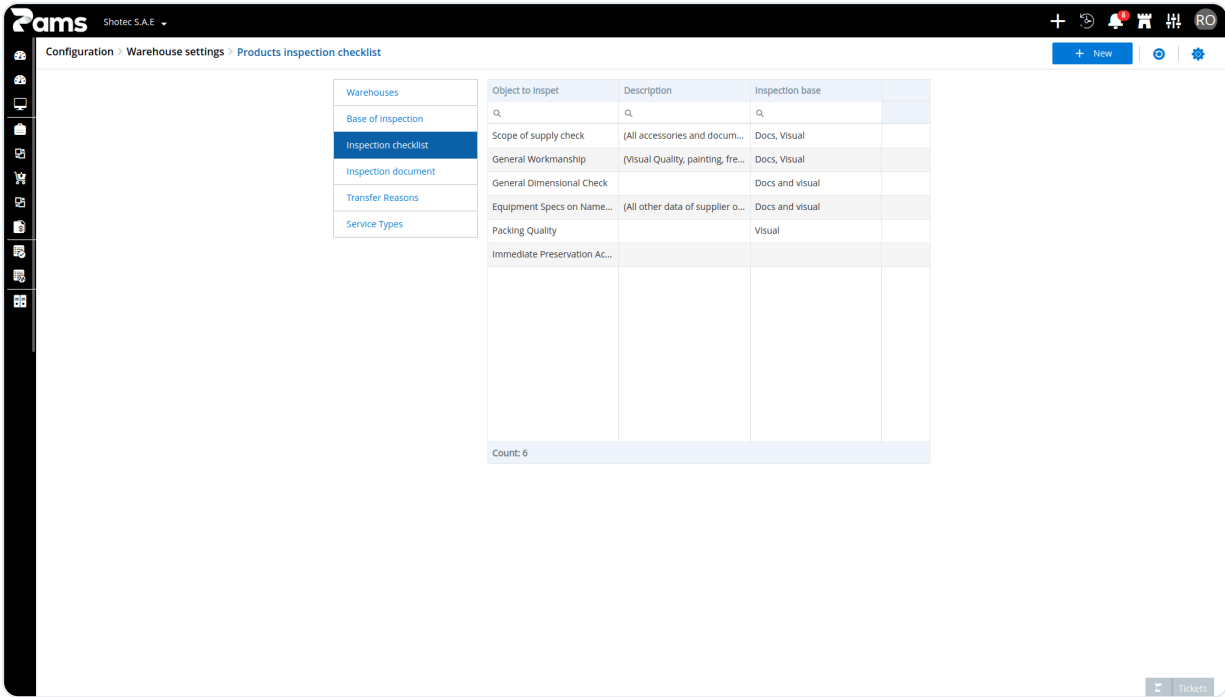


Inspection Checklist

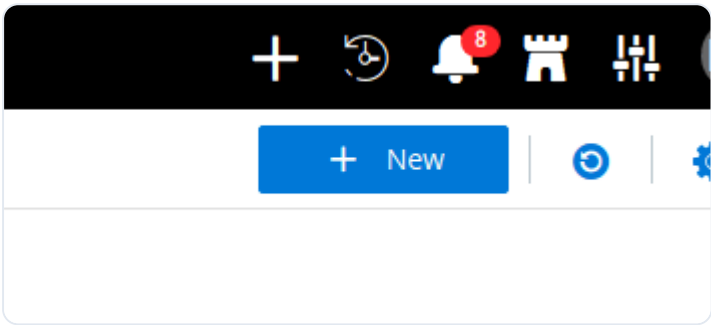
August 8, 2026

Inspection Checklist

Applications › Configurations › Warehouse Settings



Inspection Checklist — Configurations › Warehouse Settings › Inspection Checklist



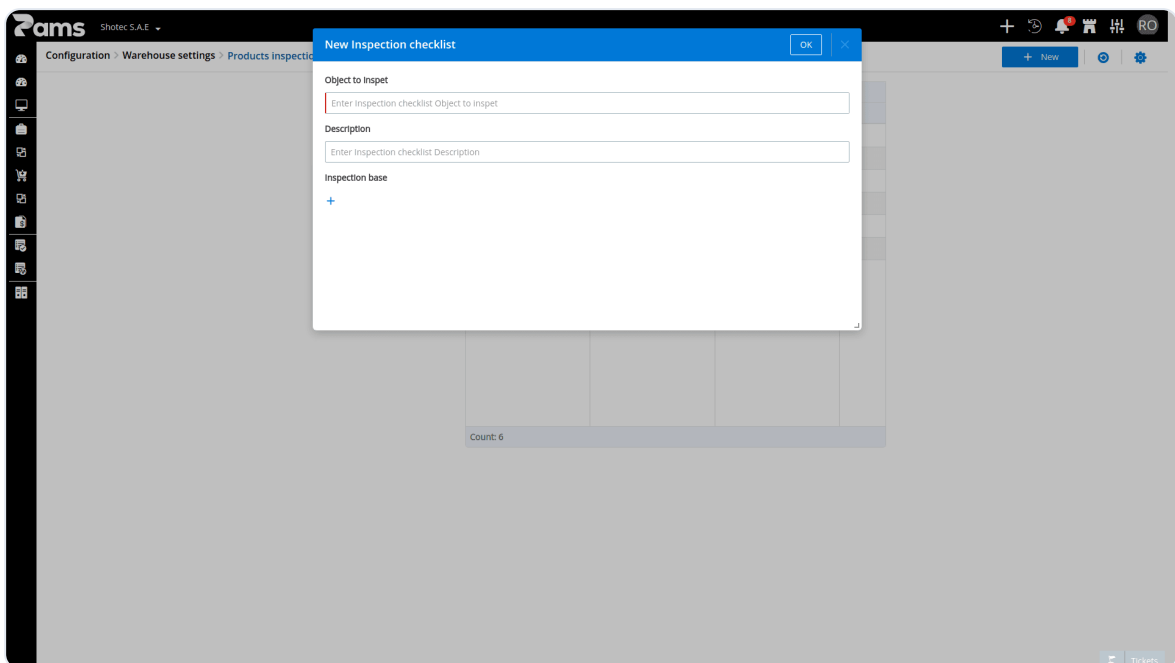
Overview

Use Inspection Checklist to maintain the checklist records used as a basis for warehouse inspections. Warehouse and inventory users can review existing inspection items, locate a specific checklist by searching or filtering, create a new record when required, and attach supporting files.

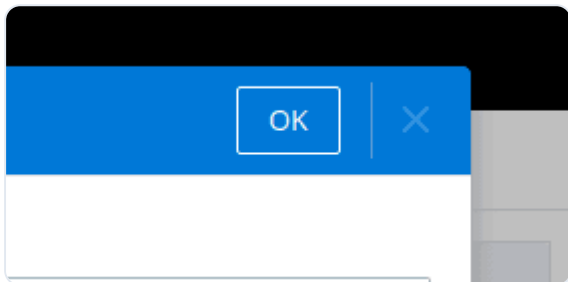
Open this feature from **Configurations > Warehouse Settings > Inspection Checklist**.

Workflow

1. Review the available inspection checklist records before creating a new one. The list shows checklist content such as the object to inspect, its description, and the inspection base.



Inspection Checklist — Configurations > Warehouse Settings > Inspection Checklist



Use **Search** to locate a checklist record by its visible information.

Tip: Search for a distinctive phrase from the inspection description to avoid creating a duplicate checklist item.

2. Decide whether an existing record meets the inspection requirement.

- If an existing checklist is suitable, select it and review its recorded inspection information.
- If you need to narrow the list, select **Apply filter** and apply the available filter criteria.
- If no suitable record exists, select **New** to begin a new inspection checklist record.

3. Create or revise the checklist record as required.

Complete the available record information for the object to inspect, its description, and the inspection base. When you are ready to keep the changes, select **Ok**. To leave the record without continuing, select **Cancel**.

Note: Use concise, inspection-focused descriptions so warehouse users can quickly identify the required check during operational work.

4. Decide whether supporting evidence is needed for the checklist.

- To add a supporting document, select **Attach**.
- You can also add a file by using **or Drop a file here** where available.
- To work with related tickets, select **Tickets**.

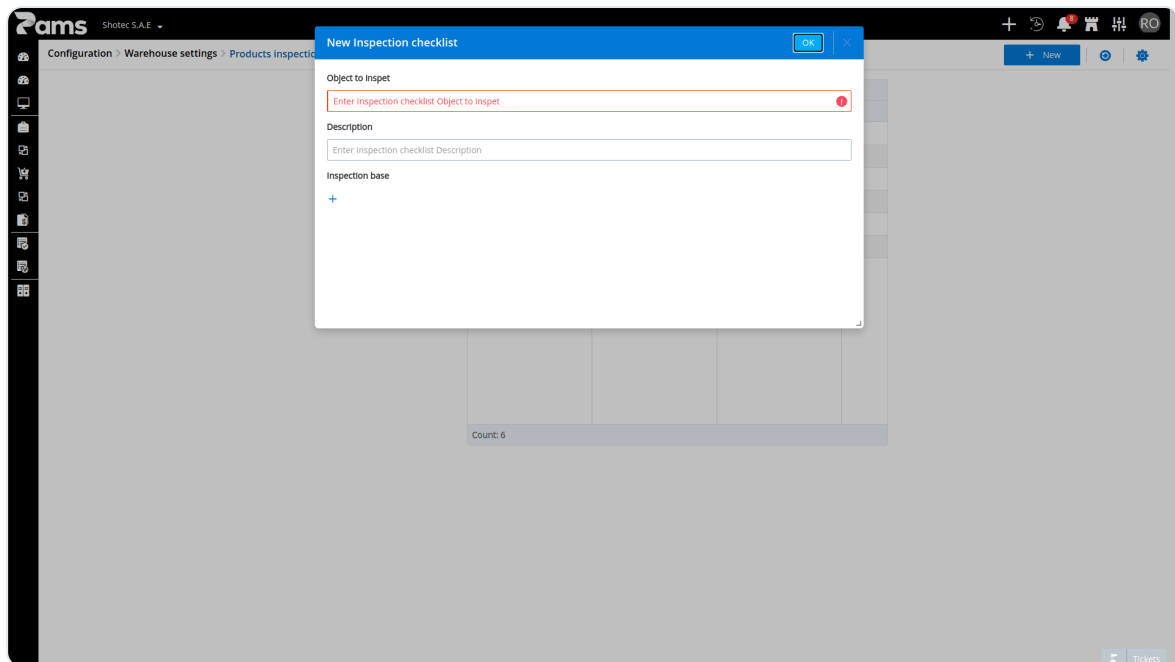
5. Export the checklist list when you need to use the displayed records outside the application. Select **Export** after searching or applying filters so that the exported result reflects the records you need.

Warning: Apply the appropriate search or filter before exporting to avoid including unrelated inspection checklist records.

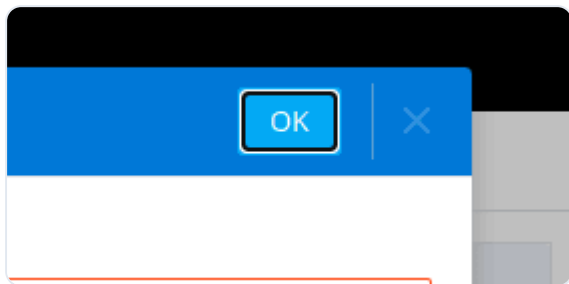
Examples

A warehouse manager needs a checklist item for checking the completeness of delivered equipment documentation.

1. Open **Configurations > Warehouse Settings > Inspection Checklist**.



Inspection Checklist — Configurations > Warehouse Settings > Inspection Checklist



2. Enter **documentation** in **Search** to check whether a comparable inspection checklist already exists.
3. Review the matching records. If none covers the required check, select **New**.
4. Enter the checklist information for the object to inspect and describe the required verification, for example: confirm that the delivery includes the required accessories and documentation.
5. Select **Ok** to retain the new checklist record.
6. If the inspection requires a reference document, select **Attach** and add the relevant file. The checklist is then available for future warehouse inspection work.

Tips

Tip: Use **Apply filter** when the checklist list contains many records and a text search is not sufficient.

Note: Use **Cancel** when you decide not to keep a new or revised checklist record.

Warning: Attach only documents that support the inspection requirement so that users can identify the correct evidence quickly.

Troubleshooting

Symptom	Likely cause	Fix
The required checklist record is not visible.	The list contains many records or the search term is too broad.	Use Search with a more specific term, or select Apply filter .
A new checklist record was not retained.	The record was cancelled rather than confirmed.	Create or revise the record again and select Ok when finished.
Supporting documentation is missing from the checklist.	No file has been attached.	Select Attach , or use or Drop a file here where available.
The exported list includes unnecessary records.	The list was exported before applying the required search or filter.	Use Search or Apply filter , then select Export again.

Related pages

- [Base Of Inspection](#)
- [Configurations — Overview](#)
- [Configurations — Learning Path](#)
- [Getting Started with Configurations](#)
- [2 Factor Authentication](#)
- [Account Managers](#)
- [Dynamic Validation](#)
- [Payment Methods](#)
- [Manage Demo Data](#)

