QC Process Inbox

Module Guide: QC Process Inbox

Module Location

Quality Control > QC Process > QC Process Inbox

Module Objective

The **QC Process Inbox** module serves as the approval center for all **QC Process** documents that have recorded an inspection result (Pass/Fail). This is the final verification step where a manager must review and provide approval of the QC results before the item's status is officially updated in the inventory system.

1. Main View (QC Process List)

The main page of this module is an "inbox" that displays all QC result documents requiring your action.

View Explanation

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

- **Filters**: You can search for a specific document by **QC Number** or a **Date** range.
- **Document List**: The table below will display all documents awaiting action, with columns such as **QC Number**, **Work Order No. (SPK)** (if relevant), **QC Date**, **QC Result**, and **Document Approval**.

- **Action Buttons**:
  - **[Accept]**: The primary button to approve the recorded QC results.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **QC Process Inbox** module to see the list of QC results that require approval.

Step 2: Review the QC Result Details

Click on one of the rows in the table to open the detail view of the QC process document. In the detail page, you can check the **QC Result (Pass/Fail)** recorded by the inspector, the transaction reference, and the inspector's name.

Step 3: Provide Approval

After you review the result details in Step 2, return to the main list page, check the box on the left of the relevant row, and then click the **[Accept]** button.

3. Workflow & Integrated Business Process

1. A QC result (Pass/Fail) is recorded in the **QC Process** module.
2. The result document automatically enters the queue in this **Inbox**.

3. A manager (e.g., a QA/QC Manager) reviews and approves it by clicking **[Accept]**.

4. After approval, the item's stock status is **finally updated** (e.g., to 'Available' if Passed, or remains 'Quarantine' if Failed).

Tips & Important Notes

- The approval here is the **final validation** of the quality decision made by the inspector.

- This is an important control step before the goods can be used, sold, or handled further according to the QC results.

- This module is typically accessed by a **QC/QA Supervisor or QA/QC Manager**.

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