

# How to Use the Barcode Scanner

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Job Aid



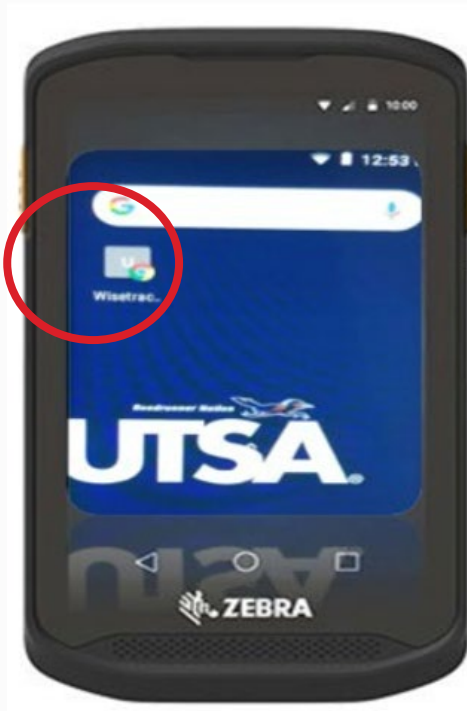
# Barcode Scanner



# Barcode Scanner

Tap on the **Wise Track** application to open the login screen.

Wise Track App.

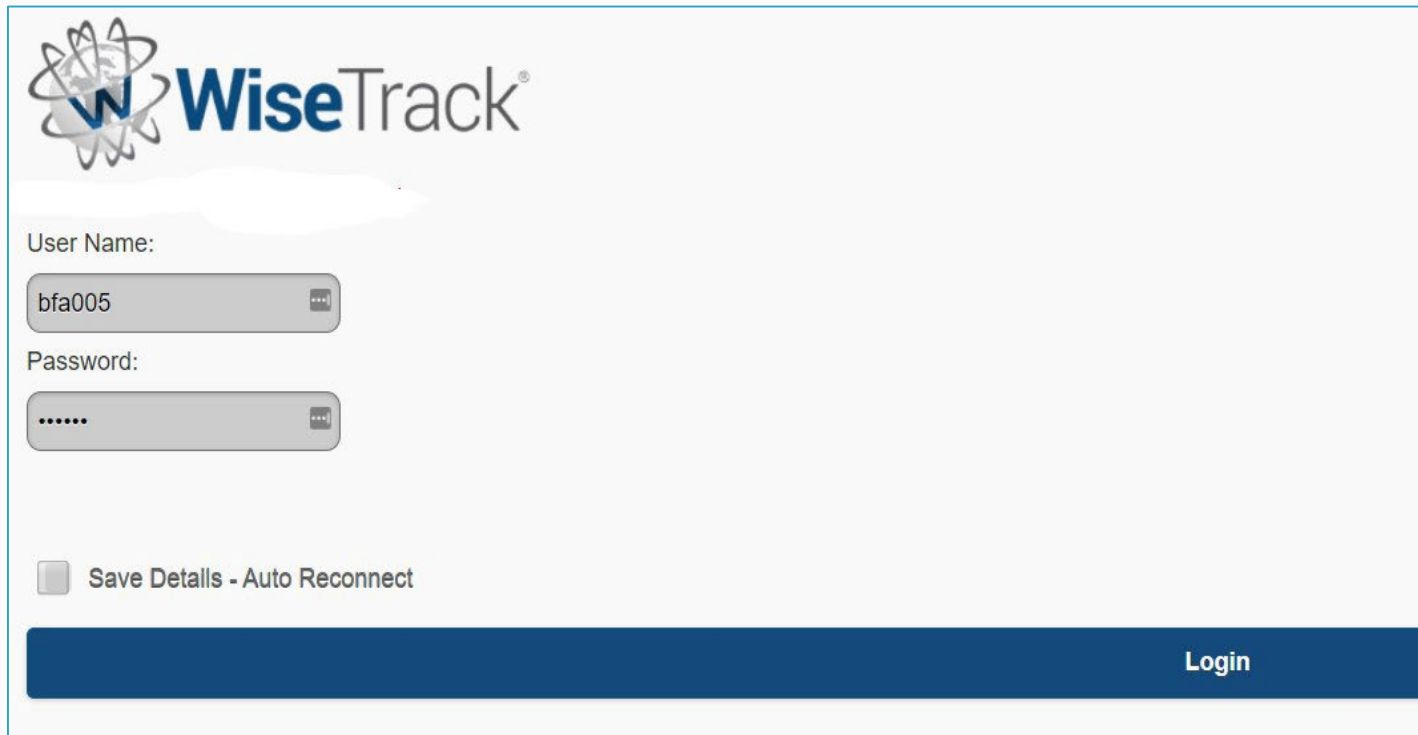


Login screen



# Barcode Scanner

Enter your three-digit, three-letter department ID (all lower case) and password.

