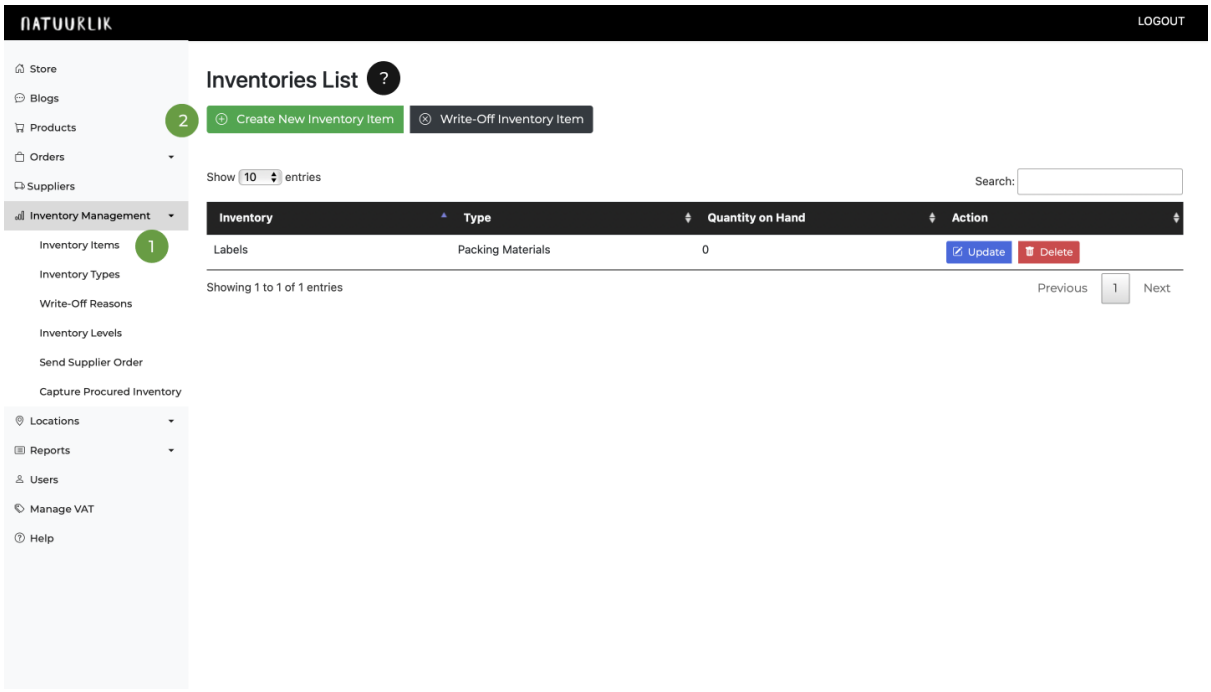
ByteXpress

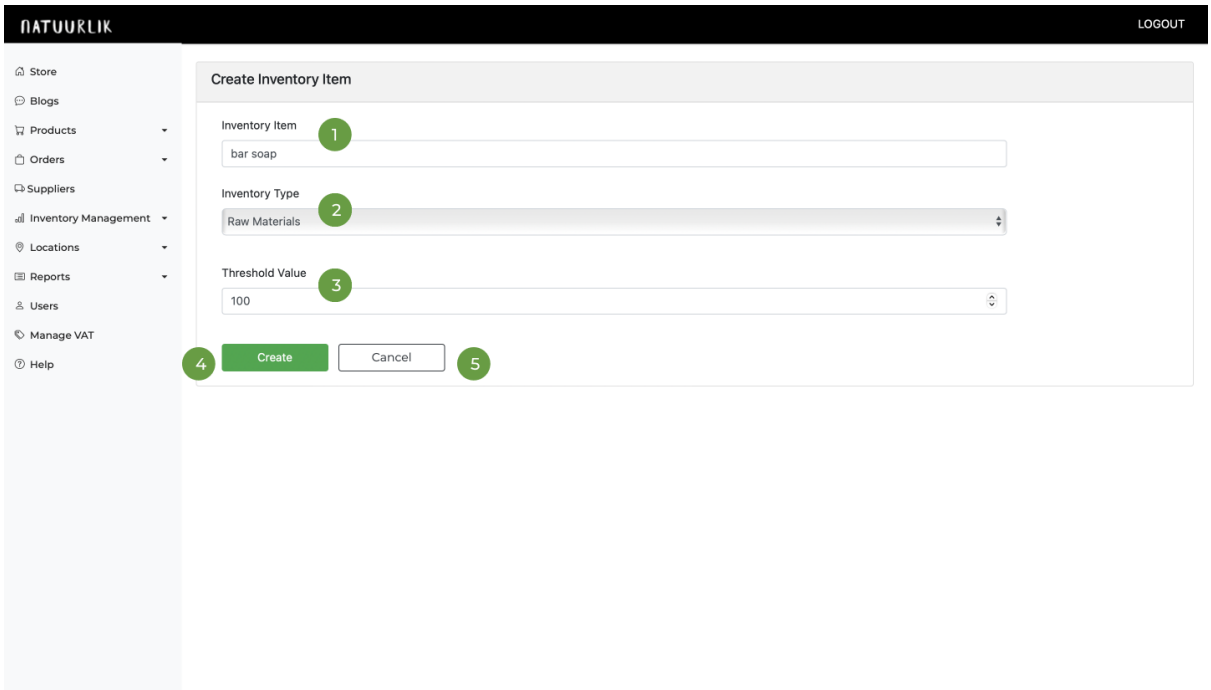
Admin Help Document

Inventory Management Subsystem

Add Inventory Item



