

# Parts App – Digital Asset Control

#### **Overview:**

This app is used to create parts, search for parts, and edit properties of your current inventory. It's an overarching app used by all apps. Functions of the Parts App:

- 1. Create Parts
- 2. Search Parts
- 3. Edit Parts
  - Add Properties and Pictures
  - Reset Changes
  - Save Changes
  - Edit Properties and Pictures

#### **Dashboard Workflow – Create Parts:**

1. To access the Parts App, click on the Admin dropdown then click Parts.





2. To add a part to your inventory, click CREATE PART button.

$\leftarrow$ $\rightarrow$ <b>C</b> $($ things.trilliott.com/p	portal	
☐ SmartSITE » Admin » Parts		
Parts Part		
	Enter criteria or leave	blank for all, then select Search
Search criteria	0 🖪	t ۲
Part Number		Description

3. You will be redirected to the Part tab. Here you enter the properties indicated below. The EPC Manager field cannot be changed as it represents a specific user account.

← → C 🌲 things.trilliott.com/por	tal			Q
SmartSITE » Admin » Parts				
Parts Part				
	✓ Primary picture. Import or	Remove Picture, or edit pa	rt detail	
	J Q			
	Part Number	Custom Part Proper		
	Enter a part number	Name	Cons	Value
	Description	Category	true	Fixed Asset
	Enter a description	Service Period	false	3
	EPC Manager Id	Unit Price	false	10.00
	8329753	Vendor	true	Vendor Name
	EPC Header	When Purchased	false	
	Choose EPC Header	~		
<<< 1 of 1 >>>	Returnable (GRAI96) Trade Item (SGTIN96)			
	Picture File Name			
	Default picture			
	Picture Condition			
		~		
	Picture Account			
		~		



4. When you select EPC Header, the box below will display the previously defined EPC Class. EPC class cannot be edited in the Dashboard.





- 5. To add new Custom Part Property row, click ADD PROPERTY button. Double click the row items to enter the part properties.
  - Constant "true" meaning:
    - For this Part, all Patient Monitors are grey in color for every Kind of this Part
    - Therefore under the Constant column "true" will be entered, as it is true that all Patient Monitors are grey in color
  - Constant "false" meaning:
    - An example of a "false" Constant might be Unit Price, so unique prices can be entered for each Kind of Part

← → C 🌲 things.trilliott.com/po	rtal			Q	ß	*	*	± [		•
SmartSITE » Admin » Parts										
Parts Part										
✓ Selected pr	operty "[NEW]". Double-click to edit,	tap E	nter, then click Sav	ve Cha	inges					
	Part Number		Custom Part Properti	es						
	533791		Name	Cons	tant		Valu	e		
	Description		[NEW]		false					
	Stethoscope		Category		true		Fixe	d Ass	et	_
	EPC Manager Id		Service Period		false		3			
	8329753		Unit Price		false		10.0	00		
	EPC Header		Vendor		true		Ven	dor N	ame	
	Returnable (GRAI96)	~	When Purchased	_	false		000	1-01-	01	
<<< 1 of 1 >>>	EPC Class									
	10003									
	Picture File Name									
	Default picture									
	Picture Condition									
		~								
	Picture Account									
		~								



6. Click the SAVE CHANGES button to save your work. You will see the new property row displayed and the success message at the top middle of screen. Proceed to next step to add a picture.

