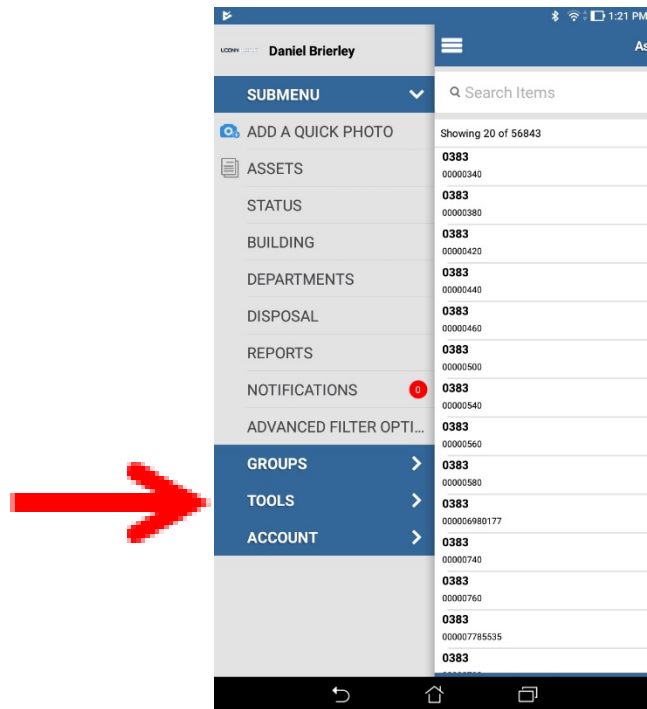
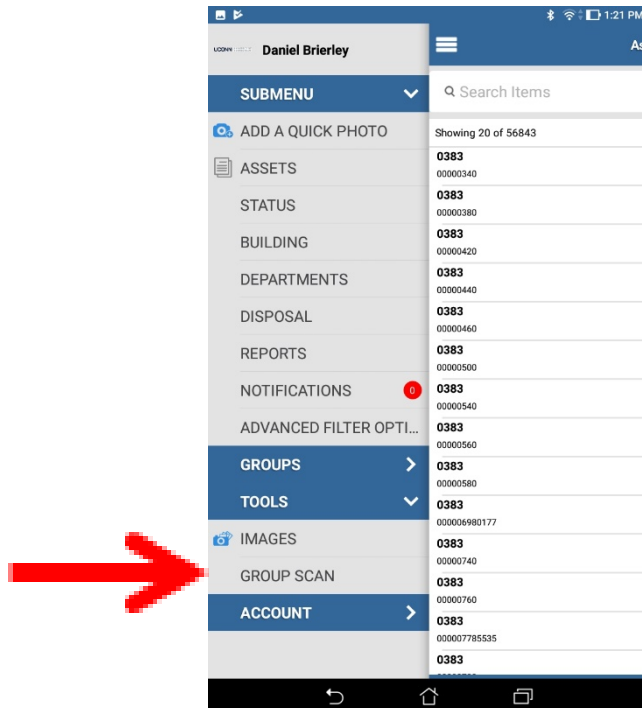


