

Contents

Application Overview	2
What is CountQwik	2
Who CountQwik Helps	2
System Requirements	3
CountQwik Mobile	3
CountQwik Cloud	3
Installation	4
Mobile App Installation.....	4
CountQwik Cloud Access.....	4
Trial and Purchase.....	6
Requesting Trial Access.....	6
Purchase CountQwik.....	6
Adding and Viewing Locations	7
Starting a New Audit in the CountQwik Cloud.....	9
Using the Full Inventory Mobile Application	13
Using the Cycle Count Mobile Application	18
Using the RFID Inventory Mobile Application.....	23
Using the Assign RFID Tag Application.....	28
Using the CountQwik Cloud to Reconcile Your Inventory	32
Viewing Transactions	34

Application Overview

What is CountQwik

CountQwik is a simple-to-use inventory audit application that features enterprise-class barcode scanning and mobile data collection features. The application can connect or share data with virtually any POS, retail, or inventory system.

CountQwik features three inventory audit modes:

- 1- Full Inventory – This enables an organization to conduct a 100% inventory for all inventory items. Typically performed when operations are not taking place so inventory does not change.
- 2- Cycle Count – This enables an organization to conduct specific subsections of inventory audits.
- 3- RFID Inventory – This enables an organization to conduct a 100% inventory for all RFID tagged items. Typically performed when operations are not taking place so inventory does not change.

Who CountQwik Helps

CountQwik is designed to help small businesses to large multisite organizations who seek to use best-in-class barcode scanning technology to complete inventory audits.

- Private Single Store Retailers
- Private Multi-Store Retailers
- Large Retail Chains that need a blind audit
- Inventory Audit and Accounting Vendors that need to share audits with customer software systems
- Virtually any organization that wants to do inventory audits more efficiently

System Requirements

CountQwik Mobile

- Mobile Device
 - A handheld device, tablet, or smartphone running Android Version 8.0 or greater. If using RFID, a compatible Zebra, Janam, CipherLab, or TSL RFID handheld or sled.
 - A trial or subscription to the CountQwik software.

CountQwik Cloud

- Personal Computer or Tablet with a running browser (Google Chrome preferred).
- Software / Inventory System capable of exporting common delimited files such as .csv, .tab, and pipe (Excluded delimiters \r, \n, ", \uffff) or API connectors.
- Active or trial account for CountQwik.

Installation

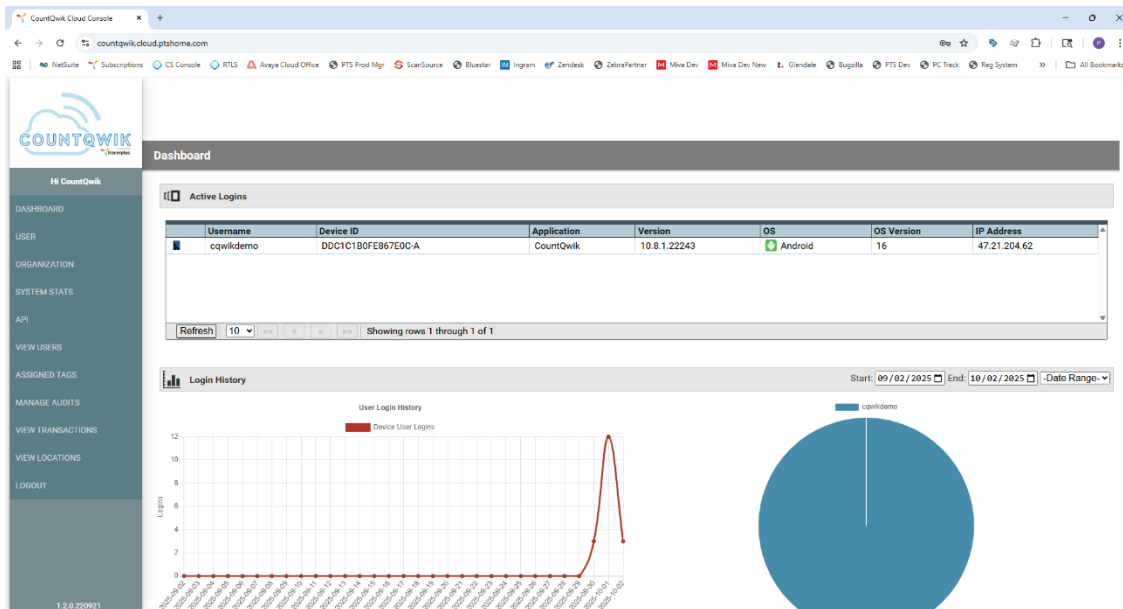
Mobile App Installation

1. On the device home page, find and tap the icon corresponding to the **Google Play Store**.
2. **Login or Create an account** to the **Google Play Store**.
3. Once the **Google Play Store** has launched and you are successfully **Logged In** follow these steps:
 - a. Search for **"CountQwik"**.
 - b. Search the results for the application.
 - i. Make sure the developer of the application is **Portable Technology Solutions**.
 - ii. The Icon of the application looks like this: 
 - c. Click on the application to access the **CountQwik Google Play Store** page.
 - d. Click the **Install** button.
 - e. If the **CountQwik** application has been installed successfully you should see the option to **Open** it.
 - f. Click **Open** or return to the home page of the device.
4. The **CountQwik** application should now appear in the list of applications on the device.
5. Tap the **CountQwik** icon to open if you did not choose to open the application after installation in step 3f above.
6. Use your credentials to **log in** (Username and Password).
 - a. If you do not have credentials and/or you have not purchased a subscription to the **CountQwik** application, please contact:
 - i. An account rep at 1-877-640-4152.
 - ii. Or visit <https://www.ptsmobile.com/> and chat with an Account Representative.
7. The application installation process is now complete. Please follow the steps below to **log in** to the **CountQwik Cloud Portal**.

CountQwik Cloud Access

1. Open a web-enabled internet browser (i.e. Google Chrome, Firefox, or Microsoft Edge).
2. Go to <https://countqwik.cloud.ptshome.com>.
3. Enter your credentials and click **LOGIN**.
 - a. If you do not have credentials and/or have not purchased a subscription to the **CountQwik** application, please contact:
 - i. An account rep at 1-877-640-4152.
 - ii. Or visit <https://www.ptsmobile.com/> and chat with an Account Representative.

4. Upon successful **Login**, you will be welcomed by the dashboard page and a selectable menu on the left-hand side.



- DASHBOARD** – Account metrics, license count, login history, useful links.
 - USER** – Interface to update the current user's information and/or reset password.
 - ORGANIZATION** – Account information in a **View Only** format.
 - API** – Can be used to integrate directly with Inventory Systems. Contact us for more information.
 - VIEW USERS** – View all users associated with the logged-in **CountQwik** account.
 - ASSIGNED TAGS** – View RFID Tags currently associated to your inventory.
 - MANAGE AUDITS** – Start, view, and manage audits.
 - VIEW TRANSACTIONS** – View all transactional data of **CountQwik** scans for the logged-in **CountQwik** account.
 - VIEW LOCATIONS** – View and add locations to the audit.
 - LOGOUT** – Logs the user out of the **CountQwik Cloud**.
5. Please proceed to the operational steps of the **CountQwik Mobile Application** and **CountQwik Cloud** below to get started.

Trial and Purchase

Requesting Trial Access

- To request a free trial of CountQwik, please contact us at sales@ptshome.com.

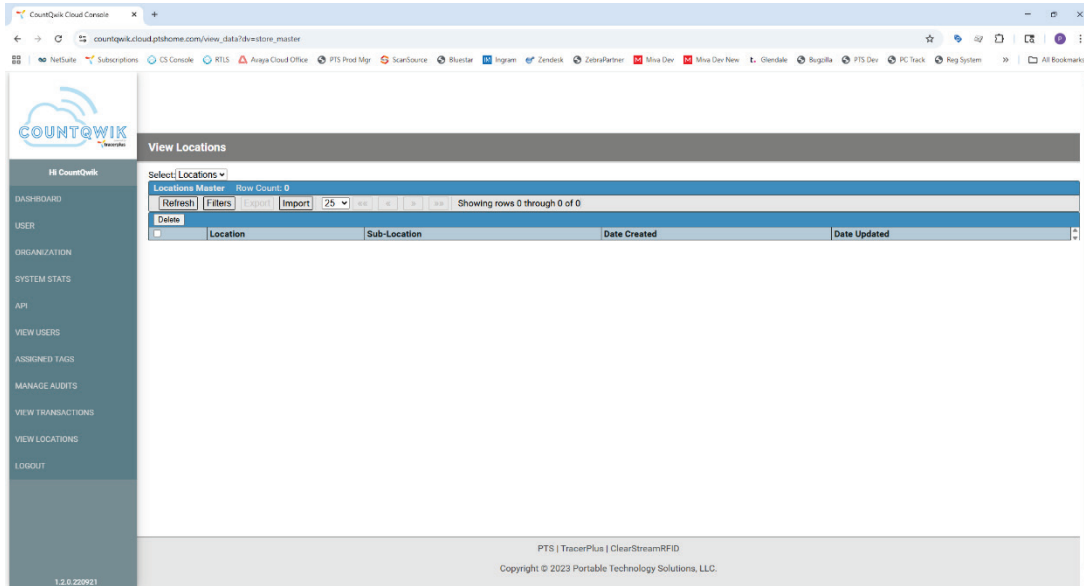
Purchase CountQwik

- To purchase a CountQwik subscription, please contact us at sales@ptshome.com.

