# Managing Count Requests

*DATE: 02/17/2010*

*This quick reference guide explains how to prepare for and generate count tasks from the console.*

## To verify an empty virtual location

*A virtual location is not an actual location in the warehouse, but must be cleared out and its inventory moved to a physical location in the warehouse.*

1 On the **Analytics** menu, perform one of the following
- for cache users, click **Launch WMS Reports**
- for NWCG users, click **Launch NISCC Reports**.

2 Click to run **INVENTORY BY ZONE REPORT**.

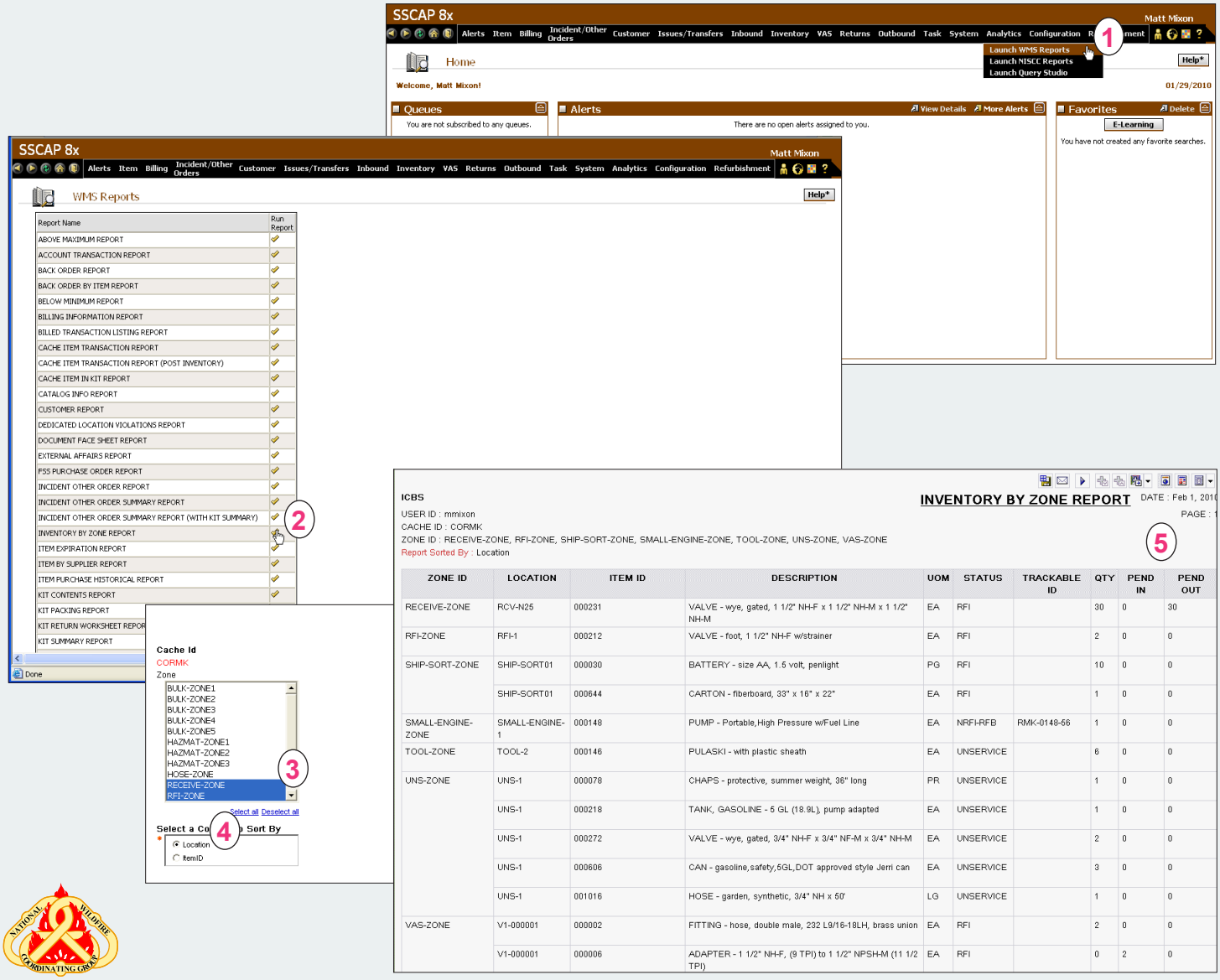
*If logged on as an NWCG user, click to select the cache of your choice before proceeding with step #3.*

3 Under **Zone**, click to select the **virtual zones** that you want to verify are empty.

4 Under **Select a Column to Sort By**, click one of the following, and then click Finish
- Location
- ItemID.

5 Review the **INVENTORY BY ZONE REPORT** to determine which inventory to move out of the virtual location and into the storage location.

