

Strategic Asset Tracking PALM SaaS Edition User Guide

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Overview

The Strategic Asset Tracking System (SATS) PALM Edition streamlines asset inventory collection, ensuring faster and more reliable audits. Purpose-built for Florida state agencies interfacing with the Florida PALM asset management system, SATS PALM Edition allows users to collect field data via a handheld computer barcode scanner.

The system consists of two primary components:

1. **Desktop Web Application:** Serves as the administrative hub where users import baseline PALM asset data, monitor ongoing audits, generate discrepancy reports, and export validated inventory files formatted for Florida PALM ingestion.
2. **Handheld Mobile Application:** A web-hosted application deployed on rugged mobile computers that enables field operators to scan, locate, and update asset records in real time.

Workflow Summary

1. **Import Baseline Data:** Import existing asset records from the Florida PALM system into the SATS database via the desktop application.
2. **Conduct Field Audits:** Use handheld mobile computers to scan barcodes or RFID tags, reconcile physical assets, and flag status changes or discrepancies.
3. **Review & Report:** Monitor audit progress and generate reconciliation reports directly within the desktop application.
4. **Export to PALM:** Once an audit is complete, export the updated inventory file directly back into Florida PALM.

Supported Hardware

SATS PALM Edition supports enterprise mobile devices and barcode scanners from Zebra Technologies, including:



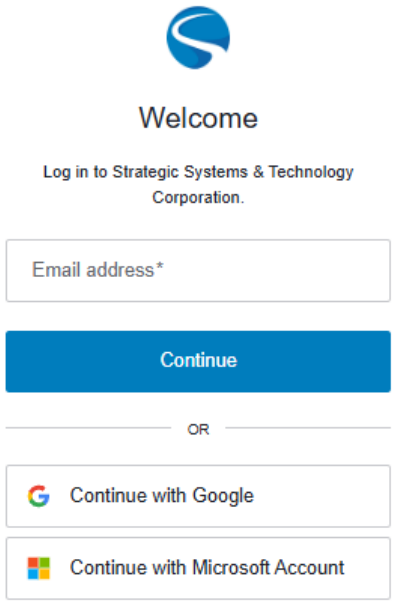
Zebra TC5x Series or TC201

SATS PALM Edition: Web Application & Mobile User Guide

Web Application Access & Architecture

Users access the web management portal through any standard, modern web browser (Google Chrome recommended).

1. Open your browser and navigate to **app.sstid.com**.
2. Enter your authorized username and password on the **Login** screen.
3. Click **Sign In**.



Upon successful authentication, the application opens directly to the **Dashboard**, presenting an overview of active inventory data.

Role-Based Access Control

The navigation sidebar on the left dynamically reflects the permissions assigned to your user account:

Navigation Module	Administrator	Standard User	Description
Dashboard	Yes	Yes	High-level statistics and inventory progress metrics.
Take	Yes	Yes	Web-based manual asset auditing and tag reconciliation.
Reporting	Yes	Yes	Search, filter, export asset data, and print individual asset labels.
Label Printing	Yes	No	Build custom label templates and run sequential batch print jobs.
Setup > Manage Inventories	Yes	No	Import PALM files, initialize audits, and formally close inventory periods.
Setup > Locations and Custodians	Yes	Yes	View, add, and organize Location and Area IDs.
Access > Users	Yes	No	Provision user accounts and configure role permissions.
Access > API	Yes	No	Manage RESTful API configurations for enterprise integrations.

Dashboard

The Dashboard provides visual metrics and progress tracking for the active inventory period.

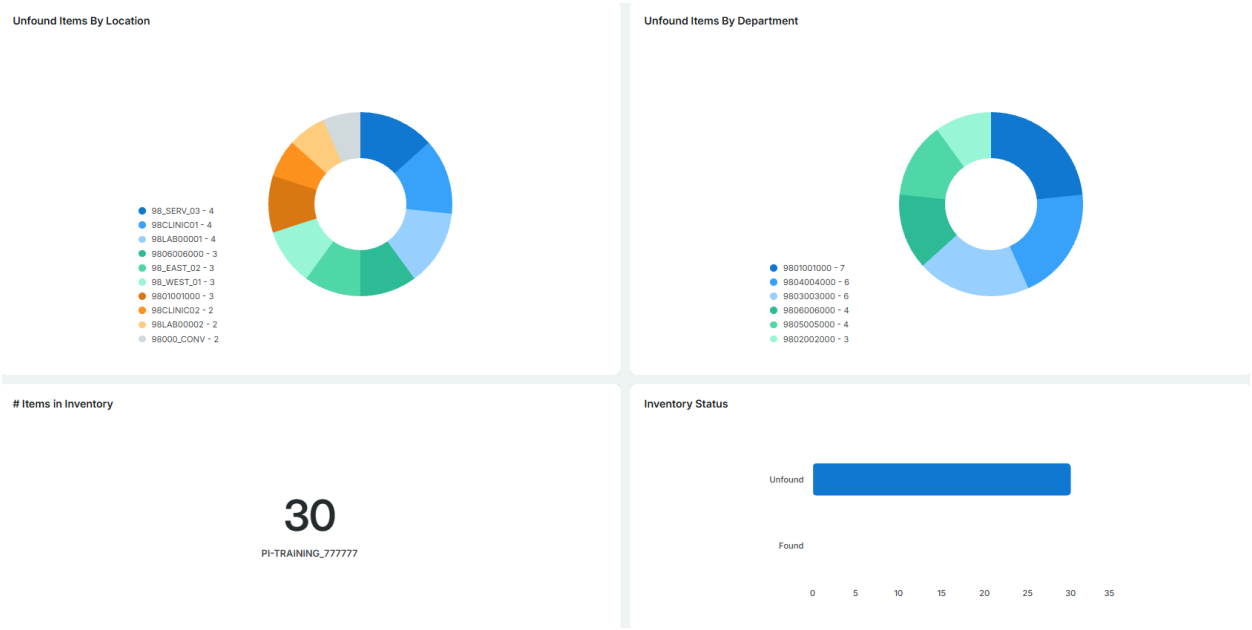
Core Dashboard Panels:

Unfound Items by Location: Bar chart depicting remaining unfound items grouped by assigned Location ID.

Unfound Items by Department: Distribution of remaining unfound items grouped by assigned Department.

