

How to Issue using the Item Issue Form

1. Double-click the **Template to Create a Single Issue** icon
- OR
2. Open the Inventory Item and select the **Transactions** view and **New - Issue**.
3. Items will be issued to either a **Pick list line** or a **Work task**.
4. Enter a **Quantity** to issue.
5. Enter an **Employee** to issue to.
6. On the Details tab, enter a **Classification** and **Number** if appropriate for staged item.
7. To post the transaction click the **Post** icon or click the **X** in top right corner and answer **Yes** to Post.

