**Receiving Process on Handheld for PPS System**

* Create a receiving Purchase Order (This is done on the desktop software)
* Order arrives. Operator selects order from drop down list
	+ Data grid shows on Handheld what is on the order
* Operator scans box’s received
	+ If barcode is not recognized then system will ask operator what the product is. System will then give that Product a cross reference for future knowledge
	+ If receive with ‘No Barcode’ – Operator will select the product being received and enter quantity. A Product Label will be printed to whichever printer the handheld is paired with (to be placed on the receiving item)
* Close Purchase Order
	+ Report will print out a summary of products received
	+ Operator can jump between Purchase Orders if needed. They just repeat step 2 without closing the Purchase Order they were previously working on
* Products are now in Inventory in the ‘Location’ set on scanner.
	+ If Products need to be put in another ‘Location’ then operator will ‘Move’ products
	+ This is done on Inventory screen under ‘Move’
	+ Operator will select the new location and scan products