RFTrack™ v9.0

Mobile User Guide

Revised April 2024

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Table of Contents

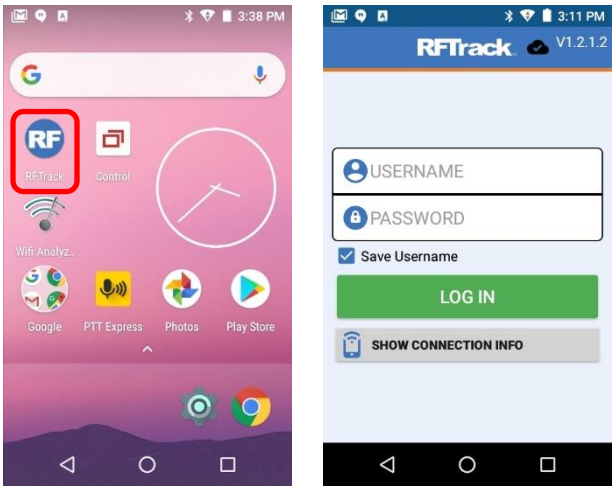
1. Introduction

This User Guide provides detailed instructions for using the RFTrack Mobile app. If you are using the RFTrack Lite app, please refer to that User Guide as many of the features are different in the Lite app.

To launch RFTrack Mobile, locate the **RFTrack** icon on your device's home screen.

Figure 1.1

RFTrack Mobile app icon and Login screen



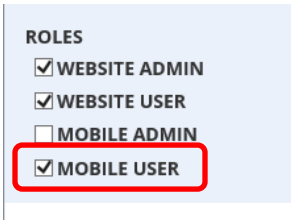
This document is intended as a user manual for **RFTrack™ Mobile**. It is **NOT** intended as a hardware user manual for your handheld RFID reader. It **DOES NOT** contain information on the use of specific RFID readers. For information specific to the use, maintenance, configuration, and troubleshooting of your handheld RFID reader, please refer to the documentation provided by the hardware vendor and contact them directly for hardware related support if necessary.

2. Login

The **RFTrack™ Mobile** login screen requires users to be authenticated before they can use the app. Prior to logging in, please verify that your Device Name and RFTrack Server URL are entered correctly.

Login screen fields:

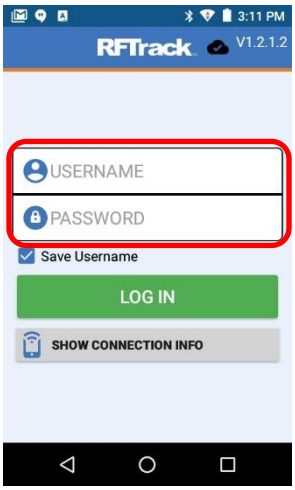
- **Username** – your RFTrack username. This field is not case sensitive.
  - Your user account must have the **Mobile User** role enabled in order to log in with RFTrack Mobile.



- **Password** – your RFTrack password. This field is case sensitive.
- **Device Name** – the named specified in the Device record on the server
- **RFTrack Server URL** – the URL for the RFTrack MobileAPI on the server

Figure 2.1

Enter Username and Password to log in.



Specifying Connection Information

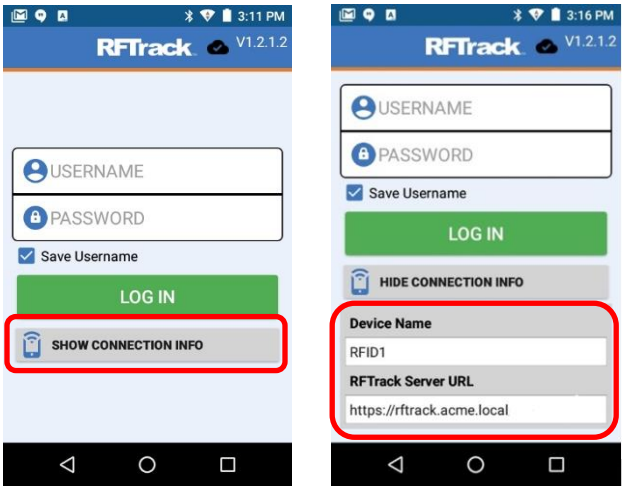
Before you can login in the first time you will need to specify your **Device Name** and the **RFTrack Server URL**. To enter or change this information select the **SHOW CONNECTION INFO** button below the **LOG IN** button.

- **Device Name** – this needs to match the name of the Device specified in the Device record when you registered the handheld in the RFTrack Server web application.
- **RFTrack Server URL** – this will be the URL that you use to access the RFTrack Server web application. So, if you access the RFTrack Server web application using https://rftrack.acme.local, then you would enter https://rftrack.acme.local.

NOTE: We strongly encourage using a secure (HTTPS) connection if your instance of RFTrack has an SSL/TSL certificate.

Figure 2.2

Username, Password, Device Name, and RFTrack Server URL are all required before you can log in.



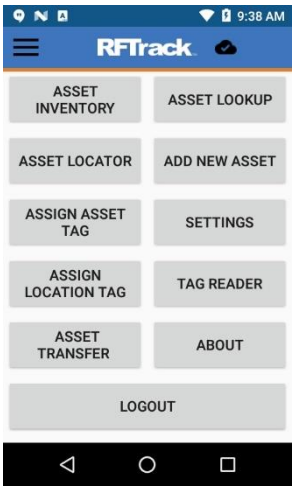
3. Navigation

There are 2 navigation options for accessing features in RFTrack Mobile.

1. Main screen - the Main screen displays buttons to access the different features. Use the back button on your device to return to this screen after accessing a feature.

Figure 3.1

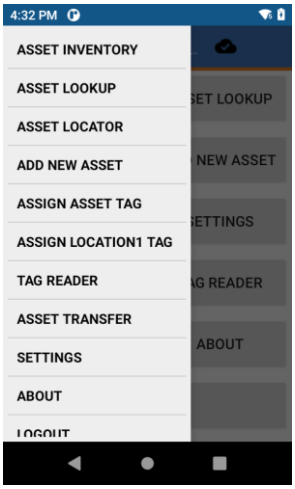
Main screen with navigation buttons.



2. Sliding menu – the Sliding menu is accessed using the menu icon ( ) on the top left.

Figure 3.2

Sliding menu.

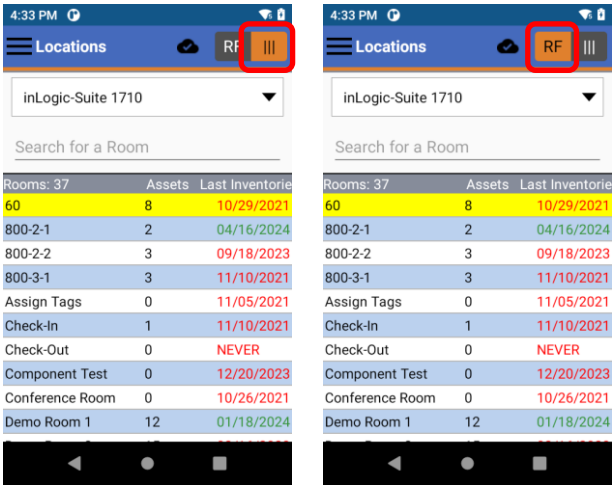


4. Scan Mode

The Scan Mode switcher on the top right of most screens, allows you to switch between Barcode and RFID scanning modes.

Figure 4.1

Scan Mode switcher.



Barcode Mode **RFID Mode**

5. Offline Mode

RFTrack Mobile supports two modes of operation: Online and Offline

Online Mode 

Online mode is the default mode and requires a constant Wi-Fi or cellular connection to the server. All activity is saved to the RFTrack Server in real-time. Working in Online mode while connected to the server is recommended whenever possible. This allows all of your work to not only be saved to the server in real-time, but also allows other users to have immediate visibility to your work. If you have areas that don't have a good Wi-Fi connection to your RFTrack Server, we recommend that you consider trying a mobile hotpot or cellphone paired to your handheld. Using a mobile hotspot or cellphone will require that your RFTrack Server be accessible over the Internet. If RFTrack Server is installed on a private network, you will likely need to utilize a VPN in conjunction with your hotspot or cellphone connection.

Offline Mode 

Offline mode allows RFTrack Mobile to operate completed disconnected from a network and the RFTrack Server. The database is copied locally to the handheld, and the user can perform activities in a batch mode that can be uploaded to the server when a network connection is available. This is helpful in areas where good Wi-Fi is not available. Scan Mode switcher on the top right of most screens, allows you to switch between Barcode and RFID scanning modes.

Figure 5.1

Mode indicator icon.

Online Mode

Offline Mode

Switching Between Online and Offline Mode

RFTrack Mobile defaults to Online mode. You should remain in Online mode whenever possible so that all of your activity is saved to RFTrack Server in real-time. When you find it necessary to use Offline mode because you are in an area without network connectivity, tap the Online mode indicator icon at the top of the screen.

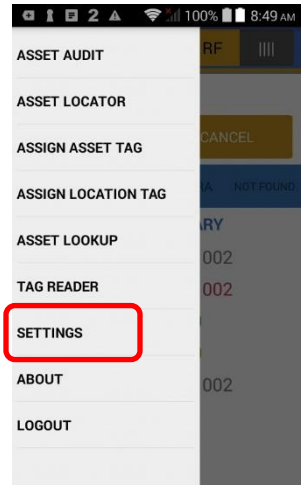
Figure 5.2

Tap the Online mode indicator icon to switch to Offline mode.

