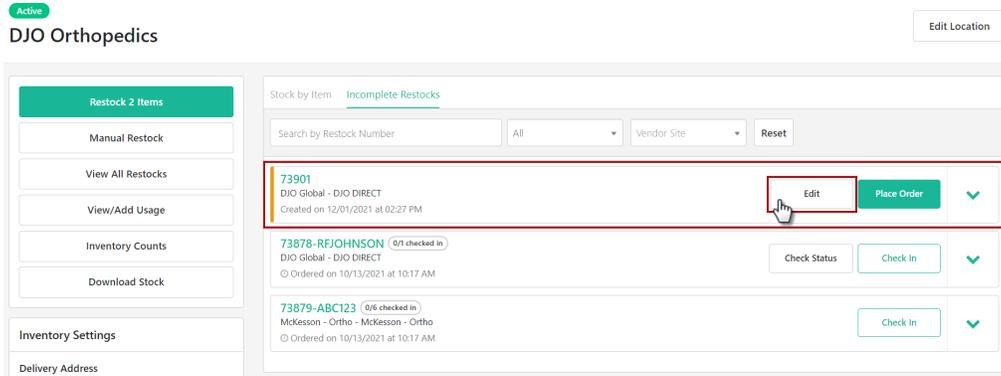


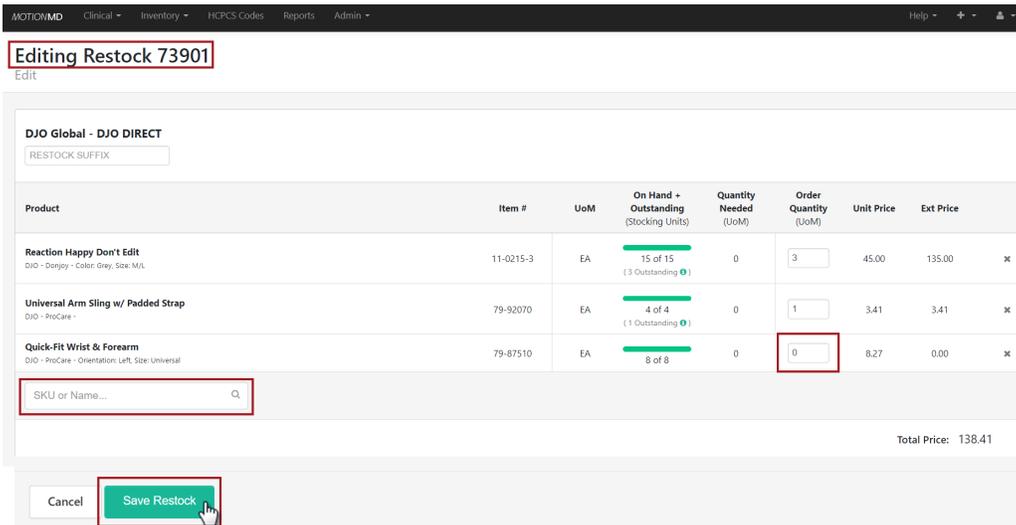
EDITING A CREATED RESTOCK



After Creating a Restock a new Edit button will show next to the Place Order button. Once an Order has been Placed (sent to the Vendor) it can no longer be edited. To Edit the Created Restock, **click the Edit button**.



The Edit page will open and indicate the Restock Number and the Vendor. To add additional items to the restock, search for them in the search box. **Note** – only items set to the vendor indicated will show up in the search box. After adding the item increase the quantity needed. **Note** – if the item added has a suggested quantity, it will automatically update the Quantity column. Once all items have been added to the Restock, **click the Save Restock button**.



Inventory items that were on the original Restock will have a notation underneath the On Hand + Outstanding quantity value with a tooltip. Upon hover the tooltip indicates this item was previously on the restock. This will assist as a visual cue for differentiating items previously added to the restock with those showing a 0 in the Quantity Needed column.

