# INVENTORY

## VIEW STOCK ON HAND

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**Ribbon Access:** *Inventory > Stock*



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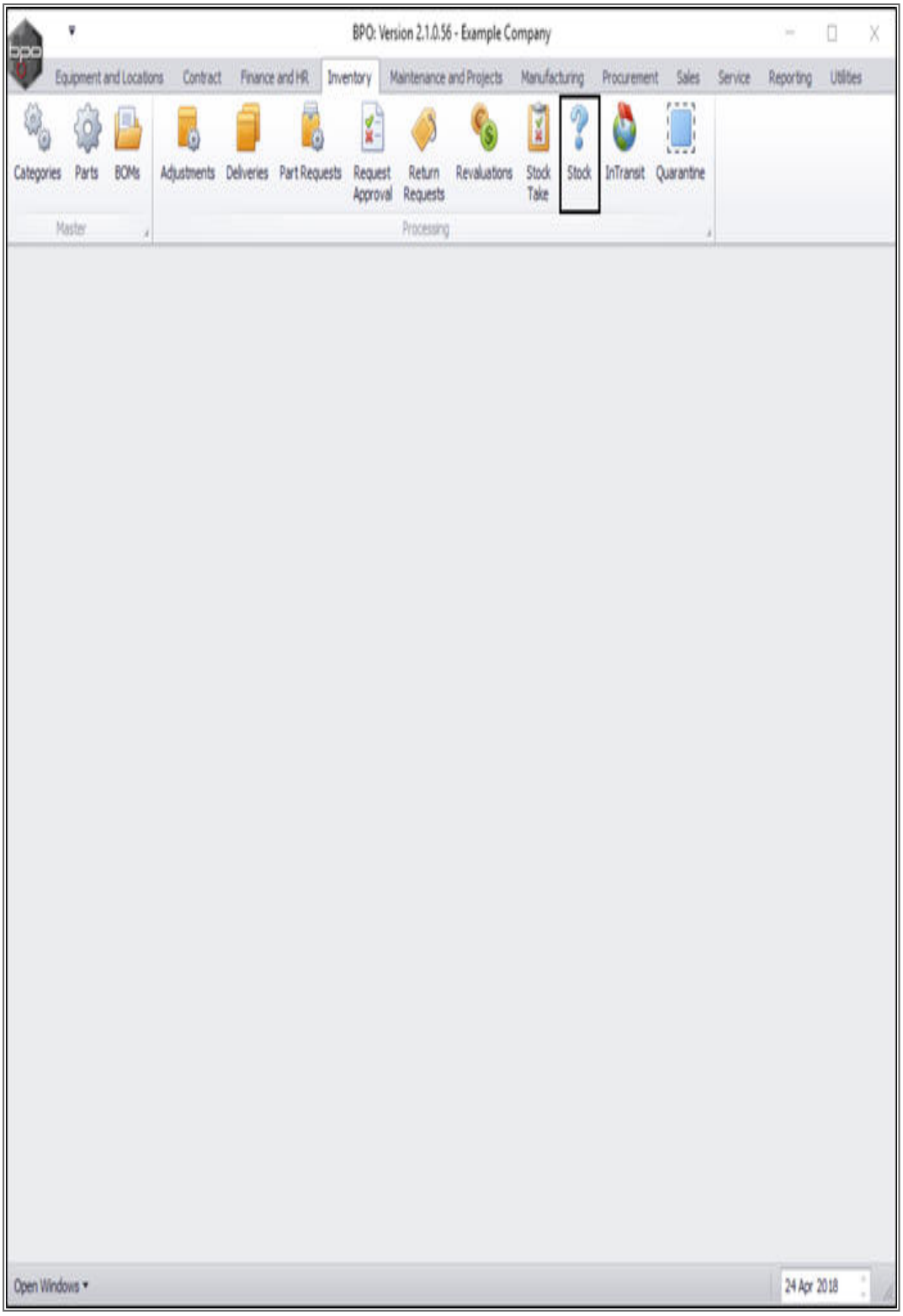


The ***Stock Status*** screen will be displayed.



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## Select the Site and Status

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



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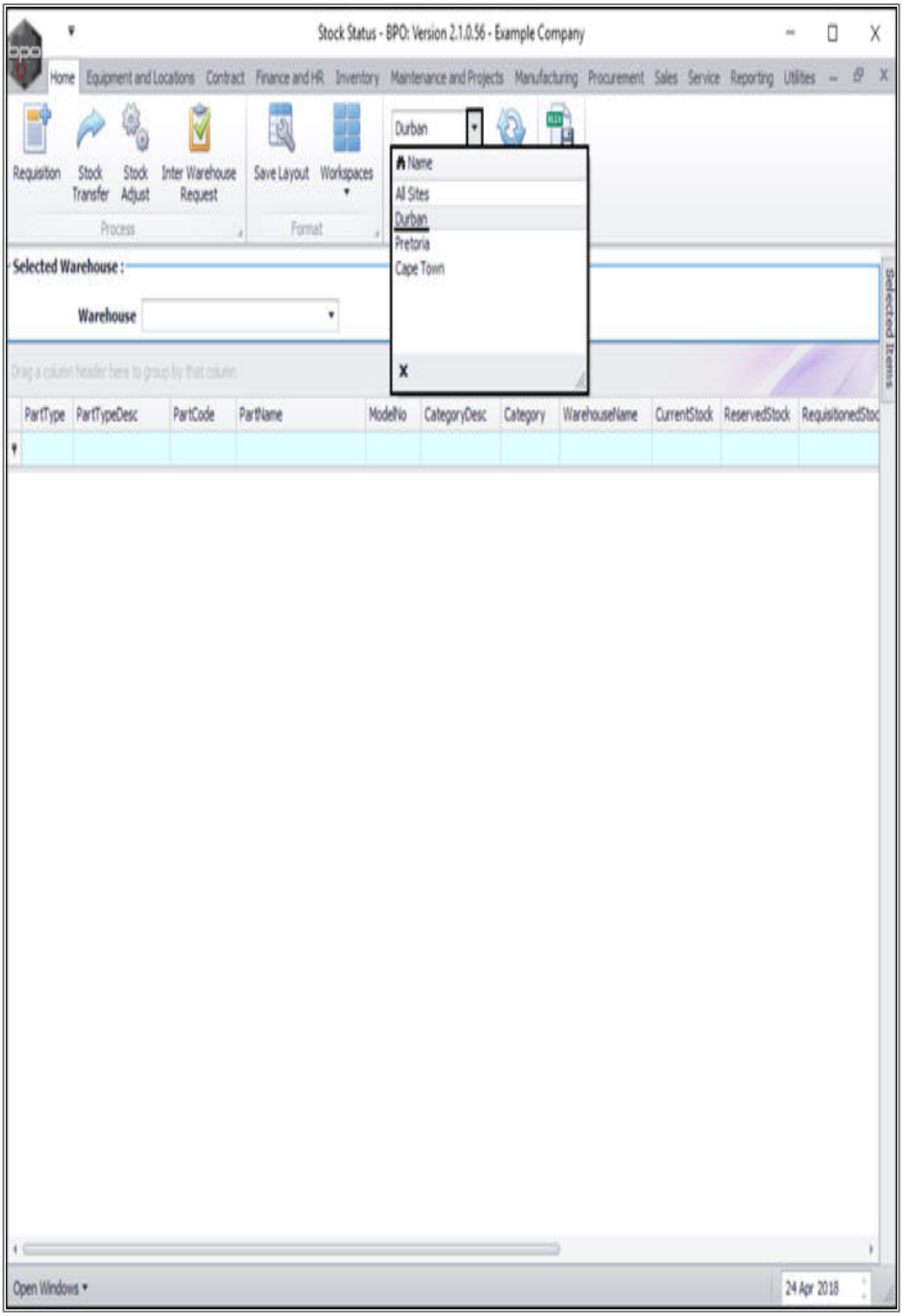




