

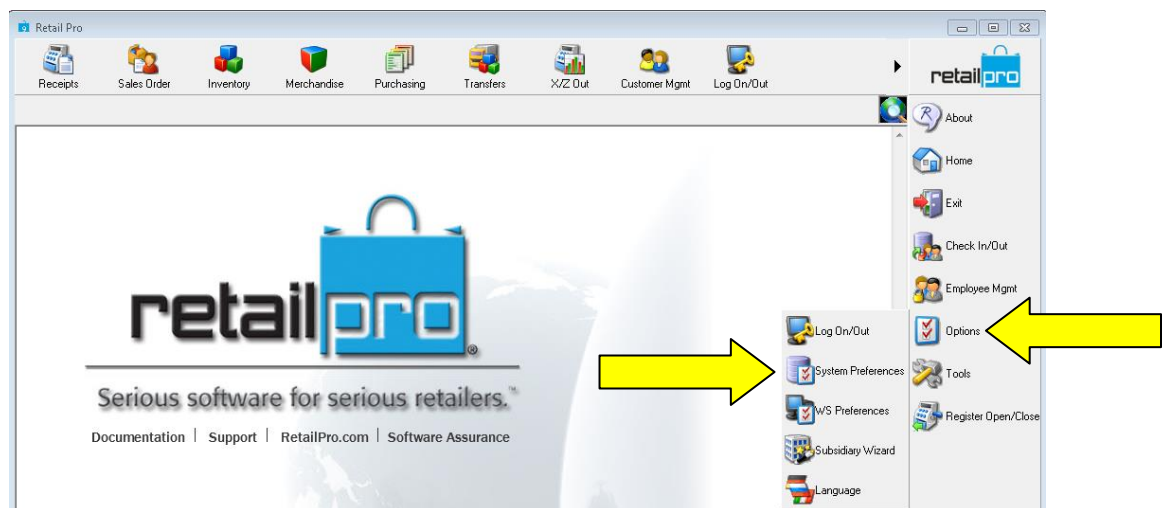


How to Track Serial Numbers March 2016 RP9

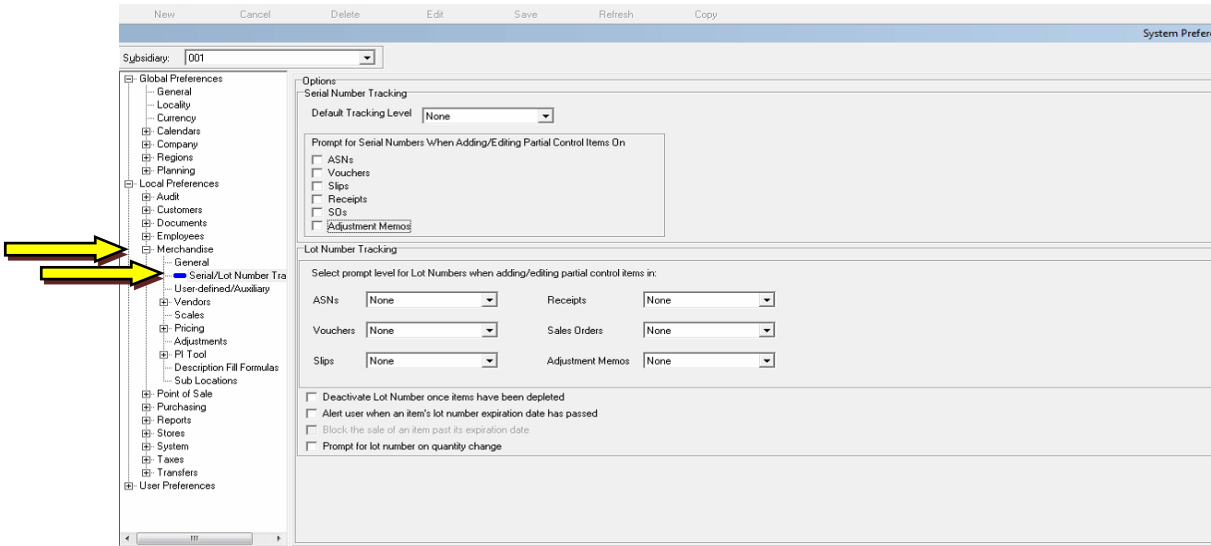
<https://www.youtube.com/watch?v=A8htfnH8Hqc>

In Retail Pro v9 you can assign a Partial or Full serial number to item. This document will go over the steps on setup and implementation.

