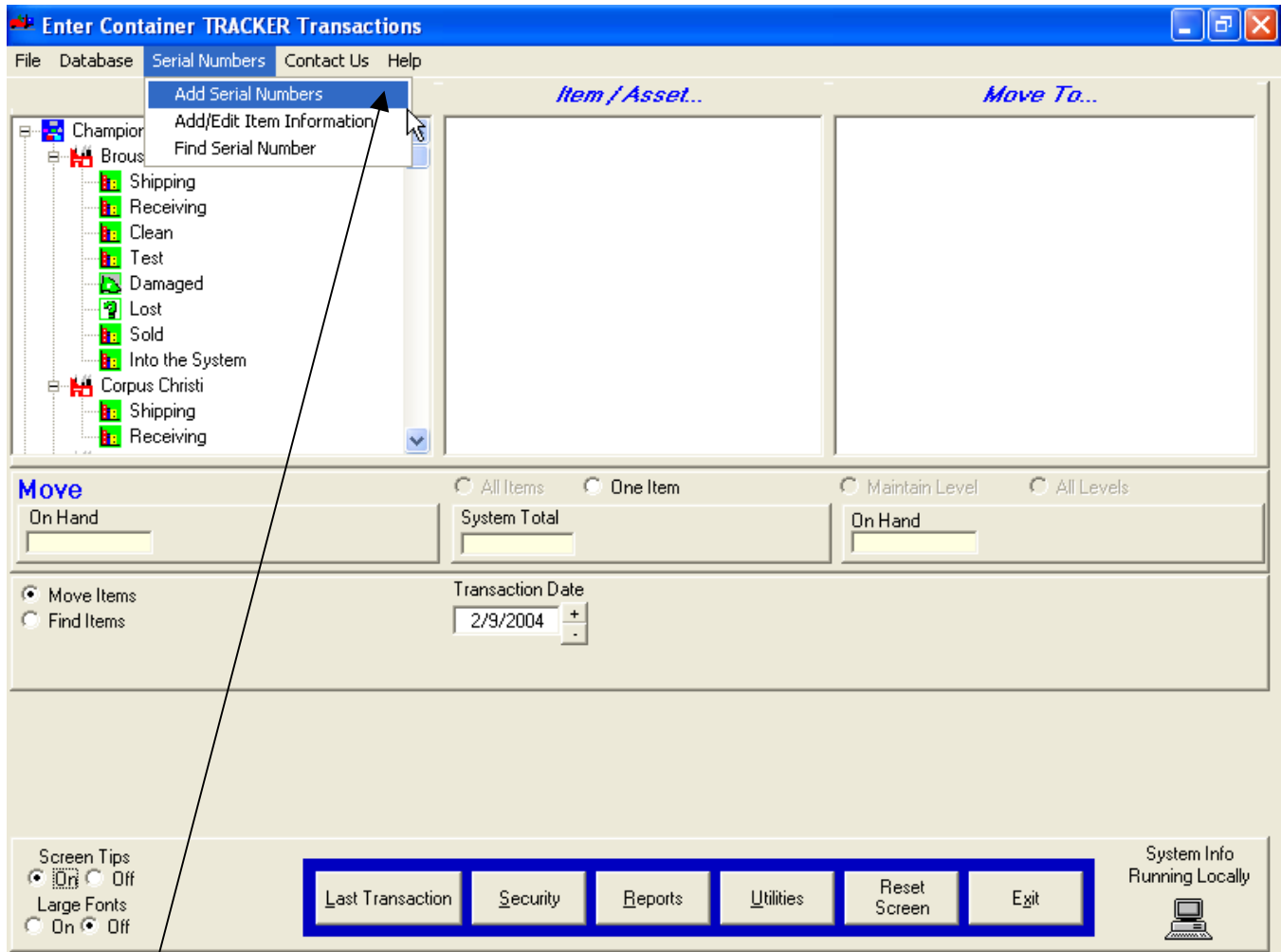


How To Add a Serial Number

Before a serialized item can be moved within the system, **ContainerTRACKER®** has to have the serial number within the system. When you add a serial number to the system you must specify the Container (Item) type. Serial numbers must be unique within a Container (Item) type but can be duplicated across Container (Item) types. The combination of the Container (Item) type and the serial number is always unique.

