

Wasp CountIt User Manual



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Wasp CountIt Install Key _____
(Printed on shipped material)

Wasp CountIt Registration Key _____
(Obtained from www.waspbarcode.com/register)

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Chapter 1: Getting Started

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.

1.1 Getting Started Instructions

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](#).

1.2 Main Screen Overview

When you open Wasp CountIt by clicking the **Wasp CountIt** icon on your desktop, the main window (shown below) appears. This screen includes the [Toolbar](#) (outlined in red below) and the [Menu Pane](#) (outlined in green below). You can navigate to any feature of Wasp CountIt from the **Main** screen.

This section discusses the following topics:

[Main Screen Example](#)

[Menu Pane](#)

[Device Setup](#)

[Count Setup](#)

[Data Transfer](#)

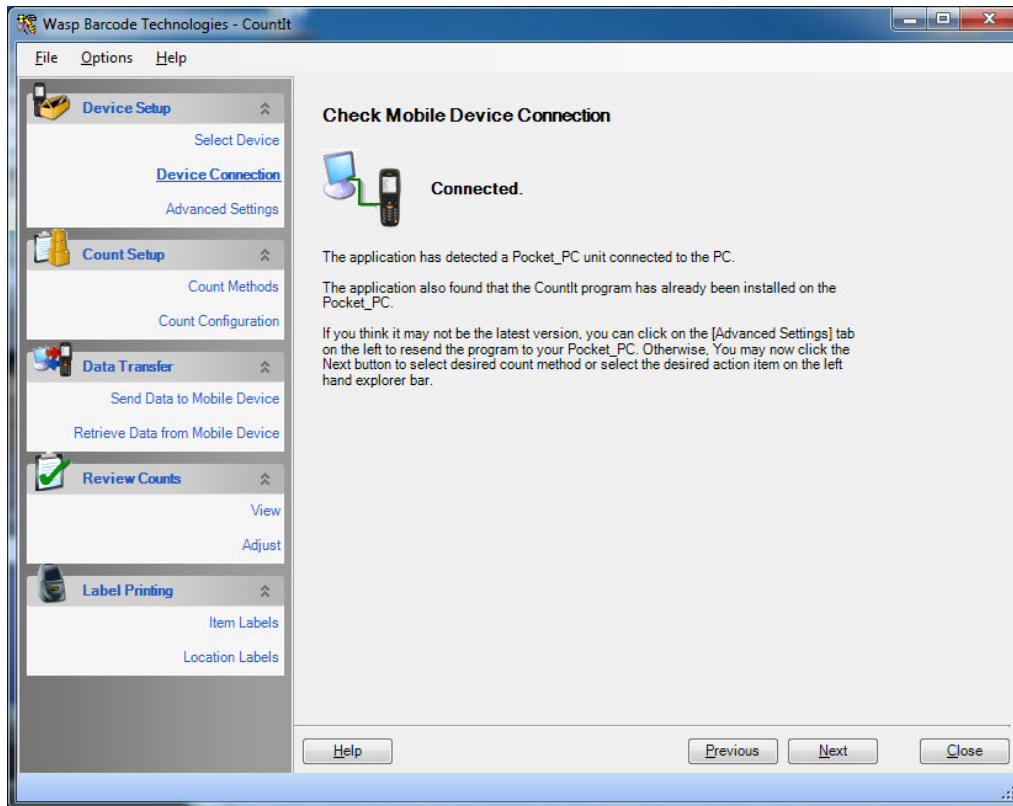
[Review Counts](#)

[Label Printing](#)

[Collapsing and Expanding the Menu Pane](#)

[Toolbar](#)

1.2.1 Main Screen Example



1.2.2 Menu Pane

The Menu Pane in Wasp CountIt contains the following options:

Device Setup

The **Device Setup** options allow you to establish/troubleshoot a connection between your device and CountIt and to transfer the CountIt program to your device.

- [Select Device](#) - This option only appears if you chose to install both a Windows Mobile Device and a WDT2200 during the installation process.
- [Device Connection](#) - This option allows you to connect your mobile device to the CountIt application. When you click **Device Connection**, CountIt attempts to detect a valid connection between the mobile device and the PC. If you have never loaded the CountIt program onto your device, you will be prompted to do so now. [For more information, please refer to the Device Connection topic.](#)
- [Advanced Settings](#) - The **Advanced Settings** screen differs depending on the type of device you are connected to:

Windows Mobile Device - The **Advanced Settings** screen allows you to [transfer Wasp CountIt to your mobile device](#) if you chose not to do so when you established your device connection, or if you need to transfer an updated version of the application. [For more information, please refer to the Advanced Settings topic.](#)

WDT2200 - The **Advanced Settings** screen allow you to test, manually detect and/or change the settings on your mobile device. You can also transfer the CountIt program to your device from this screen if you chose not to do so when you established your device connection, or if you need to transfer an updated version of the application. Advanced Settings is where you will go to troubleshoot your connection. [For more information, please refer to the Advanced Settings topic.](#)

Count Setup

- [Count Methods](#) - This screen allows you to select the counting method you want to use for counting inventory. You can chose to count only or to count and compare to an existing inventory file.
- **Count Configuration** - Allows you to prepare an existing inventory count file for comparison to new inventory counts. The Count Configuration screen that opens when you click Count Configuration is different depending on the Count Method selected in Count Methods:

[Count Configuration - QuickBooks®](#)
[Count Configuration - Text Inventory Files](#)

Data Transfer

- [Send Data to a Mobile Device](#) - Allows you to send an existing inventory file from your PC to your mobile device so that it can be compared to your new inventory counts.
 - [Retrieve Data from a Mobile Device](#) - Allows you to retrieve a new inventory count from your mobile device and transfer it to CountIt on your PC.
-

Review Counts

- **View** - 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. When you click **View**, the [List View toolbar](#) appears at the top of the screen. The List View toolbar allows you to view your new inventory counts so that you see, for example, new items, duplicate counts or discrepancies between the old and new counts.
 - **Adjust** - If your chosen count method is Count and Compare Inventory In: QuickBooks®, **Adjust** allows you to:
 - Update your existing QuickBooks® Inventory on your PC with the new counts you took on the mobile device using the **Adjust QuickBooks® Inventory** button
 - Import new data that may have been added to the QuickBooks® file on your PC while you were taking inventory using the same QuickBooks® inventory file on your mobile device using **Refresh QuickBooks® Data**.
-

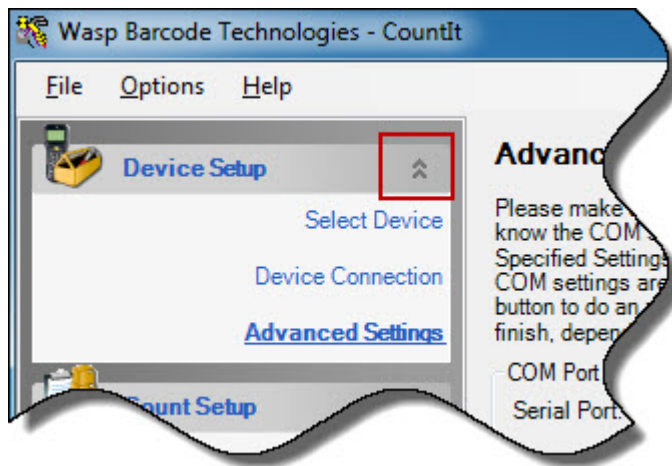
Label Printing

Label Printing allows you to create barcodes from file data. You can print the barcodes onto adhesive labels using the Wasp WPL330 Direct Thermal Label Printer or onto label sheets using a printer of your choice.

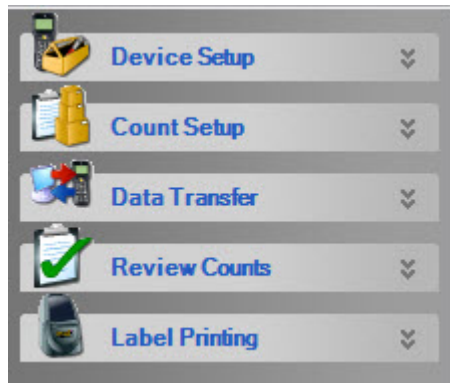
- **Item Labels** - Allows you to print item labels from file data.
 - **Location Labels** - Allows you to print location labels from file data.
-

Collapsing and Expanding the Menu Pane

On the **Menu Pane**, you can expand and collapse each area to show or hide details. For example, if you want to hide the options available in the Device Setup section, click the double arrow in the upper right hand corner (outlined in red below). To return to the expanded view, click the down arrows icon once.



The image below shows the entire explorer bar with each section collapsed.

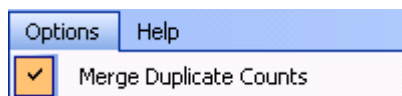


1.2.3 Toolbar

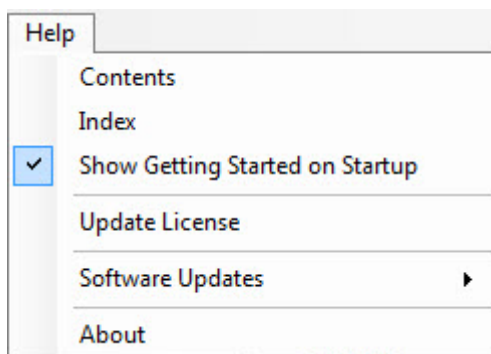
Wasp CountIt offers the following menu items:

File: Allows you to exit the Wasp CountIt program.

Options: Allows you to turn the **Merge Duplicate Counts** feature on and off. Select **Merge Duplicate Counts** to add together the counts taken for the same item and see a grand total in the New Counts column on your new inventory file.



Help: Click **Help** to access the following items:



Contents: Accesses this Wasp CountIt help documentation, which provides detailed information on the use of the program.

Index: Accesses the Index to the online User Help documents, which can be used to quickly find information about using Wasp CountIt.

Show Getting Started on Setup: Allows you to show or hide the Getting Started User Help topic, which by default appears when you start Wasp CountIt. To hide the Getting Started topic, click the check box to clear it.

Update License: Allows you to register Wasp CountIt.

Software Updates: Allows you to perform a one-time check for software updates or to enable Wasp CountIt to check for updates automatically each time it is opened.

About: Provides Wasp CountIt version number, copyright, and license information.

Chapter 2: Device Setup

2.1 Select Mobile Device

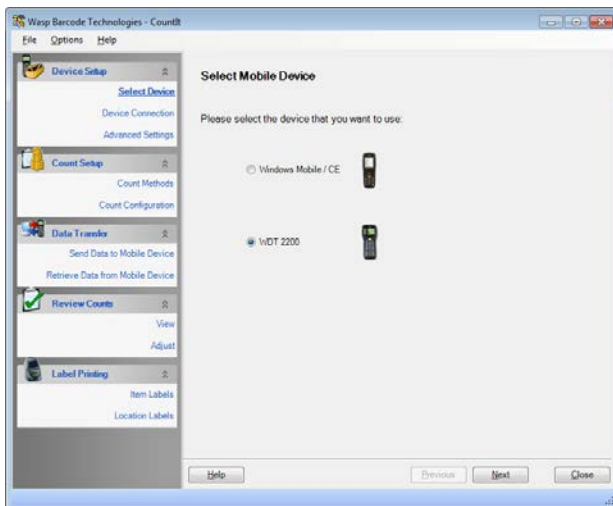
If you chose to install both the WDT2200 and the Windows Mobile Device during installation, you will need to select which device you want to use for the count and establish a connection with that device prior to taking counts on it. Remember that if you want to take counts with multiple mobile devices simultaneously, you will need to connect each device and send the CountIt program to it prior to taking counts.

For more information on using more than one device with Wasp CountIt, please refer to the topic [Using Multiple Mobile Devices](#).

1. Prior to establishing a [Device Connection](#), you need to tell Wasp CountIt what type of device you want to connect. The **Select Mobile Device** screen will appear upon opening Wasp CountIt if this is your first time to use the product and you have not previously established a connection with a device. You can access this screen at any time by clicking **Select Device** in the **Device Setup** section of the Menu Pane.



The **Select Mobile Device** screen appears:



2. Select the type of device to which you will be connecting, then click the **Next** button to proceed to the [Device Connection](#) screen.

2.2 Device Connection

When you launch the CountIt application, it will automatically attempt to detect your mobile device connection. If this is the first time the device has been used, CountIt will attempt to detect a connection using the factory defaults settings. If it is not the first time the device has been used, CountIt will attempt to detect the connection using the most recent settings. If a connection is not detected, CountIt will make a second attempt using the factory default settings.

Notes:

- 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 you are using this device for the first time (new out of the box), Wasp CountIt will detect the connection using the factory default settings. If you have used this device previously, Wasp CountIt will detect the connection using the most recent settings (if different from the factory settings) found in the registry.

In this topic:

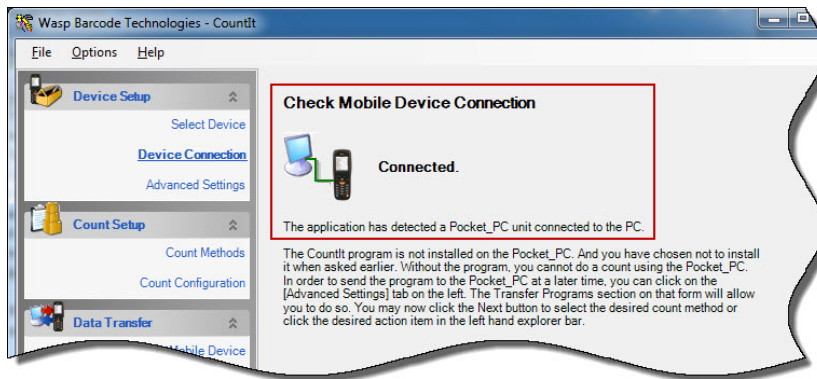
[Connecting a Windows Mobile Device](#)
[Connecting a WDT2200](#)

2.2.1 Connecting a Windows Mobile Device

1. The detection process should automatically launch when you open Wasp CountIt. If the detection process does not automatically start, make sure you have selected Windows Mobile Device on the [Select Mobile Device](#) screen, then click **Next**. While CountIt is searching for a connection, the following message will appear:



When a connection is found, the screen will display a confirmation message:

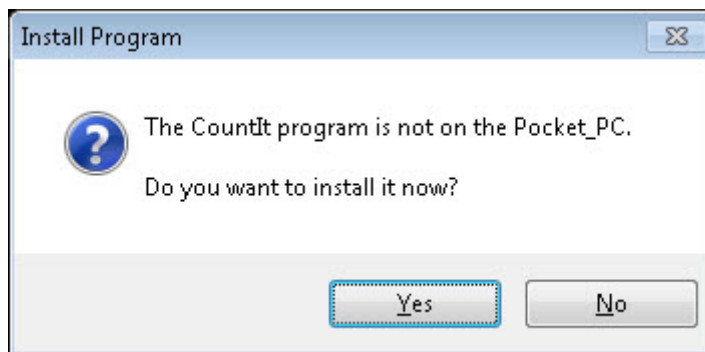


If a connection is not found, the screen will display a message similar to the following:



Check to make sure your device is physically connected to the PC and turned on. If the device is physically connected and Wasp CountIt still cannot detect a connection, you can go to Windows Mobile Device Center on your PC to troubleshoot the connection.

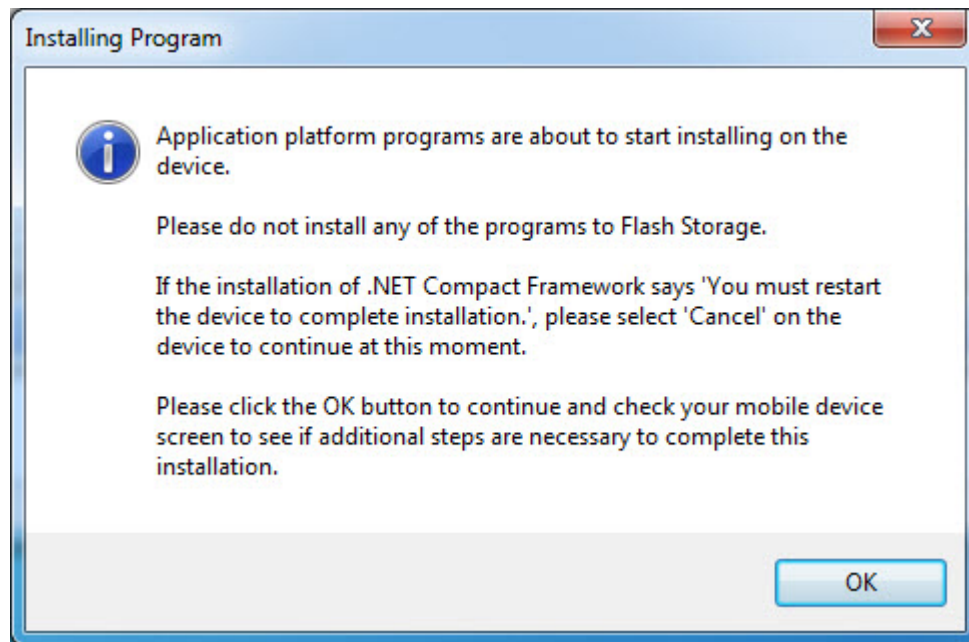
2. After a connection has been detected, if this is the first time you have used this device with Wasp CountIt, the **Install Program** screen appears:



Click **Yes** to install the Wasp CountIt application on the device.

If you click **No** on the **Install Program** screen, CountIt will not be installed on the device at this time. You can install it later from the [Advanced Settings](#) screen.

3. The **Installing Program** screen appears:



Click **OK** to continue installing the program on your mobile device.

You will be prompted periodically to perform an action on the mobile device to complete the installation. Make sure you check the mobile device screen from time to time during the installation.

After the installation has completed, the **Device Connection** screen will look similar to the following:



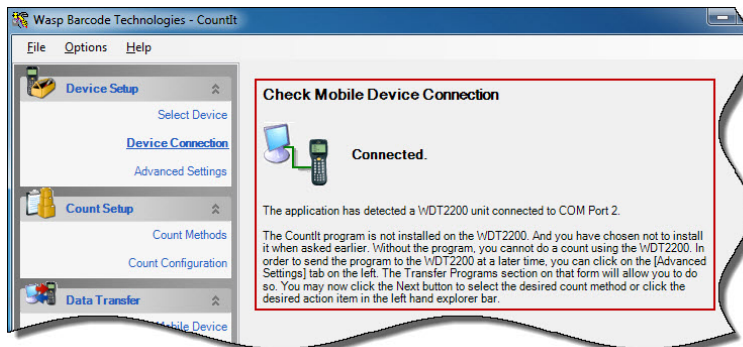
4. At this point you are ready to select your **Count Method**. Click **Next** on the **Device Connection** screen to access the [Count Methods](#) screen.

2.2.2 Connecting a WDT2200

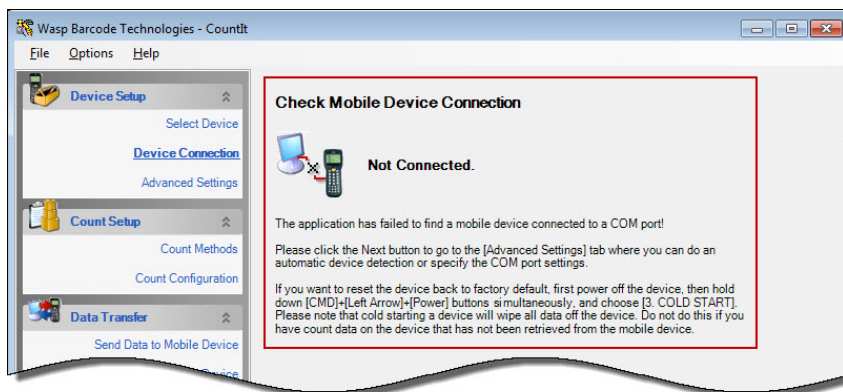
1. The detection process should automatically launch when you open Wasp CountIt. If the detection process does not automatically start, make sure you have selected WDT2200 on the [Select Mobile Device](#) screen, then click **Next**. While CountIt is searching for a connection, the following message will appear:



When a connection is found, the screen will display a confirmation message:

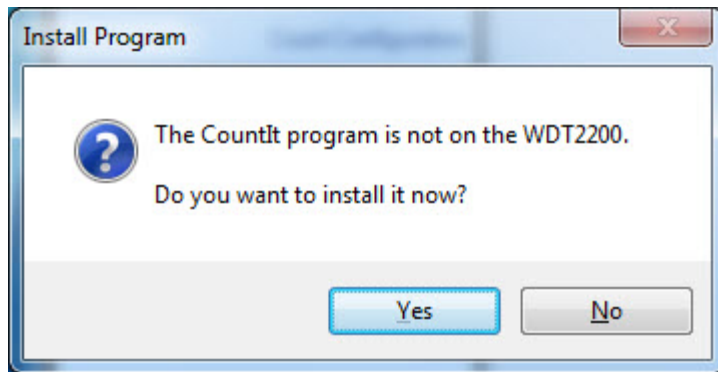


If a connection is not found, the screen will display a message similar to the following:



Check to make sure your device is physically connected to the PC and turned on. If the device is physically connected and Wasp CountIt still cannot detect a connection, you can click on [Advanced Settings](#) to troubleshoot the connection.

2. After a connection has been detected, if this is the first time you have used this device with Wasp CountIt, the **Install Program** screen appears:



Click **Yes** to install the Wasp CountIt application on the device. You may be prompted periodically to perform an action on the mobile device to complete the installation. Make sure you check the mobile device screen from time to time during the installation.

If you click **No** on the **Install Program** screen, CountIt will not be installed on the device at this time. You can install it later from the [Advanced Settings](#) screen.

3. At this point you are ready to select your Count Method. Click **Next** on the Device Connection screen to access the [Count Methods](#) screen.

2.3 Advanced Settings

In this topic:

[Accessing Advanced Settings](#)

[Test Specified Settings](#) - WDT2200 Users Only

[Auto Detect COM Port Settings](#) - WDT2200 Users Only

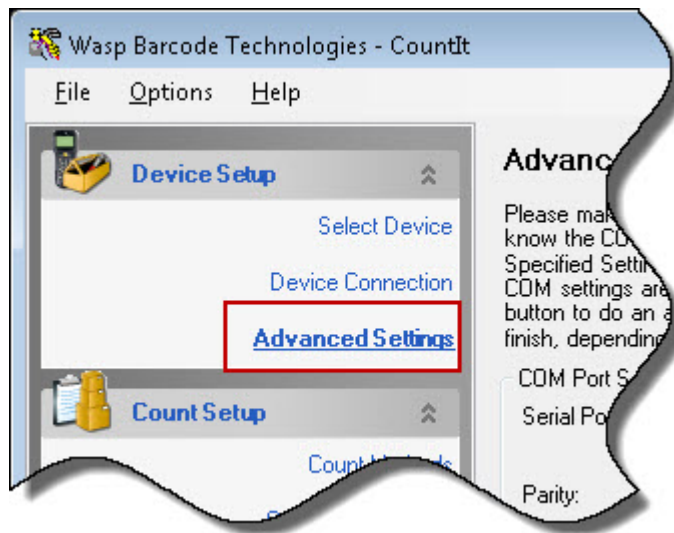
[Change Settings](#) - WDT2200 Users Only

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

The **Advanced Settings** options allow WDT2200 users to test or change connection settings to the mobile device. In addition, WDT2200 and Windows Mobile Devices users who chose not to install the CountIt program on the mobile device during setup, or need to update the version of CountIt installed on the device, can transfer the latest version from this tab.

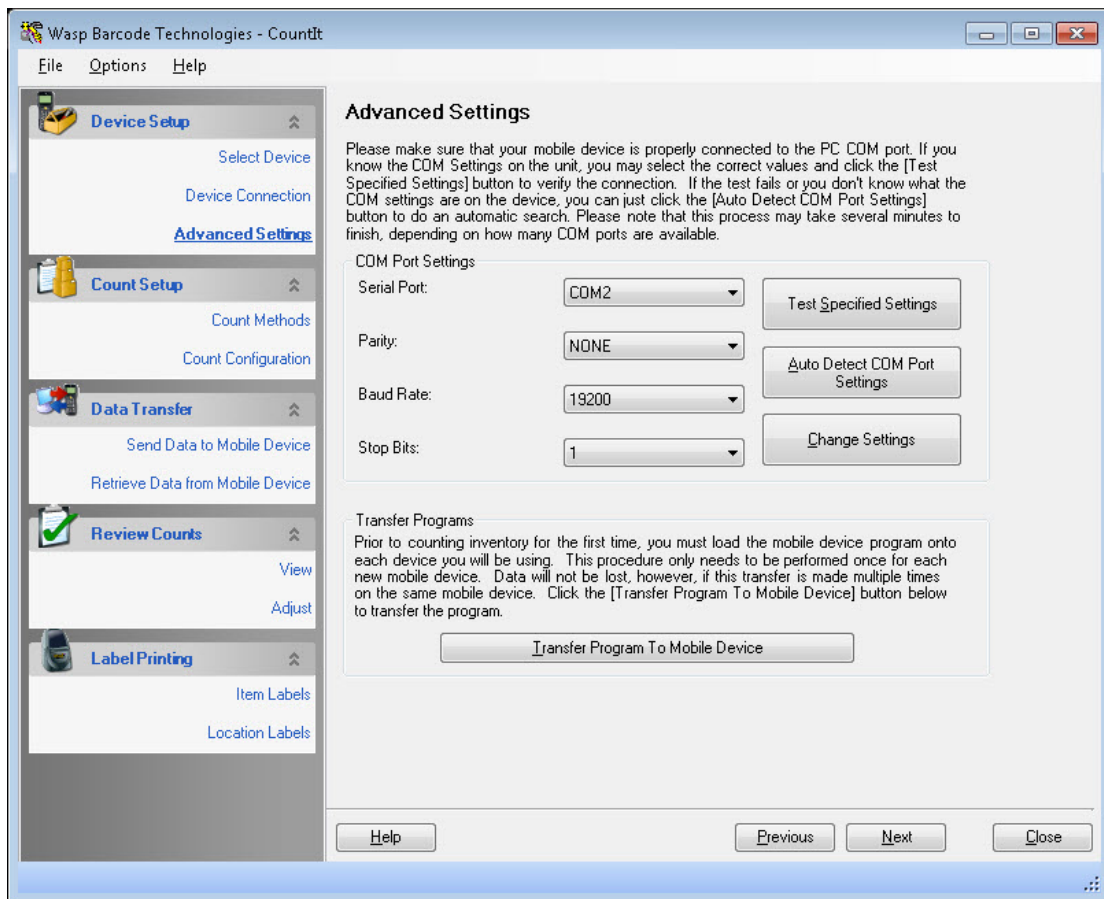
2.3.1 Accessing Advanced Settings

1. On the **Device Settings Task Pane**, click **Advanced Settings**.

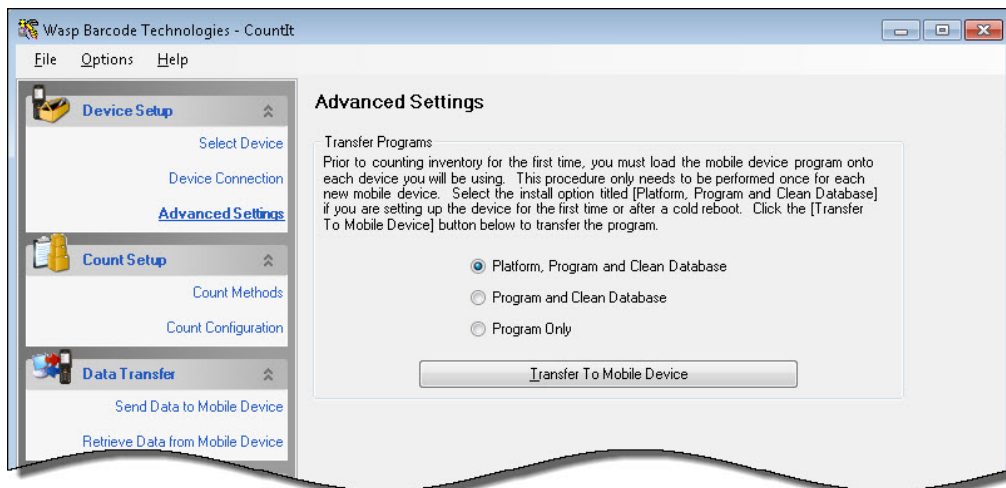


The **Advanced Settings** options appears. The options on this screen differ depending on whether you are connected to a WDT2200 or a Windows Mobile Device.

WDT2200 - Advanced Settings Screen



Windows Mobile Device - Advanced Settings Screen



2.3.2 Test Specified Settings (WDT2200 Users Only)

The **Test Specified Settings** feature is used if CountIt is unable to auto detect your WDT2200's COM settings. You can manually enter the settings on the **Advanced** tab, then click **Test Specified Settings** to verify the connection to the device was successful. In most cases you will let CountIt auto detect these settings, either during initial device setup or by using the **Auto Detect COM Port Settings** button on the **Advanced Settings** tab. When establishing a connection, only enter the settings manually if CountIt is unable to auto detect the settings for you.

If you need to view the Serial Port, Parity, Baud Rate and Stop Bits settings on your WDT2200 mobile device, please refer to the [Troubleshooting](#) section for detailed instructions.

1. In the **Advanced Settings** tab, enter information in the following fields:

Serial Port - Enter the name of the port on the PC to which you have connected your mobile device. Usually this will be COM1.

Parity - Enter the parity method used by your mobile device (Odd, Even, None) for error detection.

Baud Rate - Enter the Baud Rate (transmission speed) used by your mobile device.

Stop Bits - Enter the number of **Stop Bits** transmitted by the mobile device (1 or 2).

Advanced Settings

Please make sure that your mobile device is properly connected to the PC COM port. If you know the COM Settings on the unit, you may select the correct values and click the [Test Specified Settings] button to verify the connection. If the test fails or you don't know what the COM settings are on the device, you can just click the [Auto Detect COM Port Settings] button to do an automatic search. Please note that this process may take several minutes to finish, depending on how many COM ports are available.

