



How to Guide: Android Scanner Stock Take Program

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How to Setup a Stock Take Program

This document is to Guide you through the process of Setting Up and Using the Stock Take Program.

1. Touch and Open Genesis **'Stock Take'** Menu on the screen.



2. The following screen will open, complete the required details. Please use your company's details and If you don't have the information please contact Genesis Support.

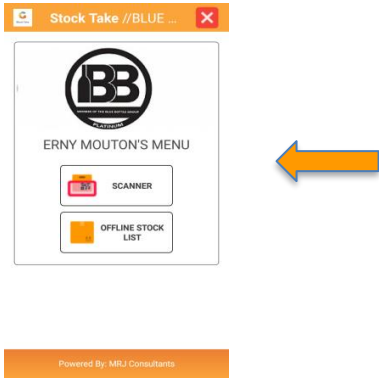
A screenshot of a mobile application screen titled 'Stock Take'. It features a form with the following fields: 'Primary Server' with the value 'LOCAL - Local Server', 'Enter Client ID' with the value '10047', 'Enter Company Code' with the value 'SIMUL', and 'Enter Branch Code' with the value 'SIMUL'. A blue arrow points to the 'Submit' button at the bottom of the form. The footer of the screen reads 'Powered By: MJJ Consultants'.

3. Select **'Submit'** on the Menu screen.
4. Insert **User Code** and **Password** on the login screen.

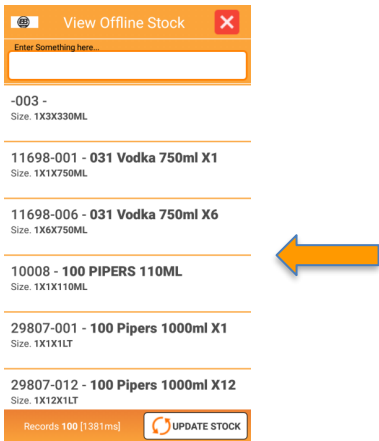
A screenshot of a mobile application screen titled 'Stock Take'. It features a login form with the following fields: 'Usercode' with the value 'PRINCESS', and 'Password' with a masked input. A blue arrow points to the 'Submit' button at the bottom of the form. The footer of the screen reads 'Powered By: MJJ Consultants'.

5. Select **'Submit'** on the Menu screen.

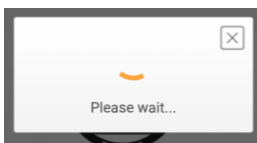
6. Select 'Offline Stock List' on the Menu screen.



7. View Offline Stock List and Select 'Update Stock'.



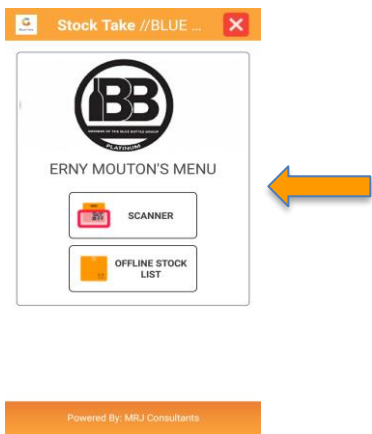
8. Please wait for **Update** to finish.



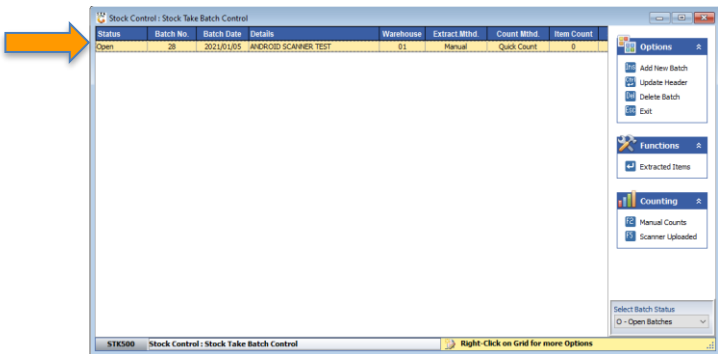
9. Once **Update** is complete the following screen will open > select X Mark on the screen to close the program.

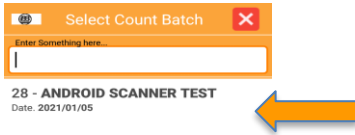


10. Select '**Scanner**' on the Menu screen.

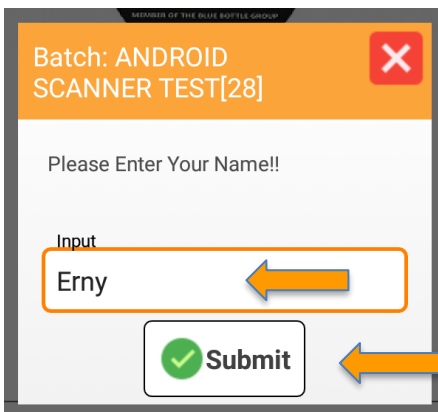


11. Select '**Count Batch 28**' on the Menu screen created on **Genesis**.
(To create Stock Take Batch Control please do refer to How To Guide.)





