

Author	Status	Effective Date
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1.0 Purpose

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

2.0 Scope

This document covers the standard procedures to be followed for employees in all departments when conducting the annual physical inventory. 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.**

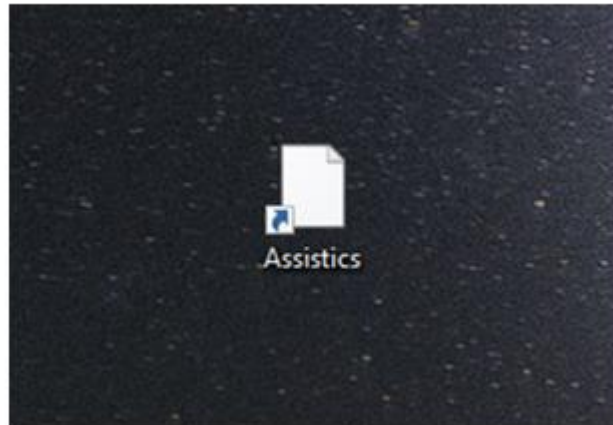
4.0 Cycle Counts for Annual Physical Inventory

4.1 Cycle Count Process

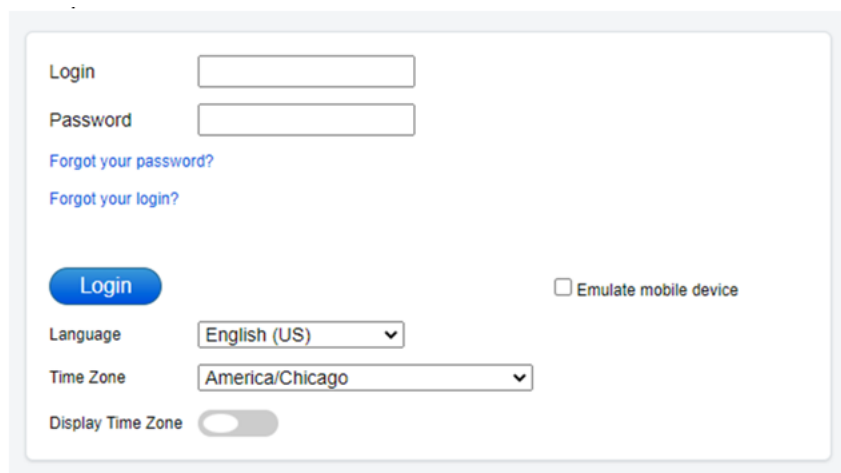
4.1.1 Before a cycle count can be completed, a proper cycle count must be created. This process is performed by the Inventory Specialist.

4.1.2 Once a cycle count has been created in the system follow the following steps to complete your cycle count.

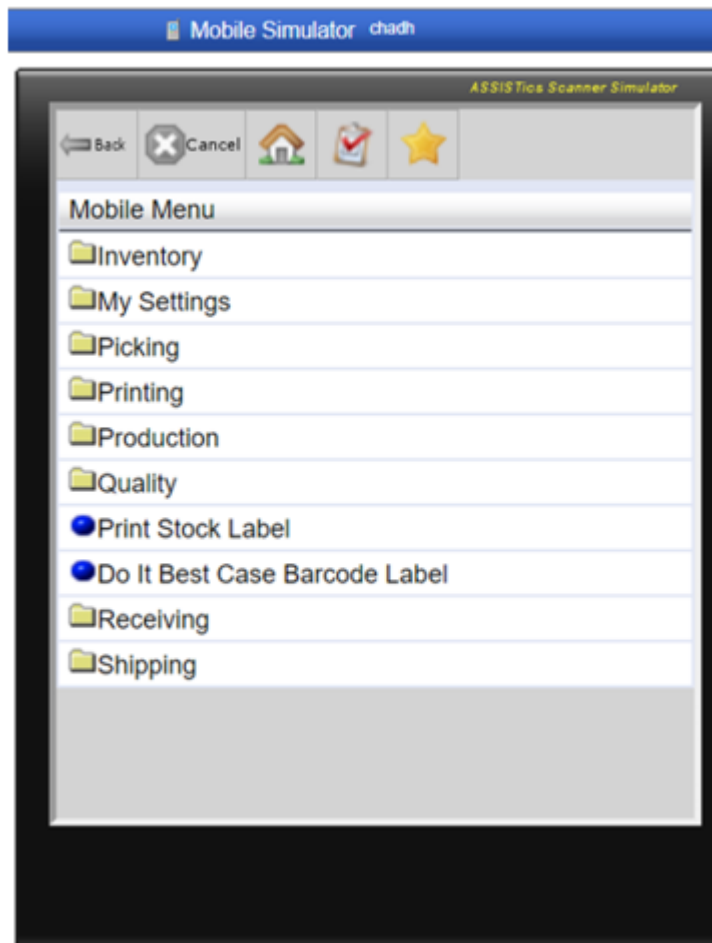
- 4.2 **Opening Assistics Program** - To open Assistics click on the Assistics icon on your scanners home screen. If this icon is not available, contact your supervisor.



