



# HARBORTOUCH INVENTORY USER GUIDE

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HARBORTOUCH

## TABLE OF CONTENTS

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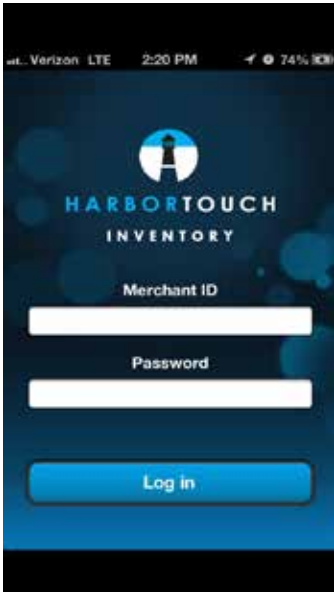
TOPIC	PAGE
1. Getting Started	1
2. Store Setup	2
3. Entering Inventory	4
4. Supported Devices	5
5. How to Access the Harbortouch Inventory App	6

**Harbortouch Inventory is an iOS application developed to ease the process of entering inventory for new and existing Harbortouch Retail POS customers.**

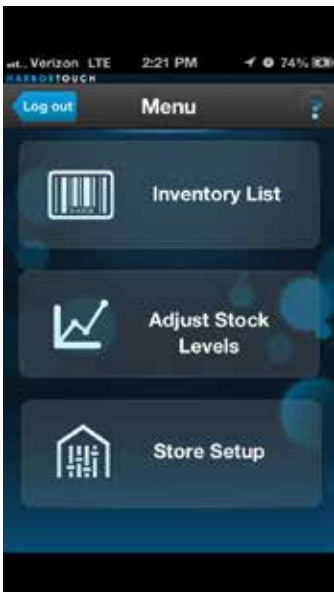
Please note: The Harbortouch Inventory app can be downloaded from the Apple App Store, but you will need to contact your factory team or email [inventory@harbortouch.com](mailto:inventory@harbortouch.com) to gain access. Please see the last page of this document for additional details.

## 1. GETTING STARTED

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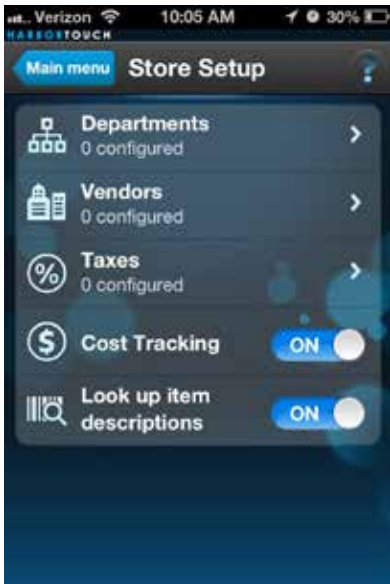
Customers can easily log into the app using their Merchant ID and Harbortouch Online password.



The main menu offers the user three options:

- Inventory List – Allows the user to begin a store inventory and review inventory previously created within the app
- Adjust Stock Levels – Allows the user to change the quantity on hand for inventory recording using this app
- Store Setup – This is where the user will perform the initial configuration of their store settings

## 2. STORE SETUP



The Store Setup section is where the merchant will perform the initial setup so that they can begin scanning their inventory.

The sections that must be set up are:

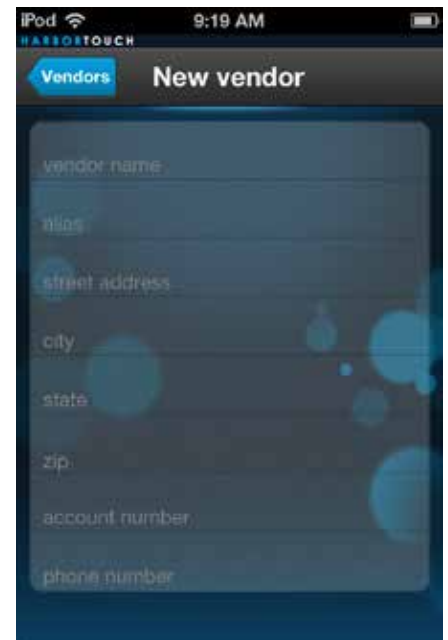
- Departments
- Vendors
- Taxes
- Cost Tracking
- Automatic Item Lookup

### Departments

This correlates to the Departments that will be listed within the Retail software. The merchant must enter the name of each of their departments.

