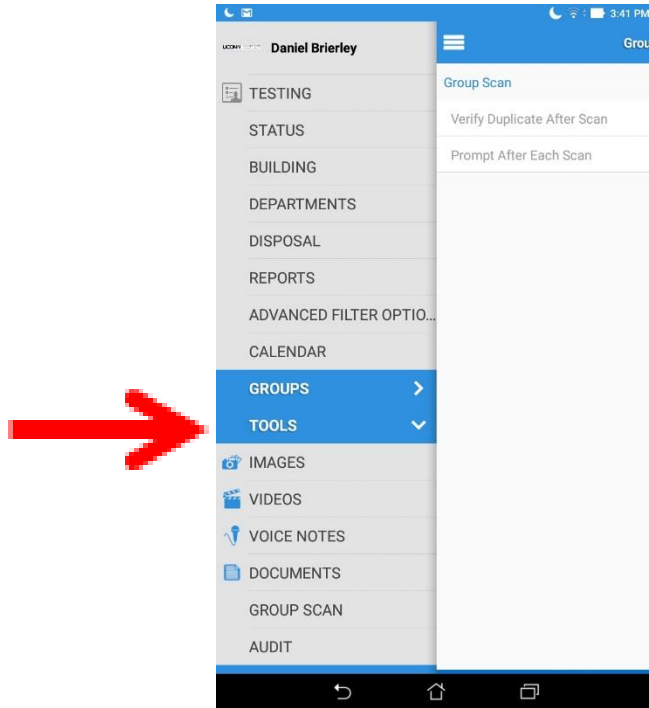
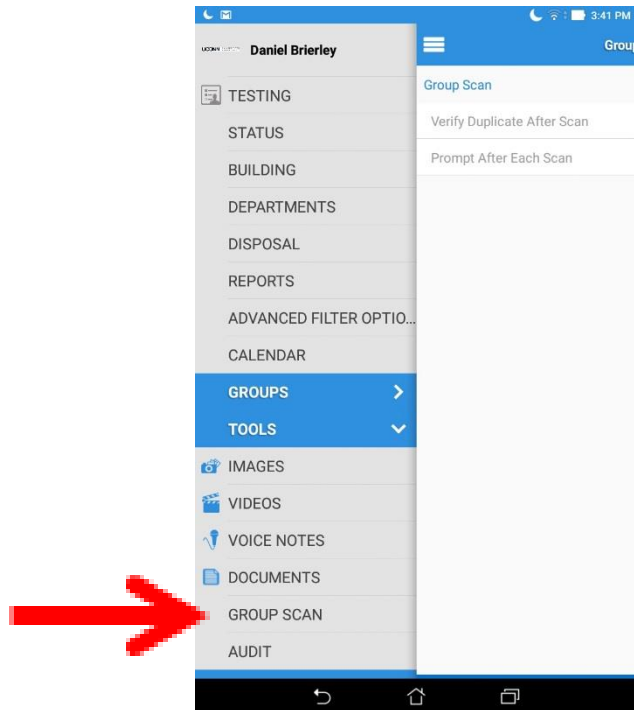


