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Please note that you will have to schedule a Physical Inventory through our reservation page and Dealertracks's supplies site. Please follow this [guide](#) if you need help in doing either of those.

If you need to do bin checks and not a full physical inventory with sheets, then please refer to our Inventory guide, which can be found [here](#).

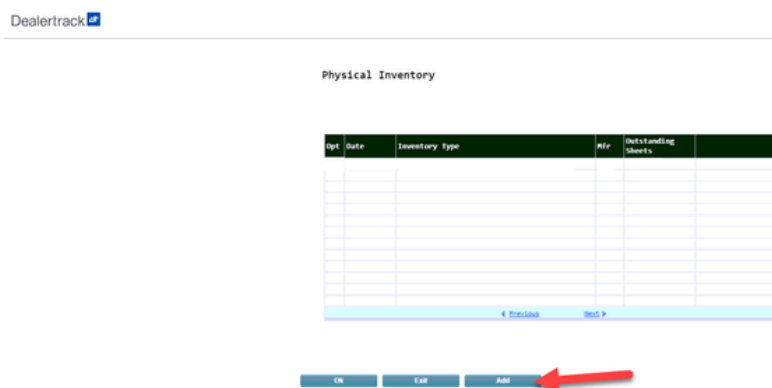
Generating Count Sheets, Downloading Your Inventory, and Syncing the Scanners

1. Creating Count Sheets.

-Log in to **DealerTrack DMS** and then navigate to the **Physical Inventory** section.



-On the bottom of the screen, **click on the "Add" button**.



- Ensure that the following items are correct before adding the Sheets to your DMS
- Type of Inventory: From Bin *FIRST to Bin *LAST
- Manufacturer: All
- Include Parts List*: Leave Blank
- Bin Page Break Positions: All need to be checked
- Sort Sequence: 1 Mfr, 2 Group, 3 Sort Part No, and leave Part Number Blank
- Check Mark Left Justify Bin for Sort, Print Quantity On Hand, and Assign New Bin Location
- Printer: QPRINT
- Copies: 1
- Output Type*: none

3. Synchronizing your Scanners.

Please ensure you follow the correct instructions depending on your scanner type. We send out two: the MC55 and the XT30.

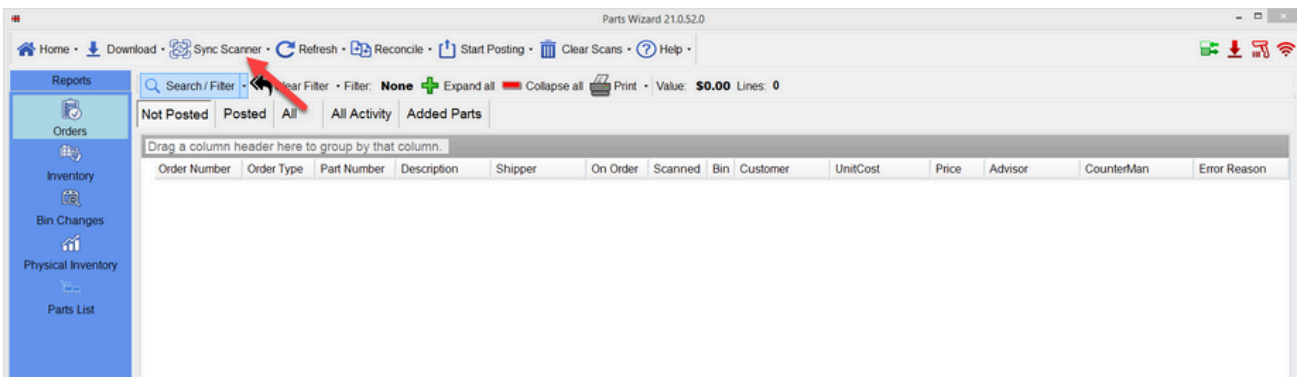


MC55 (Windows):



XT30 (Android):

-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.



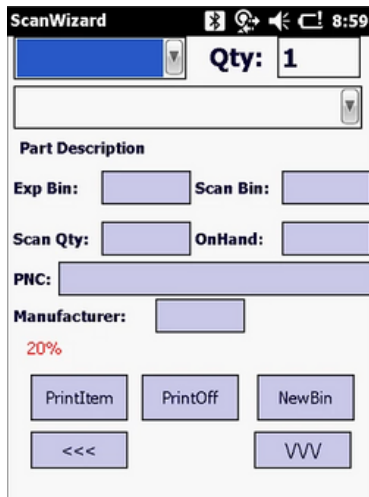
-**Wait for the Download Status box to disappear.** Once it does, remove the scanner from the cradle and do the same for each rented scanner until they have all been synchronized.

