



# Traverse

Intelligent Tracking by PCS

Installation Guide for Traverse.

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**6/10/2011**

# ← Traverse →™ Installation Guide

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## 1. Introduction

Installing Traverse is straight forward and intuitive for users that have basic knowledge of Windows Operating Systems, SQL Server, IIS (Internet Information Services), Browser based applications, and Windows Security.

It is a good idea however to skim through this document before installing so that there are no after thoughts to cause a reinstall.

### **\*\* Very important Note \*\***

**If you are installing Traverse on a PC that is not a server, please go to the Control Panel → Power Options and make certain that the PC will never shut down, hibernate, or otherwise render any hardware to stop working after a period of inactivity.**

### **\*\* Very important Note \*\***

It is assumed that Traverse will be installed on its own server or PC and a SQL Server exists that will host the database aspect of the system. For small installations everything including SQL server can be installed on one server.

Choose the correct installation for your company. Traverse is packaged three ways, alone, with SQL 2008 Express x86, and with SQL 2008 Express x64.

- Traverse.exe
- Traverse\_SQLEXP32bit.exe
- Traverse\_SQLEXP64bit.exe

Use the installation checklist in section 10 to verify that all steps have been completed and to log the company name and SQL Server name. You will need the exact spelling of both the company name and SQL Server name to obtain a valid license key. Both entries are case sensitive. This means that "Hello How Are You" is not the same as "hello how are you". The capital letters are not the same as their lower case counter parts when an entry is "case sensitive".

Traverse is composed of several programs working in concert.

The "Back Office" or "Web Client" is the primary interface used to manage whatever it is that Traverse is tracking.

The "Web Service" is the interface by which all "Business" transactions are performed. In this regard a "Business" transaction is a "Check-Out", "Check-In", "Move", "Transfer", or other action for an asset.

The "Reporting Service" serves the "Web Client" by processing report requests and serving them to the "Web Client".

The "Interface Service" is the means by which data may be imported into and exported out of Traverse via the "Web Client".

The "Archive Service" decides when data is moved to historical tables or purged from the system based on rules that you set up.



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The “DB Maintenance” service manages nightly backups and overall database health. If the Traverse database is installed on a database server that serves other applications and your company employs DBAs that manage these databases then you can turn the “DB Maintenance” service off as long as the DBA sets up a backup and maintenance plan for you.

## 1.1. System Requirements

There are not many prerequisites but if the following is not installed or available please see to it before attempting to install Traverse

- Windows Operating System – 32 or 64 bit {Windows XP, Server 2003 , Server 2008, Windows Vista, Window 7}
- Dot Net Framework v2.0.50727
- IIS – Internet Information Services v5, 6, or 7
  - If IIS 7 then IIS 6 management Compatibility
- SQL Server 2005 or 2008
  - SQL Login must have “sysadmin” privileges
  - Supports SQL Express, Standard Edition and Enterprise Edition.
- Windows Login must have Administrator Privileges for installation

### 1.1.1. Traverse on its own 32 bit server

Minimum recommended configuration

4 GB RAM  
2 CPUs  
20 GB of unused disk space

### 1.1.2. Traverse on its own 64 bit server

Minimum recommended configuration

6 GB RAM  
2 CPUs  
20 GB of unused disk space

### 1.1.3. Traverse w/ SQL Express on a 32 bit server

Minimum recommended configuration

8 GB RAM  
4 CPUs  
50 GB of unused disk space

### 1.1.4. Traverse w/ with SQL Express on a 64 bit server

Minimum recommended configuration

16 GB RAM  
4 CPUs  
50 GB of unused disk space



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IIS (Internet Information Services) is required for the Traverse “Back Office” application and the Traverse Web Service. The Dot Net Framework must be registered to IIS.

Microsoft SQL Server 2005/2008 or SQL Express

Microsoft Internet Explorer 6.0 or higher. Traverse has been tested using Microsoft Internet Explorer 7.0, 8.0 and 9.0. Traverse also works with Mozilla FireFox, Google Chrome, and Safari.<sup>1</sup>

Administrative privileges of the installation PC or Server are required when installing this software.

## 1.2. Installing Traverse

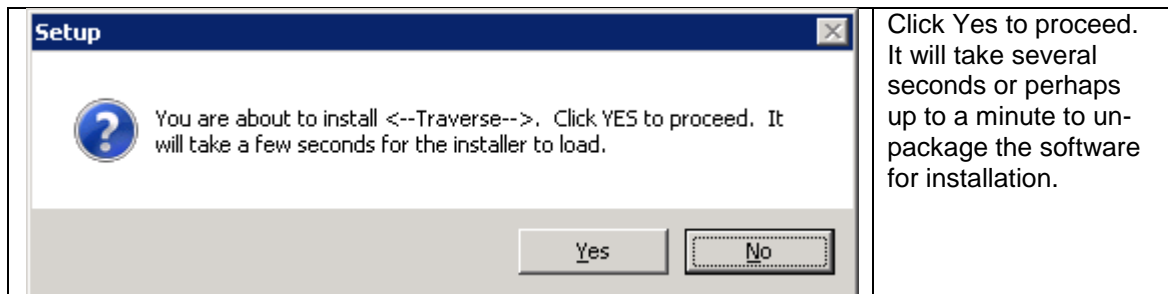
Start the installation by double clicking the appropriate Traverse setup program

To install Traverse on a server or workstation with SQL server on a separate server run “Traverse.exe”

To install Traverse on a 32 bit operating system with SQL Express on the same server run “Traverse\_SQLEXP32bit.exe”

To Install Traverse on a 64 bit operating system with SQL Express on the same server run “Traverse\_SQLEXP64bit.exe”.

Assuming all of the prerequisites are installed on the installation server, after double clicking the appropriate setup program the following screen will appear.

