

# Mobile Stock Take Documentation

## Settings

On first set-up, you will be asked for the following details:

**App ID** – This will be generated automatically after saving the settings

**Device Name** – Name of the device

**URL** – The webservice URL required to connect to MACE. This will be the external server IP address, and the port number

**Timeout** – The delay in seconds that will occur before an error is displayed while trying to connect to MACE

Click **Save** to preserve your settings before continuing. Additional options include:

**Test Connection** – Open the Connection Test page. Test the device connection to web services and MACE system

**Wipe App** – Clear device data and restore to default settings

## Profile

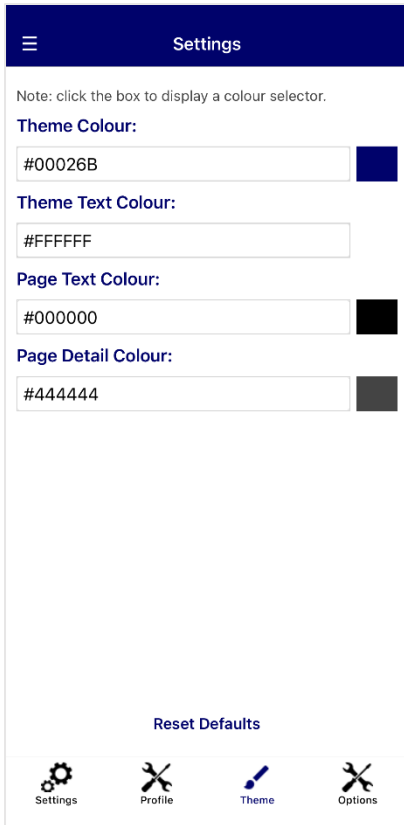
**Company** – The company to connect to in MACE

**Branch** – The stock taking branch

**User Profile** – The MACE user profile for the device

**Forms Queue** – The forms queue for managing print processes. Forms queues are located on the site Printer Manager or under Define Printers in the Printer Control menu

## Theme



The Theme page can be used to set application colours.

**Theme Colour** – Main colour for the application

**Theme Text Colour** – Used for text headings and titles

**Page Text Colour** – Application Background colour

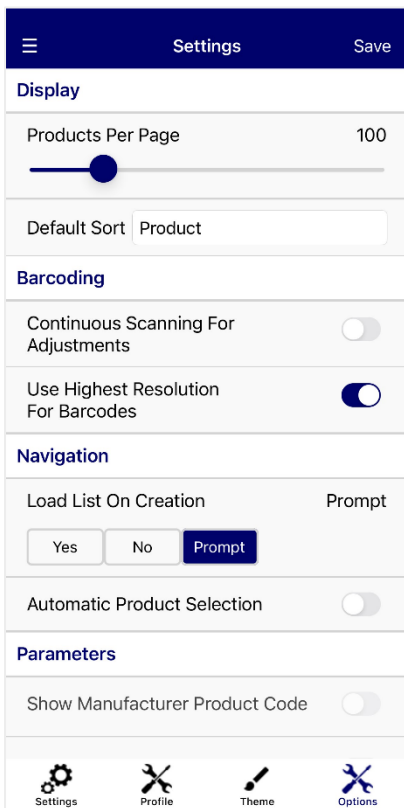
**Page Detail Colour** – Used for page text

**Reset Defaults** – Set colours to the default application colour scheme

There are multiple colour options, with the ability to enter colour names such as 'red', or typing in a colour's hexadecimal code. Changes on this screen will be saved automatically.

Alternatively, clicking the box next to the textbox will open a detailed colour selection screen. Click **Save** on this screen to save your colour selection.

## Options



**Products Per Page** – Number of products to show per page before a new page is needed

**Default Sort** – Field which products will be sorted by

**Continuous Scanning For Adjustments** – Keep the camera open and prompt to scan for a barcode until stopped

**Use Highest Resolution for Barcodes** - Use the highest available resolution when scanning for barcodes

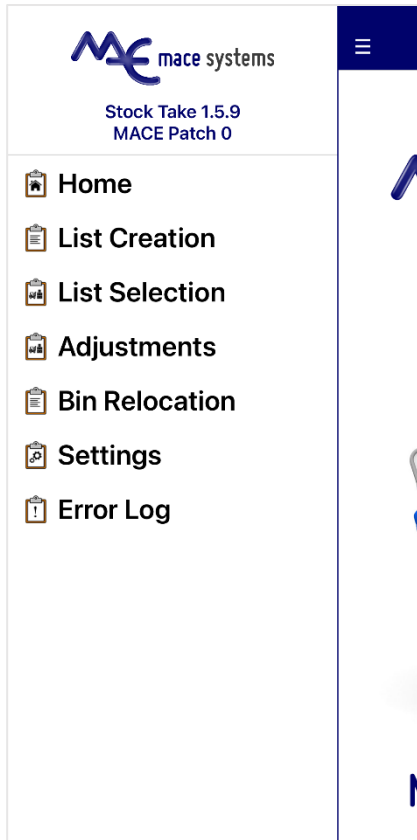
**Load List on Creation** – Automatically open the stock take list after creating, or prompt whether to enter the stock take list. Selecting 'No' will disable the prompt

**Automatic Product Selection** – Automatically navigate to the next product after posting a transaction

**Parameters** – Mobile Stock Take parameters. These parameters cannot be changed from the Options page. They can be amended using the Mobile Stock Take Parameter graphical screen.