*For more information about performing an ad hoc move, see "Ad hoc Move Requests," under, "User Support & Quick Reference Guides," on the ICBS-R web site. For inventory declared unserviceable in either UNS-1 or UNSNWT-1, adjust it out instead of moving it.*



# Managing Count Requests

*DATE: 02/17/2010*

## To confirm no in-process issues, work orders, or tasks

*Except for open refurbishment work orders all other issues, work orders, and tasks must be complete.*

1 On the **Analytics** menu, perform one of the following
- for cache users, click **Launch WMS Reports**
- for NWCG users, click **Launch NISCC Reports**.

2 Click ✓ to run **PHYSICAL COUNT PREP REPORT**.

*If logged on as an NWCG user, click to select the cache of your choice before proceeding with step #3.*

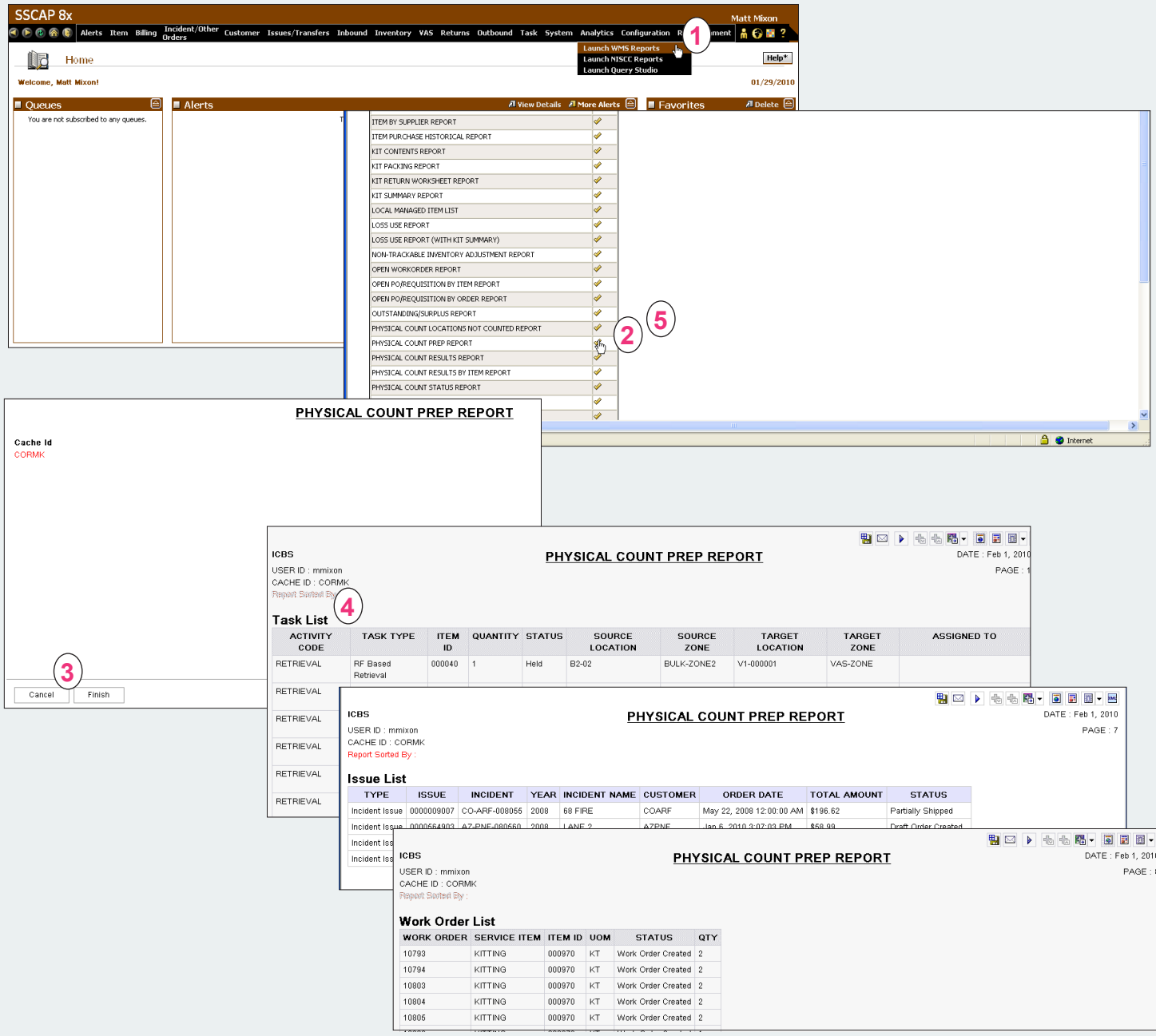
3 Click Finish

4 Review the **PHYSICAL COUNT PREP REPORT** to determine any in-process tasks, orders, and work orders.

5 When finished, run the **PHYSICAL COUNT PREP REPORT** again to verify that nothing is in-process.

