
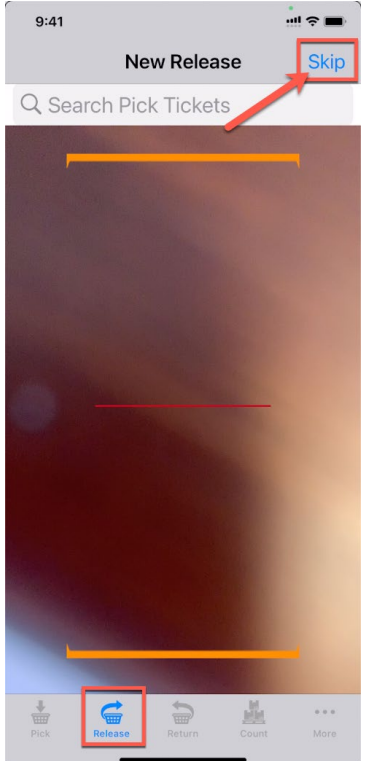


## Create a Counter Release (Without a Pick Ticket)

### Summary of Steps

<p>1. Log into Go Inventory.</p>	
<p>2. Tap on “Release” Menu:  and</p> <p>3. skip “Search Pick Tickets”</p>	 <p>The screenshot shows the 'New Release' screen in the Go Inventory app. At the top, there's a status bar with the time 9:41 and signal indicators. Below it, the title 'New Release' is displayed. A search bar with the placeholder text 'Search Pick Tickets' is visible. A red arrow points to a 'Skip' button in the top right corner, which is highlighted with a red box. The bottom navigation bar contains five icons: 'Pick', 'Release' (highlighted with a red box), 'Return', 'Count', and 'More'.</p>

4. Enter Release Details:
- a. Release Description
  - b. Released To
  - c. Work Order / Phase
  - d. Parts
  - e. Photo Gallery

Individual Steps shown below.

9:41

Cancel Release Summary Done

1034

Description

Honeywell kit for project a

Released To

0158409 b >

TODD MARTIN

Work Order/Phase

WO22-001203 / 001 c >

HVAC/SYSTEMS - A/C ISN'T WORKING AT UNDEFINED

Parts d >

Photo Gallery e 1 >

Pick Release Return Count More

5. Tap **Done**. Verify ready to Release.

9:41

Cancel Release Summary Done

1034

Description

Honeywell kit for valve rebuild

Released To

0158409 >

TODD MARTIN

Work Order/Phase

WO22-001203 / 001 >

HVAC/S

Parts >

Photo 1 >

Alert

Are you ready to release these items?

No Yes

Pick Release Return Count More

## Counter Release in AiM

The Counter Release will immediately appear in the AiM desktop.

**AiM Counter Release** DALLACE ⓘ ? ↗

---

**New** Search Browse ☆

- ★ Action
- 🔍 Email
- 🖨 Print
- 📄 View
- ☰ Extra Description
- ✉ Sent Email
- 📎 Related Documents

**1034** Last Edited by DALLACE UNGER On 5/19/22 2:42 PM

HONEYWELL KIT FOR VALVE REBUILD 1

Released By: [8009771](#) 2

Released To: [0158409](#) 3

Release Date: May 19, 2022 4

Reference Number

Warehouse: [UND-CENT](#) 5

Total Cost: 6 534.31

Line Items 7

Line	Part	Description	Bin	Released	Returned	Work Order	Phase	Pick Ticket
1	1.100502	HONEYWELL KIT REPACK 14003297 001	2006CD6	1.0000	0.0000	WO22-001203	001	

- 1) Counter Release Transaction ID and Description
- 2) Released By Employee
- 3) Released To Employee
- 4) Released Date
- 5) Warehouse where the item was released from
- 6) Total Cost
- 7) Line Item detail including:
  - a) Line Number
  - b) Part Number
  - c) Part Description
  - d) Bin Number
  - e) Released Quantity
  - f) Returned Quantity
  - g) Work Order Number
  - h) Phase
  - i) Pick Ticket Number

## Release Steps in Go Inventory

Add a description for the release.

