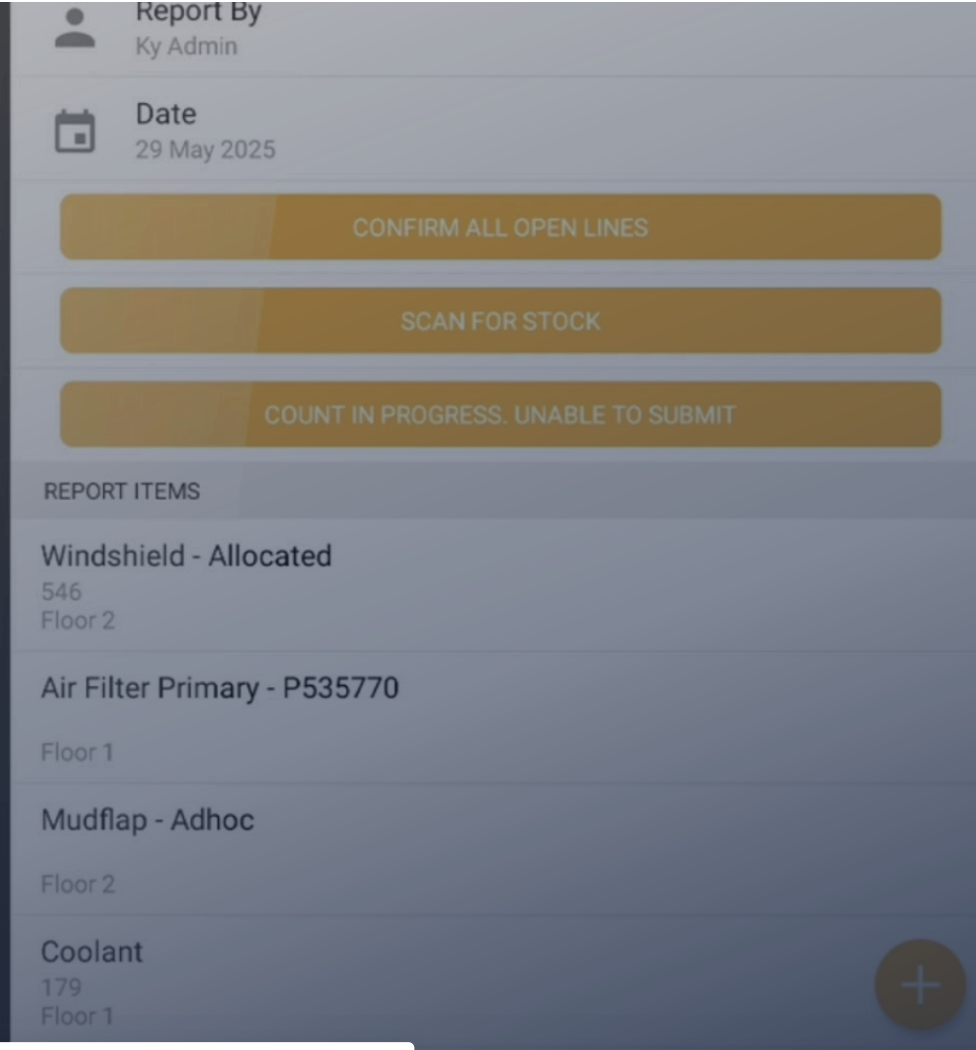




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION · INVENTORY · PART 3 OF INVENTORY MOBILE

Run Mobile Stocktakes *and Scan Barcodes*

Counting stock on the floor. Creating a stocktake report with its rules, scanning barcodes and QR codes with the phone camera, and adding items by hand where a scan will not do.

3 CHAPTERS

1 MIN 31 SEC

INVENTORY

MOBILE USERS · STORES & DRIVERS

FEATURE GUIDE · 1 MIN 31 SEC

What this feature covers

Three stages, six steps: the reports dashboard, creating a report and setting its rules, then counting by scan or by hand.

