

Adjusting Par Levels

Inventory locations have specific par levels for each inventory item. Users may adjust these levels as needed based on roles assigned.

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

MOTIONMD Clinical +	Inventory - Revenu	ie + Reports +	Help +	+ -	* -
CSA Ortho	Products Rental Products Manufacturers				
Patient Agreements R	Inventory Items Inventory Locations	Motion Intelligence (2*			
You have Patient Ag 3 Incomplete Patient Agree	Restocks	/our attention! lays ald.			
View Patient Agreeme	OTHER Product Categories				

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

Displaying all 2 inventory locations	2900 Lake Vista Drive, Lewisville, TX 75067				
Incomplete Restocks (2) Restock 1 Items	Restock 10 Items				

Under the **Stock by Item** tab use the search field. In the search box **unselect** the box that says **Needs Restock** and type in SKU or Product name. This will pull all products matching the search criteria. Locate the SKU and select **Actions** to **Update Stock Record**.

Clinics / CSA Ortho (South) / Inventory Locations / CSA Ortho (Sou	th)					
Active CSA Ortho (South)						Edit Location
Manual Restock View All Restocks	Stock by Item Incomplete Restocks Satellite Restocks Search					
View/Add Usage	Displaying stock records 1 - 10 of 89 in total 1 2 3	UoM	PAR	On Hand	Outstanding	Qty Needed
Inventory Settings	small McKesson	EA 🚯	4	0 of 4	4 ng to Transfer	0 Actions +
Delivery Address 1430 Decision St. Vista. CA 92081 888-888-888	'Lastic Lumbar Support Two-Pull Hely & Weber/151-XS xsmall	UoM EA 9	PAR 3	On Hi Vi 0 of Vi	ew Product ew Stock Record A ew Par Level Histo	idjustments ry
View More Settings	McKesson			U 1 🗆	pdate Stock Record	i cho

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The system opens the Update Stock Record window where par level counts can be modified. Once complete select save changes.

NOTE: Users roles may only allow a user the ability to **DECREASE** par levels. To **INCREASE** par levels, Submit a Help Ticket in MotionMD.

Update Stock Record	×
Inventory Item	
01EF-M - AirSelect Standard	
*Par Level	
Current Stock Count: 12	
23366 CSA Orthopedics (Main) 4	
Current Stock Count + Open Restocks: 16	
Adjust Stock Count Cancel Save Change	s