

StockMate Operating Notes

Switch on the hand-held unit and wait for the Windows screen to appear.

To start the program, double click on the [StockMate Liquor](#) or the [StockMate Food](#) icon.

The copyright message will be displayed and you should click OK.



You will be shown a list of the outlets currently loaded.

Find the one you want and click on it to highlight it.

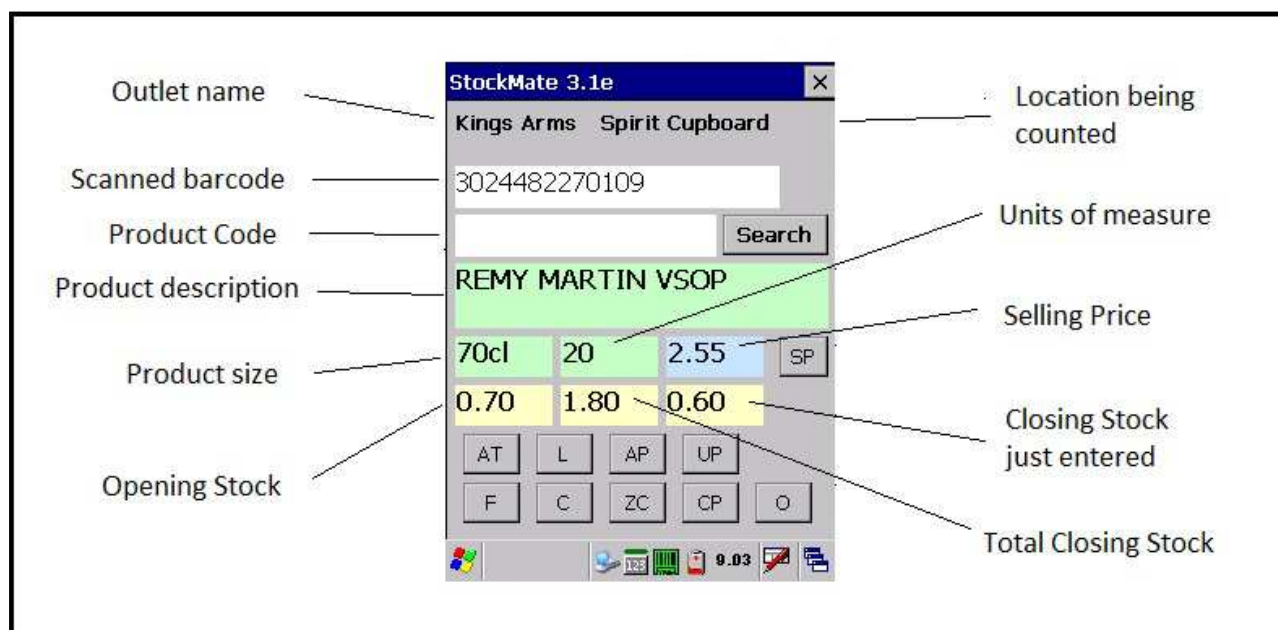
Click on the [Select](#) button.

The data for the outlet will be read in and you'll be shown the main scanning screen (see next page) ready to start counting.



Counting

The main scanning screen is then displayed, as shown below, and you can start scanning.



Scan a barcode with the scan button and the product's details will be displayed in the relevant boxes. The count window will be shown at the bottom of the screen.

Type in the count for that product, e.g. 0.4 or 2.8 and press [Enter](#).

If the product is in dozens, type in the number of dozens, then press either a [dot](#) (or [F1](#)) or the [Enter](#) key and the cursor will move to the Units box. Then type in the number of units.

If you need to make an amendment to a count, because you miscounted or typed in the number wrongly, do this as a minus count. Scan the product again and then press the Yellow button at the bottom right of the keyboard followed by the number 7. This will display the minus sign in the quantity box and you can now type in the number.



New Barcodes

If you scan a product and the barcode is not recognised, you have the option to assign the barcode to a product.

A list of products will be displayed.

Find the one you want and click on it.

Then click on the [Assign](#) button.

You will be prompted to confirm the operation and then you'll see the count screen for you to enter the count.



Using Product Codes

If the product does not have a barcode or it's not accessible and you know the code of the product you are counting, you can simply enter it into the Product Code box and press [Enter](#).

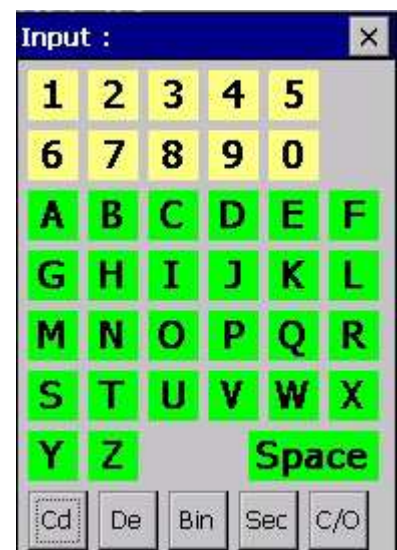
The product details will be displayed and the count screen ready for you to enter the count.

