

RTrack Written Instruction of Videos

VIDEO 1: Virtual Tag Analysis Orientation Video

This 21-minute video describes the features of the RTrack software such as:

- Tag testing preparation (1:49)
- Handheld antenna comparison-circular & linear (3:07)
- Tag types comparison-metal & nonmetal types (6:36)
- Basic testing principles (12:17)
- Actual testing demonstration (17:17)

VIDEO 2: Zebra RFID Handheld Basics Video

1. Plug in the scanner. When the scanner is fully charged the led lights on the side of the screen will be green. The lights will be amber if not fully charged.
2. Red power button to turn on. Takes about 30 seconds.
3. To unlock scanner, swipe up from the padlock button.
4. To refresh the screen on the scanner, tap the red power button. To reboot or turn off, hold down the red power button and follow the prompt.
5. Use the spare battery if needed from the cradle to complete your inventory.
6. To raise or lower volume, go to settings button on bottom right of screen, scroll down to 'sound' then 'Zebra Volume Control', 'Scanner volume', and slide bar. To exit, tap on the circle button 'O' in bottom center of screen to return to home screen.
7. To adjust the screen timeout setting, go to the settings button, tap on 'display', then tap 'sleep', and select the timeout that you want; we recommend 30 minutes. To exit, tap on the circle button 'O' in bottom center of screen to return to home screen.

VIDEO 3: RTrack Mobile Basics Video - RFID Tag Scanning in Demo Mode for Distance, Range and Location of Tag

1. Click 'RF' Track Mobile icon, then in login screen type in 'demo' for user name and password. Click on 'SHOW CONNECTION INFO' button and insert 'mc33xxr' as Device Name. Click 'Log In' button.
2. Go to 'TAG READER' screen.
3. Check power level of scanner by clicking on the hamburger icon menu. Go to 'SETTINGS'. Drag bar level to 300. Click on the 'menu' button to return to 'TAG READER' screen.
4. Make sure the 'Sort Tag' button box has a check mark in it. Also the 'RF' button in top right of screen is the color orange.

5. Hold down trigger to scan tags and they will appear on the screen. Can clear list to scan tags again. Constantly holding down the trigger will only read the tags once until you hit the clear button.
6. To test an individual tag: touch and hold down finger on individual tag until the 'Proximity Locator' shows up on context menu and select it. Hold down trigger to test for distance, range and location of the tag on the asset. Tap on the 'CLEAR' button to retest other locations and distance of the tag.
7. Press the back button, '<' on the bottom left of screen to return to tag reader screen.

VIDEO 4: Laptop Testing Video

1. Laptops most always need the 'Metal' tag because of the material inside the plastic case.
2. Follow the instructions from Video 3 for logging onto the scanner to test various locations of the tag by using the 'TAG READER' menu and 'Proximity Locator'.
3. If placing the tag on the bottom of the laptop, put the metal tag closest to the edges of the laptop so that the scanner can read it more easily. The top of the laptop is the ideal location.

VIDEO: RFTrack Mobile for Android – Offline Mode

1. Online mode is connected through Wi-Fi to the RFTrack server and strongly recommended.
2. Type in your 'uNID' number and password. Make sure the 'Device Name' box has the name of the scanner such as 'rfid1' for scanner #1. The URL for the scanners and tablets is:
<https://rftrack.utah.edu/mobileapi>
3. Where the Wi-Fi connection is not available then the offline mode is necessary through batch mode to perform the inventory. Save your inventory work before by switching back to offline.
4. Click on the 'Cloud' icon on the right side of RFTrack on the scanner to switch to offline mode and follow the prompts. The inventory make take several minutes to load as it switches to offline. You will be notified when the inventory has been downloaded.
5. After performing your inventory in offline mode, make sure you switch back to online mode so that the inventory status and any changes will be saved to the server. If you do not switch to online mode then the information will not be saved.
6. After switching to online in a Wi-Fi connected area, you will be notified that the inventory and any changes has be saved when the scanner says 'File Uploaded Successfully'.
7. Any errors can be viewed accessing the event log in the RFTrack server web application.

