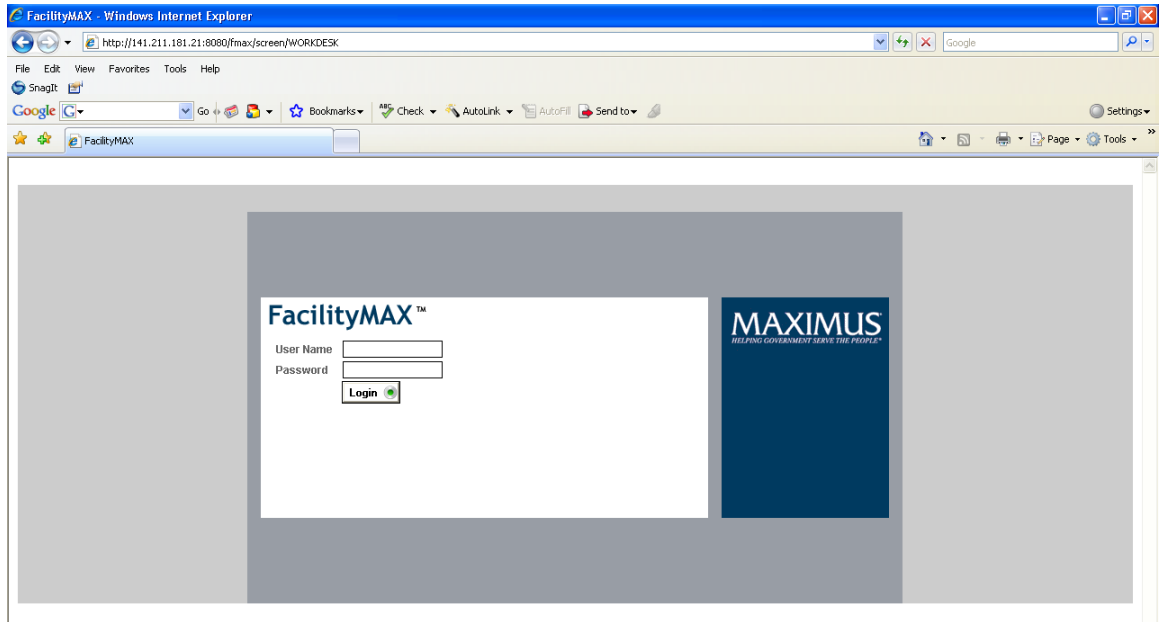


Inventory Counter Release in FMAX


Login Screen:

1. Enter FMAX User Name and Password.

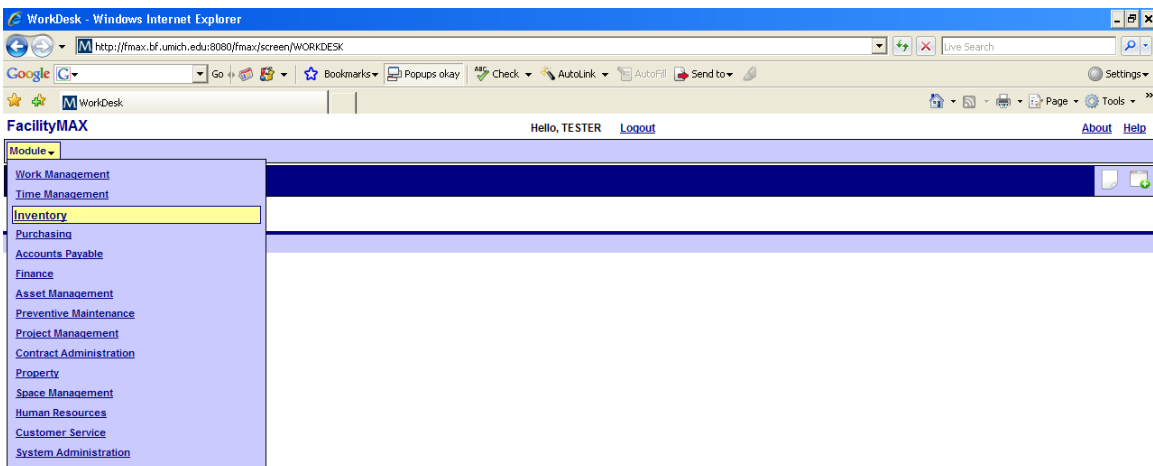
2. Then click 



Workdesk Screen:

1. Move the mouse cursor over 

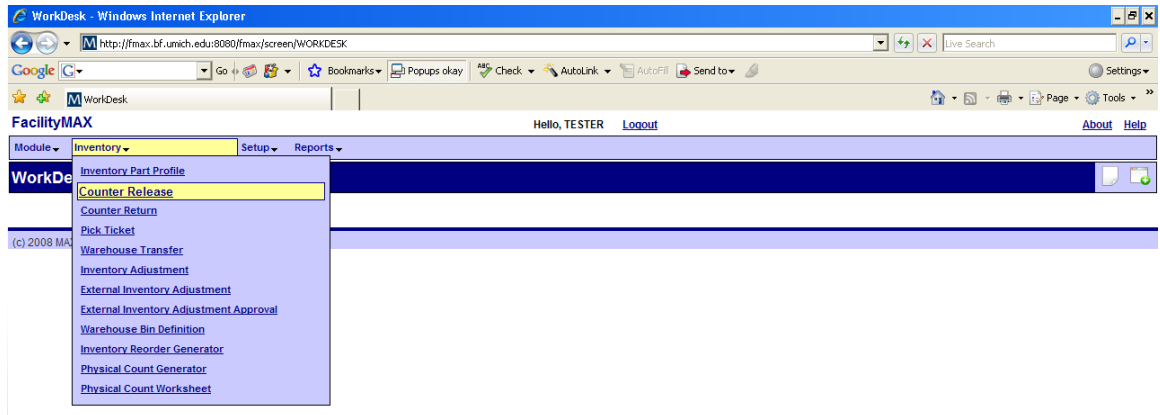
2. Click 






Inventory Counter Release in FMAX

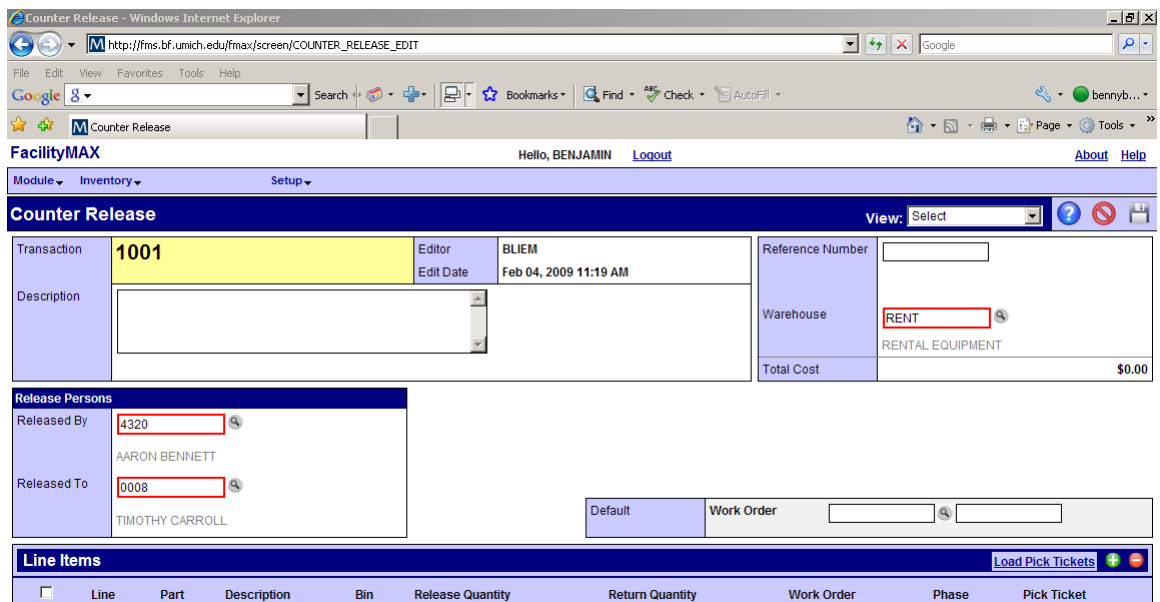
Workdesk Screen: (Continued)


3. Move the mouse cursor over **Inventory**
4. Click **Counter Release**




5. Click the new button  to be in insert mode.
6. Enter information:
 - a. Description
 - b. Required Fields: Release By , Released To, Warehouse

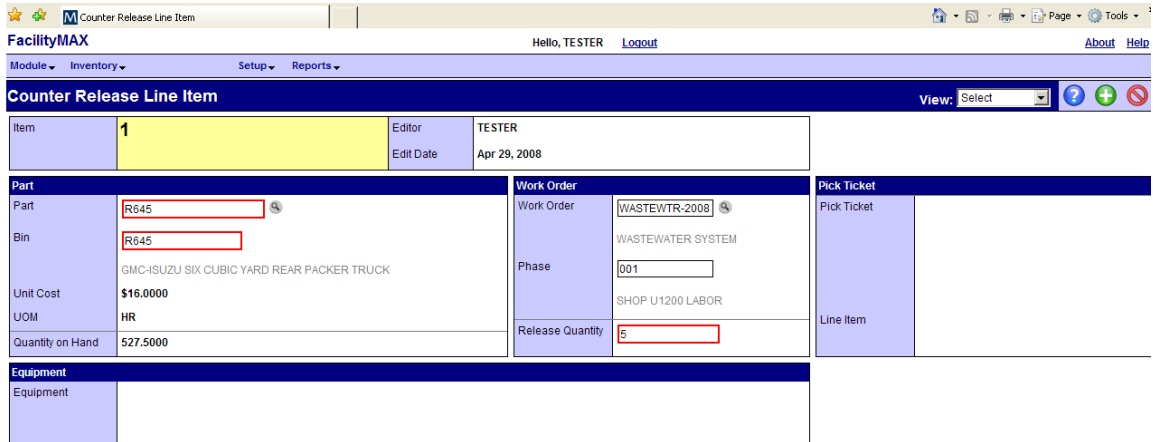
****Note** Remember Use the zoom button  to select proper data or to have FMAX verify information in field. You can perform a search or to view all click the execute search button .**






