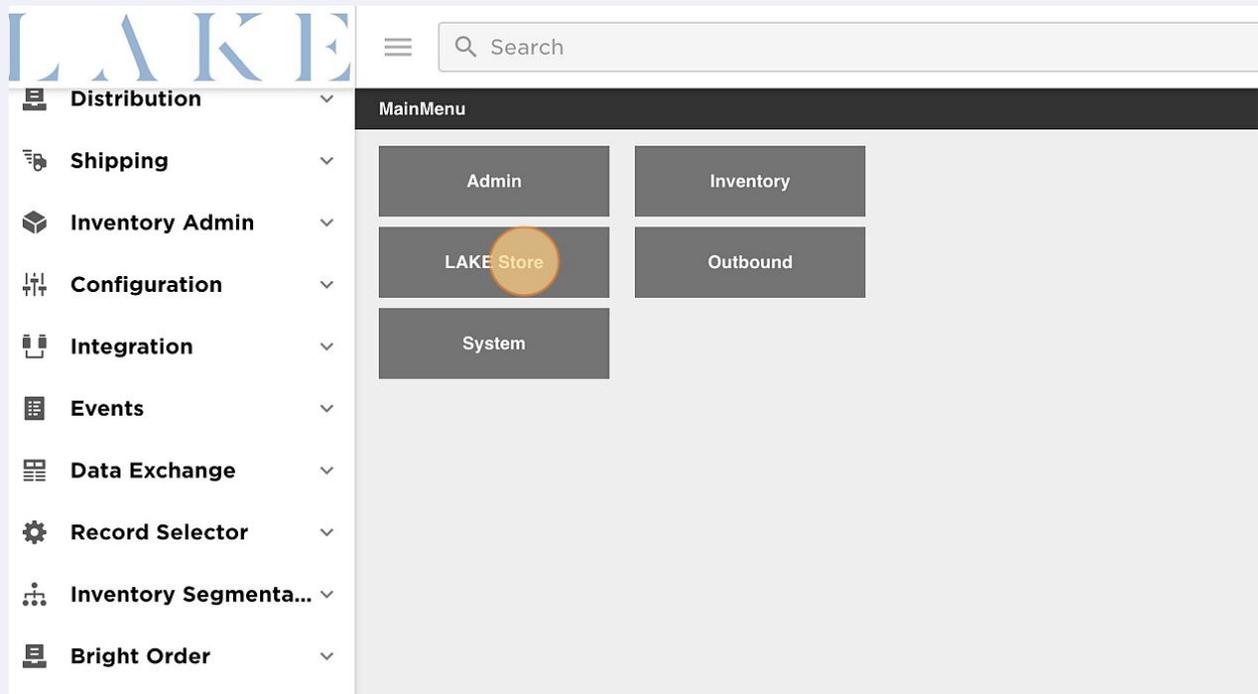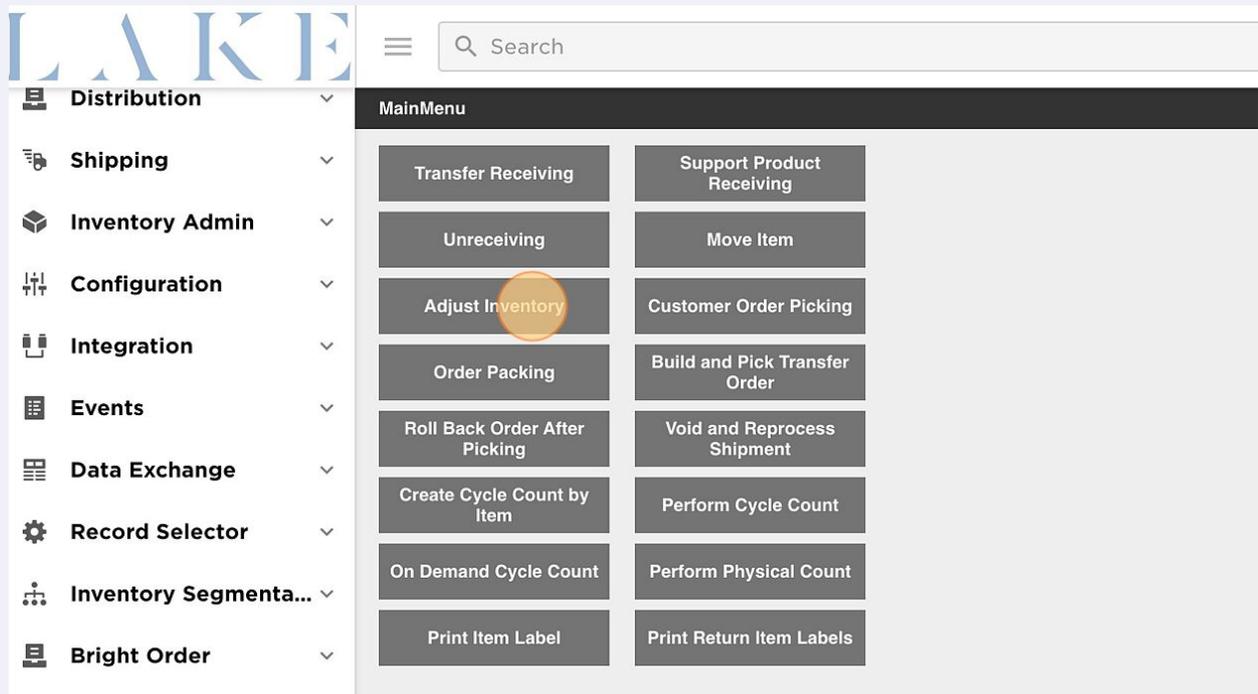# How to enter in Returns in Deposco

