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Application Overview

What is CountQwik

CountQwik is a simple-to-use inventory audit application that features enterprise-class barcode scanning and mobile data collection features. The application can connect or share data with virtually any POS, retail, or inventory system.

CountQwik features two inventory audit modes:

- 1- Full Inventory Scan – This enables an organization to conduct a 100% inventory for all inventory items. Typically performed when operations are not taking place so inventory does not change.
- 2- Cycle Count Scan – This enables an organization to conduct specific subsections of inventory audits.

Who CountQwik Helps

CountQwik is designed to help small businesses to large multisite organizations who seek to use best-in-class barcode scanning technology to complete inventory audits.

- Private Single Store Retailers
- Private Multi-Store Retailers
- Large Retail Chains that need a blind audit
- Inventory Audit and Accounting Vendors that need to share audits with customer software systems
- Virtually any organization that wants to do inventory audits more efficiently

System Requirements

CountQwik Mobile

- Mobile Device
 - o A handheld device, tablet, or smartphone running Android Version 7.1 or greater.
 - o A trial or subscription to the CountQwik software.

CountQwik Cloud

- Personal Computer or Tablet with a running browser (Google Chrome preferred).
- Software / Inventory System capable of exporting common delimited files such as .csv, .tab, and pipe (Excluded delimiters \r, \n, ", \uffff) or API connectors.
- Active or trial account for CountQwik.

Installation

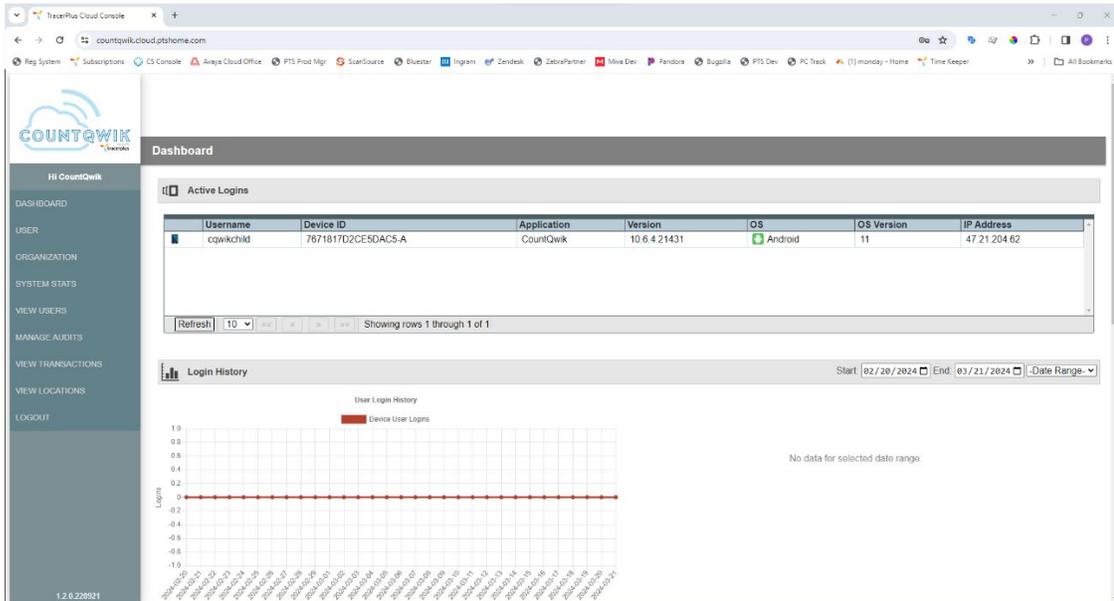
Mobile App Installation

1. On the device home page, find and tap the icon corresponding to the **Google Play Store**.
2. **Login or Create an account** to the **Google Play Store**.
3. Once the **Google Play Store** has launched and you are successfully **Logged In** follow these steps:
 - a. Search for **“CountQwik”**.
 - b. Search the results for the application.
 - i. Make sure the developer of the application is **Portable Technology Solutions**.
 - ii. The Icon of the application looks like this: 
 - c. Click on the application to access the **CountQwik Google Play Store** page.
 - d. Click the **Install** button.
 - e. If the **CountQwik** application has been installed successfully you should see the option to **Open** it.
 - f. Click **Open** or return to the home page of the device.
4. The **CountQwik** application should now appear in the list of applications on the device.
5. Tap the **CountQwik** icon to open if you did not choose to open the application after installation in step 3f above.
6. Use your credentials to **log in** (Username and Password).
 - a. If you do not have credentials and/or you have not purchased a subscription to the **CountQwik** application, please contact:
 - i. An account rep at 1-877-640-4152.
 - ii. Or visit <https://www.ptsmobile.com/> and chat with an Account Representative.
7. The application installation process is now complete. Please follow the steps below to **log in** to the **CountQwik Cloud Portal**.

CountQwik Cloud Access

1. Open a web-enabled internet browser (i.e. Google Chrome, Firefox, or Microsoft Edge).
2. Go to <https://countqwik.cloud.ptshome.com>.
3. Enter your credentials and click **LOGIN**.
 - a. If you do not have credentials and/or have not purchased a subscription to the **CountQwik** application, please contact:
 - i. An account rep at 1-877-640-4152.
 - ii. Or visit <https://www.ptsmobile.com/> and chat with an Account Representative.

- Upon successful **Login**, you will be welcomed by the dashboard page and a selectable menu on the left-hand side.



- DASHBOARD** – Account metrics, license count, login history, useful links.
 - USER** – Interface to update the current user’s information and/or reset password.
 - ORGANIZATION** – Account information in a **View Only** format.
 - VIEW USERS** – View all users associated with the logged-in **CountQwik** account.
 - MANAGE AUDITS** – Start, view, and manage audits.
 - VIEW TRANSACTIONS** – View all transactional data of **CountQwik** scans for the logged-in **CountQwik** account.
 - VIEW LOCATION** – View and add locations to the audit.
 - LOGOUT** – Logs the user out of the **CountQwik Cloud**.
- Please proceed to the operational steps of the **CountQwik Mobile Application** and **CountQwik Cloud** below to get started.

Trial and Purchase

Requesting Trial Access

- To request a free trial of CountQwik, please contact us at sales@ptshome.com.

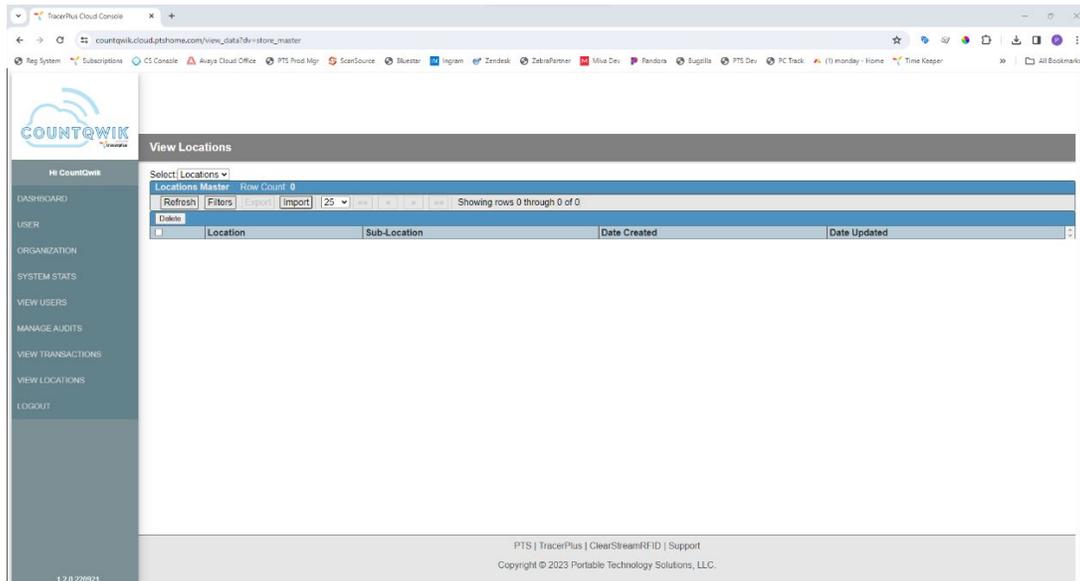
Purchase CountQwik

- To purchase a CountQwik subscription, please contact us at sales@ptshome.com.

