Receive
Web Guide
Version 2.6.6

This document is intended for Web Server Users

501 Kings Highway East Fairfield, CT 06825 Phone: (888) 647-4621 Fax: (888) 647-4621

Change Record

Date	Author	Version	Change Reference
7/23/2008	D. Baxter	2.6.5.0	New Document Creation
12/4/2009	R. Hatt	2.6.5	SP12
12/10/2010	R. Hatt	2.6.6	New Release
3/24/2011	S. Godfrey	2.6.6	SP2
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Table of Contents
Receive - Web Guide

501 Kings Highway East Fairfield, CT 06825 Phone: (888) 647-4621 Fax: (888) 647-4621

Web User - Login

This section will concentrate on the **@Par Web User's** role and access on the **@Par Server.**

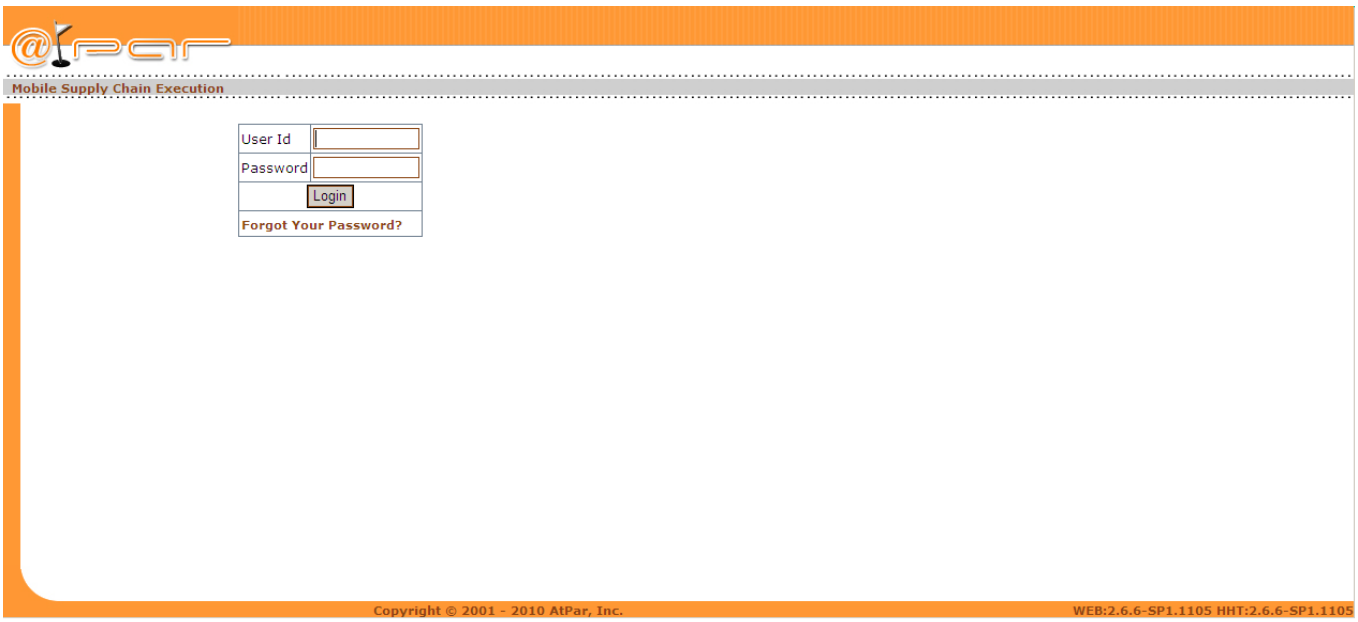

Figure 1

Note: the version number in the bottom right hand corner of the screen. This is a fast way for the **Web User** to find the **@Par** product version for reference. The version for both Web Server and Client Handheld Terminal (HHT) are available.

In this release of **@Par** products the **@Par Administrator** must create profiles, users, and parameters before the **Web User** can access the system.

Once a **Web User** has been setup with products, user id, and password, they can login and the following screen will appear **Figure 2**

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Page Menu Options

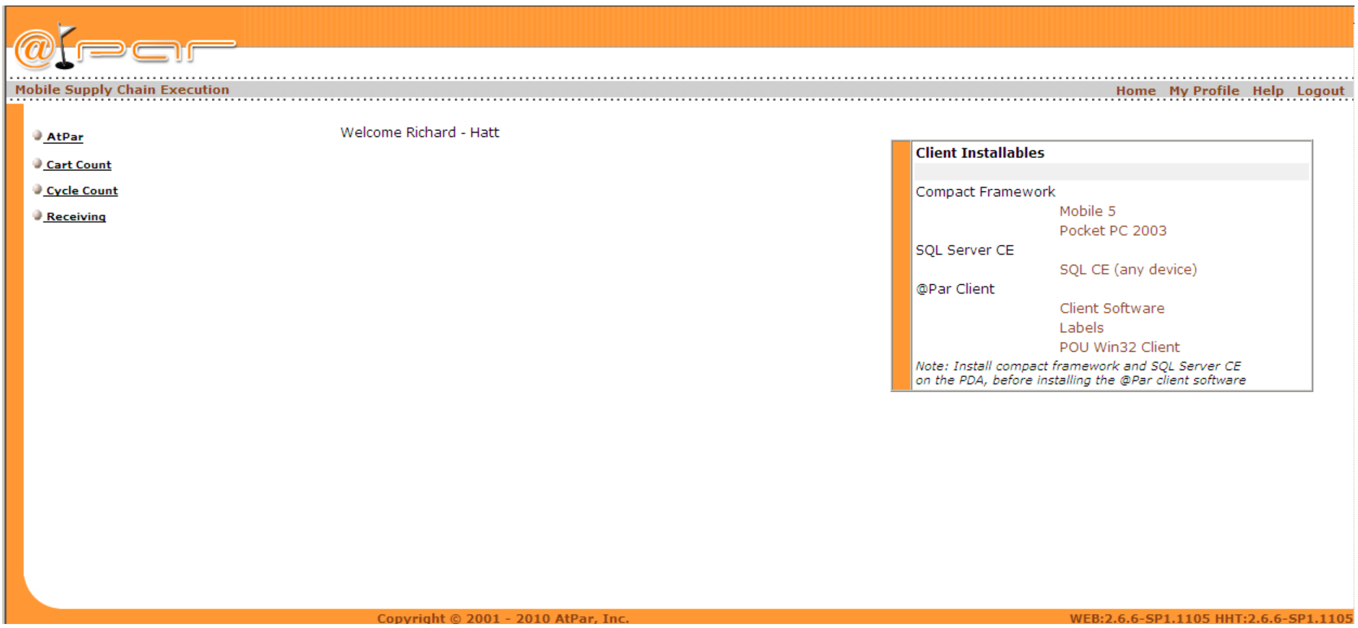


Figure 2

The products that appear may be different at your organization. For this document, we will review **Receiving.**

Home

The **Home** link in the upper right hand section of the screen will return the Web User to the home screen in **Figure *2***. This will return them from any window on the Web Page.

My Profile

Click on the **My Profile** link and **Figure 3** appears

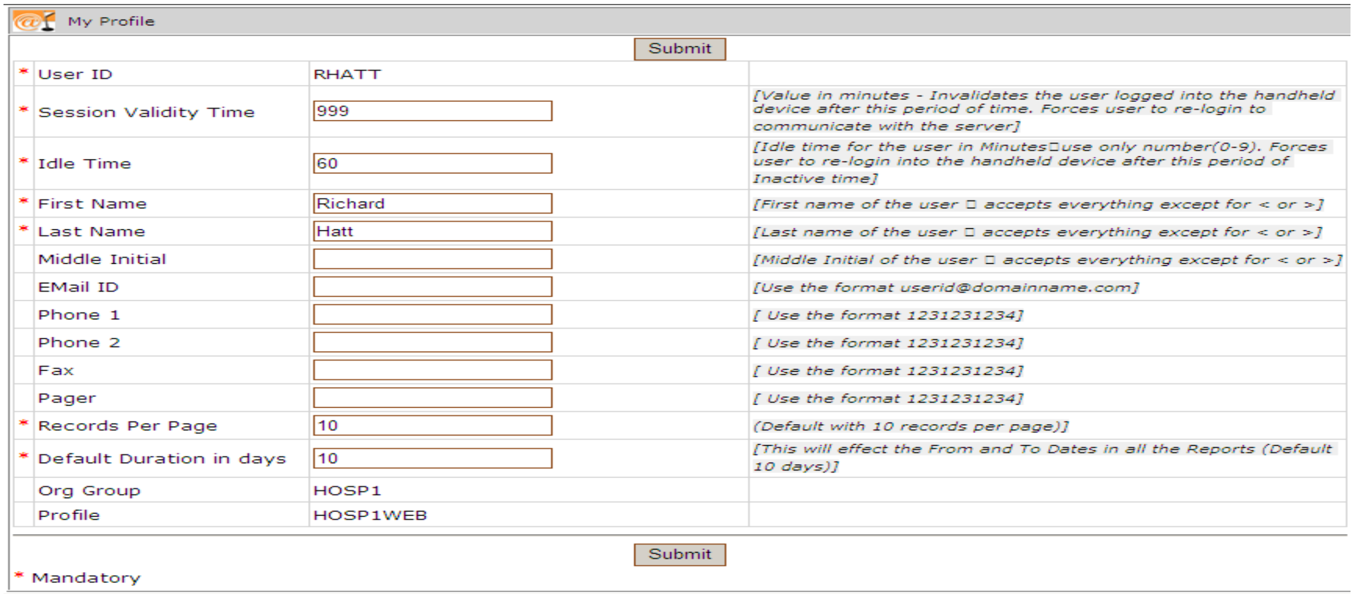


Figure 3

The **Web User** uses this section to maintain their user profile. Note that the **Web User** can't change their User ID. The User ID has been set up by the @Par Administrator and must remain unique.

