

RQ Inventory Scan:

- Go to **RQ4**, Select **Inventory** icon
- Select, **Count Sheet, New Count Sheet**
- **Open** left, blue tab
- Select '*Tree*' icon/square, Select **Devices**
- Select '*Tree*' icon/square, Select **Sims**
- Select **Count**, select **In stock** tab
- Select **Non-Committed**
- Select **Start Counting**
- **Scan ALL devices & SIM in your inventory**

Note: scan IMEI and ICC ID and BYOD SIM

- In Comments, **type in your name and store location ID**
- Select **Committed**
- Select **Save** (Click committed once more if Save doesn't show up)
- **If it still doesnt show up, it should be saved once it doesnt let you scan anymore**
- Exit tab