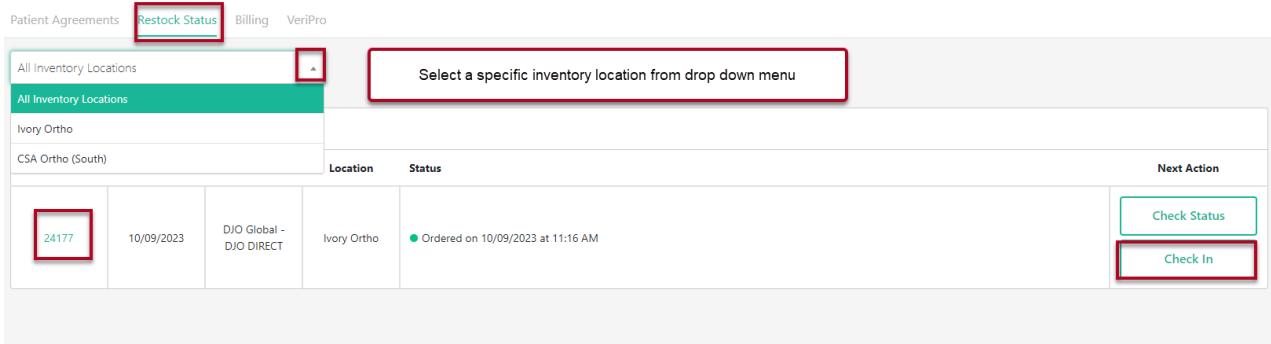


CHECK IN RESTOCKS

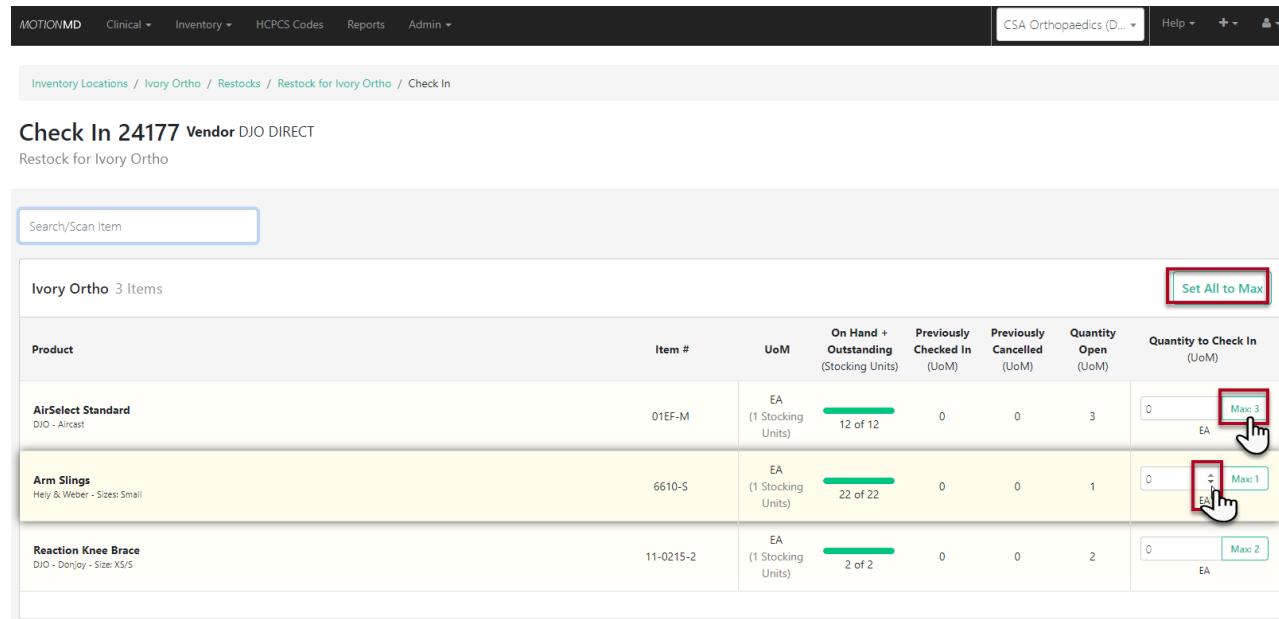
Complete the following steps to **Check In** inventory on open restocks.

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)



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.



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.