



## GETTING STARTED GUIDE

## **Registration**

ApronHub is free and easy to use. Begin by selecting any of the “Join” buttons on ApronHub’s homepage. Follow the steps of filling out your account information. Fields with a red \*asterisk are required. Upon finalizing your account registration, you will be routed to your Dashboard.

## **Adding Aprons to your Account**

### Adding a Single Apron:

From your apron dashboard, select “Add Apron.” Scan the QR code label using a 2D scanner, tablet or smartphone or manually type in your serial number. If you do not know or cannot find your serial number, select “I do not know my apron serial number” below the “Continue” button. Fill out the relevant fields for tracking your new apron. Fields with a red \*asterisk are required. When you have completed filling in the fields and have saved your changes, you will be routed back to the Dashboard and should see your new apron in the apron list.

### Adding Multiple Aprons:

From your apron Dashboard, select “Bulk Import Aprons.” Download both the Template and the Download Instructions. Follow the examples on the Instructional PDF while filling out your Template. Once your template is filled in with your aprons, select “Choose File,” select your file, and select the “Begin Import” button. Depending on how many aprons are in your file, the import process may take several minutes.

**\*Note:** Do not modify the template file structure, as this will cause a mismatch of information between the upload file and the ApronHub database! Only add rows to accommodate your new aprons and the requested information for each template column.

**\*Note:** If there are errors in your file during the import, they will be displayed after ApronHub has completed the import process. Make any changes necessary to fix the validation errors and re-upload.

**\*Note:** Duplicate serial numbers or serial numbers already in your ApronHub account are not duplicated during the import process.

## **Inspection**

Aprons are due for inspection at the frequency set by each apron. When an apron's inspection date approaches, an email notification is sent and a warning is visible within the apron list.

To inspect an apron, navigate to the Dashboard and select "Log Inspection" for the apron you wish to inspect. When selected, a window will appear with inspection log fields. The required fields for inspection are the Inspector Name and the Inspection Result. Notes are available in this log to document any important information for internal use.

## **Reporting**

To generate a report of the aprons in your account, navigate to the Reports page. Select values for none, any, or all fields that you wish to use in your reporting. Once you enter in the values for your report, select "Generate Report" and you will be routed to a page with aprons matching your report parameters. If you wish to download this report as a spreadsheet, select "Export" at the top right.

## **Scanning Aprons**

For your convenience, aprons that have a QR code or Barcode label may be scanned with QR code or Barcode scanners. With your scanner plugged into your device, select the text field in which you wish the scan code to be entered. Scanning your code will automatically place the data into that text field.

Example: Adding an Apron with QR/Barcode Scanner:

1. Select "Add Apron" on the Apron Dashboard page
2. Make sure the text field is selected and ready for input
3. Scan your apron
4. If you are not automatically routed to the Apron Information page, select Continue.

## **Scanning Aprons with Mobile Device**

Before you begin you must:

1. Have a working QR Code scanner application on your mobile device.
2. Be logged into ApronHub on your mobile device.

Techno-Aide brand aprons with QR code labels can be scanned directly from your mobile device's QR Code scanner application. Once scanned, you will be routed to your online browser with that apron selected.

[Purchase USB Corded QR Code Scanner](#)

[Purchase Wireless QR Code Scanner](#)

Aprons that are not Techno-Aide brand may be retrofitted with QR code labels that utilize QR code scanning technology.

[Purchase Retrofit QR Code Labels](#)

## **Retrofitting QR Codes**

QR codes may be added to your older aprons that are already in use. If you are retrofitting QR codes to aprons that are currently in your account, the original serial numbers will need to be replaced with the new QR code number. However, you may still want to keep the original serial number for reference.

On the "ADD APRON" page, BEFORE ADDING THE NEW QR CODE NUMBER to ApronHub, first copy-and-paste the original serial number from the "Serial Number" field over to the "Internal ID" field (otherwise the new QR code number will overwrite the original number and it will not be retrievable). Save Changes.

Now you may scan or type in the new QR code and register your garment.

[Purchase QR Codes](#)

[Purchase QR Codes Attachments](#)

[Purchase QR Codes Attachments Tool](#)