



"Taking the ache out of stockt-ache!"

Walk-Through Evaluation, Self-Training Guide and QRG

V25-10-2022

This document and the accompanying Excel file have been prepared to enable quick and easy evaluation of the STOCKT bar-code scanning system for equipment stocktake in NSW DoE schools. This package also acts as a quick and effective training guide for users of STOCKT.

The STOCKT system empowers school staff to handle their own stocktake, without the need for outsiders to enter the school. And it works with the standard SAP bar-code stickers, so it does not lock schools into future usage via proprietary systems.

This document is presented in two sections:

PART 1: Walk-Through Evaluation & Self-Training Guide provides new users with confidence and skill in the usage of STOCKT, before making any commitment to it.

PART 2: QRG details how to proceed with your real stocktake after receiving your licence file.

For **PART 1: Walk-Through Evaluation & Self-Training Guide**, you should have:

- A late model, touch-screen, T4L laptop running Microsoft Windows and with Microsoft Excel installed. This will demonstrate the handy, efficient, touch-screen functions in STOCKT;
- A standard USB scanner. This should be set up to scan on button-press only, and to automatically insert a 'line break' after each scan (equivalent to an 'Enter' key stroke). If your scanner does not do this already, consult your scanner's user guide;
- This document PRINTED so that you can actually scan the bar-codes on following pages as you do your evaluation;
- The copy of STOCKT provided, which is presented in a macro-enabled Excel file.

PART 1: Walk-Through Evaluation & Self-Training Guide

To see how STOCKT works, it's important to carefully follow ALL steps in this short guide.

In this evaluation, we will gain an understanding of how STOCKT handles these actions:

- Apply a user's name to each scan input, for inclusion in reports;
- Easy setup and use of unique demountable building AMS identifiers/names;
- Display information about the equipment list, and how many items remain to be scanned;
- Choosing the current location's AMS identifier/number;
- Display confirmation of each scan with information that allows easy backtracking if needed;
- Alerts given for any incorrect room allocations (with choices offered);
- Very quick and easy changes to room allocations during the scanning process;
- Alert management;
- Easily create interim reports 'on the go' to narrow down items remaining to be found;
- Multiple reports available, all auto-named, with all previous reports preserved;
- Powerful sorting and filtering options for creating reports;
- Auto-save on closing, to help protect data;
- Easy changeover to other staff members;
- Easy selection of Demountable building AMS identifiers/names;
- High speed scanning of multiple items when their room allocations are correct;
- Backtracking is easy after distractions;
- Manual data entry for occasions when scanning is impractical;
- Quick and easy 'one tap' creation of the TXT file, ready for upload to SAP;
- Easy creation of Attachments 1, 2 and 3 for inclusion with the 'School Stocktake Certificate';
- Sighted and unsighted items automatically totalled for you during Attachment report creation;
- Easily create a report showing only the items scanned by a particular user;
- Easy export of all data to Excel file, suitable for archiving and auditing.

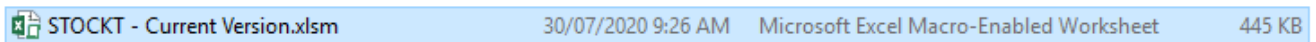
An AMS school map is not included in this package. We won't need one for this evaluation. During real stocktake, we'd have a map open on the touch-screen laptop (or printed) and refer to it as we move about the school, so that we know the correct AMS location identifier/number for each room.

During this walk-through evaluation and training, we will imagine moving from room to room in a school. We will choose the appropriate AMS location identifier/number in STOCKT for each room that we deal with. Although we'll be scanning from this document, we'll imagine that the bar-codes are on the equipment items in those rooms. STOCKT will record our scan data as it would during a real stocktake.

Although this evaluation could be run on a desktop computer with a normal monitor, the **touch-screen** laptop experience will more accurately demonstrate the handy features that make STOCKT very efficient to use while moving through various rooms. The real-world experience of using STOCKT to do stocktake could mean cradling the laptop in one arm while you're moving about scanning items with your other hand.

Setting Up

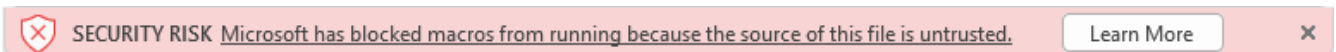
STOCKT is presented in a macro-enabled Excel file (an XLSM file). It's okay if your computer doesn't show the .XLSM file extension:



It is strongly recommended that STOCKT (and all accompanying files) be placed on a USB flash-drive that you will plug into your touch-screen laptop.

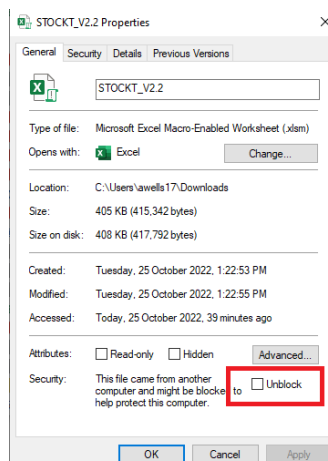
Do not run STOCKT from your administration network drive or cloud storage location, or from within a ZIP archive. Run the file from a USB flash-drive, on your laptop. The reasoning behind this explained later in this document. Double-click the file to run it. STOCKT will run in Microsoft Excel.

When you run STOCKT for the first time after downloading and saving it to your USB flash-drive you may be presented with the below notification banner:



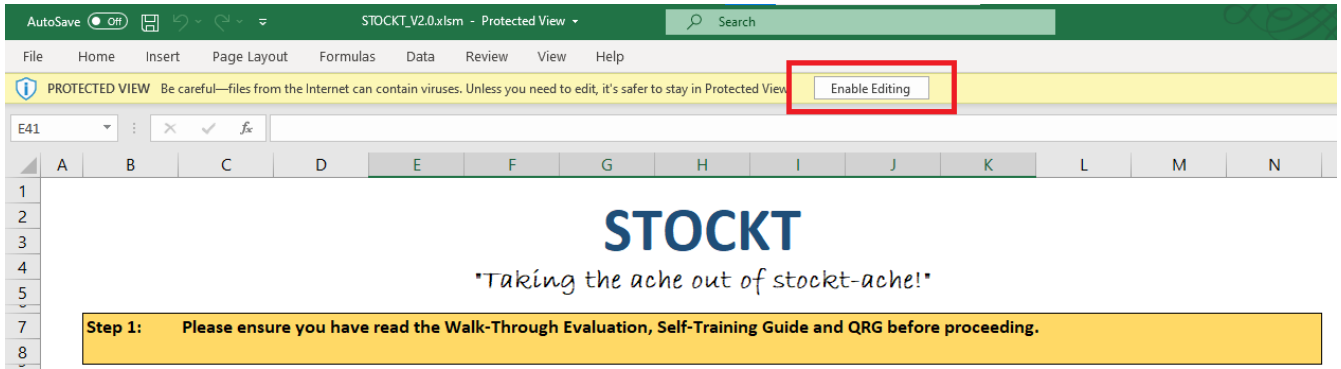
This banner is related to recent changes Microsoft has made to the default behaviour of Office applications to block macros in files that are downloaded from the internet.

This creates a few more steps that weren't needed previously. We now have to remove the 'Mark of the web' from your copy of STOCKT. Start by closing STOCKT and right clicking on the file and choosing Properties. Next place a check in the Unblock check box at the bottom of the General tab:

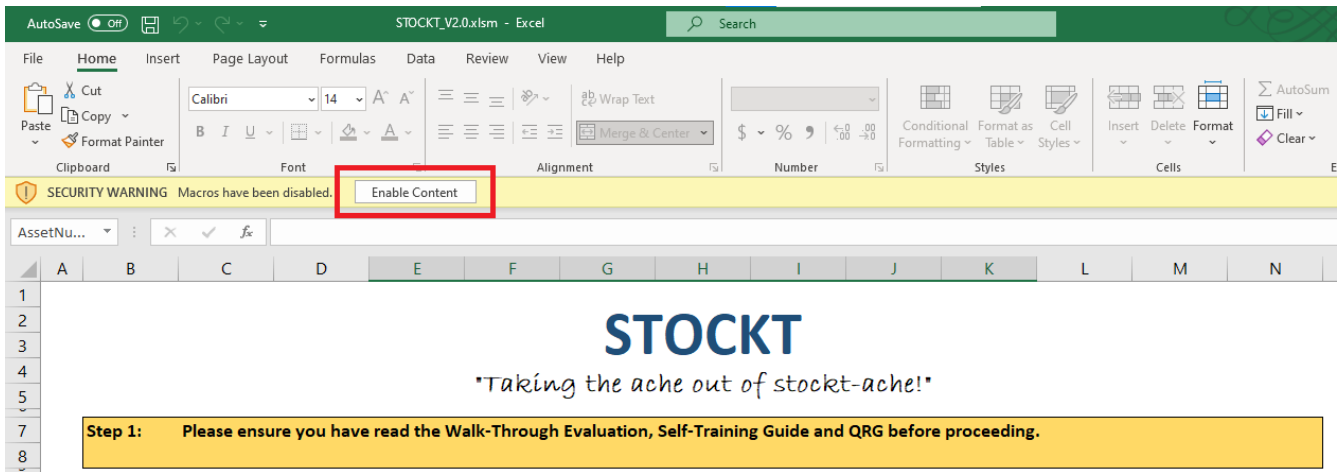


This will mark your copy of STOCKT as safe to run. After this step is complete, re-open STOCKT.

If prompted, click or tap on 'Enable Editing':

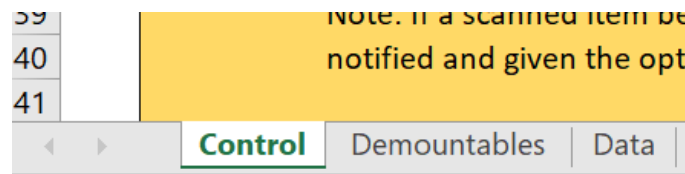


If prompted, click or tap on 'Enable Content':



Take a moment to inspect the front interface of STOCKT. This is the 'Control' sheet.

If at any time during this evaluation you find yourself lost in another part of STOCKT, simply return to the 'Control' sheet (the front interface) by tapping on the 'Control' tab near the bottom of the STOCKT window:



Normally, our next setup step would be to import a licence (unlocking) file. This section would normally show the school's licence details, giving administration staff a clear picture of how much time remains on the licence.

However, this walk-through evaluation can be completed without unlocking STOCKT. So, we'll skip past this step.

Step 2: Import your licence file. Current licence details are displayed below.

School Number:	<input type="text" value="1234"/>	Licence Start Date:	<input type="text" value="29/07/2020"/>
School Name:	<input type="text" value="STOCKT Demo"/>	Licence Days:	<input type="text" value="30"/>
		Licence Days Remaining:	<input type="text" value="29"/>

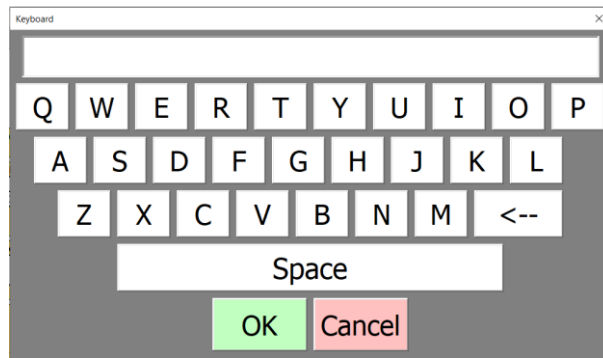
STOCKT has the ability to accept a user's name and apply it to the data entry for each of that user's scans. This will appear in reports, showing which staff member scanned which items. This step is optional, and the name can be left blank. The user's name will not be uploaded to SAP and will remain only within STOCKT and any archive reports generated.

For the purpose of this training, let's apply a user's name to the scanned inputs. Tap the 'Change Username' button on the touch screen:

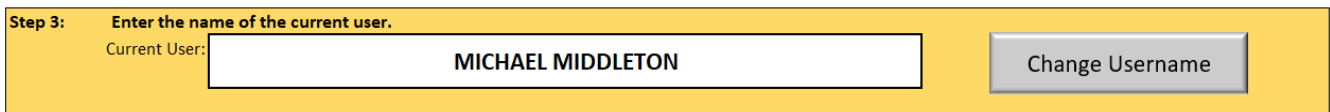
Step 3: Enter the name of the current user.

