



# **PeopleSoft Training**

## **Material Stock Requests 9.1 BRFHS and BRFHM**

**Version Date: January 2014**

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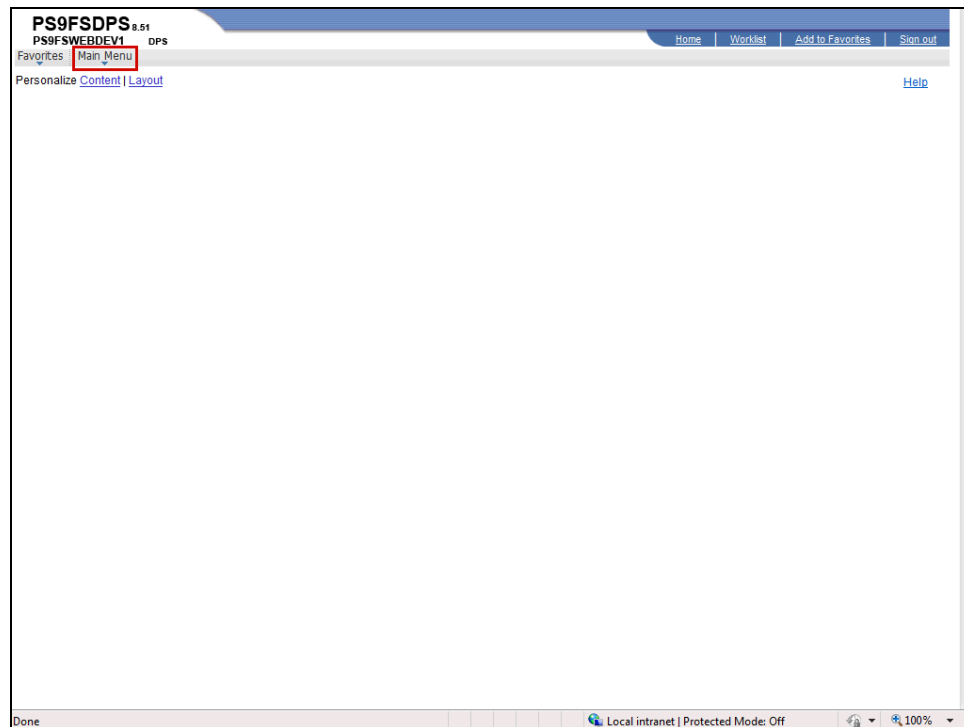
## Material\_Stock\_Requests\_9\_1\_BRFHS\_and\_BRFHM




