



Exploration Archives 4.5

MobileMedia™ Guide

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1.0 Using MobileMedia™

New in this version:

Starting with this version (version 4.5) MobileMedia is now supported on Android OS 11+



Limitations

- » Navigation bars on modals are not inherently supported and do not appear in the Android version. As Android has a dedicated back button on the hardware, this is implemented.
- » Barcodes are not scanned until the scan button is released on the scanner..

The Wi-Fi enabled scanning technology of MobileMedia communicates with Exploration Archives to manage and record the movement of physical assets.

MobileMedia imports the information associated to barcoded media using an iOS or Android® scanner.



Note:

Apple has discontinued the iPod Touch. As a result, it is suggested MobileMedia scanners for iOS should use iPhones going forward.

You can use MobileMedia for:

- » Barcoding.
- » Updating the location of Media.
- » Picking data.
- » Order confirmation.

. MobileMedia increases efficiency, reduces human error and provides tracking details for physical media and warehouse inventories.

The MobileMedia scanner performs several key operations:

- » Checks out and receives items for orders
- » Provides route and pick features
- » Performs re-barcoding for physical items
- » Identifies the warehouse status
- » Records aisle, bay, shelf and box information
- » Maintains a real-time database connection

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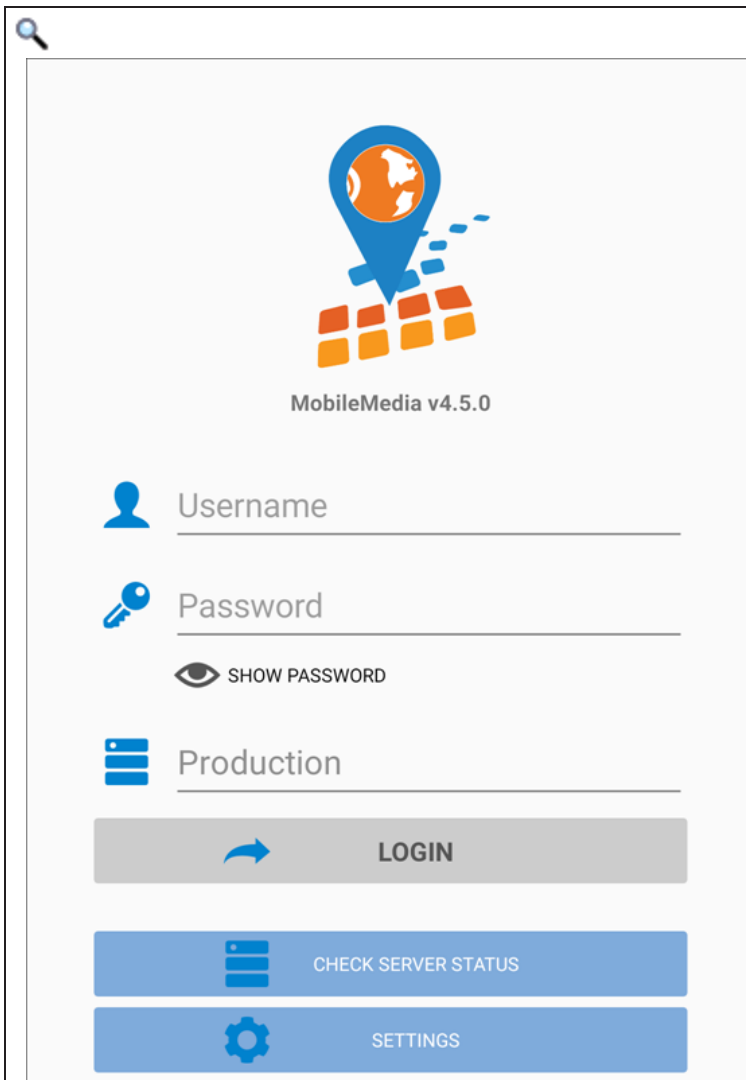
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- » Maintains a real-time database connection

2.0 Log in to MobileMedia

On the home screen of the scanner, tap the Mobile Media icon to open the log in screen.



MobileMedia v4.5.0

Username

Password

SHOW PASSWORD

Production

LOGIN

CHECK SERVER STATUS

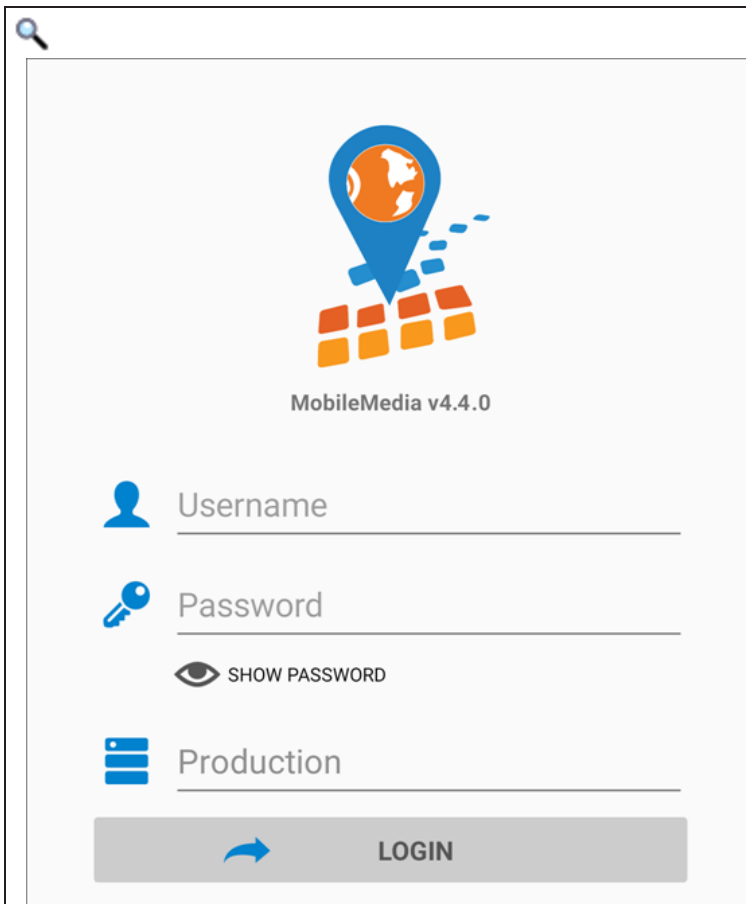
SETTINGS

Enter your user name and password. Select the database you are working with. Tap **Login**.



Note:

If you have forgotten your log in credentials, contact your administrator for assistance.



The image shows a login screen for MobileMedia v4.4.0. At the top center is a logo consisting of a blue location pin with an orange globe inside, and a grid of orange and yellow squares below it. Below the logo, the text "MobileMedia v4.4.0" is displayed. The login form includes three input fields: "Username" with a person icon, "Password" with a key icon, and "Production" with a server rack icon. Below the password field is a "SHOW PASSWORD" link with an eye icon. At the bottom is a grey button with a blue right-pointing arrow and the text "LOGIN".

Enter your user name and password. Select the database you are working with. Tap **Login**.



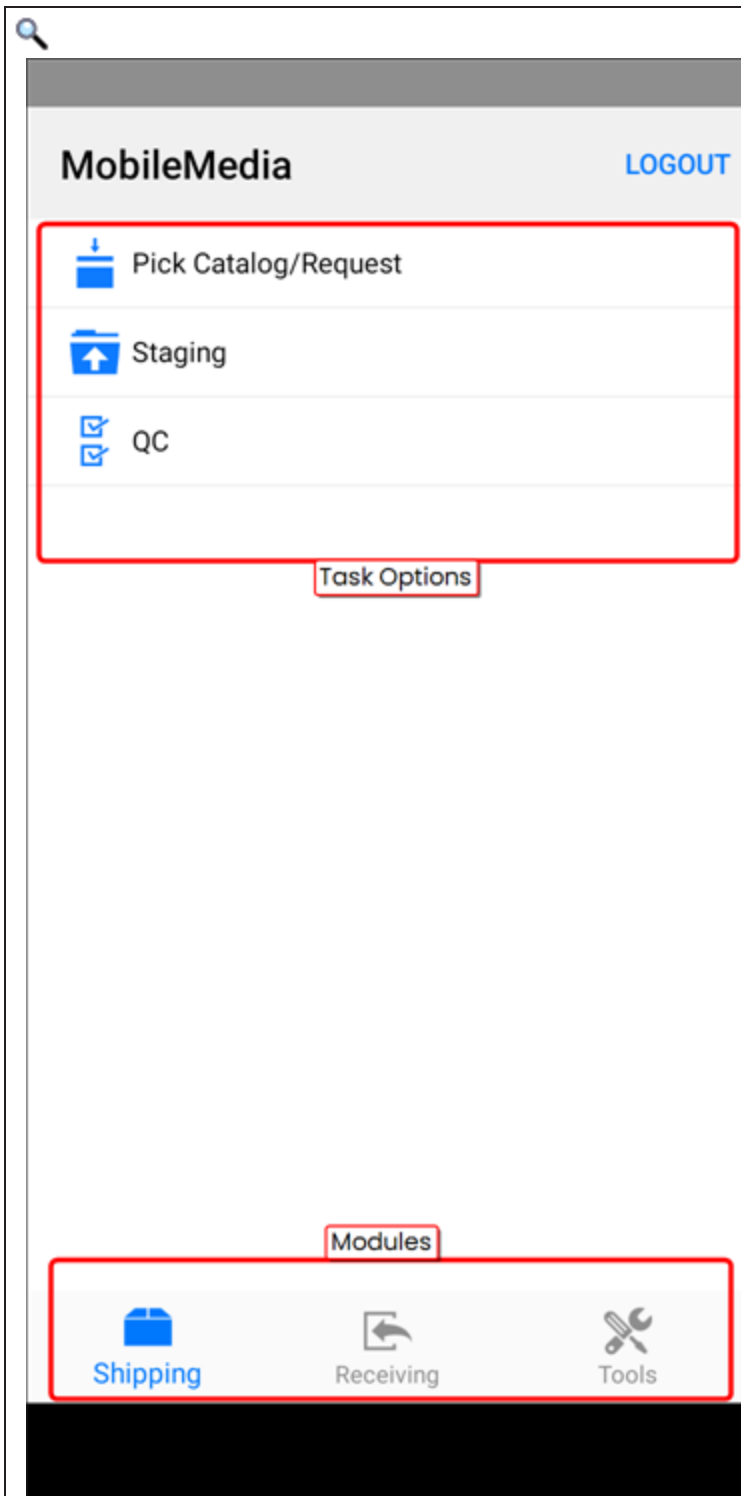
Note:

If you have forgotten your log in credentials, contact your administrator for assistance.

3.0 Main Menu

Once logged in, you see the **Main Menu**.

The MobileMedia app displays the **modules** at the bottom of the screen. The associated **task options** for the selected module display in the main area of the screen.



The status of the media record in Exploration Archives updates instantly as you complete each task in MobileMedia. To begin a task, tap the module and select the task.

The modules and associated tasks include:



Shipping

- » Pick Catalog/Request
- » Staging
- » QC



Receiving

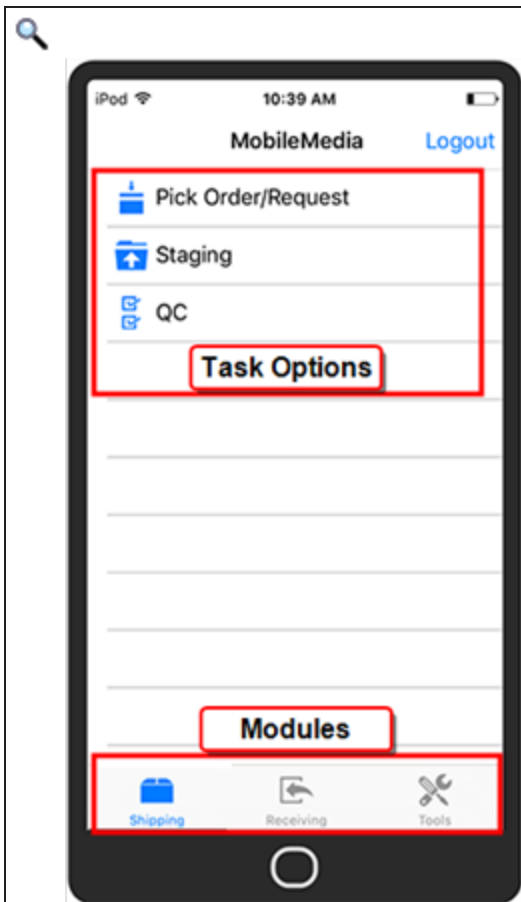
- » Receiving
- » Refile
- » Box QC
- » Box QC Data Request



Tools

- » Re-Barcode
- » Check Work Order Status
- » Check Catalog Status
- » Settings

Once logged in, you will see the **Main Menu**.



The MobileMedia app displays the **modules** at the bottom of the screen. The associated **task options** for the selected module display in the main area of the screen.

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- » Receiving
- » Refile
- » Box QC



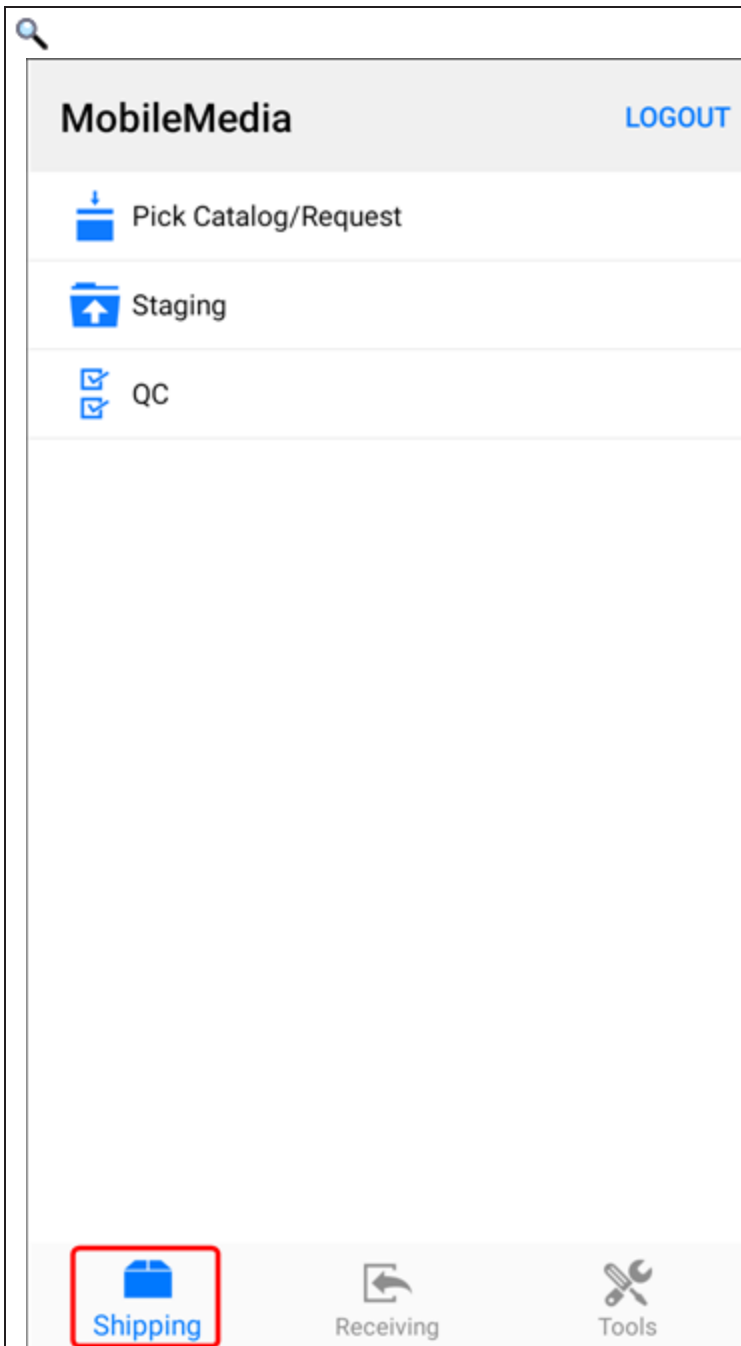
Tools

- » Re-Barcode
- » Check Work Order Status

4.0 Shipping data

The Data Request and Remediation procedures in Exploration Archives involve the movement of media. MobileMedia tracks the movement of the media and communicates with Exploration Archives to ensure up-to-date records are always available.

