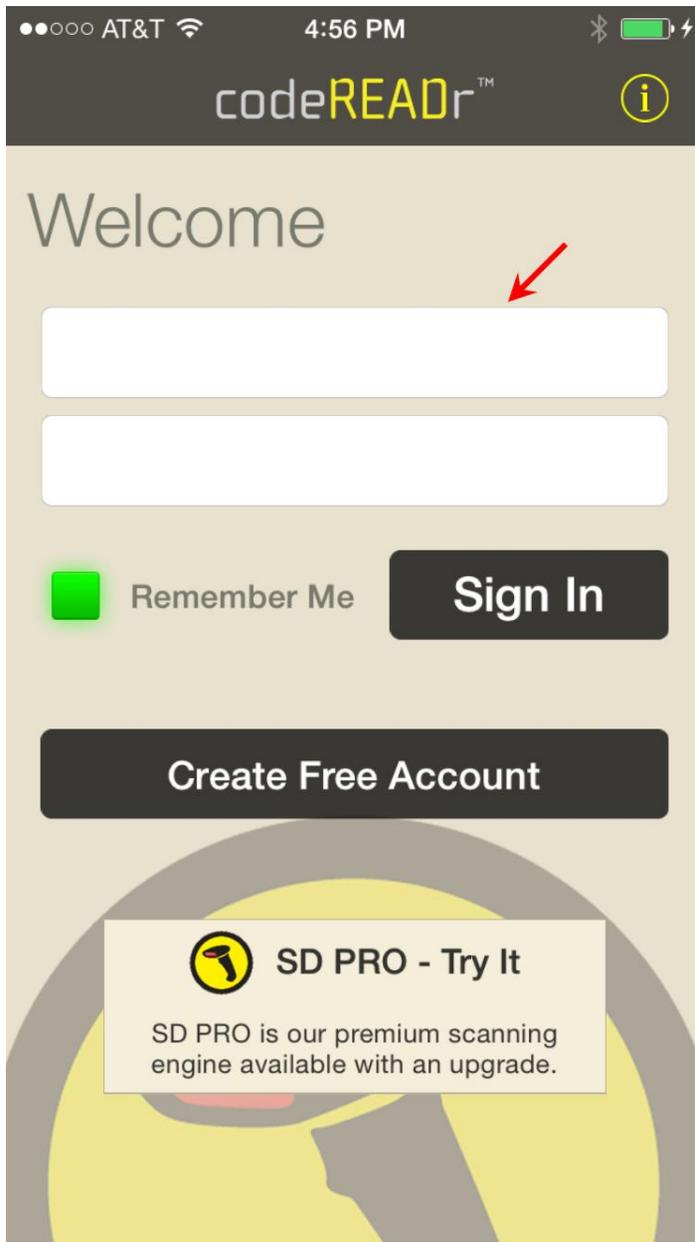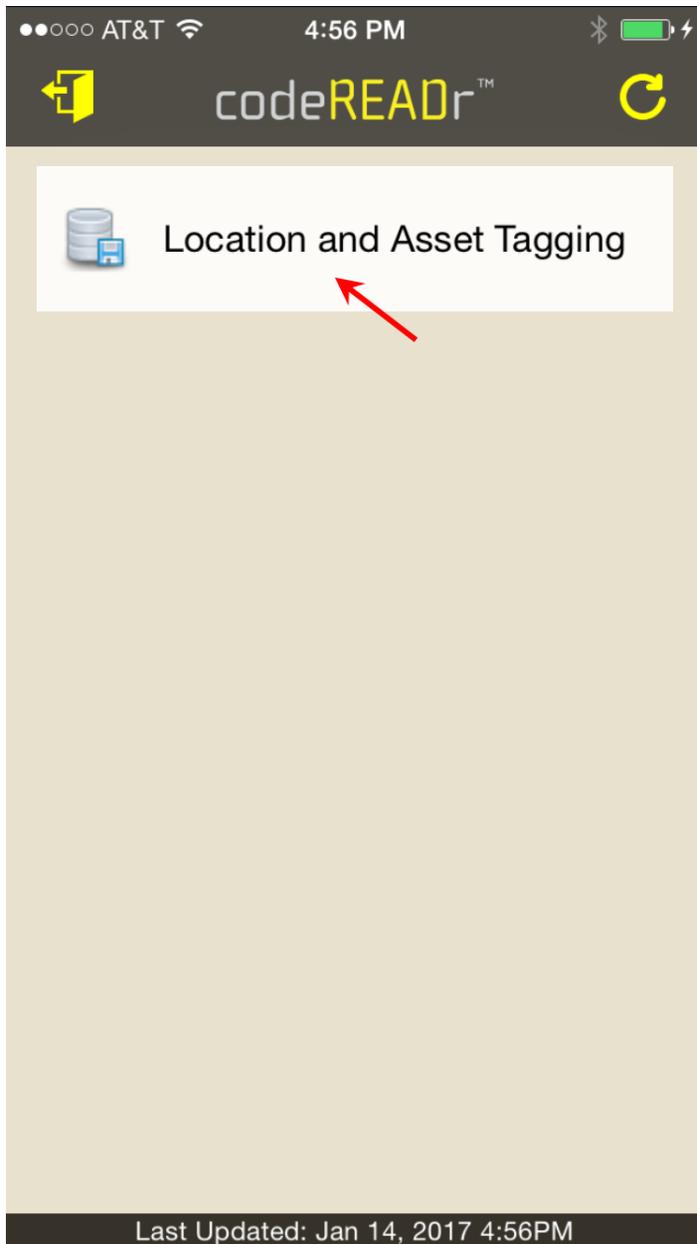