REVOQUEST USER MANUAL | ANDROID

QUIKTRAK

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1   INTRODUCTION

Revoquest is a mobile software application designed to collect information for the purpose of asset and business verification. It offers a robust system for tracking and identifying inventory, as well as a question-and-answer reporting feature for conducting business and site surveys and equipment inspections.

Data collected in the field is synchronized with the Revoquest servers through an internet connection, allowing customers to view and analyze inspection results almost immediately.

Some features of Revoquest can be customized to meet the specific needs of a customer; therefore there may be additional features and enhancements available beyond those described in this manual.

This guide will help get you started using Revoquest on the Android OS.

2   INSTALL AND UPGRADE

These instructions have been optimized for use with the Samsung Galaxy Tab 7.0 Plus, but can be used to install Revoquest on any Android device that meets the minimum hardware requirements. Some icons and their locations can vary by device.

Minimum Hardware Requirements:

Smart Phone - Android OS v2.2 or greater.
Tablet - Android OS v3.1 or greater.

Android Operating System and Wi-Fi Settings

Before attempting to install Revoquest to your device, you must adjust the following system settings:

① **Establish an internet connection –** In order to download the Revoquest application and synchronize your device with the Revoquest server, you will need a live internet connection. This can be achieved by connecting to a Wi-Fi network or using your device's built-in 3G/4G capability. Please consult your device's user manual for additional details.
   To connect to a Wi-Fi network:
   1. Tap on ⊞ Apps (icon varies by device) to view the list of apps on your device.
   2. Tap on **Settings** (you may need to scroll through the list to find the icon).
   3. From the Settings tool bar, tap **Wireless and Networks**.
   4. Ensure there is a checkmark in the "Wi-Fi" box.
   5. Tap **Wi-Fi settings** and select the network to which you want to connect.

② **Enable installations from unknown sources —** The software download may be blocked if this is not enabled.
   1. From the Settings tool bar, tap **Applications**.
   2. Ensure there is a checkmark in the "Unknown Sources" box.
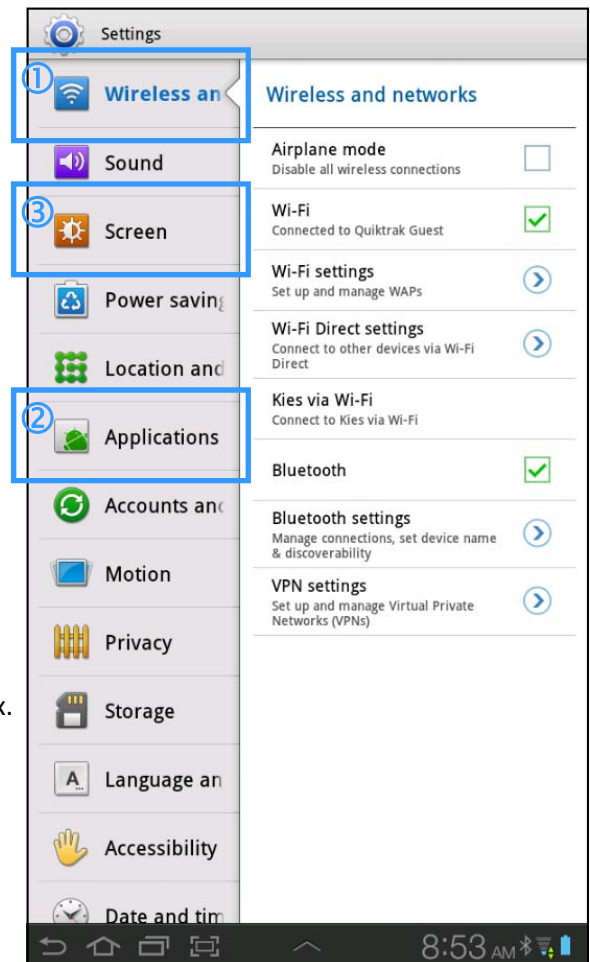
The following are optional system setting adjustments:

③ **Adjust screen timeout—** Control how long the device waits before the screen goes blank.
   1. From the Settings tool bar, tap **Screen**.
   2. Tap **Timeout**.
   3. Select your desired screen time out setting. (Recommended setting is 5 minutes.)

Adjust Brightness— Control the brightness of the screen to optimize visibility in various lighting conditions**.**
   1. From the Settings tool bar, tap **Screen**.
   2. Tap **Brightness**.
   3. De-select Automatic Brightness.
   4. Drag the bar to the desired brightness level and tap **OK** to save the setting.
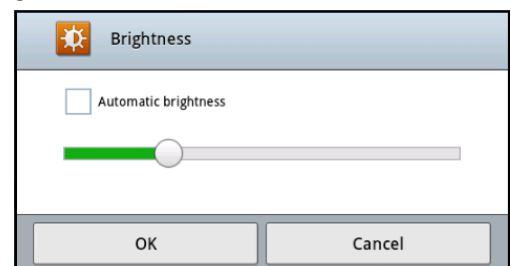
Installing Revoquest for the First Time

Before proceeding with these instructions, be sure to complete sections 1 and 2 on the previous page.

Download Revoquest
1. Open your web browser and go to http://rqreload.quiktrak.com.
2. Log in using your Quiktrak.com user name and password.
3. Tap on "Download for Android Operating System," then tap on the "Download for Android" link. The download process will begin automatically.

> **Create a bookmark in your device's browser for the RQ Download site. This will make it easier to install future upgrades. Refer to your device's user manual for instructions on how to do this.**
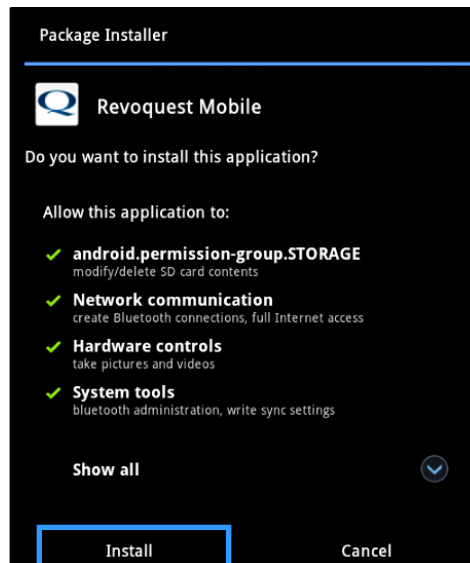
Install Revoquest
1. Tap on ⊞ Apps (icon varies by device).
2. Tap on **Downloads** to view your downloaded files.
3. Don't check the box, but instead tap on the name of the file at the top of the list.

Browser downloads   Other downloads

Last month

RQ5-26.apk
secure.quiktrak.com
Complete   6.62MB   5/1/2012
RQ5-20.apk
secure.quiktrak.com
Complete   6.74MB   4/5/2012
RQ5-14.apk
secure.quiktrak.com   7/2012

8/2012

> **Note:** The file name will start with "RQ5" (the numbers that follow will vary, this is normal). Always select the MOST RECENT RQ5 file listed.

4. Tap **Install** and wait while RQ installs.

Package Installer

Revoquest Mobile

Do you want to install this application?

Allow this application to:

✔ **android.permission-group.STORAGE**
modify/delete SD card contents

✔ **Network communication**
create Bluetooth connections, full Internet access

✔ **Hardware controls**
take pictures and videos

✔ **System tools**
bluetooth administration, write sync settings

Show all   ⌄

Install   Cancel

5. Once installation is complete, tap on ⊞ Apps (icon varies by device).
6. Tap on the Revoquest icon to open the application (you may need to scroll through the list to find it).

Revoquest

> **After installing Revoquest on your device, you can add a shortcut to your Home screen for easy "one-touch" access to the application. Refer to your device's user manual for instructions on how to do this.**

Upgrading an Existing Installation

Make sure you have established an internet connection before you begin.
If you have any open jobs on your device, wait until they are completed and sent (i.e., removed from your device) before upgrading the Revoquest application.

