

## Completing Count Requests Using the Scan Gun

This documentation explains how to complete assigned Count Request tasks for Physical Counts, (PC-1<sup>st</sup>, PC-2<sup>nd</sup> and PC-3<sup>rd</sup> Counts) using the scan gun. When a PC 1<sup>st</sup> count does not match the system count the system creates a PC 2<sup>nd</sup> Count. When the PC-2<sup>nd</sup> count does not match the ICBS system count or the PC 1<sup>st</sup> Count, the system creates a PC-3<sup>rd</sup> Count.

### To Complete a Physical Count (PC) 1<sup>st</sup> Request:

1. Log onto the scan gun.
2. Select **Main Menu**.
3. Double-tap **Count** using the stylus. The **PC-1<sup>st</sup>** screen appears.
4. Scan the appropriate **Storage Location**.
5. Scan the six-digit **Item/Case# (NFES Item ID)**.
6. Enter quantity counted in **Total**.
7. Tap **GO** using the stylus.
8. Tap **Done** using the stylus.
9. Tap **Complete** using the stylus.

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**Note:** When you tap **GO** instead of **Complete**, the system returns you to complete through steps 4-5. When this happens enter **0** in **Total Field**, unless an additional quality needs to be added to the total count. When you enter an amount in this field a second time, that amount is added to the original quantity to become the total for that location.

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10. User is then prompted to count next suggested location, complete steps 3a-3f.
11. When **NO OPEN TASKS** display on the screen you can continue with one of these two actions:
  - a. Choose **DONE** to return to the **Main Menu**.
  - b. Choose **PROCEED** to move to the next open tasks assigned.

### To Complete a Physical Count (PC) 2<sup>nd</sup> Request:

1. On main menu bar select, select **Main Menu**.
2. Double-click **Count** using the stylus. The **PC-2<sup>nd</sup>** screen appears.
3. Scan the appropriate **Storage Location**.
4. Confirm the highlighted **Item ID** is correct and tap **Done**. If this is incorrect, request that another count request be created and the original task request be cancelled.

5. Enter the quantity counted to the **Total**.
6. Tap **Go**.
7. Tap **Done**.
8. Tap **Complete**.
9. When **NO OPEN TASKS** display on the screen you can continue with one of these two actions:
  - Choose **DONE** to return to the **Main Menu**.
  - Choose **PROCEED** to move to the next open tasks assigned.

***To Complete a Physical Count (PC) 3<sup>rd</sup> Request:***

1. Scan the appropriate **Storage Location**.
2. Confirm the highlighted **Item ID** is correct and tap **Done**. If this is incorrect, request that another count request be created and the original task request be cancelled.
3. Enter the quantity counted to the **Total**.
4. Tap **Go**.
5. Tap **Done**.
6. Tap **Complete**.
7. When **NO OPEN TASKS** display on the screen you can continue with one of these two actions:
  - Choose **DONE** to return to the **Main Menu**.
  - Choose **PROCEED** to move to the next open tasks assigned.