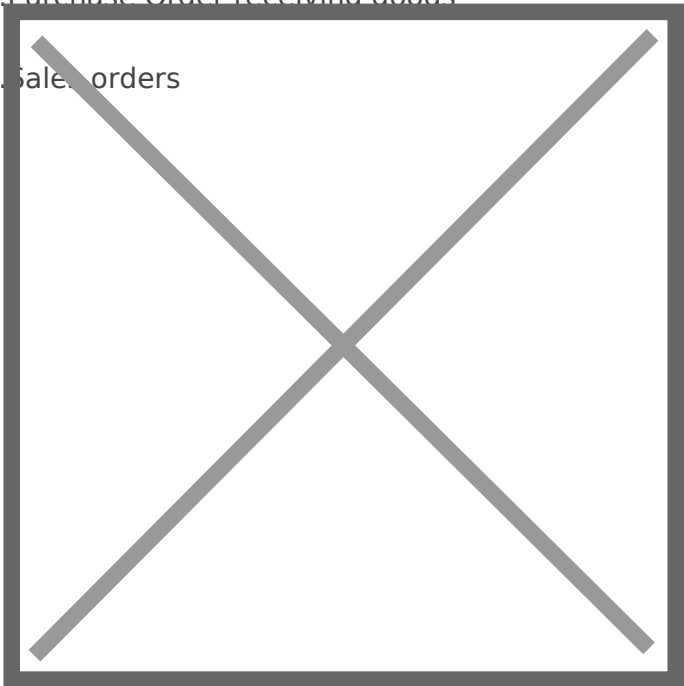


ScanSKU Stock Take

Video training manual 2021 - [Click Here](#)

This shows one how to use the ScanSKU stock take function for scanning of stock for

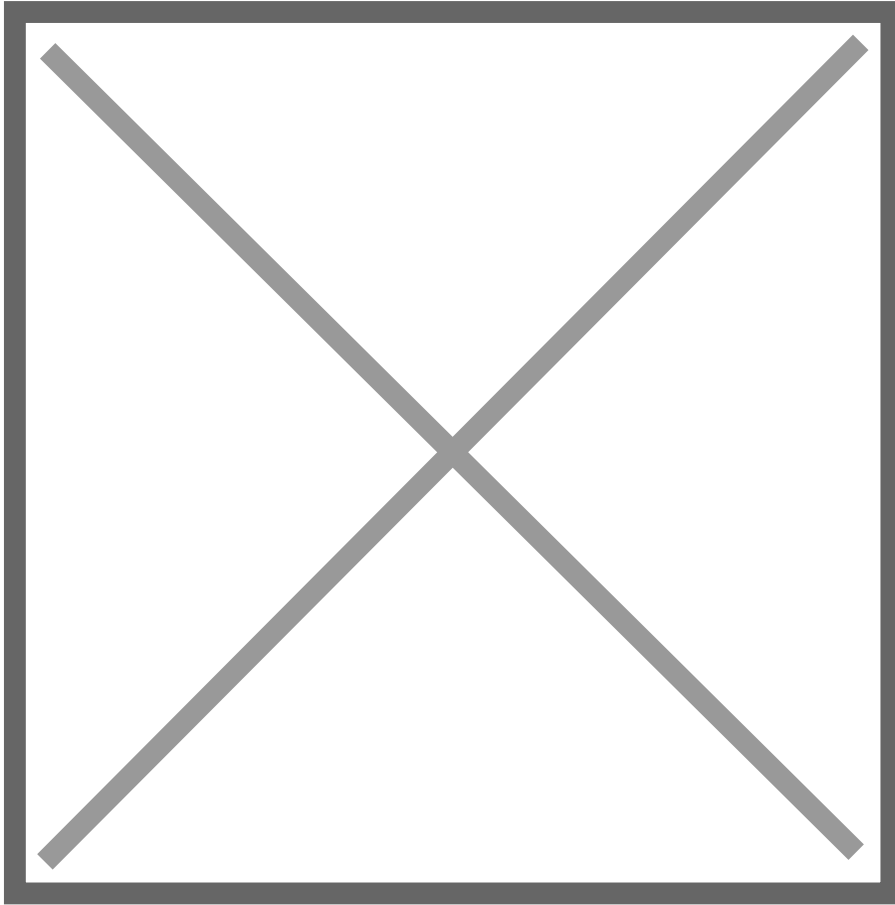
1. Stock take
2. Stock counts
3. Purchase Order receiving goods
4. Sales orders



When first going into the stock take

Click on Lock Location tick on, so that you don't have to continue to enter the Scan Location

Enter MAST for Master warehouse or the warehouse code that is going to be scanned.



