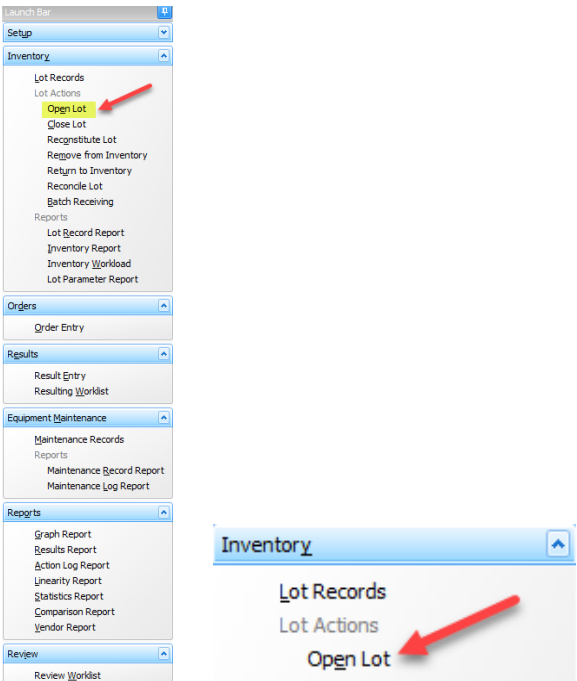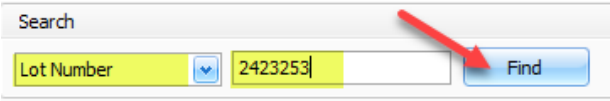**PURPOSE:** To provide instructions on how to open and close lot numbers and change Active and Not Active status in TQC.
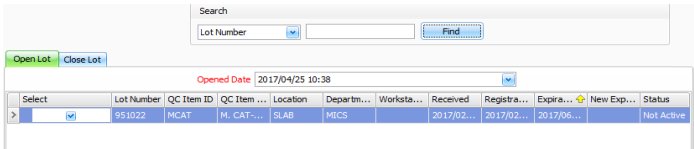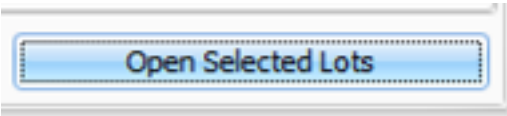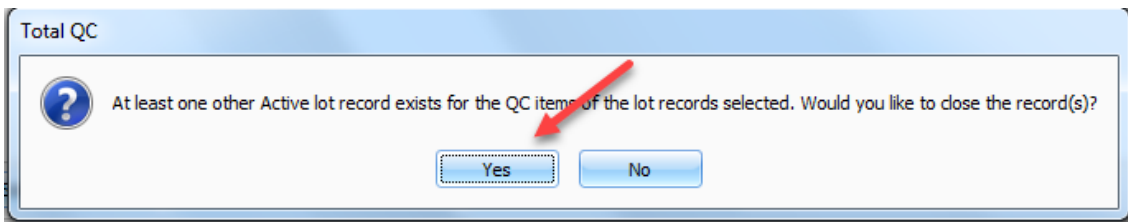
PROCEDURE INSTRUCTIONS:

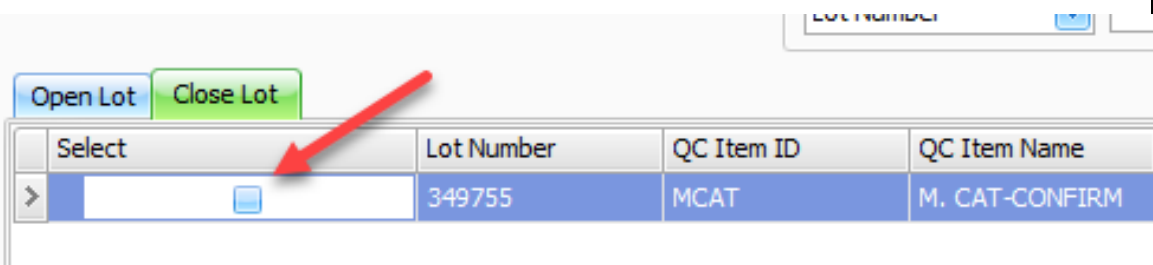| Step	Action
1	From the "**Launch Bar**", select **"Open Lot"** in the **"Inventory"** tab:
2	In the **"Search"** window, in the drop down menu, select **"Lot Number"** and enter the lot number for the required record. Select **"Find"**
3	The lot number will be displayed in the table:

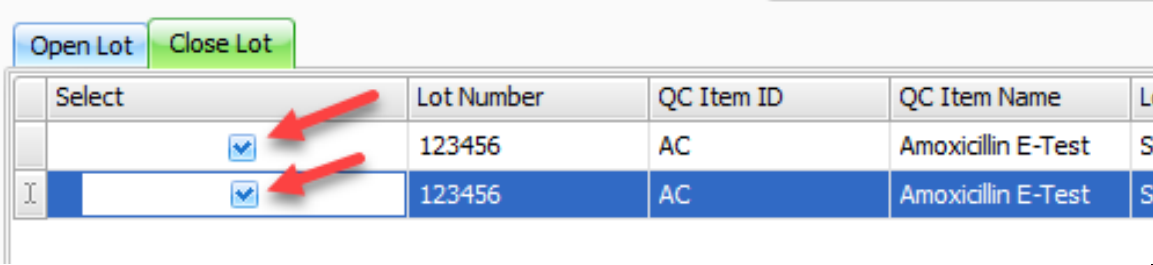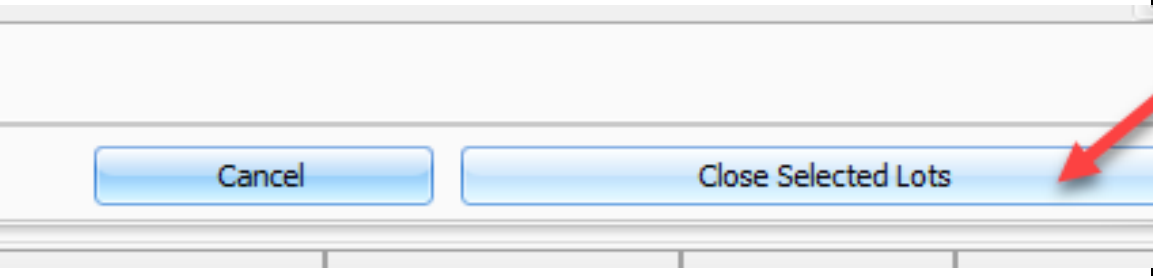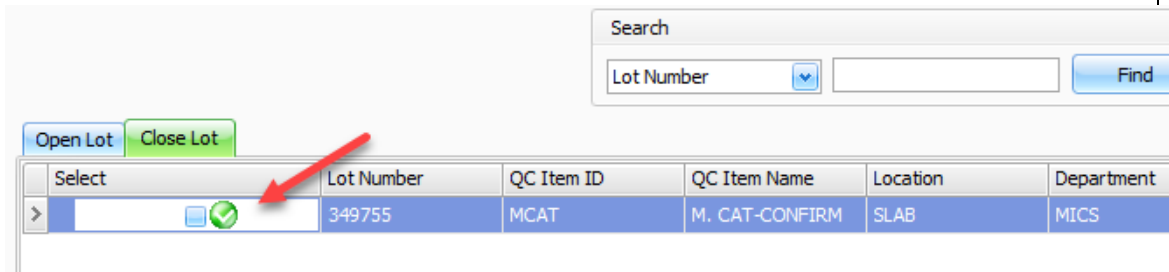| 4	Select "**Open Selected Lots'** to open and activate the lot number:
5	Once the new lot number has been opened, the previous active lot number must be closed. This option will pop up when the lot number is opened:
6	Select **"Yes"** and the previous active lot number will be displayed. Select the lot number: If there were two shipments of the same lot number entered into TQC, both lot numbers need to be closed. When you select **"Yes"** both lot numbers will be displayed. Select both:
7	After selecting the lot number, select **"Close Selected Lots"** in the bottom right side:

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8	The lot number will be closed and a green check mark will appear beside the lot number: If there were two entries of the same lot number that were closed, a green check mark will appear beside both entries:

REFERENCES:

- SCC SoftComputer. (2016, February). SoftTotalQC Total Quality Control System Version 1.0.4.

REVISION HISTORY:

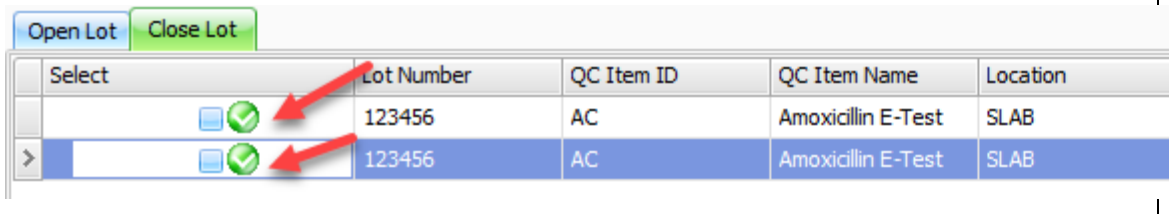| REVISION	DATE	Description of Change	REQUESTED BY
1.0		Initial Release	L. Steven

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FILENAME: Print Date: