SQL STOCK TAKE QUICK START GUIDE (SYNC)

SQL ACCOUNTING SOFTWARE MODULE

E Stream Software Sdn Bhd
Version 1.7.13

1 | STOCK TAKE ITEMS LIST IMPORT

Before following the steps in the subsections below, **PLEASE MAKE SURE USER HAS A SQL DRIVE ACCOUNT. FOR NEW USER, PLEASE CONTACT US TO REGISTER SQL DRIVE ACCOUNT. PROVIDE THE FOLLOWING USER DETAILS FOR REGISTRATION PURPOSE**:

- Customer's Google E-mail
- Customer's Full Name
- Company Name

ONLY ONE (1) SQL DRIVE ACCOUNT IS NEEDED FOR EACH COMPANY. FOR USER THAT ALREADY HAVE A SQL DRIVE ACCOUNT THAT IS PREVIOUSLY USED FOR SQL PAYROLL E-CLAIM, MAY USE THAT ACCOUNT TO LOGIN FOR SQL ACCOUNT STOCK TAKE.

1.1 | SQL ACCOUNT CONFIGURATION

1. Go to **"Tools" -> "Options…".**
2. On Options window, click on **"BarCode" -> "Stock Take"** tab and click on switch besides **"Stock Take"** label.
3. On SQL Drive window prompt, click on **"Log in"** button.
4. Click on **"Log in with Google"** button.
5. Click on **"Grant access"** button.
6. On **"Account connected"** displayed, close SQL Drive window.
7. A Stock Take Share will be set, and switch will change from Off to On.

1.2 | STOCK TAKE MODULE INITIAL CONFIGURATION

1. Go to **"Stock" -> "Stock Take…"**.
2. On Stock Take window, click **"New Job"** button.
3. On first dialog prompt (Do you want to cancel?), choose **"No"**.
4. On second dialog prompt (Do you want to continue?), choose **"Yes"**.

1.3 | STOCK TAKE APP IMPORT

1. On Stock Take app home page, tap on **"Update Items List"** button (located to the left of "Update Items List" label).
2. On **"Import Options"** page, user can change device name by tapping on the edit box next to the label "Name:", which is optional. Device name will be displayed on SQL Account to ease user on identifying which device uploaded stock take result and its contents.

3. Tap on **“Network File Transfer”** button.
   3a. For device without Stock Take share profile set, a QR code scanner will be shown. Proceed To scan the QR shown in SQL Account Stock Take window.
   3b. For device with stock take share profile set, import process will begin immediately.

2 | SYNC STOCK TAKE RESULT TO SQL ACCOUNT

Sync stock take result from Stock Take app to SQL Account to perform stock adjustment on SQL Account.

2.1 | STOCK TAKE APP UPLOAD

1. On Stock Take mode page, tap on **“More Options”** button.
2. Tap on **“Export / Upload”** button.
3. Choose option **“SQL Stock Take Import File”**.
4. Tap on **“Upload”** button.

2.2 | SQL ACCOUNT SYNC

1. Go to **“Stock” -> “Stock Take…”**.
2. On Stock Take window, click on **“Refresh”** button.

3 | RESET CONNECTION PROFILE

User may want to reset Stock Take share profile on Stock Take app as user would want to switch to different Stock Take share profile (Note: Stock Take share profile refers to one (1) company only). Resetting company profile will require user to scan QR code on SQL Account Stock Take window and update items list. To reset Stock Take share profile:

1. On Stock Take app home page, tap on the **“Update Items List”** button (which is located to the left of “Update Items List” label).
2. On **“Import Options”** page, tap on the **“Reset Connection Profile”** button (which is located to the left of “Reset Connection Profile” label).
3. When prompted to proceed with resetting connection profile, tap on the button **“Yes”** to continue.
4. Once done, tap on the **“Network File Transfer”** to add new Stock Take share profile and update items list (Follow steps in subsection 1.3 STOCK TAKE APP IMPORT in page 1, step 2 and 3).