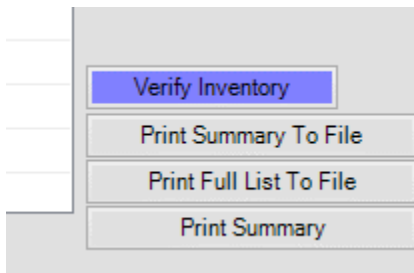


Verifying Inventory

It is highly recommended to have a barcode scanner for this process. It will shave off a ton of time and help to eliminate errors. Barcode scanners can be wired or wireless and are inexpensive. You can find them on Amazon.com and may want to search for highest rated ones.

The verify inventory button is located in the lower right hand corner of the Inventory module.



When you click the Verify Inventory button, you will be prompted to make a backup of your inventory, this is highly recommended! (if for any reason you need to revert back to the inventory in it's original status, we will need this file to restore)

You can save the file where ever you choose. You may want to create a new folder for your inventory files.

After saving, the verify inventory window will pop up

****You will need to start and complete this process on one computer only. Only have one verify inventory screen open at a time. Do not close the window until you have completed the process. Do not leave the window open over night as the nightly backup will shut Crystal down****

Verify Inventory

Scan Additional Items | Compare to Existing | Save Progress | Load File

Item UPC: Scan Another Item | [Search for UPC](#)

Manufacturer:
Collection:
Name:
Color:
Material:
Style:

1: Has_Crystal

Purchase Price:
List Price:
Sale Price:

Notes:

Eye Dbl Tpl's A B ED

UPC	Man	Name

You will scan or key in the UPC number for your inventory items. If you have a small inventory you can scan in the whole inventory in one session. If you have a large inventory you may want to break it up by manufacturer.

Enter in the first UPC and then click Scan another Item until you are done scanning/entering in UPC's

Notice that the UPC's you are scanning are being tracked at the bottom of the window

PLEASE NOTE THE "SAVE PROGRESS" AND "LOAD FILE" BUTTONS. SAVE PROGRESS WILL ALLOW YOU TO SAVE A FILE WITH YOUR CURRENT PROGRESS SAVED. WHEN YOU COME BACK, SIMPLY CLICK "LOAD FILE" AND LOAD THE FILE THAT WAS SAVED TO RESUME YOUR INVENTORY PROCEDURE.

WE RECOMMEND SAVING YOUR PROGRESS PERIODICALLY THROUGHOUT THE INVENTORY PROCESS, IN CASE YOUR COMPUTER GOES DOWN DUE TO A POWER OUTAGE OR ANYTHING ELSE.

ALSO, IT IS RECOMMENDED TO SAVE PROGRESS RIGHT BEFORE YOU PROCEED TO THE COMPARE TO EXISTING PORTION.

Verify Inventory

Item UPC

[Search for UPC](#)

Manufacturer
 Collection
 Name
 Color
 Material
 Style

1: Has_Crystal

Purchase Price
 List Price
 Sale Price

Notes

Eye ☐
 Dbl ☐
 Tmpls ☐
 A ☐
 B ☐
 ED ☐

UPC	Man	Name
675254111125	Modern Optical	Jazz
900003074704	Matshushida	MS-197
871204000369	I-dealoptics	JB109

Next, click “Save Progress” and save the file. Once the file is saved, move to the Compare to Existing tab.

We can see how many items were scanned in from the Scan Additional Items section, the current inventory number and the updated value (based upon what you scan/entered in)

Verify Inventory

Scan Additional Items | Compare to Existing | Save Progress | Load File

UPC	Brand	Collection	Name	Scanned	Inventory	Updated Value
<input type="checkbox"/> 48557391...	Altair Eye...	Genesis Series	2005	0	0	0
<input type="checkbox"/> 89570764...	Altair Eye...	Genesis Series	2005	0	0	0
<input type="checkbox"/> 78867896...	Altair Eye...	Genesis Series	2006	0	0	0
<input type="checkbox"/> 78867898...	Altair Eye...	Genesis Series	2023	0	0	0
<input type="checkbox"/> 78867899...	Altair Eye...	Genesis Series	2042	0	0	0
<input type="checkbox"/> 78867800...	Altair Eye...	Genesis Series	2043	0	0	0
<input type="checkbox"/> 78867800...	Altair Eye...	Genesis Series	2045	0	0	0
<input type="checkbox"/> 78867800...	Altair Eye...	Genesis Series	2046	0	0	0
<input type="checkbox"/> 78867800...	Altair Eye...	Genesis Series	2047	0	0	0
<input type="checkbox"/> 78867800...	Altair Eye...	Genesis Series	2048	0	0	0
<input type="checkbox"/> 35141765...	Altair Eye...	Altair Collection	A133	0	0	0
<input type="checkbox"/> 78867850...	Altair Eye...	Altair Eyewear ...	A4000	0	0	0
<input type="checkbox"/> 78867850...	Altair Eye...	Altair Eyewear ...	A4006	0	0	0
<input type="checkbox"/> 78867850...	Altair Eye...	Altair Eyewear ...	A4007	0	0	0
<input type="checkbox"/> 78867851...	Altair Eye...	Altair Eyewear ...	A4011	0	0	0

☐ check all Print To File Update Inventory manually set value

****only checked items will be updated**

****Very important, you will only want to check off the items in your inventory you want to update!! If you have scanned in ALL of your frames (recommended), click the "Check All" box. If you are scanning in one brand at a time, you must manually check ALL boxes for that brand. If you do not check a box, that frame WILL NOT BE UPDATED!**

(as you scan in UPCs, the items will check off in this section)

After you have reviewed your Updated Value section to make sure this is the number you want reflected, I recommend clicking the Print to File button before clicking Update Inventory, this is going to capture the Compare to Existing window so you can easily see what was scanned/updated in Excel.

When you are ready, click the Update Inventory button. The system will ask if you would like to update the inventory.

Print to file the changes made to inventory & close the window

Inventory Before/during verify inventory:

Quantity	Brand
5	Hilco
5	Luxottica
5	Maui Jim
15	Total In Stock

Verify Inventory

Scan Additional Items

Compare to Existing

UPC	Brand	Collection	Name	Scanned	Inventory	Updated Value
<input checked="" type="checkbox"/> 25766783...	Luxottica	Personal Collec...	PO0714	9	5	9
<input checked="" type="checkbox"/> 82367020...	Maui Jim	Maui Jim	Full Frame Nyl...	1	5	1
<input checked="" type="checkbox"/> 51997274...	Hilco	Hilco Leader Sp...	T-Zone	4	5	4

☒ check all

Print To File

Update Inventory

manually set value

4

5

4

**only checked items will be updated

Inventory After:

Quantity	Brand	Purchase	List Price	Sale
4	Hilco	0.00	0.00	0.00
9	Luxottica	0.00	0.00	0.00
1	Maui Jim	0.00	0.00	0.00
14	Total In Stock	0.00	0.00	0.00