

FRONTLINE PROCEDURES

ENTRY POINT: Receive

Pasadena ISD

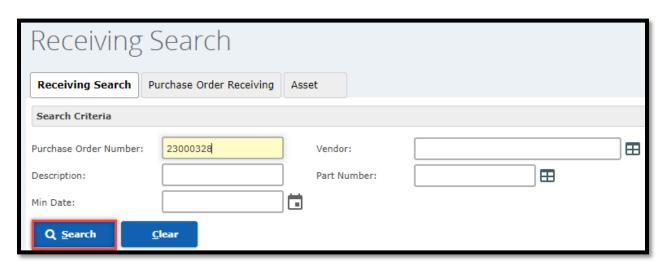
REVISED DATE: 01/11/2023

SUBJECT: Receiving Workaround

Entry Point: Receive

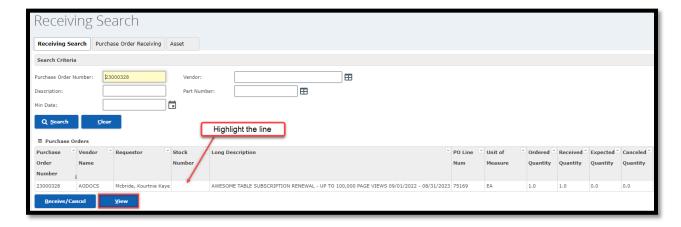
Enter Purchase Order Number

Click "Search"



Highlight the line needing to be received on

Click "View"





FRONTLINE PROCEDURES

Receive

ENTRY POINT:

Pasadena ISD

REVISED DATE: 01/11/2023

SUBJECT: Receiving Workaround

Click the "Review" tab

Click "Receiving"

Click "Add"



Enter the Received Date – this is a mandatory field

Enter the Time – this is a mandatory field

Enter the receiver in the Received field

Click "Save"

