

RGIS U Count Quick Start Guide

Figure Laser

RGIS

U COUNT

Subitisation

To **Subitise** is to 'instantly perceive the quantity of a group of items, at a glance, without counting'. This is how we count with the **Figure Laser**, using the coloured buttons to enter quantities of **1, 2 or 3** at a time. You can also enter a quantity of **6** or **12** in one key press, using the **combos**, detailed below.

Please click here to view a short video about Subitisation

Another term used to describe this method of counting is '**Sight Counting**' – this means to count with your eyes and not your hands.

Take the below shelf of stock as an example – we can see that inside the cardboard tray, the mayonnaise is in **rows of 2**. In this case, you would focus your eyes at the **front of the tray**, and move them **backwards**, entering a quantity of **2** with the **yellow button** on the FL, each time your eyes pass a row.



This 'Sight Counting' technique, entering the product in small quantities, saves times vs. counting the entire tray or shelf and **then** entering the full quantity for that product.

When new to Sight Counting, try to focus on the **same part** of each product, for example the **cap** on a bottle. This will make it easier for your eyes to instantly recognise the quantities when counting.



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How to Count Stock with Figure Laser

1. Upon scanning the **barcode**, you will see the product information on the screen.
2. You can then begin to enter quantities with the **Figure Laser** in MQ mode.

						
Primary Function	Blue Button: Short press to launch the imager/laser	Red Button: Quantity 1	Yellow Button: Quantity 2	Green Button: Quantity 3	Red & Yellow Buttons: Quantity 12	Green & Yellow Buttons: Quantity 6
Secondary Function	Switches on the Figure Laser	Long Press: to cancel the previous entered quantity	Long Press: to activate the torch	Long Press: to complete an Area	N/A	N/A

3. To AQ count you can simply continue scanning barcodes without the need to enter any quantities – a quantity of 1 will automatically register for each barcode scanned.
4. When you start entering **Quantities**, you will see the numbers you have entered at the bottom of the screen, for that specific barcode.
5. Long pressing the red button on the FL at this stage will remove the last individual **Quantity** entered – in this case, the 1.
6. After long pressing the red button on the FL, the 1 has been removed and the active quantity for this barcode is now 18 instead of 19.
7. If you continue to long press the red button on the FL, it will continue to remove the last entered quantity.
8. Once you have finished entering quantities for this barcode, simply scan the **next barcode**.



MQ & AQ

- **AQ** (Auto-Quantity/Single Scan)
- **Single Scan:** Scanning each individual barcode
- **MQ** (Multi-Quantity/Multi-Scan)
- **Multi-Scan:** Scanning a barcode and entering a quantity

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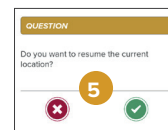
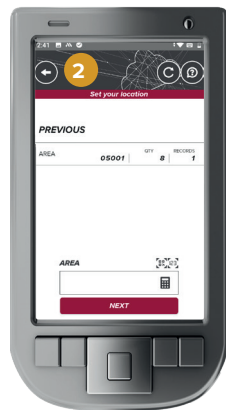
Figure Laser

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Closing Your Area – with Figure Laser

1. If you have finished counting and want to close your Area, press and hold the **Green Button** on your FL after the last Quantity has been entered for the final barcode, until you hear two beeps.
2. Either scan a new **Area** or press the **Back** arrow for the Menu.
3. After closing the area, you will see the **Totals Screen** and from here you can scan/key a **new Area**.
4. You can also resume the area you have just closed by pressing the **return symbol** at the top right of the screen.
5. Pressing this symbol will give you a prompt, asking if you want to go back into the closed Area.



How to Count Stock with Handheld Device (without Figure Laser)

1. Upon scanning the **barcode**, you will see the product information on the screen.
2. You can then begin to enter quantities with the **digital keypad** in **MQ** mode (or **physical keypad** depending on device type).
3. To open the digital keypad, tap on the **keypad image** on screen.
4. When you start entering **Quantities**, you will see the numbers you have entered at the bottom of the screen, for that specific barcode.
5. You can then enter small quantities at a time, using the **+** symbol, or enter the entire quantity for the barcode.
6. Press the **green tick** when you are finished entering quantities for the barcode.
7. You can press the **clear** button to delete the last entered quantity, in this case, the 1.
8. After pressing **clear** the 1 has been removed and the active quantity for this barcode is now **18** instead of **19**.
9. If you continue to press **clear**, the previous quantity entered will be removed.
10. In AQ mode to AQ count you can simply continue scanning barcodes without the need to enter any quantities – a quantity of 1 will automatically register for each barcode scanned.
11. Once you have finished entering quantities for this barcode, simply scan the **next barcode**.

