

## **Verify Location**

This feature allows you to verify the existence of all containers in a specific location.

To access this feature, go to *Transactions* >> *Inventory* >> *Verify Location* in the Main Menu.

Scan a location. The window will display all containers and assemblies that <u>should be</u> in that location, as currently saved in the system.

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Scan container/pallet Location: BPREWEIGH							
Container	Item	Description	Qty	Verified			
A00000U	ASSEMBLY	Cocoa assembly					
A000016	ASSEMBLY	Egg assembly					
C0000B0	R008	Eggs	600.000				
C0000B1	R008	Eggs	900.000				
View: All Checked Unchecked							

To confirm their presence, scan each container or assembly as you confirm that they are indeed in the noted location. This checks off the **Verified** flag.

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Scan container/pallet Location: BPREWEIGH							
Container	Item	Description	Qty	Verified			
A00000U	ASSEMBLY	Cocoa assembly		<b>V</b>			
A000016	ASSEMBLY	Egg assembly					
C0000B0	R008	Eggs	600.000				
C0000B1 R008		Eggs	900.000				
View: All Checked Unchecked							



You are able to scan a container or assembly that isn't in the original list, if it is stored in that location in the real world. The system simply moves this container into the specified location if this is the case.

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Scan container/pallet								
Location: BPREWEIGH								
Container	Item	Description	Qty	Verified				
A00000U	ASSEMBLY	Cocoa assembly		<b>V</b>				
A000016	ASSEMBLY	Egg assembly						
C0000AQ	R008	Eggs	1,000.00	<b>V</b>				
C0000B0	R008	Eggs	600.000					
C0000B1	R008	Eggs	900.000					
View: All Checked Unchecked								



If you save the form before scanning all the items in the window, the system labels any unverified containers as "Misplaced", and will be reflected in the Inventory Set Viewer as misplaced, as noted by the existence of a **Misplaced Date.** This is the date that the container was found to be missing during verify location.

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		Item Code	Order	Container 🔺	Qty	Status	Expiry Date	Sublot 🔺	Lot	Misplaced Date	Context
	٩	=	=	=	=	=	=	=	=	=	=
		P001			3,440.000 ea						WHS
		P007			490.000 ea						WHS
		R008		C0000AY	499.000 ea	Avail		1234	1234	2019-11-20	CNT
		R008		C0000AZ	300.000 ea	Avail		1345745	1345745	2019-11-20	CNT

If this container is scanned again into a new location with either Verify Location or Move Container, the **Misplaced Date** value will be cleared.