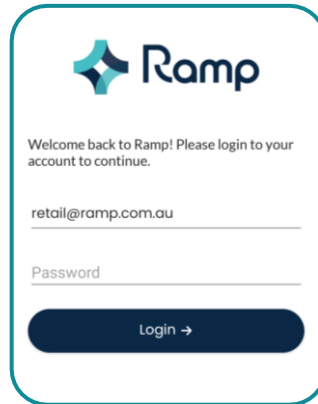# Ramp

How to Guide

Performing a Stocktake

1 Log into the Device

Enter your given username and password into the respective fields. Tap on the **Login** button to access the device.

2 Open Stock Management

To navigate to the stocktake function, tap on the **Stock Management** tile.

3 Open Stocktake

Continue navigating to the stocktake function by tapping on the **Stocktake** tile.
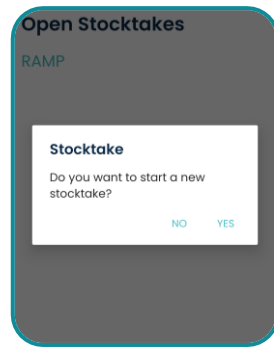
4   Starting a Stocktake

You will be prompted to start a new stocktake. Press **Yes** to begin.

If a prior stocktake has already been started, skip to step 5.
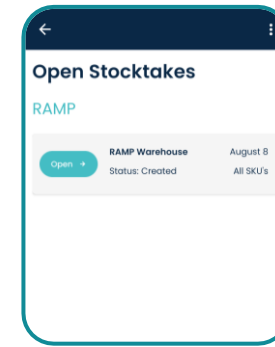

5   Resuming a Stocktake

If you have an existing stocktake present, it will be listed in the **Open Stocktakes** section.
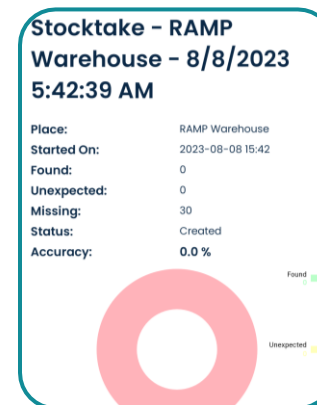
Tap on the stocktake location you wish to resume.

6   Stocktake Summary

A summary page will be shown, outlining the stocktake location and expected number of items to stocktake shown as missing items.
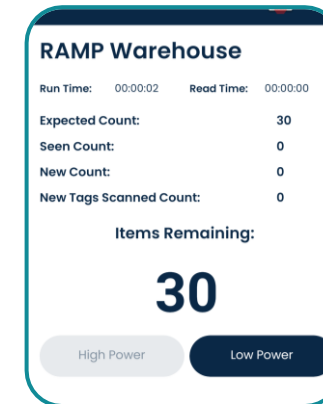
7 Cycle Count

To start scanning items and fulfilling the stocktake, tap on **Cycle Count** at the bottom of the screen.

Cycle Count

8 Cycle Count Summary

A summary page will be shown, with the remaining number of items to be scanned from this stocktake.

RAMP Warehouse

Run Time:	00:00:02	Read Time:	00:00:00

Expected Count:	30
Seen Count:	0
New Count:	0
New Tags Scanned Count:	0

Items Remaining:

30

High Power | Low Power

9 Scanning Items

Tap the Trigger quickly on the handheld to begin scanning items.
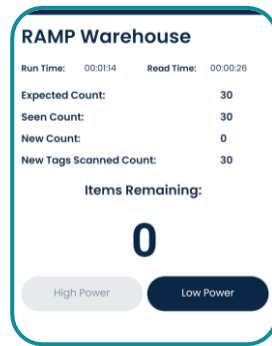
The bottom of the screen will shown **Reading** to indicate the handheld is scanning.

Reading

Ramp

10 Items Remaining

As items are scanned, the **Items Remaining** value will steadily decrease. Continue scanning until the **Items Remaining** value reaches 0 or beeps are no longer heard.

11 Uploading

Once the scan is complete, **tap the trigger quickly** to stop scanning. Upload the scanning results for processing by pressing **Upload.**

Upload

12 Uploading Cont.

The upload process requires an active network connection. Ensure that the device is connected to the internet before pressing **Upload**. Failure to do so may result in a failed upload and no scanned items will be recorded against the stocktake.
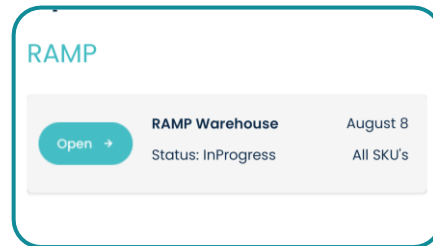
13 Processing

Once uploaded, you will be returned to the main screen. **Follow steps 2 to 5** to return to the stocktake for completion.

The stocktake will be ready to complete when the status shows **In Progress**.

RAMP

| Open → | RAMP Warehouse | August 8 |
| | Status: InProgress | All SKU's |

14 Complete the Stocktake

Once you have reviewed the summary, you can complete the stocktake by tapping on **Complete.**

Confirm that you want to complete the stocktake by pressing **Yes.**

Complete

Ramp