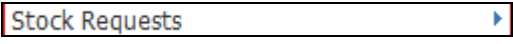
### Material Stock Requests

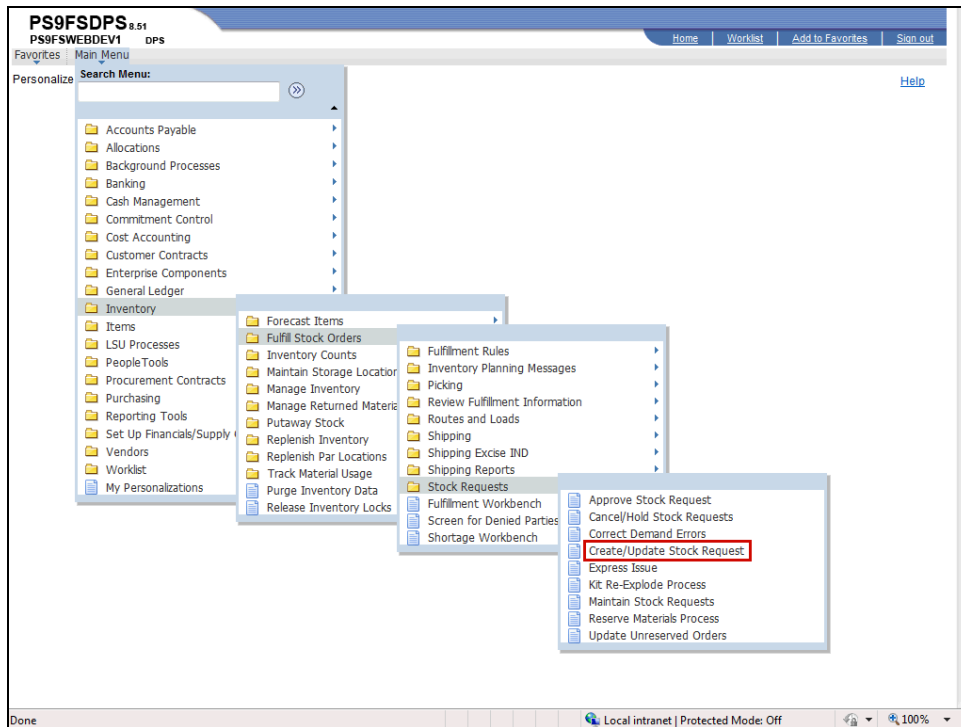
#### Enter a Stock Request

#### Procedure

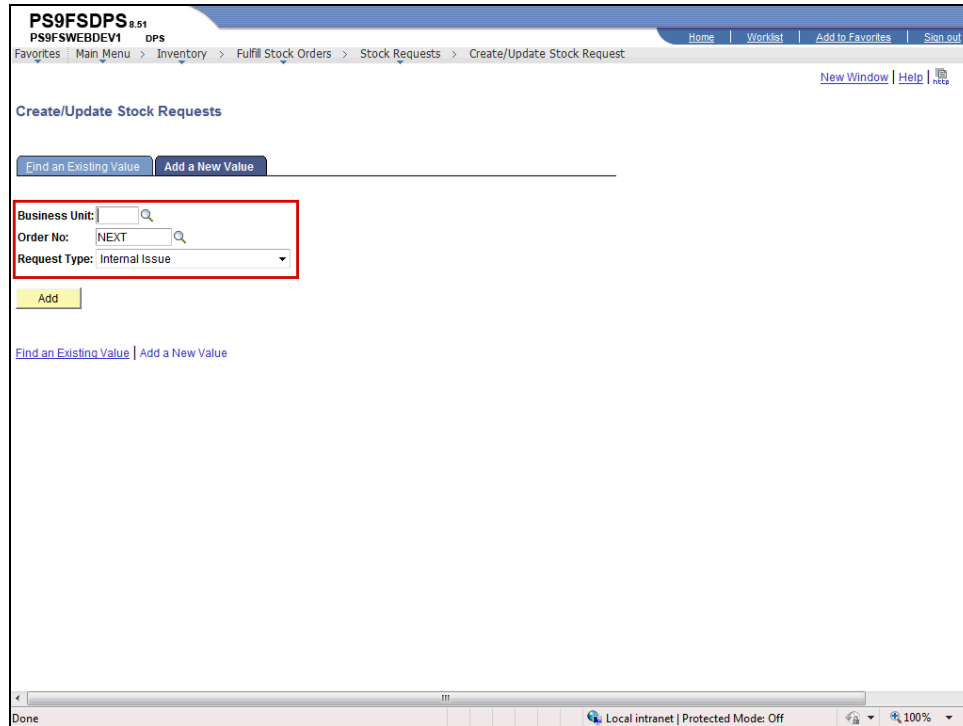
In this topic you learn how to **Enter a Stock Request**.



Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Inventory</b> menu. 
3.	Click the <b>Fulfill Stock Orders</b> menu. 
4.	Click the <b>Stock Requests</b> menu. 




Step	Action
5.	Click the <b>Create/Update Stock Request</b> menu. <b>Create/Update Stock Request</b>



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Home | Worklist | Add to Favorites | Sign out


Favorites | Main Menu | Inventory | Fulfill Stock Orders | Stock Requests | Create/Update Stock Request

[New Window](#) | [Help](#) | 

### Create/Update Stock Requests

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit:  

Order No:  

Request Type:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Done

Local intranet | Protected Mode: Off


100%

Step	Action
6.	<p><b><i>NOTE: Only BHSCS or BHSAC designations can be used for Business Unit when creating a Stock Request.</i></b></p> <p>The Order No. field defaults as NEXT and must remain as defaulted. Changing this field to anything other than NEXT will cause errors.</p> <p>Request Type field defaults as Internal Issue and will remain as defaulted.</p>
7.	<p><b><i>NOTE: BHSAC will be phased out sometime in the next few months. BHSCS will be the Business Unit you will use for Stock Requests once this is completed.</i></b></p> <p><b><u>Until notified of the change, users who use BHSAC as their Business Unit when entering a Stock Request should continue to do so.</u></b></p>

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Home | Worklist | Add to Favorites | Sign out


Favorites | Main Menu > Inventory > Fulfill Stock Orders > Stock Requests > Create/Update Stock Request

[New Window](#) | [Help](#) | 

Create/Update Stock Requests

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit:  

Order No: NEXT 

Request Type: Internal Issue


[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Done

Local intranet | Protected Mode: Off

100%


Step	Action
8.	Click the <b>Look up Business Unit</b> button. 



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

Favorites | Main Menu > Inventory > Fulfill Stock Orders > Stock Requests > Create/Update Stock Request

Home | Worklist | Add to Favorites | Sign out

New Window | Help | 

Create/Update Stock Requests

Find an Existing Value | Add a New Value

Business Unit:    
Order No: NEXT   
Request Type: Internal Issue

Add

Find an Existing Value | Add a New Value

**Look Up**

**Look Up Business Unit**

Business Unit: begins with   
Description: begins with


Look Up | Clear | Cancel | [Basic Lookup](#)

**Search Results**

View 100 First 1-17 of 17 Last

Business Unit	Description
BHMCSS	BRFH Monroe Central Supply
BHMLD	BRFH Monroe - Labor Delivery
BHMOR	BHMCOR - Operating Room
BHMHVH	BRFH Monroe Warehouse
BHSAC	BRFH Shreveport - Ambulatory
BHSBU	BRFH Shreveport Burn Unit
BHSCA	BRFH Shreveport Cath Lab
<b>BHSCS</b>	BRFH Shreveport - CMS
BHSEN	BRFH Shreveport Endoscopy
BHSOK	BRFH Shreveport Gamma Knife
BHSLU	BRFH Shreveport Labor Unit
BHSOR	BRFH Shreveport Operating Room
BHSPA	BRFH Shreveport Pain Service
BHSPE	BRFH Shreveport Perfusion
BHSRU	BRFH Shreveport Renal Unit
BHSSP	BRFH Shreveport Special Proc
BHSHVH	BRFH Shreveport Warehouse


Local intranet | Protected Mode: Off

Step	Action
9.	Click the <b>BHSCS</b> link. 

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Home | Worklist | Add to Favorites | Sign out


Favorites | Main Menu > Inventory > Fulfill Stock Orders > Stock Requests > Create/Update Stock Request

[New Window](#) | [Help](#) | 

Create/Update Stock Requests

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit:  

Order No:  

Request Type:


[Add](#)

