



easyjob Scanner App

User Manual

The instructions in this manual are for informational purposes only and are subject to change. Protonic Software GmbH assumes no liability. The software described in this manual requires a license.

The individual functions are described using screenshots. Depending on your easyjob license, operating system or Office version, the functions and screenshots you have in your environment may differ from this manual or may only be available in later versions.

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INTRODUCTION

Information about the structure
and content of this document can
be found here



Important notice

This manual will help you get started with the easyjob 6 rental software Scanner Application

The development of the easyjob rental software as well as the documentation has been done with great care. The individual program functions are constantly checked through our Quality Assurance Process. However, errors can still occur.

Main Office

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<http://www.protonic-software.com>

Support

You can find more information about the support options on-line at <http://www.protonic-software.com/en/easyjob/corporate/support/>.

In addition, there is a support forum where you can exchange information with other users. The support forum can be found at <http://forum.protonic-software.com>

Training

We offer customized training programs for the following extensive topics.

To learn more, please visit our website at

<http://www.protonic-software.com/en/service/training/> or contact our sales office at sales@protonic-software.com.

About this manual

The individual functions are described using screenshots of easyjob license 6. Depending on your easyjob license, the forms you have in your environment may differ from the screenshots shown in the manual.

How to use this manual

This document uses the following standards




Functions that require a license

Individual program functions are made available in your easyjob environment based on your license. This may concern individual program functions or entire modules.

Functions that are only available in individual modules are marked with minimum-edition symbols **S**, **M**, **L** or **XL**. Some functions are limited in easyjob S. There is no indication of this. You can find the limitations in the version comparison matrix on our website.

Functions that are only available by subscription are marked with the symbol .

For example:

L	The function is only available in easyjob L and easyjob XL
L 	The function is only available in easyjob L and XL with a current subscription.

easyjob-specific terms

In order to make a description better understood, in some cases easyjob-specific terms are **highlighted** with a color.

For example: with the **Project** and **Job** Groups, you also have the possibility to select a **Template**.

Work steps, buttons, actions and menu paths

Individual work steps, actions, menu paths or clicks are separated from each other or initiated by the symbol "↪•".

Buttons, menus, tabs, etc. used in context are **highlighted** in color.

Example 1: Check the box in the **Activating the List Editor** field.

Example 2: easyjob Menu ↪• **View** ↪• **Monthly Overview**

Example 3: ↪• **Help**

Example 4: ↪• **Ok**

Reference to other chapters

References to other chapters and sections are marked with a manual icon and displayed in color.

Example: See section  **Important information**.

Example:

Special keys are represented with the following symbols:

Phrasing

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Screenshot explanations

The screenshots will be explained using numbers ① ② ③ and arrows → marked.

Screenshot highlights will be marked with orange frames.

Invoices

From: 15/01/2017 To: 14/02/2017

Keyword:

Customer: All Site: M

Type: <All> Status: <All> Company: Standard

Number	Name	Invoice Date	Total	Total incl. Tax	Name1	Status	Paid	Terms of Payment	Open
13-0006	Big Show	27/04/2015	€36,000.00	€36,000.00	Big Events Inc.	Open	<input type="checkbox"/>	Big Project Payment Plan	€36,000.00
13-0008	Downtown Art Exhibition	27/04/2015	€16,650.00	€17,899.50		Open	<input type="checkbox"/>	Big Project Payment Plan	€17,899.50
12-0007	Big Opening Shopping Mall 1b	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0004	Big Opening Shopping Mall 2	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0006	Big Opening Shopping Mall 1a	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0008	Big Opening Shopping Mall 1c	14/04/2016	€6,300.00	€7,049.00		Open	<input type="checkbox"/>	Remit within 30 days	€7,049.00
12-0001	Repair	29/03/2016	€1,160.10	€1,170.21		Open	<input type="checkbox"/>	Pre-paid by credit card	€1,170.21
02-0001	Sample Project	26/11/2012	€492.00	€492.00	Max Sample Customer	Exported	<input type="checkbox"/>	Remit within 30 days	€492.00
10-0001		21/04/2015	€1.00	€1.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€1.00
13-0009		27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
13-0007	CATS Revue	27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
13-0005	Big Show	27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
Totals	Quantity	17	Total	€82,053.10	Total incl. Tax	€86,199.71			

Print Add Edit Close

Additional documentation

In order to make it easier to become acquainted with and consult the easyjob documentation, we have divided it into multiple sections.

You can find an overview of all documentation on the following website.

<http://www.protonic-software.com/en/service/downloads/>

EASYJOB SCANNER APP

With the easyjob Scanner App, you
can easily use the scanner functions
on any of your end Devices

easyjob Scanner App

The easyjob Scanner App is a completely new developed barcode scanner software for easyjob. The Scanner App is technically based on HTML and App frameworks for Windows, Android and iOS.

With the easyjob Scanner App, you can easily use the scanner functionality on any of your end Devices. For example, you can easily check availability, identify material that requires repair and check Jobs in or out directly in the app. Everything you do in the easyjob Scanner App is processed in real-time. The bi-directional capability enables you to work freely without contact with the base station.

For normal warehouse operation, we recommend the further use of the professional terminals from Zebra and Honeywell.

Functions no longer available

Due to the completely new architecture, the following functions have been omitted:

- Offline mode
- Windows Mobile support

Further use of the previous barcode terminal

Error corrections for the previous Window Mobile Scanner will be continued for easyjob 6. New functions will no longer be implemented. Support will be discontinued in the next new main version.

The easyjob Scanner App can only be installed on Android and iOS Devices or on Windows computers. Due to the old platform, Windows Mobile can no longer be used. There are Windows Mobile Devices that can be updated on Android for a license fee. This includes the Intermec/Honeywell CN 51 Device that has been recommended by protonic software for many years

Hardware recommendation

For worry-free use in the warehouse, we still recommend a robust hardware version (e.g. barcode terminals from Zebra and Honeywell). A professional scanner guarantees faster processing in comparison to the camera of a handheld Device.

Supported barcode terminals

In addition to phones, we support various barcode terminals manufactured by Zebra and Honeywell. As there are many Devices, we could not test the App with all the Devices.

For Android, at least version 6.0 is required.

The following list is based on the compatibility information that the manufacturers provided to us with the development tools, and therefore there is no guarantee.



Type	Name/link	tested
	Honeywell Dolphin CT60 Android 7.1.1	
	Honeywell Dolphin CN80 Android 7.1.1	
	Honeywell CN51 Android 6.0	X
	Honeywell CK75, CN75 and CN75e Android 6.0	
	Honeywell EDA50, EDA50K, EDA70 Android 7.1.1	
	Zebra MC3300	
	Zebra TC79, TC75	
	Zebra TC 72, TC77	
	Zebra TC 20, TC25	X

Licensing

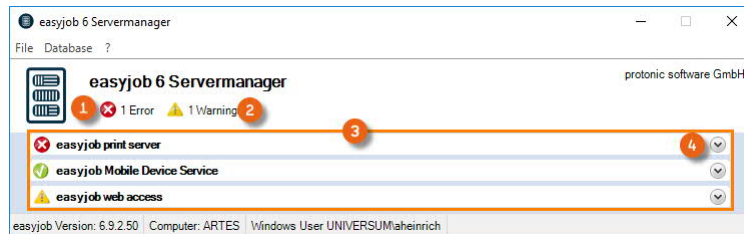
No license is required for simulation as a scanner or tablet for testing and training purposes.
For use as an App (Android, iOS or Windows), a license is required for each Device.

The easyjob Scanner App license is identical to the easyjob Mobile Scanner license. Both can be assigned to supported scanner end Devices.

Installation and configuration

Configuring easyjob services

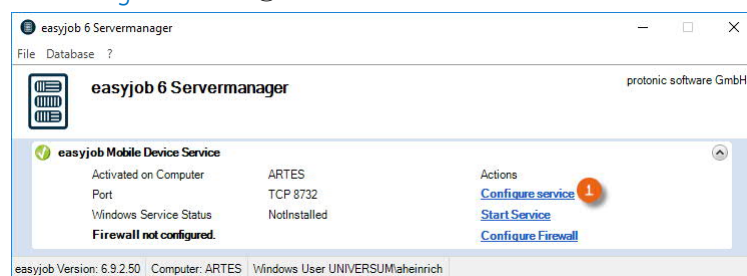
To be able to use the easyjob Scanner App, the **easyjob Mobile Device**, **easyjob web access** and **easyjob print server services** must first be activated and configured, if this has not already been done.



