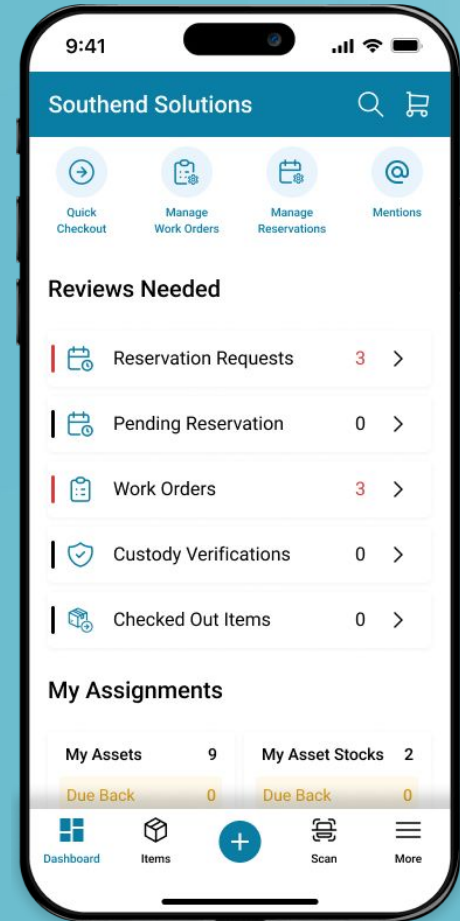




Introducing the EZO AssetSonar Mobile App

Now with: Dashboard, Item Center, Scan Center, Work Orders, Software Licenses, Services, Bundles, Packages, Vendors & Locations



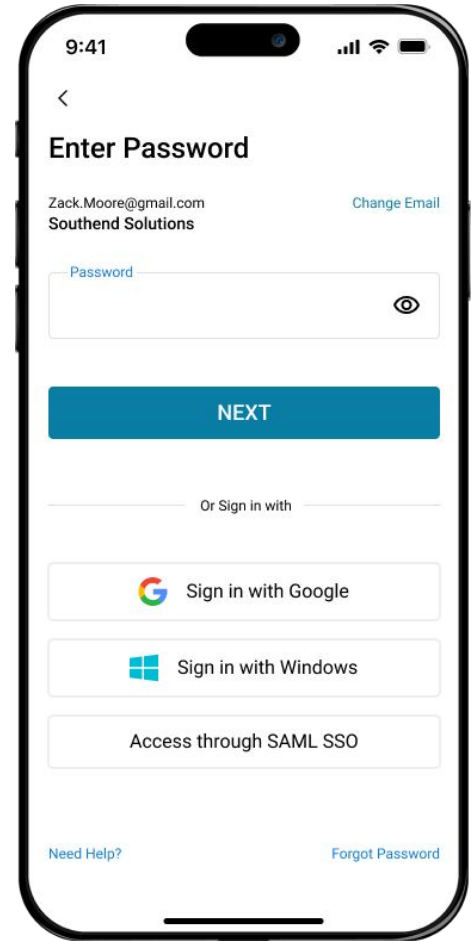
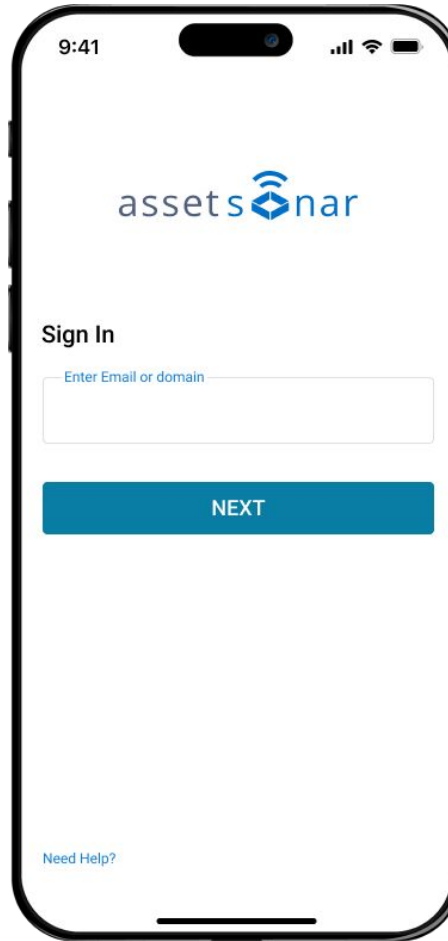
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1. Mobile App: Sign In

Get started by signing in to your EZO AssetSonar mobile app.

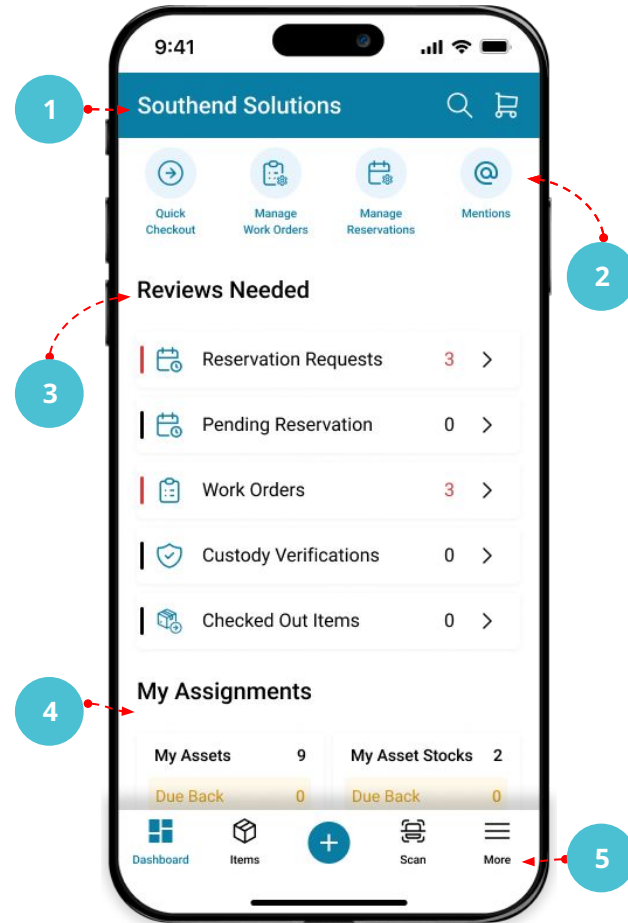
1. Enter your email or domain
2. Next, enter your password, or select one of the quick sign-in options for easier access in the future



2. Dashboard Navigation

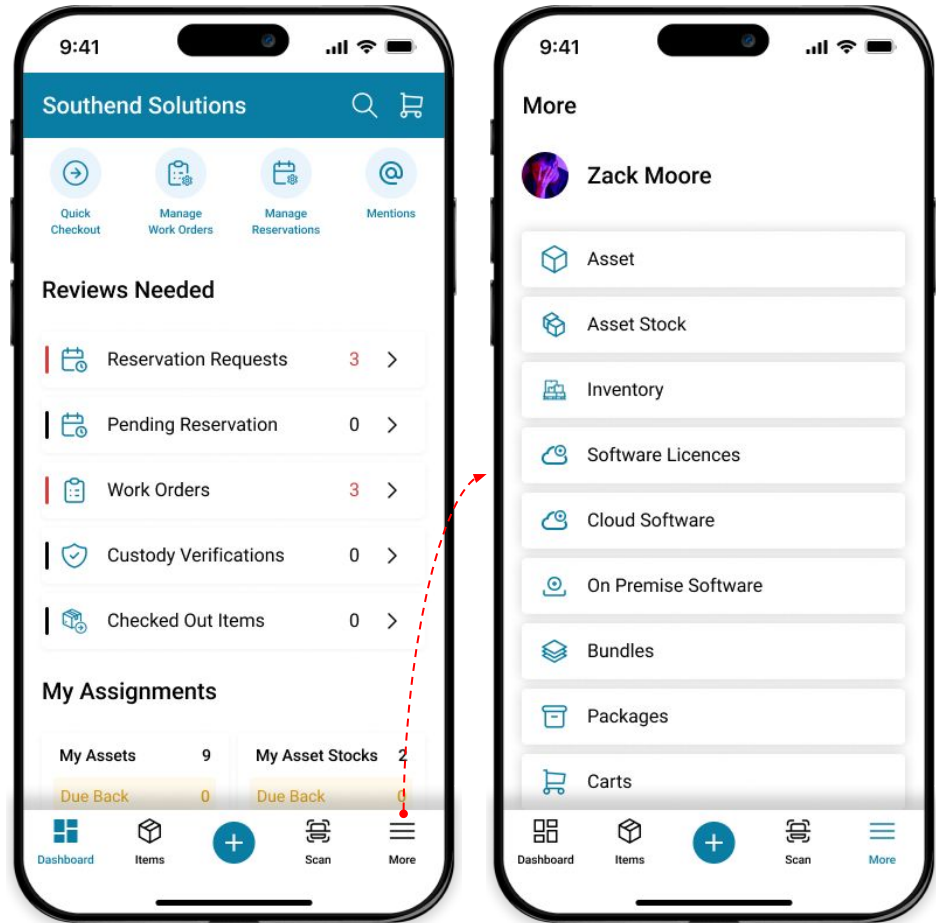
Get a quick summary of all activities to help you get started

