



### PHYSICAL INVENTORY

The module for entering stock is found in the menu:  
STOCK \ miscellaneous - under menu "Physical Inventory"

The principle of this function consists of listing all the references that you physically have in your shop in order to create the list of articles to be entered.

This list will next be compared article by article to the list of your articles in stock in order to determine any eventual gaps.

These eventual gaps between your list of articles entered and the list of your articles in stock will be corrected either manually article by article or automatically.

#### 1) - Inventory initialisation

The inventory initialisation enables you to enter the inventory closing date when you wish to carry out your inventory in relation to the date of presence of your articles in stock.

You can also carry out a partial inventory: for a supplier, for a range of families, by window etc.

**Warning: Warning: all new inventory initialisations carried out will delete the list of articles already entered.**



### 2) - Choosing the input mode of articles

The screenshot shows a software window titled 'inventory entry'. At the top, there is a toolbar with icons for 'Esc - Close', 'F2 - OK', and 'F6 - Entry from sales'. Below the toolbar, a status bar indicates 'Inventory entry on 30/09/2011'. The main area of the window contains a 'Caution' message: 'Don't forget to enter vendor and store cons.' Below this, there is a list of four input modes, each with a radio button: 'Keyboard entry' (selected), 'Barcode reader entry', 'Barcode reader without control', and 'Barcode reader with control'. At the bottom of the window, a label reads 'Select your entry mode'.

There are many possibilities for inputting your articles:

- **Keyboard entry** : manually type the numbers from the reference label.
- **Barcode reader entry (\*)**: scan the labels of each product using a barcode reader.
- **Barcode reader without control (\*)**: if you have a barcode reader with memory, it enables you to scan many references and send all these scanned references into the list of entered articles.  
Warning, you have no control, i.e. there are no details of the references on the screen when you download your scanner onto the computer.
- **Barcode reader with control (\*)**: if you have a barcode reader with memory, it enables you to scan many references and send all these scanned references into the list of entered articles.  
You have control, i.e. references are displayed when you download your reader onto the computer.
- **Entries after sales (F6)**: allows inventory entries to be modified according to sales made before or after the inventory.

(\*) If using inventory scanner P460, see the last section of the document on how to operate it

**WHATEVER THE INPUT MODE, REMEMBER TO VALIDATE USING THE  
F2 KEY ONCE YOUR LIST OF ARTICLES IS ENTERED**



### Keyboard input Mode

Vend.	Reference	Prev. ref.	Entered	Cat.	Vendor ref.	Unit cost	Unit. sell. pr.	Descr.	Oper.
ROLX	007.1	116333	1.00	140	123	3 000.00	4 600.00	DATEJUST II	AB
SWAR	007.3	1074092	1.00	410	15WAR1	200.00	345.00	HYACINTH BLUE NECKLACE	AB

- In the reference field, type your label number
- For information purposes, if the reference has already been entered, in the field "**already entered**" the quantities already saved are shown
- In the field "**To total**" indicate the quantity of this reference present in your stock
- To remove a reference already entered in the "**to total**" field, type - **qty**: for example -1 to remove one unit

This input mode avoids you having to type the reference article; you keep the reference and this is automatically saved in the list of entered articles.

If you wish to remove an article input by the reader, you need to go to the keyboard entry menu and in the field "**to total**" type - qty: for example -1 to remove one unit

### Barcode reading mode without control

Use the downloading procedure of your bar code scanner

All the article references that you have previously scanned will be automatically saved in the list of entered articles.

You will not see the details of each article during the data input

If you wish to remove an article input by the scanner, you need to go to the keyboard entry menu and in the field "**to total**" type - qty: for example -1 to remove one unit

### Barcode reading mode with control

Use the downloading procedure of your bar code reader

All the article references that you have previously scanned will be displayed in a table which you must validate

If you wish to remove an article input by the scanner, you need to go to the keyboard entry menu and in the field "**to total**" type - qty: for example -1 to remove one unit



### Entries after sales

inventory entry

Esc - Close F2 - OK

**Inventory entry on 30/09/2011**

**Inventory entry from sales**

☐ Remove from the inventory entry the articles sold before a date of inventory.  
☒ Add to the inventory entry the articles sold after the date of inventory.

