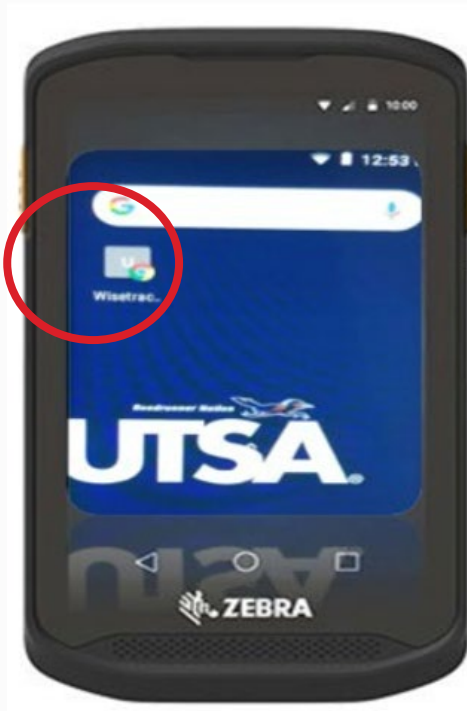# How to Use the Barcode Scanner

Job Aid

Barcode Scanner

Barcode Scanner

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

Wise Track App.
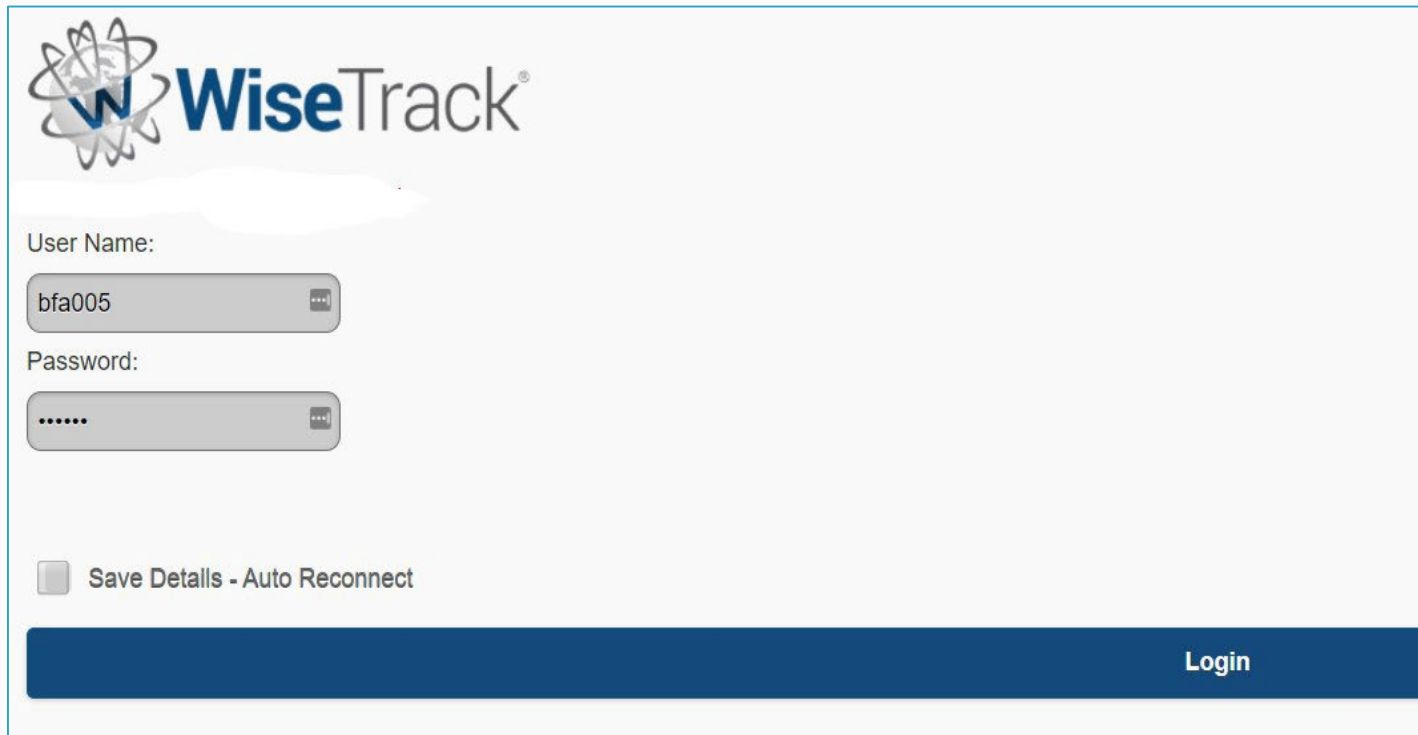
Login screen

Barcode Scanner

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

WiseTrack®

User Name:

bfa005

Password:

••••••

☐ Save Details - Auto Reconnect

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.
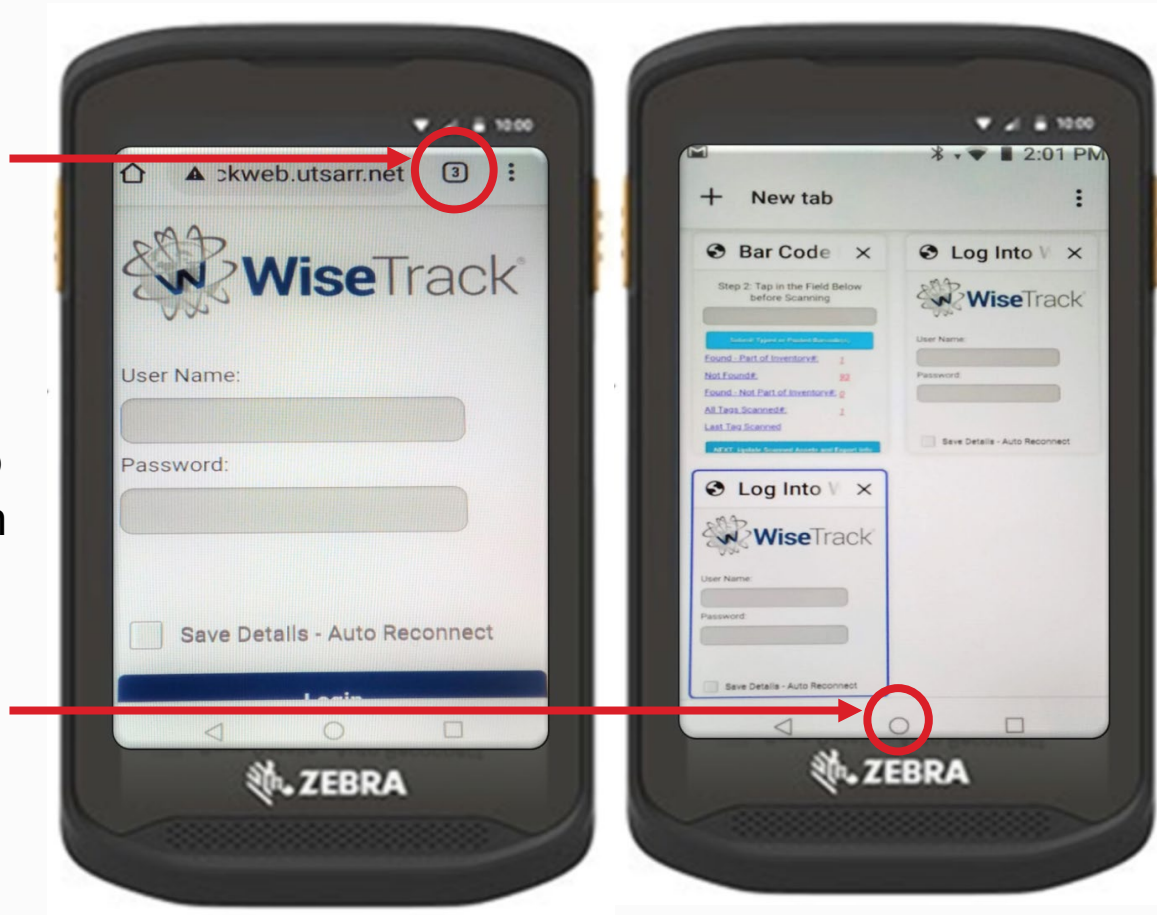
Barcode Scanner

Tap "Barcode Custom Field Inventory."

Barcode Scanner

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

Barcode Scanner

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

Barcode Scanner

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

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.

