

3 Month Schedule

- **APP** Apparel
- **AC** Ash Catcher
- **AT** Ashtray
- **BN** Banger
 - **BNA** Banger Accessory
- **BW** Bowl
 - **BWA** Bowl Accessory
- **CC** Carb Cap
- **CHI** Chillum Import
- **CN** Cleaner
- **DM** Dab mat
- **DS** Dab Straw
- **DAT** Dab Tool
- **DEC** Decoration
 - **DEM** Magnet
 - **DEA** Patch
 - **DEP** Poster
 - **DES** Sticker
 - **DET** Tapestry
- **DIG** Disc Golf
- Domestic, none under just domestic, all are in subcategories
 - **ACC** Accessory
 - **ATD** Ashtray
 - **BND** Banger
 - **BWD** Bowl
 - **CCD** Carb Cap
 - **CHD** Chillum
 - **DSD** Dab Straw
 - **DTD** Dab Tool
 - **GPD** Gandalf Pipe
 - **GND** Grinder
 - **HPD** Hand Pipe
 - **PD** Pendant
 - **RTD** Rolling Tray
 - **SPD** Sherlock Pipe
 - **STD** Storage
 - **WPD** Water Pipe
- **DWS** Downstem
 - **DWA** Downstem accessory
- **DGO** Dugout
 - **DGB** Bat
- **GAP** Gandalf Pipe
- **GND** Grinder
 - **GNA** Accessory
- **HPI** Hand Pipe Import
- **HK** Hookah
 - **HKA** Accessory
 - **HKS** Shisha
- **KTN** Kitchen
- **MIS** Miscellaneous
- **OE** Odor Eliminator
 - **IN** Incense
- **PAP** Papers
 - **PAC** Papers Accessory
- **RT** Rolling Tray
- **SL** Scale
 - **SLA** Scale Accessory
- **SHP** Sherlock Pipe
- **ST** Storage
 - **STA** Accessory
 - **STB** Bag
 - **STC** Container
 - **STJ** Jar
 - **STP** Pouch
 - **STS** Slick
- **TC** Torches
 - **TCA** Accessory
- **VAP** Vaporizer
 - **VAC** Accessory
- Water pipe- none under just water pipe all are in subcategories
 - **WPB** Beaker
 - **WPB** Bubbler
 - **WPR** Oil Rig
 - **WPR** Recycler
 - **WPT** Tube

Inventory > Inventory Counts > Inventory Count: test kr

Save Changes Delete

Count

Totals

Missed

Reconcile

Shrinkage

Print Item List

Details

Name test kr

Location Abby Road Jacksonvil...

Counted Items

Item Search Search Advanced

Category + All Tag(s) Exclude Tags Exclude Brand All Brands

No counted items were found.

Count Items

Search OR Quantity Item Scan / Search - Or - Enter Qty of Last Item (1-99)

+ Count Item

Click on **+Count Item**

Click on the **+All** under Category. Select Glassware. Then Select which category you are counting

Inventory > Inventory Counts > Inventory Count: test kr

Select an item to add to the count.

Item Descriptions Tag(s)

All Locations Category Brand

Category + All Brand All Brands

Results 1 - 100 8301 - 8337

ITEM

test2
Misc.- Discontinued Item Final Sale \$10.00
Misc.- Discontinued Item Final Sale \$15.00
Misc.- Discontinued Item Final Sale \$20.00
Misc.- Discontinued Item Final Sale \$25.00

Select Category None All Cancel Ok

Selected: / Glassware / Decoration Back

Select

Magnet

Select

Patch

Select

Poster

Select

Sticker

Select

Tapestry

Cancel Ok

Serialized Matrix Tax Class

Include Serialized All Matrices All Tax Classes

Print Export

PRICE	TAX	CATEGORY	PUBLISH TO ECOM
\$ 0.00	<input checked="" type="checkbox"/>		No
\$ 10.00	<input checked="" type="checkbox"/>		No
\$ 15.00	<input checked="" type="checkbox"/>		No
\$ 20.00	<input checked="" type="checkbox"/>		No
\$ 25.00	<input checked="" type="checkbox"/>		No

From this screen if you click “ok” all of the decoration only and decoration subcategories will be displayed after you click **Search**

Inventory > Inventory Counts > Inventory Count: test kr > Items

Select an item to add to the count.

