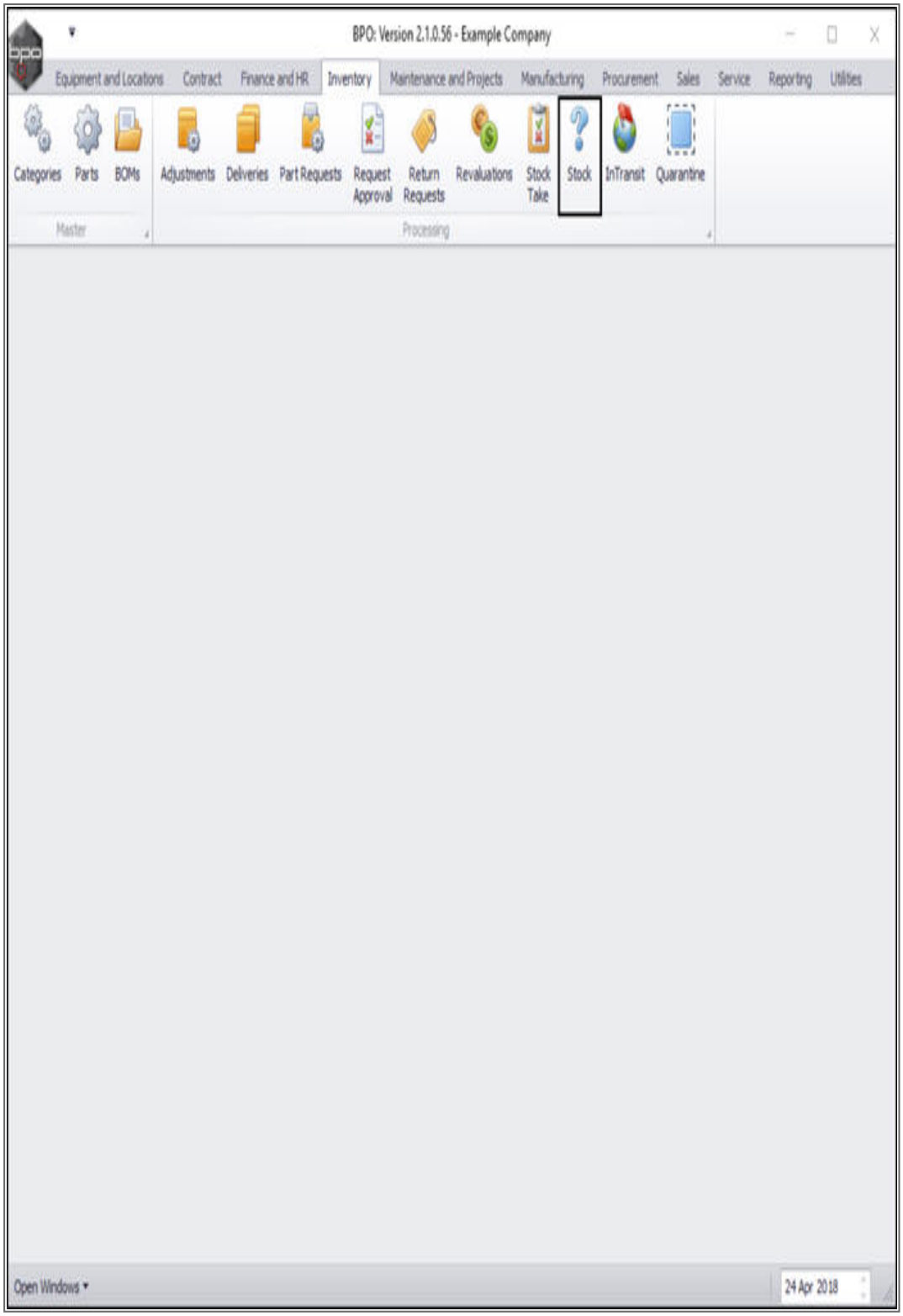
INVENTORY

VIEW ALL STOCK

...

