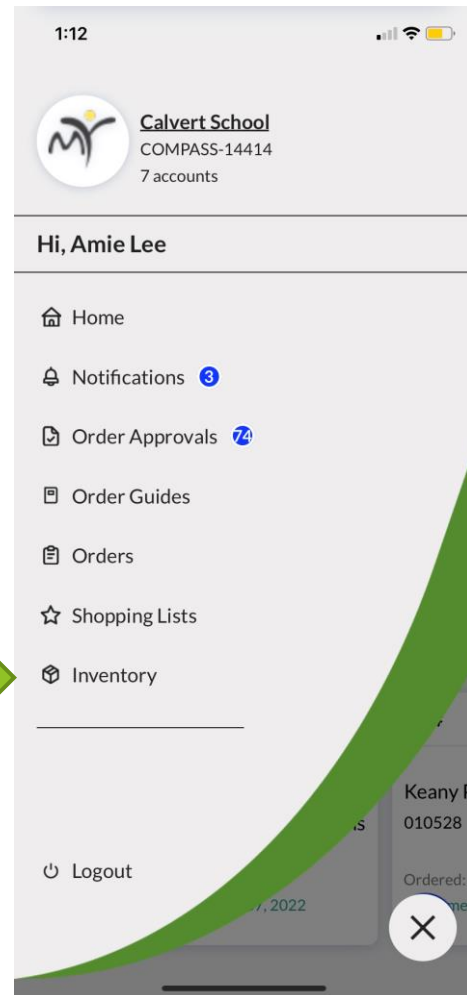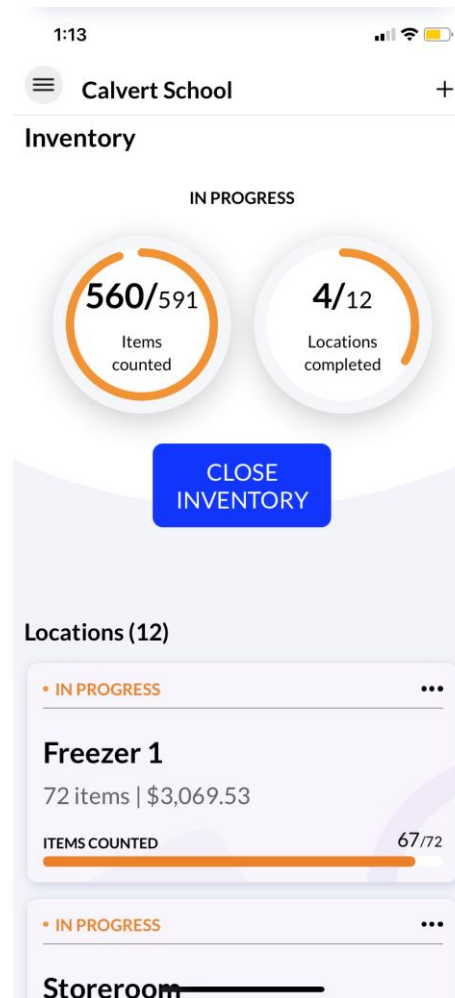# Scanning Items to Inventory in the OrderMaestro App

Taking inventory is even easier with bar code scanning! If you've already created and downloaded your bar codes, follow these easy steps to scan and count your inventory items.
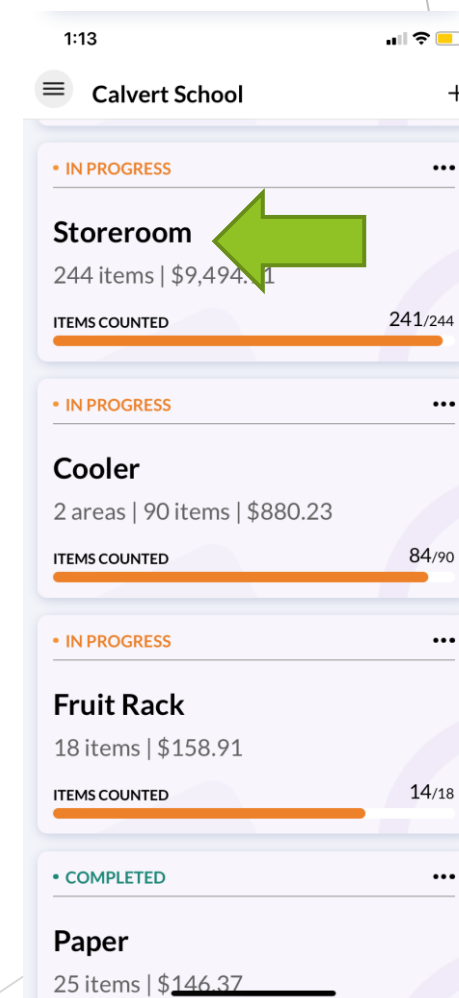
First, you'll choose your unit and then go to Inventory.

