Searching for Serialized Inventory

You can search for a serialized inventory item, find serial numbers associated with a serialized inventory item, or search for a specific serial number. On any serial number record, click the Search Transactions button to find all transactions associated with the serial number. For more information, see Running Searches.

To export your search results as files, see Exporting Search Results.

To search for a serialized inventory item:

1. Go to Lists > Search > Saved Searches > New.
2. Click **Item**.
3. Enter the serialized inventory item name in the **Name** field.
4. Click **Save**, **Save & Run**, or **Save & Email**.

To find serial numbers associated with the serialized inventory item, on the **Inventory Detail** subtab, click **Inventory Numbers**.

To find serial numbers associated with a serialized inventory item:

1. Go to Lists > Search > Saved Searches > New.
2. Click **Inventory Numbers**.
3. Select the serialized inventory item in the **Item** field.
4. Click **Save**, **Save & Run**, or **Save & Email**.

To search for a serial number:

1. Go to Lists > Search > Saved Searches > New.
2. Click **Inventory Numbers**.
3. Enter that number in the **Number** field.
4. Click **Save**, **Save & Run**, or **Save & Email**.

To find all transactions related to the serial number, click **Search Transactions**.

Related Topics