1.0   Purpose

This procedure is intended to ensure that all Gemini employees follow the correct guidelines when it comes to proper use of scanners while performing **CYCLE COUNTS**. These standard operating procedures are guidelines intended to meet and comply with the Gemini Coatings Operational Plan. Shipping policy dictates scanners be used for all official **CYCLE COUNTS** by the shipping department.

2.0   Scope

This document covers the standard procedures to be followed for employees when performing cycle counts. By following the instructions, the workload will be completed accurately, consistently, and safely.
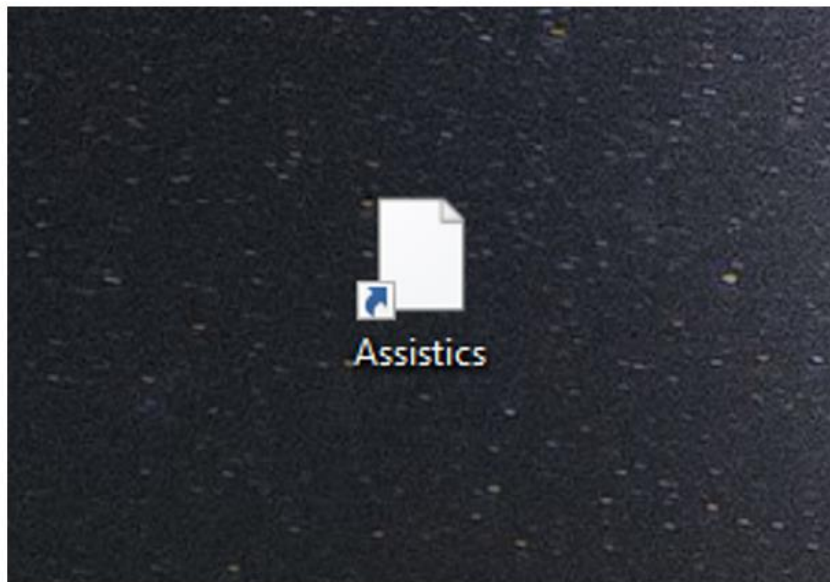
3.0   Safety

*Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)
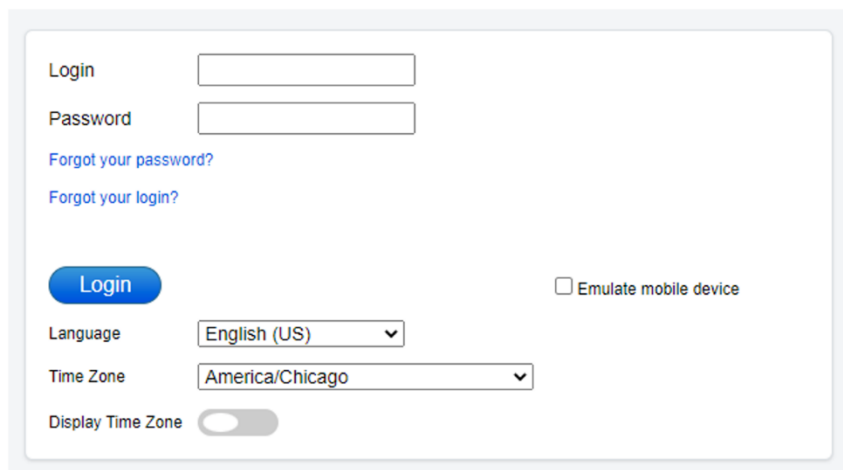*Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.
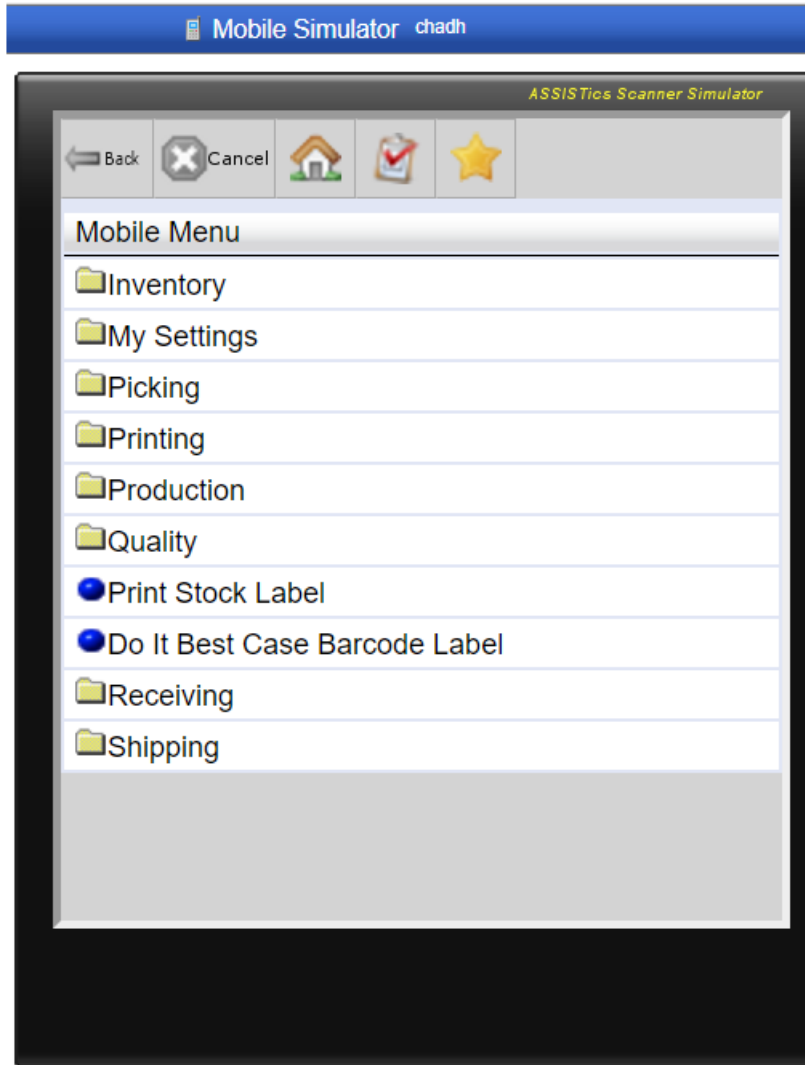
4.0   Cycle Count Operation

