



**DOCUMENT TRACKING
MOBILE APP
QUICK START GUIDE**

SELF-HOSTED/ON PREMISE SOLUTION (IF CLOUD, SKIP TO BELOW)

Download the app from your devices App Store. App can be found by searching for “GigaTrak” or “Document Tracking”. Once downloaded, open the app to start the in-app setup process.

Select “GigaTrak On Premise Solution”.

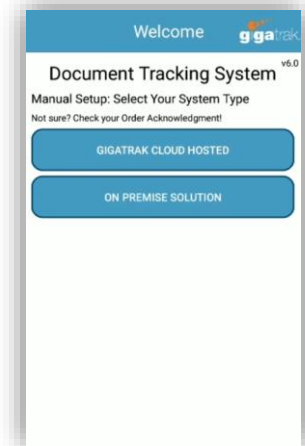
Choose your Connection Type. If you have setup a self-hosted web-service off your own intranet, you can use the app in Live database mode. Transactions will be updated to the database in real time with no syncing. Contact support@gigatrak.com for web-service requirements and install instructions. Live mode supports both Android and iOS devices.

Manual Batch requires the user to physically sync the device with the PC in order to update the database. Batch mode is Android only.

If you choose Manual Batch, select Yes on the pop-up notice to continue setup.

Next, turn on the toggle button for the in-app barcode scanner if you plan on using your devices camera to scan barcodes. If you have a device with a built-in scanner, this option can be turned off.

Press Continue.



On Prem Live Connection: Enter your web-service location URL provided by your IT department. This must be setup ahead of time. If you were provided with a pin number in your Order Acknowledgement email, turn on the toggle for the pin and enter the pin code.

Name your device. Each device must have a unique name. To have the system auto populate a name, turn on the toggle for “Auto Search”.

Press Submit.

If a device license is available, the device will be registered and active available for immediate use. Press “Complete Setup” to be brought to the main login page.

This quick start guide is meant only for quick system setup and usage. Please refer to the User Manual for a more detailed explanation of the system. Contact support@gigatrak.com for questions.

Manual Batch Connection: After choosing Manual Batch, decide whether you want to enable the in-app barcode scanner or not. Leaving this on will enable you to use your device's camera to scan barcodes into the app. If you have a device with a built-in scanner, this option can be left off.

Press Continue.

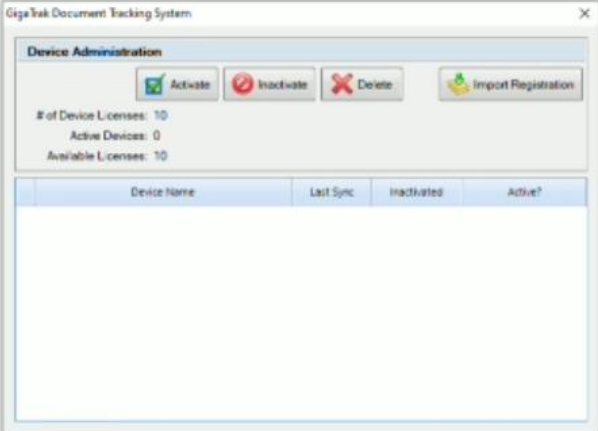
Name your device. Each device must have a unique name. Press Continue to Generate the Batch File for the device.

Plug your device into the PC and turn your device into File Transfer Mode. Follow on-screen instructions to verify. Swipe the screen to the left to view instructions on Enabling File Transfer Mode.

When your device is in File Transfer Mode, open the PC version of the Document Tracking System on the computer. Login to the system as the main Admin (credentials provided in acknowledgement email).


Registering the Device

1. Open the Document Tracking System on the PC.
2. Login to the system.
3. Go to the Bottom Icon in the Left Side Panel and Select Settings -> Device Admin.
4. Select Import Registration.



Device Name	Last Sync	Inactivated	Active?
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5. From the menu, Select your device name and select OK.



Go to Settings-Device Admin. Select "Import Registration".

Select your named device from the menu and press "OK".

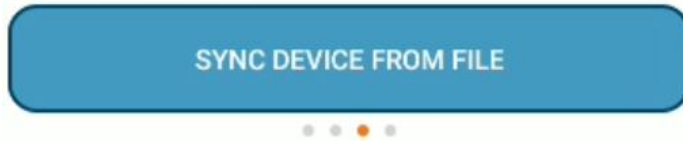
The first sync will begin automatically.

If prompted, choose to "Copy and Replace" all files.

Once the sync is complete, press "OK" when the device created popup appears.

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Finally, back on the device, press “Sync Device From File” to complete the setup.



