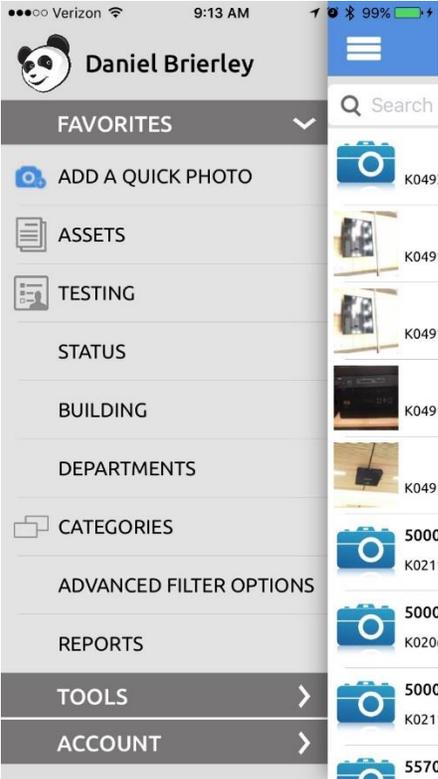
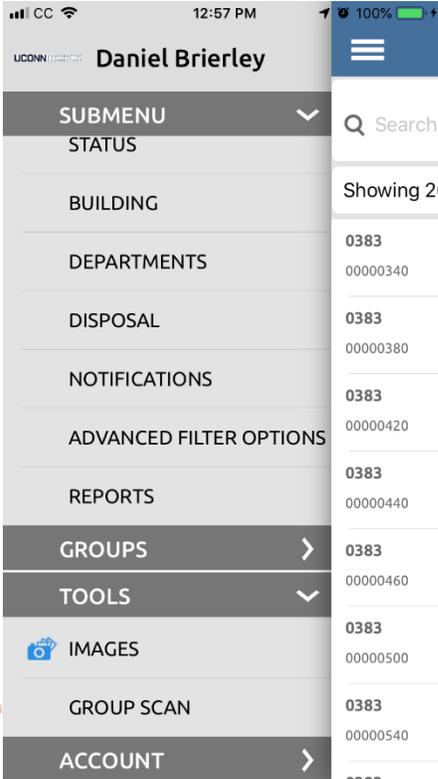


Cycling Controllable Property (Apple)

Step 1: In the menu bar tap on TOOLS

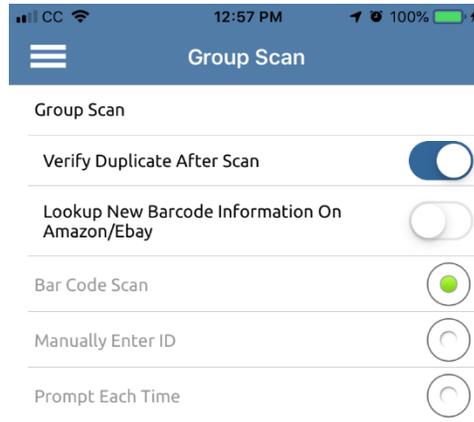


Step 2: Tap on GROUP SCAN

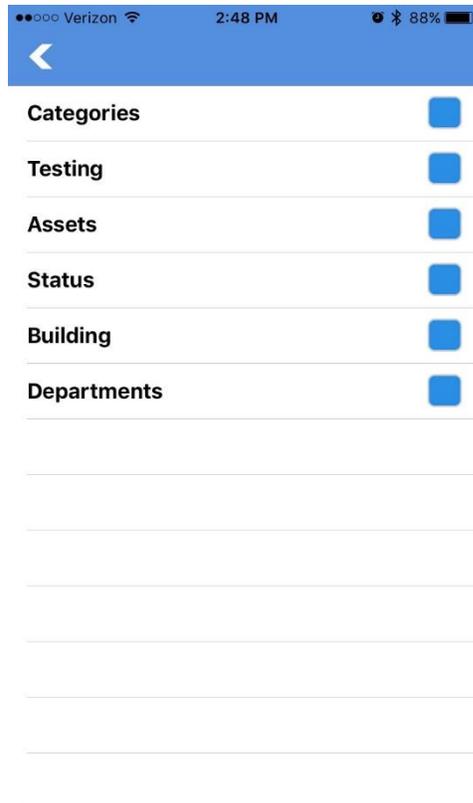


Cycling Controllable Property (Apple)

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



Step 4: Tap on the Assets checkbox.



