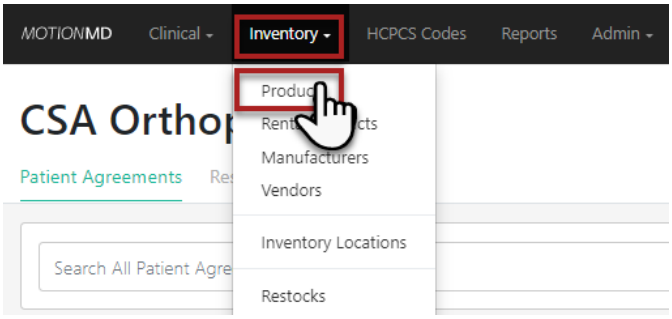
LOCATE A PRODUCT IN INVENTORY

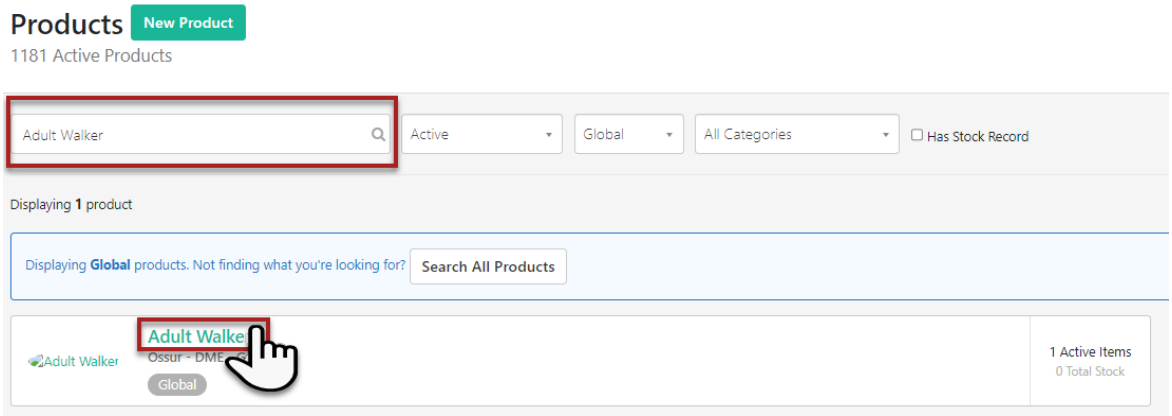
Locate Product in All Inventory Locations:

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

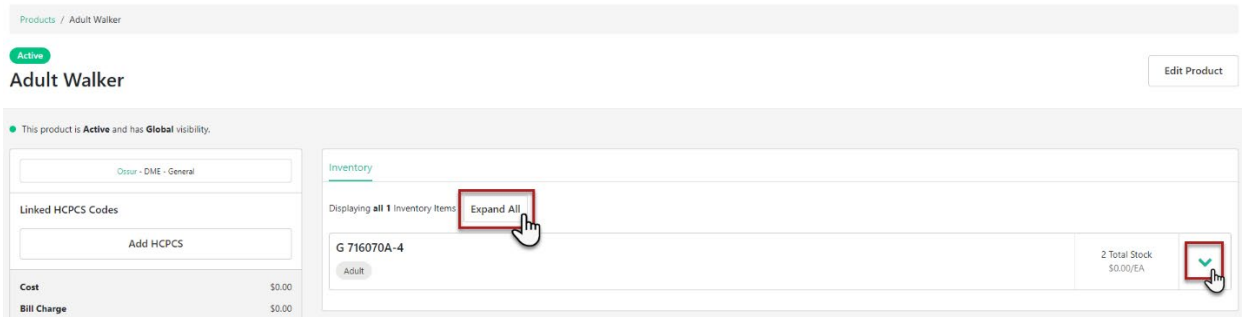


Using the search field, type the product by SKU or product name and hit enter. The system pulls all products matching your search criteria.

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.



