

INVENTORY

VIEW STOCK ON HAND

The **Stock on Hand** status will filter the **Stock Status** screen to give you a list of all the items currently on hand in the selected **Warehouse**.

Ribbon Select Inventory > Stock



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

SELECT SITE AND STATUS

- Select the Site.
 - In this image KwaZulu-Natal has been selected.





- This screen should default to the **In Stock Only** status.
- If not, click on the drop-down arrow to make the selection.

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6	3	Home	Eq	uipment / Loca	tions	Contract	FI	inance / H	IR Inver	tory M	laintenan	ce / Projects	Manufact	uring Procur	rement 9	Sales S	Service	Report	ing Ut	lities		- 0	×
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		War	ehouse			٣		P	Action Items Short Stock On	v													
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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 **KZ** Over the Counter has been selected.





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.

Home Equ	ipment / Locations	Contract	Finance / HR Inventory	Maintenan	ce / Projects	Manufacturing	Procure	ment Sa	les Service	Reportin	ng Ut	tilities		-	0	×
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A 682020	Functional Content	5D3030	Patal - Office Supplies - Equipment	VZ - Maio	- 40.00		0.00	- 0.00								
R SP2020-1992	Paper Tray	34 2020	Retail - Office Supplies - Accessories	KZ - Main	18.00	0.00	0.00	0.00	18.00							
B SP2020-2572	Staple Linit		Retail - Office Supplies - Accessories	KZ - Main	48.00	0.00	0.00	0.00	48.00							
B SP2020-7223	Fuser Libit		Retail - Office Supplies - Accessories	KZ - Main	36.00	0.00	0.00	0.00	36.00							
C 5P2020-6143	High Yield Reset Lever Gear		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00							
C SP2020-8649	Fuser Heat Roller		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00							
C SP2020-5304	Fuser Roller Gear		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00							
C SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	184.00	0.00	0.00	0.00	184.00							
C SP2020-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00	0.00	0.00	0.00	180.00							
C SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	5.00	0.00	0.00	0.00	5.00							
C SP2020-2352	Mag Roller		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00							
C SP2020-7335	Mag Roller Sleeve		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00							
C SP2020-5526	Fuser Film		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00							
C SP2020-6028	Fixing Film Assembly Unit		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00							
C SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Main	6.00	0.00	0.00	0.00	6.00							
C SP2020-3295	Fuser Cleaning Web		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00							
C SP2020-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	319.00	0.00	0.00	0.00	319.00							
C SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	298.00	0.00	0.00	0.00	298.00							
C SP2020-2333	Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.00	0.00	0.00	0.00	300.00							
C SP2020-6376	Toner Yellow		Retail - Office Supplies - Consumables	KZ - Main	300.00	0.00	0.00	0.00	300.00							
A SP500	Sprint Multi Functional Copier	SP 500	Retail - Office Supplies - Equipment	KZ - Main	49.00	1.00	0.00	0.00	48.00							
B SP500-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	21.00	0.00	0.00	0.00	21.00							
B SP500-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	53.00	0.00	0.00	0.00	53.00 👻							
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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 that you wish to view.
- In this image an **A-Class** item has been selected.



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	۵	Home Eq	uipment / Locations	Contract	Finance / HR Inventory	Maintenan	ce / Projects	Manufactu	iring Procuri	ement Sa	iles Service	Repor	rting U	tilities		- 0	×
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	E I	582020	Sprint Multi Eurotional Conier	SP2020	Petail - Office Sumilies - Fouriment	K7 - Main	40.00	0.00	0.00	0.00	40.00						
	E	SP2020-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	18.00	0.00	0.00	0.00	18.00						
	E E	SP2020-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	48.00	0.00	0.00	0.00	48.00						
	E E	SP2020-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	36.00	0.00	0.00	0.00	36.00						
		SP2020-6143	High Yield Reset Lever Gear		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	œ (SP2020-8649	Fuser Heat Roller		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
		SP2020-5304	Fuser Roller Gear		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	± (SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	184.00	0.00	0.00	0.00	184.00						
	± (SP2020-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00	0.00	0.00	0.00	180.00						
	± (SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	5.00	0.00	0.00	0.00	5.00						
	E (SP2020-2352	Mag Roller		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	•	SP2020-7335	Mag Roller Sleeve		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	E (SP2020-5526	Fuser Film		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	÷ (SP2020-6028	Fixing Film Assembly Unit		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	E (SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Main	6.00	0.00	0.00	0.00	6.00						
	E (SP2020-3295	Fuser Cleaning Web		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
		SP2020-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	319.00	0.00	0.00	0.00	319.00						
	+ (SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	298.00	0.00	0.00	0.00	298.00						
	± (SP2020-2333	Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.00	0.00	0.00	0.00	300.00						
	± (SP2020-6376	Toner Yellow		Retail - Office Supplies - Consumables	KZ - Main	300.00	0.00	0.00	0.00	300.00						
	± ,	SP500	Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Equipment	KZ - Main	49.00	1.00	0.00	0.00	48.00						
	± 6	SP500-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	21.00	0.00	0.00	0.00	21.00						
	E E	SP500-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	53.00	0.00	0.00	0.00	53.00						
11 H H																	

