

RFID Training for Property Coordinators

What is RFID

Radio Frequency Identification is a wireless use of electromagnetic fields to transfer data, for the purposes of automatically identifying and tracking tags attached to objects.

What are the benefits of RFID?

- Ability to take inventory without having to search for barcodes.
- Collect inventory status more easily and efficiently.
- Ability to add physical data to an existing asset.

What are RFID tags?

RFID tags are barcode tags that have a radio frequency identification chip which has physical data collected for assets. The tags have radio waves to identify an object.

All GT equipment > 3k will have to receive a new barcode tag.

GT is converting to 4 styles of RFID Tags.

Barcode Tag — *(standard barcodes w/o radio frequencies)*



Use for the following:

- Assets with lasers or sensitive information
- Room number assignments



RFID Hang tag



Use for the following:

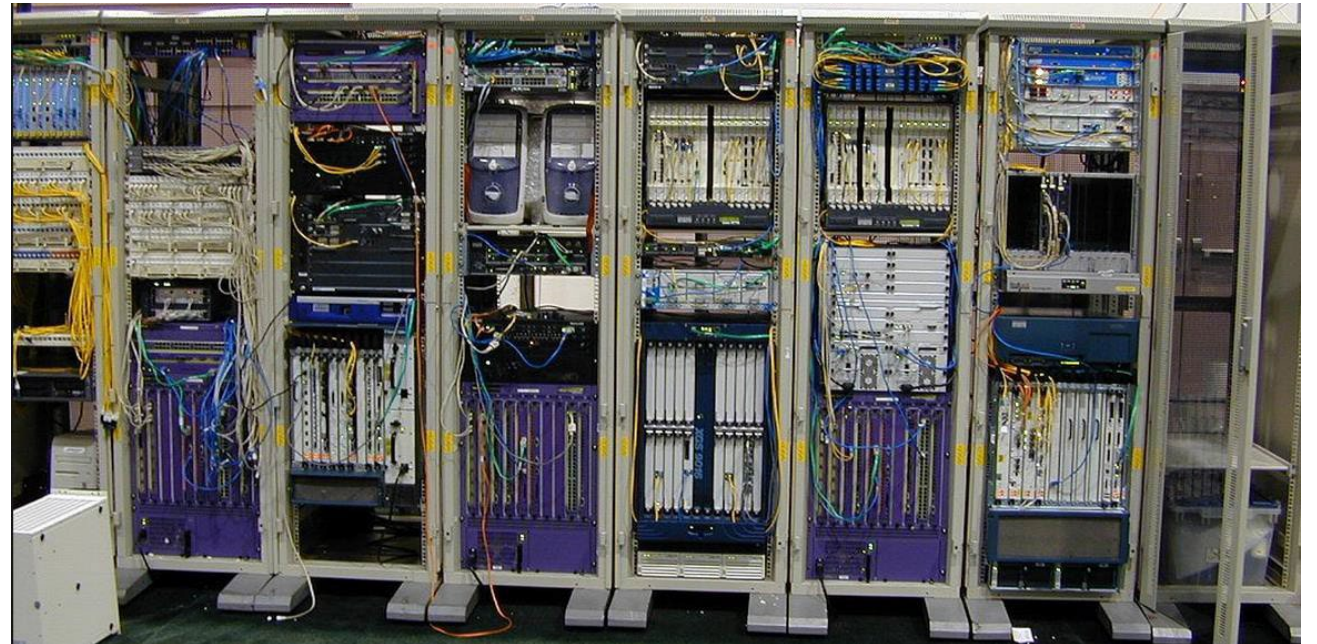
- Equipment that does not have a space for a decal.



RFID Tab Tag



Use for the following:
➤ Equipment in racks



RFID Universal Tag

RFID UNIVERSAL TAG



Use for the following:
➤ All other types of equipment.



Zebra MC3300R Handheld Scanner

Features for the user

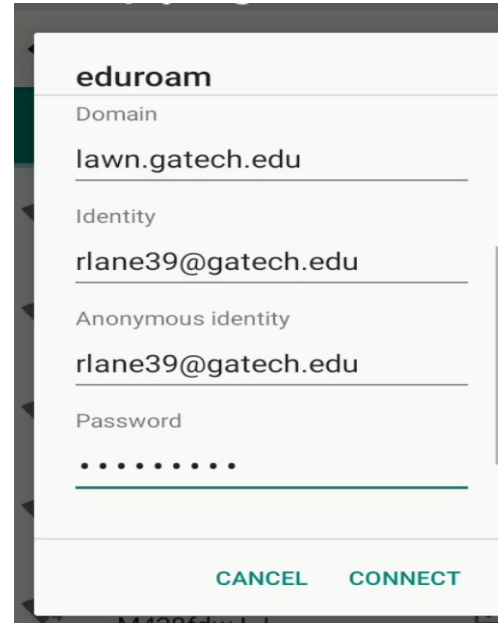
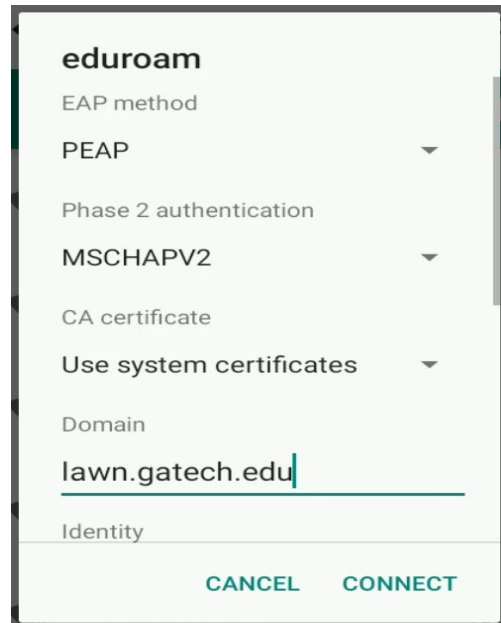
- Android 7.0 (Nougat) AOSP
- Both 1D Laser and 2D Imager Scan Engines Available
- Qualcomm 8056 1.8 GHZ hexa-core 64bit
- 3” Color 320 x 320 Display
- Withstands Multiple 5ft drops to concrete
- Wi-Fi ,Entire inventory population can be loaded into scanner



