



# **ON!Track User Manual**

**Mobile Release 2.3.1**

**Manual Version 1.1**

# Table of Content

<b>What is ON!Track?</b>	2
<b>How to download ON!Track from the App Store?</b>	3
<b>How to navigate in ON!Track Mobile App?</b>	8
<b>How to add a generic asset?</b>	17
(a) Add a generic asset by using the integrated barcode scanner	19
(b) Add a generic asset by entering the data manually	23
(c) Add a generic asset by using a pre-defined template	25
(d) Add a generic asset without using a template	28
<b>How to add a Hilti unique asset?</b>	31
(a) Add a Hilti unique asset by using the integrated barcode scanner	33
(b) Add a Hilti unique asset by entering the data manually	41
<b>How to add a commodity?</b>	48
(a) Add a commodity by using the integrated barcode scanner	50
(b) Add a commodity by entering the data manually	54
<b>How to add an asset to transfer list?</b>	58
(a) Add an asset to transfer list by entering its Scan or Alternate Code	59
(b) Add an asset to transfer list by using the search function	62
(c) Add an asset to transfer list by using the integrated barcode scanner	68
<b>How to confirm a delivered asset?</b>	74
<b>How to perform an inventory check?</b>	77
(a) Inventory check by using the integrated barcode scanner	80
(b) Inventory check by using the search function	83
(c) Inventory check by looking through the asset list manually	87
<b>How to view an item?</b>	92
(a) View item by using the integrated barcode scanner	93
(b) View item by using the search function	97
(c) View item by using the integrated barcode scanner	101
<b>How to identify an item?</b>	104
<b>How to edit the settings?</b>	107
<b>How to check if there is Un-synced Data?</b>	111
<b>How to log out of ON!Track?</b>	113

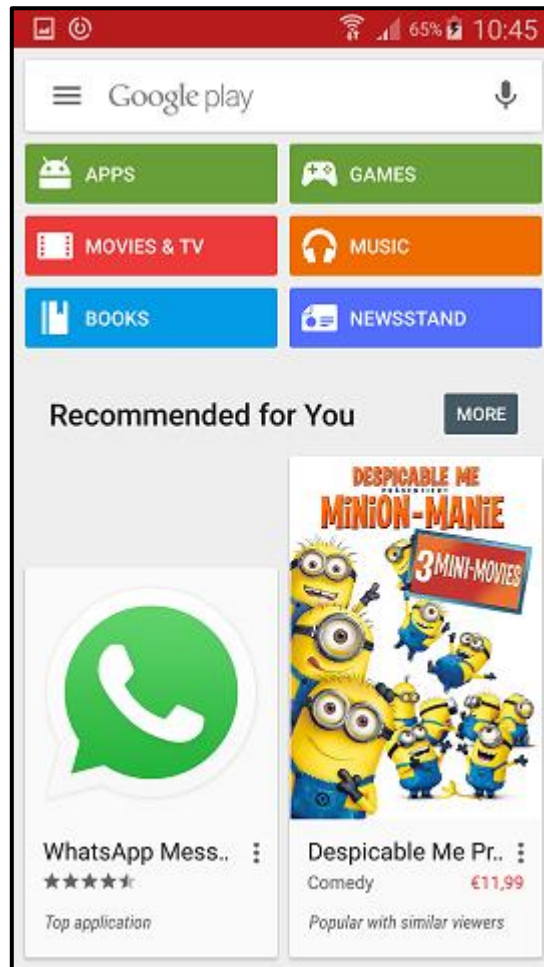


## **What is ON!Track?**

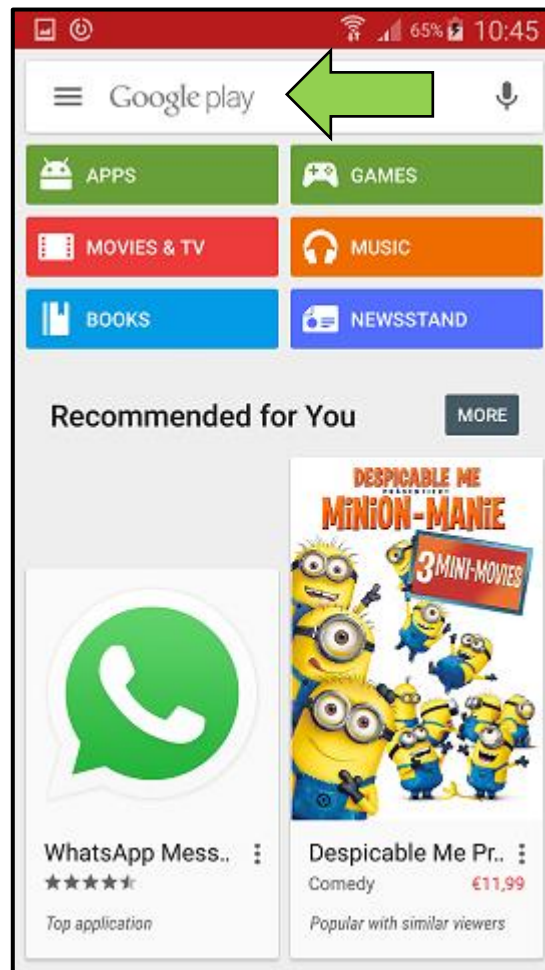
Hilti ON!Track is the professional solution for managing all of your assets, regardless of manufacturer. The software makes it easy to track and search for assets to minimize losses, to maintain inventory lists quickly and easily, all in one place, and to get automated alerts as reminders for repairs, servicing and inspections.

## How to download ON!Track from the App Store?

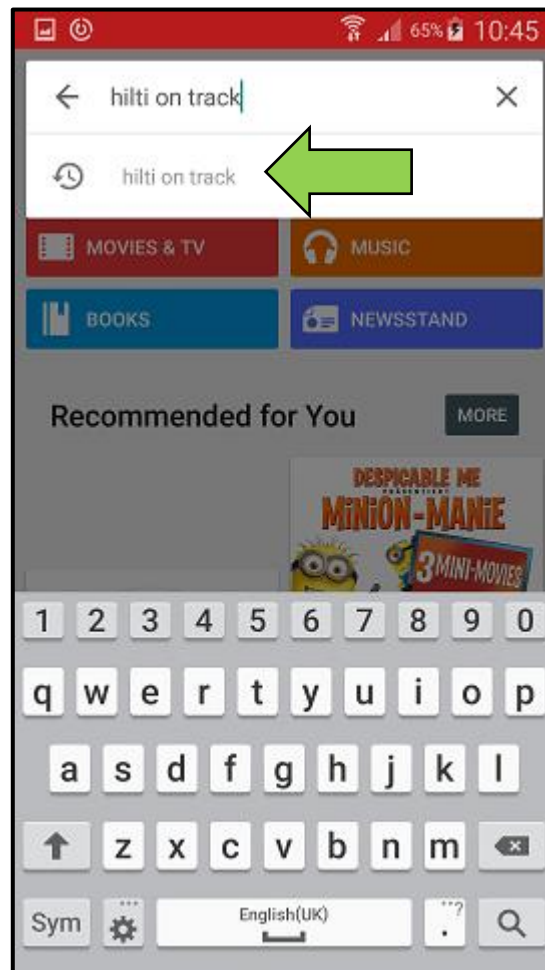
1. Go to **Google Play Store** on your mobile device.



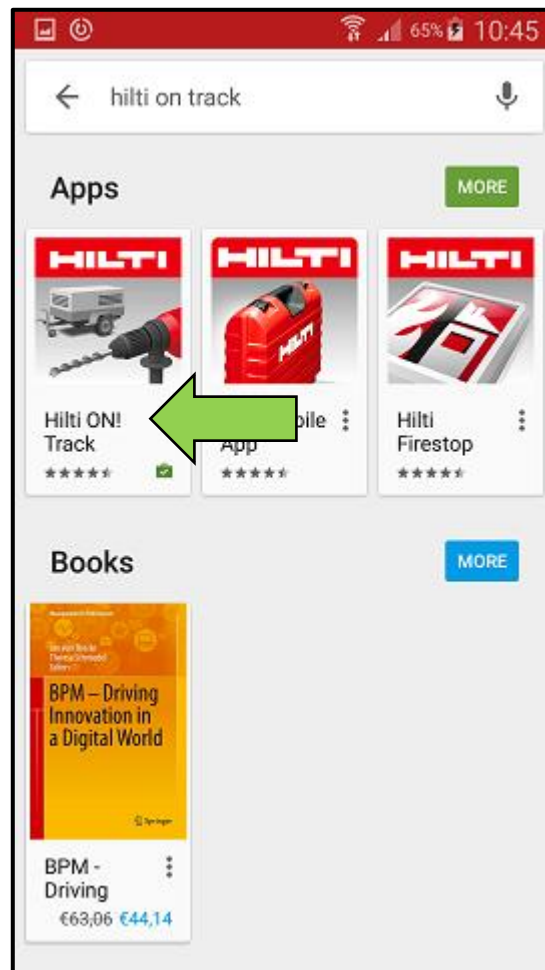
2. Type in “**Hilti on track**” in the search bar.



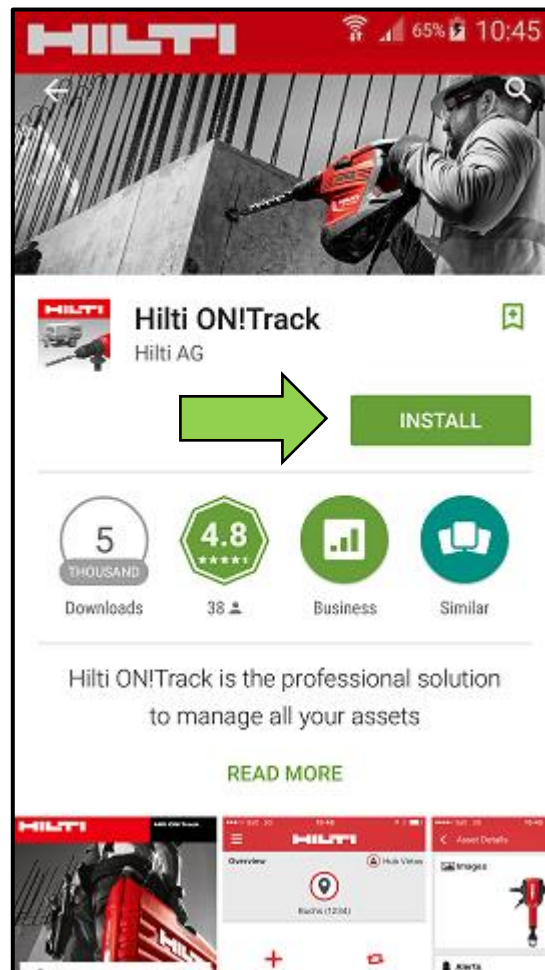
3. Click on the **search result** in the dropdown.



4. Click on **Hilti ON!Track** in the App section of the search result page.



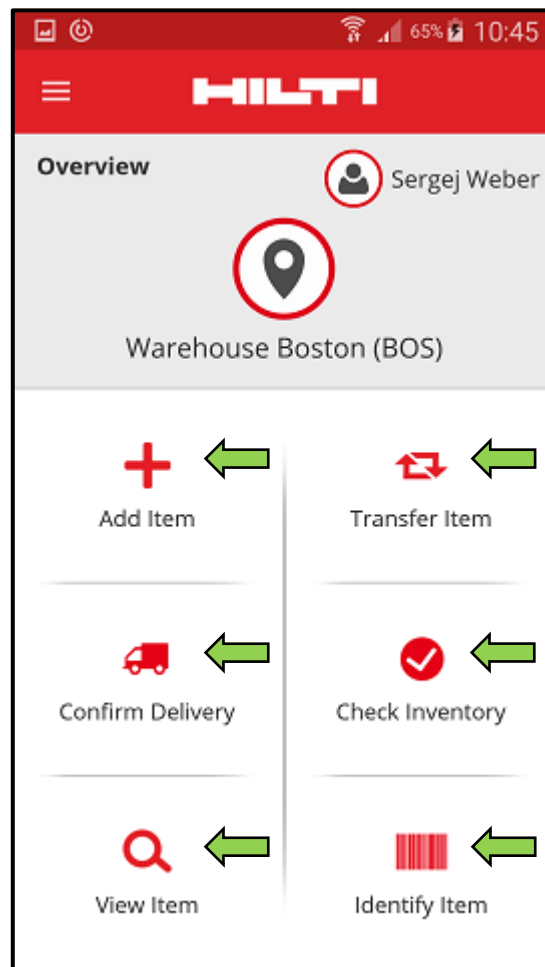
5. Click on **Install** to install the ON!Track on your mobile device.



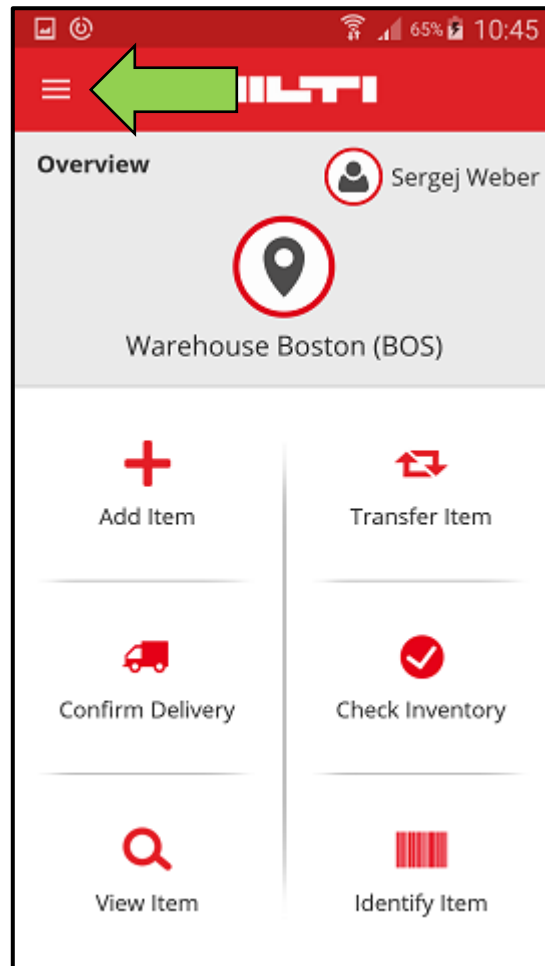


## How to navigate in ON!Track Mobile App?

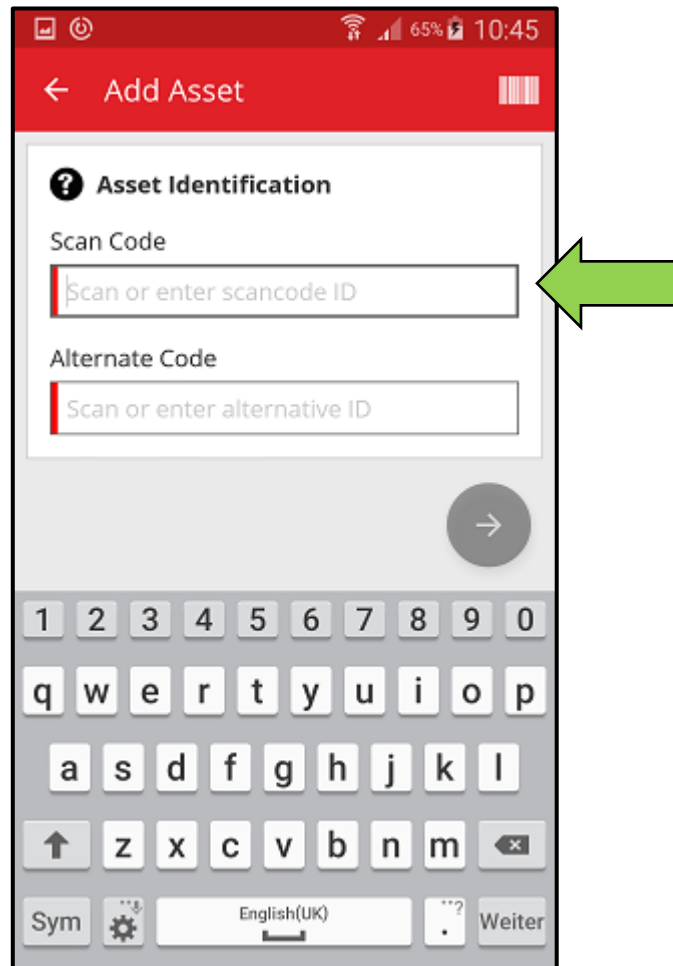
- Once you start the ON!Track mobile app, the first view is the **overview screen**; here you can decide if you would like to add an item, transfer an item to another location, confirm the delivery of a transferred item, check inventory at your location, look up an item, or identify item by using the barcode scanner.



- You also can click on the **Menu icon** to see the vertical navigation bar with all the action icons from the overview screen as well as the app settings and possibility to log out.

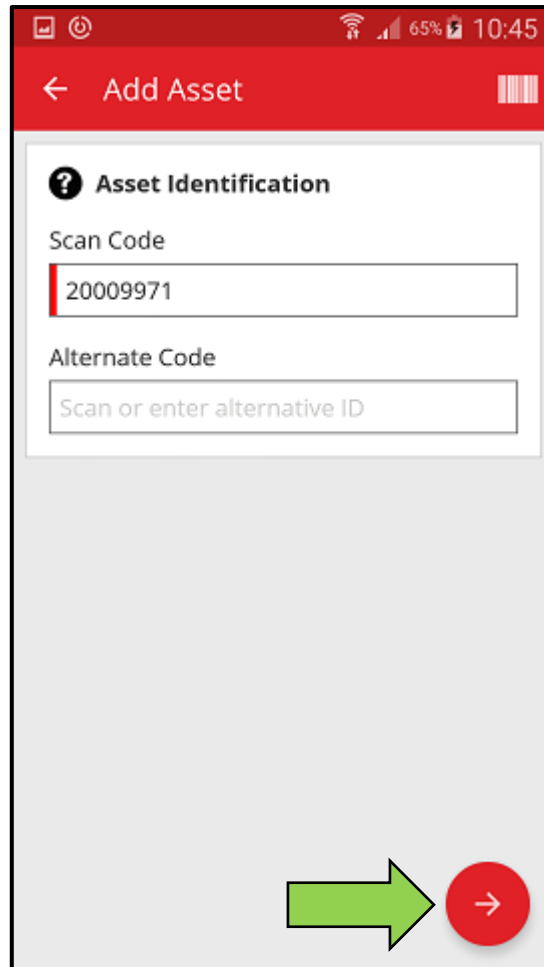


- In general, you have to fill all **mandatory fields (marked red)** to proceed to the next process step; in the case that not all mandatory fields are filled, the button to continue is grayed-out meaning inactive.

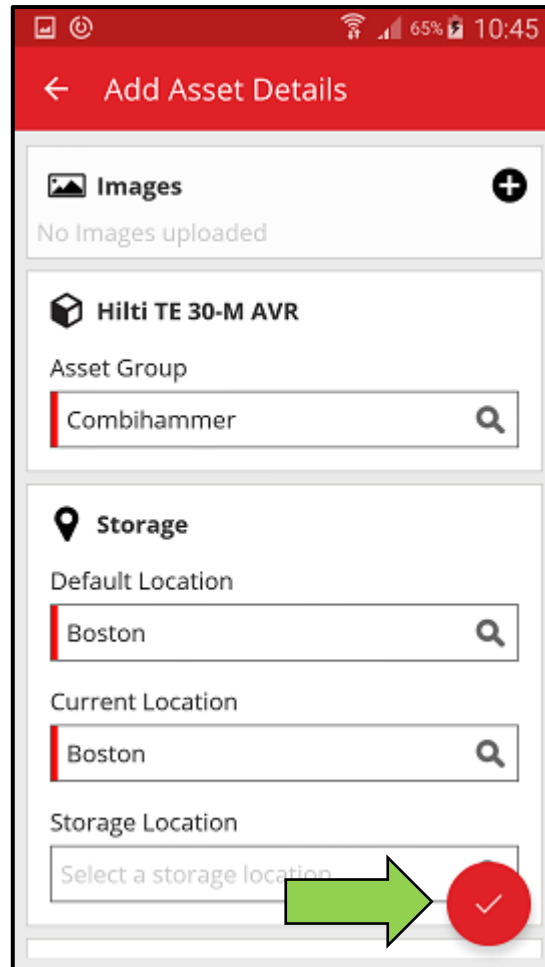


The screenshot shows a mobile application interface for adding an asset. The title bar is red and contains a back arrow, the text 'Add Asset', and a barcode icon. Below the title bar is a section titled 'Asset Identification' with a question mark icon. It contains two input fields: 'Scan Code' and 'Alternate Code'. Both fields have a red border, indicating they are mandatory. The 'Scan Code' field has a placeholder text 'Scan or enter scancode ID'. The 'Alternate Code' field has a placeholder text 'Scan or enter alternative ID'. Below the input fields is a grayed-out 'Continue' button with a right arrow icon. At the bottom of the screen is a virtual keyboard with a numeric keypad, a QWERTY keyboard, and a bottom row with 'Sym', a settings gear icon, 'English(UK)', a period icon, and 'Weiter'.



- In order to proceed to next process steps, click on a **red arrow button**.





- In order to complete actions, click on the **red checkmark button**.





← Add Asset Details


 **Images**   
No Images uploaded

 **Hilti TE 30-M AVR**



Asset Group  
 

 **Storage**

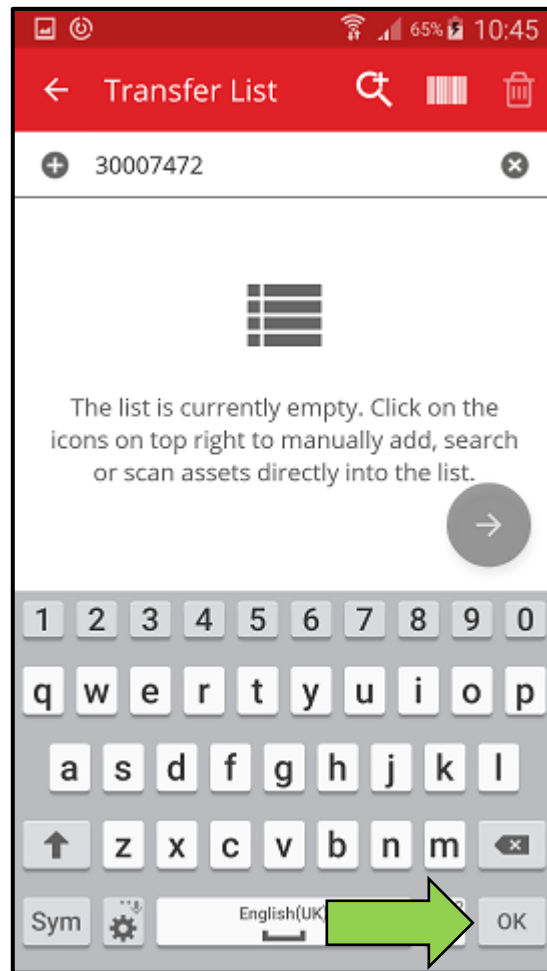
Default Location  
 

Current Location  
 

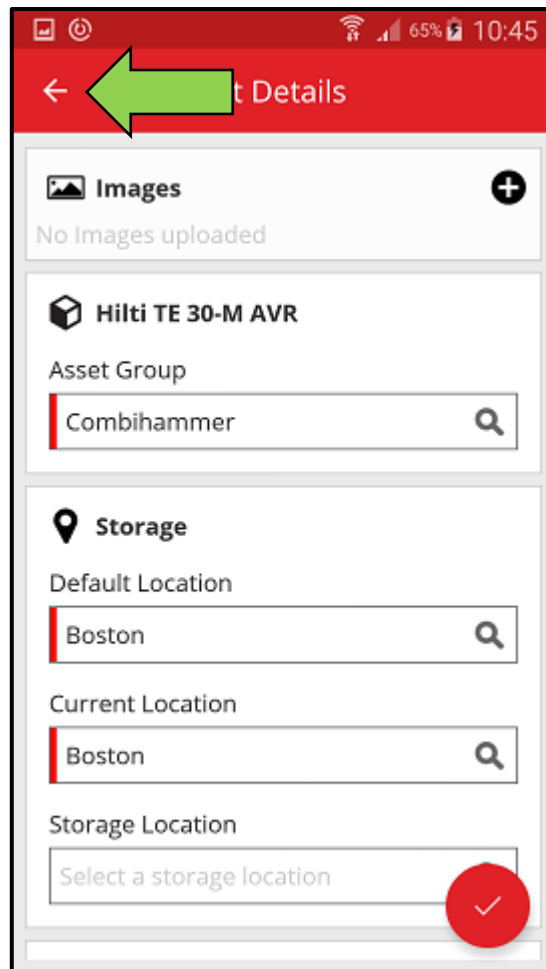
Storage Location

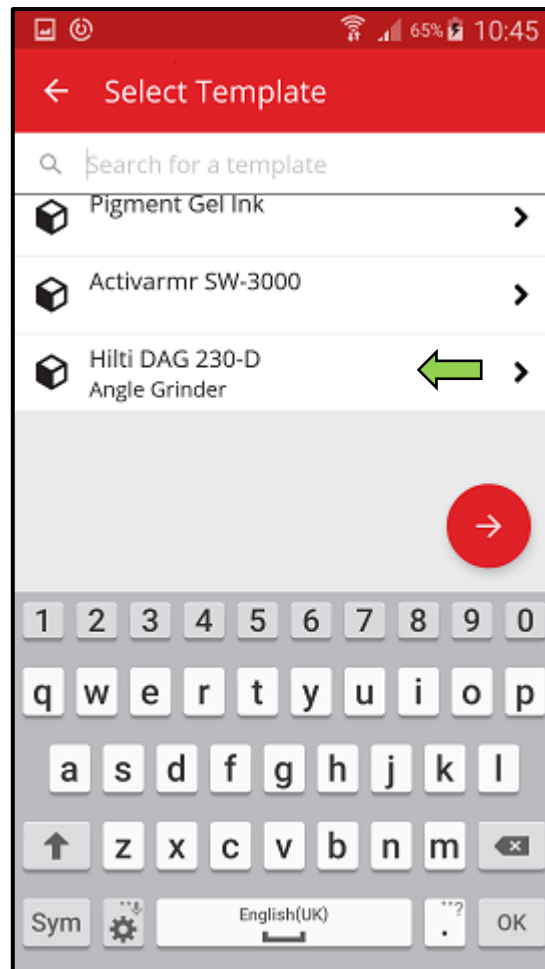
- In order to confirm an entry date, click on **OK** on the keyboard,



- In order to go back in the process, click on the **arrow pointing to the left**.

