Quick Overview of the Inventory Utility

	A	B	C	D
1	Part #	Quantity	Description	Location
2	1443569	28	nuts	B123
3	1443568	14	bolts	B232
4	T1245777	95	Lightbulbs	TT220
5	C0B4551	366	Screws	T2344

Figure 1. Sample Master Table.

1. Master Table

- The Inventory Utility starts with a Master Table of all your part numbers, etc. This table must be created separately. You may want to include other fields such as descriptions, location, status, etc. (as shown in the screen shot to the left.)

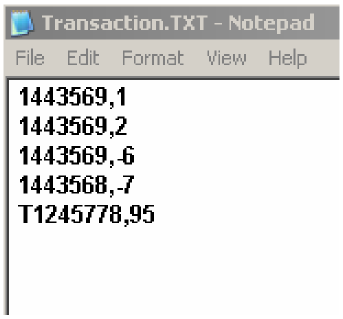

Figure 2. Sample Transaction File.

2. Transaction File

- The Transaction File is transferred from the barcode reader to the PC. It contains all the records that have been collected by the barcode reader thus far.

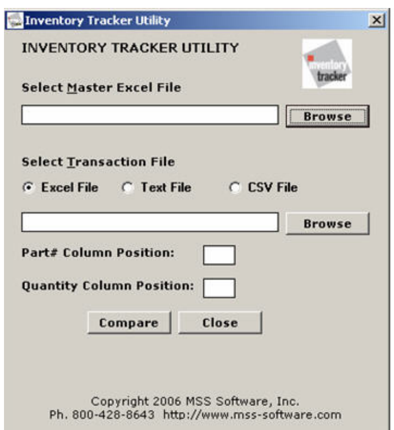

Figure 3. The Inventory Tracker Utility startup screen.

3. Using the Inventory Tracker

- Start up the Inventory Tracker Utility You will see the screen shown to the left.

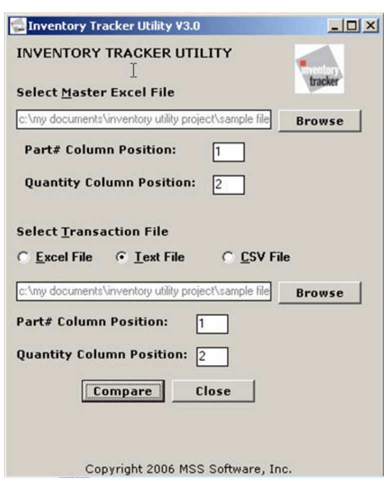

Figure 4. Filling in the Inventory Tracker Utility screen.

- From the Inventory Utility screen, first go to 'Select Master Excel File' and click on 'Browse' to select your Master File. You will also select the Part # and Quantity column. Also, once you start using your barcode reader to collect data, you will select a Transaction File that has been uploaded to the PC. (See Figure 2. Sample Transaction File.)

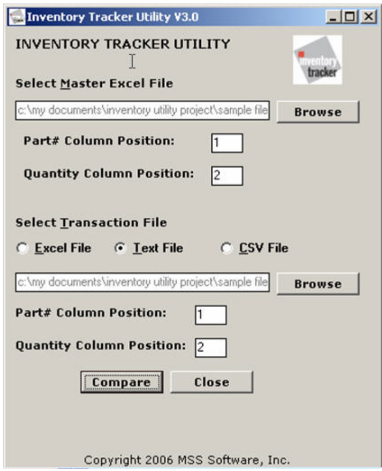

Figure 5. Using the Compare function.

4. Compare

- Once the Compare button is selected then you will see the following message: "Please Wait Files Are Comparing".

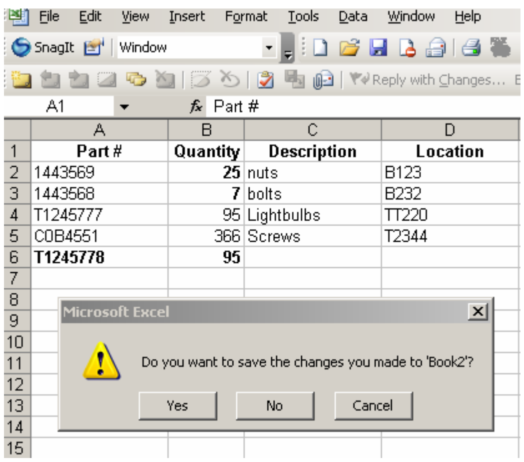

Figure 6. Filling in the Inventory Tracker Utility screen.

- The utility will produce a spreadsheet with all of the records from the Master Table, which now contains all of the updates from the Transaction Table. All changes are bolded. You can then choose to save this spread-sheet as the new Master Table by overwriting the old one, or call it Master Table 2, etc., so you can have an on-going list of files from the past, in case you want to look back at any of these.