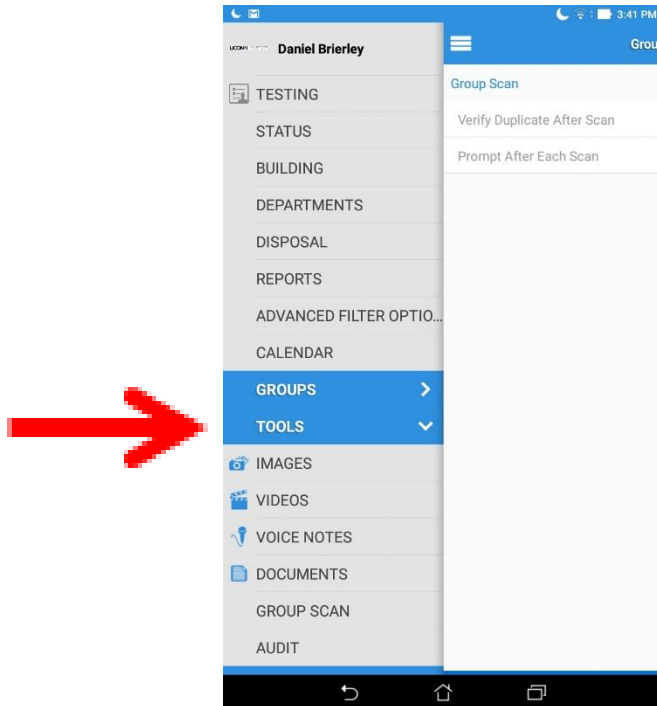


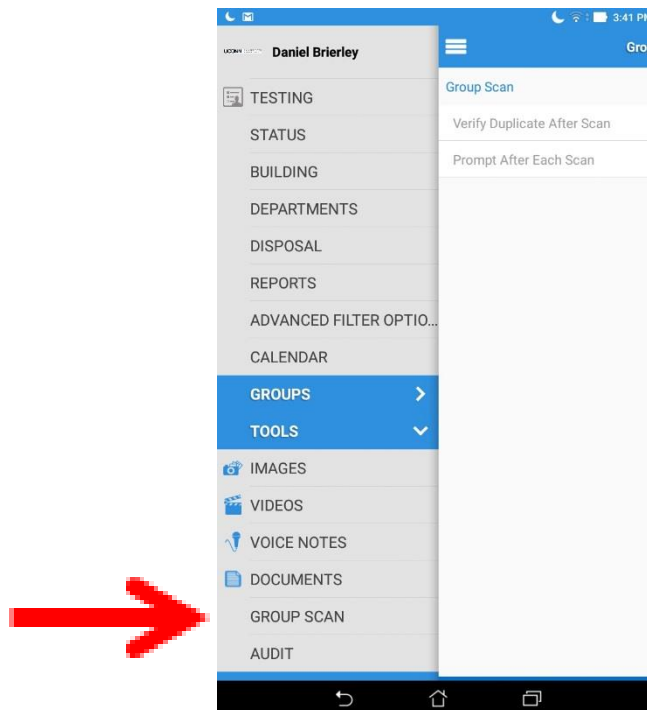
Adding Assets To AssetPanda For Surplus (Android)

