

CAPEX Inventory Scanning In WOS

Purpose

This document outlines the procedure for scanning monthly CAPEX inventory counts into the Work Order System.

Tools Needed

Malacrity USB Wireless Barcode Scanner



Tablet or Laptop

Procedure

CAPEX parts are scanned and entered into the work order system by scanning:

- The barcode of the designated part for non-serialized parts
- The barcode of the designated part and the serial number for serialized parts

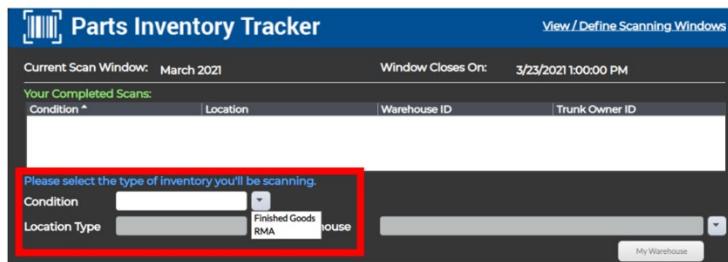
Parts to be scanned and the scanning method of those parts will be determined and communicated to the Field prior to the opening of the scanning window.

Please note: all serial numbers for serialized scanning must have been entered into the system prior to the scanning the part. Serial numbers that have not been entered into the system will not be available for entry.

1. Open the Parts Inventory Tracker [here](#).
 - Ensure that you are scanning in an open scanning window.

A screenshot of the 'Parts Inventory Tracker' application. The title bar says 'Parts Inventory Tracker' and has a 'View / Define Scanning Windows' button. Below the title bar, there are two red-bordered input fields: 'Current Scan Window: March 2019' and 'Window Closes On: 3/25/2019 11:59:00 PM'. Underneath these fields is a table with four columns: 'Your Completed Scans:', 'Condition', 'Location', 'Warehouse ID', and 'Trunk Owner ID'. The table is currently empty. At the bottom of the application window, there is a message: 'Please select the type of inventory you'll be scanning.'

2. Select the condition type:
- Local warehouse
 - Trunk



Parts Inventory Tracker

Current Scan Window: March 2021 Window Closes On: 3/23/2021 1:00:00 PM

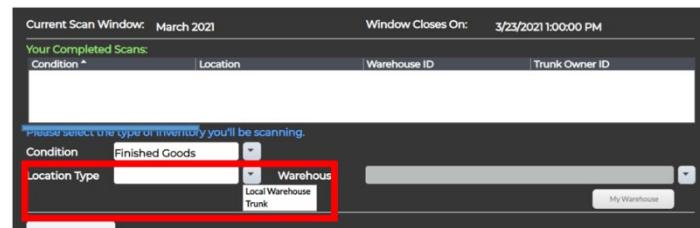
Your Completed Scans: Condition * Location Warehouse ID Trunk Owner ID

Please select the type of inventory you'll be scanning.

Condition: Finished Goods Location Type: Local Warehouse

My Warehouse

3. Choose the Location Type.
- Local warehouse
 - Trunk



Current Scan Window: March 2021 Window Closes On: 3/23/2021 1:00:00 PM

Your Completed Scans: Condition * Location Warehouse ID Trunk Owner ID

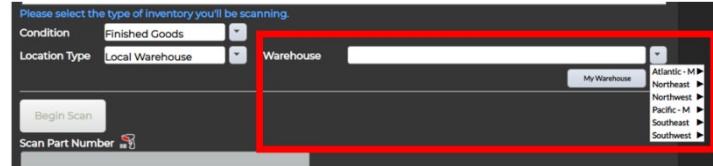
Please select the type of inventory you'll be scanning.

Condition: Finished Goods Location Type: Warehouse

Local Warehouse Trunk

My Warehouse

4. Select the appropriate warehouse for which you are placing the count. If this is your designated warehouse, press the My Warehouse button.

