

ASI UPDATE

ONE ANDREWS CIRCLE
BRECKSVILLE, OHIO 44141
1-800-807-2093

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ITEMS WITHOUT DATA AND OPEN BATCHES REPORTS

In this issue of the *ASI Update*, we will review the above-mentioned reports, as well as several questions posed most frequently to ASI personnel. Since the holiday season is upon us, we have also included one of our favorite recipes.

ITEMS WITHOUT DATA REPORT

- T - Tracking Access
- R - Tracking Reports Menu
- H - Items Without Data Entry

The Items Without Data Report is a valuable tool in the Corporate Keeper®. It tells you there are boxes scanned into the warehouse that have no data entered for them or the box/accession number has been keyed incorrectly. This report should be used hand-in-hand with any open batches you have been unable to intermediate due to a box with a status of "Undefined". "Undefined" status indicates a box has NOT been scanned into the warehouse

Several things can cause a box to appear on the Items Without Data Report:

- A box number was transposed in data entry
- A box number was omitted from the batch/transmittal sheet
- An erroneous box number was entered in the batch/transmittal sheet

At the end of the month (at the time of billing), this report should contain NO items. If you have never utilized this important tool and the report contains items going back several months, I suggest you start with all items received during the current month and work backwards until all items have been cleared.

In order to clear items, first print the Items Without Data Report and then take the following steps:

- Have all of the boxes pulled down and conduct a physical audit.
- If the box number has been transposed or keyed incorrectly, key the correct box number in the open batch.
- If there is no data for the box, contact the customer and either have them provide the data or return the box to them. (A log sheet should be maintained at the records center listing the accession/box labels assigned for ALL of your customers.)
- If you have no boxes on the Items Without Data Report but still have batches with Undefined items, contact the customers immediately to advise them what items were not received in the records center.

OPEN BATCH REPORT

Boxes remain in an open batch until 1)all boxes are scanned into a location and 2)the customer has verified the data entry is correct. If the customer is utilizing a Mini Keeper, the only requirement before transferring a batch into the main data base is that ALL boxes included in the batch must be scanned into a location.

- T - Tracking Access
- B - Batch Hold Menu
- O - Open Batches Listing

When a batch is completed, the following steps are taken:

Mini Keeper Customer: The batch is put through Intermediate Verification and the customer is provided with a Mini Keeper Update. The