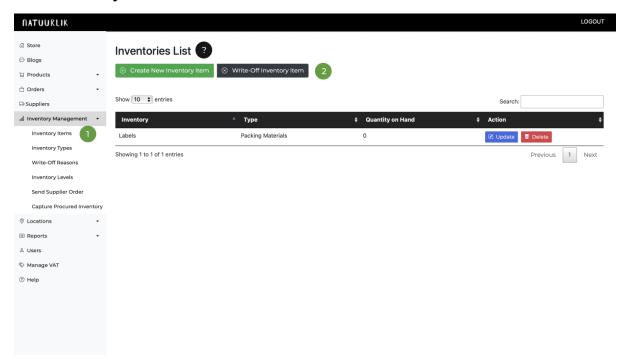


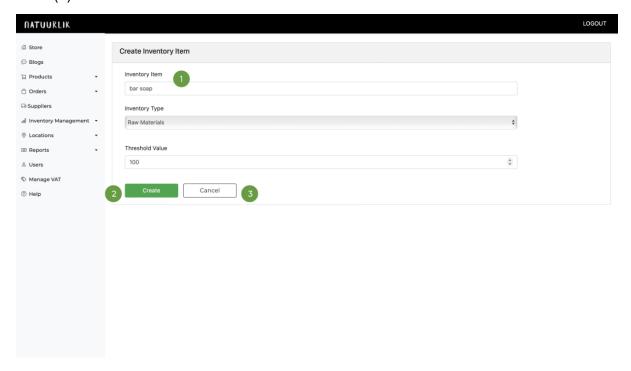
Admin Help Document

Inventory Item

Add Inventory Item

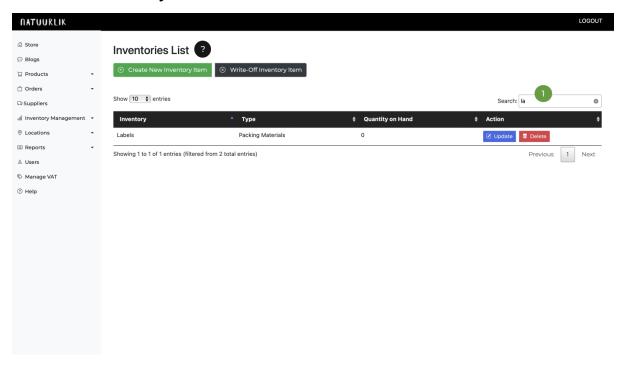


Step 1 – Click on the "Inventory Item" nav item (1) then, click on the "Create New Inventory Item" (2) button



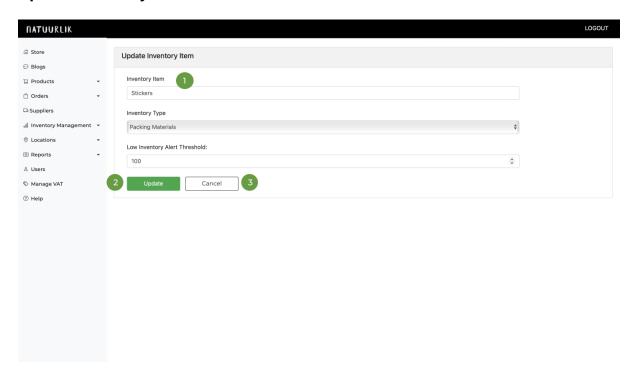
- Step 2 Add the name of the Inventory Item into the textbox (1)
- Step 3 Click on the "Create" button to add the Inventory Item (2) or the Cancel button (3) to return to the Inventories List screen

Search for Inventory Item



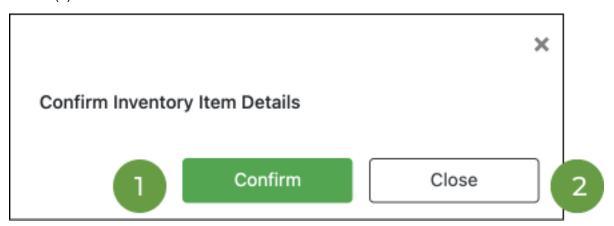
Step 1 – Item the name of the Inventory Item you are searching for in the search bar (1)

Update Inventory Item



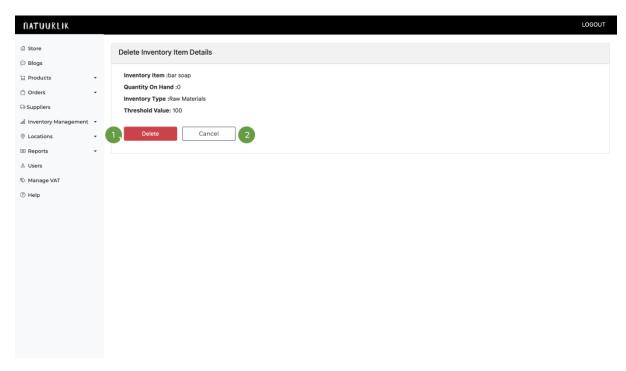
Step 1 – Fill in the Inventory Item details in the provided form

Step 2 – Click on the "Update" button (1) to update the Inventory Item details or "Cancel" button (2) to return to the Inventories List screen

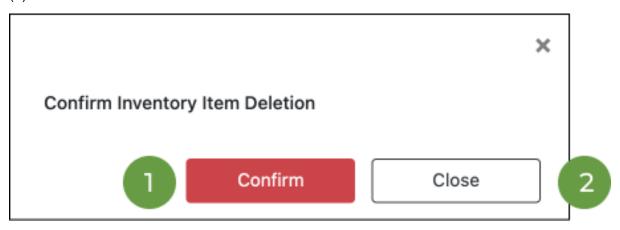


Step 3 – Click on the "Confirm" button (1) to proceed with the update or the "Close" button (2) to return to the Inventories List screen

Delete Inventory Item



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



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