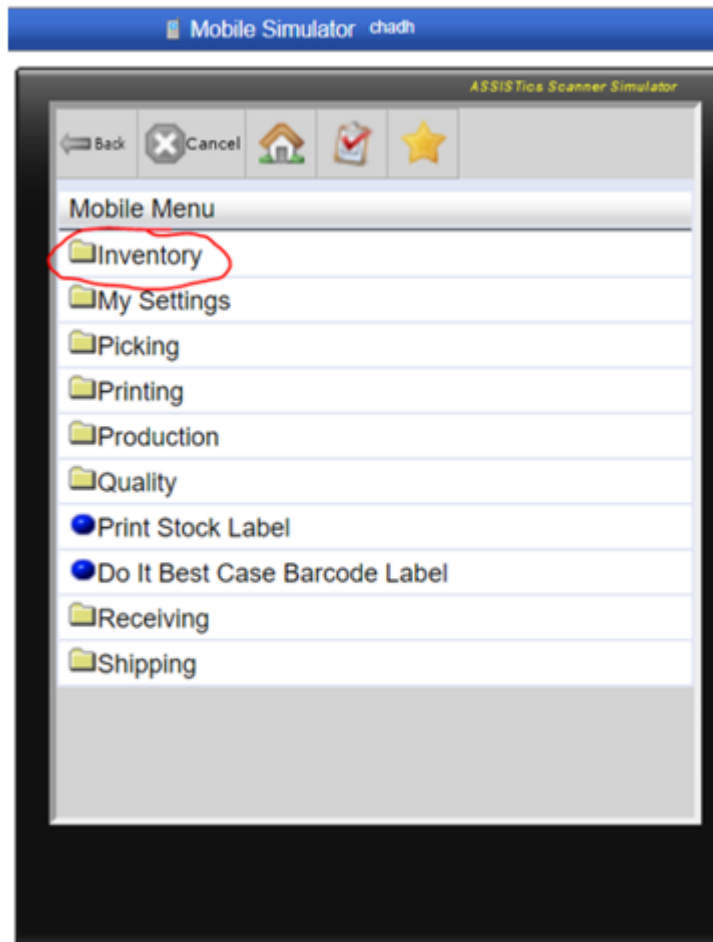
- 4.3 **Login** - Login using your provided username and password. If no username or password has been provided, contact your supervisor.

A screenshot of a login form. It features two input fields for "Login" and "Password". Below these fields are two links: "Forgot your password?" and "Forgot your login?". A blue "Login" button is positioned to the left of a checkbox labeled "Emulate mobile device". At the bottom, there are two dropdown menus for "Language" (set to "English (US)") and "Time Zone" (set to "America/Chicago"). A "Display Time Zone" toggle switch is located at the bottom left of the form.

