

## 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 Orthopaedics (Direct)

Patient Agreements **Restock Status** Billing VeriPro

All Inventory Locations

All Inventory Locations
Ivory Ortho
CSA Ortho (South)

Select a specific inventory location from drop down menu

	Location	Status	Next Action
24177	10/09/2023 DJO Global - DJO DIRECT Ivory Ortho	Ordered on 10/09/2023 at 11:16 AM	<div>Check Status</div> <div>Check In</div>

If all products were received, select **Set All to Max**. In some cases, only a partial order may arrive. If this occurs, click on the **Max: Qty** for each line item you are checking in to auto populate the number into the box. If a partial quantity was delivered for an item, manually enter the quantity received by typing the quantity in the box or utilize the up/down arrows to adjust.

MOTIONMD Clinical Inventory HCPCS Codes Reports Admin CSA Orthopaedics (D... Help

Inventory Locations / Ivory Ortho / Restocks / Restock for Ivory Ortho / Check In

### Check In 24177 Vendor DJO DIRECT

Restock for Ivory Ortho

Search/Scan Item

Ivory Ortho 3 Items

Set All to Max

Product	Item #	UoM	On Hand + Outstanding (Stocking Units)	Previously Checked In (UoM)	Previously Cancelled (UoM)	Quantity Open (UoM)	Quantity to Check In (UoM)
AirSelect Standard DJO - Aircast	01EF-M	EA (1 Stocking Units)	12 of 12	0	0	3	0 <div>Max: 3</div>
Arm Slings Hely & Weber - Sizes: Small	6610-S	EA (1 Stocking Units)	22 of 22	0	0	1	0 <div>Max: 1</div>
Reaction Knee Brace DJO - Donjoy - Size: XS/S	11-0215-2	EA (1 Stocking Units)	2 of 2	0	0	2	0 <div>Max: 2</div>

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.