# of Items in Inventory: Total active asset count imported for the current inventory cycle.

Inventory Status: Real-time breakdown comparing total Found assets against Unfound assets

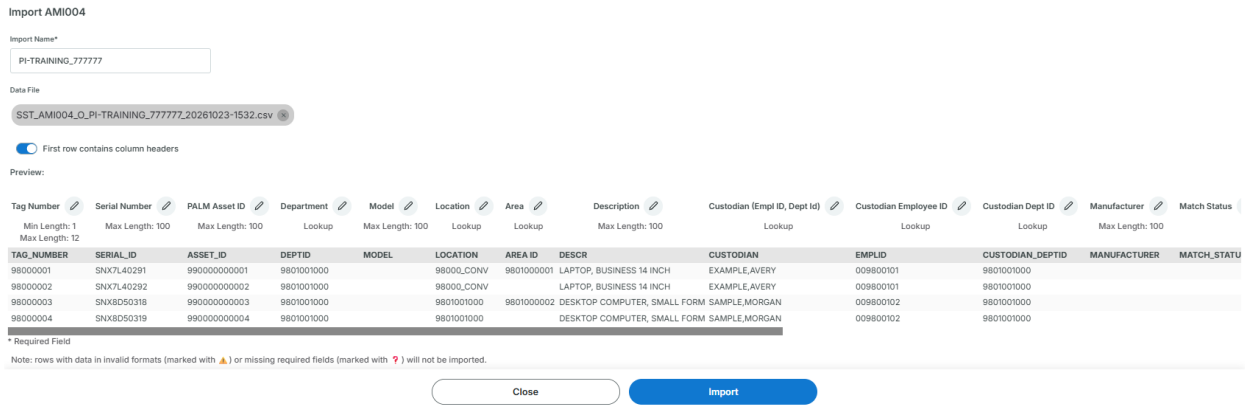


Physical Inventory

At the start of an inventory audit cycle, your agency exports the AMI004 file from Florida PALM. This is a .csv file that should not be opened in Excel prior to importing into SATS. Doing so may alter data formatting, leading to import issues. If you do open the file in Excel, **do not save it**, or only save a copy.

Importing PALM Data into SATS

1. Navigate to **Setup > Manage Inventories**.
2. Click **Import** .
3. In the **Import modal**, drag and drop your AMI004 .csv file into the upload zone, or click to browse.
4. A preview showing the first several asset records will populate. Verify that columns align correctly.
5. Click **Import**.



Managing Inventory Records

Once imported, the new session will appear in the **Manage Inventories** grid with the following columns:

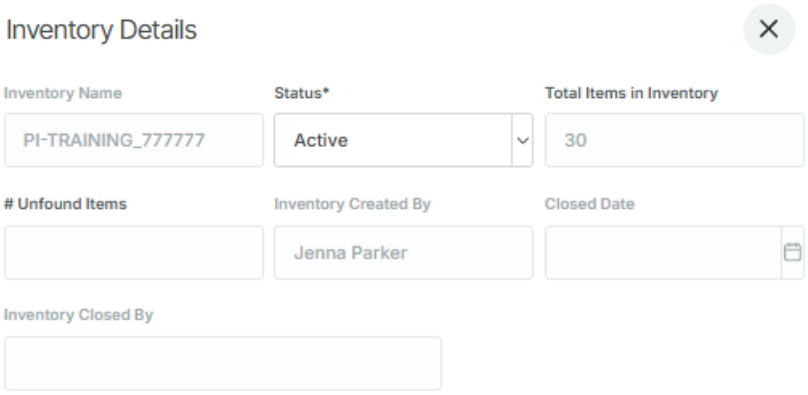
- **Inventory Name:** Name assigned during import.
- **Import Date:** Timestamp of the import process.
- **Items in Inventory:** Total active items included in the audit scope.
- **Items in Import File:** Total raw items contained in the original PALM file prior to filtering.
- **Status:** Current operational state (Active or Closed).

Inventory Name	Import Date	Items in Inventory	Items in Import File	Status
PI-TRAINING_777777	Oct 26, 2026 3:14 PM	30	30	Active

Viewing Inventory Details

Select any inventory row in the grid to display the **Inventory Details** slide-out panel on the right side of the screen:

- **Inventory Name / Status**
- **Total Items in Inventory / # Unfound Items**
- **Inventory Created By / Created Date**
- **Inventory Closed By / Closed Date** (populated once archived)



Closing an Inventory Cycle

1. Verify that all field scans are completed and all reports have been exported.
2. In the **Inventory Details** panel, switch the **Status** toggle from **Active** to **Closed**.
3. Click **Save**.

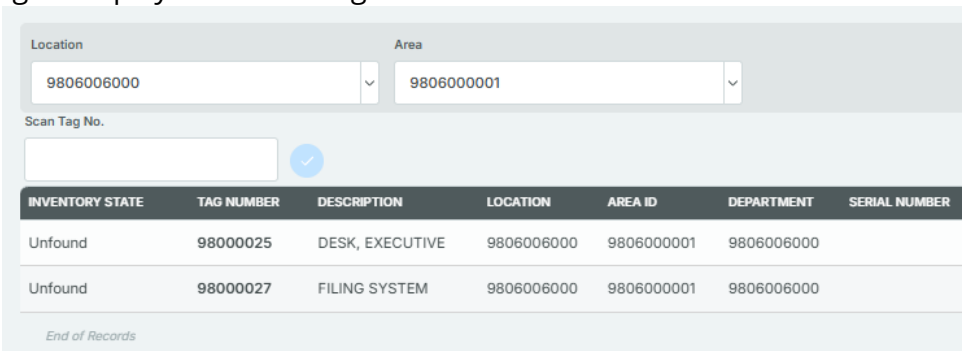
WARNING: Closed inventories **cannot be reopened**. Do not close an inventory until all final reconciliation reports (specifically the **Found Items** export) have been generated.

Web Auditing (“Take” Screen)

The **Take** screen allows administrative and desktop users to manually review, search, and update asset records during an audit.

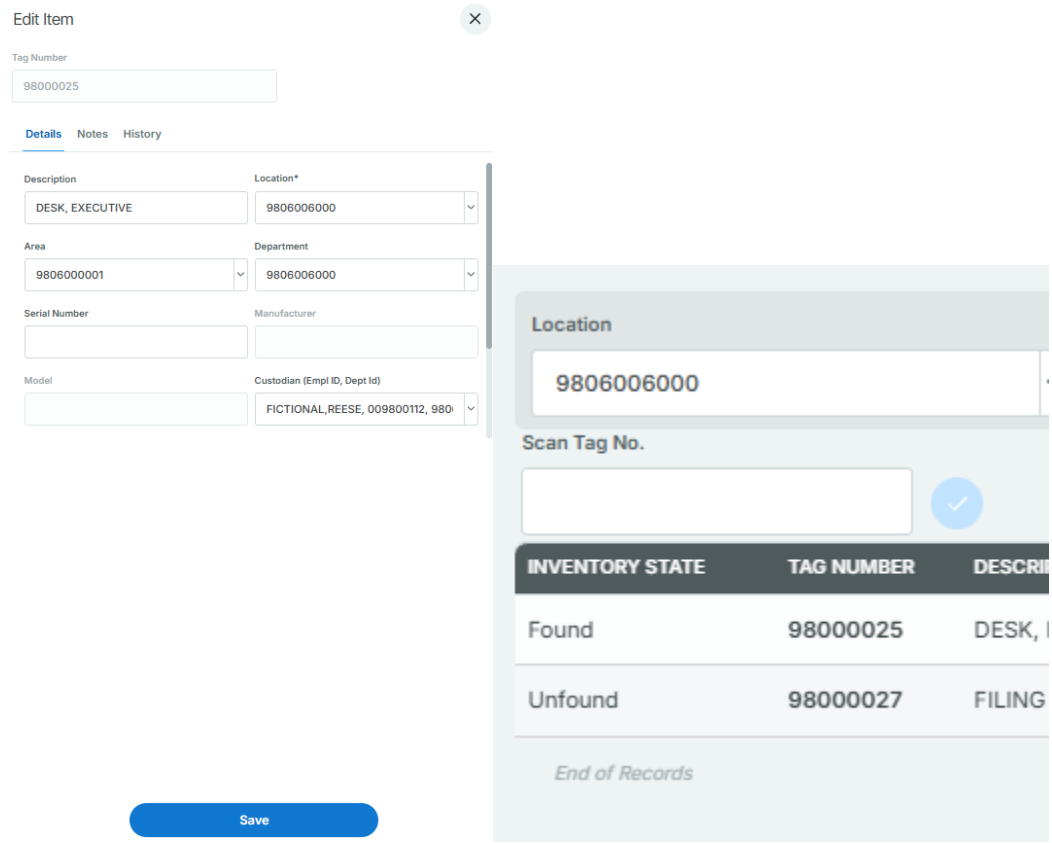
Conducting a Manual Inventory

1. Navigate to **Take** from the left navigation bar.
2. Select your targeted **Location** and **Area ID** using the header drop-down filters. *(By default, the grid displays all assets across the organization until specific locations are isolated).*
3. The grid displays all assets registered to the selected area.



4. Locate the asset and scan the barcode or manually enter the **Item / Tag Number** in the “Scan Tag No.” field.

5. Once submitted, the system marks the item as **Found** and records a date and timestamp.



Editing Asset Attributes

If physical discrepancies are discovered during the audit:

- Select the asset row in the grid to open the **Edit Item** panel.
- Modify editable parameters as needed:
    - **Description**
    - **Location**
    - **Area**
    - **Department**
    - **Serial Number**
    - **Notes:** Enter custom remarks or inspection observations.
- Click **Save**.

Reporting and Analytics

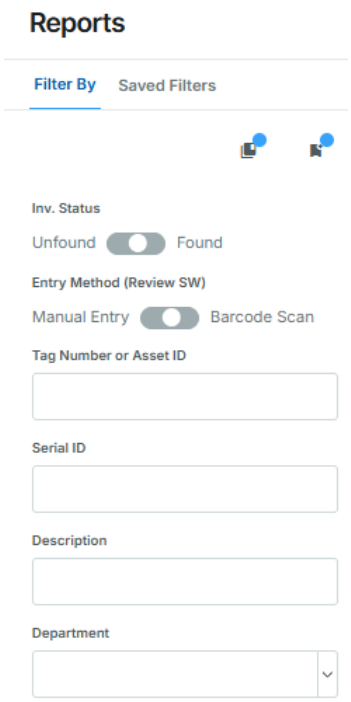
The **Reporting** module provides tools to audit, filter, reconcile, and export inventory data. By default, the reporting view loads all asset records (Found and Unfound) across all agency locations.

Filtering Report Data

Use the **Filter By** Pane and combine multiple parameters to isolate specific record sets:

- **Inventory Status*** (All, Found, Unfound)
- **Entry Method*** (All, Barcode Scanned, Manual Entry)
- **New Items*** (All, Exclude, Include)
- **Requires New Label*** (All, Exclude, Include)
- **Updated Attribute Flags*** (Tri-state toggles for: Updated Serial Number, Updated Department, Updated Location, Updated Area, Updated Custodian)
- **Specific Value Selectors:** Tag Number / Asset ID, Serial ID, Description, Department, Location, Area ID, Custodian, Found By, and Found Date Range.

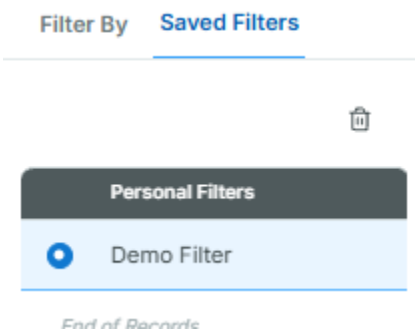
**Note: Parameters marked with an asterisk utilize tri-state toggles allowing users to cycle between neutral, affirmative, and negative filter states.*



Managing Saved Filters

To eliminate repetitive manual filtering:

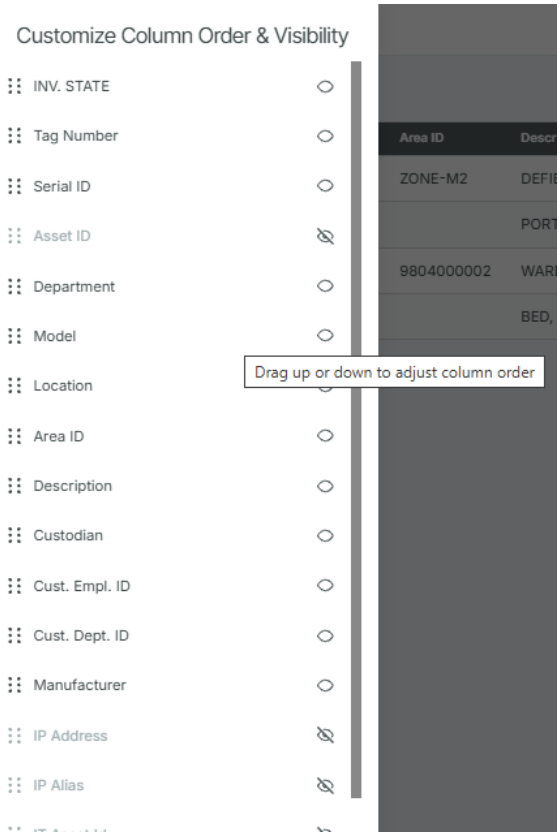
- **Save Personal Filter:** Configure your criteria, click the **Save Personal Filter** icon, and name the preset.
- **Save Shared Filter (Admin Only):** Click the **Save Shared Filter** icon to make the preset available to all agency operators.
- **Apply Filter:** Open the **Saved Filters** tab and click any preset name to activate it.
- **Delete Filter:** Select the saved preset and click the **Delete** icon.



Customizing Grid Views & Column Layouts

Users can customize the visibility and sequence of table columns:

1. Click the **Column Configuration** icon in the grid toolbar.
2. Toggle the **Visibility** to hide or display specific fields.
3. Drag column names up or down to reorder them in the grid.
4. *Note: Column settings are saved locally to your individual browser session and will not alter views for other operators.*



Exporting Reports

SATS provides two distinct export options.

1. Option 1: Standard File Export
    - Click the  icon to export the data as XLS, XLXS, CSV, HTM, or PDF.
    - Note that the export will reflect the grid and all filtering and customization.
2. Option 1: **Export AMI008**
    - The AMI008 is specifically designed for PALM.
    - This is a .csv file that should not be opened in Excel prior to importing into PALM. Doing so may alter data formatting, leading to import issues. If you do open the file in Excel, **do not save it**, or only save a copy.

Label Printing

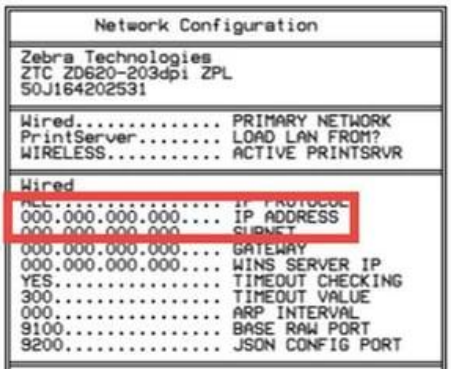
SATS PALM Edition includes a native label-generation engine supporting Zebra thermal barcode printers.

Printer Setup Instructions

SATS seamlessly connects with networked thermal barcode printers (such as Zebra ZD/ZT series) via standard web utilities.

Before labels can be printed from SATS, the printer must be connected to a network, and the IP address will need to be configured within SATS.

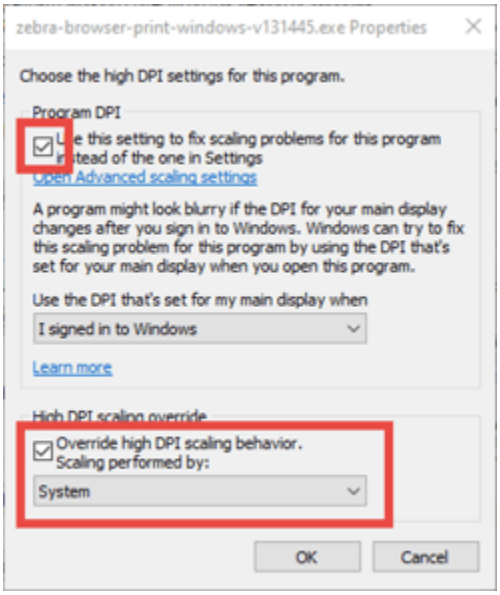
1. Load tags into printer.
2. Connect one end of a network cable to the rear of the printer and the other into an available network port.
3. Plug the power adapter into the rear of the tag printer and plug the power cable into an available AC outlet.
4. Power on the printer by pressing and holding the power button for about 5 seconds and then release the power button.
5. Press and hold the Feed and Cancel buttons for two seconds and then release to print a configuration page. By default, a new tag printer will obtain an IP address via DHCP.



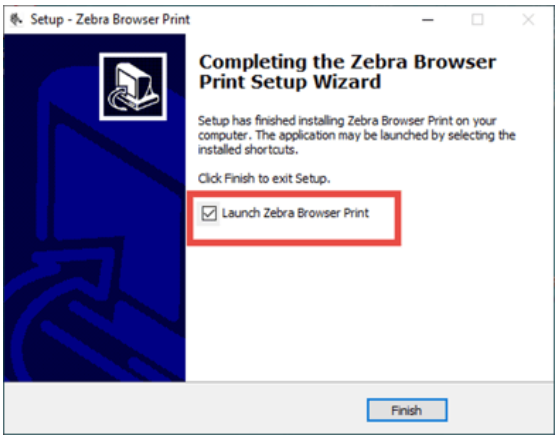
6. Download the Zebra print utility here.
7. Right click on that downloaded file name zebra-browser-print-windows-v131445(.exe) and select Properties > Compatibility > Change high DPI settings.



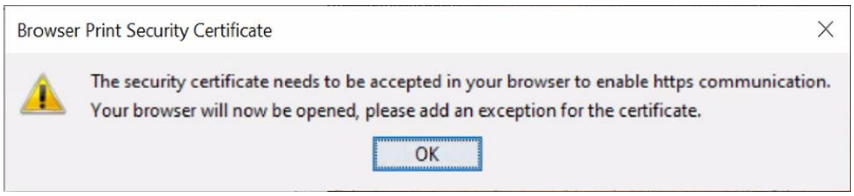
8. Check both boxes and select System from the dropdown. Then click Ok, and Ok again.



