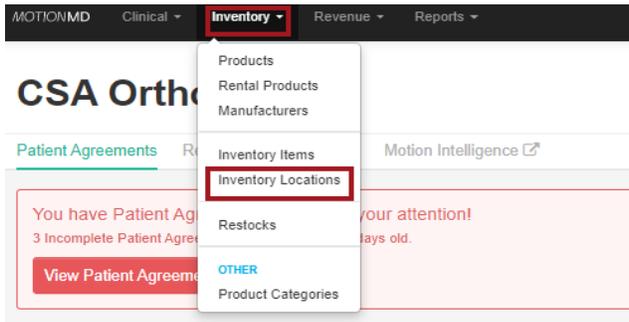


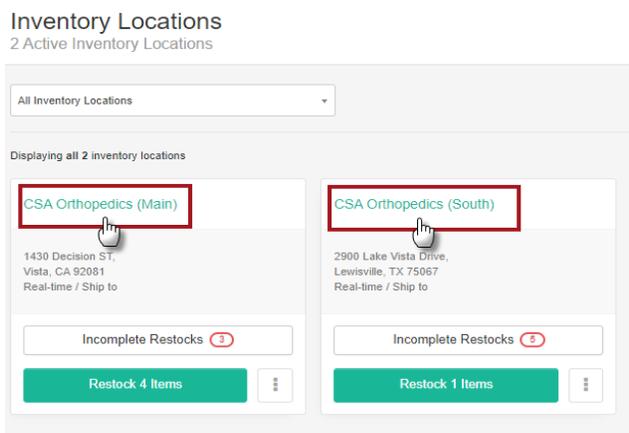
ADJUSTING ON HAND COUNTS

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.

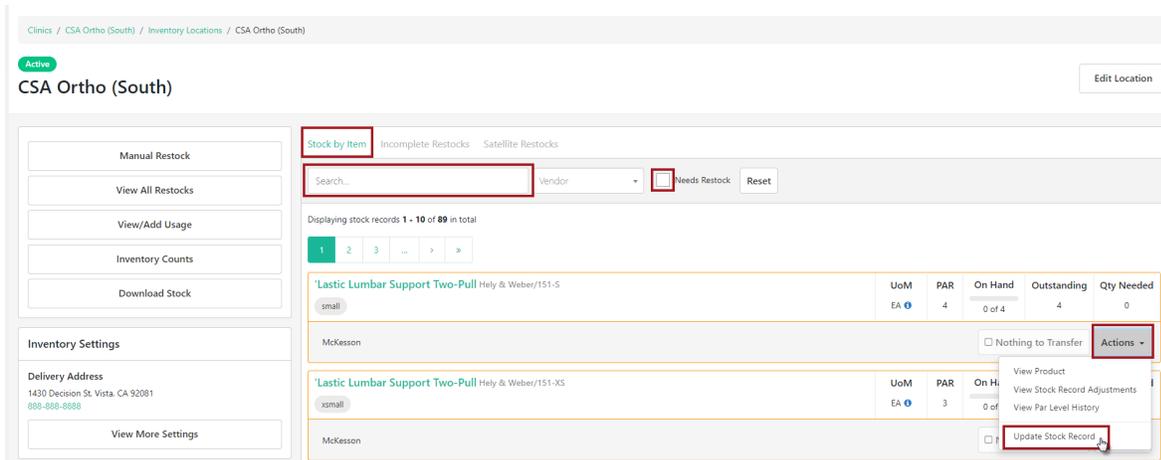
In the navigation bar, select **Inventory > Inventory Locations** from the drop-down menu.



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.

The screenshot shows the 'Update Stock Record' dialog box. The 'Inventory Item' is '01EF-S - AirSelect Standard'. The '* Par level' is set to 4. Below this, the 'Current Stock Count' is 3 and 'Current Stock Count + Open Restocks' is 3. At the bottom, the 'Adjust Stock Count' button is highlighted with a red box and a mouse cursor is clicking it. Other buttons include 'Cancel' and 'Save Changes'.

The screenshot shows the 'Update Stock Record' dialog box after clicking 'Adjust Stock Count'. The 'Inventory Item' is '01EF-S - AirSelect Standard'. The '* Par level' is 4. The 'Stock count' is 3, with up and down arrows to its right. The 'Reason' field is highlighted with a red box. Below this, the 'Current Stock Count' is 3 and 'Current Stock Count + Open Restocks' is 3. At the bottom, the 'Save Changes' button is highlighted with a red box and a mouse cursor is clicking it. Other buttons include 'Adjust Stock Count' and 'Cancel'.