

Inventory Window

Inventory X

New Edit Delete Settings Close

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V All A

Job

Date: Job #: Job Name:

Project Manager: Project Supervisor:

Description

The Inventory Window is the main window for the Inventory system contained by the Inventory Excel spread sheet.

Usage

The Inventory Window is opened by pressing *ctrl + i*.

Contents

- ["New" Button](#)

- ["Edit" Button](#)
- ["Delete" Button](#)
- ["Settings" Button](#)
- [Warehouse Inventory List](#)
- [Search Bar](#)
- [Add to Job](#)
- [Remove from Job](#)
- [Job Form](#)

"New" Button

Inventory X

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search All V V / All /

Job
Date: Job #: Job Name:

Project Manager: Project Supervisor:

Description

The "New" Button opens up the [New Window](#). This is how new, unique entries are added to the [Warehouse Inventory List](#).

Usage

No entries need to be selected in the Warehouse Inventory List.

No entries need to be selected in the [Job Inventory List](#).

"Edit" Button

Inventory

X

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V V All

Job

Date: Job #: Job Name:

Project Manager: Project Supervisor:

Description

The "Edit" Button opens the [Edit Window](#). This is how current entries are edited in the [Warehouse Inventory List](#).

Usage

One or more entry must be selected in the Warehouse Inventory List. If no entries are selected in the Warehouse Inventory List, an error window will appear. After reading the error message, click "OK" and select at least one entry in the Warehouse Inventory List.

No entries need to be selected in the [Job Inventory List](#).

"Delete" Button

Inventory X

New Edit **Delete** Settings Close

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search All V V / All /

Job
Date: Job #: Job Name:

Project Manager: Project Supervisor:

Description

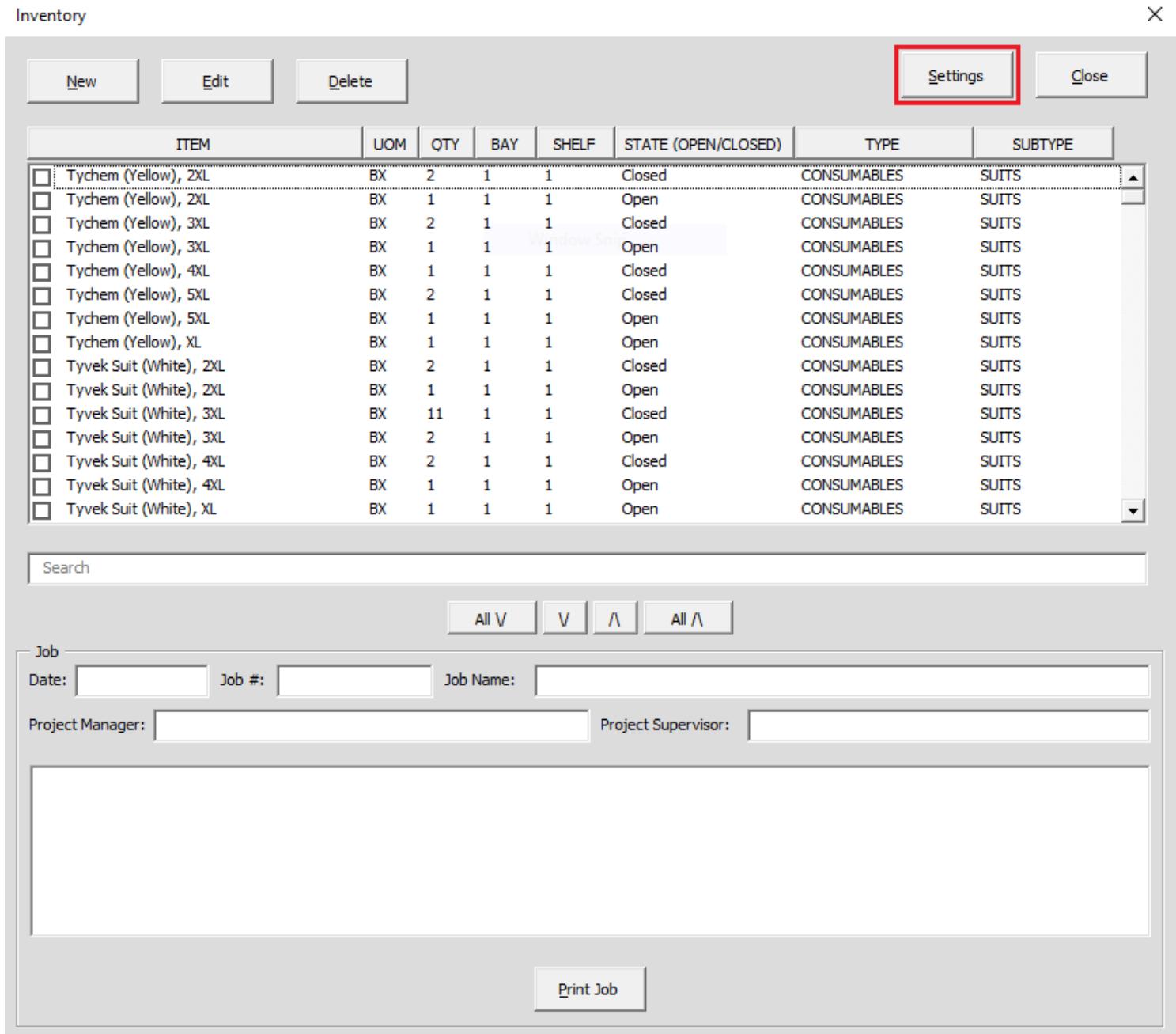
The "Delete" Button opens the [Delete Window](#). This is how entries are permanently deleted from the [Warehouse Inventory List](#).

