How to View All Items ‘On Dock’

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Overview

Use **View Dock Items** in **1place Scan** to see all inventory currently recorded at **On Dock** for your warehouse. Check this list after receiving a purchase order to verify which items are on the dock and see what still needs to be put away.

Steps

1. Sign in to 1place Scan and confirm that the home screen shows the correct warehouse.
2. Select **Inventory > View Dock Items**.
3. Review the list of items currently recorded at **On Dock**. To find a specific item, use **Filter**.
4. Select **Done** when you finish reviewing the list.

When you’re ready to put the items away, go to **Receiving > Put Dock Items in Bins** to record the move from the dock to their storage bins.

For related workflows, see the 1place Scan User Guide.