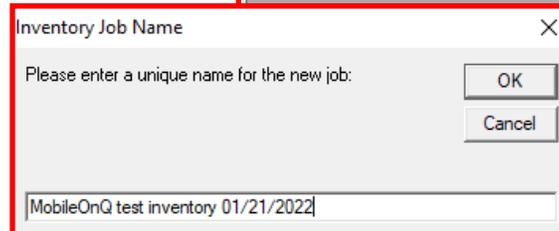
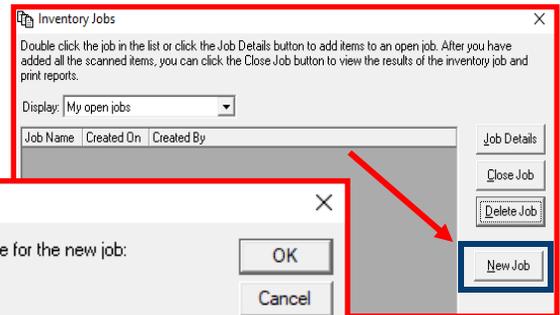
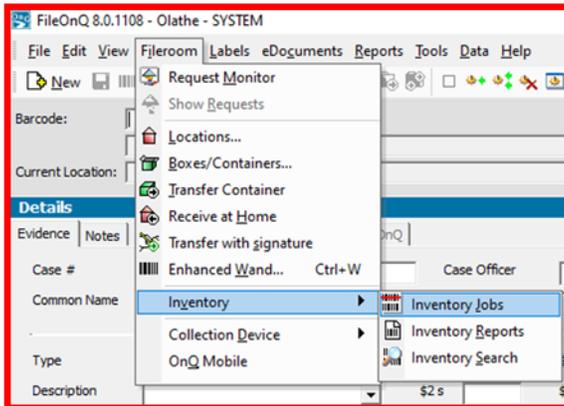
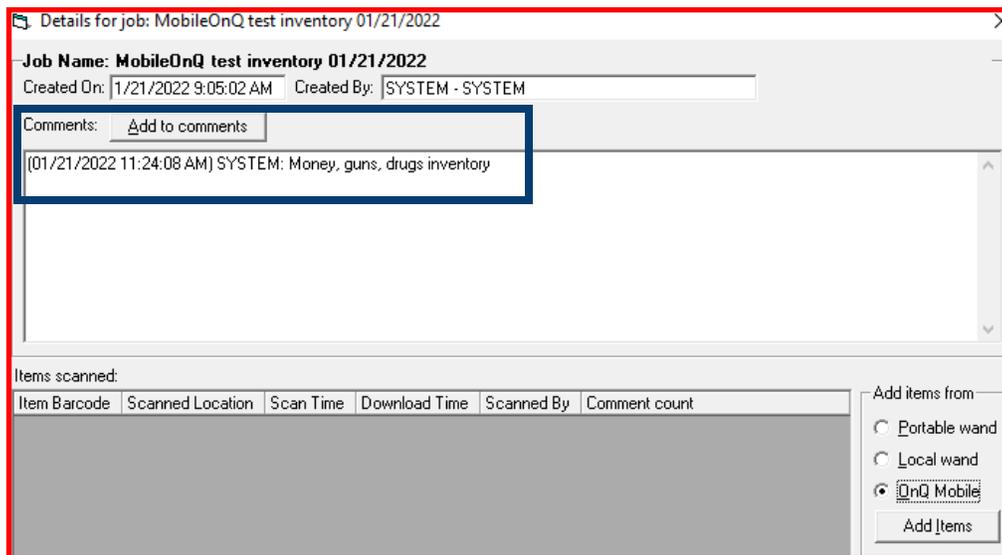


## INVENTORIES—Using MobileOnQ Device

Your will start your inventory using your MobileOnQ device the same way you started an inventory with you cordless scanner. Go to inventory Job, Select New Job, Name it, click OK.



By clicking Add to Comments, you can make a comment for the inventory.



On the MobileOnQ device, tap the **Inventory** icon on the bottom menu bar to switch to inventory.

