

eTurns

Items

[Help documentation](#)

Contents

1. Editing features.....	2
a. New	2
b. Edit	3
c. Delete.....	4
d. Expand/Collapse Item Location	5
e. Change log	7
2. General features	7
a. Search functionality.....	7
i. Main search	7
ii. Narrow Search By functionality	8
b. Show records Functionality.....	10
c. Go To Page Functionality	10
d. Export Functionality	11
e. Settings functionality.....	11
3. Miscellaneous	12

1. Inventory / Item:

a. New

It enables the user to create a new item, depending on the authority level. The user can either click on vertical tab "New" on the screen or right click and select 'New' from the list. **Note:** The fields marked star are compulsory to enter.

The following screen is displayed:

General Details

Item Type *

Item Number *

The field 'Item Number' is required.

Manufacturer Details [\(Add New\)](#)

[Add Manufacturer](#)

Manufacturer Name	Manufacturer Number	Is Default
No data available in table		

Supplier Details *

[Add Supplier](#)

Supplier	Supplier Number	Blanket POID	Is Default
Supplier ABC			<input checked="" type="checkbox"/>

Prices

CostUOMID * [\(Add New\)](#)

Last Cost

Markup

Sell Price

Extended Cost

Average Cost

Average Usage

Weight Per Piece

OtherDetails

Quantity Details

Manage Min/Max/Critical Quantity Item Level ☒

Critical Quantity

Minimum Quantity

Maximum Quantity

[Add Location](#)

Is Default	Inventory Location	Critical Quantity	Minimum Quantity	Maximum
<input checked="" type="checkbox"/>	Rock 1	N/A	N/A	N/A

On Hand Quantity

Suggested Order Quantity

Suggested Transfer Quantity

On Order Quantity

On Return Qty.

On Transfer Quantity

Requisitioned Quantity

Staged Quantity

In Transit Quantity

Default Pull Quantity *

Default Reorder Quantity *

☐ Enforce Default Reorder Quantity

☐ Enforce Default Pull Quantity

☐ Packslip Mandatory for Receive

Tracking Details

Serial # Tracking ☐

Lot # Tracking ☐

Expiration Date Tracking ☐

1) General Details

- Item Type:** Item, Kit, Labor (Required)
- Item Number:** (Required)

2) Manufacturer Details

- Add new:** If no Manufacturers entered into the Manufacturer Supporting Table or the user has permission to add a New Manufacturer, then clicking Add New here will allow entering a new Manufacturer.
- Add Manufacturer:** Clicking this will create a new row to add another Manufacturer and its Item # in the list for this item.
- Manufacturer Name:** dropdown with available names.
- Manufacturer #:** enter the item # the chosen Manufacturer uses.
- Is Default:** 1 Manufacturer must be the default.

3) Supplier Details

- a) **Supplier Name:** Pick from dropdown (Required)
- b) **Supplier #:** enter the Item # the Supplier uses. (Required)
- c) **Blanket PO ID:** If created in the Supplier Supporting form, then pick from the dropdown list.
- d) **Is Default:** 1 Supplier must be the default: (Required)
- e) **Add Supplier:** Clicking this will create a new row to add another Supplier, its Item #, and Blanket POID in the list for this item.

4) Prices:

- a) **Cost UOMID:** (Required)
 - i) E: Each: (The cost entered is divided by 1 to determine the cost for 1 to calculate Extended Cost.)
 - ii) C: Hundred (The cost entered is divided by 100 to determine the cost for 1 to calculate Extended Cost.)
 - iii) M: Thousand (The cost entered is divided by 1000 to determine the cost for 1 to calculate Extended Cost.)
 - iv) Add New: User may add more Cost UOMs with their conversion value.
 - b) **Last Cost:** Last cost entered for this item from any source. If user enters only Last Cost (not Markup or Price), then Price equals Last Cost.
 - i) If room is set for Average Cost for Inventory Valuation, then **Last Cost** is greyed out as its source is from an import, an order, or a receipt.
 - c) **Markup:** Enter as a whole # to represent the % increase Price is over Last Cost (25.2 means 25.2%). If user enters Last Cost and Markup, then Price will be calculated. If user enters Last Cost and Price, Markup will be calculated.
 - d) **Price:** User may enter price only. Cost will be set to Price with Markup left blank.
- 5) Extended Cost: Calculated.
- a) **If room is set for Last Cost:** Consigned item or Customer Owned is QOH (Quantity on Hand) X Last Cost
 - b) **If room is set for Average Cost:** Customer Owned is QOH X the cost of individual receipts and their respective costs.
- 6) Average Cost: Calculated.
- a) **If room is set for Last Cost:** Average Cost is Last Cost.
 - b) **If room is set for Average Cost:** QOH X each respective receive's cost added together and divided by the total QOH.
- 7) Average Usage: Calculated.
- a) Based on Dashboard setting of using Orders, Pulls, or Pull Value and Days of Usage to Sample, those transactions are used.
- 8) Weight per Piece: If **eVMI** is used, then the weight for an individual item is displayed here.
- 9) Manage Min/Max/Critical Quantity Item Level: Yes or No
- a) **Yes:** means the Mins and Maxs are utilized and displayed at the item level. If the item is stored in multiple Locations (Bins), then the QOH for each Location is summed to compare to the Item Minimum to determine if a Suggested Order is triggered.
 - b) **No:** means Each Location will have its own Critical / Minimum / Maximum. Suggested Orders will be created for each Location as QOH falls below their respective Minimum.
- 10) Critical Quantity: A quantity threshold below Minimum to trigger separate email alerts.
- 11) Minimum Quantity: A quantity threshold that when breached will create a Suggested Order.
- 12) Maximum Quantity: A quantity used to determine the Suggested Order quantity.
- 13) Add Location: When clicked, an additional Location will appear in the Location table.
- 14) Locations: A table of Locations, which one is the default, Critical/Min/Max if Location level replenishment. **eVMI** settings are also by Location.
- 15) Calculated values:
- a) **QOH**
 - b) **Suggested Order Qty:** Max – QOH - On Order + Requisitioned Qty + On Transfer Out – On Transfer In
 - c) **Suggested Transfer Qty:** Max – QOH - On Order + Requisitioned Qty + On Transfer Out – On Transfer In

- d) **On Order Qty:** Total of all Orders for this item.
 - e) **On Return Qty:** Qty in transit back to supplier.
 - f) **On Transfer Qty:** Qty in transit between rooms.
 - g) **Requisition Qty:** Total of all Requisitioned quantities.
 - h) **Staged Qty:** Total of all Staged quantities.
 - i) **In Transit Qty:** Qty of item shipping to this stockroom from all suppliers.
 - j) **Default Pull Qty:** Qty that is the beginning Pull Qty in the Web and PDA pull screens. Additional scans of the bar code will continue to increment the Pull Qty by this amount.
 - k) **Default Order Qty:** Qty that is the beginning Qty in the Web and PDA Order screens. Additional scans of the bar code will continue to increment the Order Qty by this amount.
 - l) **Enforce Default Order Qty:** A Suggested Order will be in multiples of this Reorder Qty so as to never order more or less than multiples of the Default Reorder Qty. Additional scans of the bar code by the PDA will continue to increment by this amount, and it cannot be changed.
 - m) **Enforce Default Pull Qty:** Additional scans of the bar code by the PDA will continue to increment the Pull Qty by this amount, and it cannot be changed.
 - n) **Pack Slip Mandatory for Receive:** The user must enter a Pack Slip # in the Pack Slip field before saving the Receive transaction.
- 16) Tracking Detail:
- a) **Serial # tracking:** Allows tracking inventory of serial #s.
 - b) **Lot # tracking:** Allows tracking inventory of Lot #s.
 - c) **Expiration Date Tracking:** Allows tracking inventory of Expiration Dates.