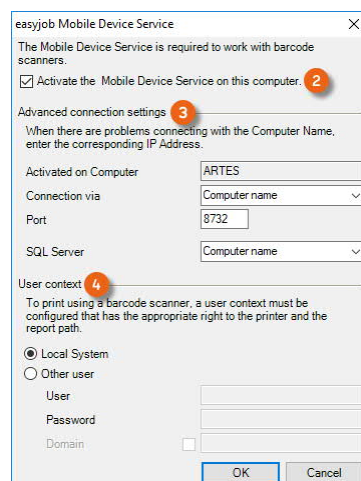
These services can be found in the easyjob server manager. Errors ① or warnings ② are displayed in the overview. To start the described services, ③, open them one after the other ④ and make the configurations.

Activating the easyjob Mobile Device Service

1. Open easyjob 6 server manager
2. ➡ **easyjob Mobile Device Service**
3. ➡ **Configure service ①**



4. Check the box **Activate the Mobile Device Service on this computer ②**



5. If needed, perform the Advanced connection settings ③ or configure the user context ④
6. ➡ **Ok**

The service will be executed by default with the **Local System** user context.

Make these settings similarly as for **easyjob web access** and **easyjob printer server**.

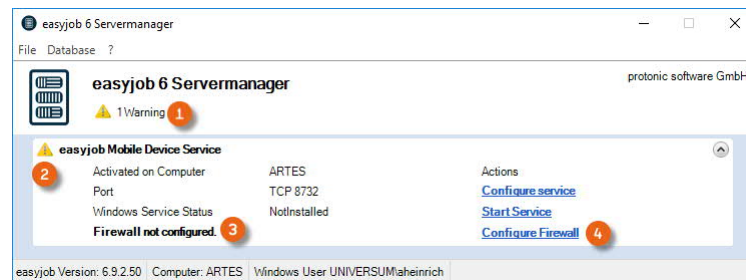
Configure the Windows Firewall

Release of the necessary TCP Ports

If the server is firewall protected, TCP authorizations are required. The easyjob Server Manager automatically configures the Windows integrated Firewall.

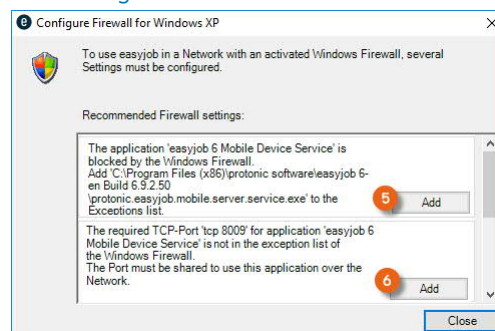
Windows Firewall Configuration

If the necessary settings are missing, you will receive a corresponding warning message ③ in the server manager ① and in the respective service ② for which the firewall was not yet configured.



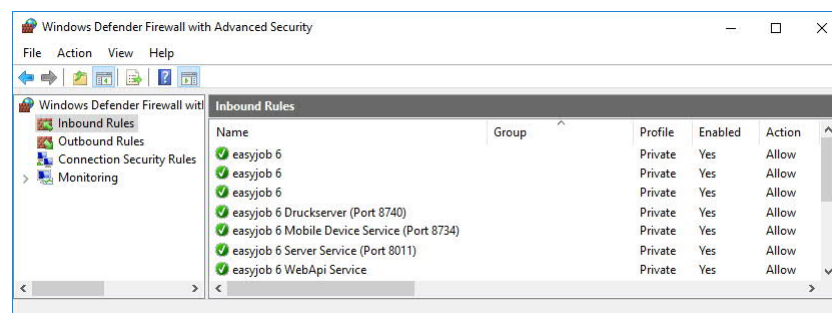
The firewall for the concerned service can be directly configured from the server manager ④.

1. Open easyjob 6 server manager
2. ➡ open **easyjob Service**
3. ➡ **Configure the firewall**



4. ➡ **Add** ⑤ ⑥ to enter the exception in the firewall
5. ➡ **Close**

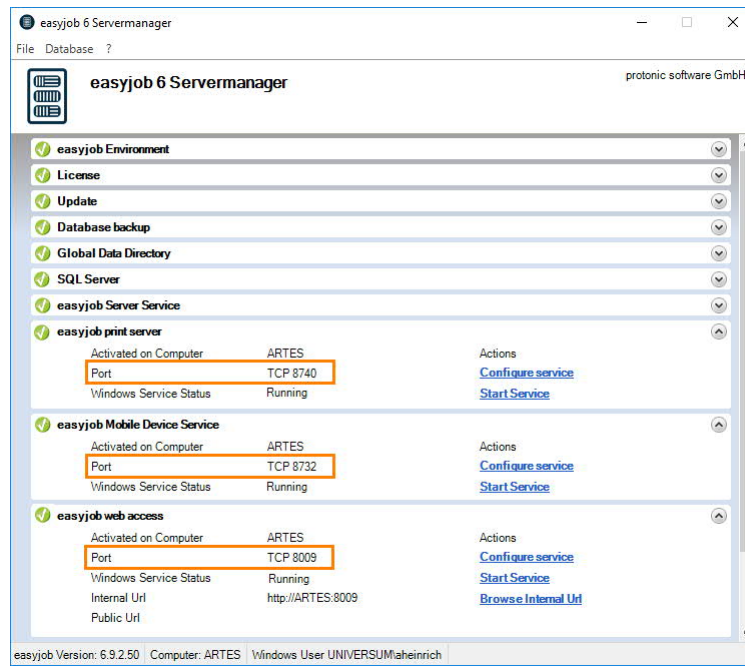
After successful firewall configuration, the following exceptions are entered:



Configuring a non-Windows firewall

If you use another firewall, please note that the easyjob Server manager only detects a Windows Firewall and therefore can only create warning messages for a Windows Firewall.

For the release of a non-Windows firewall, please use the port information from the respective service of your server manager. The TCP number can deviate from the following image depending on the type of easyjob installation.



Please note that a release is necessary separately for each service and two releases are required for every service. First, the corresponding .exe file for the rights to access the network and second the port to permit communication between the network and the computer.

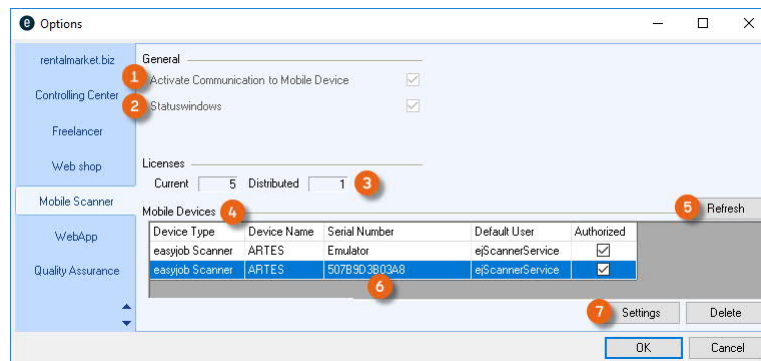
Service	.exe
easyjob print server	protonic.easyjob.printserver.service.exe
easyjob Mobile Device service	protonic.easyjob.mobile.server.service.exe
easyjob web access	protonic.easyjob.WebApi.service.exe

easyjob program settings

In the easyjob program settings, you have an overview of all scanners and can make further settings for your Devices.

1. easyjob Menu ➔ **Tools** ➔ **Settings**
2. ➔ **Mobile Scanner**

With the **local easyjob settings** activate communication between easyjob and your mobile Devices ①. You can display the scanner status of your Devices also upon program start ②. Administrator rights are required to activate these settings. See also [Controlling mobile Devices with easyjob](#). The overview ③ shows how many licenses your have and how many of them are actually being used. Details can be found in [Assigning the license](#).



All available scanners are listed in the **scanner** overview ④. You can **refresh** ⑤ this view when, for example, you have just set up a new scanner. The **serial number** ⑥ is the character string generated by the respective operating system in the new easyjob Scanner App. You can make additional **Settings** ⑦ for the selected scanner. See [Settings for mobile Devices](#).



With the previous Windows Mobile scanners, the actual serial number was transmitted, but with Android and iOS that is no longer possible. If you delete the easyjob Scanner App from your end Device, for example, and then reinstall it, it will be considered a new Device in easyjob, because the App generates a different serial number.

Settings for mobile Devices

Here you can manage your individual settings for each scanner. You can [assign a license](#) ① to the respective Device and define the [login after wake-up](#) ②. In the general Device settings ③ you can see the Device names and can adapt the [location](#) of the scanner. You can protect the configuration with a password. See also [Configuration password](#). Presettings are possible for [loading/unloading](#) ⑤, pen mode and serial number assignment ⑥. Furthermore, you can make a selection from various reports ⑦ and their printer settings ⑧. To avoid having to configure every new Device, you can apply settings to all Devices ⑨.

Assigning the license

The Devices are licensed separately.