Click on the Barcode text field

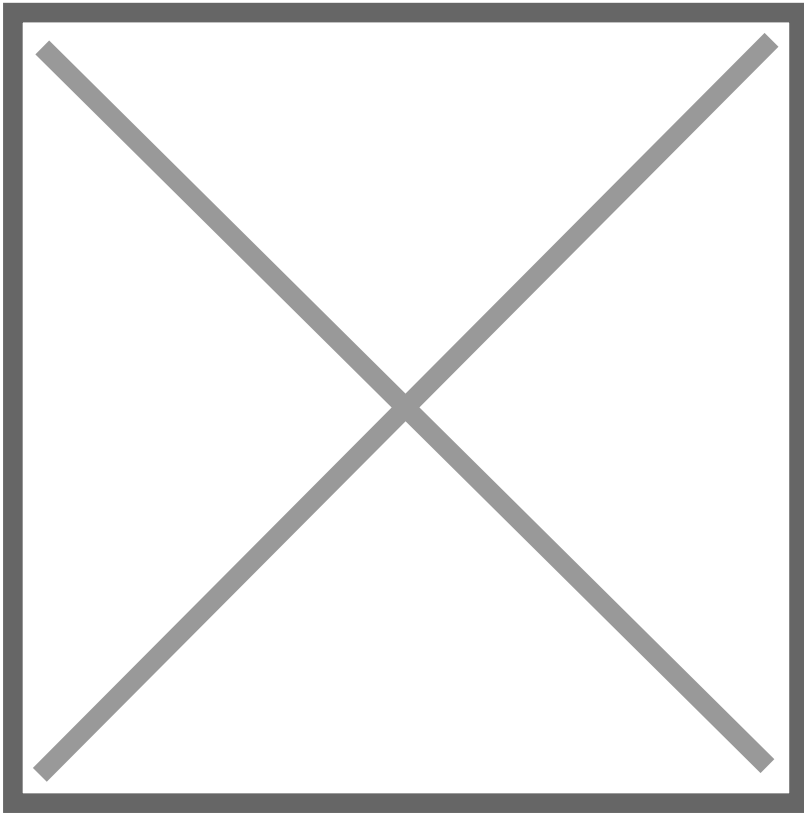
1. Click on the SCAN on the device to scan barcode

