

User Guide for mAssetTag 2009

Connected Worker Solutions



Title and Copyright

Copyright and **Terms of Use** page for mAssetTag.

User Guide for **mAssetTag**, a *Mobile Asset Tag Management Solution of Connected Workforce Platform*[™]

Product Version: 2009

Release Date: 19 November 2020

Document Version: 1.0

Published Date: 19 November 2020

Copyright © 2020, Innovapptive Inc. and/or its affiliates. All rights reserved.

Primary Author: Innovapptive Inc.

Copyright Notices: Neither our Application nor any content may be copied without inclusion of all copyright notices and/or disclaimers provided therein. Any third party provider logos or marks provided through the Application shall remain owned by such third party provider as may be indicated in a notice contained in the Application or content and you shall not modify or remove any such notice. Neither we nor our suppliers or any third party providers grant any rights or license to any logos, marks, or copyrighted material other than as expressly set forth herein.

Preface

Understand audience, know related documents and products and conventions followed in this document.

Audience

This user guide is for inventory management technicians in your organization. The purpose of this user guide is to get them acquainted with various features and functionality of the mAssetTag solution.

Document Conventions

Table 0-1 Conventions followed in the document

Convention	Meaning
boldface	Indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	Indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter

Related Documents and Products

- [Work Order Management](#)
- [Inventory and Warehouse Management](#)
- [Operator Rounds](#)
- [Inspections Checklist](#)
- [Fixed Asset Management](#)
- [Field Procurement](#)
- [Analytics and Dashboards](#)

Contact Innovapptive

For information on Innovapptive products, visit the Innovapptive's Support Portal at <http://helpdesk.innovapptive.com>.

The updates to this document are published on this support portal. Check this website periodically for updated documentation.

For additional information about this document, send an email to documentation@innovapptive.com.

Contents

- Title and Copyright..... 2
 - Preface..... 3
- 1. About mAssetTag..... 8**
 - 1.1. Features of mAssetTag..... 8
 - 1.2. New Features and Enhancements..... 9
 - 1.3. System Requirements..... 21
 - 1.4. Explore mAssetTag..... 23
- 2. Configuring mAssetTag..... 24**
 - 2.1. Connect to Server..... 24
 - 2.2. Choose Language..... 25
- 3. Login to mAssetTag..... 26**
 - 3.1. Login Using Username & Password..... 26
 - 3.2. Create App Passcode..... 26
 - 3.3. Configure Login using Fingerprints..... 27
- 4. Understanding and Working with mAssetTag..... 28**
 - 4.1. Home Screen of mAssetTag..... 28
 - 4.2. Configure mAssetTag for your every day tasks..... 30
 - 4.3. Process Transactions in Offline mode..... 31
- 5. Tagging Assets..... 33**
 - 5.1. Tag an Asset by Scanning..... 33
 - 5.2. Tag an Asset Manually..... 34
 - 5.2.1. Enter Asset Tag ID..... 34
 - 5.2.2. Tag an Asset Manually (Non-Availability of Asset Tag ID)..... 37
- 6. Adding Asset Details..... 39**
 - 6.1. Add Asset Details and Generate Barcode..... 39
 - 6.2. Print QR Code of an asset..... 43
- 7. Verifying a Batch of Assets..... 45**

7.1. Scan and Verify Batch of Assets based on List.....	45
7.2. Scan and Verify Batch of Assets based on Location.....	48
7.3. Manually Verify Batch of Assets.....	50
7.4. Manually Verify Batch of Assets with Blind Count.....	50
8. Recording Movement of Goods into Warehouse.....	54
8.1. Record Goods Movement into Warehouse Using Purchase Order.....	54
8.2. Record Goods Movement into Warehouse Using Stock Transport Order.....	57
8.3. Record Goods Movement into Warehouse Using Outbound Delivery.....	58
8.4. Record Goods Movement into Warehouse Using Inbound Delivery.....	60
8.5. Record Good Movement into Warehouse without a Reference Document.....	61
8.6. Cancel a Material Document.....	62
8.7. Return Items to Supplier.....	63
9. Check-in / Check-out assets.....	65
9.1. Check-in/update asset.....	66
10. UI5 Desktop Admin Transactions.....	67
10.1. Log into the mAssetTag UI5 Application.....	67
10.2. Understanding and working with UI5 dashboard.....	67
10.3. Assign Batch of Assets to Users for Tagging.....	68
10.3.1. Download Asset Catalog Collection.....	69
10.3.2. Retire an Asset.....	70
10.4. Track Status of Batch Asset Tagging Tasks.....	70
10.4.1. Check Batch Status Using Asset Inventory Status.....	71
10.4.2. Edit Details of Asset Inventory Status.....	71
10.4.3. View Asset Status Dashboard.....	72
10.4.4. Download Asset Inventory Status.....	73
10.5. Verify and post assets data to the SAP.....	74
10.5.1. Download Asset Cockpit.....	75
10.6. Approve / Reject Batch of Assets.....	76
10.6.1. Approve or reject assets with missing barcode.....	77

- 10.6.2. Reassign Asset with missing Barcode for Tagging.....77
- 10.6.3. Download Asset Reconciliation Collection.....78
- 10.7. Track KPIs of Assets for Taking Corrective Action.....79
 - 10.7.1. Download the Asset KPI Report.....79

1. About mAssetTag

mAssetTag provides a holistic view of asset types across your enterprise, enabling you to view your assets and identify their untapped potential.

These valuable insights provide ability to tightly align assets with your organizational goals – ensure reliability, optimize asset life cycle and comply with the regulatory mandates, among other things.

Innovapptive's mobile EAM portfolio is a configurable enterprise-grade SAP mobile asset management solution. Fully configurable with RACE™, the application offers you unparalleled flexibility to zero in on the specialized and industry requirements, which can turn your company's asset management into a competitive advantage.

mAssetTag supports SAP users of FI-AA module and helps them connect and access the master data of the module from their mobile phones. Once you configure mAssetTag (for connecting to FI-AA module) on your mobile device, you can login using your existing SAP credentials and get started using mAssetTag.

mAssetTag consists of the following four modules:

- Scan Assets
- Add Assets
- My List
- Goods Receiving

mAssetTag application is also available on UI5 desktop to help administrators process a series of transactions including assigning a batch of assets to users. This allows field personnel to tag the assets, verify, and post the data to SAP and track the performance of the inventory periodically.

1.1. Features of mAssetTag

You can do the following with mAssetTag

- Tag assets at the point-of-entry and sync to your SAP back-end.
- Create and print barcodes or QR codes on the fly.
- Minimize data entry for fixed asset through master data creation.
- Simplify annual audits with auto capture and update.
- Generate customized SAP reports to track asset inventory, audit results, and metrics.
- Ensure seamless asset master data management.

- Ensure customizable mapping between your SAP system and mobile device.
- Increase adoption for asset information capture across the enterprise.
- Manage and accept changes initiated by field device by using RACE.
- Enable mobile worker to access, update, and manage asset information in real-time or offline.
- Track performance of the assets periodically using the Asset KPI.
- Track status of the assets batch wise.
- Supports push and in-app notifications for real-time updates.
- Offers pre-built and SAP-certified services with configurable field mapping.
- Minimize user input by leveraging device capabilities (including GPS, camera, and accelerometer).
- Eliminate manual filling of the asset details and reduces the user's effort by scanning Data Matrix Barcodes (Combo Scan).
- User can add an asset for which barcode is missing, to the batch.
- Two Step Asset Verification is implemented. This allows Asset Admin to review the asset updates posted by the user before posting to SAP.
- Blind count can be configured for Batch of assets.
- Print material documents and barcode labels after goods receipt is posted.
- Process failed records from Offline Outbox
- Track and filter the asset requests using Reconciliation Dashboard.
- Check-in and Check-out assets.
- Choose language of your choice for UI labels and messages.
- Asset Admin:
 - Revamped Admin Console Dashboard
 - Approve or reject multiple asset requests at one go
 - Push Notification and Email is sent to user on status of asset request
- Edit and post failed transactions in Offline Outbox

1.2. New Features and Enhancements

Following are the new features and enhancements for mAssetTag.

Check the releases below for the information:

- [New Features and Enhancements in Release 2009 \(on page 10\)](#)
- [New Features and Enhancements in Release 2006 \(on page 11\)](#)
- [New Features and Enhancements in Release 2003 \(on page 12\)](#)
- [New Features and Enhancements in Release 7.4.0 \(on page 16\)](#)
- [New Features and Enhancements in Release 7.3.0 \(on page 17\)](#)
- [New Features and Enhancements in Release 7.2.0 \(on page 18\)](#)

New Features and Enhancements in Release 2009

Table 1-1 New Features and Enhancements in Release 2009

Reference No	Description
MAT-1367	<p>Display Date Formats based on User Preferences (UI5)</p> <p>The date format in mAssettag UI5 and the mobile application screens is displayed based on user parameter settings done in SAP.</p>
MAT-2323	<p>Verify and post assets data to the SAP (on page 74) (UI5)</p> <p>You can now generate barcodes with an image (logo). When you approve an asset in the, you generate the barcode label for the assets. Now, you can print the labels with an image. For example, your company logo.</p> <div data-bbox="820 1409 1393 1633" style="border: 1px solid #0070C0; border-radius: 10px; padding: 10px; background-color: #E6F2FF;"> <p> Note: To use this feature, configure the image for the barcode layout in RACE.</p> </div>
MAT-2441/ MAT-2440/ MAT-2435	<p>Foundation Library Integration (iOS)</p> <p>Foundation Library plugin is integrated in the app and it handles the following functionalities:</p>

Table 1-1 New Features and Enhancements in Release 2009 (continued)

Reference No	Description
	<ul style="list-style-type: none"> • Offline Outbox and re-processing • Online/Offline retrievals and postings • Open Online/Offline stores
MAT-1779	<p>S/4 HANA Optimization</p> <p>mAssetTag is now optimized for S/4 HANA</p>
MAT-1448	<p>iOS 14 compatibility</p> <p>mAssetTag application now supports iOS 14,14.1 and 14.2.</p>

New Features and Enhancements in Release 2006**Table 1-2 New Features and Enhancements in Release 2006**

Reference No	Description
MAT-2076	<p>Remove asset batches that are not required (on page 71) (UI5)</p> <p>As an asset administrator, you can review and delete the batches that are not required to be part of asset verification using the Asset Inventory Status screen. Assets assigned to the batch are moved and posted to the backend.</p>
MAT-1783	<p>Generate barcode labels with image of your choice (on page 39) (iOS)</p> <p>You can now generate barcodes with an image (logo). When you add an asset or post the goods receipt, you generate the barcode label for the assets. Now, you can print the labels with an image. For example, your company logo.</p>

Table 1-2 New Features and Enhancements in Release 2006 (continued)

Reference No	Description
	 Note: To use this feature, configure the image for the barcode layout in RACE.
MAT-481	<p>Choose language of your choice for UI labels and messages (on page 25) (UI5)</p> <p>Choose the language of your choice on the login page to view the UI labels and messages in the selected language.</p>  Note: You can configure UI labels using RACE Localization. Only the German language is supported.
MAT-2077	<p>Configure fields of your choice in Asset Cockpit (UI5)</p> <p>As an asset admin, you can now configure additional fields using RACE depending on your requirements for the Asset Cockpit screen.</p>
MAT-2012	<p>iOS 13 compatibility</p> <p>mAssetTag application now supports iOS 13.3.1 and 13.4.</p>

New Features and Enhancements in Release 2003

Table 1-3 New Features and Enhancements in Release 2003

Reference No	Description
MAT-1803	<p>Approve or reject multiple asset requests at one go (UI5)</p>

Table 1-3 New Features and Enhancements in Release 2003 (continued)

Reference No	Description
	<p>As an asset administrator, you can now approve or reject multiple asset requests simultaneously in the Asset Cockpit screen. When the field user who verifies batch of assets identifies a new asset / updates an existing asset details, a request is created. If you (Admin) approves the change, the data is updated in SAP.</p>
MAT-1441	<p>Check-in or check-out assets (iOS)</p> <p>When a user takes an asset from the inventory, you can check-out the asset and track it. Check-in the asset when it is submitted back. This feature helps you track the assets when multiple technicians use the same set of assets. The shift employee who take the asset, checks it out in the system and checks it back when returns the asset. When the asset is checked out, you can see the details like who took the asset and when is the asset due. This helps you during inventory audits and efficiently manage your inventory.</p>
MAT-1203	<p>Revamped Admin Dashboard and transaction screens (UI5)</p> <p>Admin application is redesigned with a new look and feel to provide easy and simple navigation to the screens depending on the workflow. As an asset admin, you can do all these transactions as earlier but with ease:</p>

Table 1-3 New Features and Enhancements in Release 2003 (continued)

Reference No	Description
	<ul style="list-style-type: none"> • Approve or reject asset requests • Track KPIs of assets • Track status of asset Batches • View requests pending for approval <p>Asset Admin Console Dashboard</p> <p>Asset Admin Console, the revamped home screen, helps you to track the verified and to be verified assets and validate the batches and assets. Asset data is displayed using Donut chart.</p>
MAT-1260	<p>Compatible Scanners (iOS)</p> <p>mAssetTag is now compatible with the following scanners:</p> <ul style="list-style-type: none"> • SocketScan S800 • Honeywell Granit 1980i • Cognex MX-1000 and MX-1502 • Honeywell Captuvo Sled • Infinite Linea Pro 6 • Honeywell CT50 • Zebra Scanner DS3878-ER
MAT-481	<p>Choose language of your choice for UI labels and messages (iOS)</p> <p>After you configure the application, choose the language of your choice to view the UI labels and messages in the selected language.</p> <div style="border: 1px solid #0070C0; border-radius: 10px; padding: 10px; margin-top: 10px;"> <p> Note: You can configure UI labels using RACE Localization.</p> </div>

Table 1-3 New Features and Enhancements in Release 2003 (continued)

Reference No	Description
MAT-1269	<p>Notify user on status of asset request (UI5)</p> <p>A notification is sent to the mobile user when you (Admin) do the following:</p> <ul style="list-style-type: none"> • Approve or reject the asset request • Reassign the asset batch for recount • Assign a new batch of assets
MAT-935	<p>Edit failed transactions in Offline Outbox (ios)</p> <p>You can add new assets or update asset details even when the device is not connected to network. These offline transactions are stored in Offline Outbox and they are synchronized when device connects back to network. Failed transactions, if any, remain in Offline Outbox. You can edit the details of failed transactions and repost them.</p>
MAT-546	<p>Email notification to the user on status of Asset request</p> <p>As an asset admin when you approve or reject an asset request, the user who added the request is notified through an email.</p>
MAT-1222	<p>Library upgrade (UI5)</p> <p>Libraries for UI5 application are upgraded to version 1.71.</p>
MAT-1554	<p>Record mobile and UI5 transactions to APPUSE table</p>

Table 1-3 New Features and Enhancements in Release 2003 (continued)

Reference No	Description
	View and track the transactions processed on the mobile and UI5 (Admin) application using the table /INVMAT/APPUSE.