$\leftrightarrow$ $\rightarrow$ $\mathbf{C}$ $\hat{\mathbf{C}}$ things.trilliott.com/po	ortal		Q 🖻 ★	* 🕹 🖬 💼 :
SmartSITE » Admin » Parts				
Parts Part				
	✓ Saved part "533791"			
1 B B B				
	Part Number	Custom Part Properti		
	533791	Name	Constant	Value
	Description	Color	false	Black
	Stethoscope	Category	true	Fixed Asset
	EPC Manager Id	Service Period	false	3
	8329753	Unit Price	false	10.00
	EPC Header	Vendor	true	Vendor Name
	Returnable (GRAI96) ~	When Purchased	false	0001-01-01
<<< 1 of 1 >>>	EPC Class			
	10003			
	Picture File Name			
	Default picture			
	Picture Condition			
	~			
	Picture Account			
	~			

- 7. To add a part picture, either take a picture with a camera or upload an existing picture file. The picture should be square-shaped so it isn't distorted when uploaded.
  - a. If using a camera, set your camera lens to square, take picture and save to your computer.
  - b. If using a picture that isn't square-shaped, follow instructions below:
- 8. Open the picture in a photo editing program. You can download a free editing tool from <a href="https://www.getpaint.net/">https://www.getpaint.net/</a>



9. Navigate to your picture file location and click the Open button. Notice that the dimensions at bottom right are not equal (1200 x 1500), thus the picture is not square.





10. Click on the Image tab up top and select Canvas Size... from the dropdown menu.





- 11. Notice that the picture below has a height greater than its width. Thus the width needs to be increased to match the height (1500 x 1500), shaping the picture into a square.
  - Change your dimensions then click the Ok button.





- 12. Click on File at the top right, then select Save as from the dropdown menu.
  - Navigate to your desired file location and save the picture.





- 13. Navigate back to your internet browser to SmartSITE. Near top left of screen, click the IMPORT PICTURE button.
  - Navigate to your picture's file location, select the file, then click Open.





14. At top middle of screen, click the SAVE CHANGES button. The part has now been added to your inventory database.

$\leftarrow$ $\rightarrow$ C $\bullet$ things.trilliott.com/pc	rtal			e \star \star 🛓
SmartSITE » Admin » Parts				
Parts Part				
	✓ Saved part "533	791"		
	Part Number	Custom Part Properti		
1	533791	Name	Constant	Value
	Description	Category	true	Fixed Asset
	Stethoscope	Color	false	Black
	EPC Manager Id	Service Period	false	3
	8329753	Unit Price	false	10.00
	EPC Header	Vendor	true	Vendor Name
	Returnable (GRAI96) ~	When Purchased	false	0001-01-01
<<< 1 of 1 >>>	EPC Class			
	10003			
	Picture File Name			
	Stethoscope.jpg			
	Picture Condition			
	~			
	Picture Account			
	~			

15. To view the part you added, at top left of screen click the Parts tab. At top middle of screen, you can click the SEARCH button to refresh your inventory list. The new part will appear on screen.

$\leftarrow$ $\rightarrow$ C $($ things.trilliott.com/	/portal
SmartSITE » Admin » Parts	
Parts Part	
	Part "533791" is selected. Next select the Part tab
Search criteria	
Part Number	Description
89798	Patient Monitor 5322
<b>11</b> 89797	Defibrillator (AED) 2331
73717	Rolling Garden Seat
59038	Aeron Office Chair 8110
0. 533791	Stethoscope
51607	Mora System Casework 1739
42995	Nemschoff Consoul Recliner 2499



#### **Dashboard Workflow – Search Parts:**

- 1. To search for existing Parts in your inventory, in middle of screen click the SEARCH hourglass button.
  - Notice at top of screen is displayed the number of Parts found.

$\leftarrow \rightarrow$	C htnings.trilliott.com	<b>m</b> /portal		
∃ Sn	nartSITE » Admin » Par	ts		
Parts F	Part			
			✓ Found 19 parts.	Next select a part, or select Create
Search	criteria	Q 🖪 🕁		
	Part Number	Description		
	89798	Patient Monitor 5322		
	89797	Defibrillator (AED) 233	1	
and the second	73717	Rolling Garden Seat		
<b>P</b>	59038	Aeron Office Chair 811	0	

- 2. To sort inventory, click the column headers. For example:
  - Click the Part Number header and the parts numbers will display in ascending order. On the far right side of the header box, an up-arrow will appear.
  - Click the header box again and the part numbers will display in descending order. On the right side of the header box, a down-arrow will appear.

