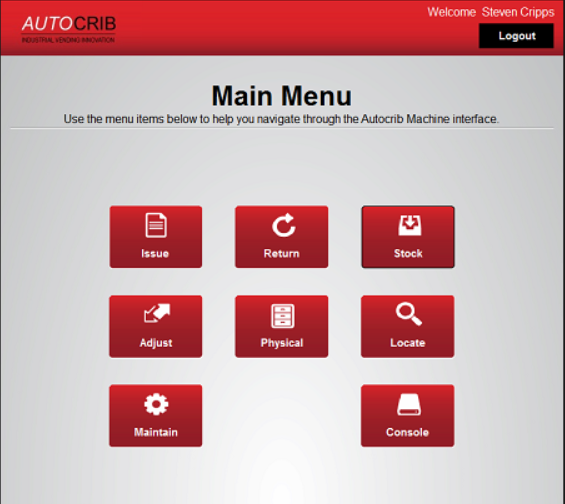
Restocking External Crib

Step #1 – Log into RoboCrib/Locker Software

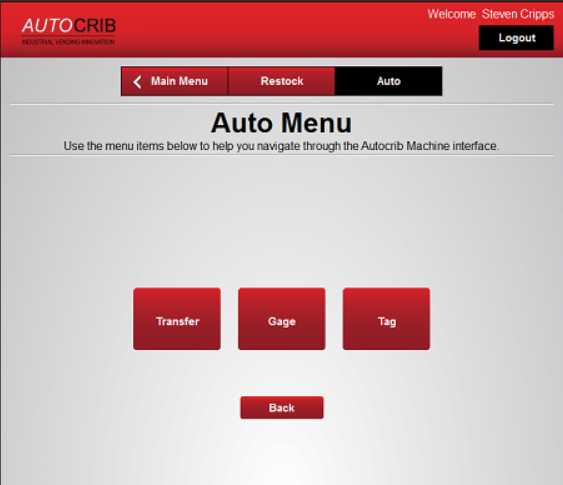
Step #2 – Select “Stock”



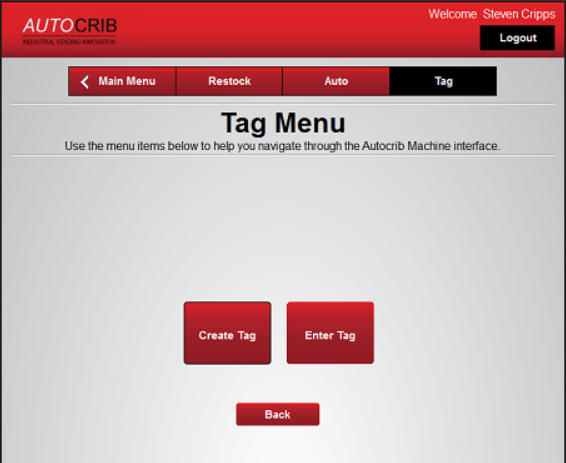
Step #3 – Select “Auto”



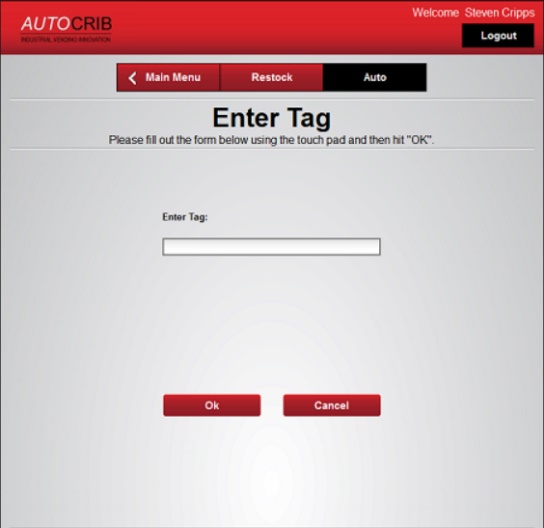
Step #4 – Click on TAG



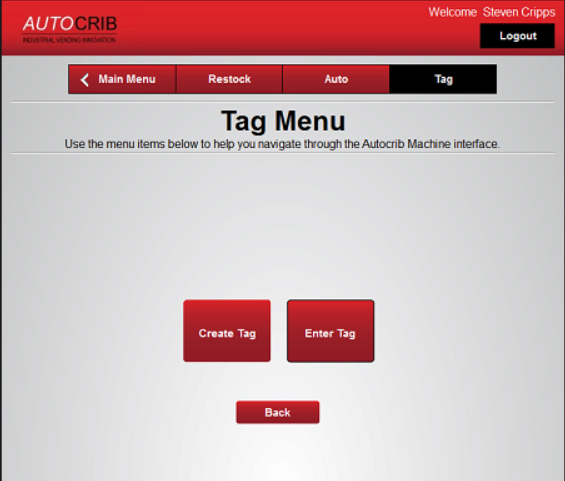
Step #5 – Enter TAG number (this is the PO #)



