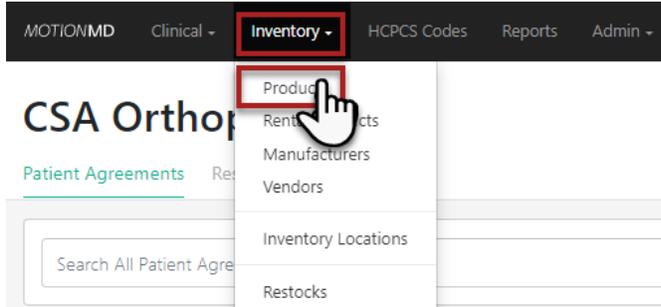


LOCATE A PRODUCT IN INVENTORY

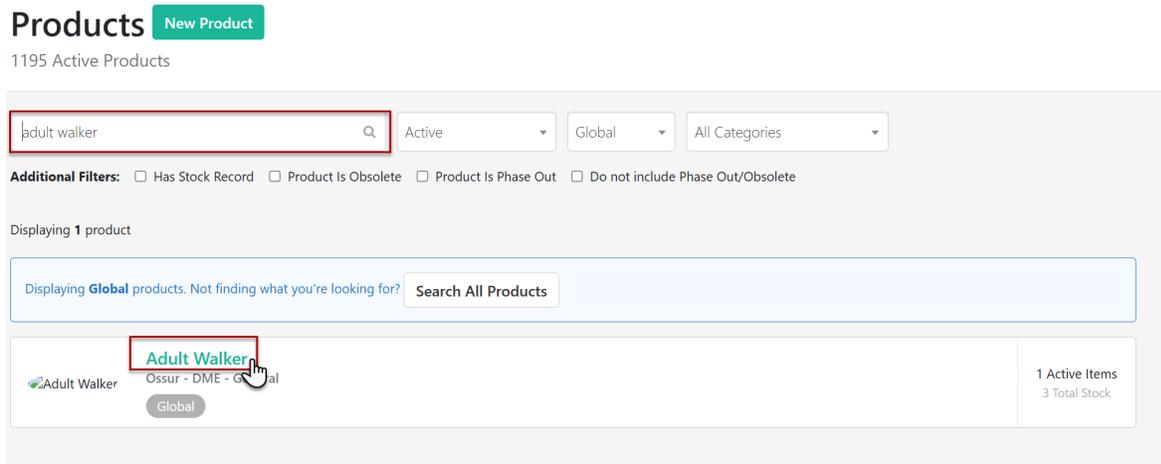
Locate Product in All Inventory Locations:

On the main dashboard select **Inventory > Products:**



Using the search field, type the product by SKU or product name and select search. 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.



LOCATE A PRODUCT IN INVENTORY

Location	UoM	PAR Level	On Hand	Outstanding	Actions
CSA Orthopedics (Main) ● Needs Restock	EA	2	1 of 2 Change	0	Actions
CSA Orthopedics (South) ● In stock	EA	0	1 of 0 Change	0	Actions

Locate Product in an Individual Inventory Location:

On the main dashboard, click **Inventory Locations** from the **Inventory** drop-down menu. The user may select a specific Inventory Location by utilizing either the drop-down box or selecting the inventory location name:

Using the search field, type in the SKU or Product Name, unselect **Needs Restock** and hit Enter. If any adjustments are needed select **Actions > Update Stock Record**.

Active
CSA Orthopedics (Main) Edit Location

Restock 13 Items

Manual Restock

View All Restocks

View/Add Usage

Inventory Counts

Download Stock

Inventory Settings

Delivery Address

Stock by Item Incomplete Restocks

achilles Needs Restock Reset

Displaying 1 stock record

UoM	PAR	On Hand	Outstanding	Qty Needed
EA	0	0 of 0	0	0

Achilles Boot Bledsoe/AL236013

Small

Boot Vendor

Nothing to Transfer **Actions**

- View Product
- View On Hand History
- View Par Level History
- Update Stock Record