



ScanStock

Inventory Scanning & Reordering — User Manual

Version 1.2.74 · 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

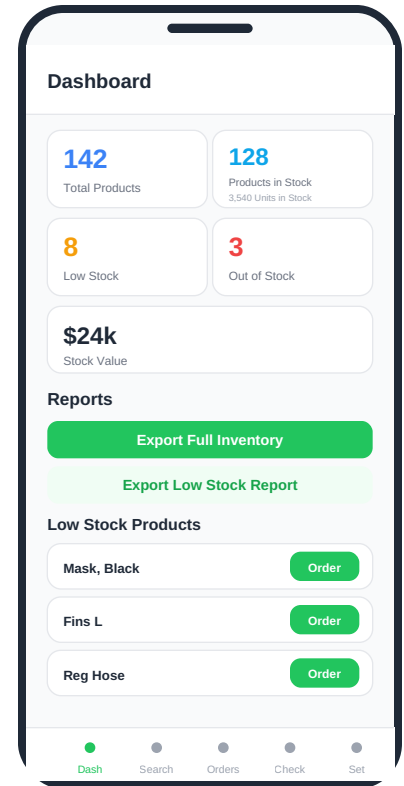
Tiles summarize your stock at a glance: **Total Products** (how many products exist), **Products in Stock** (how many have at least 1 unit, with the total **Units in Stock** shown beneath it), **Low Stock**, **Out of Stock**, and **Stock Value**. Tap a tile to jump to the related list.

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

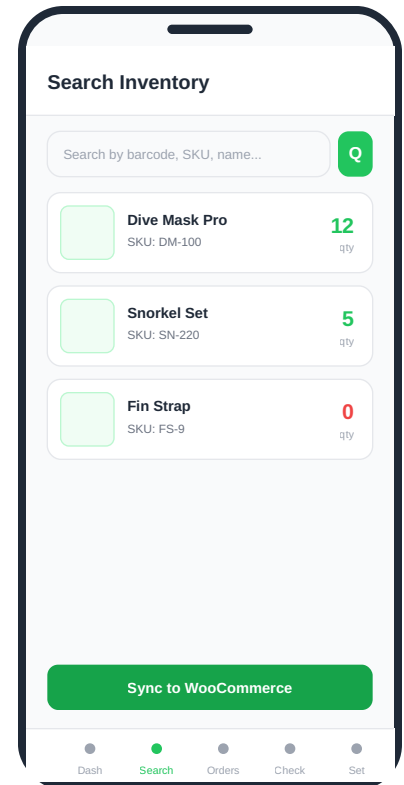
- **Type** a name, SKU, or barcode in the search box.
- **Scan** a barcode using the scan button — ScanStock matches it against both the barcode and SKU fields.
- **Browse** the full list and scroll.

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

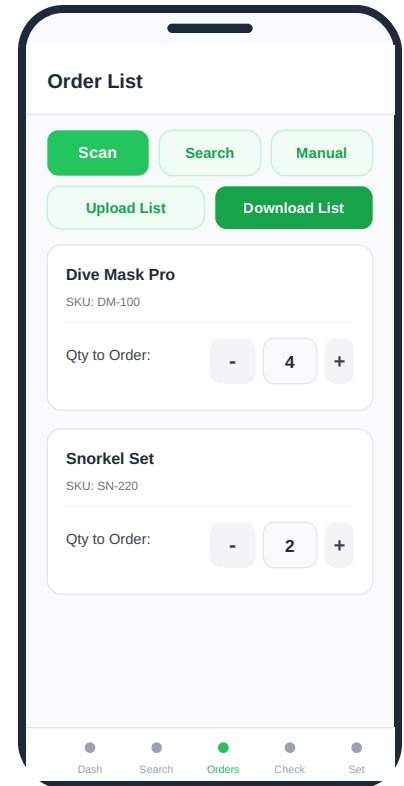
- **Scan** — point at a barcode or SKU label to add that product instantly.
- **Search** — find a product by name, SKU, barcode, or product ID.
- **Manual** — type in a product that isn't in your system yet.

Setting quantities

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

Upload & Download the list

Use **Download List** to save the order as a CSV file for your supplier or records. Use **Upload List** to load a saved order back in — it reads the same format as the Order template in Settings, so you can download the template, fill it in, and upload it. The trash icon clears the list.