Click **Save** to save your settings before continuing.

## Navigation



To navigate, slide the screen to the right, or press the three dashed lines.

The navigation panel will display the current app version as well as the current MACE patch level. If your patch level is not high enough for the application, an error message will be displayed.

To select a page, tap on the required menu option.

To create a new stock take list, tap List Creation.

To select an existing list, tap List Selection.

To amend a single product without creating a list, tap Adjustments.

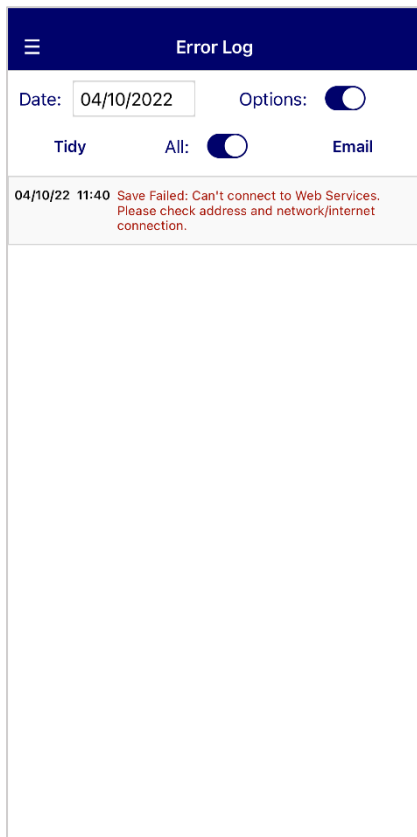
To change the bin location of a product, select Bin Relocation.

To change settings, select the Settings option.

To view past error messages, tap Error Log.

If any pages are not visible, access may be disabled in the mobile stock take parameters.

## Error Log



**Date** – List error messages on a set date

**Options** – Display options bar

**Tidy** – Clear error messages older than 60 days old

**All** – View all messages regardless of set date

**Email** – Email error log to MACE Support

## List Creation

The screenshot shows the 'List Creation' interface. At the top, there's a header 'List Creation'. Below it, there are several sections:
 

- Company (CM5)**: A dropdown menu showing 'Platypus Products'.
- Branch (1)**: A dropdown menu showing 'BRISTOL'.
- Product Type**: A dropdown menu showing 'Both'.
- Select By**: A section with a 'Bin' label and four buttons: 'Product', 'Group', 'Supplier', and 'Bin'. The 'Bin' button is highlighted in blue.
- Bin**: A section with a radio button labeled 'Products with no bin'.
- From**: An empty text input field.
- To**: An empty text input field.
- Create List**: A large blue button at the bottom.

**Company** – Company running the stock take

**Branch** – The stock take list branch

**Product Type** – Include products that are ‘Stock’, ‘Non-Stock’ or ‘Both’

**Select By** – Select products by ‘Product’, ‘Group’, ‘Supplier’, or ‘Bin’

**From/To** – The product selection range. In some cases, the list is populated based on external parameters, and can be viewed with the ‘#’ key

**Products with no Group** – If the ‘Select By’ type is set to ‘Group’, create a list of products that do not have a group assigned

**Products with no Supplier** – If the ‘Select By’ type is set to ‘Supplier’, create a list of products that do not have a supplier assigned

**Products with no Bin** – If the ‘Select By’ type is set to ‘Bin’, create a list of products that do not have a bin code assigned

**Create List** – Create a stock take list with the chosen settings. If the ‘Load List on Creation’ parameter is set to ‘Yes’ or ‘Prompt’, the list can be opened immediately

## List Selection

The screenshot shows the 'List Selection' interface. It features a list of items:
 

- Item 21**: 12 December 2022 13:33, Branch: "1", Group: "PAINT" - "PAINT", Product Type: "Both".
- Item 22**: 12 December 2022 15:17, Branch: "1", Group: "BATH", Product Type: "Both". This item has a red 'Delete' button and a blue 'Complete' button.
- Item 23**: 13 December 2022 15:18, Branch: "1", Supplier: "0001" - "0001", Product Type: "Both".