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

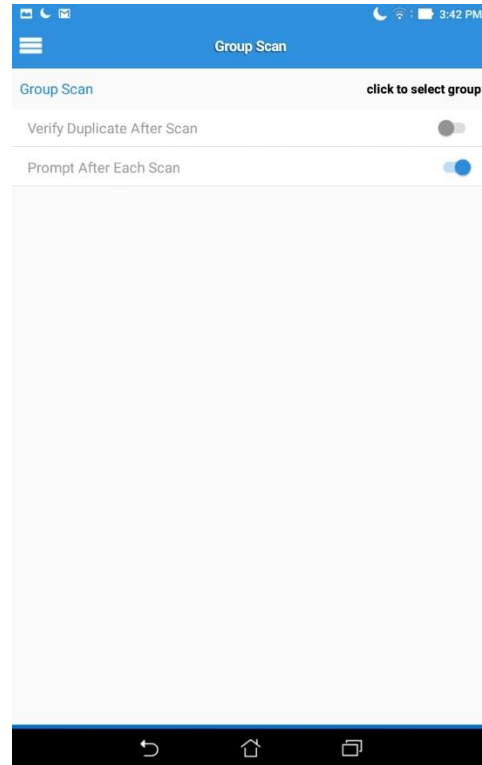


Step 2: Tap on GROUP SCAN

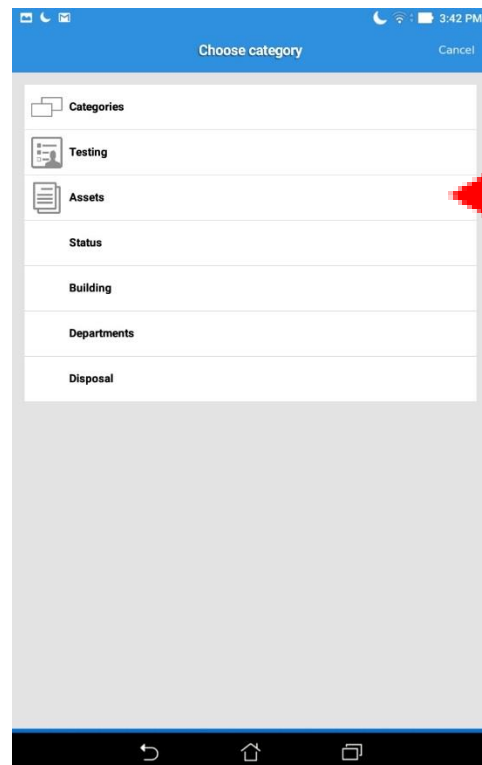


Adding Assets To AssetPanda For Surplus (Android)

Step 3: Tap on click to select group



Step 4: Tap on Assets.

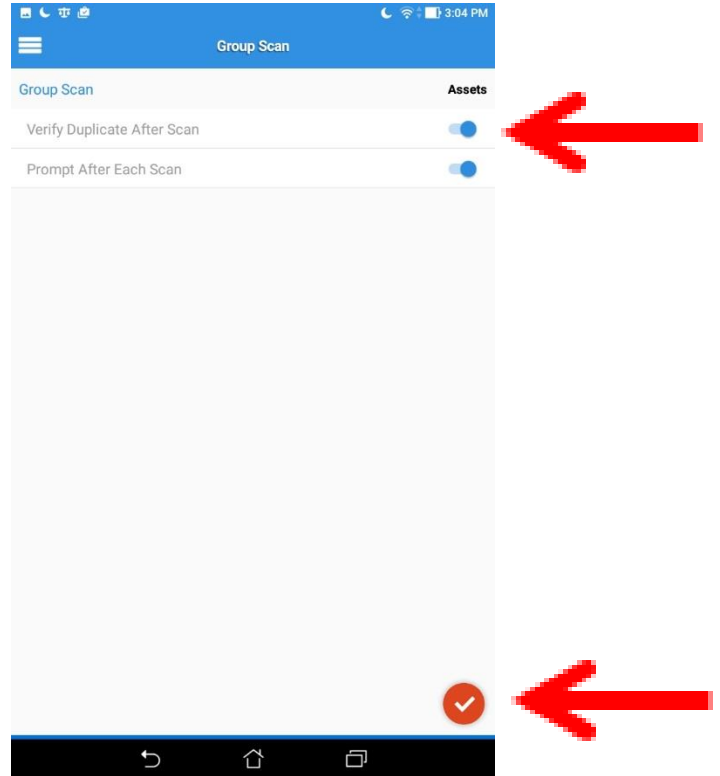


Adding Assets To AssetPanda For Surplus (Android)

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.



