

Pocket Pole Track

User Manual



HPK-012 Contractor Kit



This document contains training information specifically designed for the Hayton Systems Pocket Pole Track application. Pocket Pole Track is designed and licensed by Hayton Systems.

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1. Introduction

Power and telecom cables often use the same utility pole. Telecom companies often lease space on poles owned by power companies (and vice versa). Telecom companies pay a significant sum to power companies for this leased space. Telecom lines are often moved and occasionally leased poles are no longer used. Pole Track allows you to inventory poles so the power companies are paid only for the poles actually used.

Pole Track Terminal

Pole Track operates on various handheld terminals equipped with Microsoft Pocket PC operating system. Pole Track terminals include the standard Pocket PC “organizer” functions, an integrated bar code scanner, and a GPS module.

GPS Module

The GPS (Global Positioning System) module provides precise longitude and latitude coordinates to Pole Track. The GPS module connects to the terminal and uses an internal antenna to receive the GPS data from the satellites.

Tracking Poles

The terminal prompts for information about each pole and each pole attachment. The terminal stores the collected pole data and you then send the collected data to the Pole Track server. The server receives the pole data and it uses this data to update its master database.

Summary

Pole Track provides an intuitive and efficient way to track the poles used for telecom cables.

2. Kit Information

Pole Track kits come with everything needed to start tracking telecom poles. In addition to the complete kits you can also order spare parts.

2.1 Pole Track Kit

Pole Track Kit		<i>Part # HPK-012</i>
Description	Comments	Part #
Pole Track Pocket PC Terminal		SPT1800
Communications/Charging Dock	<i>with cable</i>	H15004
Dock Power Supply		H15008
Dock to Server Cable		H15010
Power Supply Cord	<i>for cradle</i>	H15009
Vehicle Charging Adapter		H15017
Spare Battery	<i>Lithium Ion</i>	H15016
Stylus 5 Pack		H15013
GPS Adapter		H15025
SPT Soft Case	<i>for terminal & cables</i>	H15007
User's Manual		HS2151
Hard Carrying Case	<i>for the entire kit</i>	H15006
Quick Start Guide		N/A
Options:		
Jazz 150 Power Inverter		H15031
SPT to Printer Adapter	<i>for portable printer</i>	H15030

2.2 Parts List

The Contractor Kit contains these components. Contact Hayton Systems to reorder components or accessories.



H15019
Symbol SPT1800
with 1D Scanner



H15004
Modem Cradle
(with cable)



H15025
GPS Adapter



H15008
Cradle Power
Supply



H15009
Power Supply
Cord (for Cradle)



H15016
Spare Battery
(Lithium Ion)



H15013
Stylus 5 Pack



H15012
Modem Adapter
(9-pin to 25-pin)



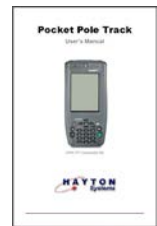
H15010
Serial/Charging
Cable



H15007
Soft Case for
Terminal and
Cables



H15006
Hard Carrying
Case (for the
entire kit)



HS2151
User's Manual

2.3 Repair Procedures

Send hardware in need of repair to Hayton Systems for processing. The SPT terminal, modem cradle, and GPS adaptor are the only components considered repairable. All other components are expendable items that are not economical to repair due to their low initial cost.

Contact Hayton Systems at <http://www.haytonsystems.com/support/> (or call 360-403-9194) to begin the repair process. Complete and submit the online Return Authorization (RA) Form. After submitting the RA you will receive an RA number via email. Print two copies of the authorization: one copy for your records and enclose one with hardware being returned. The repair process normally takes three to four weeks.

You can make a copy of this shipping label and use it when returning the equipment.

From: Name _____
Address _____
City/State/ZIP _____
RMA Number _____

To: **Hayton Systems**
Attn: Wayne Hayton
19007 61st Ave NE Unit 3
Arlington, WA 98223

3. Quick Start

The quick start section is meant to be a reference on how to use the Pole Track system. The remainder of the manual describes each step in greater detail.

3.1 Quick Start Installation

The Pole Track kit includes all of the parts needed to begin operating. Unpack the kit and follow these steps:

1. Plug the **Power Supply** to the power plug on the back of the cradle. Connect one end of the power cord to the power supply and plug the other end of the power cord into a wall outlet.
2. Remove the **terminal** from the yellow **Soft Case** and place it in the dock.
3. Connect the communications cable to the dock and to the PC.
4. Set the date and time (if they are not correct). See the section on setting the date and time for specific details.

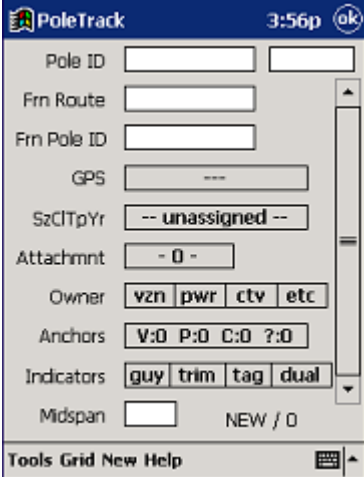
Call Hayton Systems if you have any questions.

