

How to handle the glasses in this box.

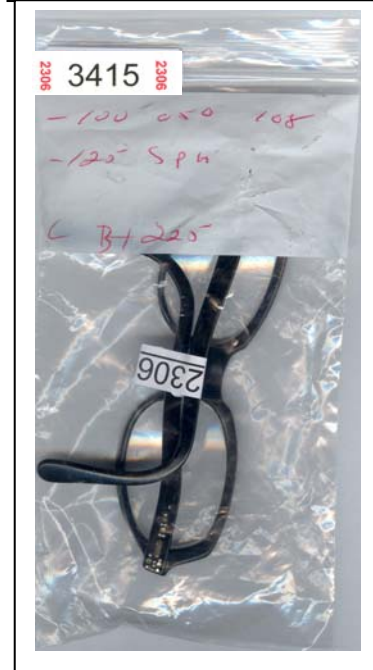
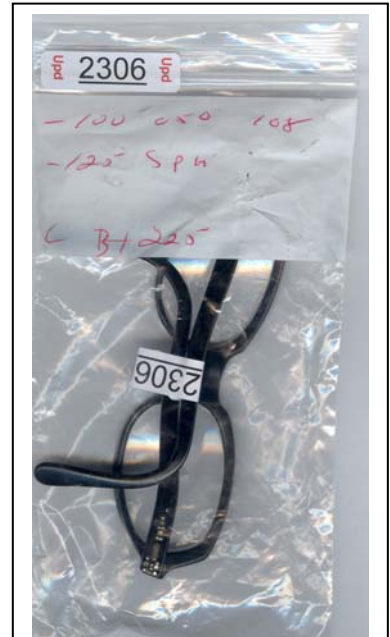
Revised: 5-22-2004

In this box you have 50 pairs of glasses which look like the picture to the right. The number on the bag (2306 in this case) is called the “update” number. It is NOT the actual inventory number in the computer. The glasses inside the bag have the same number on them. Should you take the glasses out of the bag to try on a patient and need to return it, the two corresponding numbers (the **red 2306** and the 2306 on the pair of glasses) will help you get the glasses back into the correct bag number.

You will be handed a full sheet of 80 labels which look like the below. The black numbers in the center of each label are actual inventory numbers or physical location numbers in the inventory boxes. The smaller **red** numbers (turned sideways) on each end of the label are the “Update” number of the bag which should receive this label.

34	210	353	575
43	233	355	581
76	244	358	593
99	247	363	595
104	249	370	599
108	250	378	606
109	255	385	609
119	258	393	623
131	263	408	635
134	264	453	639
145	277	475	645
156	288	501	655
167	291	505	659
173	303	533	668
181	305	538	681
192	309	544	684
201	320	549	685
205	329	558	690
207	341	567	699
209	349	569	705

To the right is a label which is for the above bag. As you can see the red “Update” number is **2306** while the black inventory location number is **3415**. You will put this label on the top left corner of the bag as shown in the bottom right of this page to **cover up the label** which is already in place. Since both numbers (2306 & 3415) are on this new label, you can still correlate the bag (which is **red 2306**) to the pair of glasses (**Upd 2306**). You will now place this bag in inventory location number 3415.



Follow this procedure until you have given out of labels. This will mean you would have filled most if not all of the openings in the inventory. If you have glasses left, PLEASE save them and give them to the missionary in charge. They will be used by the next team to replace the inventory which your team has used.

Please do not discard or use any of the glasses left over from this box. The next team will use them to replenish the inventory that you use.

May God bless you in your optical ministry. May many souls be brought to Christ.