*The PHYSICAL COUNT PREP REPORT contains three lists: Task List, Issue List, and Work Order List. Except for incomplete refurbishment work orders, be sure to work through each section to complete tasks, ship orders, and complete work orders.*

*ICBS-R Helpdesk: 866-224-7677*
*email: helpdesk@dms.nwcg.gov*



# Managing Count Requests

*DATE: 02/17/2010*

## To verify item location dedications

*Inventory must not be in a location it doesn't belong.*

1 On the **Analytics** menu, perform one of the following
- for cache users, click **Launch WMS Reports**
- for NWCG users, click **Launch NISCC Reports**.

2 Click to run **DEDICATED LOCATION VIOLATIONS REPORT**.

*If logged on as an NWCG user, click to select the cache of your choice before proceeding with step #3.*

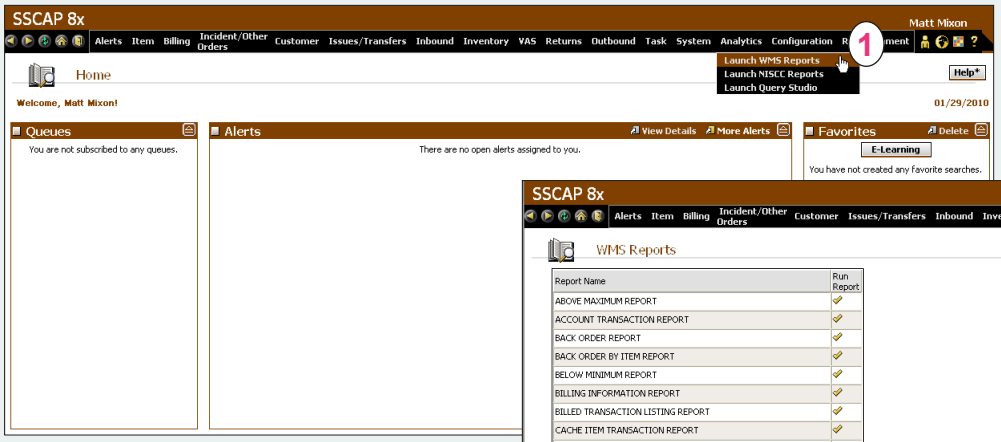
3 To show a specfic zone of dedicated violations, click to select the **Zone** of your choice.

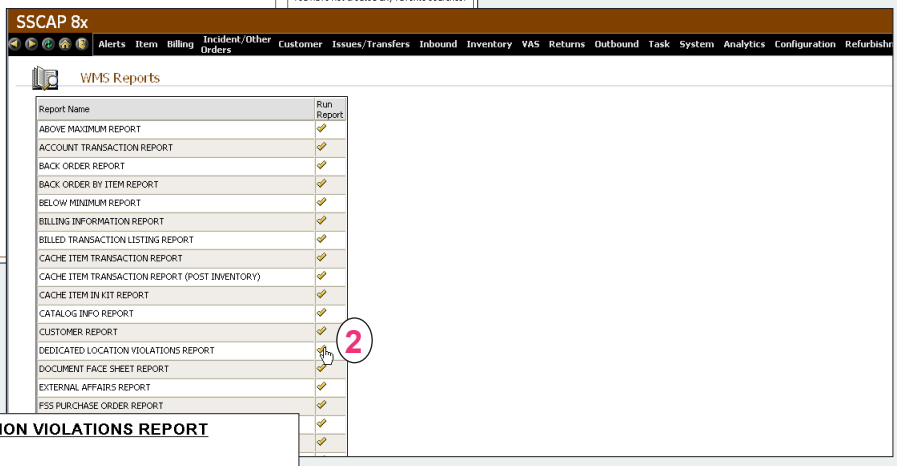
*To show all violations in the cache, skip this step!*