Org Group and Profile are two fields that are also not editable. These are maintained by the @Par Administrator.

All other fields can by modified. All mandatory fields are denoted by a * **red asterisk**.

NOTE: In previous versions the Records per Page and Default Duration in Days were located elsewhere in Parameter settings. They still perform the same functionality but to modify, they must be changed here.

Records Per Page – Value entered to limit the number of records displayed on a single page

Default Duration in days – Value entered to set up date range for reports to run

After making any changes to this screen, you must ***click*** the Submit button to save the change.

Help

Click on the **Help** link and the Help screen appears **Figure 4**

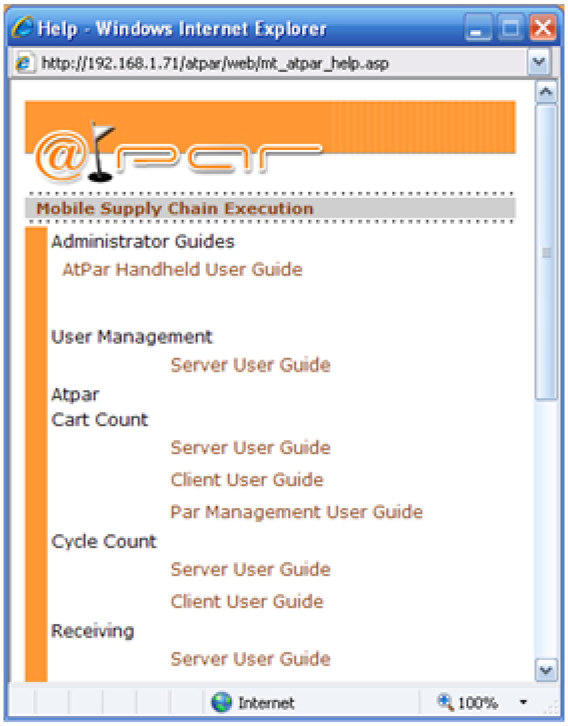


Figure 4

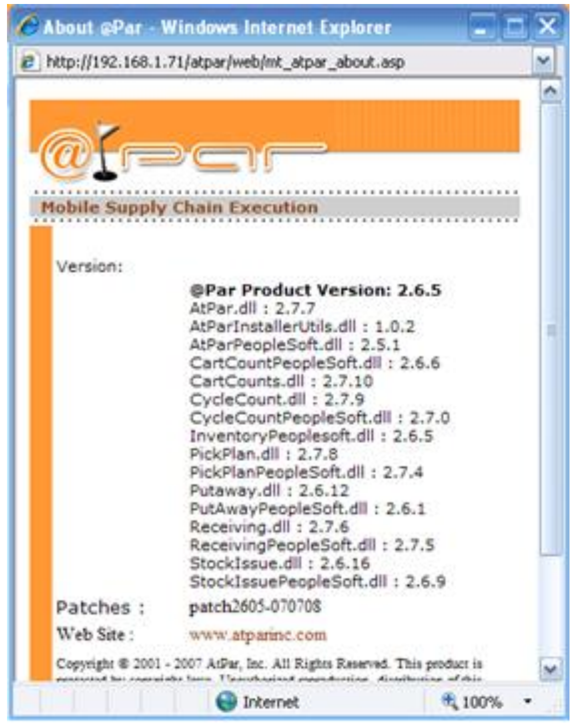


Figure 4a

The **Help Manuals** available to your organization will appear. To open any document, ***click*** on the link, For example, if you need to review the HHT guide, ***click*** on the **AtPar Handheld User Guide**.

All documents are in **.PDF** format and adobe must be installed on your PC in order to open the documents. If you need assistance please see your @Par Administrator or your IT Staff.

Logout

Click the **Logout** to exit the **@Par Web** page.

Client Installable Files

The links available in this section are used to download the @Par Client software onto your organization's HHTs. For detailed information on this please refer to the **AtPar Handheld User Guide**.

Figure 5

To access the **AtPar Handheld User Guide** and all other AtPar help files, ***click*** the **Help** link at the top of the screen **Figure 2** and select the document to view.

Receiving

This guide will look at the **Receiving** product. @Par Receive product allows users to receive PO and NON PO items, both Stock/Inventory and Non-Stock/Non-Inventory items as well as InterUnit Transfers right at the Receiving Dock.

Select Receiving from the web server page shown in **Figure 6** and the following submenu options shown in **Figure 7** appear. Each of these will be discussed in detail later in this document.

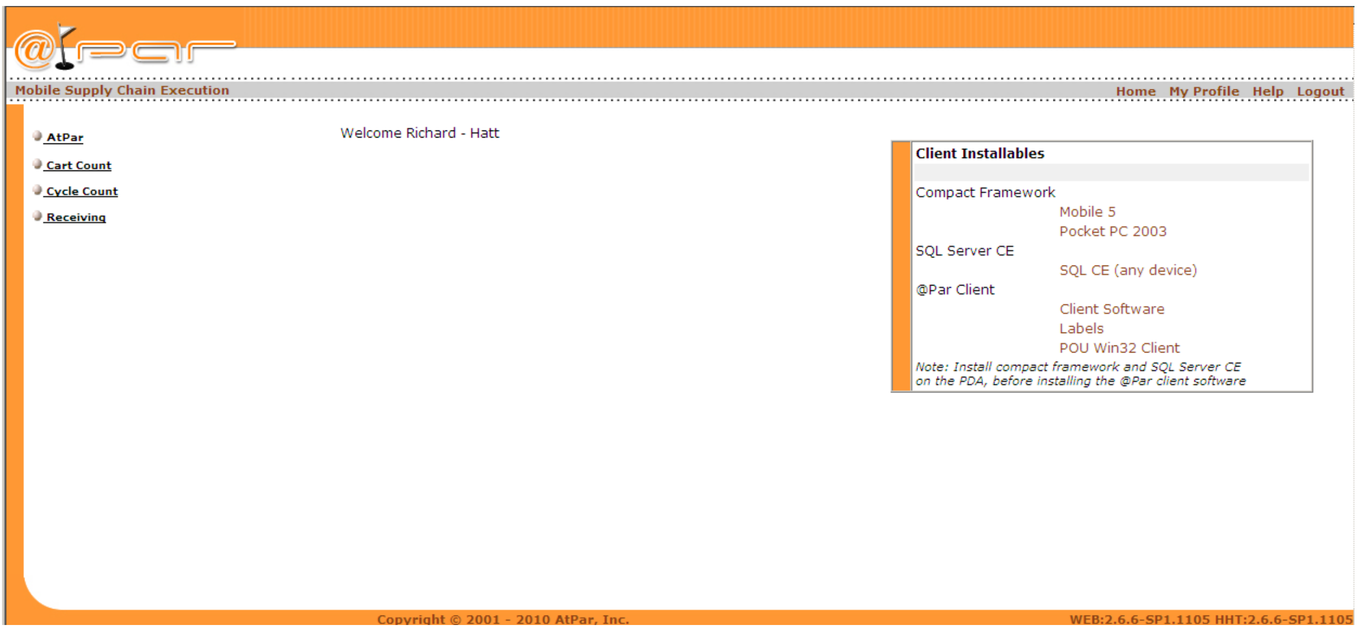


Figure 6

Figure 7

Your organization’s menu options may vary. The display and availability of menus are set up and managed by the **@Par Administrator or a Web User with administrator rights.**

Release Orders

There may be times when the HHT users receive a message saying “PO is locked by another user”. This means the PO that you are attempting to download is already downloaded and being received by another HHT user.

- Once the Purchase order or InterUnit Transfer is locked another user cannot download the same order for receiving.
- Locked orders can be released through this screen.

If the following Org Group Parameters are unchecked, you may need to use the Release orders function.

Multiple users receiving an Inter Unit transfer	☑	[Selection of this parameter allows multiple users to download the same IUT order on to the HHT for receiving]
Multiple Users can download the same PO	☑	[Selection of this parameter allows multiple users to download the same PO on to the HHT for receiving]

If the options are checked, multiple users will have the ability to download the same PO/IUT and items and the message will not appear.

