

QUICK START GUIDE FOR INVENTORY APP



(For iOS & Android)

Having trouble scanning?


- **Check your lighting. Make sure it's not too dark/too bright.**
- **Allow the camera to focus. Best practice is to set the item on a fixed surface.**

ISSUE INVENTORY


Manually Add Inventory to Cart

1. From the Issue screen, find the item by scrolling down or tapping  or  to filter and search for the item.
2. Tap on the item to add it to the cart.
3. The item inventory will decrement by 1.


Scan Inventory to Cart

1. On the Issue screen, tap .
2. Center the camera over the TAG barcode.
3. A pop-up message will appear confirming the item has been added to the cart.
4. Continue scanning items into the cart or tap the Back button to return to the Issue screen.


Issue Inventory Previously Marked as Out of Service/ Missing

1. On the Issue screen, tap .
2. Center the camera over the barcode of the out of service item.
3. A pop-up message will appear confirming to change the status and add the item to the cart.
4. Tap ADD TO CART.
5. A pop-up message will appear confirmig the item has been added to the cart.
6. Continue scanning items into the cart or tap the Back button to return to the Issue screen.

Assign a Person to Cart by Scanning

1. On the Issue screen, tap .
2. Center the camera over the TAG barcode.
3. A pop-up message will appear confirming the person has been added to the cart.
4. Tap the Back button to return to the Issue screen.

Assign a Person to Cart by Downloading

1. On the Issue screen, tap .
2. Scroll down or use Search to find the person.
3. Tap the person's name.
4. The person will instantly be assigned to the cart.

Connect Issuance to Event


1. On the Issue screen, tap the gray area at the bottom to access the cart.
2. In the cart, tap Add Event.
3. Tap the event.
4. The event is added to the cart.

Complete Issuance of Inventory

1. In the cart, tap ISSUE.
2. A pop-up message "Issue Success!" will appear.
3. Tap RETURN TO CART to issue inventory to a new person.
4. To return to the Issue screen, tap the gray area at the top of the cart.

RETURNING INVENTORY


Navigate to Return Screen

1. On the Issue screen, tap .
2. Tap Return Inventory.
3. A list of all fixed assets and who they were assigned to will be displayed.

Manually Add Inventory to Cart

1. From the Return screen, tap the item.
2. The item will be added to the cart.
3. To return all items assigned to a person, tap the person's name.
4. All items assigned to that person will be added to the cart.

Scan Inventory to Cart

1. On the Return screen, tap .
2. Center the camera over the TAG barcode.
3. A pop-up message will appear confirming the item has been added to the cart.
4. Continue scanning items into the cart or tap the Back button to return to the Return screen.


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Mark Inventory as Missing or Out of Service


1. On the Return screen, tap the gray area at the bottom to access the cart.
2. Tap .
3. Tap Missing or Out of Service.
4. Items marked as missing or out of service will be grouped separately in the cart.

Complete Return of Inventory


1. In the cart, tap RETURN.
2. A pop-up message "All equipment returned successfully" will appear.
3. Tap OK to return to the cart.
4. To go to the Return screen, tap the gray area at the top of the cart.

ADJUST INVENTORY

Scan Inventory

1. On the Issue screen, tap .
2. Tap ADJUST INVENTORY.
3. Tap SCAN.
4. Center the camera over the TAG barcode.
5. The item detail screen will open.

Add a Photo

1. Tap .
2. Select TAKE PHOTO or CHOOSE FROM GALLERY.
3. Once photo is taken or selected, it will immediately upload.

Add Comments

1. Tap the COMMENT field.
2. Enter comments and tap DONE on keyboard.
3. Comments can be viewed on the Physical Count report in SalamanderLive.

Change Item Status (Fixed Asset Only)

1. Tap the Status.
2. Select from AVAILABLE, OUT OF SERVICE, or MISSING.

Adjust Quantity (Consumable Only)

1. Tap the number under INVENTORY.
2. Scroll and select the new quantity.
3. Tap OK.

Save Changes

1. To save any changes, tap .