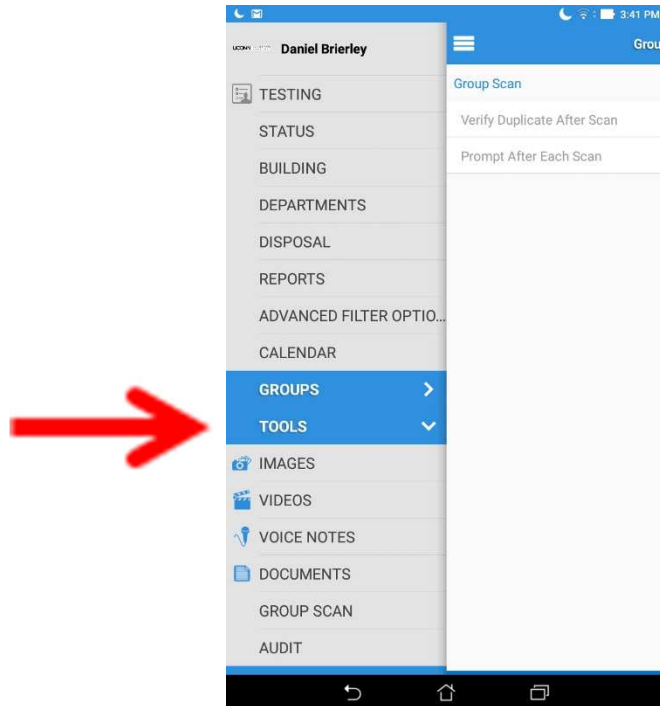


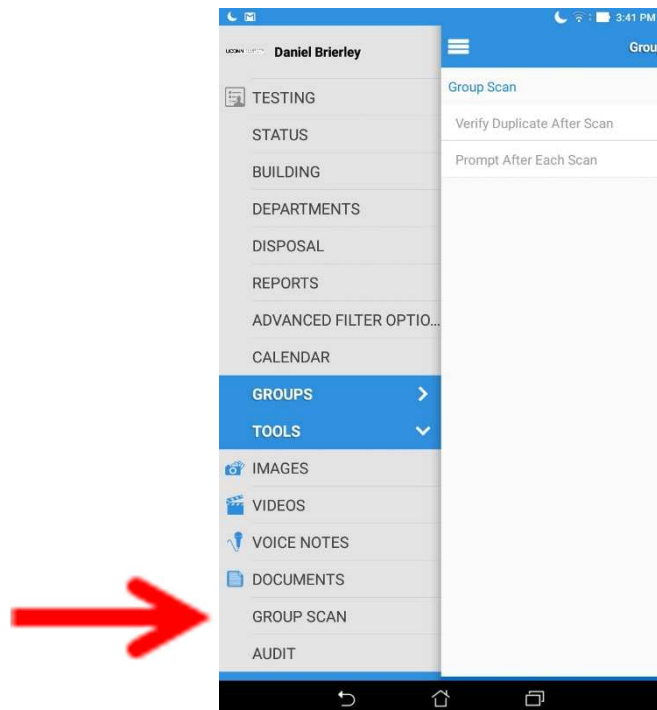
Adding Assets To AssetPanda For Surplus (Android)

If an asset does not have any type of asset tag, IT MUST BE ADDED to Asset Panda before it can be sent to Surplus. You will need Asset Panda surplus labels which are available from Central Stores at no charge. The item number is 27025000.

