

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 procedures and proper use of scanners while performing REASSIGNS. These standard operating procedures are guidelines intended to meet and comply with the Gemini Coatings Operational Plan. Shipping policy dictates scanners or computers be used for all official REASSIGNS by the shipping department.

2.0 Scope

This document covers the standard procedures to be followed for employees in the shipping department when creating and processing reassigns. By following the instructions, the workload will be completed accurately, consistently, and safely.

3.0 Safety

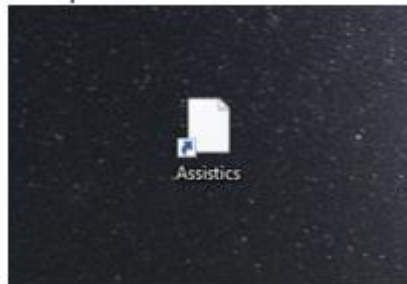


***Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

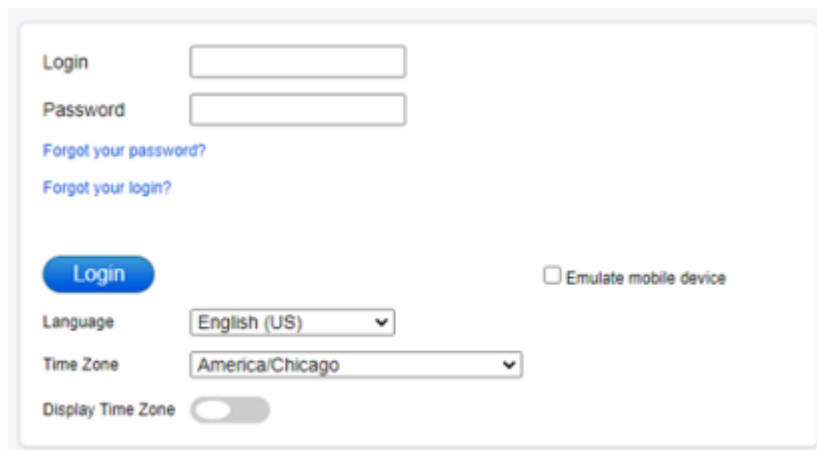
***Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

4.0 Reassigns

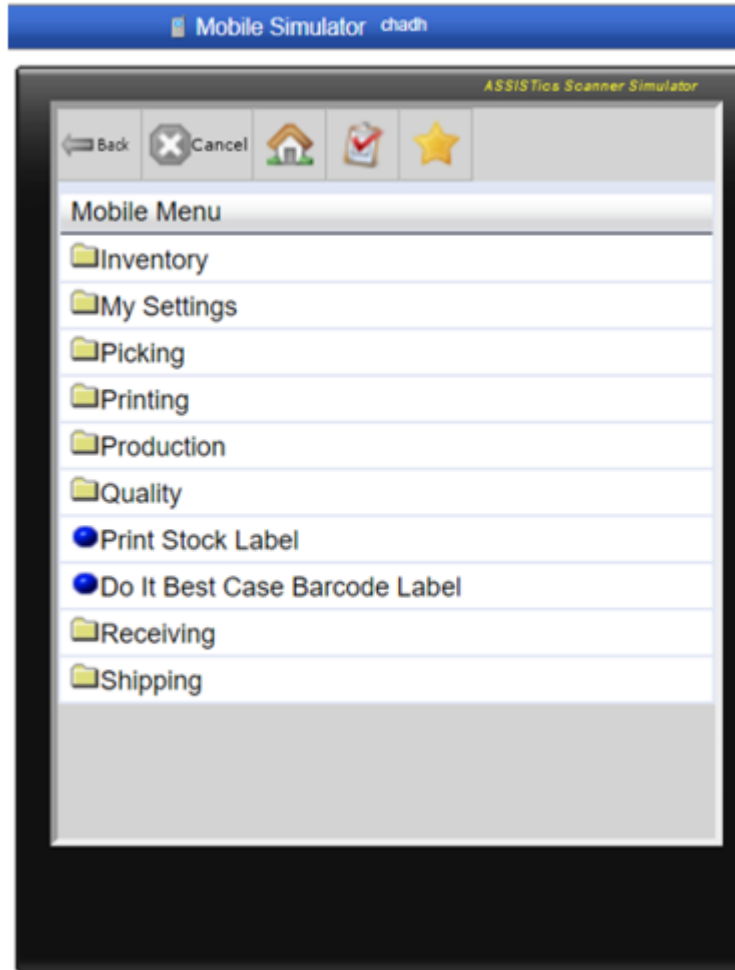
- 4.1 **Opening Assistics Program** - To open Assistics click on the Assistics icon on your scanners home screen. If this icon is not available, contact your supervisor.