New Features and Enhancements in Release 7.4.0**Table 1-4 New Features and Enhancements in Release 7.4.0**

Reference No	Description
MAT-498	iOS —You can now generate the asset barcode when adding an Asset manually from Scan Asset module. Configure the Barcode type, size, format and printers using RACE.
MAT-500	Current Geo-Location in My List iOS —App now shows the current location of the asset during physical verification of the assets.
MAT-543	Asset Reconciliation Dashboard UI5 —Now, overview of assets is shown using donut and bar charts on Asset Reconciliation Dashboard, based on asset Status, Reconciliation Reason and Asset part of / not part of Batch. You can configure the assets that you want to track using the Filter option.
MAT-548	Multiple Asset Account Assignment lines for PO line item iOS —You can now view the assets that are assigned to the purchase order line item from the Goods Receiving – Purchase Order screen.
MAT-549	Material Document and Barcode label printing

Table 1-4 New Features and Enhancements in Release 7.4.0 (continued)

Reference No	Description
	iOS —When you receive goods using purchase order, you can print the material documents and labels for assets.
MAT-935	Process failed transactions from Offline Outbox iOS —You can now process the offline transactions that are failed to process when you connected to the network. Tap on the record to update and repost them.
MAT-467	iOS —App now shows asset number, asset class, serial number and other IDs or numbers for attributes without leading zeroes. For example, Asset ID <i>0003001</i> is now shown as <i>3001</i> .
MAT-1144	iOS —'Offline refresh is not allowed' message is shown when Offline Data Sync is in progress and you do manual refresh.
MAT-1198	Stability and performance improvements Bug fixes and improvements are applied thereby increasing stability and performance across the application to get things done faster.

New Features and Enhancements in Release 7.3.0**Table 1-5 New Features and Enhancements in Release 7.3.0**

Reference No	Description
MAT-469	UI5—Configure search fields on Asset KPI Search screen using RACE You can configure fields such as Text, Date, Date Range and dependency drop down, using RACE in Asset KPI Search screen.

Table 1-5 New Features and Enhancements in Release 7.3.0 (continued)

Reference No	Description
MAT-547	<p>UI5—Print Asset Barcode</p> <p>You can now print the Asset Barcode label after approving the asset from the Asset Master Cockpit screen.</p>
MAT-935	<p>iOS—Process Offline failed transactions</p> <p>You can post transactions such as Adding an Asset, in Offline mode. These transactions are stored in Offline Outbox and synchronized to SAP when you connect device to the network.</p>
MAT-939	<p>UI5—Configure Asset Reconciliation Details screen using RACE</p> <p>Configure search fields for Asset Reconciliation Details screen using RACE.</p>
MAT-956	<p>iOS—Improved Sample data to explore app for new users</p> <p>Predefined data to explore all the modules/screens of mAssetTag has been enhanced.</p>

New Features and Enhancements in Release 7.2.0**Table 1-6 New Features and Enhancements in Release 7.2.0**

Reference No	Description
MAT-537	<p>A field to capture Batch Description is added in the Asset Scheduler, Asset Cockpit modules of UI5 application and in Asset Audit List screen of mobile app.</p>

Table 1-6 New Features and Enhancements in Release 7.2.0 (continued)

Reference No	Description
MAT-538	If an asset exists in a batch and user tries to add the asset to a new batch, system validates, and a message appears stating that the asset exists in another batch.
MAT-539	The UI5— Asset Inventory Scheduler search screen is now RACE configurable and you can configure extensions based on your requirements. For example, you can configure the Room Number as an extension in RACE and configure the drop-down table name and field name. The drop-down fields are retrieved from the Table configured in RACE. See, Assign Batch of Assets to Users for Tagging (on page 68)
MAT-540	Following enhancements are implemented to manage assets in batch:

Table 1-6 New Features and Enhancements in Release 7.2.0 (continued)

Reference No	Description
	<ol style="list-style-type: none"> 1. The Add Asset screen can be configured with extensions and standard fields using RACE. 2. Blind Count: If this is enabled in RACE, the assets in the batch are not visible. For example, an asset is listed only when the scanned asset is part of the batch. See, Manually Verify Batch of Assets with Blind Count (on page 50) 3. User can add an asset to the batch for which barcode is missing using the Missing Barcode option and also add asset which is not in the batch while scanning Asset. Once posted, the Asset Admin can review the asset.
MAT-541 / MAT-542	<p>Two Step Asset Verification is implemented. Count results and asset updates posted by the user would be reviewed by Asset Admin before posting to SAP, using the new Asset Count Reconciliation module. The following changes are implemented:</p> <ul style="list-style-type: none"> • Assets verified and confirmed by the user are stored in a table. Attachments added from My List module are displayed in UI5. • An asset Admin can Approve, Reject or Reject and ask for Recount of assets. See, Approve / Reject Batch of Assets (on page 76)

Table 1-6 New Features and Enhancements in Release 7.2.0 (continued)

Reference No	Description
MAT-557	Branding Update: The mAssetTag application icon and Innovapptive logo are re-designed.
MAT-558	Login screen of mAssetTag is enhanced. The mAssetTag application is compatible with iPhone X.
MAT-571	You can now configure standard and extension fields and UI validations for the fields in My List module, using the RACE application.

1.3. System Requirements

To install and run mAssetTag, you need the following minimum requirements.

Table 1-7 System Requirements for mAssetTag

System	Minimum Requirement
Software	<ul style="list-style-type: none"> • SMP 3.0 SP09 and above (SAP Mobile Platform) • SCPms (SAP Cloud Platform Mobile Services) • SAP Cloud Connector 2.0 (latest version) • SAP NetWeaver Gateway 7.4 SP10 and above (lower versions are compatible (requires evaluation)). • Reverse proxy (SAP Web Dispatcher, Apache, Junos Pulse, NetScaler proxy servers are recommended. Others need to be evaluated) • RACE 2003: SAP_UI 740 SP13 and above or SAP_UI 750 SP03 and above or provide access to online UI5 libraries of version 1.71
SAP Business Suite	<ul style="list-style-type: none"> • ECC 6.0 EHP 5 and above (recommended) • Lower versions are compatible (requires evaluation) • SAP S/4 HANA Business Suite 1610 and above
Compatible Security Authentication Mechanism	<ul style="list-style-type: none"> • Basic authentication • SSO2 between SMP and NetWeaver Gateway • Active Directory SSO • SAML 2.0 Authentication
Compatible OS Platform and Version(s)	iOS 12 and above
Compatible Form Factors	iPhone (Portrait mode)
Compatible Device(s)	iPhone 6 and above

Table 1-7 System Requirements for mAssetTag (continued)

System	Minimum Requirement
Compatible Browser(s)	<ul style="list-style-type: none"> • Chrome 53 and above. • Internet Explorer (IE) 10 and above
Device Storage & Memory Requirements	<p>All devices must have a minimum of 32GB storage and 2GB RAM (recommended 4GB RAM) for online data processing.</p> <p>32GB storage and 4GB RAM are recommended to support higher volume data including documents and offline store capabilities. Performance varies based on the amount of data and installed RAM.</p>

1.4. Explore mAssetTag

You can explore all the modules/screens of mAssetTag with predefined data to understand how the application caters to your workflows.



Note:

Install and open the application. Tap the **Try App Demo! > Let's Go!** to fill in your details and explore the application.

To explore the application with predefined data:

1. On the Login screen, tap the **More Options** icon on the top-right corner.
2. Tap **App Demo**.

You can explore the app for around 30 seconds. After 30 seconds, the **Tell us about Yourself** form appears.
3. Enter the required details such as **First Name, Last Name, Designation, Business email,** and **Phone Number**.
4. Tap **Continue**.

A verification code is sent to the email address.
5. Enter the verification code and tap **That's Me!**.

You can continue to explore the application with predefined data.

2. Configuring mAssetTag

Establish connection with the server to can use mInventory.

Do the following connection and accessibility related configurations:

- Connect to Server
- Choose Language

2.1. Connect to Server

When you open the application for the first time, you are directed to a connection settings screen. Enter the connection parameters and connect to the server.e

Contact your server administrator for **Host, Port,** and **Resources App Id** information.

To connect to the server:

1. Open the mAssetTag application.
2. Tap **Set up App**.
3. In the **Configurations** screen.
4. Enter **Host, Port** and **Resources App Id**.



Note:

Contact your mobile application administrator for the values.

5. Tap **Enable HTTPS** if you want to enable the HTTPS connection.
6. Tap **Save**.

Select the language of your choice and tap **Save**. Read and accept the End-User License Agreement (EULA) of Service

2.1.1. Remove Server Configurations

To remove/modify the server configuration:

1. Logout of the application and tap **Settings** icon.
2. On the **Configurations** screen, tap **Edit**.
3. Tap **Remove** in the confirmation pop up.

2.2. Choose Language

Configure the mAssetTag to display the menu items (labels and messages) in the language of your choice.

To choose the language of your choice:

1. Open the Application.
2. In the Login screen, tap the **More Options** icon on the top-right corner.
3. Tap **Change Language**.
4. Tap the language of your choice.
5. Tap **Save**.

The labels and messages appear in the language that you have chosen. You can configure labels and messages in RACE **Localization** menu.

3. Login to mAssetTag

Once you connect to the server, you can login to the mAssetTAG with your credentials or by using App Passcode or Fingerprints.

This chapter contains the following topics:

- [Login Using Username & Password \(on page 26\)](#)
- [Create App Passcode \(on page 26\)](#)
- [Configure Login using Fingerprints \(on page 27\)](#)

3.1. Login Using Username & Password

To login using Username and Password:

1. Open the application.
2. Enter your **Username** and **Password**.
3. Tap **Login**.

3.1.1. Remove User Profile from Device

When you login, your profile gets registered with the device and continues to be registered to your username even after you logout. The next user must unregister before logging in.

To unregister a user from the device:

1. Logout of the application and tap **Settings** icon.
2. Tap **Not <User id>? Login**.
3. Tap **Remove** in the confirmation pop-up.

3.2. Create App Passcode

Instead of entering username and password every time you login, you can configure to login using a passcode. Passcode is device specific; you can use it only in the device that you have set. If you forget the App Passcode, uninstall, and re-install the application, and create it again.

To create App Passcode:

1. Open the application.
2. Enter your **Username** and **Password** in the **Login** screen.
3. Tap **Enable Quick Login**.
4. Enter and confirm App Passcode in the **App Passcode** screen.
5. Tap **Enable**.

3.3. Configure Login using Fingerprints

For better security, configure to login using your fingerprints that are registered in the device.

When you create App Passcode to login, the application prompts whether you want to enable Touch ID for Quick Login. To configure login using fingerprints:



Note:

Fingerprints must be registered on the device to enable Touch ID.

1. In the prompt screen, tap **Enable**.
If you tap **No Thanks**, you can configure the Touch ID later using the **More Options** icon on the top-right corner of Login screen and tap **Touch ID**
2. Tap the **Home** button of the device.

4. Understanding and Working with mAssetTag

Read to understand the basic functionality of the mAssetTag application.

