HH Activities

Mary, Yesterday, 1/15/2022, I did the following to the HH Workbook to address the problem where “Transfer Board” was being added to the barcode spreadsheet at a high rate (cf. Erroneous Bar Code Assignment.pdf).

1. Changed the Calls & Inventory spreadsheet to “Sliding/Transfer Board”.
2. Changed all occurrences (70) of “Transfer Board” to “Transport Chair”.
3. Assigned “Sliding/Transfer Board” to all 10 legitimate occurrences in inventory. (These are HH 367, 368, 369, 370, 372, 783, 784, 1063, 1071, 1517)
4. Reviewed bar codes spreadsheet that show
	1. 10 Bar codes with description = “Sliding/Transfer Board”
	2. 61 bar codes with description = “Transport Chair”

Hopefully, with these changes these errors will not continue. I plan to review occasionally to verify. I was not able to locate the table containing the Drop-down lists to add Sliding/Transfer Board as a valid entry.

I changed the hard copy Inventory work sheet to include “Sliding/Transfer Board”.

New filename is “Inventory Work Sheet 1-15-2022”.xls and .pdf (attached)….

I printed copies of the new work sheet and posted on the corkboard and left a bunch on the clipboard for the shuttle drivers.

I also changed the shading in the “Calls & Inventory” worksheet to agree with the hardcopy changes we made in November regarding shading of specific cells to discourage data entry.

I attached a copy of the new hardcopy “Inventory Work Sheet.pdf” and “Erroneous Bar Code Assignment.pdf”