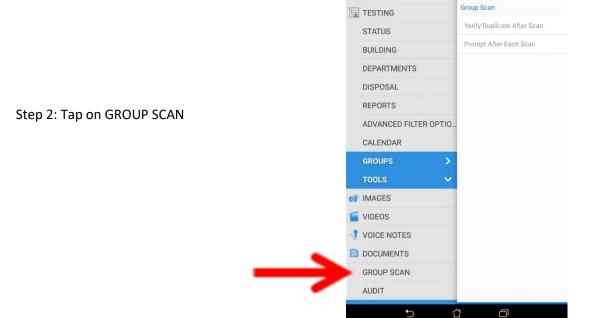
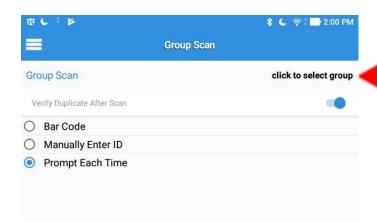
Daniel Brierley Group Scan TESTING Verify Duplicate After Scan STATUS Step 1: In the menu bar tap on TOOLS Prompt After Each Scan BUILDING DEPARTMENTS DISPOSAL REPORTS ADVANCED FILTER OPTIO... CALENDAR GROUPS MAGES WIDEOS VOICE NOTES DOCUMENTS GROUP SCAN AUDIT

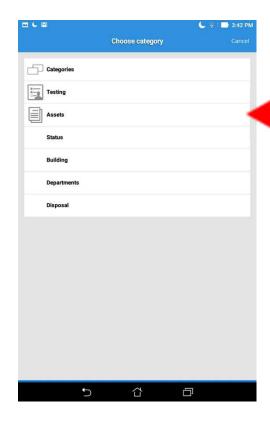


Daniel Brierley

Step 3: Tap on click to select group



Step 4: Tap on Assets.

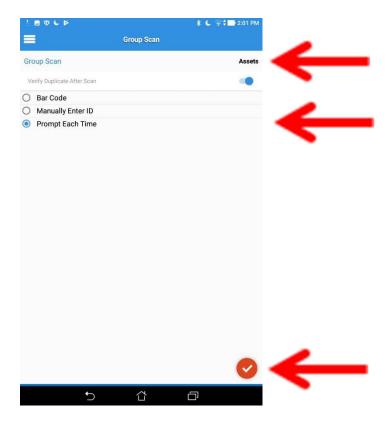


Step 5: Assets appears on Group Scan

Verify Duplicate After Scan (should be checked)

Prompt Each Time (should be checked)

Tap on the check mark



Step 6: Tap on Scan Barcode



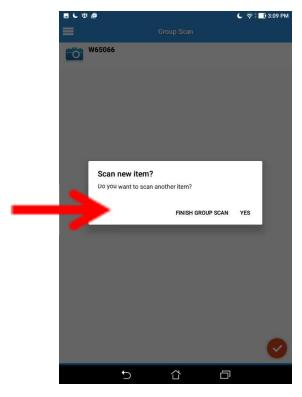
Step 7: The barcode scanner will pop up and you can now scan your asset.



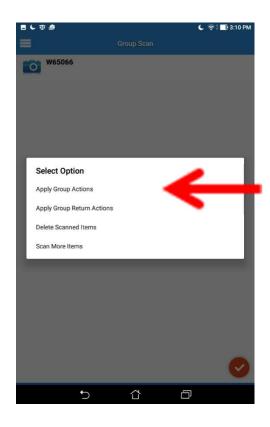
Step 8: After scanning a pop up message will appear.

Tap either FINISH GROUP SCAN or YES

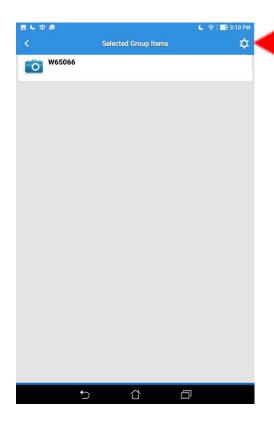
Yes will allow you to add more records to the group for the same location.



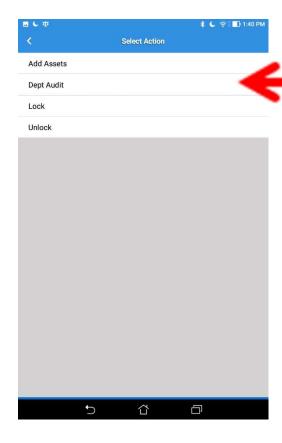
Step 9: Tap on Apply Group Actions



Step 10: Tap on the Settings Wheel



Step 11: Tap on Dept Audit



Step 12: Fill out all required fields marked with a *
Then tap Save.

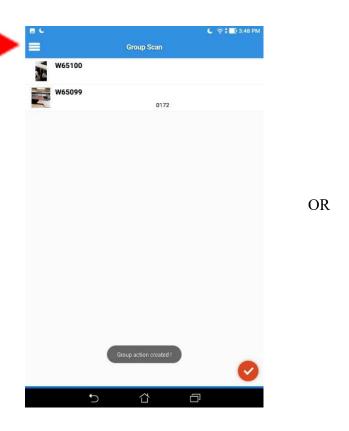


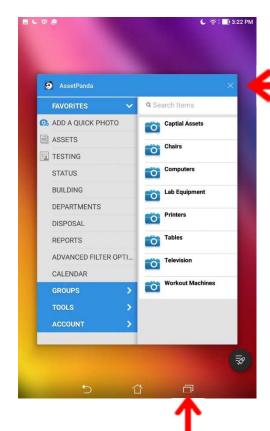
Step 13: Your changes will be saved. You should see
A red "Group action created" pop up on the screen
And then disappear. You are now finished



Step 14: After creating the "Group Action" you can either:

- Tap on the three white bars to return to main menu
 Then tap ASSETS to reset the application
 Then return to Step 1 to scan assets with a new location
 OR
- 2. You can minimize the app and tap on the X to exit.





What Happens When you Lose Wi-Fi?

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

