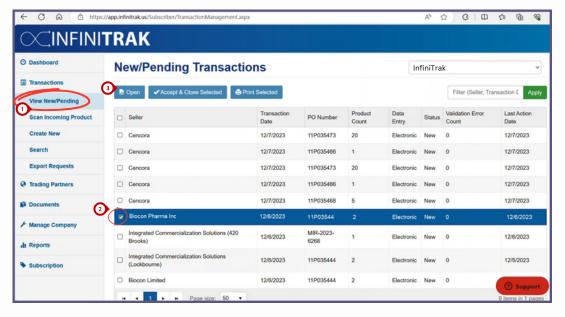
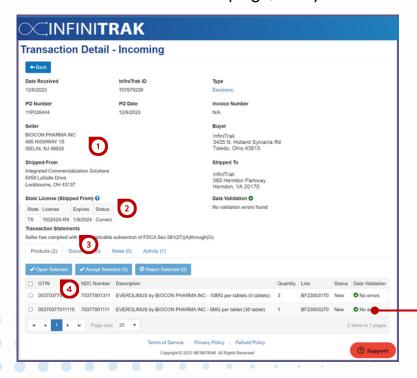


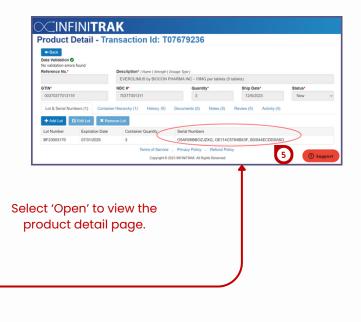
## **HOW TO MANUALLY ACCEPT PRODUCT**

- Log into InfiniTrak
- Go to 'View New & Pending Transactions'
- Locate and open the transaction for the shipment you are receiving.



- Verify the shipping information.
- Check the license verification.
- Match each product received to the product data on the transaction by selecting the product and 'Open Selected'.
- From the Product Detail page, verify serial number, lot, & expiration date.







- Once the product has been matched to the data, return to the Transaction Detail page and select 'Accept Selected'
- Repeat these steps until all products have been reconciled with the transaction data.
- Last, at the top of the page, select 'Close Transaction'