### Vendors

Vendors are the suppliers of a Retail merchant's products. Many merchants will only be using the "name" field, but we offer the ability to capture much more information within this section. This enables the merchant to keep track of the contact information for a vendor or even their account number with the vendor.



## 2. STORE SETUP (CONTINUED)

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### Taxes

Harbortouch Retail supports up to three tax rates and so does our Inventory app. This section simply requires a name for each tax type and the tax percentage rate.



### Cost Tracking

Since many small retail outlets do not track their cost for items within the POS system, this option allows the merchant to skip the cost field as they enter their inventory.

### Look up Item Descriptions

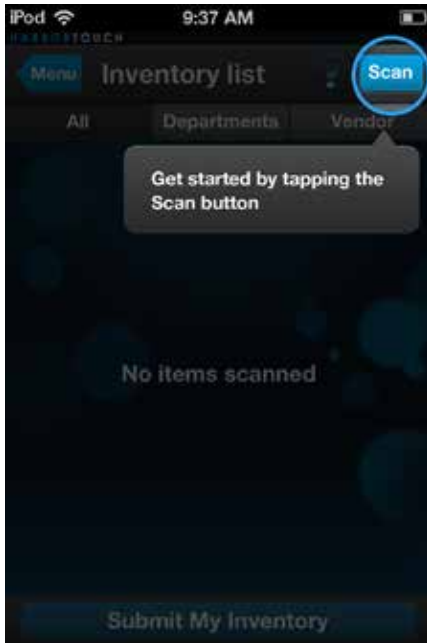
The Retail Inventory app is connected to several external barcode databases. If the barcode scanned is linked to an item in one of these databases, we can automatically populate the item's name and description. This feature can be de-activated if the merchant prefers not to use this resource.

### 3. ENTERING INVENTORY

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Once Store Setup has been completed, a user can start scanning their inventory.

1. Click on the "Inventory List" option from the main menu.
2. Tap 'Scan'.



3. Point the scanner at a barcode. If you do not have a scanner connected, your phone's camera will open automatically and will be used to scan the barcode.
4. As soon as the barcode is read, you'll be directed to a new screen with at least barcode field populated. Additional information may be populated if we were able to locate the barcode in one of our databases.



### 3. ENTERING INVENTORY (CONTINUED)

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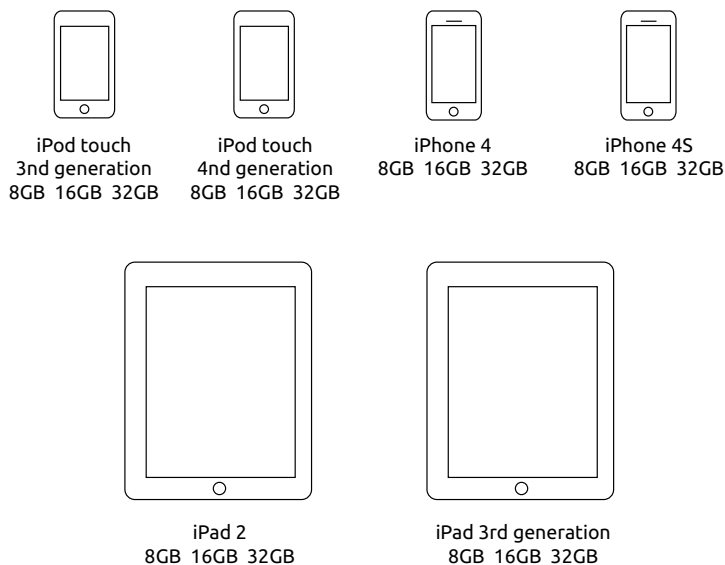
5. Fill out any remaining fields, then select "Scan a New Item".
6. Repeat until all items have been entered. When ready to send Harbortouch your inventory list, simply tap 'Submit My Inventory'.



### 4. SUPPORTED DEVICES

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The Harbortouch Inventory App supports iOS 5 or later with the hardware shown below.



## 5. HOW TO ACCESS THE HARBORTOUCH INVENTORY APP

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The Harbortouch Inventory app can be downloaded from the Apple App Store, but you will need to contact your factory team or email [inventory@harbortouch.com](mailto:inventory@harbortouch.com) to gain access.

If you would like to purchase a scanner for faster inventory input, you can contact the vendor directly:

Albert Wang  
Mobilogics International  
646-543-5660  
[mobilogicsusa@gmail.com](mailto:mobilogicsusa@gmail.com)

Please state that you are a Harbortouch merchant looking to purchase a Mobilogics iScan.

For more information, you can contact either your Sales Representative or Harbortouch factory team.