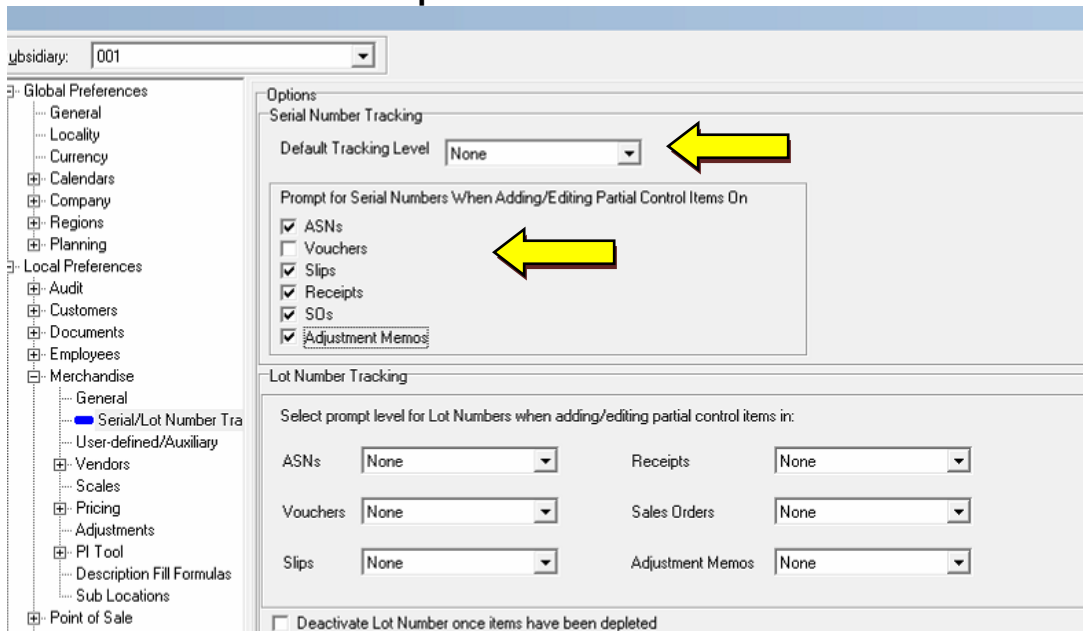
1. We will start by selecting **Options**, then select **System Preferences** on the Side Menu.



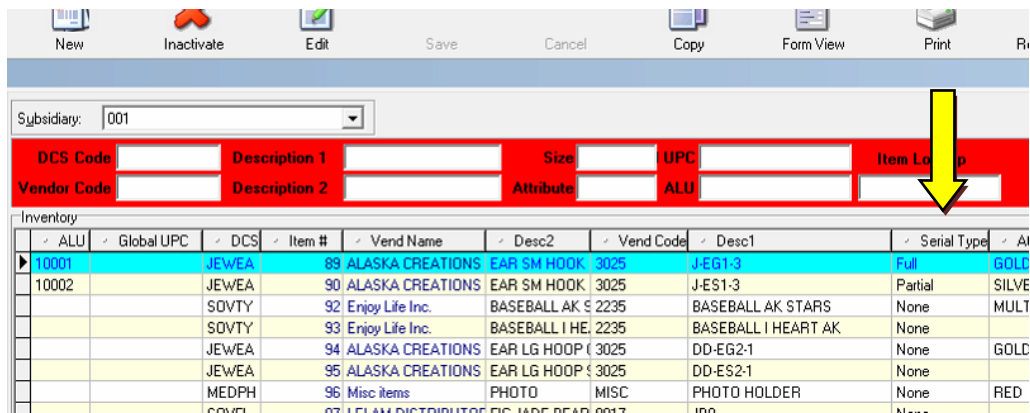
2. Next we expand **Local Preferences**, then **Merchandise** and click on **Serial/Lot Number Tracking**.



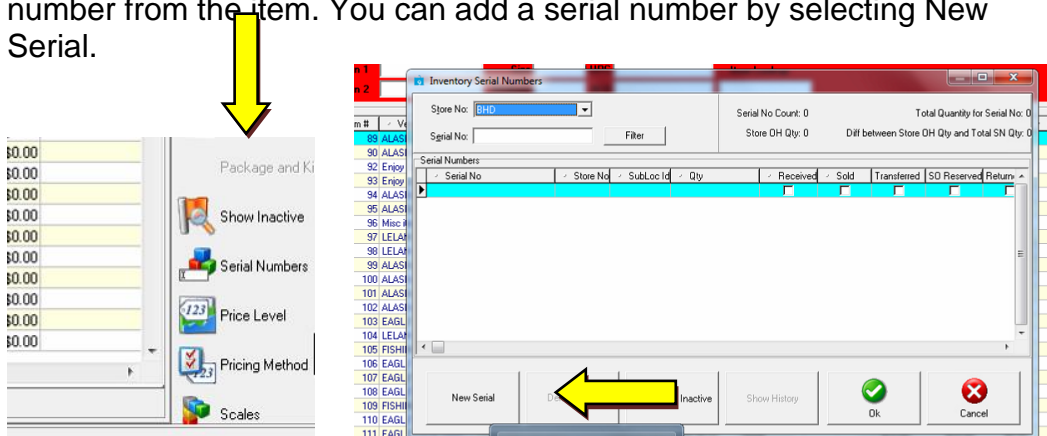
3. The first option we have here is **Default Tracking Level**. This will set the default Serial type for new items added to Inventory. Full Serial items always require a serial number, Partial items only require on specified documents. The documents for Partial Serial items are listed below. The documents unchecked will not **Require** a serial to be entered for the item.



4. Then we want to go add the Serial type to the items in **Inventory**. You can set it for either Partial or Full.



- Next, go to Serial Numbers on the side menu to Add or Delete a Serial number from the item. You can add a serial number by selecting New Serial.



- When creating the document, a Full serial number item requires a serial number when the item is added to the document. Partial serial number items only require a serial number if the document type is selected in System Preferences as shown above.
 - If an item is not required to have a serial number when the document is made you can add it if needed.

Here is an example of the Serial Number Entry screen that prompts the user when a Serial item is added.