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- This screen should default to the ***In Stock Only*** status.
- If not, ensure that you select the ***In Stock Only*** status.



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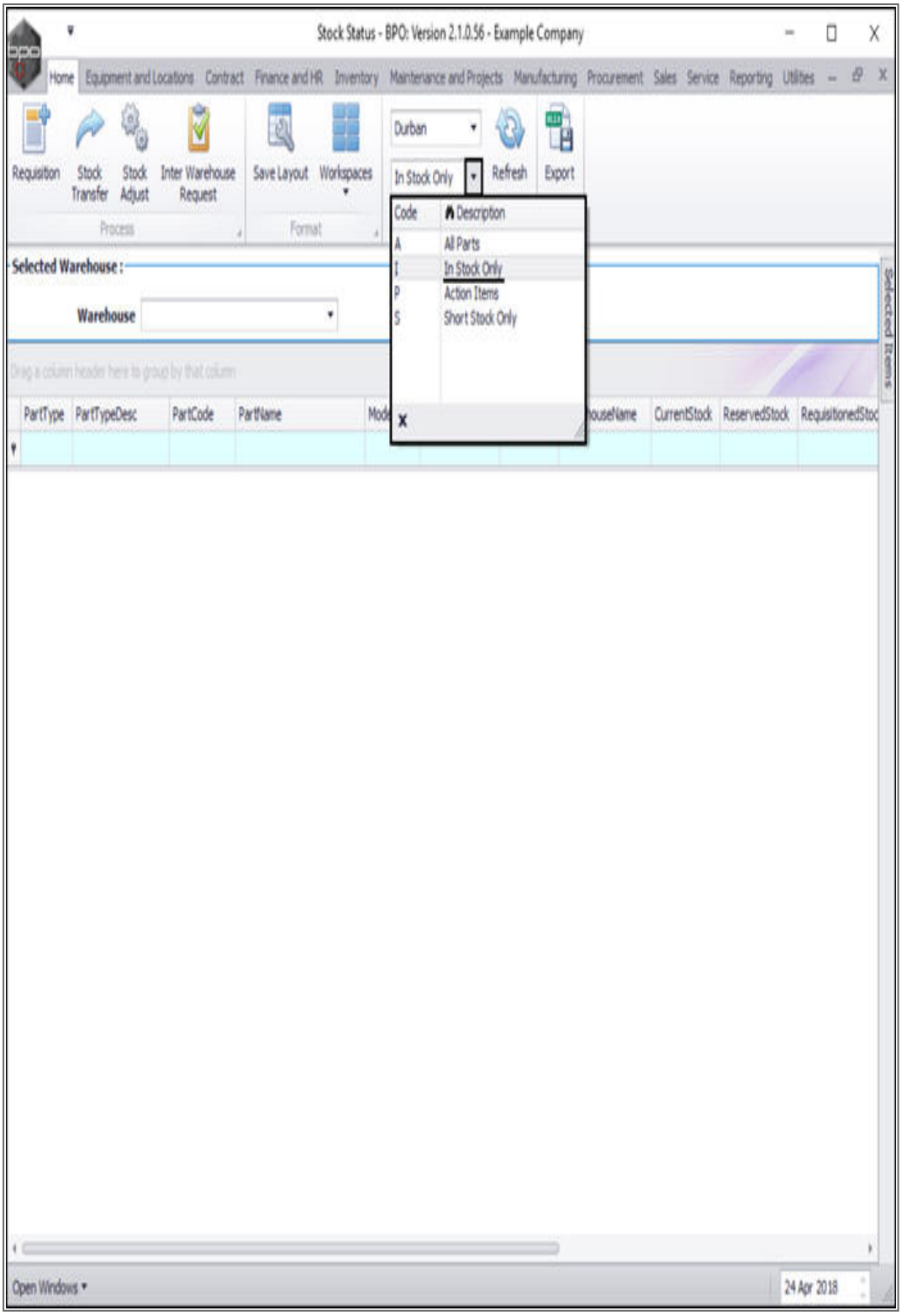