# Cycling Controllable Property (Android)

Step 1: In the menu bar tap on TOOLS

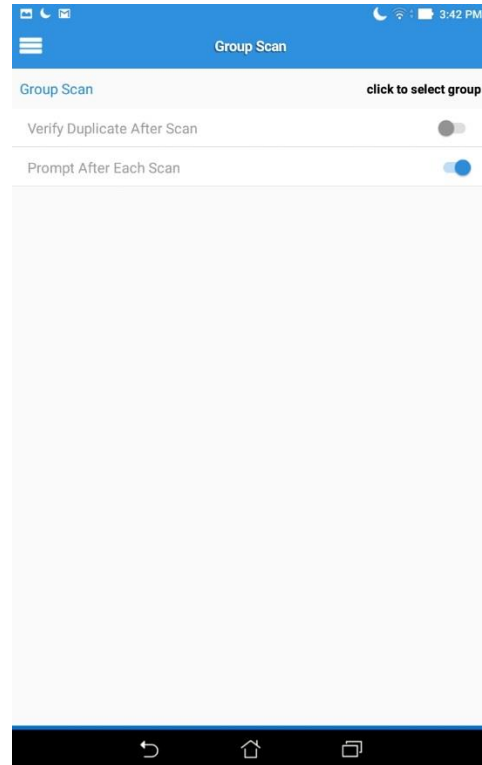


Step 2: Tap on GROUP SCAN

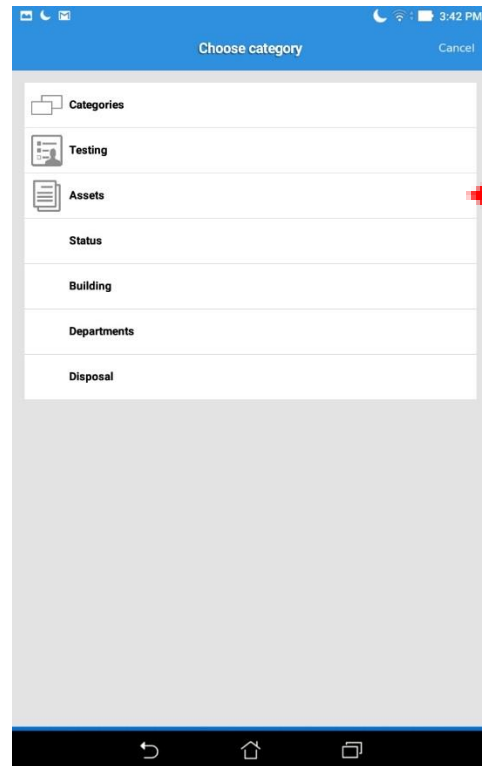


# Cycling Controllable Property (Android)

Step 3: Tap on click to select group



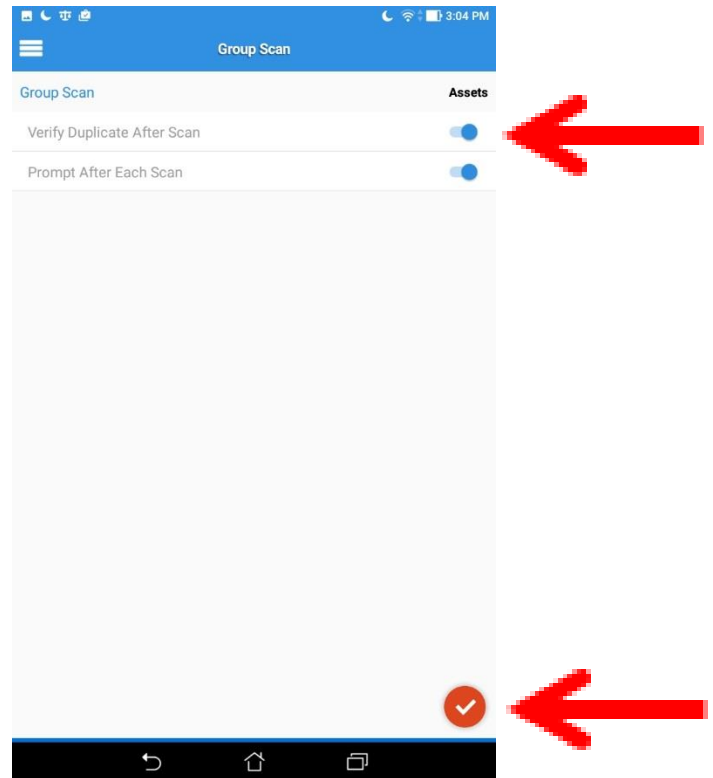
Step 4: Tap on Assets.



# Cycling Controllable Property (Android)

Step 5: 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 your asset.