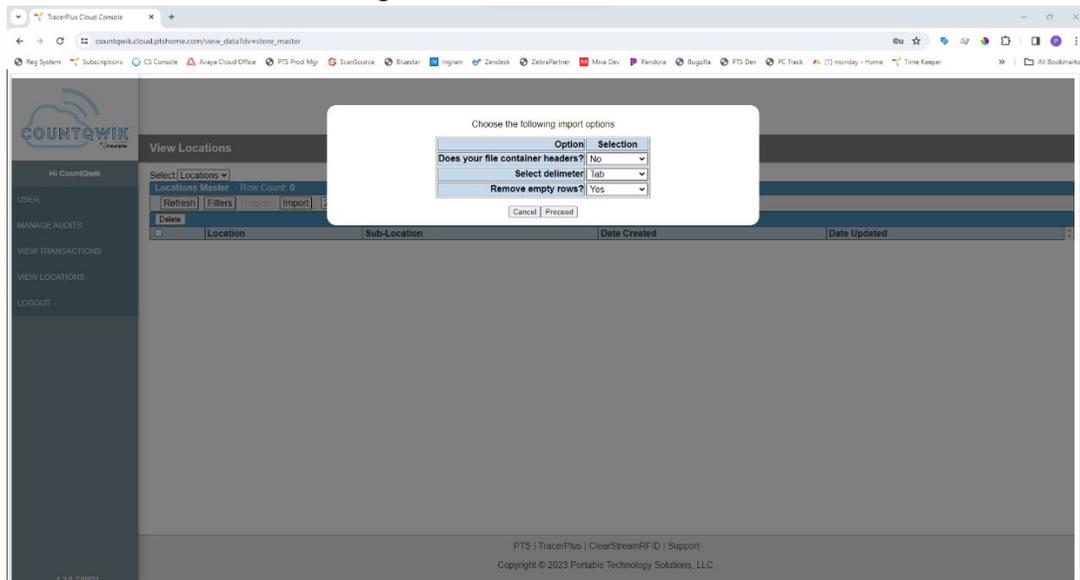
Adding and Viewing Locations

Prior to creating new audits in the **CountQwik Cloud**, you must define a list of Locations and Sublocations to be used for your audits. Follow the steps below to import your list of Locations.

1. Login to the **CountQwik Cloud** at <https://countqwik.cloud.ptshome.com/>.
2. Click **VIEW LOCATIONS** on the left-hand menu.

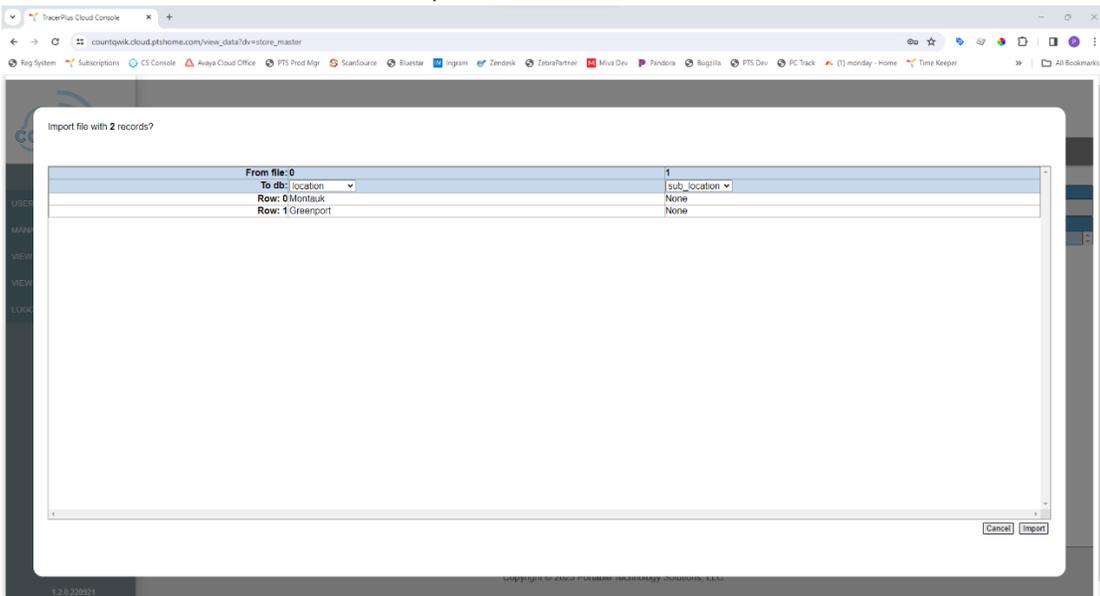


3. Drag your locations file (**.txt** or **.csv**) into the grid shown on this page. We recommend using a **Tab delimited .txt** file with a Location and Sub Location. If you do not have a sub location, this should be set to **None** vs leaving it blank.

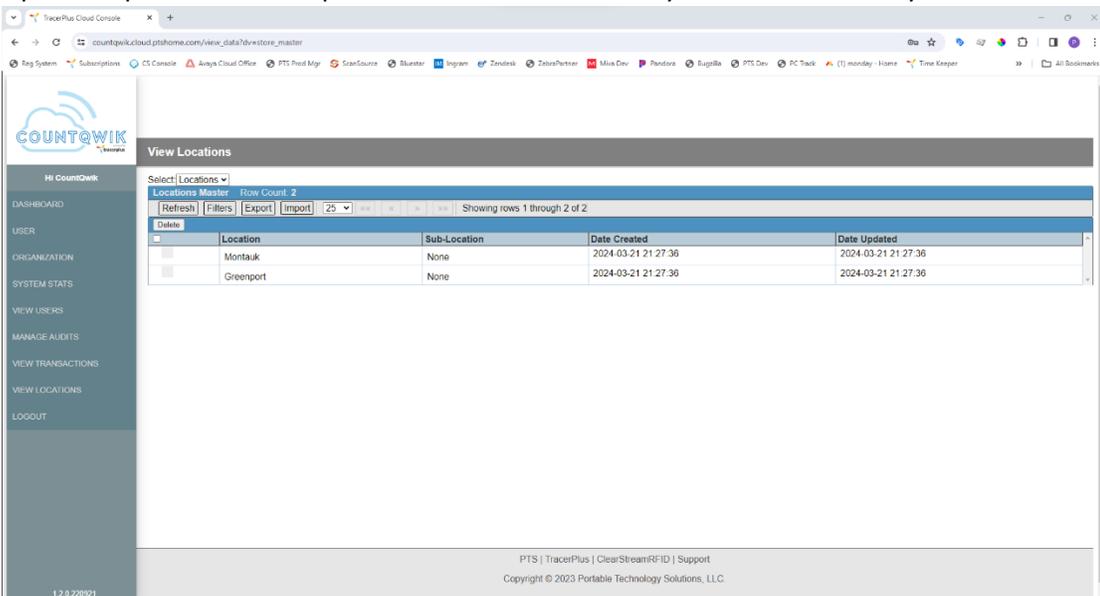


4. Select the appropriate **Import Options**:
 - a. Does your file contain headers: Select **Yes** if the file you exported contains column names, otherwise **No**.
 - b. Select delimiter: Set to **Auto Detect**.
 - c. **Remove empty rows**: Set to **Yes**.

