Daily Inventory Leader Checklist **Scan Day # _____**	**Inventory Leader Initials**
Assign scanners sections/fixtures to scan	
Follow up with scanners **hourly** (preferably more frequently)	
Run PIE Employee Report (Admin) **hourly** to ensure scanners are +300 UPH	
Audit 2 fixtures per hour and record below. Run Inventory Fixtures Report (Admin) to find the units scanned then physically count and compare. **+/-3% need rescanned**.	
Run the Inventory Fixture Progress Report (Admin) **hourly** to monitor pace	
Reticket items and **troubleshoot** errors for scanners as needed.	
Resolve Trouble Rack items throughout the day.	
Scan the Trouble Rack and place items in their original locations before closing.	
Ensure scanning devices are being charged overnight and during breaks.	
Contact IT and/or your Inventory Coordinator immediately with any issues.	

Time Audit Completed	**Fixture #**	**Scanner Name**	**Inventory Fixtures Report Count** (Admin)	**Physical Count**	**Fixture removed and rescanned (Y/N)**	**Inventory Leader Initials**

Email this completed checklist to your Inventory Coordinator each night before close.

Time Audit Completed	**Fixture #**	**Scanner Name**	**Inventory Fixtures Report Count** (Admin)	**Physical Count**	**Fixture removed and rescanned (Y/N)**	**Inventory Leader Initials**

Email this completed checklist to your Inventory Coordinator each night before close.