Search Item Descriptions

Tag(s)

Exclude Tag(s)

Search

Advanced

New Item

Show All Locations

Items w/ Inventory

Items w/o Inventory

Published to eCom

Archived

Category

Glassware / Decoration

Brand

All Brands

Default Vendor

All Default Vendors

Shop

Abby Road Jacksonvill...

Item Type

All Item Types

Serialized

Include Serialized

Matrix

All Matrices

Tax Class

All Tax Classes

137 Results

1 - 100

101 - 137

100 PER PAGE

Print

Export

	ITEM	QTY.	PRICE	TAX	CATEGORY	PUBLISH TO ECOM
<input type="checkbox"/> Select	DEC - Himalayan Salt Lamp w/6ft Cord - 7"	0	\$ 15.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw Wall Clock	0	\$ 39.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw Inflatable Cone Small	0	\$ 8.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw Wobbler Display	0	\$ 19.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw Inflatable Cone - 10ft	0	\$ 44.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw Inflatable Cone - 6ft	0	\$ 19.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw Inflatable Cone	0	\$ 9.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Color Changing Buddha Light - 5.5"	0	\$ 9.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw LED Light Box	0	\$ 99.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEM - Grateful Dead Purple Bear On Tie Dye Magnet - 2.5"x3.5"	0	\$ 6.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Magnet	No
<input type="checkbox"/> Select	DEM - Star Wars Magnet - 2.5" x 3.5" / Like A Bossk	0	\$ 5.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Magnet	No
<input type="checkbox"/> Select	DEM - Star Wars Magnet - 2.5" x 3.5" / This Is How I Roll	0	\$ 5.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Magnet	No
<input type="checkbox"/> Select	DEM - Star Wars Magnet - 2.5" x 3.5" / Snack Time	0	\$ 5.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Magnet	No
<input type="checkbox"/> Select	DEM - Star Wars Magnet - 2.5" x 3.5" / Choking Hazard	0	\$ 5.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Magnet	No
<input type="checkbox"/> Select	DEM - Star Wars Magnet - 2.5" x 3.5" / Nub Nub	0	\$ 5.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Magnet	No

For the decoration category it has some items that are not put into subcategories. You can either count the whole decoration category with its subcategories or you can count only by subcategories. If the category has items that do not fall in a subcategory it will still have an abbreviation. Do add items of decoration that aren't part of the subcategories. In the search bar only type its abbreviation. DEC and it will only show you DEC items

dec

Tag(s)

Exclude Tag(s)

Search

Advanced

New Item

Show All Locations

Items w/ Inventory

Items w/o Inventory

Published to eCom

Archived

Category

Glassware / Decoration

Brand

All Brands

Default Vendor

All Default Vendors

Shop

Abby Road Jacksonvill...

