

Lesson 28: Counting

In this lab students will create a count request to count items from the location that they were assigned in the lab for Lesson 6.

From the console

1. Login with your user name and password (**Each user will be assigned a specific NFES number from lab #6**).
2. Select **Create Count Request** from the **Inventory** drop-down menu
3. Enter the location assigned in Lesson 6.
4. Enter **your assigned number** as the Item ID
5. Click the **Save** button in the upper right
 - a. Note the status is **Count Request Created**
6. Click on **View Tasks**
7. Select the Task
8. Complete the task
9. Verify that the status has changed to completed.

From the scan device

The ICBS mobile terminal can be used to perform count tasks like:

- Count pallets
- Count items in pallets and locations
- Count serial tracked items in a pallet or location

The execution of counts may be either user-directed or system-directed.

In system-directed count tasks, the system suggests the count tasks to be executed and the user can scan the location or item to signify the acceptance of the count task.

In user-directed process, the user chooses the count tasks that need to be executed

The following steps describe the execution of the count process. This process assumes that the original count request has already been created in the system, using the ICBS console User Interface (the PC-based application)

1. Log into the mobile terminal.
2. On the menu list, select the “Task Controller” menu option.
3. The user scans in the suggested location and the suggested item for the count task.
4. The count task for the location that is nearest to the physical location of the user is presented
5. Enter the start location as the reference location which indicates where the user is physically located in the warehouse.
6. In the resulting screen, the user scans the count quantity and hits “Go”.
7. The system then displays the count quantities. The user can accept the count or re-scan.

8. If the user chooses to re-scan, the count tasks from step 4 will need to be performed again.
9. If the user chooses to accept the count quantity and that quantity is different from what is present in the system, then variance tasks will be created
10. The variance tasks are completed in the same way as regular count tasks. The user can also record the inventory disposition and product class during the scan.
11. The user then records the variance count task quantity and hits the “Done” button.
12. The system quantity as well as the variance count quantity would be displayed and the user can either accept the count quantity or re-scan.
13. Once the user accepts the count quantity, the count result is recorded