



ScanStock

Inventory Scanning & Reordering — User Manual

Version 1.2.46 · Android

Welcome to ScanStock

ScanStock turns your phone into a barcode scanner for managing your store's inventory. Count stock, build reorder lists, run spot checks, and sync everything to your WooCommerce store — all from your pocket.

This manual walks through every screen in the app and the day-to-day tasks you'll perform. Each section includes a picture of the screen so you can match what you see on your phone.

What you can do with ScanStock

- **Scan products** by their barcode *or* their SKU number — useful when a product has no printed barcode.
- **See your inventory health at a glance** — total products, stock value, and what's low or out of stock.
- **Build reorder lists** quickly and export them to a spreadsheet.
- **Run spot checks** to verify physical counts against your records.
- **Sync changes to WooCommerce** so your website and app stay in step.

Tip — Scanning by SKU: If a product doesn't have a barcode set, you can still scan a label that contains its SKU number. ScanStock checks both the barcode and SKU fields on every scan, on every page.

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1. Getting Started & First-Time Setup

Before scanning, connect ScanStock to your store and set your preferences. This is a one-time setup.

1. **Open Settings** (the last tab at the bottom of the screen).
2. **Enter your Company Name** under Company Branding so it appears at the top of each screen.
3. **Connect WooCommerce:** enter your Store URL, Consumer Key, and Consumer Secret. These come from your WooCommerce store's REST API settings.
4. **Set your Low Stock Threshold** — the app flags any product at or below this number as "low stock."
5. **Sync All to WooCommerce** to pull your current products into the app.

Tip: Keep your Consumer Secret private. Anyone with these keys can read and change your store's products.

No products showing? Make sure WooCommerce is enabled in Settings and that you've run a sync at least once. A first sync of a large catalog can take a minute.

Once connected, you're ready to use the five main tabs, covered next.

2. The Dashboard

The Dashboard is your home screen — a quick health check of your entire inventory the moment you open the app.

Overview tiles

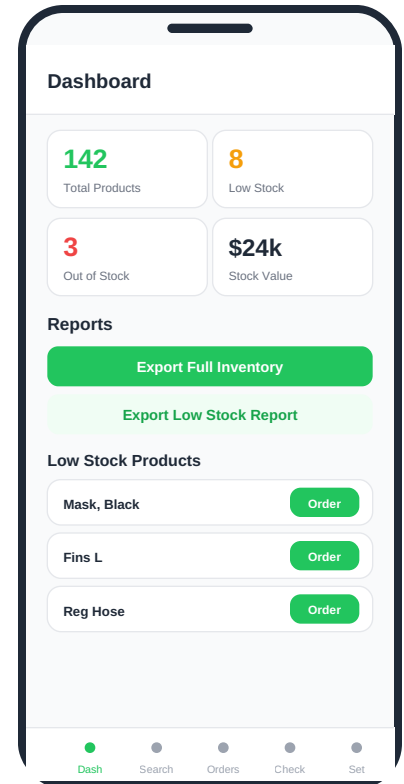
Four tiles summarize your stock: **Total Products**, **Low Stock**, **Out of Stock**, and **Stock Value**. Tap a tile to jump to the related list.

Low & Out of Stock lists

Below the tiles you'll find products that need attention. Each row has an **Order** button that adds the item straight to your Order List — no typing needed.

Reports

Export a full inventory report or a low-stock-only report as a CSV file you can open in Excel or share.



Dashboard — inventory overview, stat tiles, reports, and one-tap reordering of low-stock items.

Tip: The low-stock count uses the threshold you set in Settings. Lower it to be alerted sooner; raise it to reduce the list.

3. Search — Finding & Editing Products

The Search tab is where you look up any product and make changes to it.