Uninstall the Current Version of Revoquest
1. Go to **Settings** and tap on **Applications**.
2. From the Applications tool bar, tap on **Manage applications**.
3. Tap on **Revoquest** (you may need to scroll through the list of apps to find it).
4. Tap **Uninstall** and wait until the uninstall process is complete.
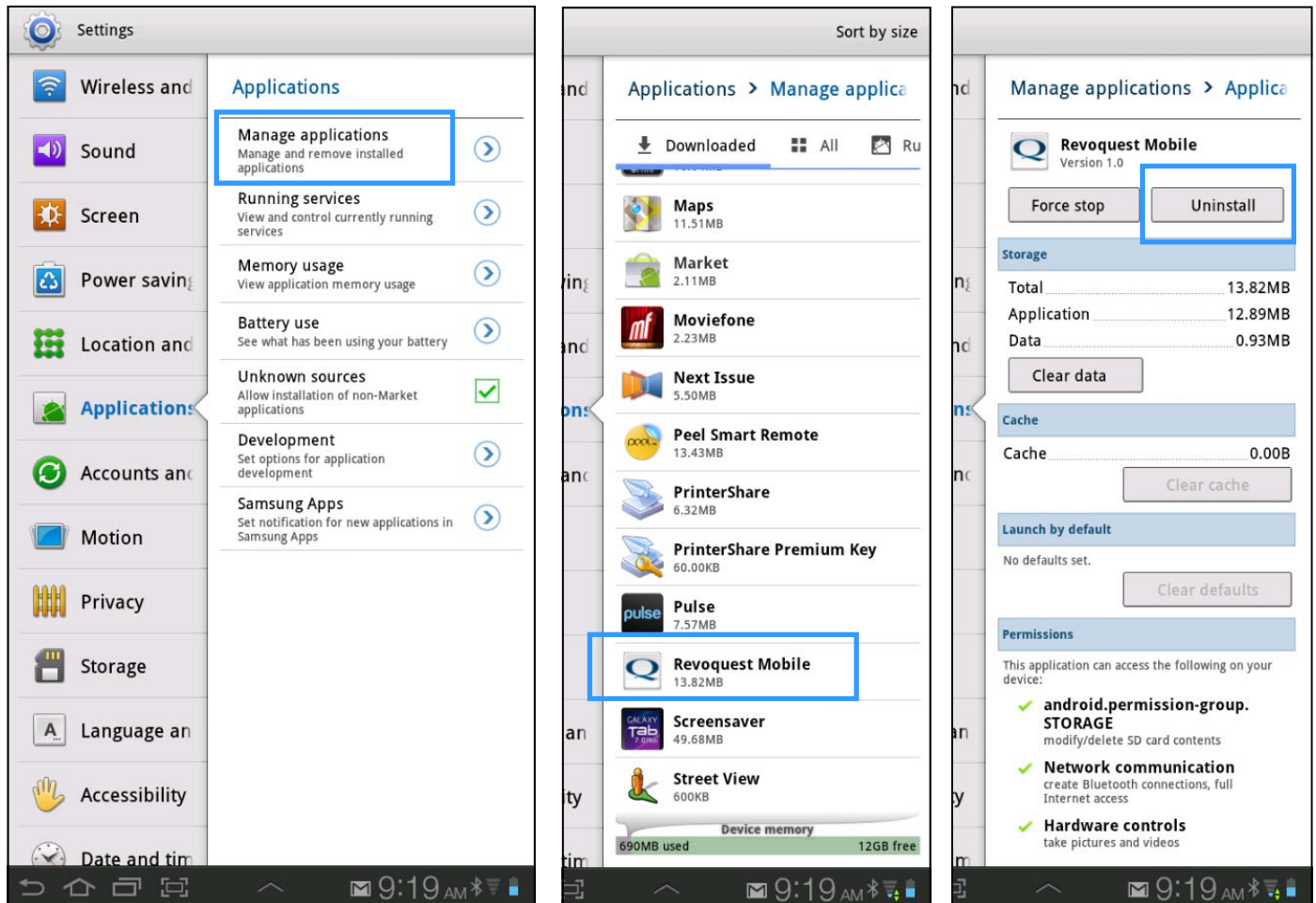
Install the New Version of Revoquest
Repeat the steps to Download and Install Revoquest on the previous page.

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3   GENERAL

In this section, we will introduce you to some basic features of the software and provide some helpful information to get you started:

- **Logging In**
- **Syncing**
- **Android Navigation Buttons**
- **Revoquest Navigation Buttons**
- **Revoquest Support**

Logging In

All new users are assigned a profile by Revoquest Support. If you do not know your username and password, contact Revoquest Support at 866-REVOHELP (866-738-6435).

*IMPORTANT NOTE: Your Revoquest username is different than your Quiktrak.com username, however the **passwords** are the same. If you change the password for your web login, your Revoquest password will also change.*

Syncing

The synchronization — or 'sync' — process is an exchange of data between your device and the Revoquest servers. An internet connection is required for this process.

You will need to sync your device in order to:
- Download an inspection from Revoquest to your device.
- Send a completed inspection to Revoquest.
- Share data with other inspectors participating in the same coordinated audit.

The **Sync** screen is accessed from the **Open Jobs** screen. Tap [Synchronize] to begin the sync process. Wait for the sync process to finish before leaving the screen.
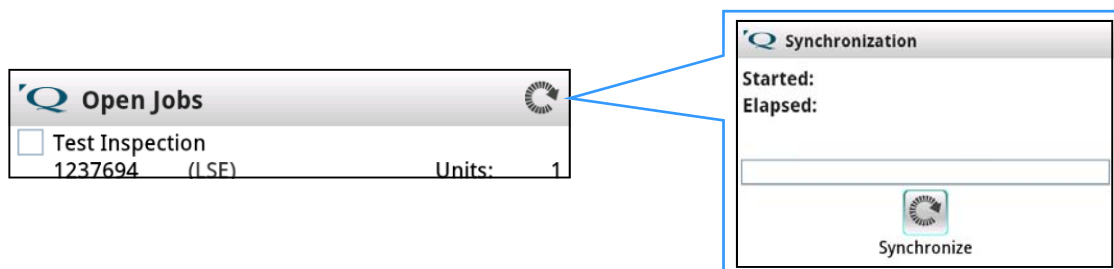
If there were no inspections downloaded to your device during the sync, the words "Empty Set" will appear on the Open Jobs screen.

Android Navigation Buttons

Your Android device will have its own navigation buttons, which appear at the bottom of the screen. The appearance of these icons varies with the device, but below are examples of frequently used buttons:
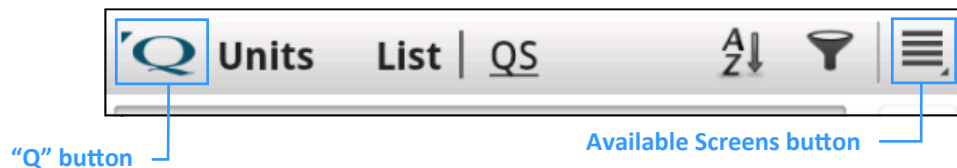

Back

This button returns you to the previous page or takes you up one level in a menu. (On some devices, this changes to the **Hide** icon when the keyboard is open. Tapping it closes the keyboard.)

Home

This button sends you directly to your device's Home screen.

Revoquest Navigation Buttons

There are 2 common navigation buttons in Revoquest that you will use frequently. One or both of these will be available at the top of almost every screen:

"Q"

This operates as a 'back' button and will return you to the previous screen.

Available Screens

This opens a menu of shortcuts to other screens within Revoquest. The menu options vary depending on which screen you are currently viewing.

Revoquest Support

Technical support is available at 866-REVOHELP (866-738-6435).

4   OPEN JOBS

Description

The Open Jobs screen lists all the jobs that are currently loaded onto your device. Jobs can be downloaded onto your device by 'syncing.' [Refer to *Ch. 3 General* for instructions on syncing.] A job will remain on your device until you close it (selecting "Close Results and Send") and perform another sync.

Functions

Synchronize

To download new jobs or submit completed ones, you must synchronize your device with Revoquest. Tap the **Sync** button at the top of the screen to access the syncing feature.

Open a job

To open your job, tap on the job (a green check mark will appear) and then tap the **Open** button at the bottom of the screen. If it is necessary to open multiple audits at the same time, select them all before you tap the **Open** button. *(Note: Opening multiple jobs at once can only be done with audits under the same client number.)*

Upon opening a job, you may be prompted to verify the accuracy of the date and time setting on your device. Make changes if necessary, and then tap your device's Back button to return to Revoquest.

Reschedule a job

If you have downloaded a job, but need to reschedule it for another day, select the inspection from the list and tap the **Reschedule** button at the top of the screen. Select a new date and tap [Reschedule]. You must sync after rescheduling in order for the change to take effect and to remove the job from your device.