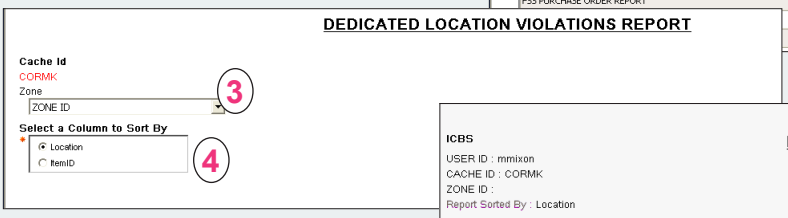
4 Under **Select a Colum to Sort By**, click one of the following, and then click Finish
- Location
- ItemID.

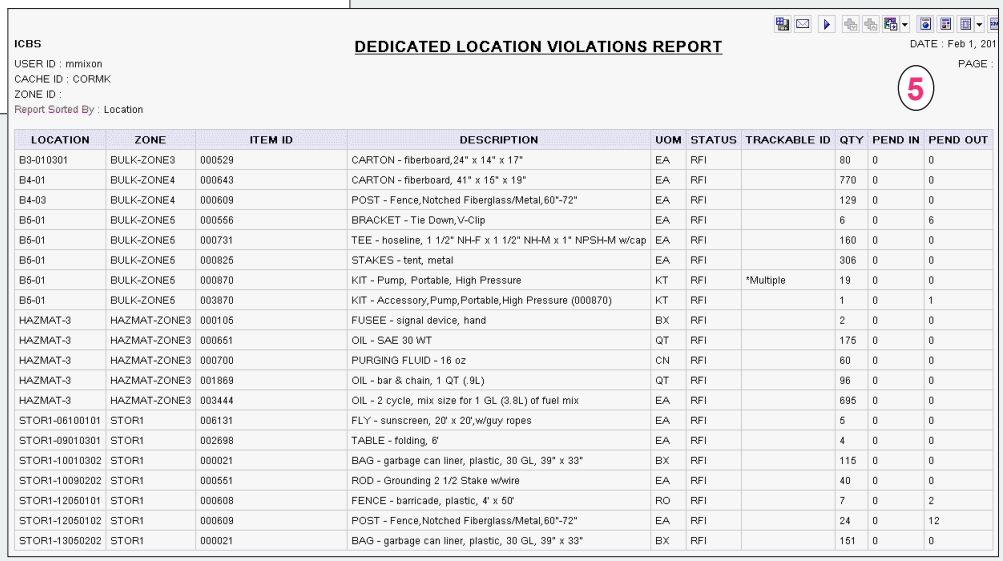
5 Review the **DEDICATED LOCATION VIOLATIONS REPORT** to determine which inventory must be moved to its correct location, or update the dedication for that location if the inventory is correctly located.

*For more information about performing an ad hoc move, see "Ad hoc Move Requests," under, "User Support & Quick Reference Guides," on the ICBS-R web site.*