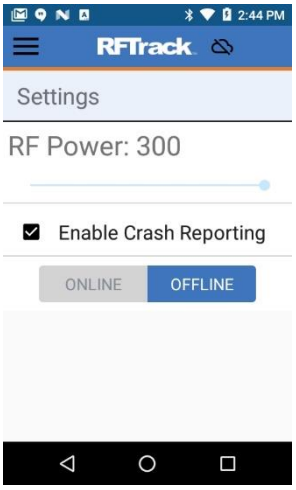
Alternatively, you can switch modes using the **SETTINGS** screen. You can access the **SETTINGS** screen from the Main screen or the Sliding menu. The selected **ONLINE**/**OFFLINE** button will indicate the current state. If the **ONLINE** button is selected (blue), then you are currently in Online mode. Select the **OFFLINE** button to switch to Offline mode. If the **OFFLINE** button is selected, select the **ONLINE** button to switch back to Online mode.

Figure 5.3

Mode switcher



Online Mode

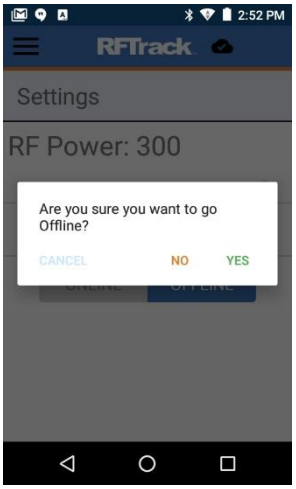


Offline Mode

When switching to Offline mode, you will be prompted to confirm whether you really want to go Offline. If you select **YES**, a copy of the RFTrack database will be copied from RFTrack Server to your local handheld. Depending upon how many assets you have and how many asset images are in your database, it can take anywhere from 5 seconds to several minutes to switch to Offline mode.

Figure 5.4

Confirm whether you really want to go Offline.

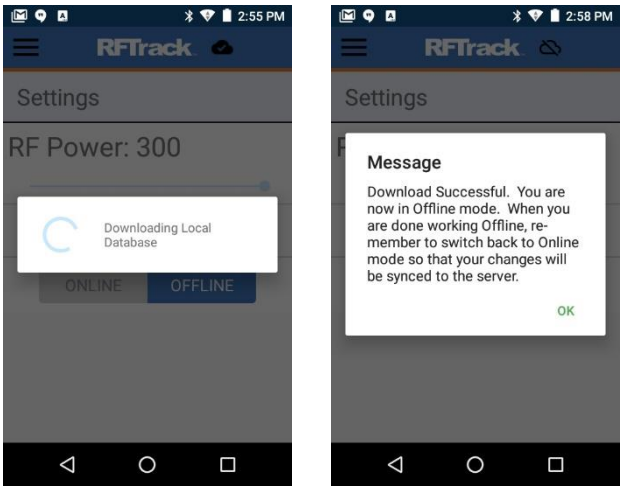


When the RFTrack database is finished downloading, you will be notified that the download was successful. Please remember to switch back to Online mode when you are done working in Offline mode, so that all of your changes will be synced back to RFTrack Server.

If any errors occurred, the database probably wasn't downloaded successfully, and you will remain in Online mode. If any errors occurred, you can also view the errors by accessing the Event Log in the RFTrack Server web application.

Figure 5.5

Database download process



When you are done working in Offline mode, tap the Offline mode indicator icon to return to Online mode.

Figure 5.6

Tap the Offline mode indicator icon to switch back to Online mode.

Alternatively, you can switch back to Online mode using the **SETTINGS** screen and select the **ONLINE** button.

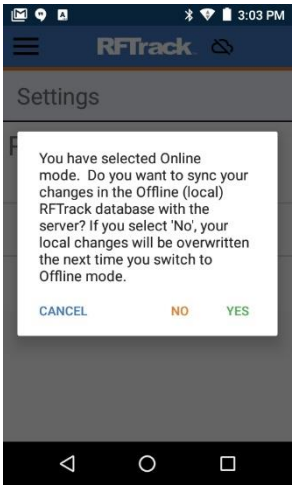
Figure 5.7

Select ONLINE button to switch to Online mode.

You will be prompted to confirm that you want to switch to Online mode. If you want to remain in Offline mode and not sync your changes with RFTrack Server, select **CANCEL**. If you do want to switch to Online mode, but don't want to upload your local changes for some reason, select **NO**. If you want to switch to Online mode and upload your changes to RFTrack Server, select **YES**.

Figure 5.8

Confirm whether you want to switch to Online mode.

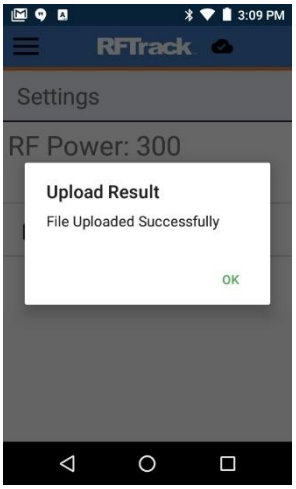


If your local changes are successfully synced with RFTrack Server, you will be notified that the file uploaded successfully.

If any errors occurred, some or all of your local changes may not have successfully synced with the server. If any errors occurred, you can also view the errors by accessing the Event Log in the RFTrack Server web application.

Figure 5.9

Successful switch to Online mode confirmation.

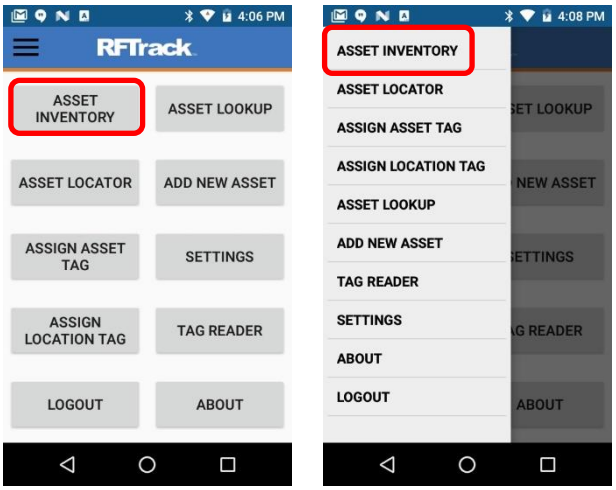


6. Asset Inventory

The Asset Inventory feature can be accessed from the Main screen or Sliding menu. It allows you to perform a physical inventory by reconciling the assets in each location in real-time.

Figure 6.1

Asset Inventory navigation



Main screen **Sliding menu**

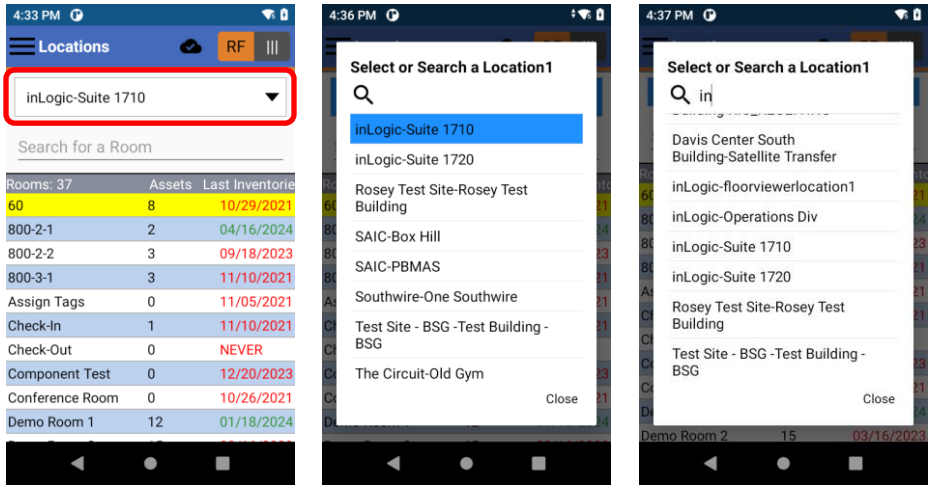
STEP 1: Select Location

Either scan a Location Tag to select the Location, or manually use the touch screen.

To manually select the Location you want to inventory, first select the parent location (Example: Building) using the dropdown list at the top of the screen. If there are a lot of parent locations, you can tap to the right of the magnifying glass and type in part of the Location name to filter the list. Tap a parent Location to select. This will display a list of child locations (Example: Rooms) for the selected parent location.

Figure 6.2

Select parent location first



The **Last Inventoried** column indicates the date the location was last inventoried. If the **Last Inventoried** date is prior to the configured **Inventory Start Date**, the date will be red to indicate that it hasn't been inventoried yet for the current inventory period. If the **Last Inventoried** date is after the configured **Inventory Start Date**, the date will be green.

Now select the child location (Example: Room) from the list by tapping on it.

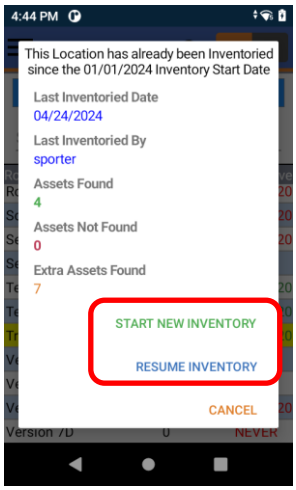
Figure 6.3

Select child location next

If the selected Location has already been inventoried since the configured "Inventory Start Date" in your system, you will be prompted to either "Start New Inventory" or "Resume Inventory". If you were inventorying a room with a lot of Assets, saved your progress to take a break or leave for the day, and now want to continue inventorying in the same Location later the same day or the following day, you will want to select the "Resume Inventory". However, if it has been more than a day or two since you performed the previous inventory, we recommend selecting "Start New Inventory" in case Assets have moved since that inventory was performed.

Figure 6.4

If the Location has already been inventoried since the "Inventory Start Date", select Start New or Resume.