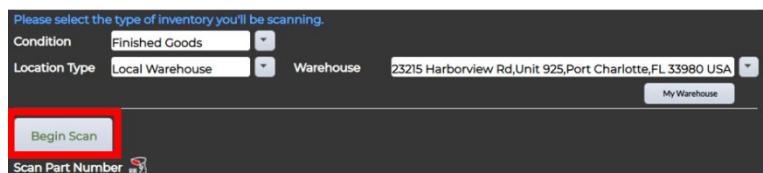


Please select the type of inventory you'll be scanning.

Condition: Finished Goods Location Type: Local Warehouse Warehouse: My Warehouse

Begin Scan Scan Part Number

5. Press Begin Scan

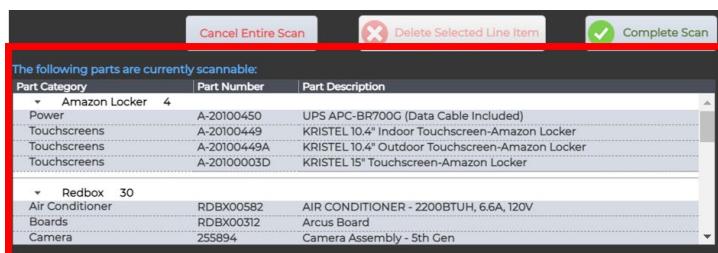


Please select the type of inventory you'll be scanning.

Condition: Finished Goods Location Type: Local Warehouse Warehouse: 23215 Harborview Rd, Unit 925, Port Charlotte, FL 33980 USA

Begin Scan Scan Part Number

6. A table with a list of scannable parts is located at the bottom of the scanning table.



The following parts are currently scannable:

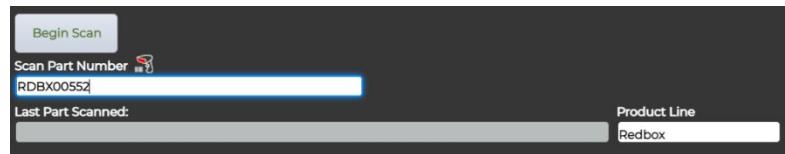
Part Category	Part Number	Part Description
Amazon Locker	4	
Power	A-20100450	UPS APC-BR700C (Data Cable Included)
Touchscreens	A-20100449	KRISTEL 10.4" Indoor Touchscreen-Arizon Locker
Touchscreens	A-20100449A	KRISTEL 10.4" Outdoor Touchscreen-Arizon Locker
Touchscreens	A-2010003D	KRISTEL 15" Touchscreen-Arizon Locker
Redbox	30	
Air Conditioner	RDBX00582	AIR CONDITIONER - 2200BTUH, 6.6A, 120V
Boards	RDBX00312	Arcus Board
Camera	255894	Camera Assembly - 5th Gen

Cancel Entire Scan Delete Selected Line Item Complete Scan

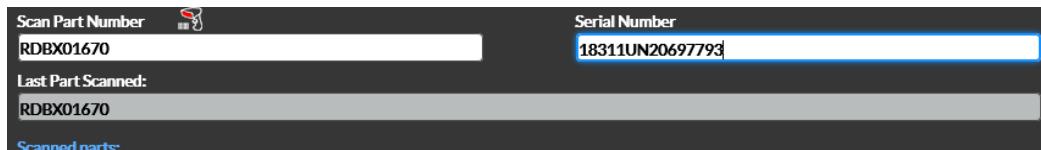
7. Place your cursor in the Scan Part Number field and scan the part.

- Using the provided scanner, scan the part number barcode on the part.

