On your WebSMARTT home screen click the **Inventory** tab.
WebSMARTT – INVENTORY INSTRUCTIONS

Click on **Physical Inventory**.
The selection will default to **All Lots**, click on **Start Inventory**.
Make sure Inventory Description reads: **All Lots** and that **Inventory Data** is correct by referring to inventory cycle sheet. Now click the **Change** icon.
Click the **Print** icon for a worksheet to start your physical inventory. This worksheet will be identical to the worksheet you enter your totals into on the computer.
After you click the Print icon, you will see a rough draft of what the document you are printing will look like. Click **File and Print** or the **Printer** icon (if you get one) to continue to print.
Good job! Now close the screen by clicking on the X icon.
Click the **Home** icon and go count your physical inventory. When you are finished counting, come back for further instruction.
WELCOME BACK!!!

It is time to enter your counts into the system. The worksheet you have is identical to the worksheet you will input your numbers into.

At the WebSMARTT main screen click Inventory Tab, Physical Inventory, Start Inventory, Upon first opening, you should see a screen as below. When returning to this screen a warning note will appear to verify that you are returning to an inventory in progress which is correct. Click on the OK icon. If there is no warning that is ok, proceed and Click “Change”

This will take you to the section of inventory where you will enter your official counts. All numbers should be “0” before starting.
WebSMARTT – INVENTORY INSTRUCTIONS

Now enter amounts.

When you get to the bottom of the page, click the Confirm icon at the bottom of the screen. Click the Next icon to navigate to the next page. When you have completed entering in your counts, click the Confirm icon one last time at the bottom of the screen.
You will now see the numbers you have entered, click the **Print** icon. Double check your numbers. Both reports are identical, one is your worksheet and the other is a computerized version.
WebSMARTT – INVENTORY INSTRUCTIONS

Make sure all numbers match each other line by line. For errors, go back into the inventory and find the item that is incorrect and correct it.

Click confirm again when complete and reprint the corrected version of the information.

Click the Home icon to go back to the main WebSMARTT page.

You are done!

Reminders… Scan both the worksheet (handwritten) and completed computer generated copies. Scan & Send them to your supervisor by end of day on the 2nd day after opening inventory. Keep the copy you scanned for your records. Your done until next month!