3.2 Quick Start Handheld


1. Connect the Pole Track terminal to the server and download all of the application related information (see “Quick Start Installation”).
2. To calibrate (align) the touch screen by following the on-screen directions.
3. If a new version of the application was loaded then the terminal forces you to enter the initial settings. Enter all fields on the Settings screen. If there are no auditors stored in the terminal be sure to add an auditor. After you enter the settings the terminal displays the Help screen.

4. Enter the pole data into the main detail screen. Tap the initials (top line) or the summary line (second line) to activate the Settings screen. Tap the Attachmnts field to activate the Attachments section.

After you enter data the terminal displays the **Cancel** and **Save** buttons.



5. To enter the Attachments section tap the Attachmnts field on the details screen (above). Tap **New...** to enter a new record. Each pole record shows only the attachments entered for that pole.




6. To send the Pole Track data to the server press the “UTIL” button and select **Upload...**. The terminal connects with the Pole Track server and uploads its data. After the terminal successfully uploads its data press **Delete All Records...** to erase the stored data.


4. The Handheld Terminal


Pocket Pole Track runs on a variety of Pocket PC terminals. Your terminal includes the standard Pocket PC application such as Calendar, Contacts, etc.

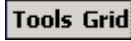


Terminals include a touch screen, pop-up keypad, and some include a physical keypad. Standard Pocket PC screen items include:

 **Start** Tap Start to display a list of application in the terminal.

 **ok** Tap ok to close current screen. Terminal normally validates any data before saving.

 Tap this icon to activate the on-screen keypad. Tap it again to hide the keypad.

 **Tools Grid** The menu changes based on the current screen. Each option performs an operation or displays a pop-up menu.



Drop List Field: Tap the arrow to display a list of values. Some drop lists allow you to enter data and others restrict you to the choices in the drop list. Some drop lists support Most Recently Used lists where new data is added to the list and the least used values are automatically removed.

Data Data view is the main data input and edit screen.

Grid Grid view acts as a quick reference to view the most pertinent record data.

Help Select Help to display additional operating information.



Tap a toggle button to select an option. Selected options appear in all caps, options not selected are in lower case.

4.1 Standard Applications

The terminal includes several standard applications such as Calendar, Contacts, Notes, Tasks, etc. Hayton Systems does not support these standard applications and the Hayton Systems server application does not backup data from standard applications. If you use the Pocket PC standard application then you are responsible for backing up your data. Many third party applications exist for Pocket PC terminals. We highly recommend not using these applications in your terminal.

4.2 Scanning Notes

The laser scanner works best when held at an angle to the bar code:



If a bar code does not immediately scan then try moving the scanning beam from the top of the bar code to the bottom.

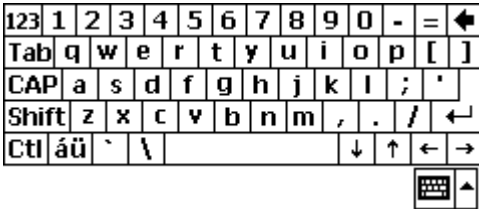


Moving the scanning beam through the bar code (especially “dirty” ones) gives the scanner a better chance to find “good spots” within the bar code.

4.3 Entering Text

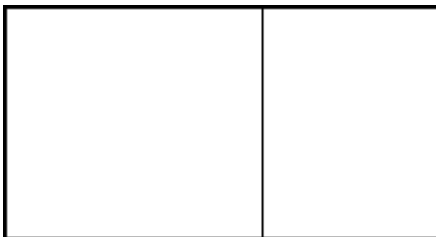
You can enter information into the data fields in three ways:

- Scan bar codes using the internal laser scanner
- Enter data characters using the pop-up keypad
- Use the writing pad and hand-enter Graffiti characters



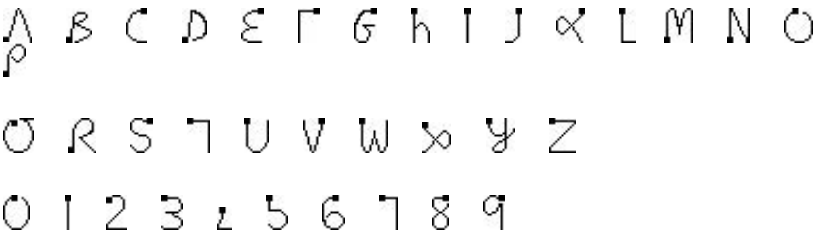
Tap to activate the pop-up keypad. Once activated tap the icon again to hide the keypad.

You can also tap the arrow on the right of and select Letter Recognizer. With the Letter Recognizer you can enter handwritten Graffiti characters directly into the input fields.