Job Name and Number

Status of the job

Open the Sync screen

Client Number

Number of units on the inventory list
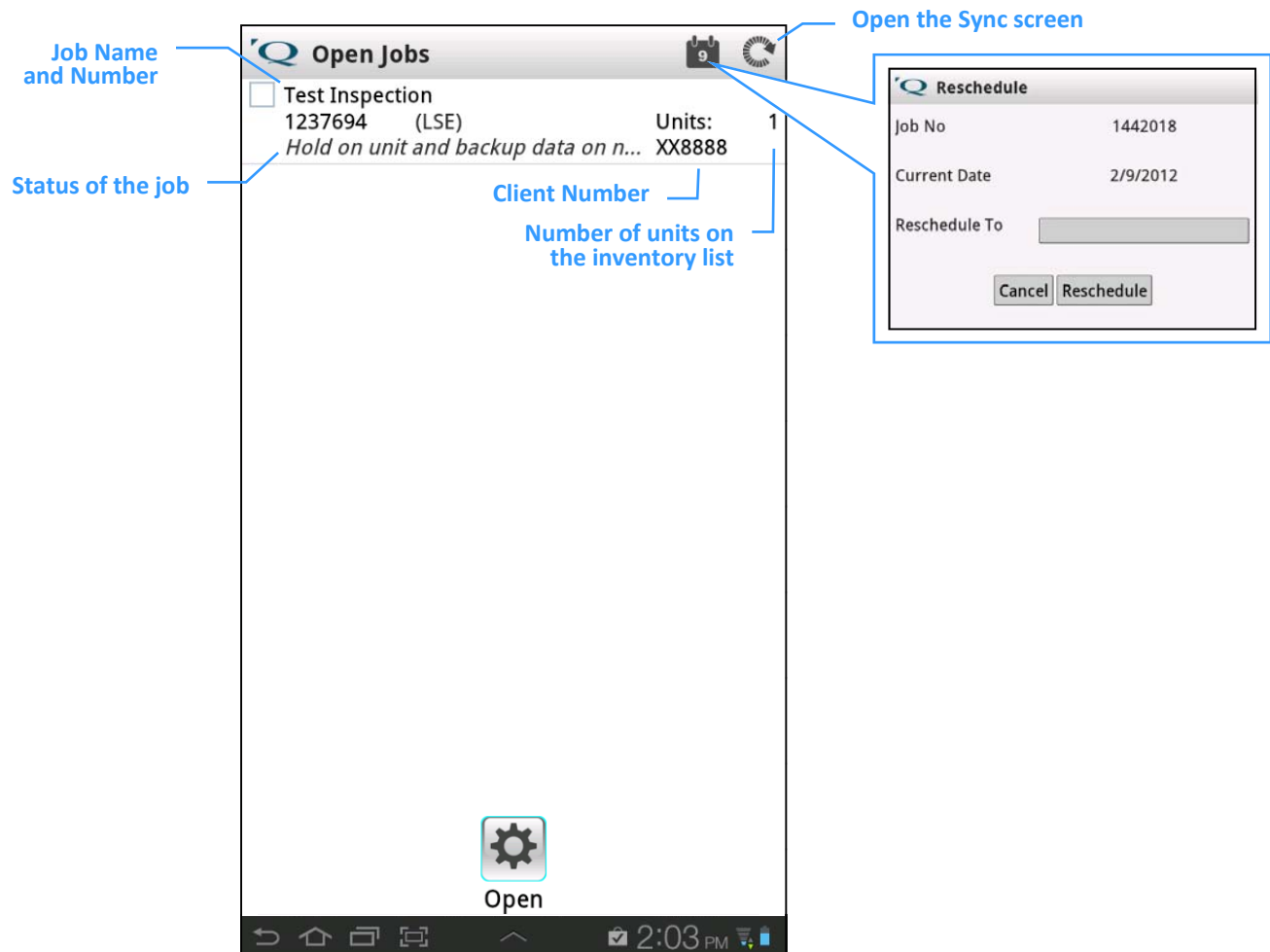
5 LOCATIONS

Description

The Locations screen is used to identify where the inspection is taking place. For inspections that include multiple locations, this feature allows you to keep an accurate record of where each inventory item was seen. For multiple-location inspections that involve answering questions, it allows you to have a set of questions available for each location being inspected.

When you first open an inspection that has multiple locations, you are automatically prompted to select your location before you can continue.

Functions

Choose a Location to Audit

Tap on the address of your current physical location. Your selected location will then be highlighted in blue. Tap [Continue] to save the setting.

If you travel to another location, you must update your location setting. You can return to the Locations screen using the **Locations** button found on the **Home** screen.
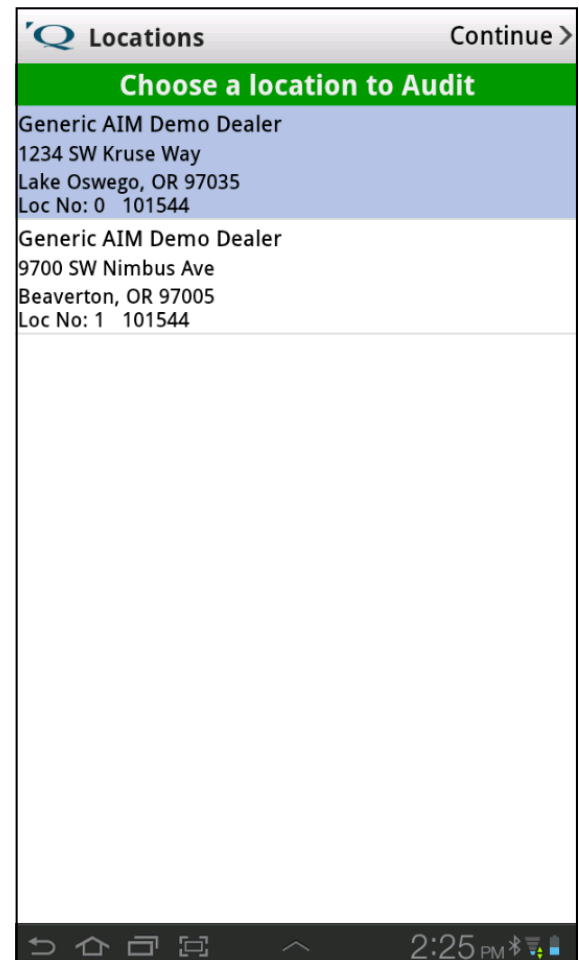
IMPORTANT:

If a Dealer Signature has already been applied to a location, it will appear red and will indicate that there is a signature. Selecting it as your active location will result in erasing the dealer's signature and the dealer will have to re-sign the audit.
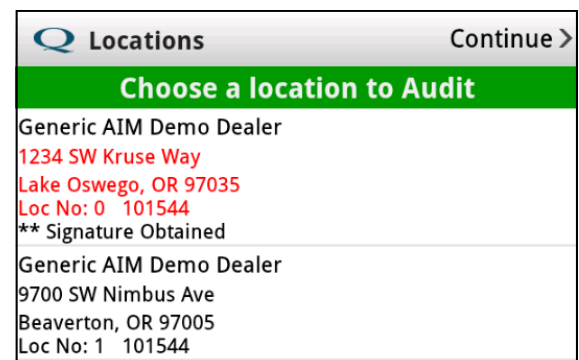
6   HOME

The Home screen serves as the hub for all of your inspection related functions.

Job Information

Displays basic details about the job: job number, name of the location, and address.

Results

Displays the current status of your inspection and allows you to monitor the completion of your tasks (verifying units and/or answering questions).

Task Buttons

- **Units**— Access the list of inventory to begin your verification
- **Questions**— Access the list of report questions to complete the inspection
- **Locations**— Return to the Locations screen
- **Finalize**— Finalize your results and prepare to sync

Shortcut Icons

- **Camera**
- **Recap Screen**
- **Available Screens**

Opens Recap Screen

Opens Camera
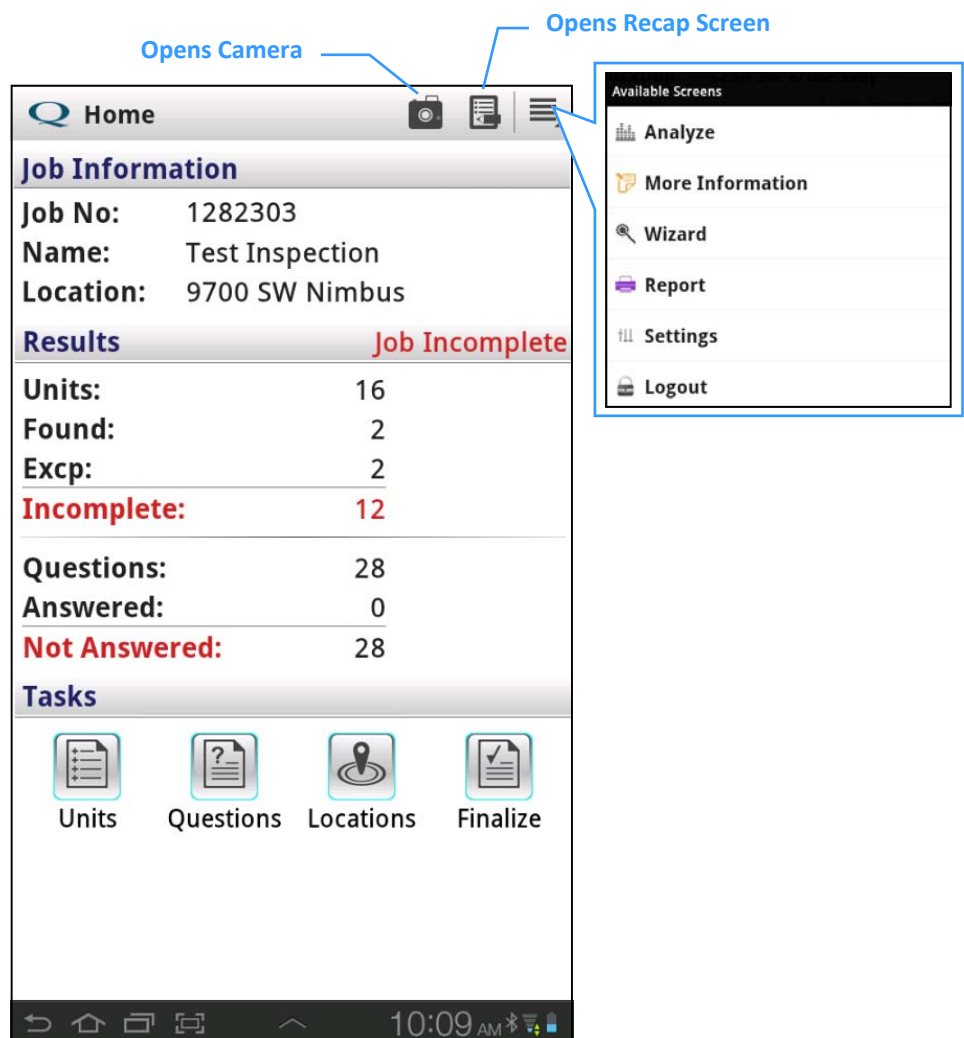
UNITS

Description

The Units screen is where you will manage the list of inventory being verified.

