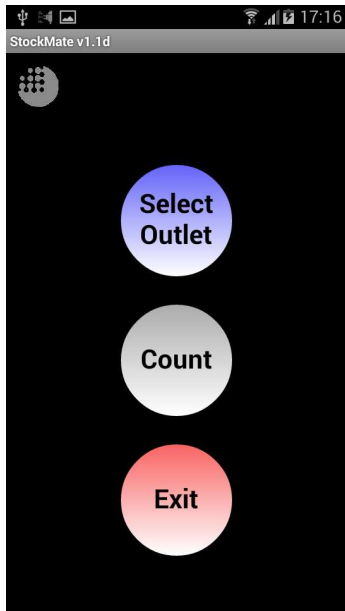


## StockMate for Smart Phone or Tablet running Android



Tap on the StockMate app and you'll first see the copyright message appear. Tap OK and then the main screen will be shown.

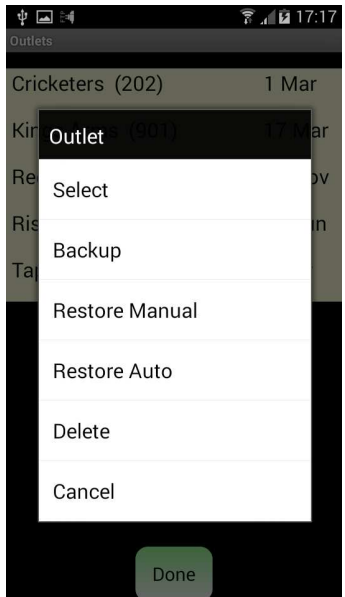
The Count option is not enabled until you have selected an outlet.

Tap on Select Outlet and a list of loaded outlets will be shown.



The outlets are listed showing their number and the date of the stocktake.

Tap on the outlet you want to start counting.



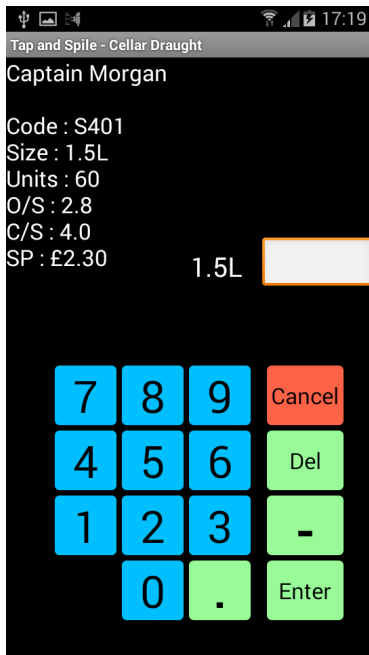
Tap on Select and you'll be asked to confirm it and then the list of products in that outlet will be displayed.

Instead of choosing Select, 'Backup' will make a safe copy of an outlet, 'Restore' will allow you to restore an outlet from the backup folder. 'Delete' will remove the outlet.



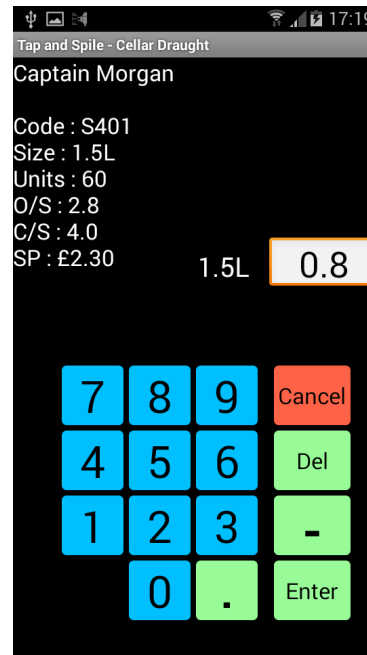
All of the live products are shown in description order with their size description and the units of measure.

To enter a count for a product, tap on it and the on-screen keypad will appear.



Product details are shown at the top and you can type in the quantity for that product.

If the product is in dozens, there will be two boxes - Items and Units.



Type in the quantity and tap on Enter.

Use the Del key to correct any errors.

Use the Minus key to amend a previously incorrect quantity.

There are a number of ways to find the product in order to enter a count for it.

You can simply scroll up and down the full list of products. Or, you can refine the list to display a limited set of products.

There are six search buttons : Description, Code, Bin Number, Section, Sec/Desc (or Sec/Code) and Count.

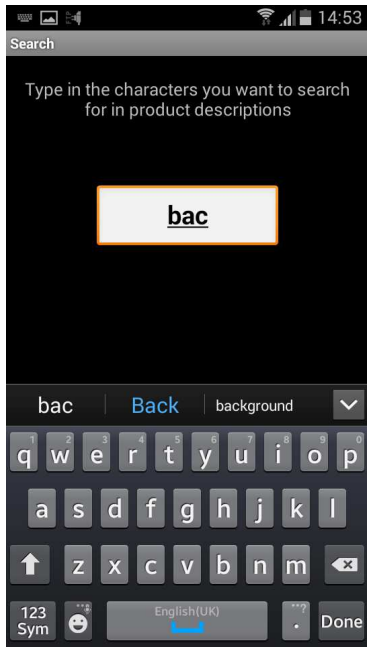
The Description option allows you to type in characters and any product description containing that set of characters will be shown in the list.

The Code and Bin Number options are slightly different. You can type in the initial characters of the code or bin number and any matching products will be shown.

The Section option will simply show the products in the section number chosen.

The Sec/Desc and Sec/Code options will list products for you as you would see on a count sheet.

The Count option will list the products in your current location in the order you counted them on your last visit.

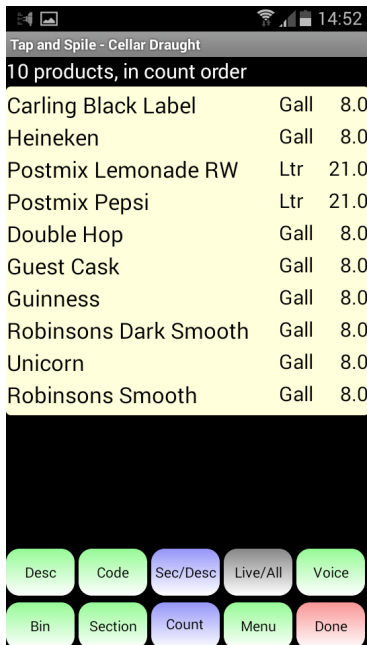


Tap on the **Desc** button and you'll be shown the on-screen keyboard where you can type in some letters of the product you want to find

e.g. "bac" would find all of the products that contain "bac" anywhere in the description.

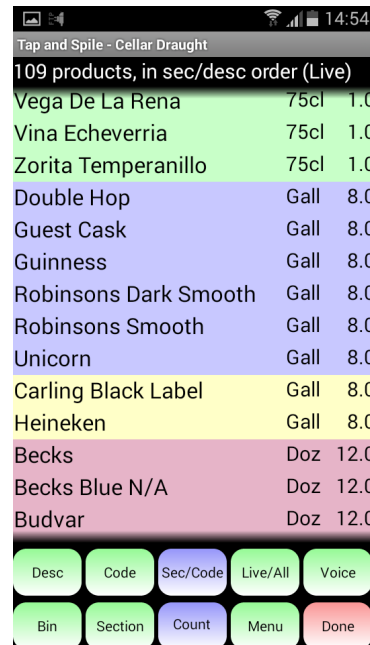


Now you can tap on the relevant product and enter the count.



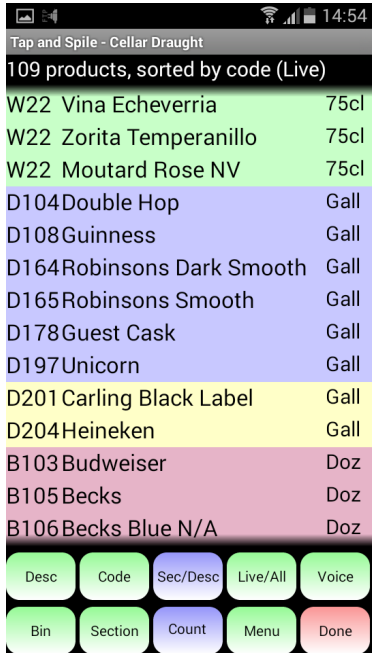
It is possible to use the information from the last stocktake to help you with this stocktake.

