

Installer Instructions for Capturing Barcodes during desk installation

Introduction

As part of the floorsense installation process, the location of each floorsense device must be captured against its actual installed location on the site floorplan.

The supplied floorsense/floorsight hardware has been supplied preconfigured with a radio channel (zone) assignment for a given floor, but **without** any desk assignment. This means initially the hardware can be installed at any desk within the radio zone which is either colour coded or printed on the base of the unit.

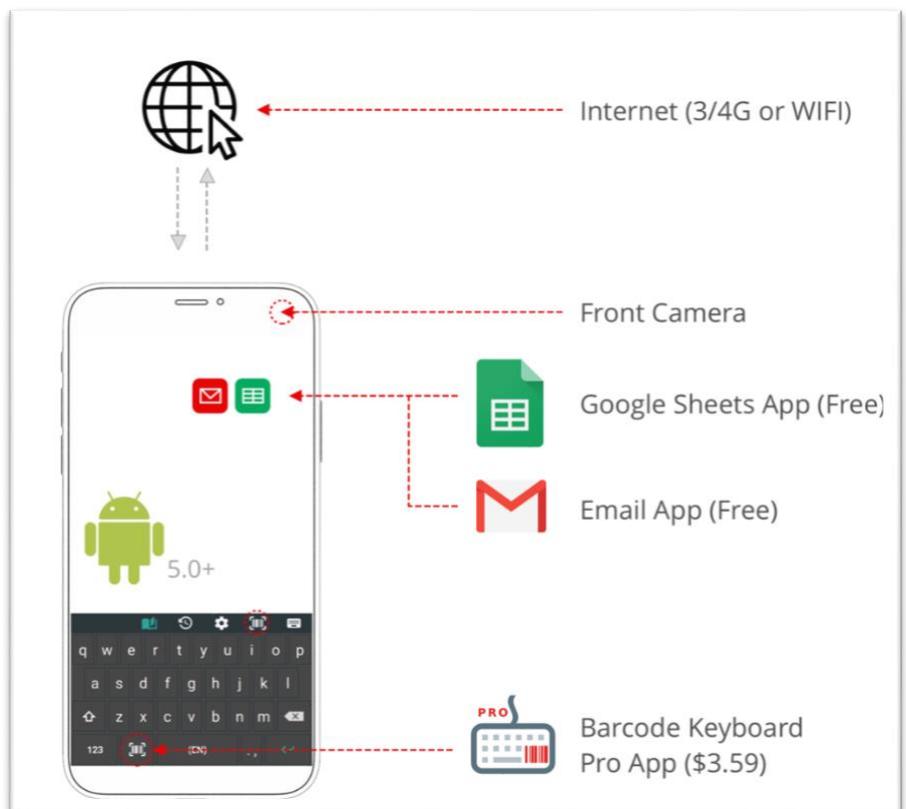
Capturing the location where a floorsense device will be installed is best done in batches immediately prior to fitting into/under desks. This will save crawling under desks later

High Level Requirements

- Floorplan with the desk locations numbered. This is provided by the floorsense reseller
- Android phone meeting the requirements setout below
- Invitation to edit a Google Sheet – this is a URL link sent by Floorsense Ltd to the reseller, who in turn forwards on to the installer(s).

Android Phone Requirements

- Android version 5.0 or later
- Internet connectivity to the phone (3/4G or WIFI)
- Front facing Camera
- Google Sheets App installed (free from Google Play)
- Email client installed (where installer can receive the URL link)
- “Barcode and QR Code Keyboard Pro” App - \$3.59 from Google Play Store. Link below:

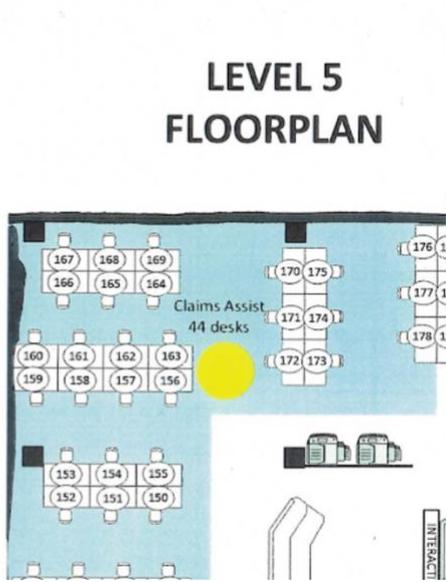


<https://play.google.com/store/apps/details?id=com.niksoft.nikokeyboardpro>

Capture Instructions

- 1) Set out a batch of floorsight/floorsense units with barcodes facing up
- 2) Open the Google Sheets link emailed from Floorsense Limited
- 3) Navigate to the correct tab for the level being installed. The sheet will contain 4 columns: Level, Radio Zone, Desk Number and Barcode. All except the Barcode column will have been pre-populated by Floorsense Limited. Where possible the floorplan will also be embedded into the spreadsheet.

	A	B	C	D	E	F	G	H
1	Level	Zone	Desk No.	Barcode				
2	5	Green	1	00124B0018AE558A				
3	5	Green	2	00124B0018AE5CAC				
4	5	Green	3	00124B0018AE5696				
5	5	Green	4					
6	5	Green	5					
7	5	Green	6					
8	5	Green	7					
9	5	Green	8					
10	5	Green	9					
11	5	Green	10					
12	5	Green	11					
13	5	Green	12					
14	5	Green	13					
15	5	Green	14					
16	5	Green	15					
17	5	Green	16					
18	5	Green	17					
19	5	Green	18					



The floorplan is titled "LEVEL 5 FLOORPLAN" and shows a layout of desks. A yellow circle highlights a desk in the center of the plan, corresponding to desk number 12 in the spreadsheet. The desks are arranged in several groups, with numbers ranging from 150 to 179. A "Claims Assist" area with "44 desks" is also indicated.

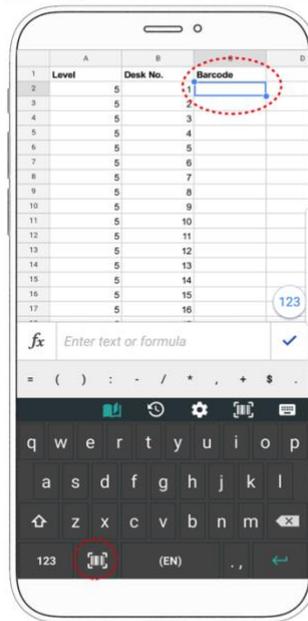
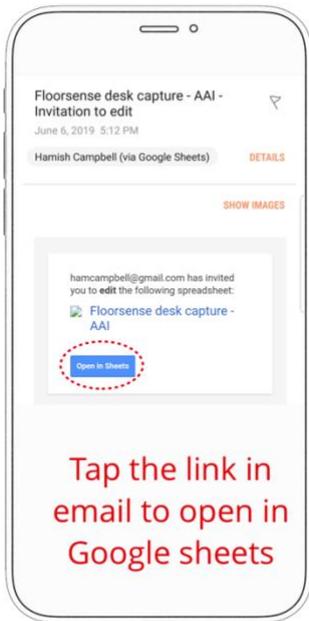
- 4) Identify the desks about to be installed on the floorplan to obtain their numbers
- 5) Identify the rows on the sheet containing these desk numbers
- 6) Tap into the Barcode cell for the corresponding first number
- 7) Tap the Barcode button on the keyboard. The camera appears.
- 8) Scan the barcode from the floorsight/sense device that will be installed into this location. On successful scan the cell is populated with the barcode number. The barcode should begin with **0012 and be 16 digits/letters long**
- 9) Using a marker or pencil, write the desk number onto the floorsense device so to not get them mixed up later prior to installing.
- 10) Tap the next cell corresponding to the next location to be installed, and repeat steps 7) – 9) again until all floorsense units in the batch

Notes:

- Do NOT scan barcodes for units on a different floor or in a different radio zone. The Barcode will contain in text the Level number and Zone, along with a colour coded sticker to indicate the radio zone within the Level (if more than 1).
- As long as the Android phone has internet access, it will update the sheet automatically without needing the user to save
- Any barcode cell can be updated by tapping and then deleting the contents prior to then tapping on the barcode button again.

Summary of Process:

(1) Tap cell for Desk 1



(2) Tap Barcode icon to bring up scanner

The Desk 1 cell is populated with the ID.



Tap the Desk 2 Cell and repeat process

Video of Process: <https://www.youtube.com/watch?v=n97un4GuS0Y>