Step 1 – Click on the “Inventory Item” nav item (1) then, click on the “Create New Inventory Item” (2) button

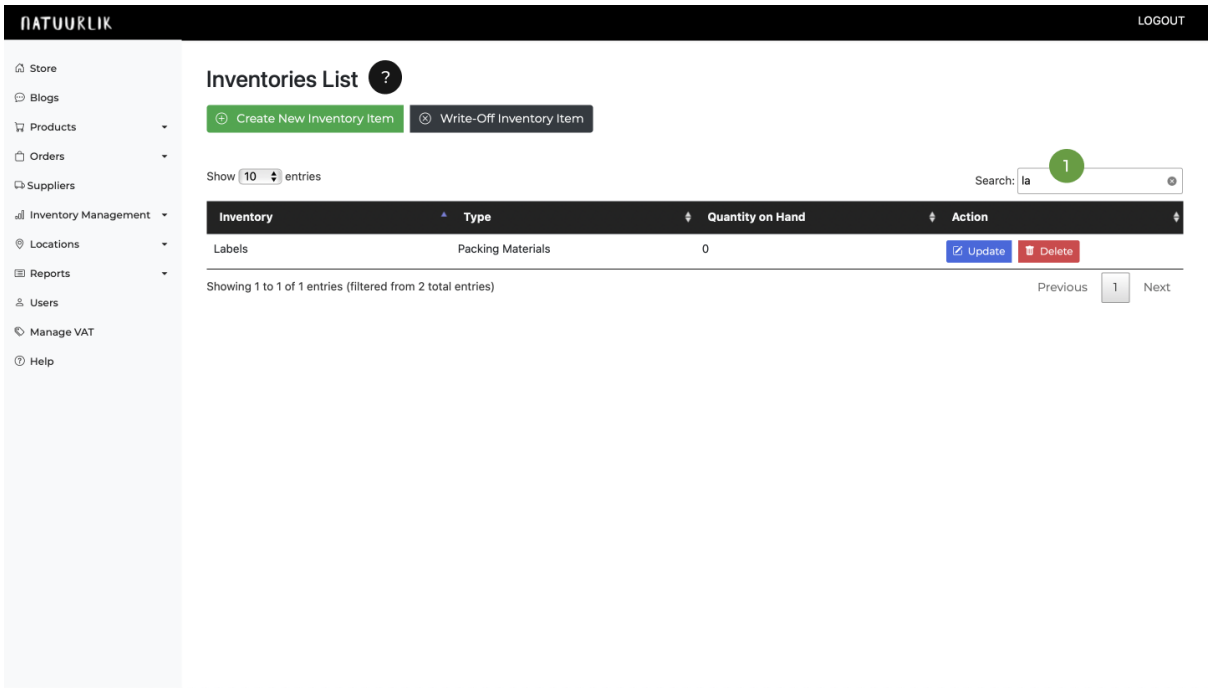


Step 2 – Fill in the required details:

- Add the Inventory Item name (1)
- Select the appropriate inventory type from the options in the dropdown (2)
- Provide the Inventory Item threshold value (3)

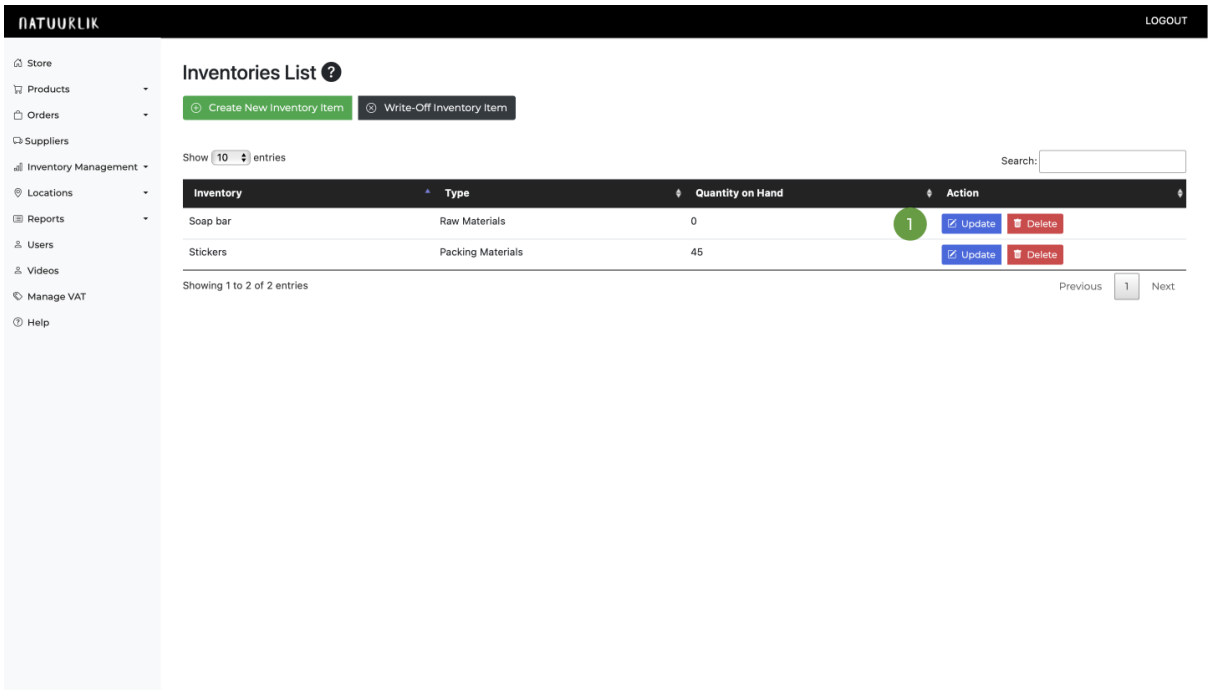
Step 3 – Click on the “Create” button to add the Inventory Item (4) or the Cancel button (5) to return to the Inventories List screen