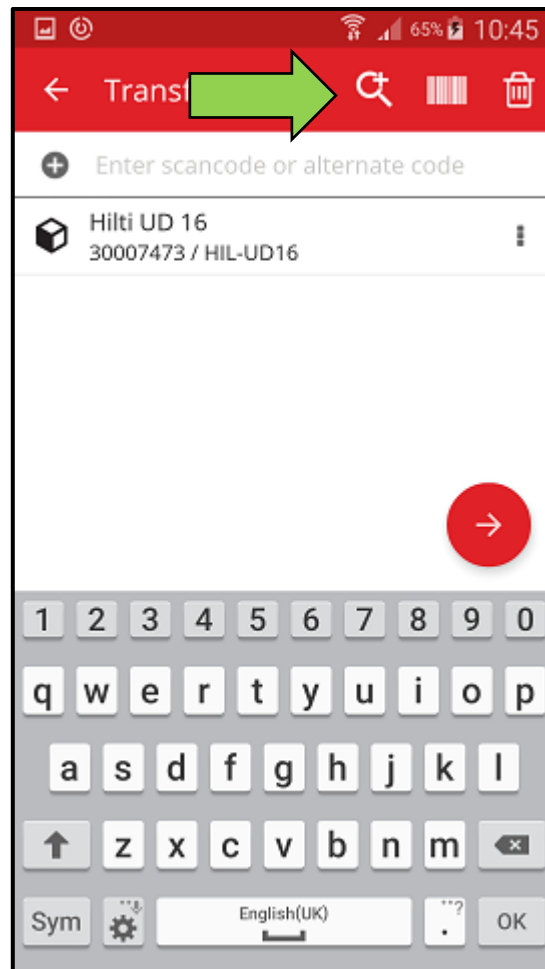


- If there is an item list to choose from, scroll through the list and click on the **corresponding line**.



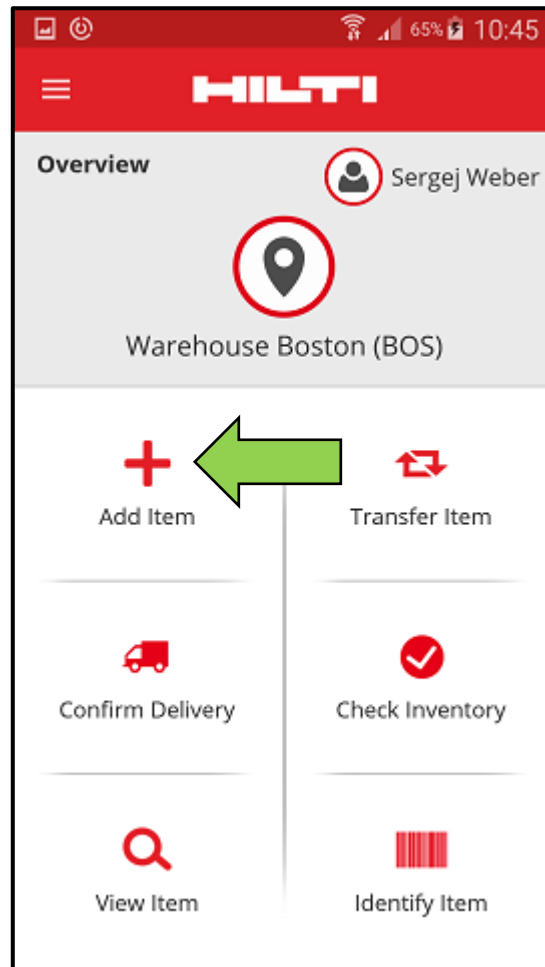


- Where applicable, a **magnifying glass icon**, a **barcode icon**, and a **trash bin icon** are shown in the upper navigation; by clicking on the magnifying glass icon you can search for an item, by clicking on the barcode icon you activate the barcode scanner, and by clicking on the trash bin icon you delete a pre-selected item.

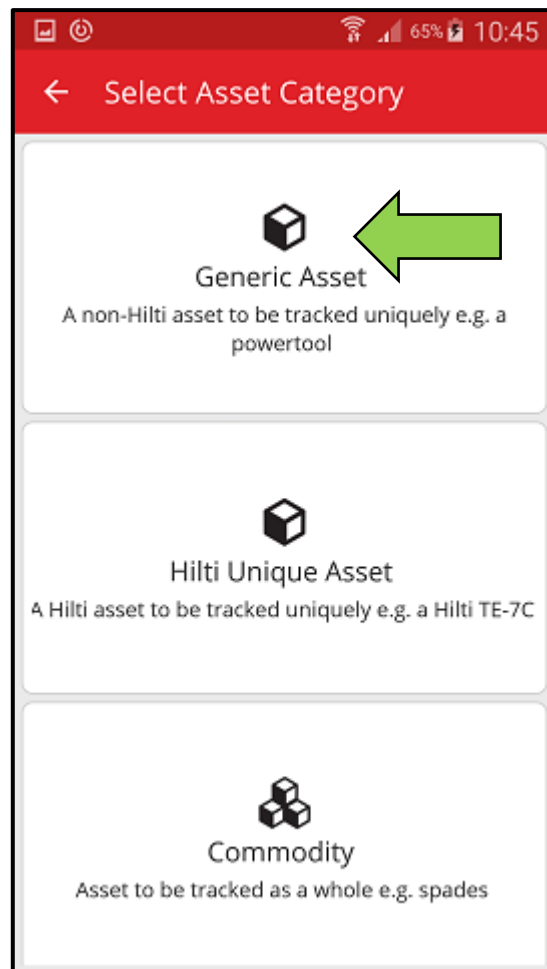


## How to add a generic asset?

1. Click on **Add Item** on the start screen.



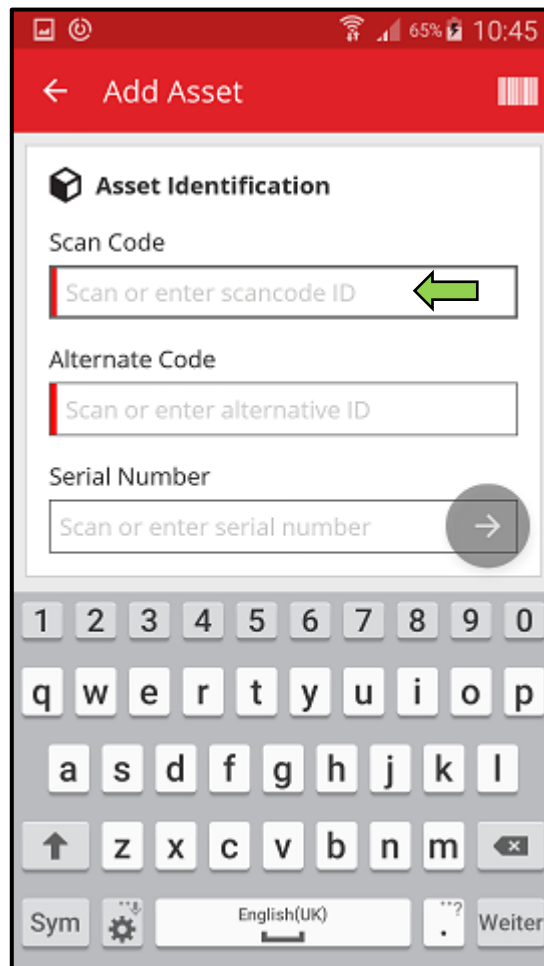
2. Click on **Generic Asset** to add a respective asset.



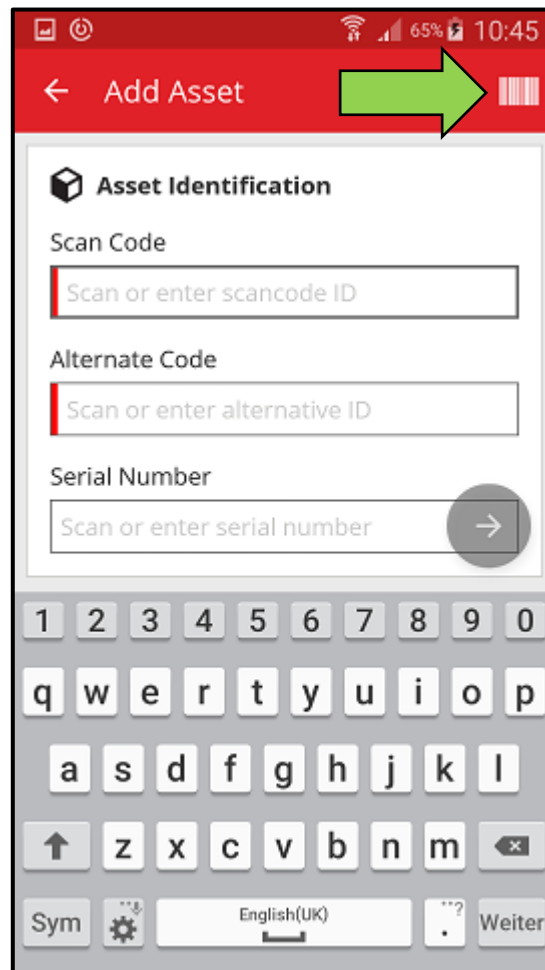
3. Here, you have **two options how to continue**: (a) by using the integrated barcode scanner or (b) by entering the data manually.

*(a) Add a generic asset by using the integrated barcode scanner*

- 1) Select the **text field that should be filled** with the scanned data by clicking into the respective text field (i.e. Scan Code, Alternate Code, or Serial Number); a thicker frame indicates a selected field.



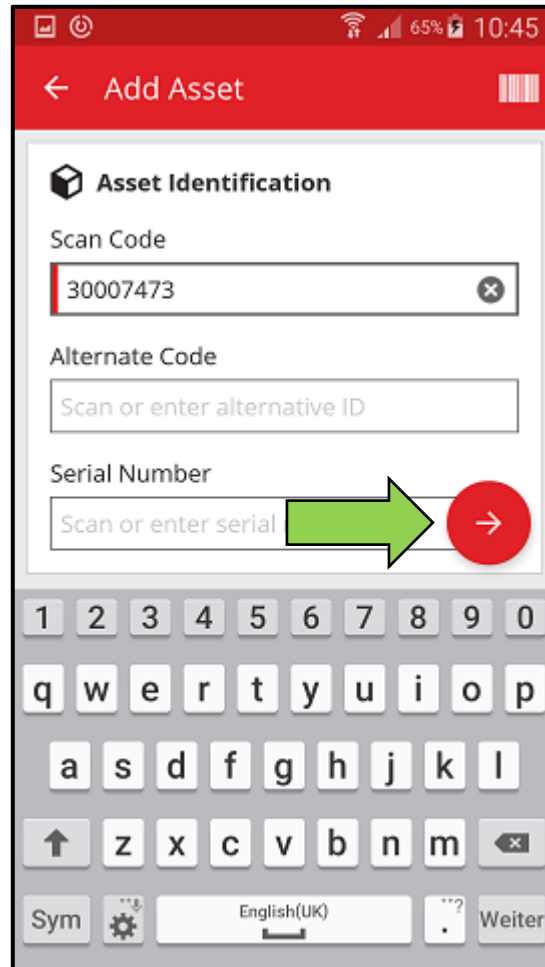
2) Click on the **barcode icon** to pre-fill the selected text field.



- 3) Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus, it is scanned and data is pre-filled into the selected text field automatically.



4) Click on the **red arrow button** to continue.



Asset Identification

Scan Code  
30007473

Alternate Code  
Scan or enter alternative ID

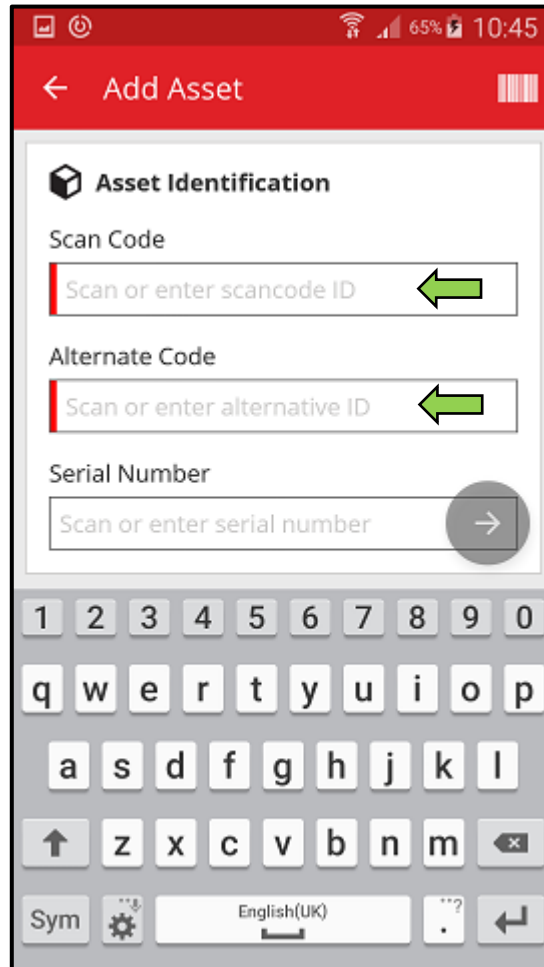
Serial Number  
Scan or enter serial

1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l  
↑ z x c v b n m  
Sym English(UK) Weiter

(b) Add a generic asset by entering the data manually

- 1) Fill in the **Scan Code and/or Alternate Code** into the respective text field; mandatory fields are marked red.

*Note: Although here the entry of the Serial Number is not mandatory, a complete data entry is advised.*

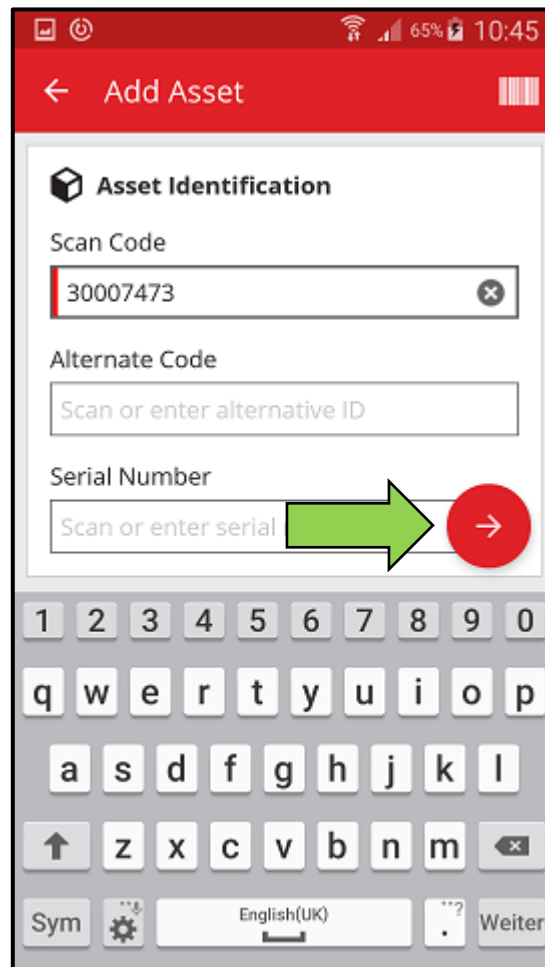


The screenshot displays the 'Add Asset' screen of a mobile application. At the top, there is a red header bar with a back arrow, the text 'Add Asset', and a barcode icon. Below this, the 'Asset Identification' section contains three input fields. The 'Scan Code' and 'Alternate Code' fields are marked with red borders and green arrows pointing left, signifying they are mandatory. The 'Serial Number' field has a grey border and a grey arrow pointing right, indicating it is optional. A virtual keyboard is shown at the bottom of the screen.



2) Click on the **red arrow button** to continue.

*Note: As long as the mandatory fields (marked red) are not filled, the button to continue is grayed-out meaning inactive.*



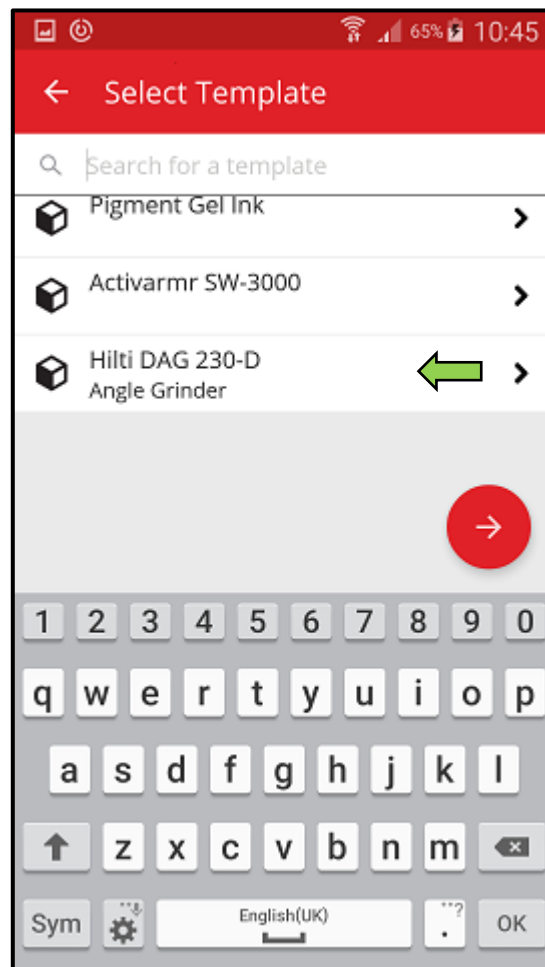
The screenshot shows a mobile application interface for adding an asset. At the top, there is a red header bar with a back arrow, the text "Add Asset", and a barcode icon. Below the header, the "Asset Identification" section contains three input fields: "Scan Code" (with a red border and the value "30007473"), "Alternate Code" (grayed out with the placeholder "Scan or enter alternative ID"), and "Serial Number" (grayed out with the placeholder "Scan or enter serial"). A green arrow points from the "Serial Number" field to a red circular button with a white right-pointing arrow, which is the "Continue" button. The bottom of the screen displays a virtual keyboard with a numeric keypad, QWERTY keys, and a "Weiter" button.

4. At this point, again, you have **two options how to proceed**: (c) by using a pre-defined template to pre-fill data if available or (d) by entering the data manually.

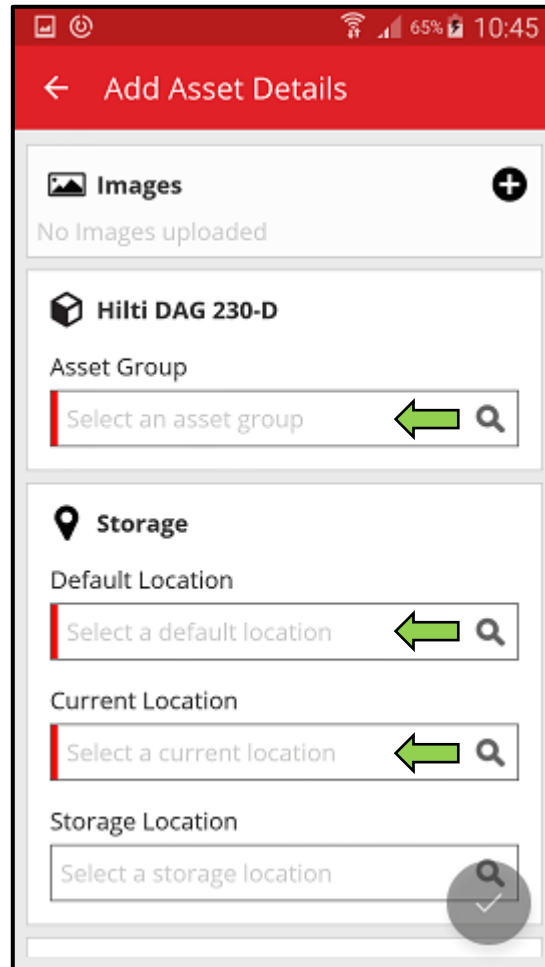
*(c) Add a generic asset by using a pre-defined template*

*Note: In order to add assets by using templates, they must have been previously added to ON!Track; you can only add templates in the ON!Track web application.*

- 1) Select the **template that matches** with the asset to be added by scrolling through the list and clicking on the corresponding line.



2) Fill out the **data required**; mandatory fields are marked red.



**Add Asset Details**

**Images** +  
No Images uploaded

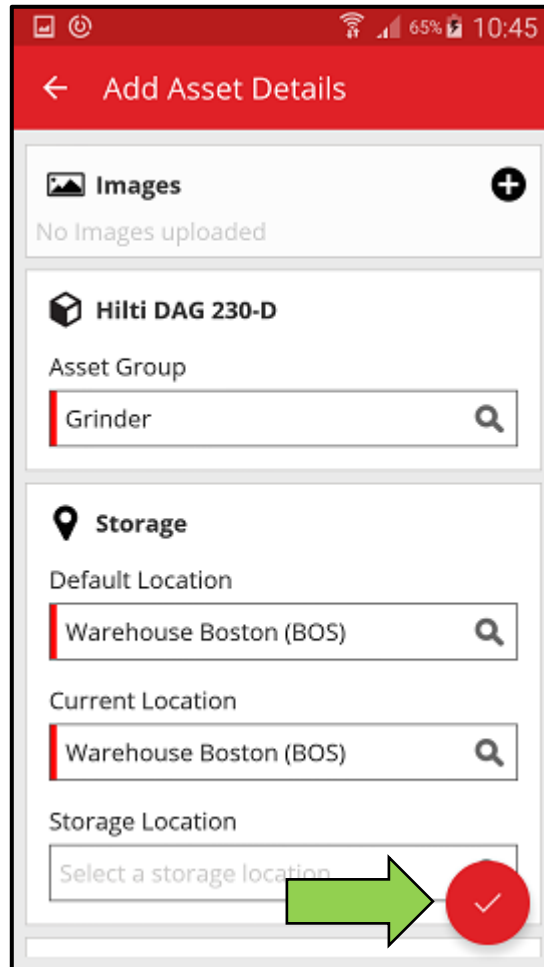
**Hilti DAG 230-D**  
Asset Group  
Select an asset group ← 🔍

**Storage**  
Default Location  
Select a default location ← 🔍

Current Location  
Select a current location ← 🔍

Storage Location  
Select a storage location 🔍

- 3) Click on the **red checkmark button** to complete the addition of the new asset.



The screenshot shows a mobile application interface for adding asset details. The top bar is red with a back arrow and the text "Add Asset Details". The status bar at the top shows icons for signal, Wi-Fi, 65% battery, and the time 10:45.

