

ScanIt Vehicles

Physical Inventory

Updated July 2026

The lot-audit loop

1. **Pre-scan prep.** Make sure your DMS inventory list is current (run **Pull Inventory** on the dashboard if needed), and charge every handheld you'll use.
2. **Assign zones.** On larger lots, split the lot into zones and assign a scanner (and scanner operator) to each so coverage doesn't overlap and nothing gets missed.
3. **Multiple scanners.** More than one handheld can scan the same lot at the same time — each syncs and uploads independently.
4. **Scan.** On each handheld, **Sync With Server** to download the inventory, then walk the assigned zone scanning every vehicle's VIN/barcode.
5. **Sync.** When a zone is finished, **Sync With Server** again to upload the scans.
6. **Reconcile.** On the web dashboard, review the **Variance** report and investigate discrepancies before posting/closing out the count.

On the dashboard

The dashboard shows your last DMS **Data Sync** and last **Scanner Sync** (with who synced), a **Pull Inventory** button, and stat tiles: **Total Inventory MSRP**, **Vehicles Scanned This Month**, and **Vehicles In Inventory**.

Pull Inventory refreshes your vehicle list from your DMS on demand instead of waiting for the scheduled sync — useful right before starting a lot audit. If one is already running you'll see "Inventory pull already in progress."

Reconciling (Variance)

After scans are uploaded, use the **Variance** report to reconcile the count:

Result	Meaning
Missing (red)	In inventory but not scanned this count — should be on the lot but wasn't found (sold, misplaced, or moved).
Found (green)	Scanned but not in inventory — physically present on the lot but not on the DMS-pulled list.

Filter by Vehicle Type and Variance Type to narrow down results, then investigate each discrepancy (check with sales/service, confirm with the DMS, or re-scan) before considering the count complete.

How often to run a lot audit

Most dealerships run a full lot inventory monthly or quarterly. Because ScanIt Vehicles lets several scanners work the lot at once and reconciles automatically against the DMS, a count that used to take multiple days with a clipboard can typically be finished the same day.

Need more help? Click the ? in the top-right of the dashboard for the built-in chat assistant and the latest help documents, or contact support at **810-695-9332 / support@scanitvehicles.com**.