



## Stores Control using wireless scanners

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*“We have to do a full stock check this weekend”.* An easy enough sentence to say you might agree, but conducting a full paper-based stock check and manually posting stock adjustments afterwards is certainly no easy task!

### *Make your Stock Checking and Goods-in procedures a lot easier with our superb EasyRetail Stores Control Solution*

Retailers must perform stock checks to satisfy themselves that they aren't losing money; they need to know that their stock isn't literally “walking out the door” (front or back) and that customers are not getting more goods on delivery than what they paid for. The majority of shop owners would like to perform regular stock takes but in most cases only one gets done at the end of the retailer's financial year for the purposes of valuing the stock.

Of course the big problem with doing regular stock checks is logistics i.e. time and manpower. The retailer's dilemma is how to conduct a stock take that is both quick and painless so that the business doesn't grind to a complete standstill whilst it is in progress. Now for the good news: we can solve this dilemma because we have the perfect solution in the form of our **EasyRetail Stores Control Module**, which is based round the rugged and versatile **Unitech HT-630** portable data terminal (PDT).

Delightfully easy to operate, the **HT-630**, with built-in laser bar code scanner and mobile phone type keypad, alleviates the drudgery and hassle of doing stock-takes. The HT-630 is designed to capture physical stock information quickly by scanning the product's bar code label. The EasyRetail stores control software will allow Multiple HT-630s to be used to perform a stock check exercise however the majority of checks can be done using a single PDT, as one HT-630 can store literally thousands of scans in its large memory storage.



When all the physical stock has been scanned, the quantity counts in the PDT's are uploaded into EasyRetail and "posted" to adjust the live stock balances. The EasyRetail Stores Controller Module prints a variance report before the adjustments are posted and the posting procedure automatically prints a list of the adjustments it has made. After the adjustments are posted you can print a stock valuation report to obtain an accurate value of your physical stock holding. You can e-mail a copy of the report to your accountant using your EasyRetail e-mail system.

The EasyRetail Stores Control Module has another very useful string to its bow: a **Goods-In Module**. This additional module is there to allow you to use your HT-630 to book new stock received from suppliers into EasyRetail. The Goods-In Module, like the Stock Check Module, is designed to take the drudgery out of booking in stock that has just arrived into your shop or store. The Goods-In Module will update your In-stock balances and any matching EasyRetail Purchase Order Transactions from the scans entered into the PDT's.

## Unitech HT-630 PDT Technical Overview:

- *4 Megabytes of RAM allows you to store thousands of scans before an upload to EasyRetail is necessary*
- *Easy-to-use mobile phone type Keypad*
- *In-built button activated high-resolution laser bar code scanner*
- *Safe drop from 1.3 Meters height*
- *Communication Cradle that also re-charges the unit's battery*
- *Software modules for stock taking and goods-in procedures*

## Implementing a Stores Control System in your business:



The first step is to make sure that all your stock items are clearly labelled with barcodes. Most products now come from the manufacturer with an EAN barcode on the outer packaging, however, you will nearly always have un-boxed display items and other non-labelled products and these should be labelled using in-store labels that you can print from EasyRetail. EasyRetail has two options for printing in-store barcode labels: 1) you can print on A4 sheet AVERY labels using a standard inkjet/laser printer or 2) print off thermal transfer labels using a Cognitive Blaster Advantage label printer, which we supply.



The second step is to invest in a hand-held portable data terminal (PDT) such as the Unitech HT-630, which has an in-built laser scanner. A HT-630 will allow you to process stock check and goods-in procedures in a fraction of the time it would normally take to do the same tasks manually using paper records. PDT's also eliminate those silly, but often costly, clerical errors caused by incorrectly writing down the counted quantities on stock check sheets and supplier despatch notes.

Bar coding all your stock and performing regular stock takes also helps to reduce the problem of "missing stock" by sending a message to your employees and delivery personnel that you have a safe and secure stock control system that can track the movement of every item of stock that has come through your premises.

When stock is delivered from the supplier to your door, a PDT simplifies the receiving process. You just scan the bar code on the box or the outer packaging and key in the quantity you have received along with the supplier's delivery note number and your own purchase order reference. When all the receipted items have been recorded into the PDT you just place the unit in the docking station and the Stores Control Module will import the scans and update your stock levels and purchase order records.

The final step involved in implementing a proper PDT based stores control system is to invest in our EasyRetail Stores Control Sub-system, which comprises the software modules you need to operate the PDT's, upload the scan transactions into EasyRetail and post the transactions to the update your stock system.



Investing in a PDT based stores control system is not as expensive as it was a few years ago. The retail prices for portable data terminals, laser scanners and thermal label printers have come down dramatically in recent years:

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