The chapter contains the following topics:

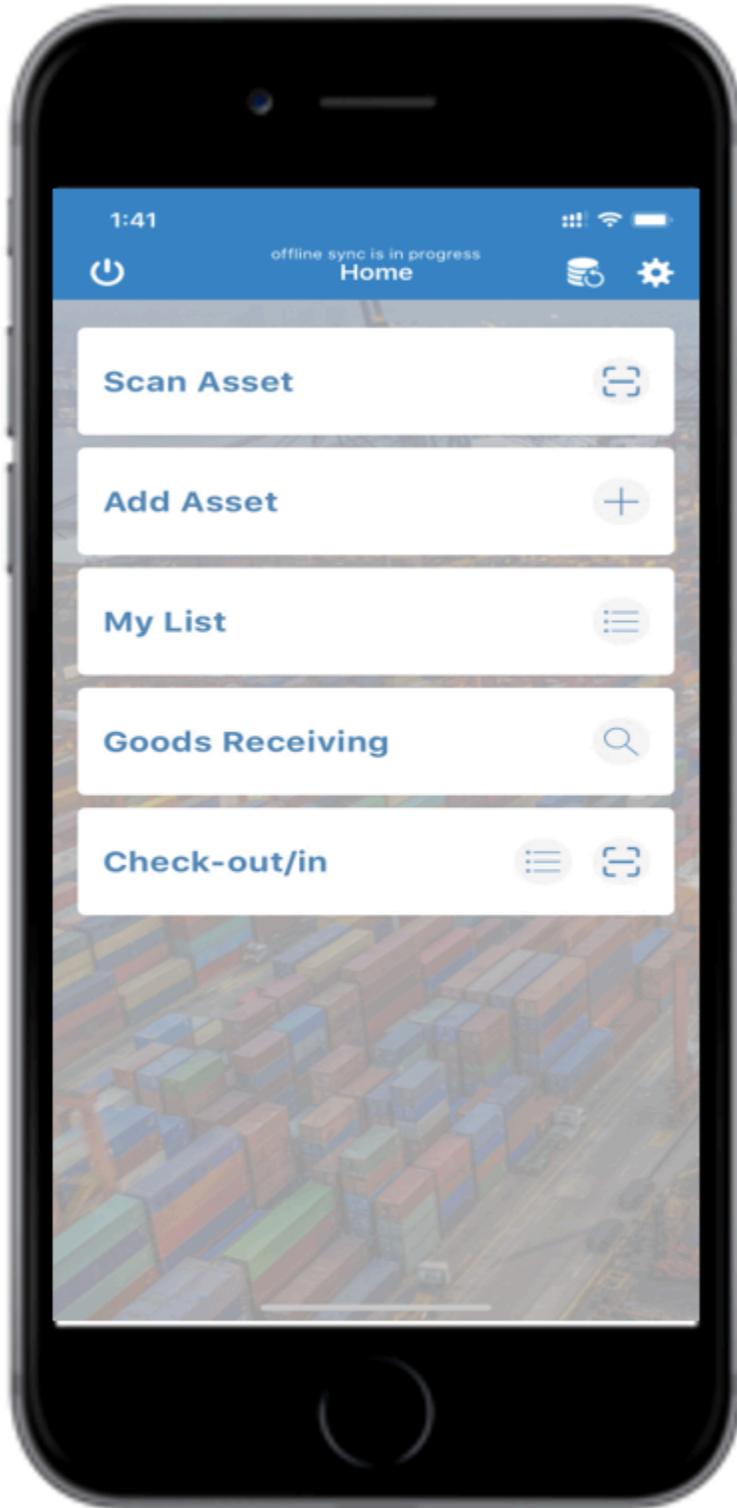
- [Home Screen of mAssetTag \(on page 28\)](#)
- [Configure mAssetTag for your every day tasks \(on page 30\)](#)
- [Process Transactions in Offline mode \(on page 31\)](#)

4.1. Home Screen of mAssetTag

Overview of each button/option on the home screen dashboard of mAssetTag Application.

When you log into the mAssetTag application you see the home screen. You can view all the modules and other options that let you process a series of operations on home screen.

Figure 4-1 Home screen of mAssetTag



Buttons and Icons in Home Screen

The following buttons and icons appear in home screen of mAssetTag

Table 4-1 Home Screen Icons

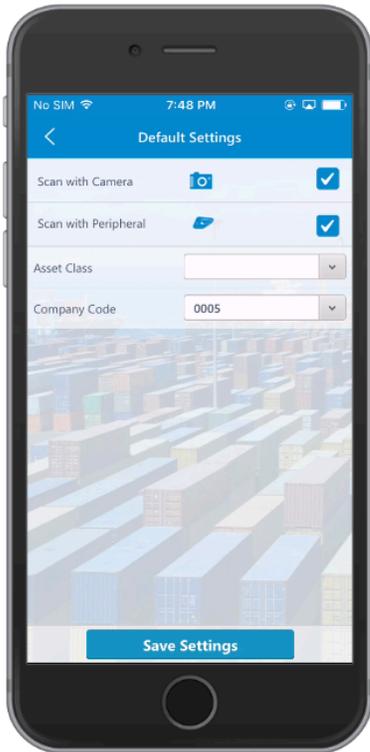
Icon	Name	Description
	Tiles	All the modules of the application are displayed as lists on the screen. Tap a listed module to direct you to that module screen.
	Settings	This is available adjacent to the Data Sync Menu button and directs you to the Defaults Settings screen.
	Logout	This is displayed on the top-left corner of the screen. Tap this button to log out of the application, upon confirmation.
	Data Sync Menu	This is available adjacent to the Settings button that directs you to the Defaults Settings screen.

4.2. Configure mAssetTag for your every day tasks

You can configure mAssetTag to fill in default values when creating records which helps you do your tasks faster.

Consider this scenario: Your job requires you to tag Assets for a **Company Code** PS001. After configuring default values, screens that assist you tag assets auto-populate **Company Code** to PS001. You can configure default values in **Default Settings** Screen.

Figure 4-6 Default Settings Screen



To set up the default settings:

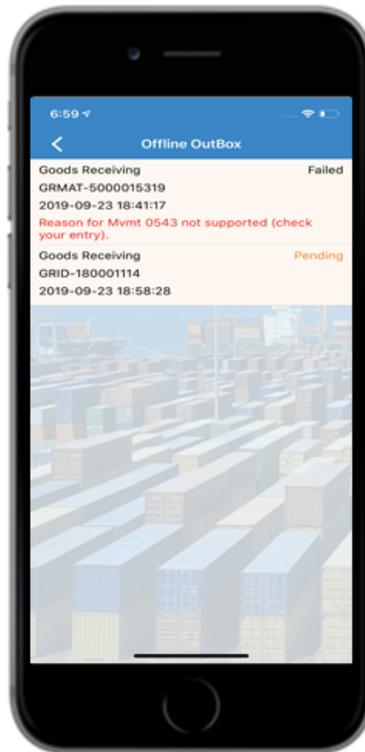
1. Tap **Settings**  icon at the top-right corner of the home screen.
2. On the **Default Settings** screen:
 - a. Define the desired settings that you want to set by filling in the respective fields, such as **Asset Class** and **Company Code**.
 - b. **Scan with Camera** and **Scan with Peripheral** fields are pre-selected. Click to clear all/either of these fields, if you choose not to use any of these features for your device.
 - c. Tap **Save Settings**.

4.3. Process Transactions in Offline mode

You can add new assets or update asset details even when the device is not connected to network. These offline transactions are stored in Offline Outbox and they are synchronized when device connects back to network.

Failed transactions, if any, remain in Offline Outbox. You can edit the details of failed transactions and repost them. Tap on the records that were failed to process when you switched Online, to update and repost them. This feature is available for Scan, Add Asset and My List modules.

To access the Offline Outbox, tap the Data Sync Menu  icon on the Home screen and tap Offline Outbox.



You cannot modify the records available in Offline Outbox but delete them, if not required to be synchronized. You can swipe the record to left and tap Delete.

5. Tagging Assets

Use the **Scan** module to scan barcodes of assets and geo-tag them.

Scan module activates the GPS connection on your phone and opens the camera to scan the barcode of the asset. Camera reads the barcode and displays asset information and GPS generates location co-ordinates (latitude and longitude) to Geo tag assets. This helps you track easily and do faster auditing of assets.

mAssetTag sends this data to the FI-AA module of SAP for validation and the FI-AA module sends the validated data, along with an Asset ID.

You can also manually enter the details of an asset if there is a mismatch in information, discrepancy in the Asset ID, or when the QR/barcode of the asset is damaged.

This chapter contains the following topics:

- [Tag an Asset by Scanning \(on page 33\)](#)
- [Tag an Asset Manually \(on page 34\)](#)

5.1. Tag an Asset by Scanning

You can scan an asset using either the device camera or any other peripheral scanning devices.

To scan and tag an asset using a camera:

1. Tap **Scan** on the home screen.
2. Select **Camera** from the option list.
3. Scan the **barcode/QR code** of the asset using the camera.
A confirmation message **Asset Found in SAP** Asset Tag <Asset Number> appears.
4. Tap **OK**.
5. On the **Asset Data** screen view asset details like **Description, Asset Class, Company Code, Serial Number, Asset Tag Number, Last Inventory Date,** and **Cost Center** (verified data from SAP).
6. Tap **Tag Asset**.
7. Tap **Yes** in the confirmation message screen.
Tag confirmation message "Asset<Asset ID> in <Company Code> is tagged" appears.

5.2. Tag an Asset Manually

If you are not able to scan the Asset ID, you can enter the data manually in either of the two ways:

- [Enter Asset Tag ID \(on page 34\)](#)
- [Tag an Asset Manually \(Non-Availability of Asset Tag ID\) \(on page 37\)](#)

5.2.1. Enter Asset Tag ID

When the barcode or tag is damaged, enter the asset tag ID manually.

To enter an Asset Tag ID:

1. Tap **Scan** on the home screen.
2. Select **Camera** from the option list.
3. On the **Barcode Scan** screen, tap **Manual Input**.
4. In the **Enter Asset Tag** field, type the **Asset Tag ID** of the asset and tap **<Search>**.

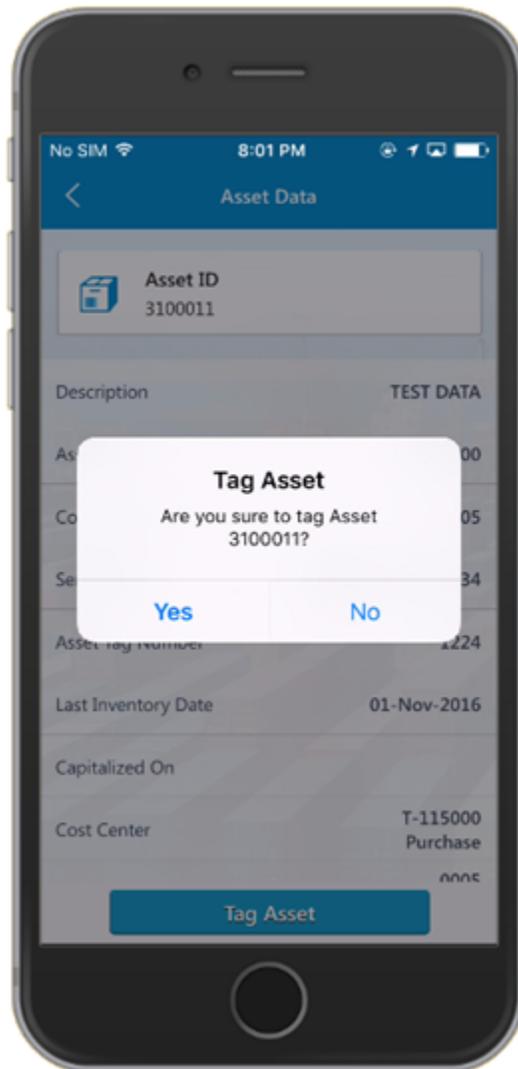
The system validates ID with the data in SAP and sends a confirmation message that the asset <Asset Tag ID> is found in SAP.

Figure 5-1 Scan Asset Tag ID



5. Tap **OK**.

Figure 5-2 Tag Asset Confirmation Screen



6. On the **Asset Data** screen:

- a. View details of the asset like **Description, Asset Class, Company Code, Serial Number, Asset Tag Number, Last Inventory Date,** and **Cost Center** (verified data from SAP).
- b. Tap **Tag Asset**.
A message appears asking if you want to tag the asset <asset number>.
- c. Tap **Yes**.
A confirmation message appears notifying that the Asset <Asset ID> in <Company Code> is tagged.



Note:

Follow the same procedure for scanning an asset using a peripheral device.

5.2.2. Tag an Asset Manually (Non-Availability of Asset Tag ID)

You can manually tag an asset by entering the details when asset details are not available in the SAP system or the asset barcode is damaged.



Note:

You can configure the barcode attributes like type, size and format using RACE. Configure the printer for the barcode in Default Settings. See [Configure mAssetTag for your every day tasks \(on page 30\)](#).

To tag an asset manually:

1. Tap **Scan** on the home screen.
2. Select **Camera** from the option list.
3. On the **Barcode Scan** screen, tap **Manual Input**.
4. In the **Enter Asset Tag** field, type the **Asset Tag ID** of the asset and then tap **<Search>**.



Note:

You can directly tap **Search** without entering any Asset Tag ID.

If the Asset Tag ID is not available in SAP, a message appears asking if you want to enter the data manually.

5. Tap **OK**. You are directed to the **Add Asset** screen.
6. On the **Add Asset** screen:

- a. Enter the **Description**.
- b. Select class number from the **Asset Class** list.
- c. Select **Company Code** from the list, if you want to change the pre-filled code.
- d. Type the **Serial number** in the field.



Note:

The **Asset Tag Id** that you typed to search is automatically pre-filled in the **Asset Tag Number** field. You can enter a new ID, if required.

- e. Fill in optional details like **Inventory Note** and **Capitalized On**.
- f. The location from where you are tagging the asset is automatically displayed next to the **Current Geo-Location** field. Tap to track your location on the map.
- g. Tap  (Barcode icon) next to **Barcode Generator** display field to automatically generate the barcode of the asset, based on the asset tag that you have entered.



Note:

You can generate a barcode for the asset with an image. Customize the barcode with the layout of your choice. To use this feature, configure the image for the barcode layout in RACE.

- h. Tap **Submit**.

A message appears asking whether you want to request asset creation.

- i. Tap **Yes**.

A message appears notifying that the asset is created successfully.