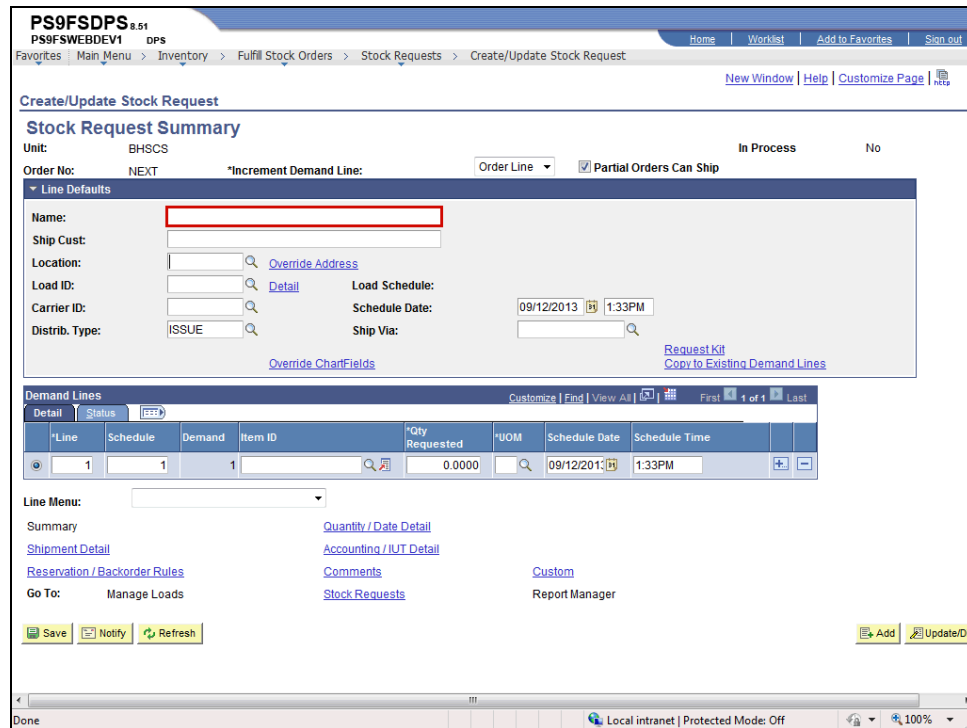
[Find an Existing Value](#) | [Add a New Value](#)

Done

Local intranet | Protected Mode: Off

100%

Step	Action
10.	Click the <b>Add</b> button. 



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PS9FSEBDEV1 DPS

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Inventory | Fulfill Stock Orders | Stock Requests | Create/Update Stock Request

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

### Create/Update Stock Request

#### Stock Request Summary

Unit: BHSCS In Process No

Order No: NEXT \*Increment Demand Line: Order Line ☐ Partial Orders Can Ship

**Line Defaults**

Name:

Ship Cust:

Location:  [Override Address](#)

Load ID:  [Detail](#)

Carrier ID:  [Detail](#)

Distrib. Type: ISSUE [Detail](#)

Load Schedule:

Schedule Date: 09/12/2013 1:33PM

Ship Via:

[Request Kit](#)  
[Copy to Existing Demand Lines](#)

[Override ChartFields](#)

**Demand Lines**

Customize | Find | View All | First 1 of 1 Last

Line	Schedule	Demand	Item ID	Qty Requested	UOM	Schedule Date	Schedule Time
1	1	1		0.0000		09/12/2013	1:33PM

Line Menu:

Summary [Quantity / Date Detail](#)

[Shipment Detail](#) [Accounting / IUT Detail](#)

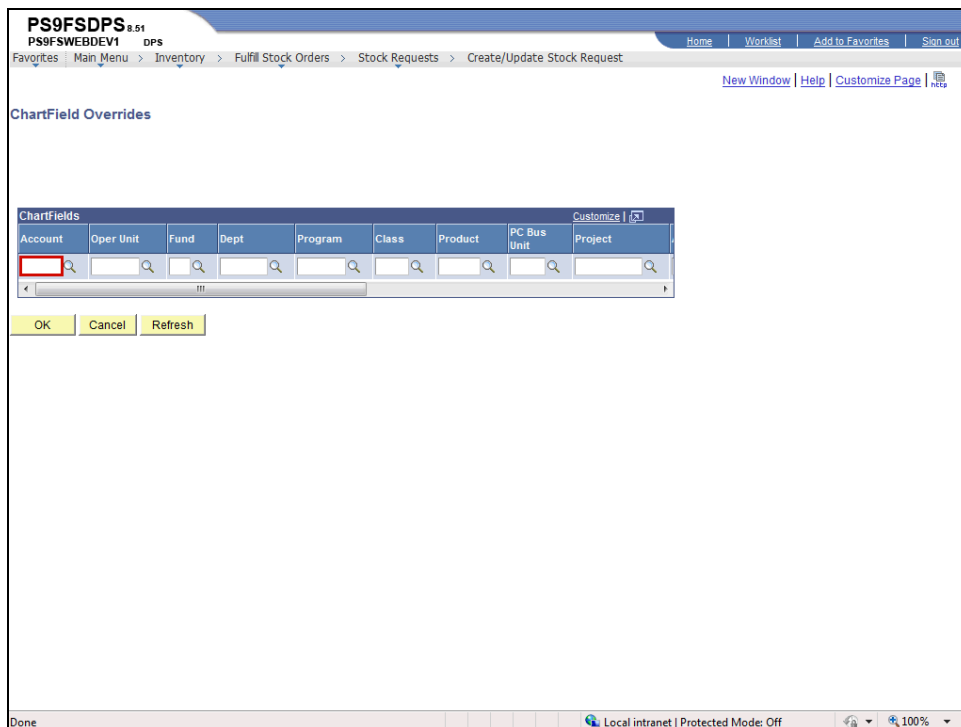
[Reservation / Backorder Rules](#) [Comments](#) [Custom](#)

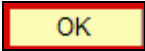
Go To: Manage Loads [Stock Requests](#) Report Manager

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Dis](#)

