

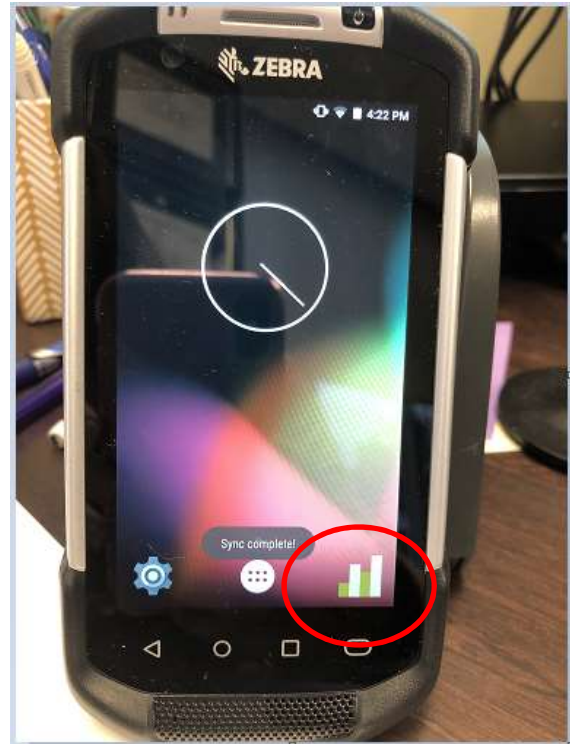
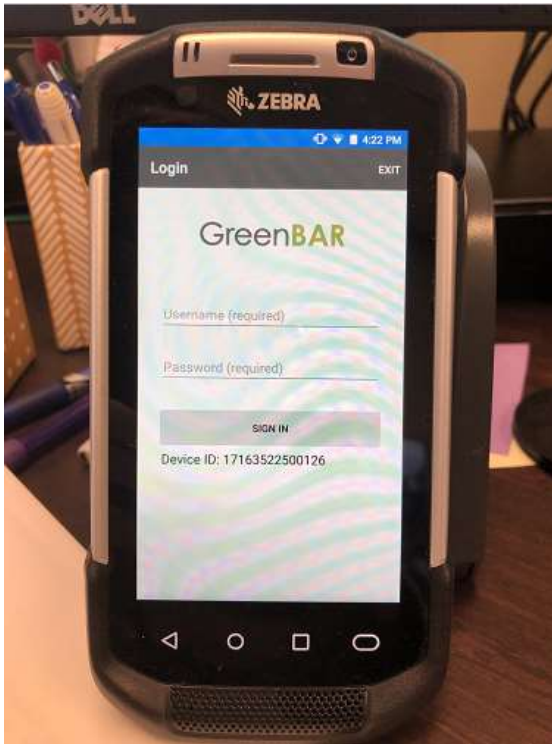
How to use the new inventory scanner

Please follow these exact instructions and do not stray from the step-by-step process.

