

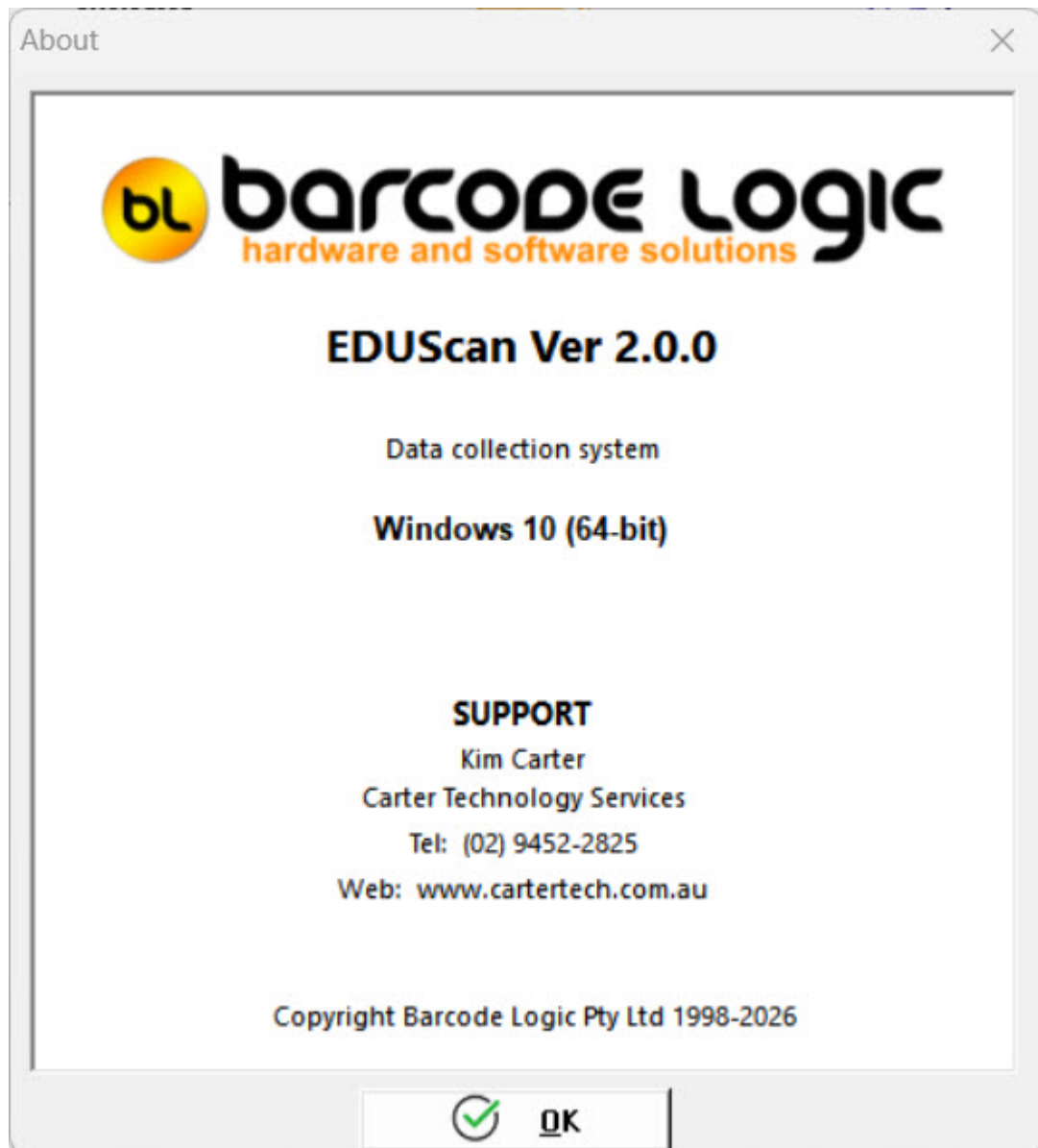
EDUScan 2.0

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Introduction



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Welcome

Thank you for choosing EDUScan system for your Equipment Management including Stocktake.

Optional modules may be added for:

Equipment Loans tracking people borrowing items (Check Out / Check In)

Key Register Key tracking system with Check in / Check out

What's new

Stocktake Module

New label templates are available.

BP10

BP11

Request these from kim@cartertech.com.au

See all label templates in [Label Template Choices](#)

Optional modules

Check in Check out for loans

Key Register

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MUST READ

Before using

You must
So that

EDUScan

Register by sending screen shot of Registration Window
An Activation can be returned via email to Activate EDUScan.

If you don't

after 7 days it will not be usable until it is activated

Before printing any labels

You must

check the details on label in print preview are what you want,
especially barcode number displays School Code at start

If you don't

The labels may not display correct information
If barcode doesn't show School Code and Equipment number
the label will not scan.

You must
report. Save as .CSV file

Download from SAP Detailed Equipment

If you don't
progress can be made.

You won't be able to import into EDUScan meaning no further

Before doing stocktake

You must

Download from SAP Stocktake download.
Save as .XLSX file

If you don't

Data will be corrupted

You must

check that barcode is 13 digit number not scientific mode.

If you don't

Incorrect information will be displayed meaning
items will not be updated when scanned

Whether a

New installation or
PC reimage or
PC replacement

1. EDUScan must be installed, downloaded from CDM.
2. [Registration](#) is required whether a new installation or re-installation.
7 day trial period applies.
3. [Activate](#) EDUScan as soon as Activation Code arrives
4. If label printer is connected via USB, the driver must be reinstalled.

This is requested from CDM

If the printer is connected via network cable, no need to reinstall.

5. Preferences must be entered in the [Preferences Setup](#) before proceeding to use EDUScan for label printing or stocktake
6. Database path is recommended to set to a network drive.
Cloud is fine as long as it can be accessed from File Explorer
This would only need to be created for a New Installation unless deleted by accident or intentionally.

Getting Started

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System requirements

PC for EDUScan

Opticon H33 or

Datalogic Memor 12 Portable Computer (Scanner)

Bixolon SLPTX400G or

Citizen CLE321 label printer.

Carter Technology Services supplies

Scanner,

Printer,

EDUScan including installation support

DRUMTAC labels

Clear overlay labels

Plus ongoing support

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Getting help

Many help topics are included here.

When additional help is required contact

Carter Technology Services

kim@cartertech.com.au

Ph: 0417-68-44-77

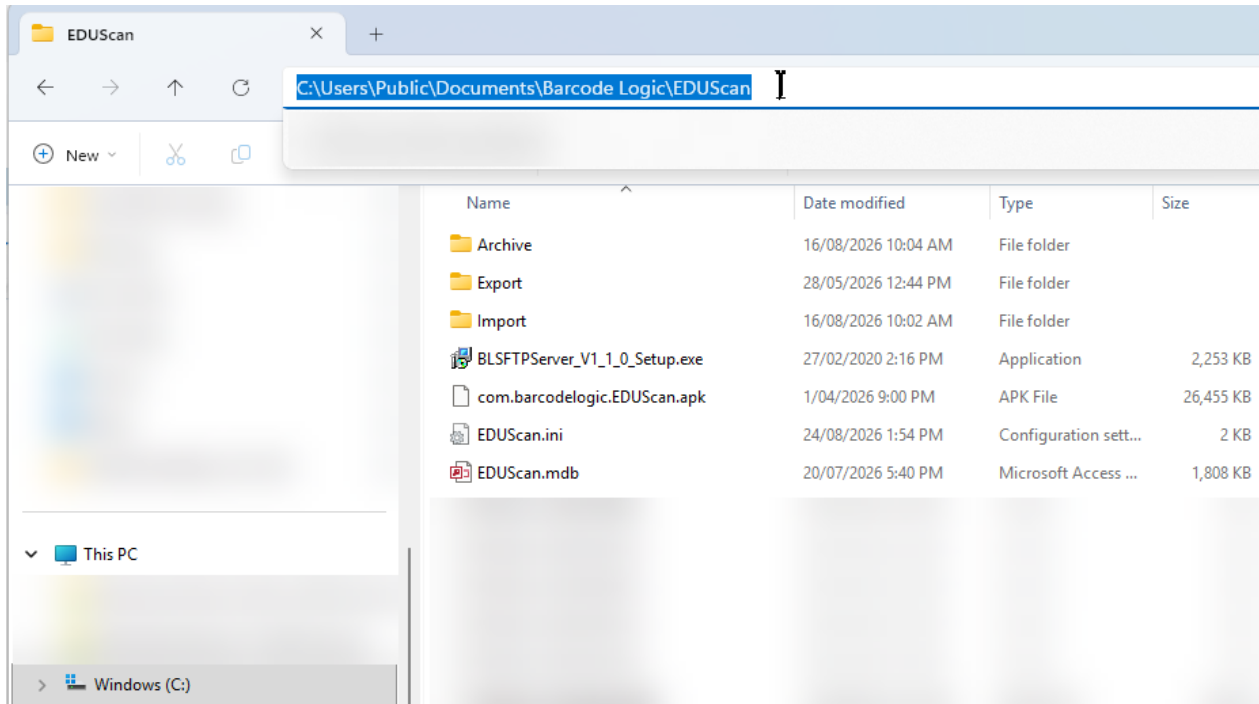
Ph: 02-9452-2825

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Folder and file Structure Setup

When EDUScan is installed the default placement of folders is

C:\Users\Public\PublicDocuments\BarcodeLogic\EDUScan



The following is a suggestion only.
It will make it easier for saving and finding everything connected to EDUScan.
This includes SAP files, stocktake files and help Files

Create a folder on the network drive

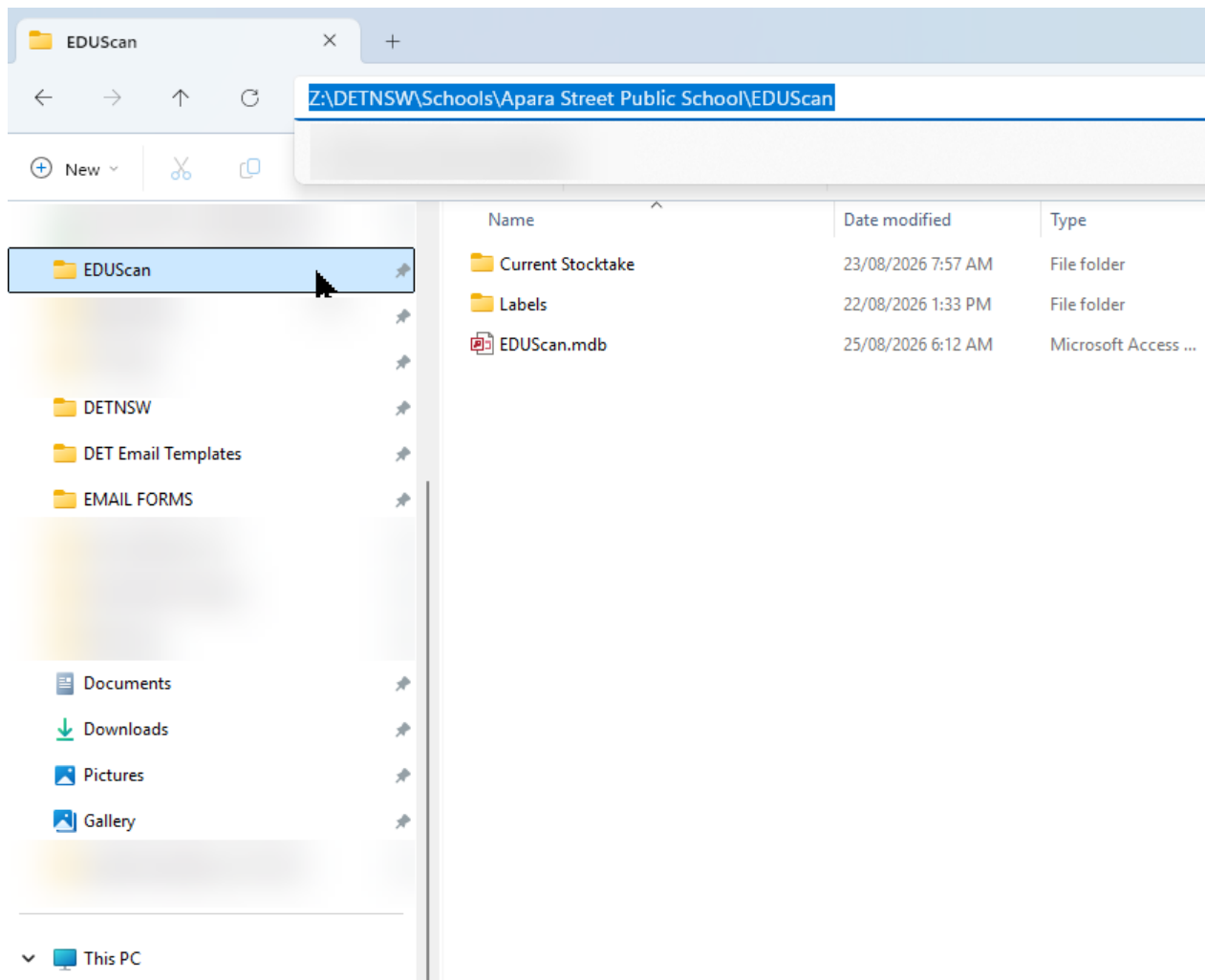
EDUScan (or something familiar to you, example; Stocktake Admin)
This will help you, even more so if you require telephone support.

