

# **Manage Lots and Serial Numbers Using a Redwood Page Demo Steps with Transcript**

This demonstration shows you how you can use the new Redwood lot and serial numbers page to enhance your business.

1. Click the **Lots and Serial Numbers** link from the Inventory Management Work area

Start by selecting the Lot and Serial Numbers link from the task list in the Inventory Management Work Area.

2. Change Organization

Change the organization to Seattle Manufacturing from the organization list of values.

3. Enter item in search field

Search for item INV-101 by typing it in item or lot search field and clicking the search icon or pressing enter

4. Review

Notice that Expiration Date and Material Status filters are added once an item is entered in the search field.

5. Click **Lot** filter

Click the lot filter to further refine your search results based on lot.

6. Enter filter value

Enter S3 to filter the search results by all lots starting with S3. Notice that the lot numbers are filtered accordingly. Similarly, you can filter the search results by Expiration Date and Material Status.

7. Click on **New Lot**

You can also create a new lot from this page. Click on New Lot.

8. Enter value in **Item**

Enter the lot-controlled item for which you want to create a new lot.

9. Enter value in **Lot**

10. Enter value in **Hold Until** **Date**

Enter the new lot number, and any other attributes required for the lot. You can also enter descriptive flex field information defined on the lot.

11. Click **Create** button

Click the Create button to create the new lot.

12. Click on Columns icon

Now let’s click on the Columns icon to see how you can choose which columns to display and hide on the Lots page.

13. Click on **Parent Lot** and **Origination Type** check marks

By default, all columns are selected. Click on Parent Lot and Origination Type to hide those attributes on the Lots page.

14. Click on **X**

Close the Columns window.

15. Click Columns icon

Click the columns icon again.

16. Click **Restore Defaults** button

Click Restore Defaults, close the window and the defaults columns are restored.

17. Click on **X**

18. Click Details icon in **Details** Column

You can view the details of an existing lot by clicking the Details icon. Here you can review the details of any descriptive flexfield information defined for the lot.

19. Click Action icon in **Action** Column

The updatable attributes for the lot depend on the lot item definition in Product Information Management.

Whether the lot is child lot controlled, has a shelf life defined, is grade controlled or in need of a material status change, it can be done on this page.

20. Click **Update** button

21. Click **Serial Numbers** link

Now let's move to the Serial Numbers search by clicking the Serial Numbers link.

22. Enter item in search field

Enter INV-102, in the serial number search field and press enter.

23. Click **Serial Number** filter

Refine the search results by entering PS in the Serial Number filter. The search results are filtered by all serial numbers starting with PS.

24. Click Details icon in **Details** Column

Next, click the details icon on the serial number. View any descriptive flexfield information defined for the serial number.

25. Click on **X**

Close the details window.

26. Click Action icon in **Action** Column

Click the Action icon to view the available actions for a serial number.

27. Update **Supplier Lot**

Supplier, Supplier Lot, Supplier Serial Number and Material Status are the primary attributes available for update on this page.

28. Update **Supplier Serial Number**

29. Click **Update** button

This concludes our demo of the new Lot and Serial Number pages.