A Data Request at the *In-Progress* status becomes available in your MobileMedia app. For Remediation, a session at the *Shipping* status becomes available.



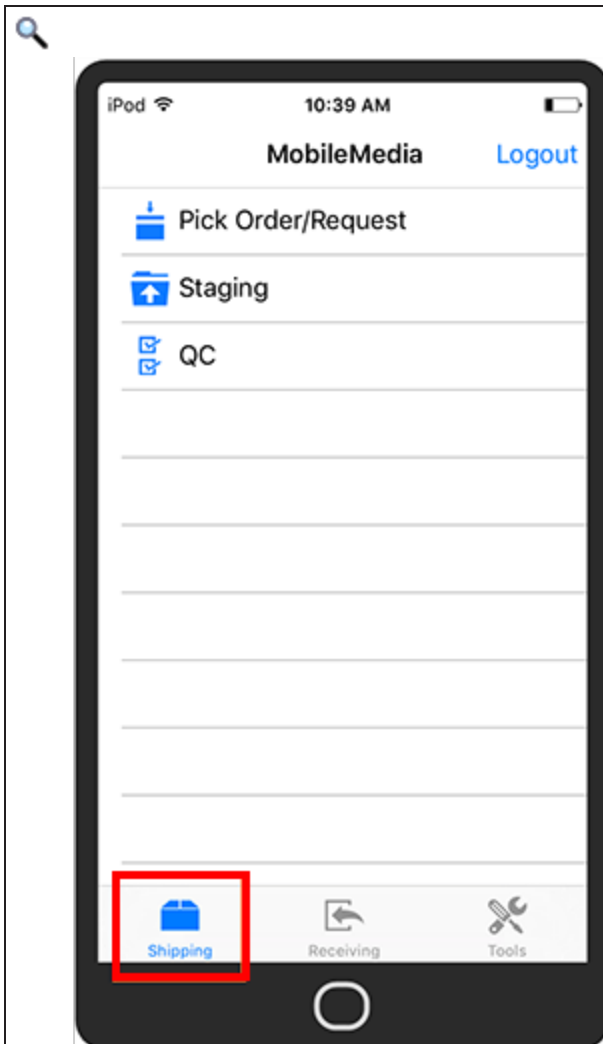
Tasks available in the **Shipping** module:

- » Pick Order/Request
- » Staging
- » QC (for Remediation only)

Refer to "Pick media" on page xxi to begin the procedure with the Pick Order/Request task.

The Data Request and Remediation procedures in Exploration Archives involve the movement of media. MobileMedia tracks the movement of the media and communicates with Exploration Archives to ensure up-to-date records are always available.

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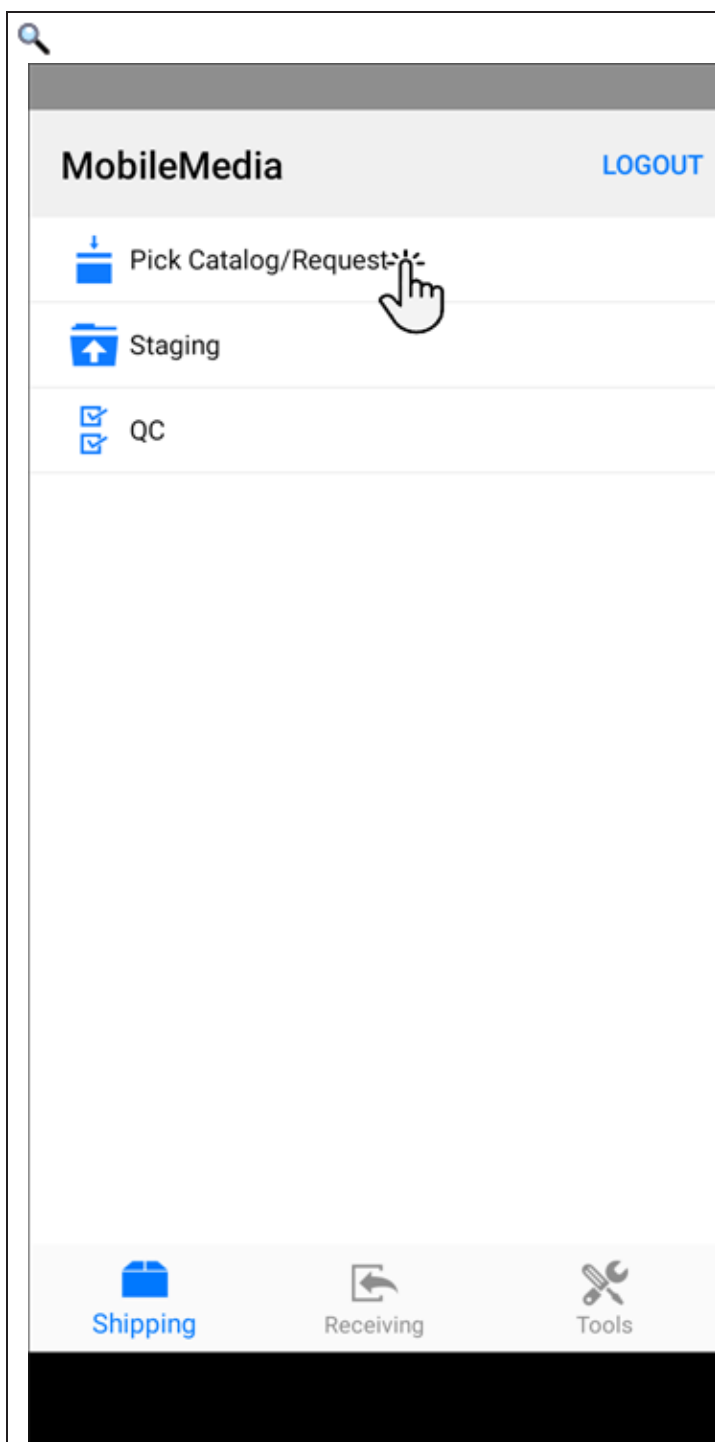
Refer to "Pick media" on page xxi to begin the procedure with the Pick Order/Request task.

4.1 Populate the media list

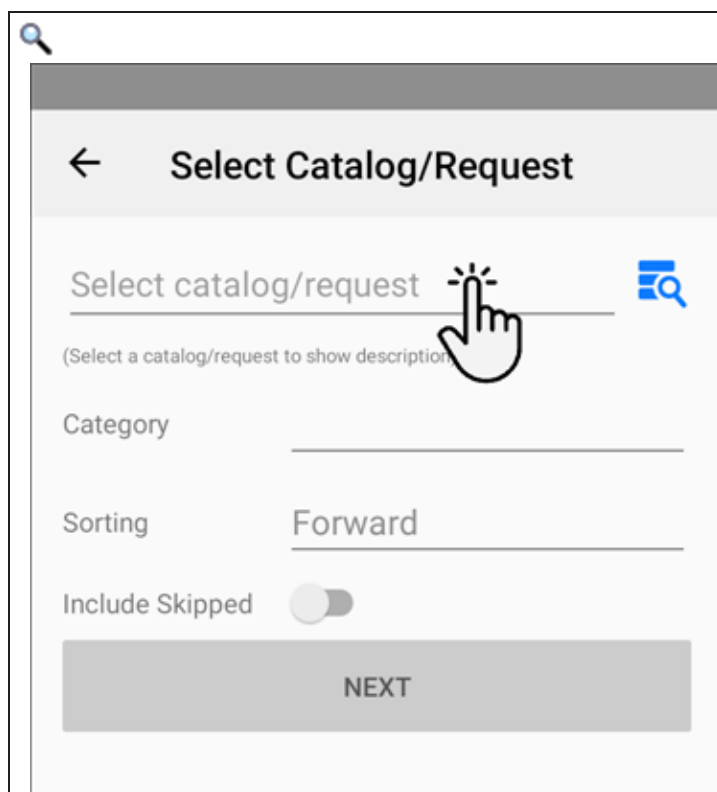
The **Shipping** module of MobileMedia populates the list of media items associated to a Data Request or Remediation session. Use the list to pull the media items.

To populate the list of media items:

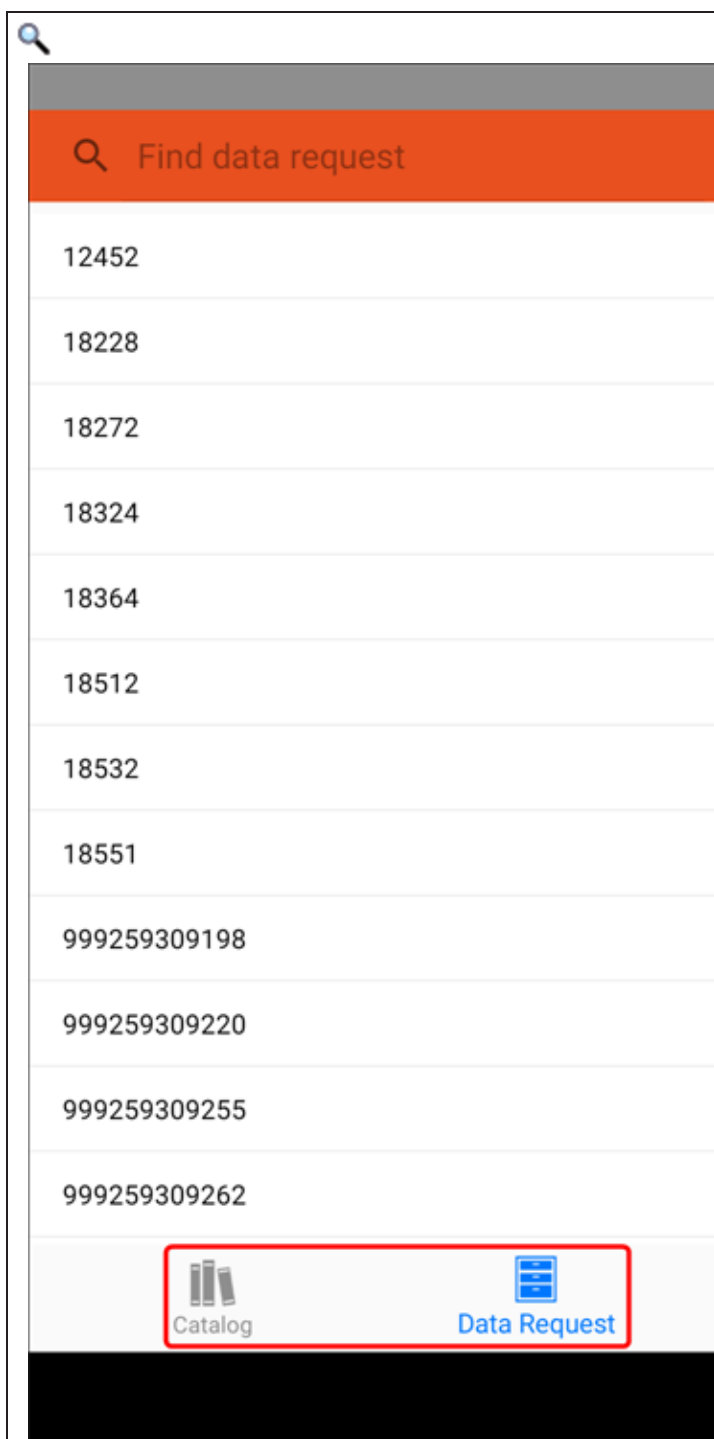
1. Open the **Shipping** module.
2. Tap **Pick Catalog/Request**.



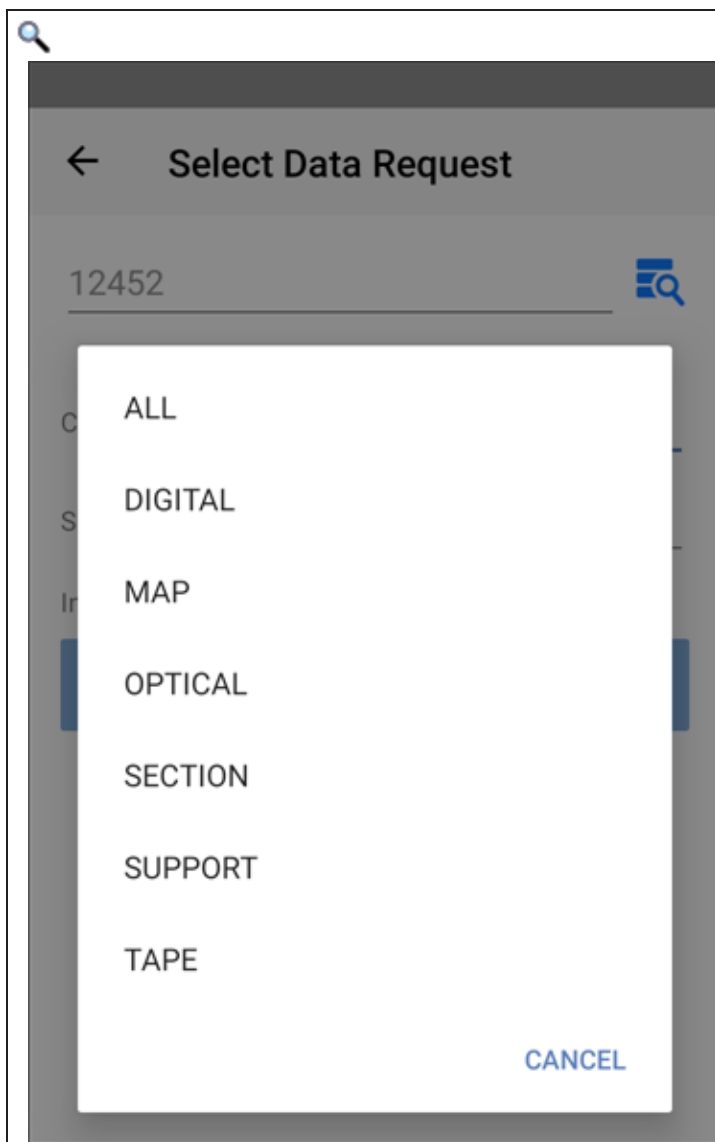
3. In the new screen, tap **Select order/request**.



4. At the bottom of the screen, tap **Catalog** or **Data Request** and select the target order or request.



5. Tap the **Category** field and select **All** or select a particular category of items. Tap **Done** to close the field selection options.

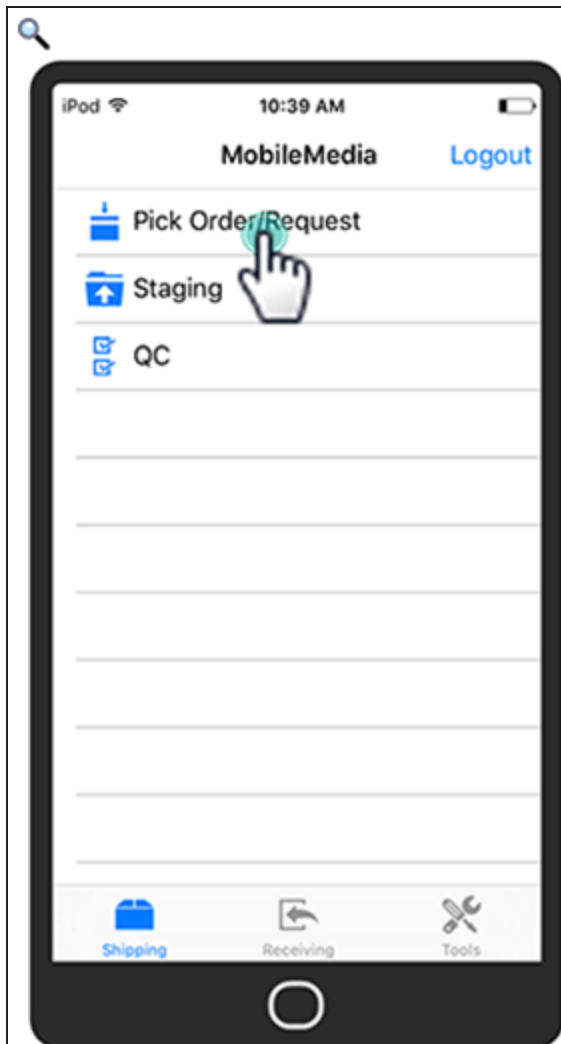


6. In the **Sorting** field, select **Forward** or **Backward** depending on the direction you plan to begin. MobileMedia generates the list of items in sequential order according to the physical layout of your warehouse.
7. When you begin to pick the media, you may choose to skip an item. A skipped item stays on reserve for you to collect later. To include items you previously skipped, tap **Include Skipped**. The switch displays green when **Include Skipped** is turned on.
8. Tap **Next**.. The list of media in the first box populates on the screen. To proceed, refer to "Pick media" on page xxi.

