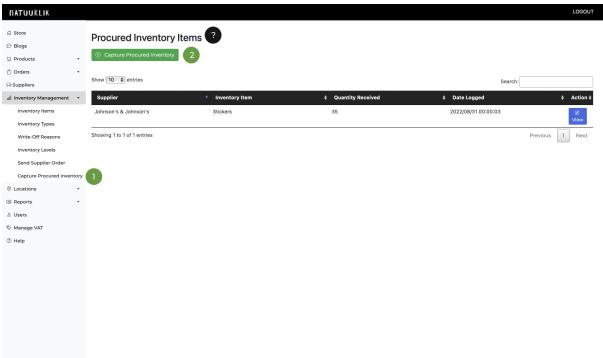


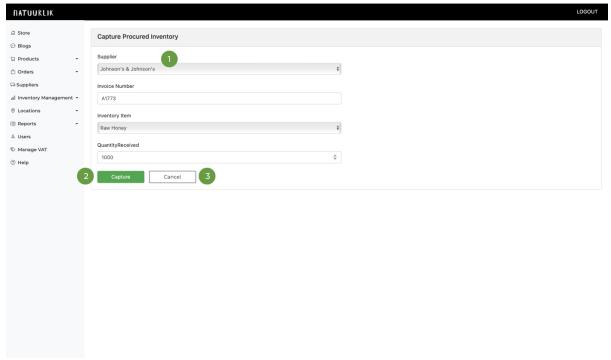
Admin Help Document

Inventory Management

Add a Capture Procured Inventory

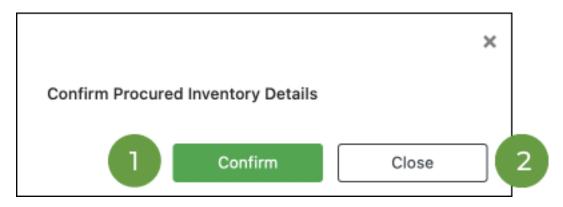


Step 1 – Click on the "Capture Procured Inventory" nav item (1) then, click on the "Capture Procured Inventory" (2) button



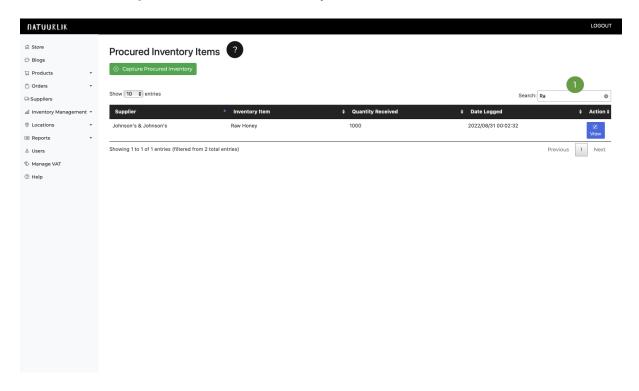
Step 2 – Fill in the provided form (1)

Step 3 – Click on the "Create" button to add the Capture Procured Inventory (2) or the Cancel button (3) to return to the Procured Inventory Items screen



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

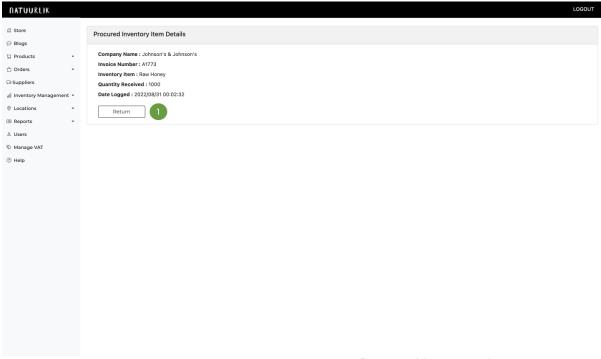
Search for a Capture Procured Inventory



Step 1 – Enter your search query in the search bar (1)

View a Capture Procured Inventory

Step 1 – Click on the View button on the Procured Inventory Item Screen



Step 2 - Click on the "the "Return" button (2) to return to the Procured Inventory Items