



## How Inspector Works

MSS Software's Inspector Kit allows you to periodically inspect and track your safety equipment in multiple locations. The barcode reader collects the location number, type of equipment, condition of the asset and date and time of the inspection. The complete kit consists of simple-to-use software, a portable barcode reader and accessories.

- **Step 1. The Master Spreadsheet** — Create a Master Spreadsheet of equipment that you want to inspect, such as the one shown in Figure 1 below.

	A	B	C	D	E	F	G	H	I	J
1	Location	Barcode	Status	Date	Time	Description	Mfg	Model	Type	Size
2	B1234	122345611	Good	5/6/2006	11:00:00	Fire Ext.	Kidde	FW100	Dry Chem	10 lb
3	B1235	122345622	Good	5/7/2006	12:00:00	Fire Ext.	Kidde	FW200	Dry Chem	20 lb
4	B1236	122345633	Good	5/8/2006	13:00:00	Fire Ext.	Kidde	FW200	Dry Chem	20 lb
5	B1237	122345644	Good	5/9/2006	14:00:00	Fire Ext.	Kidde	FW200	Dry Chem	20 lb
6	B1238	122345655	Good	5/10/2006	15:00:00	Fire Ext.	Kidde	FW200	Dry Chem	20 lb
7	B1239	122345666	Good	5/11/2006	16:00:00	Fire Ext.	Kidde	FW300	Dry Chem	30 lb
8	B1240	122345677	Good	5/12/2006	17:00:00	Fire Ext.	Kidde	FW200	Dry Chem	20 lb
9	B1241	122345688	Good	5/13/2006	18:00:00	Fire Ext.	Kidde	FW100	Dry Chem	10 lb
10	B1242	122345699	Good	5/14/2006	19:00:00	Fire Ext.	Kidde	FW100	Dry Chem	10 lb
11	B1243	122345600	Good	5/15/2006	20:00:00	Fire Ext.	Kidde	FW100	Dry Chem	10 lb
12	L1235	100000000	Good	5/5/2006	11:00:00	Fire Ext.	Kidde	F3330	Dry Chem	20 lb

Figure 1. Sample Master Spreadsheet.

- **Step 2. The Inspection** — The inspector enters the location, and then scans the barcode label on the equipment. Next, the inspector inputs the condition or status of the equipment. After inspections are completed, you just transfer the data to your PC from the barcode reader.



Figure 2-1. The inspector enters the location and scans the barcode label.



Figure 2-2. The barcode reader prompts the user with an easy-to-read screen.

- **Step 3. Downloading Data** — Download the data by connecting the barcode reader to your PC using the cradle and a USB cable. See Figure 3 for a sample of the collected data.

	A	B	C	D	E
1	Date	Time	Location	Barcode	Status
2	6/20/2006	12:00:00	B1236	122345633	Need Service
3	6/20/2006	12:00:50	B1234	122345655	Good
4	6/20/2006	12:01:35	B1235	122345611	Need Service
5	6/20/2006	12:05:03	B1243	122345600	Good
6	6/20/2006	12:06:07	B1242	122345699	Need Service

Figure 3. Sample of data collected by the barcode reader.

- **Step 4. The Compare Function** — Using the Inspector software on your PC, click “Compare.” Inspector will compare the data from the Master Spreadsheet with the new data.



Figure 4. The prompt you will see on your PC to use the Compare Function.

- **Step 5. New Master Table** — Now Inspector goes to work. It updates the data and gives you the new results. The new Master Table contains all the old data with the updates in bold, as shown below in Figure 5. All you have to do now is save the file as a new Master Table.

	A	B	C	D	E	F	G	H	I	J
1	Date	Time	Location	Barcode	Status	Descriptio	Mfg	Model	Type	Size
2	<b>6/20/2006</b>	<b>12:01:35 PM</b>	<b>B1235</b>	122345611	<b>Need Service</b>	Fire Ext.	Kidde	FW100	Dry Chem	10 lb
3	5/7/2006	12:00:00 PM	B1235	122345622	Good	Fire Ext.	Kidde	FW200	Dry Chem	20 lb
4	<b>6/20/2006</b>	<b>12:00:00 PM</b>	<b>B1236</b>	122345633	<b>Need Service</b>	Fire Ext.	Kidde	FW200	Dry Chem	20 lb
5	5/9/2006	2:00:00 PM	B1237	122345644	Good	Fire Ext.	Kidde	FW200	Dry Chem	20 lb
6	<b>6/20/2006</b>	<b>12:00:50 PM</b>	<b>B1234</b>	122345655	Good	Fire Ext.	Kidde	FW200	Dry Chem	20 lb
7	5/11/2006	4:00:00 PM	B1239	122345666	Good	Fire Ext.	Kidde	FW300	Dry Chem	30 lb
8	5/12/2006	5:00:00 PM	B1240	122345677	Good	Fire Ext.	Kidde	FW200	Dry Chem	20 lb
9	5/13/2006	6:00:00 PM	B1241	122345688	Good	Fire Ext.	Kidde	FW100	Dry Chem	10 lb
10	<b>6/20/2006</b>	<b>12:06:07 PM</b>	<b>B1242</b>	122345699	<b>Need Service</b>	Fire Ext.	Kidde	FW100	Dry Chem	10 lb
11	<b>6/20/2006</b>	<b>12:05:03 PM</b>	<b>B1243</b>	122345600	Good	Fire Ext.	Kidde	FW100	Dry Chem	10 lb

Figure 5. Sample New Master Table.