

# PASSPORT BUSINESS SOLUTIONS™

## PBS Mobility™ Installation Guide

### ► Orders and Inventory

Passport Business Solutions  
Installation Guide for PBS Mobility™ - Orders and Inventory  
02/03/2017

If you have any comments or suggestions about this guide, please send your feedback to:

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## General Features of Android Devices

Android devices including tablets and cell phones may differ in their physical attributes including what physical buttons are on the device. The steps to access application menus may also vary according to the operating system release. As a general rule, tablets use WiFi for all Internet access and they cannot make phone calls. Some exceptions are devices such as the Galaxy Note series of devices that have a physical size of a tablet but also have cell phone connections. Our application automatically determines if cell phone services are available and will present a message if you attempt to use a *Call* button in the app.

For the purpose of using this application, it is important to know how to access sub menus that can be used on various screens of the application. It is also important to know how to use the *back key*. If you are already familiar with your device and you know how to access the back button, sub menus within applications, and your device's settings, you may skip this section.

Below are some guides on how to access menus and the back key:

Devices released around the year 2012 will have Android operating system versions 4.4.0 or greater.

The operating systems for current devices in 2017 will have Android versions 5.0.0 or greater including 6.0.1.

All Android devices feature a physical home key that is normally placed at the bottom center of the device.

Devices such as the Galaxy S4 with O/S release 4.4.4 have a *soft menu* button to the left of the "home" key and a *soft back key* to the right of the physical home key. These *soft keys* light up when you press your finger to the right or left of the home key. Several screens of the app, including the Inventory screen, have extended menu options. When using the app while on the Inventory screen, a few menu options are shown at the top of the screen (ADD ITEM, PICK SORT, HELP). What is not obvious is that you can use the soft menu button to the left of the physical home key to access more options. Backing out of menu screens is done with the soft back key.

Devices such as the Galaxy S5 with O/S release 5.0.0 or greater do not have a *menu button*. On these devices, the "home" key is pressed down and held down to activate more menu options.

Devices such as the Galaxy S7 with O/S releases greater than 5.0.0 will display a menu bar (three vertical dots) in the upper right corner of the Inventory (and other screens) that indicates sub menu selection. This menu bar is tapped to present the sub menu. These devices generally have *soft keys* for the back key and display of active applications to the right and left of the physical home key. These soft keys usually light up when you press your finger to the right or left of the physical home key at the bottom of the device.

Once you have become used to using your device you will get used to the actions needed to access menus and to use the back key. All Android devices have the keys either as soft keys or physical keys. Your Android device should have user instructions that will clarify how to use its features.

Various device settings may be accessed differently depending upon the physical device and the level of the operating system. However, all Android devices have a set of basic setup options even though there may be more extensive settings provided by the manufacturer or the cell phone service provider.

All Android devices include a pull-down (like pulling down a shade) set of options that are accessed by placing your finger at the top of the device and pulling your finger downward. Here you will see various device settings and a star or geared wheel shaped icon. The geared wheel shaped icon gives you access to all of the settings for the device. You will be using a few of these device settings to set up the environment for the app and to support the addition of a Bluetooth scanner if one is to be used.

## Installation Instructions

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The App is supplied as a subscription service. As such, it will not run fully until it is registered. You should have registered your device upon ordering. Also, if the paid for service period, or free period, is exceeded without renewal, the App will fail to function. Also, see sales information on the several licenses that are available for the App. A Basic version has several limitations.

### Registering Your Device for Use

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### Delivery of the Application

The PBS-MOBILITY, Orders-Inventory is delivered as a specially configured installation file that is similar to a zip file. Application files end with a suffix “.apk”. Think of it as an *Application Package*. When one of these files is accessed by a user, the operating system will automatically recognize it as an application to be installed.

Installations are done with the following steps:

Use your Android device **Settings, Security** or **Lock screen and security** to allow applications from Unknown sources – check box option.

Use the Google Play Store to install *ES File Explorer*

Use the Google Play Store to install the *Barcode Scanner* from *ZXing Team*

Use the Google Play Store to install Acrobat Reader

Obtain the installation “.apk” file through email or a download to your Android device.

When using email, you will tap the attachment to initiate the installation.

If you download the “.apk”, it will be stored in your download directory. You can gain access to this directory by using ES File Explorer or a preinstalled Files application.

When you access the .apk, you will be asked if you want to install the app.

When you approve the installation, the application will be installed and, usually, an icon will be placed on one of your device's desk top screens.

This completes the basic installation.

## Allowing the App to Access Secure Functions

The latest versions of the Android operating system may require you to allow the app to access the Internet, make calls from within the app, and to access your device's contacts. To be sure that the app will be enabled to run, you must use the device's Settings -> Applications -> Application manager features to approve these security settings. Look for the *com.mspi.pbsoeic* application and select Permissions. Turn on Contacts, Phone and Storage. The Android operating systems of 6.0.0 or greater will require you to approve the app's use of these functions before the app will launch.

## General, Post Installation Procedures before Launching the App

The next steps are to set up folders, install the optional demo database, and enter settings within the App.

Use *ES File Explorer* or a preinstalled file browser to access your Android **sdcard folder**. Note: ***This is the directory that contains folders such as "Alarms, Android, Application" and several others.*** Using *ES File Explorer*, use the *ES File Explorer "+"* option to add two folders. Name them:

- data
- mspipdf

## Installing a Demo Database

A demo database may optionally be provided as a download or by email. Save this file into the newly created "data" folder. It must be renamed to "items.db".

Now launch the PBS-MOBILITY, Orders-Inventory App.

*Note: if the application is not already on one of your desk top screens, you will find it using the Apps option on your device. You can find out how to access and use the Apps option in your user manual or using on-line searches. Usually, you will be able to keep your finger pressed on the Orders-Inventory icon and drag it to the desk top screen of your choice. The icon for the app is displayed with two red letter "P" against a deep blue background in a red outlined box.*

After launching the app, tap the Inventory option.

Depending on your device and operating system release, a sub menu can be accessed from a menu bar at the top of the screen or by a pressing the menu key. An Inventory sub menu will be displayed. Find the option "Restore SQLite DB from SD Card" (you will have to scroll down to find it). Choose this option.

Press the back-key to return to the main screen.

Please see on-line and other documentation on how to setup and use the app. If you need help, we will guide you through the App's Settings options and the initial training on using the App. The Settings must be entered for access to servers that supply on-line data when you are using the Full Functionality



licensed version of the app. There are also optional settings that affect the operation of certain features of the app.

When you are using the demo database provided by Passport, it will be preconfigured to access on-line data from a Passport maintained SQL Server. Currently, there is only one setting, the company code, which must be updated manually. It should be entered as two zeros "00". You access the App's settings from the main menu screen by tapping the "Setting" option.