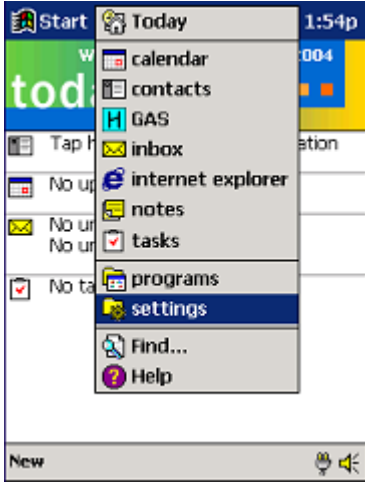


Use the larger box on the left to enter letters. Use the smaller box on the right to enter number characters.



This is a list of the basic Graffiti characters (see Appendix A for a complete list):




5. Set Date and Time

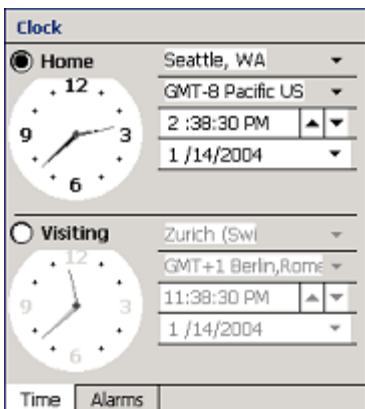


When you first turn on the terminal you must set the system date & time. Be sure your terminal has the proper date and time set because Pole Track uses these values extensively.

1. Tap  **Start** and then select  **settings** from the menu.




2. Select the System tab from the settings screen (your settings screen may look slightly different than the one shown).
3. Tap  to display the system clock.



Time: Set the time by moving the hands on the clock to the current time. Or, use the arrow keys to the right of the time value to adjust the current time.

Date: Tap the arrow to the right of the date. The terminal displays a calendar and select today's date on the calendar.

When finished tap  on the upper-right corner of the screen.

6. Start Pole Track and Enter Settings

The screenshot shows the Settings screen with the following elements:

- Header: Settings, 4:12p, ok
- Region selection: East, West
- User: BUGS BUNNY
- Vendor: [Empty text box]
- IC-ID: [Empty text box]
- Wire Center: [Empty text box]
- Municipality: [Empty text box]
- Street: [Empty dropdown menu]
- Route: [Empty dropdown menu]
- Tools Help button at the bottom left.

Enter your user Settings. **Be sure to verify these settings each time you use the terminal!!**

You can access this Settings screen again by selecting the Settings options from the Tools menu on the data entry screen.

Tap **ok** after entering your user Settings.

East West

Select the appropriate region. You cannot change regions if the terminal contains data records (Pole Track displays an error message if you try to do this).

User

Select a name from the drop-down list or tap **User** to add, edit, or delete users. You can also select User List from the Tools menu on the bottom left of the screen.

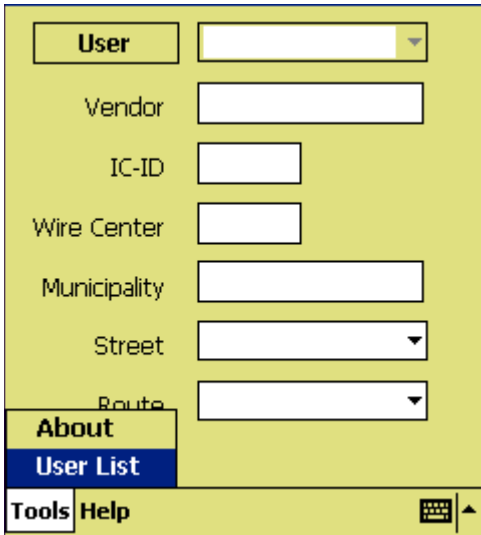
Other Fields

Each field contains a list of valid entries. Choose the desired entry from the list.



After entering the required data tap **ok** to store the settings. You will then be ready to use Pole Track.


6.1 Maintaining the List of User

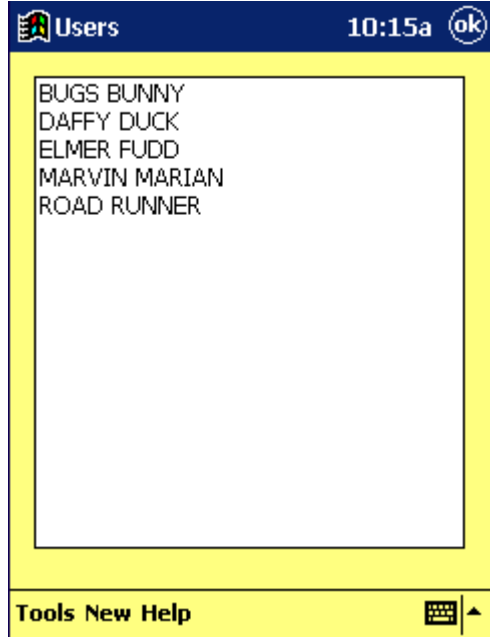


The screenshot shows a settings screen with a light green background. At the top, there is a 'User' dropdown menu. Below it are several text input fields: 'Vendor', 'IC-ID', 'Wire Center', 'Municipality', 'Street', and 'Route'. At the bottom, there is a menu with three options: 'About', 'User List', and 'Tools Help'. The 'User List' option is highlighted in blue.