Tap on the **Count** button and you'll be shown a list of products that were counted in the current location last time. Not just a list of products, but a list in the order in which they were counted.



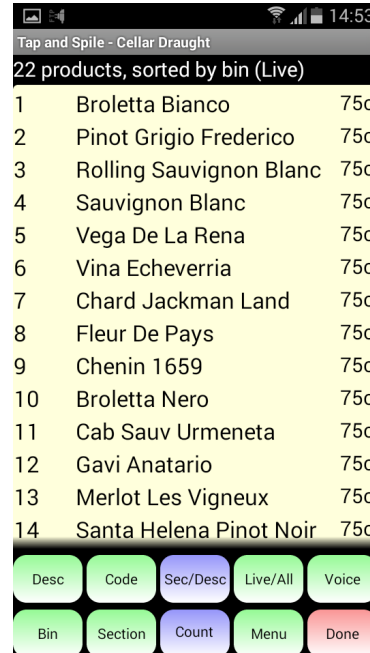
Tap on the **Sec/Desc** button to give you a traditional count sheet view of the products - sorted by Section and then by Description (within the section).

Subsequent sections are shaded in a different colour so you can distinguish them more easily.



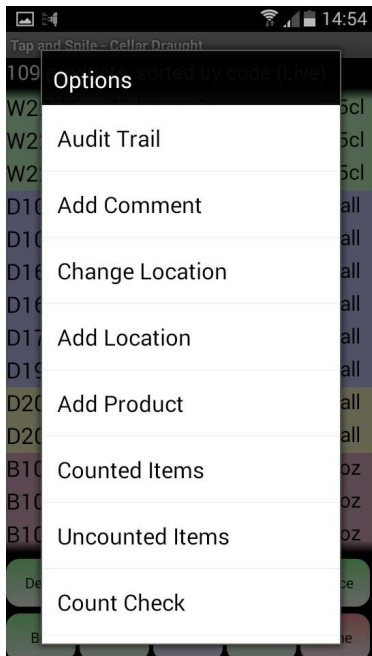
Once you have tapped the **Sec/Desc** button, it will change to show **Sec/Code**.

Tap on this if you want the products to be listed in Code order, within each section.



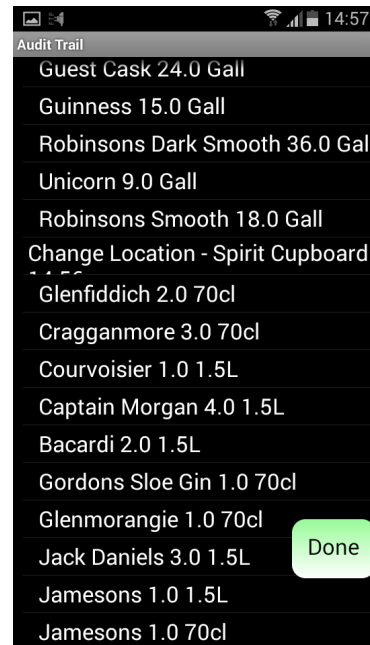
If you have a large list of wine products that your client has arranged into bins, you can sort the list based on the bin number.

Tap on the **Bin** button for a sorted list.



Press the **Menu** button and you'll see a number of options appear.

Tap on the option you want.