with subfolders

Current Stocktake

Labels

Example below



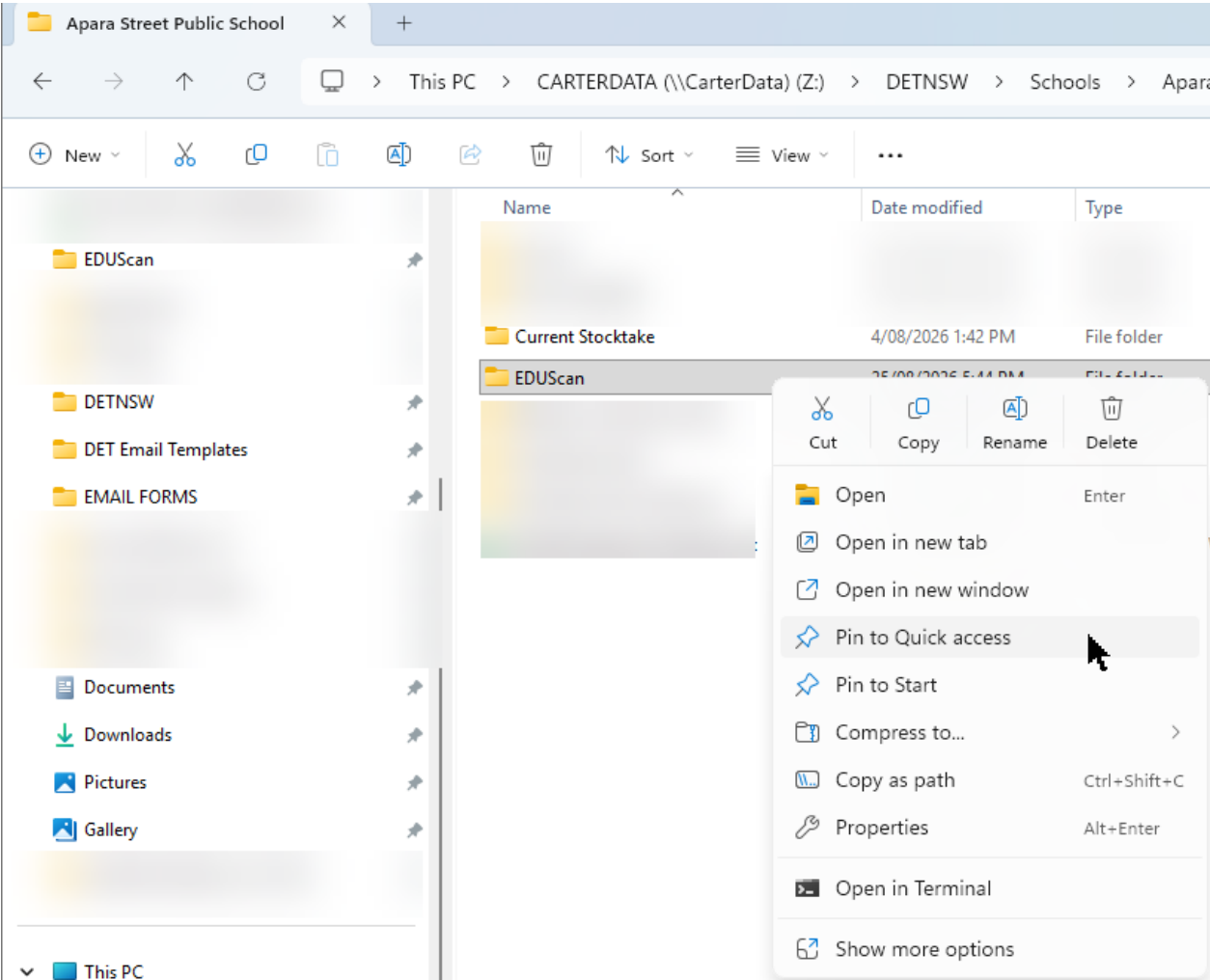
Pin to Quick Access

Use this to display the EDSUcan folder in the left frame.

This saves numerous clicks.

To pin, right click on EDUScan folder in right frame.

Left click Pin to Quick Access



DET

It is assumed that the user has sufficient knowledge of SAP using the DET Portal.

Specifically the Assets and Equipment module.

Additionally, a reasonable understanding of Excel will prove very beneficial.

When building anything the bottom row is so important to get correct. In the case of the Equipment Register when an item is created make sure the correct information is entered.

Often fields such as Manufacturer, Model and Serial Number are either blank or have incorrect information.

Some Examples

Manufacturer

Epsom should be Epson

Model is entered as Manufactuer plus Model number

Description is often entered differently from different times

For instance HP Desktop PC entered as

Desktop

PC

HDD

Computer

Hard Disk

CPU

When requesting a sort by Description not all like items appear together because otehr descriptions will be interspersed between these.

Excel isn't a Database but it is a reliable of sorting information as long as the information is input in an organised manner.

Detailed Asset and Equipment Report

Detailed Asset and Equipment Report is used for **Label Printing ONLY**

There is one Header row **ONLY**.

1060 (Company Code) appears in Column 1 for each item.

Note: Some SAM's get a different layout, which does not import to EDUScan correctly.
Ask a SAO with access to SAP Finance to request it.
(This has been raised with EDConnect, but there has never been a resolution)

Company Code		Equipment Model	Asset Name	Sub Asset Name	Equipment category	Equipment group	Description	Equipment Status	Equipment Status Descrptd	Equipment Condition	Equipment Condition Descrptd	Serial Number	Manufacturer	UAA/Manufacturer	Manufacturer	Legacy Equipment Number	Plant	Location	Room	Cost Center	Book Date	Book Date	Stock Date	Acquisition Date	Acquisition Date	Created Date	Last updated Date	Last updated Date	
0001	0001000001	0001000001	0001000001	0001000001	0001000001	0001000001	Laptop	Available	PROD	Inn Production	0000001000000000	HP/DELL	DELL	100 Generation	C-1	0001	00000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	
0001	0001000002	0001000002	0001000002	0001000002	0001000002	0001000002	Laptop	Available	PROD	Inn Production	0000001000000000	HP/DELL	DELL	100 Generation	C-1	0001	00000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
0001	0001000003	0001000003	0001000003	0001000003	0001000003	0001000003	Laptop	Available	PROD	Inn Production	0000001000000000	HP/DELL	DELL	100 Generation	C-1	0001	00000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
0001	0001000004	0001000004	0001000004	0001000004	0001000004	0001000004	Laptop	Available	PROD	Inn Production	0000001000000000	HP/DELL	DELL	100 Generation	C-1	0001	00000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
0001	0001000005	0001000005	0001000005	0001000005	0001000005	0001000005	Laptop	Available	PROD	Inn Production	0000001000000000	HP/DELL	DELL	100 Generation	C-1	0001	00000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
0001	0001000006	0001000006	0001000006	0001000006	0001000006	0001000006	Laptop	Available	PROD	Inn Production	0000001000000000	HP/DELL	DELL	100 Generation	C-1	0001	00000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
0001	0001000007	0001000007	0001000007	0001000007	0001000007	0001000007	Laptop	Available	PROD	Inn Production	0000001000000000	HP/DELL	DELL	100 Generation	C-1	0001	00000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
0001	0001000008	0001000008	0001000008	0001000008	0001000008	0001000008	Laptop	Available	PROD	Inn Production	0000001000000000	HP/DELL	DELL	100 Generation	C-1	0001	00000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
0001	0001000009	0001000009	0001000009	0001000009	0001000009	0001000009	Laptop	Available	PROD	Inn Production	0000001000000000	HP/DELL	DELL	100 Generation	C-1	0001	00000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
0001	0001000010	0001000010	0001000010	0001000010	0001000010	0001000010	Laptop	Available	PROD	Inn Production	0000001000000000	HP/DELL	DELL	100 Generation	C-1	0001	00000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000

Stocktake Download

Stocktake download is used for completing stocktake.
This has two Header Rows.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Date: 02.06.20 Time: 11:11 Created by Record count: 483																		
2	Equipment No	Asset Nun	Asset Sub	Asset Clas	Asset Type	Descriptio	Bar-Code	Serial Nur	Equipmen	Location	Room	Manufactu	Model	Acquisitio	Acquisitio	Stock Take	Stock Take	Last Sight	Last Sight
3	900430811					PIANO	9999900430811	Not Provid	9999	9999B00A	AR0030	KAWAI	KS3F	17.03.1982	1695	2	19.06.2020	2020	6
4	900430813					Fridge	9999900430813	EE Q 7351	9999	9999B00A	AR0008	Fisher P	Not Provid	05.05.2005	1150	2	19.06.2020	2019	6
5	900430824					Computer	9999900430824	W8811H3	9999	9999B00B	BR0009	Apple	iMac Duo	23.05.2008	100	2	19.06.2020	2020	6
6	900430825					Computer	9999900430825	W8810R8	9999	9999B00B	BR0010	APPLE	iMac Duo	23.05.2008	100	2	19.06.2020	2020	6
7	900430826					Computer	9999900430826	W8811H7	9999	9999B00B	BR0015	Apple	iMac Duo	23.05.2008	100	2	19.06.2020	2020	6
8	900430827					Computer	9999900430827	W8811H3	9999	9999B00B	BR0009	APPLE	iMac Duo	23.05.2008	100	2	19.06.2020	2020	6
9	900430828					Computer	9999900430828	W8811HA	9999	9999B00B	BR0015	Apple	iMac Duo	23.05.2008	100	2	19.06.2020	2020	6

This downloads from SAP as .txt file.
Save the file as an Excel workbook (.XLSX)

SETUP

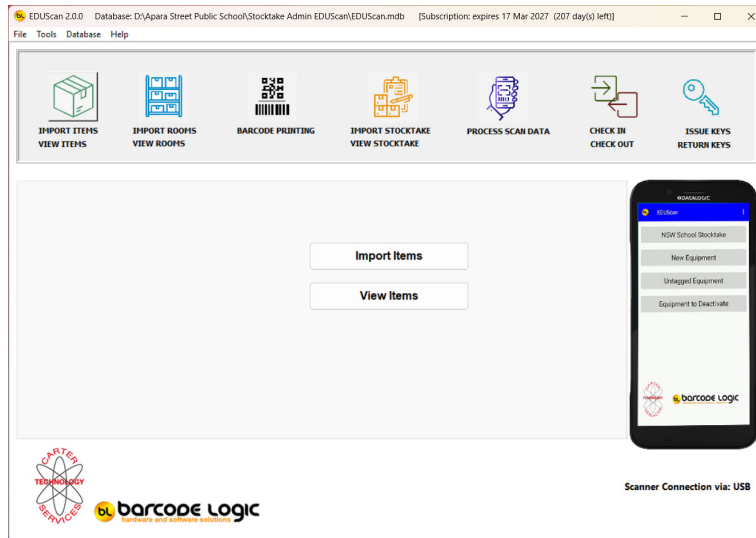
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Home Page

Top Header row displays Version number Database path for stocktake and days left before Subscription end

Toolbar to select options.

Scanner picture shows connection type to PC



Home Screen displays the different modules

[Import and View Items](#)

[Import and View Rooms](#)

[Barcode Printing](#)

- Import Detailed Equipment Report
- Import Detailed Equipment Report
- Module for label printing for Items and Rooms

[Import and View Stocktake](#) -

Used only when completing stocktake

Process Scan Data
Equipment

- Retrieving data from scanner; used for New

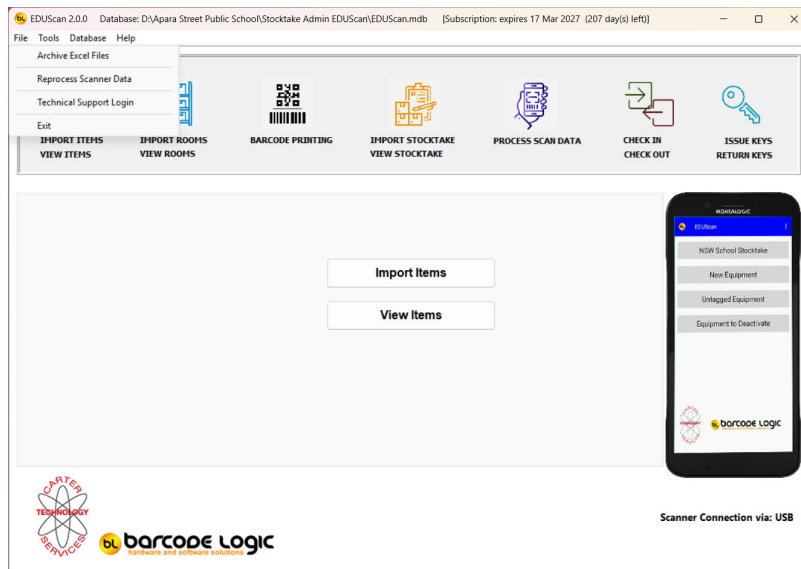
Untagged Equipment

Equipment to Deactivate

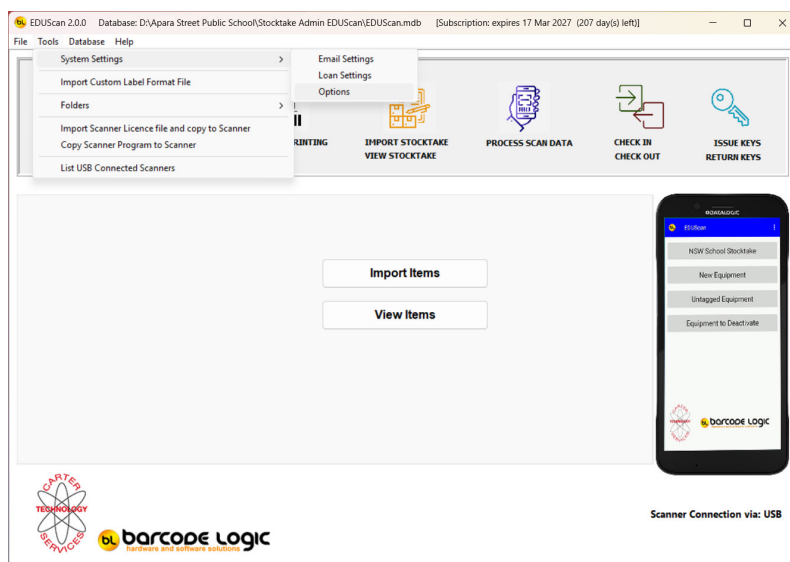
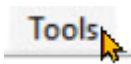


Home Page Tools

File:
General Administration

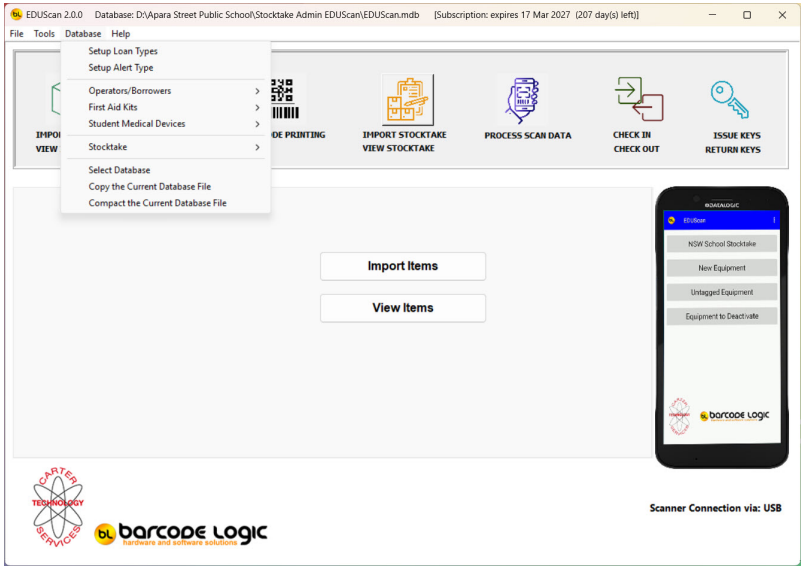


Tools:
Tools\SystemSettings\Options - Set up [preferences](#) here



Database: - Select Database path for stocktake

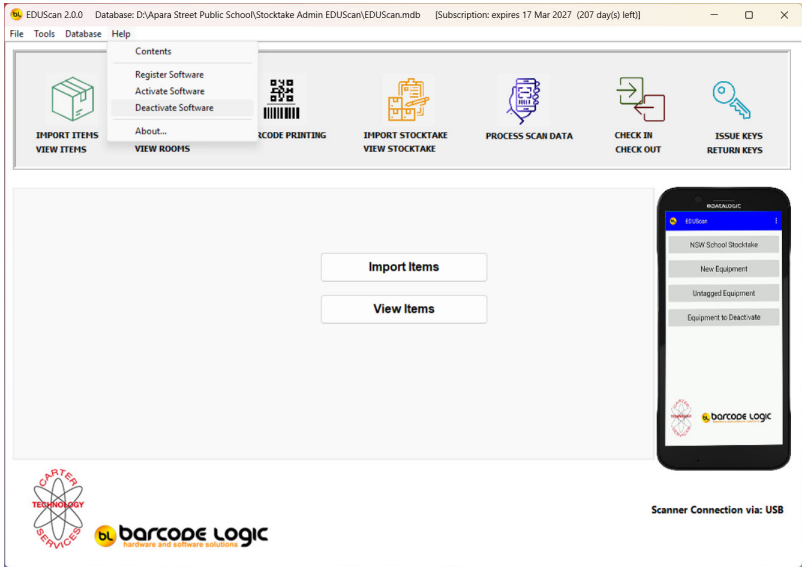




Help:



- Register Software
- Activate Software

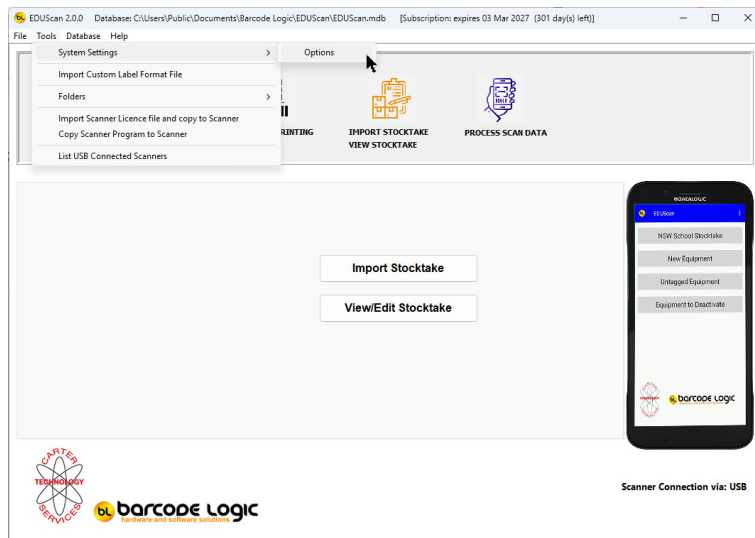


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Preferences Setup

To navigate to Preferences
From Top Toolbar Choose

Tools\System Settings\Options



Default preferences are selected here

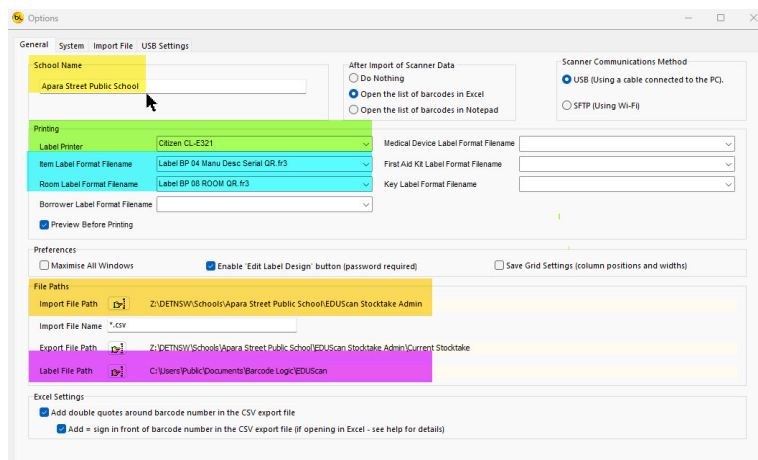
School name

Label printer

Equipment label template and Room label template

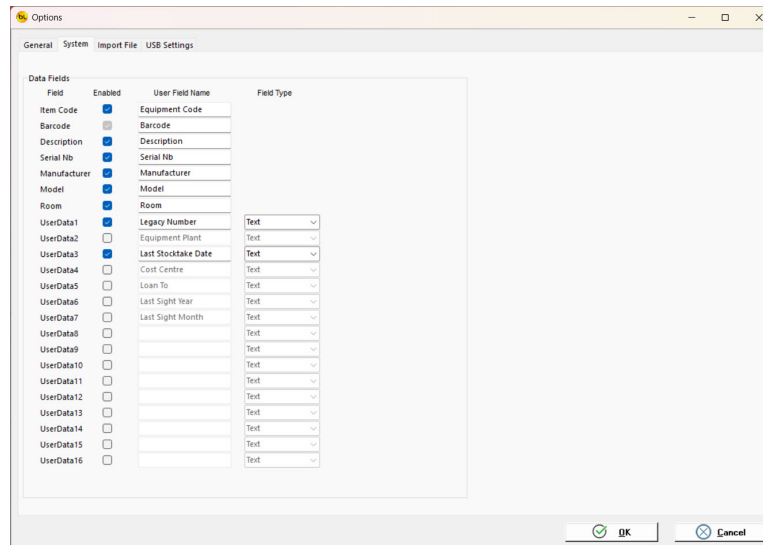
Path where Detailed Equipment Report is saved.

Path where label templates are saved (if different from default)

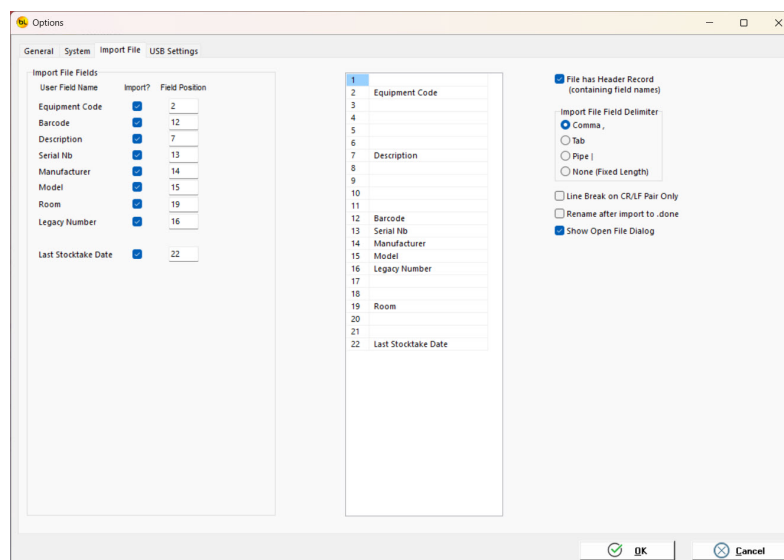


The following is for reference only, Do Not Change

These are the fields imported using Import Item and Import Room function



The following is for reference only, Do Not Change
This refers to the columns imported using Import Item and Import Room function



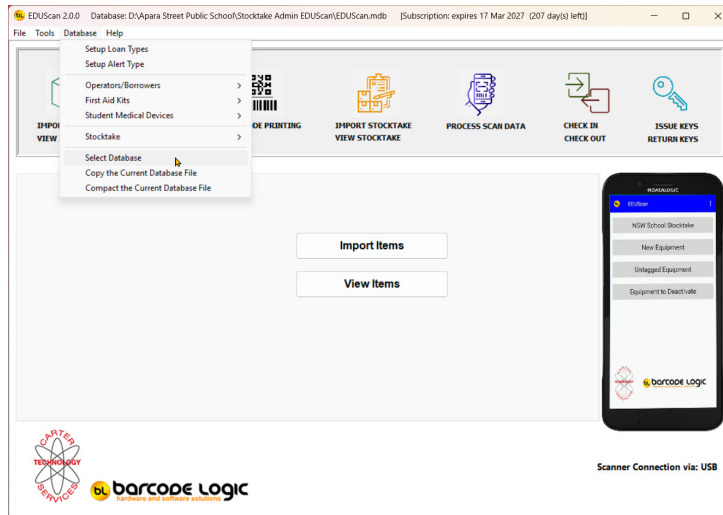
Database Connection

Set the path to store the database for stocktake.

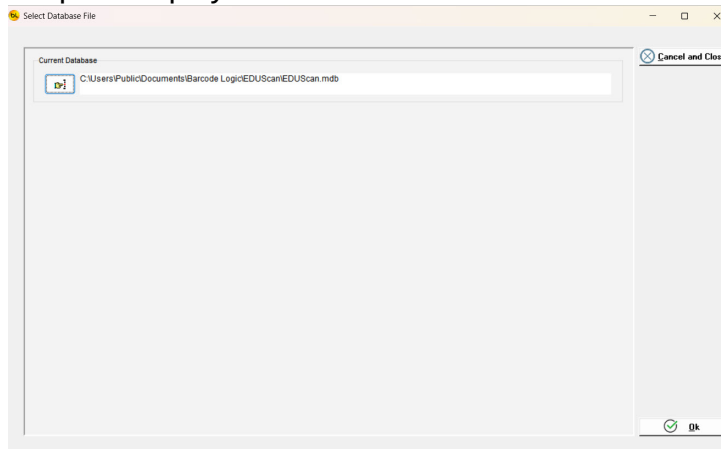
A secondary reason, when saved on a network drive the database will not be lost unless intentionally deleted.

From Main Window choose

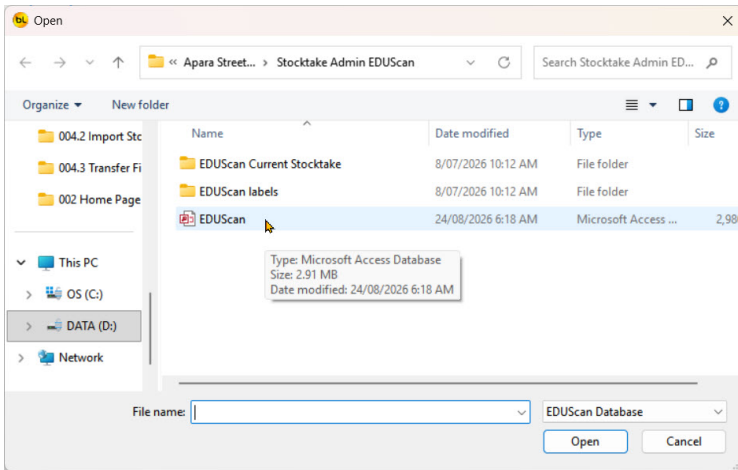
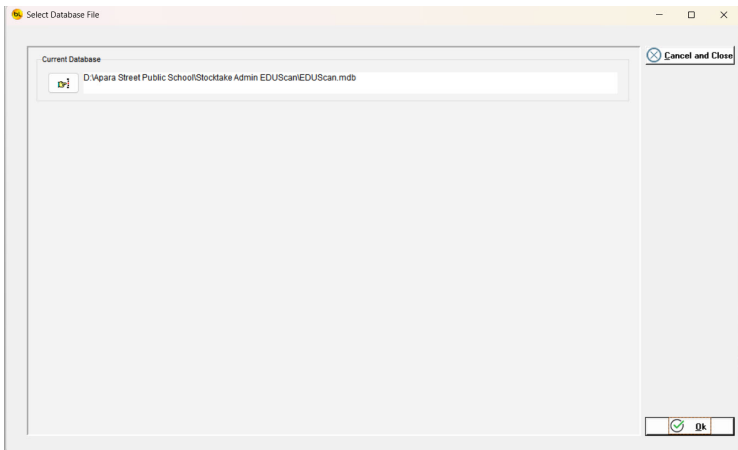
Database\Select Database



Default database path displays

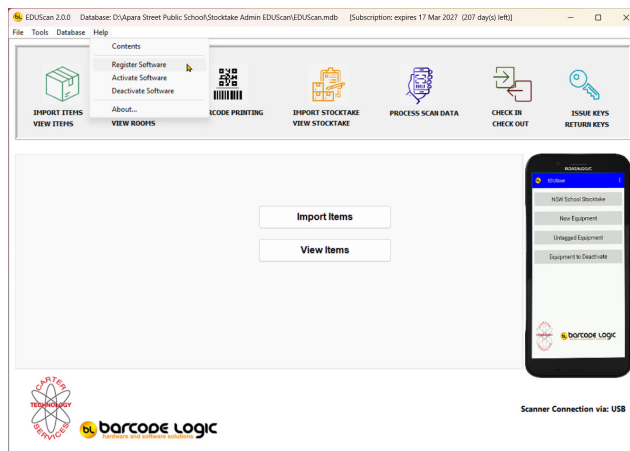


Updated database path to network drive

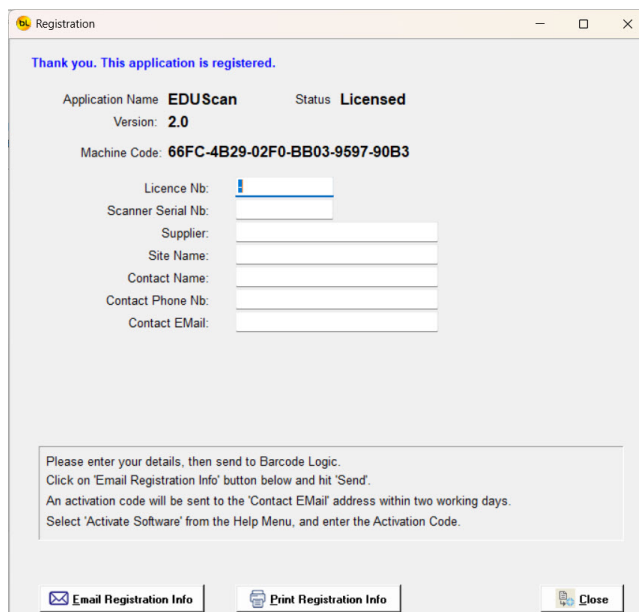


Register Software

From Main Menu Choose Help\Register Software

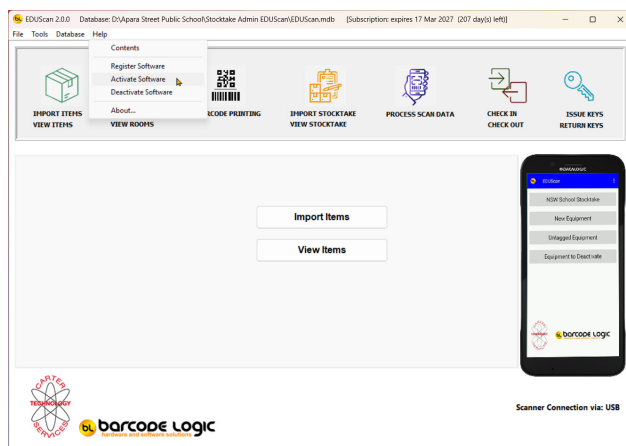


Take a snip of the Registration window.
Email to kim@cartertech.com.au



Activate Software

From Main Menu Choose Help\Activate Software



By default the code is emailed to the Main School Email Address.