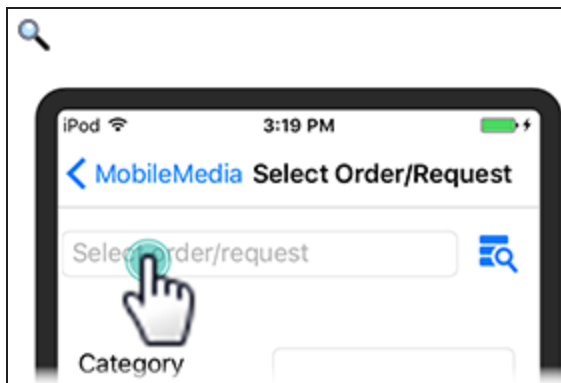
The **Shipping** module of MobileMedia populates the list of media items associated to a Data Request or Remediation session. Use the list to pull the media items.

To populate the list of media items:

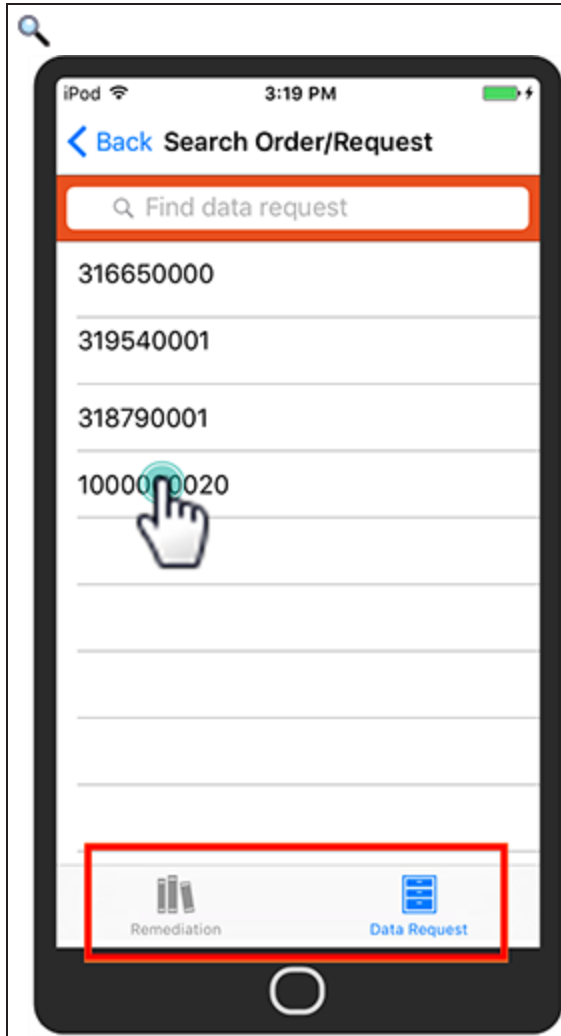
1. Open the **Shipping** module.
2. Tap **Pick Order/Request**.



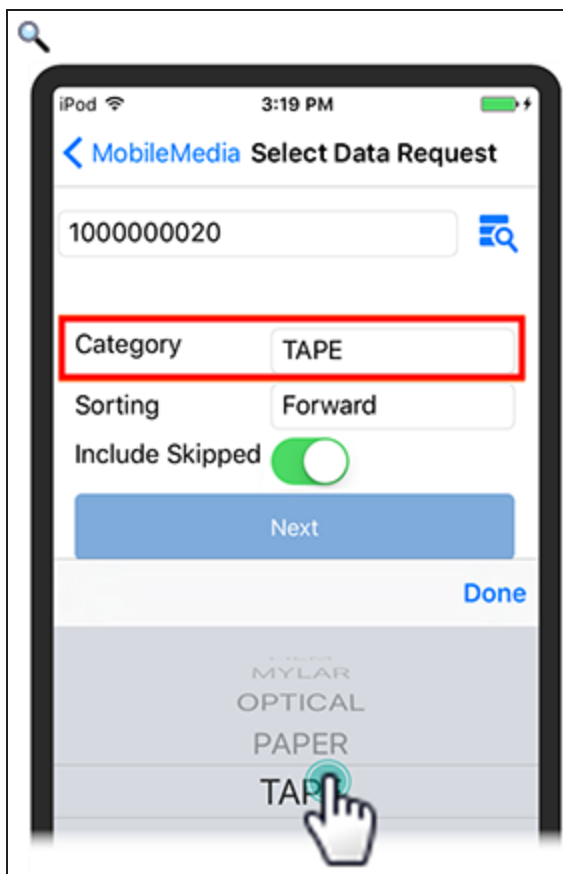
3. In the new screen, tap **Select order/request**.



- At the bottom of the screen, tap **Remediation** or **Data Request** and select the target order or request.



- Tap the **Category** field and select **All** or select a particular category of items. Tap **Done** to close the field selection options.



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8. Tap **Next**. The list of media in the first box populates on the screen. To proceed, refer to "Pick media" below.

4.2 Pick media

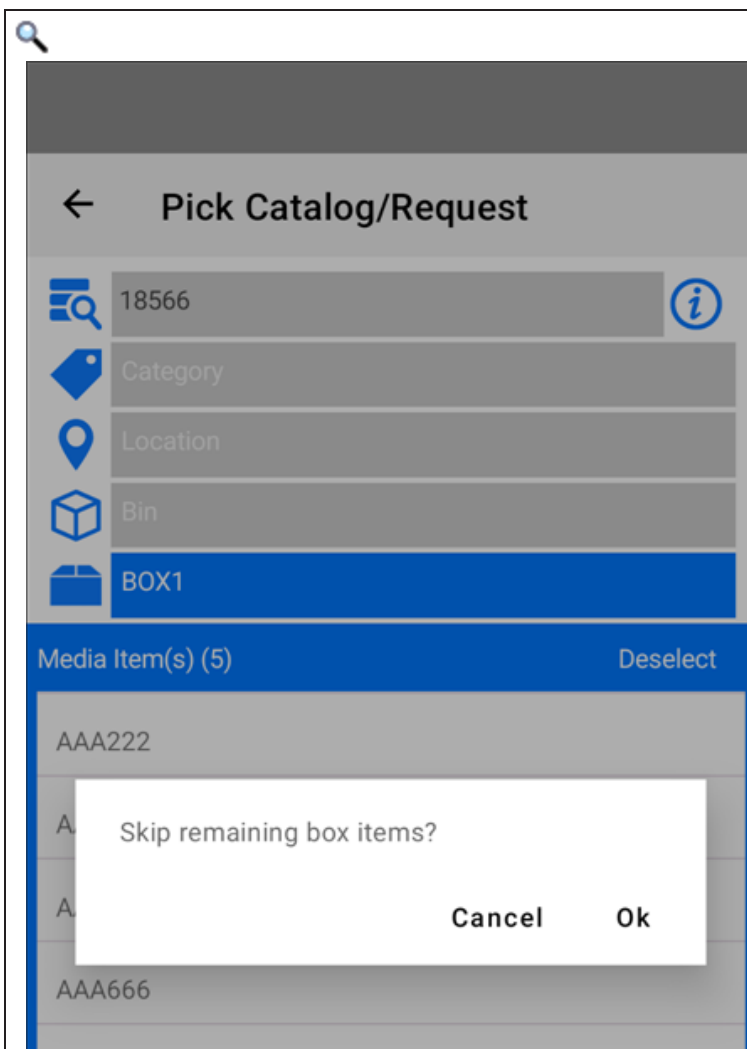
After populating the list of media in MobileMedia, use the list to begin picking the media items. MobileMedia generates the list of items in sequential order according to the physical layout of your warehouse.

Locate the first box and collect the media one at a time, scanning the item barcode for each one as you go. MobileMedia removes items from the list as you scan them.

The screenshot shows a mobile application interface for 'Pick Catalog/Request'. At the top, there is a search icon and a back arrow. Below the title, there are five input fields with corresponding icons: a magnifying glass for the first field containing '999259309347', a tag for the second field, a location pin for the third field containing 'LOC1', a cube for the fourth field, and a box for the fifth field containing 'BOX1'. Below these fields is a blue header bar with 'Media Item(s) (3)' on the left and 'DESELECT' on the right. Under this header, there is a list of three items: '58388' (highlighted in orange), '58390', and '58391'. At the bottom of the interface are two buttons: 'SKIP' and 'MISSING'.

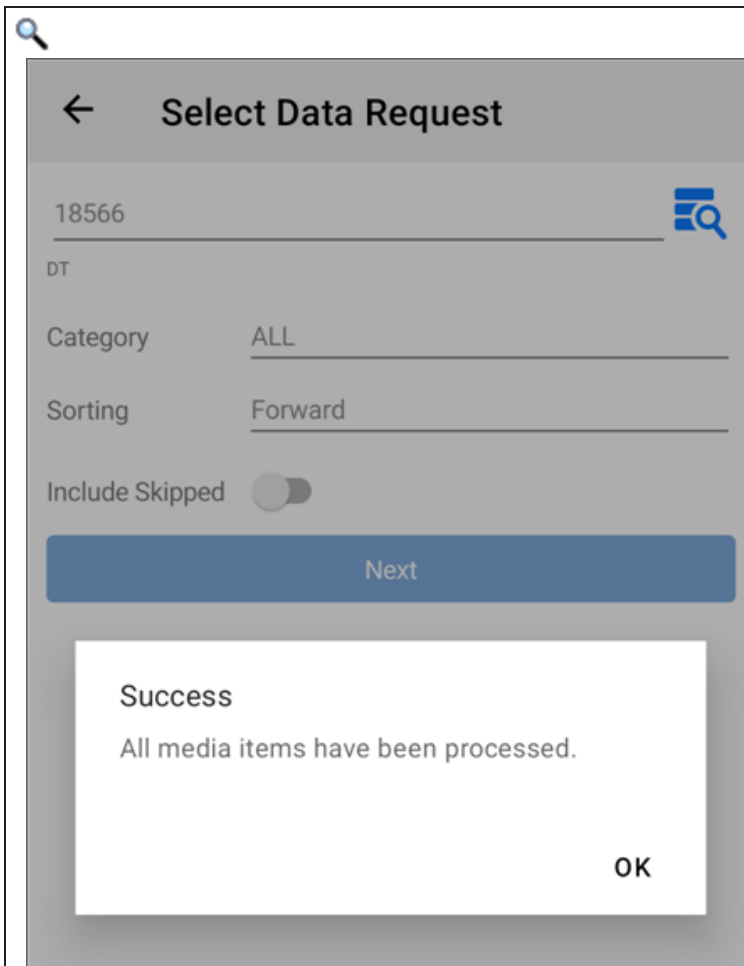
The scanning procedure updates the status of the media in the **Media** module of Exploration Archives. For details refer to "View media status" on page xxviii.

The **Skip** option, will skip all remaining items in the box. If you need to skip an item, be sure to scan the other items first and then tap **Skip**. In the verification message, tap **Ok**.



When all items are scanned (or skipped), a **Box Completed** message opens. Tap **Ok**.

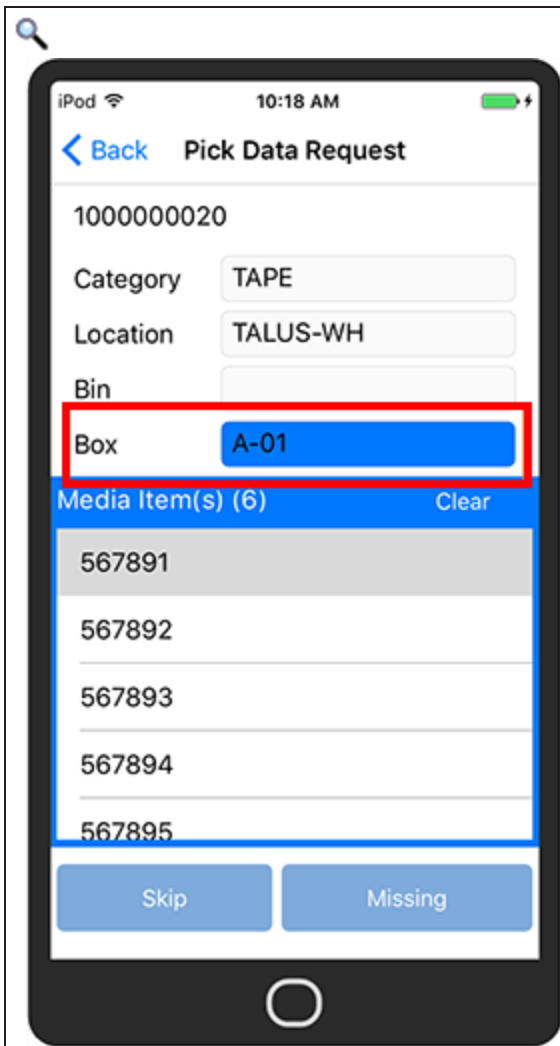
When all boxes are complete, a **Success** message opens. Tap **Ok**. Transport the items to the staging area and refer to the Staging module information.



The screenshot shows the 'Select Data Request' screen in the MobileMedia application. At the top, there is a back arrow and the title 'Select Data Request'. Below the title, there is a search bar containing the number '18566' and a magnifying glass icon. Under the search bar, the text 'DT' is visible. There are two dropdown menus: 'Category' set to 'ALL' and 'Sorting' set to 'Forward'. Below these, there is a toggle switch for 'Include Skipped' which is currently turned off. A blue 'Next' button is positioned below the toggle. At the bottom, a white success message box is displayed with the text 'Success' and 'All media items have been processed.', and an 'OK' button.

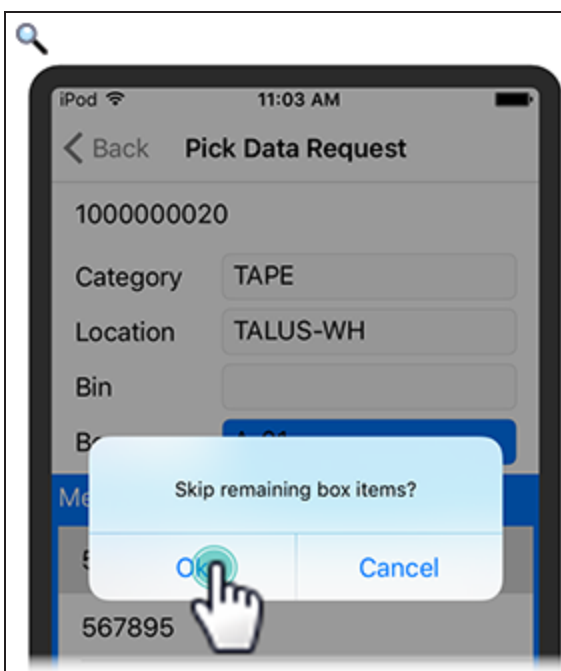
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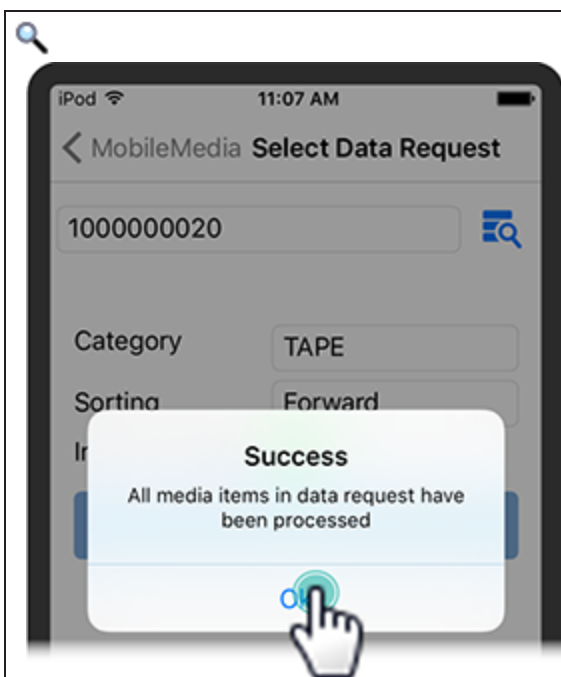
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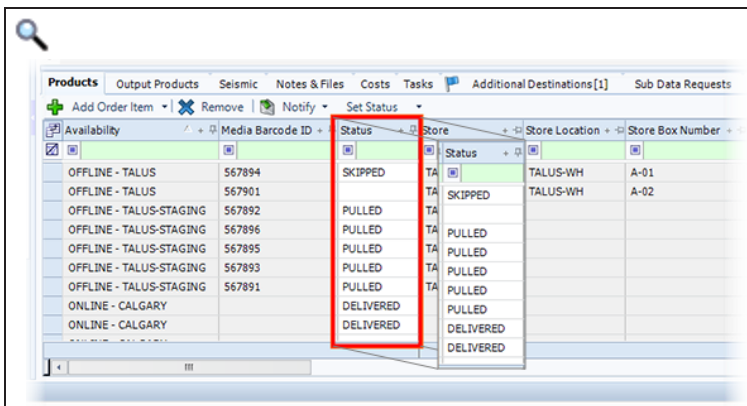
When all boxes are complete, a **Success** message opens. Tap **Ok**. Transport the items to the staging area and refer to the Staging module information.