7. Add a new line item by clicking 



Inventory Counter Release in FMAX

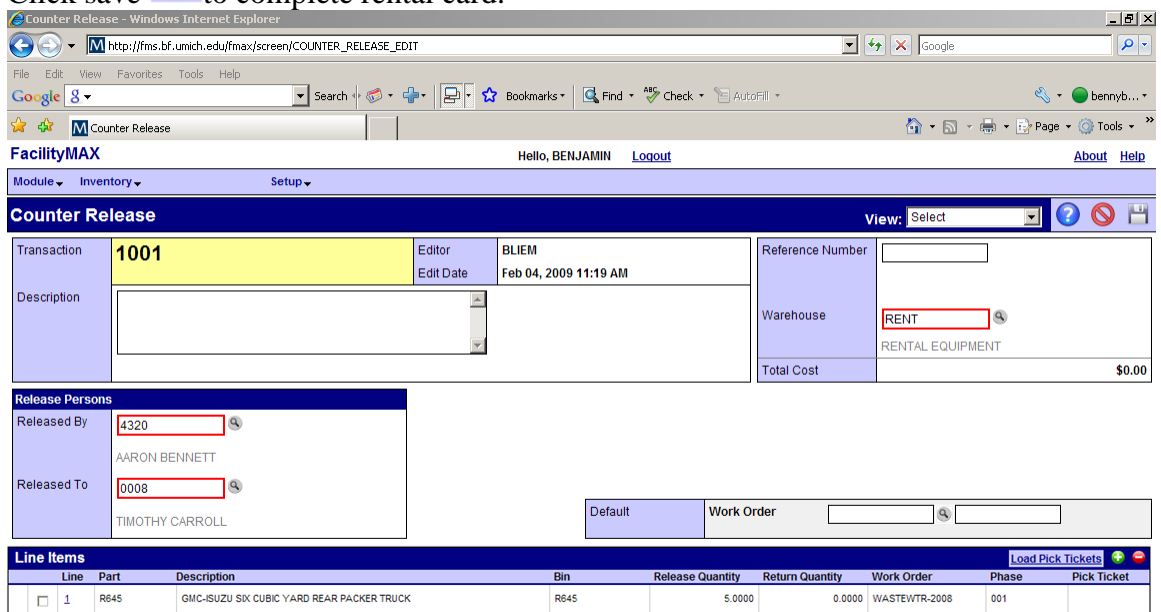
- Enter Required Fields: Part, Bin, Release Quantity
****Note** if you use the zoom button and select part, the BIN, Unit Cost, and UOM (Unit of Measure) will auto populate**
- Enter work order and phase or click the zoom button  and select.



The screenshot shows the 'Counter Release Line Item' form in FacilityMAX. The 'Item' field is set to '1'. The 'Part' field is 'R645', and the 'Bin' field is also 'R645'. The 'Unit Cost' is '\$16.0000' and the 'UOM' is 'HR'. The 'Quantity on Hand' is '527.5000'. The 'Work Order' is 'WASTEWTR-2008' and the 'Phase' is '001'. The 'Release Quantity' is '5'. The 'Equipment' section is empty.

****Note** You can perform a search or to view all click the execute search button . To add another line item click  or click done  to return to main inventory screen.**

- Click done  when finished to return to main inventory screen
- Click save  to complete rental card.



The screenshot shows the 'Counter Release' form in FacilityMAX. The 'Transaction' is '1001'. The 'Description' is empty. The 'Warehouse' is 'RENT'. The 'Total Cost' is '\$0.00'. The 'Release Persons' section shows 'Released By' as '4320' (AARON BENNETT) and 'Released To' as '0008' (TIMOTHY CARROLL). The 'Line Items' table at the bottom shows one line item with 'Line' 1, 'Part' R645, 'Description' GMC-ISUZU SIX CUBIC YARD REAR PACKER TRUCK, 'Bin' R645, 'Release Quantity' 5.0000, 'Return Quantity' 0.0000, 'Work Order' WASTEWTR-2008, and 'Phase' 001.