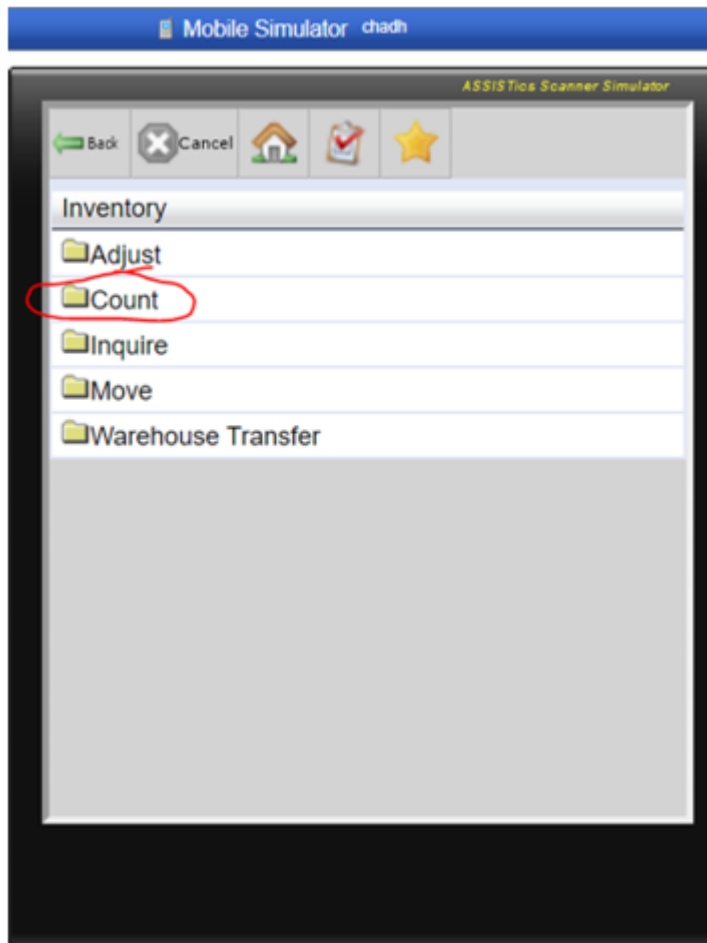
4.4 **Mobile Menu Screen** - Once logged into Assistics the home screen (Mobile Menu) will appear. A variety of options will be available to you.



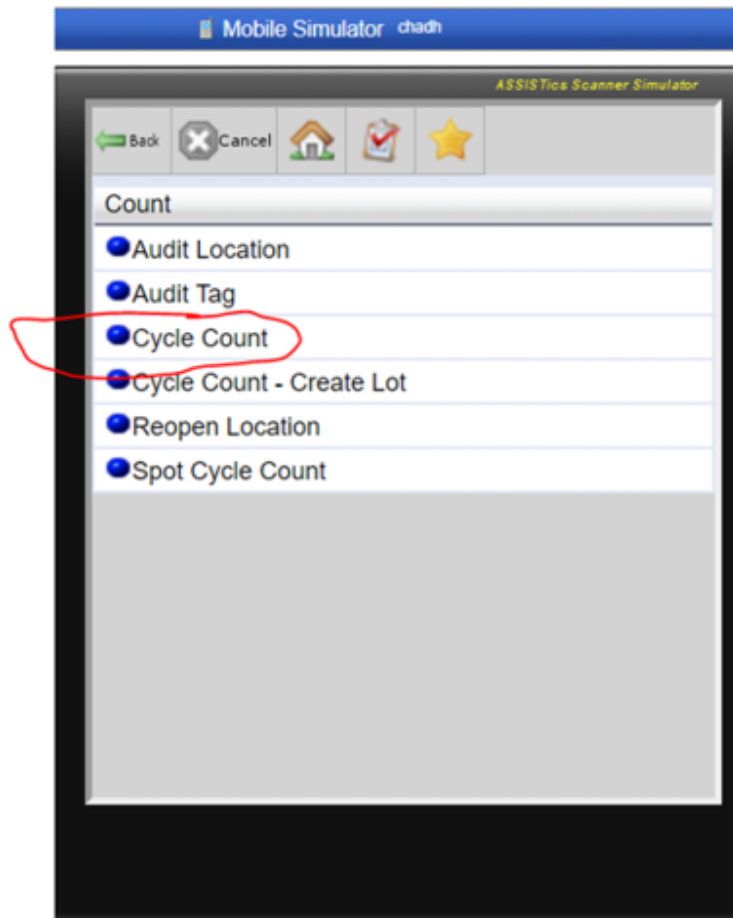
4.5 **Inventory** - Begin the ANNUAL INVENTORY CYCLE COUNT process by clicking on **INVENTORY**.



