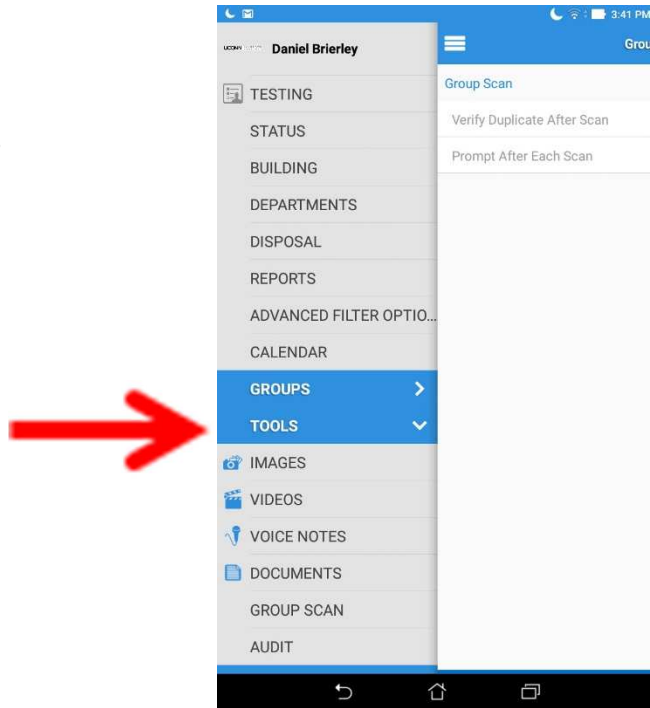
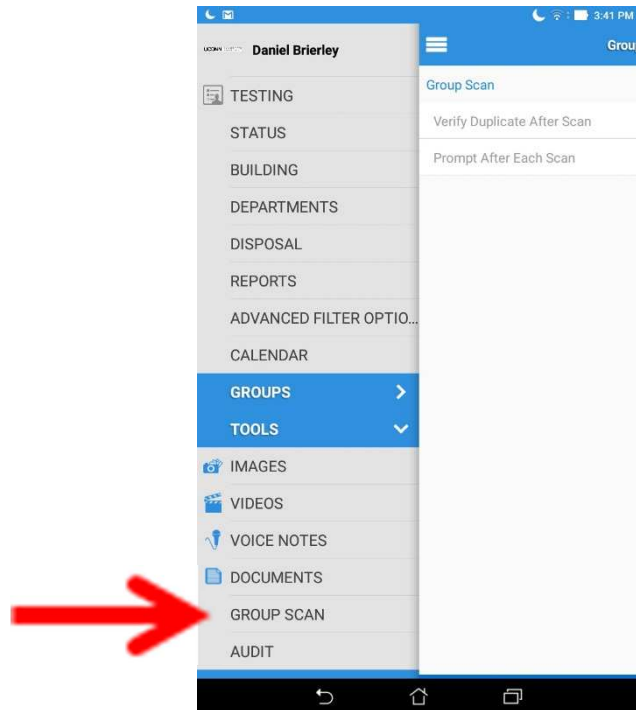


Cycling Controllable Property (Android)

