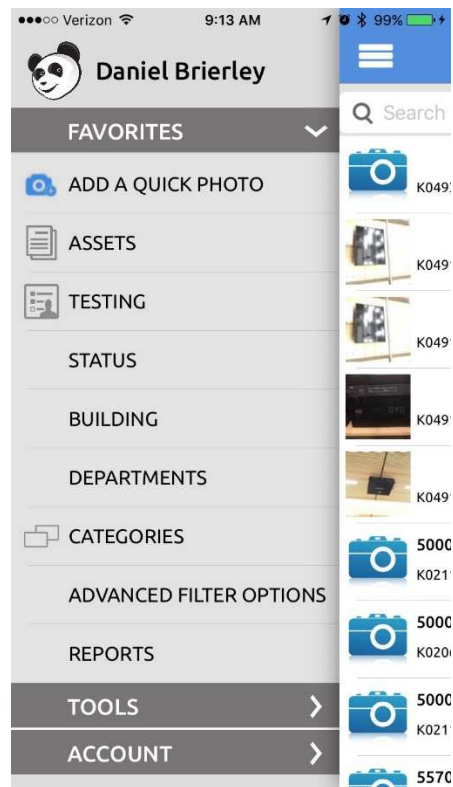


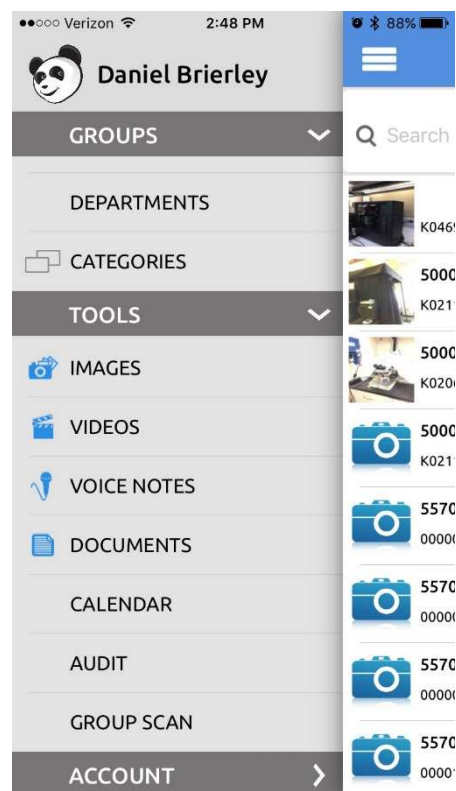
# Adding Assets To AssetPanda For Surplus (Apple)

