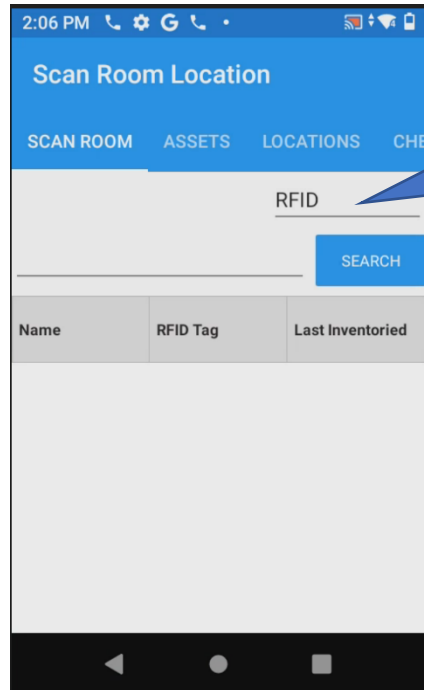


## Missing Location Barcode Label: What do I do now?

This document will help if the room's barcode location label is missing.

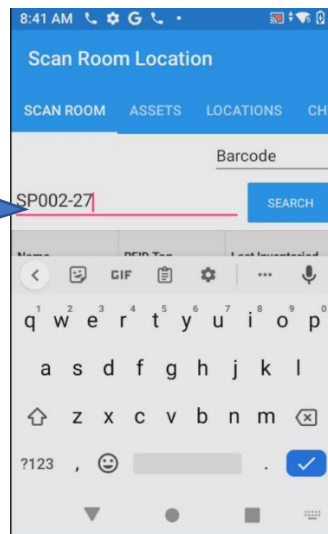
1. Begin by opening the AssetWorx! Mobile Application on the RFID Reader and swipe to "Scan Room."



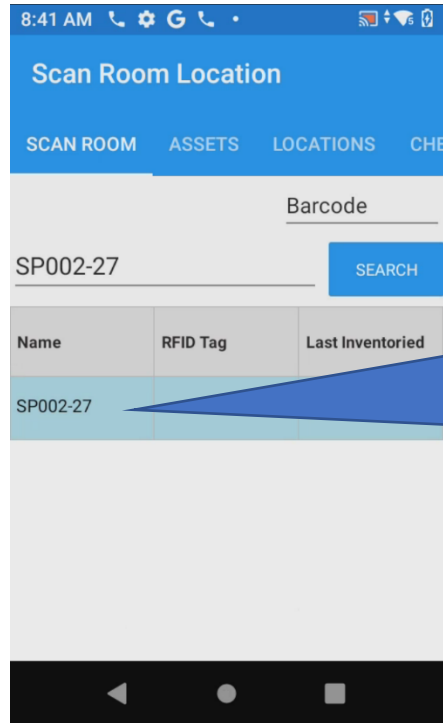
If there is no barcode to scan, you do not have to worry about switching to Barcode mode.

2. Tap to the left of the search bar to see the keyboard, and type in the full location of the room. Tap "SEARCH."

Tap here and type the location. Then tap "SEARCH"

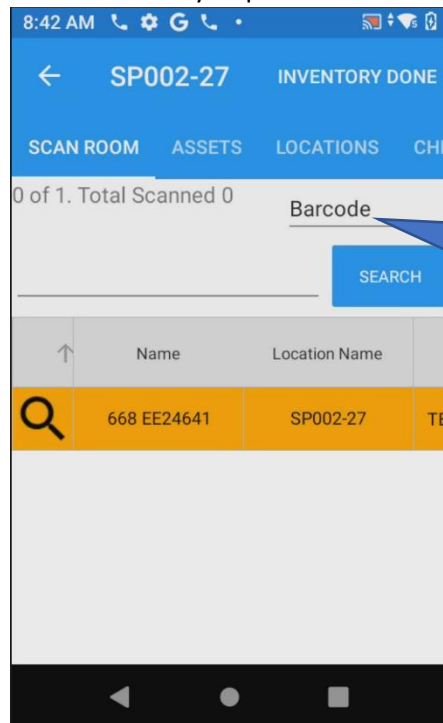


3. Location will populate as pictured below.



Location will populate as in this example after selecting "SEARCH." Proceed by tapping the location.

4. Items expected in this location will now populate as if you scanned the location barcode. Application is now ready to proceed with inventory.



Choose Barcode or RFID depending on how you want to proceed.

When scanning is complete, select “INVENTORY DONE.” Proceed to inventory other locations as needed. If there is another room that does not have a location barcode label, repeat the instructions above.