



Inventory Count

Welcome Admin. If this is not you, please [log off](#).

Period: 3rd Quarter 2011

Open Date: 10/08/2011

Inventory Count Date: 10/15/2011

Due Date: 10/16/2011

Submission Tracking

Underlined columns are sortable.

[Export Submission Tracking to Excel](#)

<u>Facility</u>	<u>Status</u>	<u>Submit Date</u>	<u>Checked Out To</u>	
00123	Submitted	10/15/2011		View Data
00125	Not Started		J. Doe	Override
32544	Saved		K. Clark	Override
98745	Aproved	10/15/2011		View Data
98752	Rejected MGR	10/15/2011		View Data
96321	Rejected ADM	10/15/2011		View Data

Admin

- Admin Home
- Messages
- Count Periods
- Count Directions
- User Access
- View Count Sheet Data
- Add/Update Count Sheet Data
- Bulk Data Upload

View Data

Choose Count Period:

1st Quarter 2011 ▾

Select Facility:

Facility ▾

All Facilities

[View Data](#)



Inventory Count

Create Count Period

All fields are required. Enter a name for the count period, the Inventory Count Date and the Due Date. Click **CREATE COUNT PERIOD** to finish.

Period Name:

Inventory Count Date:

Close of business day

Due Date:

Close of business day

Create Count Period >>

Cancel

Admin

- ✧ Messages
- ✧ Count Periods
- ✧ Submission Tracking
- ✧ User Access
- ✧ Count Directions

View Data

Choose Count Period:

1st Quarter 2011 ▾

Select Facility:

Facility ▾

All Facilities

View Data

Request User Access

The previously selected user will display below. Use the form below to assign facilities and access levels for the user. Select one or more facilities from the **Unassigned** list by ctr-clicking the facility numbers; then click the right -facing button to add the facilities to the **Assigned** list. Click **SUBMIT ACCESS REQUEST** to finish, or **CANCEL** to cancel the action. You may filter the facilities that display in the Unassigned list by entering a facility number or a partial facility number followed by a percent sign (05%) and then click the **Filter** button.

User: John Doe

Choose Facilities:

Filter by facility number:

Unassigned

Assigned



Select access level:

Submitter Manager

Admin

- ✦ [Admin Home](#)
- ✦ [Messages](#)
- ✦ [Count Periods](#)
- ✦ [Count Directions](#)
- ✦ [User Access](#)
- ✦ [View Count Sheet Data](#)
- ✦ [Add/Update Count Sheet Data](#)
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Admin

- › [Admin Home](#)
- › [Messages](#)
- › [Count Periods](#)
- › [Count Directions](#)
- › [User Access](#)
- › [View Count Sheet Data](#)
- › [Add/Update Count Sheet Data](#)
- › [Bulk Data Upload](#)

View Data

Choose Count Period:

1st Quarter 2011 ▾

Select Facility:

Facility ▾

All Facilities

[View Data](#)



Inventory Count

Count Periods

Click a link to view the count data for the selected count period. If a count is open or inactive you may edit the count period by clicking the **EDIT** button. If a count period is inactive or has no submitted data you may delete the count period by clicking the **DELETE** button. To close an open count period, which will prevent any edits of the count period or the count data for the period, click the **CLOSE** button. To create a new count period, click the **CREATE NEW COUNT PERIOD** button to the right.

[Create New Count Period](#)

Name	Description	Open Date	Inventory Count Date	Due Date	Status			
4Q2010	4th Quarter 2010	10/08/2010	10/15/2010	10/16/2010	Closed	Edit	Delete	Close
3Q2010	3rd Quarter 2010	7/08/2010	7/15/2010	7/16/2010	Closed	Edit	Delete	Close
1Q2011	1st Quarter 2011	1/08/2011	1/15/2011	1/16/2011	Closed	Edit	Delete	Close
2Q2011	2nd Quarter 2011	4/08/2011	4/15/2011	4/16/2011	Open	Edit	Delete	Close
3Q2011	3rd Quarter 2011	10/08/2011	10/15/2011	10/16/2011	Inactive	Edit	Delete	Close

Admin

- › [Admin Home](#)
- › [Messages](#)
- › [Count Periods](#)
- › [Count Directions](#)
- › [User Access](#)
- › [View Count Sheet Data](#)
- › [Add/Update Count Sheet Data](#)
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Inventory Count

Create New Message

Enter the text for the message and then select **All Facilities** or filter the **Unassigned** facilities list by partial facility code followed by % to search for all locations that start with the entered number; example: 05% filters the list and only displays facilities that start with 05. Select one or more facilities from the **Unassigned** list by ctr-clicking the facility numbers; then click the right -facing button to add the facilities to the **Assigned** list. Click **Create Message** to finish, or **Cancel** to cancel the action.

Enter Message:

Choose Facilities:

All Facilities

Select individual facilities:

Filter by facility number:

Unassigned

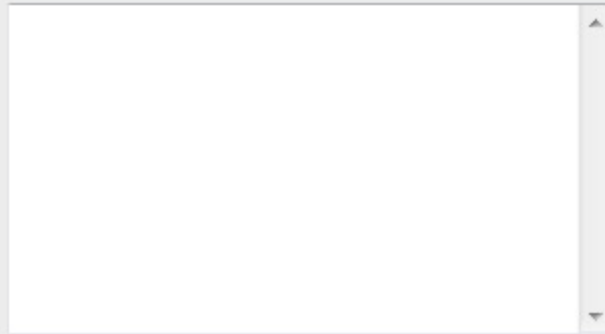
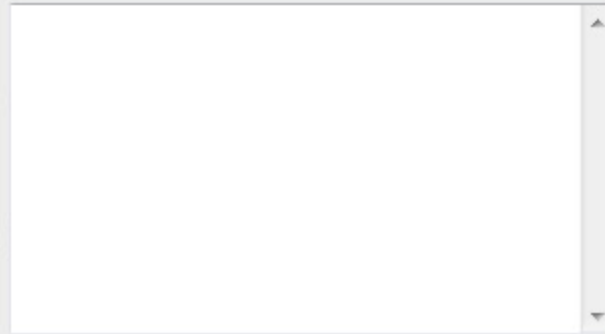
Assigned

Admin

- › [Admin Home](#)
- › [Messages](#)
- › [Count Periods](#)
- › [Count Directions](#)
- › [User Access](#)
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- › [Add/Update Count Sheet Data](#)
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Unassigned

Assigned

An empty rectangular list box with a vertical scrollbar on the right side, intended for displaying unassigned items.An empty rectangular list box with a vertical scrollbar on the right side, intended for displaying assigned items.

Create Message >>

Cancel