

Using AssetWorx! Mobile Application – On Network

The purpose of this document is to show users how to use the AssetWorx! Mobile Application.

Turn the reader on and swipe the screen to get started.
Close any open applications.

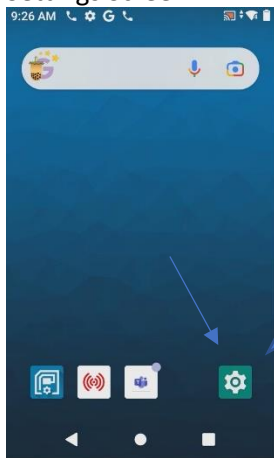
The reader should be connected to the mobile1md wifi network.

To verify, follow these steps.

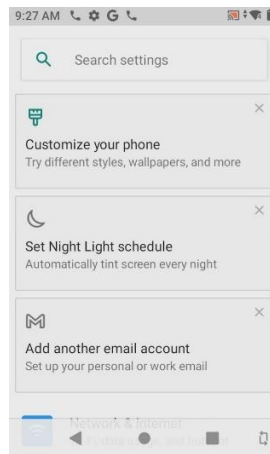
Settings

Select Settings on Home Screen. If you don't see the Settings icon, swipe up until you see it.

Settings Screen

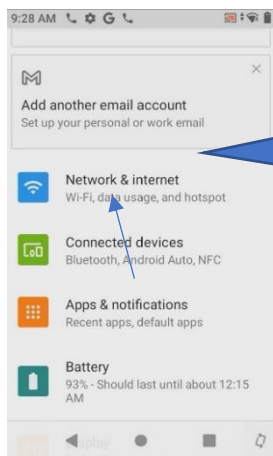


Settings menu will be used to configure many different items



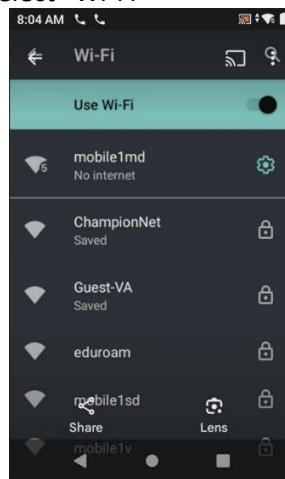
Initial settings screen will be presented

Swipe up and tap "Network & Internet"



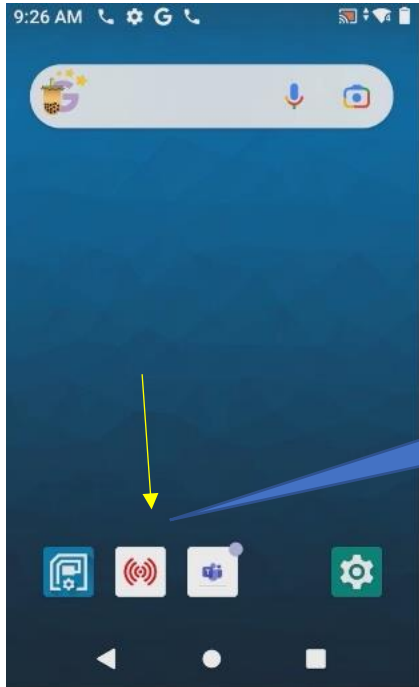
Swipe up to see "Network and Internet"

Select "Wi-Fi"



If mobile1md is not selected, select it. It should say "No internet". That is correct and expected.

Next, open the AssetWorx! application by tapping the icon on the home screen.

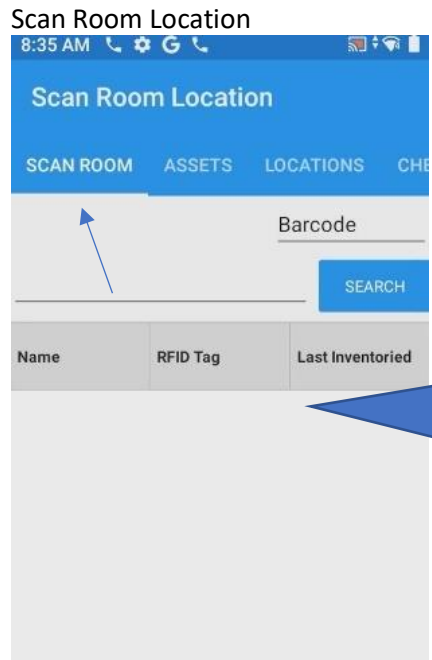


AssetWorx!
application
icon

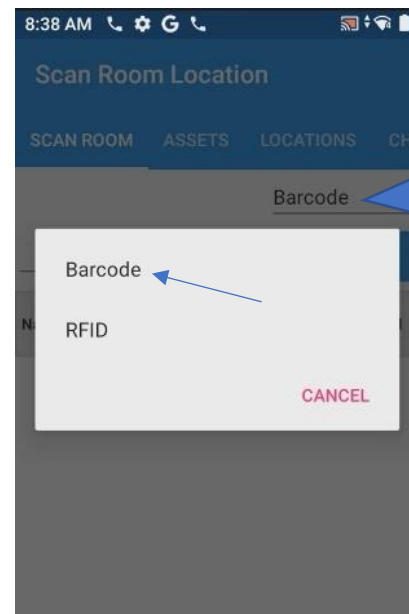


You will need to enter your username and password. For example, you might use:
Username: 648
Password: 648

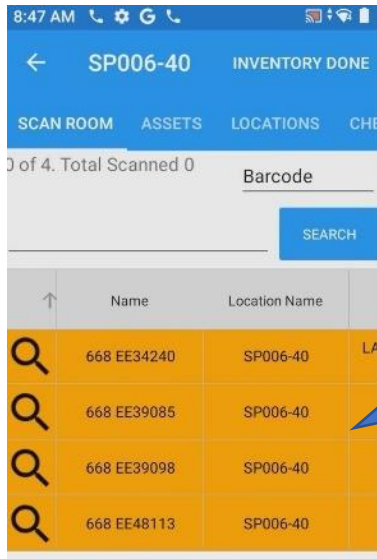
Now you can start to use AssetWorx!. Scroll to and select “Scan Room”, being sure to choose “Barcode” as the option to barcode scan the location label. Choose between “Barcode” and “RFID” by tapping the word “Barcode” or “RFID” on the screen.



Tap to select “Barcode” or “RFID”



Now scan the “Location Label” located in the door jamb by squeezing the trigger of the reader. You will see red crosshairs and will be able to scan the linear barcode on the location tag. *If you do not see red crosshairs, you may be in RFID mode. Tap to change to “Barcode.” After scanning the location label, your reader will beep twice and populate with items expected in the location. Expected items will be Orange.



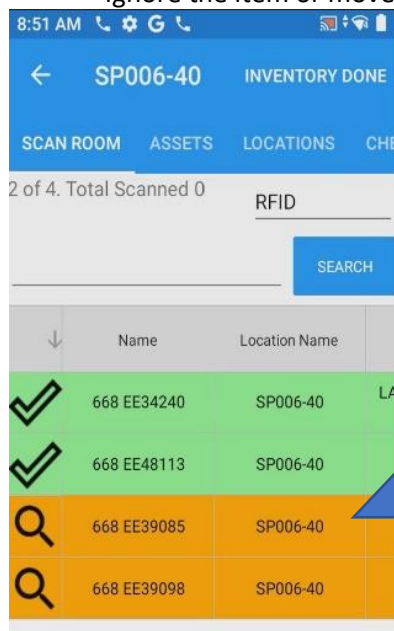
Orange colored items are those that are expected to be in the location you are scanning.

After scanning a location tag, you will always see a population of Orange assets if any assets are in that location's inventory.

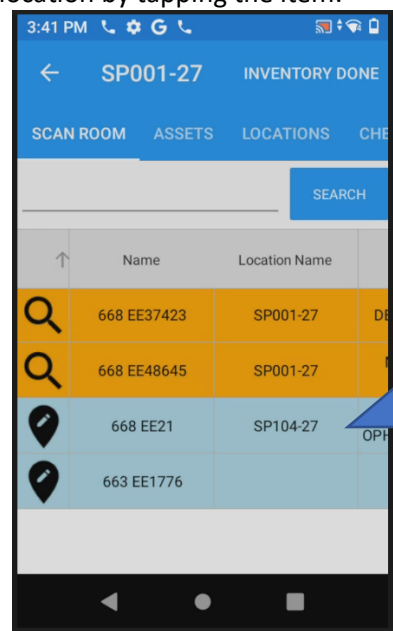
Switch back to RFID mode and "Scan Room" by squeezing the trigger and moving the reader next to all the assets in the location. You will hear beeping when an asset label has been read by the reader. *It is worth noting that you do not have to switch to RFID mode. **If preferred, you may keep scanning using barcode mode.** Just start scanning barcodes on the labels.

