record OSHA compliance, either save the printed work order in a file, or copy the OSHA information from the equipment record to the associated work order before closing it. When you close the work order, MP2 stores the OSHA information in work order history.

Follow these steps when copying and pasting OSHA Regulations.

1. Display the regulatory text.
2. Select the regulatory text to copy.
3. Choose Edit | Copy from the menu bar. MP2 copies the selected text to the Windows clipboard.
4. Open the form and locate the record in which to paste the regulations, and then choose Edit | Paste from the menu bar. MP2 pastes the copied text.

Tip: Close and reopen the form to view the pasted text.

4 ▪ PagerLink

PagerLink supplements MP2's on-site request function. With MP2, when you enter and approve on-site requests, MP2 creates work orders from them. Then, you print the work orders and distribute them to the employees responsible for the maintenance work.

PagerLink enables you to page the responsible employees when you create, approve, or delete on-site requests. Thus, maintenance employees receive immediate notification of important work requests, including details about the work required, and they are able to give real-time response to the requests. Additionally, you can set up PagerLink to page the supervisor if employees do not respond within a specified amount of time.

In This Chapter

- System Requirements
- Setting Up PagerLink Roles
- Specifying Page Escalation
- Defining PagerLink Role Filters
- Creating Page Messages
- Entering Pager Company Information
- Adding Page Information to Employee Records
- Modifying the MP2 Configuration File

System Requirements

PagerLink requires a text or numeric pager and service.

Pager Type	Requirements
Text	Simple MAPI mail system (Microsoft Exchange, Microsoft Mail, etc.), cc:Mail/Lotus Notes, or Internet mail (SMTP/POP3) installed on primary MP2 workstation
Numeric	Modem and analog phone line

Setting Up PagerLink Roles

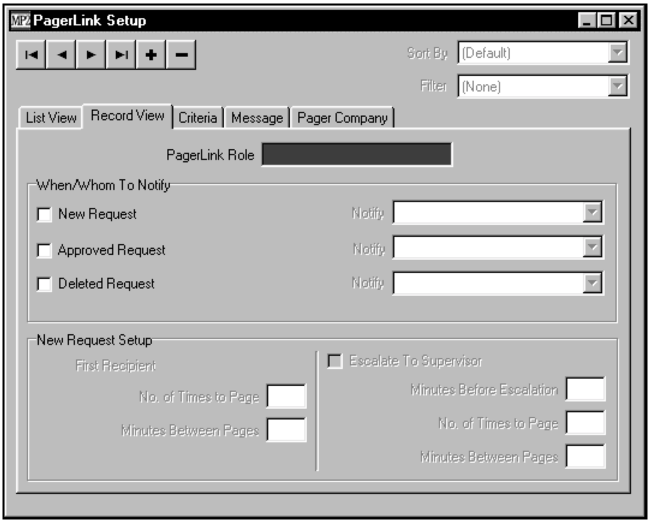
PagerLink roles define a set of PagerLink options to be used by sites. For example, the PagerLink role for Site A, “SiteA_PL,” specifies that Site A sends pages only when you create on-site requests, while the PagerLink role for Site B, “SiteB_PL,” specifies that Site B sends pages when you create and when you approve requests.

Important: PagerLink can be set up only by MP2 users logged in as SUPERUSER.

Follow these steps when setting up PagerLink roles.

1 Choose Tools | Setup | PagerLink from the menu bar. MP2 displays the PagerLink Setup form.

2 Click the Record View tab. MP2 displays the Record View page.



3 Click + to insert a new record. MP2 creates a PagerLink role record.

4 **PagerLink Role**—Enter a unique code identifying the PagerLink Role.

5 **New Request**—Select to send pages when you create new requests.

6 **Approve Request—**Select to send pages when you approve requests.

7 **Delete Request**—Select to send pages when you delete requests.

Tip: To specify which employees to page when you create, approve, or delete requests, select Assigned To or Person Responsible from **Notify**.

