**Autocrib Cycle Count Process**

1. Go to Mgmtstation
2. Login
3. Go to Inventory / Cycle Count
4. Select “Edit”
5. Select Crib (Only select one at a time)
   1. Do not count open bin cribs managed via prelude (Janam) scanners
6. Select Class = “ALL”
7. Select Method = “Next Count Date”
8. Select “Run”
9. Go to Bin and Click on the “Bin” header (This will line up all the bins – Call Steve/Jay if you are unsure)
10. Select “Print”
11. Go to the RoboCrib
12. Login
13. Select “Physical”
14. Select “ByBin
15. Enter the Bin Number
16. Physically Count the Stock and Verify the item
    1. Make note of any descrepenacies
    2. Any Items that are found as extra need to be Physicalled in at this time
    3. Any Items that need to be decremented need to follow the “Inventory Correction Procedure”, after you have completed step #21
17. Repeat steps 14 -16 until all items are counted
18. Log out
19. Go back to the mgmtstation
20. Click on items that were counted
21. Click “Stamp Count Date”
22. Complete inventory corrections for that crib (Follow the “Inventory Correction Procedure”

Repeat Steps 1 thru 22 for each additional piece of equipment