



User Guide

Managing Receiving with and without Serialized Inventory

PrintStream Integration with EFI MIS System  
V21.1.0200

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EFI PrintStream | V21.1.0200 *Managing Receiving With and Without Serialized Inventory*

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# Introduction

## Overview

This document covers the steps to receive both finished goods company-owned and finished goods customer-owned inventory for which serialization is required.

## Contact Information

### EFI Support

<b>US Phone:</b>	855.334.4457 (first select option 3, then press option 8, then press option 1)
<b>US Fax:</b>	415.233.4157
<b>US E-mail:</b>	<a href="mailto:printstream.support@efi.com">printstream.support@efi.com</a>
Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.	
<b>Note</b>	For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

### EFI Professional Services

<b>US Phone:</b>	651.365.5321
<b>US Fax:</b>	651.365.5334
<b>E-Mail:</b>	<a href="mailto:ProfessionalServicesOperations@efi.com">ProfessionalServicesOperations@efi.com</a>
EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.	



## Setup

Serialization can be done with either customer owned or company owned finished goods items. Serial numbers must be recorded to the database linking the receipted skid ID. In other words the serial numbers are added *after the receipt of the inventory and establishment of the Skid Record (skid ID)*. This process maintains the integrity of the serial numbers through skid ID validation during issue.

Serialization is first set on the inventory item Rules/Settings tab in Streamline.Inventory.Manager. Open the program, locate the item(s) in Main Information screen, navigate to the Rules/Settings tab and activate serialization. Click **Save**.

Item # 19697 Inv. Code 20141201CI-2 Rev. Code Description Finished Goods Cust

**Main Inventory Information - Customer**

Item Information

Item # 19697 Inventory Code 20141201CI-2 Revision Code IsActive

Linked Customer

Account # NEL123 Name Nelsen Fulfillment Orders Service

Main Information Rules /Settings Item Links Extra Information Printing Specifications Current Quantities Fulfillment Settings

☒ Track Skids ☒ Allow Web View ☐ POD Item (Package)  
☐ Allow Revisions ☐ Locked For Counting  
☐ Call Webservice ☐ Web Form ☐ Is Charged for Storage  
☐ Customizable ☐ One Time Use ☒ Is Serial # Required Per Each  
☐ Track By MIS Job

Item # 19697 Inv. Code 20141201CI-2 Rev. Code Description Finished Goods Cust

**Main Inventory Information - Customer**

Item Information

Item # 19697 Inventory Code 20141201CI-2 Revision Code IsActive

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Main Information Rules /Settings Item Links Extra Information Printing Specifications Current Quantities Fulfillment Settings

☒ Track Skids ☒ Allow Web View ☐ POD Item (Package)  
☐ Allow Revisions ☐ Locked For Counting  
☐ Call Webservice ☐ Web Form ☐ Is Charged for Storage  
☐ Customizable ☐ One Time Use ☒ Is Serial # Required Per Each  
☐ Track By MIS Job

When this checkbox is selected, at receipt of inventory, serial numbers will need to be entered in one of the following ways described in this document.

In addition, the Customer:Project will need to be one with Pick Confirmation Required, as serial numbers at issue are identified through Pick Confirmation and can be done either from the UI or Wireless Warehouse.

The **QC Scan** setting needs to be set in the Project in Inventory Preferences for Pick Confirmation Required.

The screenshot shows the 'Project Maintenance' window. At the top, there are dropdown menus for 'Customer' (Nelsen Fulfillment Orde...) and 'Project' (All Fields Project), along with a checkbox for 'Inactive Projects?'. Below this is a tabbed interface with 'My Page' and 'Project Master'. The 'Project Master' tab is active, showing 'Inventory Preference' with an 'Auto Add Items' button. Under 'Commit Inventory At', there are two radio buttons: 'Order Time' (selected) and 'Release'. Below that is a 'Packing Materials' section with a 'Pick Confirmation Required?' dropdown menu set to 'QCScan'.

There are no changes to the usual methods of placing and releasing a sales order line with the serialized inventory item.

When sales orders are created and released for the serialized inventory, they will be ready to be pick-confirmed and the serial number specific to this ship-to address will be scanned or selected.

# Customer Receipt for Finished Goods Customer Owned Inventory

Clicking on this feature under the Receipts menu bar displays the default screen where a new receipt is entered or an existing receipt is edited. The inventory type must be customer-owned to be able to receive it through Customer Receipt and is the method used to add inventory quantity to a Finished Goods – Customer Owned item. The receipt will update the quantity on hand in PrintStream for the inventory code and push an FGReceipt record to the MIS to update the quantity on hand in the MIS. The two on hand-quantities will be synchronized.

The screenshot shows the 'Customer Receipt' window. The title bar reads 'Inventory Manager Company: 01 --- Plant: 0100 --- User: LS'. The window has a menu bar with 'My Page', 'Quick Links', 'Master Files', 'Transactions', 'Inventory Setup', and 'Settings and Utilities'. Below the menu bar is a horizontal toolbar with icons for 'New Receipt', 'Edit Receipt', 'Save Receipt', 'Delete Receipt', 'Print / Preview', 'Cancel', 'Print Option', and 'Help'. The main area is titled 'Customer Receipt' and contains several input fields: 'Receipt #' (with a calendar icon), 'Date', 'Time', 'Shipped Via', 'Received By', 'Received From', 'Notes', 'Customer Acc No' (dropdown), and 'Customer Name' (dropdown). Below these fields is a toolbar with 'Add New Item', 'Edit Selected Item', and 'Remove Item'. At the bottom is a table with the following columns: 'Carton Count', 'Item Number', 'Temporary Hat', 'PONo', 'Date Received', 'Lot #', 'Partial Or Final', 'Status', 'Status Date', 'Skid Count', and 'Total Quantity'.

To enter a new receipt, click on the **New Receipt** icon in the horizontal menu bar at the top of the screen. The next Receipt # is populated. Other fields include the Date (which can be changed using the calendar drop) and the time. Complete the Ship Via and Received From and any receiving notes. Select the customer by starting to key in the Customer Account Number or Name and then selecting when it appears.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS

My Page Quick Links Master Files Transactions Inventory Setup Settings and Utilities

Customer Receipt x

Receipt Information

New Receipt Edit Receipt Save Receipt Delete Receipt Print / Preview Cancel Print Option Help

**Customer Receipt**

Receipt # 12681 Date 2/29/2012 Time 2:08:30

Shipped Via Ground Received By LS Received From Bob

Notes Customer Receipt notes here

Customer Acc No ALASKA Customer Name Alaska Inc.

Account...	Name	I...	Status	SalesRe...	CSRName	Add...	Add...	Add...	Cont...	Zip...
ALASKA	Alaska Inc.	Y	A-User ...			7200...	Suite B	Sand...		84117

Carton Count

Skid Count Total Quantity

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS

My Page Quick Links Master Files Transactions Inventory Setup Settings and Utilities

Customer Receipt x

Receipt Information

New Receipt Edit Receipt Save Receipt Delete Receipt Print / Preview Cancel Print Option Help

**Customer Receipt**

Receipt # 12681 Date 2/29/2012 Time 2:08:30

Shipped Via Ground Received By LS Received From Bob

Notes Customer Receipt notes here

Customer Acc No ALASKA Customer Name Alaska Inc.

Add New Item Edit Selected Item Remove Item

Carton Count	Item Number	Temporary Hat	PONo	Date Received	Lot #	Partial Or Final	Status	Status Date	Skid Count	Total Quantity
--------------	-------------	---------------	------	---------------	-------	------------------	--------	-------------	------------	----------------

Click **Add New Item** and enter the job number and transaction notes. To look up the job number, click on the '...' icon next to the job number field or simply start keying in the job number that is linked to the customer in the Fulfillment project Jobs page. After keying a single character, hit the down arrow on the keyboard to access a list of possible options. This displayed table can be sorted to further filter the available job numbers for the customer for which the receipt is intended.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS

My Page Quick Links Master Files Transactions Inventory Setup Settings and Utilities

Customer Receipt x

Receipt Line Item Info

Save Receipt Line Remove Receipt Line Cancel Edit Close

Job # 5101 Job Title Vacation Getaway Mailing

View Items

Ignore the View Items button. This is for production jobs in a PrintStream stand-alone environment and is not related to any MIS programming.

Enter the Inventory Code in the Inv. Code field. The Inventory Code is the Item ID in Pace or the Item ID or Fulfillment Item ID in Monarch. Key the first character of the inventory code and then hit the down arrow on the keyboard to get a listing of all inventory codes that begin with that character. Additional characters entered before the down arrow is hit will refine the displayed list to those characters only.

If you know the PrintStream item # (which is the record number that defines this inventory code in PrintStream), that field may be used to locate the item as well.