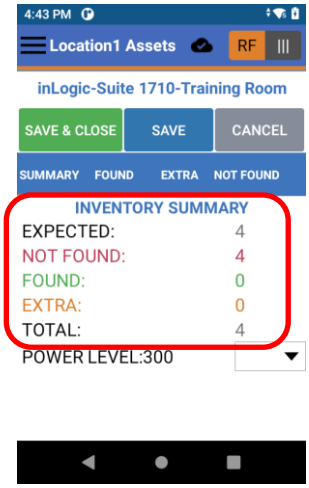


STEP 2: Inventory Summary

After selecting a child location (Example: Room) an Inventory Summary tab will be displayed indicating how many assets are expected to be in the selected location. By default, all assets are considered “Not Found” until each tag is scanned.

Figure 6.5

The Summary tab indicates the expected number of Assets for the selected Location.



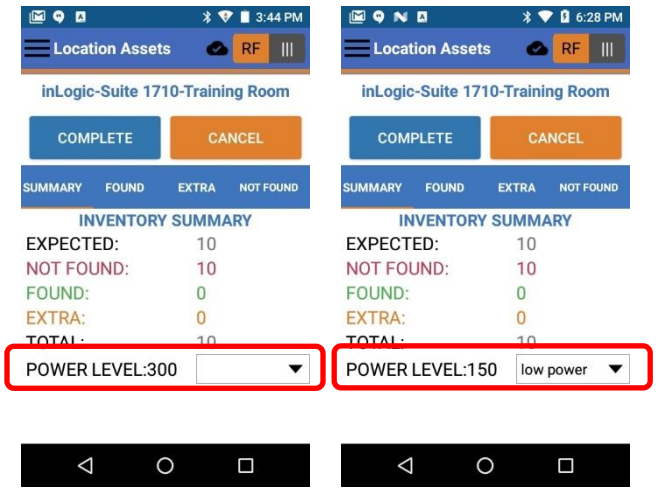
STEP 3: Set Power Level

While performing an inventory you may need to adjust the RF power if the scanner is reading assets in other rooms (through walls). Use the **POWER LEVEL** setting on the bottom of the **SUMMARY** tab to select an appropriate power level for your current Location. If your **POWER LEVEL** dropdown list is empty or your need to modify the Power Levels, please refer to the Mobile Power Levels section in the RFTrack Administration User Guide.

The selected Power Level will be saved for current Location when you click **COMPLETE**, and will automatically adjust to that level the next time someone inventories that same Location.

Figure 6.6

Select a Power Level from the dropdown list.

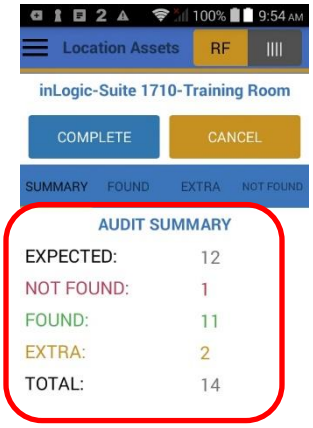


STEP 4: Start Reconciling

Pull the trigger and start scanning around the location. The scanner will beep as it finds tagged assets, and the counts on the Inventory Summary tab will refresh allowing you to see the reconciliation process in real-time. After a tagged asset has been processed it won't continue to beep. When the beeping subsides, all assets in that area have been scanned. Continue scanning all areas of the location until no more beeping is heard.

Figure 6.7

The Summary tab refreshes in rea-time as the location is reconciled.



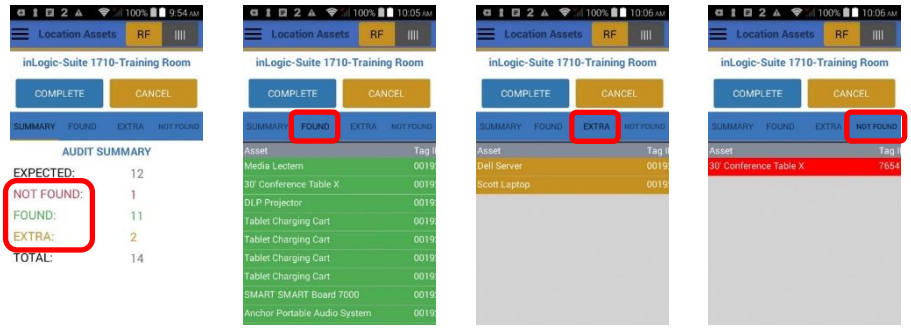
Tab Descriptions:

- **SUMMARY** – this tab displays a summary of the Expected, Not Found, Found, and Extra assets.
- **FOUND** – this tab displays a datagrid listing Assets that have been found.
- **EXTRA** – this tab displays a datagrid listing Extra Assets that weren't expected to be in the location.
- **NOT FOUND** – this tab displays a datagrid listing Assets that were expected, but not found.

Click on the FOUND, EXTRA, NOT FOUND words on the Summary tab or the actual tab names to view assets for each status. Tags can also be scanned while on these tabs.

Figure 6.8

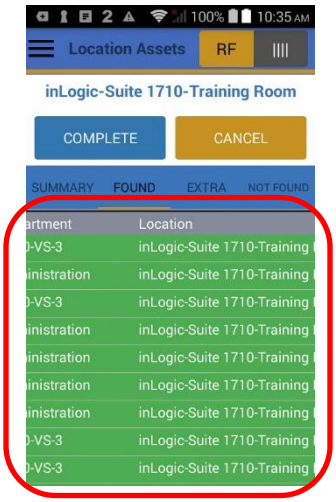
Found, Extra and Not Found detail tabs



Swipe Left - swipe to the left on the Found, Extra, and Not Found asset records to see more data columns.

Figure 6.9

Swipe left to see more asset detail columns.



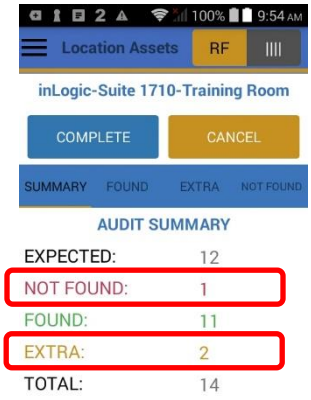
STEP 5: Resolve Inventory Exceptions

There are 2 types of Inventory Exceptions:

1. **NOT FOUND** - Assets that the system is expecting to be in the location, but aren't there.
2. **EXTRA** - Assets that were scanned in the current location, but are assigned to a different location.

Figure 6.10

Not Found and Extra exceptions



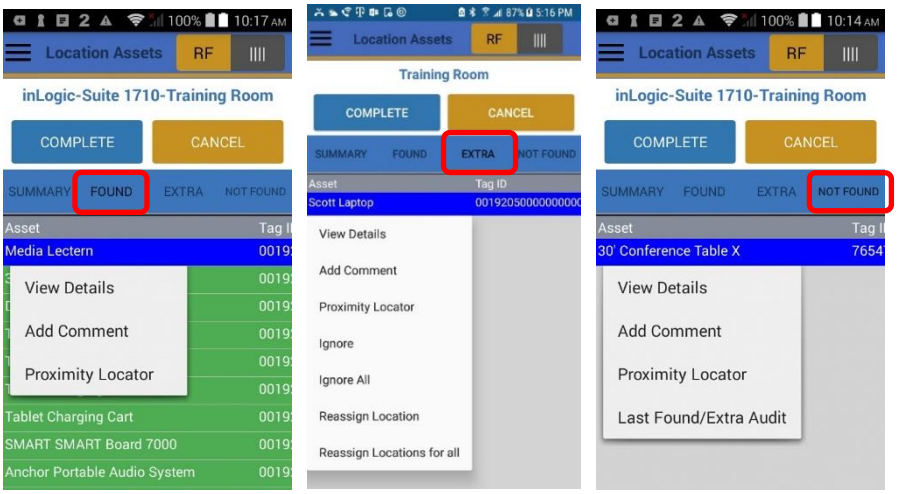
Tap and hold – press and hold an asset detail record on the Found, Extra, or Not Found tab for about 1 second to display a menu of actions you can perform on the selected asset. The actions will vary depending upon the tab you are on.

- FOUND tab actions:
  - View Details – displays Asset Detail screen
  - Image – displays an image, if any.
  - Add Comment – allows inventory specific comments to be entered for the selected Asset
  - Proximity Locator – displays Proximity Locator screen for the selected Asset
- EXTRA tab actions:

  - View Details – displays Asset Detail screen
  - Image – displays an image, if any.
  - Add Comment – allows inventory specific comments to be entered for the selected Asset
  - Proximity Locator – displays Proximity Locator screen for the selected Asset
  - Reassign Location – transfers the selected Asset to the Location being inventoried.
  - Reassign Locations for all – transfers all Extra assets to the Location being inventoried.
  - Ignore – Ignores the selected Asset and removes if from the EXTRA list.
  - Ignore All – Ignores all Extra Assets and removes them from the EXTRA list.
- NOT FOUND tab actions:
  - View Details – displays Asset Detail screen
  - Image – displays an image, if any.
  - Add Comment – allows inventory specific comments to be entered for the selected Asset
  - Proximity Locator – displays Proximity Locator screen for the selected Asset
  - Last Found/Extra Inventory – displays most recent Found/Extra inventory record for the selected Asset.
  - Mark as Found – if this feature is enabled and you have permissions, select this to simulate scanning a tag and mark the Asset as Found.

