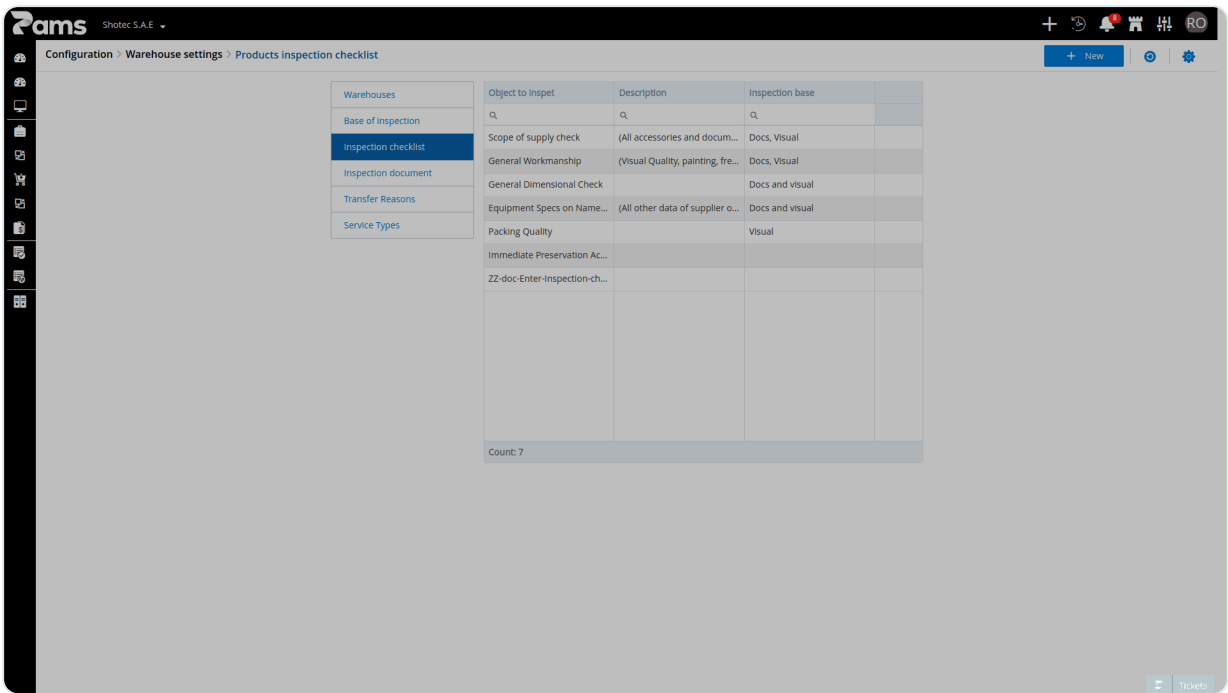


Configure Inspection Checklist

October 1, 2026

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Administrator Guide › Configuration › Warehouse settings



Inspection Checklist — Configurations › Warehouse Settings › Inspection Checklist

Overview

Use **Inspection Checklist** to maintain warehouse inspection checklist records. Warehouse administrators configure these records when inspection requirements must be defined for items or work that is subject to warehouse quality checks. The list includes the inspection object, a description, and the inspection base.

Before you start

Sign in to the application before opening this configuration page. Access the page from the Warehouse Settings configuration area.

Steps

1. Navigate to **Configurations > Warehouse Settings > Inspection Checklist**.
2. Review the existing inspection checklist records. Use the **Object to inspet** column to identify the object being inspected, **Description** to identify the check, and **Inspection base** to identify the basis for the inspection.
3. To begin defining a new inspection checklist record, select **New**.
4. Complete the required information in the new checklist record. The application enforces required-field validation and accepts a specific character format for one field.
5. Return to the **Inspection Checklist** list and verify that the configured record is available with the appropriate inspection object, description, and inspection base.

Tips & cautions

Warning: Complete all required information before finalizing a checklist record. The application displays required-field validation when mandatory information is missing.

Note: Use only the accepted character format where the application applies format validation. Invalid characters can prevent the record from being accepted.

Troubleshooting

Symptom	Likely cause	Fix
Required-field validation is displayed.	One or more mandatory values have not been provided.	Complete the required information in the checklist record.
A value is rejected during entry.	The field accepts only a specific character format.	Revise the value to use the accepted format.
The Inspection Checklist page cannot be accessed.	The user is not signed in.	Sign in, then navigate to Configurations > Warehouse Settings > Inspection Checklist .

Result

The Inspection Checklist configuration area is available for maintaining warehouse inspection checklist records.

Related pages

- [Configure Base Of Inspection](#)
- [Configure Inspection Document](#)
- **Configuration — Learning Path**
- [Configure Service Types](#)
- [Configure Transfer Reasons](#)
- [Configure Warehouse Product Types](#)
- [Configure Warehouses](#)
- [Configure 2 Factor Authentication](#)
- [Configure Account Managers](#)
- [Configure Attachment Categories](#)
- [Configure Branches](#)
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