INVENTORY

VIEW ALL STOCK

...

Ribbon Access: *Inventory > Stock*

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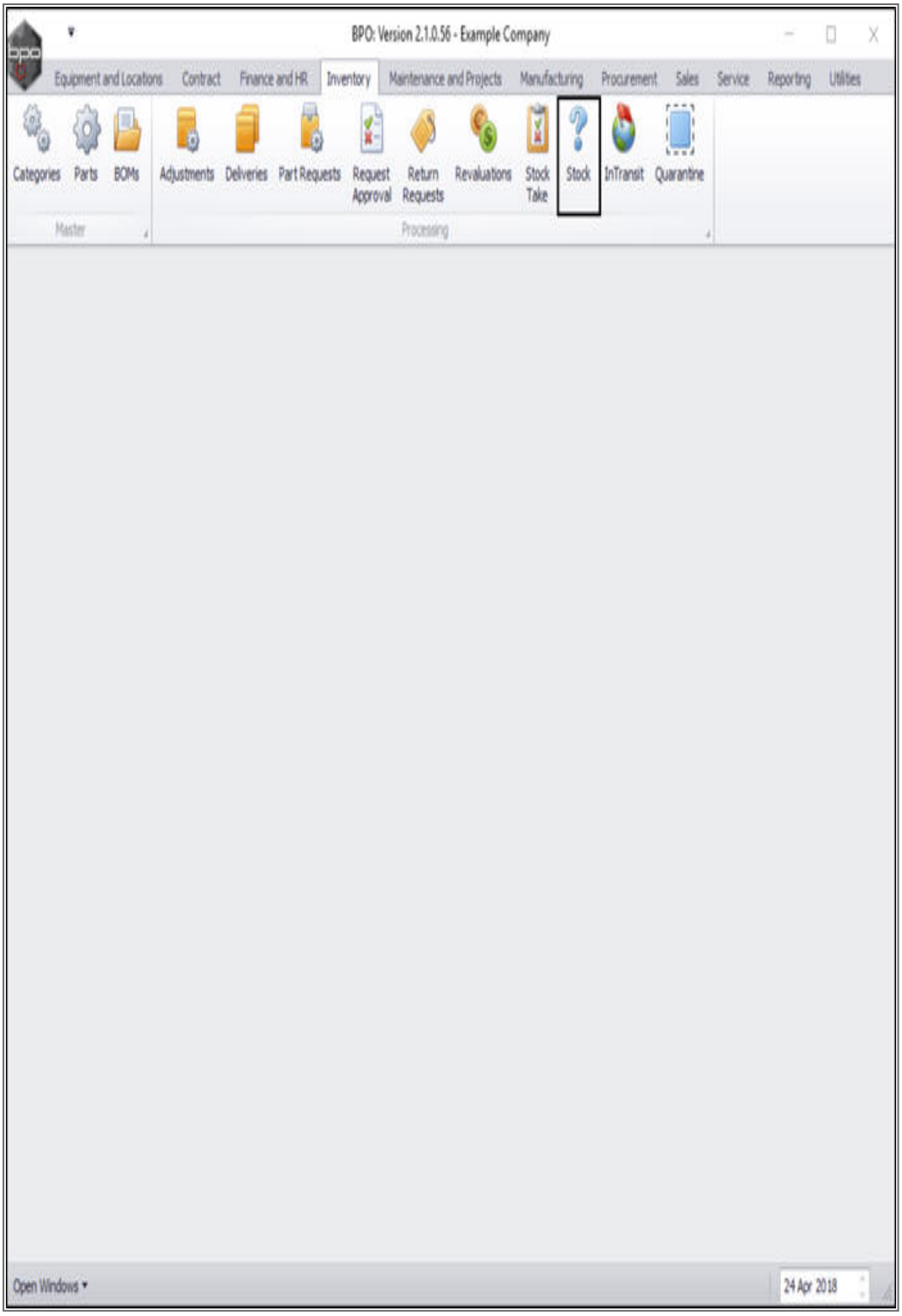

The ***Stock Status*** screen will be displayed.