The screenshot shows the 'Inventory Manager Company 01 --- Plant 0100 --- User: LS' application. The 'Receipt Line Item Info' window is open, displaying fields for Job # (25101), Job Title (Vacation Getaway Mailing), and a 'View Items' button. Below these are radio buttons for 'Identified' (selected) and 'Unidentified', and a 'Transaction Notes' field. The 'Inventory Item Info' section includes fields for Item # (2976), Inv. Code (2976), Description (contract test), and a 'New Item' button. There are also fields for Weight, Single Pieces (0), Number Up (1), Vendor Lot #, and Docket # (1). A 'Skid Information' section at the bottom shows Skids (1), Cartons (0), Pcs / Carton (0), and Loose (0), with an 'Insert Skids' button. A table below this section has columns for Location, Carton Count, Pieces Per Carton, Loose Pieces, Full Pallet, Hold Reason, Skid On ..., Skid Notes, Total Qu..., SkidID, and SkidID. The bottom of the window shows 'Record 0 of 0' and buttons for 'Auto Pick Loc' and 'Empty Loc To All'.

When the Weight button is clicked, a screen displays that provides the user with a weight-tracking measurement. Enter the number of sample pieces weighed and the total weight. PrintStream will then calculate the average piece weight for the component being received and populate the Single Piece weight.

The 'Weight Tracking' dialog box is shown. It has a 'Sample' section with two input fields: 'Pieces:' with the value '10' and 'Weight (oz):' with the value '4'. At the bottom are 'Ok' and 'Cancel' buttons.



Job # 25101 Job Title Vacation Getaway Mailing

Identified Unidentified Transaction Notes

Inventory Item Info

Item # 2976 Inv. Code 2976 Description contract test

Weight Single Pieces 0.4 Number Up 1

Vendor Lot # Docket # 1

Hold No Select Reasons

ReasonCode IncPkg Description incorrectly Packaged

Enter the Vendor Lot # if desired. This is for informational purposes only and is meant to track paper by the lot number from the supplier. This field is not typical for an MIS integrated system.

To the right are codes to place the shipment on hold ('Yes' or 'No') and select user-defined reasons for this action which can be selected by Code or Description. These codes are set up in Master File Reports. The setup of the skid hold reasons is a separate document which was included in the Documentation folder that was supplied.

Enter the number of skids for the shipment, number of cartons, pieces per carton and loose pieces. Click the **Insert Skids** button.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS

My Page Quick Links Master Files Transactions Inventory Setup Settings and Utilities

Customer Receipt x

Receipt Line Item Info

Save Receipt Line Remove Receipt Line Cancel Edit Close

Job # 25101 Job Title Vacation Getaway Mailing

Identified Unidentified Transaction Notes

Inventory Item Info

Item # 2976 Inv. Code 2976 Description contract test

Weight Single Pieces 0.4 Number Up 1

Vendor Lot # XX12345 Docket # 1

Hold No Select Reasons

ReasonCode IncPkg Description incorrectly Packaged

Skid Information

Skids 3 Cartons 10 Pcs / Carton 500 Loose 25

Insert Skids

Location	Carton Count	Pieces Per Carton	Loose Pieces	Full Pallet	Hold Reason	Skid On ...	Skid Notes	Total Qu...	SkidID	SkidE...
1.1.1.1	10	500	25	No		No		5,025	0	
1.1.1.1	10	500	25	No		No		5,025	0	
1.1.1.1	10	500	25	No		No		5,025	0	

Record 3 of 3 Auto Pick Loc Empty Loc To All

The grid will display with one line item for each skid. Choose a location for each of the skids of material being received. There are three buttons to the right of the Location field: the down arrow displays a list of existing locations (all locations); the second button loads the dropdown with all system locations; and the third button allows the user to search for a location from a displayed grid. After the location is entered or selected from the list for each skid of incoming material, any one or all of the skids may be placed on hold by clicking in the Skid On field in the skid line and changing the default from No to Yes. Skid notes can be entered and Hold Reasons selected.

**Job Info:** Job # 25101, Job Title Vacation Getaway Mailing, Transaction Notes.

**Inventory Item Info:** Item # 2976, Inv. Code 2976, Description contract test, Weight 0.4, Number Up 1, Vendor Lot # XX12345, Docket # 1.

**Skid Information:** Skids 3, Cartons 10, Pcs / Carton 500, Loose 25.

**Skid Grid:**

Location	Carton Count	Pieces Per Carton	Loose Pieces	Full Pallet	Hold Reason	Skid On ...	Skid Notes	Total Qu...	SkidID	SkidB...
1.1.1.1	10	500	25	No			Enter Skid Note Here	5,025	0	
1.1.1.1	10	500	25	No				5,025	0	
1.1.1.1	10	500	25	No				5,025	0	

**Callouts:**

- This area of the receipt is used to place the receipt on hold.
- To place one or more skids on hold, use this field, select a reason and enter skid notes.

On Hold skids will not allow an issue, ship to customer or ship to vendor to occur until the skid is taken off hold status. A message will display that states this skid cannot be used because it is on hold. The skid can be transferred to a new location, but the new skid ticket will still show the item on hold.

If the item being received does not already have an item number, the user must return to the MIS system to create the item which then synchs to PrintStream. The item will then become available when keyed into the Inv. Code field. The New Item button is programming for the stand-alone application and should be ignored by MIS integration users. This field is overlaid by the 'no' symbol in the screenshot on the following page.

**Job Info:** Job # 25101, Job Title Vacation Getaway Mailing, Transaction Notes, View Items.

**Inventory Item Info:** Item #, Inv. Code, Description, Rev. Code. The 'New Item' button is circled with a 'no' symbol.

**Skid Information:** Hold, Select Reasons.

**Skid Grid:** ReasonCode, Description.

The buttons at the bottom of the displayed skids are to navigate the skid grid. In order from left to right:

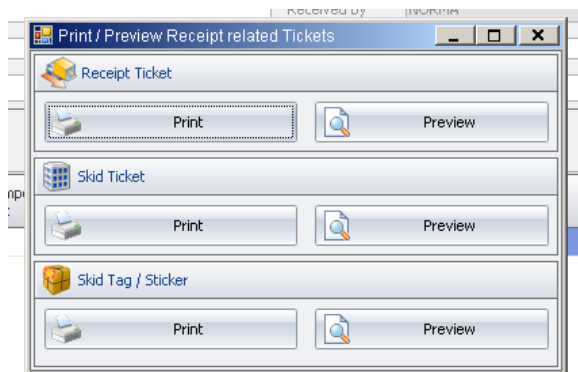


Go to first row, go to previous page, go to previous row, go to next row, go to next page, go to last row, add a blank line, remove (highlighted) line, copy (highlighted line).

Next to these navigational buttons are two location selection helpers. The first one Auto Pick Loc will ask users for the height of the skid. If the location dimensions are in place for the warehouse storage locations, entering the height of the skid will cause the program to search for a space for this skid using the data for the location dimensions. The second button Empty Loc To All provides a grid list of all the empty locations displayed in numerical/alphabetical order. Only locations with zero On Hand Quantity will be visible in this display. This grid, like any other .net grid has controls for further filtering to assist with finding the best location for the storage of the inventory.

Once the skids are all detailed with the quantities, click the Save Receipt Line in the horizontal tool bar at the top of the screen. Then click Save Receipt.


The Print / Preview Receipt related Tickets window will display.




This is an example of the Receipt Ticket:

Streamline Solutions 100 American Way  DETROIT MI		Entered By: NORMA Entered Date: 05/28/2010 Entry Time: 12:44 PM				
  		Receipt Date <b>05/28/2010</b>				
<b>Receive Inventory to Warehouse</b>		Receipt #: 5817 				
Customer	NELSON	Nelsen Fundraisers 5331 W. Jackson Drive  SEWARD NE 68434				
<b>76408</b>	<b>Letter 4068</b> Letter 4068					
<i>Inventory Item #</i>		<i>Inventory Code / Description</i>				
Shipped Via...		Ground				
Received From...		Crate Carrier				
Job Number: 4101		Shop Floor Demo 2 Personalized 8.5 x 11 letter and insert with PIH4C brochure into #10 OE				
Salesrep / CSR...		Norma Nelsen / Norma Nelsen				
Sample Weight.		Weight of piece = 2				
Receipt Notes...						
Reason Code ...						
<b>The following Inventory was Received</b>						
<i>Lot</i>	<i>Location</i>	<i>Skid ID#</i>	<i>Cartons</i>	<i>Pcs/Ctn</i>	<i>Loose</i>	<i>Total Quantity</i>
0	S.01.3	30590	10	5000.00	0.00	50000.00
0	S.01.3	30591	10	5000.00	0.00	50000.00
<b>Total</b>			<b>20</b>			<b>100000.00</b>

The skid tickets:

Skid ID #	Skid Ticket			
<b>30590</b>				
Customer #: Name <b>NELS Nelsen Fundraisers</b>				
Item # <b>76408</b>				
Inventory Code/Description <b>Letter 4068</b> Letter 4068				
Location <b>S.01.3</b>				
Lot	Cartons	Pcs/Ctn	Loose	Total Quantity
0	10	5000	0	50000

Skid ID #	Skid Ticket			
<b>30591</b>				
Customer #: Name <b>NELS Nelsen Fundraisers</b>				
Item # <b>76408</b>				
Inventory Code/Description <b>Letter 4068</b> Letter 4068				
Location <b>S.01.3</b>				
Lot	Cartons	Pcs/Ctn	Loose	Total Quantity
0	10	5000	0	50000

And the skid tags:

Date	5/28/2010	Receipt #:	5817
Item #:	76408	Skid Id	30590
Invcode/SKU:	Letter 4068	Lot#:	0
Inv Descr:	Letter 4068		
Customer:	NELS	Nelsen Fundraisers	
Carton Qty:	5000.00		
Loose Qty:			

If the ticket that displays is not the preferred ticket option, another default selection can be made in the Ticket Designer screen in the Inventory Setup menu. This topic is covered in greater detail in the setup documentation that can be found in the Documentation folder.

