



Inventory Count Process

Vehicle Inventory should take place every quarter. To complete vehicle inventory you will need the following: Tracknicity App

Preferred Method:

The following Video Demonstrates how to Audit the inventory per location

<https://www.youtube.com/watch?v=fqbAj6emEvg>

Back Up Method:

In case the above method does not work, the manual method is as follows.

Step 1: Print Off Inventory sheet per location by logging into Tracknicity-Reports-InventoryByLocation. Click Blue Icon in upper right corner to export csv file and then print that document.

The screenshot shows the Tracknicity app interface. On the left is a dark sidebar with a menu. The main area is titled "Locations" and shows a list of locations. "Ryan's Jeep" is selected, and a table of inventory items is displayed. The table has columns for item name, serial number, and quantity. A blue icon in the top right corner is used to export the data as a CSV file.

Item Name	Serial # / Item Details Lookup	Qty
Binary BS-4C-S		Qty: 1
Episode WP-1		Qty: 10
Ethanol MW-LHOMES		Qty: 1
Ethanol CS-CSSA		Qty: 1
Korda R3-HQ270 9R		Qty: 1
Korda K23045-0155-RD		Qty: 1
Korda K23045-0100-RD		Qty: 2
Korda K23045-0105-RD		Qty: 5
Korda K23045-0105-RD		Qty: 1
Leviton M23-RJ-05-WM		Qty: 10
Leviton 6110-REB		Qty: 2
Leviton 61084-BW		Qty: 1
Lutron CW-1-WH		Qty: 1
Midi,Ita 10BK-GR1		Qty: 6
Sonus CIASPH-B1		Qty: 1

Step 2: Perform inventory in location - If inventory number matches, put a check mark next to the item. If the inventory quantity is off, put check mark next to item (indicating you checked it), but put the actual quantity number next to the expected quantity.

Step 3: Turn In Inventory Sheet