**Inventory entry from sales**

Sale date from  to  Categ.   
Vendor  Categ.

There are 2 possibilities for adjusting the inventory:

- **Remove the articles sold before the inventory date from the data input:**  
If the data input starts before the inventory date, the articles may have been entered, then sold. They must therefore be removed from the input.  
This option allows for the listing of pre-inventory sales. Enter the period then press F2.  
Next, you can select the articles that you wish to remove from the data input. Press F2 to remove the selected articles from the input.
- **Add to the data input the articles sold after the inventory date:**  
If the data input starts after the inventory date, any articles sold may not have been entered. They must therefore be added to the entry.  
This option allows for the listing of post-inventory sales. Enter the period then press F2.  
Next, you can select the articles that you wish to add to the data input. Press F2 to add the selected articles to the entry.

inventory entry

Esc - Close F9 - Items integr.

**Inventory entry on 30/09/2011**

**Inventory entry from sales**

☒ Remove from the inventory entry the articles sold before a date of inventory.  
☐ Add to the inventory entry the articles sold after the date of inventory.

**Inventory entry from sales**

Sale date from  to  Categ.   
Vendor  Categ.

Sale date	Label	Cat.	Vend.	Vendor ref.	SELLING PRIC	StockEntered	Sale	ok
22/07/11	007.47	140	ROLX	123	7 955,00		1,0	<input type="checkbox"/>
23/07/11	007.52	120	ROLX	124	33 746,00		1,0	<input type="checkbox"/>
23/07/11	007.48	120	ROLX	124	33 746,00		1,0	<input type="checkbox"/>
24/07/11	007.49	215	CART	1CART1	26 000,00		1,0	<input type="checkbox"/>
24/07/11	007.50	140	ROLX	123	7 955,00		1,0	<input type="checkbox"/>
24/07/11	007.54	215	CART	1CART1	26 000,00		1,0	<input type="checkbox"/>

**Warning: The integration of the selected articles directly modifies the data input.**



### 3) - Gap analysis

Inventory gaps table

Esc - Close F2 - OK F7 - Stock entry ALT+I - Print Alt+E - Excel export

Inventory gaps on 30/09/2011

All Positive Negative

Reference	Former ref.	Cat.	Vend.	Vendor Ref.	Stock qty	Entered qty	Gap	Oper.
007.1	116333	140	ROLX	123	0,00	1,00	-1,00	AB
007.10	D22322	123	BREI	1BRET1	1,00	0,00	1,00	AB
007.11	A13320Q4	120	BREI	1BRET2	0,00	0,00	1,00	AB
007.3	1074092	410	SWAR	1SWAR1	0,00	1,00	-1,00	AB
007.4	TEST	216	SWAR	1SWAR2	1,00	0,00	1,00	AB
007.58		140	ROLX	123	10,00	0,00	10,00	AB
007.6	52888221	215	CART	1CART1	1,00	0,00	1,00	AB
007.60		201	DINH	2453050	39,00	0,00	39,00	AB
007.61		140	ROLX	123	1,00	0,00	1,00	AB
007.9		213	CHAU	1CHAU2	1,00	0,00	1,00	AB

Once you have finished entering your articles, the menu **Calculating differences** allows you to carry out a **comparison** between the list of articles in stock and the list of articles that you have scanned.

Obviously, the ideal is to have the **least references possible** with a difference.

The difference is calculated as follows: **Difference = Quantity of stock - Quantity entered**

You can thus have both positive and negative differences:

- **Positive difference:** the quantity in stock is greater than that entered  
Possible reasons: forgot to enter references during the inventory, stolen articles, delivery received on PC but no articles physically received etc.
- **Negative difference:** the quantity in stock is less than that entered  
Possible reasons: input error with the quantity when entered in stock, article transfer, delivery of physical articles not saved in stock etc.

The **field options** allow you to sort the differences by type (positive or negative differences).