This is not a required field, but it can be useful for identifying counter releases, especially in the event of a Counter Return.

9:41

Cancel Release Summary Done

1036

Description  
additional parts needed for valve rebuild

Released To >

Work Order/Phase >

Parts >

Photo Gallery 0 >

or the and

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵

123 😊 space return

🌐 🎤

Tap the “Released To” arrow and

Speak or type the Employee Name or ID.

9:41

Cancel Release Summary Done

1036

Description  
additional parts needed for valve rebuild

Released To >

Work Order/Phase >

Parts >

Photo Gallery 0 >

📦 Pick 🔄 Release 🏠 Return 📊 Count ... More

9:41

< Release To

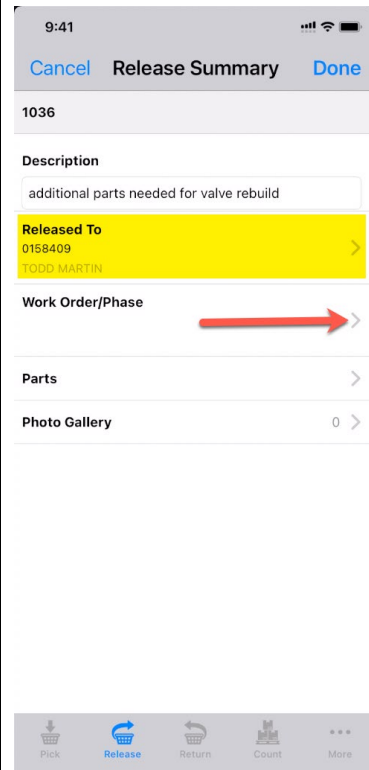
🔍 Todd Martin ✕ Cancel

📄

Select the correct Employee.

If the employee is the only one available, then it will be picked automatically and this step will be skipped.

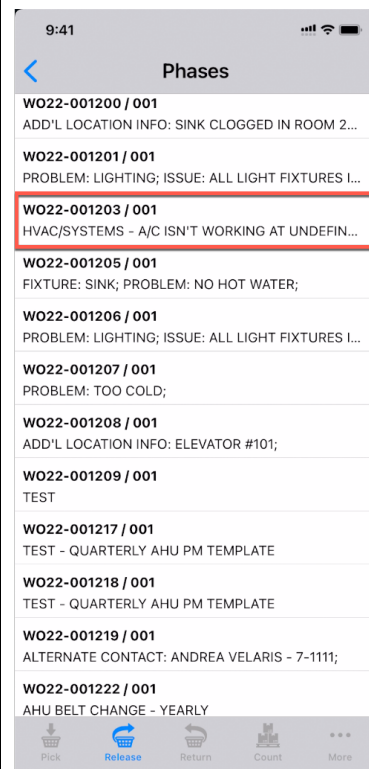
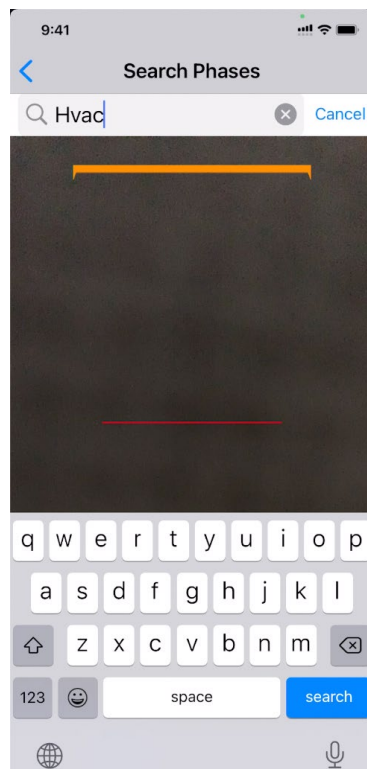
Proceed to the next step and select the Work Order / Phase.



Scan or Search for the work order phase to charge for the parts.