Item Type

All Item Types

Serialized

Include Serialized

Matrix

All Matrices

Tax Class

All Tax Classes

9 Results

1 - 9

100 PER PAGE

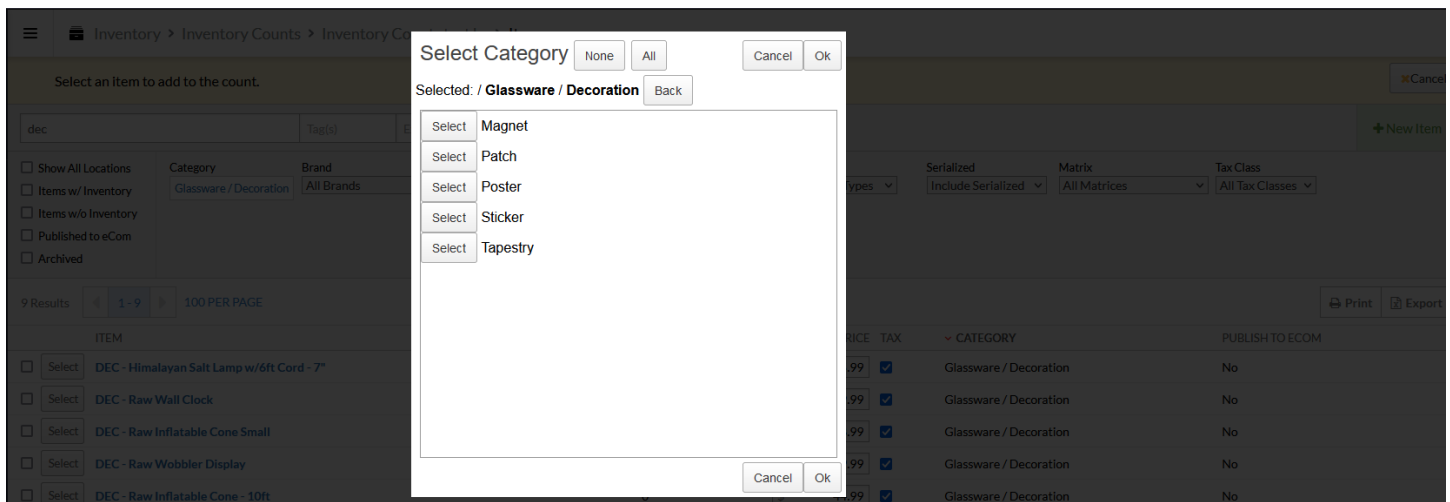
Print

Export

	ITEM	QTY.	PRICE	TAX	CATEGORY	PUBLISH TO ECOM
<input type="checkbox"/> Select	DEC - Himalayan Salt Lamp w/6ft Cord - 7"	0	\$ 15.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw Wall Clock	0	\$ 39.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw Inflatable Cone Small	0	\$ 8.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw Wobbler Display	0	\$ 19.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw Inflatable Cone - 10ft	0	\$ 44.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw Inflatable Cone - 6ft	0	\$ 19.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw Inflatable Cone	0	\$ 9.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Color Changing Buddha Light - 5.5"	0	\$ 9.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No
<input type="checkbox"/> Select	DEC - Raw LED Light Box	0	\$ 99.99	<input checked="" type="checkbox"/>	Glassware / Decoration	No

☐ Add Selected

To count decoration subcategories you can just limit it under the select category box



And then click **search**

Search Item Descriptions

Tag(s)

Exclude Tag(s)

Search

▼ Advanced

+ New Item

☐ Show All Locations

☐ Items w/ Inventory

☐ Items w/o Inventory

☐ Published to eCom

☐ Archived

Category

Glassware / Decoration / Sticker

Brand

All Brands

Default Vendor

All Default Vendors

Shop

Abby Road Jacksonvil...

Item Type

All Item Types

Serialized

Include Serialized

Matrix

All Matrices

Tax Class

All Tax Classes

50 Results

◀

1 - 50

▶

100 PER PAGE

Print

Export

ITEM	QTY.	PRICE	TAX	CATEGORY	PUBLISH TO ECOM
<div><input type="checkbox"/> Select</div> DES - Grateful Dead Assorted 7pc Sticker Sheet - 4"x5"	0	\$ 4.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Sticker	No
<div><input type="checkbox"/> Select</div> DES - Douche Bag Repellent Sticker - 5"x3.25"	0	\$ 4.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Sticker	No
<div><input type="checkbox"/> Select</div> DES - Peace Sign Explosion Sticker - 2.5" Round	0	\$ 2.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Sticker	No
<div><input type="checkbox"/> Select</div> DES - Batman Retro Logo Die-cut Sticker - 6" x 3.5"	0	\$ 3.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Sticker	No
<div><input type="checkbox"/> Select</div> DES - Superman Yellow & Red Shield Sticker 5"	0	\$ 1.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Sticker	No
<div><input type="checkbox"/> Select</div> DES - Pink Floyd The Dark Side of The Moon Sticker - 5" x 3.5"	0	\$ 3.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Sticker	No
<div><input type="checkbox"/> Select</div> DES - Grateful Dead Bear Bus Glitter Sticker - 2.75"x7.75"	0	\$ 3.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Sticker	No
<div><input type="checkbox"/> Select</div> DES - Scooby Doo Mystery Machine Sticker - 4.5"x4.8"	0	\$ 4.99	<input checked="" type="checkbox"/>	Glassware / Decoration / Sticker	No

And select all to add to your inventory count. Now if your inventory count is bigger, another way is to find the items in that category in your store and scan into an inventory count and change the quantity. If you add items this way you have to check your “missed” items.

Search Item Descriptions

Tag(s)

Exclude Tag(s)

Search

Advanced

New Item

Show All Locations

Items w/ Inventory

Items w/o Inventory

Published to eCom

Archived

Category

Glassware / Decoration / Magnet

Brand

All Brands

Default Vendor

All Default Vendors

Shop

Abby Road Jacksonvil...