From the Settings screen tap the User button or select User List from the Tools menu to display the list of Users (below)..

From the list of users you can select a user to view/edit or create a new user.

When finished tap  to return to the Settings screen.



The screenshot shows a screen titled 'Users' with a dark blue header. The time '10:15a' and an 'ok' button are in the top right corner. The main area is a yellow box containing a list of user names: 'BUGS BUNNY', 'DAFFY DUCK', 'ELMER FUDD', 'MARVIN MARIAN', and 'ROAD RUNNER'. At the bottom, there is a menu with three options: 'Tools', 'New', and 'Help'. The 'New' option is highlighted in blue.

Delete an Auditor

Select the name to delete and tap **Delete...**. Pole Track displays a confirmation prompt prior to deleting an auditor.

Add or Edit an Auditor

Tap **New...** to create a new auditor or **Edit** to edit an existing auditor.

Tap **OK** to store the data and return to the Auditors screen.

7. Tracking Pole Assets

Use the buttons on the bottom of the terminal to access the DATA and GRID views.

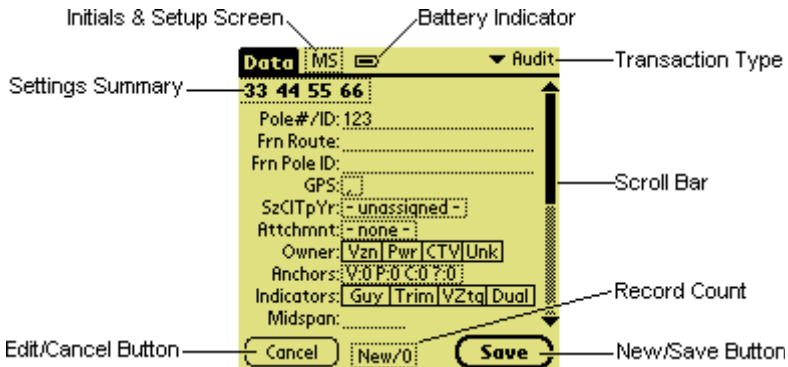


8.1 DATA View

In DATA view you can enter or edit records. DATA view shows all data fields for each record.

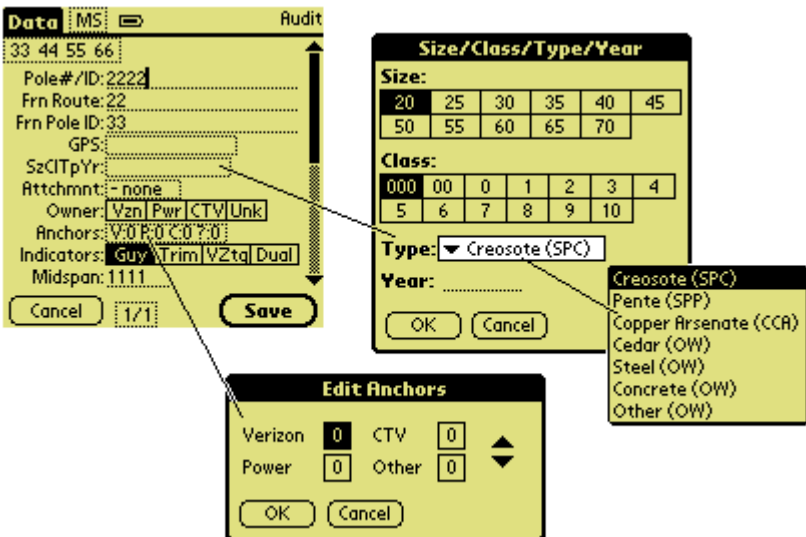


The number and type of data fields varies depending on the transaction type. The DATA view screen contains the following elements:



7.2 Data View Fields

- GPS** The GPS module populates this field with the current GPS longitude and latitude.
- SzCITpYr** A summary of the size, class, type, and year fields. Tap this data field to display a new screen that allows you to easily see and enter these four data fields.
- Attachment** This field shows the number of attachments entered for this pole. Tap the attachment value to display the attachment list for this Pole record (see [Attachments](#) section for details).
- Owner** These radio buttons allow you to select a single owner for this pole record.
- Anchor** Tap this summary field to display the [Edit Anchors](#) screen.
- Indicators** Select any of the indicators for this pole.
- Midspan** The [Midspan](#) feet/inches height in FFII format where FF is feet (00-99) and II is inches (00-11). If you enter two digits the terminal adds “00” for inches. If you enter a single digit the terminal adds a leading zero and “00” for inches.
- Others** With these edit fields you simply enter the appropriate data.



