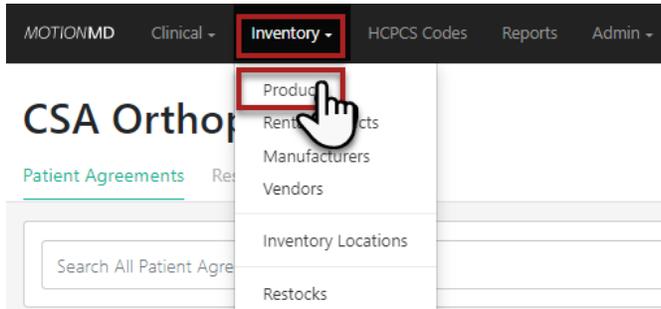


LOCATE A PRODUCT IN INVENTORY

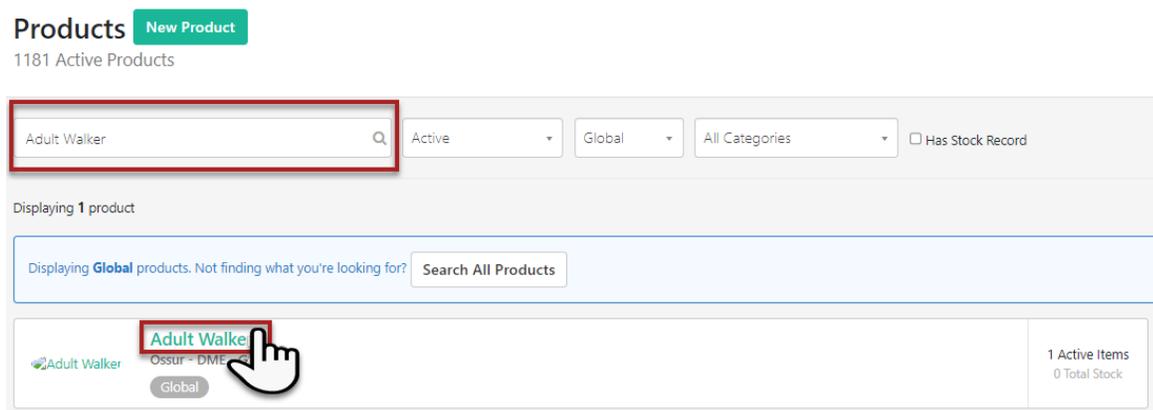
Locate Product in All Inventory Locations:

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

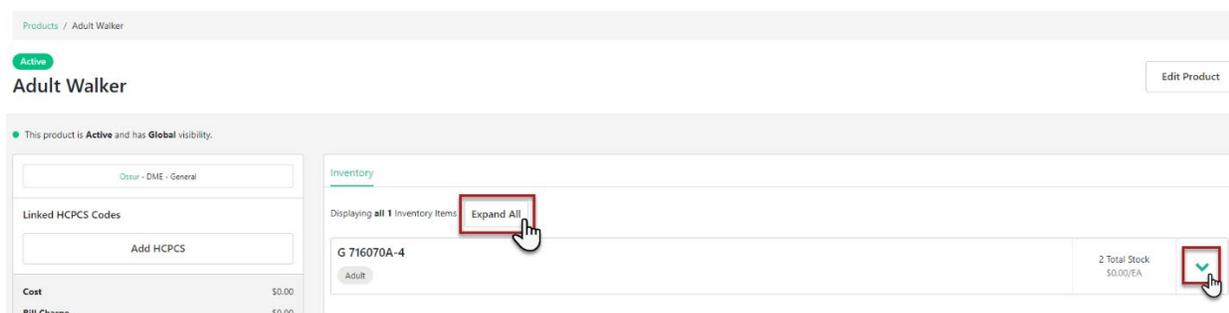


Using the search field, type the product by SKU or product name and hit enter. The system pulls all products matching your search criteria.

Click the product name to view the SKU details.



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.



LOCATE A PRODUCT IN INVENTORY

Inventory

G 716070A-4 2 Total Stock
\$0.00/EA

Adult

Setup Vendor Attributes Edit Preferences **New Stock Record**

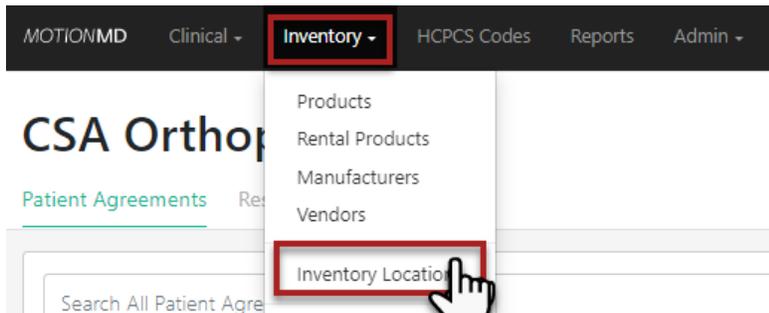
Item Details

Barcode	Model #	Item ID
G 716070A-4	-	3659

Location	UoM	PAR Level	On Hand	Outstanding	
CSA Orthopedics (Main) ● Reorder	EA	2	1 of 2 Change	0	Actions ▾
CSA Orthopedics (South) ● In stock	EA	0	1 of 0 Change	0	Actions ▾

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

<p>CSA Orthopedics (Main) ⚙️</p> <p>1430 Decision ST Vista, CA 92081 888-225-4398 Real-time / Ship to OC Account # 123456</p> <p>Incomplete Restocks 2</p> <p>View/Add Usage</p> <p>Restock 11 Items ⋮</p>	<p>CSA Orthopedics (South) ⚙️</p> <p>2900 Lake Vista Drive Lewisville, TX 75067 888-225-4398 Real-time / Ship to OC Account # 123456</p> <p>Incomplete Restocks 2</p> <p>View/Add Usage</p> <p>Restock 0 ⋮</p>
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LOCATE A PRODUCT IN INVENTORY

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

Manual Restock

View All Restocks

View/Add Usage

Inventory Counts

Download Stock

Inventory Settings

Stock by Item Incomplete Restocks

AL236013 Needs Restock Reset

Displaying 1 stock record

Achilles Boot Bledsoe/AL236013	UoM	PAR	On Hand	Outstanding	Qty Needed
Small	EA	0	<div style="width: 100%;"><div style="width: 100%;"></div></div> 0 of 0	0	0

Boot Vendor Nothing to Transfer Actions

- View Product
- View Stock Record Adjustments
- Edit