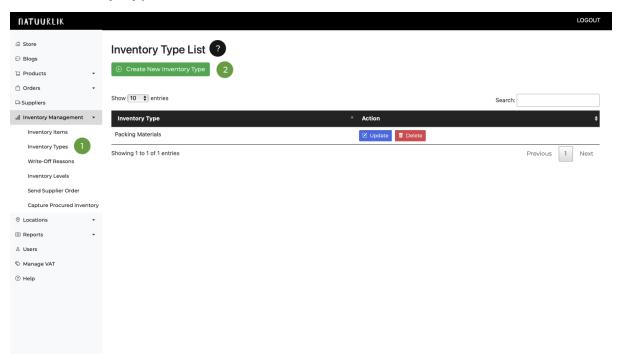


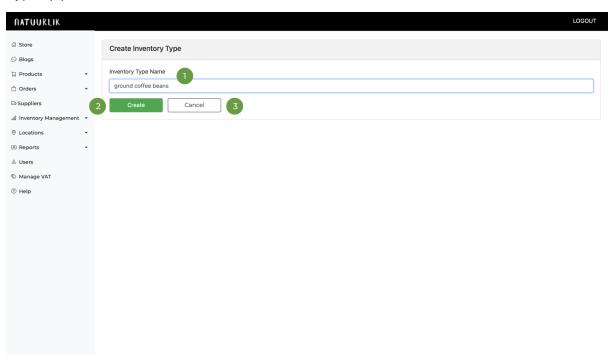
Admin Help Document

Inventory Management Subsystem

Add Inventory Type

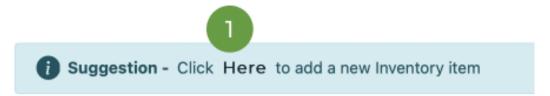


Step 1 – Click on the "Inventory Type" nav item (1) then, click on the "Create New Inventory Type" (2) button



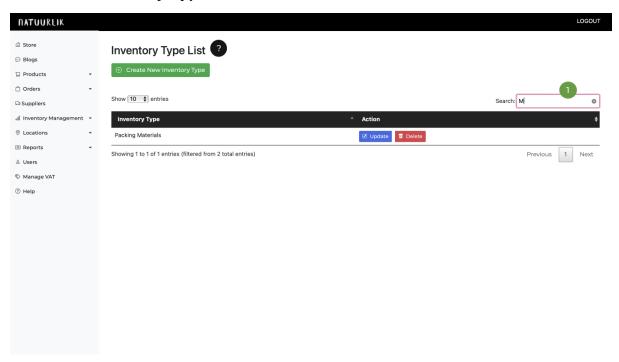
Step 2 – Add the name of the Inventory Type into the textbox (1)

Step 3 – Click on the "Create" button to add the Inventory Type (2) or the Cancel button (3) to return to the Inventory Type List screen



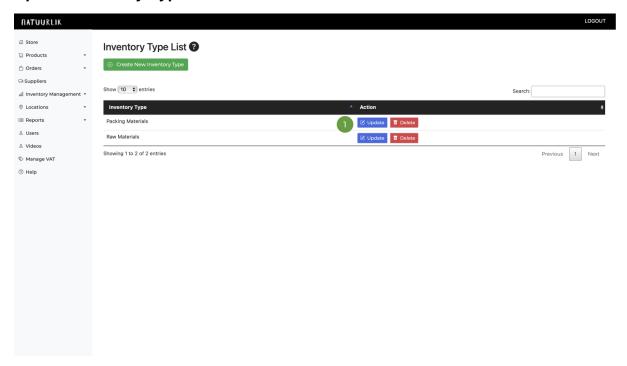
Optional step - Click on the "Here" (1) link to add a new Inventory Item

Search for Inventory Type

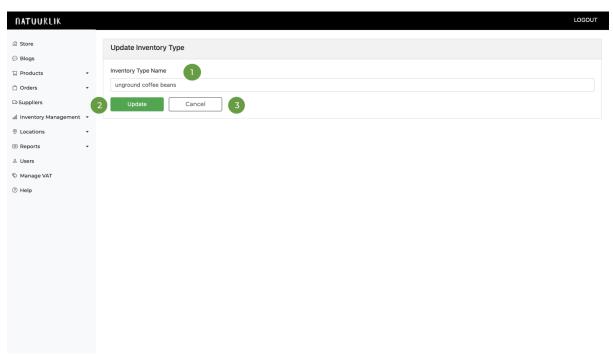


Step 1 – Type the name of the Inventory Type you are searching for in the search bar (1)

Update Inventory Type

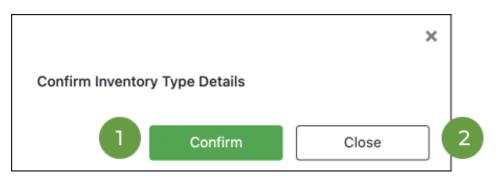


Step 1 – Click on the "Update" button (1)



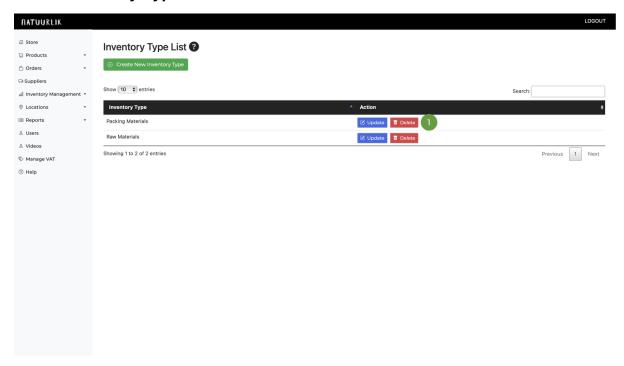
Step 2 - Fill in the Inventory Type name

Step 3 – Click on the "Update" button (1) to update the Inventory Type details or "Cancel" button (2) to return to the Inventory Type List screen

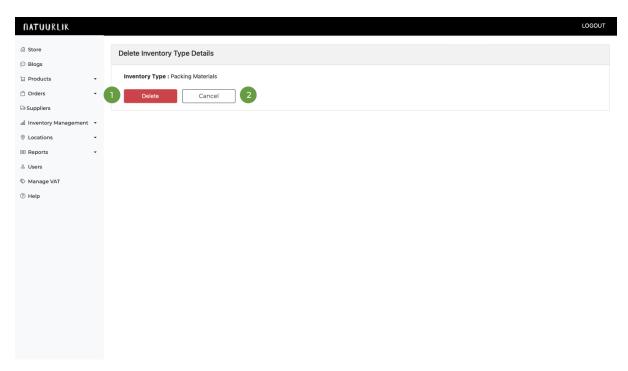


Step 4 – Click on the "Confirm" button (1) to proceed with the update or the "Close" button (2) to return to the Inventory Type List screen

Delete Inventory Type



Step 1 – Click on the "Delete" button (1)



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



Step 3 – Click on the "Confirm" button (1) to confirm the deletion Inventory Type or the "Cancel button (2) to return to the Inventory Type List screen