

Main Menu 4: Perpetual Inventory

Print Label: Select which type of label to print:

- **Part # Barcode**

Note: You can add up to 3 additional labels using the label designer through **Settings** from the **Main Menu**.

Turn Print Mode ON: will automatically print labels during scanning.



Perpetual Inventory Instructions

1) Perpetual Inventory is option 4.

2) Enter a Bin Location. Bin selection can be exact or partial.

Example: T100-A or T100. In the second selection any part that is in the T100 area will be accepted as being in the right bin. If you select T100-A then any part you scan that is not in T100-A will be reported as in the wrong bin.

3) Begin scanning parts. The default quantity is 1.

Example: If you have 20 pieces in the bin, you can (A) scan one piece at a time or (B) scan a part then select the **Hot Key** button, next select **Enter Quantity**. The quantity entered will overwrite any quantity scanned for that part number.

4) To change the bin that is being scanned, select the **Hot Key** button then select **Change Bin Location**. Enter the next bin location.

5) If the part is in the wrong bin, the scanner will display a message on the screen. The information displayed on the scanner includes the part number and the correct bin location reported in your inventory. To set a new bin location for the part scanned, select the **Hot Key** button and then select **Set New Bin Location**. Press **Y** for yes, the scanner will change the part's bin location to the new bin shown.

6) If a part number does not have a barcode or the barcode will not scan, a new barcode label can be created. Enter the part number, press enter, select the **Hot Key** button, select **Print Label** and then select which label type to print.

7) Perpetual Inventory reports are available under the reports section of the Main Menu and can be run by date or an exact bin. Reports are grouped by bin location and sorted by largest dollar discrepancy.

