

## CREATE PAR LOCATION FILE:

Use the Create Par Location File page to run the INS9053 process, which prints a file of the items in the Par Location.

From the Menu:

Click on **Inventory -> Replenish Par Locations -> Create Par Location File**

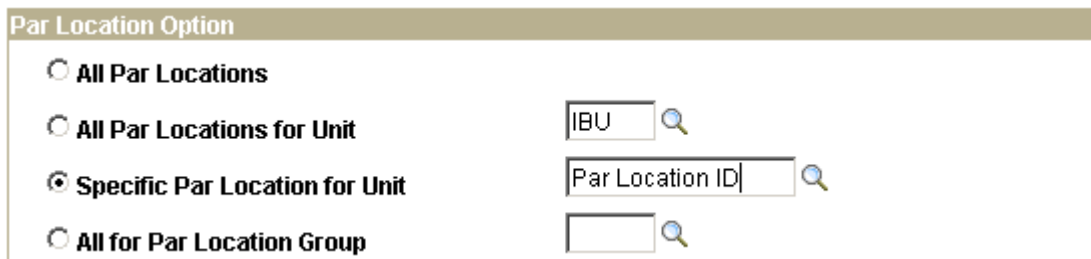
Input **Run Control ID: (CART\_FILE\_CREATION)**

Verify the following:

**\*Request ID: (PARLEVEL)** – this field is required

**Sort Option: (By Order)**

**Par Location Option: Select Specific Par Location for Unit**



Par Location Option

All Par Locations

All Par Locations for Unit

Specific Par Location for Unit

All for Par Location Group

Input **Unit: (your IBU)**

Input **Par Location ID:** use magnifying glass to select Par Location ID

Select  **Print Listing**

Click on  button

Process Scheduler Request displays

From the Process List select **IN Count Sheet** by Clicking  (check box) on the left

Click

Click **Report Manager** link

Click **Administration** page

Click  Button – until **IN Count Sheet** (Description) Status reads **Posted**

Click on **IN Count Sheet** link

A separate window displays the INS9053 – Par Location Count Sheet (PDF format)

From this window select the menu **File -> Print** (Choose appropriate Network Printer)

Print 1 copy per Cart, personnel will document quantities to be replenished (requested) on the Cart Count Sheet. Deliver Cart Count Sheet to designated Office Clerk.

Finally Click the  **Window Close Button.**