To use this option, **select** the **Release Orders** link and the following screen appears **Figure 8**

Release Orders

Unlock	Business Unit	Purchase Order No	Date/Time	User ID
	08501	0000030022	6/19/2012 8:30:26 AM	Fred Franks(FRED)
	08501	0000030066	6/14/2012 12:47:36 PM	Fred Franks(FRED)
	08501	0000030067	6/14/2012 12:41:37 PM	Fred Franks(FRED)
	08501	0000030067	8/9/2012 9:42:29 AM	Fred Franks(FRED)

Figure 8

To unlock a PO, ***click*** on the **Lock** icon to the left of the Order Number you need to unlock.

If there are no locked orders, the following screen will appear **Figure 9**

Release Order
No records to Display

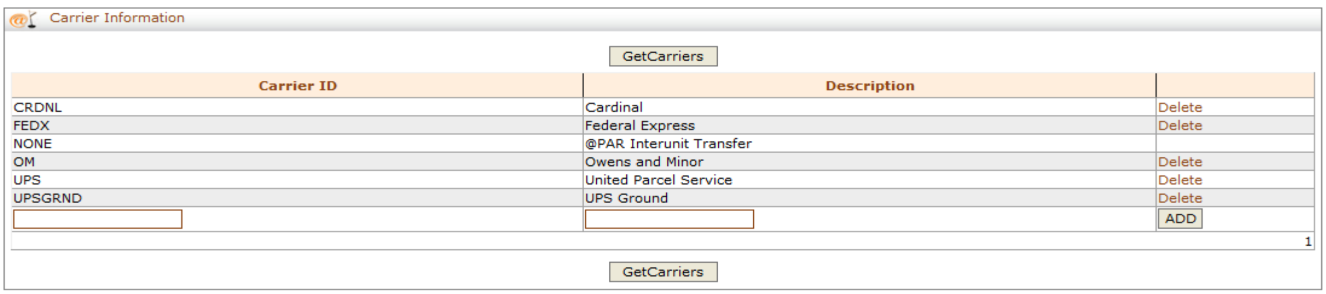
Figure 9

501 Kings Highway East Fairfield, CT 06825 Phone: (888) 647-4621 Fax: (888) 647-4621

Carrier Information

The Carrier Information option is used to track all packages received and must be set up in order to use the Carrier report. One of the required fields on the HHT is **Carrier.** The carrier must be selected, with a value entered in the **"Pkgs"** field on the HHT to capture the information on the Carrier Report.

Click on the **Carrier Information** option and you get the following screen shown here in **Figure 10*.***



Carrier Information

GetCarriers

Carrier ID	Description	
CRDNL	Cardinal	Delete
FEDX	Federal Express	Delete
NONE	@PAR Interunit Transfer	
OM	Owens and Minor	Delete
UPS	United Parcel Service	Delete
UPSGRND	UPS Ground	Delete
		ADD

1

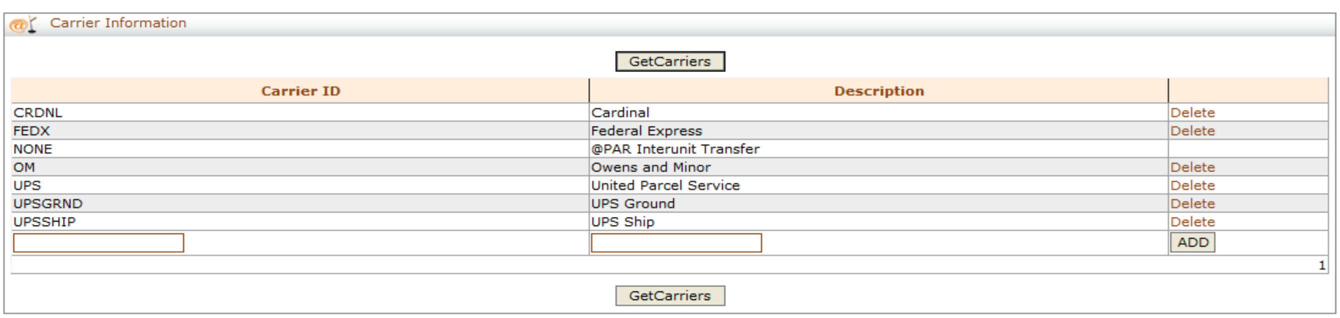
GetCarriers

Figure 10

Click on the GetCarriers button. This will sync the data from ERP system to the @**Par** web server and the carrier name and description will appear.

Note: If the ERP system is not used to store Carrier information, this action will not return data.

You can add on the fly by entering the Carrier ID and Description, then ***clicking*** the ADD button. **Figure 11** will appear.



Carrier Information

GetCarriers

Carrier ID	Description	
CRDNL	Cardinal	Delete
FEDX	Federal Express	Delete
NONE	@PAR Interunit Transfer	
OM	Owens and Minor	Delete
UPS	United Parcel Service	Delete
UPSGRND	UPS Ground	Delete
UPSSHIP	UPS Ship	Delete
		ADD

1

GetCarriers

Figure 11

If the Carrier information has been added using the screen above, you should see **Delete** at the end of each Carrier that has been added. **You can't delete any carriers synced from the ERP system by clicking on Get Carriers button.**

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Allocate Inventory Business Units

Allocation of Inventory Business Units in receiving is only for organizations that will use the Inter-Unit Transfer (IUT) option within the @Par Receive module. If your organization does not intend to use this feature the allocation of Inventory Business Units is not required.

Click the **Allocate Inventory Business Units** link and the following screen appears **Figure 12**

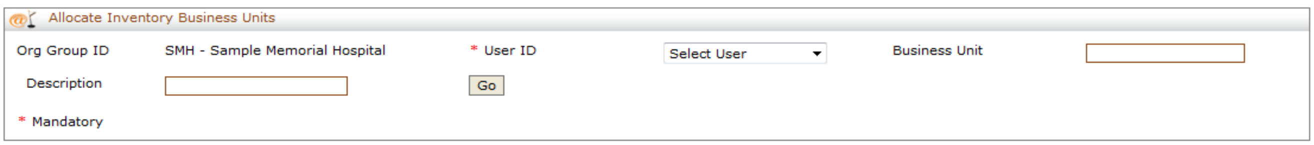


Figure 12

Select the **User ID** from the drop down menu. You can also use the **Business Unit** and **Description** fields to further filter your selections for a given user. ***Click*** on the Go button See **Figure 13**

If the user already has some **BUs** assigned it will automatically show those first, followed by all unassigned available business units.

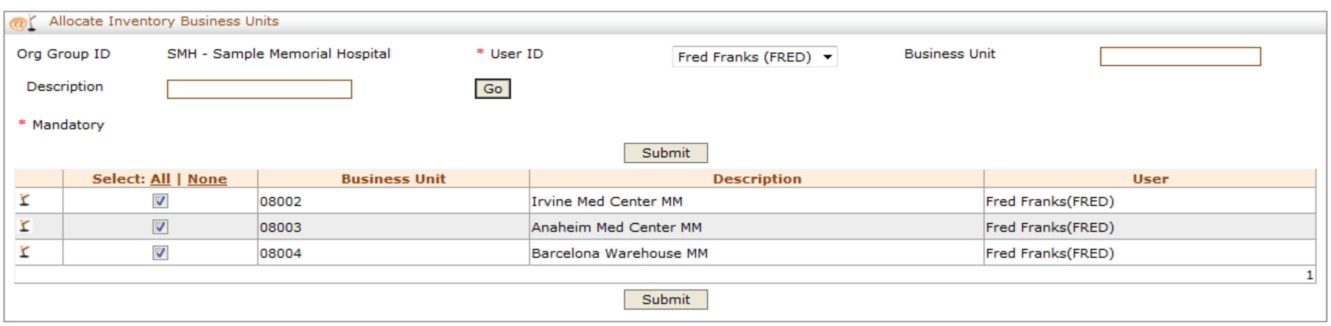


Figure 13

Notice the **1 2 3 4 5…** ***clicking*** on any of the numbers will display additional business units available.

After ***selecting*** or ***checking*** appropriate boxes, to save the settings ***click*** on the Submit button.

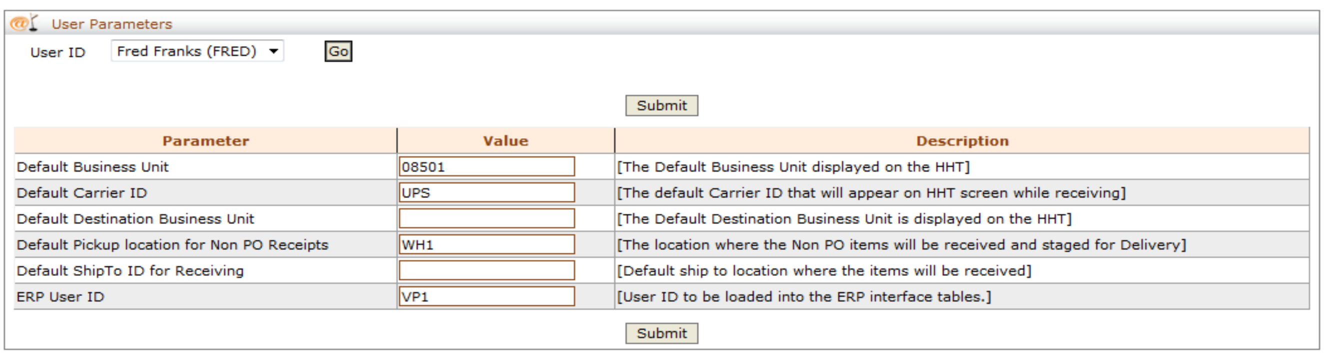
User Parameters

User Parameters allows you to further define a User's HHT functionality.