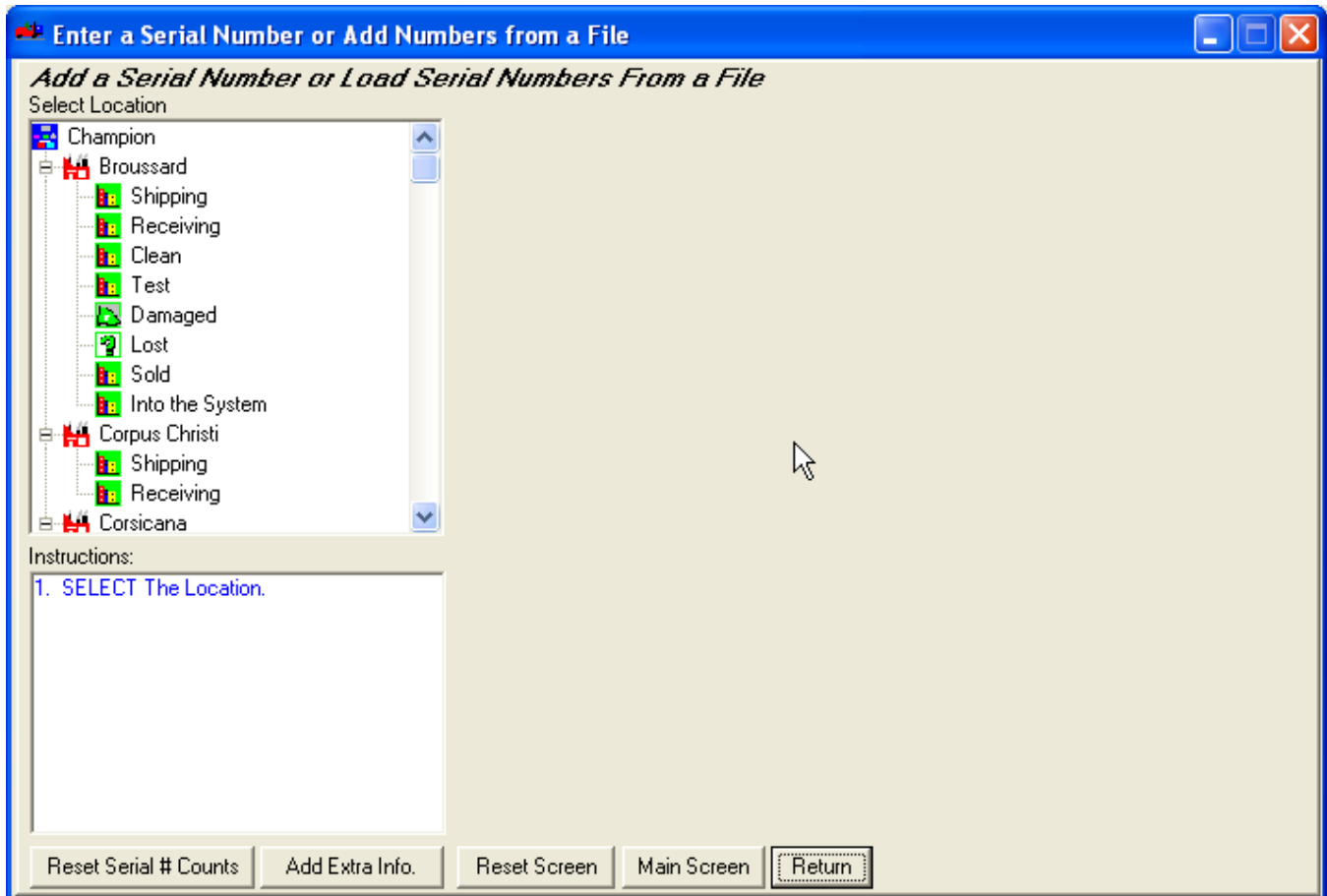
When you add a serial number to the system you must add it to a specific location. All serial numbers are maintained at one and only one location within the system at any particular instance in time.