COM Port Settings

Serial Port:

Parity:

Baud Rate:

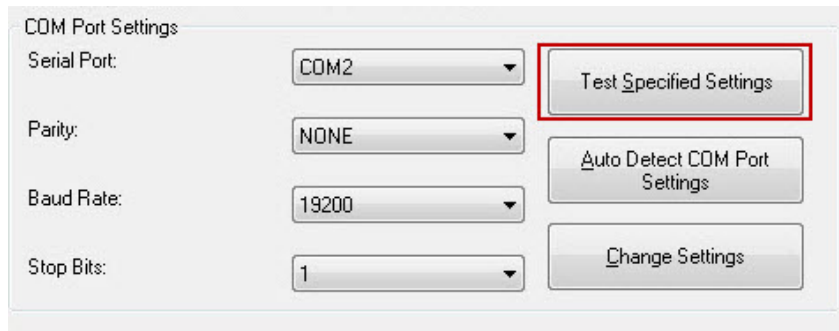
Stop Bits:

Test Specified Settings

Auto Detect COM Port Settings

Change Settings

2. Click the **Test Specified Settings** button.



COM Port Settings

Serial Port: COM2

Parity: NONE

Baud Rate: 19200

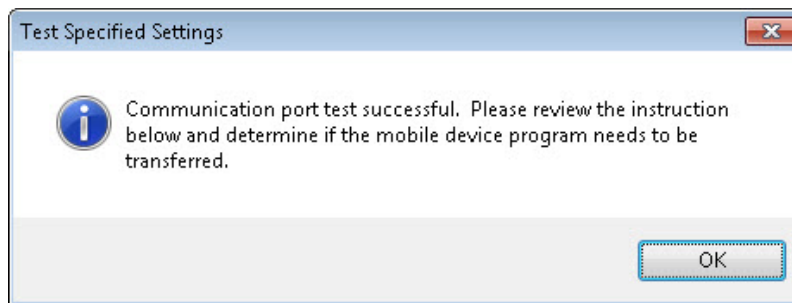
Stop Bits: 1

Test Specified Settings

Auto Detect COM Port Settings

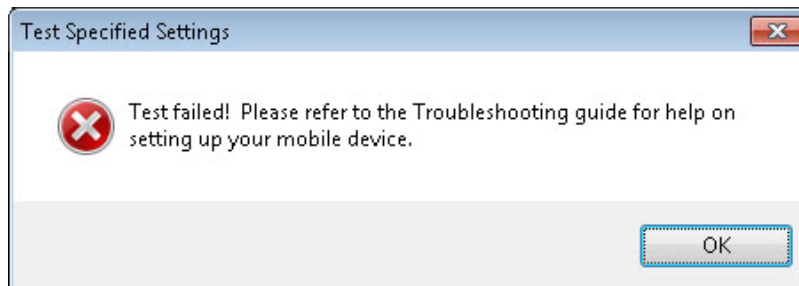
Change Settings

If CountIt successfully establishes a connection using the entered settings, a confirmation message appears:



Click **OK** on the message to continue.

If CountIt cannot establish a connection using the entered settings, the following warning message appears.:



Click **OK** on the warning message. You can refer to the [Troubleshooting](#) section for additional help establishing a connection with your mobile device.

2.3.3 Auto Detect COM Port Settings (WDT2200 Users Only)

Use this option to test the connection to your mobile device using the currently specified settings. This feature is useful if you have manually entered the **COM Port Settings** and want to verify the connection to the device.

Click the **Auto Detect COM Port Settings** button in the **COM Port Settings** section of the **Advanced Settings** screen.



Advanced Settings

Please make sure that your mobile device is properly connected to the PC COM port. If you know the COM Settings on the unit, you may select the correct values and click the [Test Specified Settings] button to verify the connection. If the test fails or you don't know what the COM settings are on the device, you can just click the [Auto Detect COM Port Settings] button to do an automatic search. Please note that this process may take several minutes to finish, depending on how many COM ports are available.

COM Port Settings

Serial Port:

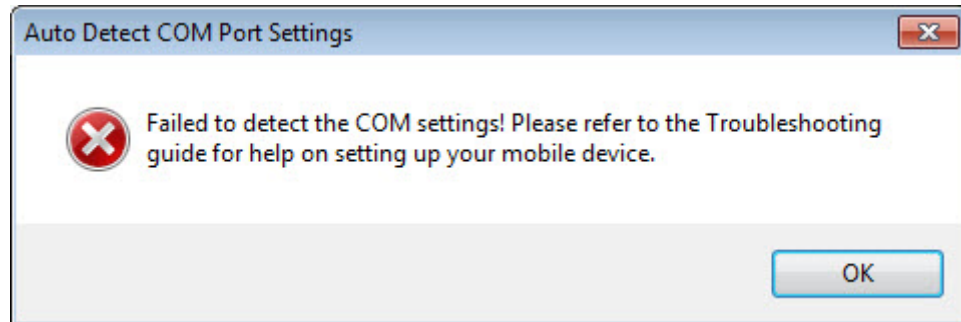
Parity:

Baud Rate:

Stop Bits:

If CountIt detects the settings, a confirmation message will appear and the correct settings will display in the COM Port Settings fields (Serial Port, Parity, Baud Rate and Stop Bits).

If CountIt cannot detect the settings, a warning message will display.



You can manually enter the settings at this point. If you need to view the Serial Port, Parity, Baud Rate and Stop Bits settings on your WDT2200 mobile device, please refer to the [Troubleshooting](#) section for detailed instructions.

2.3.4 Change Settings (WDT2200 Users Only)

The **Change Settings** button allows you to change the settings on the mobile device. It can only be used after the CountIt program has successfully detected a connection between the PC and the mobile device. For example, if you wanted to increase the baud rate to speed up the data transfer between the PC and the mobile device, use the **Change Settings** button. The **Change Settings** feature will transfer the new settings to the mobile device.

If you want to change the settings on your mobile device using Change Settings, you must have a successful connection between the CountIt program on your PC and the mobile device.

1. Make sure your device is turned on and that you have a successful connection between the CountIt program on your PC and the mobile device
2. Use the drop down menus to select the new setting in the desired **COM Port Settings** field(s).

Advanced Settings

Please make sure that your mobile device is properly connected to the PC COM port. If you know the COM Settings on the unit, you may select the correct values and click the [Test Specified Settings] button to verify the connection. If the test fails or you don't know what the COM settings are on the device, you can just click the [Auto Detect COM Port Settings] button to do an automatic search. Please note that this process may take several minutes to finish, depending on how many COM ports are available.

COM Port Settings

Serial Port: COM1

Parity: NONE

Baud Rate: 19200

Stop Bits: 1

Test Specified Settings

Auto Detect COM Port Settings

Change Settings

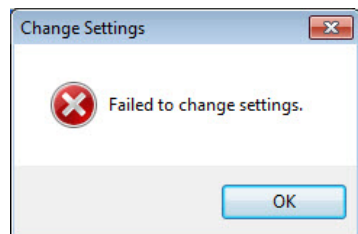
Transfer Programs

Prior to counting inventory for the first time, you must load the mobile device program onto each device you will be using. This procedure only needs to be performed once for each new mobile device. Data will not be lost if this transfer is made multiple times on the same mobile device. Click the [Transfer Program To Mobile Device] button below to transfer the program.

Transfer Program To Mobile Device

3. Click the **Change Settings** button. A series of progress screens will appear.
4. After the settings have been successfully changed on the mobile device, you will receive a confirming message.

If the settings did not change, you will see a warning message:

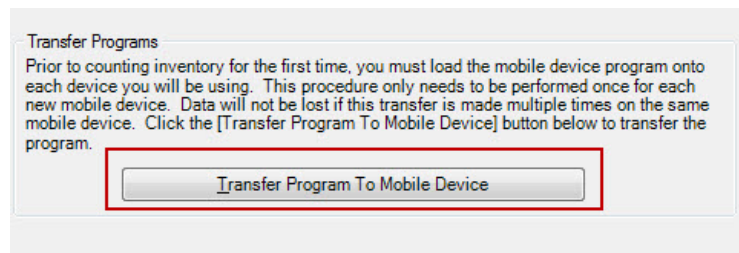


2.3.5 Transfer the CountIt Program to the Mobile Device

If you need to transfer an updated version of CountIt to your mobile device, or if you chose not to install the program during the initial setup procedures, you can use the transfer function here to do so. Data will not be lost if you transfer the CountIt program multiple times onto the same mobile device.

Note: Instructions for first-time mobile device connection and program transfer can be found in the [Device Connection](#) topic.

1. Make sure your device is turned on and that you have a successful connection between the CountIt program on your PC and the mobile device.
2. Click the **Transfer Program to Mobile Device** button.



A series of progress screens will appear. Please be aware that you may be prompted to perform a function on the mobile device to complete the installation. Please check your mobile device's screen periodically during the transfer and follow the instructions, if any appear.

The program is called SCAN.EXE on the mobile device.

Chapter 3: Count Methods and Count Configuration

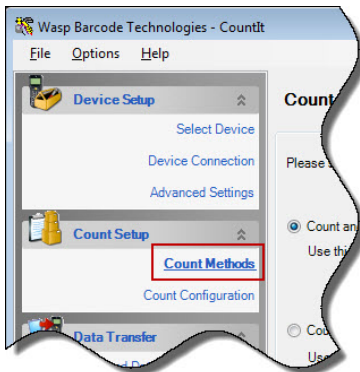
3.1 Count Methods

Wasp CountIt provides you with several count methods for taking inventory. You can count the current inventory and compare it to an existing inventory file, count the current inventory and compare to existing QuickBooks® data, or count the current inventory without comparing it to another file. CountIt records the item number and quantity on the mobile device, with optional fields for location and description.

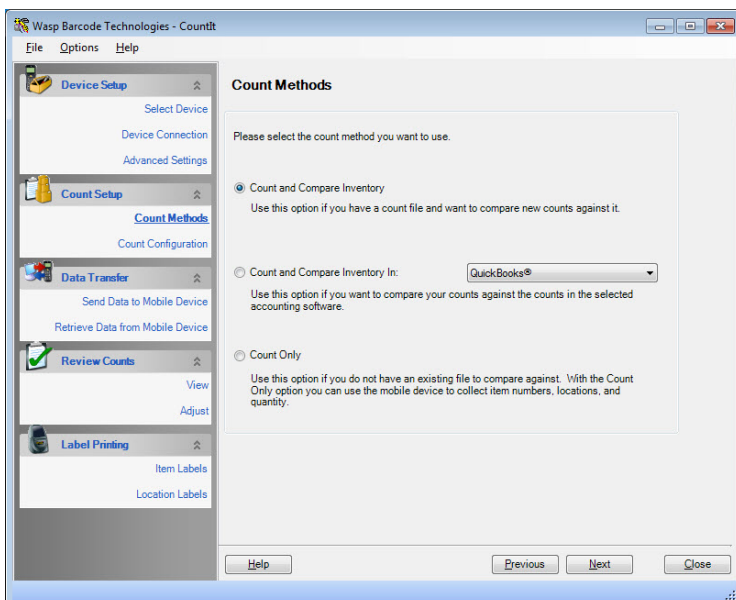
The **Count Setup** menu allows you to choose one of several **Count Methods** and prepare your existing inventory files for comparison to the new inventory counts in **Count Configuration**.

3.1.1 Choosing a Count Method

1. Click **Next** on the [Device Connection](#) screen or click **Count Methods** in the **Count Setup** section of the Menu Pane.



The **Count Methods** screen appears:



2. Choose one of the three count methods. Options are:

- **Count and Compare Inventory** - This option allows you to count your current inventory and compare those numbers against an existing inventory file. The **Count and Compare Inventory** option allows you to upload a text file (.txt or .csv) to Wasp CountIt. If your existing inventory file is not a text file, you will need to convert it to .csv or .txt prior to uploading it. For instructions on how to convert your file, please refer to the topic [Converting an Existing Inventory File to a Text File](#).

For instructions on uploading and configuring your compare file, please refer to the topic [Count Configuration - Text Inventory Files](#).

- **Count and Compare Inventory: QuickBooks®** - This option allows you to count your current inventory and compare those numbers against existing inventory data in your QuickBooks® account package.

For instructions on importing and configuring your QuickBooks® data for comparison, please refer to the topic [Count Configuration - QuickBooks®](#).

- **Count Only** - This option allows you to count the current inventory without comparing it to another file.

Note: When using Count and Compare Inventory and Count and Compare Inventory: QuickBooks®, be aware that the mobile devices have character limits for item and location numbers. To accommodate this, Wasp CountIt will truncate item and location numbers to 100 characters each when the compare data is sent to the mobile devices. This ensures that Wasp CountIt can accurately match the new counts received from the mobile devices with the counts in your compare file.

3. Click **Next** at the bottom of the **Count Methods** screen to continue. Your options at this point differ depending on which count method you chose:

[Count and Compare Inventory - Configure Inventory File](#)

[Count and Compare Inventory: QuickBooks® - Configure Data in QuickBooks®](#)

Count Only - [Running Wasp CountIt on the WDT2200](#) or

Count Only - [Running Wasp CountIt on a Windows Mobile Device](#)

3.2 Count Configuration - Text Inventory Files

If you chose **Count and Compare Inventory**, you must prepare your existing inventory file by:

1. Converting it to a text file (.txt or .csv) if it is not already in this format, and
2. Performing column mapping to associate the columns in Wasp CountIt to the columns in your file.

In this topic:

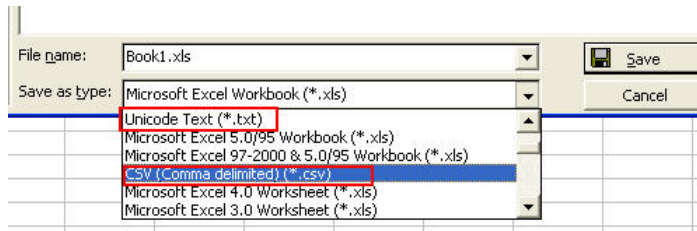
[Convert an Excel Inventory File to a Text File](#)
[File Selection - Uploading your File](#)
[Column Mapping](#)

Note: This topic discusses text inventory files only. For information on importing and configuring QuickBooks® files, please refer to the topic [Count Configuration - QuickBooks®](#). If you chose **Count Only** as your method, you do not need to follow these steps.

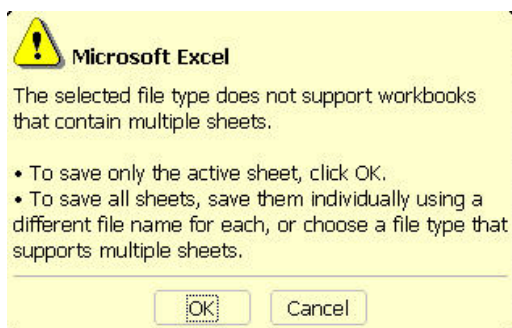
3.2.1 Convert an Excel Inventory File to a Text File

These instructions outline how to save a .xls file as a .csv or .txt file.

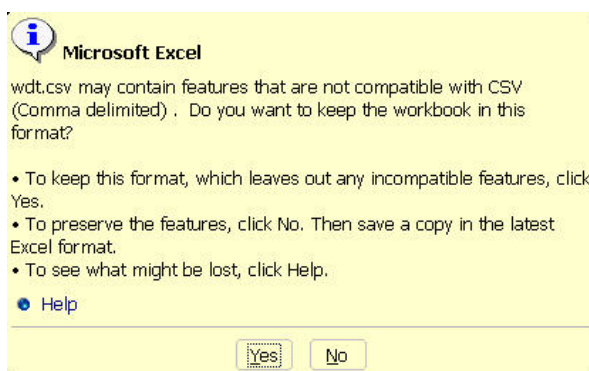
1. Open the file in Excel®.
2. Select **File > Save As**.
3. From the **Save As** drop down menu, select a .txt extension or select .csv (both outlined in red in the screen shot below), then click **Save**.



4. If the Excel® workbook contains multiple pages, you will receive a message that states:



5. You cannot save multiple pages of a workbook in .csv or .txt. Each page will need to be saved to an individual file. Click **Yes** on the message screen shown above to save only the active sheet. You can then reopen the Excel® workbook and save another page. If you have inventory data on multiple sheets of an Excel® workbook, you will need to consolidate this information to one sheet and save it as a .csv file in order to upload it to Wasp CountIt for comparison
6. When you click **Yes** on the above screen, or when you are saving a one-page Excel® file, a screen similar to the one shown below appears:



Not all features of Excel® are compatible with .csv. The .csv file format saves only the text and values as they are displayed in cells of the active worksheet. All rows and all characters in each cell are saved. Columns of data are separated by commas, and each row of data ends in a carriage return. If a cell contains a comma, the cell contents are enclosed in double quotation marks.

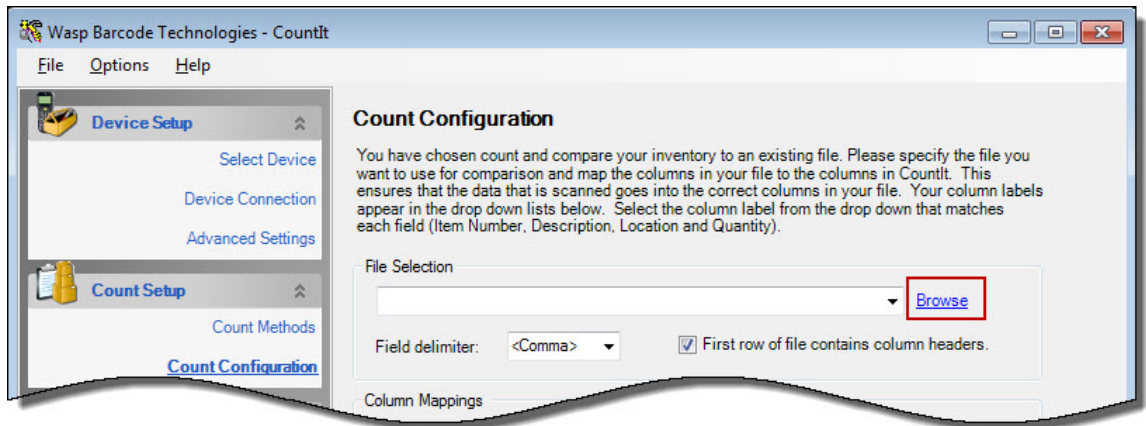
If cells display formulas instead of formula values, the formulas are converted as text. All formatting, graphics, objects and other worksheet contents are not saved in the .csv or .txt file.

Click **Yes** on this screen to save the spreadsheet as .txt or .csv.

Remember that when you use "Save As", you still retain your original file in addition to the new file. You will still have access to your original Excel® workbook if you want to go back and make changes to it based on your inventory count data.

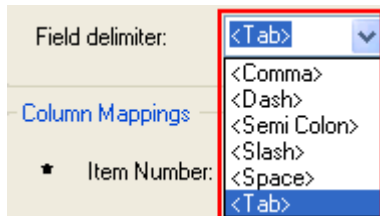
3.2.2 File Selection - Uploading Your File

1. In the **File** selection section of the **Count Configuration** screen, click **Browse** to search for a file on your computer that you want to use to compare to your new inventory counts.



The standard Windows file explorer window will appear. Navigate to your file. After you select a file, the contents of the file will appear in the grid at the bottom of the window. **Note:** Until you choose the correct field delimiter (next step), you may not see the entire file.

2. Choose the **Field Delimiter** in the drop down box. Your options are: **Comma, Dash, Semi-Colon, Slash, Space, Tab**. The field delimiter separates the information in each column in your text file. (For example, a .csv file uses commas.)



3. Choose labels or generic column headers.

Now you are ready to let the program know how to process the first row of your file. By default, the program tries to read the first row of the file as data. However, if you have descriptive column headers in that row, you want the program to know that so that it reads the second row as data.

If your file contains descriptive column headers, select the **First row of file contains column headers** option.

Below is an example of a .txt text file as it would appear on the grid at this point in the configuration process.

Count Configuration

You have chosen count and compare your inventory to an existing file. Please specify the file you want to use for comparison and map the columns in your file to the columns in CountIt. This ensures that the data that is scanned goes into the correct columns in your file. Your column labels appear in the drop down lists below. Select the column label from the drop down that matches each field (Item Number, Description, Location and Quantity).

File Selection

File: \\Desktop\Share\Inventory List.txt [Browse](#)

Field delimiter: <Comma> ☒ First row of file contains column headers.

Column Mappings

* Item Number: <Select>

Description: <Select>

Location: <Select>

* Quantity: <Select>

* Required column mappings

Item Number	Description	Site	Location	Quantity
2	Wrench	5	12	10
4	hammer	5	12	20
6	screwdriver	5	12	30
8	pliers	5	12	40
12	drill	5	12	10

If you do not select the **First row of file contains column headers** check box, the first row of your file will be used as data, and the columns will be labeled: Column 0, Column 1, Column 2, etc. as shown below.

Count Configuration

You have chosen count and compare your inventory to an existing file. Please specify the file you want to use for comparison and map the columns in your file to the columns in CountIt. This ensures that the data that is scanned goes into the correct columns in your file. Your column labels appear in the drop down lists below. Select the column label from the drop down that matches each field (Item Number, Description, Location and Quantity).

File Selection

\\inf76\Users\sdxson\Desktop\Share\Inventory List.txt

[Browse](#)

Field delimiter: <Comma>

☐ First row of file contains column headers.

Column Mappings

* Item Number:

<Select>

Description:

<Select>

Location:

<Select>

* Quantity:

<Select>

* Required column mappings

Column 0	Column 1	Column 2	Column 3	Column 4
Item Number	Description	Site	Location	Quantity
2	Wrench	5	12	10
4	hammer	5	12	20
6	screwdriver	5	12	30
8	pliers	5	12	40

You are now ready to map your columns.

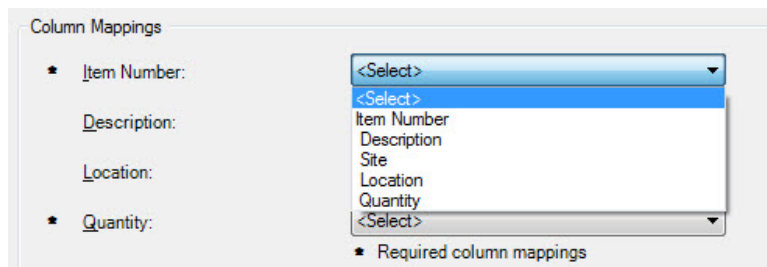
3.2.3 Column Mapping

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.

Column Mapping is required for **Item Number** and **Quantity** and is optional for **Description** and **Location**.

1. In the **Column Mappings** section, click the down arrow in the **Item Number** drop-down box. You will see the column headers from your file. If you did not check the **First row of file contains column headers** box when you uploaded your file, you will see column headers with these labels: Column 0, Column 1, Column 2, etc.

Select the column from your existing inventory file that you want to compare to the new **Item Number**.



Column Mappings

- * **Item Number:** <Select>
 - <Select>
 - Item Number
 - Description
 - Site
 - Location
 - Quantity
 - <Select>
- Description:** <Select>
- Location:** <Select>
- * **Quantity:** <Select>

* Required column mappings

2. Repeat step 1 for the remaining columns (remember, **Item Number** and **Quantity** are required).
3. When you are done mapping columns, click **Next** at the bottom of the screen. You are now ready to [Send Data to the Mobile Device](#).

3.3 Count Configuration - QuickBooks®

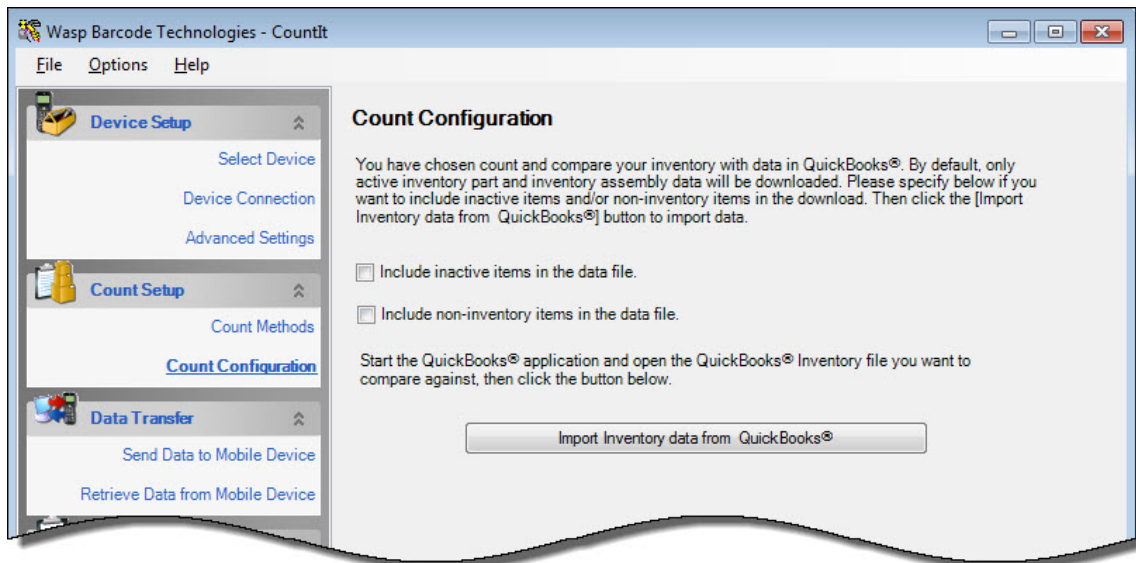
If you chose **Count and Compare Inventory QuickBooks®** you need to import your QuickBooks® data.

Note: This topic discusses QuickBooks® inventory files only. For information on configuring text inventory files, please refer to the topic [Count Configuration - Text Inventory Files](#). If you chose **Count Only** as your method, you do not need to follow these steps.

Please review the information in the [Working with QuickBooks®](#) topic prior to using QuickBooks® with Wasp CountIt.

Make sure QuickBooks® is running and the company file you want to compare to your new inventory counts is open.

1. When you select **Count and Compare Inventory QuickBooks®** on the **Count Methods** screen and click **Next**, or if you select **Count Configuration** after selecting **Count and Compare Inventory: QuickBooks®**, the **Count Configuration** screen shown below appear:



Select the type of items you want to include in your data file. Options are:

Include inactive items in the data file - This option includes all items, active and inactive, in the data file.

Include non-inventory items in the data file - This option includes all inventory and non-inventory items in the data file. Non-inventory items can be counted, but because QuickBooks® does not store on-hand counts for non-inventory items, the counts will not go back to the QuickBooks® data file.

You can choose one or both of these options. Leave these fields unchecked to exclude inactive and non-inventory items from your data file.

- Click the **Import Inventory data from QuickBooks®** button.

Count Configuration

You have chosen count and compare your inventory with data in QuickBooks®. By default, only active inventory part and inventory assembly data will be downloaded. Please specify below if you want to include inactive items and/or non-inventory items in the download. Then click the [Import Inventory data from QuickBooks®] button to import data.

☐ Include inactive items in the data file.

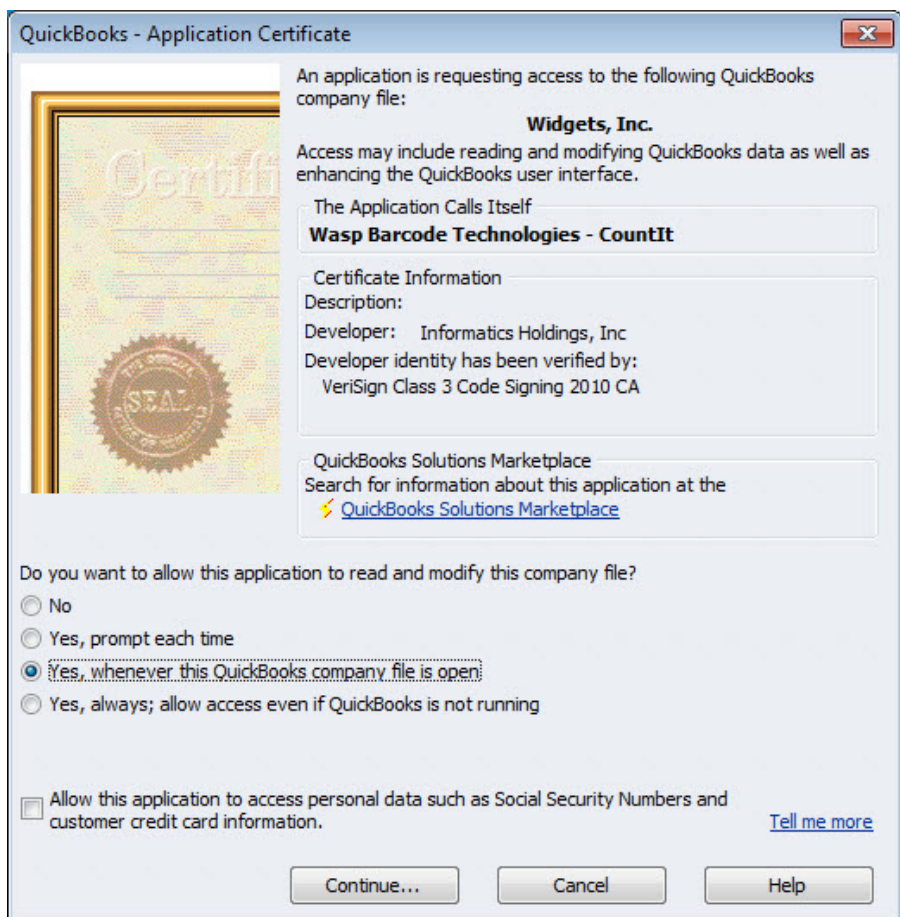
☐ Include non-inventory items in the data file.

Start the QuickBooks® application and open the QuickBooks® Inventory file you want to compare against, then click the button below.

Import Inventory data from QuickBooks®

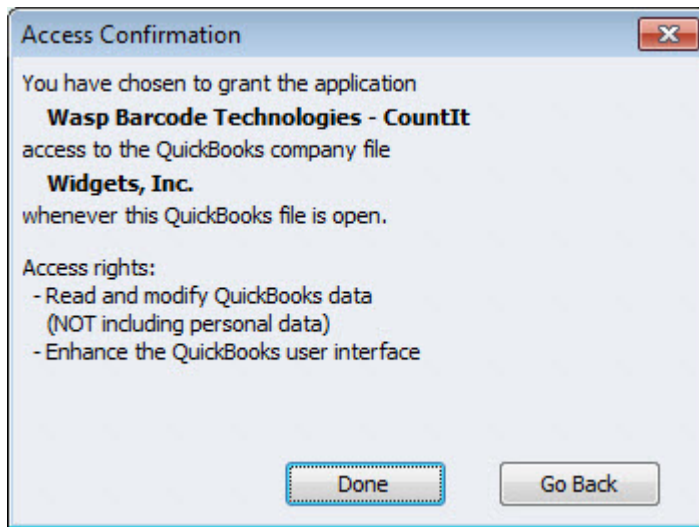
Note: QuickBooks® must be loaded and running on your computer to use this function.