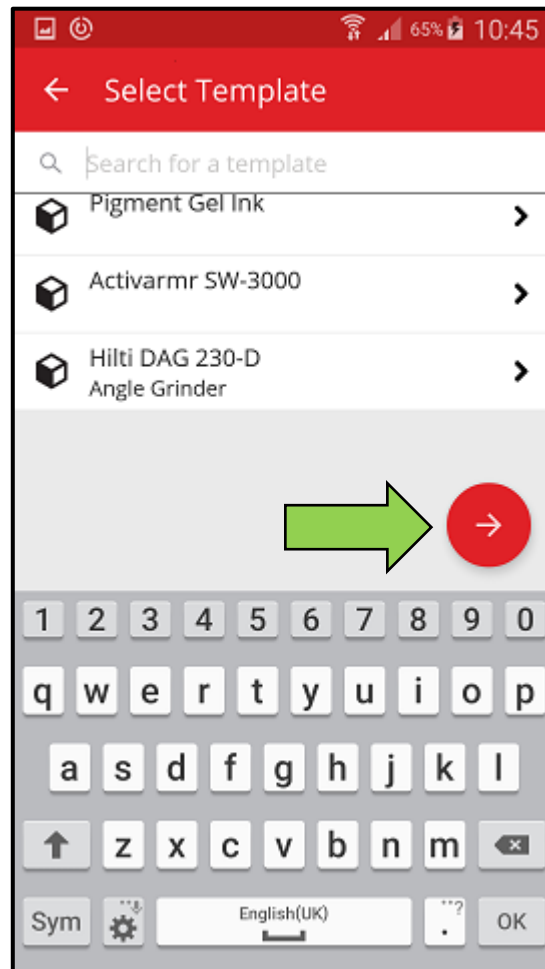
The main content area is divided into sections:

- Images:** A section with a camera icon and a plus sign. Below it, it says "No Images uploaded".
- Hilti DAG 230-D:** A section with a cube icon. Below it, the text "Asset Group" is followed by a search bar containing "Grinder".
- Storage:** A section with a location pin icon. Below it, there are three search bars:
  - Default Location:** Contains "Warehouse Boston (BOS)".
  - Current Location:** Contains "Warehouse Boston (BOS)".
  - Storage Location:** Contains the placeholder text "Select a storage location".

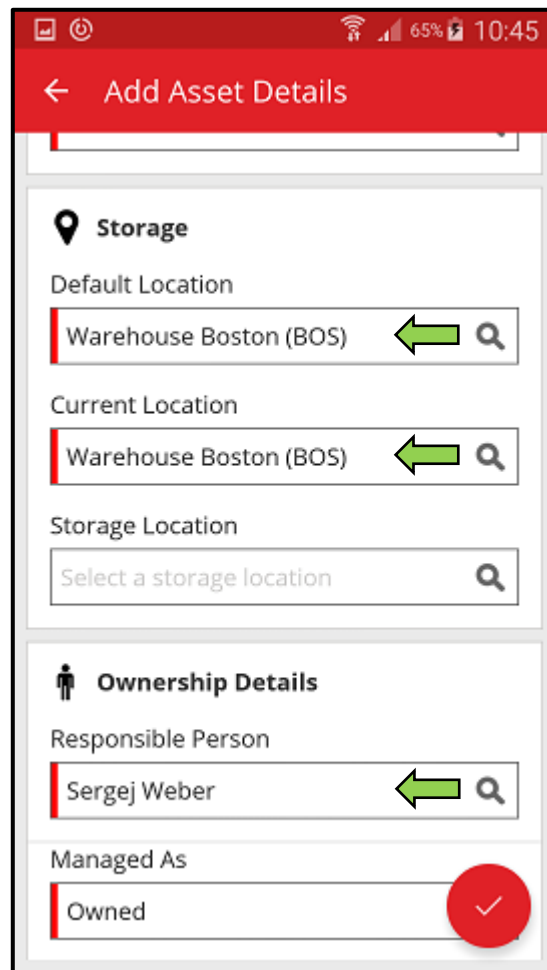
A green arrow points from the "Storage Location" search bar to a red circular button with a white checkmark, indicating the final step to complete the asset addition.

(d) *Add a generic asset without using a template*

1) Click on the **red arrow button** to continue.



- 2) Fill out the **data required**; mandatory fields are marked red.



← Add Asset Details

**Storage**

Default Location  
Warehouse Boston (BOS) ← 🔍

Current Location  
Warehouse Boston (BOS) ← 🔍

Storage Location  
Select a storage location 🔍

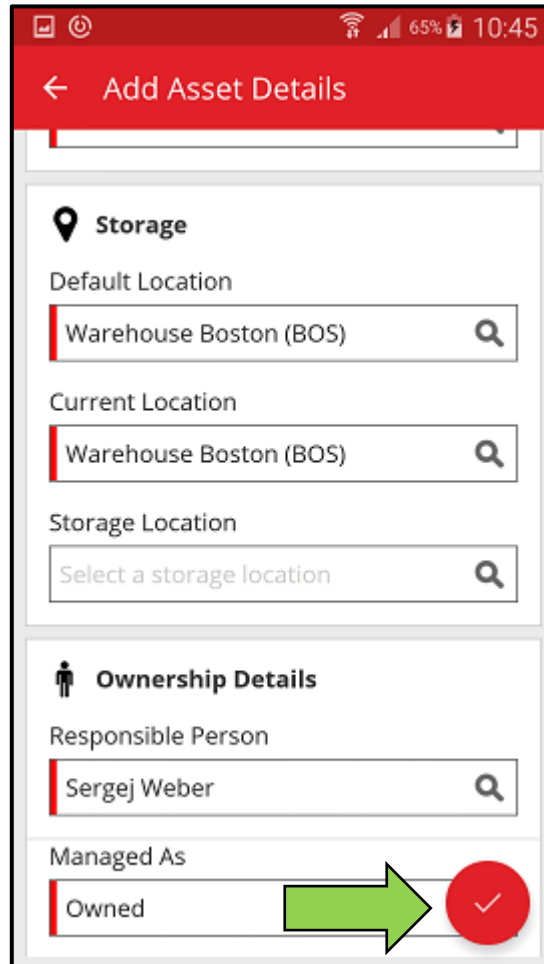
**Ownership Details**

Responsible Person  
Sergej Weber ← 🔍

Managed As  
Owned ✓

- 3) Click on the **red checkmark button** to complete the addition of the new asset.

*Note: Although here, the entry of Manufacturer and Model is not mandatory, a complete data entry is advised.*



**Add Asset Details**

**Storage**

Default Location  
Warehouse Boston (BOS)

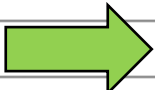

Current Location  
Warehouse Boston (BOS)

Storage Location  
Select a storage location

**Ownership Details**

Responsible Person  
Sergej Weber

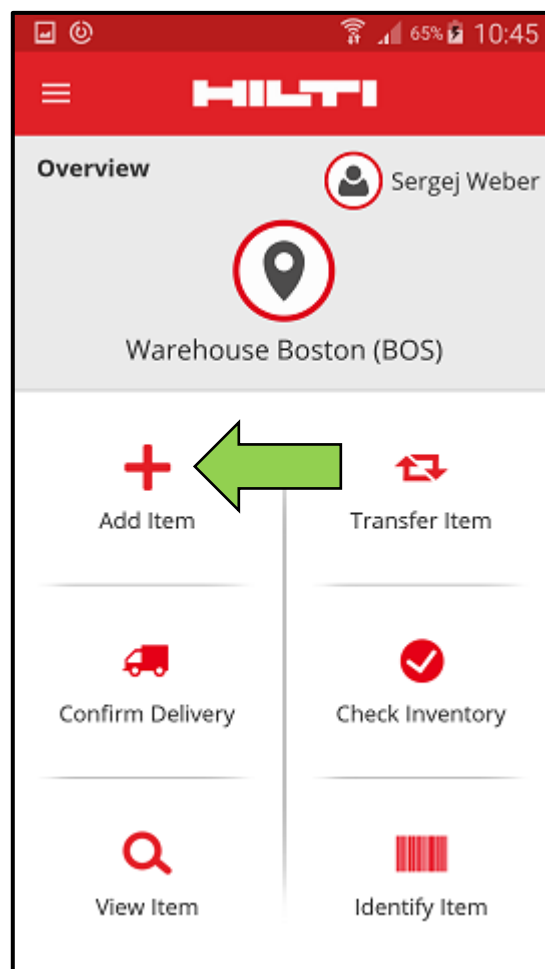
Managed As  
Owned

## How to add a Hilti unique asset?

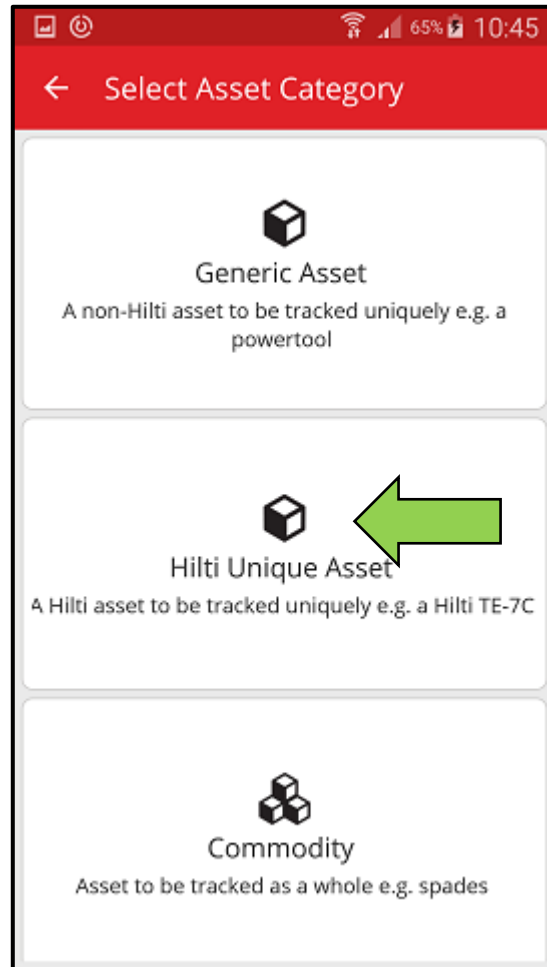
*Note: In order to be able to add, i.e. register, a Hilti unique asset, the asset to be registered needs to be purchased by the same Hilti client who is the purchaser of the software. The registration of a Hilti unique asset requires less effort than a Generic asset since some of the Hilti unique asset data is pre-populated during the process of adding a Hilti item.*

1. Click on **Add Item** on the start screen.





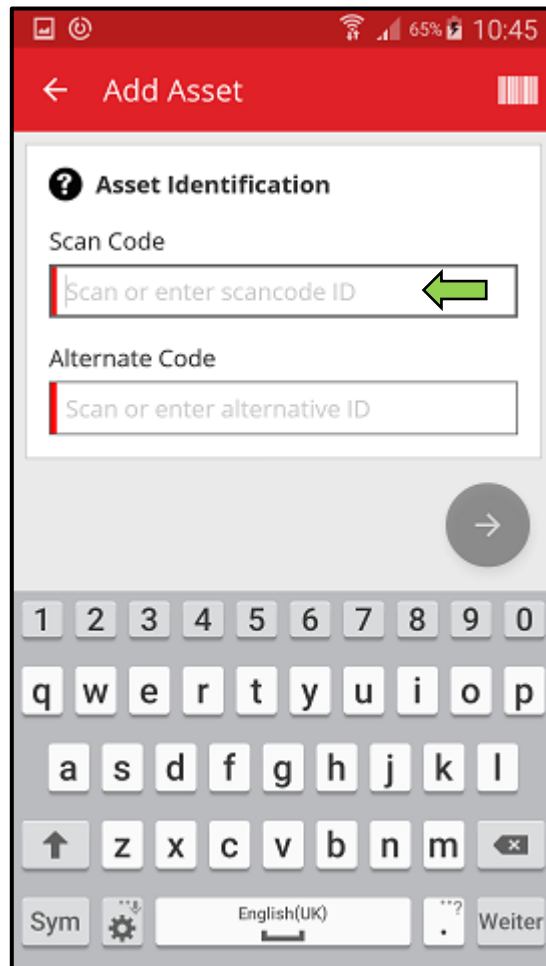
2. Click on **Hilti Unique Asset** to add a respective asset.



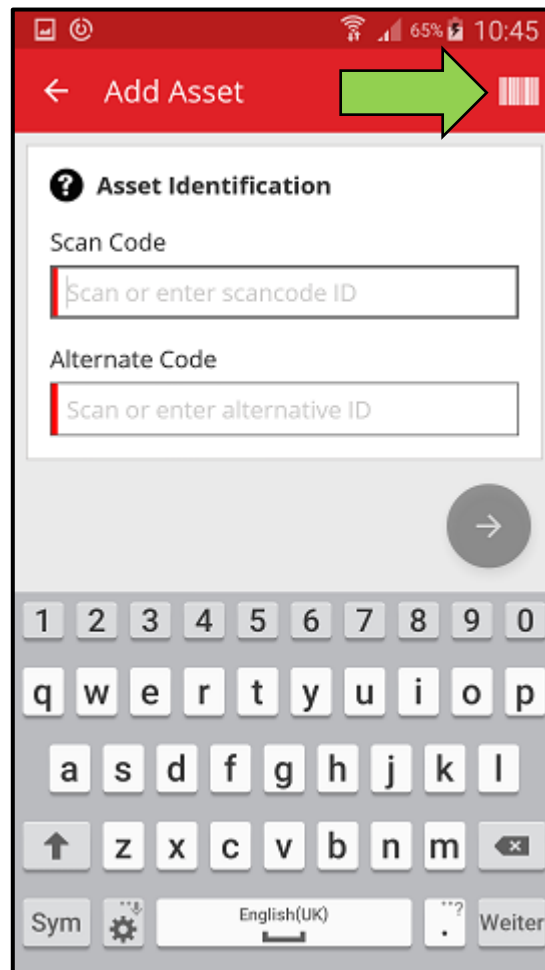
3. Here, you have **two options how to continue**: (a) by using the integrated barcode scanner or (b) by entering the data manually.

*(a) Add a Hilti unique asset by using the integrated barcode scanner*

- 1) Select the **text field that should be filled** with the scanned data by clicking into the respective text field (i.e. Scan Code, Alternate Code, or Serial Number); a thicker frame indicates a selected field.



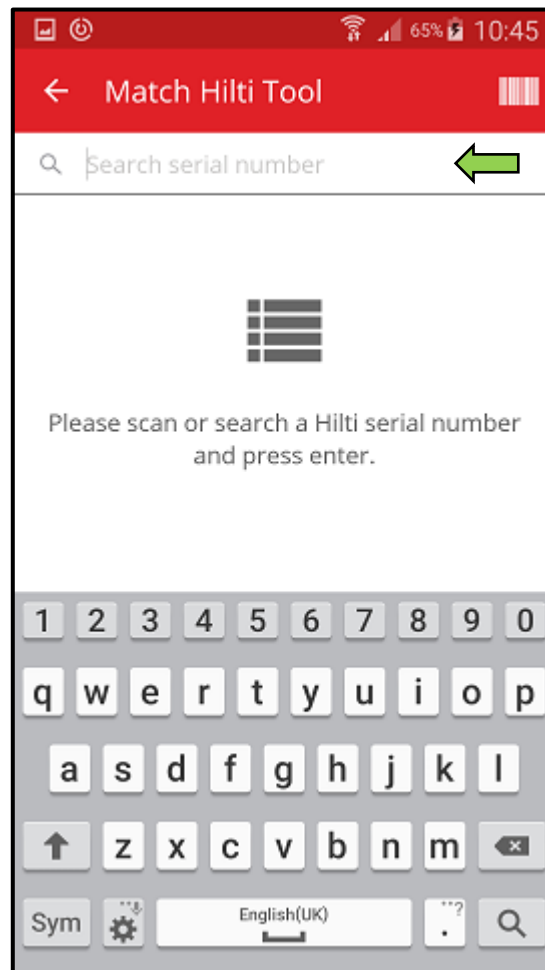
2) Click on the **barcode icon** to pre-fill the selected text field.



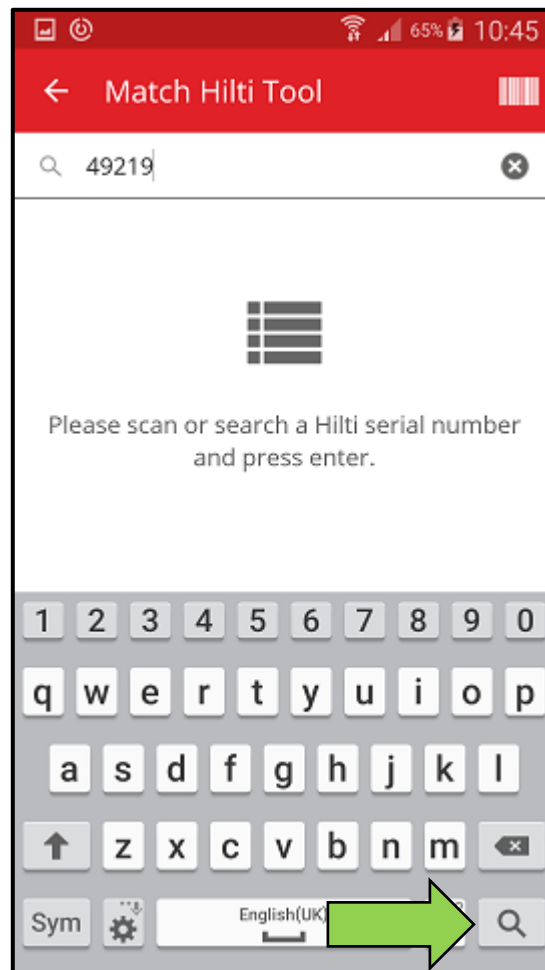
- 3) Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus, it is scanned and data is pre-filled into the selected text field automatically.



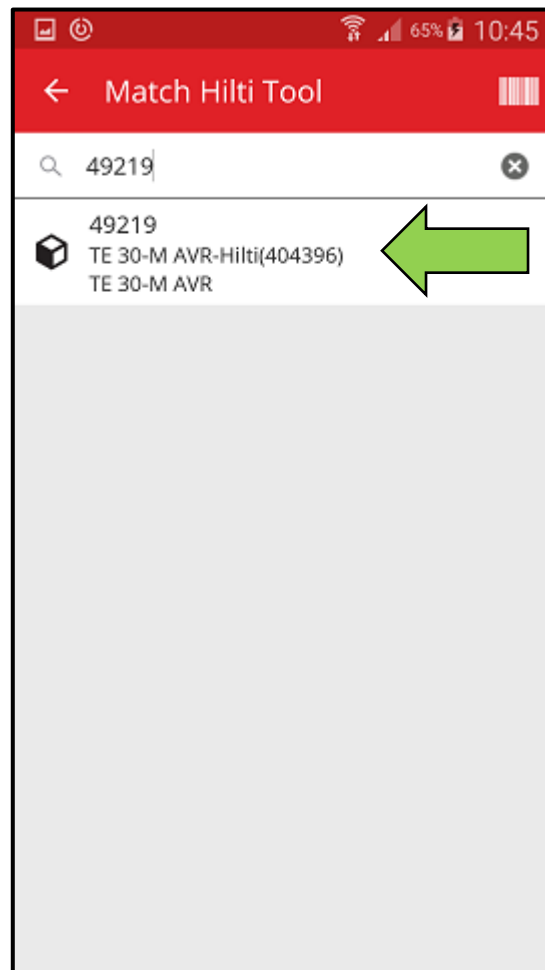
4) Fill out the **serial number** of the asset to be added.



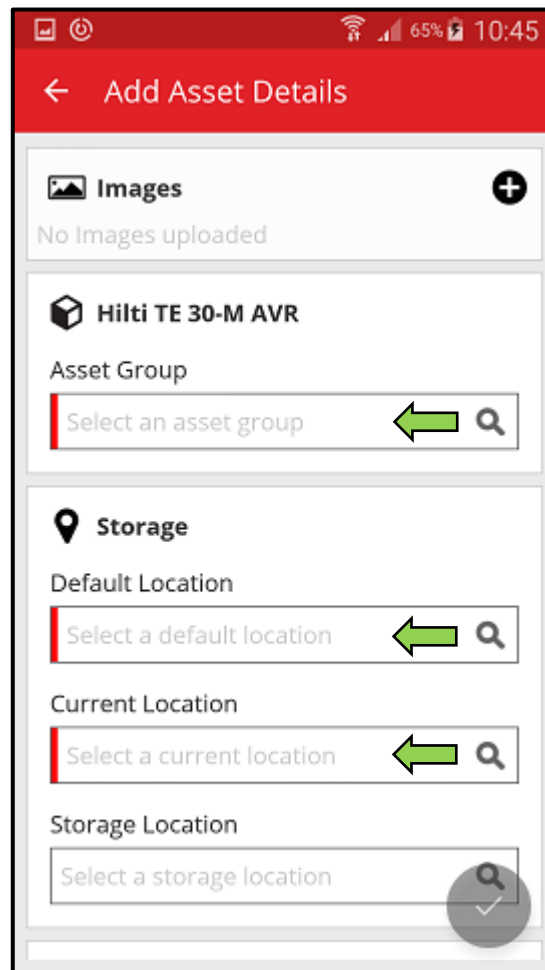
- 5) Click on the **magnifying glass icon** on the keyboard of your mobile device to confirm the entry.



6) Click on the **matching search result** to continue.



7) Fill out the **data required**; mandatory fields are marked red.



The screenshot shows a mobile application interface for adding asset details. The top status bar displays icons for a home screen, power, Wi-Fi, cellular signal, 65% battery, and the time 10:45. The app's header is red with a back arrow and the text "Add Asset Details".

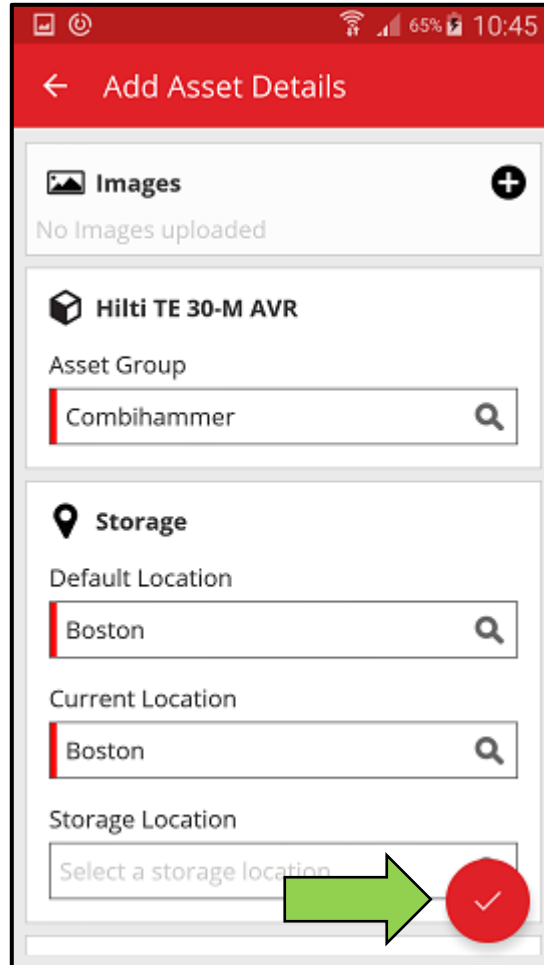
The main content area is divided into three sections:

- Images:** Features a camera icon, the text "Images", and a plus icon. Below it, it says "No Images uploaded".
- Asset Group:** Displays a cube icon and the text "Hilti TE 30-M AVR". Below this is the label "Asset Group" and a text input field with the placeholder "Select an asset group". A red vertical bar is on the left of the input field, and a green arrow points to it. A magnifying glass icon is on the right.
- Storage:** Features a location pin icon and the text "Storage". It contains three text input fields:
  - Default Location:** Placeholder "Select a default location". A red vertical bar is on the left, and a green arrow points to it. A magnifying glass icon is on the right.
  - Current Location:** Placeholder "Select a current location". A red vertical bar is on the left, and a green arrow points to it. A magnifying glass icon is on the right.
  - Storage Location:** Placeholder "Select a storage location". A magnifying glass icon is on the right.



A large grey circular button with a checkmark is located at the bottom right of the form.




- 8) Click on the **red checkmark button** to complete the addition of the new asset.