Assigning a license to a Device

1. easyjob Menu ➡ Tools ➡ Settings
2. ➡ Mobile Scanner
3. Select the desired Device
4. ➡ Settings

Device Type	Device Name	Serial Number	Default User	Authorized
easyjob Scanner	ARTES	Emulator	ejScannerService	<input checked="" type="checkbox"/>
easyjob Scanner	ARTES	50789D3B03A8	ejScannerService	<input checked="" type="checkbox"/>

Select [Assign license](#)

5. ➡ Ok

The Device will be licensed the next time the easyjob Scanner App is started

Configuration password

Access to the easyjob Scanner App configuration is limited by a configuration password. With this setting, access in the easyjob Scanner App to Extras – Options is password protected.

You can manage the configuration password in the program settings.

1. easyjob Menu ➡ • Tools ➡ • Settings
2. ➡ • Mobile Scanner
3. ➡ • Settings

The screenshot shows the 'Settings for Mobile Devices' window. The 'Configuration-password' section is highlighted with an orange box. It contains the following elements:

- License/Authorization:** Radio buttons for 'No license' and 'Assign License' (selected). A checkbox for 'Login after wake up' is checked.
- General Device settings:** 'Device Name' is 'ARTES' and 'User Language' is 'English'.
- Configuration-password:** Fields for 'New Password' and 'Repeat Password'. A checkbox for 'Request Password on Exit' is unchecked.
- Advanced settings:** Checkboxes for 'Select group' (checked), 'Permit flightcase prepacking' (unchecked), 'Display Storage Location' (unchecked), 'Signature at Check-Out' (unchecked), 'Automatically deactivate Pencilmode' (checked), and 'Seriennummerzuordnung aktivieren' (unchecked).
- Print settings:** Dropdown menus for 'Delivery Note' (Camet), 'Flightcase content' (Job Flightcases), 'Item Barcode' (Item Barcode 50x30), and 'Device Barcode' (Device Barcode 50x30).
- Buttons:** 'Apply for all Devices' (unchecked), 'Ok', and 'Cancel'.

4. Enter a password
5. ➡ • Ok

easyjob must be restarted to activate the settings.

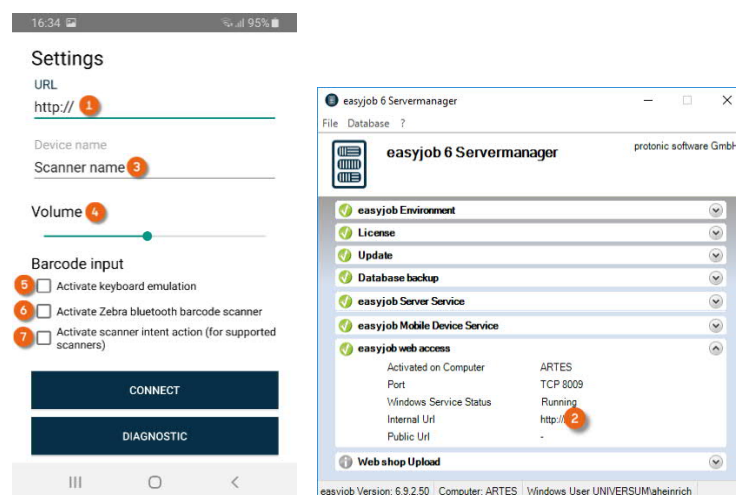
Download the easyjob Scanner App

The Android and the iOS Apps are available for installation in the respective App Stores (e.g. [Google Play Store](#) or [Apple Store](#)). On the Windows operating system, the App is installed on the local computer via an easyjob update. The functionality is available from easyjob Update 6.9.2.46.

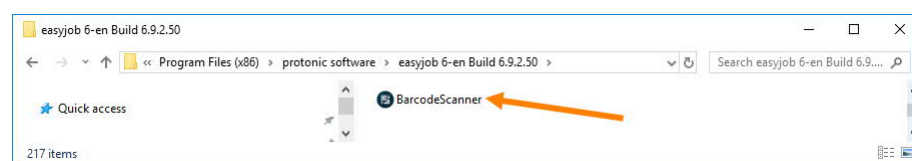
The name of the app is [easyjob Scanner](#).



After downloading it, you will be requested to enter the URL ① from the server manager of the [easyjob web access service](#). See also [Configuring easyjob services](#). Furthermore, a Device name ③ is automatically assigned, which can be changed if necessary. For some Devices, you can customize the volume ④ of the scanner's confirmation beep. The settings for the barcode input ⑤⑥⑦ are explained in more detail in [Various options for barcode processing](#).



Opening the easyjob Scanner App via the Windows operating system



If your scanner does not have Google Play Services installed, you can receive an installation file (APK file) from the easyjob web access service (available from easyjob Version 6.10.2.64 and higher).

Access it with your scanner using the URL <http://Servername:Port/scan/>. You can download the APK file from the website of the web access service. Click the downloaded installation file to install the easyjob Scanner App. Please note that it may be necessary to activate the option for installing from unknown sources in the security settings of your scanner.

Various options for barcode processing

Automatic

If you use a Honeywell or Zebra scanner (see the list of supported barcode terminals) or a Cognex MX-1000/MX-1502 scanner, then the easyjob Scanner App automatically communicates with the respective Scanner Engine. No further settings are necessary in the easyjob Scanner App.

Keyboard emulation

If this Option ⑤ is activated, the easyjob Scanner App evaluates all keyboard inputs after start and as soon as the characters @ or \$ are read. All subsequent inputs are seen as barcode inputs, until the barcode input is ended with the Enter command (CR LF = Carriage Return Line Feed). Your scanner must be set up properly so that it can output the scanned barcode as a keyboard entry.



If your barcode cannot start with the @ character, it may be possible in the scanner (see the instructions for your scanner) to select a so-called prefix character. Select \$ (dollar sign) as the prefix.

Zebra Bluetooth barcode scanner - Android only

If you use the app on a tablet or a handheld device and also want to use a wireless scanner via Bluetooth (currently, only Zebra and Android devices are supported), please first install the corresponding app provided by Zebra. Afterwards, start installing the easyjob Scanner App and check the box for [activate Zebra-Bluetooth Barcode-Scanner](#) ⑥. The easyjob Scanner App will attempt to connect with the wireless scanner manufactured by Zebra via Bluetooth. As there are many devices, we could not test the App with all the devices.

Intent action - Android only - (easyjob Version from 6.12.2.19 and Android easyjob Scanner App from 6.0.9)

If your scanner is able to send a so-called [Intent action](#), then activate the Option [Activate intent action](#) ⑦.

Afterwards, perform the following actions in the App's settings window

1. Copy (copy the displayed character string to the cache)
2. [Connect](#)
3. Close the App

Open the scanner settings (usually under Android settings) for the device. The scanner engine can be activated here. At this point you can also make other scanner settings, such as the barcode types. The character string copied before to the cache must be entered in the [Intent action](#) field (the name may vary).

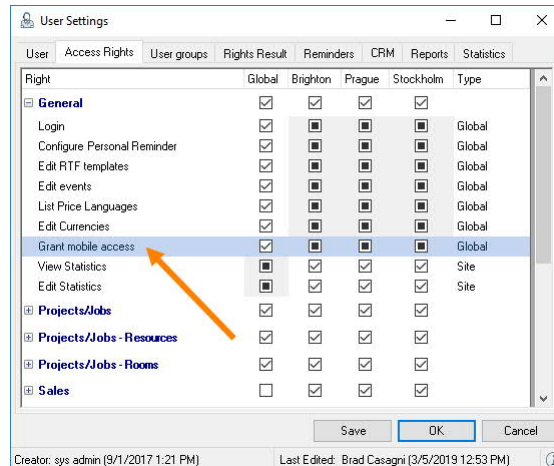
4. Open the easyjob Scanner App
5. Log in with your user name and password
6. [Dashboard](#)
7. Scan any barcode (e.g. easyjob Item Barcode)

The scanner is ready to be used when the barcode can be processed without an error message.

User rights and Login

The mobile access right is assigned in the easyjob user settings.

1. easyjob Menu ➡ [Tools](#) ➡ [Manage Users](#)
2. Select a User
3. ➡ [Edit](#)
4. ➡ [Access Rights](#)
5. ➡ [General](#)



6. Check the box for [Grant mobile access](#)
7. ➡ [Save](#)
8. ➡ [Ok](#)

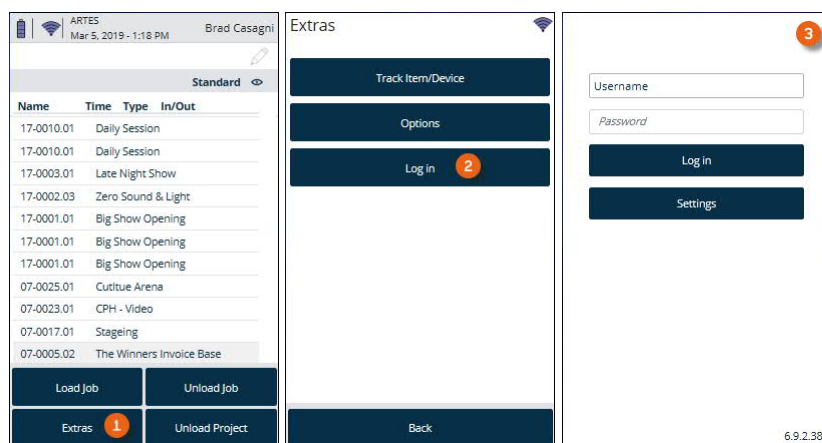
User login

After starting the easyjob Scanner App, you will be asked for your user name and password. The are the same as the ones you use in easyjob.