- The **QuickBooks® Application Certificate** screen will appear the first time Wasp CountIt tries to access QuickBooks®.



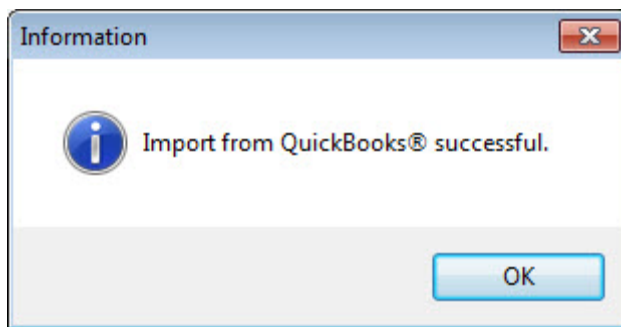
Select **Yes, whenever this QuickBooks® company file is open** and click the **Continue** button.

4. The **Access Confirmation** screen appears:



Click **Done** on this screen.

5. A confirmation message will appear when the QuickBooks® information has finished importing.



6. When you are done importing, click **Next** at the bottom of the screen. You are now ready to [Send Data to the Mobile Device](#).

3.4 Working with QuickBooks®

This section only applies if you chose **Count and Compare Inventory: QuickBooks®**. Wasp CountIt makes it easy to update your inventory items in QuickBooks®. Wasp CountIt is compatible with any of the three editions of QuickBooks® that you may have been using: QuickBooks® (US), QuickBooks® UK, or QuickBooks® Canadian. You can download the existing inventory information from QuickBooks® directly to the mobile device, then send the updated counts back to QuickBooks®.

In this topic:

Connection Issues

[Updating QuickBooks®](#)

[Update Error](#)

[Re-Installing the SDK File](#)

[Counting Tips](#)

3.4.1 Updating QuickBooks®

Note: Be sure to save a backup of your QuickBooks® files to another location before proceeding with the instructions in this section.

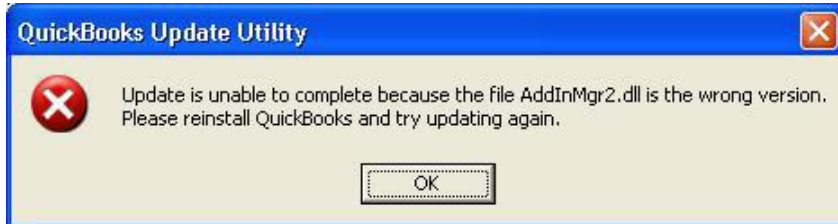
You **MUST** have the latest update to QuickBooks® installed prior to using it with Wasp Count It. Before you begin transferring data from QuickBooks®, make sure you have installed the latest QuickBooks® updates. If you have the Automatic Updates feature in QuickBooks® turned on, you probably have the most recent update. If not, you will need to update QuickBooks® prior to using it with Wasp CountIt.

The steps for updating QuickBooks® are provided below. For more detailed instructions, please refer to the QuickBooks® online help.

1. Open QuickBooks®.
 2. Click **Help > Update QuickBooks®**.
 3. Click the **Update Now** button. A screen will appear listing when you last checked for updates for each QuickBooks® component.
 4. Click **Get Updates**. QuickBooks® will connect to the Internet and download any available updates.
 5. After the system is finished getting updates, close and re-open QuickBooks®. A message will appear stating you have downloaded new updates.
 6. Click **Yes** to install the updates now.
 7. After the updates are installed, close and re-open your QuickBooks® file. You are now ready to begin using Wasp CountIt with QuickBooks®.
-

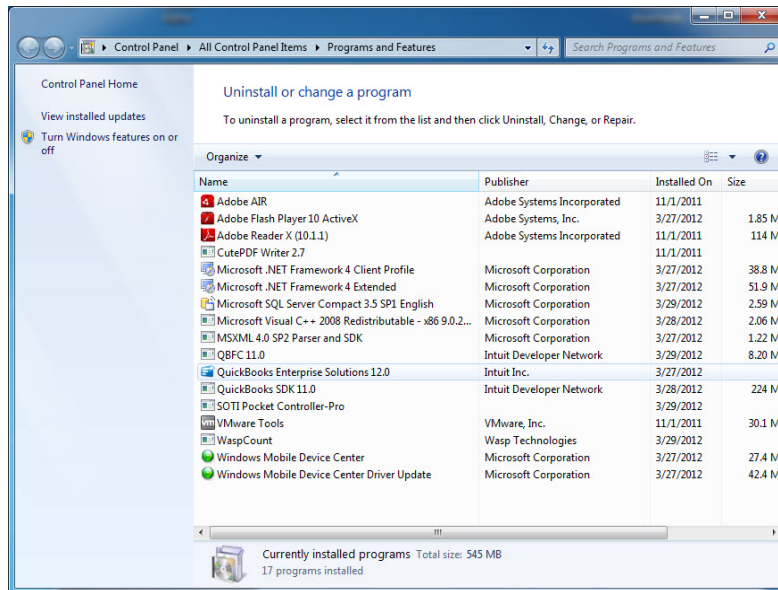
3.4.2 Update Error

Some users may receive the following error message during the installation of the QuickBooks® update.



If you receive this error **and you have your QuickBooks® Installation CD**, complete the steps below to resolve the issue. **If you do not have your QuickBooks® Installation CD, do not perform these steps.**

1. Close all open applications (including QuickBooks® and Wasp CountIt).
2. Click **Start > Control Panel > Add or Remove Programs**. You will see a list similar to the one shown below. (This screen shot is taken from Windows 7; other editions of Windows may look different.)



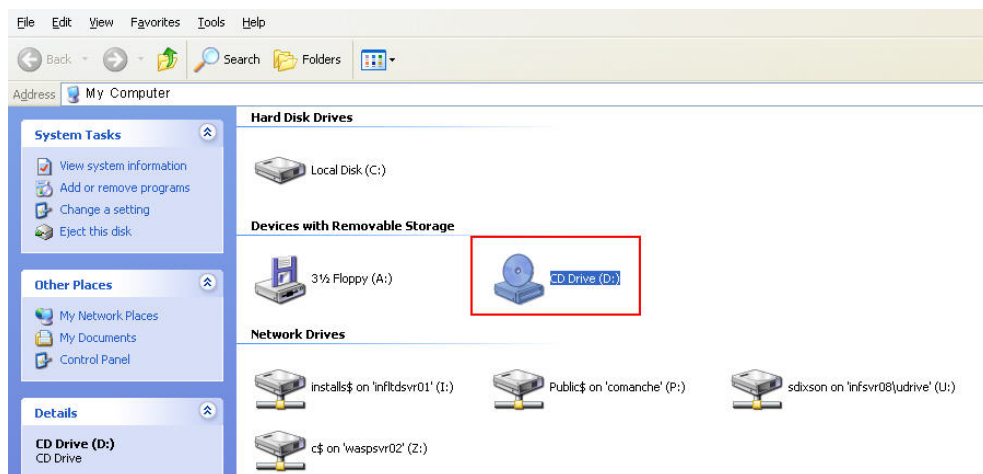
3. Click on the QuickBooks® listing, then click **Remove**. A wizard appears taking you through the un-install process.
4. After the application has been un-installed, you will be prompted to restart your computer. Select to **Restart Later** on this screen.
5. Open a Windows Explorer Browser window and navigate to **C:\Program File\Common Files\Intuit\QuickBooks**. Delete everything in this folder. You may receive messages that the file may be used by other applications. If the file is a QuickBooks® file (the message will specify this), click **Yes** to delete.
6. Restart your computer.

7. Load the QuickBooks® Installation CD and follow the prompts in the Installation Wizard to load the application on your computer.
8. After you have re-installed QuickBooks®, restart your computer again.
9. Open QuickBooks® and upload the updates again (see steps above).
10. After the updates have been successfully installed, you can begin using QuickBooks® with Wasp CountIt

3.4.3 Re-Installing the QBFC (QuickBooks® Foundation Class)

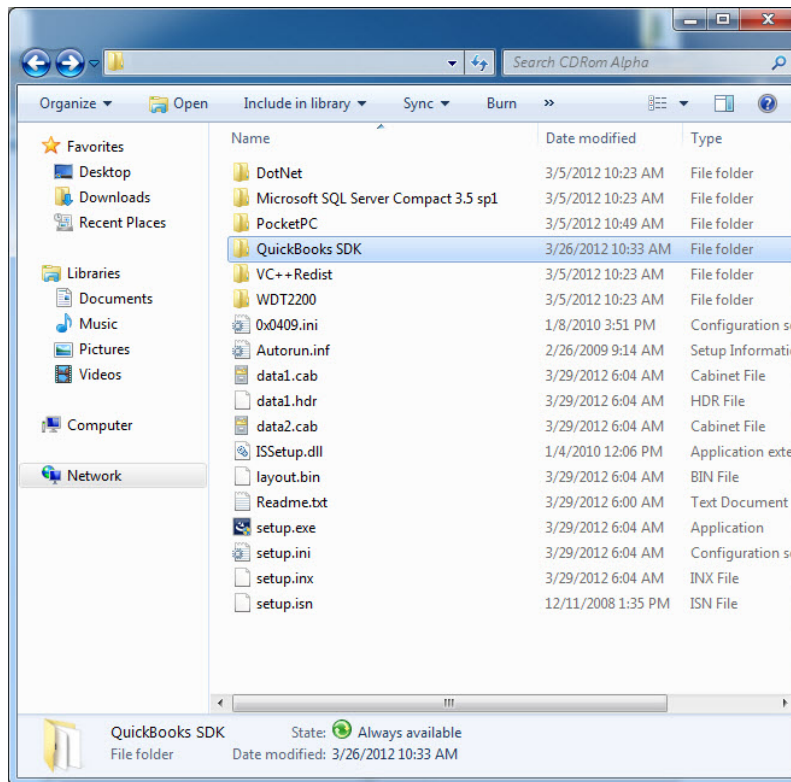
In some cases you may not be able to connect to QuickBooks® even after installing updates. If this happens, follow the steps below:

1. Insert the Wasp CountIt Installation Disk. When the **Wizard Welcome** screen appears, click the **Cancel** button to close the Wizard.
2. Go to your CD drive and open the disk file so you can see the individual files. You can access this drive by selecting **Start > My Computer**.

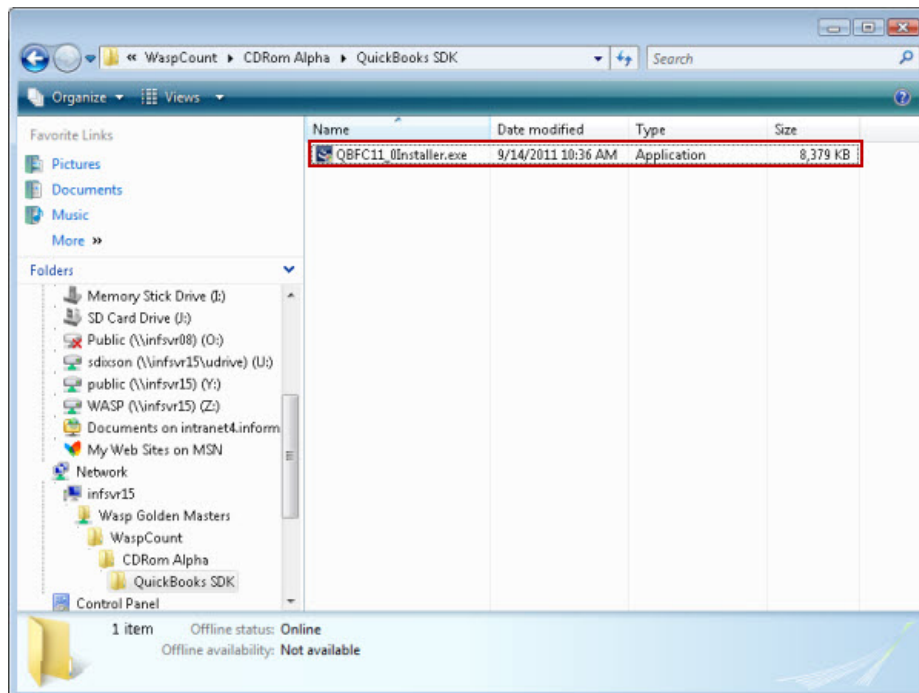


Click on the CD drive icon to open the disk.

- Click the **QuickBooks® SDK** folder.

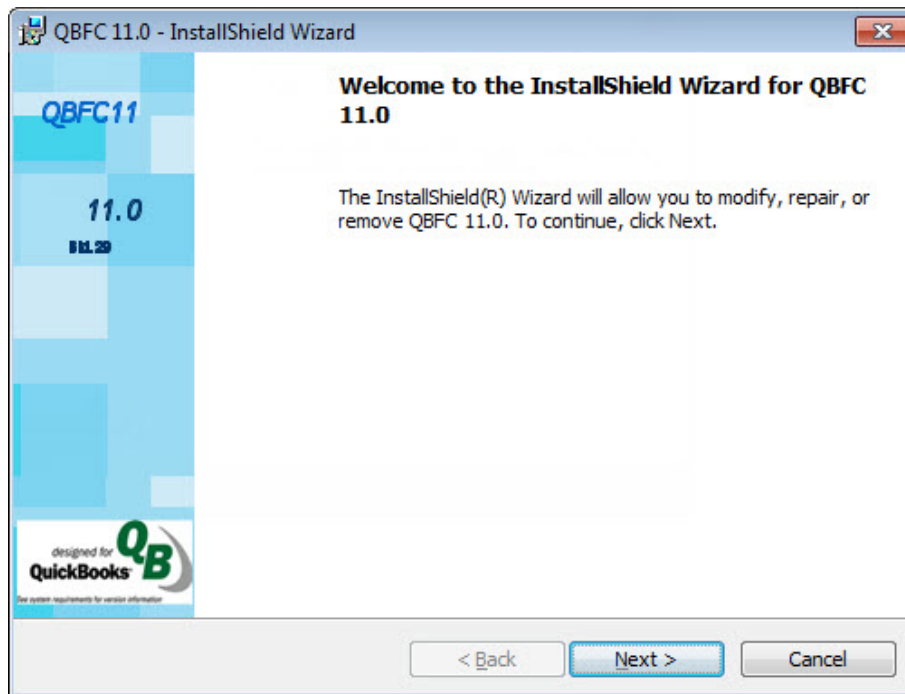


- Click **QBSDK110.exe**

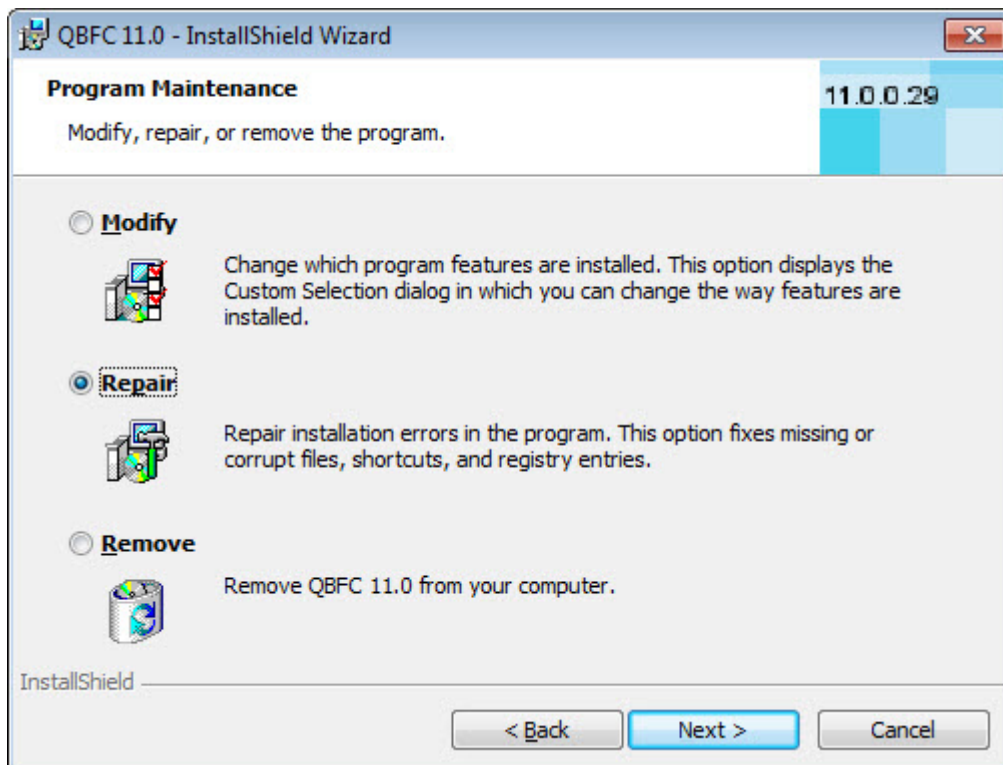


An installation wizard will appear.

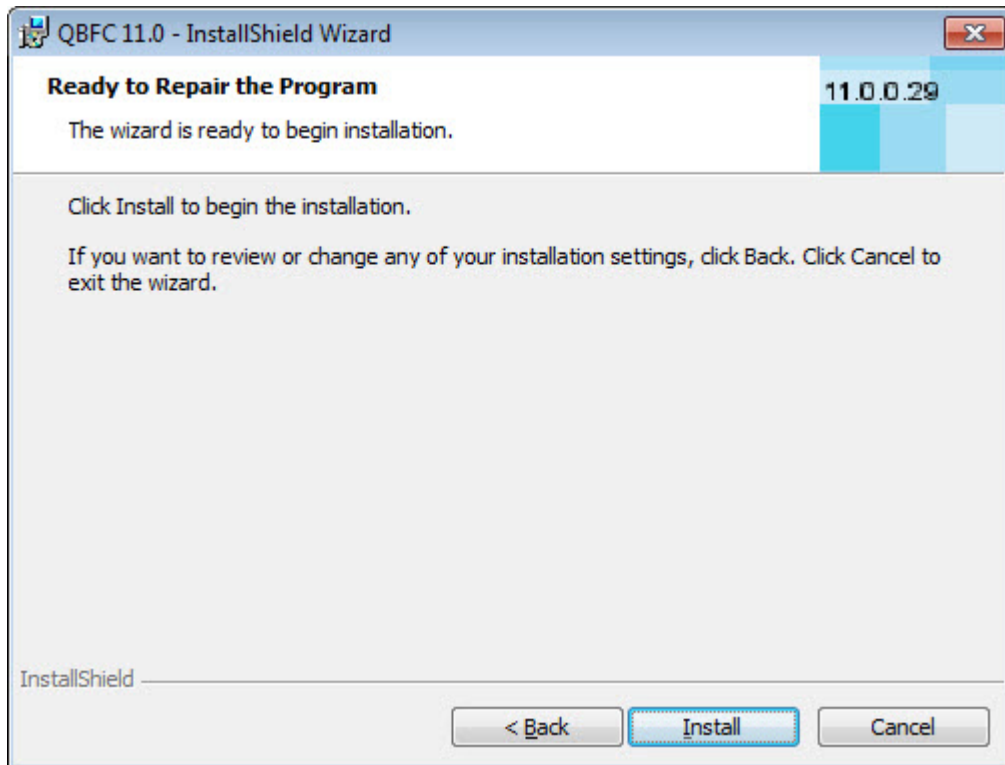
5. Click **Next** on the **Welcome** screen.



6. Select the **Repair** option, then click **Next**.



7. Click **Install**.



3.4.4 Counting Tips

If **Count and Compare Inventory In: QuickBooks®** is your count method, keep the important information below in mind when taking inventory.

- **Locations:** Keep in mind that QuickBooks® does not tie locations to specific items unless you are using QuickBooks® Enterprise. Therefore, do not enter a location when you are performing the count. When the mobile device prompts for a location, leave this field blank. If you do enter a location, the item will not match up with the item in QuickBooks® and will be considered a new item.
 - **New Inventory:** If you have new inventory you want to include in the count, set up these items in QuickBooks® prior to counting. Wasp CountIt will count items that are not entered into QuickBooks®; however, QuickBooks® will not recognize these items and will not allow you to transfer the new item counts to QuickBooks®.
-

Chapter 4: Data Transfer

4.1 Send Data to Mobile Device

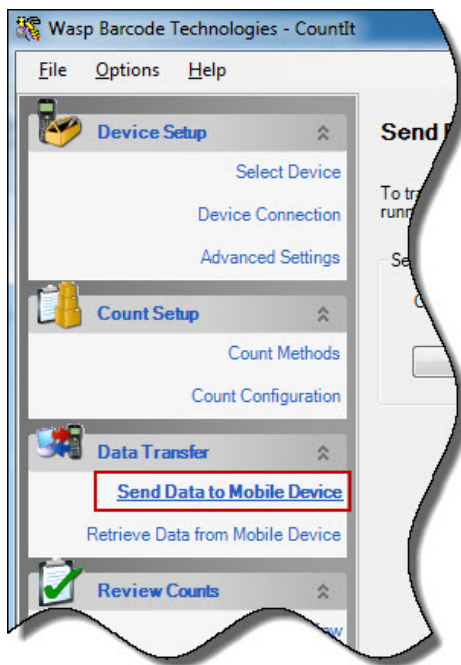
The **Send Data to Mobile Device** function transfers your existing inventory file, after it has been configured for comparison purposes, from your PC to your mobile device. **You only need to transfer data to your mobile device if you selected Count and Compare Inventory or Count and Compare Inventory: QuickBooks®** as your count method.

In this topic:

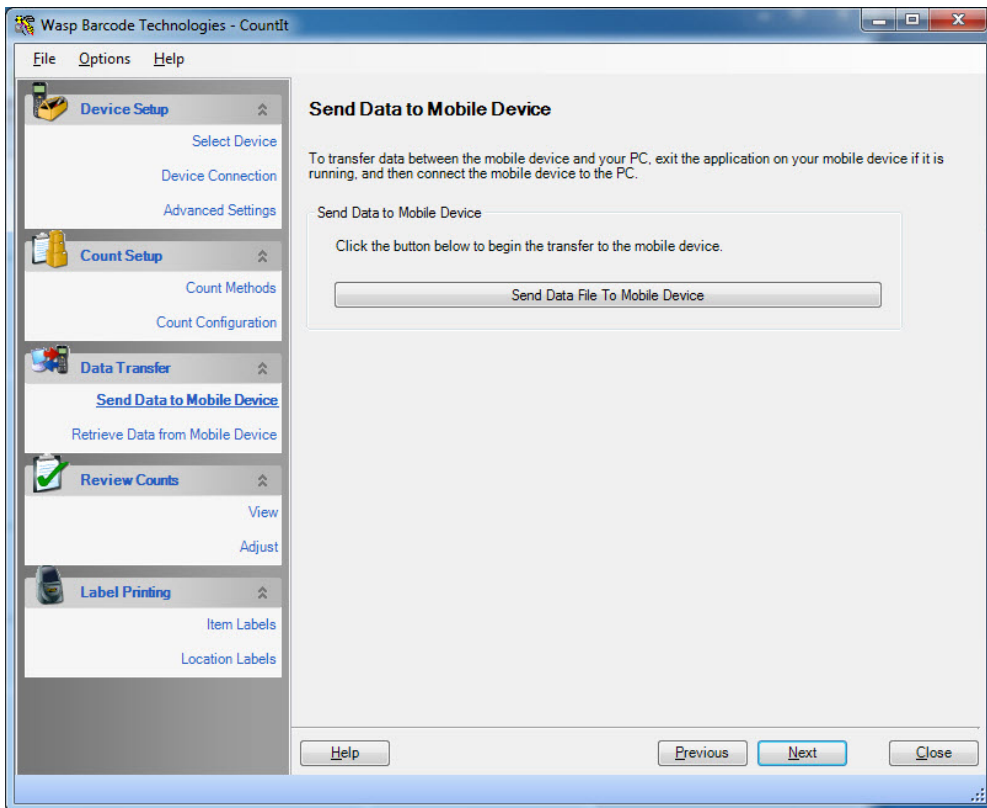
[Sending Data to a Windows Mobile Device](#)
[Sending Data to WDT2200](#)

4.1.1 Sending Data to a Windows Mobile Device

1. Ready your mobile device.
 - a. Make sure the CountIt program is turned OFF on the mobile device before you send the data. If CountIt is running, click the OK button at the bottom, right of the **Main** screen to close it.
 - b. Make sure your mobile device is connected to the PC's USB port.
2. If you are not already in the **Send Data to Mobile Device** screen, click **Send Data to Mobile Device** on the menu pane.

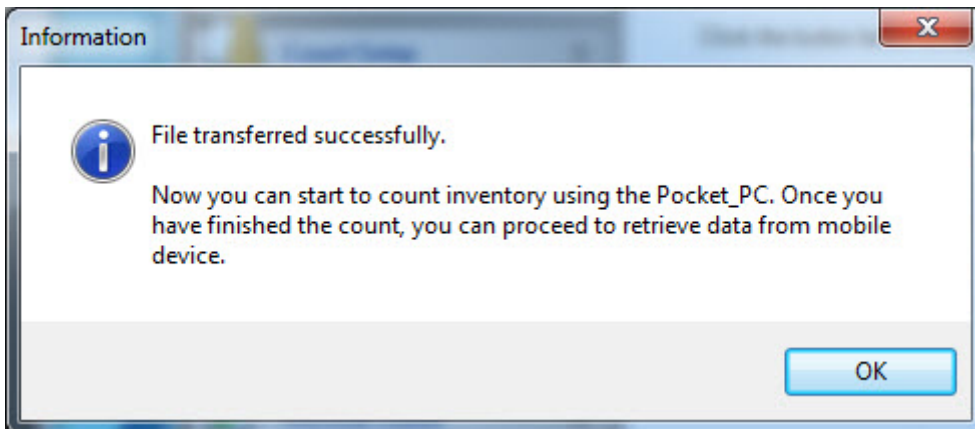


The **Send Data to Mobile Device** screen appears:



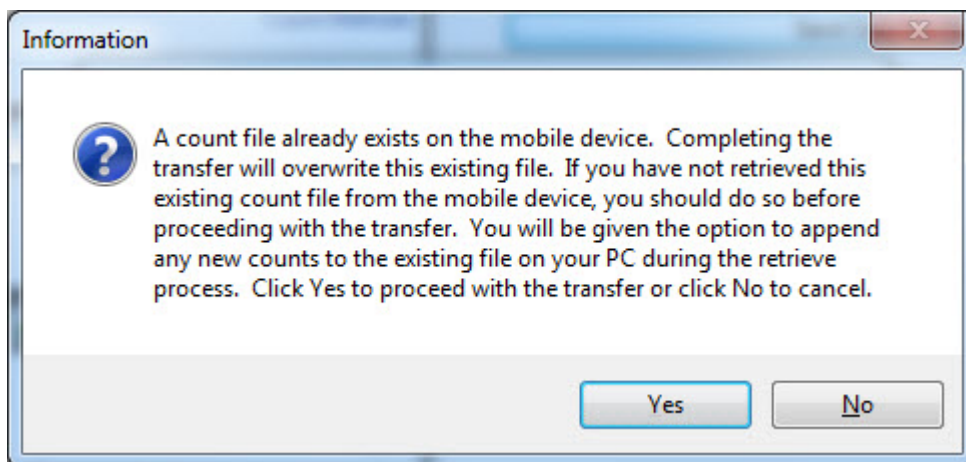
3. Click the **Send Data File to Mobile Device** button.

If you have never used this mobile device to count inventory, a progress bar followed by the confirmation message shown below appears:



Select **OK** to continue.

If you have already performed a count using this mobile device, the following message appears:



This message appears because even after you retrieve an inventory count from the mobile device, the file is retained on the device. This provides a backup file for you in case the transfer is not successful or you lose the data on your PC.

Select **Yes** on this message to overwrite the file on the mobile device. If you select **Yes**, the progress bar will display green lines and a message will appear confirming successful transmission.

Select **No** to cancel the transfer.

4. You are now ready to perform your inventory count. Please refer to [Running Wasp CountIt on a Windows Mobile Device](#).

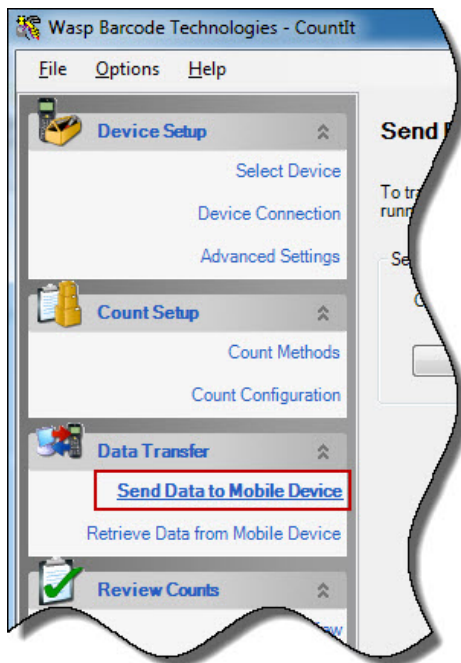
4.1.2 Sending Data to a WDT2200

1. Ready your mobile device.
 - a. Make sure the CountIt program is turned OFF on the mobile device before you send the data. If you are running the CountIt program, exit the application on your mobile device by pressing the **[ESC]** button twice.
 - b. The WDT2200 can be in User Mode, which displays the following text:

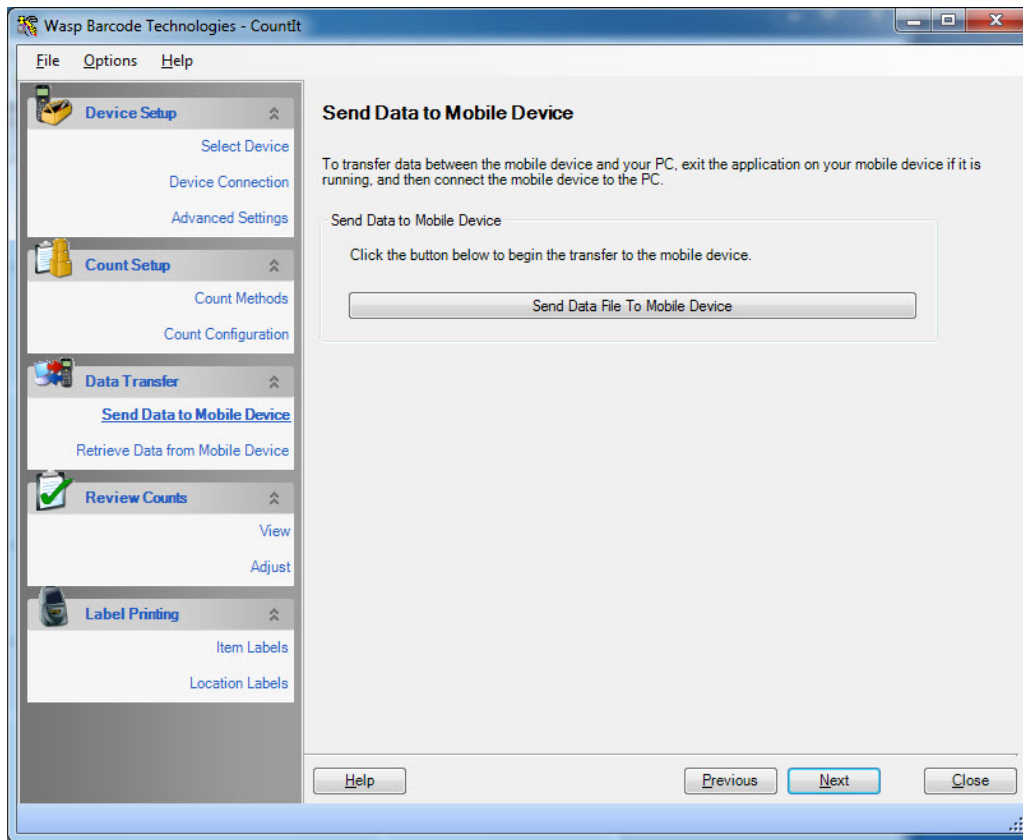
1. RUN 2. TER
3. COM 4. DIR
5. ERA 6. TYP
7. CPY 8. SET

or in the Ready Mode, which displays text similar to the following (although different mobile devices may show different version numbers, etc.):

WDT2200 v1.20
MEM 2560 KB
 - c. Make sure your mobile device is connected to the PC's serial port with the cable.
2. If you are not already in the **Send Data to Mobile Device** screen, click **Send Data to Mobile Device** on the menu pane.

