Do not track receipt status

Follow the instructions below to not track the Receipt Status of a serial or e-product item from the One-Time items screen.

Note: The Do Not Track action can only be applied to items with the Processing Type of Serial or eProduct. Monographs cannot have the Receipt Status of Not Tracked.

1. Search order items using one of the methods described on the Search and filter order items page.
2. Select the check boxes next to the items you want to not track. If you want to not track all items in the table, select the check box at the top of the table.
3. At the top of the screen, click Receive > Do Not Track.
4. From the Do Not Track dialog, click Do Not Track.