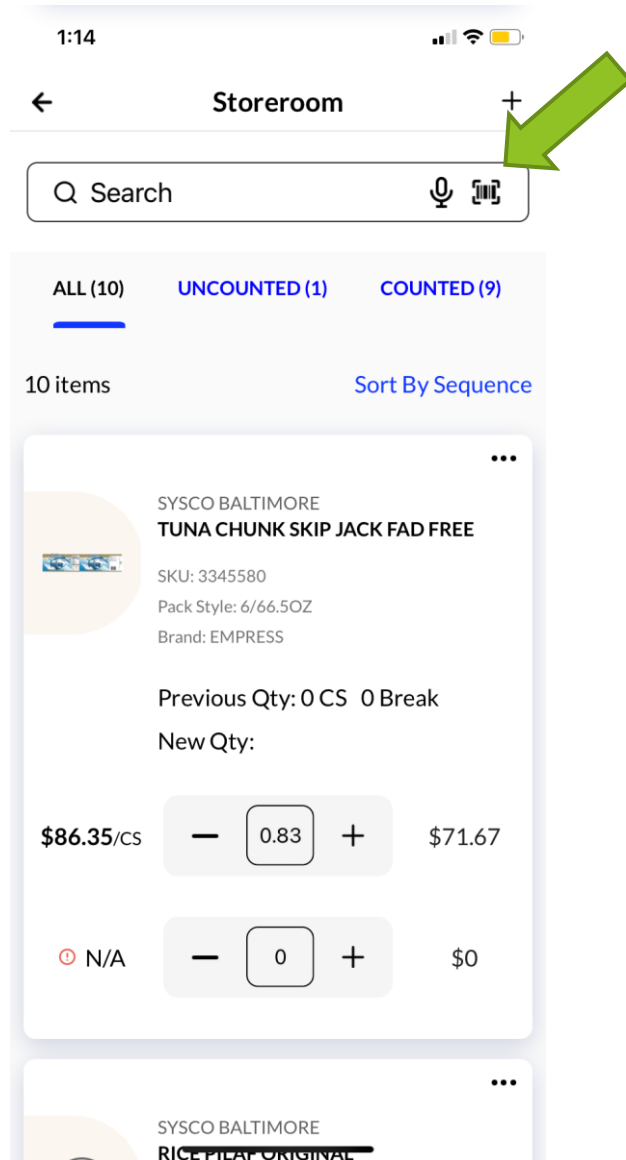Once you go to Inventory, you'll see your storage locations.

Now you'll choose a storage location.

Next, we are going to scan an item in the Storeroom using the Scan icon in the *Search* bar.

Simply scan the item by placing the barcode inside the scanning area.

1:14

← **Storeroom** +

🔍 Search 🎤 ▯▮▯

ALL (10)   UNCOUNTED (1)   COUNTED (9)

10 items   Sort By Sequence

•••

SYSCO BALTIMORE
TUNA CHUNK SKIP JACK FAD FREE

SKU: 3345580

Pack Style: 6/66.5OZ

Brand: EMPRESS

Previous Qty: 0 CS   0 Break

New Qty:

$86.35/CS   —   0.83   + $71.67

🔴 N/A   —   0   + $0

•••

SYSCO BALTIMORE
RICE PILAF ORIGINAL

1:18

✕   ⌨ 🔦

Place barcode inside the area

Scanning will start automatically

VARIOUS (KEANY)

ONIONS, SPANISH   50 LB

‖‖‖‖‖‖‖‖‖‖

15055

Once the item appears on your screen, you're ready to key in your count.

Once you've keyed in your count, simply click the "x" in the search box and continue scanning!

*Items must exist in the current storage location for them to scan.