1. **Top Navigation:** Use Global Search to access key information
2. **Quick Actions:** Tap to view Mentions, manage Reservations and Work Orders, and for Quick Checkout action
3. **Reviews Needed:** View all Reservation Requests, Pending Reservations, Work Orders, Custody Verifications, and Checked Out Items
4. **My Assignments:** Contains all the tasks and responsibilities assigned to you
5. **Bottom Navigation:** Easily switch between Dashboard, Items, Scan, More modules, and Add options



2.1. Enhanced Menu & Features

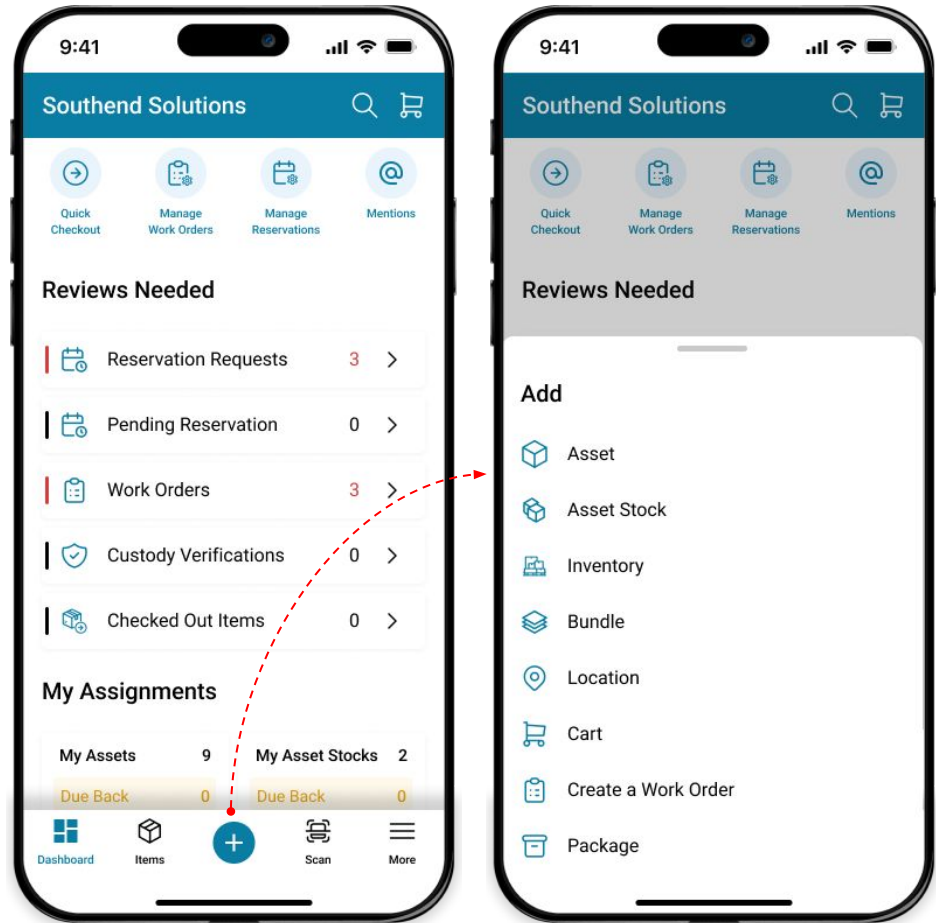
Tap on **More** in the bottom navigation bar to access Assets, Asset Stock, Inventory, Softwares, Bundles, Packages, Carts, Locations, Work Orders, Services, Vendors, Members, and Mentions



2.2. Quick Add

Tap on the add button + to quickly create

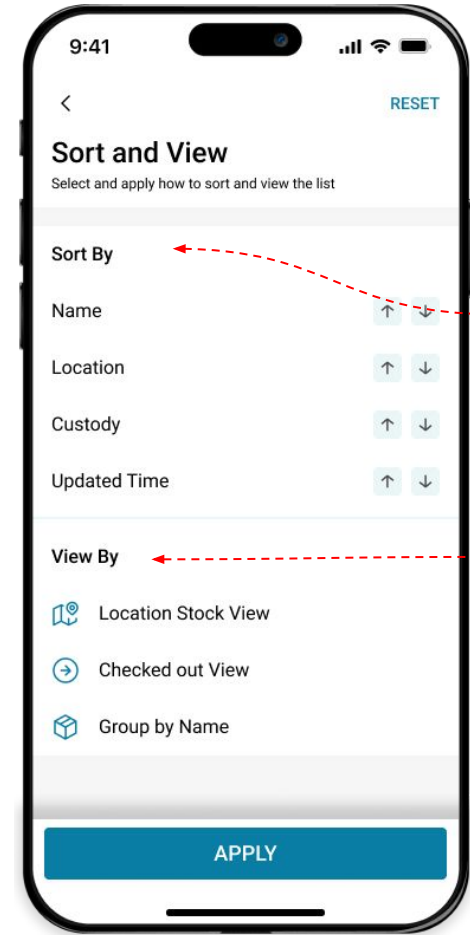
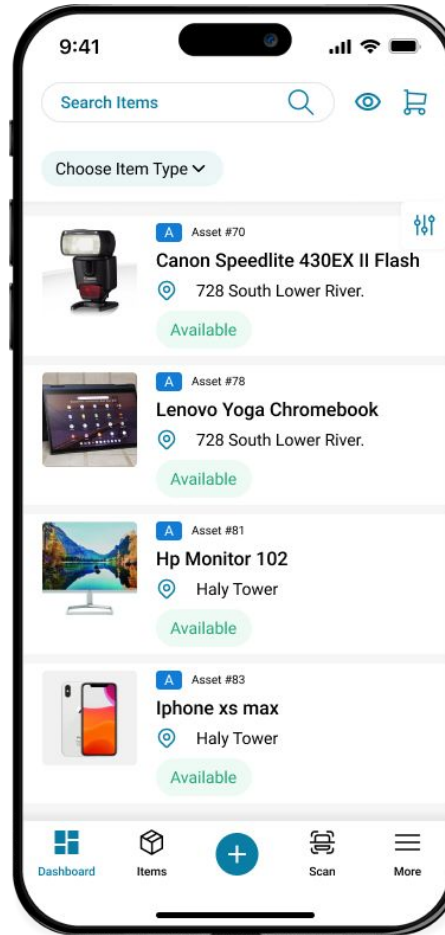
- Assets
- Asset Stock
- Inventory
- Bundles
- Locations
- Cart Items
- Work Orders
- Packages



3. Item Center

View and Access: Browse all items in the Items Listing screen

1. **Sort and Filter:** Organize items by Name, Location, Custody, and Updated Time
2. **View Options:** Display items by Location Stock, Checked Out status, or Grouped by Name