When the window for the receipt tickets is closed, the user is returned to the 'Receipt Information' tab to either edit the receipt or create a new receipt.

To edit the receipt, click on the line item in the lower half of the grid and then click on **Edit Selected Item**.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS

My Page Quick Links Master Files Transactions Inventory Setup Settings and Utilities

Customer Receipt x

Receipt Information

New Receipt Edit Receipt Save Receipt Delete Receipt Print / Preview Cancel Print Option Help

**Customer Receipt**

Receipt #: 12683 Date: 11/30/2012 Time: 2:56:5

Shipped Via: Ground Received By: LS Received From: Bob

Notes: Customer Receipt Notes Here

Customer Acc No: ALASKA Customer Name: Alaska Inc.

Add New Item Edit Selected Item Remove Item

Carton Count	Item Number	Temporary Hat	PO No	Date Received	Lot #	Partial Or Final	Status	Status Date	Skid Count	Total Quantity
30	2976	0	0	11/30/2012	0	P		11/30/2012	3	15,075

Make the necessary edits to the receipt details and 'Save the Receipt Line.' The user will again be back at the Receipt Information tab.

When the receipt is ready to save, click **Save Receipt** in the horizontal menu bar at the top of the screen.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS

My Page Quick Links Master Files Transactions Inventory Setup Settings and Utilities

Customer Receipt x

Receipt Information

New Receipt Edit Receipt **Save Receipt** Delete Receipt Print / Preview Cancel Print Option Help

## PO Receipt (FGARN) for Finished Goods Company Owned Item

Scheduled Tasks is located in the Transactions menus of the inventory program. In the Transactions menu, find Schedule Tasks and navigate to Schedule Tasks program.

Inventory Manager --- sigler\_14\_0\_dosrun --- Company: 01 --- Plant: 0100 --- User: NORMA Integrated Warehouse

My Page Quick Links Master Files **Transactions** Inventory Setup Setting

Customer Receipt Regular Issue Destroy Location Transfer

Purchase Receipts Ship To Customer Simple Issue Item Transfer Physical Count

Receipts Ship To Vendor Simple Issue Additional Transfer

Issues

**Schedule Task**

Schedule Task Create Transfer Schedules

When the program launches, users will see a horizontal menu bar, a task-type search filter and specific fields to help refine the search. The Scheduled Tasks screen can display all inventory related transactions that are spawned by an MIS job or inventory request.

To customize how the Schedule Task screen displays when the program is launched users can define what is displayed using the Settings menu located directly under the Scheduled Tasks tab at the top of the screen. Click Settings to display the available options for each PrintStream user account.

**Screen Loading Preferences** – By Default open the screen without loading any tasks: When this option is selected, the screen will open with no tasks loaded. Users will need to toggle the tasks they would like displayed each time they open the screen or they may Select All for all task types.

**Screen Loading Preferences – By Default** open the screen with last \_\_\_\_ (number of days) days tasks: When this option is selected, the screen will open with tasks dated the specified number of days and then out 30 days from today's date.

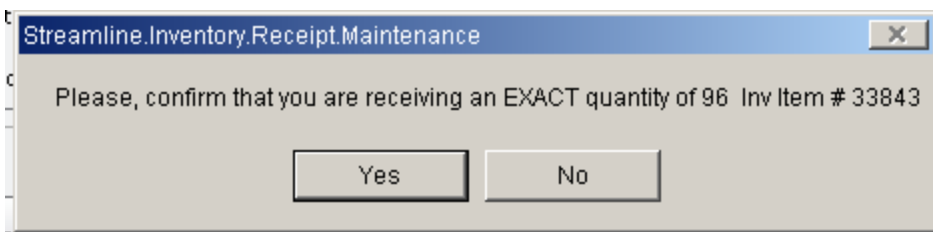
The next area labeled **Task Types to Be Checked by Default** is where users may select which task types automatically load when the program is launched. Receiving Department may only care to have tasks for receipts loaded for example.

**Non Job Warehouse Rcpts:** This task type is specific to the automatic receipt notification for finished goods items that were produced or purchased through the MIS system. The task type is referred to as an FGARN and identifies the inventory that are finished goods items being produced in house or purchased from outside that will then be received into inventory for use on Fulfillment sales orders. POD / Direct Order Items will be produced based on the Monarch or Pace job and will send the FGARN. The FGARN will display when the Non Job Warehouse Rcpts box is checked in the Task Types above.

There are a couple of ways to receive the inventory using the Scheduled Tasks screen. Users may choose to have this task type along with other tasks types displayed as scheduled tasks. There is special programming that can be taken advantage of if the only task type selected is the Non Job Warehouse Rcpts. If only this box is checked and the grid is loaded with ready to receive FGARNs, the user can highlight the receipt lines he/she would like to receive in and do a “global receipt” for all selected items at the same time. Simply highlight the lines to receive (they will turn light blue in color) and then right-click and choose “Receive All Selected as Final.”

	Date	Time	Priority or PO	Job #	MIS Job ID	Customer/Vendor	Item #	Inventory Code	Revision Code	Description	Sales Order #	Line Item #	Est Qty	Act Qty
	8/6/2014		3194		372572_0	SiglerCo	33840	FinGoodsOnly		Leah Finished Goods Only Item		0	0 10000	0
	8/6/2014		3200		372578_0	SiglerCo	33841	TAOFFPCComp002		Sponsor Sign Up Information Brochure		0	0 50000	10350
	8/7/2014		3212		372590_0	SiglerCo	33843	AF-PREBUILT-1 Envelope Kit		Prebuilt Kit with Card, Sleeve and Envelope		0	0 78	0
	8/7/2014		3213		372591_0	SiglerCo	33843	AF-PREBUILT-1 Envelope Kit		Prebuilt Kit with Card, Sleeve and Envelope		0	0 91	0
	8/7/2014				2_0	SiglerCo	33843	AF-PREBUILT-1 Envelope Kit		Prebuilt Kit with Card, Sleeve and Envelope		0	0 92	0
	8/7/2014				3_0	SiglerCo	33843	AF-PREBUILT-1 Envelope Kit		Prebuilt Kit with Card, Sleeve and Envelope		0	0 93	0
	8/7/2014				4_0	SiglerCo	33843	AF-PREBUILT-1 Envelope Kit		Prebuilt Kit with Card, Sleeve and Envelope		0	0 94	0
	8/7/2014				5_0	SiglerCo	33843	AF-PREBUILT-1 Envelope Kit		Prebuilt Kit with Card, Sleeve and Envelope		0	0 95	0
	8/7/2014				6_0	SiglerCo	33843	AF-PREBUILT-1 Envelope Kit		Prebuilt Kit with Card, Sleeve and Envelope		0	0 96	0
	8/7/2014				7_0	SiglerCo	33843	AF-PREBUILT-1 Envelope Kit		Prebuilt Kit with Card, Sleeve and Envelope		0	0 97	0

The light blue lines along with the dark blue line are selected receipt tasks for the global receipt application. After selecting the lines (users may use left-click and use the shift key or CTRL keys to choose the receipt tasks), users will right-click and make the selection to Receive All Selected as Final. Quantity validation can be activated in the PrintStream database if your company decides they want to use this validation.



Choosing Yes allows users to proceed and the receipt is completed. The selected tasks disappear from the Scheduled Task screen. Note: This exact-quantity confirmation message is optional and is triggered by a setting in the System Level | Item Creation Settings Confirm FGARN Quantity at Receiving.

