

How to Guide

Performing a SKU Lookup



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Log into the Device

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



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Open Stock Management

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



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Open Lookup SKU

Continue navigating to the Lookup SKU function by tapping on the **Lookup SKU** tile.



4 Search SKU

Search for the SKU that you wish to locate and a list of results shall appear. **Tap** on the correct SKU to continue.



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SKU Information

Once a SKU has been selected, information about the SKU will be shown, including barcode numbers, pricing and any additional properties that may be recorded against the SKU.



Stock Check

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To check the stock levels of a given SKU, return to the SKU search page and search for the selected SKU. Once done, **swipe-right** on the SKU to reveal the *Stock* option.







Stock Count

The stock levels for the given SKU will be shown for each location the stock is found in.