Step 1: In the menu bar tap on TOOLS

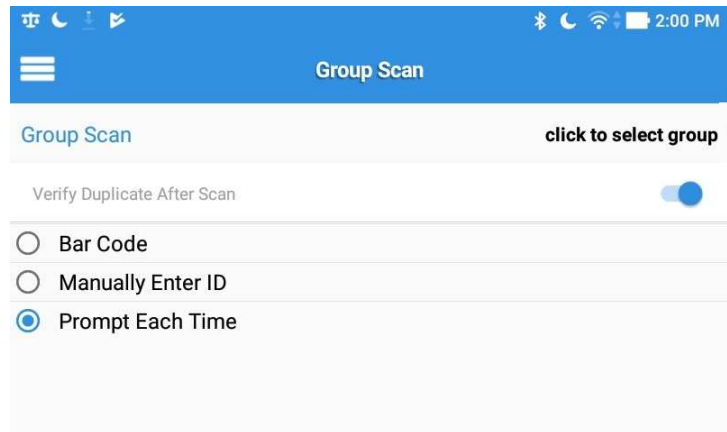


Step 2: Tap on GROUP SCAN

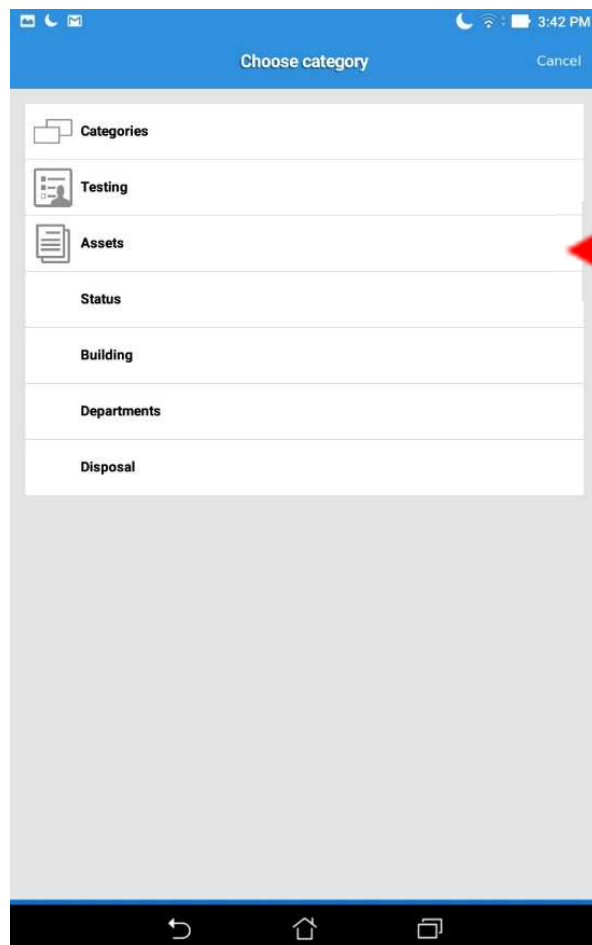


Adding Assets To AssetPanda For Surplus (Android)

Step 3: Tap on click to select group

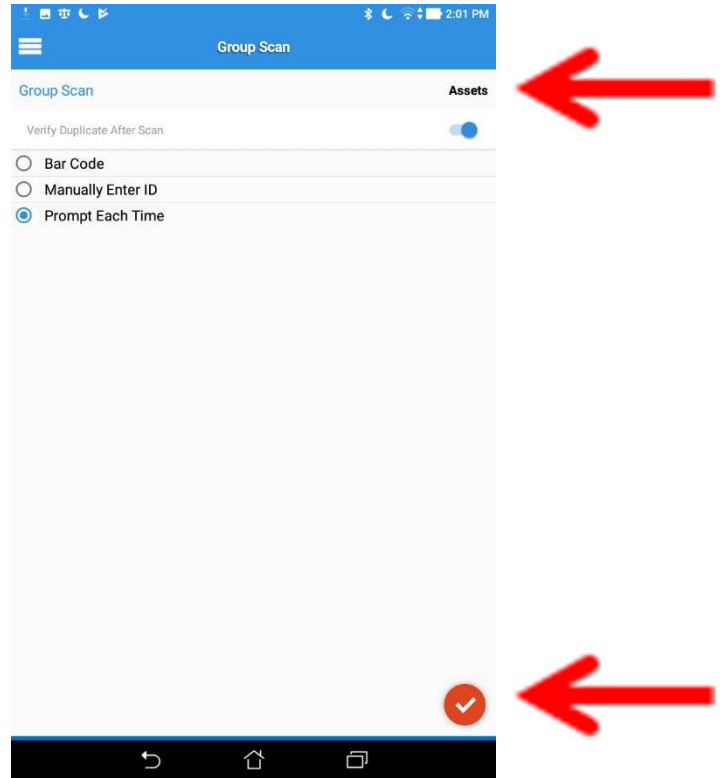


Step 4: Tap on Assets.

