



<b>Feature</b>	<b>How it helps you</b>
<b>Web-Enabled Database</b>	Web-based interface that connects to a Microsoft SQL Server 2005 (or greater) database.
<b>Active Directory</b>	Active Directory compatible.
<b>Established Electronic Interface with DPAS/Reconciliation</b>	(***PENDING FINAL CONSTRUCTION) Established electronic interface to the Defense Property Accountability System (DPAS). This interface is used to extract designated field data from DPAS for reconciliations with the ASTS database or to capture new Hand Receipt records into the system. An active DPAS (READ only) user account is required. The ASTS software automatically posts all "in process" transactions when reconciled with data downloaded from DPAS (via the established electronic interface). If, during the life cycle tracking of an item, an item is coded as "In Process" for a transaction, the ASTS database will automatically code the item as "Posted", enter the Posted date and make any required changes to the record per the reconciliation. This feature eliminates the user having to search through paperwork to determine what transactions have been posted since the last reconcile. The ASTS software also alerts the user of any overages to the Hand Receipt, deletions from the Hand Receipt and any unauthorized modifications to fields since the last reconcile.
<b>PBUSE / Reconciliation</b>	(***PENDING FINAL CONSTRUCTION) With the appropriate PBUSE access, an ASTS user can use a designated hand receipt (spreadsheet) export file from PBUSE to import/update designated fields within the ASTS database. This will allow the property manager / ASTS user to keep an accurate count of which items, being tracked within ASTS, are officially recorded within PBUSE. This feature informs the ASTS user when items have been added to or removed from their PBUSE hand receipt and helps to expedite Hand Receipt inventories.
<b>UID Tracking</b>	Capable of tracking UID barcodes and associated data fields such as Cage Code, Part #, etc. While ASTS does not currently interface with the UID Registry, an ASTS user has the ability to easily generate/export an XML or Excel file to aid in supplying the required data to the UID Registry. Also an ASTS user, equipped with the Intermec CN3 barcode scanner, can scan or add items (conduct inventories) labeled with a UID barcode (1D or 2D).
<b>Compliant with Government Regulations</b>	Compliant with regulatory requirements and guidelines (i.e. section 508 compatibility). Since 1993, GRA has worked very closely with the local Property Book Office and has developed a reputation for accurate inventory control. This relationship has proven to be very beneficial in keeping current with the latest procedures and policies required by the Property Book Office.
<b>Defined Access Levels</b>	5 access levels: Manager (full access), Inventory User (limited access to inventory fields only), Sub/Temp HR User (limited access to inventory fields and Sub/Temp Hand Receipt manipulation), Configuration



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	Management User (limited access to configuration management fields only) and User (read only). The access levels are per hand receipt (displayed on the DashBoard), meaning a user can only access Primary hand receipt(s) where he/she has been given authorization.
<b>Flexible Data Entry</b>	New item Hand Receipt records can be created through various options: manual entry (via keyboard), electronic Lateral Transfers In, barcode scanners (inventory uploads), and spreadsheet imports (up to 30 columns/fields at the same time).
<b>Multiple Hand Receipt</b>	Configured to manage the day-to-day transactions of more than one hand receipt at a time.
<b>Dashboard (Home Page)</b>	Main menu navigation plus keeps the user informed of "In Process" transactions, Sub/Temp HR Assignments, other "Time Sensitive" events, Alerts, and Administrative messages. Allows the user to customize (drag and drop/hide) and personalize the page which enhances ease of use while aiding in operational efficiency.
<b>Robust Search Engine</b>	The "Advanced Search" functionality is robust and flexible. The user can choose to search on multiple (over 120) unique fields and/or use multiple search requests, such as searching on multiple barcodes (or serial numbers) at the same time. The Advanced Search function also allows the use of symbols to search for ranges, duplicates, exact text, contains text, greater than or less than numeric (or date) fields. The user can also append a search request to the current found set of records.
<b>Quick Search</b>	Throughout the database the "Quick Search" feature is available for the user's convenience. It is designed specifically for single barcode or serial number queries.
<b>Search Results</b>	Allows the user to perform numerous actions (Lateral Transfers, Turn In's, issue/edit Sub/Temp HR Assignments, generate reports, upload item related documents, and upload snapshot pictures, etc.) with ease.
<b>Personalized settings</b>	Allows the user to personalize many page layouts (views). The user may drag and drop / hide various page blocks or even specific fields as a personal "Account Settings" option. Original (factory default) page layouts (views) are easily restored when desired.
<b>Customized List View/Sort</b>	Allows the user to customize (personal defaults) the fields that will display in the Search Results (list view). The user is allowed to choose up to 8 fields to display from over 120 unique fields. Once the fields are displayed via the Search Results, the user is allowed to Sort (up to 3 levels) from the fields displayed. The selected sort order becomes the user's default until an alternative sort order is desired.
<b>Life Cycle Tracking of Expendable, Non-Expendable and Durable</b>	Track the status of Expendable, Non-Expendable and Durable property throughout the life cycle of the equipment.