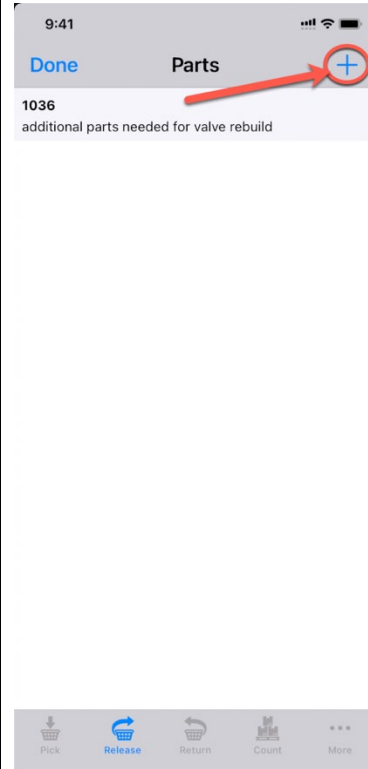
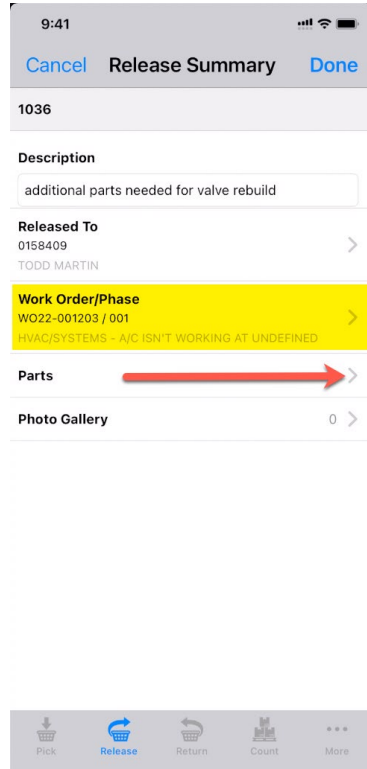
The work orders will be listed in alphanumeric order.

Tap on the one you want.



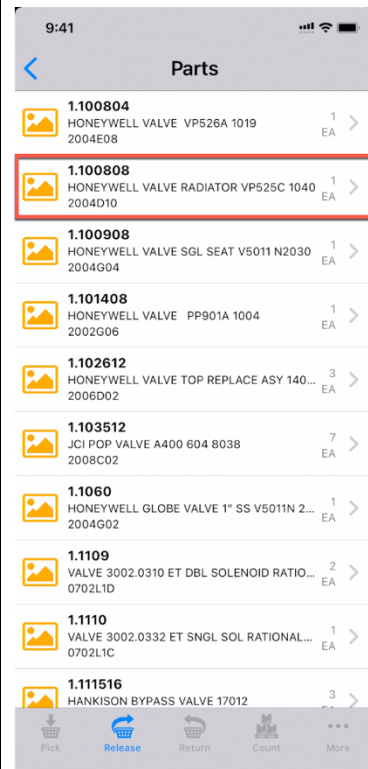
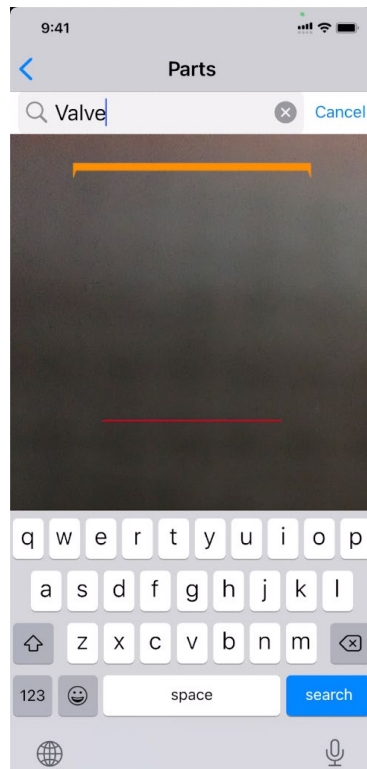
Tap on the Parts arrow.

On the Parts screen, tap the blue plus symbol (+) to select an inventory part to add.



Type or say the name of the parts you want.