8 **No. of Times to Page**—Enter the number of times to page the first recipient.

9 **Minutes Between Pages**—Enter the number of minutes between pages to the first recipient.

Specifying Page Escalation

Escalated pages go to supervisors if employees do not respond in the specified amount of time.

Follow these steps when specifying page escalation.

1 Choose Tools | Setup | PagerLink from the menu bar. MP2 displays the PagerLink Setup form.

2 Select the role for which to specify page escalation, and then click the Record View tab. MP2 displays the Record View page.

3 **Escalate to Supervisor**—Select to begin paging the supervisor if the first recipient does not respond after the specified number of pages.

4 **Minutes Before Escalation**—Enter the number of minutes after last page to first recipient and before first page to supervisor.

5 **No. of Times to Page**—Enter the number of times to page the supervisor.

6 **Minutes Between Pages**—Enter the number of minutes between pages to the supervisor.

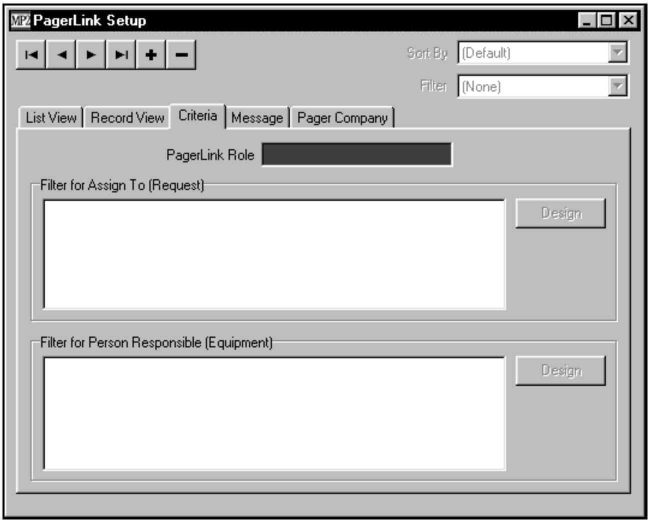
Defining PagerLink Role Filters

Define filters to further restrict page receipts. Define filters for persons assigned to work orders and persons responsible for certain pieces of equipment. For example, to page individuals assigned to work orders at a particular site, for Assigned To, filter on **Site**.

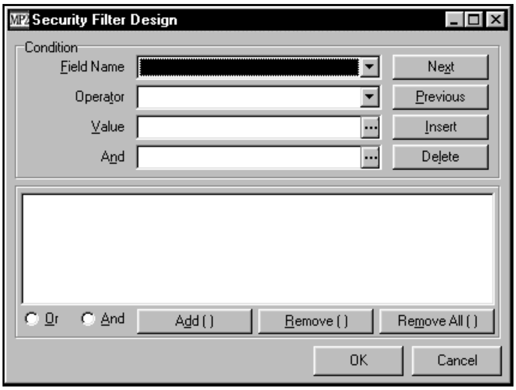
Follow these steps when defining PagerLink role filters.

1 Choose Tools | Setup | PagerLink from the menu bar. MP2 displays the PagerLink Setup form.

2 Select the role for which to define a filter, and then click the Criteria tab. MP2 displays the Criteria page.



3 Click **Design**. MP2 displays the Security Filter Design form.



4 **Field Name**—Select the field by which to filter the form.

5 **Operator**—Select an operator for the filter. Refer to *Appendix B: Filter Operators* in the *MP2 User's Guide* for more information.

6 **Value**—Enter the value by which to filter.

7 Enter additional criteria, as necessary. Refer to this table for additional filter options.

Function	Procedure
Add conditions	Click **Insert**. MP2 inserts a blank condition before the current condition.
Delete conditions	Click **Delete**. MP2 deletes the current condition.
Display previous condition	Click **Previous**.

