Blind Counts

Overview

Blind Counts is a quick method of physical inventory where an associate counts the items in a location and enters the total without access to the number of items the Edge has in that location.

If the associate's count matches the quantity in the Edge, the count is successful and closed. If the count does not match after a certain number of attempts (default set as 3 but can be adjusted in System Options), a physical inventory is automatically started for that location.

> **NOTE:** The automatic creation of a Physical Inventory on a failed blind count can be disabled via the system option "Force Physical Inventory on Blind Count Fail."

Contents

Permissions

The following associate permissions pertain to **Blind Counts**. Note that no special permission is required to perform a blind count that is assigned to you.

Assign Blind Counts to Others	Allows associate to assign blind counts to other associates. Considered a manager level permission.
Can override if blind count attempts are over the set maximum number of attempts	Manager override that allows you to enter blind counts after the maximum number of retries has been exceeded.
Reconcile Inventory that does not have discrepancies	Allows associate to finish an inventory that did not have any discrepancies.
Reconcile Inventory that has discrepancies	Allows associate to finish an inventory that did have discrepancies. Considered a manager level permission.

System Options

Force Physical Inventory on Blind Counts Fail	Whether a physical inventory should be automatically created when a blind count fails.
Maximum number of attempts for blind counts	Number of attempts allowed before the blind count fails.

Using Blind Counts

Add

Blind Counts was designed to work with a manager creating the counts for other associates to perform. However, it is also possible to create a count for yourself and immediately complete it.

> **NOTE:** When creating counts for yourself you will be able to perform the count immediately. When creating for other associates, they can view their active counts under **My Counts**.

To create **Blind Counts**:

1. Click **Inventory > Physical Inv. > Blind Counts > Add**. The **Blind Counts** window will appear.
2. Choose an inventory **Location** and specify an **Associate**. Note: If you are creating this count for yourself, **by clicking "Me",** you will be able to enter the **Count** immediately.

3. Click **Save**. The **Blind Count** has been created.

Find

The **Find** function allows you to look up counts for any associate.

To find **Blind Counts**:

1. Click **Inventory > Physical Inventory > Blind Counts > Find**. The **Find Blind Counts** window will appear.
2. You can filter by the following criteria:

Location	The inventory location assigned.
Assigned To	The associate assigned to the count.
Date Assigned	The date the count was assigned.
Date Completed	The date the count was completed.
Completion Status	The current status of the count.
Over / At Threshold	Check this to only see counts that have met or exceed the maximum number of attempts.
Show Deleted	Check this to include deleted counts.

3. Enter desired criteria and click **OK**. A list of matching counts will appear.
4. Double click on an **OPEN** status count to start assigned blind count. **Note:** Successful and failed counts will only indicate as such if associate does not have management level permissions.
5. Management level associates can double click on a blind count status to bring up the override box to allow additional count attempts. To manage permissions, see: **Permissions** page 2.

My Counts

The **My Counts** section lists all open blind counts assigned to each associate, accessible to only those assigned after entering ID/password.

Date Assigned ▼	Associate ▼	Location ▼	Last Coun ▼	Attempts ▼	Status ▼	Phys Inv Status ▼
5/5/2020 3:44:12 PM	Nick Sales	Baby	0	0	Open	
5/6/2020 2:01:29 PM	Nick Sales	Clocks	0	0	Open	

Initiating Failed Blind Count Physical Inventory

If the **system option** is set to force a **Physical Inventory** on a Blind Count with too many failed attempts, and an override by management is not entered, a **Physical Inventory** is automatically created.
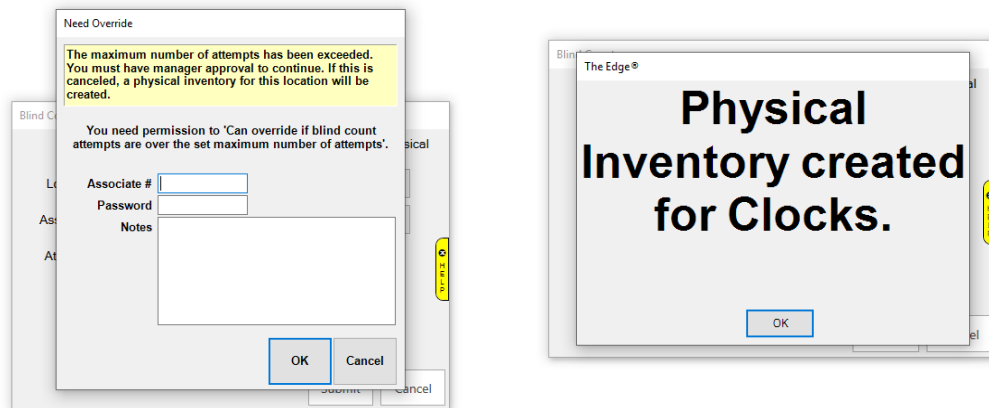
NOTE: Cancel **MUST** be clicked in place of a manager override for the **Physical Inventory** to be created.

Performing Failed Blind Count Physical Inventory

Performing the **Physical Inventory** created with too many failed attempts on a Blind Count is the next step in finishing the count. It generates as a **Case Count** and should be performed as such.

To find **Created Physical Inventory**:

1. Click **Inventory > Physical Inv. > Continue Inv. >** The list of created physical inventories will open in a new window. Note: Only associates with permission to perform a **Physical Inventory** will be allowed to continue without manager intervention.
2. Select the failed **Blind Count** of choice.

3. Click **Select Count** to continue to the next screen to perform the **Physical Inventory.**
4. A count may be cancelled with management override by selecting **Cancel Inventory.**
5. The Physical Inventory screen will open allowing you to perform the **Case Count**.

Alternatively, **Blind Counts** may also be found by going to **Inventory > Physical Inv. > Finish Inv.** – and following the same steps as above.