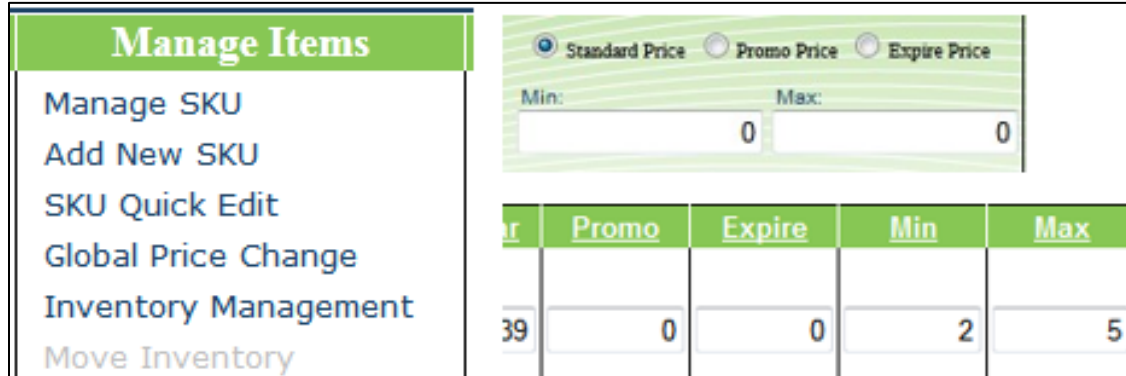# Managing Inventory on a Tablet

Introduction

Each item has a minimum and a maximum value. The maximum value is the quantity you want to have on hand at all times. You can edit the minimum and maximum values under **Manage SKU** or **SKU Quick Edit** under **Manage Items** on the SmartHQ.


When you have entered the maximum values, enter your current inventory. Follow the same steps used to add inventory to your store before a restocking or adjusting inventory after a physical count is done.

Connect to the Network

Go online to access the SmartHQ website. If you are on location, the Wireless SSID you will need should be shown as **VSHxxxxxx**

