Roles and preparation

Who does what

Promodiser maintains a private stock-card ledger, prepares total pieces per Box / Rack, and confirms preparation. Coordinator opens Opening, Full or Month-end count sessions and manages scanner devices. Promodiser may separately record their own blind Cycle Count of selected items. System stock balances remain hidden from Promodisers.

Private stock card

Open My Stock Card in the tablet. Record opening entries, receipts, sales, returns, pull-outs, damage or loss with a reference. Entries belong to the assigned Promodiser; Admin may read them. Coordinator cannot view the private ledger. The card is a separate record and never posts system inventory.

Prepare locations

Coordinator creates a session for an assigned store and designated Promodiser. New count references include the store code and department initial: B = Boys, G = Girls, L = Ladies, M = Mens, D = Demo. Promodiser opens the session and prepares Box 1 through Box 100. Names may be changed to Rack 1, Rack 2 or another unique location. Enter TOTAL PIECES per location only: for example Box 1 = 10, Box 2 = 5. Blank means unused; zero means a used but empty location.

Confirm preparation

Check the private stock card and declared totals, then confirm. Confirmation locks the declared quantities and freezes the stock-card snapshot for this count. These expected values are hidden from the Coordinator while counting. Keep stock movements controlled during counting and report any intervening sales or transfers.

Two different comparisons

Box comparison: declared total pieces versus scanned total pieces. Item comparison: combine scans of each barcode across all boxes and compare with that barcode in the frozen private stock card. Equal box totals do not guarantee correct quantities per barcode. Admin can see both comparisons.

Scanner setup and counting

Connect each scanner

Coordinator selects an available location, enters a scanner label and creates its one-time QR. On the scanner device open Login > Link Device > Link to Inventory Count and scan the QR for settings. The invitation expires after 30 minutes and cannot be reused after connection. Store-device pairing is separate.

Record the counter

Enter the counter name and take a selfie on the scanner. Confirm the registration; the photo records who operated the device and is not an identity-verification result. Authorized count monitoring users can view it. Do not register another person without their knowledge.

Sync before scanning

Download the product master file and Box / Rack locations. Scanning is blocked until registration, the full master download and location settings are ready. The assigned location can then be scanned offline. Expected location totals are stored as sealed data; the scanner cannot read them. Do not clear browser data or switch devices while uploads are pending.

Scan one piece at a time

Each accepted barcode scan adds ONE piece. No manual quantity editing is allowed in a linked box session. Select Good or Damaged before scanning the unit. Camera detection pauses and shows the item, barcode and description with sound / vibration; use Scan another item to continue. A hardware scanner sends the barcode and Enter once for each piece.

Submit a location

Review the captured items and pending count. When online, upload pending scans and press Submit Box. The server confirms the total before the box is treated as submitted. Pending Upload is not a confirmed submission. Retry preserves event references so the same upload is not counted twice. Switching to the next assigned location requires an online assignment from Coordinator.

Monitoring, reconciliation and stock posting

Monitor the session

Open Count Sessions / Private Stock Card. Monitor devices, counter name/photo, assigned location, last contact, pending uploads, submitted locations, current-round barcode totals and audit history. Monitoring refreshes automatically while visible. Offline pending totals are last reported information. Admin has the private-card comparison; Coordinator remains blind to the private card and its item variance.

Resolve a box difference

After box submission, compare declared and scanned total pieces. If a recount is needed, Coordinator records a reason and starts a new round. The new round replaces the old round in consolidation; the old scans remain in history. Do not simply scan the entire box again into the same round.

Confirm and submit the session

When all used locations are server-confirmed, Promodiser confirms box reconciliation with findings. Coordinator submits the consolidated barcode counts into the stock-count Review workflow. Capturing scans, submitting a box or submitting the session does not change system stock. Authorized review and posting are separate.

Negative variance example

Expected 10, actual 9: recount and check pending sales, pull-outs and transfers first. Record the actual 9 and explain the missing unit using the linked variance / adjustment workflow. Use Loss / missing stock only after investigation; include the count and incident reference. Stock changes only when the authorized adjustment is posted. Never post another minus-one adjustment for the same discrepancy.

Positive variance example

Expected 10, actual 12: recount and check unposted delivery, return or transfer. Correct the source document where applicable. If the extra two are confirmed, use Found / excess stock with findings and the count reference. If the source remains uncertain, leave it under investigation and do not post. Only the posted authorized adjustment changes the balance.

Damage and pull-out examples

Eight good plus two damaged is ten physical pieces. Flag the damaged units during scanning and separate them physically. Coordinator / EDP reviews whether damage was already deducted before posting an authorized damage adjustment. Posted pull-out units must be kept separate from store count stock. If a count was wrong, correct it before posting; after posting, use a reviewed correction count for the CURRENT actual quantity, not a duplicate pull-out.