Cycling Controllable Property (Apple)
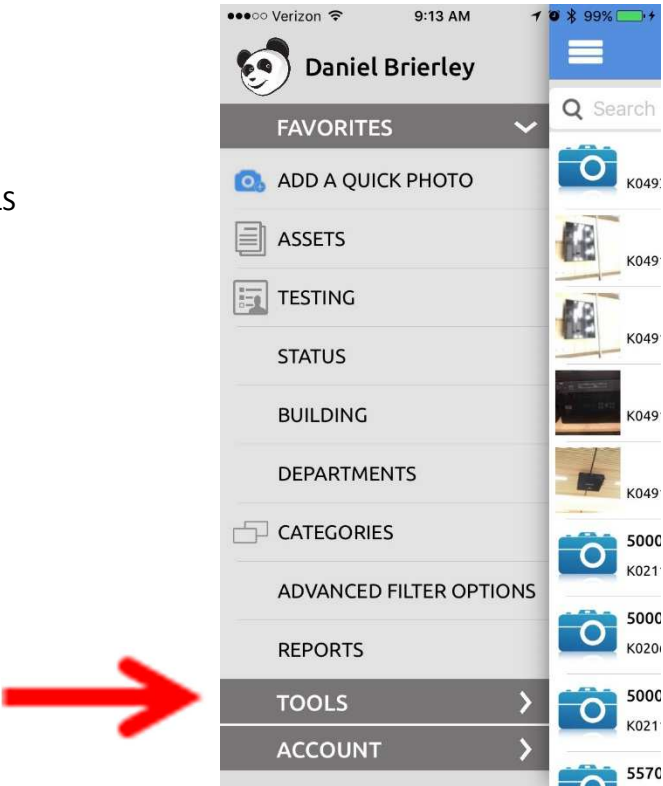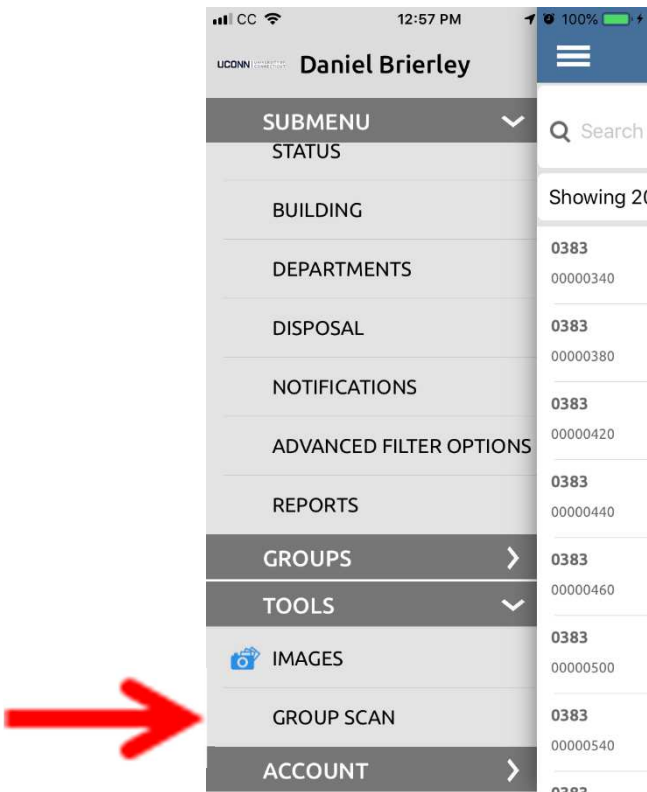