Ribbon Access: *Inventory > Stock*

CO3 Technologies (Pty) Ltd © Company Confidential



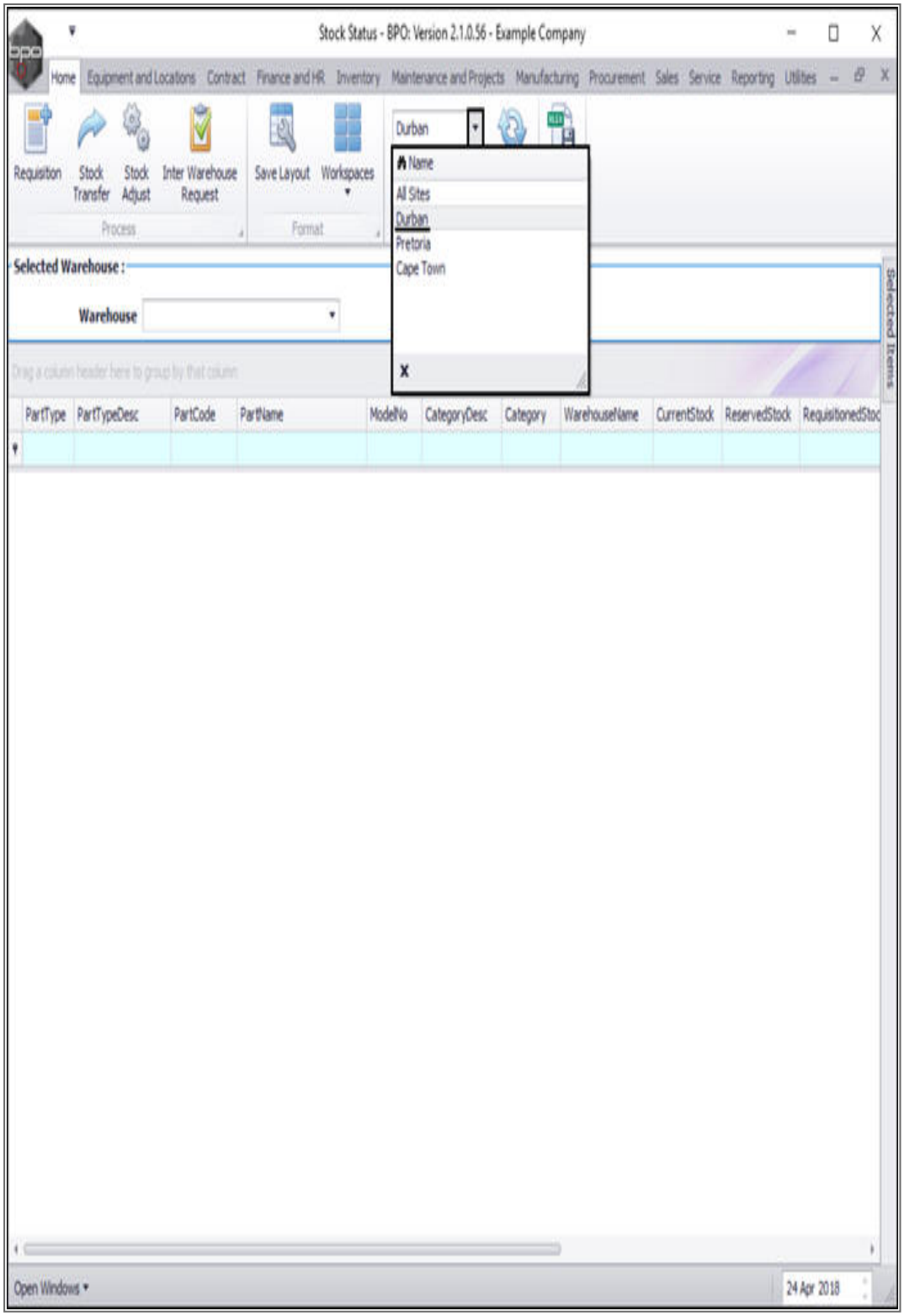
The ***Stock Status*** screen will be displayed.

CO3 Technologies (Pty) Ltd © Company Confidential

Select the Site and Status

- Select the ***site*** .
    - In this image ***Durban*** has been selected.