Done Local intranet | Protected Mode: Off 100%

Step	Action
11.	<p>You will enter your <b>Department Name</b> and your <b>User ID</b> into the Name field. You must enter the Department and UserID in <b>ALL CAPS</b>.</p> <p>Enter the desired information into the <b>Name</b> field. Enter "<b>NEURO SURGERY - KOCON3</b>".</p>
12.	<p>Enter the desired information into the <b>Location</b> field. Enter "<b>AH01100</b>".</p> <p><b><u>NOTE: Please use the exact campus location number as shown on your door jam.</u></b></p>
13.	<p><b>NOTE: The Ship Cust automatically defaults after entering the Override Chartfields information.</b></p> <p>Click the <b>Override ChartFields</b> link.</p> <p><a href="#">Override ChartFields</a></p>
14.	<p><b>NOTE: The chartfield screen may look slightly different based on your user access.</b></p>



Step	Action
15.	Enter the desired information into the <b>Account</b> field. Enter " <b>545700</b> ".  <i>If you do not know the Account number you can search for it by clicking the Look up Account button located to the right of the Account field.</i>
16.	Enter the desired information into the <b>Dept</b> field. Enter " <b>2036380</b> ".  <i>If you do not know the Dept number you can search for it by clicking the Look up Account button located to the right of the Dept field.</i>
17.	Click the <b>OK</b> button. 
18.	The Ship Cust information has defaulted into the field.
19.	<b><u>WARNING: THE NAME, LOCATION AND OVERRIDE CHARTFIELDS INFORMATION MUST BE ENTERED PRIOR TO ENTERING YOUR FIRST ITEM. IF THIS INFORMATION IS NOT ENTERED BEFORE ITEM INFORMATION, YOU WILL BE UNABLE TO SAVE THE ORDER.</u></b>

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Inventory | Fulfill Stock Orders | Stock Requests | Create/Update Stock Request

[New Window](#) | [Help](#) | [Customize Page](#) | [Print](#)

### Create/Update Stock Request

#### Stock Request Summary

Unit: BHSCS In Process No

Order No: NEXT \*Increment Demand Line: Order Line ☐ Partial Orders Can Ship

**Line Defaults**

Name: NEURO SURGERY - KOCON3

Ship Cust: Allied Health Building

Location: AH01100 [Override Address](#) Allied Health Building

Load ID: [Detail](#)

Carrier ID: [Detail](#)

Distrib. Type: ISSUE [Detail](#)

Load Schedule: [Detail](#)

Schedule Date: 09/12/2013 2:56PM

Ship Via: [Detail](#)

[Request Kit](#)  
[Copy to Existing Demand Lines](#)

[Override ChartFields](#)

**Demand Lines**


Customize | Find | View All | [First](#) | [1 of 1](#) | [Last](#)

*Line	Schedule	Demand	Item ID	*Qty Requested	*UOM	Schedule Date	Schedule Time
1	1	1	<a href="#">Look up Item ID</a>	0.0000		09/12/2013	2:56PM

Line Menu: [Summary](#) [Quantity / Date Detail](#)  
[Shipment Detail](#) [Accounting / IUT Detail](#)  
[Reservation / Backorder Rules](#) [Comments](#) [Custom](#)  
Go To: [Manage Loads](#) [Stock Requests](#) [Report Manager](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Dis](#)

Done Local intranet | Protected Mode: Off 100%

Step	Action
20.	<p>Click the <b>Look up Item ID</b> button.</p> <p><i>If you know the Item ID, you can type directly into the Item ID field.</i></p> 

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Inventory | Fulfill Stock Orders | Stock Requests | Create/Update Stock Request

New Window | Help | Customize Page | Print

### Create/Update Stock Request

#### Stock Request Summary

Unit: BHSCS In Process No

Order No: NEXT \*Increment Demand Line: Order Line ☐ Partial Orders Can Ship

Line Defaults

Name: NEURO SURGERY  
Ship Cust: Allied Health Buil  
Location: AH01100  
Load ID:  
Carrier ID:  
Distrib. Type: ISSUE

Demand Lines

Detail | Status |

*Line	Schedule	Demand	Item
1	1	1	

Line Menu:  
Summary  
Shipment Detail  
Reservation / Backorder Rules  
Go To: Manage Loads

**Look Up**

**Look Up Item ID**

Business Unit: BHSCS

Item ID: begins with

Description: begins with

Item Group: begins with

Family: begins with

[Basic Lookup](#)

**Search Results**

Only the first 300 results of a possible 1771 can be displayed.

View: 100 First 1-300 of 300 Last

Item ID	Description	Item Group	Family
600010	SET CYSTO FLOW 2C4040	545720	URO. SUPP
600037	BANDAGE GAUZE KERLIK 6-P 4.5	545720	BANDAGE
600074	DIALYS CATH TENCKOFF PED ACUTE	545720	IMPLANT
600116	S MERSILENE 2/0 WR 18 FS R665H	545720	SUTURE

Step	Action
21.	Click the button to the right of the <b>Description</b> field. <input type="button" value="Search"/>
22.	Click the <b>contains</b> list item. <input type="text" value="contains"/>
23.	Enter the desired information into the <b>Description</b> field. Enter " <b>GLOVE</b> ".
24.	Click the <b>Look Up</b> button. <input type="button" value="Look Up"/>
25.	Click the <b>602991</b> link. <a href="#">602991</a>

**PS9FSDPS 8.51**  
PS9FWEBDEV1 OPS

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Inventory | Fulfill Stock Orders | Stock Requests | Create/Update Stock Request

[New Window](#) | [Help](#) | [Customize Page](#) | [Log off](#)

### Create/Update Stock Request

#### Stock Request Summary

Unit: BHSCS In Process No

Order No: NEXT \*Increment Demand Line: Order Line ☒ Partial Orders Can Ship

**Line Defaults**

Name: NEURO SURGERY - KOCON3

Ship Cust: Allied Health Building

Location: AH01100 [Override Address](#) Allied Health Building

Load ID: [Detail](#) Load Schedule:

Carrier ID: [Detail](#) Schedule Date: 09/12/2013 2:56PM

Distrib. Type: ISSUE [Detail](#) Ship Via: [Detail](#)