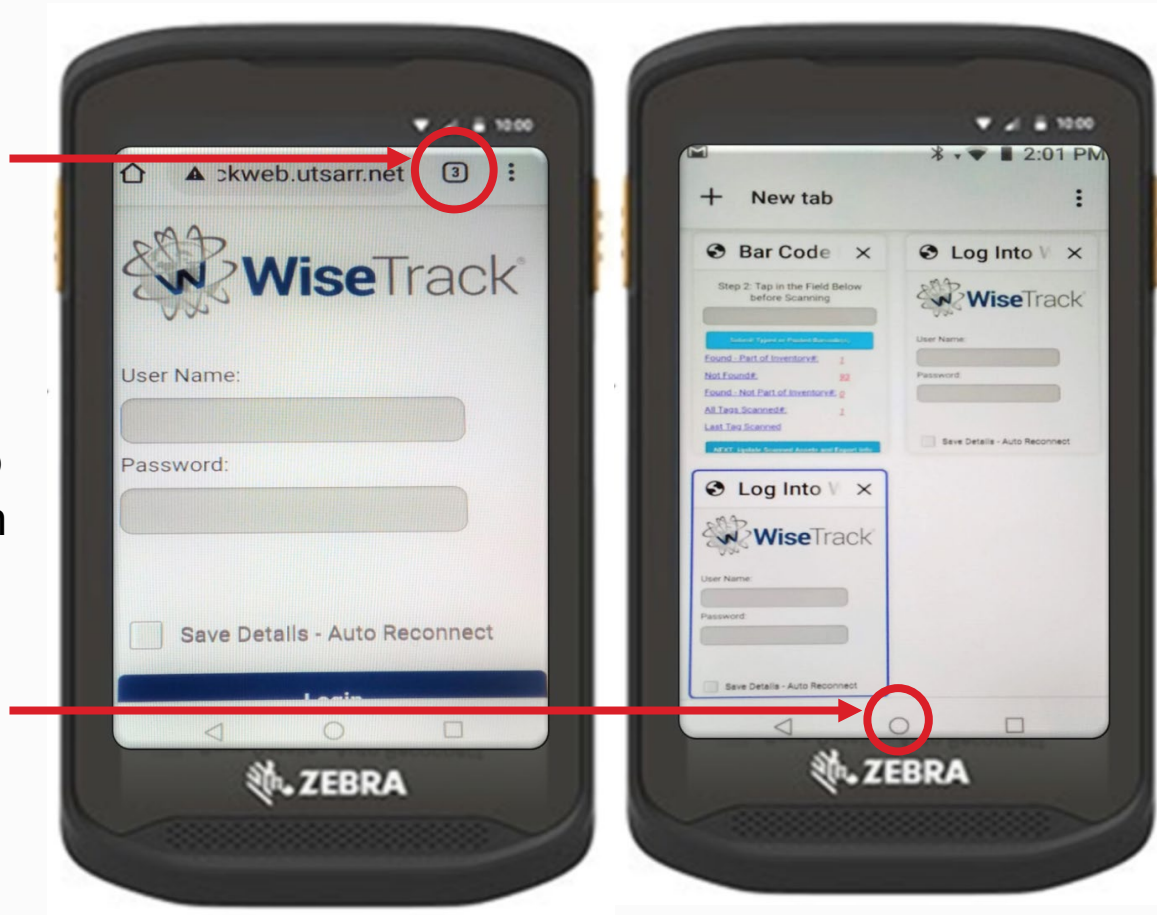


The image shows a login interface for WiseTrack. At the top left is the WiseTrack logo, which consists of a stylized atom symbol followed by the text "WiseTrack". Below the logo, there are two input fields. The first is labeled "User Name:" and contains the text "bfa005". The second is labeled "Password:" and contains six dots. Below these fields is a checkbox labeled "Save Details - Auto Reconnect". At the bottom right of the form is a blue button labeled "Login".

