Completing an Inventory Inquiry Using the Scan Gun

This documentation explains how to complete an inventory inquiry using a scan gun. Inventory Inquiries come in handy to check quantities of an item and where that item is currently located.

The displayed screen shows where an item is stored and quantity available in that storage location

To complete an inventory inquiry using the scan gun:

1. Log on to Scan Gun.

2. Double-tap **Inventory Inquiry**.

3. Scan the six digit **NFES Item ID** or Storage Location, you may also enter it using scan gun keypad.

4. Tap **GO**. The **Item Inventory** screen appears displaying the storage location(s) and quantities available in each location(s).

5. Tap the vertical and horizontal arrows to move around on the screen to see information, or tap the back icon and return to the **Inventory Inquiry** screen to enter another item.

6. Press **Blue Button** on the scan gun key pad and then press the zero (**0**) key, to return to scan gun main menu.