Wi-Fi Connection

Your scanner requires a Wi-Fi connection in order to operate. If the Icon circled in yellow is not white follow the Eduroam log on example listed below. The attached url will take you to more indepth guidance https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0026877

Recommend you stay on Eduroam or go Off-Line mode



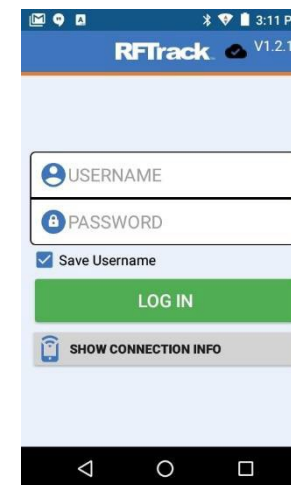
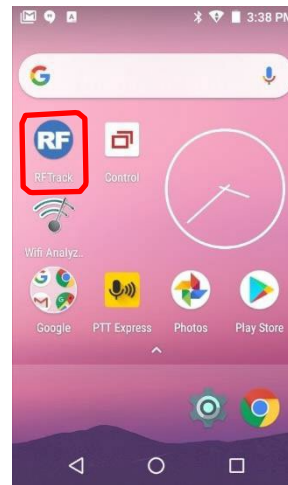
1. Introduction

RFTrack Mobile for Android
app icon and Login screen

Unlike the Motorola MC9100 Windows ver. the new Android Zebra MC3300 operates with your wi-fi. **(upload and download) no longer required.** It is capable of operating independent when need. Instruction on how to will be covered later. This User Guide provides detailed instructions for using the RFTrack Mobile for Android app.

To launch RFTrack Mobile for Android, locate the **RFTrack** icon on your device's home screen.

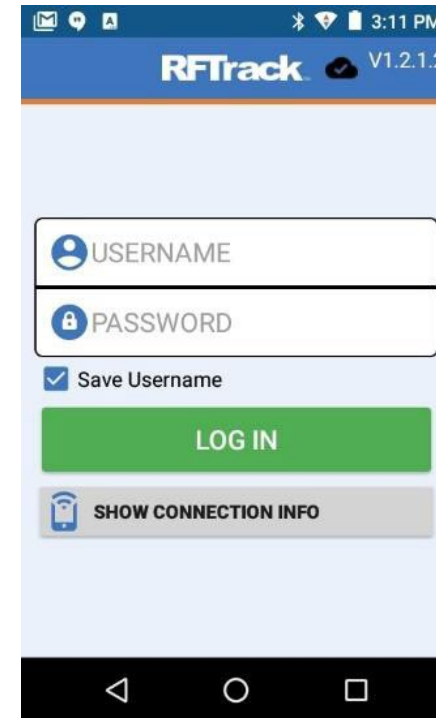
IMPORTANT: DO NOT CONDUCT INVENTORY AFTER 5 PM OR BEFORE 8 AM. THIS IS WHEN THE SYSTEM SYNC PROCESS IS PERFORMED



Username – This will normally be the same as your Gatech user ID, field is not case sensitive.

Password – This is your 9 digit GT Buzzcard number including the "GT" number field is case sensitive.
(gt xxxxxx)


The user name and password is not saved. Reccomend that you select the "Save Username" box. This will save you having to enter your username everytime you have to sign in. Once you have completed your inventory you can uncheck the box.

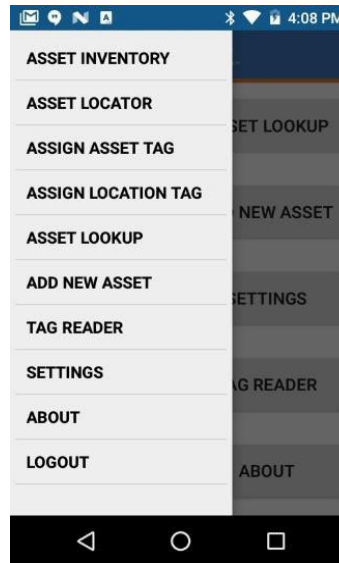
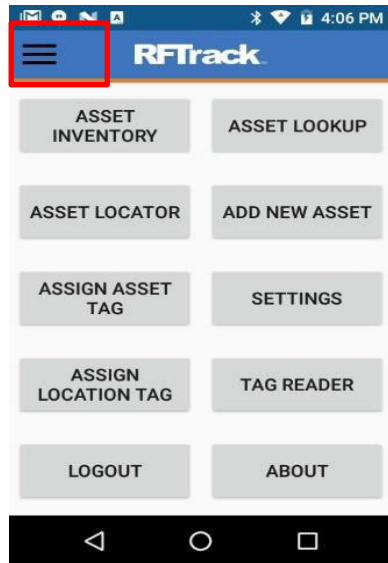


Navigation

There are 2 navigation options for accessing features in RFTrack Mobile.

