

Item Locations in CDUI

A new column is being added to the Changes Made section of Tecsys. This will allow users to see the description of the location that items added during the case are sourced from.

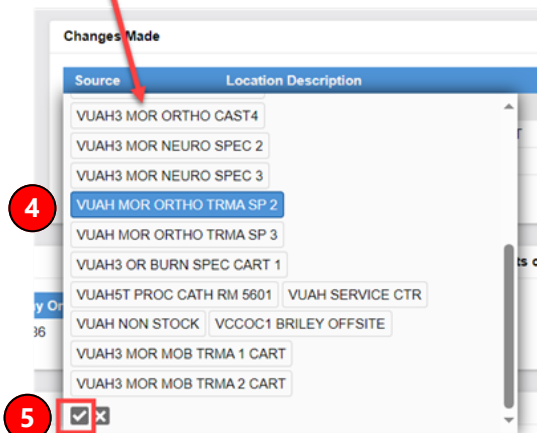
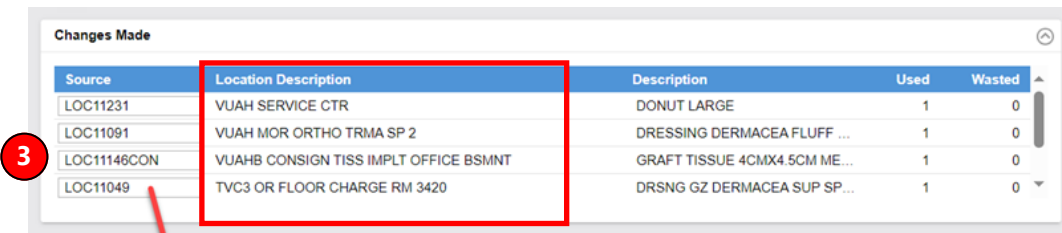
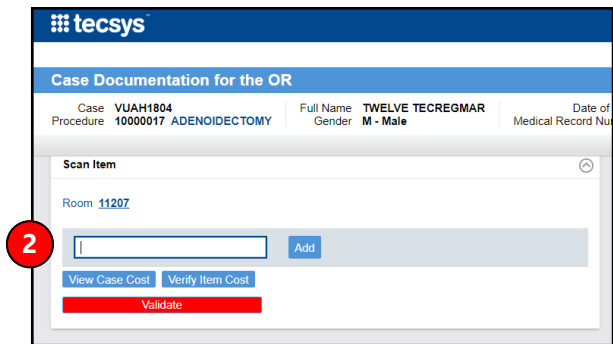
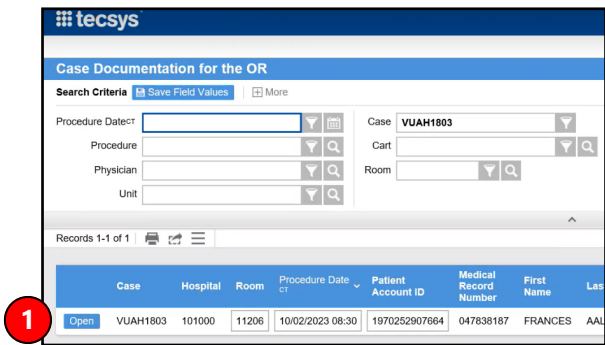
When items are added to a case, it's important that the location shown matches the physical location that the item came from. This will ensure accurate tracking of on-hand inventory and help prevent product shortages. If an item is added to the case and the location description does not accurately reflect where the item was pulled from, you can change the source to the correct location.

CHANGE ITEM LOCATION IN CDUI

1. Select the appropriate **Case**.
2. Add necessary **Items**.
3. After items have been added, double click the **Source** box of the item you wish to update. The item location description is also available in this section.
4. Select the **Location** that the item was taken from.

Note: This list contains every location that the item is stored in. If the list of Locations is too long, you may need to use the scroll bar to scroll to the bottom of the list.

5. Select the **checkmark** to save the source location.



QUESTIONS?