Three ways to find a product

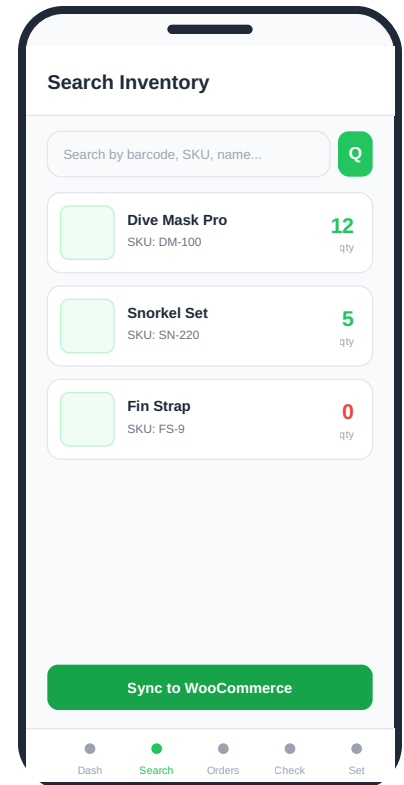
- **Type** a name, SKU, or barcode in the search box.
- **Scan** a barcode using the scan button — ScanStock matches it against both the barcode and SKU fields.
- **Browse** the full list and scroll.

Editing a product

Tap a product to open its detail card, where you can update stock quantity, price, location, barcode, SKU, and more. Tap the photo area to attach a product image from your device.

Saving & syncing

Changes are saved on your phone first and marked as modified. Tap **Sync to WooCommerce** to push only the products you've changed up to your store.



Search — find any product by name, SKU, or scanned barcode; edit details and sync changes to WooCommerce.

Scan tip: If a scan can't find a product, ScanStock offers to create a new one for you using the scanned value.

4. Order List — Building Reorders

Use the Order List to assemble what you need to reorder, then export it for your supplier or purchasing records.

Adding items — three buttons

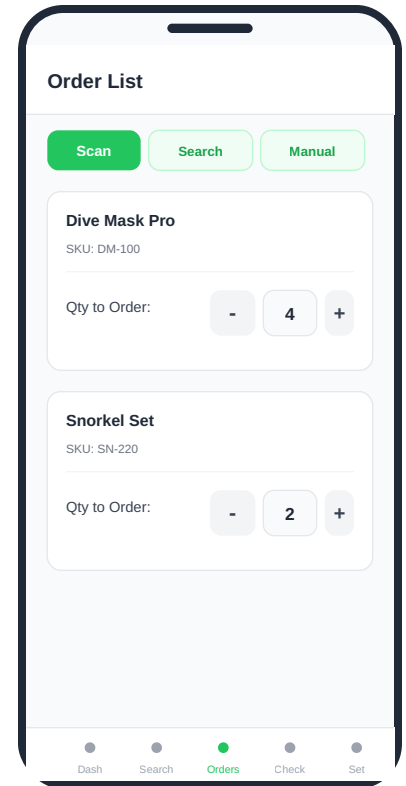
- **Scan** — point at a barcode or SKU label to add that product instantly.
- **Search** — find a product by name, SKU, barcode, or product ID.
- **Manual** — type in a product that isn't in your system yet.

Setting quantities

Each item has a **Qty to Order** stepper. Tap **-** and **+** or type directly into the box to set how many to order.

Exporting

Tap the download icon to save the whole list as a CSV file. Use the trash icon to clear the list when you're done.



Order List — build a reorder list by scanning (barcode or SKU), searching, or manual entry; set quantities with the stepper; export to CSV.

Fastest workflow: From the Dashboard, tap **Order** next to any low-stock item — it lands here automatically, ready for a quantity.

5. Spot Check — Verifying Counts

A spot check lets you count a set of products by hand and compare the result against what the system thinks you have.

Starting a spot check

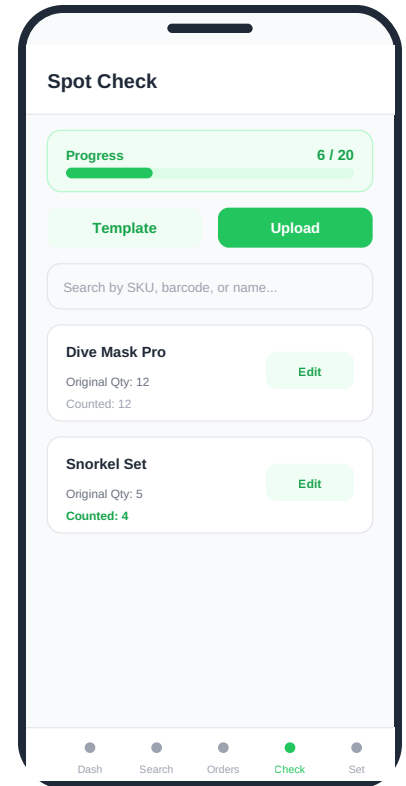
1. Tap **Template** to download a starter CSV (do this first).
2. Fill in the products you want to check, or use a list exported from your store.
3. Tap **Upload** to load that file into the spot check.

