

GoCodes Mobile App - Quick Start Guide

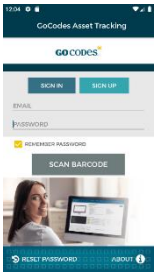
Welcome to GoCodes! To get started quickly and easily, please follow the steps below:

1 Download your App



Get your GoCodes Mobile App by visiting the App store on your phone and searching for 'GoCodes.' Your App - which is called 'GoCodes Asset Tracking' - is yellow, white and blue. Click 'Install' or 'Download.'

2 How to Login



Simply enter the Email Address and Password that your administrator has provided. Now 'Sign In.'

You must login before scanning.

3 Scan Assets



Once you are logged in, you'll see the 'Scan or Search' screen. Just click the turquoise 'SCAN BARCODE' button to scan one GoCodes QR code or the barcode on your asset.

4 View Asset List Screen



Once you've scanned your asset, you'll see the 'Asset List' screen. This list provides you with a summary of the asset that you've scanned.

5 Check Out Assets

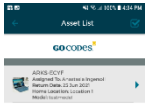


On the bottom right of the 'Asset List' screen, you will see the option 'CHECK OUT'. Tap here to check out your asset.

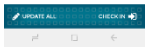
This moves you to another screen called 'Assign.' There is a box beside the words 'ASSIGNED TO.' Here you can type in the name of the person or project who is being assigned this asset. It could be you. You can fill out the 'RETURN DATE' if you have that information.

Tap the 'Checkmark' in the top right-hand corner of the screen to complete the task.

6 Check In Assets



Once you have checked out your asset, you will return to the 'Asset List' screen. Notice that your asset now says that it's checked out. Should you want to check it in, do so by tapping the 'Check In' text at the bottom right of your screen. It will check the asset in automatically.



7 Edit Asset Information



To edit your asset's information, go to the 'Asset List' screen. Tap the asset that you want to update. Tapping the asset will open the 'View Asset' screen. Tap on the pencil that you see in the top right-hand corner to update the asset's information.

Tap on each field you want to update. Make the update. Click 'Done' each time you update a field.

To save all the changes, finish by tapping the 'checkmark' in the top right-hand corner of the screen. You will return to the 'View Asset' screen.

Once you've finished with all of your updates, tap on the 'back-arrow' to return to the 'Asset List' screen. Tap the 'back-arrow' once more, to return to the main screen.

GoCodes is a Go!

You did it! You now know how to Login to GoCodes, Scan a Barcode, Check Assets In and Out and Update the Asset's Information using GoCodes.