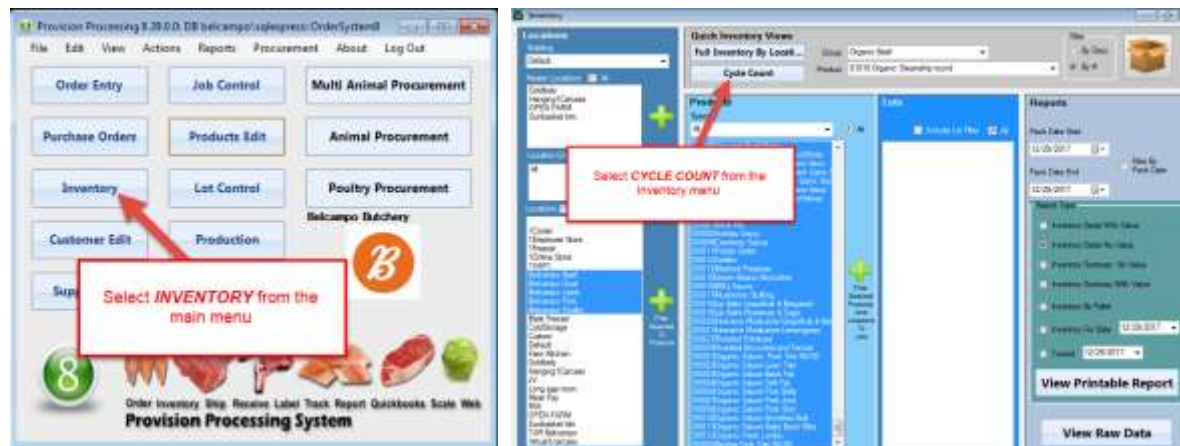


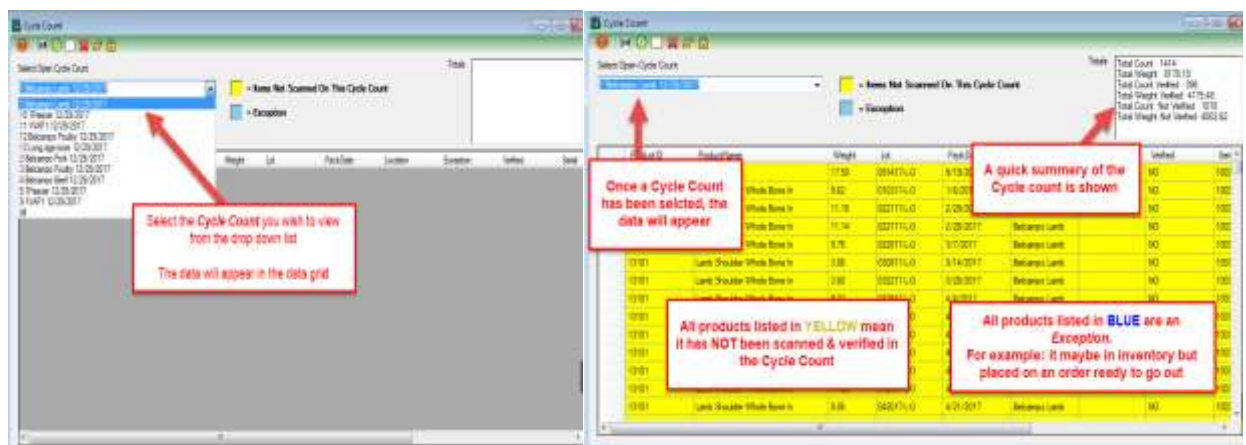
# How to view Cycle Count Data, Clean up Inventory and Print reports



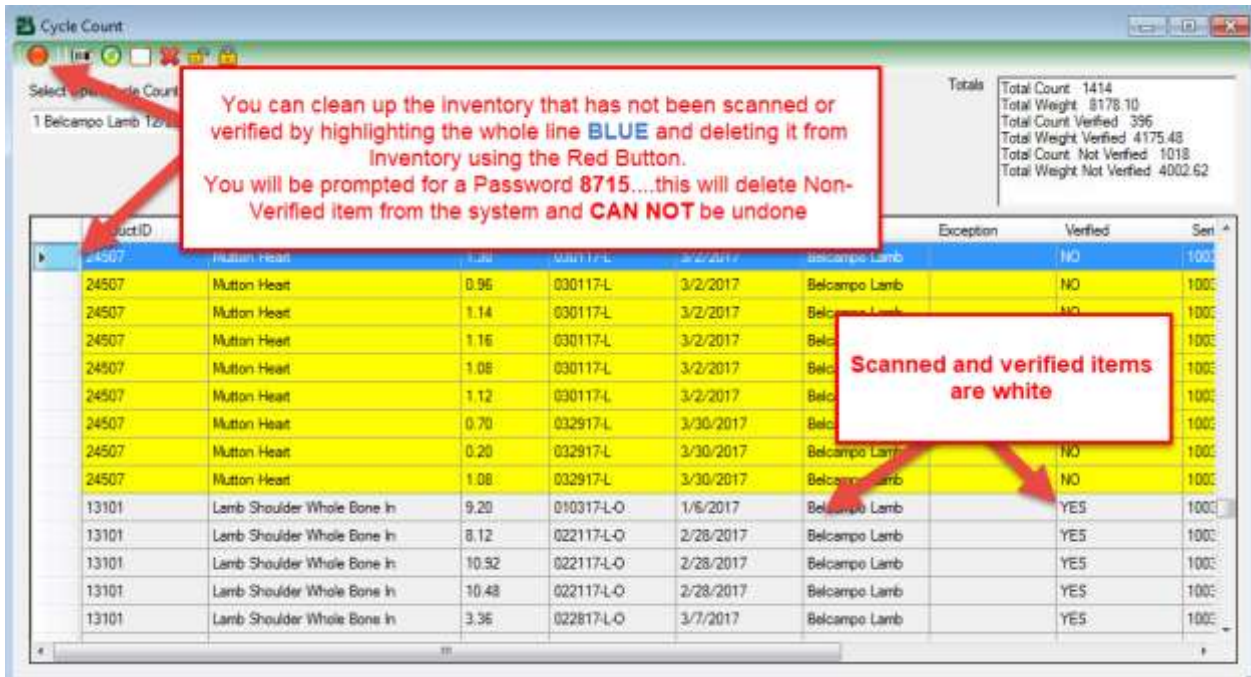
- Log into the Main Menu on the PPS Desktop Software
- Select **Inventory** from the main menu
- Select **Cycle Count** from the Inventory screen



- Cycle Count menu screen will show
- Select the Cycle Count you wish to look at from the drop down list
- Once the Cycle Count is selected, the data will appear in the grid
- A quick summary of the Cycle Count is displayed in the top right hand corner



- All Products highlighted in **Yellow** mean it **HAS NOT** been scanned and verified in the cycle count
- All Products highlighted in **Blue** mean it has an Exception. This could mean it is on a pallet, an order etc
- All Products in **White** mean it has been scanned and verified on the cycle count



- You can delete the inventory that has not been verified if you are sure you don't have it. You do this by highlighting the whole line blue and selecting the **red button** in the top menu bar
  - This requires a Password – **8715**
  - This **CAN NOT** be undone once the products have been deleted from inventory
- To close the Cycle Count press the Locked Padlock in the top menu bar
- The whole Cycle count can be deleted, if needed by selecting the red X in the top menu bar
- You can access a printable report for the Cycle Count by selecting the White Clipboard in the top menu bar