# Barcode Scanner

Be aware of having more than one tab open. If multiple tabs are open, the application does not function correctly and it will not update your inventory.

If you notice a “2” or higher, tap on the number to close all open tabs. Then tap the “circle” icon at the bottom of the scanner to return to the main screen.



# Barcode Scanner

Tap “Barcode Custom Field Inventory.”



# Barcode Scanner

In the “Step 1” section, type or select your department ID.

**Bar Code DEPTID Based Inventory**

Inventory Start Date: 09\01\20XX  
Step 1: Select DEPTID below

BFA005

Step 2: Tap in the Field Below before Scanning

Submit Typed or Pasted Barcode(s)

# Barcode Scanner

In the “Step 2” section, tap “Tap Here and Start Scanning” to begin scanning.

The screenshot displays a mobile application interface for a barcode scanner. At the top, it says "Step 1: Select DEPTID below". Below this is a grey input field containing the text "BFA005" and a close button (an 'x' in a circle). The next section is "Step 2: Tap in the Field Below before Scanning". It features a grey button with the text "Tap Here and Start Scanning", which is highlighted by a red arrow pointing to it from the left. Below this button is a large blue button labeled "Submit Typed or Pasted Barcode(s)". At the bottom of the screen, there are several blue links: "Found - Part of Inventory#", "Not Found#", "Found - Not Part of Inventory#", "All Tags Scanned#", and "Last Tag Scanned". A blue button at the very bottom is labeled "NEXT: Update Scanned Assets and Export Info".



# Barcode Scanner

The “Step 2” section displays a number under “Not Found#” with the total number of assets that need to be scanned.

The screenshot displays the Barcode Scanner interface. At the top, a grey bar contains the text "Step 1: Select DEPTID below". Below this, a grey bar contains the text "BFA005". The next section is titled "Step 2: Tap in the Field Below before Scanning" and contains a grey bar with the text "Tap Here and Start Scanning". Below this is a blue bar with the text "Submit Typed or Pasted Barcode(s)". The main area shows the following statistics:

<a href="#">Found - Part of Inventory#:</a>	<u>0</u>
<a href="#">Not Found#:</a>	<u>7</u>
<a href="#">Found - Not Part of Inventory#:</a>	<u>0</u>
<a href="#">All Tags Scanned#:</a>	<u>0</u>
<a href="#">Last Tag Scanned</a>	

A red arrow points to the "Not Found#" value of 7. At the bottom right, there is a blue button with the text "NEXT: Update Scanned Assets and Export Info".

# Barcode Scanner

When you scan an asset, the barcode (asset tag) number must appear in the “Step 2” box. If it does not, tap in the gray area and scan the asset again.

To submit the asset you just scanned, tap on “Submit Typed or Pasted Barcode(s).”

You are now ready to scan your next asset.

The screenshot shows the Barcode Scanner app interface. At the top, it says "Step 1: Select DEPTID below". Below this is a gray input field containing "BFA005". The next section is "Step 2: Tap in the Field Below before Scanning". Below this is a gray input field containing "300060", which is circled in red. Below the input fields is a blue button labeled "Submit Typed or Pasted Barcode(s)", with a red arrow pointing to it. At the bottom, there is a summary section with the following text:

Found - Part of Inventory#:	0
Not Found#:	7
Found - Not Part of Inventory#:	0
All Tags Scanned#:	0
Last Tag Scanned	

# Barcode Scanner

As you scan your assets, the following will occur:

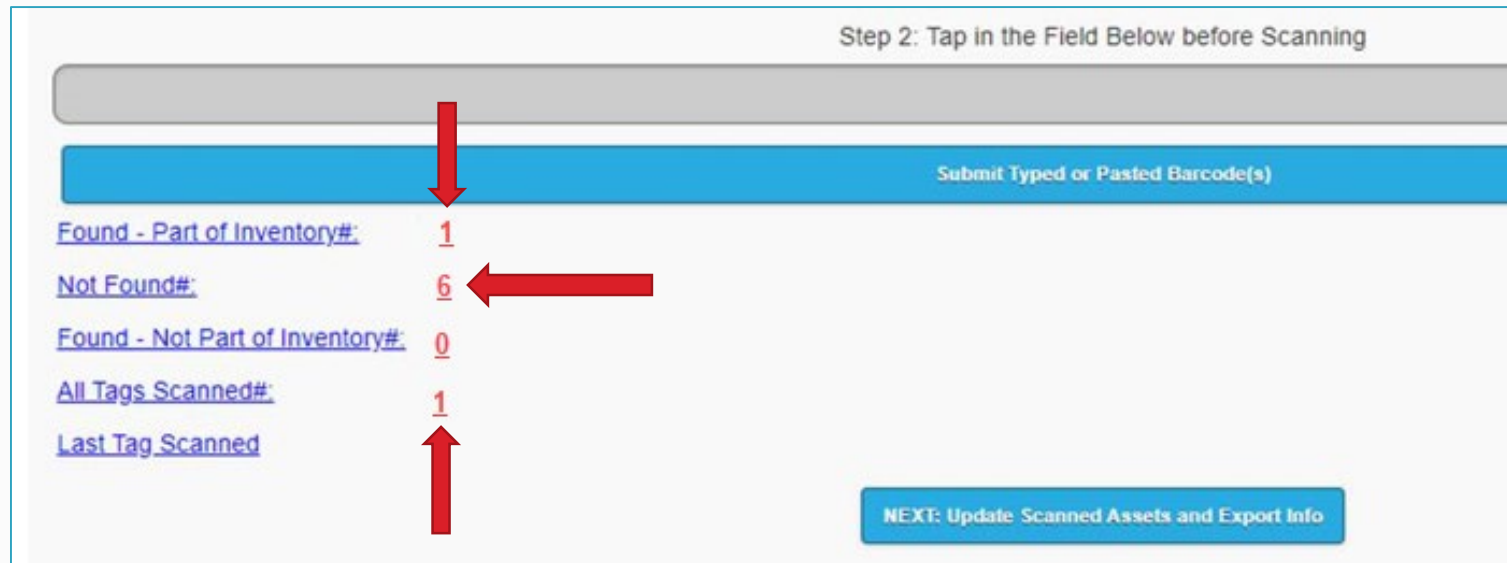
- “Not Found#” number will decrease
- “Found - Part of Inventory#” number will increase
- “All Tags Scanned” number will increase

Step 2: Tap in the Field Below before Scanning

Submit Typed or Pasted Barcode(s)

<u>Found - Part of Inventory#:</u>	<u>1</u>
<u>Not Found#:</u>	<u>6</u>
<u>Found - Not Part of Inventory#:</u>	<u>0</u>
<u>All Tags Scanned#:</u>	<u>1</u>
<u>Last Tag Scanned</u>	