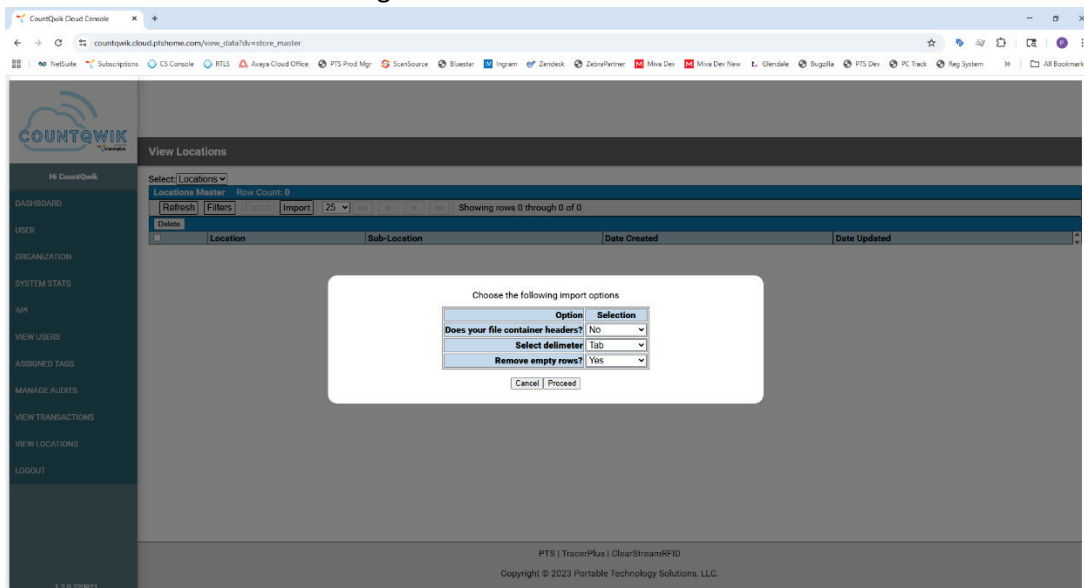
Adding and Viewing Locations

Prior to creating new audits in the **CountQwik Cloud**, you must define a list of Locations and Sublocations to be used for your audits. Follow the steps below to import your list of Locations.

1. Login to the **CountQwik Cloud** at <https://countqwik.cloud.ptshome.com/>.
2. Click **VIEW LOCATIONS** on the left-hand menu.

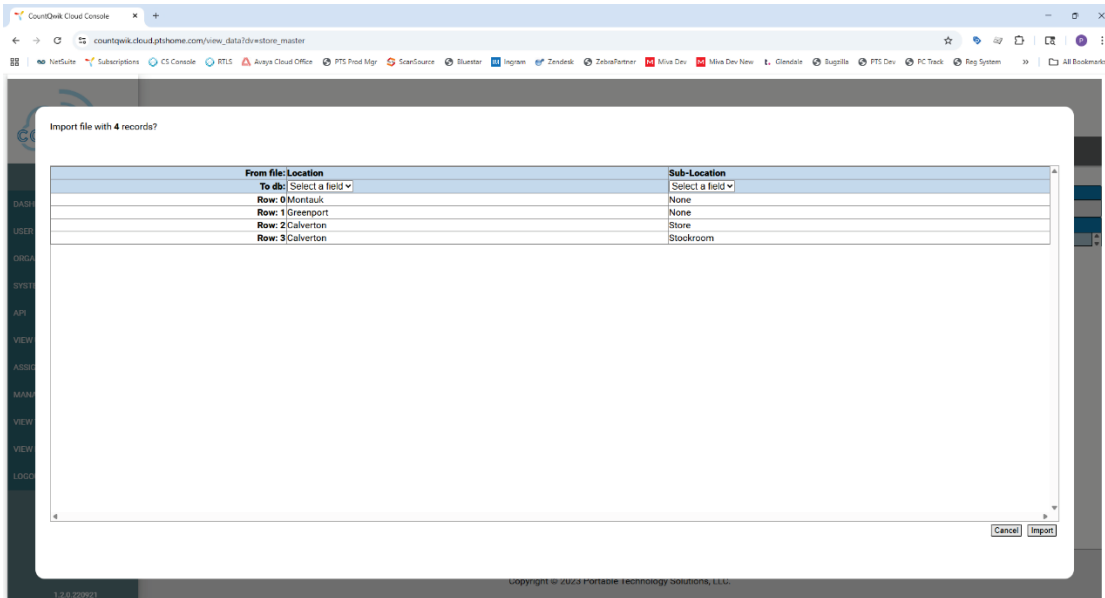


3. Drag your locations file (.txt or .csv) into the grid shown on this page. We recommend using a **Tab delimited .txt** file with a Location and Sub Location. If you do not have a sub location, this should be set to **None** vs leaving it blank.

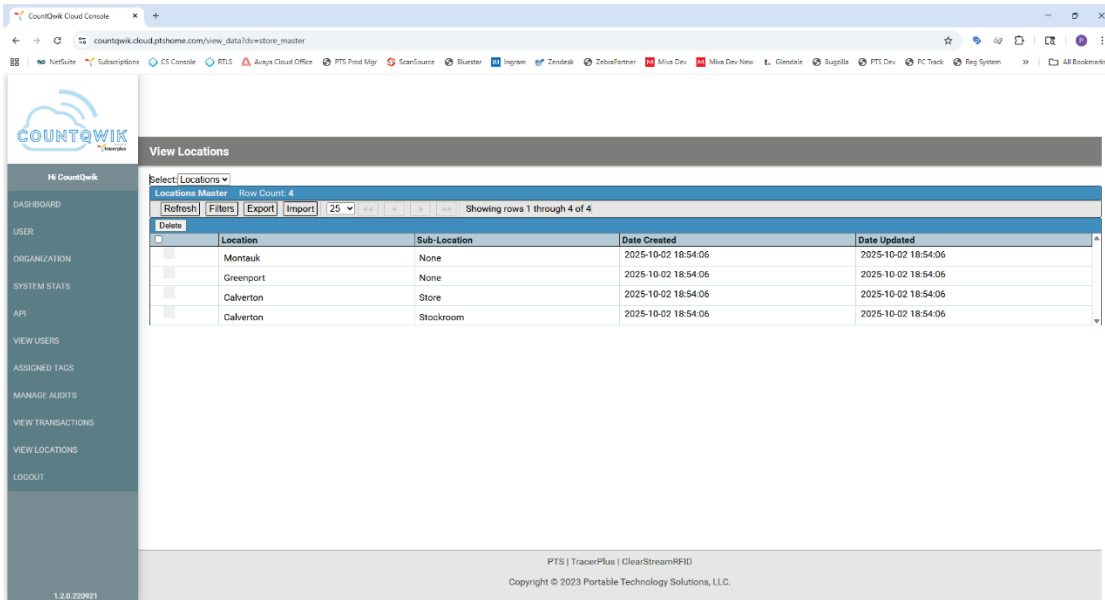


4. Select the appropriate **Import Options**:
 - a. Does your file contain headers: Select **Yes** if the file you exported contains column names, otherwise **No**.
 - b. Select delimiter: Set to **Auto Detect**.
 - c. **Remove empty rows**: Set to **Yes**.

5. Click **Proceed**.
6. A screen will show the records to import.



7. Set the “**to db**” fields to the appropriate field using the drop-down above each column.
 - a. **location** – Set to the location field in your import file, required.
 - b. **Sub_location** – Set to the sub-location field in your import file, required.
8. Click **Import**.
9. Upon completion of the import click the **OK** button and you should now see your locations.



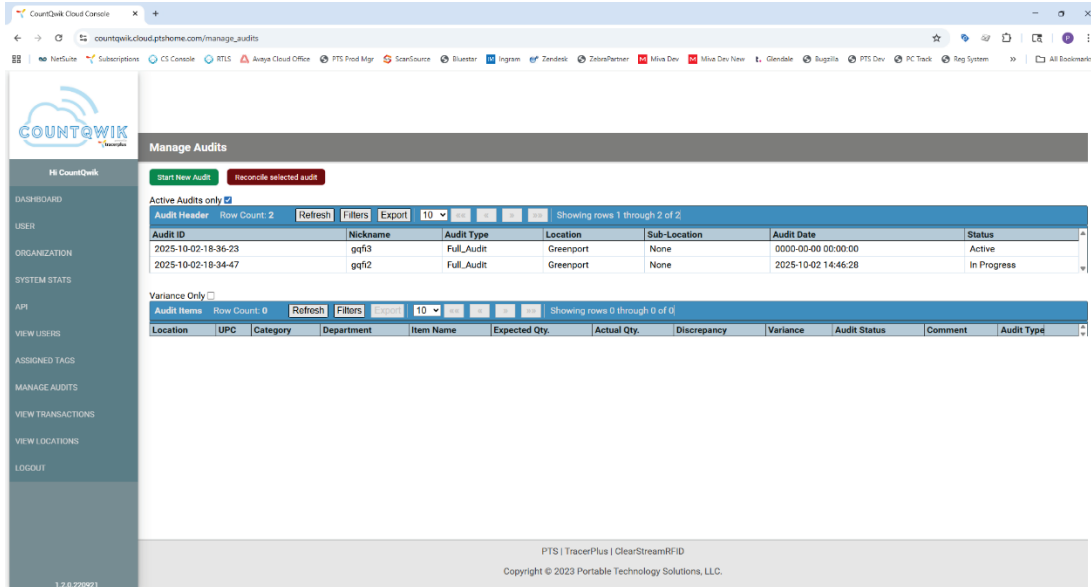
10. Locations can also be deleted by clicking the checkbox to the left of the location, then clicking the **Delete** button.

