

CHECK IN RESTOCKS

Complete the following steps to **Check In** inventory on open restocks.

On the main dashboard, go to **Restock Status**. Select the inventory location. Locate the **Order** number that matches the Purchase Order number on the packing slip. Select the **Check In** button.

CSA Orthopedics

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CSA Orthopedics (Main)
CSA Orthopedics (Main)
CSA Orthopedics (South)
Open Restocks

Select your location from the drop down menu

Order	Date	Vendor	Status	Next Action
22844	02/18/2020	DJO Global - OfficeCare Standard	Ordered on 02/18/2020 at 11:49 AM	Check Status Check In
22825	01/31/2020	DJO Global - OfficeCare Standard	Ordered on 01/31/2020 at 04:30 PM	Check Status Check In

Enter the quantity of each line item you are checking in. A partial order check-in may be completed if the full quantity did not arrive.

Check In 23009

Restock for CSA Orthopedics (Main) on 08/24/2020

CSA Orthopedics (Main) 3 Items

Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Previously Checked In (UoM)	Quantity Open (UoM)	Quantity to Check In (UoM)
Stirrup Ankle Brace DJO - Aircast - Orientation: Right, Size: Medium, Style: Training	02BR	EA (1 Stocking Units)	1 of 1	0	1	<input type="text" value="0"/> <input type="button" value="Max: 1"/>
Ultra Sling 3 DJO - Donjoy - Orientation: Universal, Size: Large	11-0449-4	EA (1 Stocking Units)	6 of 6	0	3	<input type="text" value="0"/> <input type="button" value="Max: 3"/>
Stirrup Ankle Brace DJO - Aircast - Orientation: Left, Size: Medium, Style: Training	02BL	EA (1 Stocking Units)	1 of 1	1	0	<input checked="" type="checkbox"/>

Once the quantities for each product received have been entered, select the **Check In** button. All completed check in's will have a green check mark. The order will remain open until all items are checked in.