Click on the **User Parameters** link and **Figure 14** appears.

Figure 14

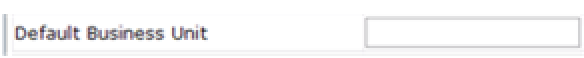
Select the user from the drop down menu then ***click*** on the Go button and **Figure 15** appears**.**



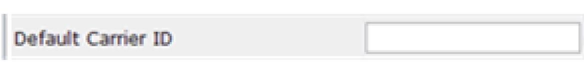
Parameter	Value	Description
Default Business Unit	08501	[The Default Business Unit displayed on the HHT]
Default Carrier ID	UPS	[The default Carrier ID that will appear on HHT screen while receiving]
Default Destination Business Unit		[The Default Destination Business Unit is displayed on the HHT]
Default Pickup location for Non PO Receipts	WH1	[The location where the Non PO items will be received and staged for Delivery]
Default ShipTo ID for Receiving		[Default ship to location where the items will be received]
ERP User ID	VP1	[User ID to be loaded into the ERP interface tables.]

Submit

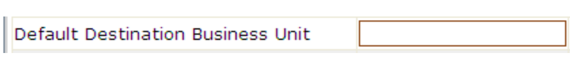
Figure 15



This field allows a **Default Business Unit** to appear on the HHT device. There MUST be a Business Unit entered on the HHT before receiving can proceed.



This field allows a **Default Carrier ID** to appear on the HHT device. This is a mandatory field on the HHT and must be entered before receiving can proceed.



This field allows a **Default Destination Business Unit** to appear on the HHT device.

This field allows a **Default Pickup Location** to appear on the HHT device. If the user receives PO and Non PO items at the same location a large percentage of the time then enter that location in this field.

This field allows a Default Ship To ID for Receiving to appear on the HHT device.

Note: All default settings can be overwritten by the user on the HHT.

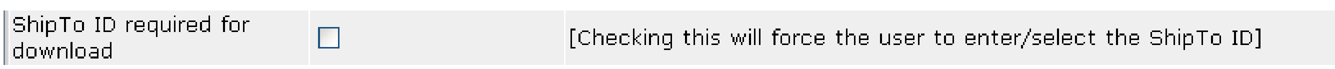
This field is used to enter the User ID for ERP interface tables.

Allocate Ship To IDs

For organizations with multiple warehouses this option is very efficient. This option is based on parameters set by the @Par Administrator or Supervisor and may be required.

Note: If your organization uses @Par Deliver product, the allocation of ship to IDs must be done in order to deliver Stock or Inventory Items. If your organization is only using @Par Deliver for non-stock or non-inventory items this option is not required.

If the following parameter is checked, then allocation of ship to ids is highly recommended:



Click on the **Allocate ShipToIDs** link and **Figure 16** appears.

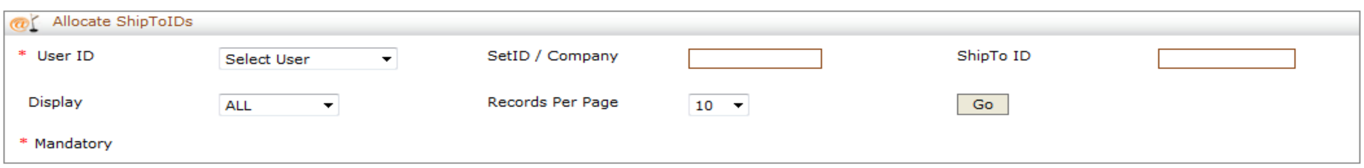
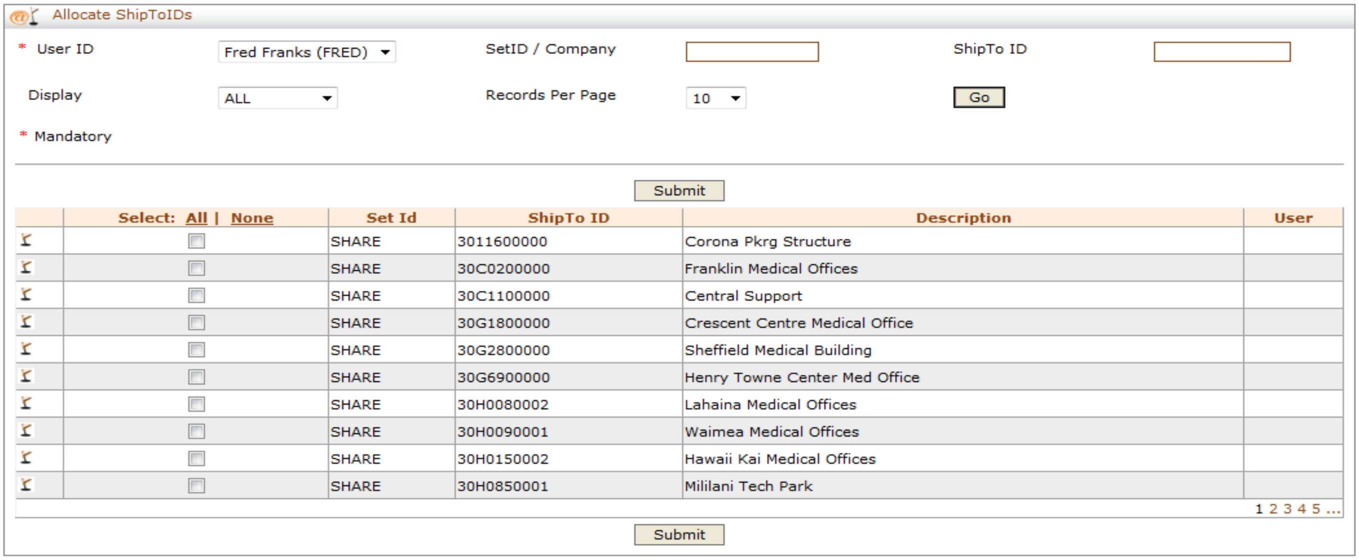


Figure 16

Select the user from the drop down menu. Note that there are two fields that allow filtering by their respective field names: **SetID/Company and ShipTo ID**. Once selected ***click*** on Go which displays (**Figure 17**) all the available Ship To ID fields. Note that any assigned ship to ids will appear first in the list.



Allocate ShipToIDs

* User ID: Fred Franks (FRED) | SetID / Company: | ShipTo ID:

Display: ALL | Records Per Page: 10 | Go

* Mandatory

Submit

	Select: All | None	Set Id	ShipTo ID	Description	User
		SHARE	3011600000	Corona Pkrg Structure	
		SHARE	30C0200000	Franklin Medical Offices	
		SHARE	30C1100000	Central Support	
		SHARE	30G1800000	Crescent Centre Medical Office	
		SHARE	30G2800000	Sheffield Medical Building	
		SHARE	30G6900000	Henry Towne Center Med Office	
		SHARE	30H0080002	Lahaina Medical Offices	
		SHARE	30H0090001	Waimea Medical Offices	
		SHARE	30H0150002	Hawaii Kai Medical Offices	
		SHARE	30H0850001	Mililani Tech Park	

1 2 3 4 5 ...

Submit

Figure 17

Select the required ShipToID/IDs required for this user by clicking in the respective check box/boxes. When completed ***click*** on the Submit button to save.

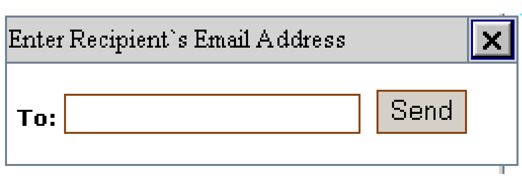
Reports

Most of AtPar Reports provide the user with the ability to Email the report to other users, Print the report, or copy the report data into an Excel Spreadsheet. After selecting criteria to run in a report and finding data, the following icons will appear in the upper right hand corner of the report

To print the report ***click*** the button

To send the report data to an Excel spreadsheet ***click*** the button

To Email the report ***click*** on the button and the next window will appear

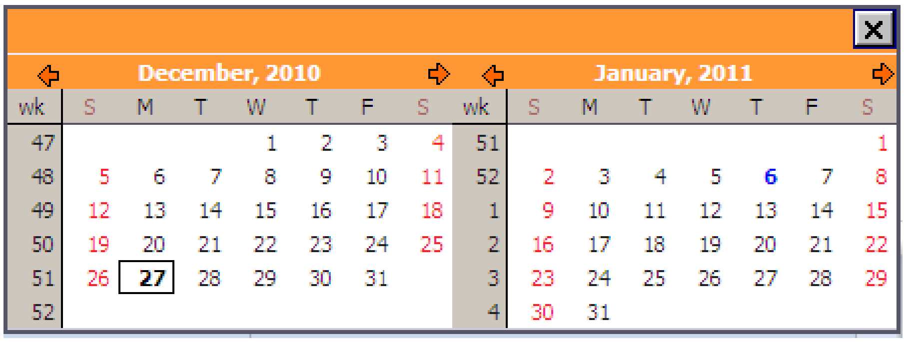


Enter the email address of the person the report is being emailed to and press the Send button. ***Clicking*** the button will cancel and return you back to the report.