Main screen - the Main screen displays buttons to access the different features. Use the back button on your device to return to this screen after accessing a feature.

Sliding menu – the Sliding menu is accessed using the “hamburger” menu icon  on the top left.



Scan Mode

The Scan Mode switcher on the top right of most screens, allows you to switch between Barcode and RFID scanning modes.



Line Modes

RFTrack Mobile for Android supports two modes of operation: Online and Offline

Online Mode

Online mode is the default mode and requires a constant Wi-Fi or cellular connection to the server. All activity is saved to the RFTrack Server in real-time. Working in Online mode while connected to the server is recommended whenever possible. This allows all of your work to not only be saved to the server in real-time, but also allows other users to have immediate visibility to your work. If you have areas that don't have a good Wi-Fi connection to your RFTrack Server, we recommend that you consider trying a mobile hotspot or cellphone paired to your handheld. Using a mobile hotspot or cellphone will require that your RFTrack Server be accessible over the Internet. If RFTrack Server is installed on a private network, you will likely need to utilize a VPN in conjunction with your hotspot or cellphone connection.

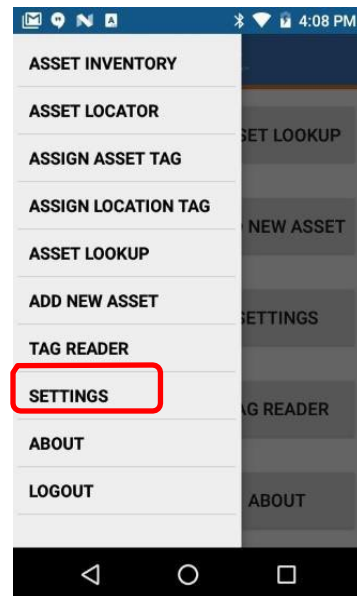
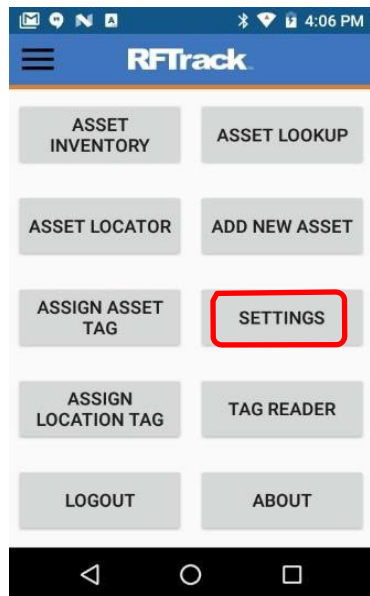
Offline Mode

Offline mode allows RFTrack Mobile to operate completely disconnected from a network and the RFTrack Server. The database is copied locally to the handheld, and the user can perform activities in a batch mode that can be uploaded to the server when a network connection is available. This is helpful in areas where good Wi-Fi is not available. Scan Mode switcher on the top right of most screens, allows you to switch between Barcode and RFID scanning modes.



Switching Between Online and Offline Mode

RFTrack Mobile defaults to Online mode. You should remain in Online mode whenever possible so that all of your activity is saved to RFTrack Server in real-time. When you find it necessary to use Offline mode because you are in an area without network connectivity, go to the SETTINGS screen. You can access the SETTINGS screen from the Main screen or the Sliding menu.



Switching Between Online and Offline Mode

The selected ONLINE/OFFLINE button will indicate the current state. If the ONLINE button is selected (blue), then you are currently in Online mode. Select the OFFLINE button to switch to Offline mode. If the OFFLINE button is selected, select the ONLINE button to switch back to Online mode.

Online Mode



Offline Mode



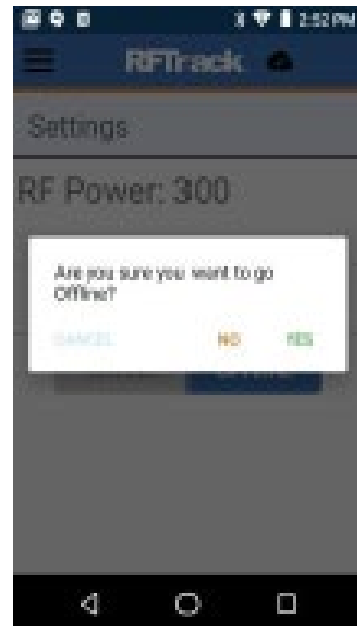
Switching Between Online and Offline Mode

When you select the OFFLINE button to switch to Offline mode, you will be prompted to confirm whether you really want to go Offline. If you select YES, a copy of the RFTrack database will be copied from RFTrack Server to your local handheld. Depending upon how many assets you have and how many asset images are in your database, it can take anywhere from 5 seconds to several minutes to switch to Offline mode.