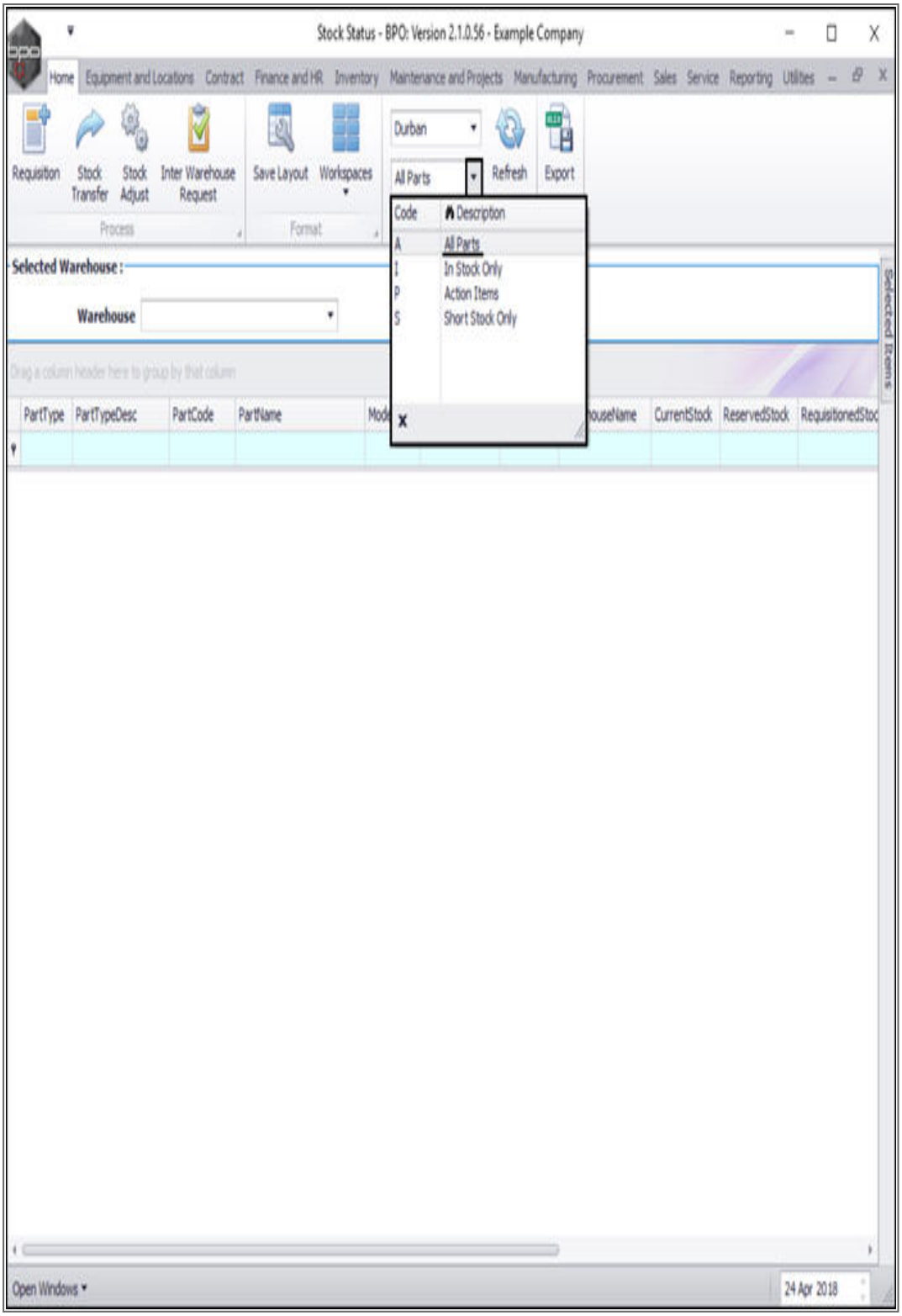
CO3 Technologies (Pty) Ltd © Company Confidential



CO3 Technologies (Pty) Ltd © Company Confidential

- This screen should default to the ***In Stock Only*** status.
- Ensure that you change this to the ***All Parts*** status.

