

Using cubeiQ in your business

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Using cubeiQ in your business



Instructions for the effective introduction of cubeiQ into your business:

Step	Action	Page
1	Register your company on cubeiQ.	3
	Important note: only register your company once.	
2	Create additional site (s), where you will be using cubeiQ at more than one facility in your organisation.	4
3	Create additional cubeiQ user accounts.	5
	Where there are multiple sites, it is recommended that each site has a user account specifically for logging in to the mobile devices; this account will have the User role (the lowest access level).	
	Because this user account password may be known by multiple staff it is important it has restricted access.	
	Where there are multiple sites, it is recommended that each site has a user account that is the administrator for that site (as 'Manager' role).	
	This account should be different to the account used on the mobile devices.	
4	Install cubeiQ on additional devices	7 - 10
	We recommend pages 7 to 10 (only) are sent to the site teams as the 'site user guide' on how to install and use cubeiQ in their operation.	
	The administrators guide should be a reference for the company subject matter experts and not broadly distributed.	
5	Assign devices to sites	6
	During install the device will be linked to the home site configured for the login account but it can be reassigned to a different site when required.	
6	Manage licenses for mobile devices	6
	Speak with your cubeiQ representative about your business needs and number of client software licenses required.	
7	Configure APIs to receive data	-
	There are multiple options to get cubeiQ data into your system; API's are the most commonly used approach.	
	The cubeiQ team will provide instructions on API configuration in a separate document. Contact the team if additional support is required.	
8	Configure cubeiQ app for your business	12 – 18
	Change the cubeiQ app configuration to be the best fit for your operational processes. Save a configuration template to become your company default.	
9	Troubleshooting	19 - 23
	Contact the cubeiQ reseller or help desk if issues persist.	
10	Special Functions	24 - 25
	Instructions on special functions.	

Account registration



This section is for the first time registration of a company with cubeiQ.

The company registration should be done <u>once only</u>, once created the web portal can be used to create new users and administer your account.

Register your company

On your PC browser enter address: cubeiq.scquanta.com

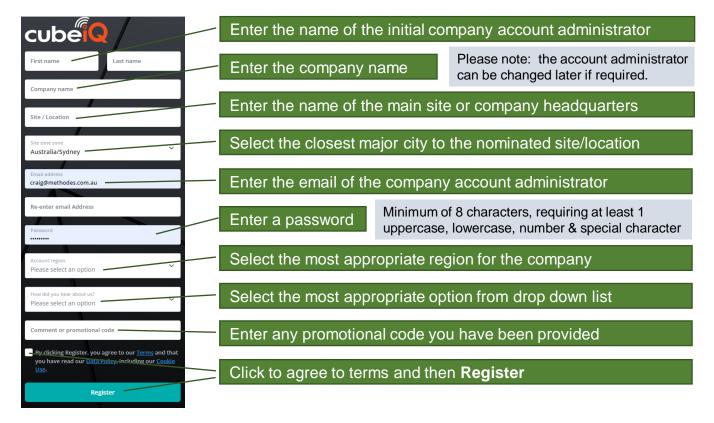
The process of company registration is the same if done during the first app installation.

In the web portal you will be required to either log in or register a new account, select **Register**.



Important: only select the register option once for your company.

Select Register



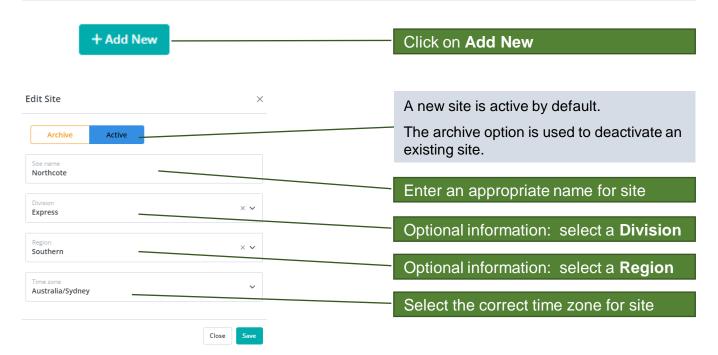
Administer server settings



Create new site in company account 1

Open a browser on your computer or mobile device and type in: cubeiq.scquanta.com Use your cubeiQ username and password to log in.

Using the left side menu, navigate to the **Sites** option from the **Admin** section.



Division 'Express' does not exist, would you like to create it?



To **create a new division**, enter name in the division field and confirm. This is an optional field.

Divisions are used to separate business units and their data within the parent company.

Region 'Southern' does not exist, would you like to create it?



