



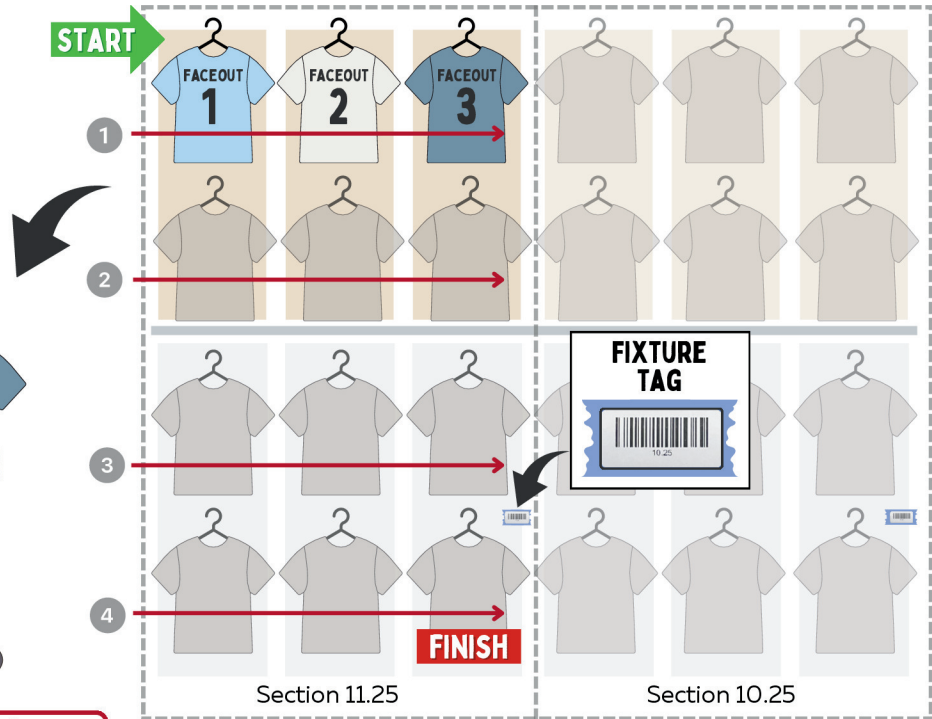
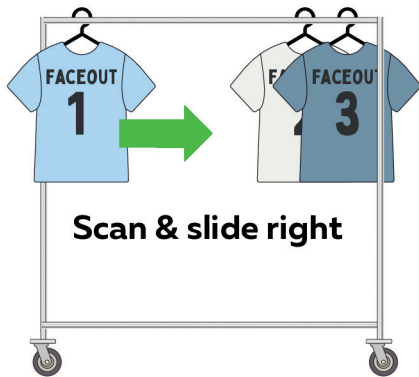
Scanning Walls & Fixtures Guide

The Physical Inventory goal is to accurately count every item in the store

- 1 Use this guide and follow the directions to scan walls and fixtures.
- 2 Before you begin, **turn up** the volume on the handheld.
- 3 **Listen** for successful scans or error scans **BEFORE** scanning the next item.
 - Do **NOT** scan the same item multiple times to add quantity for that size.

WALLS Identify the wall section by each fixture tag placed in the lower right on the wall

- Identify wall section
- **Locate fixture tag & scan**
- Pull items to rack & scan
- Return items to wall in same order

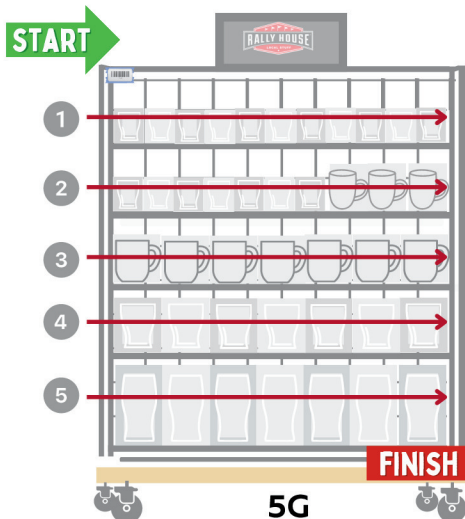


*Note - wall sections can vary in size.

I-Walls/Monster Walls may have one tag per side

HARDLINES (SHELVED)

- **Scan fixture tag**
- Scan each item, one shelf at a time
- Complete all sides one at a time

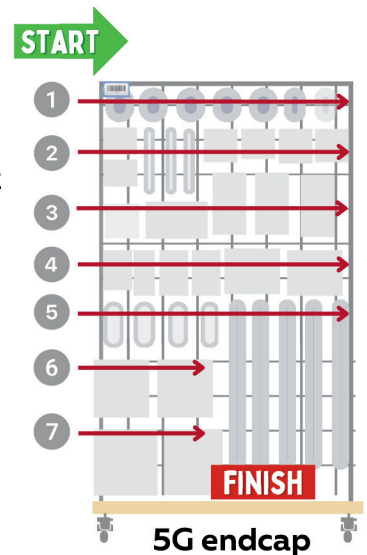


TIPS

Tag each shelf at the right with a post-it once complete

HARDLINES (PEGGED)