The screenshot displays a software interface for managing item details. The left sidebar contains various identification and classification fields: UPC, UNSPSC, Description, Long Description, Category, GL Account, UOM (set to EA), Lead Time in Days, Link2, ItemDocExternalURL, Trend, Trending Setting, Taxable, Consignment, Turns, Transfer AND/OR Purchase (with checkboxes for Transfer and Purchase), Bonded Inventory, Auto Inventory Classification, and Inventory Classification. The main area on the right is titled 'UDF(s) Details' and includes fields for 333, Asset, UDF3 (set to test), UDF4, and UDF5. Below this is the 'Image Path' section with an 'Upload' button and a 'Preview' area showing 'IMAGE NOT AVAILABLE'. At the bottom, there are 'Save' and 'Cancel' buttons, and a note indicating required fields and a checkbox to preserve values.

1. UPC: Universal Product Code #
2. UNSPSC: United Nations Standard Products and Services Code is a hierarchical convention that is used to classify all products and services. It is the most efficient, accurate and flexible classification system available today for achieving company-wide visibility of spend analysis, enabling procurement to deliver on cost-effectiveness demands and allowing full exploitation of electronic commerce capabilities.

3. Description: Short description of item.
4. Long Description: Use as many words as needed to describe item.
5. Category: Like UNSPSC, this is a simple way to categorize items. For example, wire, lighting, conduit, outlets, connectors.
6. GL Account: Whatever GL account that is entered here will be attached to the consumption and ordering of this item for cost accounting purposes.
7. UOM: Unit of Measure. Each, Box, Bottle, Carton, etc.
8. Lead Time in Days: # of days after Submitting an Order that the item will arrive.
9. Link 2: This link is used to display a document about the item like an MSDS sheet.
10. Min/Max Trending Setting:
 - a. None: No trends tracked
 - b. Manual: the user can apply manually the calculated Minimum and Maximums based on usage type and period selected in Dashboard Settings.
 - c. Automatic: the system will apply automatically the calculated Minimum and Maximums based on usage type and period selected in Dashboard Settings.
11. Taxable: If checked, then the consumption of this item will be taxed at the rates in the Room form.
12. Consignment: If checked, then the item is consigned and will behave like a consigned item. For example, if there is both customer owned and consigned QOH, the system will Pull customer owned first, then consigned. Consigned material will be credited back to the amount pulled so as not to credit back more than pulled. Consigned items are sent as an "Purchase" back to the supplier in a 850 EDI transaction.
13. Turns: Inventory Turns are calculated using either Orders, Pulls, or Pull value as set in the Dashboard Settings wheel.
14. Transfer or Purchase: Determines if the replenishment of this item will be done using either Transfer from another room or a Purchase from a supplier or both.
15. Bonded Inventory: This is the value of this item that the supplier has in bond back in their distribution center reserved for this customer. This value is updated periodically using an EDI 832 file.
16. Auto Inventory Classification: This box is checked if the user wants the system to determine what the inventory classification of this item is based on the measurement chosen and the resulting calculations.
17. Inventory Classification: This is the item's Inventory Classification based on a manual setting or automatically determined based on either Extended Cost or Turns as set in the room setting.
18. UDF Details: Based on the UDFs set up in the Item grid, this is where UDF 1 through 5 are displayed and filled in as needed or required.
19. Image Path: If the user has the Item images on his local computer, then the path is entered here.
20. Item Image External URL: if the user has the item's image on an external server, then the URL is entered here.

General:

1. User can save records hitting "Enter" key of the key board or clicking "Save" button. Clicking "Cancel" button will redirect user to "History" tab.
2. Edit: Allows user to open an existing item and edit any white field.
3. Delete: It enables user to delete the selected rows. Select the row by clicking on it and then click on the Trash can icon or press Delete key on your keyboard.

sapphire.eturns.com/Inventory/ItemMasterList

Welcome Super admin | My Profile | Logout

Report Administration PoI All

Inventory Consume 8 Replenish 101 Asset Kit 1 Scripts

Enterprise Rock testing Company Rock Company1 Stock Room Rock Room1 Language English (United States)

Items

Search

View: Show 100 Records Go To Page: Go

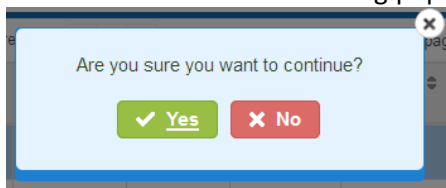
Narrow Search By:

- Supplier
- Category
- Manufacturer
- Item Location
- Cost
- Stock Status
- Average Usage
- Turns
- Item Type
- User (Created by)
- User (Updated by)
- Date Created
- Date Updated
- 333
- Asset

Clear




Expand/Collapse	Item Type	Item Number	Description	On Hand Quantity	On Order Quantity	Suggested Order Quantity	Manage Min/Max/Critical Quantity Item Level	Minimum Quantity	Maximum Quantity	Category	Invent Classif
	Item	aaaaaaaaaitem		2323	0	0	0 Yes	0	0		
	Item	1010M	outlet	930	20	0	0 Yes	10	20		
	Item	005.xyz		502	505	0	0 Yes	100	500		
	Item	001rec1		145	0	0	0 Yes	1	1		
	Item	PvtTestItem1211211		130	0	0	0 Yes	0	0		
	Item	001ConsiNewItem		122	0	333	0 Yes	2	333		
	Item	003abc1		118	18	0	0 No	N/A	N/A		
	Item	eVM Test Item		99	0	0	0 No	N/A	N/A		
	Item	0006.xyz		82	22	4	0 No	N/A	N/A		
	Item	0006.gps	1" bolt	75	28	0	0 Yes	30	50		
	Item	0005.xyz	Rock's description	62	8	0	0 Yes	0	0		
	Item	005.nop		57	4	0	0 Yes	25	50		
	Item	NewTest001		54	0	0	0 Yes	2	3		

- The following pop-up appears:



- Select  to delete and  to return back to previous screen.

b. Expand/Collapse Item Summary Location

- To add a new location to an item or Move some of an item to another location, each item has an Expand/Collapse icon,  / .
- Click on  icon to expand the view as follows:

Show10▼records

<1>

Go To Page

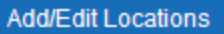
Go

Add location(s)

⚙

Move	Item Number	Inventory Location	Quantity	Critical Quantity	Minimum Quantity	Maximum Quantity	Customer Owned Quantity	Consigned Quantity	Suggested Order Quantity	Last Cost	Markup	Sell Price	Ave Cost
<div>Move</div>	005 con1	Rack	53	N/A	N/A	N/A	0	53	26	5.00	20.00	6.00	1.67

1 - 1 of 1

- A small tabular inline representation of the Item number is displayed on screen.
- Click , and Items Locations pop up appears.
- It has three different versions, depending on the type of Tracking selected.
- If neither serial, Lot #, or date code is selected:

Item Locations

Save Locations

Add Location

IsDefault	Inventory Location	Critical Quantity	Minimum Quantity	Maximum Quantity	eVMI SensorID	
<input checked="" type="checkbox"/>	<div>Rack</div>				<div>0</div>	<div></div>

- If serial tracking is selected:

ExpandCollapse

Category

Item Number

Description

On Hand Quantity

Created On

Last Cost

Default Reorder Quantity

Cost UOM

Minimum Quantity

Maximum Quantity

Supplier

Supplier Item #

i99929

0

4/2/2017 4:55:54 PM

0.00

1

E

0

0

Supplier ABC

i99929

Show10records

Go To Page

Go

Add location(s)

Expand

Move

Item Number

Maximum Quantity

Inventory Location

Critical Quantity

Minimum Quantity

Quantity

Customer Owned Quantity

Consigned Quantity

Suggested Order Quantity

Last Cost

Markup

Se

Pr

Move

i99929

N/A

Rack

N/A

N/A

0

0

0

0

0.00

0.00

0.0

Show10records

Go To Page

Go

Inventory Location

Serial#

Received Date

Customer Owned Quantity

Consigned Quantity

Cost

Markup

Sell Price

Created

Updated

CreatedBy

LastUpdatedBy

No data available in table

Showing 0 to 0 of 0 entries

11 of 1

- If Date code tracking is selected:

ExpandCollapse

Category

Item Number

Description

On Hand Quantity

Created On

Last Cost

Default Reorder Quantity

Cost UOM

Minimum Quantity

Maximum Quantity

Supplier

Supplier Item #

005.cde

0

4/2/2017 4:59:12 PM

0.00

1

E

0

0

Supplier ABC

005.cde

Show 10 records

Go To Page

Go

Add location(s)

