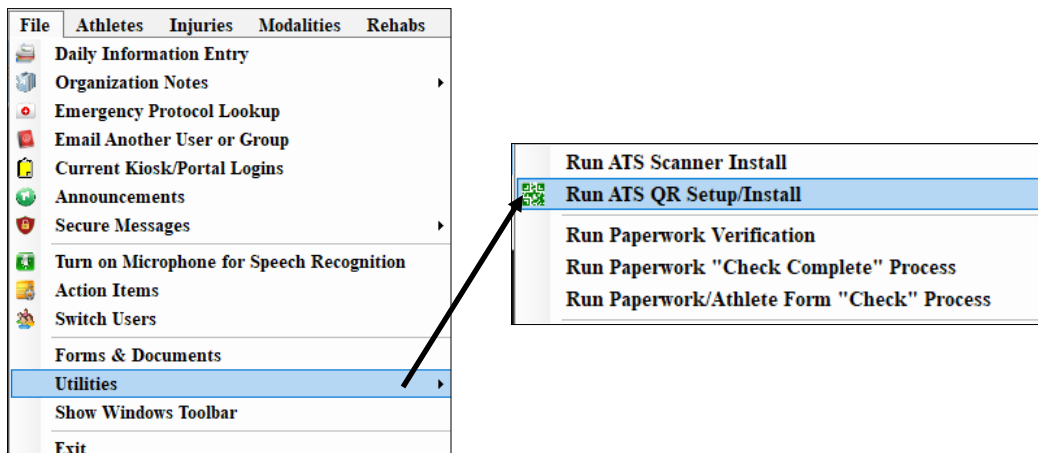


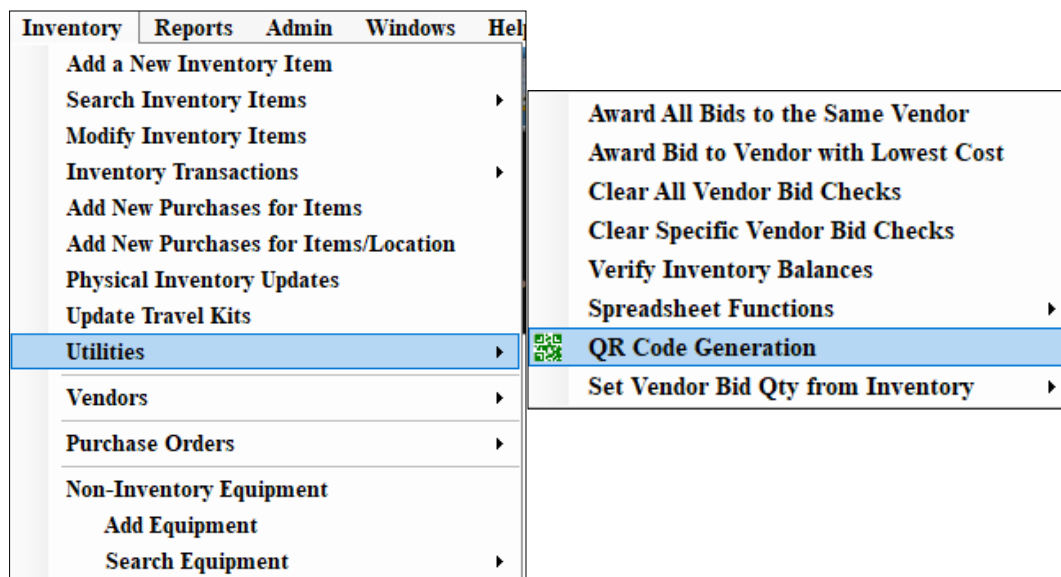
ATS: QR Codes for Inventory

You must first run the QR Code Installation Utility if you have not already done so. This can be found under the file menu. Go to file—>Utilities—> Run ATS QR Setup/Install.



