# Datamaxx Inventory Guide

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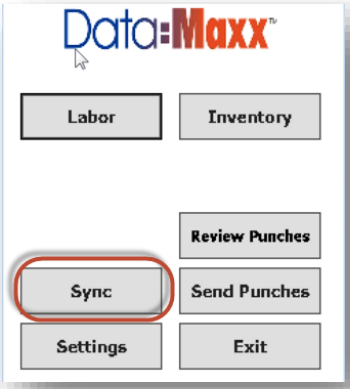
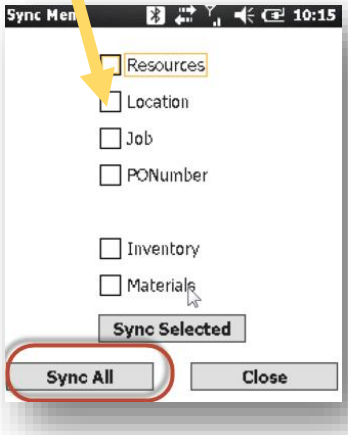


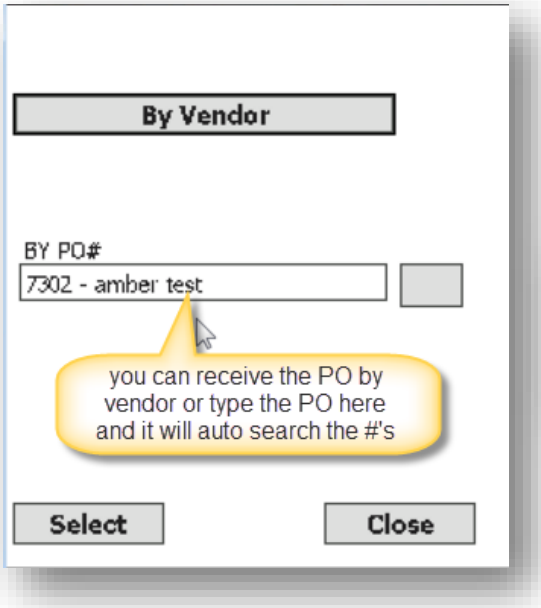

Sync Your Data First at the beginning of the day

* You can sync individual levels by checking the boxes and selecting Sync Selected or Click Sync All