# Cycling Controllable Property (Android)

Step 1: In the menu bar tap on TOOLS

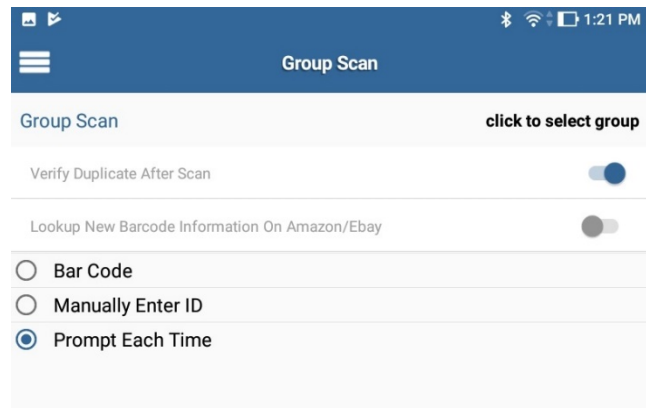


Step 2: Tap on GROUP SCAN

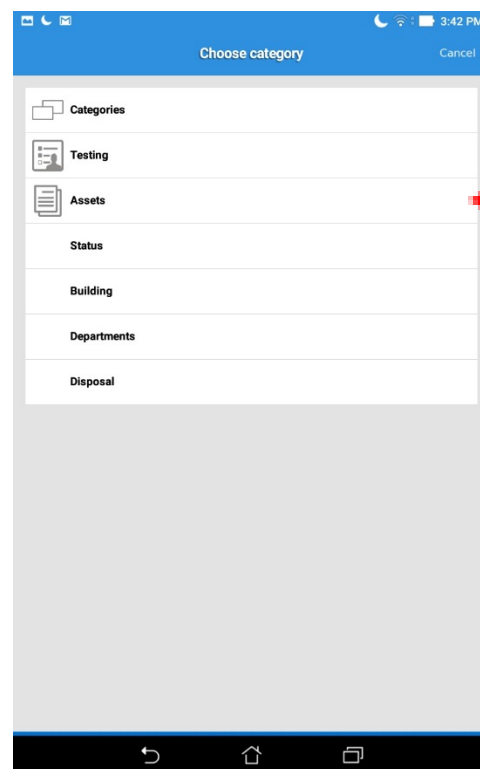


# Cycling Controllable Property (Android)

Step 3: Tap on click to select group



Step 4: Tap on Assets.



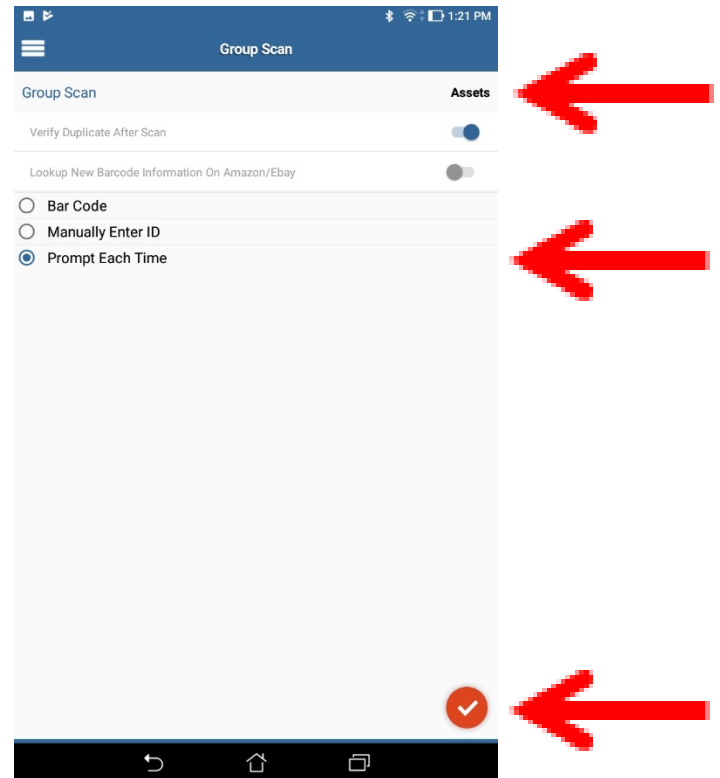
# Cycling Controllable Property (Android)