Usage

One or more entry must be selected in the Warehouse Inventory List. If no entries are selected in the Warehouse Inventory List, an error window will appear. After reading the error message, click "OK" and select at least one entry in the Warehouse Inventory List.

No entries need to be selected in the [Job Inventory List](#).

"Settings" Button



Description

The "Settings" Button opens the [Settings Window](#). This is how things like the [Inventory Window](#) size is changed and dropdown menus can be changed.

Usage

No entries need to be selected in the [Warehouse Inventory List](#).

No entries need to be selected in the [Job Inventory List](#).

Warehouse Inventory List

Inventory

X

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V V All

Job

Date: Job #: Job Name:

Project Manager: Project Supervisor:

Description

The Warehouse Inventory List is where all the entries in the Warehouse Inventory can be found.

Selecting a single entry can be done just by clicking the entry. The up arrow can select the previous entry and the down arrow can select the next entry. Once an entry is selected, holding down *shift* and clicking any entry will select that entry, the previously selected entry, and all entries between the two. Holding down *shift* and using the arrow keys has the same affect. Holding down *control* and clicking multiple entries will select just those entries, and not the ones in between.

Contents

- [Item](#)
- [Unit of Measure](#)
- [Quantity](#)
- [Bay](#)
- [Shelf](#)
- [State](#)
- [Type](#)
- [Subtype](#)

Item

Description

The Item denotes the thing being stored in the warehouse.

Usage

Each entry in the Inventory List must include an Item.

Clicking the "ITEM" label sorts the entries by item name.

Unit of Measure (UoM)

Description

The Unit of Measure specifies how the quantity of the Item is measured, such as boxes, buckets, drums, etc.

Usage

Each entry in the Inventory List is **highly recommended** to include its Unit of Measure (UOM). More UOMs can be added in the [Settings](#).

Clicking the "UOM" label sorts the entries by UOM.

Quantity

Description

The Quantity specifies much of an Item is at the location specified in the rest of its entry. The Quantity is measured in increments of the entry's UOM.

Usage

Each entry in the Inventory List is **highly recommended** to include its Quantity. Without a quantity, the entry cannot be added to the [Job Inventory List](#).

Clicking the "QTY" label sorts the entries by quantity.

Bay

Description

The Bay number or name corresponds with a location in the Warehouse. The Bay numbers can be found on the turquoise tape on the vertical shelf supports. Bay names can be found by looking at labels on doors.

Usage

Each entry in the Inventory List is **highly recommended** to include a Bay number or name.

Clicking the "BAY" label sorts the entries by Bay. More Bays can be added in the [Settings](#).

Shelf

Description

The Shelf number or name corresponds with a location within a Bay. The Shelf numbers count bottom to top, so Shelf 1 is the first shelf above the Floor, Shelf 2 is the second shelf above the Floor, etc.

Usage

Each entry in the Inventory List is **highly recommended** to include a Shelf number. This corresponds with a location in the Warehouse.

