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| Electronic Inventory Using Intermec Handheld Reader |
| **Purpose** | This procedure provides instructions for ELECTRONIC INVENTORY USING THE INTERMEC HANDHELD READER. |
| **Policy Statements** | This procedure applies to chemistry personnel ordering products using the Intermec Handheld device to standardize inventory management. |
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| **Materials** | **Supplies** | **Equipment** |
|  | Barcodes for product inventory | Intermec Handheld Barcode Reader located in the * Materials Management storeroom in STP
* Supermarket in MPLS Laboratory
 |
| **Procedure** |  |
| **To Download par cart:** | **Step** | Action | **Related Document** |
| 1 | Turn on the Intermec reader by pressing the ***On/Off*** button. |  |
| 2 | Tap ***Par Inventory*** using the stylus |  |
| 3 | Enter ***User ID*** as Sunquest tech code |  |
| 4 | Tap ***Login*** |  |
| 5 | Place the device into the docking station |  |
| 6 | Tap ***Download*** |  |
| 7 | Observe that there are two opposite facing arrows indicating there is connectivity. |  |
| **If** | **Then** |
| An “X” appears | Perform a ***Warm boot*** by pressing the On/Off key for 13 seconds |
| 8 | Tap ***Specific Location*** |  |
| 9 | Tap ***Next*** to display all Par carts in the People Soft System |  |
| 10 | Select the desired location by scrolling to the correct par cart number |  |
| 11 | Tap the ***par cart number*** |  |
| 12 | Tap ***Next*** and wait for the cart to load |  |
| 13 | Watch for checks ***Ö*** and a Progress Bar (30-50 seconds) |  |
|  |  |  |  |
| **Select Products** | **Step** | Action | **Related Document** |
|  |  | **Option #1**: Scroll to Select | **Option #2**: Scan Barcodes |  |
|  | 1 | Tap ***Count*** | Tap Search to change to the Search mode |  |
|  | 2 | Tap the ***Location*** to count | Do not scan barcodes when an Item Count is displayed or it will place an order |  |
|  | 3 | Tap ***Next*** | Scan the desired item barcode by pressing the yellow buttons on each side at the same time |  |
|  | 4 | Scroll through inventory items using **­ and ¯** arrow keys |  |  |
|  | 5 | Type 1 or 0 using the numeric keypad to replenish that product. Press Enter key, making sure Alpha Light is off. |  |
|  | 6 | Scroll past items that are not needed |  |
|  | 7 | Press ***ESC*** when finished to save the counts |  |
|  | 8 | Tap ***Save Count*** and ***Yes*** |  |
|  | 9 | Press ***ESC*** to return to Selection Screen |  |
| **Upload Order** |  |
| **Step** | **Action** | **Related Document** |
| 1 | Place the device back into the docking station |  |
| 2 | Tap ***Upload*** |  |
| 3 | Selection screen appears when complete |  |
| 4 | ***Log out*** and return to Home Screen |  |
|  |  |  |  |
| **Appendices** | **Troubleshooting** the device* **Warm Boot**: hold the ***On/Off*** key for 13 seconds. The handheld will reboot and return to the Intermec Par Inventory screen. Counts will not be lost during this step.
* **Backlight**: Press the Orange key + 3 to turn the backlighting on and off.
* Use the stylus provided to avoid touching the screen
* Return reader to the cradle after use to maintain the battery.
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
|  | C. Bryant |  | Initial Version |
|  | L. Lichty | October 21, 2008 | Replaces Manual Inventory Managemenet |
|  | D. Helfinstine | January 31, 2011 | New Format, renumbered from CH 0.20 |
|  |  | Erin Bartos | 6/13/2017 | Biennial Review |
|  |  | Kelsi Brown | April 22, 2019 | Biennial Review |
|  | Matt Johnson | 1/27/2023 | Reviewed, no changes.  |
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