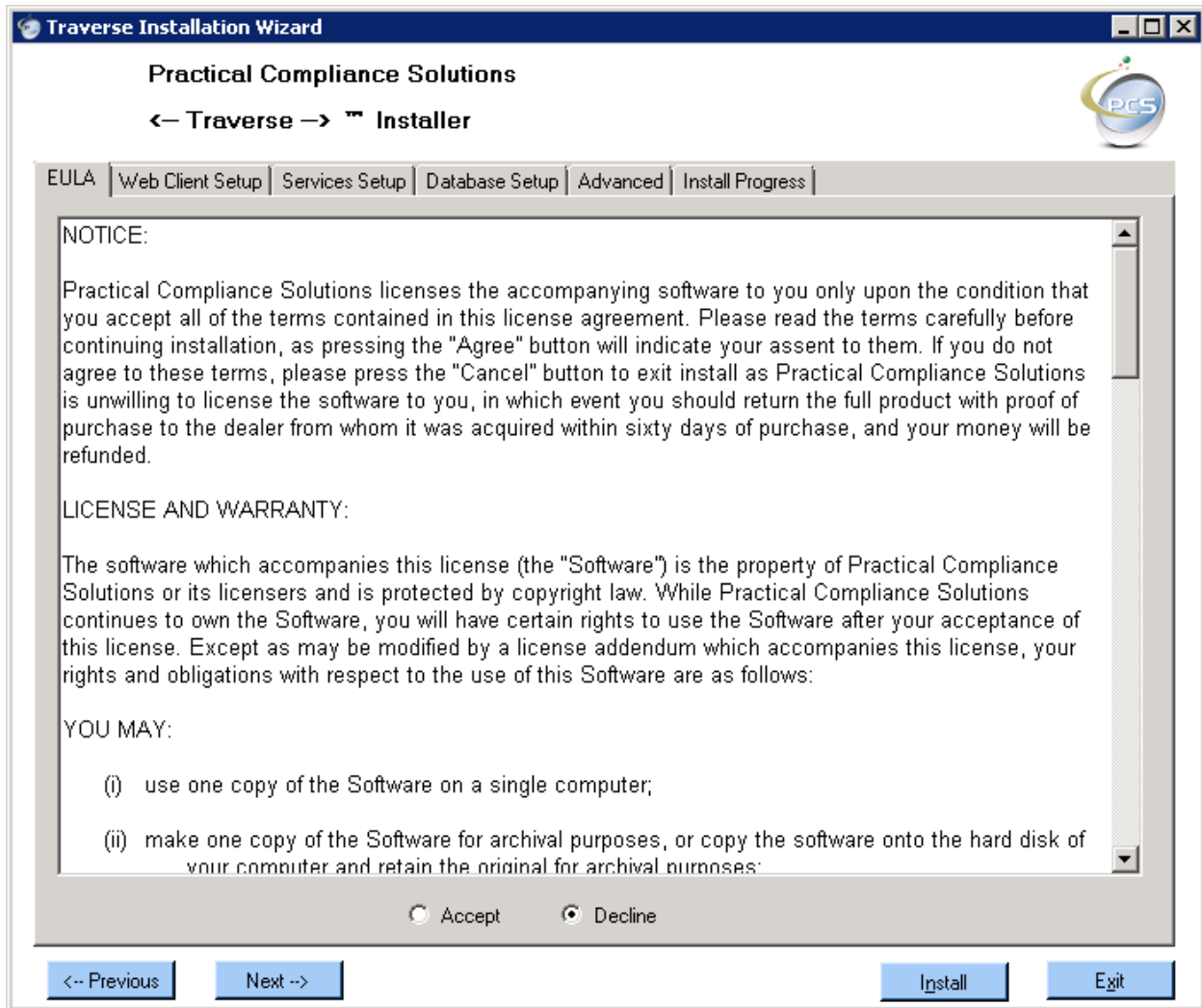


After the software has been un-packaged the main installation screen for traverse will appear, pictured below.

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## 1.2.1. Traverse Web Client and Web Service Configuration

Accept the EULA – End User License Agreement



## ← Traverse →™ Installation Guide

**Traverse Installation Wizard**

**Practical Compliance Solutions**

**← Traverse →™ Installer**

EULA | Web Client Setup | Services Setup | Database Setup | Advanced | Install Progress

**Web Client**

Web Site: Default Web Site

Virtual Directory: Traverse

Port: 80 ☐ Use Windows Authentication

**Web Service**

Web Site: Default Web Site

Virtual Directory: TraverseWS

Port: 80

**Logon Credentials**

☒ Local System Account ☐ This Account

Account ID:

Password: Confirm Password:

<-- Previous Next --> Install Exit

The installation program can be used in wizard mode by clicking the “Previous” and “Next” buttons located at the bottom of the screen, or by clicking each tab and entering the data.

Unless absolutely necessary, it is best to keep the default values for the installation. If Traverse is to be installed on an intranet server and only used by active directory users then checking the box “Use Windows Authentication” will allow any domain user access to Traverse. Otherwise each user must log in via an email address.

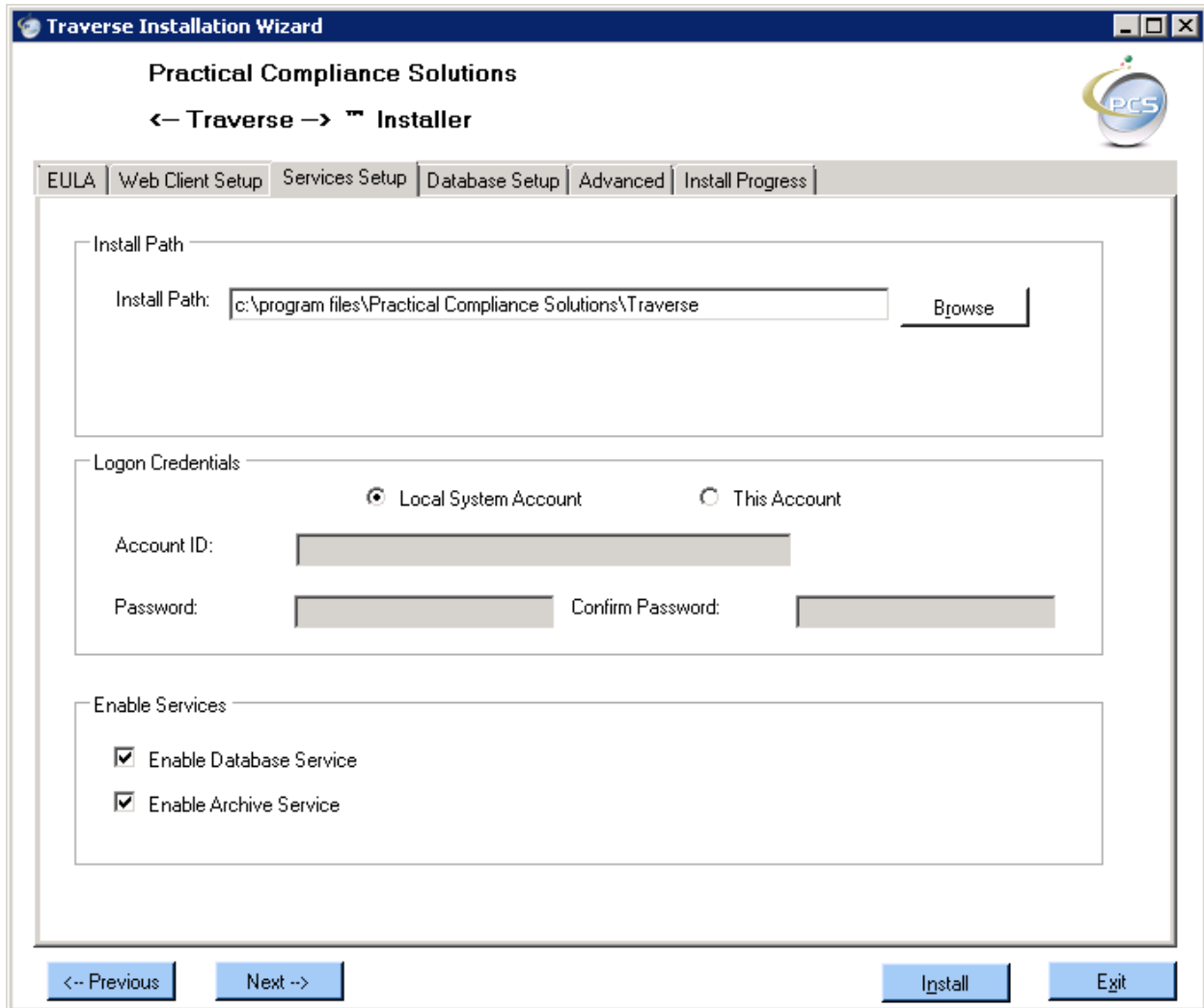
The Logon Credentials section is for the Application Pools associated with the Web Client and Web Service. A specific account can be specified if necessary. For example if windows authentication is specified for SQL server access then specify an account that has adequate privileges to SQL server.





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## 1.2.2. Traverse Services Installation



The screenshot shows the 'Traverse Installation Wizard' window. The title bar reads 'Traverse Installation Wizard'. The main window has a blue header with 'Practical Compliance Solutions' and '← Traverse →™ Installer'. Below the header is a tabbed interface with tabs: 'EULA', 'Web Client Setup', 'Services Setup' (selected), 'Database Setup', 'Advanced', and 'Install Progress'. The 'Services Setup' tab contains three sections: 'Install Path' with a text box showing 'c:\program files\Practical Compliance Solutions\Traverse' and a 'Browse' button; 'Logon Credentials' with radio buttons for 'Local System Account' (selected) and 'This Account', and text boxes for 'Account ID', 'Password', and 'Confirm Password'; and 'Enable Services' with two checked checkboxes: 'Enable Database Service' and 'Enable Archive Service'. At the bottom are buttons for '<-- Previous', 'Next -->', 'Install', and 'Exit'.