Figure 6.11

Asset context menus vary between tabs



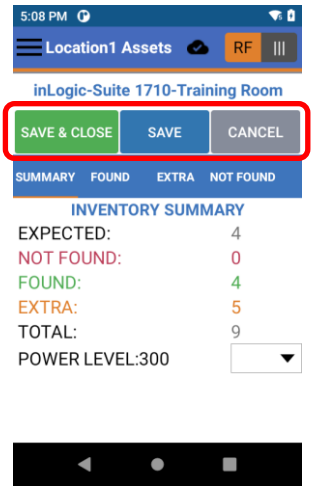
STEP 6: Save the Inventory

There are 2 options when you are ready to leave this screen:

- **SAVE & CLOSE** - this button saves the location inventory when you are done scanning and returns you to the Locations screen.
- **SAVE** – this button saves your progress and keeps you on the Location Asset screen. This is helpful if there are a lot of Assets in the Location and you want to periodically save your progress.
- **CANCEL** - this button cancels the location inventory if you don't want to save it. Select this option if you accidentally selected the wrong Location.

Figure 6.12

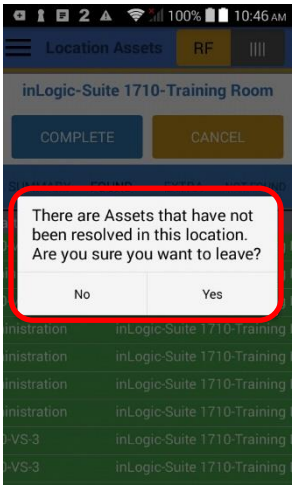
Press SAVE & CLOSE, SAVE, or CANCEL to leave the screen.



If there are any **NOT FOUND** or **EXTRA** assets when you press **COMPLETE**, you will be prompted to confirm that you are done with the location and want to leave. If you would like to resolve the **NOT FOUND** or **EXTRA** assets before saving the Inventory, press **No**.

Figure 6.13

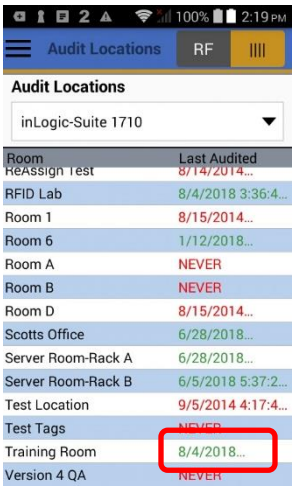
COMPLETE with unresolved assets.



The **Last Inventoried** date on the Inventory Locations screen will reflect the new Inventory date.

Figure 6.14

The Last Inventoried date is updated after saving an inventory.



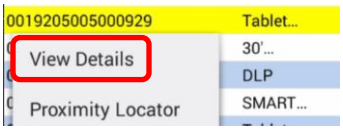
7. Asset Detail

The Asset Detail screen is accessible from all of the following screens by pressing on an Asset record and selecting **View Details** on the context menu.

- Asset Inventory
- Asset Locator
- Assign Asset Tag
- Asset Lookup
- Tag Reader

Figure 7.1

Select View Details on the asset context menu.

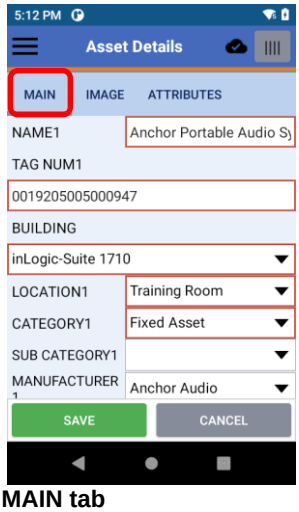


The Asset Detail screen has the following tabs:

- MAIN
- IMAGE
- ATTRIBUTES

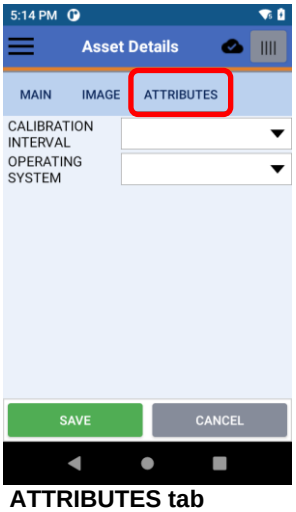
Figure 7.2

Asset Detail tabs



MAIN tab

IMAGE tab



ATTRIBUTES tab

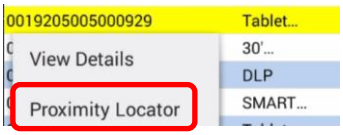
8. Proximity Locator

The Proximity Locator screen is accessible from all of the following screens by pressing on an Asset record and selecting **Proximity Locator** on the context menu.

- Asset Inventory
- Asset Locator
- Assign Asset Tag
- Tag Reader

Figure 8.1

Select Proximity Locator on the asset context menu.



The Proximity Locator screen provides feedback on the signal strength of the selected Asset and ignores any other tags that might be in the area. When the color in the indicator bar turns red, the signal is weaker. As the signal strengthens it turns green. The signal is strongest when the entire indicator bar is solid green.

Figure 8.2

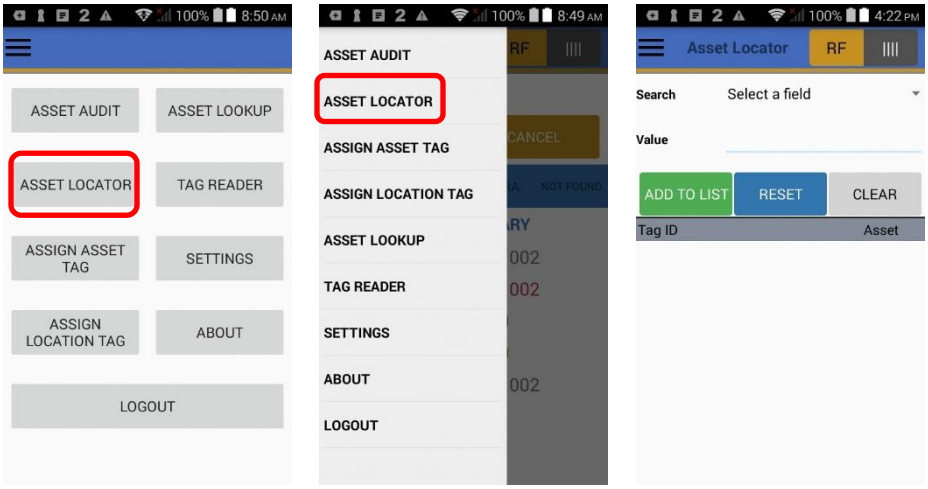
Signal strength indicator

9. Asset Locator

The **Asset Locator** feature can be accessed from the Main screen or Sliding menu. It allows you to easily search for a locate misplace assets.

Figure 9.1

Asset Locator navigation



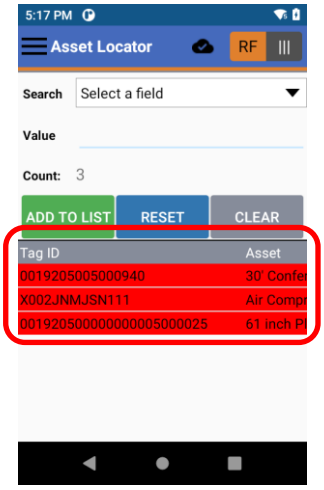
Main screen **Sliding menu**

STEP 1: Load/Build a List of Assets to Locate

If you have an Asset Locator List that you've built and saved in the RFTrack web application, it will automatically load your list.

Figure 9.2

If you saved an Asset Locator List in the web application, it will automatically load.



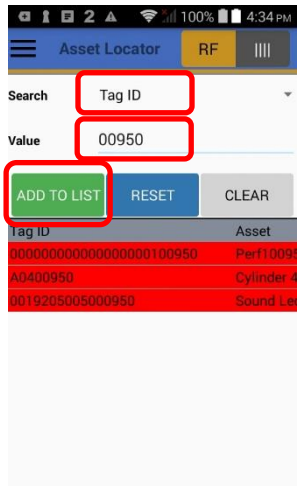
If you haven't already created your list using the web application, you can build a list of assets you are trying to find using the RFTrack Mobile app.

Manually build a Locator List in the Mobile app

You can manually build a list of assets to locate using the **Search** and **Value** fields. Select a field you want to search by such as “Tag ID”. Then enter a search value. When you press the **ADD TO LIST** button, a wildcard search is performed using the characters you enter. All assets matching your search criteria are added to the list. You can perform multiple searches using different Search field and Values. Each time you press **ADD TO LIST** the matching assets will be appended to your locator list.

Figure 9.3

Manually build your Locator List

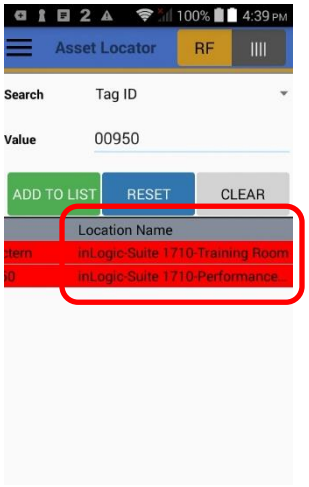


STEP 2: Locate Assets

Identify the assigned Location - before you start searching for assets, you may want to determine the assigned Location of the asset(s) so you know where to start searching. Swipe to the left in the Asset list to see the Location column.

Figure 9.4

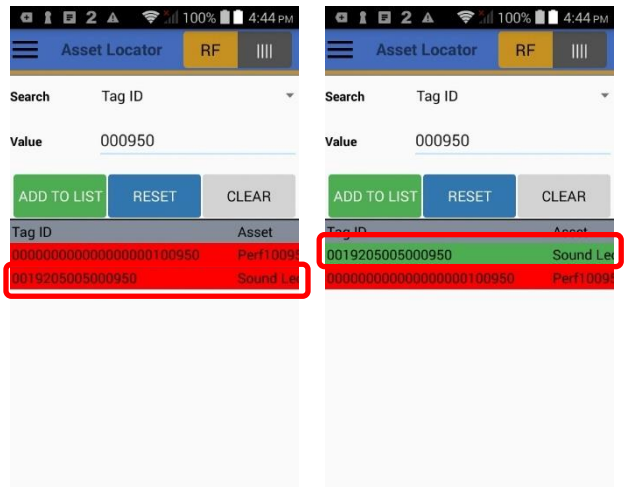
Identify the assigned Location by swiping to the left.



Start Scanning - to start locating assets, hold the trigger down as you walk around. As soon as an Asset in your list is within range of the scanner, the Asset record will turn green, move to the top of the list and you will hear beeping.

Figure 9.5

Found Assets will flow to the top of the list and turn green.

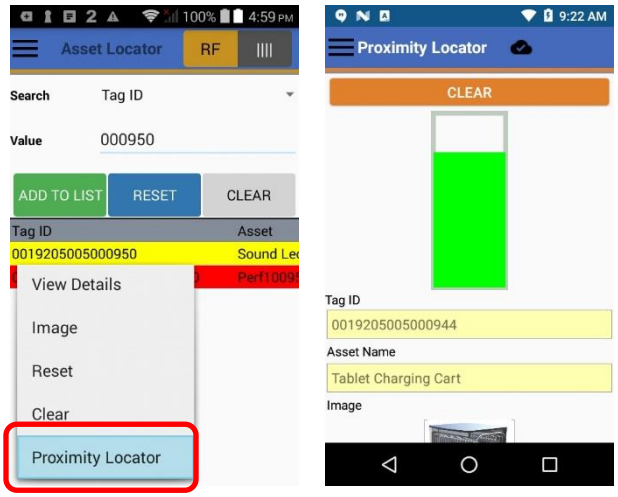


STEP 3: Pinpoint Exact Location

To help pinpoint the exact location of an asset, press and hold on the asset record and select the **Proximity Locator** option from the context menu.

Figure 9.6

Press and hold on the asset and select Proximity Locator



STEP 4: Update Actual Location

Once you physically find an asset, you may want to update the actual Location if different from the assigned Location. Press and hold on the Asset record and select the **View Details** option from the context menu. On the Asset Detail screen update the Location along with any other information that needs to be updated.

Figure 9.7

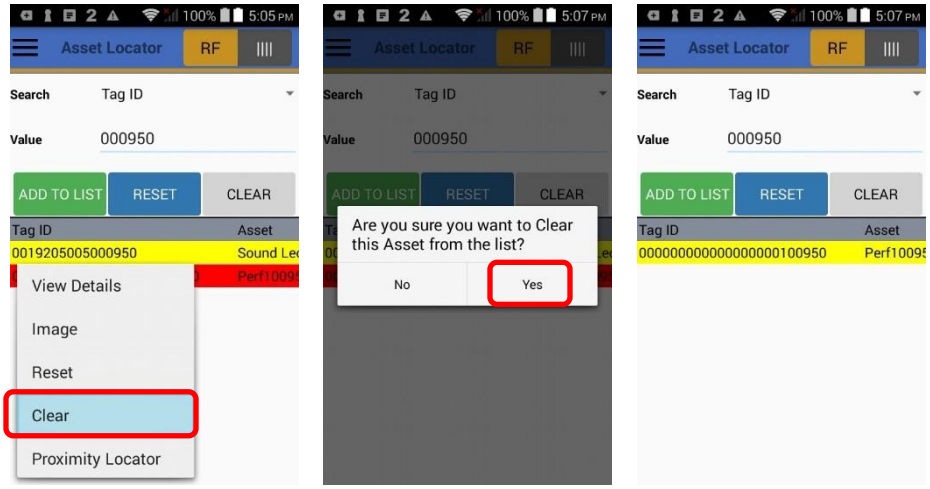
Press and hold on the asset and select View Details to update information such as actual Location.

STEP 5: Clear Found Assets

You can clear Found assets from your list to make it easier for focus on remaining assets to be found. Press and hold on the Asset record and select the **Clear** option from the context menu. The press **Yes** to confirm you want to clear it from the list. You can also use the **CLEAR** button to clear all assets from the list.

Figure 9.8

Press and hold on the asset and select View Details to update information such as actual Location.

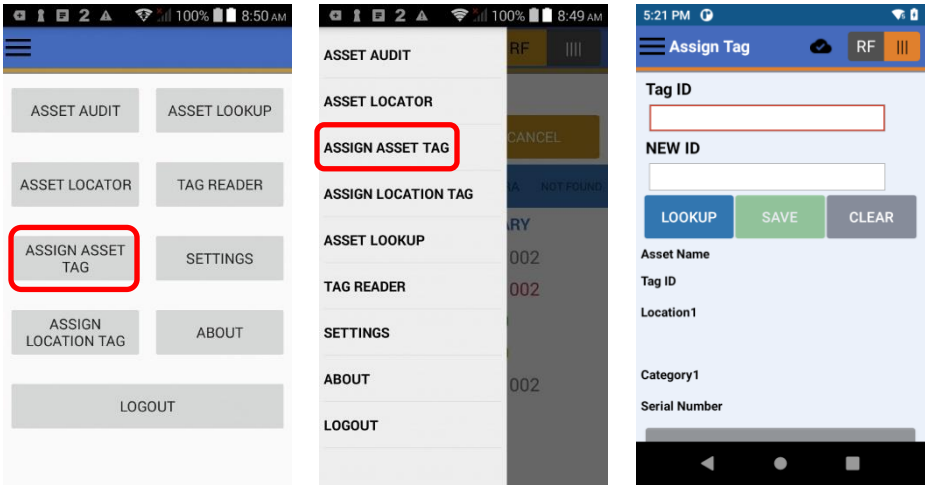


10. Assign Asset Tag

The **Assign Asset Tag** feature can be accessed from the Main screen or Sliding menu. This feature allows you to assign new asset tags (RFID or Barcode) to Assets that already exist in RFTrack. If you have imported Assets into RFTrack with existing asset/property tags and need to associate RFID tags with them, this is the screen to use.

Figure 10.1

Assign Asset Tag navigation



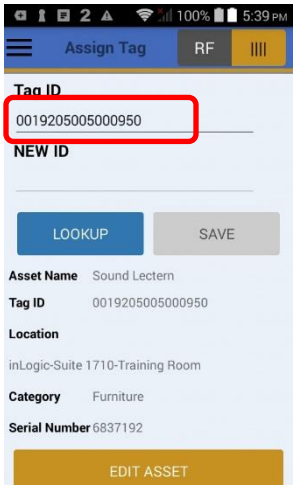
Main screen **Sliding menu**

STEP 1: Lookup Existing Asset

Scan the barcode of an existing Asset tag, or manually enter it in the **Tag ID** field and then press **LOOKUP**. If the Asset is found, the Asset details will be displayed in the lower portion of the screen. If any of the Asset details need to be update before assigning the new tag, press the **EDIT ASSET** button.

Figure 10.2

Scan or manually enter the existing Asset tag.

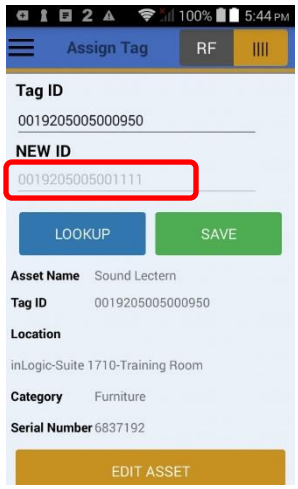


STEP 2: Scan New Tag Number

If the Asset was found, scan the new Tag being assigned to the Asset. The new Tag Number will be displayed in the **NEW ID** field.

Figure 10.3

Scan the Tag Number being assigned to the Asset.

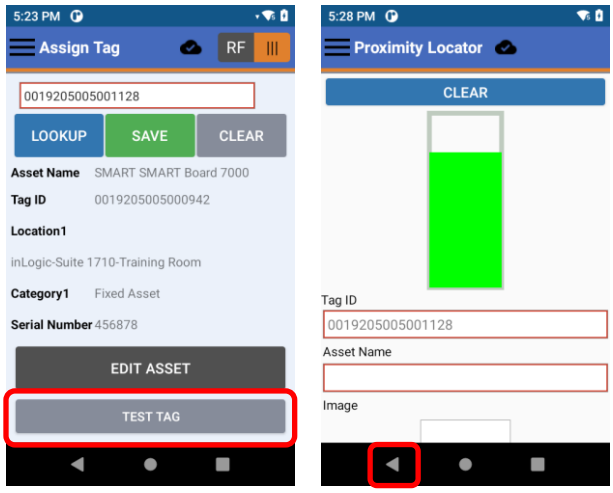


STEP 3: Test Placement of New Tag (Optional)

You can optionally test the placement of the new tag to ensure it is performing well. For example, if you've tagged a server in a cabinet and you want to ensure that the placement of the new tag can be easily scanned, scroll down and tap the **Test Tag** button. This will display the **Proximity Locator** screen to test performance. When you are done testing performance, tap the back arrow on the bottom left to return to the **Assign Tag** screen.

Figure 10.4

Tap the **Test Tag** button to test performance.

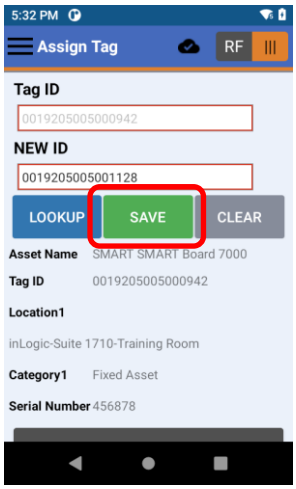


STEP 3: Save New Tag Number

Once you've scanned the new Tag Number, click **SAVE**. This will update the **Tag ID** field with the newly assigned Tag. It will also clear the screen, so that you are ready to repeat STEP 1 for another Asset.