6. Adding Asset Details

Use the **Add Asset** module to manually add the details of an asset and generate a barcode.

You can enter the details like **Description, Asset Class, Company Code, Serial Number, Asset Tag, Inventory Node, Location**, and so on and generate a Bar Code or a QR Code based on the Asset Tag. The barcode data is validated with the master data of the FI-AA module, an Asset ID is generated and tagged to the asset.



Note:

You can configure the standard and extension fields and UI validations for the fields in the **Add Asset** module using the **RACE** application.

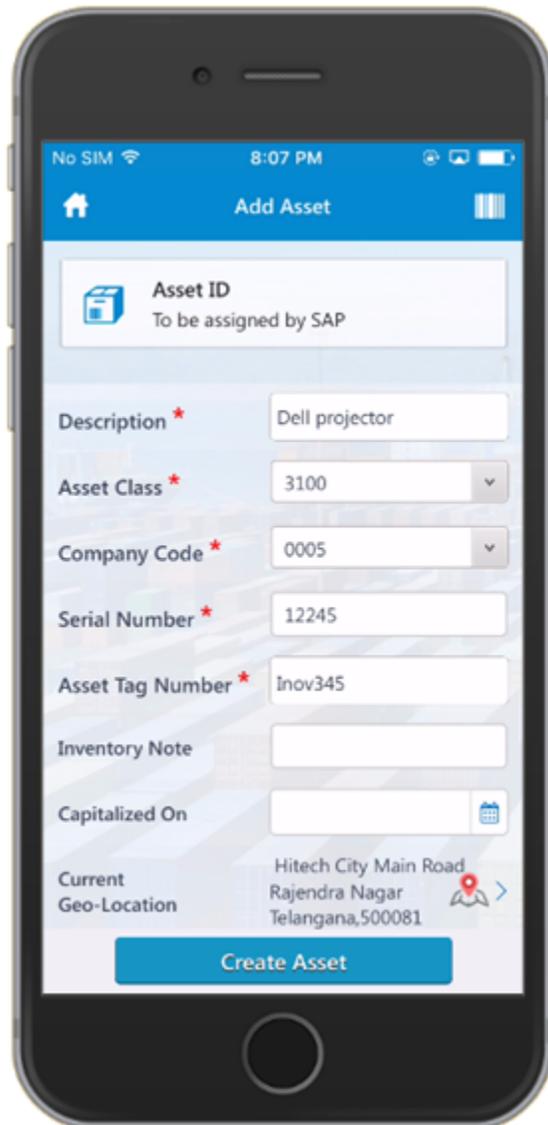
6.1. Add Asset Details and Generate Barcode

Enter the details for an asset and generate a Bar Code or a QR Code

To add asset details manually and generate barcode:

1. Tap **Add Asset** on the home screen.

Figure 6-1 Add Asset



2. In the **Add Asset** screen:
 - a. Enter the **Description**.
 - b. Select class number from the **Asset Class** list.
 - c. Select / change **Company Code** from the list.
 - d. Enter the **Serial number**.
 - e. Enter the **Asset Tag Number**.
 - f. Enter optional details like **Inventory Note** and **Capitalized On**.
 - g. The location from where you are tagging the asset is automatically displayed next to the **Current Geo-Location** field. Tap to track your location on the map.

h. Tap  (Barcode icon) next to **Barcode Generator** field.



Note:

You can generate a barcode for the asset with an image. Customize the barcode with the layout of your choice. To use this feature, configure the image for the barcode layout in RACE.

Figure 6-2 Generate Asset Barcode with Image



i. Tap **Create Asset**.

A message appears asking whether you want to request asset creation.

j. Tap **Yes**.

6.2. Print QR Code of an asset

You can print the Barcode/QR code of the asset directly from the **Add Asset** screen.

To print the QR code of the asset:

1. On the **Add Asset** screen:
 - a. Enter the details of asset in the fields.
 - b. Tap on **Barcode Generator**  icon.
The Barcode/QR code is generated.
 - c. Tap **Print**.

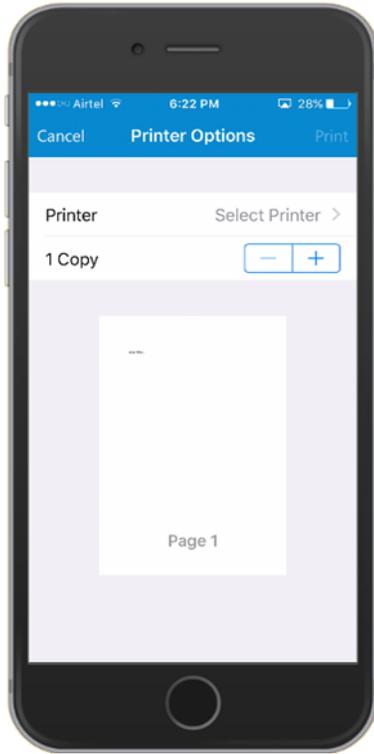
Figure 6-3 Print QR Code of an Asset



2. On the **Printer Options** screen:

- a. Tap the **Printer** field to select the printer.
- b. Tap (+) or (-) to select the number of copies to print.
- c. Tap **Print**.

Figure 6-4 QR Code Printer Options



7. Verifying a Batch of Assets

Use the **My List** module to open the assets record from the FI-AA module and cross check the record with physical assets.

You verify manually or by scanning bar codes of assets. Once done, update the status to verify the data with the master data in the server. When the asset in the record tallies with the asset in the physical inventory list, the status of the record is displayed in green.

Assets of similar type (for example, printers) can be grouped under a single batch for easy scanning of assets. You can maintain multiple batches; a batch for an asset type. You can scan a batch of assets based on List or Location.



Note:

You can configure the standard and extension fields and UI validations for the fields in the **Add Asset** module using the **RACE** application.

7.1. Scan and Verify Batch of Assets based on List

You can scan and verify batch of assets based on a list.

To scan and verify a batch of assets based on a list:

| 7 - Verifying a Batch of Assets

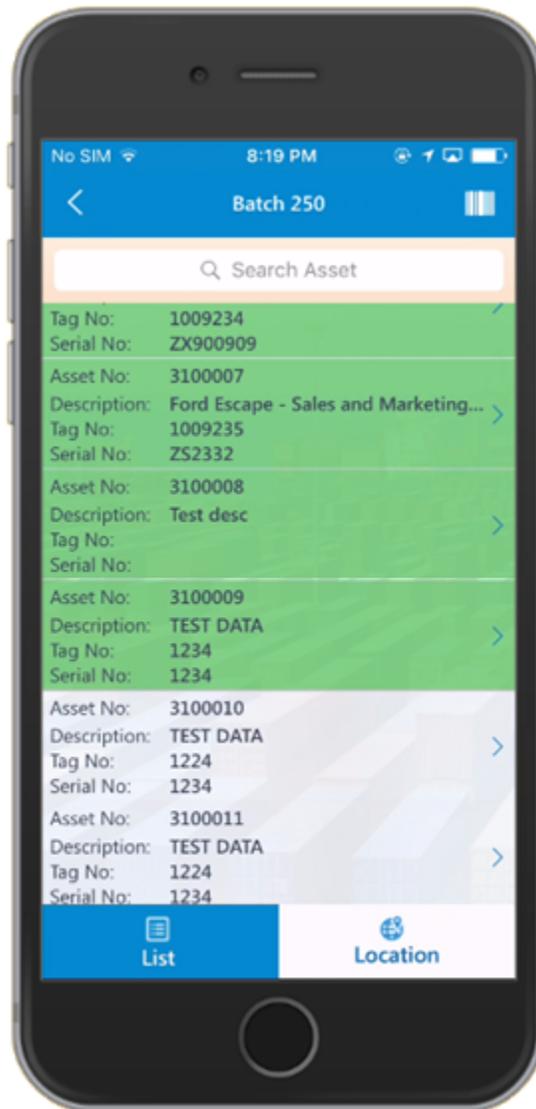
1. Tap **My List** on home screen.

Figure 7-1 Batches of Assets



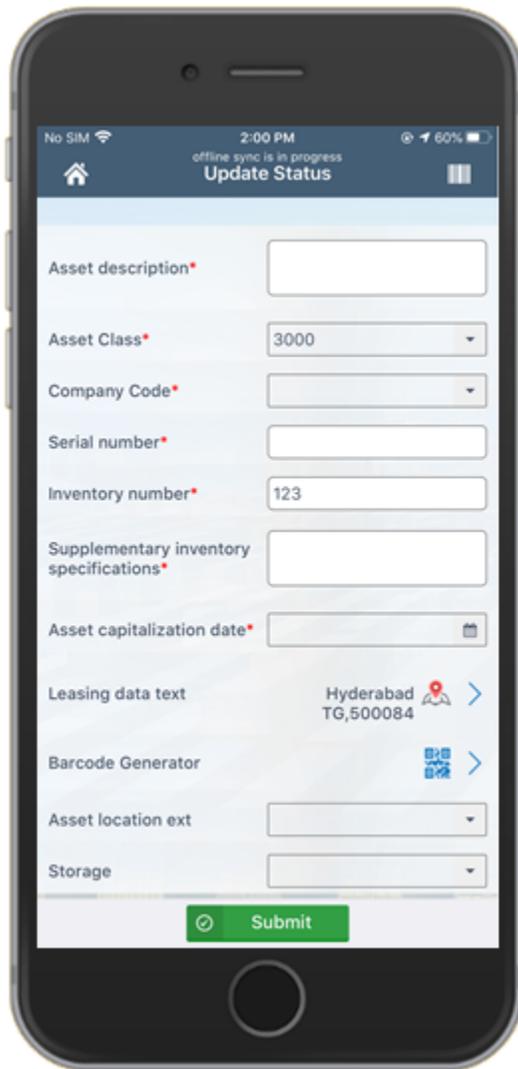
2. On the **Asset Audit List** screen, tap the batch. For example, Batch 1, Batch 2.

Figure 7-2 List of Assets in Batch



3. On the **Batch <number>** screen, tap the **Scan**  icon and scan the physical assets. If the **Barcode/QR code** of the asset matches with the record, **Asset Data** screen appears, and they do not match an error is displayed.
4. Tap **Update Status** on the **Asset Data** screen.
5. Enter the asset details like Description, Class and asset capitalization date.
 - The location of the asset is shown in **Current Geo-Location** field.
 - Tap the barcode icon in the **Barcode Generator** field to generate a barcode label for the asset.

Figure 7-3 Asset Data



6. Tap **Submit**.

A confirmation message appears for status update for Asset <number>.

7. Tap **Go to List** to go to the **Asset Audit List** screen or tap **Scan Next** to scan the next asset.



Note:

The status of the record in the **Asset Audit** screen changes to **green** color, indicating that the status is posted successfully.

7.2. Scan and Verify Batch of Assets based on Location

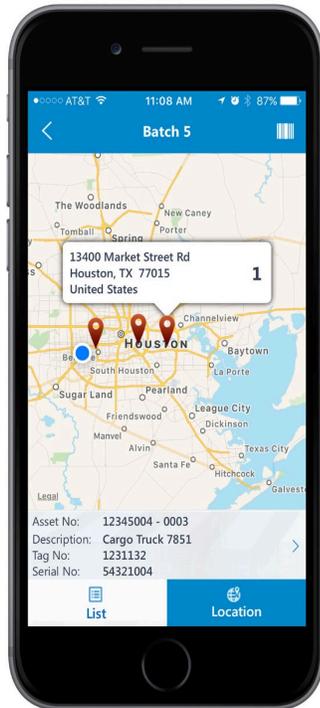
You can scan and verify batch of assets based on a location.

| 7 - Verifying a Batch of Assets

To scan and verify a batch of assets based on a location:

1. Tap **My List** on home screen.
2. On the **Asset Audit List** screen, tap the batch.
3. On the **Batch <number>** screen, tap **Location**.
The assets of that batch are displayed on a map.

Figure 7-4 Assets based on location



4. Tap the **Scan**  icon and scan the asset.
5. Tap **Update Status** on the **Asset Data** screen.
6. Select the **Reason** code and enter **Notes**, if any.
7. Tap **Submit**.
A confirmation message appears for status update for Asset <number>.
8. Tap **Go to List** to go to the **Asset Audit List** screen or tap **Scan Next** to scan the next asset.



Note:

The status of the record in the **Asset Audit** screen changes to green color, indicating that the status is posted successfully.

7.3. Manually Verify Batch of Assets

Verify batch of assets manually and post the status of an asset in these scenarios:

- When a barcode/QR code of an asset is damaged.
- When a QR code is missing or if there is a mismatch.
- If the asset is not available within the batch of records in FI-AA module.

To manually verify assets and update the status:

1. Tap **My List** on home screen.
2. On the **Asset Audit List** screen, tap the batch.
3. On the **Batch <number>** screen, tap on the asset or tap the **Scan**  icon and scan the asset.
You can tap **Manual Input** to enter the Asset ID and search. If the **QR code** does not match with the record, an error message is displayed.
4. On the **Asset Data** screen, review and modify the asset details.
5. Tap **Update Status**.
6. On the **Update Status** screen:
 - a. Tap **Manual Verification**.
Tap **Asset Not Located** if the asset is not found.
 - b. In the **Reason** field, enter or tap the list to select the reason.
 - c. Enter **Notes**.
 - d. Tap **Submit**.
A confirmation message appears.
 - e. Tap **Go to List** to go to the **Asset Audit List** screen or tap **Scan Next** to scan the next asset.