4.1   **Cycle Count Process** - Before a cycle count can be completed, a proper cycle count must be created. This process is performed by the Inventory Specialist. Once a cycle count has been created in the system use the following steps to complete your cycle count.

4.2   **Opening Assistics Program** - To open Assistics click on the Assistics icon on your scanners home screen. If this icon is not available, contact your supervisor.
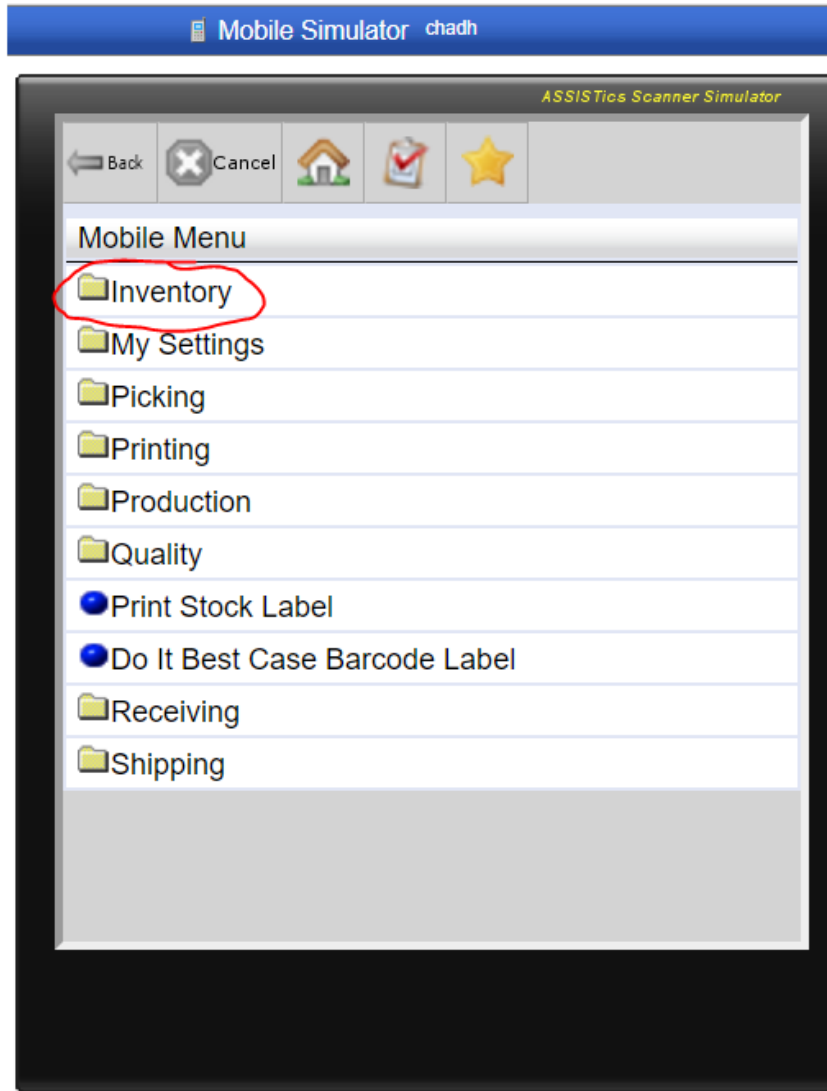

