

How to Use the Mobile Inventory App





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Introduction

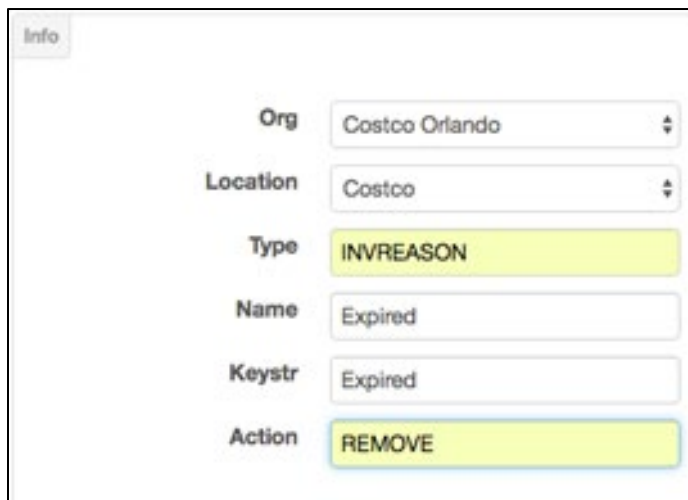
365 Mobile Inventory is a website dedicated to managing product inventory directly from the field. The website has been designed for in-store inventory updates, which are typically performed by the route driver.

Preparing for Mobile Inventory

You must create **Add and Remove codes** in ADM before using them on the Mobile Inventory App. To add or adjust codes, you must have Super User access in ADM.

Login to ADM

1. Go to <https://adm.365retailmarkets.com/> and login to ADM.
2. Touch **Super**.
3. Select **OrgStr**.
4. Touch the **Create New** button.
5. Select the **Org** from the drop-down menu.
6. Select the **Location** from the drop-down menu.
7. Enter **INVREASON** in the **Type** field.



The screenshot shows a form with the following fields:

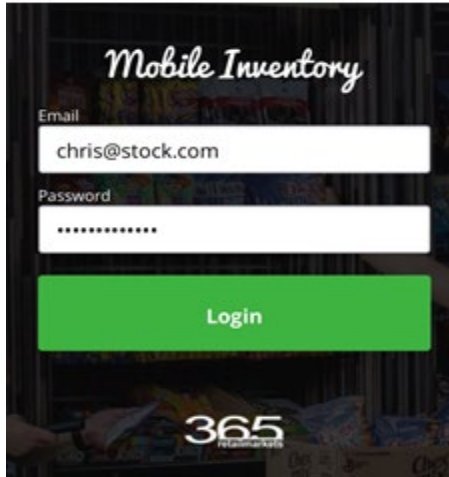
Org	Costco Orlando
Location	Costco
Type	INVREASON
Name	Expired
Keyst	Expired
Action	REMOVE

8. Enter the **reason** you want to display, such as Spoiled, Expired, ReStock, etc., in the **Name** field.
9. Enter the same name in the **Keyst** field.
10. Enter either **ADD** or **REMOVE** in the **Action** field.
11. **Save** your changes.

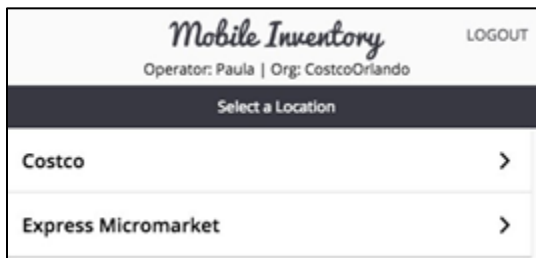
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Login to 365 Mobile Inventory Website

1. From your mobile device, go to <http://365mobileinventory.com/>
2. Enter your email and password.



3. Touch Login.
Note: For best results, use one of these browsers: Safari, Chrome or Firefox.
4. The locations that you can access will display. Touch your location.