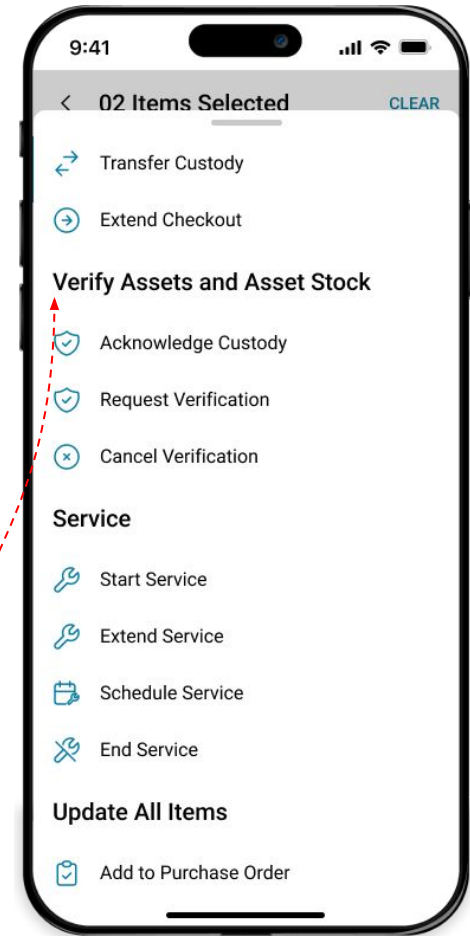
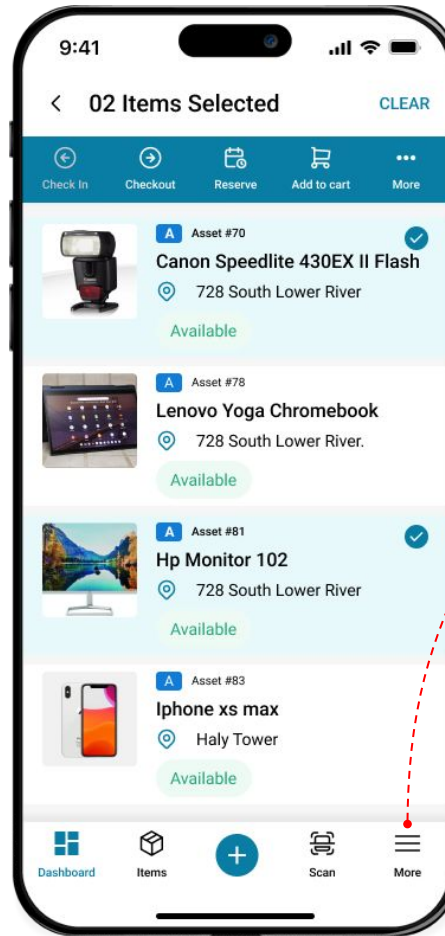


4.

Mass Actions on Items

Easily perform bulk actions through Items Listing screen. Select the relevant item cards and the mass action menu will pop up at the top of the page, allowing you to:

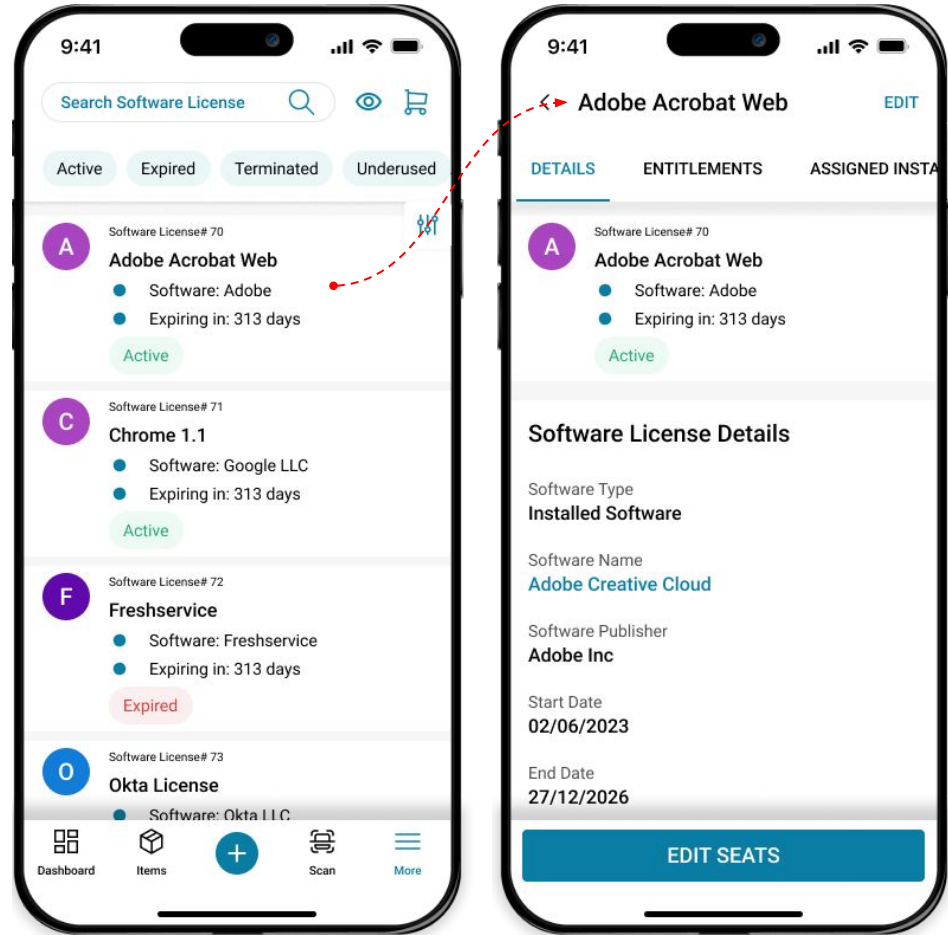
1. **Check items in and out** or extend checkouts
2. **Reserve** items in advance from any location
3. **Add items** to cart
4. Access **More** actions like Transfer Custody, Verify Assets and Asset Stock, Service items, and Update all items



5. Software Licenses

View and manage software licenses

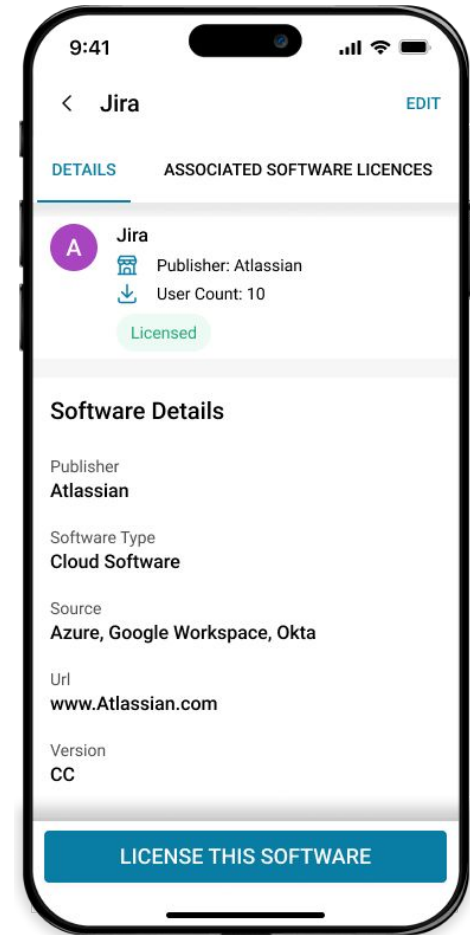
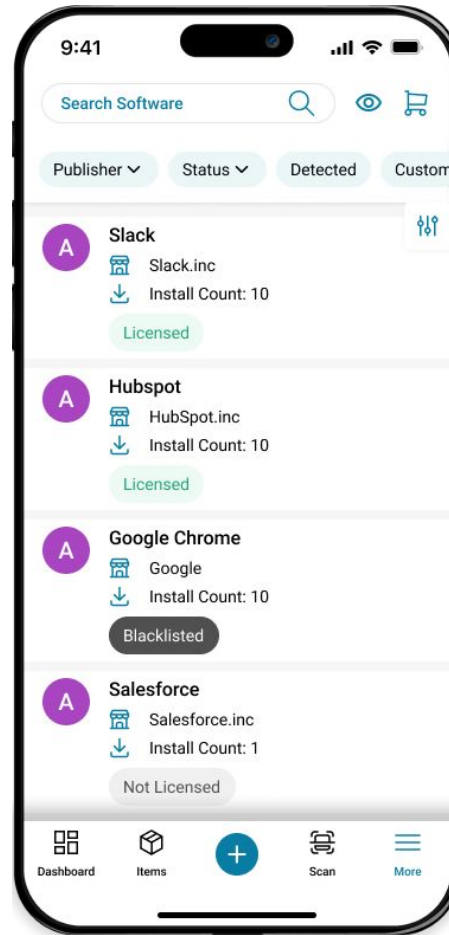
- **Listing View:** Search and sort through all software licenses to find what you need. Filter licenses based on their Active, Expired, Terminated, or Underused status
- **Detail Page:** View entitlements and manage the seats directly from the software license details page