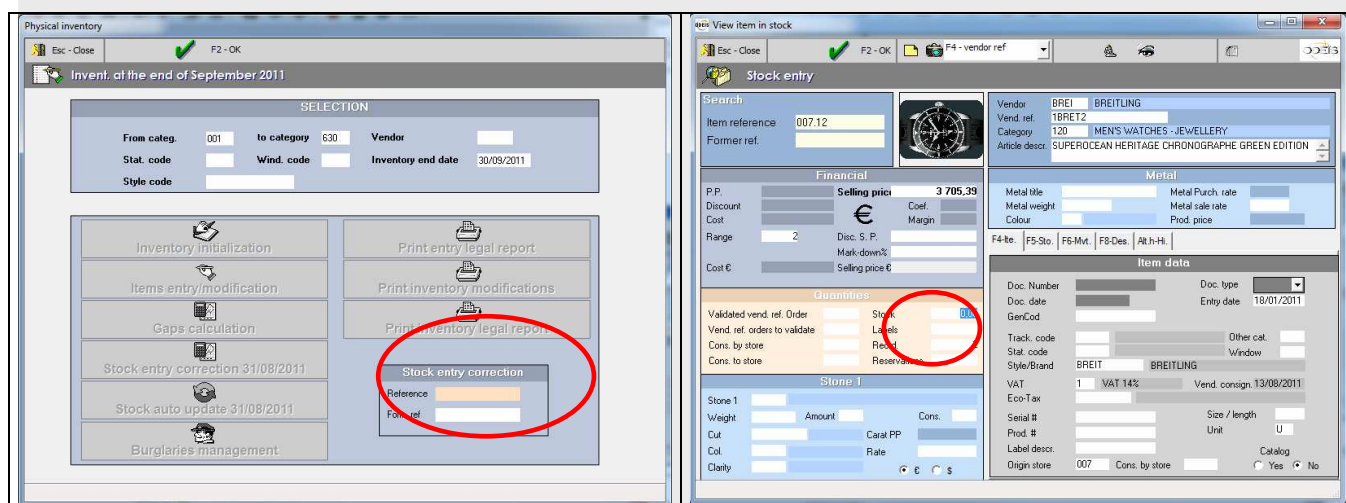


### 4) - Correcting differences

Once you have checked for differences, you must correct your stock on the PC if any differences have been identified.

Two methods are available for correcting these differences:

- **Manual method:** menu **Correct stock file**
  - You must enter each reference individually where a difference exists and then correct the quantity in stock for this reference.



This method allows you to **monitor more effectively** any corrections that you make as you will correct your differences on each file.

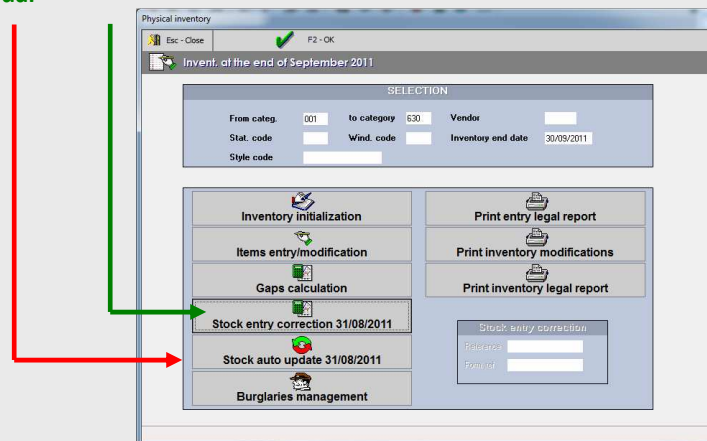
- **Automatic method:** menu **Automatic stock updates**

This automatic update method leaves ODEIS to correct each reference of your stock where differences exist with the quantity you have input.

**You do not control the corrections with this method.**

If possible, we advise you to use the **manual method**.