Function	Procedure
Display next condition	Click **Next**. If the current condition is the last condition in the filter and you click **Next**, MP2 adds a new condition after the last condition.
Change the joiner (And/Or)	Select the condition from the list box, and then select the joiner. **And**—Select to include records that contain both of the joined conditions. **Or**—Select to include records that contain one or the other condition.
Group conditions	Hold down SHIFT, and then select each condition to include in the group. Release SHIFT, and then click **Add ( )**.
Remove groupings	Select the first condition in the group, press SHIFT, and then select the last condition in the group. Click **Remove ( )**. MP2 removes the grouping from the conditions. Click **Remove All ( )** to remove groupings from all conditions.

Tip: To save a filter, enter a name for the filter in **Filter Name**. Select **Private** to save the filter for your use only, or select **Public** to save the filter for use by any MP2 user. Click **Save**.

8 Choose one of these options.

- Click **OK**. MP2 closes the dialog box and filters the form.
- Click **Apply**. MP2 applies the filter to the current form without closing the dialog box. You can continue specifying filter criteria and applying them to the form.

Creating Page Messages

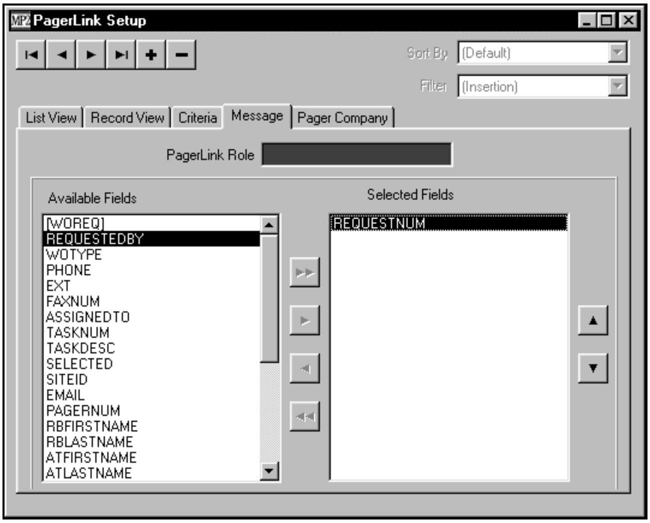
The content of page messages consists of the fields available on several MP2 forms associated with on-site requests. Create page messages by selecting the fields to include.

Tip: PagerLink will not send complete email messages when the number of characters exceeds 255. MP2 will truncate messages with more that 255 characters.

If you contact an employee through a personal pager, PagerLink only transmits the numeric request number. No other messages are sent to personal pagers.

Follow these steps when creating page messages.

1. Choose Tools | Setup | PagerLink from the menu bar. MP2 displays the PagerLink Setup form.
2. Select the role for which to select the page message, and then click the Message tab. MP2 displays the Message page.



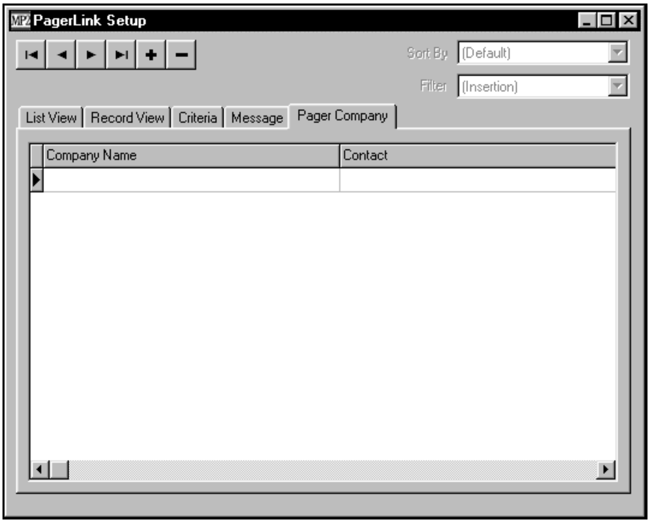
3. Select the fields to include in the page message.