Step 1: Select DEPTID below

BFA005

Step 2: Tap in the Field Below before Scanning

300060

Submit Typed or Pasted Barcode(s)

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

Barcode Scanner

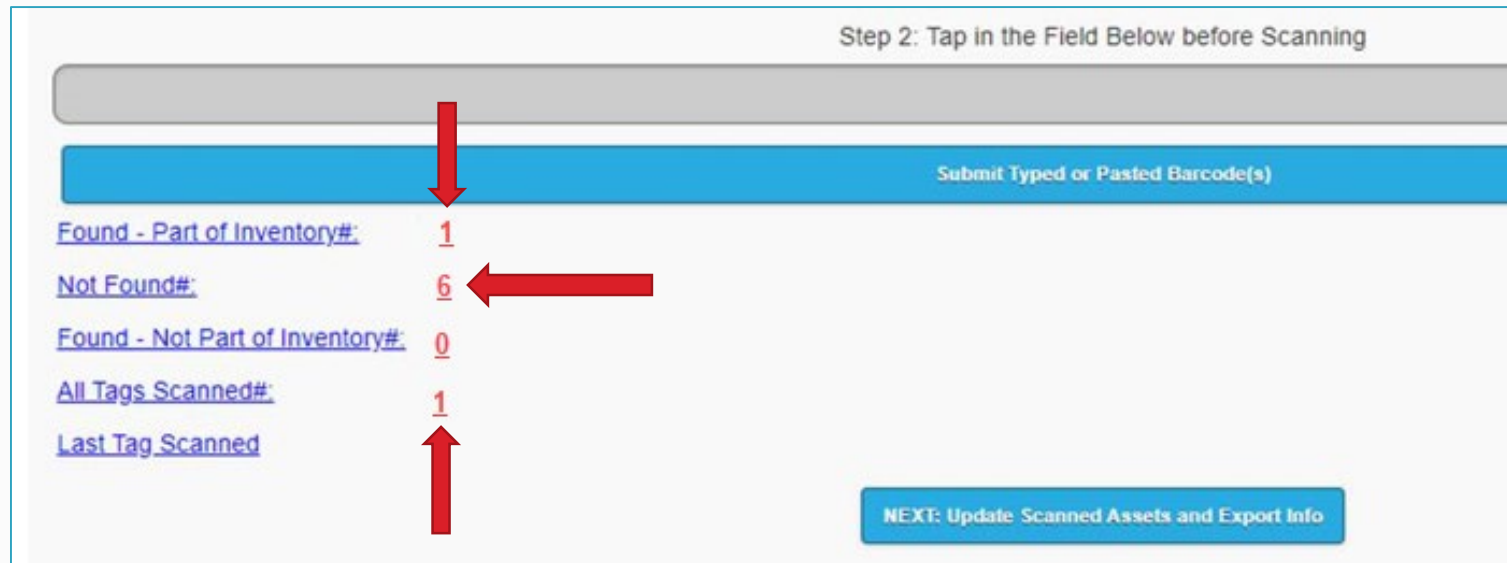As you scan your assets, the following will occur:

- "Not Found#" number will decrease

- "Found - Part of Inventory#" number will increase

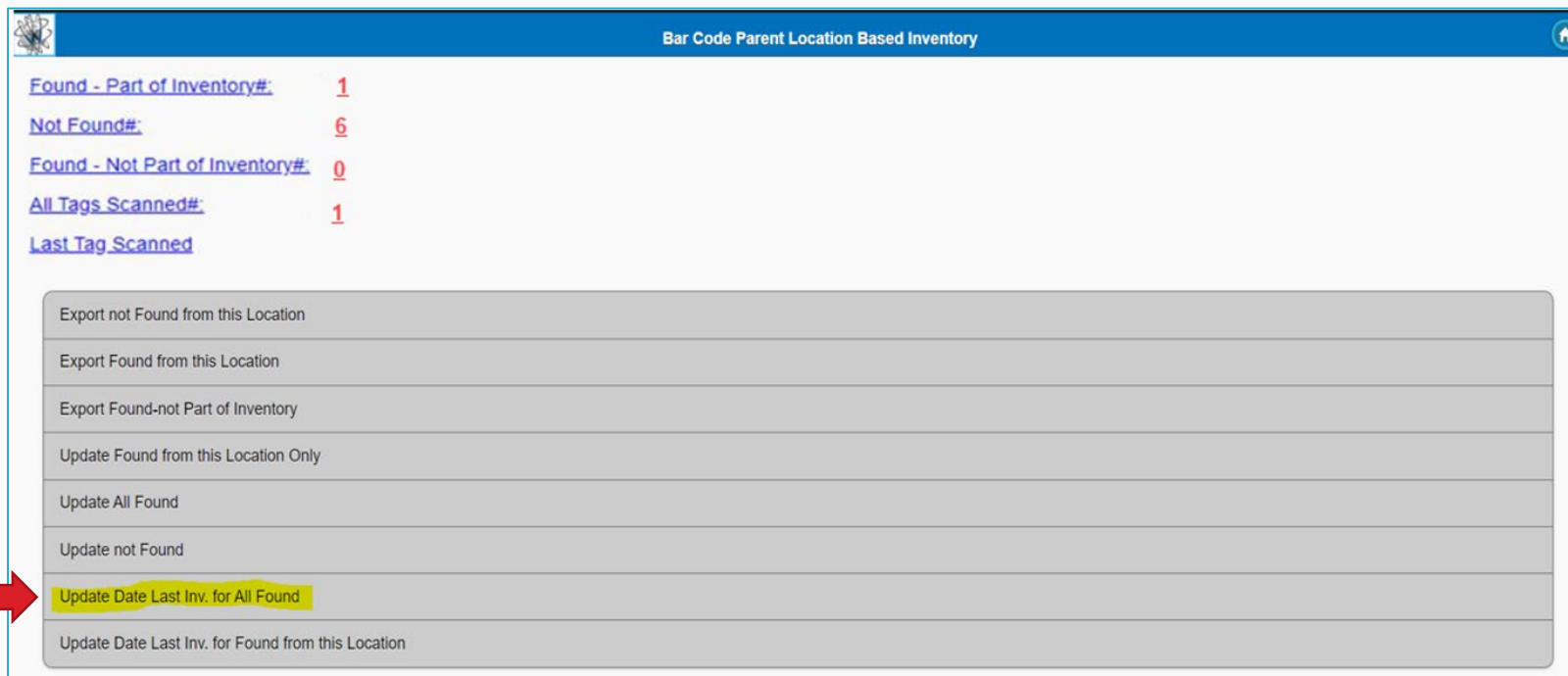- "All Tags Scanned" number will increase

