

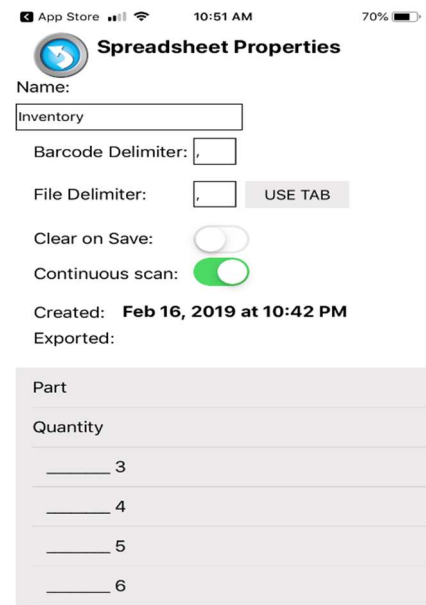
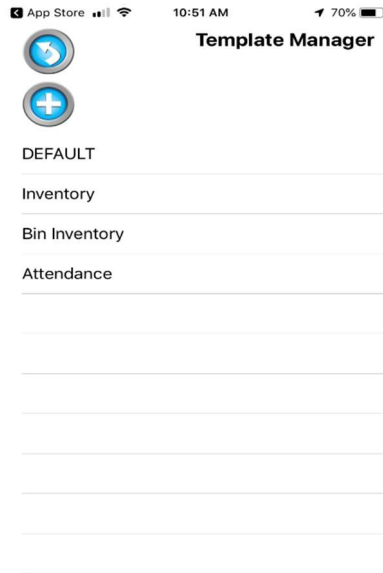


Scan to Spreadsheet Instructions

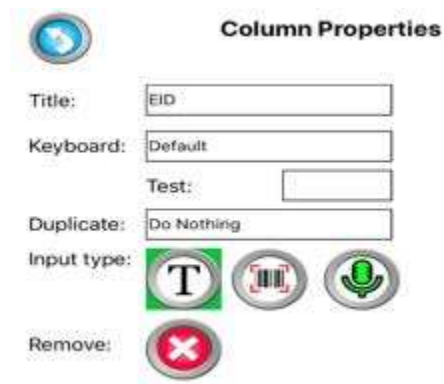
1. Download the Scan to Spreadsheet app from the Apple app store. Below is the correct app.



2. Open the app and tap on the  icon. Then tap on the  icon to open the template manager. Tap on "Inventory".



3. Tap on "Part" and edit the column properties to create the EID field as seen below.



4. Go back to the previous screen and tap on “Quantity”. Edit the column properties to create the Building Code field as seen below.


 **Column Properties**

Title:

Keyboard:

Test:

Duplicate:

Input type:   

Remove: 

5. Tap on “3” and edit the column properties to create the Room field as seen below.

 **Column Properties**

Title:

Keyboard:


Test:

Duplicate:

Input type:   

Remove: 

6. Tap on “4” and edit the column properties to create the INV# field as seen below. Make sure that the input type is set to the scan icon.




 **Column Properties**


Title:

Keyboard:

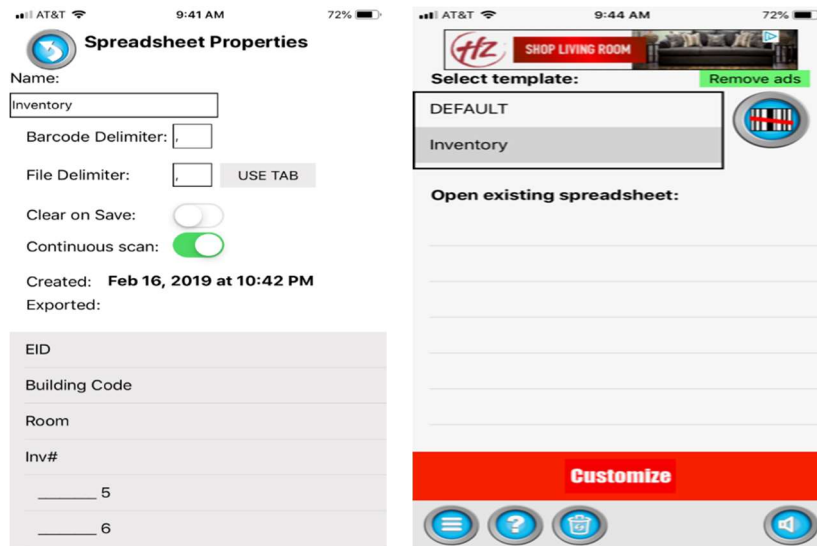
Test:

Duplicate:

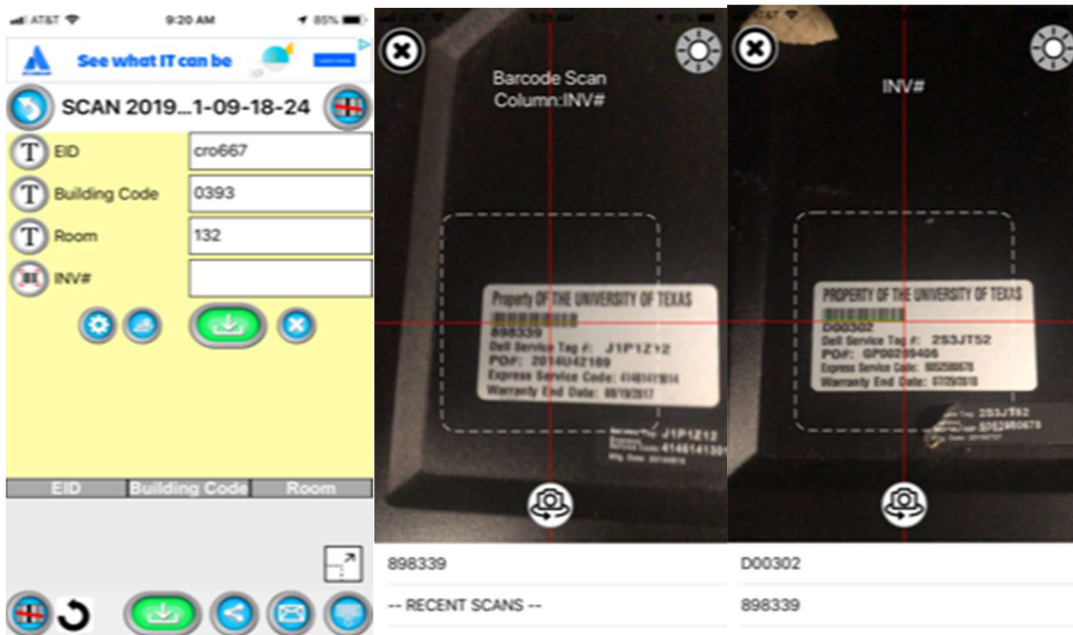
Input type:   



Remove: 

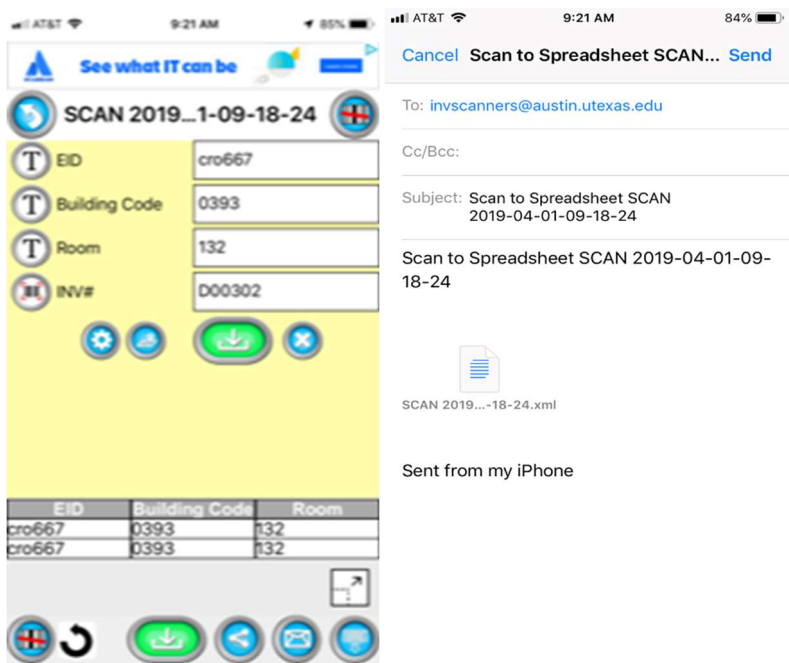
- Confirm that the inventory template has the fields in order of EID, Building Code, Room, INV#. Go back to the main screen, select "Inventory," and tap the barcode icon to start a new spreadsheet.




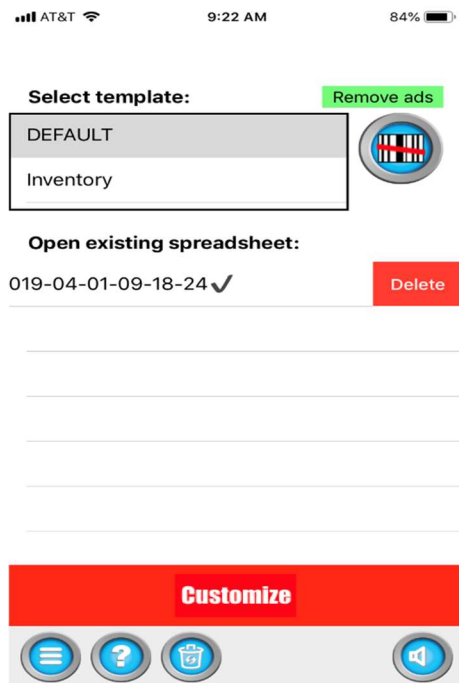
- Fill out the EID, Building Code, and Room fields. Then tap the scan icon to begin scanning inventory. You can continuously scan items as long as you're in the same room that was input.



9. When you're ready to email your spreadsheet, tap the  or  icon and email the spreadsheet to invscanners@austin.utexas.edu .



10. You can delete your spreadsheet by sliding the existing spreadsheet to the left and tapping delete. These deleted spreadsheets will be available in the recycle bin  .



Frequently Asked Questions

How much does the Scan to Spreadsheet app cost?

As of April 1st, 2019 the app is free to download. If you would like to remove ads, that will cost \$5.99.

Can I use any smartphone to upload the application?

No. Unfortunately, this app is only compatible with Apple products such as iPhone and iPad. The application requires iOS 7.0 or later.

Can I download the app to my own personal device?

Yes. The app doesn't require special permission to download. The scanner app does not contain any confidential information, as everything is coded and has to be translated by Accounting and Financial Management.

However, we do recommend departments provide a department-owned device for inventory contacts to use this application. This route has proven to be more efficient for departments, as the scanning is not dependent on the presence of the individual with the application on their personal device.