To create a new region, enter name in the region field and confirm. This is an optional field

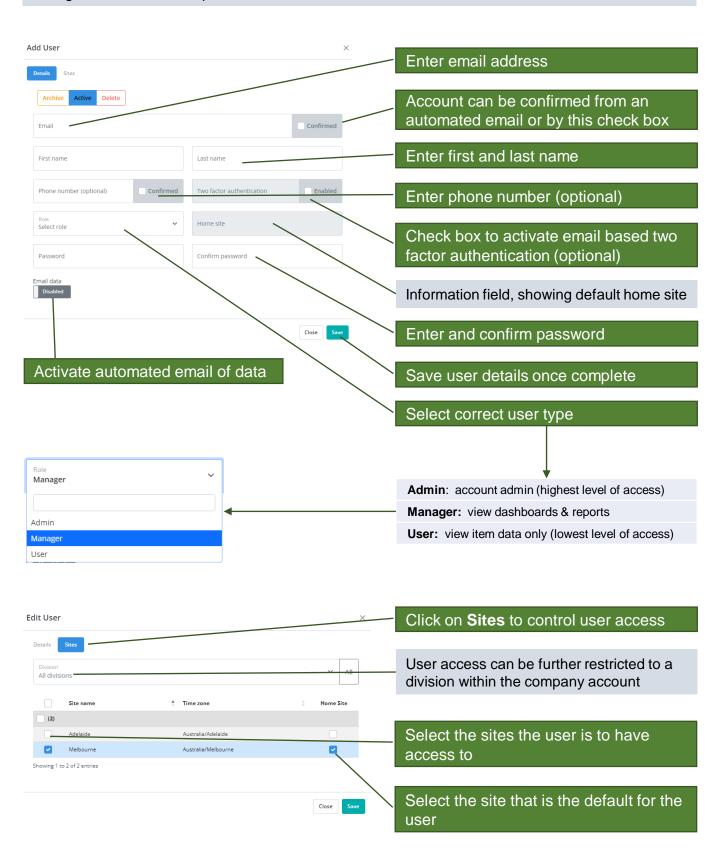
Regions are used to group sites and improve business reporting.

Administer server settings



2 Create new user accounts

Navigate to the Users option from the Admin section. Click Add New



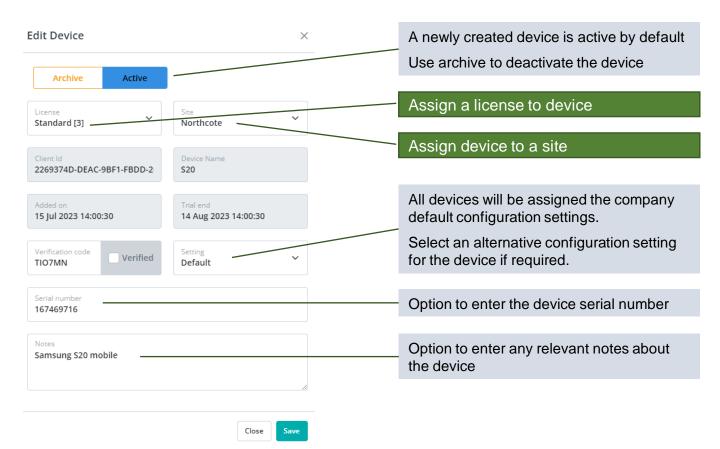
Administer server settings



3 Manage devices

Mobile devices are created automatically from the app installation process.

The site the device will be assigned to will be consistent with the home site of the user account used to log in.



Quick device set-up guide



This user guide is to be followed once you have created a company account and will be using cubeiQ within your business operations.

1 Download and install app

Android Device

Open a browser on your device and type:

scquanta.com/cubeiq

Or scan QR code with camera:

After the file has finished downloading, select open, then install, then open and allow file access permissions.



Apple Device

Go to the app store and search for:

cubeiq

Or scan QR code with camera:

After the file has finished downloading, select open, then install, then open and allow file access permissions.



The authentication screen will pop-up when it is a first time installation on this device.



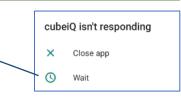
It is recommended that a single or small number of user accounts are used as a login for the app on your device(s)

Enter the email address and password of user account

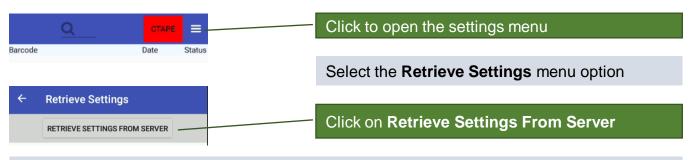
Click on Login, this will open the app

The **Forgot Password** function sends an automated email allowing a password reset

Click **Wait** if you receive this pop up This message is most likely associated with your device being a 'low spec' or cheaper device.