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Select the Site and Status

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

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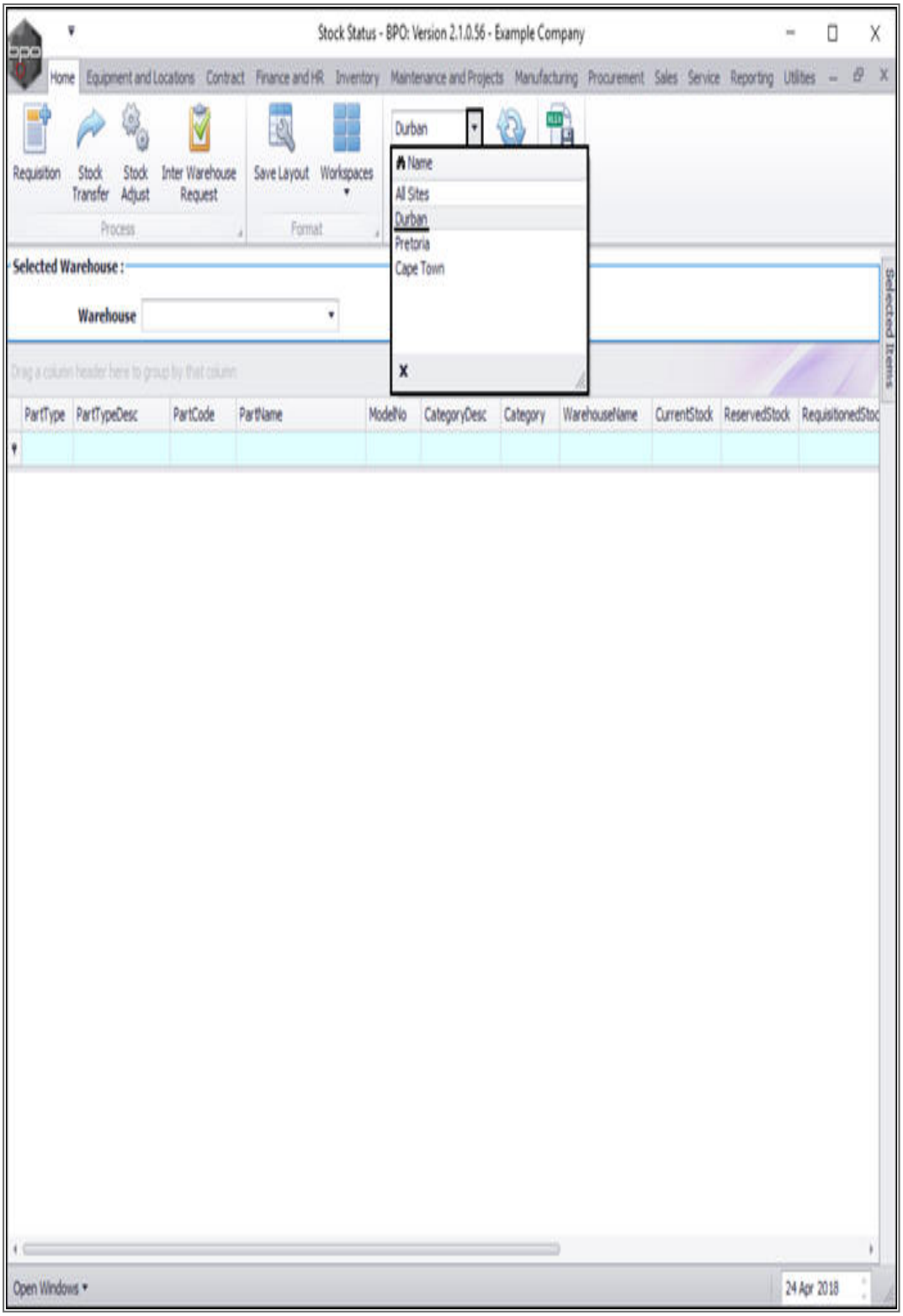

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- This screen should default to the ***In Stock Only*** status.
- Ensure that you change this to the ***All Parts*** status.

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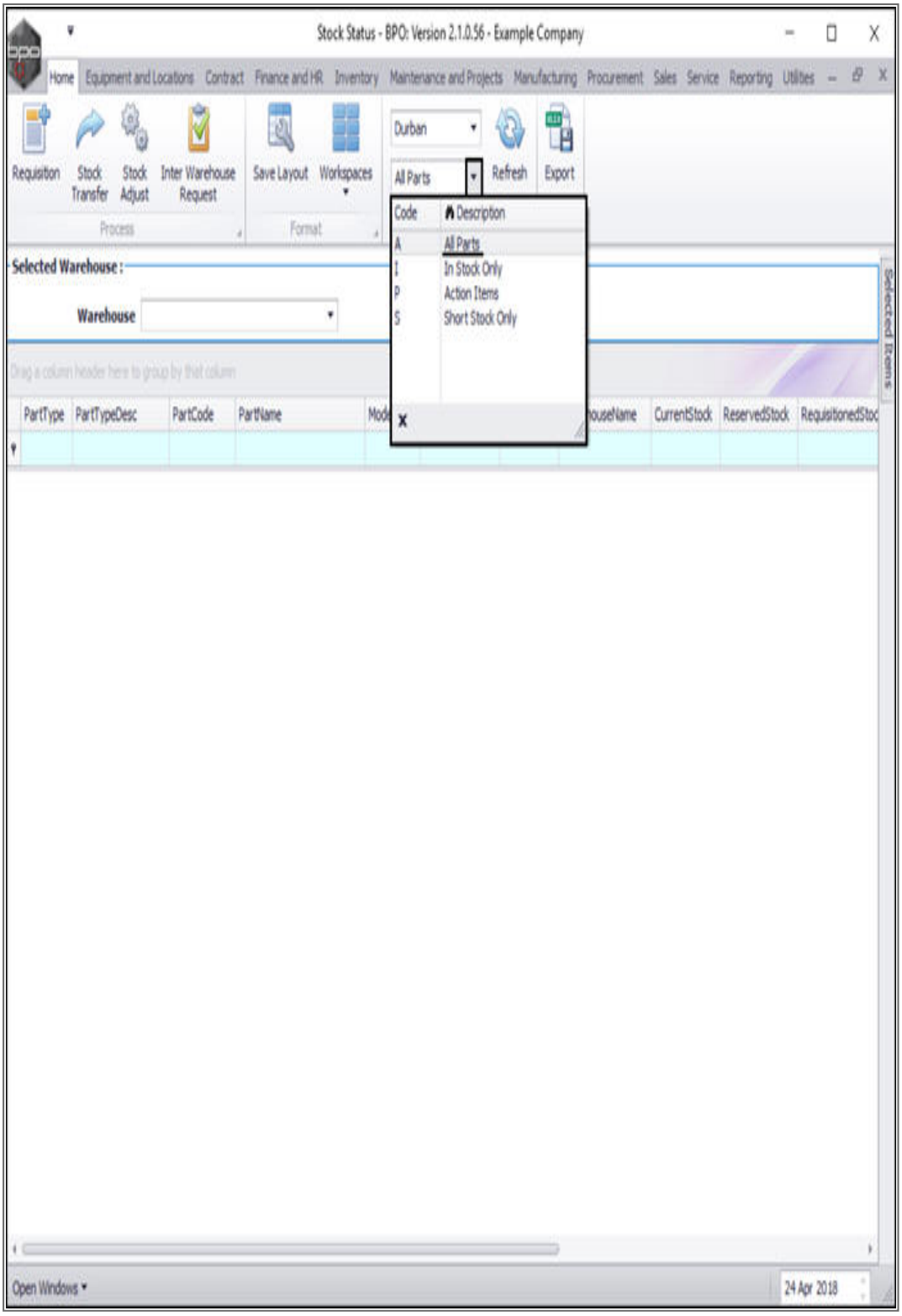