Searching for products

If you don't know the product code, you can use the search screen. Click on [Search](#).

The keyboard screen on the right is shown where you can specify your search. You can operate this keyboard either with the stylus or with your fingertip.

- [Cd](#) Displays all products in Code order
- [De](#) Displays all products in Description order
- [Bin](#) Displays all products that have a bin number in bin number order
- [Sec](#) You must first select a section number by tapping on the numbers at the top of the window. Then all products in that section will be displayed.
- [C/O](#) IntelliCount will display the products that you counted at the last stocktake, in this location. The products will be in the order in which you counted them last time.

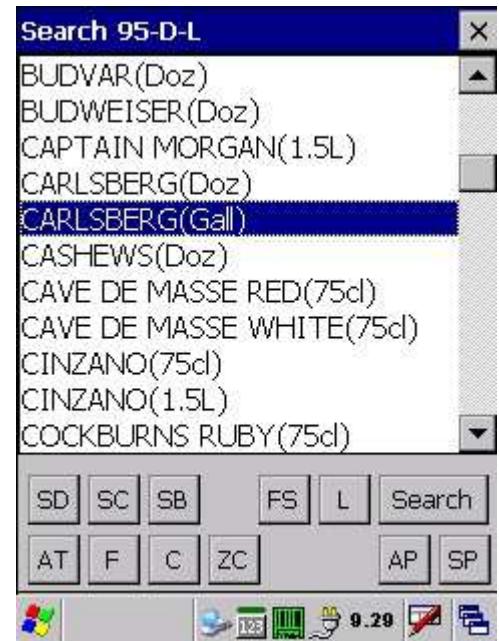


Before clicking on the Cd, De, Bin or Sec buttons, you can refine your search by typing in some characters. Some examples :

- 23 [Cd](#) Will display all the products whose codes start with "23"
- BAC [De](#) Will display all the products whose descriptions contain "BAC"
- 1 [Bin](#) Will display all the products whose bin numbers start with a "1"
- 2 [Sec](#) Will display all the products which are in section 2

Once the search screen is displayed, you can scroll up and down it to find the relevant product. Click on the one you want.

Now use the main keyboard to enter the quantity.




As soon as you start to type in a number, the count screen will be displayed showing the number you just typed.


When complete, press [Enter](#).

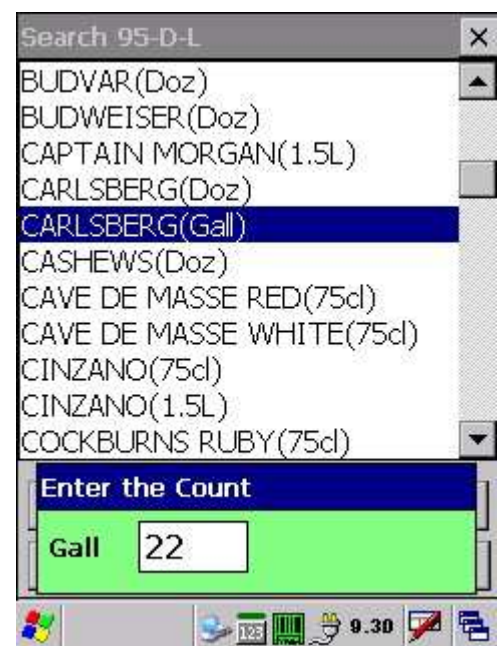
You will still be on the search screen and you can scroll to the next product.

If you want to do a different search, click on the [Search](#) button.

The top row of buttons relate to the products that are being displayed on the search screen :

 Sort the displayed products into description order

 Sort the displayed products into Code order



SB Sort the displayed products into Bin number order

FS Filter by Section - display only the products that are in the section of the currently selected product. Click on it again to revert back to all products.

L Live - display only the live products. Click on it again to revert back to all products.

The remaining buttons on the search screen are also available on the main screen.