### Automatic Manual







### 4) - Printing documents

ODEIS allows you to print many types of documents regarding your inventory:

Physical inventory

Esc - Close F2 - OK

Invent. at the end of September 2011

SELECTION

From categ. 001 to category 630 Vendor  
Stat. code Wind. code Inventory end date 30/09/2011  
Style code

Inventory initialization  
Items entry/modification  
Gaps calculation  
Stock entry correction 31/08/2011  
Stock auto update 31/08/2011  
Burglaries management

Print entry legal report  
Print inventory modifications  
Print inventory legal report

Stock entry correction  
Reference  
Form ref

- **Legal status of input print-out:** prints all the references that you have entered into your inventory
- **Inventory modification print-out:** prints the list of all the references which have had their quantity of stock modified following the correction of a difference
- **Legal inventory status print-out:** prints your corrected and definitive inventory and represents your official inventory document.

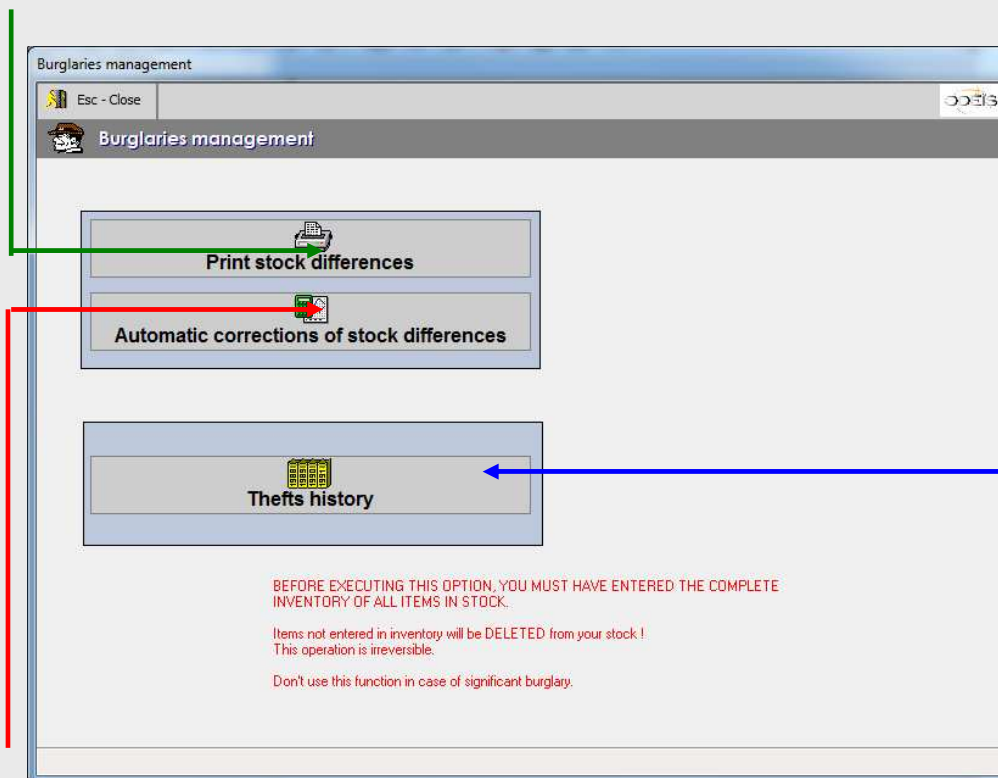


## 5) - Theft management

In case of **substantial theft**(more than 90% of your stock stolen), the menu "**Theft management**" allows you to list your stolen products.

You must have previously input all of your articles that were physically present (refer to sections 1 and 2 for the methods on inputting articles)

Once the articles have been input, you can use the menu "**Printing stock differences**" which will list the differences between your list of articles input and their respective quantities in stock on the system



You must then "**check the differences**" between the quantities of your articles in stock on the system and the quantities that you have input.

Menu "**Automatic correction of stock differences**"

**Warning: if any product is not entered during your inventory, they will be deleted from your stock during this automatic correction.**

You can keep a history of thefts using the menu "**History of thefts**". This menu allows you to reprint the list of your stolen products for a particular date.





## OPERATING INSTRUCTIONS FOR THE P460 INVENTORY SCANNER

### Normal operation: input without memory

On the scanner display, you should have:

SKU:

^\_\_\_\_\_

Click on the bar code of your label and the reference will automatically display on the screen

### Inventory mode: input with memory of scanned references

Disconnect the scanner from its cable and use it in autonomous mode; the following appears on the display:

SCAN:

^\_\_\_\_\_

Click on the bar code of your labels and they will automatically be saved in your scanner.

To download the contents of the scanner memory, press **FUNC** and **1** before reconnecting the P-460 to its cable.

On certain scanners, the following message is displayed "**Connect unit to host**", simply reconnect the scanner to its cable so that the references download.

Once downloaded, the display asks you if you want to delete the data from the scanner.  
If yes, press **ENTER** twice.

To return to normal operation, press **FUNC** and \*

### Info:

- Approximately 4 hours are needed to fully recharge the scanner battery.
- When the scanner battery is empty, you should hear 4 beeps.
- When the scanner is disconnected, you can use it for about 10 hours.
- You can store about 1000 references in the scanner memory.

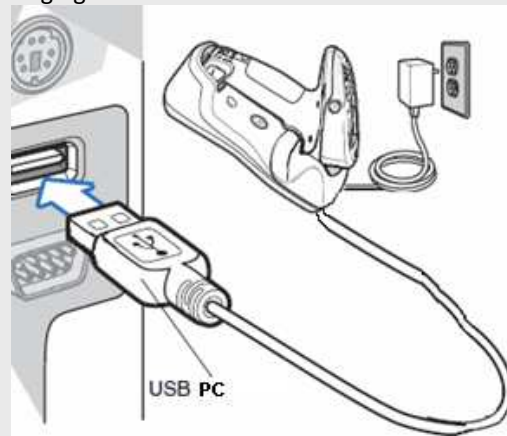
**Operating instructions for the MT2070 inventory scanner**



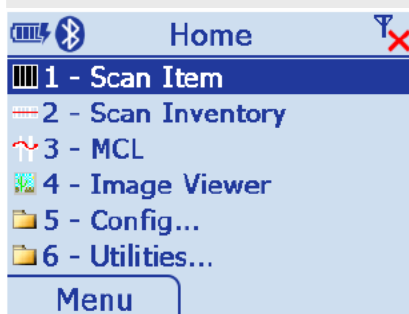
Connect the charging hub to a USB port on a PC with a current of 220V.

Connect the scanner to the charging hub in order to keep the scanner battery constantly charged.

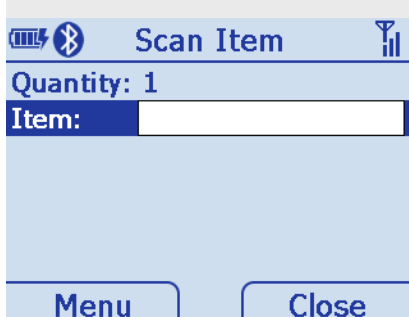
When connecting a scanner to the charger, a connection is established between the scanner, the charging hub and the PC.



### Normal operation: input without memory



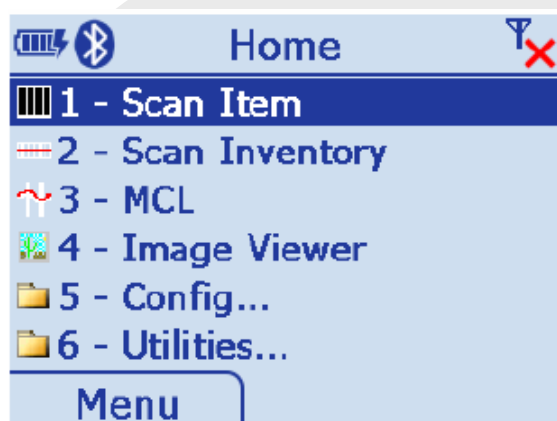
On the MT2070 select "Scan Item" then validate by pressing ENT



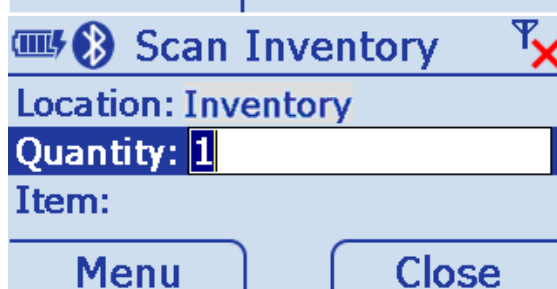
Beep the bar code of your label and the reference will automatically display on the screen



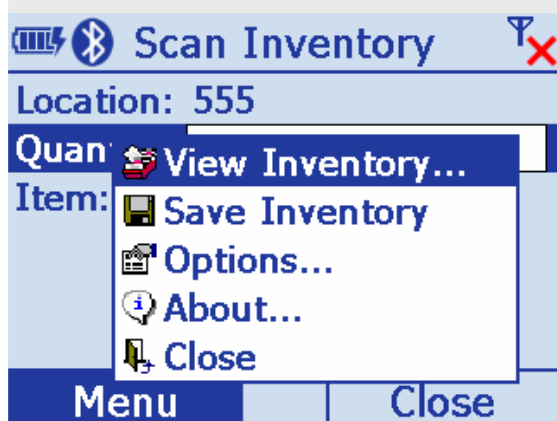
### Inventory mode: input with memory of scanned references




On the MT2070 select "Scan inventory"  
then validate by pressing ENT

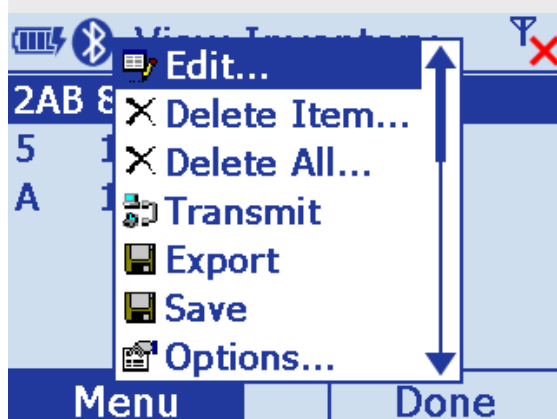


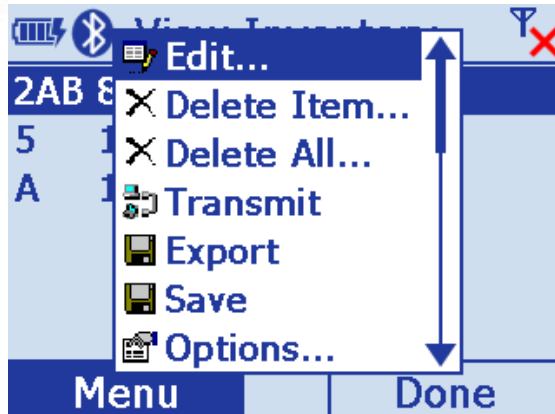
- Using the arrows, move to the Quantity field or the Item field
- Beep the bar codes



In order to download the bar codes in ODEIS:

- If the indicator  is not green  
Connect the scanner to its hub for a few seconds (or beep the current bar code on the hub)
- Press on the left arrow
- Select "View Inventory"
- Press the ENT button
- Press on the left arrow
- Select "Transmit"
- Press the ENT button






To delete the bar codes entered on the MT2070 scanner:

- Press on the left arrow
- Select "Delete ALL"
- Press the ENT button
- Confirm (Yes button)

The scanner is ready for new entries.

### Checking the charge of the scanner battery



The battery charge is shown in the top left corner of the screen 

To check the battery charge %:  
From the main menu, press on the left arrow, select the line "Battery Status" then press ENT

The time it takes to fully charge the scanner on its hub is approximately 8 hours.  
(24 hours for first time use)

### Using scanner MT2070

For effectively scanning ODEIS labels

- The scanner must be at a distance of approximately 3 to 9.5 cm
- Tilt the scanner downwards at about 20%