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

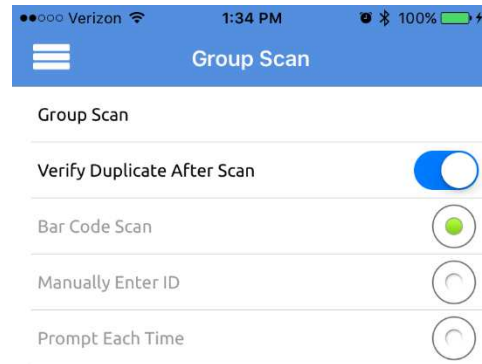


Step 2: Tap on GROUP SCAN

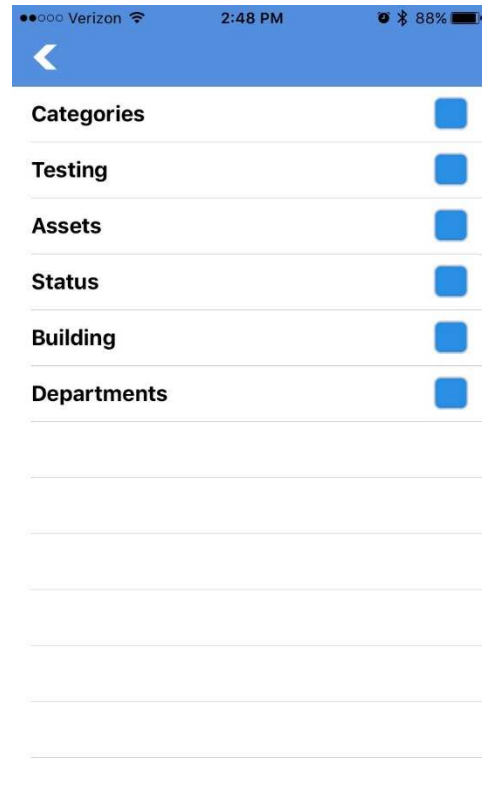


# Adding Assets To AssetPanda For Surplus (Apple)

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



Step 4: Tap on the Assets checkbox.



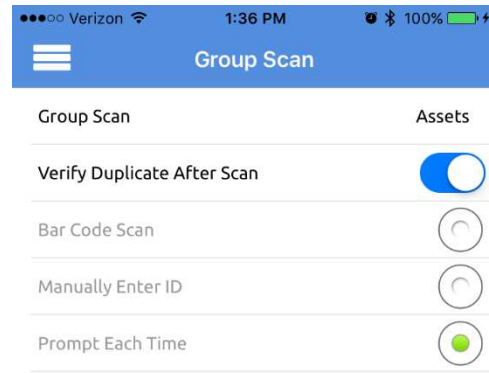
# Adding Assets To AssetPanda For Surplus (Apple)

Step 5: Assets appears on Group Scan

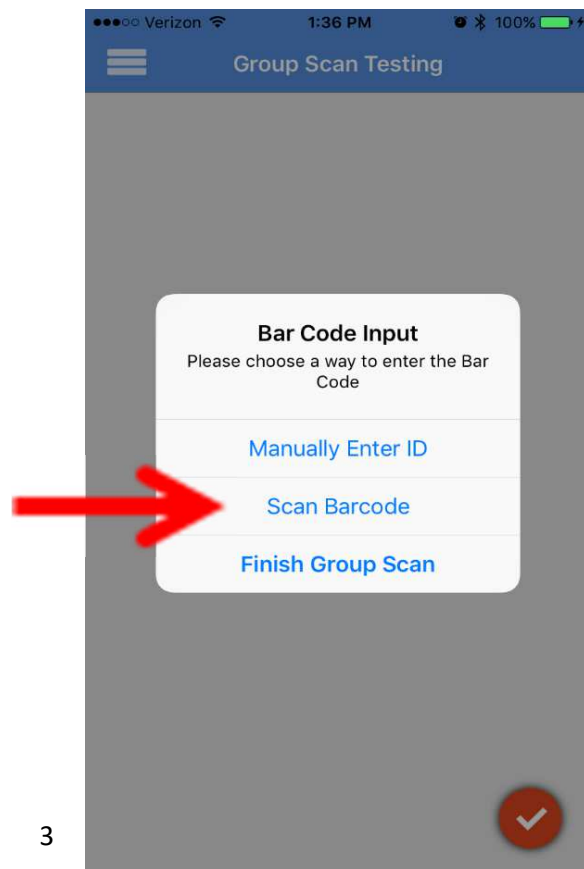
Verify Duplicate After Scan (should be checked)

