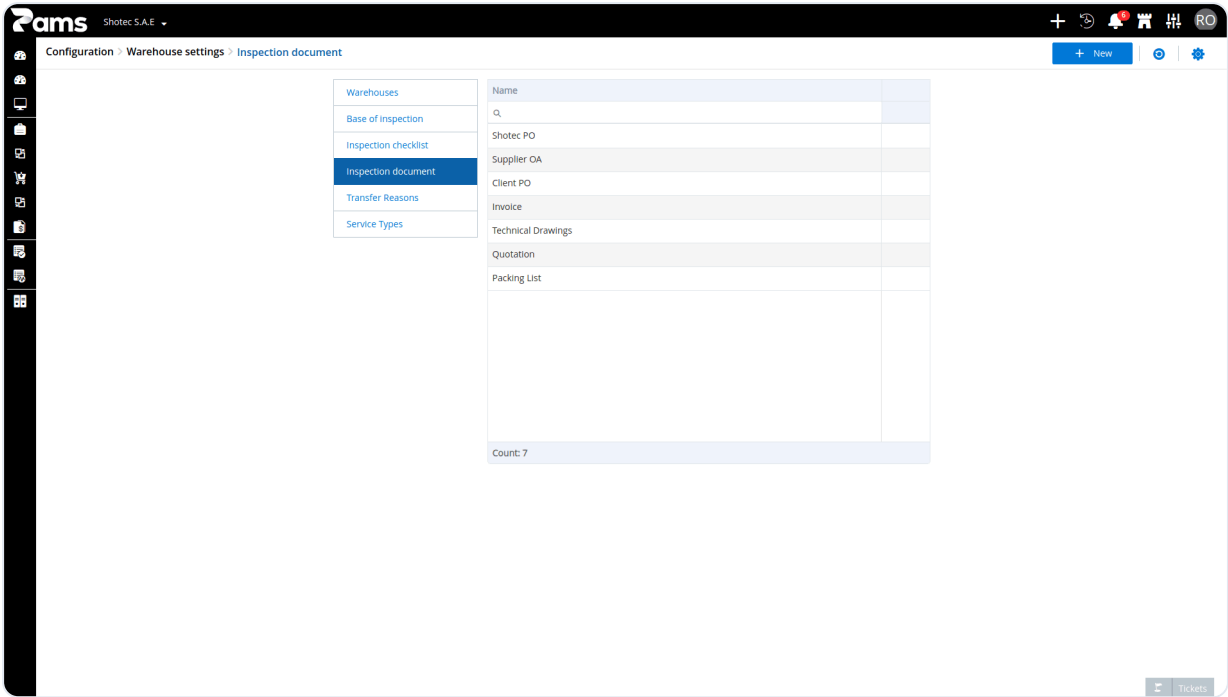


Inspection Document

July 29, 2026

Inspection Document

Applications > Configurations > Warehouse Settings



Inspection Document — Configurations > Warehouse Settings > Inspection Document

Overview

Use **Inspection Document** to maintain the documents used for Warehouse inspection activities. Warehouse and inventory users can review inspection-related records, attach supporting files, locate records with search and filters, and export the current list when required for operational review.

The feature is available from **Configurations > Warehouse Settings > Inspection Document**. Use it when inspection documentation must be available alongside Warehouse processes and related commercial records.

Settings

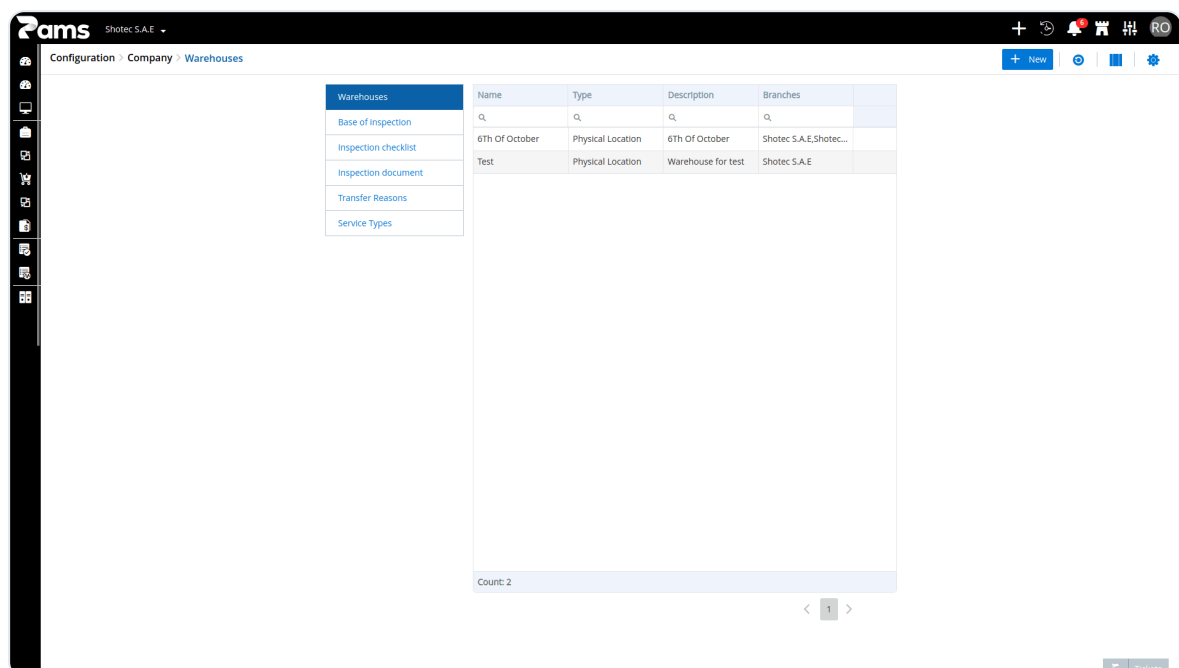
Before working with inspection documents, open **Configurations > Warehouse Settings > Inspection Document** and review the available document stages. The screen provides the **Base of inspection** and **Warehouse settings** tabs, which organize the records shown in the inspection document area.

