

QUARANTINING STOCK

In this guide we will cover how to Quarantine stock and also remove it from quarantine.

[PLACING STOCK INTO QUARANTINE](#)

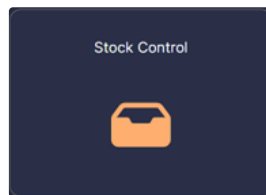
[RELEASING STOCK FROM QUARANTINE](#)

[RELEASING STOCK](#)

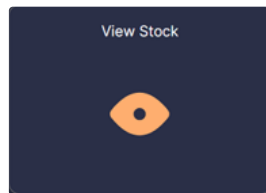
[ADJUSTING STOCK](#)

PLACING STOCK INTO QUARANTINE

From the terminal go into the 'Stock Control' tile:



We now need to find the stock to be placed in quarantine, so go into the view stock tile and search for the stock:



View Stocks

Commodity Code: Commodity Name: Location:

Lot Number: Batch Number: Stores Location:

Receive Date From: Receive Date To:

Order By: Sort Order:

Check the box if you wish to see all stock (including 0 and e-commerce)

Received	Expiry Date	Commodity	Pack / Bag Qty	Lot Number	Batch Number	Quantity	Unit	Location	Menus
28 Feb 2025	21 Jun 2030	W001 Water	0	L2025591	N/A	99942961.00	KG	FACTORY	
5 Jun 2025	31 Dec 2025	D006 BEETROOT JUICE CONC	5	L202515625	N/A	4.00	KG	Box Store	

now once you find the stock select the Red 'Quarantine' button next to the stock

Received	Expiry Date	Commodity	Pack / Bag Qty	Lot Number	Batch Number	Quantity	Unit	Location	Menus
17 Dec 2025	17 Dec 2026	1102 Bits and Pieces Loaded Brownies	0	L202535111	N/A	1.00	KG	Box Store	
17 Dec 2025	17 Dec 2026	1102 Bits and Pieces Loaded Brownies	0	L202535110	N/A	10.00	KG	FACTORY	

The system will ask you for a reason for placing the stock in quarantine, a reason must be put in or the system will not allow you to proceed:

Stock Quarantine For 1102 - Bits and Pieces Loaded Brownies ✕

Stock Item Info: Lot Number: Quantity:

Location: Expiry Date:

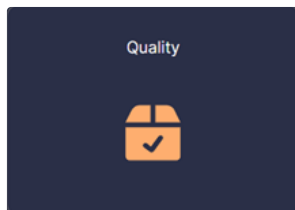
Please Record Reason for Placing Stock Item Into Quarantine:

The stock will now show as in Quarantine and adjustments or releasing the stock can only be done from the Quarantine menu in the quality tile now

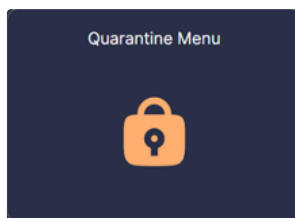
Received	Expiry Date	Commodity	Pack / Bag Qty	Lot Number	Batch Number	Quantity	Unit	Location	Menus
17 Dec 2025	17 Dec 2026	1102 Bits and Pieces Loaded Brownies	0	L202535111	N/A	1.00	KG	Box Store	<input type="button" value="Stock is in quarantine"/>

RELEASING STOCK FROM QUARANTINE

To release stock from quarantine, on the terminal go into the 'Quality' tile



then go into the 'Quarantine Menu'












from here you will see all stock currently quarantined

Quarantined Stocks

Quarantine Date From Quarantine Date To




SEARCH ↻

Quarantine Date	Commodity	Lot Number	Expiry Number	Quantity	Location	Menu
13 Jan 2026 11:31 AM	1102 Bits and Pieces Loaded Brownies	L202535111	17 Dec 2026	1.000	Box Store	  
11 Dec 2025 9:09 AM	A001 NATURAL CHERRIES	L202528201	10 Apr 2026	1000.000	STORES	  
17 Sep 2025 8:53 AM	P173 D1 BOX 442 X 361 X 69	L202525515	12 Sep 2026	400.000	Box Store	  

RELEASING STOCK

to release the stock select the Blue 'Update' button next to the stock item

Menu

Update Quarantined Item ×

Stock Item Info: Lot Number: Quantity:

Location: Expiry Date:

Please Record Reason for Placing Stock Item Into Quarantine:

Released:

Please Enter Reason for Releasing Product:




UPDATE STOCK **CANCEL**

Make sure Released is set as 'Released' and not 'on hold' or it wont release. You must also give a reason for releasing

ADJUSTING STOCK

You can adjust the stock in quarantine without releasing it by selecting the yellow 'Adjust' button and then making the adjustment from the pop up

Menu

No Allergens

Lot Number: Quantity: Location: Expiry:

UNIT: PLEASE ADJUST STOCK BY UNIT

Quantity:

Expiry: ✕

How many labels do you want to print?

ADJUST STOCK

CANCEL