2 Configure cubeiQ on your device



This will configure cubeiQ with the customised company default configuration.

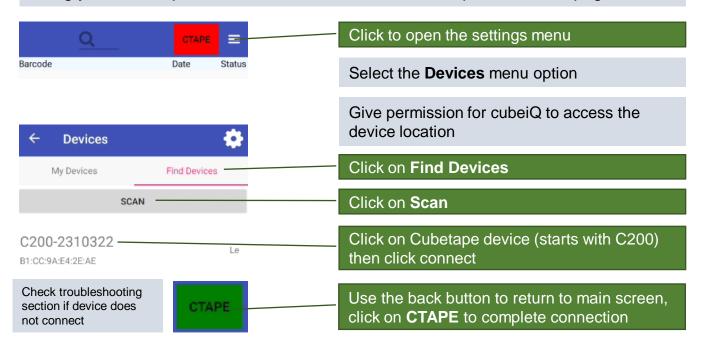
Quick device set-up guide



3 Configure Cubetape and connect

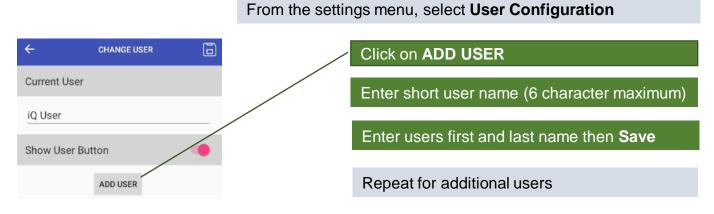
First, print the configuration barcodes on page 26 of this document.

Using your Cubetape device, scan each barcode from top to bottom of page.

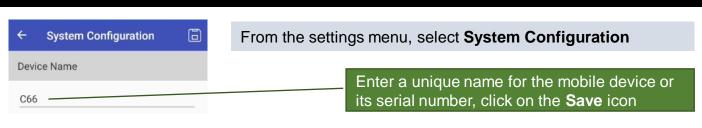


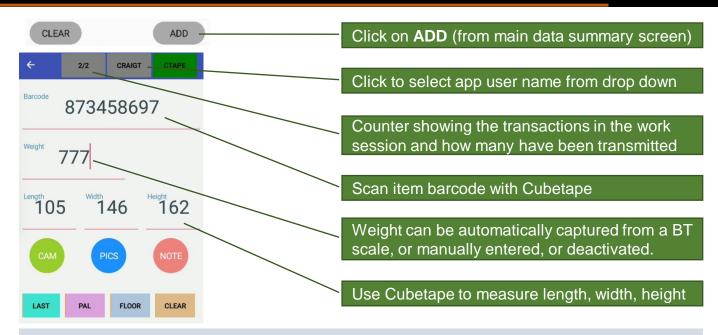
4 Configure app user name

The app user name provides visibility of who is capturing data in your operation. It is not a required setting but has been shown to be a valued feature of cubeiQ.



5 Identify the mobile device





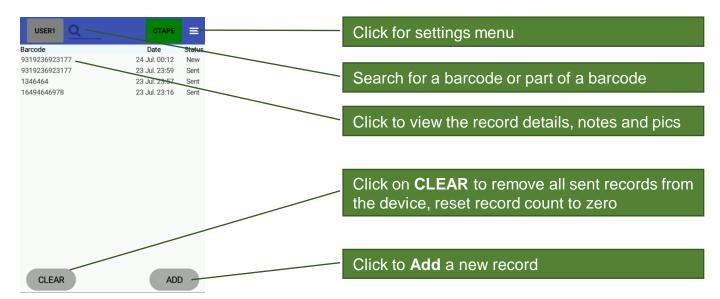
To **save the record** simply scan another barcode or click on back button



Explanation of function	buttons, more	on page 18:
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CAM	CAM Direct activation of device native camera	
PICS	Edit pictures and take pictures	
NOTE	Take notes using voice and onscreen keyboard	
NEXT	Navigate to the next unit for 'multi-unit' capture	
PREV	Navigate to the previous unit for 'multi-unit'	
FLOOR	Adds the Cubetape body length to dimension	
CLEAR	Clear all entered values and start again	