Counting

Scan or search each item, then tap **Edit / Check** to enter the actual quantity on the shelf. Any item whose count differs from the original is highlighted in green.

Tracking progress

The **Progress** bar at the top shows how many items you've checked out of the total, so you always know what's left.



Spot Check — upload a count sheet, scan or search items, record actual counts; progress bar tracks completion and changes are highlighted.

Remember: You must download and use the Template first — uploading an unrelated file can produce an "Empty File" message.

6. Settings — Configuration & Sync

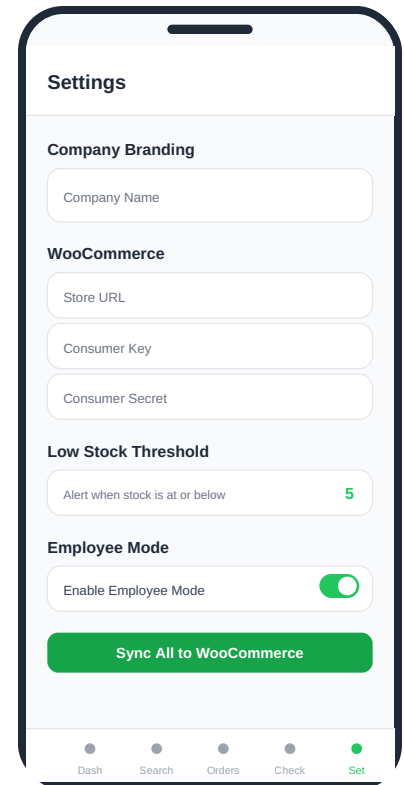
Everything that controls how ScanStock behaves lives here.

Key sections

- **Company Branding** — name and logo shown at the top of the app.
- **WooCommerce** — store URL and API keys for syncing.
- **Low Stock Threshold** — the number that defines "low stock." You can also use your WooCommerce threshold instead.
- **Employee Mode** — a password-protected mode that limits access for staff.
- **Images** — clear cached product images to free up space on the device.
- **CSV Templates** — download starter files for the Order and Search inventory imports.

Sync All

Sync All to WooCommerce pushes every locally-modified product to your store at once.



Settings — company branding, WooCommerce connection, low-stock threshold, employee mode, image cache, and CSV templates.

Tip: Turn on Employee Mode before handing the phone to staff so they can do counts without changing your store connection or settings.

7. Tips, Troubleshooting & FAQ

Scanning

Situation	What to do
Product has no barcode	Scan a label containing its SKU number — ScanStock checks the SKU field automatically on every page.
Scan finds nothing	The app offers to create a new product, or add it manually, using the scanned value.
Camera won't scan	Make sure you've allowed camera access for ScanStock in your phone's settings.

Syncing

Message	Meaning & fix
Not Connected	WooCommerce keys are missing or wrong. Re-check Store URL, Consumer Key, and Consumer Secret in Settings.
Nothing to Sync	No products have been changed since the last sync. This is normal.
Sync Failed	Check your internet connection and that your store is online, then try again.

Frequently asked questions

Does the app work offline? Yes — you can scan, count, and edit without internet. Your changes are saved on the phone and pushed to WooCommerce the next time you sync.

Will syncing overwrite my website? Syncing sends the changes you made in the app to your store. Review your edits before syncing if you're unsure.

How do I free up space? In Settings, use **Clear Cache / Clear Stored Images** to remove downloaded product photos from the device.

Where do exported files go? CSV exports are shared through your phone's normal share/save dialog, so you can email them or save them to your files.

Need help? Contact Streamline Diving at streamlinediving.com. Keep your app updated to the latest version for the newest features and fixes.