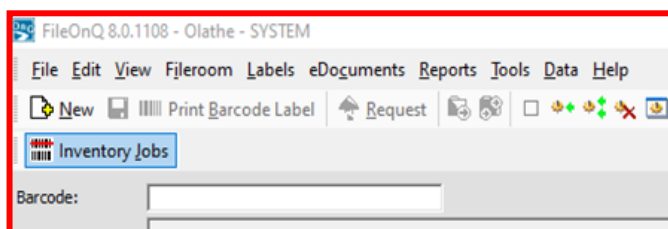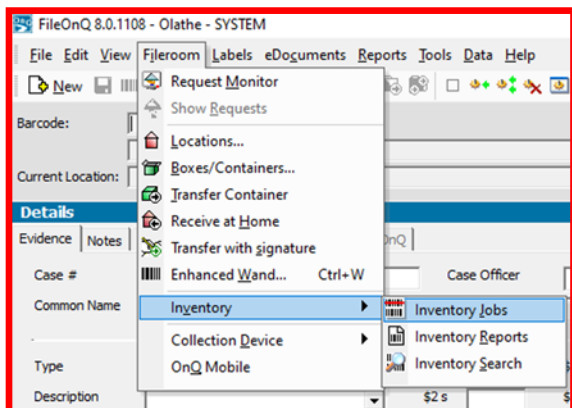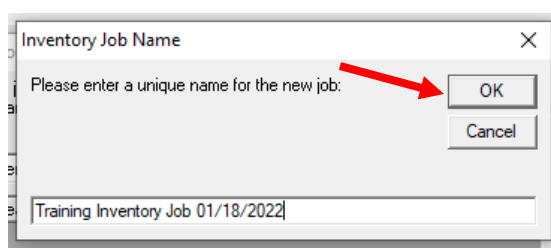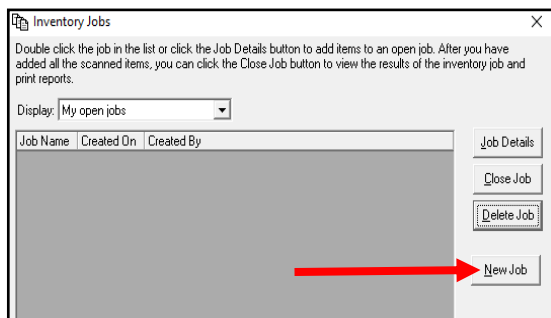# INVENTORIES—Using Bluetooth or Corded Scanner

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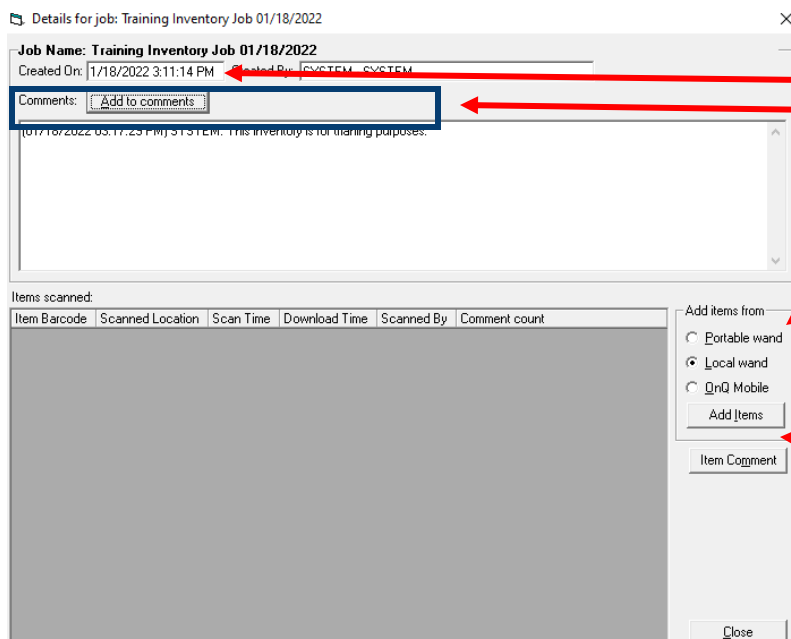

If you have added Inventory Jos to your toolbar, just click the icon.