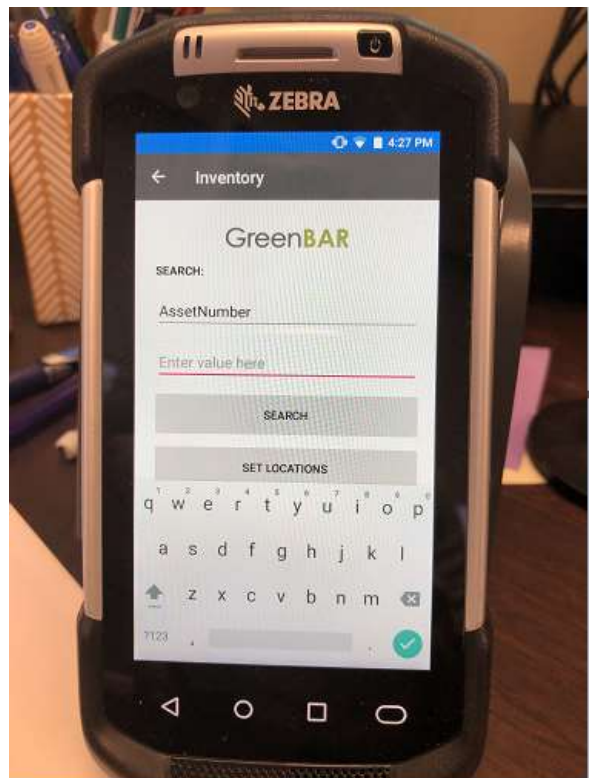
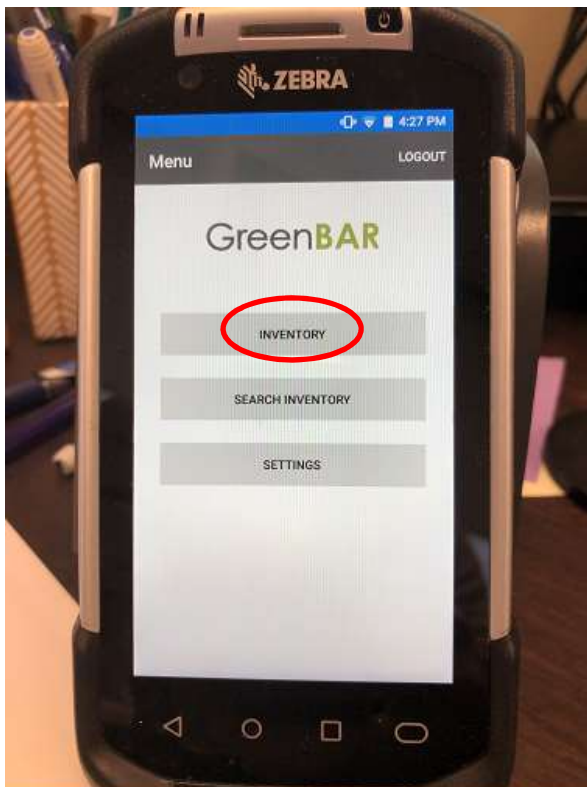
- Press the black button on the top of the scanner to wake it up or to put it to sleep.



- If you do not automatically see the below screen that says 'GreenBAR', click on the 'GreenBAR' app to start the application.



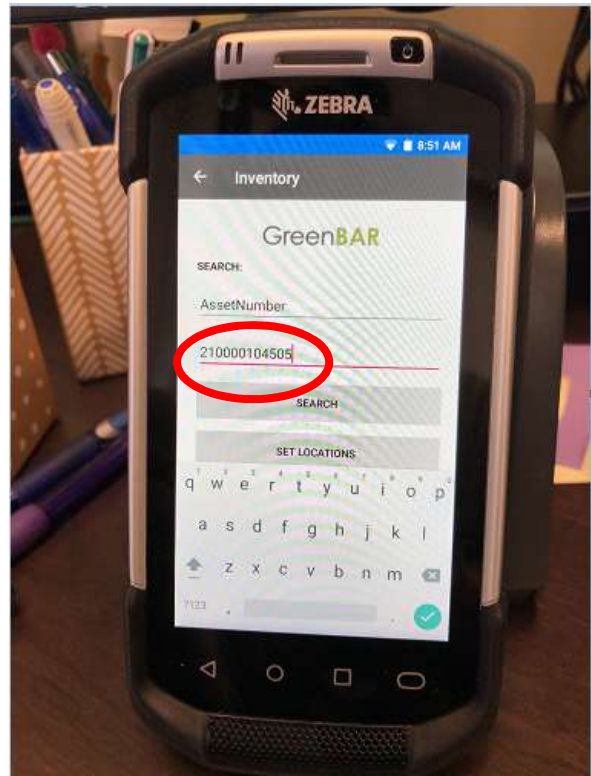
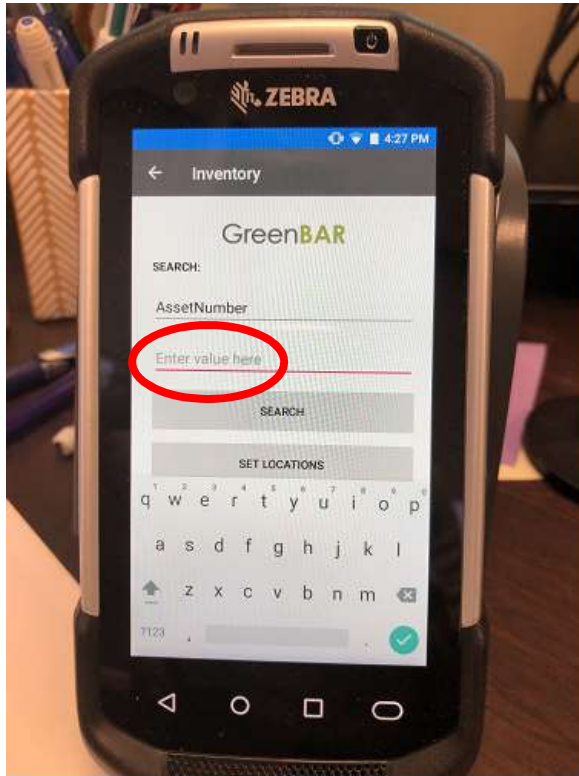
- I will supply you with your user name and password.
- Select the 'inventory' button on the home screen when you are ready to start scanning.