The summary screen allows you to search for barcodes and view records

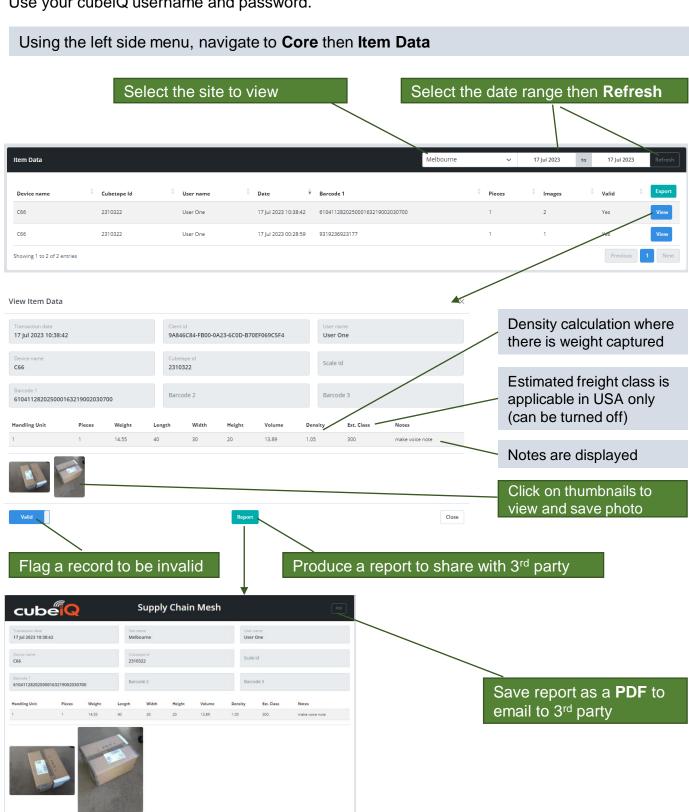


Server data review



Access server

Open a browser on your computer or mobile device and type in: **cubeiq.scquanta.com**Use your cubeiQ username and password.

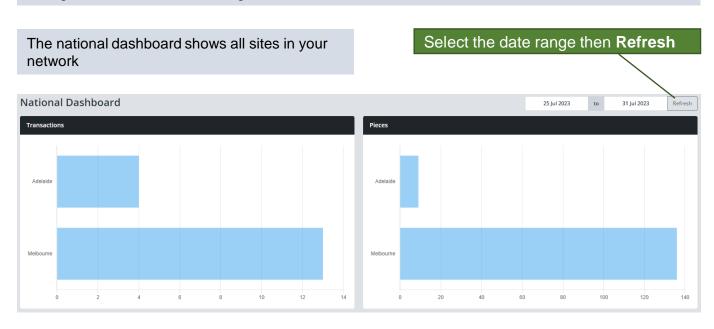




View dashboards

Using the left side menu, navigate to Core then Site Dashboard

Using the left side menu, navigate to Core then National Dashboard



Create your custom configuration



Instructions on how to change cubeiQ configuration on your device to be the best fit for your business requirements.

At the end of this section is an instruction on how to save the new configuration and set it as the default for your company or a variant that can be applied to specific devices and sites.