By default, stock take lists created across all branches will be displayed. Enable mobile stock take parameter ‘Filter List Selection by Branch’ to restrict lists to the branch selected in the device Profile page.

Swipe down from the top of the screen to refresh the list.

Slide a list across to the left to access the Delete and Complete options.

**Delete** – Delete a list. This only applies for lists with no transactions

**Complete** – Complete the list and print a stock take transactions report to the forms queue in the settings page. Partly-taken stock take lists must be completed and cannot be deleted

Tap the list to select it.

Once a device is in a list, it will become locked and another device cannot select it. The user must navigate out of the list to unlock it.

## Product Selection

Swipe down from the top of the product list to refresh.

**Sort** – List products by ‘Product’, ‘Group’, ‘Supplier’ or ‘Bin’

**Search** – Filter the displayed products by code or description

**Scan Icon** – Tap the icon to open the camera. If a product has a barcode assigned, you can scan a product barcode which will filter displayed products

**Product** – Tapping on a product will display the Item page. When a transaction has been posted for the selected product, it will be highlighted green. A product can be updated multiple times before the list is completed

**Multiple Bins** – If a product has multiple bins, the bin code will be displayed in brackets

**Paging** –Page navigation options are displayed at the bottom of the screen for large lists

## Item Page (Non-Cable)

**Committed Warning** – This warning will be displayed if a product has committed stock. Depending on your parameters, the message will alert users to either include or exclude the committed stock in the count quantity

**Current Balance** – Current product balance in MACE at the time of list entry

**New Balance** – Enter a new balance for the product

**Transaction Reference** – Reference for the transaction posting

**Reason** – Reason for updating stock balance. This is not a mandatory field and can be left blank

**Post Transaction** – Post the transaction and immediately update the product balance in MACE

**Options** – Display additional features:

**History** – Display the transaction history for this product

**Committed** – List the committed stock transactions

## Product History

< Back
Refresh
Product History

**Product Code:**  
0002:1

**Description:**  
SKY BLUE PAINT 2.5L

Physical 90 On-Order 0 Allocated 17 Free 75  
Committed 15 Quarantine 0

Date From:  Date To:

Transactions (1)

Type: ST+ Date: 13/12/2022 Quantity: 4  
Reference: 24|1  
Customer:

The Product History page displays the transaction history for the product. The header includes the product code, description, and the stock balances.

**Date From/Date To** – The date range to view transactions

The transactions list will include information such as the transaction type, date, product quantity, the transaction reference, the transaction operator, and the reason for the transaction. Depending on transaction type, the list may display the customer or supplier ID and name.

## Committed Stock

< Back
Committed Stock

Physical 90 On-Order 0 Allocated 17 Free 75  
Committed 15 Quarantine 0

Doc Type	Doc ID	Committed
ORD	2246:1	2
ORD	2249:1	5
INV	4527:1	1
INV	4529:1	2
INV	4573:1	2
INV	4533:1	3
INV	4537:1	20

Total Committed: 35

The Committed Stock page displays sales documents with the quantity that is committed to the customer. The list includes the order/invoice number, the document type, and the committed amount. The row can be tapped to display the Committed Stock Detail page which lists the document information.

The total committed stock is displayed at the bottom of the screen.

### Item Page (Cable)

< Back
Options
Cable Item Page

↻ History
📊 Committed

Warning committed lengths found. Committed lengths of cable CAN'T be adjusted.

**Product:** CD0:1 Add Cable

**Description:** CD CABLE 0.5mmX50m

**Last Stock Take:**

**Group:** CABLE      **Supplier:** 0001      **Bin:**

**Reference:**

**Reason:**

Cable Ref	Qty	New Qty
GRN 1030:1	21	<input style="width: 40px;" type="text"/>
WAREHOUSE	50	<input style="width: 40px;" type="text"/>
NEWDRUM	10	<input style="width: 40px;" type="text"/>

Post Transaction

**Committed Warning** – This warning will be displayed if a cable has committed lengths

**Add Cable** – Displays the ‘Add Cable’ page, which will allow you to add new lengths of cable

**Reference** – Transaction reference for the posting

**Reason** – Reason for updating the cable balance

The available cable drums will be listed with their current quantities.

**New Qty** – Enter a quantity per length of cable. Type 0 to delete a cable quantity from MACE

**Post Transaction** – Post the transaction and immediately update the product balance in MACE

**Product History** and **Committed Stock** can also be found under the Options tab

### Add Cable

< Back
Add Cable Page

Cable Reference:

Quantity:

Add

The Add Cable page can be used to add new lengths of cable.

**Cable Reference** – Reference for the new length of cable

**Quantity** – The new length quantity

**Add** – Add the new length of cable

## Adjustments

The Adjustments page can be used to amend a product’s balance without creating a stock take list.

The Adjustments feature requires a minimum patch level of 3402.