Starting a New Audit in the CountQwik Cloud

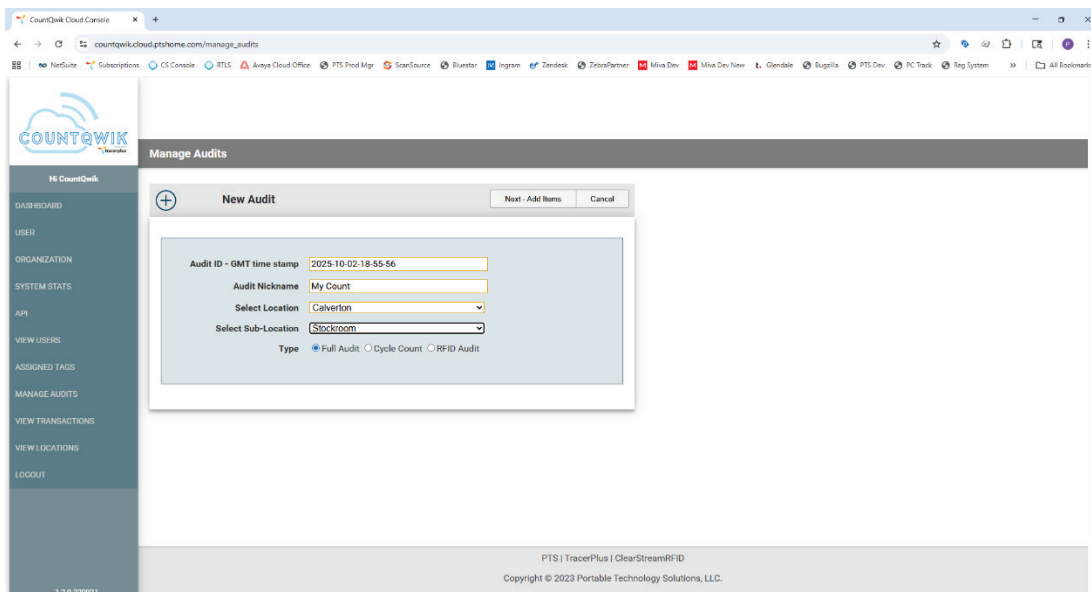
The first step in starting a Full Inventory Scan or a Cycle Count is to upload your inventory from your current system or spreadsheet into the **CountQwik Cloud**.

Note: if you have a **CountQwik** RIA API Connection please proceed to using the **Mobile CountQwik** Applications.

1. Login to the **CountQwik Cloud** at <https://countqwik.cloud.ptshome.com/>.
2. Click **MANAGE AUDITS** on the left-hand menu.



3. Click **Start New Audit**.



4. A unique **Audit ID** is generated and assigned to each audit created.
5. Key in an **Audit Nickname**.
6. Select the **Location** you are counting for.
7. Select the **Sub-location** you are counting for.

8. Choose the **Type of Audit**:

- Full Audit** – Used to count inventory by either scanning the UPC or searching/selecting based on item description.
- Cycle Count** – Used to count specific items requiring the selection of a specific item, then scan all UPCs for it.
- RFID Audit** – Used to count inventory by scanning RFID Tagged Items only.

9. **Note:** Only one audit can exist at a time for a specific Location + Sub Location. Starting a new audit for a location with an audit already in progress will set that audit to be reconciled.10. Click **Next – Add Items**.

CountQwik Cloud Console

Manage Audits

Audit Information
Audit ID: 2025-10-02-18-55-56 Audit Nickname: My Count Type: Full_Audit Location: Calverton Sub-Location: Stockroom [Done](#)

To add items to the audit click import and select the desired tab delimited text file or drag the file onto the grid. The file must be tab delimited and must contain the 4 fields/columns from the grid below in the correct order.

Location	Sub Location	Category	Department	Item UUID	UPC	Item Name	Quantity	price
Showing rows 0 through 0 of 0								

PTS | TracerPlus | ClearStreamRFID
Copyright © 2023 Portable Technology Solutions, LLC.

11. Drag your exported .txt or .csv file into the grid shown on this page.

CountQwik Cloud Console

Manage Audits

Audit Information
Audit ID: 2025-10-02-18-55-56 Audit Nickname: My Count Type: Full_Audit Location: Calverton Sub-Location: Stockroom [Done](#)

To add items to the audit click import and select the desired tab delimited text file or drag the file onto the grid. The file must be tab delimited and must contain the 4 fields/columns from the grid below in the correct order.

Location	Sub Location	Category	Department	Item UUID	UPC	Item Name	Quantity	price
Showing rows 0 through 0 of 0								

Choose the following import options

Option	Selection
Does your file contain headers?	Yes
Select delimiter	Auto Detect
Remove empty rows?	Yes

[Cancel](#) [Proceed](#)

PTS | TracerPlus | ClearStreamRFID
Copyright © 2023 Portable Technology Solutions, LLC.

12. Select the appropriate **Import Options**:

- Does your file contain headers: Select **Yes** if the file you exported contains column names, otherwise **No**.
- Select delimiter: Set to **Auto Detect**.

c. **Remove empty rows:** Set to **Yes**.

13. Click **Proceed**.

14. A screen will show the records to import (this may take a few minutes based on the number of items).

Import file with 6 records?

From file/Item UUID	Name	UPC	Department	Category	Price	Quantity
To db: Item UUID	To db: Item Name	To db: UPC	To db: Department	To db: Category	To db: Price	To db: expected_qty
Row: 0:8FC9EA88-69F3-40E5-835D-5CDF5B689241	SILVER HONEY DOG CAT HOTSPOT WOUND OINTMENT 2OZ	11444450023	Grooming Tools	Ointments	26.99	15
Row: 1:D8BF904-42C6-4FCA-9862-671946F9F75C	DOG CAT SILVER HONEY HOT SPOT WIND SPRAY GEL 8OZ	11444451020	Grooming Tools	Ointments	26.99	15
Row: 2:9E56C58A-8A5A-44F2-9C12-1CA957B614C3	Puppy Scoops Peanut Butter Ice Cream 2.32oz	11586990913	Treats	Treat Mix	5.99	8
Row: 3:F536E9EF-57AC-4BE3-8829-3C27ACD3E660	Puppy Scoops Maple Bacon Ice Cream 2.32oz	11586990920	Treats	Treat Mix	5.99	5
Row: 4:2FEDBA54-4954-4DAB-A01A-9C034A5A3D41	Puppy Scoops Vanilla Ice Cream 2.32oz	11586990937	Treats	Treat Mix	5.99	10
Row: 5:3AB8238C-9E56-431F-889C-BB044AF3F344	Growler Hoodie w/paw print XS	211235E+12	Human Clothing	MV Sports	42.99	5

Cancel Import

15. Set the “to db” fields to the appropriate field using the drop-down above each column.

- item_name** – Set to the item name/description field in your export file, required.
- upc** – Set to the item UPC/SKU field in your export file, required.
- expected_qty** – Set to the qty expected in your export file, required.
- item_uuid** - If your export file contains a unique item identifier other than UPC/Description, set it to this field, otherwise set to **Do Not Import**.
- department** – If your export file contains departments/zones for your items, set it to this field, otherwise set it to **Do Not Import**.
- category** – If your export file contains categories for your items, set it to this field, otherwise set it to **Do Not Import**.
- price** – If your export file contains pricing for your items, set it to this field, otherwise set it to **Do Not Import**.
- All other columns can be set to **Do Not Import**.

16. Click **Import**.

COUNTQWIK QWIK START GUIDE

17. Upon completion of the import click the **OK** button. This may take a few minutes based on the number of items.

CountQwik Cloud Console

countqwik.cloud.ptshome.com/manage_audits

Manage Audits

Audit Information

Audit ID: 2025-10-02-18-55-56 Audit Nickname: My Count Type: Full_Audit Location: Calverton Sub-Location: Stockroom [Done](#)

To add items to the audit click import and select the desired tab delimited text file or drag the file onto the grid. The file must be tab delimited and must contain the 4 fields/columns from the grid below in the correct order.

Add Items Row Count: 6

Location	Sub Location	Category	Department	Item UID	UPC	Item Name	Quantity	price
Calverton	Stockroom	Ointments	Grooming Tools	8FC9EAB8-69F3-40E5-835D-5CDF5B689241	11444450023	SILVER HONEY DOG CAT HOTSPOT WOUND OINTMENT 20Z	15	26.99
Calverton	Stockroom	Ointments	Grooming Tools	DF8BF904-42C6-4FCA-9862-671946F9F75C	11444451020	DOG CAT SILVER HONEY HOT SPOT WIND SPRAY GEL 8OZ	15	26.99
Calverton	Stockroom	Treat Mix	Treats	8E56C58A-8A5A-44F2-8CE2-1CA8570414C3	11586990913	Puppy Scoops Peanut Butter Ice Cream 2.32oz	8	5.99
Calverton	Stockroom	Treat Mix	Treats	F53EE9EF-57AC-4BE3-8B29-3C27AC0A3E6D	11586990920	Puppy Scoops Maple Bacon Ice Cream 2.32oz	5	5.99
Calverton	Stockroom	Treat Mix	Treats	2EEDBA54-4954-4DAB-A01A-9C034A5A3D41	11586990937	Puppy Scoops Vanilla Ice Cream 2.32oz	10	5.99
Calverton	Stockroom	MV Sports	Human Clothing	3A88238C-9E56-431F-889C-8B044AF3F344	2.11235E+12	Growler Hoodie w/paw print XS	5	42.99

Showing rows 1 through 6 of 6

PTS | TracerPlus | ClearStreamRFID

Copyright © 2023 Portable Technology Solutions, LLC.

