How to use magic scan

Category: Education **Updated:** Sep 16, 2026

Getting Started with Magic Scan

Overview:

Magic Scan is our universal QR code resolution system. Instead of navigating through multiple menus, you can simply scan a code on the floor, on a printed document, or on a physical asset to instantly jump to the relevant action screen.

How to Use Magic Scan:

Using the system is designed to be seamless for both management and floor staff. Please follow these steps:

1. Open the mobile or tablet interface and tap the Magic Scan icon in the bottom navigation bar.
2. Point your device camera at the printed QR code. Ensure the code is well-lit and fits within the scanning frame.
3. Once recognized, the system will automatically route you to the correct module (e.g., Inventory, Project Management, or Help Documents).

Pro Tip: If you are in a low-light environment, use the flashlight toggle located in the top right corner of the scanning screen.

Common Troubleshooting

If a QR code is not scanning properly, check the following:

- Damaged Label: If the physical label is torn or faded, an Admin will need to reprint it from the QR-Code Management module.

- Permission Denied: If you scan a code but see a red "Access Denied" screen, you do not have the required Role access for that specific asset or document.
- Invalid Prefix: Ensure you are scanning a valid system QR code. Third-party QR codes will not resolve in our platform.
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