7.4. Manually Verify Batch of Assets with Blind Count

Verify batch of assets manually and post the status of an asset in these scenarios:

- When a barcode/QR code of an asset is damaged.
- When the QR code is missing and the asset is not in batch, you can add the asset using the **Missing Barcode** option
- If QR code does not match with the assets in the batch, the application prompts if you want to add the asset.



Note:

Blind Count is a RACE configurable feature. If Blind Count is enabled, the list of assets assigned to you do not appear. Only the assets that you verify are displayed

To manually verify assets with blind count and update the status:

1. Tap **My List** on home screen.
2. On the **Asset Audit List** screen, tap the batch.
3. On the **Batch <number>** screen:

- Tap on the asset or tap the **Scan**  icon and scan the asset.
You can tap **Manual Input** on scan screen to enter the Asset ID and search.



Note:

If the **QR code** does not match with the records in batch, "Asset Not Found" error message is displayed, and the application asks if you want to add the asset manually

- Tap **Missing Barcode** to update the details of an asset that is not in batch and barcode is missing.
4. On the **Update Status** screen:

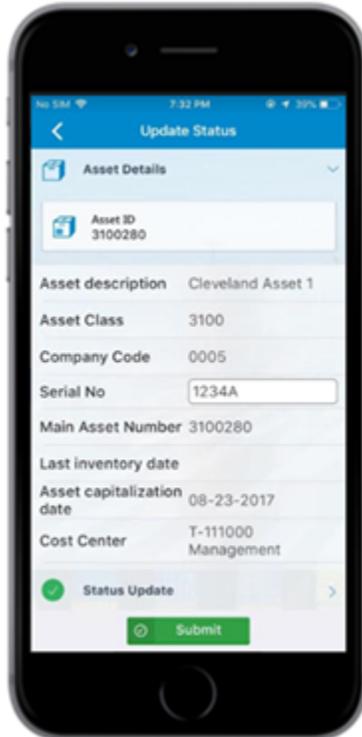
- a. Review and modify the asset details in the **Asset Details** section and tap the **Add** icon to add attachments.



Note:

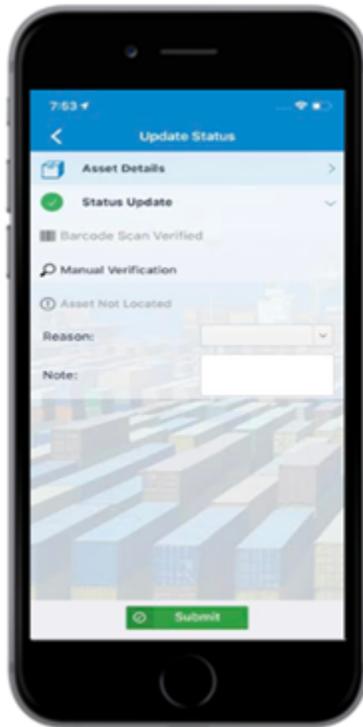
This screen is displayed only if **Blind Count** is enabled in RACE.

Figure 7-5 Blind Count Update Status screen



- b. In the **Status Update** section, enter **Notes** and tap **Submit**.

Figure 7-6 Blind Count Update Status screen



5. Tap **Go to List** to go to the **Asset Audit List** screen or tap **Scan Next** to scan the next asset.stat
6. Verify the assets and tap **Confirm** on the **Batch <number>** screen.
7. Tap **Yes** in the confirmation screen.

You can view the assets of the Batch.

8. Recording Movement of Goods into Warehouse

Use the **Goods Receiving** (GR) module to record the physical inward movement of goods from an external vendor or from production into a storage location/warehouse.

You can use reference documents like Purchase Order (PO), Stock Transport Order (STO), Inbound Delivery (ID) to update and post a material document. If you do not have a reference document, you can manually update and post the material documents.

Scan an item to read the product data (**material number** and **description**) and update details like the quantity received against the quantity ordered and post the goods receipt. You can also manually enter the details of materials in the goods receipt and update and post this goods receipt using the referenced document. You can email the receipt or print the receipt for the records.

You can record movement of good into warehouse using the following:

- Purchase Order
- Stock Transport Order
- Inbound Delivery
- Outbound Delivery

You can also record the movement of good into warehouse without a reference document. You can also cancel a Material Document or record partial receipt of goods.

8.1. Record Goods Movement into Warehouse Using Purchase Order

A Purchase Order (PO) is a document and first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services. It is used to control the purchasing of products and services from external suppliers.

To record goods movement into warehouse using a purchase order:

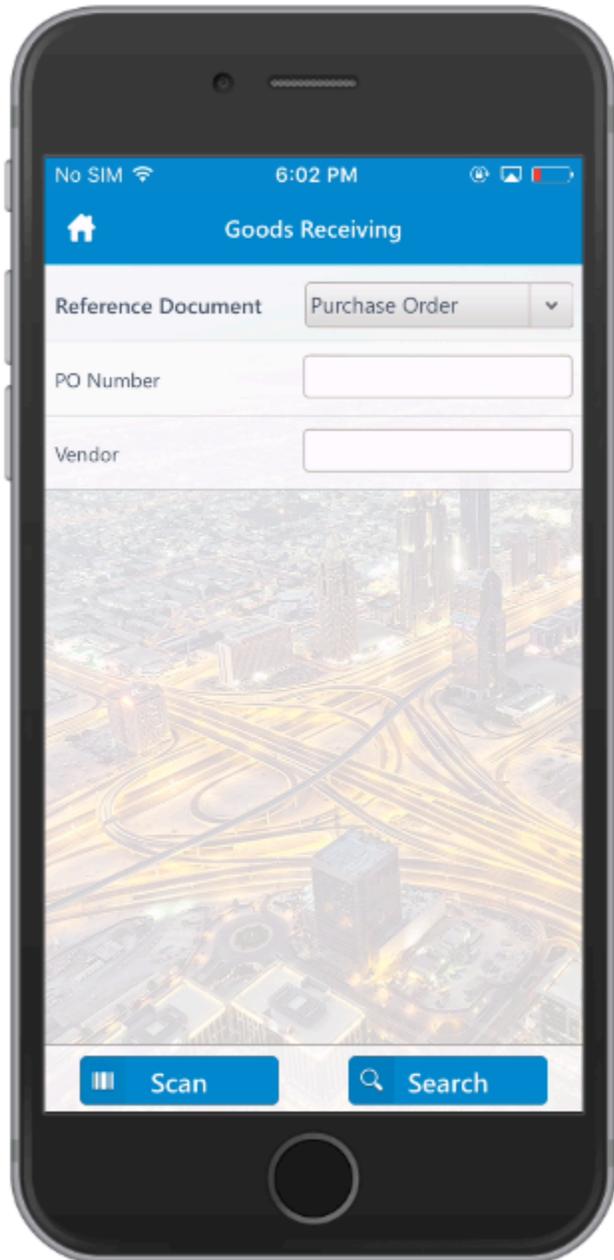
1. Tap **Goods Receiving**.
2. Select **Purchase Order** from the **Reference Document** drop-down.
3. Tap **Done**.
4. Enter **PO Number** and **vendor** to further refine the search.

You can also tap **Search** without entering the PO Number and Vendor and select the PO from the search results.

5. Tap **Search**.

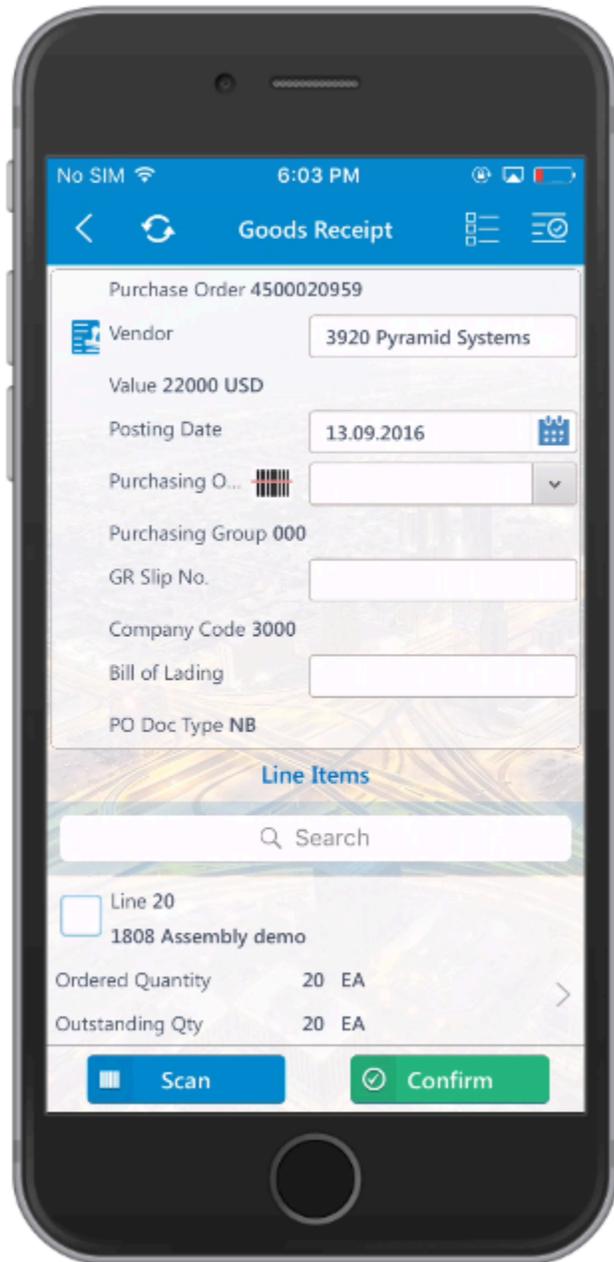
A list of purchase orders appears. You can further refine the results by searching by PO number or by scanning the material code.

Figure 8-1 Goods Receiving Using Purchase Order



6. Tap the PO from the list.

Figure 8-2 Goods Receipt Purchase Order Details



7. On the **Goods Receipt** screen:

- a. Modify the posting date, if required.
- b. Select the line items including quantity.

Tap **Account Assignment** on the line item details screen to view the assets assigned to the line item.

- c. Tap **Confirm**.

A confirmation message for the Material Document <number> being posted for Purchase Order <number> appears.

On the **Labels** tab, tap the label to print labels for the line items with the image. Customize the barcode with the layout of your choice.



Note:

To use this feature, configure the image for the barcode layout in RACE.

8.2. Record Goods Movement into Warehouse Using Stock Transport Order

Stock transport order is a document that contains the data required for planning and monitoring warehouse-internal product movements (transfer, track and monitor goods movement between supplying and receiving plants).

To record goods movement into warehouse using a Stock Transport Order (STO):

1. Tap **Goods Receiving**.
2. Select **Stock Transport Order** from the **Reference Document** drop-down.
3. Select the **Purchasing Group** from the list to further refine the results.
4. Tap **Done**.

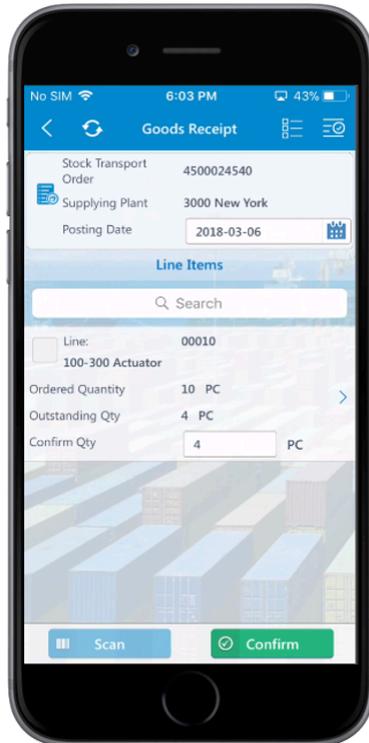
A list of STOs appears. You can further refine the results by searching by STO number or by scanning the material code.

5. Tap an STO.
6. On the **Goods Receipt** screen:

- a. Modify the posting date, if required.
- b. Select the line items along with **quantity**.
- c. Tap **Confirm**.

A confirmation message appears.

Figure 8-3 Goods Receipt for Stock Transport Order Details



8.3. Record Goods Movement into Warehouse Using Outbound Delivery

The outbound delivery order is a document that contains the data that is required for triggering and monitoring the complete outbound delivery process. This process starts with the first planning activities for the outbound delivery and continues until the finished goods have been loaded and sent.

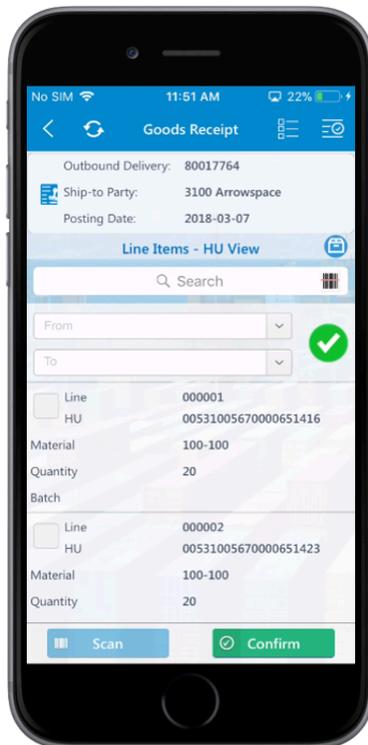
To record movement of goods into warehouse using Outbound Delivery:

1. Tap **Goods Receiving** on home screen.
2. Select **Outbound Delivery** from the **Reference Document** list.
3. Tap **Done**.

A list of inbound orders appears. You can further refine the results by searching by outbound delivery number or by scanning  the material code or by entering the barcode.