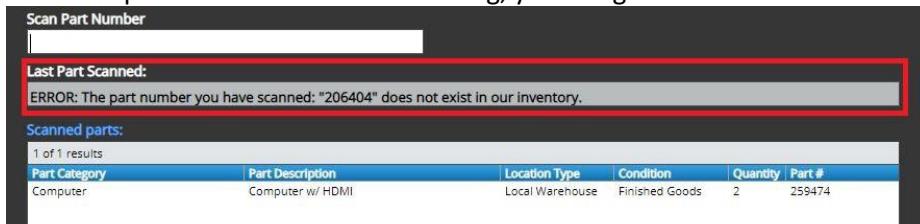
- The part will automatically enter into the Scanned Parts list.



8. For Serialized Parts, after entering the part number, the Serial Number field will populate. Scan the serial number of the serialized part into the Serial Number field.



- If the part number isn't in the catalog, you will get an error.

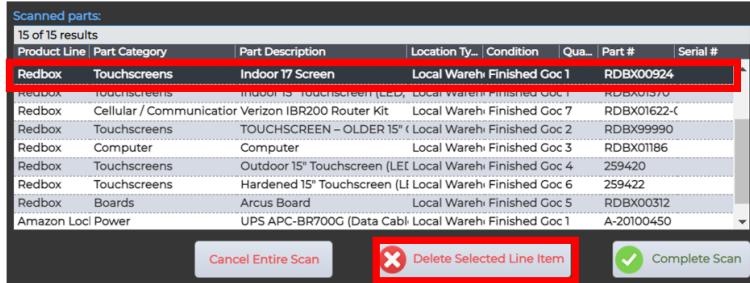


- For parts without a barcode such as the ARCUS board, scan the barcode provided in the CAPEX Parts Catalog.

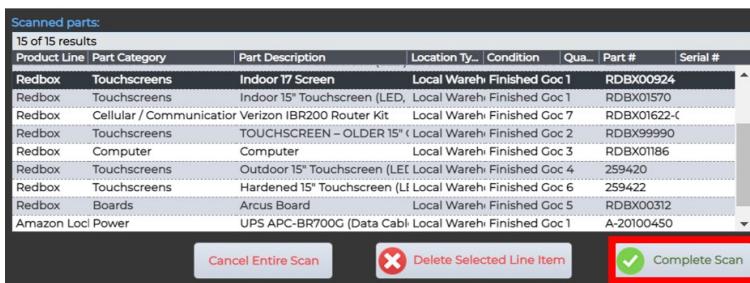
9. Scan each part individually until all parts have been scanned.

Scanned parts:						
Product Line	Part Category	Part Description	Location Type	Condition	Quantity	Part #
Redbox	Touchscreens	Indoor 17 Screen	Local Wareh	Finished Goods	1	DBX0924
Redbox	Touchscreens	Indoor 15" Touchscreen (LED)	Local Wareh	Finished Goods	1	DBX01570
Redbox	Cellular / Communicator	Verizon IBR200 Router Kit	Local Wareh	Finished Goods	7	DBX01622-C
Redbox	Touchscreens	TOUCHSCREEN - OLDER 15"	Local Wareh	Finished Goods	2	DBX99990
Redbox	Computer	Computer	Local Wareh	Finished Goods	3	DBX01186
Redbox	Touchscreens	Outdoor 15" Touchscreen (LEI)	Local Wareh	Finished Goods	4	59420
Redbox	Touchscreens	Hardened 15" Touchscreen (LI)	Local Wareh	Finished Goods	6	59422
Redbox	Boards	Arcus Board	Local Wareh	Finished Goods	5	DBX00312
Amazon Locl Power		UPS APC-BR700G (Data Cabl	Local Wareh	Finished Goods	1	20100450