[Request Kit](#)  
[Copy to Existing Demand Lines](#)

[Override ChartFields](#)

**Demand Lines**


Customize | Find | View All | [First](#) | [1 of 1](#) | [Last](#)

*Line	Schedule	Demand	Item ID	*Qty Requested	*UOM	Schedule Date	Schedule Time
1	1	1	602991	0.0000	BX	09/12/2013	2:56PM

Line Menu: [Summary](#) [Quantity / Date Detail](#)  
[Shipment Detail](#) [Accounting / IUT Detail](#)  
[Reservation / Backorder Rules](#) [Comments](#) [Custom](#)  
Go To: Manage Loads [Stock Requests](#) Report Manager

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Dis](#)

Local intranet | Protected Mode: Off

Step	Action
26.	<p>Enter the desired information into the <b>Qty Requested</b> field. Enter "1".</p> <p><b>NOTE: It is highly recommended that you <u>delete</u> all the zeroes in the field before entering the quantity. The system will automatically populate the zeroes when you navigate away from the field.</b></p>
27.	<p><b>NOTE: The <u>UOM (Unit of Measure)</u> defaults onto the page based upon the item selected; in its standard stocking size.</b></p> <p>For example, <b>UOM</b> could be:</p> <p><b>EA</b> - Each      <b>CS</b> - Case  <b>BX</b> - Box      <b>RL</b> - Roll</p> <p><b>NOTE: Please assure that you are selecting the correct 'QUANTITY' desired for the 'UOM' (Unit of Measure) selected.</b></p>
28.	<p>If there is another item to enter click on the (+) button or press <b>ALT +7</b> on the keyboard.</p> <p>Click the <b>Add multiple new rows at row 1 (Alt+7)</b> button.</p> 
29.	<p>A dialogue box will display asking how many rows you wish to add. The row number defaults to 1.</p> <p>You may add as many rows as you need. However, <b><u>blank rows cannot be saved</u></b> and must be deleted in order to save the Stock Request.</p>

Explorer User Prompt

Script Prompt:  
Enter number of rows to add:

**OK**  
Cancel

Create/Update Stock Request

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

Unit: BHSCS In Process No

Order No: NEXT \*Increment Demand Line: Order Line ☒ Partial Orders Can Ship

Line Defaults

Name: NEURO SURGERY - KOCON3

Ship Cust: Allied Health Building

Location: AH01100 [Override Address](#) Allied Health Building

Load ID: [Detail](#)

Carrier ID: [Detail](#)

Distrib. Type: ISSUE [Detail](#)

Load Schedule: [Detail](#)

Schedule Date: 09/12/2013 [Detail](#) 2:56PM

Ship Via: [Detail](#)

[Request Kit](#)  
[Copy to Existing Demand Lines](#)

[Override ChartFields](#)

Demand Lines

Customize | Find | View All | First 1 of 1 Last

*Line	Schedule	Demand	Item ID	*Qty Requested	*UOM	Schedule Date	Schedule Time
1	1	1	602991	1	BX	09/12/2013	2:56PM

Line Menu:

Summary [Quantity / Date Detail](#)

[Shipment Detail](#) [Accounting / IUT Detail](#)

[Reservation / Backorder Rules](#) [Comments](#) [Custom](#)

Go To: Manage Loads [Stock Requests](#) Report Manager

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Dis](#)

javascript:submitAction\_win0(document.win0,'DEMAND\_TL\_VWSnewm05\$0');

Local intranet | Protected Mode: Off

Step	Action
30.	Click the <b>OK</b> button.



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Favorites | Main Menu > Inventory > Fulfill Stock Orders > Stock Requests > Create/Update Stock Request

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

### Create/Update Stock Request

#### Stock Request Summary

Unit: BHSCS In Process No

Order No: NEXT \*Increment Demand Line: Order Line ☒ Partial Orders Can Ship

**Line Defaults**

Name: NEURO SURGERY - KOCON3  
Ship Cust: Allied Health Building  
Location: AH01100 [Override Address](#) Allied Health Building  
Load ID: [Detail](#)  
Carrier ID: [Detail](#)  
Distrib. Type: ISSUE [Detail](#)  
Load Schedule: [Detail](#)  
Schedule Date: 09/12/2013 2:56PM  
Ship Via: [Detail](#)  
[Request Kit](#)  
[Copy to Existing Demand Lines](#)  
[Override ChartFields](#)



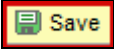

**Demand Lines** Customize | Find | View All | First 1 2 of 2 Last

Line	Schedule	Demand	Item ID	Qty Requested	UOM	Schedule Date	Schedule Time	
1	1	1	602991	1.0000	BX	09/12/2013	2:56PM	<a href="#">+</a> <a href="#">-</a>
2	1	1		0.0000		09/12/2013	2:56PM	<a href="#">+</a> <a href="#">-</a>

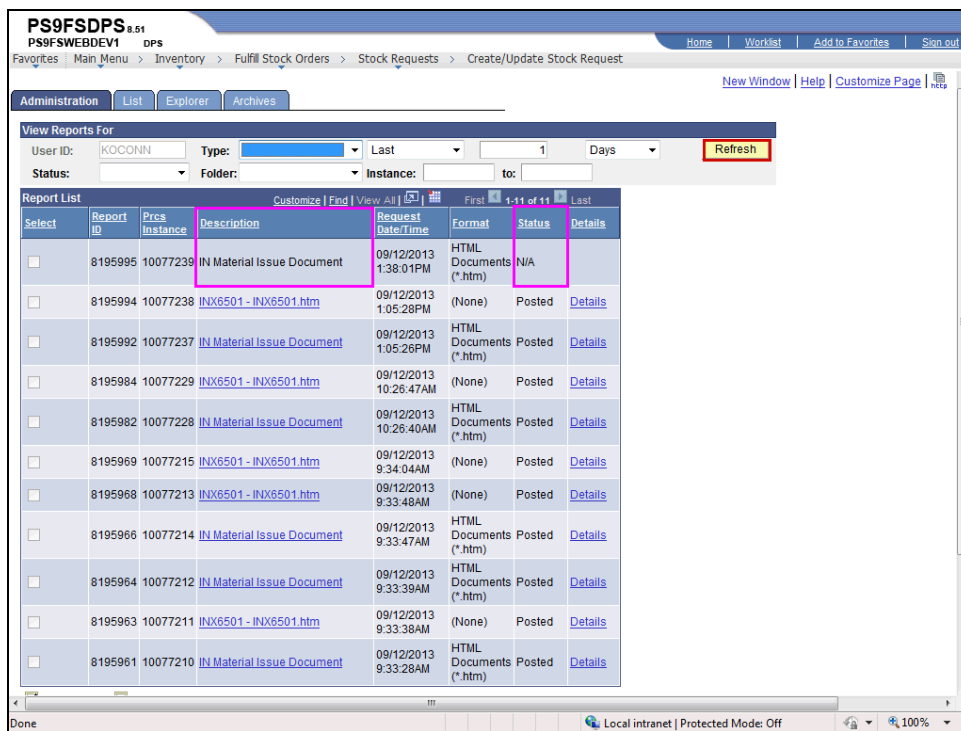
Line Menu: [Summary](#) [Quantity / Date Detail](#)  
[Shipment Detail](#) [Accounting / IUT Detail](#)  
[Reservation / Backorder Rules](#) [Comments](#) [Custom](#)  
Go To: [Manage Loads](#) [Stock Requests](#) [Report Manager](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update](#)

Local intranet | Protected Mode: Off

Step	Action
31.	<p>Enter the information for each additional item using the same steps until all items have been entered.</p> <p><i><b>For training purposes only,</b></i> click the <b>Delete row 2</b> button.</p> 
32.	<p>A warning message displays for you to confirm the delete.</p> <p>Click the <b>OK</b> button.</p> 
33.	<p><i><b>NOTE: All items must be entered before saving the Stock Request. Any additional items added after saving the Stock Request will not filled.</b></i></p> <p>Click the <b>Save</b> button.</p> 
34.	<p>The Order No. displays after saving.</p> <p><i><b>NOTE: A Shipping Document will be received with each order and must be retained by Dept for any returns or credits.</b></i></p>
35.	<p>Click the <b>Printer</b> button.</p> 


Step	Action
36.	<p>Click the <b>Report Manager</b> link.</p> <p><i>NOTE: The Report Manager link is located at the bottom of the page below Schedule Date box.</i></p> <p><a href="#">Report Manager</a></p>



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PS9FSWEBDEV1 DPS

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Inventory > Fulfill Stock Orders > Stock Requests > Create/Update Stock Request

New Window | Help | Customize Page | 

Administration | List | Explorer | Archives

View Reports For

User ID: KOCORNN Type: Last 1 Days Refresh

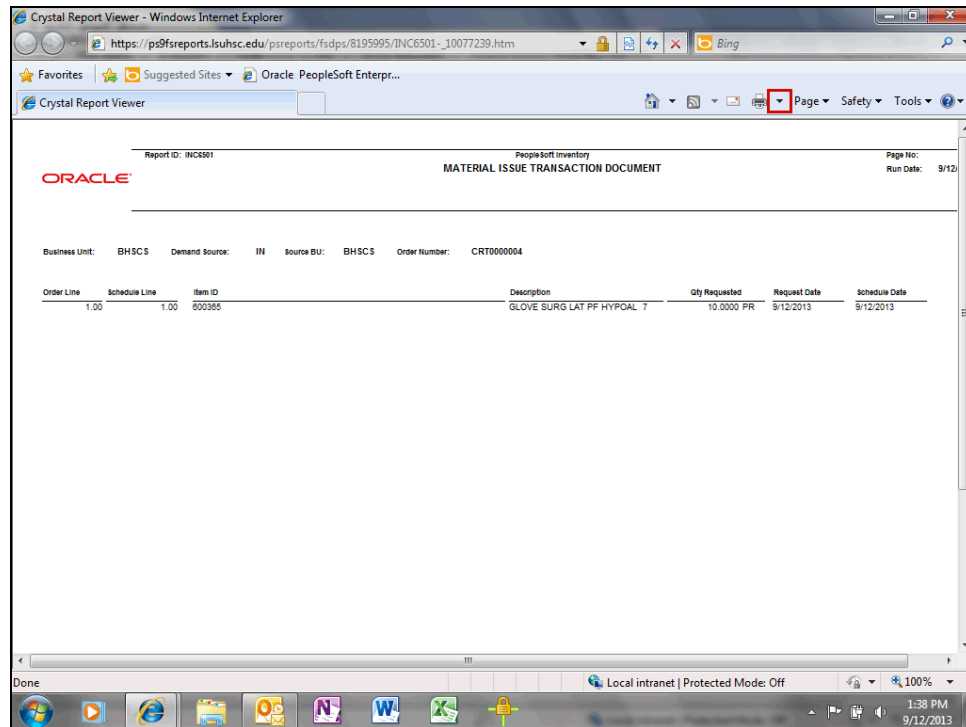
Status: Folder: Instance: to:



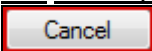
Select	Report ID	Pres Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	8195995	10077239	IN Material Issue Document	09/12/2013 1:38:01PM	HTML Documents (*.htm)	N/A	
<input type="checkbox"/>	8195994	10077238	<a href="#">INX6501 - INX8501.htm</a>	09/12/2013 1:05:28PM	(None)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195992	10077237	<a href="#">IN Material Issue Document</a>	09/12/2013 1:05:26PM	HTML Documents (*.htm)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195984	10077229	<a href="#">INX6501 - INX8501.htm</a>	09/12/2013 10:26:47AM	(None)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195982	10077228	<a href="#">IN Material Issue Document</a>	09/12/2013 10:26:40AM	HTML Documents (*.htm)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195969	10077215	<a href="#">INX6501 - INX8501.htm</a>	09/12/2013 9:34:04AM	(None)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195968	10077213	<a href="#">INX6501 - INX8501.htm</a>	09/12/2013 9:33:48AM	(None)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195966	10077214	<a href="#">IN Material Issue Document</a>	09/12/2013 9:33:47AM	HTML Documents (*.htm)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195964	10077212	<a href="#">IN Material Issue Document</a>	09/12/2013 9:33:39AM	HTML Documents (*.htm)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195963	10077211	<a href="#">INX6501 - INX8501.htm</a>	09/12/2013 9:33:38AM	(None)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195961	10077210	<a href="#">IN Material Issue Document</a>	09/12/2013 9:33:28AM	HTML Documents (*.htm)	Posted	<a href="#">Details</a>

Done

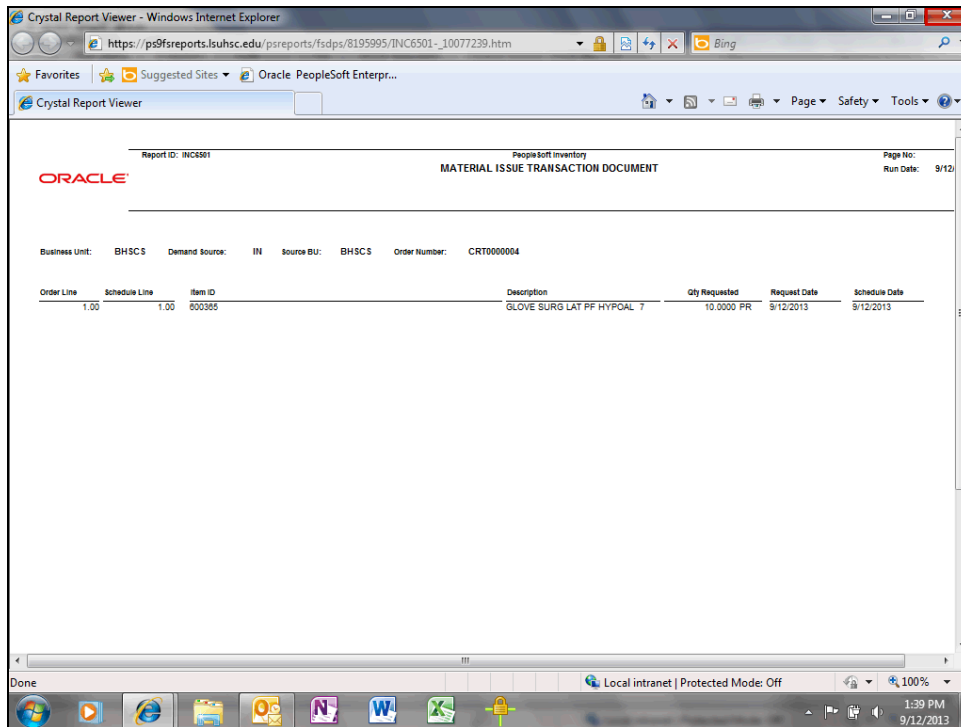
Local intranet | Protected Mode: Off


Step	Action
37.	<p><i>NOTE: In order to view the Stock Request, <b>IN Material Issue Document</b>, seen in the Description column, must be a <b>blue link</b>.</i></p> <p>Click the <b>Refresh</b> button until the <b>Status = Posted</b>. Please wait 10 - 15 seconds between clicks.</p> <p><b>Refresh</b></p>
38.	<p>Click the <b>IN Material Issue Document</b> link.</p> <p><a href="#">IN Material Issue Document</a></p>



Step	Action
39.	Click the button to the right of the <b>Printer</b> field. 
40.	Click the <b>Print...</b> menu. 
41.	Make any appropriate changes in order to print your document. You would then click the <b>Print</b> button to print out a paper copy of the Material Issue Transaction Document.  <b>For training purposes only</b> , click the <b>Cancel</b> button. 

# Training Guide BRFHS and BRFHM



Step	Action
42.	Click the <b>Close</b> button. 

**PS9FSDPS 8.51**  
PS9FSWEBDEV1 DPS

Favorites | Main Menu > Inventory > Fulfill Stock Orders > Stock Requests > Create/Update Stock Request

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[Administration](#) | [List](#) | [Explorer](#) | [Archives](#)