Clicking the "SHELF" label sorts the entries by Shelf. More Shelves can be added for each Bay in the [Settings](#).

State

Description

The State indicates if the Item has been opened or if it is still closed.

Usage

Each entry in the Inventory List can include a State.

Clicking the "STATE" label sorts the entries by State

Type Description

The Type describes the nature of the Item.

Usage

Each entry in the Inventory List can include a Type.

Clicking the "TYPE" label sorts the entries by Type. More Types can be added in the [Settings](#).

Subtype

Description

The Subtype goes into more depth on the Type.

Usage

Each entry in the Inventory List can include a Subtype.

Clicking the "SUBTYPE" label sorts the entries by Subtype. More Subtypes can be added for each Type in the [Settings](#).

Search Bar

Inventory

X

The screenshot shows a software application window titled "Inventory". At the top, there are buttons for "New", "Edit", "Delete", "Settings", and "Close". Below these is a table with columns: ITEM, UOM, QTY, BAY, SHELF, STATE (OPEN/CLOSED), TYPE, and SUBTYPE. The table contains 16 rows of data, mostly for Tychem and Tyvek suits in various sizes (2XL, 3XL, 4XL, 5XL, XL). The "STATE (OPEN/CLOSED)" column shows a mix of Open and Closed statuses. The "TYPE" and "SUBTYPE" columns are both set to "CONSUMABLES" and "SUITS" respectively. A red box highlights a search bar at the bottom of the table area. Below the search bar are buttons for "All V", "V", "A", and "All A". Underneath the table, there is a section labeled "Job" with fields for "Date", "Job #", "Job Name", "Project Manager", and "Project Supervisor". At the bottom right of the window is a "Print Job" button.

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V | V | A | All A

Job

Date: [] Job #: [] Job Name: []

Project Manager: [] Project Supervisor: []

Print Job

Description

The Search Bar finds any entry in the [Warehouse Inventory List](#) with a item name matching the input.

Usage

Once something is typed into the Search Bar, possible matches will appear underneath it. To select one of these entries, double click it. This will deselect everything previously selected.

Add to Job

Description

There are two ways to add one or more entries to the [Job Inventory List](#).

Contents

- [Add Button](#)
- [Add All Button](#)

Add Button

Inventory

X

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V All A

Job

Date: Job #: Job Name:

Project Manager: Project Supervisor:

Description

The "Add" Button moves one (1) of each selected Item in the [Warehouse Inventory List](#) to the [Job Inventory List](#).

Usage

One or more entry must be selected in the Warehouse Inventory List. If no entries are selected in the Warehouse Inventory List, nothing will happen.

No entries need to be selected in the Job Inventory List.

A **Date and Job Number** must be present to add the entry to the Job Inventory List. If the [Date](#) is not present, an error window will appear. If the [Job Number](#) is not present, an error window will appear. If neither are present, both error windows will appear. After reading the error message(s), click "OK" and enter the missing job information in the [Job Form](#).

Add All Button

Inventory

X

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V V ^ All ^

Job

Date: Job #: Job Name:

Project Manager: Project Supervisor:

Description

The “Add All” Button moves all quantities of each selected Item in the [Warehouse Inventory List](#) to the [Job Inventory List](#).

Usage

One or more entry must be selected in the Warehouse Inventory List. If no entries are selected in the Warehouse Inventory List, nothing will happen.

No entries need to be selected in the Job Inventory List.

A **Date and Job Number** must be present to add the entry to the Job Inventory List. If the [Date](#) is not present, an error window will appear. If the [Job Number](#) is not present, an error window will appear. If neither are present, both error windows will appear. After reading the error message(s), click "OK" and enter the missing job information in the [Job Form](#).

Remove from Job

Description

There are two ways to remove one or more entries two the [Job Inventory List](#).

Contents

- [Remove Button](#)
- [Remove All Button](#)

Remove Button

Inventory

X

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V All Λ

Job

Date: Job #: Job Name:

Project Manager: Project Supervisor:

Description

The “Remove” Button moves one (1) of each selected Item in the [Job Inventory List](#) to the [Warehouse Inventory List](#).

Usage

One or more entry must be selected in the Job Inventory List. If no entries are selected in the Job Inventory List, nothing will happen.

No entries need to be selected in the Warehouse Inventory List.

