

# Inventory Steps

## OEM Vendors

1. Go to "Items" under "Point of Sale" in Portal  
Top Right hand corner click "Count Inventory"
2. Top Right hand corner click "Start New Count"
3. Right Column Under "Custom Count" use dropdown to choose "OEM Vendors"  
Use the 2nd drop down to choose what OEM vendor you want to scan.
  - a. I normally do Google and Apple together and then Samsung Separate
4. Click "start count"

## Non OEM Vendors

1. Same as steps 1 thru 3
2. Right Column Under "Custom Count" use dropdown to choose "Non OEM Vendors"
3. Click "Start Count"

## Tips

1. Always try and finish the count you start same day
2. If you can't finish the count or can't find an item let me know and just keep the count open and I will look around next time I'm in the store and close out that inventory if I can't find it.
3. Weekdays are normally better to work on inventory than Fridays and Saturdays
4. 2 Samsung counts, 2 Google and Apple counts, and at least 1 Non OEM count each month needs to be completed.
5. If you need help locating an item feel free to call.

# 1. Portal-> Point of Sale-> Items-> Count Inventory

The screenshot shows the 'Items' page in the portal. At the top right, there are buttons for 'Add Store Item', 'Count Inventory' (highlighted with a yellow box), 'Location Transfer', and 'Sync Items'. Below these buttons, there are filters for 'Locations: 4/4', 'OEM Vendors', and 'Custom Filters'. The main content is a table of items with columns for SKU, Image, Item Name, Category, Parent Category, Available, Reserved, In-Transit, Price, Labor, Reorder Level, Last Received, Last Counted, DOH, and Actions. The table lists several accessories like iPad cases, iPhone cases, and a wall charger.

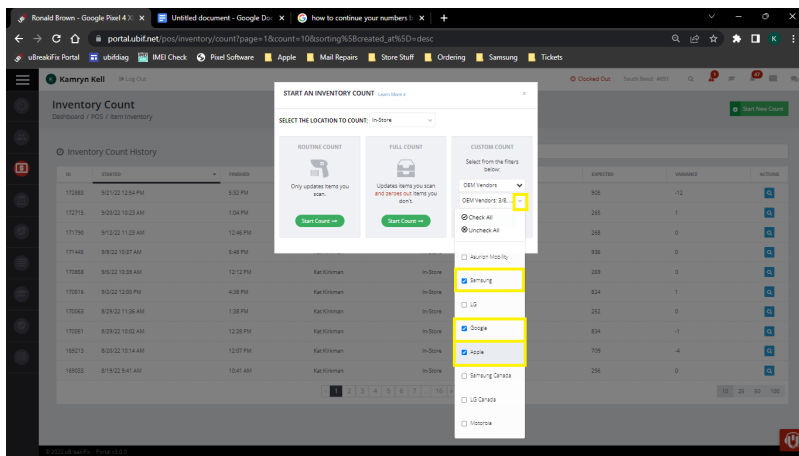
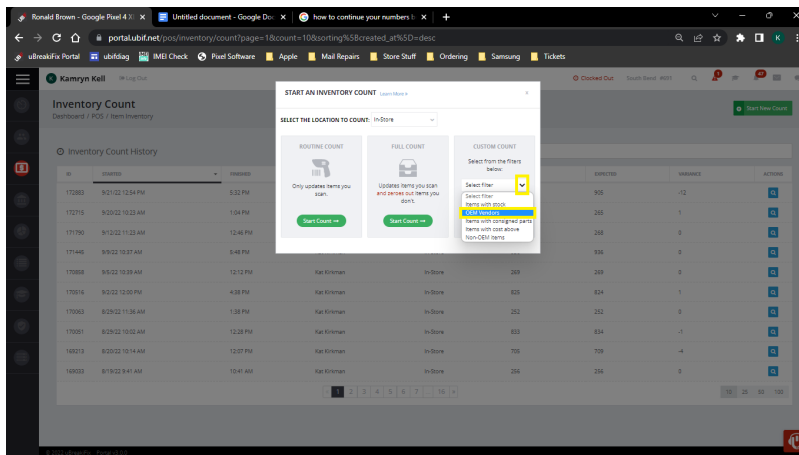
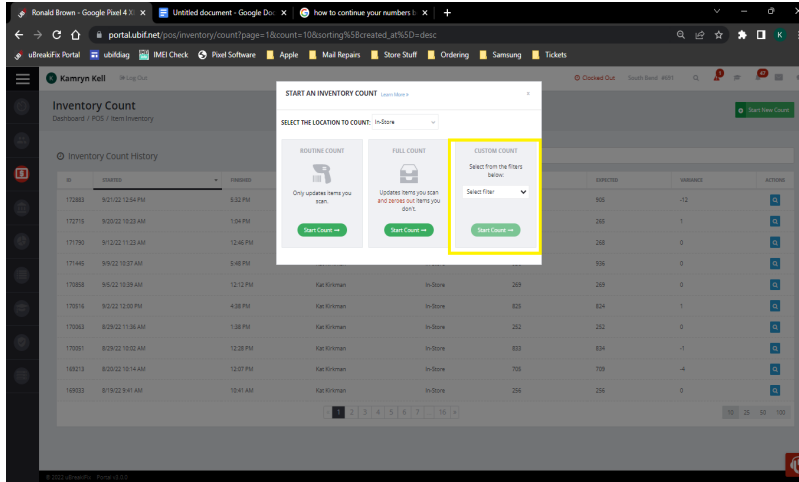
SKU	IMAGE	ITEM NAME	CATEGORY	PARENT CATEGORY	AVAILABLE	RESERVED	IN-TRANSIT	PRICE	LABOR	REORDER LEVEL	LAST RECEIVED	LAST COUNTED	DOH	ACTIONS
1008		Apple Ipad 2 / New Ipad / Ipad 4 Otterbox Defender Case - Black	Accessories		0	0	0	\$89.99	\$0.00	0			N/A	
1028		IPHONE 4 / 4S OTTERBOX DEFENDER CASE - BLACK (77-18581)	Accessories		0	0	0	\$49.99	\$0.00	0			0	
1032		IPHONE 4 / 4S OTTERBOX DEFENDER CASE - GLACIER (77-18579)	Accessories		0	0	0	\$49.99	\$0.00	0			0	
1036		APPLE IPHONE 4 / 4S OTTERBOX COMMUTER CASE - HOT PINK AND WHITE (77-18549)	Accessories		0	0	0	\$34.99	\$0.00	0			0	
1039		APPLE IPHONE 4/4S OTTERBOX COMMUTER CASE - BLACK (77-18548)	Accessories		0	0	0	\$34.99	\$0.00	0			0	
1063		Wall Charger Micro USB	Accessories		0	0	0	\$19.99	\$0.00	0			0	
1070		Apple Iphone 5 / Iphone 5s / Iphone 5e Otterbox Defender Case - Black	Accessories		0	0	0	\$49.99	\$0.00	0			N/A	

# 2. Start New Count

The screenshot shows the 'Inventory Count' page. At the top right, there is a 'Start New Count' button highlighted with a yellow box. Below this, there is a search bar for 'Inventory Count History'. The main content is a table with columns for ID, Started, Finished, Performed By, Location, Counted, Expected, Variance, and Actions. The table lists several inventory counts performed by Kat Kirkman at the In-Store location.

ID	STARTED	FINISHED	PERFORMED BY	LOCATION	COUNTED	EXPECTED	VARIANCE	ACTIONS
172883	9/21/22 12:54 PM	5:32 PM	Kat Kirkman	In-Store	893	905	-12	
172715	9/20/22 10:23 AM	1:04 PM	Kat Kirkman	In-Store	266	265	1	
171790	9/12/22 11:23 AM	12:46 PM	Kat Kirkman	In-Store	268	268	0	
171445	9/9/22 10:37 AM	5:48 PM	Kat Kirkman	In-Store	936	936	0	
170858	9/5/22 10:39 AM	12:12 PM	Kat Kirkman	In-Store	269	269	0	
170516	9/2/22 12:00 PM	4:38 PM	Kat Kirkman	In-Store	825	824	1	
170063	8/29/22 11:36 AM	1:38 PM	Kat Kirkman	In-Store	252	252	0	
170051	8/29/22 10:02 AM	12:28 PM	Kat Kirkman	In-Store	833	834	-1	
169213	8/20/22 10:14 AM	12:07 PM	Kat Kirkman	In-Store	705	709	-4	
169033	8/19/22 9:41 AM	10:41 AM	Kat Kirkman	In-Store	256	256	0	

- Customer Count-> Filter Drop Down-> OEM Vendors-> OEM Drop Down-> Select all 3 Samsung, Google, Apple to count all your OEM inventory or Select 1 or 2 at a time to split up the work throughout the week. (Recommend Samsung Separate with Apple and Google together.)



4. These items need to be counted every 2 weeks to stay ahead of consignment charges. It is up to you how you get this done every 2 weeks but I would recommend doing Samsung 1st and 3rd weeks of the month and Google and Apple the 2nd and 4th weeks of the month.