Current User:

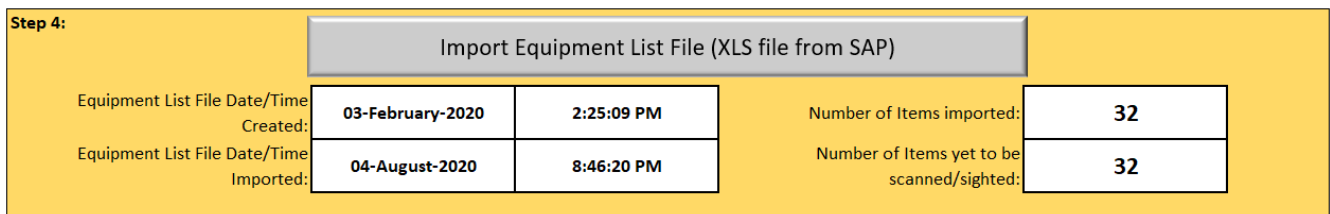
Use the touch screen keyboard to enter your name, then tap on 'OK'.



Your name should now be shown in the 'Current User' box. Example:



Normally, a school's equipment list would be downloaded from SAP and imported into STOCKT. But a small equipment list is already in STOCKT for the purpose of this walk-through evaluation and training. There's no need to import anything, so we'll skip past this step too.



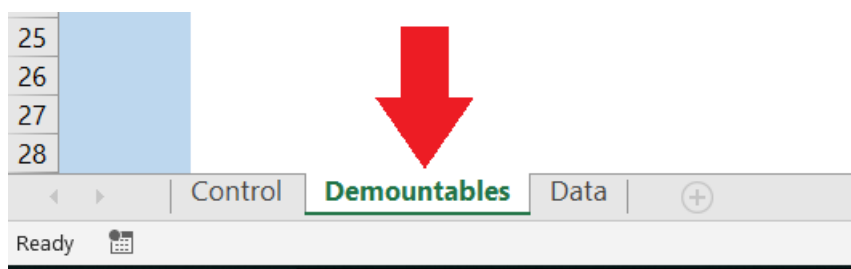
Note that STOCKT displays information about the equipment list's download date, the import date, number of items on the list, and the number of items yet to be scanned/sighted.

Users enjoy seeing that last number diminish as stocktake proceeds.

After evaluation, if you wish to use STOCKT with your own school's equipment list, STOCKT can be unlocked with a licence file which is available from the developer. When your new equipment list is then imported, all previous equipment data (including the evaluation data) is erased.

Setting up Demountable building identifiers

Please access the 'Demountables' sheet, via the 'Demountables' tab near the bottom of the STOCKT window:



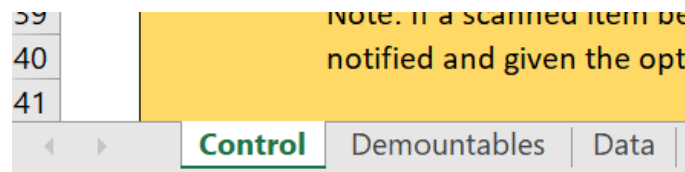
Enter a few names for Demountable buildings, including **D55555**, as shown below. D55555 is mentioned in the evaluation equipment list, and you'll have the experience of choosing it while you're scanning items:

	A	B
1	D11111	----- Enter demountable room numbers in the blue cells.
2	D22222	
3	D33333	
4	D44444	
5	D55555	
6	D66666	
7	D77777	
8		

It's possible to use odd names in the 'Demountables' sheet, but

- 1) It's best to stick with the correct AMS location identifiers, and
- 2) Location identifiers in STOCKT are limited to 6 characters only.

Now go back to the 'Control' sheet, which is accessible via the 'Control' tab near the bottom of the STOCKT window:



Using the 'Change' buttons to select a location

By tapping on the 'Change' buttons below each of the 'Building', 'Level' and 'Room' indicators, please use the touch-screen interface to change...

- the building identifier to 'A'
- the level identifier to '1'
- the room identifier to '002'

If done correctly, the location identifier **AR1002** will be visible in the 'Full Room Name' box:

Step 5: Choose the room you are about to scan items in:

Building:

Level:

Room:

Full Room Name:

STOCKT strongly encourages the use of correct AMS location identifiers. Not only will STOCKT sort out room allocations easily, it will also tidy up informal room names.

STOCKT will automatically keep focus on the pale blue 'Equipment/Bar-code Number' box (the scan entry cell), as shown here:


Step 6: Scan or type bar-codes or equipment numbers into the box below:

Equipment/Bar-code Number:	
----------------------------	--

This protects you against removing focus if you accidentally bump the touch-screen. **STOCKT requires all scan input to be entered into this box.**

Scanning bar-codes

This item (below) is listed in the imported data as being in this room (**AR1002**) that you have selected. So, **if you have set your current location correctly**, there will be no alerts when you scan this bar-code. Please scan it:

Belair PS

4370900292575
AED Pk Cardiac G5
M000000000806

For a successful scan with no changes to be made, there are no alerts.

On your screen, look at the box showing the '**Number of items yet to be scanned/sighted**'. It should now show that 31 items are remaining:

Number of Items imported:	32
Number of Items yet to be scanned/sighted:	31

You will see details about the last scanned item below the scan input cell:


Details of last scanned item:	
Equipment Number:	900292575
Description:	AED Pk Cardiac G5
Serial Number:	M000000000806
Loan To:	ABLOC

Note: If a scanned item belongs to a room other than the one chosen in the previous step, you will be notified and given the option to change its listing to the currently chosen location/room.

Changing room allocations

This item (a binding machine) is also in AR1002, **but** the equipment list has it listed for room AR1013.

When you scan this bar-code, STOCKT will alert you to this and offer an opportunity to change the room allocation in the equipment list data.

Belair PS

4370900292680
Comb Binding Machine
Not Provided

In this example, we'll choose 'Yes' to change this item's room allocation to AR1002.

There would be no penalty for choosing 'No'. The item would still be marked off as sighted, and would remain allocated to its original room.

We'll now go downstairs to **level 0** and enter room **AR0014**. Similar to what you did previously, please use the 'Change' buttons below each of the 'Building', 'Level' and 'Room' indicators on the touch-screen interface to change...

- the building identifier to 'A'
- the level identifier to '0'
- the room identifier to '014'

Step 5: Choose the room you are about to scan items in:

Building: <input type="text" value="A"/>	Level: <input type="text" value="0"/>	Room: <input type="text" value="014"/>
<input type="button" value="Change"/>	<input type="button" value="Change"/>	<input type="button" value="Change"/>

Full Room Name:

Please scan all three of these items. The equipment list has them listed as belonging to this room (AR0014), so there will be no alerts if you've selected the location correctly.

Belair PS
4370900292270
Portable P A System
702-001843

Belair PS
4370900292440
Plasma Television 50'
00388795

Belair PS
4370900997872
Laptop Computer
5CD74414XS

But after scanning the **Laptop Computer** (above), we realise that it should really be allocated to **FR0007** (it belongs there nowadays). Instead of leaving it listed for AR0004 (where you are now), we want to change its official allocation to **FR0007**.

Simply change the location identifier to FR0007 by using the Building/Level/Room selectors, then scan the laptop again. You will see an alert offering an opportunity to change the room allocation to FR0007. Choose 'Yes'.

This demonstrates how easy it is to make alterations and sort out room allocations 'there and then', as we do the stocktake. This is far better than making notes and editing a spreadsheet later.


Easy selection of location identifier/number


We'll walk over to B block and enter room **BR0009**. This time use the 'Change' buttons below each of the 'Building', 'Level' and 'Room' indicators to select **BR0009**.

When changing the room indicator, you can enter **009** or **09** or **9**. STOCKT will fill in the characters automatically to allow for any of these. Try it.

What happens if we ignore an alert?

Scan this Electronic Keyboard below, **but DON'T clear the alert**. It's listed as being in another room, so STOCKT will alert you and offer an opportunity to change the room allocation to **BR0009**. Instead of responding, pretend you didn't see or hear the alert. Then proceed to scan the Trombone. STOCKT will lock out your second scan, and remind you that you must attend to the first alert before you can proceed:

Belair PS

4370900292272
Electronic Keyboard
K041723

Belair PS

4370900292395
Trombone
M40077

After clearing the first alert for the Electronic Keyboard, you can re-scan the Trombone and clear its alert too.

It's important to keep some attention on the screen for alerts, and to also listen for audible alerts.

Remember that the details of your last scan are shown in the cells below the scan input cell, so if you lose track of where you're up to, it's easy to back-track.

Counting down the items

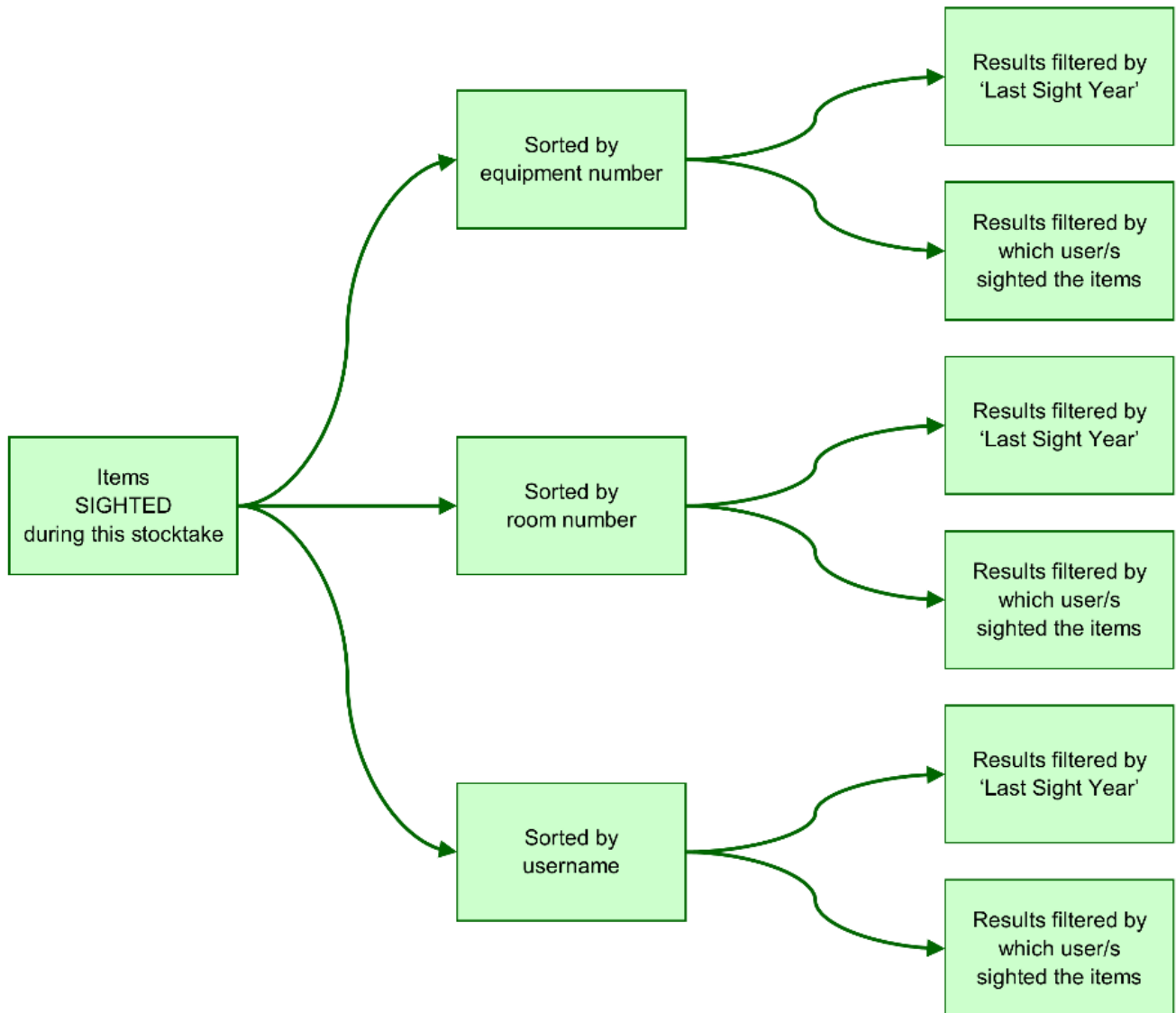
At this point, **if you have followed this guide correctly**, there should be **25** items yet to scan:

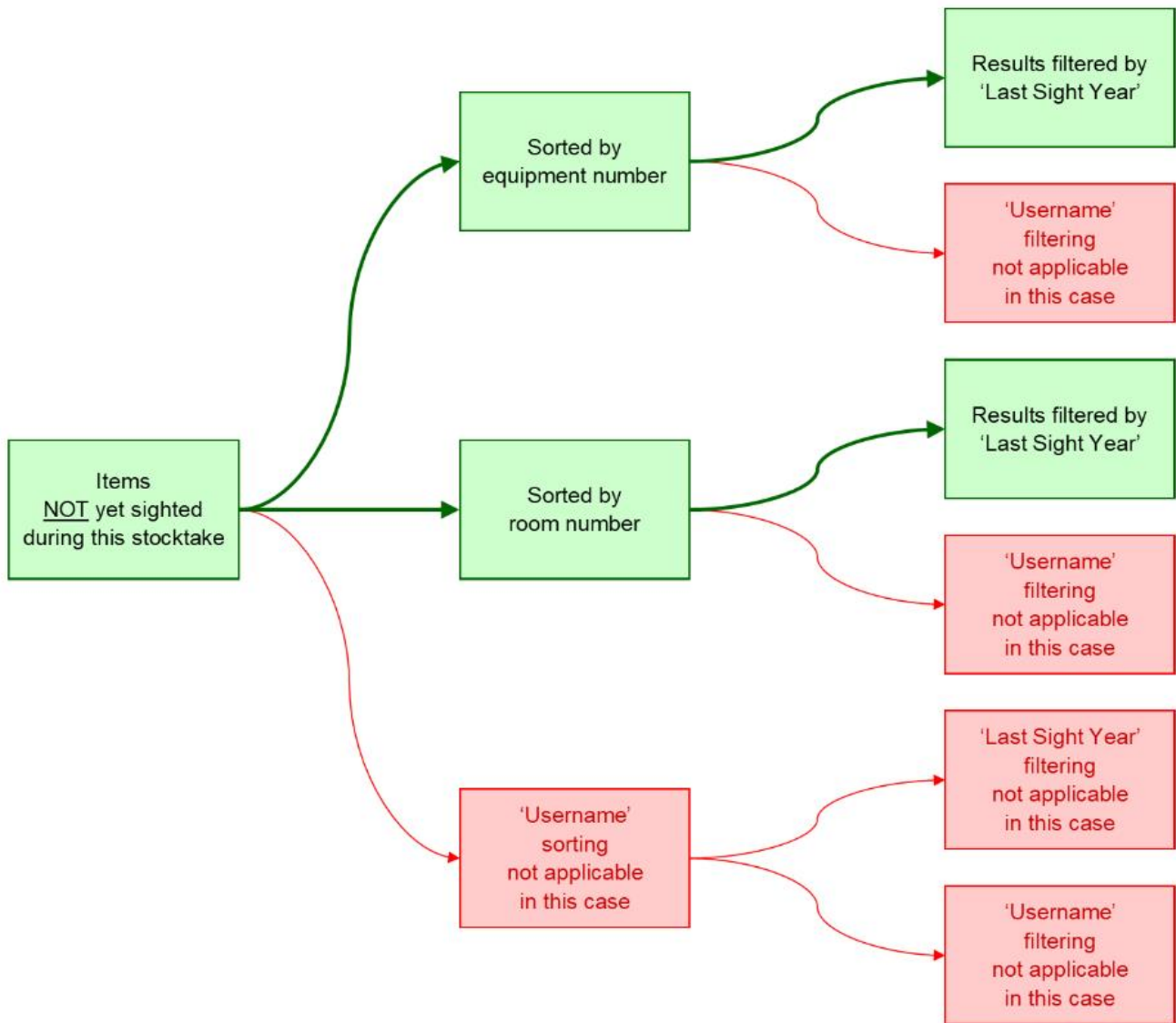
Number of Items imported:	32
Number of Items yet to be scanned/sighted:	25

Note that this number is calculated correctly regardless of whether data is entered manually or via scans. (We'll look at manual data entry later).

Creating a progress report

The report creation section of STOCKT is very powerful, with a range of sorting and filtering options:



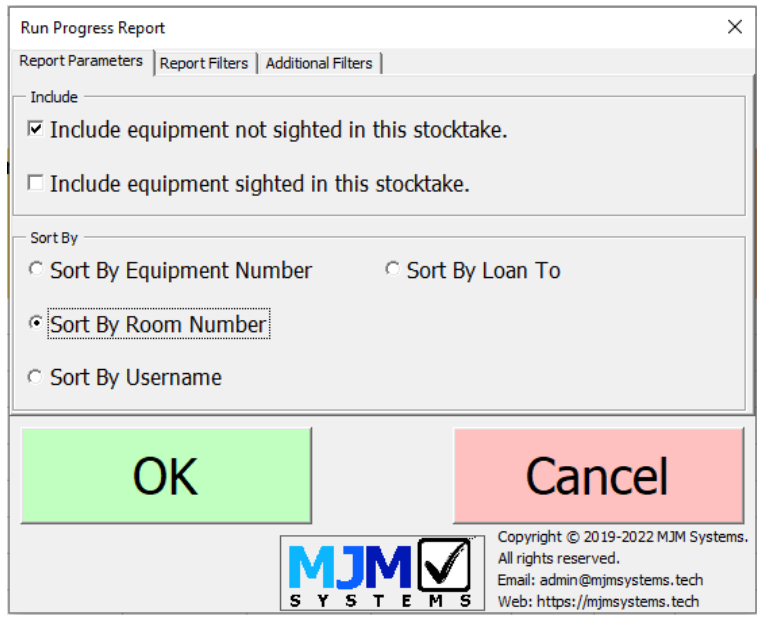


Now we'll imagine that it's the end of the day, so you must finish this scanning session. Scroll down a little way and tap on the large button titled '**Create Progress Report**':

Step 7: Create progress report in printable PDF format (opens in Adobe Acrobat).
 By default, this will list all items that have not been sighted/scanned.
 However, you will be offered an option to include items that have been sighted/scanned so far, to create a complete, easily-readable list showing equipment numbers, rooms, descriptions and also the last year that each item was sighted.
 This will help you keep track of your progress.

In the 'Include' section, the default setting is to list only items **NOT sighted** yet.

In the 'Sort By' section you can choose to sort by **Equipment Number**, by **Room Number**, or by **Username**.



At this stage, we won't apply the advanced 'Report Filters'. We will create a simple list of items that have **not been** sighted/ scanned yet during this stocktake.

In this 'Run Progress Report' window, do the following so that it appears the same as the image above:

- ensure there is a tick only beside 'Include equipment **not** sighted in this stocktake'
- and also select 'Sort by Room Number'
- and tap on 'OK'.

This creates a PDF file and names it with the current date and time.

Please be patient. This export-to-PDF process takes a few seconds. The PDF file will be automatically saved in the same folder as STOCKT. It will also be displayed automatically in Acrobat Reader for you to inspect it.

Details Imported From SAP Download File							Current Stocktake Details					
Equipment Number	Description	Serial Number	Acquisition Value	Room	Manufacturer	Last Sight Year	Current Sight Year	Current Sight Month	Current Sight Day	Current Sight Time	Current Sight Room	Username
900292412	Glockenspiel	Not Provided	1300		Musser	2018						
900306379	Network Receipt Printe	1530134	570	AR0011	Citizen	2017						
901028681	70 TCL TV	1710ALZ131856K0	3278.06	BR0002	TCL	2018						
900292489	iPad 2	DYTL5J14DFHW	407	D55555	Apple	2017						
900292494	iPad 2	DYTL5J0SDFHW	407	D55555	Apple	2017						
900292499	iPad 2	DYTL5HPEDFW	407	D55555	Apple	2018						
900292502	iPad 2	DYTL5ME4DFHW	407	D55555	Apple	2018						
900292547	iPad 2	DKVL801RDFHW	407	D55555	Apple	2017						
900292422	Laptop Computer	LR1MMLY	0	D55555	Lenovo	2018						
900292488	iPad 2	DYTL5HJMDFW	407	D55555	Apple	2018						
900306193	Laptop Computer	8CG6160QWG	517.96	DR0007	HP	2019						
900306194	Laptop Computer	8CG6160QWR	517.96	DR0007	HP	2019						
901167693	HP ProBook x360	5CG8510QVG	587.79	FR1022	HP	2019						
901167692	HP ProBook x360	5CG85114V7	587.79	FR1023	HP	2019						
900292521	Data Projector	F3J001062	1582.14	FR1023	Hitachi	2018						
901167694	HP ProBook x360	5CG85115B5	587.79	FR1023	HP	2019						
901167695	HP ProBook x360	5CG8511504	587.79	FR1023	HP	2019						
901167690	HP ProBook x360	5CG8510RRF	587.79	FR1023	HP	2019						
901167691	HP ProBook x360	5CG8510TSL	587.79	FR1023	HP	2019						
900292681	Angle Grinder	334667	94.05	GR0005	Makita	2017						
900292601	iPad Air	DMPNXQJYFK10	430.91	GR0006	Apple	2018						
900292602	iPad Air	DMPP1598FK10	430.91	GR0006	Apple	2018						
900292548	Data Projector	F4EH00129	1462	HR0006	Hitachi	2018						
901124823	HP ProBook x360	5CG8368D5X	587.79	MUSIC RM	HP	2018						
901103351	Portable Speaker	L658009162	1491.97	NR0008		2018						
Total Items: 25, Total Acquisition Value: \$18232.49												

Note that the columns at the right-hand side are empty in this case because this report only shows items that are **not** yet sighted. Naturally, there is no scan data for these items yet. Later we will see data in these columns when we use different sorting and filtering options.

We can create reports as often as we wish.






You can easily change the report settings to only list the **items already sighted**, or tick both boxes for a list of all items (both sighted and unsighted). We can also isolate a particular user's scans by using the 'Report Filters' tab.

Experiment with making a few reports!

End of session; Staff changeover

On day 2, another staff member will take over. You won't need to talk with them about your progress because they can view your PDF progress report or create their own.

Subsequent reports do not overwrite earlier ones. They're all saved in the same folder as STOCKT, and can be kept for auditing purposes:

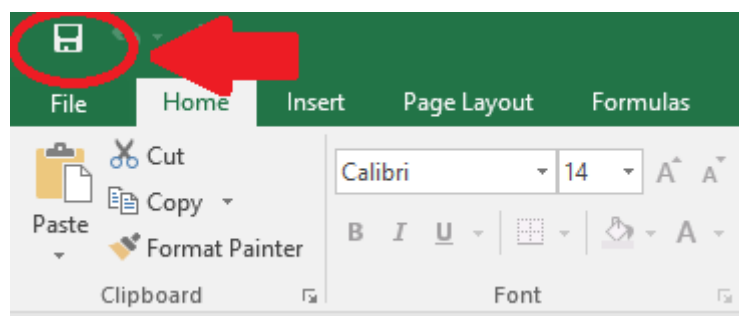
 STOCKT V1.6.xlsm	4/08/2020 3:54 PM	Microsoft Excel Macro-Enabled Worksheet	382 KB
 STOCKT Progress Report - 20200804-200027.pdf	4/08/2020 8:00 PM	Adobe Acrobat Document	149 KB
 STOCKT Progress Report - 20200804-200559.pdf	4/08/2020 8:06 PM	Adobe Acrobat Document	159 KB
 STOCKT Progress Report - 20200804-200652.pdf	4/08/2020 8:06 PM	Adobe Acrobat Document	159 KB
 STOCKT Progress Report - 20200804-200748.pdf	4/08/2020 8:07 PM	Adobe Acrobat Document	137 KB

We could email these handy PDF progress reports to other staff members to inform them of which items are still to be found/scanned. This is particularly helpful in the last stages of stocktake when there's a few lost items still be located.

Auto-save

STOCKT auto-saves on closing, which provides added safety. Try closing STOCKT without clicking 'Save'. Then open it again and you'll see that your progress is intact.

However, it's worth saving your progress occasionally by pressing Ctrl + S on your keyboard, or by tapping the 'Save' icon:



New session (Day 2)

We'll now imagine that it's day 2. You're the new person and you've checked yesterday's progress report or created one yourself.