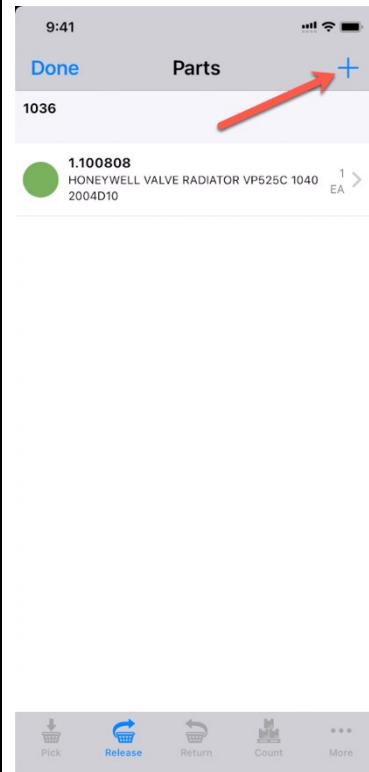
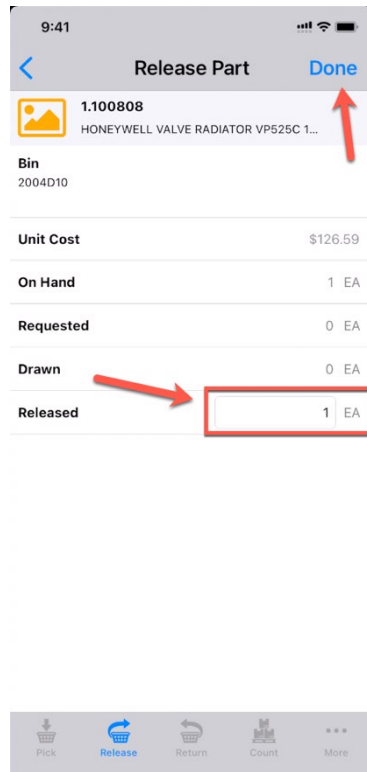
Tap Search to continue.



Enter the quantity to release.

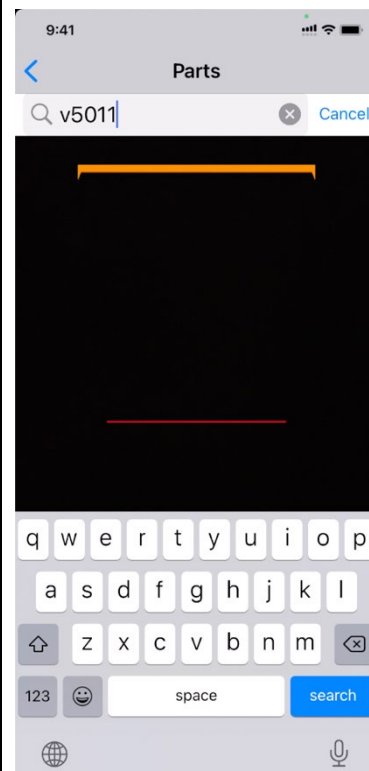
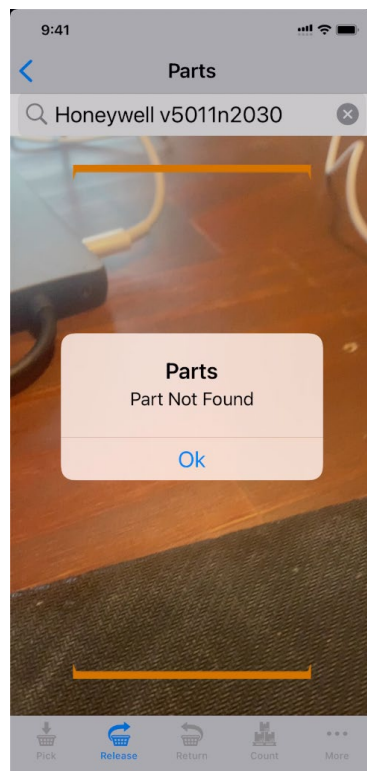
Tap Done to save the release.

On the Parts page, Add another part.