6. Cloud Software

Easily keep track of all your **cloud softwares** and access software license details within seconds

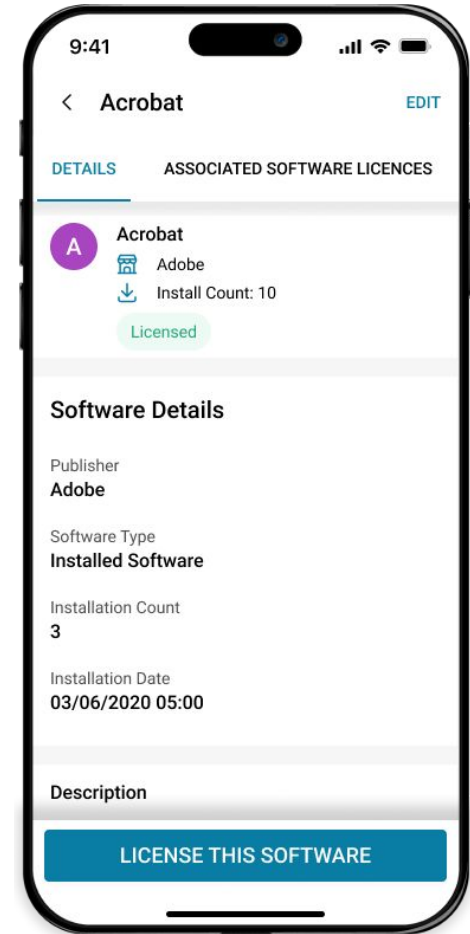
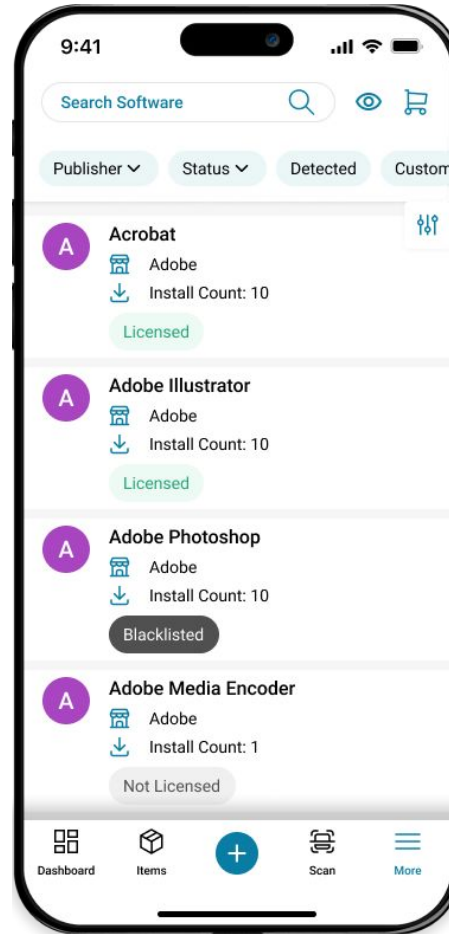
- **Listing View:** Search and sort through all cloud softwares to find what you need. Sort cloud softwares by filtering them based on Publisher, Status, Discovery Source etc.
- **Detail Page:** Tap on any cloud software to access details like publisher and software type, view discovery source, check associated licenses, and manage licenses with the **License This Software** action



7. On-Premise Software

Easily manage and track all your **on-premise softwares**

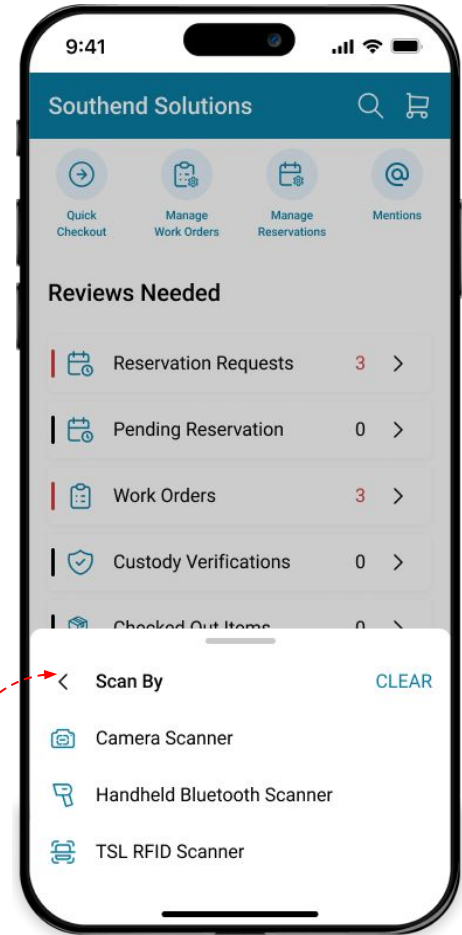
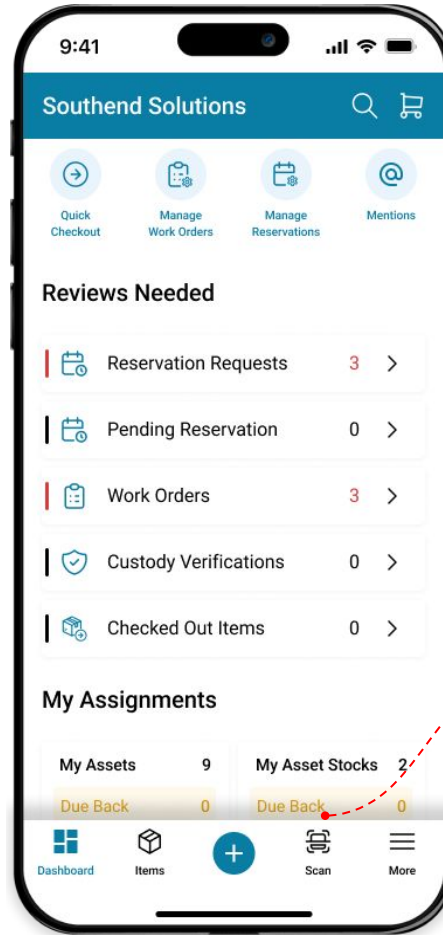
- **Listing View:** View and access all on-premise softwares through software listing page. Search and sort through all on-premise softwares to find what you need
- **Detail Page:** Tap on any on-premise software to access details, view associated licenses, and manage licenses with the **License This Software** action



8. Scan Center

Quick Scanning: Tap on **Scan** button at the bottom panel of the dashboard to scan items quickly

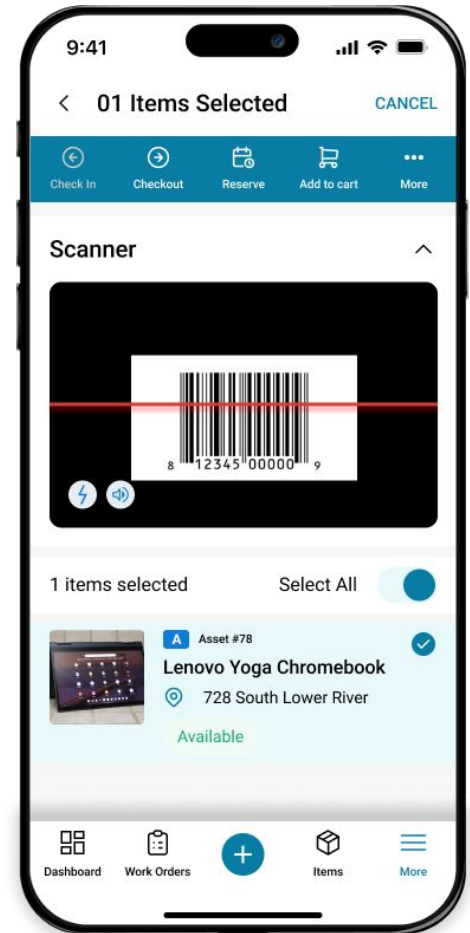
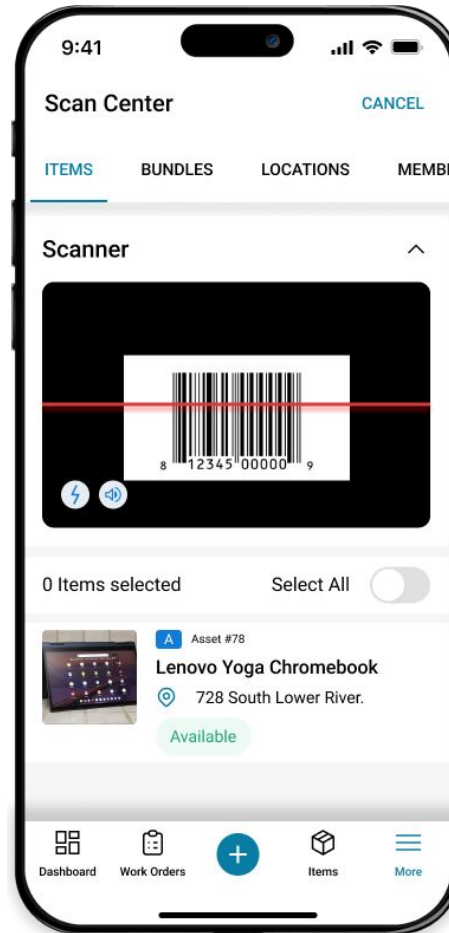
- **Scanning Options:** Use a Camera Scanner, Handheld Bluetooth Scanner, or RFID to scan items
- **Scan Types:** You can scan Items, Bundles, Location and Members
- **Benefits:** Scan center makes it easier for you to scan items and you can also view details of Items, Bundles, Locations, or Members