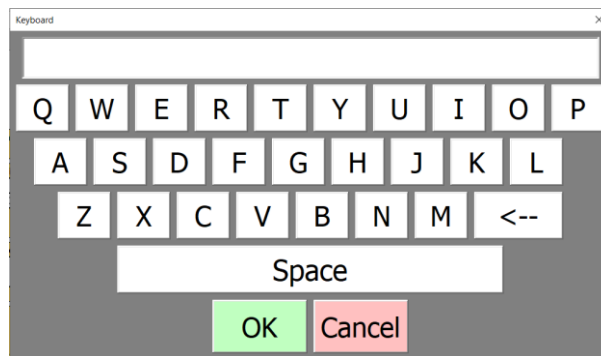
Tap the 'Change Username' button on the touch screen:

Step 3: Enter the name of the current user.

Current User:

Change Username

Use the touch screen keyboard to enter a new name for person 2, then tap on 'OK'.



The name of person 2 should now be shown in the 'Current User' box. Example:

Step 3: Enter the name of the current user.

Current User:

Change Username

Choosing a Demountable building identifier

In the progress report, you can see that there are items in demountable building D55555 that must be scanned. Imagine that we've walked across to that demountable building.

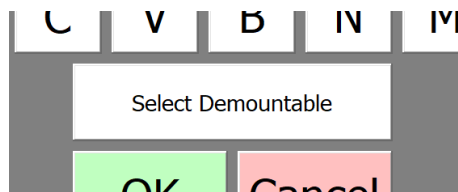
Tap on the 'Building' selector 'Change' button:

Step 5: Choose the room you are about to scan items in:

Building:

Change

Tap on 'Select Demountable':

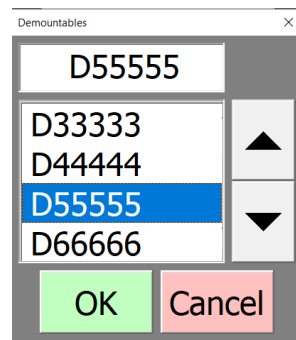


Earlier, during setup, you entered D55555 in the 'Demountables' tab. Now we'll use it.

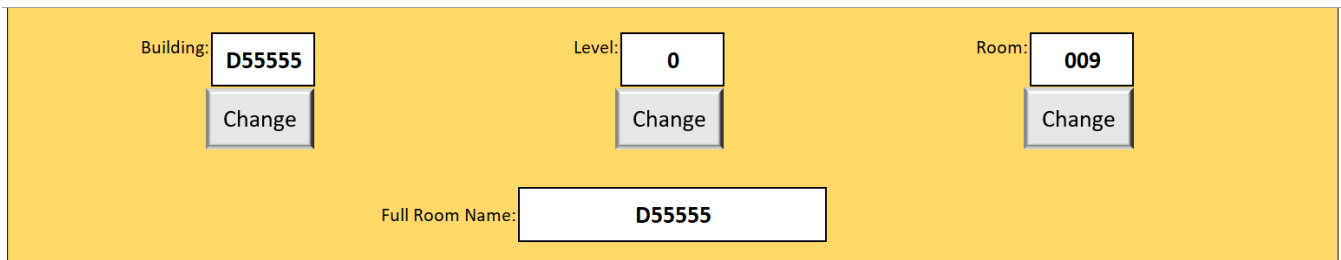
All of the demountable building identifiers that were entered earlier are available here.

Scroll through the list by tapping the up and down arrows on the touch screen.

Highlight D55555, then tap on 'OK':



D55555 should now be shown in the 'Full Room Name' cell:




STOCKT ignores the 'Level' and 'Room' identifiers when a demountable building's name is selected.

Quick and easy scanning when no changes of room allocation are required


Now scan the following seven items. These items are all listed for this room (D55555). If you have selected the correct demountable building (D55555), there will be no alerts.


This demonstrates how quickly you can go, scanning correctly-listed items without having to attend to any alerts or changes:


Belair PS

4370900292422
Laptop Computer
LR1MMLY


Belair PS


4370900292488
iPad 2
DYTL5HJMDFW

Belair PS

4370900292489
iPad 2
DYTL5J14DFHW

Belair PS

4370900292494
iPad 2
DYTL5J0SDFHW

Belair PS

4370900292499
iPad 2
DYTL5HPEDFW

Belair PS

4370900292502
iPad 2
DYTL5ME4DFHW

Belair PS

4370900292547
iPad 2
DKVL801RDFHW

Imagine how much time will be saved if you use this system again next year, because the room allocations will have been sorted out by STOCKT this year.

Backtracking

Let's imagine that you've been distracted, and lost track of where you're up to.

Re-scan one of the iPads (above). STOCKT will show an alert saying that the item has already been scanned/sighted during this stocktake.

This demonstrates that **there is no penalty for double scanning**. The most recent scan date/time will be the one that's recorded.

STOCKT displays details of the last scanned item, but that information is sometimes not very helpful if there's plenty of the same thing in one place (as above). **If in doubt, scan it again!**

Remember you can also generate progress reports at any time if you lose track of where you're up to.

An unexpected change of room allocation

Here's another bunch of similar items (below), and they're all in **FR1023**.

Please select this location (**FR1023**) using the Building/Level/Room selectors:

Full Room Name:

FR1023

We are in room **FR1023**, but one of the items below is listed for another room. You'll find out which one it is as you scan them. Please sort out the incorrect room allocation when you find it:

Belair PS



4370900292521

Data Projector

F3J001062

Belair PS



4370901167690

HP ProBook x360

5CG8510RRF

Belair PS



4370901167691

HP ProBook x360

5CG8510TSL

Belair PS



4370901167692

HP ProBook x360

5CG85114V7

Belair PS



4370901167693

HP ProBook x360

5CG8510QVG

Belair PS



4370901167694

HP ProBook x360

5CG85115B5

Belair PS



4370901167695

HP ProBook x360

5CG8511504

Here's another item in FR1023. When this item was originally entered into the equipment list, its room allocation was set as 'MUSIC RM'. Please scan it and correct its room allocation:

Belair PS



4370901124823

HP ProBook x360

5CG8368D5X

No previous room allocation

A Glockenspiel (below) is also in room FR1023. It has not been given a room allocation in the equipment register. When you scan it, STOCKT will show an alert offering an opportunity to change the room allocation to where you are now.

Notice that the alert shows nothing for the 'Previous Room'.

Try tapping 'No' to leave it WITHOUT a room allocation. STOCKT will force the room allocation!

Belair PS



4370900292412

Glockenspiel

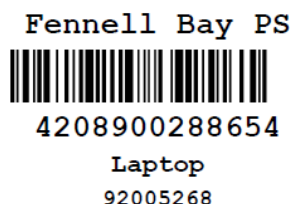
Not Provided

As we saw previously, if you decide to assign it to a different room, simply select the other room and re-scan the Glockenspiel. There's no penalty for re-scanning.

STOCKT strongly encourages the use of correct AMS room identifiers, as well as providing an easy way to sort out incorrect room allocations 'there and then' as you scan.

Item not on equipment list

Here's an item that belongs to another school (so it's not listed in our school's imported data). The school name on the bar-code (below) is different to the others above, but we may not notice this because we're so busy. This item could be a Counsellor's laptop issued by their 'home' school, or a borrowed item, etc. Scan this bar-code. STOCKT will tell you that it's from elsewhere, and to contact the owner. Although we cannot stocktake another school's items, scanning one of their items will **not** damage our data:



Please note that this situation can also occur if you download only a partial equipment list from SAP.

It is recommended that the school's FULL equipment list is downloaded and imported into STOCKT.

STOCKT needs all the information in the equipment list so that it can correctly handle changes to room allocation, etc.

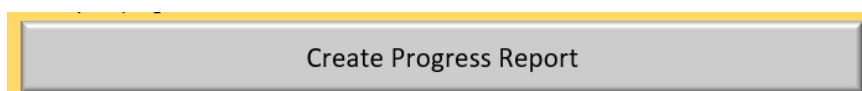
Finding the last few missing items

If you have followed this guide correctly, there will be 9 items that have **not** been sighted/scanned:

Number of Items imported:	32
Number of Items yet to be scanned/sighted:	9

We will create a PDF report that can be easily emailed to staff, notifying them of what is missing.

Tap on the 'Create Progress Report' button:



In the 'Include' section, ensure that only the 'not sighted' box is ticked:

Run Progress Report

Report Parameters | Report Filters

Include

Include equipment not sighted in this stocktake.

Include equipment sighted in this stocktake.

Sort By

Our report should look like this, showing all 9 items that have **not** been scanned/sighted:

Details Imported From SAP Download File							Current Stocktake Details					
Equipment Number	Description	Serial Number	Acquisition Value	Room	Manufacturer	Last Sight Year	Current Sight Year	Current Sight Month	Current Sight Day	Current Sight Time	Current Sight Room	Username
900306379	Network Receipt Printe	1530134	570	AR0011	Citizen	2017						
901028681	70 TCL TV	1710ALZ131856K0	3278.06	BR0002	TCL	2018						
900306193	Laptop Computer	8CG6160QWG	517.96	DR0007	HP	2019						
900306194	Laptop Computer	8CG6160QWR	517.96	DR0007	HP	2019						
900292681	Angle Grinder	334667	94.05	GR0005	Makita	2017						
900292601	iPad Air	DMPNXQJYFK10	430.91	GR0006	Apple	2018						
900292602	iPad Air	DMP1598FK10	430.91	GR0006	Apple	2018						
900292548	Data Projector	F4EH00129	1462	HR0006	Hitachi	2018						
901103351	Portable Speaker	L658009162	1491.97	NR0008		2018						
Total Items: 9, Total Acquisition Value: \$8793.82												

Users have found that these reports are very valuable, because they can create them 'on the go' as they track down missing items.

We can create as many reports as we wish!

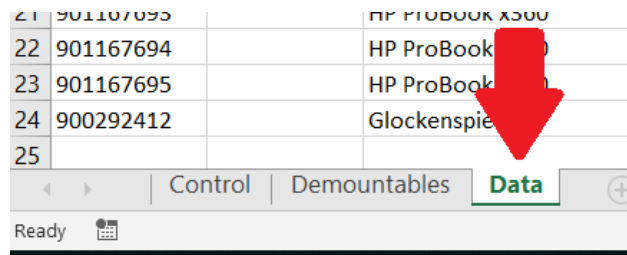
Manual data entry

If desired, manual data entry can be done on the 'Data' sheet.

Here are some examples of situations where it's more practical to enter data manually, instead of dealing with a bar-code:

- When you can see all 30 of the iPads in a 30-slot charging cart, so it's impractical to pull out every one, remove its case and scan its bar-code.
- When an item's bar-code sticker has been removed or damaged.
- When you know that the ride-on lawn mower, chainsaw and brush-cutter are in the G.A. shed (and are all listed on the equipment register), but you haven't applied bar-code stickers to them yet.

We can manually enter data in the 'Data' sheet, which is accessible via the 'Data' tab near the bottom of the screen:



On the 'Data' sheet, we can enter data into the pale blue cells only:

AD	AE	AF	AG	AH	AI
Current Sight Year	Current Sight Month	Current Sight Day	Current Sight Time	Current Sight Room	Username

It's alright to ignore the 'Current Sight Time' cell when doing manual data entry.

You should enter your name in the '**Username**' cell when doing manual data entry. It would be easy to copy it from one of your other 'Username' cells. If this is left blank, STOCKT will still function, but the reports will not show who sighted the item.

But the following four cells **must** be completed for STOCKT to recognise your manual data entry:

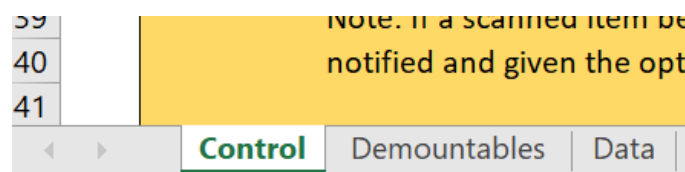
- **Current Sight Year**
- **Current Sight Month**
- **Current Sight Day**
- **Current Sight Room**

Change back to the 'Control' tab

Important:

After manual data entry, ensure that you have returned to the 'Control' sheet (the front interface).

If you accidentally left focus on a cell in the 'Data' sheet and scanned a bar-code, you would be entering incorrect data into the 'Data' sheet, causing an error.



Creating the TXT output file

After we've scanned everything that we can find, we create the TXT file so that it can be uploaded to SAP.

In the past, this has been a very tedious job.

Tap on the button titled 'Export Data File for Upload to SAP':

Step 8: When stocktake is complete, EXPORT the file that is required for upload to SAP.
This will be a text file containing tab-separated values. No further editing of this file is necessary, it can simply be uploaded to SAP.

