Topic: **USING THE USTOCKTAKER APPLICATION FOR STOCKTAKING**
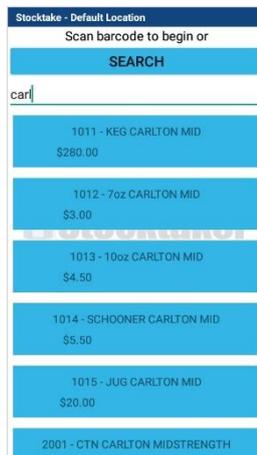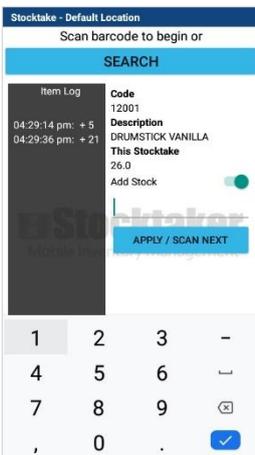
uStocktaker is a custom Android app designed to integrate with Uniwell Lynx for stocktaking and other stock control functionality. Initial set up and configuration of the Android PDT and uStocktaker will need to be performed by your Lynx Software support provider. *This tutorial assumes that you have a working connection between your PC and the PDT.*

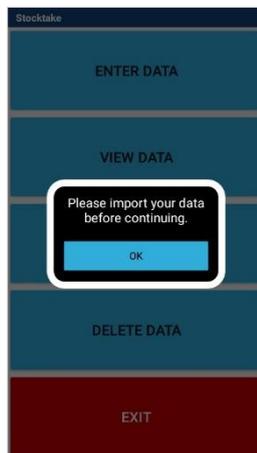## Preparing to do your Stocktake

- Before starting the stock count, 'Import Stock' from Uniwell Lynx into uStocktaker – this updates all items, barcodes and prices in the PDT
- Select 'Stocktake'
  - You can verify that no existing Stocktake data exists in uStocktaker by selecting 'View Data'
  - If old data exists, you can 'Delete Data'
- When you are ready to begin your stock count, select 'Enter Data'

Performing the Stock Count

- From the stocktake screen, scan the barcode of the item you are counting, use the number pad to enter the count and press 'Apply/Scan Next'
  - You only need to count what you currently see – uStocktaker will tally up multiple counts of one item
  - If you are counting Linked Items (eg. Cartons/6 packs/singles), Uniwell Lynx will collate and correctly add the components
  - If an item doesn't have a barcode, you can press 'Search' & type the product description
- Repeat this process as you work through an area
- Once the count is completed, press the 'back' button on the PDT to return to the main screen

Sending Data to Uniwell Lynx

- If you are ready to import your stock count data into Uniwell Lynx, select 'Export to PC' & confirm
- Once exported, the Stocktake data will be copied to the Dropbox/FTP folder ready for import into Uniwell Lynx
  - The export process deletes the stock count data from the PDT

IMPORTANT: Once you have exported the data from uStocktaker, complete the import process into the Stocktake screen in Uniwell Lynx before continuing

- Once your stock count has been correctly exported from uStocktaker & imported into Uniwell Lynx, you can continue the stocktake in another area of your venue
- Uniwell Lynx appends the data of successive counts from uStocktaker into the current stocktake