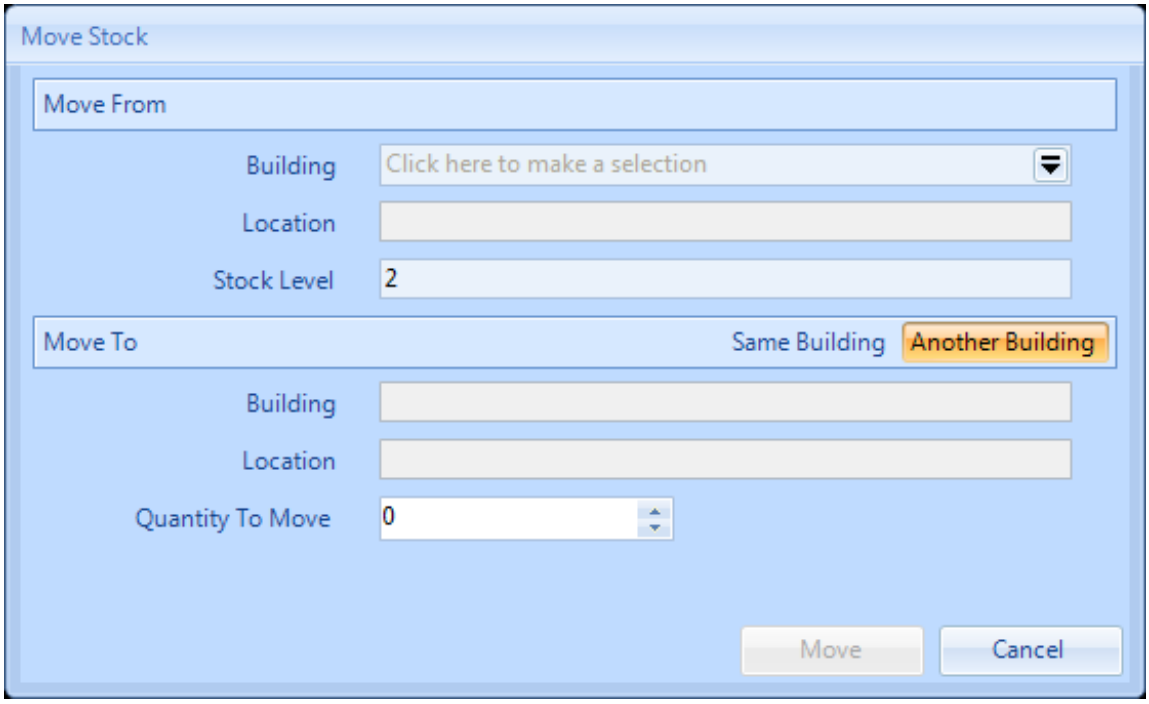
Move Stock

Wed, Jan 17, 2024 Viewing/Editing an Inventory Item

Sometimes stock may need to be moved between different Stock Locations. This can be done using the "Move Stock" button.

1. Upon selecting the "Move Stock" button, the Move Stock screen is shown. From here the User selects the Building and the Location where stock is going to be taken from in the respective fields. Upon selecting a Location, the current Stock Level at that Location is shown in the Stock Level field (which is read-only).



Note: Only Buildings where Stock Locations exist are shown in the Building drop down and the Location drop down is populated with Locations that exist only at the selected Building.

2. The User has two choices after selecting the Location: they can use either the "Same Building" action or the "Another Building" action. "Same Building" selects the same Building selected above and the User only changes the Location whereas by selecting "Another Building", the User is required to select a different Building and then a Location. Whichever action is performed, the Quantity To Move field needs to be updated with the number of stock that is being removed. This can be by either entering the number manually or by using the up and down arrows.

Note: It is not possible to move more stock than is at the Stock Location chosen in the Move From section.

3. Once entered, click "Move" to save the changes made.

Note: If a Building and Location is selected that currently isn't associated to the Inventory Item then moving stock to this Location will automatically add the Stock Location to the Inventory Item.

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