NEXT: Update Scanned Assets and Export Info



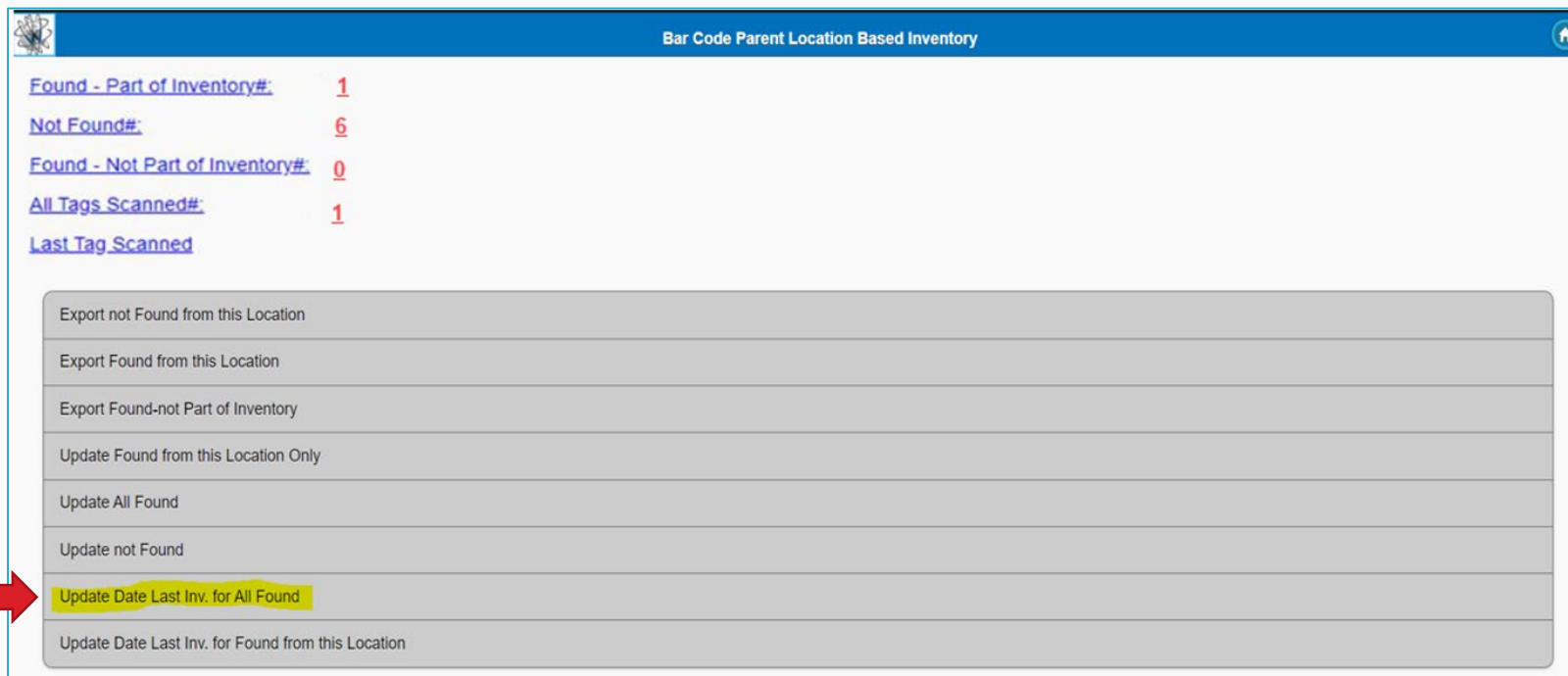
# Barcode Scanner

Once you have scanned all assets, scroll up and tap “Next: Update Scanned Assets and Export Info.”



# Barcode Scanner

To send or update your scanned inventory, select “Update Date Last Inv. For All Found.”



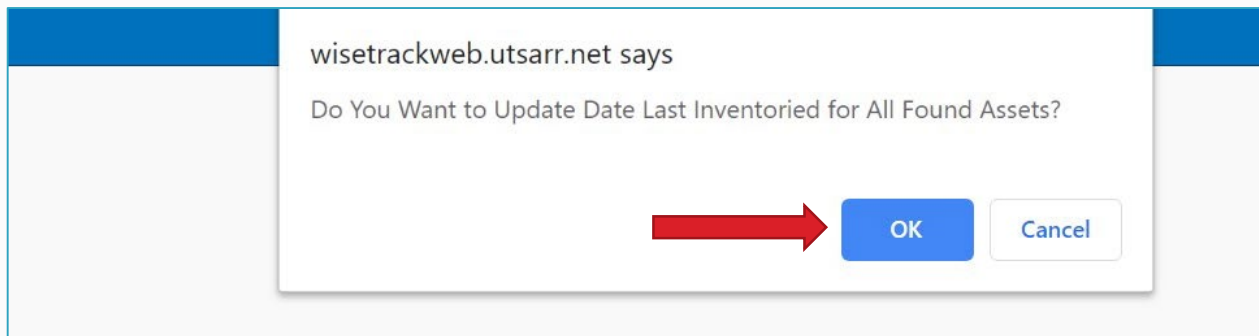
Bar Code Parent Location Based Inventory

[Found - Part of Inventory#:](#) 1  
[Not Found#:](#) 6  
[Found - Not Part of Inventory#:](#) 0  
[All Tags Scanned#:](#) 1  
[Last Tag Scanned](#)

- Export not Found from this Location
- Export Found from this Location
- Export Found-not Part of Inventory
- Update Found from this Location Only
- Update All Found
- Update not Found
- Update Date Last Inv. for All Found**
- Update Date Last Inv. for Found from this Location

