



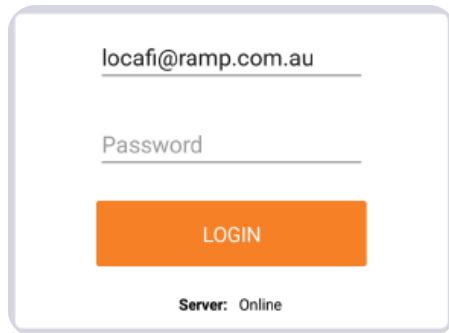
Ramp

How to Guide

Creating an Item

1 Log into the Device

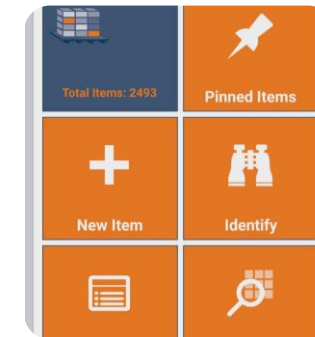
Enter your given username and password into the respective fields. Tap on the **Login** button to access the device.



A login form with two input fields: the first contains the email address 'locafi@ramp.com.au' and the second is labeled 'Password'. Below the fields is an orange 'LOGIN' button. At the bottom, it says 'Server: Online'.

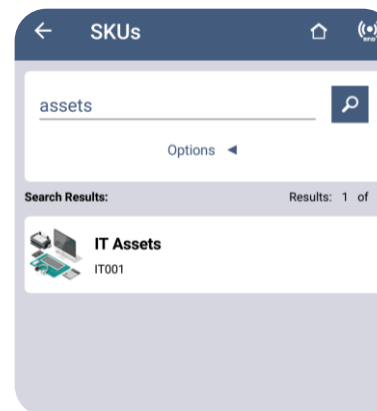
2 Open New Items

To create a new item, tap on the **New Item** tile on the main screen.



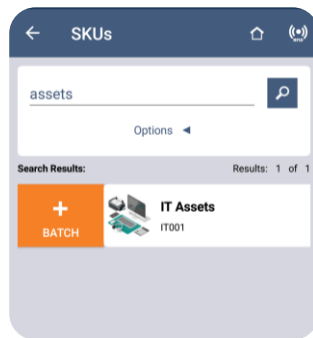
3 Select a SKU

Before creating an item, search for the SKU that you wish to create an item of, and a list of results will appear.



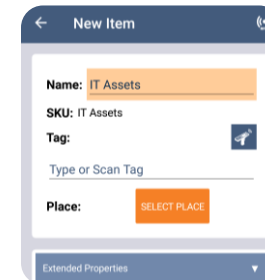
4 Batch Create

Once you've identified the SKU, **swipe right** on the selected SKU to reveal the **Batch** create feature. Select **Batch** to begin creating items.



5 Batch Item Summary

The Batch Item Create summary page will be shown, allowing the user to fill out multiple details prior to creating the item including name, tag number and location. Additional properties will also be available depending on the SKU.



6 Item Name

By default, the **Name** field will automatically be highlighted. Additionally, the field will automatically populate with the current SKU name, but can be changed by the user.

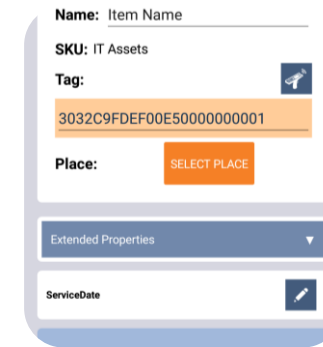
7 Assigning Tag Number

To assign a tag number, the user has two options:

- Scan an existing RFID tag and copy the encoded data.
- Generate a new RFID tag number

8 Scan Existing RFID Tag

If the RFID tags are pre-printed and pre-encoded, you can scan the RFID tag by **tapping the trigger once** and holding the handheld near the RFID tag. The field will populate with the first scanned RFID tag.

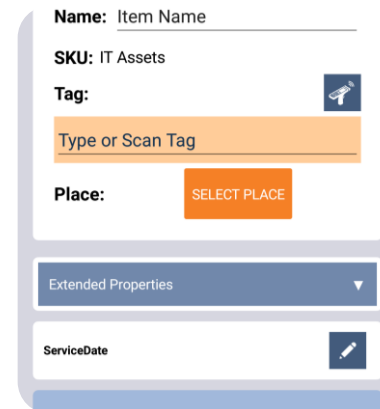


A screenshot of a handheld device interface for managing RFID tags. The screen displays the following fields and controls:

- Name:** Item Name
- SKU:** IT Assets
- Tag:** A text field containing the scanned tag number: 3032C9FDEF00E50000000001. A handheld icon is visible to the right of the field.
- Place:** A button labeled "SELECT PLACE".
- Extended Properties:** A dropdown menu.
- ServiceDate:** A text field with a handheld icon to its right.

9 Generate New RFID Tag

If the RFID tags are not pre-encoded, users can program a new RFID tag number onto the RFID tag. To do so, press the **handheld icon** above the tag number field.



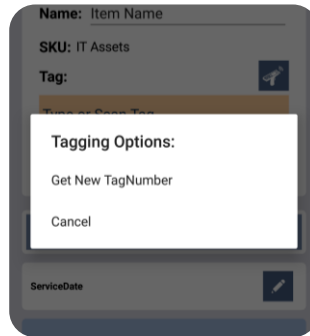
A screenshot of a handheld device interface for managing RFID tags, similar to the one above. The screen displays the following fields and controls:

- Name:** Item Name
- SKU:** IT Assets
- Tag:** A text field containing the placeholder text: "Type or Scan Tag". A handheld icon is visible to the right of the field.
- Place:** A button labeled "SELECT PLACE".
- Extended Properties:** A dropdown menu.
- ServiceDate:** A text field with a handheld icon to its right.

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Tagging Options

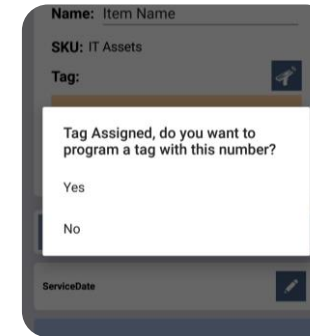
You will be prompted to generate a new tag number. Tap on **Get New TagNumber** to continue.



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Program RFID Tag

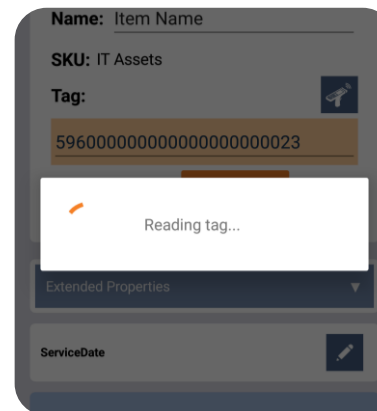
A new tag number will be generated. You will be asked to program an RFID tag with this number. Press **Yes** and hold the RFID tag directly in front of the handheld scanner.



12

Encode Success

The handheld will read and write to the RFID tag. If done correctly, the handheld will show encode success with the programmed tag number.



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Complete Remaining Details

Fill out any remaining details such as any extended properties.

3032C9FDEF00E50000000001

Place: SELECT PLACE

Extended Properties

ServiceDate

Quality Data

SAVE

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Save Item

Once completed, press **Save** to save the item. A notification will appear to show that the item has been created, and the previous fields will clear.

Type or Scan Tag

Place: RAMP WAREHOUSE

Extended Properties

ServiceDate

Quality Data

Item Created

SAVE

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Additional Items

To create additional items, fill out the details as shown prior to continue.