Online Mode

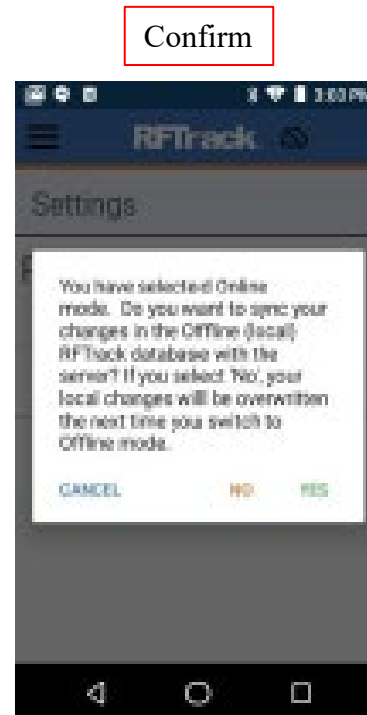


Confirm



Switching Between Online and Offline Mode

When you are done working in Offline mode, return to the SETTINGS screen and select the ONLINE button. You will be prompted to confirm that you want to switch to Online mode. If you want to remain in Offline mode and not sync your changes with RFTrack Server, select CANCEL. If you do want to switch to Online mode, but don't want to upload your local changes for some reason, select NO. If you want to switch to Online mode and upload your changes to RFTrack Server, select YES.



Switching Between Online and Offline Mode

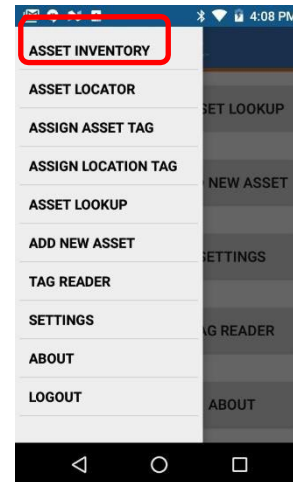
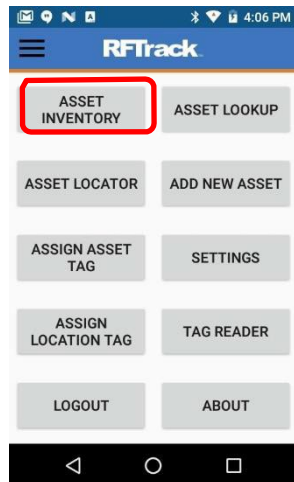
If your local changes are successfully synced with RFTTrack Server, you will be notified that the file uploaded successfully.

If any errors occurred, some or all of your local changes may not have successfully synced with the server. If any errors occurred, you can also view the errors by accessing the Event Log in the RFTTrack Server web application.



Asset Inventory

The Asset Inventory feature can be accessed from the Main screen or Sliding menu. It allows you to perform a physical inventory by reconciling the assets in each location in real-time.



STEP 1: Select Location

Select the Location you want to inventory. First select the parent location (Example: Building) using the dropdown list at the top of the screen. This will display a list of child locations (Example: Rooms) for the selected parent location. The **Last Inventoried** column indicates the date the location was last inventoried. If the **Last Inventoried** date is prior to the configured **Inventory Start Date**, the date will be red to indicate that it hasn't been inventoried yet for the current inventory period. If the **Last Inventoried** date is after the configured **Inventory Start Date**, the date will be green.

Select parent location first



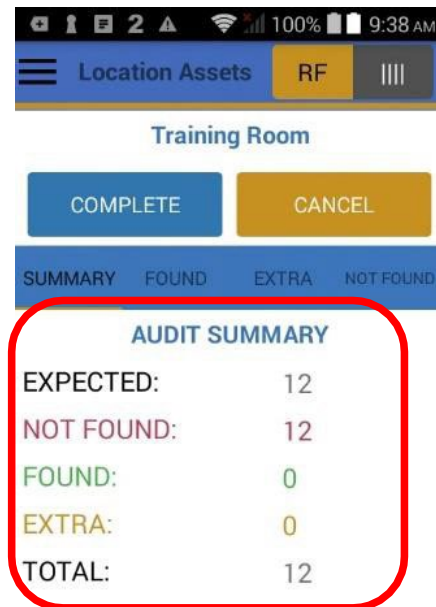
Room	Last Audited
60	5/17/2018...
800-2-1	5/17/2018...
800-3-1	1/9/2018...
Check-In	NEVER
Demo Room 1	11/6/2017...
Demo Room 2	8/25/2011...
Front Entrance	NEVER
Metal Mount Test	NEVER
Performance Demo	9/5/2014 4:23:2...
Performance Test	NEVER
ReAssign Test	8/14/2014...
RFID Lab	8/4/2018 3:36:4...
Room 1	8/15/2014...
Room 6	1/12/2018...

Then select the child location (Example: Room) from the list. Either tap on the location you want to inventory, or scan the location tag (if you've assigned Location tags).



STEP 2: Inventory Summary

After selecting a child location (Example: Room) an Inventory Summary tab will be displayed indicating how many assets are expected to be in the selected location. By default, all assets are considered “Not Found” until each tag is scanned.



STEP 3: Set Power Level

While performing an inventory you may need to adjust the RF power if the scanner is reading assets in other rooms (through walls). Use the **POWER LEVEL** setting on the bottom of the **SUMMARY** tab to select an appropriate power level for your current Location. If your **POWER LEVEL** dropdown list is empty or you need to modify the Power Levels, please refer to the Mobile Power Levels section in the RFTTrack Administration User Guide.

The selected Power Level will be saved for current Location when you click **COMPLETE**, and will automatically adjust to that level the next time someone inventories that same Location.



STEP 4: Start Reconciling

Pull the trigger and start scanning around the location. The scanner will beep as it finds tagged assets, and the counts on the Inventory Summary tab will refresh allowing you to see the reconciliation process in real-time. After a tagged asset has been processed it won't continue to beep. When the beeping subsides, all assets in that area have been scanned. Continue scanning all areas of the location until no more beeping is heard.

