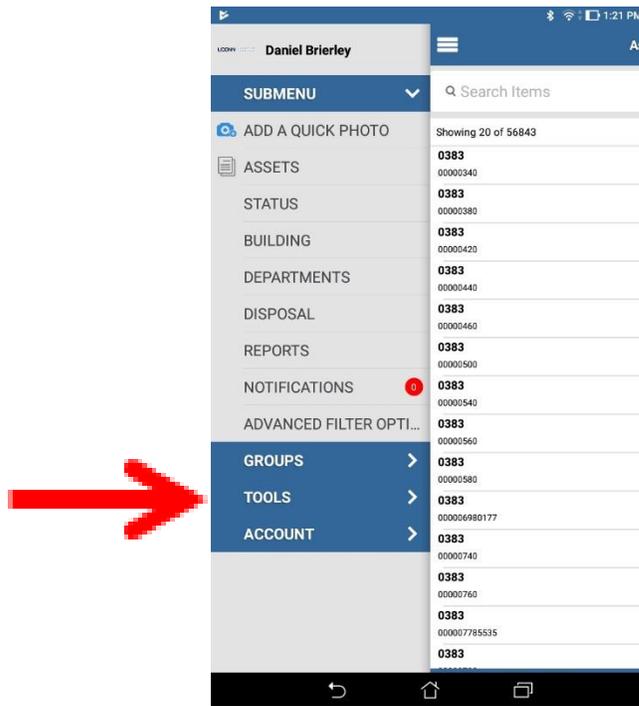
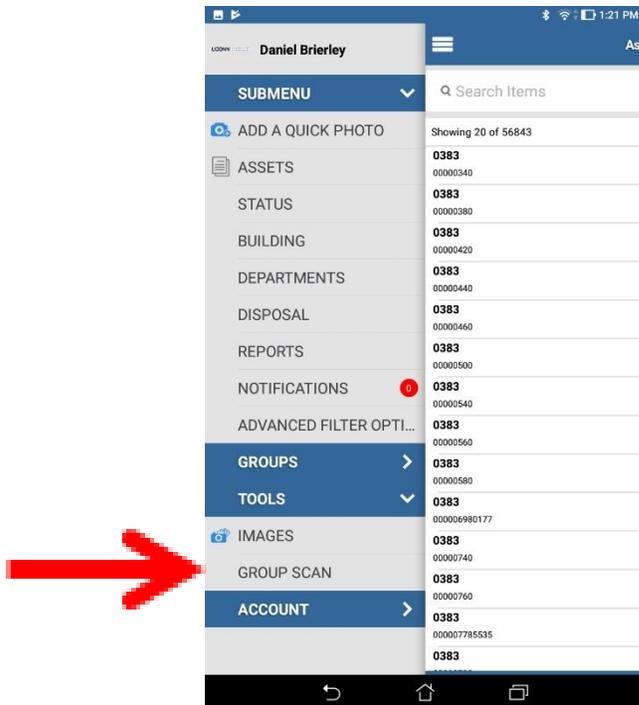


Cycling Controllable Property (Android)

Step 1: In the menu bar tap on TOOLS

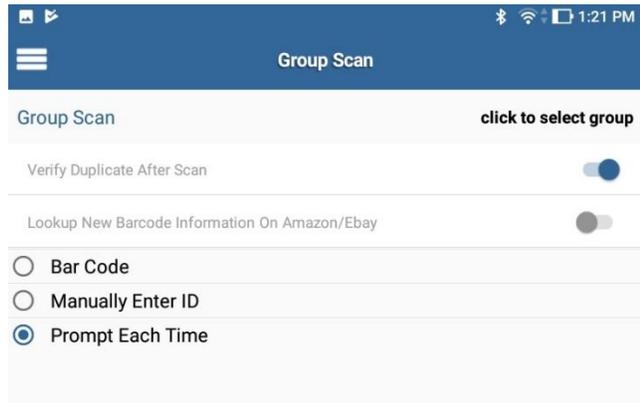


Step 2: Tap on GROUP SCAN

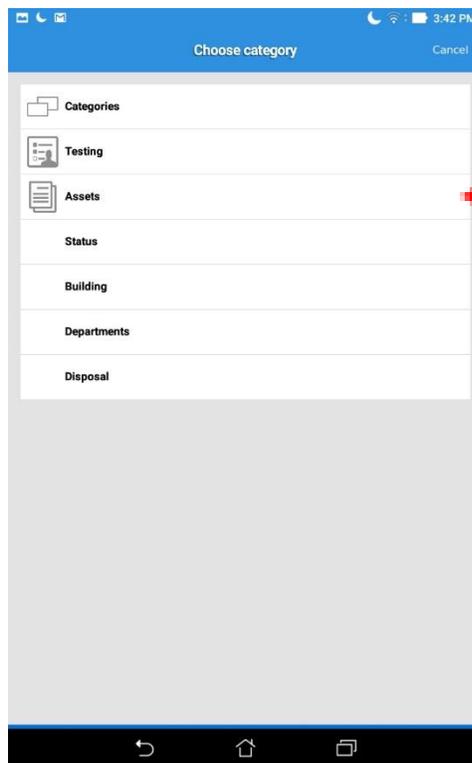


Cycling Controllable Property (Android)

