

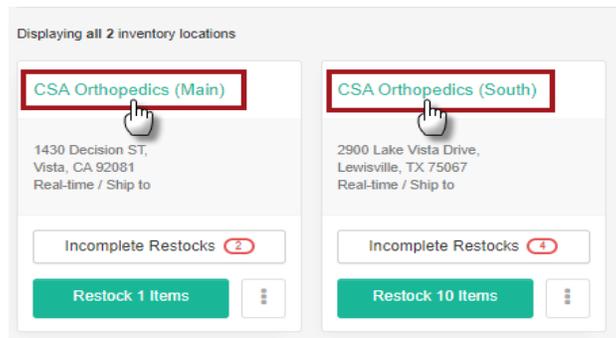
ADJUSTING PAR LEVELS

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

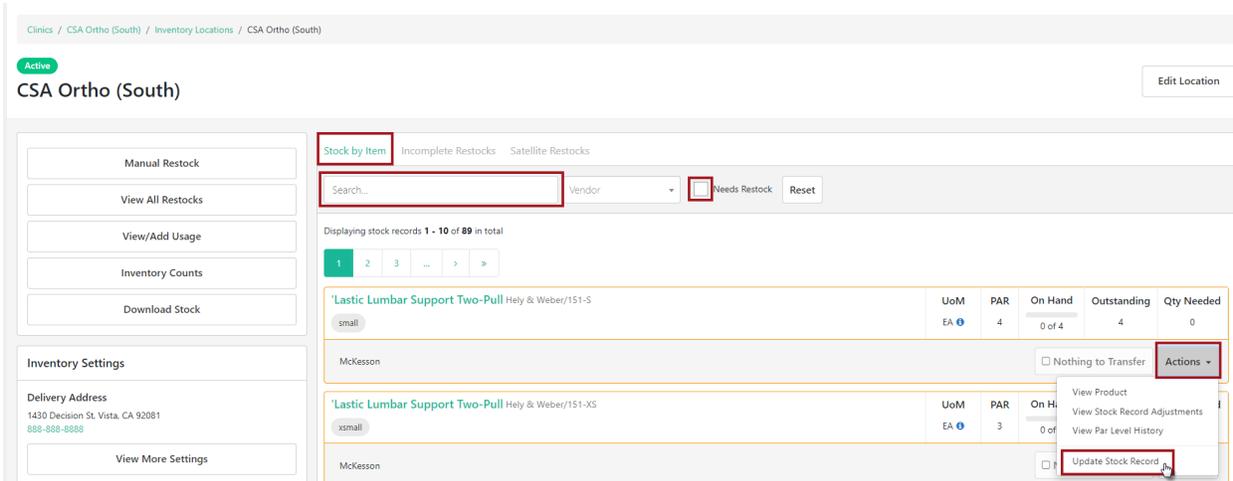
In the navigation bar, select **Inventory** > **Inventory Locations** from the drop-down menu.



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



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**.



ADJUSTING PAR LEVELS

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.

The screenshot shows a window titled "Update Stock Record" with a close button (X) in the top right corner. The "Inventory Item" field contains "01EF-M - AirSelect Standard". Below this, the "*Par Level" is set to "12" in a text input field, with up and down arrow buttons to its right. A table below shows the current stock count and restocks:

Current Stock Count:	12
23366 CSA Orthopedics (Main)	4
Current Stock Count + Open Restocks:	16

At the bottom, there are three buttons: "Adjust Stock Count" (in green text), "Cancel", and "Save Changes" (in a green box).