You can view basic details for each line item, such as: description, serial number, status, stock number, and invoice number. Actual details will vary depending on the information provided for the inventory.

You can also search, sort and filter the list as needed.

Functions

Searching for a Unit
Searches can be conducted from the **List** screen (shown below) and from the **Quik Search** screen. You can search for a unit by the last digits of the serial number, Alt ID/stock number, or invoice number, or you can search by description. Enter a value in the search box and tap the corresponding search method to initiate a search. You can also use the Voice Recognition feature if your device is connected to the internet. Tap **X** to clear the search.

Viewing Unit Detail
From the List, tap on a line item to access its **Detail** screen. Additional information about the unit is displayed in this screen. *(If an exception has been applied to the unit, tapping it will instead take you to the Audit Other screen.)*

Applying a Status
Units on the list are accounted for by applying a status. Once you have identified the correct item, you can either mark it Found or apply an Exception. (Exception types vary and are customized for each client.)

Toggle between the List and Quik Search views

Filter

Sort

Search Functions

Available Screens
🏠 Home
🔱 Quik Search
⊞ Settings

Voice Recognition Button

Description

Serial Number

Status

Invoice/Reference Number

Setting Indicators:
Ⓢ—Auto Search is ON
Ⓕ—Auto Found is ON
⑥—# of Char for Search = 6

QUIK SEARCH

This search screen operates in the same manner as the search feature on the **Units List**, however it offers a keypad with larger buttons for easier data entry.

> **Auto Search—** With Auto Search activated, a serial number search is automatically initiated after entering the last 6 digits of the number in the Search box. If Auto Search is activated, you do not need to tap the S/N button to search.
>
> *The number of digits used for the search can be adjusted in the **Settings** screen.*

If a matching unit is located, its description is displayed on the screen. Tap the Detail button to advance to the unit's **Detail** screen if you need to apply a status and/or record information about the unit.

After a completed search, the value searched and the result are displayed

Open the Detail Screen

Record an hour meter reading

Record frequently used notations using these customized drop-down menus

Use the ABC/123 button to switch between alpha and numeric keyboards

> **Auto Found—** With Auto Found activated, the located unit is automatically marked Found at the same time.
>
> If you want to apply exceptions to searched units, make sure this feature is turned OFF.
>
> *This feature can be turned off and on in the **Settings** screen.*

DETAIL

This screen provides details about the unit. From here, you are able to assign a status (Found or Exception) and record pertinent details about the unit.

The Detail screen can be accessed from both the **Unit List** and the **Quik Search** screen.

To apply a status to the unit, tap [Found] or [Excep] (whichever is appropriate).

If you tap [Excep] you will advance to the **Audit Other** screen, where you can apply an exception.
- Choose the applicable exception type from the menu.
- Enter the required information using the various date, text and drop-down fields that appear. These fields will vary based on the exception being applied.
- Data fields that are mandatory appear in red.
- Additional fields: the hours entry box and customized drop-down menus appear at the bottom half of the screen.

Navigate to previous/next unit

Open the Notes Screen to add comments about the unit

Navigate to previous/ next unit by making a horizontal swiping motion (left or right) across this portion of the screen

Delete record

Return to Detail screen

Record an hour meter reading

Record frequently used notations using these customized drop-down menus

View information from the previous inspection (if available)

Scroll down the screen to view Extended Details and Custom Fields

To Copy, Cut and Paste Text: Tap and hold to select text. Drag the handles to adjust the size of the selection. Options will appear to cut or copy. To paste the copied/cut text, tap and hold in the field where you wish to place it and the paste option will appear.

QUESTION LIST

Description

This screen displays the set of questions associated with the type of inspection being completed. Not all jobs will include questions.

Questions can be multiple choice with single or multiple answer responses, short answer responses, and drop-down selections.
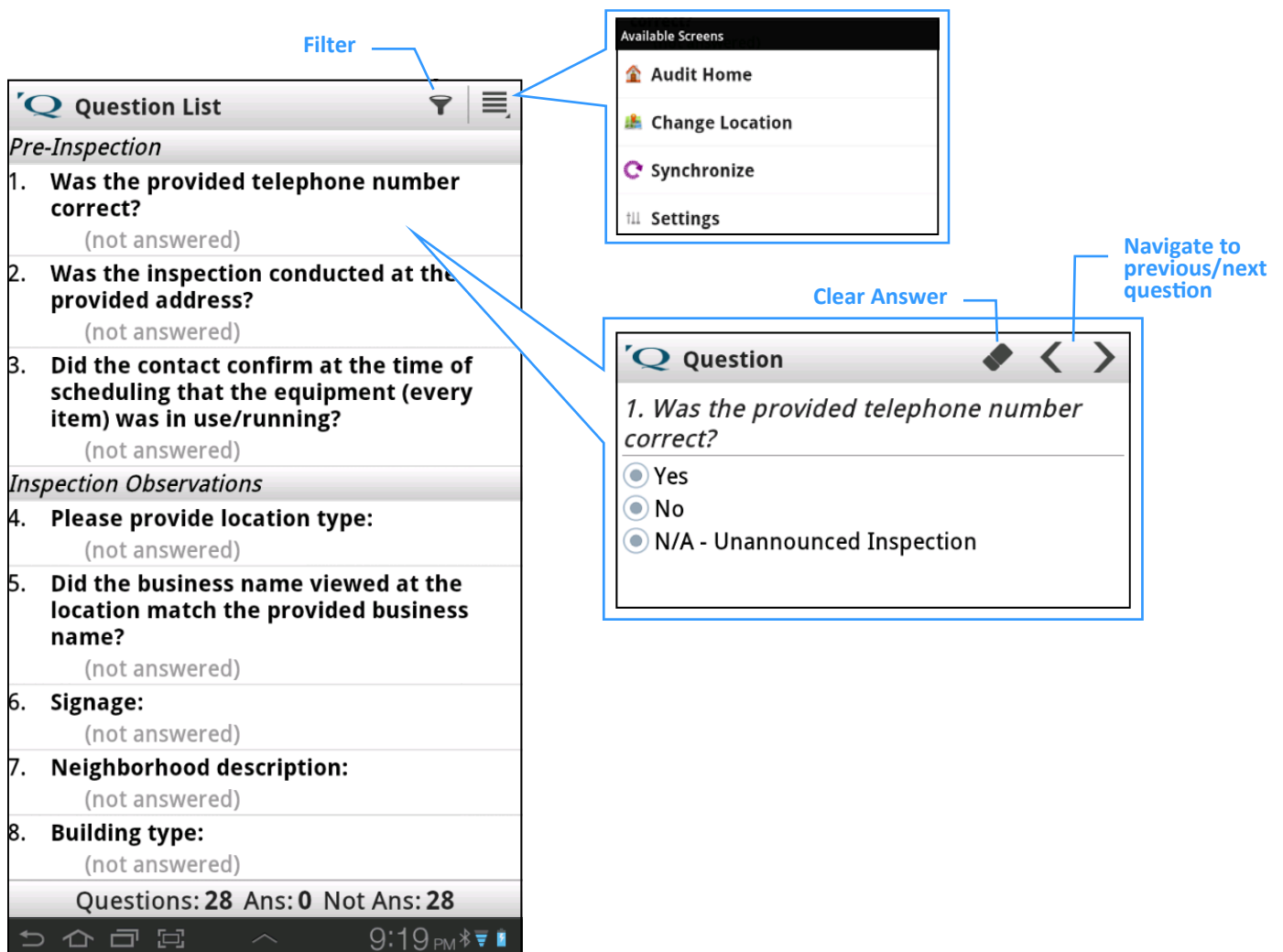
Functions

Question
Tap on the question to view it and enter your response.