VIDEO: RTrack Mobile for Android – Asset Inventory

1. Login to RTrack from the scanner: Type in your 'uNID' number and password. Make sure the 'Devise Name' box has the name of the scanner such as 'rfid1' for scanner #1. The URL for the scanners and tablets is: <https://rftrack.utah.edu/mobileapi>
2. Select 'ASSET INVENTORY' from the main screen. Select the building and room number for the inventory in which you want to perform. Then select 'START NEW INVENTORY'. The screen will display the assets that are expected to be found for both capital and noncapital equipment. Pull and hold down the trigger to start scanning.
3. If you have not finished the inventory from a previous session, you can select "RESUME INVENTORY", or start over again.
4. By holding down the trigger on the scanner, you can start walking around the room. You will notice that as assets are found, they will change from the color red 'NOT FOUND' category to the color green 'FOUND' category.
5. The assets that are not found will continue to remain in the red 'NOT FOUND' category.
6. At any point you can click on the tabs such as 'NOT FOUND' to look at the assets in that category. Information includes Asset, Tag #, Department, and Location. Tap and hold on any asset to find additional information in the View Details screen.
7. This will bring up the Asset Details screen, such as owner, location, image, notes, etc.
8. Scanning will also identify assets that are 'EXTRA', which are not part of the inventory that was expected in the room. You can tap and hold on the asset to bring up a menu so that you can 'Reassign Location' of the asset.
9. If you are finding 'EXTRA' assets in your room, it may be picking up assets in an adjacent room. If that is the case, the 'POWER LEVEL' may be too high and you can adjust it lower.
10. When finish scanning click on 'COMPLETE' to save your inventory for that room and then move on to another location.

VIDEO: RTrack Mobile for Android Asset Transfer Feature

1. This feature allows you to change multiple assets at the same time on the scanner, by accessing 'ASSET TRANSFER' from the menu.
2. Scan the tags you want to transfer in the 'RF' or '|||' barcode mode. Either mode will be highlighted in orange.
3. Selected assets will appear on the bottom half of the screen. If an asset was selected in error, tap and hold your finger on the assets until it is highlighted in yellow. A context menu will appear, allowing you to 'Clear' the assets from the list. You can also 'View Details', 'Image' and 'Proximity Locator' to pinpoint the asset from this menu.
4. You can transfer assets to any combination of location, owner or department. For location changes, use the dropdown list to transfer to the building and room number desired.
5. Multiple fields can be used at the same time such as location, owner or department if necessary.
6. Once you are done, select 'UPDATE' to transfer the assets in your list. A popup will appear asking if you are sure, you want to proceed, click 'YES'.
7. Click 'NO', or 'CLEAR ALL' to cancel assets you have built in your list if you do not want to transfer.

VIDEO: RFTrack Mobile for Android Handheld Power Levels

1. RFID tags may be read through walls so adjusting the power level may be necessary.
2. Power levels can be associated with each location so that they will be automatically loaded the next time you do the inventory.
3. To define your power levels, click the 'Device' from the Administration Menu and select the 'MOBILE POWER LEVEL' tab.
4. Click on 'ADD NEW POWER LEVEL' subtab. Each 'POWER LEVELS' will need to be given a name such as Full, Medium or Low power, or Large Room, Medium Room or Small Room/Cubicle.
5. Select 'DEVICE TYPE POWER LEVELS' subtab to define the numeric power level for each type of handheld used such as scanner or tablet. Select 'DEVICE TYPE', then the 'ADD NEW DEVICE FOR POWER LEVEL' to add the power level for each type of room or level. Save your selection.
6. When performing inventories, you can now select the power level for each type of room from the scanner.
7. From the RFTrack scanner or tablet menu, select 'ASSET INVENTORY', and location you want to associate a power level.
8. In the 'POWER LEVEL' area of the location, there is now a drop down menu to associate the power level. Adjusting the power level is optional and will default to the scanner power level.
9. At the end of performing your inventory and clicking on 'COMPLETE', the power level will be saved if you selected one for that room location.

VIDEO: Check In and Check Out Training Video

1. 'Check Out' feature is design for short-term loan events and a due date is assigned.
2. Go to the 'MAINTENANCE' screen, then 'Check Out'. Fill in the required yellow fields.
3. More than one asset can be checked out at a time.
4. Another way to check out an asset is by going to the 'ASSET' entry screen. Select to edit the asset and go to the 'CHECK OUT HISTORY' screen. This will take you to the 'Check Out' screen.
5. To 'Check In' an asset, go to the 'MAINTENANCE' screen and select 'Check In'.
6. Fill in the required yellow fields. More than one asset can be checked in at a time.
7. Reports can also be run on both check in and out.
8. Emails reminders to persons with checked out inventory will need inLogic assistance.

