

How Do I adjust the lot status?

Follow the below steps to adjust a Lot's status:

1. Find your 'Lot No' whose status need to be adjusted. 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 Status Adjust'
4. Application will load the 'Lot Status Adjustment' screen (Shown below)

Lot Status Adjustment

Save Undo Close

Lot Number: 20150902_02

Item No: 10016

Description: Ethylenediamine dihydrodide 79.5%

Sub Location: Raw Ingredients Station

Storage Location: Bin 1

Lot Status: Active

Notes:

Ready

5. Select a new status of the lot from 'Lot Status' drop down
6. Click on 'Save' button
7. New status will be updated