CO3 Technologies (Pty) Ltd © Company Confidential

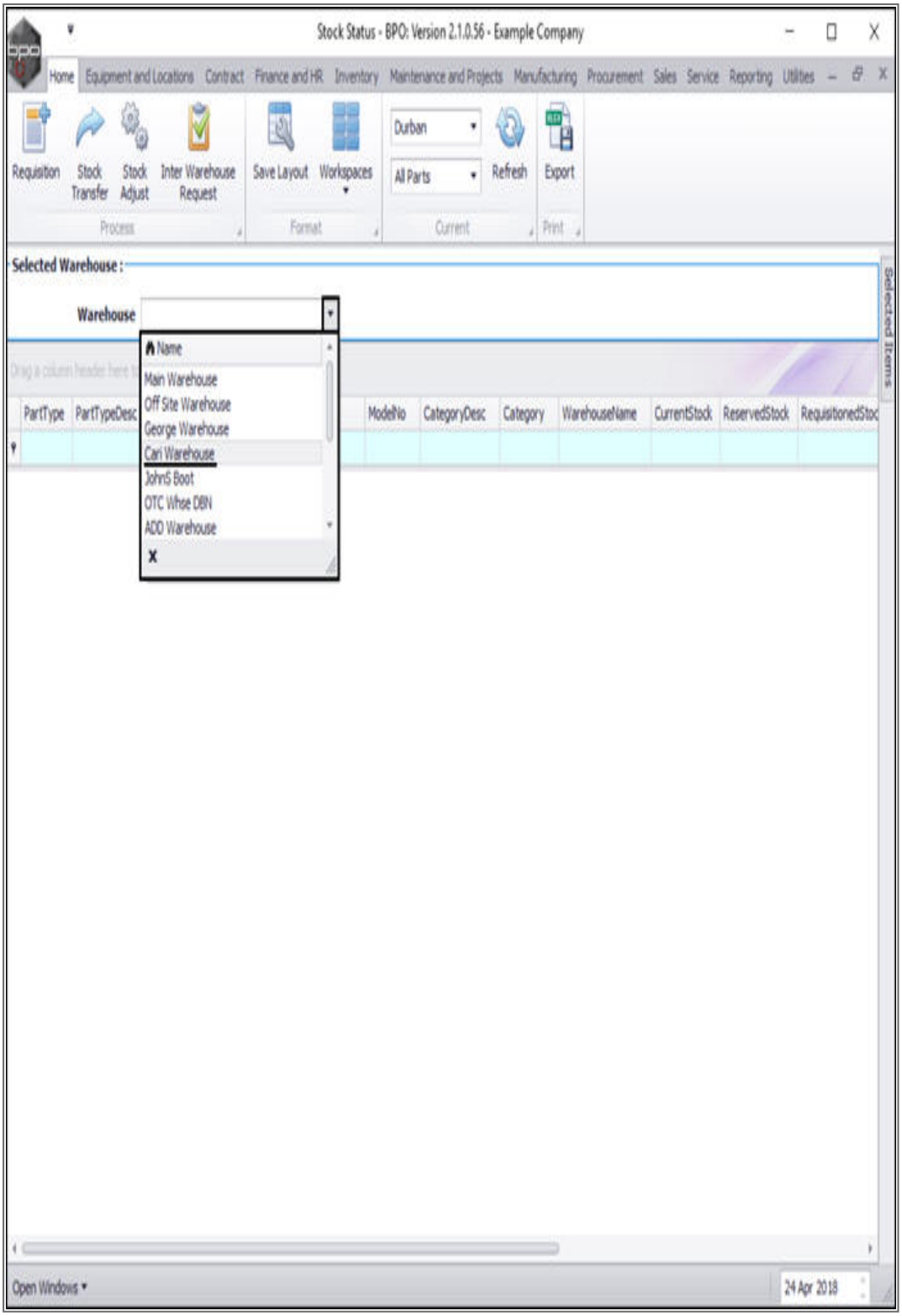


CO3 Technologies (Pty) Ltd © Company Confidential

SELECT THE WAREHOUSE

- Click on the drop-down arrow in the ***Warehouse*** field to display the ***Warehouse Selection*** menu.
- Click on the ***warehouse*** that you wish to view.
    - In this image, the ***Cari Warehouse*** is selected.