Tap on Prompt Each Time

Tap on the check mark



Step 6: Tap on Scan Barcode

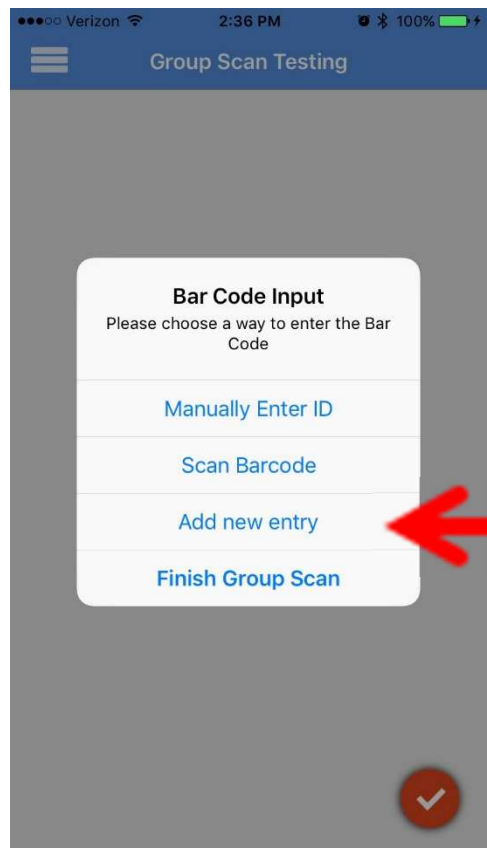


# Adding Assets To AssetPanda For Surplus (Apple)

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.

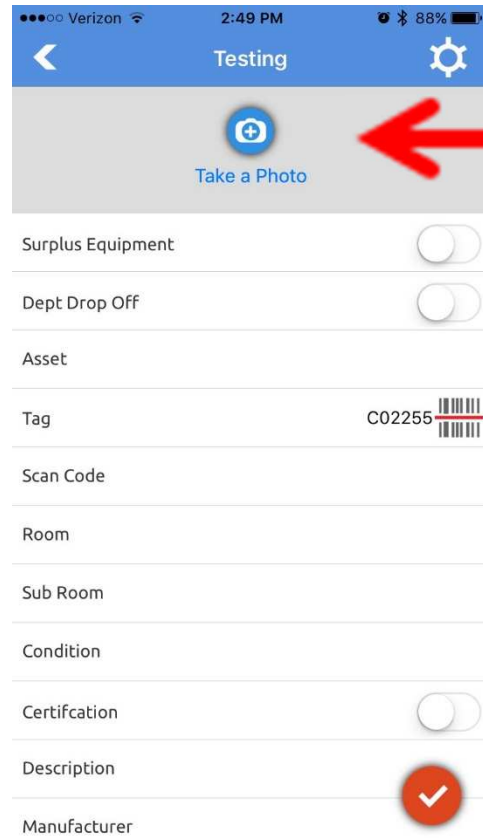


Step 8: After scanning a pop up message will appear. Tap on Add new entry.

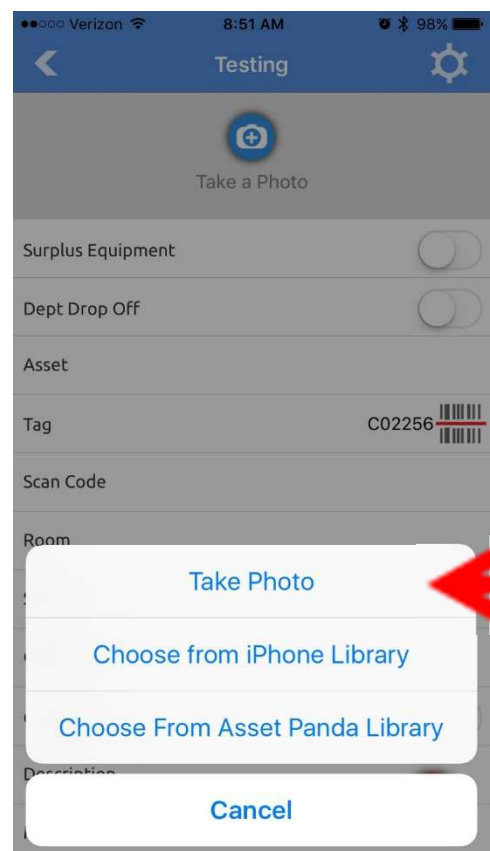


# Adding Assets To AssetPanda For Surplus (Apple)

Step 9: Tap on Take a Photo.



