Putaway Status Report

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MEDICAL CENTER

Learn how to generate a report on the putaway status of items in Tecsys.

WAYS TO REPORT

There are two primary ways to generate a Putaway Status Report. The first is through the Deliveries activity, which is best used when wanting to research and/or take direct action on individual deliveries. The second is through the Supply Order Performance Cognos dashboard report, which is best used to analyze Putaway performance trends.

Research Individual Deliveries

- 1. From the home page, navigate to the SMS Transactions and Queries menu and select the Deliveries resource.
- 2. Enter the necessary information into the Search Criteria.
- 3. Select Putaway in Progress from the Delivery Status field.

Deliveries

Search Criteria 🔒 Save Field Values

Supply Order

Delivery Status 6

Supply Area

Source Location

Destination Location

Delivery



Receipt

Lines

7 - Receiving in Progress

6 - Putaway in Progress

7 🔒 1 - New

Q 2 - In Transit

5 - Received

	3 - Pul Away
	4 - Canceled
Note: Open deliveries can be researched in multiple ways, such as the Supply Order number, Delivery	
number, or the Delivery Status.	

4. Select **Search**. The results for the report will appear and can be exported to Excel.

Analyze Performance Trends

- 1. From the home page, navigate to the Analytics menu and expand Dashboards.
- 2. Select the **Supply Order Performance report**. The report opens.
- 3. Select the **Putaway** tab. Review the report.

