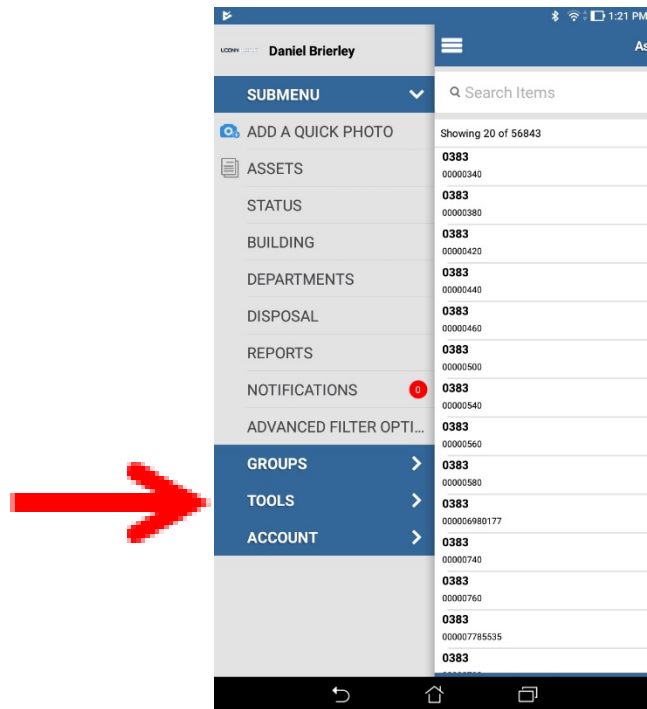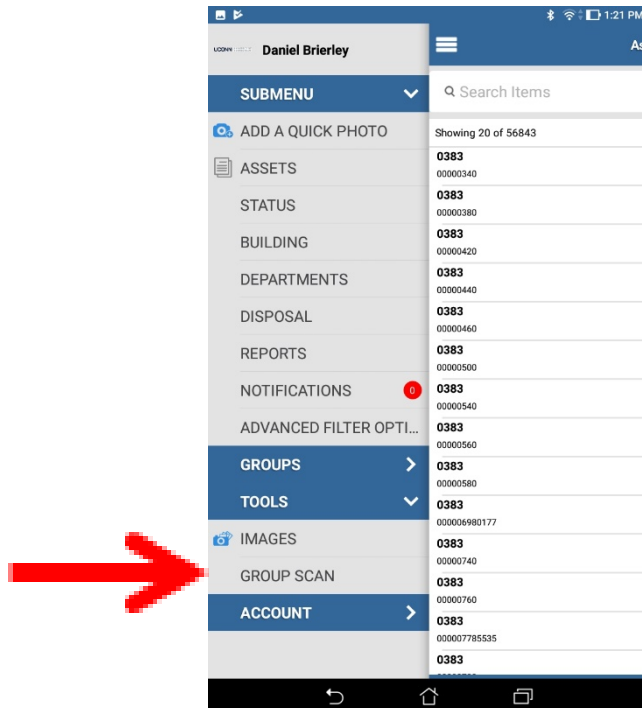# Cycling Controllable Property (Android)
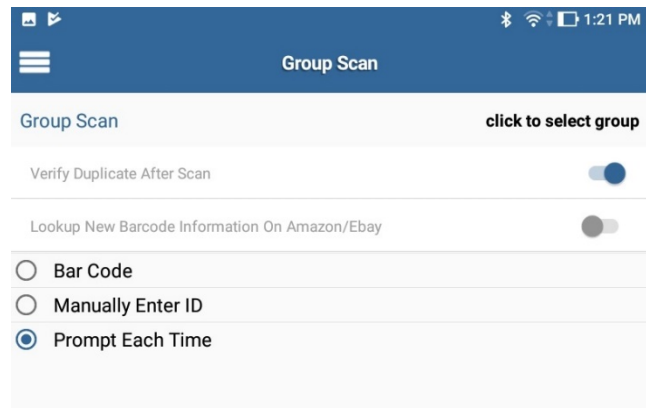
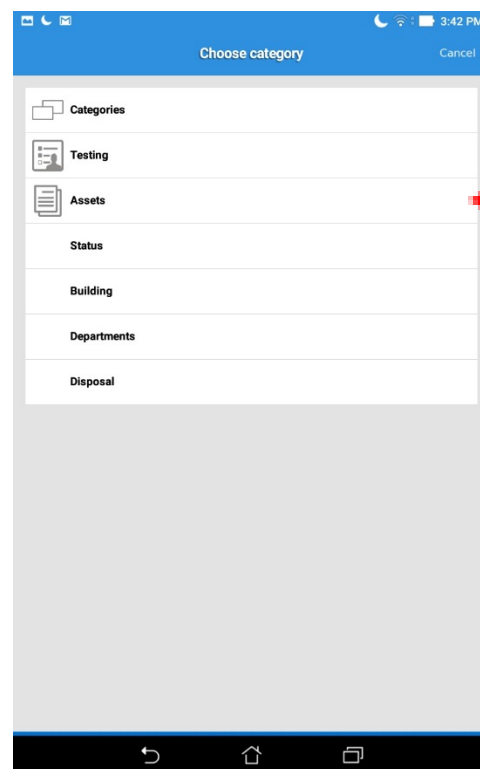Step 1: In the menu bar tap on TOOLS