Filter
You can filter the Question List to show all questions, questions that are answered, or questions that are not answered.

FINALIZE

Description

The Finalize screen is where you will perform the final steps of the job before closing it. The use of these features may vary by client and inspection type:

- **Recap/Phone Clearance**
- **Job & Unit Level Photos**
- **Results/Signature**
- **Close**
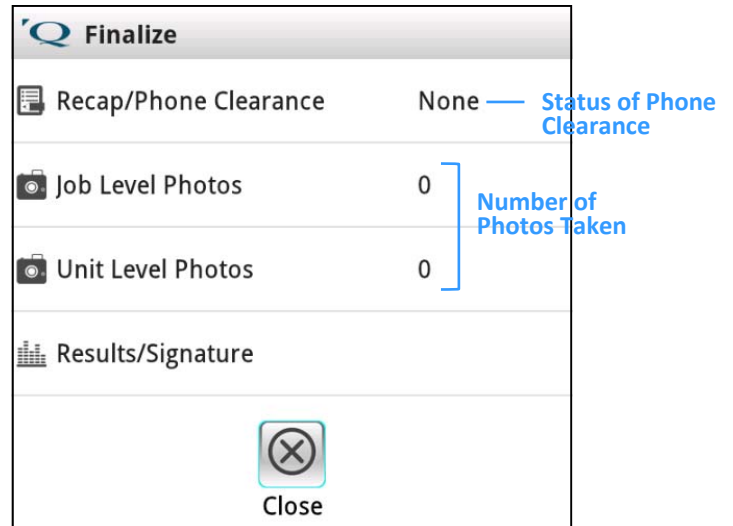
Functions

Recap and Phone Clearance
This screen is used to document a phone clearance call made to the client, and provides an area for documenting general notes/comments related to the inspection.

Job & Unit Level Photos
This screen allows you to review photos taken at both the job level (general) photos and unit level (equipment-specific) photos. [See *Ch. 10 Taking Photos* for a detailed explanation of the **Photos** screen.]

FINALIZE

Results and Dealer Signature

This screen provides a statistical analysis of the inspection results (question completion and equipment verification).

For inspections involving multiple locations, you will initially be prompted to select one or more locations to analyze. Select all the locations you wish to include in the analysis, then tap [Continue] to view the results.

If a dealer signature is required, tap the **Signature** button at the bottom of the Results (Analysis) screen to access the signature screen. After the dealer representative signs, type in their name and tap [Accept Signature] to save it.

The signature will be applied to the location(s) you selected for the analysis. Make sure the appropriate locations are selected before obtaining the signature. (Signature requirements may vary by client.)
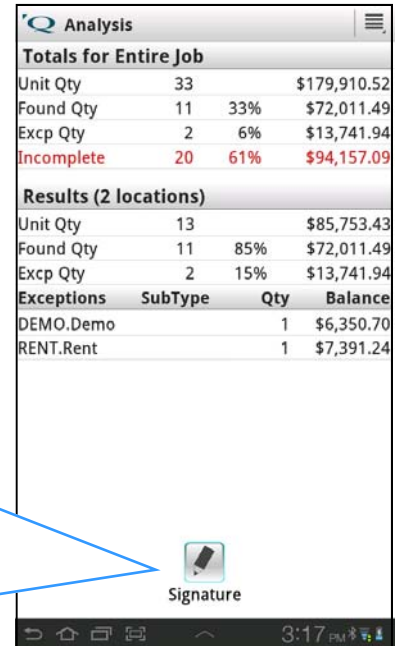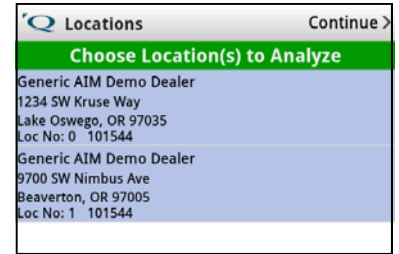
Use of a **stylus** is recommended for capturing signatures.
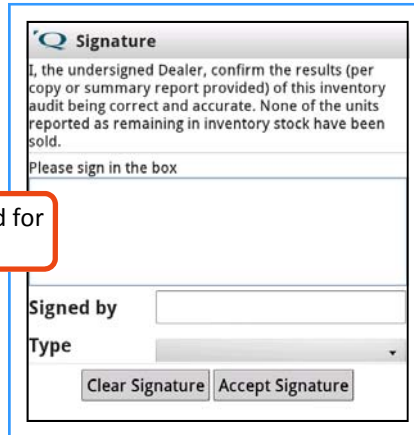
Close

This screen allows several options for closing the inspection file. Select one, then tap [Close].

This is what each of the "close" options will do when selected:

- **Save and Change Location**—This option only appears on inspections that have multiple locations. This will take you to the Locations screen where you can change your location setting, then you can continue the inspection.
- **Hold Results on Device**—This option allows you to temporarily close your inspection so you can re-open it later. *If you sync, data from your 'held' inspection will be sent to Revoquest, but the inspection will remain on your device in order for you to continue working on it.*
- **Close Results and Send**—This option is used when your inspection is complete and you are ready to submit your final results. Your results will be sent during your next sync and the inspection will be removed from your device. When this option is selected and you tap [Close], you will be prompted to provide your signature (as shown to the right). After signing, tap [Accept Signature]. If anything on the inspection (audit list, questions and/or dealer signature) is incomplete, you will receive a warning message.
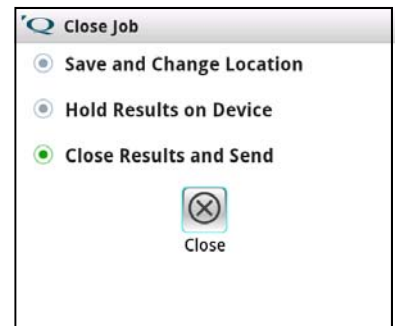
7 MORE INFORMATION

The More Information screen is accessed from the Home screen, via the Available Screens menu. It is used to display information that may be necessary or useful for the inspection being performed.

This screen is comprised of 3 screen views: Info, Instructions and Auditors. Tap on the tab to change to that screen view.
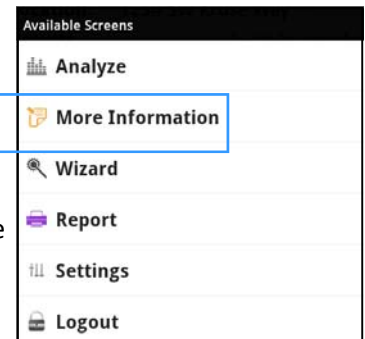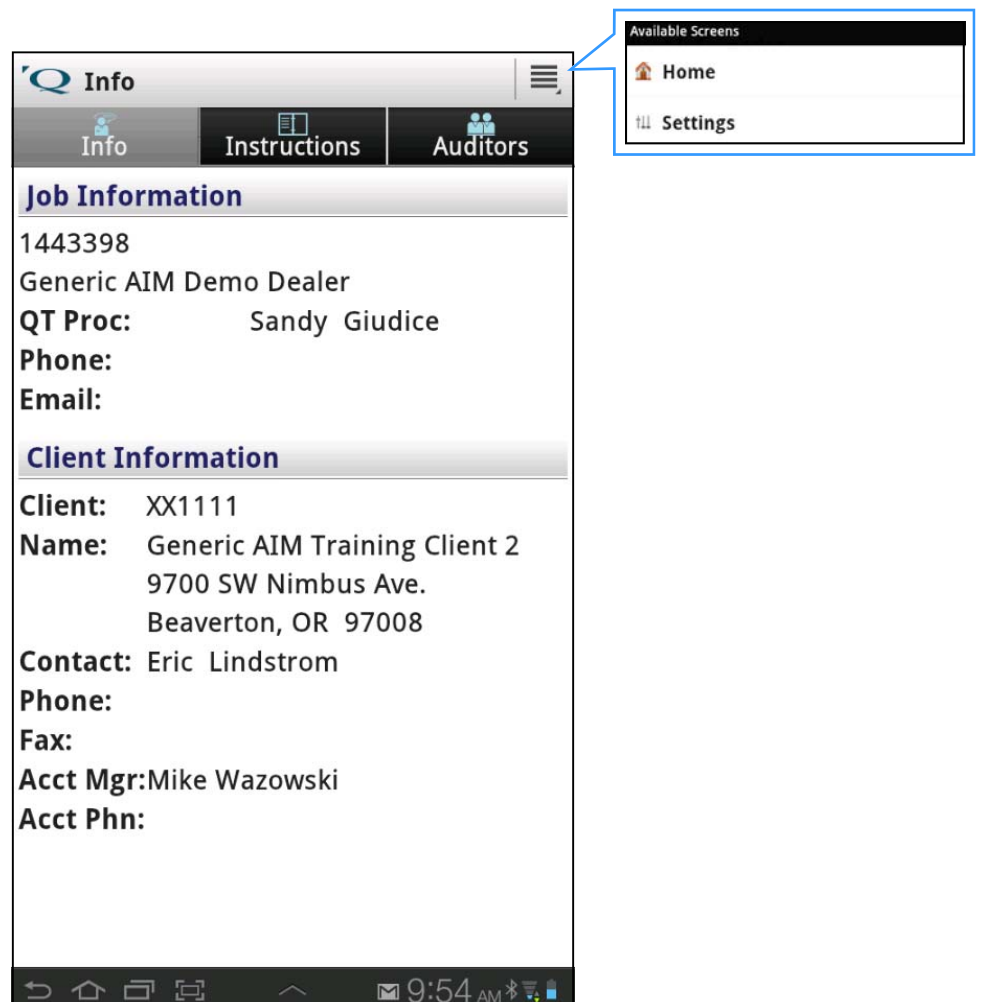
Info

- **Job Information—** Job number, dealer/location name, processor's name
- **Client Information—** Client's account number, name, address, and contact information

Instructions

- **Job Specific Instructions**
- **Client Specific Instructions**

Auditors

Lists the names of the auditors assigned to each location of the current audit.