- Hold down the yellow oblong button ON THE SIDE OF THE SCANNER to scan.

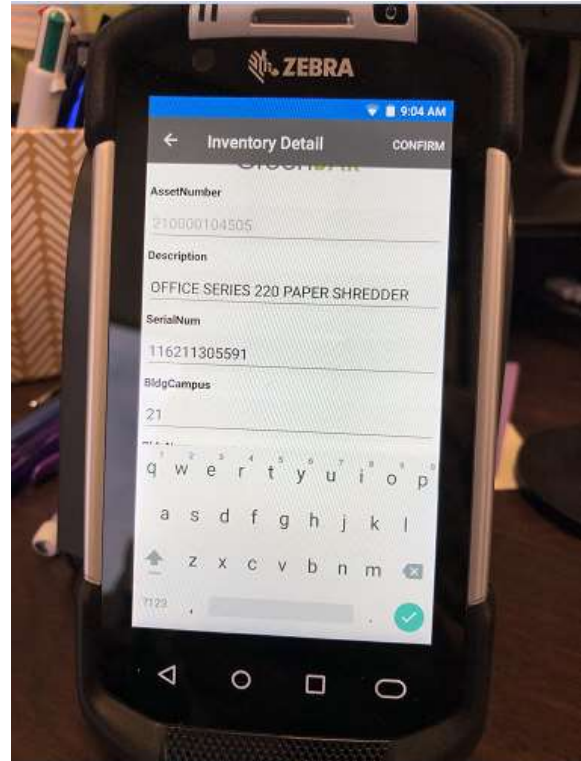
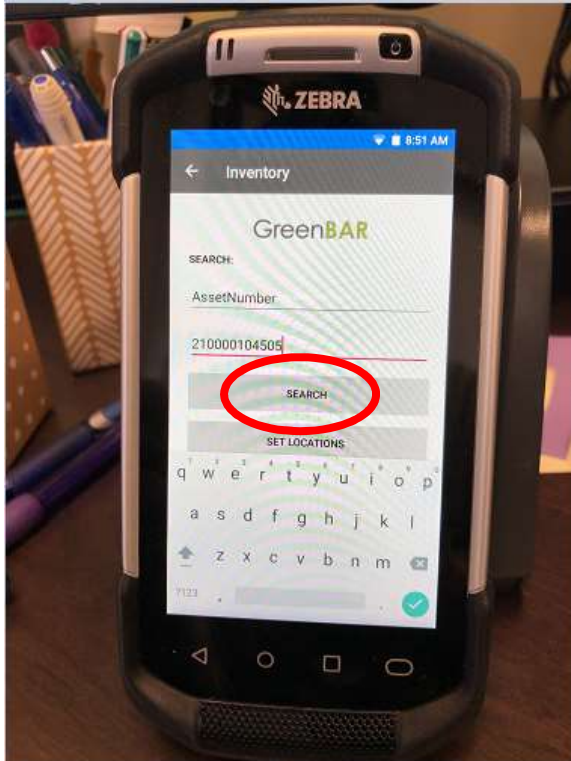


