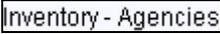
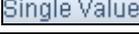


Selecting Items to Count Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Inventory link. 
3.	Click the Inventory - Agencies link. 
4.	Click the Physical Inventory link. 
5.	Click the Select Items for Cycle Count link. 
6.	Click the Data Selection option. 
7.	Click the Submit button. 
8.	Click the Drop Down list of the Right Operand column on the first row (Business Unit). 
9.	Click the Literal list item. 
10.	You can add a business unit to the List of Values or you can click on the Single Value tab and enter a single business unit. 
11.	When finished entering the information click the OK button. 
12.	In the second row (Date - Next Count) you have two options: <ol style="list-style-type: none"> 1. For DHHS Warehouse, select the row by checking the box to the left of the row and then delete it by clicking the Delete button (garbage can) at the top. 2. For all other Warehouses do not change or delete this row. Leave as is.
13.	Click the OK button. 
14.	Click the OK button. 

Step	Action
15.	<p>To view the report you will need to go to View Job Status. For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) Training Guides.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>