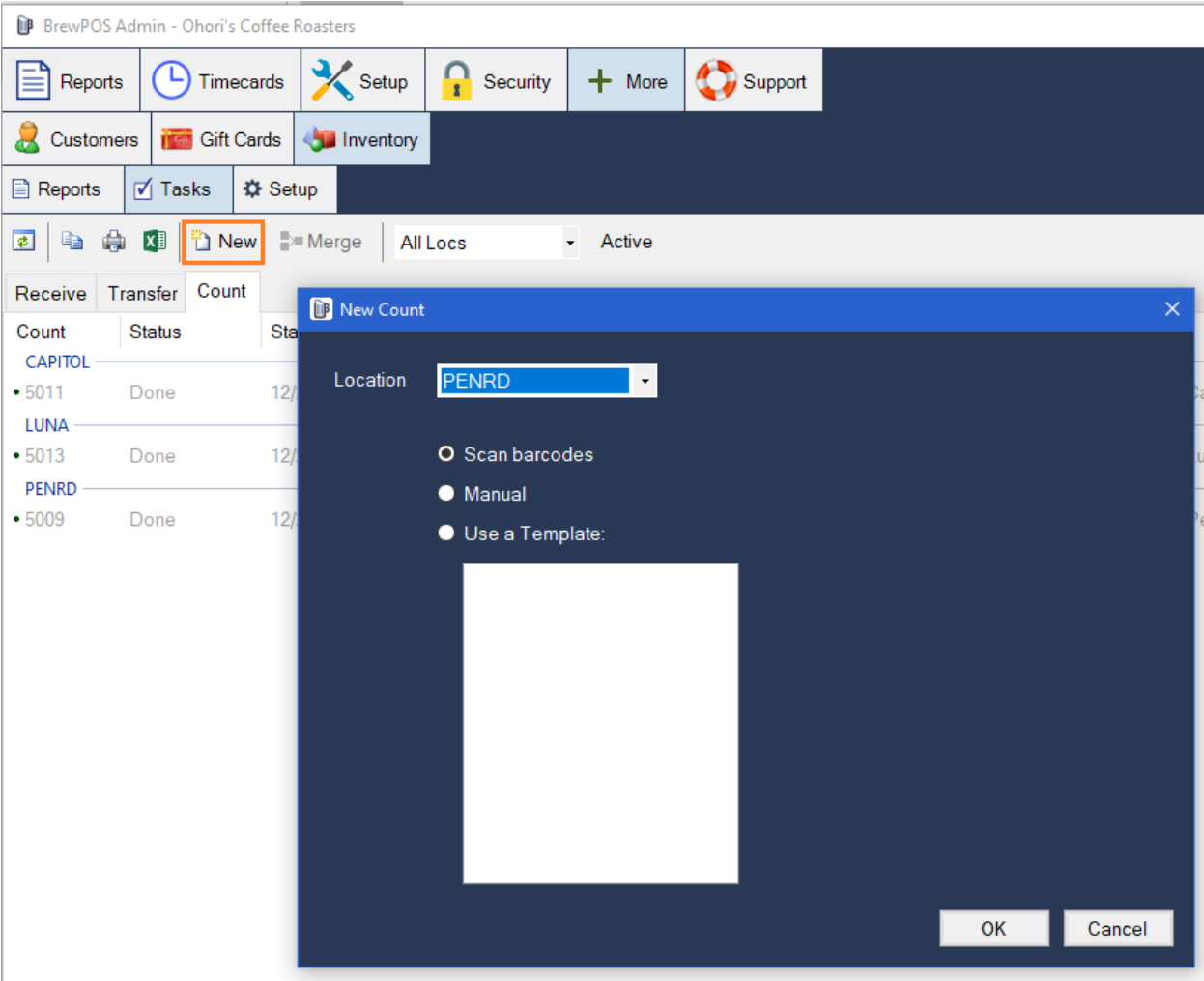


Inventory – Scan Barcodes- In Admin

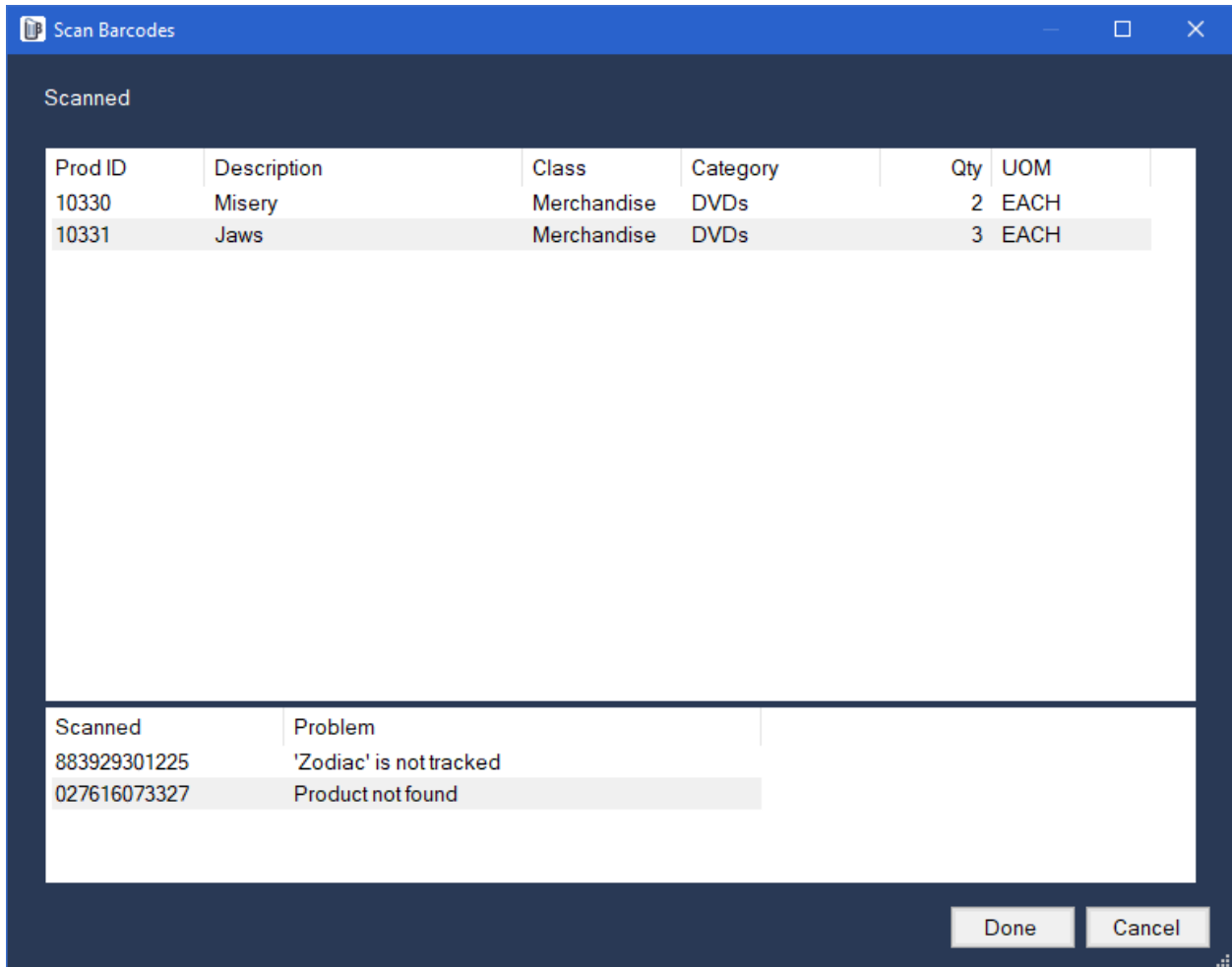
You can now start a new Receiving Lot or Counting Batch by scanning barcodes in Admin. You can use a USB or Bluetooth scanner without any configuration needed, just plug it in and Windows will set it up.

How To

Start a new Count (or Receive) as normal. In Admin, go to More->Inventory->Tasks->Count. Click the New button on the toolbar. Select the Location, then select the new 'Scan barcodes' option:



When you click OK, a new screen is shown. You scan the products on this screen:



In this example, I have scanned two copies of Misery and three copies of Jaws. The bottom portion of the screen shows products that either don't exist in the system or are not Tracked ('Zodiac').

Admin will provide audible feedback when you scan a product, either:

- Beep – product was found
- Buzz – product not found/not tracked

When finished scanning, click the Done button. A new batch with the scanned products is created. Continue processing as normal.

Merge Counts

You can have multiple people scanning simultaneously, then combine the Counts together into a single batch. The Merge button will combine all of the Counts at a Location with a status of NEW. Highlight an open Count at the desired Location then click on Merge:

