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SYSTEMS

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Category	Inventory
Course	Stock
Version	1.0
Client	Generic
Software	2.13.104.1

Report on Date Code Products

Run the Date Code Review report to review all the products that were added to a date code batch; this may be for the purpose of:

- identifying perishable products that will be out-of code in the next few days/this week
- printing a list of products for other reasons.

Procedure to Run the Date Code Review Report

Hints and Tips

✓ Refer to the INV-6d Capture a Date Code Batch Fact Sheet to scan products into a date code batch.

✓ This procedure reduces the time required to review date-code products; rather than check every product daily, you review the entire category at the start of the week, and only revisit products that were added to the Date Code Review report.

✓ Use the **Identifier** to filter the EANs included on the report.
- If you add multiple batches, they're listed separately on the report.
- If a product was scanned multiple times in a batch, it's listed on the report multiple times.

✓ To **delete** a batch, select its **Include** check box and click

1.	From the BOS **Tools** menu, select **Stock Functions**, then **Date Code**. *The Date Code Review screen is displayed.*	
2.	Select the **Print Order** that you want the products within each group to be listed on the report; **Scanned** order or grouped by **Department**.	
3.	Select the **Include** check box against the batch/es that you want listed on the report.	
4.	Click **Print**. *A preview of the report is displayed.*	
5.	Click the **Print** icon to print the report. *Click the **Print Setup** icon first, if you need to select a different printer.*	
6.	After the report has printed successfully, click the red [**x**] icon to close the preview.	
7.		

To:	then:
print a different group	return to step 2.
finish	click [x] to close.