- As you hold down the yellow button there will be a red crosshair laser that comes out of the top of the scanner.
- I recommend holding the scanner close to (but not right on top of) the barcode with the laser pointing at it and hold it as still as possible. It will beep when you have successfully scanned an item and is normally pretty quick.
- Once you have scanned an item (and it has beeped), the asset number will be input into the 'enter value here' field.



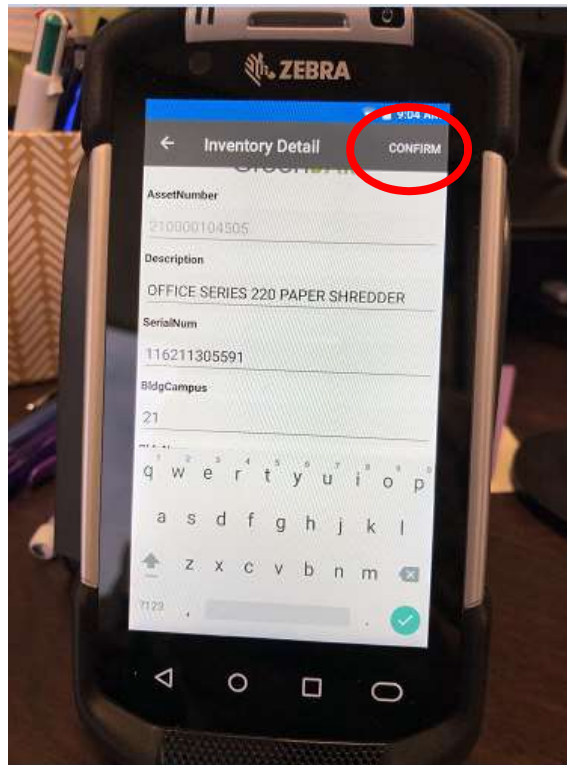
- If the asset number is not on your inventory listing, a message will pop up that says, “no results found. Do you want to add a new inventory record?” Select ‘no’ and move on to the next item. DO NOT ADD ADDITIONAL INVENTORY INTO THE SCANNER.
- ALSO, DO NOT MANUALLY TYPE IN THE ASSET NUMBER. YOU MUST SCAN THE BARCODE TAG THAT IS ON THE PHYSICAL ASSET.
- Once you see the asset number in the ‘enter value here’ field, click on the ‘search’ button.
 - This will populate all of the information about the item for you to verify, scroll down on the touch screen to see all fields:
 - Asset number (should remain the same)
 - Description (should remain the same)
 - Serial number (should remain the same)
 - Campus Code (should remain the same)
 - *Building number (change if needed)*
 - *Room number (change if needed)*

- *Other Location (change if needed)*
- User Group (should remain the same)
- Condition (should remain the same)
- Department Code (should remain the same)
- Sub Department Code (should remain the same)