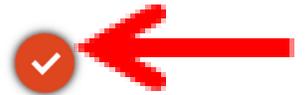
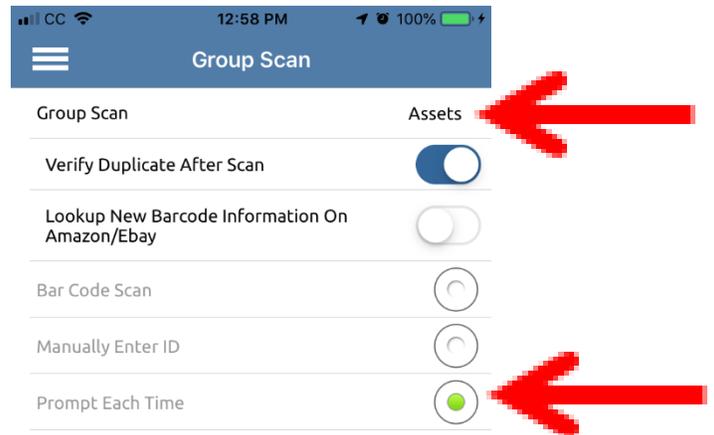
Cycling Controllable Property (Apple)

Step 5: Assets appears on Group Scan

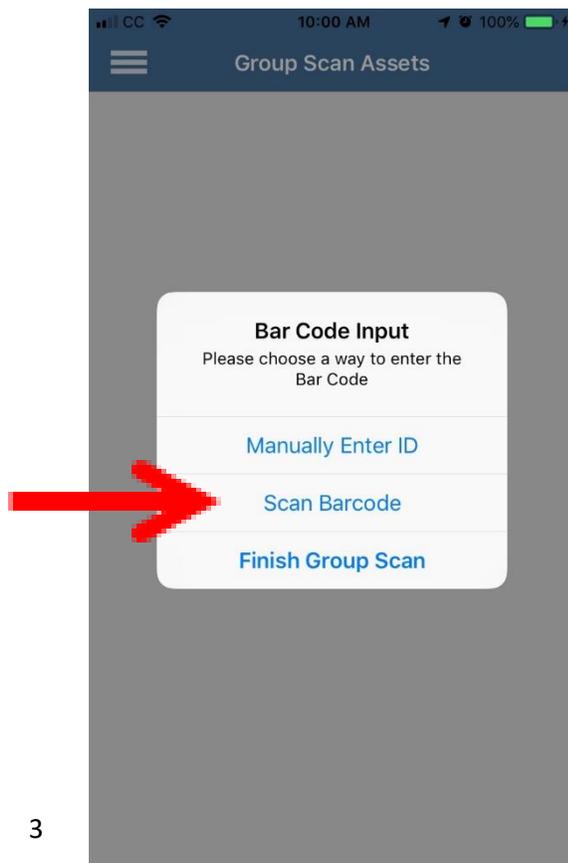
Verify Duplicate After Scan (should be checked)