Search for Inventory Item

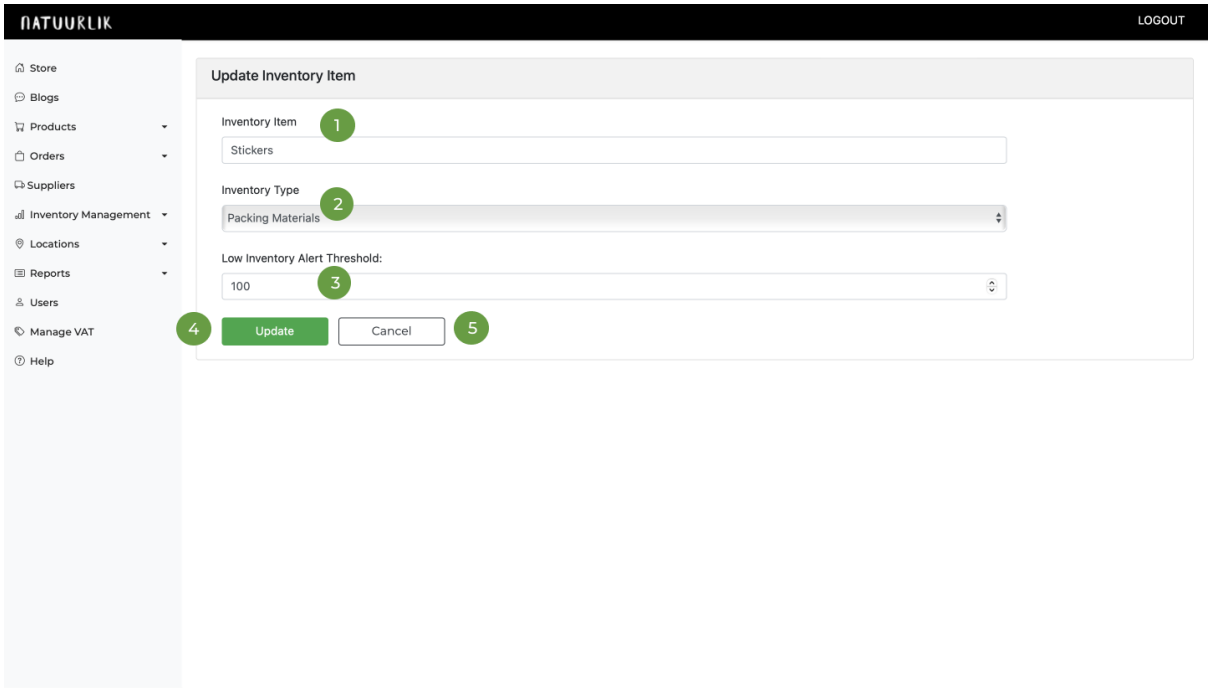


Step 1 – Item the name of the Inventory Item you are searching for in the search bar (1)

Update Inventory Item



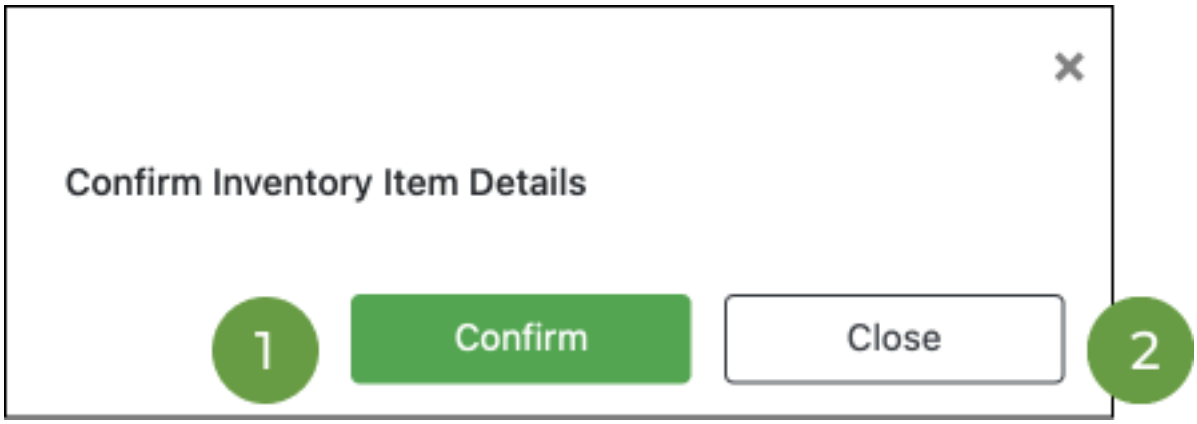
Step 1 – Click on the “Update” button (1)



