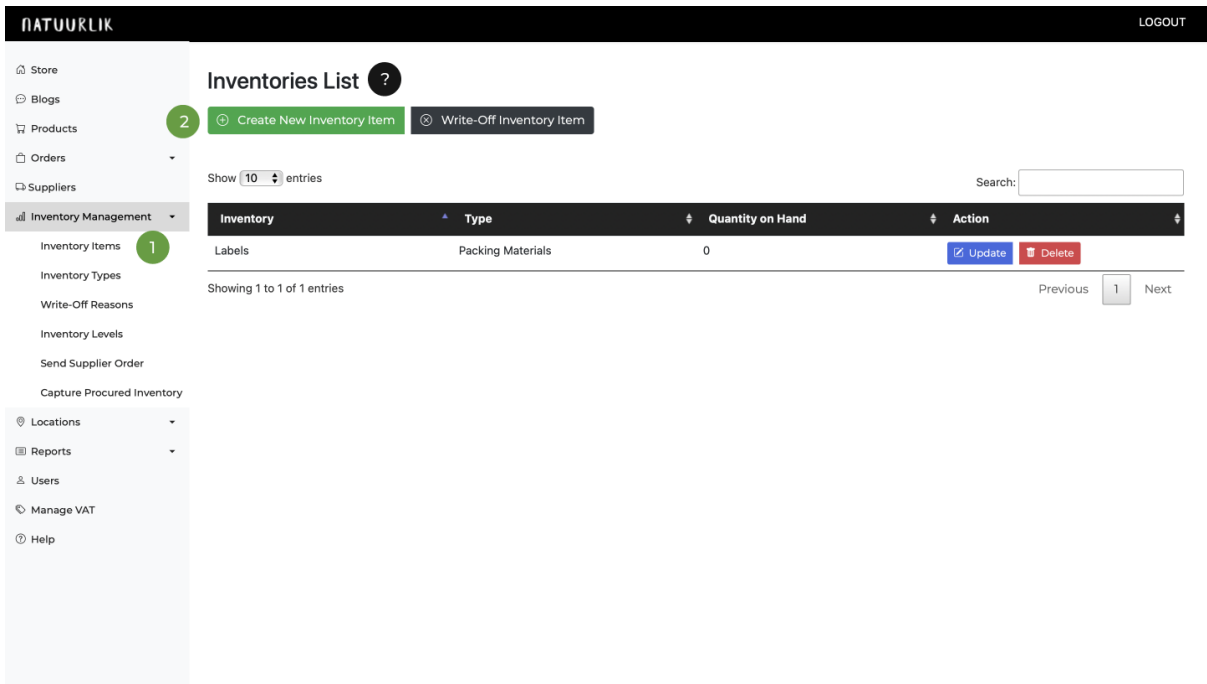


### Add Inventory Item



**NATUURLIK** LOGOUT

**Inventories List** ?

2 [Create New Inventory Item](#) [Write-Off Inventory Item](#)

Show 10 entries Search:

Inventory	Type	Quantity on Hand	Action
Labels	Packing Materials	0	<a href="#">Update</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries Previous 1 Next