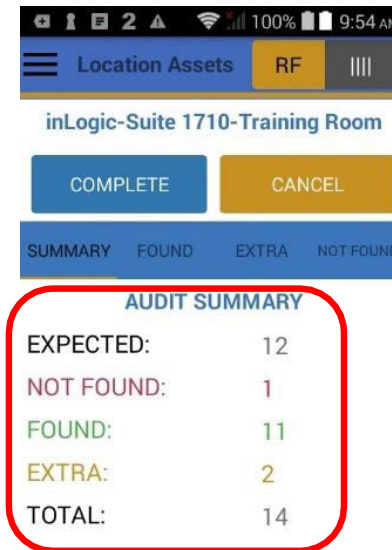
Tab Descriptions:

SUMMARY – this tab displays a summary of the Expected, Not Found, Found, and Extra assets.

FOUND – this tab displays a datagrid listing Assets that have been found.

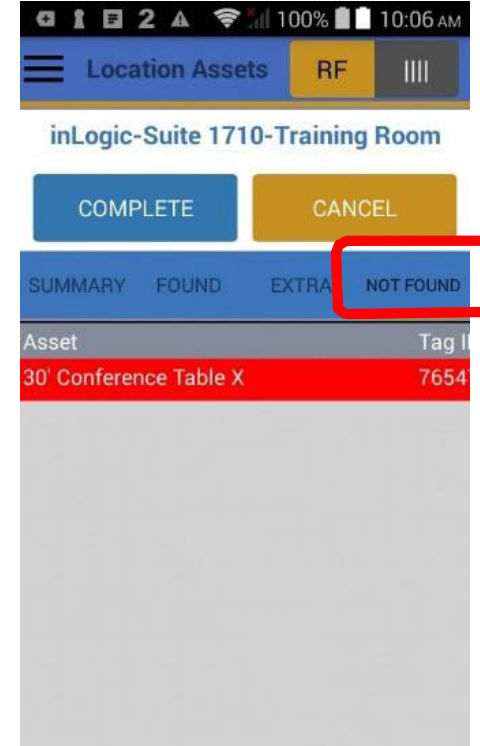
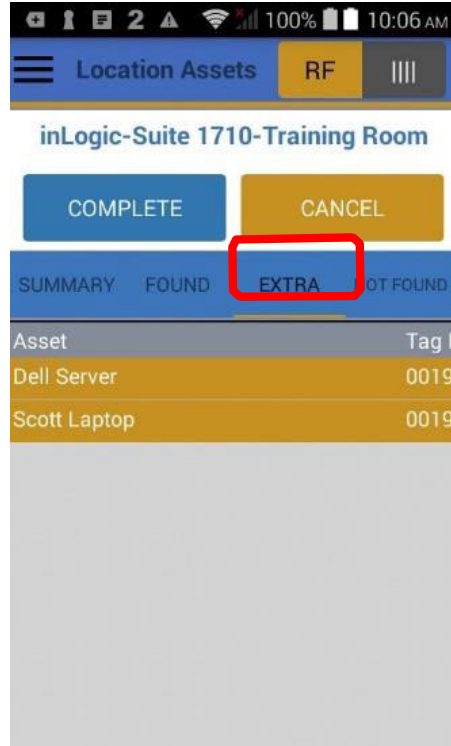
EXTRA – this tab displays a datagrid listing Extra Assets that weren't expected to be in the location.

NOT FOUND – this tab displays a datagrid listing Assets that were expected, but not found.

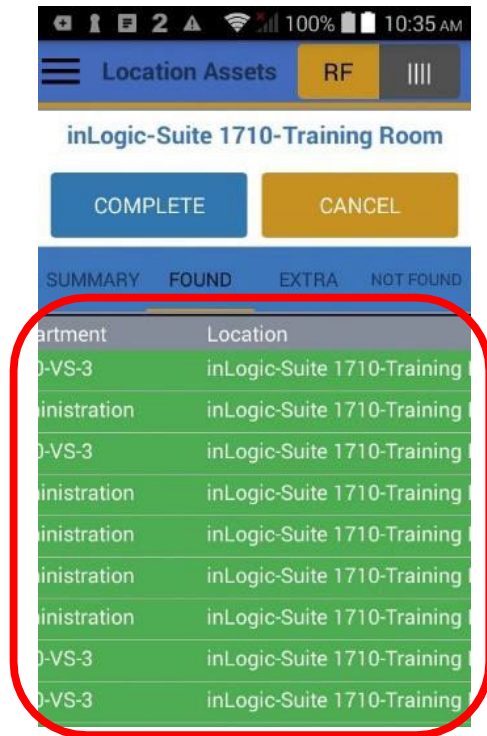


Tab Descriptions:

Click on the FOUND, EXTRA, NOT FOUND tabs to view assets for each status. Tags can also be scanned while on these tabs.



Swipe Left - swipe to the left on the Found, Extra, and Not Found asset records to see more data columns.

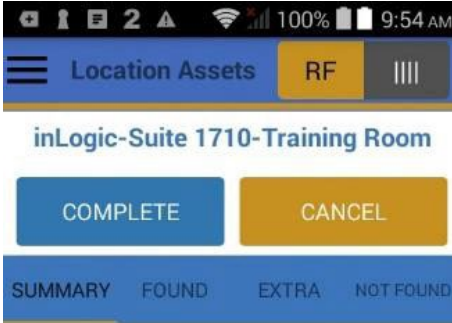


STEP 5: Resolve Exceptions

There are 2 types of Exceptions:

NOT FOUND - Assets that the system is expecting to be in the location

EXTRA - Assets that were scanned in the current location, but are assigned to a different location.