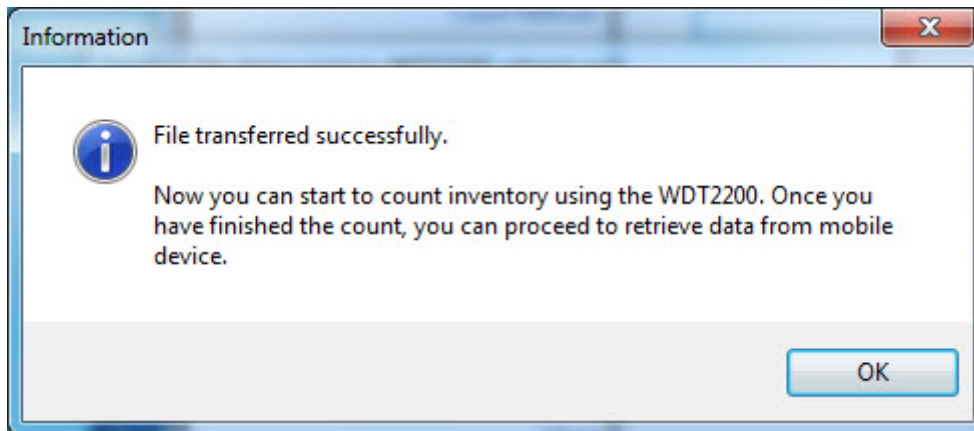


The **Send Data to Mobile Device** screen appears:



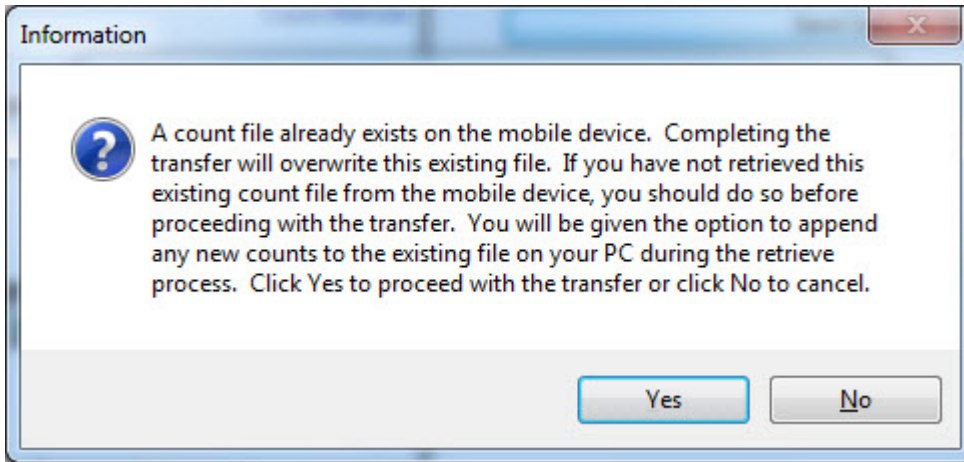
3. Click the **Send Data File to Mobile Device** button.

If you have never used this mobile device to count inventory, a progress bar followed by the confirmation message shown below appears:



Select **OK** to continue.

If you have already performed a count using this mobile device, the following message appears:



This message appears because even after you retrieve an inventory count from the mobile device, the file is retained on the device. This provides a backup file for you in case the transfer is not successful or you lose the data on your PC.

Select **Yes** on this message to overwrite the file on the mobile device. If you select **Yes**, the progress bar will display green lines and a message will appear confirming successful transmission.

Select **No** to cancel the transfer.

4. You are now ready to perform your inventory count. Please refer to [Running Wasp CountIt on the WDT2200](#).

4.2 Retrieve Data from Mobile Device

After you have taken inventory, use **Retrieve Data From Mobile Device** to transfer your new data from the mobile device to the Wasp CountIt program on your PC.

When you retrieve data, you can choose to overwrite the file on your PC with the new count information, add the new count information to the file on your PC, or create a new file with the new counts.

Transferring the new counts from the mobile device to CountIt on your PC ***does not delete the counts from your mobile device.***

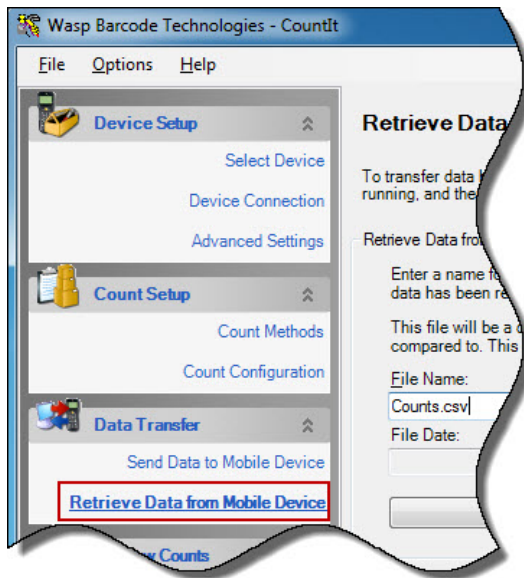
Note: If you are using Count and Compare as your Count Method, keep in mind that Retrieve Data creates a new count file containing the counts you took on your mobile device. This is a different file from the original compare file.

In this topic:

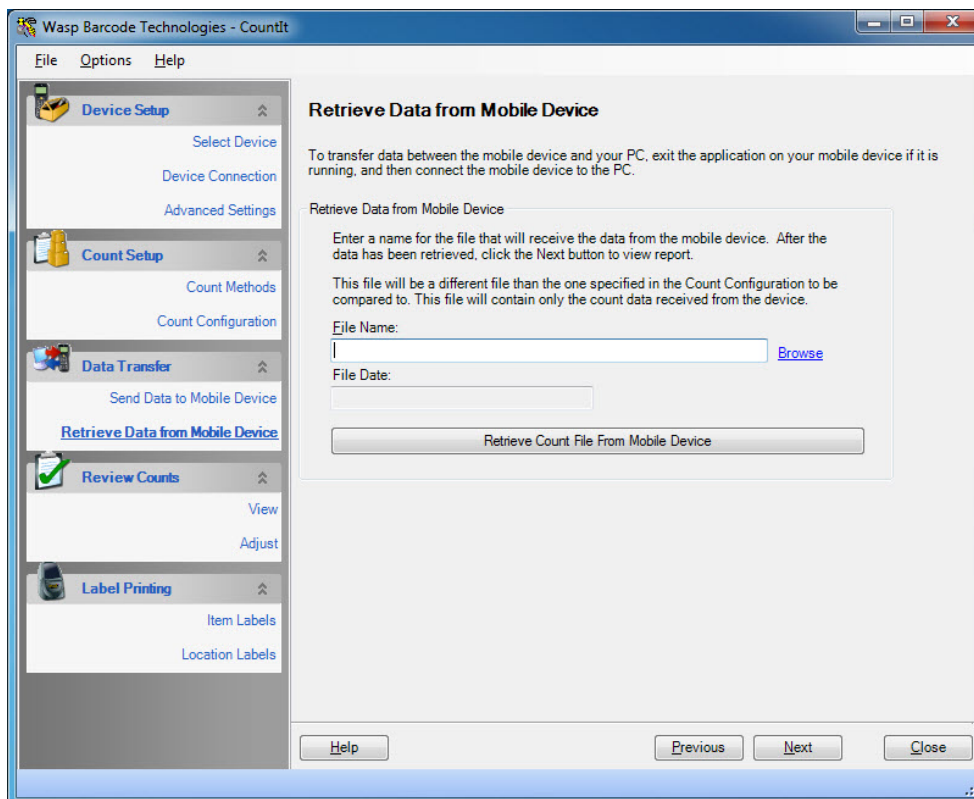
[Retrieving Data from a Windows Mobile Device](#)
[Retrieving Data from the WDT2200](#)

4.2.1 Retrieving Data from a Windows Mobile Device

1. Ready your mobile device.
 - a. Make sure the CountIt program is turned OFF on the mobile device before you send the data. If CountIt is running, click the OK button at the bottom, right of the **Main** screen to close it.
 - b. Make sure your mobile device is connected to the PC's USB port.
2. In Wasp CountIt, click the **Retrieve Data from Mobile Device** option in the **Data Transfer** section of the **Menu Pane**.

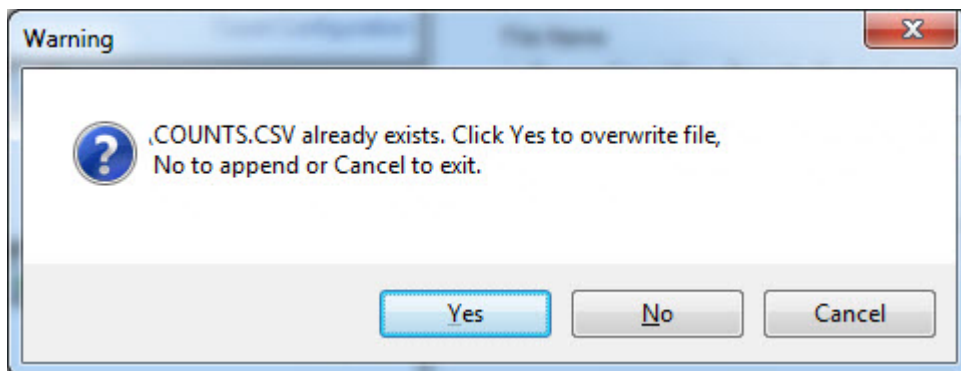


The **Retrieve Data from Mobile Device** screen appears:



3. Enter a file name in the **File Name** field or click **Browse** to navigate to an existing document. This should be a different file from the one selected on the **Count Configuration** screen.

If there is an existing count file of the same name on your PC, the following warning appears:



Click **Yes** to overwrite the file. The data in the existing file will be replaced with the new count data.

Click **No** to append the new count data to the existing count file.

Click **Cancel** to exit the save function.

Note: If the inventory count is being performed on several mobile devices, you should append the counts to the same file. For more information on using multiple mobile devices to take counts, please refer to the topic [Using Multiple Mobile Devices](#).

4. You are now ready to review your counts.

For **Count Only** and **Count and Compare** users, please refer to the topic [Review Counts](#).

For **Count and Compare: QuickBooks®** users, please refer to the topic [Adjust QuickBooks® Inventory](#).

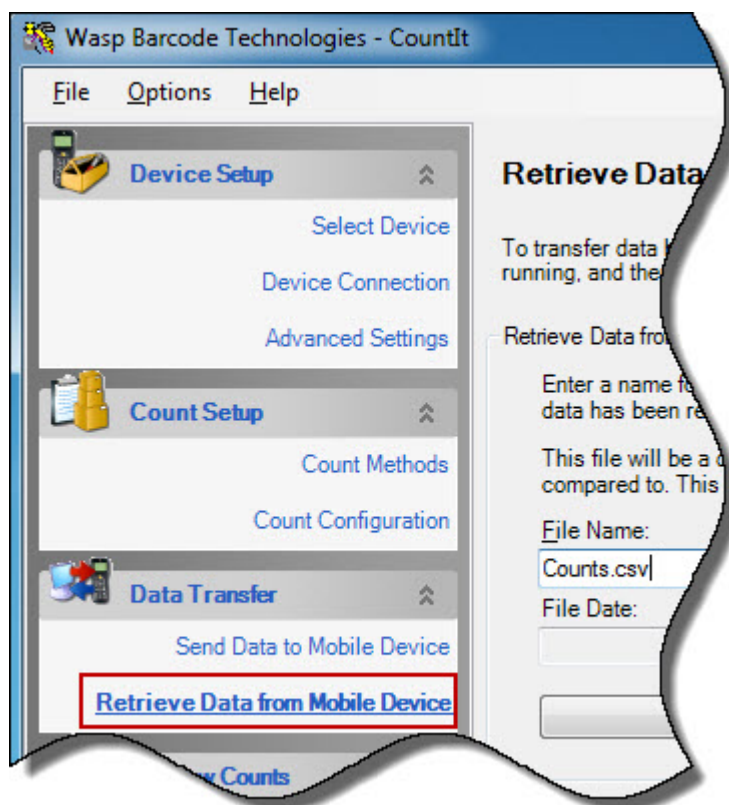
4.2.2 Retrieving Data from the WDT2200

1. Ready your mobile device.
 - a. Make sure the CountIt program is turned OFF on the mobile device before you send the data. If you are running the CountIt program, exit the application on your mobile device by pressing the **[ESC]** button twice.
 - b. The WDT2200 can be in **User Mode**, which displays the following text:

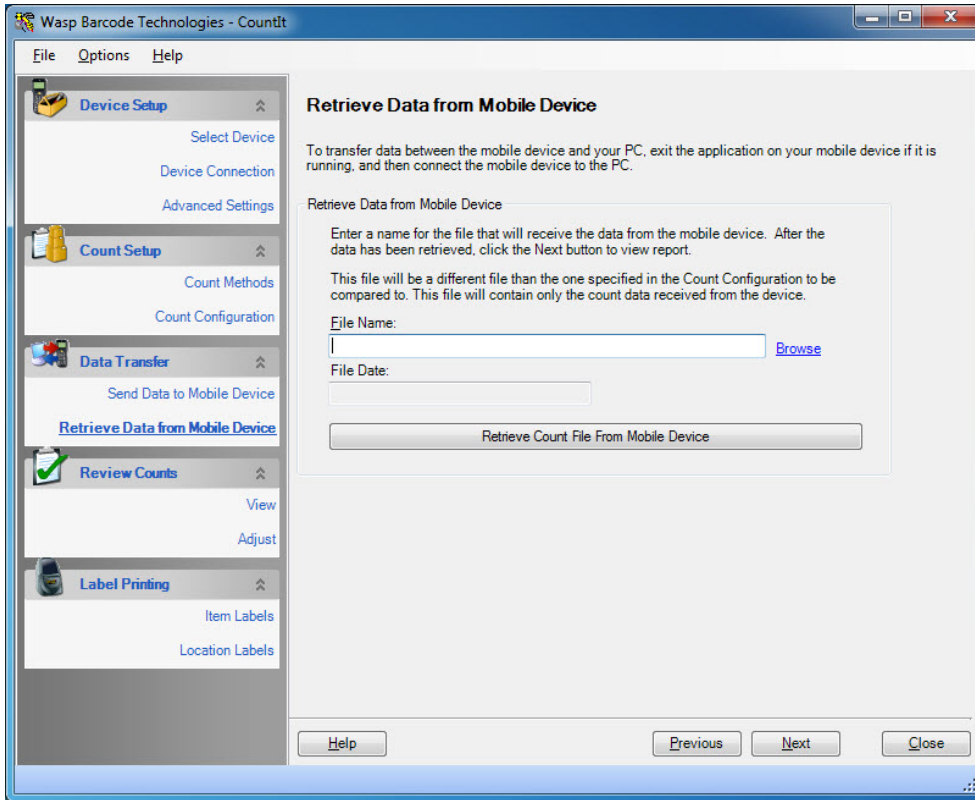
1. RUN 2. TER
3. COM 4. DIR
5. ERA 6. TYP
7. CPY 8. SET

or in the Ready Mode, which displays text similar to the following (although different mobile devices may show different version numbers, etc.):

WDT2200 v1.20
MEM 2560 KB
 - c. Make sure your mobile device is connected to the PC's serial port with the cable.
2. In Wasp CountIt, click the **Retrieve Data from Mobile Device** option in the **Data Transfer** section of the **Menu Pane**.

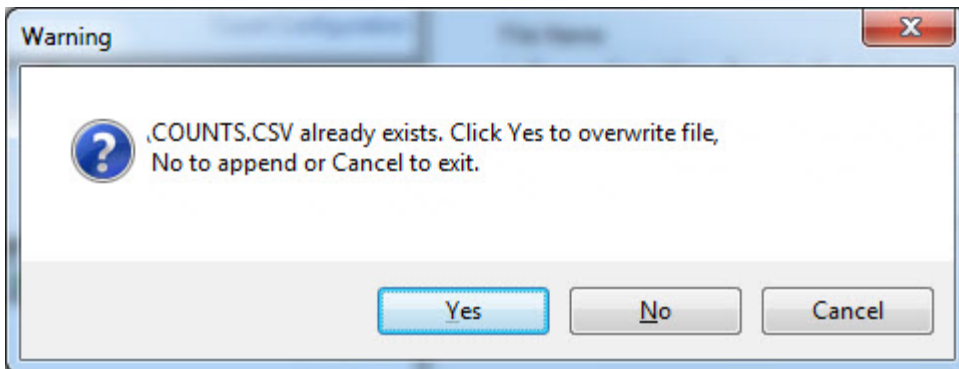


The **Retrieve Data from Mobile Device** screen appears:



3. Enter a file name in the **File Name** field or click **Browse** to navigate to an existing document. This should be a different file from the one selected on the **Count Configuration** screen.

If there is an existing count file of the same name on your PC, the following warning appears:



Click **Yes** to overwrite the file. The data in the existing file will be replaced with the new count data.

Click **No** to append the new count data to the existing count file.

Click **Cancel** to exit the save function.

Note: If the inventory count is being performed on several mobile devices, you should append the counts to the same file. For more information on using multiple mobile devices to take counts, please refer to the topic [Using Multiple Mobile Devices](#) .

4. You are now ready to review your counts.

For **Count Only** and **Count and Compare** users, please refer to the topic [Review Counts](#).

For **Count and Compare: QuickBooks®** users, please refer to the topic [Adjust QuickBooks Inventory](#).

Chapter 5: Taking Inventory

5.1 Running Wasp CountIt on a WDT2200

Note: Prior to running Wasp CountIt on your WDDT2200, you should first complete several steps, depending on the Count Method you have chosen:

- If you chose **Count Only** as your count method, you are ready to take inventory after completing [Device Connection](#) and choosing a [Count Method](#).
- If you chose **Count and Compare Inventory**, you are ready to take inventory after completing [Device Connection](#), choosing a [Count Method](#), [uploading and configuring your existing inventory file](#), and [sending your existing inventory file](#) to your mobile device.
- If you chose **Count and Compare Inventory: QuickBooks®**, you are ready to take inventory after completing [Device Connection](#), choosing a [Count Method](#), [Importing your QuickBooks® Data](#), and [sending your existing inventory file](#) to your mobile device.

1. Turn on the **Mobile Device**.
2. If you see a screen similar to the one below on your mobile device (text will vary depending on which mobile device you are using),

```
WDT2200 V1.20
MEM 2560 KB
>
```

then press and hold the **[CMD]** button on your mobile device for 2 seconds. The **User Mode** screen will appear showing the following text:

```
1. RUN 2. TER
3. COM 4. DIR
5. ERA 6. TYP
7. CPY 8. SET
```

Press **[1]** to RUN the CountIt program on your mobile device. A screen appears displaying the following:

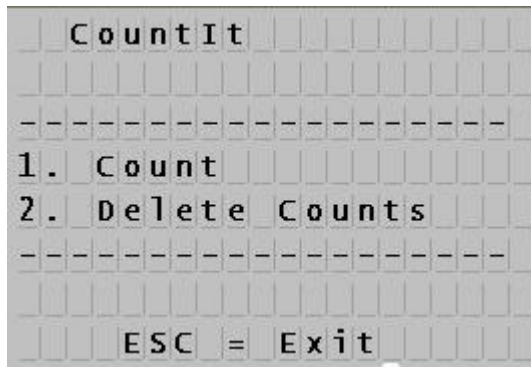
```
<RUN PROGRAM>
```

```
SCAN.EXE
```

If you did not transfer the CountIt program to your mobile device, your mobile device will say there is no program. See [Advanced Settings](#) for instructions on transferring CountIt to your mobile device.

3. Press the **[ENT]** button on the mobile device to run the program.

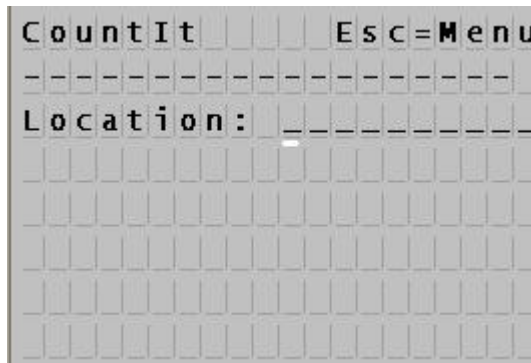
4. A menu appears with the following options and the version number next to the program name:



Press the **[1]** key to begin your count.

Press the **[2]** key and follow the mobile device screen instructions to delete previous count files that are stored on your mobile device. (Transferring the count file data from the mobile device to Wasp CountIt does **NOT** delete the file from your mobile device. You will need to delete the file manually.) You will be prompted to verify that you want to delete the count file. Press **[1]** and **[ENT]** to delete file or **[ESC]** to keep the file. Make sure you have transferred the count information to Wasp CountIt prior to deleting the file.

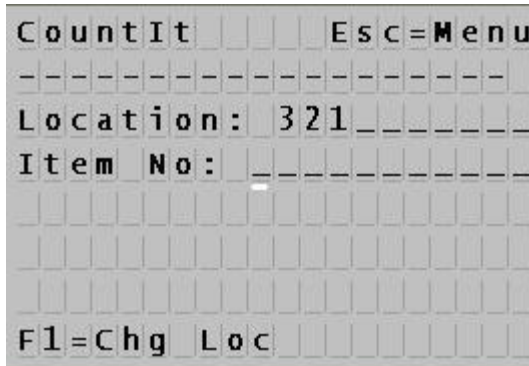
5. If you chose to begin the Count, the following screen appears:



6. To scan items:

Note: If you chose Count and Compare Inventory In: QuickBooks®, see the [Counting Tips: QuickBooks®](#) topic before you start scanning.

- a. Optionally enter a Location code for this product (see screen example above). If you do not want to enter a Location, press [ENT] in this field to leave it blank. You can also scan the location if you have it set up to do so. The location will remain the same until you press the [F1] key to change it. After you enter the location, the screen will appear as follows:



- b. Scan an item by pointing the top of the scanner at the bar code label while holding down the yellow button on the mobile device. When you hear a beep, the label has successfully scanned.



The screen will appear as follows:

CountIt										Esc=Menu									

Location:										321									
Item No:										458									
Quantity:										_____									

F1=Chg Loc																			

- c. Manually enter a quantity, then press the **[ENT]** key.
You have two options when entering quantities for the same item.

Option 1 Hand Count - You can count all of the same item by hand, then scan the item number once and enter the total quantity in the Quantity field. For instance, if you have 10 of item number 458 in stock, using this method you would scan item 458 once and enter 10 in the quantity field.

Option 2 Pinning - You can let Wasp CountIt count for you by "pinning" a number in the quantity field. For example, you can enter a Location, an Item Number and 1 in the Quantity field. You can then "pin" the number 1 in the Quantity field so that you can scan an item without having to enter a 1 each time in the Quantity field. Keep in mind that when you enter the 1 and pin it, that represents your first count for that item, so if you have a total of 5 items, after you pin the first one, you only need to scan 4 of them.

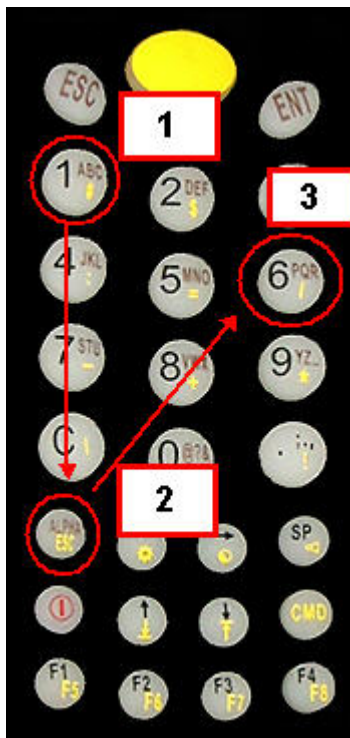
To do this:

- i. Enter a location (if desired).

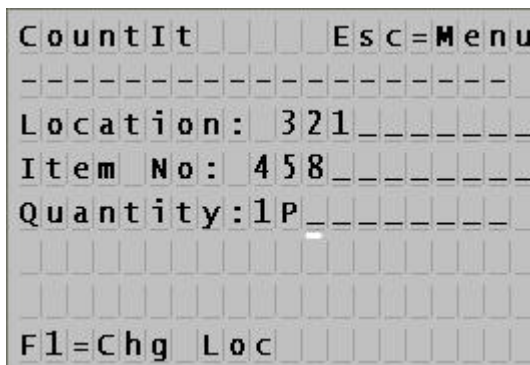
Note: QuickBooks® does not tie locations to specific items. Therefore, if you are using **Count and Compare Inventory In: QuickBooks®**, do not enter a location; instead, press [ENT].

- ii. Enter an item number.
- iii. In the Quantity field enter the quantity number you want to pin (for example, enter the number 1), followed by the Alpha key. Then type the letter <p>. (The letter P is on the 6 key on your mobile scanning device.)

You will select these keys in the order shown below:



The screen on the mobile device will then appear as follows:



- iv. On the mobile device keypad, press **[ENT]**.

The screen on the mobile device will now appear as shown below. Continue scanning individual items (in this example you would scan item 458 nine times). (Don't forget to press the **[Alpha]** key to return to the numbers keypad if you are manually entering an item number.) The quantity will remain the same until you press the **[F2]** key to "unpin" the number. Below is an example of the screen with the Quantity pinned and the Item No field

ready to accept a new item:

CountIt		Esc=Menu

Location:	321	
Item No:		
Quantity:	1	
F1=Chg Loc	F2=Unpin	

When you press **[F2]** to unpin, the screen will appear as follows:

CountIt		Esc=Menu

Location:	321	
Item No:		
Quantity	Unpinned	
F1=Chg Loc		

You can now scan a different item and enter a new quantity at Location 321 or you can change the location by pressing **[F1]** and scan a different item and a new quantity.

- v. After you transfer the data back to Wasp CountIt from the mobile device (see step 7 below), if you used pinning, make sure you select **Options > Merge Duplicate Counts** on the CountIt menu on your PC before you **View** your counts. Wasp CountIt will count the quantities entered for each matching item number and create one entry.

Options	Help
<input checked="" type="checkbox"/>	Merge Duplicate Counts

Click here for more information on [Merging Duplicate Counts](#).

- d. The **Location** will remain the same until you press **[F1]** and enter a new location.
7. When you are done scanning, press the **[ESC]** key to return to the main menu, then press the **[ESC]** key again to exit the program. You are now ready to [Retrieve the Data from the Mobile Device](#).

5.2 Running Wasp CountIt on a Windows Mobile Device

Note: Prior to running Wasp CountIt on your Windows Mobile Device, you should first complete several steps, depending on the Count Method you have chosen:

- If you chose **Count Only** as your count method, you are ready to take inventory after completing [Device Connection](#) and choosing a [Count Method](#).
- If you chose **Count and Compare Inventory**, you are ready to take inventory after completing [Device Connection](#), choosing a [Count Method](#), [uploading and configuring your existing inventory file](#), and [sending your existing inventory file](#) to your mobile device.
- If you chose **Count and Compare Inventory: QuickBooks®**, you are ready to take inventory after completing [Device Connection](#), choosing a [Count Method](#), [Importing your QuickBooks® Data](#), and [sending your existing inventory file](#) to your mobile device.

