



Browse for an Inventory Selection

Overview

The Inventory Selection Browse pop-up window allows choosing specified items from the warehouse.

Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Inventory Select pop-up window

Procedures

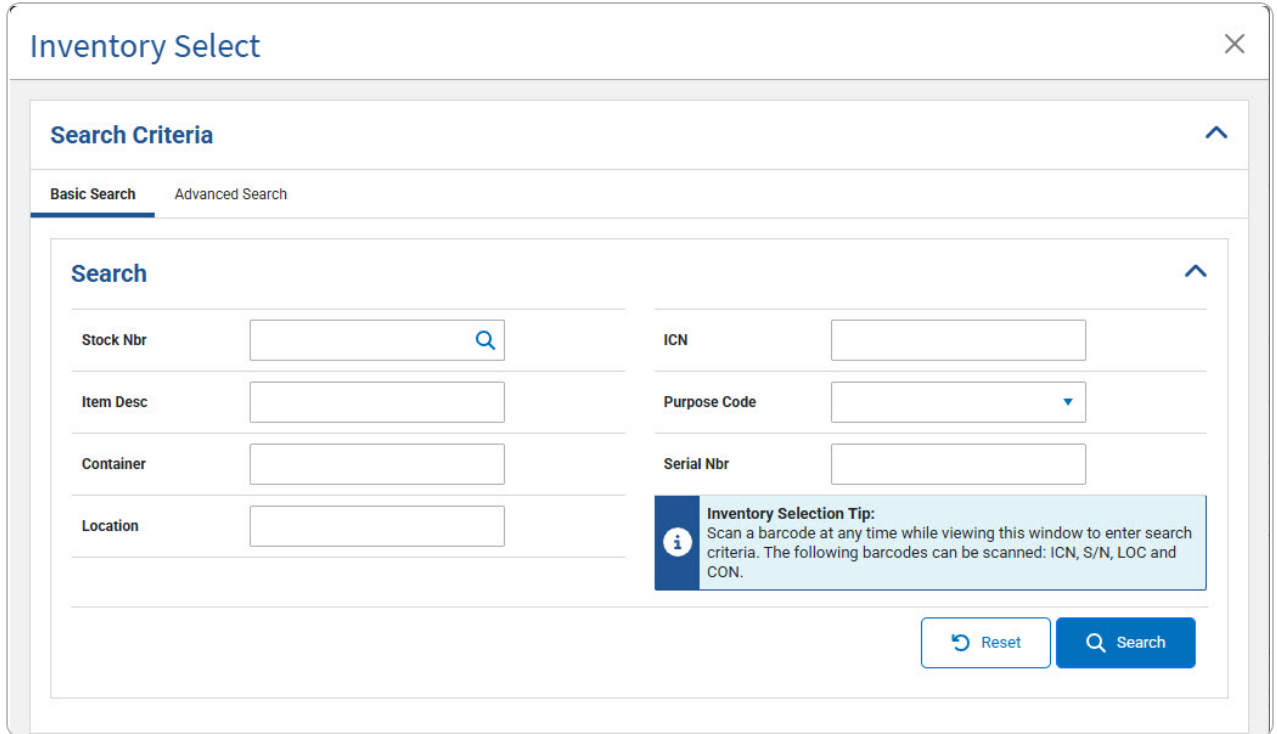
Select Item(s) from Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.





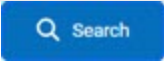
1. Select . The **Inventory Selection** pop-up window appears.

