

To execute a count request for trackable items

- 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.
 - 4 On the next screen that displays, scan each **Trackable ID #** for the item in that location.
 - 5 When finished scanning all trackable IDs for the item in that location, tap **Go**

The Inventory Status screen briefly appears.

- 6 To confirm that the quantity of all trackable IDs scanned matches the quantity of trackable IDs in this location for this item, tap **Done**

*If you have additional items in the location to count, tap **Go** on this screen and then continue the remaining counts for all items at the current location. If the count is different than you expect, tap **Rescan***

- 7 When finished, tap **Complete**

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

- 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**
- Be sure to count only this item as you complete this task!*
- D On the next screen that displays, scan all **Trackable ID #** for the item in that location, and then tap **Go**
 - E To confirm that all trackable IDs were scanned, tap **Done**
 - F Continue the remaining counts for all items at the current location, and then tap **Complete**

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

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