In this topic:

[Accessing Wasp CountIt on a Windows Mobile Device](#)

[Taking Counts](#)

[Searching for Items or Locations](#)

[Pinning Fields](#)

[Viewing Counts](#)

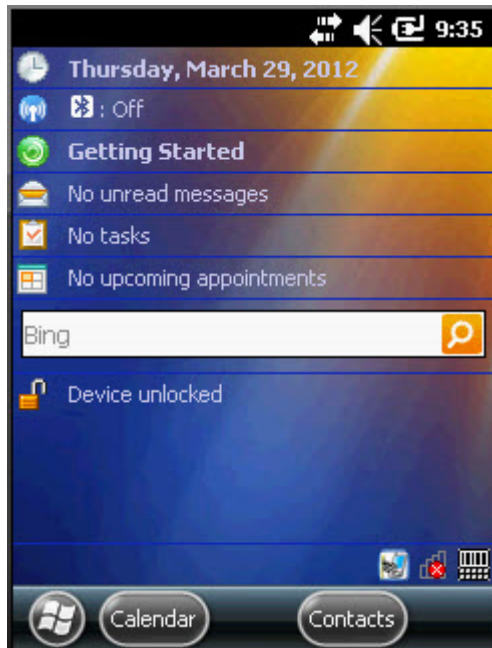
[Sum up the Quantity by Item/Location](#)

[Delete Individual Counts](#)

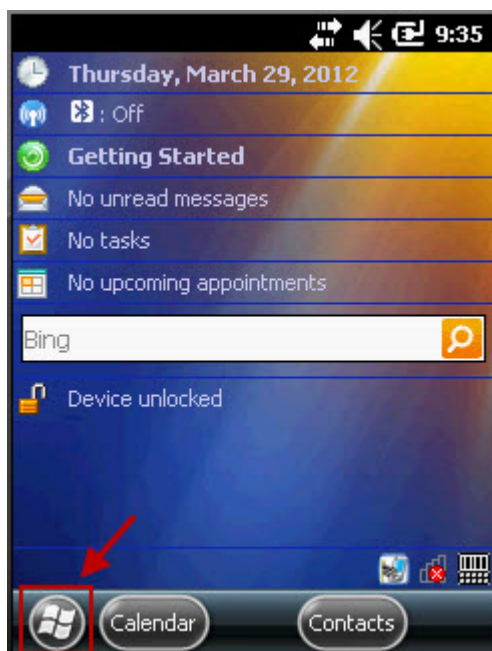
[Deleting the Count File](#)

5.2.1 Accessing Wasp CountIt on a Windows Mobile Device

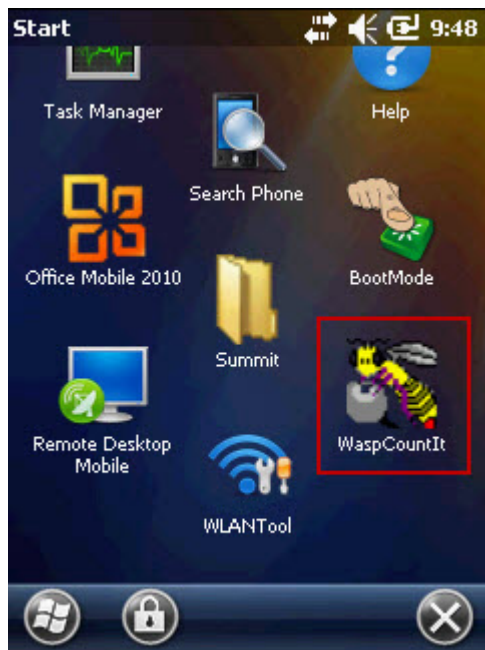
1. Turn on the **Mobile Device**.
2. If you see a screen similar to the one below on your mobile device,



then select the Windows Desktop button.



The Desktop will appear. Click the Wasp CountIt icon.



If you did not transfer the CountIt program to your mobile device, you will not see the CountIt icon. See [Advanced Settings](#) for instructions on transferring CountIt to your mobile device.

3. Click the Wasp CountIt icon to launch the program.
4. The **Main** screen appears.



There are three options on this screen:

Count - Select **Count** to begin counting on your mobile device.

View Counts - Select this option to view counts you have already taken on this device.

Delete Counts - Select this option to delete previous count files taken on this device. Transferring the count file from the mobile device to Wasp CountIt on the PC does not delete the file from your mobile device. You will need to delete the file manually.

5.2.2 Taking Counts on a Windows Mobile Device

1. Select **Count** on the Wasp CountIt **Main** screen.



The **Count** screen appears.

2. Enter or scan a location in the **Location** field. Or click the *i* icon to [Search for a Location](#).
3. Enter a **Quantity** for the item in the **Qty** field.

Pinning Fields: If you have more than one of a particular item, you can let Wasp CountIt count for you by "pinning" a number in the quantity field. For example, you can enter a **Location**, an **Item Number** and 1 in the **Quantity** field. You can then "pin" the number 1 in the **Quantity** field so that you can scan an item without having to enter a 1 each time in the **Quantity** field. Keep in mind that when you enter the 1 and pin it, that represents your first count for that item, so if you have a total of 5 items, after you pin the first one, you only need to scan 4 of them. [For instructions on how to Pin Fields, see the Pinning Fields section in this topic.](#)

Note: After you retrieve the data from the mobile device, if you used pinning, make sure you select **Options > Merge Duplicate Counts** on the CountIt menu on your PC before you **View** your counts. Wasp CountIt will count the quantities entered for each matching item number and create one entry.

4. Click the **OK** button to save your count. The **OK** button is not enabled until you have entered an item and a quantity (location is optional).

Note that the list on the **Count** screen contains your last 10 counts for all items.

Qty	Item	Locat...	Desc
1	300...		UL...
1	300...		UL...
2	150...		PO...
1	300...		UL...

At this point you can click **Reset** to clear any data you have entered in the **Location**, **Item** and/or **Qty** fields.

Click the **Counts** button to access the [View Counts](#) screen.

5. Click **Close** to exit the **Count** screen and return to the **Main** screen. You are now ready to [Retrieve the Data from the Mobile Device](#).

5.2.3 Searching for Items/Locations

1. Click the *i* icon next to the **Location** or **Item** field.

The screenshot shows the 'Count' screen with a status bar at the top displaying signal strength, a speaker icon, a battery icon, and the time 10:03. Below the status bar are two input fields: 'Location:' and 'Item:'. To the right of each field is a small icon: a location pin for 'Location' and an 'i' for 'Item'. These icons are highlighted with red boxes. Below these fields is a 'Qty:' field. Underneath is a section titled 'Last 10 Counts:' containing a table with headers 'Qty', 'Item', 'Locat...', and 'Desc'. The table body contains the text 'No records found.' At the bottom of the screen are four buttons: 'Counts', 'Reset', 'OK', and 'Close'.

The **Search** screen for the selected type (**Location** or **Item**) will appear. Below is an example of the **Item Search** screen:

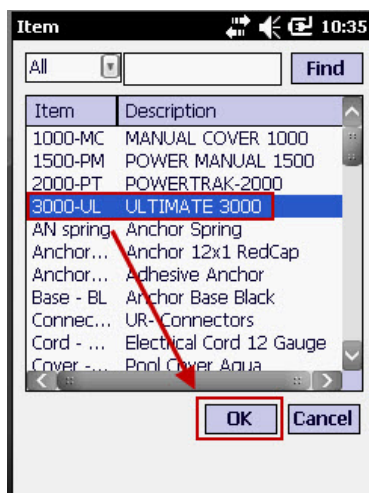
The screenshot shows the 'Item Search' screen with a status bar at the top displaying signal strength, a speaker icon, a battery icon, and the time 10:29. Below the status bar is a search bar with a dropdown menu set to 'All' and a 'Find' button. Below the search bar is a list of items with two columns: 'Item' and 'Description'. The list items are: 1000-MC (MANUAL COVER 1000), 1500-PM (POWER MANUAL 1500), 2000-PT (POWERTRAK-2000), 3000-UL (ULTIMATE 3000), AN spring (Anchor Spring), Anchor... (Anchor 12x1 RedCap), Anchor... (Adhesive Anchor), Base - BL (Anchor Base Black), Connec... (UR- Connectors), Cord - ... (Electrical Cord 12 Gauge), and Cover - ... (Pool Cover Aqua). At the bottom of the screen are two buttons: 'OK' and 'Cancel'.

2. Enter the information for which you want to search, then click the **Find** button. This can be a number or text. You can enter a partial item number or description and Wasp CountIt will return any items containing the entered value.

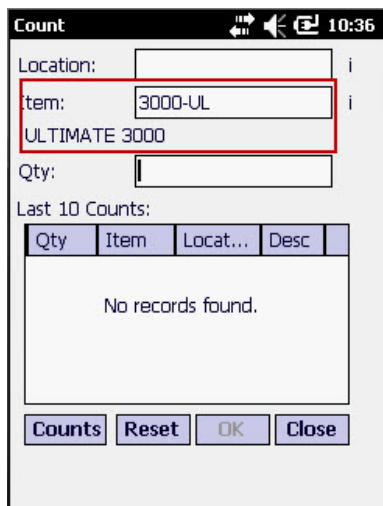
If you are searching for Items, use the drop down list to define what you want to search. Your options are:

Item Options

- **All** - Searches in all fields for the matching value.
 - **Item #** - Searches in the Item Number field for the matching value.
 - **Desc** - Searches in the Description field for the matching value.
3. Select the desired item or location and click **OK**.

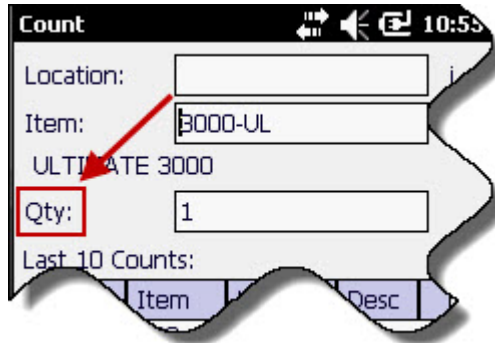


The selected item or location will appear on the **Count** screen.

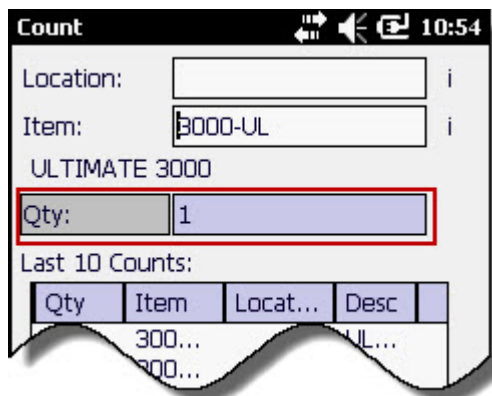


5.2.4 Pinning Fields

1. To **Pin** a field, click on the field name. For example, to pin the Qty field, click on the field name:



Pinned fields will appear as shown in the example below:



2. To unpin the field, click on the field name again.

5.2.5 Viewing Counts

The View Counts screen displays all counts taken on this mobile device. You can filter the list to view specific counts and/or you have Wasp CountIt sum quantities by Item and Location.

1. To **View Counts**, click the **Counts** button at the bottom of the **Count** screen:

Count 10:58

Location:

Item:

ULTIMATE 3000

Qty:

Last 10 Counts:

Qty	Item	Locat...	Desc
1	300...		UL...
1	300...		UL...
1	300...		UL...
2	150...		PO...
1	300...		UL...

Counts Reset OK Close

OR

Click **View Counts** from the **Main** screen.

CountIt 10:59

Count

View Counts

Delete Counts

Wasp
BARCODE TECHNOLOGIES
Wasp CountIt Version 2.4 [Build: 03152012]
Wasp Barcode Technologies (c) 2004 - 2012

The **View Counts Screen** appears:

The screenshot shows the 'View Counts' screen with a status bar at the top displaying 'View Counts', navigation icons, and the time '11:00'. Below the status bar is a search section with a dropdown menu set to 'All', a text input field, and a 'Find' button. The main area contains a table with the following data:

Qty	Item	Location	Desc
1	3000-UL		ULTI
1	3000-UL		ULTI
1	3000-UL		ULTI
2	1500-PM		POW
1	3000-UL		ULTI

Below the table is a horizontal scrollbar. At the bottom of the screen, it says 'Total 5 Counts', followed by a checkbox labeled 'Sum up the Qty by Item/Location'. There are two buttons at the bottom: 'Delete Count' and 'Close'.

- By default the screen displays all counts taken on this device. This screen works similarly to the Search screens. Enter the information for which you want to search, then click the **Find** button. This can be a number or text. You can enter a partial item number or description and Wasp CountIt will return any items containing the entered value.

Use the drop down list to define what you want to search. Your options are:

Item Options

- **All** - Searches in all fields for the matching value.
- **Item #** - Searches in the Item Number field for the matching value.
- **Desc** - Searches in the Description field for the matching value.
- **Location** - Searches in the Location field for the matching value.
- **Quantity** - Searches in the Quantity field for the matching value.

- Click the **Sum up the Qty by Item/Location** option to have Wasp CountIt add counts of the same item (at the same location, if used) and display them as one count.

For example, in the screen shot below there are 5 counts, 4 for the 3000-UL and 1 for the 1500-PM.

Qty	Item	Location	Desc
1	3000-UL		ULTI
1	3000-UL		ULTI
1	3000-UL		ULTI
2	1500-PM		POW
1	3000-UL		ULTI

Total 5 Counts

☐ Sum up the Qty by Item/Location

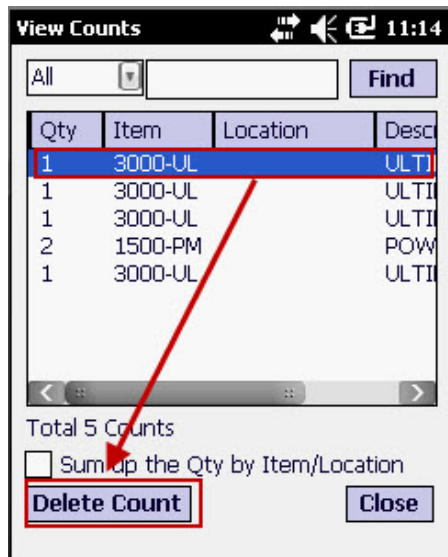
When the **Sum up the Qty by Item/Location** is selected, the 4 counts for the 3000-UL item are added together, creating one count. Instead of 4 individual counts with a Quantity of 1 each, there is now 1 count for this item with a Quantity of 4.

Qty	Item	Location	Desc
2	1500-PM		POW
4	3000-UL		ULTI

Total 2 Counts

☒ Sum up the Qty by Item/Location

4. You can delete individual counts from your count file using the **View Counts** screen. In the list on the **View Counts** screen, highlight the count you want to delete, then click the **Delete Count** button.



A warning message will appear:



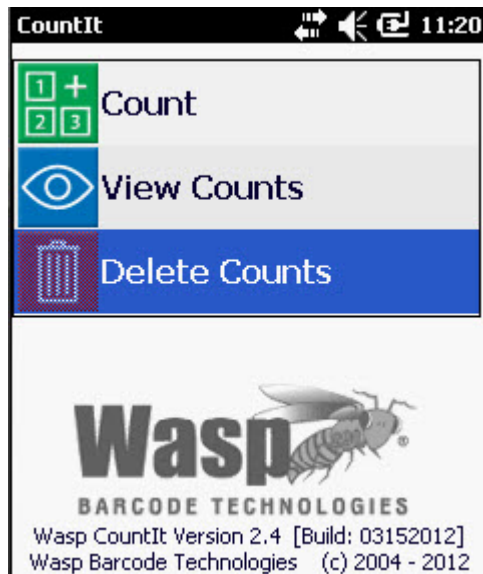
Select **Yes** on the **Delete Count** warning message. A confirmation message will appear when the count is deleted.



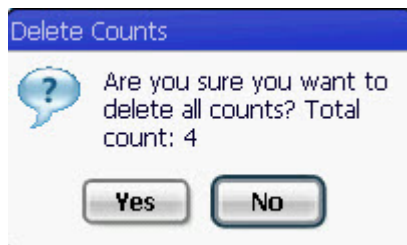
Click **OK** on the confirmation message.

5.2.6 Deleting the Count File

1. On the Wasp CountIt Main screen, select **Delete Counts**.



2. A warning message will appear:



Click **Yes** on the warning screen to delete the count or **No** to cancel the delete function.

5.3 Using Multiple Mobile Devices

Wasp CountIt allows you to use several mobile devices to count your inventory. This is useful if you want to have several people counting inventory simultaneously.

1. Set up Wasp CountIt on each mobile device you will be using. Refer to the [Device Connection](#) and [Advanced Settings](#) sections for more information. Remember that you will need to transfer the Wasp CountIt program to each mobile device you will be using to count inventory.
2. If you want to compare your inventory to an existing file, follow the steps in [Count Methods](#), [Count Configuration - Text Inventory Files](#) or [Count Configuration - QuickBooks®](#) and [Send Data to Mobile Device](#).

Make sure you transfer the same file to all mobile devices so you get an accurate comparison.

3. Take the inventory counts on the mobile devices.
4. Follow the steps in the [Retrieve Data from Mobile Device](#) section for each mobile device. When you are sending the count information back to Wasp CountIt and you receive a message stating:

"<filename> already exists. Click Yes to overwrite file, No to append or Cancel to exit"

Make sure you select **No** to append (add) the new counts to the existing file. If you do not, data you transferred from other mobile devices for the current count will be overwritten.

If you accidentally select **Yes** and the file is overwritten, you can retrieve the count data from the mobile devices again as long as you have not deleted the file from the mobile device (transferring the file from the mobile device back to Wasp CountIt on your PC does not delete the file from the mobile device). To retrieve the data again, connect the mobile devices to the PC and follow the steps to **retrieve data from mobile device**.

5. Now you can view your new counts. Notice that the counts from each mobile device are appended.

Chapter 6: Review Counts

Use the **View/Reconcile Counts** feature to **view, edit, print, and save (export)** your new inventory data to your PC so that you can make decisions about managing your inventory.

This topic contains descriptions of the tools you can use to perform each of these tasks and how to use them. Keep in mind that there are frequently more than one way to perform these tasks.

After you have taken inventory and [retrieved the new data from your mobile device](#), you are ready to view, edit, print, and save the data for inclusion in reports. The data can be manipulated so that you see, for example, New Items or Duplicate Counts or Discrepancies between the old and new counts.

If you chose **Count and Compare Inventory In: QuickBooks®**, you will also want to read the topic, [Adjust QuickBooks® Inventory](#), to learn how to update your QuickBooks® inventory with the new counts.

Notes:

- **If you are using multiple devices to count:** Prior to viewing/reconciling your count, you may want to merge any duplicate counts. This is especially useful if you have received data from multiple devices. For more information, please refer to the topic [Merging Duplicate Counts](#).
- **If you are comparing your data to an existing inventory file (text or QuickBooks®):** Keep in mind that while Wasp CountIt on the PC is case sensitive, the mobile devices are not. This means that if there is a mixture of upper and lower case letters, Wasp CountIt will not recognize that it might be the same item. For example, if you have an item as Keyboard in the data file on the PC, but when the item is scanned it comes across as KEYBOARD, Wasp CountIt will not recognize it as the same item.

In this topic:

[Viewing Counts](#)

[Sorting Columns](#)

[Moving Columns](#)

[Hide Columns](#)

View Counts Toolbar

[Filtering the Counts List](#)

[Editing Data](#)

[Changing List Views](#)

[Printing](#)

[Exporting](#)

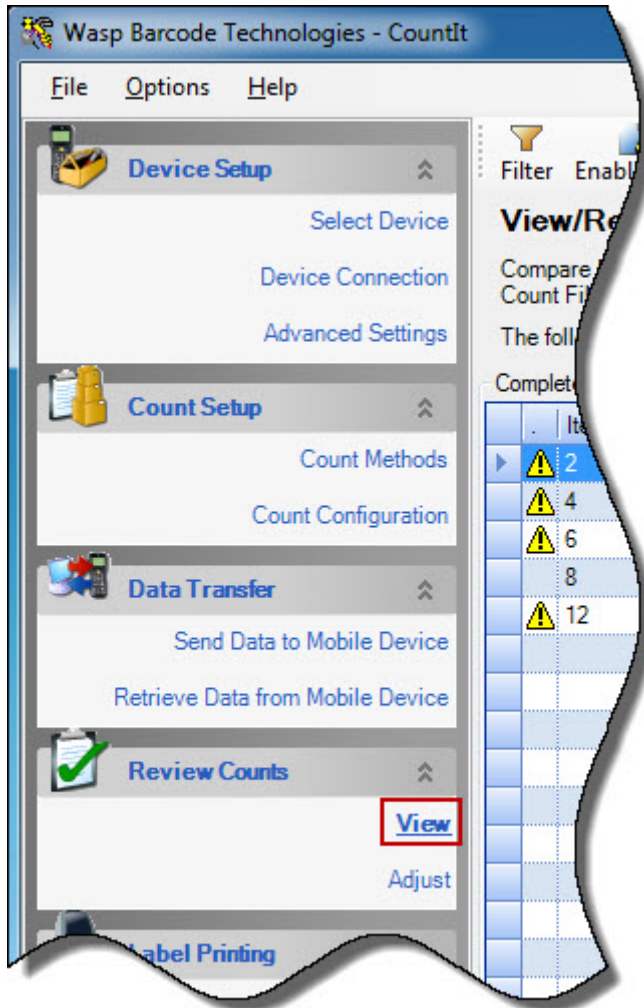
[Group By](#)

[View Hidden Fields](#)

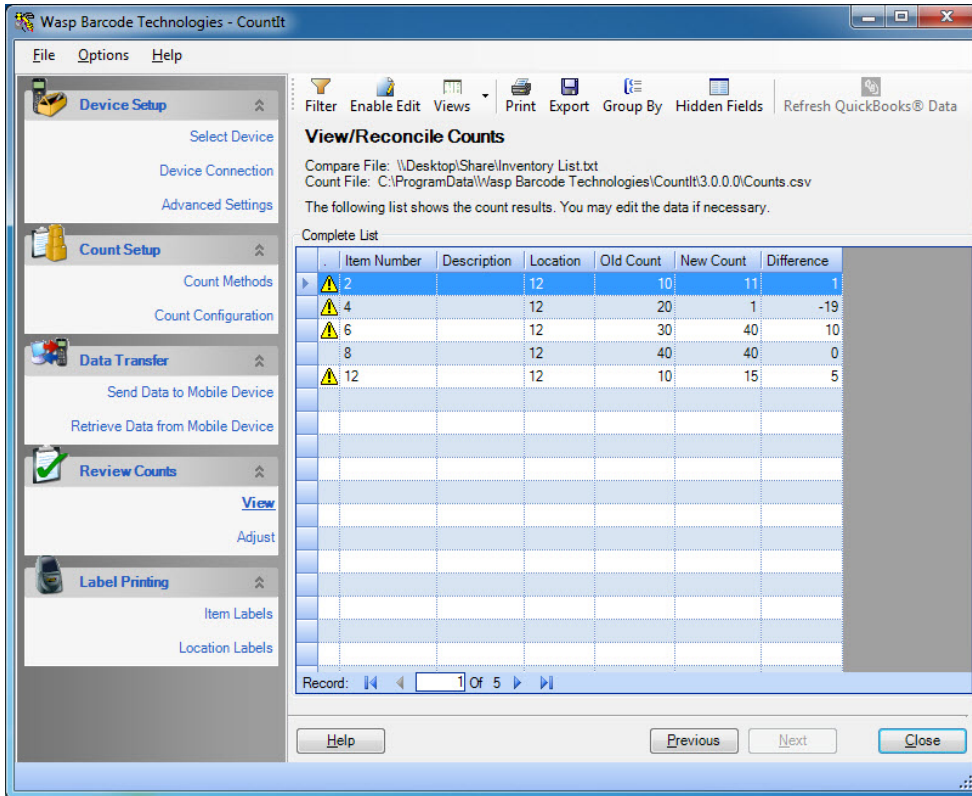
[Refresh QuickBooks® Data](#)

6.1 Viewing Counts

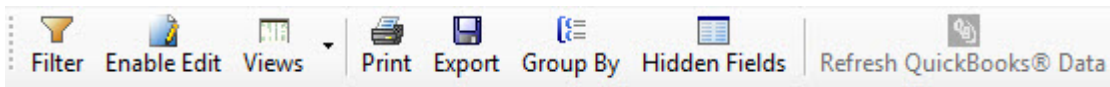
1. After [Retrieving the count data from the mobile device](#), click **View** in the **Review Counts** section of the Menu Pane.



The **View/Reconcile Counts** screen appears displaying your old counts (if you selected to **Count and Compare** or **Count and Compare: QuickBooks®**) and your new counts.



- The toolbar at the top of the **View/Reconcile Counts** screen gives you several options manipulating your data:



A description of each function available on the toolbar is provided below. Click on a link to jump to that section:

[Filter](#)

[Enable Edit](#)

[Views](#)

[Print](#)

[Export](#)

[Group By](#)

[Hidden Fields](#)

[Refresh QuickBooks® Data](#)

- Wasp CountIt allows you to sort your data alphabetically and/or move column headers, if needed.

Sort Data Alphabetically: The **Sort** function will order the data alphabetically, in ascending or descending order. There are several ways to begin a sort:

There are two ways to sort the data in your columns:

- On the Counts List, click on a column header to activate the sort function. An up arrow indicates the data has been sorted in ascending order. A down arrow indicates a descending sort. Click the gray arrows (in red below) that appear in your file to toggle

between an ascending or descending sort.

Complete List

	Item Number	Description	Loca...	Old Count	New Count	Difference
⚠	78		LOC4		41	
⚠	30		LOC4		4	
⚠	30		LOC5		8	
⚠	56		LOC5		45	
⚠	41		LOC5		16	

OR

- Right click any column header that has data and choose **Sort ASC** or **Sort DESC** from the list.

Sort ASC
Sort DESC

Drag and Drop Column Headers: Column headers can be dragged and dropped left or right to change their locations. Select a column and drag it to a new location on the grid. In the example below, the Item Number column was moved to the end of the row.

Complete List

	Description	Location	Old Count	New Count	Difference	Item Nu...
⚠		LOC4		4		30
⚠		LOC5		8		30
⚠		LOC5		16		41
⚠		LOC5		45		56
⚠		LOC4		41		78

Hide Columns

To hide a column, right click the column you want to hide with your mouse and select **Hide Column** from the list. The column can no longer be seen.

Complete List

	Item Number	New Count
⚠	30	
⚠	30	
⚠	41	
⚠	56	
⚠	78	

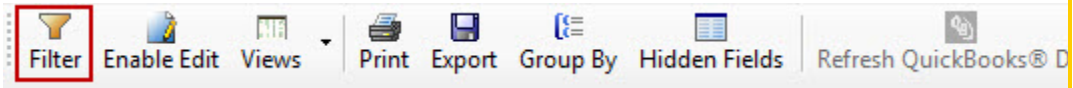
Sort ASC
Sort DESC
Group By This Column
Show Grouping
Hide Column
Show Hidden Columns

For information on displaying hidden columns, see [Hidden Fields](#), in this topic.

6.1.1 Filter the Counts List

If you have a lot of data, you may want to create a filter to help you drill down to view specific items.

1. Click the **Filter** icon on the **View/Reconcile Counts** toolbar.



A new row will appear at the top of the Count List:

	Item Number	Description	Location	Old Count	New Count	Difference
▼						
⚠	2		12	10	11	1
⚠	4		12	20	1	-19
⚠	6		12	30	40	10
	8		12	40	40	0
⚠	12		12	10	15	5

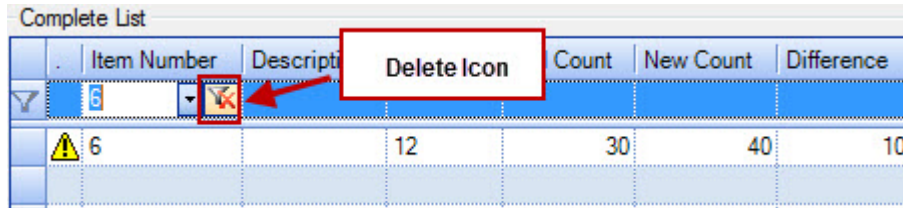
2. Click in the field for which you want to enter a filter value. The field will change to accept text and a drop down will appear containing every value for the selected column:

	Item Number	Description	Location	Old Count	New Count	Difference
▼						
⚠	12		12	10	11	1
⚠	2		12	20	1	-19
⚠	4		12	30	40	10
	6		12	40	40	0
⚠	8		12	10	15	5

3. Select the filter value for the column from the drop down (you can also type text into the field. Now only data matching your filter value will appear in the list.

	Item Number	Description	Location	Old Count	New Count	Difference
▼	6					
▶ ⚠	6		12	30	40	10

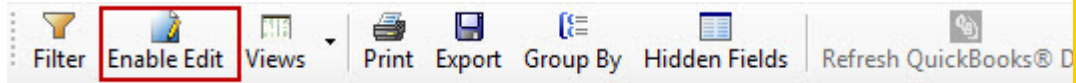
- You can delete the filter value by clicking the in the field containing the filter and selecting the Delete icon.



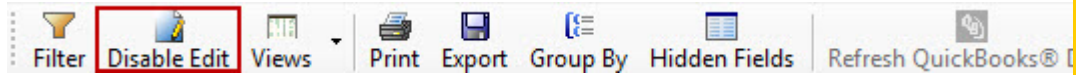
6.1.2 Editing Data

This function allows you to edit the item number, description, location, and new count number in new inventory counts. It does not allow you to change old counts or add new rows.

- Click the **Enable Edit** icon on the **View/Reconcile Counts** toolbar.



- Click in the field you want to edit and type in your new data.
- To turn off the edit feature, click the Disable Edit icon on the toolbar.

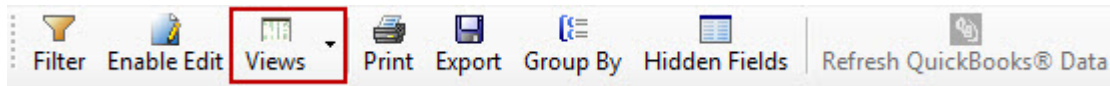


- Before you can close the **View/Reconcile Data** screen you will need to turn off the edit feature by clicking the **Disable Edit** icon. This will save your changes. You cannot close the screen without saving your changes by disabling the edit function.

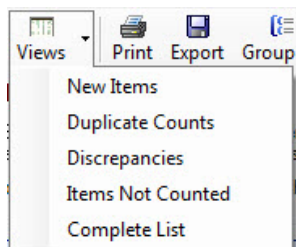
6.1.3 Changing the List View

The **Views** icon allows you to change how the information in your inventory counts list is presented. When you choose a different view from the list, the data you see from your file will be rearranged on the grid. Any of these views can be saved by clicking **Export** on the toolbar and printed by clicking **Print**.

Click the **Views** icon on the **View/Reconcile Counts** toolbar.



A drop down list will appear listing your view options:



The **Views** options are defined below:

New Items - Displays only new item numbers (the item number on the mobile device was not found in the compare file).

Duplicate Counts - With [Merge Duplicate Counts](#) turned off, the **Duplicate Counts** view shows the duplicate counts taken using [pinning](#).

Keep in mind when viewing duplicate counts that the original pinned count (the first count for the pinned item) will not be included. For example, if you have 8 items at a location and you used pinning to count them, you would have scanned one, pinned the quantity, then scanned 7 more. The first one would not appear on the duplicate counts list. It will show on the Views > Complete List.

Note: You will need to turn off [Merge Duplicate Counts](#) to properly view **Duplicate Counts** using this method. If it is turned on, you can turn it off by selecting **Options > Merge Duplicate Counts**. When turned off **Merge Duplicate Counts** will not have a check mark in front of it on the **Options** menu. After turning it off, you will need to close and reopen the **View/Reconcile Counts** screen to update it.

Discrepancies - Displays only those items for which there was a difference between the new inventory count and the compare file.