Entering Pager Company Information

Enter information about the pager company that provides service to the role.

Follow these steps when entering pager company information.

1. Choose Tools | Setup | PagerLink from the menu bar. MP2 displays the PagerLink Setup form.
2. Select the role for which to enter pager company information, and then click the Pager Company tab. MP2 displays the Pager Company page.



3 **Company Name**—Enter the name of the pager company to use for this pager role.

4 **Contact**—Enter the name of the person to contact at the pager company.

5 **Contact Phone No.**—Enter the contact's phone number.

6 **Contact Fax**—Enter the contact's fax number.

7 **Contact Email**—Enter the contact's email address.

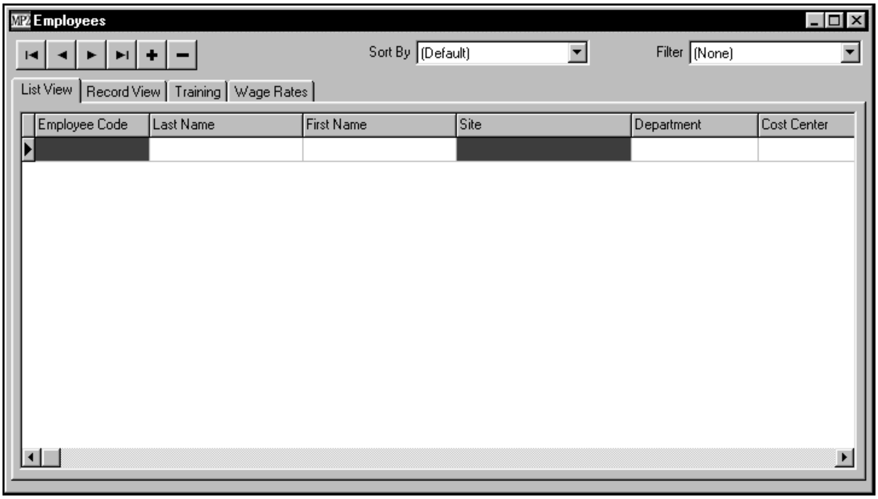
Important: Datastream recommends that Exchange, Outlook, or Windows Messaging users include the email identifier `SMTP:` before internet email addresses.

Adding Page Information to Employee Records

MP2 sends pages through email or through a modem to a personal pager. Therefore, for employees to receive pages, enter either the email address or pager number for each employee. MP2 escalates pages using the **Supervisor** field on the Employee form. Therefore, to escalate pages, add supervisor information to each employee record.

Follow these steps when adding page information to employee records.

1 Choose Activities | Labor | Employees from the menu bar. MP2 displays the Employees form.



2 Locate the employee record for which to add page information.

3 **Pager Email**—Choose one of these options.

- *Contact the employee through email*—Enter the employee's email address.

Important: Datastream recommends that Exchange, Outlook, or Windows Messaging users include the email identifier `SMTP:` before internet email addresses.

- *Contact the employee through a personal pager*—Enter the employee's pager number.

Tip: If you contact an employee through a personal pager, PagerLink only transmits the numeric request number. PagerLink displays all non-numeric request numbers as "0."

4 **Supervisor**—Enter the code identifying the employee's supervisor.

Modifying the MP2 Configuration File

Modify the MP2 configuration file on the MP2 workstation that will be sending the pages to enable PagerLink to notify employees via mobile pager. Employee notification via mobile pager requires a modem and an analog phone line.

Follow these steps when modifying the MP2 configuration file.

1 Open the 'database name'.INI file (normally in \MP2SQL60) using notepad or another text editor. Notepad displays the contents of the file.