4. Tap the outbound delivery.
5. On the **Goods Receipt** screen:
 - a. Tap **Handling Unit View**  icon and then enter the handling units' range (**From & To** codes) to display the list of line items within that specified range.
 - b. Tap  to **Confirm**. The line items in the range are displayed.
 - c. Search and tap on the Line Item.

Figure 8-4 Goods Receiving using Outbound Delivery



6. Tap **Confirm**.
A confirmation message appears.

8.4. Record Goods Movement into Warehouse Using Inbound Delivery

The inbound delivery is a document that contains the data required for triggering and monitoring the complete inbound delivery process. This process starts on receipt of the goods in the yard and ends on transferal of the goods at the final putaway, production or outbound delivery.

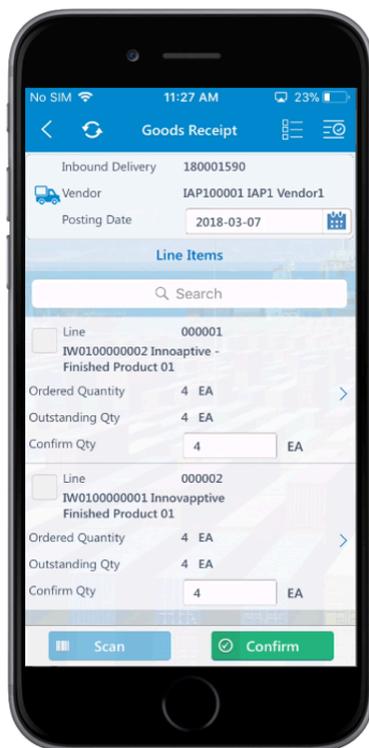
To record movement of goods into warehouse using inbound delivery:

1. Tap **Goods Receiving** on home screen.
2. Select **Inbound Delivery** from the **Reference Document** list.
3. Tap **Done**.

A list of inbound orders appears. You can further refine the results by searching by inbound delivery number or by scanning the material code.

4. Tap the inbound delivery.

Figure 8-5 Goods Receiving for Inbound Delivery



5. On the **Goods Receipt** screen:

- a. Modify the posting date, if required.
 - b. Search and tap on the Line Item to retrieve the details.
 - c. If you want to alter the available quantity, enter a new value in the **Quantity** field.
 - d. Tap the line item and modify **Storage Location** and in the **Batch** field.
 - e. Select the line item.
6. Tap **Confirm**.

A confirmation message appears.

8.5. Record Good Movement into Warehouse without a Reference Document

When goods are received in the warehouse without a reference document, you can post the receipt for line items based on the SAP movement types such as **501, 202** and **262**.

To record movement of goods into warehouse without a reference document:

1. Tap **Goods Receiving** on home screen.
2. Select **Other** from the **Reference Document** list.
3. Tap **Done**.
4. On the **Goods Receipt** screen:
 - a. In the **Movement Type** drop-down, select the appropriate key of the transaction that you want to post (For example: 501, 202, or 262 – Goods Receipt).
 - b. Tap  to manually add the details of the selected line item. or

Tap  to scan the line item.
 - c. Tap **Confirm**.
 - d. In the **Material** field, enter the material code of the line item or select one from the list. or

On the **Material** field, tap to enter the material code string (first few digits) and then tap **Search**.
 - e. The list of material codes along with the corresponding descriptions matching the specified string are displayed under **Search Results**



Note:

For a single code, there could be multiple search results, which are displayed in a tabular format.

- f. Tap to enter the appropriate **material code** to fill in the corresponding description in the **Description** field.
- g. In the **Plant** field, tap to enter the code of the plant where this material is available.
- h. In the **Storage Location** field, tap to enter the storage location of the plant.
 - i. Enter other details like **Batch** and **Quantity**.
 - j. Tap **Done**.
- k. Tap **Confirm** to post this goods receipt.

8.6. Cancel a Material Document

If you made a typing error or an input error (for example, wrong quantity or wrong movement type) while entering a material document, you must cancel the document, since you can no longer change this data.

To cancel a material document:

1. Tap **Goods Receiving** on home screen.
2. Select **Material Document** from the **Reference Document** list.
3. Tap **Done**.
4. On the **Material Documents** screen:

- a. Tap  (**Calendar**) if you want to enter a new posting date.
- b. Select the **Material Documents** using check box.
- c. Enter a new storage location code in the **Storage Location** field, if the code is different from the default storage location code.
- d. Tap **Cancel** to cancel the material documents.
- e. Tap **OK** in the confirmation message screen.

Figure 8-6 Cancel Material Document



8.7. Return Items to Supplier

You can return the items that are damaged or no longer needed and released them from the warehouse.

To return items to supplier:

1. Tap **Goods Receiving** on home screen.
2. Select **Return Delivery** from the **Reference Document** list.
3. Tap **Done**.

Purchasing Documents list is displayed

4. Tap the Purchase Document.

5. Tap on the Line item to view its details.

Figure 8-7 Return Items to Supplier



6. Update the required details and tap the **Back** button.

7. Select the updated items, and then tap **Confirm**.

8. Tap **OK** in the confirmation dialog box.

9. Check-in / Check-out assets

When a user takes an asset from the inventory, you can check-out the asset and track it. Check-in the asset when it is submitted back.

This feature helps you track the assets when multiple technicians use the same set of assets. The shift employee who take the asset, checks it out in the system and checks it back when returns the asset. When the asset is checked out, you can see the details like who took the asset and when is the asset due. This helps you during inventory audits and efficiently manage your inventory.

Following steps guide you how to Check-out and Check-in assets. To assign (check-out) asset to the user:

1. On the home screen, tap **Check-out/in**.

You can also tap the Scan  icon to scan the asset barcode.

2. On the **Check-out List** screen, tap **Scan Asset**.
3. Scan the **barcode/QR code** of the asset using the camera.



Note:

Tap **Manual Input** to enter the **Asset Tag ID** manually.

A confirmation message **Asset <Asset Number> Found in SAP** appears.

4. Tap **Check-out**.
5. On the **Check-Out Assets** screen, enter details like **Due Date**, **Name** and **Designation** of the user.

Tap the Scan  icon to scan and add more assets.



Note:

- You can configure custom fields of your choice.
- Fields that are displayed depend on the UI validations configured in RACE. For example, you can configure validation for a field to prompt user to enter the value without fail.

6. Tap the **Add**  icon to add attachments.

7. Tap **Check-Out**.

8. On the **Signature** screen, enter the signature of the user.

9. Tap **Confirm**.

A message appears that the asset Check-out is successful. On this screen, you can print or email the confirmation.

9.1. Check-in/update asset

When you receive an asset from the user on the Due Date, you can check-in the asset so other users who need it know that the asset is now available for use.

To check-in an asset:

1. On the home screen, tap **Check-out/in**.

You can also tap on the List  icon to view the Checked out assets.

2. On the **Check-out List** screen, tap on the user record with status **Checked-In**.

3. On the **Check-Out Detail** screen, select the check box next to the asset to check-in or update the details.

Tap the Scan  icon to scan the asset barcode.

4. Tap **Check-in**.

A message appears that the asset Check-in is successfully. On this screen, you can print or email the confirmation.

10. UI5 Desktop Admin Transactions

UI5 desktop version of mAssetTag help administrators process a series of transactions including assigning a batch of assets to users. This allows field personnel to tag the assets, verify, and post the data to SAP and track the performance of the inventory periodically.

As an asset administrator, you can

- Assign a batch of assets to the users for tagging,
- Track the inventory status of the assets,
- Verify and post data to the SAP, and
- Track the KPIs of assets for taking any corrective action.

10.1. Log into the mAssetTag UI5 Application

You must login to the mAssetTag UI5 application before you can process transactions.

On the mAssetTag Login Page,

1. Enter your **User Name** and **Password**.
2. In the **Choose Language** drop down, select the language of your choice. Labels and messages are displayed in the selected language.
3. Click **Login**.

10.2. Understanding and working with UI5 dashboard

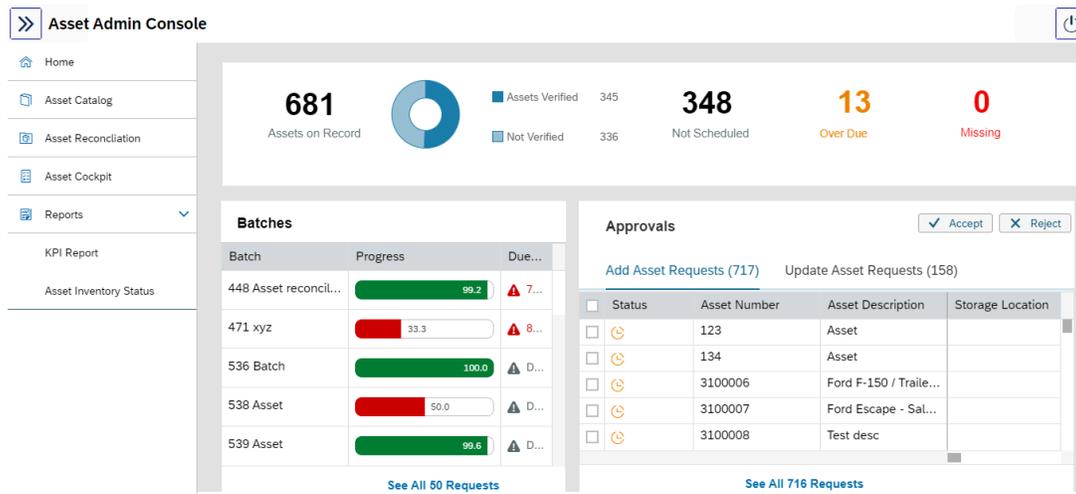
The Ui5 Dashboard (Asset Admin Console) helps asset administrator to track the asset statuses (verified and to be verified) and validate the batches and assets.

Total number of verified and not verified assets is shown in Donut chart and the number of Not Scheduled, Over Due and Missing assets is displayed in the upper section of the screen.

From the Dashboard, you can:

- Approve or reject new / update asset requests
- View the status of Batches and their due date
- View the count of **Not Scheduled**, **Over Due** and **Missing assets**
- Tap the menu  icon and navigate to Asset Catalog (Asset Inventory Scheduler), Asset Reconciliation, Asset Cockpit, KPI Report and Asset Inventory Status modules.

Figure 10-1 Asset Admin Console – Dashboard



10.3. Assign Batch of Assets to Users for Tagging

You can assign a batch of assets to users to tag them. You can set time lines for the tagging and once the time lapses the task list is removed.

 **Note:**
You can configure the fields (extensions) for the **Asset Catalog** screen using RACE.

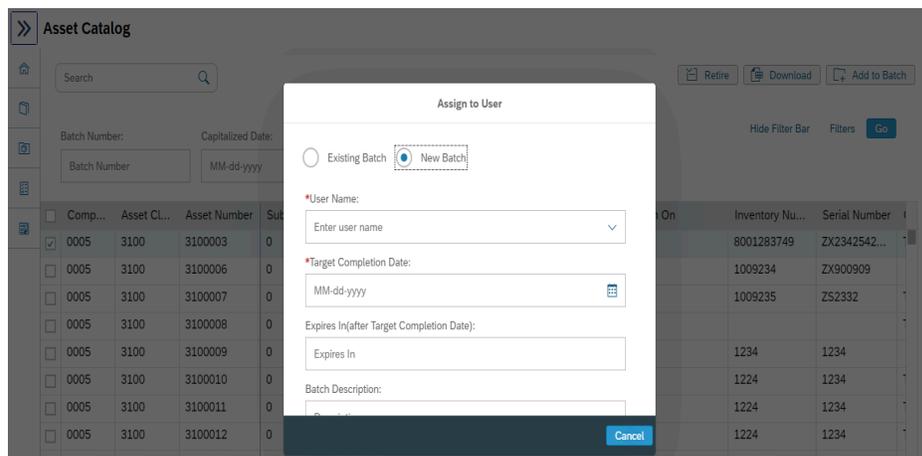
To assign a batch of assets to users for tagging:

1. Click **Asset Catalog** on the left panel.
A list of records appears in the Asset Catalog Details screen with details, such as Company ID, Asset Class, Asset Id, Asset Description, Inventory Number, Cost Center, and Plant Code.
2. Select the check box next to the asset record and click **Add to Batch**.
If the selected asset(s) are assigned to batches in same room and different user, app prompts whether to proceed with assigning asset(s)
3. On the **Assign to User** screen:

- Select **Existing Batch** or **New Batch**.
- In the **User Name** field, click to select the user.
- In the **Target Completion Date** field, click  (**Calendar**) to select the date by when these assets need to be tagged.
- In the **Expired In (Target Completion Date)** field, enter the date by when this batch should expire.
- Click **Send to User**.

A message notifies that the assets is assigned to the selected user.

Figure 10-2 Assign Assets to User



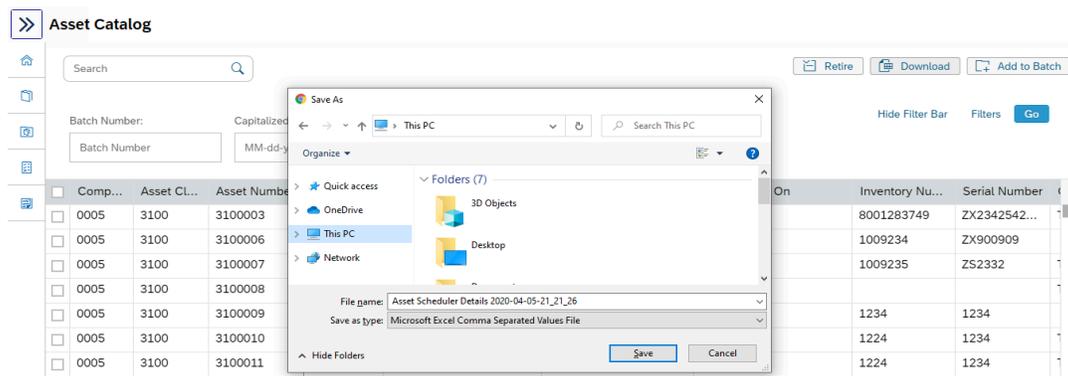
10.3.1. Download Asset Catalog Collection

You can download the **Asset Catalog** details in .xlsx.



