

## User Guide to scanning with StockMate on Android devices

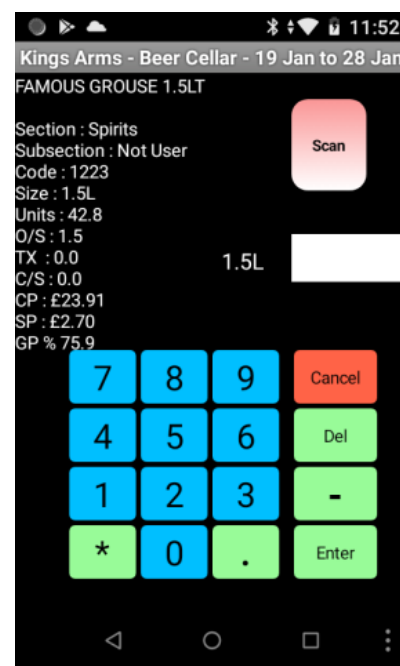
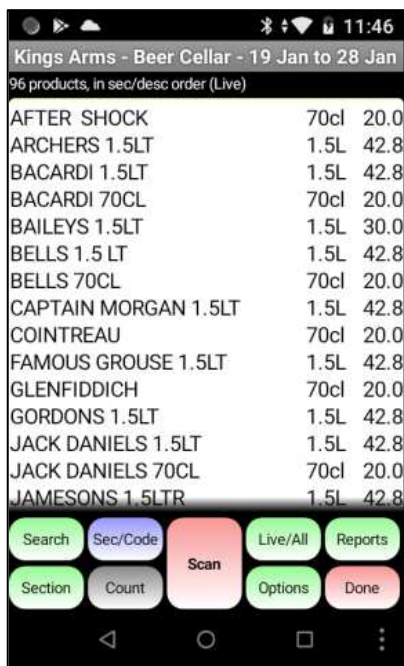
### Normal scanning

On the products screen, you can press the device scan button or tap on the Scan button on screen.

The device will give a beep to indicate a successful scan.

If the barcode is recognised, the product details will be shown and you can enter a quantity for the product.

If the barcode you scanned is for an outer, e.g. a case of 6 bottles, the screen will show e.g. "Packs of 6x70cl". You should enter the number of cases and this will be multiplied by 6 to give the final number of bottles. You cannot enter a part pack, e.g. 1.5 packs. For that you would have to enter 1 pack and a separate scan for the 3 bottles. Or a single scan for 9 bottles.



### Single Scan Mode

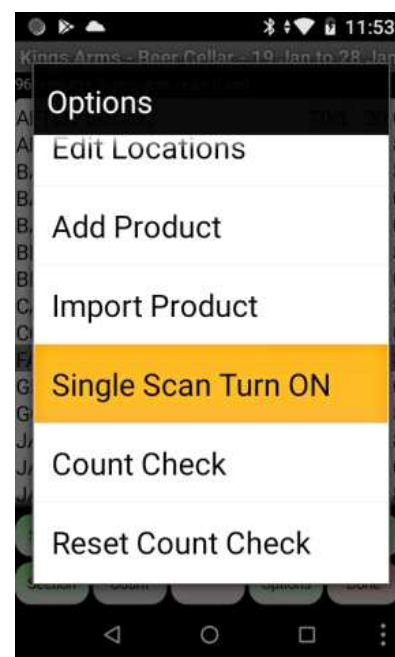
This can be useful if there are a lot of full bottles, for example in a cellar.

From the Options menu, choose "Single Scan Turn ON"

When you scan an item and the barcode is recognised, a count of "1" will be automatically added and an entry put in the audit trail. There will be a double-beep to indicate this has been done.

If the barcode you scanned is a case of six bottles, a count of "6" will be automatically added.

To stop scanning in this mode, go back to the Options menu and choose "Single Scan Turn OFF".



## **Barcode not recognised**

If the barcode you scanned is not recognised, i.e. it is not assigned to any of the products in this outlet, you will hear a lower beep and the Unknown Barcode screen will be shown.

There are four options to choose from :

### **1 Current Product**

The last product you selected will be shown here.

To assign it, select Current Product and tap on Next

You'll then be prompted to enter a factor for the barcode, e.g. 1 for a single bottle, or 6 for a case of 6.

Enter the number and tap on OK

You'll finally be given a confirmation message that the barcode has been assigned.

The factor can be a decimal, e.g. 1.25 for case of 15 bottles that you normally count in dozens.

You can leave the factor as 1, even if it's a case of bottles. But when you scan a case, you would have to enter the quantity as the number of bottles, not the number of cases.

### **2 Select Product**

You'll be shown a list of products in the current outlet.

Scroll up/down the list to find the correct product for the barcode. You can also use the search/sort buttons to find the product.

Tap on the product and then tap on Done.

You'll then be prompted to enter the factor for the barcode, e.g. 1 for a single bottle, or 6 for a case of 6.

Enter the number and tap on OK, and you'll get the confirmation message.

