

Checking Out a Tool in Asset Panda Pro

This guide covers checking out a tool from the tool-room computer. You'll scan the tool's Gemma barcode, select it, then scan the employee's CrewSight ID to record who is taking it. On submit, the tool's status flips to **Checked Out** in the Tools collection. Numbered red markers in each screenshot (1 2) point to exactly where to click.

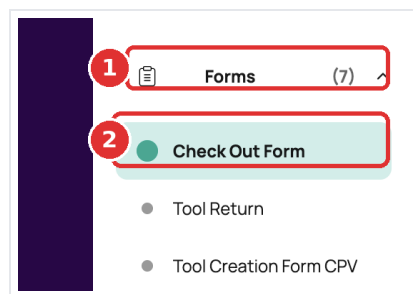
AT A GLANCE Open the **Check Out Form** → scan the tool's Gemma barcode into the search box → tick the tool → **Continue** → click **Employee RFID** and scan the CrewSight ID → **Submit**.

Before you begin

- Asset Panda Pro open on the tool-room computer, signed in with the shared tool-room account.
- **The barcode / QR scanner connected.** It scans the tool's Gemma barcode and the employee's CrewSight ID.
- The physical tool (with its Gemma barcode) and the employee's **CrewSight ID** card on hand.

Step 1 — Open the Check Out Form

In the left sidebar, expand **Forms** (1) and click **Check Out Form** (2).



Step 2 — Scan the tool and select it

1. Click into the **Search** box (1), then scan the tool's **Gemma barcode**. The list filters to that tool.
2. Tick the checkbox next to the matching tool (2).
3. Click **Continue** (3).

Check Out Form

This form updates a tool to checked out and puts the employee who is checking the tool out onto the record.

1

2 records in form

	Tool Name	Category	Quantity on hand	Minimum Quantity	Tool Serial Number
2 ☐	Hammer 1				22222
☐	Soldering Iron				H97AB251710816A

TIP Make sure the cursor is inside the Search box before scanning, or the scanned value won't land in the field. Match the **Tool Serial Number** against the physical tag if more than one result appears.

Step 3 — Scan the employee’s CrewSight ID

On the form, click into the **Employee RFID** field (1) — it’s required — then scan the QR code on the employee’s **CrewSight ID**. The scanner enters the RFID value for you.

Check Out Form

This form updates a tool to checked out and puts the employee who is checking t record.

1 record(s) selected

1

Employees:Name

Check Out Date
 08-04-2026

Submit

Step 4 — Confirm and submit

After the scan, the form fills in automatically:

- Employee RFID** (1) shows the scanned CrewSight value.
- Employees: Name** (2) auto-populates with the matching person, and the **Check Out Date** sets to today.
- Click **Submit** (3).

Check Out Form

This form updates a tool to checked out and puts the employee who is checking it out on record.

1 record(s) selected

1

Employee RFID *

0x3028354D820202800002454E

2

Employees: Name

CrewSight Test CrewSight

Check Out Date

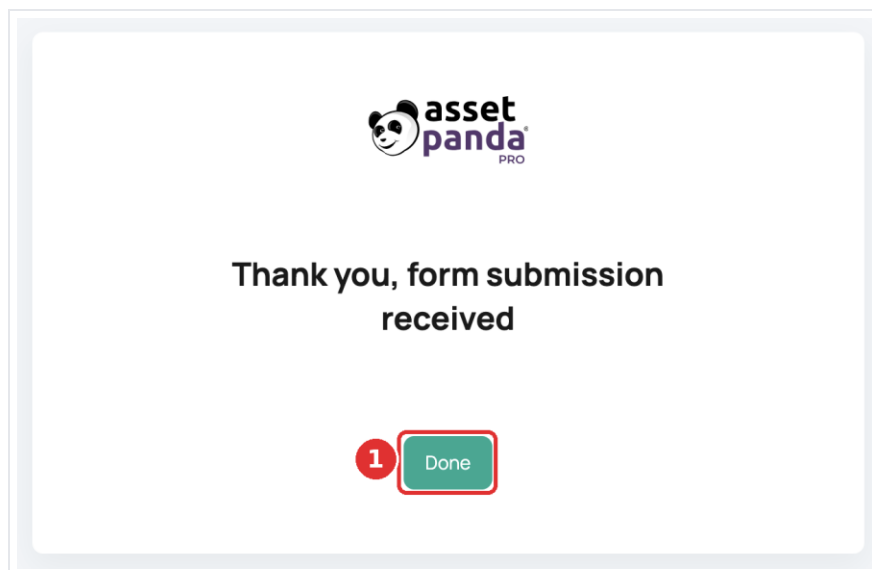
08-04-2026

3

Submit

Step 5 — Confirm the submission

You'll see a confirmation that the form was received. Click **Done** (1) to return — the tool room is ready for the next checkout.



Step 6 — Verify the status flipped

Open the **Tools** collection. The tool you checked out now shows **Checked Out** in the **Tool Status** column (1), and the employee is recorded on the tool's record.

Tools					
		Clear all	Save view	Filter Sort Columns (2) Hidden Add	
3 records in collection					
☐	Tool Name	Minimum Quantity	Tool Serial Number	Tool QR Code Number	Tool Status
☐	Hammer 2		333333	3333333	Available
☐	Hammer 1		22222	1200	Checked Out 1
☐	Soldering Iron		H97AB251710816A	00002	Available

Troubleshooting

- **Scan doesn't register?** Click directly into the field first (the Search box in Step 2, **Employee RFID** in Step 3), then scan. Check the scanner's USB connection if it still fails.
- **Tool not in the list?** It may already be checked out. Clear the search box and re-scan, or check the **Tool Status** in the Tools collection.
- **Submit is blocked?** The required **Employee RFID** field is empty — scan the CrewSight ID, then Submit.
- **Employee not found after scanning?** Their CrewSight ID may not be linked in the Employees collection yet — contact your administrator.
- **Status didn't change?** Refresh the Tools collection; the update can take a moment to appear.