7.3 Add, Edit, Delete Attachments

Data MS Audit

33 44 55 66

Pole#/ID: 123

Frn Route:

Frn Pole ID:

GPS:

SzCITpYr: unassigned -

Attchmnt: none -

Owner: Vzn | Pwr | CTV | Unk

Anchors: V | 0 | P | 0 | C | 0 | ? | 0

Indicators: Guy | Trim | VZtg | Dual

Midspan:

Cancel New/0 Save

The Attachments section allows you to maintain a list of attachments for each pole. You can add a new attachment, edit an existing attachment, or delete an attachment.

Tap the Attchmnts field to display the list of attachments for the current pole.

Attachments List

This screen shows the list of attachments for the current pole. Tap **Done** to return to the data entry screen.

Attachments

Done New... Edit... Delete...

Add or Edit an Attachment

Tap **New...** to create a new attachment, or **Edit** to edit an existing attachment. Most data fields use MRU (Most Recently Used) lists to make data entry faster, easier, and more accurate.

Tap **OK** to store the data and return to the Attachments (list) screen.

Attachment

Ownership: Vzn | Pwr | CTV | etc

Company:

Type: ▾

Height:

License #:

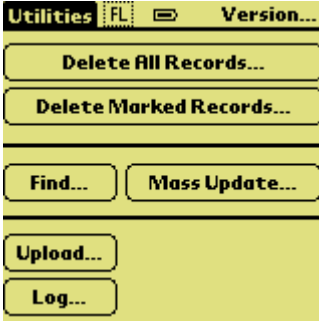
OK Cancel

Delete an Attachment

Select the attachment to delete and press **Delete...** Pole Track displays a warning prompt before deleting the attachment.

!! Note !! The Company field uses MRU lists that change depending on the Ownership field selected. If you select **Vzn** you get an MRU list unique to Verizon. If you select **Pwr** then you get an MRU list unique to power companies.

8. Utilities



Press the **UTIL** button to access some very powerful Pole Track utility functions.

Delete All Records...

This function deletes all the records in the terminal. Pole Track prompts you to confirm the delete before actually deleting the records.

Delete Marked Records...

GRID view allows you to mark records using a checkbox next to each record line. Tap this button to delete all marked records. You can also use the pull down list in GRID view to mark and unmark records. Pole Track prompts you for a conformation prior to deleting any records.

Find...

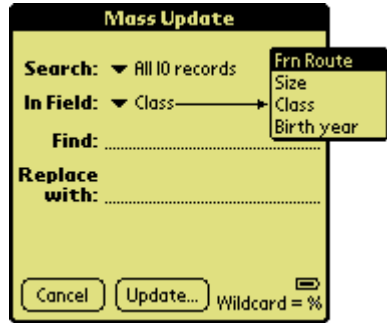
This function allows you to search for records based upon selected field criteria. See the [Find](#) section for more details.

Log...

This function displays a reference list of the last ten uploads. You cannot modify this information. The information displayed includes the user ID, time/date stamp, and the number of records uploaded.

Mass Update...

This function allows you to define changes for select records. A screen similar to the [Find](#) screen allows you to define the record type to modify. This function also allows you to replace selected data in the records matching the search criteria.



Select the field type that you want to update, enter the current value to change, enter the new field value, and tap [Update...](#)

Caution!! This function could cause unwanted changes if you don't verify the change request prior to updating.

Upload...

Use this option to communicate with the server. Be sure that you have the proper Dial Settings (dial-up, direct connection, etc.). Your kit includes all the hardware needed for either type of connection.



Version...

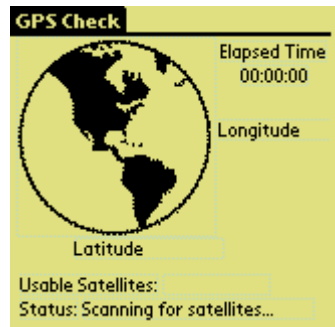
Tap this field to view details about your version of Pole Track.


10. GPS Check Utility Program

Use the GPS Check program to cold start the GPS adapter. GPS Check ensures that the adapter can use the satellites to provide accurate positional information.

Tap the GPS Check icon on the Application Launcher to run GPS check. GPS Check prompts to ensure that the GPS adapter is securely attached to the terminal, reminds you that the GPS does not function indoors, and cautions that the terminal does not time-out while running GPS Check. Therefore, if you leave the terminal unattended the GPS will completely discharge the battery and cause the terminal to lose its program and data.

GPS Check shows how many satellites it can find and the number of satellites that are usable once the cold start is complete. For example, it may display “Usable Satellites: 4/9”. This indicates that the adapter is aware of nine satellites and can use four of them for positioning information.