Barcode Scanner

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

Barcode Scanner

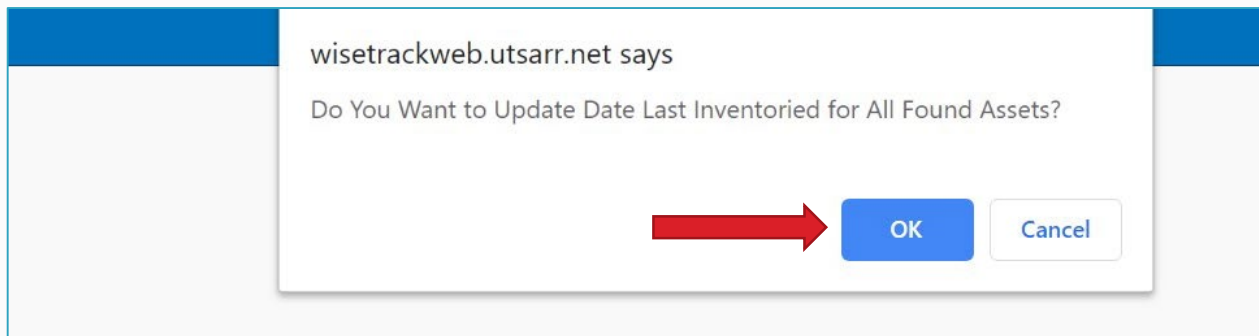To send or update your scanned inventory, select "Update Date Last Inv. For All Found."
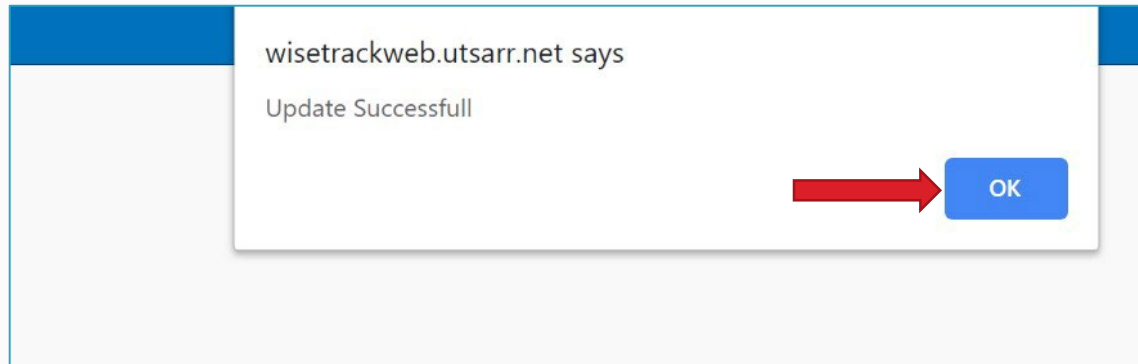
Barcode Scanner

