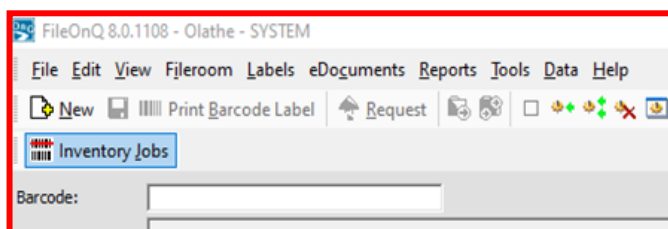
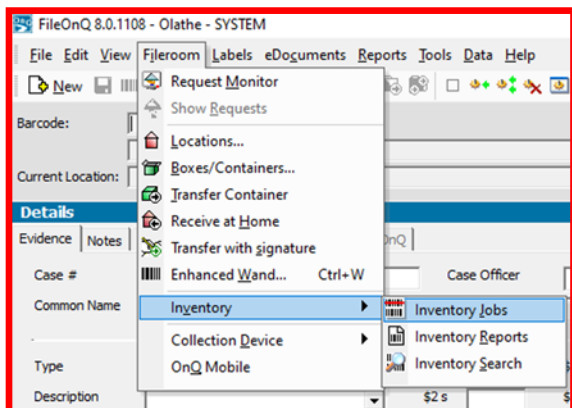


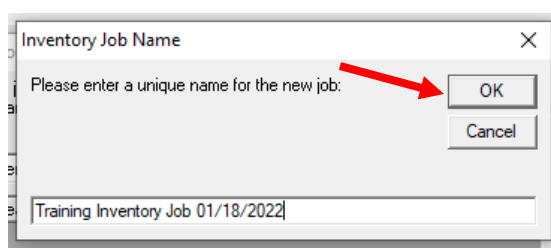
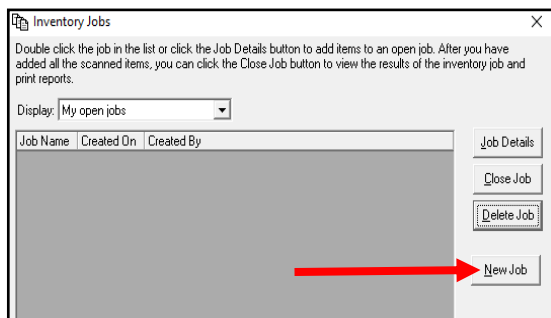
INVENTORIES—Using Bluetooth or Corded Scanner

To start a new Inventory Job, click on Fileroom on your toolbar, then select Inventory, and Inventory Jobs.

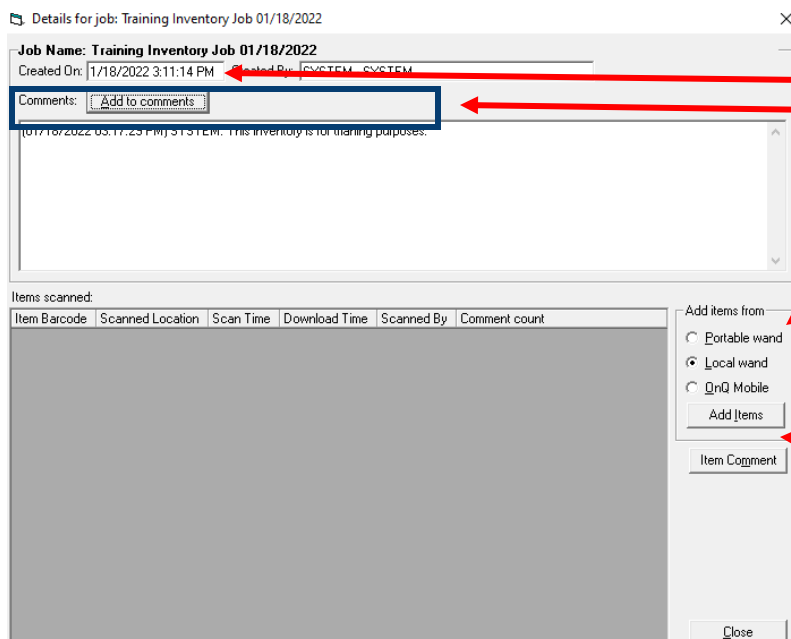


If you have added Inventory Jos to your toolbar, just click the icon.