The screenshot shows a mobile application interface for an audit. At the top, there is a status bar with icons for notifications, signal strength, Wi-Fi, and battery (100%), along with the time 9:54 AM. Below the status bar is a header with a hamburger menu icon, the text 'Location Assets', a yellow button labeled 'RF', and a three-line menu icon. The main title is 'inLogic-Suite 1710-Training Room'. Below the title are two buttons: 'COMPLETE' (blue) and 'CANCEL' (yellow). A navigation bar at the bottom of the header contains four tabs: 'SUMMARY' (selected), 'FOUND', 'EXTRA', and 'NOT FOUND'. Below the navigation bar is the title 'AUDIT SUMMARY' and a table with the following data:

EXPECTED:	12
NOT FOUND:	1
FOUND:	11
EXTRA:	2
TOTAL:	14

Press and hold – press and hold an asset detail record on the Found, Extra, or Not Found tab for about 1 second to display a menu of actions you can perform on the selected asset. The actions will vary depending upon the tab you are on.

FOUND tab actions:

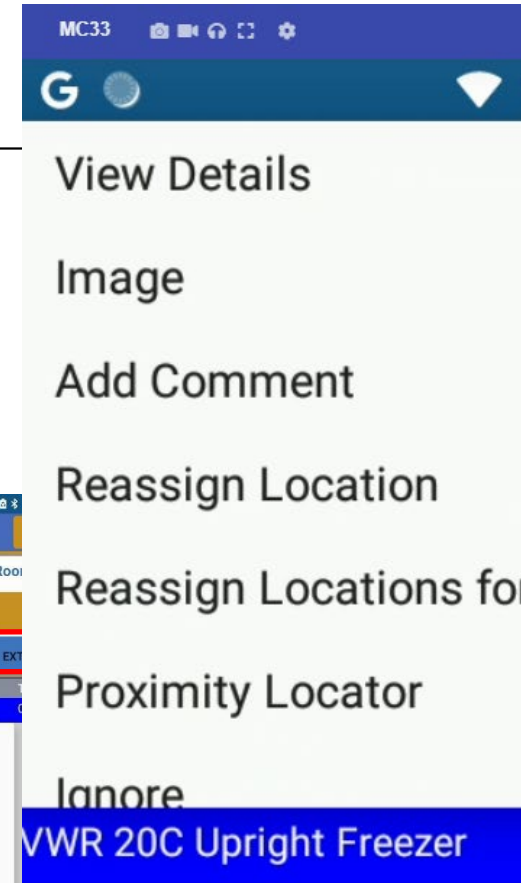
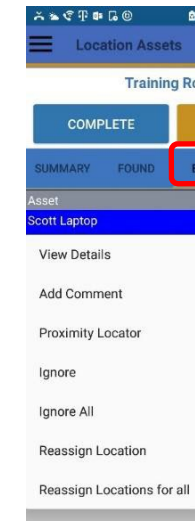
- View Details - displays Asset Detail screen
- Add Comment – allows inventory specific comments to be entered for the selected Asset
- Proximity Locator – displays Proximity Locator screen for the selected Asset

EXTRA tab actions:

- View Details – displays Asset Detail screen
- Add Comment – allows inventory specific comments to be entered for the selected Asset
- Proximity Locator – displays Proximity Locator screen for the selected Asset
- Ignore – Ignores the selected Asset and removes it from the EXTRA list.
- Ignore All – Ignores all Extra Assets and removes them from the EXTRA list.
- Reassign Location – transfers the selected Asset to the Location being inventoried.
- Reassign Locations for all – transfers all Extra assets to the Location being inventoried.

NOT FOUND tab actions:

- View Details – displays Asset Detail screen
- Add Comment – allows inventory specific comments to be entered for the selected Asset
- Proximity Locator – displays Proximity Locator screen for the selected Asset
- Last Found/Extra Inventory – displays most recent Found/Extra inventory record for the selected Asset.



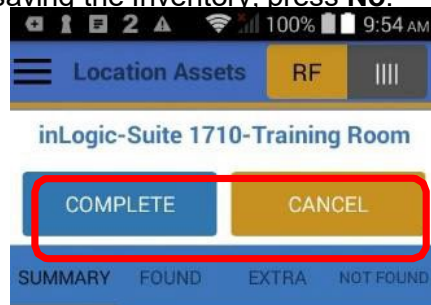
STEP 6: Complete the Inventory

There are 2 options when you are ready to leave this screen:

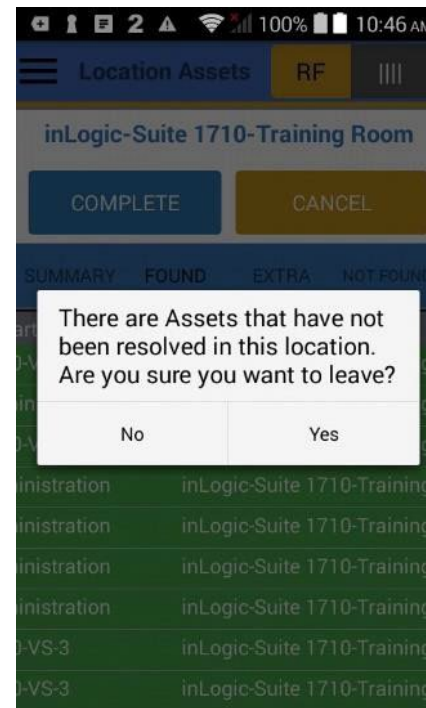
COMPLETE - this button saves the location inventory when you are done scanning.