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.
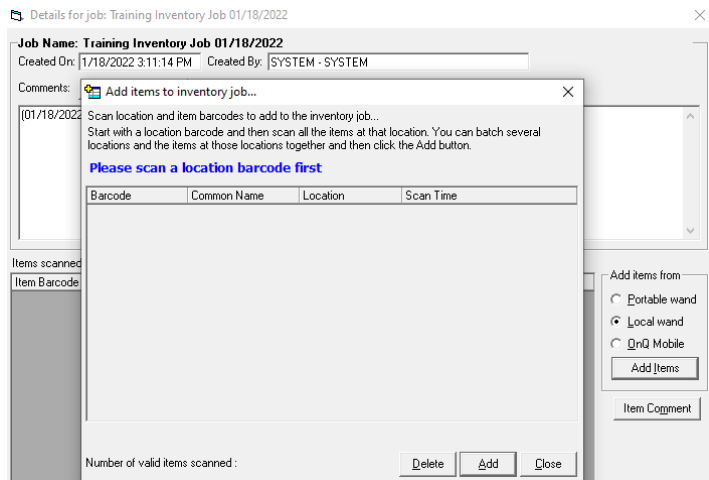

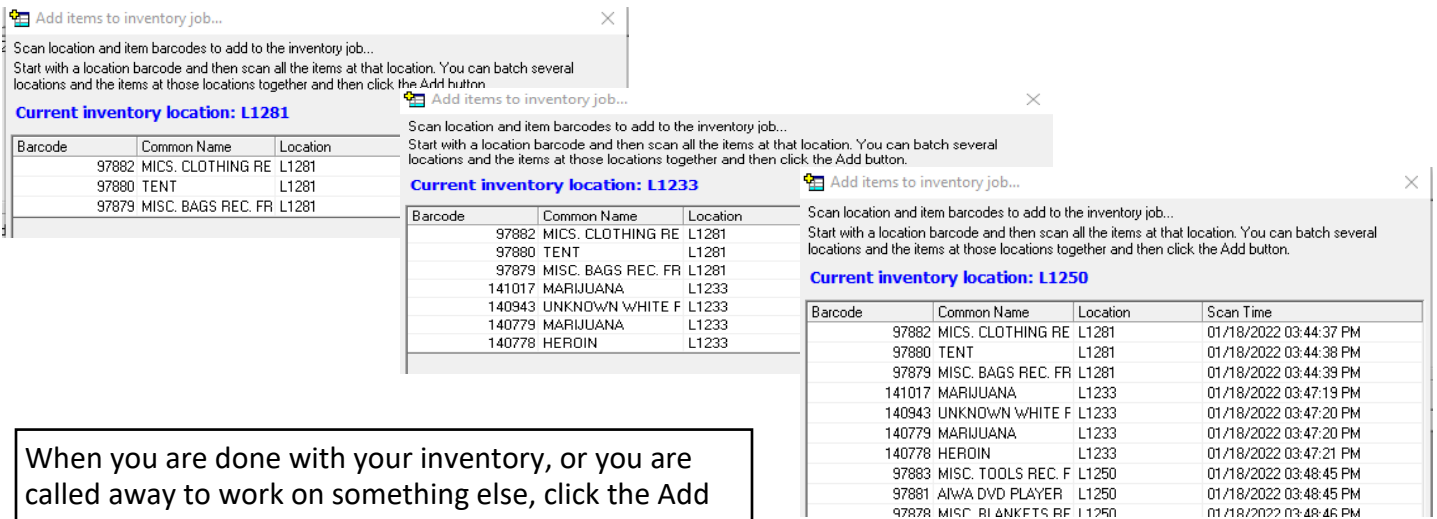The Details box for the Inventory Job that you are going to be working on will display next.