Tap on **Prompt Each Time**

Tap on the check mark



Step 6: Tap on Scan Barcode

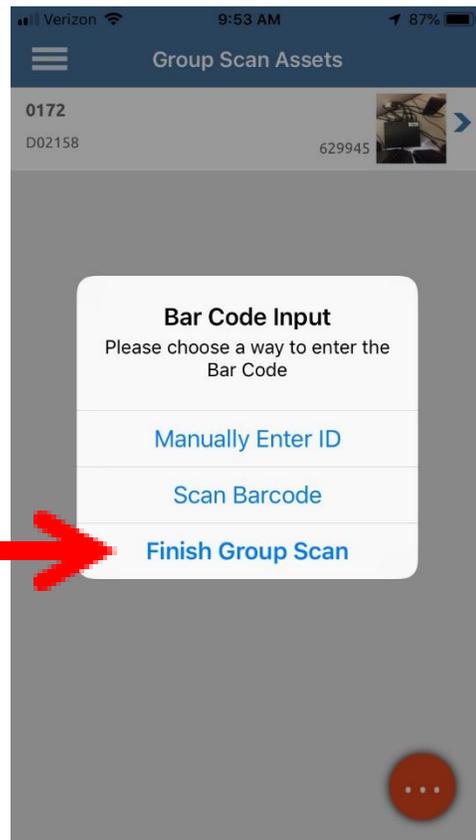


Cycling Controllable Property (Apple)

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

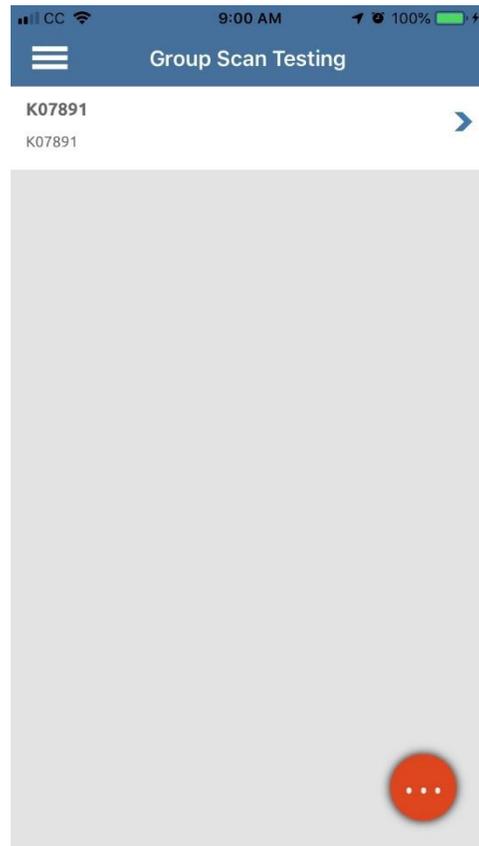


Step 8: After scanning the Bar Code Input screen
will reappear.
Tap either Finish Group Scan or Scan Barcode
Scan Barcode will allow you to add more records to
the group for the same location.

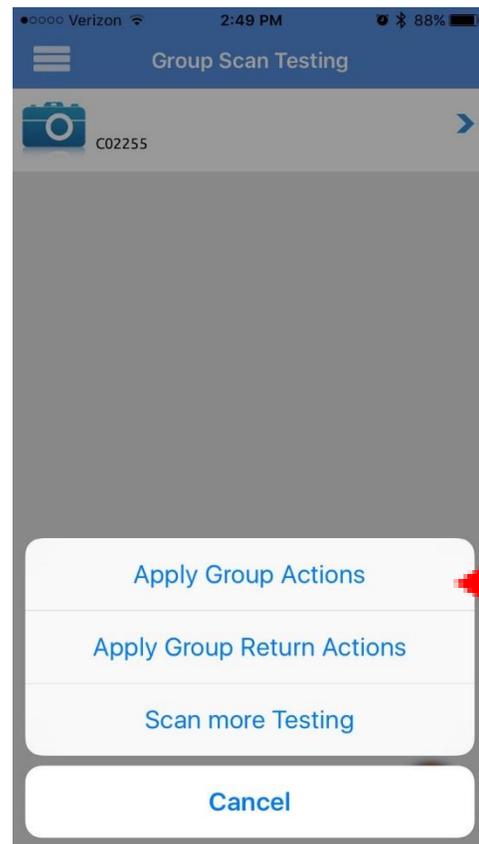


Cycling Controllable Property (Apple)

