

# RGIS U Count Quick Start Guide

## Handheld Device Only

RGIS

U COUNT

### How to Count Stock with Handheld Device Only

1. Upon scanning the **barcode**, you will see the product information on the screen.
2. You can then begin to enter quantities with the **digital keypad** in **MQ** mode (or **physical keypad depending on device type**).
3. To open the digital keypad, tap on the **keypad image** on screen.
4. When you start entering **Quantities**, you will see the numbers you have entered at the bottom of the screen, for that specific barcode.
5. You can then enter small quantities at a time, using the + symbol, or enter the entire quantity for the barcode.
6. Press the **green tick** when you are finished entering quantities for the barcode.
7. You can press the **clear** button to delete the last entered quantity, in this case, the 1.
8. After pressing **clear** the 1 has been removed and the active quantity for this barcode is now **18** instead of **19**.
9. If you continue to press **clear**, the previous quantity entered will be removed.
10. In AQ mode to AQ count you can simply continue scanning barcodes without the need to enter any quantities – a quantity of 1 will automatically register for each barcode scanned.
11. Once you have finished entering quantities for this barcode, simply scan the **next barcode**.

#### MQ & AQ

- **AQ** (Auto-Quantity/Single Scan)
- **Single Scan**: Scanning each individual barcode
- **MQ** (Multi-Quantity/Multi-Scan)
- **Multi-Scan**: Scanning a barcode and entering a quantity



### Closing Your Area – with Handheld Device Only

1. Press the **Green Tick** on your digital keypad after entering your quantity(s) for that barcode.
2. If you don't want to enter further quantities for this barcode, press the **Green Tick** once more to close the quantity field for that Area.
3. Press the **back arrow** at the top left of the screen to close the Area and see the totals.
4. Either scan a new **Area** or press the **back arrow** for the Menu.
5. After closing the area, you will see the **Totals Screen** and from here you can scan/key a **new Area**.
6. You can also resume the area you have just closed by pressing the **return symbol** at the top right of the screen.
7. Pressing this symbol will give you a prompt, asking if you want to go back into the closed Area.



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