4.3   **Login** - Login using your provided username and password. If no username or password has been provided, contact your supervisor.
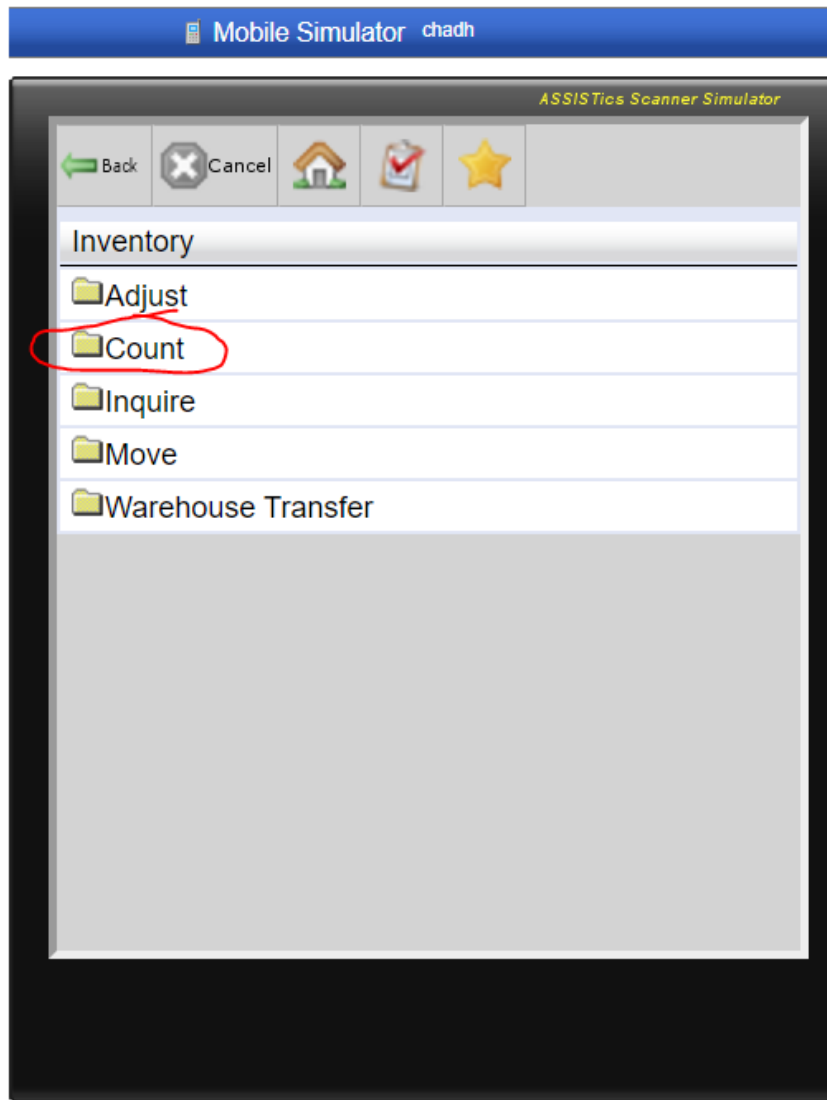
4.4 **Mobile Menu Screen** - Once logged into Assistics the home screen (Mobile Menu) will