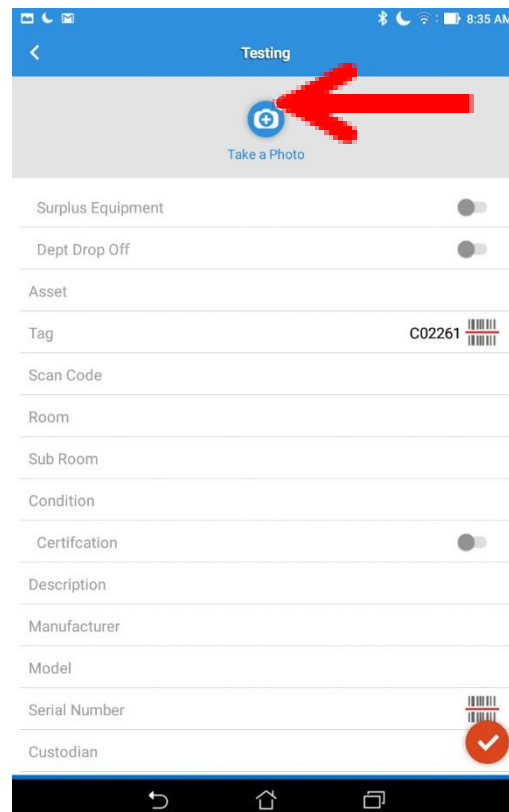
Adding Assets To AssetPanda For Surplus (Android)

Step 7: After scanning a pop up message will appear.

Tap on ADD NEW ITEM.

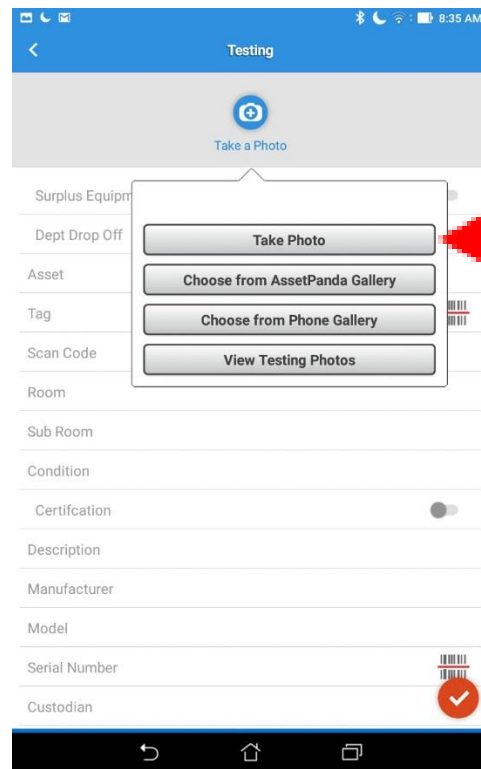


Step 8: Tap on Take a Photo.



Adding Assets To AssetPanda For Surplus (Android)

Step 9: Tap on Take Photo.

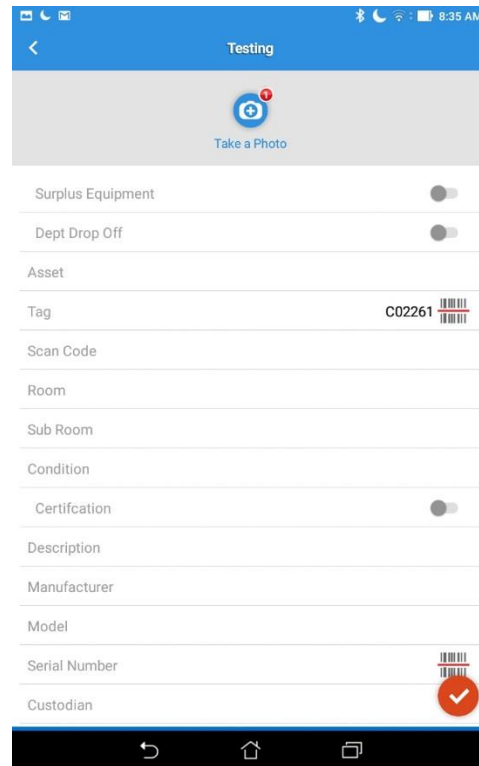


Step 10: Take Photo, then tap on the check mark.

