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.
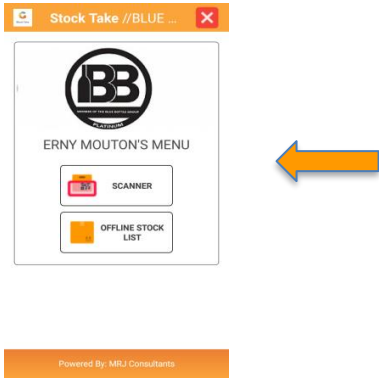

3. Select '**Submit'** on the Menu screen.

4. Insert **User Code** and **Password** on the login screen.

5. Select '**Submit'** on the Menu screen.
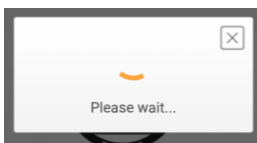
6. Select '**Offline Stock List'** on the Menu screen.

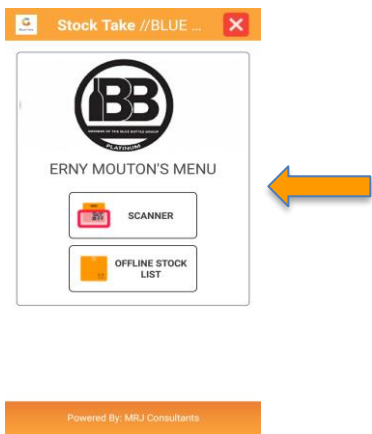7. View Offline Stock List and Select '**Update Stock'**.
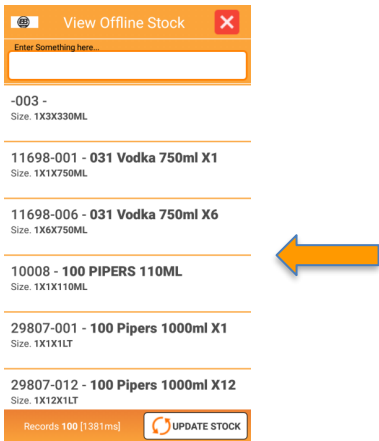
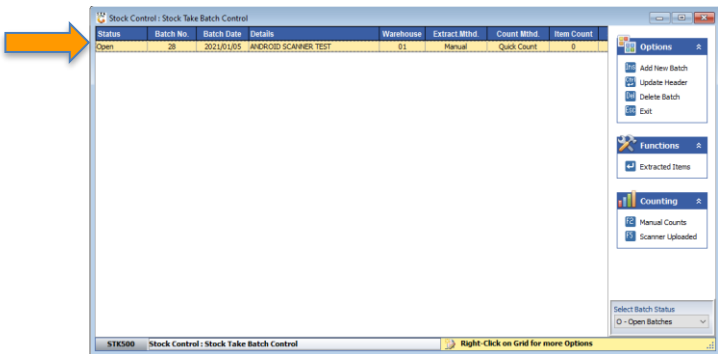8. Please wait for **Update** to finish.

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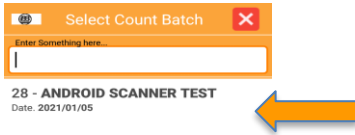

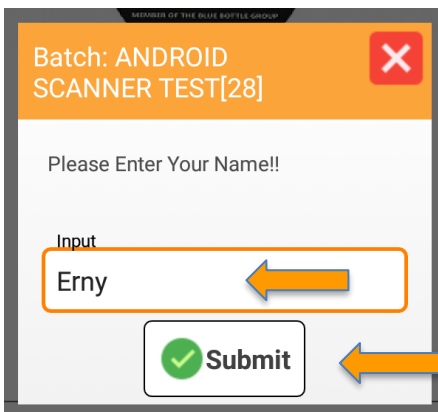10. Select '**Scanner'** on the Menu screen.