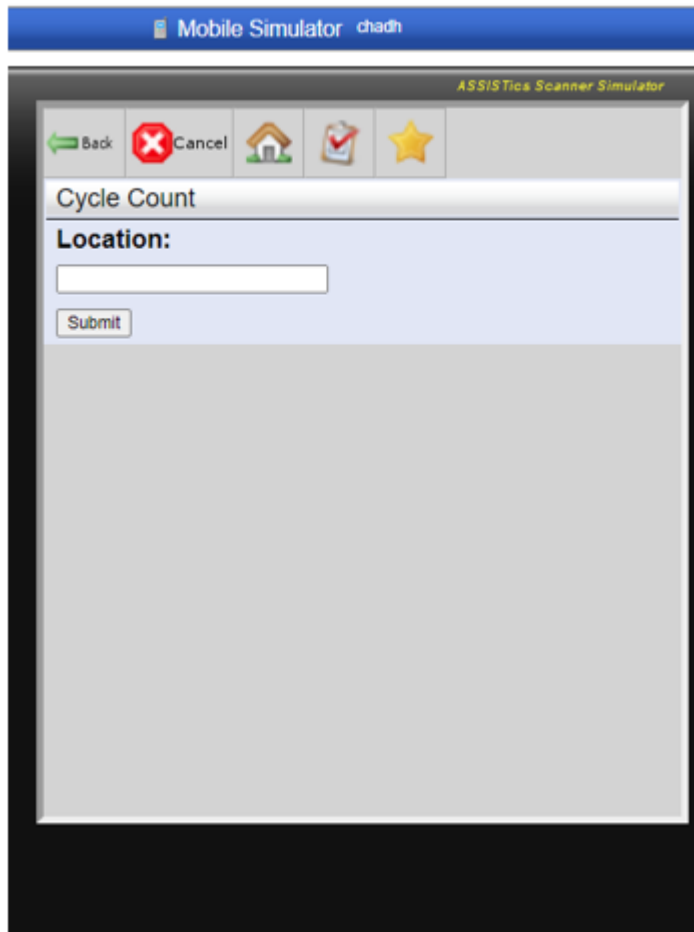
- 4.6 **Count** - Continue the ANNUAL INVENTORY CYCLE COUNT process by clicking **COUNT**.



