Adding Assets To AssetPanda For Surplus (Apple)

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 the space next to Scan Group.

Step 4: Tap on the Assets checkbox.
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Step 5: Assets appears on Scan Group
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.
Step 7: After scanning a pop up message will appear. Tap on Add new entry.

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

Step 10: Take Photo, then tap on Use Photo.
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Step 11: 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 the check mark

Step 14: Tap on Apply Group Actions
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Step 15: Tap on the Settings Wheel

Step 16: Tap on ADD ASSETS
Step 17: Fill out all required fields marked with a *
Then tap on the check mark.

Step 18: Your changes will be saved. You should see
A red “Group action created” pop up on the screen
And then disappear. You are now finished
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Step 19: 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 swipe up to exit
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**What Happens When you Lose Wi-Fi ?(IPad)**

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.

If Wi-Fi signal is lost during the updating of an individual asset you will get a spinning wheel when you go the press the red check box. Once the Signal is re-established the record will be updated but the asset will need to be re-scanned to be included in the group scan process.
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**What Happens When you Lose Wi-Fi? (iPhone w/Cellular)**

When Wi-Fi Connection is lost you will receive the following screen and an error message saying a data connection has been lost. At this point the app will continue using cellular data if enabled until a Wi-Fi signal is re-established. Your progress will resume exactly where you left off. No data will be lost.