Step 2 – Update the required details:

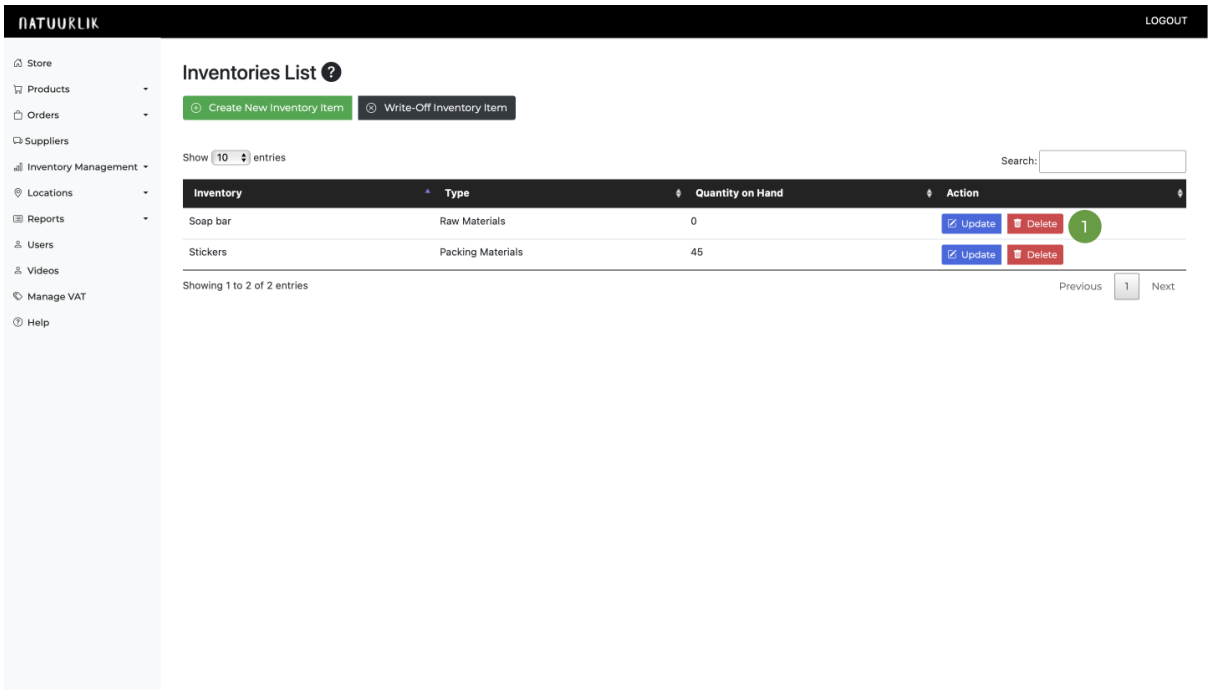
- Update the Inventory Item name (1)
- Update inventory type from the options in the dropdown (2)
- Update the Inventory Item threshold value (3)

Step 3 – Click on the “Update” button (4) to update the Inventory Item details or “Cancel” button (5) to return to the Inventories List screen