Step 1: In the menu bar tap on TOOLS

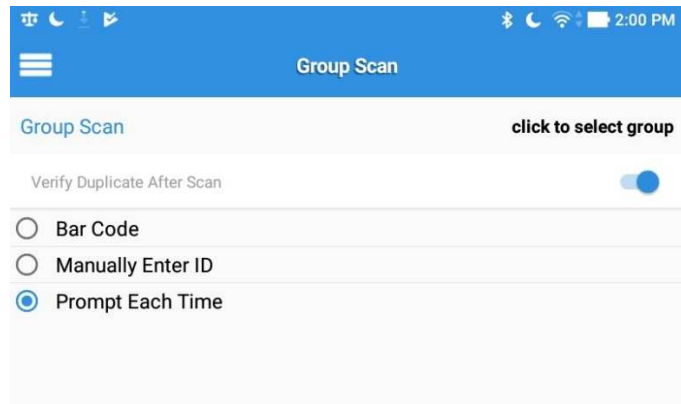


Step 2: Tap on GROUP SCAN

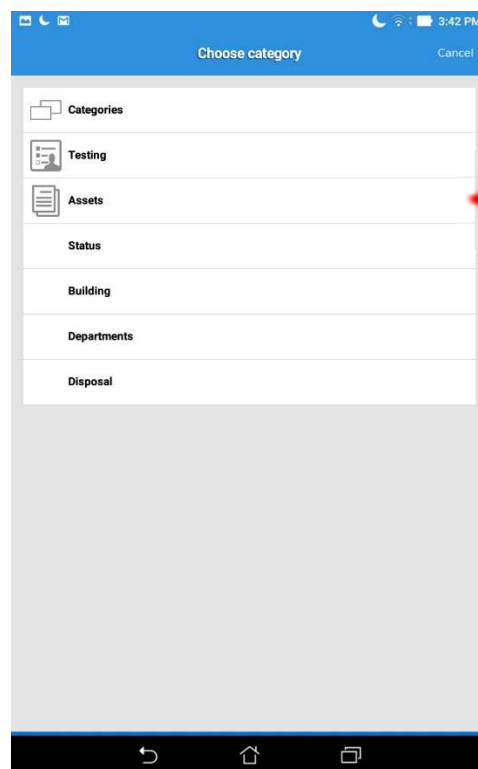


Cycling Controllable Property (Android)

Step 3: Tap on click to select group



Step 4: Tap on Assets.



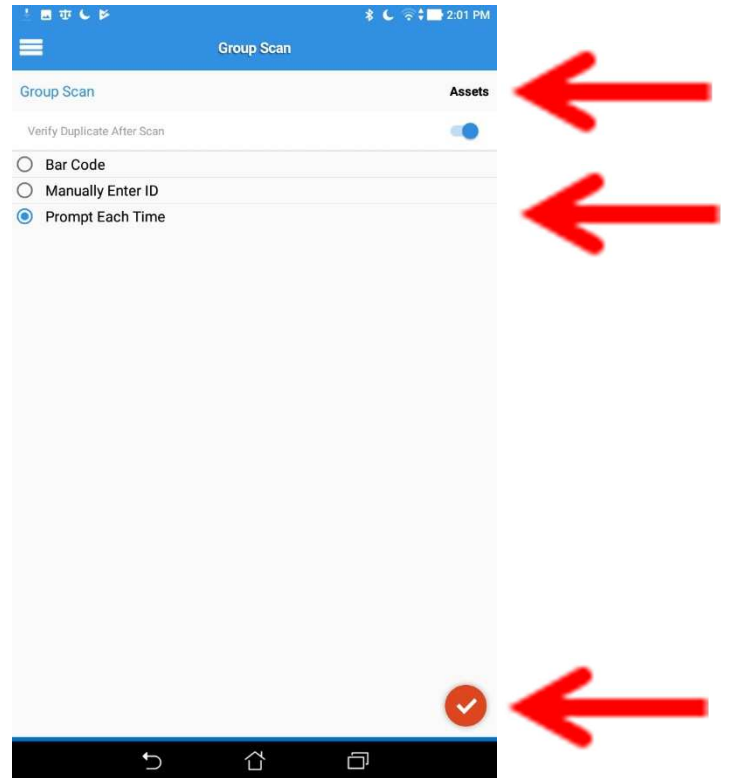
Cycling Controllable Property (Android)