Step 10: Tap on Take Photo.

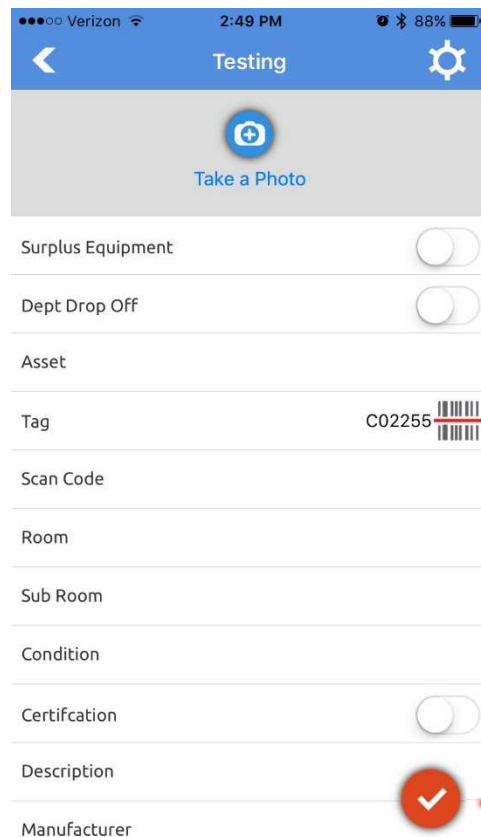


# Adding Assets To AssetPanda For Surplus (Apple)

Step 11: Take Photo, then tap on Use Photo.

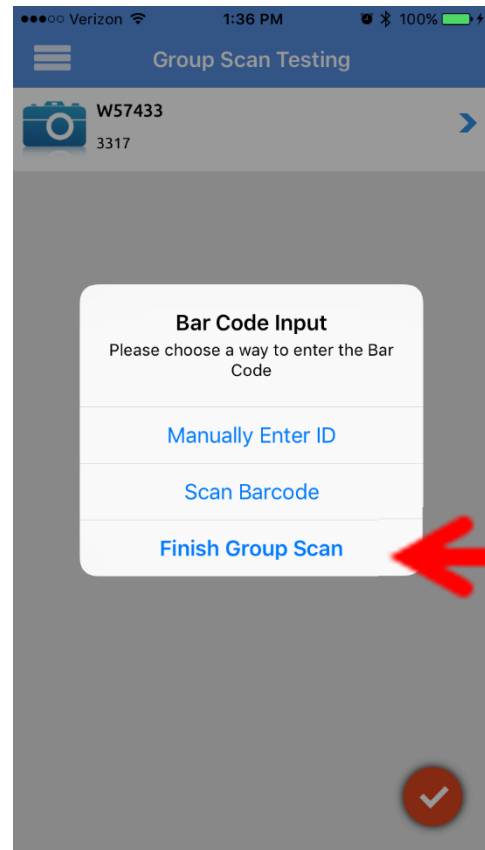


Step 12: Tap on the check mark.