VIDEO: Asset Maintenance Tutorial: Adding Images to Assets

1. *Adding images to individual assets.* Go to the 'MAINTENANCE' page, click on 'Asset', click on the edit button for the asset. Go to the 'ATTACHMENT' tab. Click the 'CHOOSE FILE' button and add the image you want to upload and save. The image needs to be <50 kb.
2. *Adding images to a model.* For multiple assets that are the same model, you can add one image for all of the assets. Go to 'MAINTENANCE', 'LISTS', 'Manufacturer Model', select manufacturer, and then model. Click 'ATTACHMENTS', 'Choose File' and add the image you want to upload and save. The image needs to be <50 kb.
3. *Configuration of image sizes.* If an error message occurs saying, the image is too large; you can resize the image to make it smaller.

4. The other method is to change the default of the image size by going to 'ADMINISTRATION', 'CONFIGURATION', and scroll to 'AssetImageSize' and adjust the size higher. Save changes.
5. The view of the image on the mobile device can be adjusted by going to the 'MOBILE' tab and 'MobileAssetImageSize'. Not recommended to go more than 50,000 bites to conserve space.

VIDEO: Asset Maintenance Tutorial: Running Reports in RTrack

1. Go to the main navigation menu and click on 'Reports'. This will give you the list of available reports. Select the report and criteria that you desire and click on the 'VIEW REPORT' button.
2. The report will load and you can navigate through the pages or look for an asset in the 'Search Criteria' box.
3. You can adjust the page width, print report from the screen or export to PDF, Excel or Word by clicking on the 'Save' button.
4. For additional information, you can go to the 'Show Selection Criteria' in the top right. This will allow you to change the selection criteria and reload the report. Each column will have an up or down arrow to help you sort through the data. The 'Refresh' button will reset the data in the report.

VIDEO: RTrack Lite App Tutorial (Android)

ASSIGN ASSET TAG:

1. This App allows the user to assign asset tags, assign location tags, upload images and perform asset lookup.
2. From the tablet, click on the RF button and enter your username, password, device name (Tablet 1,2or3) and URL <https://rtrack.utah.edu/mobileapi>.
3. The hamburger menu (3 horizontal lines) will bring up the menu buttons.
4. Assign Asset Tag: Allows you to assign the new RFID/Barcode asset tag by clicking on the 'Tag ID' button and typing in the red legacy 6-digit asset number and clicking on the 'LOOKUP' button. The current tag ID information will show up on the bottom of the screen.
5. The 'NEW ID' button will be enabled. Select the barcode icon with your finger to the right of this field, which opens up the camera so you can scan the barcode.
6. Once you have the old 'Tag ID' number and the 'New ID' barcode information captured in each of the fields, you can 'SAVE' the information. The 'New ID' tag can only be saved for one asset.
7. This will take you back to the 'Assign Tag' screen so you can add another new tag.

ASSIGN LOCATION TAG: This function is not available at this time.

ASSET LOOKUP:

1. This feature allows you to edit an assign tag number. You can manually enter a tag number or scan the barcode.

2. This will bring up a menu bar across the top listing: MAIN, MORE, NOTES, IMAGE, PURCHASE, ATTRIBUTES, etc.
3. If you have permissions, you can change asset information on these screens.
4. The ATTRIBUTES tab will include any custom attributes that has been added in RTrack.
5. Click SAVE for any changes that you have entered.

UPLOAD IMAGE:

1. This App allows the user to take pictures with the tablet and associate it with a specific asset or a model shared with all assets that belong to that model.
2. If you are associating the asset with one specific asset, click on the 'ASSET' tab and then the barcode image to the right of 'TAG ID'.
3. Select 'TAKE PICTURE', which brings up the camera app. Take a photo of the asset.
4. Select 'OK' if you are happy with the image, or 'RETRY' to retake the photo.
5. If you want to resize the image, click the 'Resize for Mobile' box and then click 'UPLOAD'.
6. If you are associating an image with a model record shared by many assets, select the 'MODEL' tab, then select the 'MANUFACTURER' for that model. Then type in the 'MODEL' information in the tab.
7. Take a photo of the model and select 'UPLOAD' and an image will pop up saying that the image was uploaded successfully.

SETTINGS:

1. There is a configuration option that allows you to 'Auto Scan Barcodes'. If you click on this box option, certain screens will automatically load the camera app, so that you do not have to click on the asset barcode icon. It is very helpful if you have to scan many assets.

ABOUT:

1. Provides useful information about your device, such as DEVICE NAME, ID, APP VERSION and the URL.
2. On the 'SUPPORT' tab, you can access the SUPPORT PORTAL, EMAIL and TELEPHONE SUPPORT.

LOGOUT:

1. Once you have finished using the RTrack software you can successfully LOGOUT.