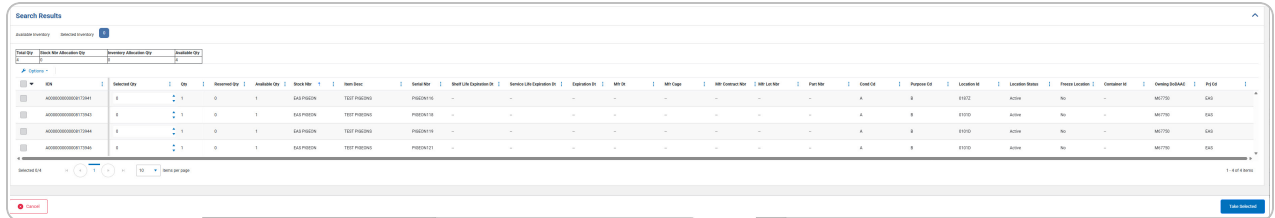


The screenshot shows the 'Inventory Select' window. It has a title bar with a close button. Below the title bar is a 'Search Criteria' section with a collapse arrow. Under 'Search Criteria', there are two tabs: 'Basic Search' (selected) and 'Advanced Search'. The 'Basic Search' tab contains a 'Search' section with a collapse arrow. This section has two columns of input fields: 'Stock Nbr', 'Item Desc', 'Container', and 'Location' on the left; and 'ICN', 'Purpose Code', and 'Serial Nbr' on the right. Each field has a search icon (magnifying glass) to its right. At the bottom right of the 'Search' section are 'Reset' and 'Search' buttons. A blue information box on the right side of the 'Search' section contains an 'Inventory Selection Tip' about scanning barcodes.

2. In the Search Criteria box, narrow the results by entering one or more of the following fields.
 - Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
 - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
 - Enter the Container in the field provided. *This is a 20 alphanumeric character field.*
 - Enter the Location in the field provided. *This is a 20 alphanumeric character field.*
 - Enter the ICN in the field provided. *This is a 20 alphanumeric character field.*
 - Use  to select the Purpose Cd.
 - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
 - *In The Advanced Search Tab:*
 - Select . *The Boolean Expression sentence appears.*
 - Choose which Advanced Search item to search by.



- Select . The results display in the Inventory Selection grid.



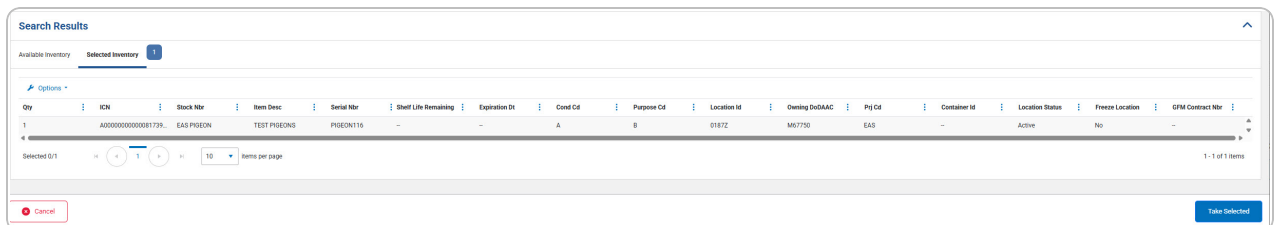
The screenshot shows a 'Search Results' window with a table of inventory items. The table has columns for various attributes including Stock Nbr, Item Desc, Serial Nbr, Shelf Life, Expiration Dt, and Location. The first row is highlighted.

Review the Available Inventory

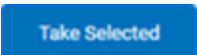
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Total Qty	Stock Nbr Allocation Qty	Inventory Allocation Qty	Available Qty
318	0	0	318

- Choose which row to select for the amount of inventory required.
- Select . The Selected QTY cell changes from the  to the .
- Use  to choose the correct Selected QTY. Repeat until the amount required is completed.
- Select the Selected Inventory tab.



The screenshot shows the 'Selected Inventory' tab in the 'Search Results' window. It displays a table with one row of inventory data. The 'Selected QTY' column is highlighted, and the 'Take Selected' button is visible at the bottom right.

- Review the amounts in the Selected QTY column.
- Select . The **Inventory Selection** pop-up window closes, and the chosen amounts of inventory appear in the screen.