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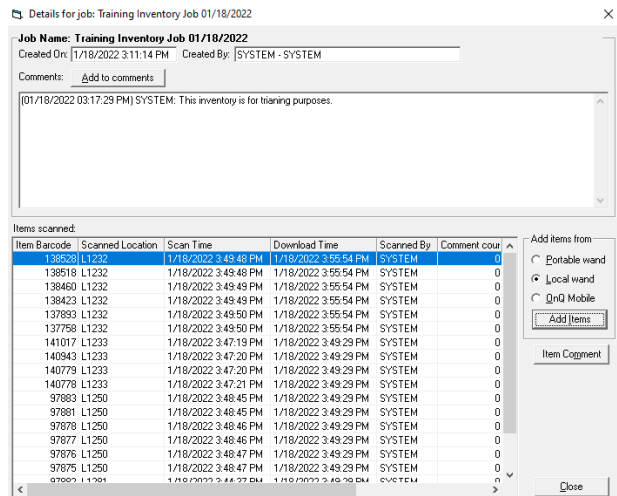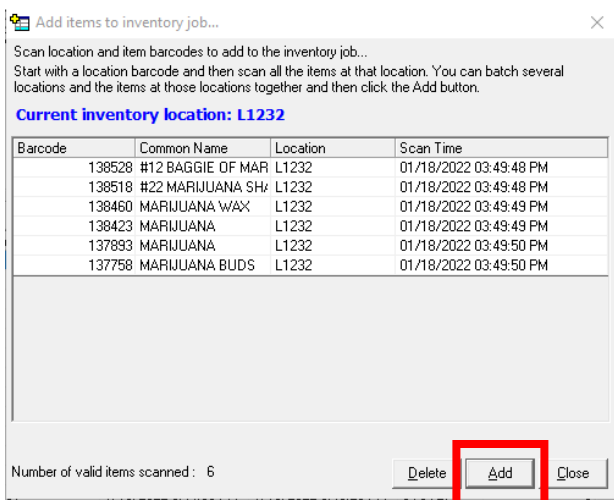
To start your inventory, select the type of scanner you are using, then click Add Items. For this guide, I am using a Local Wand (Local wand can be Bluetooth or Corded Scanner). The Add items dialog box will appear.

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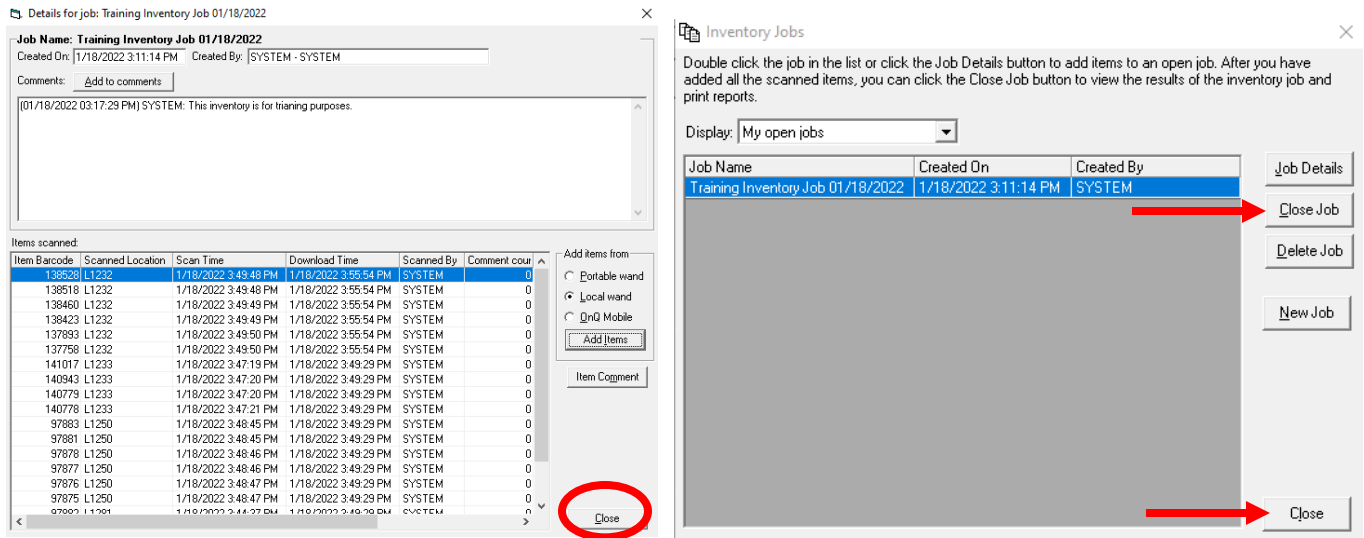When do with that the first location, scan the next location, then start scanning all of the items.