Step 3: Tap on click to select group



Step 4: Tap on Assets.



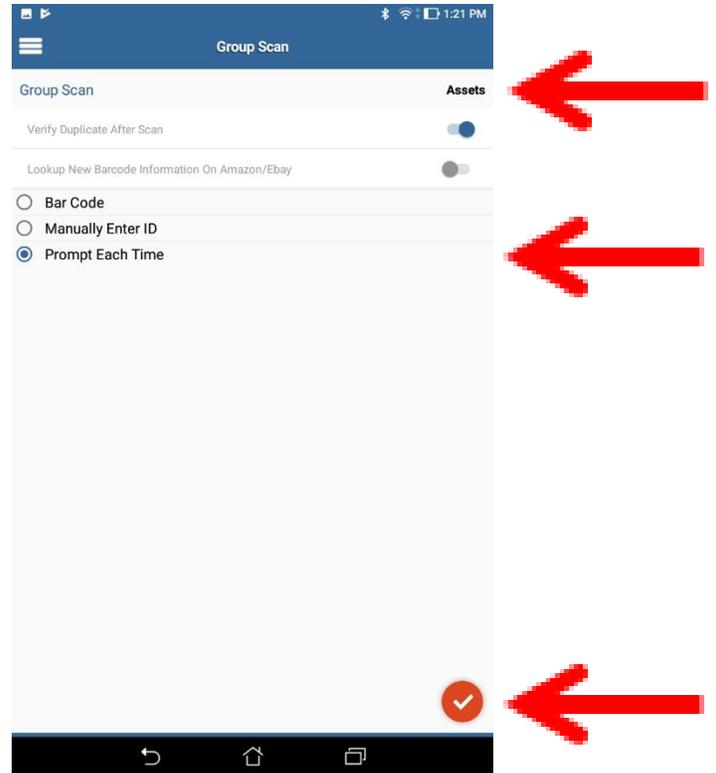
Cycling Controllable Property (Android)

Step 5: Assets appears on Group Scan

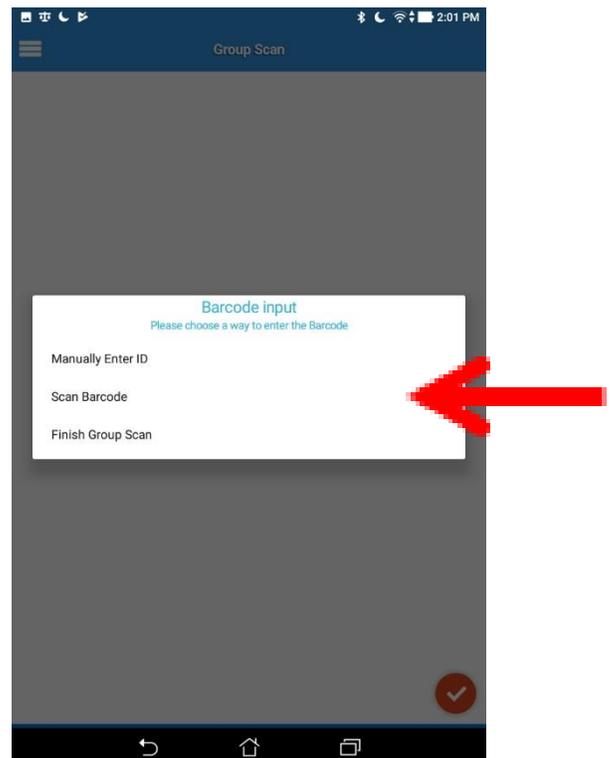
Verify Duplicate After Scan (should be checked)

Prompt Each Time (should be checked)

Tap on the check mark



Step 6: Tap on Scan Barcode



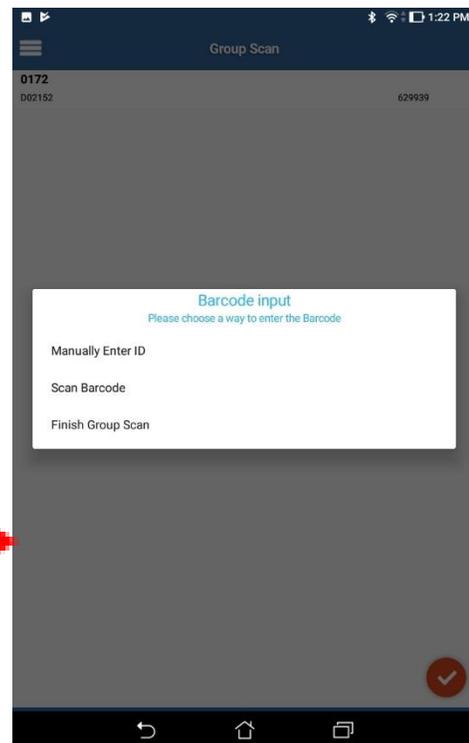
Cycling Controllable Property (Android)

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



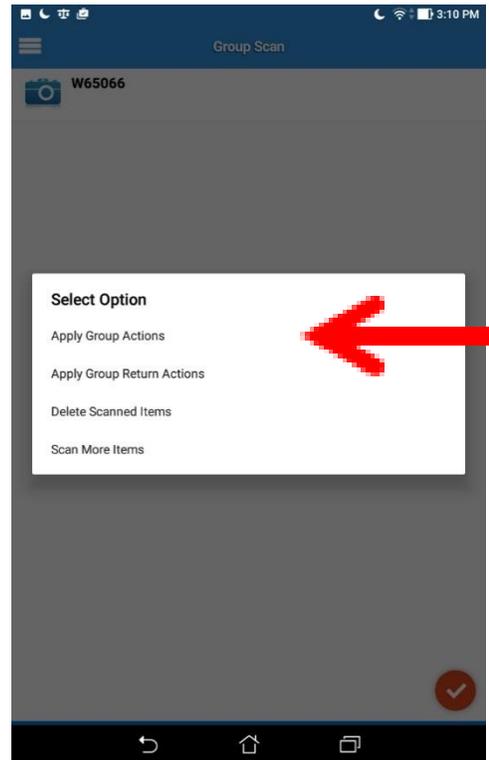
Step 8: After scanning the Bar Code Input screen will reappear.

Tap either Finish Group Scan or Scan Barcode
Scan Barcode will allow you to add more records to the group for the same location.

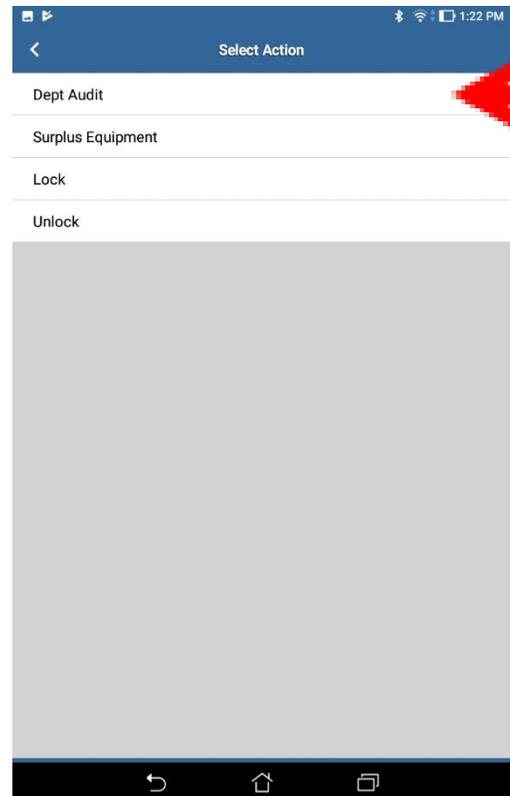


Cycling Controllable Property (Android)

Step 9: Tap on Apply Group Actions



Step 10: Tap on Dept Audit



Cycling Controllable Property (Android)

Step 11: Fill out all required fields marked with a *

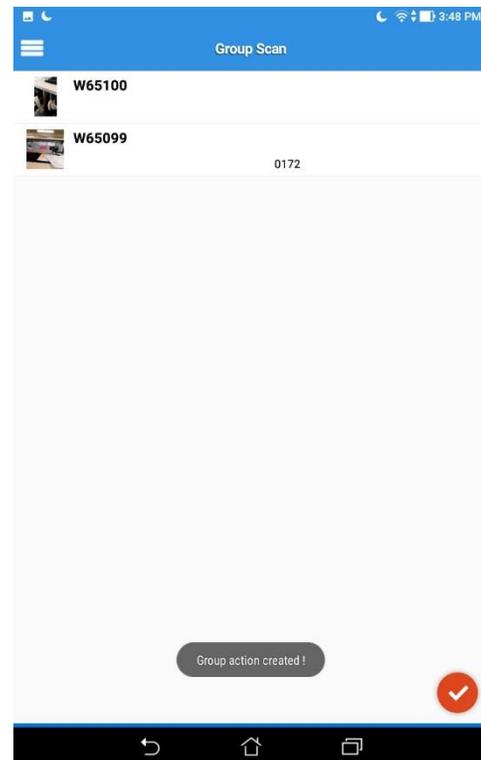
Then tap Save.