Barcode will then populate

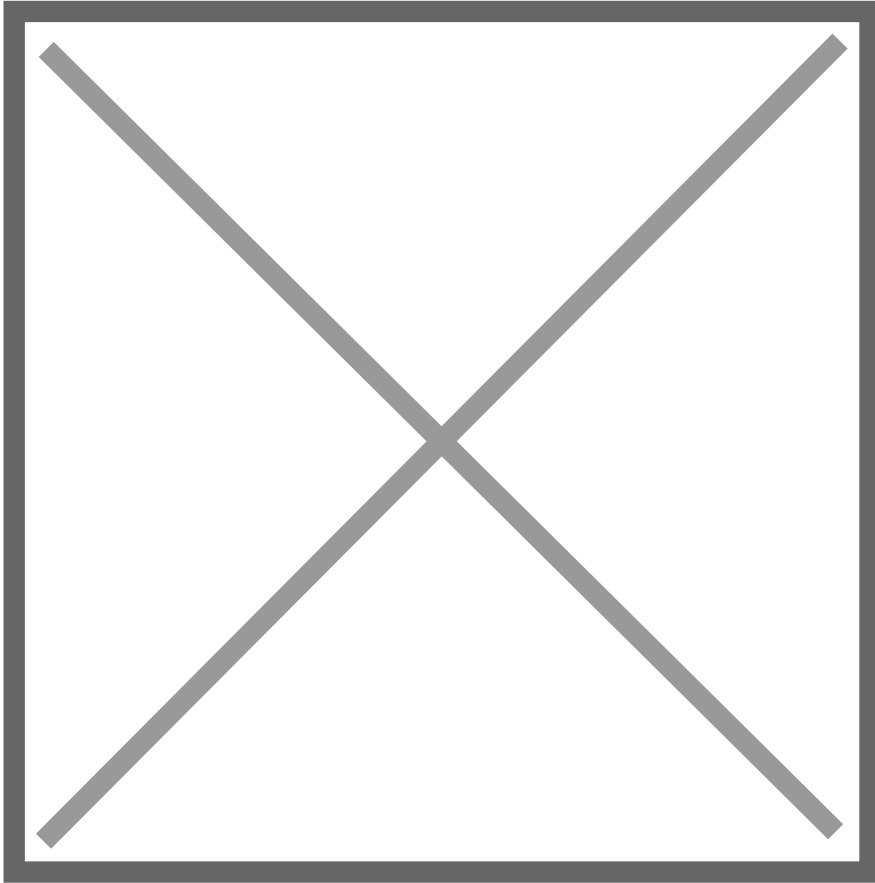
2. Enter quantity for count

If number does not come up, click on Input Quantity field

3. Click on the tick to accept
4. Click on the Add SKU to accept count



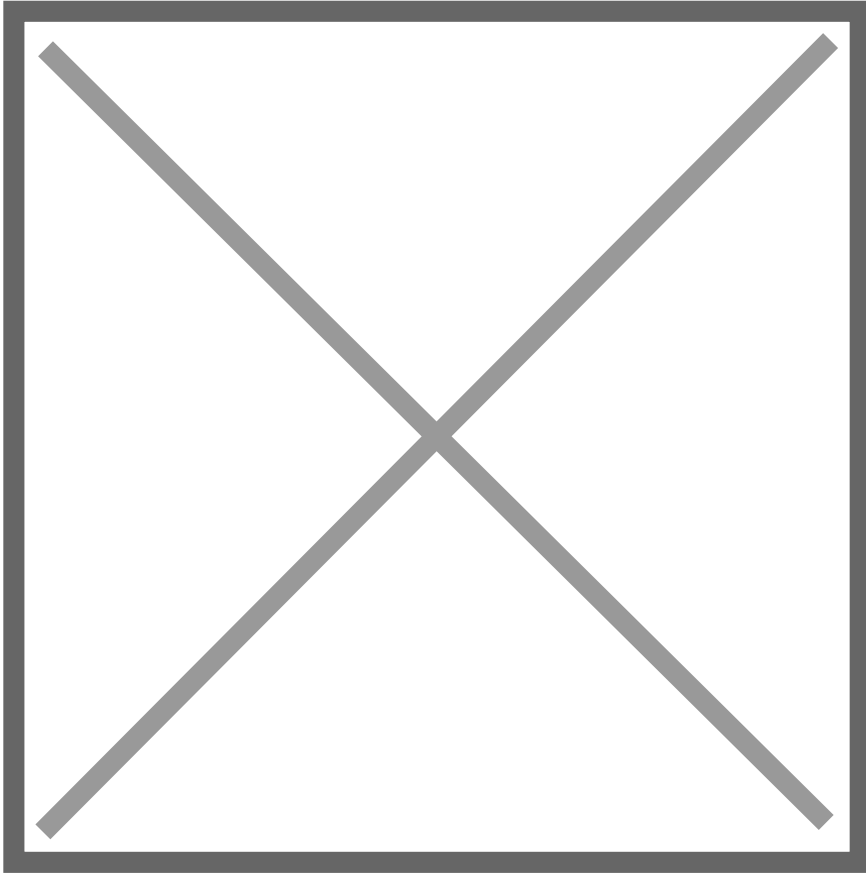
1. Clicking on the Add SKU to Accept
2. The screen will go green once it is accepted
3. It will now show below on list
4. Then you are ready to scan next item