Step 5: Assets appears on Group Scan

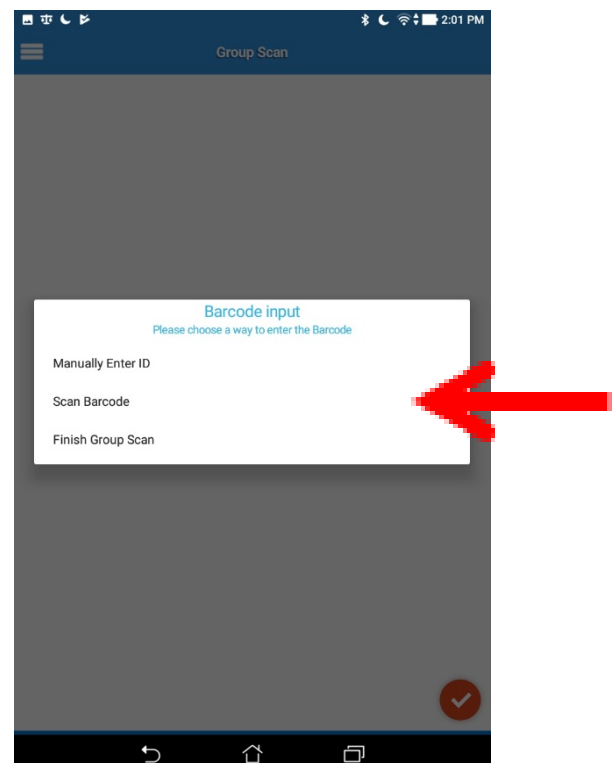
Verify Duplicate After Scan (should be checked)

**Prompt Each Time** (should be checked)

Tap on the check mark



Step 6: Tap on Scan Barcode



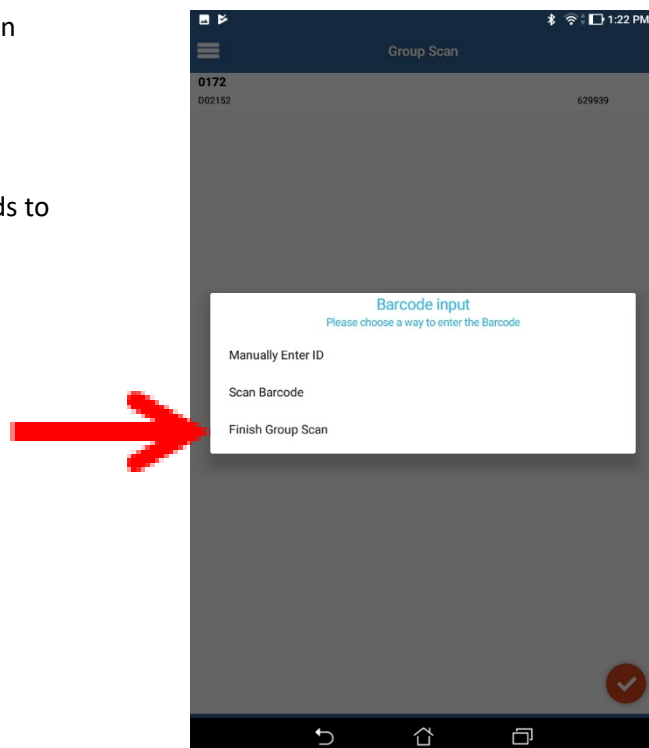
# Cycling Controllable Property (Android)

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



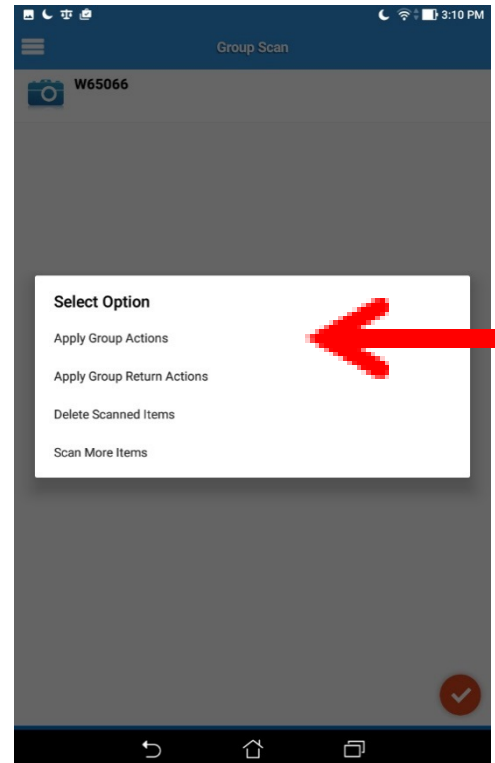
Step 8: After scanning the Bar Code Input screen will reappear.