- 1) Click on the 'Add Serial Number' menu line from the 'Serial Numbers' menu on the Main Screen menu bar.

How To Add a Serial Number

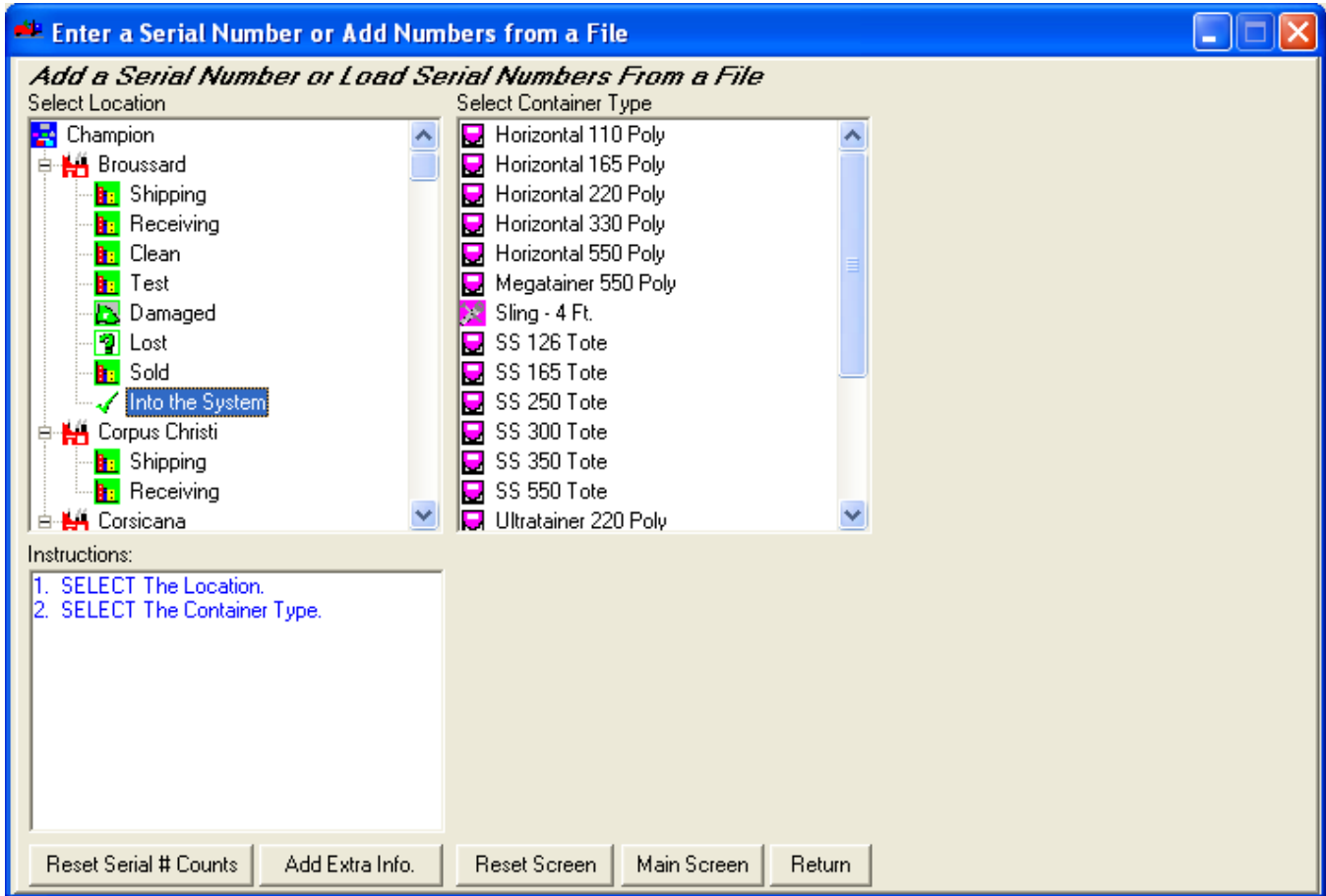
The 'Enter ... or Add Numbers...' screen will appear.