2 Add values to these fields in the [PAGER] section.

- ACTIVATE—Enter 1 for PagerLink to send pages via email; enter 2 for PagerLink to send pages via the modem.
- INTERVAL— Enter the frequency with which the PagerLink server should search for new pages to send. The default setting is 10 minutes.
- COMMPORT—Enter the communication port number for the modem.
- OUTERLINEPREFIX—Enter the outer line dial prefix. For example, if you must dial 9 to get an outside phone line at your facility, enter 9.

3 Save the changes to the file, and close the text editor.

APPENDIX: FIELD DEFINITIONS

Field	Form/Dialog Box	Definition
And	Security Filter Design	Enter the second value by which to filter the form, report, or generation. MP2 activates this option if you select is between or is not between from **Operator**.
And (radio button)	Security Filter Design	After clicking **Next** to add more conditions to the filter or selection criteria, select And to specify that both conditions must be met. For example, if **Site** is equal to ATLANTA *and* **Priority** is equal to 3, MP2 includes only records with Atlanta as the site and 3 as the priority.
Approved Request	PagerLink Setup	Select to send pages when you create new requests.
Available Fields	PagerLink Setup Message	List of all fields that you may include on the message.
Barcode Device	Barcode Setup	Enter the barcode scanner that you use. MP2 currently supports the Symbol 3000 series and Intermec TRAKKER devices.
Barcode Font	Barcode Setup	Enter the font used by barcode.
Barcode Size	Barcode Setup	Size (in inches) of the barcodes that MP2 prints.

Field	Form/Dialog Box	Definition
Barcode Style	Barcode Setup	Choose from these barcode symbology types: USS39: 0-9, upper case letters A-Z, and special characters:-. Space $ / + % USS128: A:-9, upper case letters A-Z, and special characters:-. Space! “ # $ % & * + , - . / : ; < = > ? @ [ ] \ _ USS128: B: All characters available in USS-128A, plus lowercase letters and the additional special characters: ‘ { } | ~
Check-character	Barcode Setup	Adds a check-character to each barcode to provide error detection when reading the barcode. This field has been added for MS DOS compatibility. Datastream recommends that you not include check characters unless you are running MP2 DOS.
Comment Code	Barcode Transactions	Description of the work to be done and the problem to solve.
COMMPORT	MP2.INI	Enter the number of the communication port.
Communication Port	Barcode Setup	Port into which you plug the barcode scanner to upload data to MP2.
Company	User Information	Enter the name of your company.
Company Name	PagerLink Setup Pager Company	Enter the name of the company from which you receive pager service.
Configuration	Setup Type	Select to enable MP2 add-ons, increase the number of seats, or repair corrupted version information.
Contact Email	PagerLink Setup Pager Company	Enter the email address of your contact person at the company from which you receive pager service.
Contact Fax	PagerLink Setup Pager Company	Enter the fax number of your contact person at the company from which you receive pager service.
Contact Phone	PagerLink Setup Pager Company	Enter the telephone number of your contact person at the company from which you receive pager service.
Cost Center/WO No.	Barcode Transactions	Unique code identifying each cost center at your site to which maintenance and repair costs are charged.
Delete Requests	PagerLink Setup	Select to send pages when you delete a request.
Descriptions	Barcode Transactions	User-defined description.
Download Baud Rate	Barcode Setup	Baud rate used to upload the data from the barcode scanner to MP2. Use the highest rate supported by your scanner.

