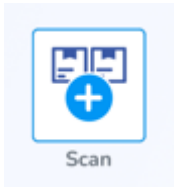


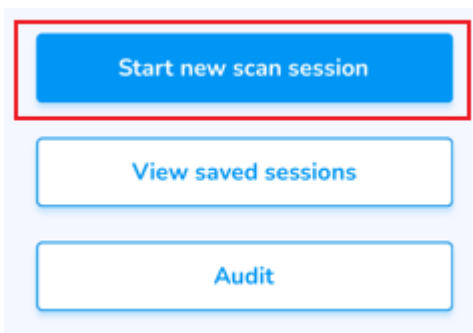
Scan

Steps to Scan and Add items to inventory

- From the Home screen click **Scan**



- Tap the **Start new scan session** option



Poor internet preventing your scan from uploading? [Save Scans](#) and upload later

Need to verify inventory accuracy? [Audit](#)

- If the scan was stopped during the process a pop-up message will appear at this point asking if you wish to **Resume the last scan session**, or **Delete the data without saving**



The last scan session (5/17/2025 3:20:31 PM)
was interrupted!

What would you like to do?

Resume the last scan session

Delete these data without saving

- [Pair Bluetooth](#)

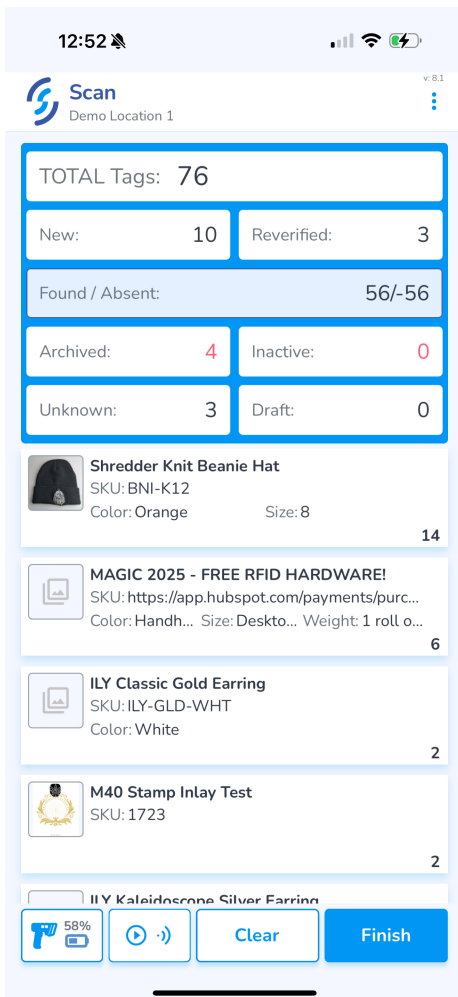
Start Scan

- To initiate the Scan:
 1. Pull the trigger on the reader OR
 2. Press the auto scan button



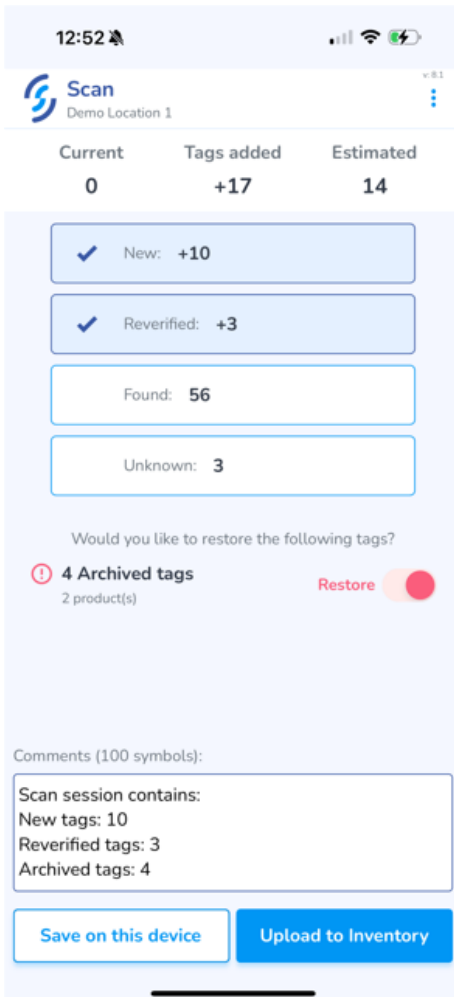
The total number of tags will appear in the Scan Summary screen, and below the items and their totals.

Understand the [Scan Summary & Statuses](#), and how each affects your inventory



To complete the scan and move to the upload screen, click **Finish**

Choose the Statuses you wish to include in the upload



If you wish to add a note to the upload, click into the Comments window and type it in

Finally, click **Upload to Inventory**

Animation indicates the scan is being uploaded, followed by a green check mark for success

If you are unable to upload due to poor internet connectivity, you can [Save Scans](#) on this device for later upload

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