

ADDING ATTACHMENTS TO A RESTOCK ORDER

A user has the ability to upload an attachment to a restock order that has been placed in MotionMD. If necessary, multiple attachments can be added to the same order.

To add an attachment, locate the appropriate PO # in the account. Then navigate into the order and choose the Add Attachment option. A pop-up box will appear to upload the document to the order. Repeat as needed to add additional documents.

Viewing Restock Orders within an Inventory Location:

		Add Attachment to #24004		
Manual Restock	Stock by Item Incomplete Restocks	Add Attachment to #24004		
View All Restocks	Search by Restock Number	Click "Choose Fie" or drag and drop a file into this container to upload.		
View/Add Usage	Displaying all 2 restocks	Choose File		
Inventory Counts	24004 0/20 checked in DJO Global - OfficeCare Standard	1	Check Status	Check In

Viewing Restocks from the Inventory Tab on the Main Dashboard:

MOTIONMD Clinical -	Inventory HCPCS (Codes	Reports Ad	lmin +									Help	- +- 4
Restocks 45 Total Restocks	Products Rental Products Manufacturers Vendors													
Search	Inventory Items Inventory Locations	Q	Incomplete		×									
Displaying all 7 restocks	Restocks All Inventory Usage													
DJO Global - DJO DIRECT Ordered on 11/29/2021 a	OTHER									Check Statu		Check In		Actions -
23402 Ivory Ortho (0/1 el DJO Global - DJO DIRECT © Ordered on 05/05/2021 a	t 12:34 PM % 1									Check Statu		Check In		Actions +
Restocks				Add At	sttachmen	t to #23614			×					
Search		Q	incomplete	Ciek*	'Choose File' o Choose File	or drag and drop a	file into this con	ntainer to uploa	d.					
hisplaying all 7 restocks					-0-	-								
23614 CSA Ortho (South) DJO Global - DJO DIRECT © Orderett on 11/29/2021 at	(0/2 checked in) t 02:03 PM % 2									Check Statu	5	Check In		Actions 3
23402 Ivery Ortho (0/1 et DJO Global - DJO DIRECT © Ordered on 05/05/2021 at	hecked in) t 12:34 PM 🛞 1									Check Statu	•	Check	Add Note Add Attach Cancel LiNg	ment
23398 Ivory Ortho (0/1 de DJO Global - DJO DIRECT	tecked in)									Check Statu	s [Check	View Inven	tory Location



ADDING ATTACHMENTS TO A RESTOCK ORDER

The attachment(s) will auto populate onto the order and are available under the File Attachments tab when viewing the restock order.

Check Status	Items (1) File Attachments (2) Recent Activity	
Awaiting Check In from CSA Ortho (South)	1_New_DJO_Logo.jpg 6.43 X8 image/jpeg Uploaded on 07/28/2022 at 08:56 AM	Re
Print		
Add Attachment	[_NewDJDLOG0.jpg 6.43 K8 image/jpeg Uploaded on 07/25/2022 at 09:10 AM	Re
All Activity		