The Inventory box will display. From here you can create a new inventory job, close an inventory job, search your open/active inventories. To create a new inventory job, click the New Job button. Then type a name for the inventory in the next box and then click OK.

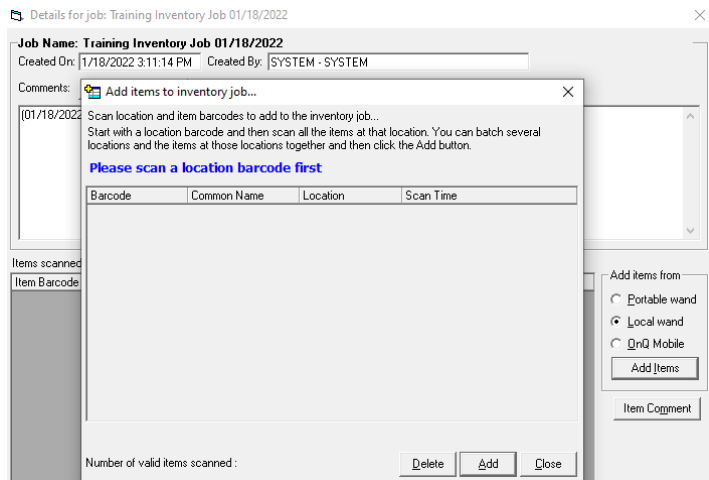


The Details box for the Inventory Job that you are going to be working on will display next.

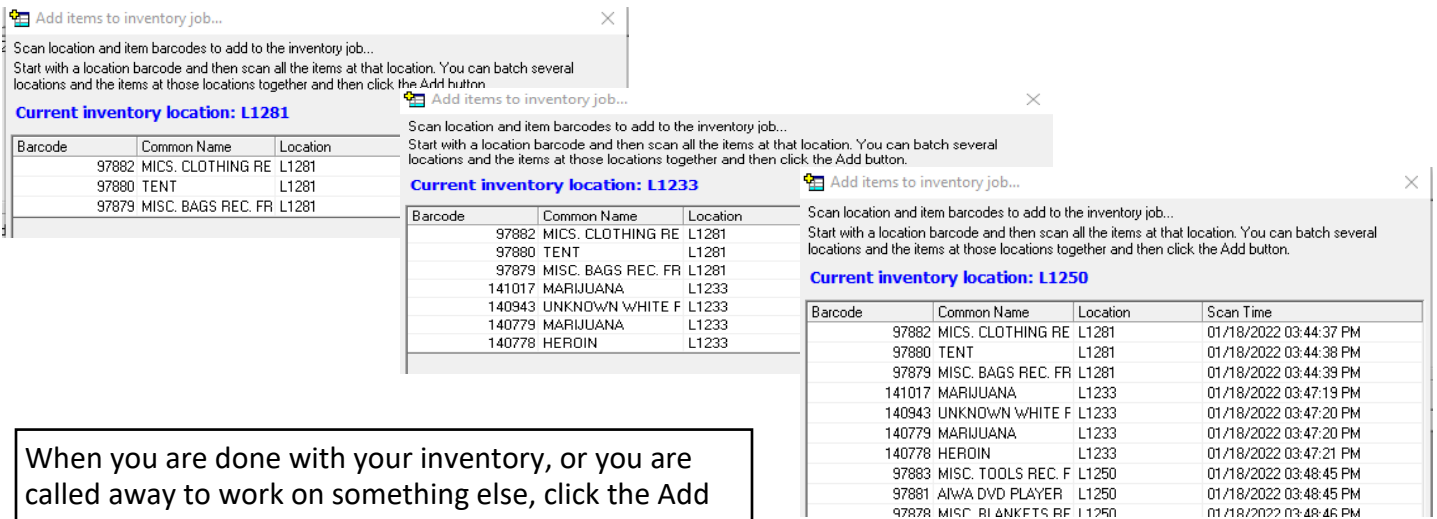


- In this box you can:**
- Add an additional comment(s) about the inventory to the job by clicking the Add Comments box.
 - Select the device that you will be using—A corded scanner, Bluetooth Scanner, or your MobileOnQ device.
 - Once you have started scanning items, you can also add comments to individual items that you have scanned.

