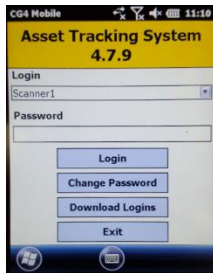
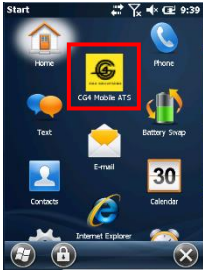


Inventory: Using the Scanner with your Inventory Report

Step 1 (Move to Step 2 if scanner is already logged in)

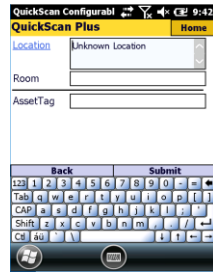
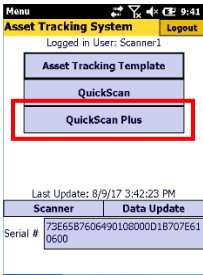


Log In / Open Asset Tracking System

To open the Asset Tracking System, select CG4 Mobile ATS from the Home screen on the scanner device.

Note: If you must enter a User ID and Password, please select the dropdown associated with the Scanner label assigned to you (Scanner1, Scanner 2, etc.). The password is the same as the login - "Scanner" followed by the scanner number assigned to you (i.e. Scanner1, Scanner2, etc.). The password is case sensitive - the "S" needs to be capitalized.

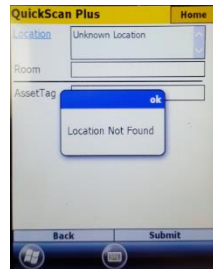
Step 2



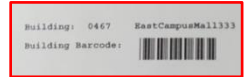
Open QuickScan Plus Module

To open the QuickScan Plus module, select QuickScan Plus from the Asset Tracking System Home screen.

Step 3



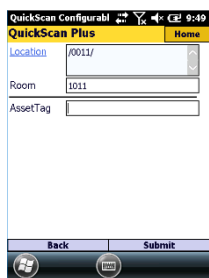
Scan Building Barcode



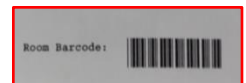
Scan the Building Barcode from your provided inventory report. If the asset you need to scan is in a different location, select the [Location](#) link and choose the appropriate building number from the dropdown list.

Note: If you scan a building barcode that is not valid, you will receive a 'Location Not Found' error. Select ok to clear the error message and double check that you have scanned the correct building barcode.

Step 4



Scan or Enter Room Barcode (if applicable)



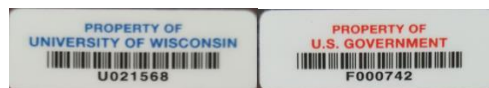
Scan the Room Barcode from your provided inventory report. If the asset you need to scan is in a different location, enter the room number manually using the scanner's keypad.

Note: Scanning a room barcode will automatically move the cursor to the AssetTag field. If you scan an incorrect room number, move the cursor back to the Room field, scan the correct room number or backspace and manually enter the correct room number using the scanner's keypad.

Step 5



Scan or Enter Asset Tag ID



Scan ALL asset tags in the location regardless of ownership. Scanning an asset that belongs to a different department will not affect the inventory results.

Note: If manually entering in an asset tag ID, select Submit to save the entry.

Moving on...

- To continue scanning assets in a different building or Room, move the cursor back to the [Location](#) or Room field and scan the Building/Room Barcode from your provided inventory report. You can also select the Location link and choose the appropriate building number from the dropdown list. Then Scan or enter the Room number. Before Proceeding to Step 4 check to make sure the correct Building and room are selected and the cursor is in the asset tag Field.

Troubleshooting

- Unresponsive Scanner - reboot by holding down the red power button on the bottom left of the scanner. Pressing the power button will not result in a loss of data.



- Selected Incorrect Option (Asset Tracking Template/QuickScan) – select Home to return to main screen.

GENERAL INFORMATION

- KEEP SCANNER CHARGED
- IF TURNED OFF, YOU WILL NOT LOSE THE INFORMATION YOU HAVE SCANNED
- THE ITEMS YOU HAVE SCANNED CAN BE DELETED, BE CAREFUL WHEN REVIEWING DATA. IF DELETED, IT CANNOT BE REINSTATED
- DURING SCANNING, MAKE SURE THE CURSOR IS IN THE PROPER BOX
- DO NOT HESITATE TO CONTACT YOUR PROPERTY CONTROL ACCOUNTANT WITH ANY QUESTIONS OR CONCERNS YOU MAY HAVE

SCANNER INFO

- ARROW ON LEFT SIDE OF KEYBOARD IS FOR UPPERCASE
- ORANGE BUTTON ON RIGHT SIDE OF KEYBOARD IS TO CHANGE TO NUMBERS

TO VIEW ITEMS SCANNED

- SELECT "ASSET TRACKING TEMPLATE"
- SELECT "VIEW CHANGES" TO SHOW WHAT HAS BEEN SCANNED
- TO EXIT—DO NOT HIT "CLEAR ALL" AS THIS WILL DELETE EVERYTHING THAT HAS BEEN SCANNED AND IT CANNOT BE RE-CREATED. USE THE "HOME" BUTTON ON THE TOP RIGHT OF THE SCREEN