Export Data File for Upload to SAP

The TXT file is created immediately, named with the current date and time, and placed in your work folder beside STOCKT:

Equipment List Downloaded From SAP	4/06/2020 7:54 AM	Microsoft Excel 97...	5 KB
STOCKT Progress Report - 20200604-105025	4/06/2020 10:50 AM	Adobe Acrobat D...	374 KB
STOCKT V1.5 - Demo Version	4/06/2020 8:52 AM	Microsoft Excel M...	384 KB
Taking the ache out of stockt-ache	4/06/2020 10:42 AM	Microsoft Word D...	431 KB
STOCKT Upload File - 20200604-110017	4/06/2020 11:00 AM	Text Document	5 KB

This is the file that you would upload to SAP. It should be accepted by SAP without any errors when you upload it.

STOCKT has been tailored to bridge across the enormous, tedious and inefficient steps of data compilation, comparison, data editing and the creation of the TXT file, without re-inventing anything else at either end of the workflow. It fits very well with the requirements of our current SAP system.

Creating Attachments 1, 2 and 3 for the 'School Stocktake Certificate'


When signing off for the end of stocktake, we are required to include three 'Attachments' with the 'School Stocktake Certificate'.

School Stocktake Certificate 20

For School


I hereby certify the results of the stocktake for assets and equipment completed on / /


as listed on the following attachments.

Total Sighted items * (Attachment 1) 

*This included out of items on loan (available through equipment report).

This represents an increase/decrease of since / / (date of last stocktake)

Number of items unsighted for the 1st year at a cost of \$ * (Attachment 2) 

Number of items unsighted for the 2nd year at a cost of \$ * (Attachment 3) 

* based on current market value

STOCKT can create these attachments quickly and easily. **Importantly, STOCKT will also calculate the total number of items on each report, and the total 'Acquisition Cost' for all those items.**

Creating Attachment 1

This is the attachment that shows the 'Total Sighted Items'.

Tap on the large button titled 'Create Progress Report':

Step 7: Create progress report in printable PDF format (opens in Adobe Acrobat).
By default, this will list all items that have not been sighted/scanned.
However, you will be offered an option to include items that have been sighted/scanned so far, to create a complete, easily-readable list showing equipment numbers, rooms, descriptions and also the last year that each item was sighted.
This will help you keep track of your progress.

Create Progress Report

Run Progress Report

Report Parameters | Report Filters

Include

Include equipment not sighted in this stocktake.

Include equipment sighted in this stocktake.

Sort By

Sort By Equipment Number

Sort By Room Number

Sort By Username

OK Cancel

In the 'Run Progress Report' window, do the following so that it appears the same as the image above:

- ensure there is a tick only beside 'Include equipment sighted in this stocktake'
- and also select 'Sort By Equipment Number'
- and tap on 'OK'.

This creates a PDF file and names it with the current date and time.

Please be patient. This export-to-PDF process takes a few seconds. The PDF file will be automatically saved in the same folder as STOCKT. It will also be displayed automatically in Acrobat Reader for you to inspect it.

This report will serve as Attachment 1, showing all equipment sighted during this stocktake:

Details Imported From SAP Download File							Current Stocktake Details					
Equipment Number	Description	Serial Number	Acquisition Value	Room	Manufacturer	Last Sight Year	Current Sight Year	Current Sight Month	Current Sight Day	Current Sight Time	Current Sight Room	Username
900292575	AED Pk Cardiac G5	M00000000806	3785	AR1002	Powerheart	2018	2020	8	5	7:30:34 PM	AR1002	MICHAEL MIDDLETON
900292680	Comb Binding Machine	Not Provided	504.9	AR1013	QUPA	2018	2020	8	5	7:32:29 PM	AR1002	MICHAEL MIDDLETON
900292270	Portable P A System	702-001843	2875	AR0014	Mipro	2018	2020	8	5	7:34:59 PM	AR0014	MICHAEL MIDDLETON
900292440	Plasma Television 50"	388795	871.63	AR0014	Paisonic	2018	2020	8	5	7:35:01 PM	AR0014	MICHAEL MIDDLETON
900997872	Laptop Computer	5CD74414XS	0	AR0014	HP	2018	2020	8	5	7:39:46 PM	FR0007	MICHAEL MIDDLETON
900292272	Electronic Keyboard	K041723	180	CR0005	Casio	2018	2020	8	5	7:42:43 PM	BR0009	MICHAEL MIDDLETON
900292395	Trombone	M40077	775	CR0005	JupiterErg	2018	2020	8	5	7:42:48 PM	BR0009	MICHAEL MIDDLETON
900292422	Laptop Computer	LR1MMLY	0	D55555	Lenovo	2018	2020	8	5	8:36:47 PM	D55555	DAVID BOWIE
900292488	iPad 2	DYTL5HJMDFHW	407	D55555	Apple	2018	2020	8	5	8:36:48 PM	D55555	DAVID BOWIE
900292489	iPad 2	DYTL5J14DFHW	407	D55555	Apple	2017	2020	8	5	8:36:51 PM	D55555	DAVID BOWIE
900292494	iPad 2	DYTL5J0SDFHW	407	D55555	Apple	2017	2020	8	5	8:36:53 PM	D55555	DAVID BOWIE
900292499	iPad 2	DYTL5HPEDFW	407	D55555	Apple	2018	2020	8	5	8:36:50 PM	D55555	DAVID BOWIE
900292502	iPad 2	DYTL5ME4DFHW	407	D55555	Apple	2018	2020	8	5	8:36:52 PM	D55555	DAVID BOWIE
900292547	iPad 2	DKVL801RDFHW	407	D55555	Apple	2017	2020	8	5	8:36:54 PM	D55555	DAVID BOWIE
900292521	Data Projector	F3J001062	1582.14	FR1023	Hitachi	2018	2020	8	5	8:55:31 PM	FR1023	DAVID BOWIE
901124823	HP ProBook x360	5CG8368D5X	587.79	MUSIC RM	HP	2018	2020	8	5	8:55:50 PM	FR1023	DAVID BOWIE
901167690	HP ProBook x360	5CG8510RRF	587.79	FR1023	HP	2019	2020	8	5	8:55:33 PM	FR1023	DAVID BOWIE
901167691	HP ProBook x360	5CG8510TSL	587.79	FR1023	HP	2019	2020	8	5	8:55:40 PM	FR1023	DAVID BOWIE
901167692	HP ProBook x360	5CG85114V7	587.79	FR1023	HP	2019	2020	8	5	8:55:42 PM	FR1023	DAVID BOWIE
901167693	HP ProBook x360	5CG8510QVG	587.79	FR1022	HP	2019	2020	8	5	8:55:38 PM	FR1023	DAVID BOWIE
901167694	HP ProBook x360	5CG85115B5	587.79	FR1023	HP	2019	2020	8	5	8:55:41 PM	FR1023	DAVID BOWIE
901167695	HP ProBook x360	5CG8511504	587.79	FR1023	HP	2019	2020	8	5	8:55:43 PM	FR1023	DAVID BOWIE
900292412	Glockenspiel	Not Provided	1300		Musser	2018	2020	8	5	8:55:59 PM	FR1023	DAVID BOWIE
Total Items: 23, Total Acquisition Value: \$18430.2												

This report can be printed, then stapled to the 'School Stocktake Certificate'.

Creating Attachment 2

This is the attachment that shows the items not sighted in this stocktake.

Tap on the large button titled 'Create Progress Report':

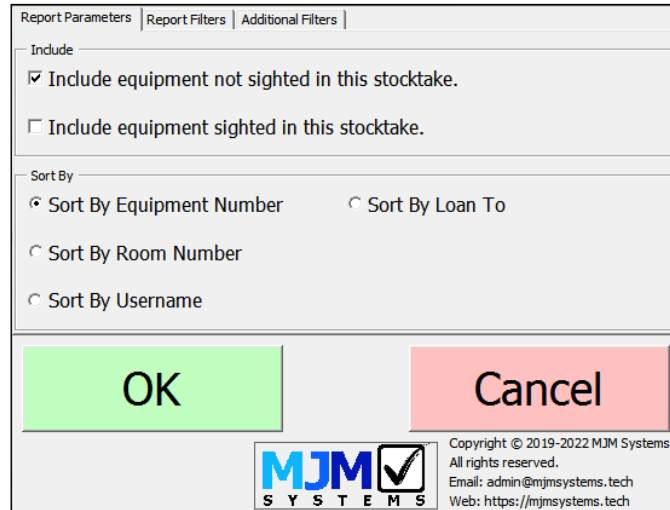
Step 7: Create progress report in printable PDF format (opens in Adobe Acrobat).
 By default, this will list all items that have not been sighted/scanned.
 However, you will be offered an option to include items that have been sighted/scanned so far, to create a complete, easily-readable list showing equipment numbers, rooms, descriptions and also the last year that each item was sighted.
 This will help you keep track of your progress.

[Create Progress Report](#)

Note that there are three tabs near the top of the 'Run Progress Report' window.

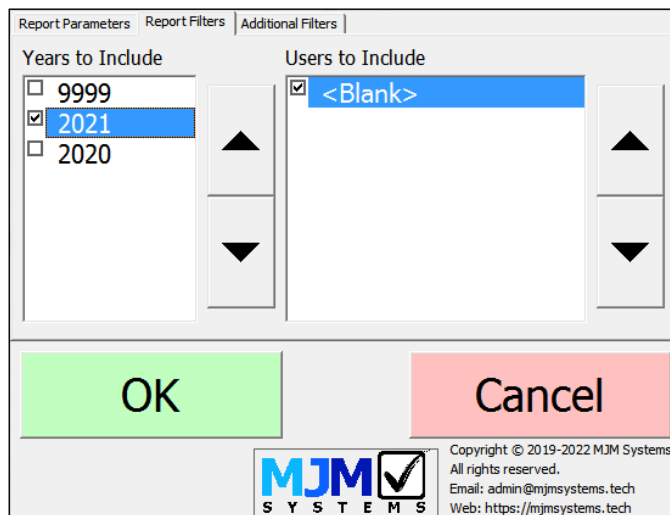
In the tab titled 'Report Parameters' select the following so that it appears the same as below:

- ensure there is a tick only beside 'Include equipment not sighted in this stocktake'
- and also select 'Sort By Equipment Number'



In the tab titled 'Report Filters' do the following so that it appears the same as above:

- ensure there is a tick only beside the year prior to the current year
- leave all users selected
- tap on 'OK'



Note: In the 'Years to Include' section, placing a tick next to '9999' will tell STOCKT to include equipment that has no last sight year in the report.

This creates a PDF file and names it with the current date and time.

Please be patient. This export-to-PDF process takes a few seconds. The PDF file will be automatically saved in the same folder as STOCKT. It will also be displayed automatically in Acrobat Reader for you to inspect it.

This report will serve as Attachment 2, showing all equipment that WAS NOT sighted during THIS stocktake, but WAS sighted LAST stocktake:

Details Imported From SAP Download File							Current Stocktake Details					
Equipment Number	Description	Serial Number	Acquisition Value	Room	Manufacturer	Last Sight Year	Current Sight Year	Current Sight Month	Current Sight Day	Current Sight Time	Current Sight Room	Username
900306193	Laptop Computer	8CG6160QWG	517.96	DR0007	HP	2019						
900306194	Laptop Computer	8CG6160QWR	517.96	DR0007	HP	2019						
Total Items: 2, Total Acquisition Value: \$1035.92												

This report can be printed, then stapled to the 'School Stocktake Certificate'.

Creating Attachment 3

This is the attachment that shows the items not sighted for two or more years.

Tap on the large button titled 'Create Progress Report':

Step 7: Create progress report in printable PDF format (opens in Adobe Acrobat).
 By default, this will list all items that have not been sighted/scanned.
 However, you will be offered an option to include items that have been sighted/scanned so far, to create a complete, easily-readable list showing equipment numbers, rooms, descriptions and also the last year that each item was sighted.
 This will help you keep track of your progress.

Create Progress Report

Note that there are three tabs near the top of the 'Run Progress Report' window

- 1) In the tab titled 'Report Parameters' do the following so that it appears the same as below:
 - ensure there is a tick only beside 'Include equipment not sighted in this stocktake'
 - and also select 'Sort By Equipment Number'

- 2) In the tab titled 'Report Filters' do the following so that it appears the same as below:
 - ensure there is a tick only beside the year/s that are two or more years prior to the current year (see above)
 - leave all users selected
 - tap on 'OK'

Report Parameters | Report Filters | Additional Filters

Years to Include

9999

2021


2020

Users to Include

<Blank>

OK

Cancel

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Web: https://mjmsystems.tech

This creates a PDF file and names it with the current date and time.