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## SELECT THE WAREHOUSE

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



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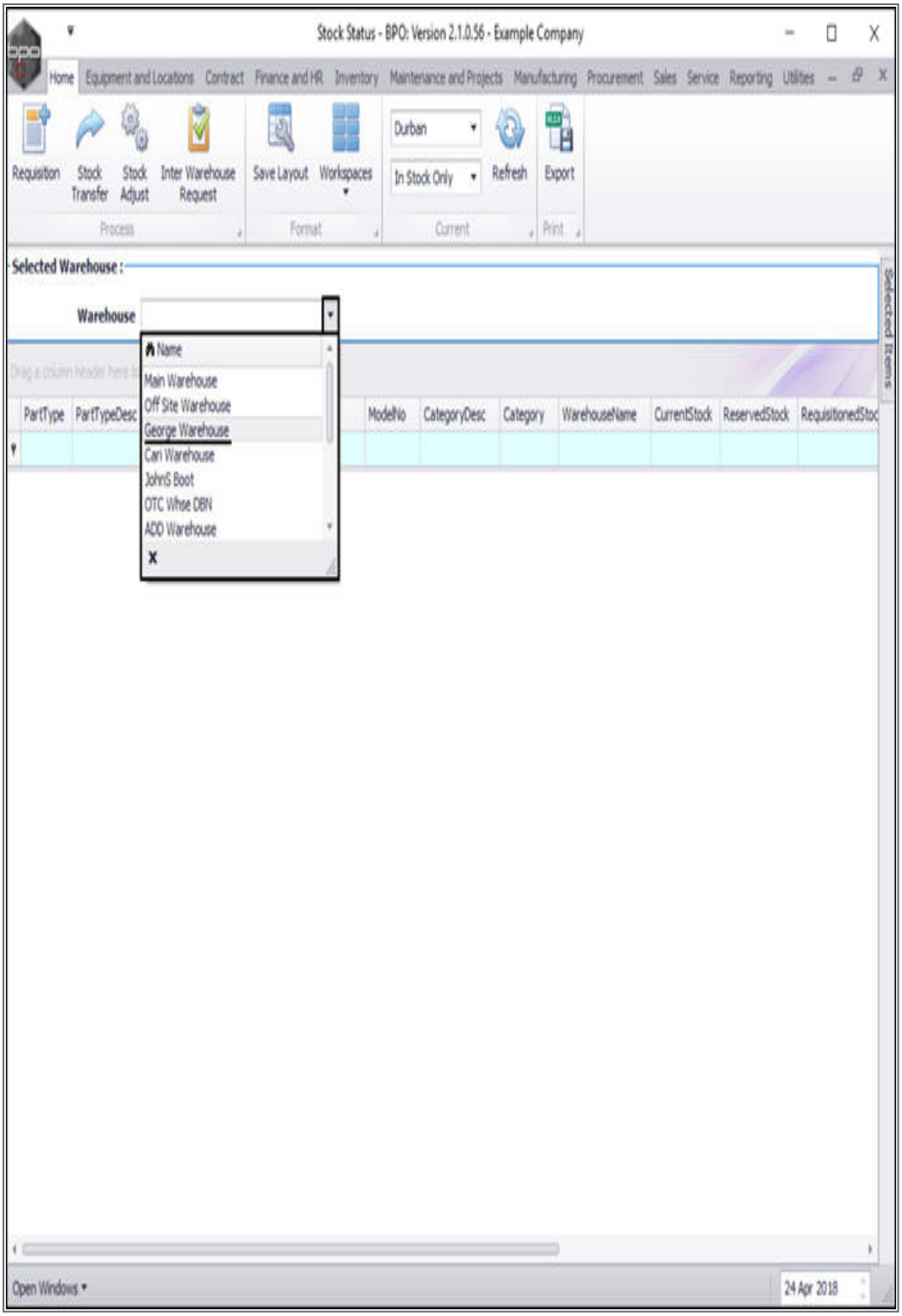




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## VIEW STOCK ON HAND FOR A OR B-CLASS ITEM

- The parts data grid will now display a list of all the stock item types available ***on hand*** in the ***Current Stock*** column.



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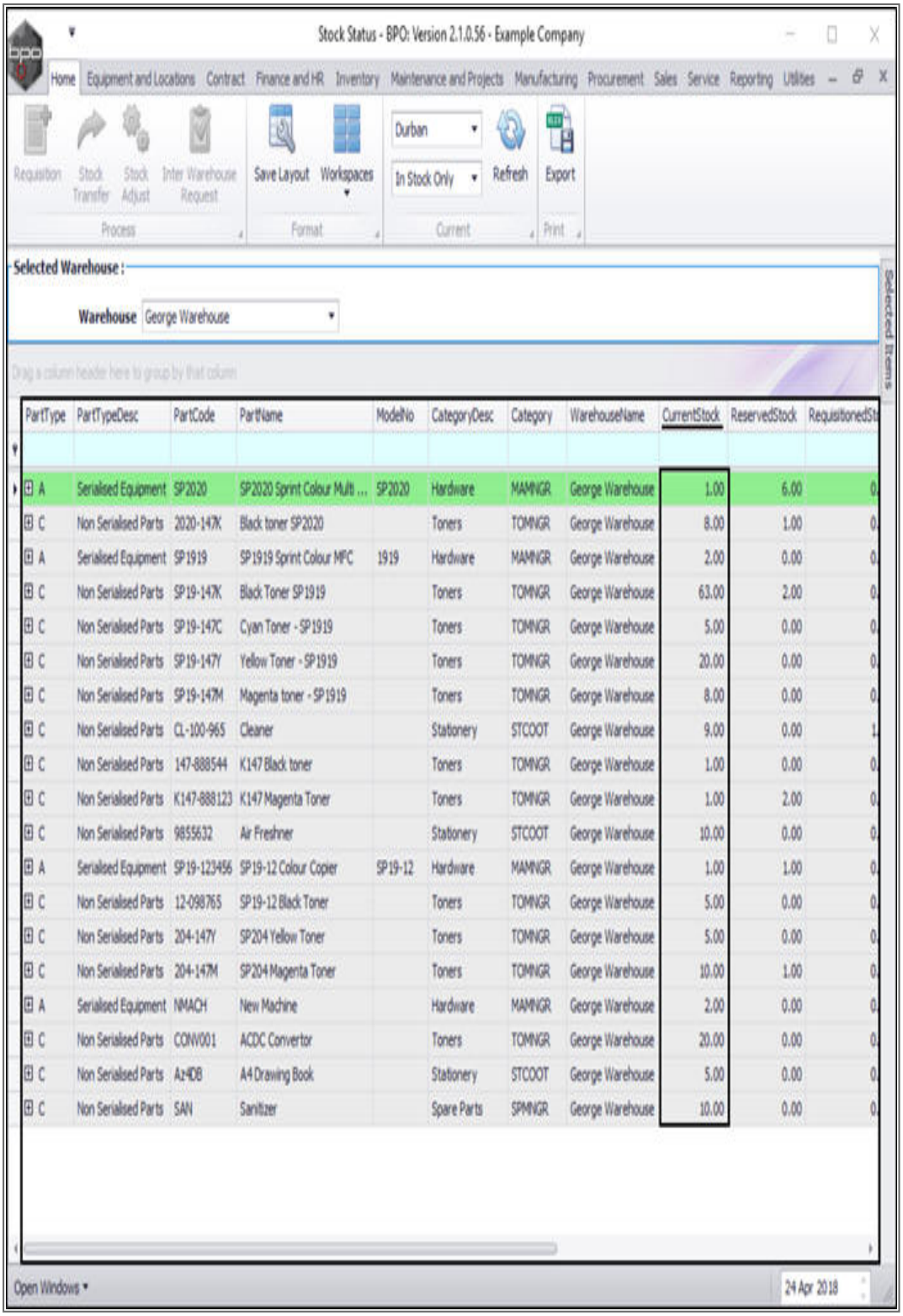




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## VIEW QUANTITY AND LOCATION

- To view the ***quantity*** and ***location*** of an item type, click on the ***expand*** icon in the row of the item type that you wish to view.
- In this image an ***A-class*** item has been selected.