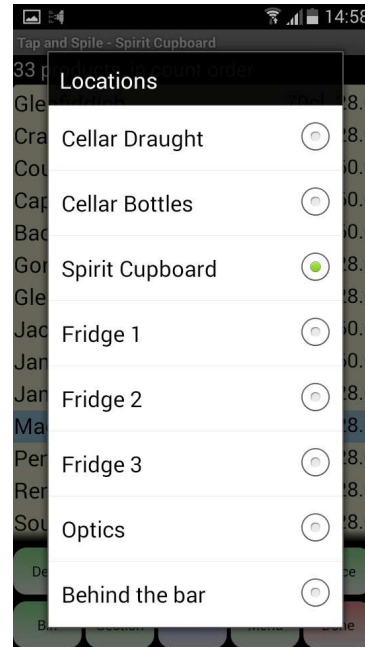
The **Audit Trail** is a record of all the operations you have done during this count.

If one of the lines is too long to be shown on the screen, do a long-tap on that line and all the text will be shown in a message box.



You can **Add Comments** into the Audit Trail.

These can then be viewed in the comments report when the count has been returned to the laptop.

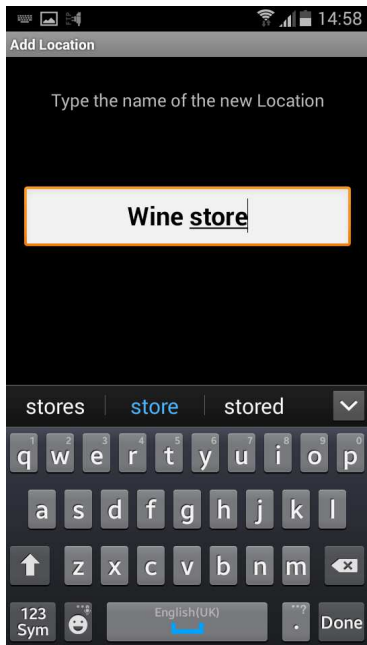


StockManager allows a bar to be configured with up to 20 locations.

Using locations makes it easier to count the stock (see search by Count, above).

You will also be able to view useful reports once the data has been returned to the laptop.

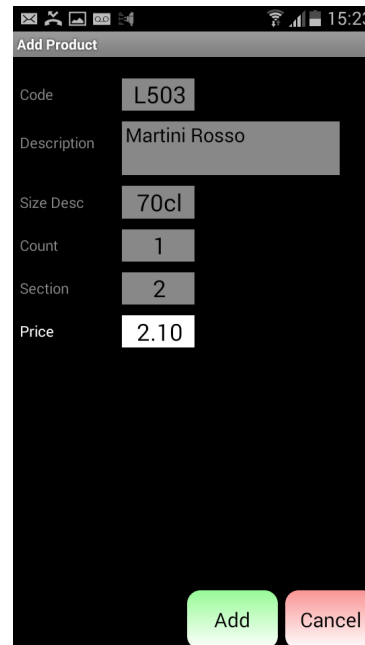
Tap on **Change Location** to view a list of available locations, then select the one you want.



Whilst counting, if you find a new location on site, e.g. a new fridge, you can add it in and then change to it to count the stock.

Tap on **Add Location** and type in its name.

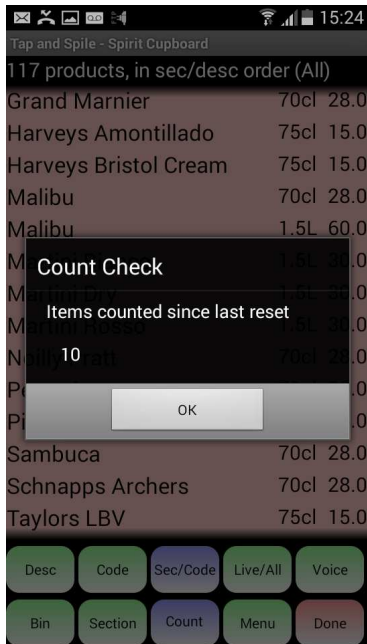
Locations you add will automatically be added back into the outlet on the laptop.



If you find a product that has not been stocked at this outlet before, you can add it.

