

How to use the inventory scanner

You are already signed in and ready to roll, **do not worry about logging off and on.**

- Press the red button on the bottom of the scanner to wake it up or to put it to sleep.
- Select the 'physical inventory' button on the home screen when you are ready to start scanning.
- Hold down the yellow oblong button to scan.
- As you hold down the yellow button there will be a red laser that comes out of the top of the scanner.
- I recommend holding the scanner close to (but not right on top of) the barcode with the laser pointing at it and hold it as still as possible. (It will beep when you have successfully scanned an item).
- Once you have scanned an item (and it has beeped) all of the item's information will pop up and you have three options: back, change, & correct
 - Select 'back' if it is not your piece of inventory; you will know because all of the fields will be blank.
 - Select 'change' if you need to change the room number or 'other location' field.
 - Select 'correct' if all of the information is correct.
- *Please do not change any of the fields besides the room number or other location field.*

That is all to scanning an item, very simple.

Pulling up your inventory on the scanner/seeing what you have left to scan

- To pull up your entire inventory, start back at the main screen.
- Select the 'view inventory' button (this will bring up the entire listing of all of your inventory for the department)
- Press the 'info' button on the bottom right corner to see a breakdown of what you have left to scan and what you have already done.
- After pressing the 'info' button, the top number next to 'no scan' will be what is left to scan; you can also press this button to see an itemized list of what is left

List of things NOT TO DO:

- Do not change any of the fields besides the room number and/or other location field.
- Do not search by a 'set location'.
- Do not add additional inventory into the scanner.