The screenshot shows a mobile application interface for filling out action fields. The title bar is blue and contains a back arrow, the text "Fill Action Fields", and a "Save" button. Below the title bar, the form is titled "Dept Audit". It contains three required fields, each marked with a red asterisk: "Date of Service" with the value "03/05/2019", "Building Code" with the value "0172", and "Room" with the value "217". Below these fields is a "Userstamp" field with the value "dan.brierley@uconn.edu". A red arrow points to the "Save" button in the top right corner.

Step 12: Your changes will be saved. You should see

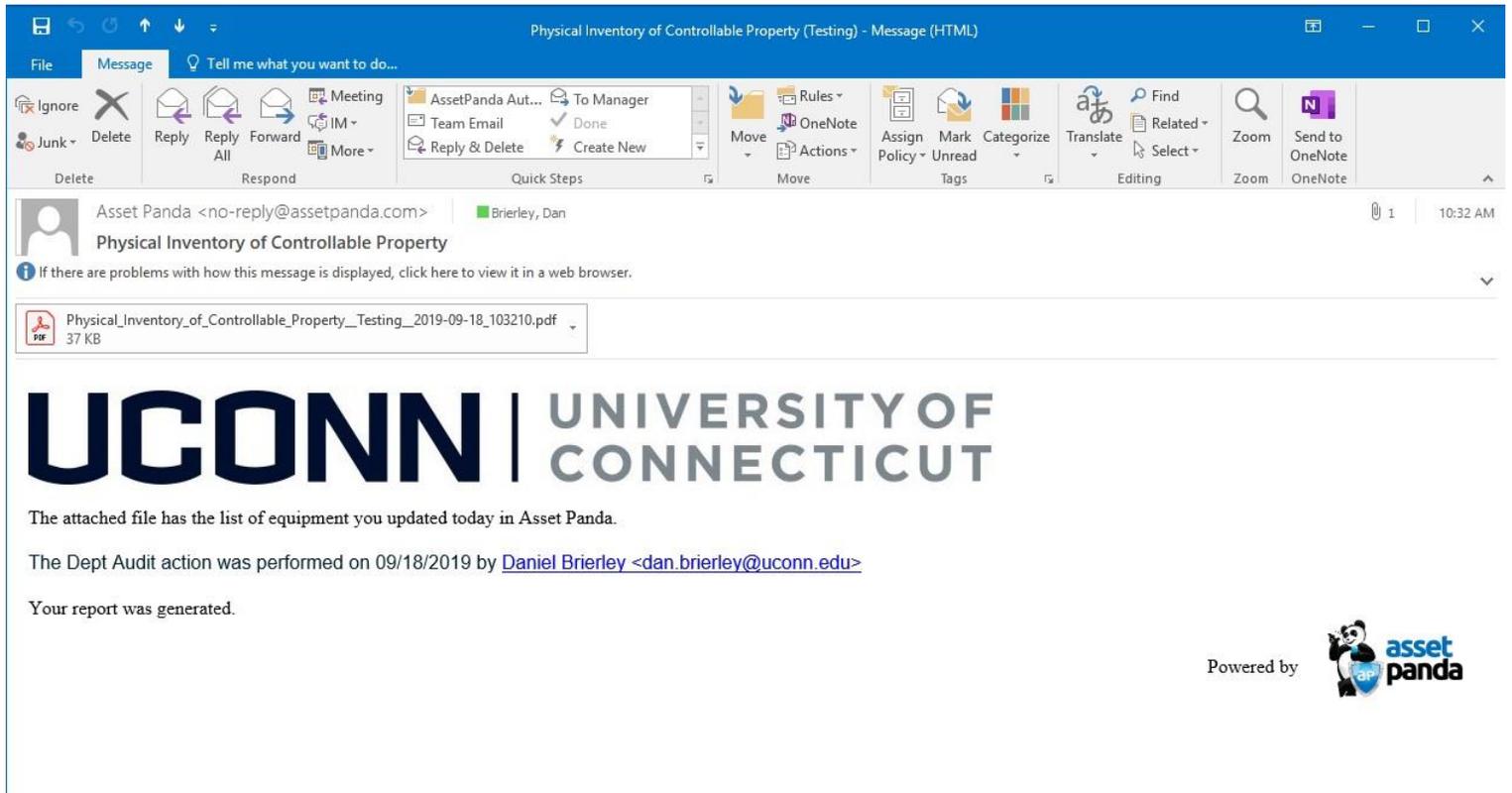
A red "Group action created" pop up on the screen

And then disappear. You are now finished



Cycling Controllable Property (Android)

You will receive an email from Asset Panda indicating the equipment you have updated.



