

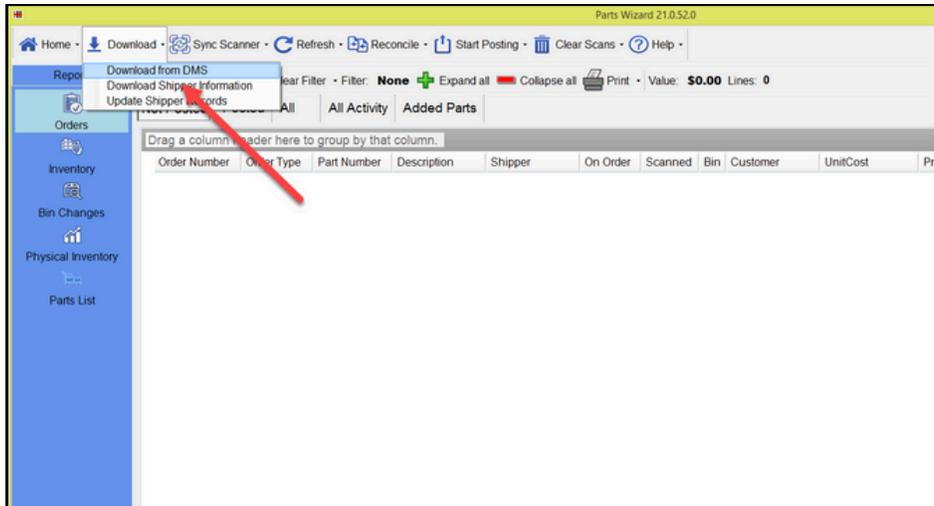
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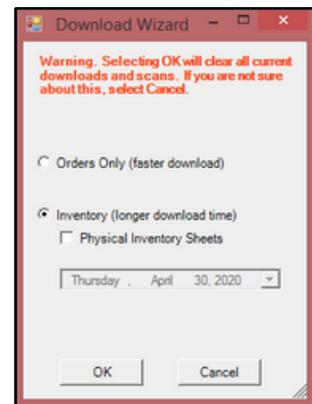
Downloading Your Inventory and Syncing the Scanners

Downloading Your Inventory

Click on the arrow on the Download button and choose **"Download From DMS"**.



The Download Wizard should look like the following:



Synchronizing your Scanners.

Because the download performs a synchronization right after downloading, the first scanner is already done. You will need to take each rented scanner and, one by one, place them into the charging cradle that is connected to the computer. Once the scanners are connected, click on the **"Sync Scanner"** button,



Wait for the Download Status box to disappear.

Once it does, remove the scanner from the cradle and do the same for each rented scanner until they have all been synchronized.

Starting the Scanners



PPT (Windows):

Remove the scanner from the cradle and do the following:

Do a 3-button push by **holding down** either yellow button on the side, the green enter key, and the blue function key at the same time. **Continue holding down these buttons until you see a screen flash and display PPT8800**, then release the keys. This will restart the scanner and launch you into PartsWizard after a few seconds.



Janam XG300 (Windows):

Hold down the red power button, **located on the left-side of the scanner at the very top**, until you get the menu options for Hard Reset, Soft Reset, and Power Off. **Select Soft Reset**. The scanner will now reboot and launch into PartsWizard on startup.



MC55 (Windows):

Hold down the red power button, **located on the bottom left of the keypad, until the screen turns off**. The scanner will now reload into PartsWizard.



Janam XG200 (Android):

Remove the scanner from the cradle, this should force the scanner to launch into PartsWizard. However, if it does not, navigate to the homepage and **select the ScanWizard Icon**.



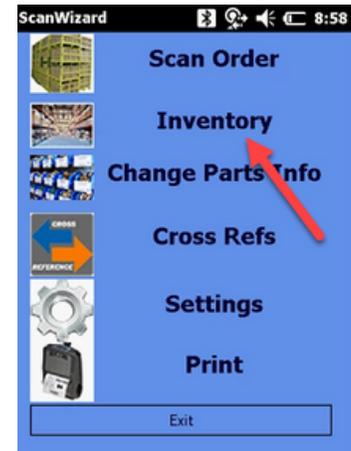
XT30 & XT40 (Android):

Remove the scanner from the cradle and click on the "Start Scanning" button. The scanner will automatically launch into Partswizard.