Feature	How it helps you
<b>Property</b>	
<b>Paperless Transaction Capability (Export &amp; PDF Generation)</b>	Save reports and forms as PDF (WORD) files ready to be sent by email. The ASTS database can also export data in several common file formats.
<b>Automates ALL Hand Receipt Transactions</b>	Automates the following transactions by completing the required paperwork, coding the item for life cycle tracking purposes, and guiding the user through each step of the transaction via the user friendly interface: Additions, Turn Ins, Lateral Transfers (in & out), Corrections, Sub/Temp Hand Receipt Assignments, Report of Survey (FLIPL), shipment preparation, sanitization of hard drives, and building access. All transactions can easily be viewed or modified once initiated. Personalized defaults allow the user to quickly (save) reuse common (codes) data to quickly generate forms within various transactions.
<b>Item Details</b>	The user can view all fields (i.e. Nomenclature, NSN, Serial #, Bldg., Room, User(POC), etc.) for a particular item from within the "Manage Property" screen. This screen allows the user to quickly see any Sub/Temp HR Assignments attached to the item as well as any transactions that are "In Process".
<b>Transaction Summary</b>	Provides the user with a summary (specific record count) of transactions performed within a specific selected year and also allows the user to view the records (generate reports) that are associated with each transaction.
<b>Sub/Temp HR Tracking</b>	Allows the user to easily assign items to Sub / Temp Hand Receipts. A sub or temporary worksheet can be printed with all equipment listed under the name of a specific user and given to the user for review. Once approved, the form DA2062 (Sub Hand Receipt) or DA3161 (Temporary Hand Receipt) can easily be printed or saved as a PDF (WORD) file for email. Sub / Temp HR Assignments can be viewed or modified easily via the user friendly interface. The Assignment Number, Date Signed, Date Due, Sub/Temp Hand Receipt Holder and the type of Assignment are also tracked.
<b>Item Inventory History</b>	Records a history of all changes to the primary inventory fields (i.e. Bldg, Room, User(POC), Inventory Date and time) for an item.
<b>Credit Card Purchase Tracking</b>	Track credit card purchases via fields such as Credit Card Holder, Purchase Log Number and Purchase Date. From the ASTS Dashboard, credit card holders can search for items by Purchase Log Number. The search returns a listing of items purchased under the specified Purchase Log Number for the credit card holder to review.
<b>Built-In Standardized Government Forms</b>	Built in standardized Government forms: IMSE-RED 2082R, DA2062, DA2064, IMSE-RED 2085R, DA1818, Option Form 7, DA3161, DA2765-1, DD1149, DA4949, DD200, DD250, DLIS1867, DD1348-1A, DA1687, Memorandum for CSDP, Data Information Sheet, Financial Documentation Memorandum. All forms can be printed or saved as PDF