**This global receipt method receives the inventory into the default location for the item.**

If you want to be able to specify the location that the inventory will be received into, use the one-at-a-time method where users have more control over the quantity received, skid hold controls and storage location.

The single-line method requires the user to find the FGARN they seek, double-click the line that represents the receipt and complete it.

Enter the number of skids for the shipment, number of cartons, pieces per carton and loose pieces. Click the Insert Skids button.

The default location will display in each skid line in the skid details grid. Change the skid location for any of the skid lines to receive additional stock to an overstock or other location and into the default pick location.



**Inventory Item Info** **Hold Info**

Item # 2976

Inv. Code 2976 Rev. Code

Description contract test

Weight Single Pieces 0.4 Number Up 1

Vendor Lot # XX12345 Docket # 1

**Skid Information**

Skids 3 Cartons 10 Pcs / Carton 500 Loose 25

Location	Carton Count	Pieces Per Carton	LoosePieces	Full Pallet	Hold Reason	Skid On ...	Skid Notes	Total Qu...	SkidID	SkidE
1.1.1.1	10	500	25	No		No		5,025	0	
1.1.1.1	10	500	25	No		No		5,025	0	
1.1.1.1	10	500	25	No		No		5,025	0	

Record 3 of 3

**Receipt Information** **Receipt Line Item Info**

**Hold** No

ReasonCode	Description
IncPkg	incorrectly Packaged

There are three buttons to the right of the Location field (highlighted in green above): the down arrow displays a list of existing locations (all locations); the second button loads the dropdown with all system locations; and the third button allows the user to search for a location from a displayed grid. After the location is entered or selected from the list for each skid of incoming material, any one or all of the skids may be placed on hold by clicking in the Skid On field in the skid line and changing the default from No to Yes. Skid notes can be entered and Hold Reasons selected.

**Inventory Item Info** **Hold Info**

Item # 2976

Inv. Code 2976 Rev. Code

Description contract test

Weight Single Pieces 0.4 Number Up 1

Vendor Lot # XX12345 Docket # 1

**Skid Information**

Skids 3 Cartons 10 Pcs / Carton 500 Loose 25

Location	Carton Count	Pieces Per Carton	LoosePieces	Full Pallet	Hold Reason	Skid On ...	Skid Notes	Total Qu...	SkidID	SkidE
1.1.1.1	10	500	25	No		No	Enter Skid Note Here	5,025	0	
1.1.1.1	10	500	25	No		No		5,025	0	
1.1.1.1	10	500	25	No		No		5,025	0	

Record 1 of 3

**Hold Reason** **Skid On ...**

CrossReference	Description
QC	Quality Control
Incor	check for inco...
1020-1	1020 #1
1020-2	1020 #2
1020-3	1020 #3
CHARGE	OOD SIZE

**Hold** No

This area of the receipt is used to place the receipt on hold.

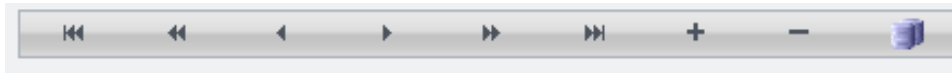
This area of the receipt is used to place the receipt

**Receipt Information** **Receipt Line Item Info**

On Hold skids will not allow an issue, ship to customer or ship to vendor to occur until the skid is taken off hold status. A message will display that states this skid cannot be used because it is on hold. The skid can be transferred to a new location, but the new skid ticket will still show the item on hold.

If the item being received does not already have an item number, the user must return to the MIS system to create the item which then synchs to PrintStream. The item will then become available when keyed into the Inv. Code field. The New Item button is programming for the stand-alone application and should be ignored by MIS integration users.

The buttons at the bottom of the displayed skids are to navigate the skid grid. In order from left to right:



Go to first row, go to previous page, go to previous row, go to next row, go to next page, go to last row, add a blank line, remove (highlighted) line, copy (highlighted line).

Next to these navigational buttons are two location selection helpers. The first one Auto Pick Loc will ask users for the height of the skid. If the location dimensions are in place for the warehouse storage locations, entering the height of the skid will cause the program to search for a space for this skid using the data for the location dimensions. The second button Empty Loc To All provides a grid list of all the empty locations displayed in numerical/alphabetical order. Only locations with zero On Hand Quantity will be visible in this display. This grid, like any other .net grid has controls for further filtering to assist with finding the best location for the storage of the inventory.

Once the skids are all detailed with the necessary information, click the Save Receipt Line in the horizontal tool bar at the top of the screen. Then click Save Receipt.

The Print / Preview Receipt related Tickets window will display.

Select the options for printing the Receipt Ticket, Skid Ticket and Skid Stickers (box labels).

## Receiving Customer Owned Inventory Identified as Serialized

See this document for detailed information on receiving customer owned inventory.

During the customer receipt of the item, the first step is to Final receive the quantities and select the location for storage.

Complete the customer receipt header details, click Add New Item and complete the skid and location details as detailed earlier in this document. Click Save Receipt Line.

Users will then be switched back to the Receipt Information tab. Click **Save Receipt**.

Once the receipt is finalized, go to the Audit Trail for this customer item and locate the receipt line. Scroll to the right until the Skid ID appears. Note the Skid ID as you will need this later to identify the serial number for each piece.

## Receiving Company Owned Inventory Identified as Serialized

See this document for detailed information on receiving company owned inventory.

During the receipt of the FGARN from the scheduled task screen, the first step is to Final receive the quantities and select the location for storage. This step is done exactly as any other finished goods company owned inventory item receipt.

Once the receipt is finalized at PO Receipt, go to the Audit Trail for this finished goods item and locate the receipt line. Scroll to the right until the Skid ID appears. Note the Skid ID as you will need this later to identify the serial number for each piece.

## Adding Serial Numbers from Edit Receipt

To add the serial numbers for either type of receipt (both customer-owned and company-owned stock), go to Transactions | Locations and enter the item number or inventory code for the serialized inventory just received.

The screenshot shows the 'Inventory Manager' application window. The 'Locations' tab is selected, displaying a list of locations. The 'Item Search' section shows a list of items with columns for Item #, Inventory Code, Revision Code, Customer Name, Item Type Description, and Description. The 'Locations' section shows a list of locations with columns for Warehouse, Location, and Location Commitments. The 'Item Search' section shows a list of items with columns for Item #, Inventory Code, Revision Code, Customer Name, Item Type Description, and Description. The 'Locations' section shows a list of locations with columns for Warehouse, Location, and Location Commitments.

Item #	Inventory Code	Revision Code	Customer Name	Item Type Description	Description
20170411-CI-SN1	20170331-CI-62		My Fulfillment Cust...	Customer goods	Customer Owned Fi...
20170411-CI-SN1	20170331-CI-63		My Fulfillment Cust...	Customer goods	Customer Owned Fi...
20170411-CI-SN1	20170331-CI-64		My Fulfillment Cust...	Customer goods	Customer Owned Fi...
20170411-CI-SN1	20170331-CI-65		My Fulfillment Cust...	Customer goods	Customer Owned Fi...
20170411-CI-SN1	20170331-CI-66		My Fulfillment Cust...	Customer goods	Customer Owned Fi...
20170411-CI-SN1	20170331-CI-7		My Fulfillment Cust...	Customer goods	Customer Owned Fi...
20170411-CI-SN1	20170331-CI-8		My Fulfillment Cust...	Customer goods	Customer Owned Fi...
20170411-CI-SN1	20170331-CI-9		My Fulfillment Cust...	Customer goods	Customer Owned Fi...
20170411-CI-SN1	20170403-CI-1		My Fulfillment Cust...	Customer goods	Customer Owned Fi...
20170411-CI-SN1	20170403-FG-1		My Fulfillment Cust...	Finished goods	Finished Good Cust...
20170411-CI-SN1	20170403-FG-2		My Fulfillment Cust...	Finished goods	Finished Good Comp...
20170411-CI-SN1	20170411-CI-SN1		My Fulfillment Cust...	Customer goods	20170411-CI-SN1
20170411-CI-SN2	20170411-CI-SN2		My Fulfillment Cust...	Customer goods	20170411-CI-SN2

Skid	Lot Number	Vendor Lot #	Lot Price(Value)	Date	Received	Placed	Quantity	Quantity	Quantity	Status	Notes	Location	MIS Job #
22432	0		\$0.00	4/3/2017	10:09	0	0	6000	6,000	0	4/3/2017	K1.L1.M1.O...	384671_0
22435	0		\$0.00	4/3/2017	10:45	0	0	800	800	0	4/3/2017	K1.L1.M1.O...	384673_0
22436	0		\$0.00	4/3/2017	10:46	0	0	400	400	0	4/3/2017	K1.L1.M1.O...	384673_0

Select the skid in the top grid displayed for which serial numbers will be entered. The skid detail will display in the bottom grid. Within the skid line in the bottom grid is the field Serial Numbers with an ellipsis.

