Installation and Configuration of SyncLink and MobileTrak 5.1.3.1

SUNFLOWER PERSONAL PROPERTY MANAGEMENT SYSTEM (PPMS)

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INTRODUCTION

This document provides step-by-step instructions on how to install MobileTrak 5.1.3.1 on mobile barcode scanners and how to install SyncLink 5.1.3.1 onto computers. DOC uses an integrated barcode scanning solution to perform personal property inventories. SyncLink and MobileTrak are part of this solution. The following sets of instructions are designed to walk IT personnel through the software installation. Below is a diagram explaining the different components of the solution.

![Diagram showing DOC Database, SyncLink Software, and Barcode Scanner](image)

MobileTrak software resides on the barcode scanner and it allows you to store property information from the Sunflower Property Management application in order to capture barcode resolutions. SyncLink software resides on the user machine and it works with Microsoft ActiveSync (which also resides on the user’s machine) to move property information between the Sunflower Personal Property Management System (PPMS) application and the barcode scanner. The PPMS application is web-based and accessed via your web browser. It is used to manage property for the Department of Commerce (DOC).

PREREQUISITES FOR INSTALLATION

1. **Necessary Hardware**—The Intermec Scanner, model CN3 or CN70 are common barcode scanners used at the Department of Commerce. You will need a scanner, a docking station (often referred to as a ‘cradle’), a power supply, and a USB adapter cable to complete this installation. Plug the power supply into a power outlet and connect the other end to the docking station. Then, use the USB adapter cable to connect the docking station to the computer.

2. **IT Administrator Rights for Installation**—You will need a login with ‘administrator’ rights to complete the SyncLink installation. If you do not have ‘administrator’ rights, please contact your local IT department to complete the installation.

3. **Software Files**—You will need the ‘5.1.3.1 Sunflower Mobile Solution’ zip file to complete this installation. Please extract all of its contents before you proceed. This file can be found on the Personal Property and Transportation Management (PPTM) website at [http://www.osec.doc.gov/ofm/OAP/PPMTD/Sunflower_Management_Center.html](http://www.osec.doc.gov/ofm/OAP/PPMTD/Sunflower_Management_Center.html). Select the link, 5.1.3.1 Sunflower Mobile Solution.

4. **SyncLink and MobileTrak Versions**—It is important to note that SyncLink and MobileTrak version must match to be compatible. For example, SyncLink 5.1.3.1 will not operate with MobileTrak version 4.7. Your MobileTrak version must also be 5.1.3.1.
**STEP 1 – INSTALL OPERATING SYSTEM REQUIREMENTS**

**OPERATING SYSTEM REQUIREMENTS**

The scanner will be connected to a desktop for uploading/downloading data to Sunflower. The operating system of the desktop will determine how the scanner is connected.

- If the desktop is running on Windows 2003 or Windows XP, Microsoft Active Sync will be used. Microsoft Active Sync must be installed before beginning additional installation steps. Because administrative permissions are needed to install software at DOC, contact your IT department to install Microsoft Active Sync.

- If the desktop is running on Windows Vista, Windows 7 or Windows 8, the Windows Mobile Device Center will be used. Windows Mobile Device Center must be installed before beginning additional installation steps. Because administrative permissions are needed to install software at DOC, contact your IT department to install Windows Mobile Device Center.
CONNECTING THE SCANNER THROUGH WINDOWS ACTIVESYNC

When installation is complete, the Get Connected dialog box appears. Follow the onscreen instructions to establish a partnership.

![Get Connected dialog box](image)

When the partnership is established, the Microsoft ActiveSync screen appears on your PC.

![Microsoft ActiveSync screen](image)

WINDOW’S ACTIVESYNC MUST STAY OPEN THROUGH INSTALLATION STEPS 2 AND 3.

CONNECTING THE SCANNER THROUGH WINDOWS MOBILE DEVICE CENTER

Once the Windows Mobile Device Center installation is complete, you will see the window below. It will ask if you want to set up your device or continue without setting up your device. Always select Connect without setting up your device.

![Windows Mobile Device Center](image)

Once the scanner has successfully connected, you will see the Windows Mobile Device Center screen below. You can close it. Windows Mobile Device Center will stay active in the system tray. (Usually at bottom right hand side of your screen)

![Windows Mobile Device Center](image)

WINDOW’S MOBILE DEVICE CENTER MUST STAY OPEN THROUGH INSTALLATION STEPS 2 AND 3.
STEP 2 - SYNCLINK SOFTWARE INSTALLATION

Step 2 requires administrative rights on the computer where SyncLink will be installed. If you do not have administrator rights, please contact your IT department for assistance with this step.

DOWNLOADING THE SYNCLINK APPLICATION

1. Click the 5.1.3.1 Sunflower Mobile Solution link, located on the PPTM website.
2. Your browser will ask, What do you want to do with 5.1.3.1 Sunflower Mobile Solution.zip? Click Save.
3. Locate your downloads and open the file.
4. Select **Extract all Files** to unzip the files. Select the destination to where you would like to save the extracted files.

