



Inventory Adjustment Activity Review Overview

Overview

The Warehouse Management module Inventory Adjustment Activity Review process provides the ability to print, upload, sign, email, and download Inventory Adjustment Reports.

Navigation

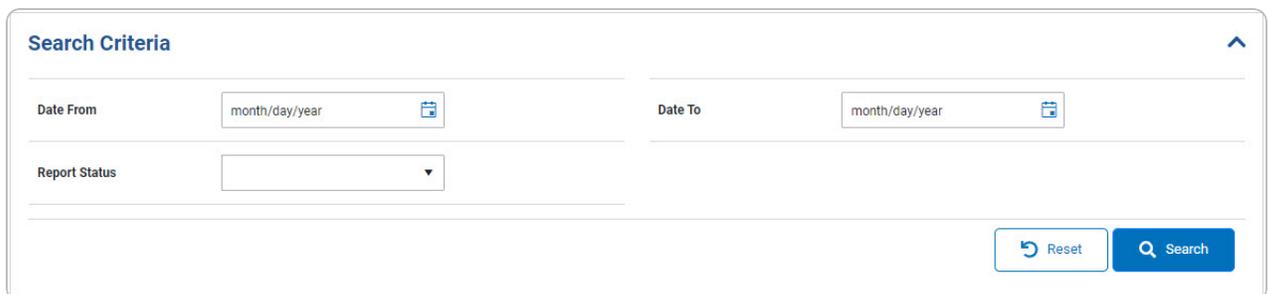
MATERIEL MGMT > Inventory Adjustment Activity Review > Inventory Adjustment Activity Review page

Procedures

Search for an Inventory Adjustment Report

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. In the Search Criteria box, narrow the results by entering one of the following optional fields.



The screenshot shows a 'Search Criteria' form with the following fields:

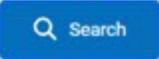
- Date From:** A text input field containing 'month/day/year' with a calendar icon to its right.
- Date To:** A text input field containing 'month/day/year' with a calendar icon to its right.
- Report Status:** A dropdown menu with a downward arrow.

At the bottom right of the form are two buttons: a 'Reset' button with a circular arrow icon and a 'Search' button with a magnifying glass icon.

- Use  to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Report Status.
- Use  to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.





2. Select . The **Inventory Adjustment Activity Review – Results** page appears.

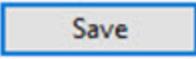
Search Results ^

Options ▾  Print  Upload  Sign ▾

<input type="checkbox"/> Date	Report Status	Remarks
<input type="checkbox"/> Tue May 24 2022	Unsigned	--
<input type="checkbox"/> Tue May 24 2022	Unsigned	--
<input type="checkbox"/> Wed May 25 2022	Unsigned	--

Selected 0/3  10 items per page 1 - 3 of 3 items

Download an Inventory Report

1. Select the Date hyperlink. The Windows **Save As** pop-up window appears.
2. Select . The **Save As** pop-up window closes, and the PDF file is saved.

Print an Inventory Report

1. Click to select the desired entry. The report row is highlighted, and , , and  become available.
2. Select . The Windows **Save As** pop-up window appears.
3. Select . The **Save As** pop-up window closes, and the PDF file is saved, ready to be printed later.

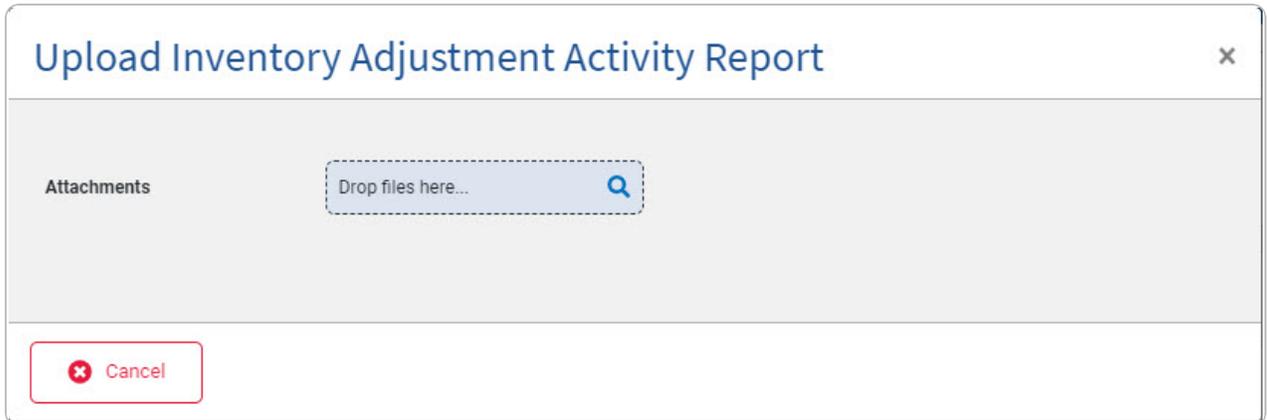
Upload an Inventory Report

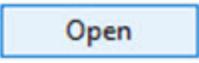
1. Click to select the desired entry. The report row is highlighted, and , , and  become available.

