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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. | | | | | | | | | | |
|  |  | | |  | | | |  | |  | |
| **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. | | | | | | | | | | |
|  |  | |  | |  | | | |  | | |
| **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. | | |
|  |  | | | | | | | | | | |