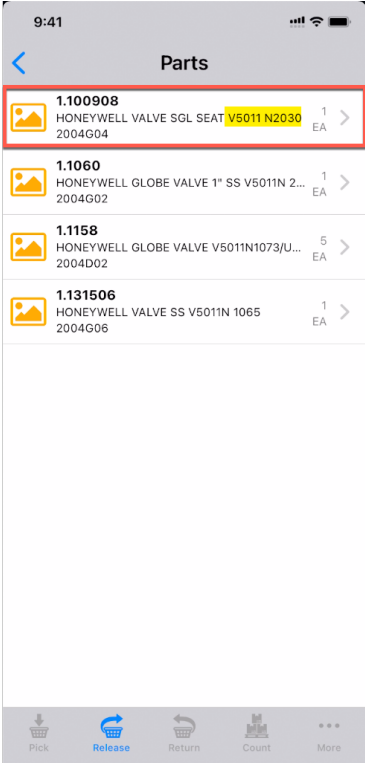
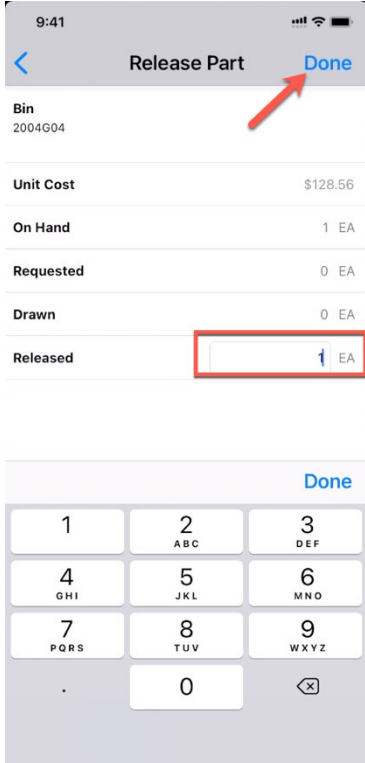
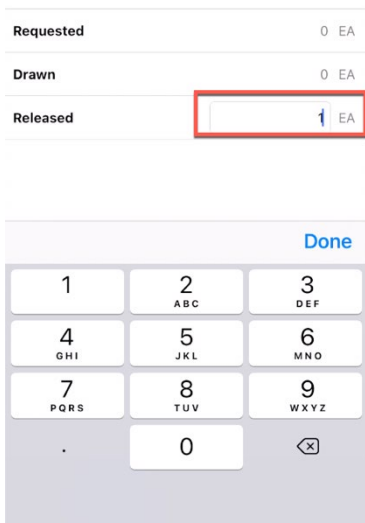


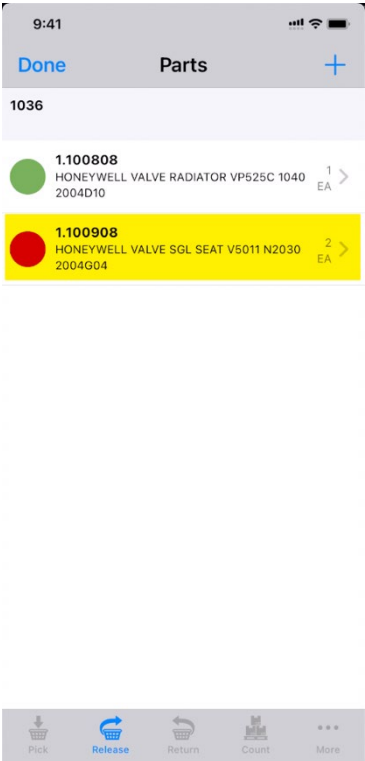
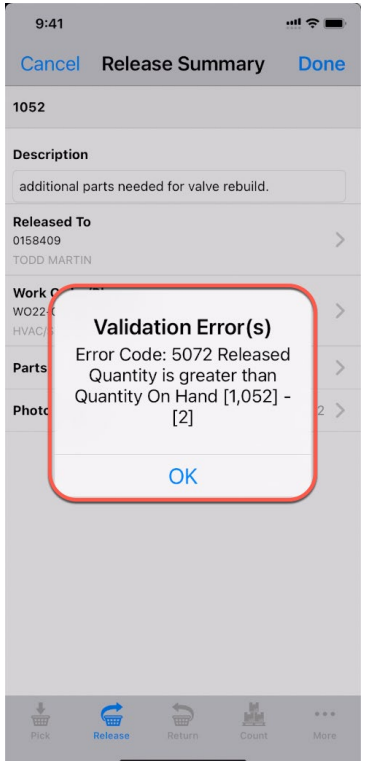
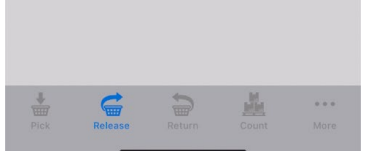
Sometimes, it may not be possible to find a part, even if the part number or description is very specific.