4.3 View media status

As items move in the warehouse, MobileMedia automatically updates the media status in the **Media** module of Exploration Archives.

To view the latest changes, open the **Media** module. Click the **Products** tab and locate the **Status** column.



The statuses for the Shipping procedure depend on your company workflow. The typical statuses include:

- » **Pulled:** Item has been pulled from the storage box and in transit to the next location.
- » **Skipped:** Item was skipped during the pulling media procedure.
- » **Staging:** Item is at the staging location.
- » **Ready:** Item is ready for delivery.
- » **Delivered:** Item has been delivered. This status is manually entered via the Media module.
- » **Missing:** Item was not found in the box indicated.

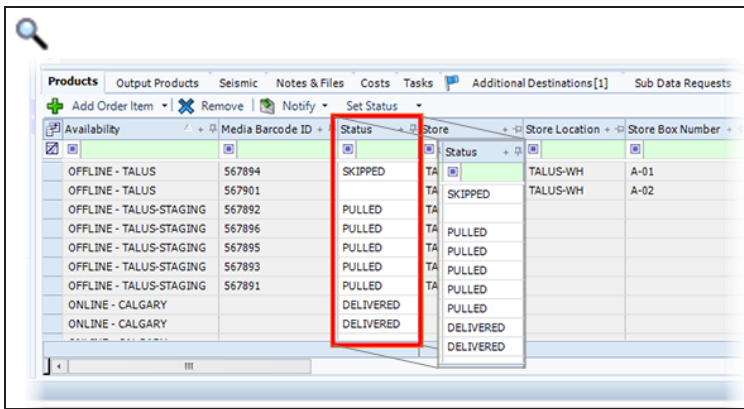


Note:

As items move, the **Status** changes. Other factors regarding the location also change, as indicated in the associated columns. The associated columns include **Availability**, **Store**, **Store Location** and **Store Box Number**.

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To view the latest changes, open the **Media** module. Click the **Products** tab and locate the **Status** column.



Availability	Media Barcode ID	Status	Store	Store Location	Store Box Number
OFFLINE - TALUS	567894	SKIPPED	TA	TALUS-WH	A-01
OFFLINE - TALUS	567901	SKIPPED	TA	TALUS-WH	A-02
OFFLINE - TALUS-STAGING	567892	PULLED	TA		
OFFLINE - TALUS-STAGING	567896	PULLED	TA		
OFFLINE - TALUS-STAGING	567895	PULLED	TA		
OFFLINE - TALUS-STAGING	567893	PULLED	TA		
OFFLINE - TALUS-STAGING	567891	PULLED	TA		
ONLINE - CALGARY		DELIVERED			
ONLINE - CALGARY		DELIVERED			

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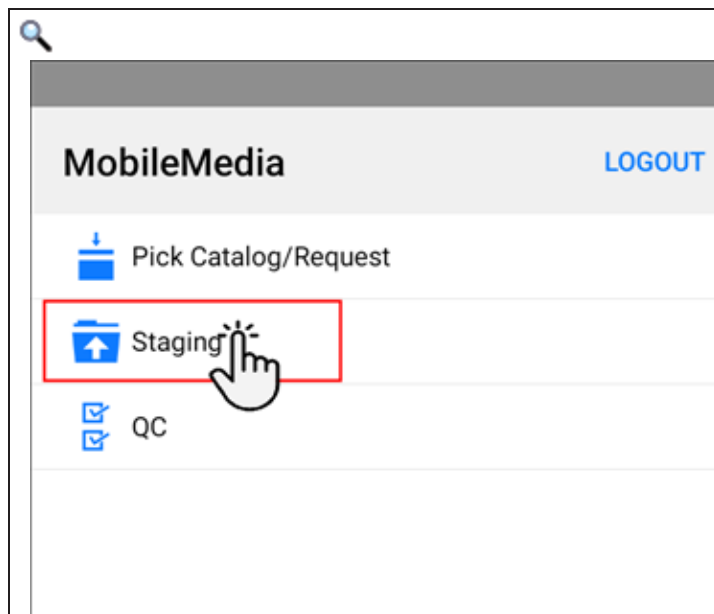
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4.4 Register media at staging

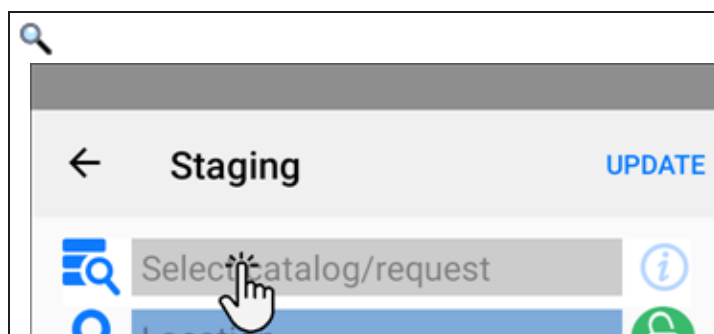
After pulling media items, transport the items to the staging area and use MobileMedia to register the new location. At the new location, scan the location barcode, the new box location and each item you place into the box.

To register the new location:

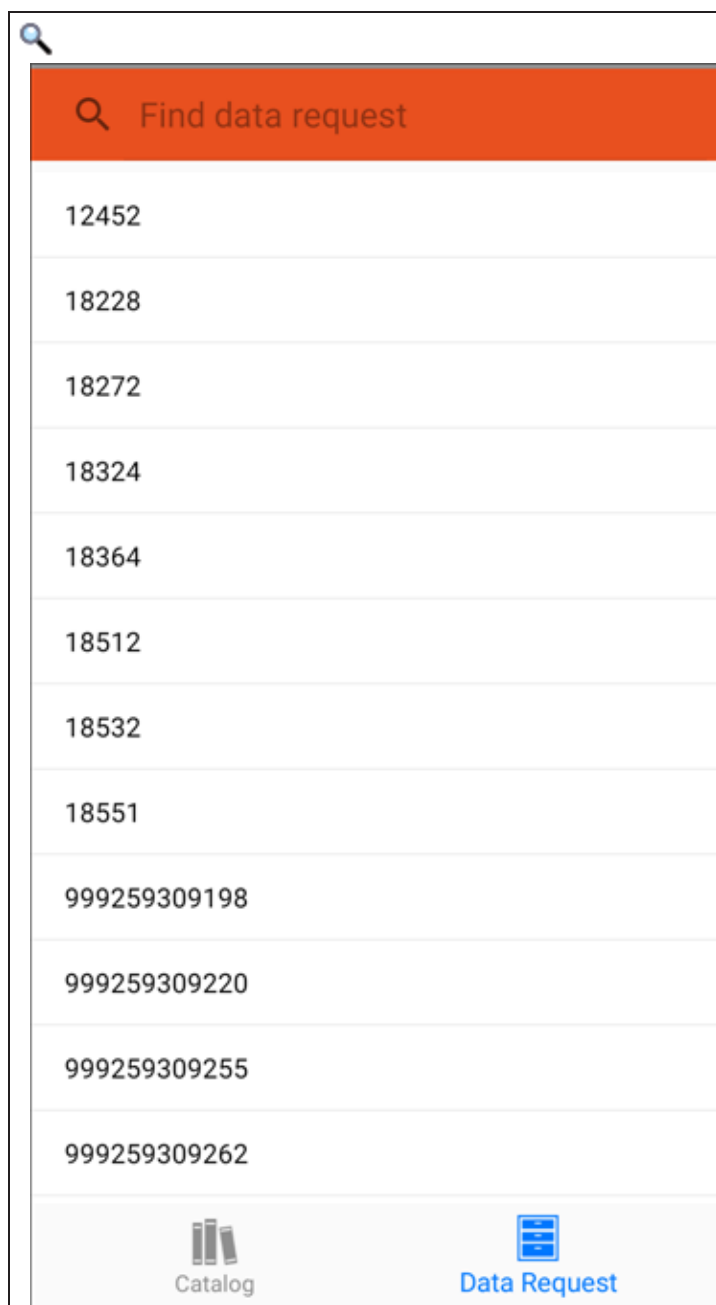
1. Open the **Shipping** module.
2. Tap **Staging**.



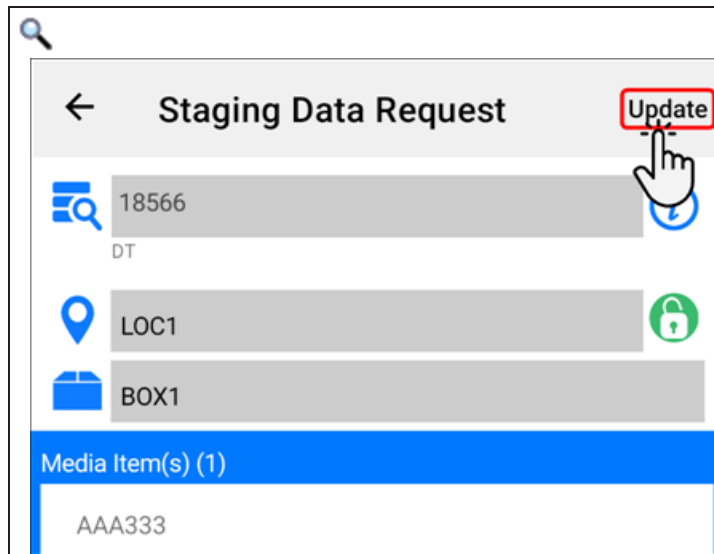
3. In the new screen, tap **Select catalog/request**.



4. At the bottom of the screen, tap **Catalog** or **Data Request** and select the target order or request.



5. Scan the location barcode and the new box barcode.
6. Scan the barcode of each media item as you place them in the box one at a time.
7. Verify that your items are correct and tap **Update**.

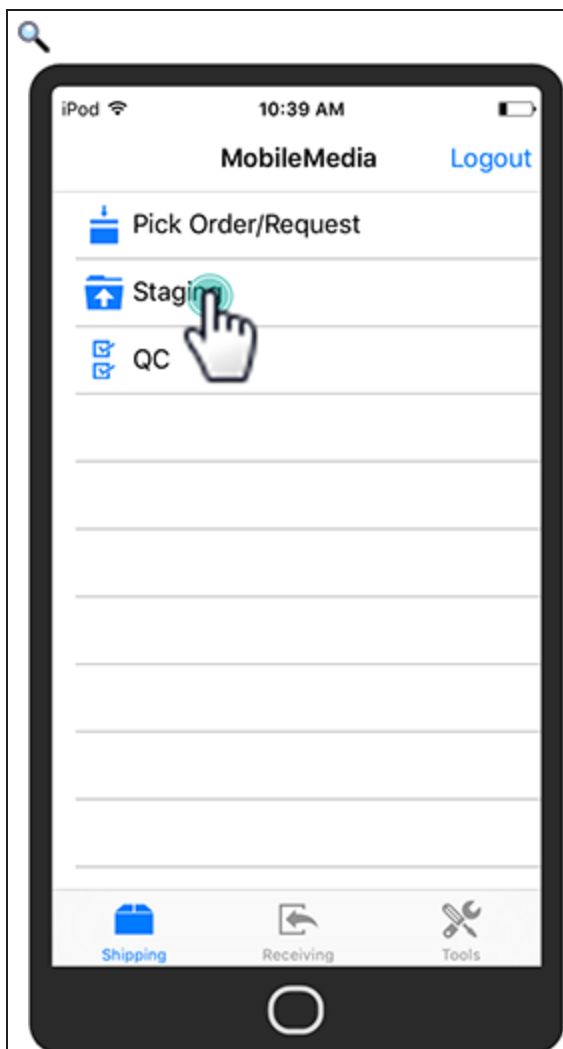


8. The status of the items update in Exploration Archives with a status of *Ready*.

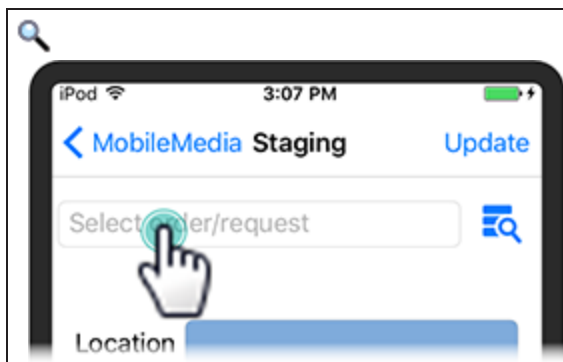
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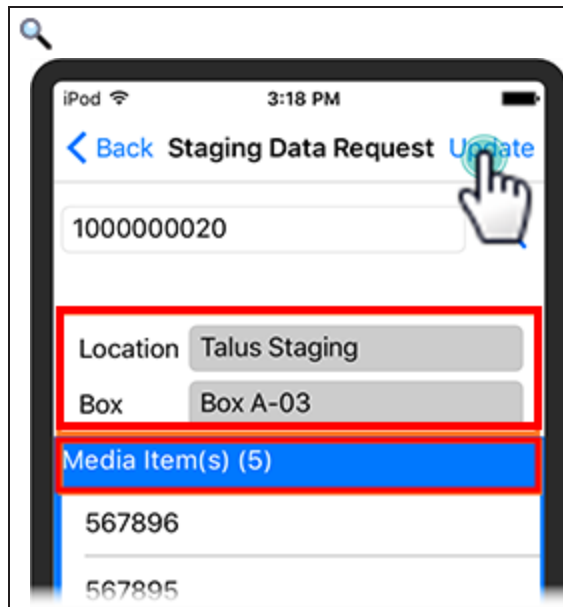
3. In the new screen, tap **Select order/request**.



4. At the bottom of the screen, tap **Remediation** or **Data Request** and select the target order or request.



5. Scan the location barcode and the new box barcode.
6. Scan the barcode of each media item as you place them in the box one at a time.
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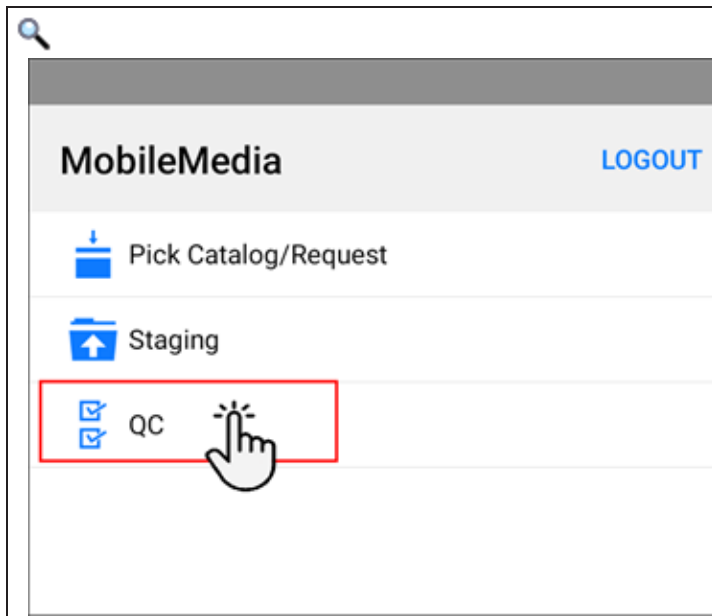
8. The status of the items update in Exploration Archives with a status of *Ready*.

4.5 Perform QC for remediation

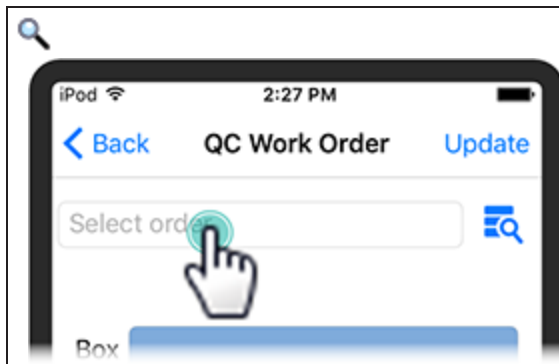
If you are shipping for a remediation order, at staging, you must perform quality control to ensure your media items are ready.

To perform quality control (QC) for remediation:

1. Open the **Shipping** module.
2. Tap **QC**.



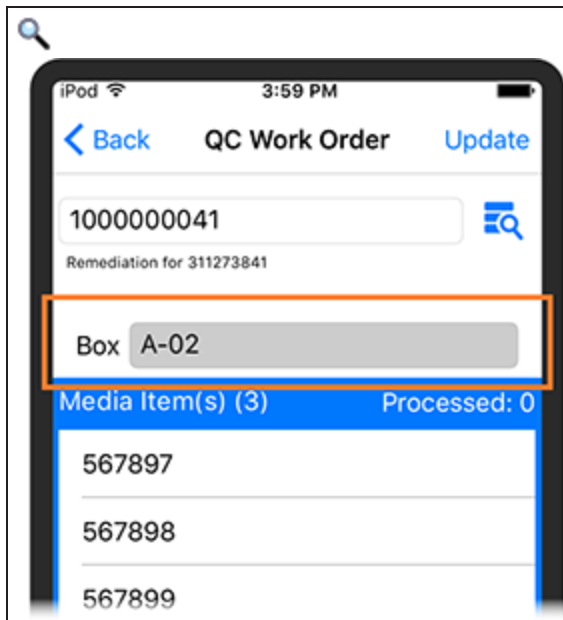
3. In the new screen, tap **Select order**.



Note:

Remediation Catalog sessions in Exploration Archives must be at the *Shipping* status to populate in MobileMedia.

4. Select the order from the list and the previous screen opens.
5. Scan the barcode on the box and the **Box** field populates with the expected media items listed.

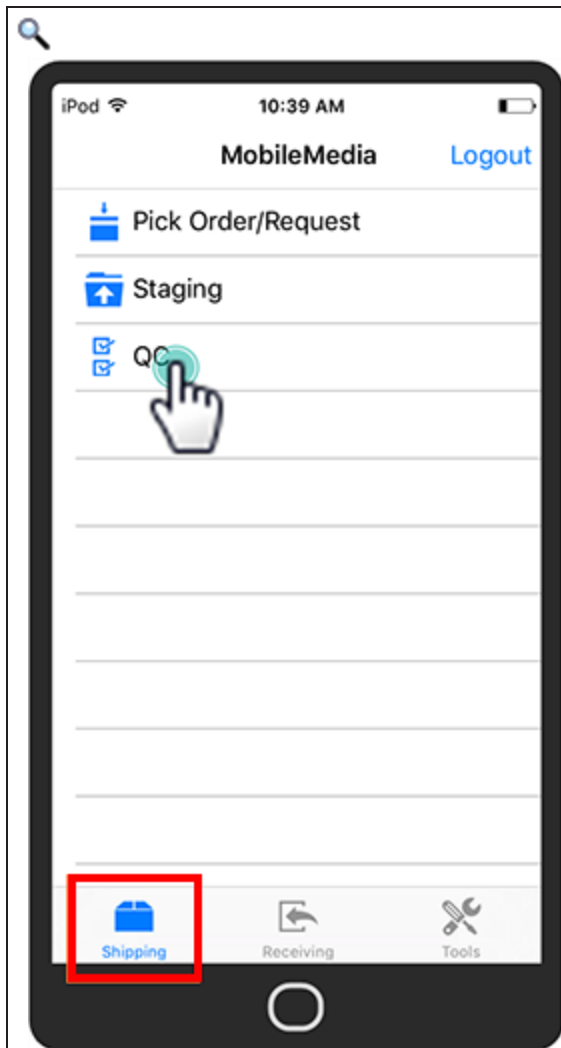


6. To confirm you have all the expected media items, scan the barcode for each media item listed and place them back in the box one at a time. MobileMedia removes the items from your box list as you scan.
7. When you have completed scanning all items for the box, a **Box Completed** message opens. Click **Ok**.
8. After performing QC, MobileMedia communicates with Exploration Archives and updates the status of the media items to *Ready*.

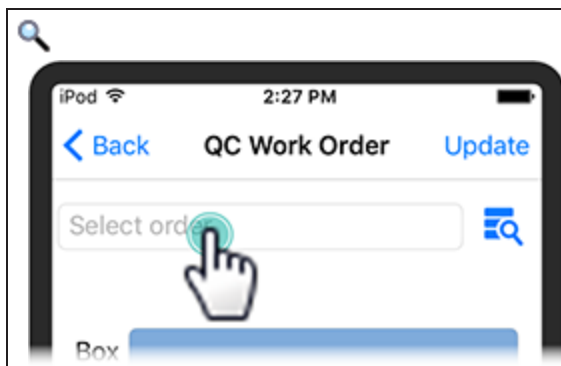
If you are shipping for a remediation order, at staging, you must perform quality control to ensure your media items are ready.

To perform quality control (QC) for remediation:

1. Open the **Shipping** module.
2. Tap **QC**.



3. In the new screen, tap **Select order**.

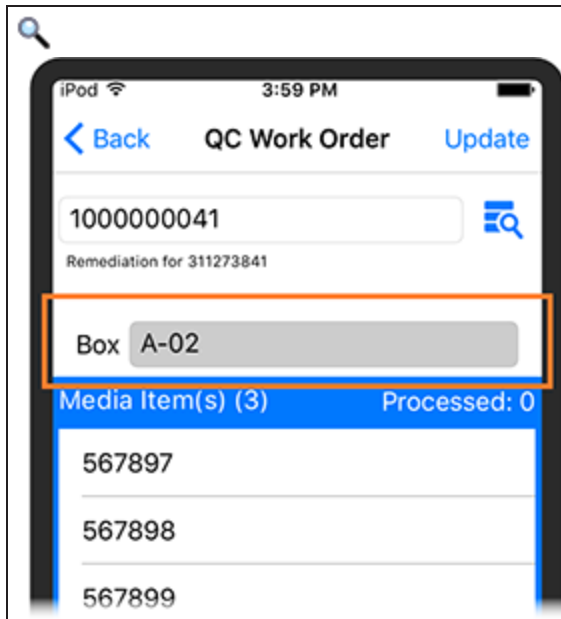


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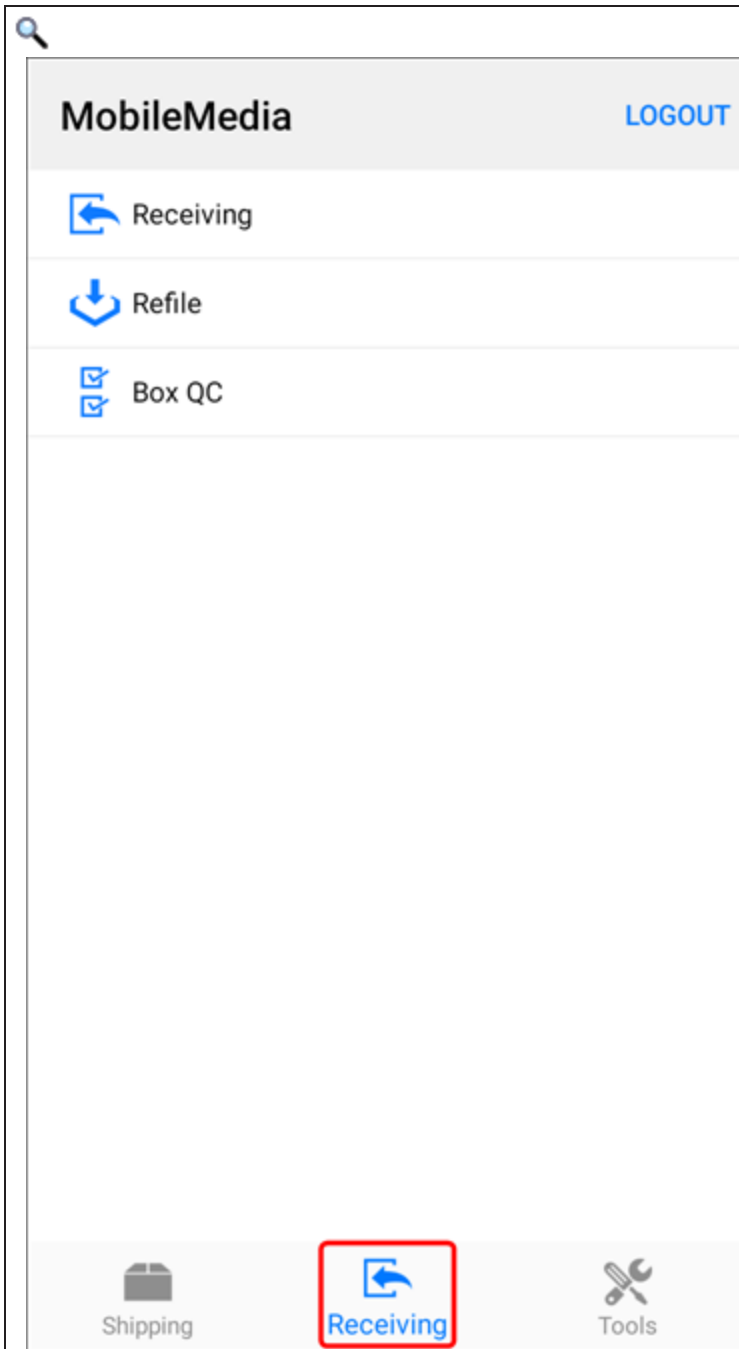


6. To confirm you have all the expected media items, scan the barcode for each media item listed and place them back in the box one at a time. MobileMedia removes the items from your box list as you scan.
7. When you have completed scanning all items for the box, a **Box Completed** message opens. Click **Ok**.
8. After performing QC, MobileMedia communicates with Exploration Archives and updates the status of the media items to *Ready*.

5.0 Receiving data

MobileMedia keeps record of the location of your media and communicates with Exploration Archives to ensure up-to-date records are always available.

Tasks available in the **Receiving** module:

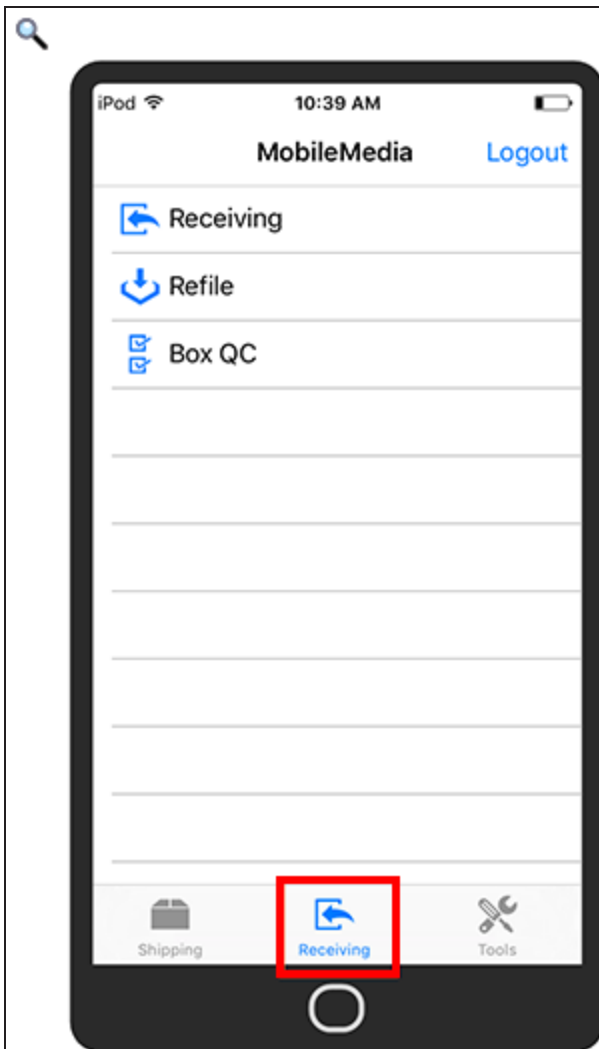


- » **Receiving**: Assign a location for new media or move an existing media to a new location.
- » **Refile**: Place existing items back to their original location.
- » **Box QC**: Perform QC with boxed items.

You can initiate the **Receiving** and **Refiling** tasks directly from MobileMedia. Preliminary setup from Exploration Archives (such as a Data Request or a Remediation Order) is not required.

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You can initiate the **Receiving** and **Refiling** tasks directly from MobileMedia.

Preliminary setup from Exploration Archives (such as a Data Request or a Remediation Order) is not required.

5.1 Receive or relocate media

The **Receiving** task in the **Receiving** module maintains a record of the location of media items. Use the **Receiving** task when moving an existing media item to a new location or to assign a location for new media.

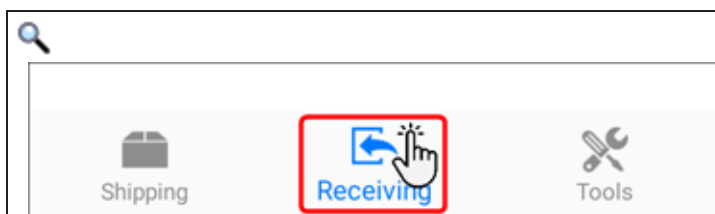
**Note:**

Refer to the [Refile](#) process to receive items that you are storing back at their original location.

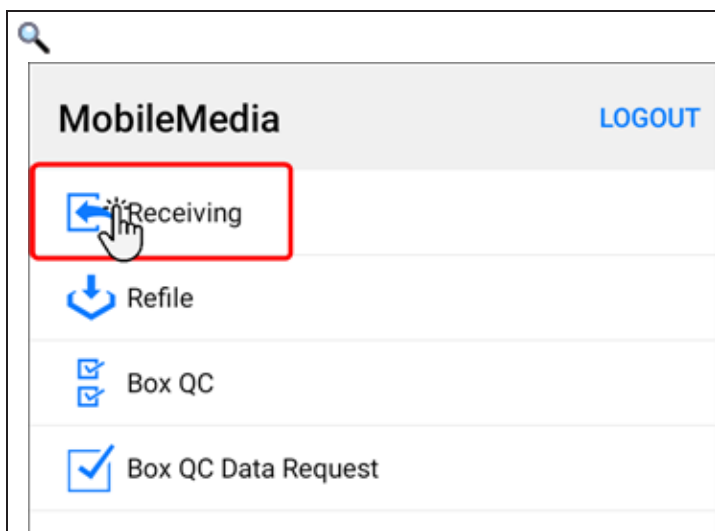
You can initiate the **Receiving** task directly from MobileMedia, without an associated process in Exploration Archives. Alternatively, you can select an associated Data Request or Remediation Catalog session when receiving items.

To receive media:

1. Open the **Receiving** module.



2. Tap **Receiving**.



3.  **Note:** Skip this step if you are disregarding the association of an item to an Exploration Archives process.

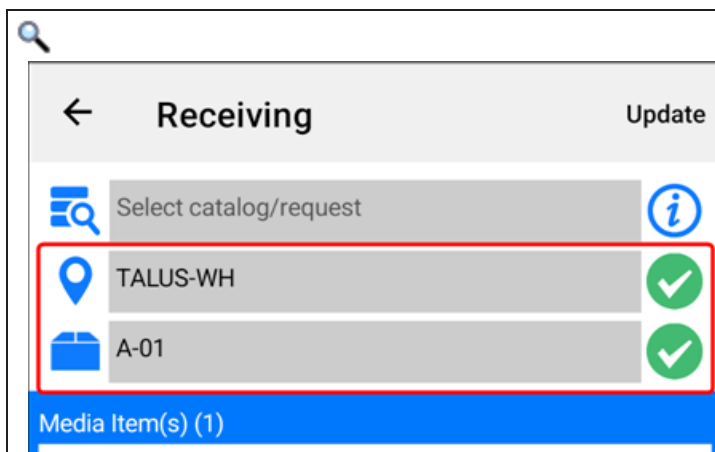
To receive media items associated to a Data Request or a Remediation Catalog, tap **Select order/request**. At the bottom of the screen, tap **Data Request** or **Catalog** and select the target Data Request.



**Note:**

A Data Request must be at the *Delivered* status in Exploration Archives to populate in MobileMedia.

4. To receive the media items, scan the location barcode and the new box barcode.
5. Scan the barcode of each media item as you place them in the new box one at a time.
6. Verify that your items are correct and tap **Update**. The location of the items update in Exploration Archives.