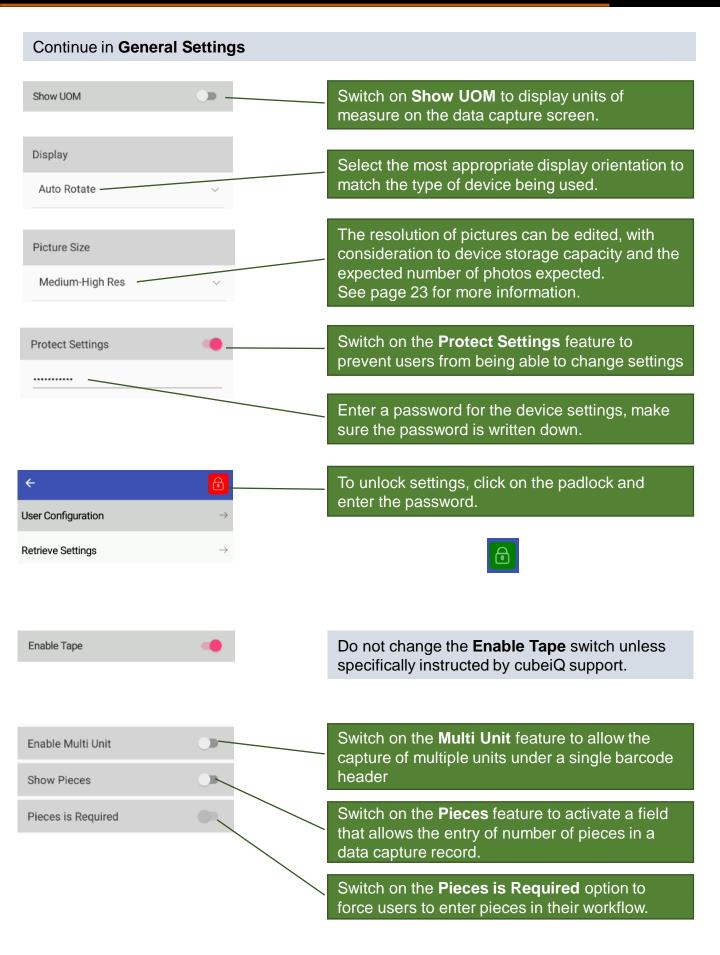
1 Configuration settings

cm

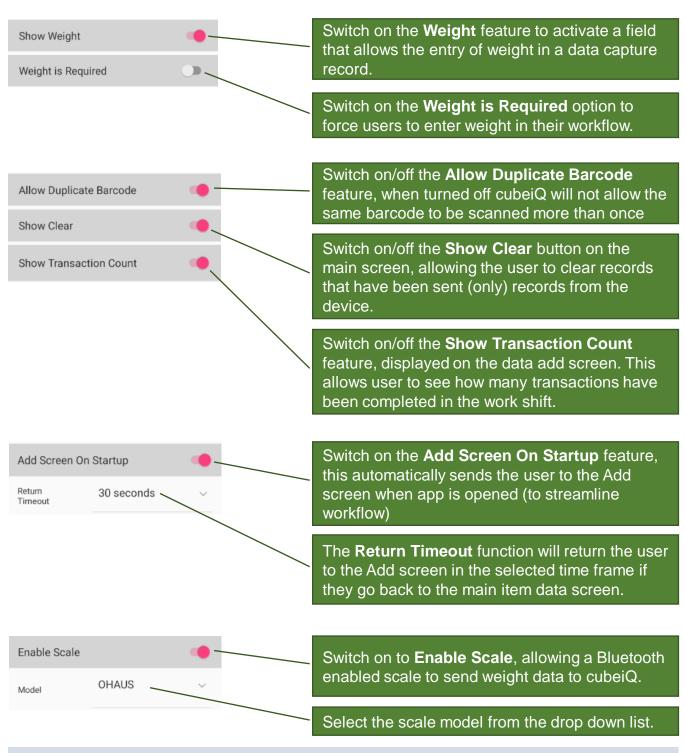
Open the settings menu and go to General Settings **General Settings** Do not change the tape or scale filters unless specifically instructed by cubeiQ support. Tape Filter C190;Cubetape;C200 Scale Filter PRECIA;BTDA;D5000;C7000 Title Barcode1 Change the field description to match your business terminology. Barcode -Enable Barcode 2 Switch on **Barcode 2** if there is a requirement for Title Barcode2 two barcodes per record. Barcode2 Change the field description to match your business terminology. Measurement Type The language settings of your mobile device will automatically determine the units of measure in Metric cubeiQ. Default Weight The measurement units of measure can be kq changed between US (imperial) and Metric **Default Distance**

Create your custom configuration

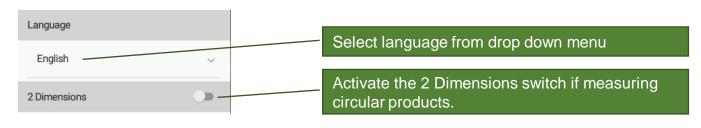




Continue in **General Settings**



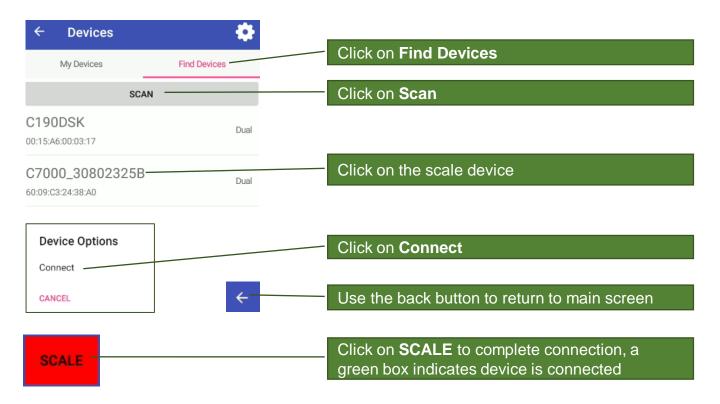
Contact the cubeiQ team if you have a Bluetooth scale model not on the drop down list.



Create your custom configuration

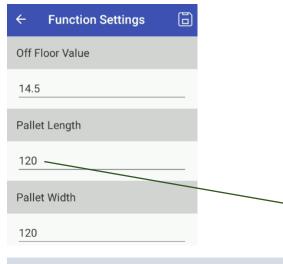


The process of connecting a scale is the same as connecting a Cubetape device.



It may be necessary to refer to your scale manual or reseller to ensure the scale is correctly configured to connect with cubeiQ via Bluetooth.

