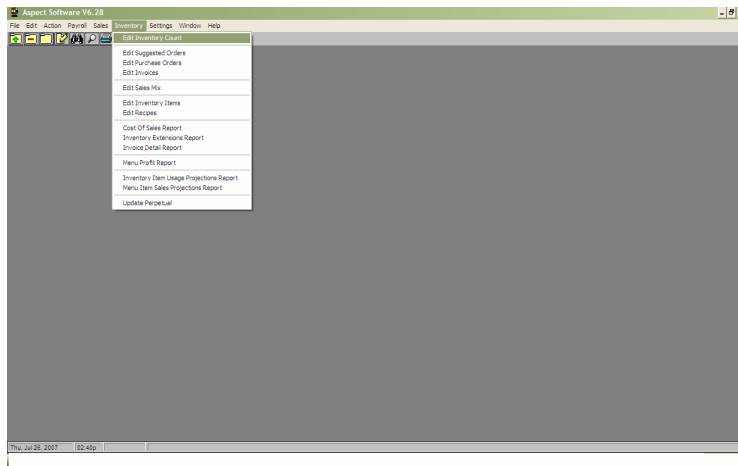




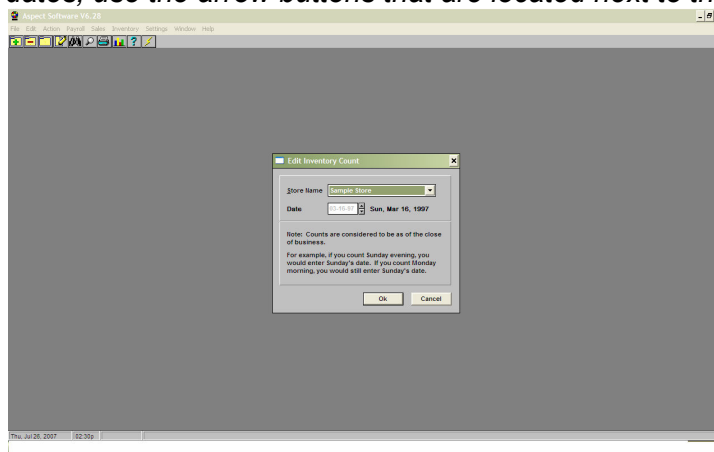
# Aspect Software, Inc.

## Entering Edit Counts by Area

1. Under the Inventory Menu, Choose the option for “Edit Inventory Count”.

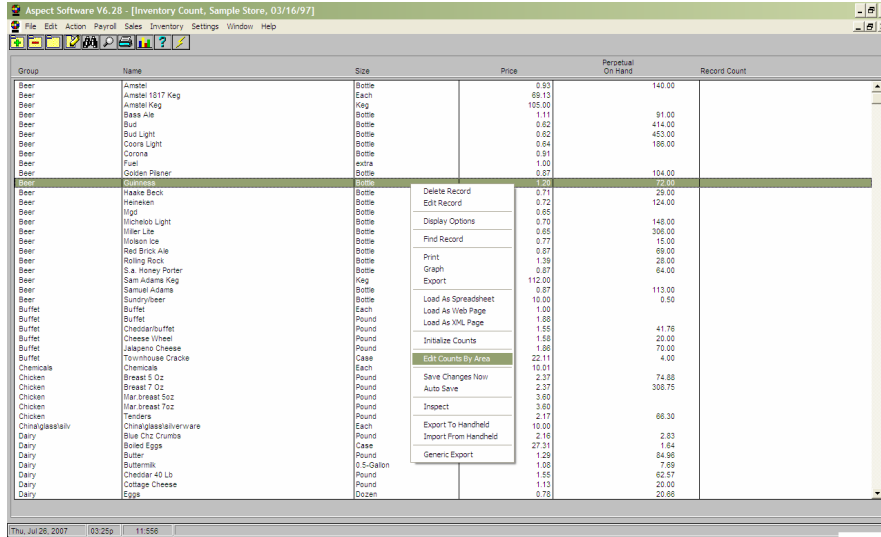


2. Select the Store you are entering information for (ie..Villa San Diego)
  - a. Enter the correct inventory date. Pay close attention to the date that appears here. Inventory is always considered to be taken at the close of business. If you count Sunday night you would enter Sunday's date. If you count Monday morning, you would still enter Sunday's date.
  - b. To change dates, use the arrow buttons that are located next to the date field.