$\leftrightarrow$ $\rightarrow$ $\mathbf{C}$ $\triangleq$ things.trilliott.com/portal	
SmartSITE » Admin » Parts	
Parts Part	
	$\checkmark$ Found 19 parts. Next select a part, or select Create
Search criteria	Q 💀 🗗
Part Number	1 Description
····	Pallet
102245	GRW6 (52.9inOL) 1-3/8in6 SPL X
102246	GRW6 (44.8in. OL) 1-3/8in6 SPL X
102651	Collapsible Beach Wagon
107620	13.5in.X10in. ENAMEL CAST IRON DISH



## **Dashboard Workflow – Edit Parts:**

#### Add Properties and Pictures:

1. Click on a part to view its properties, add properties, and upload or change its picture.

$\leftrightarrow$ $\rightarrow$ c	C 🌢 things.trilliott.com/portal		Q	Ŀ	*		
📃 Sma	artSITE » Admin » Parts						
Parts Par	rt						
	✓ Found 18 part	s. Next select a part, or select C	reate	ə			
Search ci	riteria	R 🖻 🗗					
ļ	Part Number	Description					
ء 📜	39798	Patient Monitor 5322					
<b>1</b>	39797	Defibrillator (AED) 2331					
	73717	Rolling Garden Seat					
	59038 Aeron Office Chair 8110						
5	51607	Mora System Casework 1739					
6 4	42995	Nemschoff Consoul Recliner 2499					
3	38708	Stent 3319					

2. At top left of screen, click on ADD PROPERTY button. On the right of screen under Custom Part Properties, a new row will appear.

$m{\leftarrow}  ightarrow m{C}$ $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$						*	*	₹		E	
SmartSITE » Admin » Parts											
Parts Part											
✓	Added new custom property. Next	edit th	e property, then sa	ve it							
- A	Part Number		Custom Part Propertie								
	89798		Name	Cons	Value	9			_		
LLLL IC 60.	Description		[NEW]	false						^	
	Patient Monitor 5322		Category	true	Fixed	d Ass	et				
98	EPC Manager Id		Service Period	false	3						
20 1	8329753		Unit Price	false	10.0	0					
	EPC Header		Vendor	true	Vend	lor Na	ame				
	Trade Item (SGTIN96)	~	When Purchased	false	0001	-01-	01				
<<< 1 of 1 >>>	EPC Class										
	100016										
	Picture File Name										
	2 - Patient Monitor.jpg										
	Picture Condition										
		~									
	Picture Account										
		~								~	



- 3. Double click the boxes under Name, Constant, and Value columns. Type in the new properties to be added.
  - Once your entries are complete, the top row under Custom Part Properties will turn green and the text display at top middle of screen will appear.



4. The part's picture may be replaced by clicking on the REMOVE PICTURE button.

$\leftarrow$ $\rightarrow$ C $\bullet$ things.trilliott.com/p				
SmartSITE » Admin » Parts				
Parts Part				
	✓ Primary picture. Import	or Remove Picture, or	edit part det	ail
	Part Number	Custom Part Properti	es	
	89798	Name	Constant	Value
	Description	Color	true	Grey
	Patient Monitor 5322	Category	true	Fixed Asset
	EPC Manager Id	Service Period	false	3
	8329753	Unit Price	false	10.00
	EPC Header	Vendor	true	Vendor Name
	Trade Item (SGTIN96)	When Purchased	false	0001-01-01
<<< 1 of 1 >>>	EPC Class			
	100016			
	Picture File Name			
	ThingIcon.png			
	Picture Condition			
		~		
	Picture Account			
		~		