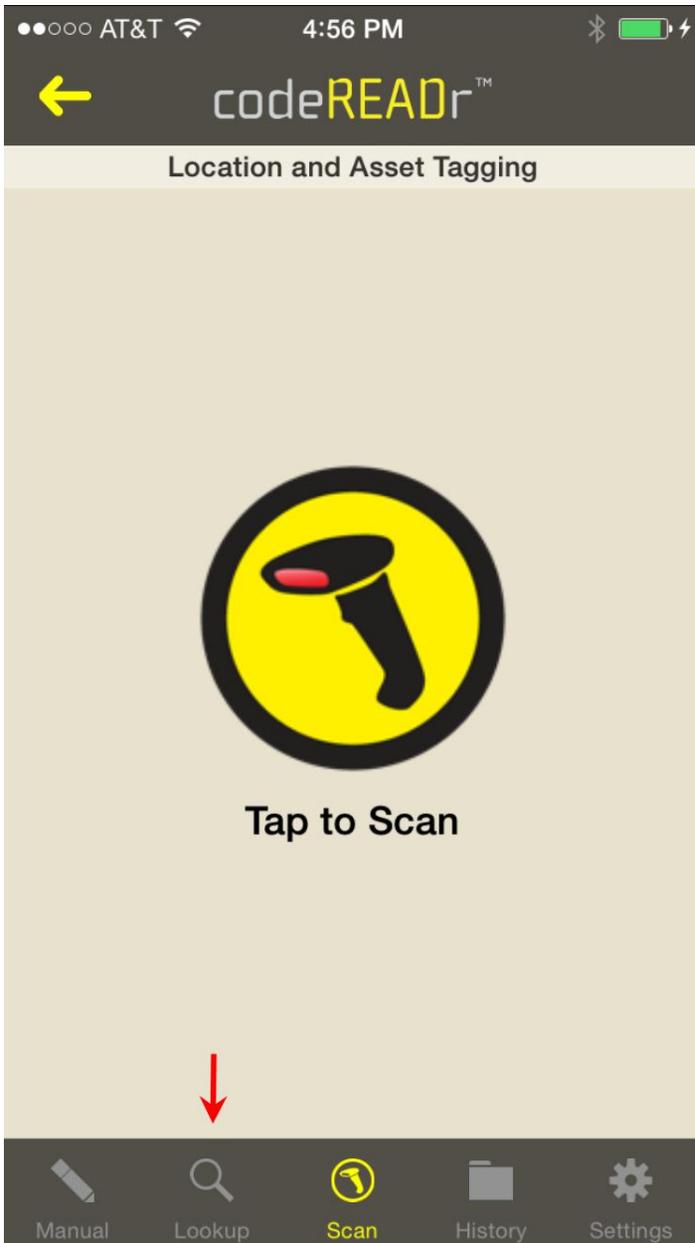# Tag Locations and Assets

