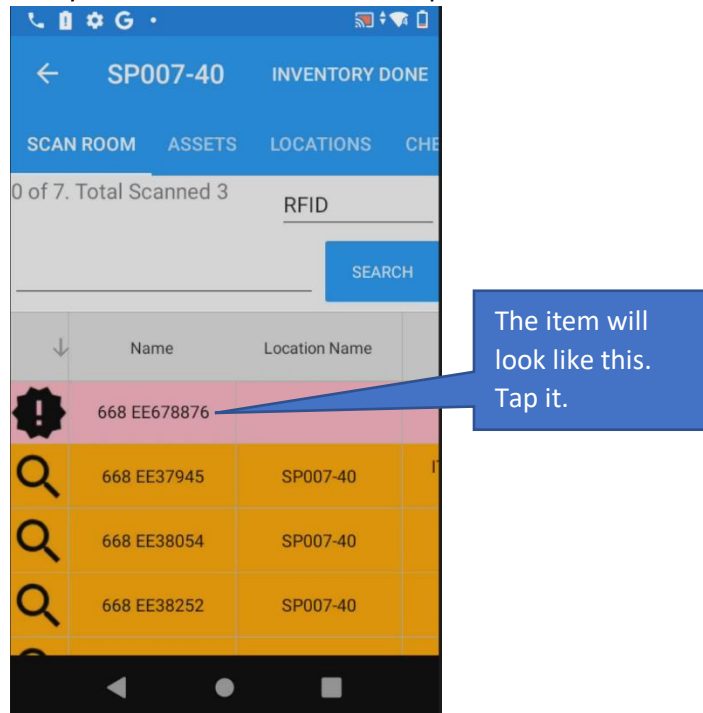


## AssetWorx! Mobile Application Pink Asset Help: How to add the asset

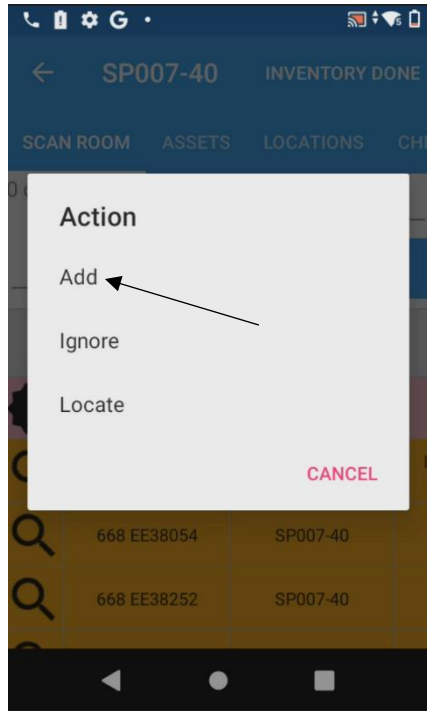
This document provides help if you have an asset that comes up as Pink when RFID scanning.

Pink asset means that it is not in the database loaded to your RFID scanner. This document will help you add the asset to your inventory report.

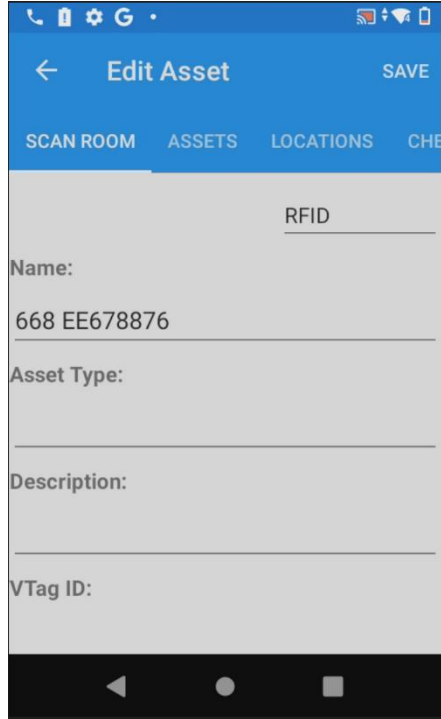
1. Identify that you have an asset that came up as Pink.