5. Click IMPORT PICTURE. Navigate to your picture's location and click Open.

$\leftrightarrow$ $\Rightarrow$ <b>C</b> $($ things.trilliott.com/points	rtal				
SmartSITE » Admin » Parts					
Parts Part					
	✓ Primary picture. Impor	t or R	emove Picture, or	edit part deta	ail
	Part Number		Custom Part Propertie		
	89798		Name	Constant	Value
the free lands for the	Description		Color	true	Grey
	Patient Monitor 5322		Category	true	Fixed Asset
Same and a second s	EPC Manager Id		Service Period	false	3
And the second sec	8329753		Unit Price	false	10.00
000000	EPC Header		Vendor	true	Vendor Name
	Trade Item (SGTIN96)	~	When Purchased	false	0001-01-01
<<< 1 of 1 >>>	EPC Class				
	100016				
	Picture File Name				
	Patient Monitor new.jpg				
	Picture Condition				
		~			
	Picture Account				
		~			

- 6. Note that your work has not yet been saved. Proceed to the **Save Changes** step to save your work.
- 7. To reset your changes before you have saved, proceed to the **Reset Changes** step.



## **Reset Changes**:

1. Before you save your work, you can reset the changes you've made. Click the RESET CHANGES button.

← → C ♠ thingstrilliott.com/portal							
😑 SmartSITE » Admin » Parts							
Parts Part							
	🗸 Primary picture. Impor	t or R	lemove Picture, or	edit part det	ail		
	Part Number Custom Part Properties						
	89798		Name	Constant	Value		
	Description		Color	true	Grey		
16	Patient Monitor 5322		Category	true	Fixed Asset		
	EPC Manager Id		Service Period	false	3		
	8329753		Unit Price	false	10.00		
000000	EPC Header		Vendor	true	Vendor Name		
	Trade Item (SGTIN96)	~	When Purchased	false	0001-01-01		
<<< 1 of 1 >>>	EPC Class						
	100016						
	Picture File Name						
	Patient Monitor new.jpg						
	Picture Condition						
		~					
	Picture Account						
		~					

2. Note that the picture has reverted to the previous picture, and the Color property that was added under Custom Part Properties has disappeared. At top middle of screen, the result is displayed.

$m \leftrightarrow$ $m  o$ $m  o$ $m  o$ things.trilliott.com/portal						
SmartSITE » Admin » Parts						
Parts Part						
	✓ Changes have beer	n reset. Make another	selection			
10 A	Part Number	Custom Part Propertie				
	89798	Name	Constant	Value		
LILLE 60	Description	Category	true	Fixed Asset		
	Patient Monitor 5322	Service Period	false	3		
98.	EPC Manager Id	Unit Price	false	10.00		
20 11	8329753	Vendor	true	Vendor Name		
	EPC Header	When Purchased	false	0001-01-01		
	Trade Item (SGTIN96)					
<<< 1 of 1 >>>	EPC Class					
	100016					
	Picture File Name					
	2 - Patient Monitor.jpg					
	Picture Condition					
	~					
	Picture Account					

3. You may now proceed to the Save Changes step.



## Save Changes:

1. Click the SAVE CHANGES button. Your data row entered under Custom Part Properties will turn white and the text display at top middle of screen will appear.

$\leftarrow$ $\rightarrow$ C $($ things.trilliott.com/point					* * 🗆 🖲
SmartSITE » Admin » Parts					
Parts Part					
	✓ Saved part "8979	8"			
1 B B B E					
	Part Number	Custor			
	89798	Name	e	Constant	Value
00	Description	Color	r	true	Grey
Tr Tr Tr Tr 37.1	Patient Monitor 5322	Cate	gory	true	Fixed Asset
	EPC Manager Id	Servi	ice Period	false	3
transformed on the 16	8329753	Unit	Price	false	10.00
1000000 B	EPC Header	Vend	lor	true	Vendor Name
	Trade Item (SGTIN96)	~ When	n Purchased	false	0001-01-01
<<< 1 of 1 >>>	EPC Class				
	100016				
	Picture File Name				
	Patient Monitor new.jpg				
	Picture Condition				
		~ .			
	Picture Account				
		~			