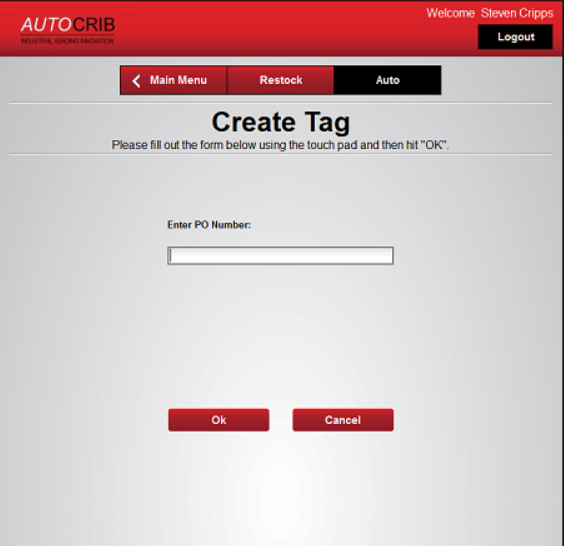
Step #6 – Enter TAG number (this is the PO #)



Step #8 – If the “TAG” already exists Create Tag

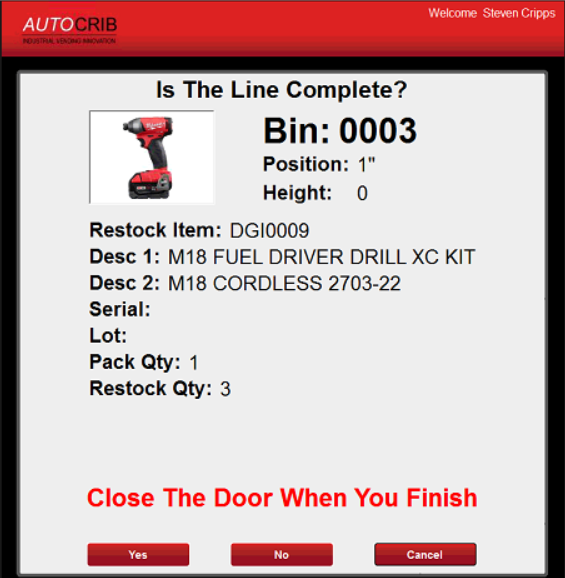


Step #9 – Enter PO Number



Step #9 – If this is the item you want to stock click “no” to receive the items.

* The items need to be received into “Burn” as it will be billed to the customer and not consigned

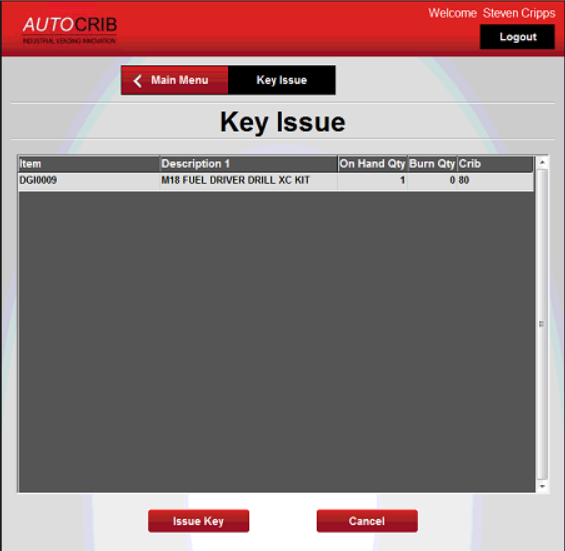


Step #10 – Enter quantity you want to receive on this item, into “Burn”



Step #11 – The Key Issue function will appear, to be able to open the External cabinet(s) and put the stock away

* Issue Key



Step #12 – Put stock away

Step #13 – Return Key to RoboCrib

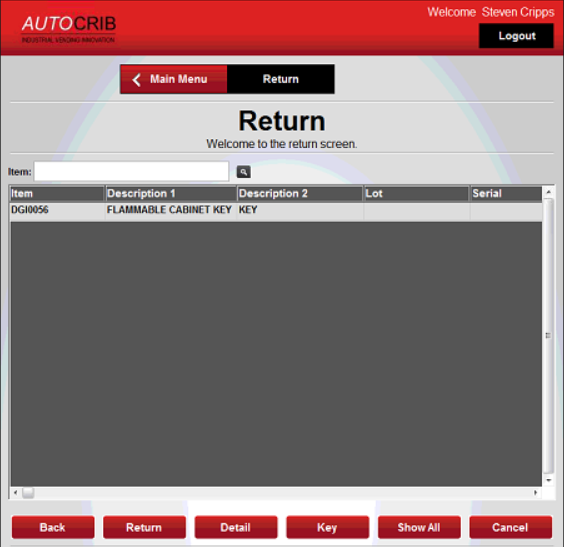
* Click on Return



Step #14 – Click Yes to put External Key away



Step #15 – Click on the Key that you want to return



Step #16 – Click on “Return”

Step #17 – Return the Key to the Bin in the Robo and close the door