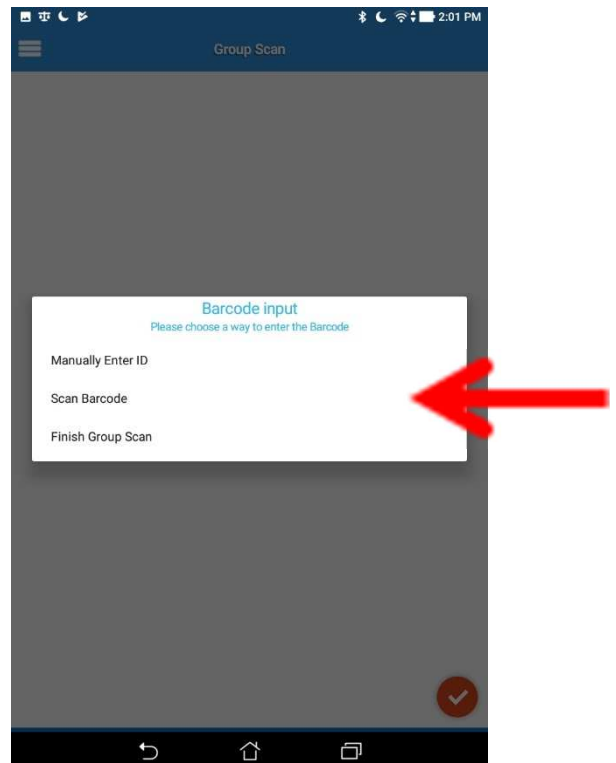


Adding Assets To AssetPanda For Surplus (Android)

- 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



Adding Assets To AssetPanda For Surplus (Android)

Step 7: The barcode scanner will pop up and you can now scan the surplus label (begins with "S") that will be placed on your asset.

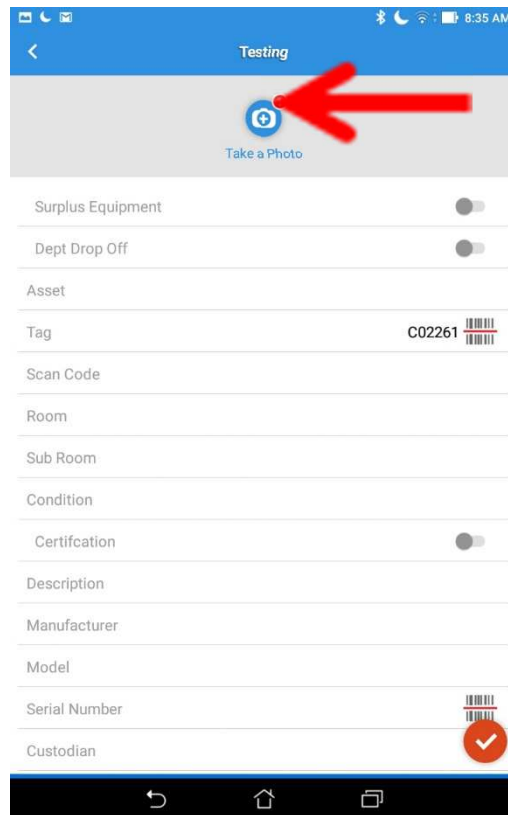


Step 8: After scanning a pop up message will appear. Tap on ADD NEW ITEM.

