

ADDING A NEW OR SUBSTITUTE PRODUCT

To add a NEW Product or Substitute Product in MotionMD Inventory, follow the steps below:

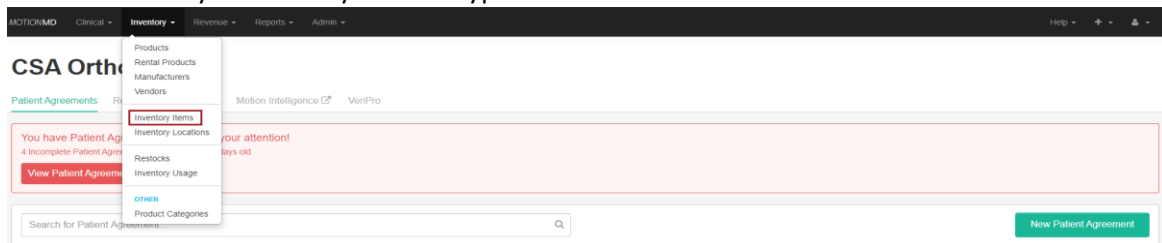
Adding a NEW Product to MotionMD: If a NEW Product needs to be added to an account, a stock record will need to be created and Par Levels established.

Submit a help ticket and request stock records to be added. In the ticket provide the SKU, quantity desired and Inventory location. The MotionMD Customer Success Team will evaluate all requests. Once approved the stock record will be created and the Par Level set. This will generate a pending restock for that inventory location.

Adding a Substitute Product to MotionMD: The NEW SKU that was received as a substitute will need to be added to your inventory.

Option 1: A stock record already exists in MotionMD:

Search Inventory > Inventory Items > Type and Search SKU:



Manually adjust the On Hand counts by the quantity received. If a Par Level increase is needed, submit a help ticket for assistance.

Option 2: A stock record doesn't exist in MotionMD:

Submit a help ticket and request stock records to be created. In the ticket provide the SKU, quantity desired and Inventory location. The MotionMD Customer Success Team will create a stock record and set the Par Level and On Hand counts by the quantity received.