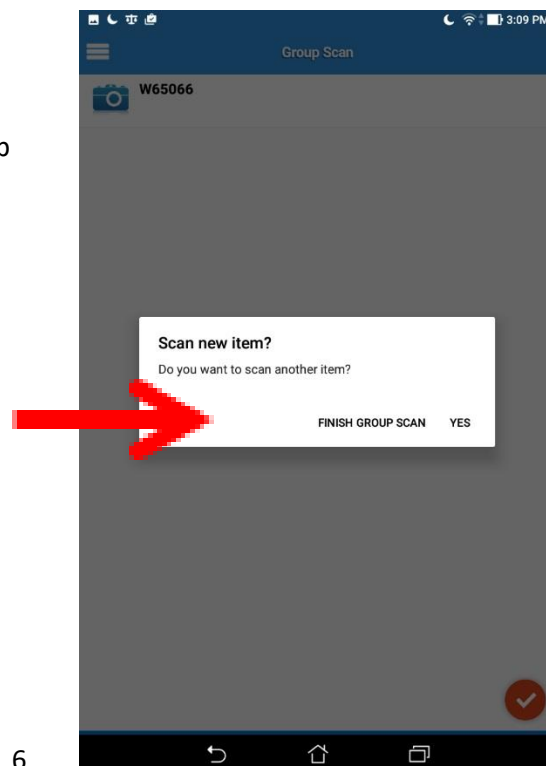


Adding Assets To AssetPanda For Surplus (Android)

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.

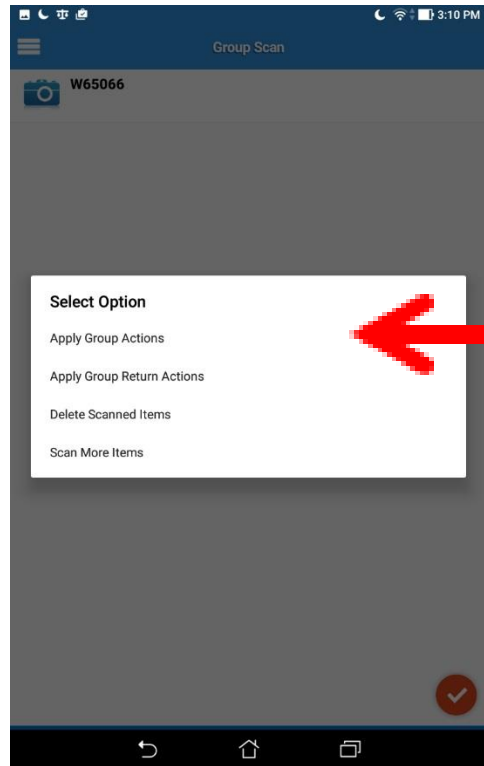


Step 12: Tap either FINISH GROUP SCAN or YES
Yes will allow you to add more records to the group for the same location.

