

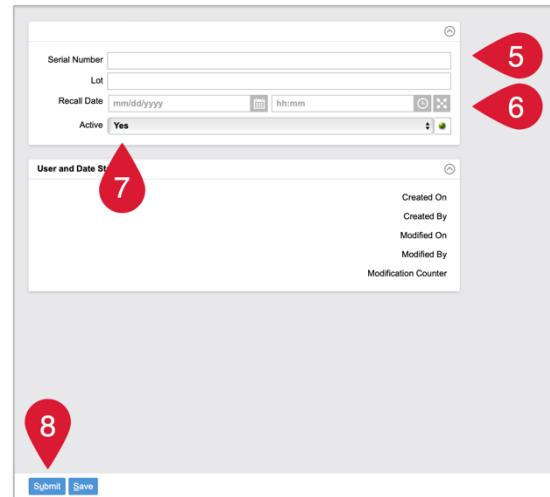
Manufacturer Item Recall

Learn how to create, search, or modify a recall.

Recalls can be created for manufacturer items with a specific lot, expiry date, and serial number. Recalls prevent movement and usage if items are not consumed.

CREATE A RECALL

1. Navigate to the **Manufacturer Item Recalls** resource.
2. Select the **Create** button.
3. Enter the **Manufacturer** and **Manufacturer Item** fields.
4. Select **Continue**.
5. Enter the **Serial Number** or **Lot** for the recall.
6. Enter the **Recall Date**.
7. Set **Active** drop-down menu to “Yes”.
8. Select **Submit**.



Manufacturer Item Recalls Create Form

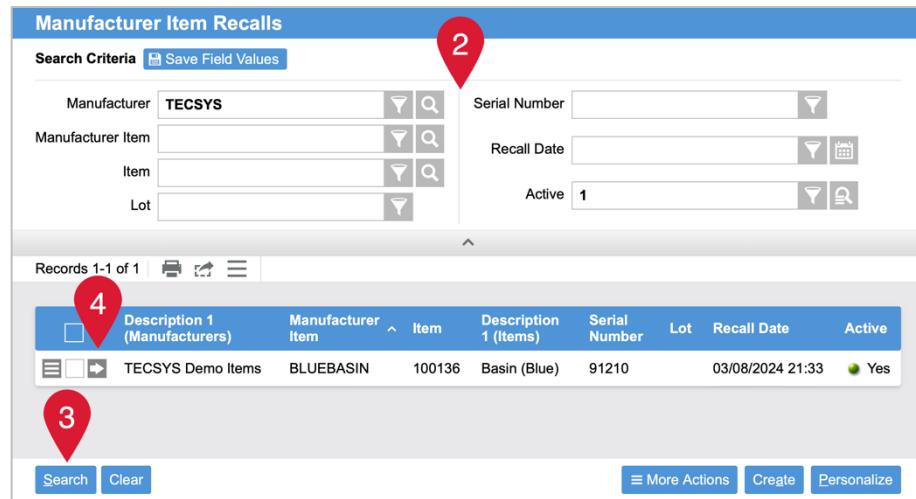
Fields highlighted by red numbers:

- 5: Serial Number, Lot
- 6: Recall Date
- 7: Active (Yes)

Submit button is highlighted with a red location pin.

SEARCH FOR AND MODIFY A RECALL

1. Navigate to the **Manufacturer Item Recalls** resource.
2. Enter the search criteria.
3. Select **Search**.
4. Select the **View Record Details** icon.
5. View the contents of the record and perform the action.
 - a. Modify the details of the recall and select **Submit**.
 - b. Delete the recall by selecting **Delete**.



Manufacturer Item Recalls Search Results

Search Criteria:

- Manufacturer: TECSYS
- Manufacturer Item:
- Item:
- Lot:

Records 1-1 of 1

Description 1 (Manufacturers)	Manufacturer Item	Item	Description 1 (Items)	Serial Number	Lot	Recall Date	Active
TECSYS Demo Items	BLUEBASIN	100136	Basin (Blue)	91210		03/08/2024 21:33	Yes

More Actions | Create | Personalize

Submit button is highlighted with a red location pin.