Click on View Data button to view all SKUs scanned

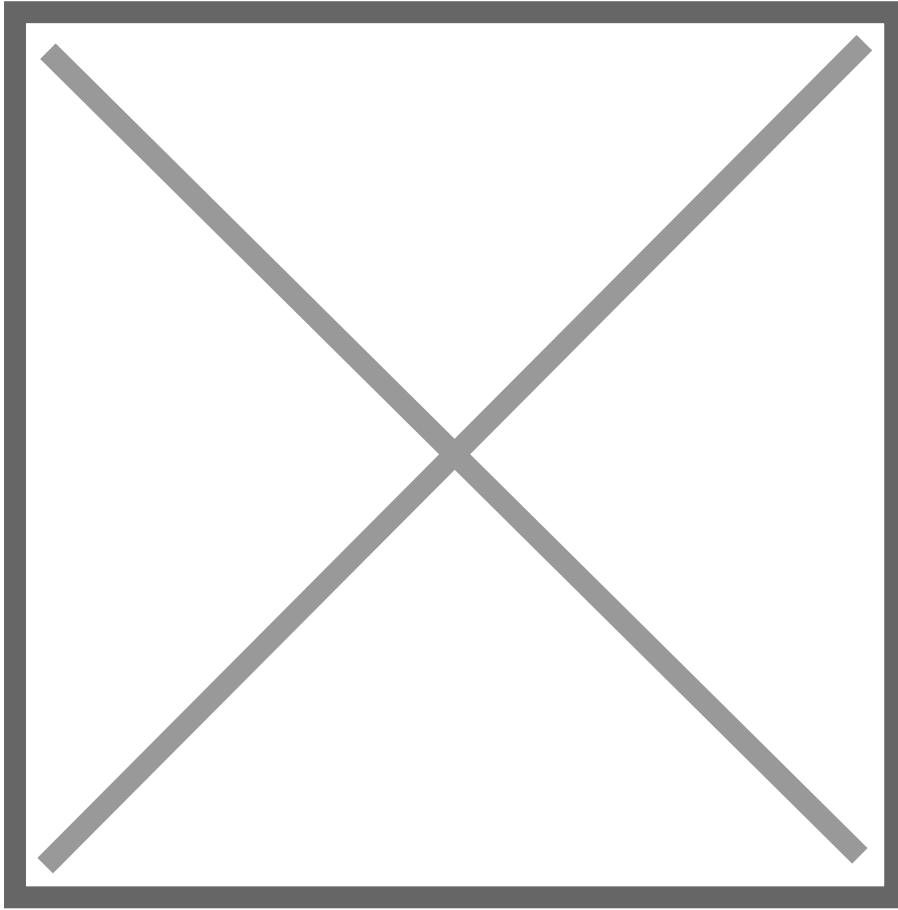
Rotate device for a landscape view as it is much easier to see the products.

Click on the return to stock take button, to continue stock take.