When scanning is complete, you will see assets on the screen change status to Green, Orange, or Blue. The colors represent the following:

- **Orange:** Item is expected in that location but not found or scanned yet. You may choose to keep looking or just ignore them.
- **Green:** Asset was expected after scanning the location label *and* it was found when scanning.
- **Blue:** Item was found by scanning but it was not expected in this location. You can choose to ignore the item or move the item to the current location by tapping the item.

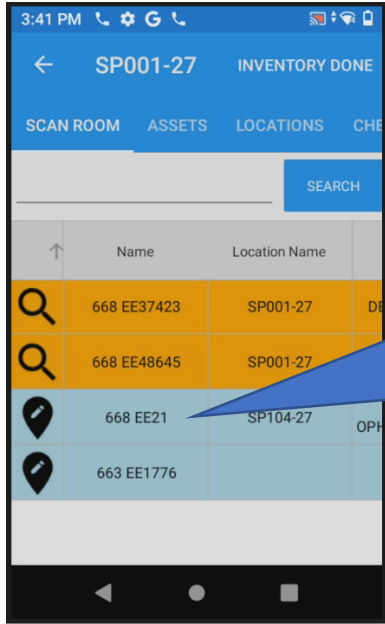


After scanning, you will see assets turn Green. Green represents items both found and expected to be in this location.

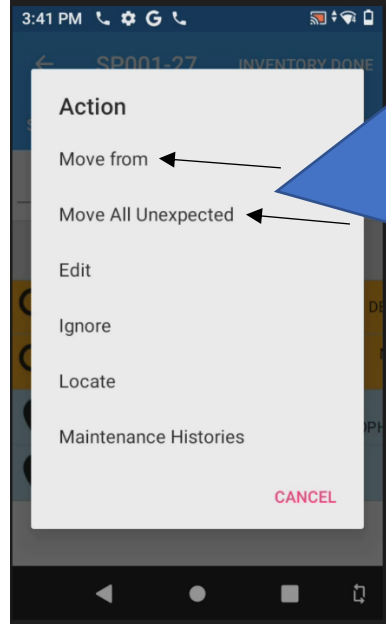


After scanning, you may also see assets turn Blue. Blue represents items that were found, but not expected in this location.

When you have Blue items, you may choose to either ignore them (doing nothing,) move one into the current scanned location, or there is an option to move all items that are blue, saving you time. See images and descriptions below.

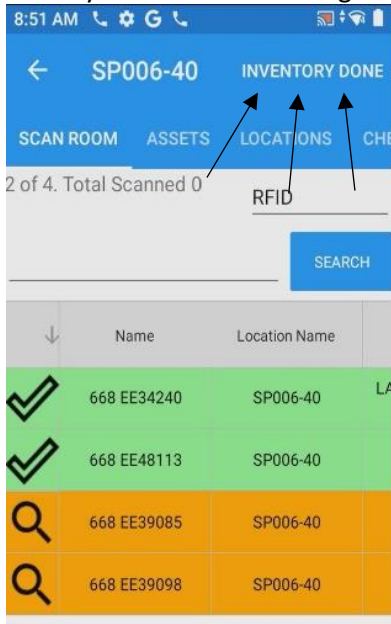


To move the Blue items into the current location you are scanning, tap here on one of the Blue items.



You will be shown these options once you tap on the Blue item. You may choose to move only that one asset by selecting "Move from" or you may move all Blue assets by selecting "Move All Unexpected". Once you move the Blue item it will turn Green.

When you are done scanning this location, tap "INVENTORY DONE"



"INVENTORY DONE" finishes the room and lets the application know that the next input will be a new location. If you forget to tap Inventory Done, the app will think you are still in the original room. It will also not recognize any new location barcodes that you scan.

Proceed to scan another location if desired. To do so, repeat the steps above, starting with “Scan Room” and changing from RFID mode to Barcode mode to scan the next location tag. Finish that location with “INVENTORY DONE.”

When you have completed your inventory, open the ScanMan app on a VA computer, and copy the resulting file of scans. If you forget to copy your file of scans on the first tab, go to the middle tab to re-create it and copy it.

Paste it into Vista to update your records.