



Print Putaway Report

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Overview

The Print Putaway Report (formerly called Print Bulk PO Report) allows users to print a putaway report consisting of multiple, non-sequential purchase orders from the console, using reports created in the Report Manager.

The screenshot shows a window titled "Print Bulk PO Report" with a search bar and a table of purchase orders. The search bar has fields for "PO Number:", "Item Number:", and "Vendor ID:". The table has columns for "PO Number", "Line Seq", "Item Number", "Item Description", "Vendor ID", "Qty Ordered", and "Qty Shipped".

PO Number	Line Seq	Item Number	Item Description	Vendor ID	Qty Ordered	Qty Shipped
PO0997		18384 PSHN-ATT-5305	Cardless-Attractive 5352 Black	ADVANCED0001	1	0
PO1004		18384 HDVR-GVMT-5100	Switching Module (x 100)	CIRCUIT0001	1	0
PO1004		32768 HDVR-SPG-0001	Surge Protector Panel	CIRCUIT0001	6	0
PO1006		18384 PSHN-ATT-5305	Cardless-Attractive 5352 Blue	ATTRACT0001	10	0
PO1006		32768 PSHN-ATT-5305	Cardless-Attractive 5352 Black	ATTRACT0001	10	0
PO1007		18384 HDVR-LDS-0001	Network LDS Card	CAPITALP001	2	0
PO1007		32768 HDVR-RPG-0001	Ring Generator	CAPITALP001	1	0
PO1007		49152 HDVR-PSO-4612	Processor 486/25MHz	CAPITALP001	2	0
PO2082		18384 A100	Audio System	WOODGROV0001	10	0
PO2085		18384 A100	Audio System	WOODGROV0001	5	0
PO2100		18384 A100	Audio System	ACETRAVE0001	0	0
PO2102		18384 WPSR-MSC-0001	Multi conductor wire	ACETRAVE0001	50	50
PO2112		18384 A100	Audio System	ACETRAVE0001	5	5
PO2116		18384 2005G	Green Phone	ACETRAVE0001	3	3
PO2117		32768 A100	Audio System	ACETRAVE0001	10	10
PO2118		18384 A100	Audio System	ACETRAVE0001	3	3
PO2118		32768 WPSR-MSC-0001	Multi conductor wire	ACETRAVE0001	3	3
PO2118		49152 2005G	Green Phone	ACETRAVE0001	3	3
PO2121		18384 128 SDRAM	128 meg SDRAM	ACETRAVE0001	20	20
PO2122		18384 A100	Audio System	ACETRAVE0001	3	3
PO2127		18384 A100	Audio System	ACETRAVE0001	5	5
PO2128		18384 A100	Audio System	ACETRAVE0001	50	50
PO2129		18384 WPSR-MSC-0001	Multi conductor wire	ACETRAVE0001	50	50
PO2130		18384 WPSR-MSC-0001	Multi conductor wire	ACETRAVE0001	50	50
PO2135		18384 2005G	Green Phone	ACETRAVE0001	5	5
PO2135		32768 WPSR-MSC-0001	Multi conductor wire	ACETRAVE0001	50	50
PO2136		18384 A100	Audio System	ACETRAVE0001	50	50
PO2137		18384 A100	Audio System	ACETRAVE0001	3	12
PO2138		18384 A100	Audio System	ACETRAVE0001	5	5
PO2143		18384 WPSR-MSC-0001	Multi conductor wire	WOODGROV0001	50	0

Usage

1. Enter your search terms (PO Number, Item Number, Vendor ID, or any combination of the three) and click the **Search** button. If left blank, DataCollection will attempt to return all existing purchase orders. Any purchase orders matching the search terms you entered will be displayed.
2. Click on one or more purchase orders to select them. Multiple purchase orders can be selected by using Ctrl + click.
3. Click the **Print** button to open the following dialog:

Print Item Labels

Printer:

Send To OneNote 2013

Layout:

Putaway

User Data

Field	Value
User	
Note	

Labels

PO Number	Item Number	Line Number
PO2178	100XLG	3
PO2176	100XLG	4
PO2160	100XLG	2
PO2158	100XLG	3
PO2153	100XLG	2
PO2152	100XLG	2
PO2145	100XLG	3
PO2144	100XLG	2
PO2135	100XLG	1
PO2118	100XLG	3
PO2116	100XLG	1

☒ Preview

OK Cancel

- Select a printer, a report layout (which must be created in the Report Manager prior to using this feature) and any user data to be entered, and click **OK** to print your document.

Security

Print Putaway Report - Grants access to the Print Putaway Report module.