5. Click **Proceed**.
6. A screen will show the records to import.



7. Set the “to db” fields to the appropriate field using the drop-down above each column.
 - a. **location** – Set to the location field in your import file, required.
 - b. **Sub_location** – Set to the sub-location field in your import file, required.
8. Click **Import**.
9. Upon completion of the import click the **OK** button and you should now see your locations.



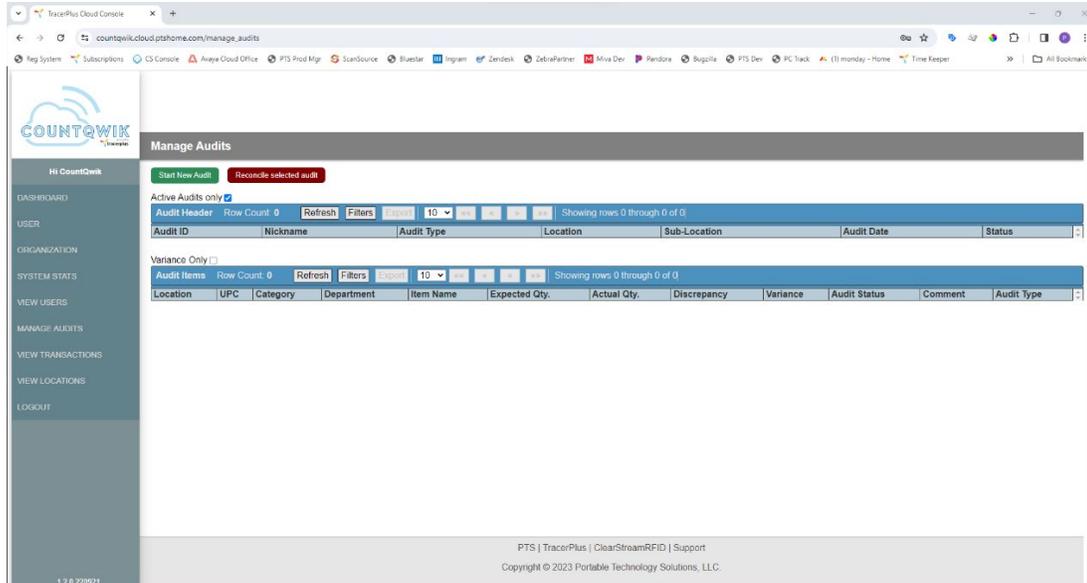
10. Locations can also be deleted by clicking the checkbox to the left of the location, then clicking the **Delete** button.

Starting a New Audit in the CountQwik Cloud

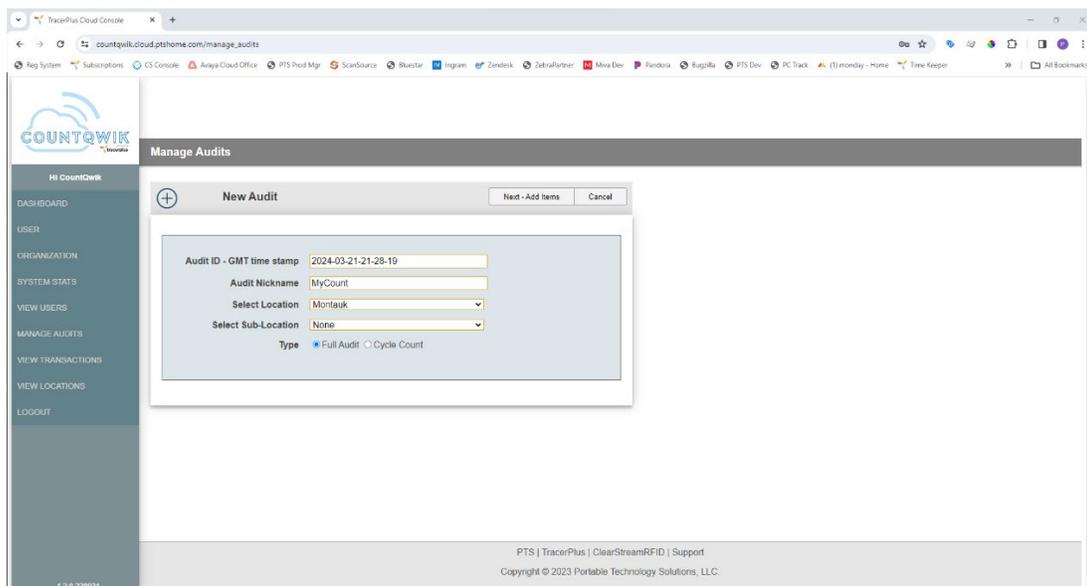
The first step in starting a Full Inventory Scan or a Cycle Count is to upload your inventory from your current system or spreadsheet into the **CountQwik Cloud**.

Note: if you have a **CountQwik** RIA API Connection please proceed to using the **Mobile CountQwik** Applications.

1. Login to the **CountQwik Cloud** at <https://countqwik.cloud.ptshome.com/>.
2. Click **MANAGE AUDITS** on the left-hand menu.