NOTE: The Email configuration section under Configuration Manager MUST be completed for the email functionality to work.

To select and modify dates on the reports there are 2 methods:

1. Click on the existing date and manually type in the date
2. Click the icon and the following screen appears

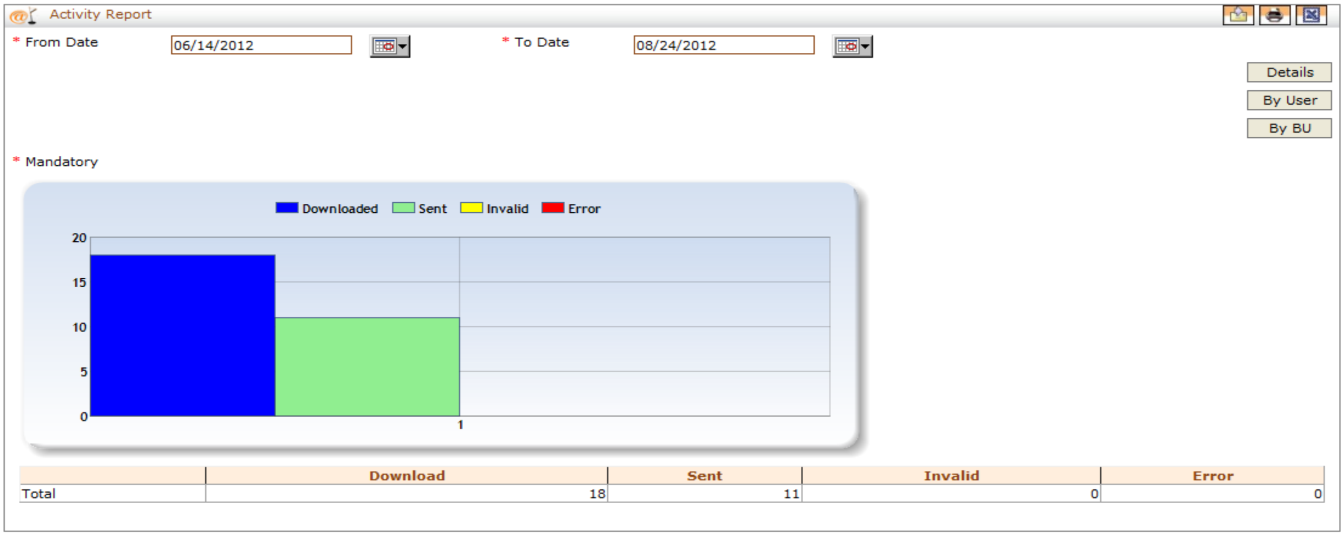


Using the mouse, you can navigate through the calendar and select the From and To date ranges.

Activity Report

The **Activity Report** is designed to provide **Web Users/Supervisors** quick access to activity during a specified period of time.

Click the **Activity Report** link and if there is no activity during the default date range, the following screen appears **Figure 18**



	Download	Sent	Invalid	Error
Total	18	11	0	0

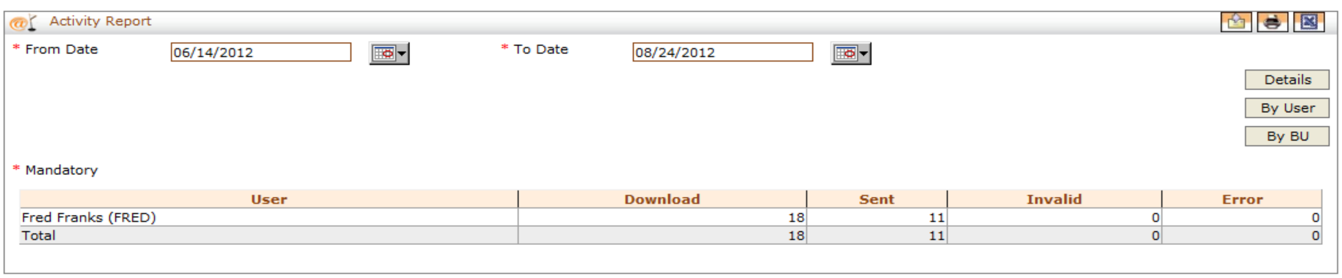
Figure 18

“From Date and To Date” will be defaulted based on the Default Duration in Days parameter, the report will display for this default duration. The user can edit these two fields to display the report for a different date range.

For a given date range, users can see a summary report of Purchase Orders Downloaded and Uploaded. Errors denote issues while uploading or downloading data into the ERP system.

The reports can be generated by **User (By User)** or by **Business Unit (By BU)**.

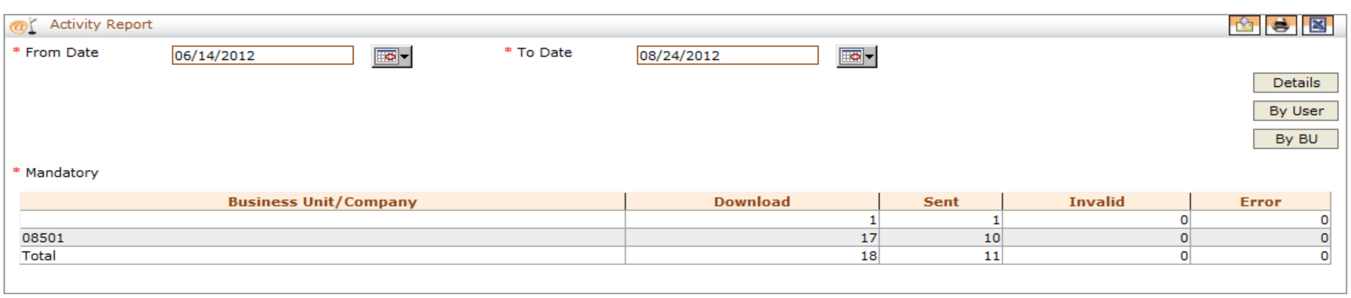
Click the By User button and the following screen appears **Figure 19**



User	Download	Sent	Invalid	Error
Fred Franks (FRED)	18	11	0	0
Total	18	11	0	0

Figure 19

Click the By BU button and the following screen appears **Figure 20**



Business Unit/Company	Download	Sent	Invalid	Error
	1	1	0	0
08501	17	10	0	0
Total	18	11	0	0

Figure 20

Regardless of the selections to run the report, the information displayed will show the number of POs downloaded to the HHT, the number of POs sent to the ERP system, any POs that are Invalid or Cancelled, and any POs that had errors when uploading/downloading.

Carrier Report

This report will be important to you as it will reflect how many packages or boxes are delivered by a carrier over a given period of time.

- This information will ***ONLY*** appear on the report if the user enters an amount in the Pkgs. field on the HHT device while receiving an item.

501 Kings Highway East Fairfield, CT 06825 Phone: (888) 647-4621 Fax: (888) 647-4621

Click on the **Carrier Report** link and the search screen appears **Figure 21**

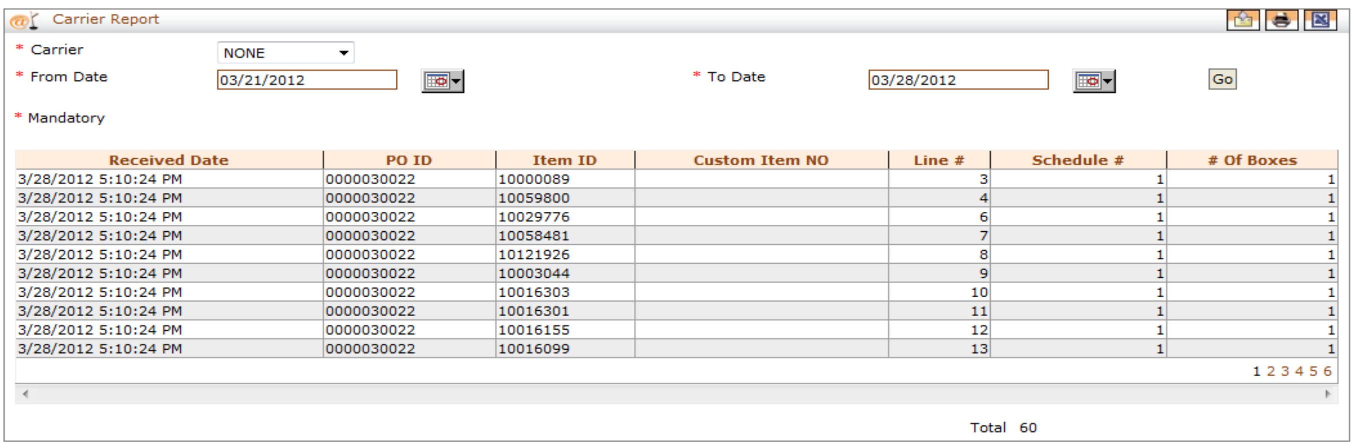
Figure 21

Search fields for the report are **Carrier** and a **Date Range**.

