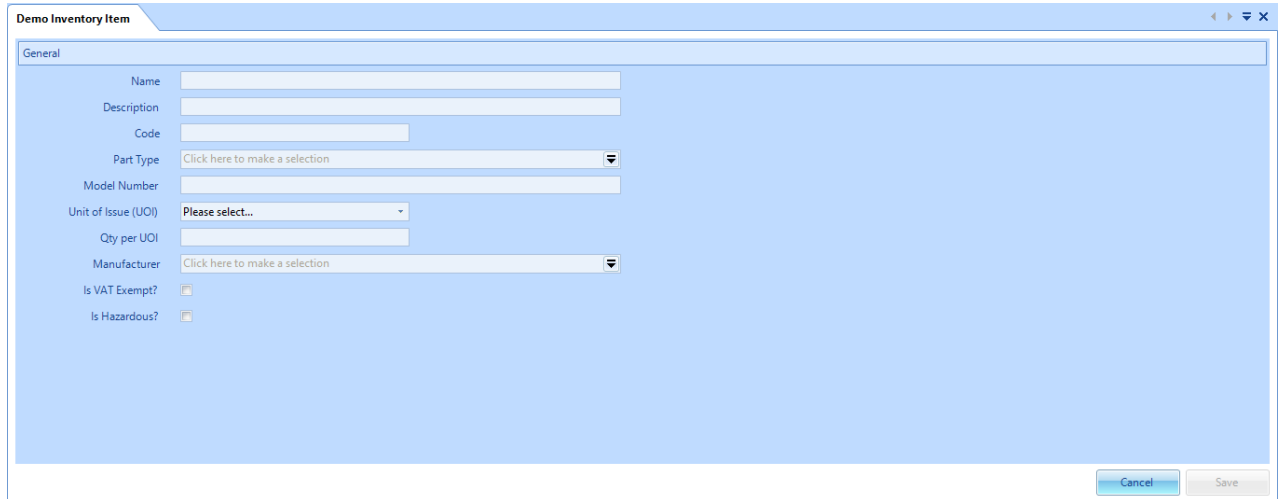


Adding a New Inventory Item

Wed, Jan 17, 2024 Parts

Parts are consumed when stopping a Work Order and can be added to the Inventory. To add an Inventory Item to the system, begin by clicking the "Create New Inventory Item" button.

1. Clicking "Create New Inventory Item" displays the Inventory Item Detail screen. This is where all the information required for the Item is entered. Each field is explained below:



The screenshot shows a web form titled "Demo Inventory Item" with a "General" tab. The form contains the following fields:

- Name: Text input field
- Description: Text input field
- Code: Text input field
- Part Type: Dropdown menu with "Click here to make a selection" text
- Model Number: Text input field
- Unit of Issue (UOI): Dropdown menu with "Please select..." text
- Qty per UOI: Text input field
- Manufacturer: Dropdown menu with "Click here to make a selection" text
- Is VAT Exempt?: Checkbox
- Is Hazardous?: Checkbox

At the bottom right of the form are "Cancel" and "Save" buttons.

Name is a freeform field where the name of the Item is entered

Description is a freeform field where the description of what the Item is is entered

Code is a freeform field where the name of the Item is entered

Part Type is a pop up selection field in which a list of Part Types is displayed. The User must then select the Part Type and click "OK" button

Model Number is a freeform field. This can be numbers and letters

Unit of Issue (UOI) is a drop down field in which the type of unit the Item is issued out for use in is selected. For example, Each, Box, Pack.

Qty per UOI is a numeric field where the number of Items that are contained within a Unit of Issue is entered

Manufacturer is a pop up selection screen to choose the manufacturer of the Item

Is VAT Exempt? is a tick box. Ticking this box signifies that this Item is exempt of VAT and the VAT Code field is greyed out

Is Hazardous? is a tick box. Ticking this box signifies that this Item is potentially hazardous.

2. Once all the necessary fields have been entered, click "Save" to create the Item.

3. A confirmation message asking the User if they would like to associate this Part to all Stock Locations will appear. If so, then click "Yes" and all Stock Locations will be associated. Otherwise, click "No". Associating Parts to Stock Locations allows for those Parts to be stored at those Stock Locations when receipting Parts.

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