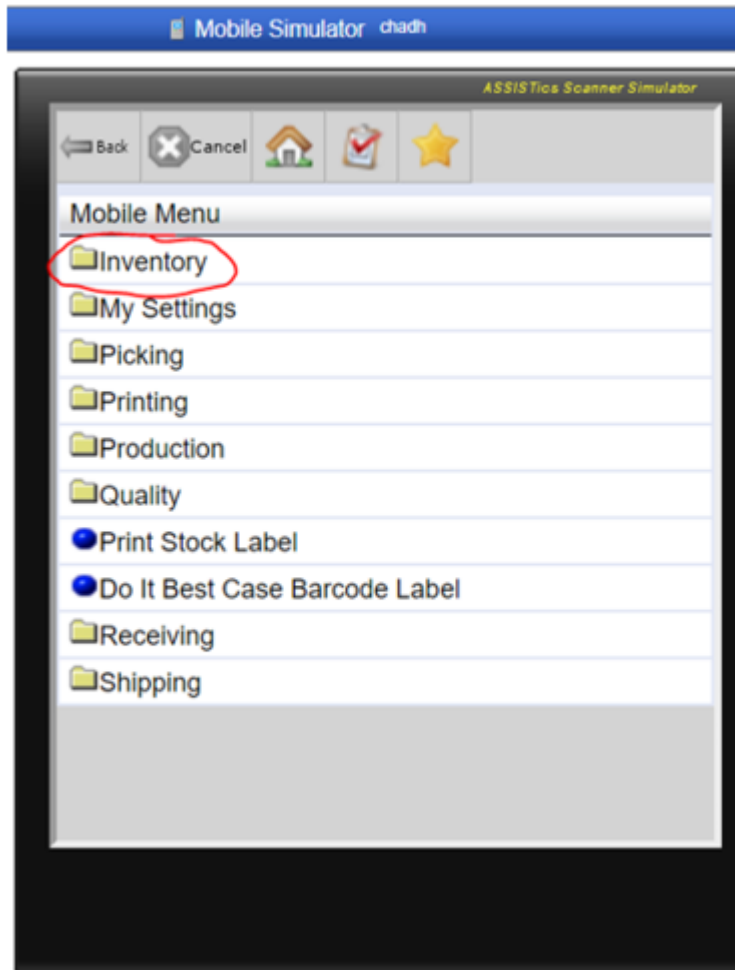
- 4.2 **Login** - Login using your provided username and password. If no username or password has been provided, contact your supervisor.

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 an unchecked checkbox labeled 'Emulate mobile device'. At the bottom, there are two dropdown menus: 'Language' set to 'English (US)' and 'Time Zone' set to 'America/Chicago'. A 'Display Time Zone' toggle switch is located at the bottom left and is currently turned off.

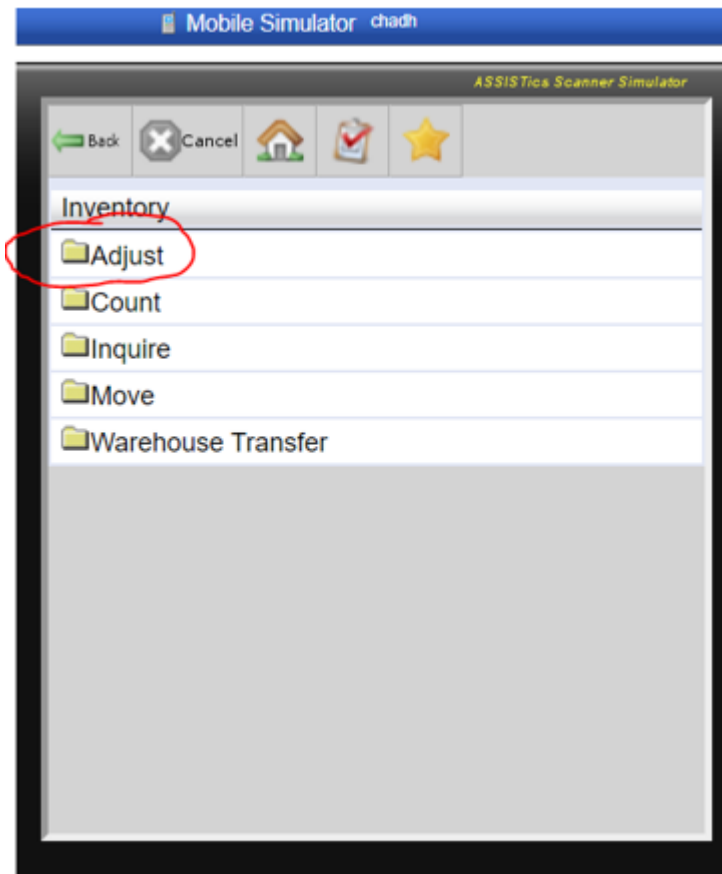
4.3 **Mobile Menu Screen** - Once logged into Assistics the home screen (Mobile Menu) will appear. A variety of options will be available to you.