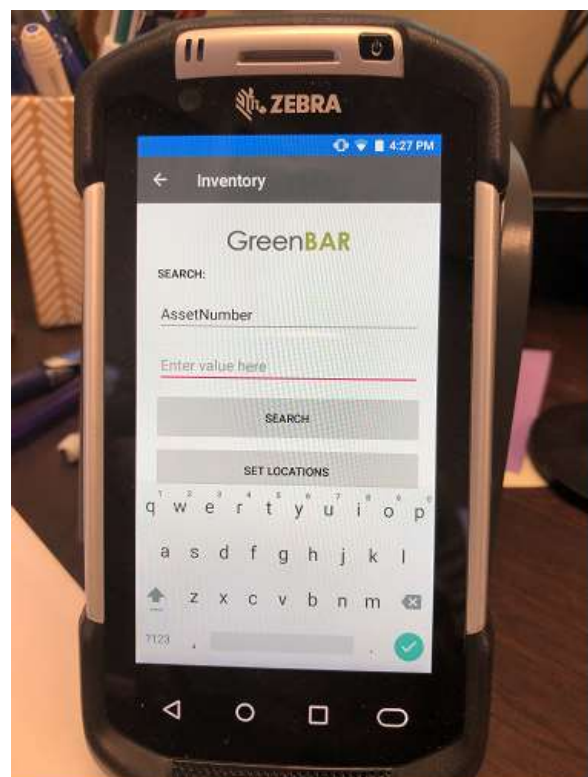
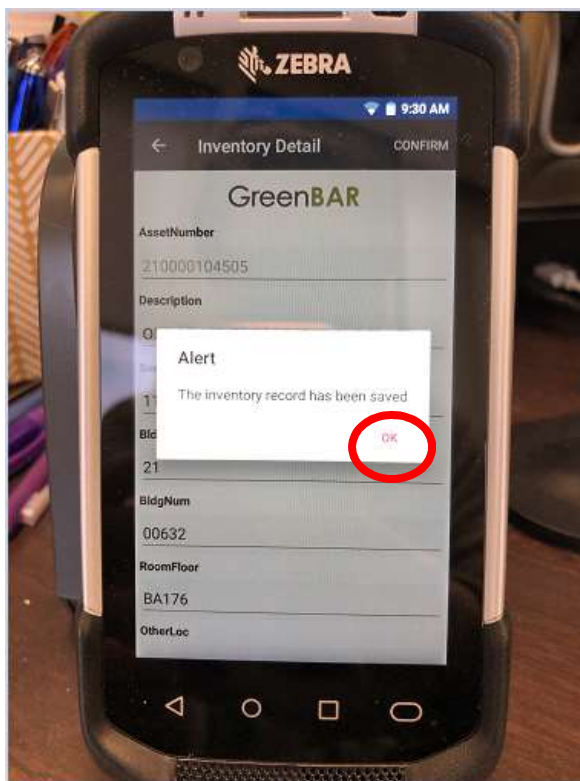


- Changes can be made in the scanner if needed, HOWEVER, please do not change any of the fields besides the starred fields above: Building number, Room number, Other Location. There should be no need to change any other information.
 - To change/update a field, simply click on the field until the cursor appears and update the information as needed.

- Once the changes are made (if needed) you can select confirm at the top right of the screen.



