

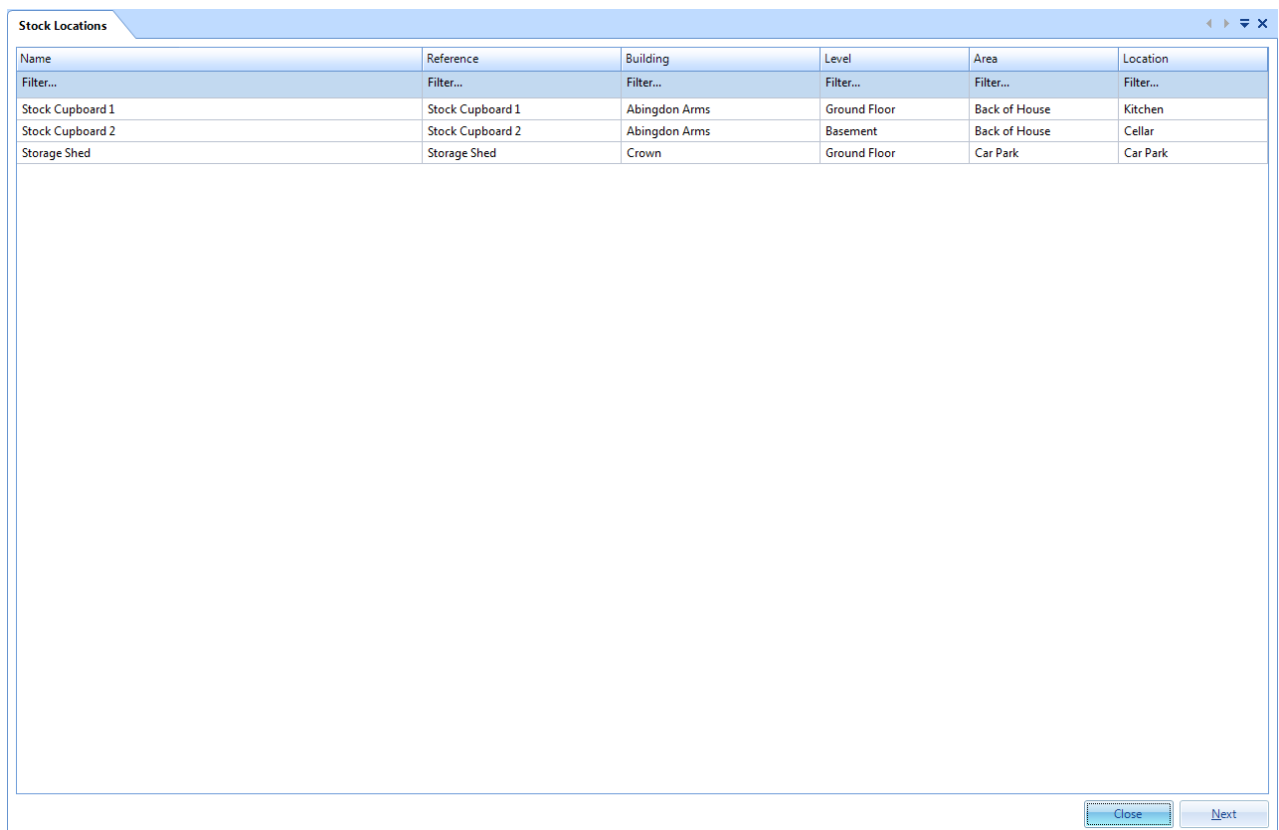
Viewing/Editing a Stock Location

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.



| 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 |

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>