| LOCATION | ZONE | ITEM ID | DESCRIPTION | UOM | STATUS | TRACKABLE ID | QTY | PEND IN | PEND OUT |
|---|---|---|---|---|---|---|---|---|---|
| B3-010301 | BULK-ZONE3 | 000529 | CARTON - fiberboard,24" x 14" x 17" | EA | RFI | | 80 | 0 | 0 |
| B4-01 | BULK-ZONE4 | 000643 | CARTON - fiberboard, 41" x 16" x 19" | EA | RFI | | 770 | 0 | 0 |
| B4-03 | BULK-ZONE4 | 000609 | POST - Fence,Notched Fiberglass/Metal,60"-72" | EA | RFI | | 129 | 0 | 0 |
| B6-01 | BULK-ZONE6 | 000556 | BRACKET - Tie Down,V-Clip | EA | RFI | | 6 | 0 | 6 |
| B6-01 | BULK-ZONE6 | 000731 | TEE - hoseline, 1 1/2" NH-F x 1 1/2" NH-M x 1" NPSH-M w/cap | EA | RFI | | 160 | 0 | 0 |
| B6-01 | BULK-ZONE6 | 000826 | STAKES - tent, metal | EA | RFI | | 306 | 0 | 0 |
| B6-01 | BULK-ZONE6 | 000870 | KIT - Pump, Portable, High Pressure | KT | RFI | *Multiple | 19 | 0 | 0 |
| B6-01 | BULK-ZONE6 | 003870 | KIT - Accessory,Pump,Portable,High Pressure (000870) | KT | RFI | | 1 | 0 | 1 |
| HAZMAT-3 | HAZMAT-ZONE3 | 000105 | FUSEE - signal device, hand | BX | RFI | | 2 | 0 | 0 |
| HAZMAT-3 | HAZMAT-ZONE3 | 000651 | OIL - SAE 30 WT | QT | RFI | | 175 | 0 | 0 |
| HAZMAT-3 | HAZMAT-ZONE3 | 000700 | PURGING FLUID - 16 oz | CN | RFI | | 60 | 0 | 0 |
| HAZMAT-3 | HAZMAT-ZONE3 | 001869 | OIL - bar & chain, 1 QT (.9L) | QT | RFI | | 96 | 0 | 0 |
| HAZMAT-3 | HAZMAT-ZONE3 | 003444 | OIL - 2 cycle, mix size for 1 GL (3.8L) of fuel mix | EA | RFI | | 695 | 0 | 0 |
| STOR1-06100101 | STOR1 | 006131 | FLY - sunscreen, 20' x 20',w/guy ropes | EA | RFI | | 5 | 0 | 0 |
| STOR1-09010301 | STOR1 | 002698 | TABLE - folding, 6' | EA | RFI | | 4 | 0 | 0 |
| STOR1-10010302 | STOR1 | 000021 | BAG - garbage can liner, plastic, 30 GL, 39" x 33" | BX | RFI | | 115 | 0 | 0 |
| STOR1-10090202 | STOR1 | 000551 | ROD - Grounding 2 1/2 Stake w/wire | EA | RFI | | 40 | 0 | 0 |
| STOR1-12050101 | STOR1 | 000608 | FENCE - barricade, plastic, 4' x 50' | RO | RFI | | 7 | 0 | 2 |
| STOR1-12050102 | STOR1 | 000609 | POST - Fence,Notched Fiberglass/Metal,60"-72" | EA | RFI | | 24 | 0 | 12 |
| STOR1-13050202 | STOR1 | 000021 | BAG - garbage can liner, plastic, 30 GL, 39" x 33" | BX | RFI | | 151 | 0 | 0 |

# Managing Count Requests

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## To create a count request

*This task explains how to create one count request per aisle. This method allows you to: manage counts easier, view accuracy for the aisle, and accept variance for one aisle at a time.*

1 On the **Inventory** menu, click to select **Create Count Request**.

*If logged on as an NWCG user, click to select the cache of your choice before proceeding with step #2.*

2 Click the **Request Type** drop-down arrow, and then click to select **Physical Count**.

3 Under **Count Request Criteria** in the **Zone** text box, search for or type the **Zone** you want to count.

4 In the **Aisle Number** text box, type the **aisle number** you want to count, and then click **Create Count Request**

## To create a count request for a location group

*This task explains how to create one count request for a location. This method allows you to: ignore frozen locations, obtain more granular control, and accept variance for one location at a time.*

A On the **Inventory** menu, click to select **Create Count Request For Location Group**.