## **Edit Properties:**

1. Under Custom Part Properties, double click boxes under Constant and Value columns to edit.

← → C A things.trilliott.com/portal							
SmartSITE » Admin » Parts							
Parts Part							
	✓ Selected property "Color". Doul	ble-click	to edit, tap Enter,	then click S	ave Changes		
	Part Number Custom Part Properties						
	89798		Name	Constant	Value		
Decision of the second s	Description		Color	true	Grey		
37.1 3	Patient Monitor 5322		Category	true	Fixed Asset		
	EPC Manager Id		Service Period	false	3		
	8329753		Unit Price	false	10.00		
000000	EPC Header		Vendor	true	Vendor Name		
	Trade Item (SGTIN96)	~	When Purchased	false	0001-01-01		
<<< 1 of 1 >>>	EPC Class						
	100016						
	Picture File Name						
	Patient Monitor new.jpg						
	Picture Condition						
		~					
	Picture Account						
		. ~					



2. To save your changes, click the SAVE CHANGES button. For the color row, note that the Constant value has been changed to false.

← → C 🔒 things.trilliott.com/portal						
SmartSITE » Admin » Parts						
Parts Part						
		√ Saved	d part "89798"			
	Part Number					
	89798		Name	Constant	Value	
number of 60	Description		Color	false	Grey	
J-J	Patient Monitor 5322		Category	true	Fixed Asset	
and a land a 199	EPC Manager Id		Service Period	false	3	
16	8329753		Unit Price	false	10.00	
000000	EPC Header		Vendor	true	Vendor Name	
	Trade Item (SGTIN96)	~	When Purchased	false	0001-01-01	
<<< 1 of 1 >>>	EPC Class					
	100016					
	Picture File Name					
	Patient Monitor new.jpg					
	Picture Condition					
		~				
	Picture Account					
		~				

3. To remove an existing property, under Custom Part Properties double-click the row to be removed. The text display at top middle of screen will appear.

← → C							
SmartSITE » Admin » Parts							
Parts Part							
	✓ Selected property "Color". Do	uble-click t	to edit, tap Enter,	then click Sa	ave Changes		
	Part Number	C.					
	89798		Name	Constant	Value		
	Description		Color	false	Grey		
2-2-1-1-2- 37.1	Patient Monitor 5322		Category	true	Fixed Asset		
	EPC Manager Id		Service Period	false	3		
	8329753		Unit Price	false	10.00		
	EPC Header		Vendor	true	Vendor Name		
	Trade Item (SGTIN96)	~	When Purchased	false	0001-01-01		
<<< 1 of 1 >>>	EPC Class						
	100016						
	Picture File Name						
	Patient Monitor new.jpg						
	Picture Condition						
		~					
	Picture Account						
		~					
					_		



4. Click the REMOVE PROPERTY button. Note that the row you selected has now disappeared. At top middle of screen, note the text box instructions.



5. To save your changes, click the SAVE CHANGES button.

$\epsilon  ightarrow oldsymbol{\mathcal{C}}$ ( ) a things.trilliott.com/portal							
SmartSITE » Admin » Parts							
Parts Part							
		√ Save	d part "89798"				
	Part Number		Custom Part Properti	es			
	89798		Name	Constant	Value		
1	Description		Category	true	Fixed Asset		
5-5-1-1- T- 37.1	Patient Monitor 5322		Service Period	false	3		
	EPC Manager Id		Unit Price	false	10.00		
16 International	8329753		Vendor	true	Vendor Name		
000000	EPC Header		When Purchased	false	0001-01-01		
	Trade Item (SGTIN96)	~					
<<< 1 of 1 >>>	EPC Class						
	100016						
	Picture File Name						
	Patient Monitor new.jpg						
	Picture Condition						
		~					
	Picture Account						
		~					