How to Use the Barcode Scanner

Job Aid
Barcode Scanner
Barcode Scanner

Tap on the **Wise Track** application to open the login screen.
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Enter your three-digit, three-letter department ID (all lower case) and password.
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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.
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Tap “Barcode Custom Field Inventory.”
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In the “Step 1” section, type or select your department ID.
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In the “Step 2” section, tap “Tap Here and Start Scanning” to begin scanning.
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The “Step 2” section displays a number under “Not Found#” with the total number of assets that need to be scanned.
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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.
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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
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Once you have scanned all assets, scroll up and tap “Next: Update Scanned Assets and Export Info.”
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To send or update your scanned inventory, select “Update Date Last Inv. For All Found.”
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When the pop-up message displays, “Do You Want to Update Date Last Inventoried for All Found Assets?”, tap “OK.”
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The next pop-up message will display, “Update Successful!” Tap “OK.”

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