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: 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.
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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
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Step 9: Tap on the Settings Wheel

Step 10: Tap on Dept Audit
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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
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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.
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.