← Add Asset Details


 **Images** 

No Images uploaded


 **Hilti TE 30-M AVR**

Asset Group


Combihammer 

 **Storage**


Default Location


Boston 

Current Location

Boston 

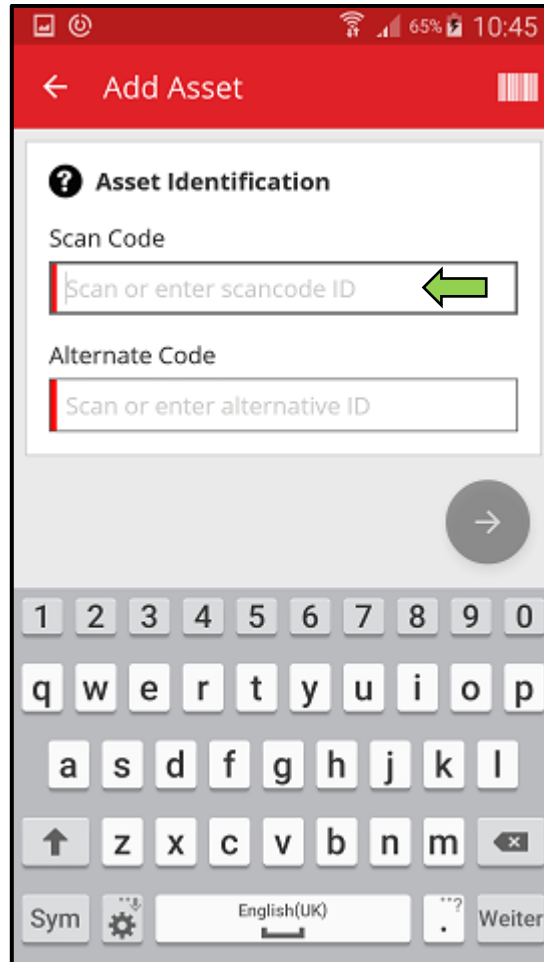
Storage Location

Select a storage location 



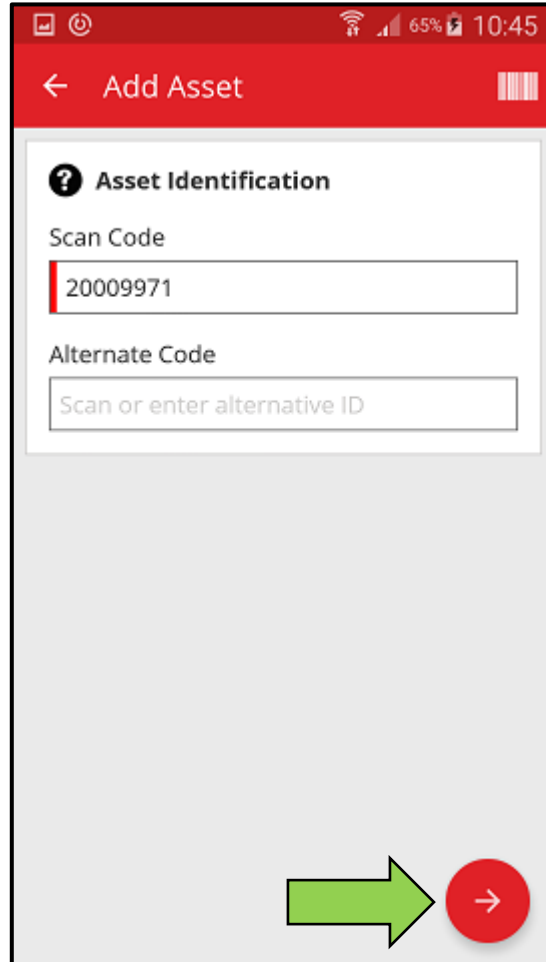
*(b) Add a Hilti unique asset by entering the data manually*

- 1) Fill in the **Scan Code and/or Alternate Code** into the respective text field; mandatory fields are marked red.

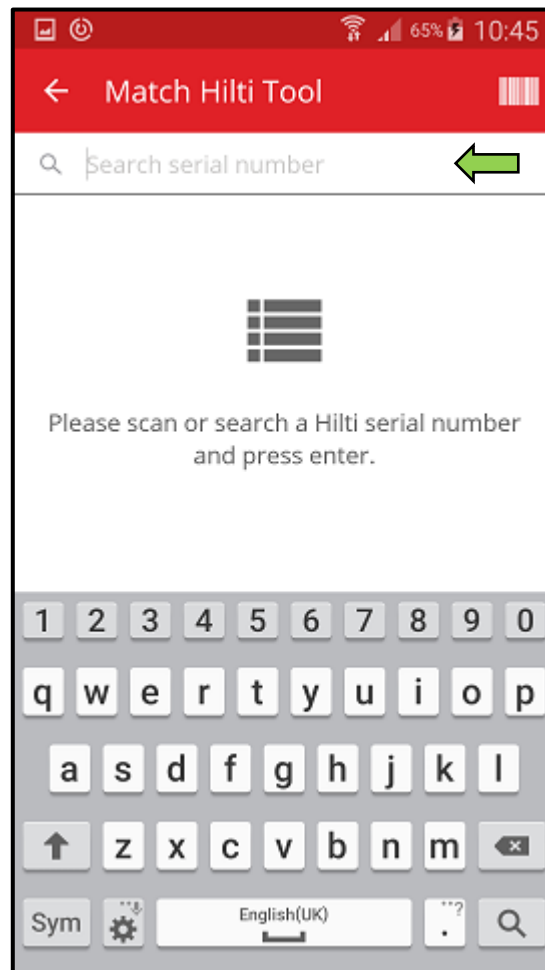


2) Click on the **red arrow button** to continue.

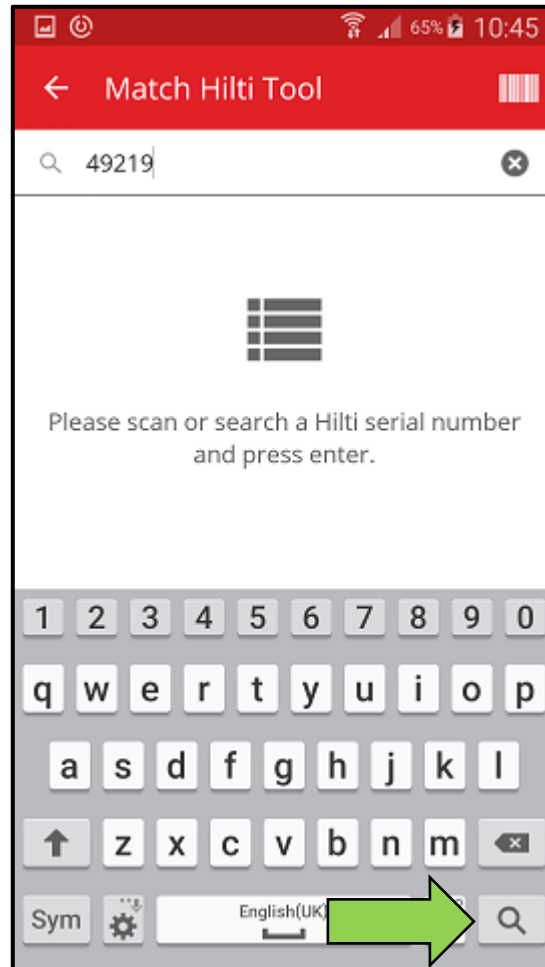
*Note: As long as the mandatory fields (marked red) are not filled, the button to continue is grayed-out meaning inactive.*



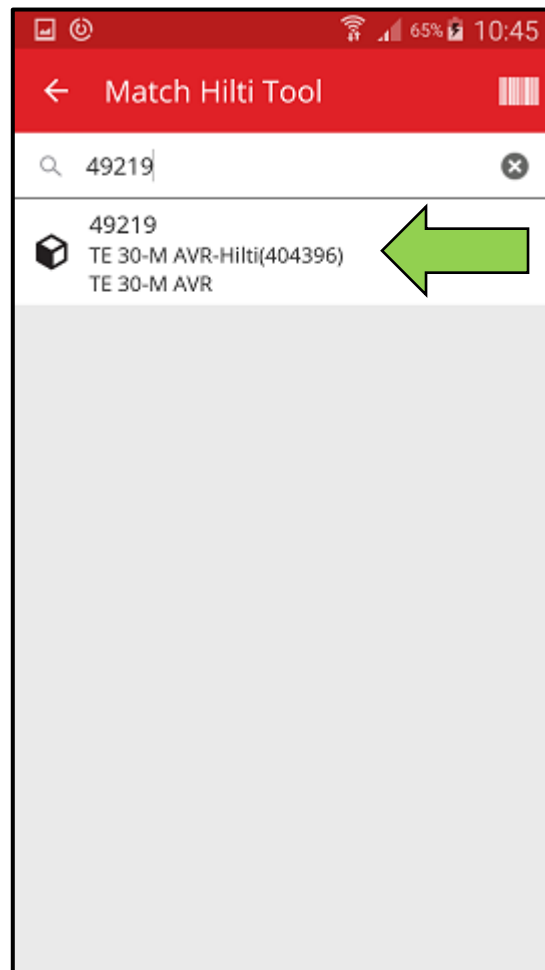
3) Fill out the **serial number** of the asset to be added.



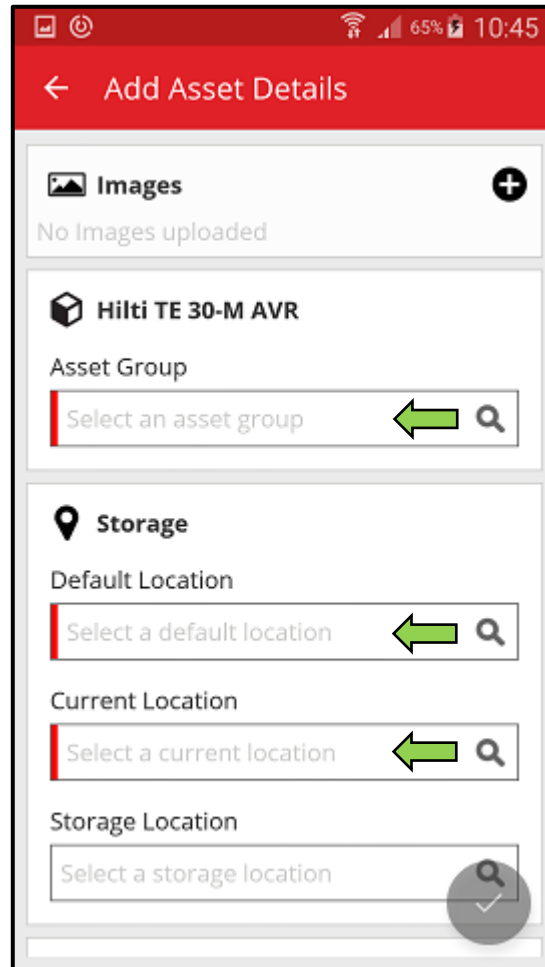
- 4) Click on the **magnifying glass icon** on the keyboard of your mobile device to confirm the entry.





5) Click on the **matching search result** to continue.




6) Fill out the **data required**; mandatory fields are marked red.





← Add Asset Details


 **Images** 

No Images uploaded



 **Hilti TE 30-M AVR**

Asset Group



Select an asset group  

 **Storage**


Default Location


Select a default location  

Current Location

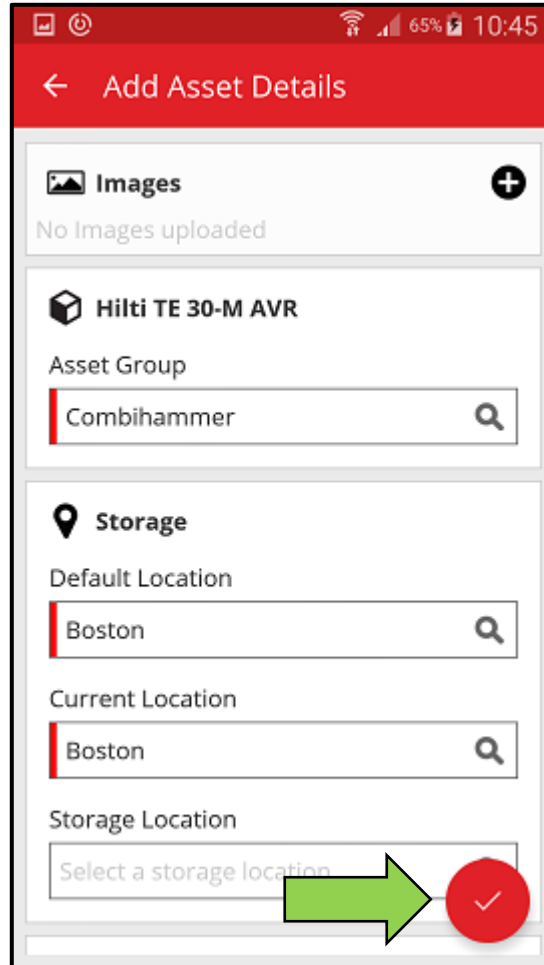
Select a current location  

Storage Location

Select a storage location 



- 7) Click on the **red checkmark button** to complete the addition of the new asset.

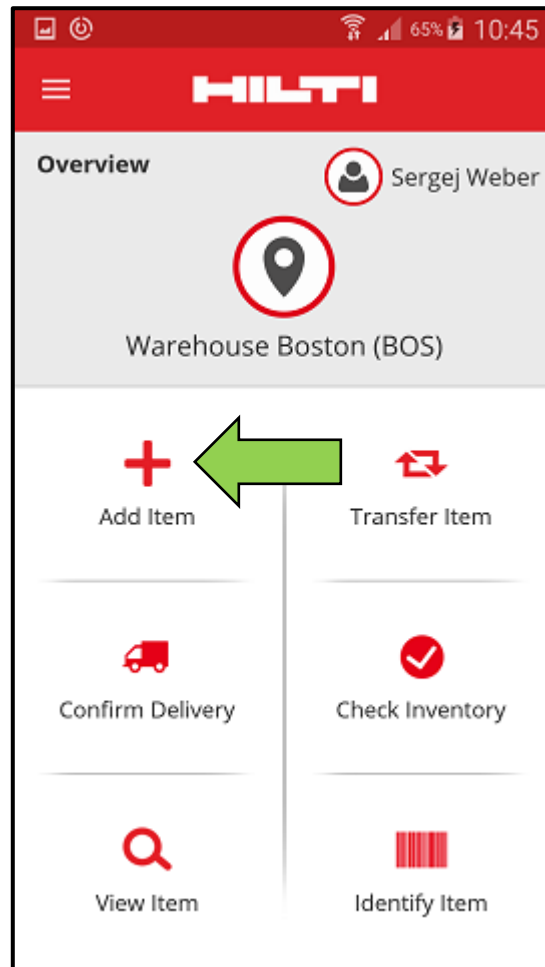


The screenshot shows the 'Add Asset Details' screen in a mobile application. The top status bar displays the time as 10:45 and battery level at 65%. The app header is red with a back arrow and the title 'Add Asset Details'. The main content area is divided into sections: 'Images' with a plus icon and 'No Images uploaded' text; 'Hilti TE 30-M AVR' with a cube icon; 'Asset Group' with a search bar containing 'Combihammer'; 'Storage' with a location pin icon; 'Default Location' with a search bar containing 'Boston'; 'Current Location' with a search bar containing 'Boston'; and 'Storage Location' with a search bar containing 'Select a storage location'. A green arrow points from the 'Storage Location' search bar to a red circular button with a white checkmark at the bottom right.

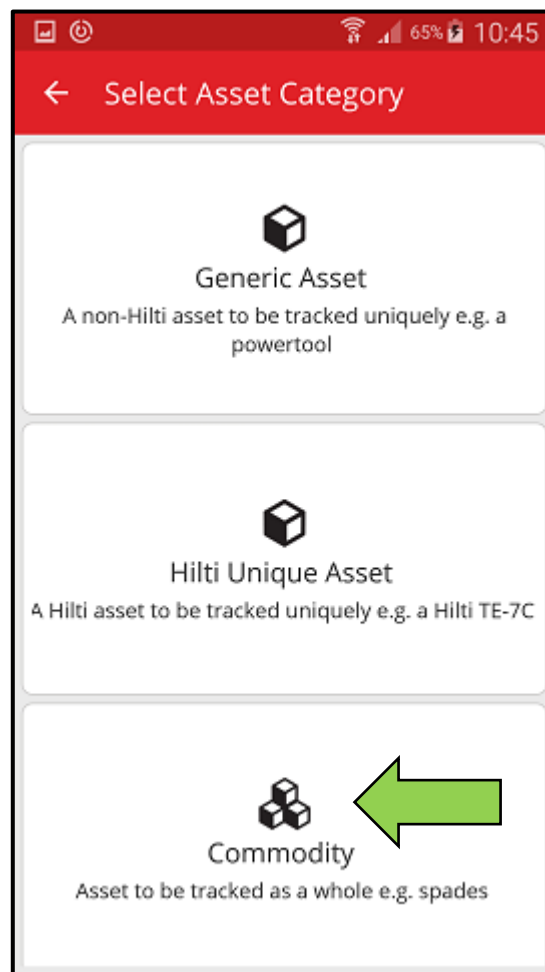


## How to add a commodity?

1. Click on **Add Item** on the start screen.



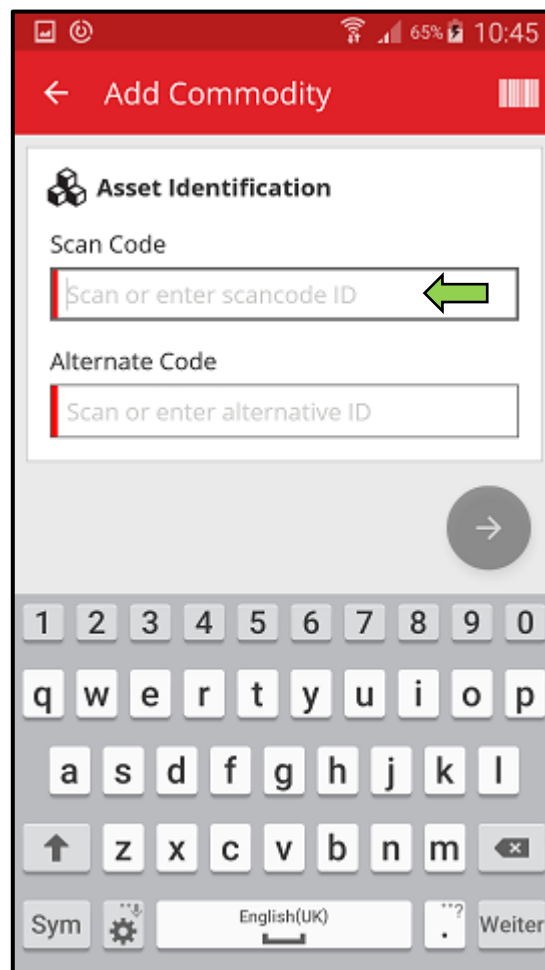
2. Click on **Commodity** to add a respective asset.



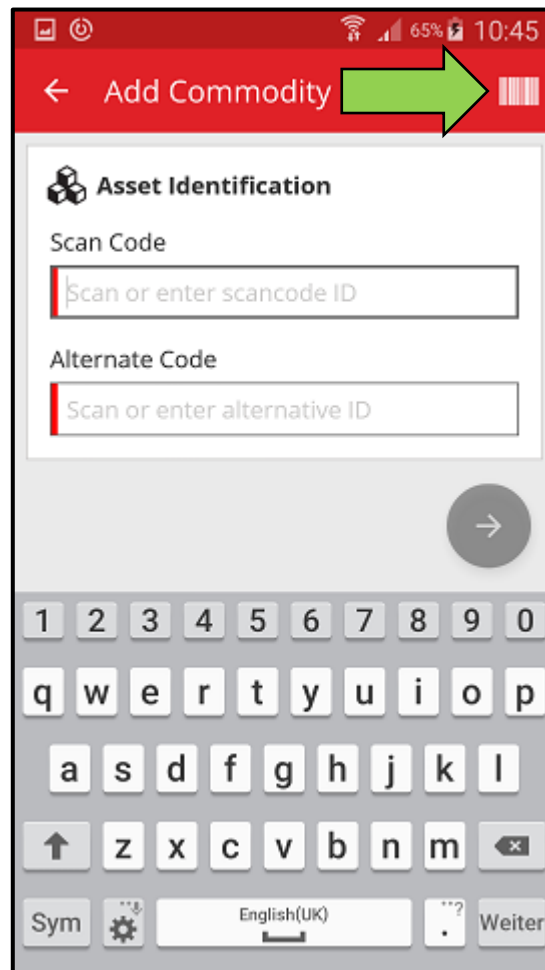
3. Here, you have **two options to continue**: (a) by using the integrated barcode scanner or (b) by entering the data manually.

*(a) Add a commodity by using the integrated barcode scanner*

- 1) Select the **text field that should be filled** with the scanned data by clicking into the respective text field, i.e. Scan Code or Alternate Code; a thicker frame indicates a selected field.



2) Click on the **barcode icon** to pre-fill the selected text field.

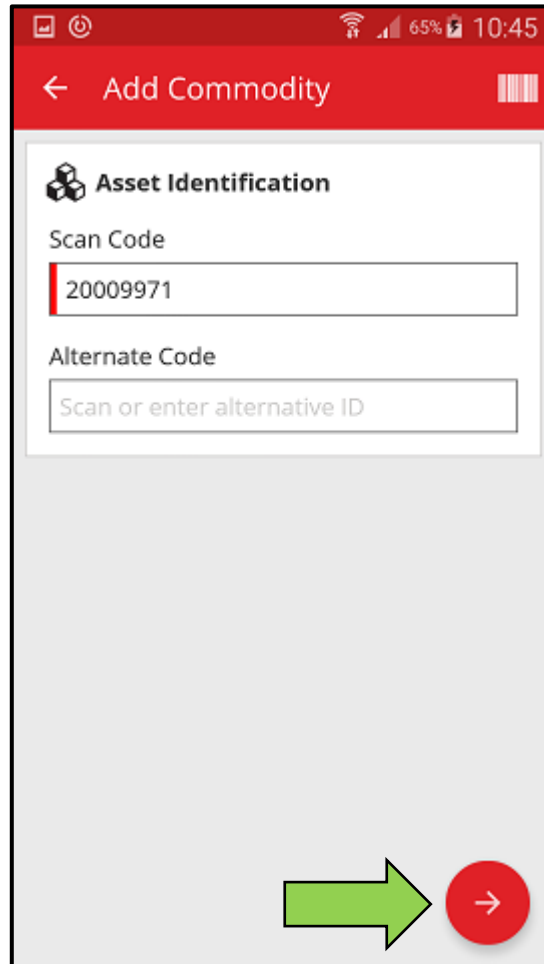


- 3) Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus, it is scanned and data is pre-filled into the selected text field automatically.



4) Click on the **red arrow button** to continue.

*Note: As long as the mandatory fields (marked red) are not filled, the button to continue is grayed-out meaning inactive.*



Asset Identification

Scan Code

20009971

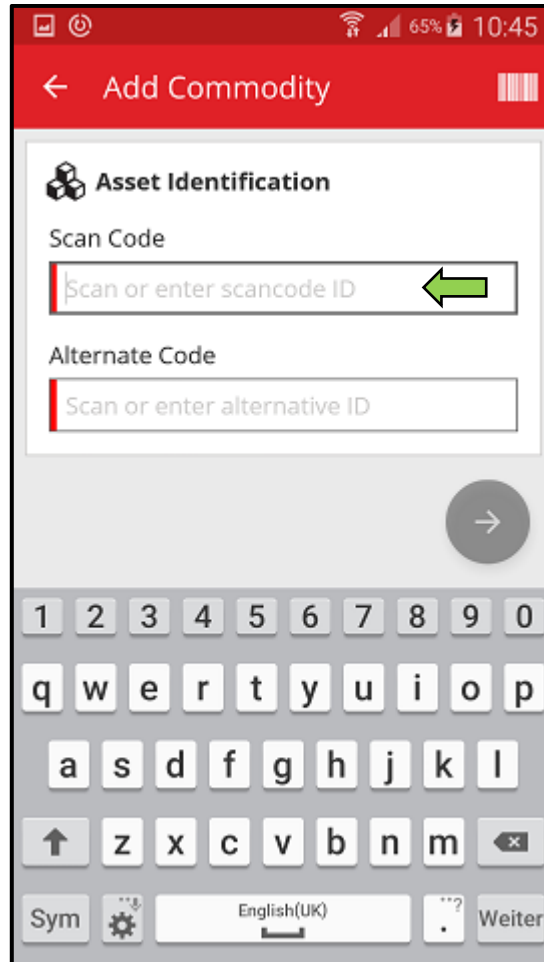
Alternate Code

Scan or enter alternative ID

→

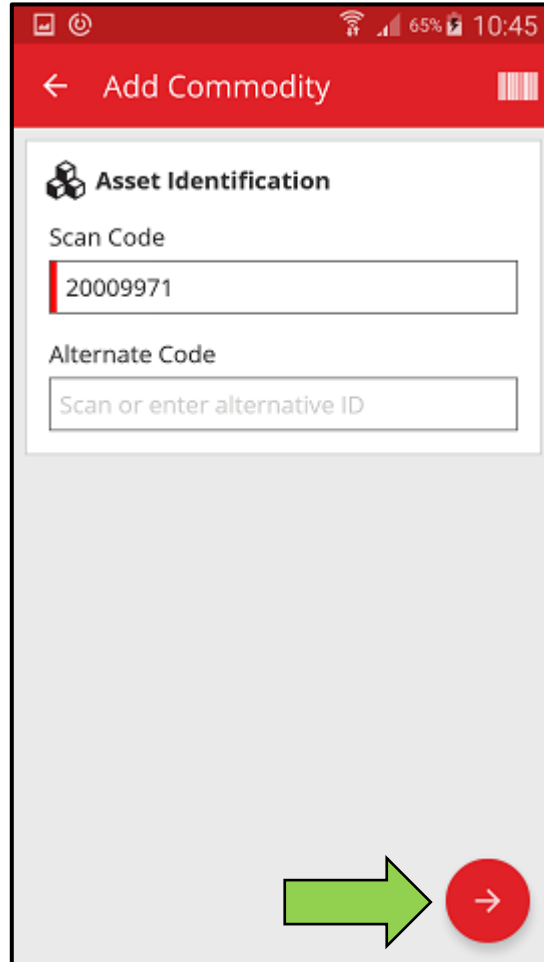
*(b) Add a commodity by entering the data manually*

- 1) Fill in the **Scan Code and/or Alternate Code** into the respective text field; mandatory fields are marked red.