1.2.0.220921

18. Click **Done** at the top of the screen.

19. You will now see the new audit you created listed under the **Audit Header** section.

20. Click on the audit to reveal its items in the **Audit Items** section below.

CountQwik Cloud Console

countqwik.cloud.ptshome.com/manage_audits

Manage Audits

[Start New Audit](#) [Reopen selected audit](#)

Active Audits only

Audit ID	Nickname	Audit Type	Location	Sub-Location	Audit Date	Status
2025-10-02-18-55-56	My Count	Full_Audit	Calverton	Stockroom		Active
2025-10-02-18-36-23	gqfz	Full_Audit	Greenport	None	0000-00-00 00:00:00	Active
2025-10-02-18-34-47	gqfz	Full_Audit	Greenport	None	2025-10-02 14:46:28	In Progress

Variance Only

Location	UPC	Category	Department	Item Name	Expected Qty	Actual Qty	Discrepancy	Variance	Audit Status	Comment	Audit Type
Calverton	11444450023	Ointments	Grooming Tools	SILVER HONEY DOG CAT HOTSPOT WOUND OINTMENT 20Z	15	0	Yes	-15	Active		Full_Audit
Calverton	11444451020	Ointments	Grooming Tools	DOG CAT SILVER HONEY HOT SPOT WIND SPRAY GEL 8OZ	15	0	Yes	-15	Active		Full_Audit
Calverton	11586990913	Treat Mix	Treats	Puppy Scoops Peanut Butter Ice Cream 2.32oz	8	0	Yes	-8	Active		Full_Audit
Calverton	11586990920	Treat Mix	Treats	Puppy Scoops Maple Bacon Ice Cream 2.32oz	5	0	Yes	-5	Active		Full_Audit
Calverton	11586990937	Treat Mix	Treats	Puppy Scoops Vanilla Ice Cream 2.32oz	10	0	Yes	-10	Active		Full_Audit
Calverton	2.11235E+12	MV Sports	Human Clothing	Growler Hoodie w/paw print XS	5	0	Yes	-5	Active		Full_Audit

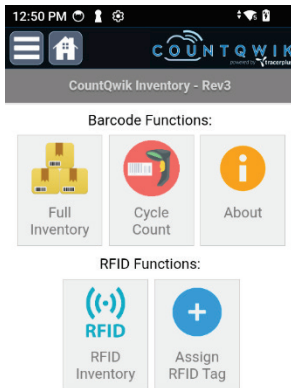
PTS | TracerPlus | ClearStreamRFID

Copyright © 2023 Portable Technology Solutions, LLC.

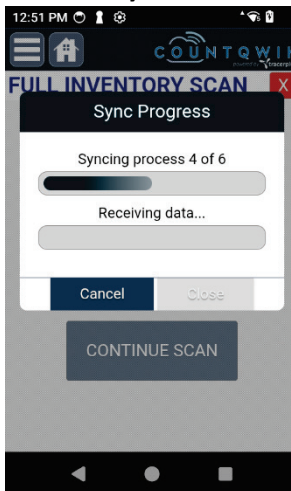
1.2.0.220921

Using the Full Inventory Mobile Application

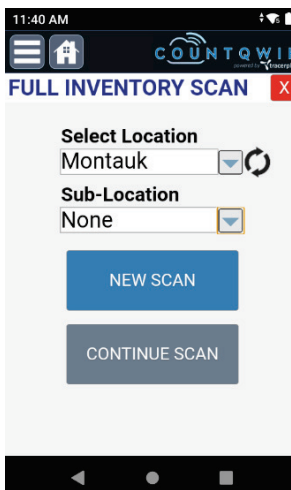
1. On a handheld device with the **CountQwik** app open, choose **Full Inventory**.



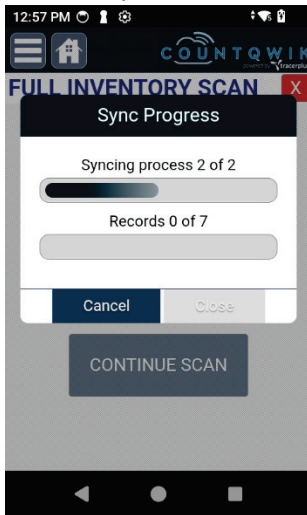
2. Click the **Sync** icon next to the location field to get current list of audit locations.



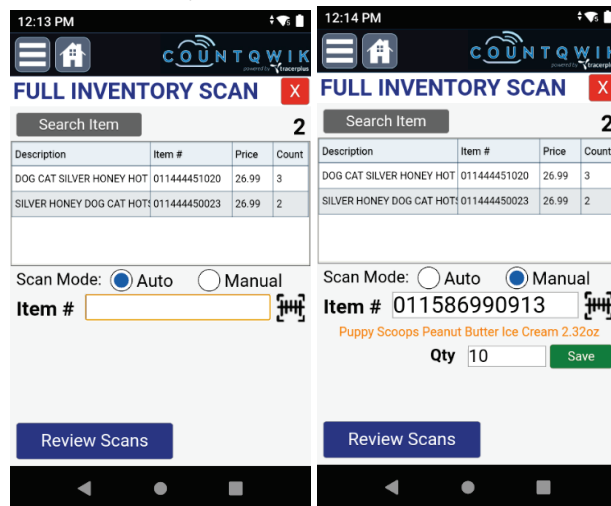
3. Select the **Location** and **Sub Location** you are counting for, then click **NEW SCAN**. This should match the Location and Sub-location you used when creating the audit in the **CountQwik Cloud**.



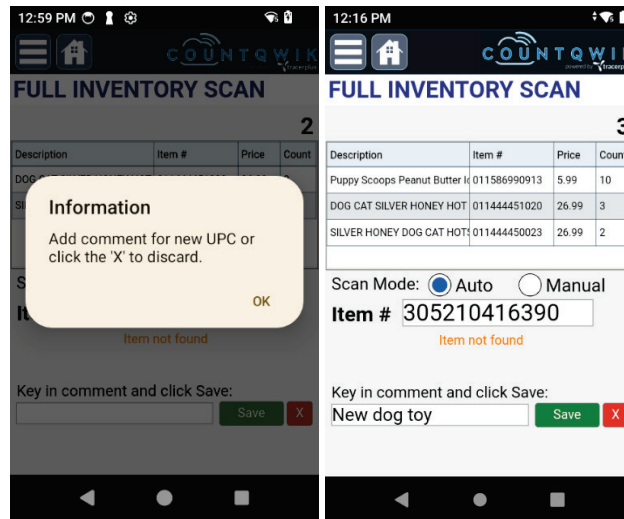
4. This will sync the list of items added to the audit in the **CountQwik Cloud**.



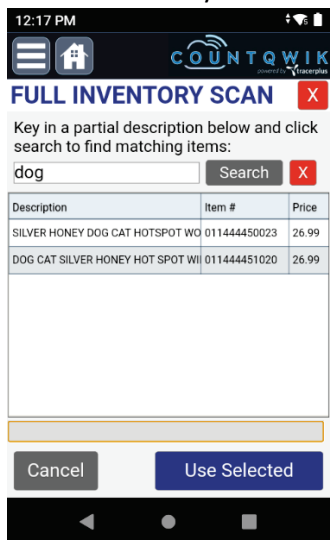
5. Once the sync has been completed you will be brought to the counting screen.
6. Choose the appropriate **Scan Mode** you wish to count in:
- Auto (default option)** – When a UPC is scanned, it will save the record to the device incrementing its count. This is useful if needing to scan each item's barcode.
 - Manual** – When a UPC is scanned, it will set focus to the Qty field allowing you to key in your manually counted Qty. This is useful if you don't want to scan each item's barcode. This is also used if manually searching for an item to count based on its description.
7. Once the scan mode is selected, scan the UPCs you are looking to count for this audit.
- If a valid UPC is scanned, you should see its description, and based on the scan mode selected above, either save the record automatically or prompt for the **Qty**.



- b. If the UPC scanned is not valid, the user will see a message requiring a comment to be entered to save the item or the “X” button clicked to discard it.

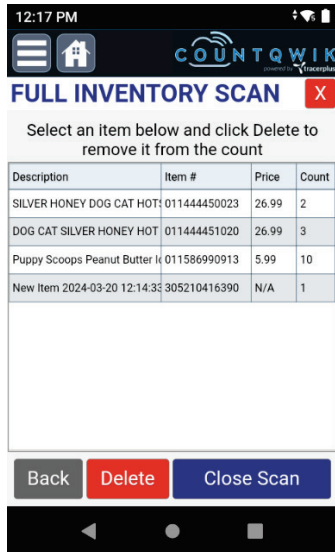


- i. To accept the item, key in a **Comment** followed by clicking the **Save** Button.
 - ii. To discard the item, click the **X** button.
 - iii. In the event the item is accepted, all subsequent items scanned for this UPC will be counted without the prompt popping up.
8. Once an item is saved, it will appear in the grid above along with its description, price, and counted qty.
 9. In the event an item does not have a barcode, the barcode is unreadable due to damage, or you need to manually search for an item, click the **Search Item** button above the grid.

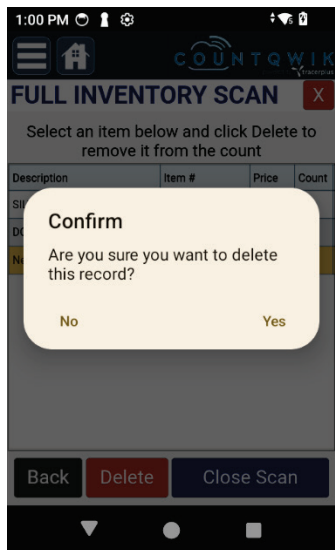


- a. This will take the user to a screen where they can search for specific keyword(s) in the description.
 - b. Once the item is seen in the grid, select it and click **Use Selected**.
 - c. This will return the user to the counting screen prompting for the **Qty**.
 - d. User can enter the counted **Qty**, then click **Save**.
 - e. Item will be added to the grid as if it were scanned.
10. The user can continue counting items until done with the audit.

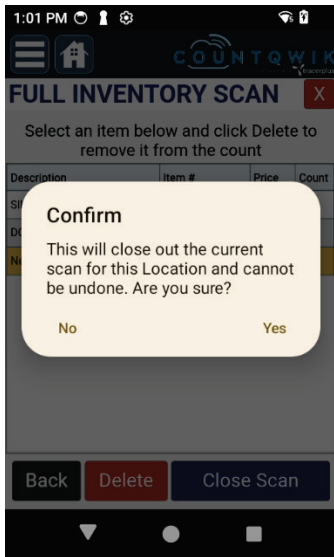
11. At any point during the audit, or when the audit has been finished, the user can click the **Review Scans** button.
12. This will bring the user to a new page listing all items counted so far.