Enter the path where Traverse should be installed. If more than one disk is present, many times it is policy to install such programs on a disk other than the system disk.

The Logon Credentials apply to the Traverse services same as the Credentials for the Web Client and Web Services.

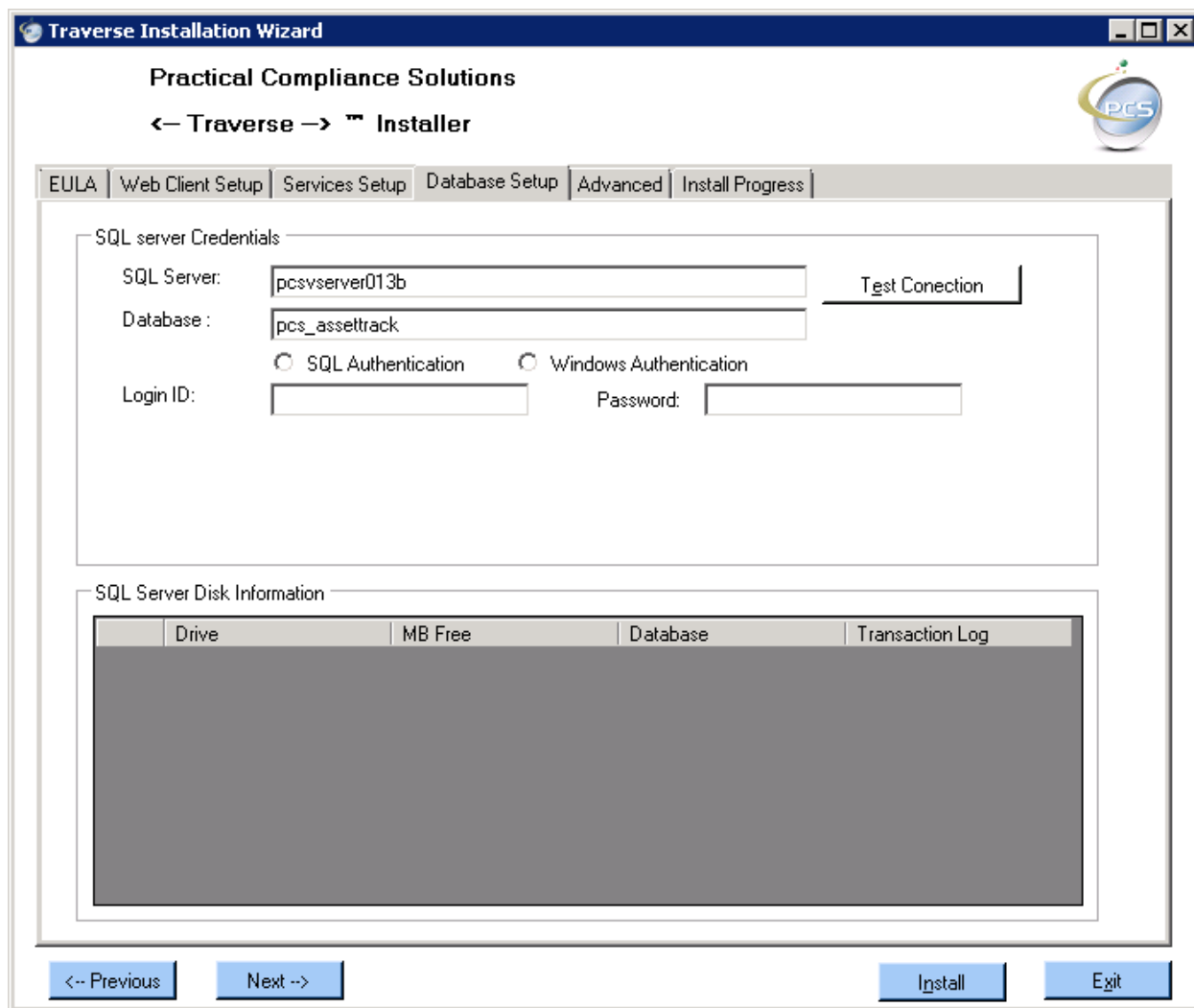
Traverse has two services that help maintain the health of the system. The Database Service performs backups and re-indexing tasks to mention a few. If you already have SQL maintenance plans set up for your SQL server, you can disable the database service. If however you are using SQL Express, then you cannot disable the database service.

The archive service promotes database health by limiting the number of audit / transaction records in the live tables and in the historical tables. There are two system configurable thresholds for maintaining live data and historical data. One threshold is by date or age, and the second is by number of rows.



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## 1.2.3. Traverse Database Configuration



The image shows the 'Traverse Installation Wizard' window, specifically the 'Database Setup' tab. The window title is 'Traverse Installation Wizard'. The main heading is 'Practical Compliance Solutions' with a logo on the right. Below it is '← Traverse →™ Installer'. The tabs at the top are 'EULA', 'Web Client Setup', 'Services Setup', 'Database Setup' (selected), 'Advanced', and 'Install Progress'.

The 'SQL server Credentials' section contains the following fields and options:

- SQL Server: pcsvserver013b
- Database: pcs\_assettrack
- Test Connection button
- Authentication options: ☐ SQL Authentication, ☐ Windows Authentication
- Login ID: (empty field)
- Password: (empty field)

The 'SQL Server Disk Information' section contains a table with the following headers:

Drive	MB Free	Database	Transaction Log

At the bottom of the window are four buttons: '<- Previous', 'Next ->', 'Install', and 'Exit'.

Enter the SQL Server credentials and click the “Test Connection” button. Upon successful connection to SQL Server the disk and available drive space will appear. Select the disk where the Traverse database and transaction log should reside.



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**Traverse Installation Wizard**

**Practical Compliance Solutions**

**← Traverse →™ Installer**

EULA | Web Client Setup | Services Setup | Database Setup | Advanced | Install Progress

SQL server Credentials

SQL Server:

Database:

☒ SQL Authentication ☐ Windows Authentication

Login ID:  Password:

SQL Server Disk Information

	Drive	MB Free	Database	Transaction Log
▶	C:	4,331	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	E:	3,053	<input type="checkbox"/>	<input type="checkbox"/>

<-- Previous    Next -->       



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## 1.2.4. Traverse Service Ports

The traverse services communicate via TCP/IP. The Report and Interface Services listen for instructions on their own port. By default the Report Service listens on port 65104 and the interface service listens on port 65103. These ports can be changed. Use caution as you do not want to use a port that is already used by another service. This is one of the ways the services communicate with each other.

The screenshot shows the 'Traverse Installation Wizard' window, specifically the 'Services Setup' tab. The window title is 'Traverse Installation Wizard'. Below the title bar, it says 'Practical Compliance Solutions' and '← Traverse →™ Installer'. The 'Services Setup' tab is selected, showing a list of services and their default ports. Below this, there is a section for 'Advanced Database Settings' with fields for 'Initial Database Size', 'Database Data Path', and 'Database Log Path'. At the bottom, there are navigation buttons: '<-- Previous', 'Next -->', 'Install', and 'Exit'.

