

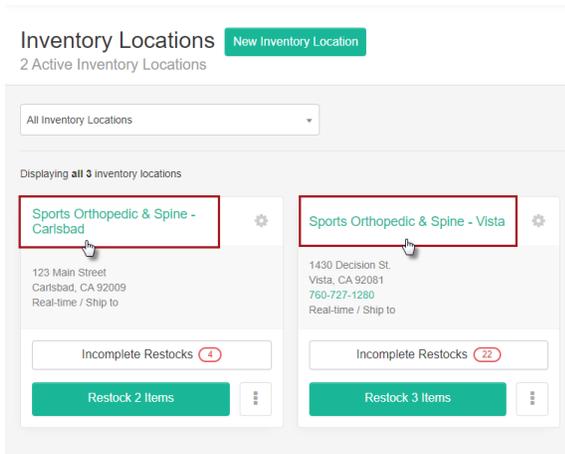
## ADJUSTING PAR LEVELS

Inventory locations have specific par levels for each inventory item. Users may adjust these levels as needed based on roles assigned. Complete the following steps to adjust par levels.

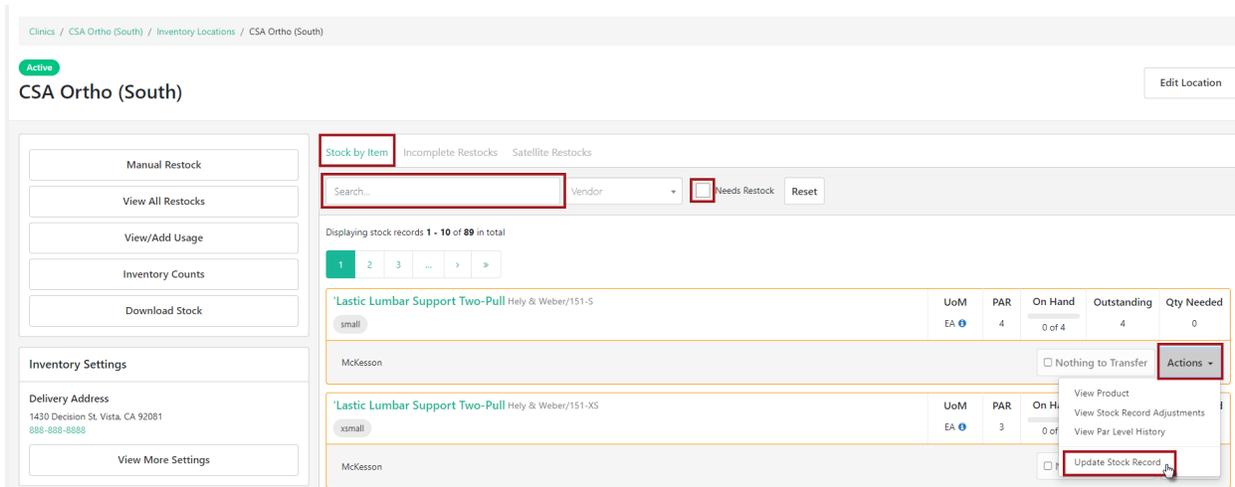
In the navigation bar, select Inventory > Inventory Locations from the drop-down menu.



Select the Inventory location to search for stock record to adjust.



Under the **Stock by Item** tab use the search field. In the search box **unselect** the box that says **Needs Restock** and type in SKU or Product name. This will pull all products matching the search criteria. Locate the SKU and select **Actions** to **Update Stock Record**.



## ADJUSTING PAR LEVELS

The system opens the Update Stock Record window where par level counts can be modified. Once complete select save changes.

The screenshot shows a software window titled "Update Stock Record" with a close button (X) in the top right corner. The window contains the following elements:

- Inventory Item:** A text field containing "01EF-M - AirSelect Standard".
- \*Par Level:** A numeric input field containing "12", followed by up and down arrow buttons. This section is highlighted with a red border.
- Stock Summary Table:**

Current Stock Count:	12
23366 CSA Orthopedics (Main)	4
Current Stock Count + Open Restocks:	16
- Buttons:** Three buttons are located at the bottom: "Adjust Stock Count" (teal), "Cancel" (white), and "Save Changes" (teal). The "Save Changes" button is highlighted with a red border.