- The **Stock** frame of the selected item 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.
 - Unit Cost of each item in the Bin.
- In this image you can view the itemised details of the selected A-Class item:
 - Quantity 1 of SP2020 Sprint Multi Functional Copier, Batch (Serial) Number: SP2020A001.
 - Quantity 1 of SP2020 Sprint Multi Functional Copier, Batch (Serial) Number: 2000.
 - Quantity 1 of SP2020 Sprint Multi Functional Copier, Batch (Serial) Number: SP2020-60378369.
- **Collapse** the **Stock** frame when you have finished viewing the stock on hand details of the selected item.



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

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8	3	Home Equ	ipment / Locations	Contract	Finance / HR Inventory	Maintenance / I	Projects	Manufacturin	g Procureme	ent Sales	Service	Report	ing L	Jtilities		- 1	σ×			
Rec		*	Save Layor	ut Workspaces	KwaZulu-Natal - In Stock Only - Refresh	xport														
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Sel	ected V	/arehouse :																		
	Warehouse 2 - Over the Counter -														Selected Items					
Dra	a colum	in header here to g	roup by that column								Q	Drag a colur	nn header h	ere to group by th	at column					
	PartTyp	e PartCode	PartName	ModelNo	CategoryDesc	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder N	etStock Re	PartTy	pe PartCode	e PartName						
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Þ.	⊟ A	SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipment	KZ - Over the Counter	3.00	0.00	0.00	0.00	3.00									
	Stock																			
	Batch	SerialNo	BinName		Quantity UnitCost															
	SP202	22020A001 KZ - Over the Counter Bin 1.00				0.00														
	2000	000 KZ - Over the Counter Bin			1.00 3,50	0.00														
	SP202	2020-60378369 KZ - Over the Counter Bin		Counter Bin	1.00 3,50	0.00														
	Э В	SP2020-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00									
	⊞ B	SP2020-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00									
	± B	SP2020-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Over the Counter	15.00	0.00	0.00	0.00	15.00									
	⊞ C	SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00									
	± C	SP2020-5598	Wiper Blade	1	Retail - Office Supplies - Spares	KZ - Over the Counter	5.00	0.00	0.00	0.00	5.00									
	ΞC	SP2020-7652	Maintenance Kit	1	Retail - Office Supplies - Spares	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00									
	± C	SP2020-2671	Toner Black	1	Retail - Office Supplies - Consumables	KZ - Over the Counter	5.00	0.00	0.00	0.00	5.00									
	ΞC	SP2020-0102	Toner Magenta	1	Retail - Office Supplies - Consumables	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00									
	±Α	SP500	Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Equipment	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00									
	ΞC	SP500-2671	Toner Black	8	Retail - Office Supplies - Consumables	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00									
	🗄 A	A990	Sprint Multi Functional Copier	A990	Retail - Office Supplies - Equipment	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00									
	⊞ B	A990-1992	Paper Tray	8	Retail - Office Supplies - Accessories	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00									
	± C	A990-4933	Paper Pickup Roller	1	Retail - Office Supplies - Spares	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00									
	⊞ A	A300	Sprint Multi Functional Copier	A300	Retail - Office Supplies - Equipment	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00									
	⊞ A	MX4051	Sharp MX-4051 A3 color m	MX4051 8	Retail - Electronics - Equipment	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00									
	⊞ A	M2540	Copier Multi Function	M2540	Retail - Office Supplies - Electronics	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00 👻									

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, a **C-Class** item, SP2020-2671 Black Toner, has been selected.