In order for the sync to work, the scanner needs to have PartsWizard running and then pressing the done scanning button. This will put the scanner into sync mode, and the scanner screen should display ' Waiting on Command '; this is how you know the scanner is ready to be synchronized. After the download is finished, PartsWizard will automatically attempt to synchronize all of the scanners one by one. Once the Download Status box disappears, your scanners are ready to go. Simply remove them from the cradle and hit the Start Scanning button to launch into the Partswizard App.

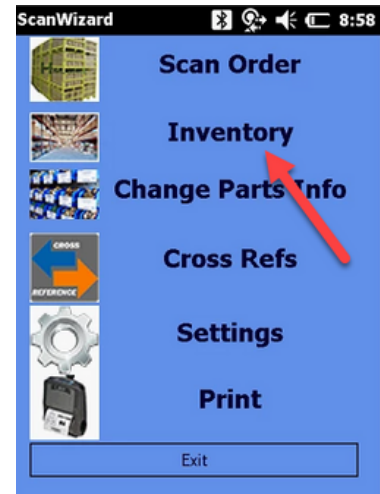
The Scanning Process

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:



The screenshot shows the ScanWizard application interface. At the top, there is a status bar with the time 8:59. Below that, there is a dropdown menu for bin location, a quantity field set to '1', and a large empty text field for part description. Below these are fields for 'Exp Bin', 'Scan Bin', 'Scan Qty', and 'OnHand'. There is also a 'PNC' field and a 'Manufacturer' field. At the bottom, there is a red percentage indicator showing '20%' and several buttons: 'PrintItem', 'PrintOff', 'NewBin', '<<<', and 'VV'.



Explanation of Each Field:

- Top Left:** Bin Location
- Top Right:** Quantity Field
- Right Blow:** Part Number Field
- PNC:** Part Number Change
- Manufacturer:** Maker of the Part
- Scan Qty:** How many of those parts were scanned
- OnHand:** How many parts there are according to DealerTrack
- Exp Bin:** Bin location according to DealerTrack
- Scan Bin:** Bin that the Part was Scanned in
- 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 "ENT" key, and then scan the next location.

When you've scanned for about 20- 30 minutes, 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.

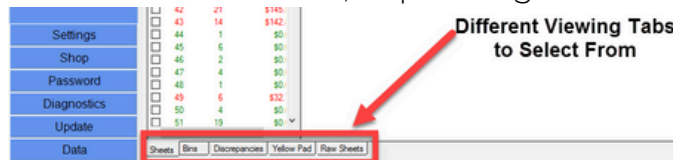
Repeat the steps above until you're finished with your inventory.

Checking For Discrepancies, Mixed Bins, and Yellow Pad

1. Viewing Your Reports. Clicking on the Reports Button then Physical Inventory button will display several tabs that allow you to examine the results of the scanning operations.

The list of sheets are color coded. If the sheet number is **"Green"** then all the parts for that sheet balance out with what was on the sheet vs what was scanned.

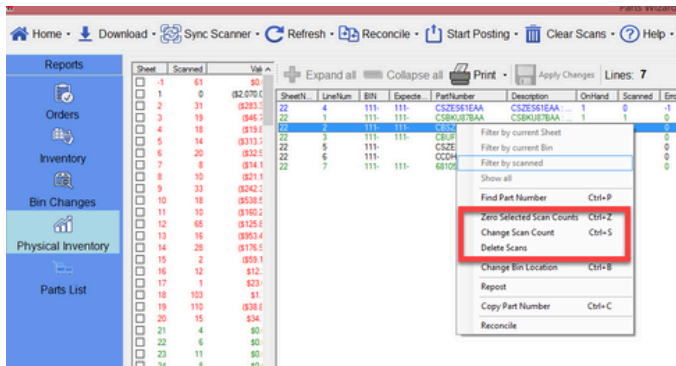
"Red" indicates some issue on that sheet or line. Clicking on a sheet will then display the details for that sheet or Bin location, depending on which tab you are reviewing.