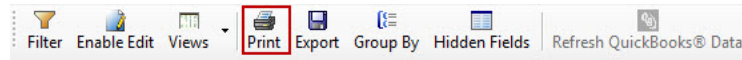
Items Not Counted - Displays items from your compare file that were not counted in the new inventory count.

Complete List (Default View) - Displays the entire inventory file, with old and new data on one sheet.

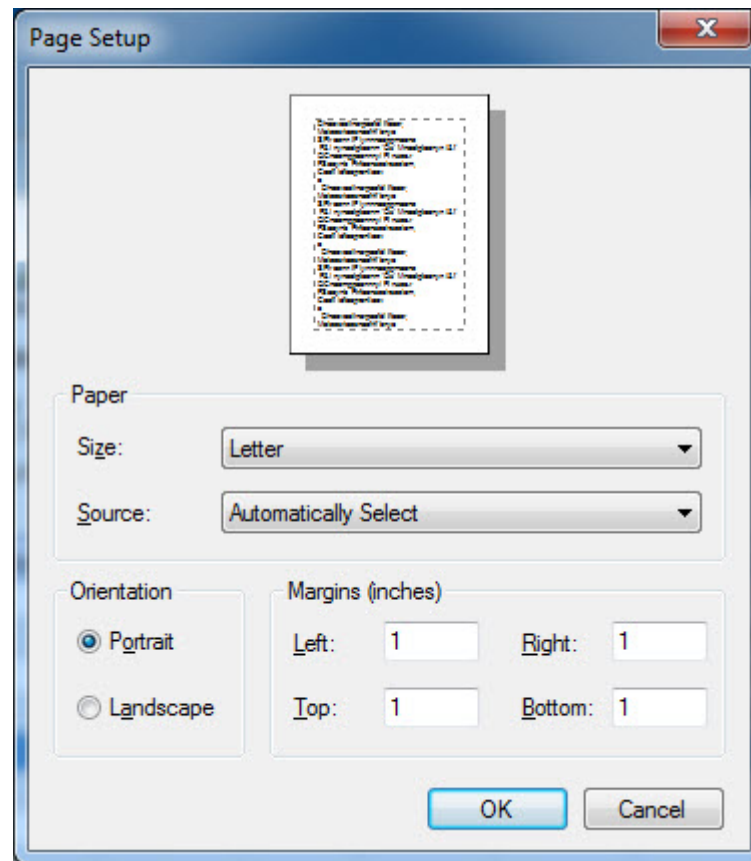
6.1.4 Printing the List

Print allows you send the list, with your current formatting, to your default printer.

1. Click the **Print** icon on the **View/Reconcile** screen toolbar.



The **Page Setup** screen appears:

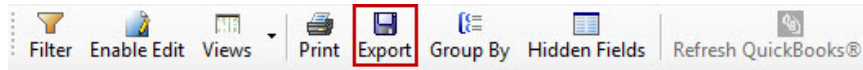


2. Select the **Paper Size, Source, Orientation** and **Margins** as needed.
3. Click **OK** to begin printing. Wasp CountIt will send the list to your default printer.

6.1.5 Exporting the List

Export allows you to save views of the file on the grid to a directory on your PC.

1. Click the **Export** icon on the **View/Reconcile Counts** screen toolbar.



2. Choose a file name and location to store the file.
3. The file will be saved as a text file.

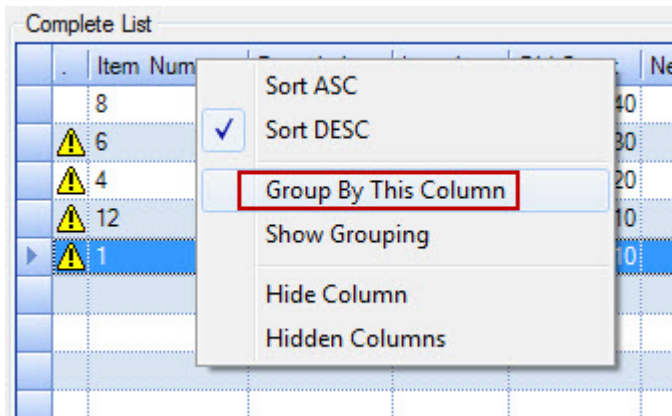
6.1.6 Group By

Group By allows you to group together data that belongs in the same category. Data can be grouped using one or multiple column headers.

There are two ways to access the **Group By** function:

Method 1:

Right click a column header and select **Group By this Column**.

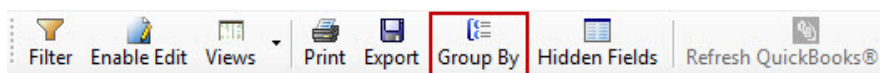


The list will change to display with all items grouped by the selected column header.

OR

Method 2:

1. Select the **Group By** icon on the **View/Reconcile Counts** screen toolbar.



A bar will appear at the top of the list. .

Complete List

Drag a column header here to group by that column.

	Description	Location	Old Count	New Count	Difference
▶		12	40	40	0
⚠		12	30	40	10
⚠		12	20	1	-19
⚠		12	10	15	5
⚠		12	10	23	13

2. Drag and drop a column header to group the list by that column. In the example below list is grouped by Old Count.

Complete List

Old Count ▲

	Description	Location	Old C...	New Count	Difference
[-] Old Count: 10					
⚠		12	10	15	5
⚠		12	10	23	13
[-] Old Count: 20					
⚠		12	20	1	-19
[-] Old Count: 30					
⚠		12	30	40	10
[-] Old Count: 40					
▶		12	40	40	0

The list will change to display with all items grouped by the selected column header.

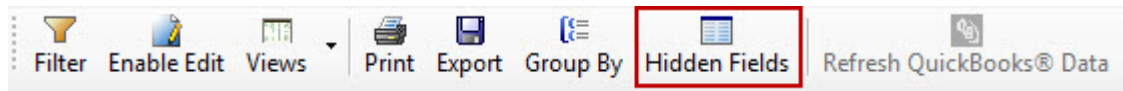
3. Remove the grouping by clicking on the header in the Grouping row and dragging it off of the grid.

6.1.7 Hidden Fields

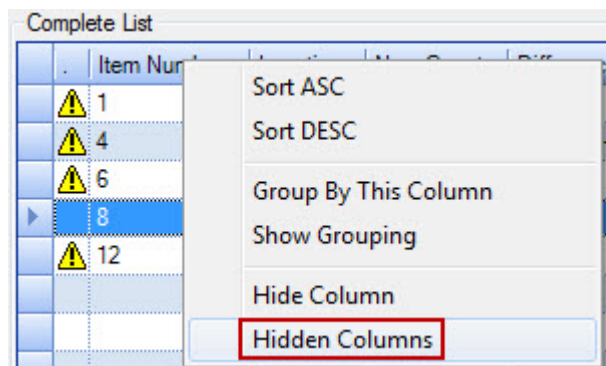
Hidden Fields allows you to restore hidden columns to list.

Note: You can **Hide** columns by right clicking on a column and selecting **Hide Column**.

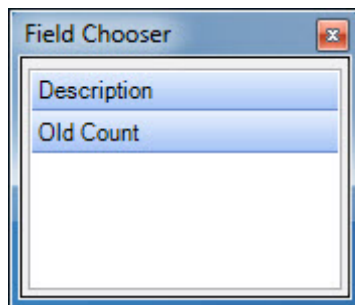
1. Click the **Hidden Fields** from the **View/Reconcile Counts** toolbar.



Of right click on a column header and select **Hidden Columns**.

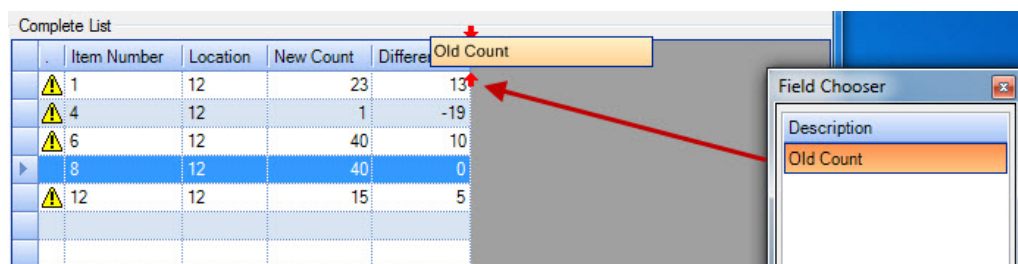


The **Field Chooser** screen appears:



This screen displays all hidden columns.

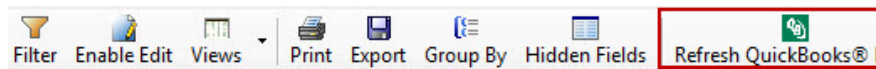
2. Drag and drop the desired field to the list grid. In the example below the column **Old Count** is being returned to the list grid.



6.1.8 Refresh QuickBooks® Data

This feature allows you to import new data that may have been added to the QuickBooks® file on your PC since the last import. The updates will appear in your **Complete List** on the **View/Reconcile Counts** screen.

1. Make sure QuickBooks® is open and the **Company File** you are comparing to is open.
2. Click the Refresh **QuickBooks® Data** button on the **View/Reconcile Counts** screen toolbar.



3. A status screen will appear. When the data has been successfully imported, a confirmation message will appear.
 4. Click **OK** on the confirmation message to continue.
-

6.2 Merging Duplicate Counts

Merge Duplicate Counts adds together counts taken on the same item and allows you to see a grand total in the **New Count** column on your new inventory file.

For example, if you have 50 of item number 3333 in stock and it is easier for you to scan each item separately rather than counting them by hand and entering a total, you can **pin** the **Quantity** field on your mobile device to a number (such as 1), then scan each individual item (click the link for detailed instructions on using [Pinning on the PDT2200](#) or [Pinning on a Windows Mobile Device](#)). CountIt presents you with a total quantity for that item in the **New Count** column of your new inventory file. It can merge counts from one scanner or from multiple scanners.

After you have taken your new inventory counts and transferred them from your mobile device to the CountIt program on your PC, you are ready to activate **Merge Duplicate Counts**. Items are matched by item number and by location (if used); therefore, counts are only merged on counts of the same item number at one location. Merge duplicate counts will not merge counts for the same item at two different locations.

For added flexibility, you can turn the **Merge Duplicate Counts** option on and off in the same inventory report so you can view duplicate counts separately or total them (merge them together). Deactivating **Merge Duplicate Counts** and clicking **Views > Duplicate Counts** on the [View/Reconcile Counts](#) screen allows you to see that an item was scanned more than once.

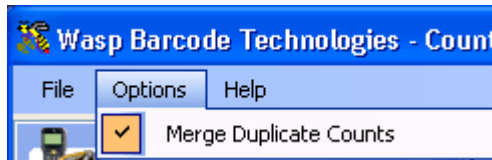
If you are counting items by hand (scanning the item one time and entering the total quantity) you do not need to use **Merge Duplicate Counts** because you are entering a total in the **Quantity** field.

In this topic:

[Activating/Deactivating Merge Duplicate Counts Examples](#)

6.2.1 Activating/Deactivating Merge Duplicate Counts

1. Finish counting on your mobile device and [transfer the count file from the device to your PC](#).
2. In Wasp CountIt on the PC, select Options > Merge Duplicate Counts from the toolbar. The option is activated when a checkmark appears in front of it.



3. Select [View](#) from the **Review Counts** section of the Menu Pane. All of the counts for the same item number have been added together and appear as a total number in the **New Count** column in the file. This includes appended count files. Remember, the counts will only be merged on items that are at the same location. Items that have the same Item Number but different locations will not be merged.

Note: If you forget to merge the counts before you click **View**, just click **Options > Merge Duplicate Counts** to activate the check box. You must leave the **View** screen by clicking onto another screen (try Count Methods) and then click **View** to see your file with the counts merged.

4. To view the same file without merging duplicate counts, click **Options > Merge Duplicate Counts** to remove the check mark. You must leave the **View** screen by clicking onto another screen (try Count Methods) and then click **View** to see your file. Now, the counts for one item will not be added together.

[illegible]

The example below shows how the same inventory file would appear with merge duplicate counts deactivated and if you clicked **Views>Duplicate Counts** on the List View toolbar. The Duplicate Counts view only shows the counts you have taken after you pinned the Quantity. Notice that duplicate counts only shows 6 counts at location 4 and 5 new counts at location 5.

	.	Item Number	Description	Location	Old Count	New Count	Difference
	⚠️	1111		L0C4	0	1	
	⚠️	1111		L0C4	0	1	
	⚠️	1111		L0C4	0	1	
	⚠️	1111		L0C4	0	1	
	⚠️	1111		L0C4	0	1	
▶	⚠️	1111		L0C4	0	1	
	⚠️	1111		L0C5	0	1	
	⚠️	1111		L0C5	0	1	
	⚠️	1111		L0C5	0	1	
	⚠️	1111		L0C5	0	1	
	⚠️	1111		L0C5	0	1	

Record:

6 Of 11

6.3 Adjust QuickBooks® Inventory

This feature is only available if you selected **Count and Compare Inventory: QuickBooks®** as your Count Method. You can access this feature after you have retrieved your count data from the mobile device.

Use the **Adjust** feature to:

1. update your existing QuickBooks® inventory on your PC with the new counts you took on the mobile device, and
2. import new data that was added to the QuickBooks® file on your PC while you were taking inventory using the same QuickBooks® inventory file on your mobile device.

In this topic:

[Viewing New Counts](#)

[Viewing Counts](#)

[Sorting Columns](#)

[Moving Columns](#)

[Hide Columns](#)

View Counts Toolbar

[Filtering the Counts List](#)

[Editing Data](#)

[Changing List Views](#)

[Printing](#)

[Exporting](#)

[Group By](#)

[View Hidden Fields](#)

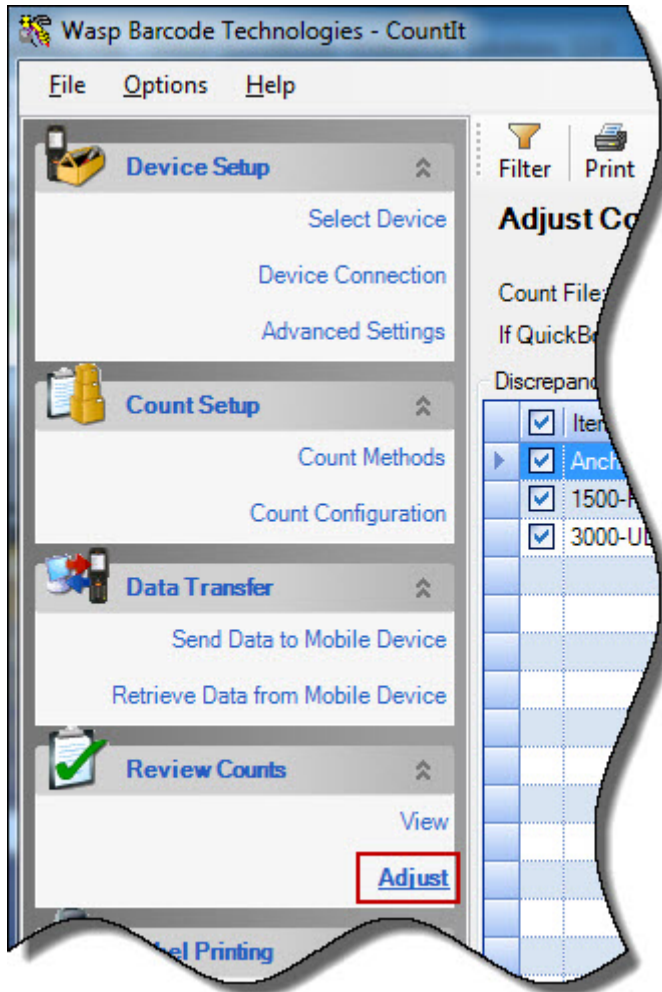
[Refresh QuickBooks® Data](#)

[Adjust QuickBooks® Inventory](#)

6.3.1 Viewing New Counts

View new inventory counts that differ from the original data.

1. After you [Retrieve Data from the Mobile Device](#), select **Adjust** from the **Review Counts** section of the Menu Pane.



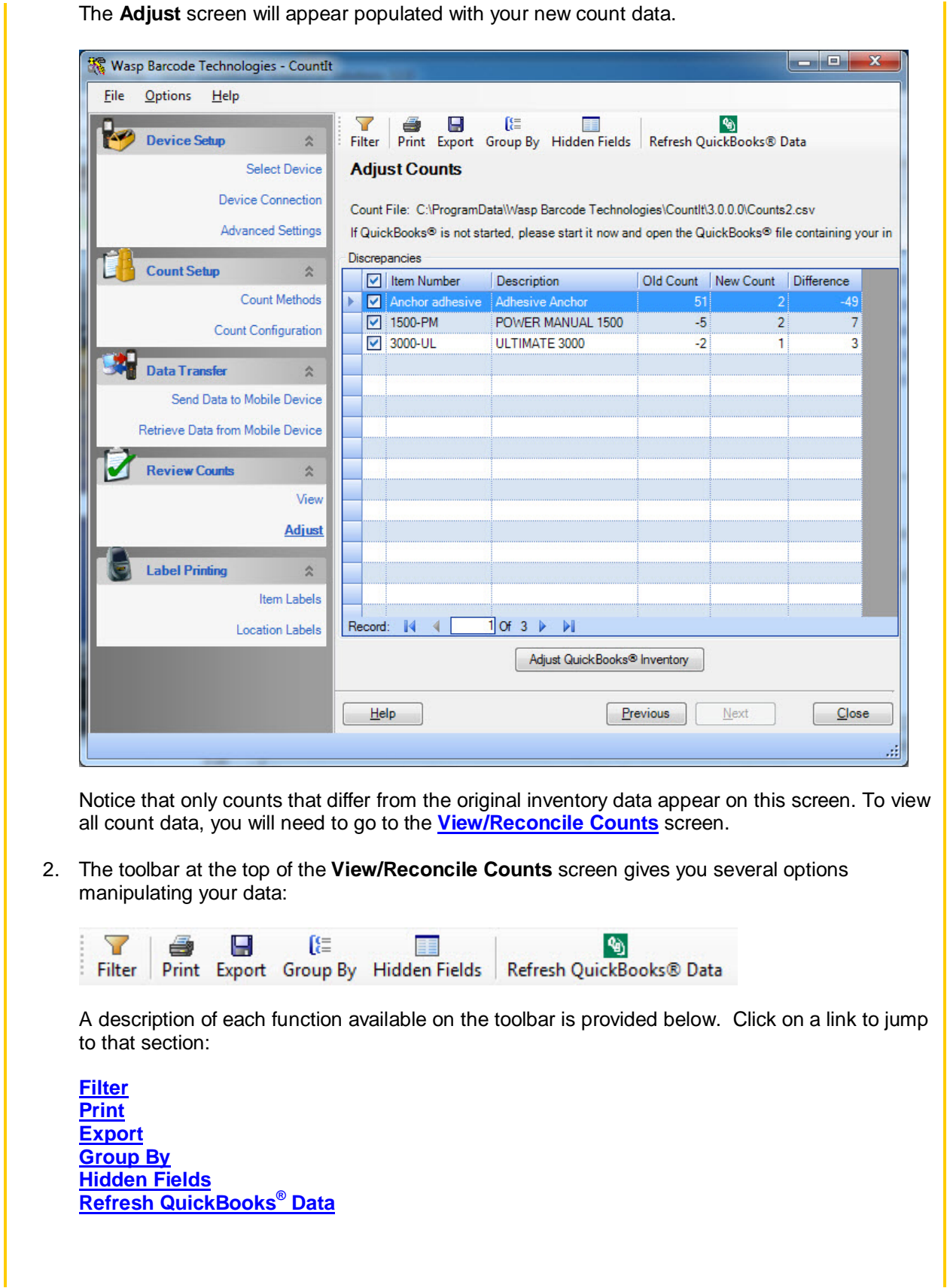
The **Adjust** screen will appear populated with your new count data.

Notice that only counts that differ from the original inventory data appear on this screen. To view all count data, you will need to go to the [View/Reconcile Counts](#) screen.

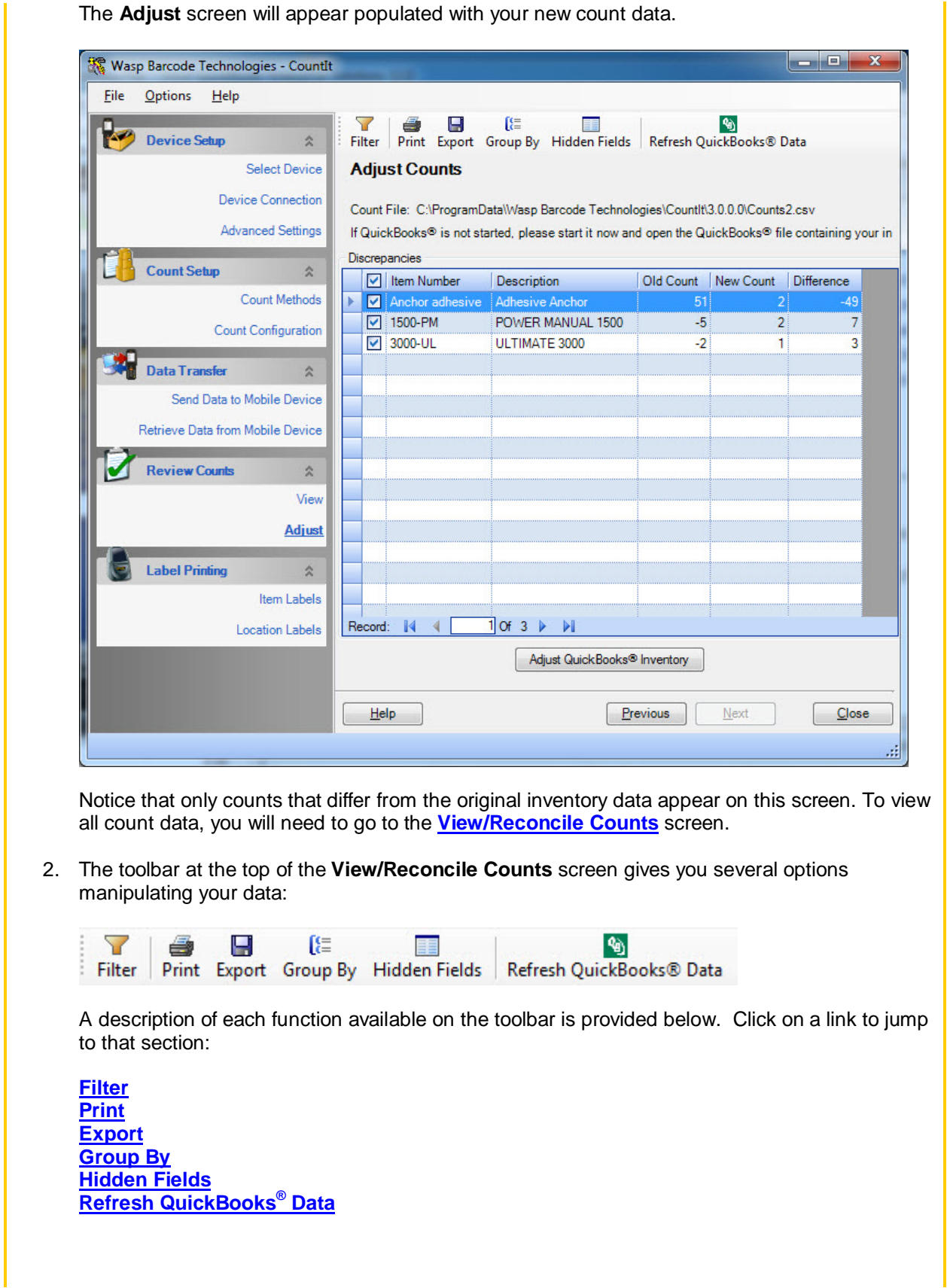
- The toolbar at the top of the **View/Reconcile Counts** screen gives you several options manipulating your data:

A description of each function available on the toolbar is provided below. Click on a link to jump to that section:

- [Filter](#)
- [Print](#)
- [Export](#)
- [Group By](#)
- [Hidden Fields](#)
- [Refresh QuickBooks® Data](#)

[illegible]

- [illegible]

[illegible][illegible]

3. Wasp CountIt allows you to sort your data alphabetically and/or move column headers, if needed.

Sort Data Alphabetically: The **Sort** function will order the data alphabetically, in ascending or descending order. There are several ways to begin a sort:

There are two ways to sort the data in your columns:

- a. On the Discrepancies, click on a column header to activate the sort function. An up arrow indicates the data has been sorted in ascending order. A down arrow indicates a descending sort. Click the gray arrows (in red below) that appear in your file to toggle between an ascending or descending sort.

Complete List

.	Item Number	Description	Loca...	▲	Old Count	New Count	Difference
⚠	78		LOC4				41
⚠	30		LOC4				4
⚠	30		LOC5				8
⚠	56		LOC5				45
⚠	41		LOC5				16

OR

- b. Right click any column header that has data and choose **Sort ASC** or **Sort DESC** from the list.

Sort ASC
Sort DESC

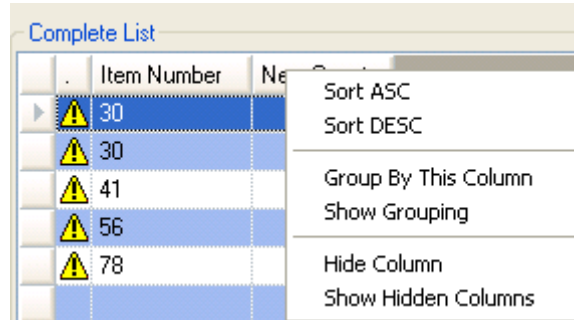
4. **Drag and Drop Column Headers:** Column headers can be dragged and dropped left or right to change their locations. Select a column and drag it to a new location on the grid. In the example below, the Item Number column was moved to the end of the row.

Complete List

.	Description	Location	Old Count	New Count	Difference	Item Nu... ▲
⚠		LOC4		4		30
⚠		LOC5		8		30
⚠		LOC5		16		41
⚠		LOC5		45		56
⚠		LOC4		41		78

Hide Columns

To hide a column, right click the column you want to hide with your mouse and select **Hide Column** from the list. The column can no longer be seen.

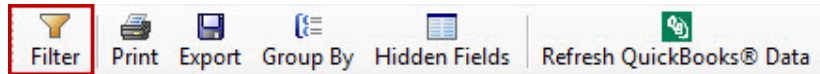


- For information on displaying hidden columns, see [Hidden Fields](#), in this topic.

6.3.2 Filter the Discrepancies List

If you have a lot of data, you may want to create a filter to help you drill down to view specific items.

- Click the **Filter** icon on the **Adjust** toolbar.



A new row will appear at the top of the Count List:

	Item Number	Description	Location	Old Count	New Count	Difference
▼						
⚠	2		12	10	11	1
⚠	4		12	20	1	-19
⚠	6		12	30	40	10
	8		12	40	40	0
⚠	12		12	10	15	5

- Click in the field for which you want to enter a filter value. The field will change to accept text and a drop down will appear containing every value for the selected column:

Complete List

	Item Number	Description	Location	Old Count	New Count	Difference
	12		12	10	11	1
	2		12	20	1	-19
	4		12	30	40	10
	6		12	40	40	0
	8		12	10	15	5

3. Select the filter value for the column from the drop down (you can also type text into the field). Now only data matching your filter value will appear in the list.

Complete List

	Item Number	Description	Location	Old Count	New Count	Difference
	6					
	6		12	30	40	10

4. You can delete the filter value by clicking the in the field containing the filter and selecting the Delete icon.

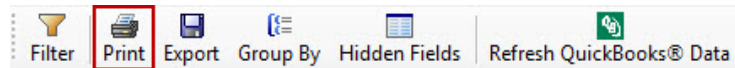
Complete List

	Item Number	Description	Count	New Count	Difference
	6				
	6		12	30	40

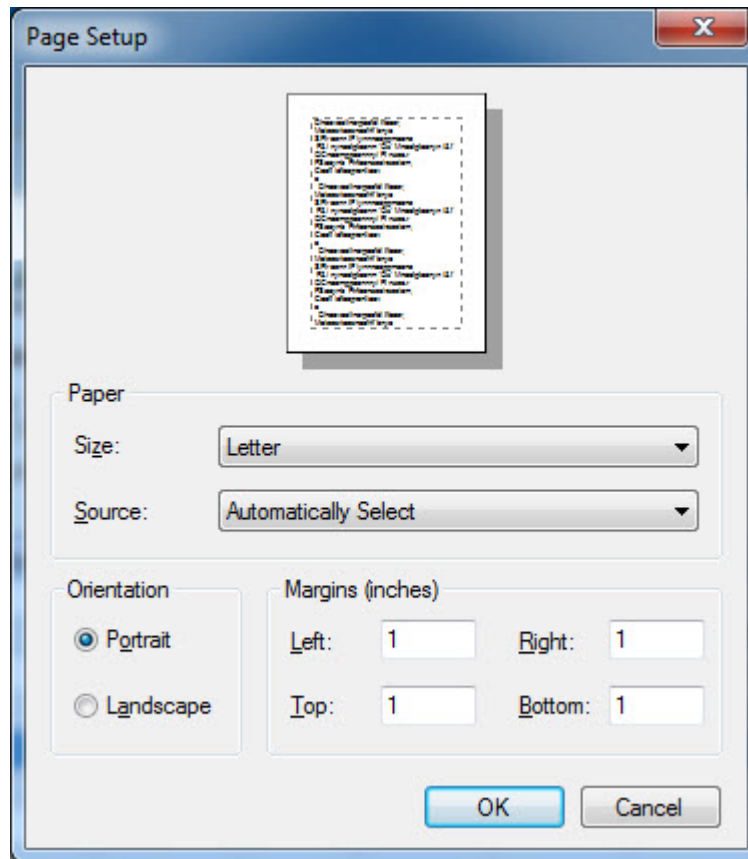
6.3.3 Printing the List

Print allows you send the list, with your current formatting, to your default printer.

1. Click the **Print** icon on the **Adjust** screen toolbar.



The **Page Setup** screen appears:

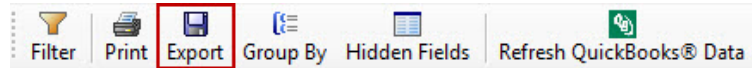


2. Select the **Paper Size, Source, Orientation** and **Margins** as needed.
3. Click **OK** to begin printing. Wasp CountIt will send the list to your default printer.

6.3.4 Exporting the List

Export allows you to save views of the file on the grid to a directory on your PC.

