NORTHWEST
Kidney Centers

Performing a 2 Bin PAR Count

This guide will walk you through how to create and complete a 2 Bin PAR count for your clinic.

SCANNER STEPS

1. Select any key on the scanner for the main menu to display. Select 3 for PAR Count or scroll using the arrows to PAR Count and select ENT.

2. Scan the PAR area barcode. Remember, this is not the item barcode, this is the barcode for your clinic.

    EXAMPLE -

    6186-AKC

3. Now you can proceed to the count. Scan the barcode located on the bin.
    Do not scan the barcode on the product packaging.

    20652

    Glove, Nitrile Textured SML PF

    14-6974C   Min 10   Max 20   BX

    EXAMPLE -

4. You do not need to enter a count. Simply scan the barcodes for the empty bins in your PAR area. After each barcode that you have scanned, click ENT on scanner.

5. Repeat steps 3 and 4 until you have completed scanning all of the empty bins for your PAR area.
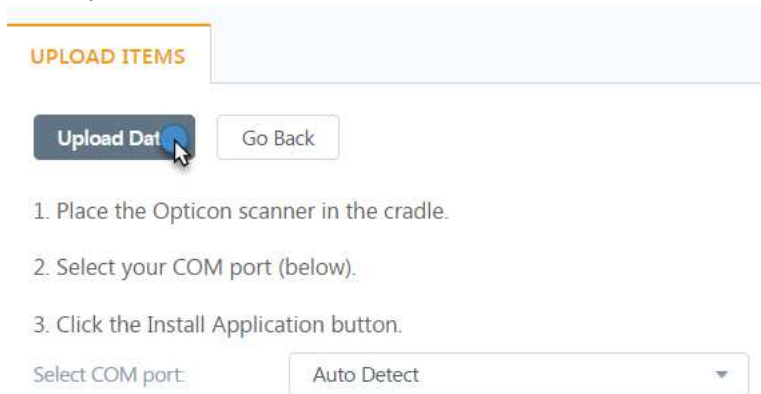
UPLOADING YOUR COUNT

1. Place your scanner into the cradle.

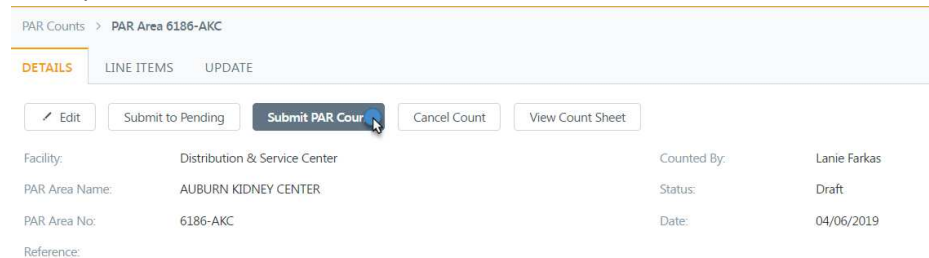2. Log into ENVI. Click onto Requisitioning then click PAR Counts
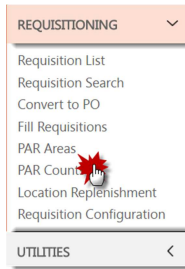
3. Click PAR Count Upload located in the top/center area of your screen

4. Click Upload Data

5. Once uploaded, head to the details tab and click onto submit PAR Count

6. Once the count has been submitted, a message will appear to proceed to the requisition. Click OK
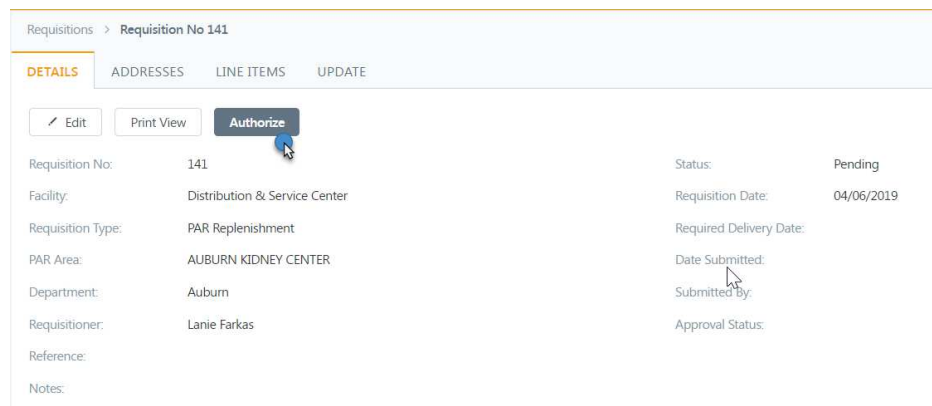
> PAR Count has been submitted successfully. Would you like to navigate to newly created requisition?
>
> **OK**   Cancel

We're almost done! Now let's walk through the final steps to complete the PAR count process.

AUTHORIZING THE REQUISITION

1. A requisition for the warehouse to fill was created based on your counts. You will need to authorize this in order for the product to be filled/delivered. Click Authorize.

Requisitions > Requisition No 141

DETAILS   ADDRESSES   LINE ITEMS   UPDATE

✎ Edit   Print View   **Authorize**

Requisition No:	141	Status:	Pending
Facility:	Distribution & Service Center	Requisition Date:	04/06/2019
Requisition Type:	PAR Replenishment	Required Delivery Date:	
PAR Area:	AUBURN KIDNEY CENTER	Date Submitted:	
Department:	Auburn	Submitted By:	
Requisitioner:	Lanie Farkas	Approval Status:	
Reference:			
Notes:			

Congratulations, you have completed your PAR Count!

IMPORTANT NOTE - At the end of the upload process, you will see a confirmation on the Opticon scanner asking if you want to delete the database or cancel and keep the products on the scanner. Select the arrow for Delete Database to clear the memory.