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



Step 10: Tap on Apply Group Actions

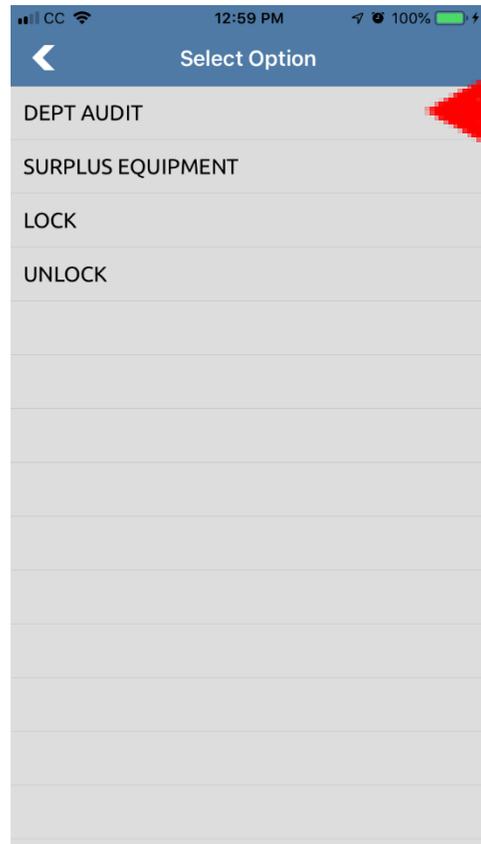


Cycling Controllable Property (Apple)

Step 11: Tap on the red circle with three white dots



Step 12: Tap on DEPT AUDIT



Cycling Controllable Property (Apple)

Step 13: Fill out all required fields marked with a *
Then tap on Save.

Group Actions Save

Dept Audit

Date of Service * 07/30/2019

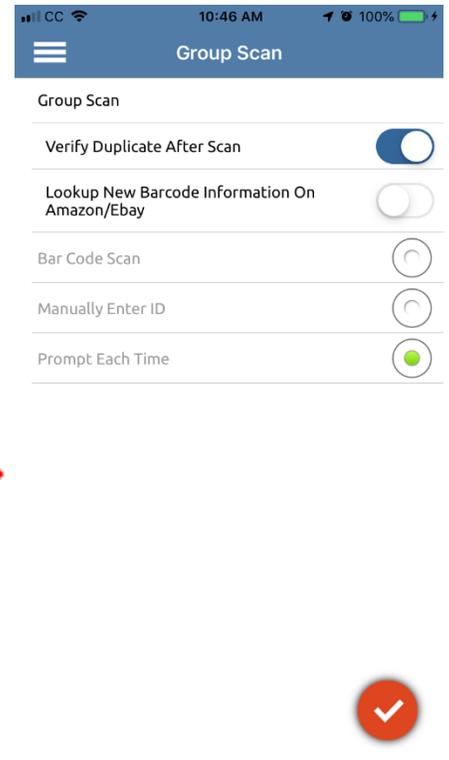
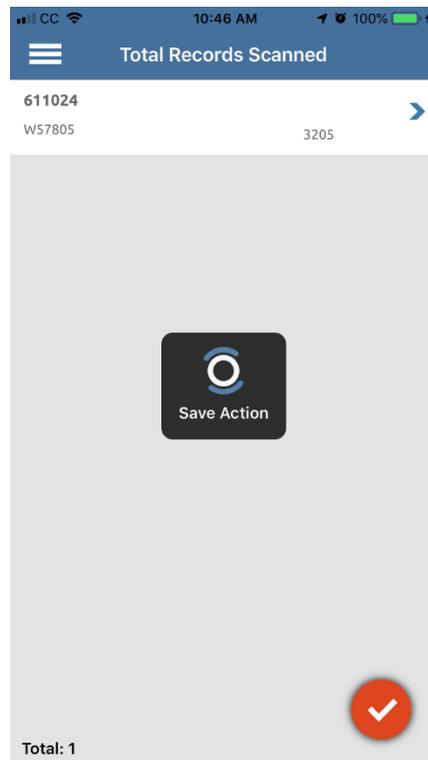
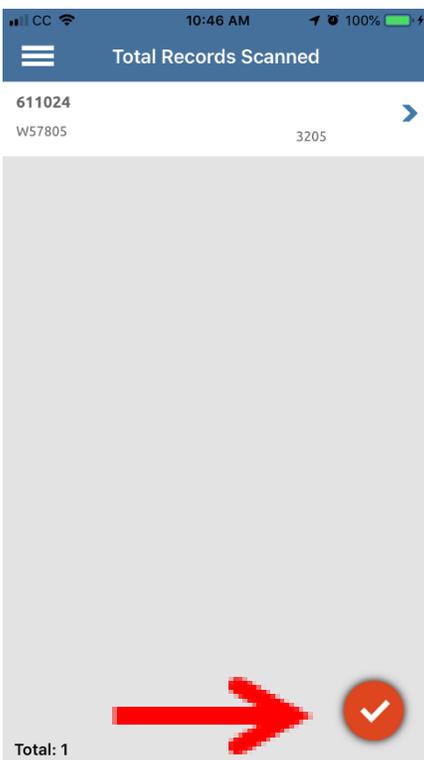
Building Code * 0172