Tab Explanation:

- Sheets:** Allows you to view your inventory according to its sheet number
- Bins:** Allows you to view your inventory according to its bin location
- Discrepancies:** Allows you to view your inventory discrepancies. *Parts with no discrepancies will not show up here.
- Yellow Pad:** Allows you to see Part Numbers scanned that we did not download from your DMS
- Raw Sheets:** This will display your entire inventory

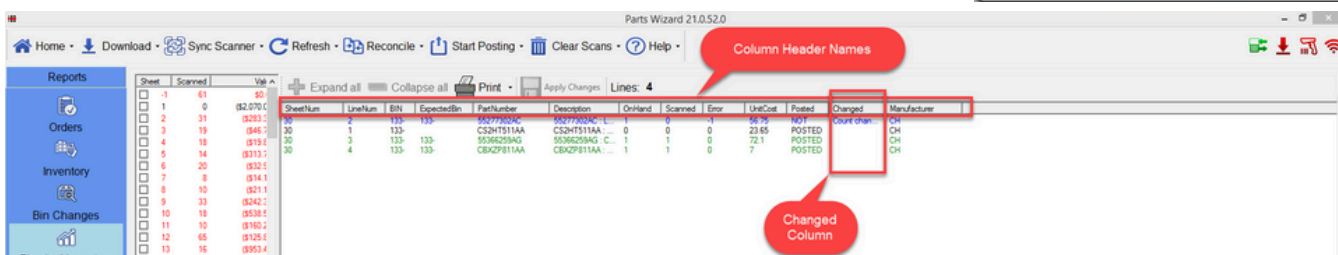
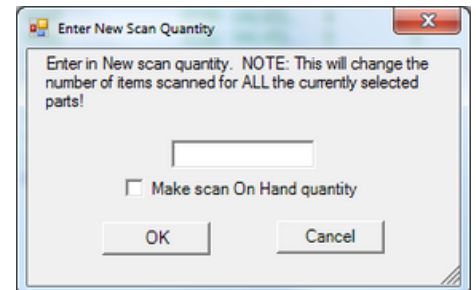
2. Making Adjustments. Right clicking on a part number will display different options you can choose from, in order to make adjustments.



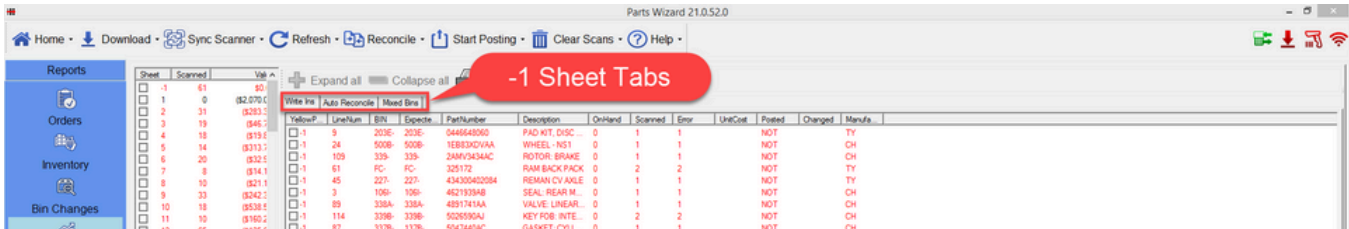
-**Selecting Zero Selected Scan Counts** will reset the count to 0 for all selected lines.

-**Selecting Change Scan Count** will display the following:

You may type in the desired new scan quantity, or simply make the scan count match the On Hand Count by clicking on the check box on the left. Selecting Okay will refresh the reports, and you will see any changes made show in the "Changed" column.

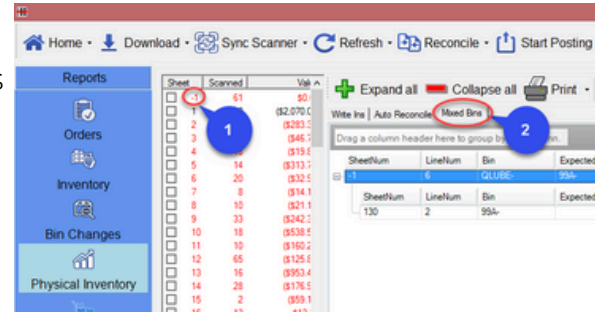


3. Adjusting with your -1 Sheet. There is a special sheet number that you may see at the top of the sheet report(-1 Sheet). Any items that have been scanned that cannot be matched up to a sheet number and line number will be placed on the -1 sheet. Part numbers that have been scanned in a bin location that doesn't match the DMS records will show here as well. Clicking on this sheet number will display a list of these scans.



