

QUICK START GUIDE FOR TRACK APP

(For iOS & Android)

Having trouble scanning in TRACK?

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


JOIN AN IN-PROGRESS EVENT

Join an Event



1. From the IN PROGRESS screen, find the event.
2. Tap Join.

ADD ASSIGNMENTS



Scan an Assignment TAG

1. On the Event screen, tap .
2. Center the camera over the TAG barcode.
3. A pop-up message will appear confirming the assignment has been set as a scan target.
4. Tap the Back button to return to the Event screen.

Create a New Assignment


1. On the Event screen, tap .
2. Scan a Resource TAG.
3. Tap the Filter or create new assignment field & enter name.
4. Tap  to add the resource and assignment to the Event.

Download an Assignment



1. On the Event screen, tap .
2. Tap Assignments.
3. Tap the image next to the assignment name(s).
4. Tap  to add the assignment(s) to the event.

CHECK-IN RESOURCES




Scan a Resource TAG (Rsp., Equip., Co.)

1. On the Event screen, tap .
2. Center the camera over the TAG barcode.
3. Select an assignment or tap the Filter or create new assignment field & enter name.
4. The resource will instantly be added to the assignment.
5. Continue scanning resources into that same assignment or tap the Back button to return to the Event screen.

Search & Download Resources


1. On the Event screen, tap .
2. Select Personnel or Equipment.
3. Tap the image next to the personnel/equipment name(s).
4. Tap .
5. Select an assignment or tap the Filter or create new assignment field & enter name.

Manually Add Resources


1. On the Event screen, tap  .
2. Tap Personnel and then tap .
3. Enter the resource first and last name (opt. phone number).
4. Tap SAVE & NEW (add multiple resources to the same assignment) or SAVE (add resource and return to the Assignment view).

REASSIGNING RESOURCES

Scanning a TAG


1. From the Event screen, tap the new assignment.
2. Tap .
3. Center the camera over the TAG barcode. The camera will read the barcode instantly & reassign that resource to that assignment.
4. Continue scanning resources into that same assignment or tap the Back button to return to the Event screen.

Manual Reassignment


1. From the Event view, tap the current assignment.
2. Tap the image next to the resources' name(s) to be reassigned.
3. Tap .
4. Tap the new assignment to reassign that resource.

CHECK OUT RESOURCES

Scanning a TAG

1. From the Event screen, tap .
2. Center the camera over the TAG barcode.
3. Select the Off Scene assignment.
4. The resource will instantly be moved to the Off Scene assignment.
5. Continue scanning resources into the Off Scene assignment or tap the Back button to return to the Event screen.

Manual Check Out

1. From the Event screen, tap an assignment.
2. Tap the image next to the resources' name(s), then tap .
3. Tap the Off Scene assignment.
4. The resources are now moved to the Off Scene assignment.