A **Date and Job Number** must be present to remove the entry from the Job Inventory List. If the [Date](#) is not present, an error window will appear. If the [Job Number](#) is not present, an error window will appear. If neither are present, both error windows will appear. After reading the error message(s), click "OK" and enter the missing job information in the [Job Form](#).

Remove All Button

Inventory X

New **Edit** **Delete** **Settings** **Close**

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search All V V A All A

Job
Date: Job #: Job Name:
Project Manager: Project Supervisor:

Print Job

Description

The “Remove All” Button moves all quantities of each selected Item in the [Job Inventory List](#) to the [Warehouse Inventory List](#).

Usage

One or more entry must be selected in the Job Inventory List. If no entries are selected in the Job Inventory List, nothing will happen.

No entries need to be selected in the Warehouse Inventory List.

A **Date and Job Number** must be present to remove the entry from the Job Inventory List. If the [Date](#) is not present, an error window will appear. If the [Job Number](#) is not present, an error window will appear. If neither are present, both error windows will appear. After reading the error message(s), click "OK" and enter the missing job information in the [Job Form](#).

Job Form

Inventory

X

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V | V | ^ | All ^

Job

Date: Job #: Job Name:

Project Manager: Project Supervisor:

Print Job

Description

The Job Window refers to the bottom half of the ["Inventory" Window](#), in which a box for items and numerous fields for entering job data are stored.

Contents

- [Job Inventory List](#)
- [Date](#)
- [Job Number](#)
- [Job Name](#)

- [Project Manager](#)
- [Project Supervisor](#)
- [Print Button](#)

Job Inventory List

Inventory

X

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V V All

Job

Date: Job #: Job Name:

Project Manager: Project Supervisor:

Description

The Job Inventory is where all the entries in a Job can be found. To load a previously Job, enter its [Date](#) and [Job Number](#). If no entries appear, all items have already been returned.

Usage

Selecting a single entry can be done just by clicking the entry. The up arrow can select the previous entry and the down arrow can select the next entry. Once an entry is selected, holding down *shift* and clicking any entry will select that entry, the previously selected entry, and all entries between the two. Holding

down *shift* and using the arrow keys has the same affect. Holding down *control* and clicking multiple entries will select just those entries, and not the ones in between.

Date

Inventory

X

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V V All

Job

Date: Job #: Job Name:

Project Manager: Project Supervisor:

Usage

Each Job **must** include a Date. The Date field defaults to the current date. The Date may be entered in any of the date formats supported by Excel, but it will be converted into the form YYYY-MM-DD. If the Date is missing or entered improperly, an error message will appear when trying to complete an action that requires it.

Job Number

Inventory

X

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V V All

Job

Date: Job #: Job Name:

Project Manager: Project Supervisor:

Usage

Each Job **must** include a Job Number. If the Job Number is missing, an error message will appear when trying to complete an action that requires it.

Job Name

Inventory

X

New

Edit

Delete

Settings

Close

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V V ^ All ^

Job

Date: [] Job #: []

Job Name: []

Project Manager: []

Project Supervisor: []

Print Job

Usage

Each Job can include a Job Name, but it is not required.

Project Manager

Inventory

X

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V V All

Job

Date: Job #: Job Name:

Project Manager: Project Supervisor:

Usage

Each Job can include a Project Manager, but it is not required.

Project Supervisor

Inventory

X

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V V All

Job

Date: Job #: Job Name:

Project Manager: Project Supervisor:

Each Job can include a Project Supervisor, but it is not required.

"Print" Button

Inventory

X

ITEM	UOM	QTY	BAY	SHELF	STATE (OPEN/CLOSED)	TYPE	SUBTYPE
Tychem (Yellow), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 3XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), 4XL	BX	1	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tychem (Yellow), 5XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tychem (Yellow), XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 2XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	11	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 3XL	BX	2	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	2	1	1	Closed	CONSUMABLES	SUITS
Tyvek Suit (White), 4XL	BX	1	1	1	Open	CONSUMABLES	SUITS
Tyvek Suit (White), XL	BX	1	1	1	Open	CONSUMABLES	SUITS

Search

All V All A

Job

Date: Job #: Job Name:

Project Manager: Project Supervisor:

Description

The Print Button produces a printable version of the current [Job Form](#) and opens the print window.