The **Receiving** task in the **Receiving** module maintains a record of the location of media items. Use the **Receiving** task when moving an existing media item to a new location or to assign a location for new media.

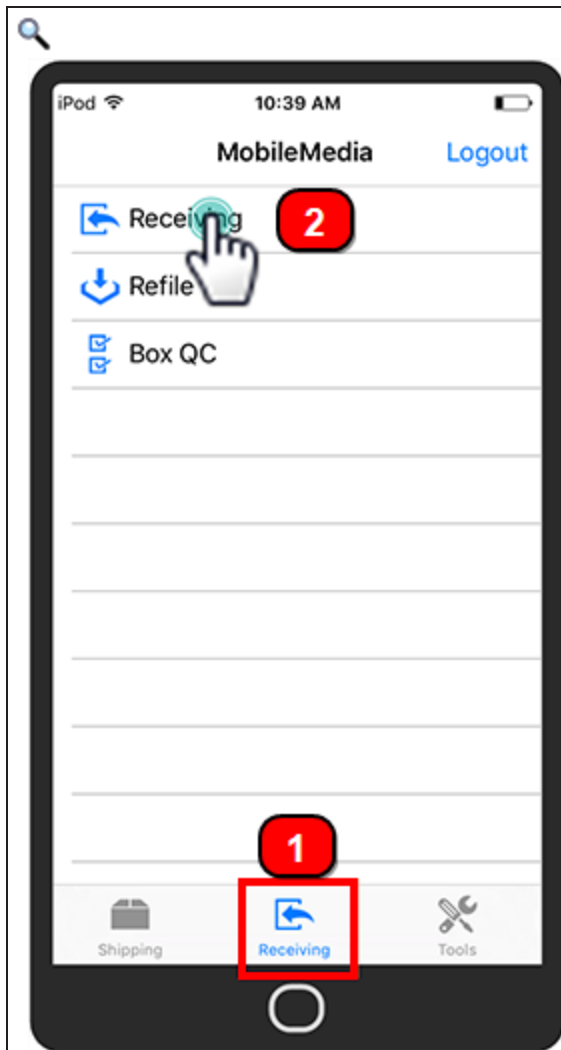
**Note:**

Refer to the [Refile](#) process to receive items that you are storing back at their original location.

You can initiate the **Receiving** task directly from MobileMedia, without an associated process in Exploration Archives. Alternatively, you can select an associated Data Request or Remediation Catalog session when receiving items.

To receive media:

1. Open the **Receiving** module.
2. Tap **Receiving**.



3. Skip this step if you are disregarding the association of an item to an Exploration Archives process.

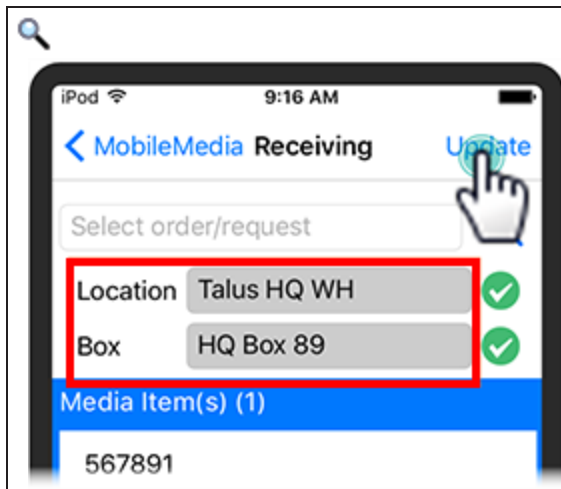
To receive media items associated to a Data Request or a Remediation Catalog, tap **Select order/request**. At the bottom of the screen, tap **Data Request** or **Remediation** and select the target Data Request.



Note:

A Data Request must be at the *Delivered* status in Exploration Archives to populate in MobileMedia.

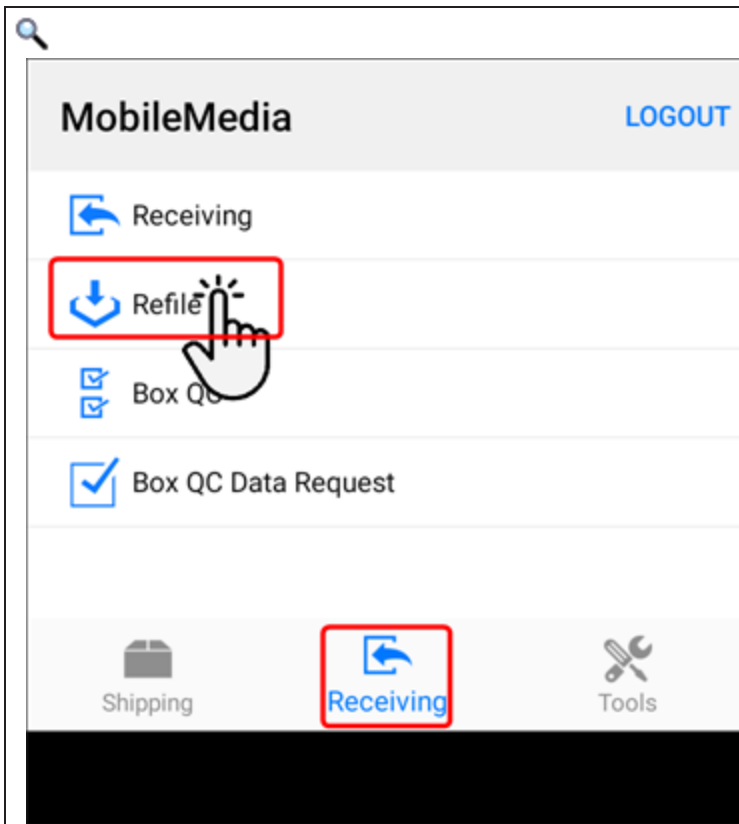
4. To receive the media items, scan the location barcode and the new box barcode.
5. Scan the barcode of each media item as you place them in the new box one at a time.
6. Verify that your items are correct and tap **Update**. The location of the items update in Exploration Archives.



5.2 Refile media

The **Refile** process is for receiving existing media items that you are storing back in their original location.

To refile media to original location:



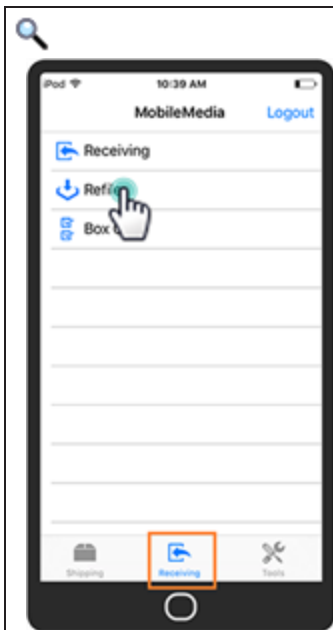
1. Open the **Receiving** module.
2. Tap **Refile**.

At this point, **Refile** offers two options:

- » You can scan the item to populate the media to refile.
Refer to "Refile by scan" on the next page
- or
- » You can enter the data request number.
Refer to "Refile media " above.

The **Refile** process is for receiving existing media items that you are storing back in their original location.

To refile media to original location:

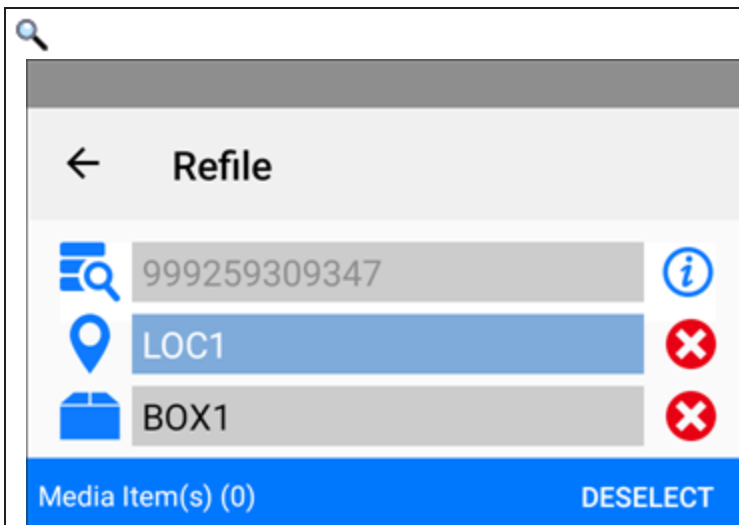


1. Open the **Receiving** module.
2. Tap **Refile**.

At this point, **Refile** offers two options:

- » You can scan the item to populate the media to refile.
Refer to "Refile by scan" below
- or
- » You can enter the data request number.
Refer to "Refile media " on the previous page.

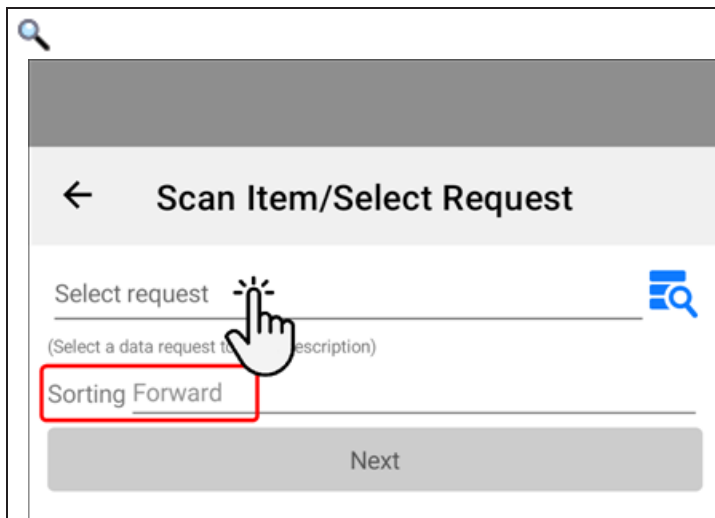
Refile by scan



1. With the **Refile** module open, scan the barcode of the media item you are refileing. The original location displays in the **Location** and **Box** fields for you to locate. The red x  indicates that the location and box are ready for scanning.
2. When you arrive at the physical location, scan the barcode for the location and box. If the barcodes match the location in MobileMedia, the red x  updates to a green check .
3. On completion, tap **OK**.

Refile by Data Request

1. If you know the data request associated to the items you need to refile, tap **Select request** and select the data request from the list.

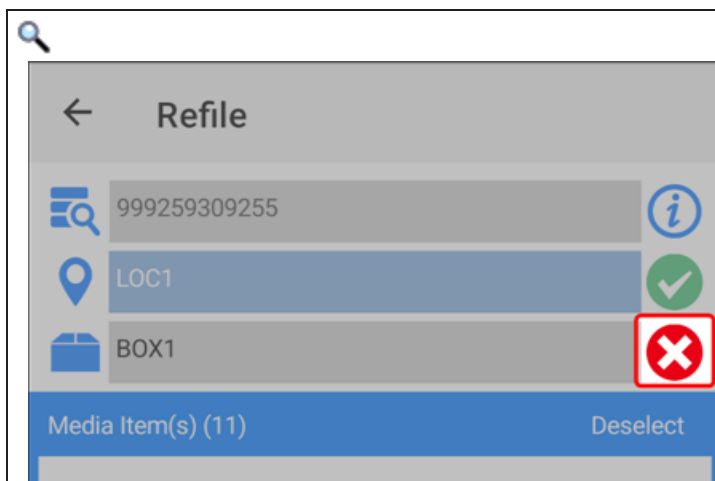


Note:

The data request must be at the **In-Progress** or **Delivered** status in Exploration Archives to populate in MobileMedia.

2. Select **Forward** or **Backward** in the **Sorting** field, depending on the direction you plan to begin. MobileMedia generates the list of items in sequential order according to the physical layout of your warehouse.
3. The barcodes for the original location of the first item display in the **Location** and **Box** field for you to locate.

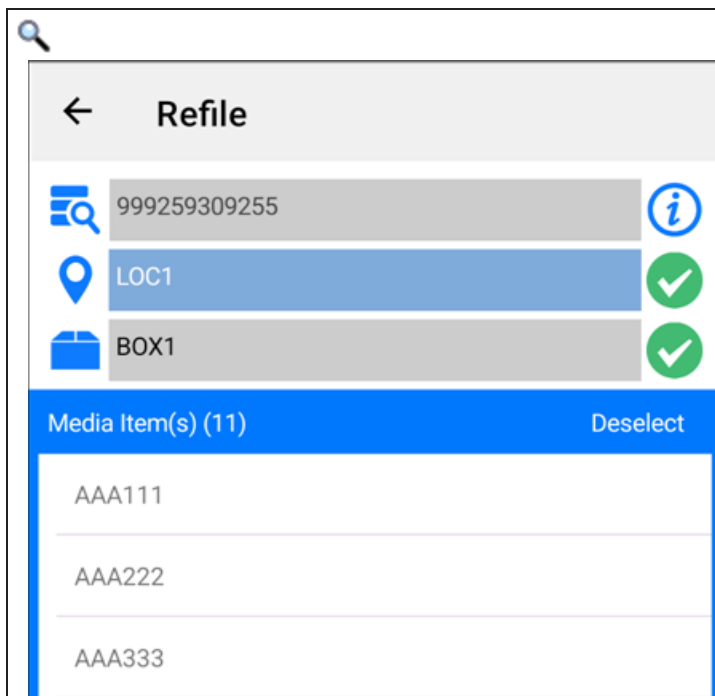
The red x indicates that the location and box are ready for scanning.



When you arrive at the physical location, scan the barcode for the location and box.

If the barcodes match the location in MobileMedia, the red x updates to a green check.

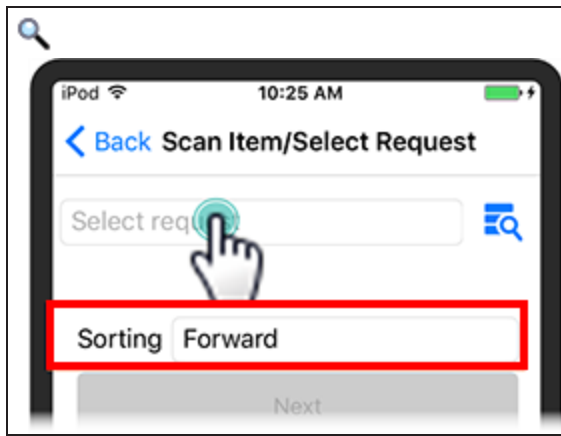
4. Scan the barcode of each media item listed for the box and place them in the box one at a time. MobileMedia removes the items from your box list as you scan.



5. When you have completed scanning all items for one box, a **Box Completed** message opens. Tap **Ok**.

The list for the next box populates on the screen. Continue the process until each item is refiled to the original location.

1. If you know the data request associated to the items you need to refile, tap **Select request** and select the data request from the list.

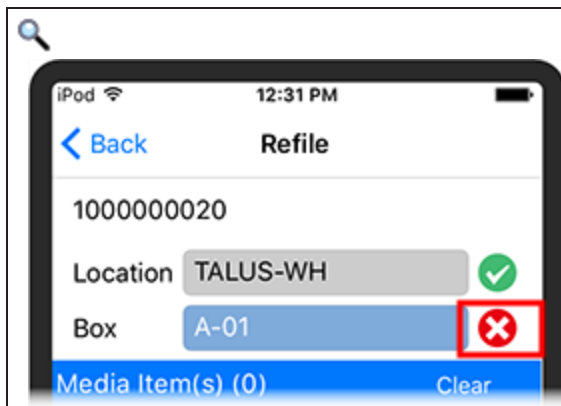


Note:

The data request must be at the **In-Progress** or **Delivered** status in Exploration Archives to populate in MobileMedia.

2. Select **Forward** or **Backward** in the **Sorting** field, depending on the direction you plan to begin. MobileMedia generates the list of items in sequential order according to the physical layout of your warehouse.
3. The barcodes for the original location of the first item display in the **Location** and **Box** field for you to locate.