The screenshot shows the 'Locations' application window. At the top, there's a menu bar with options like File, Manage, Option, and Help. Below that is an 'Item Search' section with fields for Item # (77344), Inv. Code (20170411-CI-SN1), Rev. Code, and Description (20170411-CI-SN1). A toolbar with icons for New, Save, Search, Enter Init Qty, View Picture, Change Avg. Price, Refresh, Setting, Create Revision, Convert, Notes, and Clear is also present.

The main section is titled 'Item Locations / Skids' and has tabs for Inventory Location, Location Commitments, Skid Commitments, and All Location Skids. The 'Inventory Location' tab is active, showing a grid with columns: Warehouse, Location, Description, Cartons, Loose, Total Quantity, and Committed Quantity. The data shows two locations: Philly - 01 and Iowa, each with a total quantity of 5 and committed quantity of 5.

Below this is another grid for 'Skid' details, with columns: Skid, Lot Number, Vendor Lot #, Lot Price(Value), Date, Time Received, Cartons, Pcs/Ctn, Loose Pieces, Total Quantity, Committed Quantity, Status, Reason, Status Date, Notes, Location, and Serial Numbers. The first row shows a skid with lot number 22688, vendor lot # 0, lot price \$0.00, date 5/9/2017, time received 11:21, and a total quantity of 5. The 'Serial Numbers' column for this row contains an ellipsis (...).

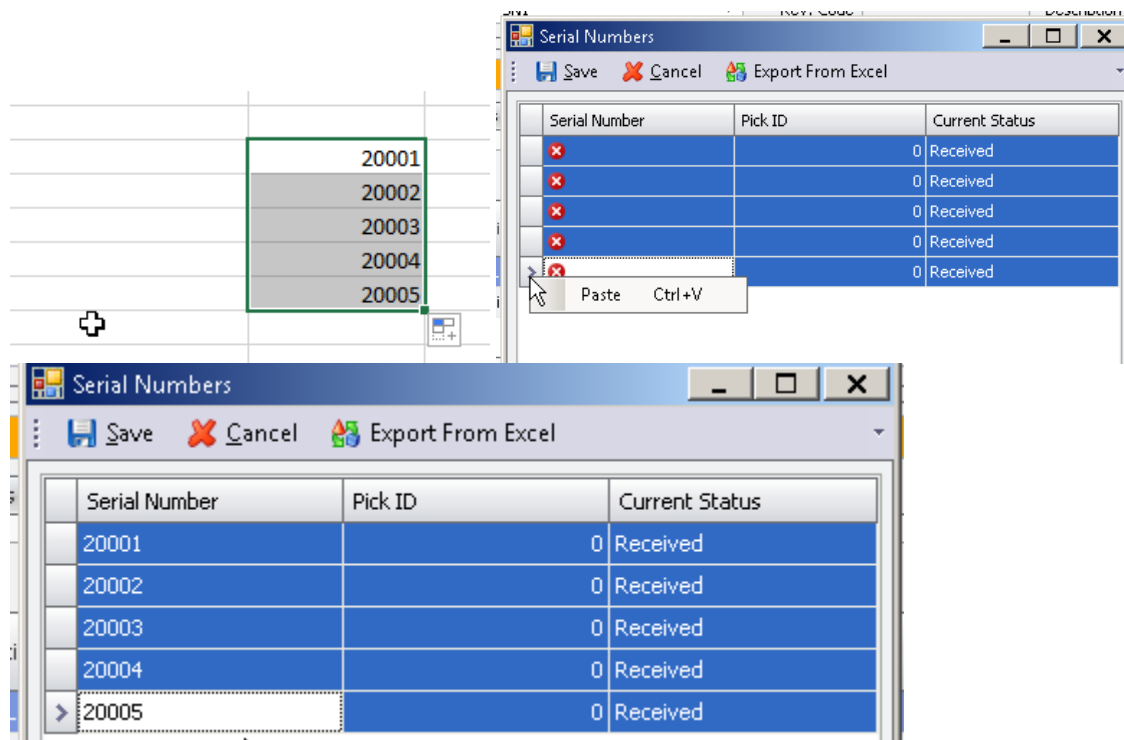
Click the ellipsis. A grid displays with the number of serial numbers based on the quantity received.

If a quantity of five is received, the grid will have five lines.

The screenshot shows the 'Serial Numbers' dialog box. It has a title bar with a close button and a toolbar with buttons for Save, Cancel, and Export From Excel. The main area is a grid with columns: Serial Number, Pick ID, and Current Status. The grid contains five rows, each with a red 'X' icon in the Serial Number column, an empty Pick ID column, and the text '0 Received' in the Current Status column.

At this point depending on the number of serial numbers that need to be entered, you can choose one of the following options:

1. Hand key each serial numbers into each field;
2. Copy the serial numbers from an existing spreadsheet that the customer provided with the serialized inventory and paste it into the field using Excel spreadsheet controls.

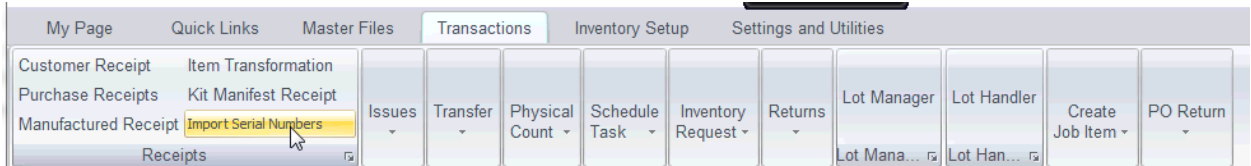


3. Click Save to save the serial numbers or cancel to begin again.

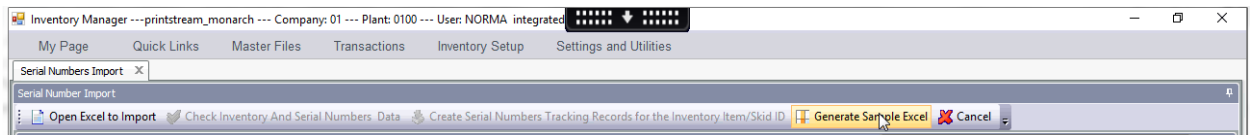
This grid can be exported back into Excel using the supplied button in the menu bar.

## Importing Serial Numbers

Serial numbers can also be imported into PrintStream. In the Transactions menu, navigate to Import Serial Numbers.



When the program launches, click Generate Sample Excel to save an Excel file with the required fields.

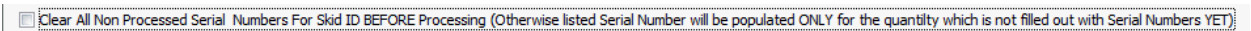


The import file contains 10 columns, 7 of which are filled in by the user.

	A	B	C	D	E	F	G	H	I	J
1	CompanyC	PlantCode	Inv_CustAc	Inv_Invent	Inv_Revisio	SkidID	SerialNum	PapsizeCod	SerialNumHi	PapsizeReco
2	01	0100								
3										

- Column A is the Company Code for this PrintStream database.
- Column B is the Plant Code for this PrintStream database.
- Column C is the Customer Account Number for which the serial numbers will be imported.
- Column D is the Inventory Code for which the serial numbers are to be recorded.
- Column E is the Revision Code of this Inventory Code for which the serial numbers are to be recorded.
- Column F is the **Skid ID of the Receipt** for which the serial numbers are to be recorded. Get this from the receipt transaction of the audit trail.
- Column G is the serial number for this record. There will be one line for each serial number to be recorded for each inventory code/revision code combination that shares the same Skid ID.
- Columns H, I and J will auto fill as the program finishes preparing the file.

Check the following to clear any serial numbers for the skid ID that are unused before processing.



Open the prepared Excel file from its saved location.

Click Check Inventory And Serial Number Data. The remaining columns H through J auto fill at this step after validating the PAPSIZE CODE, serial number history and PAPSIZE RECORD ID.

Last step is to click the Create Serial Numbers Tracking Records for the Inventory Item/Skid ID.

Serialization can be done with either customer owned or company owned finished goods items. Serial numbers must be recorded to the database linking the receipted skid ID. In other words the serial numbers are added *after the receipt of the inventory and establishment of the Skid Record (skid ID)*. This process maintains the integrity of the serial numbers through skid ID validation during issue.

As indicated earlier, the QC Scan setting needs to be set in the Project in Inventory Preferences for Pick Confirmation Required.

Customer: Nelsen Fulfillment Order... Project: All Fields Project ☐ Inactive Projects?

My Page Project Master

Project Maintenance

Inventory Preference

Commit Inventory At

☒ Order Time ☐ Release

Packing Materials

Pick Confirmation Required? QCScan

There are no changes to the usual methods of placing and releasing a sales order line with the serialized inventory item.

