1. **Purpose:**
   1. To outline the process of using scanners for Daily Cycle Counting
2. **Scope:**
   1. From the process of team logging on to the scanner, to the actual scanning and counting of the product, as well as double checking the scanned results and editing the count results if necessary.
3. **Definitions**

**Scanner –** Honeywell CK75

1. **Responsibility**
   1. The inventory counter is responsible for scanning and entering:
      1. the right item number
      2. the right lot number(s),
      3. the correct count quantity
   2. The inventory counter is also responsible for making sure products are labeled properly **before** count. If the label is missing or damaged, the team is to notify supervisor to get a new label right away.
   3. Anything deviated from the normal process the team should consult the inventory team or supervisor right away.
2. **Procedure**
   1. **example**

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| **PRE-OPERATIONAL CHECKS** |
| 1. Inventory analyst will set up and prints count log in sheets (RDP on scanner) and count tickets. 2. The count tickets, given by the inventory analyst, direct the team on count locations and count # (first or second count). 3. The count team will then be given a Honeywell CK75 scanner. |

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| **OPERATING PROCEDURE** | |
| STEP: | EXPECTED RESULT: |
| 1. Start with the screen to the right |  |
| 1. Exit the Launcher by selecting  at the bottom left of the screen and select “Exit” |  |
| 1. It will prompt for a password, type “emkat365”, or scan the following barcode: |  |
| 1. The device is now at this screen |  |
| 1. Open the Remote Desktop Mobile App by clicking:    1. Bottom Left Window Icon:    2. Scroll to the very bottom and look for the “Remote Desktop Mobile” app    3. Open the Remote Desktop Mobile App |  |
| 1. You will arrive at this screen, please use the following credentials to log in.    1. Computer:   *7SEASRDS*   * 1. User name:\*\*   scanerXX   * 1. Password   Ss4567rf   * 1. Domain:   7SEAS  \*\* Note: yes, it is not a typo, “scaner” and not “scanner”. Depending which scanner you are using, the XX number represent the scanner number you should use. i.e. if you are using scanner RF7, then your user name should be “scaner07” |  |
| 1. Once your are logged in, please use the “FY 2021 YE Count” App, as shown on the right.   Open the app by double clicking. |  |
| 1. Once counting for the assigned bin has been completed, please log out by going back to the main screen and select *Account* > *Exit* |  |
| 1. Log off and notify Inventory that this is done. |  |

1. **Document History**

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| **Description of Change** | **Date Issued** | **Originated or Modified by** | **Revision #** | **Supersedes** |
| Creation of the new document. | Nov 14, 2019 | Tony Chow | 0 | New |
| Modify to reflect to the updated software | Jan 10, 2019 | Tony Chow | 1 |  |
| Modified for Cycle Count using scanners | March 01, 2019 | Tony Chow | 2 |  |
| Modified Screenshots to reflect correct count dates | Nov 04, 2020 | Tony Chow | 3 |  |

1. **Approvals** – the following personnel certify that they have reviewed this document, that it adequately describes the intended process or procedure and this this SOP is released for distribution

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| **Position** | **Name** | **Date** |
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