**View Reports For:**

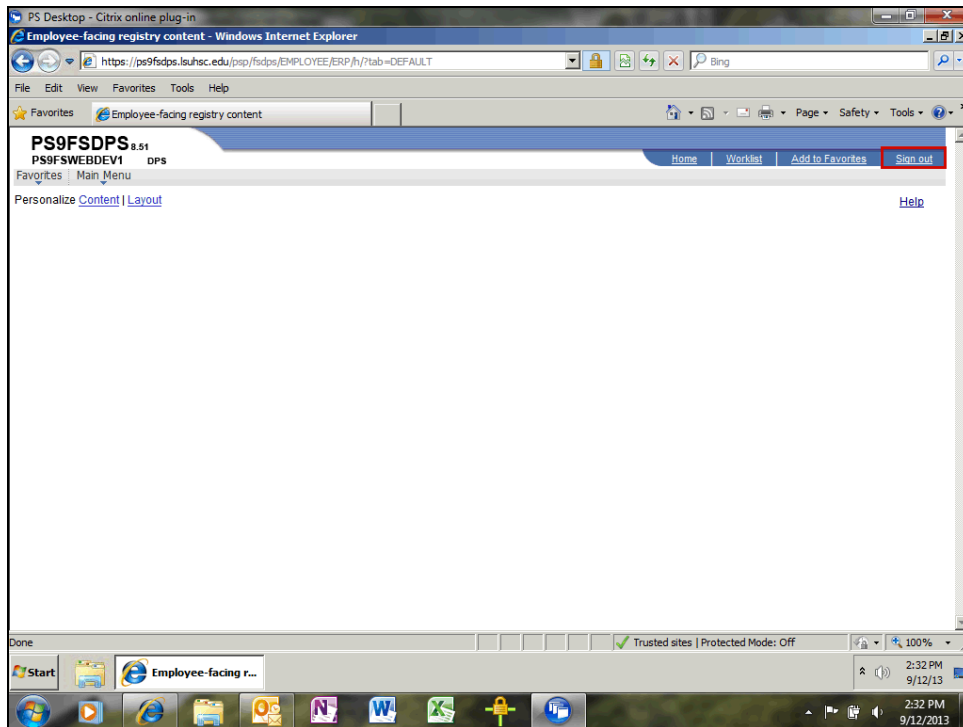
User ID:  Type:  Last  1 Days

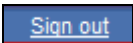


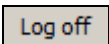
Status:  Folder:  Instance:  to:

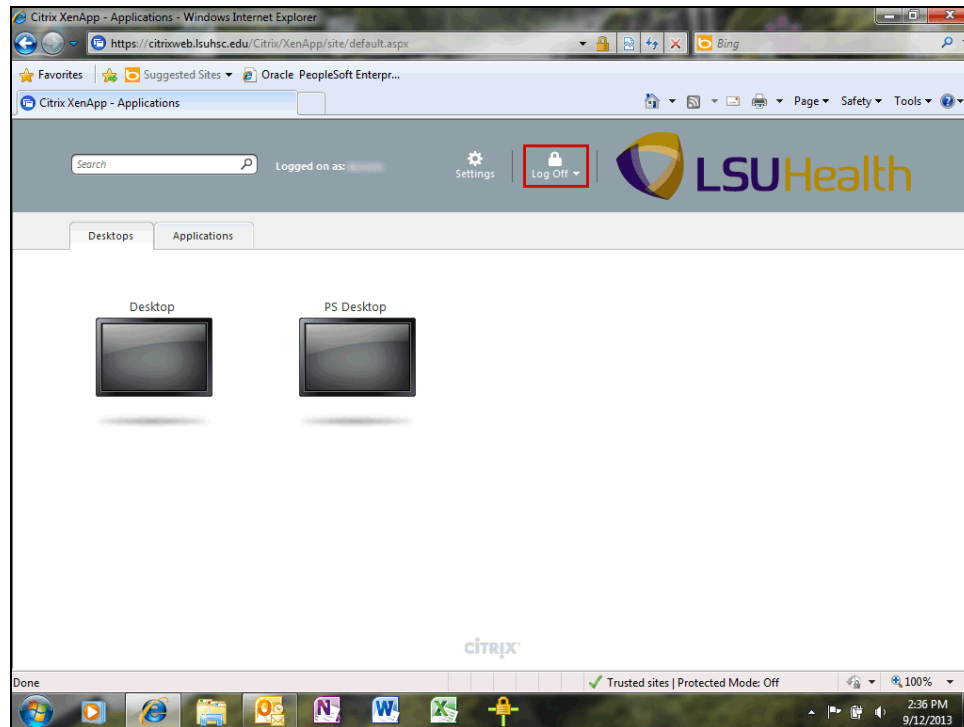
Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	8195997	10077240	<a href="#">INX6501 - INX6501.htm</a>	09/12/2013 1:38:15PM	(None)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195995	10077239	<a href="#">IN Material Issue Document</a>	09/12/2013 1:38:01PM	HTML Documents (*.htm)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195994	10077238	<a href="#">INX6501 - INX6501.htm</a>	09/12/2013 1:05:28PM	(None)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195992	10077237	<a href="#">IN Material Issue Document</a>	09/12/2013 1:05:26PM	HTML Documents (*.htm)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195984	10077229	<a href="#">INX6501 - INX6501.htm</a>	09/12/2013 10:26:47AM	(None)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195982	10077228	<a href="#">IN Material Issue Document</a>	09/12/2013 10:26:40AM	HTML Documents (*.htm)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195969	10077215	<a href="#">INX6501 - INX6501.htm</a>	09/12/2013 9:34:04AM	(None)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195968	10077213	<a href="#">INX6501 - INX6501.htm</a>	09/12/2013 9:33:48AM	(None)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195966	10077214	<a href="#">IN Material Issue Document</a>	09/12/2013 9:33:47AM	HTML Documents (*.htm)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195964	10077212	<a href="#">IN Material Issue Document</a>	09/12/2013 9:33:39AM	HTML Documents (*.htm)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195963	10077211	<a href="#">INX6501 - INX6501.htm</a>	09/12/2013 9:33:38AM	(None)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	8195964	10077210	<a href="#">IN Material Issue Document</a>	09/12/2013	HTML Documents (*.htm)	Posted	<a href="#">Details</a>


Local intranet | Protected Mode: Off

Step	Action
43.	Click the <a href="#">Home</a> link. 



Step	Action
44.	<p><i>Please use the following steps to exit out of PeopleSoft and Citrix.</i></p> <p>Click the <b>Sign out</b> link.</p> 
45.	<p>Click the <b>Close</b> button.</p> 
46.	<p>Click the <b>Start</b> button.</p> 
47.	<p>Click the <b>Log off</b> button.</p> 



Step	Action
48.	Click the object. 
49.	This completes <i>Enter a Stock Request</i> . <b>End of Procedure.</b>