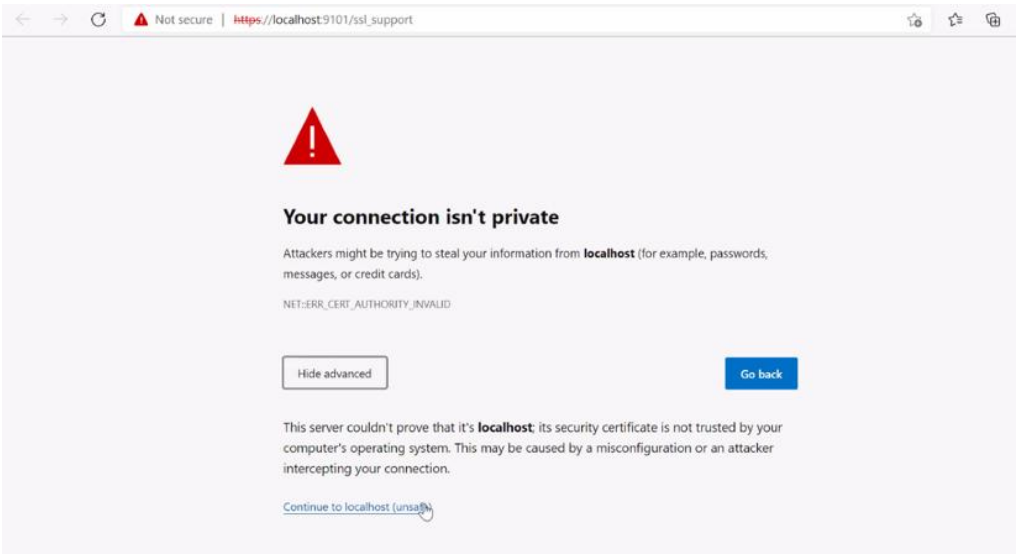
9. Double click the file zebra-browser-print-windows-v131445(.exe) to start the installation and click Next until install. Click Install. Ensure the box is checked “Launch Zebra Browser Print” before clicking Finish.



10. You will receive a message that security needs to be accepted. Click OK.



11. Then you will see a webpage showing your connection isn't private. Click Advanced and click Continue to localhost.



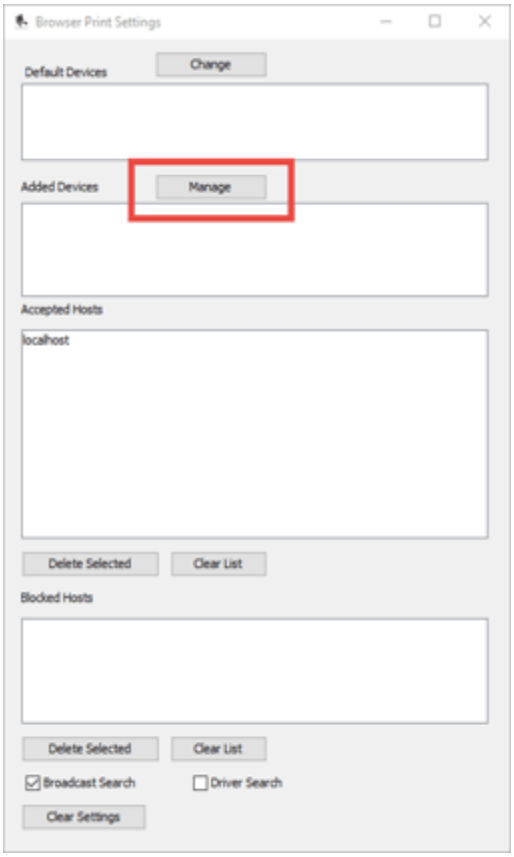
12. Select Yes to give your computer access to the Zebra printer.



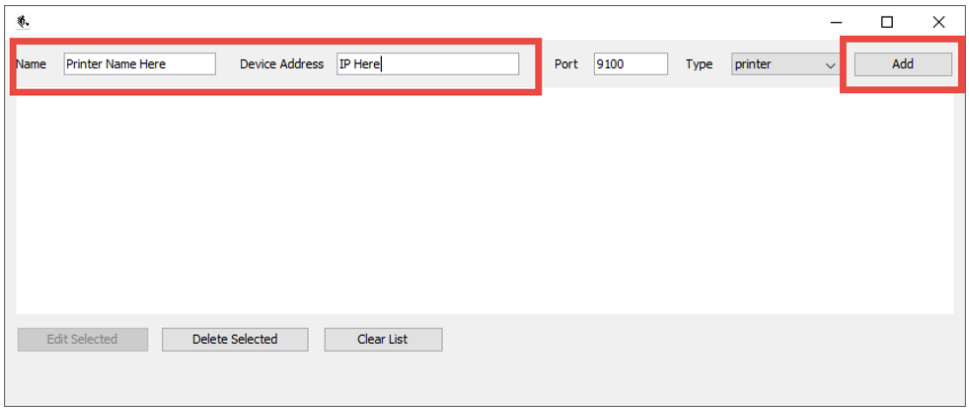
13. Open your task tray at the bottom right and select Browser Print.



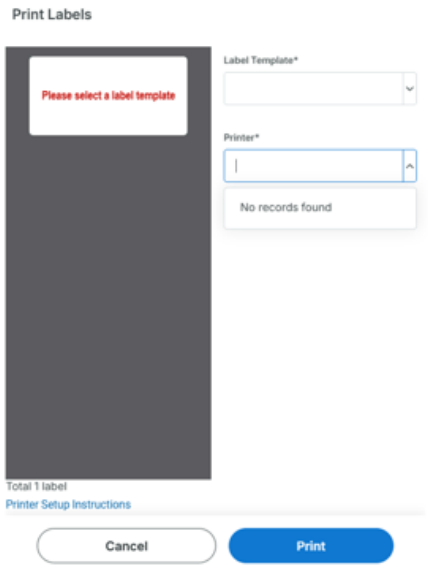
14. Under Added Devices, select Manage.



15. Enter any printer name as you would like it to appear. Then enter the printer's IP address (from step 5) for Device Address and click Add.



16. Login to your RedBeam account and go to the Assets page.
17. Check the box for any asset, click Select Action, click Print Labels.
18. Select the printer from the dropdown.

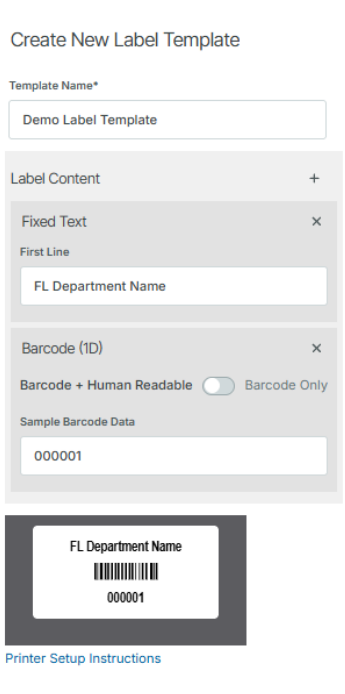


19. Click Yes to allow RedBeam access to your Zebra printer.

Label Templates

Administrative users can design reusable label layouts under **Label Printing > Label Templates**:

1. Click the **Add Template** button.
2. Enter a descriptive **Template Name** (e.g., Standard 2x1 Asset Tag).
3. Under **Label Content**, click **Add Field** and choose between:
    - **Fixed Text:** Static text appearing uniformly across all labels (e.g., PROPERTY OF STATE OF FLORIDA).
    - **Barcode / Dynamic Data:** Maps to database fields (such as Tag Number or Serial ID) and generates the corresponding 1D/2D barcode alongside human-readable text.
4. Click **Save**.



Printing Asset Labels from Reporting

Labels can be printed on demand directly from the **Reporting** view for damaged or missing tags:

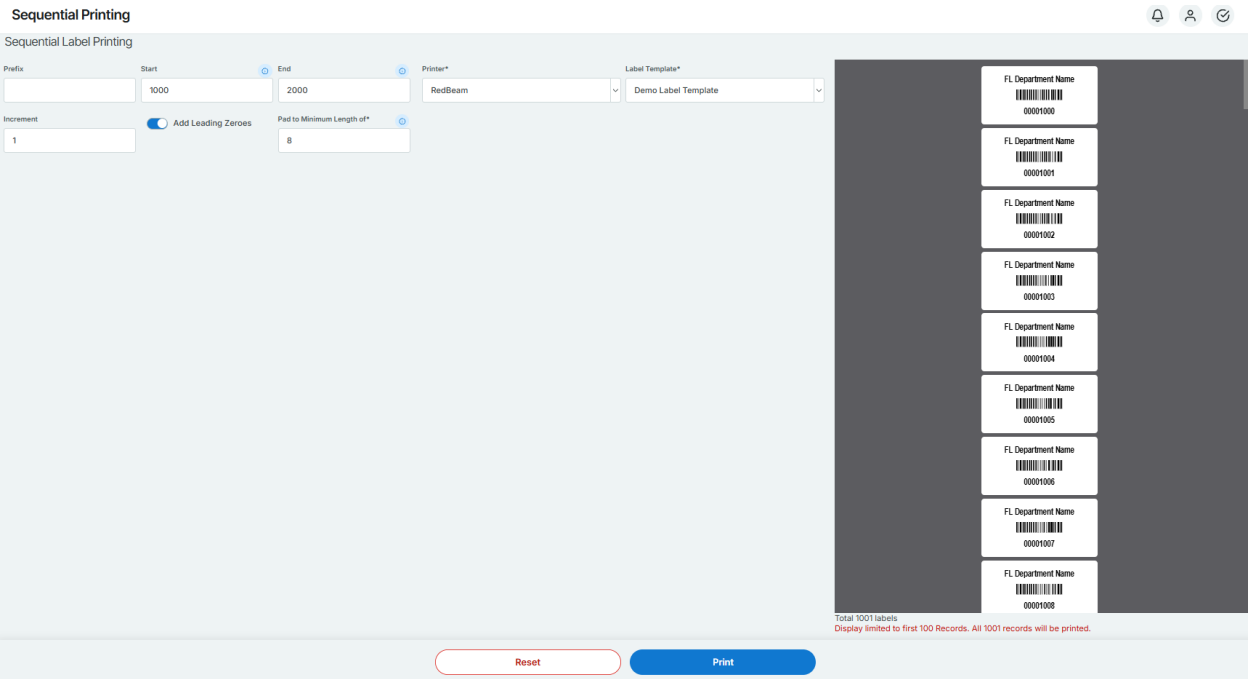
1. Locate the target items in the **Reporting** grid.
2. Select individual records using the row checkboxes or click the **Select All** checkbox in the table header.
3. Click the **Print Labels** button in the top action bar.
4. In the print dialog, select the configured **Printer** and the appropriate **Label Template**.
5. Confirm the preview and total print quantity.
6. Click **Print**.



Sequential Printing

Generate serialized tags in bulk for newly acquired assets prior to assignment:

1. Navigate to **Label Printing > Sequential Printing**.
2. **Start / End Fields**: Enter your numeric sequence boundaries (e.g., Start: 100, End: 500).
3. **Prefix** (Optional): Enter leading characters (e.g., FL- generates FL-100, FL-101).
4. **Increment:** Sets sequence step values (1 increments by ones; 2 increments by twos).
5. **Pad to Maximum Length**: Ensures uniform digit lengths by appending leading zeros (e.g., setting length to 5 formats 100 as 00100).
6. Select your target **Printer** and **Label Template**.
7. Verify the visual preview and click **Print**.



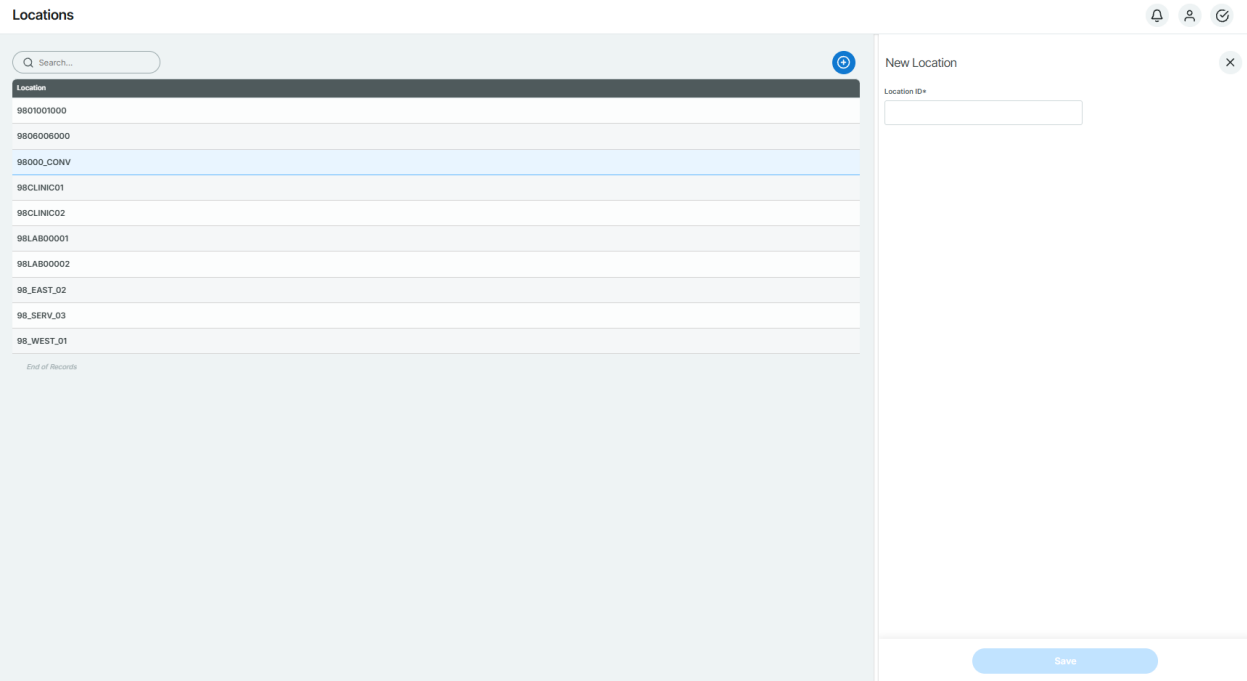
System Setup & User Access

Administrative features are organized under the **Setup** and **Access** modules in the left navigation sidebar.

Locations / Areas Management

Navigate to **Setup > Locations > Locations or Areas** to view and structure the organizational hierarchy.

- **Manual Addition:** Click **Add** , input the unique **ID** and click **Save**.
- **Automatic Creation:** Locations and Area IDs present in the PALM Master File are created automatically during the initial inventory import.

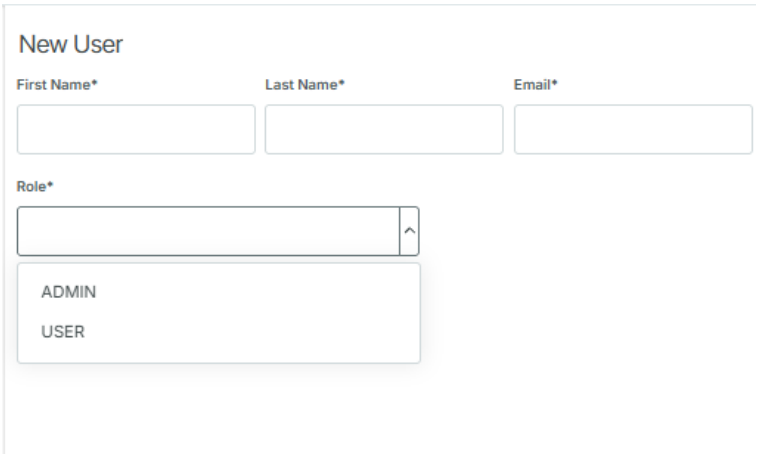


User Administration

Manage system credentials and role permissions under **Access > Users**.

Adding a User

1. Navigate to **Access > Users** and click the **Add User [+]** button.
2. Complete all required fields:
   - **First & Last Name**
   - **Email Address / Username**
   - **Password**
   - **Role:** Assign either Administrator or Standard User.
3. Click **Save**.
4. The new user will receive a Welcome Email with a link to create a password (which will remain active for 48 hours).



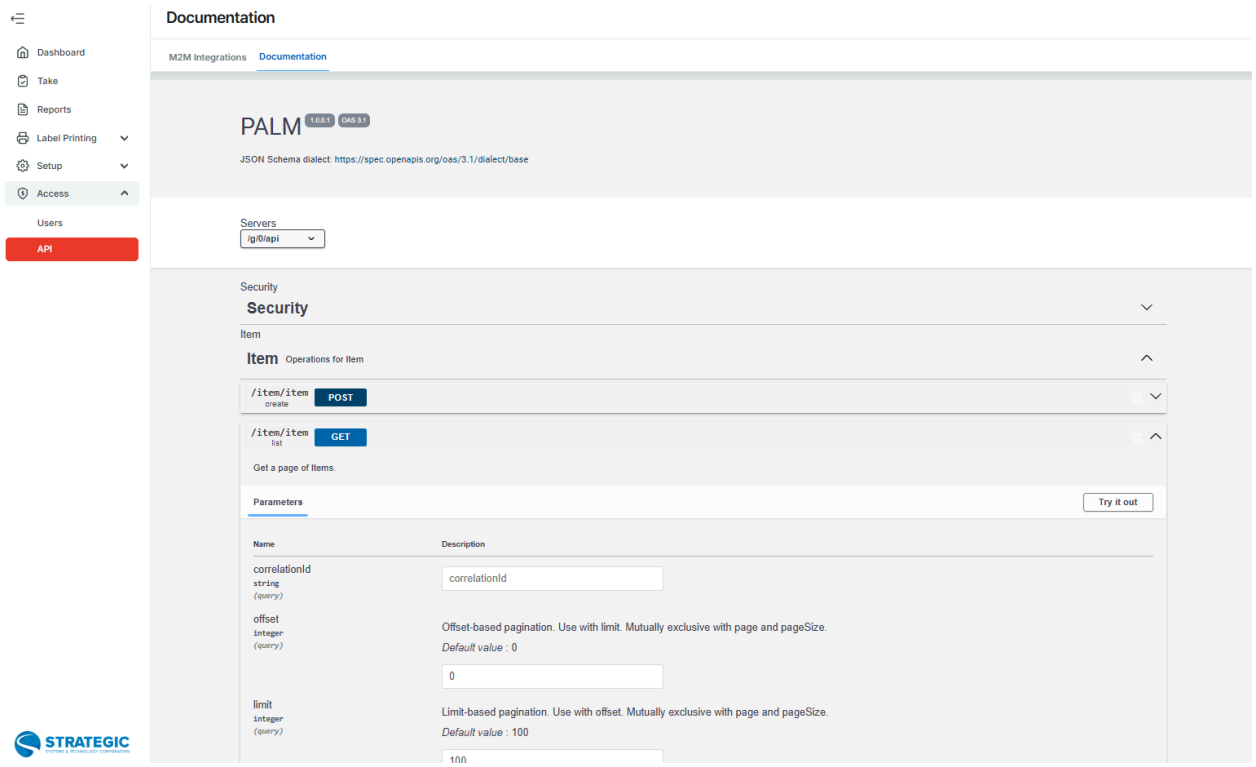
Modifying User Accounts

Select any user record from the grid to open the editing pane:

- Update contact details or change role assignments.
- To permanently revoke access, click **Delete User** with the ellipsis icon and confirm the prompt.

