



How to: Track-In

11.2

February 2026

DOCUMENT ACCESS

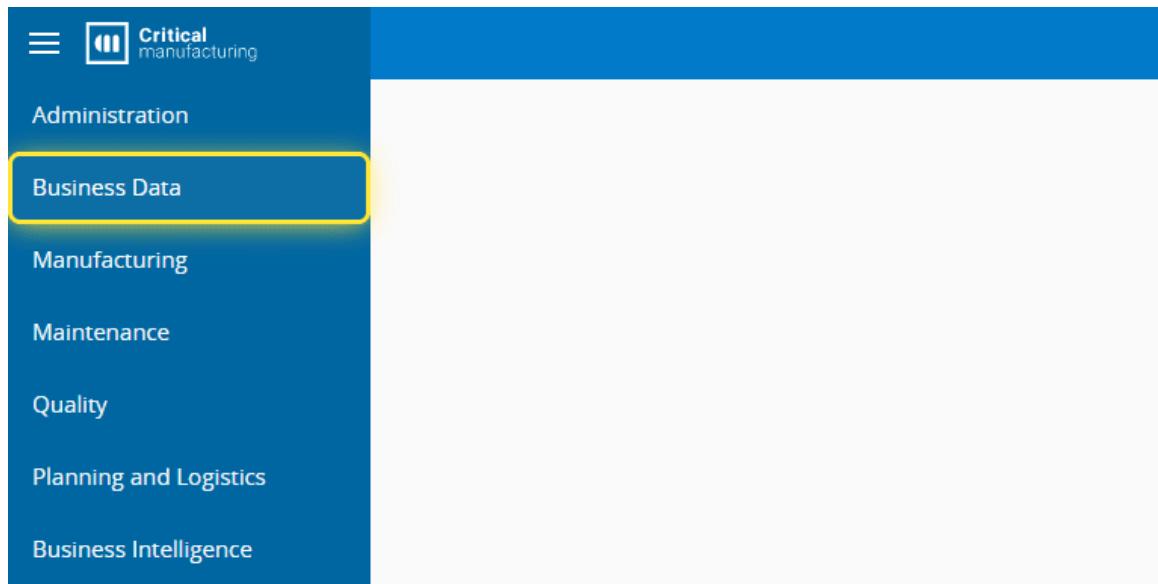
Public

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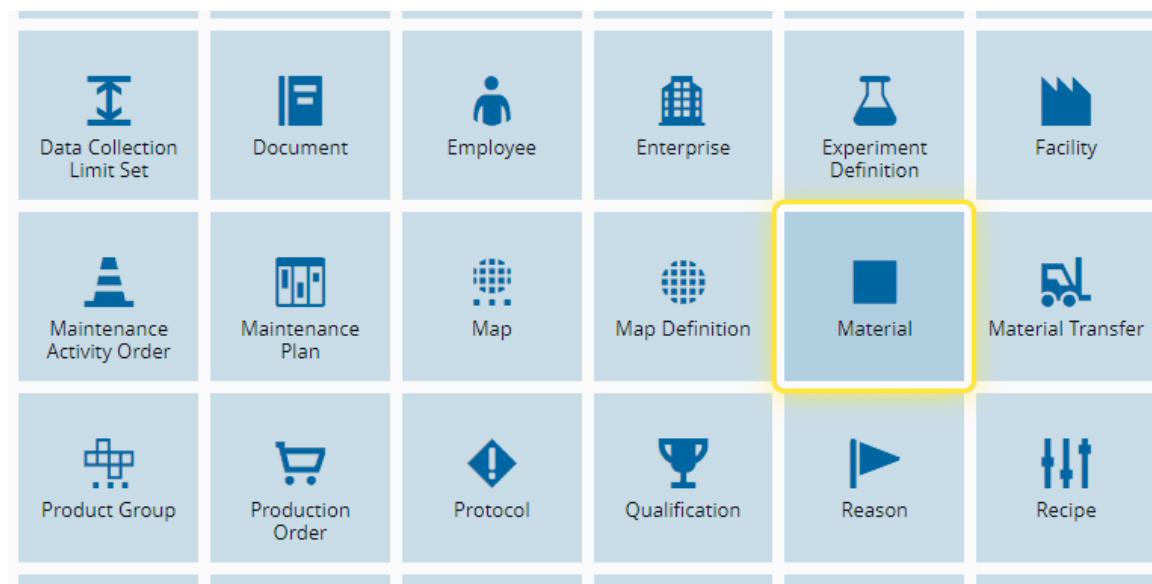
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How to: Track-In