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

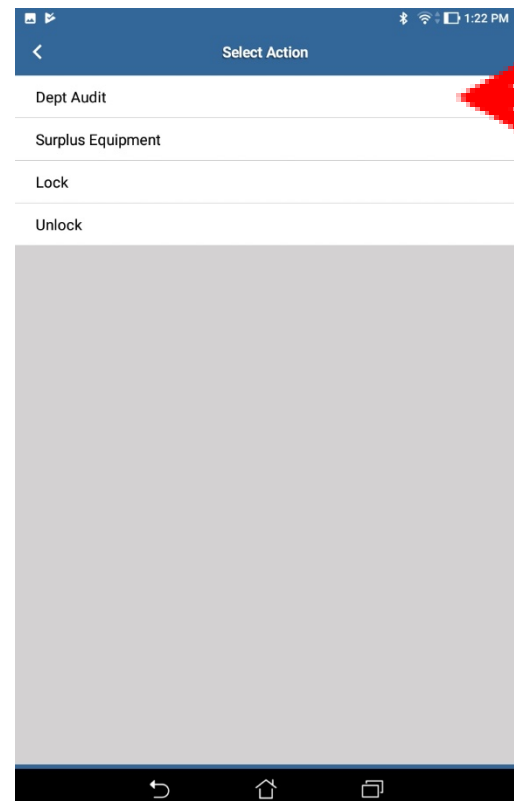


# Cycling Controllable Property (Android)

Step 9: Tap on Apply Group Actions



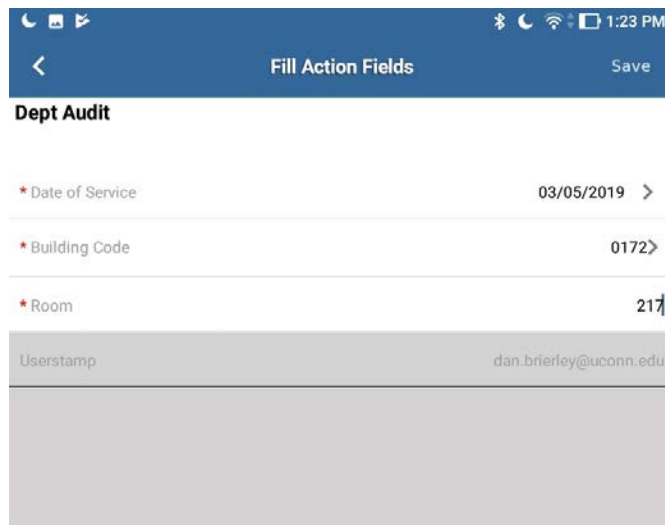
Step 10: Tap on Dept Audit



# Cycling Controllable Property (Android)

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

Then tap Save.



A screenshot of an Android application interface titled "Fill Action Fields". The header bar is blue with a back arrow on the left, the title "Fill Action Fields" in the center, and a "Save" button on the right. Below the header, the section "Dept Audit" is displayed. The form contains several fields: "Date of Service" with a red asterisk and a date picker showing "03/05/2019"; "Building Code" with a red asterisk and a text input showing "0172"; "Room" with a red asterisk and a text input showing "217"; and "Userstamp" with a text input showing "dan.brierley@uconn.edu". A large red arrow points from the right side of the screen towards the "Save" button.