Ports	
Enter the TCP/IP Port on which each service should listen.	
Archive Service:	65101
Database Maintenance Service:	65102
Interface Service:	65103
Report Service:	65104
Web Client:	65105
Web Service:	65106

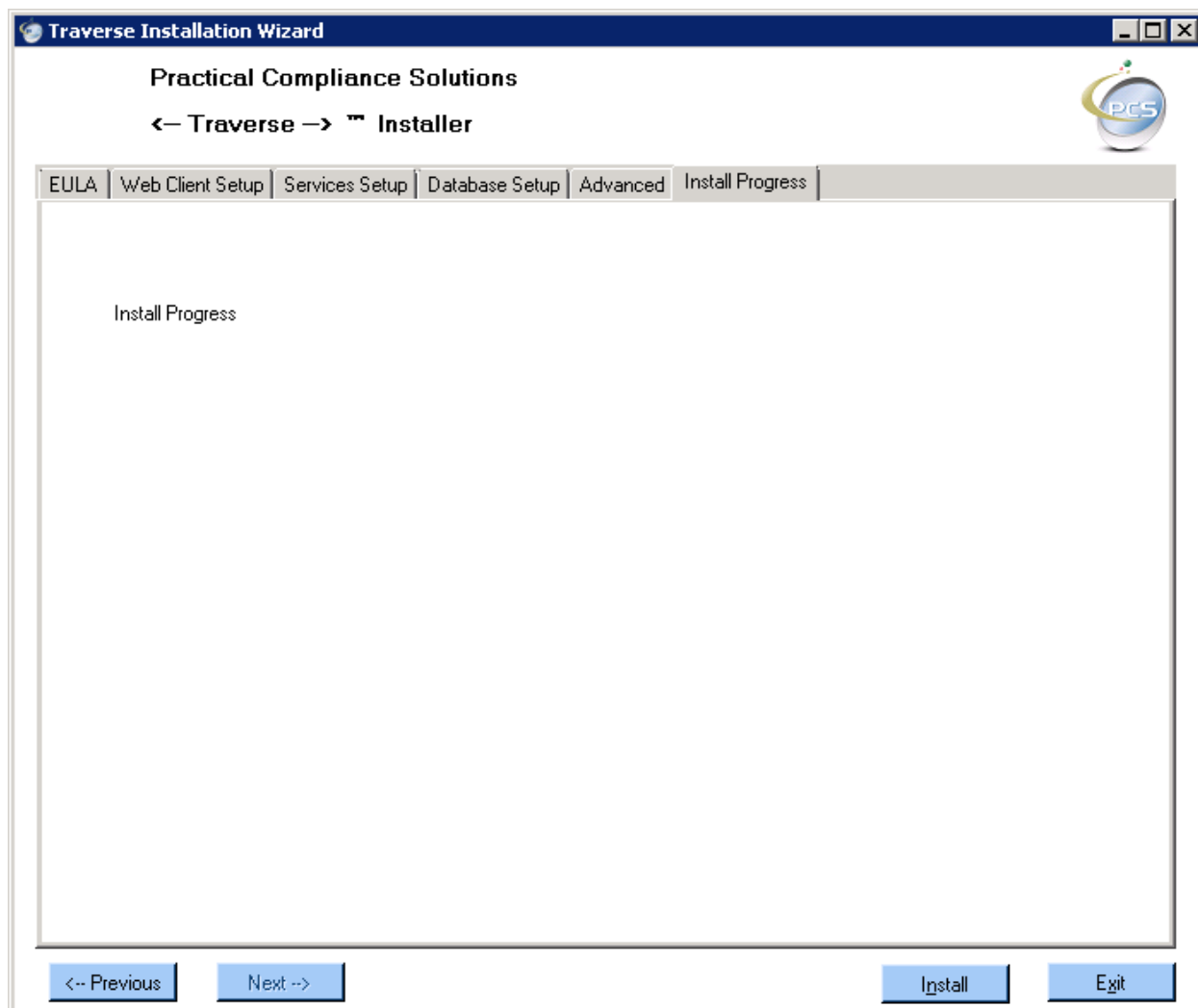
Advanced Database Settings	
Initial Database Size:	10
Database Data Path:	C:\Program Files\Microsoft SQL Server\MSSQL10.MSE
Database Log Path:	C:\Program Files\Microsoft SQL Server\MSSQL10.MSE

You can enter an initial database size and or installation path for the database files. When creating a new database on SQL server, the minimum size of a new database must be greater than or equal to the size of the SQL Server system database named model. By default the model database is 2MB for SQL 2008 and 4MB for SQL 2012. The default size for Traverse is 10MB.

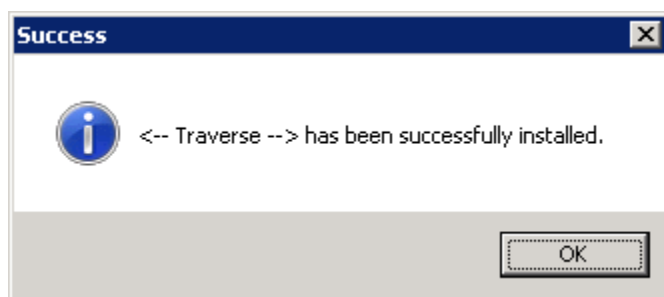
Click install. A message indicating the installation is complete will appear as soon as Traverse is fully installed.



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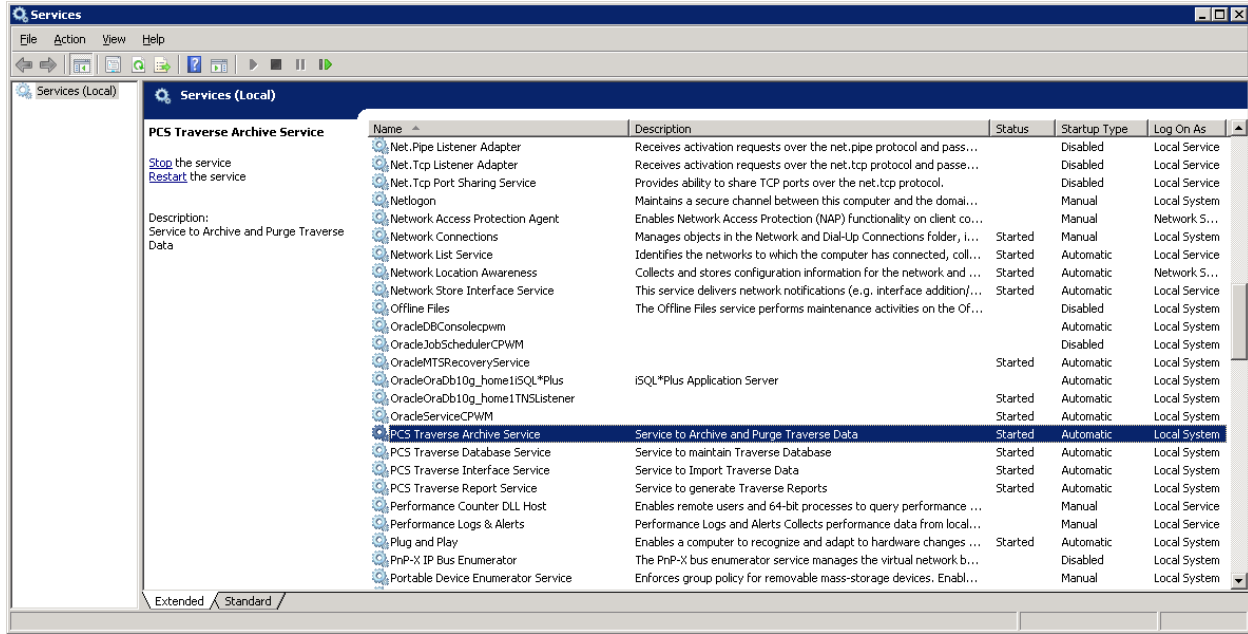
Click OK and then Click Exit on the installer screen.