To download, click the  icon and **Save** the file. This spreadsheet contains list of assets with details like Serial Number, Cost Center and Address.

Figure 10-3 Asset Catalog



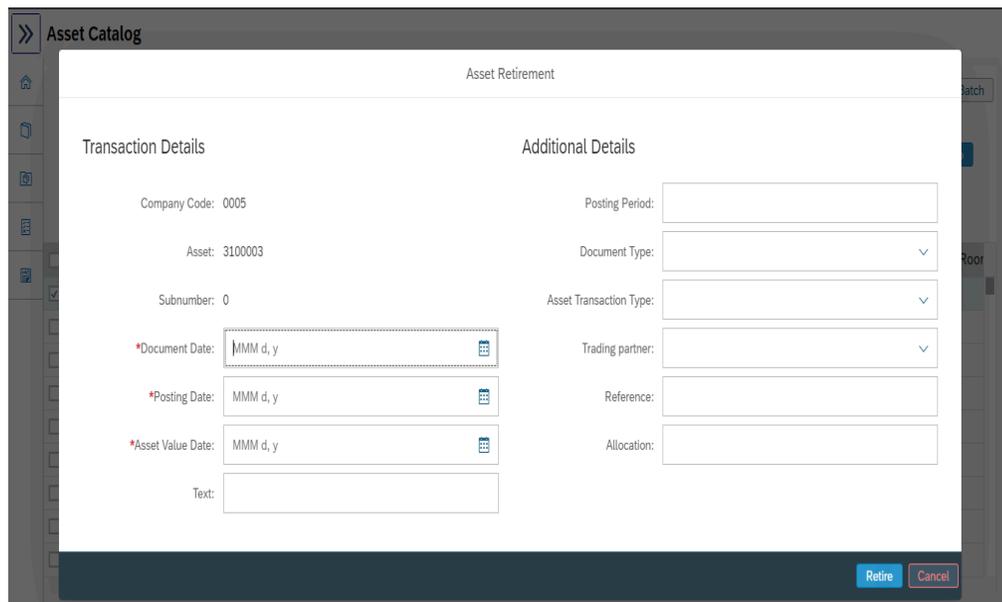
10.3.2. Retire an Asset

As an administrator you can retire an asset that is past its date.

To retire an asset:

1. On the **Asset Catalog** screen, select the check box next to the asset record and click the **Retire** button at the top-left corner.
2. On the **Asset Retirement** screen, enter the transaction details, such as **Document Date**, **Posting Date**, **Asset Value Date**, and **Text**.
3. Enter the additional details, such as **Posting Period**, **Document Type**, **Asset Transaction Type**, **Trading Partner**, **References**, and **Allocation**.
4. Click **Retire**.

Figure 10-4 Asset Retirement



The screenshot shows the 'Asset Retirement' form within the 'Asset Catalog' module. The form is divided into two main sections: 'Transaction Details' and 'Additional Details'. In the 'Transaction Details' section, the following fields are visible: 'Company Code' (0005), 'Asset' (3100003), 'Subnumber' (0), '*Document Date' (MMM d, y), '*Posting Date' (MMM d, y), '*Asset Value Date' (MMM d, y), and 'Text'. The 'Additional Details' section includes: 'Posting Period', 'Document Type' (dropdown), 'Asset Transaction Type' (dropdown), 'Trading partner' (dropdown), 'Reference', and 'Allocation'. At the bottom right of the form, there are two buttons: 'Retire' and 'Cancel'.

10.4. Track Status of Batch Asset Tagging Tasks

Use the **Asset Inventory Status** module to check the batch status of the assets that are assigned to users.

As an asset admin, you can assign the asset to another user for tagging in case the existing batch is lapsed. You can track the following three types of status:

- In Progress
- Completed
- Not Found

10.4.1. Check Batch Status Using Asset Inventory Status

You can check batch status using asset inventory status.

To check the batch status:

1. Navigate to **Reports, Asset Inventory Status**.
2. On the **Asset Inventory Status** screen, click the **Filter By** option to select options like Scheduled, Scanned, Barcode damaged, Barcode missing, Barcode not available, and so on.



Note:

To delete a batch, select the check box next to the record and click **Delete**. Assets assigned to the batch are moved and posted to the backend.

Figure 10–5 Check Batch Status Using Asset Inventory Status

Status	Company C...	Asset CL...	Asset Num...	Sub Number	Asset Description	Deactivation ...	Inventory Num...	Serial Number	Batch Number
	0005	3100	3100003	0	Ford F-150 / TX001		8001283749	ZX23425421...	677
	0005	3100	3100003	0	Ford F-150 / TX001		8001283749	ZX23425421...	142
	0005	3100	3100003	0	Ford F-150 / TX001		8001283749	ZX23425421...	709
	0005	3100	3100003	0	Ford F-150 / TX001		8001283749	ZX23425421...	765
	0005	3100	3100003	0	Ford F-150 / TX001		8001283749	ZX23425421...	143
	0005	3100	3100003	0	Ford F-150 / TX001		8001283749	ZX23425421...	675
	0005	3100	3100003	0	Ford F-150 / TX001		8001283749	ZX23425421...	126
	0005	3100	3100003	0	Ford F-150 / TX001		8001283749	ZX23425421...	672
	0005	3100	3100003	0	Ford F-150 / TX001		8001283749	ZX23425421...	144
	0005	3100	3100003	0	Ford F-150 / TX001		8001283749	ZX23425421...	217
	0005	3100	3100003	0	Ford F-150 / TX001		8001283749	ZX23425421...	269
	0005	3100	3100003	0	Ford F-150 / TX001		8001283749	ZX23425421...	147

10.4.2. Edit Details of Asset Inventory Status

You can edit details of asset inventory status.



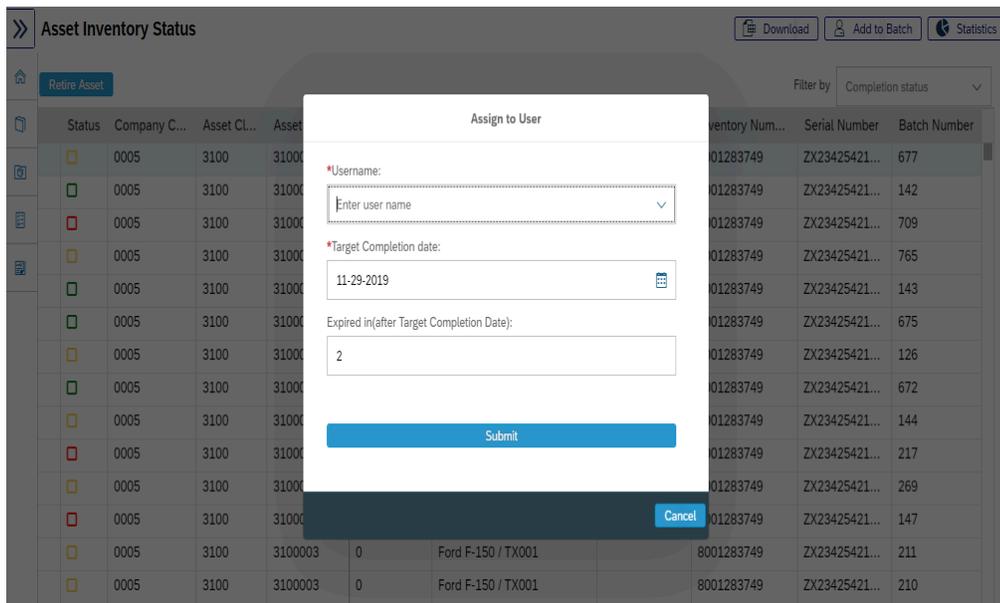
Note:

To delete a batch, select the check box next to the record and click **Delete**.

To edit the details of an Asset Inventory Status:

1. Navigate to **Reports, Asset Inventory Status**.
2. On the **Asset Inventory Status** screen, click on the first cell of the status record.
3. Once selected, click the **Add to Batch** icon.
4. On the **Assign to User** pop-up screen:
 - a. Edit the **User Name**, **Target Completion Date**, and **Expired In** (After Target Completion Date).
 - b. Click **Submit**.

Figure 10-6 Modify Asset Inventory Status Details



10.4.3. View Asset Status Dashboard

Asset Status Dashboard graphically displays the statistics of status of the records (pie-chart and bar diagram).

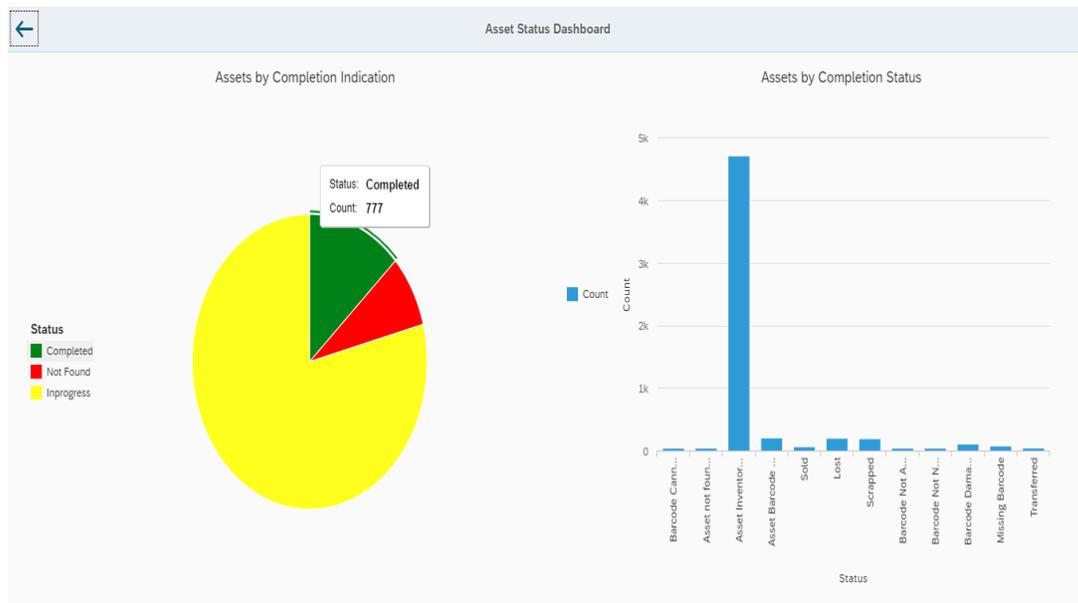
To view the dashboard, navigate to **Reports, Asset Inventory Status** and click the **Statistics**



On the **Asset Status Dashboard** screen, click on the:

- Different sections of the pie-chart to view the Status and Count.
- Blue bar of the chart to view the Status and Count.
- **Back Arrow**  icon to return to the **Asset Details** screen.

Figure 10-7 Asset Inventory Status Statistics



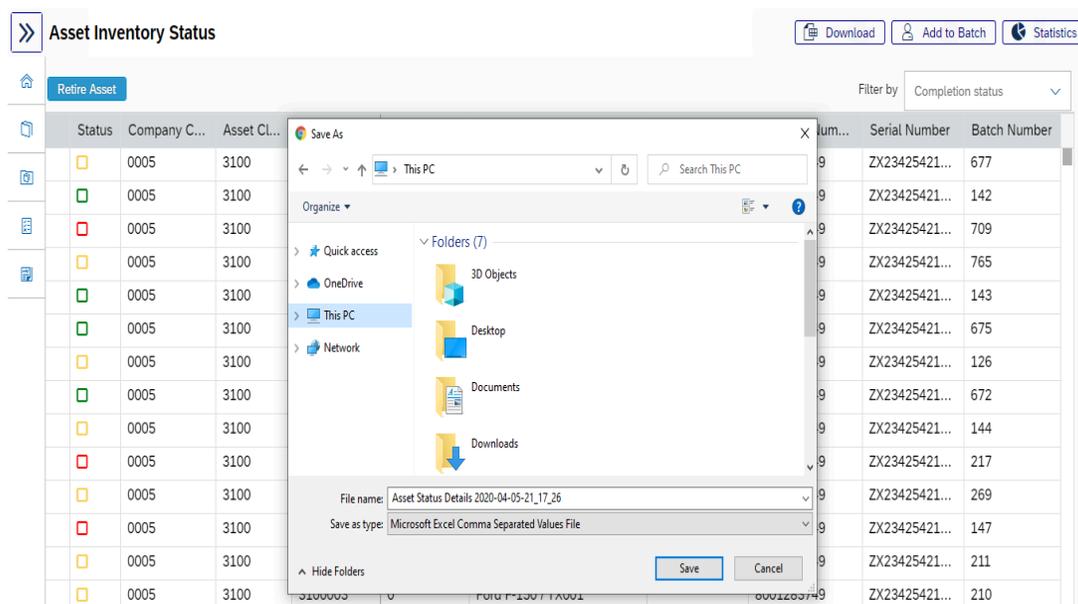
10.4.4. Download Asset Inventory Status

You can download the **Asset Inventory Status** details in .xlsx.