No individual configuration fields or option descriptions are available on the captured screen. Therefore, do not assume that a tab changes a document's status or configuration automatically. Use each tab to review the records presented for that stage and maintain only the documents and files required for your Warehouse process.

Note: The available screen includes an **icn icn-settings** action, but no settings dialog fields are provided. Use this action only when your organization has defined the required Warehouse inspection settings.

Workflow

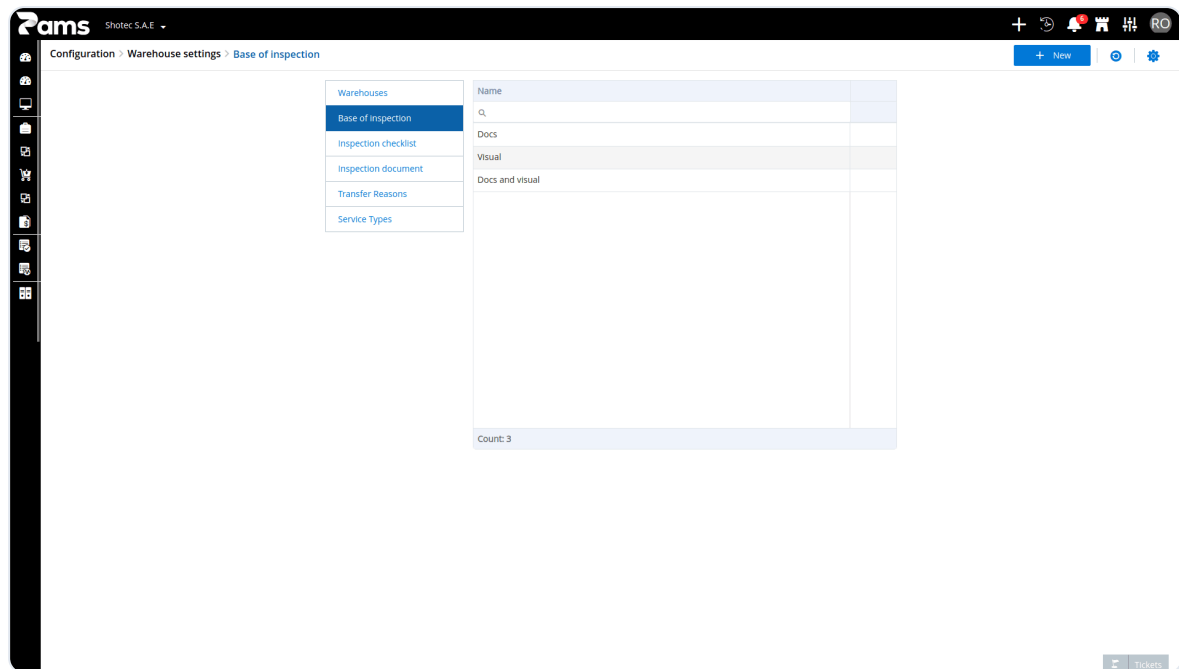
1. Open **Configurations > Warehouse Settings > Inspection Document** to access the inspection document list. First decide whether you need to create a new inspection document or find an existing one.



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- To locate an existing record, enter available search text in **Search** and select **Apply filter**.

- To start a new record, select **New**.
 - To stop the current action without proceeding, select **Cancel**.
2. Create or update the inspection document according to the information available in your process. When you need to associate supporting material with the document, use **Attach** and review the resulting file entries in **files[]**.



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Decide whether the document is ready to retain:

- Select **Ok** to accept the current action.
- Select **Cancel** if the information or attached files require correction before acceptance.
- Use **icn-update** only when you need to run the available update action for the current view or record.

Tip: Attach the inspection evidence while you are working on the relevant document. This helps ensure that the document and its supporting files remain together in the inspection record.

3. Decide which inspection stage you need to review. Select the appropriate tab in the inspection document bar:
- Select **Base of inspection** to work with the records displayed in the base inspection stage.

- Select **Warehouse settings** to review the records displayed in the Warehouse settings stage.

The captured screen does not provide a confirmed action that moves a record from one tab to the other. Treat the tabs as separate stage views and do not assume that selecting a tab changes the record.

4. Review the displayed records and refine the list before taking an operational action. Use **Search** and **Apply filter** to narrow the records shown. If your work requires a separate ticket-related action, select **Tickets** from the available screen action.

When the list contains the records you need, select **Export** to export the current inspection document list.

Warning: Apply the required search or filter before selecting **Export**. Export reflects the records currently displayed in the list, so an unfiltered export may include more inspection documents than intended.

5. Complete the review by confirming the applicable action with **Ok**, or use **Cancel** when you decide not to continue. Retain the document with its relevant files so that Warehouse users can refer to the supporting inspection material when needed.

Base of Inspection

The **Base of inspection** tab displays inspection document records in the base inspection stage. Use this area to locate the required record, review its associated **files[]**, and attach additional supporting material through **Attach** where necessary.

The records shown may include document references associated with purchasing, supplier, or client activity. Use **Search** and **Apply filter** to identify the correct inspection document before opening a related action or exporting the list. No confirmed control is provided for moving records into or out of this stage.

Warehouse Settings

The **Warehouse settings** tab displays inspection document records in the Warehouse settings stage. Use this stage to review the document list relevant to Warehouse settings and confirm that the required supporting files are available in **files[]**.

You can search the displayed records, apply a filter, attach files where appropriate, and export the resulting list. The available screen does not identify an action that transfers a record from this stage to another stage, so use the tab as a view of the records presented by the application.

Examples

A Warehouse manager needs to prepare inspection evidence for a supplier-related delivery record.

1. The manager opens **Configurations > Warehouse Settings > Inspection Document**.
2. The manager enters the supplier reference in **Search** and selects **Apply filter** to reduce the list to the relevant inspection document.
3. The manager selects the **Base of inspection** tab and checks whether the required inspection evidence is already listed in **files[]**.
4. The evidence is missing, so the manager selects **Attach** and adds the available supporting file to the inspection document.
5. The manager selects **Ok** to accept the action. If the wrong file had been selected, the manager would instead select **Cancel** and correct the attachment.
6. The manager selects the **Warehouse settings** tab to review the related Warehouse-stage view of the record. Because no transfer control is provided, the manager does not assume that opening the tab changes the document's stage.
7. After applying the required filter, the manager selects **Export** to produce a list of the current inspection documents for internal Warehouse review.

Tips

Tip: Use a specific reference in **Search** before applying a filter. This is particularly useful when inspection documents include supplier, client, and purchasing-related records.

Note: Use **files[]** as the on-screen indication of files associated with an inspection document. Check the file list before adding another attachment to avoid retaining duplicate supporting material.

Warning: Do not treat **Base of inspection** and **Warehouse settings** as confirmed record-transition buttons. The screen identifies them as tabs, but does not provide a documented action for moving records between them.

Troubleshooting

Symptom	Likely cause	Fix
The required inspection document is not visible.	The list is not sufficiently narrowed or the current tab does not display the required record.	Enter a more specific value in Search , select Apply filter , and review both Base of inspection and Warehouse settings .
A supporting file is not shown for the document.	The file has not been attached, or the current action was not accepted.	Select Attach , verify the file appears in files[] , then select Ok .
The export contains unexpected records.	The list was exported without the intended search or filter criteria.	Return to the document list, set the required Search criteria, select Apply filter , and then select Export again.
The current action should not be retained.	The document details or selected file require correction.	Select Cancel , revise the required information or attachment, and continue only when ready.

Related pages

- [Base Of Inspection](#)
- [Service Types](#)
- [Configurations — Learning Path](#)
- [Transfer Reasons](#)
- [Warehouse Product Types](#)
- [Warehouses](#)
- [Configurations — Overview](#)
- [2 Factor Authentication](#)
- [Account Managers](#)
- [Branches](#)
- [Flags](#)
- [Frequent Currencies](#)
- [Products](#)

- [Custom Fields](#)
- [Dashboard Settings](#)