The screenshot shows an Outlook window titled "Physical Inventory of Controllable Property (Testing) - Message (HTML)". The interface includes a ribbon with various actions like Ignore, Delete, Reply, Forward, Meeting, and more. The email header shows it is from "Asset Panda <no-reply@assetpanda.com>" to "Brierley, Dan" at 10:32 AM. The subject is "Physical Inventory of Controllable Property". A link is provided to view the message in a web browser. An attachment is listed as "Physical_Inventory_of_Controllable_Property_Testing_2019-09-18_103210.pdf" (37 KB). The main body of the email features the UCONN | UNIVERSITY OF CONNECTICUT logo and the following text:

The attached file has the list of equipment you updated today in Asset Panda.

The Dept Audit action was performed on 09/18/2019 by [Daniel Brierley <dan.brierley@uconn.edu>](mailto:dan.brierley@uconn.edu)

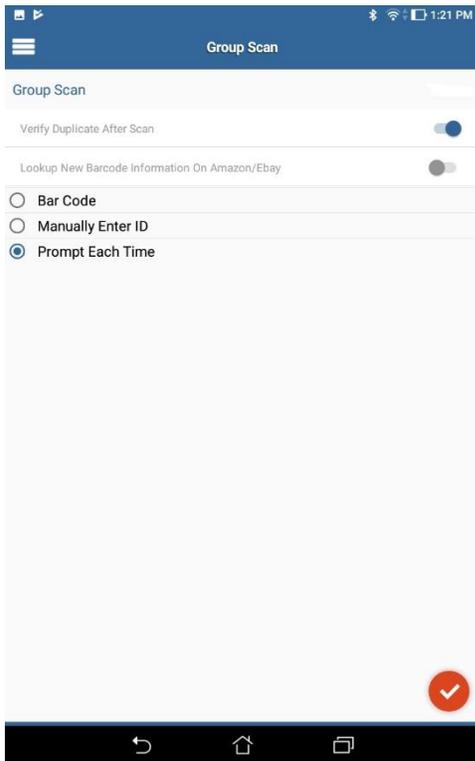
Your report was generated.

Powered by 

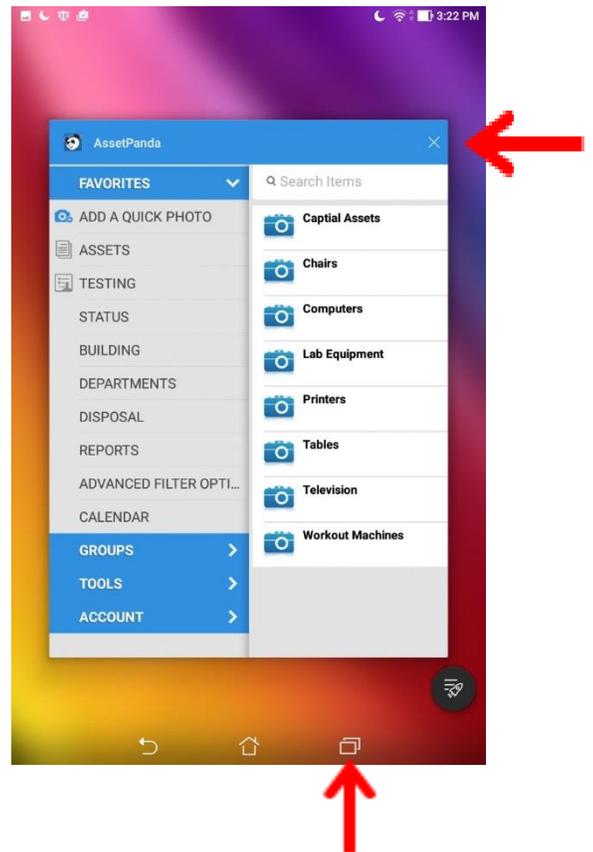
Cycling Controllable Property (Android)

Step 13: After creating the “Group Action” you can either:

1. Start a new group scan and continue to work within AssetPanda
- 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.