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)
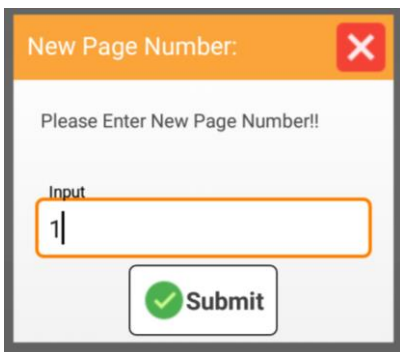

13. Select '**Submit'** on the Menu screen.

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

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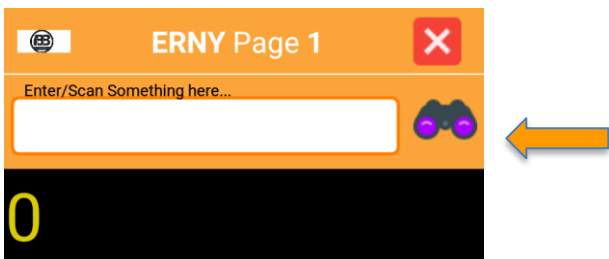   (This is your SECTION number)

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

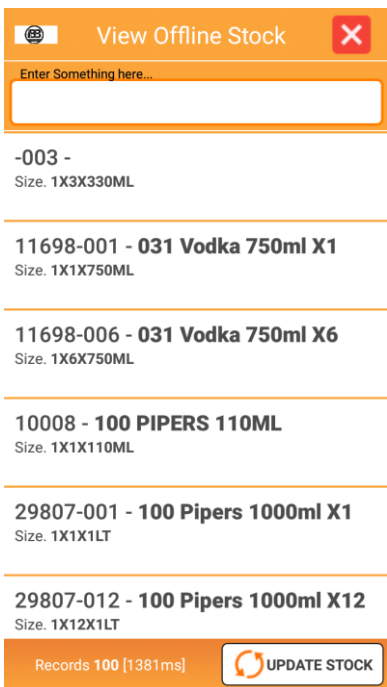17. The image below shows **Page Number** created for **Stock Count Batch 28**

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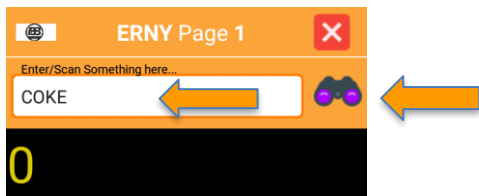

i)   How to search for **Items** using Binoculars > select the '**Binocular**' image on the right-side corner of the screen.
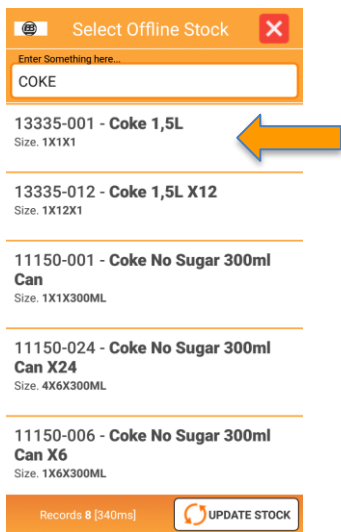

ii)   The following screen will open, select an **Item** from the Stock List.

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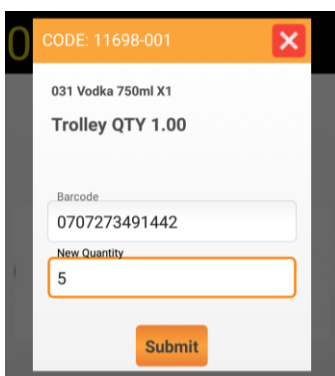
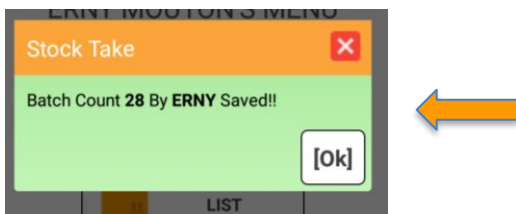20. Select '**Submit'** on the Menu screen.

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.
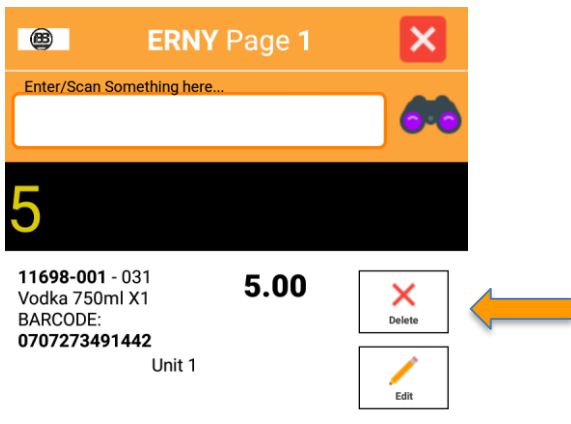
23. The (image below) shows the total number of **Items** counted in your Trolley.

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.