When this happens, try typing *LESS* detail before searching.



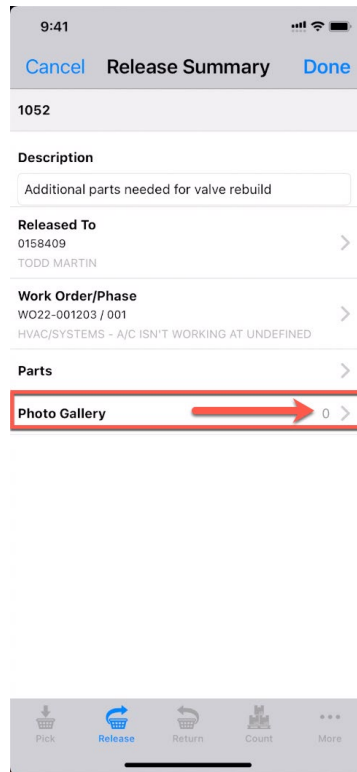
**Note:** The wildcard character '%' can be used in searches. For example, "Honeywell%v5011".

Find the part you want.		
<p><i>Note that the part number in the description may be formatted differently than expected.</i></p>		
Enter the quantity to release, then tap <b>Done</b> .		

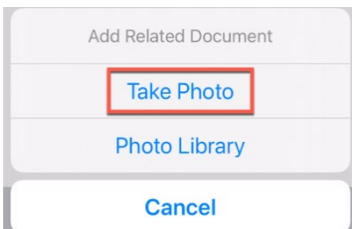
<p>If a mistake has been made, and you release more quantity that is available, then the highlighted part will be marked with a large red dot.</p> <p>If you do not fix this error, you will receive an error message when updating</p>		
<p>“Validation Error(s) Error Code: 5072 Released Quantity is greater than Quantity On Hand”</p>		
Go back and fix the error.		

To view or Photos of the released items to the release, tap Photo Gallery.

To add a new photo, tap the Blue Cross (+).

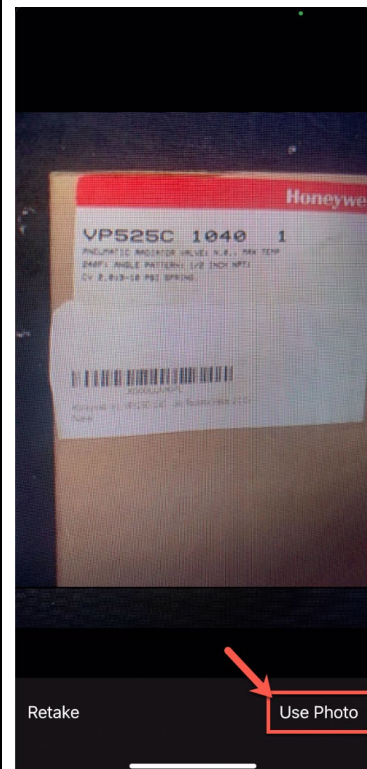
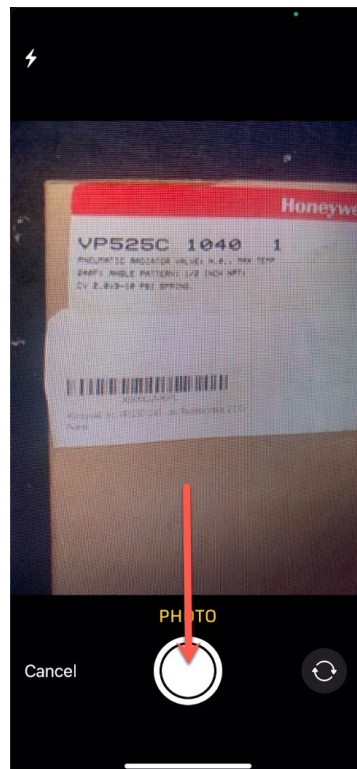


You can take a photo from your device camera:



Aim and snap the photo.