Step 5: Assets appears on Group Scan

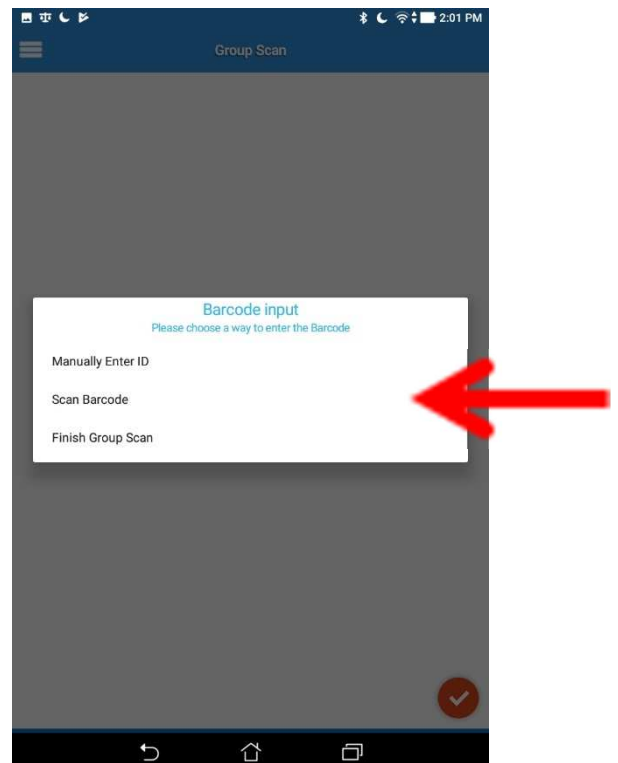
Verify Duplicate After Scan (should be checked)

Prompt Each Time (should be checked)

Tap on the check mark



Step 6: Tap on Scan Barcode

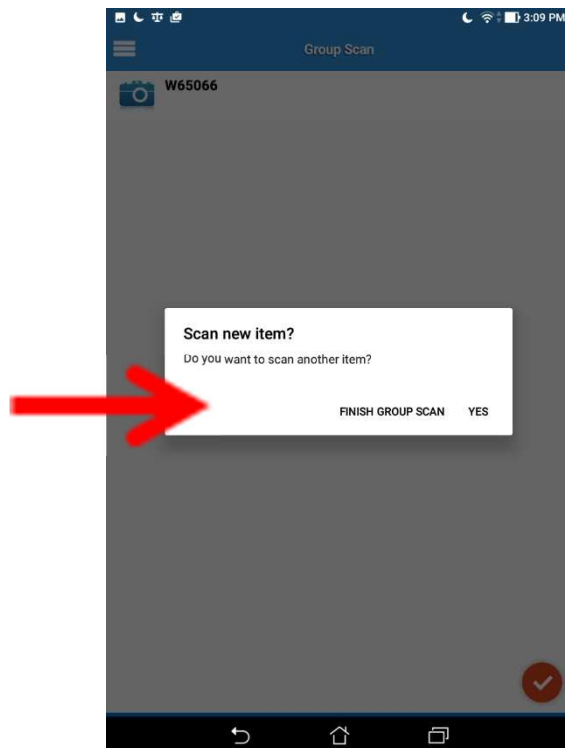


Cycling Controllable Property (Android)

Step 7: The barcode scanner will pop up and you can now scan your asset.

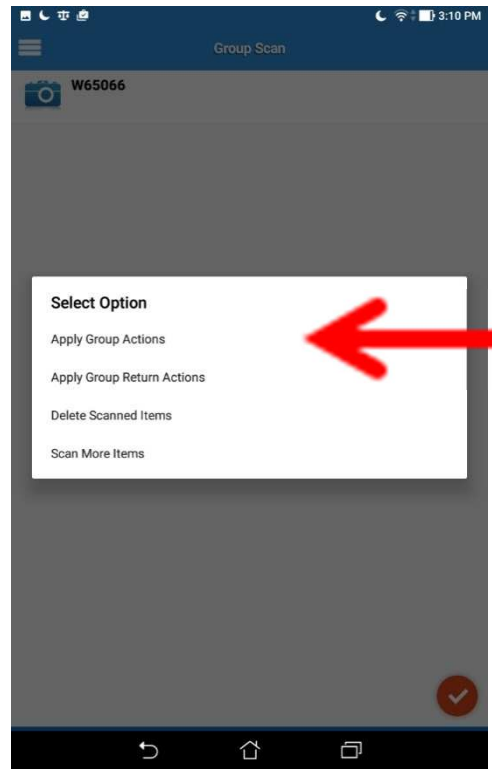


Step 8: After scanning a pop up message will appear. Tap either FINISH GROUP SCAN or YES. Yes will allow you to add more records to the group for the same location.