A status line provides progress information, namely, Scanning for satellites, Normal, or Invalid. “Normal” and “Invalid” show signal quality. If the status is “Normal” the GPS adapter displays the Longitude and Latitude coordinates. The GPS adapter is then ready to use with Pole Track. If the status is “Invalid” then the adapter cannot provide coordinates. Tap the  Application Launcher to close GPS Check.

GPS Check also includes an Elapsed Time feature that displays the amount of time that elapsed for the cold start. A cold start can take as little as one minute or as long as ten minutes.

Appendix A – Graffiti

A	Λ	0	0 0	Space	—
B	B B 3	1	1	Backspace	←
C	C	2	2	Return	↵
D	D D	3	3	Caps Shift	⇩
E	E	4	4	Caps Lock	⇅
F	F F	5	5 5	Menu Cmd	↵
G	G G	6	6	Cursor Left	←
H	h	7	7	Cursor Right	→
I	i	8	8	Short Cut	⌘
J	J J	9	9	Space	—
K	K	Tap Once to use the shifted characters:			
L	L	.	.	()	[]
M	M M	,	↵	;	⌘
N	N	'	7	:	⌘
O	O O	“	π	Tab	⇧
P	P P	-	↵	< >	⇧ ⇧
Q	Q	/	↵	[]	
R	R R	_	↵	{ }	
S	S	?	⌘	`	
T	T	!	⌘	~	N
U	U			\	↵
V	V V	#		+	
W	W	\$	\$	=	
X	X	%			
Y	Y Y	^		*	X
Z	Z	&	&		

Appendix B - Data Formats

Abbrev	Type	Description
A	Alphabetic	These fields accept alphabetic characters. Pole Track converts lowercase letters to uppercase.
A/N	Alpha-numeric	These fields allow alphabetic, numeric, and some special characters (such as space, period, etc.).
Anchr	Anchors	These fields indicate the number of each type of anchor on the pole. These values are '0' – '9'.
GPS	Coordinate	These fields contain longitude or latitude coordinates as read from the GPS module.
Hgt	Numeric	Height in feet and inches. This field must be in F, FF or FFII formats, where: FF = feet (0-99) II = inches (0-11, defaults to 0)
N	Numeric	These fields contain only the digits '0' – '9'.
Owner	Radio Buttons	These square, labeled fields act like radio buttons. You can only select one from the set.
Y/N	Yes/No	These fields only allow YES or NO values.
(list)	Simple List	A simple list contains a list of the valid items for that field. You must select one of the items in the list.
(mru)	MRU List	Most Recently Used lists allow you to enter data for a field or select the most recently entered values from a list. You can select an item from the list or enter a new value.

B.1 Pole Header Record

These records normally remain the same for a series of pole records. The auditor enters these fields once and the terminal copies these fields to each subsequent pole record. These fields are identified as the pole header since their data normally remains relatively static.

Pole Header		<i>Relatively Static Fields for Pole Records</i>		
Field Name	Type	VzE	VzW	Comments
Audit Date	Date	4-4	4-4	Default to the data entry date for this pole.
Audit Vendor	A/N	1-40	1-40	Name of the vendor company performing the audit.
Auditor Name	A (list)	1-40	1-40	Name of the individual performing the audit. The "Auditor" section breaks this name into first name (up to 15 chars) and last name (up to 25 chars).
(VzE only) IC-ID	A/N	1-3	----	
(VzW only) Jurisdiction	A/N	----	1-2	
Wire Center Number	A/N	1-4	1-4	
Municipality	A/N (list)	1-25	1-50	Drop list based on IC-ID or Jurisdiction and Wire Center. Wire Centers may contain multiple Municipalities.
Street Name	A/N (mru)	1-30	1-50	Truncation is OK.
(VzE only) Route	A/N (mru)	0-20	----	
(VzW only) Lead	A/N (mru)	----	1-14	

B.2 Pole Details Record

Pole Details		<i>Fields that Change for Each Pole</i>		
Field Name	Type	VzE	VzW	Comments
Pole Number/ID	A/N	1-15	1-15	Entered for each pole.
Foreign Route/Lead	A/N	0-12	0-12	Enter this value if it is available on the pole.
Foreign Pole ID	A/N	0-15	0-20	In VzW the CO may include the Lead as part of the record.
GPS Latitude	GPS	1-?	1-?	Value read from GPS unit.
GPS Longitude	GPS	1-?	1-?	Value read from GPS unit.
Pole Size	N	1-3	1-3	Valid values: 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70.
Pole Class	N	1-3	1-3	Valid values: 000, 00, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10.
Pole Type/Treatment	N	1-1	1-1	Part of the Birthmark brand. Enter a best guess if not on the birthmark brand. Required for new poles. 1 = Creosote (SPC) 2 = Penta (SPP) 3 = Copper Arsenate (CCA) 4 = Cedar (OW) 5 = Steel (OW) 6 = Concrete (OW) 7 = Other (OW)
Year (Birthdate)	N	4-4	4-4	Best guess if not found on birthmark brand. Entered for each pole. Use this value to base mortality (As built) date to drive mat codes for new poles.
Pole Ownership 1	A	1-1	1-1	V = Verizon P = Power C = Cable TV
Pole Ownership 2	A	1-1	1-1	Used if pole is jointly owned.
Midspan Height	Hgt	0,2,4	0,2,4	Height of the lowest Verizon cable at the mid-span towards the CO.
Anchors – Verizon	Anchr	1-1	1-1	Blank = 0. Valid values are 0-9.
Anchors – Power	Anchr	1-1	1-1	
Anchors – CATV	Anchr	1-1	1-1	
Anchors – Other	Anchr	1-1	1-1	