12. Please enter your **Name** inside the block. (Section Counter)

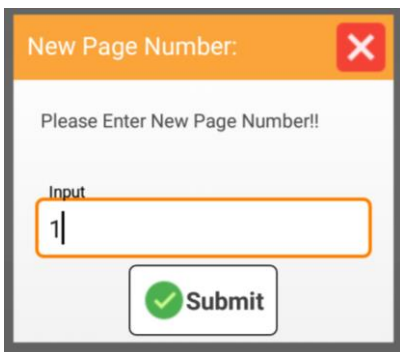


13. Select '**Submit**' on the Menu screen.

14. Select '**New Page**' on the Menu screen.



15. The Program will request a Page Number > Insert '**New Page number**'.
(This is your SECTION number)



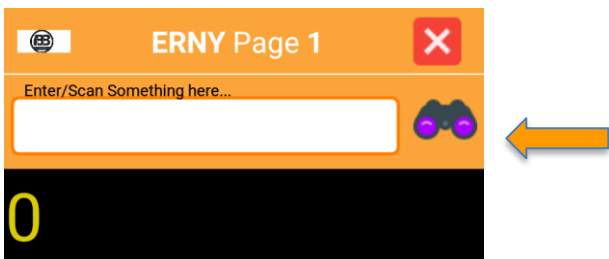
16. Select '**Submit**' on the Menu screen

17. The image below shows **Page Number** created for **Stock Count Batch 28**

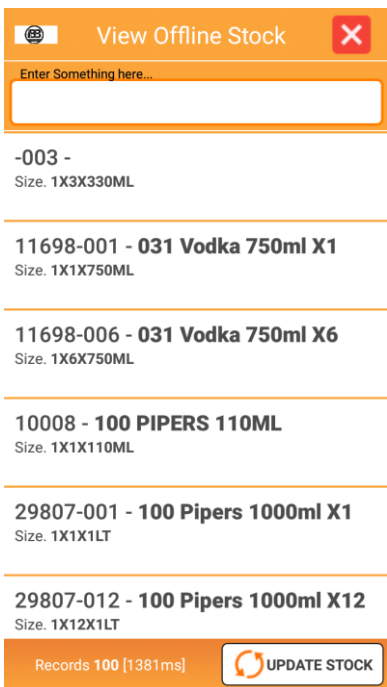
18. Select the **'Trolley'** Image on the Menu screen to start with the Stock Count.



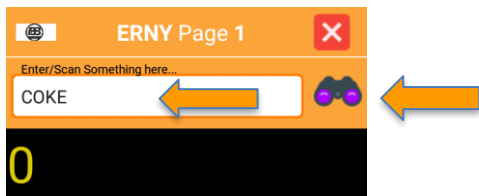
i) How to search for **Items** using Binoculars > select the **'Binocular'** image on the right-side corner of the screen.



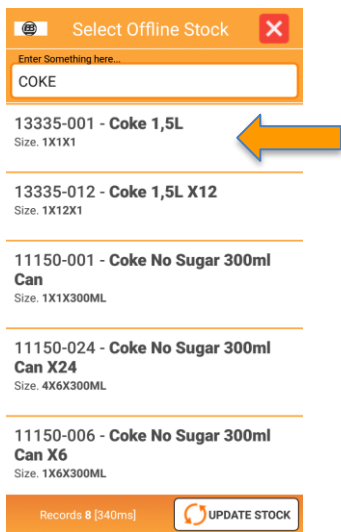
ii) The following screen will open, select an **Item** from the Stock List.



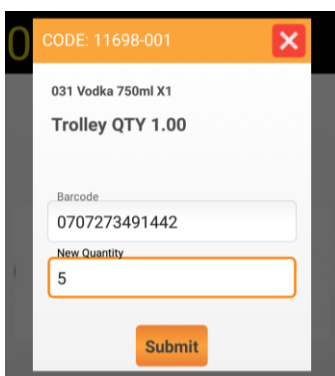
- iii) How to search for Items manually > enter the **Description** inside the block on the Menu screen > Select '**Binoculars**' image on the right-side corner to start searching.



- iv) The following screen will open on the Menu screen > Select an **Item** from the Stock List.

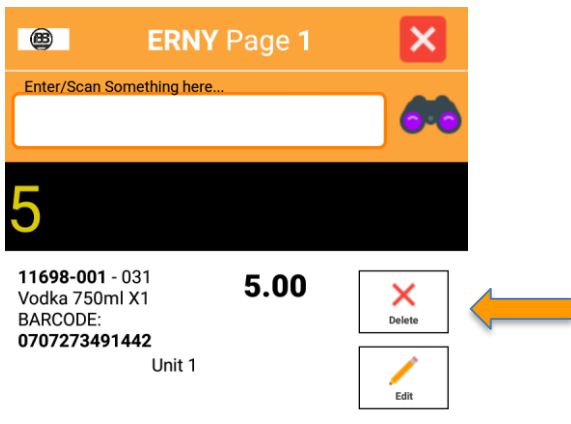


- 19. How to make use of a **Scanner** when running a stock count > Hold your scanner and point it towards the Item barcode > press the **Yellow** button on the left-side corner > a **RED** light will appear followed by prompt sound > the Program will show (below image) **Vodka 1x5x750ml** scanned.



- 20. Select '**Submit**' on the Menu screen.

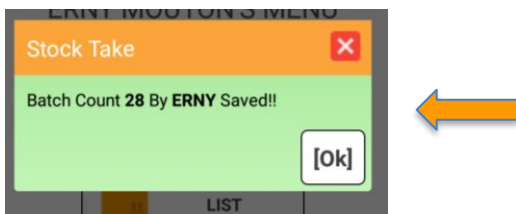
21. The screen shows **1x5x750ml Item** scanned >To continue with the count, press the **Yellow button** on the left-side corner> Scan item then press '**Submit**' > continue right up to the last count.
22. Close the Program > see **X Mark** on the right-side corner of the screen.



23. The (image below) shows the total number of **Items** counted in your Trolley.
24. To end Stock Count for **Batch Count 28** select '**Save**' on the Menu screen.



25. **Batch Count 28** Saved > Now Select '**OK**' to complete the Stock Count Program.



This concludes the User Guide.