



Multi-Scanner Physical Inventory Guide

Coordinating Multiple Scanners for Faster Counts

Part of ScanIt Parts
Inventory Management System

Innovative Programming Systems
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1. Why Use Multiple Scanners

A full physical inventory can take days with one scanner. With multiple scanners, you can finish in hours.

Here is how it works:

- Split your warehouse into **zones**
- Give each scanner its own zone
- All scanners count at the same time
- All data syncs to the same dashboard in real time

The more scanners you use, the faster the count goes. A warehouse that takes two days with one scanner might take half a day with four.

Tip: Plan your zones before count day. A good zone plan saves time and avoids confusion.

2. Setting Up Zones

2.1 Define Zones in the Dashboard

Set up your zones in the PI dashboard before the count starts. Each zone covers a section of the warehouse.

- 1

Open the **Physical Inventory** dashboard
- 2

Go to **Zone Setup**
- 3

Tap **Add Zone**
- 4

Give the zone a name (e.g., "Zone A - Aisles 1-5")
- 5

Repeat for each zone you need

2.2 Assign Bin Ranges

Each zone needs a range of bins. This tells each scanner which bins to count.

Zone	Bin Range	Area
Zone A	Aisles 1-5	Main shelving
Zone B	Aisles 6-10	Back shelving
Zone C	Wall bins	Wall-mounted bins
Zone D	Overstock area	Bulk storage

Tip: Try to keep zones about the same size. This way, all scanners finish around the same time.

Important: Every bin must belong to a zone. If a bin is not in any zone, it will not get counted.

3. Assigning Scanners

3.1 Log In with Separate Accounts

Each scanner must log in with a different user account. This lets the dashboard track who counted what.

- 1 Power on each scanner
- 2 Log in with a unique user account on each one
- 3 Open **Physical Inventory** on each scanner

Important: Do not log two scanners in with the same account. The dashboard will not be able to tell them apart.

3.2 Assign Users to Zones

After each scanner is logged in, assign it to a zone from the dashboard.

- 1 Open the **PI Dashboard** on your computer
- 2 Find the user in the **Active Scanners** list
- 3 Assign the user to their zone
- 4 Repeat for each scanner

The dashboard now shows which zones are assigned and which are not. Make sure every zone has a scanner before the count begins.

4. Counting with Multiple Scanners

Once zones are set and scanners are assigned, the count can begin.

How It Works

- All scanners count at the same time
- Each scanner only sees the bins in its zone
- Scanned data uploads to the dashboard in real time
- No scanner can interfere with another scanner's zone

Start the Count

- 1 The lead says "Go" and all scanners start at the same time
- 2 Each person walks their zone and scans every bin
- 3 Scan the bin barcode first, then scan or enter each part
- 4 Enter the quantity for each part
- 5 Move to the next bin and repeat

Parts in the Wrong Zone

If you find a part that belongs in a different zone, do not count it. Flag it and move on. The person in the correct zone will count it there.

Tip: Pick one person as the lead. The lead watches the dashboard and does not count. Their job is to track progress and help where needed.

5. Monitoring Progress in Real Time

5.1 Dashboard Metrics

The PI dashboard shows live data as every scanner counts. The lead should watch this screen the whole time.

Metric	What It Shows
Zone Completion %	How far done each zone is
Active Scanners	Which scanners are online and counting
Counts Per Hour	How fast each scanner is going
Total Parts Counted	Parts counted so far vs. total expected
Bins Counted	How many bins are done in each zone

5.2 Spot Slow Zones

If one zone is falling behind, the lead can see it right away. Here is what to do:

- Check if the scanner is still online
- Ask if the person needs help
- Send a second person to help with the slow zone
- Reassign part of the zone to another scanner (see Section 6.3)

Note: A zone with more bins will take longer. If one zone has 500 bins and another has 200, the first one needs more time or more help.

6. Handling Overlaps and Gaps

6.1 Duplicate Scans

What if two scanners count the same part? This can happen at zone borders or if zones overlap.

The system uses a **last scan wins** rule. The most recent scan for a bin replaces the older one.

Important: To avoid duplicates, make sure zone borders are clear. Each bin should belong to one zone only.

6.2 Missed Bins

After counting, check for bins that no one counted. The **Bins Not Counted** report shows every bin that was skipped.

- 1 Open the [PI Dashboard](#)
- 2 Go to the **Bins Not Counted** report
- 3 Review the list of missed bins
- 4 Send a scanner to count each missed bin

Tip: Run the Bins Not Counted report before you post results. This is the easiest way to catch gaps.

6.3 Reassign a Zone Mid-Count

Sometimes you need to move a scanner to a different zone during the count. Maybe one zone is done early and another needs help.

- 1 Open the [PI Dashboard](#)

2 Find the user you want to move

3 Change their zone assignment

4 The scanner will now show bins from the new zone

The counts from their old zone are saved. Nothing is lost when you reassign.

7. After the Count

When all zones are done, the data is already merged. Every scanner's counts are in one place on the dashboard.

Review the Results

- 1 Check the **Bins Not Counted** report. Count any missed bins.
- 2 Open the **Variance Report**. This shows where counts differ from what the DMS expected.
- 3 Review large variances. Recount bins with big differences if needed.
- 4 When you are satisfied, **post the results** to your DMS from the dashboard.

What Gets Posted

- Final counts for every bin
- Updated stock levels in your DMS
- A full record of who counted what and when

Important: Do not post until you have checked the Bins Not Counted report and reviewed variances. Once posted, counts replace what is in the DMS.

Tip: Save or print the variance report before posting. This gives you a record to compare against next time.

8. Best Practices

Follow these tips to get the most out of a multi-scanner count:

- **Start all scanners at the same time.** This keeps everyone in sync and makes progress easier to track.
- **Keep zones roughly equal in size.** If one zone has twice as many bins, it will take twice as long. Balance the workload.
- **Have the lead check progress every 30 minutes.** Catch slow zones early so you can send help before it is too late.
- **Run the Bins Not Counted report before posting.** This is the fastest way to find gaps. Do not skip this step.
- **Keep scanners charged.** Bring spare batteries. A dead scanner slows down the whole count.
- **Walk your zone in order.** Go aisle by aisle, shelf by shelf. Skipping around leads to missed bins.

Quick Summary: Define zones. Assign scanners. Count at the same time. Monitor from the dashboard. Check for gaps. Post when done.

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