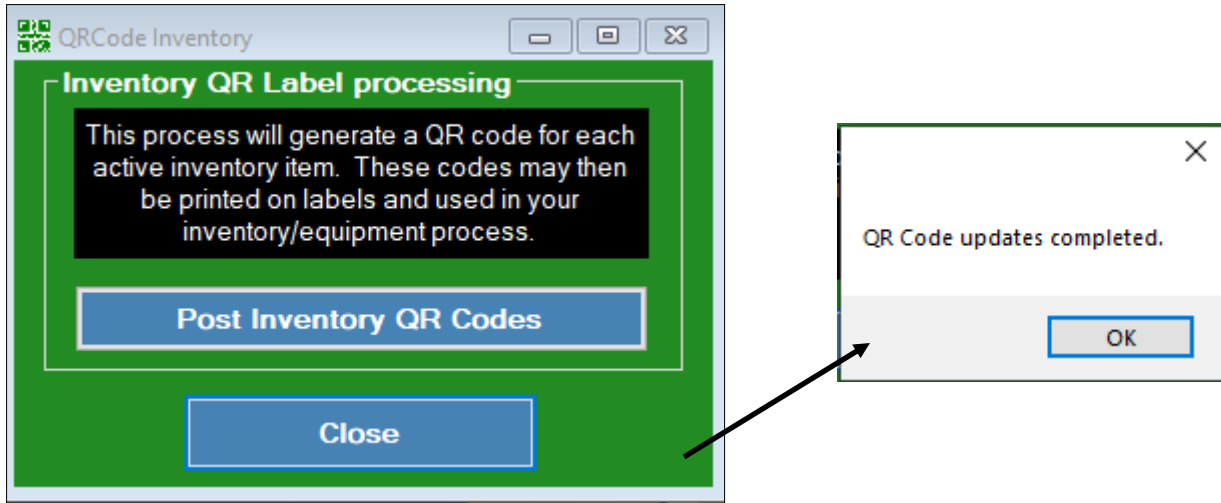
You are now ready to create QR codes for your inventory items.

Go to Inventory—> Utilities —>QR Code Generation.

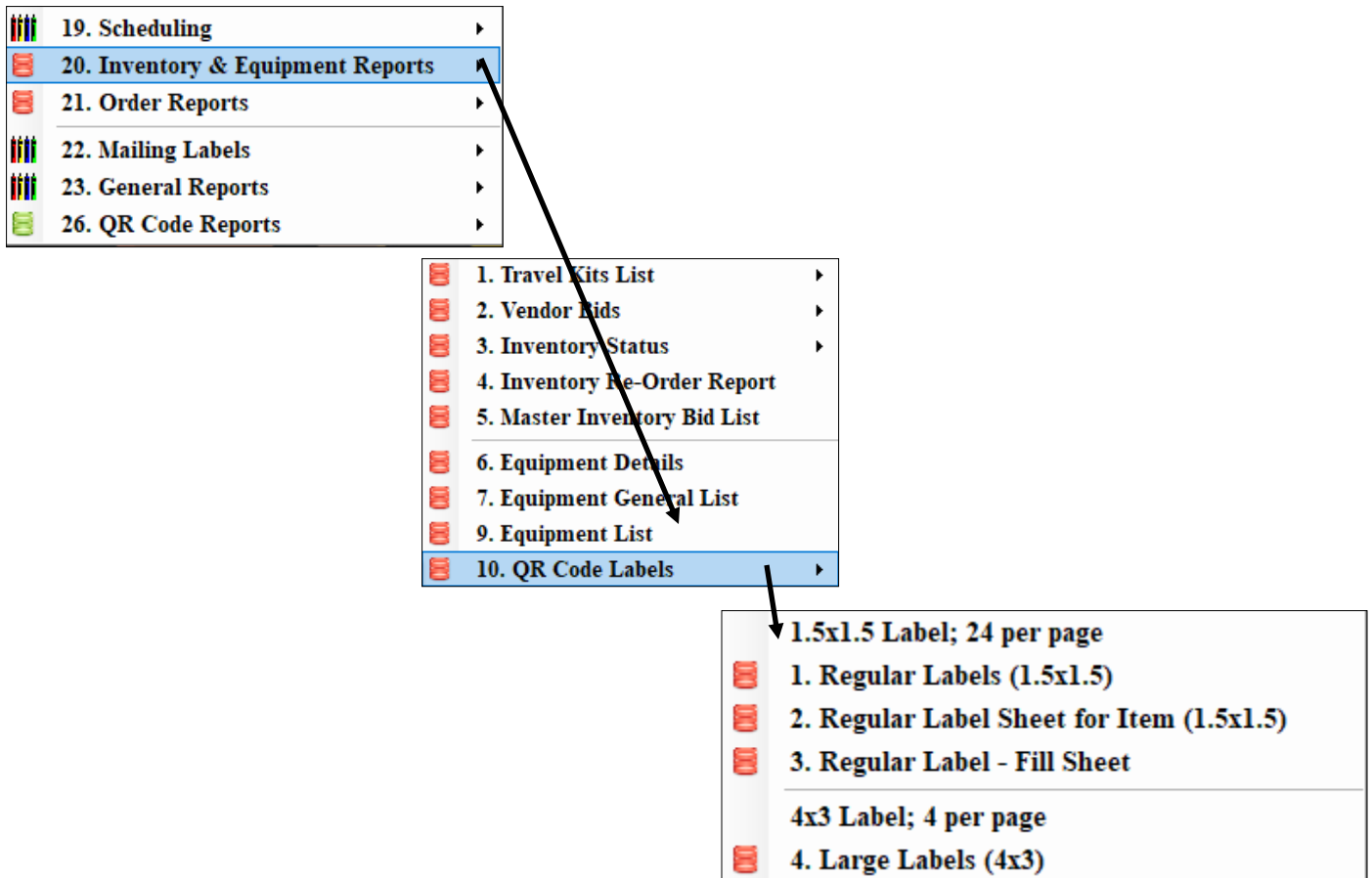


ATS: QR Codes for Inventory

The box shown below should appear. Click Post Inventory QR Codes when you are ready. This process may take a few minutes depending on the number of items in your inventory. You will receive a prompt when the process is complete.



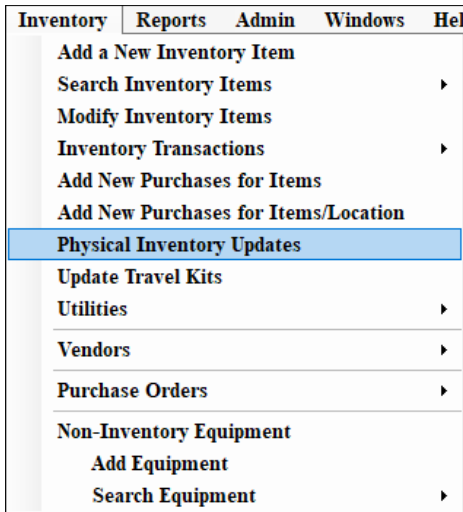
To print your QR Codes, you will need to run a report for them and print the report. Go to Reports—> #20 Inventory & Equipment Reports—>#10 QR Code labels —> make the choice that is appropriate for you.



ATS: QR Codes for Inventory

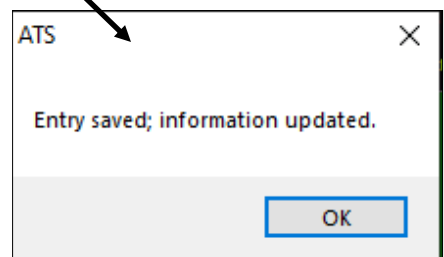
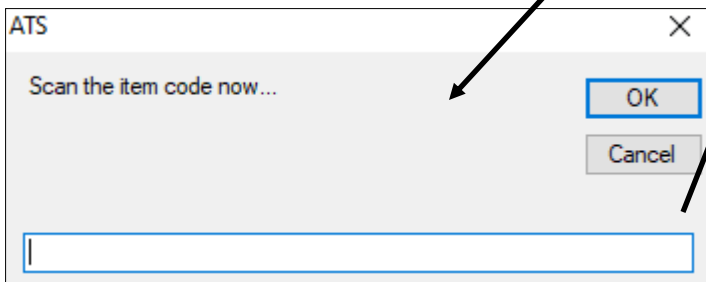
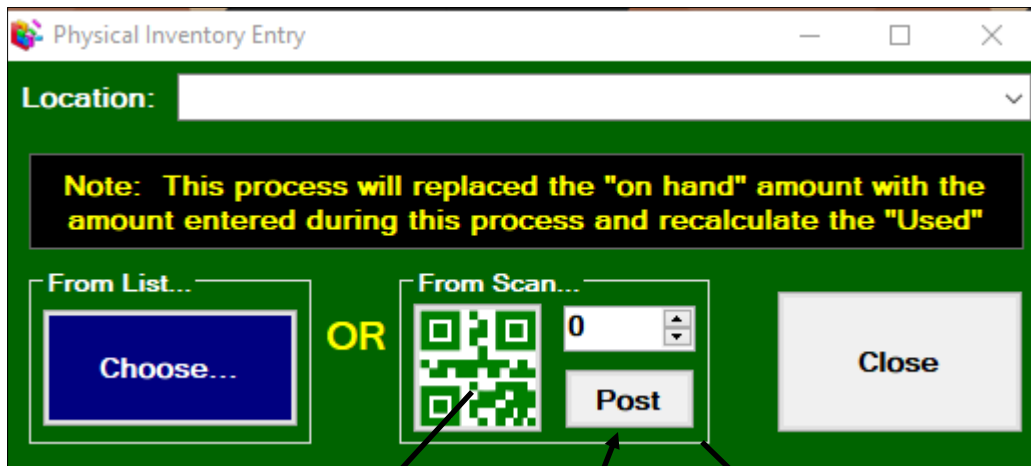
There are two main ways to utilize the QR Codes and your portable scanner. The first is intended to be done for end of the year counts. The second can be utilized for any transaction, in or out depending on your selection.