You can change the user at any time.

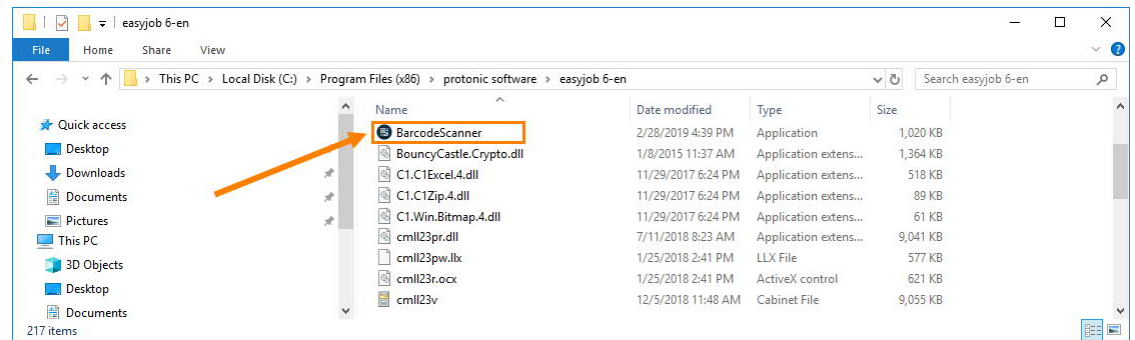
Changing the user

1. easyjob Scanner App start screen
2. ➡ [Extras](#)
3. ➡ [Log in](#)
4. Enter the new user name and password
5. ➡ [Log in](#)



Scanner App Simulator

In test mode, you can extensively simulate all functions of the easyjob Scanner App without a license. To do so, start the **Barcode scanner** application from the easyjob program directory.



Create the corresponding link on your desktop.



For test mode, at least easyjob® Version 6.9 is necessary. Keep in mind that the simulation turns off automatically after 15 minutes.

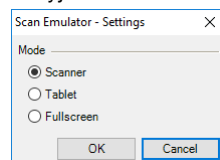
Simulator Settings

In the simulation, you can select between the scanner and tablet views ①, enter any existing barcode (e.g. @si3318) ②, test the functions in the menu ③ or directly select the reference type and then the suitable process in easyjob by clicking the implemented button ④.



Activating the easyjob Scanner App

1. easyjob Barcode Scanner • [Icon setting](#)



2. • Select scanner or tablet
3. • [Ok](#)

Fullscreen mode is only active with a valid license.

Controlling mobile Devices with easyjob

The scanner status overview in easyjob provides you with an overview of the individual barcode scanners.

Opening the scanner status overview

1. easyjob Menu
2. ↩ • View
3. ↩ • Scanner Status

Status	Device Type	Device Name	IP Address	User	Last Action	Job	Site
●	easyjob Scanner	ARTES	::1	Brad Casagni	4	17:0001.01 Big Show Opening	Stockholm
●	easyjob Scanner	ARTES	::1				Stockholm

1

Send Text Message

2

Load Job

3

Unload Job

4

Logon User

5

Synchronize

6

Open Job

7

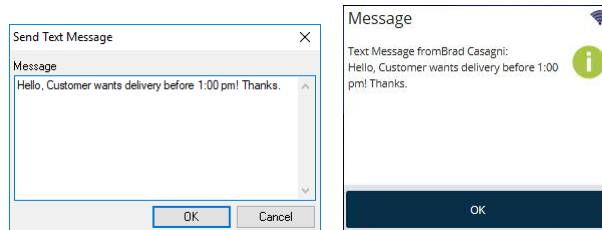
Open Bill of Items

8

Conflicts....

You can send messages to the barcode scanner ①, give commands to load a Job, unload a Job ② and to log-in a user ③. You can open the Job that is currently being processed ④, and its Bill of Items ⑤. Furthermore, you receive an overview of any conflicts ⑥ and their details (e.g. regarding storage location management).

Messages that are sent in easyjob are displayed on the Device in barcode mode.



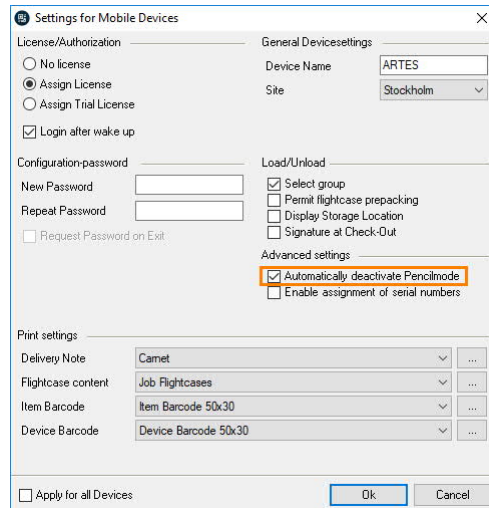
The easyjob Scanner App connects with the server every 15 seconds. The maximum time for sending the message until it is displayed on the Device is 15 seconds.

Improvements to warehouse conditions

In order to make the use of the easyjob Scanner App ergonomic also in the warehouse, the pen mode can be deactivated during barcode scanner operation. When the pen mode is not active, the detailed pen operation options are deactivated. For quick operation (e.g. also when wearing gloves) there is a large selection area available on the touch screen.

You can manage the deactivation of the pen mode in the program settings.

1. easyjob Menu ➡ • Tools ➡ • Settings
2. ➡ • Mobile Scanner
3. ➡ • Settings





4. Set or remove the check for Automatically deactivate pen mode
5. ➡ • Ok

easyjob must be restarted to activate the settings.

Pen mode

The status of the current mode is shown on the status/toolbar with an icon.

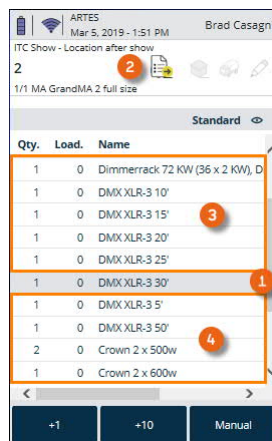
Pen mode	Symbol
inactive	
active	

Inactive pen mode characteristics

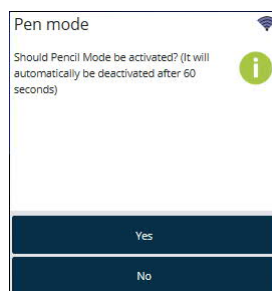
When pen mode is inactive, the lists are divided into three areas.

By simply touching ① the lists, the view in the loading and unloading mode switches automatically between the Items loaded and to be loaded or Items unloaded and to be unloaded ②.

By pushing down for a few seconds in the upper ③ and lower sections ④, the lists will automatically scroll in the direction of the displayed arrow.



By pushing down for a few seconds in the middle section, pen mode will be activated.



Active pen mode characteristics

With an activated pen mode, the position that is tapped can be edited. When loading a Job, e.g., the currently selected Item is loaded.

Barcode scanner functions

All barcodes supported by the barcode scanner hardware can be used. Depending on the hardware, 2D barcodes can be read in addition to 1D barcodes.

1D barcode	2D barcode
	

Barcode processing

The barcodes will analyzed in the following manner and order. If one of the objects is found the editing starts.

Order	Object	Syntax	Content #####
1	Job	@jb#####	Dataset ID
2	Project	@pj#####	Dataset ID
3	Address/User	@ad#####	Dataset ID
4	Items	#####	Item barcode field
5	Device	#####	Device barcode field
6	Device	#####	Device serial number

If a Device barcode cannot be read, the serial number barcode of the manufacturer can also be scanned.

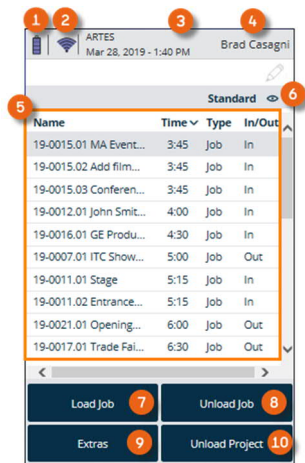
Acoustic message when scanning

In order to make the scanning process in the warehouse as effective as possible, an acoustic and mechanical confirmation is provided after the scanning process.