B.3 Pole Attachment Record





Pole Attachment		<i>Fields that Change for Each Pole Attachment</i>		
Field Name	Type	VzE	VzW	Comments
Ownership	date	1-1	1-1	Valid values: C = Cable TV O = Other (includes CLEC/Munies) P = Power V = Verizon
Company Name	A/N (mru)	1-50	1-50	The user can enter a company name or select one from the MRU list. If the user selects a different owner then the MRU changes to the MRU list for that owner.
Attachment Type	A (list)	1-20	1-20	See note [1] below.
Height	Hgt	0,2,4	0,2,4	Height of the attachment
License No	A/N	0-20	0-11	This optional field is used to uniquely identify the attachment.
[Guy] Guying Required	Y/N	1-1	1-1	Defaults to N. NO = guy is not required. YES=guy are missing or required.
[Trim] Tree Trim	Y/N	1-1	1-1	Defaults to N. YES=trim trimming is required.
[Tag] VZ Pole Tag	Y/N	1-1	1-1	No default (entry must be made). Indicates that the Verizon tag is missing from this pole.
[Dual] Dual Pole	Y/N	1-1	1-1	No default (entry must be made). YES=this new pole still has the old pole lashed to it.

[1] Attachment Type: The terminal displays and stores the selected value in upper and lower case for improved readability (it also takes less display space). The terminal sends the upper/lower-case strings and the server converts these strings to all uppercase. The attachment type list contains: COAX, CABLE, GUY, FIBER, POWER SUPPLY, LOOP, STREET LIGHT, POWER PRIMARY, POWER SECONDARY, MUNICIPAL, XCONN/TERMINAL, and OTHER.

ASCII Table

Dec	Hex	Char	Dec	Hex	Char	Dec	Hex	Char
0	00	NULL	43	2B	+	86	56	V
1	01	SOH	44	2C	,	87	57	W
2	02	STX	45	2D	-	88	58	X
3	03	ETX	46	2E	.	89	59	Y
4	04	EOT	47	2F	/	90	5A	Z
5	05	ENQ	48	30	0	91	5B	[
6	06	ACK	49	31	1	92	5C	\
7	07	BEL	50	32	2	93	5D]
8	08	BS	51	33	3	94	5E	^
9	09	HT	52	34	4	95	5F	_
10	0A	LF	53	35	5	96	60	`
11	0B	VT	54	36	6	97	61	A
12	0C	FF	55	37	7	98	62	B
13	0D	CR	56	38	8	99	63	C
14	0E	SO	57	39	9	100	64	D
15	0F	SI	58	3A	:	101	65	E
16	10	DLE	59	3B	;	102	66	F
17	11	DC1	60	3C	<	103	67	G
18	12	DC2	61	3D	=	104	68	H
19	13	DC3	62	3E	>	105	69	I
20	14	DC4	63	3F	?	106	6A	J
21	15	NAK	64	40	@	107	6B	K
22	16	SYN	65	41	A	108	6C	L
23	17	ETB	66	42	B	109	6D	M
24	18	CAN	67	43	C	110	6E	N
25	19	EM	68	44	D	111	6F	O
26	1A	SUB	69	45	E	112	70	P
27	1B	ESC	70	46	F	113	71	Q
28	1C	FS	71	47	G	114	72	R
29	1D	GS	72	48	H	115	73	S
30	1E	RS	73	49	I	116	74	T
31	1F	US	74	4A	J	117	75	U
32	20	SP	75	4B	K	118	76	V
33	21	!	76	4C	L	119	77	W
34	22	"	77	4D	M	120	78	X
35	23	#	78	4E	N	121	79	Y
36	24	\$	79	4F	O	122	7A	Z
37	25	%	80	50	P	123	7B	{
38	26	&	81	51	Q	124	7C	
39	27	'	82	52	R	125	7D	}
40	28	(83	53	S	126	7E	~
41	29)	84	54	T	127	7F	
42	2A	*	85	55	U	128	80	