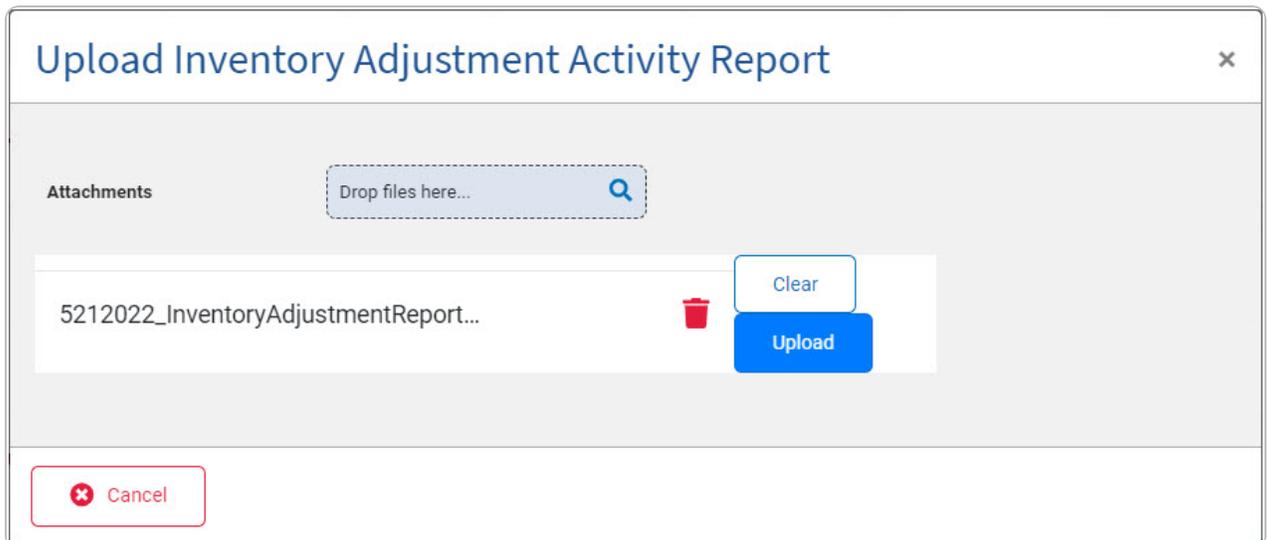




2. Select . The **Upload Inventory Adjustment Activity Report** pop-up window appears.



3. Use  to browse for the attachment. The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select . The **Choose File to Upload** pop-up window closes, and the file name appears below the .



6. Select . The **Upload Inventory Adjustment Activity Report** pop-up window closes, and the report is uploaded to the system.

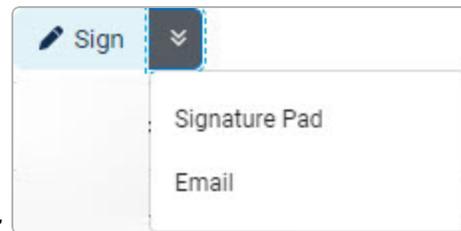




Sign an Inventory Report

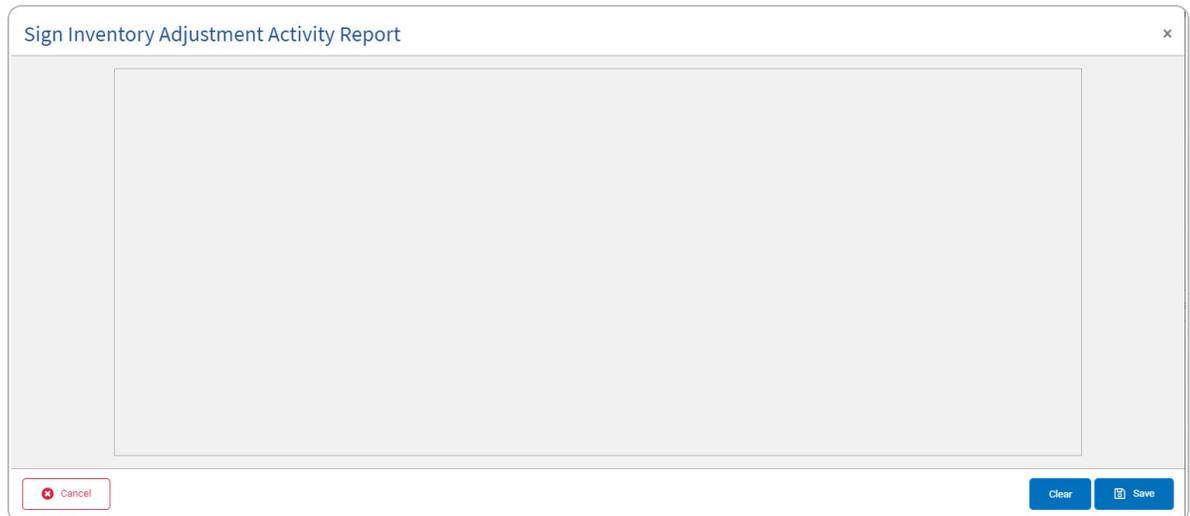
- Click  to select the desired entry. *The report row is highlighted, and*  **Print**,  **Upload**, and  **Sign** become available.
- Select . *Select the main button to automatically open the Signature Pad. Select the down arrow to choose how to sign the report.*

- Select . *Choose which way to sign:*



Signature Pad

- Select Signature Pad. *The **Sign Inventory Adjustment Activity Report** pop-up window appears.*



- Use the mouse to sign within the box.
- Select . *The Report Status changed from Unsigned to Signed, and the Remarks now show the date and the User Id of the signer.*





Email

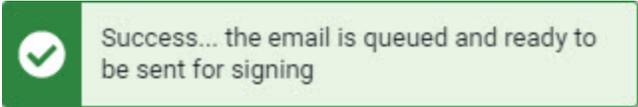
- A. Select Email. The **Email Receipt** pop-up window appears.



The screenshot shows a pop-up window titled "Email Receipt" with a close button (X) in the top right corner. Below the title bar is a text input field labeled "* Email Address". At the bottom of the window, there are two buttons: a red "Cancel" button on the left and a blue "Send" button on the right.

- B. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

- C. Select . The  appears.

- D. Once that pop-up disappears, the  appears.