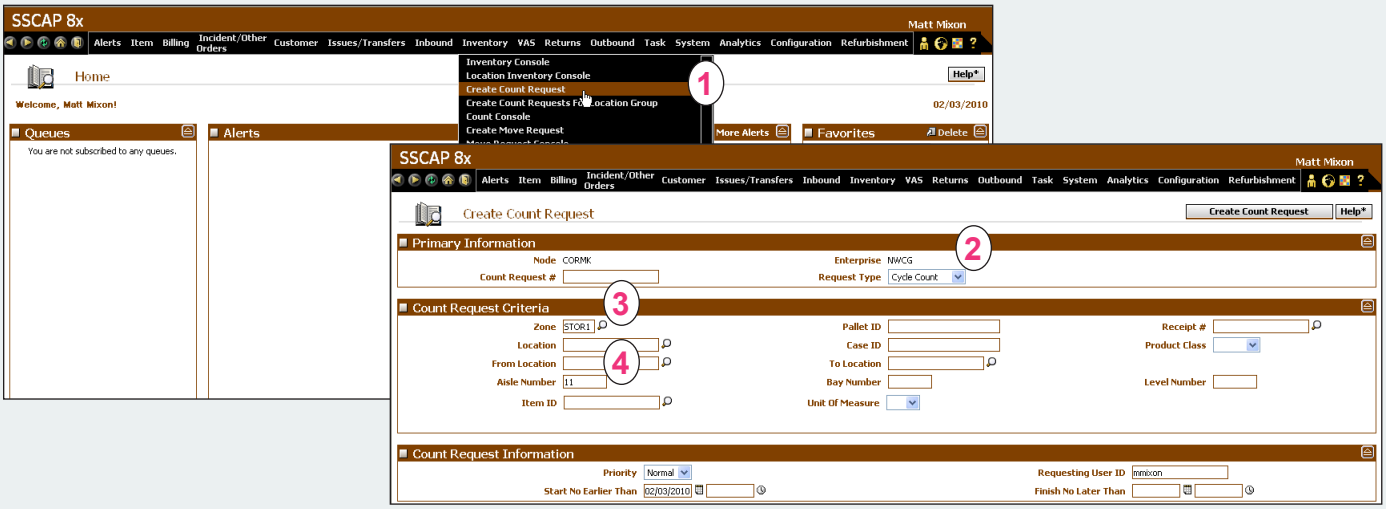
*If logged on as an NWCG user, click to select the cache of your choice before proceeding with step #2.*

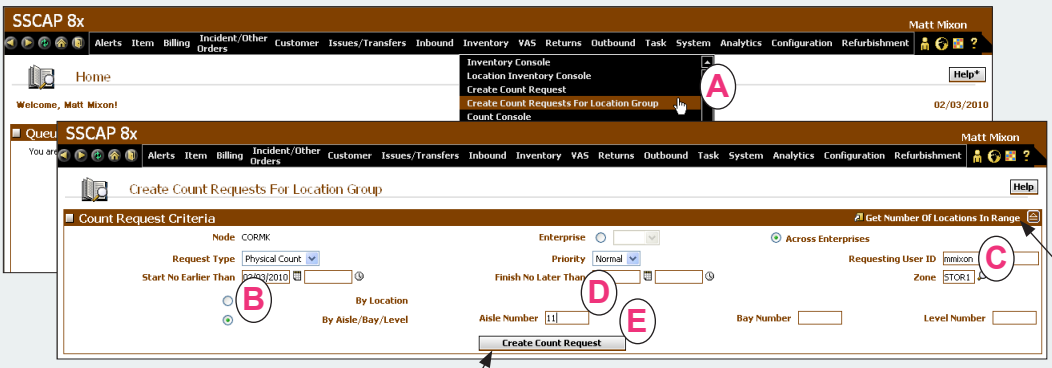
B Click the **Request Type** drop-down arrow, and then click to select **Physical Count**.

C Click to select **Aisle/Bay/Level**.

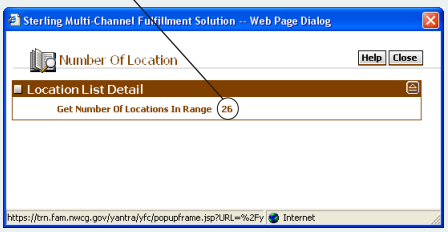
D Under **Count Request Criteria** in the **Zone** text box, search for or type the **Zone** you want to count.

E In the **Aisle Number** text box, type the **aisle number** you want to count, and then click **Create Count Request**




*Click* **Get Number Of Locations In Range** *to show the number of locations in the count request*




*Once you click the Create Count Request button, this screen does not refresh. If you click this button again an error will result!*

# Managing Count Requests

*DATE: 02/17/2010*

## To ensure all physical locations are accounted for

*Run the PHYSICAL COUNT LOCATIONS NOT COUNTED REPORT to list all locations not included in the count requests.*

1 On the **Analytics** menu, perform one of the following
- for cache users, click **Launch WMS Reports**
- for NWCG users, click **Launch NISCC Reports**.