1. Click the **Export** icon on the **Adjust** screen toolbar.



2. Choose a file name and location to store the file.
3. The file will be saved as a text file.

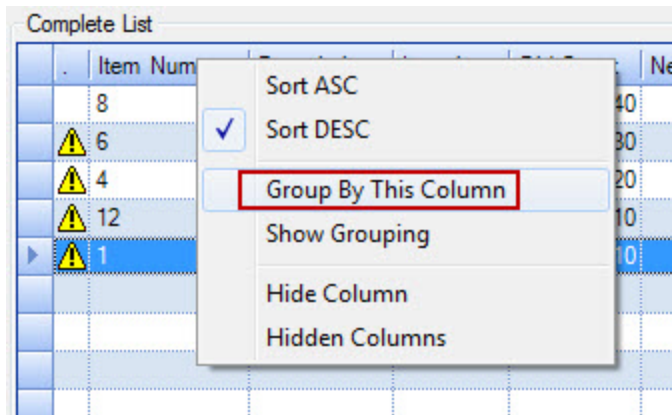
6.3.5 Group By

Group By allows you to group together data that belongs in the same category. Data can be grouped using one or multiple column headers.

There are two ways to access the **Group By** function:

Method 1:

Right click a column header and select **Group By this Column**.

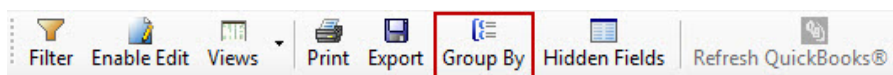


The list will change to display with all items grouped by the selected column header.

OR

Method 2:

1. Select the **Group By** icon on the **View/Reconcile Counts** screen toolbar.



A bar will appear at the top of the list. .

Complete List

Drag a column header here to group by that column.

	Description	Location	Old Count	New Count	Difference
▶		12	40	40	0
⚠		12	30	40	10
⚠		12	20	1	-19
⚠		12	10	15	5
⚠		12	10	23	13

2. Drag and drop a column header to group the list by that column. In the example below list is grouped by Old Count.

Complete List

Old Count ▲

	Description	Location	Old C...	New Count	Difference
[-] Old Count: 10					
⚠		12	10	15	5
⚠		12	10	23	13
[-] Old Count: 20					
⚠		12	20	1	-19
[-] Old Count: 30					
⚠		12	30	40	10
[-] Old Count: 40					
▶		12	40	40	0

The list will change to display with all items grouped by the selected column header.

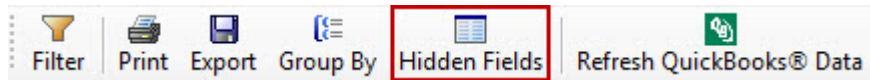
3. Remove the grouping by clicking on the header in the Grouping row and dragging it off of the grid.

6.3.6 Hidden Fields

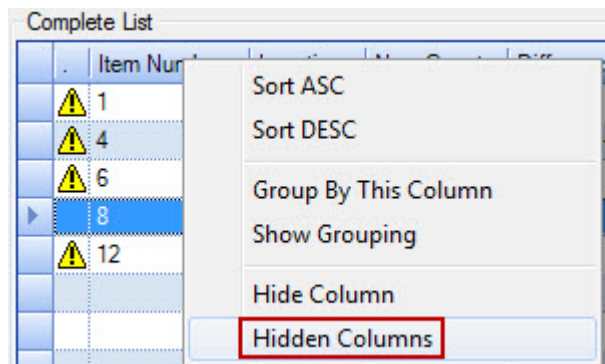
Hidden Fields allows you to restore hidden columns to list.

Note: You can **Hide** columns by right clicking on a column and selecting **Hide Column**.

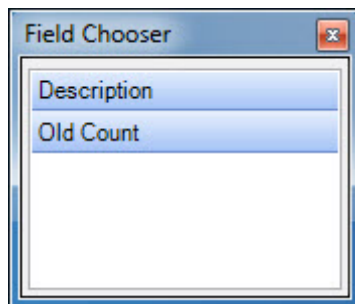
1. Click the **Hidden Fields** from the **Adjust** toolbar.



Of right click on a column header and select **Hidden Columns**.

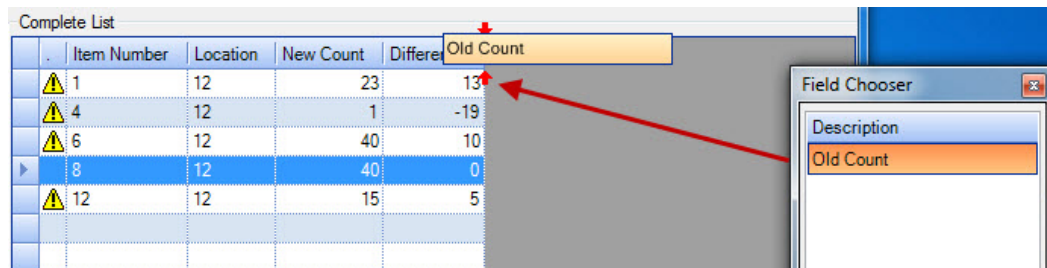


The **Field Chooser** screen appears:



This screen displays all hidden columns.

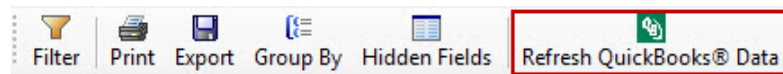
2. Drag and drop the desired field to the list grid. In the example below the column **Old Count** is being returned to the list grid.



6.3.7 Refresh QuickBooks® Data

This feature allows you to import new data that may have been added to the QuickBooks® file on your PC since the last import. The updates will appear in your **Complete List** on the [View/Reconcile Counts](#) screen and on the **Adjust** screen

1. Make sure QuickBooks® is open and the **Company File** you are comparing to is open.
2. Click the **Refresh QuickBooks® Data** button on the Adjust screen toolbar.

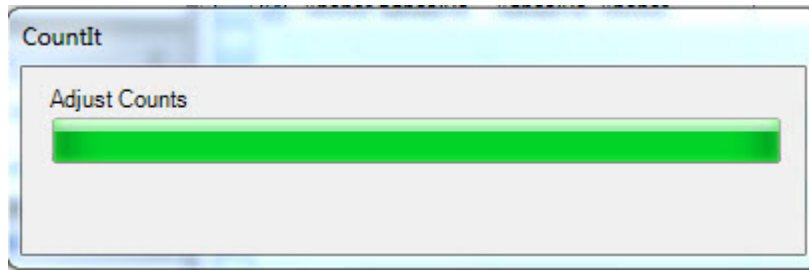


3. A status screen will appear. When the data has been successfully imported, a confirmation message will appear.
4. Click **OK** on the confirmation message to continue.

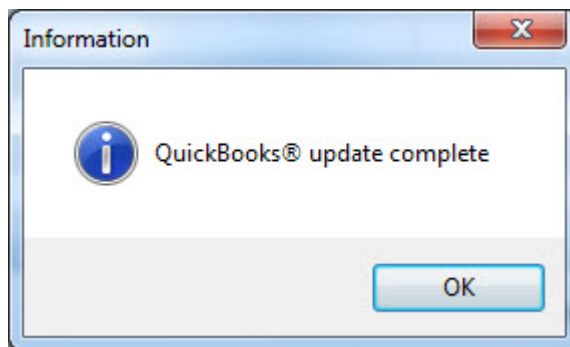
1. Make sure QuickBooks® is open and the Company File you are comparing to is open.
2. Select the items in the **Discrepancies** list that you want to send to QuickBooks®
3. Click the **Adjust QuickBooks® Inventory** button.

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A status screen appears.



4. When QuickBooks® has been successfully updated with the new counts a confirmation message appears:



Click **OK** to close the confirmation message screen.

Chapter 7: Label Printing

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](#).

In this topic:

[Printing Item Labels](#)

[Printing Location Labels](#)

[Filter the List](#)

[Group By](#)

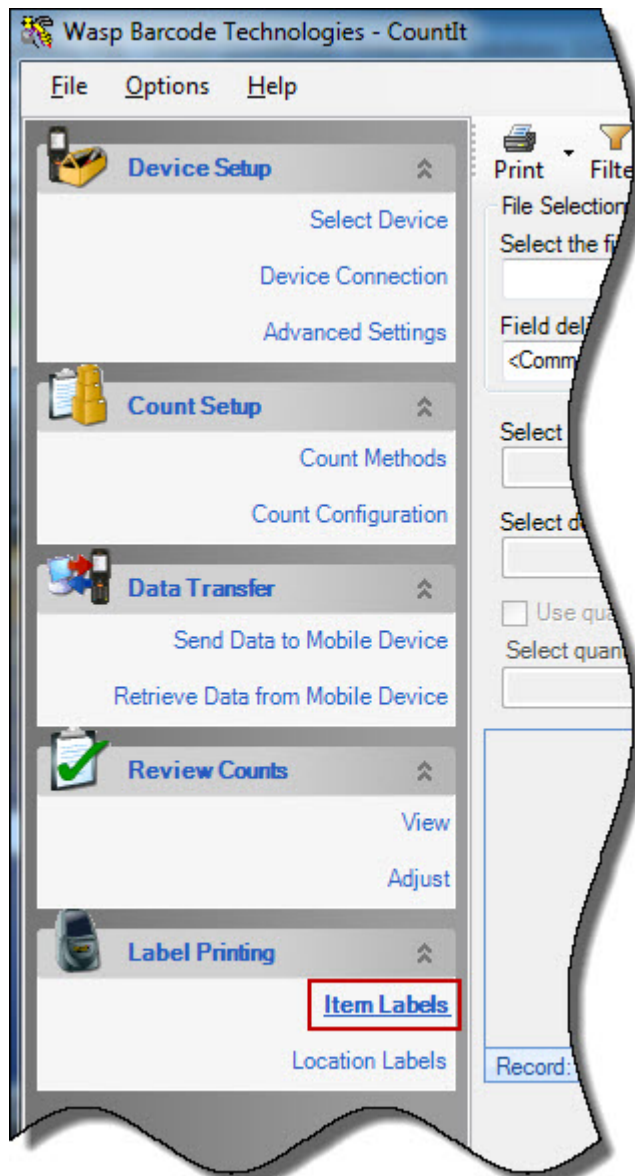
[Hidden Fields](#)



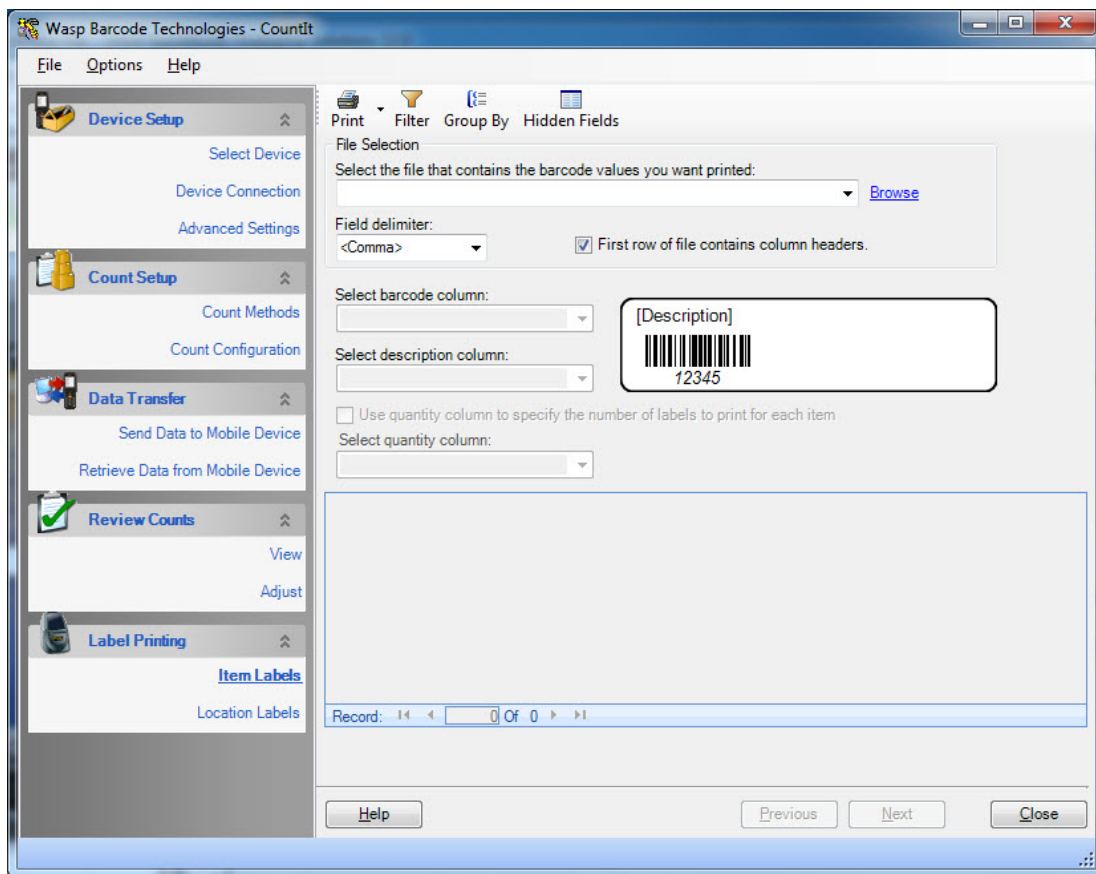
7.1 Printing Item Labels

Item Labels allows you to store data from one column in your text file as a barcode. Another column can be used as a description, or caption, above your barcode.

1. Select **Item Labels** from the **Label Printing** section of the Menu Pane.



The **Item Labels** screen appears:



2. Click **Browse** to select a text file (file extension .csv or .txt) with data you want printed as a barcode. The standard Windows file explorer window will appear. Navigate to your file. After you select a file, the contents of the file will appear in the grid at the bottom of the window. **Note:** Until you choose the correct field delimiter (next step), you may not see the entire file.

Print Filter Group By Hidden Fields

File Selection

Select the file that contains the barcode values you want printed:

.Desktop\Share\asset.txt [Browse](#)

Field delimiter:

<Comma> ☒ First row of file contains column headers.

Select barcode column:

Select description column:

☐ Use quantity column to specify the number of labels to print for each item

Select quantity column:

[Description]

12345

<input checked="" type="checkbox"/>	Asset Tag	Department Code	Asset Type	Item Description	Site	Location
<input checked="" type="checkbox"/>	234		123	Printer	001	001
<input checked="" type="checkbox"/>	2456		123	Printer	001	001
<input checked="" type="checkbox"/>	244		123	Printer	001	001
<input checked="" type="checkbox"/>	1556		123	Printer	001	001

Record: 1 Of 4

- Choose the **Field Delimiter** in the drop down box. Your options are: **Comma, Dash, Semi-Colon, Slash, Space, Tab**. The field delimiter separates the information in each column in your text file. (For example, a .csv file uses commas.)

- Choose labels or generic column headers.

Now you are ready to let the program know how to process the first row of your file. By default, the program tries to read the first row of the file as data. However, if you have descriptive column headers in that row, you want the program to know that so that it reads the second row as data.

If your file contains descriptive column headers, select the **First row of file contains column headers** option.

- You have additional options for manipulating items in your list. On the **Item Label** screen toolbar you have the options:

[Filter](#)
[Group By](#)
[Hidden Fields](#)

These are useful tools if you have a large amount of data in your file and need to narrow it down.

6. Wasp CountIt allows you to sort your data alphabetically and/or move column headers, if needed.

Sort Data Alphabetically: The **Sort** function will order the data alphabetically, in ascending or descending order. There are several ways to begin a sort:

There are two ways to sort the data in your columns:

- a. On the Discrepancies, click on a column header to activate the sort function. An up arrow indicates the data has been sorted in ascending order. A down arrow indicates a descending sort. Click the gray arrows (in red below) that appear in your file to toggle between an ascending or descending sort.

Complete List

	Item Number	Description	Loca...	Old Count	New Count	Difference
⚠	78		LOC4			41
⚠	30		LOC4			4
⚠	30		LOC5			8
⚠	56		LOC5			45
⚠	41		LOC5			16

OR

- b. Right click any column header that has data and choose **Sort ASC** or **Sort DESC** from the list.

Sort ASC
Sort DESC

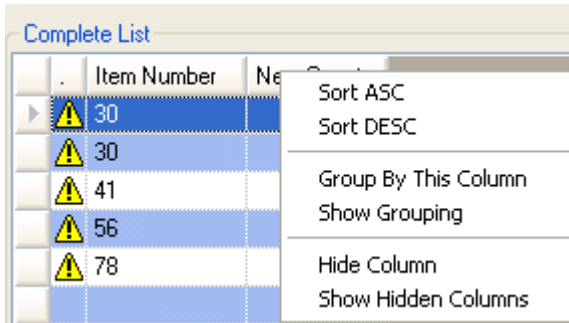
Drag and Drop Column Headers: Column headers can be dragged and dropped left or right to change their locations. Select a column and drag it to a new location on the grid. In the example below, the Item Number column was moved to the end of the row.

Complete List

	Description	Location	Old Count	New Count	Difference	Item Nu...
⚠		LOC4		4		30
⚠		LOC5		8		30
⚠		LOC5		16		41
⚠		LOC5		45		56
⚠		LOC4		41		78

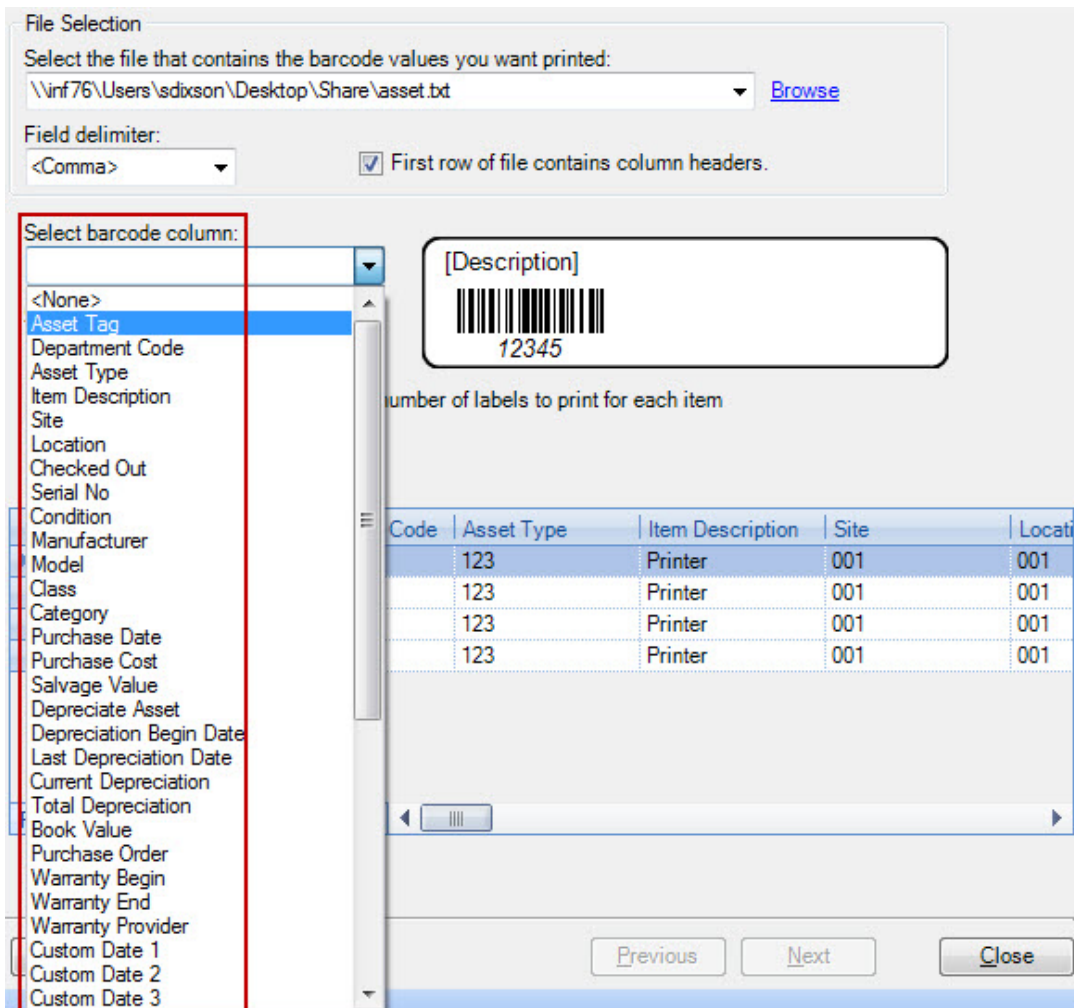
Hide Columns

To hide a column, right click the column you want to hide with your mouse and select **Hide Column** from the list. The column can no longer be seen.

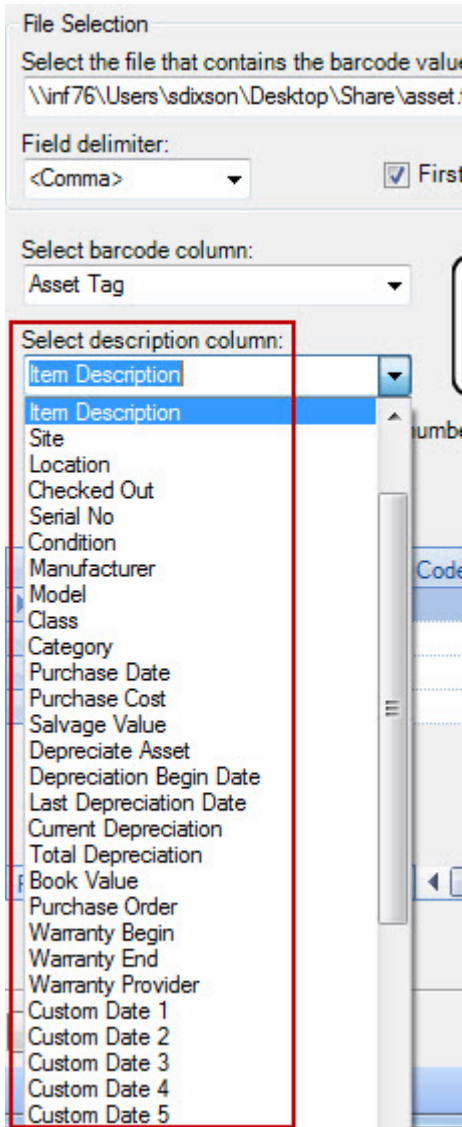


For information on displaying hidden columns, see [Hidden Fields](#), in this topic.

7. Select which column you want to use as the barcode data. Use the drop down list to make your selection. All columns contained in your file appear in the drop down list.



8. Select which column you want to use as the description. Use the drop down list to make your selection. All columns contained in your file appear in the drop down list.



9. Select if you want to Use quantity column to specify the number of labels to print for each item.,then choose the quantity column from the drop down.

When turned on, if your text file contains a column labeled Quantity, the number that appears in that column for each item will be used to determine how many copies of each label to print. So if you have 10 in the quantity column for item 123, 10 copies of the barcode label for item 123 will be printed.

Print Filter Group By Hidden Fields

File Selection

Select the file that contains the barcode values you want printed:

\\inf76\Users\sdixson\Desktop\Share\asset.txt [Browse](#)

Field delimiter:

<Comma> ☒ First row of file contains column headers.

Select barcode column:

Asset Tag

Select description column:

Item Description

Printer

234

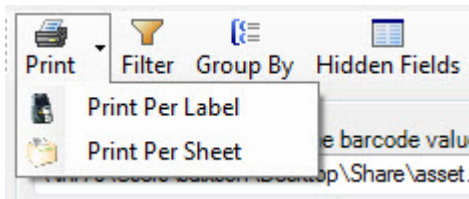
☒ Use quantity column to specify the number of labels to print for each item

Select quantity column:

Copies

<input checked="" type="checkbox"/>	Asset Tag	Department Code	Asset Type	Item Description	Site	Location
<input checked="" type="checkbox"/>	234		123	Printer	001	001
<input checked="" type="checkbox"/>	2456		123	Printer	001	001
<input checked="" type="checkbox"/>	244		123	Printer	001	001
<input checked="" type="checkbox"/>	1556		123	Printer	001	001

10. When you are ready to print your labels, click the **Print** button on the toolbar.



11. You have two options for printing:

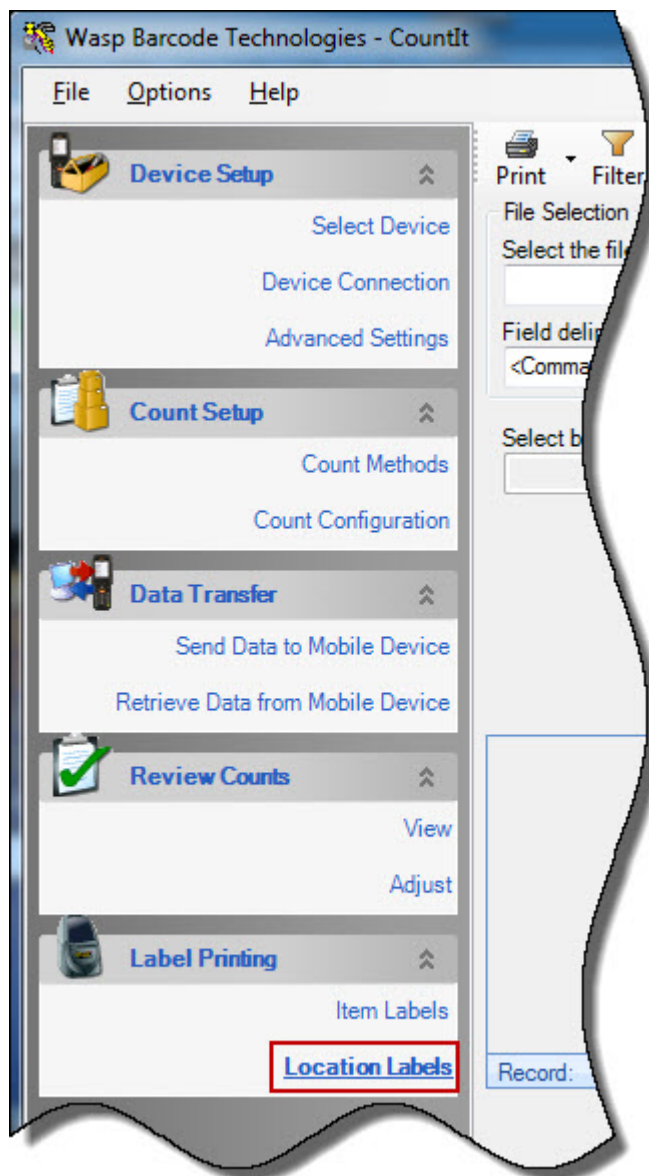
Print Per Label - prints one 3.5 inch wide by 1.125 inch high label at a time to a printer, such as the Wasp WPL330 Direct Thermal Label Printer. If you have select to use a quantity column from your text file as the number of copies, that will be the number of labels printed.

Print Per Sheet - prints one sheet at a time, using Avery 5161 label template, with a print label size of 4 inches wide by 1 inch high, 20 labels per sheet. If you have select to use a quantity column from your text file as the number of copies, that will be the number of labels printed on the sheet.

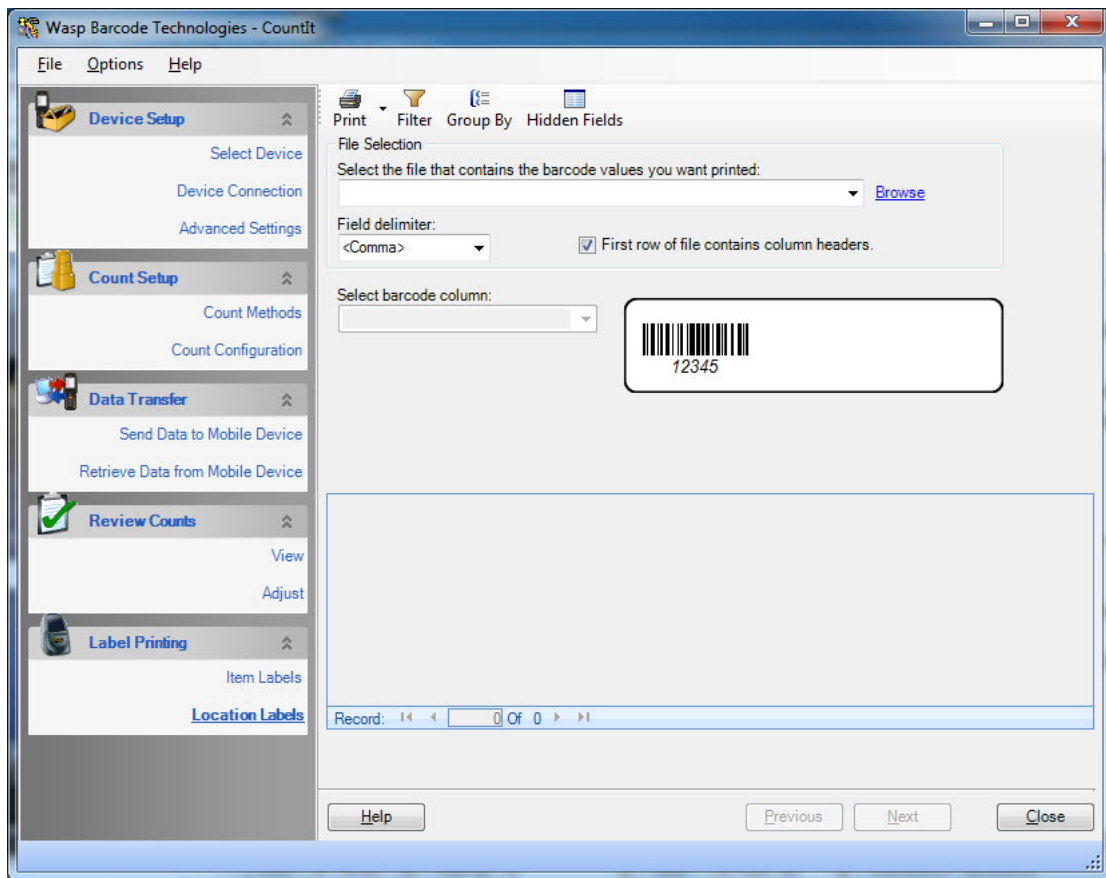
7.2 Printing Location Labels

Location Labels allows you to barcode the data from **one** column, with the data from that column appearing in writing underneath the barcode.