Your authorized app user(s) sign into the app.

This is the employee or subcontractor assigned to tag the locations or assets.
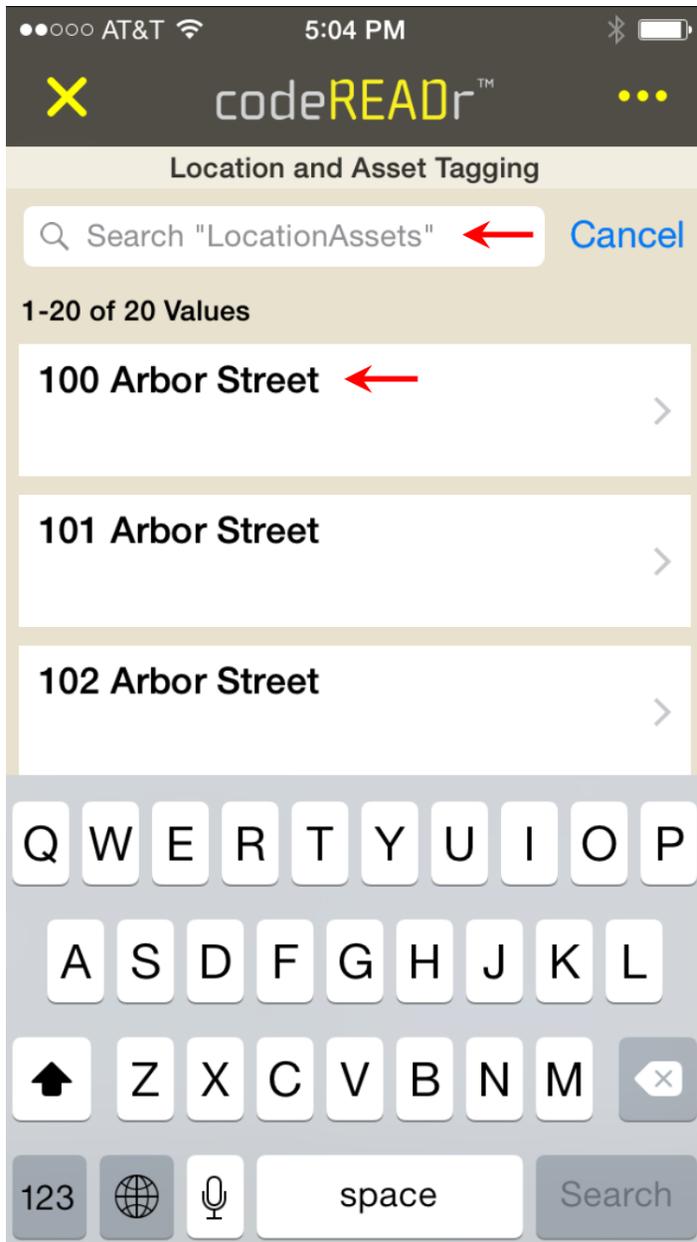
Your app users select the service (task) you configured for tagging the location or asset.

You can configure as many services as you need for this and other tasks.

When the app user is at a specific location or asset, they tap 'Lookup' to search the database for that location or asset.

The app will show the app user the list of locations or assets that you have uploaded to codeREADr.com.

They search by number, name or description.