Figure 10.5

Tap **Save** to save your changes.

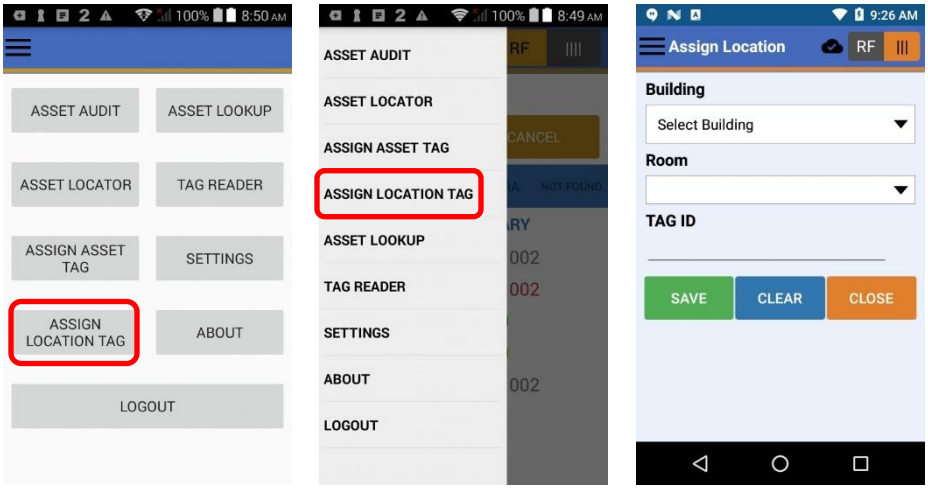


11. Assign Location Tag

The **Assign Asset Tag** feature can be accessed from the Main screen or Sliding menu. This feature allows you to assign RFID or barcode tags to each Location (Example: Room). Doing so will allow you to speed up the Asset Inventory process by being able to just scan location tags on the Inventory Locations screen instead of manually having to select which Location you want to Inventory.

Figure 11.1

Assign Location Tag navigation

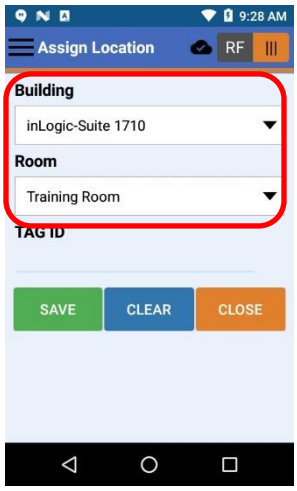


Main screen **Sliding menu**

First, select the Location (Example: Room) that you want to assign a tag to. If a Tag is already assigned to the selected Location, it will be displayed in the **Tag ID** field.

Figure 11.2

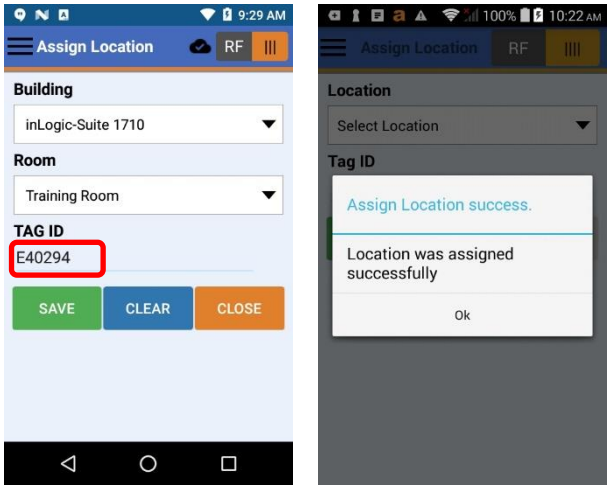
Select the Location you want to assign a Tag to.



To assign the tag, just attach the tag to the doorframe, door, or nameplate and scan the barcode. Confirm that you have the correct Location selected and press **SAVE**.

Figure 11.3

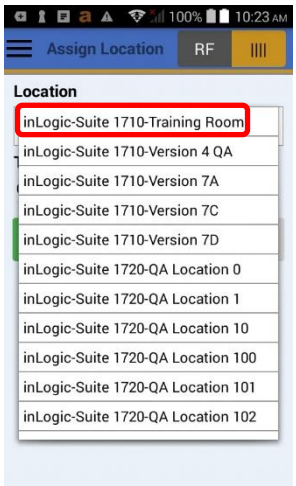
Scan the barcode and press SAVE.



Now you're ready to assign the next Location Tag. Press the Location dropdown list. It will default back to the Location you last saved. If you're going in sequential order down the hall, your next Location (Room) should be next in the list so you shouldn't have to scroll very far to select the next Location.

Figure 11.4

The Location dropdown defaults to the last Location you saved, so selecting the next one is easier.

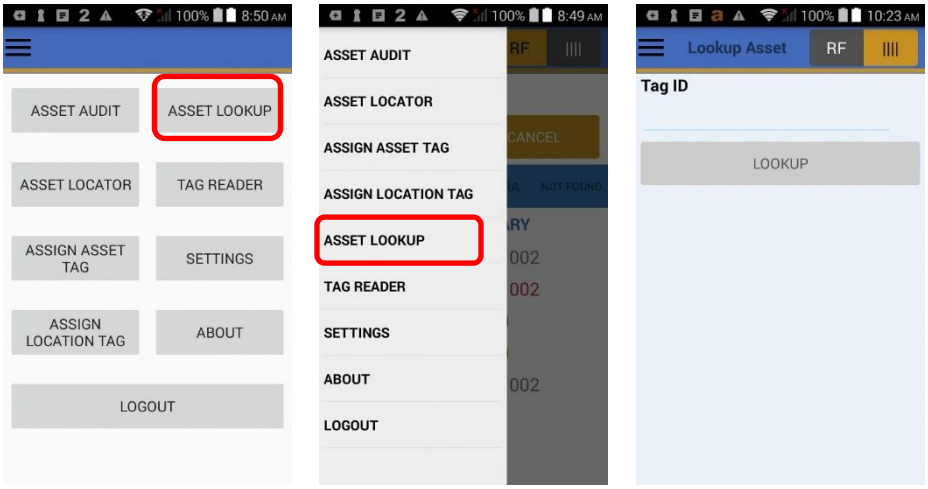


12. Asset Lookup

The **Assign Lookup** feature can be accessed from the Main screen or Sliding menu. This feature allows you to quickly look up an asset and access the Asset Detail screen by scanning or entering the assigned Tag ID.

Figure 12.1

Asset Lookup navigation

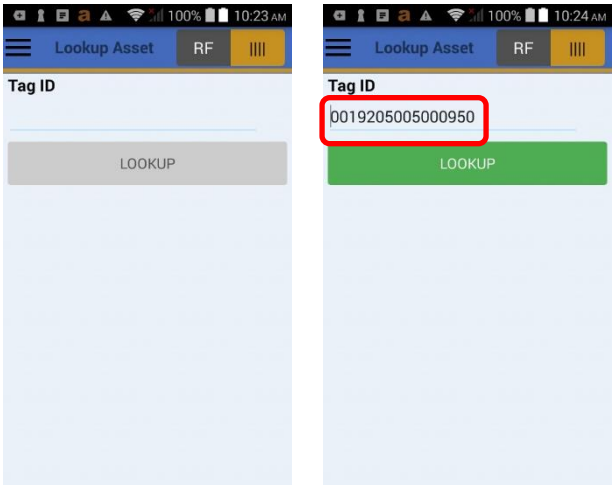


Main screen **Sliding menu**

Scan or manually enter the Tag ID assigned to the Asset.

Figure 12.2

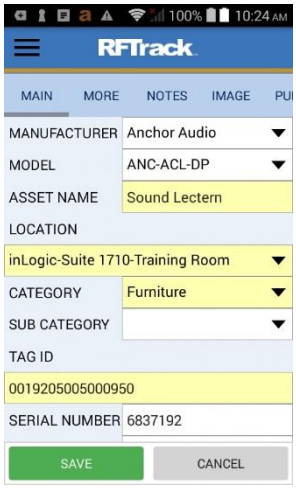
Scan or manually enter a Tag ID.



If you manually enter a Tag ID, press the **LOOKUP** button, which will look up the Asset and display the **Asset Detail** screen. If you scan the Tag ID, the **Asset Detail** screen will automatically load after a few seconds.

Figure 12.3

If the Tag ID is found, the Asset Detail screen will be displayed.

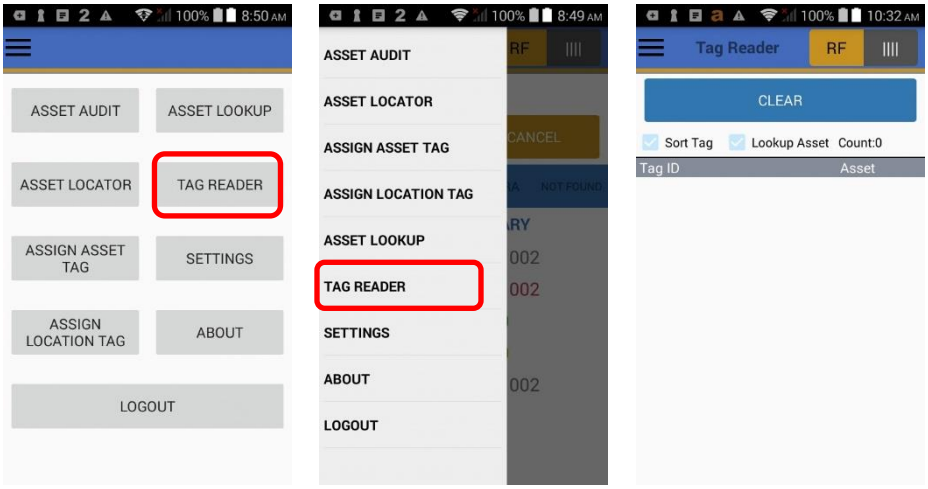


13. Tag Reader

The **Tag Reader** feature can be accessed from the Main screen or Sliding menu. This feature allows you to quickly scan tags in Barcode or RFID mode. It is the only screen in RFTrack Mobile that will scan tags that aren't assigned to assets, so it is a great tool for testing new sample tags.

