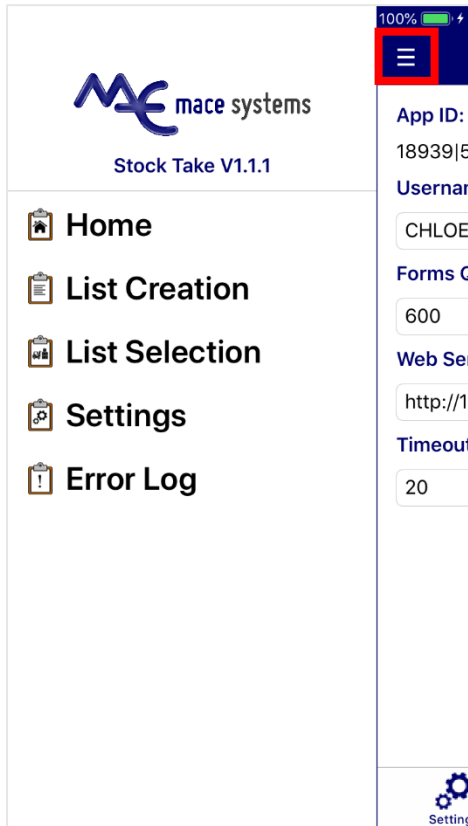


# Mobile Stock Take Documentation

## Navigation



To navigate, either slide the screen to the right, or press the three dashed lines.

To select a page, tap on the required menu option.

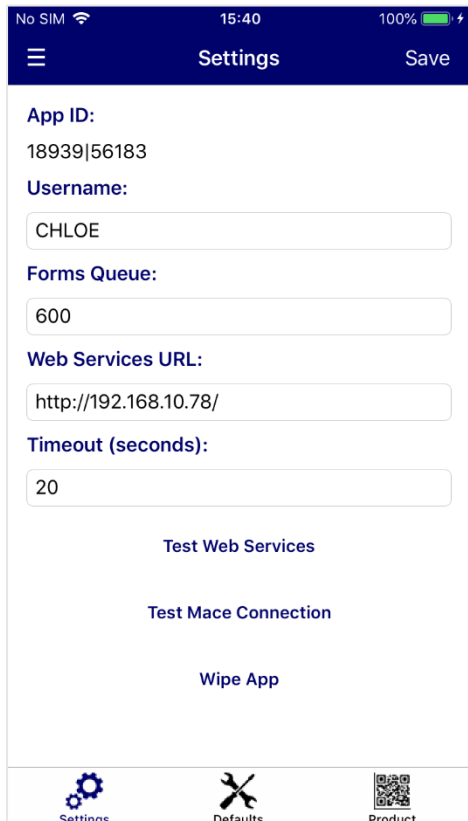
To create a new stock take list, tap **List Creation**.

To select an existing list, tap **List Selection**.

To change settings, select the **Settings** option.

To view past error messages, tap **Error Log**.

## Settings



On first set-up, you will be asked for the following details:

**App ID** – This will be generated automatically

**Username** – User ID for the device

**Forms Queue** – The forms queue for managing print processes

**Web Services URL** – The webservice URL required to connect to MACE

**Timeout (seconds)** – The delay that will occur before an error is displayed while trying to connect to MACE

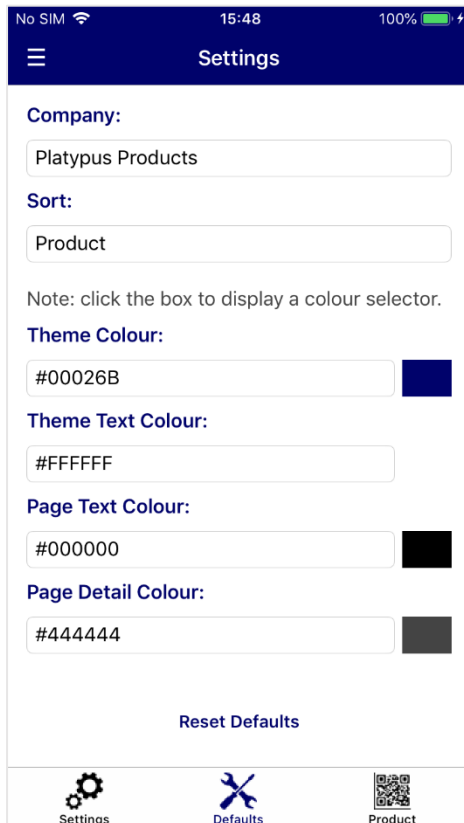
Click **Save** to preserve your settings. Additional options include:

**Test Web Services** – Test the device connection to web services

**Test Mace Connection** – Test the device connection to MACE

**Wipe App** – Clear device data and restore to default settings

## Defaults



The Defaults page can be used to set device defaults and change application colours.

**Company** – The company to connect to in MACE

**Sort** – Field which products will be sorted by

**Theme Colour** – Main colour for the application

**Theme Text Colour** – Used for text headings and titles

**Page Text Colour** – Application Background colour

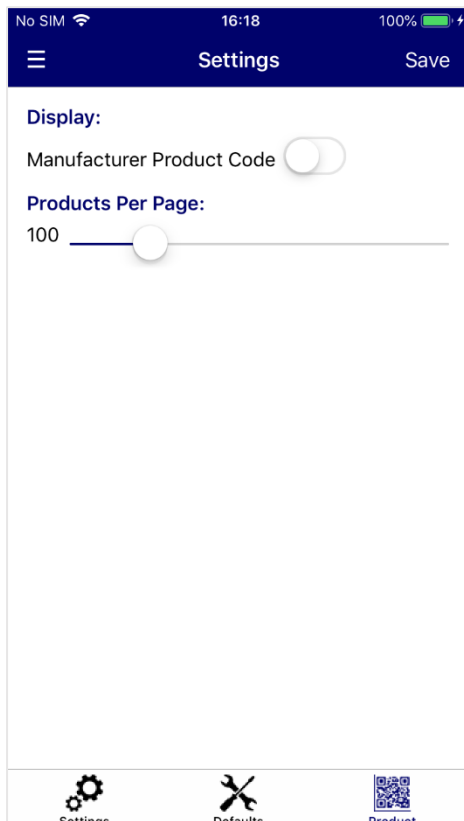
**Page Detail Colour** – Used for page text

**Reset Defaults** – Set colours to the default application colour scheme

There are multiple colour options, with the ability to enter colour names such as 'red', or type in a colour's hexadecimal code. Colours on this screen will be saved automatically.

Alternatively, clicking the box next to the textbox will open a detailed colour selection screen. Click **Save** on this screen to save your colour selection.

## Product Settings



**Manufacturer Product Code** – Toggle displaying the Manufacturer Product Code

**Products Per Page** – Number of products to show on a page before a new page is needed

Click **Save** to save your settings.

## List Creation

**Company** – The MACE company using the stock take list

**Branch** – The branch using the stock take list

**Product Type** – Choose products that are ‘Stock’, ‘Non-Stock’ or ‘Both’

**Select By** – Select products by ‘Product’, ‘Group’, ‘Supplier’, or ‘Bin’

**From/To** – Create a ‘From’ and ‘To’ range to select products from. In some cases, the selection list is populated depending on external parameters. These can be viewed with the ‘#’ button. Products and suppliers can be searched by ID, name and sort key

**Products with no Bin** – Create a list of products that do not have a bin code assigned. Only available if the ‘Select By’ type is set to ‘Bin’

**Submit** – Create a stock take list with the chosen settings

## List Selection

| Company                  |   |
|--------------------------|---|
| 1 07 November 2019 16:06 | ✓ |
| Branch: "1"              |   |
| Product: "0001" - "0001" | ✗ |
| Product Type: "Stock"    |   |
| 2 07 November 2019 16:24 | ✓ |
| Branch: "1"              |   |
| Product: "0001" - "0005" | ✗ |
| Product Type: "Both"     |   |
| 3 07 November 2019 16:39 | ✓ |
| Branch: "1"              |   |
| Null Bin Products        | ✗ |
| Product Type: "Both"     |   |
| 4 07 November 2019 16:41 | ✓ |
| Branch: "1"              |   |
| Group: "PAINT" - "PAINT" | ✗ |
| Product Type: "Both"     |   |

**Company** – The company using the Stock Take list.

**Refresh** – Refresh the list selection

**Cross** – Delete a list. This only applies for lists with no transactions

**Tick** – Completes the list and prints a stock take transactions report to the forms in the settings page. You can complete a partly taken stock take list

Tap the list to select it.