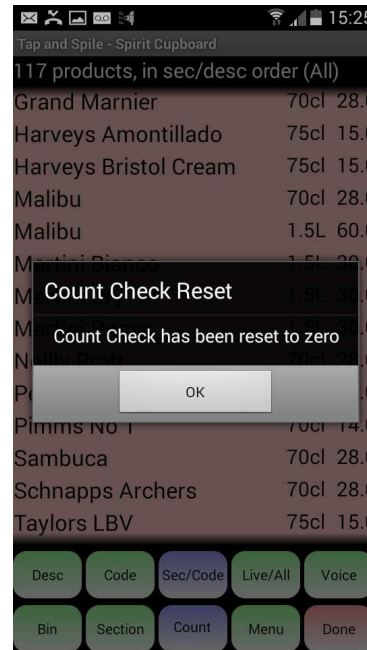
Tap on **Add Product**, fill in all of the boxes and finally tap on the Add button.

The products will be automatically added to the outlet on the laptop.



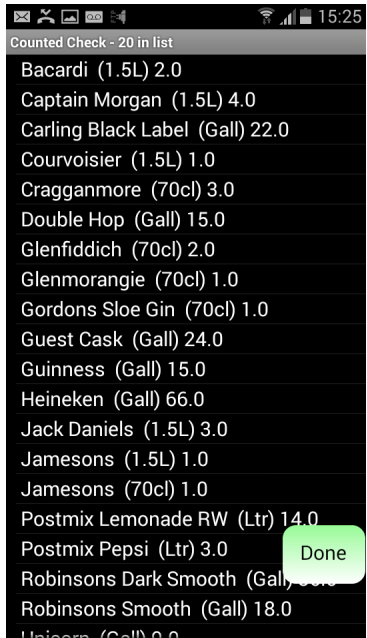
The **Count Check** option tells you how many counts you have entered since it was last reset, e.g. on the optics. You can then verify that you haven't missed any products.

The count will be reset automatically when changing to a different location.



You can use Reset Count Check to zero the check before starting to count a different area.

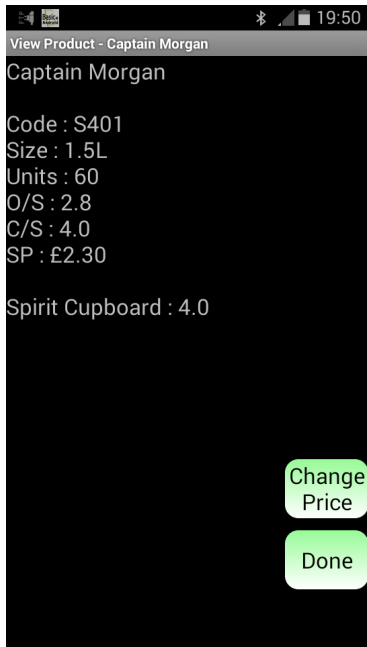
You would only need to use this if there is more than one area in a given location.



The **Counted Items** report lists all of the products you have counted, together with the total quantity of stock.



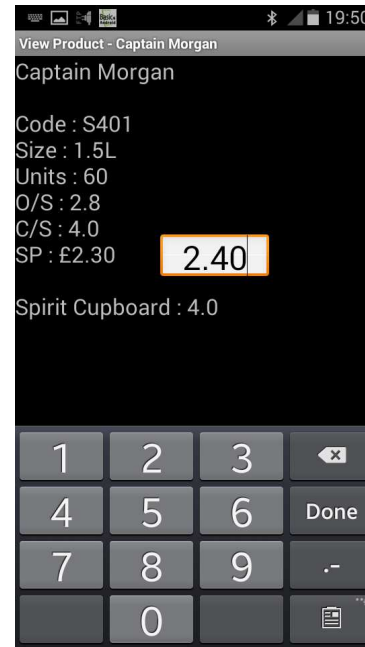
The **Uncounted Items** report lists all of the live products you haven't counted.



You can change the selling price of a product.

Tap on a product and **hold** your finger on the product.

The details screen will be shown, including the counts made for that product along with a button to change the selling price.



Tap on the Change Price button, type in the new price and confirm it.

These price changes will be automatically applied to the outlet on the laptop.