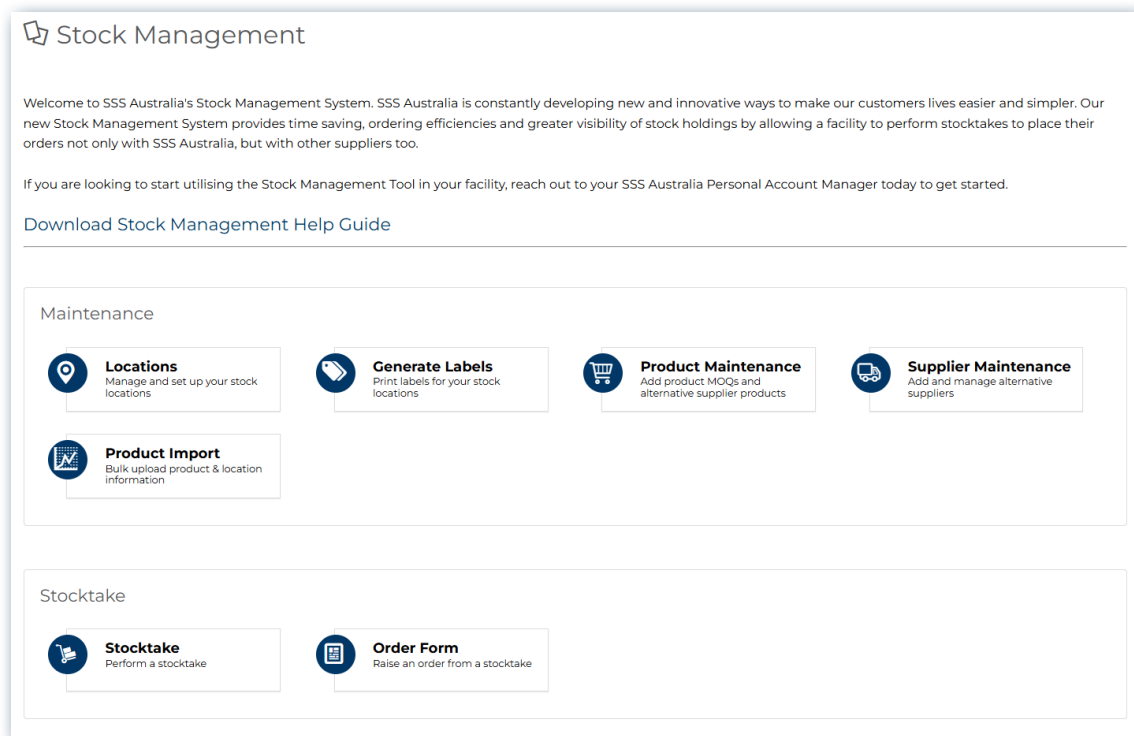


Stock Management Tool

The stock management menu screen is accessible through your dashboard and is comprised of two sections – maintenance and stocktake.



Maintenance

The maintenance section of the Stock Management dashboard is for maintaining stock locations, products, and suppliers.

- **Locations:** this is where you can add, remove, and maintain your stock locations and the inventory contained within them.
- **Generate Labels:** this is where you can create location labels for all your inventory. This allows you to conduct stocktakes utilising a barcode scanner, clearly labels your inventory storage locations so products are clearly identifiable, and their spots are clearly defined.
- **Product Maintenance:** this is where you can set maximum order quantity for your products. You can also add new products from suppliers other than SSS Australia.
- **Supplier Maintenance:** if you use Stock Management to maintain products and order products from other suppliers, you can manage those suppliers in this section.
- **Product Import:** you can use product import to upload your inventory and locations to the Stock Management tool quickly and easily.

Stocktake

The stocktake section of the Stock Management dashboard is where you go to conduct your stocktakes, and generate orders based off your stocktakes.