8.1. Actions on Scanned Items

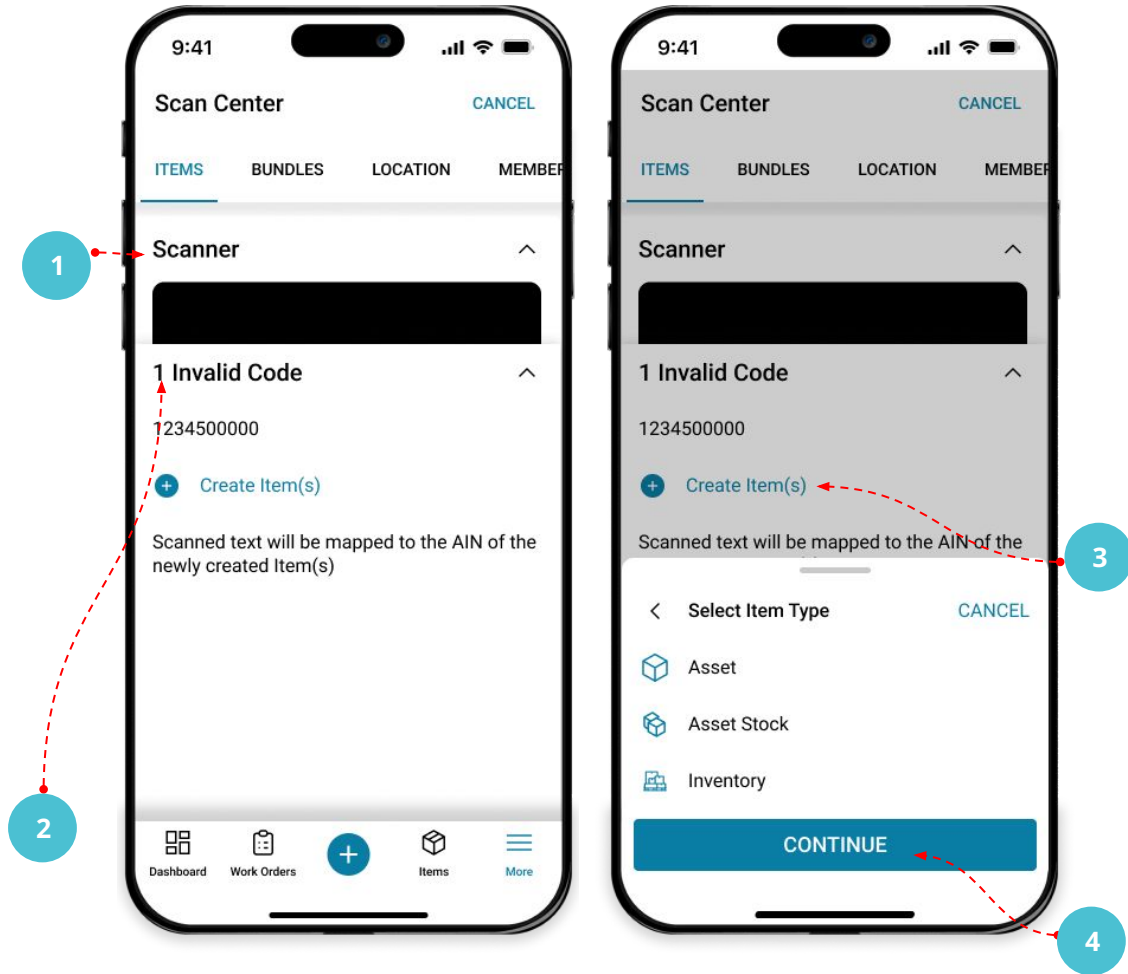
Scan items in quick succession with EZO AssetSonar's Scan Center to create a list or take various actions

1. **View Scans:** Scanned items will appear in the **Items** tab
2. **Scan Items:** Scan the barcode/QR code of the item you want to add
3. **Tap and Hold:** Select item cards to take actions
4. **Create Items:** Scan any barcode/QR code and then tap on **Create Item(s)** and select the item type (Asset, Asset Stock, or Inventory)



8.2. Add Items via Scanning

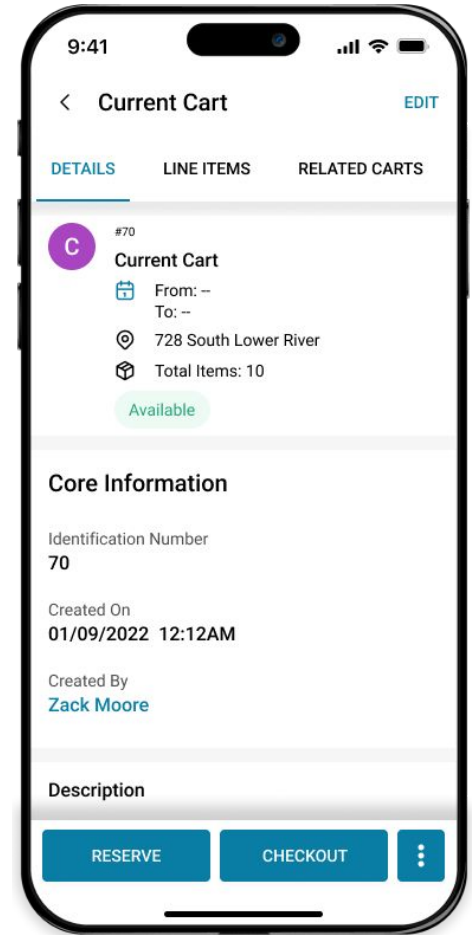
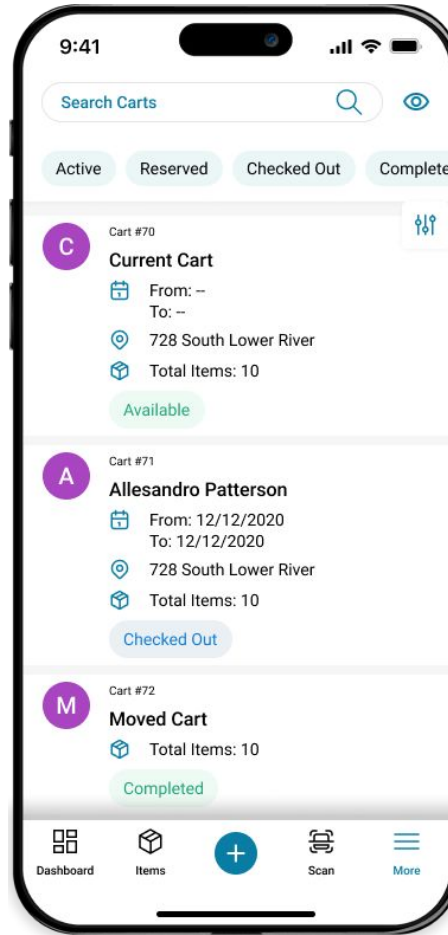
1. Scan the barcode/QR code of the item you want to add
2. Tap on **Invalid Code** to see all the codes of the Items you have scanned
3. Tap on **Create Item(s)** and select the item type from Asset, Asset Stock, or Inventory
4. Tap on **CONTINUE** to complete the action