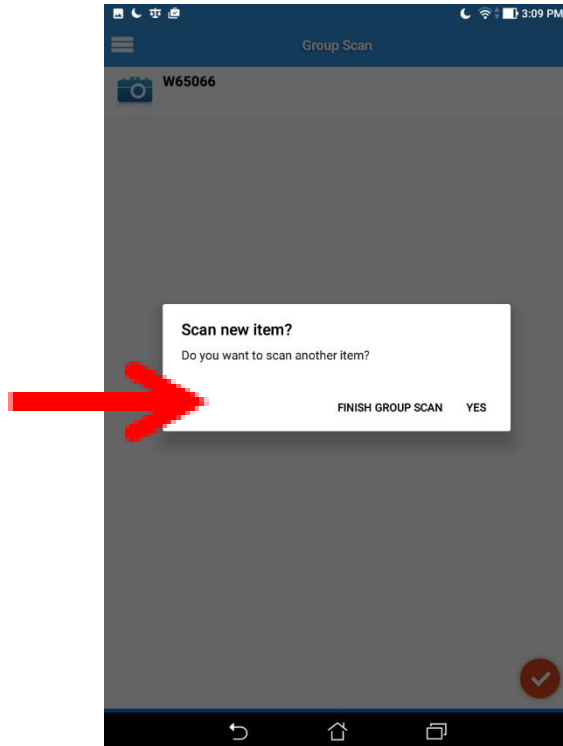


# Cycling Controllable Property (Android)

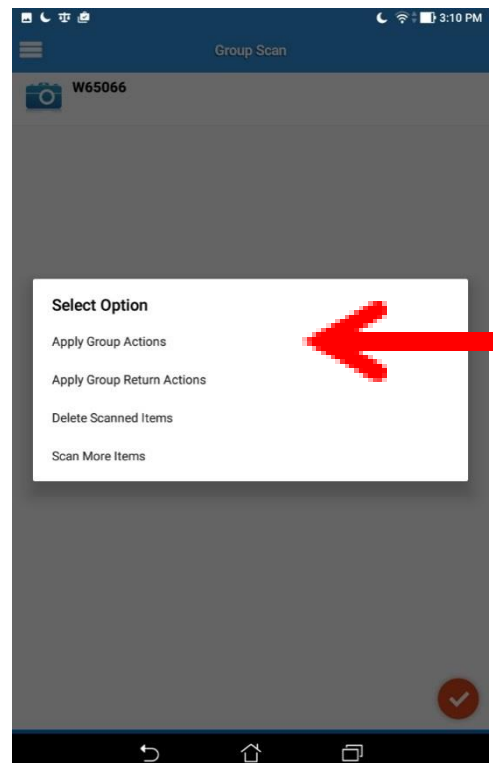
Step 7: After scanning a pop up message will appear.