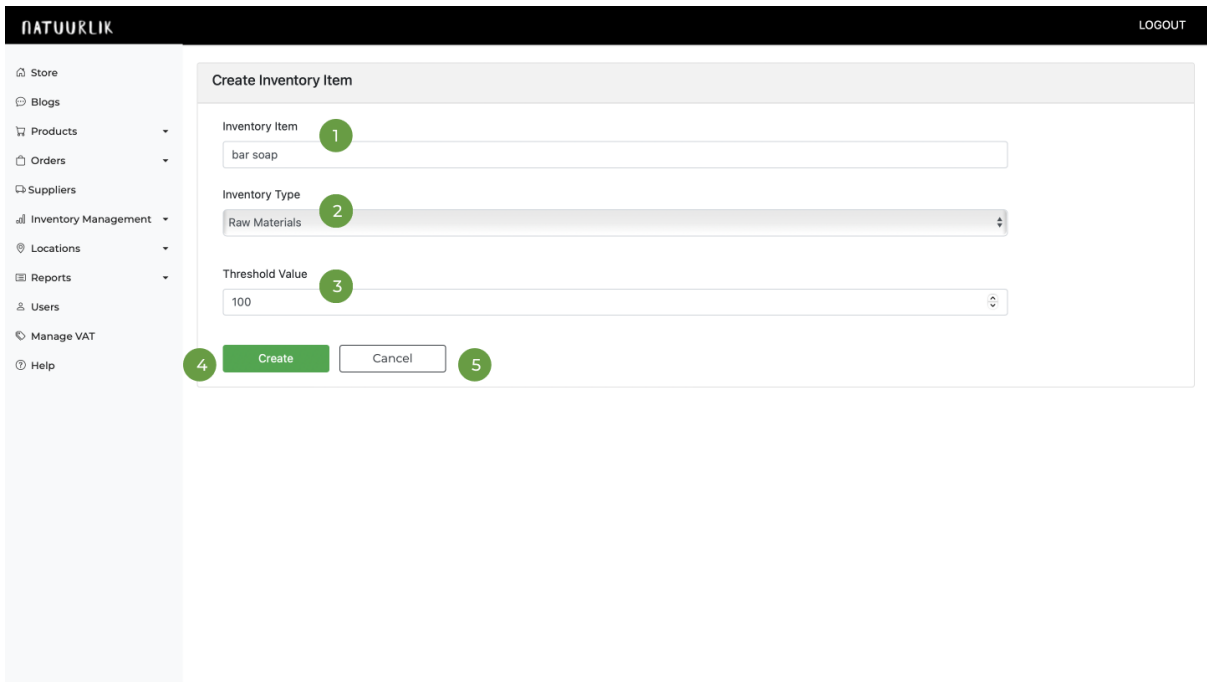
**Inventory Management** (1)

- Inventory Items
- Inventory Types
- Write-Off Reasons
- Inventory Levels
- Send Supplier Order
- Capture Procured Inventory

**Locations**

- Reports
- Users
- Manage VAT
- Help

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



**NATUURLIK** LOGOUT

**Create Inventory Item**

Inventory Item (1)

Inventory Type (2)

Threshold Value (3)

(4) [Create](#) [Cancel](#) (5)

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

The screenshot displays the 'Inventories List' interface. At the top, there's a header with 'NATUURLIK' on the left and 'LOGOUT' on the right. Below the header, a sidebar on the left lists various navigation options: Store, Blogs, Products, Orders, Suppliers, Inventory Management, Locations, Reports, Users, Manage VAT, and Help. The main content area is titled 'Inventories List' with a question mark icon. Below the title, there are two buttons: 'Create New Inventory Item' (green) and 'Write-Off Inventory Item' (dark grey). A search bar on the right contains the text 'la' and is highlighted with a green circle and the number 1. Below the search bar, there's a table with the following columns: 'Inventory', 'Type', 'Quantity on Hand', and 'Action'. The table contains one row with the values 'Labels', 'Packing Materials', '0', and 'Update'/'Delete' buttons. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries (filtered from 2 total entries)'. There are also 'Previous' and 'Next' pagination buttons.

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

## Update Inventory Item

**NATUURLIK** LOGOUT

**Inventories List** ?

[Create New Inventory Item](#) [Write-Off Inventory Item](#)

Show  entries Search:

Inventory	Type	Quantity on Hand	Action
Soap bar	Raw Materials	0	<a href="#">Update</a> <a href="#">Delete</a>
Stickers	Packing Materials	45	<a href="#">Update</a> <a href="#">Delete</a>

Showing 1 to 2 of 2 entries Previous  Next

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

**NATUURLIK** LOGOUT

**Update Inventory Item**

Inventory Item  (1)

Inventory Type  (2)