appear. A variety of options will be available to you.
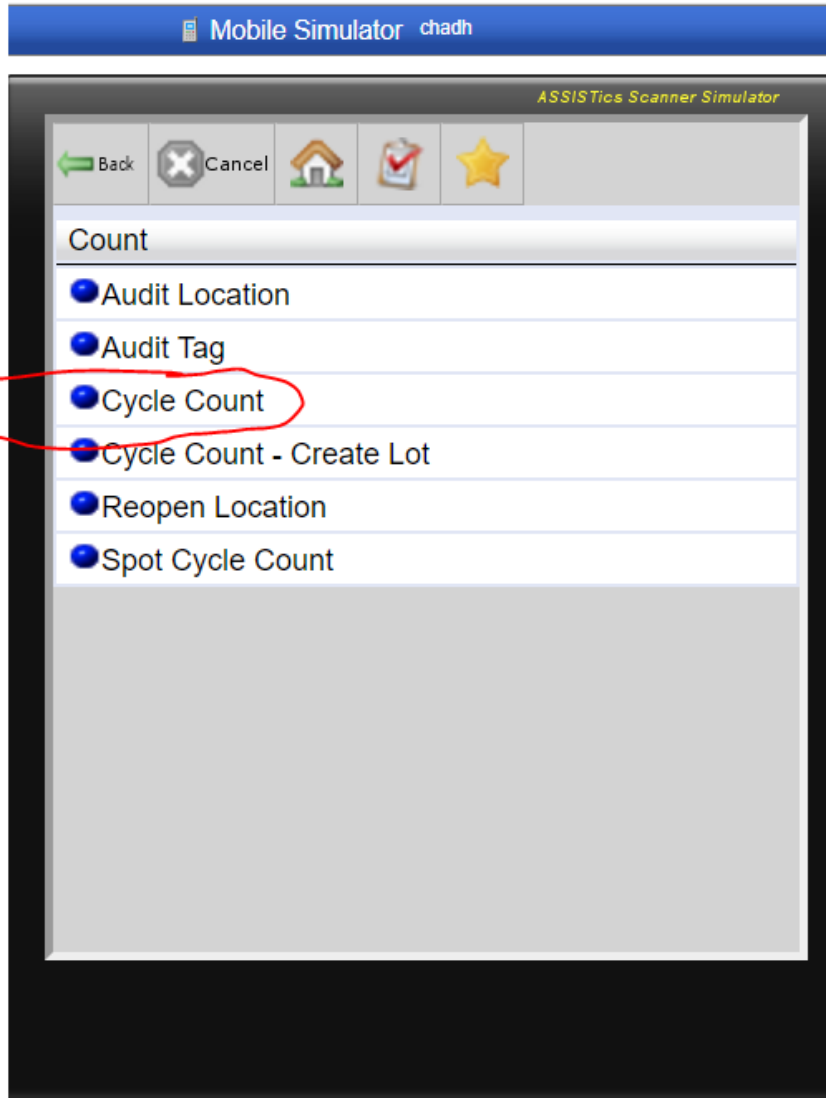
4.5   **Inventory** - Begin the CYCLE COUNT process by clicking on INVENTORY.
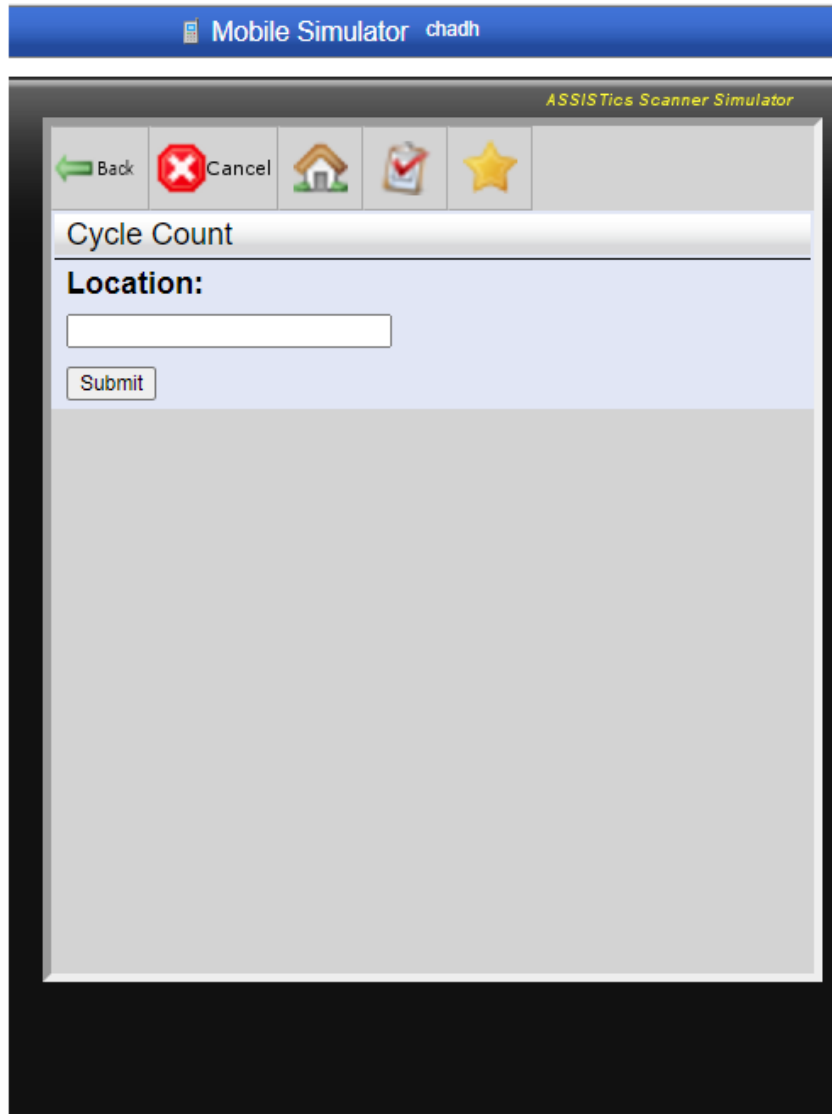
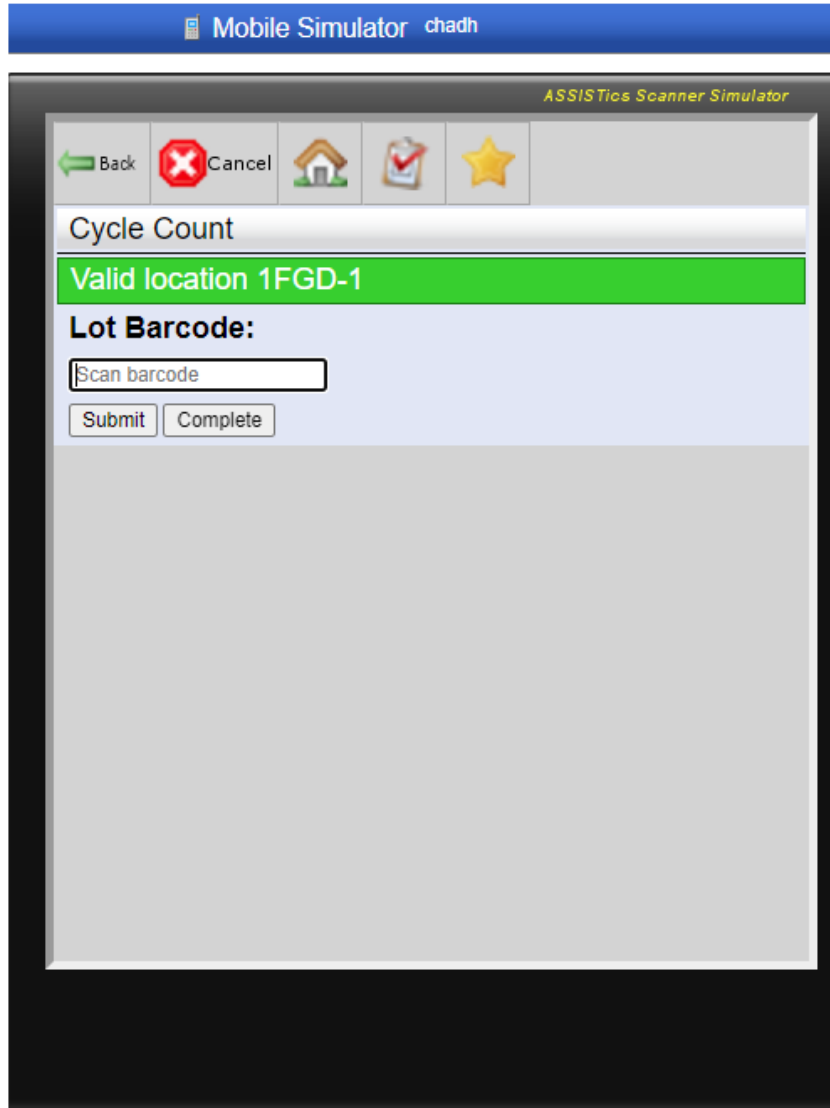4.6   **Count** - Continue the CYCLE COUNT process by clicking COUNT.
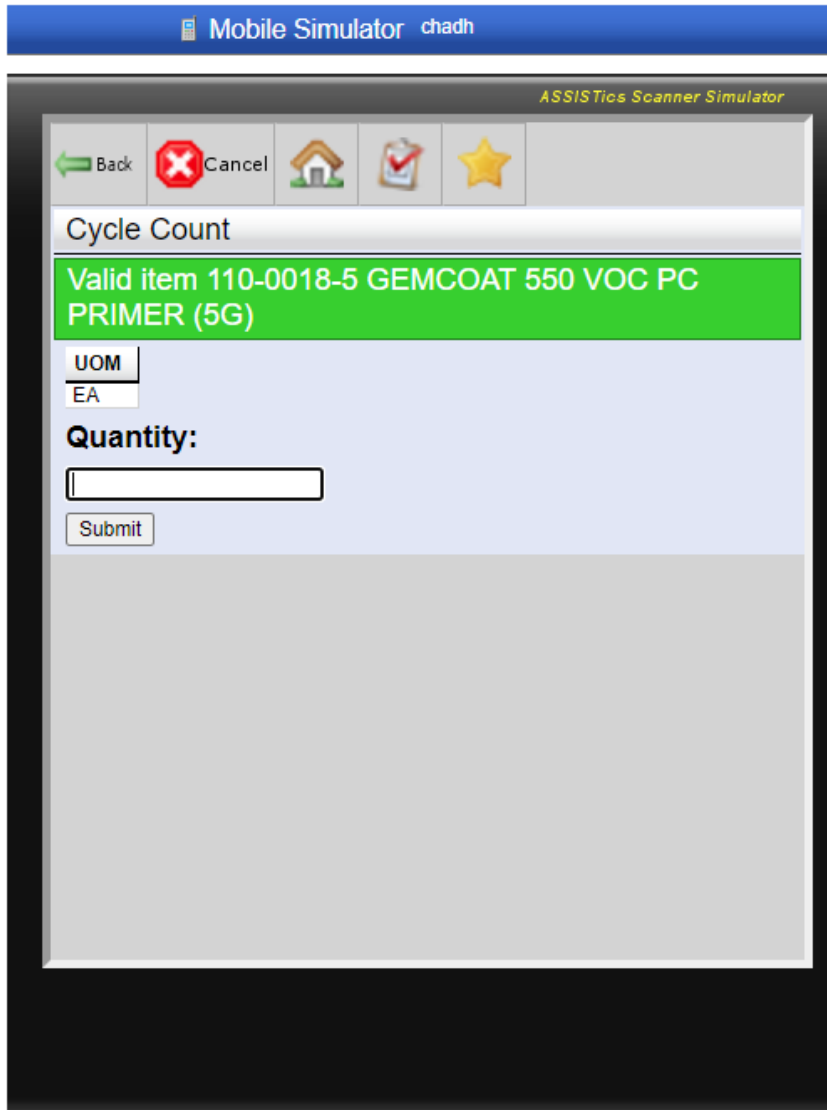
4.7   **Cycle Count** - Select CYCLE COUNT

4.8 **Location** - Type in the destination (bin) you wish to cycle count

4.9 **Begin Scanning Product** - After your location is selected, begin by scanning the barcode on the desired product.

4.10 **Quantity** - Enter in the quantity of product you have counted.

4.11 **Complete** – Use the submit button to complete the process. Repeat steps for additional items.

5.0   References

Reference	Title
1	None