From the settings menu and go to Function Settings

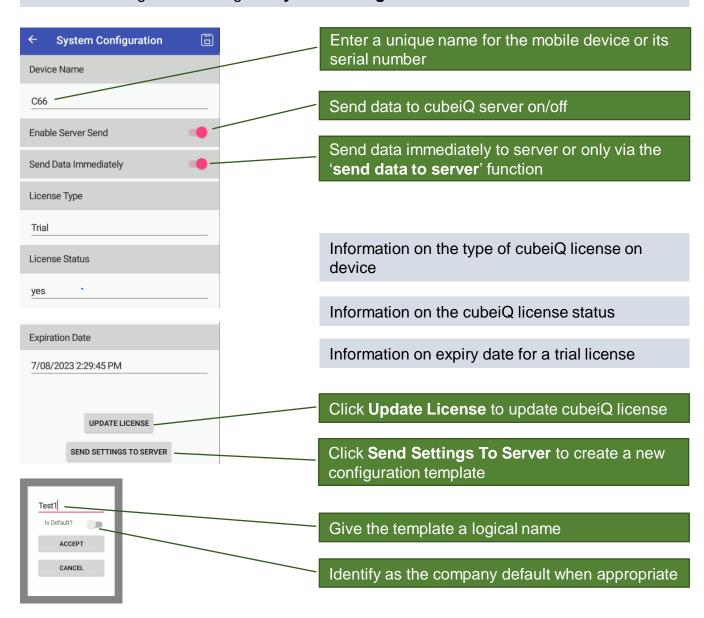


Functions settings are only needed if your operation regularly handles the same size pallets or containers, providing the opportunity to streamline the data capture workflow.

Off Floor value is the size of the body of the Cubetape, this should not need to be changed.

Enter the standard length and width of your commonly used pallet or container.

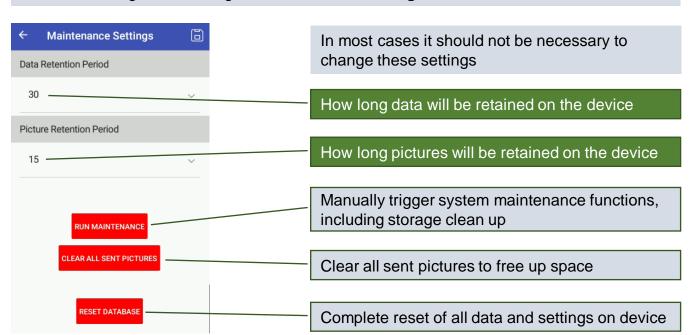
From the settings menu and go to System Configuration



Create your custom configuration



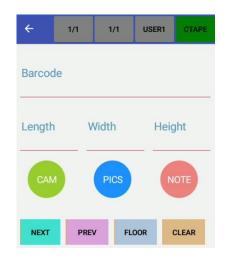
From the settings menu and go to Maintenance Configuration



Create your custom configuration



2 Function button settings



From the settings menu and go to **Buttons Configuration**

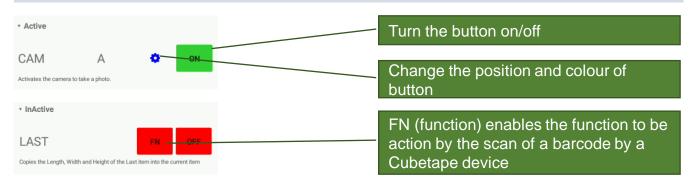
The default configuration of cubeiQ for your region is represented in the example.

The function buttons colour, position and action can be configured to best match your operational requirements

Standard button functions

CAM	activates the camera
PICS	activates a pop that allows the viewing, editing and taking of photographs for the record
NOTE	allows the entry of free text as additional information against the record.
LAST	copy data from the last saved record in current session, removing the need to measure freight with the same weight and dimensions.
PAL	automatically enters the length and width of the standardised container (see function settings); only the height dimension needs to be measured.
FLOOR	automatically adds the length of the CubeTape (as defined in the function settings)
NEXT	moves screen to the next unit in a 'multi unit' environment.
PREV	moves screen to allow the view of the previously captured units in a 'multi unit' environment.
SAVE	saves the current record.
ADD	allows a second measurement to be added to the first measurement
CLEAR	clears the current entries (this will only work if the record has not been saved)

Open the settings menu and go to **Buttons Configuration**





Troubleshooting guide and frequently asked questions.

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1 Cubetape connection issues

The Cubetape Bluetooth connection indicator is solid blue when connected. **Note**: solid blue light does not always mean the <u>correct</u> connection type

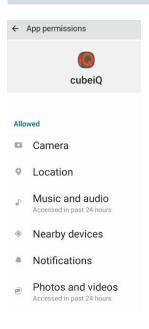


Confirm your Cubetape is correctly configured to use with the cubeiQ app by printing page 26 of this document and scan all the QR codes, in sequence from top to bottom.

Note: C200 Cubetape version 1 has a firmware setting that resets the Cubetape configuration to factory settings if the scan button is held down for 8+ seconds (holding the button does not turn the device off). This can be a cause of Cubetape connection issues.

If your device has a more recent Android version (version 11+) you may need to allow additional permissions for cubeiQ.

The navigation to this settings area will vary between devices, typically the pathway is: Settings > Apps > cubeiQ > permissions



App permissions that are important to cubeiQ functionality:

Location: required for Bluetooth connections in all versions.

Nearby devices: required for Bluetooth connections on later version Android devices.

Camera: required to take photographs within the app in <u>all versions</u>.

Photos and videos: required to take and edit photographs within the app

Notifications: not required for the app, but may be part of the permissions popup.

Music and audio: not required for the app, but may be part of the permissions popup.



2 Cubetape scans not appearing in cubeiQ

In most cases, this will be because your Cubetape is not correctly configured for use with the cubeiQ app.

First: print page 26 of this document and scan all the QR codes, in sequence from top to bottom.

Second: remove the device from Bluetooth connections and then reconnect using the cubeiQ **Find Devices** function.

3 cubeiQ issues

cubeiQ performance can be impacted when using 'low spec', cheaper devices. This will be indicated by a 'cubeiQ isn't responding' message, this can only be rectified by using a device with reasonable hardware specifications.

When taking pictures, make sure the camera icon is correctly orientated to how you want the picture to appear.



If you are finding it **difficult to work with the small screen** on your devices, we recommend Vysor as a convenient way to operate your mobile device using your PC.

Download the Vysor software to your PC from: https://www.vysor.io

Enable USB-debugging on your Android device, find instructions to do this online.

Connect your device to your PC using a USB cable, the Vysor app will automatically install.

During the first log in on the device we recommend the password is saved to the device browser, this makes it much easier to log in when required.



Use saved password?

You'll sign in to cubeiq.scquanta.com

For security purposes, cubeiQ will log off approximately every 2 months – this could happen mid work stream.

It is possible to continue to operate cubeiQ if you have no internet or do not have immediate access to the log in details. To do this, go to Settings > System Configuration and turn off the 'Send Data Immediately' switch; this will stop cubeiQ from looking to send data to the server. Once you are able to log in to cubeiQ the 'Send Data Immediately' option can be reactivated.



The font size settings on your Android device will influence font sizes within cubeiQ.

Large font settings can cause the function buttons to go to a second row and look untidy.

The font sizes for your device are typically found at:

Settings > Display > Font size and style



If experiencing issues with the cubeiQ app, we recommend closing the app and restarting the device as the first step.

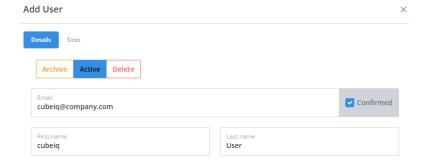
The 'chat heads' app can cause cubeiQ to run slowly, particularly if using on a phone.

4 cubeiQ configuration

User accounts do not need to be real email addresses.

It is possible to create a user account using a fictitious email address (for example cubeiq@company.com), this can be useful when creating accounts to use to log in to the mobile device client accounts.

When doing this it is necessary to confirm the account in the 'edit user' screen.



If you need to activate a freight class calculation (typically for the US market) please ask your cubeiQ representative to make this change.

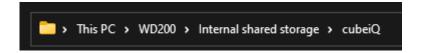
cubeiQ will automatically detect the language set in your Android device and align the default settings to that language.

If the device language is connected to the United States the default settings will apply imperial units of measure (inches and pounds).

If the device language is not connected to the United States the default settings will apply metric units of measure (centimetres and kilograms).



cubeiQ database locations will vary based on the Android version on your device.



Version 11 and lower

> This PC > Craig's S20+ > Internal storage > Documents > cubeiQ

Version 12 and higher

5 Cubetape battery status



The Cubetape battery status is displayed as a pop up message following the scan of the Battery Level QR code.

If this is important to your operation we recommend you display this QR code in a convenient central location(s).

BATTERY 80%

6 Connect a scale

Before attempting to connect a scale to cubeiQ it is important to make sure the scale is correctly configured to send weight data over Bluetooth in a 'command & response' configuration.

Configuring scales can be difficult, the scale user manual will be an important reference or the company you purchased the scale from.

The cubeiQ support team are not scale experts and are not able to configure scales, other than the models specifically supported.