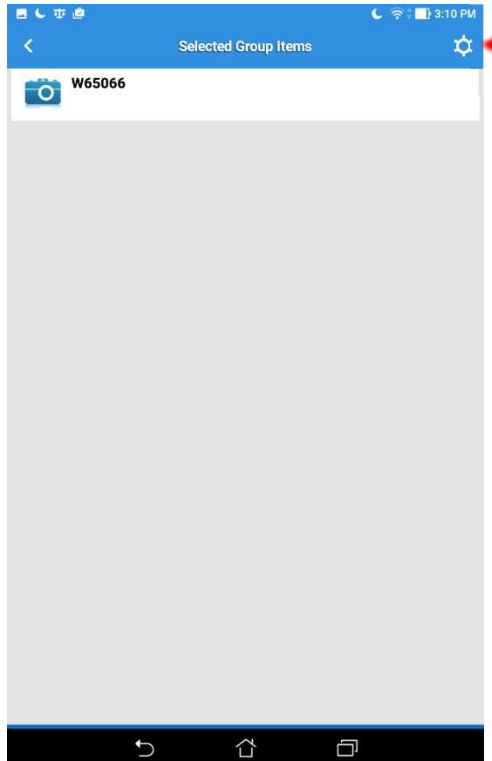


Cycling Controllable Property (Android)

Step 9: Tap on Apply Group Actions

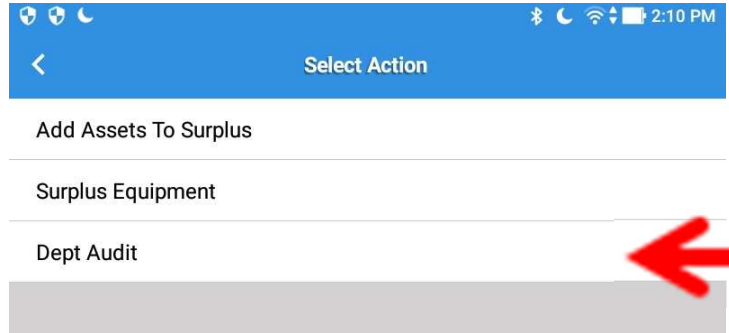


Step 10: Tap on the Settings Wheel

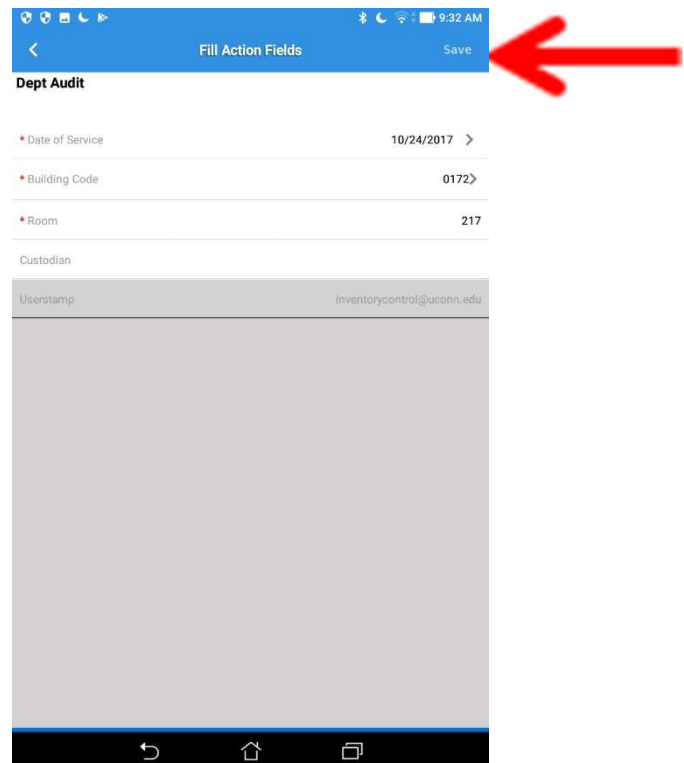


Cycling Controllable Property (Android)