9. Carts

Check out or reserve multiple items together through **Carts**

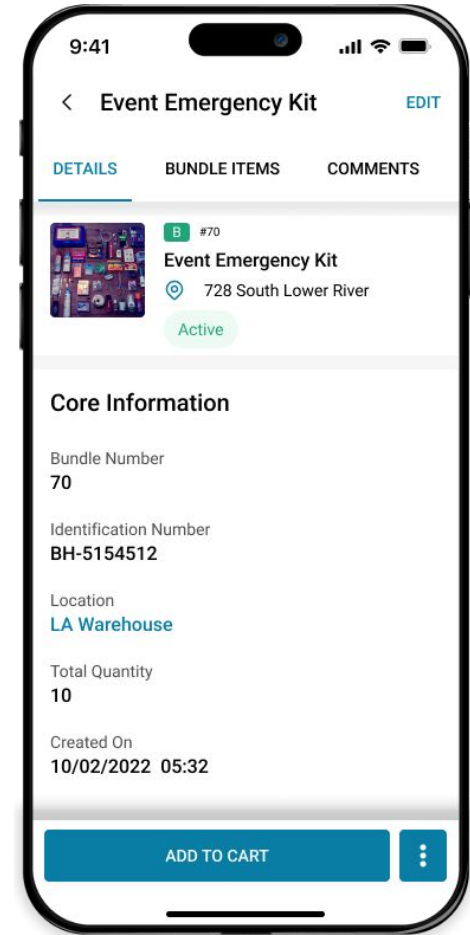
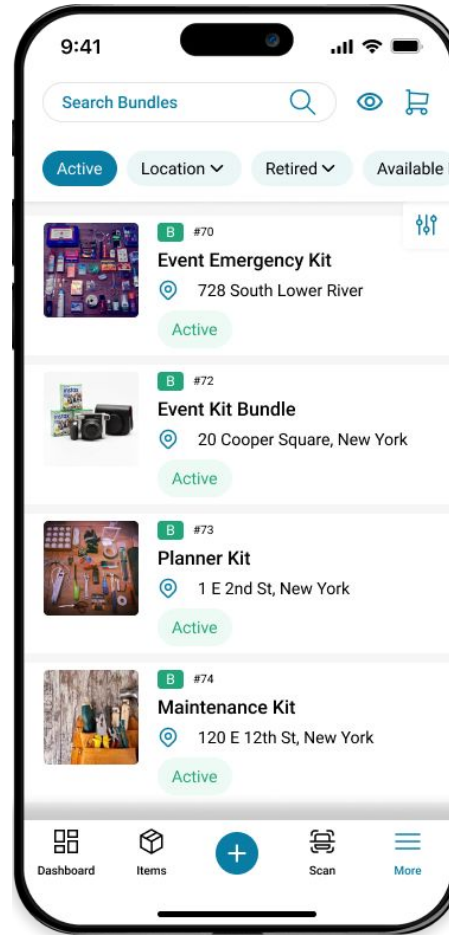
1. **Setup:** Enable the Carts Add-On from the desktop app (*Settings* → *Add Ons* → *Carts*)
2. **Cart States:** Toggle between states such as Active, Reserved, Current, Checked Out, and others in the Carts Tab
3. **Search and Filter:** Search through carts and filter by Cart Items and dates
4. **Detail Page:** Tap to view cart details, organized with tabs for further information



10. Bundles

Use **Bundles** to group items based on your company workflows to enhance processing and productivity. Enable the Bundles Add-on from the desktop app

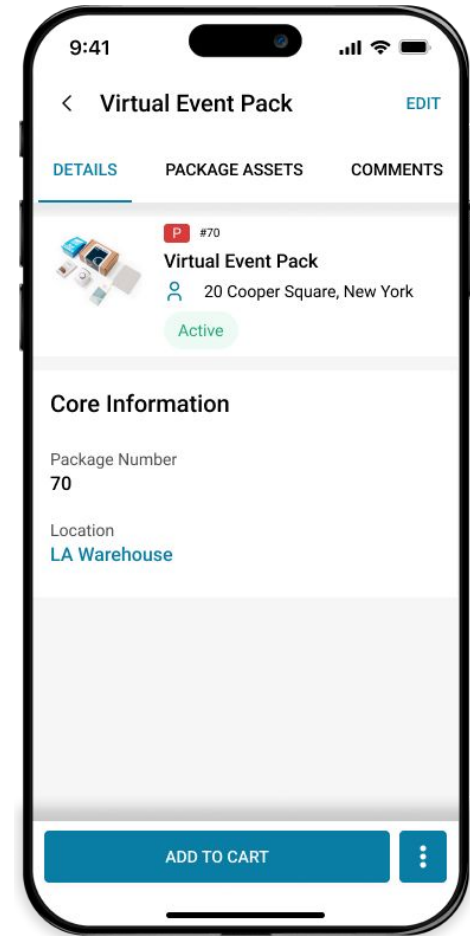
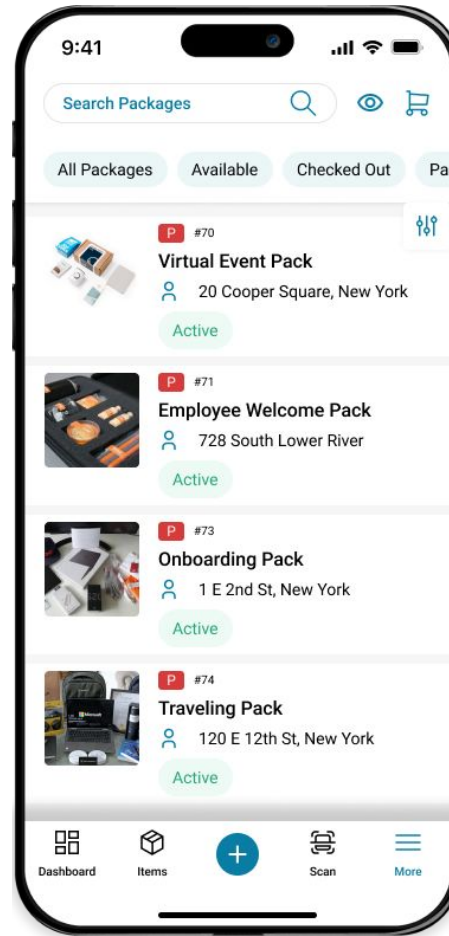
- **Listing View:** Browse and sort through your bundles. Apply filters like Location, State, Availability, etc.
- **Detail Page:** Tap on any Bundle to view bundle details and use the **Add to Cart** action to add items in your cart



11. Packages

Create and manage **Packages** through EZO AssetSonar mobile app. Group items into packages to streamline processing and enhance productivity