2) Click on the **red arrow button** to continue.

*Note: As long as the mandatory fields (marked red) are not filled, the button to continue is grayed-out meaning inactive.*



Asset Identification

Scan Code

20009971

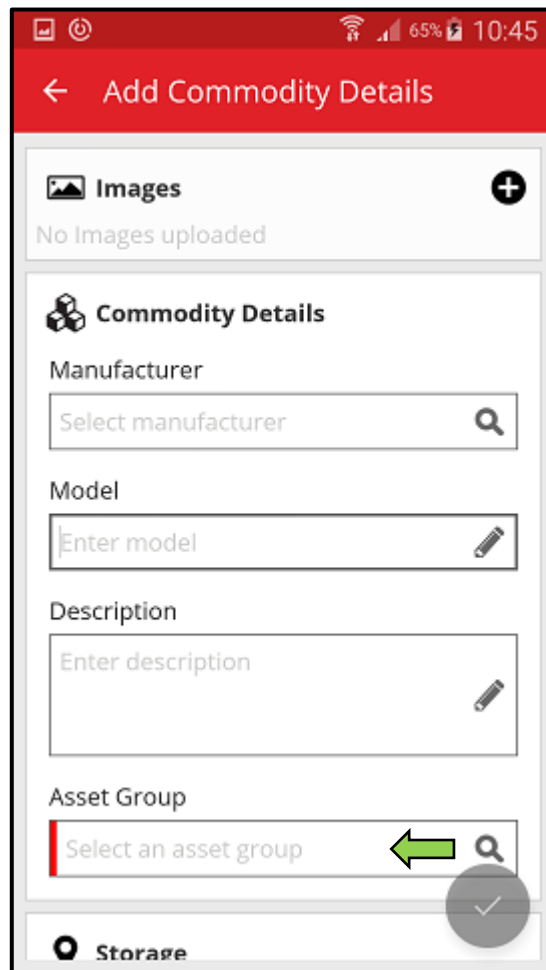
Alternate Code

Scan or enter alternative ID



→





(c) Fill out the **data required**; mandatory fields are marked red.





← Add Commodity Details



 Images   
No Images uploaded


 **Commodity Details**


Manufacturer  
 

Model  
 

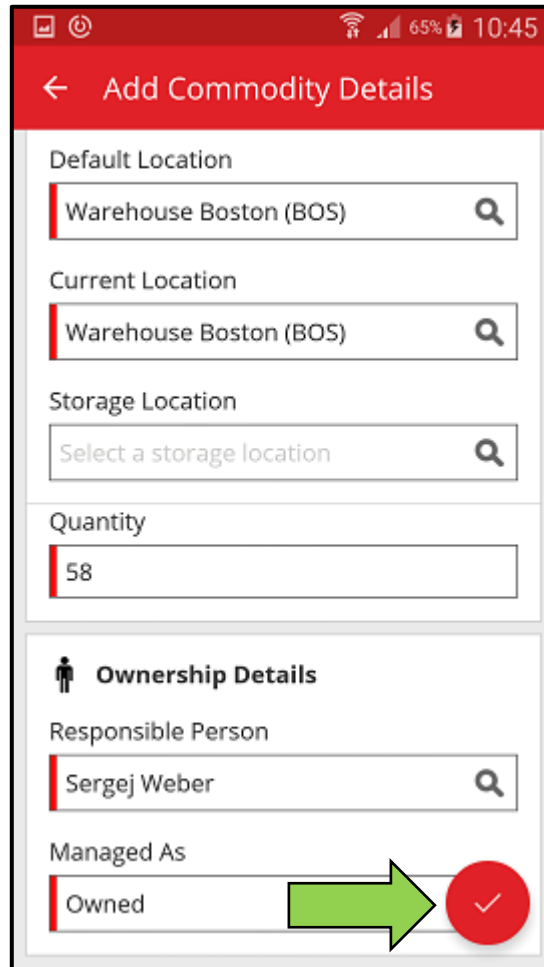
Description  
 

Asset Group  
  

 **Storage**



- (d) Click on the **red checkmark button** to complete the addition of the new commodity.



The screenshot shows a mobile application interface for adding commodity details. The title bar is red with a back arrow and the text "Add Commodity Details". The status bar at the top shows a battery icon, signal strength, 65% battery, and the time 10:45.

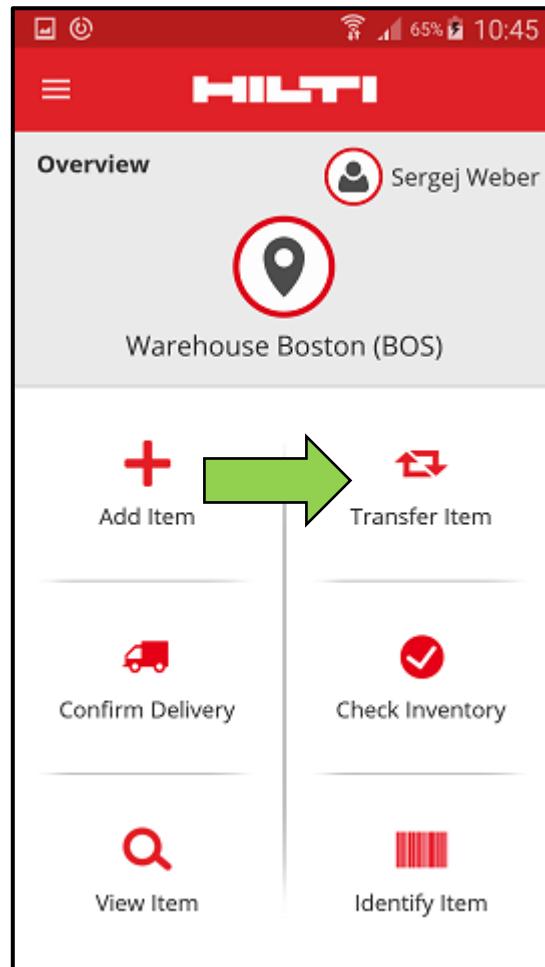
The form contains the following fields:

- Default Location:** A text input field containing "Warehouse Boston (BOS)" with a magnifying glass icon on the right.
- Current Location:** A text input field containing "Warehouse Boston (BOS)" with a magnifying glass icon on the right.
- Storage Location:** A text input field containing "Select a storage location" with a magnifying glass icon on the right.
- Quantity:** A text input field containing "58".
- Ownership Details:** A section header with a person icon.
- Responsible Person:** A text input field containing "Sergej Weber" with a magnifying glass icon on the right.
- Managed As:** A text input field containing "Owned".

A green arrow points from the "Owned" field to a red circular button with a white checkmark, indicating the final step to complete the addition.

## How to add an asset to transfer list?

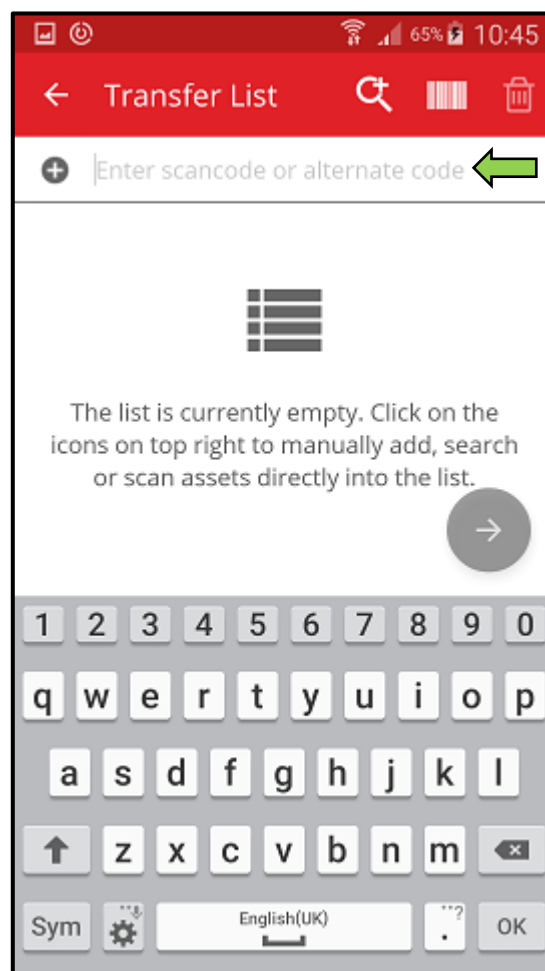
1. Click on **Transfer Item** on the start screen.



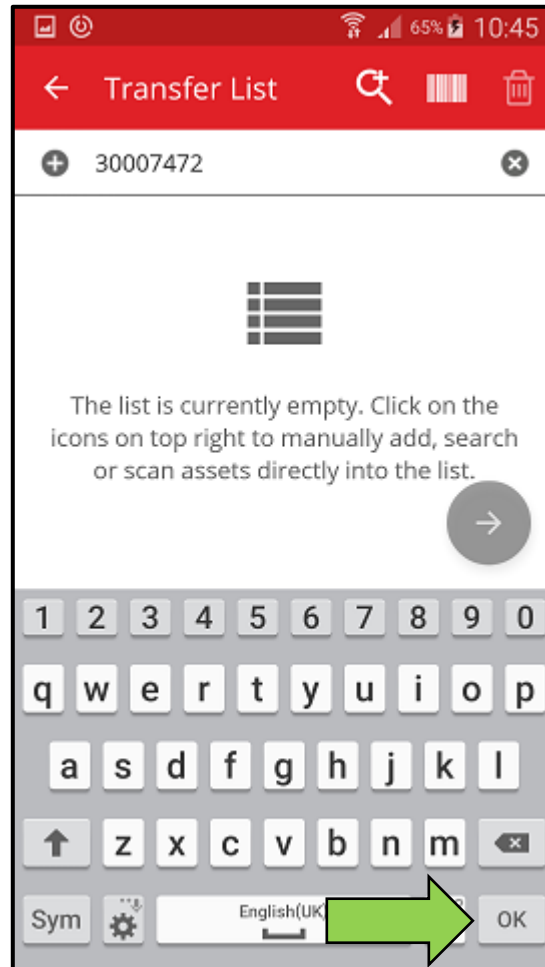
2. Here, you have **three options how to add an asset to transfer list**: (a) by entering the scan or alternate code (b) by using the search function, or (c) by using the integrated barcode scanner.

*(a) Add an asset to transfer list by entering its Scan or Alternate Code*

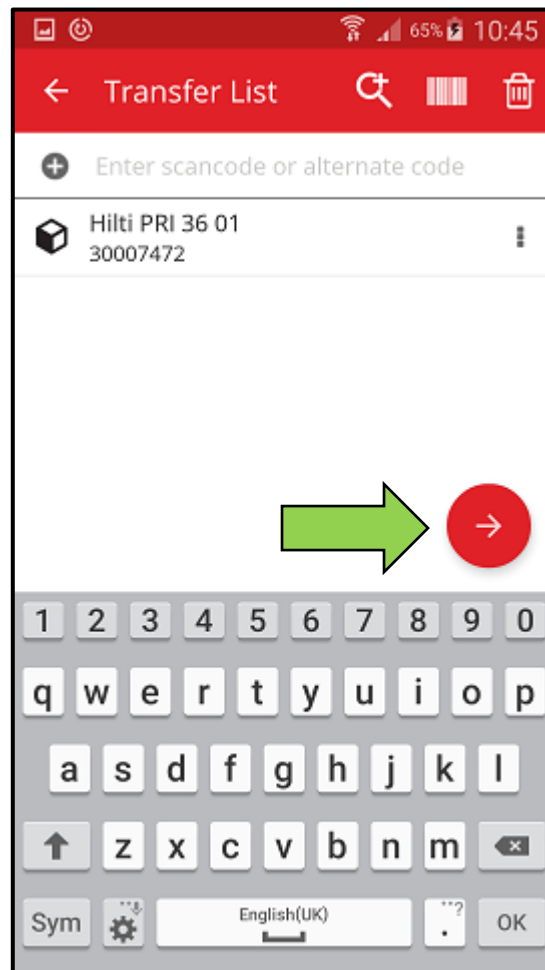
- 1) Fill in the **Scan and/or Alternate Code** of the asset to be transferred into the text field.



- 2) Click **OK** on the keyboard of your mobile device to confirm the entry.

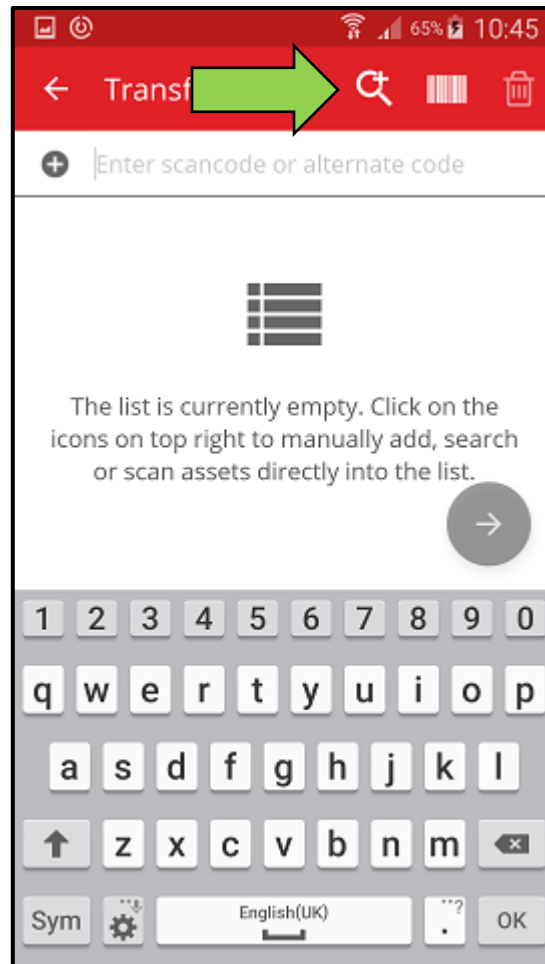


3) Click on the **red arrow button** to continue.



*(b) Add an asset to transfer list by using the search function*

- 1) Click on the **magnifying glass icon** to search for the asset to be transferred.

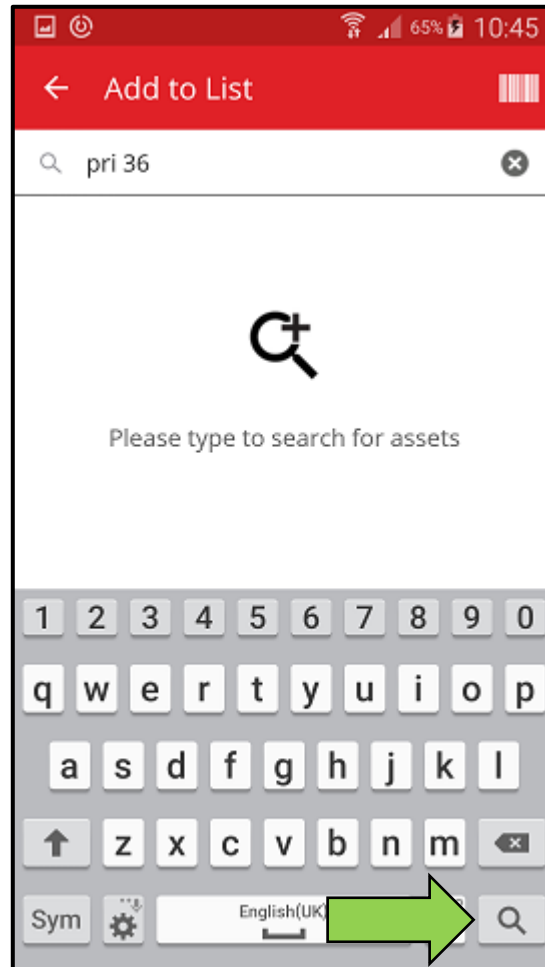


- 2) Fill in any **information of the asset** to be transferred into the text field, e.g. friendly name, scan code, or alternate code.

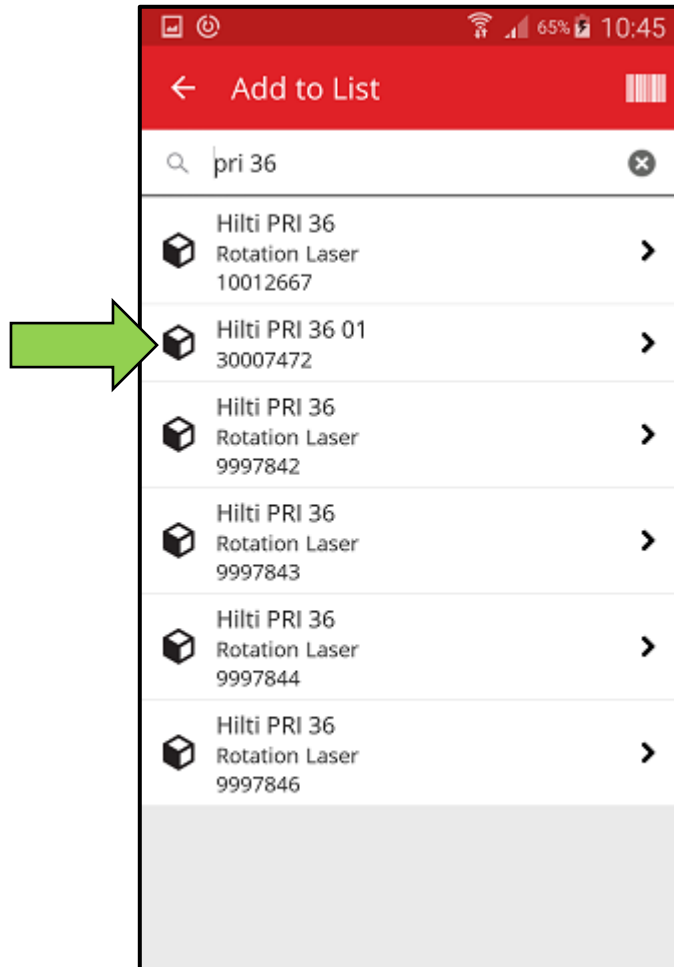




- 3) Click on **the magnifying glass icon** on the keyboard of your mobile device to confirm the entry.

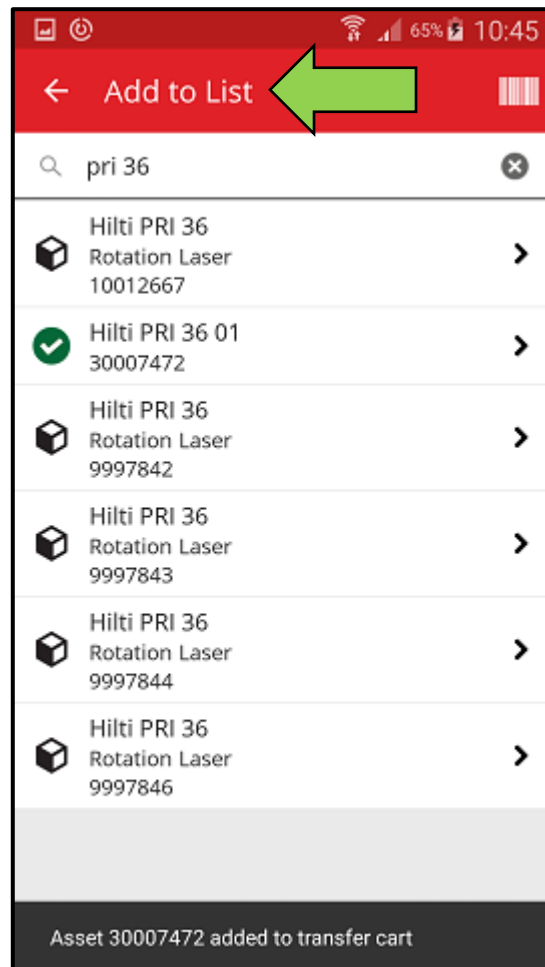


- 4) Select the **asset to be transferred** by clicking on the respective box icon.

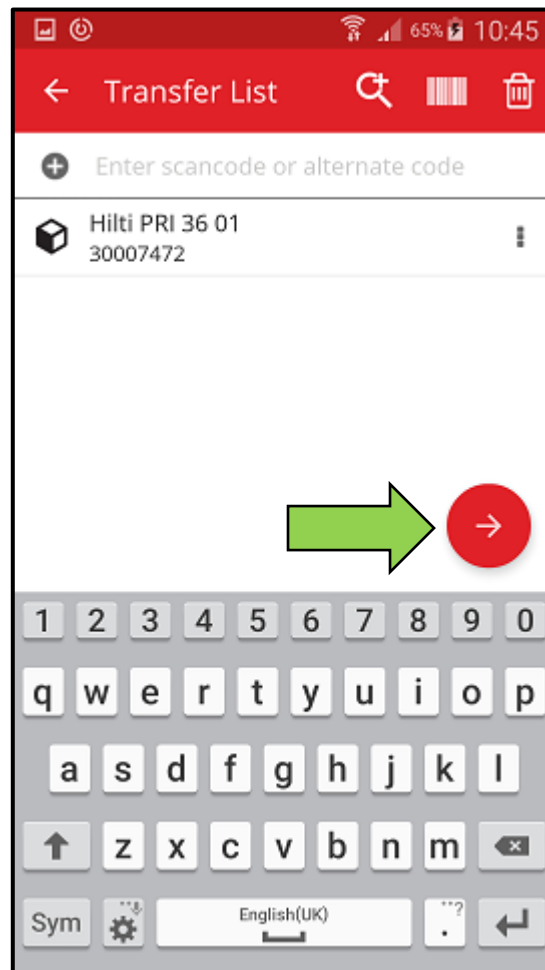


5) Click on **Add to List** to get back to the Transfer List.

*Tip: Select more than one tagged asset to bulk-process items to be transferred.*

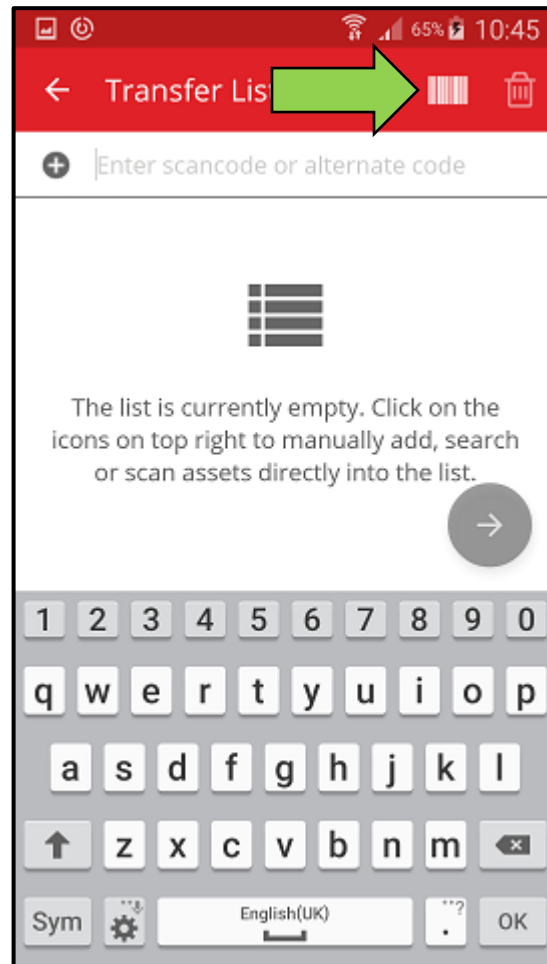


6) Click on the **red arrow button** to continue.