Use the Drop down window and ***Select*** a carrier.

You will see the report defaults with "From and To" dates already. You can use these or edit them.

When you are ready, ***Click*** on the Go button and the data will appear in **Figure 22**



Received Date	PO ID	Item ID	Custom Item NO	Line #	Schedule #	# Of Boxes
3/28/2012 5:10:24 PM	0000030022	10000089		3	1	1
3/28/2012 5:10:24 PM	0000030022	10059800		4	1	1
3/28/2012 5:10:24 PM	0000030022	10029776		6	1	1
3/28/2012 5:10:24 PM	0000030022	10058481		7	1	1
3/28/2012 5:10:24 PM	0000030022	10121926		8	1	1
3/28/2012 5:10:24 PM	0000030022	10003044		9	1	1
3/28/2012 5:10:24 PM	0000030022	10016303		10	1	1
3/28/2012 5:10:24 PM	0000030022	10016301		11	1	1
3/28/2012 5:10:24 PM	0000030022	10016155		12	1	1
3/28/2012 5:10:24 PM	0000030022	10016099		13	1	1

1 2 3 4 5 6

Total 60

Figure 22

Received Date – Date PO was received and sent to ERP system

PO ID – Purchase Order number

Item ID – Item number.
Custom Item NO – If your organization uses a custom item number

Line # - This is the line # on the PO.

Schedule # - This is PeopleSoft's PO schedule number.

 # Of Boxes - Total number of boxes for this PO.

As with most @Par reports, you can sort by any report column by ***clicking*** on the column header name.

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Daily Activity Report

The daily activity report provides a user's performance activity during a given day. ***Click*** on the **Daily Activity Report** link and the following screen is displayed **Figure 23*.***

Daily Activity Report

* Date 03/28/2012 Go

* Mandatory

User	Business Unit	Total Receive Time (Mins)	Non PO Items Received	Non Stock Items Received	Stock Items Received	Avg. Time Taken For An Item (Secs)	Total # of POs received	
Fred Franks(FRED)	08501	0	0	59	1	0	3	Details

Figure 23

The date will default to the system's date, or today.

This is a summary shot of the day's activities.

- This will provide you with the User, total time it took to receive items, number of items received, avg. time in seconds it took to count an item, and the total number of PO received.

You can easily move into the details section, or the Daily User Activity report seen previously, by clicking on the **Details** link to the right of the line. **Figure 24** appears

Daily User Activity Report

* User ID Fred Franks (FRED) Status All

* Date 03/28/2012 Go

* Mandatory

Number of transacted POs : 4 Status Legend Download Sent Error

(*) If date time is same as selected date then only time is displayed.

			Date Time (MM/DD HH:MI/ HH:MI)(*)					# of Items			
Status	B Unit	PO ID	Download	Sent	Start	End	Receive Time (Hrs: Mins.)	Downloaded	Received	% of Items Received	Device ID
	08501	0000030066	4:35 PM	4:36 PM	4:35 PM	4:35 PM	0:00	1	1	100.00	09352300BD44...
	08501	0000030065	4:35 PM	4:40 PM	4:38 PM	4:38 PM	0:00	1	1	100.00	09352300BD44...
	08501	none	4:44 PM	4:44 PM	4:41 PM	4:44 PM	0:03	0	2	2.00	09352300BD44...
	08501	0000030022	5:09 PM	5:10 PM	5:09 PM	5:09 PM	0:00	58	58	100.00	09352300BD44...

Total Receive time	0 hrs :03 mins
Average Time taken for a PO Receipt	0 hrs :01 mins
Total Items Received	62
Average Time taken for an Item Received	2.90 Secs
Maximum time taken for a PO Receipt (PO ID : none)	0 hrs :3 mins
Minimum time taken for a PO Receipt (PO ID : 0000030066)	0 hrs :0 mins

Figure 24

Daily User Activity Report

This report is run based on a **UserID, Status,** and date.

Click the **Daily User Activity Report** link and the following screen will display **Figure 25**

Select the **UserID** from the drop down window. Select a status if desired from the **Status** drop down window. Now enter the date.

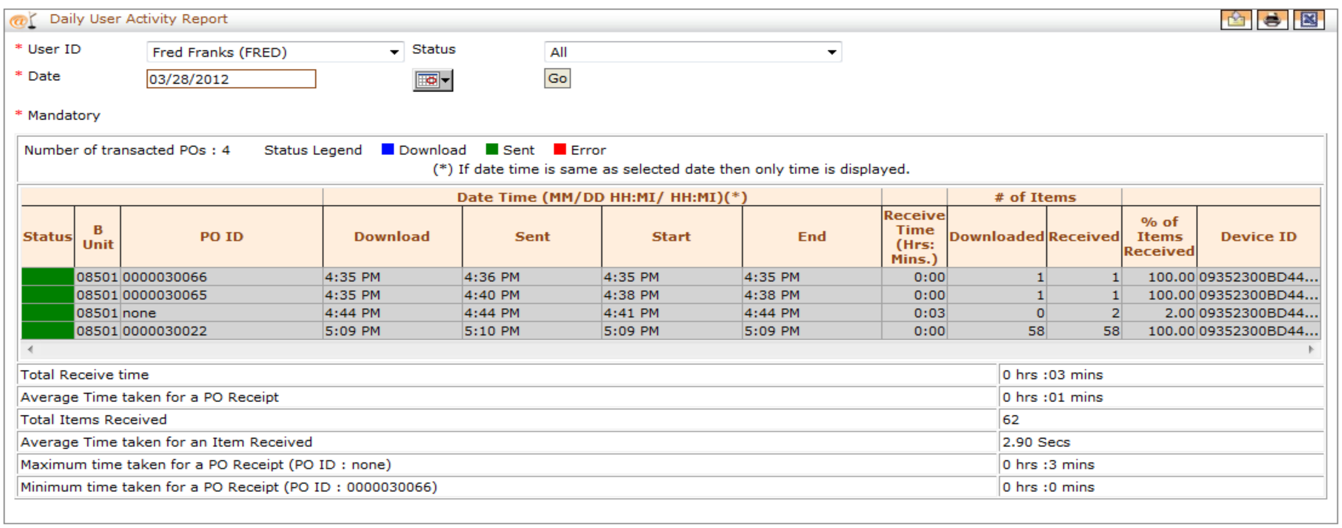

Daily User Activity Report

* User ID: Select User | Status: All
* Date: 08/24/2012 | Go

* Mandatory

Figure 25

Click the Go button and the information will display as shown in **Figure 26.**


Daily User Activity Report

* User ID: Fred Franks (FRED) | Status: All
* Date: 03/28/2012 | Go

* Mandatory

Number of transacted POs : 4   Status Legend: Download, Sent, Error
(*) If date time is same as selected date then only time is displayed.

			Date Time (MM/DD HH:MI/ HH:MI)(*)					# of Items			
Status	B Unit	PO ID	Download	Sent	Start	End	Receive Time (Hrs: Mins.)	Downloaded	Received	% of Items Received	Device ID
	08501	0000030066	4:35 PM	4:36 PM	4:35 PM	4:35 PM	0:00	1	1	100.00	09352300BD44...
	08501	0000030065	4:35 PM	4:40 PM	4:38 PM	4:38 PM	0:00	1	1	100.00	09352300BD44...
	08501	none	4:44 PM	4:44 PM	4:41 PM	4:44 PM	0:03	0	2	2.00	09352300BD44...
	08501	0000030022	5:09 PM	5:10 PM	5:09 PM	5:09 PM	0:00	58	58	100.00	09352300BD44...

Total Receive time	0 hrs :03 mins
Average Time taken for a PO Receipt	0 hrs :01 mins
Total Items Received	62
Average Time taken for an Item Received	2.90 Secs
Maximum time taken for a PO Receipt (PO ID : none)	0 hrs :3 mins
Minimum time taken for a PO Receipt (PO ID : 0000030066)	0 hrs :0 mins

Figure 26

Status – **Blue** is Downloaded, **Green** is Sent, and **Red** is an Error.

B Unit – This is the PO Business Unit.

PO ID – This is the Purchase Order number.

Download – Time PO was downloaded to the HHT.

Sent – Time PO and items are sent to the ERP system.

Start Time – The actual time a user enters the first count on the HHT.

End Time – The actual time a user enters the last count on the HHT.

Receive time – Time in hours and minutes it took to receive the PO.