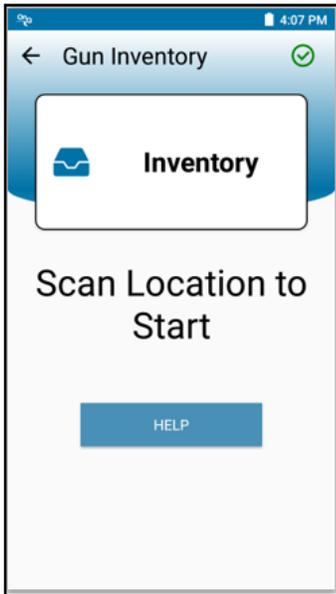
Job comments are entered in the desktop application and would be displayed in the application under **Job Comments**.

Note the dots under the location display. These tell you how many inventory jobs you have currently stored.

Swipe left or right on the inventory name to select a different inventory job. Tap on the name of the chosen inventory

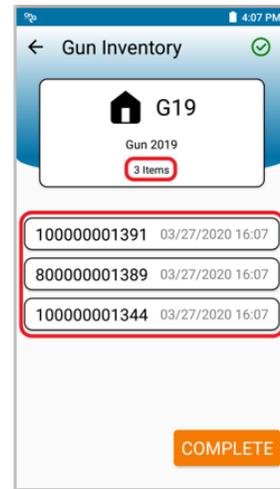


After tapping on the name of the inventory job above, you will be prompted to scan a location to inventory. After scanning the location, begin scanning the items in that location.



The display will indicate the items that you scanned.

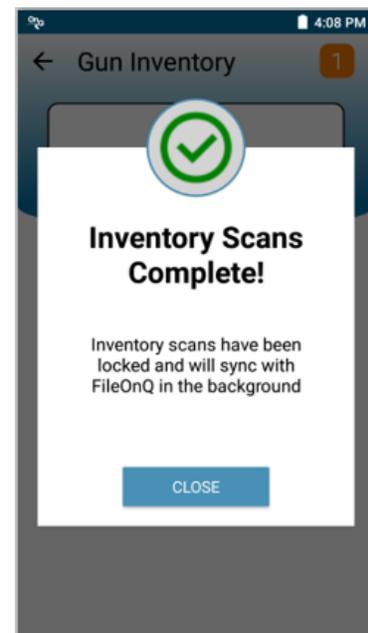
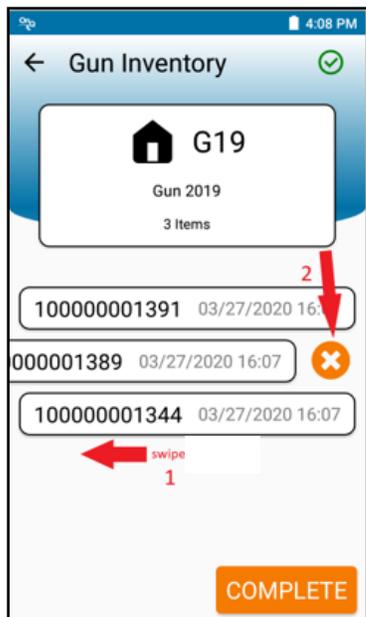
- Continue to scan all items that are stored at the location where you are performing the inventory.
- The app will keep count of the number of items scanned.
- Additional locations can also be inventoried under the same job.
- When you finish one location you can: Scan the next location and the items, or tap complete to lock the scans for that location, and then move on to the next location.



To remove an item from the list, such as an item you did not mean to scan:

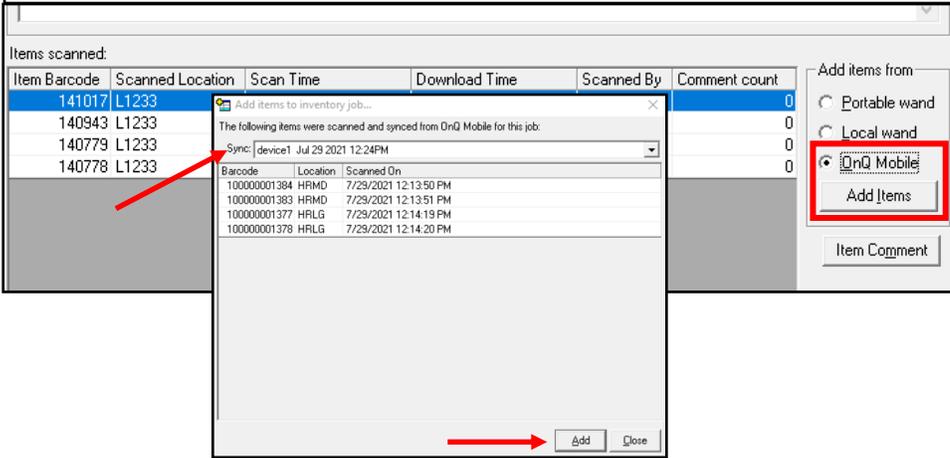
1. Swipe the item to be deleted from the list to the left
2. Tap on the orange X to remove the item from the list.