Step 2: Tap on GROUP SCAN

Cycling Controllable Property (Android)

Step 3: Tap on click to select group
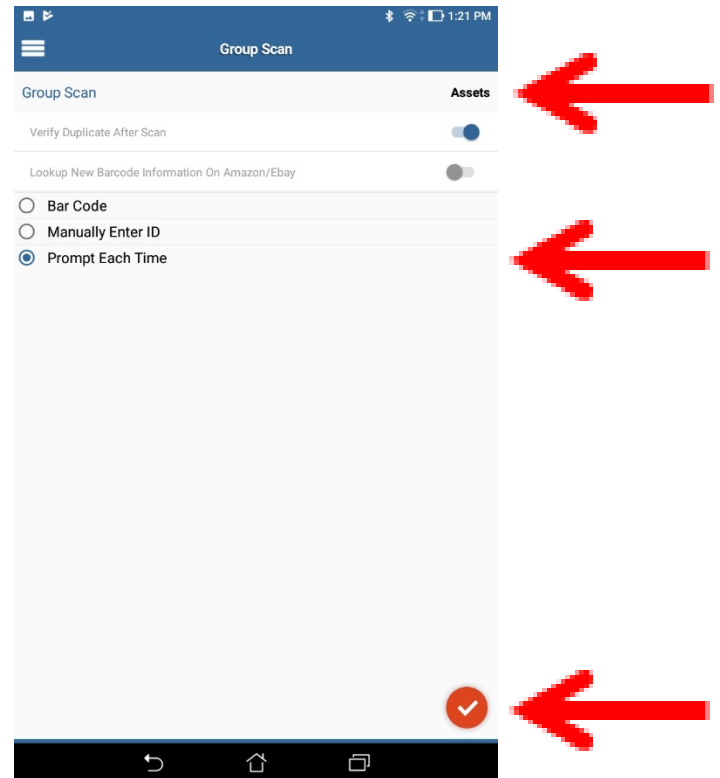
Step 4: Tap on Assets.

Cycling Controllable Property (Android)
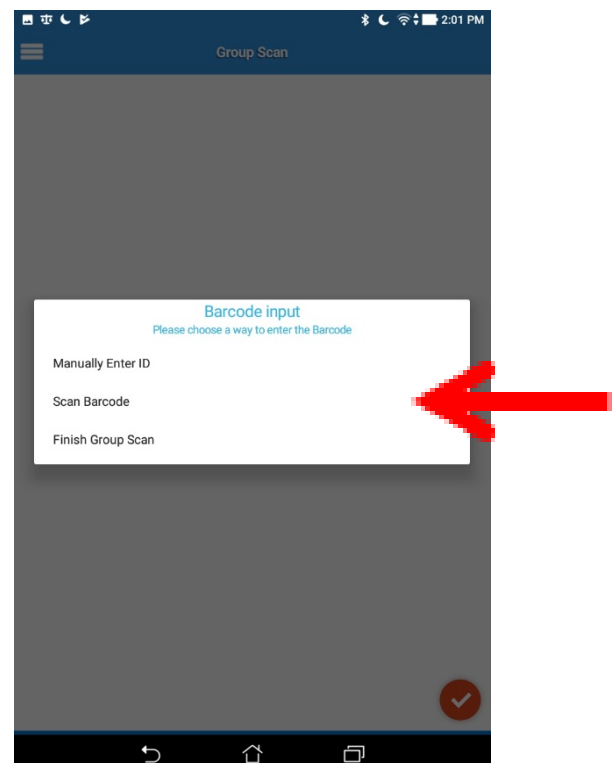
Step 5: Assets appears on Group Scan