Please be patient. This export-to-PDF process takes a few seconds. The PDF file will be automatically saved in the same folder as STOCKT. It will also be displayed automatically in Acrobat Reader for you to inspect it.

This report will serve as Attachment 3, showing all equipment that has not been sighted for two or more years:

Details Imported From SAP Download File							Current Stocktake Details					
Equipment Number	Description	Serial Number	Acquisition Value	Room	Manufacturer	Last Sight Year	Current Sight Year	Current Sight Month	Current Sight Day	Current Sight Time	Current Sight Room	Username
900292681	Angle Grinder	334667	94.05	GR0005	Makita	2017						
901103351	Portable Speaker	L658009162	1491.97	NR0008		2018						
900306379	Network Receipt Printe	1530134	570	AR0011	Citizen	2017						
900292601	iPad Air	DMPNXQJYFK10	430.91	GR0006	Apple	2018						
900292602	iPad Air	DMPP1598FK10	430.91	GR0006	Apple	2018						
901028681	70 TCL TV	1710ALZ131856K0	3278.06	BR0002	TCL	2018						
900292548	Data Projector	F4EH00129	1462	HR0006	Hitachi	2018						
Total Items: 7, Total Acquisition Value: \$7757.9												

This report can be printed, then stapled to the 'School Stocktake Certificate'.

Using the powerful report parameters and filters available in STOCKT, we can create a wide range of reports!

Adding up the totals of all three attachments

We can see in this small example that the total number of items in each of our three attachments all add up to the total number of items originally listed in our equipment list, which we downloaded from SAP.

This is a requirement mentioned in the 'School Stocktake Certificate'.

Report	Number of items
Attachment 1	23
Attachment 2	2
Attachment 3	7
Total:	32

Number of Items imported:	32
Number of Items yet to be scanned/sighted:	9

Creating a report for a particular user to sign off their portion of stocktake

If users are required to sign off on all the equipment that each of them has scanned, we can easily create a report for each user, by using the following parameters and filters.

In the tab titled 'Report Parameters', ensure there is a tick only beside 'Include equipment sighted in this stocktake'. The 'Sort By' section can be set however you choose:

Report Parameters | Report Filters | Additional Filters

Include

Include equipment not sighted in this stocktake.

Include equipment sighted in this stocktake.

Sort By

Sort By Equipment Number Sort By Loan To

Sort By Room Number

Sort By Username

OK Cancel

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In the tab titled 'Report Filters', select only the applicable username. Leave all years selected:

Report Parameters | Report Filters | Additional Filters

Years to Include

9999

2021

2020

Users to Include

<Blank>

DAVID BOWIE

MICHAEL MIDDLETON

OK Cancel

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Email: admin@mjmssystems.tech
Web: https://mjmssystems.tech

This report will serve as a record of all items scanned by this particular user (or users if more than one user is selected). They could print and sign this report (see below):

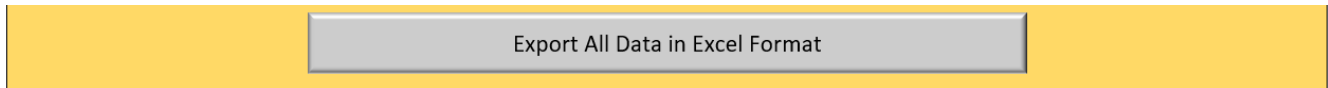
Details Imported From SAP Download File							Current Stocktake Details					
Equipment Number	Description	Serial Number	Acquisition Value	Room	Manufacturer	Last Sight Year	Current Sight Year	Current Sight Month	Current Sight Day	Current Sight Time	Current Sight Room	Username
900292422	Laptop Computer	LR1MMLY	0	D55555	Lenovo	2018	2020	8	5	8:36:47 PM	D55555	DAVID BOWIE
900292488	iPad 2	DYTL5HJMDFW	407	D55555	Apple	2018	2020	8	5	8:36:48 PM	D55555	DAVID BOWIE
900292489	iPad 2	DYTL5J14DFHW	407	D55555	Apple	2017	2020	8	5	8:36:51 PM	D55555	DAVID BOWIE
900292494	iPad 2	DYTL5J0SDFHW	407	D55555	Apple	2017	2020	8	5	8:36:53 PM	D55555	DAVID BOWIE
900292499	iPad 2	DYTL5HPEDFW	407	D55555	Apple	2018	2020	8	5	8:36:50 PM	D55555	DAVID BOWIE
900292502	iPad 2	DYTL5ME4DFHW	407	D55555	Apple	2018	2020	8	5	8:36:52 PM	D55555	DAVID BOWIE
900292547	iPad 2	DKVL801RDFHW	407	D55555	Apple	2017	2020	8	5	8:36:54 PM	D55555	DAVID BOWIE
900292521	Data Projector	F3J001062	1582.14	FR1023	Hitachi	2018	2020	8	5	8:55:31 PM	FR1023	DAVID BOWIE
901124823	HP ProBook x360	5CG8368D5X	587.79	MUSIC RM	HP	2018	2020	8	5	8:55:50 PM	FR1023	DAVID BOWIE
901167690	HP ProBook x360	5CG8510RRF	587.79	FR1023	HP	2019	2020	8	5	8:55:33 PM	FR1023	DAVID BOWIE
901167691	HP ProBook x360	5CG8510TSL	587.79	FR1023	HP	2019	2020	8	5	8:55:40 PM	FR1023	DAVID BOWIE
901167692	HP ProBook x360	5CG85114V7	587.79	FR1023	HP	2019	2020	8	5	8:55:42 PM	FR1023	DAVID BOWIE
901167693	HP ProBook x360	5CG8510QVG	587.79	FR1022	HP	2019	2020	8	5	8:55:38 PM	FR1023	DAVID BOWIE
901167694	HP ProBook x360	5CG85115B5	587.79	FR1023	HP	2019	2020	8	5	8:55:41 PM	FR1023	DAVID BOWIE
901167695	HP ProBook x360	5CG8511504	587.79	FR1023	HP	2019	2020	8	5	8:55:43 PM	FR1023	DAVID BOWIE
900292412	Glockenspiel	Not Provided	1300		Musser	2018	2020	8	5	8:55:59 PM	FR1023	DAVID BOWIE
Total Items: 16, Total Acquisition Value: \$9438.67												

This is why it's important for each user to enter their name for their scanning session.

Audit data

STOCKT also has the ability to export all data in a report for auditing.

At the bottom of the front interface, tap on the button labelled 'Export All Data in Excel Format':



STOCKT will confirm that it has created the audit report file.

This Excel file (an XLS file) carries all of the pre and post stocktake data.

The file's name includes the current date and time, and it is saved in the same folder as STOCKT:

Name	Date modified	Type	Size
Licence File - STOCKT Demo 2020729.slf	31/07/2020 5:48 PM	SLF File	1 KB
STOCKT Data Export File - 20200809-143107	9/08/2020 2:31 PM	Microsoft Excel 97-2003 Worksheet	8 KB
STOCKT Progress Report - 20200809-103916	9/08/2020 10:39 A...	Adobe Acrobat Document	157 KB
STOCKT Progress Report - 20200809-130606	9/08/2020 1:06 PM	Adobe Acrobat Document	138 KB
STOCKT Progress Report - 20200809-132939	9/08/2020 1:29 PM	Adobe Acrobat Document	127 KB
STOCKT Progress Report - 20200809-133904	9/08/2020 1:39 PM	Adobe Acrobat Document	136 KB
STOCKT Progress Report - 20200809-135128	9/08/2020 1:51 PM	Adobe Acrobat Document	147 KB
STOCKT V1.6	9/08/2020 12:58 PM	Microsoft Excel Macro-Enabled Worksheet	374 KB

This file stands as a complete record of all pre and post stocktake data, showing (among many other things) the 'Last Sight Year' entries from both last stocktake and this one, the 'Stocktake Result' entries from both last stocktake and this one, the user who scanned each item this year, etc.

Creating an archive for all stocktake files

All output files are created in the same folder as STOCKT. As mentioned below in **PART 2: QRG** it is recommended to place STOCKT and all other files used or created during the stocktake process on a USB thumb drive plugged into a laptop.

After a real stocktake, it is important to copy all files to a safe archive folder. Example:

T:\Faculty\Office\Equipment Management\2020 Stocktake\

or

Your office Sharepoint or OneDrive cloud storage location.

Unlocking STOCKT to use your own equipment list

After carefully following **PART 1: Walk-Through Evaluation and Self-Training Guide**, and when you're comfortable that you understand the functions of STOCKT, you may like to use it to do your own stocktake.

If so, you can purchase a licence by following the steps shown on the developer's website:

www.mjmsystems.tech

An 'Instant Quote' system is provided there if you wish to check pricing. The website will step you through the application process. After receipt and processing of your application, the developer will send a licence file to you via email.

When you import a valid licence file into STOCKT, it will unlock and allow you to import your own equipment list.

Upon import of your own equipment list, STOCKT will erase all training data, and carry only your equipment list.

PART 1: Walk-Through Evaluation and Self-Training Guide has given you the freedom to 'play' with the STOCKT system and become confident in your ability to use it **before** purchasing a licence and delving into your real stocktake.

Current licence fees (August 2022, subject to change)

STOCKT user licences are issued on a 12-month basis. Even after licence expiry, the data contained within STOCKT will always be accessible for reference, report creation, exporting and auditing.

You are under no obligation to renew and you are not locked in via proprietary systems (STOCKT uses the standard SAP bar-code stickers).

The fee for a 12-month licence is based on the number of students currently enrolled at the school:

0 to 33 students,	(\$20 minimum fee)	
34 to 100 students,	\$0.64 per student	(Example: 50 students = \$ 32.00)
101 to 200 students,	\$0.63 per student	(Example: 150 students = \$ 94.50)
201 to 300 students,	\$0.62 per student	(Example: 250 students = \$155.00)
301 to 400 students,	\$0.61 per student	(Example: 350 students = \$213.50)
401 to 500 students,	\$0.60 per student	(Example: 450 students = \$270.00)
501 to 600 students,	\$0.59 per student	(Example: 550 students = \$324.50)
601 to 700 students,	\$0.58 per student	(Example: 650 students = \$377.00)
701 to 800 students,	\$0.57 per student	(Example: 750 students = \$427.50)
801 to 900 students,	\$0.56 per student	(Example: 850 students = \$476.00)
901 to 1000 students,	\$0.55 per student	(Example: 950 students = \$522.50)
1001 to 1100 students,	\$0.54 per student	(Example: 1050 students = \$567.00)
1101 to 1200 students,	\$0.53 per student	(Example: 1150 students = \$609.50)
1201 to 1300 students,	\$0.52 per student	(Example: 1250 students = \$650.50)
1301 to 1400 students,	\$0.51 per student	(Example: 1350 students = \$688.50)
1401 to 1500 students,	\$0.50 per student	(Example: 1450 students = \$725.00)
1501 to 1600 students,	\$0.49 per student	(Example: 1550 students = \$759.50)
1601 to 1700 students,	\$0.48 per student	(Example: 1650 students = \$792.00)
1701 to 1800 students,	\$0.47 per student	(Example: 1750 students = \$822.50)
1801 to 1900 students,	\$0.46 per student	(Example: 1850 students = \$851.00)
1901 to 2000 students,	\$0.45 per student	(Example: 1950 students = \$877.50)
More than 2000 students,	\$0.45 per student	(To a maximum of \$900)

For **PART 2: QRG**, you will need:

- A late model, touch-screen, T4L laptop running Microsoft Windows and with Microsoft Excel installed;
- A small USB flash-drive;
- A standard USB scanner. This should be set up to scan on button-press only, and to automatically insert a 'line break' after each scan (equivalent to an 'Enter' key stroke). If your scanner does not do this already, consult your scanner's user guide;
- The copy of STOCKT provided, which is presented in a macro-enabled Excel file;
- A copy of your school's licence file that you have received via email;
- Optionally, a copy of your school's AMS school map.

PART 2: QRG

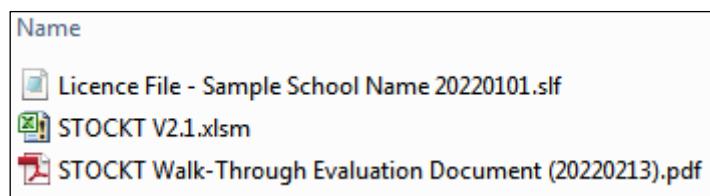
Before proceeding with Part 2, please ensure that you have completed the walk-through training in Part 1 of this document (PART 1: Walk-Through Evaluation & Self-Training Guide).