- 2) Select a location to add the serial number. (Every serial # has to be in a specific location.)

How To Add a Serial Number

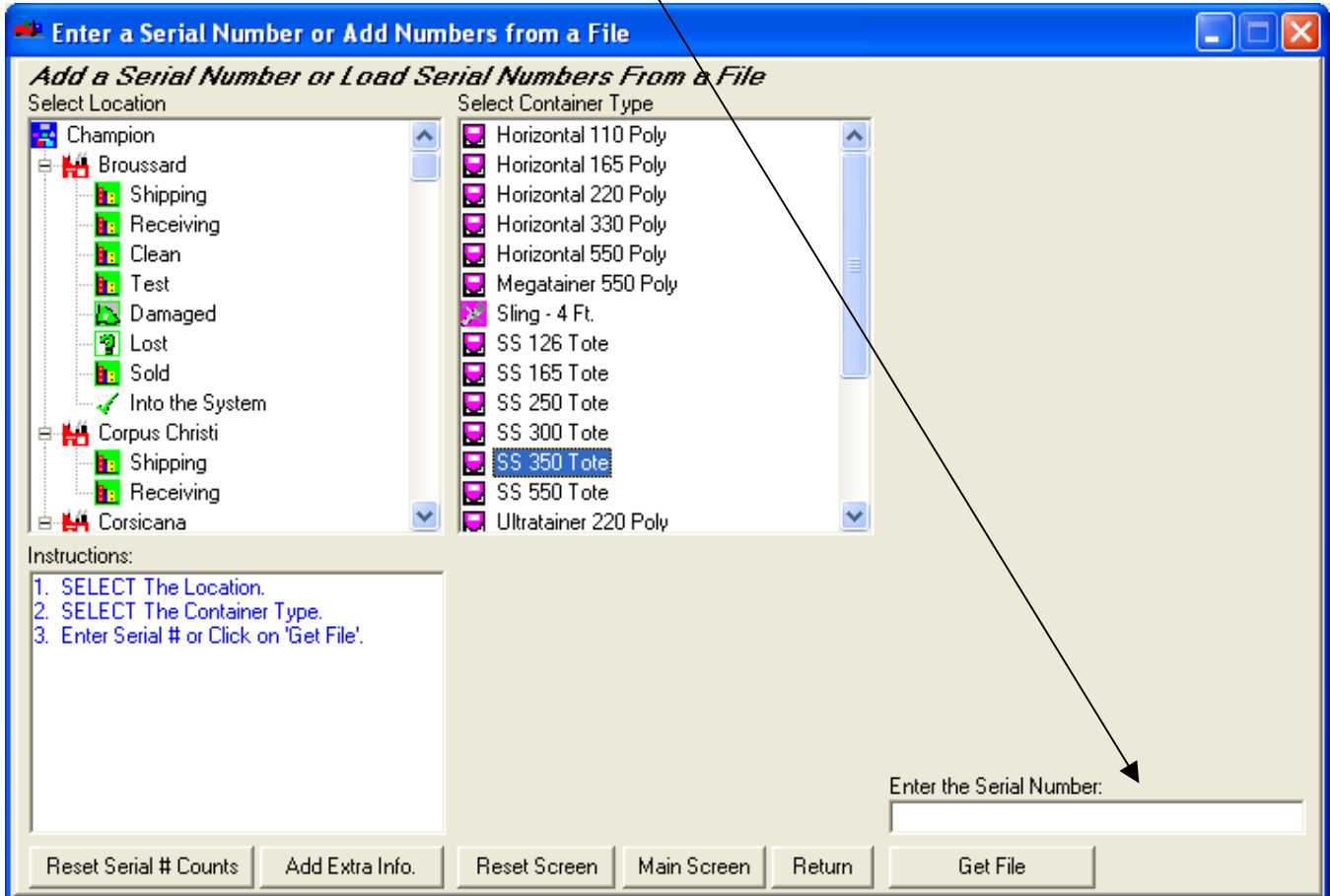
The Container (Item) type tree will populate.



- 3) Select a Container (Item) type from the right-hand tree.