Room * 217

Userstamp dan.brierley@uconn.edu

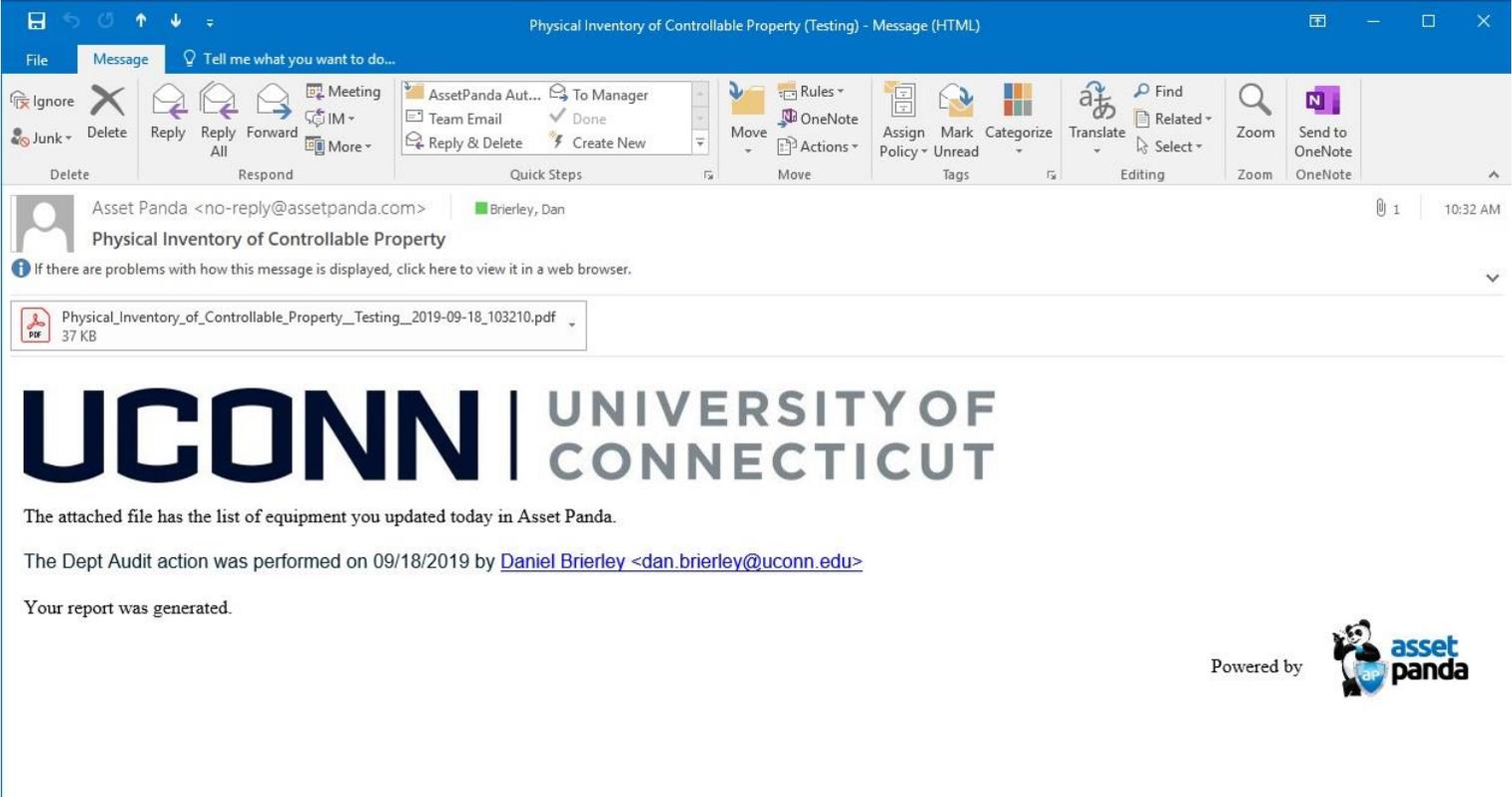


Step 14: Tap on the Check Mark, Save Action will spin and you will be sent back to the start a Group Scan Screen



Cycling Controllable Property (Apple)

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

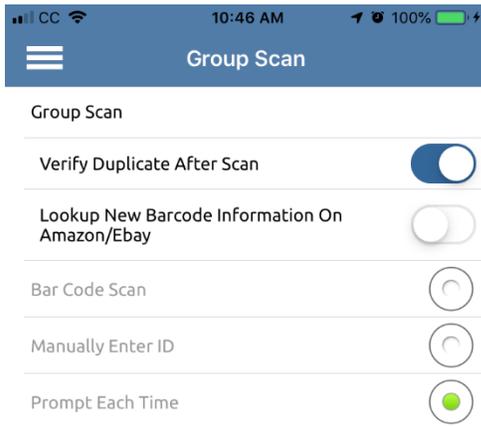


The screenshot shows an Outlook window titled "Physical Inventory of Controllable Property (Testing) - Message (HTML)". The interface includes a ribbon with "File" and "Message" tabs, and a "Tell me what you want to do..." search bar. The ribbon contains various action groups: "Delete" (Ignore, Junk, Delete), "Respond" (Reply, Reply