Executing Count Requests for Non-Trackable Items

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This quick reference guide explains how to use the scan gun to execute count requests generated from the console.

To execute a count request for non-trackable items - *1st count*

1 Under **Menu**, double-tap **Count**.

2 On the next screen that displays, scan the **Location**.

Scanning the Location confirms that you are physically located at the correct location in the warehouse.

3 Scan the **Item ID** of the item at your current location.

If the current location is empty, tap Empty *and then continue the count for the remaining locations.*

4 On the next screen that appears, type the **quantity counted for the current item**, and then tap Go

Be sure to verify the quantity in each box and count all boxes.

5 Continue the remaining counts for all items at the current location, and then tap Done

6 When finished, tap Complete and then proceed with step #2 and the next location.

Once the No Open Tasks screen displays, tap Cancel *to return to the Menu.*

To execute a count request for non-trackable items - *2nd and 3rd count*

For 2nd and 3rd counts, you must count a specific item instead of all items in the location.

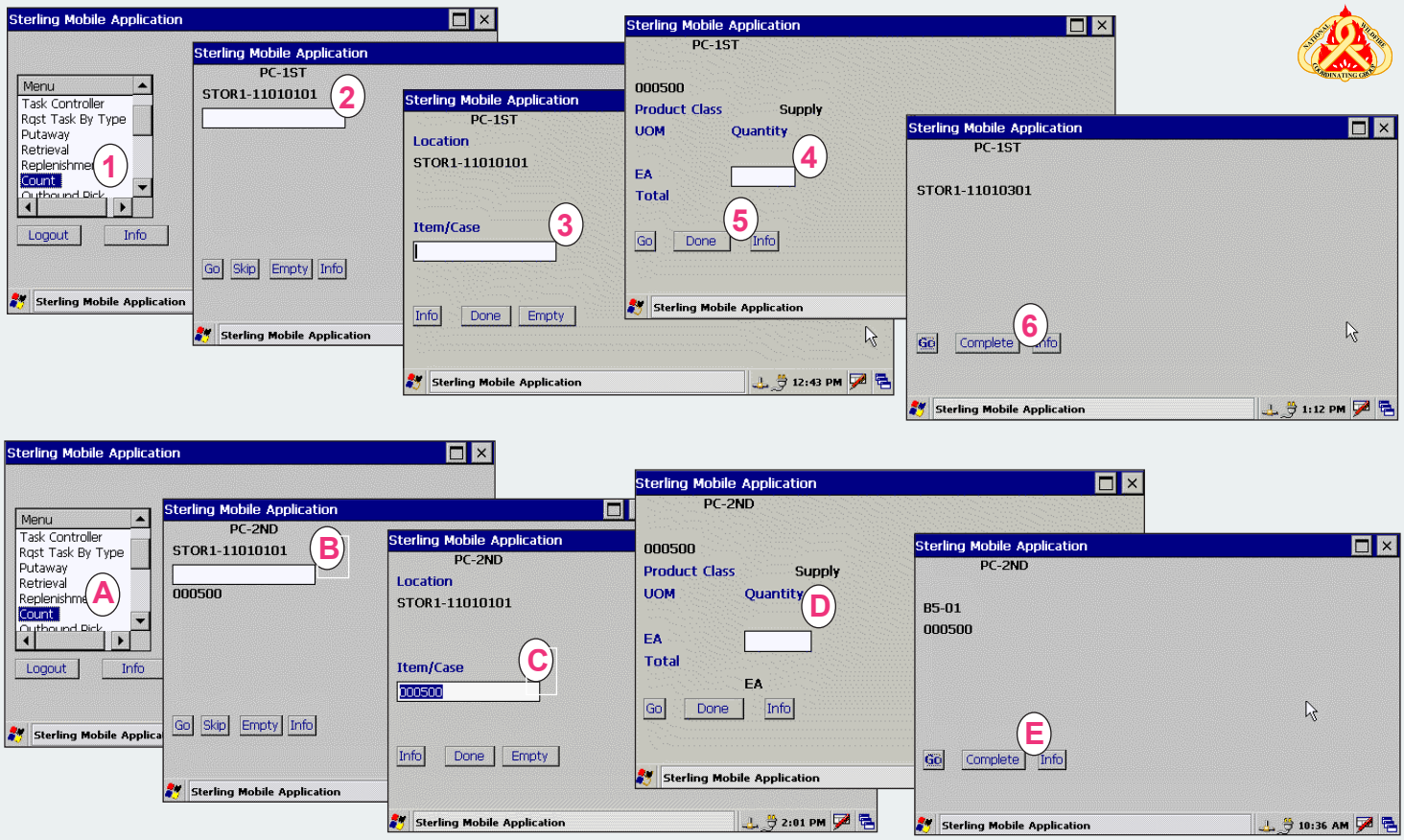
A Under **Menu**, double-tap **Count**.

B On the next screen that displays, scan the **Location**.

C Scan the **Item ID** to confirm that you are counting the correct item, and then tap Done

The Inventory Status screen briefly appears.

D On the next screen that appears, type the **quantity counted for the current item**, and then tap Done

E Continue the remaining counts for all items at the current location, and then tap Complete

If there is a variance between the counted quantity and system quantity, the Count Confirmation screen briefly appears.
Once the No Open Tasks screen displays, tap Cancel *to return to the Menu.*