-The **Write ins tab** displays any part number that may not have been downloaded from your DMS. These will be part numbers that you will have to manually write in after uploading the inventory sheets to DealerTrack DMS.

-The **Mixed Bins tab** will display part numbers that were scanned in a bin that didn't match your records in the DMS. You will have a few options in order to make sure they are where you want them to be. First, click on the -1 sheet, and then click on the Mixed Bins tab.

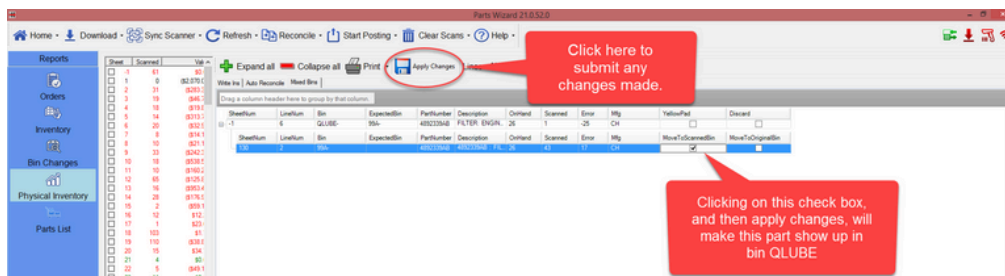


Then click the " + " box to the left of the sheet number, you will see 4 check boxes describing actions to do to the part number. The checkboxes represent the action above it.

- Yellow Pad** will move the part number over to the write in tab.
- Discard** will remove the scan from inventory.
- MoveToScannedBin** will move the part number, as well as upload it to your DMS when the sheets are uploaded, to the bin that you scanned it in.
- MoveToOriginalBin** will keep the part number in the same bin that it is in, inside the DMS

The column header "Bin" represents the bin that the part number was scanned in
The column header "ExpectedBin" represents the bin that that part number is in, inside the DMS.

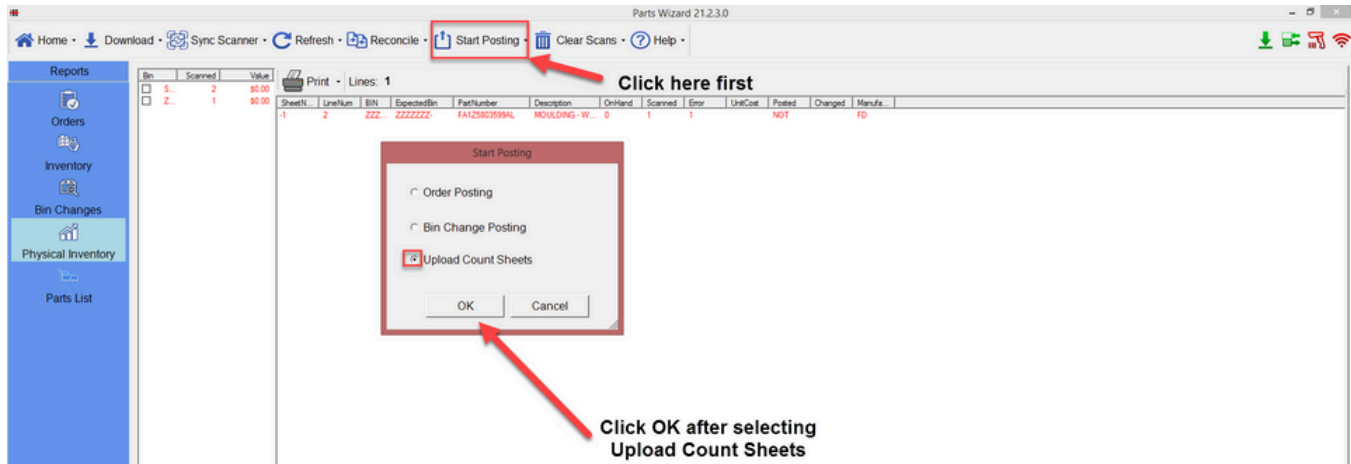
After checking the desired action, click on apply changes to submit your changes. Continue to make these changes until you are finished with adjusting your inventory.