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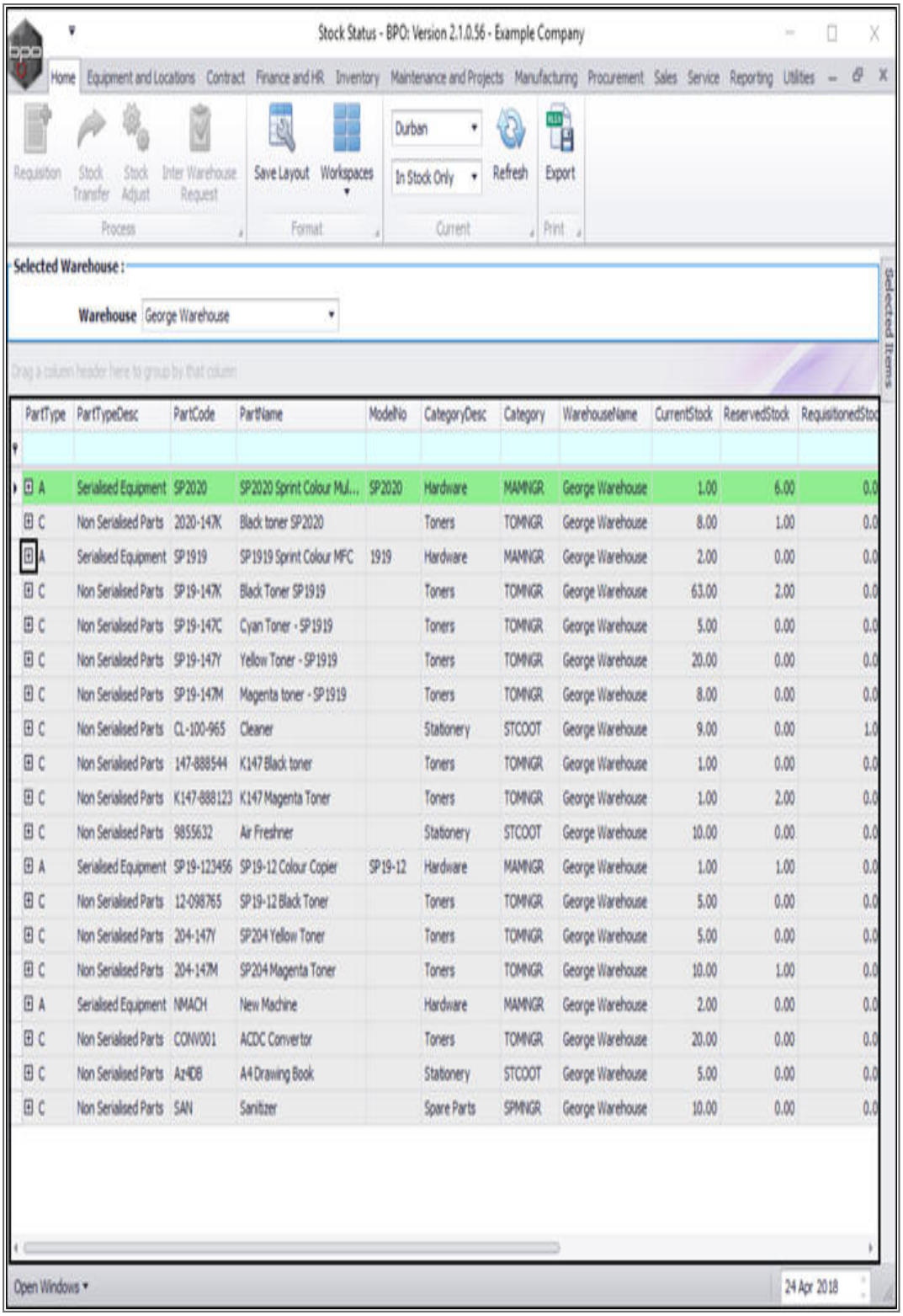




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- The ***Stock*** frame will be expanded.
- Here you can view:
    - **BatchSerialNo(s)** of the selected A-class item(s).
    - **Bin Name(s)** where the selected A-class item(s) are stored.
    - **Quantity** of each serial (batch) number in a bin.