(c) *Add an asset to transfer list by using the integrated barcode scanner*

- 1) Click on the **barcode icon** to identify the asset to be transferred.



- 2) Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus, it is scanned and the count is incremented.

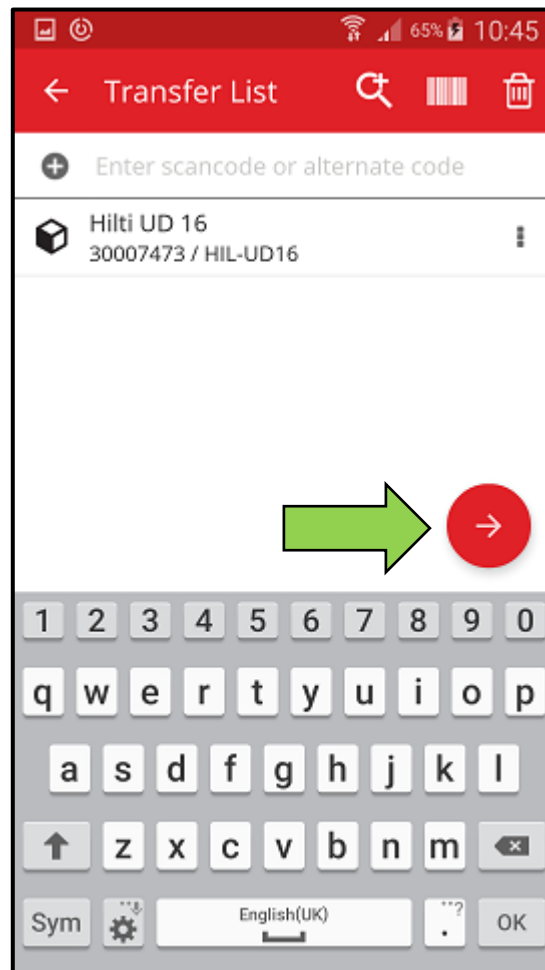
*Tip: Scan more than one tagged asset to bulk-process items to be transferred.*



3) Click on **Done** to finish the scanning.

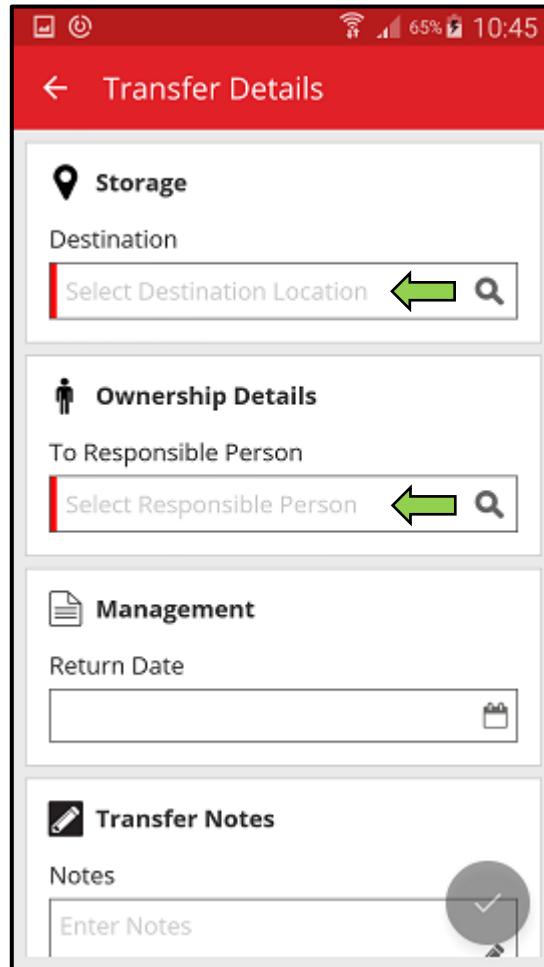


4) Click on the **red arrow button** to continue.





3. Fill out the **data required**; mandatory fields are marked red.



**Transfer Details**

**Storage**

Destination

Select Destination Location

**Ownership Details**

To Responsible Person

Select Responsible Person

**Management**

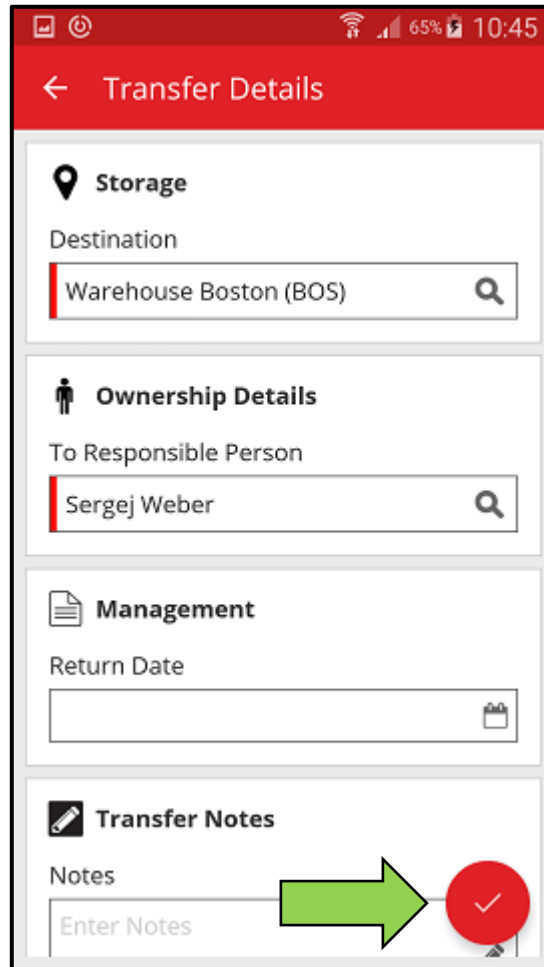
Return Date

**Transfer Notes**

Notes

Enter Notes

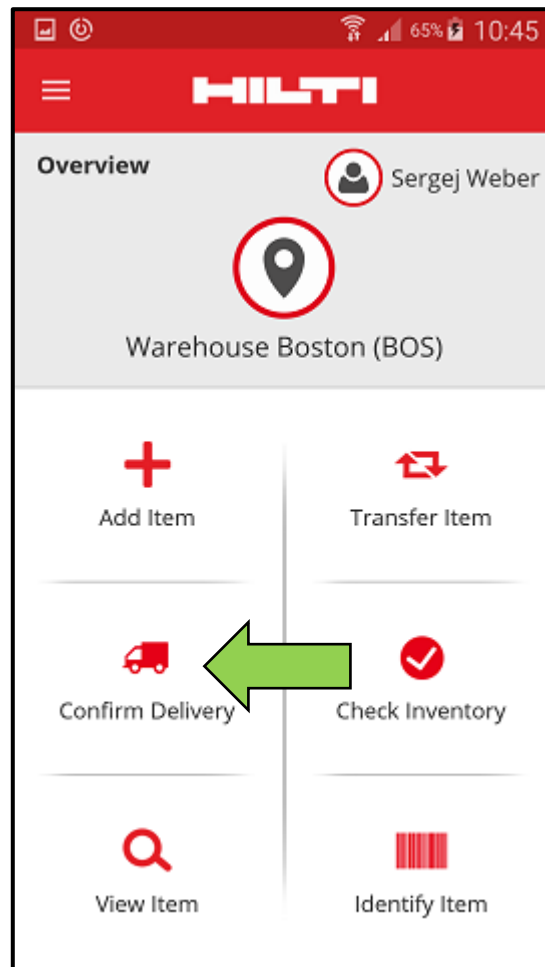
4. Click on the **red checkmark button** to transfer the respective asset.



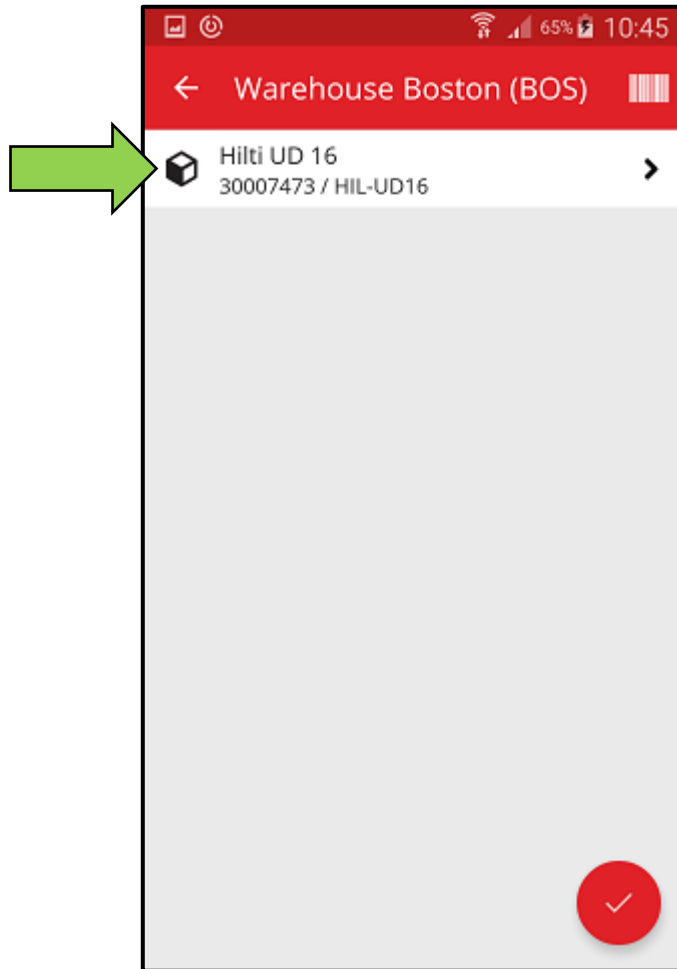
## How to confirm a delivered asset?

*Note: In order to be able to confirm delivered assets, this functionality has to be activated by your ON!Track Admin user.*

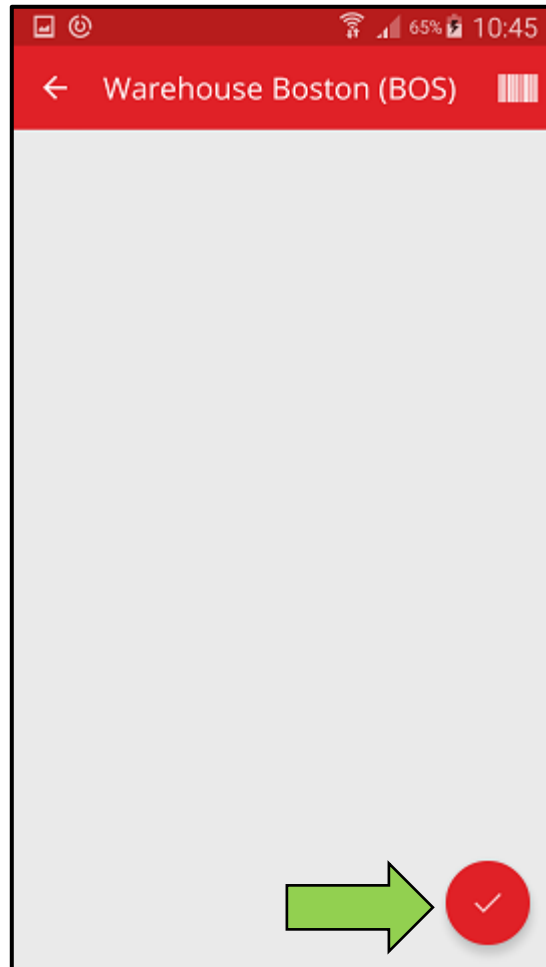
1. Click on **Confirm Delivery** on the start screen.



2. Confirm the **delivery of an asset** by clicking on the respective box icon.

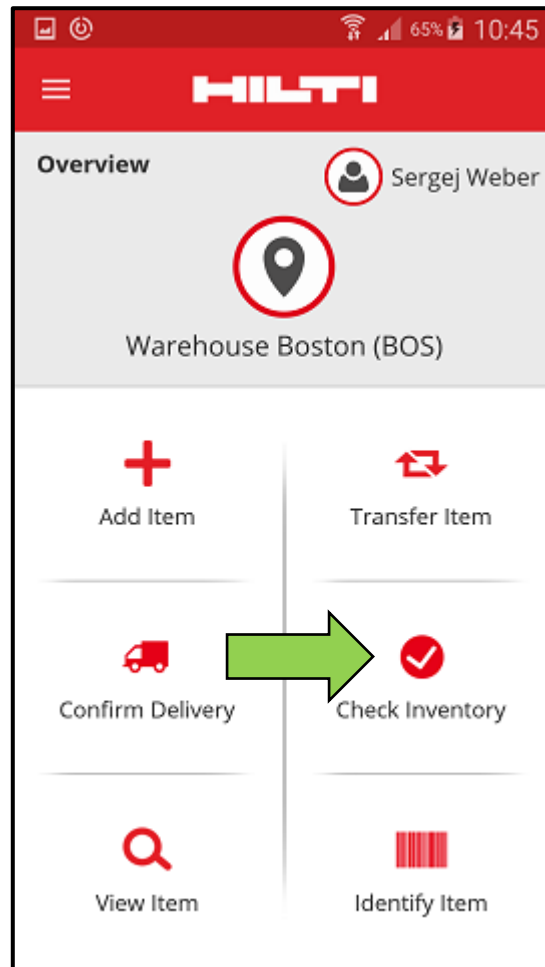


3. Click on the **red checkmark button** to return to the start screen.

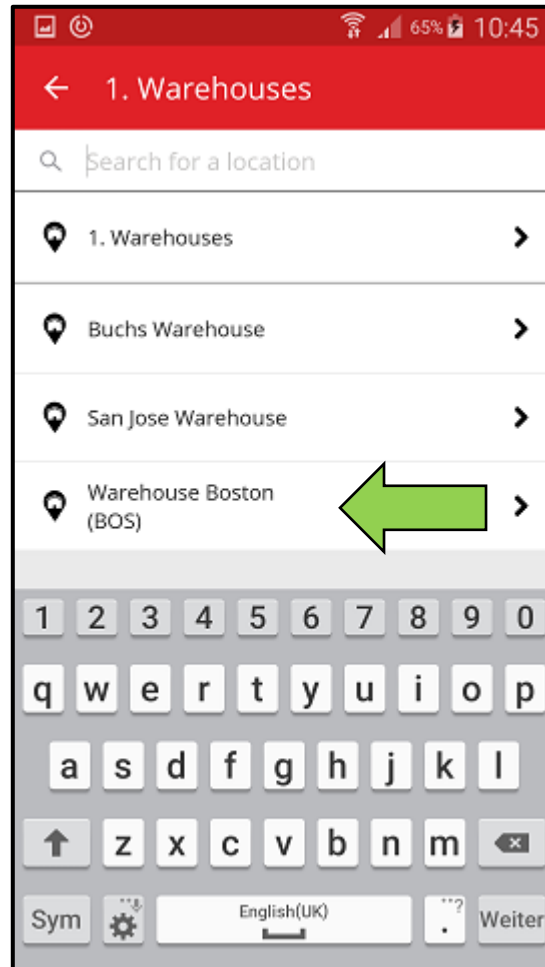


## How to perform an inventory check?

1. Click on **Check Inventory** on the start screen.

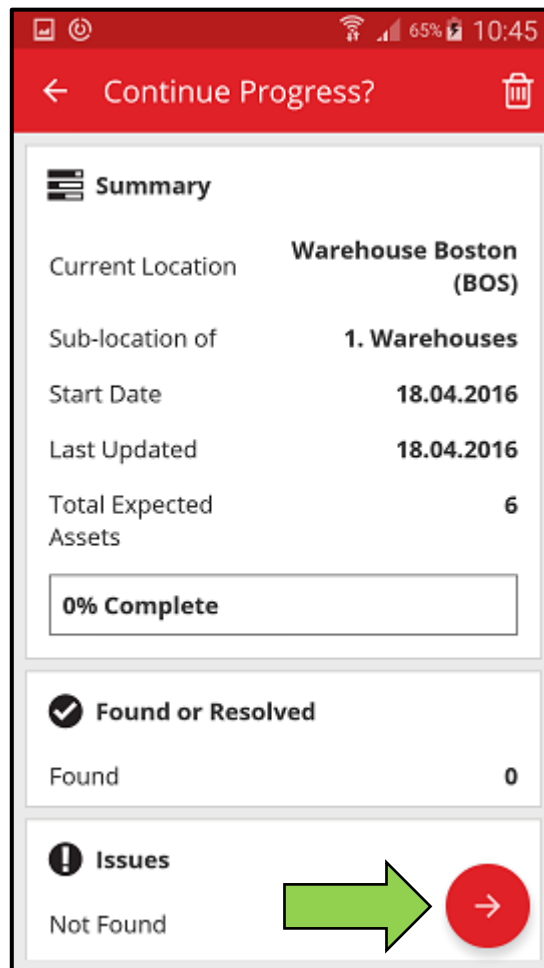


2. Click on the **location** where the inventory check has to be performed.



3. Before clicking on the **red arrow button** to continue, see your current inventory check status in the summary; the percentage bar indicates the degree of completion of your inventory check.

*Note: In order to start a new inventory check, please click on the trash bin icon.*



The screenshot shows a mobile application interface with a red header bar. The header contains a back arrow, the text 'Continue Progress?', and a trash bin icon. Below the header is a 'Summary' section with a list of details: 'Current Location' (Warehouse Boston (BOS)), 'Sub-location of' (1. Warehouses), 'Start Date' (18.04.2016), 'Last Updated' (18.04.2016), and 'Total Expected Assets' (6). Below this is a progress bar labeled '0% Complete'. The next section is 'Found or Resolved' with a checkmark icon and 'Found' (0). The final section is 'Issues' with an exclamation mark icon and 'Not Found'. A large green arrow points from the 'Not Found' text to a red circular button with a white right-pointing arrow.

Summary	
Current Location	Warehouse Boston (BOS)
Sub-location of	1. Warehouses
Start Date	18.04.2016
Last Updated	18.04.2016
Total Expected Assets	6

0% Complete

Found or Resolved	
Found	0

Issues	
Not Found	

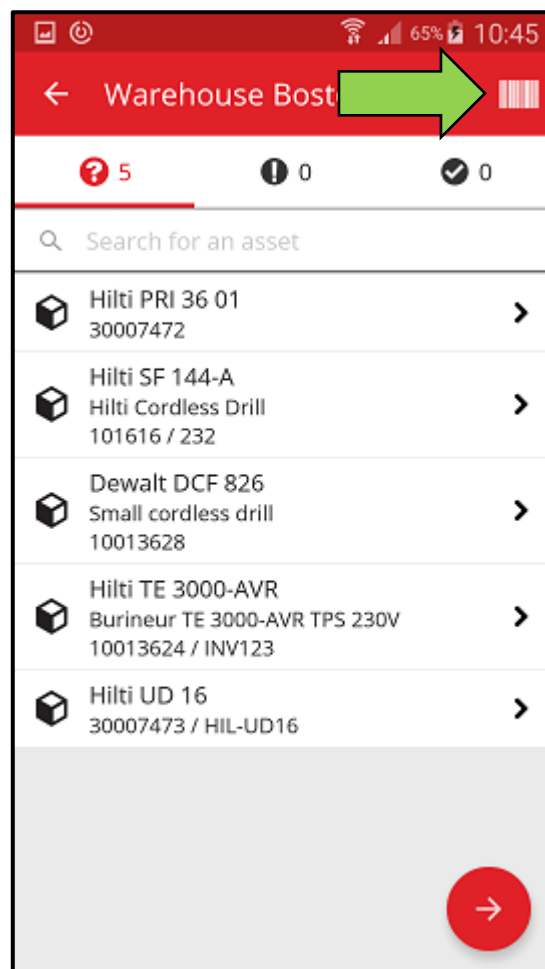


4. Here, you have **three options how to continue**: (a) by using the integrated barcode scanner, (b) by using the search function, or (c) by looking through the asset list and comparing it with the stock in the location manually.

*Note: The question-mark tab shows all assets to be checked, the exclamation-mark tab shows assets actually assigned to another location, and the check-mark tab shows assets located in the location intended.*

*(a) Inventory check by using the integrated barcode scanner*

- 1) Click on the **barcode icon**.



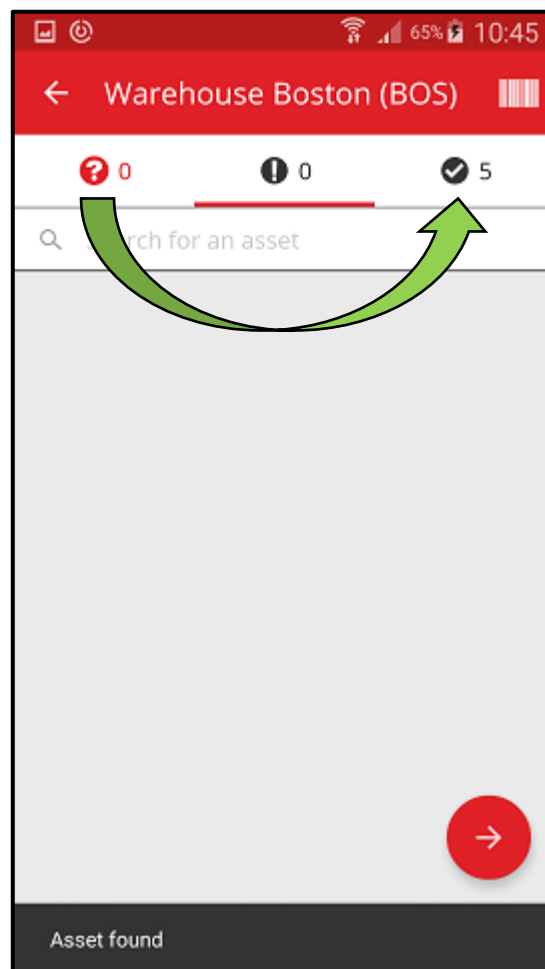
- 2) Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus, the item is scanned and compared automatically with the stock in the system.



- 3) Repeat **scanning** until all items in your inventory are captured.