Uploading and Posting Your Sheets

Uploading Sheets:

Once you've finished adjusting, simply click the "Start Posting" button on the top of PartsWizard. You will get a selection box, select "Upload Inventory Sheets" and then click "OK"



Yellow Padding and Posting your Inventory.

Your sheets will get automatically uploaded and will be ready for review inside the Physical Inventory category on DealerTrack. Once the sheets are uploaded, you will need to check all of the 'outstanding sheets'. This is normal, and all you have to do is write down the outstanding sheet numbers, then navigate to each sheet and click Ok. Afterward, you will need to manually add in parts that were unknown, and showed up in the yellow pad, or write-ins, list.

When you are finished with yellow pads, you can review your variance and finally post your sheets.

Reviewing and Finalizing Your Sheets and Write-Ins

[Optional] Adding Yellow Pad Items via Dealertrack:

If you have yellow pad items that you would like to upload to Dealertrack (Parts that are not yet entered into the DMS) and do not want to use our software to upload yellow pad items, you can do so afterwards through the DMS

-**Click on the yellow pad option** on the physical inventory screen on Dealertrack

Yellow Pad Entry

Position To

Opt	Part/Description	Mfr	Stk Grp	Y/P	Bin Loc	System	Bin Loc	Qty
-----	------------------	-----	---------	-----	---------	--------	---------	-----

-**Click on Add**

-**Type in the part number**, input a **bin location**, **description**, and **unit cost**.
Click Ok when done

-**Repeat** for each part that needs to be entered on yellow pad

Checking the unit variance:

Click on the drop-down arrow and select the option for unit variance, then click Enter. You will see this screen:

Unit Variance

Opt	# Of Parts	% Of Invent	Count Value	Computer Value	Dollar Variance
Total Inventory	4962	100.00	467649.65	465897.90	1751.75
No Variance	4746	95.64	439612.22	439612.22	.00
No Variance W/Yellow Pad	0	.00	.00	.00	.00
Count < Computer	74	1.49	6111.00	10455.38	-4344.38
Count > Computer	142	2.86	21926.43	15830.30	6096.13
Variance W/Yellow Pad	0	.00	.00	.00	.00
Yellow Pad Not In Invent	0	.00	.00	.00	.00
Yellow Pad Not In Count	0	.00	.00	.00	.00
Total Variance	216	4.35	28037.43	26285.68	1751.75
Outstanding Sheets	0				

This will be the final review, ensure that this unite variance is good with you before proceeding with posting and finalizing the PI.

Count < Computer is the physical count that is less than the computer count(DT)
Count > Computer is the physical count that is bigger than the computer count(DT)

If you wish to print or email a specific part of the unit variance, then simply hit the drop-down arrow and select either option.

To email, select the print option and hit Enter.

Then choose the output type. Typically, this will be CSV. Click Ok

OUTPUT SELECTION

Opt	Type
<input type="radio"/>	PDF
<input type="radio"/>	TXT
<input checked="" type="radio"/>	CSV
<input type="radio"/>	XLSB

Cancel OK

Opt

- Total Inventory
- No Variance
- No Variance W/Yellow Pad
- Count < Computer
 - 1=Display
 - 6=Print
- Count > Computer
- Variance W/Yellow Pad
- Yellow Pad Not In Invent
- Yellow Pad Not In Count
- Total Variance
- Outstanding Sheets

Ok Exit Alt

Now type in the emails and hit send.

Posting Your Sheets:

Now we are ready to post these sheets. To do so, go back into the Physical Inventory Category by clicking exit.

-Click on the drop-down arrow next to the sheets you created and scroll down, and choose option 9 for posting

Opt	Date	Inventory Type	#fr	Outstanding Sheets
▼	12/05/20	From Bin *FIRST To Bin *LAST	All	0
<ul style="list-style-type: none"> 1=Enter Count ▲ 2=Yellow Pad 3=Count Variance 4=Delete 5=Display 6=Print 9=Post ▼ 				

-Click enter, and you'll be given this prompt

Physical Inventory

Opt	Date	I	#fr	
g ▼	12/05/20	F		

Post Confirmation

Press Enter to update inventory.

Press F12 to Cancel

-Press Enter to finalize the sheets. It will take a couple of minutes but after its finished the prompt will disappear and you will no longer see the sheets

Physical Inventory

Opt	Date	Inventory Type	#fr	Outstanding Sheets