Click the Windows Start menu and click "Run". Type "services.msc" in the run prompt and press enter. Scroll down alphabetically to PCS and you will see the four new Traverse Services



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## 2. Starting Traverse

From the server you can launch the Traverse Web Client by typing <http://localhost/traverse> in the browser's URL window. Similarly you can see the traverse web service type typing <http://localhost/traversews/traversews.aspx>

If you are using IE9 (Internet Explorer 9) your local host and server name must be added to "Trusted Sites".

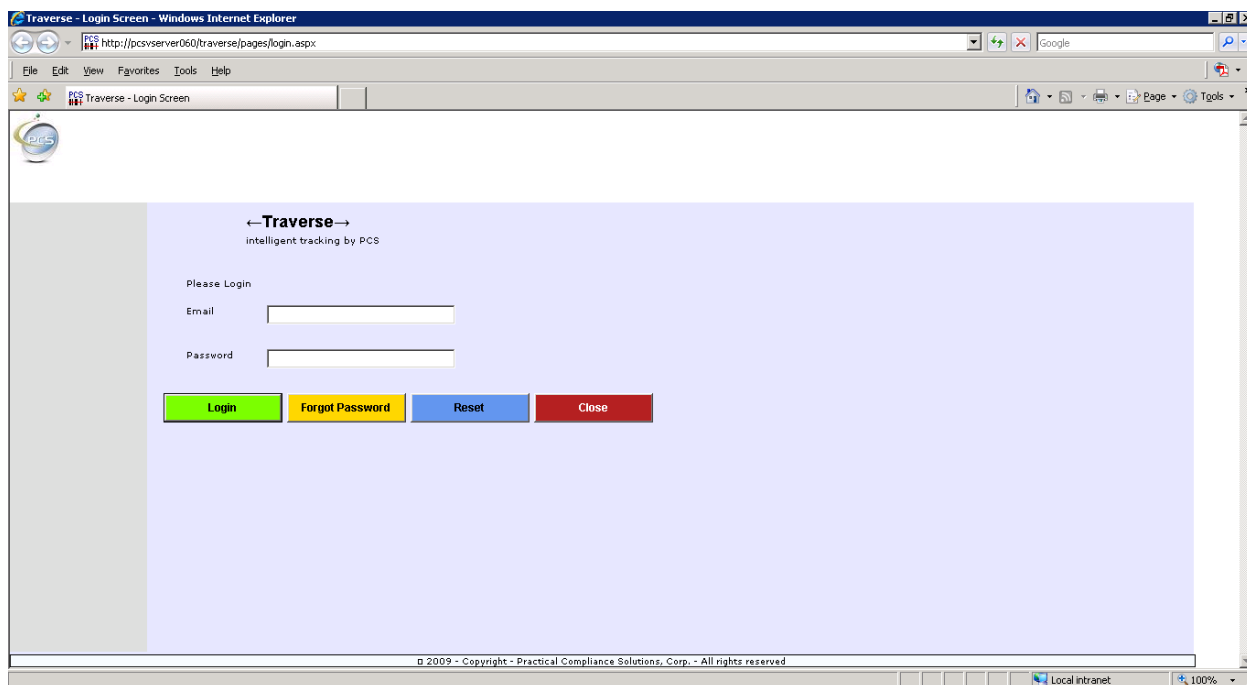
Or if you prefer you can start traverse from a workstation by typing the traverse URL in the browser.

For example <http://yourserver/traverse>

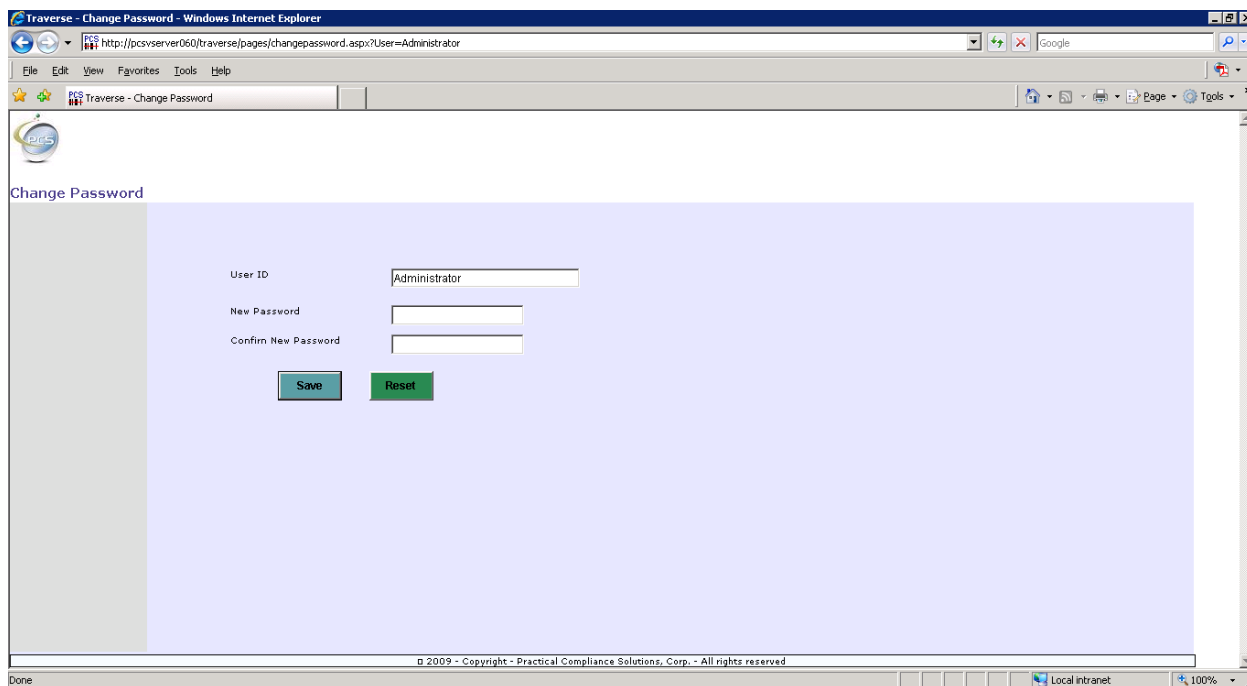
You will see the traverse login screen if you did not check the "Use Windows Authentication" check box when installing traverse.



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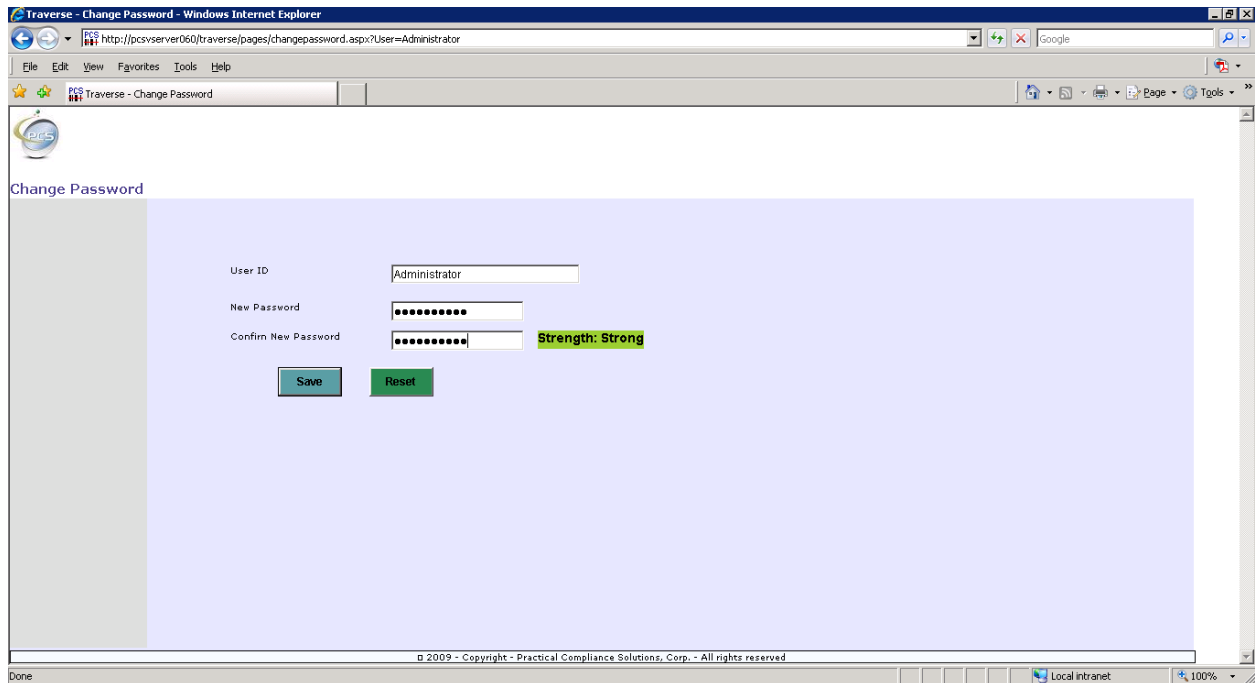
Type Administrator in the email text box and click the login button. You will be prompted to change the Administrator's password.