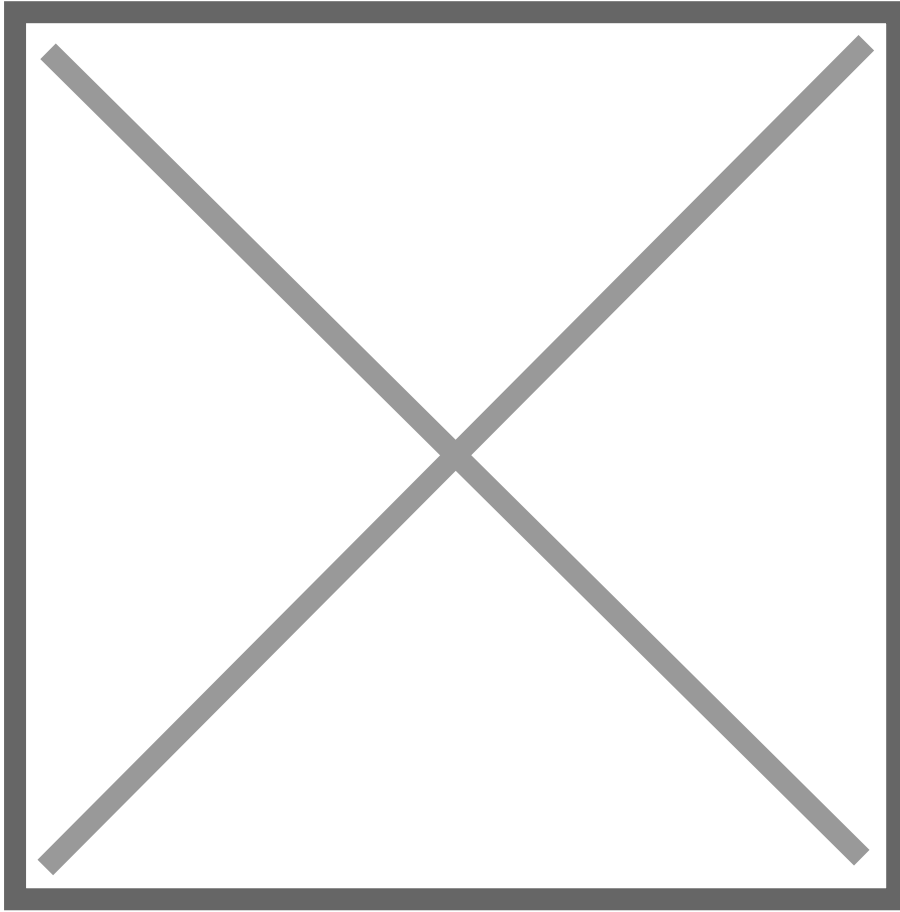


Once you are done with the stock take, you will need to email the file

Click on Save and Email data

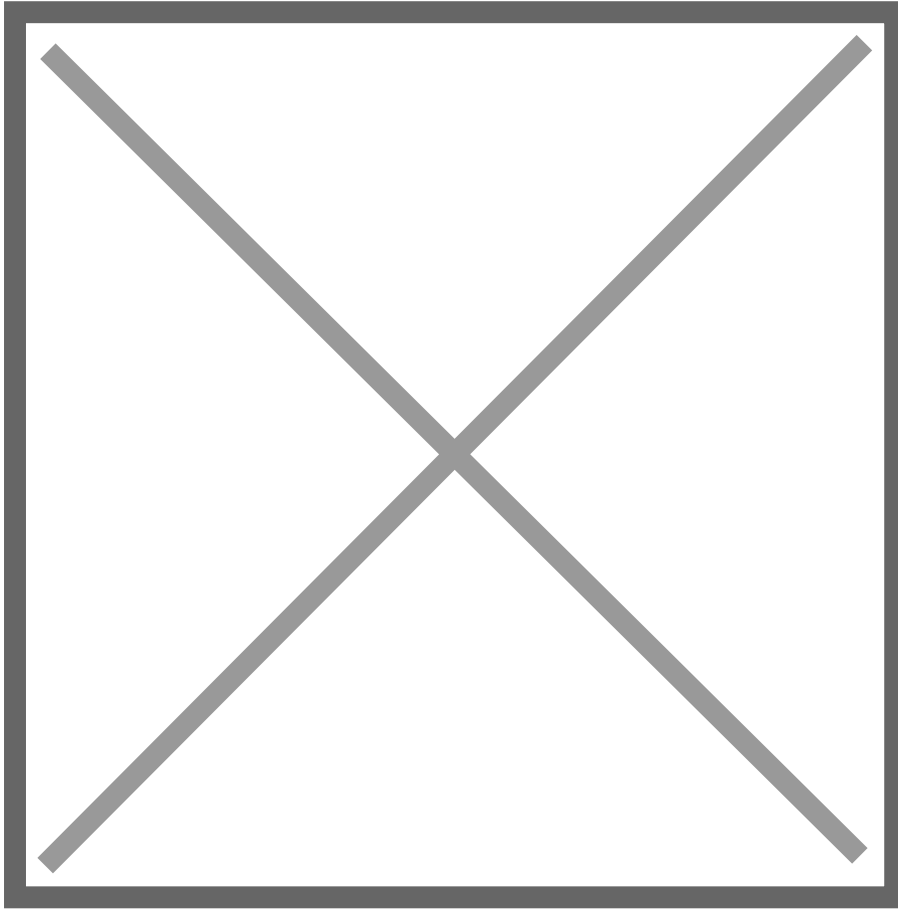


Name the file to be emailed



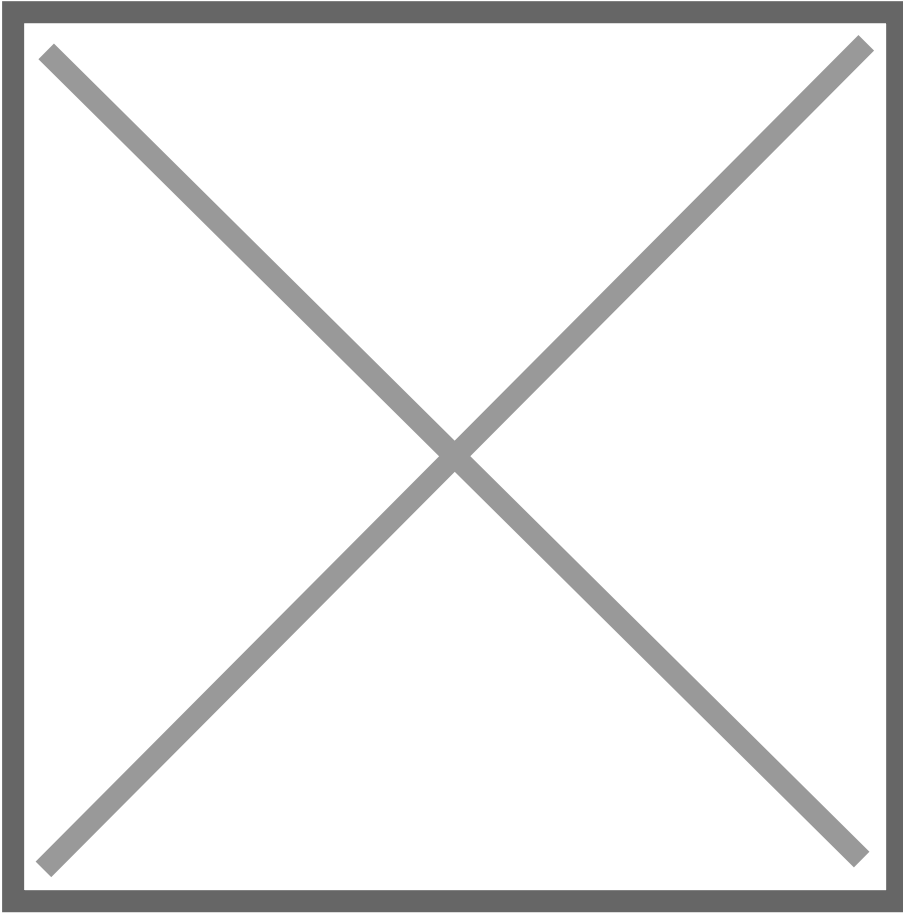
Email file to your email address

1. Enter your email address
2. Put in a subject line