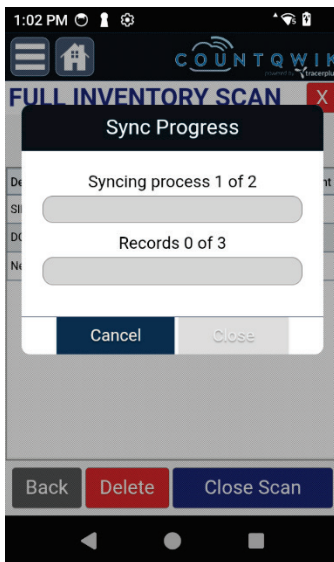
13. If the user made an error, they can select an item from the grid, then click **Delete** to remove it, then click **Back** to count it again if necessary. The user will see the following prompt.



14. When done with the audit, they can click the **Close Scan** button prompting the user if sure.



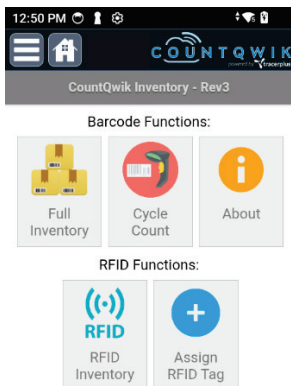
15. Clicking **Yes** will send the counted items to the **CountQwik Cloud** removing them from the device. This will not close the audit; the user can repeat the above steps to start a new scan.



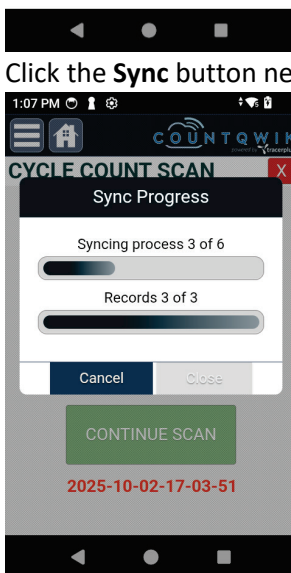
16. If the user accidentally closes the application or needs to stop counting for any reason, the user can simply go back into the **Full Inventory** application, select the **Location** and **Sub Location**, and then click **Continue Scan**. This will display all the items they have counted so far that have not been synced and they can continue scanning.

Using the Cycle Count Mobile Application

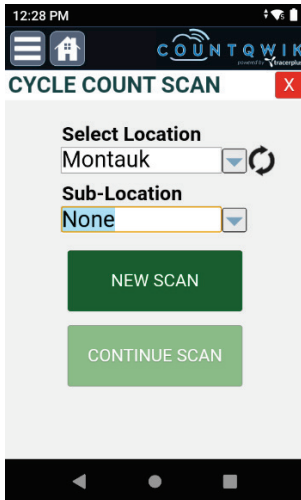
1. On a handheld device with the **CountQwik** app open, choose **Cycle Count**.



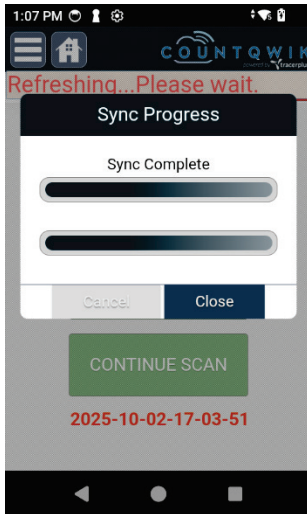
2. Click the **Sync** button next to the location field to get current audit locations.



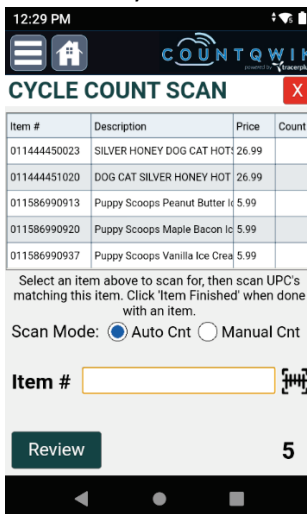
3. Select the **Location** and **Sub Location** you are counting for, then click **NEW SCAN**. This should match the Location and Sub-location you used when creating the audit in the **CountQwik Cloud**.



4. This will sync the list of items added to the audit in the **CountQwik Cloud**.



5. Once the sync has been completed you will be brought to the counting screen.



6. Select an item from the grid you are counting for. This will display the description above the Item # field.
7. Choose the appropriate **Scan Mode** you wish to count in:
 - a. **Auto (default option)** – When a UPC is scanned, it will save the record to the device incrementing its count. This is useful if needing to scan each item's barcode.
 - b. **Manual** – When a UPC is scanned, it will set focus to the Qty field allowing you to key in your manually counted Qty. This is useful if you don't want to scan each item's barcode.
8. Once the scan mode is selected, scan a UPC that matches the selected item from Step 6 to count for it.
 - a. If a valid UPC is scanned, based on the scan mode selected above, it will either save the record automatically to the device or prompt the user for the **Qty**.

The left screenshot shows the 'CYCLE COUNT SCAN' screen with the 'Auto Cnt' scan mode selected. The grid below shows a list of items with their descriptions, prices, and counts. The 'Puppy Scoops Peanut Butter Ice Cream 2.32oz' item is highlighted. The 'Scan Mode' section shows 'Auto Cnt' selected and 'Manual Cnt' unselected. The 'Item #' field is empty, and the 'Qty' field is set to 5. The 'Review' and 'Item Finished' buttons are visible at the bottom.

Item #	Description	Price	Count
011444450023	SILVER HONEY DOG CAT HOT	26.99	
011444451020	DOG CAT SILVER HONEY HOT	26.99	
011586990913	Puppy Scoops Peanut Butter Ice Cream 2.32oz	5.99	
011586990920	Puppy Scoops Maple Bacon Ice Cream 2.32oz	5.99	
011586990937	Puppy Scoops Vanilla Ice Cream 2.32oz	5.99	

Select an item above to scan for, then scan UPC's matching this item. Click 'Item Finished' when done with an item.

Scan Mode: ☒ Auto Cnt ☐ Manual Cnt

Puppy Scoops Peanut Butter Ice Cream 2.32oz

Item #

Qty 5

Review Item Finished 5

The right screenshot shows the 'CYCLE COUNT SCAN' screen with the 'Manual Cnt' scan mode selected. The grid below shows a list of items with their descriptions, prices, and counts. The 'Puppy Scoops Peanut Butter Ice Cream 2.32oz' item is highlighted. The 'Scan Mode' section shows 'Auto Cnt' unselected and 'Manual Cnt' selected. The 'Item #' field is empty, and the 'Qty' field is set to 5. The 'Review' and 'Item Finished' buttons are visible at the bottom.

Item #	Description	Price	Count
011444450023	SILVER HONEY DOG CAT HOT	26.99	
011444451020	DOG CAT SILVER HONEY HOT	26.99	
011586990913	Puppy Scoops Peanut Butter Ice Cream 2.32oz	5.99	6
011586990920	Puppy Scoops Maple Bacon Ice Cream 2.32oz	5.99	
011586990937	Puppy Scoops Vanilla Ice Cream 2.32oz	5.99	

Select an item above to scan for, then scan UPC's matching this item. Click 'Item Finished' when done with an item.

Scan Mode: ☐ Auto Cnt ☒ Manual Cnt

Puppy Scoops Peanut Butter Ice Cream 2.32oz

Item #

Qty 5

Review Item Finished 5

- b. If the UPC doesn't match the selected item, user will see the message of "Invalid UPC Scanned for the selected item!". The User can click **OK** to return to the scanning screen.

The screenshot shows the 'CYCLE COUNT SCAN' screen with the 'Manual Cnt' scan mode selected. An error message dialog box is displayed in the center, stating "Invalid UPC Scanned for the selected item!". The 'Item #' field is empty, and the 'Qty' field is set to 3. The 'Review' and 'Item Finished' buttons are visible at the bottom.

Item #	Description	Price	Count
011444450023	SILVER HONEY DOG CAT HOT	26.99	
011444451020	DOG CAT SILVER HONEY HOT	26.99	
011586990913	Puppy Scoops Peanut Butter Ice Cream 2.32oz	5.99	
011586990920	Puppy Scoops Maple Bacon Ice Cream 2.32oz	5.99	
011586990937	Puppy Scoops Vanilla Ice Cream 2.32oz	5.99	

Select an item above to scan for, then scan UPC's matching this item. Click 'Item Finished' when done with an item.

Scan Mode: ☒ Auto Cnt ☐ Manual Cnt

DOG CAT SILVER HONEY HOT SPOT WIND SPRAY

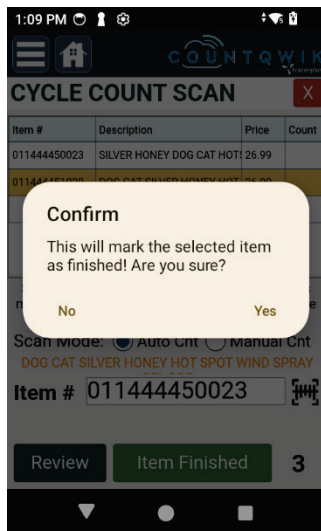
Item #

Qty 3

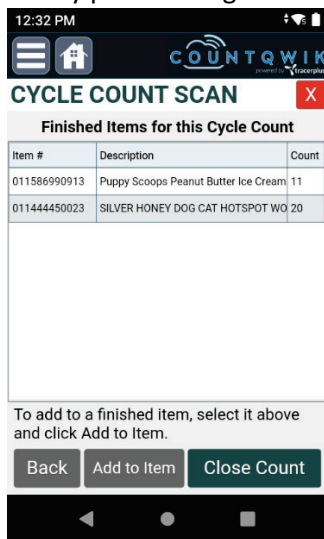
Review Item Finished 3

9. Once an item is saved, it will update its **Count** column in the grid above.
10. In the event an item does not have a barcode:
 - a. Select it from the grid above.
 - b. This will set the count mode to Manual mode automatically.
 - c. User can enter the counted **Qty**, then click **Save**.

- d. The **Count** column in the grid above will be updated as if the item was scanned.
11. When the user is finished counting for the selected item, they will click the **Item Finished** button.
 12. This will confirm to the user they are sure they wish to mark the item as finished.