A password strength indicator will guide you



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## 3. Licensing Traverse

Once you have changed the password, you must either provide the Traverse License or get a temporary license. To get a temporary Traverse License, the computer you are using must have access to the Internet.



Click the "ADMIN" menu and then click "System Configuration".





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Traverse - System Config - Windows Internet Explorer

http://pcsvserver060/traverse/pages/systemconfig.aspx

File Edit View Favorites Tools Help

Traverse - System Config

Welcome Administrator Administrator

System Configuration

HOME  
TASKS  
INTERFACE  
REPORTS  
ADMIN  
SECURITY

Change Password  
Asset Types  
Asset Relationships  
Category Codes  
Class Codes  
Departments  
Location Types  
Locations  
Manufacturers  
System Configuration

Logout  
License

Find Clear Save Delete Print

Record Saved Successfully.

Click the X to close this message

Local Intranet 100%

Enter your company data as shown and click the “Save” button.

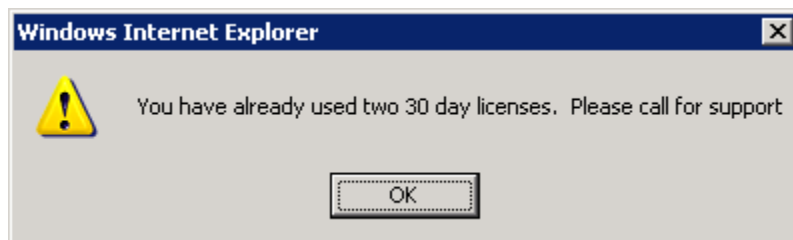
You are now ready to click the “License” button.

You should receive a message like the following:



You now have a thirty day trial license to try Traverse free of charge. During this time you may call or email support for answers to get you started.

You are entitled to two 30 day trial licenses. If you have used both of your trial licenses you will receive a message like the following.



After your second license you must call for a real license.



## 4. Configuring Traverse for your business

Before you use Traverse there are certain configuration items that you must supply.

Under the “ADMIN” menu there are several categories that require attention before you can add assets.

It makes sense to create them in this order:

- 1) Category Codes
- 2) Class Codes
- 3) Status Codes
- 4) Departments
- 5) Site
- 6) Building
- 7) Location Types
- 8) Locations
- 9) Manufacturers
- 10) Asset Types
- 11) Asset Relationships

Under the security menu add yourself as a Traverse Administrator with security privileges.

### 4.1. The Administrative menu

All of the administrative screens and all of the security screens use the same buttons. The buttons are in the same order and the same color for each screen.



#### 4.1.1.1. The Find Button

From a blank screen, the find button presents a list of records from which you may choose. To narrow your search you may type some data in any of the fields on the screen and press find. If an exact match is found, the record will be presented on the screen. If no match is found then a message indicating so will appear and the screen will remain blank or with the text you typed still in place. If more than one record is found then a list will appear.

#### 4.1.1.2. The Clear Button

Clicking the clear button clears the screen.



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### **4.1.1.3. The Save Button**

Clicking the save button saves the data on the screen to the database. The saved record remains on the screen after saving.

### **4.1.1.4. The Delete Button**

Clicking the delete button deletes the current record. The deleted record remains on the screen so it can be resaved if desired.

### **4.1.1.5. The Print Button**

The print button “if implemented” either prints the current record on the screen, or prints a simple report in the context of the screen.



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## 4.1.2. Adding Category Codes

Category Codes are used as a way to group your assets together in a way that has meaning for your business. For example if you are tracking IT equipment you could create category codes like, servers, laptops, workstations. All are computers but this allows you to separate your computers by type.

The screenshot shows a web browser window titled "Traverse - Category Codes - Windows Internet Explorer". The address bar shows the URL "http://pcsvserver060/traverse/Pages/categorycodes.aspx". The page content includes a welcome message "Welcome Thomas Romeo" and a "Category Maintenance" section. On the left, there is a navigation menu with links: HOME, TASKS, INTERFACE, REPORTS, ADMIN, and SECURITY. The ADMIN section is expanded, showing a list of options: Change Password, Asset Types, Asset Relationships, Category Codes, Class Codes, Departments, Sites, Buildings, Location Types, Locations, Manufacturers, Status Codes, and System Configuration. The main content area has two input fields: "Category ID:" and "Name:", both marked as "Required". Below these fields are five buttons: Find, Clear, Save, Delete, and Print. The footer of the page states "© 2009 - Copyright - Practical Compliance Solutions, Corp. - All rights reserved".

Traverse - Category Codes - Windows Internet Explorer

http://pcsvserver060/traverse/Pages/categorycodes.aspx

File Edit View Favorites Tools Help

Traverse - Category Codes

Welcome Thomas Romeo

Category Maintenance

HOME

TASKS

INTERFACE

REPORTS

ADMIN

Change Password

Asset Types

Asset Relationships

Category Codes

Class Codes

Departments

Sites

Buildings

Location Types

Locations

Manufacturers

Status Codes

System Configuration

SECURITY

Logout

Category ID: Required

Name: Required

Find Clear Save Delete Print

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Done Local intranet 100%



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## 4.1.3. Adding Class Codes

Class codes are much like category codes and can be used completely separately or as sub-categories. In the above example there is a category called “servers” there could be class codes describing the server such as “blade” or “tower”, or class codes could be setup to mean something completely different such as “refurbished” or “new”, again use class codes as they make sense for your business.

The screenshot shows a web browser window titled "Traverse - Class Codes - Windows Internet Explorer". The address bar shows the URL "http://pcsvserver060/traverse/Pages/classcodes.aspx". The page content includes a sidebar with navigation links: HOME, TASKS, INTERFACE, REPORTS, and ADMIN (highlighted in yellow). Under ADMIN, there is a list of links: Change Password, Asset Types, Asset Relationships, Category Codes, Class Codes, Departments, Sites, Buildings, Location Types, Locations, Manufacturers, Status Codes, and System Configuration. Below this list is a "SECURITY" section with a "Logout" button. The main content area is titled "ClassCode Maintenance" and contains two input fields: "ClassCode ID:" and "Name:", both with a red "Required" label. Below the input fields are five buttons: Find (yellow), Clear (blue), Save (green), Delete (red), and Print (pink). The footer of the page shows the copyright notice "© 2009 - Copyright - Practical Compliance Solutions, Corp. - All rights reserved" and the status "Done".



