FRAME   INVENTORY CHECKLIST   Store_____

Please use this checklist to improve inventory accuracy

_____Have box ready for items that did not scan to send to Central Suply

_____ Call Central Supply and make sure that there are not items adjusted
            that are not in your store and to get your **inventory total number,
            write number here_____**

_____In compulink click **FUNCTION   INVENTORY   AUDIT**

_____Choose correct location

_____The type will be **FRAMES** output will be **ITEMIZED LIST**

_____ **CLICK RESET AT THE TOP!!**   Click yes to the reset box.
            only reset at beginning of the inventory

_____**CLICK BEGIN**

_____ Frameboards counted/2nd PR RX Sun Counted with Frames.

_____Understock counted **check wiley-x boxes and any closed boxes
            for any frames that may be hidden (count Wiley-x with frames)

_____ Check Davis vision frames/make sure none of our product is mixed in

_____Any product not yet sold and on hold for patients.

_____When done counting click **Cancel** and a inventory audit log will print.

_____ Click **print** and review inventory discrepancy report. **IF YOU MISSED AN
            AREA CLICK BEGIN & SCAN WHAT WAS MISSED.**

_____When all items have been counted after reviewing descrepancy report
            click **UPDATE** to finalize inventory. This will print a second discrepancy
            report.

_____ Send the Inventory Audit input log, the **2** Inventory Discrepancy reports
            and Inventory Checklist, to **Att. Jamie at central supply.**

_____Send Items that did not scan to central supply attention Jamie
            ***Make sure you notate your location and reason for sending frames!**

        Signature_____date_____

A (+) number on the discrepancy report could mean.
An item was not counted but should have been, Item was transferred wrong, lost or stolen.
 The last inventory was not updated. (big number), Item did not scan and is in the box to go to Central

A (-) number on the discrepancy report could mean.
Item was double counted,Forgot to hit reset before starting scanning (big number)
Warranty items not done correctly.