Positive confirmation	<p>In the case of a positive confirmation, the easyjob Scanner App emits a 5,000 Hz tone for 0.2 seconds.</p> <p>After a positive confirmation is received, the next scanning process can start.</p>
Warning	<p>In the case of a warning or an error, the easyjob Scanner App emits a 500 Hz confirmation tone for 0.5 seconds. In addition, for Devices with vibration support, the tone will be followed by a brief vibration.</p> <p>In the case of a warning, a notification will appear on the display.</p>

Start screen

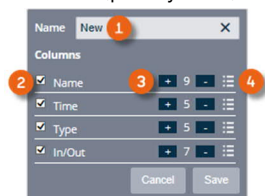
After you have logged into an end Device with the easyjob Scanner App, the start screen is displayed. The status bar provides information about the power level of the battery or the rechargeable battery ①, the quality of the server connection ②, the current date, time ③ and the logged in user ④. The Jobs to be loaded and unloaded are shown in the central area ⑤. The type of view (content and character width) can be customized ⑥. The **Load Job**, **Unload Job**, **Unload project** and **Extras** action buttons take you directly to the different easyjob Scanner App functions.



Customizing the view

You can customize the view. By double clicking the column heading, you can sort it in ascending or descending order.

1. easyjob Scanner App start screen
2. ⇐• **Standard**
3. ⇐• **Edit** (pen symbol) or ⇐• **Add** (plus sign)



4. Enter or change the name ①
5. Display or hide the row ②
6. Customize the number of characters ③
7. Change the column order ④
8. ⇐• **Save**

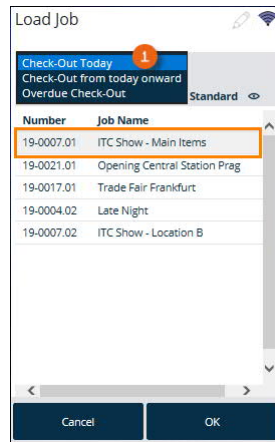
Loading/Unloading Jobs

Loading Jobs

There are various actions that can start the loading process.

Start loading a Job from the easyjob Scanner App

1. easyjob Scanner App start screen
2. ↩️ • [Load Job](#)
3. Set a filter ① as required
4. Select the desired Job



5. ↩️ • [Ok](#)

Start loading a Job with the scanner

1. Scan the Job barcode from the delivery note or the packing list

Start loading a Job via easyjob

Opening the scanner status overview

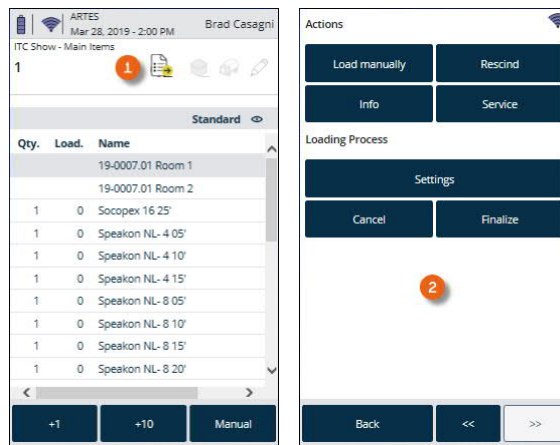
1. easyjob Menu
2. ↩️ • [View](#)
3. ↩️ • [Scanner Status](#)
4. Select a scanner
5. ↩️ • [Load Job](#)
6. Select the Job to be loaded

Status	Device Type	Device Name	IP Address	User	Last Action	Job	Site
●	easyjob Scanner	ARTES	fe80::2de2:15eb:a90f:f5d1%9	Brad Casagni		19-0007.01 ITC Show - Main Items	Brighton
●	easyjob Scanner	ARTES	::1				Brighton

Send Text Message
 Load Job
 Unload Job
 Logon User
 Synchronize
 Open Job
 Open Bill of Items
 Conflicts....

Using the loading and unloading function
























The Job loading and unloading mask is designed so that as many functions as possible can be positioned on a small display.



Clicking the status bar ① opens the quick jump form ②.













With the +1 and +10 keys, you can preallocate the number that should be scanned.

Various icons show the different statuses on the Job loading and unloading mask.

	Symbol
Current list view	     
Device display in the Item list	 
Transport Container mode	 
Pen mode	 
Battery status	    
Server connection	     

List Views

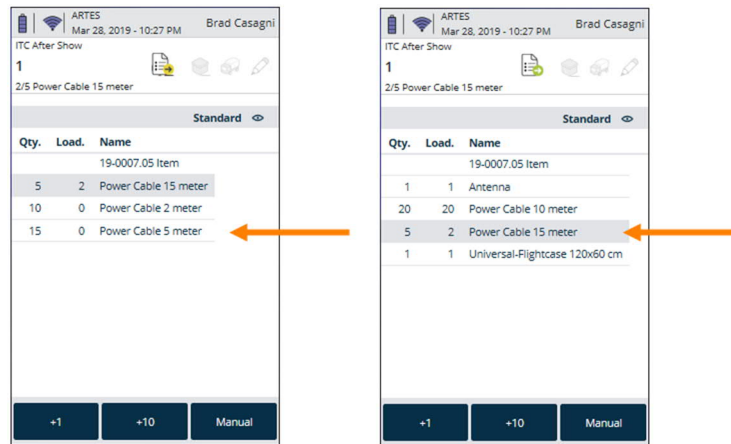
The list views in the loading and unloading mode can be toggled as needed. The easyjob Scanner App automatically switches to the respective list view.

Toolbar	Selection	Description
	All	All Items from the bill of Items are displayed
	To be loaded	All Items to be loaded are displayed
	Loaded	All loaded Items are displayed
	Loaded	All loaded Items and Devices are displayed
	To be unloaded	All Items to be unloaded are displayed
	Unloaded	All unloaded Items are displayed
	To be unloaded	All Items and Devices still to be unloaded are displayed
	Unloaded	All unloaded Items and Devices are displayed
	Transport Container content	The content of a Transport Container is shown
	Transport Container content	The content of a Transport Container with loaded Devices is displayed
	Transport Containers	An overview of the loaded Transport Containers is displayed
	Transport Containers	An overview of the loaded Transport Containers with Devices is displayed

Toggling manually between list views

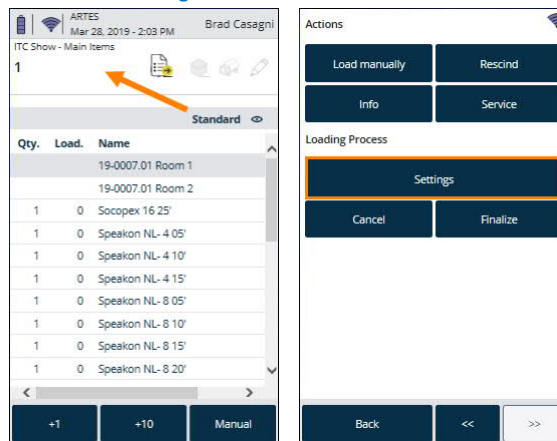
Toggling manually to the list view

1. Briefly tap your finger in the middle of the display

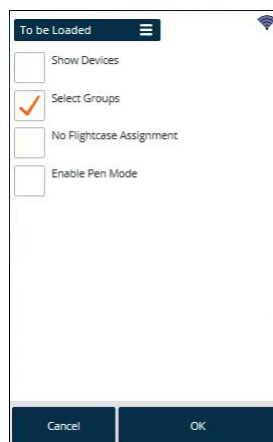


Toggling list views via settings

1. • Toolbar
2. • Settings



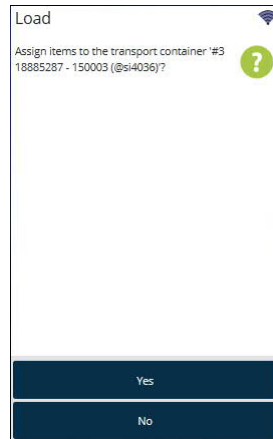
3. Select the desired view
4. • Ok



Loading and unloading Transport Containers

For the loading process, Items in packages (e.g. flight cases) can be packed together. To ensure clear assignment of the Transport Container, a Device must be created for each Transport Container. In addition, the Item must be defined as a Transport Container in the master data. Items and Devices can be assigned to a Transport Container.