CANCEL - this button cancels the location inventory if you don't want to save it.

If there are any **NOT FOUND** or **EXTRA** assets when you press **COMPLETE**, you will be prompted to confirm that you are done with the location and want to leave. If you would like to resolve the **NOT FOUND** or **EXTRA** assets before saving the Inventory, press **No**.

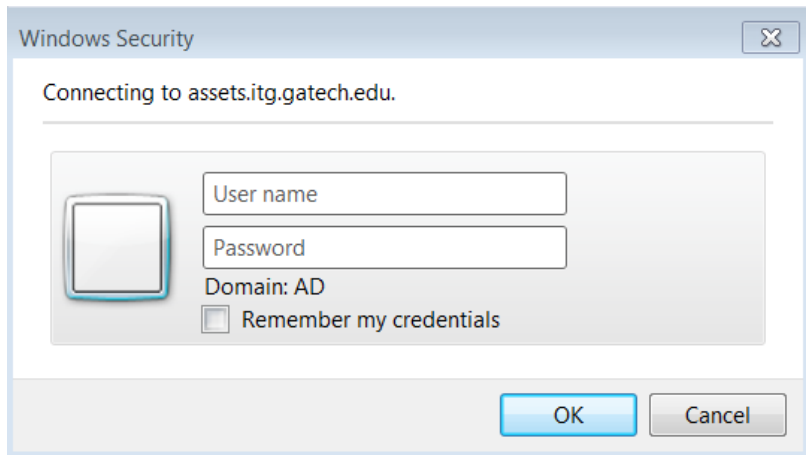


AUDIT SUMMARY	
EXPECTED:	12
NOT FOUND:	1
FOUND:	11
EXTRA:	2
TOTAL:	14



RFTrack Log in Screen

Step 1. Log into the RFTrack.net system (URL: <https://assets.itg.gatech.edu/>)



Username: Computer id number

Password: Computer password

Manual Audit

RFTrack v9.0.0.0 @Rosey Sumrall

Go to the Radio Wave Icon and select Asset List

QUICK LINKS

- Asset List
- Current Inventory
- Last Seen Tracking
- Locations
- Inventory History
- Tracking History

ASSET INVENTORY DASHBOARD

Assets by Inventory Status

Inventory Status	Count
ExtraAsset	10
Not Inventoried	8710
Found	44
Not Found	94

Assets by Inventory Progress

Inventory Progress	Count
Overdue	7700
Up-To-Date	1158

ASSET MONITORING DASHBOARD

INACTIVE DEVICES

Device Name	Last Seen	InActive Days
ALR-9680z	6/6/2019 3:32:21 PM	1793
ALR-FB00	2/9/2019 11:03:37 AM	1910

HOME > ASSET > ASSET LIST


Asset List

1 Assets | Export | Locator List | Paging On | 15

SEARCH | ADVANCED SEARCH

Asset Name: [Contains] | Tag ID: CAE90055063 | Asset Reference: [Contains] | Status: Active | Location: [Contains] | Building: [ALL] | Room: []

MAIN | ATTRIBUTES | IT INFORMATION

ASSETS	ASSET NAME	TAG ID	LOCATION	CATEGORY	MANUFACTURER
<input type="checkbox"/> 	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-118	Equipment	

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Manual Audit

Select the Add Manual Asset Inventory tab

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ASSET > ASSET LIST > ASSET DETAIL > ASSET INVENTORY HISTORY

Asset: Custom Honors Lectern

📄 Export 🏠 Return Add Manual Asset Inventory 📄 Found: 9 Extra: 1 Not Found: 1

ACTION	ASSET NAME	TAG ID TAG ID	INVENTORY LOCATION	INVENTORY DATE	STATUS	INVENTORY ACTION
📍	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-118	08/31/2024 09:08 AM	Found	Spot Inventory
	<i>Comments: test</i>					
📍	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-118	08/31/2024 09:08 AM	Found	Spot Inventory
📍	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-150	08/01/2024 08:07 AM	ExtraAsset	
📍	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	10/11/2023 09:21 AM	Found	
📍	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	11/30/2022 11:47 AM	Found	
📍	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	03/24/2022 10:42 AM	NotFound	
📍	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	11/24/2021 11:44 AM	Found	
📍	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	02/05/2021 08:41 AM	Found	Manual
	<i>Comments: The Asset is tagged and confirmed at the location.</i>					
📍	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	07/20/2020 02:56 PM	Found	
📍	Custom Honors Lectern	000000000000CAE90055063	051D: RICH COMPUTER CENTER-109	06/18/2020 12:00 AM	Found	Manual
	<i>Comments: Asset found by ping for FY20 audit. Inventory recorded with scripted update.</i>					
📍	Custom Honors Lectern	000000000000CAE90055063	164: Business Services Office-168	03/09/2020 10:56 AM	Found	Manual
	<i>Comments: The Asset is tagged and confirmed at the location.</i>					

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Manual Asset Inventory Entry

Tag ID
00000000000000000000CAE90055063

Asset
Custom Honors Lectern

Assigned Location
164: Business Services Office-118

Actual Location

Building
164: Business Services Office

Room
118

Inventory Status
Found

Inventory Action
Manual

Comment
This item located. Small Cost Center

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Save Save & Close Cancel

Here you can change the building, and room number. You can also manually input the item as Found or Not Found. You can also type a comment with more detailed specifics of the item location or description.