Step 1: In the menu bar tap on TOOLS
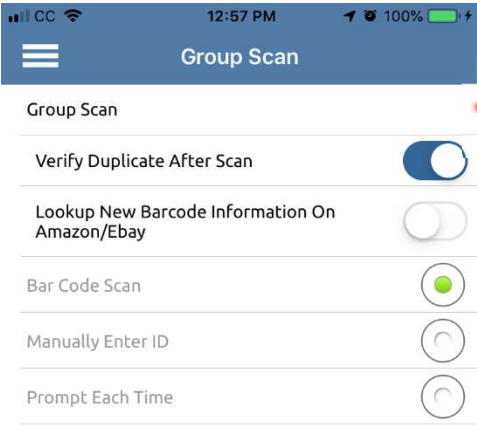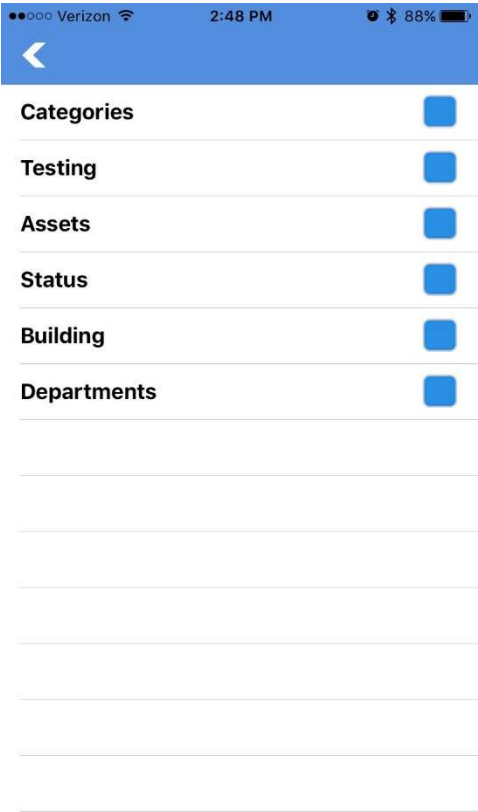
Step 2: Tap on GROUP SCAN

Cycling Controllable Property (Apple)

Step 3: Tap on the space next to Group Scan.
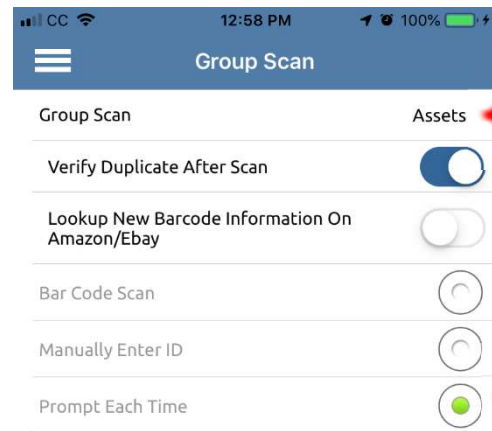
Step 4: Tap on the Assets checkbox.

Cycling Controllable Property (Apple)

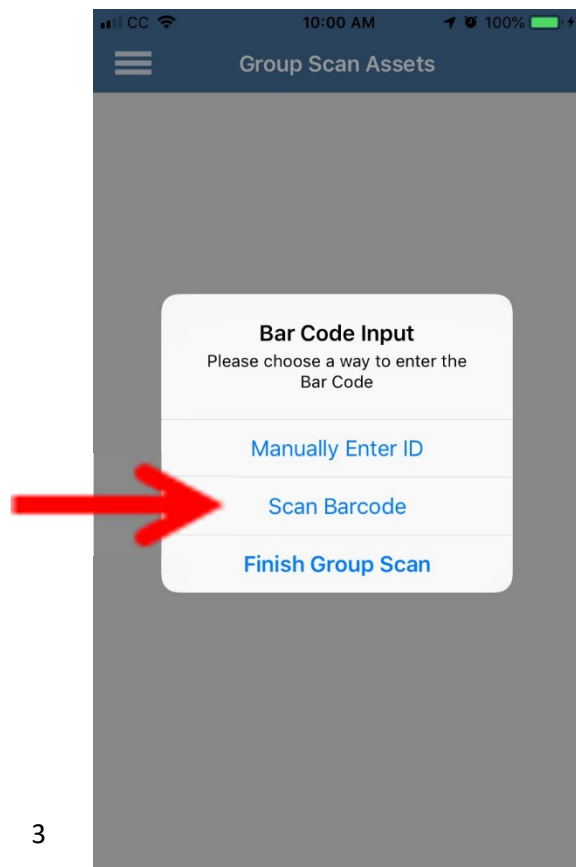Step 5: Assets appears on Group Scan

Verify Duplicate After Scan (should be checked)