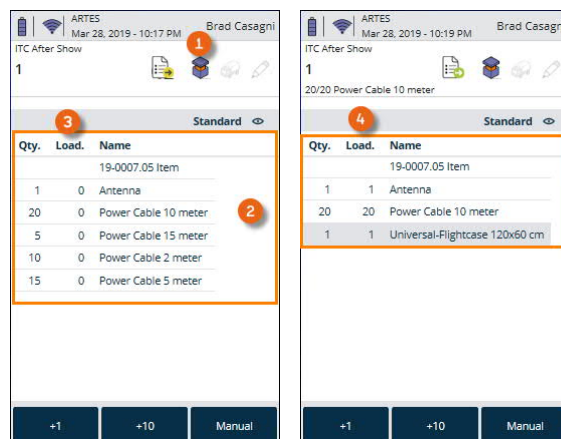
After the Transport Container is scanned, a query is made to open it.



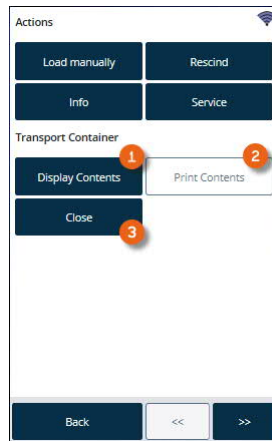
The status bar icon shows if there is currently an active Transport Container for loading.

Transport Container mode	Symbol
inactive	
active	

When Transport Container mode is active ①, when toggling the list view ② (briefly tap in the middle of the display) from the Bill of Items view ③ the Transport Container content view ④ and of the Items assigned to the active Transport Container are updated and displayed.

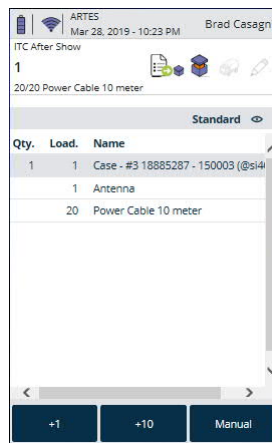


The quick-jump form is used to display the contents of the Transport Container ①, print the contents of the Transport Container ② and manually close the Transport Container ③.



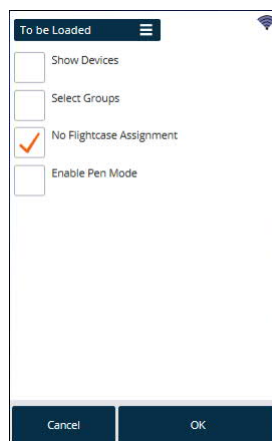
A new scan of the Transport Container or a scan of a new Transport Container will conclude the active Transport Container mode.

The Transport Container list shows the content of the Transport Container assigned to a Job.



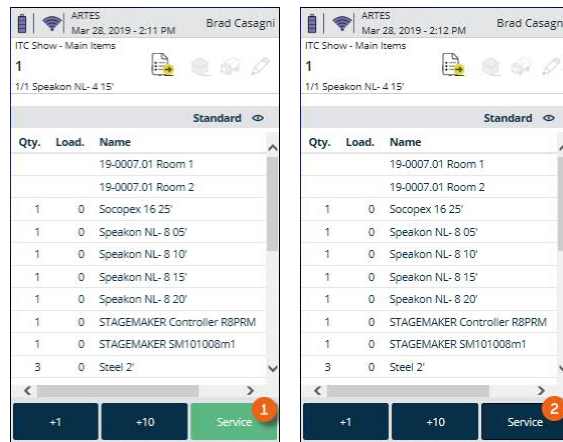
Deactivate Assign Items to this Transport Container

If you do not want to assign Items to this Transport Container in the current loading process, the Assign Items to this Transport Container function can be deactivated



Booking Items manually in a workshop activity

If an Item is defective, you can book an Item in the workshop from a loading or unloading process.



The active status of the workshop booking mode is displayed by the "Service" button status (active ①/inactive ②). In an active status, all newly scanned Items and Devices will be booked in the workshop.

Activating the workshop booking mode:

1. • Toolbar
2. • Service

Loading and overloading unscheduled Items

During the loading process unscheduled or too many Items can be scanned intentionally or accidentally. A message is shown in this case.

The message also displays current availability of the Item.



If you do not schedule small parts in advance but load them spontaneously during the loading procedure, this message can be deactivated for certain Items.

For this you can activate the setting "**Deactivate warning for unscheduled Items**" in the easyjob Item master data. See [Loading and loading linked associated Items](#).

Manually loading and unloading Items and Devices

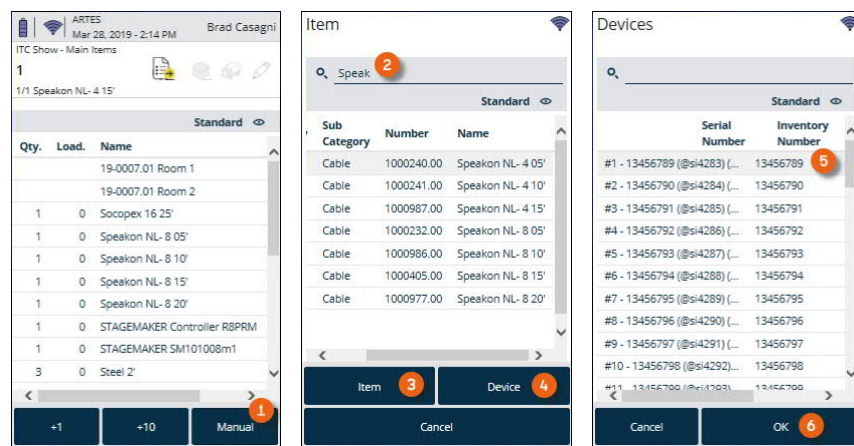
In addition to scanning an Item's barcode, an Item can be manually added, loaded or unloaded.

Selecting an Item manually

1. • Manual
2. Enter the name of the Item
3. • Item to accept the Item

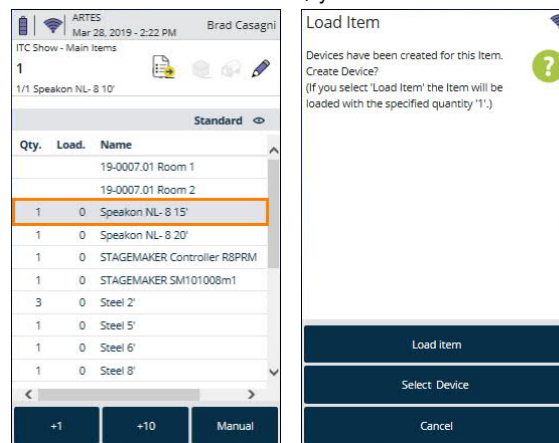
or

4. • Device
5. Select a Device
6. • Ok



Load an Item in active pen mode from the load list:

1. Select the line to be loaded
2. If the Item contains Devices, you can select the Item or a Device.



Loading and unloading parts lists

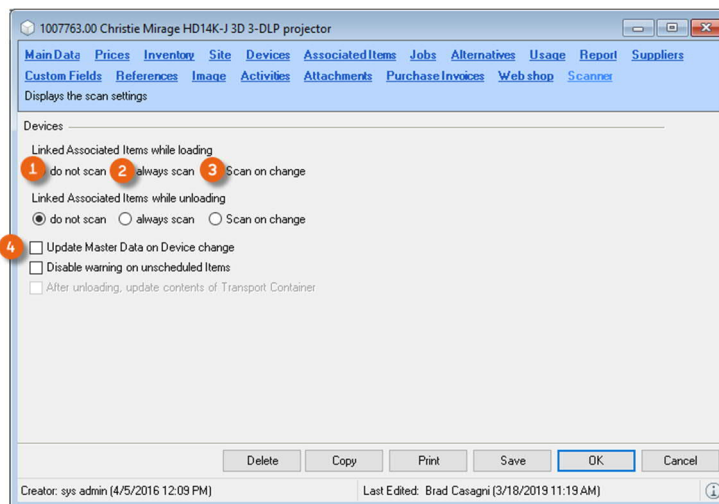
Parts list Items are not loaded and unloaded, as they are directly connected to the relative main Item. When printing the delivery note, the Devices of the part list Item can be issued based on the assignment from the Item master data.

Loading and unloading normal and optional associated Items

Normal and optional associated Items are scheduled like normal Items in the bill of Items. When loading and unloading the Items are handled like normal Items.

Loading and loading linked associated Items

You can chose between various possibilities for loading and unloading linked associated Items. They can be defined in the Item master data. The following options are available: do not scan ①, always scan ② and scan on change ③.

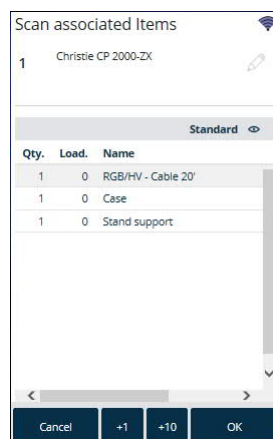


Do not scan

With this setting, the linked associated Items are automatically loaded or unloaded together. The Devices of the linked associated Item are automatically loaded or unloaded based on the master data assignment.