Figure 13.1

Tag Reader navigation

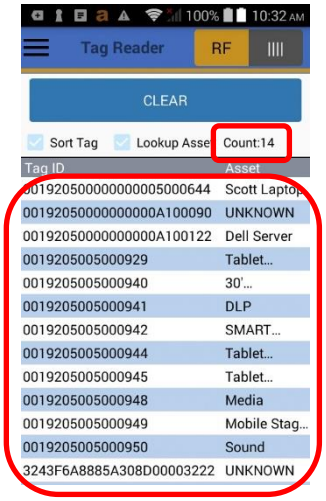


Main screen **Sliding menu**

To start scanning tags, pull the trigger. All tags within range of the scanner will be displayed in the list, and a Count is displayed under the **CLEAR** button.

Figure 13.2

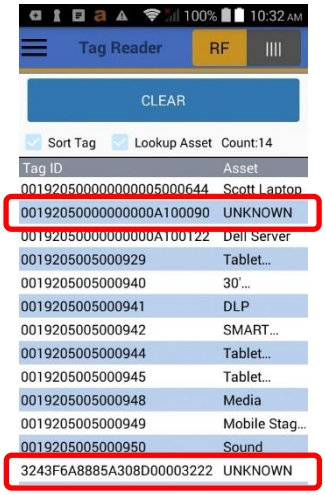
When the trigger is pulled, tags within range of the scanner are displayed in the list.



When testing tags that have not been assigned to an asset, the Name column will indicate “UNKNOWN”.

Figure 13.3

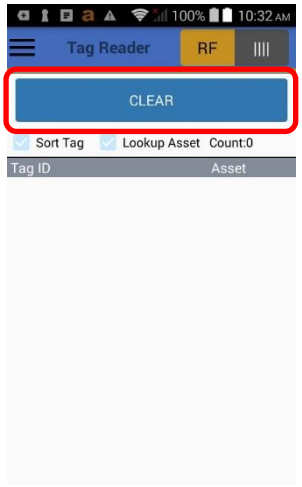
Tags that have not been assigned to an Asset will appear as UNKNOWN.



Press the **CLEAR** button to clear the list. This allows you to quickly test from different distances, angles, etc. After each test variation, just clear the list and try a different variation.

Figure 13.4

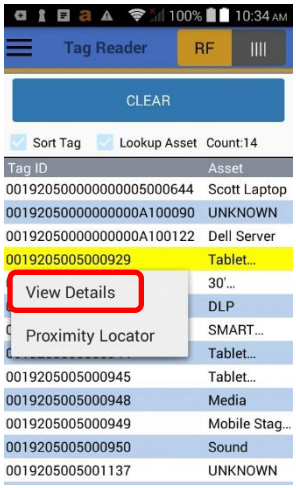
Press CLEAR to clear the list and start over.



To view the Asset Detail screen for one of the Assets you've scanned press and hold on the Asset record and then select **View Details** from the context menu.

Figure 13.5

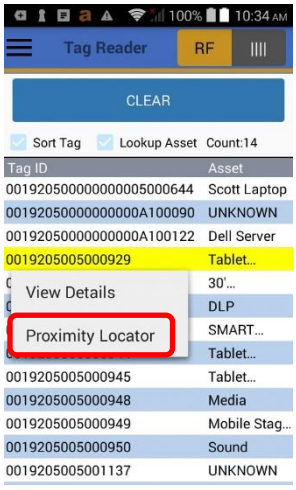
Press and hold on an Asset record and select View Details to access the Asset Detail screen.



To focus on a specific Tag/Asset to test read range or to locate the asset, press and hold on the Asset record and then select **Proximity Locator** from the context menu. This will ignore all other tags and allow you to test the range or locate that specific asset.

Figure 13.6

Press and hold on an Asset record and select Proximity Locator to focus on that one Tag/Asset and ignore all others.



To improve performance, disable the **Lookup Asset** checkbox. This allows the Tag Reader screen to scan tags even quicker because resources aren't utilized to determine whether the scanned tags are assigned to Assets. When this option is disabled, the Asset name column will default to "UNKNOWN" when scanning tags.

Figure 13.7

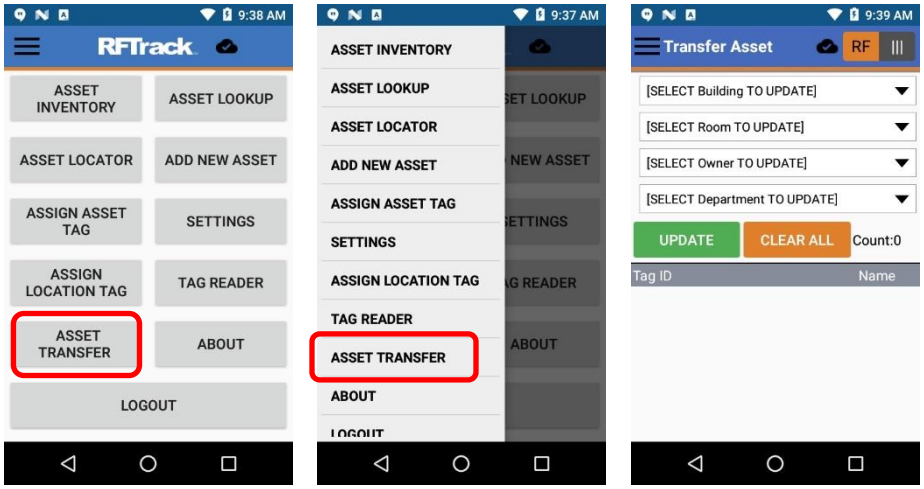
Disable the Lookup Asset checkbox to improve scanning performance.

14. Asset Transfer

The **Asset Transfer** feature can be accessed from the Main screen or Sliding menu. This feature allows you to quickly transfer assets to a new Location, Owner, and/or Department.

Figure 14.1

Asset Transfer navigation



Main screen **Sliding menu**

STEP 1: Select which Asset fields you want to update

You can select one or more of the fields to update. For example, if you only need to transfer some Assets to a new Location, just select the Location you want to transfer them to. Leaving the Owner and Department dropdown lists set to the "[SELECT…" option will leave those fields alone for the selected Assets.

If the Assets need to be transferred to a new Location, Owner, and Department, you could select values for all three.

You can also choose to clear existing values for Owner and/or Department. For example, if you are transferring some Assets to a new Location, and you want the existing Owner and/or Department values for those assets to be cleared, you can select the [CLEAR OWNER] and/or [CLEAR DEPARTMENT] options.

Note that the [CLEAR DEPARTMENT] option is only available if RFTrack is not configured to require Department.

See the screenshots below for examples.

Figure 14.2

Only transfer Location

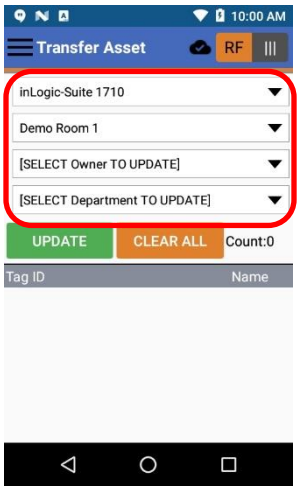
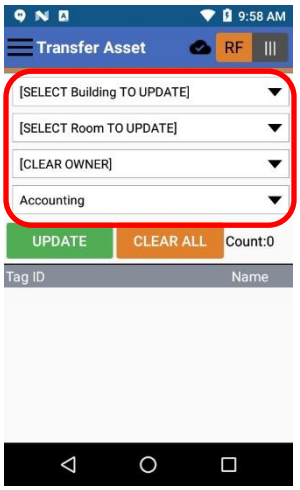


Figure 14.3

Transfer Department, clear existing Owner, and leave Location alone.



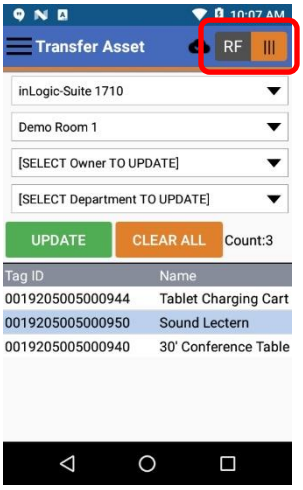
STEP 2: Scan Assets to transfer

Prior to scanning the Assets that you want to transfer, you may want to switch to Barcode mode. If there are Assets around that you don't want to transfer, switch to Barcode mode so that you can selectively scan just the Assets that need to be transferred. If you remain in RF mode, all Assets within range will be scanned and added to your transfer list.

As you scan Assets in RF or Barcode mode, they will be added to your transfer list.