Tap on **Prompt Each Time**

Tap on the check mark
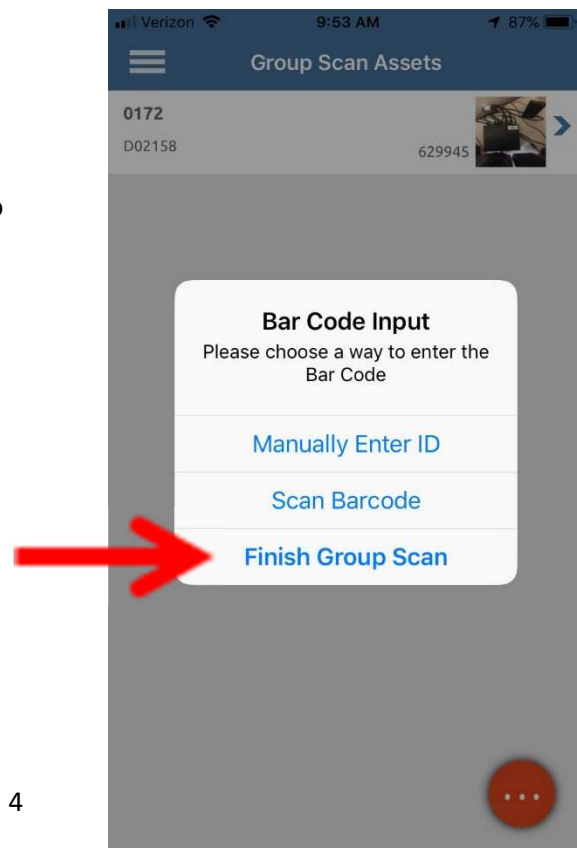

Step 6: Tap on Scan Barcode

Cycling Controllable Property (Apple)

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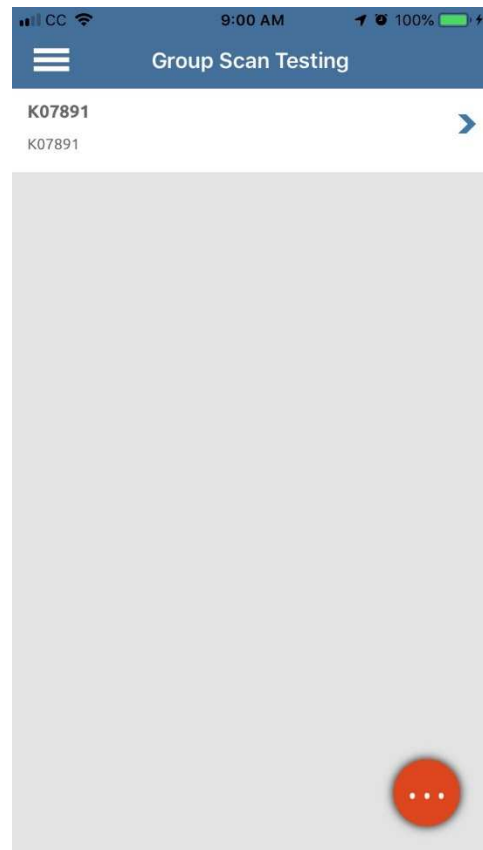
You can now scan your asset.

Step 8: After scanning the Bar Code Input screen

will reappear.

Tap either Finish Group Scan or Scan Barcode

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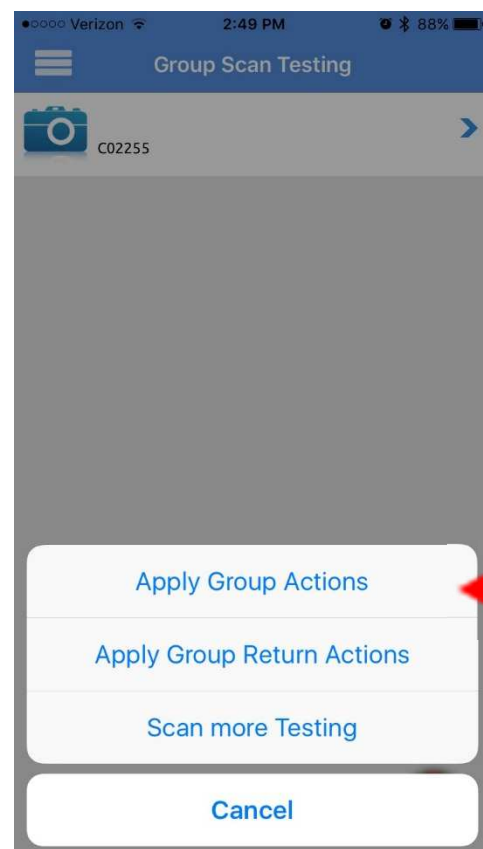
the group for the same location.

