

**INV-6d** Page | 1 of 1

Category	Inventory
Course	Stock
Version	1.0
Client	Generic
Software	2.13.104.3

**Hints and Tips**

- ✓ Contact your Supervisor if you don't have access to this task.
- ✓ This procedure reduces the time required to review date-code products; rather than check every product daily, you review the entire category at the start of the week, and only revisit products that were added to the Date Code Review report.
- ✓ The **Code ID** is used to filter the Date Code Review report.
  - Create a separate batch for each date that you come across; this makes it easier to identify which products will be out-of-code on each day.
  - You can use numeric and/or alpha characters for the code.
  - If you leave the **Code ID** field blank and there's another review batch without an identifier, your products will be mixed in with them.
  - If you scan a product multiple times under the same **Code ID**, it'll be listed on the report multiple times.
- ✓ Press **Clear** if you add a product you don't want in this batch.
- ✓ **Information messages:**
  - If you enter a **stock code** or a **manufacturer's code** that has multiple UPP EANS linked to it, the system prompts you to enter the specific EAN required.
 

Multiple Stock Code for 100062, please enter an EAN.
  - The item is not found the BOS database.
 

Item not found (123456789456)

## Capture a Batch of Products

Perform this procedure to scan:

- all the perishable products that will be out-of-code within a nominated number of days e.g. this week.
- a group of products that you want to print out as a list.

The scanned products are on the Date Code Review report.

### Procedure to Review Products Close to Use-by Date

1.	From the main screen on the device, double-tap the <b>SUREfire Internet</b> program.							
2.	Enter your <b>Operator ID &amp; PIN</b> , & press <b>Login</b> .							
3.	Press <b>Stock Task</b> .							
4.	Press <b>Date Coding</b> .							
5.	Scan the EAN barcode or stock code on the product or ticket. <i>*Alternatively, key the code (or TUN or Manufacturer Code) and press [&gt;&gt;] or Ent.*</i>							
6.	In the <b>Code ID</b> field, enter a description if you want to identify this as a separate batch. <i>*If you use date as the ID, it must be 5-digits or less, or include [.] or [/] e.g. 2907 or 29.07.11. Otherwise the system tries to interpret it as a stock code.*</i>							
7.	Press <b>Save</b> or <b>Ent</b> .							
8.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>To:</b></td> <td><b>then:</b></td> </tr> <tr> <td>add to the batch</td> <td>repeat from step 5. <i>*If a <b>Code ID</b> was entered, you can use a scan, scan, scan logic to add to the same batch.*</i> <i>*If you scan a product that you want in a different batch, change the <b>Code ID</b> before you save.*</i></td> </tr> <tr> <td>finish</td> <td>press <b>Save</b> to save the final product added. Exit to another function or press <b>Logout</b>.</td> </tr> </table>	<b>To:</b>	<b>then:</b>	add to the batch	repeat from step 5. <i>*If a <b>Code ID</b> was entered, you can use a scan, scan, scan logic to add to the same batch.*</i> <i>*If you scan a product that you want in a different batch, change the <b>Code ID</b> before you save.*</i>	finish	press <b>Save</b> to save the final product added. Exit to another function or press <b>Logout</b> .	
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finish	press <b>Save</b> to save the final product added. Exit to another function or press <b>Logout</b> .							
9.	Run the Date Code Review report. <i>*Refer to the <a href="#">INV-6e Report on a Date Code Batch Fact Sheet</a>.*</i>							
		<input type="checkbox"/>						