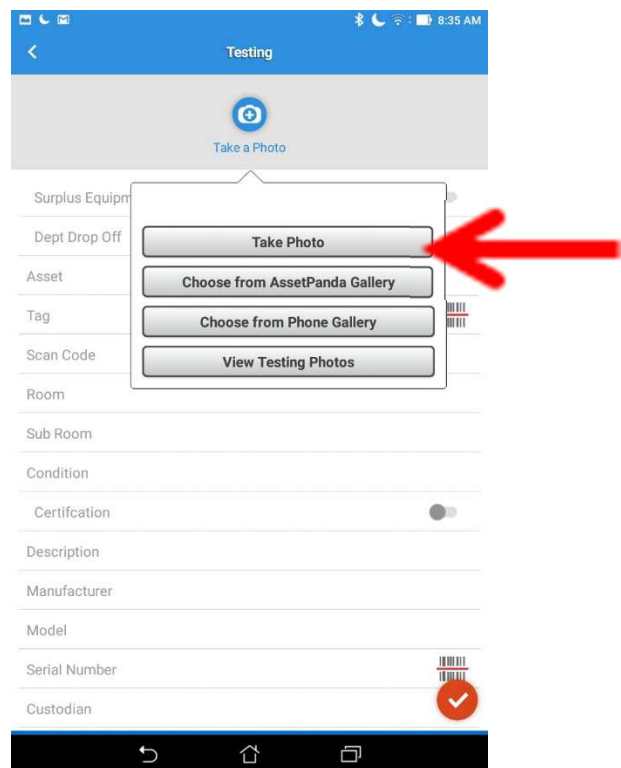


Adding Assets To AssetPanda For Surplus (Android)

Step 9: Tap on Take a Photo.



Step 10: Tap on Take Photo.

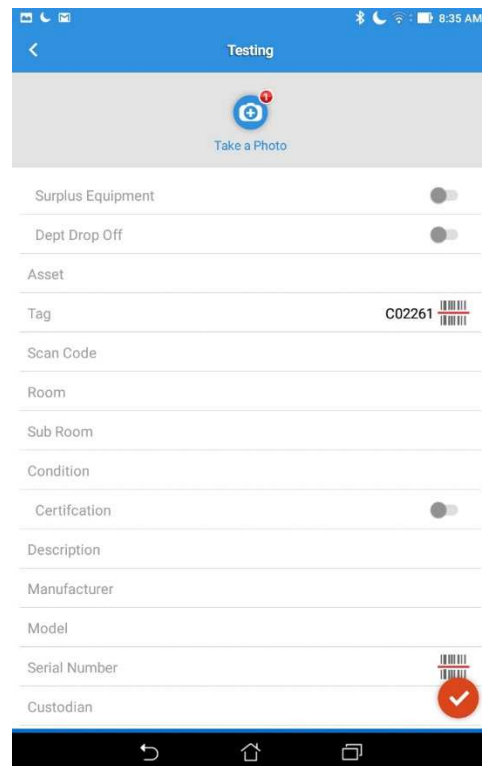


Adding Assets To AssetPanda For Surplus (Android)

Step 11: Take Photo, then tap on the check mark.



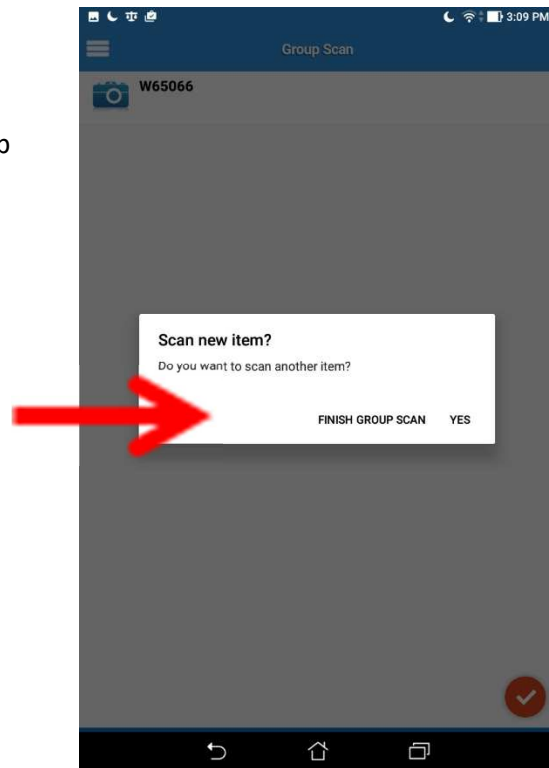
Step 12: A 1 will appear in the top right of the “Take a Photo” icon. This is to let you know the photo has been attached. Tap on the check mark.