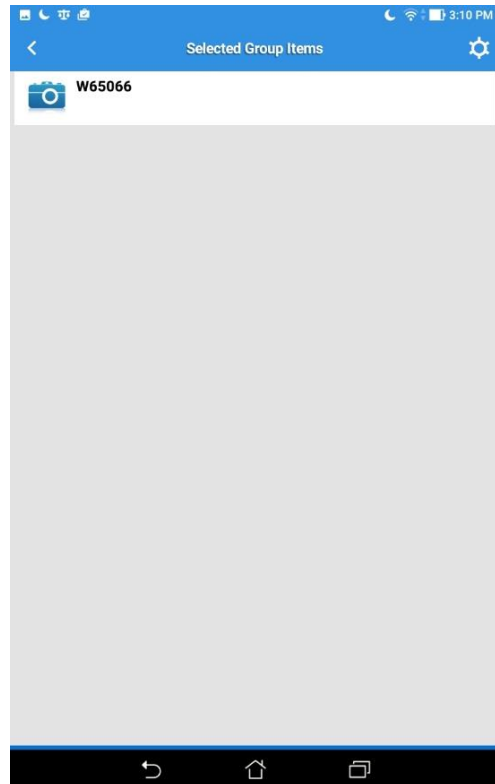


Adding Assets To AssetPanda For Surplus (Android)

Step 13: Tap on Apply Group Actions

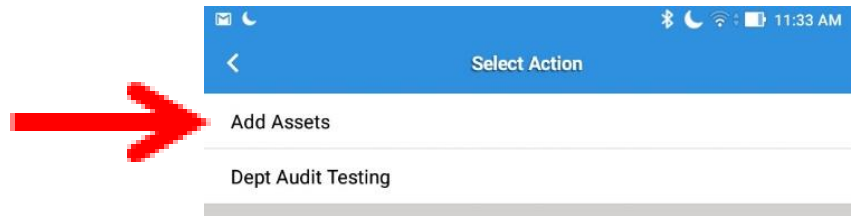


Step 14: Tap on the Settings Wheel

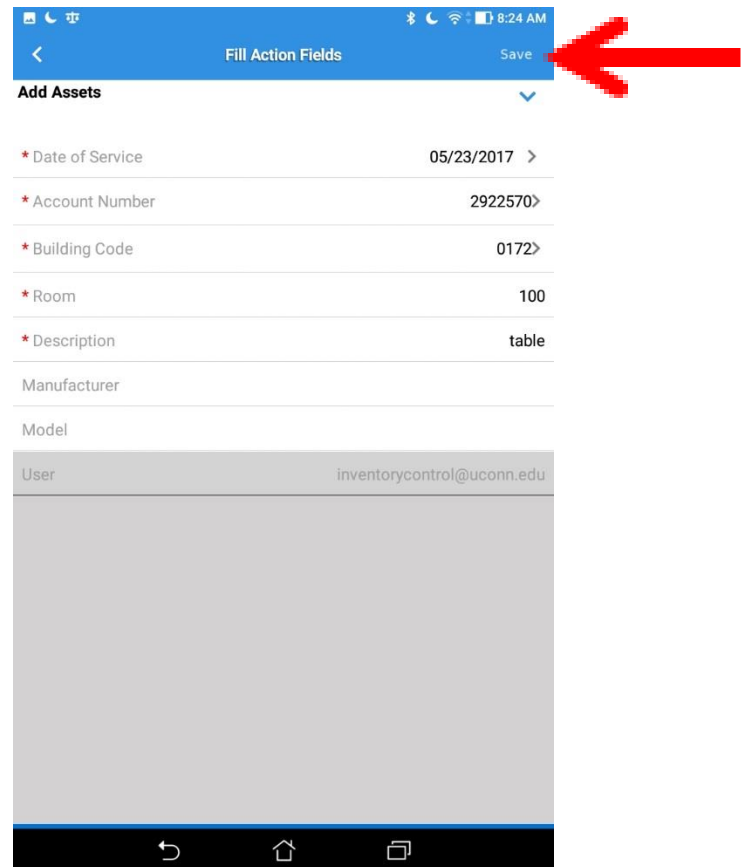


Adding Assets To AssetPanda For Surplus (Android)

Step 15: Tap on Add Assets

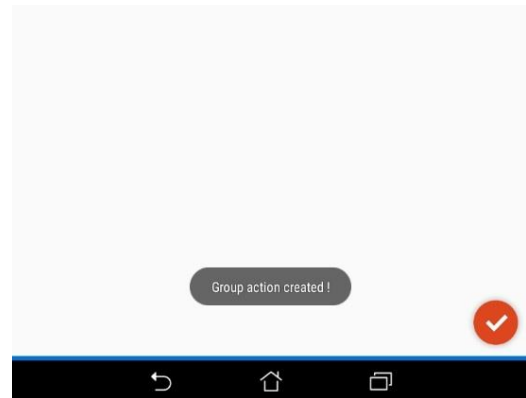


Step 16: Fill out all required fields marked with a *
Then tap Save.