1 Grab a handheld and when you login make sure you are in "production"
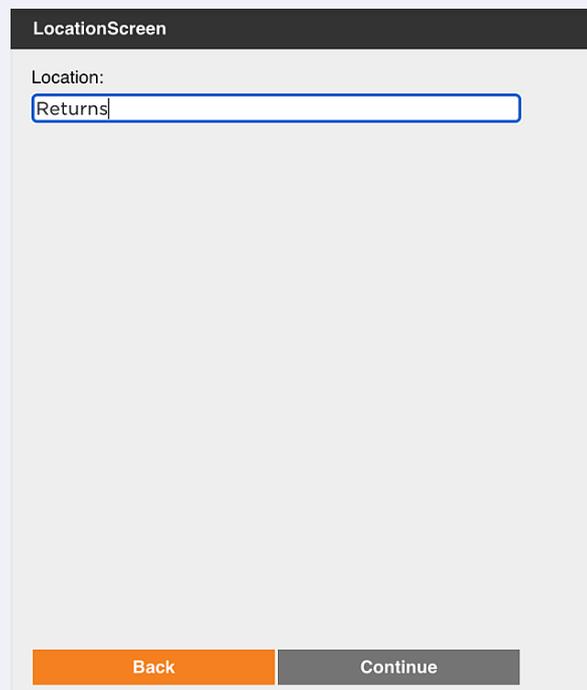
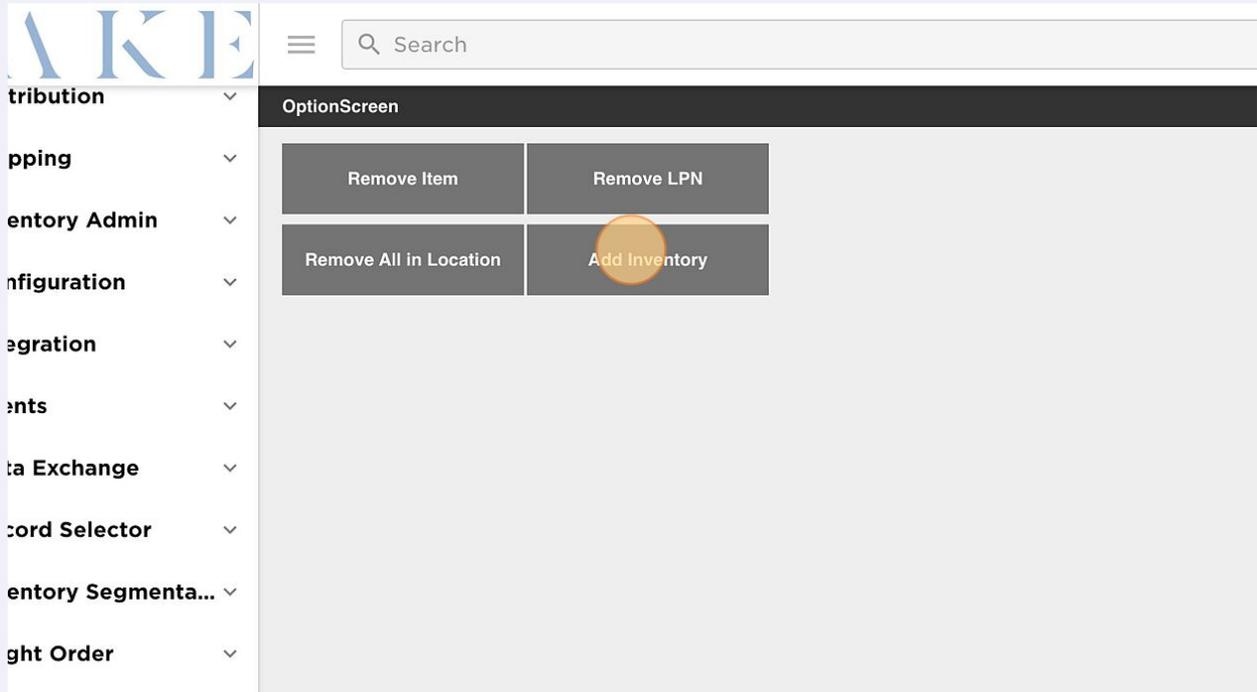**2** Click "LAKE Store"