Expend

Move

Item Number

Maximum Quantity

Inventory Location

Critical Quantity

Minimum Quantity

Quantity

Customer Owned Quantity

Consigned Quantity

Suggested Order Quantity

Last Cost

Markup

St Pr

Move

005.cde

N/A

Rack

N/A

N/A

0

0

0

0

0.00

0.00

0.0

Show 10 records

Go To Page

Go

Inventory Location

Expiration Date

Received Date

Customer Owned Quantity

Consigned Quantity

Cost

Markup

Sell Price

Created

Updated

CreatedBy

LastUpdatedBy

No data available in table

Showing 0 to 0 of 0 entries

1 - 1 of 1

005.def

0

4/2/2017 4:59:07 PM

0.00

1

E

0

0

Supplier ABC

005.def

- If Lot number tracking is selected:

ExpandCollapse	Category	Item Number	Description	On Hand Quantity	Created On	Last Cost	Default Reorder Quantity	Cost UOM	Minimum Quantity	Maximum Quantity	Supplier	Supplier Item #
		005.def		0	4/2/2017 4:58:07 PM	0.00	1	E	0	0	Supplier ABC	005.def
<div> Show 10 records Go To Page Go Add location(s) </div>												
Expand	Move	Item Number	Maximum Quantity	Inventory Location	Critical Quantity	Minimum Quantity	Quantity	Customer Owned Quantity	Consigned Quantity	Suggested Order Quantity	Last Cost	Markup
	Move	005.def	N/A	Rack	N/A	N/A	0	0	0	0	0.00	0.00
<div> Show 10 records Go To Page Go </div>												
Inventory Location	Lot#	Received Date	Customer Owned Quantity	Consigned Quantity	Cost	Markup	Sell Price	Created	Updated	CreatedBy	LastUpdatedBy	
No data available in table												
Showing 0 to 0 of 0 entries												
1 - 1 of 1												

e. Change log

It enables the user to check the update history of a particular field in any item, i.e., when the field was created and the number of times it was updated. The user must select the item, and then click on vertical tab "Change log". The following screen is displayed:

The screenshot shows the eTurns Inventory Management System interface. The 'Change Log' tab is selected, displaying a table of item updates. The table has columns for Action, Item Type, Item Number, Description, On Hand Quantity, Manage Min/Max/Critical Quantity Item Level, Minimum Quantity, Maximum Quantity, Category, Inventory Classification, Average Usage, Last Cost, Markup, Sell Price, Extended Cost, and Long Description. The data shows five rows of updates and one insert for Item 006 wxy. Yellow highlighting is used to indicate changes in the On Hand Quantity and Extended Cost fields.

Action	Item Type	Item Number	Description	On Hand Quantity	Manage Min/Max/Critical Quantity Item Level	Minimum Quantity	Maximum Quantity	Category	Inventory Classification	Average Usage	Last Cost	Markup	Sell Price	Extended Cost	Long Description
Update	Item	006 wxy		502	Yes	100	500			0.0	9.990	0.000	9.990	5014.580	
Update	Item	006 wxy		500	Yes	100	500			0.0	9.990	0.000	9.990	4995.000	
Update	Item	006 wxy		500	Yes	100	500			0.0	9.990	0.000	9.990	4995.000	
update	Item	006 wxy		0	Yes	100	500			0.0	9.990	0.000	9.990	0.000	
Insert	Item	006 wxy		0	Yes	100	500			0.0	9.990	0.000	9.990	0.000	

Note: The fields in the above screen are not editable. **Yellow** cells indicate a change.

2. General features

a. Search functionality

i. Main search

It enables user to search the specific page for any # of characters. Enter the characters in the Search dialog box. Searched field is highlighted and displayed in the list. The first 2 characters are only highlighted in yellow where they appear. If user wants to filter based on 2 characters, then hit enter to filter. Otherwise, after the 3rd character, the filtering starts. User may combine the narrow search with the Search.

