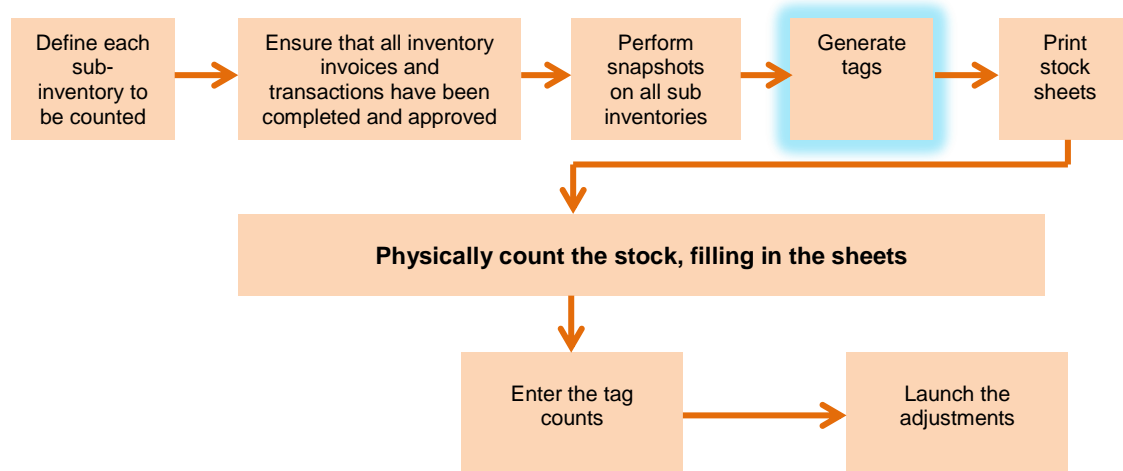




Recording Stock Takes: Step 4



Tag Generation

Physical inventory tags represent actual hard copy tags that some companies use to count inventory items. A tag contains the count for a group of a given item. Although you can record only one item on a tag, multiple tags can reference the same item, with each tag referring to a unique physical location for an item.

1. From the Navigator screen click on **Tag Generation**.
2. In the **Name** field, click on the **List of Values** and select the required Physical Inventory Name from the list of values and click **OK**.
3. Select the type of tag to create.
 - Blank tags - contain no item information.
 - Default tags - creates a unique tag for every combination of item number, sub-inventory, revision, locator, lot, and serial number that exists in the sub-inventories for the selected physical inventory.
4. Enter **Starting Tag** number (Use 1000 for first physical inventory, 2000 for second etc)
5. Specify the digit increment (remember to allow a big enough range to include all the tags required).
6. Then click **Generate**.

The screenshot shows a software dialog box titled "Generate Physical Inventory Tags (KAA)". It contains the following fields and options:

- Name: KAA_STOCK TEST 20 BD
- Description: KAA_STOCK TEST 20 BD
- Snapshot Date: 10-DEC-2013
- Tag Type: Blank, Default
- Show Serial on Tags
- Tags section:
 - Starting Tag: 1000
 - Digit Increments: 1111
 - Ending Tag: 3420
 - Number of Tags: 2421
- Generate button (circled in red)

A note advising tag has been submitted will display. Click **OK** and close out of the screen so the navigator displays.