**Note:** With A-class items, there can be only be ***one*** item per batch/serial number.



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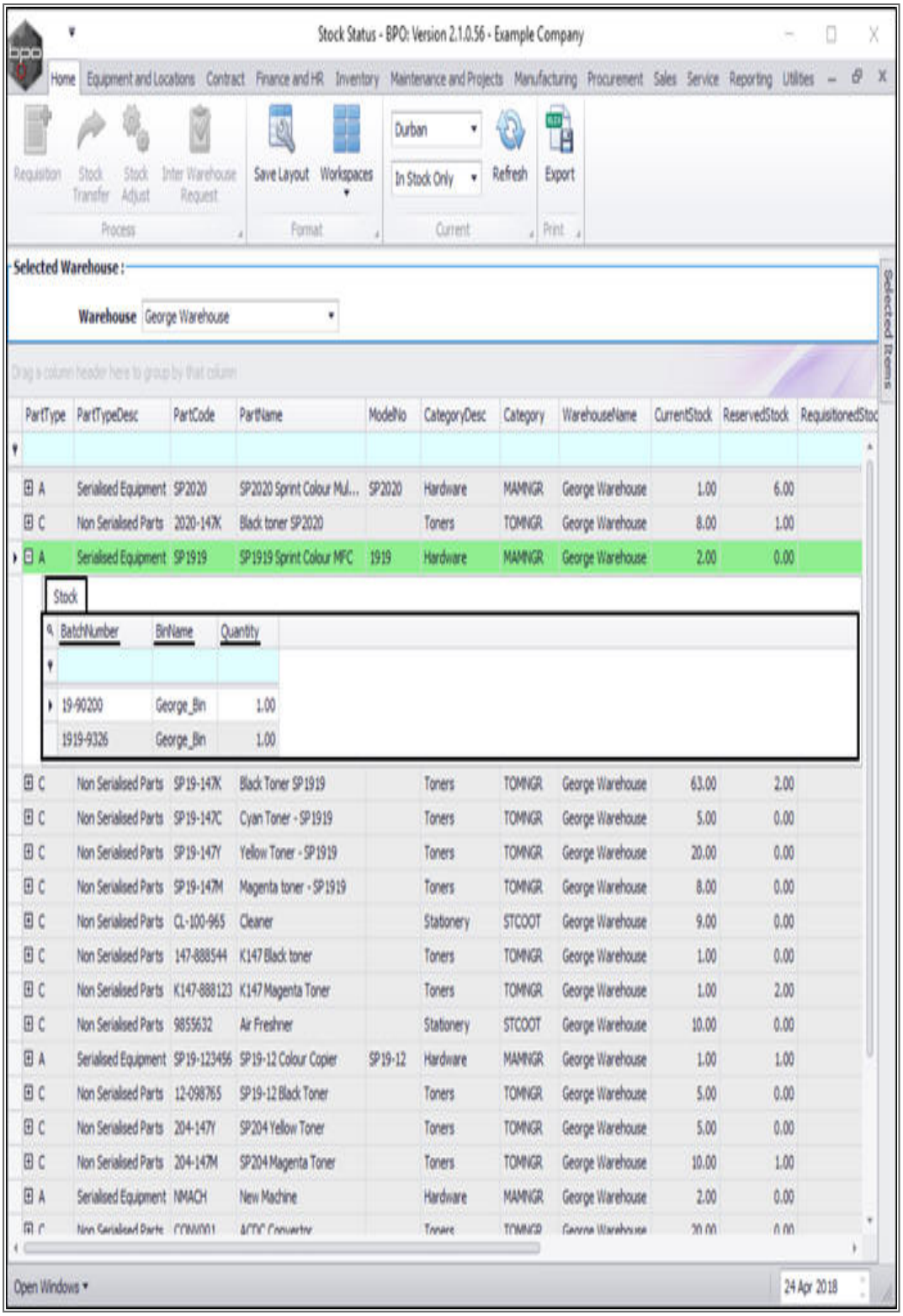




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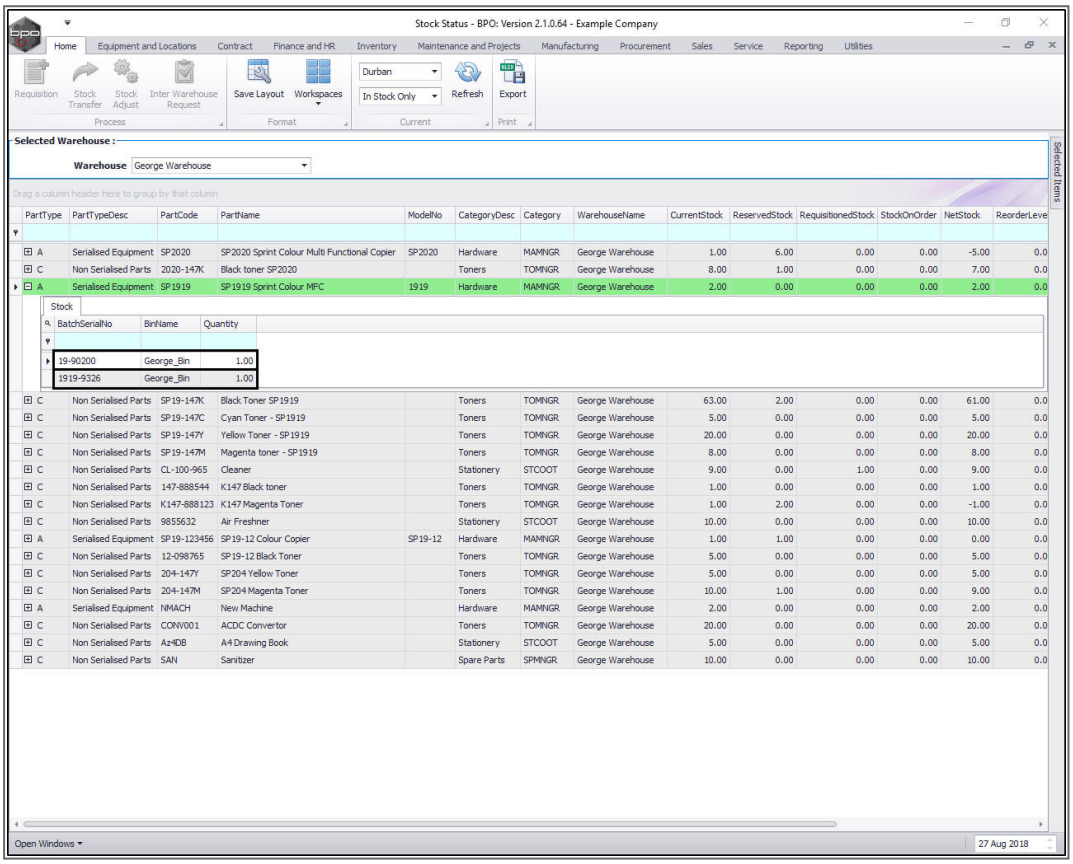
- In this image you can see that there is:
    - Quantity **1** of SP1919 Sprint Colour MFC in the **George Bin** of Batch (Serial) Number: **19-90200**. and
    - Quantity **1** of SP1919 Sprint Colour MFC in the **George Bin** of Batch (Serial) Number: **1919-9326**.




- ***Collapse*** the ***Stock*** frame when you have finished viewing the stock on hand quantities and location of this ***A-class*** item.



