PERSONAL WORKING REPORT

Moving Box Inventory Example with Open-First Labels

See boxes by room and separate urgent unpacking from later.

5 records · Created 18 Nov 2026 · All records

SAVED RECORDS	LABELLED ITEMS	OPEN-FIRST BAG CHECKED
5	5	1

WORKING ENTRIES

REPORT NOTE

Fictional teaching data, not real customer records. Each physical box or bag has one unique label. In transit and To unpack are different states. The inventory does not confirm the transport or handling of an item.

Box ID	Room and contents	Assigned mover	Unpacking state	Fragile / open-first notes
K-01	Kitchen cups and plates	Alex	In transit	Fragile label; check suitable packing and handling.

Box ID	Room and contents	Assigned mover	Unpacking state	Fragile / open-first notes
B-01	Bedroom linen	Sam	To unpack	Place with the bedroom boxes.
E-01	First-evening essentials bag	Alex	Unpacked	Opened and checked in this example.
W-01	Work desk accessories	Sam	To unpack	Check that the desk location is ready.
H-01	Hallway shoes	Alex	In transit	Keep the box label visible.