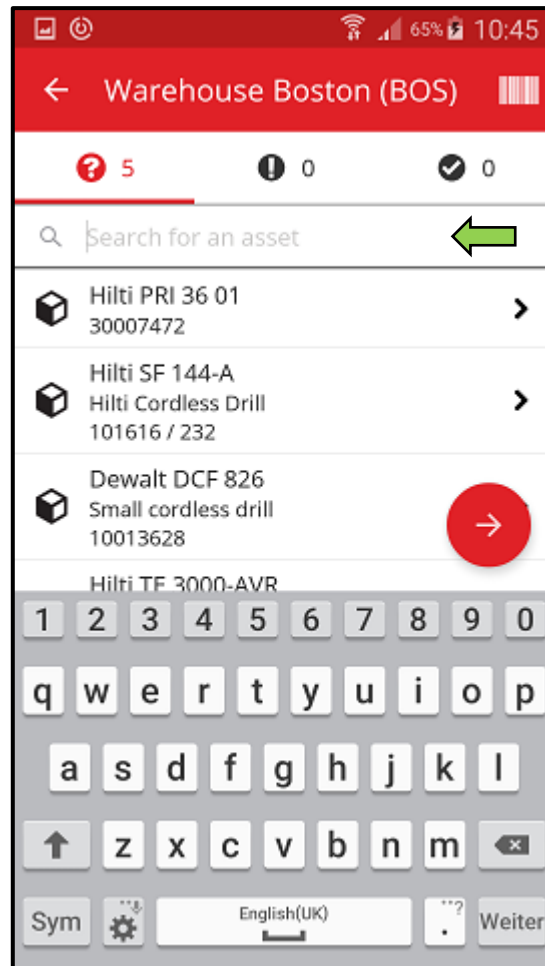
*Note: Your system is consistent if the item list is empty and there are no entries in the exclamation-mark tab after you scanned all your items.*

*If a scanned item is actually assigned to another location, it is listed in the exclamation-mark tab; if the scanned item is located in the location intended, it is listed in the check-mark tab.*

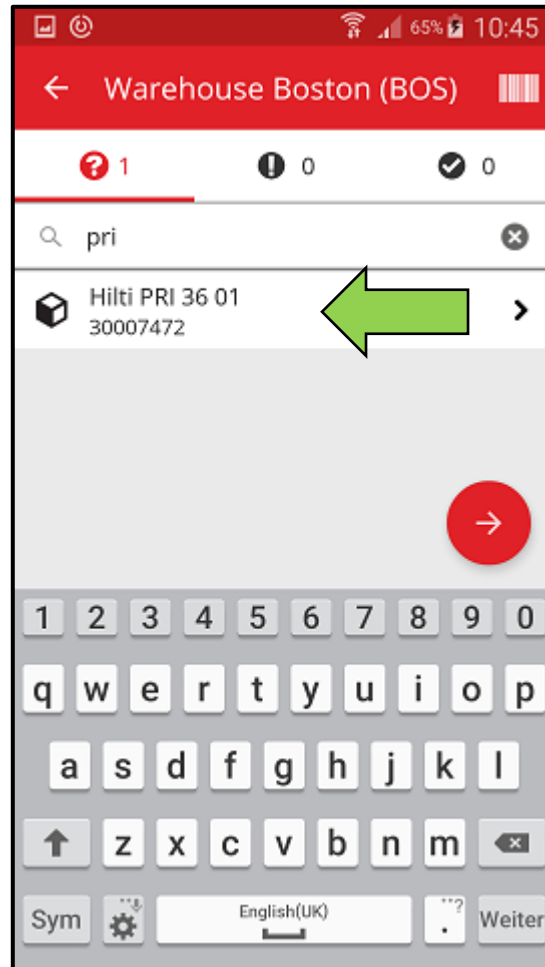


*(b) Inventory check by using the search function*

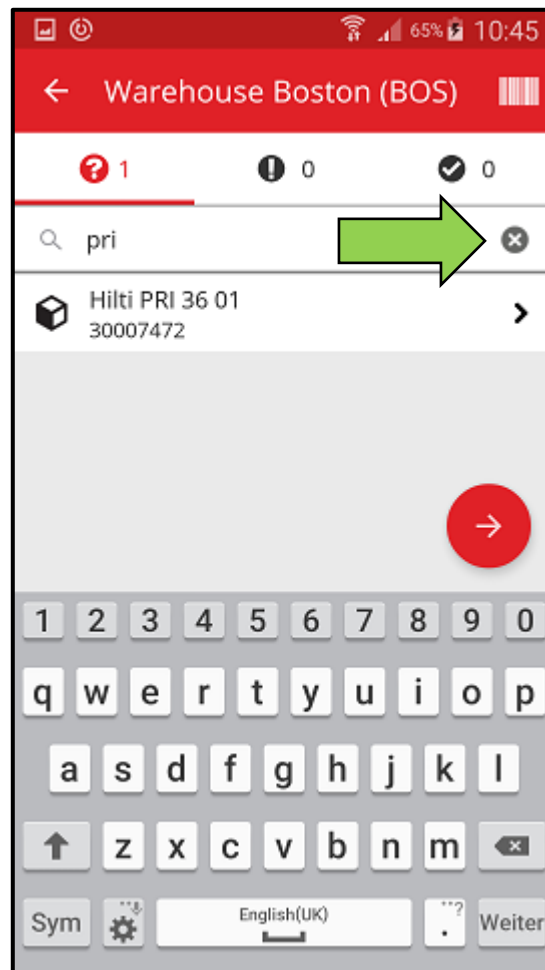
- 1) Fill in any **information of the asset to be searched** into the text field, e.g. friendly name, scan code, or alternate code.



- 2) Click on the **asset** to confirm that it is in your local inventory.



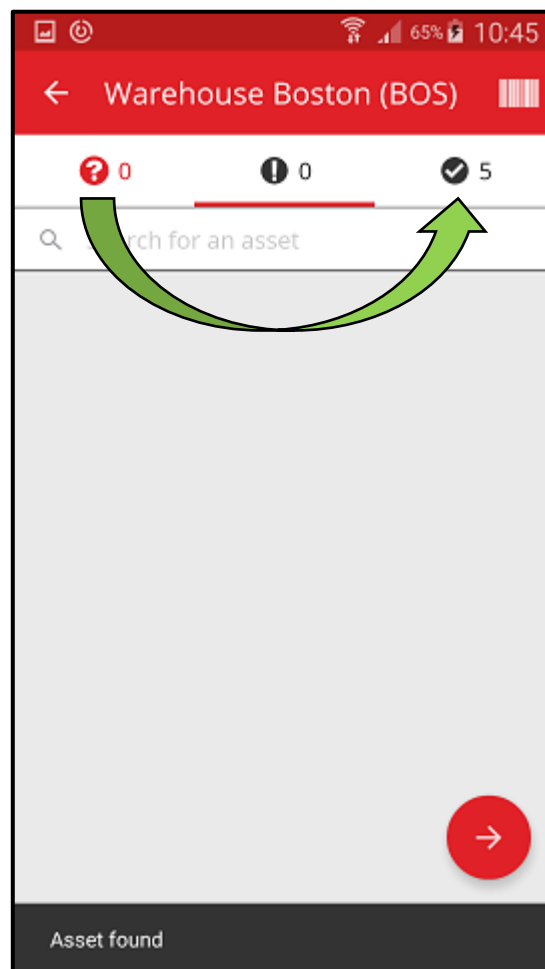
- 3) Click on the **x icon** to clear the search request and to return to the item list view.



- 4) Repeat **searching and confirming items** in your inventory until all of them are captured.

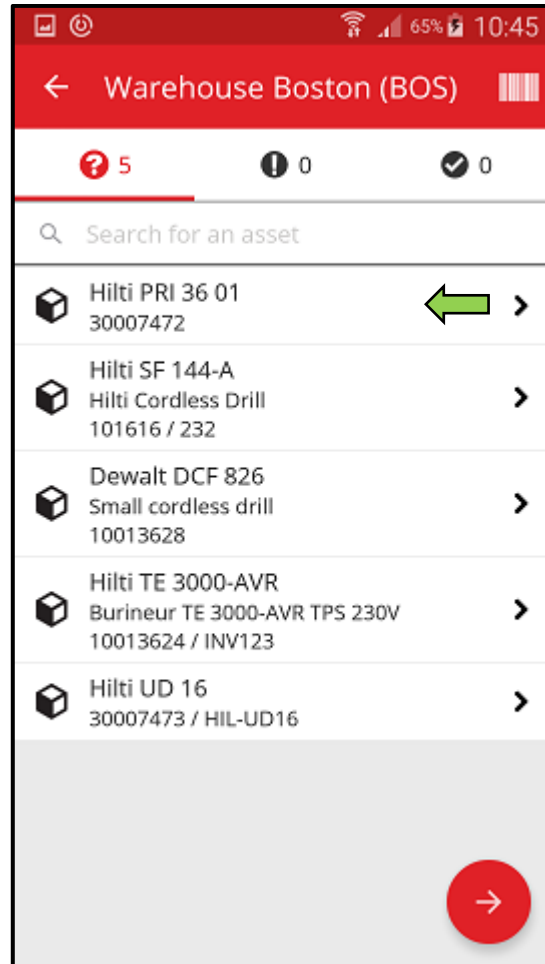
*Note: Your system is consistent if the item list is empty and there are no entries in the exclamation-mark tab after you captured all your items.*

*If a captured item is actually assigned to another location, it is listed in the exclamation-mark tab; if the scanned item is located in the location intended, it is listed in the check-mark tab.*



(c) *Inventory check by looking through the asset list manually.*

- 1) Click on an **asset** to confirm that it is in your local inventory.

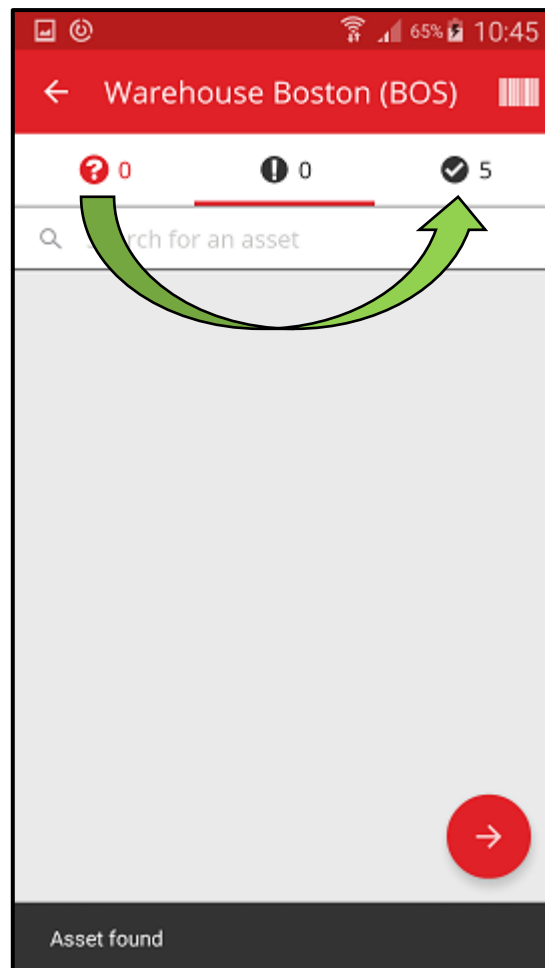




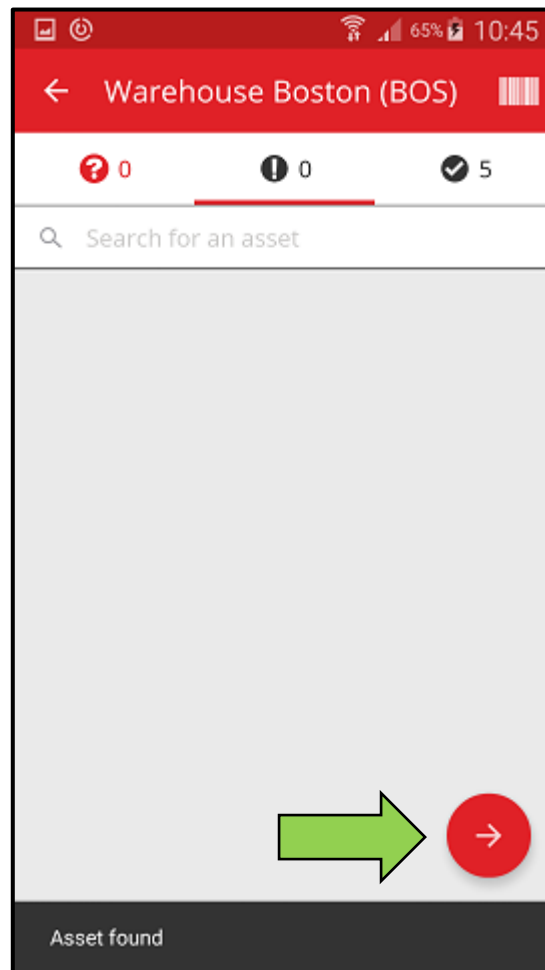
- 2) Repeat **confirming items** in your inventory until the item list is empty.

*Note: Following this approach, your system is consistent if there are no additional items to confirm in your inventory and the item list is empty.*

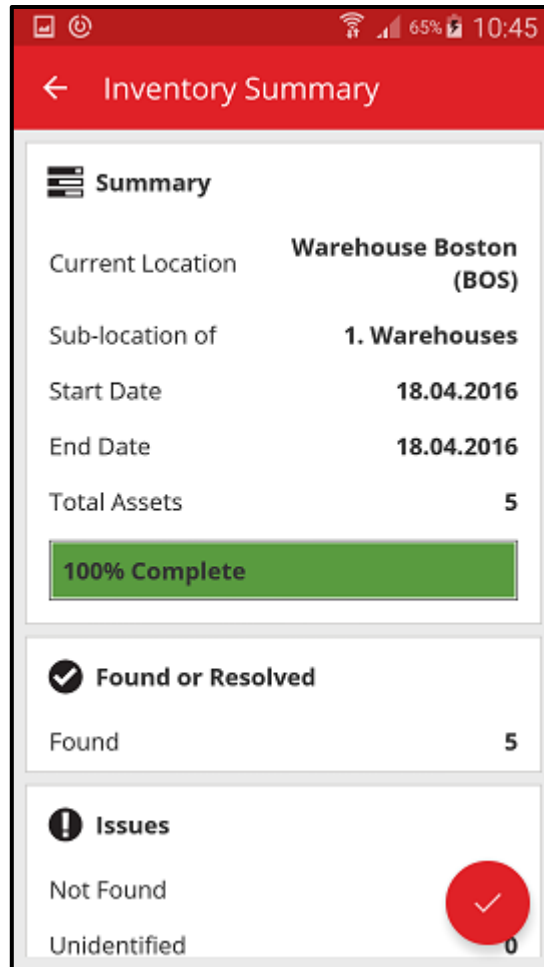
*If the item list is empty but there are still items to be confirmed, please use the integrated barcode scanner to capture the items.*



5. Click on the **red arrow button** to continue.



6. See your **current inventory check status** in the summary; the 100% indicates that the inventory check has been fully performed.

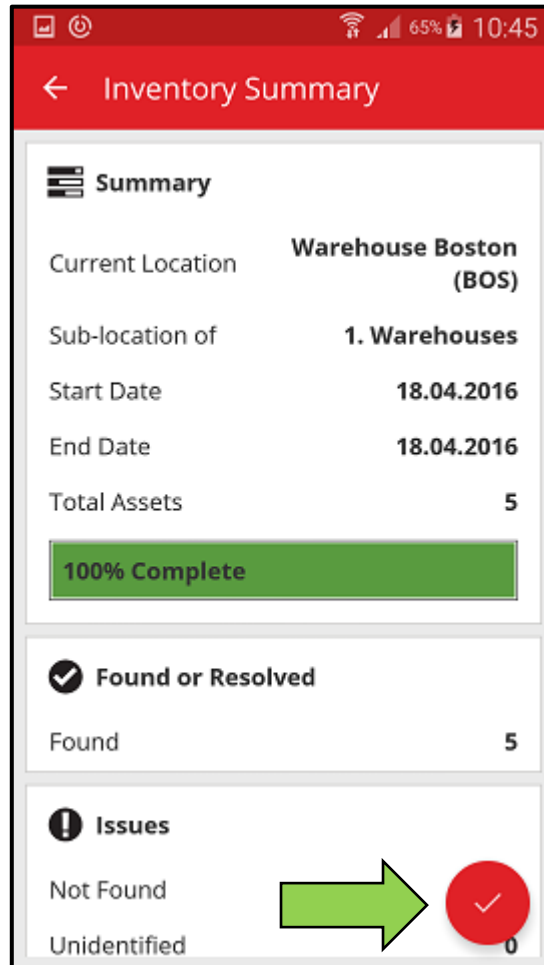


The screenshot shows the 'Inventory Summary' screen of a mobile application. The status is '100% Complete'.

Summary	
Current Location	Warehouse Boston (BOS)
Sub-location of	1. Warehouses
Start Date	18.04.2016
End Date	18.04.2016
Total Assets	5
100% Complete	
Found or Resolved	
Found	5
Issues	
Not Found	0
Unidentified	

- Click on the **red checkmark button** to complete the inventory check.

*Note: If the functionality is activated in the ON!Track web application, you will get a summary of the inventory check by mail.*



**Inventory Summary**

**Summary**

Current Location: Warehouse Boston (BOS)

Sub-location of: 1. Warehouses

Start Date: 18.04.2016

End Date: 18.04.2016

Total Assets: 5

100% Complete

**Found or Resolved**

Found: 5

**Issues**

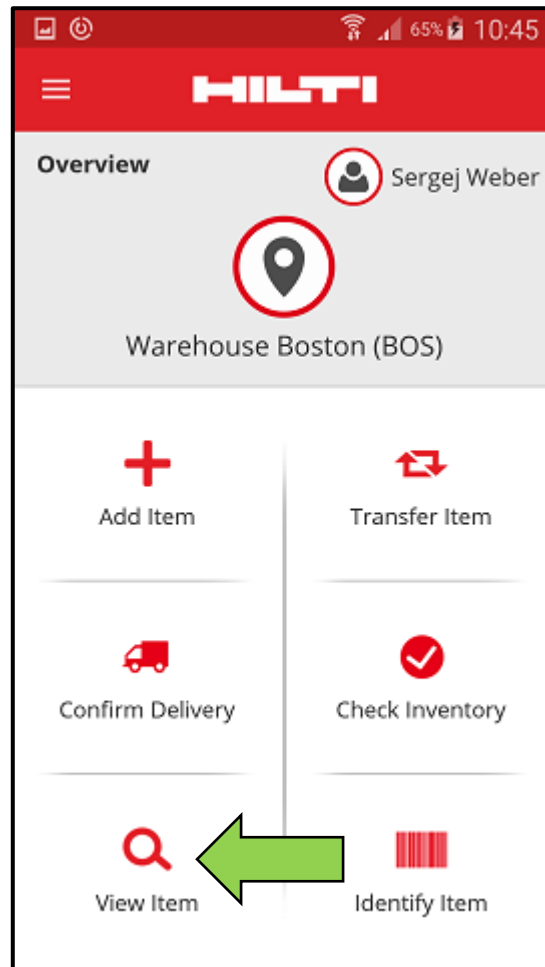
Not Found: 0

Unidentified: 0

A green arrow points to a red checkmark button in the 'Issues' section.

## How to view an item?

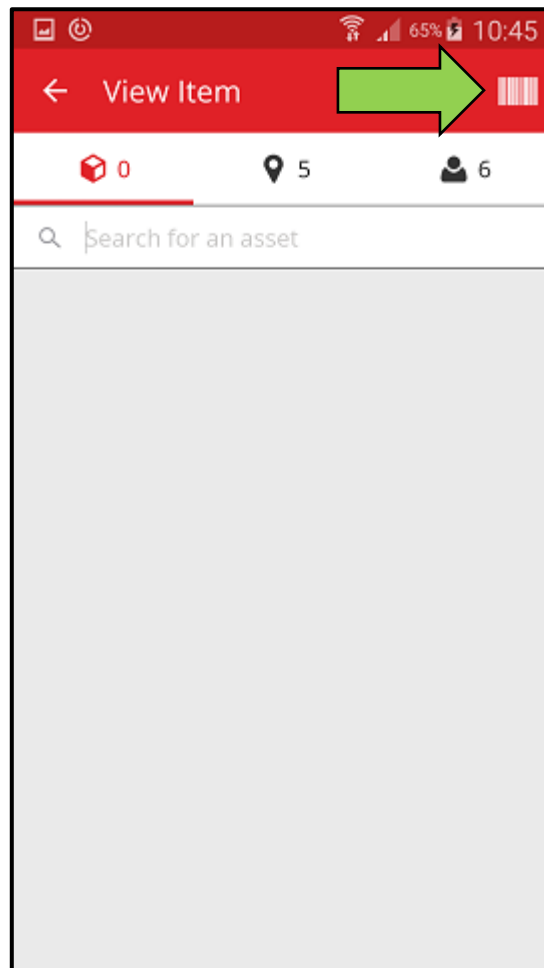
1. Click on **Identify Item** on the start screen.



2. Here, you have **three options how to continue**: (a) by using the integrated barcode scanner, (b) by using the search function, or (c) by looking through the asset list on the respective item tabs

*(a) View item by using the integrated barcode scanner*

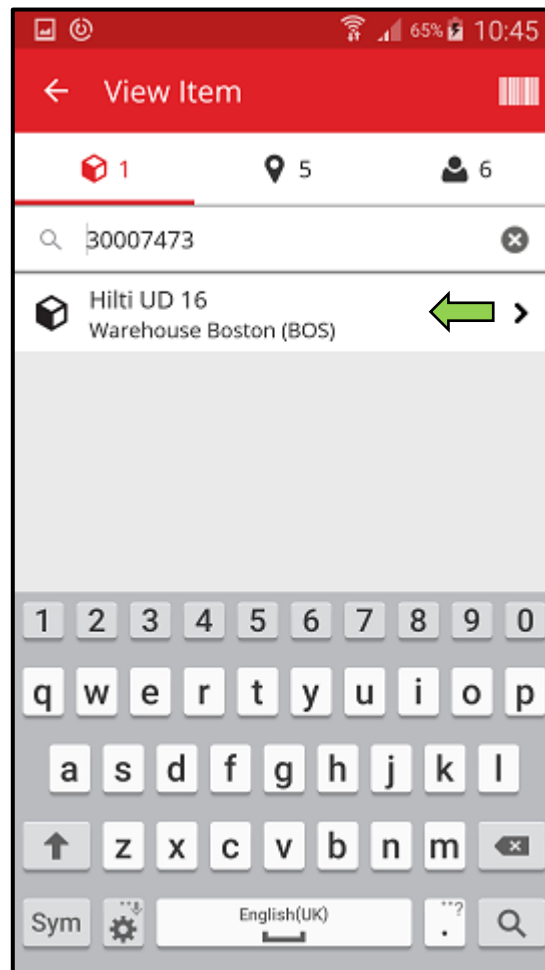
- 1) Click on the **barcode icon**.



- 2) Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus, it is scanned and the item list is displayed.





3) Click on the **item** to see the respective details.







4) View the **asset information** on the Asset Details screen.





**Asset Details**


**Images**

No Images uploaded


**Hilti UD 16**

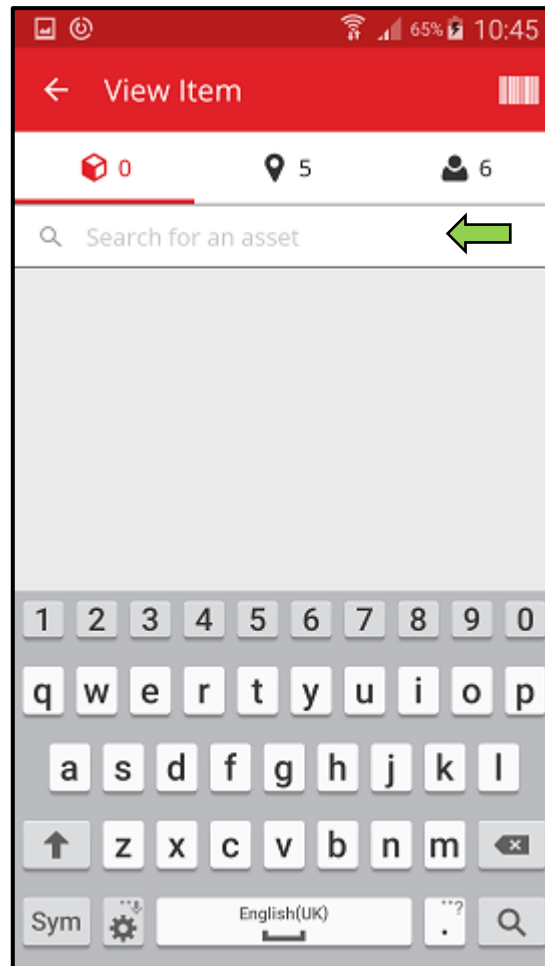
Asset Group	<b>Drills</b>
Asset Status	<b>Operational</b>
Scancode	<b>30007473</b>
Alternate Code	<b>HIL-UD16</b>
Serial Number	-
Category	<b>Unique Asset</b>
Asset State	<b>In Warehouse</b>


**Storage**

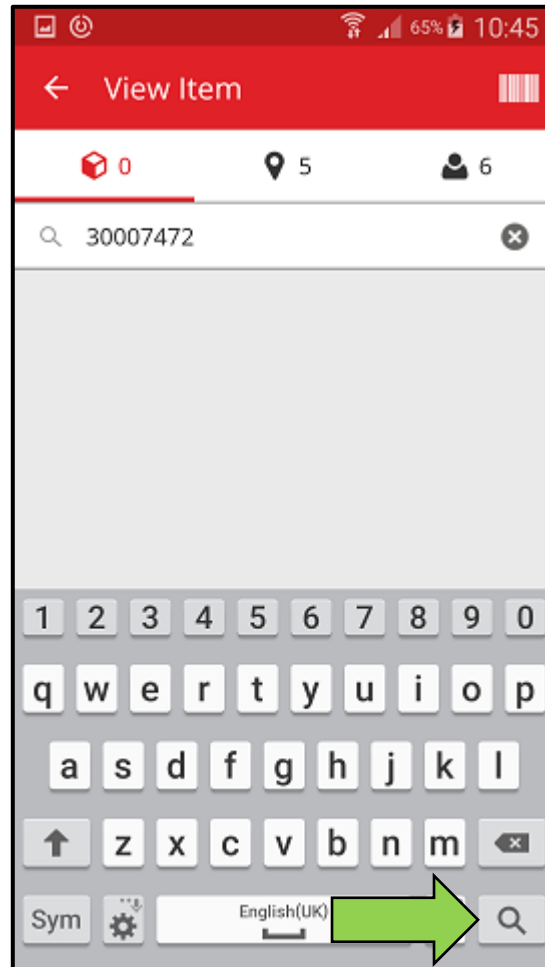
Current Location	<b>Warehouse Boston (BOS)</b>
Default Location	<b>Warehouse Boston</b>

*(b) View item by using the search function*

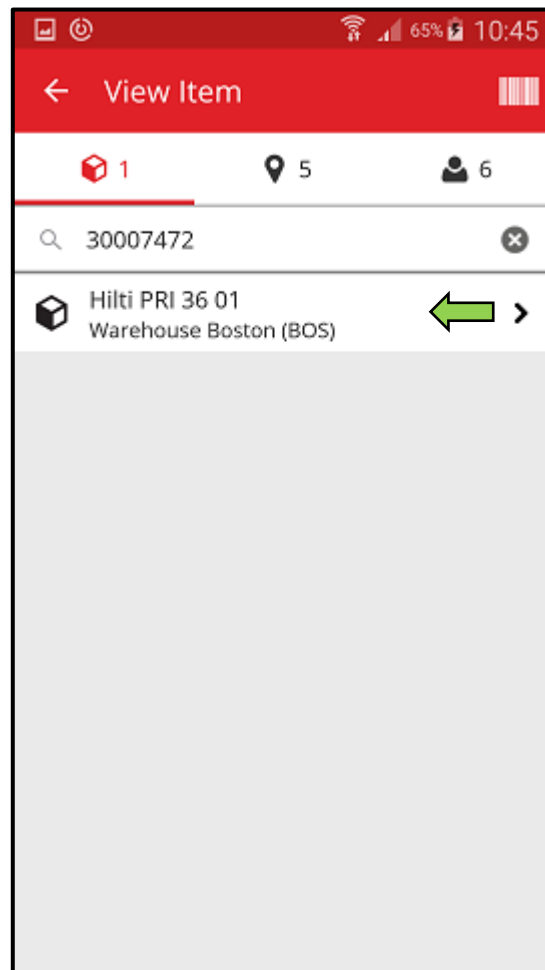
- 1) Fill in **any information of the asset** to be viewed into the text field, e.g. friendly name, scan code, or alternate code.