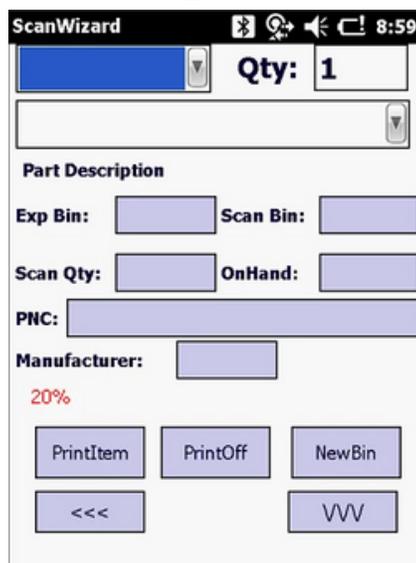
The Scanning Process

Scanning Inventory.

Once the scanners have been synchronized we will start scanning the inventory. Simply hold down the red power button located on the bottom left of the keypad until the scanners turn off. Once they turn off let go of the power button and they should turn back on, and take you to the PartsWizard menu page. **Click on the button that says "inventory"**



You should then see the following:



Explanation of Each Field:

Top Left: Bin Location

Top Right: Quantity Field

Right Blow: Part Number Field

Exp Bin: Bin location according to DealerTrack

Scan Bin: Bin that the Part was Scanned in

Scan Qty: How many of those parts were scanned

OnHand: How many parts there are according to DealerTrack

PNC: Part Number Change(simply used to see if there are any other part numbers used to reference this part)

Manufacturer: Maker of the Part

Red Percentage Number: Battery Life

Start by scanning the bin location first, then scanning the part number. The quantity field will have a 1 there automatically; you can leave it there and scan more items, or type in a custom quantity amount and then hit the **"ENT"** key on the bottom right of the scanner keypad. **If it's a bad scan, type in a 0 in that QTY field, and then hit enter.** Continue scanning until you've accounted for every part number inside of that bin physically.

When you scan the last part number in a bin, hit the "ENT" key, and then scan the next location.

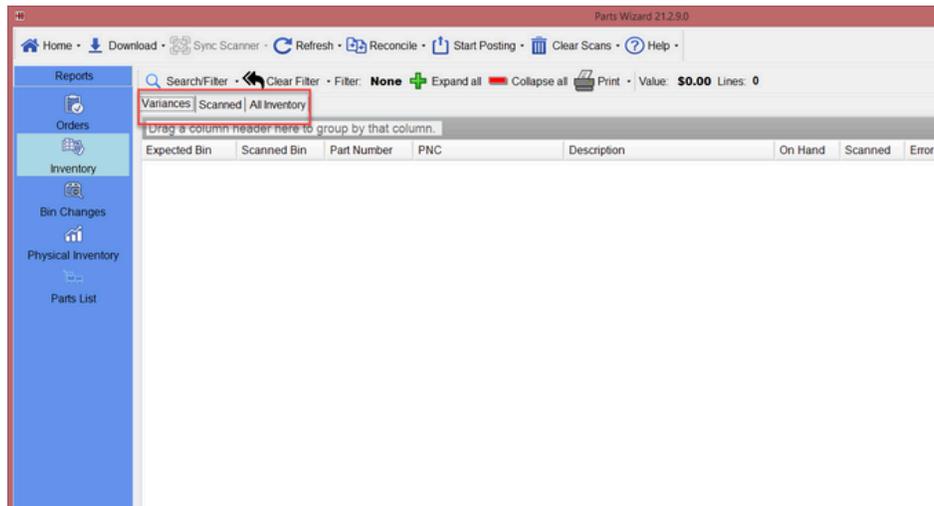
When you've scanned for about 20-30minutes, you will want to move the scans from the scanner, and onto the computer. To do so, simply place the scanner back into the charging cradle connected to the computer, and then click on the Sync Scanner button again. This will remove the scanned items from the scanner, and put them into your physical inventory report. Continue this process until you have scanned your entire inventory.

Repeat the steps above until you're finished with your inventory.

Checking For Discrepancies, Mixed Bins, and Yellow Pad

Viewing Your Reports.

Clicking on the **Reports Button**, then the **Inventory button** will display several tabs that allow you to examine the results of the scanning operations.



a. Variance Tab will display any variances found in your inventory. It compares what the scanner scanned, to what your DMS reports on hand.

b. Scanned Tab will display all parts scanned, and what bins they were scanned in.

c. All Inventory shows everything inside of your DMS, excluding bins that are filtered (Located in DMS Settings)

Note: This report is for viewing purposes only and does not automatically update counts in the DMS.

To ensure accurate part numbers, follow these steps:

1. Review the scan counts in the variance or scanned report
2. Log in to the DMS
3. Manually adjust the part numbers in the DMS based on the scan counts from this report

Congratulations, you're finished with your Perpetual Inventory.