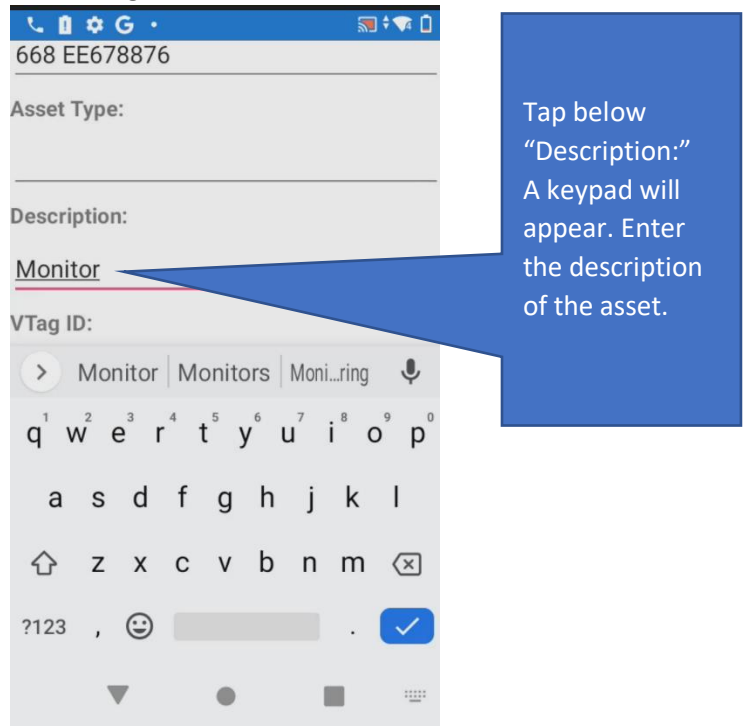
- From the pop-up menu, select "Add".



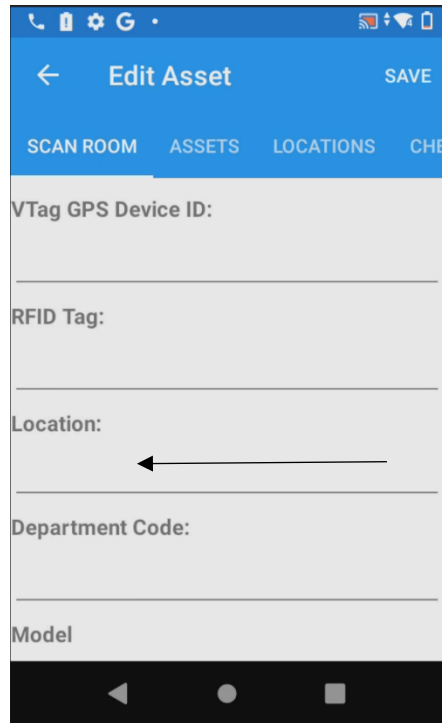
- This takes you to a page with the EE number already populated under "Name".