To complete the inventory, press the complete button in the lower right corner. A status window will appear and notify you the inventory is complete. Then tap the Close button.

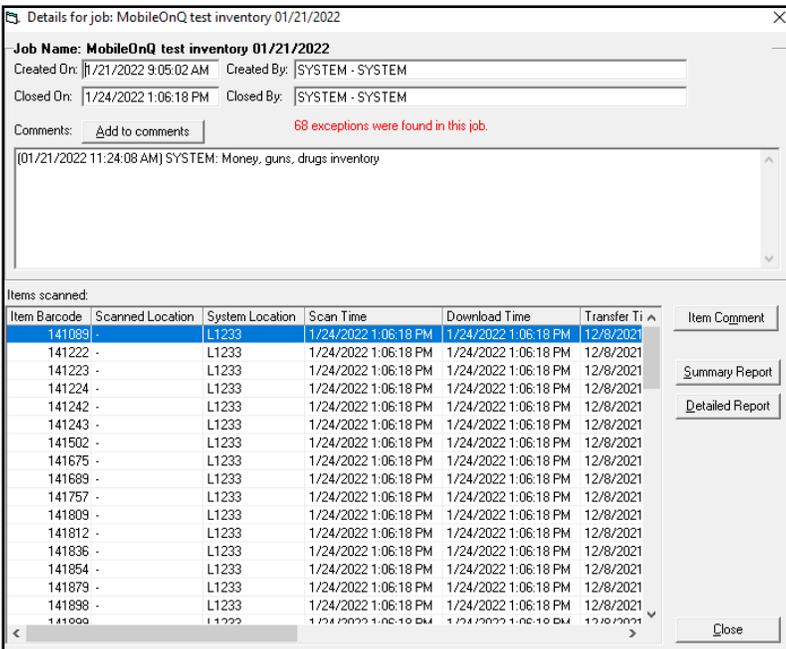
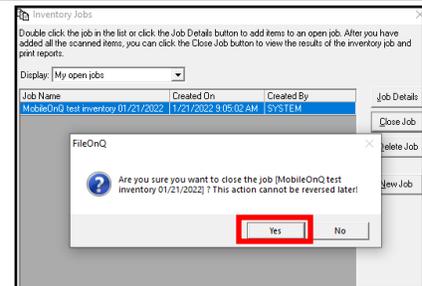
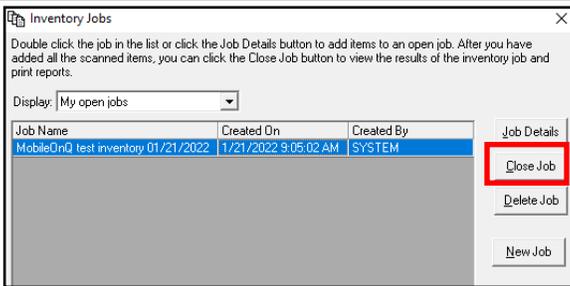


To finish the inventory, dock your MobileOnQ device. After the device sync's, Go to Inventories, double click on the inventory name or click Job Details. Then in the Add Items from Box, select **OnQ Mobile** and then Add Items.

Another box will open. If you started and stopped your inventory, you will have multiple Sync's listed in the Sync dropdown. Select each sync one at a time and click the Add box in the lower right corner.



After adding the inventory items, click on the name of the inventory so it's highlighted and then select Close Job. The system will confirm that you want to close the job. From here, you can add a note to an item in the inventory, or you can select the type of report that you would like to produce.



The Detailed Report contains:

- What was Missing
- What was accounted for
- What was on a shelf that should have been somewhere else.

