

How to change a serial or Lot #.

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You may need to change a serial or lot # due to clerical error.

1. Find the item on the Item List.
 2. Click Info icon
 3. Click Lot Serial # Tab.
 4. If the # has no Qty remove the filter on the bottom status by click the X [Lot Qty.] <> 0
 5. You should now see it.
 6. Double click # and you will see the Lot/Serial # edit form.
 7. Type in the correct #
 8. Click Save & Close.
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