

Inspection

Warehouse

Incoming Inspection Notes

Goods Receipt

Stock (By Shipment)

Incoming Inspection Notes

Warehouse	Inspection No.	GRN	Purchasing Job no.	P.O. no	Inspected by	
Q	Q	Q	Q	Q	Q	
6Th Of October	IS23.1000	RN23.1001	P23.1001	PO23.1002	Ragy Ali	
6Th Of October	IS23.1001	RN23.1000	P23.1002	PO23.1001	Ragy Ali	
6Th Of October	IS23.1002	RN23.1002	P23.1004	PO23.1004	Ragy Ali	
6Th Of October	IS23.1003	RN23.1004	sP23.1001	sPO23.1001	Sahar Mahmoud	
6Th Of October	IS23.1004	RN23.1003	P23.1005	PO23.1006	Sahar Mahmoud	
6Th Of October	IS23.1005	RN23.1005	P23.1020	PO23.1021	Sahar Mahmoud	
6Th Of October	IS23.1006	RN23.1006	P23.1006	PO23.1007	Sahar Mahmoud	
6Th Of October	IS23.1007	sGRN23.1000	sP23.1000	sPO23.1000	Sahar Muhamoud	
6Th Of October	IS23.1009	sGRN23.1000	sP23.1005	sPO23.1004	Sahar Muhamoud	
6Th Of October	IS23.1010	RN23.1001	P23.1022	PO23.1023	Sahar Mahmoud	
6Th Of October	IS23.1011	RN23.1002	P23.1023	PO23.1024	Sahar Mahmoud	
6Th Of October	IS23.1012	RN23.1003	P23.1024	PO23.1025	Sahar Mahmoud	
6Th Of October	IS23.1013	RN23.1004	P23.1025	PO23.1026	Sahar Mahmoud	
6Th Of October	IS23.1014	RN23.1005	P23.1026	PO23.1027	Sahar Mahmoud	
6Th Of October	IS23.1015	RN23.1006	P23.1027	PO23.1028	Sahar Mahmoud	
6Th Of October	IS23.1016	RN23.1007	P23.1028	PO23.1029	Sahar Mahmoud	
6Th Of October	IS23.1017	RN23.1008	P23.1029	PO23.1030	Sahar Mahmoud	
6Th Of October	IS23.1018	RN23.1009	P23.1030	PO23.1031	Sahar Mahmoud	
6Th Of October	IS23.1019	RN23.1010	P23.1031	PO23.1032	Sahar Mahmoud	
6Th Of October	IS23.1020	RN23.1011	P23.1032	PO23.1033	Sahar Mahmoud	

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Overview

The list displays inspection-related columns such as Warehouse, Inspection No., GRN, Purchasing job no., P.O. no., and Inspected by.

Workflow

1. Open the Warehouse inspection list.

In the Warehouse work area, select **inspection** to display the available warehouse inspection records.

Note: Use the list to identify records by their inspection number, goods receipt number, purchasing job number, purchase order number, warehouse, or inspector.

2. Decide whether you need a specific inspection record or the full list.

- To find a record, enter a value in **Search** and review the matching rows.
- To refine the displayed records, select **Apply filter**.
- To return to the standard column arrangement, select **Standard Layout**.

3. Decide whether the current list layout meets your review needs.

- Select **Columns Chooser** to choose the columns required for the review.
- To create a reusable layout, select **Add Layout**, enter a value in **Layout name**, and select **Save**.
- To save changes to the active layout, select **Update Current**.
- To remove the active saved layout, select **Delete Current**.

Tip: Include the Warehouse, Inspection No., GRN, P.O. no., and Inspected by columns when reconciling inspection activity with purchasing and goods receipt records.

4. Decide how to use the inspection results.

- Select **Export** to prepare the currently displayed list for use outside the application.
- Select **Tickets** when you need to work with tickets from the inspection list.
- Use **Delete** only when you intend to delete the selected item.

Warning: Apply the required search criteria and filters before exporting so that the exported results contain only the inspection records intended for review.

Examples

A warehouse manager needs to review the inspection completed by Ragy Ali for goods receipt **RN23.1001** .

1. Open **inspection** in the Warehouse area.
2. In **Search**, enter **RN23.1001** .
3. Review the matching row and confirm its Warehouse, Inspection No., Purchasing job no., P.O. no., and Inspected by values.
4. Select **Columns Chooser** and ensure that **GRN**, **P.O. no.**, and **Inspected by** are visible.
5. Select **Add Layout**, enter **GRN Inspection Review** in **Layout name**, and select **Save**.
6. Select **Export** to prepare the filtered inspection results for review.

Tips

Tip: Search by GRN when the goods receipt is known, or by P.O. no. when reviewing inspection activity for a specific purchase order.

Note: Select **Update Current** after changing columns in an existing layout; otherwise, the current layout changes may not be retained.

Warning: Select **Delete Current** only when the active saved layout is no longer required.

Troubleshooting

Symptom	Likely cause	Fix
The required inspection record is not visible.	The list contains too many records or the search value is incomplete.	Enter a more specific value in Search , such as the Inspection No., GRN, Purchasing job no., or P.O. no., then select Apply filter .
Required information is missing from the list.	The active layout does not include the required column.	Select Columns Chooser , add the required column, and select Update Current or save a new layout using Add Layout .
The export includes records that are not needed.	Search criteria or filters were not applied before export.	Refine the list using Search and Apply filter , then select Export again.

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