



Scan & Validate Android Application User Guide

Howdy,

This is a guide taken from the AssetWorks website with a few notes of my own to give detailed instructions for scanner use. Please note, that we use *Scan and Validate* not *GreenBar*, so the program/screenshots will look a little different in that aspect.

Thank you,
Ashley Lovett
Property Management
alovett@tamu.edu
(979)845-9436

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Introduction

This guide will walk you through using the Android application to conduct your inventory.

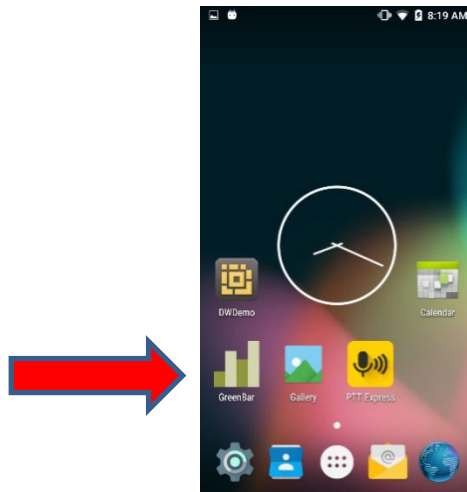
Swipe up to unlock the device. There should not be a passcode or password to get to the home screen. These scanners use Wi-Fi to sync to the database and you do not need to connect them to the computer with a USB cord.

Chapter 1: Setup


Section 1.1 Confirm Installation

First you will need to make sure that the application is installed on your Android device and that your device is connected to a WiFi network. Please refer to the installation guide if you do not see the application icon.

Note: Your device must be connected to a WiFi network for the initial login. Once you have the application installed and the device is connected to a WiFi network, tap on the application icon on the home screen of your tablet to launch the application.



Your scanner should already be connected to Wi-Fi when you unlock it. If you suspect that it is not connected, please call Ashley Lovett or Diane Wittneben at Property Management and we can walk you through how to connect.

Also, the scan and Validate icon looks like this: , but should roughly be in the same location as the screenshot above.

Section 1.2 Login

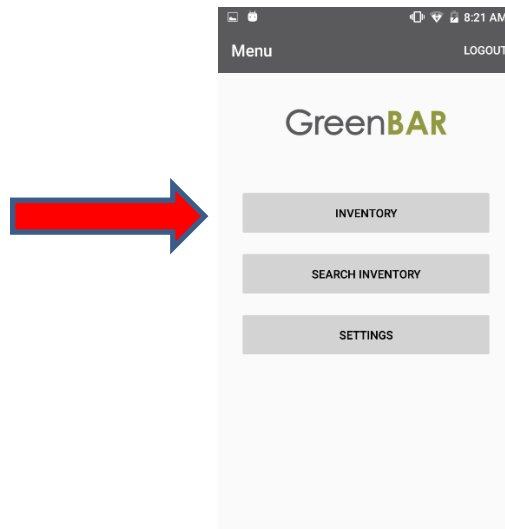
Click on the application icon. This will bring you to the login screen for the application. You will enter your credentials here.

Your username and password can be found in the certification packet that was emailed around the beginning of the month.

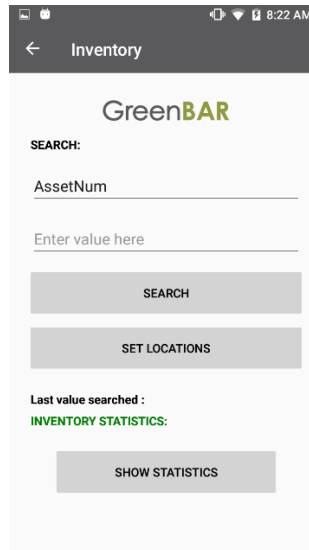


Section 1.3 Home Screen

After you login, you will be taken to the application home screen.



Chapter 2: Inventory Scan Screen



This when you can press one of the yellow buttons on the sides and front of the scanner to scan an asset tag. If a tag does not scan, then please see the examples below for your Campus Code.

CC02 Assets: If the tag does not want to scan, then you can type “11S02#####”.
EX: asset 2100123456 would look like 11S022100123456.

CC23 Assets: If the tag does not want to scan, then you can type “23#####”.
EX: asset 2100123456 would look like 232100123456.

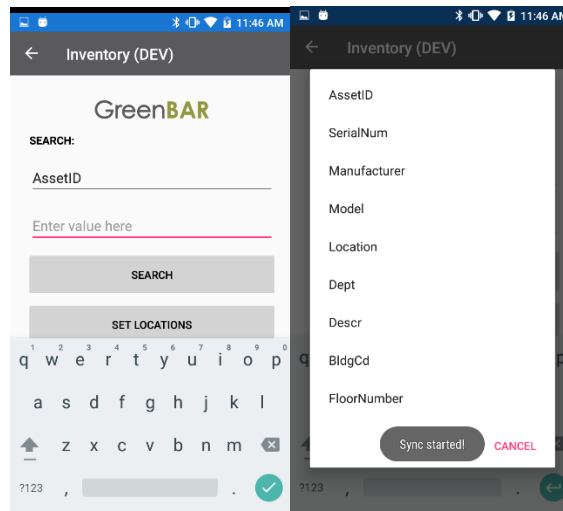
SAGO: If the tag does not want to scan, then you can type “01#####” or “26#####”.
EX: asset 2100123456 would look like 012100123456 for a Campus Code 01 asset.

OR

Asset 2100123456 would look like 262100123456 for a Campus Code 26 asset.