‹ Back   codeREADr™
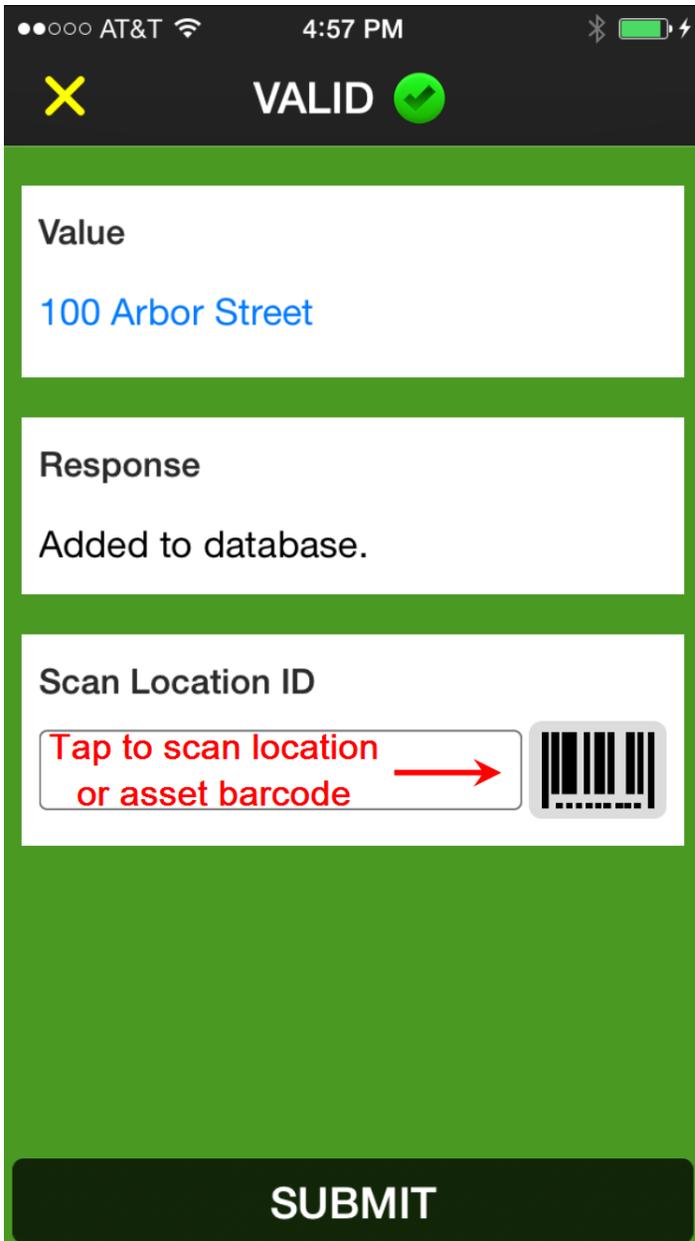
Location and Asset Tagging
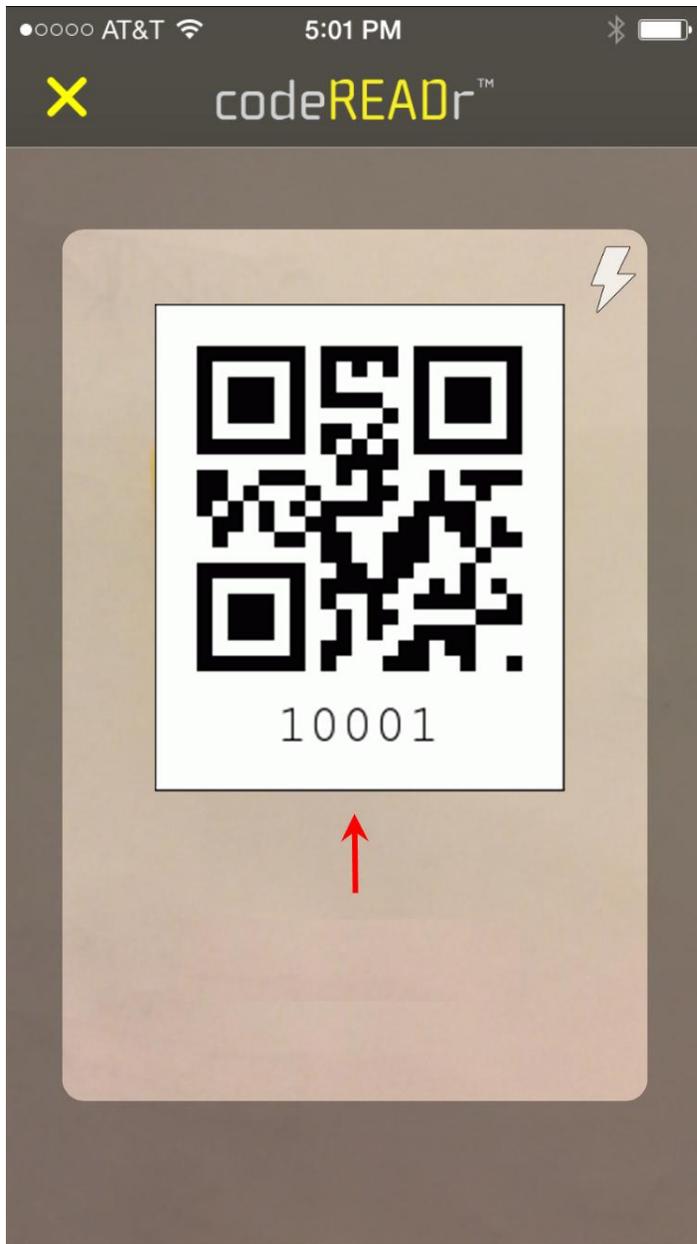
Value

