

LOCATE A PRODUCT IN INVENTORY

Locate Product in All Inventory Locations:

On the main dashboard, click **PRODUCTS** from the **INVENTORY** drop-down menu.



Using the search field, type the product by SKU or product name and hit enter. The system pulls all products matching your search criteria.

Click the product name to view the SKU details.

Products New Product 1181 Active Products							
Adult Walker Q	Active	*	Global	•	All Categories	Has Stock Record	ł
Displaying 1 product	-						
Displaying Global products. Not finding what you're looking for? Search All Products							
Adult Walke							1 Active Items 0 Total Stock

Once in the SKU, the user can click the **EXPAND ALL** button or the expand arrow to view all SKU's under the product and view Inventory Locations where the SKU is stocked along with Quantity On-Hand and PAR level.

Products / Adult Walker	
Active Adult Walker	Edit Product
• This product is Active and has Global visibility.	
Ossur - DME - General	Inventory
Linked HCPCS Codes	Displaying all 1 Inventory Items Expand All
Add HCPCS	G 716070A-4 2 Total Stock
Cost \$0.00	Adur SOOO/EA
Bill Charge \$0.00	



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ntory								
716070A-4 dult				2	? Total Stock \$0.00/EA	^		
		Setup Vendor A	ttributes	dit Preferences	New Stock Re	cord		
Barcode Model # Item ID G 716070A-4 - 3659								
G 7160704-4 - 3659								
G 716070A-4 - 3659	UoM	PAR Level	On Hand	Outstanding				
G 716070A-4 - 3659 Location CSA Orthopedics (Main) • Reorder	UoM EA	PAR Level 2	On Hand	Outstanding 0	Action	•		

Locate Product in an Individual Inventory Location:

On the main dashboard, click **INVENTORY LOCATIONS** from the **INVENTORY** drop-down menu.



Here the user may select a specific Inventory Location by utilizing either the drop-down box or selecting the inventory location name:

All Inventory Locations	
Displaying all 2 inventory locations	0
CSA Orthopedics (Main	CSA Orthopedics (South)
1430 Decision ST Vista, CA 92081 888-225-4398 Real-time / Ship to OC Account # 123456	2900 Lake Vista Drive Lewisville, TX 75067 888-225-4398 Real-time / Ship to OC Account # 123456
Incomplete Restocks (2)	Incomplete Restocks 2
View/Add Usage	View/Add Usage
Restock 11 Items	Restock 0



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Using the search field, type in the SKU or Product Name, unselect **NEEDS RESTOCK** and hit Enter. The product(s) or SKU details will appear. If any adjustments are needed the user would select Actions > Edit:

Active CSA Orthopedics (Main)						Edit Location
Restock 11 Items	Stock by Item Incomplete Restocks					
Manual Restock	AL236013 Needs Restock Reset					
View All Restocks	Displaying 1 stock record					
View/Add Usage	Achilles Boot Bledsoe/AL236013 Small	UoM EA 🚯	PAR 0	On Hand	Outstanding 0	Qty Needed 0
Inventory Counts	Boot Vendor			🗆 Nothin	ng to Transfer	Actions -
Download Stock				Vie	ew Product	
Inventory Settings				Ed	ew Stock Record / it	Adjustments