Downloaded Items – Number of Items downloaded to the HHT.

Received Items – Number of PO Items received.

% of Items Received – Percentage of items received vs. items downloaded.

Device ID – Unique HHT identifier used to Receive

501 Kings Highway East Fairfield, CT 06825 Phone: (888) 647-4621 Fax: (888) 647-4621

Deviation Report

This report will display any items that have a discrepancy between the PO Item ordered quantity and the actual Received quantity of the item.

Click the **Deviation Report** link and the next screen is shown **Figure 27**

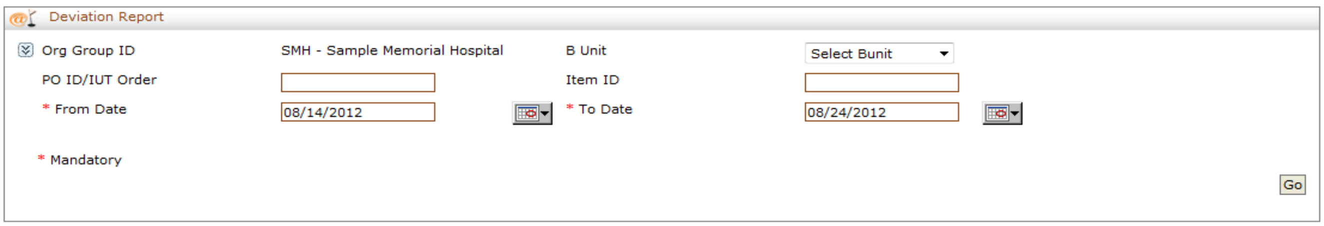


Figure 27

Search fields include, **B Unit (Business Unit), PO ID/IUT Order, Item ID, and From and to Date.**

Additional search features are available by ***clicking*** the button to the left of B Unit. Once expanded, you have more search parameters available.

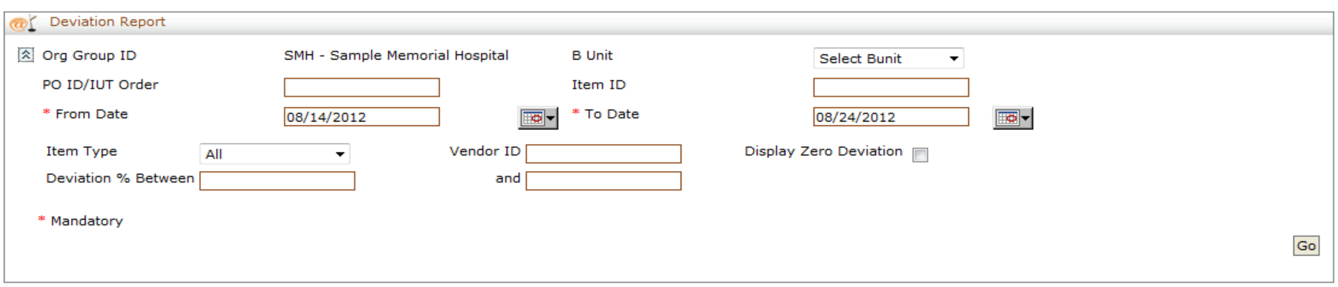
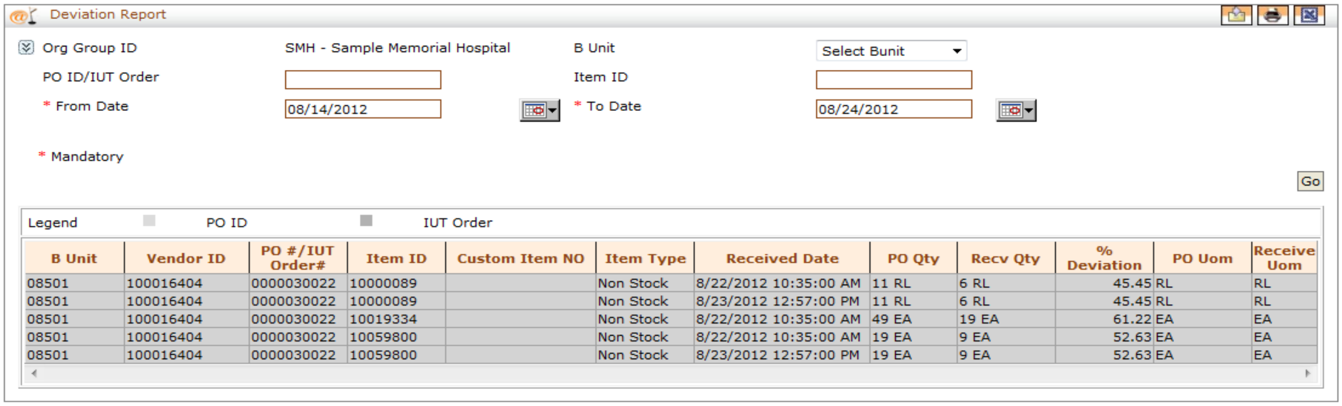


Figure 28

Enter the required search parameters and ***click*** the button **Figure 29**



B Unit	Vendor ID	PO #/IUT Order#	Item ID	Custom Item NO	Item Type	Received Date	PO Qty	Recv Qty	% Deviation	PO Uom	Receive Uom
08501	100016404	0000030022	10000089		Non Stock	8/22/2012 10:35:00 AM	11 RL	6 RL	45.45	RL	RL
08501	100016404	0000030022	10000089		Non Stock	8/23/2012 12:57:00 PM	11 RL	6 RL	45.45	RL	RL
08501	100016404	0000030022	10019334		Non Stock	8/22/2012 10:35:00 AM	49 EA	19 EA	61.22	EA	EA
08501	100016404	0000030022	10059800		Non Stock	8/22/2012 10:35:00 AM	19 EA	9 EA	52.63	EA	EA
08501	100016404	0000030022	10059800		Non Stock	8/23/2012 12:57:00 PM	19 EA	9 EA	52.63	EA	EA

Figure 29

Note: IUT receipts are in shaded lines, Regular PO/NON PO receipts are in non-shaded lines

If the actual Receive Qty (**Recv Qty**) does not match the **Po Qty** column count, the item will appear on this report.

The report will display the **Business Unit, Vendor ID, PO ID, Item ID, Item Type** (Stock, Non-Stock), **Received Date, PO Quantity, Received Quantity,** and the percent of deviation from the **Recv Qty** to the **PO Qty.**

The percentage deviation is the amount of the difference divided by the total quantity amount. For example, use the following scenario.

PO Qty	RECV Qty	Diff Qty	Calculation	% Deviation
5	4	1	5/1	20%

501 Kings Highway East Fairfield, CT 06825 Phone: (888) 647-4621 Fax: (888) 647-4621

ASN Discrepancy Report

If your organization uses ASN type PO receiving, this report will display the discrepancies in ASN receipts. ***Click*** the **ASN Discrepancy Report** link and the following search screen appears **Figure 30**

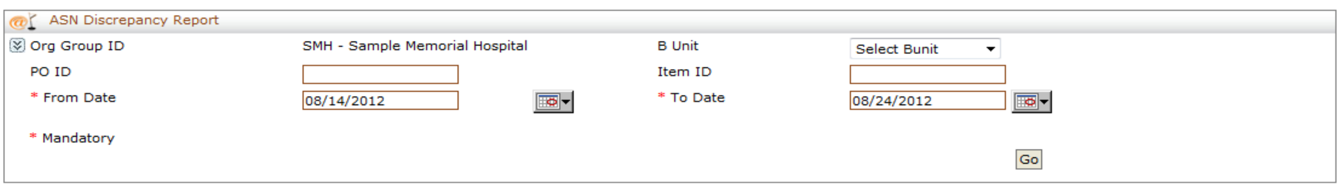


Figure 30

Searchable fields are Business Unit, PO ID, Vendor ID, and Item ID, Item Type (Stock or NON Stock). Deviation % Between and a Date Range.

Additional search features are available by ***clicking*** the button to the left of B Unit. Once expanded, you have more search parameters available. **Figure 31**

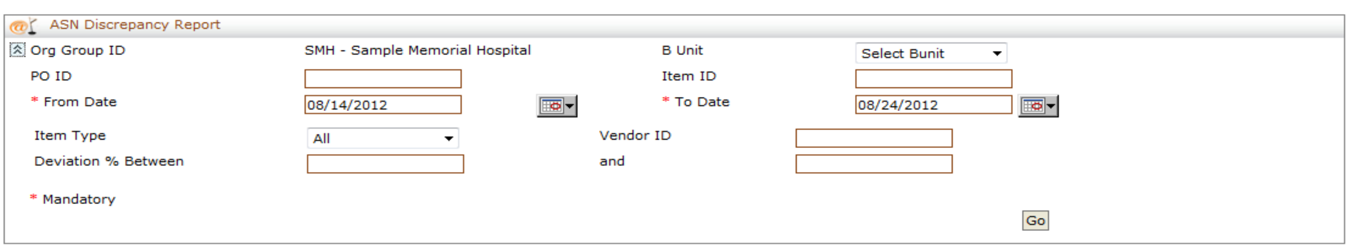


Figure 31

Deviation % Between – Enter beginning and ending values in the fields will limit the data appearing on this report based on the deviation percentage. For example, if you enter 50 in the first field and 75 in the second field, only items with a deviation percentage of 50%-70% will display on the report.