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

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.

Loading products to check

You have two ways to fill a spot check:

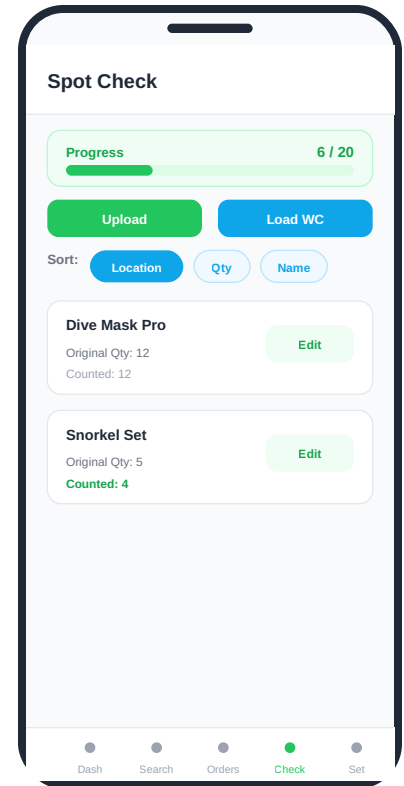
- **Upload a file** — download the **Template** first, fill in the products you want, then tap **Upload**.
- **Load from WooCommerce** — if WooCommerce is enabled, tap **Load WC** to pull products straight from your synced catalog (see below).

Counting

Scan or search each item, then tap **Edit** 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 shows how many items you've checked out of the total, so you always know what's left.



Spot Check — upload a sheet or load from WooCommerce by location, category, or purchase date; sort by location, qty, or name; record counts as you go.

Remember: To upload a file, download and use the Template first — uploading an unrelated file can produce an "Empty File" message.

5a. Loading from WooCommerce

When WooCommerce is connected, the **Load WC** button lets you build a spot check straight from your products — no spreadsheet needed.

Three ways to load

- **By Location** — pick one of your stock locations and load every product stored there. Great for counting one shelf or area at a time.
- **By Category** — pick a product category and load everything in it.
- **By Purchase Date** — enter a start and end date (YYYY-MM-DD) and load the products that were actually purchased in that window. Useful for checking your best-movers.

Location and Category read from the products already pulled down by your last **Sync** in Settings, so they're fast and work offline. Purchase Date looks up your store's orders, so it needs an internet connection and an API key that can read orders.

Loads add, they don't replace: Loading a source adds those products to whatever is already in your spot check. Load one location, then another, and they stack. Items already in the list are skipped so nothing is duplicated. The list only empties when you tap **Clear**, or after a **Save / Update**.

Not seeing a location or category? Run a product **Sync** in Settings first so the app has your latest catalog to filter.

Sorting the list

Once products are loaded, use the **Sort** row to organize them:

- **Location** — groups items by stock location, and by sub-location within each, so you can count in the order you'd walk your shelves.
- **Qty** — orders items by current stock, lowest first.
- **Name** — alphabetical by product name.

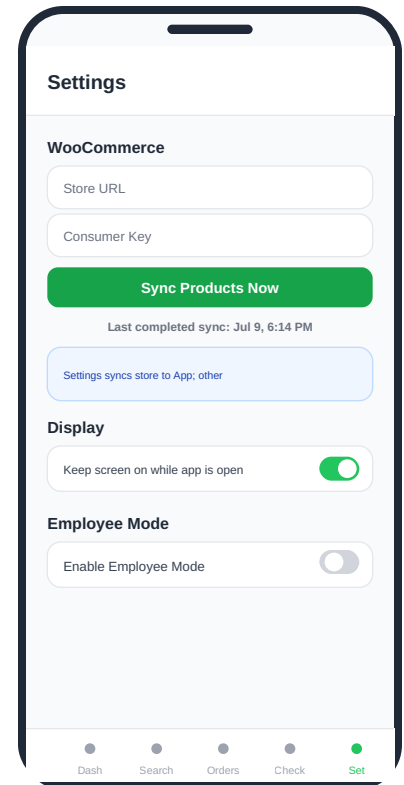
Tap a sort button again to turn it off and return to the original order.