When sales orders are created and released for the serialized inventory, they will be ready to be pick-confirmed and the serial number specific to this ship-to address will be scanned or selected. This can be done using the UI or the Wireless module.

Primary Filters Additional Filters Order Lines Found Orders Found Inventory Required Found Grid Report Pick Cancellation Release Results

☐ Select All

Drag a column header here to group by that column

Selected	Sales Order ID	Monthly Sales	Project Name	Customer Name	CSR Name	Company Code	Order Plant Code	Recipient Company	Ship To Company	Bill To Company	Number Of Line Items	Order By	Ship Profile	Total Pieces	Ship Mode Code
<input checked="" type="checkbox"/>	1000114080		0 All Fields Pr...	Nelsen Fulfil...	House Acco...	01	0100	Nelsen Fulfil...	Nelsen Fulfil...	Nelsen Fulfil...	1	Diego Esparza	UPS Ground	1	U11



**Order #:** 1000114080  
**Order Type:** Normal  
**Order Date/Time:** 1/13/2015 4:00:59PM  
**Release Date/Time:** 1/13/2015 4:02:44PM  
**Date/Time Printed:** 1/13/2015 4:02:57PM  
**Order Created By:** NORMA

**Ship To:**  
**Diego Esparza**  
 Nelsen Fulfillment Orders Service  
 8400 Mulberry Boulevard  
 Suite 418  
 San Rafael CA 94904  
 UNITED STATES

**Cust Order #:**  
**Release Id #:** 2450  
**Pack Slip #:** 32694  
**Date Needed:** 1/13/2015  
**Ship Method:** UPS Ground

**Ordered By:**  
**Diego Esparza**  
 8400 Mulberry Boulevard  
 Suite 418  
 San Rafael CA 94904  
 UNITED STATES

**Phone:** 4154627008  
**Fax:**  
**Email:**  
**Comments:**

**Phone:** 4154627008  
**Fax:**  
**Email:**

Product #	Inv Code	Description	Job #	Location	Order Qty	Unit Price	Discount	Total Price
19697	20141201CI-2	Finished Goods Customer Owned - 2 Dec. 2014	1037	1.1.1.1	1	0.00	0.00	0.00

Stock Pull Skids Summary Report

Date/Time Printed : 1/13/2015 4:03:46PM

Customer : Nelsen Fulfillment Orders Service

Project : All Fields Project [Picking Rules: Pick Method-Start DPL rest in Loc Sequence Order, Skid Pick Method-None, Carton Opening-None]

Rel Batch : 2450 Job # : 1037

Location	Item #	Inv Code	Description	Sort Seq	Ord Weight	Skid #	Cartons	Pcs/Crtn	Loose	Avail Qty	Pull Qty	Ord Qty
1.1.1.5	19697	20141201CI-2	Finished Goods Customer Owned - 2 Dec. 2014	96	.00	3073	0	0	1	993	1	1
	1	Items			.00							1

## Pick Confirmation from the UI

When the Pick Confirm is completed before shipping, the program goes to work. Enter the Pick ID, Picked By and # Packages in the screen. Click the Serial

Print Pick

Pick ID: 32694

Order ID: 1000114080

Customer SO Id:

Release Batch: 2450

Job #: 1037

Packed By:

Picked By: NORMA

Bulk Shipping:

# Packages: 1

Released

Ship To Address

DIEGO ESPARZA  
NELSEN FULFILLMENT ORDERS SERVICE  
8400 MULBERRY BOULEVARD  
SUITE 418  
SAN RAFAEL, CA 94904  
UNITED STATES  
PHONE: 4154627008

Items

Drag a column header here to group by that column

Inv #	Inv. Code	MIS Job#	Rev #	Item Desc...	Order Qty	Serial #	Exploded?	Serial Number	IsSerialNum...	CarouselStatus
>	19697	20141201CI-2	18929	Finished Goo...	1				Y	

Materials

Shipping Ref

Click the Serial Number field for the package/item to get the serial numbers that were entered on the receipt.



**Released**

**Ship To Address**

DIEGO ESPARZA  
NELSEN FULFILLMENT ORDERS SERVICE  
8400 MULBERRY BOULEVARD  
SUITE 418  
SAN RAFAEL, CA 94904  
UNITED STATES  
PHONE: 4154627008

Item Desc...	Order Qty	Serial #	Exploded?	Serial Number	IsSerialNum...	CarouselStatus
Finished Goo...	1				Y	

(Show All)

- ☒ 1234
- ☐ 2345
- ☐ 3456
- ☐ 4567
- ☐ 5678
- ☐ 6789
- ☐ 7890

Nelsen Fu OK Cancel tMA 1/13/2015

Select the serial number of the item being shipped and click **Pick**. This particular serial number is now associated specifically to this Pick ID which is shipped to the Ship to Address on the Order.

Ship the Order.

**Fulfillment Shipping**

New Save Print Void View Item Materials Ship One-Click Save/Ship

**Pick Details**

Pick ID: 32694 Order ID: 1000114080 Customer SO ID:

Release Batch: 2450 Ship To Address: Diego Esparza, Nelson Fulfillment Orders Service, 8400 Mulberry Boulevard, Suite 418

Job #: 1037

# Packages: 1

Packed By: NORMA

Bulk Shipping

Change Shipping Date ONLY

**Shipped**

**Packages**

Tracking #: 125445448 [Track](#)

Ship Date: 1/13/2011 Account Type: Prepaid Prepaid Acct:

Ship Mode: UPS G... ☐ Saturday Delivery

Weight: 3.0 ☐ Delivery Acknowledgement Proof Of Delivery:

Negotiated Charge: 12 ☐ Residential ☐ Ship Confirmation

Actual Charge: 15 ☐ Ins Amount: 0

Shipped By: NORMA

Ship System ID: 164

**Tracking Details**

Tracking No: 125445448

**Ship Categories/Quantities**


AppTypeId	Quantity
-----------	----------

**Package Charge**

Charge Type	Charge
-------------	--------

# Pick Confirmation from Wireless Module

To process using the Wireless module, launch the module.

 **Productivity Suite**  
PrintStream

User:

Is

Password:


..


Login


Wireless Warehouse


EFI PrintStream v20.1.0200


**Fulfillment Manager**


 **Pick Order**


 **Pick Confirmation**

 **Package Confirmation**

 **Print Pick Slip**

 **Print Pack Slip**


 **Product Tracking**

 **Wave Picking**

Click on Pick Confirmation.

**Pick Confirmation**

Scan or enter a PickID



Scan or enter the Pick ID.

In this screen, click on Review / Edit Packages.

**Pick Confirmation - 199056**

Package #  
1 of 1

Scan Item

Item#

Line Item#

Inv Code

Description

Order Qty

Already Packed

Qty Remaining

Qty in this Box

Qty Remaining

Next Item

Review / Edit Packages

Order Completed

Cancel Pkgs for Pick

To the right of the screen is a field Ser#. Click on the [Ser](#).

Pick Confirmation - Item List for Pick 199056							
Line#	Item#	Inv Code	Order Qty	Qty Packed	Qty To Go	Ser#	VF
1	<a href="#">77344</a>	20170411-CI-SN1	1	0	1	<a href="#">Ser</a>	<a href="#">VF</a>

Back to Pkg Entry

Order Completed

Scan the serial number barcode and click Save.

Item Breakdown for Pick			
Item #	Order Qty	Serial No	ID
77344	1	20001	0

Back Save

Click Save. Then click Back to Pkg Entry.

Enter or Scan the Item. Click on Next Box (or Next Item if there is more to place in this box). When all items are packed, click Order Complete.