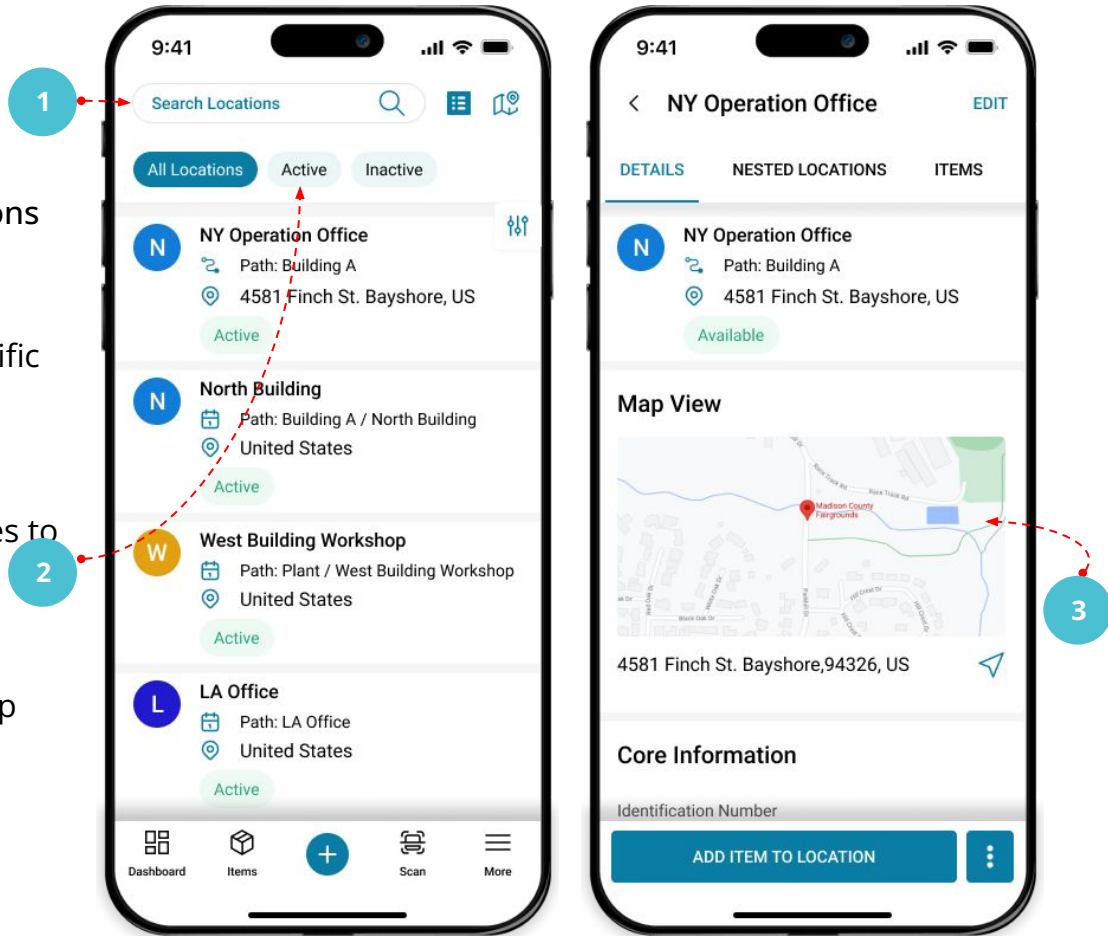
- **Setup:** To enable Packages, go to *Settings* → *Add-ons* → *Packages* from the desktop app
- **Listing View:** Browse and filter through your packages
- **Detail Page:** View package details and use the "Add to Cart" action to include items in your cart



12. Locations

Track, access, and perform actions on Locations on the go, from remote sites

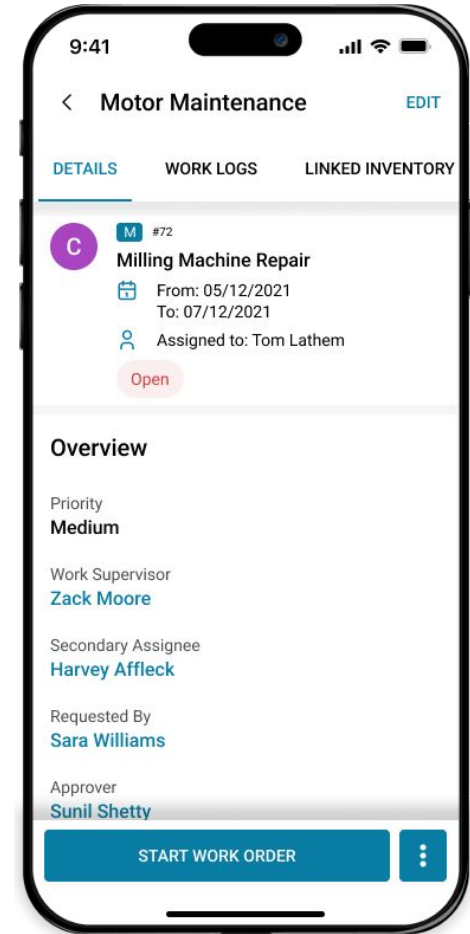
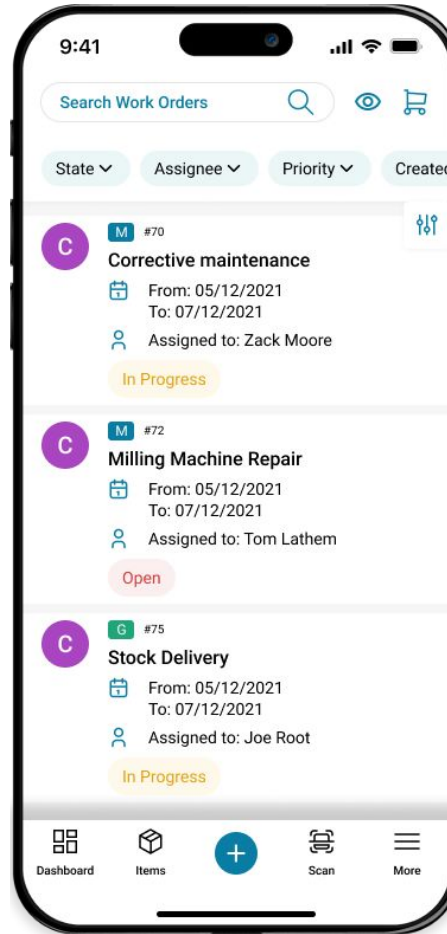
1. **Search:** Use the search bar to find specific locations
2. **Filter:** Tap on Active or Inactive capsules to filter locations by activity state
3. **Map View:** View all locations on the map for a global overview of your business operations



13. Work Orders

Use **Work Orders** module to track maintenance tasks, assign jobs, and monitor services performed on assets

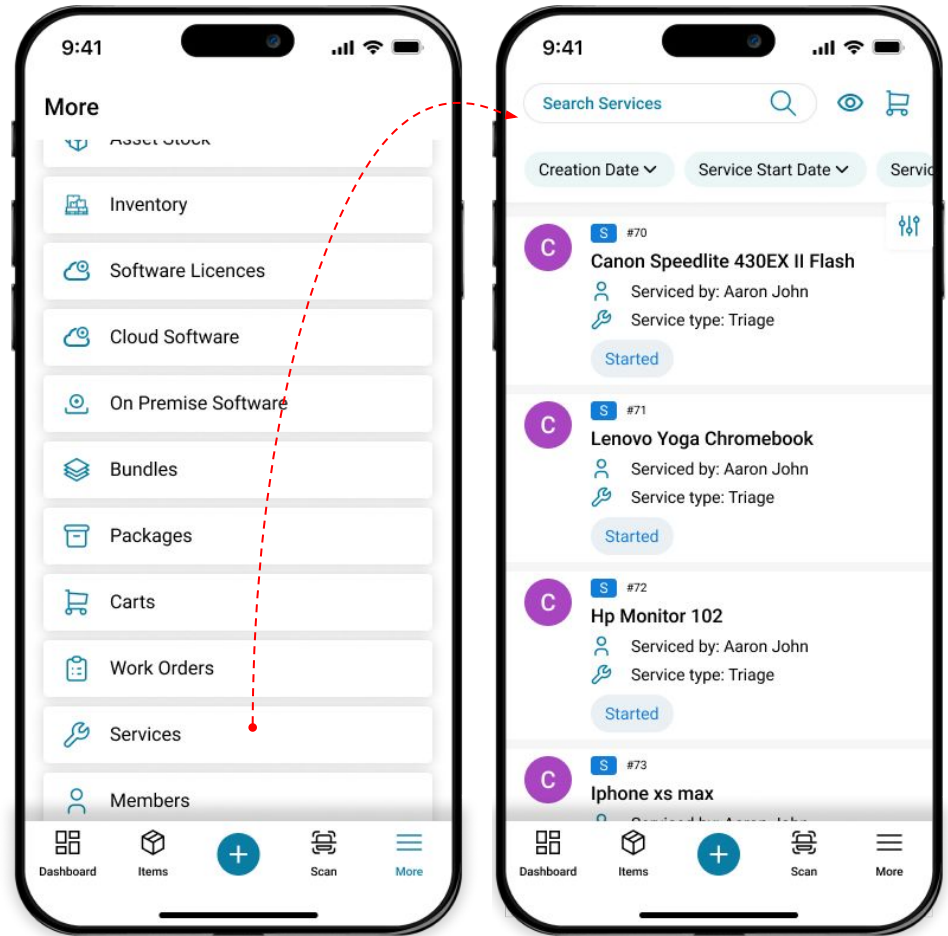
- **Access:** View Work Orders by tapping on the 'More' menu in the bottom navigation bar
- **Visibility:** Work Orders will only appear in the app if the Add-On is enabled
- **Detail Page:** Start or complete work orders and manage their status directly from the work order detail page



14. Services

Manage and keep track of various service actions to enhance the IT asset lifecycle for your hardware and software assets