4. Fill in the following fields:

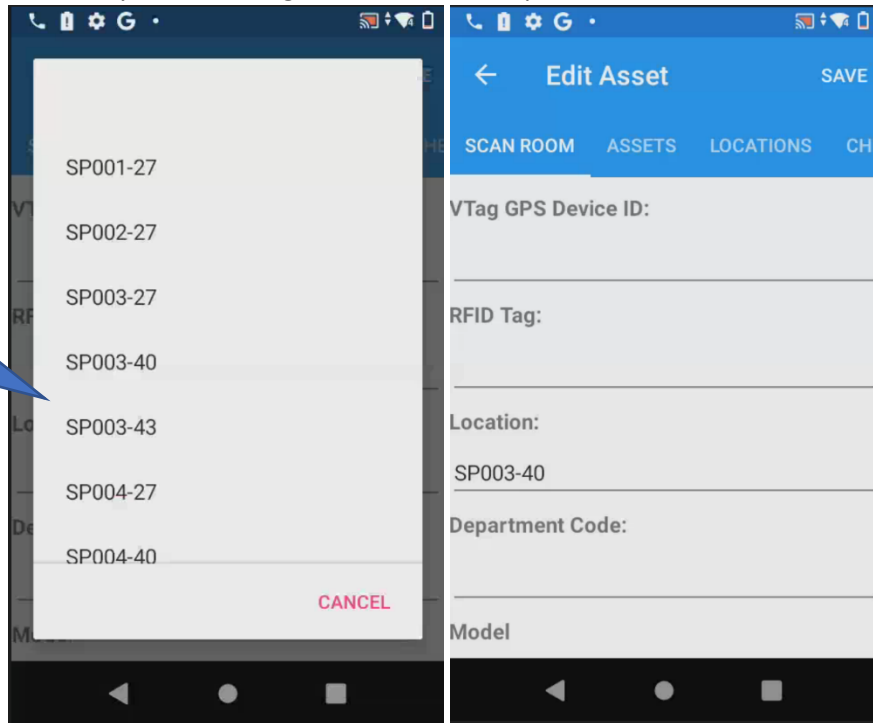


5. Swipe to "Location".

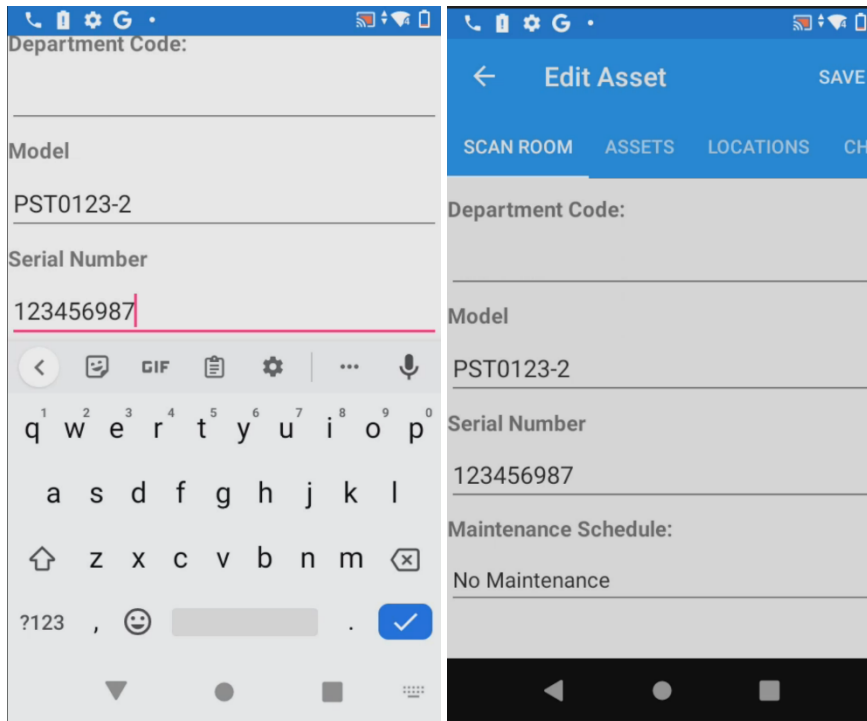


6. Find the location you are adding the asset to and tap to select it.

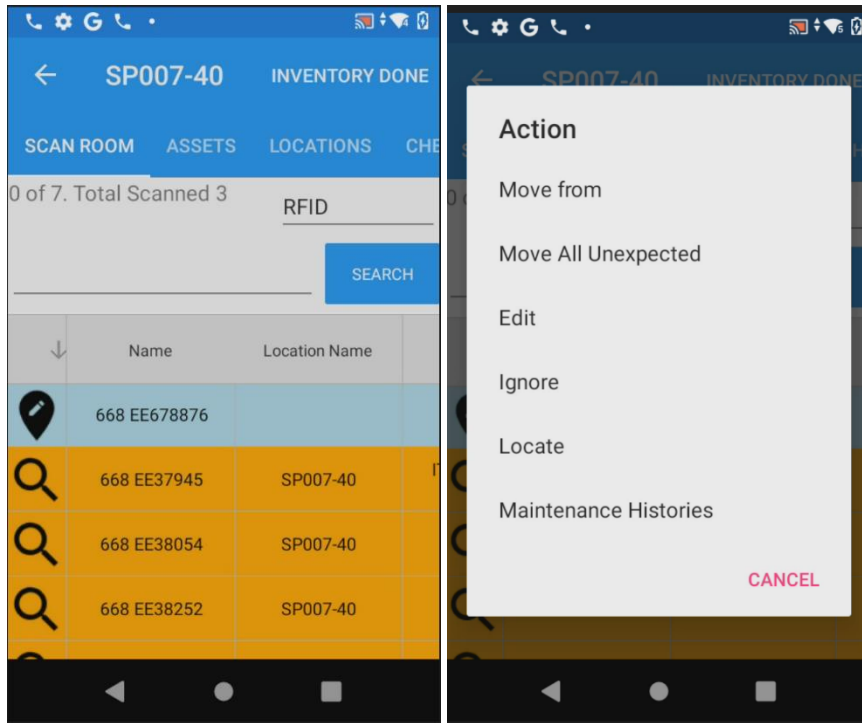
Find the location you are looking for by scrolling through the list



7. Populate the fields “Model” and “Serial Number” and select “SAVE”.



- The asset will now change to Blue or Green. If Green, it was already expected to be in the location you are in. If Blue, click on the asset and select “Move from...” this will turn it Green, indicating it is now in the inventory for this location.



- When your asset is Green, it has been added to the location and now will be moved to or noted in the current location. Continue working in that location and tap “INVENTORY DONE” when ready to read a new location barcode.