Items

Search

View: Show 25 records < 1 2 3 4 5 ... 21 > Go to page: Go

ID	Item Number	Description	Supplier Part#	Manufacturer Number	UPC	Long Description	Supplier ID	Manufacture ID
12484	11						2058	10
12483	test						2058	10
12482	pen	gjyhf	hjghj	45345	vghg	hjfjgthydtjy	2058	10
11521	Shivani Notes		Sup2525	Mfg2525			2058	10
11520	Microsoft 654			Mfg 653			12069	14
11519	Microsoft 653		Sup 653	Mfg 653			12067	14
11518	IBM HDD 653		Sup 653	Mfg 653			2059	12
11517	LG LCD 653		Sup 653	Mfg 653			2058	17
11516	Crompton 653		Sup 653	Mfg53536			2061	12

1 - 25 of 506

Note:

- Search functionality searches the characters as you type. The fields with those characters get highlighted.

Narrow Search By functionality

As the name suggests this function is used to filter or narrow down the scope of search for user convenience. It is an alternate search to the Search functionality.

- To open Narrow search, click on the small Triangular icon on the top left corner of the screen.
- The following screen appears:

The screenshot shows the 'Items' page in the Sapphire eTurns system. A sidebar on the left, titled 'Narrow Search By:', is highlighted with a red box. It contains various filters including Supplier, Category, Manufacturer, Item Location, Cost, Stock Status, Average Usage, Turns, Item Type, User (Created by), User (Updated by), Date Created, Date Updated, and Asset. The main table displays a list of items with columns for Item Number, Description, On Hand Quantity, On Order Quantity, Suggested Order Quantity, Manage Min/Max/Critical Quantity Item Level, Minimum Quantity, Maximum Quantity, Category, and Invent Class.

Item Number	Description	On Hand Quantity	On Order Quantity	Suggested Order Quantity	Manage Min/Max/Critical Quantity Item Level	Minimum Quantity	Maximum Quantity	Category	Invent Class
1010M	outlet	930	20	0	Yes	10	20		
006 wxy		502	505	0	Yes	100	500		
001 res.1		145	0	0	Yes	1	1		
PolTestItem1211211		130	0	0	Yes	0	0		
001 Cons/NewItem		172	0	333	Yes	2	333		
003abc1		118	18	0	No	N/A	N/A		
eVMI Test Item		99	0	0	No	N/A	N/A		
0006 xyz		82	22	4	No	N/A	N/A		
0006 gr's	1" bolt	75	28	0	Yes	30	50		
0005 xyz	Rock's description	62	8	0	Yes	0	0		
006 rnp		57	4	0	Yes	25	50		
NewTest001		54	0	0	Yes	2	3		

Note:

- Only Search or Narrow Search will work at one time.
- Fields in narrow search may vary from module to module.

This screenshot shows the 'Narrow Search By' sidebar with the 'Supplier' filter selected. It includes a 'Filter' input field, a 'Check' button, and a list of suppliers with checkboxes next to them. The list includes '1 (1)', 'ACE (1)', 'AmazonBusiness (1)', 'dfdsaf (2)', 'RES (1)', 'RPD (1)', 's12 (1)', 's2 (1)', and 'Supplier ABC (66)'.

- Filter: enter characters to search for Supplier
- # in () is the # of items with that Supplier
- Check the box in front of the Supplier to select and filter for only that Supplier.
- Click Check next to Filter to select all Suppliers
- Click Uncheck to remove all selections.
- Click X to close Narrow Search filter.
- All Narrow Search options work this way.

b. Show records Functionality

Show records functionality is dropdown option that enables user to view specified number of fields per page.

The screenshot shows the 'Items' application interface. At the top, there is a search bar and a 'View' section with a grid icon selected. To the right of the 'View' section is a 'Show' dropdown menu set to '10 records'. A red box highlights this dropdown, and a smaller red box shows the expanded menu with options: 10, 25, 50, and 100. Below the dropdown is a table with columns: ID, Item Number, Description, Supplier Part#, Manufacturer Number, UPC, Long Description, Supplier ID, and Manufacturer ID. The table contains 10 rows of data. At the bottom right, a status bar indicates '1 - 10 of 506'.

ID	Item Number	Description	Supplier Part#	Manufacturer Number	UPC	Long Description	Supplier ID	Manufacturer ID
12484	11						2058	10
12483	test						2058	10
12482	pen	gjyhf	hjghj	45345	vghg	hjfgfhydtjy	2058	10
11521	Shivani Notes		Sup2525	Mfg2525			2058	10
11520	Microsoft 654			Mfg 653			12069	14
11519	Microsoft 653		Sup 653	Mfg 653			12067	14
11518	IBM HDD 653		Sup 653	Mfg 653			2059	12
11517	LG LCD 653		Sup 653	Mfg 653			2058	17
11516	Crompton		Sup 653	Mfg53536			2061	12

Note:

- Show records functionality enables user to select from 10, 25, 50 and 100 fields to be displayed per page.

c. Go To Page Functionality

Go To Page functionality enables user to skip any specified page. Type the specified page number to view in the Go to page box and then click **Go**. The specified page is displayed on the screen.

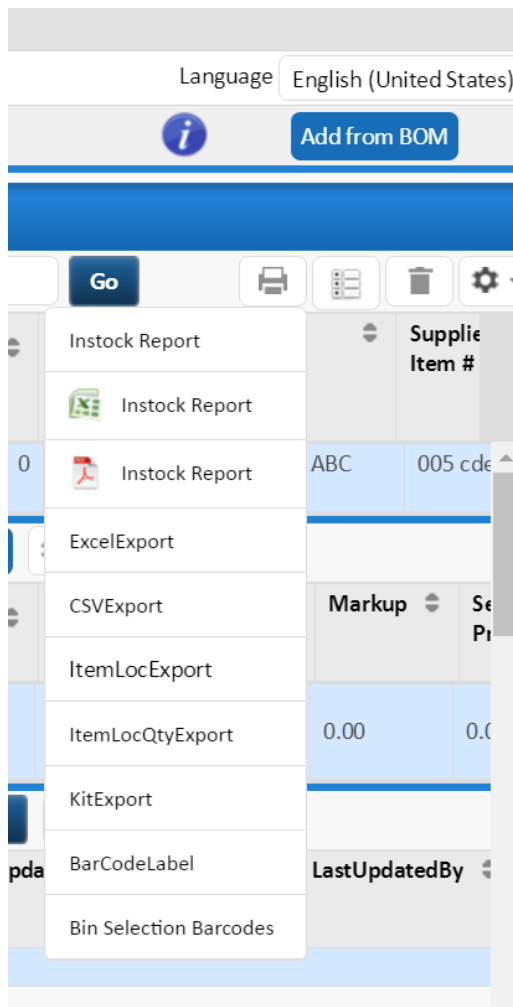
The screenshot shows the 'Items' application interface. At the top, there is a search bar and a 'View' section with a grid icon selected. To the right of the 'View' section is a 'Show' dropdown menu set to '10 records'. Below this is a 'Go to page' box with the number '1' entered, and a 'Go' button. A red box highlights the 'Go to page' box and the 'Go' button. Below this is a table with columns: ID, Item Number, Description, Supplier Part#, Manufacturer Number, UPC, Long Description, Supplier ID, and Manufacturer ID. The table contains 10 rows of data. At the bottom right, a status bar indicates '1 - 10 of 506'.

ID	Item Number	Description	Supplier Part#	Manufacturer Number	UPC	Long Description	Supplier ID	Manufacturer ID
12484	11						2058	10
12483	test						2058	10
12482	pen	gjyhf	hjghj	45345	vghg	hjfgfhydtjy	2058	10
11521	Shivani Notes		Sup2525	Mfg2525			2058	10
11520	Microsoft 654			Mfg 653			12069	14
11519	Microsoft 653		Sup 653	Mfg 653			12067	14
11518	IBM HDD 653		Sup 653	Mfg 653			2059	12
11517	LG LCD 653		Sup 653	Mfg 653			2058	17
11516	Crompton		Sup 653	Mfg53536			2061	12