2 Click to run **PHYSICAL COUNT LOCATIONS NOT COUNTED REPORT**.

*If logged on as an NWCG user, click to select the cache of your choice before proceeding with step #3.*

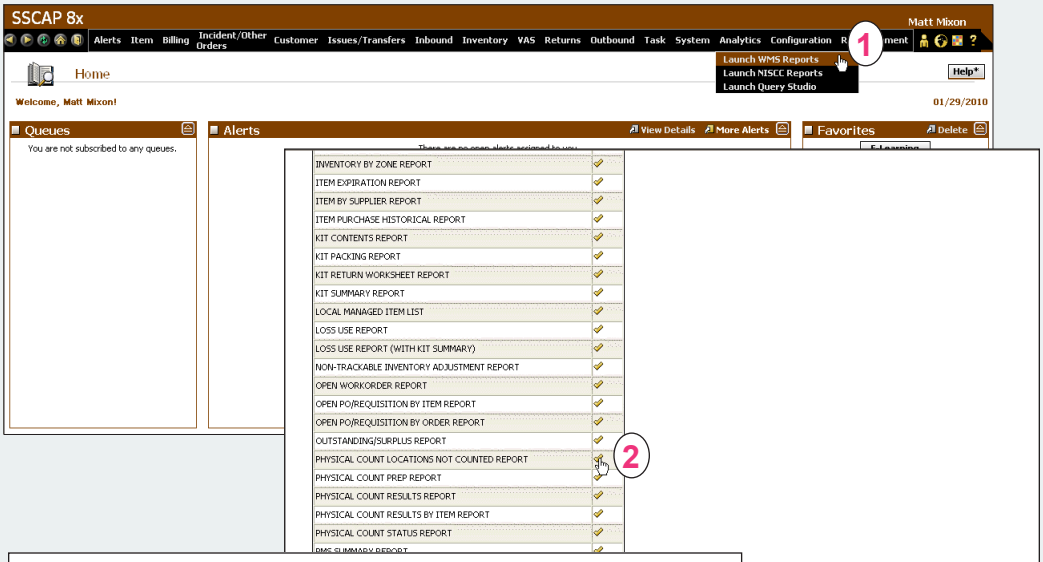
3 Under **Zone**, click to select all **zones** with virtual locations you wish to ignore in the count.

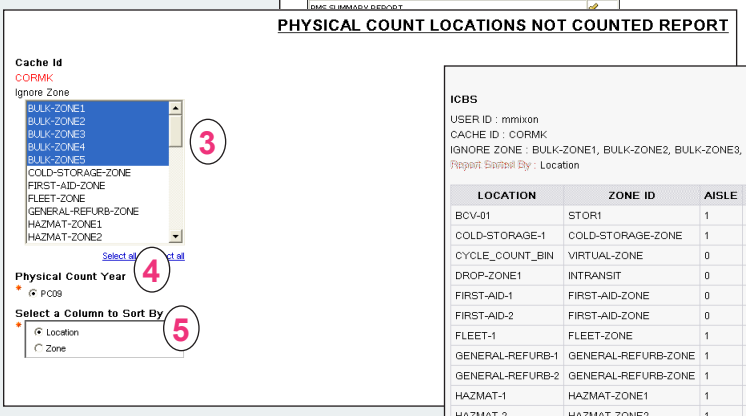
*To select more than one Zone, press and hold [Ctrl] and then click to select the zones of your choice.*