# Barcode Scanner

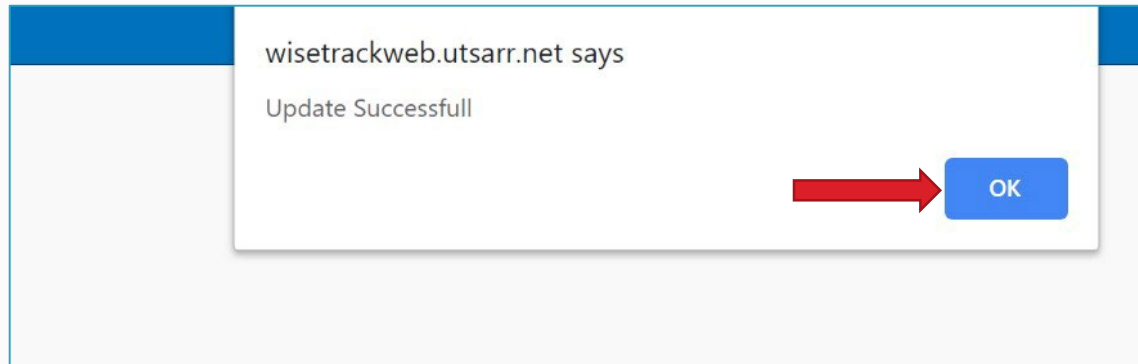
When the pop-up message displays, “Do You Want to Update Date Last Inventoried for All Found Assets?”, tap “OK.”



# Barcode Scanner

The next pop-up message will display, “Update Successful!” Tap “OK.”

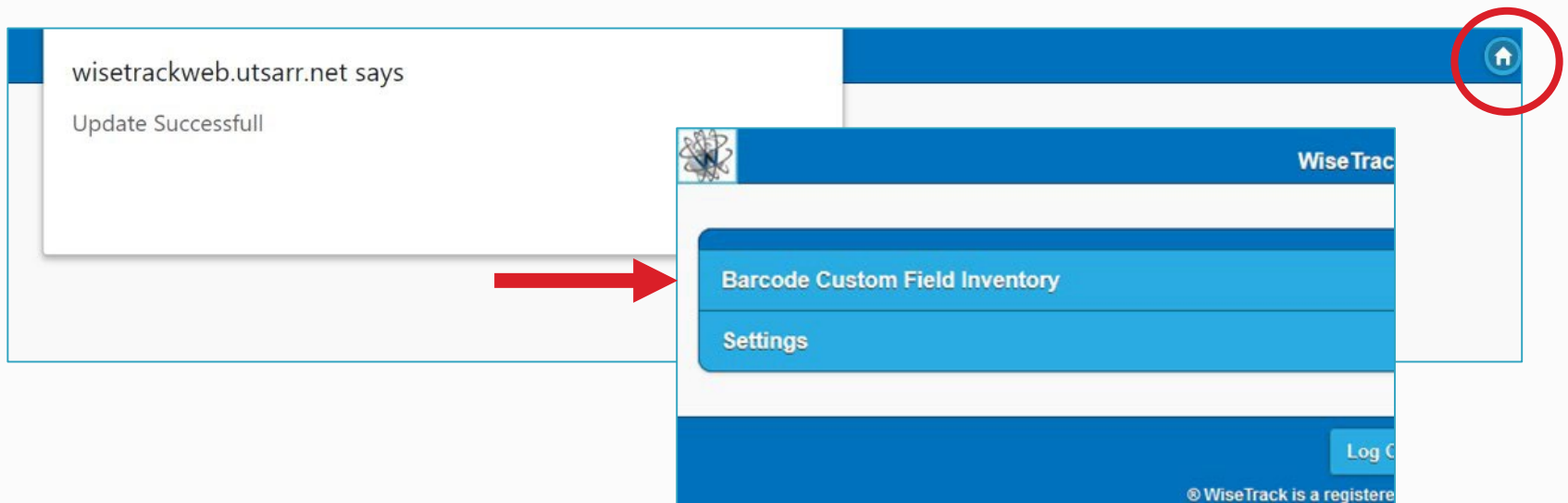
Your scanning is now complete.



# Barcode Scanner

If your scanning is complete or you need to pause scanning, tap the home icon in the upper right corner and log out. Tap “log out” **three times** to return to the “Login” screen.

When you want to resume scanning, tap the home icon again, then tap on the “Barcode Custom Field Inventory” to start again.