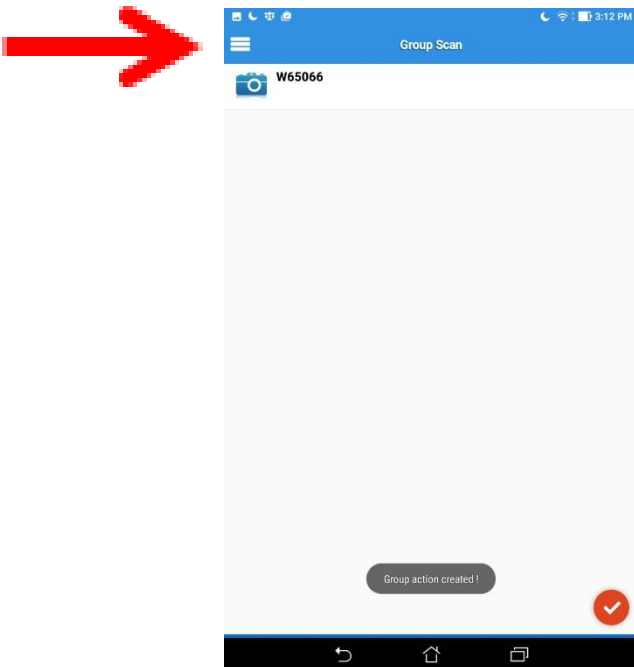
Adding Assets To AssetPanda For Surplus (Android)

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

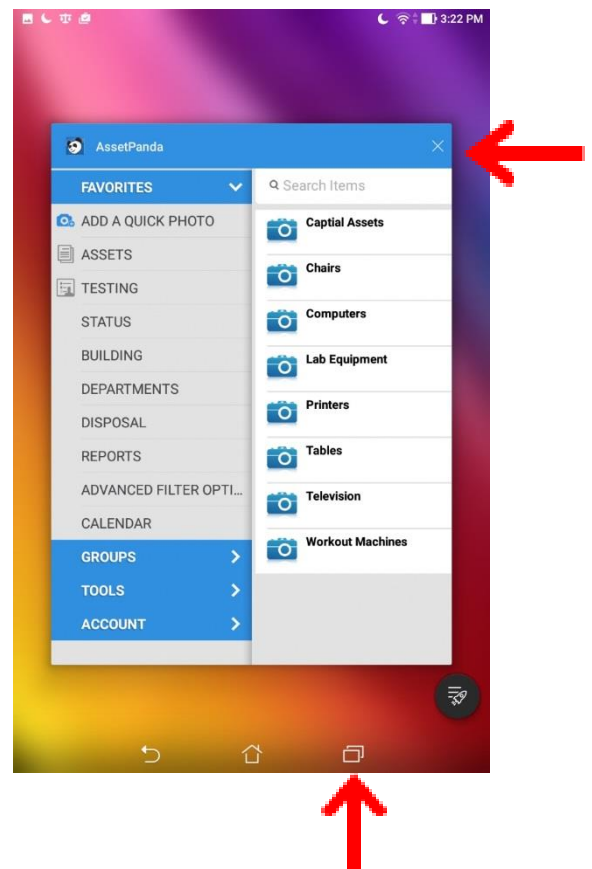


Step 18: After creating the “Group Action” you can either:

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.



OR



Adding Assets To AssetPanda For Surplus (Android)

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.