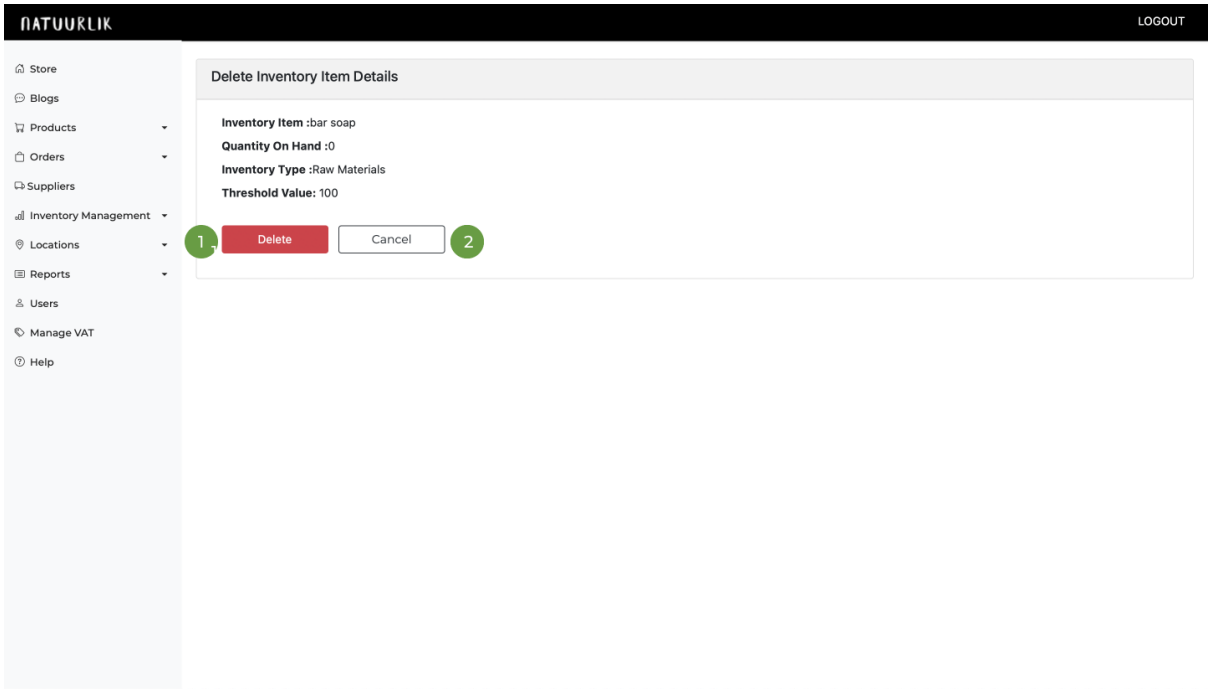


Step 4 – Click on the “Confirm” button (1) to proceed with the update or the “Close” button (2) to return to the Inventories List screen

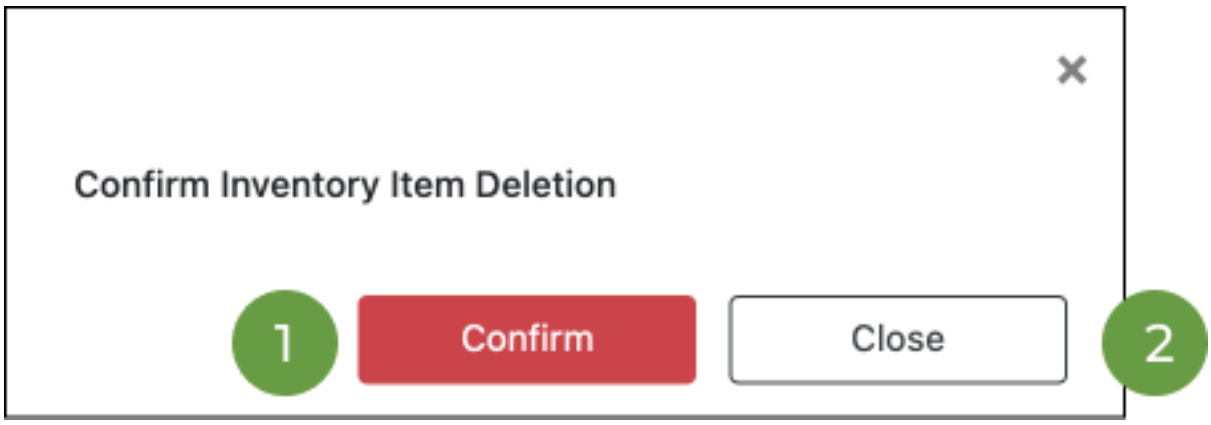
Delete Inventory Item



Step 1 – Click on the “Delete” button (1)



Step 2 – Click on the “Delete” button to delete the Inventory Item (1) or the “Cancel” button (2) to return to the Inventories List screen



Step 3 – Click on the “Confirm” button (1) to confirm the deletion Inventory Item or the “Cancel button (2) to return to the Inventories List screen