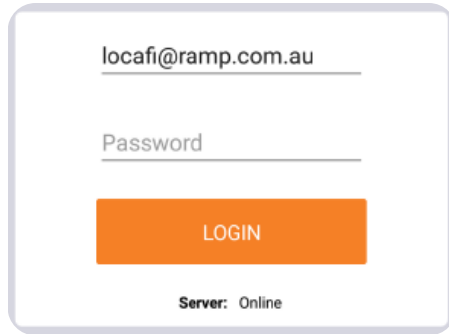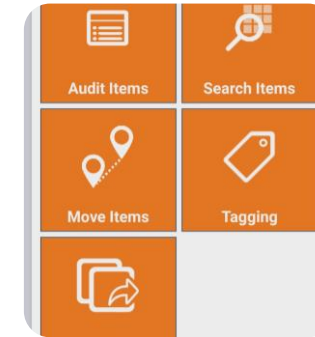# Ramp

How to Guide

Moving an Item

1   Log into the Device

Enter your given username and password into the respective fields. Tap on the **Login** button to access the device.
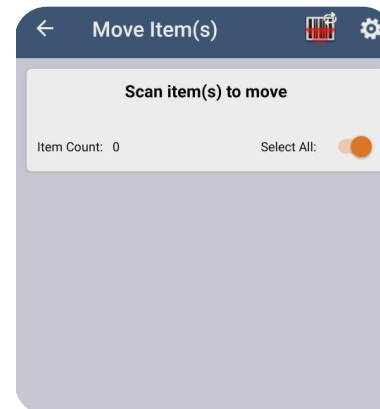
locafi@ramp.com.au

Password

LOGIN

Server: Online

2   Open Move Items

To navigate to the Move Item function, **tap on the Move Items tile** on the main screen.

Audit Items | Search Items
Move Items | Tagging

3   Move Items

The Move Items page will be shown, allowing you to move items that have been scanned either via RFID or barcode.

← Move Item(s)

Scan item(s) to move
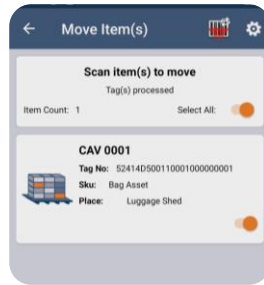
Item Count: 0   Select All:

Ramp

4 Scanning an Item

To scan an item via RFID, **tap the trigger once quickly** and aim the device at the RFID tag.**.**
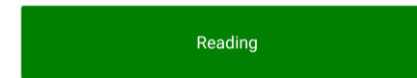
To scan an item via Barcode, **double-tap the trigger quickly** and aim the red dot at the barcode.
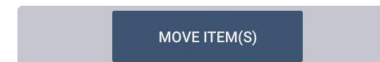

5 RFID Scanning

Users can scan multiple items simultaneously using RFID. Whilst RFID scanning is enabled, the bottom of the screen will show **Reading** to indicate that the handheld is currently scanning.

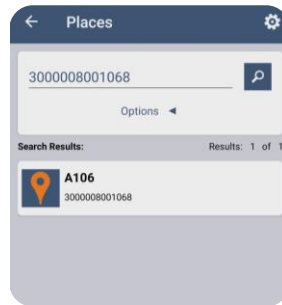
6 Move Items

Once all the assets to be moved have been scanned, press the **Move Items** button to begin moving the items.

7 Select a Place

Users will be prompted to select a place to move the items to. Enter the name of the location into the search field. A list of results will appear. Tap on the correct place to continue.

8 Items Moved

A notification will appear indicating that the items have been moved to the selected place. You will be returned to the Move Items page where the currently scanned items will show their new place.