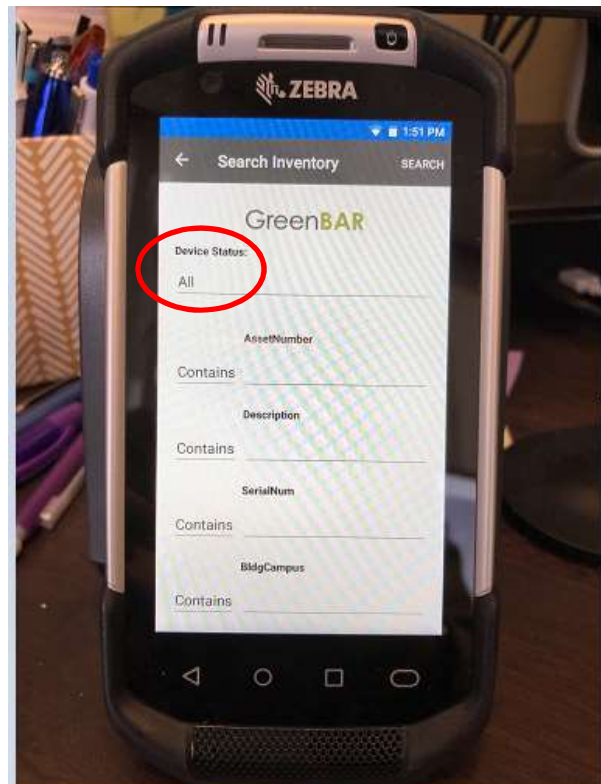
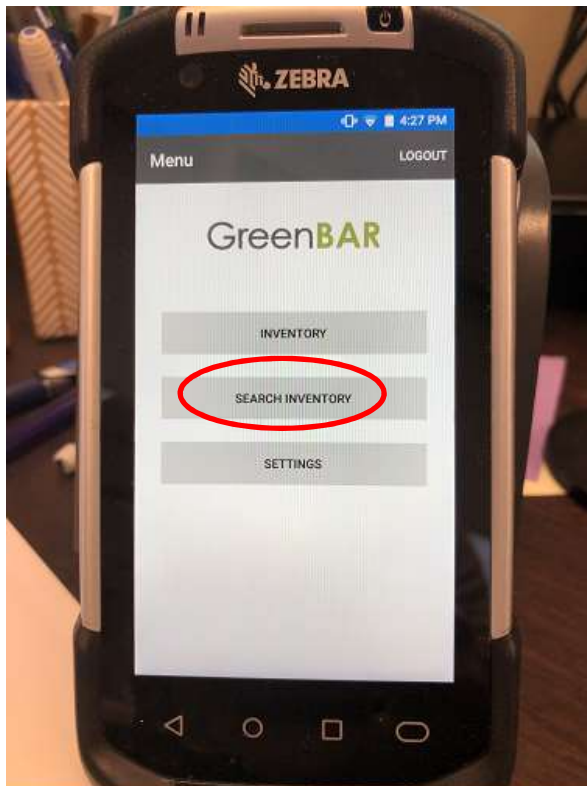
- Once you have clicked confirm, you will receive an alert saying 'the inventory record has been saved'. You can now select 'ok' and you will be re-routed to the search inventory screen where you can scan your next item.



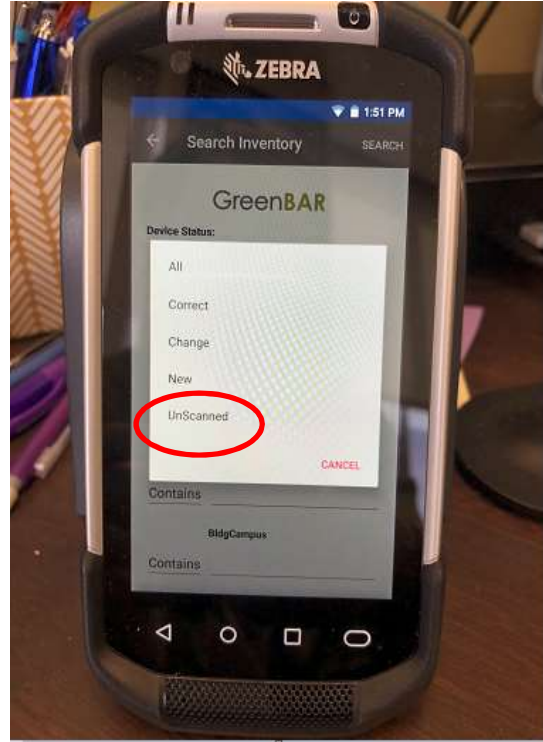
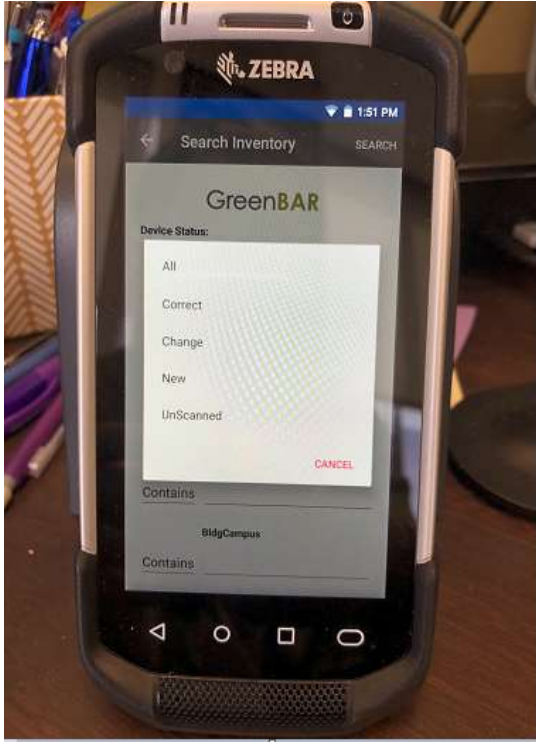
- That is all to scanning an item, very simple. Please follow these exact instructions and PLEASE do not stray from the step-by-step process.