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## 4.1.4. Adding Departments

Typically an asset will belong to a particular department.

Traverse - Departments - Windows Internet Explorer

http://pcsvserver060/traverse/Pages/departments.aspx

File Edit View Favorites Tools Help

Traverse - Departments

Welcome Thomas Romeo

Department Maintenance

HOME

TASKS

INTERFACE

REPORTS

ADMIN

Change Password

Asset Types

Asset Relationships

Category Codes

Class Codes

Departments

Sites

Buildings

Location Types

Locations

Manufacturers

Status Codes

System Configuration

SECURITY

Logout

Department ID: Required

Name: Required

Find Clear Save Delete Print

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Done Local intranet 100%



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## 4.1.5. Adding Location Types

Before adding locations, you must enter at least one location type. Location types are used to categorize locations. A location Type can be as simple and broad as “warehouse” or as granular as “aisle” or “bin”, “yard”, “Door”, “File Room”, “Office”, “Box”, “Mail Cart”.

Traverse - Location Types - Windows Internet Explorer

http://pcsvserver060/traverse/Pages/locationtypes.aspx

File Edit View Favorites Tools Help

Traverse - Location Types

Welcome Thomas Romeo

Location Type Maintenance

HOME

TASKS

INTERFACE

REPORTS

ADMIN

Change Password

Asset Types

Asset Relationships

Category Codes

Class Codes

Departments

Sites

Buildings

Location Types

Locations

Manufacturers

Status Codes

System Configuration

SECURITY

Logout

Type ID: Required

Description: Required

Prefix:

Find Clear Save Delete Print

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Done

Local intranet 100%



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## 4.1.6. Adding Sites

Traverse offers the ability to track assets stored at different sites. For example, you may have a warehouse in Pennsylvania and another in Iowa. Each site might be like a campus with more than one building at each.

If this is not the case then a single default site is required to add locations. Just create a site called “HOME” for example or CHQ – Corporate Headquarters.

Traverse - Sites - Windows Internet Explorer

http://pcsvserver060/traverse/Pages/sites.aspx

File Edit View Favorites Tools Help

Traverse - Sites

Welcome Thomas Romeo

Site Maintenance

HOME

TASKS

INTERFACE

REPORTS

ADMIN

- Change Password
- Asset Types
- Asset Relationships
- Category Codes
- Class Codes
- Departments
- Sites
- Buildings
- Location Types
- Locations
- Manufacturers
- Status Codes
- System Configuration

SECURITY

Logout

Site ID: Required

Site Name: Required

Find Clear Save Delete Print

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Done Local intranet 100%





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## 4.1.7. Adding Buildings

At least one building is required to add locations. If you plan to track assets that are only in one building then just create one building.

The screenshot shows the 'Traverse - Building Maintenance' web application running in a Windows Internet Explorer browser. The address bar shows the URL 'http://pcsvserver060/traverse/Pages/buildings.aspx'. The page has a blue header with the PCS logo and the text 'Welcome Thomas Romeo'. Below the header is a navigation menu with links: HOME, TASKS, INTERFACE, REPORTS, and ADMIN. The ADMIN menu is expanded, showing a list of options: Change Password, Asset Types, Asset Relationships, Category Codes, Class Codes, Departments, Sites, Buildings, Location Types, Locations, Manufacturers, Status Codes, and System Configuration. The main content area is titled 'Buildings Maintenance' and contains two input fields: 'Building ID:' and 'Building Name:'. Both fields have a red 'Required' label next to them. Below the input fields are five buttons: Find (yellow), Clear (blue), Save (green), Delete (red), and Print (pink). The footer of the page contains the text '© 2009 - Copyright - Practical Compliance Solutions, Corp. - All rights reserved'.



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## 4.1.8. Adding Locations

At least one location must exist before any assets can be added.

Traverse - Location Maintenance - Windows Internet Explorer

http://pcsvserver060/traverse/Pages/locations.aspx

File Edit View Favorites Tools Help

Traverse - Location Maintenance

Welcome Thomas Romeo

Location Maintenance

HOME

TASKS

INTERFACE

REPORTS

ADMIN

Change Password

Asset Types

Asset Relationships

Category Codes

Class Codes

Departments

Sites

Buildings

Location Types

Locations

Manufacturers

Status Codes

System Configuration

SECURITY

Logout

Location ID: Required

Description: Required

Location Type: [Dropdown]

Site: [Dropdown]

Building: [Dropdown]

Capacity: [Text]

Floor: [Text]

Area: [Text]

Zone: [Text]

Status: [Dropdown]

Find Clear Save Delete Print

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Done

Local intranet 100%



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## 4.1.9. Adding Manufacturers

Add manufacturers (make and model) if you plan to track assets with serial numbers.

The screenshot displays the 'Traverse - Manufacturers' web application running in Internet Explorer. The browser's address bar shows the URL: `http://pcsvserver060/traverse/pages/manufacturers.aspx`. The page features a sidebar with a navigation menu where the 'ADMIN' section is highlighted. Under 'ADMIN', various system management options are listed, including 'Change Password', 'Asset Types', 'Asset Relationships', 'Category Codes', 'Class Codes', 'Departments', 'Locations', 'Manufacturers', 'Status Codes', and 'System Configuration'. The main content area is titled 'Manufacturer Maintenance' and contains a form for adding or editing manufacturer information. The form includes the following fields: 'Manufacturer ID' (marked as required), 'Name' (marked as required), 'Address', 'City', 'State', 'ZIP', 'Phone', and 'FAX'. Below the form are five buttons: 'Find', 'Clear', 'Save', 'Delete', and 'Print'. The footer of the page indicates the copyright: '© 2009 - Copyright - Practical Compliance Solutions, Corp. - All rights reserved'.



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## 4.1.10. Adding Asset Types

The power of Traverse begins with asset types. Assets of a given type can be containers that contain other assets, can be contained within other assets, depreciable, and can unlock additional optional fields for custom definitions.

Traverse - Asset Types - Windows Internet Explorer

http://pcsvserver060/traverse/pages/assettypes.aspx

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Asset Type Maintenance

HOME TASKS INTERFACE REPORTS ADMIN

Change Password  
Asset Types  
Asset Relationships  
Category Codes  
Class Codes  
Departments  
Sites  
Buildings  
Location Types  
Locations  
Manufacturers  
Status Codes  
System Configuration

SECURITY Logout

Asset Types Optional & Custom Fields

Type ID: FC  
Description: File Cabinet  
Prefix:

☒ Can Be Container ☐ Can Be Contained ☐ Depreciable

Find Clear Save Delete Print

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Traverse - Asset Types - Windows Internet Explorer

http://pcsvserver060/traverse/pages/assettypes.aspx

Welcome Thomas Romeo

Asset Type Maintenance

HOME TASKS INTERFACE REPORTS ADMIN

Change Password  
Asset Types  
Asset Relationships  
Category Codes  
Class Codes  
Departments  
Sites  
Buildings  
Location Types  
Locations  
Manufacturers  
Status Codes  
System Configuration

SECURITY Logout

Asset Types Optional & Custom Fields

Type ID: CS  
Description: Computers (Servers)  
Prefix:

☐ Can Be Container ☐ Can Be Contained ☒ Depreciable

Depreciation Type: Declining Balance Depreciation Number of Years: 5

The declining balance depreciation method uses the depreciable basis of an asset multiplied by a factor based on the life of the asset. The depreciable basis of the asset is the book value of the fixed asset -- cost less accumulated depreciation.

The factor is the percentage of the asset that would be depreciated each year under straight line depreciation times the acceleration. For example, an asset with a four-year life would have 25% of the cost depreciated each year. Using double declining balance or 200%, which is the most common, would mean that depreciation expense in the first year would be twice that or 50%. So to calculate the depreciation expense each year the depreciable basis would be multiplied by 50%.