Field	Form/Dialog Box	Definition
Employee Code	Barcode Transactions	Unique code identifying the employee.
Equip. No.	Barcode Transactions	Number of equipment needing maintenance.
Equipment		Unique code identifying the equipment.
Error Message	Barcode Transactions	The reason MP2 cannot post the record to the database.
Escalate To Supervisor	PagerLink Setup	Select to begin paging the supervisor if the first recipient of the page does not respond after a specified number of pages.
Export	Many Forms	Select to save the report, list, or labels in a specified table format.
Field Name	Security Filter Design	Field for which to define a filter when selecting records for generation, reports, graphs, labels, forms, etc.
Filter	PagerLink Setup	Select an existing filter or select (New) to create a new filter.
Filter for Assigned to	PagerLink Setup Criteria	Filter used to select the employee to notify.
Filter for Person Responsible	PagerLink Setup Criteria	Filter used to select the employee to notify.
Location		Location of the equipment needing maintenance.
Mail	Many Forms	Select to send the report, lists, or labels to an email recipient.
Minutes Before Escalation	PagerLink Setup	Enter the number of minutes after last page to first recipient and before the first page to the supervisor.
Minutes Between Pages (Escalate To Supervisor)	PagerLink Setup	Enter the number of minutes between pages to the supervisor.
Minutes Between Pages (First Recipient)	PagerLink Setup	Enter the number of minutes between pages to the first recipient of the page.
MP2 Setup	Setup Type	Select to generate the MP2SETUP.INI file for unattended installations.
Name	User Information	Enter your name.
New Request	PagerLink Setup	Select to send pages when you create new requests.
No. of Times to Page (Escalate To Supervisor)	PagerLink Setup	Enter the number of times to page the supervisor.
No. of Times to Page (First Recipient)	PagerLink Setup	Enter the number of times to page the first recipient of the page.

Field	Form/Dialog Box	Definition
Notify	PagerLink Setup	Choose Assign To to notify the employee assigned to the request or choose Person Responsible to notify the employee responsible for the equipment
Operator	Security Filter Design	Query operator to use when selecting records for generation, analysis, reports, graphs, labels, or forms.
Or	Security Filter Design	After you click **Next** to add more conditions to the filter or selection criteria, MP2 defaults 'Or' as the condition separator. This signifies that only one condition must be met.
OUTERLINEPREFIX	MP2.INI	Enter the prefix require to access outside telephone lines at you facility.
PagerLink Role	PagerLink Setup	Enter a unique code to identify the PagerLink Role for a site.
Path containing OSHA update zip file	Update OSHA Regulations	Enter the path to the .ZIP file that updates OSHA regulations.
Performed By	Barcode Transactions	Name of the contract employee who performed the work.
Print	Many Forms	Select to print the report, lists or label.
Product ID	User Information	Enter the 16-digit product identification number printed on the MP2 CD sleeve.
Rate	Barcode Transactions	The rate of pay for the employee. The rate can be either actual wage or a charge rate (including overhead). For Service Contracts, the payment amount.
Reason for Outage	Barcode Transactions	Unique code identifying the reason for the equipment failure, for example, LowOil.
Regular/ Overtime	Barcode Transactions	Number of regularly scheduled work hours or overtime hours the employee spends on the work.
Repository	Setup Type	Select to copy MP2 setup to a repository location.
Section	OSHA Regulations	Group of OSHA regulations, usually concerning one general subject.
Selected Fields	PagerLink Setup Message	List of all fields included on the message.
Server	Setup Type	Select to install MP2 on the server.
Site	Barcode Transactions	Physical locations for the company. For example, Acme Manufacturing has sites located in Atlanta, Chicago, and Denver.
Sort By	PagerLink Setup Message	Select field(s) by which to sort the current section.

Field	Form/Dialog Box	Definition
Subsection	OSHA Regulations	Division of regulations within a section of OSHA regulations.
Value	Security Filter Design	Enter the value to be searched.
Vendor Branch	Barcode Transactions	Vendor's location, generally a city.
Vendor ID	Barcode Transactions	Unique code identifying the vendor from which the equipment was purchased, inventory is ordered, who is providing the service contract, who is performing the work, who supplies the line item, or from which you are requesting a quote.
Work Order Location	Barcode Transactions	Location of the equipment needing maintenance.
Work Order Sub-Location 1 **Work Order Sub-Location 2** **Work Order Sub-Location 3**	Barcode Transactions	If you charged the line item to a work order, this is the sub-location at which the work was performed.
Workstation	Setup Type	Select to install MP2 on a workstation.

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