Viewing/Editing a Stock Location

💾 Wed, Jan 17, 2024 🛛 🖿 Inventory

It may at some point be necessary to view or edit the details of a single or multiple Stock Locations. This can be done by clicking the "Stock Location Search" button.

1. The first step is to select the Client that will be used. For information on how to do this, see the Client Selection page.

2. Upon clicking the "Stock Location Search" button, the Stock Locations List is shown. This contains all the Stock Locations entered in the system for the selected Client. Either double-click or highlight an item and click "Next" to open a Stock Location.

Stock Locations					$\longleftrightarrow \triangleq X$
Name	Reference	Building	Level	Area	Location
Filter	Filter	Filter	Filter	Filter	Filter
Stock Cupboard 1	Stock Cupboard 1	Abingdon Arms	Ground Floor	Back of House	Kitchen
Stock Cupboard 2	Stock Cupboard 2	Abingdon Arms	Basement	Back of House	Cellar
Storage Shed	Storage Shed	Crown	Ground Floor	Car Park	Car Park
					Close <u>N</u> ext

3. Once a Stock Location is selected, the Stock Location Detail screen will open displaying fields relating to Stock Location.

4. This can now be edited in the same way as Adding a Stock Location.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=112