

Inventory Counting Console

This lesson teaches how to use the counting console to report the number of items found in the locations requested.

1. Select **Create Count Request** from the Inventory drop-down menu
2. Enter Request Type of **Cycle Count**
3. Enter the **location** to be counted
4. Enter the **Item ID** to be counted (if there is only one)
5. Click the **Save** button in the upper right
 - a. Note the status is **Count Request Created**
6. Eventually the agent will run and the count tasks will be generated
7. Click on **View Tasks**
8. Select the hyperlink of **Task ID**
9. **Complete** the task
10. Report the number found (should match the number expected)
11. **Save** the form
12. Verify that the status has changed to Completed