To download, click the **Download** icon and **save** the file.

Figure 10-8 Asset Inventory Status Download



10.5. Verify and post assets data to the SAP

All assets that are created using the mobile application are sent to the Asset Cockpit. As an asset admin, you can check the details of the asset in the Asset Cockpit and post the data to the SAP.

On the Asset Cockpit screen, you can search the assets, and subsequently approve (post) or even reject the asset, if there is a discrepancy in the data. Configure filters (fields) to search assets using the Filters button.



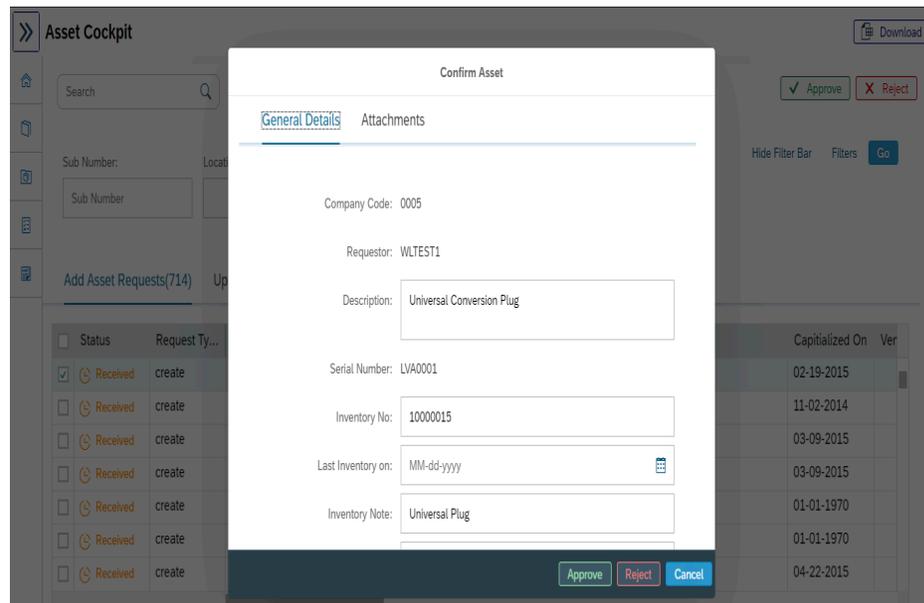
Note:

You can configure the fields shown on Filter Bar using RACE.

To approve an asset:

1. Click **Asset Cockpit** on the left panel.
On the Asset Cockpit screen:
 - Newly added assets are shown under **Add Asset Requests** tab.
 - Modified assets are shown under **Update Asset Requests** tab.
2. Select the record(s) which is marked **Received** and click **Approve** or **Reject** at the top right corner or double-click the record to verify the details and confirm.
3. On the **Confirm Asset** screen:
 - a. Enter details like **Inventory Number** and **Description**, if you want to change the data.
 - b. Enter any other information, such as **cost center**, **plant code**, and the **location**.
 - c. Add files on **Attachments** tab.
 - d. Click **Approve**.

Figure 10–9 Approve Asset using Asset Master Cockpit



The status of the record changes to **green** color. You can click **Reject** to reject the data or click **Cancel** to close the screen.

A Label printing pop up appears with a message notifying that the asset is successfully created and the barcode for the asset is displayed.

e. Tap **Print** to print the Asset barcode label.

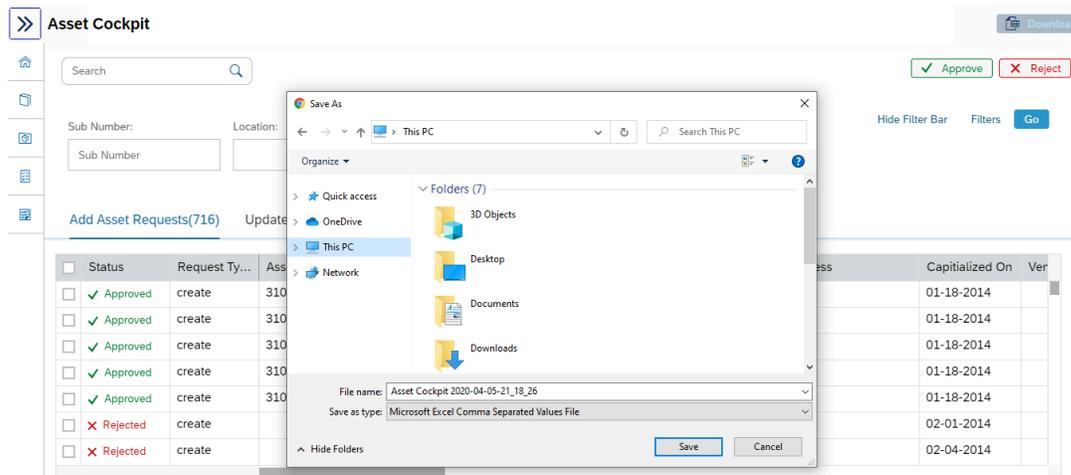
Select the printer that is configured with the app and print.

10.5.1. Download Asset Cockpit

You can download the Asset Cockpit details in .xlsx. To download, click icon and Save the file.



Figure 10-10 Asset Cockpit Details Download



10.6. Approve / Reject Batch of Assets

As an Asset Administrator, you can approve or reject the asset that had barcode missing and was added.

For example, when a user identifies an asset (item) that is not part of the batch assigned to the user or has no barcode, the user captures such asset details and submits the record for approval. If you approve, the asset is approved but a new record is not created in SAP. If the asset exists in SAP this process updates new details posted by the User.

Field user typically submits asset requests with the following reason codes:

- Asset Barcode Scanned
- Asset not located: Indicates asset is part of the batch but not verified.
- Asset not found in Batch
- Barcode Cannot be Reached
- Barcode Damaged
- Barcode Not Available
- Missing Barcode
- Barcode Not Needed
- Others

Use the **Asset Reconciliation Dashboard** section to track and filter the asset requests based on asset Status, Reconciliation Reason and Asset part of / not part of Batch. Tap on any of the dashboard charts to filter the assets. You can also use the Filter Bar to filter the assets. Configure filters (fields) to search assets using the **Filters** button.



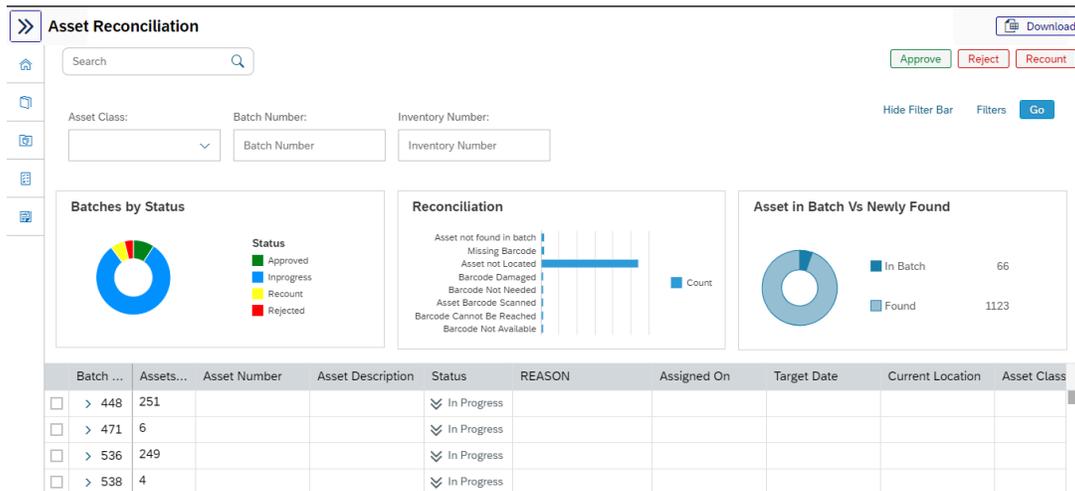
Note:

You can configure the fields shown on Filter Bar using RACE

From the **Asset Reconciliation** screen, you can:

- **Approve** or **Reject** the assets.
- Reject and reassign the asset to another user using the **Recount** option.

Figure 10-11 Asset Reconciliation Dashboard



Once the assets in a batch are approved or rejected, the assets are not listed on the **Asset Reconciliation** screen.

10.6.1. Approve or reject assets with missing barcode

As an administrator you can approve or reject the assets with missing barcode.

To approve or reject the assets with missing barcode:

1. Click **Asset Reconciliation** on the left panel.
2. In the list section, select an asset in the Batch.
3. Tap **Approve** or **Reject**.

If you approve, a confirmation appears that Asset is approved but not found in SAP.

10.6.2. Reassign Asset with missing Barcode for Tagging

As an administrator you can reassign the asset with missing barcode for tagging.

To reassign an asset with missing barcode to user for tagging:

1. Click **Asset Reconciliation** on the left panel.
2. In the list section, select an asset in the Batch.
3. Tap **Recount**.
4. On the **Assign to User** screen:
 - a. Select **Existing Batch** or **New Batch**.
 - b. In the **User Name** field, click to select the user.
 - c. In the **Target Completion Date** field, click (**Calendar**) to select the date by when these assets need to be tagged.
 - d. In the **Expired In (Target Completion Date)** field, enter the days after the Target Completion date by when this batch should expire.
 - e. Click **Send to User**.

A message notifies that the assets are assigned to the selected user.

10.6.3. Download Asset Reconciliation Collection

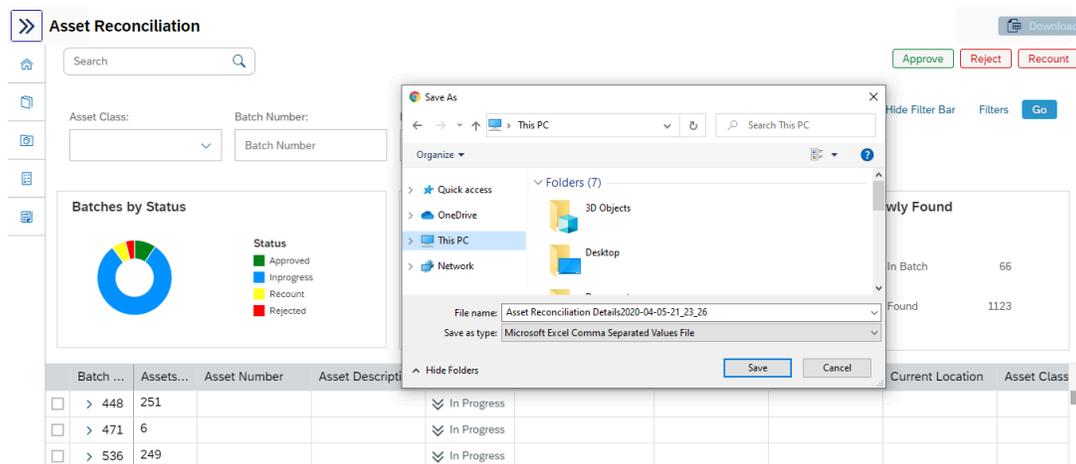
You can download the Asset Reconciliation details in .xlsx. To download, click



icon and Save the file.

This spreadsheet contains details of asset batches like Assets Count, Status and Asset Class.

Figure 10-12 Asset Reconciliation Details Download



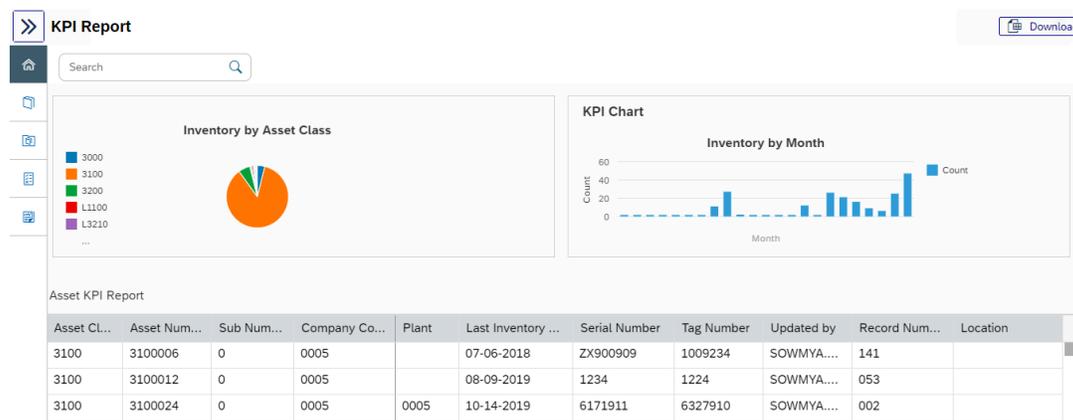
10.7. Track KPIs of Assets for Taking Corrective Action

Use Asset KPI module to track the performance of the assets including the assets that are tagged, users who have tagged the assets, and location of the assets.

KPI of the assets is shown using Bar Chart where you can track the month-wise performance of inventory. Click on any blue bar of the graph to know the exact inventory figure (Count) for that month.

You can also view the KPI of the inventory by Asset Class. Click on any section of the pie chart to view details of assets in list section. Track the list of records with details like Asset Class, Asset Number, Sub Number, Company Code, Inventory Date, Tag Number, and Location.

Figure 10-13 Asset KPI Report



10.7.1. Download the Asset KPI Report

You can download the Asset KPI Report in .xlsx. To download, click



icon and

Save the file.

Figure 10-14 Asset KPI Report Download