1. Go to the Business Data menu.



2. Select the Material entity.



3. Select a Material.

The material selection can be done this way, or through Step or Resource View.

Material

New Refresh Import Export Mass Update More

Material

DEFAULT QUERY ▾

NAME	DESCRIPTION
AcetylsalicylicAcid-01	AcetylsalicylicAcid-01
AmmoniumPhosphate-01	AmmoniumPhosphate-01

4. Select a the Track-In button.

This option is available in any View, as long as the Material is in the Dispatched state.

AcetylsalicylicAcid-01

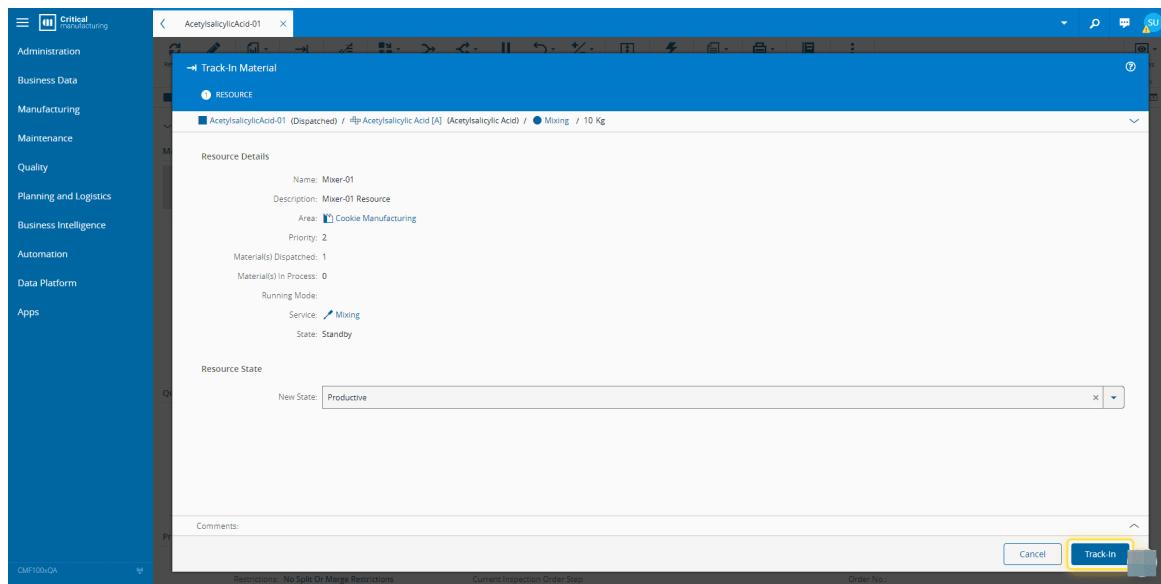
Refresh Edit View Reports Reports Transaction Track-In Undo Undispatch Change Merge Split Hold Off-Flow Record Loss/Bonus Open Instance Perform Data Collection Material Trans

AcetylsalicylicAcid-01 (Active)

DETAILS

Material	Basic Information
Name: AcetylsalicylicAcid-01	Form: Lot
Description: AcetylsalicylicAcid-01	Facility: Cookie Factory
Type: Production	Product: Acetylsalicylic Acid [A]
Universal State: Active	Product Description: Acetylsalicylic Acid
System State: Dispatched	Product Group:
	Product Group Description:
	Parent:

5. Select the Track-In button.





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