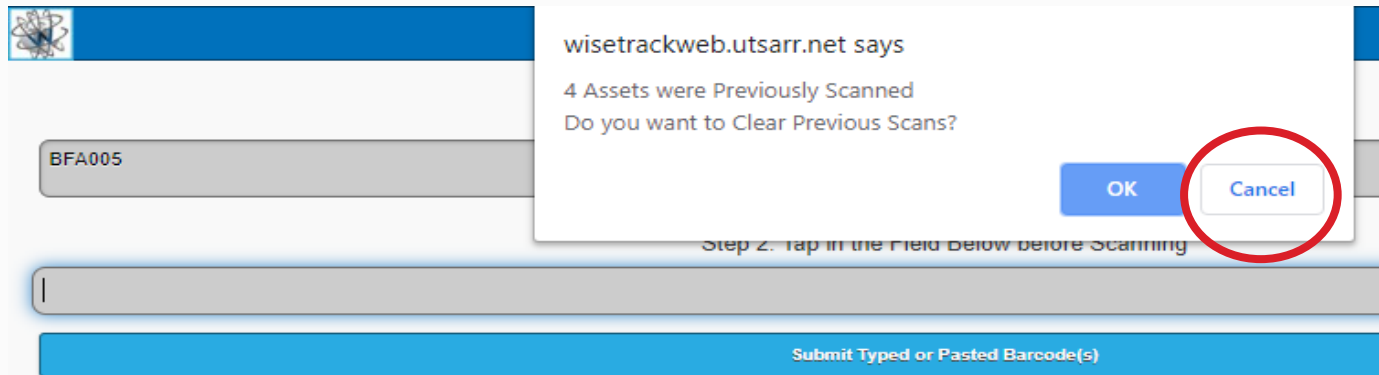




# Barcode Scanner

If you have not scanned all your assets, the following pop-up message will display when you return to the “Barcode Custom Field Inventory” screen: “Do you want to Clear Previous Scans?”

**Important!** If you have not updated your previously scanned assets, tap “cancel.”



# Barcode Scanner

You can check which of your assets have been updated by tapping on “Found – Part of Inventory #.”

Step 1: Select DEPTID below

BFA005

Step 2: Tap in the Field Below before Scanning

Submit Typed or Pasted Barcode(s)

**Found - Part of Inventory#:** 4

DEPTID	Bar Code	Last Inventoried Date	Keywords	Location Name
BFA005	136000		OTHER EQUIP: GOLF CART CLUB CA	SFC-1.104
BFA005	152456		DATA PROJECTOR: EPSON 822 XGA	SFC-1.104.1
BFA005	172072		LAPTOP CPU: SURFACE PRO 4	WFH-HOME
BFA005	179577		DESKTOP CPU: OPTIPLEX 7060	SFC-1.104

[Not Found#:](#) 7

[Found - Not Part of Inventory#:](#) 0

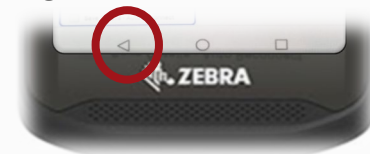
[All Tags Scanned#:](#) 0

[Last Tag Scanned](#)

NEXT: Update Scanned Assets and Export Info

# Barcode Scanner Troubleshooting

1. The scanner only works on AirRowdy\_Student. It does **not** work off campus.
2. If you lose your connection while on campus, contact the Inventory Department.
3. Never have multiple tabs open. This causes scanning and updating problems.
4. Never use the “Back” arrow on bottom of the scanner.
5. Use the “home” icon in the upper right to return to the Main Menu.



# Barcode Scanner

You can verify if your inventory has been updated by viewing the “Last Inventoried Date” column. Your asset must display a date in the “Last Inventoried Date” column, to clear your “Previous Scans.”

If the asset does not display a date, **do not** clear it.

Step 1: Select DEPTID below

BFA005

Step 2: Tap in the Field Below before Scanning

Submit Typed or Pasted Barcode(s)

[Found - Part of Inventory#:](#) 4

DEPTID	Bar Code	Last Inventoried Date	Keywords	Location Name
BFA005	136000	Feb 7 2020 12:00AM	OTHER EQUIP: GOLF CART CLUB CA	SFC-1.104
BFA005	152456	Feb 7 2020 12:00AM	DATA PROJECTOR: EPSON 822 XGA	SFC-1.104.1
BFA005	172072	Feb 7 2020 12:00AM	LAPTOP CPU: SURFACE PRO 4	WFH-HOME
BFA005	179577	Feb 7 2020 12:00AM	DESKTOP CPU: OPTIPLEX 7060	SFC-1.104

[Not Found#:](#) 3

[Found - Not Part of Inventory#:](#) 0

[All Tags Scanned#:](#) 0

[Last Tag Scanned](#)

NEXT: Update Scanned Assets and Export Info