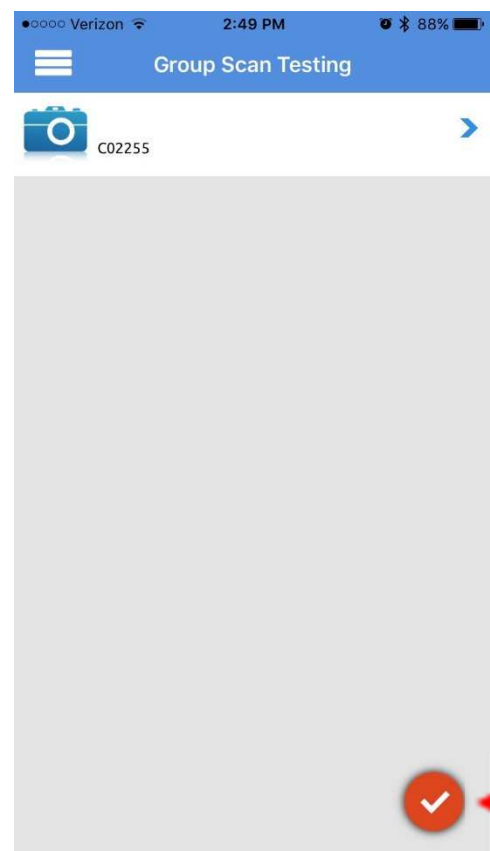


# Adding Assets To AssetPanda For Surplus (Apple)

Step 13: Tap either Finish Group Scan or Scan Barcode  
Scan Barcode will allow you to add more records with  
the same description to the group.