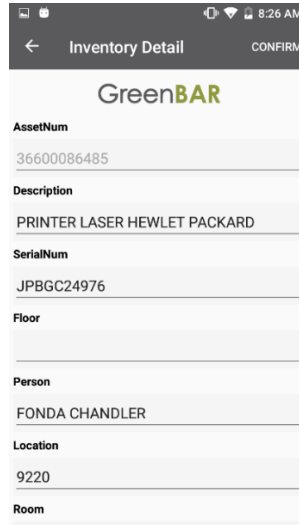
Section 2.1 Inventory Search

On this screen is a search field where you scan your asset and a search by field where you choose which field you would like to search by. You can change which field you want to search with by tapping on the underlined search field title and tapping on the field you want to select.



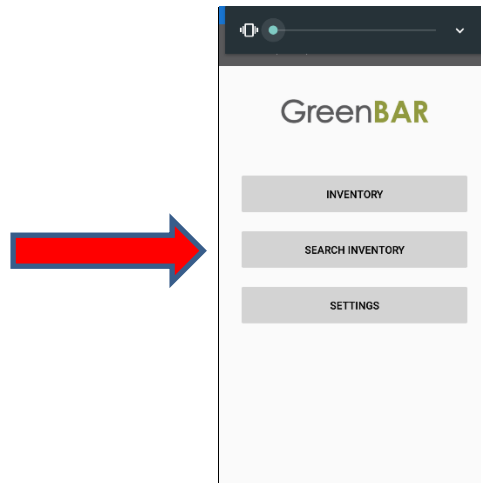
Once you choose which field you want to search on, scan your barcode or type the number into the search field and hit search. This will take you to the asset edit screen. If all info on this screen is correct, hit the confirm button. If you need to make a change, click on the field you want to change, make your changes and hit the confirm button. The asset will be confirmed, and you will be taken back to the Inventory Scan Screen.

Section 2.3 Asset Detail Edit

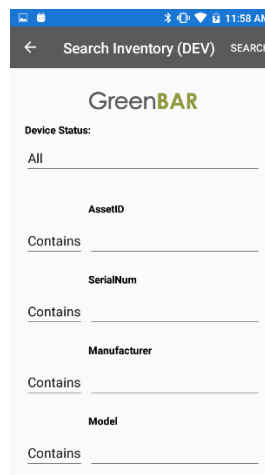


On this screen you have the option to edit any fields that need to be edited. To edit a field, simply tap on the field and enter your new information. Once you finish making your changes, tap on the confirm button in the upper right corner and you will be taken back to the scan screen.

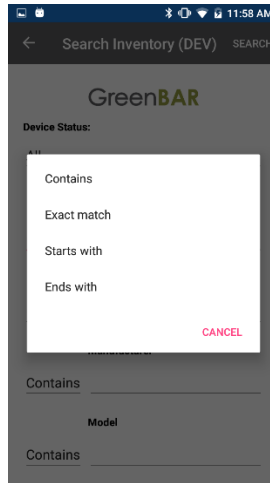
Chapter 3: Search Inventory



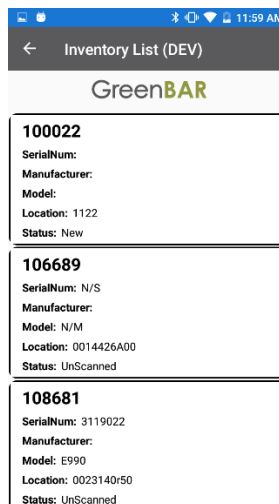
The next option you have on the home screen is the Search Inventory button. This button is used to view the assets that are currently loaded on the scanner. This is for informational purposes only, you will not be able to edit any assets from this screen. To search for an asset, tap on the search button and you will be taken to the search screen.



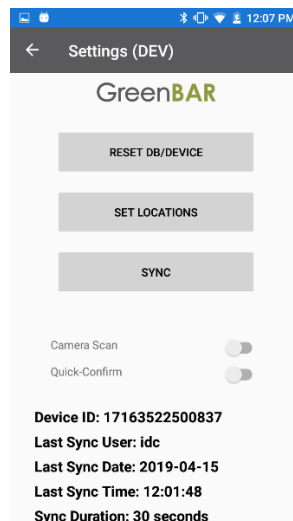
Once there you can search on any field displayed on the screen. Each field has an operator option that you can use to search for values that start with, contain, exact match or end with the value that you put in the field. You can access the operators by tapping on the gray drop down arrow in the bottom right of each field. You also have the option to search for assets by their status. The application will default to “All” statuses but can be changed by tapping on the gray drop down arrow in the bottom right of the Device Status field.



Once you have entered all of your search information, tap the search button and you will be shown a list of assets that meet your search criteria. From here you can tap on the asset to bring up the asset detail screen for the asset. When you are done, tap the back button in the upper left to return to the search screen and again to return to the home screen.



Chapter 4: Settings



The third option available to you on the home screen is the Settings button. You will use this button to access all application settings including:

Reset DB/DEVICE – To do this, click on the “Reset DB/DEVICE” button. You will be prompted to enter a username and password. If you continue, the database will be reset on the device and synced with current data in the database.

Set Locations – You will use this to set pre-determined fields up for location information.

Sync - This will sync your device with the database.

Camera Scan – If you have a device that doesn't have a laser, this will allow the application to use the device's camera to scan the barcodes.

Quick Confirm – If Quick Confirm is on, any asset that you scan will be confirmed automatically.