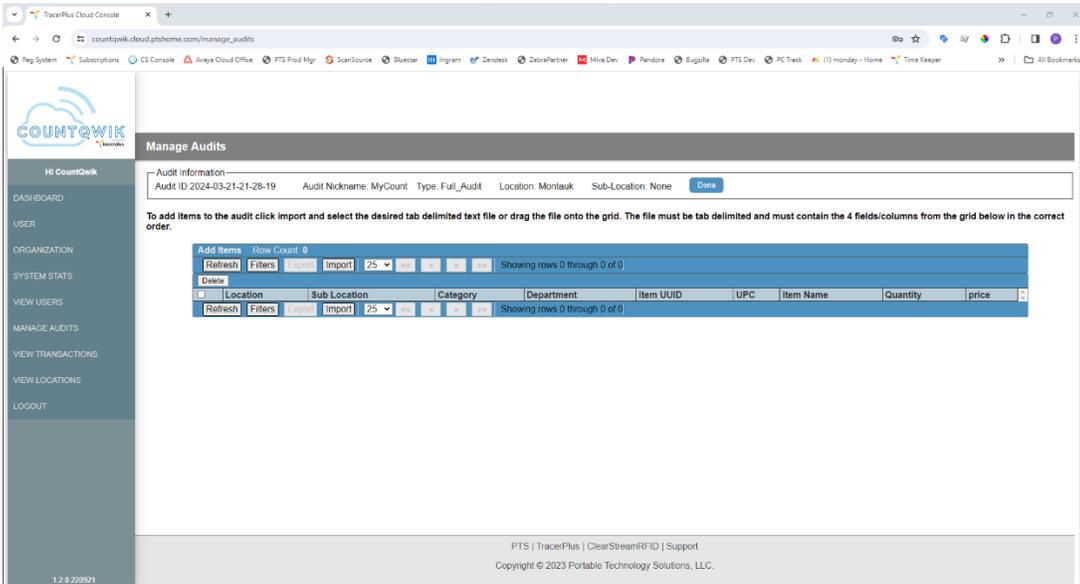


3. Click **Start New Audit**.

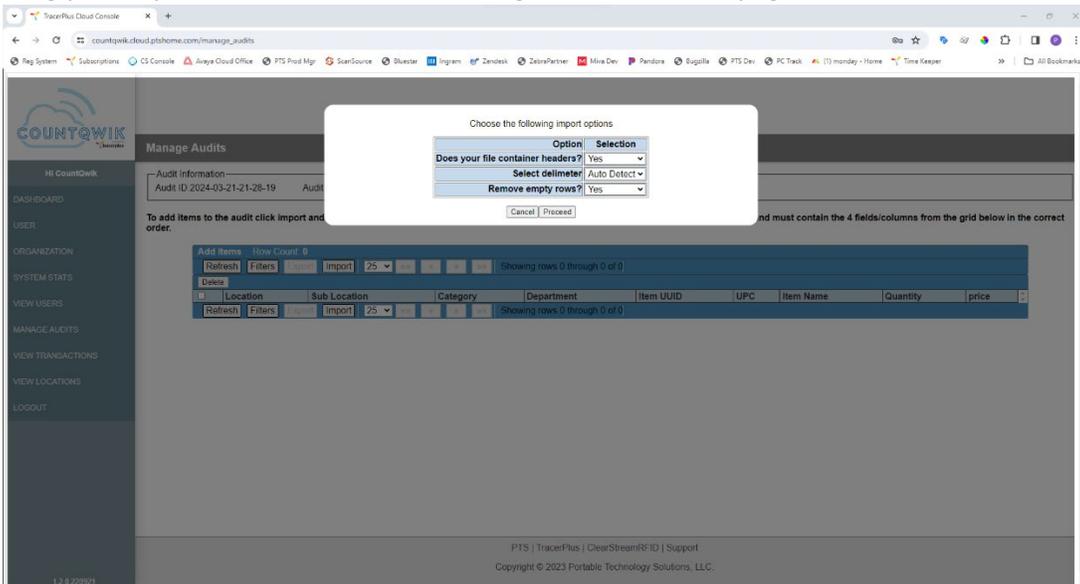


4. A unique **Audit ID** is generated and assigned to each audit created.
5. Key in an **Audit Nickname**.
6. Select the **Location** you are counting for.
7. Select the **Sub-location** you are counting for.

8. Choose the **Type of Audit**:
 - a. **Full Audit** – Used to count inventory by either scanning the UPC or searching/selecting based on item description.
 - b. **Cycle Count** – Used to count specific items requiring the selection of a specific item, then scan all UPCs for it.
9. **Note**: Only one audit can exist at a time for a specific Location + Sub Location. Starting a new audit for a location with an audit already in progress will set that audit to be reconciled.
10. Click **Next – Add Items**.



11. Drag your exported .txt or .csv file into the grid shown on this page.



12. Select the appropriate **Import Options**:
 - a. Does your file contain headers: Select **Yes** if the file you exported contains column names, otherwise **No**.
 - b. Select delimiter: Set to **Auto Detect**.
 - c. **Remove empty rows**: Set to **Yes**.

13. Click **Proceed**.

14. A screen will show the records to import (this may take a few minutes based on the number of items).

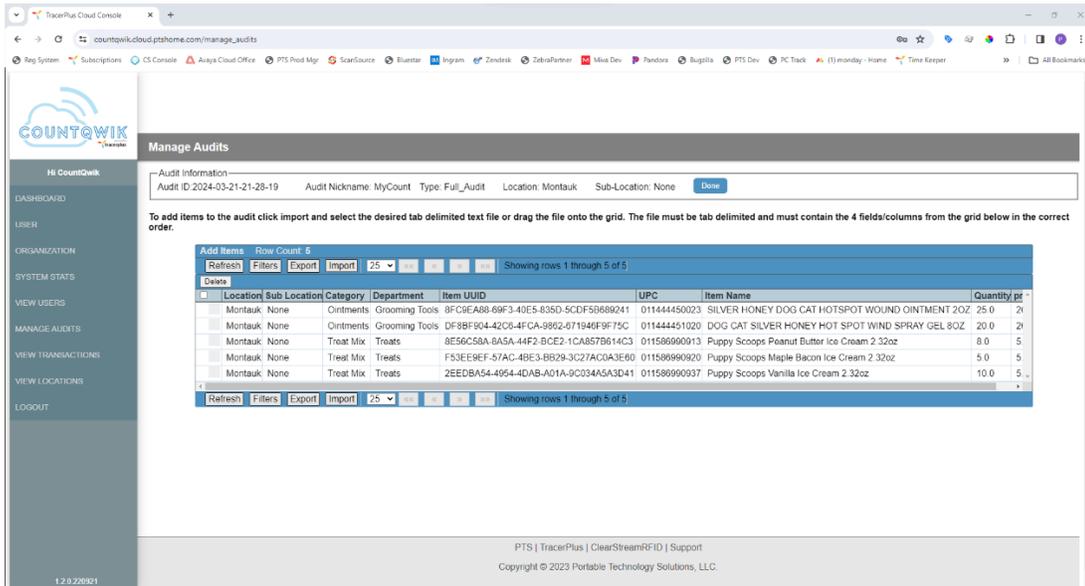
From file	Item UUID	Name	UPC	Department	Category	Price	Quantity
To db	item_uuid	item_name	upc	department	category	price	expected_qty
Row: 0	01F0EAB8-89F3-4DE5-835D-5CDF5B688241	SILVER HONEY DOG CAT HOT SPOT WOUND OINTMENT 2OZ	011444450023	Grooming Tools	Ointments	26.99	25.0
Row: 1	1DF8BF804-42C9-4FC4-9862-871946F9F75C	DOG CAT SILVER HONEY HOT SPOT WIND SPRAY GEL 8OZ	011444451020	Grooming Tools	Ointments	26.99	20.0
Row: 2	01E66C8A-8A5A-44F2-BCE2-1CA857B614C3	Puppy Scoops Peanut Butter Ice Cream 2.32oz	011586990913	Treats	Treat Mix	5.99	8.0
Row: 3	01F53EE9EF-57AC-4BE3-BE29-3C27AC0A3E60	Puppy Scoops Maple Bacon Ice Cream 2.32oz	011586990920	Treats	Treat Mix	5.99	5.0
Row: 4	2EEDB8A54-4954-4DAB-A01A-9C034A5A3D41	Puppy Scoops Vanilla Ice Cream 2.32oz	011586990937	Treats	Treat Mix	5.99	10.0

15. Set the “to db” fields to the appropriate field using the drop-down above each column.

- item_name** – Set to the item name/description field in your export file, required.
- upc** – Set to the item UPC/SKU field in your export file, required.
- expected_qty** – Set to the qty expected in your export file, required.
- item_uuid** - If your export file contains a unique item identifier other than UPC/Description, set it to this field, otherwise set to **Do Not Import**.
- department** – If your export file contains departments/zones for your items, set it to this field, otherwise set it to **Do Not Import**.
- category** – If your export file contains categories for your items, set it to this field, otherwise set it to **Do Not Import**.
- price** – If your export file contains pricing for your items, set it to this field, otherwise set it to **Do Not Import**.
- All other columns can be set to **Do Not Import**.