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, sync, auto-sync, and the last-synced time.
- **Low Stock Threshold** — the number that defines "low stock." You can also use your WooCommerce threshold instead. The two toggles here save the moment you tap them.
- **Display** — show or hide product images on cards, and **Keep screen on while app is open** (below).
- **Excluded Categories & SKUs** — hide chosen categories or products from Dashboard stats. The category list collapses (tap the arrow by the title) so a long list doesn't get in your way.
- **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.



Settings — WooCommerce sync, auto-sync, the keep-screen-on toggle, plus branding, thresholds, exclusions, and employee mode.

Keep screen on while app is open: Turn this on to stop the device screen from dimming or sleeping the whole time ScanStock is open — handy during long counts so the phone doesn't lock every minute. Turn it off to let the screen sleep normally. It uses more battery while on.

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

6a. WooCommerce Sync & Auto-Sync

The WooCommerce section is where the app and your store stay in step. A few things are worth understanding so a sync always does what you expect.

Which way does a sync go?

Sync direction depends on where you start it:

- **From the Settings page — Sync Products Now** pulls your WooCommerce products *into the app*. Use this to refresh the app with the latest catalog, prices, and stock from your store.
- **From any other page** (Search, Spot Check, etc.) — syncing pushes the changes you made *in the app back up to WooCommerce*.

In short: Settings pulls store → app; everywhere else pushes app → store. The app shows this reminder in the WooCommerce section.

Last completed sync

Just under the Sync button, the app shows the date and time of the last successful sync (or "Never" if none yet), in your device's local time. It updates for both manual and automatic syncs.

Auto-Sync

Turn on **Auto Sync from WooCommerce** to have the app refresh products automatically, then pick how often:

- **Every Open** — syncs once each time you open the app.
- **Daily / Weekly / Monthly** — syncs only if that much time has passed since the last sync.

An auto-sync runs when you open the app fresh **and** when you bring it back from the background — each counts as "opening." A progress screen shows a bar and a live "X of Y products" count while it runs, then clears and updates the dashboard and last-synced time. If a sync isn't due yet, nothing appears, and the manual Sync button always still works. Auto-sync never runs while the app is fully closed.

Delaying a sync

So a sync never interrupts you mid-count, it doesn't start right away. When one is due, a prompt appears first with a **30-second countdown** and three choices:

- **Sync Now** — start the sync immediately without waiting.
- **Delay** — choose how long to hold off: 5 min, 15 min, 30 min, 1 hour, 8 hours, or 24 hours. The prompt closes and reappears after that time. You can delay again as many times as you need.
- **Wait** — if you do nothing, the sync starts on its own when the countdown reaches zero.

This means if a sync pops up while you're counting, you can push it off with a couple of taps and keep working.

Screen stays awake during sync: While an auto-sync or manual "Sync Products Now" runs, ScanStock keeps your screen on so the device won't sleep and interrupt it — returning to normal once the sync finishes. Force-closing mid-sync is harmless; products save only after a full sync completes, so the next one picks up where it left off.

6b. Employee Mode & Two-Part Locations

Two features that work alongside WooCommerce syncing: protecting your store credentials, and richer stock locations.

Employee Mode

With **Employee Mode** on, the WooCommerce store URL, key, and secret are hidden behind a locked message — staff can't view, copy, or edit your credentials, though syncing still works normally. Turn it on before handing the phone to staff so they can do counts and reorders without being able to see or change your store connection.

Two-part locations

When syncing with WooCommerce, ScanStock uses a two-part location feature (a **section** plus a **sub-location** within it) provided by the free **SL Inventory Location Management** plugin. Installing it on your store lets ScanStock group and sort products by exactly where they sit, which powers the location sorting on the Spot Check screen and the "load Spot Check by location" feature.

Get the plugin: Find SL Inventory Location Management, free with no subscription, at streamlinediving.com/plugins.

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.

What is the SL Inventory Location Management plugin? It's a free Streamline Diving plugin that adds a two-part location (section + sub-location) to your WooCommerce products. ScanStock reads those locations when syncing, which powers the location sorting and the "load Spot Check by location" feature. Get it at streamlinediving.com/plugins.

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. You can check your installed version any time under Settings → About This App.