Quick Start! Beacons Inventory Scanning iPad App

This quick start guide shows you how to get a running start using the Beacons iPad app to manage your inventory.

Login:

1. Make sure you have a wifi/wireless internet connection.
2. Tap the Beacons icon.
3. Select **DJO Employee** or **Partner**.
   a. Select DJO Employee if you are a direct employee of DJO.
   b. Select Partner if you are an independent Partner of DJO.
4. Enter the email address associated with your DJO accounts and then enter the password provided in your account-activation email.
5. Tap the **Log in to Salesforce** button.
6. Tap the **Email me a verification code** button.
7. Check your email inbox for the verification code, and then enter it into the code-box displayed by the app.
8. Tap the **Allow** button.
9. Set a new Passcode (you will be prompted to enter it twice.)

* The first time you login, the app will automatically download your sales/inventory data. This may take a minute or two depending on the number of accounts you manage.
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Find an Account:

To find an account using the Search tool:
1. Tap the Search icon (it looks like a magnifying glass.)
2. Enter part of the account’s name.
3. Tap the account’s name in the search-results list to view the account’s screen.

To find an account using the Map tool:
1. Tap the Map icon.
2. Allow Beacons to use your location, if prompted.
3. Tap a pin to see condensed account information.
4. Tap the information box for the account you are visiting to view the account’s screen.

*Find the account and review its sales/utilization data before you visit.*
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Scan:

1. From the account’s screen, tap the Scan icon (it looks like a barcode.)
2. Center the device’s barcode in the red framing box.
   a. Beacons will scan the barcode and display device information below the camera-viewer.
   b. Beacons will prompt you for input when necessary. Follow the onscreen instructions.
   c. Beacons will count-down the number of devices to be scanned at that account until you are done.
3. To report a device that will not scan, tap the Email icon.
   a. Photograph the device’s barcode.
   b. Tap the Send button to send the device-reporting email.
4. When you are done scanning, sync your data.

Sync:

1. Tap the Back icon (it looks like a left-pointing arrow) until the Home screen is displayed.
2. Tap the Options icon (it looks like three horizontal bars.)
3. Tap the Sync button.
4. Tap the Edit icon (in the top right corner of the screen,) and then select Sync.

*Scanned inventory will be updated overnight and will be refreshed on your iPad when you sync the next day. Sync daily to ensure you are working with up-to-date information.*