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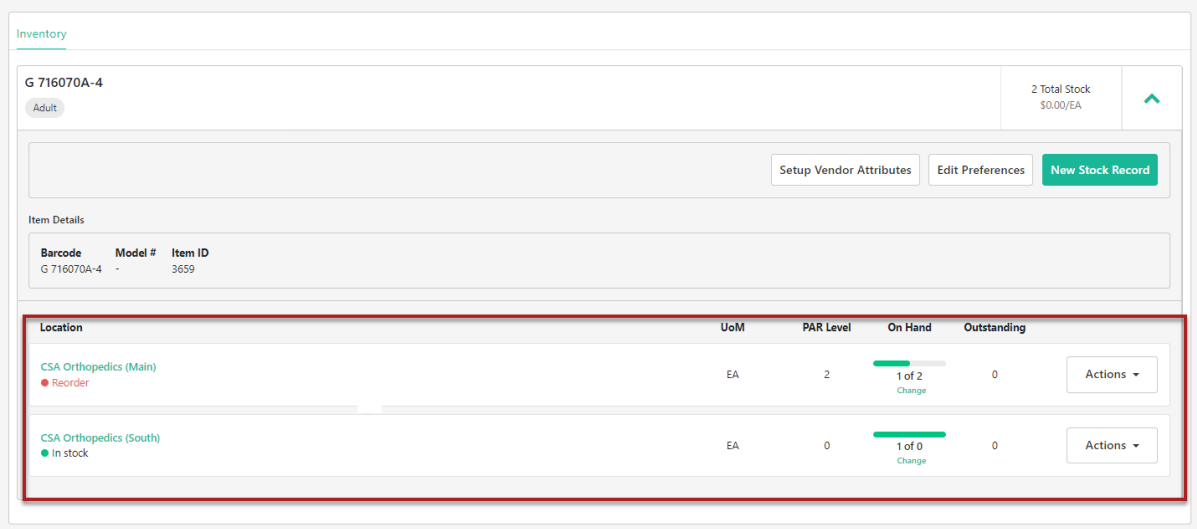
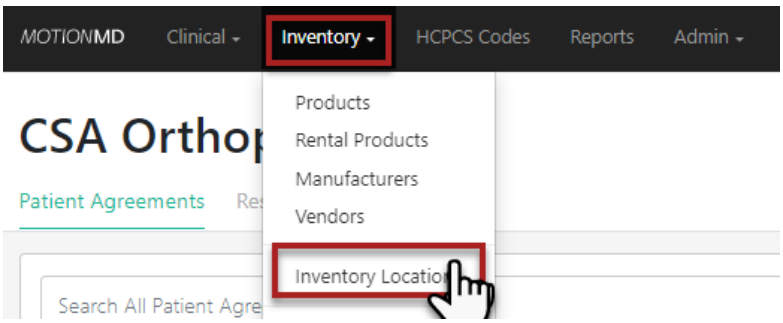
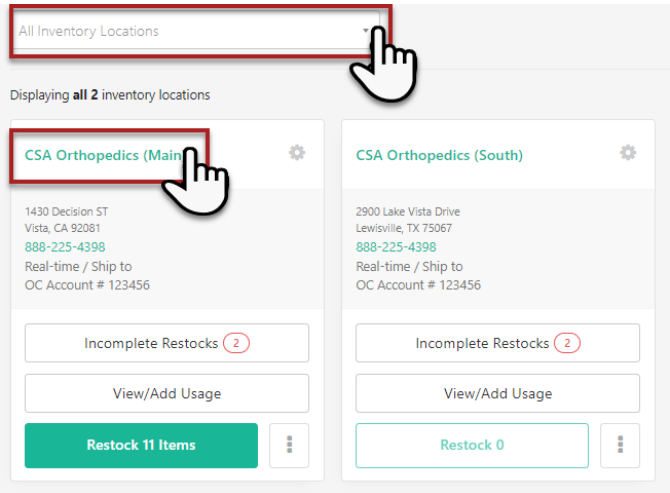


Locate Product in an Individual Inventory Location:

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:



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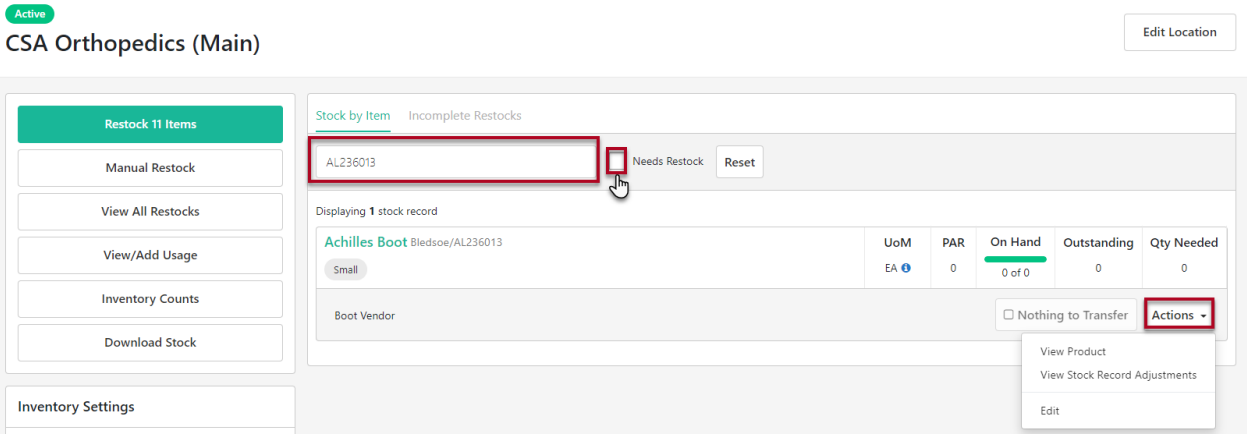
Using the search field, type in the SKU or Product Name, unselect **NEEDS RESTOCK** and hit Enter. The product(s) or SKU details will appear. If any adjustments are needed the user would select Actions > Edit: