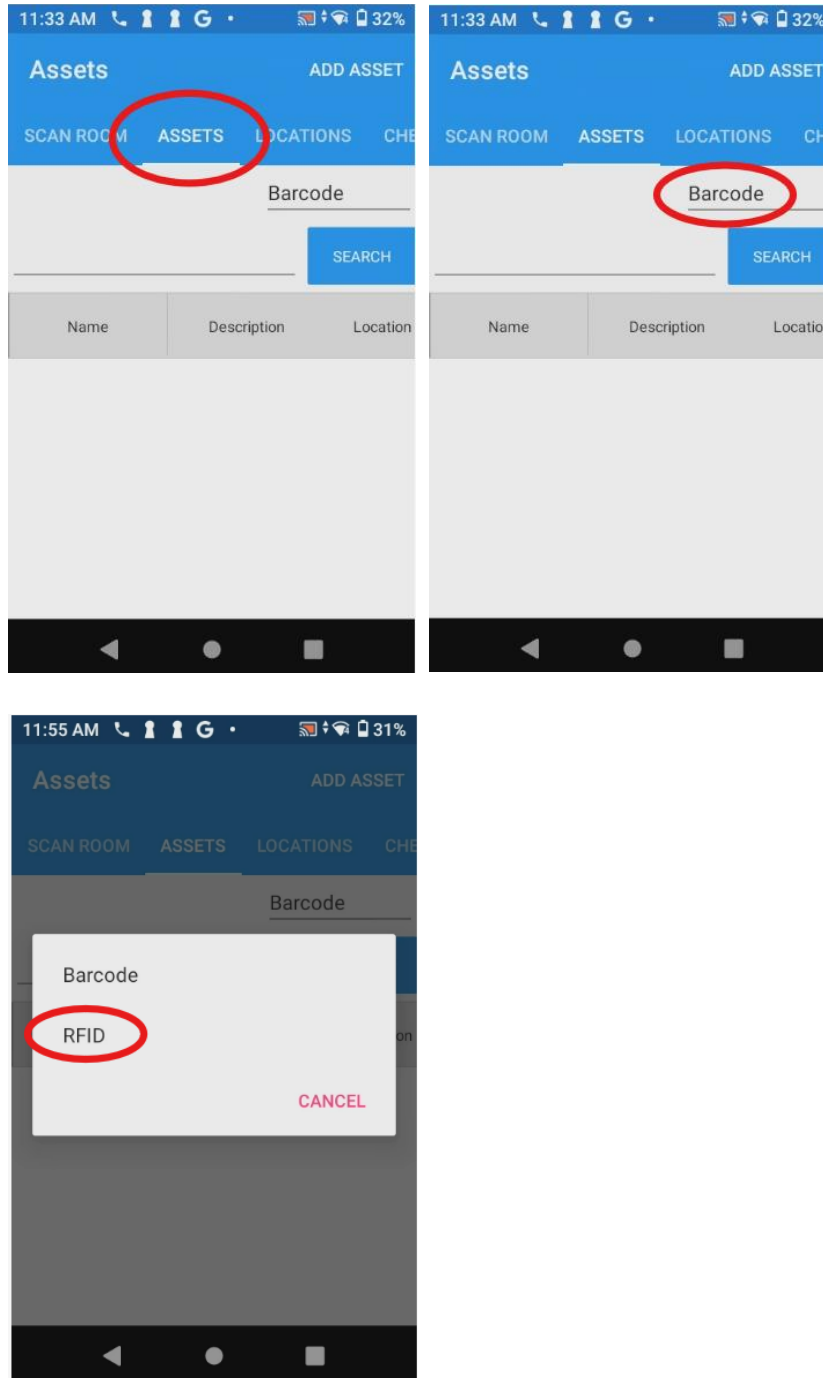


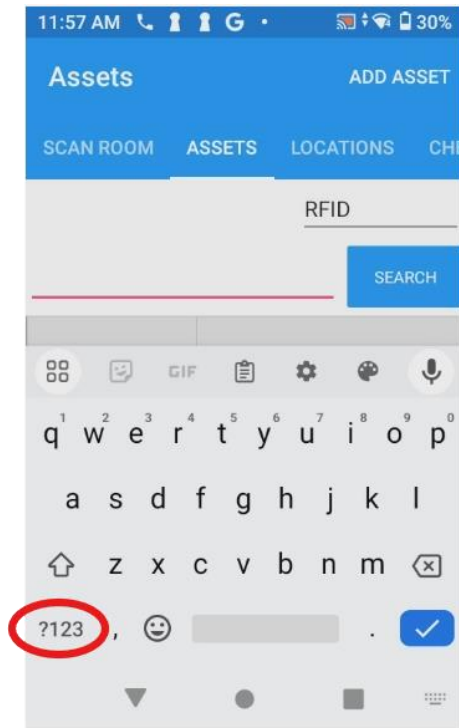
How to Use "Locate" Feature on RFID Reader

Locate Single item

1. Open the AssetWorx application on the RFID Reader. If the scanner is in Barcode mode, change to RFID. Tap "ASSETS".

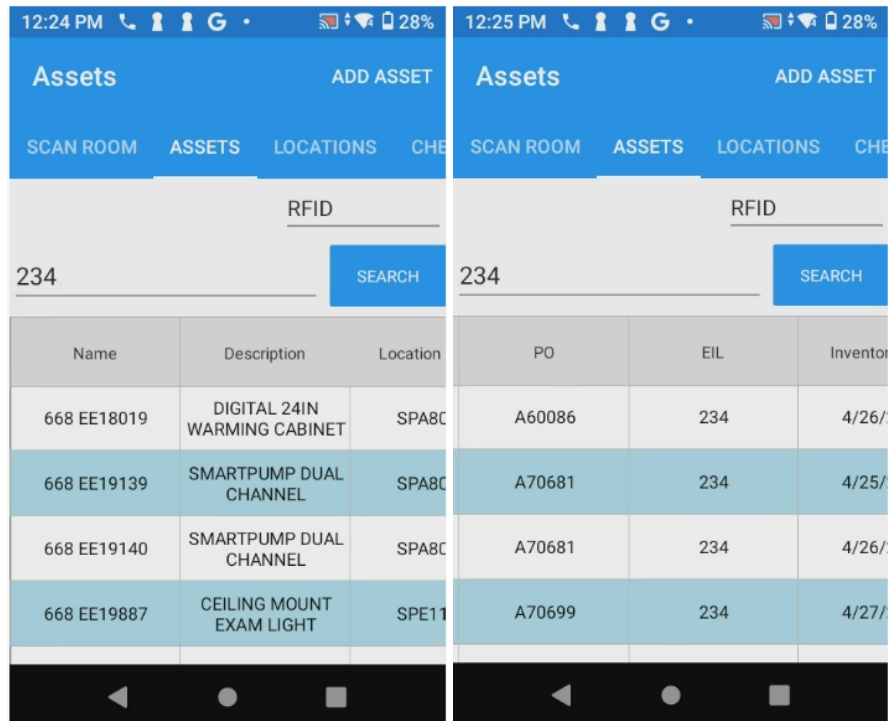


2. Tap the type line. A pop-up keyboard will appear. Either the pop-up keyboard or the built-in keyboard can be used. Toggle between the different pop-up keyboards by clicking the ?123 or ABC option.

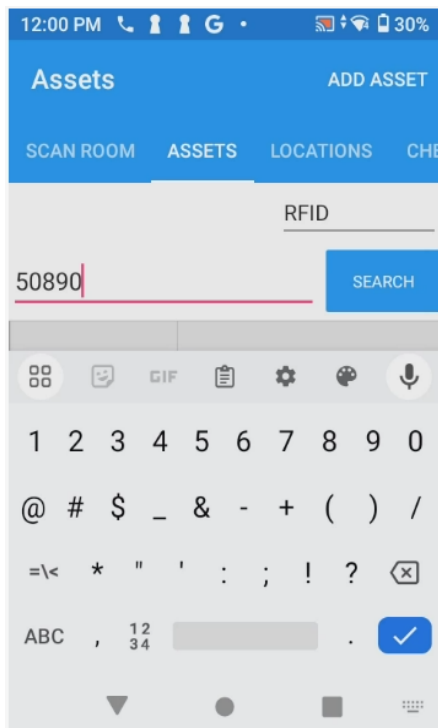


3. Enter the EE number.
 - a. EE number can be entered as just the digits, ex 50890.
 - b. EE number can be entered with the site number first, ex: 668ee50890 or 668EE50890. It works with or without a space, and with capital or lowercase EE or ee.
 - c. This is a wildcard search. When looking for EE number 234, results will return for any EE number that contains 234 anywhere in the number, and any EE that contains 234 anywhere in the serial number, model, PO, etc, and all of EIL 234.

