

## **CPSStock App – Installation & Physical Inventory Guide**

The CPSStock app is the new mobile inventory app that replaces the older iCPSStock app. It allows your staff to quickly scan barcodes and update inventory counts directly into Club Prophet.

Download the app here:

[Club Prophet Stock App - App Store](#)

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### **Installing and Enabling the CPSStock App**

1. On your iPad, download the **CPSStock** app from the Apple App Store.
2. Open the **CPSStock** app.
3. When prompted, enter your V5 base URL, for example:  
***https://golfcourse.cps.golf***
4. Enter a **Terminal Name** for this device.
5. Log in using your **PIN**.
  - The user logging in must have appropriate security permissions for Inventory and Reports under **CP Online** options.

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### **Running a Physical Inventory with CPSStock**

Use this process to perform a physical inventory count using the CPSStock app.

1. In the POS back office, begin your **Physical Inventory** process.
2. “Zero out” the category or store that you plan to count (so only new counts are recorded).
3. Advance to the **Count Inventory** or **Data Entry** step on the terminal.
4. On your device, open the **CPSStock** app.
5. Tap the **barcode** icon in the bottom-right corner of the app.
6. Choose how you want to scan:
  - **Camera**
    - i. Aim the camera at a barcode and tap to scan.

- ii. A preview of the item appears at the top-left of the screen.
- iii. Adjust the **Quantity** if needed.
- iv. Repeat for all items you are counting.
- v. When finished, tap the **Send/Upload** icon in the app.
- vi. Continue at step 7 below.

- **Socket Mobile Scanner**
  - i. Use the scanner to scan a barcode.
  - ii. Adjust the **Quantity** if more than one unit is being counted.
  - iii. (Optional) Enter a name/label for the item.
  - iv. Repeat for all items you are counting.
  - v. Continue at step 7 below.

7. When you are finished scanning, tap the **Scanner** icon, then choose **Data Entry**.
8. Confirm that the **Terminal Name** matches the terminal where the Physical Inventory is running.
9. Tap **Send** to upload the counts to POS.
10. If the upload is successful, return to your POS terminal to complete the Physical Inventory process.
11. (Optional) Run inventory reports and clear the temporary count data once you have verified your results.

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### **Pairing a Socket Mobile 720 Scanner with CPSStock**

If you are using a Socket Mobile 720 barcode scanner, follow these steps to pair it with the app:

1. In the CPSStock app, tap the **Options** icon (gear in the top-right).
2. Select **Barcode Scanner**.
  - If a scanner has previously been paired and is powered on, it will appear on this screen with a name and version.

3. If no scanner is shown, tap **Get Started**.
4. Follow the on-screen instructions to complete pairing.

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You can now use CPSStock to streamline your inventory counting process and keep your stock records accurate and up to date