INVENTORY

VIEW ALL STOCK

The **All Stock** status will return the **Stock Status** screen to give you a list of all the parts, whether in stock or not.
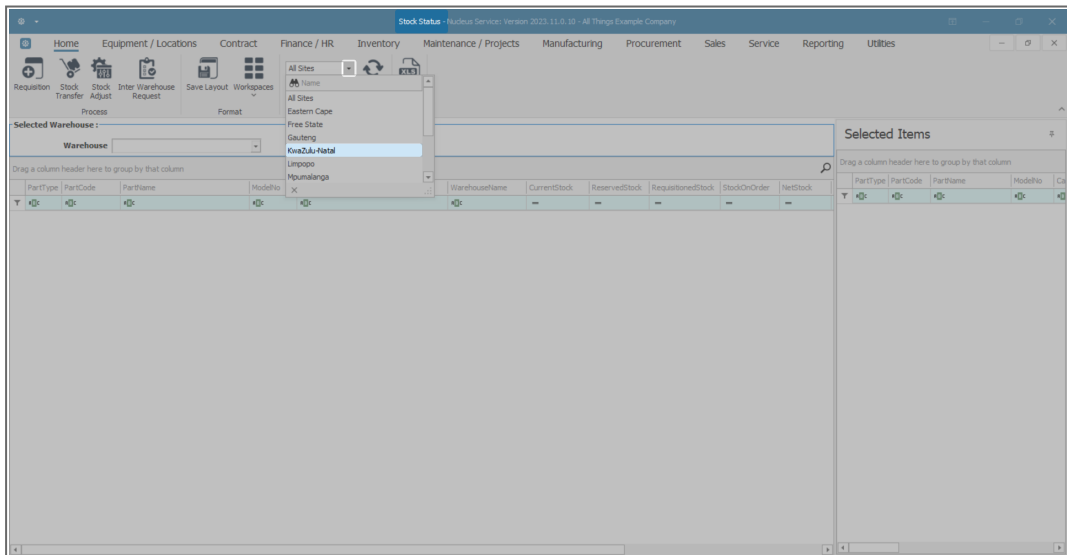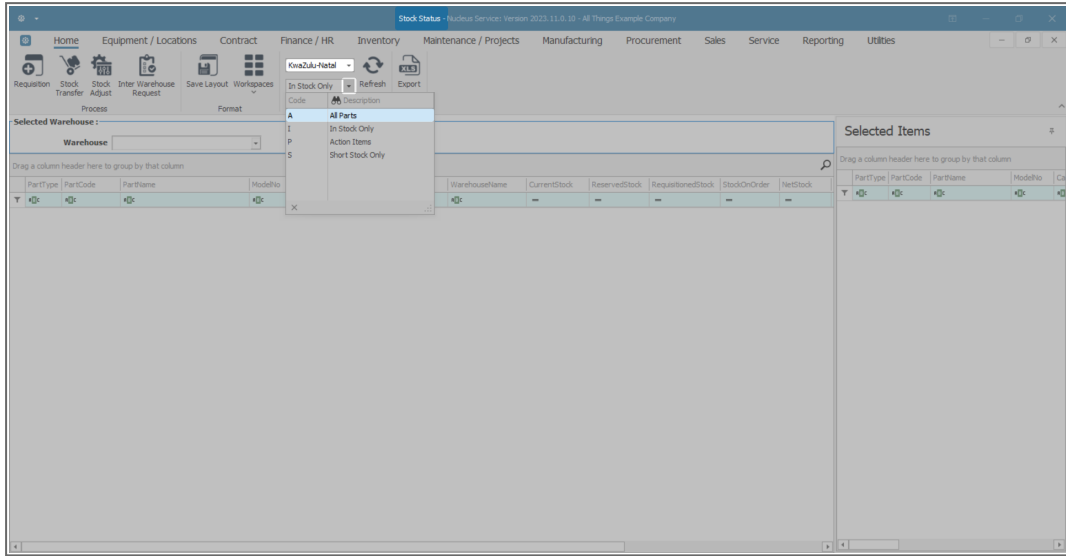
Ribbon Select **Inventory > Stock**

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

SELECT SITE AND STATUS

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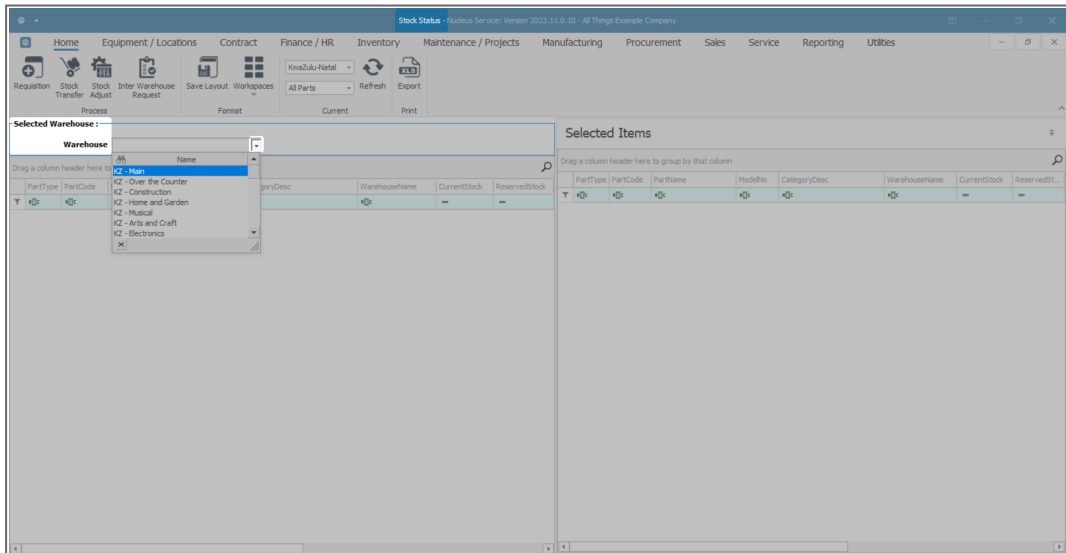 - In this image **KwaZulu-Natal** has been selected.

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

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 **KZN Main** is selected.

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.

VIEW STOCK QUANTITY AND LOCATION

- Click on any **'bold'** expand button in an 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.
- You will be able to view if there is a **serial number** for A and B-Class items and the **batch number** linked to C-Class items, if batch tracking is enabled.

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