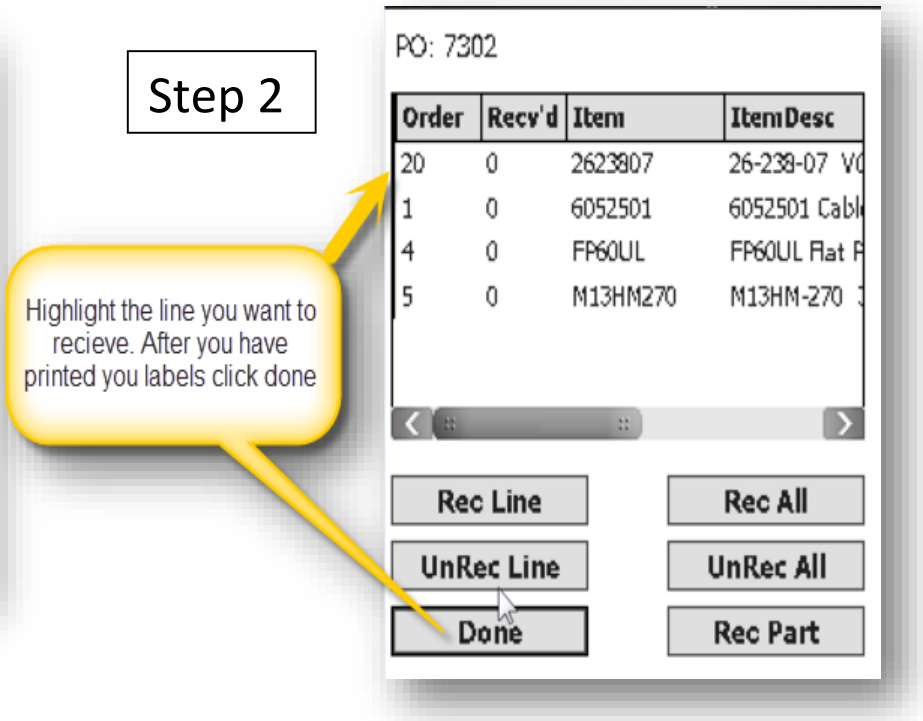


# Receiving Purchase Orders

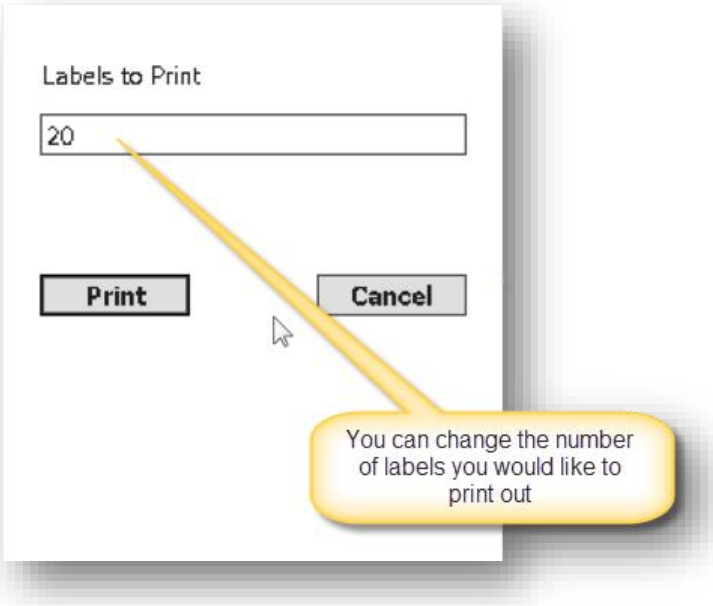
## Step 1




## Step 2




## Step 3




Rec Line = Receives the whole line

Rec All = Receives the Whole PO

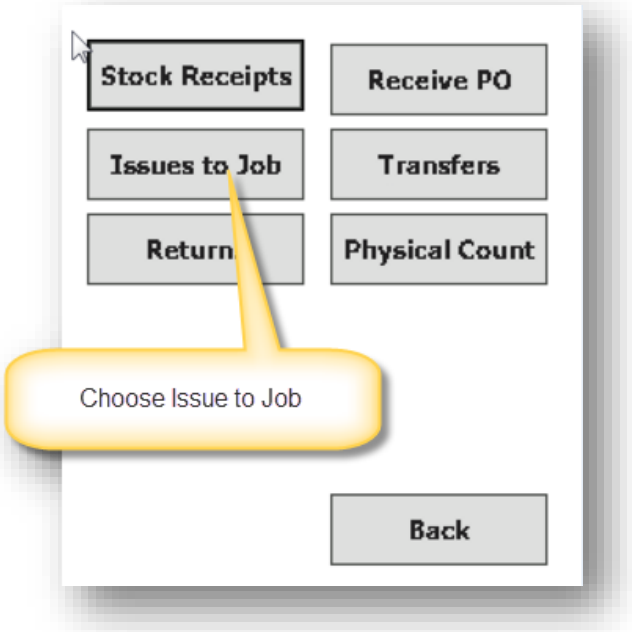
UnRecLine = Un-Receive Line

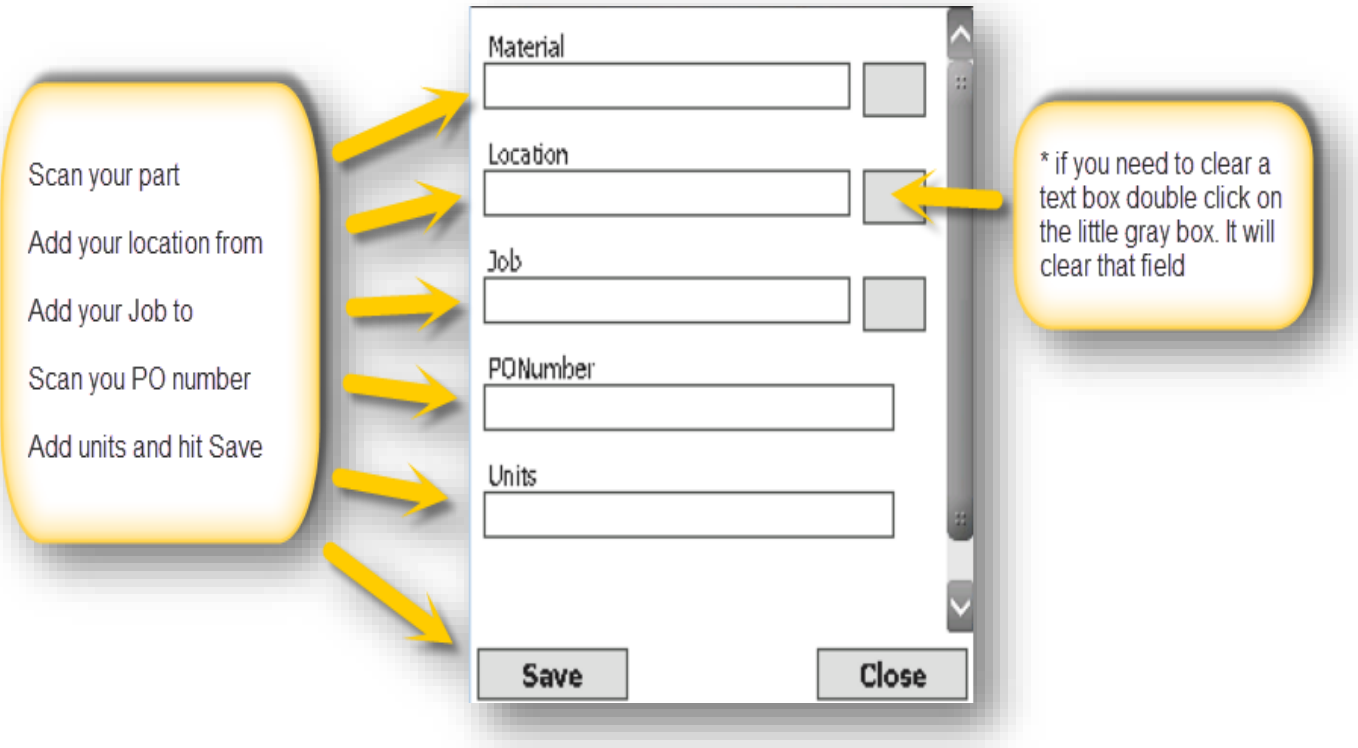
UnRecAll = Un-Receive All

Rec-Part = Receive Part of the Line

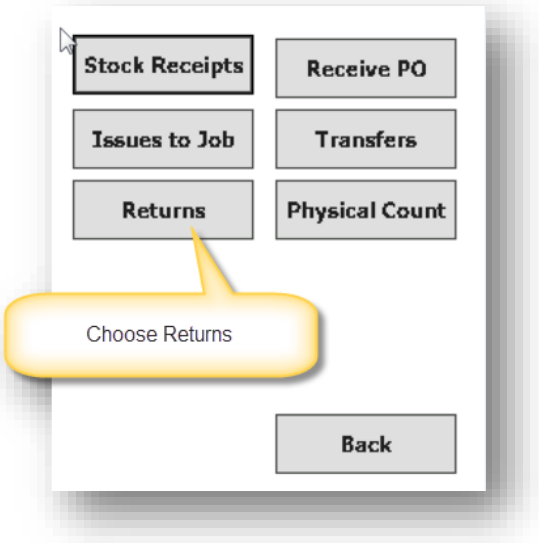
Done = Save your transactions

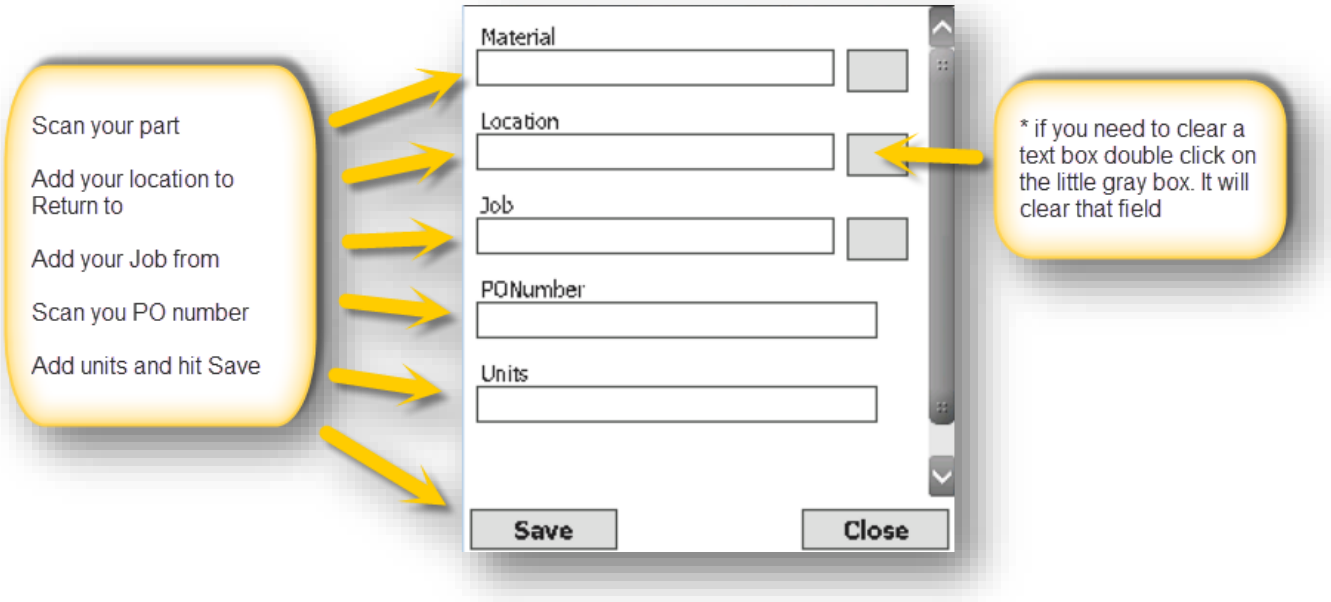
# How to issue a part to a Job



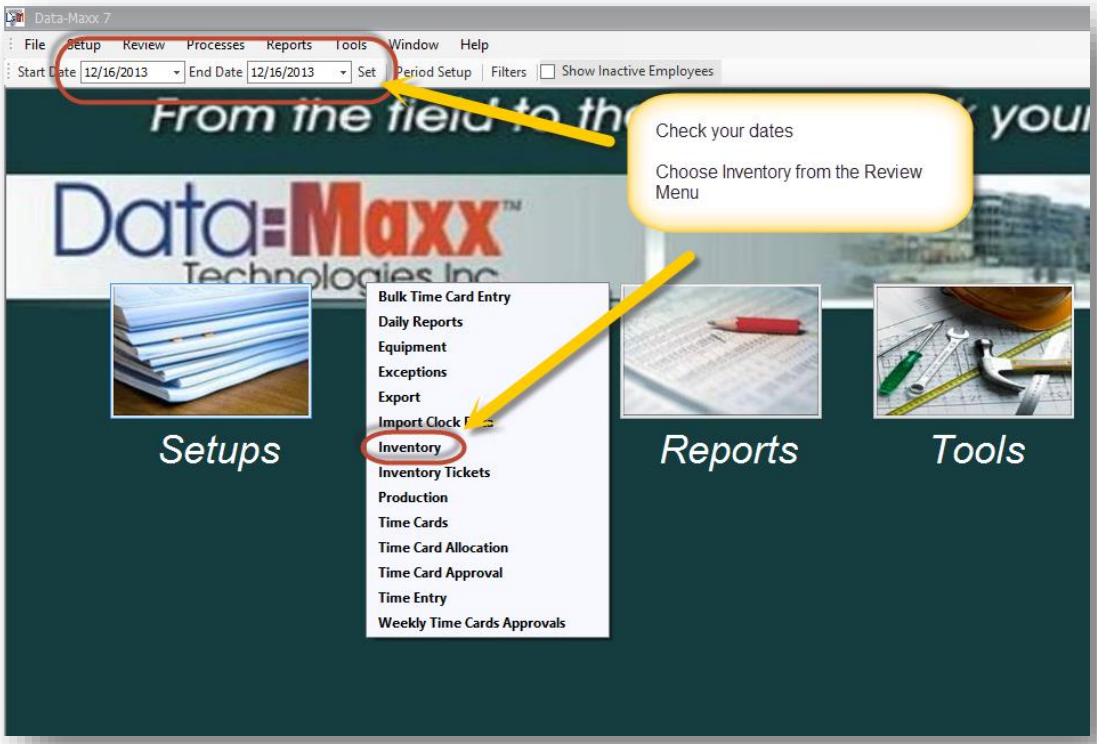



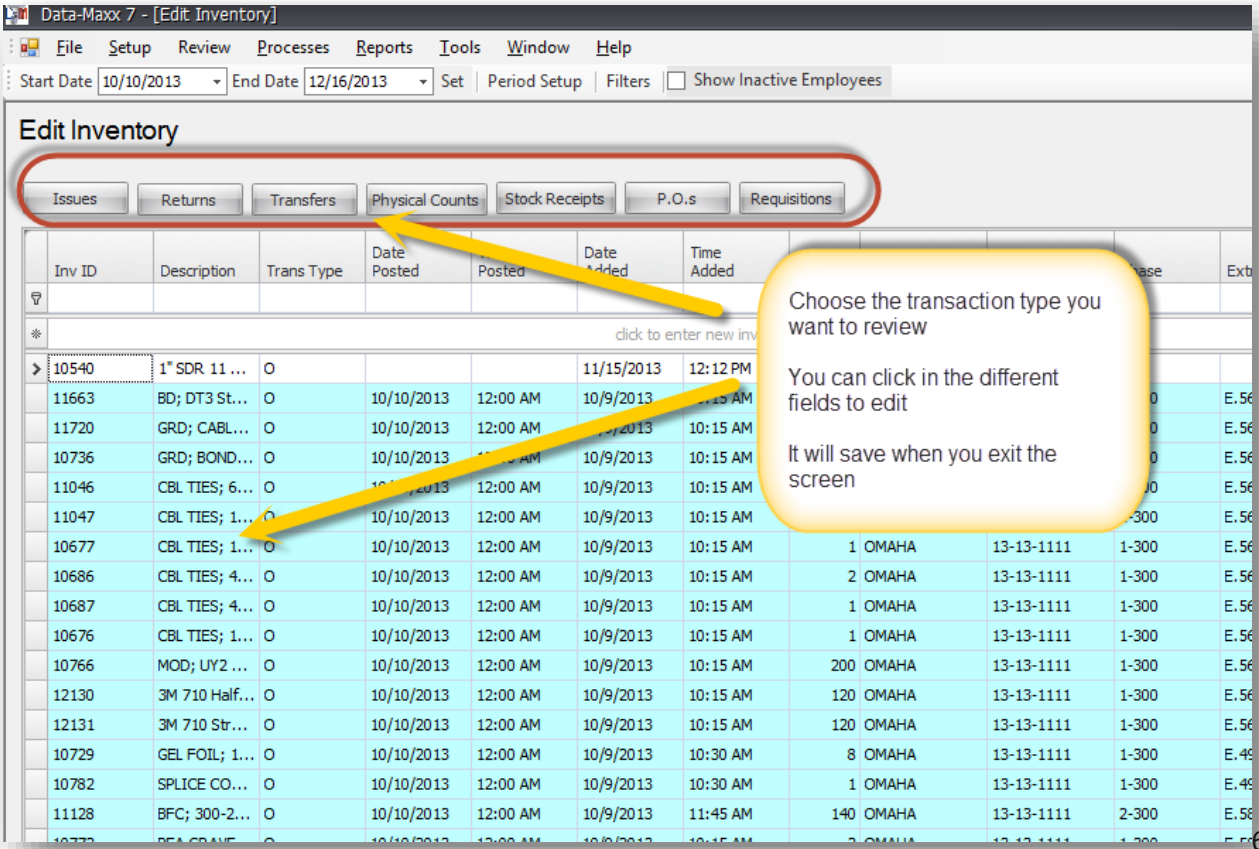