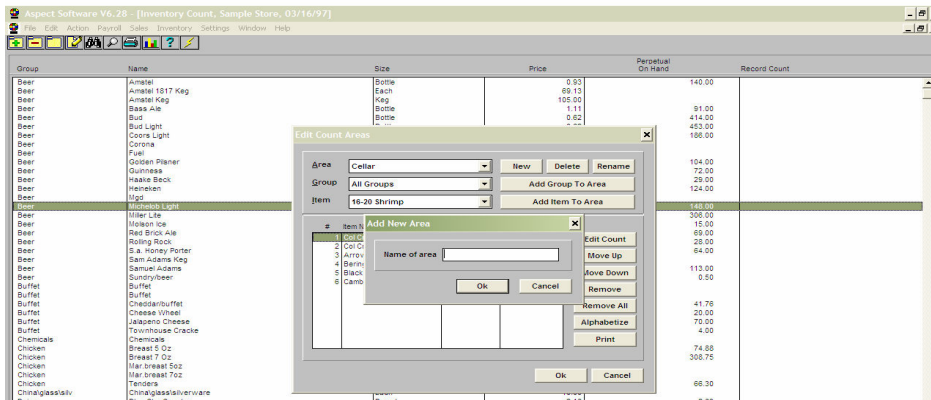


- c. Select the Inventory Worksheet display. Click on “OK”. The column labeled “Record Count” will be underlined when you print the report, giving you a place to record your count.
- d. Click “OK”.

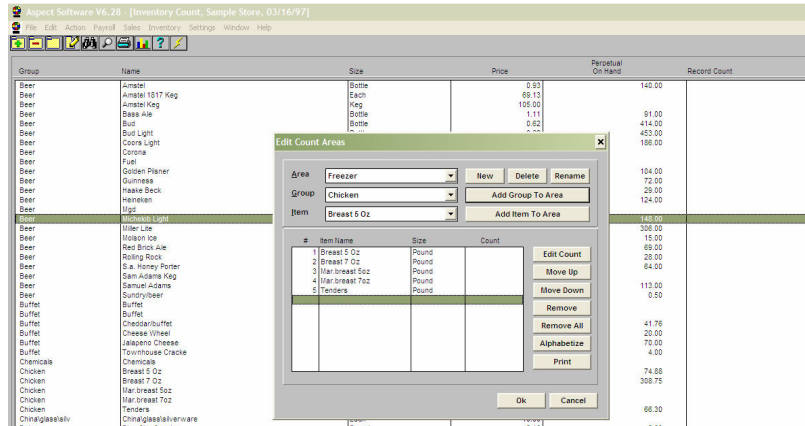
**3. To Create "Edit Counts by Area":**  
**a. Right Click on the Inventory Count Screen**



- b. Select "Edit Counts by Area".
- c. To add a new area, click on the "New" tab



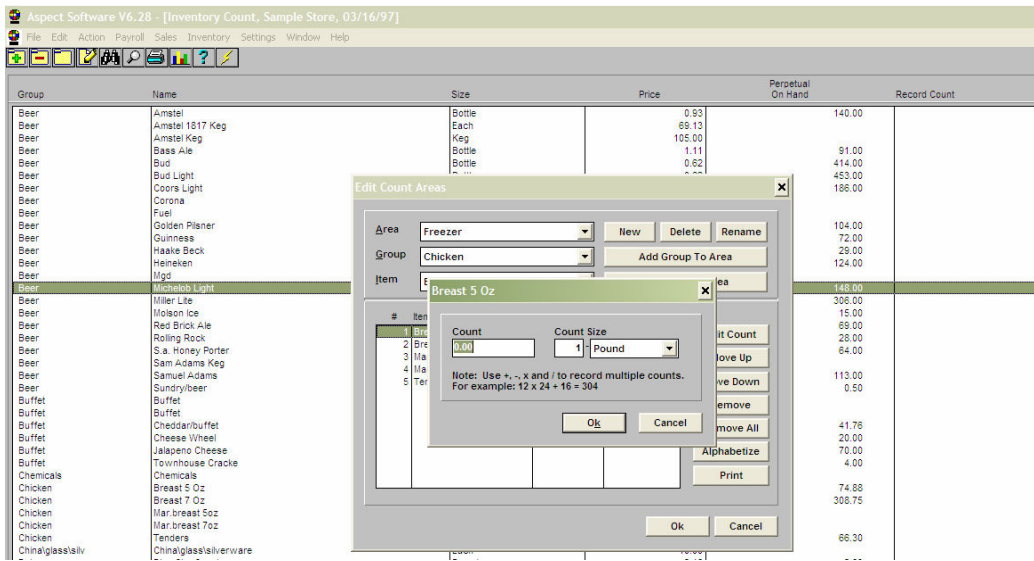
- d. Enter the name of your area (ie Freezer), then click on "OK".
- e. Add items to your "area".
- f. First Option: Enter an entire group by choosing the Group (ie Chicken) and click on "Add Group to Area".



- g. You can also add an individual item by selecting an item from the “Item” drop down box.
- h. Then click on “Add Item to Area”.
- i. Once all items are added to your new area you can arrange them by using the “Move Up” and “Move Down” buttons (ie...entering items in order from the front of the freezer to the back)..
- j. To Print the Counts by Area, simply pull up the “Area” you need to print and click on the “Print” button.

#### 4. Enter Counts to Count by Area:

- a. Pull up the “Area” that you are entering counts for (ie...Freezer)
- b. Double click on the first item on your list.



- c. Enter the count for the item then press “OK”.
- d. When you click on “OK”, you will automatically be taken the next item on your list.
- e. Counts that you enter in the “Edit Count by Area” will automatically be downloaded into your main worksheet after you close the “Area”.