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

Barcode Scanner

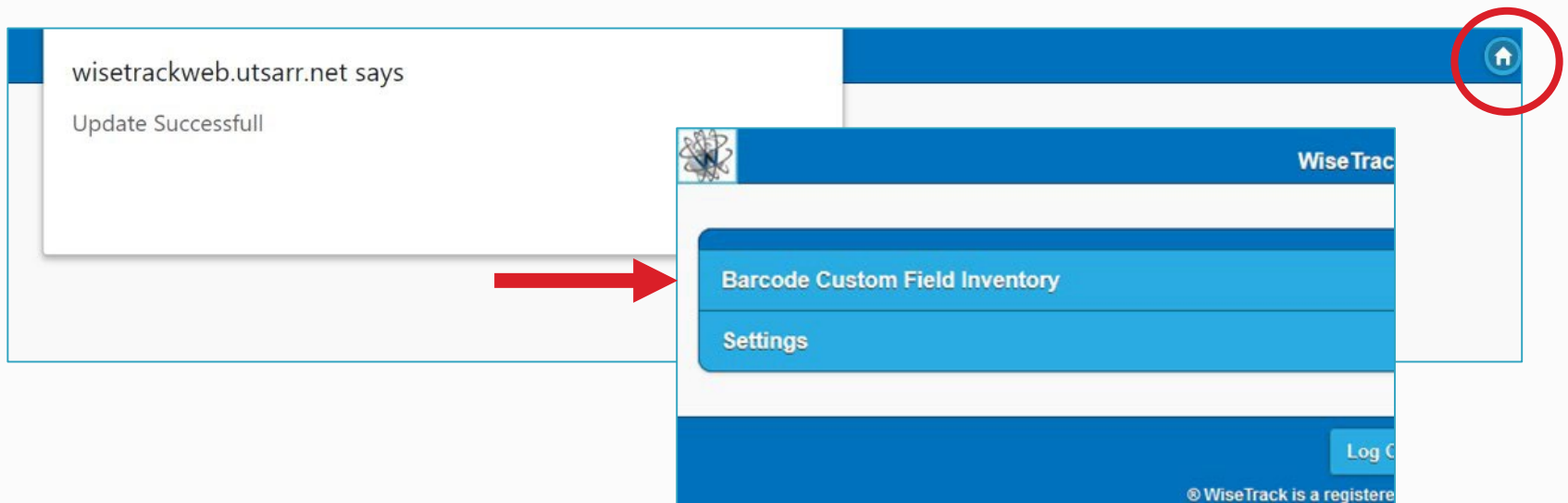The next pop-up message will display, "Update Successful!" Tap "OK."

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.
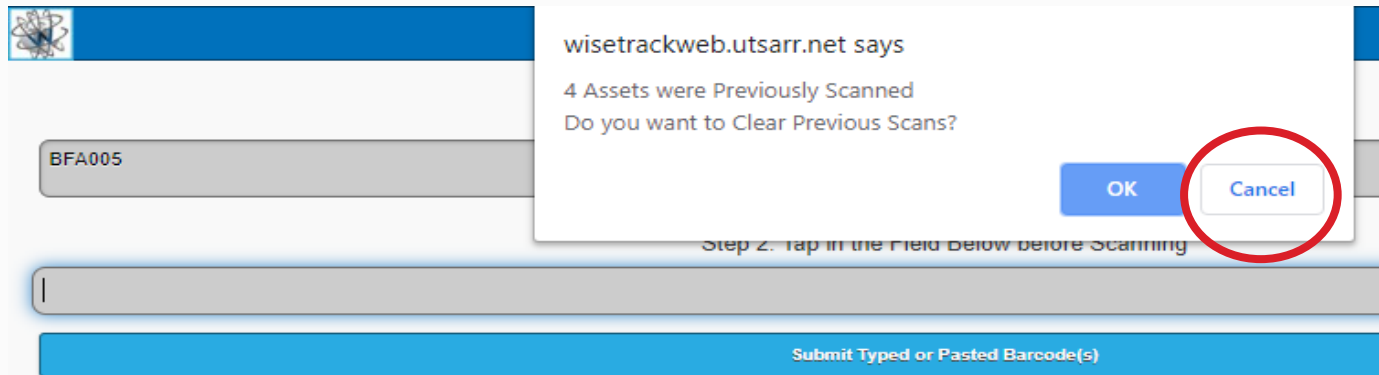
Barcode Scanner

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 #."

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.
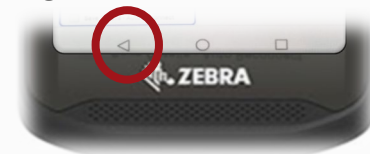
Barcode Scanner

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.