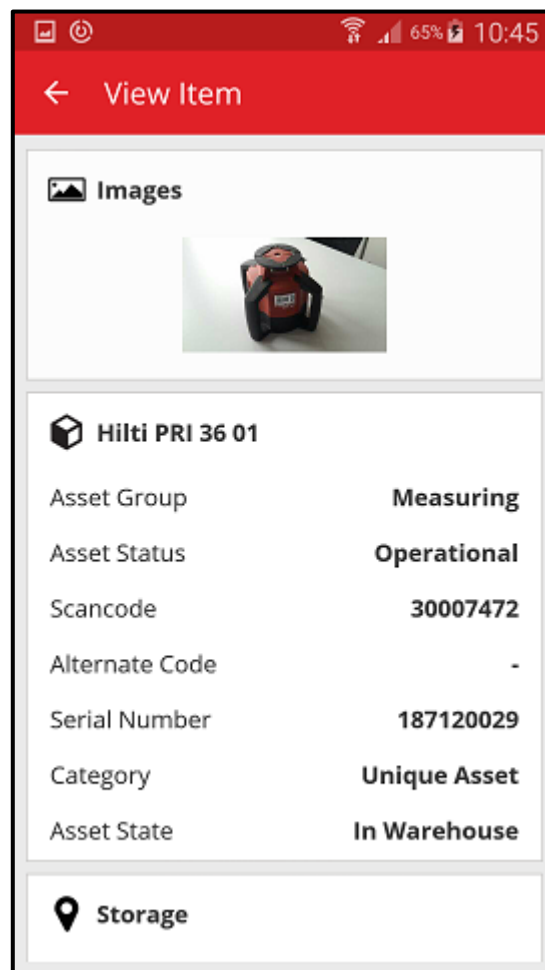
- 2) Click on the **magnifying glass icon** on the keyboard of your mobile device to confirm the entry.



3) Click on the **item** to see the respective details.



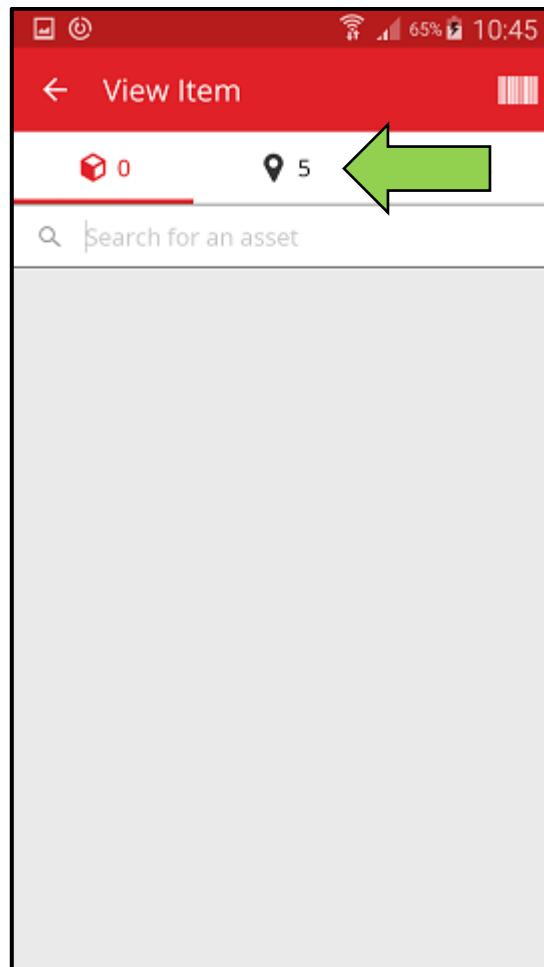
4) View the **asset information** on the Asset Details screen.



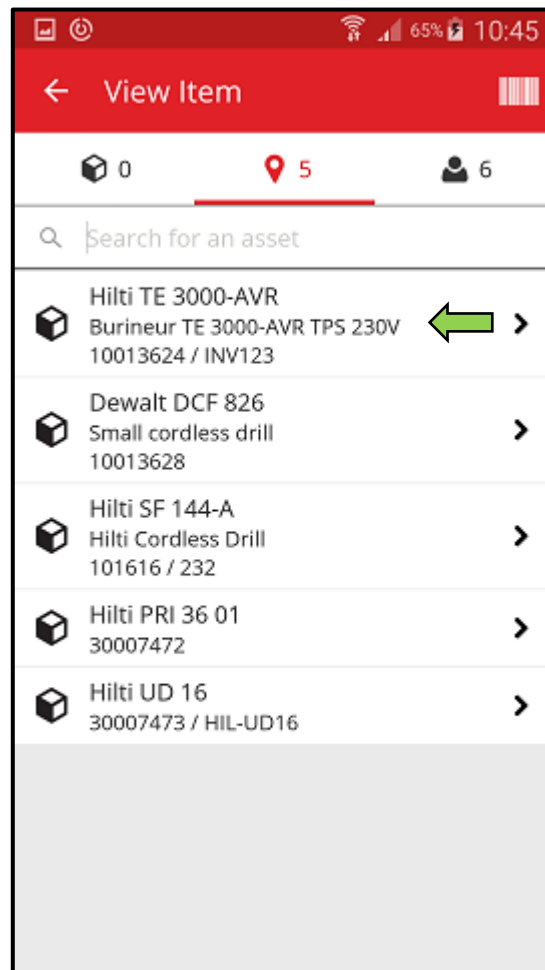
(c) *View item by using the integrated barcode scanner*

- 1) Navigate to **Locations tab** to see all the items assigned to the pre-defined location.

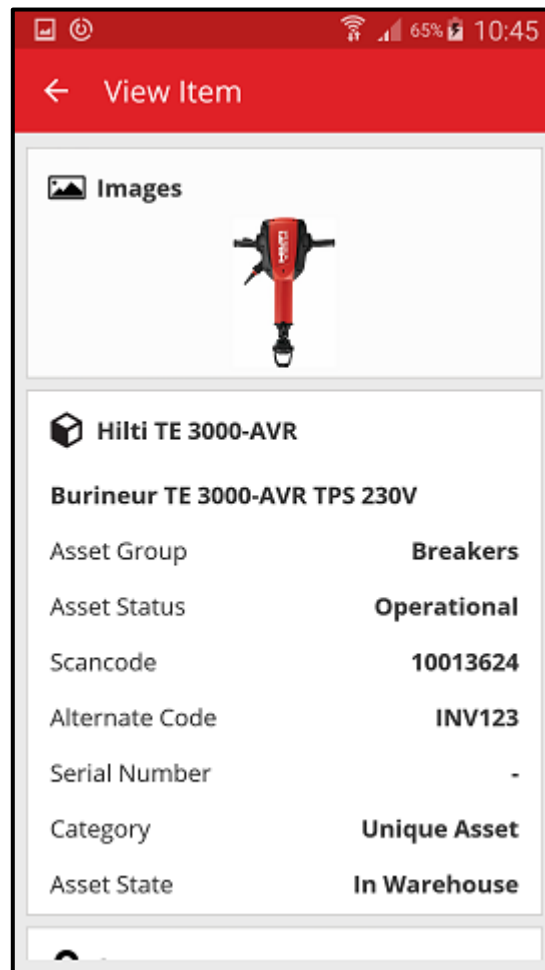
*Note: The location can be changed under Settings; in order to see all items you as a user are responsible for, see the Person tab.*



2) Click on the **item** to see the respective details.



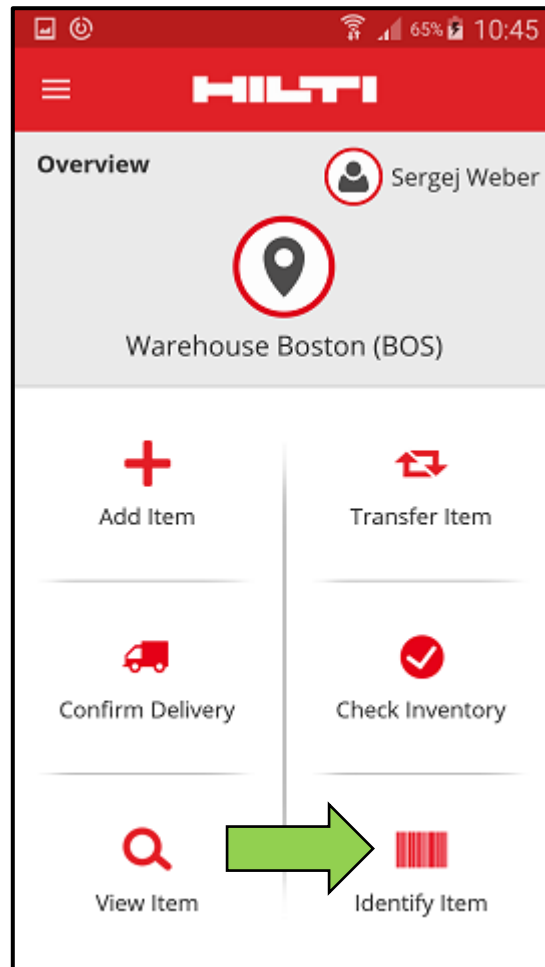
3) View the **asset information** on the Asset Details screen.





## How to identify an item?


1. Click on **Identify Item** on the start screen.





2. Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus the Asset Details screen with asset information is displayed.




3. See the **asset information** on the Asset Details screen.





**Asset Details**


**Images**

No Images uploaded


**Hilti UD 16**

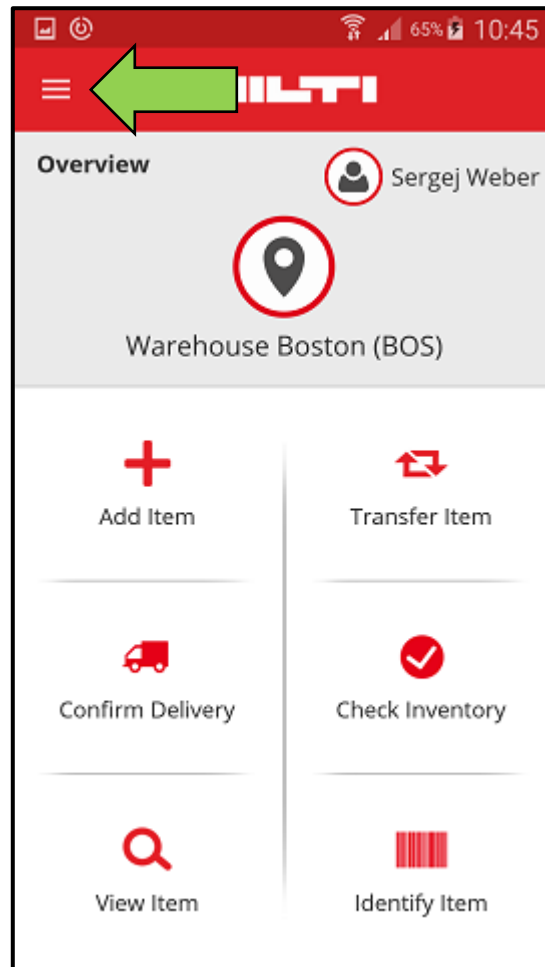
Asset Group	<b>Drills</b>
Asset Status	<b>Operational</b>
Scancode	<b>30007473</b>
Alternate Code	<b>HIL-UD16</b>
Serial Number	-
Category	<b>Unique Asset</b>
Asset State	<b>In Warehouse</b>


**Storage**

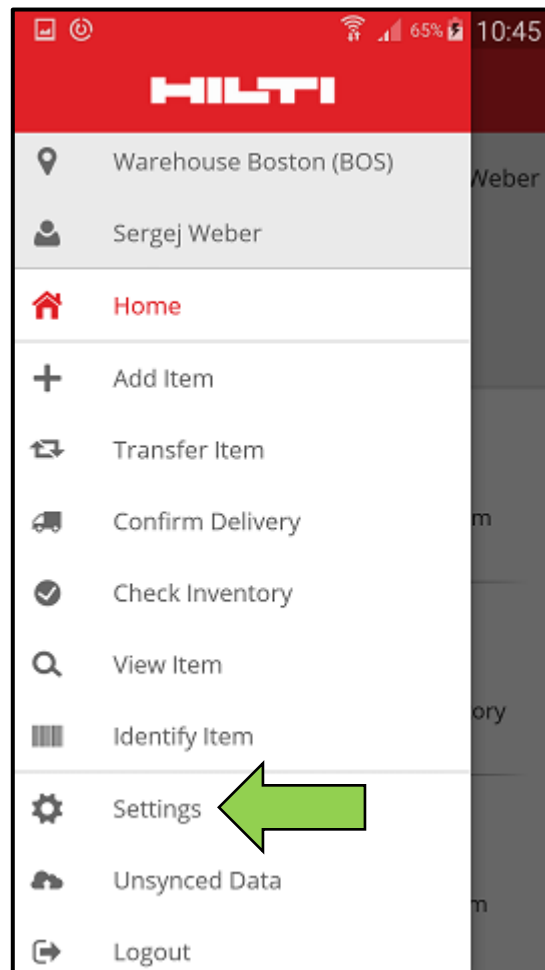
Current Location	<b>Warehouse Boston (BOS)</b>
Default Location	<b>Warehouse Boston</b>

## How to edit the settings?

1. Click on **Menu icon** on the start screen to see the navigation.

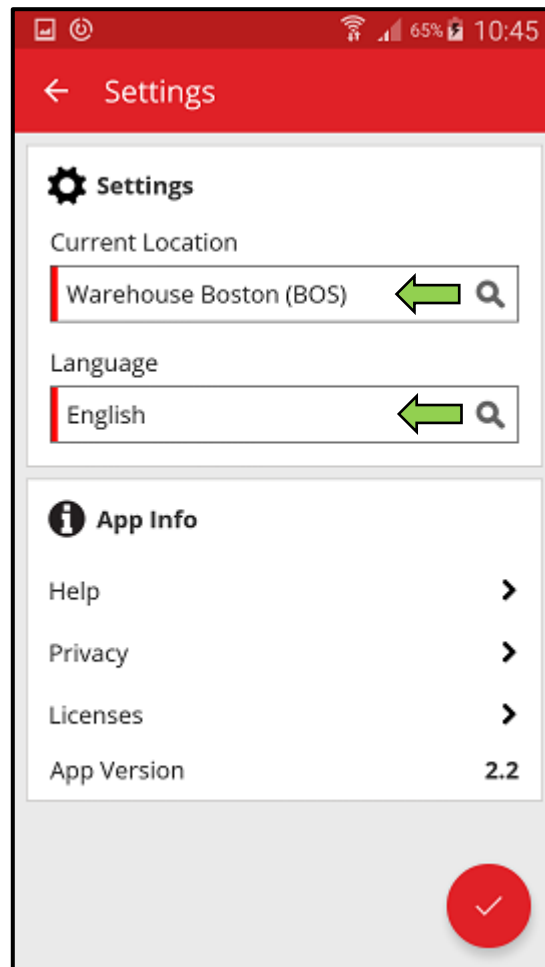


2. Click on **Settings** to see the settings.

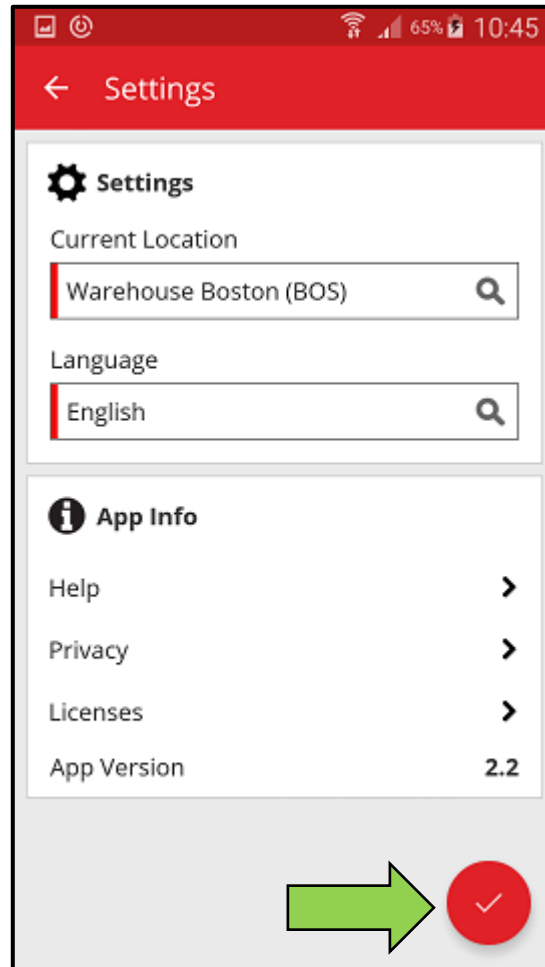


3. Change **Current Location or Language** by clicking inside the respective field and selecting the desired location or language.

*Note: See the ON!Track web application for advanced settings.*



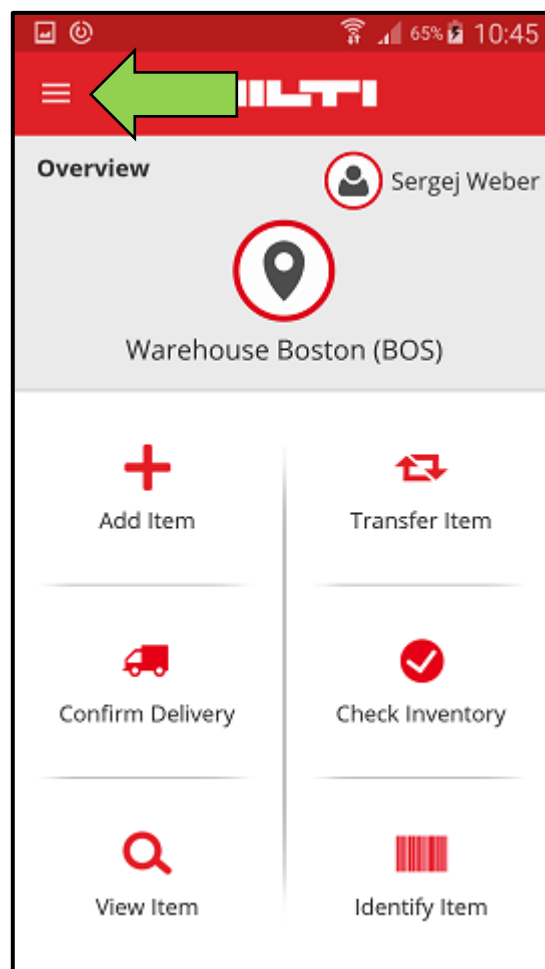
4. Click on the **red checkmark button** to complete the editing of the settings.



## How to check if there is Un-synced Data?

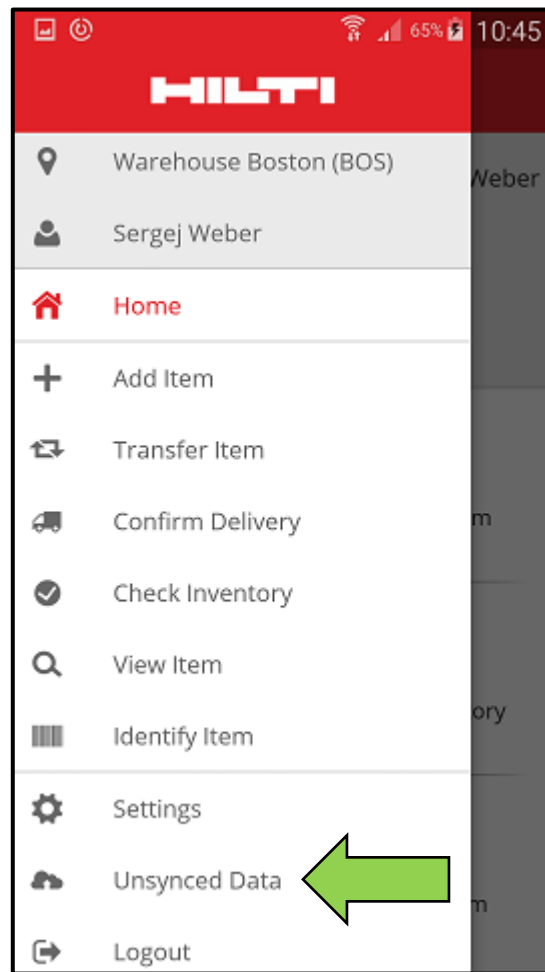
*Note: In case of failed internet connection during the data synchronization between the mobile app and the ON!Track servers, the result might be un-synced data – meaning the data in the mobile app is not consistent with the data in the ON!Track web application; usually, this problem is solved as soon as the mobile device is back online again.*

1. Click on **Menu icon** on the start screen to see the navigation.



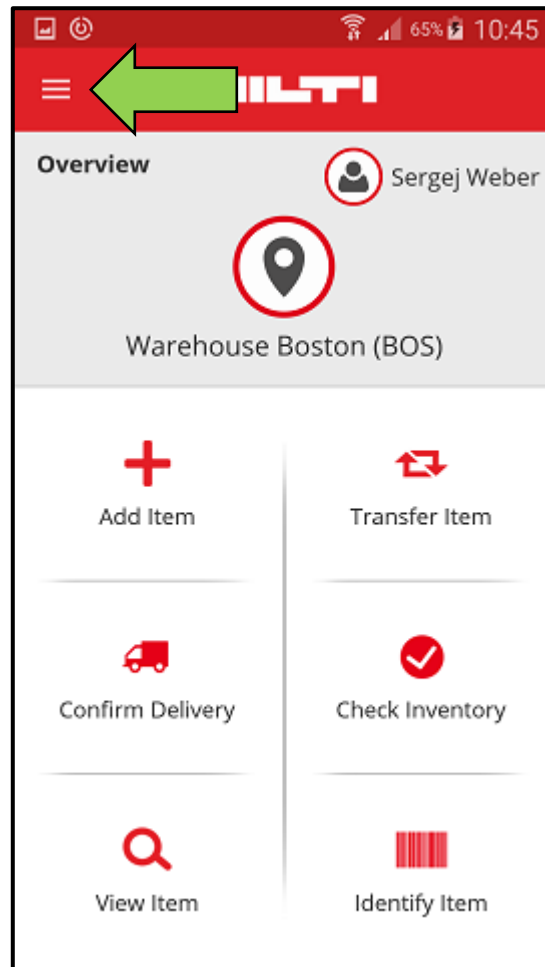


2. Click on **Un-synced Data**.



## How to log out of ON!Track?

1. Click on **Menu icon** on the start screen to see the navigation.



2. Click on **Logout**.