New Window

New Inventory Entry X

Item:	<input type="text"/>
Unit of Measure:	<input type="text"/> <input type="button" value="▼"/>
Bay:	<input type="text"/> <input type="button" value="▼"/>
Shelf:	<input type="text"/> <input type="button" value="▼"/>
State (open/closed):	<input type="text"/> <input type="button" value="▼"/>
Type:	<input type="text"/> <input type="button" value="▼"/>

Description

The "New" Window is how new, unique entries are added to the [Warehouse Inventory List](#).

Usage

It appears after clicking the ["New" Button](#) in the [Inventory Window](#). The window will close after clicking the ["Ok" Button](#), clicking the ["Cancel" Button](#), or hitting the *Escape* key.

Contents

- ["Item" Field](#)
- ["Unit of Measure" Field](#)
- ["Quantity" Field](#)
- ["Bay" Field](#)
- ["Shelf" Field](#)
- ["State" Field](#)
- ["Type" Field](#)
- ["Subtype" Field](#)
- ["Ok" Button](#)
- ["Cancel" Button](#)
- ["Help" Button](#)

"Item" Field

New Inventory Entry X

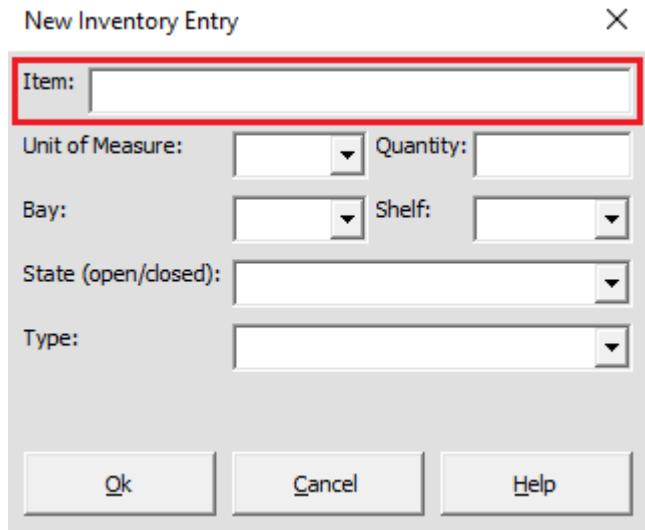
Item:

Unit of Measure: Quantity:

Bay: Shelf:

State (open/closed):

Type:



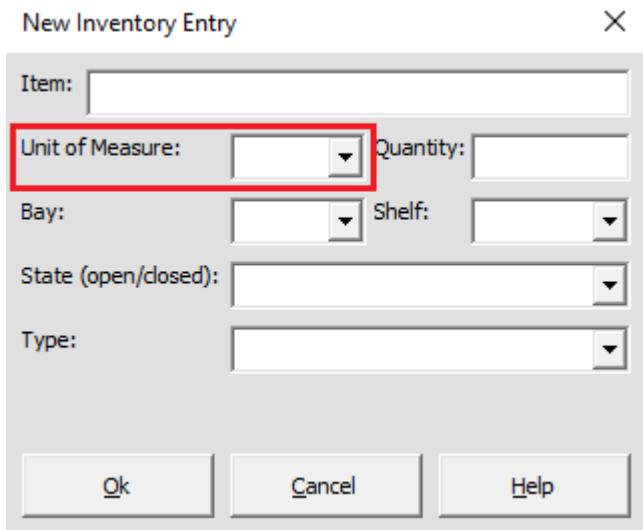
Description

The "Item" Field is a text box where the new entry's [Item](#) is entered.

Usage

Each entry in the [Warehouse Inventory List](#) **must** include an Item. If an Item is not present, an error window will appear when clicking the ["Ok" Button](#).

"Unit of Measure" Field



Description

The "Unit of Measure" Field is a dropdown menu used to select the new entry's [UOM](#).

Usage

To view the UOM options, click on the down arrow on the right side of the dropdown box.

To select the UOM for the new entry, click on the corresponding abbreviation. This will close the dropdown menu.

