Incoming Goods Inspection Inbox

Module Guide: Incoming Goods Inspection Inbox (Incoming Inspection Approval)

Module Location

Quality Control > Incoming Goods Inspection > Incoming Goods Inspection Inbox

Module Objective

The **Incoming Goods Inspection Inbox** module serves as the approval center for all **Incoming Goods Inspection** documents. After the QC inspection results for goods received from suppliers are recorded, the document must be reviewed and approved here by an authorized manager before the quality status of the goods is officially updated.

1. Main View (Inspection List)

The main page of this module is an "inbox" that displays all incoming goods inspection documents requiring your action.

View Explanation

This page provides a summary of all inspections that are awaiting approval.

- **Filters**: You can search for a specific document by **QC No.** or a **Date** range.

- **Document List**: The table below will display all documents awaiting action, with columns such as **QC No.**, the reference **Goods Receipt Number, QC Date, QC Result,** and **Approved Status**.

- **Action Buttons**:

  - **[Mass Approve]**: A button to approve multiple inspection documents at once from the list.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Incoming Goods Inspection Inbox** module to see the list of inspections that require approval.

Step 2: Review the Inspection Details

Click on one of the rows in the table to open the detail view of the inspection document. In the detail page, you can check the inspection results (Pass/Fail) recorded by the QC inspector.

Step 3: Provide Approval

- **Individual**: After reviewing the details, find the approval button (e.g., "Approve") **within that detail page**.

- **Bulk**: If you are certain of several results, return to the main list page, check the box on the left of the relevant rows, and then click the **[Mass Approve]** button.

3. Workflow & Integrated Business Process

1. An incoming goods QC result (Pass/Fail) is recorded in the **QC Process** module (which is accessed via Incoming Goods Inspection).
2. The result document automatically enters the queue in this **Inbox**.
3. A manager (e.g., a QA/QC Manager) reviews and approves it.
4. After approval, the item's stock status is **finally updated** (e.g., released from quarantine if Passed).

Tips & Important Notes

- The approval here is the **final validation** of the quality decision made for goods received from suppliers.
- The **[Mass Approve]** button is very useful for speeding up the process if there are many receipts that need to be approved.
- This module is typically accessed by a **QC/QA Supervisor or QA/QC Manager**.

Revision #1
Created 18 October 2025 20:35:10 by Sayu
Updated 18 October 2025 20:36:29 by Sayu