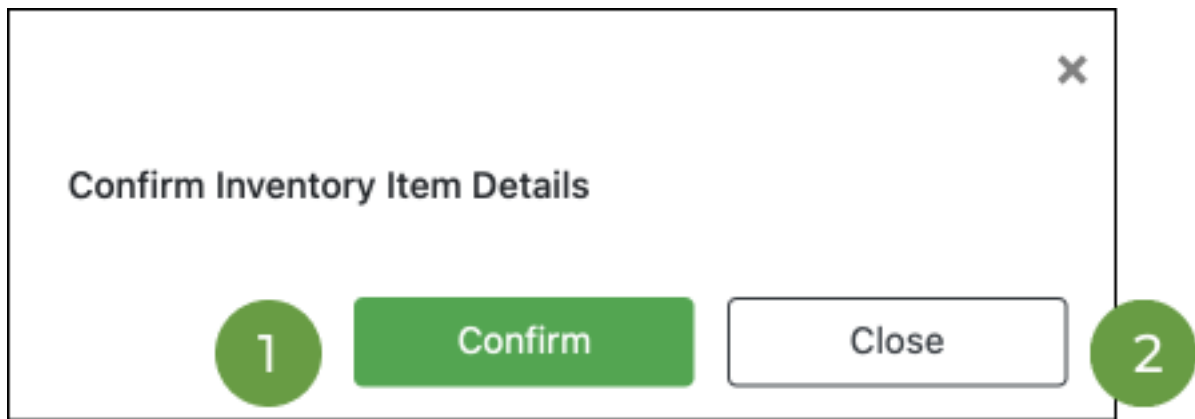
Low Inventory Alert Threshold:  (3)

(4)  (5)

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

NATUURLIK

LOGOUT

Store

Products

Orders

Suppliers

Inventory Management

Locations

Reports

Users

Videos

Manage VAT

Help

Inventories List ?

Create New Inventory ItemWrite-Off Inventory Item

Show 10 entries

Search:

Inventory	Type	Quantity on Hand	Action
Soap bar	Raw Materials	0	<div>UpdateDelete</div>
Stickers	Packing Materials	45	<div>UpdateDelete</div>

Showing 1 to 2 of 2 entries

Previous1Next

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

NATUURLIK

LOGOUT

Store

Blogs

Products

Orders

Suppliers

Inventory Management

Locations

Reports

Users

Manage VAT

Help

Delete Inventory Item Details

Inventory Item :bar soap

Quantity On Hand :0

Inventory Type :Raw Materials

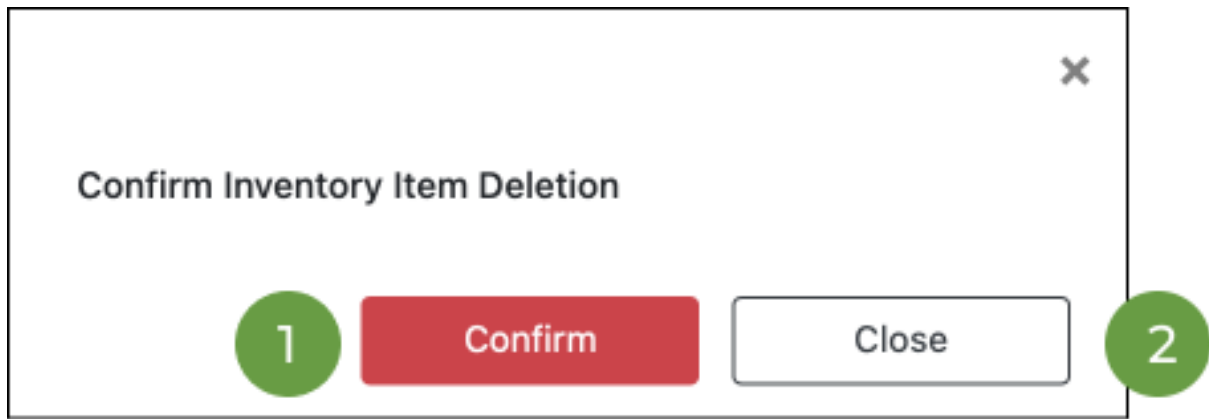
Threshold Value: 100

1Delete

Cancel

2

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