3 Click "Adjust Inventory"

4 After selecting "Adjust Inventory" you will type in or scan the Returns barcode and click "Continue"
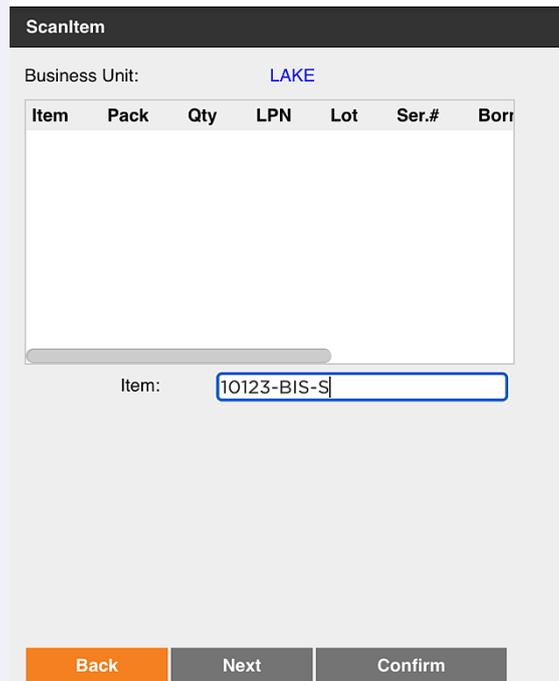
5 Since it is a return, and does not live in our inventory currently, you will click "Add Inventory"

6 You will then be brought to the ScanItem screen, where you will either scan or type in the item sku and click "Confirm"

7 You will then be brought to the AttributeScreen where you will enter in the quantity, and click "Next"

AttributeScreen

Business: LAKE   Item: 10123-bis-m

Packs: 10123-BIS-M--Each--1   ⌄

LPN #:

Quantity: 1

| Back | Next |

8 You will then be brought back to the ScanItem screen with a summary of the item you are wanting to add and you will click "Confirm"

ScanItem

Business Unit: LAKE

Item	Pack	Qty	LPN	Lot	Ser.#	E
10123-bis-m Each		1				

Item:

| Back | Next | Confirm |

9   On the ReviewScreen, you will select the reason code "Return" and click "Commit"

ReviewScreen

Location: Returns   Type: Add Stock

Item	Pack	Qty	LPN	Lot	Ser#	B
10123-bis-m Each		1				

Reason: Return

Back	Commit

10   After clicking "Commit" you will be brought back to the LocationScreen where you will see your item was successfully put into Returns

LocationScreen

Location:

1 Each, are created as new. Item(s): [10123-BIS-M/1/RET]

Back	Continue

11 After the item has been quality controlled, you can then proceed to hang, tag, and steam the item. Once that it done you can "Move Item" from Returns to its appropriate location.