d. Export / Print Functionality

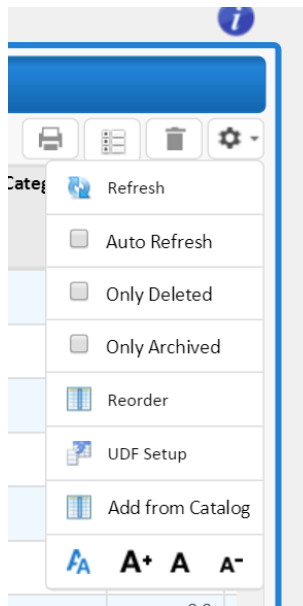
Mouse over or click on the Printer icon on top right of the screen and then user may choose to print or export the page information:

- a) Instock Report: Prints the Instock report.
- b) Instock Report in excel
- c) Instock Report in PDF
- d) Excel Export: sends selected item data to Excel table format
- e) CSV Export: sends selected item data to CSV table format. This is also used to import.
- f) Item Loc Export: sends selected Item – Location table to CSV format for import
- g) ItemLocQtyExport: sends selected Item – Location – Qty table to CSV format for import
- h) KitExport: Sends Kit items and components to CSV format for import
- i) BarCodeLabel: prints selected items on bar code labels.
- j) Bin Selection Bar Codes: Allows user to select in the next popup which bins or locations for which he wants to print Bar Code labels.

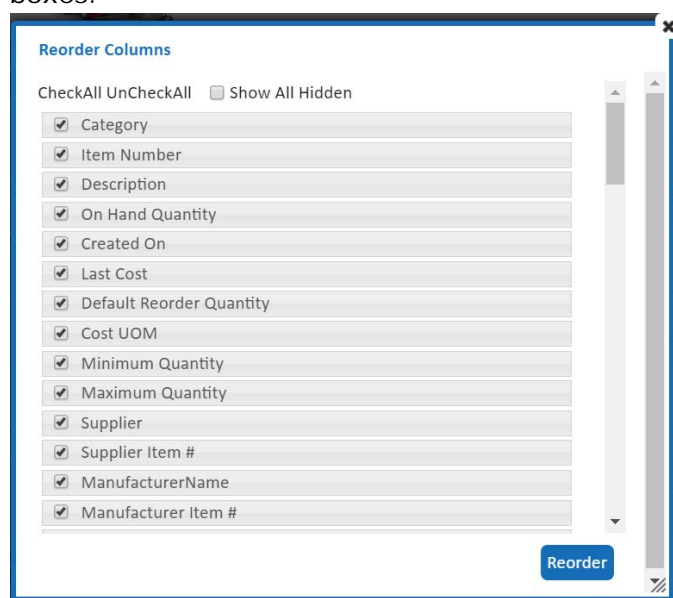


e. Settings functionality

Settings functionality enables user to perform various actions on the module.




- a) Refresh: This option refreshes the module and displays the latest changes implemented.
- b) Auto Refresh: This option automatically refreshes the screen in specified time.
- c) Only Deleted: This option reflects only the deleted fields of the module on screen. To select it, check the checkbox in front of the option.
- d) Only Archived: This option reflects only the archived fields of the module on screen. To select it, check the checkbox in front of the option.
- e) Reorder: This option enables user to reorder the columns of the module.
 - User may drag and drop fields to be arranged in order of choice
 - User can also select which fields to appear on screen and which remains to be hidden. Check or uncheck the checkbox in front of the field to display or hide the fields respectively. CheckAll or UnCheckAll checks or unchecks all boxes.



- After the selection is completed, click Reorder.
- f) UDF Setup: Setup up to 5 User Defined Fields to further describe each item.
- g) Add from Catalog: Allows Supplier to provide a catalog of items from which the user search to find new items to add to his Stockroom to order.
- h) **A**,A, A: allows user to increase or decrease the point size of the characters.

Note:

- To cancel the selection, click 

3. Miscellaneous

All grids have the following functionality:

- 1) Resizing of columns
- 2) Re-ordering of columns using drag & drop of column header
- 3) Single column and multi column sorting (using shift key)
- 4) Multi selection of rows by clicking one and clicking another.