After receiving your licence file

You will receive an email with three attached files:

- Your licence file (Licence File – Sample School Name 20220101.slf)
- The latest version of STOCKT (an Excel file)
- A copy of this document (a PDF file)

Save all three of these files to a small USB drive.



Using a USB drive as your workspace

After assessing various scenarios that occur during real stocktake in schools, the safest and most efficient method for using STOCKT seems to be keeping it (and accompanying files) on a tiny USB flash-drive, plugged into your T4L touch-screen laptop **during your stocktake**.

We will discuss archiving later in this document. Once stocktake is complete, all of these files can be moved from the flash-drive to a safe archive location.



We must differentiate between the USB flash-drive from where we run STOCKT and a safe, permanent archive folder.

If we tried running STOCKT from a network drive or cloud storage location, we would risk disconnection and data corruption issues from wireless network dropouts. This can also happen if the laptop is allowed to 'sleep'. Remember that we are gathering and recording data in rooms across the entire school, and **wireless connection should not be relied upon**.

Equipment stocktake in schools is very different to library stocktake which is performed in one comfortable, wireless-networked library.

If we tried running this system from the laptop's hard drive (C drive), the files would be trapped and inaccessible in the user profile (Desktop or Documents folder) of yesterday's user who is absent today.

A tiny USB flash-drive makes the ideal workspace for multiple reasons. It doesn't protrude very far from the laptop, so it won't be bumped and damaged. And it can be accessed by any user, as required.

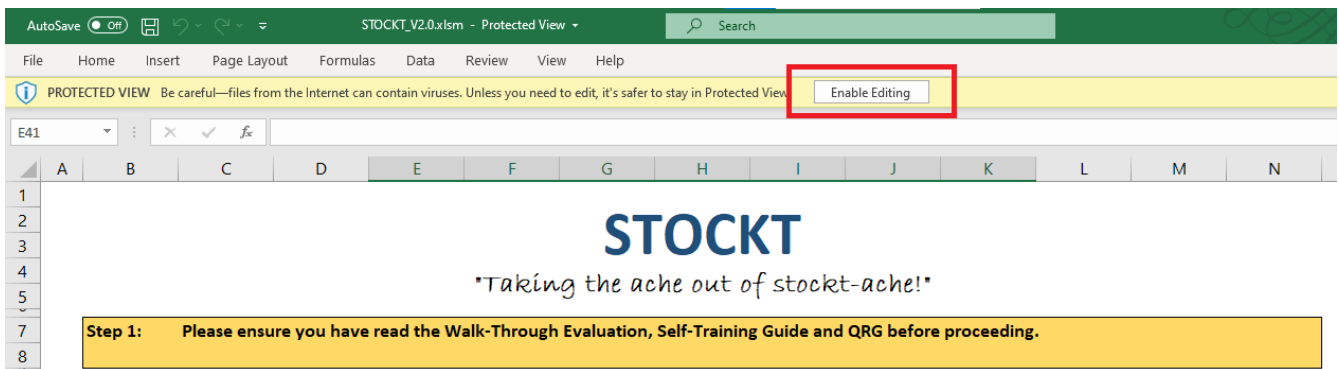
After each stocktake session, the laptop and USB flash-drive (or just the USB flash-drive itself) could be returned to the administration office for safe keeping. In subsequent sessions, any user could run STOCKT (and read all reports) from that same USB flash-drive without any concerns about file accessibility.



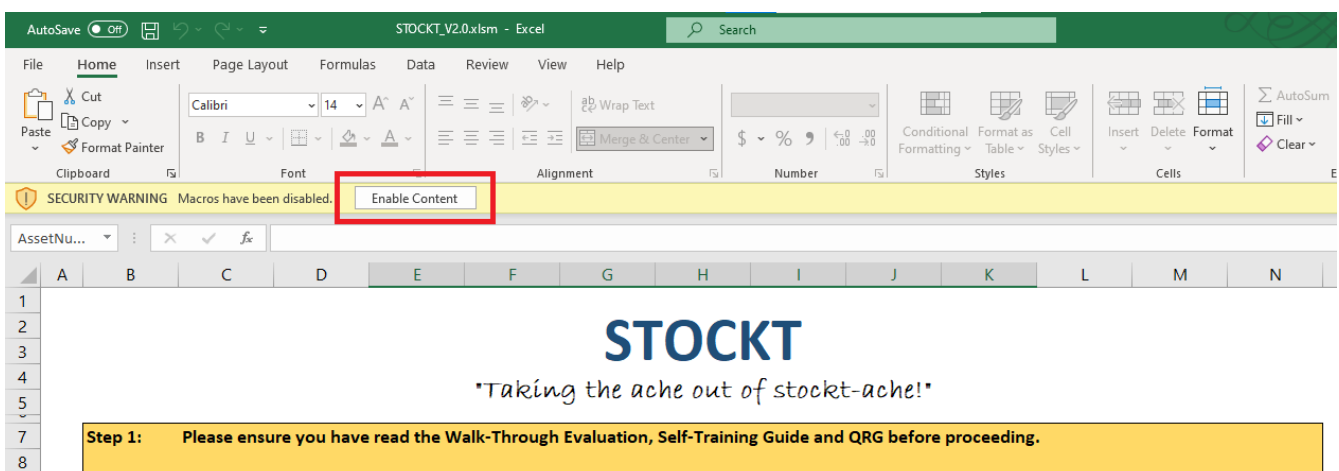
Importing your school's licence file into STOCKT

Open STOCKT by simply double-clicking the Excel file that is on your USB flash-drive. It will open in Excel.

If prompted, click or tap on 'Enable Editing':



If prompted, click or tap on 'Enable Content':




Under 'Step 2' on the STOCKT interface, click the 'Import Licence' button.

Step 2: Import your licence file. Current licence details are displayed below.

School Number:	1234	Licence Start Date:	29/07/2020
School Name:	STOCKT Demo	Licence Days:	0
		Licence Days Remaining:	-573

Import Licence

Navigate to the licence file (for example: 'Licence File – Sample School Name 20220101.slf').

Name	Date modified	Type	Size
 Licence File - Sample School Name 20220101.slf	22/02/2022 5:46 PM	SLF File	1 KB

1 - Click on your license file to select it.

2 - Click 'OK'.


File name: Licence File - Sample School Name 20220101.slf | File type: STOCKT Licence File (*.slf)

Tools | **OK** | Cancel

STOCKT will confirm the licence details:

Successfully imported STOCKT licence file: I:\Temp\STOCKT Temp Folder\Licence File - Sample School Name 20220101.slf
Licenced School: 9999, Sample School Name
Licence date: 1/1/2022
Licence days: 365
Licence days remaining: 313

OK

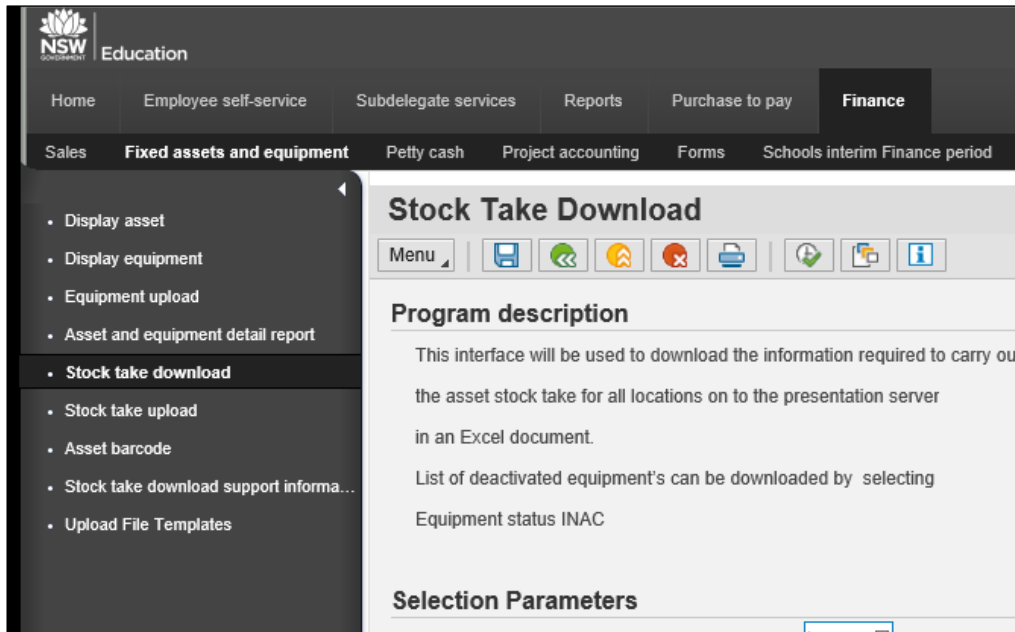
MJM SYSTEMS  Copyright © 2019-2022 MJM Systems. All rights reserved.
Email: admin@mjmssystems.tech
Web: https://mjmssystems.tech

Downloading your school's equipment list from SAP

Log into your portal and open SAP.

Select the **Finance** tab, then '**Fixed assets and equipment**', then select '**Stock take download**'.









The 'Stock Take Download' screen appears.



Enter the '**Company Code**' of 1060 (as shown in screenshot below).

Enter the four-digit code for your school or business unit in the '**Plant**' field, and ensure that you remove the '*' (asterisk). Leave the 'Location' field blank.

Stock Take Download















Menu        

Program description

This interface will be used to download the information required to carry out the asset stock take for all locations on to the presentation server in an Excel document.

List of deactivated equipment's can be downloaded by selecting Equipment status INAC

Selection Parameters

Company Code	1060			
Asset Class	<input type="text"/>	to	<input type="text"/>	
Asset Number	<input type="text"/>	to	<input type="text"/>	
Equipment Category	<input type="text"/>	to	<input type="text"/>	
Equipment Number	<input type="text"/>	to	<input type="text"/>	
Equipment Type	<input type="text"/>	to	<input type="text"/>	
Plant	4370	to	<input type="text"/>	
Location	 <input type="text"/>	to	<input type="text"/>	
Cost Center	<input type="text"/>	to	<input type="text"/>	
Stock Status	<input type="text"/>	to	<input type="text"/>	
Acquisition type	<input type="text"/>	to	<input type="text"/>	
Schedule Stock Take Date	<input type="text"/>	to	<input type="text"/>	
Staff Member Responsible	<input type="text"/>	to	<input type="text"/>	
Equipment Status	AVLB	to	<input type="text"/>	

Output Filepath

Save output file with extension .xls


Output File

Click the search icon at the right-hand end of the 'Output File' box.

Note: The search icon will be displayed when you click on the 'Output File' box.

Output Filepath

Save output file with extension .xls

Output File 

Once you have clicked the search icon, a default file name will appear as below:

Output Filepath

Save output file with extension .xls

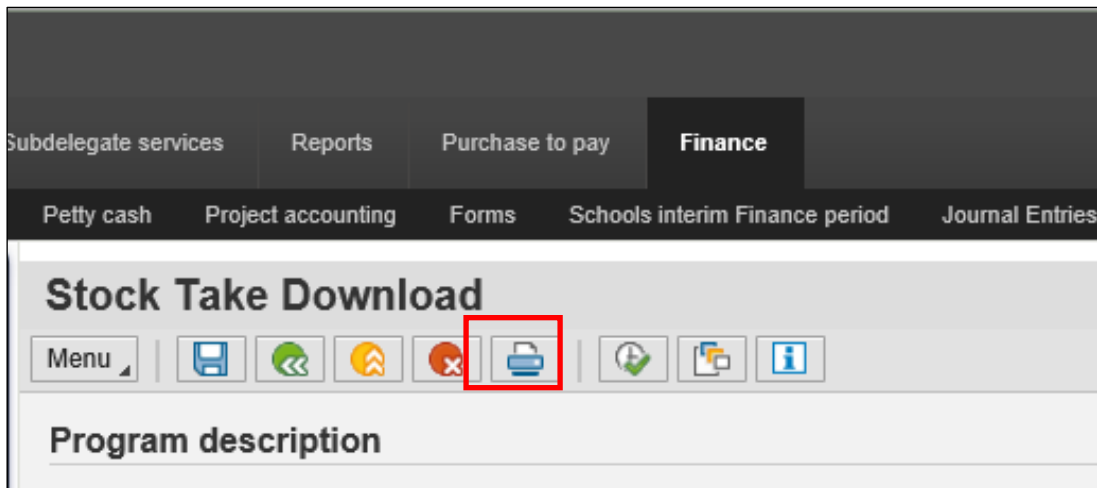
Output File 

There is no need to modify the default file name that appears.