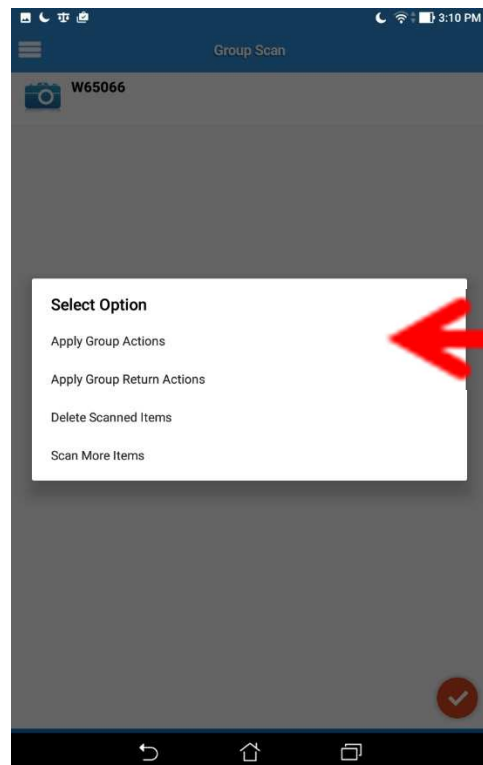
Adding Assets To AssetPanda For Surplus (Android)

Step 13: Tap either FINISH GROUP SCAN or YES

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

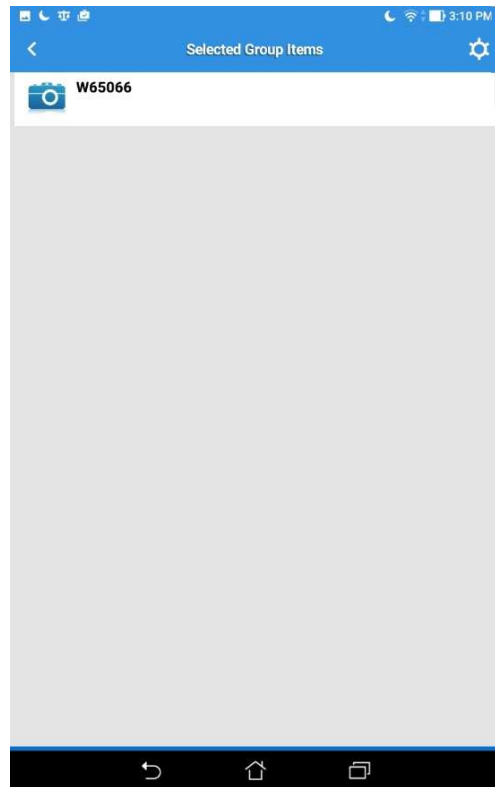


Step 14: Tap on Apply Group Actions

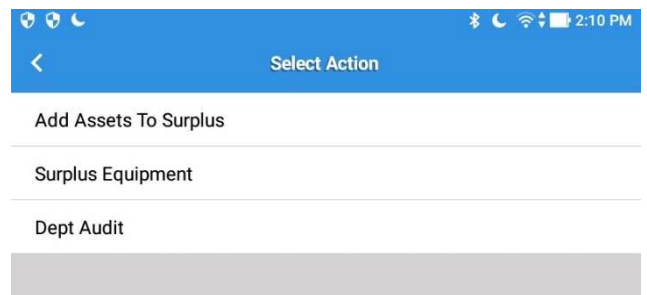


Adding Assets To AssetPanda For Surplus (Android)

