

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

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=	Group Scan			
Group Scan			Æ	
Verify Duplicate A	fter Scan			
Lookup New Barco Amazon/Ebay	de Information On	\bigcirc		
Bar Code Scan				
Manually Enter ID		\bigcirc		
Prompt Each Time		\bigcirc		

Step 4: Tap on the Assets checkbox.

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Categories			
Testing			
Assets			-
Status			
Building			
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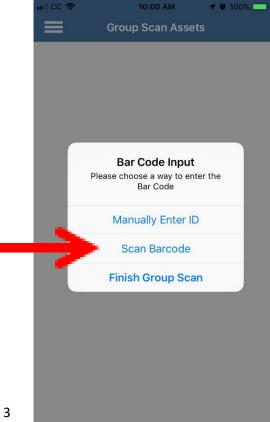
Step 5: Assets appears on Group Scan Verify Duplicate After Scan (should be checked) Tap on Prompt Each Time

Tap on the check mark

12:58 PM **...** I CC 🗢 7 🍯 100% 🦲 **Group Scan** Assets Group Scan Verify Duplicate After Scan Lookup New Barcode Information On Amazon/Ebay 0 Bar Code Scan Manually Enter ID Prompt Each Time



Step 6: Tap on Scan Barcode



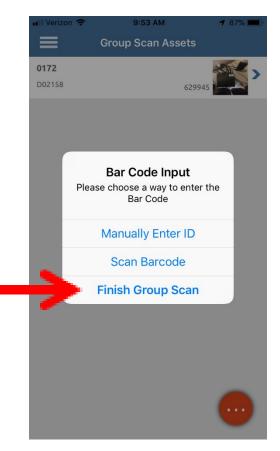
Step 7: The barcode scanner will pop up and

You can now scan your asset.

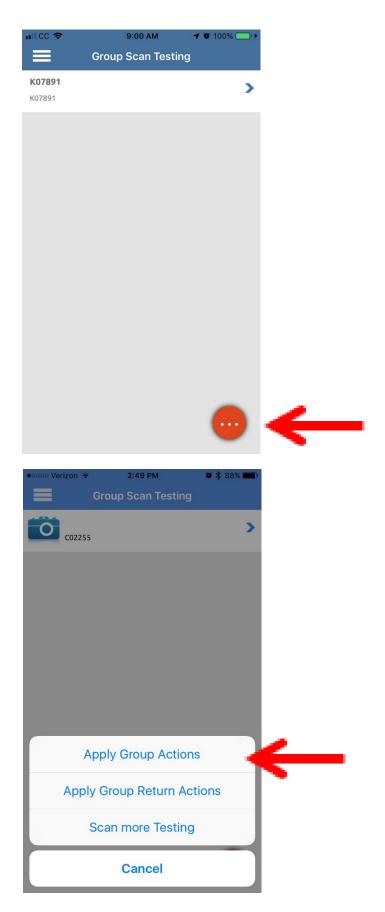


Step 8: After scanning the Bar Code Input screen will reappear.

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

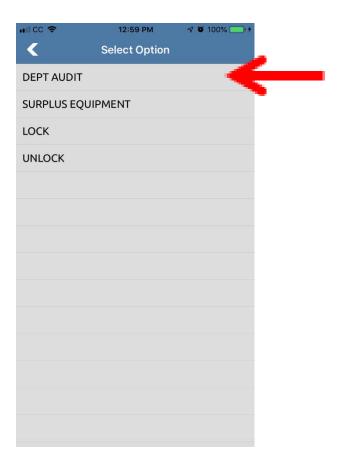


Step 9: Tap on the red circle with three white dots



Step 10: Tap on Apply Group Actions

Step 11: Tap on DEPT AUDIT



111 CC 🗢	7:44 AM	🕇 🖉 100% 🗲	-
<	Dept Audit	Save	<u> </u>
	Fill in Action Fields		
Date of Service	*	09/23/2020 >	
Building Code *		0172 >	
Room *		217	
Userstamp	dan.brie	rley@uconn.edu	

Step 12: Fill out all required fields marked with a *

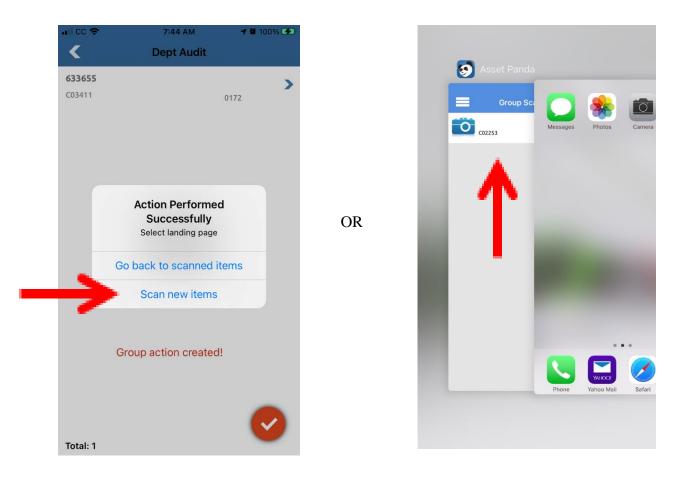
Then tap on Save.

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 swipe up to exit.



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

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File	Message	2	? Tell me what you want to do	•											
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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>

Your report was generated.

panda

What Happens When you Lose Wi-Fi ?(IPad)

When Wi-Fi Connection is lost you will receive the following screen. When the connection is reestablished 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 the 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.

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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.

