## How to Create an Inventory with Opticon scanner

- 1. Scan items.
- 2. Dock scanner in cradle. "Data Sync" should be displayed on scanner.
- 3. Log into SupplyManager (<u>https://mms.mckesson.com</u>).
- 4. Click on "ScanManagers" tab.



5. Click on "Import Inventory from Opticon Handheld".

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## 6. Enter Inventory Name, then click on "Start Upload" button.

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## 7. Review Inventory.

- Delete by selecting item(s), then click on "Delete".
- Add items by entering McKesson item number.
- Click on "Update" after making any changes.



8. Inventory is automatically saved. Logout when done.

- 9. <u>To review saved Inventory</u>:
- Under the "ScanManager" tab, click on "Physical Inventories".
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• Select Inventory, by clicking on it.

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