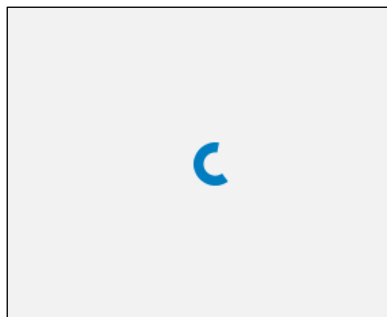
In the past, you may have been instructed to change the file extension to .XLS as you were downloading the equipment list. However, when using STOCKT it is recommended to leave the extension as the default .txt

STOCKT accepts either file extension, but for numerous reasons, it's safer and more convenient to download the equipment list with SAP's default TXT file extension.

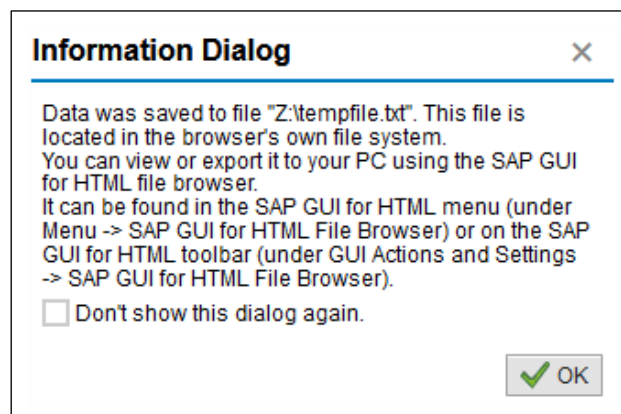
Next, click the 'Execute' button near the top of the 'Stock Take Download' screen:



SAP will display an animated icon while it generates your download file:



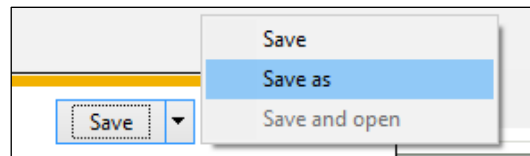
Once the file has been created, you will receive the following prompt:



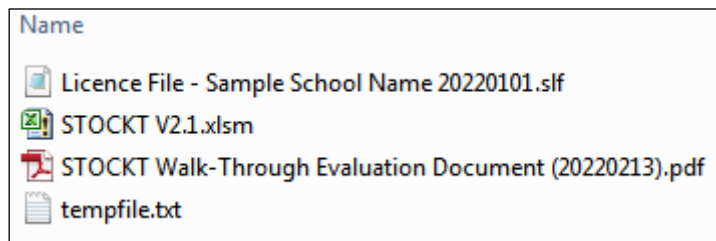
Once you click on 'OK', your browser should automatically prompt you and ask you to save the equipment list. The following image shows this on Internet Explorer;



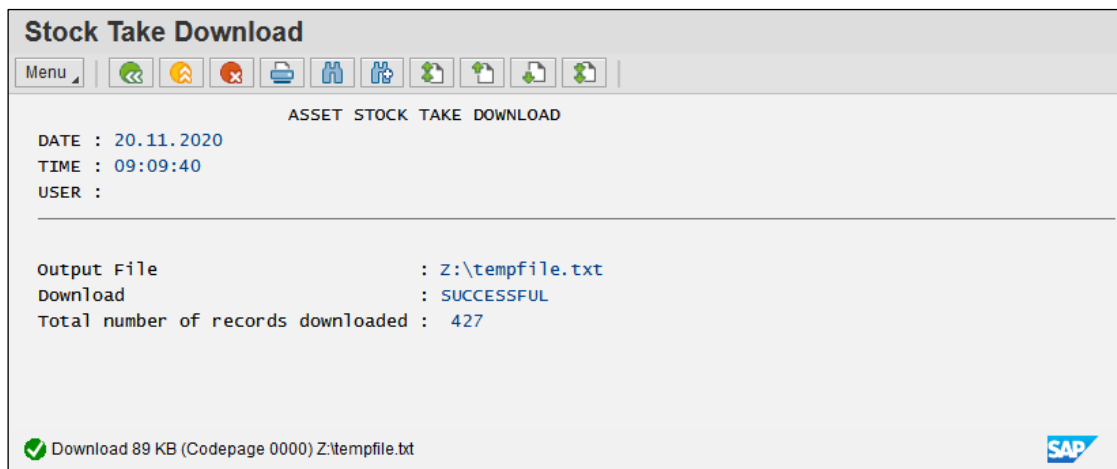
Click the small arrow next to the 'Save' button and select 'Save As'.



Navigate to your USB flash-drive and save the file in the same location as the three files mentioned earlier.



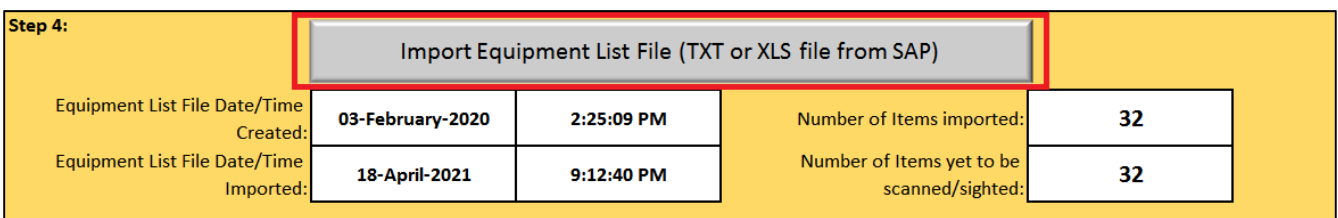
If all went well during the download, SAP will display the total number of records downloaded:



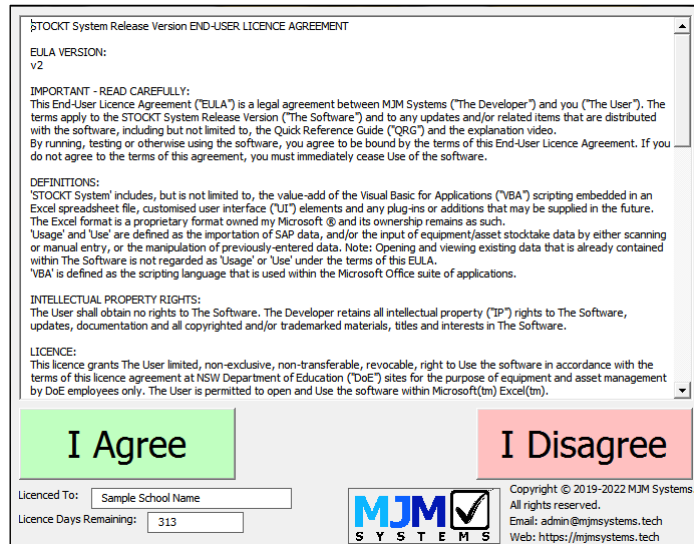
That's all we require from SAP for now.

Importing your SAP equipment list into STOCKT

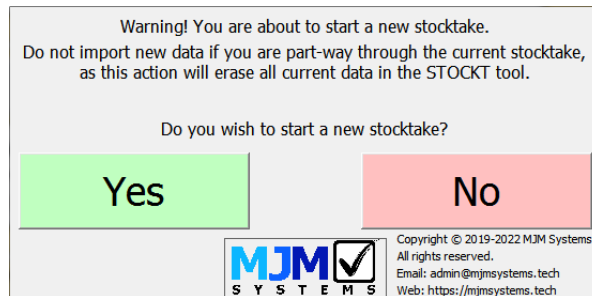
Under 'Step 4' on the STOCKT interface, click the 'Import Equipment List File' button.



Please read the End User Licence Agreement and click 'I Agree'. You must agree to the EULA:

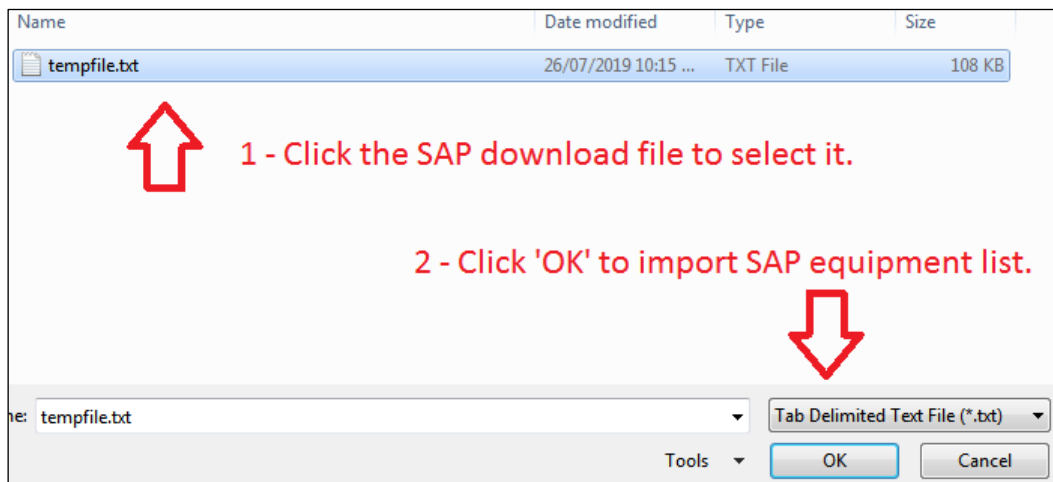


Importing a new equipment list into STOCKT will clear all existing equipment and scan data! Please confirm you wish to begin a new stocktake. Do not perform this action if you are already part-way through a real stocktake (i.e. if you are part-way through scanning equipment) because you will lose all previously gathered data.

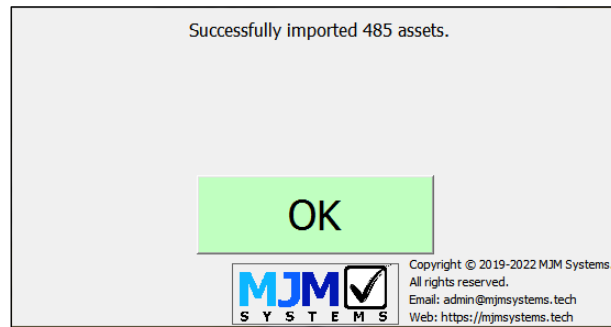


Click 'Yes' to confirm.

Navigate to the equipment list file (tempfile.txt) that you downloaded from SAP in the previous step.



STOCKT will confirm the number of items that have been imported.



Details of the currently imported equipment list can be viewed below the import button, including the date and time the equipment list was created from SAP, the date and time it was imported into the STOCKT system, the number of items imported and the number of items yet to be sighted.

Step 4: Import Equipment List File (TXT or XLS file from SAP)			
Equipment List File Date/Time Created:	24-January-2022	11:54:54 AM	Number of Items imported: 485
Equipment List File Date/Time Imported:	22-February-2022	8:38:57 PM	Number of Items yet to be scanned/sighted: 485

Suggestion

It's worth having a copy of the school's AMS map with you during stocktake. This can be either a printed version on A4 paper, or the PDF version that can be opened on the laptop. If you'd like the PDF version with you, now is the time to place a copy on the USB flash-drive.

You're almost ready!

Checklist:

- Files on USB flash-drive (STOCKT, licence file, equipment list, and optionally a copy of the AMS school map)
- Licence file imported into STOCKT
- Equipment list imported into STOCKT

From here you may proceed with the stocktake. Simply close STOCKT, plug the USB thumb drive into a suitable laptop with USB scanner attached. Re-open STOCKT, select your current room and begin scanning barcodes!

It is assumed at this point that you have completed the walk-through training in Part 1 of this document ([PART 1: Walk-Through Evaluation & Self-Training Guide](#)), which details the remaining steps in the stocktake process.

Archiving

It is important to create an archive folder on your school's administration network drive or cloud storage location for safekeeping of all stocktake files **once the stocktake is complete**. See the section above, titled 'Creating an archive for all stocktake files'.

Contact details

I hope STOCKT can assist you and your school during stocktake time.

Thank you for taking the time to carefully follow this **Walk-Through Evaluation, Self-Training Guide and QRG** document.

With best wishes,
Michael

admin@mjmsystems.tech

<https://mjmsystems.tech/>