



Select Option Viewing Requisition Desktop Training Manual

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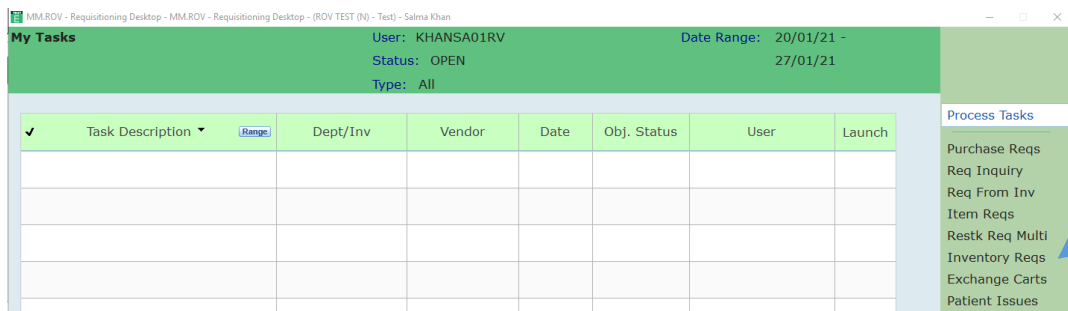


How to Select and View the Requisitions you want to see

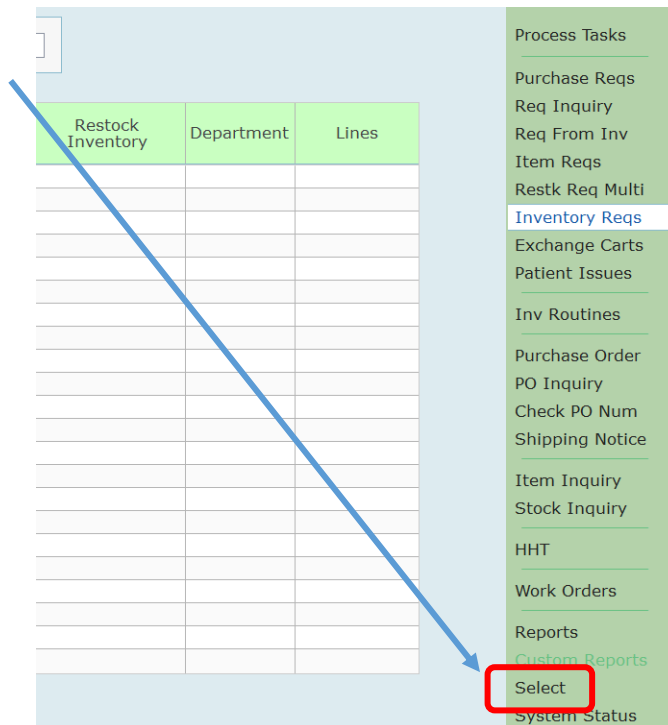
There are times you go to the Requisition Screen and do not see the Exchange Cart you created or are Recurring Requisition you need to process – lets start by reviewing your Selection

Step 1 – Requisitions Desktop / Inventory Requisition

In the **Requisitioning Desktop**, click on **Inventory Reqs** on the right hand side



Step 2 – Select

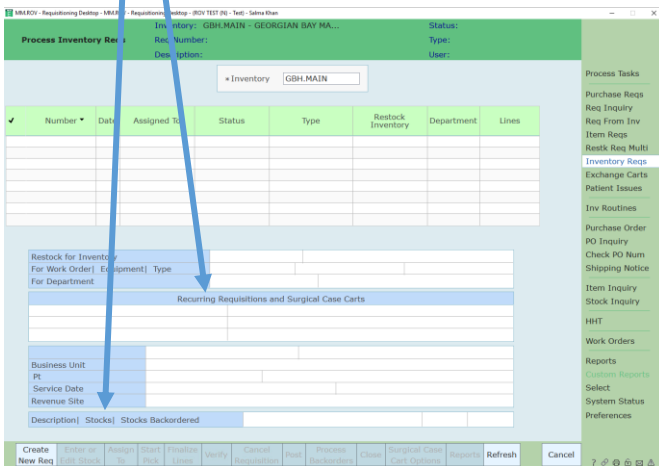
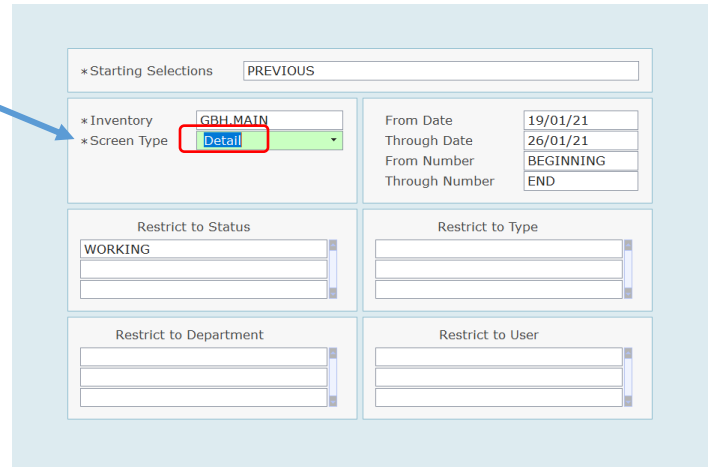




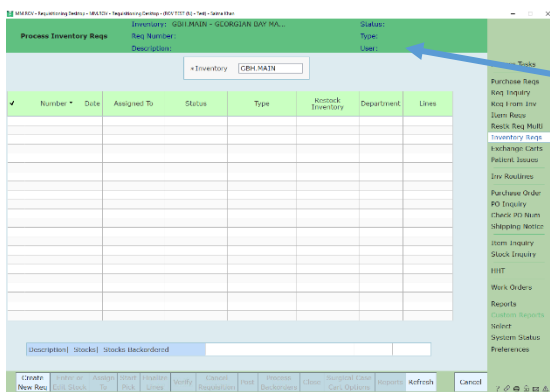
Step 3 – Summary or Detail

A new screen will appear where you can review and set the options for what you want to see.

If you change 'Screen Type' from 'Summary' to 'Detail' it will provide more information on the Requisition



If you chose 'Summary' you will see



Note, if you need more information on a Requisition or have a question you can see who created the Requisition and speak with them.

If you are working with INV RESTOCK the user may change as you 'Start Pick List' or 'Enter/Edit'



Step 4 – Select Criteria

Here you can select your view preferences,

Date: You can limit to just today if you are only doing INV RESTOCK or the T-60 days when working as Bulk

Number
select
'BEGINNING'
TO 'END'

* Starting Selections

* Inventory
* Screen Type

From Date
Through Date
From Number
Through Number

Restrict to Status

Restrict to Type

Restrict to Department

Restrict to User

Restrict To Status:

WORKING
BACKORDER
PICKING
PENDING

If you want to see more you can include CLOSED, CANCELLED etc.

Restrict To Type:

If you are Bulk you will need to see DEPT and RECURRING

If you are Picker you will need to see INV RESTOCK