Goods Inspection Template

Module Guide: Goods Inspection Template

Module Location

Settings > Document Settings > Goods Inspection Template

Module Purpose

The **Goods Inspection Template** module serves as a master data hub for creating and managing standard templates or checklists that will be used during the quality control (QC) inspection process. These templates define which parameters must be checked, their standard values, and the sequence of the inspection for various types of goods or QC processes.

1. Main View (Template List)

The main page of this module displays a list of all defined quality inspection templates.

View Explanation

- **View**: This page lists all existing QC checklists. You can see the **Template Name** and its **Status**.
- **Filter**: You can search for a specific template by its **Template Name** or filter by **Quality Control Type** (e.g., Outgoing Goods Check).
- **Action Buttons**:

- **[New]**: The main button to create a new inspection template.
- **[Change Status]**: To activate or deactivate a selected template.

2. Steps to Create a New Inspection Template

Step 1: Create a New Template

From the Main View, click the **[New]** button to open the Add Template form.

Step 2: Fill in Basic Information

- **Enter Template Name**: Provide a clear name for your checklist template (e.g., "QC Raw Material - Flour," "QC Finished Goods - Chocolate Biscuits").
- **Provide a Description** if necessary.

Step 3: Detail the Inspection Parameters (Important!)

In the section at the bottom of the form, define the checklist items:

- **Main Object**: Add a primary inspection parameter by clicking **[+]**. Select the **Parameter Code** (e.g., 'Color', 'Texture', 'Weight'), enter the expected **Standard Value**, and specify the inspection **Sequence Number**.

- **Detail Object**: Add more detailed inspection parameters in the same way.

Step 4: Save the Template

Once all checklist parameters have been entered, click the **[Save]** button to save the new template.

Integrated Workflow & Business Process

- The templates you create here will become the standard reference or checklist used by QC inspectors when performing inspections in the **Quality Control Process** module.

- When a QC inspector begins an inspection for a specific item, the system will likely display the parameters from the relevant template to be filled in with the actual results.

Tips & Important Notes

- This module is critical for standardizing the QC process across the entire company.

- Define parameters and standard values as clearly as possible to ensure consistency in inspection results.

- This is a fundamental setup module that should be managed by the Quality Assurance (QA) team.

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