Producing Property Report

RFTrack v9.1.2.0

Search: @Rodolfo Lan

RFTrack

Select the Icon that looks like a page.

REPORTS

- AD-HOC
 - Report Builder
- MAIN
 - Assets by Category
 - Assets by Location
 - Assets by Model
 - Assets by Personnel
 - Assets by Coordinating Cost Center
 - Asset Detail (1)
 - Assets With Images (3)
 - IT Asset Detail
 - Asset Lifespan
 - Lease Ending
 - New Assets
 - Tag ID Changes
 - Asset Location Changes
 - Asset Changes
 - Location With Image
- INVENTORY
 - Asset Inventory Detail
 - Asset Inventory Status
 - Inventories Due
 - Missing Assets
 - Location Inventory Metrics
- CUSTOM
 - Assets by Coordinating Cost Center

QUICK LINKS

- Asset List
- Current Inventory
- Locations
- Inventory History

ASSET INVENTORY DASHBOARD

Assets by Inventory Status



Category	Count
Found	27254
Not Found	640
ExtraAsset	3568
Not Invented	2044

Assets by Inventory Progress



Category	Count
Up-To-Date	31462
Overdue	2044

Select Asset by Coordinating Cost Center under the "Custom Column"

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Georgia Tech.

Producing Property Report

Assets By Coordinating Cost Center - Report Criteria

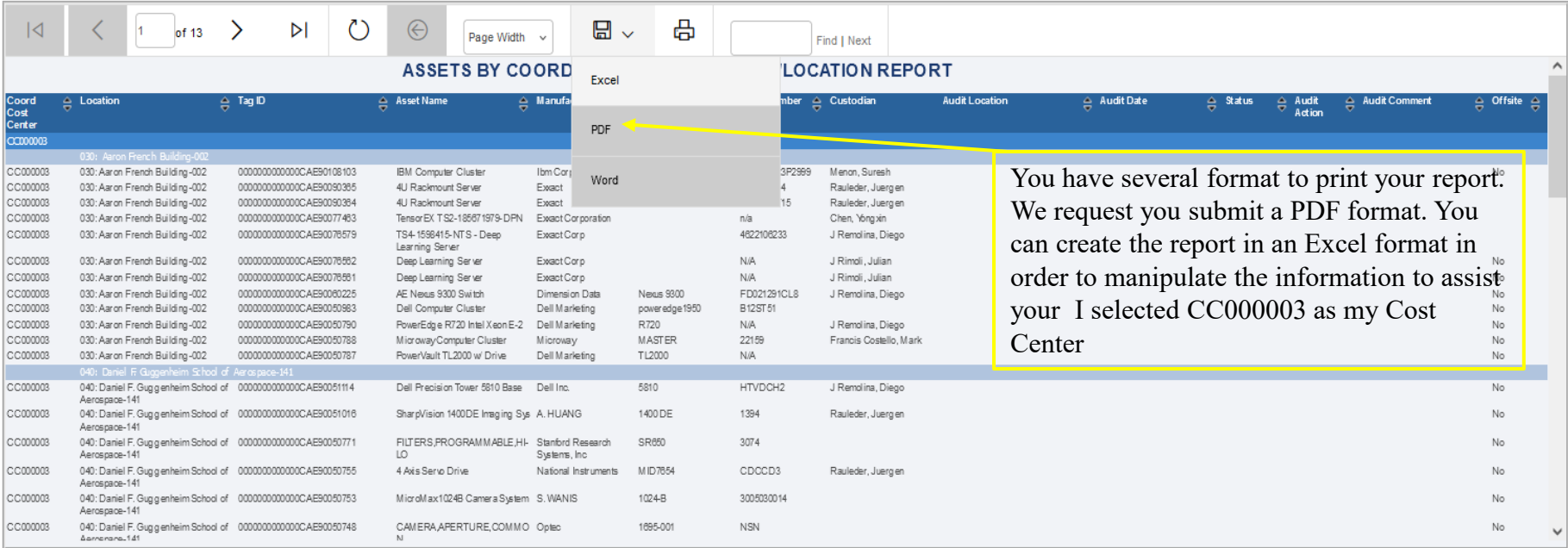
Coordinating Cost Center [ALL]

Tagged Date 10/1/2024

View Report

**Click on the drop down arrow.
Then select your Cost Center**

Producing Property Report



The screenshot shows a software interface for generating reports. At the top, there are navigation icons and a page indicator '1 of 13'. Below this is a toolbar with options for 'Excel', 'PDF', and 'Word'. A yellow arrow points from a callout box to the 'PDF' option. The main area contains a table with columns for 'Coord', 'Cost Center', 'Location', 'Tag ID', 'Asset Name', 'Manufa', 'Number', 'Custodian', 'Audit Location', 'Audit Date', 'Status', 'Audit Action', 'Audit Comment', and 'Offsite'. The table is divided into two sections: 'ASSETS BY COORD' and 'LOCATION REPORT'. The 'ASSETS BY COORD' section lists assets from '030: Aaron French Building-002'. The 'LOCATION REPORT' section lists assets from '040: Daniel F. Guggenheim School of Aerospace-141'. A yellow callout box contains the following text:

You have several format to print your report. We request you submit a PDF format. You can create the report in an Excel format in order to manipulate the information to assist your I selected CC000003 as my Cost Center

Questions & Answers