8 SETTINGS

Description

The Settings screen can be accessed from several different areas of the software, via the Additional Screens menu. It is used to control a variety of options within the software.

Functions

Auto Found
Automatically marks a unit Found when located by a serial number or Alt ID search.

Auto Search
Initiates a search by serial number once the designated number of digits has been entered. See *# of Char to Search* below.

Voice Sound On/Off
Turns on/off voice alerts within the Revoquest application.

Backup Frequency
Sets the interval of time between data backups.

Sync Frequency
Sets the interval of time between automatic syncs. [Automatic syncing will be available in a future release. Set to "Manual Only."]

Scanner Type
Sets the type of scanner being used (none, camera or SocketBluetooth).

# of Char to Search
Controls when the Auto Search feature will initiate a serial number search. (If set to 6, the search begins as soon as the 6th digit is entered.) It also sets the minimum number of characters that can be used for a manual serial number search. (If you attempt to search by fewer digits, the item will not be located.)

Start Scan Position #
Controls where scanning begins on a barcode. In most situations scanning should begin at position 1 (the leftmost position). However, if there are leading characters which are not part of the serial number you can adjust the starting position accordingly. For example: If a barcode includes "SN" at the beginning, set the start position to 3 to skip over the first 2 characters.
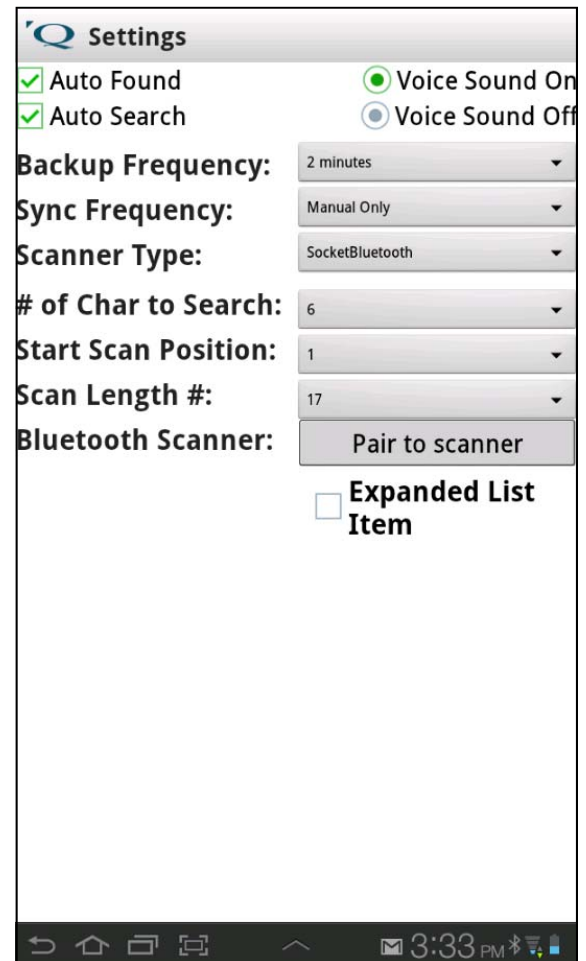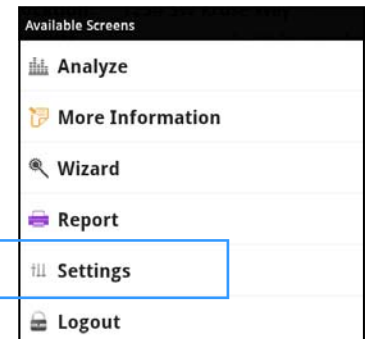
Scan Length
Controls the number of characters scanned, starting from the rightmost position.

Pair to Scanner
This button is used when setting up a scanner for the first time or re-pairing a scanner after an upgrade.

Expanded List Item
Adds the following fields to the Unit List screen:
Previous Status, Previous Hours, and Type.

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9   FILTERING

Description

The Filter is a tool that allows you to find items on the inventory list that match certain user-defined criteria. The Filter is accessed from the List screen by tapping on the Filter icon at the top of the screen. You can choose one of the standard filters or define your own criteria using the Advanced Filter.
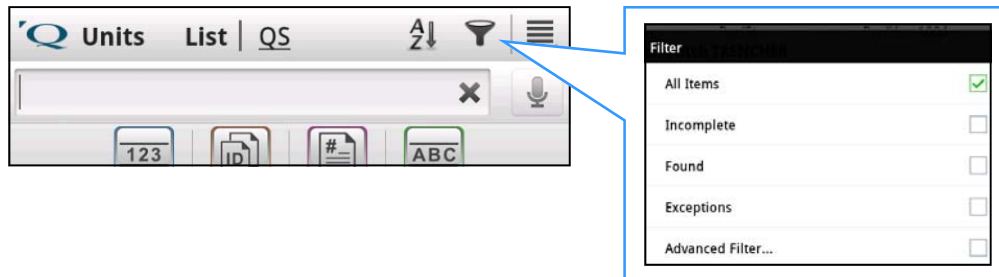
Standard Filters

All Items: Displays all units on the inventory list.

Incomplete: Displays any/all units that do <u>not</u> have a status (Found or Exception) assigned to it.

Found: Displays any/all units that have been marked as Found.

Exceptions: Displays any/all units that have been marked as an Exception.

Advanced Filter

The Advanced Filter allows you to select your own criteria for the filter. You can also combine multiple criteria in order to create a more precise filter. Once you have set your filter criteria, tap the Apply button to view the results.

The main screen of the Advanced Filter provides a set of common criteria options:

Incomplete: Displays any/all units that do <u>not</u> have a status (Found or Exception) assigned.

Found Qty: Displays any/all units that have been marked as Found.

Added Unit: Displays any/all units that you manually added to the inventory (a custom feature).

Overage: Identifies units that have been marked by multiple inspectors on the same coordinated audit.

Has Notes: Displays any/all units for which you entered information in the Note field.

Exception =: Displays any/all units marked with a specified code.
Choose the desired code from the drop-down menu, or choose "All" to include every exception type.

Not Seen >: Displays any/all units that were previously not seen during a specified number of consecutive audits. Choose the quantity from the drop-down menu. (For example, "Not Seen > 3" will result in showing any/all units that were not seen on the last 4 or more audits in a row.)

Add: Allows you to add your own criteria to the filter.
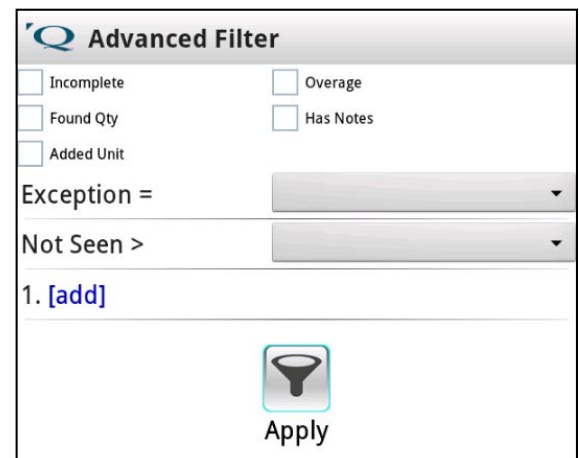
How to Add Criteria

1. Tap [add] on the **Advanced Filter** screen.
2. From the menu, choose the column name/data field (such as Invoice Date, Previous Location, Type, etc.) you wish to use for the filter.
3. Choose the type of comparison.

4. Enter the value being compared.

The example below shows a filter setting that will identify units that were invoiced on 12/15/2011 or later:

5. Tap [Save] and you will be returned to the **Advanced Filter** screen. You can then add additional criteria or apply the current filter.

10 TAKING PHOTOS

Revoquest allows you to use the camera on your Android device to take photos that can be submitted with your inspection results.

The camera can be activated by tapping the camera icon that appears on the **Home**, **Detail** and **Finalize** screens.