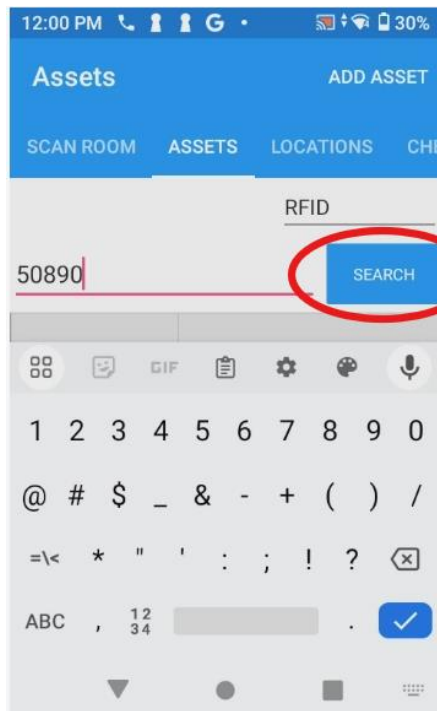
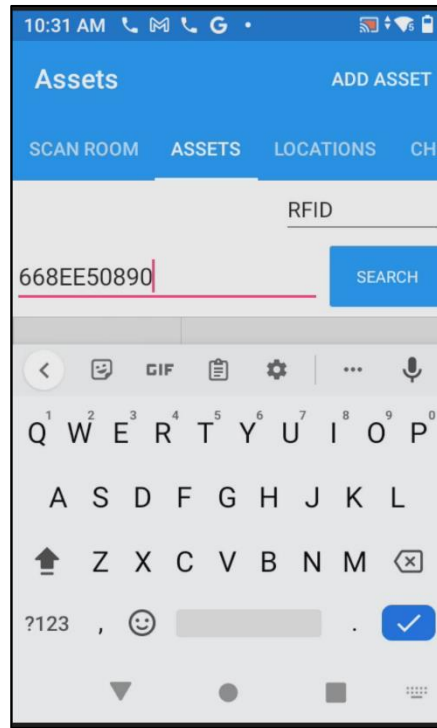
The example below shows searching for 234 and not finding any EE 234 in the results, but the EIL is 234. To specifically search on EE 234, enter “668ee234 ”. Searching on “668ee234” will return results for 648ee23415, 648ee23416, etc.



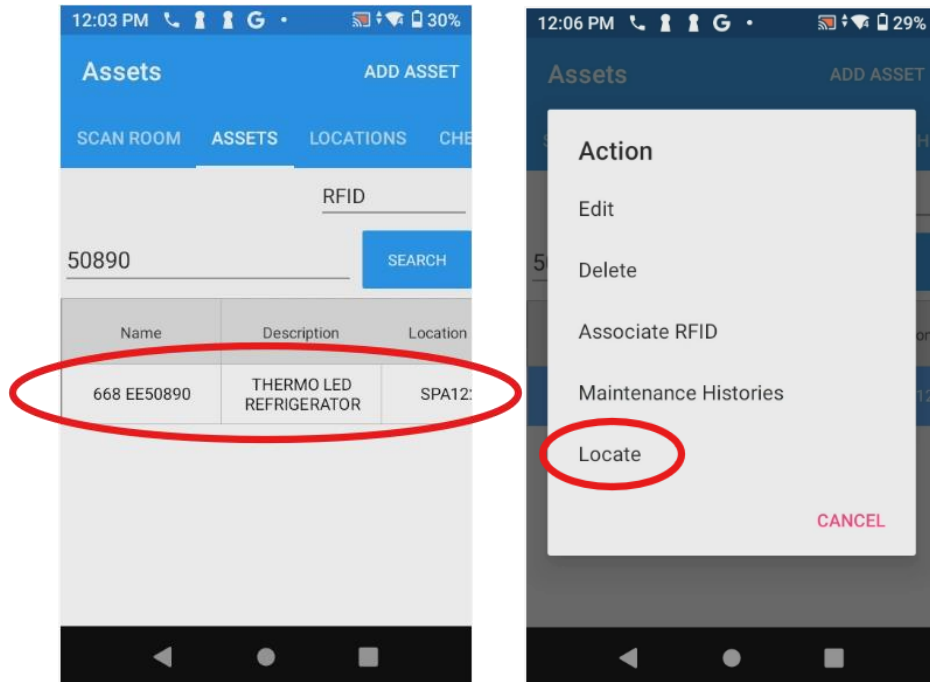
4. Type 50890 and tap "Search". OR type 668ee50890 and tap "Search".



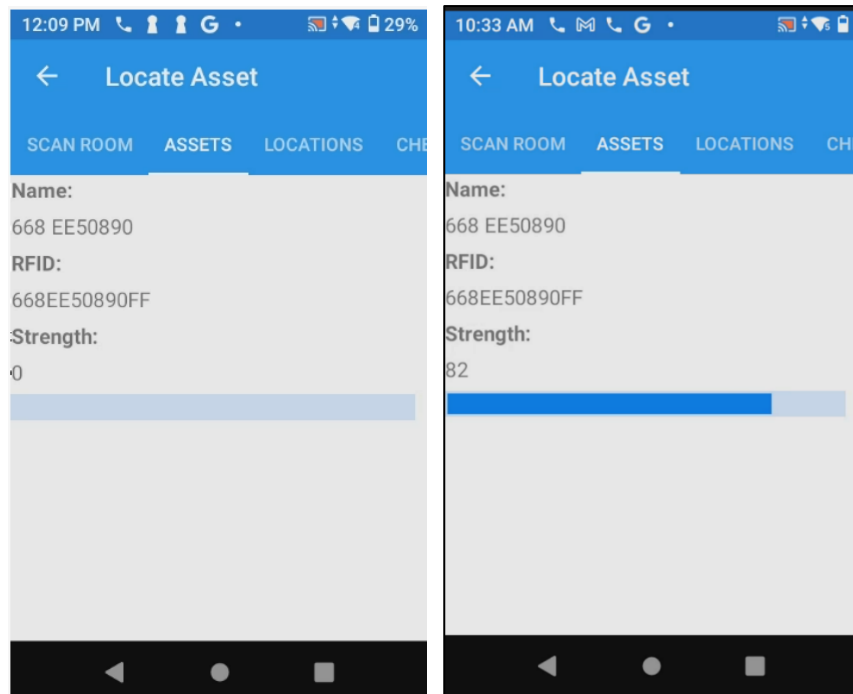
OR



5. The EE 50890 was found in the database. Tap it in the results, then tap “Locate”.



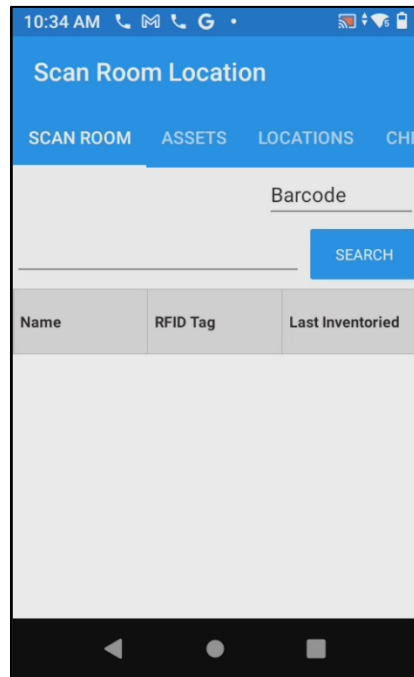
6. Squeeze and hold the trigger on the reader. As you get closer to the item you are looking for, the reader will start filling up a blue line below “Strength:”. You will also hear a beeping sound. As you get closer, the beeping will become higher pitched.