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	(or WORD) files, complete with all information, ready for a signature. GRA can customize the ASTS database to include any form not listed.
<b>Extensive Reporting Capabilities</b>	Allows the user to choose and print from several Formatted Reports and Report Templates. Report Templates allow the user to view/print the desired record set in the specified template. The Formatted Reports feature allows the user to generate a specific report such as "Items Inventoried", without performing a search prior.
<b>Notification of Time Sensitive Events</b>	Notifies the user of time sensitive events such as items due to be calibrated within the current or subsequent month, Sub / Temporary Hand Receipts due to be updated, Contracts due to expire, Warranties due to expire, Transactions that have been initiated ("In Process") for longer than 30/60/90 days etc.. These notifications are displayed on the ASTS Dashboard. The user has the ability to view and print reports based on this information.
<b>GFE Accountability</b>	Track Government furnished equipment bought on contract. The ASTS database tracks the contractor, contract number and contract due date for all Government furnished equipment. The user is notified when a contract is due to expire within 30/60/90 days so the paperwork for addition to the hand receipt can be prepared.
<b>Thumbnail Picture Reference</b>	Allows the user to link an image (JPG file) to a specific (or multiple) record(s) for a visual reference. This image is visible from within the Manage Property (item detail) Screen.
<b>Forms Archive (Automated Filing Cabinet)</b>	Store/upload forms (PDF (or WORD) – invoices, packing slips, signed DA/DD forms, etc) used in transactions for a specific item record(s). This reduces the amount of space needed for paper filing systems and reduces the time taken to reference a form in the event of an inspection or audit. The forms are scanned in as image (JPG) files and stored according to the appropriate item record(s). With the click of a button, the user can retrieve a previously filed form (print/export if desired).
<b>Delete Records (safety net)</b>	When deleting a record(s), the user must select the specific record(s) (through three verification steps) then enter a reason for the deletion before the record(s) will be deleted. This feature deletes the record(s) from the Hand Receipt however the deleted record(s) is held in an Admin (Recycle Bin) file for review (Restore or Delete) by the designated ASTS Administrator.
<b>Archive</b>	Track the status of an item as either Active or Archived. When an item has been Turned In or Lateral Transferred Out (via Posted transactions), the ASTS software automatically changes the status of the item from "Active" to "Archived". The status can also be changed manually by the user (with the appropriate access rights) when necessary. This feature enables the user to keep historical Hand Receipt (item) information indefinitely without cluttering current (Active) records.
<b>Barcode Scanning Systems &amp; Services</b>	The ASTS scanning systems will drastically reduce the amount of time required to conduct an inventory (saving time and money by reducing



**ASTS**  
Simplifying inventory management.

## Features & Benefits

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	<p>the man hours required to accomplish the task). The ASTS scanners read most common barcode types, including the 2D barcodes required for the UID initiative. Data in the ASTS database (including data electronically or manually transferred from DPAS/PBUSE) is downloaded into the scanners. The scanners allow the user to search using barcode, serial number, or UID. Each scan allows the user to view the barcode, serial, model, manufacturer, nomenclature, cost, Hand Receipt number, and Sub/Temp HR Assignment for the item. From within the scanner ASTS software interface, the user can make Corrections, flag items for Turn In, flag to reorder barcode, add or change a Sub / Temp HR Assignment and add like items. Upon inventory completion, the information uploads easily to update the ASTS database. Please contact GRA at (256-883-7000) (<a href="http://www.astsinventory.com">www.astsinventory.com</a>) for a full list of scanner features. The Compsee APEX II, Compsee Mobile Application Terminal (MAT), and the Intermec CN3 (required for Vista/Windows 7 users) are supported by the ASTS system.</p>
<b>Document Register Automation</b>	<p>Automates the process of generating Document numbers. The user (or ASTS Administrator) is allowed to setup a Document Register and assign access. The user can generate Document numbers easily from within an ASTS Hand Receipt Transaction (such as Turn In) or from within the Document Register module. All Document number information can be searched and viewed from within the Document Register module. The user can easily view all opened and closed Document Numbers and print the required DA2064 when necessary. Also, a user's access to a specific Document Register(s) is separate from access to a specific Hand Receipt(s).</p>
<b>Message Center</b>	<p>Is an administrative and informative tool. It enables the ASTS Administrator to create various messages which are broadcasted on each ASTS user's personal Dashboard. Thus, this feature may reduce the amount of required administrative (or informative) emails needed to communicate with hand receipt managers.</p>
<b>Fully Customizable</b>	<p>GRA can customize the ASTS system to meet any specific need of a customer. GRA can incorporate any form, report, transaction etc. that is not already present within the system. GRA specializes in meeting the needs of its customers through customization of the ASTS database.</p>

Contact GRA at (256) 883-7000 or [astssupport@grainc.net](mailto:astssupport@grainc.net) for more information or to schedule a demonstration of the ASTS software.