### **3 Search All Outlets**

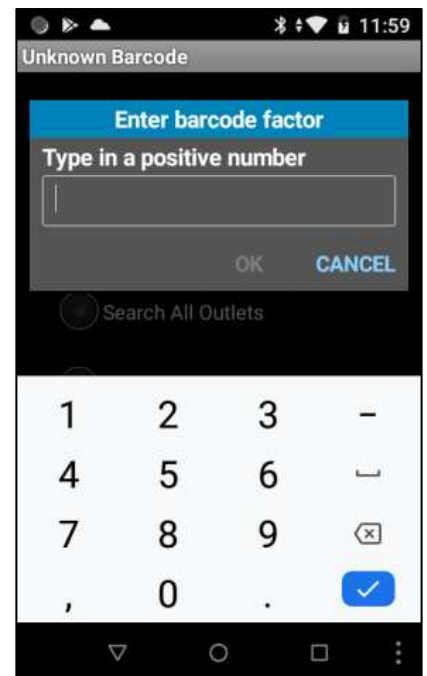
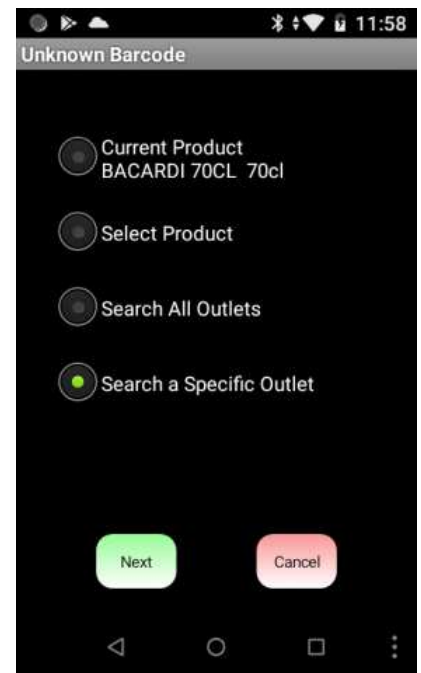
The program will search through each of the outlets in turn, looking for the barcode you scanned. When it finds it, you'll be shown the code and description of the product it found and which outlet it is in. If the product code is used in the current outlet, it will show the product description.

You now have three choices :

Tap on Yes to assign the barcode, and the factor, to the product

Tap on No to continue the search through the remaining outlets

Tap on Cancel to end the search



If the product code is not used in the current outlet, you have the option to import the product from the other outlet :

Tap on Yes to import the product along with barcodes and factors.

Tap on No to continue the search through the remaining outlets

Tap on Cancel to end the search

#### 4 Search a Specific Outlet

A list of outlets will be shown. Tap on the one you want and then tap on OK.

The options you have are as above in item 3.

#### Assigning barcodes from the Count screen

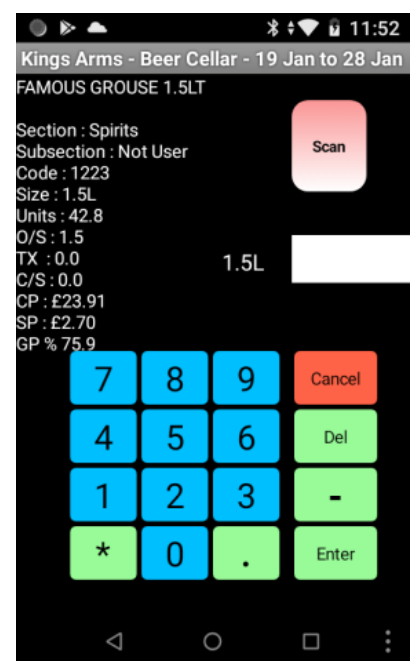
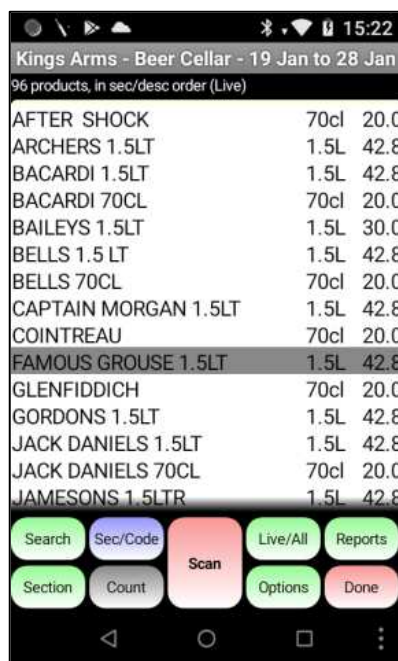
There is an alternative way to assign barcodes to products.

On the products screen, tap on the relevant product. This will now show you the count screen, where you would normally enter the count for the product.

Now scan the barcode using the device scan button, or the Scan button at the top-right.

You'll be prompted for the barcode factor (as above).

You can now enter the count for the product and then continue.



#### Amending Barcodes

It's possible to amend the barcodes and factors for a product.

Long-tap on the product to show the details screen and then tap on the Barcodes button.

To add a new barcode, tap in the relevant barcode box. It will become highlighted. Then scan the barcode.

Tap in the Factor box and change as appropriate.

To remove a barcode, tap on the X button on the right.