Locate a SINGLE ITEM after scanning location

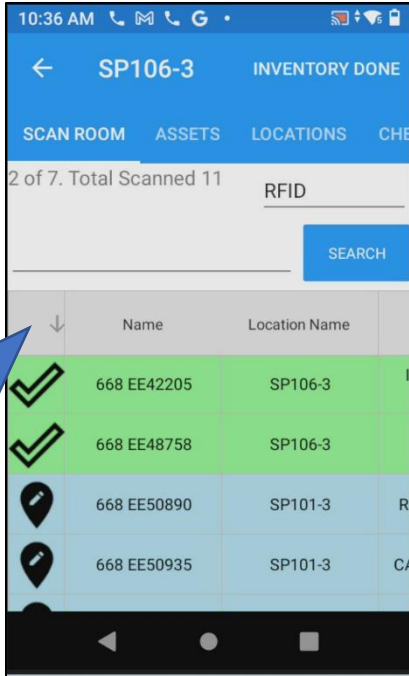
Another way to locate an item is by tapping it during an inventory of a room. In situations where you find items that you do not expect to find and they display in blue, follow these steps to locate those items.

7. Switch to “Barcode” mode and scan the barcode location tag (or type in the location manually) in “Scan Room.”



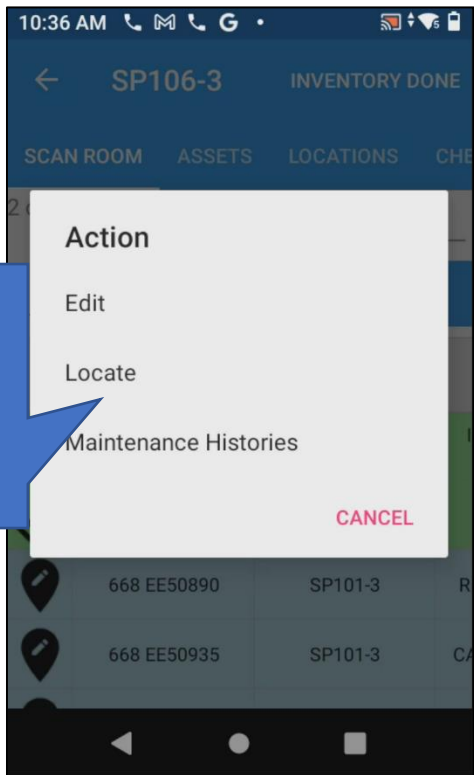
8. Change to RFID mode (if desired, or stay in Barcode mode) and perform an inventory of the room. When complete, tap the box near “Name” as shown in the picture to re-organize the assets you scanned, bringing the green and blue assets to the top of the list for convenience.

Re-organize your assets by tapping here. This will show the Green, (expected and found) and Blue, (not expected, but found) items that you scanned. You can now locate items you have discovered in your location.

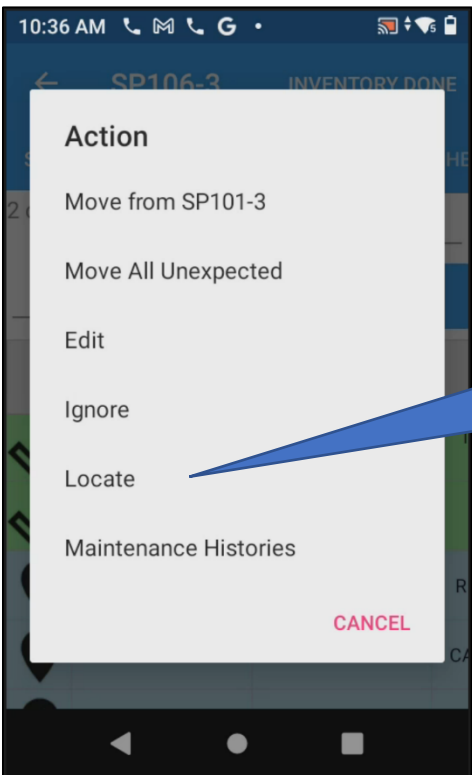


- After reading and scanning your location, tap the asset you would like to locate, and tap "Locate".

Example of selecting a "Green" expected item found. Choose "Locate"



When you tap an asset that is Blue, it will look like this. Tap "Locate"



10. Now squeeze the trigger of the RFID reader. You will have a blue bar that fills up as you get closer to the item. You will also hear beeping and the sound will become higher pitched as you approach the asset.