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

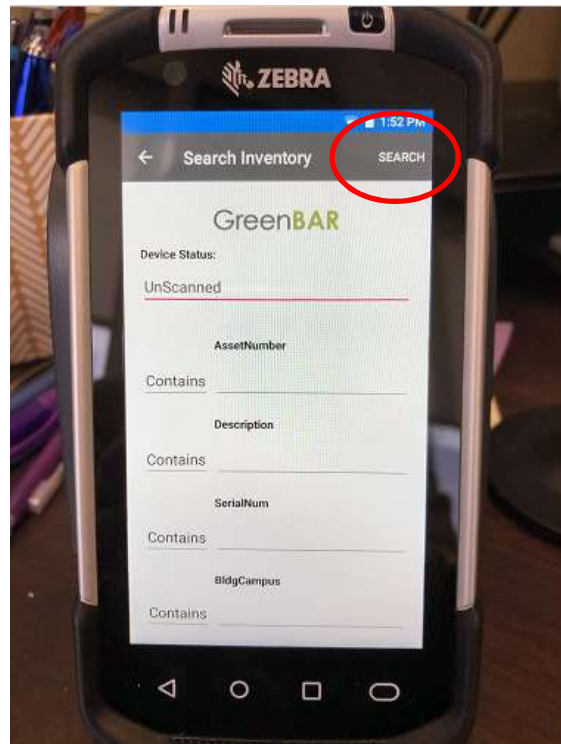
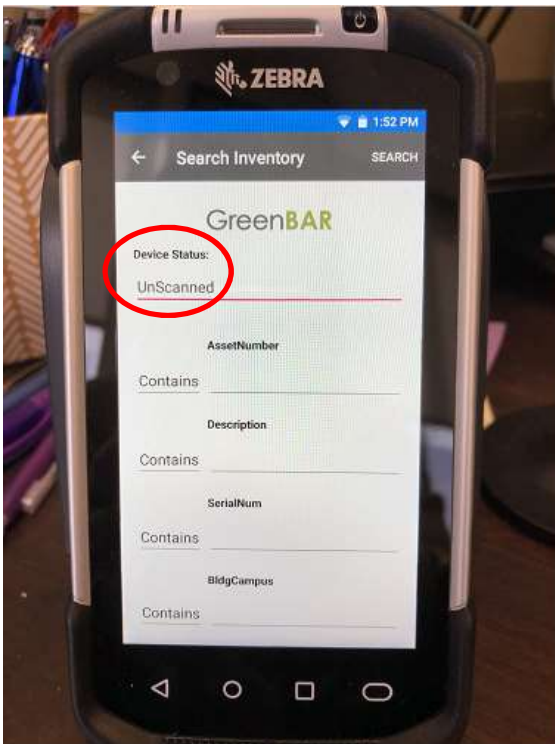
- To pull up your entire inventory, start at the main screen that says 'GreenBAR' at the top and push the 'search inventory' button. This brings up several different ways to search for inventory. If you want a listing of everything, leave the 'device status' set to 'all' and click search. To get a listing of what is left to be scanned follow the below steps:



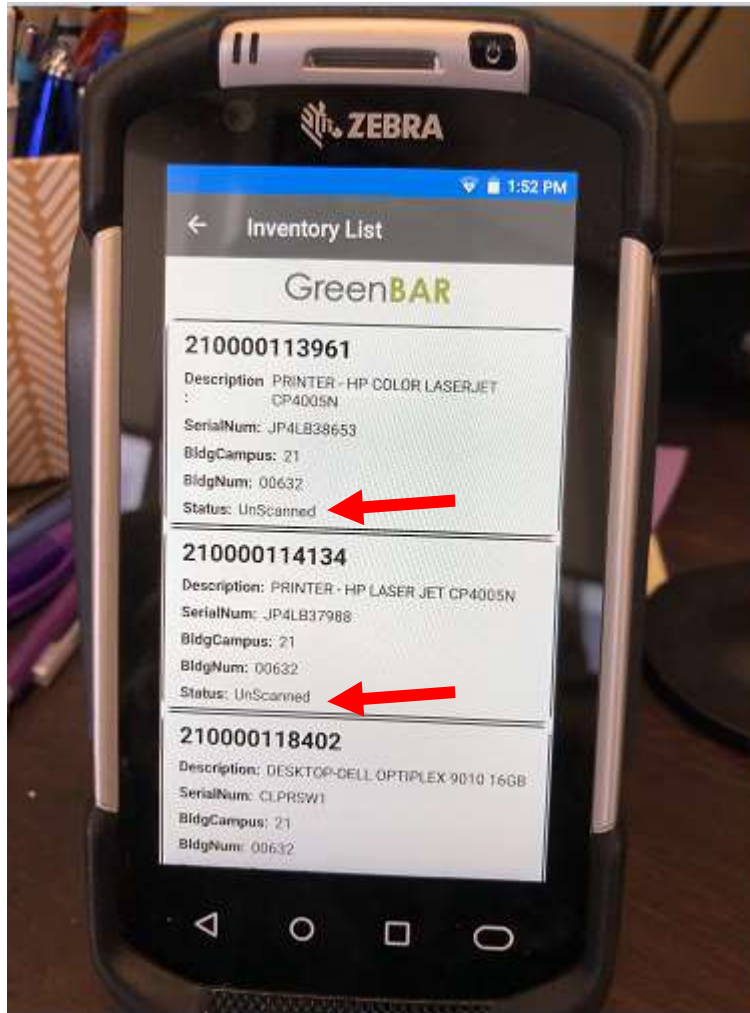
- Under device settings where it says 'all', click on 'all' and you can change it to 'UnScanned'.



- Once 'UnScanned' is selected and you are back on the GreenBAR screen, you can click 'search' at the right top of the screen.



- A listing of items that still need to be scanned is now provided. As you will see, they say 'UnScanned' by the status of the asset.



- You can click on any of the assets in the listing to pull up full details on the item.
- Be sure to scroll down on the screen to see all items.
- You can click on the back arrow button to go back to the search inventory screen.



List of things NOT TO DO(PLEASE!!):

- Do not change any of the fields besides the building number, room number, or other location.
 - Do not search by a 'set location'.
 - Do not add additional inventory into the scanner.
 - Do not manually enter in an asset number; you **MUST** scan the barcode tag that is physically on the item.
 - Do not use the device for anything other than inventory.
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