All, Forward, IM, More), "Quick Steps" (AssetPanda Aut..., Team Email, Reply & Delete, Create New), "Move" (Move, OneNote, Actions), "Tags" (Assign Policy, Mark Unread, Categorize), "Editing" (Translate, Find, Related, Select), and "Zoom" (Zoom, Send to OneNote, OneNote). 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 content of the email features the UCONN | UNIVERSITY OF CONNECTICUT logo. The text reads: "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." The email is signed "Powered by" with the Asset Panda logo.

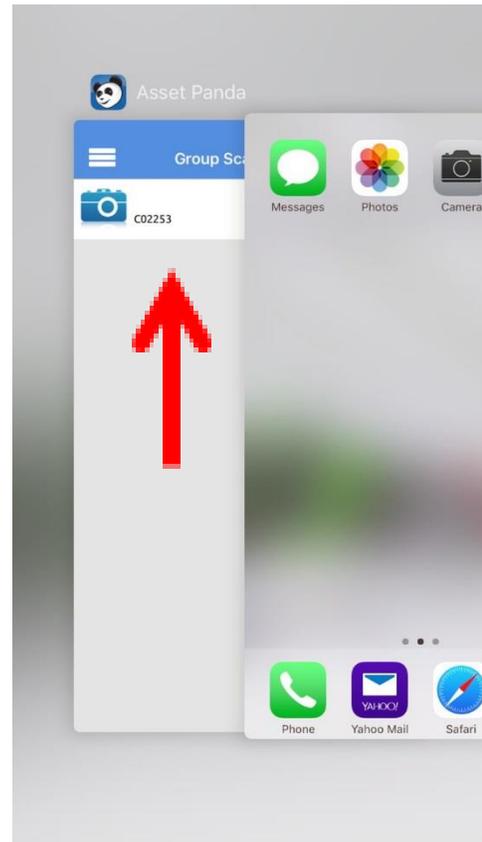
Cycling Controllable Property (Apple)

Step 15: 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 swipe up to exit.