Glossary

Anchor	The count of the number of lines that each company has attached to the pole. Anchors can be owned by Verizon, Power, Cable TV, or Other. Pole Track maintains a separate anchor count (0-9) for each of the four company types.
Anchr	Abbreviation for <u>Anchor</u> or <u>Anchors</u> .
Application Buttons	While in Pole Track these four buttons activate functions unique to Pole Track. 
Application Launcher	Press this button (the upper-left button on the writing pad) to switch between application categories. Use application categories to arrange programs in logical groups. 
Attachment	Attachments are items mounted on a pole and can include power supplies, streetlights, loops, etc. Pole Track allows you to enter information about the attachments on each pole.
Auditor	Data specific to the person performing the audit (or, the “user”).
Bar Code	A series of bars and spaces used to encode information. Examples of bar codes include the UPC symbols used on retail products, and ISBN bar codes used on books and magazines.
Battery Indicator	The Battery Indicator shows roughly how much battery life remains in the battery pack. 
Calibrate	The process the terminal uses to get known stylus positions so the touch screen can accurately “know” the stylus position. When calibrating the digitizer touch the stylus to the center of the bull’s eye marker when prompted. 
Category	The Palm terminal allows you to group applications into categories and step through these categories using the Application Launcher button. The default categories are <u>Main</u> , <u>System</u> , and <u>All</u> .
Charging Slot	The slot of the back of the cradle used to charge a spare battery pack.
Conduit	A program used to communicate data between a Palm terminal and a host computer (normally a PC). Conduits normally handle synchronizing data between the two computers.
Contrast	The “Contrast” button (lower right corner of the terminal) allows you to adjust the display contrast for your current lighting conditions.
Cradle	The device that holds the handheld terminal and connects it to the communications line and to external power. The cradle is used to charge the terminal and also allows the terminal to send and receive data.
DATA View	DATA view is the main data input and edit screen. This view shows an individual record and allows you to enter or edit pole records.
Digitizer	The touch sensitive screen that detects the position of the stylus (also called the “touch screen”). The digitizer must be calibrated so the terminal can accurately “know” the position of the stylus. Be sure to use only a recommended plastic-tipped stylus when writing on this screen.

Glossary, Continued

Dock	Same as “Cradle.”
Download	Moving data from a larger (or more important) computer system to another. That is, you would download data from your server to a handheld terminal.
GPS Module	The GPS (Global Positioning System) module attaches to the bottom of the terminal and reads longitude and latitude coordinates from the GPS satellites.
Graffiti	A way of writing letters, numbers, and special characters that makes it easy for the Palm terminal to recognize and decode. To view Graffiti templates touch the very bottom of the display and drag the stylus to the top of the display.
GRID View	GRID view acts as a quick reference to view the most pertinent record data. It displays a summary of each record on a single display line.
HELP View	HELP view display additional operating information. Pole Track allows you to select from a list of topics to view the help information.
Icon	A small graphic image or picture that denotes a program function. These are normally used as shortcuts to select a specific program function.
Indicators	These radio button fields give additional information about actions to be taken that relates to an attachment. The indicators are Guying Required, Trimming, Tag, and Dual Pole.
Keypad	Pole Track includes a custom keypad that you can use to enter data. Tap the calculator icon while in Pole Track to activate the custom keypad.
Launcher	See “Application Launcher.”
LINE IN	The port on the back of the cradle that connects the cradle to a telephone jack. The terminal uses this port to communicate to the server.
Log	The log contains a list of informational messages written as the Pole Track application runs.
Mass Update	This function allows you to select a group of records and define changes to be made for that entire record group.
Operating System	The basic software on a computer that allows the computer to function. Examples of operating systems on PCs include Windows-XP/7/8/10.
Power Supply	The device that supplies power to the cradle. Connect one end into a standard AC outlet and the other end to the “9 VDC” plug on the back of the cradle.
Restorer	Tap the <u>Restorer</u> icon (in the <u>System</u> category) to connect to the server and download the current version of Pole Track.
Scan Buttons	The yellow buttons that activate the internal laser scanner. Any one of the three buttons will activate the scanner.
Scanner	The laser scanner (top-center of the terminal) reads and decodes bar codes. <u>Do not look directly into the scanning beam!</u>
Scroll Button	The two scroll buttons allow you to scroll through lists, data entry fields, and



Glossary, Continued

	sometimes between screens.
Server	The computer that the Pole Track terminal connects to when uploading data and downloading a new version of the application.
Settings	The screen where you enter the most general records including Auditor, Vendor, Municipality, Street, etc.
Stylus	The yellow, plastic tipped pen-like object used on the touch screen (attached to the back of the terminal).
Sync or Synchronization	Synchronization is the process of integrating data between two systems, normally a Palm terminal and a PC. You might enter a new address on your PC and enter appointments on your Palm terminal. During synchronization the two computers would exchange their differing data. When finished both computers would contain the same set of data.
Touch Screen	See "Digitizer."
Upload	Moving data from a smaller (or less important) computer system to a larger system. That is, you would upload the data collected in your handheld terminal to the server.
UTIL View	UTIL view includes functions like record delete, find, upload, mass record updating, etc.
Writing Pad	The area on a Palm terminal where you would handwrite Graffiti characters to enter data. The writing pad is the box on the bottom of the Palm display.