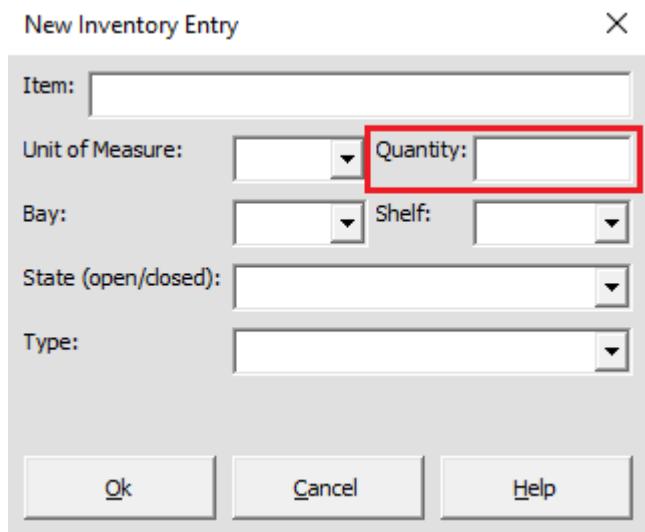
To review the abbreviations, go to [Settings](#), then to the "[Other](#)" Tab, and then look at the [Units of Measure List](#).

"Quantity" Field

New Inventory Entry X

Item:	<input type="text"/>
Unit of Measure:	<input type="text"/> Quantity: <input type="text"/>
Bay:	<input type="text"/> Shelf: <input type="text"/>
State (open/closed):	<input type="text"/>
Type:	<input type="text"/>

Ok Cancel Help



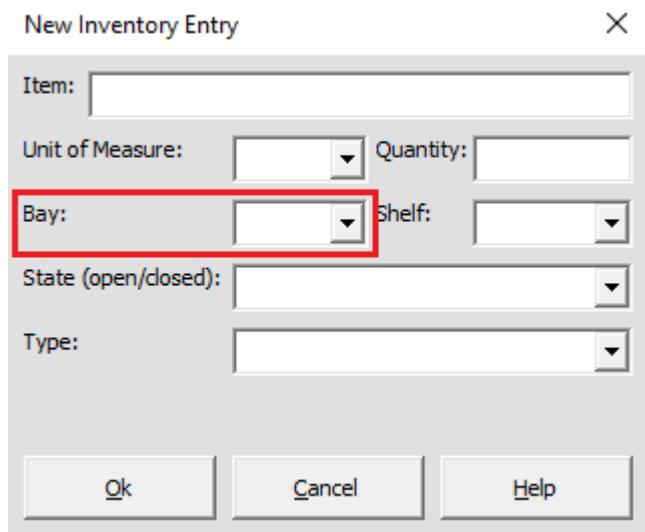
Description

The "Quantity" Field is a text box where the new entry's Quantity is entered.

Usage

The "Quantity" Field **must** contain a whole number. If the "Quantity" Field does not contain a whole number, an error window will appear when clicking the "Ok" Button.

"Bay" Field



Description

The "Bay" Field is a dropdown menu used to select the new entry's [Bay](#).

Usage

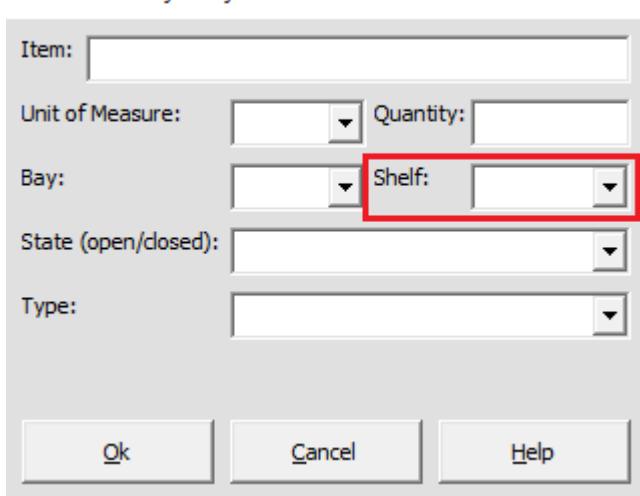
To view the Bay options, click on the down arrow on the right side of the dropdown box.

To select the Bay for the new entry, click on the corresponding number or name. This will close the dropdown menu.

"Shelf" Field

New Inventory Entry X

Item:		
Unit of Measure:	<input type="button" value="▼"/>	Quantity: <input type="text"/>
Bay:	<input type="button" value="▼"/>	Shelf: <input style="border: 2px solid red;" type="button" value="▼"/>
State (open/closed):	<input type="button" value="▼"/>	
Type:	<input type="button" value="▼"/>	



Description

The "Shelf" Field is a dropdown menu used to select the new entry's [Shelf](#).