Sample below, the highlighted text is the Activation code

Hi XXX School
 Here is your activation code.
 Product: EDUScan
 Site Code: 5009-25FC-BE22-CE70-0669-9432
 Modules: Printing, Stocktake
 Expiry: 2027-07-08

----- START ACTIVATION CODE -----

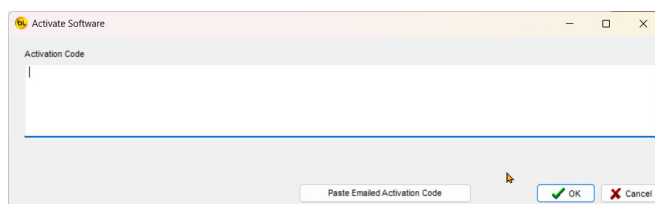
eyJzaXRlljoiNTAwOS0yNUZDLUJFMjltQ0U3MC0wNjY5LTk0MzliLCJwcm9kdWN0IjoIRUR
 VU2Nh
 bilslmN1c3RvbWVyljoiTGluZGZpZWxklENvbGxIZ2UiLCJtb2R1bGVzIjoIUHJpbnRpbmcsU3
 Rv
 Y2t0YWtliwiZXhwaXJ5IjoIMjAyNy0wNy0wOCJ9.bnt1BgfEs0YpdGxJwRr3akMhzPfqQnddF
 0O4b6Fx78U=

----- END ACTIVATION CODE -----

Copy everything between the START and END lines (one continuous string).

Instructions: Open the app -> Licence/Activation -> paste code -> Activate.

Paste the Activation code emailed from Barcode Logic.



As long as code is pasted in full you will see Activation Successful

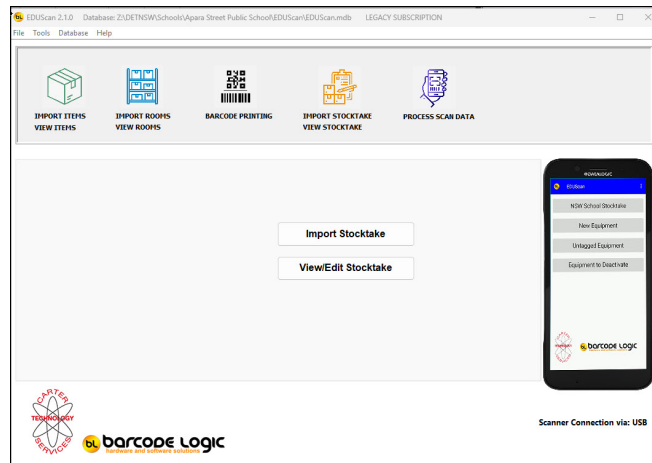
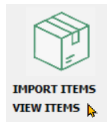
LABEL PRINTING

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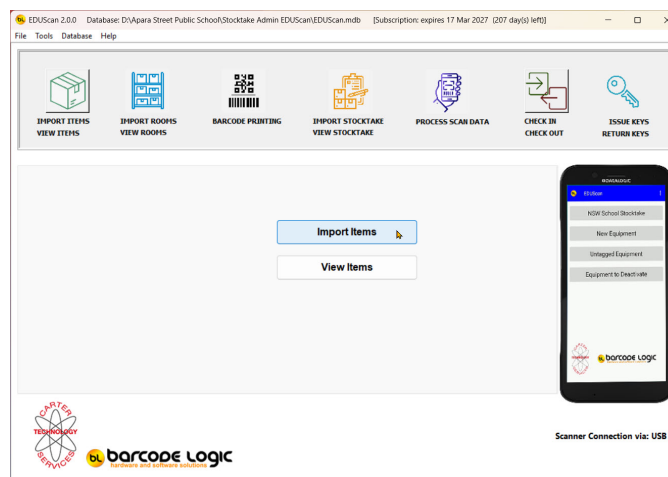
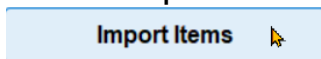
Import Items / View Items

This section covers import [Detailed Equipment Report](#) to be used for printing Equipment labels

Select Import Items/View Items Icon

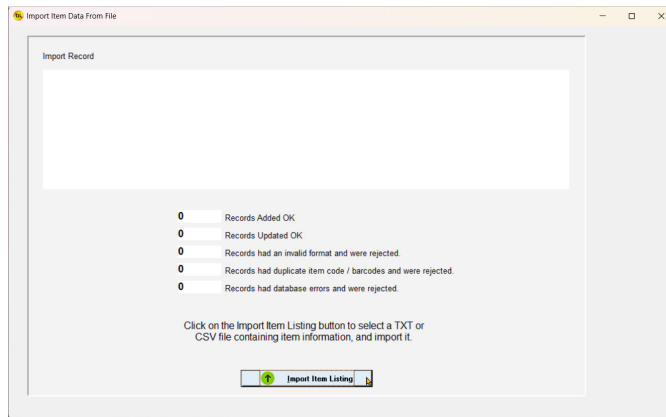


Select import Items

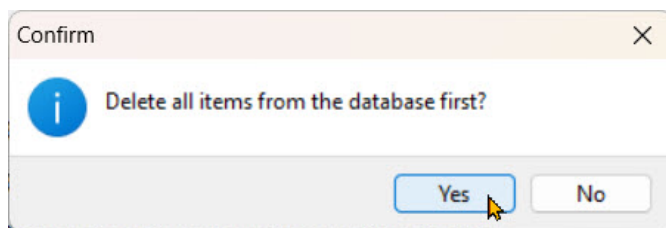
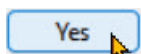


Choose Import Item Listing

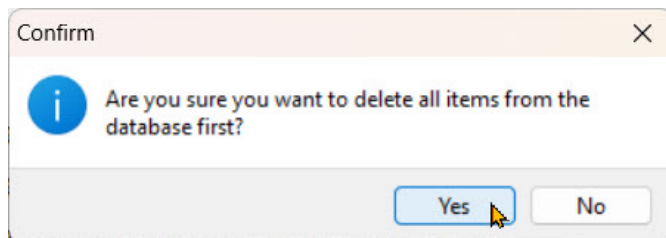
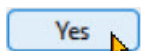




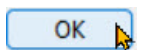
Choose Yes to Delete all items.....



Choose Yes to Are you sure.....



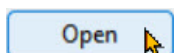
Choose OK top complete

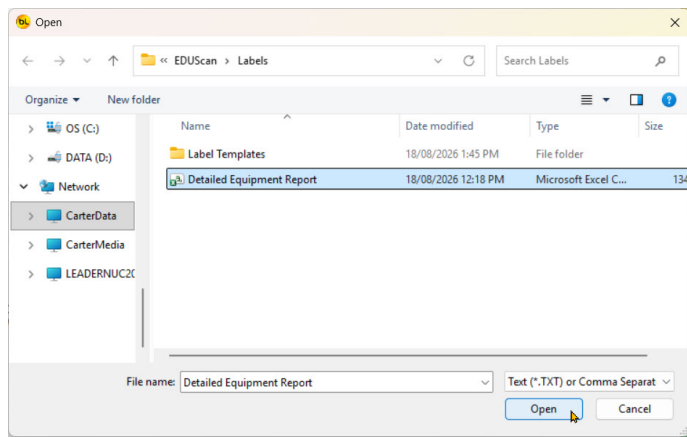


Select the path to Detailed Equipment Report.

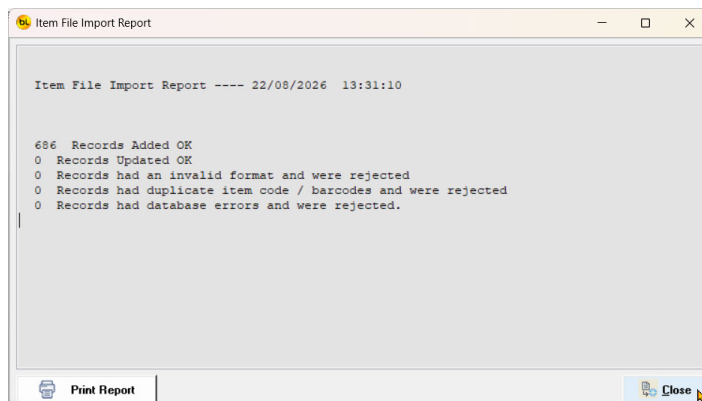
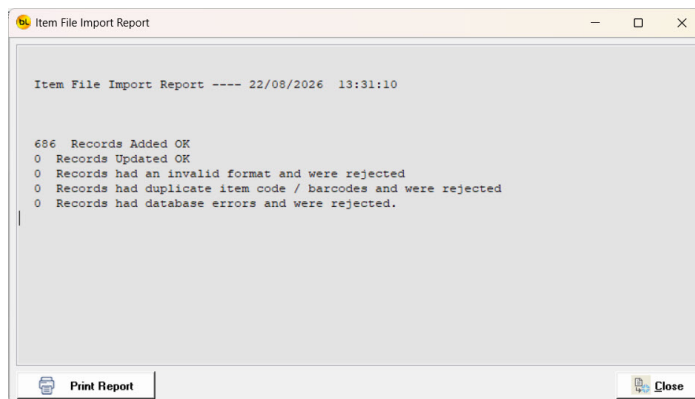
Depending on where the default path is, the window will open to this point.

If the detailed equipment report has been saved there, it will be displayed



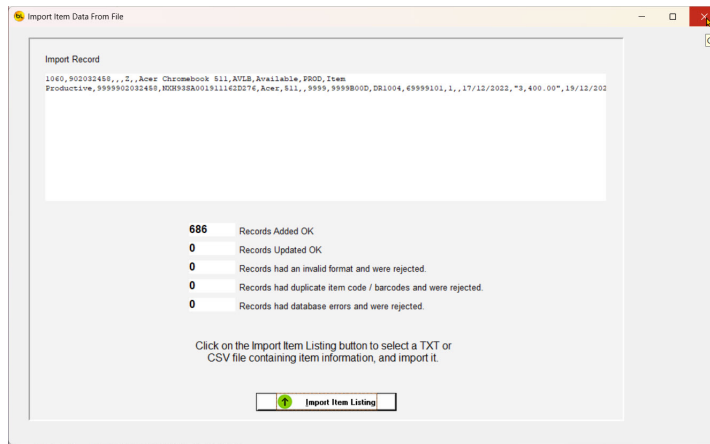


The result is shown of records imported.



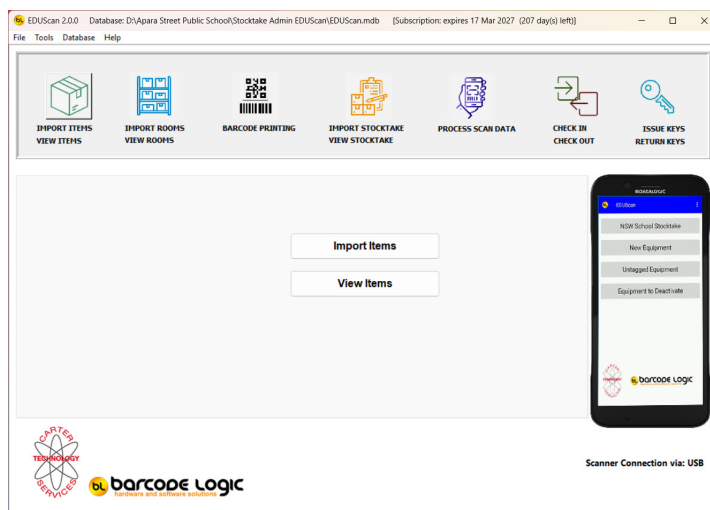
Click on x in top right corner to close





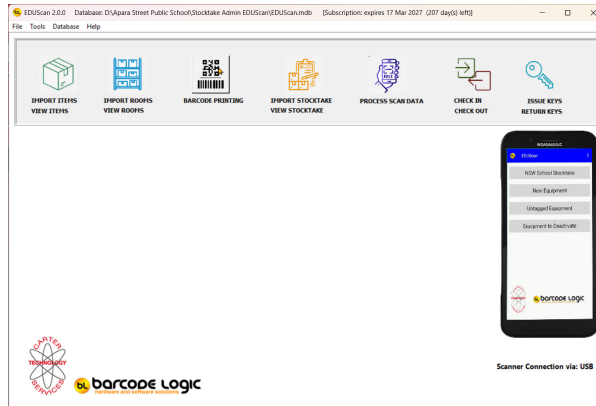
This will return to Home Window

You are now ready for Barcode Printing of [Item labels](#)

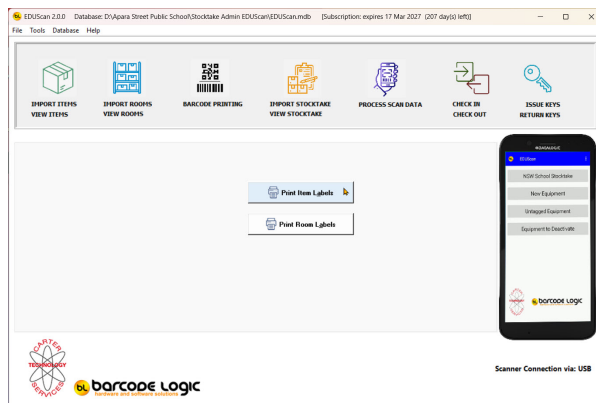
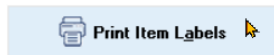


Barcode Printing Items

On Home Screen select Barcode Printing



Select Print Item Labels



Check the label Template is the one required.