Step 15: Tap on the Settings Wheel



Step 16: Tap on Add Assets To Surplus



Adding Assets To AssetPanda For Surplus (Android)

Step 17: Fill out all required fields marked with a *

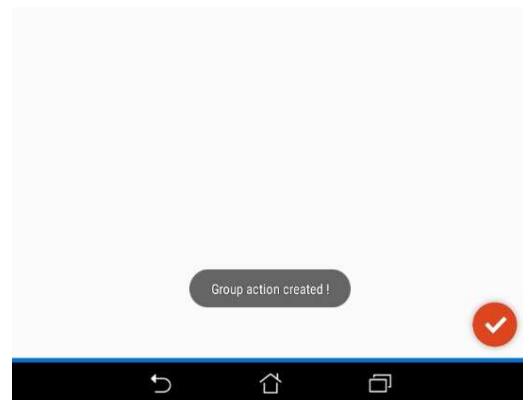
Then tap Save.

The screenshot shows the 'Fill Action Fields' form. The header is blue with a back arrow on the left, the title 'Fill Action Fields' in the center, and a 'Save' button on the right. A red arrow points to the 'Save' button. Below the header, the form is titled 'Add Assets'. It contains several fields: 'Date of Service' with the value '10/24/2017', 'Description' with the value 'table', 'Manufacturer', 'Model', and 'User' with the value 'inventorycontrol@uconn.edu'. The bottom of the screen shows the Android navigation bar.

Step 18: Your changes will be saved. You should see

A "Group Action Created" pop up on the screen

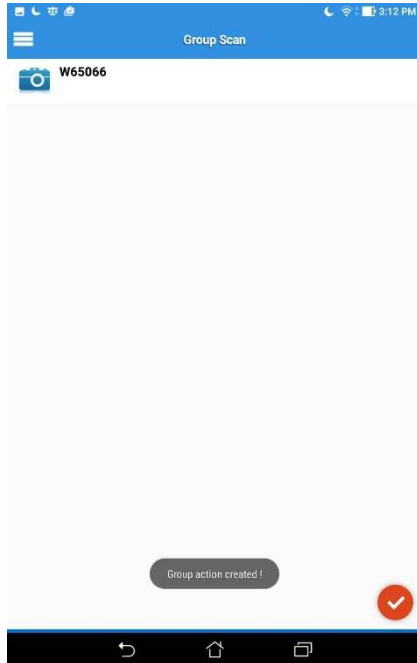
And then disappear. You are now finished



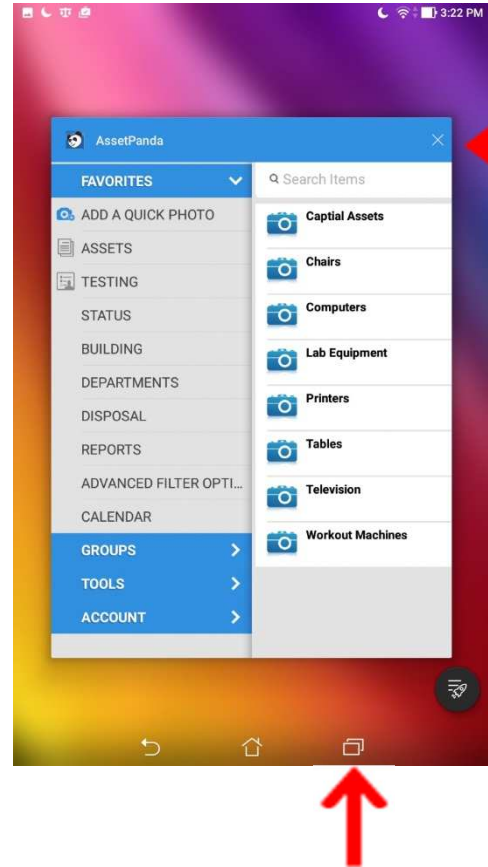
Adding Assets To AssetPanda For Surplus (Android)

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



OR



Adding Assets To AssetPanda For Surplus (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.

