



# Cigarette Inventory Manual

By

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Cigarette Inventory Primer  
Detailed Instructions

## INTRODUCTION

As some of you may have noticed, our system for cigarette inventory at KFS is changing. This manual is intended to be a brief introduction to the system, followed by a fairly detailed overview of how to use it. After that, there are some troubleshooting guides, in case you might get into trouble with the system.

In the end, our new system should make the process of cigarette inventory significantly easier for both associates and managers to maintain.

Please read this manual in its entirety – it contains many significant pieces of information to run the system, including a tips and tricks section at the end, which could help you solve problems before you even have them.

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## BEGINNING SHIFT

Starting a shift couldn't be easier! Here is an overview of how to get it done.

- On the computer, click the file on the desktop labeled 'begin\_shift.sh'. Then hit the enter key to start the program.
- Enter your name into the first line of the program, followed by the enter key.
- Use the barcode scanner to scan the PLU located on the front of the shelf, or the pack itself.
- Press the enter key on the number pad.
- Enter the quantity of packs on the shelf, then press the enter key.
- Repeat this process until all of the packs and cartons have been scanned into the inventory.
- Upon scanning all packs and cartons, when the program prompts you to enter another PLU, type END, followed by the enter key. This will cause the program to enter a checking phase, where each pack is checked against quantity information in the database.
- For every pack that does not match the quantity already in the database, the program will prompt you to recount that pack's quantity, then enter the correct amount. ***Make sure to actually recount the pack***, to ensure accuracy. If you do not, you will be responsible for any discrepancy that is not corrected.
  - During the checking phase, the program checks cartons and packs together. This means that, if there are 10 cartons and 16 packs, the program will report this value as 116 packs (because there are 10 packs per carton). Please make sure to count both packs and cartons when the program is in the checking phase.
- Once all of the packs which were not correct in the system are checked, the program will end, and then you're good to go 😊.

## ENDING SHIFT

If starting a shift is easy, ending a shift is even easier! Here is an overview of how to run the end shift program.

- On the computer, click the file on the desktop labeled 'end\_shift.sh'. Then hit the enter key to start the program.
- Enter your name into the first line of the program, followed by the enter key.
- Use the barcode scanner to scan the PLU located on the front of the shelf, or the pack itself.
- Press the enter key on the number pad.
- Enter the quantity of packs on the shelf, then press the enter key.
- Repeat this process until all of the packs and cartons have been scanned into the inventory.
- Upon scanning all packs and cartons, when the program prompts you to enter another PLU, type END, followed by the enter key. This will cause the program to enter a checking phase, where each pack is checked against quantity information in the database.
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- Once all of the packs which were not correct in the system are checked, the program will end, and you have completed your shift.

## ADD INVENTORY

Adding inventory to the database is designed to be just as quick and efficient as beginning or ending a shift. Here is the process to follow.

- On the computer, click the file on the desktop labeled 'add\_inventory.sh'. Then hit the enter key to start the program.
- Enter your name into the first line of the program, followed by the enter key.
- Use the barcode scanner to scan the PLUs on the cartons, or the equivalent PLUs on the shelves of packs already available for sale.
- Press the enter key on the number pad.
- Enter the quantity of cartons in the delivery, then press the enter key.
- Repeat this process until all of the cartons have been added to the system.
- Upon scanning all of the new cartons, when the program prompts you to enter another PLU, type END, followed by the enter key. This will cause the program to end, adding all of the new inventory to the database.

## TIPS AND TRICKS

For me personally, when told to update the cigarette inventory system, the priority was ease of use for all associates. In this reasonably brief section, I will mention a few tips and tricks which I think might be useful when working with the new inventory system, mostly added for the strict purpose of ease of use.

1. Internally, all cigarettes are converted from cartons to packs after the system goes through the checking process. This is useful, because it allows you to scan packs instead of cartons (if you do not want to get cartons off the shelf), and just count 10 packs per carton. It is also useful because it allows you to scan in any order – front to back, back to front, or cartons first. The choice is now yours.
2. To increase simplicity, the system can take multiple scans of one pack. Internally, they are simply added together, before being converted from cartons to packs. This means that, if you scan a pack, and you wrote in the wrong number, you can scan the pack again, and enter the difference in quantity between the number you entered, and the number that you meant to enter. This means that, if you meant to enter 13 packs, and you actually entered 9, you can scan the pack again and enter a quantity of 4 which would correct the mistake.
3. Additionally, the system will subtract the absolute value of a negative number from the number in the system, as long as the result is not negative. So, if you meant to enter 13, and you entered 15, you could scan the pack again and make the quantity -2. This would correct the problem.
4. The system does not accept quantity values greater than 3 digits. This means that, if you were to enter 1020 as the quantity, the system would assume this is an error, giving you a beep as immediate feedback for the mistake. This error could occur if the scanner enters its values into the wrong box, or any other type of input error occurs. If there is actually a value greater than 3 digits, simply enter two values, both under 1000. For example, if you mean to enter 1100, you can enter 900 the first time, and 200 the second.
5. Any alphabetic value entered into the quantity box will cause an error (and the program will likely immediately terminate). Only enter numbers into the quantity. Although the PLU box will accept alphabetic characters, it will cause the program to ignore that value, and generate a beep (as that value is not yet in the system).

6. When an incorrect PLU is entered into the system, it will beep, and ignore the value. This means that if the scanner experiences an error, you can simply try scanning that pack again. If it does not work a second time, the pack is likely not in your system – this should be reported immediately to your manager. You can also try typing the PLU on the pack into the PLU box with the main keyboard or keypad.
7. When any beep happens, the program will not accept inputs until it stops, which takes about 2 seconds. Make sure to wait for the program to begin accepting inputs again prior to scanning a pack.
8. Any beep means that the cycle of entering PLU and then quantity has been reset – no matter what you were trying to enter (PLU or quantity), you will have to enter the most recent PLU again.
9. You can scan a pack with a quantity of 10, this acts exactly as a carton does. If a carton is not set up correctly in the system, inform your manager, but just scan the related pack and enter multiples of 10.
10. Make sure to scan specials as their own packs. The system counts both quantity and cost, and specials have their own barcodes. They are treated as such in the system.