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6	3	Home Equ	ipment / Locations Contract	Finan	ice / HR Inventory Ma	intenance / Projects	Manuf	acturing I	Procurement	Sales	Service	Reporting	Utilities			- 0	×
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se	lected w	Warehouse	7 - Over the Counter											Select	ed Item	s	4
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	g a colum												2		e PartCode		
	PartTyp	PartCode	PartName			WarehouseName				StockOnOrder		ReorderLevel		Ψ #[]c	*[]c	#[]c	
Υ	∎∏c	#[]c	*[]c	a∏c	4():	•[]c	-	-	-	-	-	-	-				
	1 A	SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipment	KZ - Over the Counter	3.00	0.00	0.00	0.00	3.00	0.00	0.00				
	± B	SP2020-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00	0.00	0.00				
	⊞ B	SP2020-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00	0.00	0.00				
	E B	SP2020-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Over the Counter	15.00	0.00	0.00	0.00	15.00	0.00	0.00				
	E C	SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
	E C	SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Over the Counter	5.00	0.00	0.00	0.00	5.00	0.00	0.00				
	шс	SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Over the Counter		0.00	0.00	0.00		0.00	0.00				
Þ	E C	SP2020-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Over the Counter	5.00	0.00	0.00	0.00	5.00	0.00	0.00				
	⊞ C	SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
	± A	SP500	Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Equipment	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00	0.00	0.00				
	⊕ C	SP500-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
	± A	A990	Sprint Multi Functional Copier	A990	Retail - Office Supplies - Equipment	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
	⊕ B	A990-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
	± C	A990-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
	E A	A300	Sprint Multi Functional Copier	A300	Retail - Office Supplies - Equipment	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
	± A	MX4051	Sharp MX-4051 A3 color multifunctional	MX4051	Retail - Electronics - Equipment	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00	0.00	0.00				
	E A	M2540	Copier Multi Function	M2540	Retail - Office Supplies - Electronics	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00	0.00	0.00				
	E C	M2540-003	Toner Yellow	M2540-003	Retail - Office Supplies - Consumables	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
	± A	ECOSYS M263	Kyocera Digital Printer	ECOSYS	Retail - Electronics - Equipment	KZ - Over the Counter	3.00	0.00	0.00	0.00	3.00	0.00	0.00				

Help v2024.5.0.7/1.0 - Pg 5 - Printed: 21/08/2024



- 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.
 - **Unit Cost** of each item in the Batch.
 - **Close** the screen when you have finished viewing the stock on hand details.
- In this image you can view the itemised details of the selected C-Class item:
 - Quantity **5** of SP2020-2671 Black Toners, Batch Number: 10000B002 in the **KZ Over the Counter Bin**.
- **Close** the screen when you have finished viewing the stock on hand details.

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

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6) (Home Equ	ipment / Locations Contract	Finan	ce / HR Inventory Mai	intenance / Projects	Manufa	icturing I	Procurement	Sales	Service	Reporting	Utilities		-	0	×
		Process	Save Layout Workp	aces In S	Zulu-Natal • 💽 💼 tock:Only • Refresh Export Current Print												^
- Sel	ected W	Varehouse :	Z - Over the Counter +											Selecte	ed Item	\$	\$
Drag	a colum	n header here to g	roup by that column										Q	Drag a colum	n header her	to group	by that
	PartType	PartCode	PartName			WarehouseName				StockOnOrder		ReorderLevel		PartType	e PartCode	PartNam	e
Ŧ	*[]c	N[]C	():	a∏c	40c	4[]c	-	-	=	-	-	-	-	Ψ # <u>[</u>]¢	∎⊡c	ŧ∏c	
	± A	SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipment	KZ - Over the Counter	3.00	0.00	0.00	0.00	3.00	0.00	0.00				
	± B	SP2020-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00	0.00	0.00				
	⊞ B	SP2020-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00	0.00	0.00				
	⊞ B	SP2020-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Over the Counter	15.00	0.00	0.00	0.00	15.00	0.00	0.00				
	⊞ C	SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
	± C	SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Over the Counter	5.00	0.00	0.00	0.00	5.00	0.00	0.00				
	ΞC	SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
•	ΘC	SP2020-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Over the Counter	5.00	0.00	0.00	0.00	5.00	0.00	0.00				
	Stock																
	BatchS	eriaNo	BinName	Quanti	ty UnitCost												
	10000	3002	KZ - Over the Counter Bin		5.00 350.00												
	-	1	1														
	E C	SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
	H A	SP500	Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Equipment	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00	0.00	0.00				
	± C	SP500-2671	Toner Black	1000	Retail - Office Supplies - Consumables	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
		A990	Sprint Multi Punctional Copier	A990	Retail - Office Supplies - Equipment	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
		A990-1992	Paper Iray		Retail - Office Supplies - Accessories	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
		A 200	Context Mark Elementational Context	4200	Retail - Office Supplies - Spares	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
	E A	MV4051	Charp MY-4051 A3 color multifunctional	MV4051	Patal - Electronics - Equipment	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00	0.00	0.00				
		M2540	Cooler Multi Exection	M2540	Datal - Office Supplies - Electronics	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00	0.00	0.00				
	E C	M2540-003	Toper Velow	M2540-003	Patal - Office Supplies - Dece office	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00				
	⊕ A	ECOSYS M263	Kyocera Digital Printer	ECOSYS	Retail - Electronics - Equipment	KZ - Over the Counter	3.00	0.00	0.00	0.00	3.00	0.00	0.00				



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