5. A list of actions will display as shown below.



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Add Products

1. From Location, touch **Add Products**.
2. Select a **Reason**.



Note: Reason Codes can be changed in Smart HQ from a computer. Go to: <https://adm.365retailmarkets.com/>

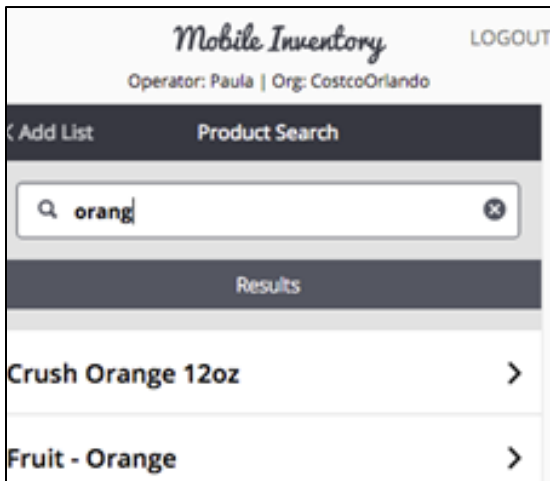
If you are on a computer with a scanner attached, you can scan a product.



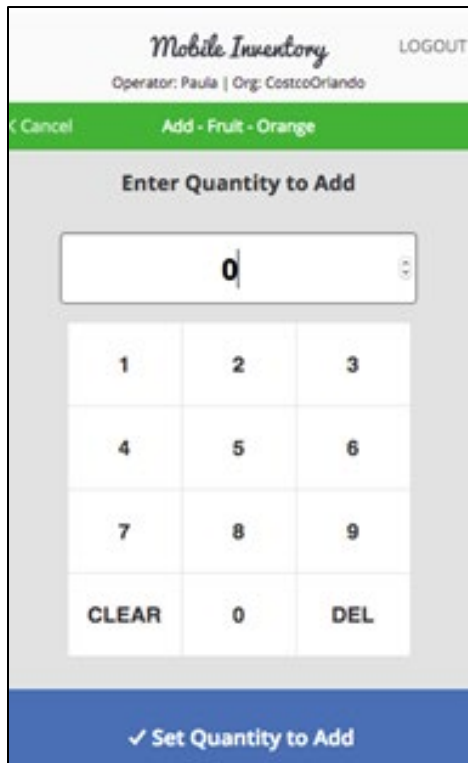
3. Touch **Search** or **scan** a product. A list of products will display.

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4. Select the **product**.



5. Enter the **quantity** you want to add.



6. Touch **Set Quantity to Add**. A brief confirmation will display.

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Remove Products

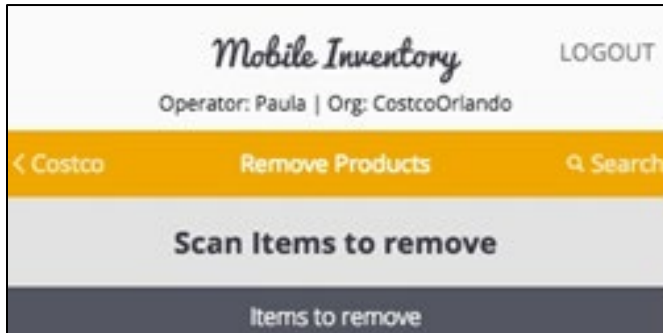
1. From Location, touch **Remove Products**.
2. Select a **Reason**.



Note: Reason Codes can be changed in Smart HQ from a computer, go to: <https://adm.365retailmarkets.com/>.

If you are on a computer with a scanner attached, you can scan a product.

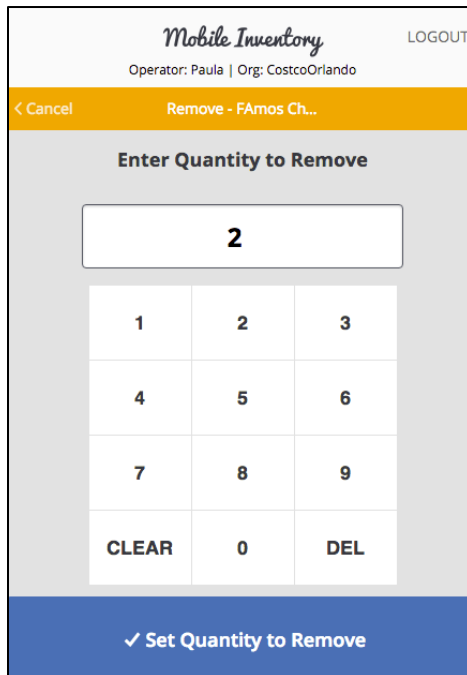
3. Touch or scan a product.