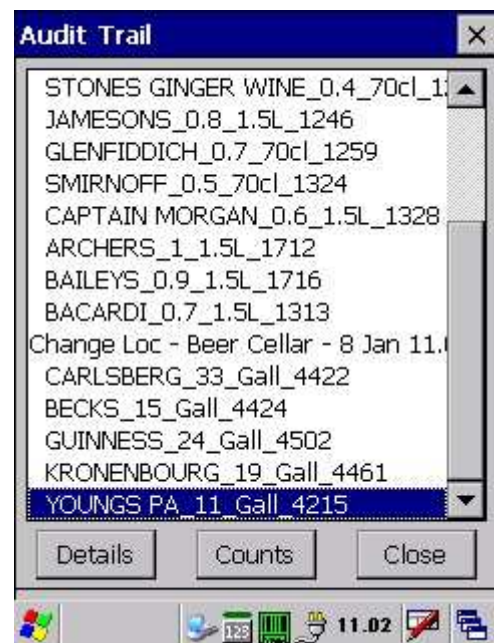
AT Audit Trail

An audit trail is maintained for each count, flag, price change, change of location, change of bar, etc. i.e. after every operation. Click on the [AT](#) button to view the audit trail.

The audit trail will also be returned to the laptop after counting has finished and, if required, can be printed from there.

Select an item in the list and click on the [Details](#) button. This will give full details of the product selected.

If you click on the [Counts](#) button, individual counts for that product will be displayed.



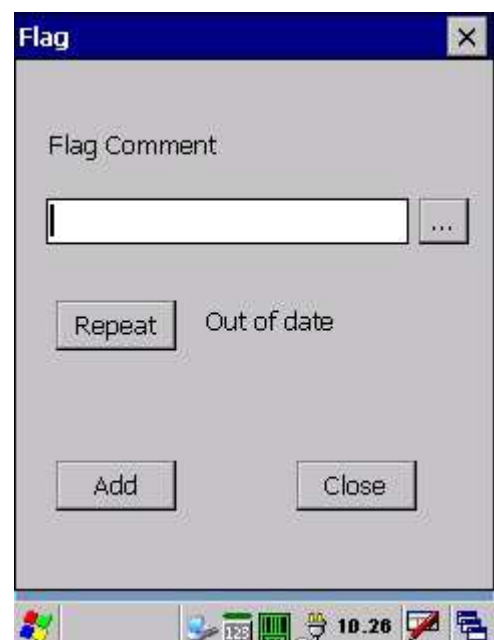
F Flag & Comments

You can use the Flag option to put an entry in the audit trail, with an optional comment.

Treat it like a notepad. Then, when back at the laptop, you can view the audit trail to see all the notes you have made.

Click on the [...](#) button to show the on-screen keyboard and then type in your comment.

The Repeat button allows you to re-use the last comment made. You can then click on the [...](#) button to change the comment.





Count

Every time you scan and count a product, a record is kept of how many counts have been made. Press the [C](#) button to view the current figure.

This option allows you to double check that you have counted the correct number of products in an area, e.g. optics.



Zero Count

As with above, once an area has been completed and you've checked the count, you can zero the count before starting the next area. If you switch between locations, the count will be zeroed anyway.



Add Product

Click on the [AP](#) button and you will be able to enter all the details for a new product.

It is best to find out which product code you are going to use before you go onto the Add Product screen. Use the Search option to view the available codes.

Use the [...](#) buttons on the right to show the on-screen keyboard to speed up data entry.

Finally click on [Add](#)

If there are no more products to add at this stage, click on [Close](#).

Add Product

Code: S240

Description: Tamnavulin

Size Description, e.g. Gall: 70cl

Section Number: 3

Count, e.g. 1 or 12: 1

Selling Price: 2.80

Buttons: Add, Close



Selling Price

Type in the new selling price and then click on the [Change](#) button.

The product's price will be amended back on the laptop when you read in the closing stocks.

Change Selling Price

1315

BACARDI

Current selling price 2.10

New Price


Buttons: Change, Close

Exit

To exit from the program, either press the [Esc](#) key, or click on the [X](#) at the top right corner.

Housekeeping

You can also use the outlets screen to do some housekeeping.

On the main screen, click on the  button on the main screen to display the outlets screen.

The **Remove** button will delete the data for the selected outlet. You will be prompted to confirm before the data is actually deleted.

The data for each outlet is mirrored on the backup disk. This data is retained, even if the main battery on the unit runs down. You can use the **Restore** button to recover an outlet from the backup disk (if the batteries did run down or you accidentally removed the outlet).

The Restore screen will be shown with a list of outlets available on the backup disk. Select the one you want to restore (or tick the All option) and then click on the Restore button.

Clicking on **Close** will return you to the outlets screen and you can now see the outlet(s) you restored in the list.

The **Clear** button will delete all data from the backup disk. You should only do this when you are sure that your recent count has been returned to your laptop.

Keyboard Extras

On the keyboard :

Enter Accepts the text you've typed

Esc Returns you to the previous screen or box

It will also let you exit from the program

F1 Duplicates the dot key

F2 Can be used as a 'times' key for multiplying figures together

Scan Scans a barcode

BKSP Removes a character/digit

YELLOW and 7 Does a 'minus'

