

# How to Cycle Count on the PPS Handheld Scanner



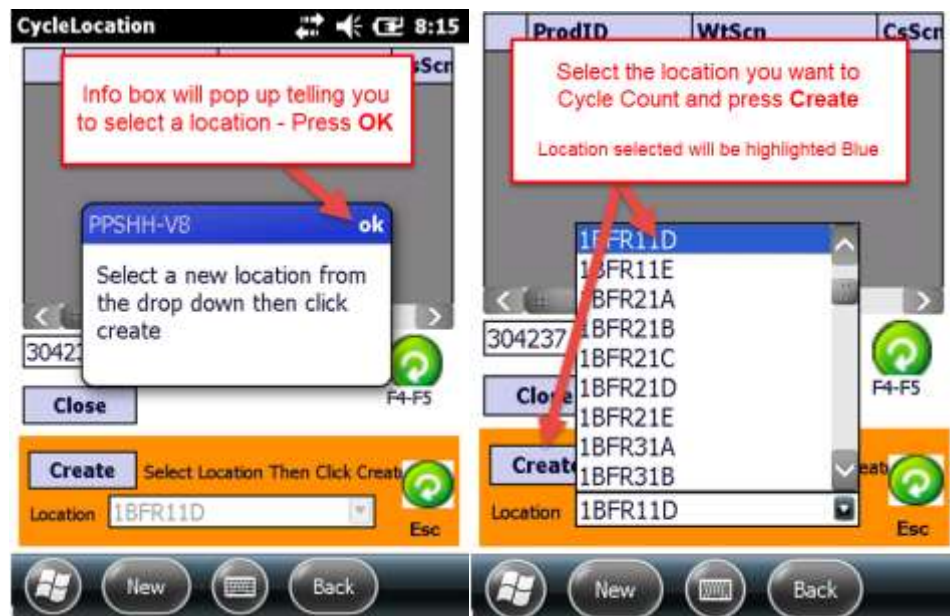
- Log into the Main Menu on the PPS Handheld Scanner
- Select **Inventory** from the main menu as shown below
- Select **Cycle Location** from the Inventory screen



- Cycle Location menu screen will show
- Select **New** to create a New cycle count
- If you have already started a cycle count and want to add to it then select if from the drop down list and select **Open**



- Info box will pop up on-screen prompting you to select a location from the drop down list
- Select the Location you want to Cycle Count from the drop down list and press **Create**



- You will be prompted to confirm starting a New Cycle Count. Select **OK**
- The data grid will populate with product that is currently in the selected location
- The Cycle Count ID Number will appear in the box for reference
- Start scanning product