7 Manage storage with photograph resolution

cubeiQ configuration options allows the choice of resolution of photographs.

High resolution photographs provide clearer, higher quality photographs, but each photograph consumes more storage on the mobile device.

If you are expecting to take a lot of photographs we recommend a lower resolution setting.

The cubeiQ configuration options are listed below.

cubeiQ Picture Size	Image size	
Low Res	23 KB	
Low Medium Res	63 KB	
Medium Res	119 KB	
Medium High Res	292 KB	
High Res 1	702 KB	
High Res 2	912 KB	

The image sizes provided in the table are indicative only.

The size of the image is going to vary from these examples, influenced by your device, quality of camera and the photographs.

Special Functions



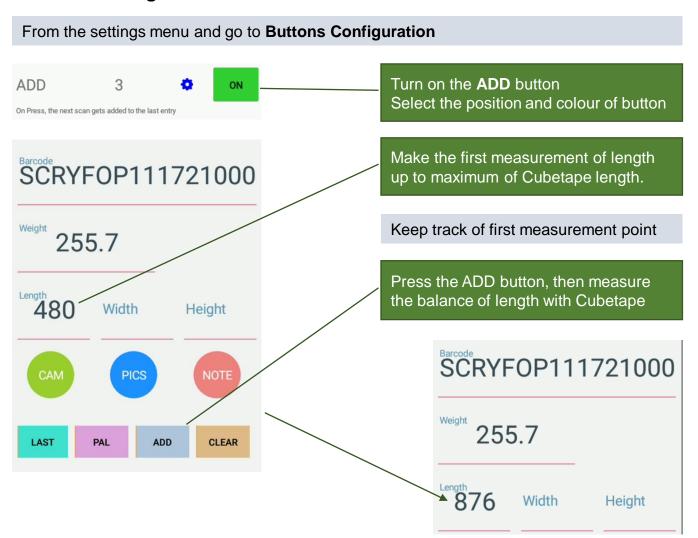
Instructions on special functions.

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1 Add second measurement

The ADD function can be activated in situations where the products or freight to measure are longer than can be measured by Cubetape in a single measurement.

The ADD feature allows the summation of multiple Cubetape measurements for an extra long dimension.



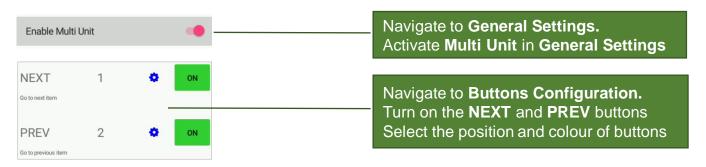
Special Functions



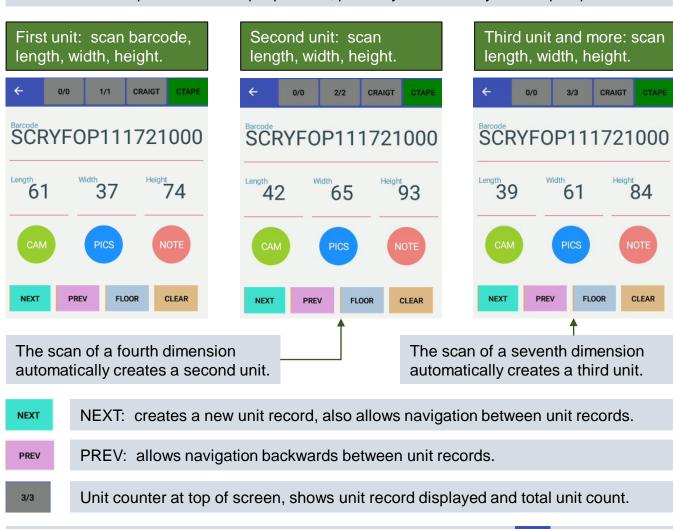
2 Multi-Unit Data Capture

Multi-Unit data capture requirement is where a single freight identifier (barcode) has multiple handling units that need to be measured individually.

cubeiQ users in the North America region will have multi-unit functionality activated by default, users in other regions will need to activate it specifically.



Multi-unit data capture has a unique process, primarily controlled by Cubetape operation.



To **save record**: scan a new barcode or press the back button.

C200 cubeiQ Mobile

Configuration Guide BT BLE May 2023



Scan the configuration barcodes below, from top to bottom, using the Cubetape scanner. Pause for 2 seconds between each scan to confirm the action.

Enable Configuration	国 中 国 在 Config Enable
Scan Engine Settings	Quanta Android in
Disable Configuration	Config Disable
Wireless Settings	画版画 ASSON # 画法会介 BT BLE
Sleep in 10 minutes	回版回 從計學 回算算 Sleep 10min
Power Down	Sleep Now