

Cycle Counting

Last Modified on 11/18/2019 2:28 pm PST

Important note: This is a good time to move soonest expiring meds to the front so they are used first! If you have any expired meds that need to be pulled out please follow the "[Destock Expiring Meds](#)" procedure.

1. **Log in** using your fingerprint or User ID and Password
2. Select **Cycle Count** on the touch screen display
3. Select **Options** or **External** button
4. Select to see items by Drug Schedule, by Zone, or by Item List
5. Select your item(s) or parameters
 - Place a ✓ in the Select box for the entire Zone or drug schedule, or
 - a ✓ in the Select Items since last Cycle Count (to only count those items touched since the previous Cycle Count)
6. Select **Next**
7. **Open** the door or drawer and locate the item to be Cycle Counted
8. **Confirm the Count** displayed with the physical Quantity on Hand, adjust as needed
9. Select **Next** if Cycle Counting multiple items
10. Select **Exit** to log out

With Cubex 2.0, you can now save your Cycle Count preference by pressing the Save Default button after your preferences have been selected. Once that is completed, those preferences will be the default Cycle Count every time you sign in!