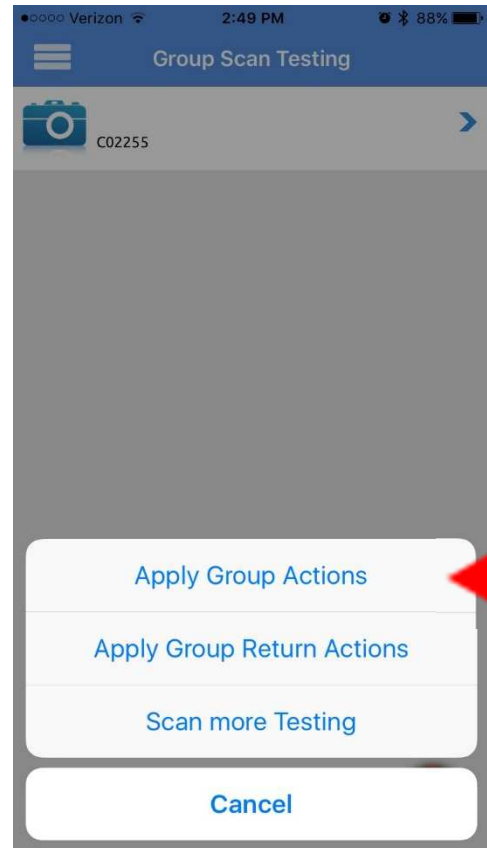


Step 14: Tap on the check mark

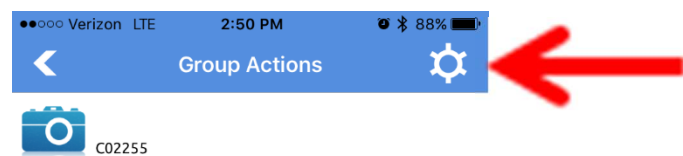


# Adding Assets To AssetPanda For Surplus (Apple)

Step 15: Tap on Apply Group Actions



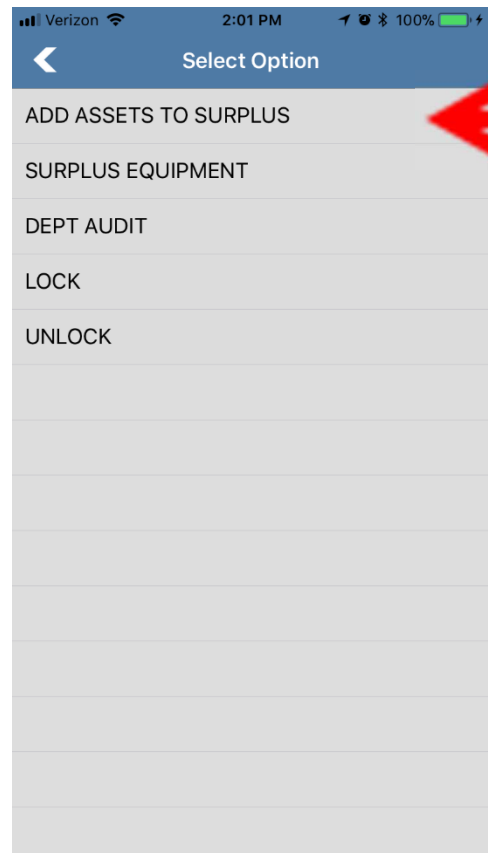
Step 16: Tap on the Settings Wheel



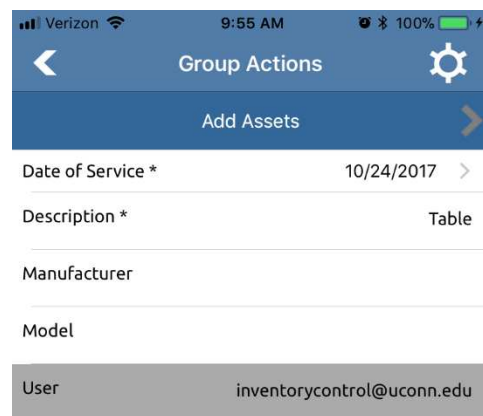


# Adding Assets To AssetPanda For Surplus (Apple)

Step 17: Tap on ADD ASSETS TO SURPLUS

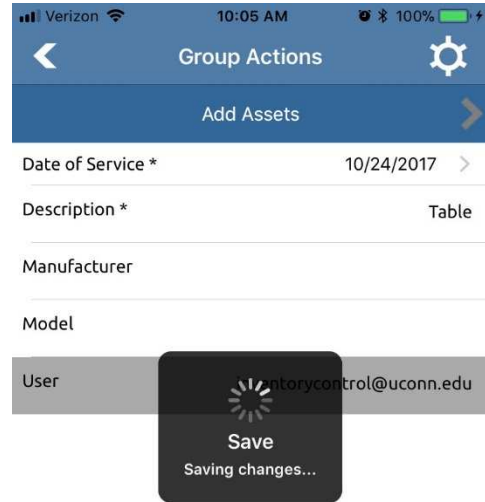


Step 18: Fill out all required fields marked with a \*  
Then tap on the check mark.



# Adding Assets To AssetPanda For Surplus (Apple)

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



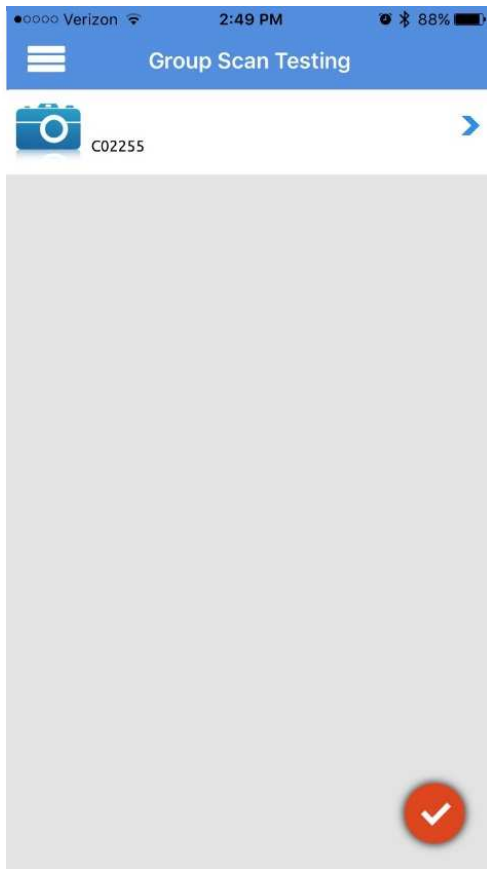
Group action created!