# How to Return a Part from a Job to a Warehouse Location



# How to Review and Edit Data in Datamaxx 7




| Inv ID | Description | Trans Type | Date Posted | Posted | Date Added | Time Added | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 10540 | 1" SDR 11 ... | O | | | 11/15/2013 | 12:12 PM | | | | |
| 11663 | BD; DT3 St... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:15 AM | | | | E.56 |
| 11720 | GRD; CABL... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:15 AM | | | | E.56 |
| 10736 | GRD; BOND... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:15 AM | | | | E.56 |
| 11046 | CBL TIES; 6... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:15 AM | | | | E.56 |
| 11047 | CBL TIES; 1... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:15 AM | | | | E.56 |
| 10677 | CBL TIES; 1... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:15 AM | 1 | OMAHA | 13-13-1111 | 1-300 E.56 |
| 10686 | CBL TIES; 4... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:15 AM | 2 | OMAHA | 13-13-1111 | 1-300 E.56 |
| 10687 | CBL TIES; 4... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:15 AM | 1 | OMAHA | 13-13-1111 | 1-300 E.56 |
| 10676 | CBL TIES; 1... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:15 AM | 1 | OMAHA | 13-13-1111 | 1-300 E.56 |
| 10766 | MOD; UY2 ... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:15 AM | 200 | OMAHA | 13-13-1111 | 1-300 E.56 |
| 12130 | 3M 710 Half... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:15 AM | 120 | OMAHA | 13-13-1111 | 1-300 E.56 |
| 12131 | 3M 710 Str... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:15 AM | 120 | OMAHA | 13-13-1111 | 1-300 E.56 |
| 10729 | GEL FOIL; 1... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:30 AM | 8 | OMAHA | 13-13-1111 | 1-300 E.49 |
| 10782 | SPLICE CO... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 10:30 AM | 1 | OMAHA | 13-13-1111 | 1-300 E.49 |
| 11128 | BFC; 300-2... | O | 10/10/2013 | 12:00 AM | 10/9/2013 | 11:45 AM | 140 | OMAHA | 13-13-1111 | 2-300 E.58 |