



Getting Started Using Wasp CountIt

Congratulations on your purchase of the Wasp CountIt application. This powerful program gives you the ability to quickly count your inventory using the Wasp WDT2200 Portable Data Terminal or a Windows Mobile Device such as the WPA1000II. You can download inventory information to Wasp CountIt from the mobile device and compare the new inventory information quickly to past inventory counts and even update your QuickBooks® inventory at the click of a button!

The **Label Printing** feature in Wasp CountIt allows you to print data from a file as barcodes and print onto adhesive single labels using the **Wasp WPL330 Direct Thermal Label Printer** or onto sheets with adhesive labels using a printer of your choice.

You can quickly get up and running using Wasp CountIt by following the steps below. Click on the links provided in each step for detailed instructions on completing each task.

Step 1: Set Up the Mobile Device

The exact procedures for getting your mobile device up and running will vary depending on the type of device you have. Follow the instructions in the Quick Start Guide that came with your mobile device for information on charging the battery, connecting to the PC and other first time use procedures.

Step 2: Connect the Mobile Device to the PC

Using one of the approved connection methods for your device (see your device's user manual for information), connect your mobile device to the PC. You must connect to the computer on which you have installed CountIt or on a computer that can access the network drive on which CountIt is installed.

Step 3: [Connect your Mobile Device to Wasp CountIt](#)

The **Check Mobile Device** screen will let you know whether or not the device is successfully connected. If the program detects the connection, you will receive a message on your PC asking whether you want to load the CountIt program onto your mobile device, and you can proceed to Step 4 below.

Note: If you chose to install both a WDT2200 and a Windows Mobile Device, you will need to [Select a Device](#) before CountIt can begin the detection process.

If there is no detected connection, click the following link to go to [Troubleshooting](#).

Step 4: [Transfer the CountIt Program to the Mobile Device](#)

After Wasp CountIt successfully detects the connection between the mobile device and the PC, you will see a message asking whether you want to install CountIt on the mobile device. Click **Yes** to transfer the program. If you select **No** on this screen, you can still transfer the program to the mobile device by clicking [Advanced Settings](#). This step only needs to be done once for each mobile

device you are using.

Click **Next** to go to the **Count Methods** screen.

Step 5: [Select a Count Method](#)

On the Wasp CountIt **Count Methods** screen, choose one of the count methods listed below.

- **Count and Compare Inventory** - This option allows you to count your current inventory and compare those numbers against an existing inventory file. If you choose Count and Compare Inventory, click **Next** to go to the **Count Configuration** screen. You are ready to configure your existing inventory file. Proceed to Step 6a.
- **Count and Compare Inventory QuickBooks®** - This option allows you to count your current inventory and compare those numbers against existing inventory in the QuickBooks® file you selected upon installation: QuickBooks® (US Edition), QuickBooks® UK, or QuickBooks® Canadian. After you select this option, click **Next**, which opens the Count Configuration window. Proceed to Step 6b.

If you are going to use QuickBooks® with Wasp CountIt, please review the information contained in the [Working with QuickBooks®](#) topic before proceeding.

- **Count Only** - This option allows you to gather inventory information if you do not have existing data or do not want to compare the data. Select this option, click **Next** and proceed to Step 8.

Step 6a: [Configure the Existing Inventory File \(Text\)](#)

The **Count and Compare Inventory** option only uploads text files (.txt or .csv) to Wasp CountIt, so you will need to convert your existing inventory file (such as an Excel spreadsheet) into a .csv or .txt file. [Click here for conversion instructions](#).

The **Count Configuration** screen for the **Count and Compare Inventory** option allows you to upload an existing inventory file and to map the columns. **Column Mapping** allows you to associate a column in your compare file with a column in Wasp CountIt. **Column Mapping** ensures that the item number and quantity you enter for your new inventory counts is compared to the item number and quantity in your existing file. If, for example, your quantity data is in a column that is not called Quantity, but is called Counts, that's ok. You can map the **Quantity** column in CountIt to the **Counts** column in your file.

Step 6b: [Configure the Existing QuickBooks® Inventory File](#)

This step only applies if you chose **Count and Compare Inventory: QuickBooks®** as a count method. The **Count Configuration - QuickBooks® screen** allows you to import your QuickBooks® data to Wasp CountIt for inventory comparison.

Step 7: [Send Data to the Mobile Device](#)

You do not need to follow this step if Count Only is your count method because you are not comparing your new counts to an existing inventory file.

If you chose **Count and Compare Inventory** or **Count and Compare Inventory QuickBooks®** and you have configured your existing inventory file, you are now ready to transfer the file from your PC to your mobile device. This enables Wasp CountIt to compare the new counts to the old counts.

In the **Send Data to Mobile Device** screen, click **Send Data File to Mobile Device** to transfer the existing inventory file you selected for comparison purposes from your PC to your mobile device.

Step 8: Take Inventory

You are now ready to count your inventory! Disconnect the mobile device from the PC and perform the inventory count.

WDT2200 Users: For information on using your mobile device to count inventory, please refer to [Running Wasp CountIt on the WDT2200](#).

Windows Mobile Device Users: For information on using your mobile device to count inventory, please refer to [Running Wasp CountIt on a Windows Mobile Device](#)

If you chose Count and Compare Inventory In: QuickBooks®, you will also want to read the topic [Counting Tips: QuickBooks®](#).

Step 9: [Retrieve the Count File from the Mobile Device](#)

After you have performed your count, you must send the data from your mobile device back to Wasp CountIt on your PC.

Note: If the inventory count is being performed on several mobile devices, you will want to append the counts to the same file. Please refer to the topic [Using Multiple Mobile Devices](#) for more information.

Step 10: [Review the Counts and Export](#)

The **View** feature on the CountIt menu pane allows you to view, edit, print, and save (export) your new inventory data to your PC so that you can make decisions about managing your inventory. The data can be grouped so that you see, for example, New Items or Duplicate Counts or Discrepancies between the old and new counts.

If you are using **Count and Compare Inventory: QuickBooks®** as your count method, refer to the topic [Adjust QuickBooks® Inventory](#) for instructions on updating your QuickBooks® file with the new count information.

Step 11: [Print Labels](#)

Use **Label Printing** to store data from a file as a barcode and print barcode

labels. The **Label Printing** feature is very useful if you want to create barcode labels with data such as site numbers, location numbers, or item numbers to automate counting and storing data in your inventory files. The **Label Printing** feature only works with text files. For information about converting files to text files, see [Convert Your Existing Inventory File to a Text File](#).

Software activation system licensed under Patent No. 5,490,216