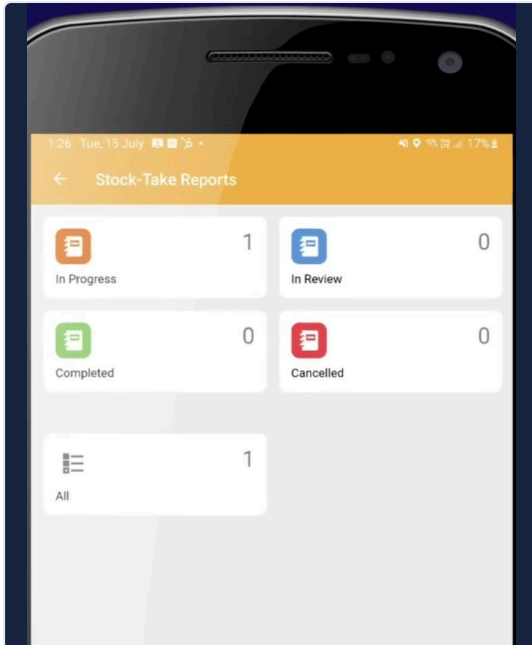
CH 01	Open the stocktake reports Reports group by where they have got to.	00:00–00:30
CH 02	Work the count The report lists what to count, and the camera does the finding.	00:30–00:50
CH 03	Add and confirm items Anything the scanner cannot find is entered by hand.	00:50–01:31

- **The rules are set up front.** Variance allowed, whether new stock can be added mid-count, manual costing and whether descriptions are required are all decided when the report is created.
- **A count in progress cannot be submitted.** The report says so until every open line is confirmed, so a half-finished stocktake cannot be posted by accident.
- **Confirm and Scan Again is the fast path.** It saves the line and jumps straight to the next scan.

READ AS Screens are captured from the walkthrough video at the timestamp shown on each step. Product names, counts and dates are demonstration data.

Open the stocktake reports

Reports group by where they have got to.

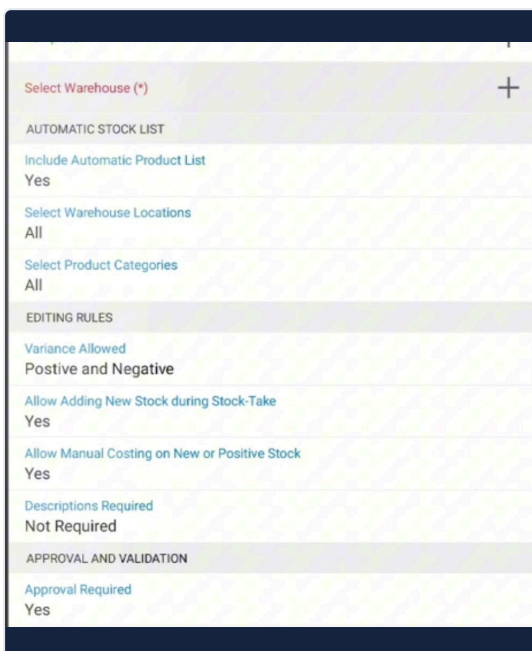


STEP 1 • 00:06 IN THE VIDEO

Read the dashboard

Reports group by status: in progress, in review, completed and cancelled, with the full list beneath.

CHAPTER 01 • STEP 1 OF 2



STEP 2 • 00:20 IN THE VIDEO

Set the report rules

A new report takes the warehouse, whether to include the automatic product list, which warehouse locations and product categories to cover, the variance allowed, whether new stock can be added during the count, whether manual costing is allowed, and whether descriptions and approval are required.

CHAPTER 01 • STEP 2 OF 2

Work the count

The report lists what to count, and the camera does the finding.

STEP 1 • 00:35 IN THE VIDEO

Open the report

The report shows who raised it and its date, with **Confirm All Open Lines**, **Scan For Stock** and the report items listed by product and floor.

CHAPTER 02 • STEP 1 OF 2

The screenshot shows a mobile app interface for a report. At the top, it says 'Report By Ky Admin' with a user icon. Below that is 'Date 29 May 2025' with a calendar icon. There are three orange buttons: 'CONFIRM ALL OPEN LINES', 'SCAN FOR STOCK', and 'COUNT IN PROGRESS. UNABLE TO SUBMIT'. Below these is a section titled 'REPORT ITEMS' with a list of items: 'Windshield - Allocated' (546, Floor 2), 'Air Filter Primary - P535770' (Floor 1), 'Mudflap - Adhoc' (Floor 2), and 'Coolant' (179, Floor 1). A plus icon in a circle is at the bottom right of the list.