16. Click **Import**.

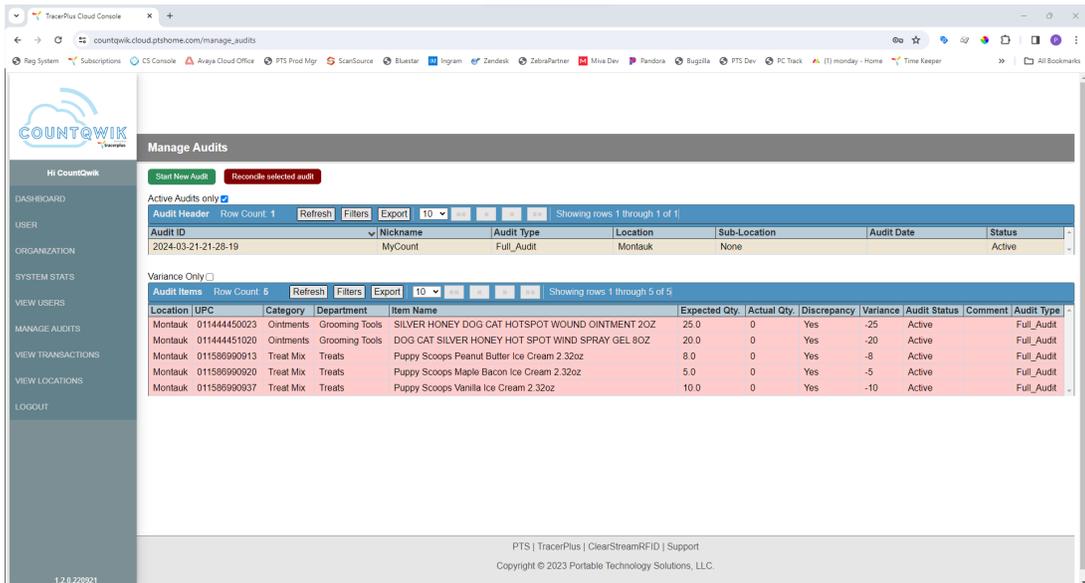
- Upon completion of the import click the **OK** button. This may take a few minutes based on the number of items.



- Click **Done** at the top of the screen.

- You will now see the new audit you created listed under the **Audit Header** section.

- Click on the audit to reveal its items in the **Audit Items** section below.

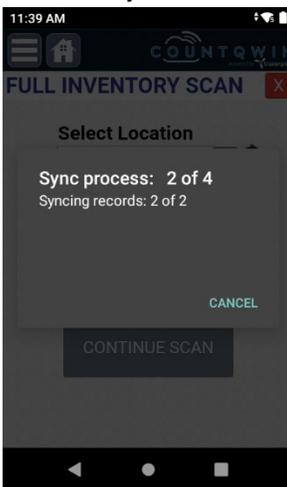


Using the Full Inventory Mobile Application

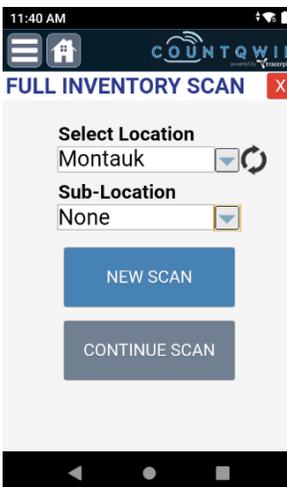
1. On a handheld device with the **CountQwik** app open, choose **Full Inventory Scan**.



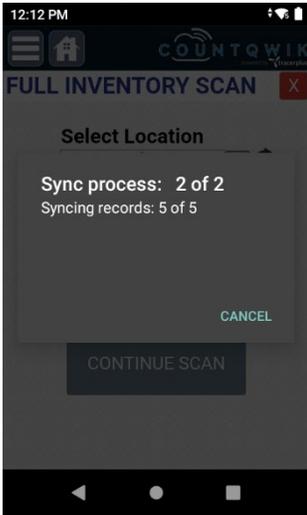
2. Click the **Sync** icon next to the location field to get current list of audit locations.



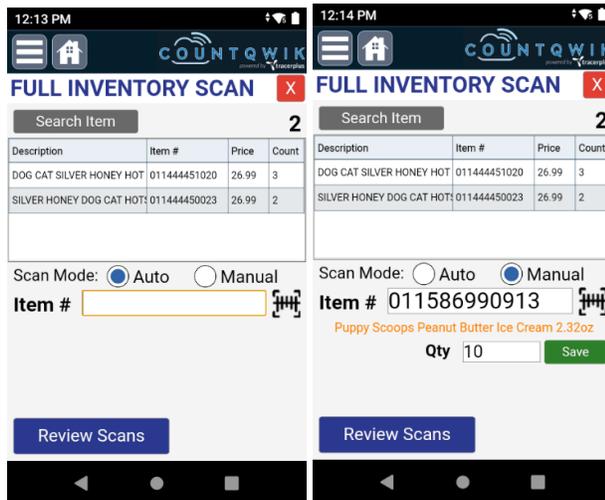
3. Select the **Location** and **Sub Location** you are counting for, then click **NEW SCAN**. This should match the Location and Sub-location you used when creating the audit in the **CountQwik Cloud**.



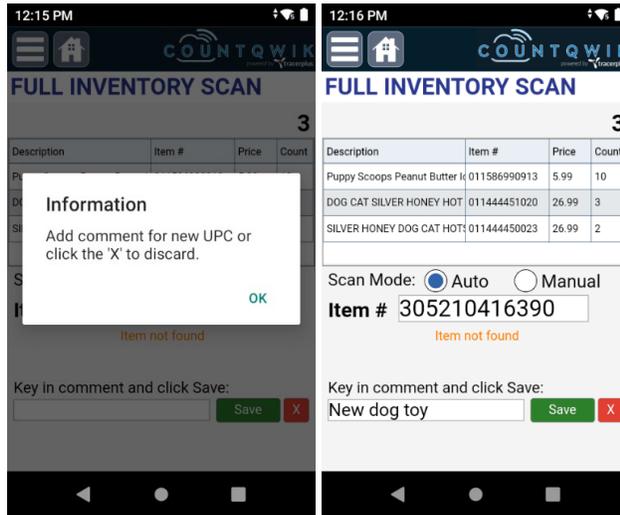
4. This will sync the list of items added to the audit in the **CountQwik Cloud**.



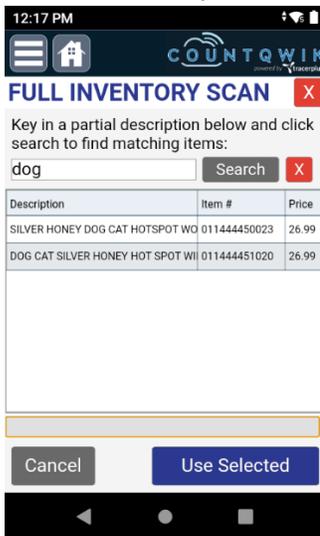
5. Once the sync has been completed you will be brought to the counting screen.
6. Choose the appropriate **Scan Mode** you wish to count in:
 - a. **Auto (default option)** – When a UPC is scanned, it will save the record to the device incrementing its count. This is useful if needing to scan each item’s barcode.
 - b. **Manual** – When a UPC is scanned, it will set focus to the Qty field allowing you to key in your manually counted Qty. This is useful if you don’t want to scan each item's barcode. This is also used if manually searching for an item to count based on its description.
7. Once the scan mode is selected, scan the UPCs you are looking to count for this audit.
 - a. If a valid UPC is scanned, you should see its description, and based on the scan mode selected above, either save the record automatically or prompt for the **Qty**.



- b. If the UPC scanned is not valid, the user will see a message requiring a comment to be entered to save the item or the “X” button clicked to discard it.