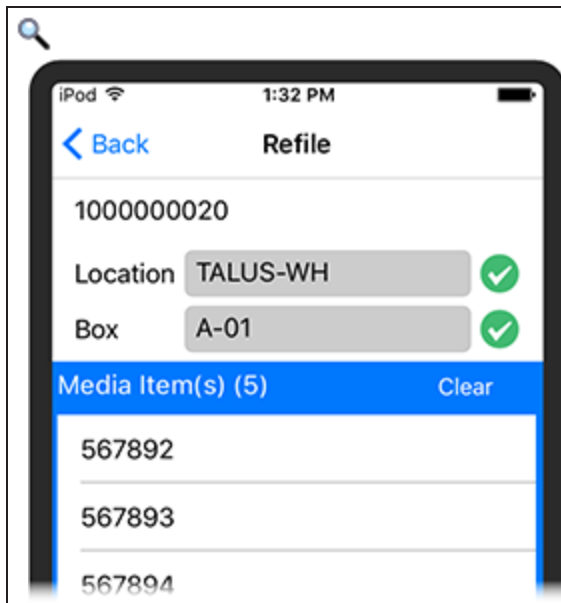
The red x indicates that the location and box are ready for scanning.



When you arrive at the physical location, scan the barcode for the location and box.

If the barcodes match the location in MobileMedia, the red x updates to a green check.

4. Scan the barcode of each media item listed for the box and place them in the box one at a time. MobileMedia removes the items from your box list as you scan.



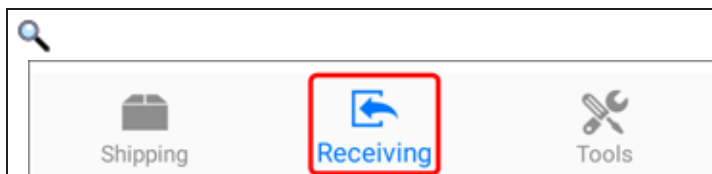
- When you have completed scanning all items for one box, a **Box Completed** message opens. Tap **Ok**.

The list for the next box populates on the screen. Continue the process until each item is refiled to the original location.

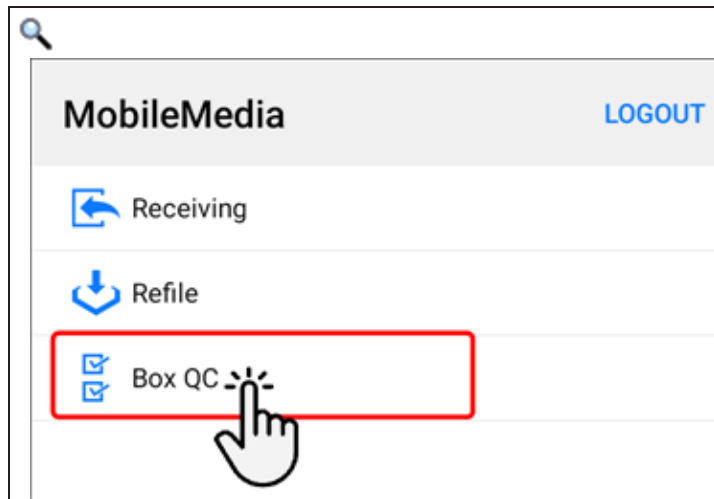
5.3 Performing QC for boxes

To perform quality control (QC) for boxed inventory:

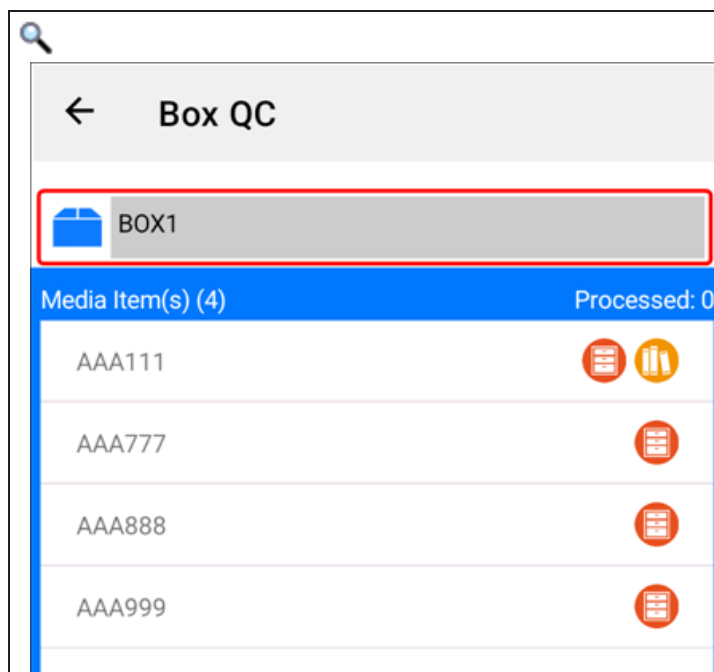
- Open the **Receiving** module.



- Tap **Box QC**.

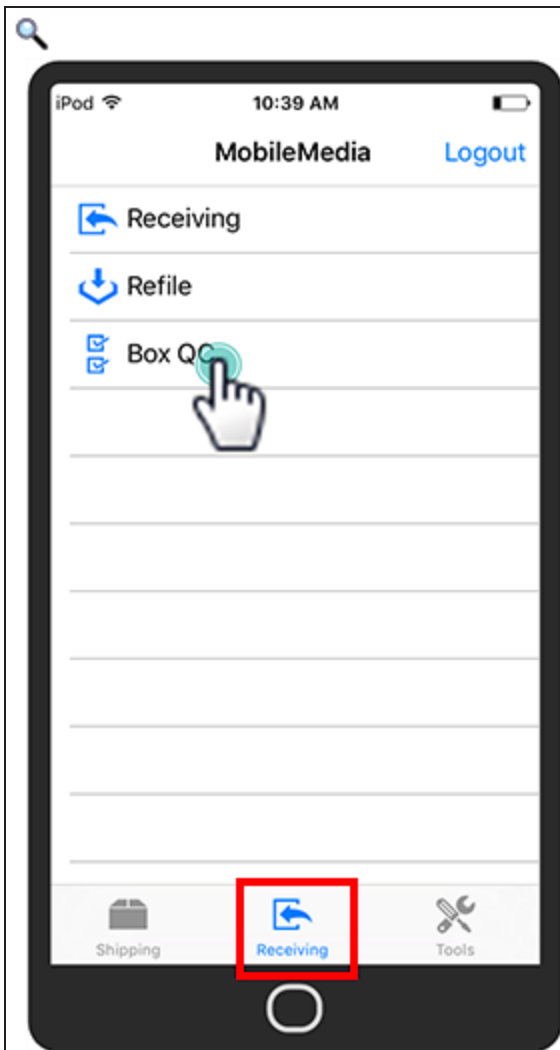


3. Scan the barcode on the box and the **Box** field populates with the expected media items listed.

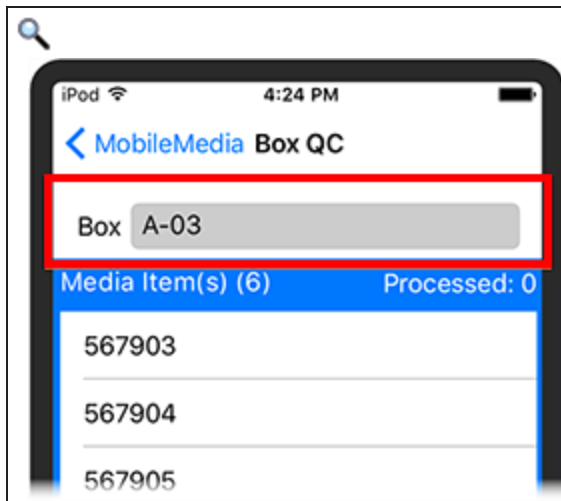


4. To confirm you have all the expected media items, scan the barcode for each media item listed and place them back in the box one at a time. MobileMedia removes the items from your box list as you scan.
5. When you have completed scanning all items for the box, a **Box QC successfully completed** message displays briefly on the screen.

To perform quality control (QC) for boxed inventory:



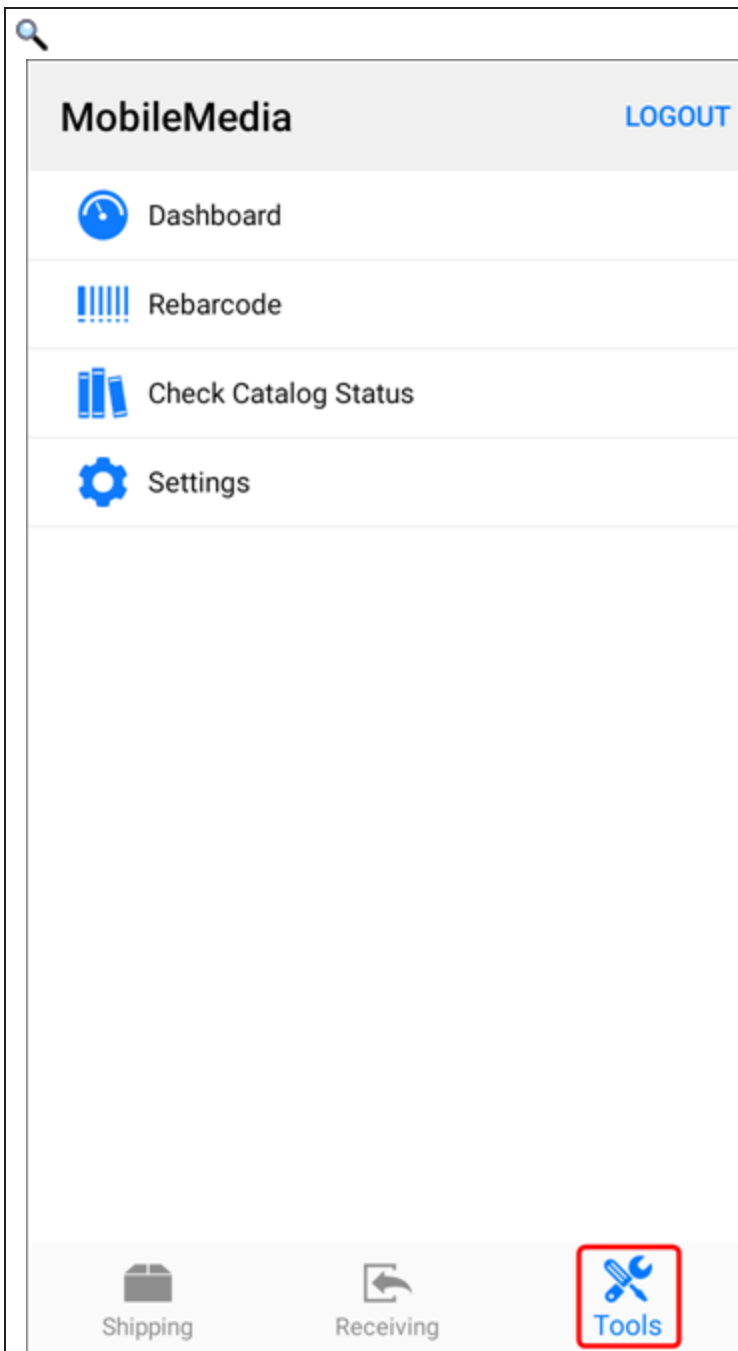
1. Open the **Receiving** module.
2. Tap **Box QC**.
3. Scan the barcode on the box and the **Box** field populates with the expected media items listed.



4. To confirm you have all the expected media items, scan the barcode for each media item listed and place them back in the box one at a time. MobileMedia removes the items from your box list as you scan.
5. When you have completed scanning all items for the box, a **Box QC successfully completed** message displays briefly on the screen.

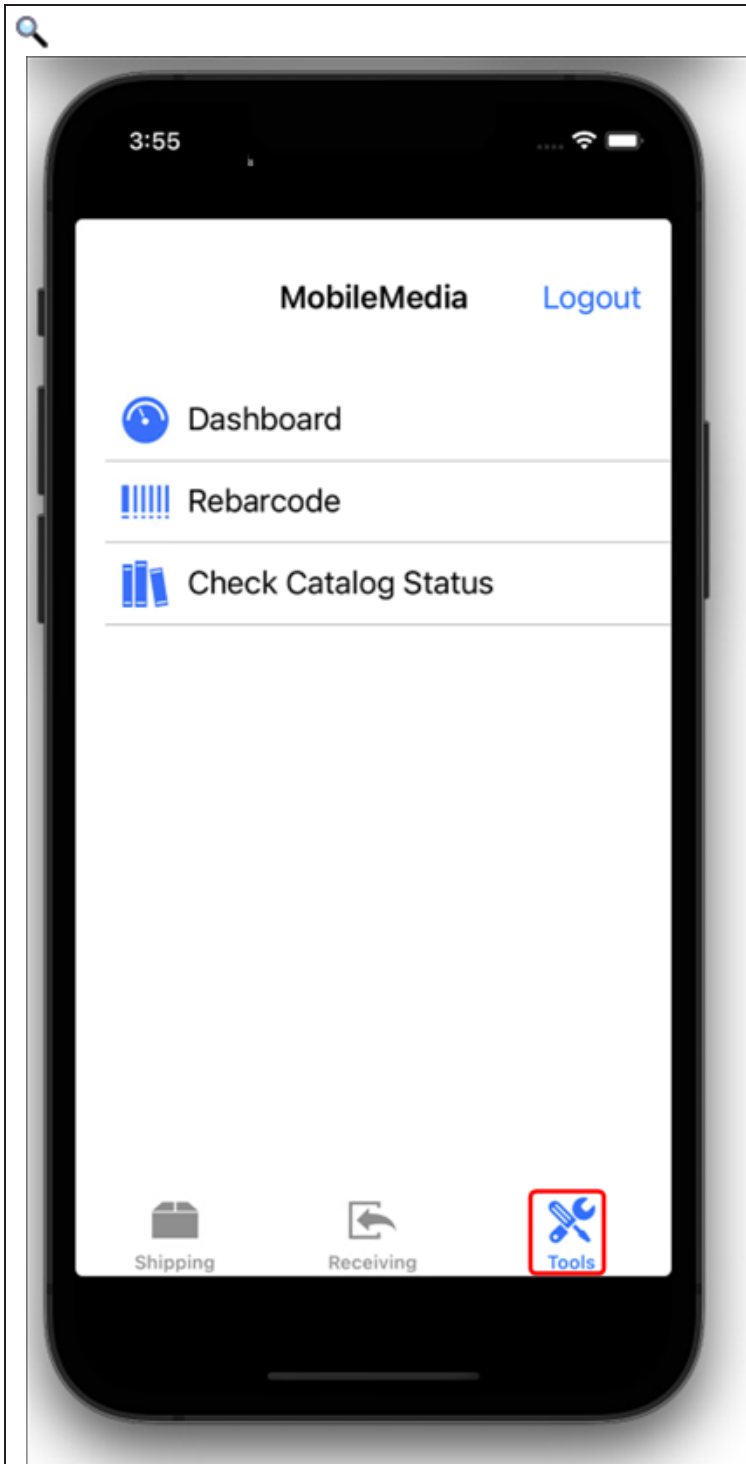
6.0 Tools

The Tools module contains the following tasks:



- » **Dashboard** - List of data request tasks assigned to you that require Mobile Media.
- » Re-barcoding media - Easily rebarcode a physical item.
- » Check Catalog Status - Verify the status of a catalog by scanning the catalog barcode.
- » **Settings** - Easy access to the Mobile Media settings.