CO3 Technologies (Pty) Ltd © Company Confidential

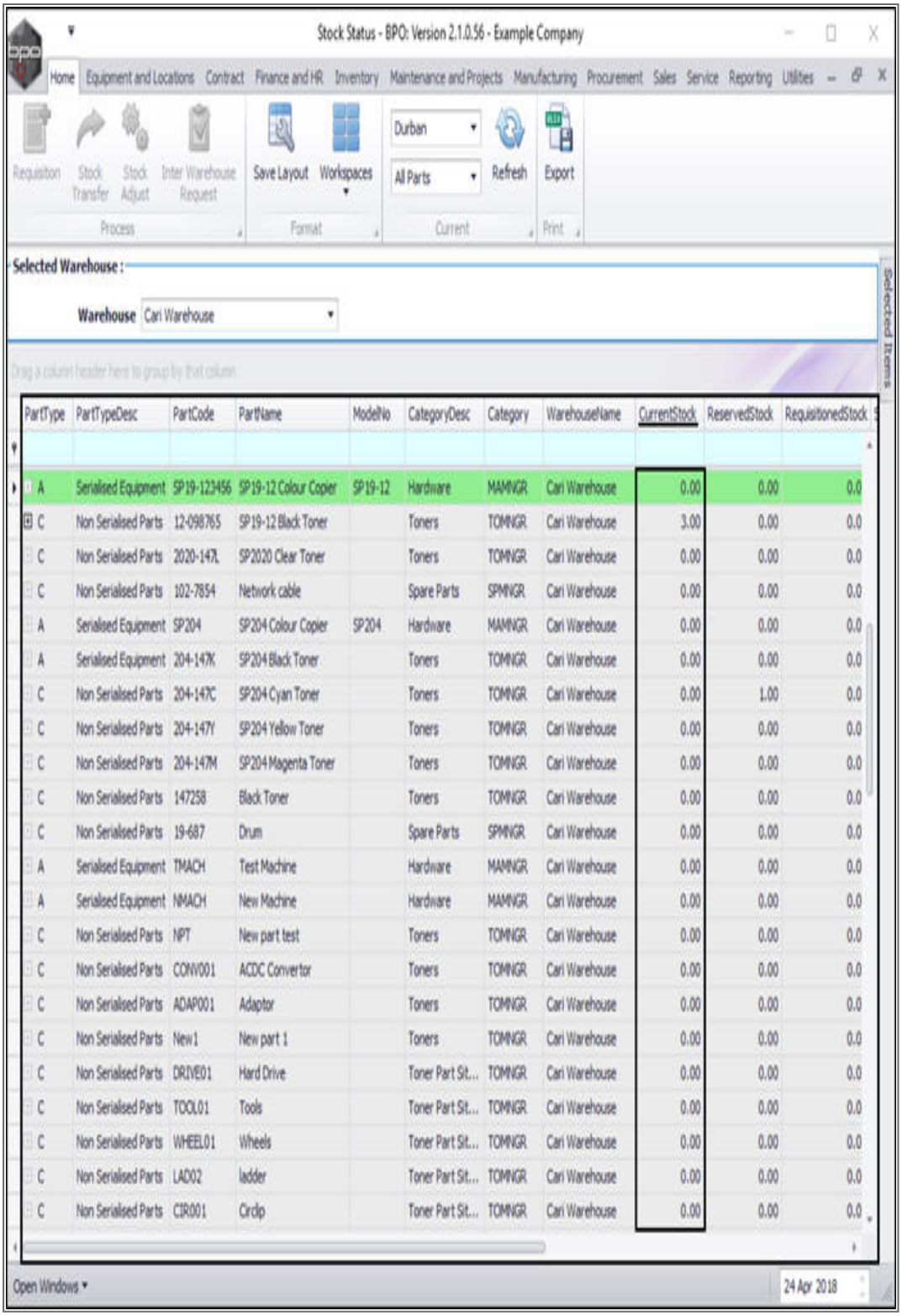


CO3 Technologies (Pty) Ltd © Company Confidential

VIEW CURRENT STOCK

- The screen will now display a list of all the **A-Class**, **B-Class** and **C-Class** items that have been loaded onto the system, whether there is currently stock of these items or not
- View the ***Current Stock*** column to see the in stock amounts of each item.