Cycling Controllable Property (Apple)

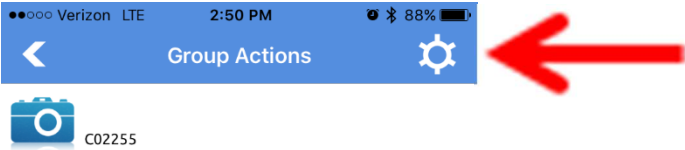Step 9: Tap on the red circle with three white dots
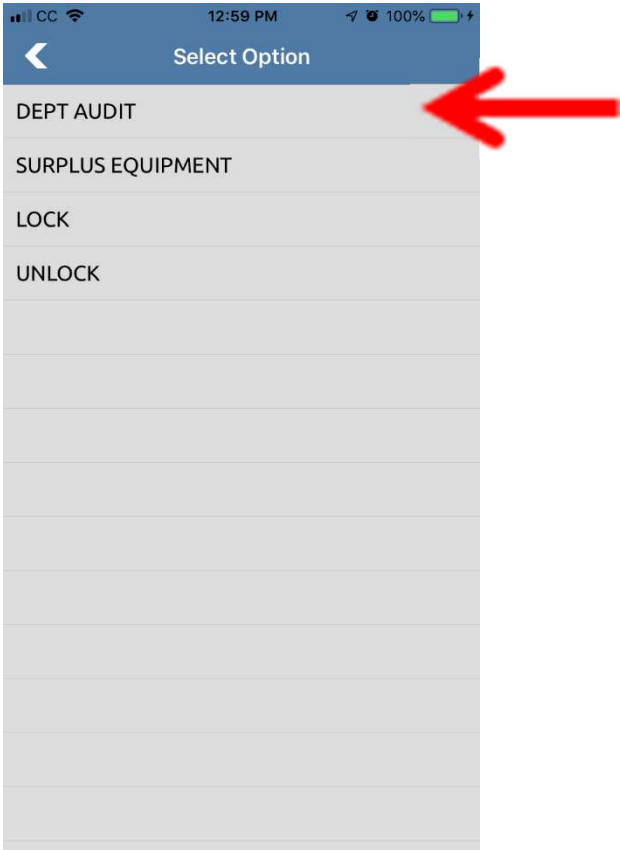

Step 10: Tap on Apply Group Actions

Cycling Controllable Property (Apple)

Step 11: Tap on the Settings Wheel

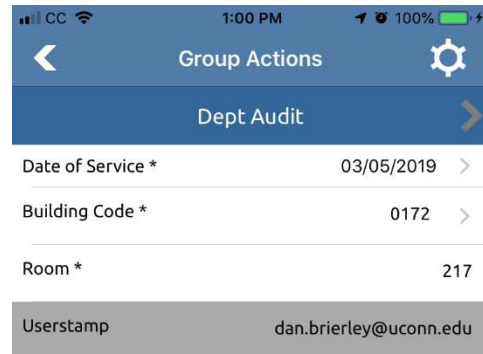Step 12: Tap on DEPT AUDIT

Step 13: Fill out all required fields marked with a *

Then tap on the check mark.

Step 14: Your changes will be saved. You should see
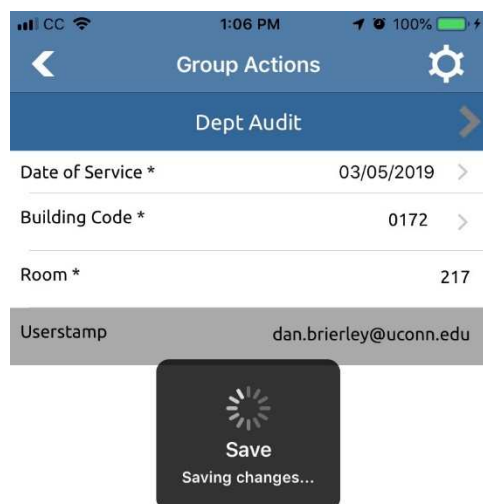
A red "Group action created" pop up on the screen