RESTful API Integration

The **Access > API** tab provides endpoint specifications and API key management tools for exchanging asset records directly between SATS and external Florida enterprise systems.



User Menu & System Maintenance

Click the **User Profile** icon in the upper-right corner of the application to open the system drop-down menu:

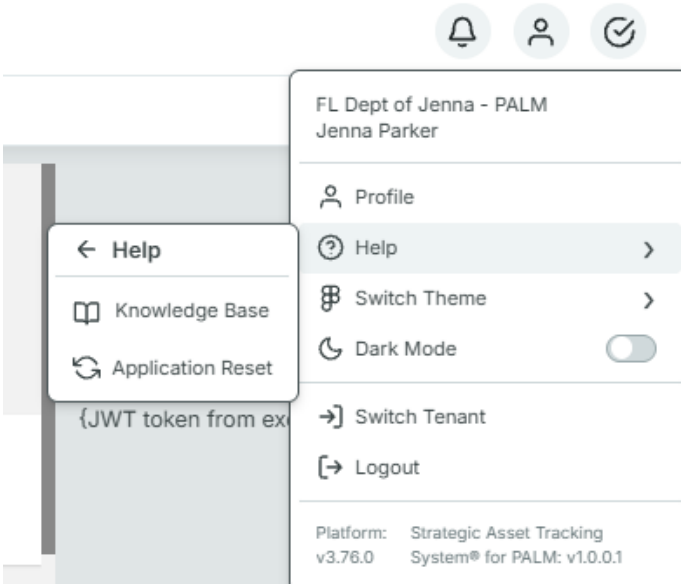
- **Tenant Name & User Display Name:** Confirms active organization and logged-in account identity.
- **Profile:** Manage user account settings and update passwords.
- **Dark Mode:** Inverts interface colors for reduced glare in low-light environments.
- **Version Number:** Displays the active software build version for support and compliance verification.

- **Logout:** Ends the authenticated session and returns to the Login screen

Help & Application Reset

Selecting **Help** from the User Menu displays two support utilities:

- **Knowledge Base:** Links directly to centralized support resources, user manuals, release notes, and ticket submission forms.
- **Application Reset:** Used if network dropouts cause synchronization stalls between your local browser cache and the cloud database.
    - **DATA LOSS WARNING:** *Performing an Application Reset flushes unsynced browser cache data. Any offline modifications that have not successfully synced to the cloud server will be permanently lost. Ensure devices are online and synced before proceeding.*



Mobile Application (Handheld Barcode Scanners)

The mobile web application is optimized for rugged handheld computers running integrated barcode scanners (such as Zebra TC and MC series).

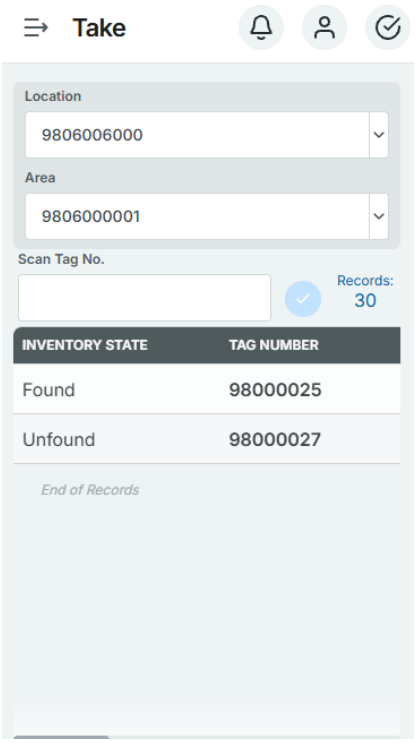
Mobile Login & Navigation

1. Launch the mobile browser on your Zebra device and navigate to the application URL.
2. Enter your credentials and tap **Login**.

Mobile Auditing ("Take" Screen)

1. Tap the menu and select **Take**.
2. Select the targeted **Location** and **Area ID**. The grid populates with all assets cataloged for that area.

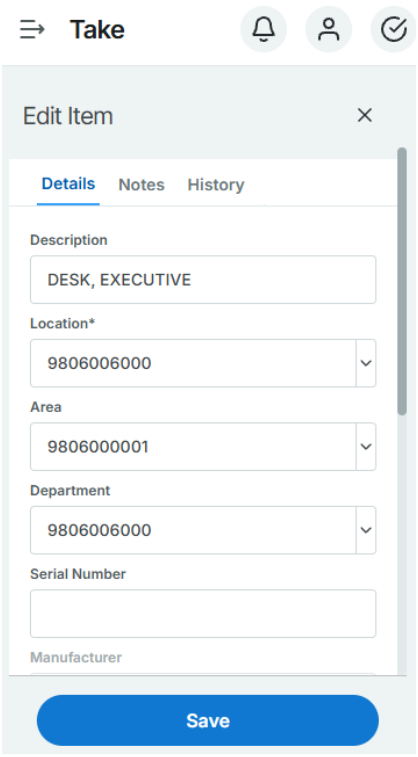
3. Unfound assets are prioritized on screen.
4. Scan the physical barcode or RFID tag on the asset using the mobile computer's scan trigger.
5. The device registers the scan, provides audible/visual confirmation, updates the asset status to **Found**, and stamps the current time.



Updating Assets in the Field

To correct record discrepancies during a physical scan:

1. Tap the scanned item on screen to enter **Edit Item**.
2. Correct the asset attributes as needed (Description, Location, Area ID, Department, Serial Number, Model).
3. If the tag is damaged, enable the **Requires New Label** toggle to flag the record for administrative re-printing.
4. Tap the **Notes** tab to input field observations if necessary.
5. Tap **Save**.



6. Once all assets in the targeted area are reconciled, update the **Location** and **Area ID** dropdowns to advance to your next physical audit zone.