Then center and use the photo.



Or Select from the Photo Library



Find and tap the photo.

Resize as desired and tap Choose.

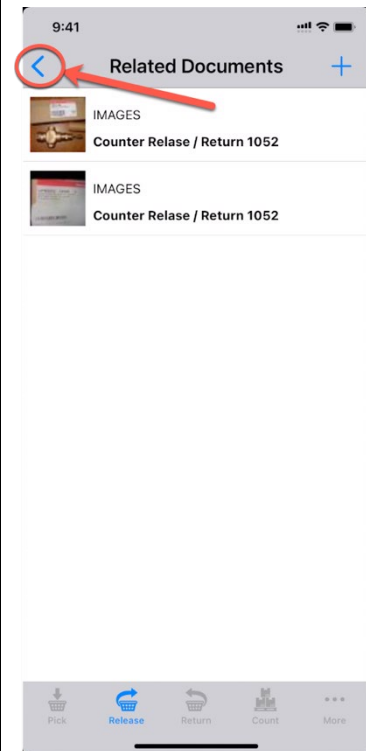
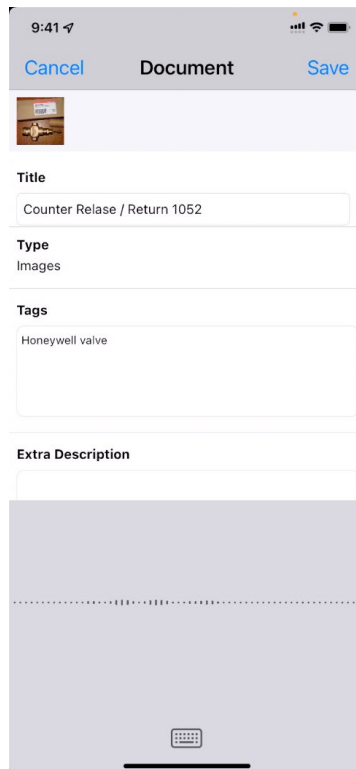


Change the Title or the Tags as desired.

**Note:** *this is not a necessary step. Changing the title or the tags may help later if there is a counter return.*

Tap **Save** to continue.

Click Right Arrow (➡) to return.



Click **Done** to finish.

Verify that the items are ready to release by responding "Yes" to the alert.

**Important Note:** if you tap "No", then the release and all its components will be **deleted**. You will have to start over to complete the release.

The Counter Release in AiM will be updated immediately and look like this:

**AIM** Counter Release
DALLACE ⓘ ? ➔

**New**
Search
Browse
☆

- ★ Action
- 🔍 Email
- 🖨️ Print
- 📄 View
- ☰ Extra Description
- ✉️ Sent Email
- 📎 Related Documents

**1052** Last Edited by DALLACE UNGER On 5/20/22 9:41 AM

ADDITIONAL PARTS NEEDED FOR VALVE REBUILD.

Released By: [8009771](#)  
DALLACE UNGER

Released To: [0158409](#)  
TODD MARTIN

Release Date: May 20, 2022

**Line Items**

Line	Part	Description	Bin	Released	Returned	Work Order	Phase	Pick Ticket
1	1.100808	HONEYWELL VALVE RADIATOR VP525C 1040	2004D10	1.0000	0.0000	WO22-001203	001	
2	1.100908	HONEYWELL VALVE SGL SEAT V5011 N2030	2004G04	1.0000	0.0000	WO22-001203	001	

Reference Number	
Warehouse	<a href="#">UND-CENT</a>
	UND CENTRAL WAREHOUSE
Total Cost	\$255.15