4 Verify that the **Physical Count Year** identifies the correct year.

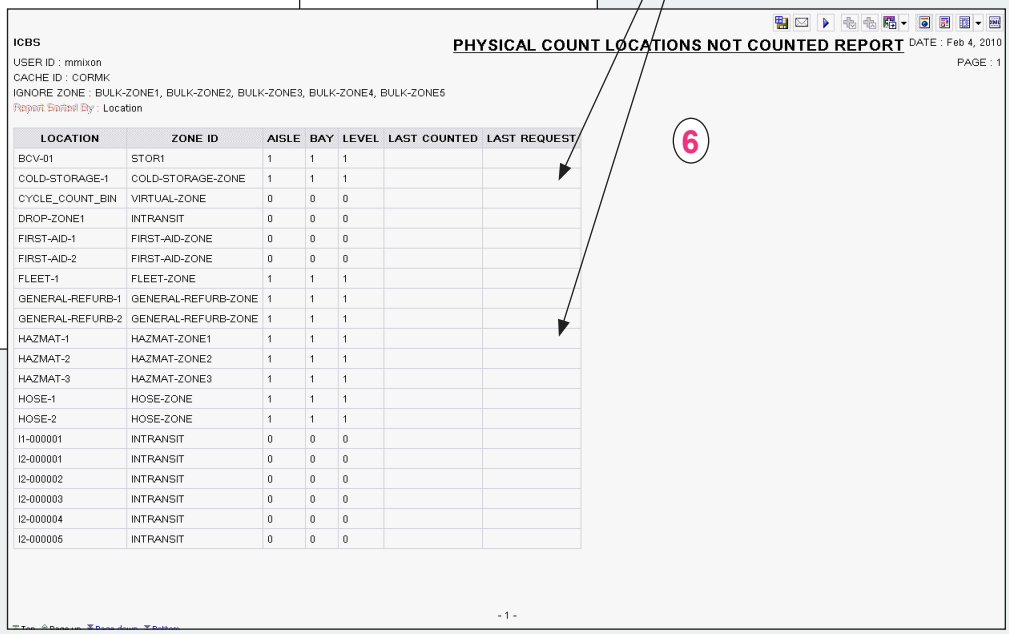
5 Under **Select a Column to Sort By**, click one of the following, and then click Finish
- Location
- ItemID.

6 Review the **PHYSICAL COUNT LOCATIONS NOT COUNTED REPORT** and create count requests for the zone and aisle combinations listed in the report.




*The LAST COUNTED column lists the date of the last physical count. If this column is blank, the location has not been counted since the end of the last month of the current physical count year.*



ICBS

PHYSICAL COUNT LOCATIONS NOT COUNTED REPORT

DATE : Feb 4, 2010

PAGE : 1

USER ID : mmixon

CACHE ID : CORMK

IGNORE ZONE : BULK-ZONE1, BULK-ZONE2, BULK-ZONE3, BULK-ZONE4, BULK-ZONE5

Report Sorted By : Location

| LOCATION | ZONE ID | AISLE | BAY | LEVEL | LAST COUNTED | LAST REQUEST |
|---|---|---|---|---|---|---|
| BCV-01 | STOR1 | 1 | 1 | 1 | | |
| COLD-STORAGE-1 | COLD-STORAGE-ZONE | 1 | 1 | 1 | | |
| CYCLE_COUNT_BIN | VIRTUAL-ZONE | 0 | 0 | 0 | | |
| DROP-ZONE1 | INTRANSIT | 0 | 0 | 0 | | |
| FIRST-AID-1 | FIRST-AID-ZONE | 0 | 0 | 0 | | |
| FIRST-AID-2 | FIRST-AID-ZONE | 0 | 0 | 0 | | |
| FLEET-1 | FLEET-ZONE | 1 | 1 | 1 | | |
| GENERAL-REFURB-1 | GENERAL-REFURB-ZONE | 1 | 1 | 1 | | |
| GENERAL-REFURB-2 | GENERAL-REFURB-ZONE | 1 | 1 | 1 | | |
| HAZMAT-1 | HAZMAT-ZONE1 | 1 | 1 | 1 | | |
| HAZMAT-2 | HAZMAT-ZONE2 | 1 | 1 | 1 | | |
| HAZMAT-3 | HAZMAT-ZONE3 | 1 | 1 | 1 | | |
| HOSE-1 | HOSE-ZONE | 1 | 1 | 1 | | |
| HOSE-2 | HOSE-ZONE | 1 | 1 | 1 | | |
| I1-000001 | INTRANSIT | 0 | 0 | 0 | | |
| I2-000001 | INTRANSIT | 0 | 0 | 0 | | |
| I2-000002 | INTRANSIT | 0 | 0 | 0 | | |
| I2-000003 | INTRANSIT | 0 | 0 | 0 | | |
| I2-000004 | INTRANSIT | 0 | 0 | 0 | | |
| I2-000005 | INTRANSIT | 0 | 0 | 0 | | |

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*For more information about assigning count tasks for outstanding variances see the Quick Reference Guide, "Managing Count Variances."*