Cycling Controllable Property (Android)

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
Verify Duplicate After Scan (should be checked)
Prompt Each Time (should be checked)
Tap on the check mark

Step 6: Tap on Scan Barcode
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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.
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Step 9: Tap on Apply Group Actions

Step 10: Tap on the Settings Wheel
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Step 11: Tap on Dept Audit

Step 12: Fill out all required fields marked with an *

Then tap Save.
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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:

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.
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.

Data connection not available.