See [Label Template Choices](#) for full list

Print Item Barcodes

Label Format: **Label BP 03 Menu Desc Serial QR 03**

Add Labels:

by **Selection**

by **Barcode**

Print 1 **Label(s)**

For Each Item

Print Labels **Edit Label Design** **Clear List** **Close**

by Selection

Select items to add to the list of labels to be printed

Show All

Room	Barcode	Description	Manufacturer	Model	Serial Nb	Legacy Nb
AR0013	999990302728	GARDEN WILCHER	GRANDERO	8827	99991A0001	
HR0001	999990302729	YABARA CLAVINOVA 122	YABARA	CLAVINOVA	018564	99991A040020
HR0006	999990302730	GARDEN EDOER	MTD	ZIP 1060	Not Provided	99991A060002
AR0013	999990302731	RAAT MACHINE	SUPERSTRK		Not Provided	99991A070105
BR0007	999990302732	COMPRESSOR PUMP	GOODEBODY	DELUXE	Not Provided	99991A090027
BR0020	999990302733	HUB	HALS-RE	HUB-RE	Not Provided	99991A090028
AR0013	999990302734	HYPRESSURE CLEANER	GERN	230	119600000967	99991A000005
BR0025	999990302735	CHANGE TABLE	HUNTLEIGH	ELECTRONIC	210409 A.1	99991A090044
AR0012	999990302736	HYPER SAW	RY-OB	CSS1000	04231	99991A010043
BR0017	999990302737	SHREDDER	DEAL	2502	2480145	99991A020008
BR0020	999990302738	ROUTER	CECO	Not Provided	CAT07182024	99991A020041
BR0020	999990302739	WIRELESS AUDIO SYSTEM	SHIND	MA-151U	248011056A	99991A050006
HR0006	999990302740	CHAIRSAW	HUSQUARNA	340	040300887	99991A080001
AR0011	999990302741	VACUUM CLEANER	VAKUARE	V10	84440	99991A050038
GR0004	999990302742	AIRCONDITIONER	LID	LSM304H	410KAV020139	99991A050041
GR0008	999990302743	AIRCONDITIONER	LID	LSM304H	410KAV020121	99991A050042
AR0008	999990302744	AIRCONDITIONER	LID	LS-H24ETNO	409KAV040074	99991A050043
JR0001	999990302745	PORTABLE BICIDE SCAN	CINERLAB	USB	SC5000707	99991A050044
HR0001	999990302746	Mounted screen	Screen Tec	061019-L	Not Provided	99991A080004
DR0013	999990302747	Server	La Cit	42 Quadra	12709021100306	99991A080001
DR0013	999990302748	Server backup	La Cit	42 Quadra	12709041000306	99991A090002
DR0013	999990302749	SERVER	xServe	V10034007122	Not Provided	99991A080041
BR0017	999990302750	FAX MACHINE	SHOOTER	MFC-7742	C00000074	99991A020008
JR0001	999990302751	Painting	T Hayes	Scelia	Not Provided	99991A110002
DR0013	999990302752	Fluoresier	ASB	SP370V	Not Provided	99991A110004
ER1001	999990302753	WB	E-Board	Smartboard	SB-600-HC-1111500-SB-600	99991A110005
CR0015	999990302754	WB	E-Board	Smartboard	SB-600-HC-1111575-SB-600	99991A110006

Add All **Add Selected** **Cancel**

Click to Add a New Client



Print Labels

Print Item Barcodes

Label Format: **Label BP 04 Menu Desc Serial QR 03**

Add Labels:

by **Selection**

by **Barcode**

Print 1 **Label(s)**

For Each Item

Room	Barcode	Description	Manufacturer	Model	Serial Nb	Legacy Nb	Label Qty
BR1007	999990302732	COMPRESSOR PUMP	GOODEBODY	DELUXE	Not Provided	99991A090027	1
BR0020	999990302733	HUB	HALS-RE	HUB-RE	Not Provided	99991A090028	1
AR0013	999990302734	HYPRESSURE CLEANER	GERN	230	119600000967	99991A000005	1
BR0025	999990302735	CHANGE TABLE	HUNTLEIGH	ELECTRONIC	210409 A.1	99991A090044	1
AR0012	999990302736	HYPER SAW	RY-OB	CSS1000	04231	99991A010043	1
BR0017	999990302737	SHREDDER	DEAL	2502	2480145	99991A020008	1

Print Labels **Edit Label Design** **Clear List** **Close**



Print Labels

Print Item Barcodes

Label Format: Label BP 14 Mono Desc Serial QR 13

Add Labels:

by Selection

by Barcode

Print: 1

For Each Item

Room	Barcode	Description	Manufacturer	Model	Serial No	Legacy No	Label Qty
ER1007	999990382732	COMPRESSOR PUMP	GOODBRODY	DELUXE	Not Provided	99991A96227	1
BR0203	999990382733	HUB	INLW	HUB-SE	Not Provided	99991A96233	1
AR0013	999990382734	HYPRESSURE CLEANER	GERNI	230	11900005987	99991A20505	1
DR0205	999990382735	CHANGE TABLE	HUNTLEIGH	ELECTRONIC	210499 A1	99991A98444	1
AR0012	999990382736	MITRE SAW	RYOBI	CSS1000	04331	99991A21083	1
BR0217	999990382737	SHREDDER	IDEAL	2502	2405145	99991A20066	1

Print Labels

Edit Label Design

Clear List

Close



Label 50mm x 25mm

100%

1 of 6

Close

Apara Street Public School

900382732

GOODBRODY

COMPRESSOR PUMP

Not Provided

Apara Street Public School

900382733

FALM

HUB

Not Provided

Apara Street Public School

900382734

GERNI

HYPRESSURE CLEANER

11900005987

Apara Street Public School

900382735

HUNTLEIGH

CHANGE TABLE

210499 A1

Apara Street Public School

900382736

RYOBI

MITRE SAW

04331

Apara Street Public School

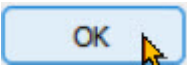
900382737

IDEAL

SHREDDER

2405145

Page 1 of 6



Print

Printer

Name: BIXOLON SLP-TX400 (Copy 1)

Properties...

Where:

☐ Print to file

Pages

☒ All

☐ Current page

☐ Pages:

Enter page numbers and/or page ranges, separated by commas. For example, 1,3,5-12

Copies

Number of copies: 1

☒ Collate

Print mode

1 1 Default

Print on sheet: Default

OK

Cancel

Print Item Barcodes

Label Format: Label BP 54 Mono Desc Serial QR V3

Add Labels:

by Selection

by Barcode

Print: 1 (Label(s))

For Each Item

Room	Barcode	Description	Manufacturer	Model	Serial Nb	Legacy Nb	Label Qty
ER1007	999900302772	COMPRESSOR PUMP	GOODEBUDDY	DELUXE	Not Provided	99991A00027	1
BR0020	999900302775	HUB	Phalar	HUB-96	Not Provided	99991A00020	1
AR0013	999900302774	HYPRESSURE CLEANER	GERNI	230	119900000987	99991A00005	1
DR0020	999900302770	CHANGE TABLE	WINTLEIGH	ELECTRONIC	210499 A.1	99991A00044	1
AR0012	999900302758	WETS SAW	RYOBI	CSS100	04231	99991A01063	1
BR0017	999900302737	SHREDDER	DEAL	2502	2400145	99991A00000	1

Print Labels Edit Label Design Clear List Close

Click to Close this Form



OR

To return to Home Screen
select more items to print labels

To

EDUScan 2.0.0 Database: D:\Apara Street Public School\Stocotate Admin\EDUScan\EDUScan.mdb [Subscription expires 17 Mar 2027 (207 day(s) left)]

File Tools Database Help

IMPORT ITEMS VIEW ITEMS

IMPORT ROOMS VIEW ROOMS

BARCODE PRINTING

IMPORT STOCKTAK VIEW STOCKTAK

PROCESS SCAN DATA

CHECK IN CHECK OUT

ISSUE KEYS RETURN KEYS

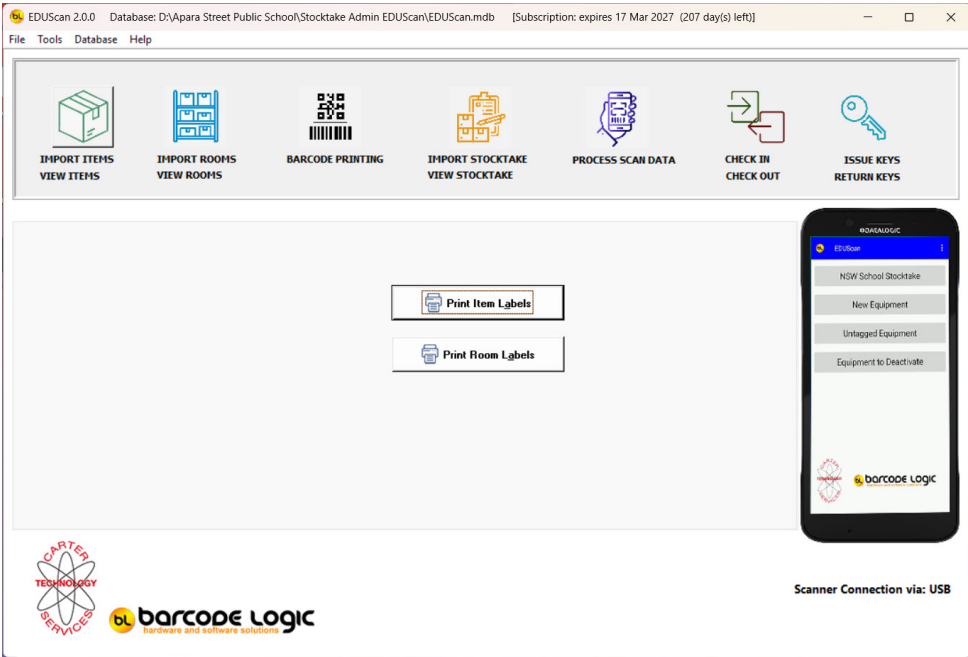
Print Item Labels

Print Room Labels

barcode logic

Scanner Connection via: USB





Created with the Standard Edition of HelpNDoc: [Easily convert your WinHelp HLP help files to CHM with HelpNDoc's step-by-step guide](#)

Import Rooms / View Rooms

Import rooms is the same process as Import items.

Barcode Printing Rooms

Print rooms is the same process as Print items.

Label Template Choices

Be mindful that what is printed comes directly from what is written in the respective column cells.

Template BP02



School name
 QR Code with embedded Barcode Number
 Barcode Number
 Description
 Serial Number

Template BP04



School name
 QR Code with embedded Barcode Number
 Barcode Number
 Manufacturer
 Description
 Serial Number

Template BP06



Template BP09



Template BP10



School name
 QR Code with embedded Barcode Number
 Barcode Number
 Manufacturer
 Model
 Description
 Serial Number
 Legacy

Template BP11



School name
 QR Code with embedded Barcode Number
 Barcode Number
 Manufacturer
 Model
 Description
 Serial Number

Legacy templates Follow
 Barcodes must be used with 1D scanners, optional for 2D scanners

Template BP01



Template BP03

Apara Street Public School	
	
9999901930660	
DELL	Laptop
198H2T3	

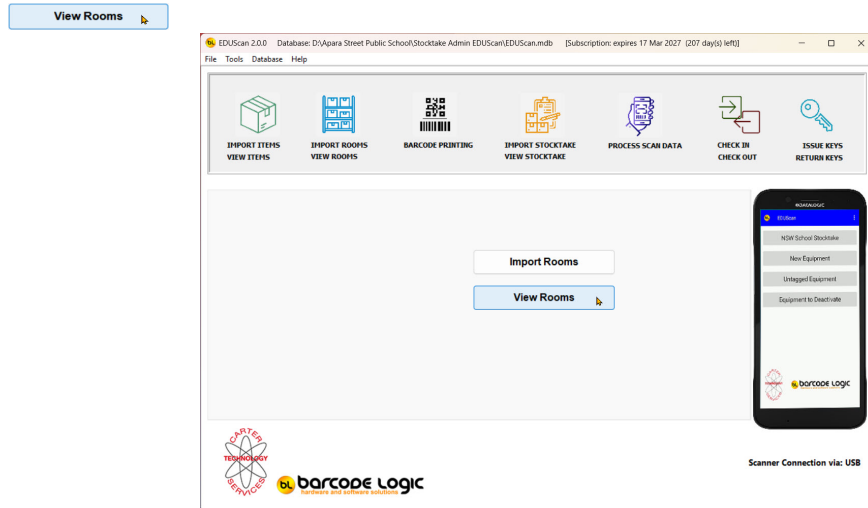
Template BP05

Apara Street Public School	
	
9999901930660	
Laptop	
198H2T3	
Trolley 1	

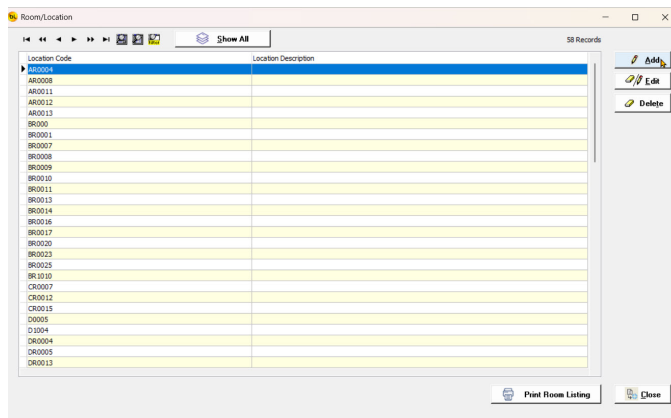
View Rooms

A new room can be added manually so that a label can be printed. This is possible for rooms only, not items as an item needs to be created in SAP, so that an equipment number is allocated to an item

To create a room select view rooms



Choose Add



Enter the new room details.

No need to enter Room Description s this is not shown in Detailed Equipment Register

Choose save and Close



Location - Add/Edit

Location Detail

Room Code

XX000X

Room Description

Cancel and Close

Save and Close

New room has been added.

Room/Location

Show All

58 Records

Add

Edit

Delete

Location Code	Location Description
DR 1003	
DR 1004	
DR 1017	
DR 1018	
ER0002	
ER0005	
ER0006	
ER0007	
ER0009	
ER 1001	
ER 1003	
ER 1004	
ER 1005	
ER 1007	
ER 1010	
GR0003	
GR0004	
GR0006	
GR0014	
HR0001	
HR0004	
HR0006	
IR0001	
IR0005	
IR0009	
IR0011	
IR0002	
XX000X	

Print Room Listing

Close

Choose Close



Room/Location

Show All

58 Records

Add

Edit

Delete

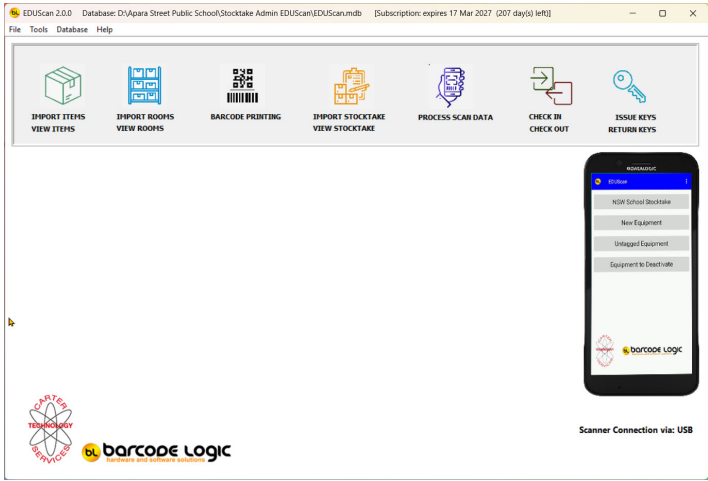
Location Code	Location Description
DR 1003	
DR 1004	
DR 1017	
DR 1018	
ER0002	
ER0005	
ER0006	
ER0007	
ER0009	
ER 1001	
ER 1003	
ER 1004	
ER 1005	
ER 1007	
ER 1010	
GR0003	
GR0004	
GR0006	
GR0014	
HR0001	
HR0004	
HR0006	
IR0001	
IR0005	
IR0009	
IR0001	
IR0002	
XX000X	

