

Knowledgebase > SalesPad > Purchasing > Receiving Window Right Click Functions

## **Receiving Window Right Click Functions**

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## Overview

The Receiving window in Sales Pad has been enhanced in version 4 .2 to add right-click functionality to make more information available to the user. With the Receiving Window Right-Click feature, you can add, update, or clear various items including Bin, Receipt Batch, Quantity to Receive, Vendor Document Number, Lot Number, and Warehouse.

## Security

Make sure the Receiving module is enabled in SalesPad, and set sub-settings to best match your desired business practices.

## Usage

Click on **Receiving** and find the receipt item you want to get more information on.

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Right-click on the item you want more information about ( i.e. Received, Req. Date, PO#, Vendor ID, etc.). This brings up a new window, where you can enter or clear Receipt Batches, Selected Bins, Quantity to Receive, Vendor Doc Number, Lot Numbers, or Warehouse. You also have the option to Clear All.

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