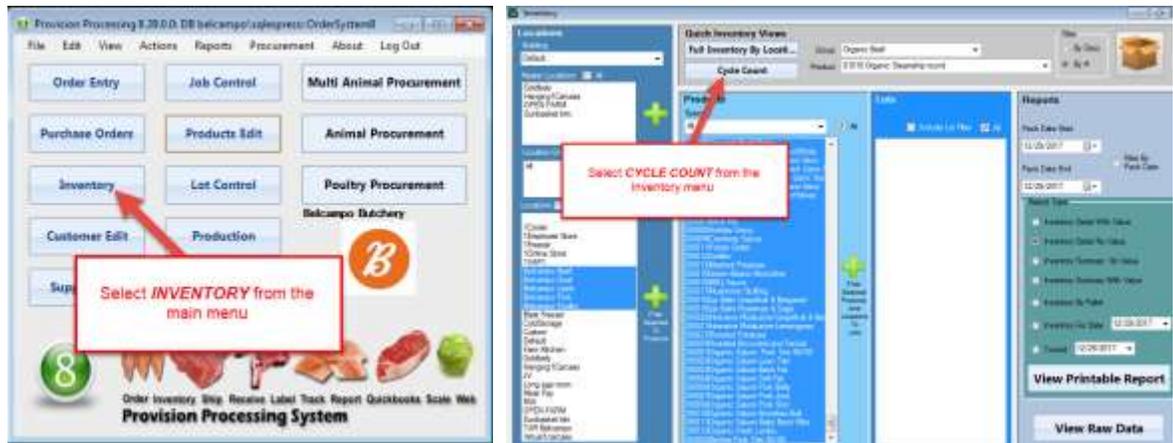


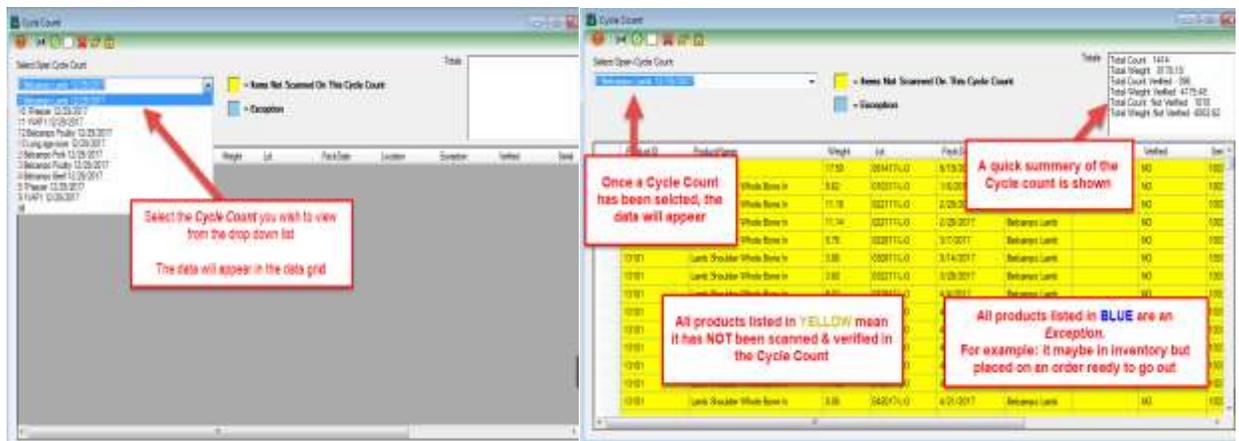
# How to view Cycle Count Data, Clean up Inventory and Print reports



- 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