1. Select **Location Labels** from the **Label Printing** section of the Menu Pane.



The **Location Labels** screen appears:



2. Click **Browse** to select a text file (file extension .csv or .txt) with data you want printed as a barcode. The standard Windows file explorer window will appear. Navigate to your file. After you select a file, the contents of the file will appear in the grid at the bottom of the window. **Note:** Until you choose the correct field delimiter (next step), you may not see the entire file.


Print Filter Group By Hidden Fields

File Selection

Select the file that contains the barcode values you want printed:
 \\inf76\Users\sdxson\Desktop\Share\Inventory List.txt [Browse](#)

Field delimiter:
 <Comma> ☒ First row of file contains column headers.

Select barcode column:
 [Dropdown]


 12345

<input checked="" type="checkbox"/>	Item Number	Description	Site	Location	Quantity
<input checked="" type="checkbox"/>	2	Wrench	5	12	10
<input checked="" type="checkbox"/>	4	hammer	5	12	20
<input checked="" type="checkbox"/>	6	screwdriver	5	12	30
<input checked="" type="checkbox"/>	8	pliers	5	12	40
<input checked="" type="checkbox"/>	12	drill	5	12	10

Record: 1 Of 5

- Choose the **Field Delimiter** in the drop down box. Your options are: **Comma, Dash, Semi-Colon, Slash, Space, Tab**. The field delimiter separates the information in each column in your text file. (For example, a .csv file uses commas.)

- Choose labels or generic column headers.

Now you are ready to let the program know how to process the first row of your file. By default, the program tries to read the first row of the file as data. However, if you have descriptive column headers in that row, you want the program to know that so that it reads the second row as data.

If your file contains descriptive column headers, select the **First row of file contains column headers** option.

- You have additional options for manipulating items in your list. On the **Location Label** screen toolbar you have the options:

[Filter](#)
[Group By](#)
[Hidden Fields](#)

These are useful tools if you have a large amount of data in your file and need to narrow it down.

6. Wasp CountIt allows you to sort your data alphabetically and/or move column headers, if needed.

Sort Data Alphabetically: The **Sort** function will order the data alphabetically, in ascending or descending order. There are several ways to begin a sort:

There are two ways to sort the data in your columns:

- On the Discrepancies, click on a column header to activate the sort function. An up arrow indicates the data has been sorted in ascending order. A down arrow indicates a descending sort. Click the gray arrows (in red below) that appear in your file to toggle between an ascending or descending sort.

Complete List

	Item Number	Description	Loca...	Old Count	New Count	Difference
⚠	78		LOC4			41
⚠	30		LOC4			4
⚠	30		LOC5			8
⚠	56		LOC5			45
⚠	41		LOC5			16

OR

- Right click any column header that has data and choose **Sort ASC** or **Sort DESC** from the list.

Sort ASC
Sort DESC

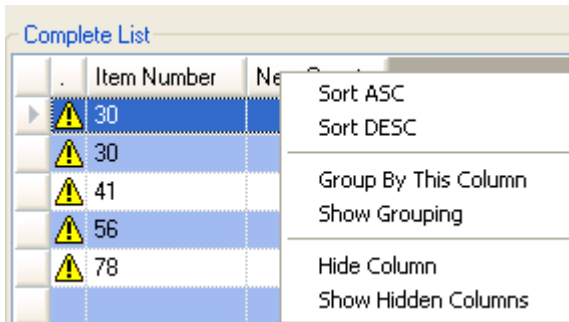
Drag and Drop Column Headers: Column headers can be dragged and dropped left or right to change their locations. Select a column and drag it to a new location on the grid. In the example below, the Item Number column was moved to the end of the row.

Complete List

	Description	Location	Old Count	New Count	Difference	Item Nu...
⚠		LOC4			4	30
⚠		LOC5			8	30
⚠		LOC5			16	41
⚠		LOC5			45	56
⚠		LOC4			41	78

Hide Columns

To hide a column, right click the column you want to hide with your mouse and select **Hide Column** from the list. The column can no longer be seen.



For information on displaying hidden columns, see [Hidden Fields](#), in this topic.

7. Select which column you want to use as the barcode data. Use the drop down list to make your selection. All columns contained in your file appear in the drop down list.

Print Filter Group By Hidden Fields

File Selection

Select the file that contains the barcode values you want printed:


\\inf76\Users\sdxson\Desktop\Share\Inventory List.txt [Browse](#)

Field delimiter:

<Comma> ☒ First row of file contains column headers.

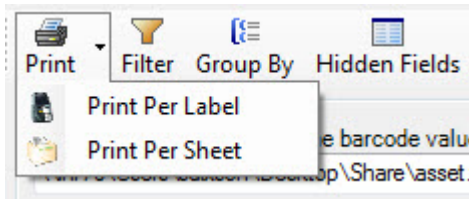
Select barcode column:

<None>
Item Number
Description
Site
Location
Quantity



<input checked="" type="checkbox"/>	Item Number	Description	Site	Location	Quantity
<input checked="" type="checkbox"/>	2	Wrench	5	12	10
<input checked="" type="checkbox"/>	4	hammer	5	12	20
<input checked="" type="checkbox"/>	6	screwdriver	5	12	30
<input checked="" type="checkbox"/>	8	pliers	5	12	40
<input checked="" type="checkbox"/>	12	drill	5	12	10

8. When you are ready to print your labels, click the **Print** button on the toolbar.



9. You have two options for printing:

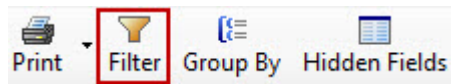
Print Per Label - prints one 3.5 inch wide by 1.125 inch high label at a time to a printer, such as the Wasp WPL330 Direct Thermal Label Printer. .

Print Per Sheet - prints one sheet at a time, using Avery 5161 label template, with a print label size of 4 inches wide by 1 inch high, 20 labels per sheet.

7.3 Filter the List

If you have a lot of data, you may want to create a filter to help you drill down to view specific items.

1. Click the **Filter** icon on the toolbar.



A new row will appear at the top of the List:

	Item Number	Description	Location	Old Count	New Count	Difference
	2		12	10	11	1
	4		12	20	1	-19
	6		12	30	40	10
	8		12	40	40	0
	12		12	10	15	5

2. Click in the field for which you want to enter a filter value. The field will change to accept text and a drop down will appear containing every value for the selected column:

Complete List

	Item Number	Description	Location	Old Count	New Count	Difference
⚠	12		12	10	11	1
⚠	2		12	20	1	-19
⚠	4		12	30	40	10
	6		12	40	40	0
⚠	8		12	10	15	5

3. Select the filter value for the column from the drop down (you can also type text into the field. Now only data matching your filter value will appear in the list.

Complete List

	Item Number	Description	Location	Old Count	New Count	Difference
▼	6					
▶ ⚠	6		12	30	40	10

4. You can delete the filter value by clicking the in the field containing the filter and selecting the Delete icon.

Complete List						
	Item Number	Description	Count	New Count	Difference	
▼	6					
⚠	6	12	30	40	10	

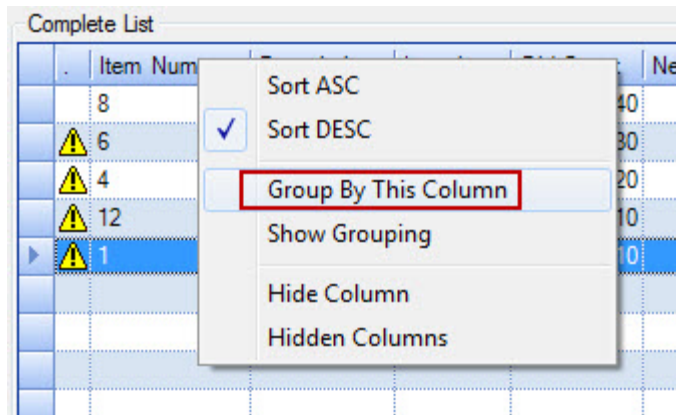
7.4 Group By

Group By allows you to group together data that belongs in the same category. Data can be grouped using one or multiple column headers.

There are two ways to access the **Group By** function:

Method 1:

Right click a column header and select **Group By this Column**.

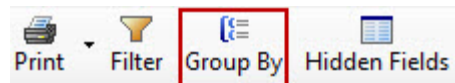


The list will change to display with all items grouped by the selected column header.

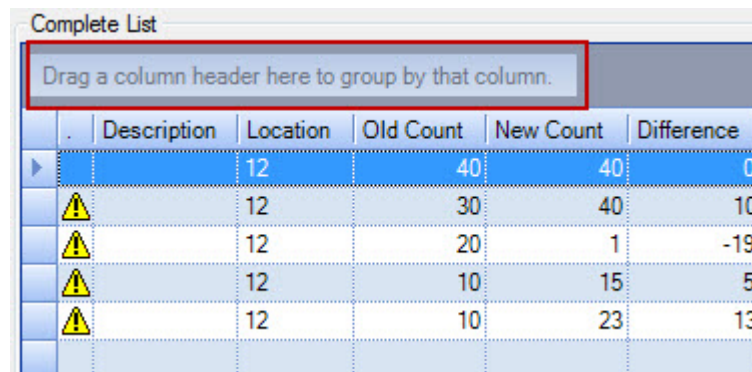
OR

Method 2:

1. Select the **Group By** icon on the toolbar.



A bar will appear at the top of the list.



2. Drag and drop a column header to group the list by that column. In the example below list is grouped by Old Count.

Complete List

Old Count ▲

	Description	Location	Old C...	New Count	Difference
[-] Old Count: 10					
	⚠	12	10	15	5
	⚠	12	10	23	13
[-] Old Count: 20					
	⚠	12	20	1	-19
[-] Old Count: 30					
	⚠	12	30	40	10
[-] Old Count: 40					
		12	40	40	0

The list will change to display with all items grouped by the selected column header.

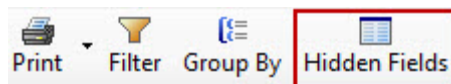
3. Remove the grouping by clicking on the header in the Grouping row and dragging it off of the grid.

7.5 Hidden Fields

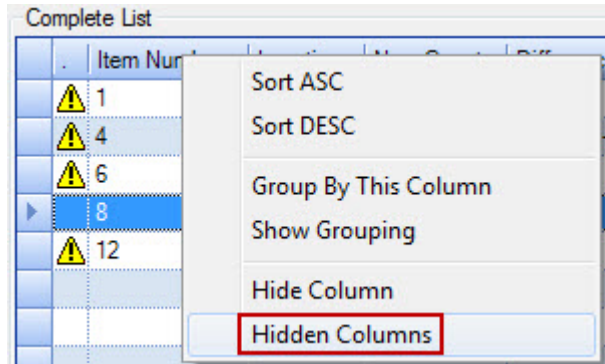
Hidden Fields allows you to restore hidden columns to list.

Note: You can **Hide** columns by right clicking on a column and selecting **Hide Column**.

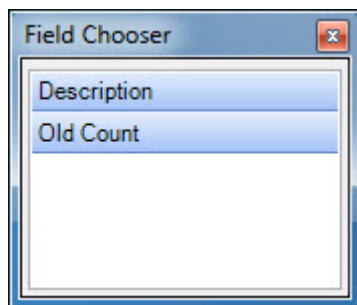
1. Click the **Hidden Fields** from the toolbar.



Or right click on a column header and select **Hidden Columns**.

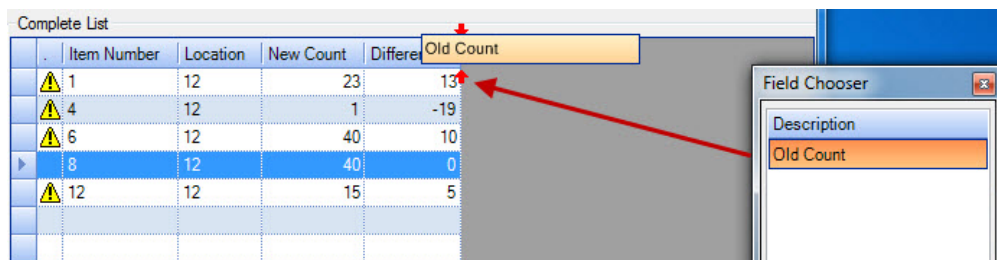


The **Field Chooser** screen appears:



This screen displays all hidden columns.

2. Drag and drop the desired field to the list grid. In the example below the column **Old Count** is being returned to the list grid.



Chapter 8: Updating Your License

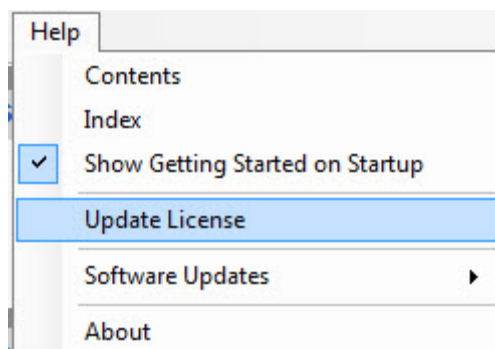
The first time you access Wasp CountIt after installing, the **Log On** screen warns you that the product is available as a Demo for 30 days. Before the expiration of the 30 day demo period, you must activate your license in order to continue using Wasp CountIt.

During the 30 day demo period, each time you open Wasp CountIt, the following screen will display:



To update your License, follow the steps below.

1. Click **Help > Update License**.



2. The **Update License** screen appears providing instructions on updating your license. You will see a serial number on your screen.



3. Click the link on the **Update License** screen, then fill in the information in the fields provided.

Product Registration

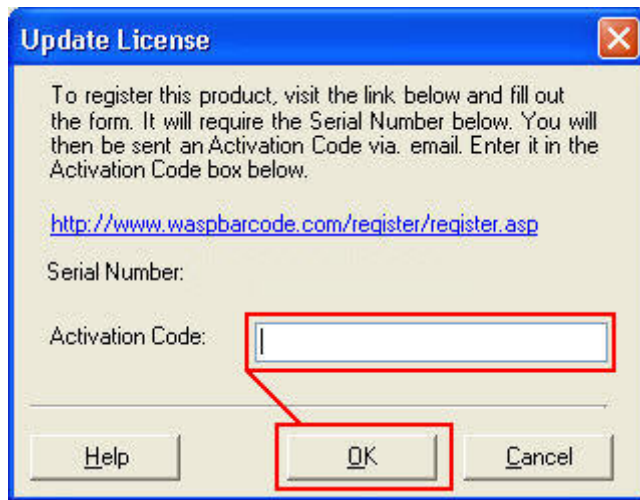
Question: Why do I need to register my Wasp product?

Answer: By registering the software or hardware that you have purchased, you receive the benefits that a registered user enjoys. These benefits include but are not limited to: free product support, special pricing on version upgrades, and discount pricing on related products and services.

*-required information

Email:*	<input type="text"/>
Product:*	<input type="text" value="Please Select a Product"/>
Serial No:*	<input type="text"/>
First Name:*	<input type="text"/>
Last Name:*	<input type="text"/>
Company:*	<input type="text"/>
Address:*	<input type="text"/>
Address 2:	<input type="text"/>
City:*	<input type="text"/>
State:*	<input type="text"/>
Country:*	<input type="text" value="U.S.A."/>
Zip:*	<input type="text"/>
Phone:*	<input type="text"/>
Fax:	<input type="text"/>
Job Title:	<input type="text"/>
Where Purchased:	<input type="text"/>
Date Purchased:	<input type="text" value="9"/> <input type="text" value="12"/> <input type="text" value="2005"/>
How did you hear about us?	<input type="text"/>
<input checked="" type="checkbox"/> Yes! Please send me special offers and information on products from Wasp Technologies.	
<input type="button" value="Submit"/>	

4. You will be sent an activation code to your email address. When you receive it, enter it in the **Activation Code** field on the **Update License** screen, then click the **OK** button.



5. A confirmation message appears that your product has been successfully activated. You can now continue working in Wasp CountIt.

Chapter 9: Checking for Software Updates

This feature allows CountIt to access the Wasp Barcode Technologies website and determine if there are any updates available for the Wasp CountIt software.

Note: You must have an internet connection to use this feature.

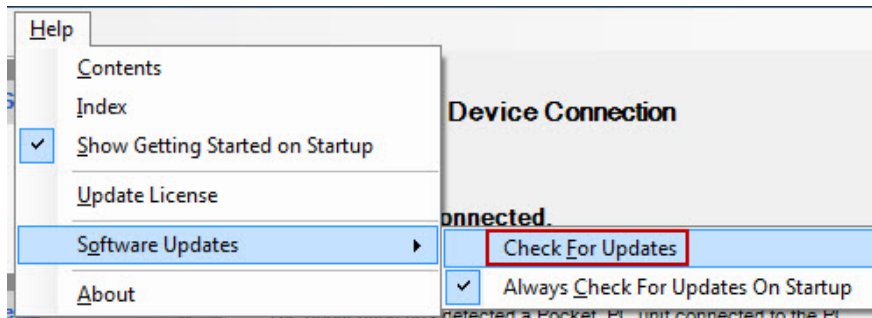
In this topic:

[One Time Check for Updates](#)
[Automatically Check for Updates](#)
[Failure to Connect](#)

9.1 One Time Check for Updates

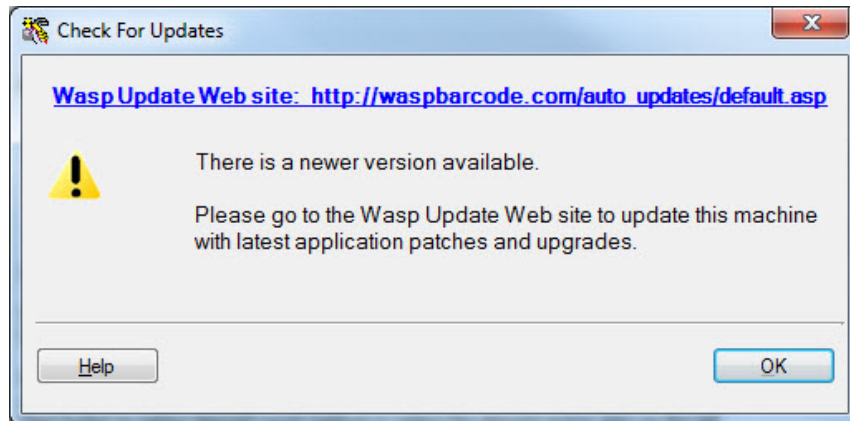
This feature performs a one-time check for software updates at any time.

1. Click **Help > Software Updates** and select **Check for Updates**.

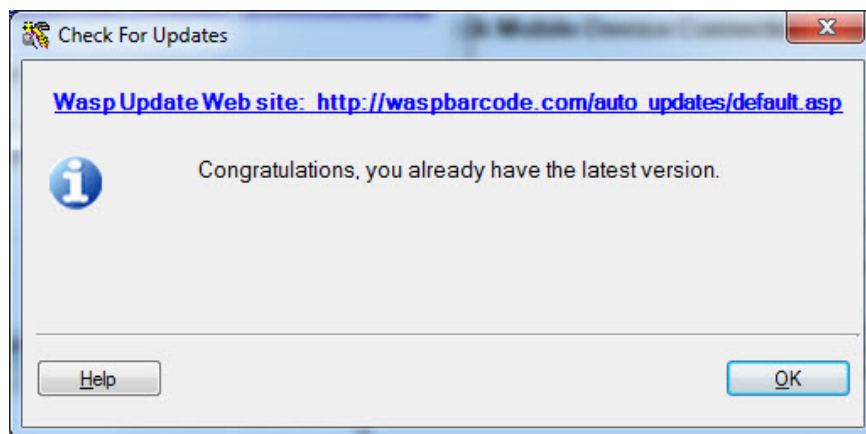


Wasp CountIt will attempt to connect to Wasp Barcode website and search for available updates.

2. If updates are found, a notification screen will appear allowing you to download them now.



If no updates were found, the following screen appears:



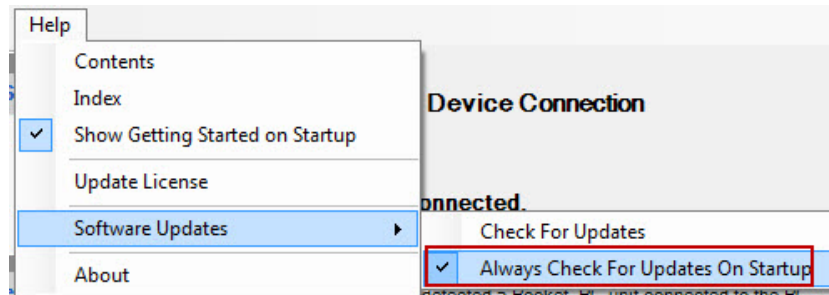
Click **OK** to close the **Check for Updates** screen.

3. If updates were found, click on the link provided on the Check for Updates screen. You will need to close Wasp CountIt prior to installing the updates.

9.2 Automatically Check for Updates

You can set Wasp CountIt to automatically check for software updates each time you open the program. This feature is turned on by default.

1. Click **Help > Software Updates** and select **Always Check for Updates at Startup**.

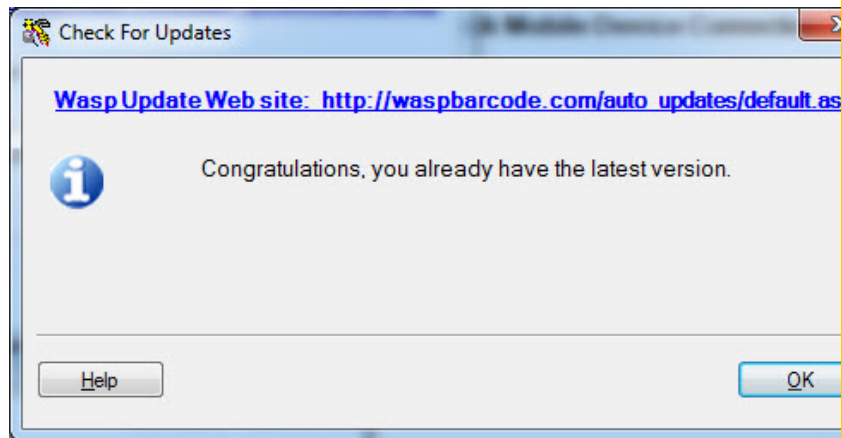


This option is enabled when a checkmark appears in front of the menu option (as in the screen shot above). To turn it off, select it again. The checkmark will be removed.

Wasp CountIt will attempt to connect to Wasp Barcode website and search for available updates each time you open Wasp CountIt.

2. If updates are found, a notification screen will appear allowing you to download them now.

If no updates were found, the following screen appears:

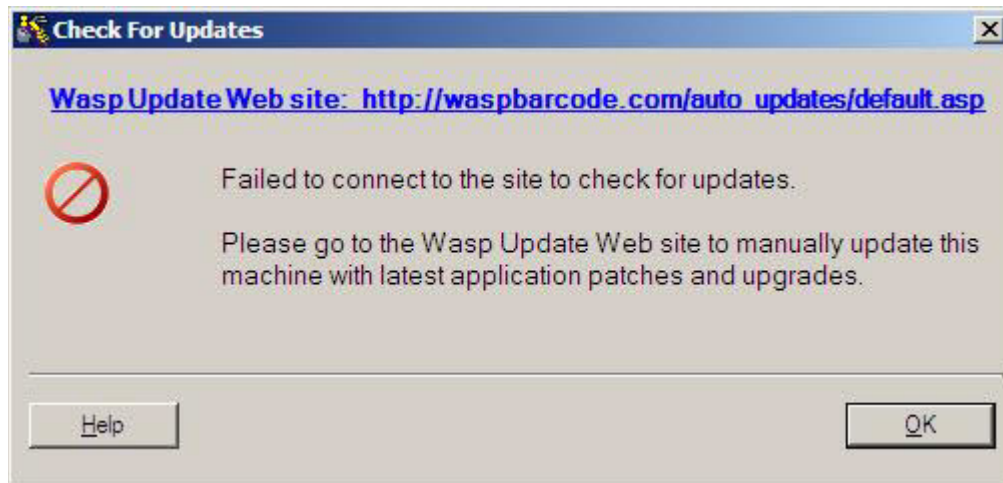


Click **OK** to close the **Check for Updates** screen.

3. If updates were found, **Click Install Now** to install the updates. You will need to close Wasp CountIt prior to installing the updates.

9.3 Failure to Connect

If Wasp CountIt is unable to connect to the Wasp Barcode Website, a failure message will appear:



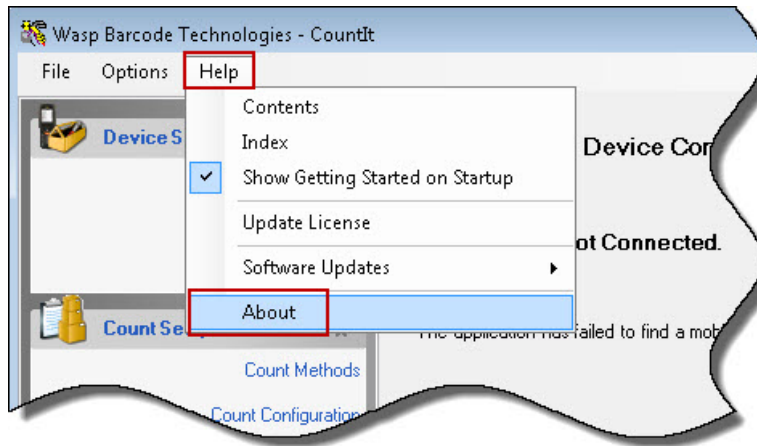
Click **OK** on this message to close it. Verify that your machine is connected to the internet.

Chapter 10: About Screen

The **About** screen lists information about the Wasp CountIt program, such as the version number, copyright, and product license. This screen also displays the Wasp Technical Support phone number and website. You can access this screen by clicking **Help > About** on the menu bar.

Using/Viewing the About Screen

1. On the menu bar, click **Help > About**.



The **About** screen appears



2. Click **OK** to close the **About** screen.

Chapter 11: Mobile Device Troubleshooting

[WDT2200 Connectivity Troubleshooting](#) [Windows Mobile Device Resend Program Failure](#)

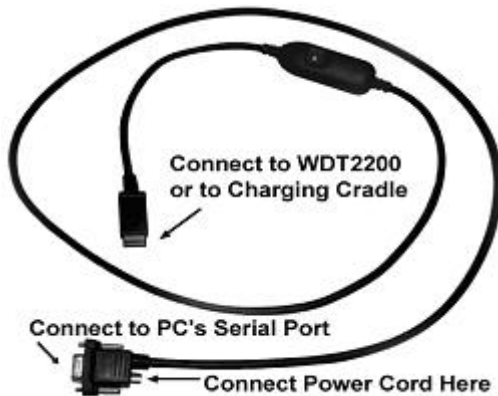
11.1 WDT2200 Connectivity Troubleshooting

If you are not able to establish a connection with the device, it is possible that settings on the mobile device do not match the settings listed in the Wasp CountIt program. Follow the steps below to correct this problem.

1. Make sure your mobile device is plugged into a serial port on the back of your PC.

To connect the device, plug the cable's RS-232 connector (shown below) into an available serial port on the back of your PC. Plug the power adapter into a 120V AC outlet.

Connect the power cord to the rear of the RS-232 connector. Below is a graphic of the RS-232 connector. For more information on Getting Started using the WDT2200 mobile device, please refer to the Quick Start Guide that came with the device.



2. Beginning with the WDT2200 mobile device powered off:
 - a. Press and hold these three keys on the mobile device in the sequence shown to get to the **Start Menu**:



The screen on the device will appear as follows:

<< START MENU >>

- 1.SUPERVISOR**
- 2.WARM START**
- 3.COLD START**

- b. Press the **[1]** key at the **Start Menu**, then supply the default password “2200” and press **[ENT]** to access Supervisor Mode.

The Supervisor Mode screen contains the following options.

- 1.DEV 2.TERM**
- 3.MEM 4.FORM**
- 5.PWR 6.PSWD**
- 7.SYS 8.DIAG**

- c. Press the **[1]** key to access the **Device Configurations**.

The screen will appear as follows:

<DEVICE CONFIG>

- 1. KEYPAD**
- 2. SERIAL**
- 3. BARCODE**

- d. Press the **[2]** key to access the **Communication Port** settings.

The screen will now list the **Baud Rate**, **Parity** and **Stop Bits**. Press **[ENT]** after each item displays to access the next item.

- e. On you PC, click **Advanced Settings** on the CountIt explorer bar and enter the information from the mobile device into the **COM Port Settings** area (outlined in red below). Press the **Test Specified Settings** button to make sure you are properly connected.

Advanced Settings

Please make sure that your mobile device is properly connected to the PC COM port. If you know the COM Settings on the unit, you may select the correct values and click the [Test Specified Settings] button to verify the connection. If the test fails or you don't know what the COM settings are on the device, you can just click the [Auto Detect COM Port Settings] button to do an automatic search. Please note that this process may take several minutes to finish, depending on how many COM ports are available.

COM Port Settings

Serial Port: COM2

Parity: NONE

Baud Rate: 19200

Stop Bits: 1

Test Specified Settings

Auto Detect COM Port Settings

Change Settings

Note: If you successfully connect, the Wasp CountIt program will tell you that it has detected the WDT2200 unit. To exit the Communications Port settings and use CountIt, press Escape [**ESC**] twice.

- f. **If you are unable to connect**, perform a cold boot, which will restore the factory default settings on the mobile device.



Note: A cold boot deletes any inventory counts taken using the mobile device.

Disconnect the mobile device from the PC, power it off, press and hold the three keys shown below:



The screen on the device will appear as follows:

```
<< START MENU >>
1.SUPERVISOR
2.WARM START
3.COLD START
```

Select 3 to perform a Cold Start. Reconnect the mobile device to your PC. In CountIt, select Device Connection on the explorer bar. CountIt will automatically connect.

- g. If you are still unable to establish a connection, please contact Wasp Technical Support.

11.2 Windows Mobile Device Resend Program Failure

On some devices, if you try to resend the Platform, Program and Clean Database to the device (via the Advanced Settings screen), you will receive the following messages:

"Installation of sql.wce5.armv4i.CAB was unsuccessful."
"Installation of sqlce.wce5.armv4i.CAB was unsuccessful."

If you receive these messages, you will need to perform a cold start on your device and reload the Wasp CountIt Program. For information on performing a cold boot, please refer to the user manual that came with your mobile device.

Technical Support

For Technical Support click a link below or you can go to **Help > About**.



[Wasp Technical Support, Knowledge Base and Downloads:](#)

This link will lead you to the online support center, where you can contact Wasp Technical Support.



[Wasp Barcode Online Store](#)

This link will lead you to the Wasp Barcode Online Store and Wasp Technical Support.



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