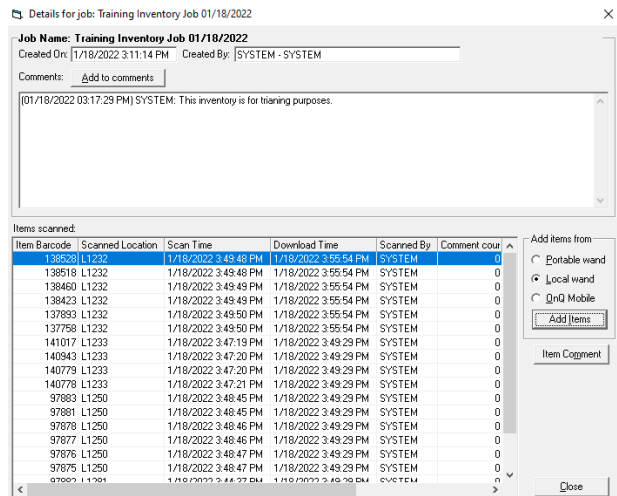
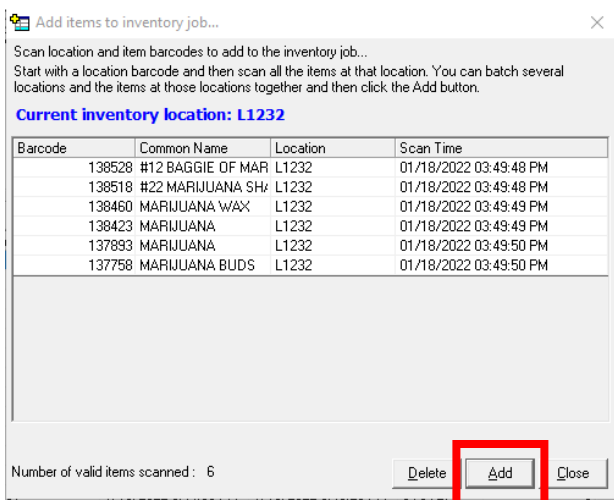
To start your inventory, select the type of scanner you are using, then click Add Items. For this guide, I am using a Local Wand (Local wand can be Bluetooth or Corded Scanner). The Add items dialog box will appear.



Scan the shelf/location first, then start scanning all of the items in that location. When do with that the first location, scan the next location, then start scanning all of the items.

