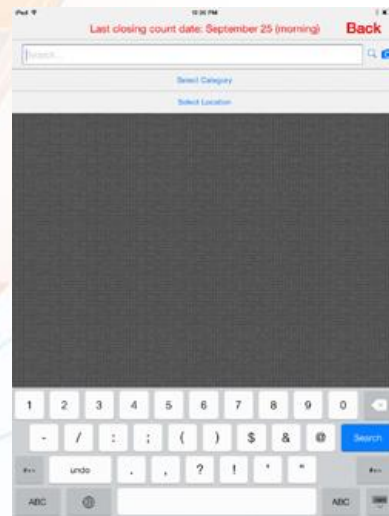


iPad Inventory Buddy Process

1. From the iPad desktop, Tap the INVENTORY icon; add the user Account, Client ID and Password. Tap LOGIN

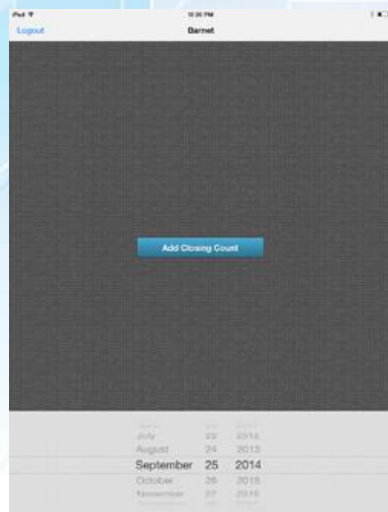


4. Scan product, Search for a product (by SKU or description) or load a Category to inventory



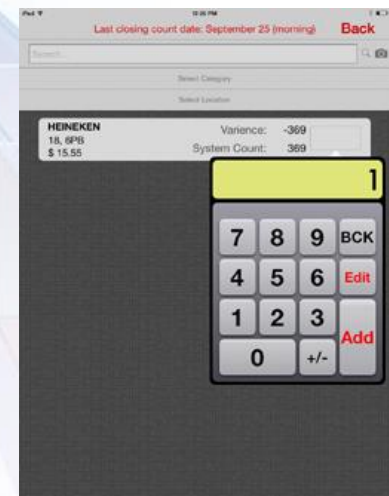
2. Select the inventory DATE (By default, it should always be today's date.)

3. Tap ADD CLOSING COUNT to START a NEW inventory



5. Enter product count(s)

6. Once all counts have been entered, Tap on the RED BACK button

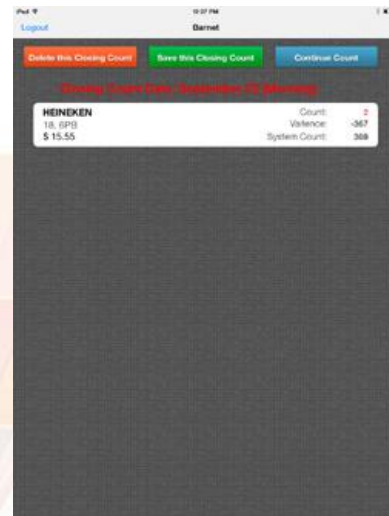


7. Tap **SAVE THIS CLOSING COUNT** to send counts to the Office POS Manager

At this point, the inventory needs to be posted and accepted/saved

8. From the Office POS Manager, open **>INVENTORY – ADD CLOSING COUNTS** (Last minute edits can be done if necessary)

9. **POST CLOSING COUNT**, fill in the Comments Box with known issues, **ACCEPT/SAVE** the inventory and print reports if desired



NOTES:

Select **DELETE THIS CLOSING COUNT** to delete an open, unfinished count

Select **CONTINUE COUNT** to resume an open, unfinished count (Don't forget to **SAVE THIS CLOSING COUNT** after any updates/edits to send counts to the Office POS Manager for completion)