Verify Duplicate After Scan (should be checked)

Prompt Each Time (should be checked)

Tap on the check mark
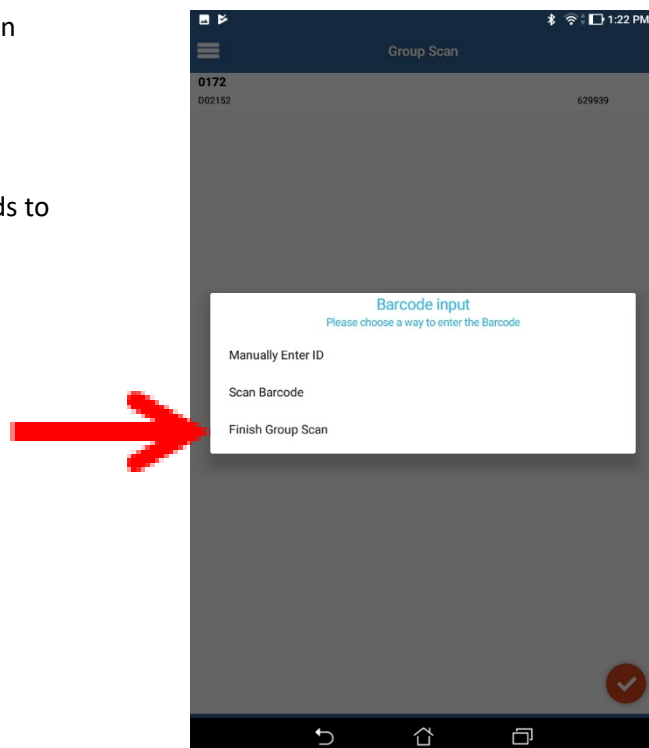

Step 6: Tap on Scan Barcode

Cycling Controllable Property (Android)

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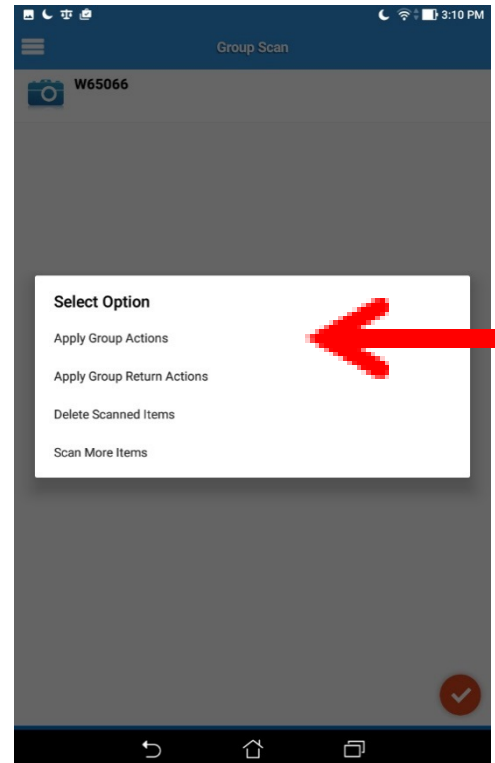
you can now scan your asset.

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

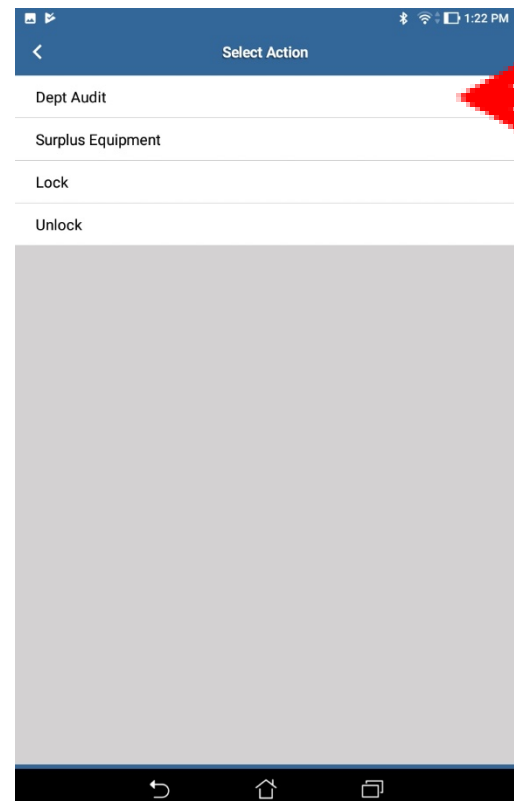the group for the same location.

4

Cycling Controllable Property (Android)
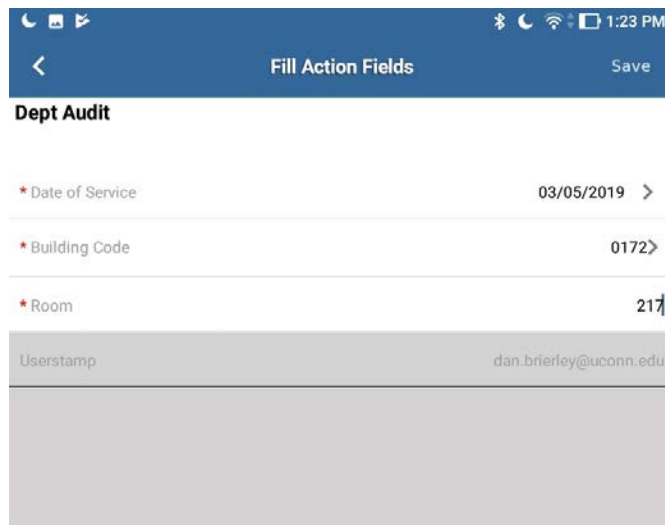
Step 9: Tap on Apply Group Actions

Step 10: Tap on Dept Audit

Cycling Controllable Property (Android)

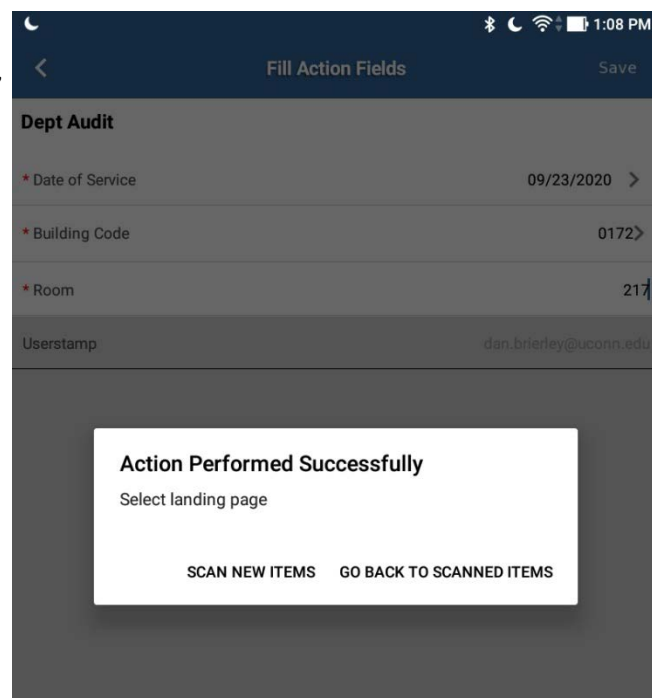Step 11: Fill out all required fields marked with a *

Then tap Save.

Step 12: You should see "Action Performed Successfully"

Tap on either SCAN NEW ITEMS

       OR

GO BACK TO SCANNED ITEMS

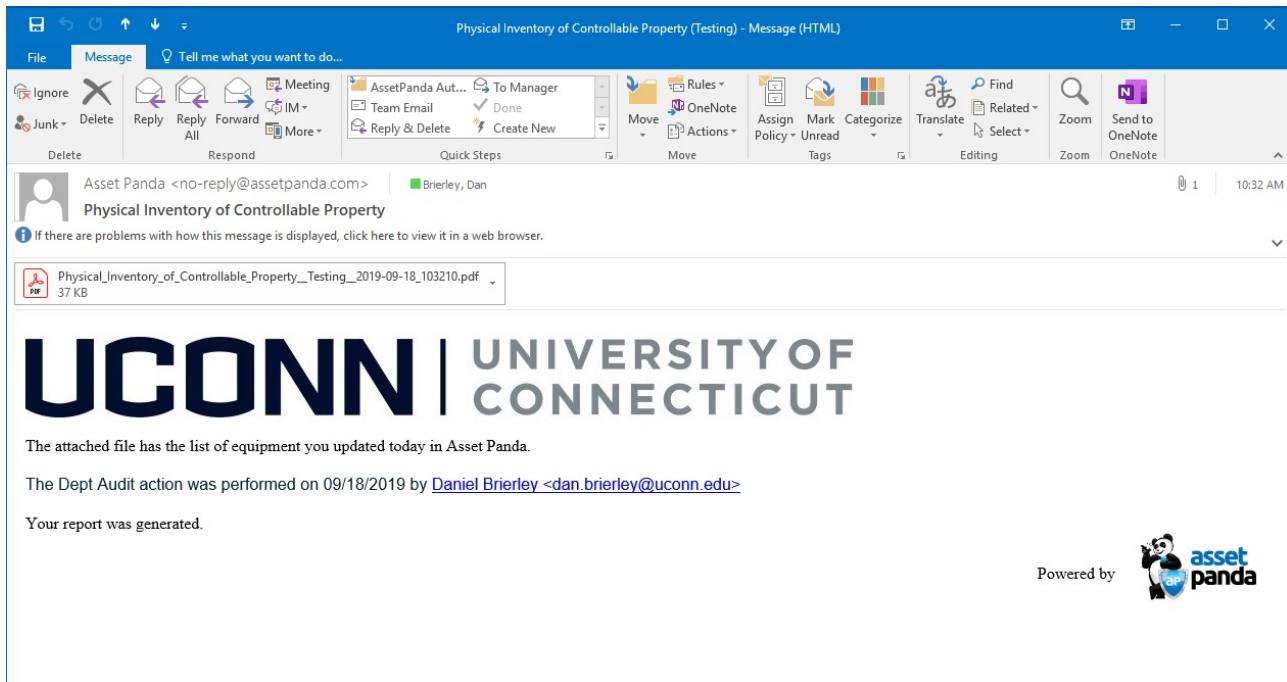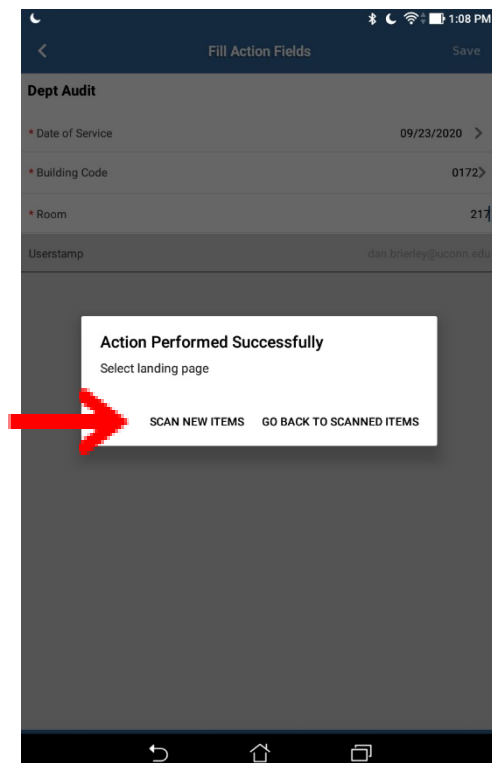You are now finished

Cycling Controllable Property (Android)

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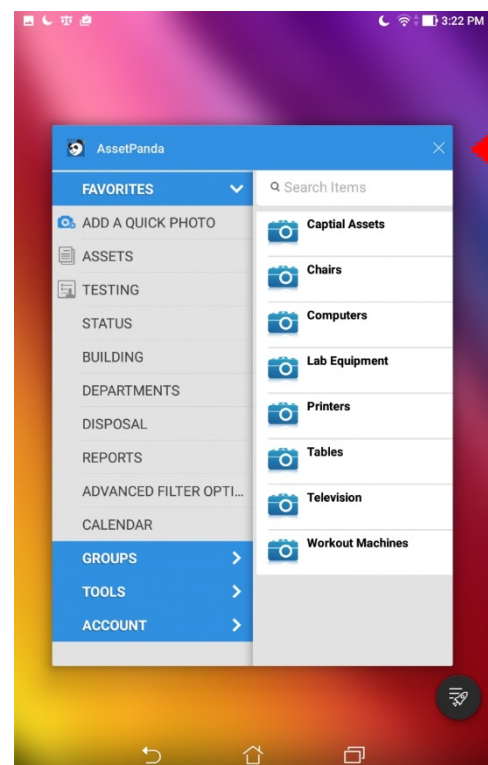

Step 13: After creating the "Group Action" you can either:

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

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.