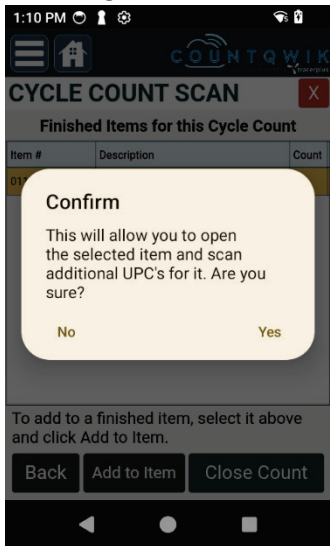


- a. Clicking **Yes** will mark the item as closed, remove it from the grid, and be ready for the next item.
 - b. Clicking **No** will return the user to the counting screen to continue scanning for the selected item.
13. The user can continue selecting/counting/finishing items until done with the audit. When done with the audit there should be no more items left in the grid on the scanning screen.
 14. At any point during the audit, or when the audit has been finished, the user can click **Review**.

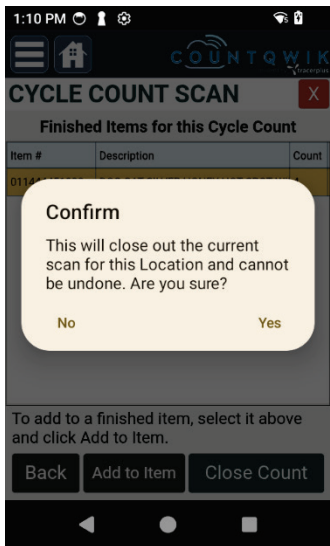


15. This will bring the user to a new page listing all items that have been marked as finished so far along with their counts.
16. If the user needs to add to an item already marked as finished, they can select it in the grid above, and then click the **Add to Item** button. This will prompt the user if they are sure,

returning them to the counting screen with this item selected allowing it to be added.



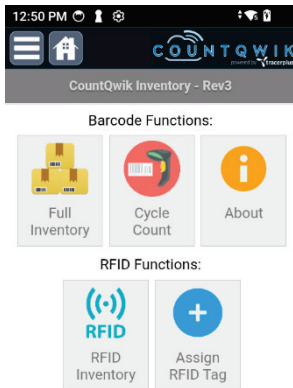
17. When done with the audit, they can click the **Close Count** button prompt the user if sure.



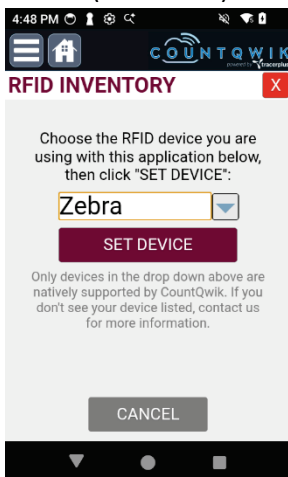
18. Clicking **Yes** will send the counted items to the **CountQwik Cloud** removing them from the device. This will not close the audit; the user can repeat the above steps to start a new scan.
19. If the user accidentally closes the application or needs to stop counting for any reason, the user can simply go back into the **Cycle Count** application, select the **Location** and **Sub Location**, and then click **Continue Scan**.

Using the RFID Inventory Mobile Application

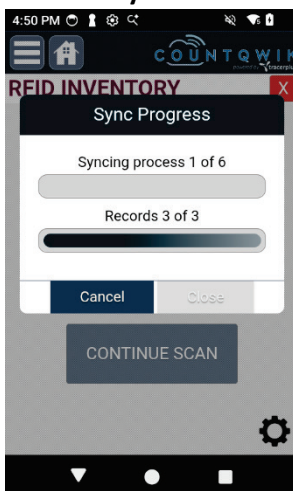
1. On an RFID enabled handheld device with the **CountQwik** app open, choose **RFID Inventory**.



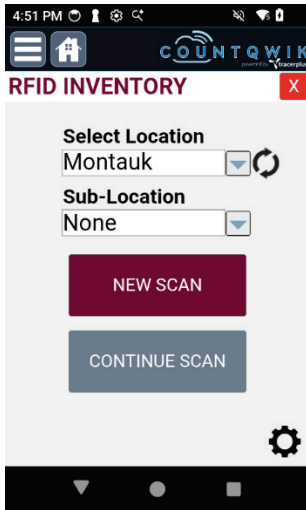
2. If you have not set the RFID reader to use with the application you will be prompted to set the reader (see below). Select the manufacturer of device then click **SET DEVICE**.



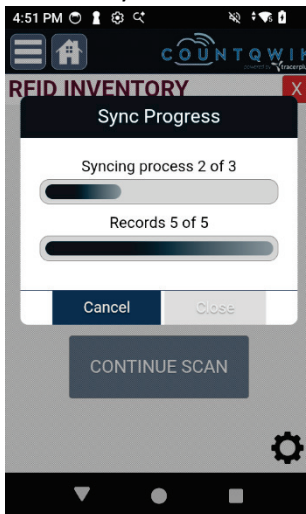
3. Click the **Sync** icon next to the location field to get current list of audit locations.



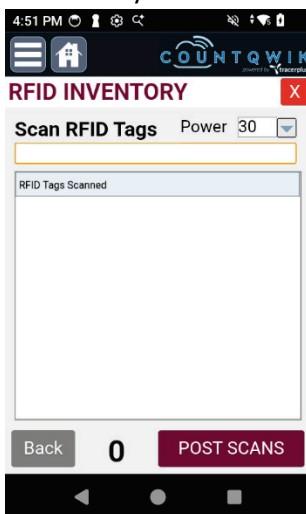
4. Select the **Location** and **Sub Location** you are counting for, then click **NEW SCAN**. This should match the Location and Sub-location you used when creating the audit in the **CountQwik Cloud**.



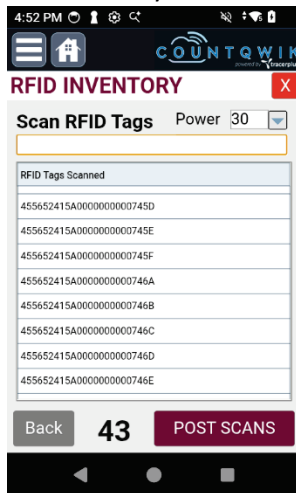
5. This will sync the list of items added to the audit in the **CountQwik Cloud**.



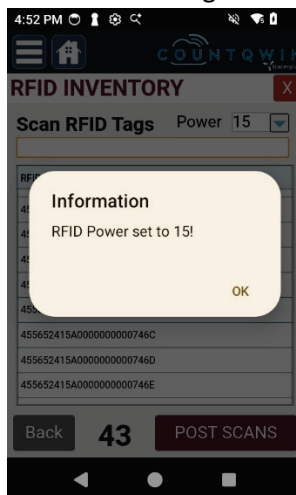
6. Once the sync has been completed you will be brought to the scanning screen below.



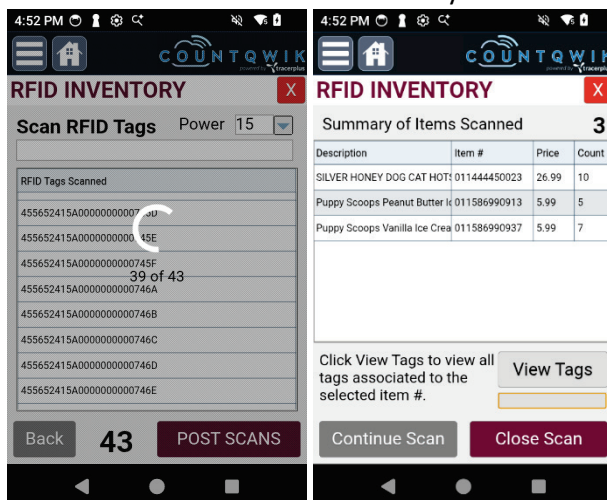
7. Press and hold the trigger down on your RFID handheld to start reading RFID tags. As tags are scanned they will be added to a queued grid below emitting a beep with each unique tag read.



8. In the event you only want to scan a section of tags you may want to lower the RFID Power to limit its read range. You can do this by selecting a lower power from the **RFID Power** drop down.



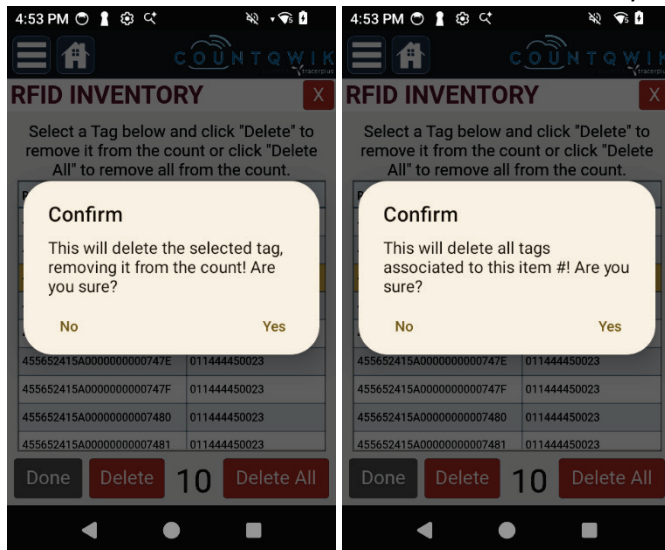
9. When the beeping has stopped it can be assumed that all tags have been read. Click the **POST SCANS** button to save this data locally to the handheld, bringing you to the summary page.