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SELECT THE WAREHOUSE

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

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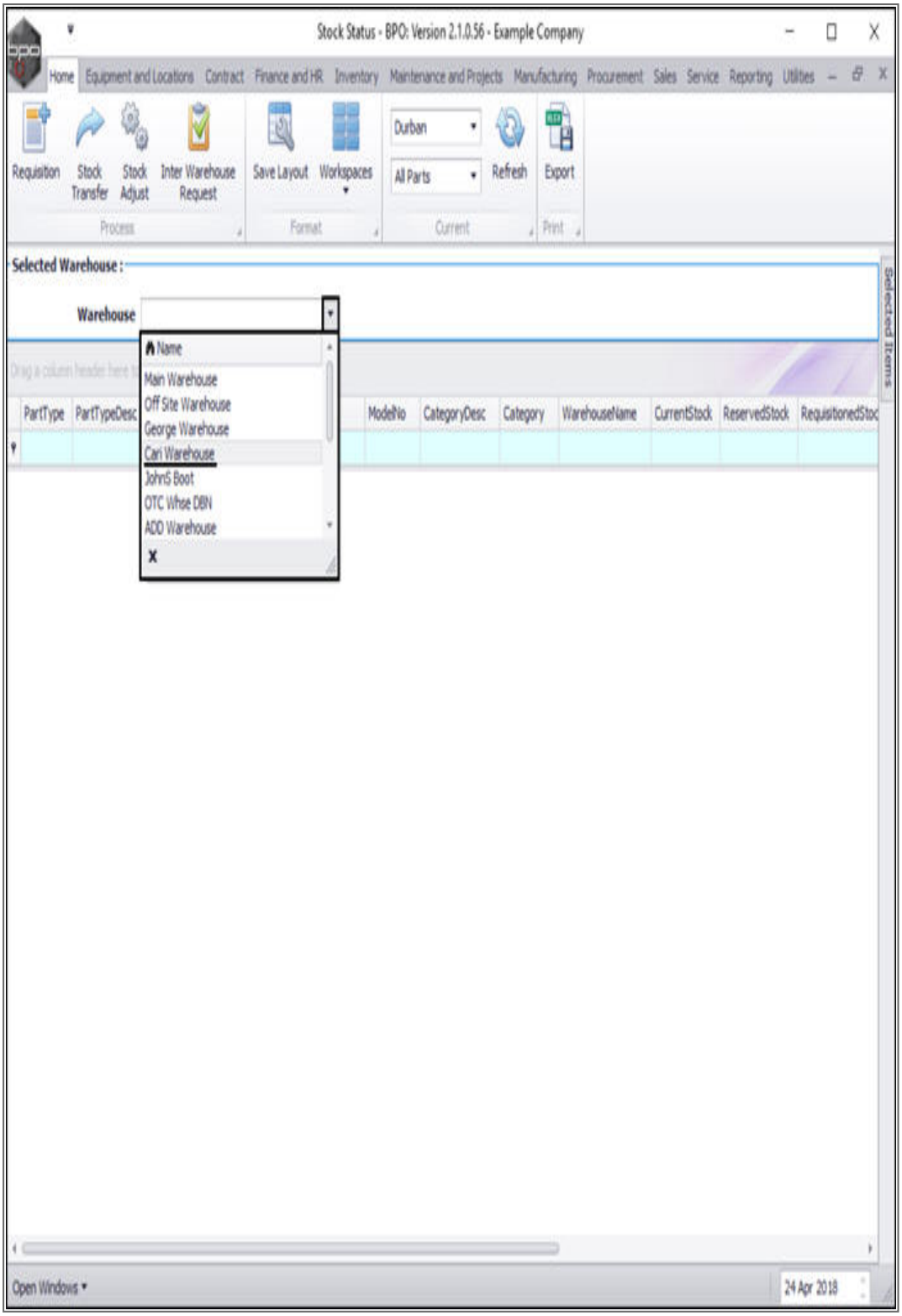

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VIEW CURRENT STOCK

- 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.

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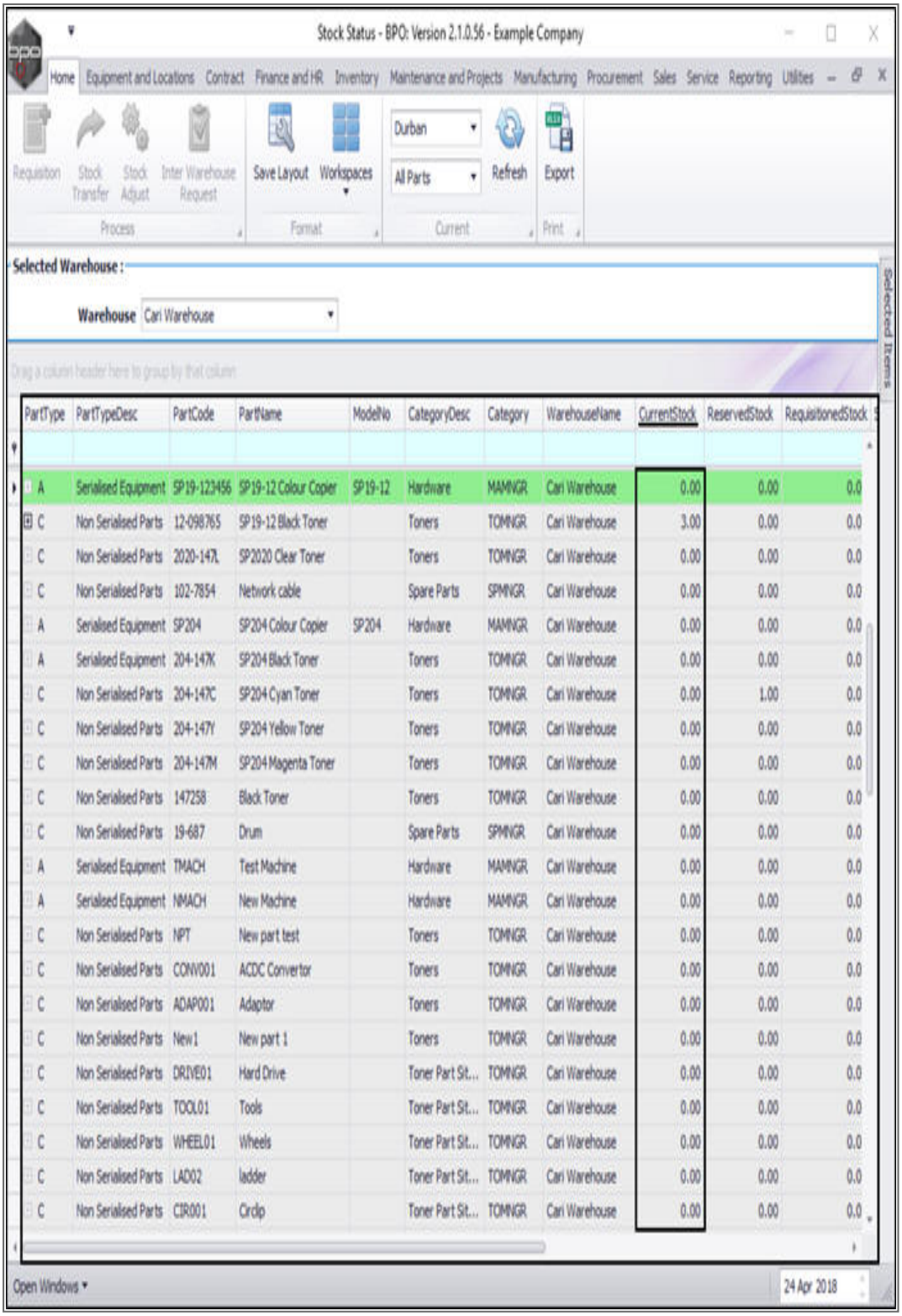

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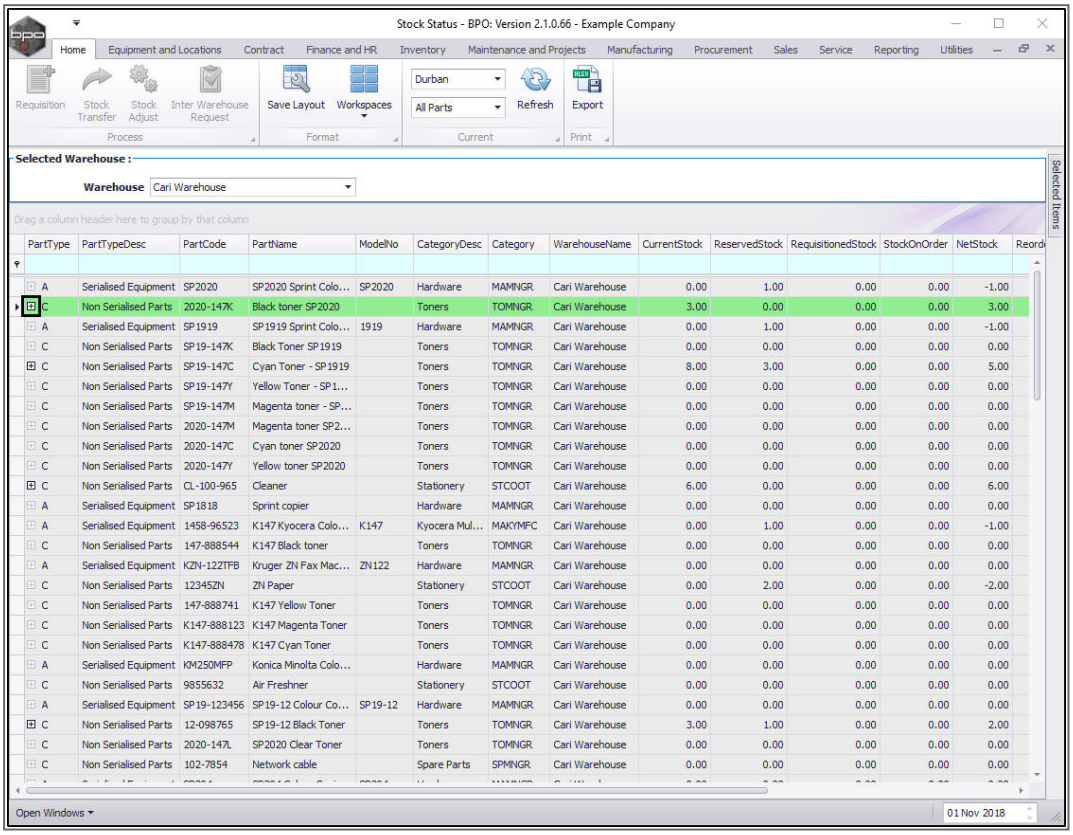
VIEW STOCK QUANTITY AND LOCATION

- 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.

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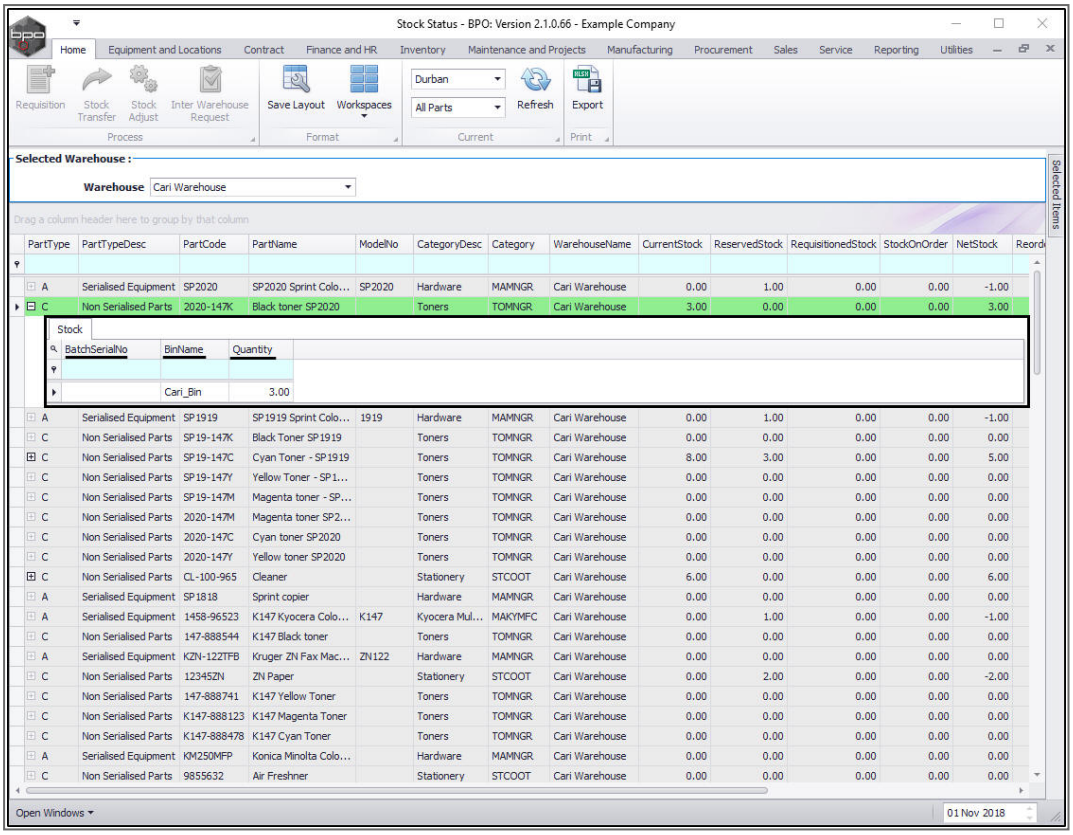

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