Tap either FINISH GROUP SCAN or YES

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

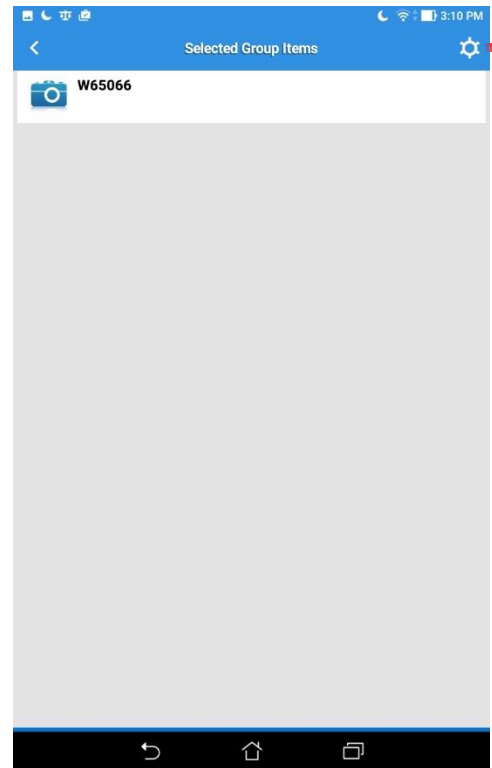


Step 8: Tap on Apply Group Actions

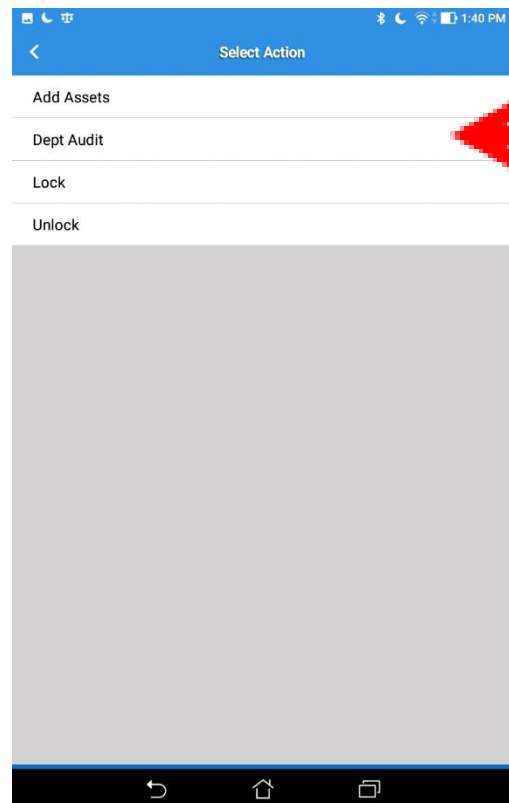


# Cycling Controllable Property (Android)

Step 9: Tap on the Settings Wheel

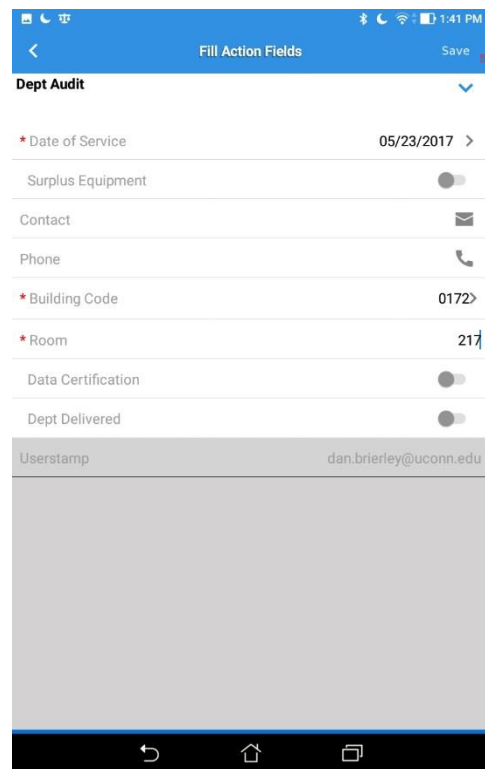


Step 10: Tap on Dept Audit

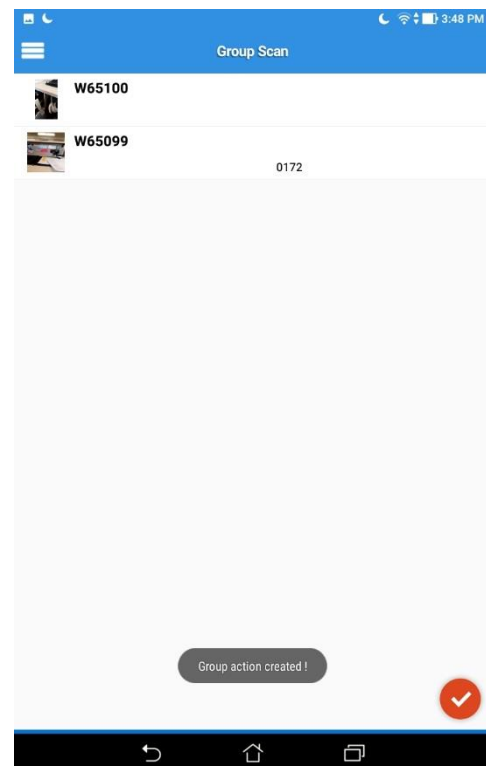


# Cycling Controllable Property (Android)

Step 11: Fill out all required fields marked with a \*  
Then tap Save.



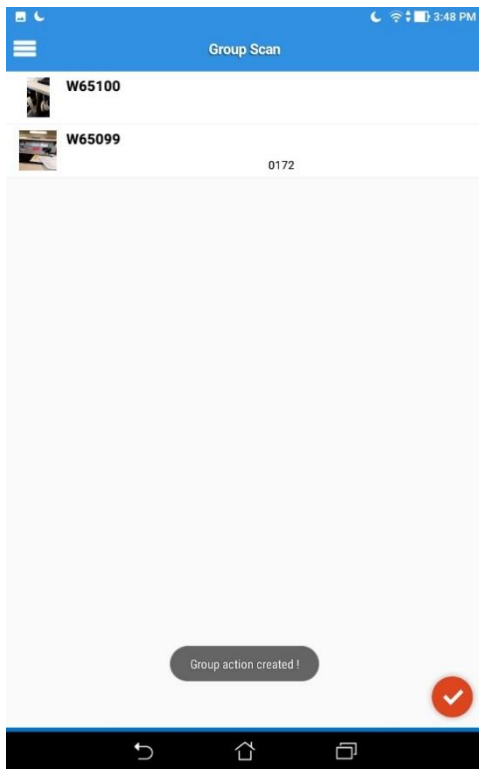
Step 12: Your changes will be saved. You should see  
A red "Group action created" pop up on the screen  
And then disappear. You are now finished



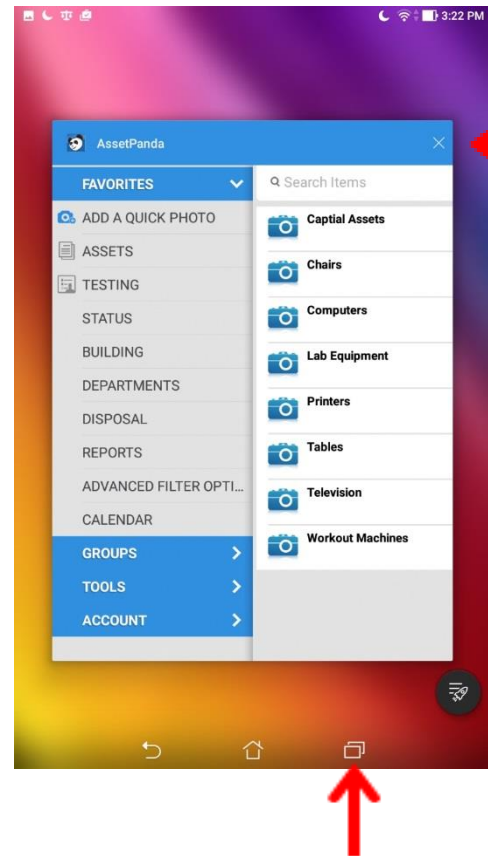
# Cycling Controllable Property (Android)

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 scan assets with a new location  
OR
2. You can minimize the app and tap on the X to exit.



OR



## Cycling Controllable Property (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.