Print Room Listing

Close

To return to Home Screen

EDUScan 2.0



Stocktake

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Before you begin

Download from SAP Stocktake download

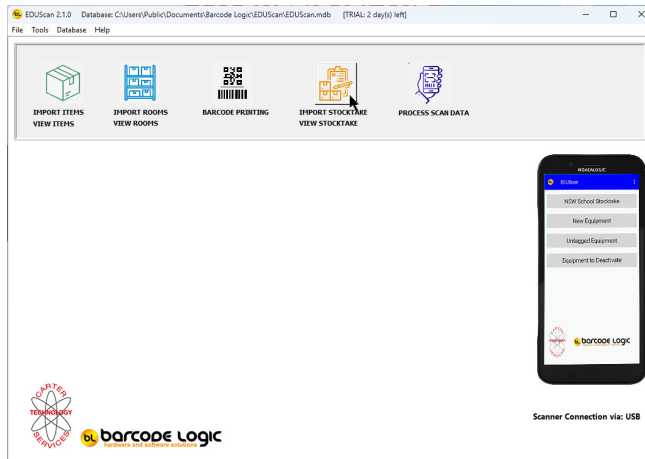
Save in Stocktake folder created earlier

Save as Excel Workbook

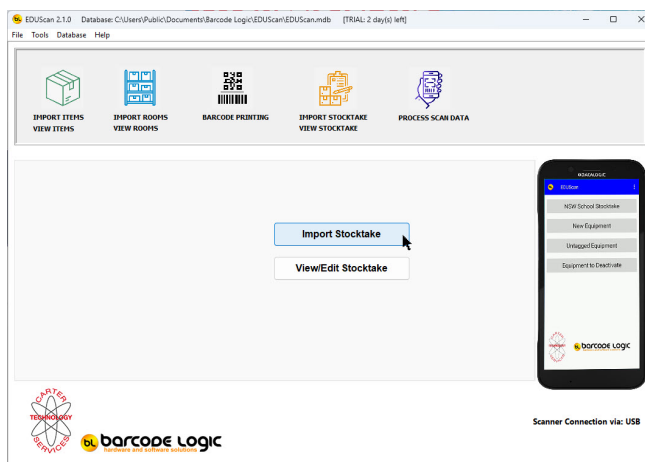
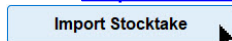
You are now ready to Import stocktake to EDUScan

Import Stocktake

Click Import Stocktake button

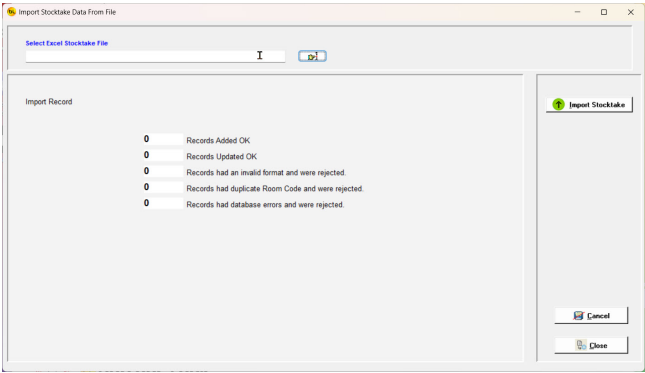


Click [Import Stocktake](#)

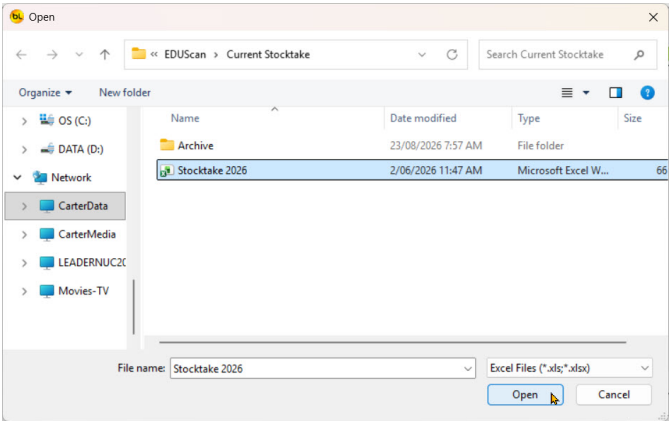
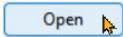
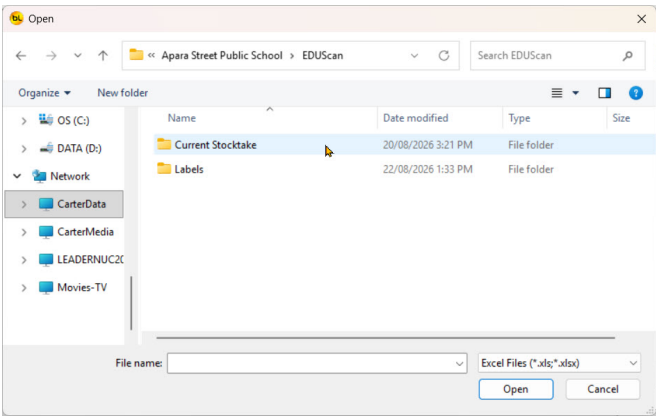


First choose the Stocktake file by clicking on hand

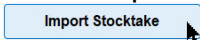


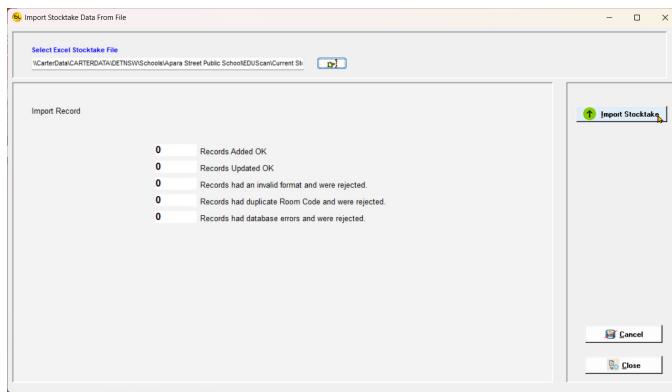


Select the Database to Import

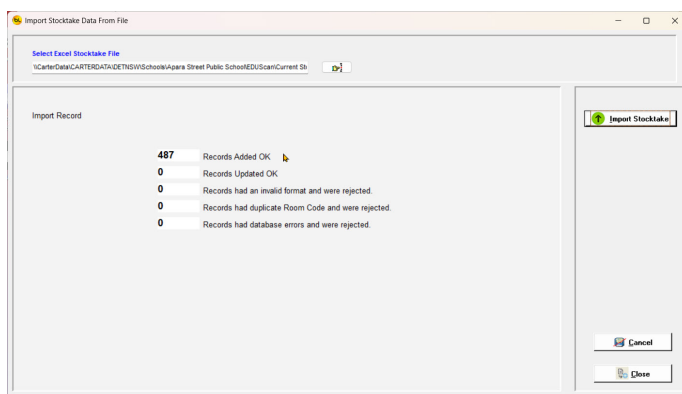
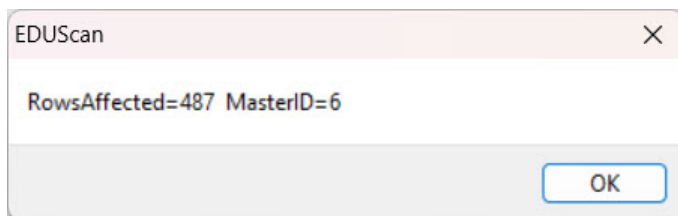
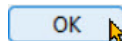
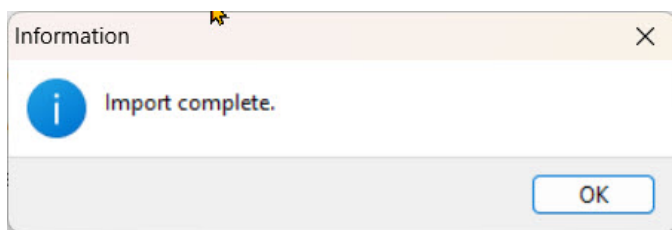
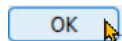


Select import



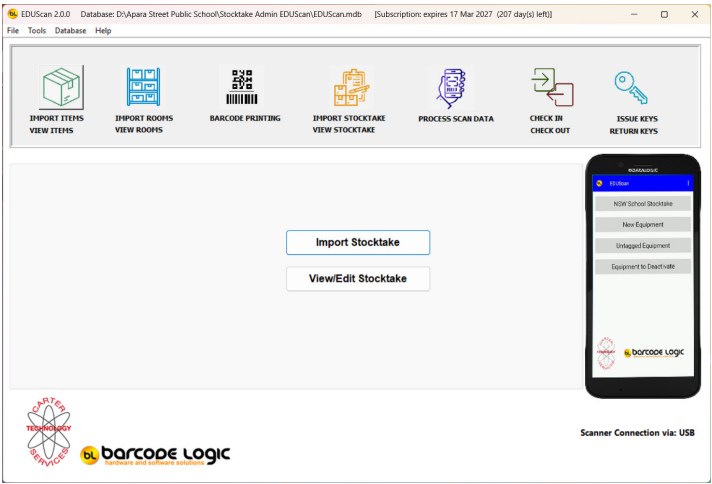
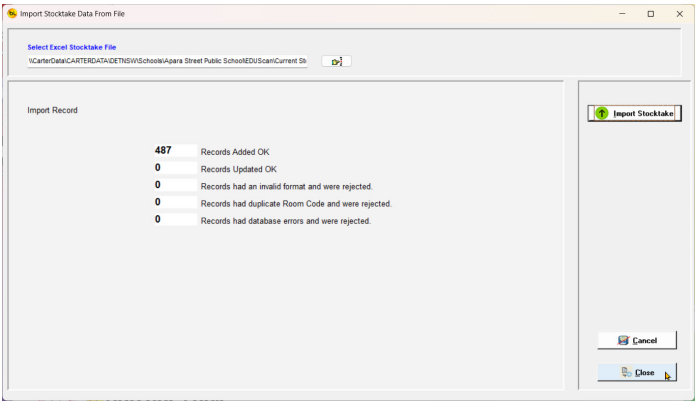


The import begins.
Once imported the total items is listed



When complete click close to return to Import Stocktake View Stocktake window.

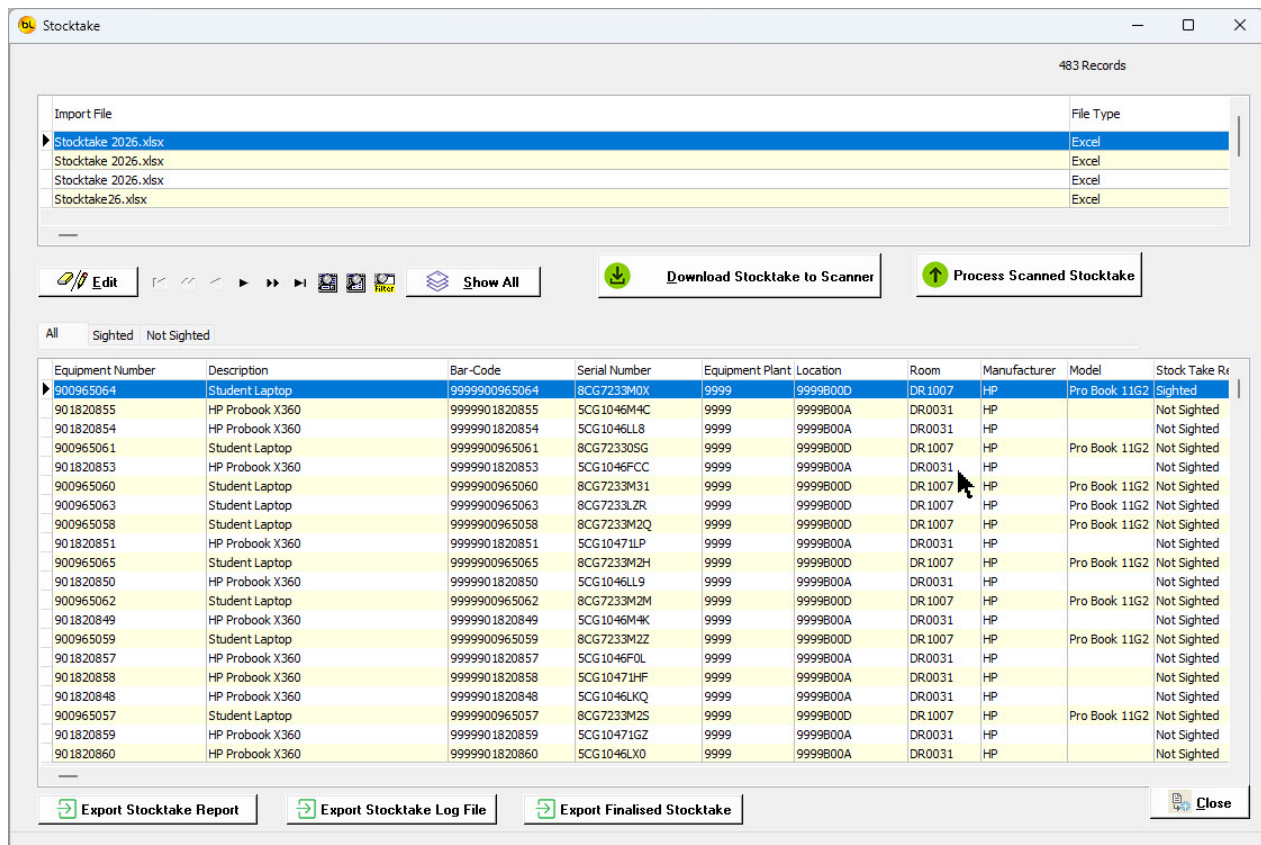




View/Edit Options explained

Main functions accessed from here

- Import file - Stocktake file imported. Example shows multiple fields for different stocktakes
- Edit button - used for manual editing after completion of scanning
- Download stocktake to scanner - transfers the file to scanner when ready to start stocktake
- Process scanned stocktake - Transfers scanned items updates to PC.
- This can be done multiple times
- Export stocktake report - Working example of stocktake when ready to export finalised stocktake
- Export stocktake log - excel file which can be printed for items not yet found
- Export Finalised stocktake - Completed Excel file after scanning and any manual updates ready to upload to SAP

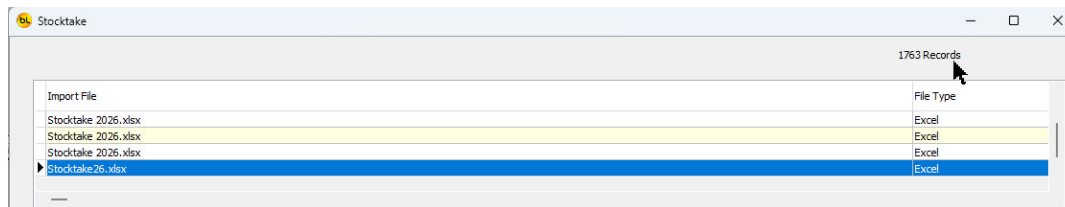
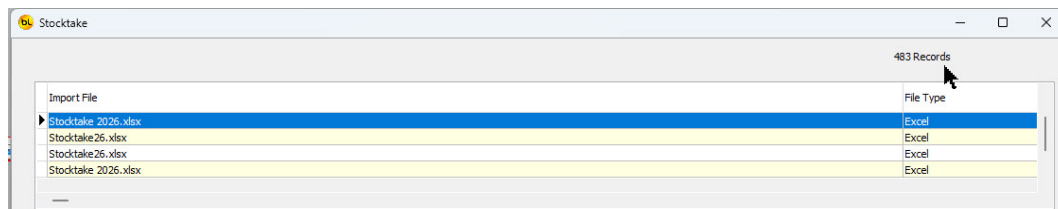


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Import File

Total records are displayed top right hand corner.

