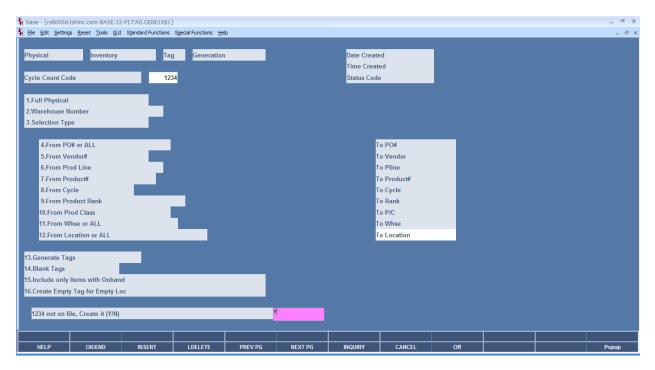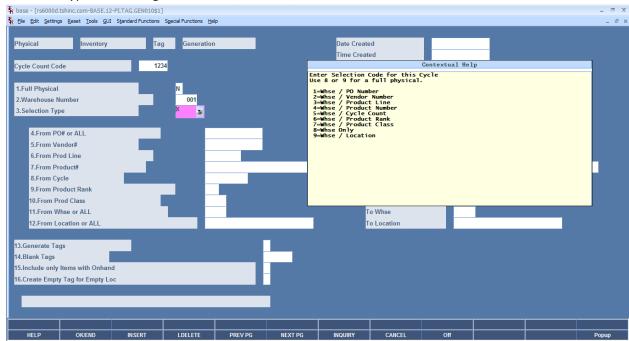How to Create a Cycle Count using a Location Range

1. Go into Create Cycles and Tags for Count and input a new cycle count number.   The system will alert that the cycle count does not exist. Answer "Y" to create it.
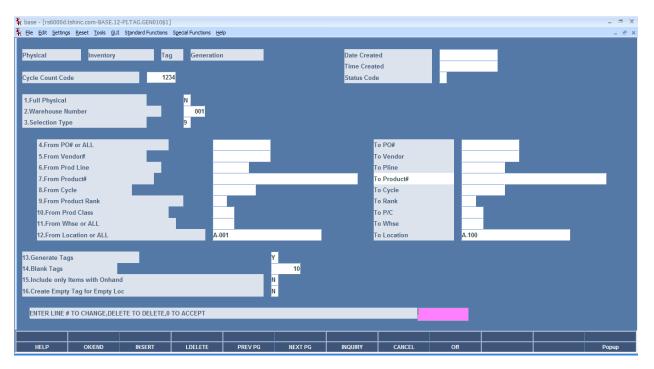

2. Full Physical: N
3. Warehouse Number: Enter the warehouse number. You can also use the drop down or the Inquiry button to select from a list of existing warehouses.

4. Selection Type: for a range of locations, enter 9, then hit <ENTER>.

5. From Location or ALL: Now enter the beginning location range and hit <ENTER>. Then you will be at the To Location field, where you will enter the ending location range, followed by <ENTER>.

6. Generate Tags: Answer "Y" for the system to create the tags.
7. Blank Tags: Enter the number of blank tags you want the system to create.
8. Include only Items with OnHand: Enter "N" for all items within your criteria, or "Y" for only those with an on hand.

9. Create Empty Tag for Empty Loc: Enter "Y" to create a tag for an empty location, otherwise enter "N".

10. Once complete, the prompt will display:

ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT.

Click on the OK/END button or type 0 and hit <ENTER> to continue.

11. Click on the OK button when the message: Check Report for your Tag Creation Summary Report. The report will be in Report Capture.