4. Select the **product** from the drop-down list of products.

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5. Enter the **quantity** to remove.



Mobile Inventory LOGOUT
Operator: Paula | Org: CostcoOrlando

< Cancel Remove - FAmos Ch...

Enter Quantity to Remove

2

1	2	3
4	5	6
7	8	9
CLEAR	0	DEL

✓ Set Quantity to Remove

6. Touch **Set Quantity to Remove**. A brief confirmation will display.

Physical Inventory

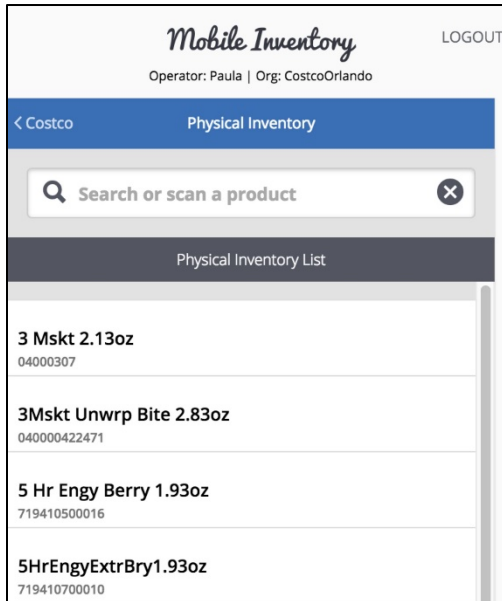
Enter the number of products currently in inventory. If quantities are entered for the same product on the same day, the system adds the numbers together.

1. From Location, touch **Physical Inventory**.
2. Touch **search** or **scan** a product.

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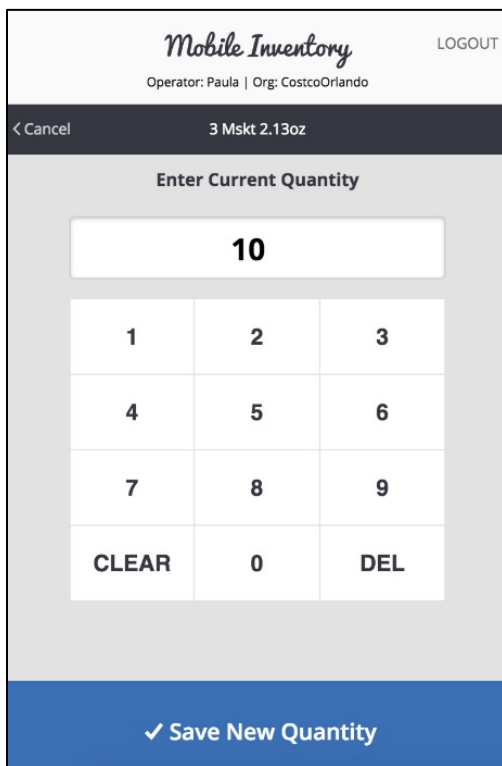


3. Touch the **product name**.



4. Enter the current **quantity**.

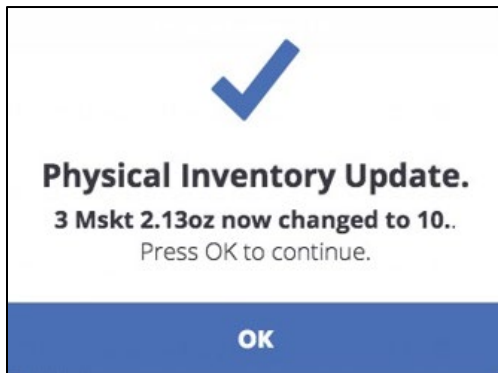
5. Touch **Save New Quantity**.



Note: If you inventory the same product twice in one day, the system will add the quantities together.