Example: An item is purchased for \$1000. The expected life is 4 years. Using double declining balance the depreciation would be calculated as follows:

Factor =  $2 * (1/4) = 0.50$

Year	Basis	Calculation	Expense
1	1000.00	1000.00 * .50	500.00
2	500.00	500.00 * .50	250.00
3	250.00	250.00 * .50	125.00
4	125.00	125.00 * .50	62.50

Select a tab

Find Clear Save Delete Print

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Defining assets types allows you to enable optional data elements and custom data elements.

The screenshot shows the 'Traverse - Asset Types' web application running in a Windows Internet Explorer browser. The address bar shows the URL 'http://pcsvserver060/traverse/pages/assettypes.aspx'. The page title is 'Traverse - Asset Types'. The main content area is titled 'Asset Type Maintenance' and contains two tabs: 'Asset Types' and 'Optional & Custom Fields'. The 'Optional & Custom Fields' tab is active, displaying two tables: 'Optional Fields' and 'Custom Fields'. Both tables have columns for 'Used', 'Field Name', and 'Label Text'. The 'Optional Fields' table lists fields like 'LastServiceDate', 'ManufactureId', 'Model', 'PurchaseDate', 'PurchasePrice', 'SerialNumber', 'ServiceAgreement', 'ServiceAgreementEndDate', 'ServiceDueDate', 'Warranty', and 'WarrantyEndDate'. The 'Custom Fields' table lists fields like 'CustomBit001', 'CustomBit002', 'CustomBit003', 'CustomBit004', 'CustomChar001', 'CustomChar002', 'CustomChar003', 'CustomChar004', 'CustomDate001', 'CustomDate002', 'CustomDate003', 'CustomDate004', and 'CustomNumber001'. Below the tables are buttons for 'Find', 'Clear', 'Save', 'Delete', and 'Print'. The footer of the page shows '© 2009 - Copyright - Practical Compliance Solutions, Corp. - All rights reserved'.

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Asset Type Maintenance

Asset Types Optional & Custom Fields

Optional Fields:

Used	Field Name	Label Text
<input checked="" type="checkbox"/>	LastServiceDate	Last Serviced
<input checked="" type="checkbox"/>	ManufactureId	Make
<input checked="" type="checkbox"/>	Model	Model
<input checked="" type="checkbox"/>	PurchaseDate	Purchased
<input checked="" type="checkbox"/>	PurchasePrice	Price
<input checked="" type="checkbox"/>	SerialNumber	S/N
<input checked="" type="checkbox"/>	ServiceAgreement	Service Agreement
<input checked="" type="checkbox"/>	ServiceAgreementEndDate	Service Agreement
<input checked="" type="checkbox"/>	ServiceDueDate	Service Due Date
<input checked="" type="checkbox"/>	Warranty	Warranty
<input checked="" type="checkbox"/>	WarrantyEndDate	Warranty EXP.

Custom Fields:

Used	Field Name	Label Text
<input checked="" type="checkbox"/>	CustomBit001	Refurbished
<input type="checkbox"/>	CustomBit002	CustomBit002
<input type="checkbox"/>	CustomBit003	CustomBit003
<input type="checkbox"/>	CustomBit004	CustomBit004
<input type="checkbox"/>	CustomChar001	CustomChar001
<input type="checkbox"/>	CustomChar002	CustomChar002
<input type="checkbox"/>	CustomChar003	CustomChar003
<input type="checkbox"/>	CustomChar004	CustomChar004
<input type="checkbox"/>	CustomDate001	CustomDate001
<input type="checkbox"/>	CustomDate002	CustomDate002
<input type="checkbox"/>	CustomDate003	CustomDate003
<input type="checkbox"/>	CustomDate004	CustomDate004
<input type="checkbox"/>	CustomNumber001	CustomNumber001

Find Clear Save Delete Print

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## 4.1.11. Asset Relationships

Adding asset relationships defines the rules as to which asset types can be contained within other asset types. In the case below A storage box can contain smaller storage boxes and gussets. Gussets on the other hand can be contained by boxes and file cabinets and can contain file folders.

The screenshot shows the 'Traverse - Asset Relationships' web application in Internet Explorer. The page title is 'Asset Relationship Maintenance'. On the left is a navigation menu with links: HOME, TASKS, INTERFACE, REPORTS, and ADMIN (highlighted). The ADMIN menu includes: Change Password, Asset Types, Asset Relationships, Category Codes, Class Codes, Departments, Sites, Buildings, Location Types, Locations, Manufacturers, Status Codes, and System Configuration. Below the menu is a 'SECURITY' section with a 'Logout' button. The main content area shows the configuration for 'Type ID: BOX' with 'Description: Storage Box'. It contains two tables: 'Storage Box can be contained by:' and 'Storage Box can contain:'. Both tables have columns for 'Item Type' and 'Description'. In the 'can be contained by' table, 'BOX' (Storage Box) and 'OS' (Gusset (Pendeflex File Folder)) are checked. In the 'can contain' table, 'BOX' (Storage Box) and 'OS' (Gusset (Pendeflex File Folder)) are checked. At the bottom are buttons: Find, Clear, Save, Delete, and Print. The footer shows '© 2009 - Copyright - Practical Compliance Solutions, Corp. - All rights reserved' and 'Local intranet'.

Item Type	Description
<input checked="" type="checkbox"/> BOX	Storage Box
<input type="checkbox"/> FC	File Cabinet
<input type="checkbox"/> OS	Gusset (Pendeflex File Folder)

Item Type	Description
<input checked="" type="checkbox"/> BOX	Storage Box
<input type="checkbox"/> FF	File Folder
<input checked="" type="checkbox"/> OS	Gusset (Pendeflex File Folder)

The screenshot shows the 'Traverse - Asset Relationships' web application in Internet Explorer. The page title is 'Asset Relationship Maintenance'. On the left is a navigation menu with links: HOME, TASKS, INTERFACE, REPORTS, and ADMIN (highlighted). The ADMIN menu includes: Change Password, Asset Types, Asset Relationships, Category Codes, Class Codes, Departments, Sites, Buildings, Location Types, Locations, Manufacturers, Status Codes, and System Configuration. Below the menu is a 'SECURITY' section with a 'Logout' button. The main content area shows the configuration for 'Type ID: OS' with 'Description: Gusset (Pendeflex File Folder)'. It contains two tables: 'Gusset (Pendeflex File Folder) can be contained by:' and 'Gusset (Pendeflex File Folder) can contain:'. Both tables have columns for 'Item Type' and 'Description'. In the 'can be contained by' table, 'BOX' (Storage Box), 'FC' (File Cabinet), and 'OS' (Gusset (Pendeflex File Folder)) are checked. In the 'can contain' table, 'FF' (File Folder) and 'OS' (Gusset (Pendeflex File Folder)) are checked. At the bottom are buttons: Find, Clear, Save, Delete, and Print. The footer shows '© 2009 - Copyright - Practical Compliance Solutions, Corp. - All rights reserved' and 'Local intranet'.

Item Type	Description
<input checked="" type="checkbox"/> BOX	Storage Box
<input checked="" type="checkbox"/> FC	File Cabinet
<input type="checkbox"/> OS	Gusset (Pendeflex File Folder)

Item Type	Description
<input type="checkbox"/> BOX	Storage Box
<input checked="" type="checkbox"/> FF	File Folder
<input type="checkbox"/> OS	Gusset (Pendeflex File Folder)



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<sup>1</sup> When using Microsoft Internet Explorer, pressing the enter key renders a tab on most screens. This is not the case in Mozilla FireFox, Google Chrome, and Safari.

