InventoryCloud On-Site Training

Jake Moreno - 2025-04-07 - FAQs

InventoryCloud On-Site Training

On-Site Training is a service that will bring an expert Wasp Technical Trainer to your facility to answer in-depth questions and provide advice on the best practices to use your Wasp Hardware and Software to meet your unique Business Needs. Please be advised this service DOES NOT include installation or setup of any software or hardware!

On-Site Training will take place at the Customer's facility over 2 days (usually a Wednesday and Thursday, due to travel considerations): 8 hours on the 1st day and 4 hours the next morning. The hours will be 9:00am-5:30pm on the 1st day and 9:00am-1:00pm on the 2nd day.

Day 1: 9:00am – 5:30pm

Administration Settings
• Company info
• Users and privileges
• Options

Database Setup
• Sites, Locations (manual entry)
• Items
• Importing

Finding Items
• Column Arrangement
• Grouping
• Searches

Managing Items
• Edit Item
• Duplicate Items
• Add/Remove Inventory
• Delete Items
• Assembly Item/Disassemble (If Applicable)
• Kit Item (If Applicable)

Managing Inventory
• Move Inventory
• Adjust Inventory
• Check Out/Check In

Orders (If Applicable)
• Pick Orders
• Fill a Pick Order
• Purchase Order
• Receive Inventory

Labels
• Item Labels
• Location Labels

Printer Setup
• Diagnostic Tool/Printer Calibration
• Practice Printing Labels

Building database and Q&A

Day 2: 9:00am – 1:00pm

Mobile Device
• Managing Database
• Use Mobile Device (Audits, New Items, Check Out/In)
• Syncing Mobile Device

Audits
• Special Audit Reports/Reconcile Audit

Reports
• Filter
• Review specific reports
  - Audit History by Date
  - Not Counted Items
  - Check-Out to Employee
  - Inventory by Location

Practice Scenarios with Mobile Device

It is best practice to purchase and schedule a 2-hour Online Training/Meeting at least a couple of weeks before the On-Site Training to:

1. Gather your unique Business Needs
2. Introduce basics (You will want to have some practical experience with your Wasp Hardware and Software BEFORE the On-Site Training to truly get the most out of the On-Site Training).

3. Set expectations and address any challenges that may have arisen so that the 12-hours of On-Site Training time is used as effectively as possible.

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THE FOLLOWING MUST BE CONFIRMED BEFORE WE BEGIN TO PROPOSE DATES FOR THE ON-SITE TRAINING!!:

1. **All Software is installed and fully updated to the latest version available and you are able to successfully log in to your main InventoryCloud program.**
2. **All data has been successfully Imported into your InventoryCloud Database.**
3. **The InventoryCloud Android/iOS Application has been installed on and you are able to log in to any Mobile Computers and/or other Mobile Devices you plan on using.**
4. **Any Mobile Computers/Mobile Devices are successfully syncing with the main InventoryCloud program, via your internal network Wi-Fi/ethernet and/or over the internet.**
5. **All Label Printers are fully setup and operational (if applicable):**
    1. **Hardware Drivers are installed: https://dl.waspbarcode.com/kb/printer/WaspPrintDriver2024.2.exe**
    2. **Ink Ribbons and Labels are properly installed.**
    3. **The Diagnostic Tool has been downloaded and utilized to properly calibrate all Label Printers, set Label sizes, and the Label Printer is successfully configured to work with Windows: https://dl.waspbarcode.com/kb/printer/DiagTool_v1.63.zip.**
    4. **You are able to successfully print labels from the main InventoryCloud program.**
6. **All other peripherals, such as barcode scanners, are successfully paired with the main InventoryCloud program via Bluetooth/Wi-Fi/Barcode Scanner Base.**

If you need assistance with any of the above, please contact:

Support: 1.866.547.9277, option 3

or use the following link to open a Support Ticket: https://support.waspbarcode.com/new-ticket.

- Tags
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