Step 11: Tap on Dept Audit

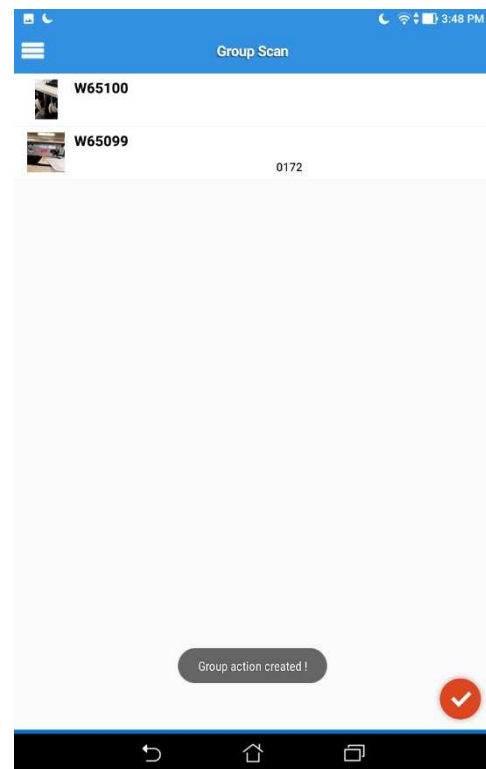


Step 12: Fill out all required fields marked with a *
Then tap Save.



Cycling Controllable Property (Android)

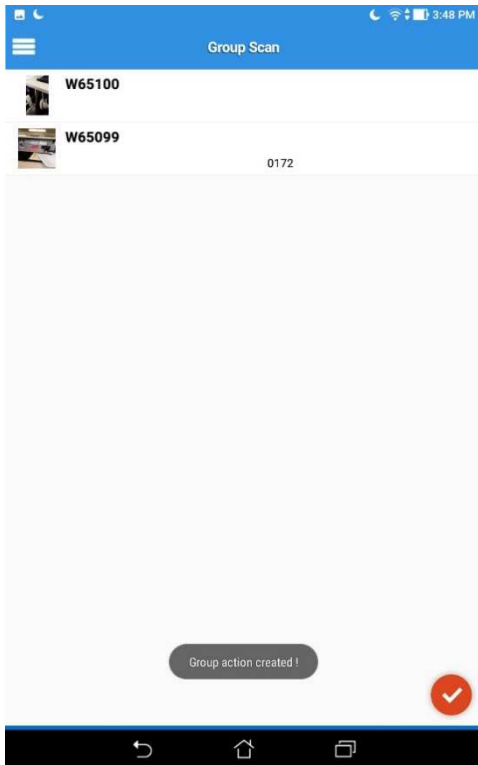
Step 13: Your changes will be saved. You should see
A red "Group action created" pop up on the screen
And then disappear. You are now finished



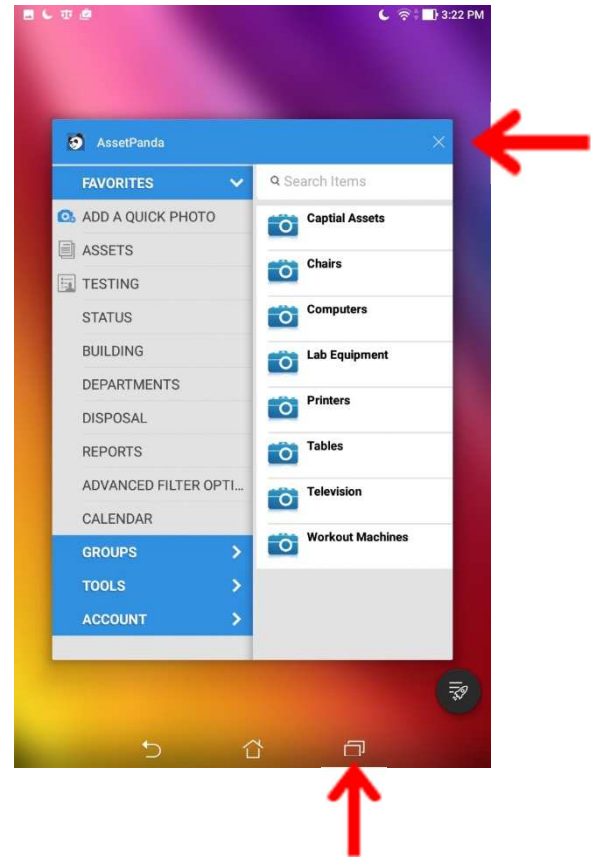
Cycling Controllable Property (Android)

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.



OR



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.

