1. **Purpose:**
   1. To outline the process of using scanners for inventory count on Jan 31, 2020
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 scanning team is responsible for scanning and entering:
      1. the right item number
      2. the right lot number(s),
      3. the correct count quantity
      4. the correct unit of measure
   2. The team 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.
   4. Under **NO** circumstances, picking and moving stock to different bin is allowed during the inventory count. Moving any inventory away from its original bin will greatly affect the accuracy of the count. It is understandable that one might need to move the stock when counting, please return stock back to its original position once done.
2. **Procedure**
   1. **example**

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| **PRE-OPERATIONAL CHECKS** |
| 1. The team will be given a log in sheet with the log in name and password in bar code format 2. The team will also be given a Honeywell CK75 scanner |

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| **OPERATING PROCEDURE** | |
| STEP: | EXPECTED RESULT: |
| 1. Logging in    1. The team will be given a count log in sheet as per the diagram on the right.    2. Write (print) your name on the given area    3. Sign and datetime the sheet |  |
| 1. The scanner should be in the same screen on the right |  |
| 1. Click on *File* > *Account*… |  |
| 1. Once we are in the login window, on the scanner’s touch screen:    1. Click on the entry field of *Count Name*    2. Scan *Count Name* barcode    3. Click on *Password* entry field    4. Scan *Password* barcode    5. Click *Login* |  |
| 1. The *Inventory* option should now shown |  |
| 1. To Start count:    1. Click on *Inventory* > *Add New* |  |
| 1. Once we are in the *Adding Count Result* window, on the scanner’s touch screen:    1. Click on the entry field of *Item Number:*    2. Scan Item Number barcode    3. Important: Check the UM that we need to count in. If the UM field shows “error” please check the item number to see if it was entered correctly.    4. Click on/ tab to *Lot:* entry field    5. Scan Lot barcode    6. Click on/tab to Lot *Quantity:* entry field    7. Type in the quantity counted    8. Double check the results, if correct, click *Save* |  |
| 1. Please make sure all fields are entered correctly before clicking Save. If in case Save was clicked too soon, one can re-check by…    1. First, close the *Add Count Result* window and exit back to main screen      * 1. then select *Inventory* > *View*.   2. NOTE: This list is sorted in REVERSED order, in other words, the very last entry will be shown on TOP of the list   3. To **delete** the line, click on the line so that it will be highlighted in Blue, and click *Delete.* You will have to rescan the previous box count.   4. Confirm *Yes* once it prompt   5. Close the view results window and return back to step 6 to continue the count. | To re-check your scanned results….    Close Window |
| 1. Once completed counting of the assigned bin, please log out by going back to the main screen and select *Account* > *Logout* 2. Return to supervisor for further assignments |  |

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| **HOUSEKEEPING** |
| 1. (indicate any housekeeping required after procedure complete) |

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 |  |
| Modify with new screenshots to reflect the update of the program | Nov 04, 2020 | Tony Chow | 2 |  |

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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