Cycling Controllable Property (Apple)

Step 1: In the menu bar tap on TOOLS

Step 2: Tap on GROUP SCAN
Cycling Controllable Property (Apple)

Step 3: Tap on the space next to Scan Group.

Step 4: Tap on the Assets checkbox.
Cycling Controllable Property (Apple)

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 your asset.
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: Once you have finished scanning. You can add a photo to individual assets by tapping on the asset.
Step 8: Tap on Take a Photo.

Step 9: Tap on Take Photo.
Cycling Controllable Property (Apple)

Step 10: Take Photo, then tap on Use Photo.

Step 11: Tap on the check mark.
Cycling Controllable Property (Apple)

Step 13: Tap on the check mark

Step 14: Tap on Apply Group Actions
Cycling Controllable Property (Apple)

Step 15: Tap on the Settings Wheel

Step 16: Tap on DEPT AUDIT
Cycling Controllable Property (Apple)

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
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 scan assets with a new location
   OR
2. You can minimize the app and swipe up to exit.
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.

Notice: Asset is no longer in group scan
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.