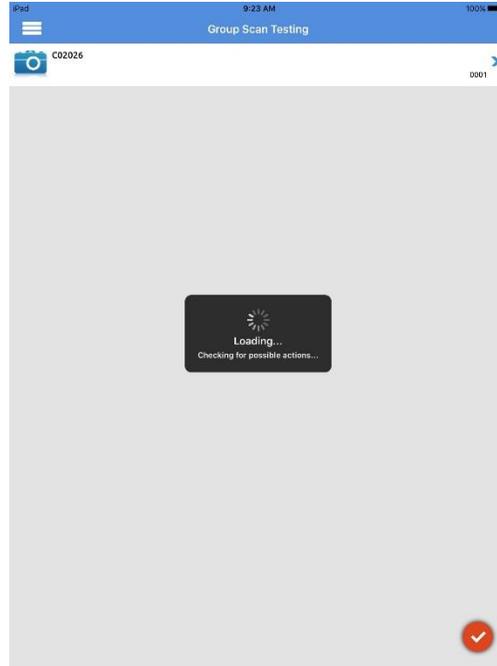
OR



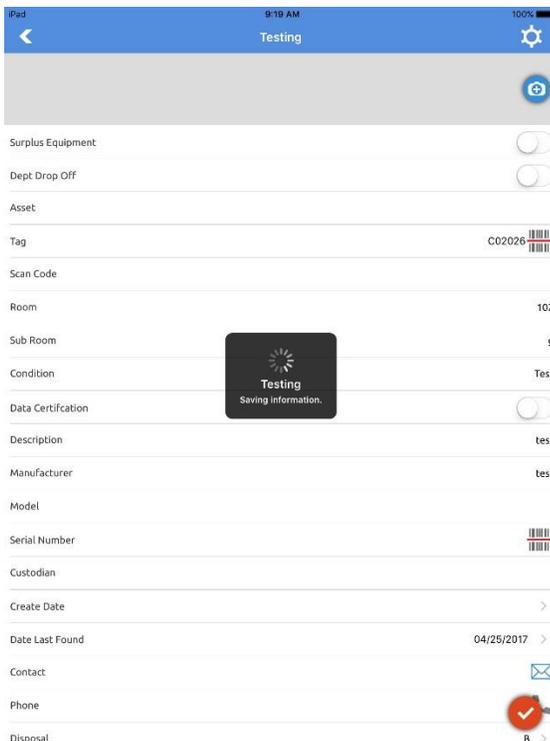
Cycling Controllable Property (Apple)

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.

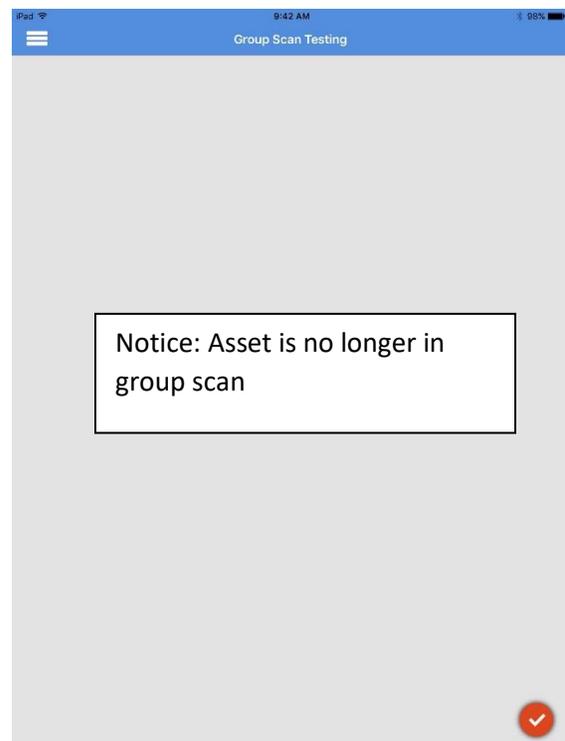


If Wi-Fi signal is lost during the updating of an individual asset you will get a spinning wheel when you go to press the red check box. Once the Signal is re-established the record will be updated but the asset will need to be re-scanned to be included in the group scan process.



==

10



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.