After entering the search fields, ***click*** the Go button and the report data will appear

Data fields captured are same as in Deviation report but for ASN only

Parcel Count Report

If your organization needs to track number of packages received, such as a manifest from UPS, the Parcel Count feature available on the HHT can be used.

To review this information ***click*** the **Parcel Count Report** link and the following search screen appears **Figure 32**

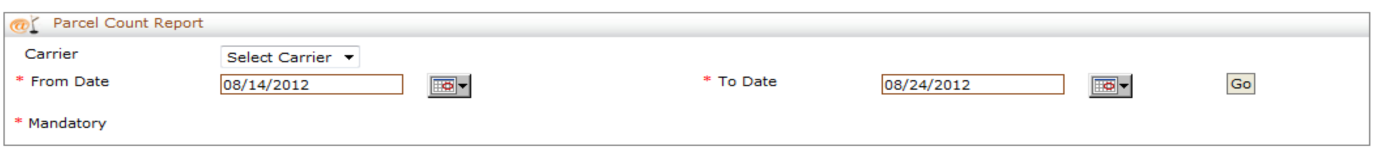


Figure 32

Select at least the Date Range to review and a carrier if desired. ***Click*** the Go button **Figure 33**

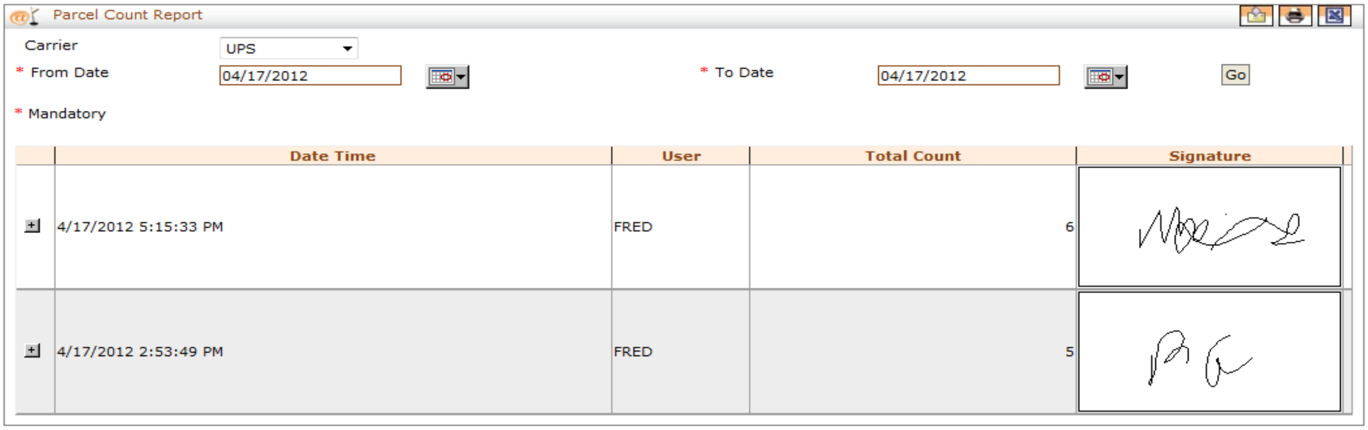


Figure 33

Note: HHT user has the ability to capture signatures from delivery drivers. If the signature is captured and the @Par Server has Java installed on it they will appear on this report.

To drill down each record and display the tracking number and number of packages counted, **click** the ⊞ button **Figure 34**

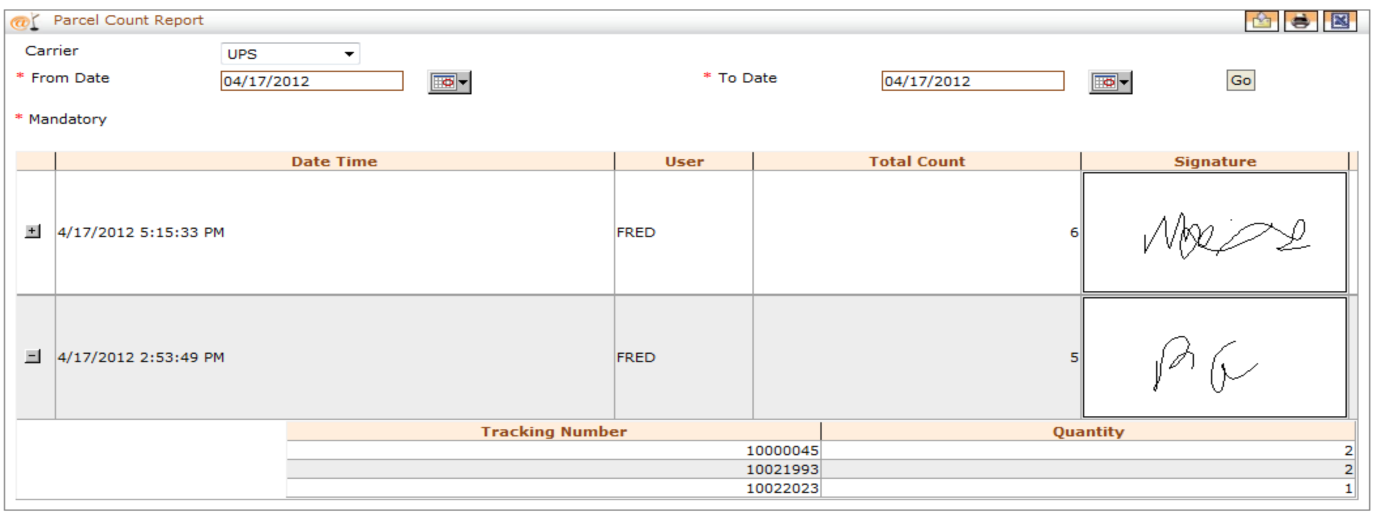


Figure 34

To remove the detailed items from the screen ***click*** the ⊟ button.

Lot/Serial Tracking Report

If your organization requires tracking Lot and Serial items the Lot/Serial Tracking report will provide this information..

To review this information ***click*** the **Lot/Serial Tracking Report** link and the following search screen appears **Figure 35**

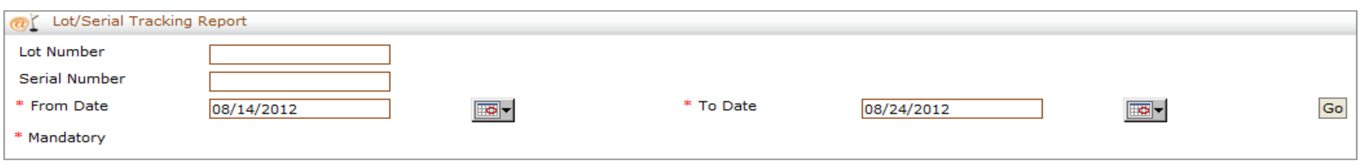
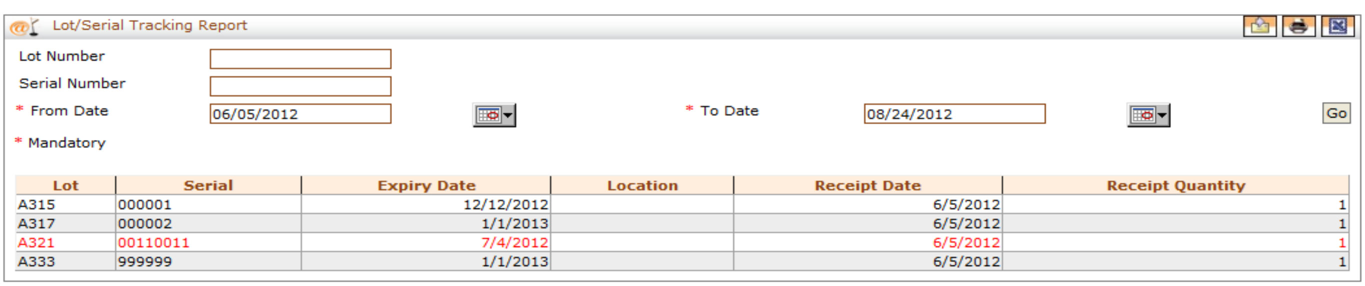


Figure 35

Select a date range and if Lot or Serial number are known, enter that information. ***Click*** the Go button and following display will appear **Figure 36**



Lot	Serial	Expiry Date	Location	Receipt Date	Receipt Quantity
A315	000001	12/12/2012		6/5/2012	1
A317	000002	1/1/2013		6/5/2012	1
A321	00110011	7/4/2012		6/5/2012	1
A333	999999	1/1/2013		6/5/2012	1

Figure 36

Note: An item that displays in red signifies that the item has passed its expiration date.

The From Date and To Date are date fields using the Receipt Date for search requirements.

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