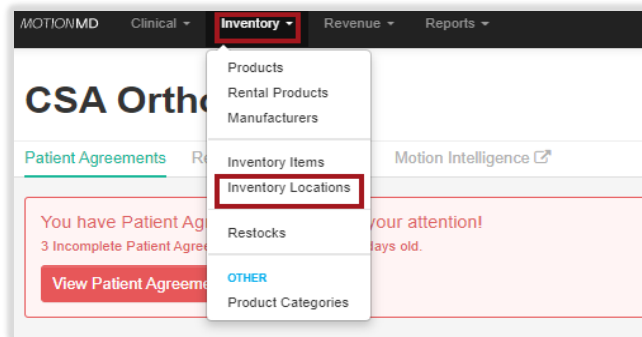


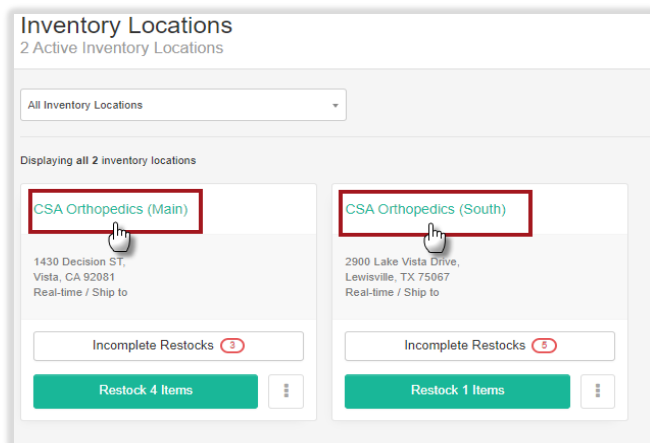
ADJUSTING ON HAND COUNTS

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

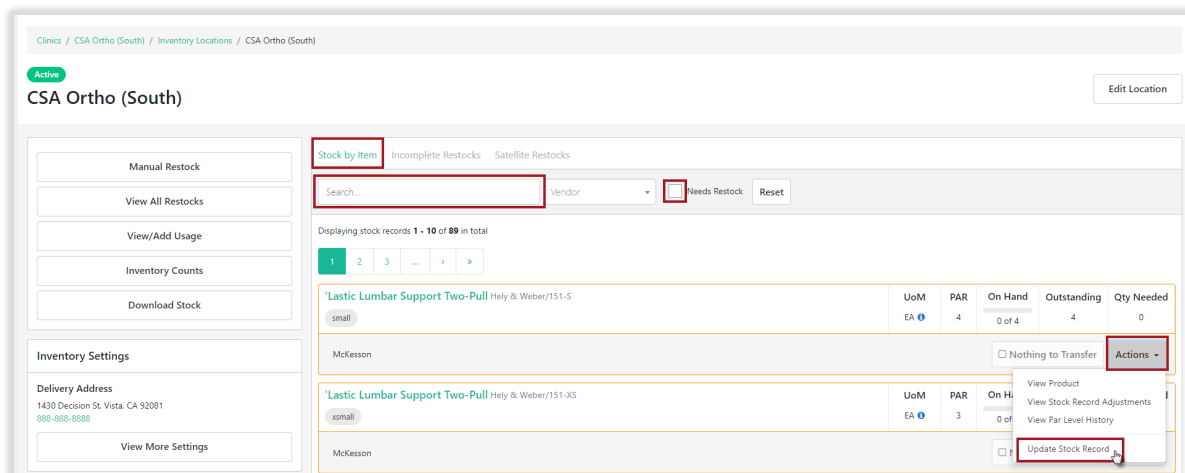
In the navigation bar, select **Inventory** > **Inventory Locations** from the drop-down menu.



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



Under the **Stock by Item** tab use the search field. Uncheck the **Needs Restock** option and type in SKU or Product name to search all inventory. Locate the SKU and select **Actions** > **Update Stock Record**.



ADJUSTING ON HAND COUNTS

The system opens the Update Stock Record box. Select the Adjust Stock Count button. A second box will open up where the user can **Increase** and/or **Decrease** On Hand counts by selecting the up or down arrow. The reason for the adjustment is a required field to complete prior to Save Changes.

Update Stock Record

02TSL

Small Left

Stock
OfficeCare

UoM
EA

Unit Price
\$0.00

Inventory Location
CSA Orthopedics (Main)

* Par Level
2

Adjust Stock Count

Current Stock Count: 0

Current Stock Count + Open Restocks: 0

Cancel Save Changes

Update Stock Record

02TSL

Small Left

Stock
OfficeCare

UoM
EA

Unit Price
\$0.00

Inventory Location
CSA Orthopedics (Main)

* Par Level
2

Stock count
0

* Reason

Current Stock Count: 0

Current Stock Count + Open Restocks: 0

Cancel Save Changes