

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

Patient Agreements **Restock Status** Billing Motion Intelligence

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

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.

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.

Check In 74390 Vendor OfficeCare Standard

Restock for FMC - Brandon

Search/Scan Item

FMC - Brandon 5 Items

Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Previously Checked In (UoM)	Previously Cancelled (UoM)	Quantity Open (UoM)	Quantity to Check In (UoM)
AirSelect Short DJO - Airselect - Size: S	01ES-5	10 (1 Stocking Units)	117 of 98	0	0	33	0 Max 33
Drytex Economy Hinged Knee Sleeve DJO - Donjoy - Sizes: X-Small	11-0670-1	EA (1 Stocking Units)	3 of 3	0	0	2	0 Max 2
Lace-Up Wrist Support DJO - ProCare - Size: Large 7" Length - Orientation: Right	79-87207	EA	1000 of 1000	0	0	1	0 Max 1
OA Reaction Web DJO - Donjoy - Sizes: Medium - Orientation: Right Medial / Left Lateral - Color: Gray	11-7426-3	EA	2 of 2	0	0	1	0 Max 1
SRB IQ DJO - Donjoy - Size: Large	11-4016-4-13000	EA (1 Stocking Units)	10 of 10	0	0	9	0 Max 9

CHECK IN RESTOCKS

User are also able to utilize the Mobile Companion App to Check in re-stocks.

Check In 74393 Vendor OfficeCare Standard
Restock for Sports Orthopedic & Spine - Escondido

Search/Scan Item

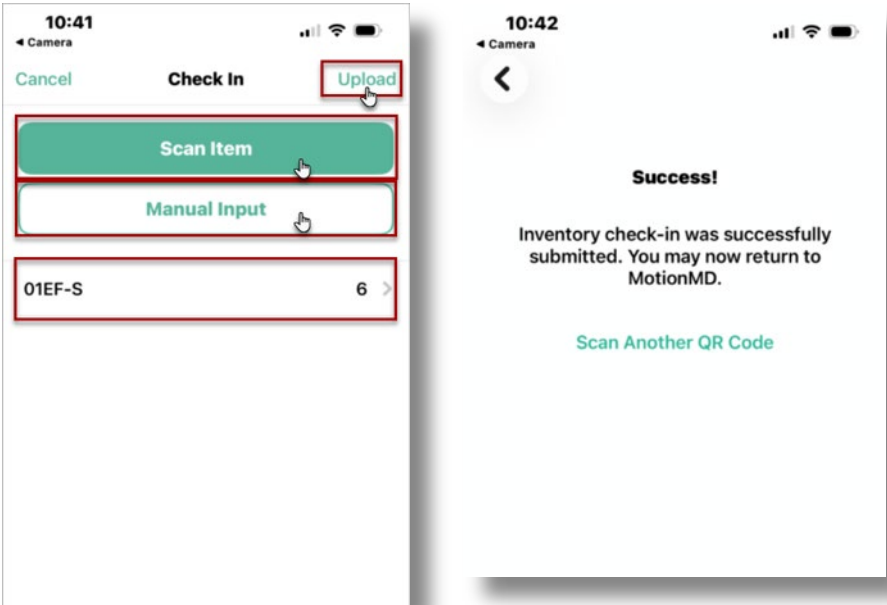
Use Mobile Companion App

Sports Orthopedic & Spine - Escondido 4 Items							
Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Previously Checked In (UoM)	Previously Cancelled (UoM)	Quantity Open (UoM)	Quantity to Check In (UoM)
AirSelect DJO - Aircast - Size: Large	01EF-L	(1 Stocking Units)	10 of 10	0	0	1	0 Max: 1
AirSelect DJO - Aircast - Size: Medium	01EF-M	(1 Stocking Units)	50 of 50	0	0	6	0 Max: 6
AirSelect DJO - Aircast - Size: Small - Color: Chartreuse	01EF-S	EA (1 Stocking Units)	5 of 5	0	0	12	6 Max: 12 EA
Squared Toe Post-Op Shoe DJO - ProCare - Size: Small	79-81233	EA	10 of 10	0	0	4	0 Max: 4

Once you select Use Mobile Companion App – it will open up a screen with a QR code. Scan the QR code with your iPad or iPhone if you are on a computer. If you are on an iPad or iPhone, the Companion App opens automatically.

In the App's Check In screen, select either Scan Item or Manual Input. Barcode SKUs will show as a list with the quantities scanned.

Select **Upload** option when complete. It will show a success screen and the check in counts will update on the Restock page.



CHECK IN RESTOCKS

If a barcode was scanned or manually entered that is not a part of the Restock an error message will appear at the top of the Check In page.

Check In 74393 Vendor OfficeCare Standard

Restock for Sports Orthopedic & Spine - Escondido

Search/Scan Item

Use Mobile Companion App

Item # 11-1569-3 not found on Restock

Sports Orthopedic & Spine - Escondido 4 Items

Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Previously Checked In (UoM)	Previously Cancelled (UoM)	Quantity Open (UoM)	Quantity to Check In (UoM)
AirSelect DJO - Aircast - Size: Large	01EF-L	(1 Stocking Units)	10 of 10	0	0	1	0 Max: 1
AirSelect DJO - Aircast - Size: Medium	01EF-M	(1 Stocking Units)	50 of 50	0	0	6	0 Max: 6
AirSelect DJO - Aircast - Size: Small - Color: Charbruese	01EF-S	EA (1 Stocking Units)	5 of 5	0	0	12	6 Max: 12 EA
Squared Toe Post-Op Shoe DJO - ProCare - Size: Small	79-81233	EA	10 of 10	0	0	4	0 Max: 4