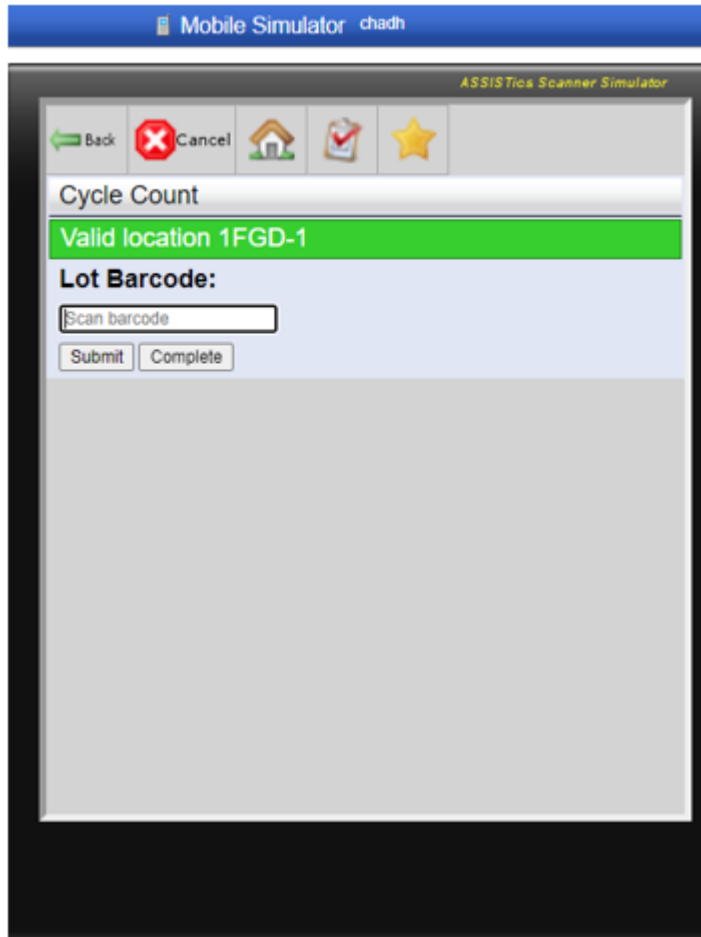
4.7 Cycle Count - Select **CYCLE COUNT**



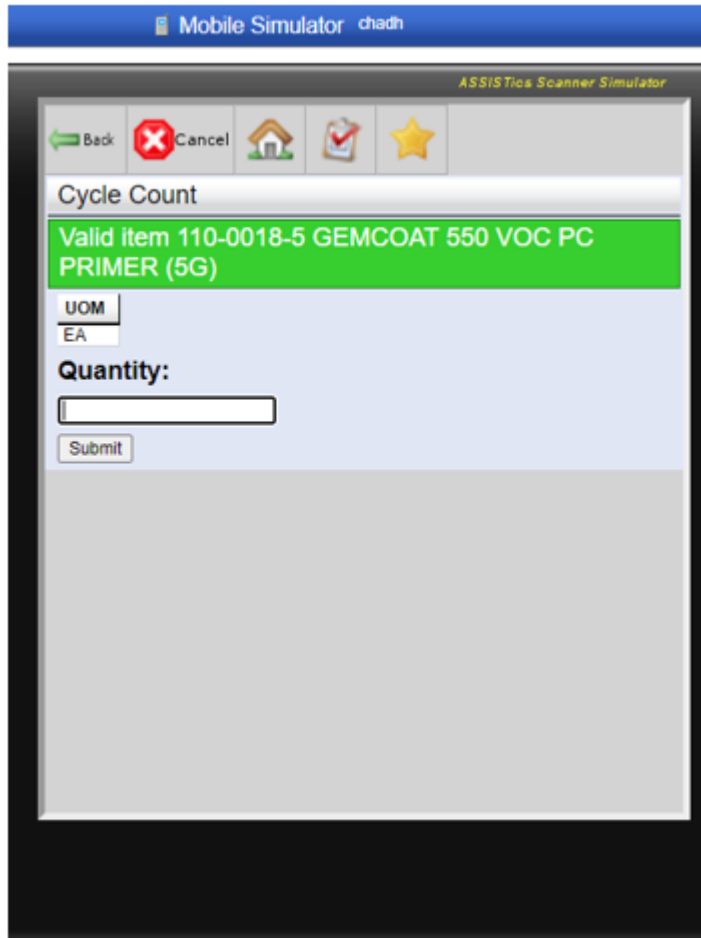
4.8 **Location** - Type in the destination (bin) you wish to cycle count



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** - The cycle count process is now complete.

5.0 References

Reference	Title
1	None