**Autocrib Inventory Count Process**

**TWO Weeks Prior to Count:**

* TSR to notify the Champion at the account to let them know that there will be a service disruption on the scheduled day of the count.
* Review of Open Orders – Make sure Prelude matches Autocrib
* Check printer paper in server cabinet

**Day of Inventory Count**

Prior to starting:

* CSC to notify the Champion of the start time (Please give them enough time to warn their people to take what they need before you start)

**Notes:**

**No transactions can be processed during the count of each crib. This rule starts the minute the count sheets are printed and ends when the count is completed**

**Only print count sheets for one crib at a time**

**Counters – must sign and date the first page of each cribs count sheets**

**Inventory Count Process:**

Step #1 – Go to the Mgmtstation

Step #2 – Log in

Step #3 – Go to Reports / Standard / InventoryStep #4 – Select the correct report:

* Physical By Robo – For all Robocrib’s
* Physical By Vending Crib – For all other equipment

Step #5 – Enter Crib Number into the “From” and “To” field in the Crib Selection area

Step #6 – Print off sheets

Step #7 – Go back to vending machine

* + Restart RoboCrib Software

Step #8 - Open control panel door (R2K Only. Skip to next step for all other equipment)

* + Put switch for doors into “Test” mode

Step #9 – Log into RoboCrib Software

Step #10 – Select “Physical”

Step #11 – Select “All”

\*\*\*\* Robo Crib with filler bins count sheet don’t all start on the first page. You may have to skip a few pages to find the first bin that the Robo Crib pulled up. Don’t worry, the machine will bring up all the skipped bins towards the end of the count \*\*\*\*

Step #12 – Start the count

Notes: You must physically check every item in each bin to ensure that the correct item and quantity are located inside. Please note all descrepancies on the count sheets

Step #13 – Once completed

* + Log out

Step #14 – Put door switch back to “Run” mode (R2K Only. Skip to next step for all other equipment)

Repeat Steps 1 thru 14 for each piece of equipment.

Step #15 – Double check all descrepnacies

Step #16 - Follow the “Inventory Correction Procedure” listed on separate document

Step #17 – Notify the “Inventory Manager” of completed count

Step #18 – Give or Send count sheets to “Inventory Manager”

* (Branches to send with weekly inter-office mail shipments)