Figure 14.4

You may want to switch to barcode mode

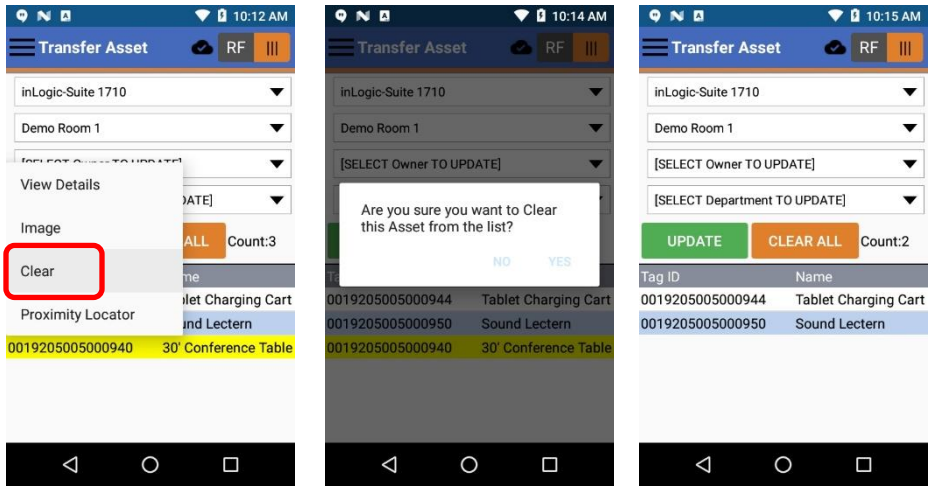


STEP 3: Verify Assets to be transferred

After scanning Assets to be transferred, review the list. If there are any Assets that were added unintentionally, tap and hold on the Asset for about 1 second to display the context menu. Select the **Clear** option to remove the Asset from your transfer list.

Figure 14.5

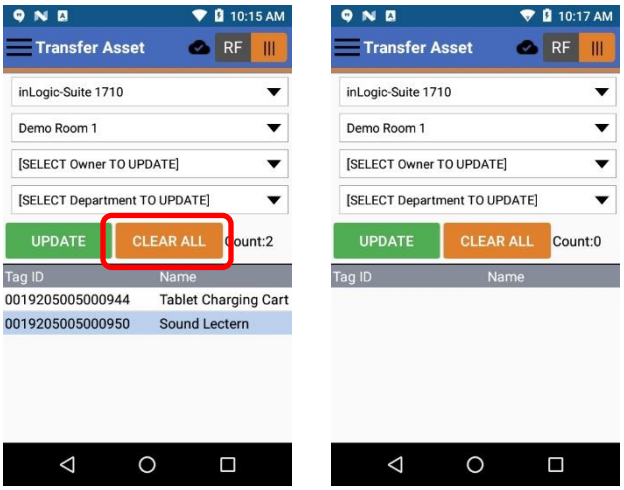
Select Clear on context menu to remove an Asset from the transfer list.



To remove all Assets from the transfer list and start over, tap the **CLEAR ALL** button.

Figure 14.6

Select Clear on context menu to remove an Asset from the transfer list.

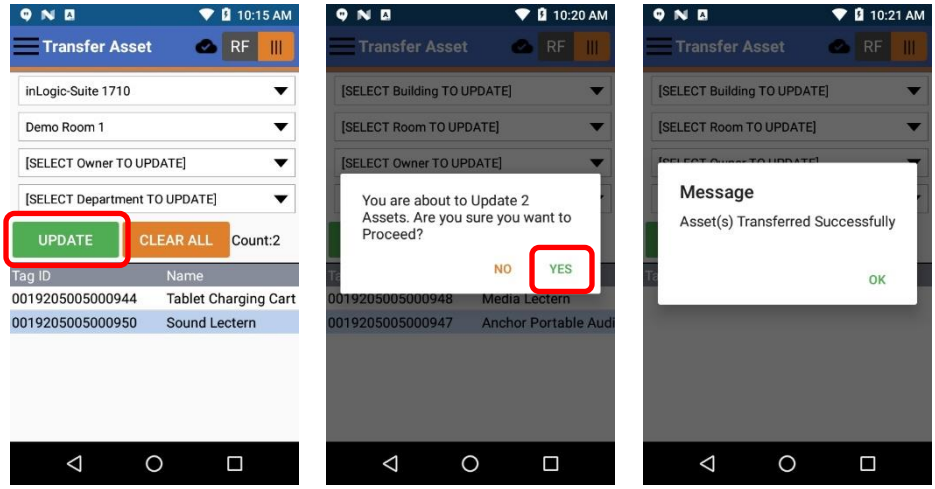


STEP 3: Initiate the transfer

After verifying that the correct Location, Owner, and/or Department have been selected and verifying the Assets in your transfer list, tap the **UPDATE** button.

Figure 14.7

Tap UPDATE to initiate the transfer.

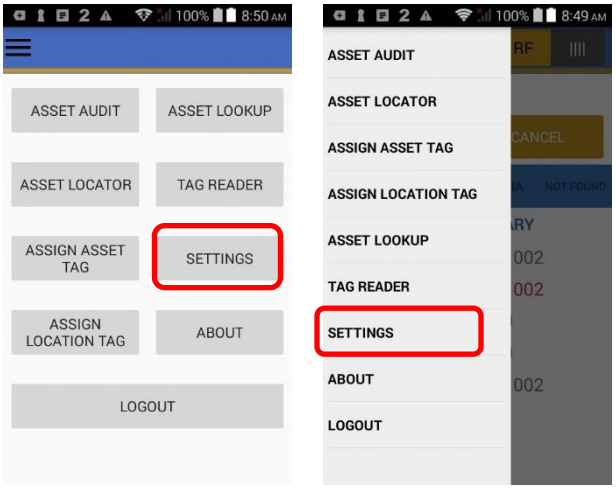


15. Settings

The **Settings** feature can be accessed from the Main screen or Sliding menu. This feature allows you to adjust settings in the app.

Figure 15.1

Settings navigation



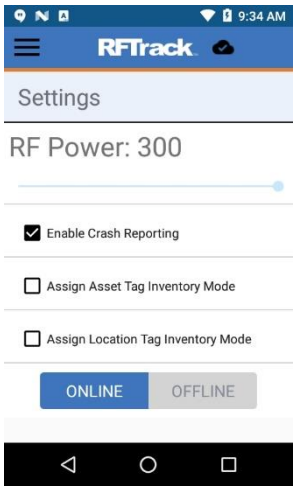
Main screen **Sliding menu**

RF Power

Adjusting the RF Power adjust the transmit power of the RFID reader, which will affect the read range. We recommend leaving this setting at full power, unless you are reading tags further than you want to. Use the slidebar control to adjust the power level.

Figure 15.2

Use the slider control to adjust the RF Power.

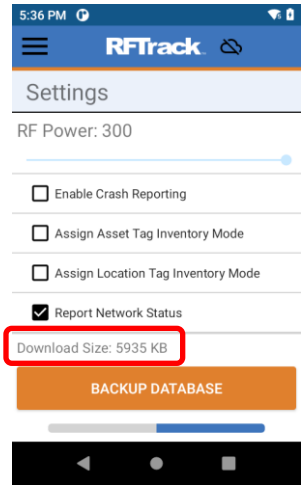


Offline Mode

Please refer to section **5. Offline Mode** for more information on using Offline mode. While in Offline mode, the **Settings** screen will display the size of your Offline database.

Figure 15.3

Offline database size.



If you encounter errors switching back to Online Mode, please tap the **Backup Database** button to make a copy of your database. If you are unable to switch back to Online Mode, inLogic support might be able to utilize the backup to sync your Offline Mode changes with your server.

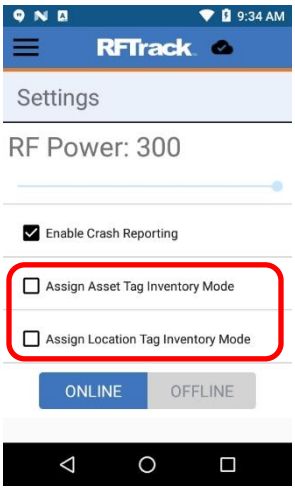
Assign Asset and Location Tag Inventory Modes

The following settings allow you to enable RFTrack to assign Asset and/or Location tags while performing and Inventory, essentially combining multiple processes into one.

- **Assign Asset Tag Inventory Mode**: when this setting is enabled, you will be prompted to assign a new tag for each Asset you scan while performing an Asset Inventory on the Location Assets screen. When enabled the Location Assets screen will automatically default to Barcode mode so that you can scan one asset at a time.
- **Assign Location Tag Inventory Mode**: when this setting is enabled, you will be prompted to assign a location tag when you select a Location to inventory on the Inventory Locations screen.

Figure 15.4

Assign Asset ang Location Tag Inventory Mode settings.

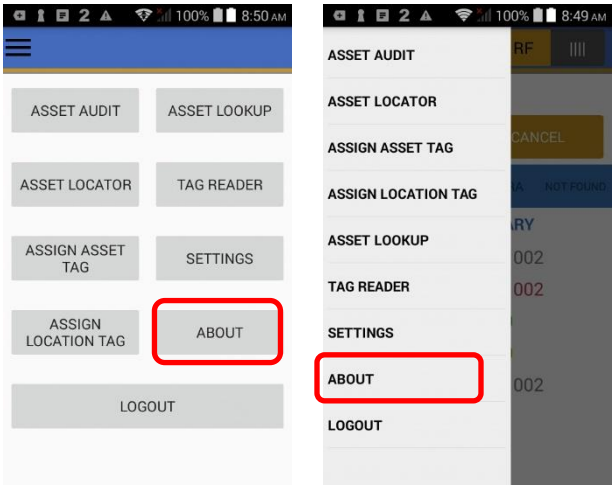


16. About RFTrack

The **About** screen can be accessed from the Main screen or Sliding menu. This feature allows you to adjust settings in the app.

Figure 16.1

About RFTrack navigation



Main screen **Sliding menu**

The **About** screen has 2 tabs:

- **About tab** - provides important information about the version, Device Name, Device ID, Android Version, Serial Number, and Firmware version.
- **Support tab** – provides options for obtaining support

Figure 16.2

The About and Support tabs.