1. Tap the **Clock** on the bottom, right.

2. Tap **Wi-Fi**.

3. Tap to connect to the network of your choice on the next screen.

4. Enter the **password** if needed.
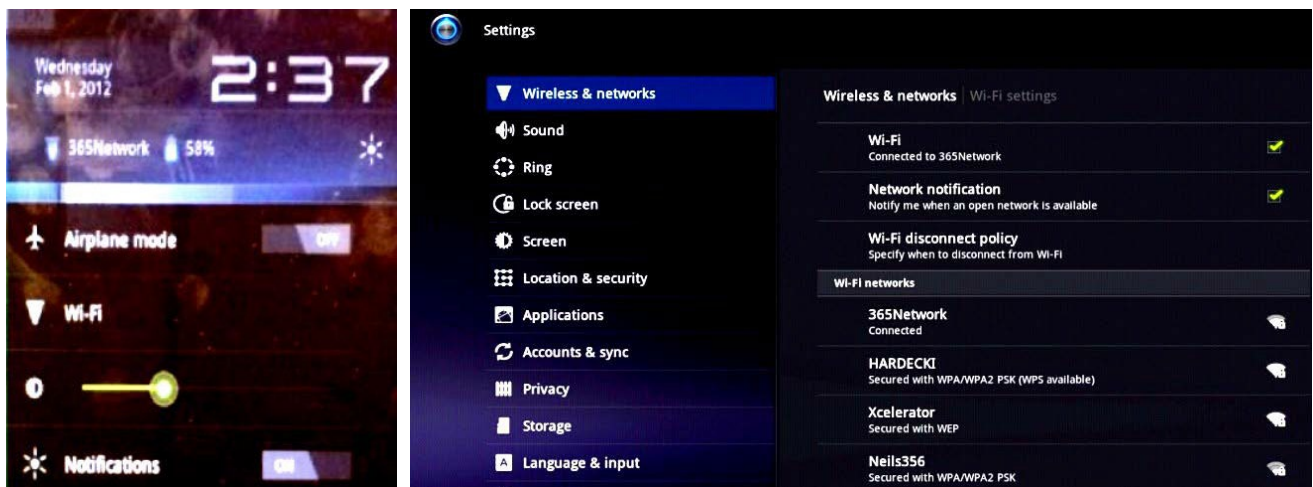
Login to Smart HQ

5. Go back to the Home screen and tap the **365SmartHQ** bookmark.

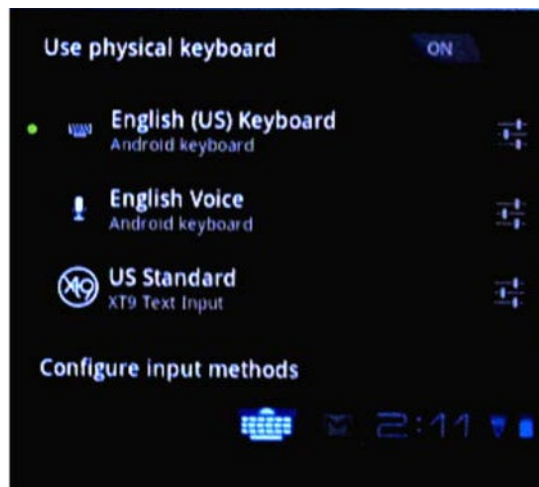6. Login SmartHQ using your credentials.

Managing Inventory on a Tablet

7. Go into the *Inventory Management* page under **Manage Items**.

Plugging in the USB Barcode Scanner

By default, the barcode scanner will take over the Android Keyboard, so you will need to re-enable the input from the keyboard.
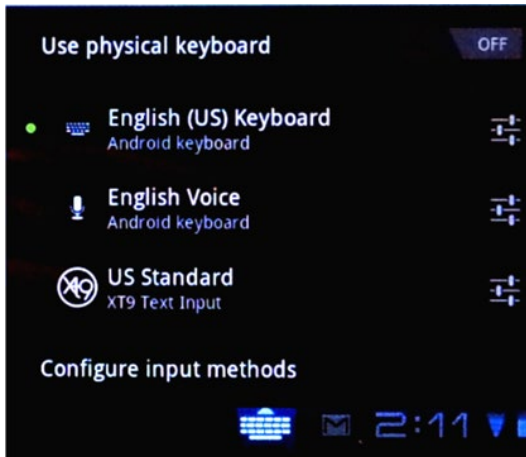
8. Plug in the USB Barcode Scanner.

9. Select any text field.

10. Tap the **Glowing Keyboard icon** near the bottom of the p age to expand the settings.

11. Tap the Slider from On to **OFF** next to the **Use physical keyboard** option. This will allow both Keyboard and Barcode input.

Managing Inventory

Managing your inventory is quick and easy. You can adjust your total inventory and allow for spoilage, theft or damage.

1. Select the **Search** field.

2. **Scan the barcode** of the product whose inventory you want to adjust.

3. A query will run to display the item scanned.

4. Tap the **Adjust** field to edit the number. Use the on-screen keyboard to change the value to your current quantity on-hand or the quantity you are adding to the inventory.
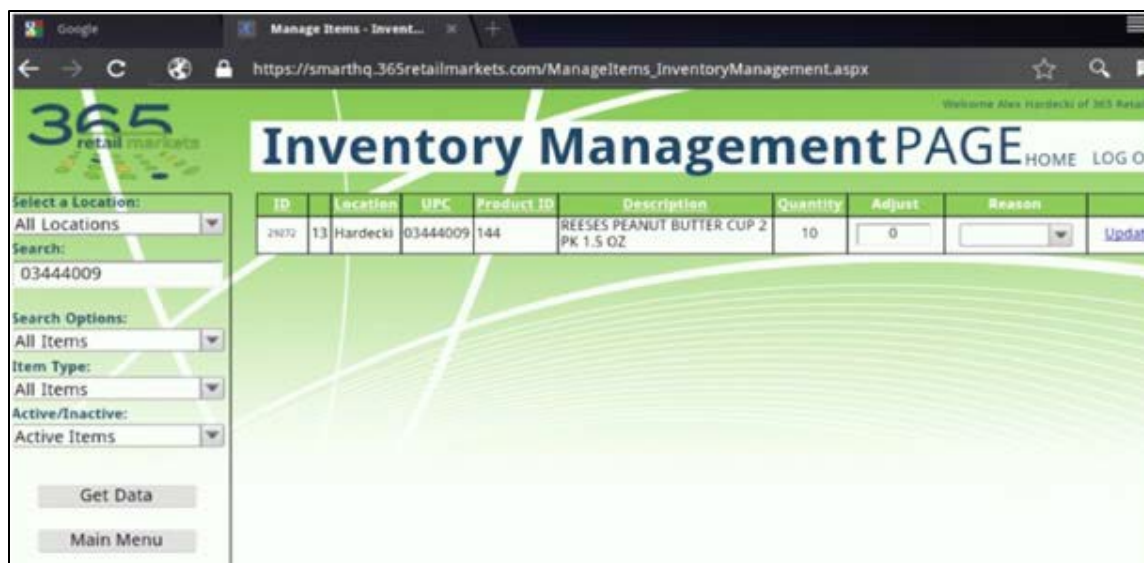