Always scan

Here, the barcode scanner will prompt to scan all linked Items and Devices after an Item scanning process



Scan on change

With this setting, the prompt appears only if an assignment is changed manually in the bill of Items.

Update Master Data on Device change

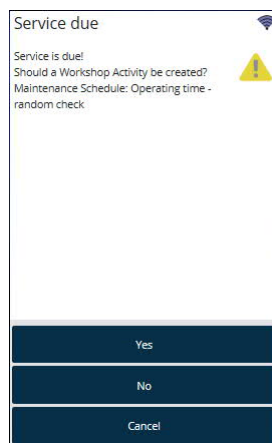
Here the master data will be updated based on the returned Device assignment. Devices of linked associated Items will be reassigned when unloading.

Make the scanning settings for the linked associated Items

1. ↩• easyjob Menu
2. ↩• [Master Data](#)
3. ↩• [Items](#)
4. Select an Item
5. ↩• [Scanner](#) tab
6. Modify the desired Settings

Loading and unloading Items due for maintenance

A warning will be given if Devices due for maintenance are loaded or unloaded.



Create a Workshop Activity, a workshop activity will be created for the Device instead of a loading activity.

Loading Items from multiple groups laden

The same Item can be used in multiple groups of a Job. When loading an Item from multiple groups, the group to be loaded will be requested.

Qty.	Load.	Name	Job Number
0	0	Room 1	19-0007.01
0	0	Room 2	19-0007.01

The group request can be manually activated and deactivated in the load process settings.

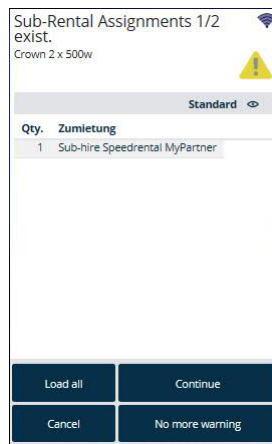
Setting	Status
Show Devices	Unchecked
Select Groups	Checked
No Flightcase Assignment	Unchecked
Enable Pen Mode	Unchecked

When the group request is deactivated, the groups will be populated according to its sorting order. In addition, it is possible in the easyjob program settings to deactivate the **Select group** function in general.

1. easyjob Menu ➡ • **Tools** ➡ • **Settings**
2. ➡ • **Mobile Scanner**
3. Select the scanner
4. ➡ • **Settings**
5. Deselect **Select group**

Assigning sub-hired equipment

A dialogue will open after scanning an Item with a sub-hire assignment.



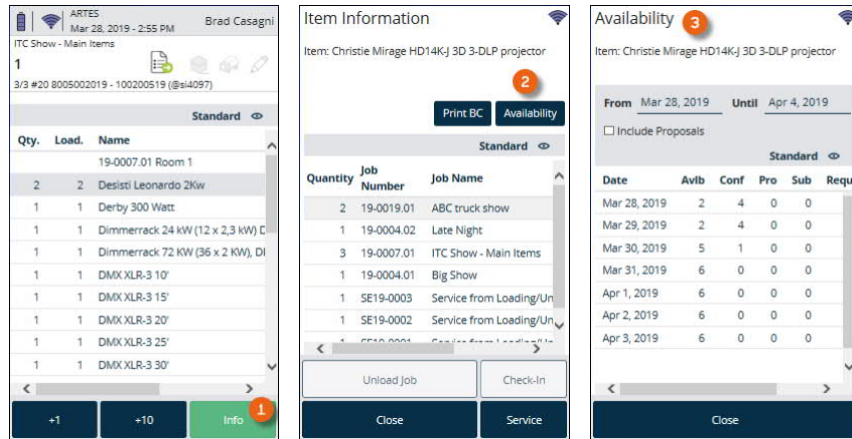
Track Item and availability

An Item can be tracked during the loading and unloading process.

Activating the Item track mode

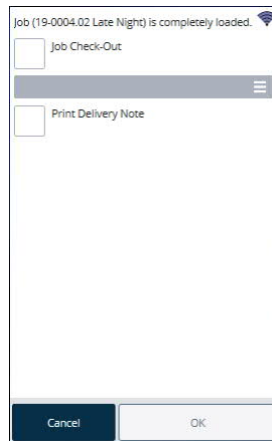
1.  • Toolbar
2.  • Info

The active status of the Item info mode is shown by the status of the info ① button. With an active status, the Item information (in which Job is the Item booked and how often) ② and also the availability ③ is displayed for the newly scanned Item.



Checking out a Job

After all scheduled Items have been loaded from the current Job, the loading process is completed with the check-out process.



If you want to manually add further Items to the Job, stop the process with cancel.

Manually checking out a Job

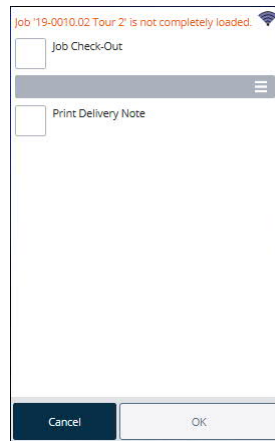
If not all Items have been loaded from the Job and the loading process should be finalized, you can perform the check out process manually.

Initiate the check-out process with the barcode scanner:

1. Scan the barcode of the current Job or another Job

Initiating the check-out process via the Scanner App:

1. ↩• Toolbar
2. ↩• Finalize



Quick Load or Adjusting Target Figures

If not all the scheduled Items have been loaded when checking out a Job, the **Quick Load** or **Adjust Target Figures** options can be selected.

Quick Load

With quick load, the loaded quantity is compared with the scheduled quantity. This means that easyjob identifies all Items as loaded.

This function can be limited via the User Access Rights with the **Quick Load/Quick Unload** access right.

Adjusting Target Figures

With adjusting target figures, the scheduled quantity is compared with the loaded quantity. All Items that have not been loaded will be deleted.

This function can be limited via the user access rights with the access right **Quick Load/Quick Unload**.

Printing the delivery note

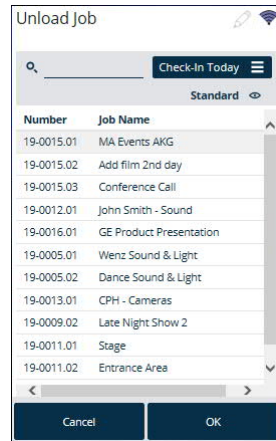
After the process is complete, the delivery notes defined in the program settings will be sent to the printer.

Unloading Jobs

Various actions can activate a Job unloading process.

Start Job unloading in scanner mode

1. ↩• [Unload Job](#)
2. Select the desired Job
3. ↩• [Ok](#)



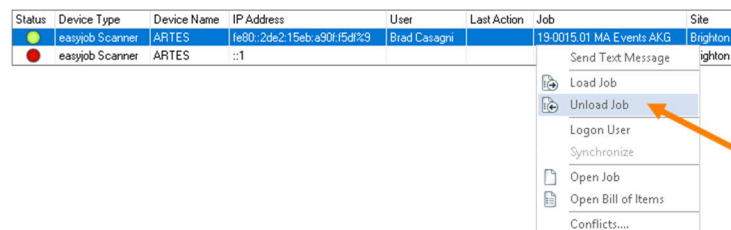
Start Job unloading with the scanner

1. Scan the Job barcode from the delivery note or the packing list

Start Job unloading with easyjob

Opening the scanner status overview

1. easyjob Menu
2. ↩• [View](#)
3. ↩• [Scanner Status](#)
4. Select a scanner
5. ↩• [Unload Job](#)
6. Select the Job to be loaded



Unloading projects

Unload Project makes it possible to unload multiple Jobs from a project at the same time.

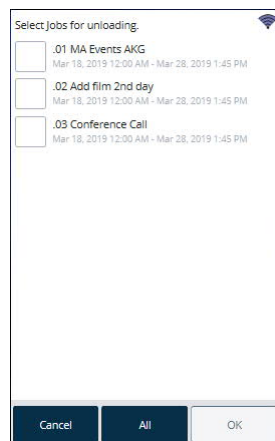
Various actions can activate the project unloading process.

Start project unloading from scanner mode

1. ↩ • **Unload project**
2. Select the desired project
3. ↩ • **Ok**



4. Select the desired Jobs
5. ↩ • **Ok**



Start project unloading with the scanner

1. Scan the project barcode from the delivery note or packing list

You can select the Jobs to be unloaded before starting the unloading process

The scanned Items will be unloaded one after the other in the order of the Jobs or the quantity to be unloaded will be distributed across the individual Jobs.

