

CAPEX Inventory Scanning In WOS

Purpose

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

Tools Needed

Malacriy 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 a web application titled 'Parts Inventory Tracker'. The interface has a blue header with a barcode icon and the title. Below the header, there are two fields: 'Current Scan Window: March 2019' and 'Window Closes On: 3/25/2019 11:59:00 PM'. Below these is a section titled 'Your Completed Scans:' followed by a table with columns: Condition, Location, Warehouse ID, and Trunk Owner ID. The table is currently empty. At the bottom, there is a prompt: 'Please select the type of inventory you'll be scanning.'

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


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


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

5. Press Begin Scan

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

Cancel Entire Scan


Delete Selected Line Item


Complete Scan

The following parts are currently scannable:

Part Category	Part Number	Part Description
<div>Amazon Locker 4</div> <div> <div>Power</div> <div>Touchscreens</div> <div>Touchscreens</div> <div>Touchscreens</div> </div>	<div>A-20100450</div> <div>A-20100449</div> <div>A-20100449A</div> <div>A-20100003D</div>	<div>UPS APC-BR700G (Data Cable Included)</div> <div>KRISTEL 10.4" Indoor Touchscreen-Amazon Locker</div> <div>KRISTEL 10.4" Outdoor Touchscreen-Amazon Locker</div> <div>KRISTEL 15" Touchscreen-Amazon Locker</div>
<div>Redbox 30</div> <div> <div>Air Conditioner</div> <div>Boards</div> <div>Camera</div> </div>	<div>RDBX00582</div> <div>RDBX00312</div> <div>255894</div>	<div>AIR CONDITIONER - Z200BTUH, 6.6A, 120V</div> <div>Arcus Board</div> <div>Camera Assembly - 5th Gen</div>

- 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.

- 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.

Part Category	Part Description	Location Type	Condition	Quantity	Part #
Computer	Computer w/ HDMI	Local Warehouse	Finished Goods	2	259474

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

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

Scanned parts:

15 of 15 results

Product Line	Part Category	Part Description	Location Ty...	Condition	Qua...	Part #	Serial #
Redbox	Touchscreens	Indoor 17" Screen	Local Wareh	Finished Co	1	DBX00924	
Redbox	Touchscreens	Indoor 15" Touchscreen (LED, Local Wareh	Finished Co	1	DBX01570		
Redbox	Cellular / Communicator	Verizon IBR200 Router Kit	Local Wareh	Finished Co	7	DBX01622-C	
Redbox	Touchscreens	TOUCHSCREEN - OLDER 15" (Local Wareh	Finished Co	2	DBX99990		
Redbox	Computer	Computer	Local Wareh	Finished Co	3	DBX01186	
Redbox	Touchscreens	Outdoor 15" Touchscreen (LET Local Wareh	Finished Co	4	S9420		
Redbox	Touchscreens	Hardened 15" Touchscreen (LI Local Wareh	Finished Co	6	S9422		
Redbox	Boards	Arcus Board	Local Wareh	Finished Co	5	DBX00312	
Amazon Loci Power		UPS APC-BR700G (Data Cabl Local Wareh	Finished Co	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.

Scanned parts:
15 of 15 results

Product Line	Part Category	Part Description	Location Ty...	Condition	Qua...	Part #	Serial #
Redbox	Touchscreens	Indoor 17" Screen	Local Wareh	Finished Goc 1		RDBX00924	
Redbox	Touchscreens	Indoor 15" Touchscreen (LED)	Local Wareh	Finished Goc 1		RDBX01570	
Redbox	Cellular / Communication	Verizon IBR200 Router Kit	Local Wareh	Finished Goc 7		RDBX01622-C	
Redbox	Touchscreens	TOUCHSCREEN - OLDER 15" (Local Wareh	Finished Goc 2		RDBX99990	
Redbox	Computer	Computer	Local Wareh	Finished Goc 3		RDBX01186	
Redbox	Touchscreens	Outdoor 15" Touchscreen (LE	Local Wareh	Finished Goc 4		259420	
Redbox	Touchscreens	Hardened 15" Touchscreen (LI	Local Wareh	Finished Goc 6		259422	
Redbox	Boards	Arcus Board	Local Wareh	Finished Goc 5		RDBX00312	
Amazon Loc	Power	UPS APC-BR700G (Data Cabl	Local Wareh	Finished Goc 1		A-20100450	

Cancel Entire Scan Delete Selected Line Item Complete Scan

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

Scanned parts:
15 of 15 results

Product Line	Part Category	Part Description	Location Ty...	Condition	Qua...	Part #	Serial #
Redbox	Touchscreens	Indoor 17" Screen	Local Wareh	Finished Goc 1		RDBX00924	
Redbox	Touchscreens	Indoor 15" Touchscreen (LED)	Local Wareh	Finished Goc 1		RDBX01570	
Redbox	Cellular / Communication	Verizon IBR200 Router Kit	Local Wareh	Finished Goc 7		RDBX01622-C	
Redbox	Touchscreens	TOUCHSCREEN - OLDER 15" (Local Wareh	Finished Goc 2		RDBX99990	
Redbox	Computer	Computer	Local Wareh	Finished Goc 3		RDBX01186	
Redbox	Touchscreens	Outdoor 15" Touchscreen (LE	Local Wareh	Finished Goc 4		259420	
Redbox	Touchscreens	Hardened 15" Touchscreen (LI	Local Wareh	Finished Goc 6		259422	
Redbox	Boards	Arcus Board	Local Wareh	Finished Goc 5		RDBX00312	
Amazon Loc	Power	UPS APC-BR700G (Data Cabl	Local Wareh	Finished Goc 1		A-20100450	

Cancel Entire Scan Delete Selected Line Item Complete Scan

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

Inventory Scan Confirmation

Please confirm your submission of this inventory scan by clicking the "Confirm" button below.
Please review any exceptions displayed below to ensure no errors were made during the scan.

10 or more scans made for the same part:

1 of 1 results

Product Line	Part Category	Part Description	Location Ty...	Condition	Qua...	Part #	Serial #
Redbox	Camera	Camera Assembly - 5th Gen	Local Wareh	Finished Goc 16		255894	

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

16 Unscanned Parts

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	RDBX00320	Switch Board (Touchscreen, 10.4" x 6.1")

Cancel Confirm

- 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	RDBX03322	Verizon Card/Router Kit (Embedded)

Cancel Confirm

