

# How Do I Adjust the 'Expiry Date' of a Lot No.?

Follow the below steps to change the expiry date of a Lot No.:

1. Find your 'Lot No' whose expiry date needs to be changed. You can use the below link to find a lot:  
[How Do I find my lot using Inventory View?](#)
2. Select the 'Lot No' using the check box available at the beginning
3. Click on 'Lot Expiry Adjust', the below screen will appear

Lot Expiry Date Adjustment

Save Undo Close

Lot Number: 20150828\_03

Item No: 10051

Description: Magnesium Oxide 54%

Sub Location: Raw Ingredients Station

Storage Location: Bin 1

Create Date: 08/28/2015

Expiry Date: 12/28/2018

Ready

4. Select a new expiry date using the Date picker
5. Click on 'Save' button
6. Selected date will be the new expiry date of the lot