> *Refer to your specific device's user manual for instructions on how to use the camera.*

From the Home Screen:

Photos taken from the **Home** screen will be saved as "Job Level" (general) photos for the inspection. For example, if you are inspecting a business site and you are required to take photos of the interior and exterior of the business.

After taking the picture, save the image (or discard/delete and re-take if necessary). The saved image will then appear in the **Photos** screen.

- To take another photo, tap the camera icon.
- To delete the photo, tap the garbage can icon.
- To review other saved photos, tap the arrows.
- To add a caption, type it in the field provided.
- To exit the **Photos** screen, tap [Q] .

Delete the photo **Take another photo**

Navigate to previous/next image

Enter a caption
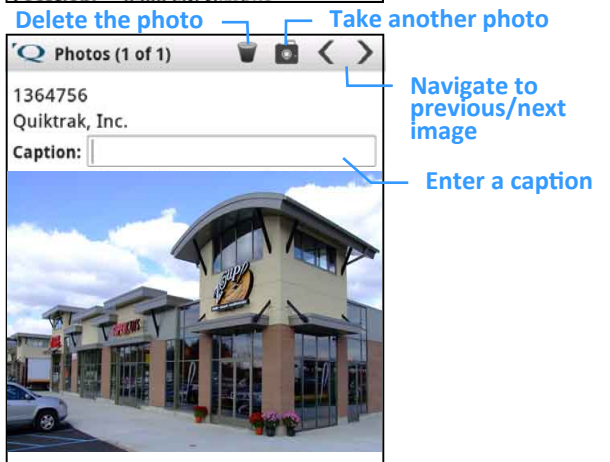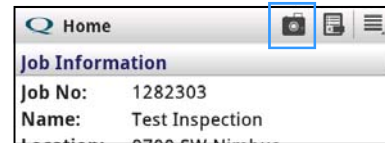
From the Detail Screen:

Photos taken from a unit's **Detail** screen will be saved as "Unit Level" photos and automatically be linked to that unit. For example, if there is a serial number discrepancy and procedures require you to photograph the serial number plate as proof.

You will notice that in this version of the **Photos** screen, it displays the unit description and serial number for the item you just photographed. This allows you to confirm that you have taken a picture of the right unit.

> *A green check appears on the camera icon to indicate that photos have been taken:*

From the Finalize Screen:

If no photos have been taken yet, tapping the **Job Level Photos** camera icon will open the camera. **Unit Level Photos** can only be taken from the Detail screen, as described above.

To review images you have already taken, tap either the Job or Unit Level camera icon to open the **Photos** screen.
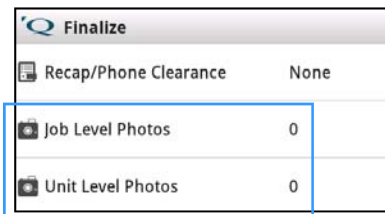
11 PRINTING REPORTS

Revoquest is able to generate reports that can be printed using a wireless printer and a 3rd-party software called PrinterShare. The application is available through the Play Store (previously known as the Android Market) and costs approximately $13. To download the PrinterShare app, you will need a Google account linked to a credit card. If you do not already have one set up, the Android device will walk you through this process when it is time to do so.

Printer and Software Installation and Setup

In order to print from your Android device, you will need to:

1. Pair your device to your printer using Bluetooth.

2. Install the PrinterShare app on your device.

Pairing Your Device and Printer

Turn on the printer and make sure its Bluetooth is also turned on.

Turn on the Bluetooth on your Android device.
- To do this on the Samsung Galaxy Tab 7.0 Plus, go to the **Settings** screen and tap on **Wireless and Networks**. Tap **Bluetooth** to turn it on (a check mark will appear in the box).
- For other devices, refer to the user manual for that device.

Go to the **Bluetooth settings** menu (to manage connections). Tap on [Scan for nearby devices] to locate and select your printer. If prompted to enter a pin, try "0000" or "000000."

While Bluetooth is turned on, the icon appears in the status and notification area on your device's screen, as shown in the bottom right corner of this screenshot.

You can turn off the Bluetooth when you are not using it. Your device will remain paired with your printer and will recognize it when the Bluetooth is turned on again.

Installing PrinterShare

Open the **Play Store** (Android Market) application and use the search functionality to find the **PrinterShare** app. Before purchasing the Premium version (which is required to print from Revoquest), first download the FREE version so you can print a test page to confirm compatibility.

Tap on the FREE application, then download and install it. Open the application, then tap [Continue].
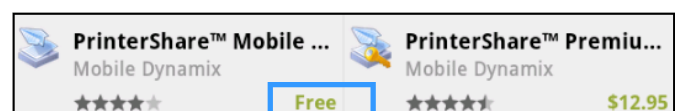
Next, you will need to select the printer. Tap on your device's menu button to open a list of options. (On the Samsung Galaxy Tab 7.0 Plus, the menu button is the [icon] icon that appears on the navigation bar across the bottom of the screen.) Select "Nearby Printers (BT)" and choose your printer. You may be prompted to download a device driver for the printer. Follow the prompts to select the appropriate brand and model of your printer (for example: HP OfficeJet 100 Mobile I411) and download the necessary files.

Now you are ready to print a test page. Tap on the "Web Pages" icon. When it opens, tap [Print], then tap [Print] again. In the prompt that appears, tap [Print Test Page].

After you have successfully printed a test page, re-open the **Play Store** (Android Market) application and search for **PrinterShare Premium Key**. Purchase, download, and install the key.

Reports

The Report feature is accessed from the Home Screen, via the Available Screens menu.

Revoquest offers multiple report options that can assist you during an audit.
- Incomplete — This report is designed specifically to list only units that are incomplete (i.e., not found or marked with an exception). It can be given to the reconciliation contact to assist with researching the disposition of each missing unit.
- Detail — This is a flexible report that displays unit details (type, stock/AltID #, Inv #, Inv date, etc.) as well as details that have been entered for any exceptions. It can be combined with a filter setting to generate a customized report.
- Additional report options may be available, depending on the client or inspection type.
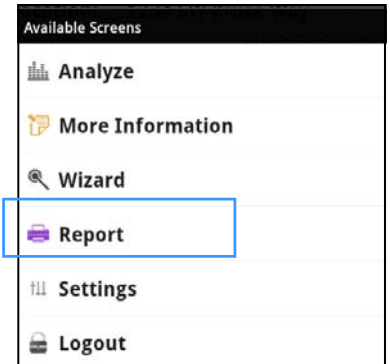
Tap here to select the desired report type

Tap here to access the Advanced Filter feature if you want to show only certain items on the report

Tap here to select your sort option. Lists can be sorted by:
- **Serial No**
- **Stock No**
- **Invoice No**
- **Description**
- **Type**
- **Status/Description**
- **Status/Serial No**

Tap an option a second time to switch between ascending (asc) and descending (dsc) order.

IMPORTANT: Before you print, make sure Bluetooth is turned ON for both your Android device and your printer.

Once your report options are selected, tap [Print Report]. If it prompts you to choose an application, select PrinterShare.

To avoid seeing the prompt to choose an application EVERY time you print, check the "Use by default for this action" box before selecting PrinterShare.

Note: The first time a Revoquest Report is opened in PrinterShare, you may be prompted to install additional files. Tap on "Yes" and follow the prompts to install the files.
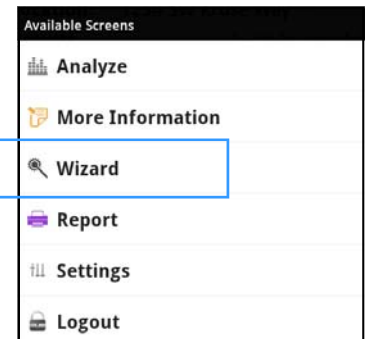
The report will open in a "Print Preview" screen. Once you are ready to print, tap [Print].

12 WIZARD

Description

The Wizard is a time-saving feature that allows you to apply identical exception information to multiple units simultaneously. It is accessed from the Home screen, via the Available Screens menu.
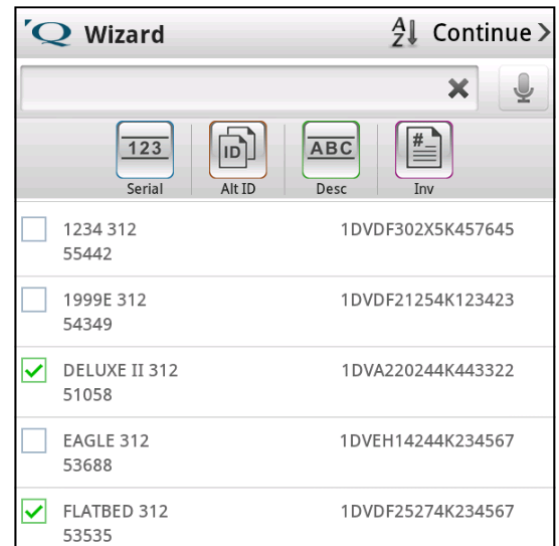
Using the Wizard

1. **Select the Units**
    The Wizard screen displays all the incomplete units from the Unit list. Tap on an item to select it.

