



## Scenario 1 - Quick Scan

**Background** As a result of a corporate restructure, the cost centre associated with all desk phones at Klutz and Sons has changed so that management can better scrutinise telecommunication expenses. The CFO orders an audit of all desk phones with a simultaneous change of cost centre in the Asset Management System.

**We will discover that:** a) Contrary to staff guidelines, two employees have swapped their desk phones; and b) In flagrant disregard of company policy, one employee has replaced his desk phone with a new model and has not updated the Asset Management System (a career-limiting initiative on his part).

**1** Install **Barcode Essentials Free** to your iPhone, iPad or iPod touch.  
>> Search **App Store** for 'Altiris'

**2** Synchronize with server name '**demo**'  
>> This automatically redirects to [sync.barcodeessentials.com](http://sync.barcodeessentials.com)  
>> Select Profile **Scenario-1**

**3** Open Barcode Essentials and select **Quick Scan**.  
Set the **Cost Centres** field to **Telecoms** to change the cost centre from General to Telecoms for each asset scanned.  
Use Quick Scan to scan the asset tag barcodes on the phone found on the desks of the employees **Kid, Polly, Nosmo** and **Suzie Q**.

**4** You note that employees Polly and Nosmo appear to have swapped phones.  
Use the Quick Scan **See Scanned Asset** function then **Edit** to update the **Owner** field on these two desk phones to the correct value.

**5** The phone on Bernie's desk appears to be new and is quite different to the others. It does not have a barcode sticker on it.  
Go **Home** > **Create** and use the values at right to create a new **Desk Phone** asset for this weird device.  
Don't forget to **Save**.

**6** Use the '**Search**' function to list all assets of type **Desk Phone**.  
We now have 6 desk phones for a company with 5 employees.  
Search for Bernie Bigshot's original phone. He had extension 101, so type '**101**' in 'Barcode or Name' field and click Search.  
Use the **Edit** function to change the status of this desk phone to '**Disposed**'.  
Add a note to senior management in the **Comment** field, suggesting your ideas for Mr Bigshot's next career move.  
Click **Save**.

### Asset Tags

On **Kid Eager's** desk:



KS1002

On **Polly's** desk:



KS1003

On **Nosmo's** desk:



KS1004

On **Suzie Q's** desk:



KS1005

### Bernie's strange new desk phone

Name: xtn101  
Location: Las Vegas  
Status: Active  
Cost Center: Telecoms  
Owner: Bernie Bigshot  
Manufacturer: Mattel  
Model: BarbiePhone  
Serial Number: (Scan to enter)



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