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.
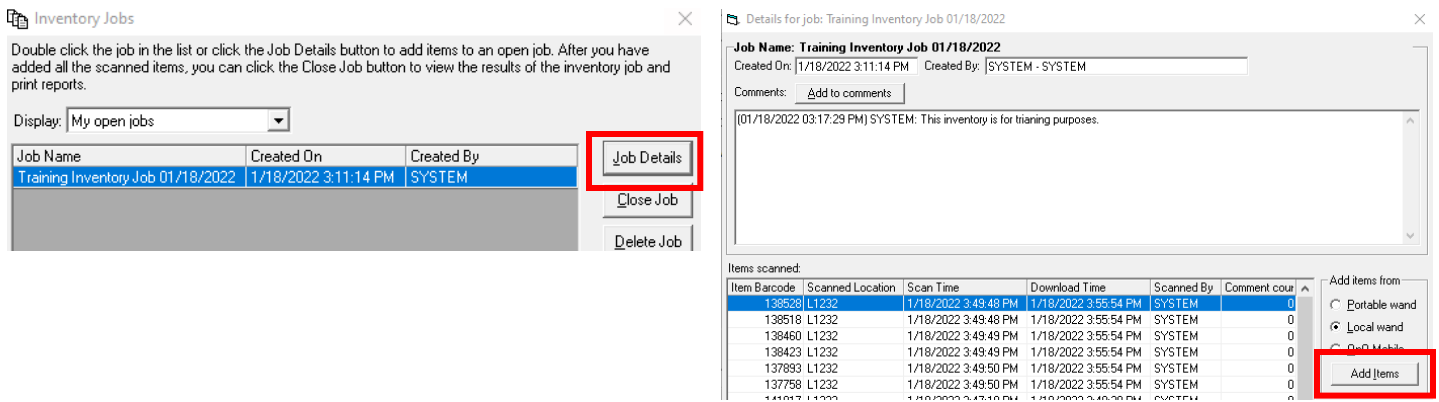
Click close in the lower right corner.   The Inventory Jobs screen displays.
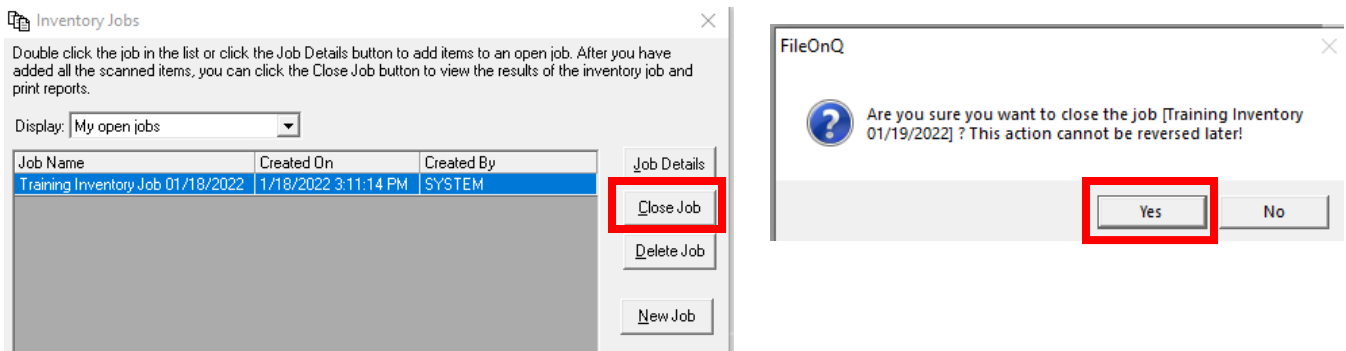
If you are done with the inventory, click Close Job. If you are going to continue on with the inventory later, just click close.

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.

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

Detailed Inventory Report

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.