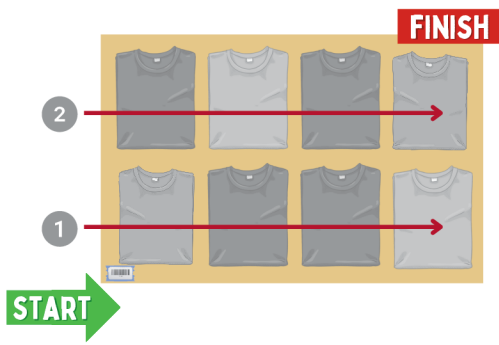
- **Scan fixture tag**
- Remove all items from peg
- Place items on cart if needed
- Scan each item, placing it back on peg once scanned



5Gs, 8Gs, and OCHOs may have more than one tag per fixture

TABLES/FOLDED

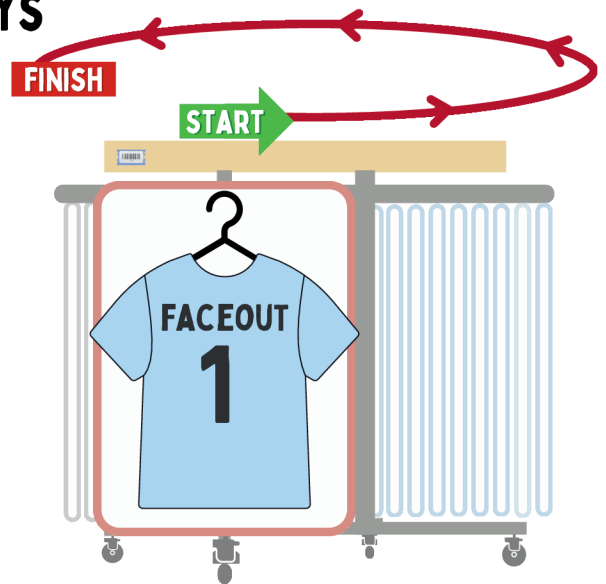
- Scan fixture tag
- Scan each item front to back



Do not scan the same item multiple times to add quantity for that size

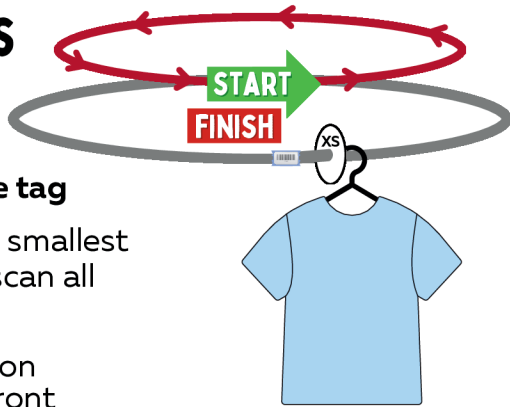
4-WAYS/2-WAYS

- Scan fixture tag
- Scan all sides
- Scan items on tabletops front to back



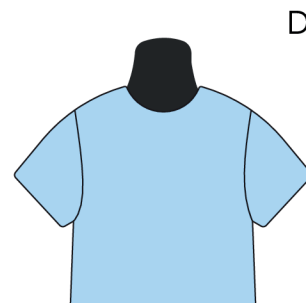
ROUNDERS

- Scan fixture tag
- Start at the smallest size ring & scan all items
- Scan items on tabletops front to back



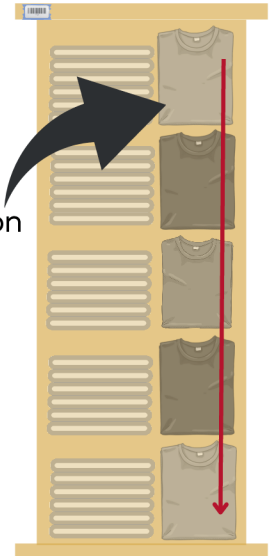
DISPLAYS

Don't forget to scan items on Displays



Mannequins

Displays on T-Shirt towers



TROUBLESHOOTING

<p>NO tag on item or barcode unreadable</p>	<p>Call for a Reticket and scan on fixture</p> <ul style="list-style-type: none"> • If Inventory Leader is unavailable 	<p>Write Style number & Size on 1x2 label</p> <ul style="list-style-type: none"> • Lightly place label on item • Place on Trouble Rack <p>*If Style # not known, place on Trouble Rack</p>
<p>Handheld displays: Reprint ticket and Try Again</p>	<p>Call for a Reticket and scan on fixture</p> <ul style="list-style-type: none"> • If Inventory Leader is unavailable 	<p>Write Reprint on 1x2 label</p> <ul style="list-style-type: none"> • Lightly place label on item • Place on Trouble Rack
<p>Handheld displays: Set on Trouble Rack (OPS Will Send Email Direction)</p>	<p>Write OPS - UPC Error on 1x2 label</p> <ul style="list-style-type: none"> • Lightly place label on item • Place on Trouble Rack for Inventory Leader 	<p>Tagging Hardlines: Lightly place 1x2 label on item so it can be easily removed</p>