

Windance Demo Gear

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1. how to check items in and out of the demo fleet.
2. how to add items to the demo fleet
3. how to delete items from the demo fleet.

Checking items in and out of the Demo fleet

- Go to TeamPassword and login
- Navigate to Librarika and login
- Navigate to the dashboard of Librarika.
- Ask the customer if they have used the demo fleet this year.

Create New Customer Account

- If yes proceed to step 6. If not, creat a new Member acocunt by pressing **Add** in the Members section of the Dashboard.
- Include: **Name**, **Email**, **Phone Number**, and select **Customers** in the Member Group Field
- Navigate back to the Dashboard
- Decide which products the Customer needs

Check-Out

- Press the **Check Out** button on the dashboard
- Enter **Customer Name** and select the proper option
- Scan an item using Either the Computer Barcode Scanner or The Ipad camera
- Press **Sumbit**. To add more items, scan again and submit. Select **Close** when all items are added.

Check-In

- Select **Check-In** from the dashboard.
- Check Item For damage
- Scan Item
- Add Remark for any damage noticed. Otherwise type **No Damage** and your initials.

Permanently Adding and Deleting Items From the demo fleet.

When a product is sold/lost/stolen complete this form to remove it from the Demo Fleet Inventory System (Librarika).

When a New Item is added to the Demo Fleet. Complete this form to have it added to the Demo Fleet Inventory Managment System (Librarika).



Updating The Demo Fleet Booklet/Printing New Demo Fleet stickers.

ASk Jason or Nick

The script for genreating new Barcodes is in the Windance GitHub Account Repository [LibrarikaBarcodes](#).

See The ReadMe file in GitHub for Printing Steps.