    If needed, you can search for units by serial number, Alt ID/ stock number, description or invoice number.

    Once you have the appropriate units selected, tap [Continue].

2. **Select the Exception Type**
    From the menu that appears, choose the exception type you wish to apply to the selected units.
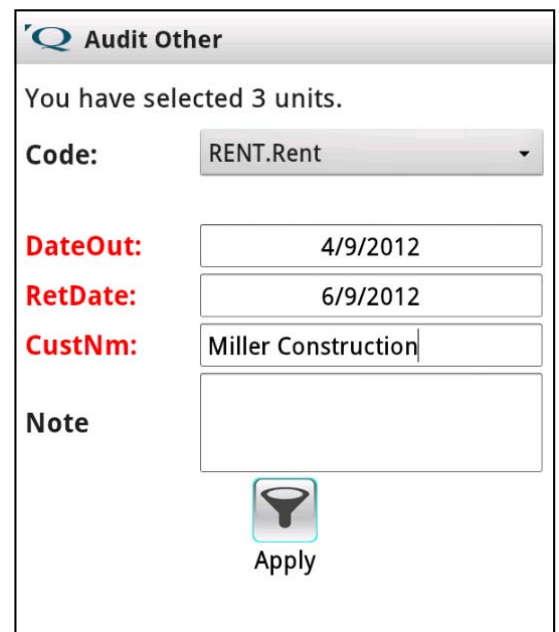
3. **Enter the Exception Details**
    Note that the "Additional Fields" are not available when entering an exception in the Wizard.

4. **Apply the Exception**
    Tap [Apply] to save the exception details.

    You will then be returned to the Wizard screen. You can continue using the Wizard or tap the "Q" icon to return to the Home Screen.

13 USING A BARCODE SCANNER

Revoquest includes functionality that allows you to use a barcode scanner to read and search for serial numbers on the inventory list.

Hardware Requirement:
Socket CHS 7P Scanner

In order to use a scanner, you will need to:

1. Pair your device to your scanner using Bluetooth.

2. Pair your scanner to Revoquest.

## Pairing Your Device to the Scanner

Turn on the scanner (by holding down the power button) and scan the barcode on page 6 of the Socket Quick Start Guide.

Turn on the Bluetooth on your Android device.
*   To do this on the Samsung Galaxy Tab 7.0 Plus, go to the **Settings** screen and tap on **Wireless and Networks**. Tap **Bluetooth** to turn it on (a check mark will appear in the box).
*   For other devices, refer to the user manual for that device.

Go to the **Bluetooth settings** menu (to manage connections). Tap on [Scan for nearby devices] to locate and select your scanner.

Once the connection is made, it will indicate the Socket CHS is "paired," as shown here:
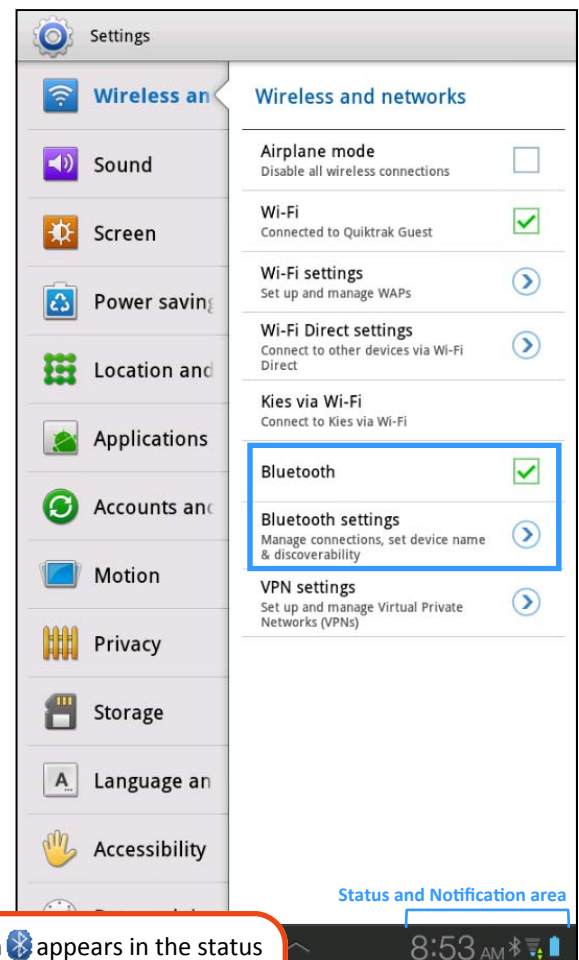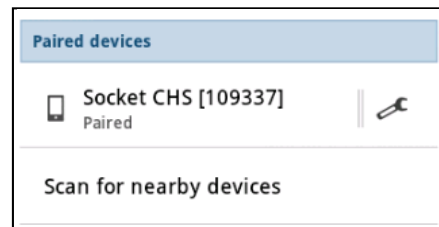
While Bluetooth is turned on, the icon appears in the status and notification area on your device's screen, as shown in the bottom right corner of this screenshot.

You can turn off the Bluetooth when you are not using it. Your device will remain paired with your scanner and will recognize it when the Bluetooth is turned on again.
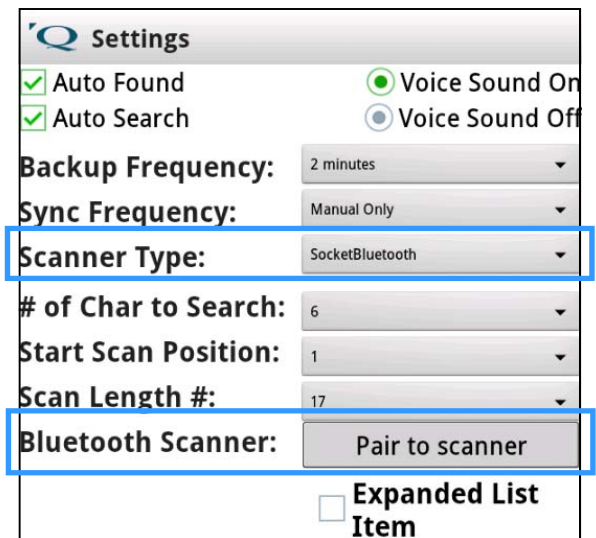
Pairing Your Scanner to Revoquest

This is done from the Settings screen of Revoquest. Open an audit and go to the Home page. From there, tap the **Available Screens** icon and select **Settings** from the menu.
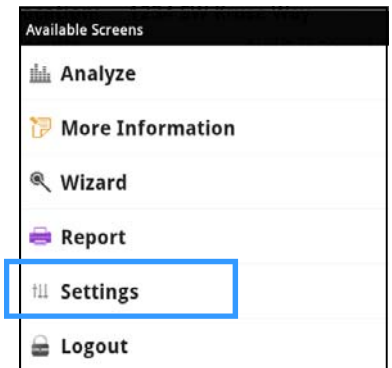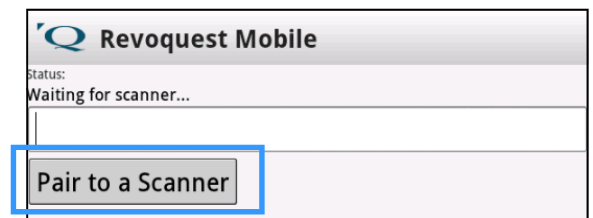
From the Settings screen:

1. Select "SocketBluetooth" from the Scanner Type drop-down. *If necessary, the Start Scan Position can also be adjusted.*

2. Tap **Pair to scanner**.

3. Wait until the status says "Waiting for scanner," then tap **Pair to a Scanner**.

4. Select "Socket CHS" (the dot will turn green) and tap **Pair to scanner**. *If your scanner does not display on the list, you will need to repeat the steps to pair the scanner to your device and try again.*

5. To return to the Home screen, tap the back button on your device.
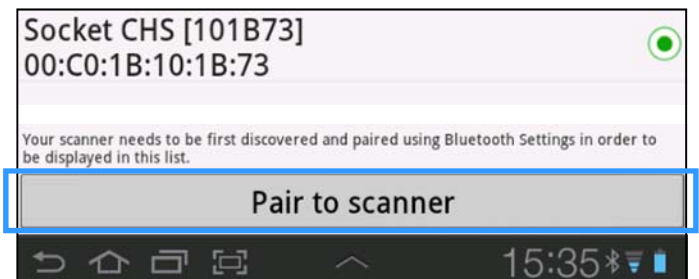
   Do NOT use the barcodes in the Socket Quick Start Guide to test the scanner.

PLEASE NOTE: EACH TIME YOU UPGRADE TO A NEW VERSION OF REVOQUEST, YOU WILL NEED TO REPEAT THESE STEPS TO RE-PAIR YOUR SCANNER TO REVOQUEST.