And then disappear. You are now finished
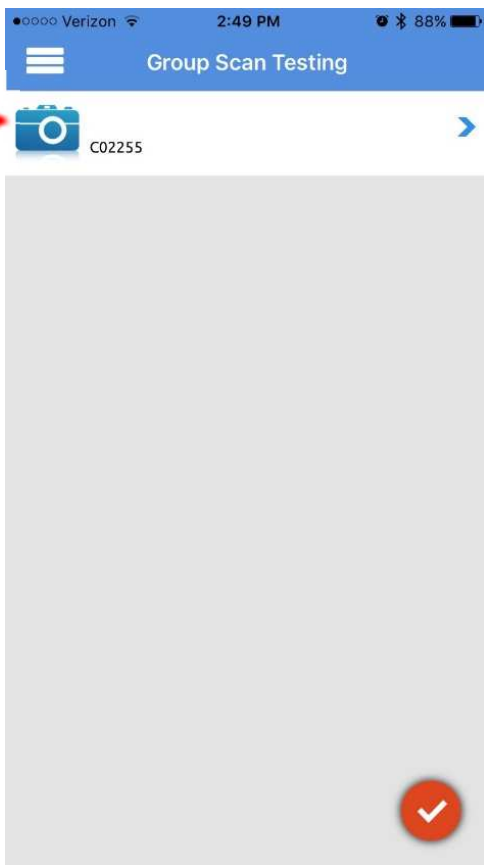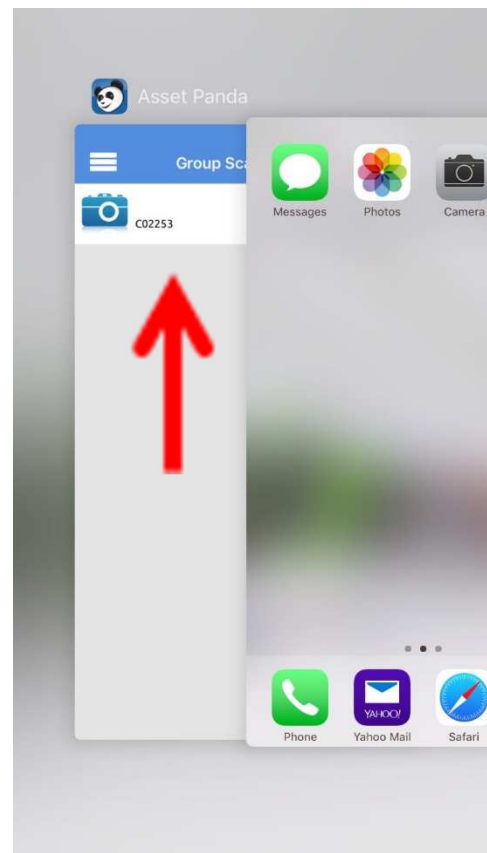
Cycling Controllable Property (Apple)

Step 15: 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
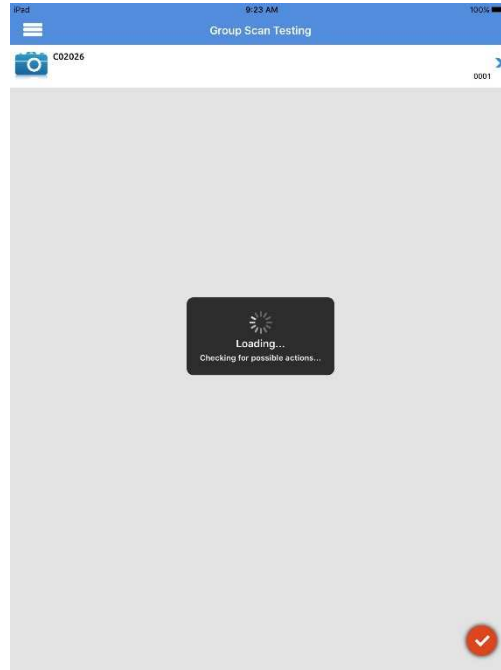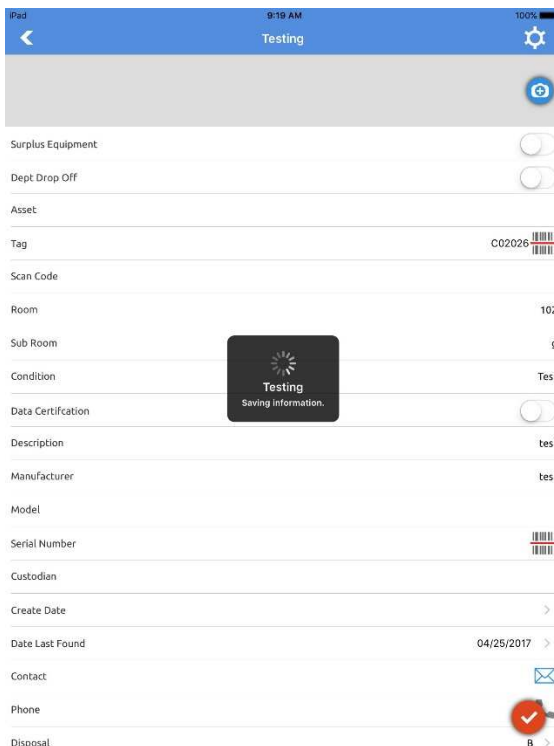2. You can minimize the app and swipe up to exit.

OR

Cycling Controllable Property (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.

Notice: Asset is no longer in group scan

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Cycling Controllable Property (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.