How To Add a Serial Number

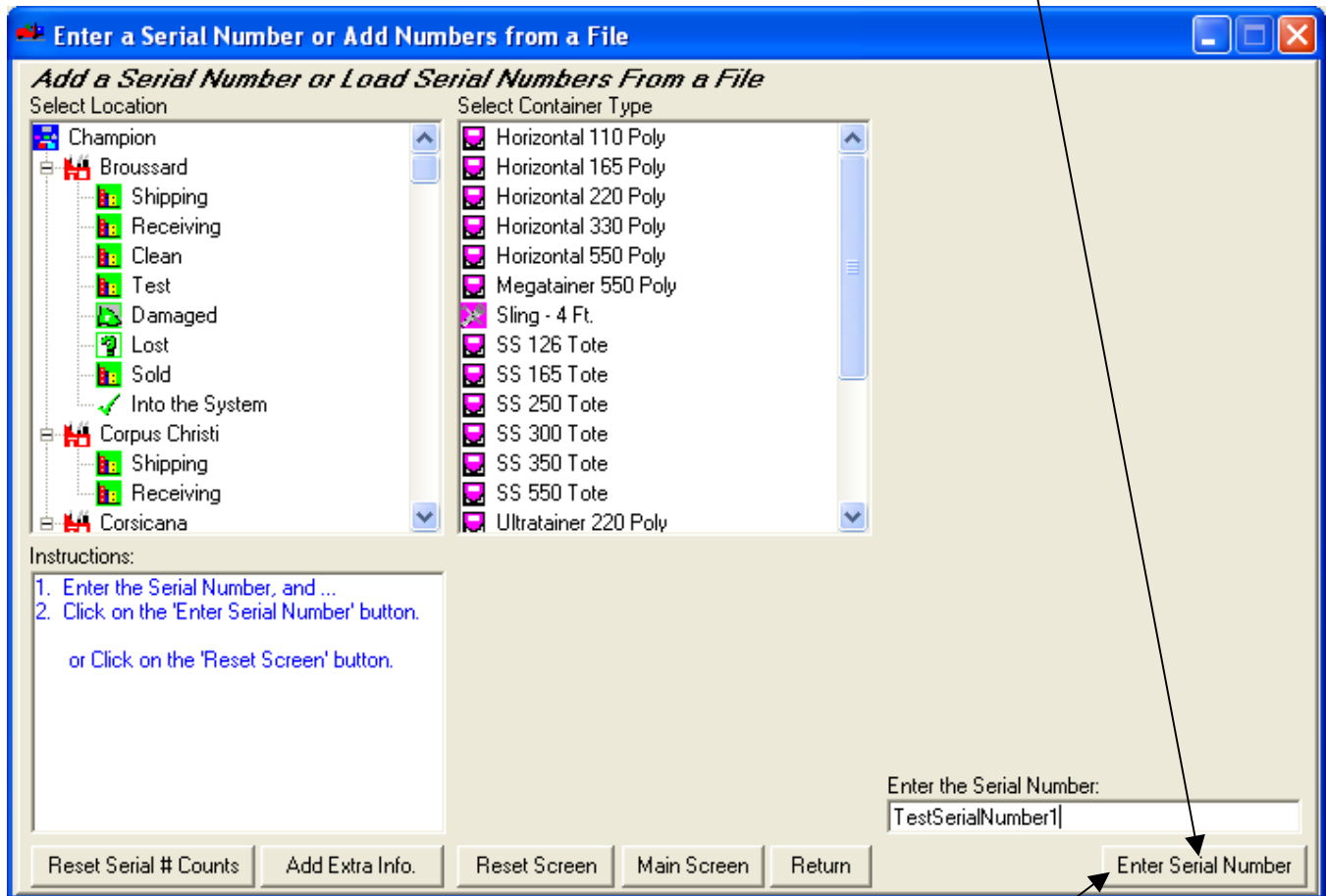
The serial number entry field becomes visible.



4) Type in the Serial Number you are going to add.

How To Add a Serial Number

As you type the Serial Number in the 'Enter Serial Number' text box the 'Enter Serial Number' button will appear.



- 5) Click on the 'Enter Serial Number' button to add the serial number.