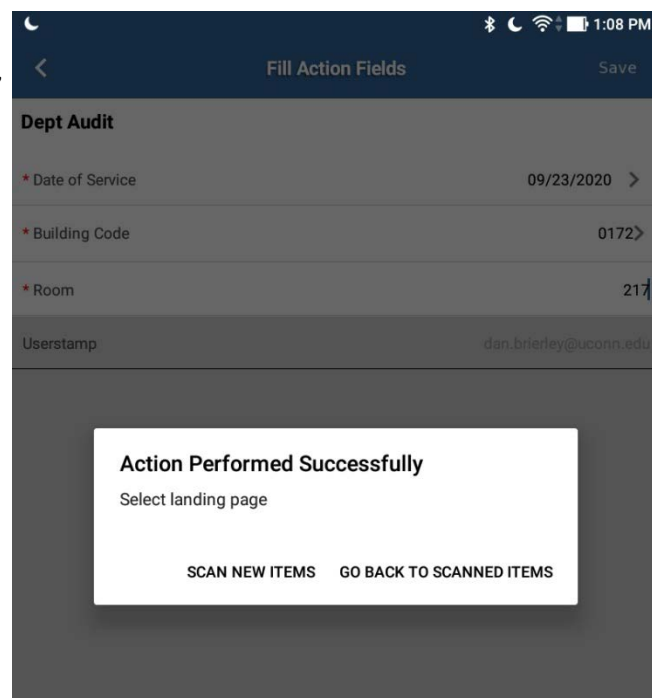
Step 12: You should see "Action Performed Successfully"

Tap on either SCAN NEW ITEMS

OR

GO BACK TO SCANNED ITEMS

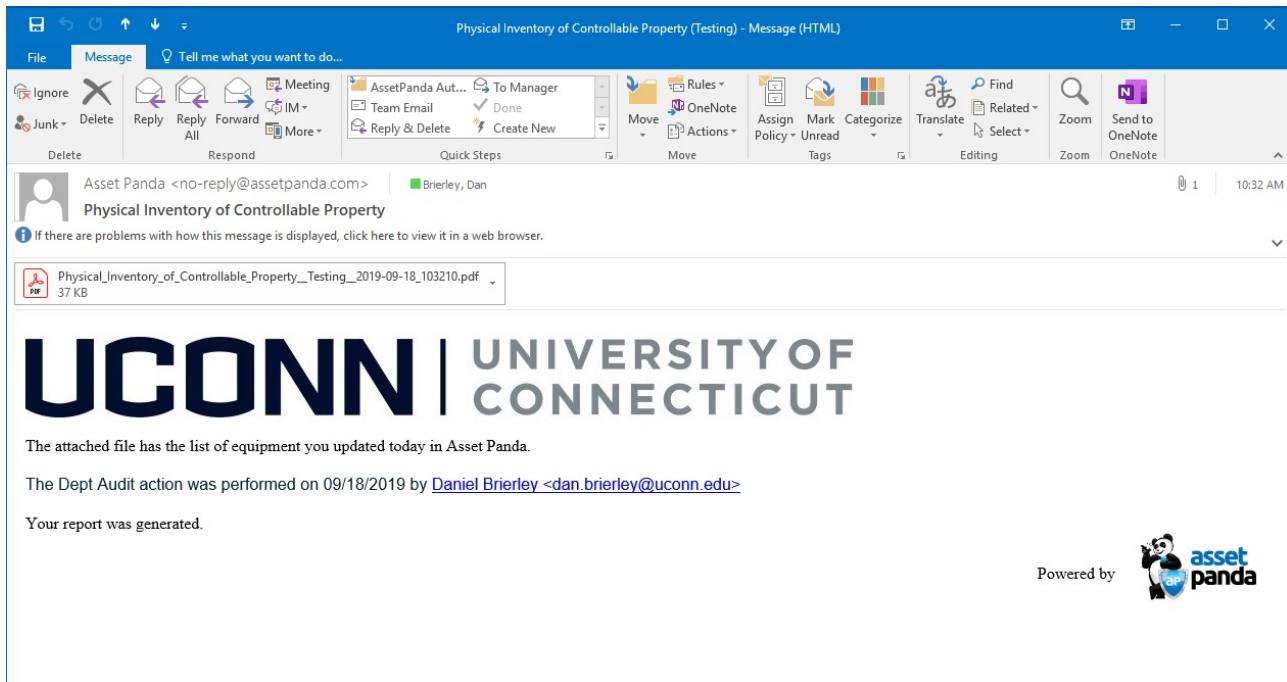
You are now finished



A screenshot of the same "Fill Action Fields" form, but with a modal dialog box overlaid. The dialog box is white with a dark border and contains the text "Action Performed Successfully" in bold, followed by "Select landing page". At the bottom of the dialog, there are two buttons: "SCAN NEW ITEMS" and "GO BACK TO SCANNED ITEMS". The background form is dimmed.

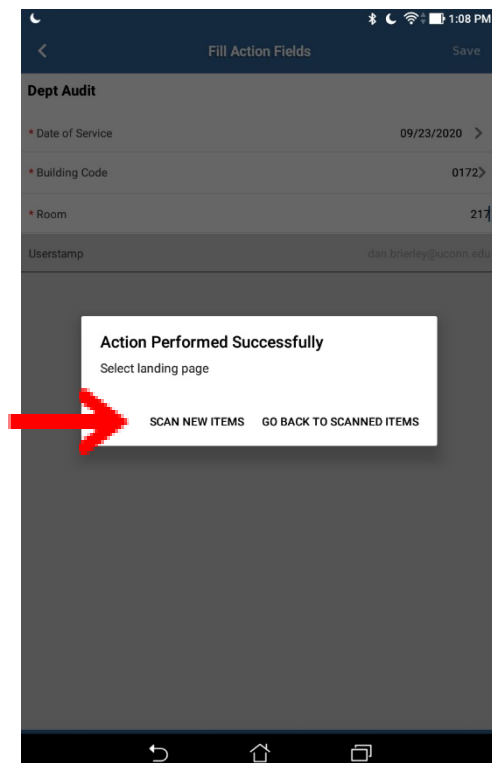
# Cycling Controllable Property (Android)

Shortly after completing a Group Scan you will receive an email from Asset Panda indicating the equipment you have updated.

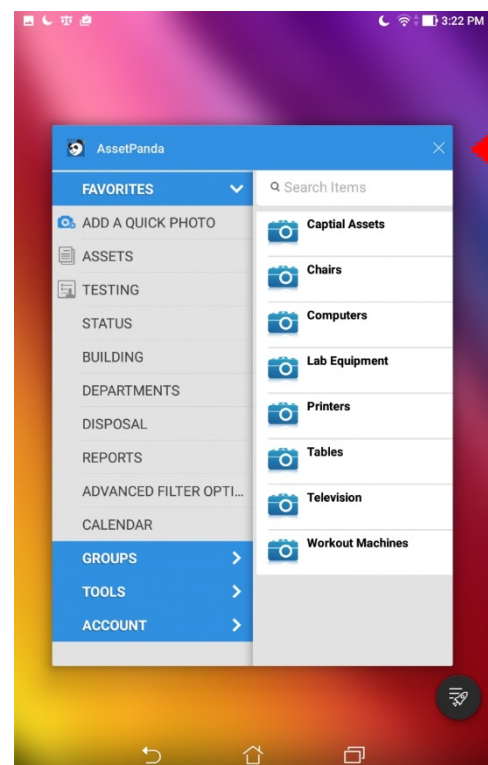


Step 13: After creating the “Group Action” you can either:

1. Start a new group scan by tapping on SCAN NEW ITEMS
- 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.