**Company** – The product company

**Branch** – The product branch

**Product** – The product code. The product can also be selected by entering sort keys

**Scan Icon** – Scan a product’s assigned barcode

**Select Product** – Select the product and open the Item Page

## Item Page (Adjustments)

**Committed Warning** – This warning will be displayed if a product has committed stock. Depending on your parameters, the message will alert users to either include or exclude the committed stock in the count quantity

**Current Balance** – Current product balance in MACE at the time of adjustment

**New Balance** – Enter a new balance for the product

**Transaction Reference** – Reference for the transaction posting.

**Reason** – Reason for updating stock balance

**Post Transaction** – Update the balance in MACE. The product balance will be updated immediately

**Options** – Display additional features:

**Product History** – Display the transaction history for this product

**Committed Stock** – List the committed stock transactions



## Bin Relocation

The Bin Relocation page can be used to change a product’s bin location.

Multiple bins are currently unsupported.

**Company** – The product company

**Branch** – The product branch

**Product** – The product code. The product can also be selected by entering sort keys

**Scan Icon** – Scan the assigned barcode

**Current** – The current bin location

**New** – Enter the new bin location

**Relocate Product** – Save the changes and update the bin location

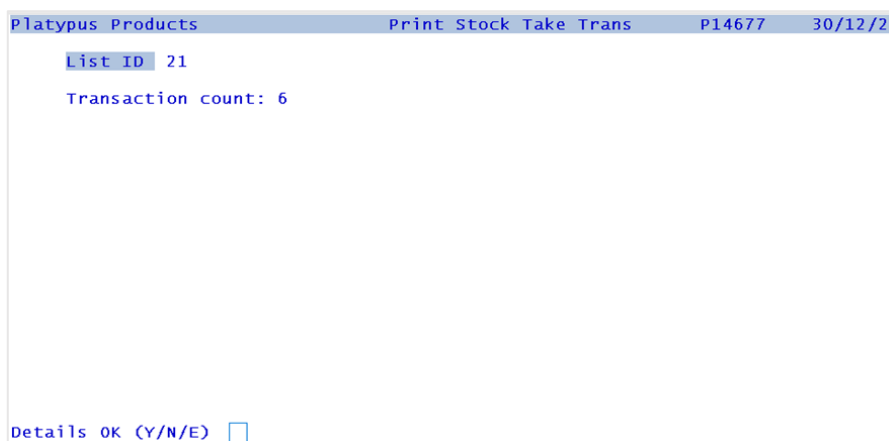
## Stock Take Locking

Stock take lists will remain locked until the locking user exits the list. To unlock a stock take list locked by a device that no longer exists, please contact MACE Support.

## Print Stock Take Transactions

Mobile stock take list transactions can be printed using Print Stock Take. This can be found under Stock Control | Miscellaneous | Print Stock Take.

At the List ID prompt, enter the list ID. The number of transactions in this list will be displayed. Hit ‘Y’ to print the list.



## Mobile Stock Take Parameters

Mobile stock take parameters can only be amended through the graphical Mobile Stock Take Parameters screen. The program is located under Stock Control | Settings | Mobile Stock Take Parameters.

- **Show Manufacturer Product Code** – Display the product manufacturer code in Product Selection. Default setting is disabled
- **Hide Current Balance** – Remove the product balances from the Product Selection, Item Page and Product History. Default setting is disabled
- **Enable List Creation** – Allow access to List Creation. Default setting is enabled
- **Enable List Selection** – Allow access to List Selection. Default setting is enabled
- **Enable Adjustments** – Allow access to Adjustments. Default setting is enabled
- **Enable Bin Relocation** – Allow access to Bin Relocation. This parameter can only be enabled if Stock Parameter 'Multiple Bins' is turned off. Default setting is disabled
- **Filter List Selection by Branch** – Only display lists from the device settings branch. If unchecked, stock take lists from all branches will be shown. Default setting is disabled
- **Adjustment Mode Transaction Type** – How changes made in the Adjustments screen will be written to MACE. Transactions can be set as a 'Stock Take' or 'Adjustment' type. This typing will be shown in Product Enquiry transactions. Default setting is the 'Adjustment' type
- **Update Last Movement Stock Take** – Update the product last movement date on completing the stock take. Default setting is enabled
- **Update Last Movement Adjustments** – Update the product last movement date on completing an adjustment. Default setting is enabled
- **Post Zero Stock Take Adjustments** - If a product was not updated in the stock take, a '0' quantity transaction will be posted against the product to reflect that it was processed in the stock take. It does not affect the product balance. Uncheck the parameter to skip posting transactions for products not updated in the stock take. Default setting is enabled
- **Automatically Display Committed Stock** – If a selected product has a committed stock balance, the Committed Stock page will be displayed automatically