CO3 Technologies (Pty) Ltd © Company Confidential

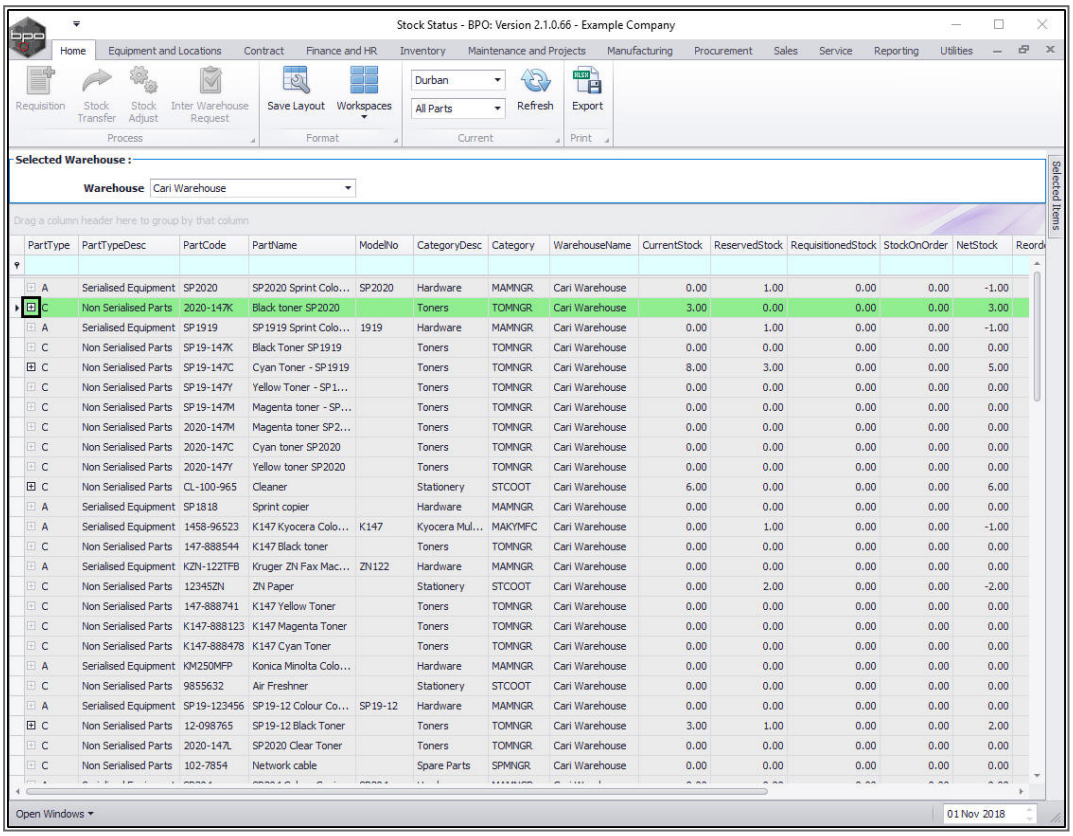


PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock
A	Serialised Equipment	SP19-123456	SP19-12 Colour Copier	SP19-12	Hardware	MAMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	12-098765	SP19-12 Black Toner		Toners	TOMNGR	Cari Warehouse	3.00	0.00	0.0
C	Non Serialised Parts	2020-147L	SP2020 Clear Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	102-7854	Network cable		Spare Parts	SPMNGR	Cari Warehouse	0.00	0.00	0.0
A	Serialised Equipment	SP204	SP204 Colour Copier	SP204	Hardware	MAMNGR	Cari Warehouse	0.00	0.00	0.0
A	Serialised Equipment	204-147K	SP204 Black Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	204-147C	SP204 Cyan Toner		Toners	TOMNGR	Cari Warehouse	0.00	1.00	0.0
C	Non Serialised Parts	204-147Y	SP204 Yellow Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	204-147M	SP204 Magenta Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	147258	Black Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	19-687	Drum		Spare Parts	SPMNGR	Cari Warehouse	0.00	0.00	0.0
A	Serialised Equipment	TMACH	Test Machine		Hardware	MAMNGR	Cari Warehouse	0.00	0.00	0.0
A	Serialised Equipment	NMACH	New Machine		Hardware	MAMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	NPT	New part test		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	CONV001	ACDC Convertor		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	ADAP001	Adaptor		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	New1	New part 1		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	DRIVE01	Hard Drive		Toner Part Sit...	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	TOOL01	Tools		Toner Part Sit...	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	WHEEL01	Wheels		Toner Part Sit...	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	LAD02	ladder		Toner Part Sit...	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	CIR001	Circlip		Toner Part Sit...	TOMNGR	Cari Warehouse	0.00	0.00	0.0

CO3 Technologies (Pty) Ltd © Company Confidential

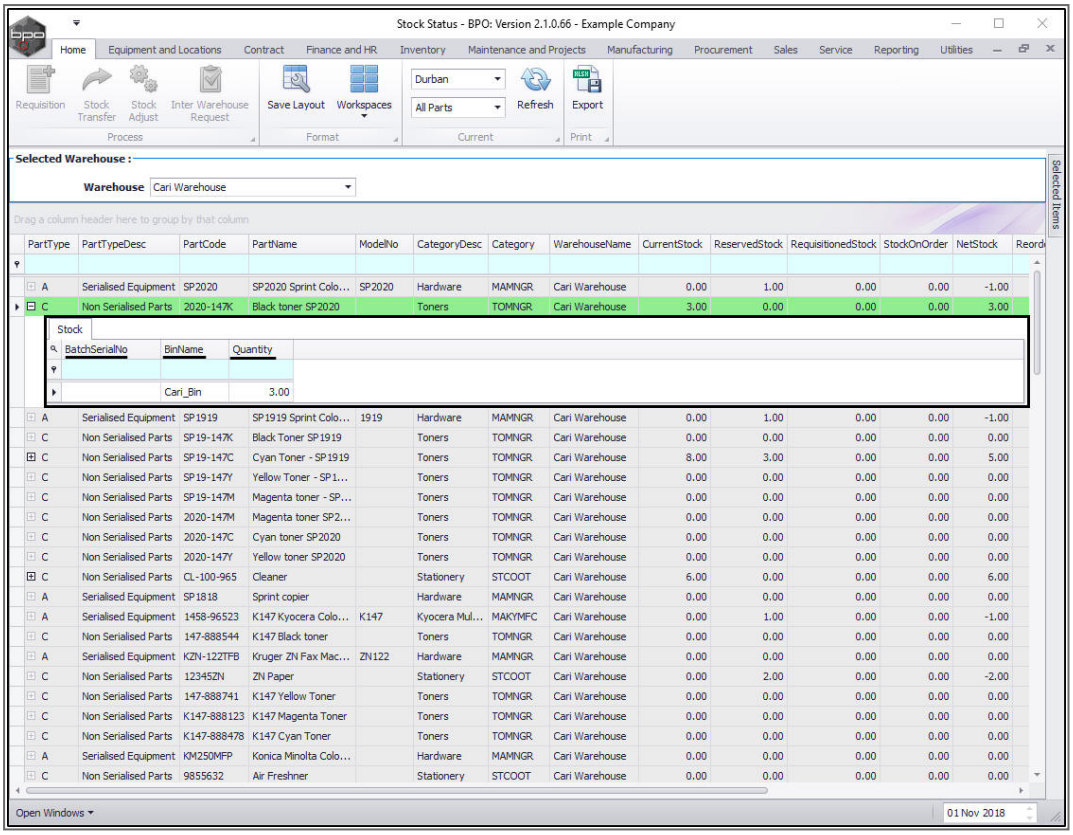
VIEW STOCK QUANTITY AND LOCATION

- Click on any ***'bold'*** expand button in a item line to view the ***quantity*** and ***location*** of the stock.



- The ***Stock*** frame will be expanded and you can see which ***bin*** the item can be found in and the ***quantity*** of those items in the that bin. If there is a ***serial number*** (A or B-Class items) or ***batch number***(s) linked to the item(s) (C-Class items if batch tracking is enabled) then these numbers can also be found in this frame.

CO3 Technologies (Pty) Ltd © Company Confidential



MNU.037.007

CO3 Technologies (Pty) Ltd © Company Confidential