100 Arbor Street

⬇

SUBMIT

Once they select the correct location or asset, they will be given the chance to confirm and submit that as a scan record.
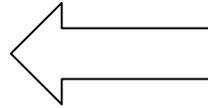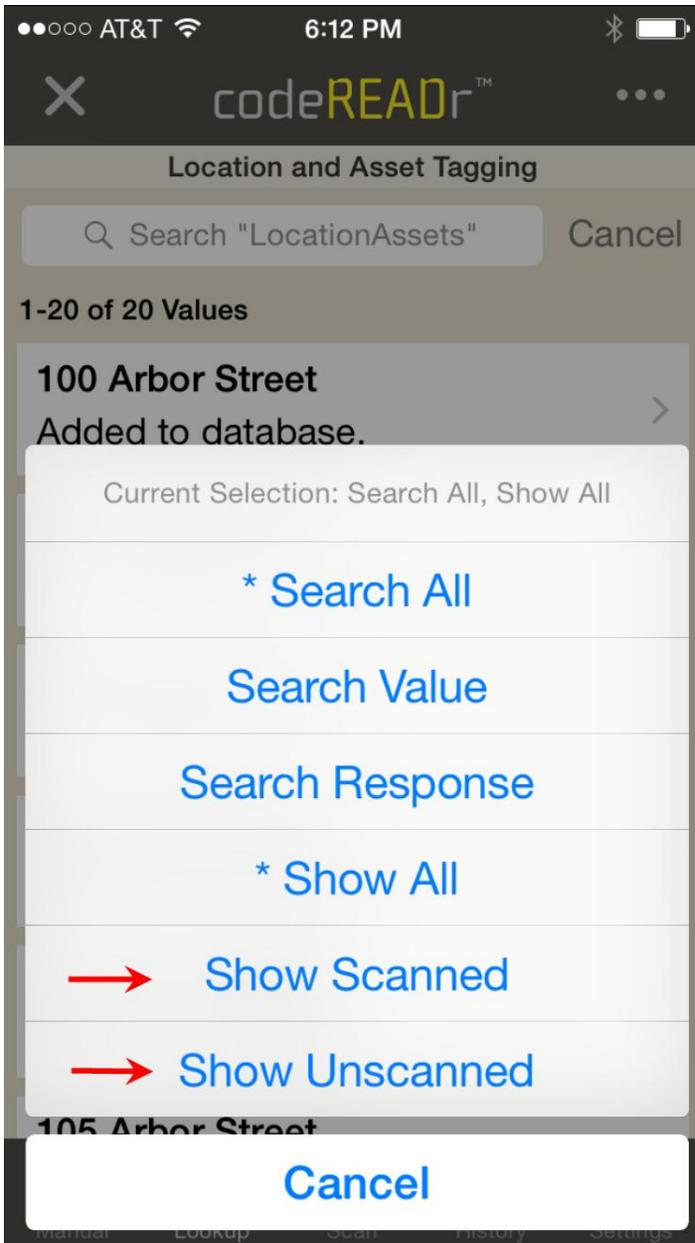
The app will confirm the submitted location or asset (the 'value').

They then tap the barcode icon to open the camera for scanning the barcode they apply to the location or asset.

They scan the applied barcode to associate it with the selected location or asset. This creates the 'scan record'.

Once scanned, the app user can look up another location or asset.

On the Lookup screen the app user can tap the top right menu to display a list of the locations or assets not yet tagged.

Every scan record is stored on the codeREADr server.

➢ Filter and view scan records on the Scans page
➢ Share filtered records with you clients
➢ Export files manually or auto-insert into your own databases