CMS – Stock – Guideline

1. *Stock level*

   Menu line;

   Navigate to 'Store' – 'New withdrawal'   or   Navigate to 'Admin' – 'Stock Update'

   Stock level is shown under the column «Stock Level».

2. *Adjust / correct stock level*

   Two methods from 'Admin' – 'Stock Update':

   2.1 Edit stock level from web:

   Click the pencil icon
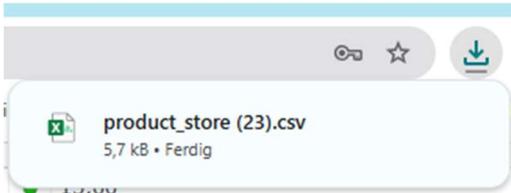
   Type the current level and click "Save". The level as shown in the two examples in #1 will update. NOTE: In this dialogue window one may also type in minimum and maximum level (See section 3.) This is not needed for the system to show correct level.

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2.2 Edit stock level by exporting/exporting Excell CSV file

614537, 931-291-0

← Previous

↳ Export

Click «Ex   Klikk «Start»
page

⊶ ☆ ⬇

product_store (23).csv
5,7 kB • Ferdig
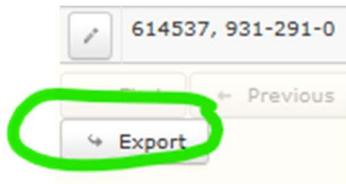
A .csv file is available

---

vel	UOM	Diff	AddToStock	Store
1	Pieces	1	0	Dekk
0	Millilitres	0	0	Maskir
0	Litre	0	0	Maskir
0	Litre	0	0	Maskir
125	Kilo	125	0	Dekk
24	Kilo	24	0	Dekk
05	Litre	05	0	Dekk

In the .csv file the amount that shall be added or subtracted is typed in the «AddToStock» column. Save the file as .csv

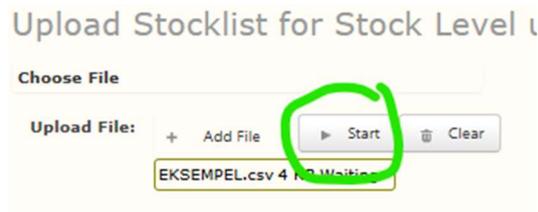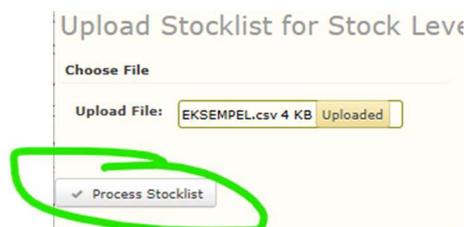To update the stock level, navigate to 'Admin' – 'Import stock list'

Upload Stocklist for Stock Level update

Choose File

Upload File: +   Add File

✓ Process Stocklist

Click «Add file»

📄 EKSEMPEL   Kommadelt fil for Microsoft Excel
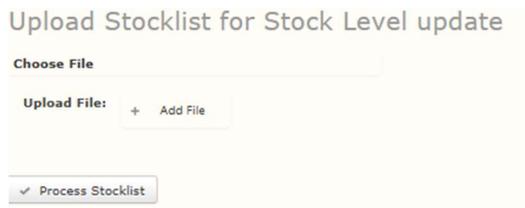
Choose the file that was saved after updating the «add to stock" column (.csv)

Upload Stocklist for Stock Level u

Choose File

Upload File: +   Add File   ▶ Start   🗑 Clear

EKSEMPEL.csv 4 KB Waiting

Click «Start»

Upload Stocklist for Stock Leve

Choose File

Upload File: EKSEMPEL.csv 4 KB Uploaded

✓ Process Stocklist

Click «Process Stocklist»

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«Process finished» means the stock level is updated.

«The Excell-method» includes many steps and possibilities for making error. Hence, method 1. is recommended.

3. *Minimum and maximum stock level*

I 'Store' – 'New withdrawal' shows min. max. Level with indicator:

Code	Stock Level	Min. Qty. In Stock	Max. Qty. In Stock	UOM	H	S	E	
	80,00	50,00	200,00	Millilitre	3	5	1	🟢
	80,00	80,00	120,00	Litre	4	4	1	🔴
	65,50	50,00	300,00	Litre	4	4	2	🟢

The indicator on the far right shows whether the level is within the criteria or not.

If you have nay questions related to this guid or other parts of the Chemical System, please contact us on cms@metizoft.com or +47 **70 08 47 40**

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