Next Item

[Review / Edit Packages](#)

Order Completed

All Items Packed

Next Box

Cancel Pkgs for Pick

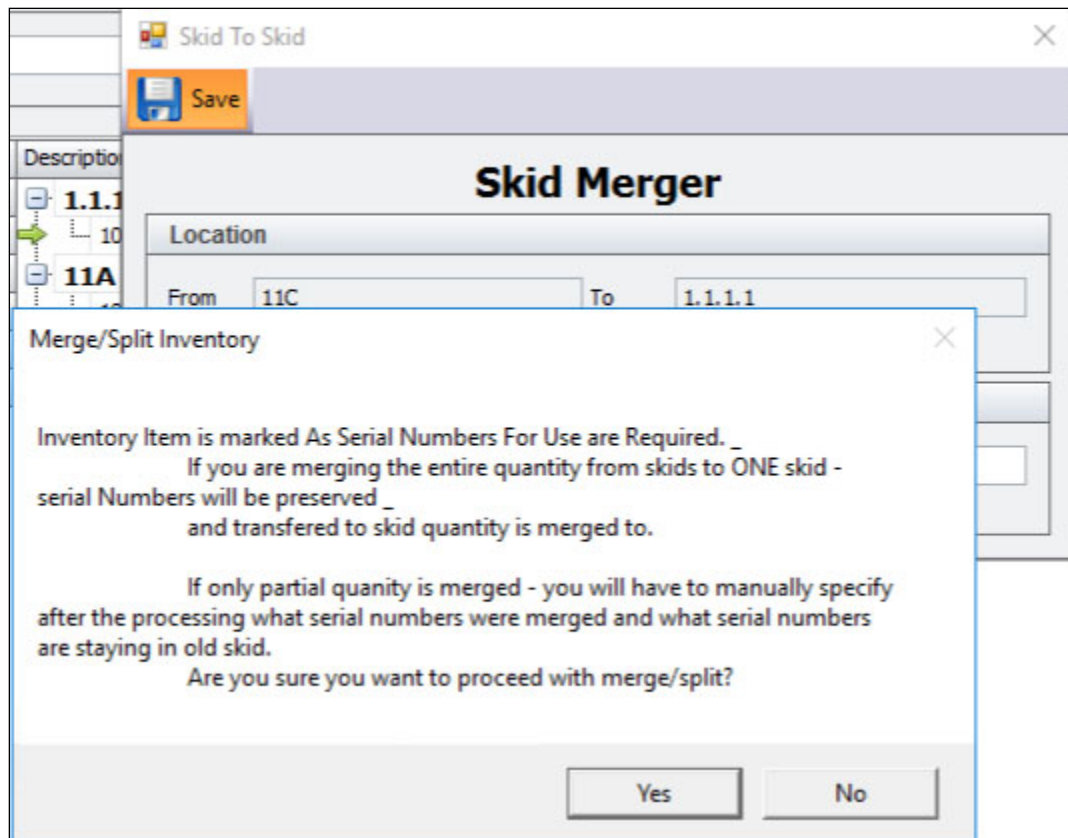
## Inventory - Partial Transfer for Serial # Item

When transferring partial quantities for items that contain serial number at the skid level, we have added the functionality to allow the user to indicate which serial numbers are assigned to the new skid/ merged skid and which serial numbers are remaining with the original skid depending on the scenario being done.

The following rules will be adhered to:

- If a skid is being split into multiple skids, the original skid and the new skid will need the serial numbers assigned properly to each of the skids
- If a skid is being transferred as a whole to a new location, the serial numbers remain and do not need to be reassigned.
- If a whole skid is being merged into another skid, the serial numbers assigned to both skids will transfer over to the newly combined skid.
- If skid is being merged into an existing skid as a partial merge, the original skid being used as the main skid will keep its assigned serial numbers. The new pieces transferred into the main skid will need to have their serial numbers reassigned and the other skid that has pieces remaining will also need the serial numbers reassigned.

For all scenarios, the following message will appear during the transfer.





The 2<sup>nd</sup> way is within item locations. For the item, select the affected skid from the transfer and go to the skid section. Click on the line's ellipsis (...) button.

Locations

Inventory Transfer

New

Save

Search

Enter Init Qty

View Picture

Change Avg. Price

Refresh

Setting

Create Revision

Convert

File

Manage

Option

Help

Item Search

Item # 55559

Inv. Code BP401-Ser1

Rev. Code

Description BP401-Ser1

Item C

Item Locations / Skids

Inventory Location

Location Commitments

Skid Commitments

All Location Skids

WareHouse

Location

Description

Cartons

Loose

Total Quantity

Committed Quan

Philly - 01

1.1.1.1

Default Location

0

7

7

Cincinnati

11A

Row 1, Rack 1, Bin A

0

3

3

Roanoke VA

11C

Row 1, Rack 1, Bin C

0

3

3

0

13

13

Cartons

Pcs/Ctn

Loose Pieces

Total Quantity

Committed Quantity

Status

Reason

Status Date

Notes

Location

Serial Numbers

MIS Job #

0

0

7

7

0

8/23/2021

1.1.1.1

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381158\_0

The “**Serial Numbers**” window will open as it did for the 1<sup>st</sup> option.

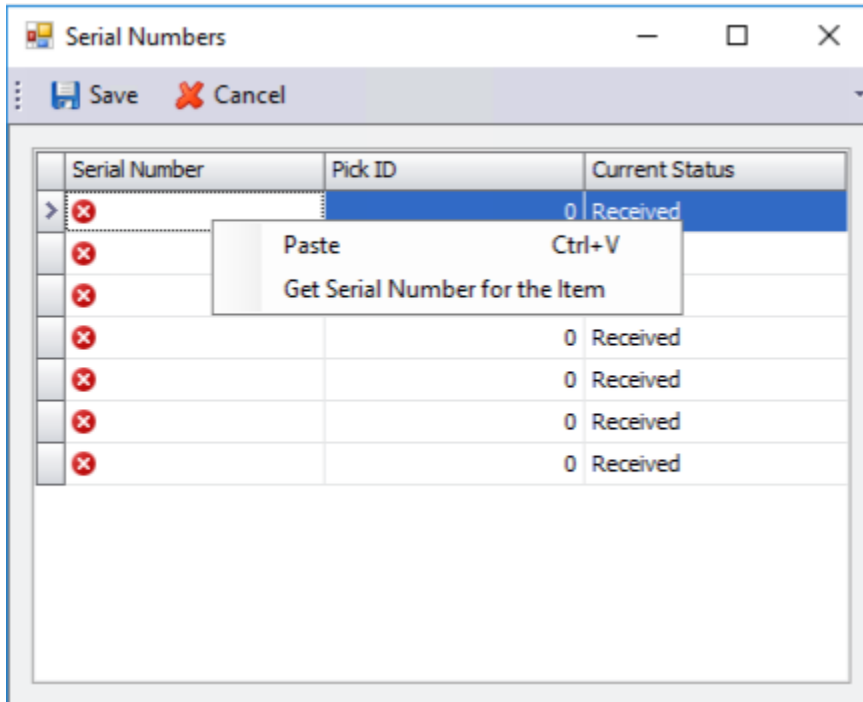
The screenshot displays the 'Serial Numbers' dialog box in SAP. The dialog has a title bar with 'Serial Numbers' and standard window controls. Below the title bar are 'Save' and 'Cancel' buttons. The main area contains a table with three columns: 'Serial Number', 'Pick ID', and 'Current Status'. The first row is highlighted in blue and shows '0 Received'. There are red 'X' icons next to each Serial Number entry. The background shows the SAP Inventory Transfer screen with a menu bar (File, Manage, Option, Help) and a table of inventory locations.

Serial Number	Pick ID	Current Status
> [X]		0 Received
[X]		0 Received
[X]		0 Received
[X]		0 Received
[X]		0 Received
[X]		0 Received
[X]		0 Received

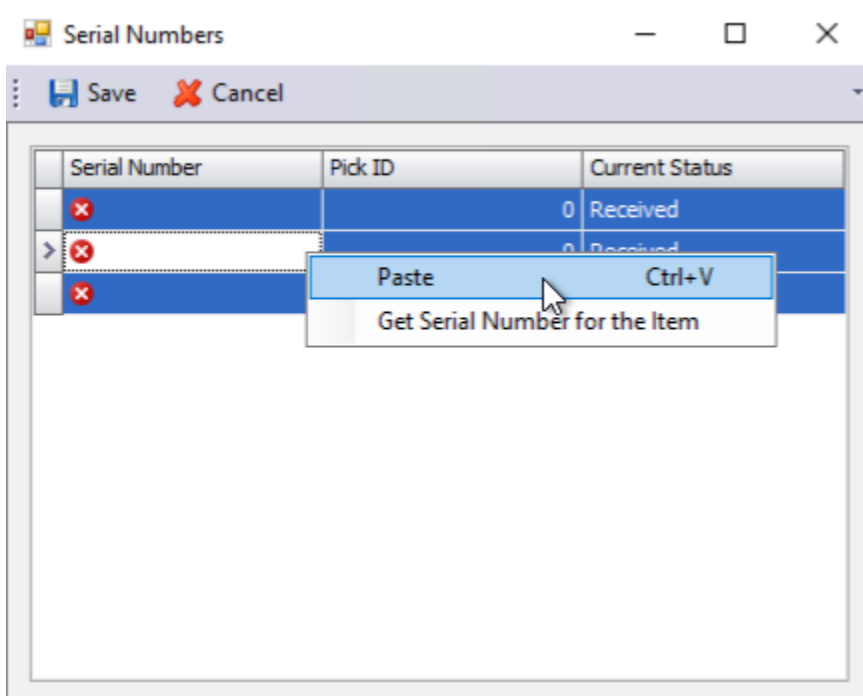
The background SAP screen shows the 'Inventory Transfer' menu and a table of inventory locations:

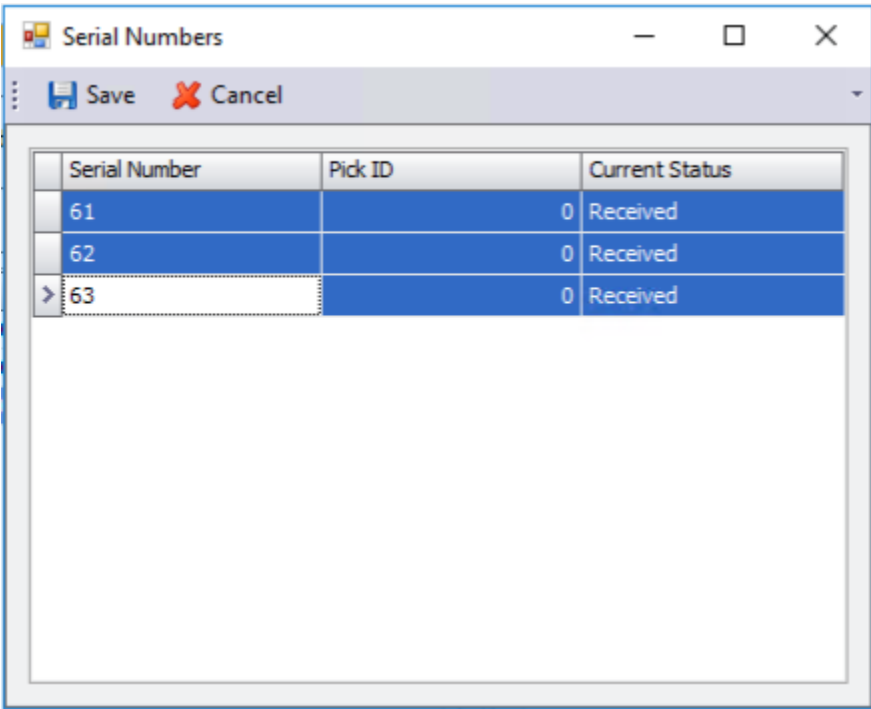
WareHouse	Location
> Philly - 01	1.1.1.1
Cincinnati	11A
Roanoke VA	11C

For either option, right click and the options of **"Paste"** and **"Get Serial Number for the Item"** will appear.

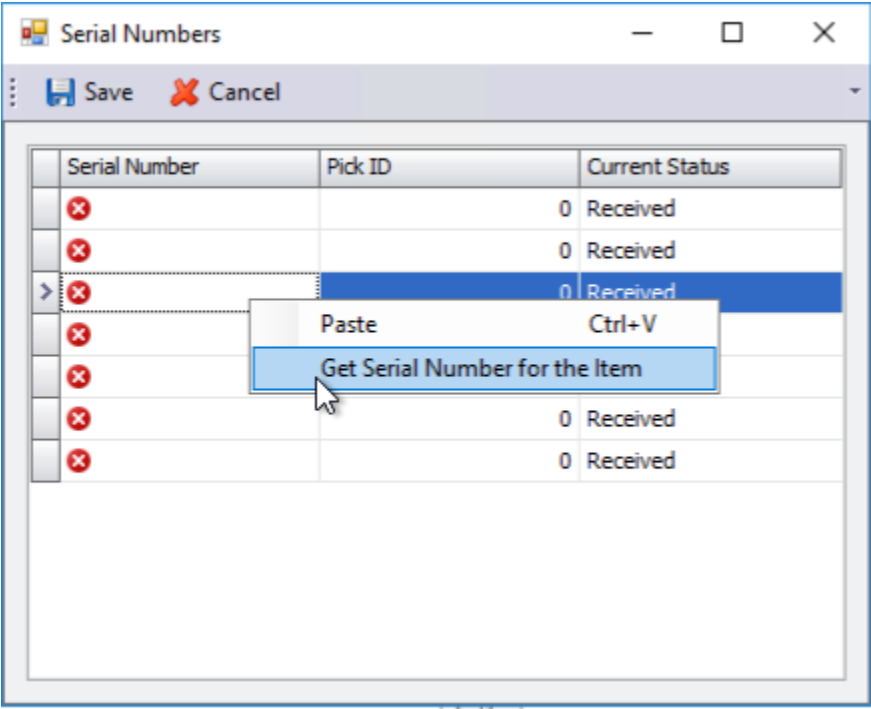


For the paste option, you copy a series of numbers from a spread sheet to the provided grid in the window. The user will highlight all lines that will have serial numbers using the options of the **"Shift"** key and highlighting a list of rows or using the **"Ctrl"** key to pick and choice the rows. Once the rows are selected, assign the serial numbers to rows via the past option and either click the option of **"Paste"** or do a **"Ctrl+V"**.



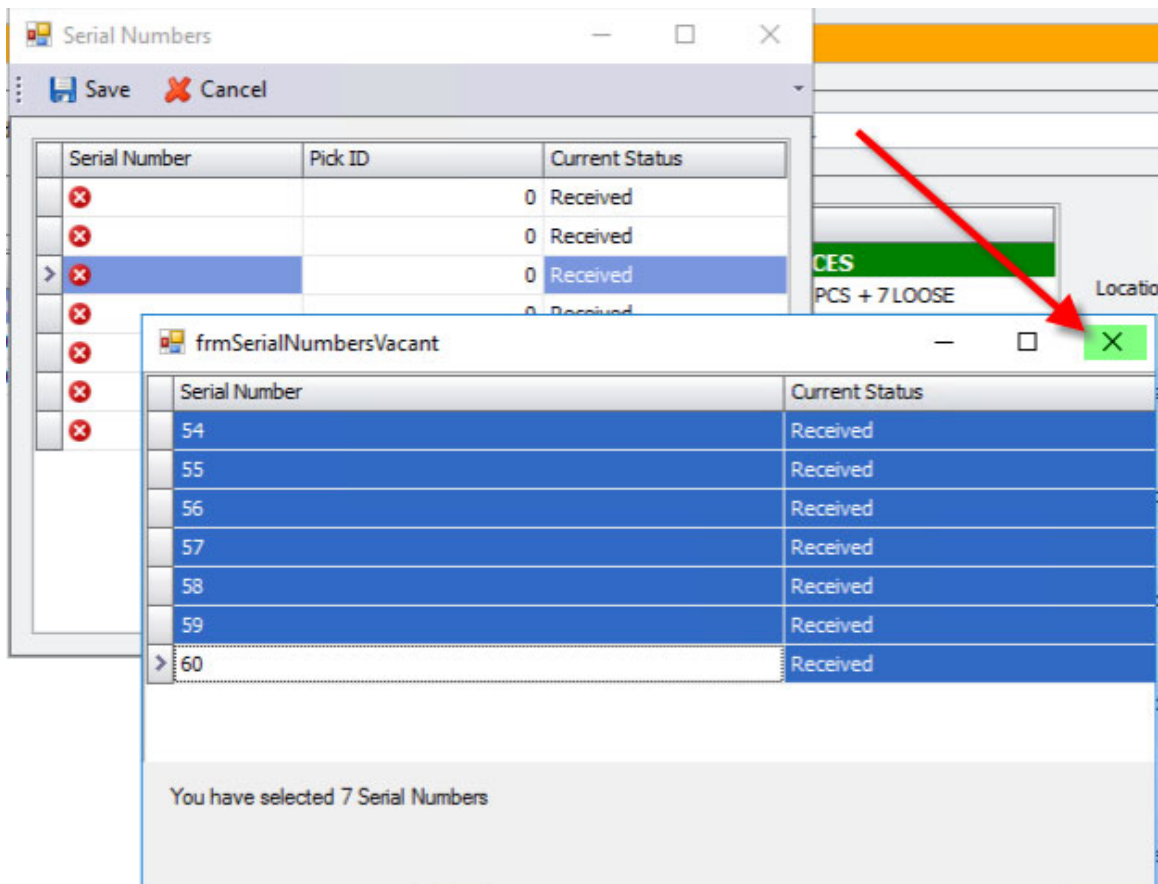


For the **“Get Serial Number for the Item”** option, click on it and it will open the **“SerialNumberVacant”** window. This will show the list of affected serial numbers pertaining to the skids involved with the transfer. The user can pick and choice the numbers being reassigned to the skid. For each line highlighted, those number will be added to the skid once the user click on the **“X”** in the upper right hand corner.





The user can pick and choose the numbers by highlighting all lines in a row that will have serial numbers using the options of the **"Shift"** key or using the **"Ctrl"** key to pick and choose the rows of the serial numbers if the #s are not in a numeric order that are being assigned to the skid.



Once all lines have been assigned using either option, click on the save. This will save all selected serial numbers to the skid.