Item Type

All Item Types

Serialized

Include Serialized

Matrix

All Matrices

Tax Class

All Tax Classes

8 Results

1 - 8

100 PER PAGE

Print

Export

ITEM	QTY.	PRICE	TAX	CATEGORY	PUBLISH TO ECOM
<div><div><div>Select</div></div>DEM - Grateful Dead Purple Bear On Tie Dye Magnet - 2.5"x3.5"</div>	0	\$ 6.99	<div><div></div></div>	Glassware / Decoration / Magnet	No
<div><div><div>Select</div></div>DEM - Star Wars Magnet - 2.5" x 3.5" / Like A Bossk</div>	0	\$ 5.99	<div><div></div></div>	Glassware / Decoration / Magnet	No
<div><div><div>Select</div></div>DEM - Star Wars Magnet - 2.5" x 3.5" / This Is How I Roll</div>	0	\$ 5.99	<div><div></div></div>	Glassware / Decoration / Magnet	No
<div><div><div>Select</div></div>DEM - Star Wars Magnet - 2.5" x 3.5" / Snack Time</div>	0	\$ 5.99	<div><div></div></div>	Glassware / Decoration / Magnet	No
<div><div><div>Select</div></div>DEM - Star Wars Magnet - 2.5" x 3.5" / Choking Hazard</div>	0	\$ 5.99	<div><div></div></div>	Glassware / Decoration / Magnet	No
<div><div><div>Select</div></div>DEM - Star Wars Magnet - 2.5" x 3.5" / Nub Nub</div>	0	\$ 5.99	<div><div></div></div>	Glassware / Decoration / Magnet	No
<div><div><div>Select</div></div>DEM - Star Wars Magnet - 2.5" x 3.5" / It's A Trap</div>	0	\$ 5.99	<div><div></div></div>	Glassware / Decoration / Magnet	No
<div><div><div>Select</div></div>DEM - Star Wars Magnet - 2.5" x 3.5" / Party Animal</div>	0	\$ 5.99	<div><div></div></div>	Glassware / Decoration / Magnet	No
<div><div><div>Add Selected</div></div></div>					

The decoration magnet subcategory has 8 items if I only find 5 items to scan from that whole category I need to look at my **Missed** tab

Save Changes

Count

Totals

Missed

Reconcile

Shrinkage

Print Item List

Missed Item Help

- Missed items are items the system thinks you should have in stock but you have not yet counted.
- You should check this list and count any items you have that you missed.
- Zero all items that you are sure you no longer have in stock. This will remove the inventory when you reconcile.

Missed Items

Item Search

Search

Advanced

☐ Show negative inventory only

Category

+ All

Once you click on the missed tab. You will need to limit your category to the one you have in your inventory count. Category-- Glassware--Decoration--Magnet then click **search**

Count

Totals

Missed

Reconcile

Shrinkage

Print Item List

Missed Item Help

- Missed items are items the system thinks you should have in stock but you have not yet counted.
- You should check this list and count any items you have that you missed.
- Zero all items that you are sure you no longer have in stock. This will remove the inventory when you reconcile.

Missed Items

Item Search

Search

Advanced

☐ Show negative inventory only

Category

Glassware / Decoration / Magnet

Tag(s)

Exclude Tags

Exclude

Brand

All Brands

3 Results

1 - 3

50 PER PAGE

Print

Export

	ITEM	SHOULD HAVE	COUNT
<input type="checkbox"/>	<input checked="" type="checkbox"/> Zero DEM - Grateful Dead Purple Bear On Tie Dye Magnet - 2.5"x3.5"	10	<input type="text" value="Count"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Zero DEM - Star Wars Magnet - 2.5" x 3.5" / Nub Nub	5	<input type="text" value="Count"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Zero DEM - Star Wars Magnet - 2.5" x 3.5" / Snack Time	10	<input type="text" value="Count"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Zero Selected Items		

After you click search it will bring up every item in the category you set it to that says you have inventory. If you do not have inventory of that item it will not show up and will stay at zero. From here you have 3 options.

1. Locate these items if you have them. Put the number counted in the count box and it will automatically remove from the missed tab and be added to your Count tab. If you do not have the item and you type 0 it will still move to your Count tab as counted as 0. And then reconcile your count.
2. If you have verified you do not have any of the "missed" items in stock you can click

☐
☒ Zero Selected Items

and then reconcile your count. This will also move the item to your Count tab as counted as 0.

3. If you do a count and reconcile and forget to do the "missed" items you are able to pull up that inventory count click on missed add inventory if you have it or zero it if you do not. You will have to reconcile a second time for it to change those numbers for the missed items. It will not change your original count. It just adds to it.

Important! The missed category only accounts for that current inventory count. It does not take into account previous counts even if it is the same category.