Adding Assets To AssetPanda For Surplus (Android)

If an asset does not have any type of asset tag, IT MUST BE ADDED to Asset Panda before it can be sent to Surplus. You will need Asset Panda surplus labels which are available from Central Stores at no charge. The item number is 27025000.

Step 1: In the menu bar tap on TOOLS

Step 2: Tap on GROUP SCAN
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Step 3: Tap on click to select group

Step 4: Tap on Assets.
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Step 5: Assets appears on Group Scan
Tap on Verify Duplicate After Scan to “YES”
Tap on the check mark

Step 6: The barcode scanner will pop up and you can now scan the surplus label (begins with “S”) that will be placed on your asset.
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Step 7: After scanning a pop up message will appear.
Tap on ADD NEW ITEM.

Step 8: Tap on Take a Photo.
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Step 9: Tap on Take Photo.

Step 10: Take Photo, then tap on the check mark.
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Step 11: A 1 will appear in the top right of the “Take a Photo” icon. This is to let you know the photo has been attached.
Tap on the check mark.

Step 12: Tap either FINISH GROUP SCAN or YES.
Yes will allow you to add more records to the group for the same location.
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Step 13: Tap on Apply Group Actions

Step 14: Tap on the Settings Wheel
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Step 15: Tap on Add Assets

Step 16: Fill out all required fields marked with a *
Then tap Save.
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Step 17: Your changes will be saved. You should see
A “Group Action Created” pop up on the screen
And then disappear. You are now finished

Step 18: After creating the “Group Action” you can either:

1. Tap on the three white bars to return to main menu
   Then tap ASSETS to reset the application
   Then return to Step 1 to add assets with a new location
   OR
2. You can minimize the app and tap on the X to exit.
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**What Happens When you Lose Wi-Fi?**

When Wi-Fi Connection is lost you will receive the following screen. When the connection is re-established your progress will resume exactly where you left off. No data will be lost.

![Screen showing data connection not available](image)