STEP 2 • 00:43 IN THE VIDEO

Scan for stock

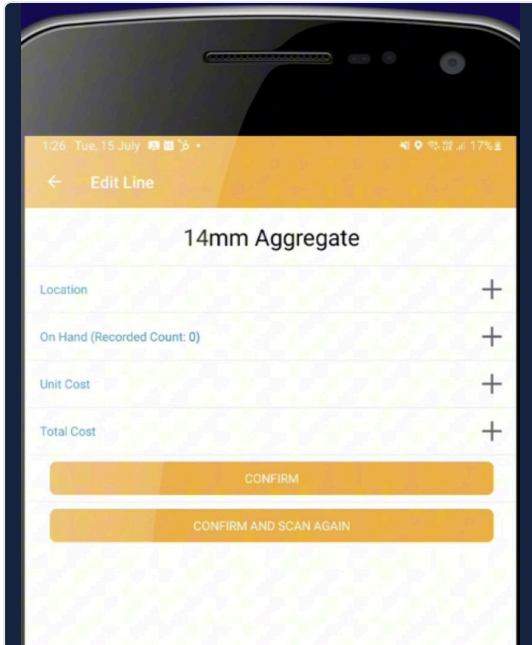
Scan For Stock uses the phone camera to read barcodes and QR codes, matching each to its line on the report.

CHAPTER 02 • STEP 2 OF 2

This screenshot is similar to the previous one but includes a 'Warehouse Maintenance Warehouse' header at the top. The 'SCAN FOR STOCK' button is highlighted with a red border. The 'REPORT ITEMS' list is the same as in the previous screenshot.

Add and confirm items

Anything the scanner cannot find is entered by hand.

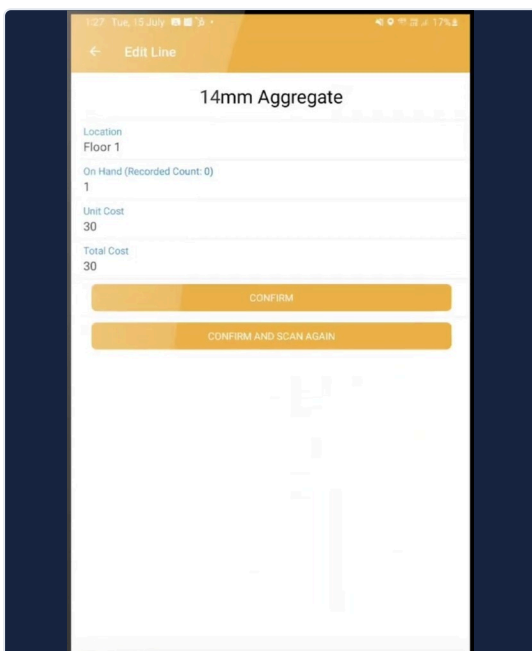


STEP 1 • 01:00 IN THE VIDEO

Edit a line

A line takes its location, on-hand recorded count, unit cost and total cost. **Confirm** saves it; **Confirm and Scan Again** moves straight to the next item.

CHAPTER 03 • STEP 1 OF 2



STEP 2 • 01:18 IN THE VIDEO

Add items manually

Items can be added and categorised by hand where a scan is not possible, then confirmed the same way.

CHAPTER 03 • STEP 2 OF 2

NEXT

Where to go next

This guide covers one part of the inventory module. The rest of the series covers it end to end.

NEXT UP - Inventory Mobile 04

Transfer stock between warehouses

BACK TO Inventory Mobile 02

Check warehouse stock on your phone

THE REST OF THE INVENTORY MODULE

Ask your Kynection account manager for the web guides in this series

MORE IN THIS MODULE

Inventory Mobile 01	Manage your inventory from your phone (module overview)
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Inventory Mobile 02	Check warehouse stock on your phone
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Inventory Mobile 04	Transfer stock between warehouses
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Inventory Mobile 05	Create and manage packing slips
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