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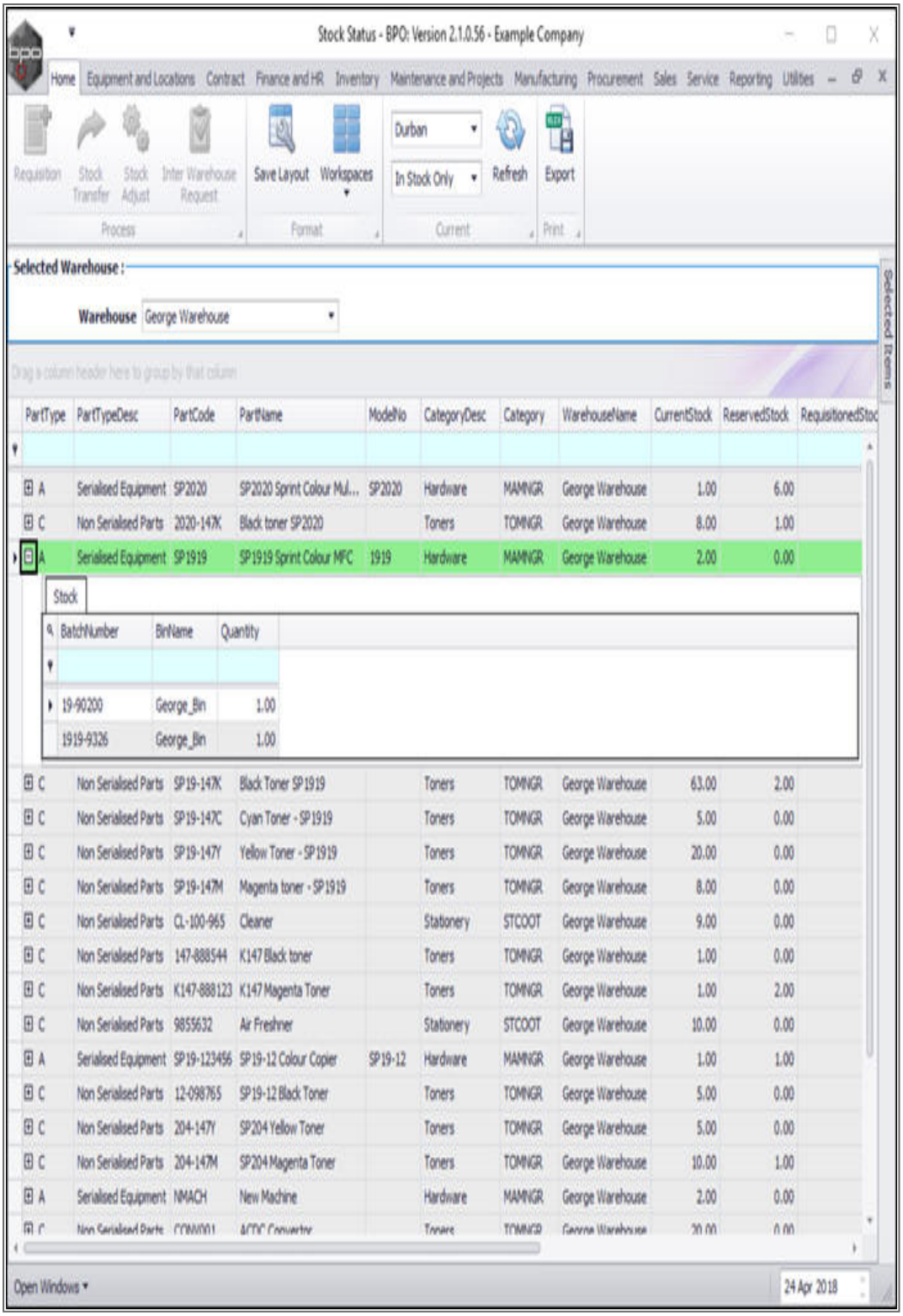




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# VIEW STOCK ON HAND FOR C-CLASS ITEM

- To view the ***quantity*** and ***location*** of a ***C-Class*** item type, click on the ***expand*** icon in the row of the item that you wish to view.
- In this image an ***C-class*** item ***SP19-147M*** Magenta Toner has been selected.



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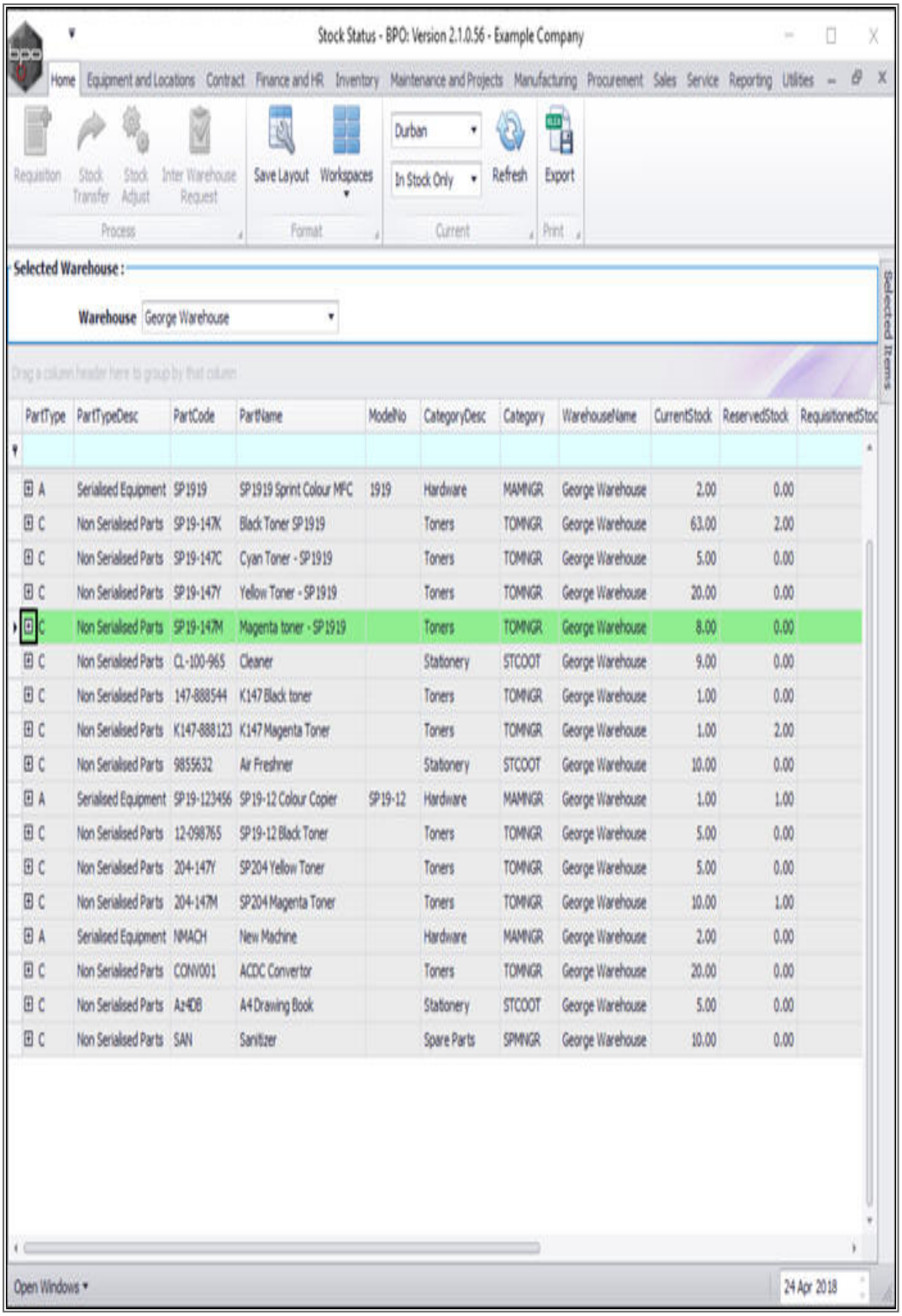