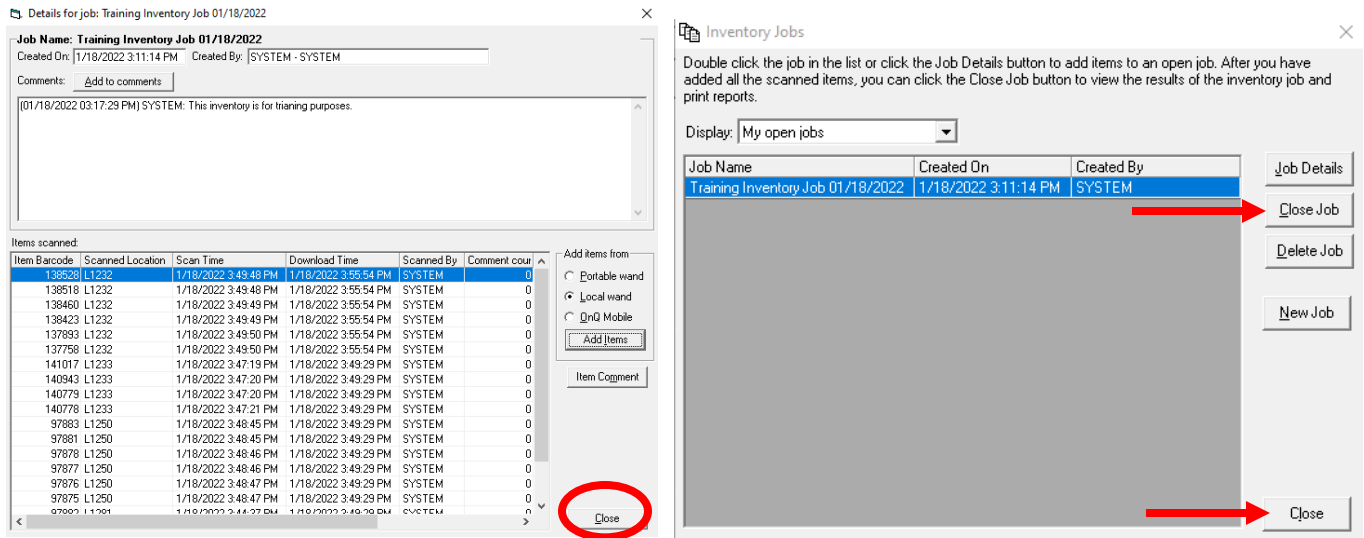


When you are done with your inventory, or you are called away to work on something else, click the Add button in the lower right corner. This will add all of your scanned locations and items to the inventory job.

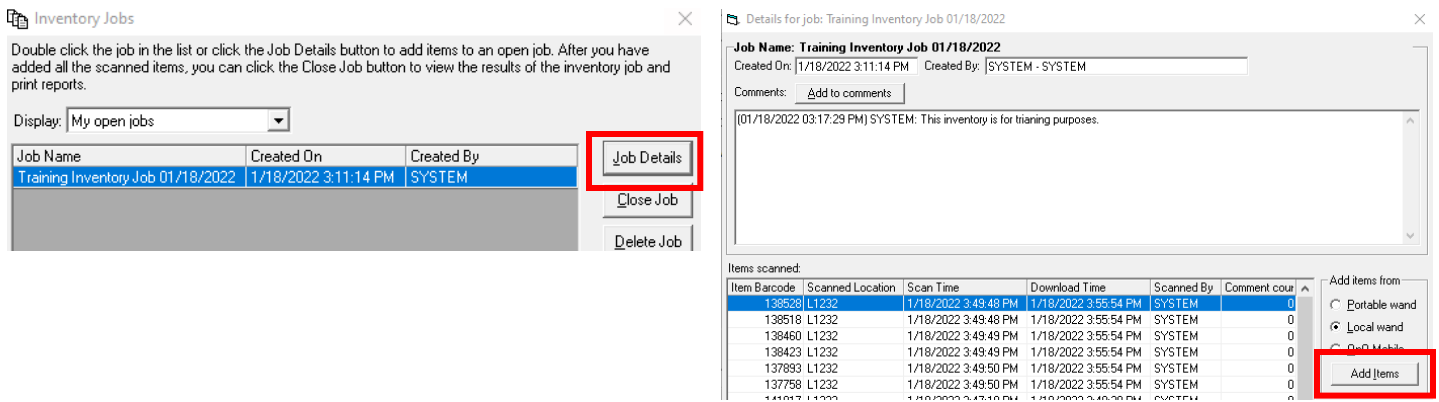


Click close in the lower right corner. The Inventory Jobs screen displays.

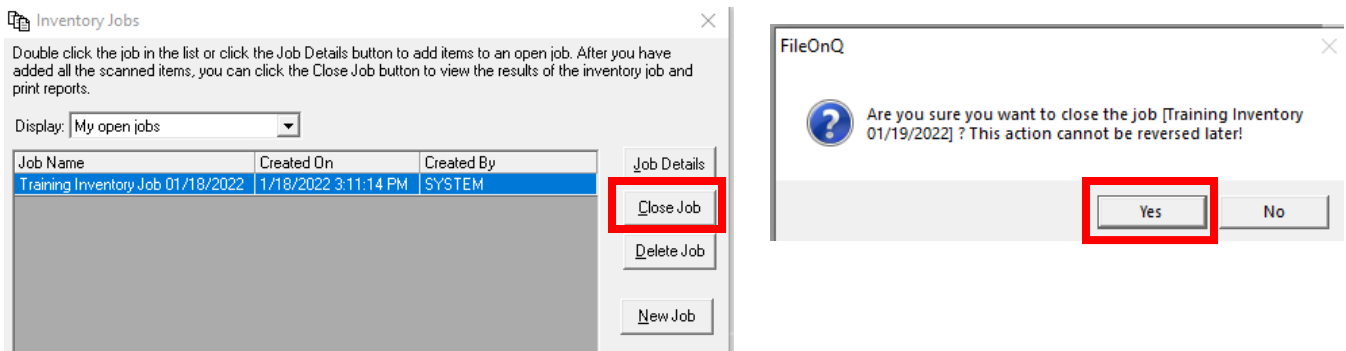
If you are done with the inventory, click Close Job. If you are going to continue on with the inventory later, just click close.