3. Send file

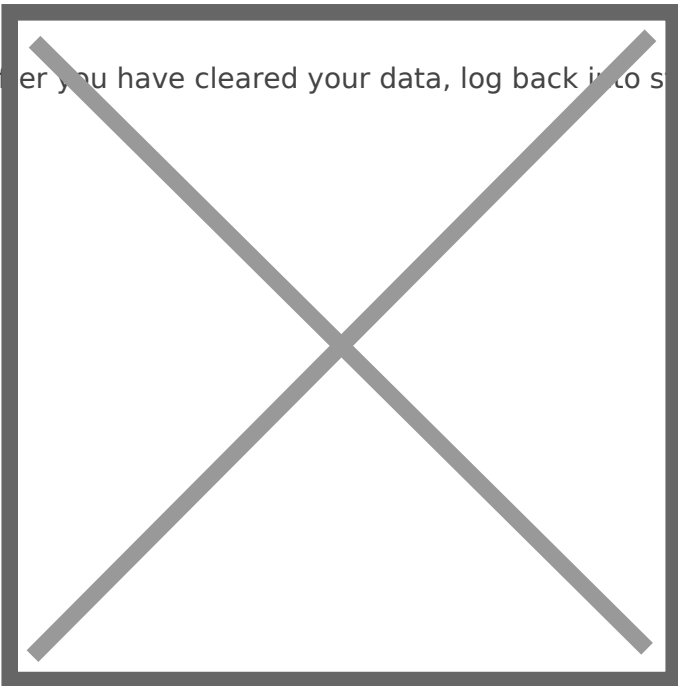


After file is emailed, clear the data for a new bulk scan or for next stock take

After you have cleared the data, close the window and reopen



After you have cleared your data, log back into stock take



Revision #1

Created 1 August 2023 19:54:18 by Paige

Updated 1 August 2023 19:55:44 by Paige