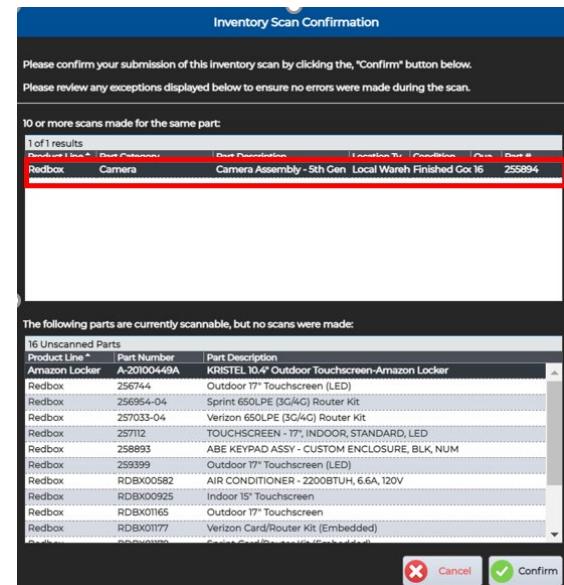
10. If you accidentally scan a part multiple times and the count is wrong, you can select the line of the part, then click Delete Selected Line Item. Rescan all the parts for that number again.



11. Once all parts have been scanned, press Complete Scan. The Inventory Confirmation pop-up will appear.



12. If any part has a quantity of 10 or higher, please verify the count to ensure accuracy.



Product Line	Part Category	Part Description	Location Type	Condition	Quantity	Part #	Serial #
Redbox	Touchscreens	Indoor 17" Screen	Local Wareh	Finished Goc 1	10	RDBX00924	

The following parts are currently scannable, but no scans were made:							
Product Line *	Part Number	Part Description	Location Type	Condition	Quantity	Part #	Serial #
Amazon Locker	A-20100449A	KRISTEL 10.4" Outdoor Touchscreen-Amazon Locker			16		
Redbox	25674-4	Outdoor 17" Touchscreen (LED)					
Redbox	25695-04	Sprint 650LPE (3G/4G) Router Kit					
Redbox	25703-04	Verizon 650LPE (3G/4G) Router Kit					
Redbox	25712	TOUCHSCREEN - 17", INDOOR, STANDARD, LED					
Redbox	25893	ABE KEYPAD ASSY - CUSTOM ENCLOSURE, BLK, NUM					
Redbox	25939	Outdoor 17" Touchscreen (LED)					
Redbox	RDBX00582	AIR CONDITIONER - 2200BTUH, 6.6A, 120V					
Redbox	RDBX00925	Indoor 15" Touchscreen					
Redbox	RDBX01165	Outdoor 17" Touchscreen					
Redbox	RDBX01177	Verizon Card/Router Kit (Embedded)					

- The bottom table indicates parts that should be in your inventory and are available to scan, but have not been scanned into the tracker. Should you find items in this table, please search your physical inventory to ensure that all items have been scanned and the counts are correct.
- If a recount is needed, press cancel and make any necessary corrections.
- If the inventory count is correct, press Confirm.
- Pressing Confirm will submit your count.

The following parts are currently scannable, but no scans were made:

Product Line	Part Number	Part Description
Amazon Locker	A-20100449A	KRISTEL 10.4" Outdoor Touchscreen-Amazon Locker
Redbox	256744	Outdoor 17" Touchscreen (LED)
Redbox	256954-04	Sprint 650LPE (3G/4G) Router Kit
Redbox	257033-04	Verizon 650LPE (3G/4G) Router Kit
Redbox	257112	TOUCHSCREEN - 17", INDOOR, STANDARD, LED
Redbox	258893	ABE KEYPAD ASSY - CUSTOM ENCLOSURE, BLK, NUM
Redbox	259399	Outdoor 17" Touchscreen (LED)
Redbox	RDBX00582	AIR CONDITIONER - 2200BTUH, 6.6A, 120V
Redbox	RDBX00925	Indoor 15" Touchscreen
Redbox	RDBX01165	Outdoor 17" Touchscreen
Redbox	RDBX01177	Verizon Card/Router Kit (Embedded)
Redbox	RDBX01250	Verizon Card/Router Kit (Embedded)

X Cancel ✓ Confirm