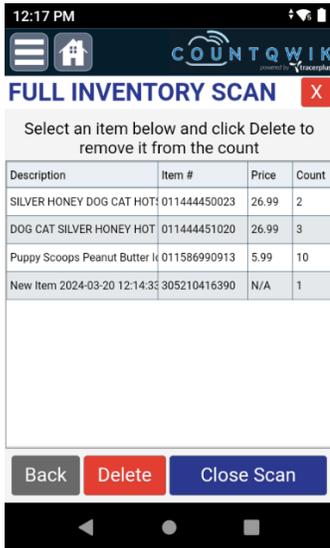


- i. To accept the item, key in a **Comment** followed by clicking the **Save** Button.
 - ii. To discard the item, click the **X** button.
 - iii. In the event the item is accepted, all subsequent items scanned for this UPC will be counted without the prompt popping up.
8. Once an item is saved, it will appear in the grid above along with its description, price, and counted qty.
9. In the event an item does not have a barcode, the barcode is unreadable due to damage, or you need to manually search for an item, click the **Search Item** button above the grid.

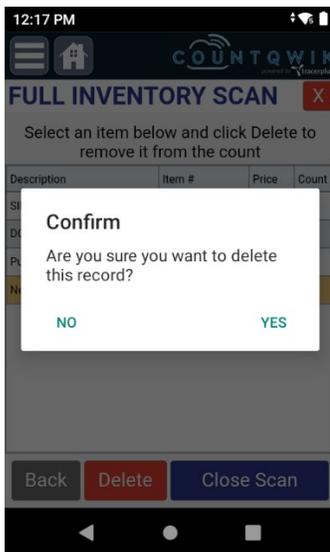


- a. This will take the user to a screen where they can search for specific keyword(s) in the description.
 - b. Once the item is seen in the grid, select it and click **Use Selected**.
 - c. This will return the user to the counting screen prompting for the **Qty**.
 - d. User can enter the counted **Qty**, then click **Save**.
 - e. Item will be added to the grid as if it were scanned.
10. The user can continue counting items until done with the audit.

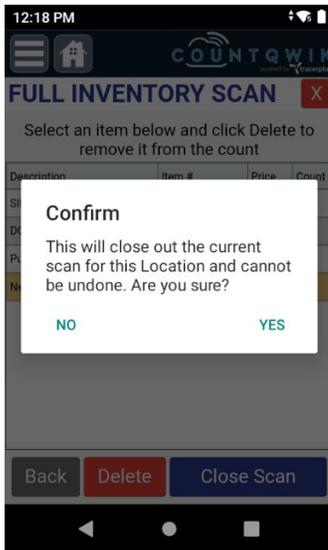
11. At any point during the audit, or when the audit has been finished, the user can click the **Review Scans** button.
12. This will bring the user to a new page listing all items counted so far.



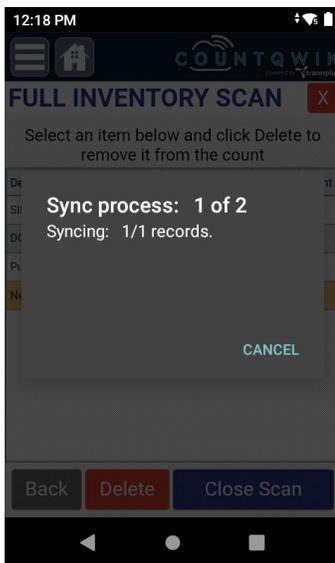
13. If the user made an error, they can select an item from the grid, then click **Delete** to remove it, then click **Back** to count it again if necessary. The user will see the following prompt.



14. When done with the audit, they can click the **Close Scan** button prompting the user if sure.



15. Clicking **Yes** will send the counted items to the **CountQwik Cloud** removing them from the device. This will not close the audit; the user can repeat the above steps to start a new scan.



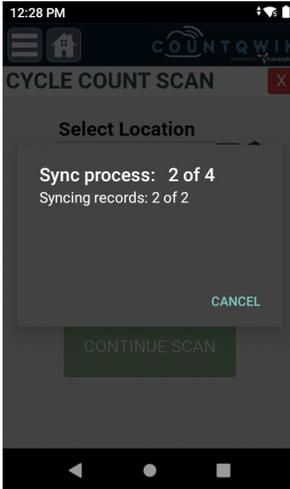
16. If the user accidentally closes the application or needs to stop counting for any reason, the user can simply go back into the **Full Inventory Scan** application, select the **Location** and **Sub Location**, and then click **Continue Scan**. This will display all the items they have counted so far that have not been synced and they can continue scanning.

Using the Cycle Count Mobile Application

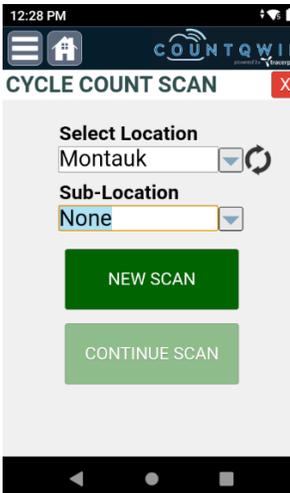
1. On a handheld device with the **CountQwik** app open, choose **Cycle Count Scan**.



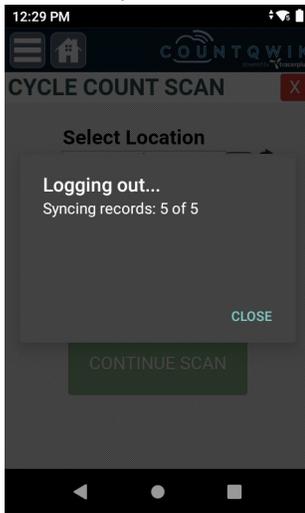
2. Click the **Sync** button next to the location field to get current audit locations.



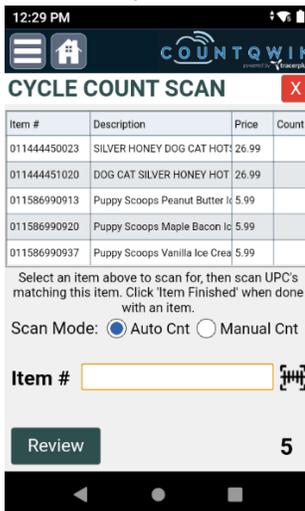
3. Select the **Location** and **Sub Location** you are counting for, then click **NEW SCAN**. This should match the Location and Sub-location you used when creating the audit in the **CountQwik Cloud**.



4. This will sync the list of items added to the audit in the **CountQwik Cloud**.

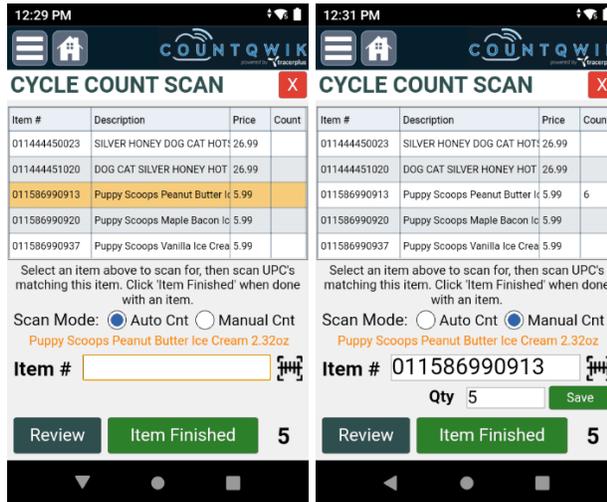


5. Once the sync has been completed you will be brought to the counting screen.

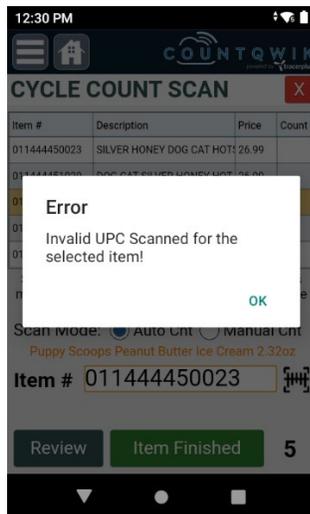


6. Select an item from the grid you are counting for. This will display the description above the Item # field.
7. Choose the appropriate **Scan Mode** you wish to count in:
- Auto (default option)** – When a UPC is scanned, it will save the record to the device incrementing its count. This is useful if needing to scan each item’s barcode.
 - Manual** – When a UPC is scanned, it will set focus to the Qty field allowing you to key in your manually counted Qty. This is useful if you don’t want to scan each item's barcode.
8. Once the scan mode is selected, scan a UPC that matches the selected item from Step 6 to count for it.