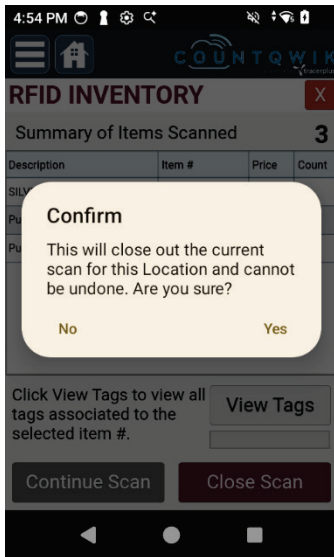
10. The summary page above will list a count of the Unique Item #'s found during the RFID scan and will only include items that have already been assigned using the **Assign RFID Tag** session (Unassigned items will be ignored).
11. To view the individual RFID tags scanned for each item #, simply select it in the grid above, then click the **View Tags** button. This will bring you to a new page listing all tag ids for this item.



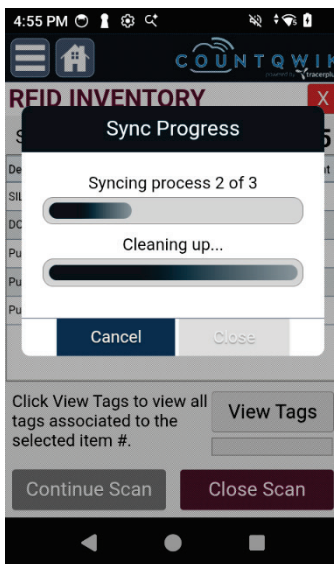
12. If the user made an error during the inventory, they can select an item from the grid above, then click **Delete** to remove it. The user can click **Delete All** to remove all tags scanned for the selected Item #. Click **Done** to return to the summary screen.



13. When done with the audit, click the **Close Scan** button prompting the user if sure.



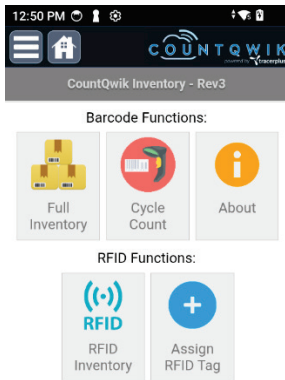
14. Clicking **Yes** will send the counted items to the **CountQwik Cloud** removing them from the device. This will not close the audit; the user can repeat the above steps to start a new scan.



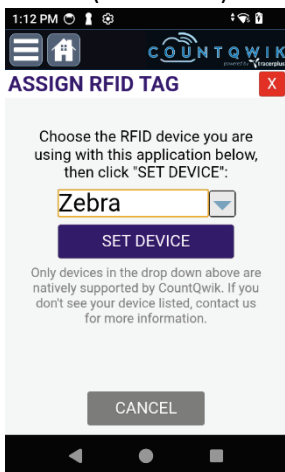
15. If the user accidentally closes the application or needs to stop counting for any reason, the user can simply go back into the **RFID Inventory** application, select the **Location** and **Sub Location**, and then click **Continue Scan**. This will include all the items they have counted so far that have not been synced and they can continue scanning.

Using the Assign RFID Tag Application

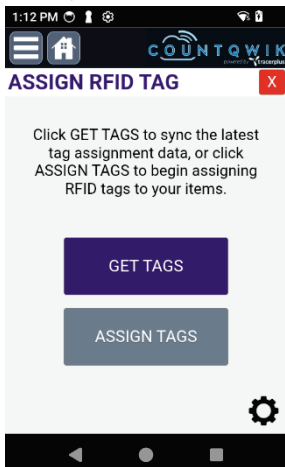
1. On an RFID enabled handheld device with the **CountQwik** app open, choose **Assign RFID Tag**.



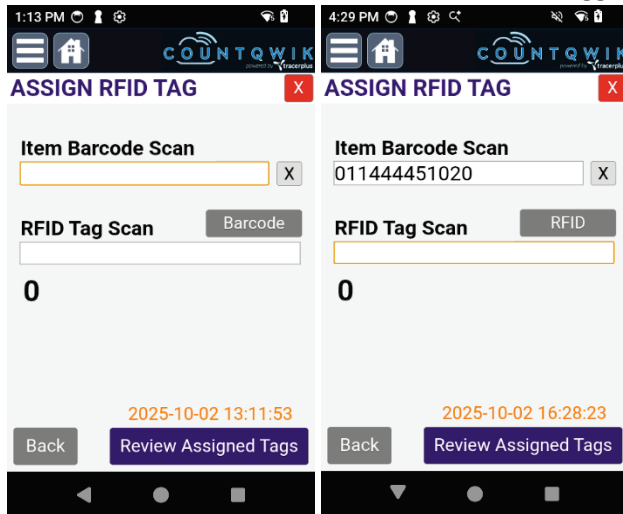
2. If you have not set the RFID reader to use with the application you will be prompted to set the reader (see below). Select the manufacturer of device then click **SET DEVICE**.



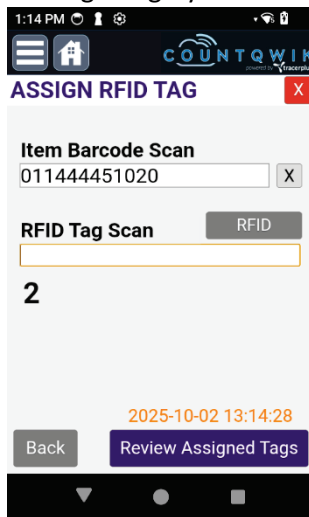
3. If tags have been assigned already, click **GET TAGS** to get the latest list from the CountQwik cloud, otherwise click **ASSIGN TAGS** to start assigning your RFID Tags.



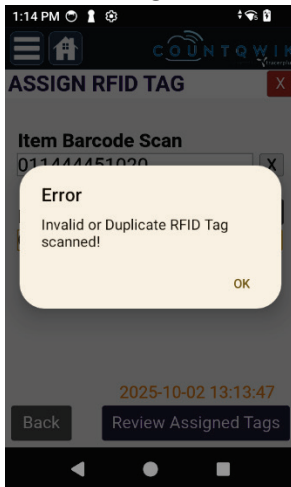
4. Scan the barcode/UPC of the item you wish to assign a tag to, then scan the RFID tag you want to assign to this item. By default, the RFID tag field is set to scan a barcode. If your RFID tag has a barcode of the EPC printed on the tag you can simply scan that barcode here. If your tag does not have the EPC barcoded, click the **Barcode** toggle button to switch to RFID, then scan it.



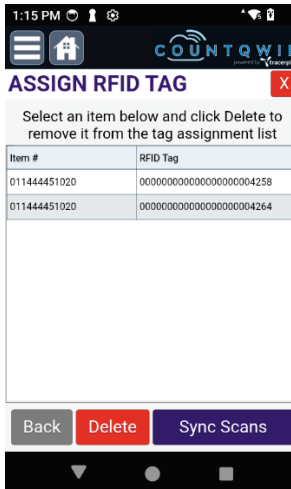
5. Once the Item barcode and RFID tag have been scanned, the record will be auto saved locally to the handheld readying for the next RFID tag to be scanned. The Item barcode is retained in the event that multiple RFID tags are being assigned to the same item number and can be cleared by clicking the gray “X” button.



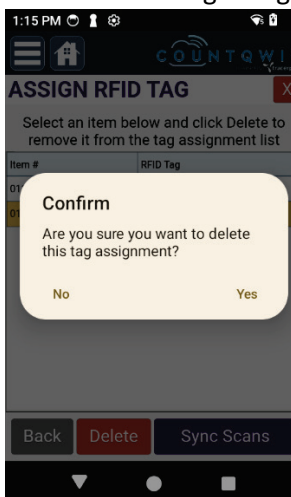
6. If an RFID tag is scanned that has already been assigned to an item, the below error will pop up.



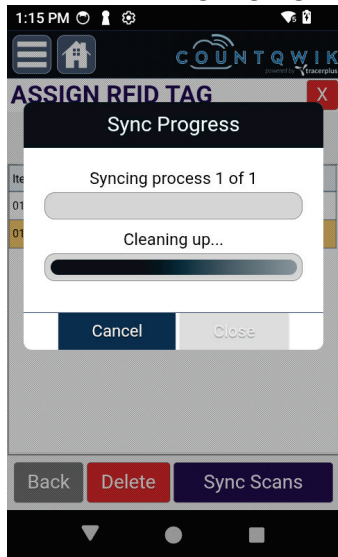
7. When done assigning tags, or to see what has been assigned so far, the user can click the **Review Assigned Tags** button bringing them to a summary page displaying the Item # and EPC.



8. The user can click the **Back** button to return to the previous screen and continue assigning tags.
9. If the user made an error, they can select an item from the grid, click **Delete** to remove it, then click **Back** to assign it again if necessary. The user will see the following prompt.



10. When done assigning tags, click the **Sync Scans** button to send this data to the CountQwik cloud.



11. This will send the assign tag data to the **ASSIGNED TAGS** view in the CountQwik cloud and can be reviewed after the sync is completed.

CountQwik Cloud Console

countqwik.cloud.ptshome.com/assigned_tags?dv=assigned_tags

Assigned Tags

Select/Assigned Tags

Assigned Tags Row Count: 52

Refresh Filters Export 25 Showing rows 1 through 25 of 52

#	EPC	UPC	Date Assigned	Assigned By User	Assigned By Device	Sub Location	Last Seen Location	Date Updated	Date Created
	455652415A000000000007487	011444450023	2025-09-30 14:30:17	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007486	011444450023	2025-09-30 14:30:19	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007485	011444450023	2025-09-30 14:30:20	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007484	011444450023	2025-09-30 14:30:22	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007483	011444450023	2025-09-30 14:30:23	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A00000000000747D	011444450023	2025-09-30 14:30:35	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A00000000000747C	011444450023	2025-09-30 14:31:10	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A00000000000747B	011444450023	2025-09-30 14:31:19	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A00000000000747A	011444450023	2025-09-30 14:31:20	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007479	011444450023	2025-09-30 14:31:21	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007482	011444450023	2025-09-30 14:31:26	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007481	011444450023	2025-09-30 14:31:28	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007480	011444450023	2025-09-30 14:31:29	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A00000000000747F	011444450023	2025-09-30 14:31:30	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A00000000000747E	011444450023	2025-09-30 14:31:31	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007478	011444451020	2025-09-30 14:31:56	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007477	011444451020	2025-09-30 14:31:57	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007476	011444451020	2025-09-30 14:31:58	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007475	011444451020	2025-09-30 14:31:59	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007474	011444451020	2025-09-30 14:31:59	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007473	011444451020	2025-09-30 14:32:06	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45
	455652415A000000000007472	011444451020	2025-09-30 14:32:08	cqwikdemo	06BC7197E1F9F2B4-A	None	Montauk	2025-10-01 21:28:00	2025-09-30 18:32:45

1.3.0.220921

Using the CountQwik Cloud to Reconcile Your Inventory

1. Login to the **CountQwik Cloud** at <https://countqwik.cloud.ptshome.com/>.
2. Click **MANAGE AUDITS** on the left-hand menu.
3. In the **Audit Header**, you should now see that the audit being worked on is set to a **Status** of **In Progress**.

