**Roshtek Asset Consumable Manager Mobile - User Guide**

**For the Roshtek Asset Consumable Manager Mobile Application**

**Documentation**

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While Existco will make a reasonable effort to ensure deployment does not interfere with day-to-day operations at the client premises, it is ultimately the client’s responsibility to ensure backups are in place and are viable in the event of a catastrophic failure. In addition, Existco assumes no responsibility for failures outside the scope of this deployment.

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# Installation

* 1. **Aim** **mobile device** at the supplied **QR Code.**



* 1. **Tap** or **Press** the **Scan Button** until the **device beeps.**
  2. Or **Copy and Paste** the following link into your web browser.

[**https://updates.existco.com.au/Android/downloads/latest/com.existco.racm.apk**](https://updates.existco.com.au/Android/downloads/latest/com.existco.racm.apk)

* 1. **Open** the **supplied link** and **Download** the **apk file**.
  2. **Install** **apk file** by following the **prompt.** and **allowing** install from **unknown source**.
  3. Once installed **press** **YES** when **Permission Required dialog box** is open.

Graphical user interface, application

Description automatically generated

* 1. **Scroll down** until you find **Install unknown apps** and tap on that**.**

Graphical user interface, text, application

Description automatically generated

* 1. **Tap** on **switch** **against Allow from this source** to enable the feature.

Graphical user interface, application

Description automatically generated

* 1. **Go** back until you reach to login page

# Login

* 1. **Open** **RACM** Application
  2. **Enter admin** in **username** and **admin** in **password** text boxes
  3. **Press LOGON** button

Graphical user interface, text, application

Description automatically generated

# Sync Resources

* 1. **Connect** the **device** to the **computer** via the **data cable** which is provided by Existco.
  2. **Login** into the **RACM** **application** to go to the **main page**
  3. **Press** **SYNC RESOURCES** button

Graphical user interface, application

Description automatically generated

* 1. Check all the checkboxes and press on SYNC DATA button

A picture containing graphical user interface

Description automatically generated

* 1. **Wait** till all data is synced successfully.

# Check In

* 1. **Login** into the **RACM** **application** to go to the **main page**
  2. **Press** **Check In** button

Graphical user interface

Description automatically generated

* 1. **Scan** an **item** that is being checked in.

Graphical user interface, application

Description automatically generated

* 1. If the item is not consumable, then it will be checked in straight away. If it is consumable, then **enter** **Quantity** and **Location**

Graphical user interface, application

Description automatically generated

* 1. **Use** **keypad** to **enter** **quantity** or **scan** the same **item** and the **quantity** will increment by 1
  2. **Scan** different **item** or **press** **CHECKIN** **button** to check in the **item**.

Graphical user interface, application

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# Check Out

* 1. **Login** into the **RACM** **application** to go to the **main page**
  2. **Press** **Check Out** button

Graphical user interface, application

Description automatically generated

* 1. **Enter due date** first and then **do** the following
  2. **Scan** an **item** that is being checked out.
  3. **Scan** the **person** who the item is being checked out to.

Graphical user interface, application

Description automatically generated

* 1. If the item is not consumable, then it will be checked out straight away. If it is consumable, then **enter** **Quantity** and **Location**

**Graphical user interface, table

Description automatically generated**

* 1. **Use** **keypad** to **enter** **quantity** or **scan** the same **item** and the **quantity** will increment by 1
  2. **Scan** different **item** or **press** **CHECKOUT** **button** to check out the **item**.

Graphical user interface, application

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# Move

* 1. **Login** into the **RACM** **application** to go to the **main page**
  2. **Press** **Move** button

Graphical user interface, application

Description automatically generated

* 1. **Scan** an **item** that is being moved.

Graphical user interface, application, table

Description automatically generated

* 1. **Enter** all **details** where the **item** is moving to

Graphical user interface, application

Description automatically generated

* 1. **Select** **location** **where** the **item** is moving from
  2. **Use** **keypad** to **enter** **quantity** or **scan** the same **item** and the **quantity** will increment by 1

Table

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* 1. **Scan** different **item** or **press** **Move** **button** to move out the **item**.

Graphical user interface

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# Issue Parts

* 1. **Login** into the **RACM** **application** to go to the **main page**
  2. **Press** **Issue Parts** button

Graphical user interface, application

Description automatically generated

* 1. **Enter or Scan** a **Job No**
  2. **Enter or scan** the asset that is consuming parts.

Graphical user interface, application

Description automatically generated

* 1. **Scan** or **enter** an **item** **number** that is being consumed.

Graphical user interface, application

Description automatically generated

* 1. If the item is not consumable, then it will be checked out straight away. If it is consumable, then **enter** **Quantity** and **Location**

Graphical user interface

Description automatically generated

* 1. **Use** **keypad** to **enter** **quantity** or **scan** the same **item** and the **quantity** will increment by 1
  2. **Scan** different **item** or **press** **Save** **button** to check out the **item**.

Graphical user interface, application

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# Settings

* 1. **Login** into the **RACM** **application** to go to the **main page**
  2. **Press** SETTINGS button

Graphical user interface, application

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* 1. **Select** all the **options** listed in the page and **Press SAVE** button

Graphical user interface, application

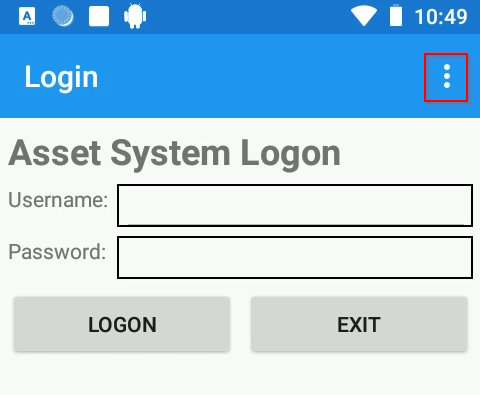
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Graphical user interface, text, application, email

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# Check for updates

* 1. **Open** and **run** the **application**
  2. **Click** on three **vertical dots** located on top right corner to open a **menu**



* 1. **Select** **Check or updates** option from the list

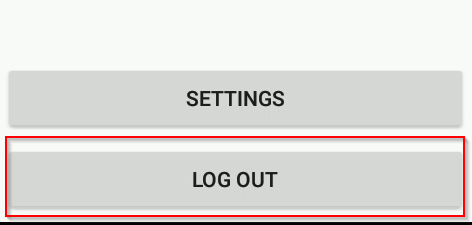
Graphical user interface, application

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* 1. Follow the prompts to install the latest updates.

# LogOut

* 1. **Login** into the **RACM** **application**
  2. Go to the **Main Page** If not on the **Main Page**
  3. **Press LOG OUT** button



# Exit

* 1. **Repeat Step 9 to log out**
  2. **Press EXIT** button

**Graphical user interface, application

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