

Getting Items Into Account

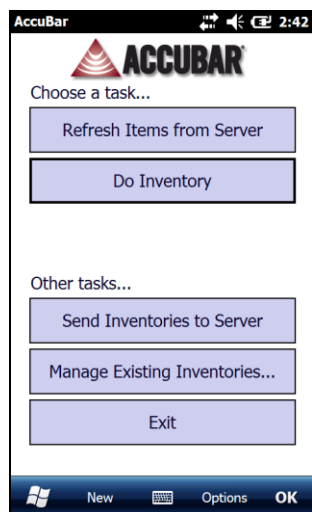
Populating My Items List

The most common way to populate the item list is to use the handheld scanner to do an inventory and then upload it to your account online. Once the inventory is uploaded, all the items will be in your item list ready for you to configure the detailed information for each item.

Another way to populate the My Items list is to have the support team at AccuBar do an Item Import. The Item Import is especially useful if you have a large wine selection or an existing spreadsheet with all of your items and their volumes, costs, categories, etc. already compiled. Contact AccuBar Support to see if you will benefit from an Item Import (support@accubar.com).

Scan Items using AccuBar on the Handheld

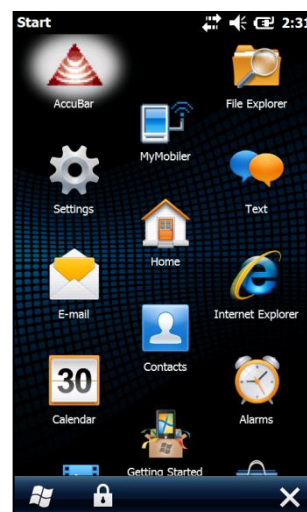
If you have not yet followed the Quick Start Guide for setting up the handheld, please do so now and let the unit charge for approximately 6-7 hours before beginning to scan your items.



Open AccuBar on the handheld. On the main handheld screen, tap the windows flag in the bottom left corner, and tap the AccuBar icon to start the program. If AccuBar is not on the menu list, click Programs, then tap the AccuBar icon.

Refresh Locations to Handheld

AccuBar opens to the 'Choose a task' screen. To update the handheld with any changes made on the website, tap **Refresh Items from Server**. When the message appears asking to get all new/modified items from the server now, tap Yes. A progress indicator will begin and alert you to when the update is complete. If you get an error message, check that you are connected and synced to the sync software on your computer. Call AccuBar Support at 800-643-9517 if you cannot connect.



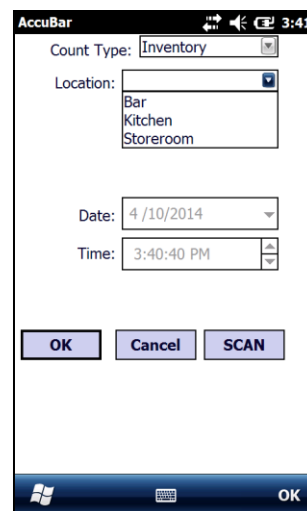
Scan Items

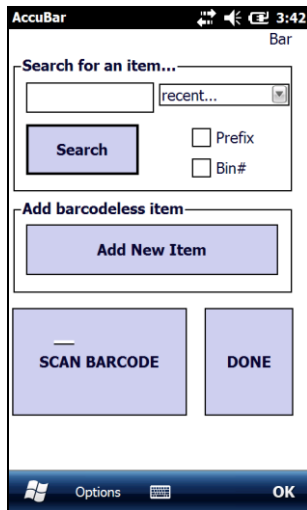
After the handheld gets the updates from the server, tap **Do Inventory**. Choose Inventory as the Count Type, and then from the Location dropdown, select the location you are going to inventory and click OK.

This opens the screen where you can scan, search or add a new item. To scan the barcode on the bottle, point the top of the handheld at the barcode on the bottle and press either of the buttons on the sides of the unit or tap the "scan barcode" button on the screen. The handheld will beep when the scan is successful.

Scanning barcodes takes practice and you may need to move the handheld closer to or further from the actual barcode, or up and down until it reads it; generally a distance of about 8" is best.

You will only be scanning items that have barcodes for now. DO NOT scan barcodes of case products at this time.





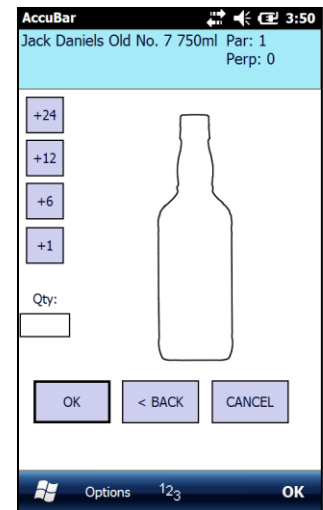
NOTE: For any items that do not have a manufacturer barcode on the bottle, you can click on the Add New Item button and go through the New Item wizard, or you can make a note of these items to add them later using your AccuBar account online.

When the scanned barcode is recognized you will see the count screen.

Confirm that the name in the upper left corner matches what you actually scanned. The four numbered boxes allow counts to be entered for full bottles; the bottle shape to the right is used to count a partial bottle.

To enter a count of four full bottles tap the number 1 four times, the number 4 will be entered in the Qty field. To enter a partial bottle count, use the stylus to tap the bottle shape and a line will appear. Drag it

up or down to represent how much liquid is in the bottle. You can count multiple full bottles and one partial bottle at the same time. You CANNOT however count two partial bottles at the same time. After entering the count for the scanned item tap OK. Then scan the next item and enter a count; repeat this for all single items that have manufacturer barcodes.



When you have finished scanning your product and are back to the scan screen, tap Done. All the items you scanned will be displayed as a list with the most recent scan at the top. Tap Done again to save and backup the inventory.

Upload Inventories to your AccuBar Account

Be sure you have an internet connection with your Wi-Fi if you are using wireless to upload your inventories. If using USB connection, place the handheld in the cradle and connect to the sync software you downloaded and installed on the computer. If you are having trouble getting your handheld connected, call AccuBar Support at 800-643-9517.

To send the inventory to your account online, open AccuBar on the handheld and click on **Send Inventories to Server**. You will be prompted with the options to Send All, Choose or Cancel; click Send All. A progress bar will appear and notify you when the upload is complete. Click OK to the "updates complete" message.