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- The ***Stock*** frame will be expanded.
- This shows a list of:
    - **BatchNumber(s)** of the selected C-Class item if batch tracking is enabled.
    - **Bin Name(s)** where the selected C-class items are stored.
    - **Quantity** of each Batch number in a bin.

**Note** With ***C-class*** items, there can be ***more than one*** item per batch number.



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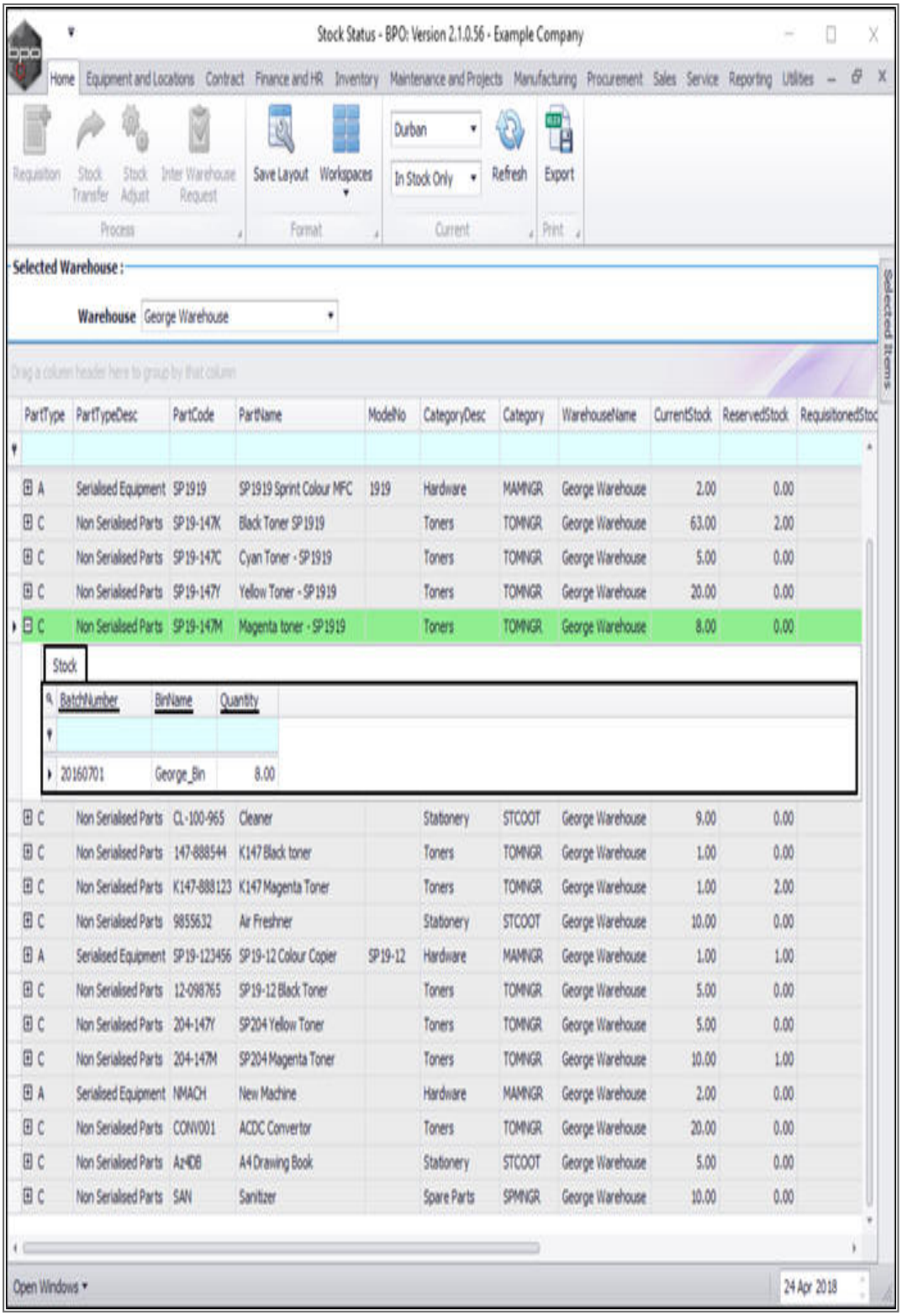




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- In this image, there are Quantity **8** of Magenta Toners of Batch Number: ***20160701*** in the ***George Bin***.