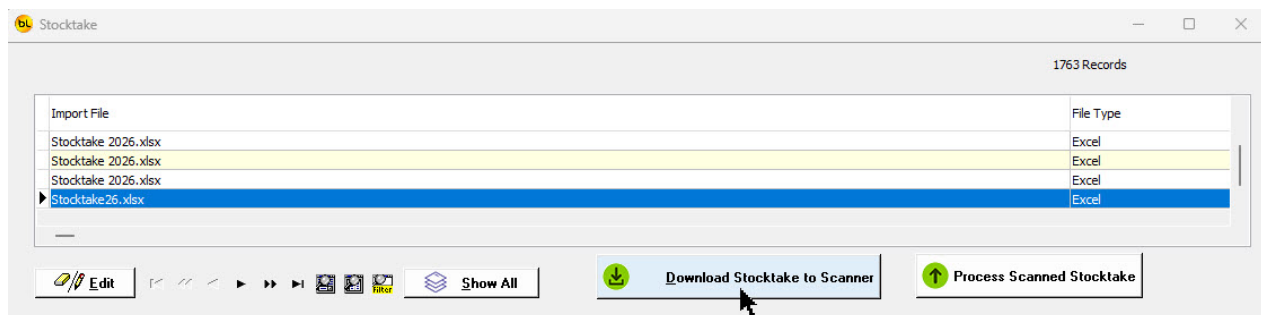
This will align with the total number of records on the Equipment Register.



Created with the Standard Edition of HelpNDoc: [Full-featured Help generator](#)

Download stocktake to scanner

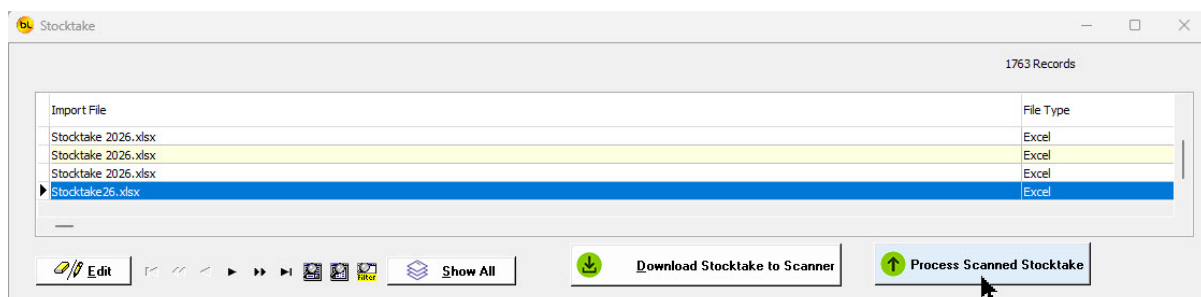
After the stocktake download from SAP has been imported to EDUScan it can then be transferred to the scanner.



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Process Scanned stocktake

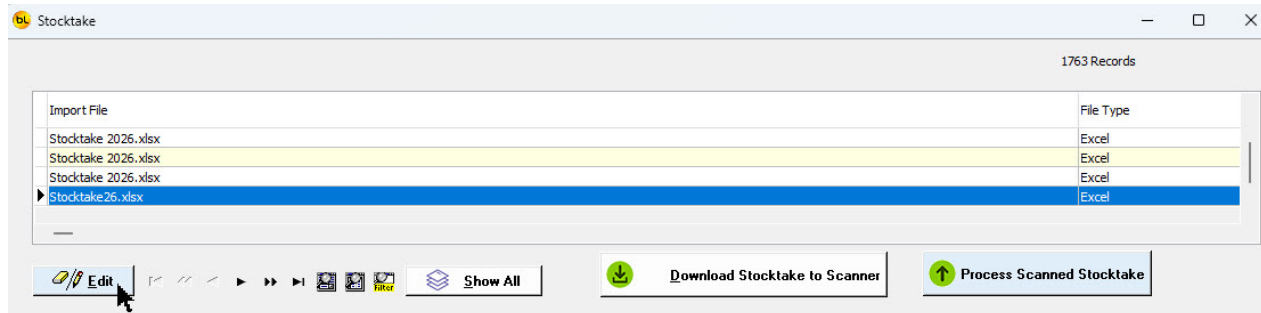
When completed scanning.
Place scanner in docking station, turn on screen so that scanner is connected to PC.
Press Process scanned stocktake



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Edit

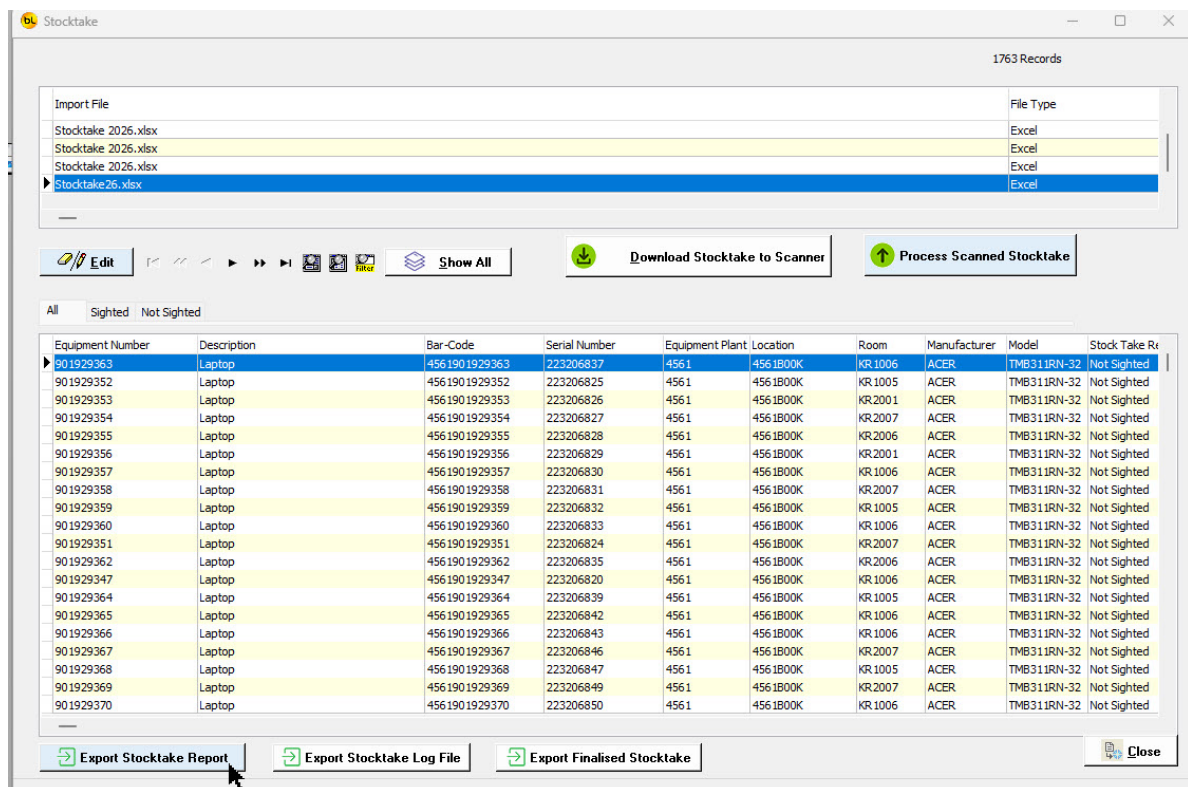
Use this to manually update an item



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Export Stocktake report

Excel format to display stocktake download



Created with the Standard Edition of HelpNDoc: [Transform Your Word Document into a Professional eBook with HelpNDoc](#)

Export Stocktake Log File

use this after scanning is completed, but there are still items not sighted.

Stocktake 483 Records

Import File	File Type
Stocktake 2026.xlsx	Excel
Stocktake 2026.xlsx	Excel
Stocktake 2026.xlsx	Excel
Stocktake26.xlsx	Excel

Edit

 Show All
 Download Stocktake to Scanner
 Process Scanned Stocktake

All Sighted Not Sighted

Equipment Number	Description	Bar-Code	Serial Number	Equipment Plant	Location	Room	Manufacturer	Model	Stock Take R
900965064	Student Laptop	9999900965064	8CG7233M0X	9999	9999B00D	DR1007	HP	Pro Book 11G2	Sighted
901820855	HP Probook X360	9999901820855	5CG1046M4C	9999	9999B00A	DR0031	HP		Not Sighted
901820854	HP Probook X360	9999901820854	5CG1046LL8	9999	9999B00A	DR0031	HP		Not Sighted
900965061	Student Laptop	9999900965061	8CG7233S0G	9999	9999B00D	DR1007	HP	Pro Book 11G2	Not Sighted
901820853	HP Probook X360	9999901820853	5CG1046FCC	9999	9999B00A	DR0031	HP		Not Sighted
900965060	Student Laptop	9999900965060	8CG7233M31	9999	9999B00D	DR1007	HP	Pro Book 11G2	Not Sighted
900965063	Student Laptop	9999900965063	8CG7233LZR	9999	9999B00D	DR1007	HP	Pro Book 11G2	Not Sighted
900965058	Student Laptop	9999900965058	8CG7233M2Q	9999	9999B00D	DR1007	HP	Pro Book 11G2	Not Sighted
901820851	HP Probook X360	9999901820851	5CG10471LP	9999	9999B00A	DR0031	HP		Not Sighted
900965065	Student Laptop	9999900965065	8CG7233M2H	9999	9999B00D	DR1007	HP	Pro Book 11G2	Not Sighted
901820850	HP Probook X360	9999901820850	5CG1046LL9	9999	9999B00A	DR0031	HP		Not Sighted
900965062	Student Laptop	9999900965062	8CG7233M2M	9999	9999B00D	DR1007	HP	Pro Book 11G2	Not Sighted
901820849	HP Probook X360	9999901820849	5CG1046M4K	9999	9999B00A	DR0031	HP		Not Sighted
900965059	Student Laptop	9999900965059	8CG7233M2Z	9999	9999B00D	DR1007	HP	Pro Book 11G2	Not Sighted
901820857	HP Probook X360	9999901820857	5CG1046F0L	9999	9999B00A	DR0031	HP		Not Sighted
901820858	HP Probook X360	9999901820858	5CG10471HF	9999	9999B00A	DR0031	HP		Not Sighted
901820848	HP Probook X360	9999901820848	5CG1046LKQ	9999	9999B00A	DR0031	HP		Not Sighted
900965057	Student Laptop	9999900965057	8CG7233M2S	9999	9999B00D	DR1007	HP	Pro Book 11G2	Not Sighted
901820859	HP Probook X360	9999901820859	5CG10471GZ	9999	9999B00A	DR0031	HP		Not Sighted
901820860	HP Probook X360	9999901820860	5CG1046LX0	9999	9999B00A	DR0031	HP		Not Sighted

Export Stocktake Report
 Export Stocktake Log File
 Export Finalised Stocktake
 Close

Created with the Standard Edition of HelpNDoc: [Produce electronic books easily](#)

Export Finalised Stocktake

When scanning and manual edits are completed this is save the stocktkae download file to PC ready for upload to SAP.

Stocktake

483 Records

Import File	File Type
Stocktake_2026.xlsx	Excel
Stocktake_2026.xlsx	Excel
Stocktake_2026.xlsx	Excel
Stocktake26.xlsx	Excel

Edit
 Download Stocktake to Scanner
 Process Scanned Stocktake

All Sighted Not Sighted

Equipment Number	Description	Bar-Code	Serial Number	Equipment Plant	Location	Room	Manufacturer	Model	Stock Take R
800965064	Student Laptop	9999900965064	8CG7233M0Y	9999	9999800D	DR1007	HP	Pro Book 11G2	Sighted
901820855	HP Probook X360	9999901820855	5CG1046M4C	9999	9999800A	DR0031	HP		Not Sighted
901820854	HP Probook X360	9999901820854	5CG1046LL8	9999	9999800A	DR0031	HP		Not Sighted
900965061	Student Laptop	9999900965061	8CG72330SG	9999	9999800D	DR1007	HP	Pro Book 11G2	Not Sighted
901820853	HP Probook X360	9999901820853	5CG1046FCC	9999	9999800A	DR0031	HP		Not Sighted
900965060	Student Laptop	9999900965060	8CG7233M31	9999	9999800D	DR1007	HP	Pro Book 11G2	Not Sighted
900965063	Student Laptop	9999900965063	8CG7233LZR	9999	9999800D	DR1007	HP	Pro Book 11G2	Not Sighted
900965058	Student Laptop	9999900965058	8CG7233M2Q	9999	9999800D	DR1007	HP	Pro Book 11G2	Not Sighted
901820851	HP Probook X360	9999901820851	5CG10471LP	9999	9999800A	DR0031	HP		Not Sighted
900965065	Student Laptop	9999900965065	8CG7233M2H	9999	9999800D	DR1007	HP	Pro Book 11G2	Not Sighted
901820850	HP Probook X360	9999901820850	5CG1046LL9	9999	9999800A	DR0031	HP		Not Sighted
900965062	Student Laptop	9999900965062	8CG7233M2M	9999	9999800D	DR1007	HP	Pro Book 11G2	Not Sighted
901820849	HP Probook X360	9999901820849	5CG1046M4K	9999	9999800A	DR0031	HP		Not Sighted
900965059	Student Laptop	9999900965059	8CG7233M2Z	9999	9999800D	DR1007	HP	Pro Book 11G2	Not Sighted
901820857	HP Probook X360	9999901820857	5CG1046F0L	9999	9999800A	DR0031	HP		Not Sighted
901820858	HP Probook X360	9999901820858	5CG10471HF	9999	9999800A	DR0031	HP		Not Sighted
901820848	HP Probook X360	9999901820848	5CG1046LKQ	9999	9999800A	DR0031	HP		Not Sighted
900965057	Student Laptop	9999900965057	8CG7233M2S	9999	9999800D	DR1007	HP	Pro Book 11G2	Not Sighted
901820859	HP Probook X360	9999901820859	5CG10471GZ	9999	9999800A	DR0031	HP		Not Sighted
901820860	HP Probook X360	9999901820860	5CG1046LX0	9999	9999800A	DR0031	HP		Not Sighted

Export Stocktake Report
 Export Stocktake Log File
 Export Finalised Stocktake
 Close

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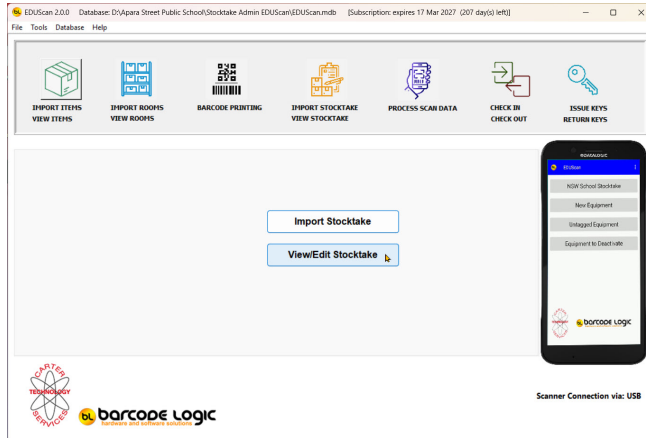
Close

Close the View Edit stocktake window

Transfer stocktake to scanner

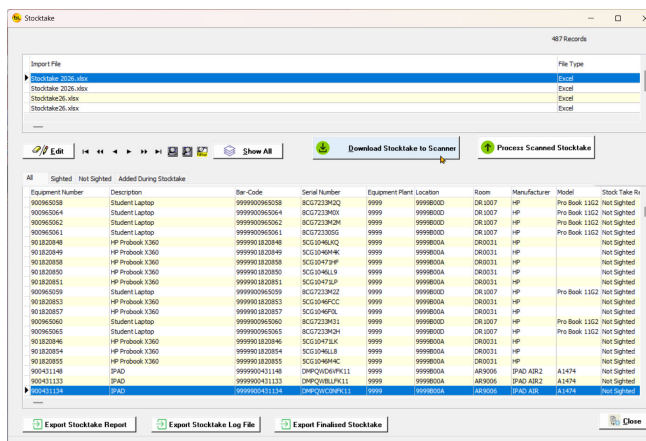
Stocktake download file is now ready to be transferred to scanner.

View/Edit Stocktake



In Import File window choose the correct stocktake to import

Download Stocktake to Scanner



Stocktake exported to:
C:\Users\Public\Documents\Barcode
Logic\EDUScan\EduScan_Stocktake.sqlite

OK

OK

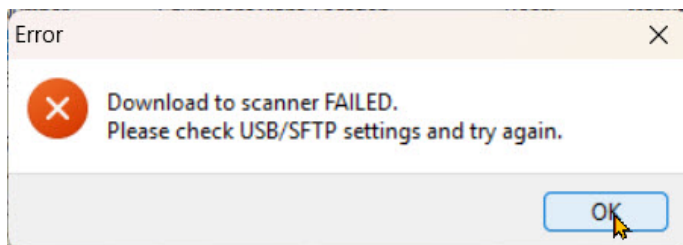
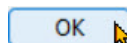
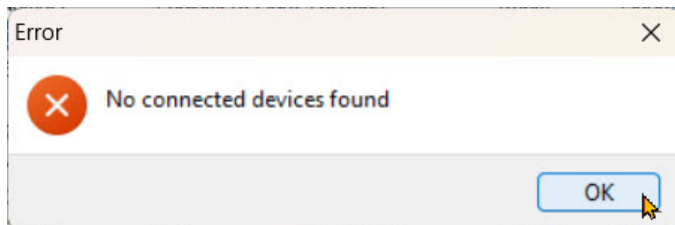
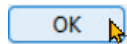
In the event the following error is shown.

This means the scanner is not connected and turned on.

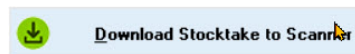
Place scanner in docking station.

Turn power on scanner so that screen display is on.

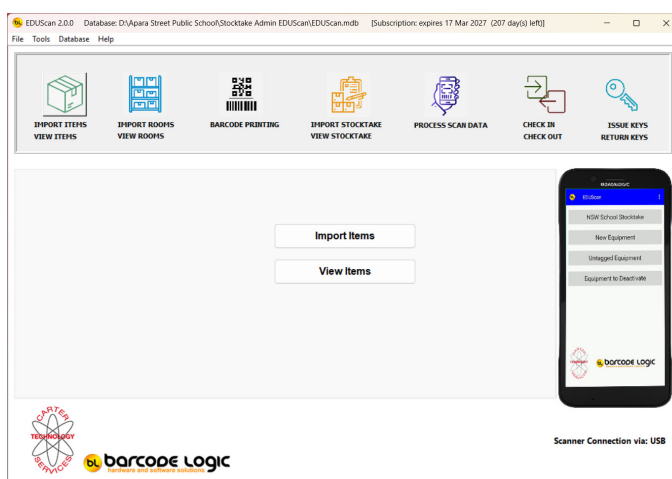
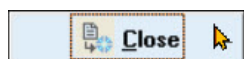
Try transfer again



To return to Download Stocktake to Scanner



When stocktake is transferred Choose to return to Home Screen



The stocktake may now commence

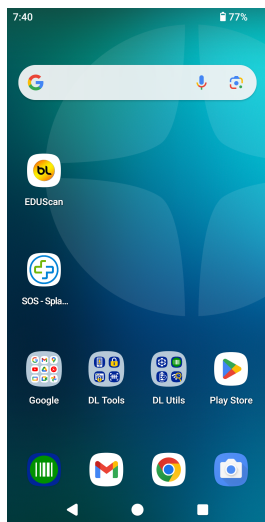
Authoring Tool

Using Scanner

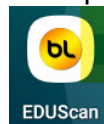
To start press Power on.

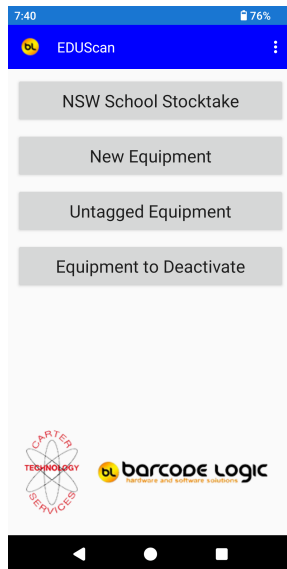


Slide finger up on screen to open



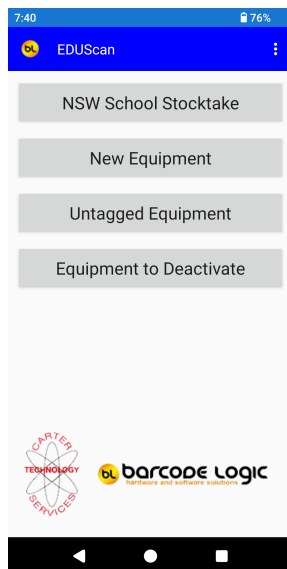
Tap on EDUScan Icon to open





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NSW School Stocktake



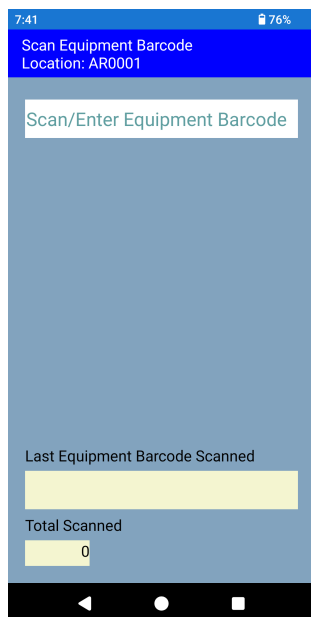
Choose NSW School Stocktake by tapping on the icon.
The Room Location window is opened
Scan Room Location Label



Once the Room Location is scanned the Scan Equipment Barcode Window opens.
The location is shown at top of screen.

List of items displayed on screen allotted to that room.

Note: This is according to the stocktake download entered.



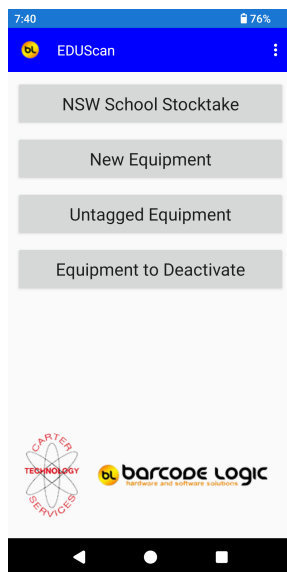
Scan an item

If the item is allocated to the room, the item changes to green on the scanner/
A good read will display a green dot and an audible sound is made.

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New Equipment

Use this to scan serial numbers for new equipment when possible.
Scanning the serial number eliminates the possibility of data entry errors.



Untagged Equipment

Handy for when scanning items and you come across one without a barcode label.

Scan Room Location

Enter manufacturer

Enter Model

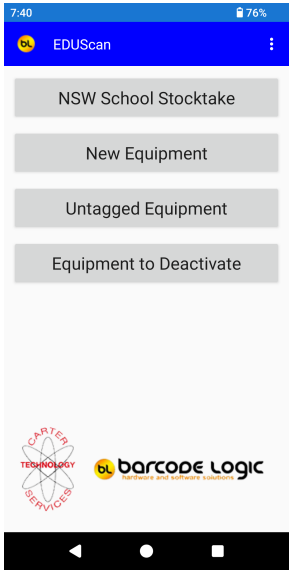
Musts enter Description

Must enter serial number

This allows you to search the register fro the sewrail number.

If there, a replacement label can be printed.

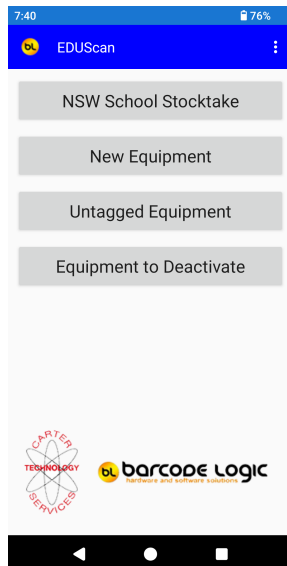
If not, then further investigation can be made, presumably to be added as a new item.



Equipment to Deactivate

Ideal for collecting barcode numbers for items to deactivate.
Simply scan barcode.

Use the Process scan data feature on the home page of EDUScan.
This will create an Excel file to enable a simple copy and paste to the SAP Deactivate form.
It removes the School Code leaving just the equipment number to make transfer easy.



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HARDWARE

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Citizen CLE321 Printer

Citizen CLE321 label printer

Thermal Transfer Label Printer

Ethernet LAN, USB & Serial interfaces as standard

12 Months return to Manufacturer warranty

Consumables

K504 Thermal Transfer Ribbon

Resin

55mm x 300Metres

Black

Thermal Transfer Drumtac Adhesive labels with perforations.

50x 28 mm

38 mm core. 1,000 labels per roll

Clear Polypropylene, Permanent Adhesive Labels

55 x 35 mm

1,000 labels per roll.

Contact Carter Technology Services for consumables

How to change ribbon and labels

[How to change ribbon and consumables](#)

<https://youtu.be/Bespwr9BN2U?si=EjU2z13wYhr7v7oY>



Bixolon SLPTX400 Printer

Bixolon SLPTX400EG Thermal Transfer Label Printer
USB, Ethernet
203DPI Resolution
Label Artist Software
24 months return to Manufacturer Warranty

Consumables

K504 Thermal Transfer Ribbon
Resin
55mm x 300Metres
Black

Thermal Transfer Drumtac Adhesive labels with perforations.
50x 28 mm
38 mm core. 1,000 labels per roll

Clear Polypropylene, Permanent Adhesive Labels
55 x 35 mm
1,000 labels per roll.
Contact Carter Technology Services for consumables

How to change ribbon and labels:

https://youtu.be/NFdSX7PX_Gc?si=a_XzrpMHPEZ8K8A





Opticon H33

OPH-33 Enterprise Digital Assistant

Android 9

5 inch full color FHD touch screen

64 GB memory

16 MP camera with auto focus

High performance Opticon scanning

High capacity battery of 4,000mAh

12 months return to service agent warranty



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Datalogic Memor 12

Datalogic Memor X3 PDT 2D

with laser scanner CE6.0 Pro

256Mb Ram

512Mb Flash RAM

806Mhz processor

12 months warranty return to Manufacturer



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FAQ

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Add items during stocktake?

Items found during stocktake not on the Register are best added after completion of the stocktake.

When adding an item you are essentially doing the stocktake for that item.

If you add them now, it means you have to then redownload the Stocktake download, that then creates a new stocktake file for EDUScan and so on.
Simply too messy which will no doubt lead to errors.

Same with taking things off the Register.

Complete stocktake first, notes can be added when filling in details to get certificate to say just that. It also leaves a paper trail as opposed to items just disappearing.

Checking for and deleting Duplicate entries

Prior to labelling items it was common for equipment to be entered multiple times. This creates an additional record for the same item.

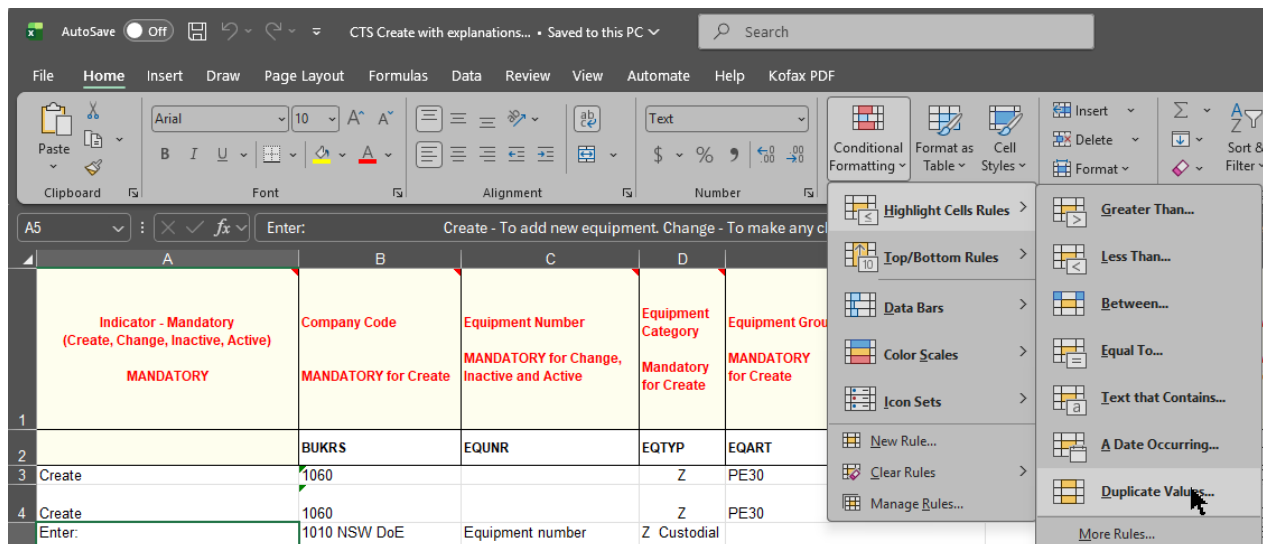
From the HOME toolbar choose

Conditional Formatting

Highlight Cell Rules

Duplicate Values

The newer (larger) number will be the duplicate which should be deleted.
At times there have been instances of triplicates.



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