5. Tap **Update** to save your adjustment.

Managing Inventory on a Tablet

6. If you are removing Inventory, you can use a (-) negative number. You must give a reason for removing inventory. Select a reason for the removal from the **Reason** drop-down menu.
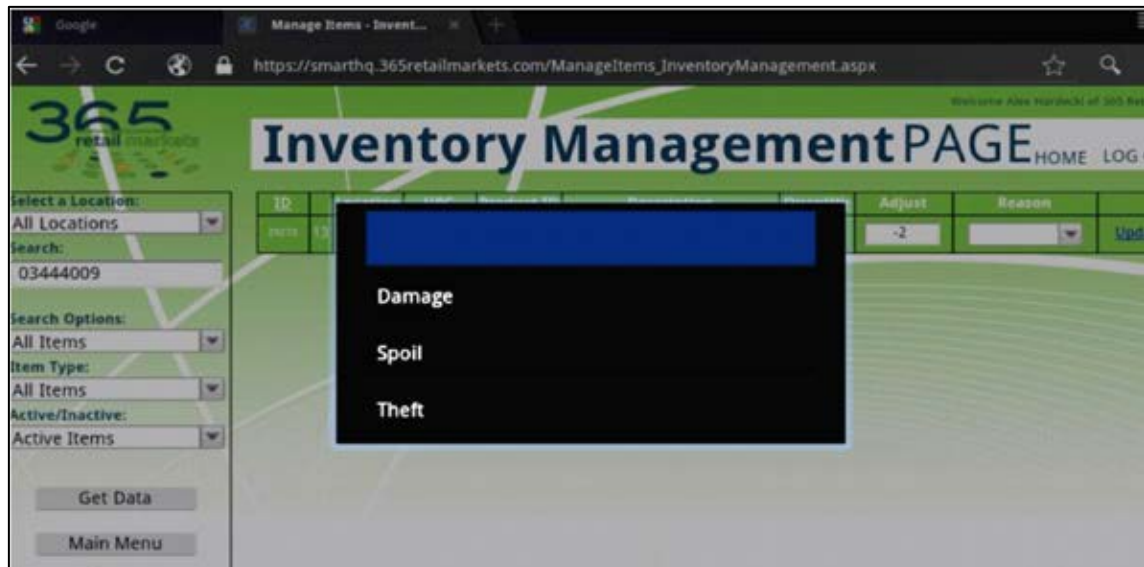
7. Remember to tap **Update** to save your changes.
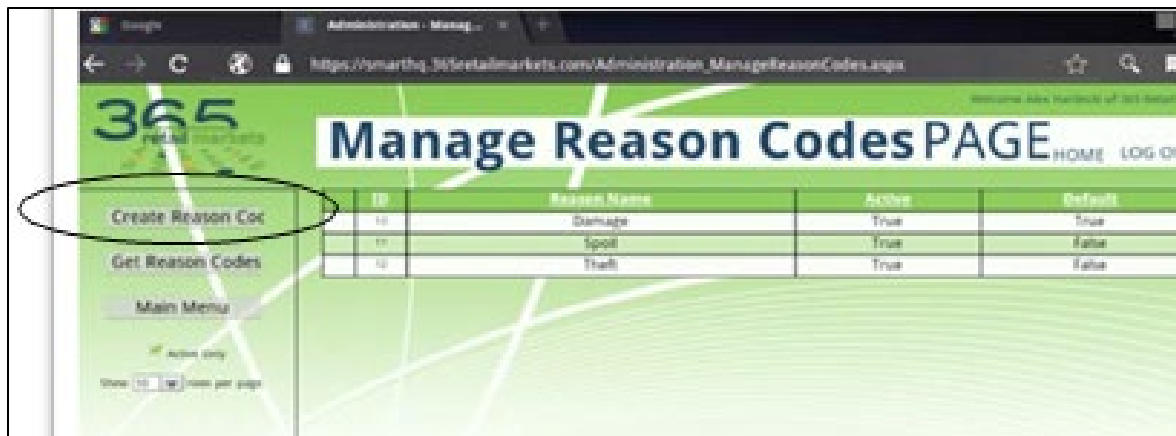   The inventory is now adjusted!

Managing Inventory on a Tablet

Creating a Reason Code

1. Tap **Manage Reason Codes** from the *Administration* column in the Main Menu.

2. To create a new reason code, tap **Create Reason Code**.

3. Give the reason code a title.

Managing Inventory on a Tablet

4. Tap **Add** to save the reason code.