



## Best Practices of Automated Data Collection

The purpose of this RF/BAR & RF/ID brochure is to present the Best Practices that help you make decisions about how to use automated data collection (ADC) in your business. Applying these laws can greatly increase the accuracy of your MFG/PRO transactions — usually from about 95% —> 99+%.

- When the FDA or other regulator is Involved: Even one undiscovered error can cause major hassles. Improved accuracy means less time wasted chasing down data entry errors, and more time to work on eliminating the root causes of the few remaining problems.
- The Dollar Value: Example, if you do 400 manual transactions per day, and encounter 20 errors (95% accuracy), and each error takes 15 minutes to correct, your inventory analyst can save 5 hours per day — time better spent on process improvements — after you implement automated data collection.

### **Practice #1: Perform real-time updates at point-of-use, point-in-time of activities.**

- Never "save up" activity transactions for performing updates later.
- Always transact immediately at the end-location of the activity.

### **Practice #2: Read data from bar-coded tags attached to the item or location.**

- Combine all critical Item identifiers (part+lot+expiry+qty) into one Item bar-code.
- Never utilize tags that are not attached to the items/locations.
- Scan every item being transacted, even if the lot-numbers are the same.
- Don't manually type data — except in an emergency.
- Don't scan the quantity expected to be transacted, because it will change.
- Re-use key data, such as using batch-lot when assigning packaged-lot.

### **Practice #3: Always validate input data against QAD master files.**

- Verify that the part exists, expiry is populated, location exists, etc.
- Match part, expiry, lot-serial, location against inventory, allocations, etc.
- Display scanned information, for visual verification.
- Put all validation data into the (corporate) MFG/PRO database.

### **Practice #4: Whenever possible, validate expected receiving/production/shipping.**

- Display, at the time of activity entry, what the expected quantity should be.
- Allow exceptions to the schedule, while warning of business-rule consequences.
- Provide enhanced information, such as suggested put-away locations.

### **Practice #5: Design hands-free RFID using self-triggered inventory activities.**

- Build-in the activity type from special locations/statuses, such as "receiving".
- Suggest the quantity required from the scheduled quantity.
- Verify that there is sufficient quantity in from-location, etc.
- Perform transaction automatically when items dropped-off at destination.
- Display what is being inferred, for visual confirmation & correction.

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