

RETAIL INVENTORY COUNTING

ABOUT THE JOB

You've accepted a contract position to help a retailer count merchandise on their inventory day. Most large retailers conduct a physical inventory, or wall-to-wall count, in their stores at least once each year. This consists of physically counting every item in the store. For this job, you'll be using the Datascan scanner to scan barcodes on store merchandise.

USING THE SCANNER

The Datascan scanner is a hand-held device that is easy to use, with a color touch-screen and ergonomic design.

1. Before the count begins, the store manager or count leader will place colorful barcoded stickers called fixture tags throughout the store.
2. The count leader will assign you to work a specific section of the store.
3. For each fixture in your assigned section, you will first scan the fixture tag.



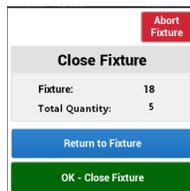
Scan fixture tag

4. Then, scan all items on that fixture or shelf.



Scan items on the fixture

5. Some merchandise will allow you to key in a quantity for that item on the scanner if there is more than one of the item, rather than scan each one individually.
6. After all items have been scanned, press the green "Tap to Close Fixture" button on the scanner screen.
7. The scanner will either display the total number of items scanned or ask you to enter the number of items on the fixture. If the scanner asks you to enter the quantity, count all items on the fixture and key in that number.



Scanner displays total items scanned on the fixture



Scanner requests total items scanned on the fixture

8. Most retailers request you write your initials and the quantity on the fixture tag to complete the fixture.

TIPS FOR SUCCESS

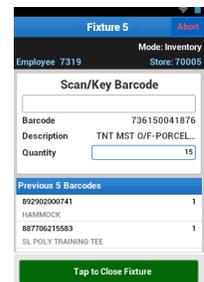
- Leave personal belongings at home or in your car. The store does not provide a locker or secure location to store your belongings during your shift.
- Bring a pen, small snack or sack lunch and a drink.
- If you have any questions during the count, speak with the count leader.



Datascan scanner



Fixture tag



Key in quantity if there is more than one of the item on the fixture