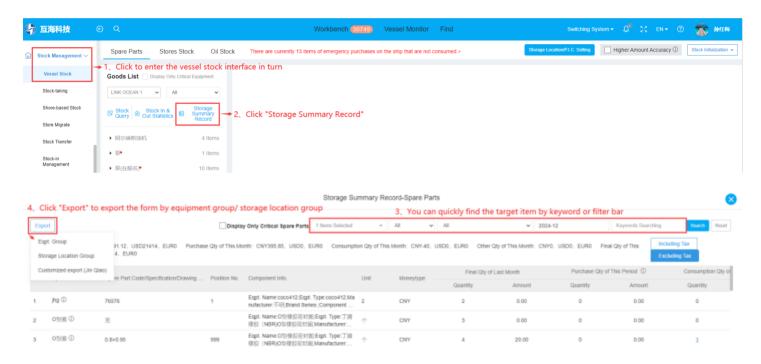# How to quickly check the receipt and storage status of items (document)

Users can log in to the OLISS Web side , go to the "Stock Management → Vessel Stock / Shore-based Stock" interface, click on "Storage Summary Record", enter the Storages Summary Record-Spare Parts interface, and quickly find the target item by keyword or filter column. Click "Export" to export the table by equipment grouping/storage location (if customized, the table can be exported as customized), and the receiving and receiving inventory status of the item can be viewed in the exported table.

(If there is customization, the form can be exported according to the customization)