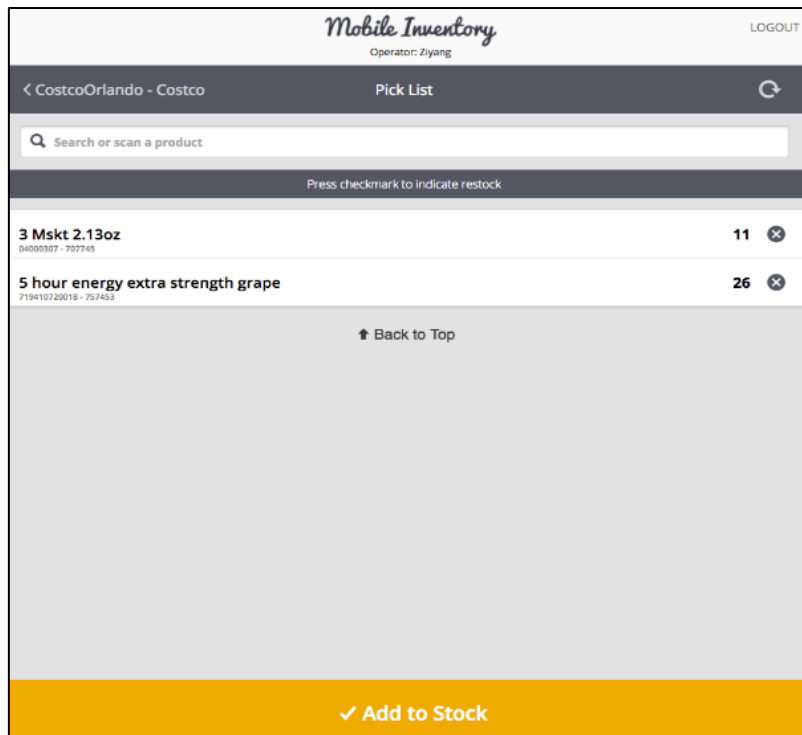
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6. A confirmation screen will display, touch **OK**.



Pick List

1. From Location, touch **Pick List**.
2. Touch **search or scan a product** or choose the **Refresh** arrow in top, right corner.
3. Touch the **product name**.
4. Enter the **quantity** for restock.
5. Touch **Add to Stock** and a brief confirmation will display.





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Create your Picklist in ADM

1. Touch the **Location** button, choose your location and scroll to the bottom.
2. Choose the blue **Inventory** button and make your adjustments to your inventory.
3. Select the blue **Save Inventory** button in the top, right corner.
4. Choose the **Pick List** button.
5. Select the **Refresh Pick List** button.

Kiosk Products Home Commercial Close Commercial Tax Mapping Deposit Mapping Inventory									
Pick List Print Export Save Inventory									
Search:									
Name	Scancode	Category 1	Category 2	Min Stock	Max Stock	Case	In Inv	Reason Code	
9bar Breakfast Boost ALMOND&RASPBERRY	5024278004718	HEALTHY	5. HEALTHY	8	15	16	1	None	
9bar Original Lift Peanut	5024278002073	HEALTHY	5. HEALTHY	8	15	16	5	None	
Alpen Fruit & Nut with Milk Chocolate	5010029203882	BREAKFAST	8. BREAKFAST	8	15	24	1	None	
Alpen Light Summer Fruit	5010029214697	BREAKFAST	8. BREAKFAST	8	15	24	2	None	
Apple	44444444	FRESH FRUIT	7. FRUIT & NUT	5	15	15	1	None	

Pick List for Abaco											
History Refresh Pick List Export Pick List Push To Inventory											
Search:											
Name	Scancode	Category	Subcategory	Action	Case	Min	Max	In Inv	Need		
9bar Breakfast Boost ALMOND&RASPBERRY	5024278004718	HEALTHY	5. HEALTHY	At or Below Minimum	16	8	15	1	14		
9bar Original Lift Peanut	5024278002073	HEALTHY	5. HEALTHY	At or Below Minimum	16	8	15	5	10		
Alpen Fruit & Nut with Milk Chocolate	5010029203882	BREAKFAST	8. BREAKFAST	At or Below Minimum	24	8	15	1	14		
Alpen Light Summer Fruit	5010029214697	BREAKFAST	8. BREAKFAST	At or Below Minimum	24	8	15	2	13		
Apple	44444444	FRESH FRUIT	7. FRUIT & NUT	At or Below Minimum	15	5	15	1	14		