Physical Inventory Entry



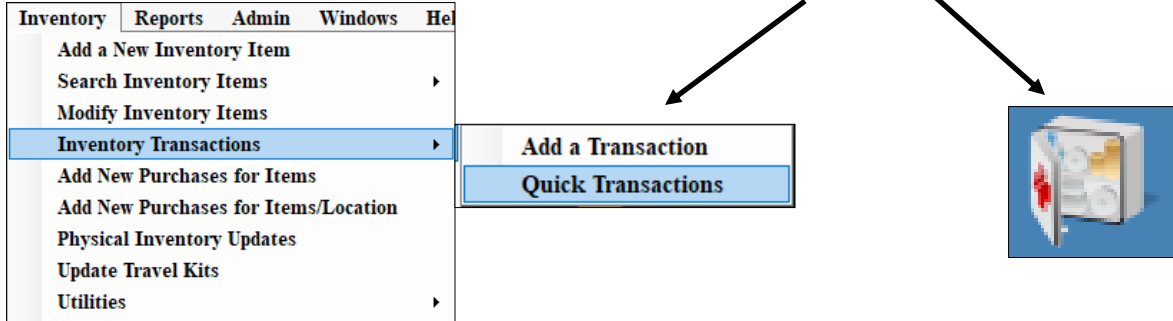
To start this process go to Inventory—> Physical Inventory Updates. The screen shown below should load. This will update the “On-Hand” amount in your inventory and recalculate the “Used” amount.

Choose the location of the inventory being done. You will then click on the QR code picture. One the Scan the item code now box loads begin scanning your item. Every time you scan the items code will count as one entry. Once you have scanned the code the appropriate number of times for this item click the Post button. You will get a confirmation when the post is complete.



Quick Inventory Transactions

To get to the quick inventory screen go to Inventory—> Inventory Transactions—> Quick Transactions, or you can click on the icon shown below.



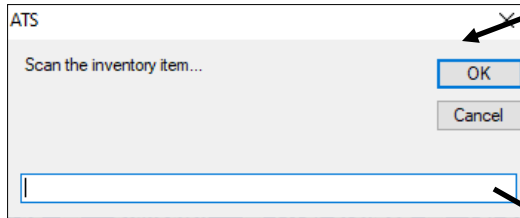
This will open up the screen shown below. If you have not set up your Quick Inventory Entry screen click [here](#) to learn more. You will be using the QR code symbol found at the bottom of this screen.



ATS: QR Codes for Inventory

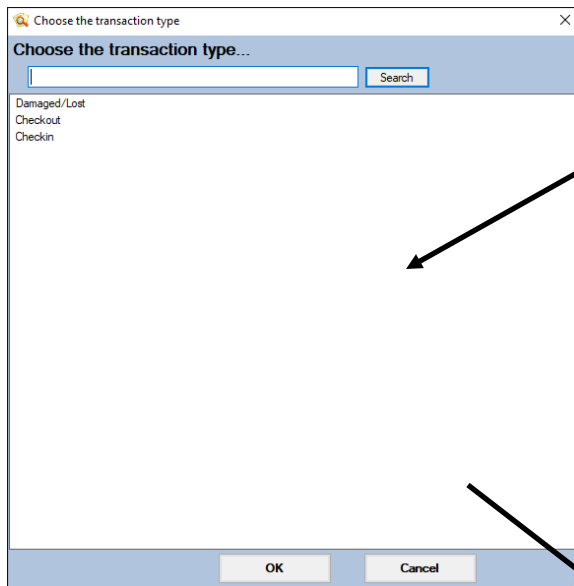
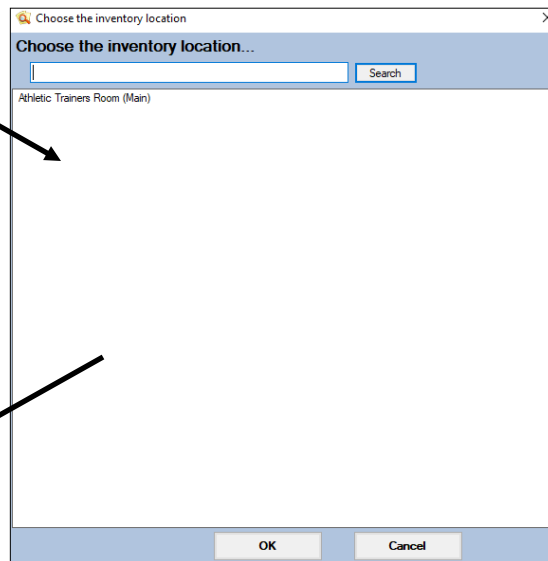


Be sure to choose a location and a date at the top of the screen. Then click on the QR Code Icon.



Once you click the icon the Scan the Inventory Item box should appear. Scan the QR Code now. Then confirm the inventory location

Choose the type of transaction (in/out/damaged)



Enter the quantity involved (be sure to use negative numbers for check ins) and click ok. You will receive a notification when the transaction has been saved.