Once a device is in a list, it will become locked and another device cannot select it. The user must navigate out of the list to unlock it.

## Product Selection

No SIM 09:19 100%

< Back List 4 - 07 November 2019 Refresh

Sort: Product

Search: Scan

| Products                              |     |
|---------------------------------------|-----|
| 0001:1<br>RED MATT PAINT 2.5L         | 126 |
| 0002:1<br>SKY BLUE PAINT 2.5L         | 77  |
| 0012:1<br>MEADOW GREEN MATT PAINT     | 0   |
| 0013:1<br>YELLOW SUN MATT PAINT       | 4   |
| 0019:1<br>DEEP PURPLE MATT PAINT 2.5L | 69  |

<< < Page: 1 of 1 > >>

**Sort** – List products by ‘Product’, ‘Group’, ‘Supplier’ or ‘Bin’

**Refresh** – Refresh the products and their balances from MACE

**Search** – Filter the displayed products by code or description

**Scan** – If a product has a barcode assigned, you can scan a product barcode which will filter displayed products

**Product** – Tapping on the product will display the Item page. When a transaction has been posted for the selected product, it will be highlighted green. A product can be updated multiple times

**Multiple Bins** – If a product has multiple bins, the bin code will be displayed in brackets

**Paging** – Multiple paging options are displayed at the bottom of the screen for large lists

## Item Page (Non-Cable)

No SIM 09:23 100%

< Back Item Page Options

Product Code:  
0001:1

Description:  
RED MATT PAINT 2.5L

Group: PAINT Supplier: 0001 Bin: NEW

Warning committed stock found. Make sure committed stock ISN'T included in the count quantity.

Current Balance:  
126

New Balance:  
Please Enter a value

Transaction Reference:  
4|2

Reason:

Update

**Committed Warning** – This warning will be displayed if a product has committed stock. Depending on your parameters, the message will alert users to either include or exclude the committed stock in the count quantity

**Current Balance** – Current product balance in MACE at the time of list entry

**New Balance** – Enter a new balance for the product

**Transaction Reference** – Reference for the transaction posting

**Reason** – Reason for updating stock balance

**Update** – Update the balance in MACE. As soon as this option is selected, the product balance will be updated

There are additional features under the ‘Options’ tab.

**Product History** – Displays the transaction history for this product

**Committed Stock** – Lists the committed stock transactions

## Product History

**Product Code:**  
0001:1

**Description:**  
RED MATT PAINT 2.5L

Physical 172 On-Order 57 Allocated 82 Free 126  
Committed 46 Quarantine 22

Date From: 08/09/2019 Date To: 08/11/2019

**Transactions (11)**

Type: AJ+ Date: 03/10/2019 Quantity: 1  
Reference: REF Operator: CHLOE WADSWORTH  
Reason: FOUND

Type: TRN Date: 07/10/2019 Quantity: -1  
Reference: TRANSFER

Type: AJ- Date: 07/10/2019 Quantity: -1  
Reference: REF Operator: CHLOE WADSWORTH  
Reason: F

Type: ISS Date: 01/10/2019 Quantity: -1  
Reference: 4370:1  
Customer: 0001 JOHN SMITH

The Product History page displays the transaction history for the product. The header includes the product code, description, and the stock balances.

**Date From/Date To** – The date range to select transactions from

The transactions list will include information such as the transaction type, date, product quantity, the transaction reference, the transaction operator, and the reason for the transaction. Depending on transaction type, the list may also display the customer or supplier ID and name.