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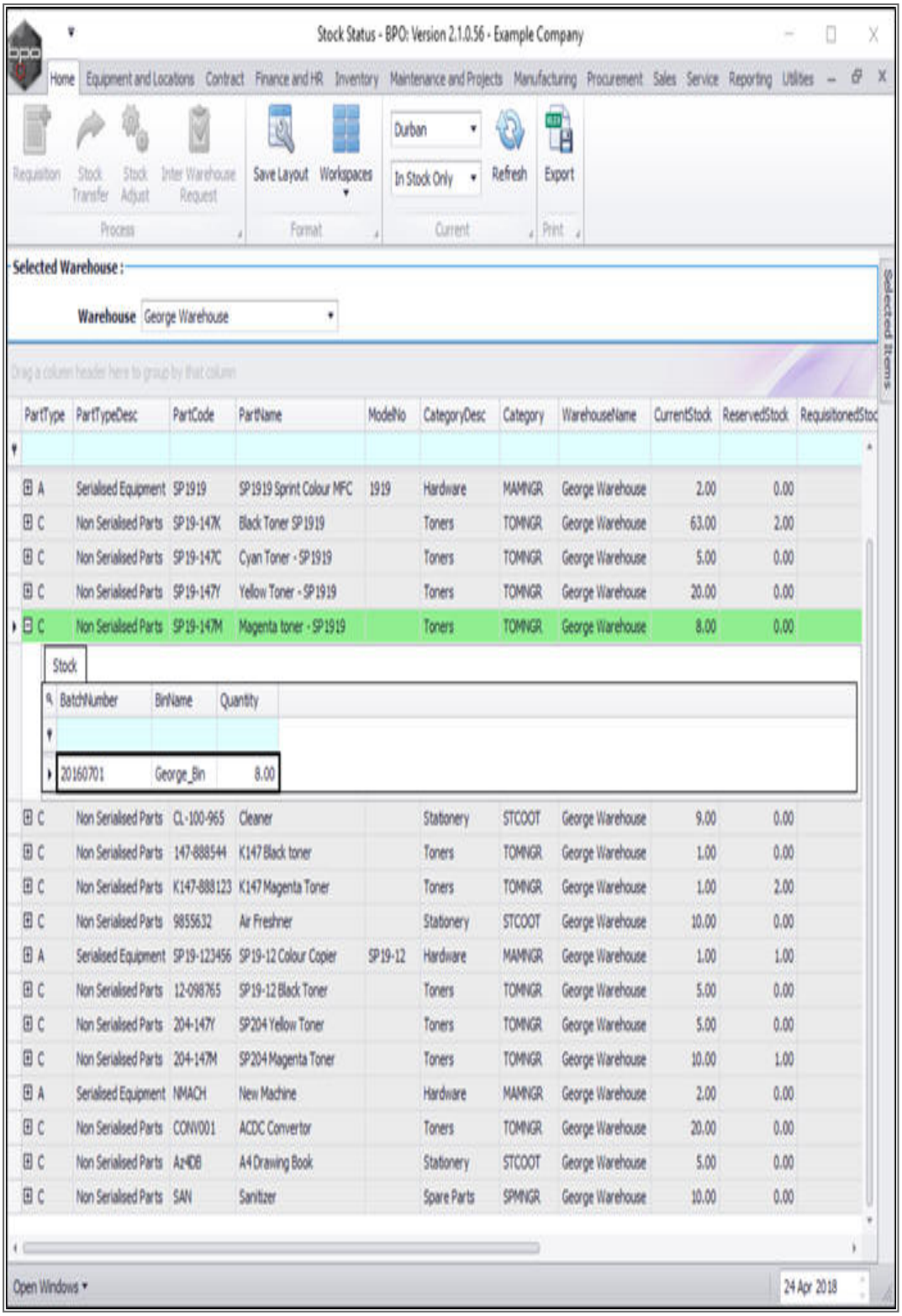




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- ***Collapse*** the ***Stock*** frame when you have finished viewing the stock on hand quantities and location of this ***C-class*** item.



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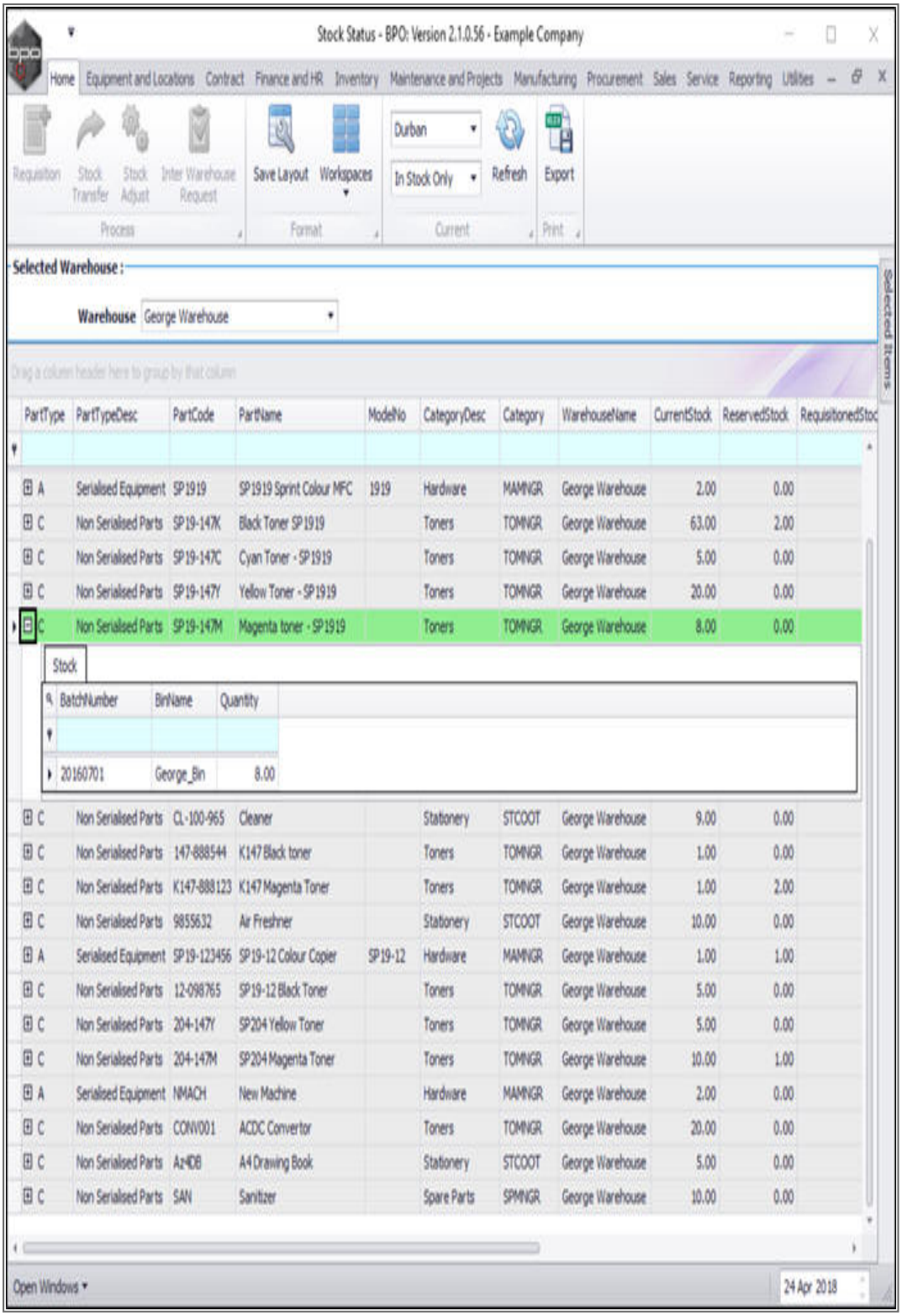


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