

Fox Scientific, Inc.
Stockroom Customer Instructions

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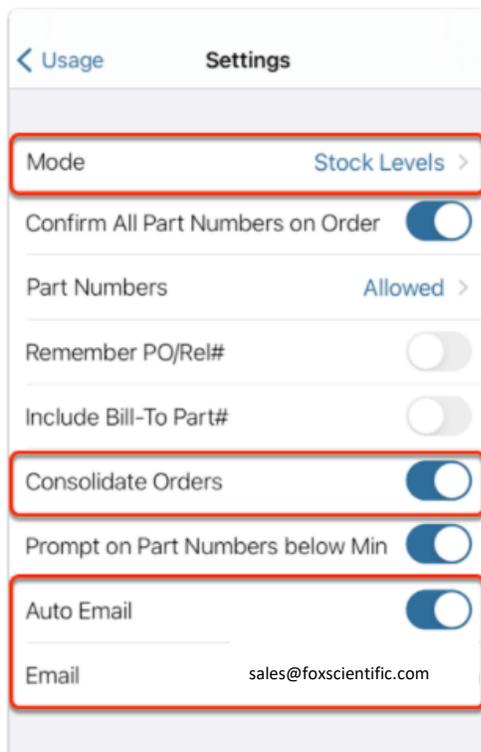
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Configuring Stock Level Settings on the Device

To access the Customer Settings Screen, select the desired customer on the Usage page, and then tap the gear icon located on the bottom-right of the screen.

The following settings are recommended, the rest optional:

- **Mode:** Stock Levels
- **Consolidate Orders:** Enabled
- **Auto Email:** Enabled



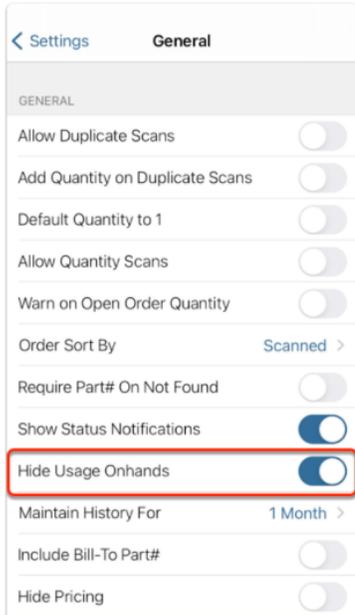
Configure General App Settings

Access the Settings screen by selecting Settings from the main menu.

The following setting is recommended, the rest optional:

- **Hide Usage Onhands** – Enabled

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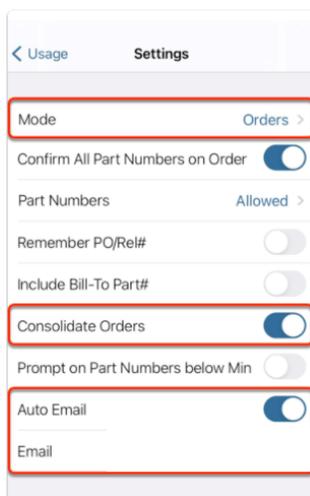


Configure Order Settings on the Device

To access the Customer Settings Screen, select the desired customer on the Usage page, and then tap the gear icon located on the bottom-right of the screen.

The following settings are recommended, the rest optional:

- **Mode:** Orders
- **Consolidate Orders:** Enabled
- **Auto Email:** Enabled



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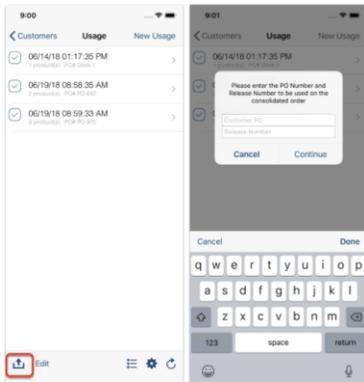
Record Product as Used

The customer should scan or search for the product being used and enter the quantity used.

Submit Orders (Daily or Weekly)

The customer should decide how often they would like to submit orders. When order consolidation is enabled, all usage orders will be sent as one order to Eclipse.

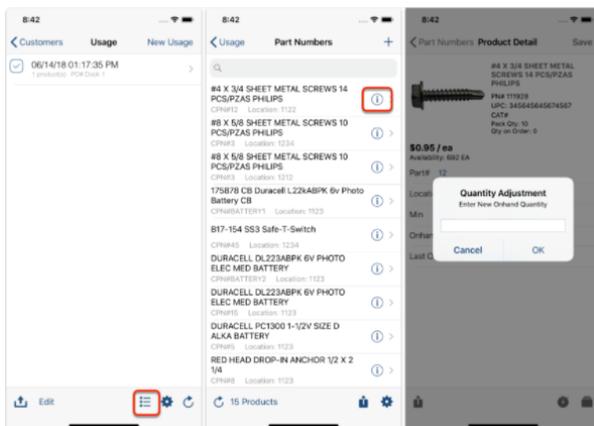
Tapping the upload button on the bottom-left of the main Usage page will consolidate and submit all orders that have been completed and have a checkmark next to them. They will be prompted to enter a PO and Release Number for the consolidated order.



Perform a Cycle Count

The customer should perform a [Cycle Count](#) on the device to set baseline on-hand values.

Additionally, the customer can manually adjust on-hand quantities in the Product Detail page by tapping on the Onhand field.



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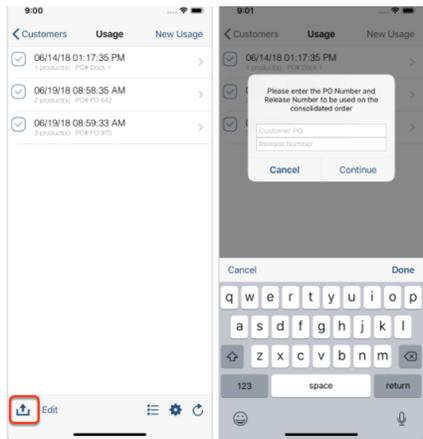
Record Products as Used

The customer should scan or search for the product being removed from inventory and enter the quantities being used.

Submit Orders (Daily or Weekly)

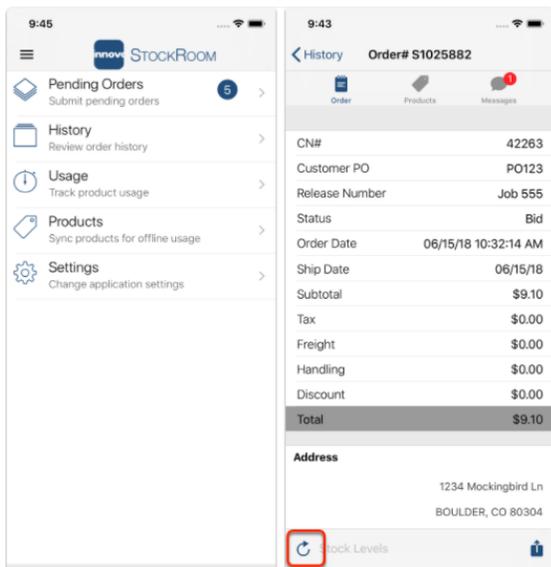
The customer should decide how often they would like to submit orders. When order consolidation is enabled, all usage orders will be sent as one order to Eclipse.

Tapping the upload button on the bottom-left of the main Usage page will consolidate and submit all orders that have been completed and have a checkmark next to them. They will be prompted to enter a PO and Release Number for the consolidated order.



Manually Sync Order

To increase the onhands for product received, the customer can manually synchronize that order from the Order History screen. Tap the sync icon located at the bottom-left side of the Order screen.



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Additional App Settings

Allow Duplicate Scans

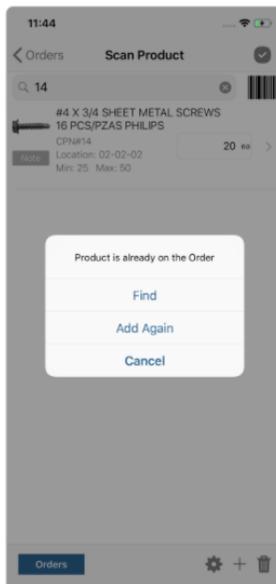
By default, if you scan a product that is already on the order, StockRoom will scroll to that item allowing you to edit the quantity. If you want to allow the product to be added multiple times, you can enable this setting.

When enabled, you will receive the prompt "Product is already on the Order" and will be given the following options:

- **Find** - scroll to the existing item
- **Add Again** - adds the item to the order again
- **Cancel** - does not add the product

****Applies to Orders mode only***

****Note:** The Allow Duplicate Scans feature is only available in Orders mode. When you add a product that is already on order in Usage mode, the quantity is automatically added to the existing item.



Add Quantity on Duplicate Scans

This allows you to increment the quantity when a product is already on order.

The behavior of this setting is affected by **Allow Duplicate Scans**.