To return to an inventory and continue adding locations and items, access the job just as you did when you first created it. If there is more than one inventory job listed, click on the inventory you are working on, double click or highlight job and then select Job Details. Your job will open, then click on the Add Items button, then pick up where you left off. Scan a location, scan the items.....



When you are all done with the inventory, from the Inventory Jobs box, select the job from the list, and click the Close Job box. They system will ask you to confirm that you want to close the job, click Yes.



In the Closed Inventory Jobs box, you can double click on the job you just closed. From here you can add an Item Comment, or print a Summary or Detailed report.

The screenshot shows two windows. The 'Closed Inventory Jobs' window has a table with columns: Job Name, Created On, Created By, and Closed On. The 'Details for job: Training Inventory Job 01/18/2022' window shows job metadata and a table of scanned items.

Job Name	Created On	Created By	Closed On
Test Inventory 01/18/2022	1/18/2022 3:00:00 PM	SYSTEM	1/18/2022 3:00:00 PM
Training Inventory Job 01/18/2022	1/18/2022 3:11:14 PM	SYSTEM	1/19/2022 8:56:55 AM
Training Inventory 01/19/2022	1/19/2022 9:35:55 AM	SYSTEM	1/19/2022 9:35:55 AM

Item Barcode	Scanned Location	System Location	Scan Time	Download Time	Transfer Time	Item Comment
137757	-	L1232	1/19/2022 8:56:55 AM	1/19/2022 8:56:55 AM	12/8/2021	
138529	-	L1232	1/19/2022 8:56:55 AM	1/19/2022 8:56:55 AM	12/8/2021	
138531	-	L1232	1/19/2022 8:56:55 AM	1/19/2022 8:56:55 AM	12/8/2021	
138560	-	L1232	1/19/2022 8:56:55 AM	1/19/2022 8:56:55 AM	12/8/2021	
138561	-	L1232	1/19/2022 8:56:55 AM	1/19/2022 8:56:55 AM	12/8/2021	
138662	-	L1232	1/19/2022 8:56:55 AM	1/19/2022 8:56:55 AM	12/8/2021	
138735	-	L1232	1/19/2022 8:56:55 AM	1/19/2022 8:56:55 AM	12/8/2021	

To add an Item Comment, click on the barcode number, then click the Item Comment Box

The screenshot shows a dialog box for adding a comment to an item. The comment entered is: "This item was on the wrong shelf, moved to correct shelf." To the right is a 'Detailed Inventory Report' for job 01/18/2022, showing a table of scanned items.

Detailed Inventory Report

Job: 01/18/2022
 Created: 1/18/2022 3:11:13PM
 Closed: 1/19/2022 8:56:54AM

Comments: (01/18/2022 03:17:29 PM) SYSTEM: This inventory is for training purposes.

Comment made for item added to Inventory Report

The following items were not scanned during the inventory

Item **137757** was transferred to L1232 at 12/8/2021 5:30:25PM
 Case # 20200011277 Item#6 Desc: GREEN POWDER

137757

Comments for item **137757**
 (1/19/2022 9:51:41AM) SYSTEM: This item was on the wrong shelf, moved to correct shelf.

After closing the job and proceeding to view your report, you will see that the system shows you how many Exceptions you may have had, in red text. Exceptions are missing items not scanned during the inventory or items that were scanned to the incorrect shelf/location.

The screenshot shows the 'Details for job: Training Inventory Job 01/18/2022' window. It displays job metadata and a red message: "112 exceptions were found in this job."

Job Name: Training Inventory Job 01/18/2022

Created On: 1/18/2022 3:11:14 PM Created By: SYSTEM - SYSTEM

Closed On: 1/19/2022 8:56:55 AM Closed By: SYSTEM - SYSTEM

Comments: Add to comments **112 exceptions were found in this job.**