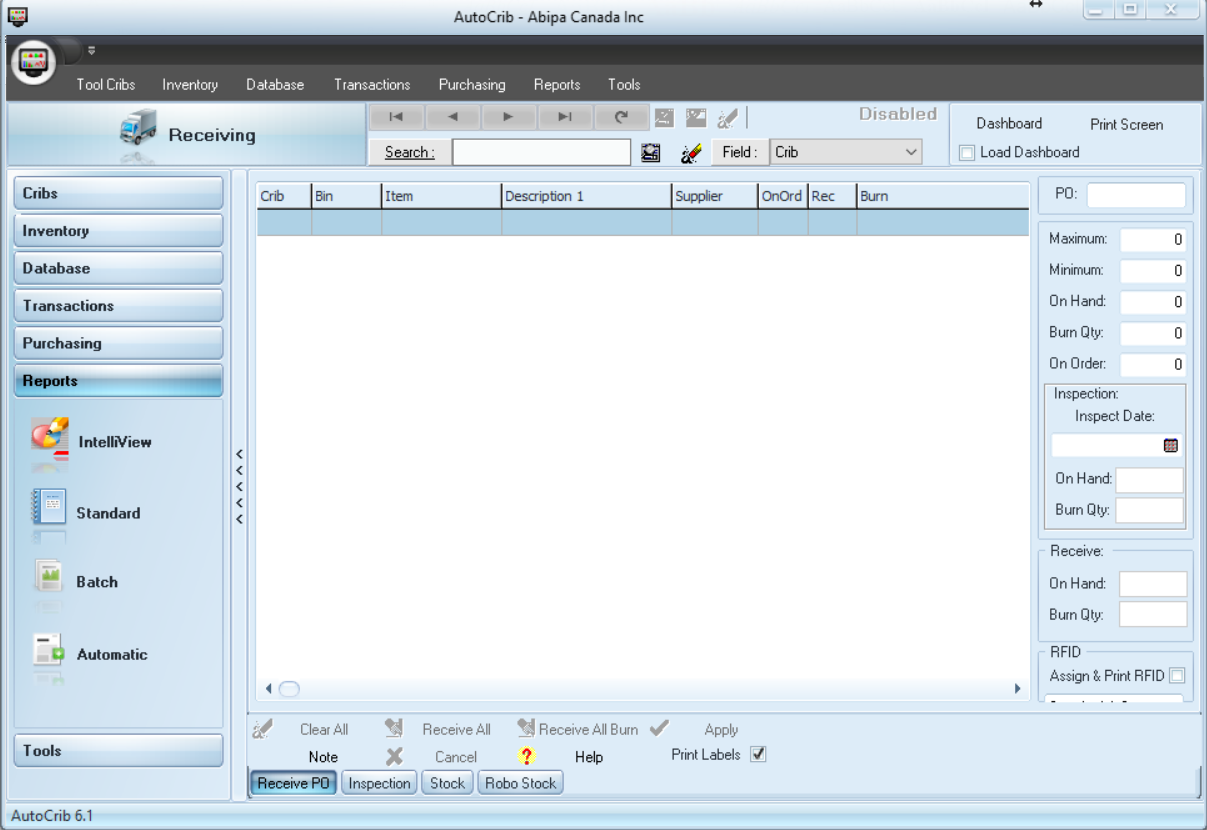
Receiving – Elevend

Step #1 - Go to Management Station

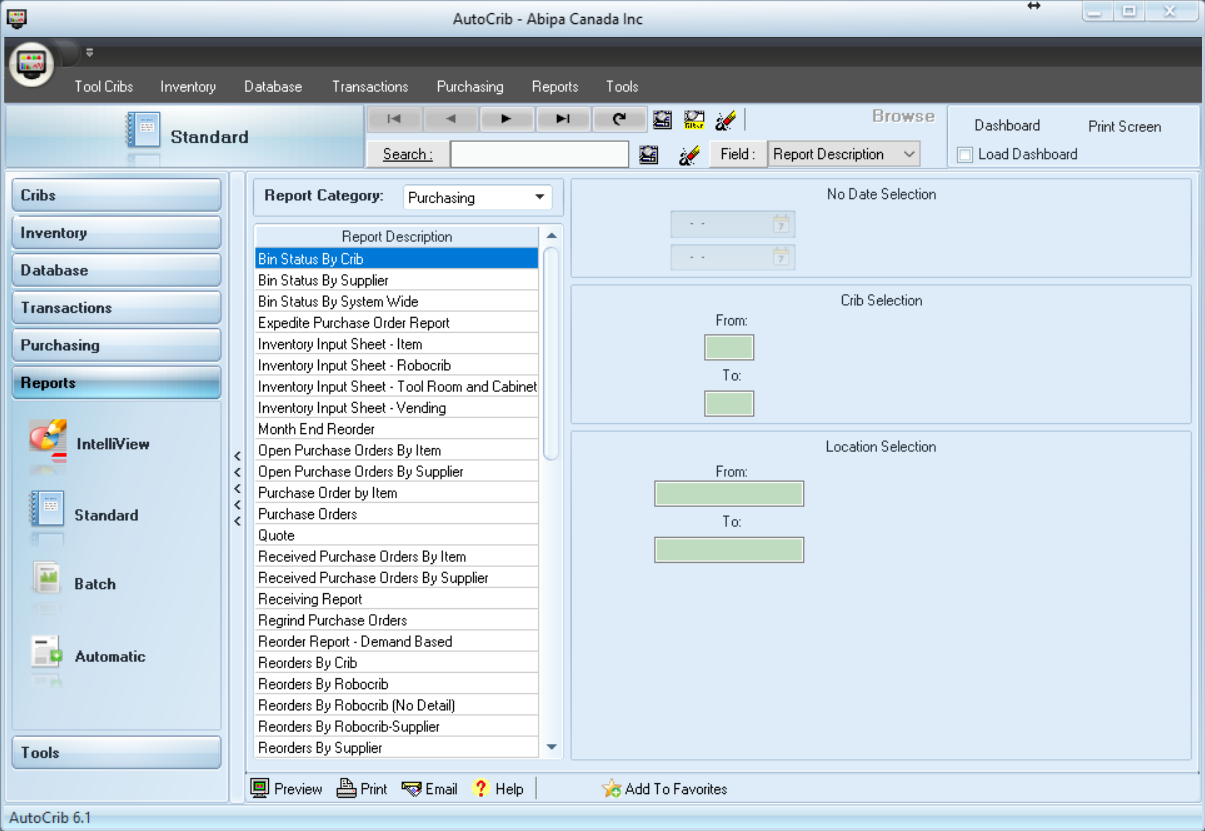
Step #2 - Sign in to AutoCrib Software

Step #3 - Go to “Reports” Module

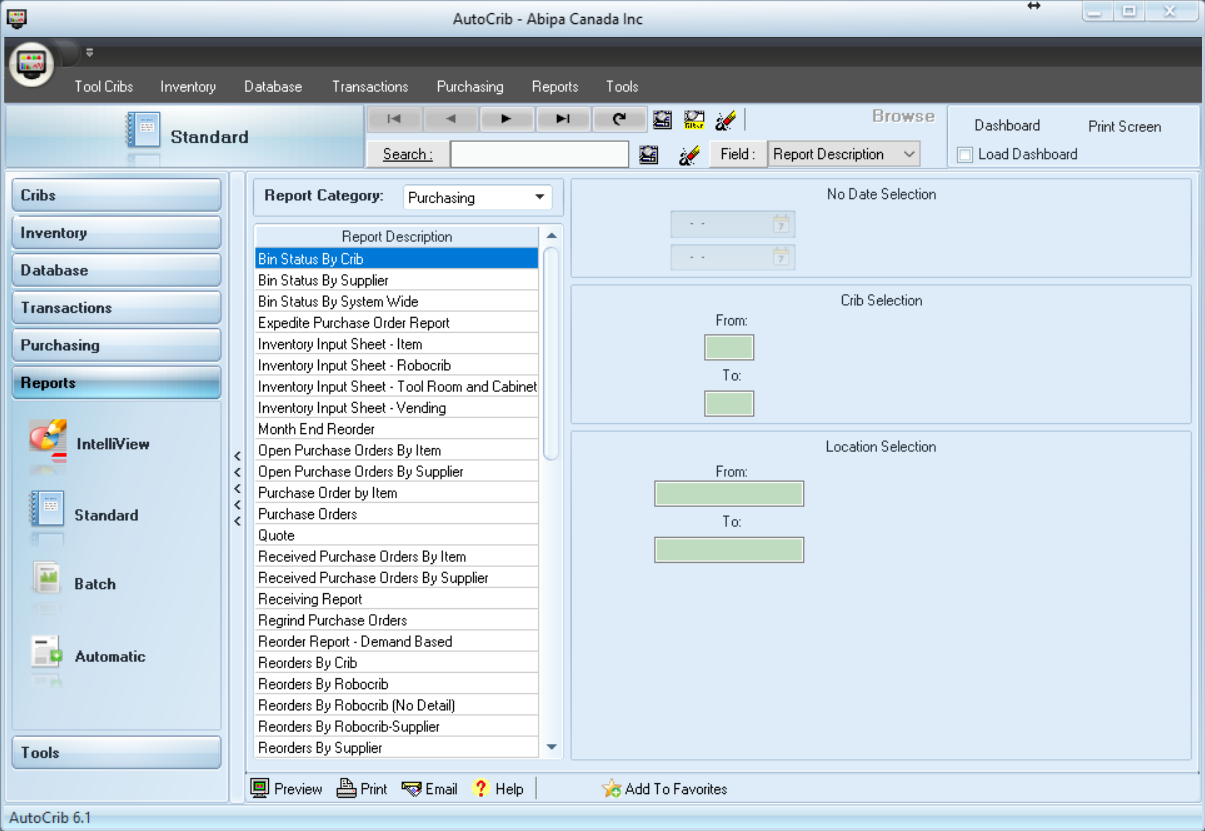


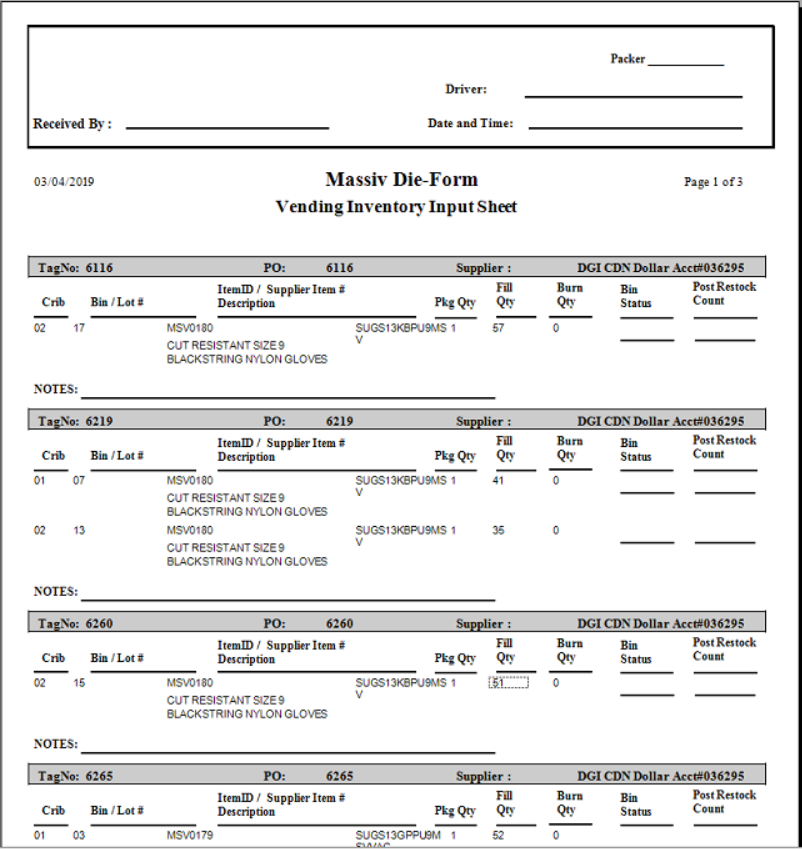
Step #4 - Select “Standard” Function

Step #5 – Select “Purchasing”



Step #6 - Select & Print “Inventory Input Sheet – Vending”





Step #7 - Place prelude packing slip information on to Inventory Input sheet

* 1. This will help determine how much stock goes in each crib bin (If there is multiple bins setup)

Step #8 - Go to the Elevend Terminal

Step #9 - Select “Tags”



Step #10 - Scan or Enter your “Badge”

Step #11 - Enter “Tag” Number

Step #12 - “Tag” Complete

Yes = 1

No = 2 (If no is selected, follow the prompts on the screen)

Step #13 - Once door open, place the appropriate item into the bin

Step #14 - Close the door and stock the next bin