- a. If a valid UPC is scanned, based on the scan mode selected above, it will either save the record automatically to the device or prompt the user for the **Qty**.

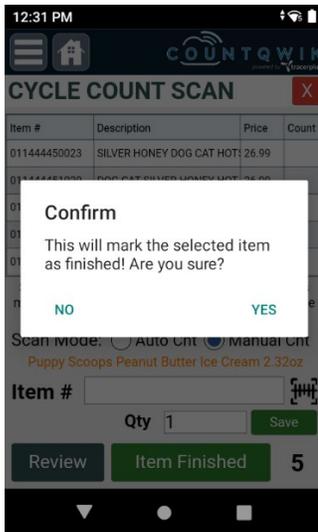


- b. If the UPC doesn't match the selected item, user will see the message of "Invalid UPC Scanned for the selected item!". The User can click **OK** to return to the scanning screen.



9. Once an item is saved, it will update its **Count** column in the grid above.
10. In the event an item does not have a barcode:
- Select it from the grid above.
 - This will set the count mode to Manual mode automatically.
 - User can enter the counted **Qty**, then click **Save**.
 - The **Count** column in the grid above will be updated as if the item was scanned.
11. When the user is finished counting for the selected item, they will click the **Item Finished** button.

12. This will confirm to the user they are sure they wish to mark the item as finished.

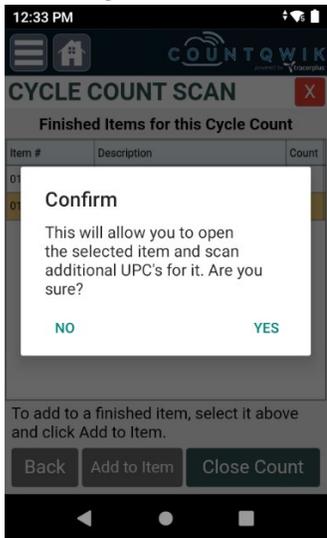


- Clicking **Yes** will mark the item as closed, remove it from the grid, and be ready for the next item.
 - Clicking **No** will return the user to the counting screen to continue scanning for the selected item.
13. The user can continue selecting/counting/finishing items until done with the audit. When done with the audit there should be no more items left in the grid on the scanning screen.
14. At any point during the audit, or when the audit has been finished, the user can click **Review**.

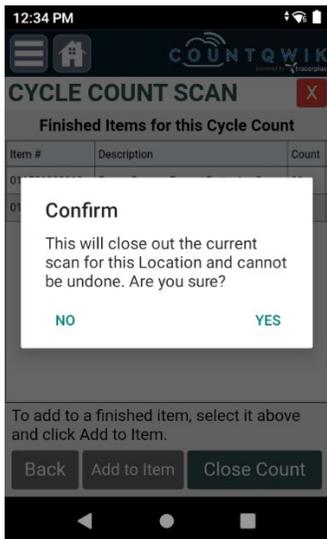


15. This will bring the user to a new page listing all items that have been marked as finished so far along with their counts.
16. If the user needs to add to an item already marked as finished, they can select it in the grid above, and then click the **Add to Item** button. This will prompt the user if they are sure,

returning them to the counting screen with this item selected allowing it to be added.



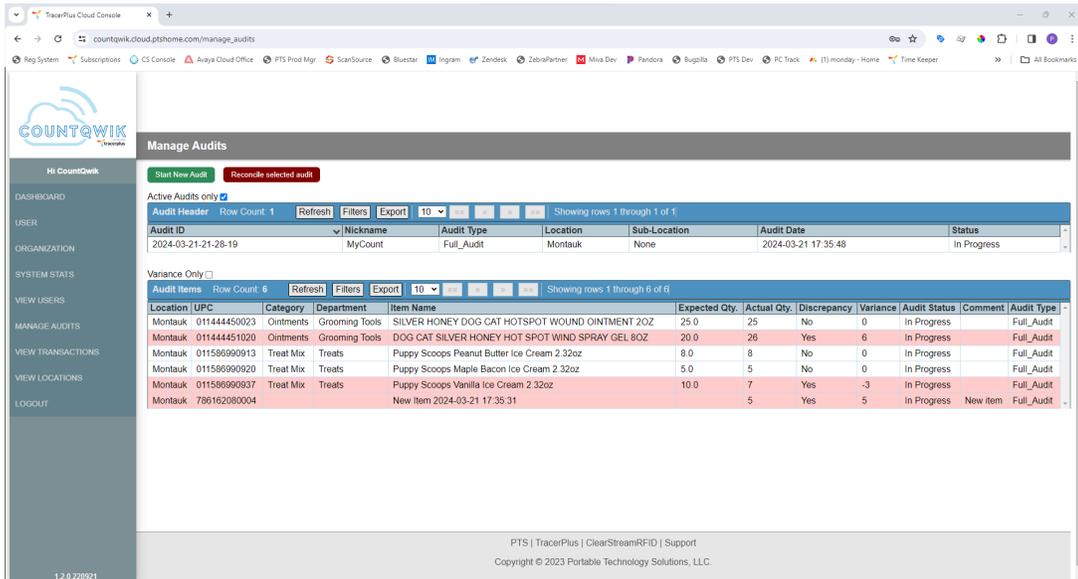
17. When done with the audit, they can click the **Close Count** button prompt the user if sure.



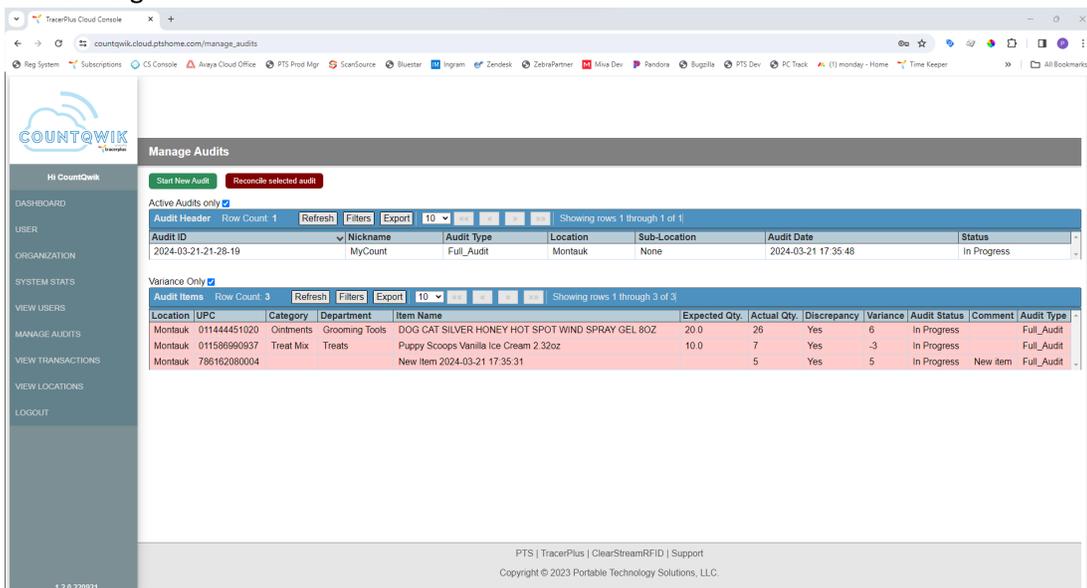
18. Clicking **Yes** will send the counted items to the **CountQwik Cloud** removing them from the device. This will not close the audit; the user can repeat the above steps to start a new scan.
19. If the user accidentally closes the application or needs to stop counting for any reason, the user can simply go back into the **Cycle Count Scan** application, select the **Location** and **Sub Location**, and then click **Continue Scan**.

