

remote inventory count

Download your inventory counts to a ScanPal hand-held device. Scan the product, update the quantity, then sync back to SalonBiz®/SpaBiz®. For convenient, accurate inventory management.



Exporting Counts

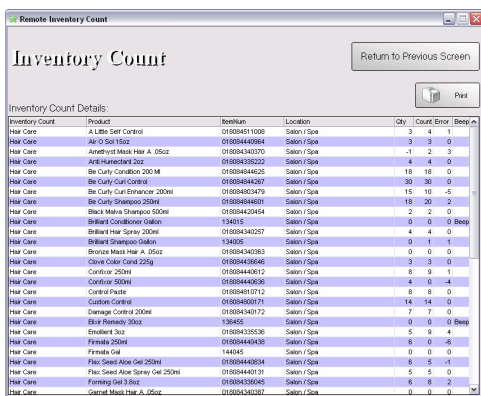
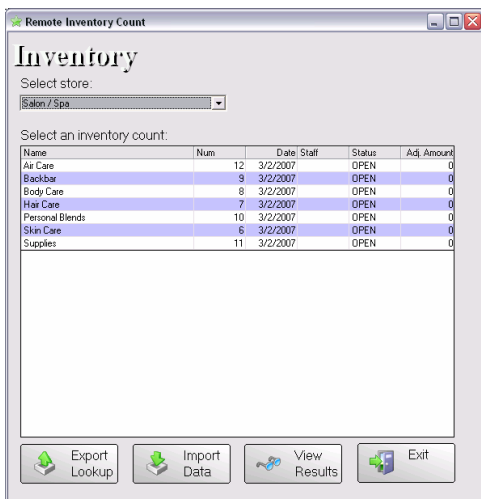
1. Make sure the ScanPal is in its docking station, connected to the inventory computer and turned on.
2. Create an inventory count in SalonBiz®/SpaBiz® on the inventory computer.
3. Open Remote Inventory Count and select the store (RIC is located in back office or on your desktop)
4. Browse to find the open count in the list of counts.
5. Select the count and click the Export Lookup button.
6. When complete the ScanPal will beep and RIC will let you know the count transferred.
7. Click the OK button.
8. Remove the ScanPal from the docking station.
9. You may close RIC.

Counting the Items

1. Press the number 1 to collect data.
2. Hold the yellow button down (red scan will illuminate).
3. Scan product. Confirm that the proper item is displayed.
4. Enter the quantity and press the Enter key on the ScanPal.
5. Repeat for all products.
6. If you scan an item more than once, the ScanPal will indicate the item was already scanned and have the choice of 1. Enter a new quantity or 2. Add to the count.
7. Press the Esc button to return to the main menu when complete.

Importing Counts

1. Place the ScanPal in the docking station and turned on.
2. Open RIC and select the store (RIC is located in back office or on your desktop)
3. Click the Import Data button, then OK.
4. If anything wasn't counted an Uncounted items box will pop up. You can make changes from this screen then click continue.
5. In RIC OK when the upload is complete. The device will send you a message that the upload was successful.
6. You may review your count by clicking the View Results button.
7. Open the count in SalonBiz®/SpaBiz®.
8. Review the count and update any quantities.
9. Press the Process button to process the count.



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Frequently Asked Questions

Can I upload multiple counts to one device?

Sure. The ScanPal stores up to 50,000 records in its memory. Simply create the counts in SalonBiz®/SpaBiz® then export them to the ScanPal.

What does the message “data not found” indicate?

The barcode that you scanned does not match an item in your inventory. Either the bar code is not linked to the proper product, or the item is not in the inventory database. If it will not scan simply press 9 and enter the item number under the barcode.

Can I enlarge the font size on the ScanPal device?

Yes. Two display font sizes are available. Simply choose settings, select font size then choose large or small.

Can I upload the same count to multiple ScanPals?

Sure. Export the same count to the scanners. The ScanPal stores the last quantity entered in the device as the accurate count. Make sure to break up the count so that only one person is counting a specific domain. Then sync each ScanPal separately.

What if I make a mistake?

Mistakes can always be edited either in the ScanPal before it is synchronized to the software or in SalonBiz®/SpaBiz® before the count is processed.

Can I still perform inventory counts on paper?

Sure. The ScanPal is a tool designed to make the process more convenient and accurate. However, manual counts are still fully functional.

Customer Support 888.809.2802

Our Customer Support team is ready to assist you in implementing this new feature. Call us to schedule an appointment for additional training.