When **Allow Duplicate Scans** is enabled and **Add Quantity on Duplicate Scans** is enabled, when you add a product that is already on order, you will receive the prompt "Product is already on the Order" and will be given the following options:

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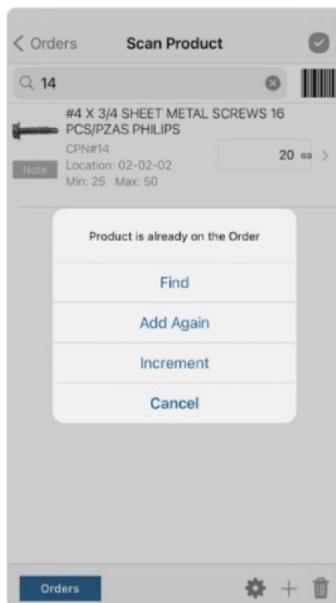
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- **Find** - scroll to the existing item
- **Add Again** - adds the item to the order again
- **Increment** - adds the quantity entered to the existing item
- **Cancel** - does not add the product

When Allow Duplicate Scans is not enabled and Add Quantity on Duplicate Scans is enabled, when you add a product that is already on order, the quantity entered will be added to the existing quantity and the cell will be highlighted in yellow.

**Applies to Orders mode only*

**Note: The Allow Duplicate Scans feature is only available in Orders mode. When you add a product that is already on order in Usage mode, the quantity is automatically added to the existing item.



Default Quantity to 1

This setting will default the quantity to 1 for every product added to order. This quantity can be adjusted at any time.

Allow Quantity Scans

This setting allows you to scan the quantity from a barcode while in the quantity field.

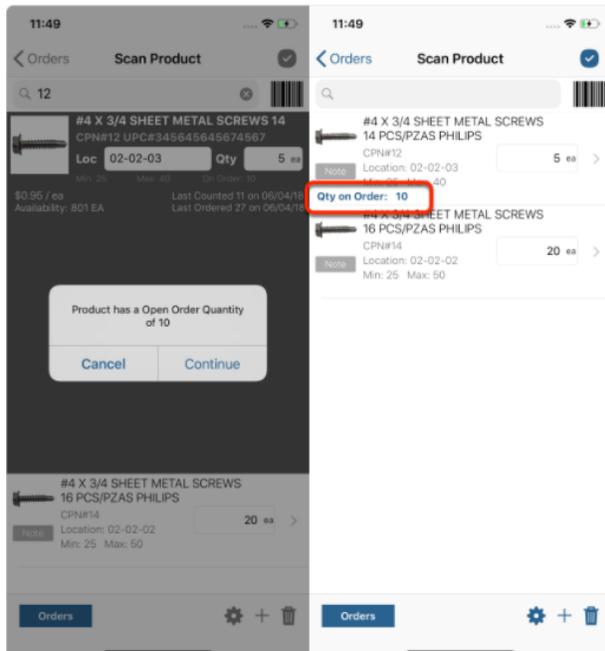
Warn on Open Order Quantity

When this setting is enabled, and you add a product that has an open order quantity in Eclipse, you will receive the message "Product has an Open order Quantity of x".

When this setting is disabled, the open order quantity will still be displayed on the line item in the order.

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Order Sort By

By default, the products on the order are sorted based on the order they were added. You can change the default sort globally using this setting and you can also change it at the order level.

- **Scanned:** sorts based on the order they were added
- **Part #:** sorts based on customer part number
- **Location:** sorts based on location and then by product description
- **Description:** sorts based on product description

Require Part # on Not Found

This setting will require a customer part number to be entered when using the Product Not Found button.

Show Status Notifications

This setting provides a growl bar each time you scan a product to let you know how many of the total customer part numbers you've scanned for this customer. For example, "30 of 50 products counted."

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Hide Usage Onhands

By default, in Usage mode the onhand quantities on the device will display when you are creating an order. If your customer is not keeping track of onhands, we recommend enabling this setting.

When Hide Usage Onhands is enabled and the customer part number list spreadsheet is emailed from StockRoom, the On Hand column will be omitted.

Note: We do not display onhands for consignment customers.

Maintain History For

This setting defines how long order history will be stored on the device. The default setting is 1 Month.

- 1 Day
- 3 Days
- 5 Days
- 1 Week
- 1 Month
- Never Remove

Note: At any time, orders can be manually deleted from the history screen.

Include Bill-To-Part

By default, StockRoom will display only those customer part numbers defined at the ship-to customer level. If none are defined at the ship-to, it will look to the bill-to.

if you want to include customers part numbers at both the ship-to and bill-to, enable this setting.