Using the CountQwik Cloud to Reconcile Your Inventory

1. Login to the **CountQwik Cloud** at <https://countqwik.cloud.ptshome.com/>.
2. Click **MANAGE AUDITS** on the left-hand menu.
3. In the **Audit Header**, you should now see that the audit being worked on is set to a **Status of In Progress**.



4. To view the items counted, select the audit and it will display its item in the **Audit Items** grid below.
5. Any items highlighted in white are counted items with no variance.
6. Any items still highlighted in red are items with a variance whether it be too many counted or not enough counted.
7. If the user wants to only see items with a variance, they can enable the **Variance only** checkbox above the grid.



COUNTQWIK QWIK START GUIDE

- The user can export this data as a .csv file by clicking the **Export** button. This can then be used to import back into **your inventory system/software**.
- To close an audit, select it from the Audit Header, then click the **Reconcile selected audit** button. Click **OK** to the prompt.

The screenshot displays the 'Manage Audits' page in the CountQwik application. A modal dialog box is open, asking for confirmation to reconcile a specific audit. The main interface shows a table of active audits and a detailed variance table.

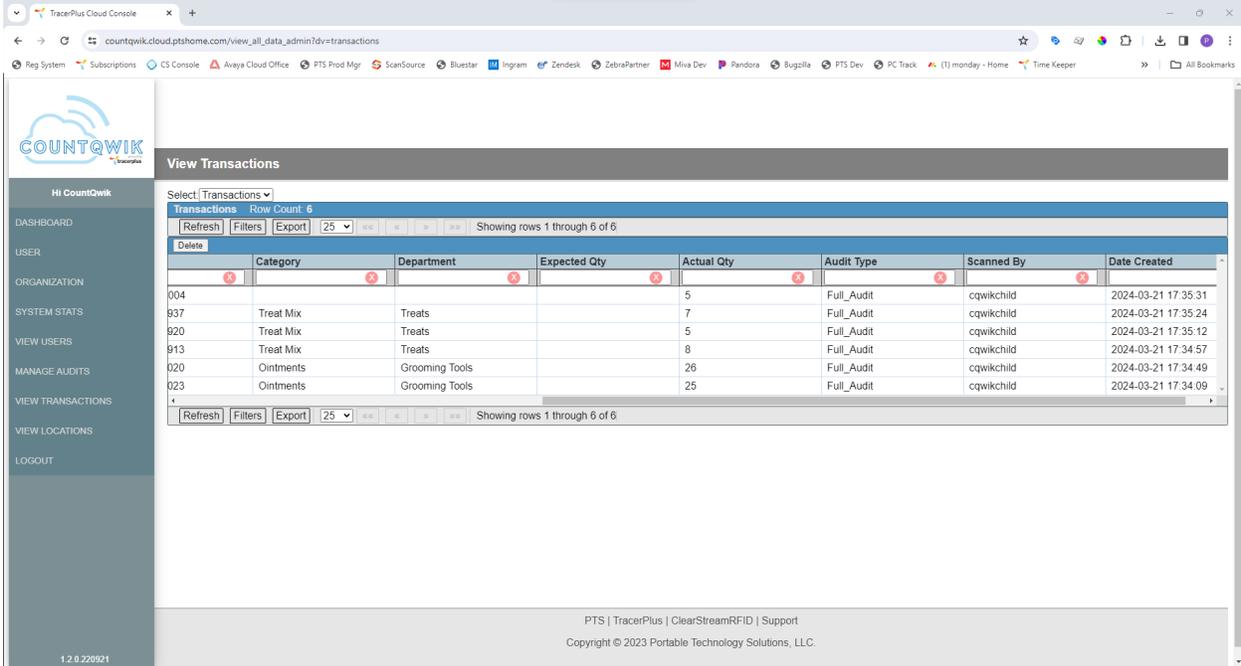
Audit ID	Nickname	Audit Type	Location	Sub-Location	Audit Date	Status
2024-03-21-28-19	MyCount	Full_Audit	Montauk	None	2024-03-21 17:35:48	In Progress

Location	UPC	Category	Department	Item Name	Expected Qty.	Actual Qty.	Discrepancy	Variance	Audit Status	Comment	Audit Type
Montauk	011444450023	Ointments	Grooming Tools	SILVER HONEY DOG CAT HOTSPOT WOUND OINTMENT 20Z	25.0	25	No	0	In Progress		Full_Audt
Montauk	011444451020	Ointments	Grooming Tools	DOG CAT SILVER HONEY HOT SPOT WIND SPRAY GEL 8OZ	20.0	26	Yes	6	In Progress		Full_Audt
Montauk	011586990913	Treat Mix	Treats	Puppy Scoops Peanut Butter Ice Cream 2.32oz	8.0	8	No	0	In Progress		Full_Audt
Montauk	011586990920	Treat Mix	Treats	Puppy Scoops Maple Bacon Ice Cream 2.32oz	5.0	5	No	0	In Progress		Full_Audt
Montauk	011586990937	Treat Mix	Treats	Puppy Scoops Vanilla Ice Cream 2.32oz	10.0	7	Yes	-3	In Progress		Full_Audt
Montauk	786162080004			New Item 2024-03-21 17:35:31		5	Yes	5	In Progress	New item	Full_Audt

- Audit will now be closed and removed from the **Audit Header**.
- In the event you need to view the audit again, disable the **Active Audits Only** check box.

Viewing Transactions

To view individual scan transactions for an audit, click the **VIEW TRANSACTIONS** menu option on the left menu.



The screenshot shows the 'View Transactions' page in the CountQwik application. The page features a table with the following data:

Category	Department	Expected Qty	Actual Qty	Audit Type	Scanned By	Date Created
004			5	Full_Audit	cqwikchild	2024-03-21 17:35:31
937	Treat Mix		7	Full_Audit	cqwikchild	2024-03-21 17:35:24
920	Treat Mix		5	Full_Audit	cqwikchild	2024-03-21 17:35:12
913	Treat Mix		8	Full_Audit	cqwikchild	2024-03-21 17:34:57
020	Ointments	Grooming Tools	26	Full_Audit	cqwikchild	2024-03-21 17:34:49
023	Ointments	Grooming Tools	25	Full_Audit	cqwikchild	2024-03-21 17:34:09

The page also includes a left sidebar with navigation options: DASHBOARD, USER, ORGANIZATION, SYSTEM STATS, VIEW USERS, MANAGE AUDITS, VIEW TRANSACTIONS (selected), VIEW LOCATIONS, and LOGOUT. The footer of the page contains the text: 'PTS | TracerPlus | ClearStreamRFID | Support' and 'Copyright © 2023 Portable Technology Solutions, LLC.'.

This list can be filtered by the **Audit ID**, displaying each scan for traceability purposes. Data can also be exported from this view by clicking the Export button. This will respect any filters currently applied.