

Helpful Hints for Taking Inventory

Before Inventory begins, make sure all products have a working barcode.

This will help improve the efficiency and integrity of the inventory count.



Do not hold down the red power button!

This will shut down the handheld, and could cause it to lose all inventory data. Handhelds will go into sleep mode when not in use.



Get into a steady beat when scanning.



Listen for the beeps before scanning again.

If you scan too fast, the handheld may stop scanning.

If this happens, log out of the handheld completely, then re-open the SYS-TEC program and log back in. The handheld WILL NOT lose inventory counts, and will start scanning again.



Watch the battery life!

If the power in the handheld gets too low, the handheld will reboot and may lose inventory counts. You can switch the batteries, but do it quickly.



To wake a handheld from sleep mode, press the red button once.

Get accustomed to how far away you should scan barcodes.

Some wheel or tire rows may need to be expanded to make scanning easier.

Have someone on a walkie-talkie read product codes.

Some bar codes are unreadable; some products don't have them.

It's much faster to have someone look up and a code to you than to do it yourself.



You can key these codes into the units rather than scan.

Use the stylus (fake pen) or another non-marking item on the handheld, not your fingers.

The grease in your hands deteriorates the touch screen. They are expensive so make them last!



Scan everything!

This is the best way to get an accurate count...
Don't guess, scan it!



Scan everything!