Usage

To view the Shelf options, click on the down arrow on the right side of the dropdown box.

To select the Shelf for the new entry, click on the corresponding number or name. This will close the dropdown menu.

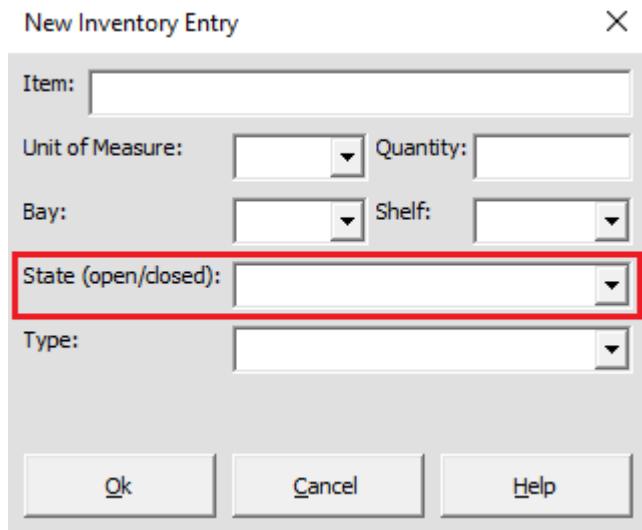
Each [Bay](#) has a different number of Shelves. To review the number of Shelves for each Bay, go to [Settings](#), then to the ["Other" Tab](#), and then look at the [Bay List](#).

"State" Field

New Inventory Entry X

Item:		
Unit of Measure:	<input type="button" value="▼"/>	Quantity: <input type="text"/>
Bay:	<input type="button" value="▼"/>	Shelf: <input type="button" value="▼"/>
State (open/closed):	<input type="button" value="▼"/>	
Type:	<input type="button" value="▼"/>	

Ok **Cancel** **Help**



Description

The "State (open/closed)" Field is a dropdown menu used to select the new entry's [State](#).

Usage

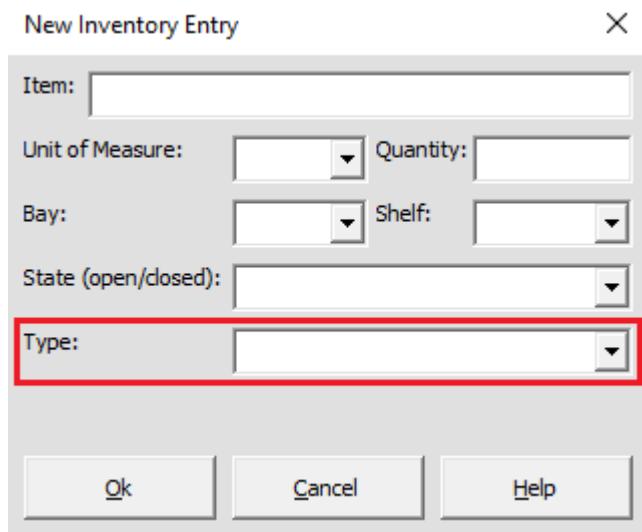
To view the State options, click on the down arrow on the right side of the dropdown box.

To select the State for the new entry, click on the corresponding State. This will close the dropdown menu.

"Type" Field

New Inventory Entry X

Item:	<input type="text"/>
Unit of Measure:	<input type="text"/> <input type="button" value="▼"/>
Bay:	<input type="text"/> <input type="button" value="▼"/>
Shelf:	<input type="text"/> <input type="button" value="▼"/>
State (open/closed):	<input type="text"/> <input type="button" value="▼"/>
Type:	<input type="text"/> <input type="button" value="▼"/>



Description

The "Type" Field is a dropdown menu used to select the new entry's [Type](#).

Usage

To view the Type options, click on the down arrow on the right side of the dropdown box.