INSTALLING THE APPLICATION

5. From the Sunflower Mobile Solution 5.1 file, navigate to the **Install** folder and open the **Synclink-5.1.3.1.exe** file.
6. Click **Run** to run the Synclink-5.1.3.1.exe file.
7. Once you click **Install**, the installation files will self-extract and open the SyncLink 5.1.3.1 Setup Wizard.
8. Click on the **Next** button to proceed with the SyncLink installation.
Note:

- The destination folder is only a temporary location to extract the installation files. There is no need to change it. You will be able to specify the Installation Path later on.

9. The Sunflower SyncLink Installation window will appear. Click **Install**.

- If you have any problems opening the file, please copy all extracted files into the local machine where you are attempting to complete the installation.

10. Click the **Finish** button to close the installer. The SyncLink installation is complete.

11. You should see a **shortcut icon** titled SyncLink 5.1.3.1 on your desktop.
1. Double click the **SyncLink 5.1.3.1** shortcut on your desktop to run SyncLink. Sign in with your Sunflower Username and Password.

2. Click the **Settings** tab and enter in the following information in the production environment:

**SYNCLINK SETTINGS**

For the **PPMS PRODUCTION LDAP ENVIRONMENT** (All Bureaus with the exception of CENSUS & NIST):

- **Application Server:**
  
  https://sflwrdoc.eas.commerce.gov

- **Authentication DAD:**
  
  /pls/snlwr_proxy_bcr_ppmsprd

- **Report DAD:**
  
  /pls/snlwr_proxy_bcr_ppmsprd

- **Download Virtual Directory:**
  
  /snflwr_bcr_download_ppmsprd

- Do NOT select “Use Database Authentication”
For the PPMS PRODUCTION DB_Authentication ENVIRONMENT (CENSUS & NIST Scanner Users Only):

Application Server: https://sflwrdoc.eas.commerce.gov

Authentication DAD: /pls/snflwr_dbauth_bcr_ppmsprd

Report DAD: /pls/snflwr_dbauth_bcr_ppmsprd

Download Virtual Directory: /snflwr_bcr_download_ppmsprd

Select “Use Database Authentication”

STEP 3 - MOBILETRAK SOFTWARE INSTALLATION

UPGRADING MOBILETRAK VIA SYNCLINK

This method requires a scanner with a previous version of MobileTrak installed.

Installation method for upgrading to MobileTrak 5.1.3.1 while the scanner is docked and connected to SyncLink. Please make sure that you do NOT have any current inventory scans on your device prior to upgrading, the MobileTrak software installation will erase them.

1. Double click the SyncLink 5.1.3.1 shortcut on your desktop to run SyncLink.

2. Click the Start button and enter your Sunflower Username and Password.
3. From the SyncLink main screen click the “MobileTrak new version is available for installation. Click here to Install” link.

4. Once you click the link, the installer will launch. You must “Confirm” you want to upgrade MobileTrak.

5. The Installer will load all files and show progress of installation.

6. When installation is complete an Installation Status window will appear indicating that the Installation Completed Successfully.

7. Click OK.

8. Click Exit to close out of Synclink.
9. On the scanner, click **Start > Programs**. The MobileTrak icon will be available.

10. MobileTrak will not open until a **Send to Scanner** is performed in SyncLink. If the MobileTrak Icon is selected, you will see the error, **Missing Data Files Run SyncLink**.

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**INSTALLING MOBILETRAK VIA SOFTWARE INSTALLATION**

Installation should only be completed on devices that do not currently have a version of MobileTrak Installed.

1. From the Sunflower Mobile Solution 5.1.3.1 zip file, navigate to the ‘SyncLink and Mobile Installation Files’ folder and open the ‘MobileTrak’ folder. Run the ‘MobileTrak-5.1.3.1.exe’ file located in that folder. The Sunflower Barcode Scanner Installation window will come up. **Click Install**.

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**Important Notes:**

- The destination folder is only a temporary location to extract the installation files. There is no need to change it. You will be able to specify the Installation Path later on.
- If you have any problems opening the file, please copy all extracted files into the local machine where you are attempting to complete the installation.
2. Once you click Install, the installation files will self-extract and open the **MobileTrak 5.1.3.1 Installer**.

3. Enter the Scanner Information:
   a. The **Storage Card** field will populate with SD Card.
   b. Enter the last 9 digits of the scanner’s Barcode in the **Scanner Terminal** field.

4. The Install Settings will populate.
   a. **Install Location** will read DEVICE.
   b. **Install Type** will read FULL.
   c. The **Silent Install** checkbox will be checked.

5. Click on **Install** to begin the installation.

6. The MobileTrak 5.1.3.1 Installer will load all files and show progress of installation.

7. When installation is complete an **Installation Status** window will appear indicating that the Installation Completed Successfully.

8. Click OK.
9. Click Exit.

10. On the scanner, click Start > Programs. The MobileTrak icon will be available.

11. MobileTrak will not open until a Send to Scanner is performed in SyncLink. If the MobileTrak Icon is selected, you will see the error, Missing Data Files Run SyncLink.

End of Activity.

For more instructions on how to operate the scanner and SyncLink, including filters and send to scanner, please see the Sunflower MobileTrak User Guide.