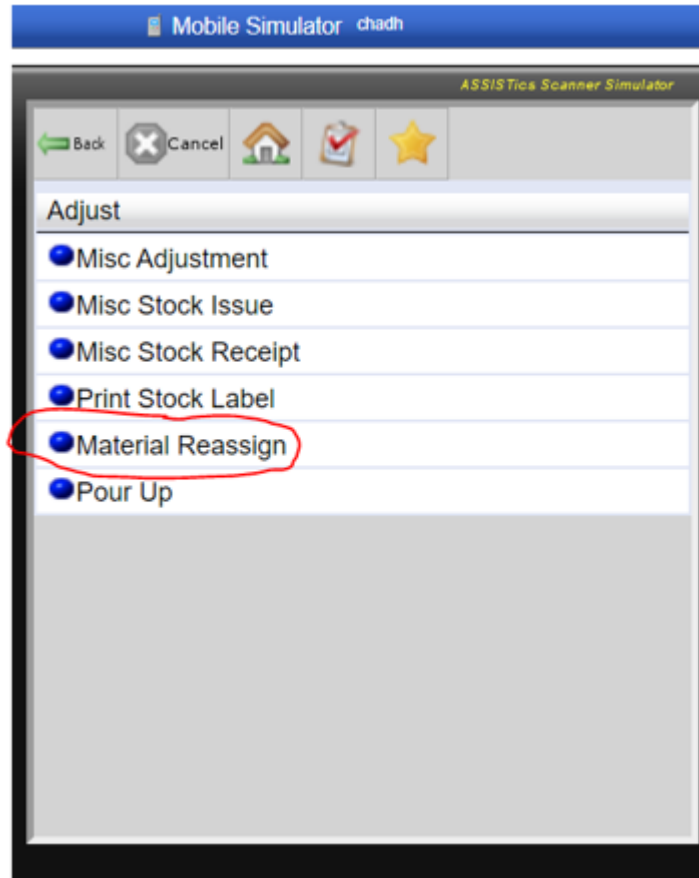
4.4 **Inventory** - Begin the REASSIGN process by clicking on **INVENTORY**.



4.5 **Adjust** - Continue the REASSIGN process by clicking **ADJUST**.



- 4.6 **Material Reassign** - Continue the REASSIGN process by clicking on **MATERIAL REASSIGN**.



- 4.7 **Prompts** - A series of prompts will appear on your screen one at a time. They appear as follows:
- 4.7.1 **Barcode Printer Selection** - Select the desired printer you wish to use then click the submit button.
 - 4.7.2 **Location** – Scan or type in the location (bin) of the product you wish to reassign from.
 - 4.7.3 **Material** – Scan or type in the material (product) you wish to reassign from.
 - 4.7.4 **Lot** – Scan or type in the lot number of the product you wish to reassign from.
 - 4.7.5 **Quantity** – Type in the quantity you will be reassigning.
 - 4.7.6 **To Material** – Type in the product name of the material you will be reassigning to.
 - 4.7.7 **Label Format** – Select the desired label format for your barcode printout then click

the submit button.

4.7.8 **Number of Labels** – Type in the number of labels you will need to print for the reassign then click the submit button.

4.7.9 **Confirmation** – Confirm your adjustment is accurate. A display of the adjustments you wish to make will be presented on the screen. After confirmation click the accept button.

4.8 **Complete** - Your Reassign is now complete.

5.0 References

Reference	Title
1	None