Press “Complete Setup” to be brought to the main login page.

CLOUD-HOSTED

Download the app from your devices App Store. App can be found by searching for “GigaTrak” or “Document Tracking”. Once downloaded, open the app to start the in-app setup process.

Select “GigaTrak Cloud Hosted”.

Next, turn on the toggle button for the in-app barcode scanner if you plan on using your devices camera to scan barcodes. If you have a device with a built-in scanner, this option can be turned off.

Press Continue.

Enter your Customer ID number provided in your Order Acknowledgement email. If you were given a pin, turn on the toggle button for the pin and enter. Name your device. Each device must have a unique name. If you would the system to auto populate a name, turn on the Auto Search button.

Press Submit.

If a device license is available, your device will be registered and active and ready for login. Press the “Complete Setup” button to get to the login page.

If a license was not available OR you registered the device without a pin, an Admin will need to approve the device back on the PC version of the system.

On the PC system, login as the Admin and go to Settings – Device Admin. Click on the device from the grid and press “Activate”. If a license is available, the device will become active.

Back on the device, press “Verify



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LOGIN

Once app setup is complete, you will be brought to the main login page upon opening the app. Login credentials are first setup on the PC version under the Employees icon. An Admin login is also given in your Order Acknowledgement email.

Live Mode – Login with username and password first setup in each employee’s profile on the PC version of the system.
(Admin-Employees)

Self-Hosted Manual Batch – An employee barcode is needed for logging in. Barcodes are given to each employee when first setting up their profile on the PC version of the system.

(Admin-Employees)

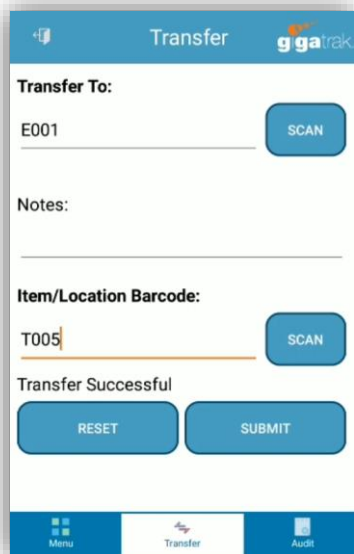


TRANSFER

Click on the Transfer button.

Enter or scan the barcode of the Person or Location you are transferring to. If you are using the in-app barcode scanner, click on the “Scan” button to bring up your devices camera to scan a barcode.

Enter in any optional transaction notes.



Enter or scan the barcode of the document into the Item/Location barcode field. (Please note only Locations marked as “Transferrable” can be scanned here). If you are using the in-app barcode scanner, click on the “Scan” button to bring up your devices camera to scan a barcode. Once the barcode is entered, press “Submit” to complete the transfer. An auto submit will occur when scanning or using the in-app barcode scanner. If a document is already with an employee/location, you cannot do a duplicate scan. T001

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AUDIT

Click on the Audit button from the main menu. Locations or Employees can be Audited. First, scan or enter the barcode of the location or employee you would like to audit. If you are using the in-app barcode scanner, click on the "Scan" button to bring up your devices camera to scan a barcode

Once the barcode of the Location/Employee has been entered, a list of items that SHOULD be there will appear. Now, scan or enter document barcodes that you find with that employee or at the location. If a barcode is entered that matches one on the list, it will disappear. Also scan items that may not be in the list if you found them with that employee or location. When finished, press "Complete Audit".

Audit results can be viewed back on the PC version of the system.

BATCH MODE SYNCING

When using the mobile app in Manual Batch mode, a sync is needed both before using the app and after using the app to download the transactions that occurred on the device.

Plug your device into the PC hosting the system. Make sure your device is in File Transfer Mode. Go to the Transfer icon the PC.

Press "Sync Handheld".

Press "Ok" on the pop-up. Choose to Copy and Replace all files.

Press "Ok" once sync is complete.

Unplug the device and perform as many transactions as you wish. Once finished, follow the above instructions to download all transactions to the PC.

NOTICE

All Active and Inactive devices will be listed under the 'Device Administration' section found in the Settings tab of the PC version of the system. Here, the Administrator can also Activate current, Inactive devices or Inactivate current, Active devices.

Device Name	Last Sync	Inactivated	Active?
Device A	1/29/2018 10:15:16 AM		Yes
Device C	1/15/2018 12:49:29 PM		Yes
Device B	1/18/2018 1:43:53 PM		Yes
Gigatrak	2/19/2018 5:24:30 PM		Yes
→ Apple iPhone			Yes

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