The screenshot shows the 'Manage Audits' page in the CountQwik Cloud console. The 'Active Audits only' section displays a table with one audit in progress. Below it, the 'Variance Only' section shows a detailed table of audit items with their expected and actual quantities and variances.

Audit ID	Nickname	Audit Type	Location	Sub-Location	Audit Date	Status
2025-10-02-21-55	My Count	RFIDInv	Montauk	None	2025-10-02 17:25:31	In Progress

Location	UPC	Category	Department	Item Name	Expected Qty.	Actual Qty.	Discrepancy	Variance	Audit Status	Comment	Audit Type
Montauk	011444450023	Ointments	Grooming Tools	SILVER HONEY DOG CAT HOTSPOT WOUND OINTMENT 2OZ	15.0	15	No	0	In Progress		RFIDInv
Montauk	011444451020	Ointments	Grooming Tools	DOG CAT SILVER HONEY HOT SPOT WIND SPRAY GEL 8OZ	15.0	10	Yes	-5	In Progress		RFIDInv
Montauk	011586990913	Treat Mix	Treats	Puppy Scoops Peanut Butter Ice Cream 2.32oz	8.0	10	Yes	2	In Progress		RFIDInv
Montauk	011586990920	Treat Mix	Treats	Puppy Scoops Maple Bacon Ice Cream 2.32oz	5.0	5	No	0	In Progress		RFIDInv
Montauk	011586990937	Treat Mix	Treats	Puppy Scoops Vanilla Ice Cream 2.32oz	10.0	10	No	0	In Progress		RFIDInv

4. To view the items counted, select the audit and it will display its item in the **Audit Items** grid below.
5. Any items highlighted in white are counted items with no variance.
6. Any items still highlighted in red are items with a variance whether it be too many counted or not enough counted.
7. If the user wants to only see items with a variance, they can enable the **Variance only** checkbox above the grid.

The screenshot shows the 'Manage Audits' page with the 'Variance Only' checkbox checked. The 'Active Audits only' section displays the same audit. The 'Variance Only' section now shows only the items with variances, which are highlighted in red.

Location	UPC	Category	Department	Item Name	Expected Qty.	Actual Qty.	Discrepancy	Variance	Audit Status	Comment	Audit Type
Montauk	011444451020	Ointments	Grooming Tools	DOG CAT SILVER HONEY HOT SPOT WIND SPRAY GEL 8OZ	15.0	10	Yes	-5	In Progress		RFIDInv
Montauk	011586990913	Treat Mix	Treats	Puppy Scoops Peanut Butter Ice Cream 2.32oz	8.0	10	Yes	2	In Progress		RFIDInv

COUNTQWIK QWIK START GUIDE

- The user can export this data as a .csv file by clicking the **Export** button. This can then be used to import back into **your inventory system/software**.
- To close an audit, select it from the Audit Header, then click the **Reconcile selected audit** button. Click **OK** to the prompt.

The screenshot shows the CountQwik Cloud Console interface. A modal dialog is open, asking "Are you sure you want to reconcile Audit: 2025-10-02-21-21-55?" with "OK" and "Cancel" buttons. The interface includes a sidebar with navigation options like Dashboard, Users, Organization, System Stats, API, View Users, Assigned Tags, Manage Audits, View Transactions, View Locations, and Logout. The main content area displays two tables: "Active Audits only" and "Variance Only".

Active Audits only

Audit ID	Nickname	Audit Type	Location	Sub-Location	Audit Date	Status
2025-10-02-21-21-55	My Count	RFIDinv	Montauk	None	2025-10-02 17:25:31	In Progress

Variance Only

Location	UPC	Category	Department	Item Name	Expected Qty.	Actual Qty.	Discrepancy	Variance	Audit Status	Comment	Audit Type
Montauk	011444450223	Ornaments	Grooming Tools	SILVER HONEY DOG CAT HOTSPOT WOUND OINTMENT 20Z	15.0	15	No	0	In Progress		RFIDinv
Montauk	011444451000	Ornaments	Grooming Tools	DOG CAT SILVER HONEY HOT SPOT WIND SPRAY GEL 8OZ	15.0	10	Yes	-5	In Progress		RFIDinv
Montauk	011586990913	Treat Mix	Treats	Puppy Scoops Peanut Butter Ice Cream 2.32oz	6.0	10	Yes	2	In Progress		RFIDinv
Montauk	011586990920	Treat Mix	Treats	Puppy Scoops Maple Bacon Ice Cream 2.32oz	5.0	5	No	0	In Progress		RFIDinv
Montauk	011586990937	Treat Mix	Treats	Puppy Scoops Vanilla Ice Cream 2.32oz	10.0	10	No	0	In Progress		RFIDinv

- Audit will now be closed and removed from the **Audit Header**.
- In the event you need to view the audit again, disable the **Active Audits Only** check box.

Viewing Transactions

To view individual scan transactions for an audit, click the **VIEW TRANSACTIONS** menu option on the left menu.

The screenshot shows the 'View Transactions' interface in the CountQwik Cloud Console. The table displays transaction data for various audits. The columns are: Audit ID, Location, Item UUID, UPC, Category, Department, and Expected Qty. The table is filtered by 'Audit ID' and shows rows 1 through 25 of 117. The left sidebar contains navigation options like DASHBOARD, USER, ORGANIZATION, SYSTEM STATS, API, VIEW USERS, ASSIGNED TAGS, MANAGE AUDITS, VIEW TRANSACTIONS, VIEW LOCATIONS, and LOGOUT.

Audit ID	Location	Item UUID	UPC	Category	Department	Expected Qty
2025-10-02-21-21-55	Montauk	8E56C58A-8A5A-44F2-BCE2-1CA857B614C3	011586990913	Treat Mix	Treats	8.0
2025-10-02-21-21-55	Montauk	8FC9EA88-69F3-40E5-835D-5CDF5B689241	011444450023	Ointments	Grooming Tools	15.0
2025-10-02-21-21-55	Montauk	DF8BF904-42C6-4FCA-9862-671946F9F75C	011444451020	Ointments	Grooming Tools	15.0
2025-10-02-21-21-55	Montauk	2EEDBA54-4954-4DAB-A01A-9C034A5A3D41	011586990937	Treat Mix	Treats	10.0
2025-10-02-20-49-54	Montauk	F53EE9EF-57AC-4BE3-BB29-3C27AC0A3E60	011586990920	Treat Mix	Treats	5.0
2025-10-02-20-49-54	Montauk	F53EE9EF-57AC-4BE3-BB29-3C27AC0A3E60	011586990920	Treat Mix	Treats	5.0
2025-10-02-20-49-54	Montauk	8E56C58A-8A5A-44F2-BCE2-1CA857B614C3	011586990913	Treat Mix	Treats	8.0
2025-10-02-20-49-54	Montauk	2EEDBA54-4954-4DAB-A01A-9C034A5A3D41	011586990937	Treat Mix	Treats	10.0
2025-10-02-20-49-54	Montauk	DF8BF904-42C6-4FCA-9862-671946F9F75C	011444451020	Ointments	Grooming Tools	15.0
2025-10-02-20-49-54	Montauk	8FC9EA88-69F3-40E5-835D-5CDF5B689241	011444450023	Ointments	Grooming Tools	15.0
2025-10-02-20-49-54	Montauk	8E56C58A-8A5A-44F2-BCE2-1CA857B614C3	011586990913	Treat Mix	Treats	8.0
2025-10-02-20-49-54	Montauk	2EEDBA54-4954-4DAB-A01A-9C034A5A3D41	011586990937	Treat Mix	Treats	10.0
2025-10-02-20-49-54	Montauk	DF8BF904-42C6-4FCA-9862-671946F9F75C	011444451020	Ointments	Grooming Tools	15.0
2025-10-02-20-49-54	Montauk	F53EE9EF-57AC-4BE3-BB29-3C27AC0A3E60	011586990920	Treat Mix	Treats	5.0
2025-10-02-20-49-54	Montauk	8FC9EA88-69F3-40E5-835D-5CDF5B689241	011444450023	Ointments	Grooming Tools	15.0
2025-10-02-18-34-47	Greenport	F53EE9EF-57AC-4BE3-BB29-3C27AC0A3E60	011586990920	Treat Mix	Treats	
2025-10-02-18-34-47	Greenport	8E56C58A-8A5A-44F2-BCE2-1CA857B614C3	011586990913	Treat Mix	Treats	
2025-10-02-18-34-47	Greenport	DF8BF904-42C6-4FCA-9862-671946F9F75C	011444451020	Ointments	Grooming Tools	
2025-10-02-18-34-47	Greenport					
2025-10-02-18-34-47	Greenport	2EEDBA54-4954-4DAB-A01A-9C034A5A3D41	011586990937	Treat Mix	Treats	
2025-10-02-18-34-47	Greenport	8FC9EA88-69F3-40E5-835D-5CDF5B689241	011444450023	Ointments	Grooming Tools	

This list can be filtered by the **Audit ID**, displaying each scan for traceability purposes. Data can also be exported from this view by clicking the Export button. This will respect any filters currently applied.