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
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.
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.