## Committed Stock

**Customer:** JACK JONES  
**Operator:** CHLOE WADSWORTH

ORD: 2350:1 Total Committed: 2  
Customer: ROBIN B  
Operator: CHLOE

ORD: 2208:1-1 Total Committed: 5  
Customer: JACK JONES  
Operator: CHLOE  
Last Print: 06/02/18 : 14:02

ORD: 2215:1-3 Total Committed: 5  
Customer: JACK JONES  
Operator: CHLOE  
Last Print: 27/06/18 : 10:50

INV: 4375:1 Total Committed: 1  
Customer: ADAM BRANCH  
Operator: CHLOE

INV: 4374:1 Total Committed: 2  
Customer: JOHN SMITH  
Operator: CHLOE

INV: 4373:1 Total Committed: 4  
Customer: JOHN SMITH  
Operator: CHLOE

**Total Committed: 42**

The Committed Stock page displays the committed stock transactions for the product. The list includes the order/invoice number, the committed amount, customer, operator and when the document was last printed. The row can be pressed to display the Committed stock Detail page.

The total committed stock is displayed at the bottom.

### Item Page (Cable)

No SIM 11:21 100%

Back Cable Item Page Options

Product Code:  
0014:1 **Add Cable**

Description:  
3.5MM COPPER CABLE

Group: Supplier: Bin:  
0002

**Warning committed lengths found. Committed lengths of cable CAN'T be adjusted.**

Transaction Reference:  
5|1

Reason:

| Cable Ref | Qty | New Qty |
|-----------|-----|---------|
| 1         | 310 |         |

Update

**Committed Warning** – This warning will be displayed if a cable has committed lengths.

**Transaction Reference** – Reference for the transaction posting

**Reason** – Reason for updating cable balance

**New Qty** – Enter a quantity per length of cable. Type 0 to delete a cable quantity from MACE

**Add Cable** – Displays the ‘Add Cable’ page, which will allow you to add new lengths of cable

**Update** – Update the balance in MACE. As soon as this option is selected, the product balance will be updated

**Product History** and **Committed Stock** can also be found under the Options tab.

### Add Cable

No SIM 11:22 100%

Back Add Cable Page

Cable Reference:

Quantity:

Add

The Add Cable page can be used to add new lengths of cable.

**Cable Reference** – Reference for the new length of cable

**Quantity** – The new length quantity

**Add** – Complete the details and add the new length to the list

## Unlock Stock Take

If a stock take list is locked by the system but not currently in use on a device, the list can be unlocked through the Unlock Stock Take process. This can be found under the **Stock Control | Miscellaneous** menu options.

At the List ID prompt, enter the list ID or press '#' to display a list of locked stock take lists. When a list is selected, hit 'Y' to unlock the list. However, this will remove the lock from the device and stop the user from being able to post transactions to that list.

Unlock Stock Take in BRISTOL (770) Print Screen

Platypus Products      Unlock Stock Take      P14676      08/11/19

List ID

| Stock Take Selection :- |          |       |       |  |
|-------------------------|----------|-------|-------|--|
| ID                      | Date     | Time  | User  |  |
| 1->2                    | 08/11/19 | 09:22 | CHLOE |  |
| 2 4                     | 08/11/19 | 11:01 | CHLOE |  |