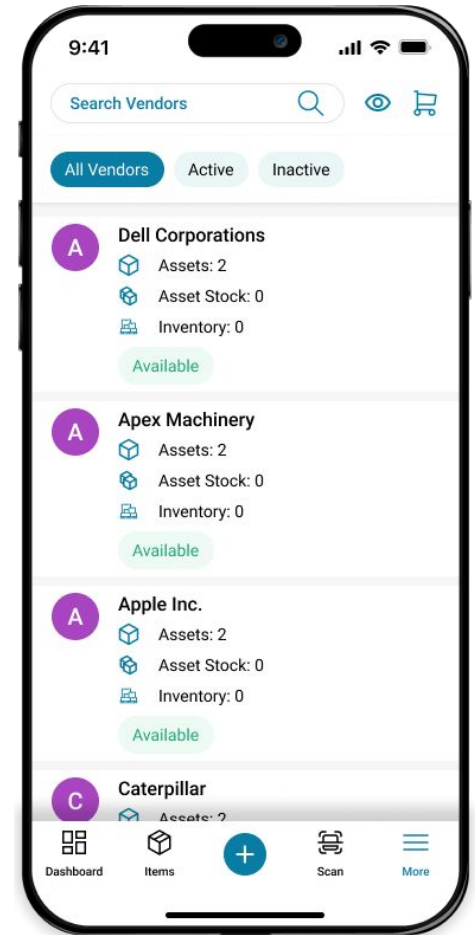
- **Access:** View Services by tapping on the 'More' menu in the bottom navigation bar on the Dashboard
- **Listing View:** Browse and filter through your services
- **Detail Page:** Access service details and take actions as needed



15. Vendors

Use **Vendors** module to manage and view vendor information efficiently. Keep an updated repository of your software and hardware vendors in EZO AssetSonar mobile app

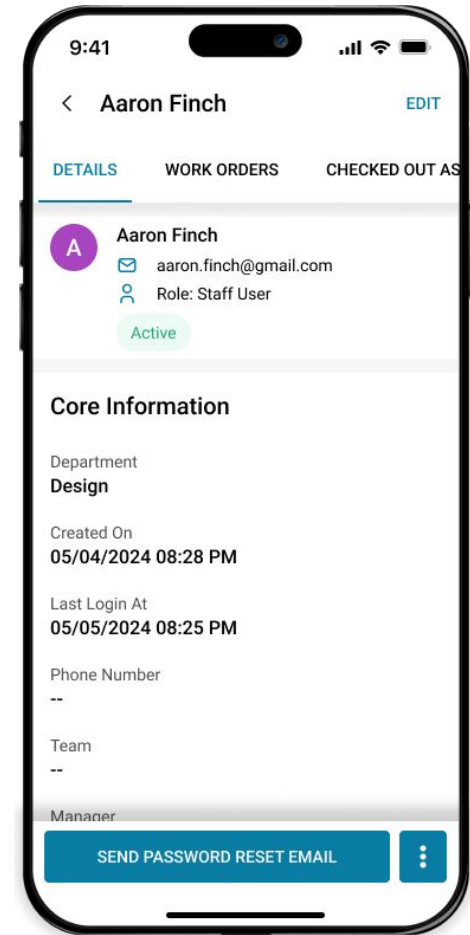
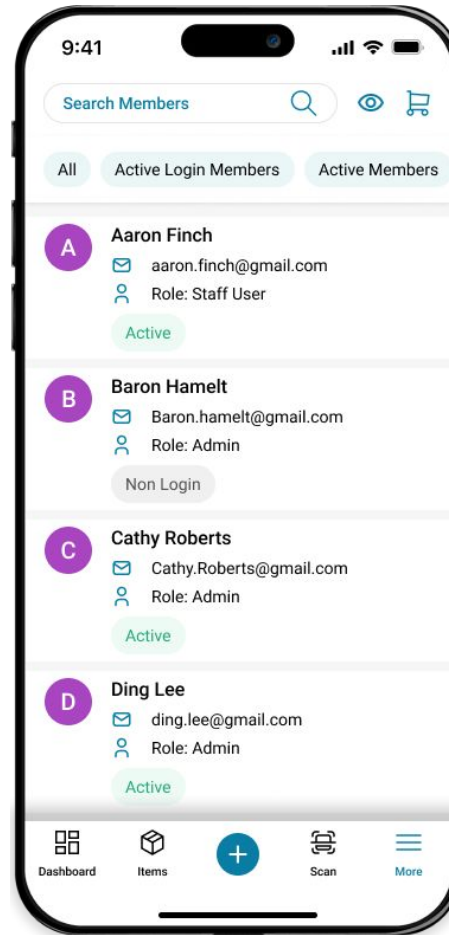
- **Listing View:** Browse and filter through your vendors
- **Sort and Filter:** Use filter options to organize your vendor list
- **Detail Page:** Access vendor details and manage information as needed



16. Members

View **Members** information and take actions on them to manage them effectively

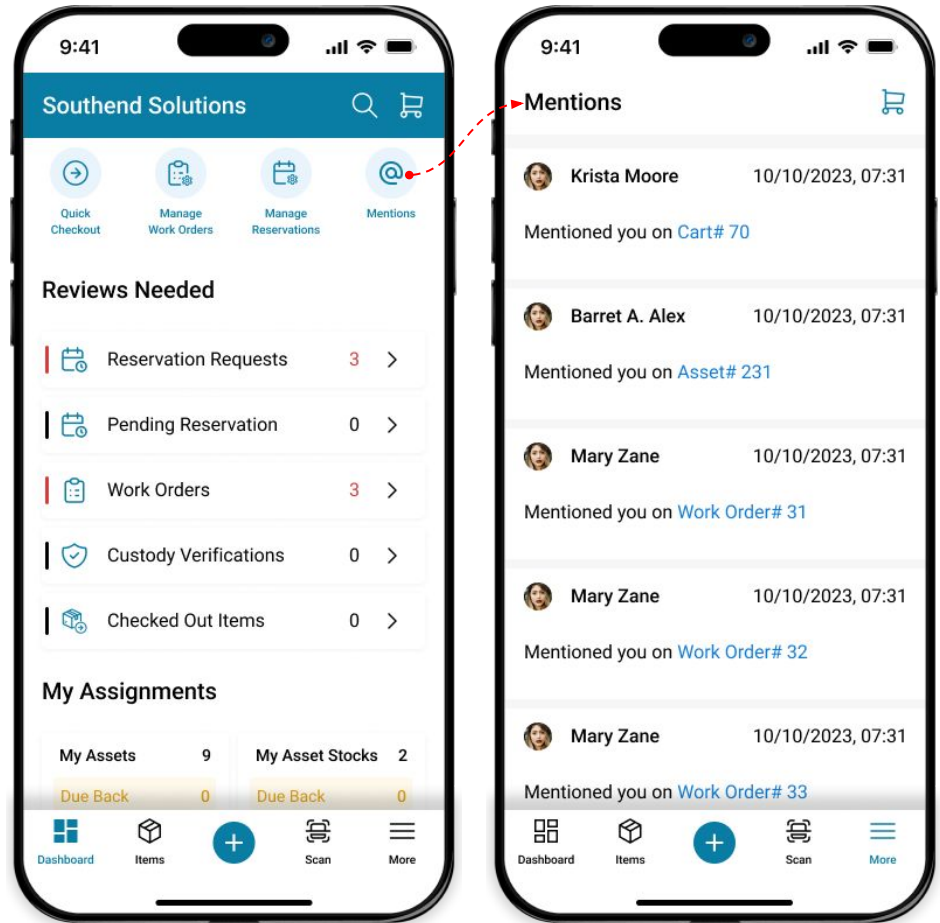
- **Listing View:** Browse and filter through a list of your members
- **Sort and Filter:** Use relevant filter options to organize your member list
- **Detail Page:** Access member details and view or take actions on items under their custody



17. Mentions

View and access an accurate list of all **mentions** and instances where you've been tagged

- **Access:** View mentions from the Dashboard Quick Actions or the **More** button
- **Detail Page:** Click on any mention to be redirected to the relevant detail page



About EZO

EZO began as EZ Web Enterprises in 2011 with a mission to build easy-to-use yet robust cloud-based applications for organizations worldwide. Our team is passionate about delivering consistently amazing user experiences with best-in-class functionality and enterprise scalability.

EZ Web Enterprises' products help thousands of organizations around the globe streamline business operations in many key areas, including asset management with EZO AssetSonar.

Sign up for a free 15-day trial today, no credit card required

https://ezo.io/assetsonar/sign_up/

For Further Assistance

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