The Tools module contains the following tasks:

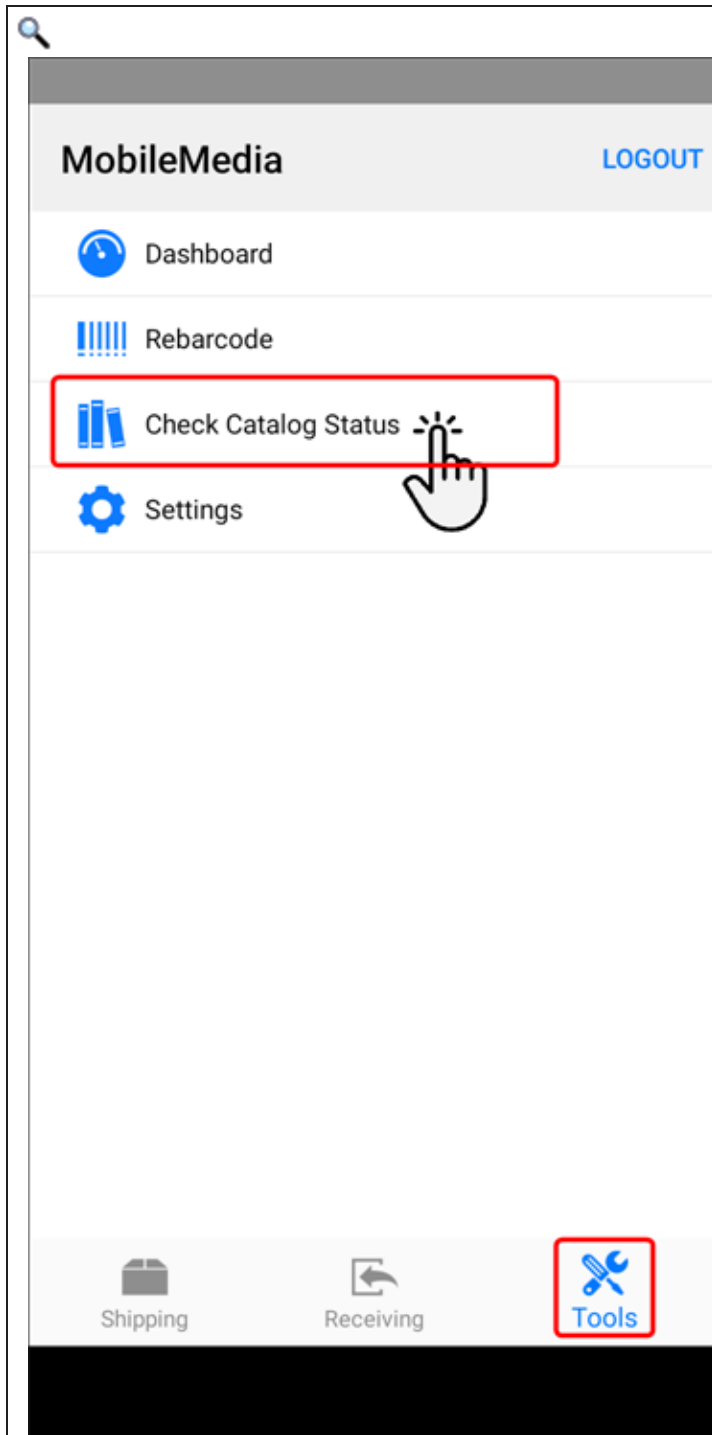


- » **Dashboard** - List of data request tasks assigned to you that require Mobile Media.
- » **Rebarcode** - Easily rebarcode a physical item.
- » **Check Catalog Status** - Verify the status of a catalog by scanning the catalog barcode.

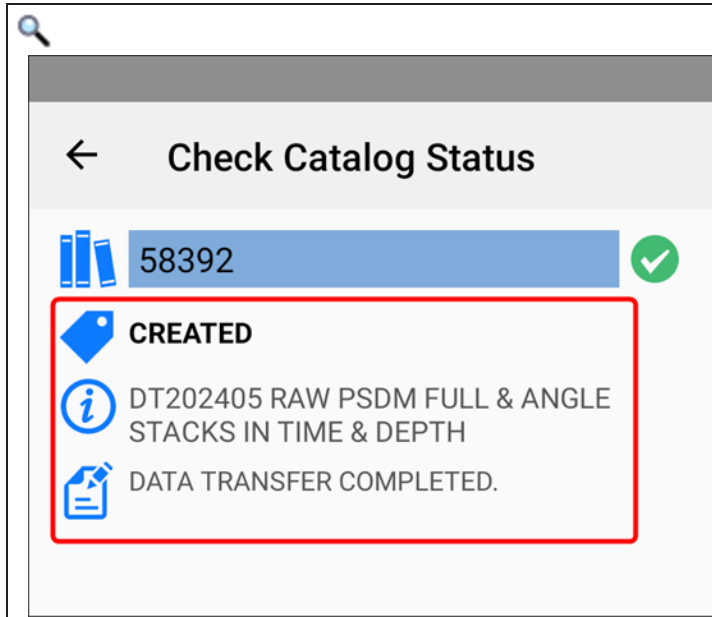
6.1 Check Catalog Status

To check the status of a work order:

1. Open the **Tools** module.
2. Tap **Check Work Order Status**.

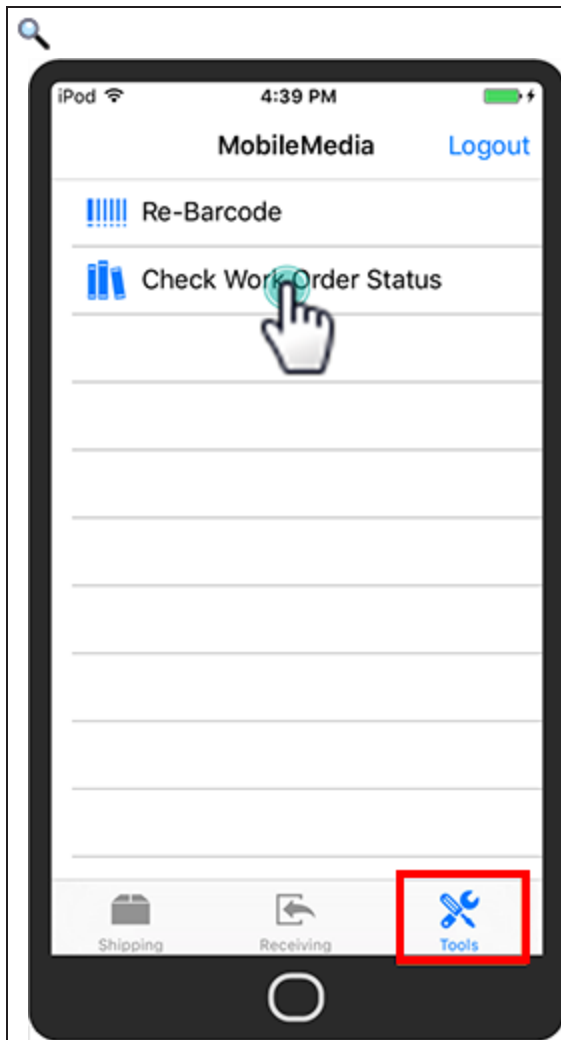


3. When the new screen opens, scan the work order ID. The status displays in the lower area of the screen.

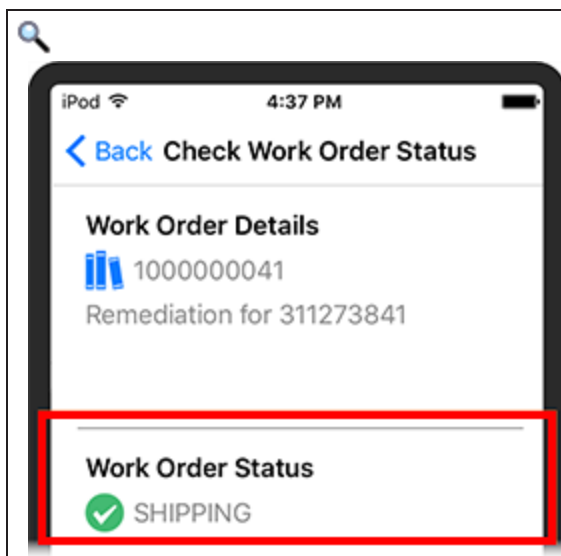


To check the status of a work order:

1. Open the **Tools** module.
2. Tap **Check Work Order Status**.



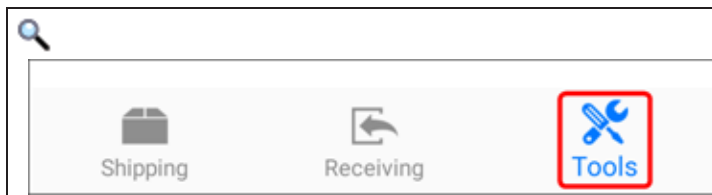
3. When the new screen opens, scan the work order ID. The status displays in the lower area of the screen.



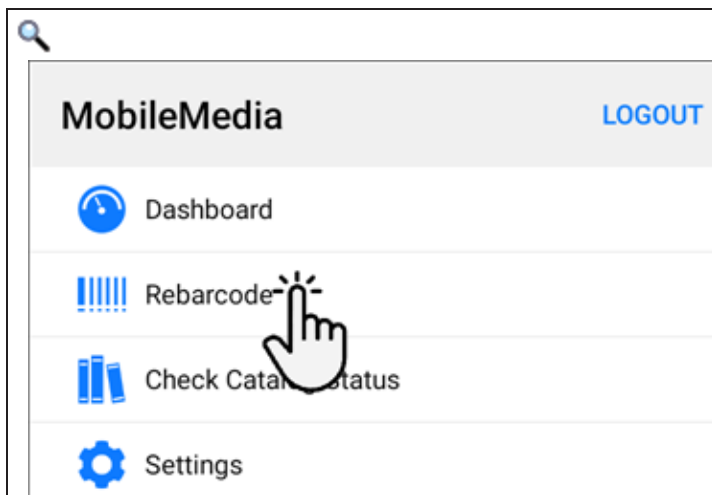
6.2 Re-barcode media

To re-barcode a media item:

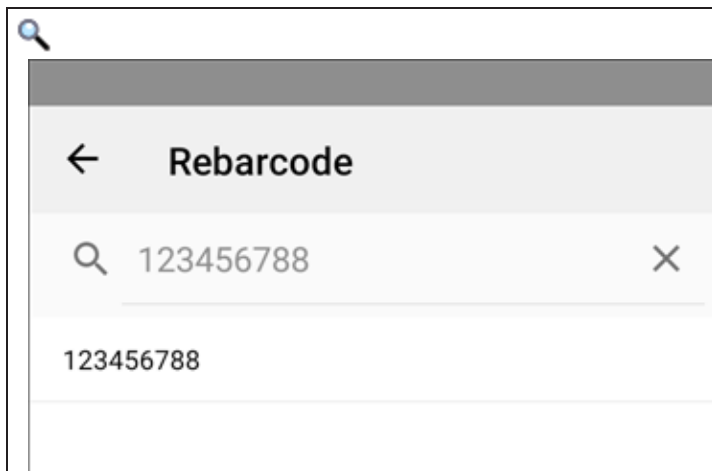
1. Open the **Tools** module.



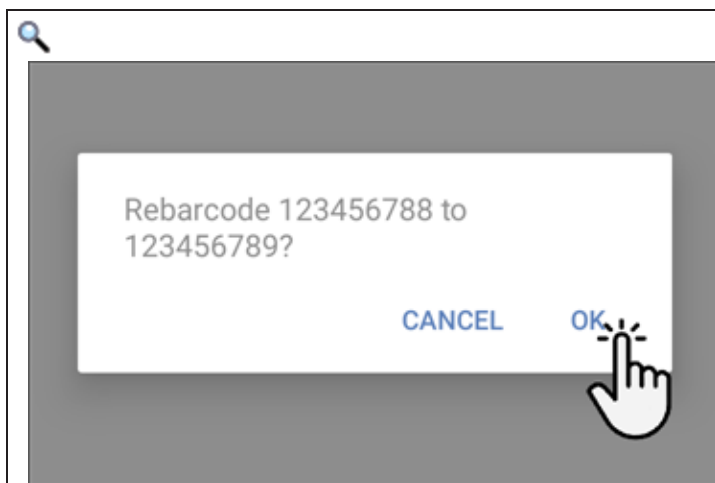
2. Tap **Re-Barcode**.



3. In the field provided, type or scan the existing media barcode. The barcode displays on the screen.

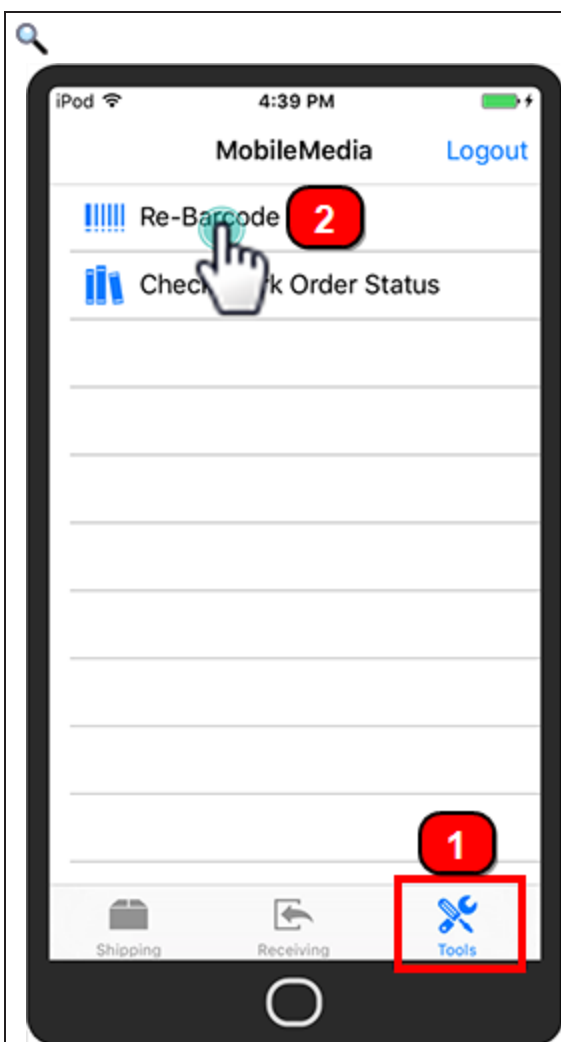


4. Scan the new barcode and a confirmation message displays.

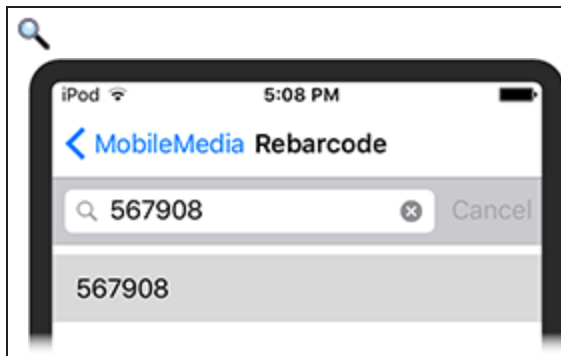


5. If the barcode numbers are correct in the confirmation message, tap **Ok**.

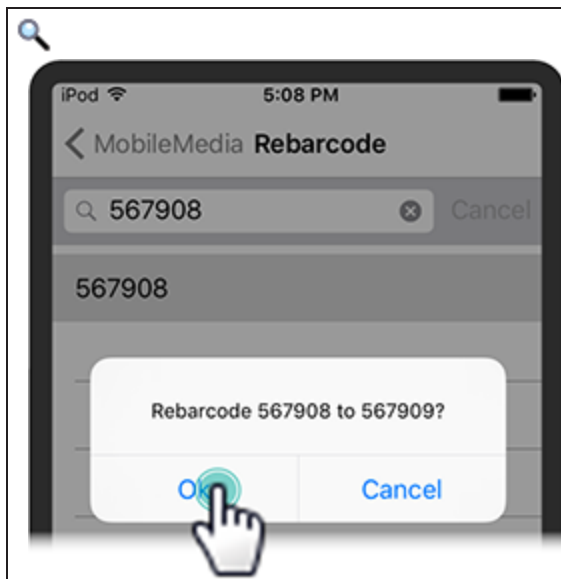
To re-barcode a media item:



1. Open the **Tools** module.
2. Tap **Re-Barcode**.
3. In the field provided, type or scan the existing media barcode. The barcode displays on the screen.



4. Scan the new barcode and a confirmation message displays.



5. If the barcode numbers are correct in the confirmation message, tap **Ok**.

6.3 Box QC to Data Request

This tool allows you to scan a box to load media and also scan in each media to make sure it is valid and put it on an existing or new data request.




Box QC

Add



Select request to append to

(New data request will be created to append media)





Current



BOX1

Media Item(s) (5)

Processed: 0

AAA112	
AAA666	
G14212	
G14235	
TESTINGAVAILABILITY	

Media is loaded from the scanned box. The scanned box can be queried against the current or permanent store box numbers depending on the selected Store drop-down.



The yellow catalog icon indicates the media is on a catalog.



The orange data request icon indicates the media is on a data request.

If any of the media in the box is on an open data request or catalog, then a pop-up will display indicating the number of media affected. These items cannot be added to a data request.

This tool allows you to scan a box to load media and also scan in each media to make sure it is valid and put it on an existing or new data request.

Media is loaded from the scanned box. The scanned box can be queried against the current or permanent store box numbers depending on the selected Store drop-down.



The yellow catalog icon indicates the media is on a catalog.



The orange data request icon indicates the media is on a data request.

If any of the media in the box is on an open data request or catalog, then a pop-up will display indicating the number of media affected. These items cannot be added to a data request.



Carrier
4:04 PM

Finish
Box QC
Add



(New data request will be created to append media)

Store

Box

Media Item(s) (2)
Processed: 0

H89460	 
H89461	