Press 'U'p/'D'own/'N'ext/'P'reviuous page/'S'elect/Number or RETURN

Unlock Stock Take in BRISTOL (770) Print Screen

Platypus Products      Unlock stock Take      P14676      08/11/19

List ID 4

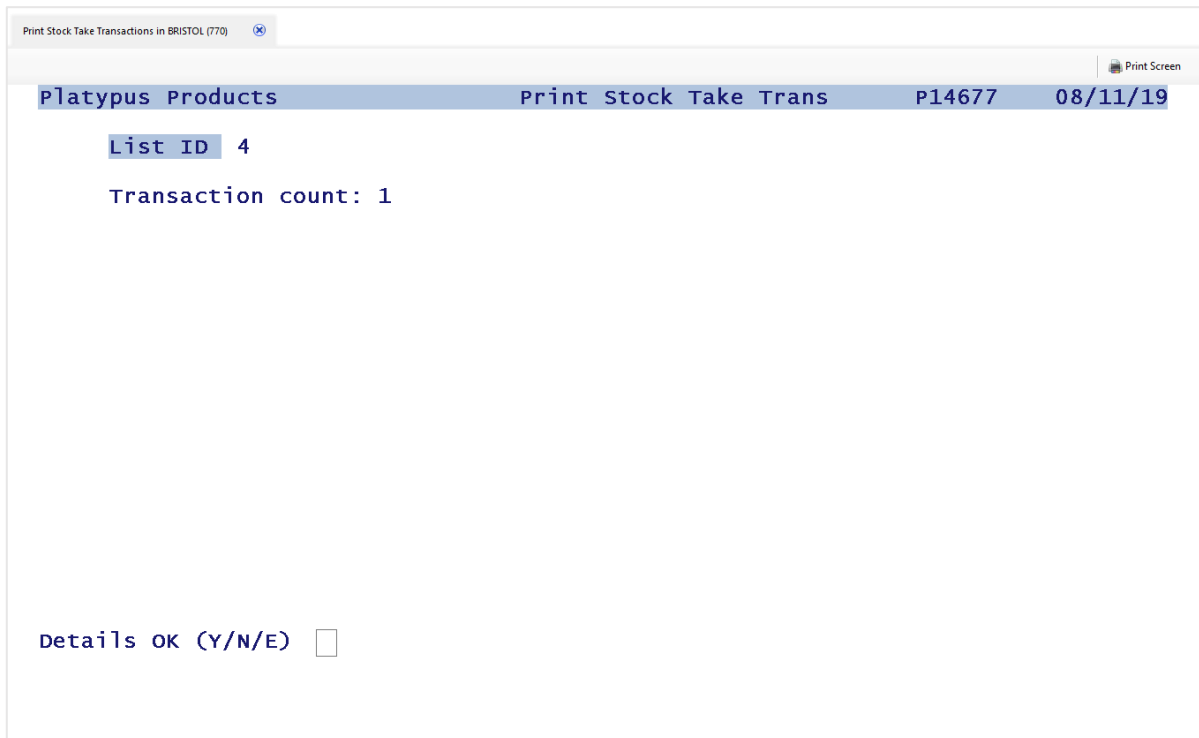
Locked by: 18939|56183 (CHLOE )  
 Locked Date: 08 NOV 2019  
 Locked Time: 11:01

The lock on this stocktake list will be removed. continue (Y/N/E)

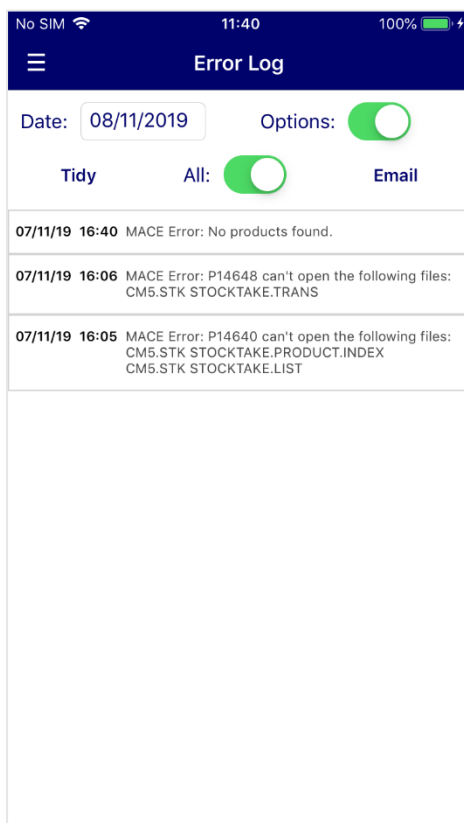
## Print Stock Take Transactions

Stock take lists can be printed with their transactions using the Print Stock Take process. This can be found under the **Stock Control | Miscellaneous** menu options.

At the List ID prompt, enter the list ID. The number of transactions in this list will be displayed. Hit 'Y' to print the list.



## Error Log



**Date** – List error messages on a set date

**Options** – Display options bar

**Tidy** – Clear error messages older than 60 days old

**All** – View all messages regardless of set date

**Email** – Email error log to MACE Support