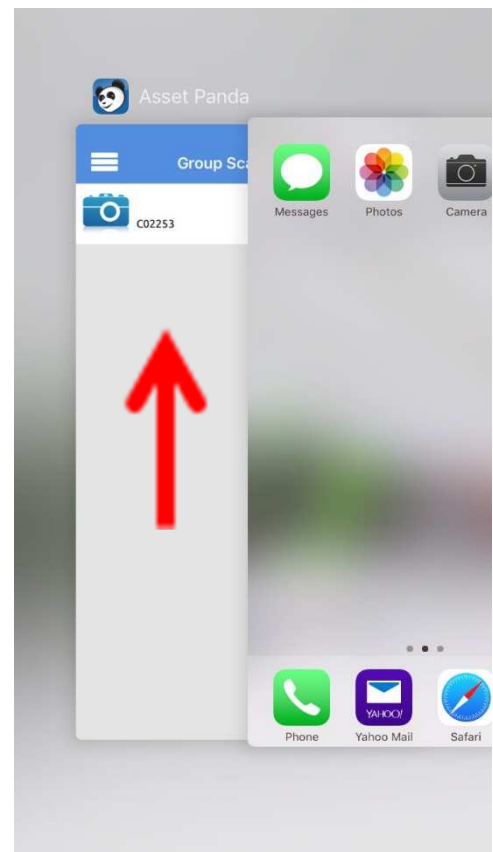
# Adding Assets To AssetPanda For Surplus (Apple)

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 swipe up to exit



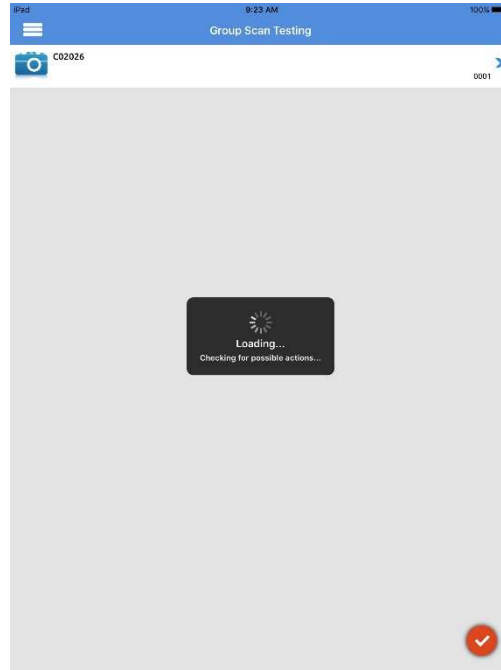
OR



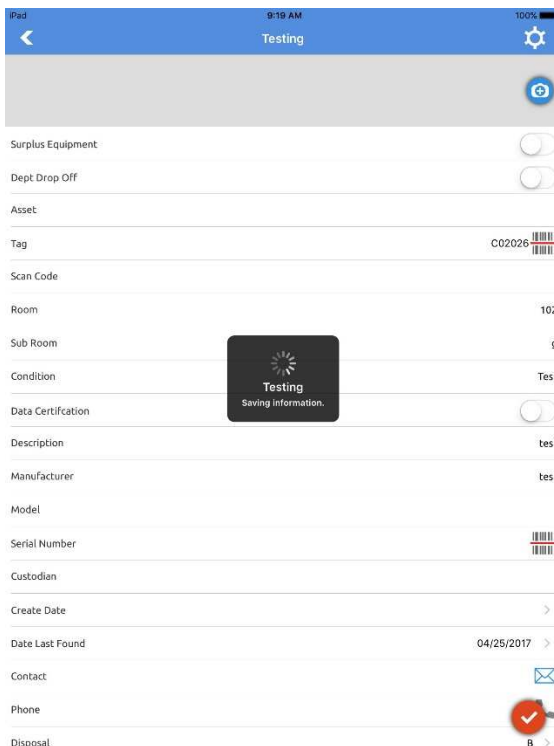
# Adding Assets To AssetPanda For Surplus (Apple)

## 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.



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# Adding Assets To AssetPanda For Surplus (Apple)

## What Happens When you Lose Wi-Fi? (iPhone w/Cellular)

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.