Manual check-in

Checking in a Job manually

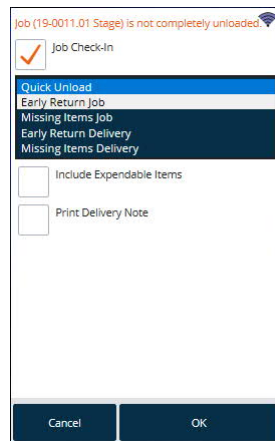
If not all Items have been unloaded from a Job and the unloading process should be finalized, the check-in process can be activated manually.

Activating the check-in priority with the barcode scanner

1. Scan the barcode of the current Job or another Job

Initiating the check-in process with the Scanner App

1. ↩• Toolbar
2. ↩• Finalize



Quick unloading and missing Items

If when checking in a Job manually not all scheduled Items have been loaded yet, the options **Quick unload**, **Early Return Job**, **Missing Items Job**, **Early Return Delivery** and **Missing Items Delivery** are available.

Quick Unload

With quick unload, the unloaded quantity will be compared with the loaded quantity. This means that easyjob will mark all loaded Items as unloaded. This function can be restricted in the user rights with the **Quick Load/Quick Unload** right.

Early return delivery

In the case of an early return delivery of Items, you can either create an early return Job or an early return delivery (partial delivery). Select this action when partial amounts are returned early.

Early return delivery – create Job

When creating an early return delivery Job, all already unloaded Items are added to a new Job and removed from the existing Job. The early return delivery Job receives the start date from the original Job and the current day as the end date. All Items and Devices are automatically loaded and unloaded.

Early return delivery – create partial delivery

Deviating from the Job time frame, you can define additional appointments for partial deliveries and partial returns. You can schedule two Devices of an Item for delivery date X and the remaining three Items for delivery date Y.

Creating a missing Items Job

With a missing Items Job, all not yet unloaded Items and Devices will be booked in a new Job and marked as unloaded. All of the unloaded Items and Devices will be compared with the scheduled quantity in the original Job.

Invoicing a missing Items Job

All of the Items that are not unloaded will be transferred to an invoice with the sales price. The amounts will be corrected in the Item inventory.

Inclusion of expendable Items

If expendable Items were not included when creating a missing Items or return delivery Job, the scheduled amount must be corrected with the difference between the loaded and unloaded quantity. The difference in the amount will be corrected in the Item inventory.

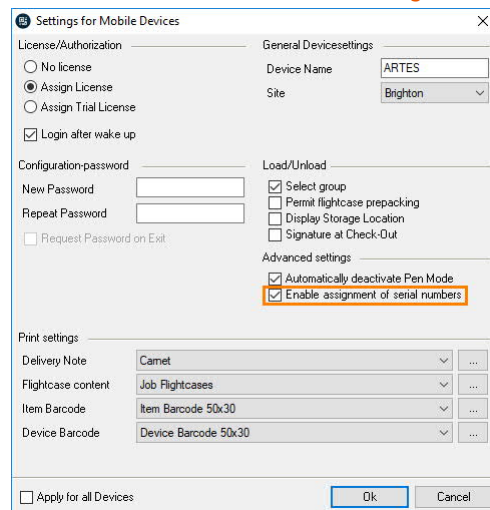
Advanced barcode functions

For the loading and unloading functions, easyjob Scanner App offers a series of useful barcode functions with **Track Item/Device** and **Assign serial number**.

Assigning a serial number

With this function, the Device's serial number is assigned based on the scanned easyjob barcode. The use of advanced functions can be activated in the easyjob program settings.

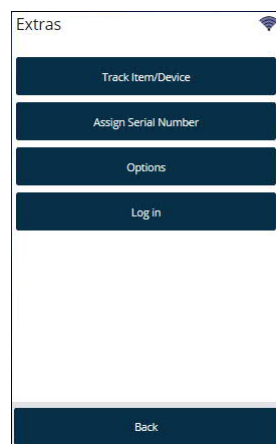
1. easyjob Menu ➔ **Tools** ➔ **Settings**
2. ➔ **Mobile Scanner**
3. Select the scanner
4. ➔ **Settings**
5. Check the **Activate serial number assignment** box



6. ➔ **Ok**

Assigning a serial number

1. Create the new Devices in easyjob
2. Print the Device barcode and label the Device
3. easyjob Scanner App start screen
4. ➔ **Extras**



5. ➔ **Assign serial numbers**
6. Scan the Device barcode

Assign Serial Number

Serial Number

Please scan an easyjob Devicebarcode!

Cancel Print Save

7. Scan the serial number barcode

Assign Serial Number

Item: Digital Projection Power 105K (10,000 ANSI Lumens)
Device: (@si4353)

Serial Number
@B675438907

Scan the Serial Number-Barcode of the Device.

Cancel Print Save

8. ↩• Save

Numbers for barcodes

To be able to work even more efficiently with the scanner, it is possible to generate quantities for barcodes. The barcode consists of the characters **@qty** and then the corresponding quantity, e.g. for 100 **@qty100**. First scan the barcode for the quantity (e.g. 250) and then the Item. In this way, the Item is unloaded 250 times. You can also scan multiple barcode quantities in succession, they are then added to the scanner. Therefore 5 and 50 are 55.



or

100 and 250 are 350.



We recommend using a report and to enter the frequently used quantities on an A4 sheet and to attach it to the corresponding shelves/cases.

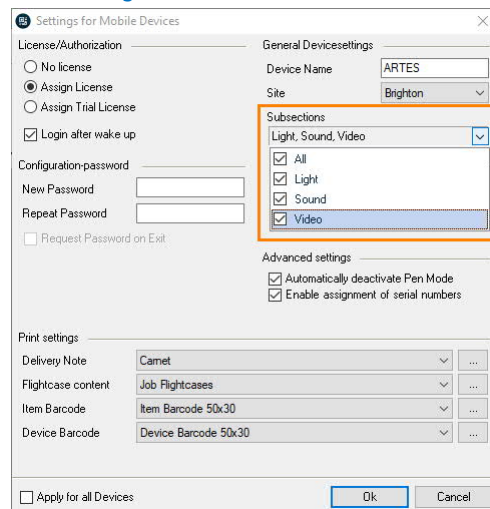


Filtering by Subsection when loading **XL**

A scanner can be assigned to different Subsections. Accordingly only the Items belonging to the subsection will be displayed for loading

Assigning Subsections to the scanner in the settings

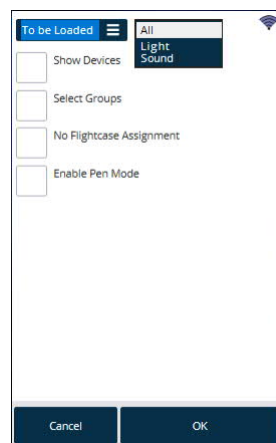
1. easyjob Menu ➔ **Tools** ➔ **Settings**
2. ➔ **Mobile Scanner**
3. Select the desired Device
4. ➔ **Settings**



5. ➔ **Subsections**
6. Create the desired Subsection
7. ➔ **Ok**

The subsections to be loaded can be filtered again in the settings

1. easyjob Scanner App start screen
2. ➔ **Load Job**
3. Select the desired Job
4. ➔ **Ok**
5. ➔ **Statusbar**
6. ➔ **Settings**
7. Set the desired subsection filter







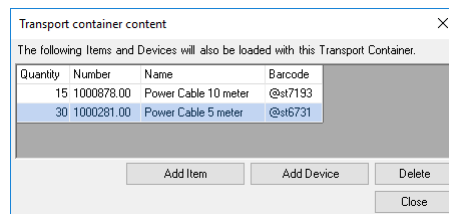
8. ➔ **Ok**

Assign the Transport Container contents in the Master Data



Items and Devices can be assigned to a Transport Container in advance.

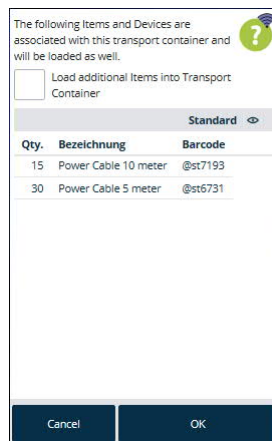
1. easyjob Menu
2.  [Master Data](#)
3.  [Items](#)
4. Select the required Item
5.  [Ok](#)
6.  [Devices](#)
7. Add the desired Item/Device



Quantity	Number	Name	Barcode
15	1000878.00	Power Cable 10 meter	@st7193
30	1000281.00	Power Cable 5 meter	@st6731

8.  [Ok](#)

Items and Devices that are assigned to a Transport Container are automatically loaded together with it.



Qty.	Bezeichnung	Barcode
15	Power Cable 10 meter	@st7193
30	Power Cable 5 meter	@st6731

If necessary, additional Items can be loaded in the Transport Container.

When unloading, the content of a Transport Container can be reassigned.