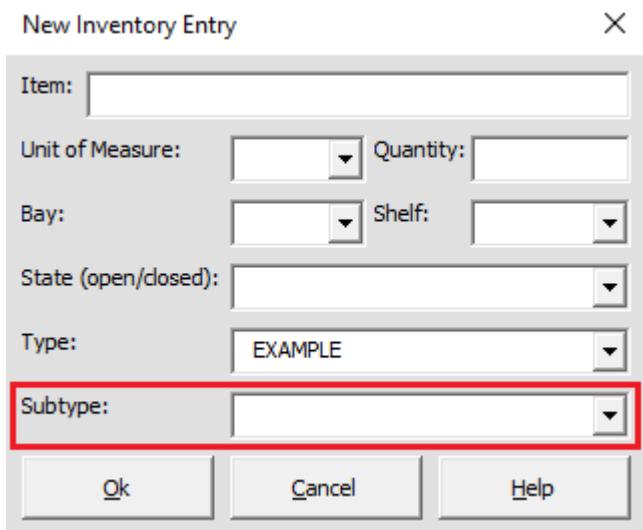
To select the Type for the new entry, click on the corresponding Type. This will close the dropdown menu.

"Subtype" Field

New Inventory Entry X

Item:		
Unit of Measure:	<input type="button" value="▼"/>	Quantity: <input type="text"/>
Bay:	<input type="button" value="▼"/>	Shelf: <input type="button" value="▼"/>
State (open/closed):	<input type="button" value="▼"/>	
Type:	EXAMPLE <input type="button" value="▼"/>	
Subtype:	<input type="button" value="▼"/>	

Ok **Cancel** **Help**



Description

The "Subtype" Field is a dropdown menu from which the new entry's [Subtype](#) is selected from. If this field is not present, the [Type](#) in the "Type" Field does not have any Subtypes.

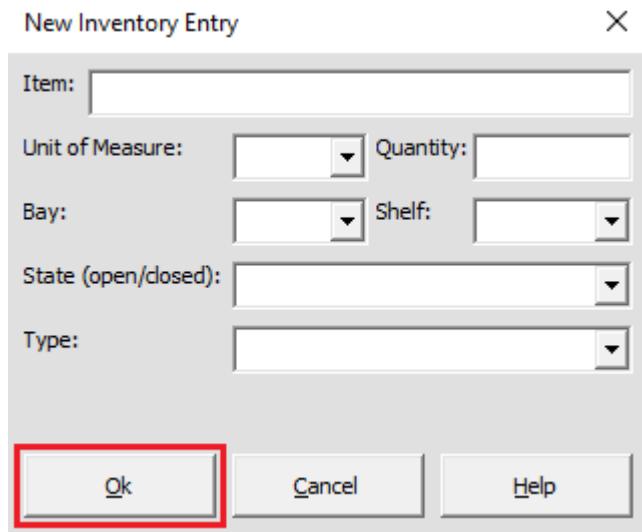
Usage

To view the Subtype options, click on the down arrow on the right side of the dropdown box.

To select the Subtype for the new entry, click on the corresponding name. This will close the dropdown menu.

Each Type has a different list of Subtypes. To review the list of Subtypes for each Type, go to [Settings](#), then to the ["Other" Tab](#), then [Subtypes](#).

"Ok" Button



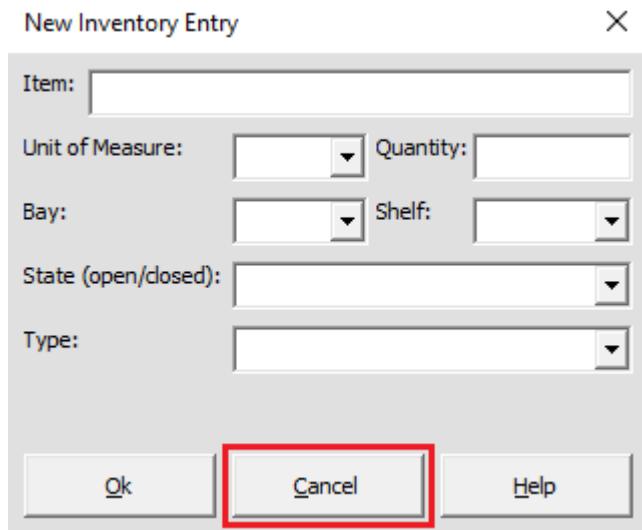
Description

The "Ok" Button adds the new entry to the [Warehouse Inventory List](#). It also closes the [New Window](#)

Usage

If the [Item name](#) is not present, an error window will appear when this button is clicked, as every entry **must** have an Item name. After reading the error message, click "OK" and enter the missing entry information before clicking the "Ok" Button again.

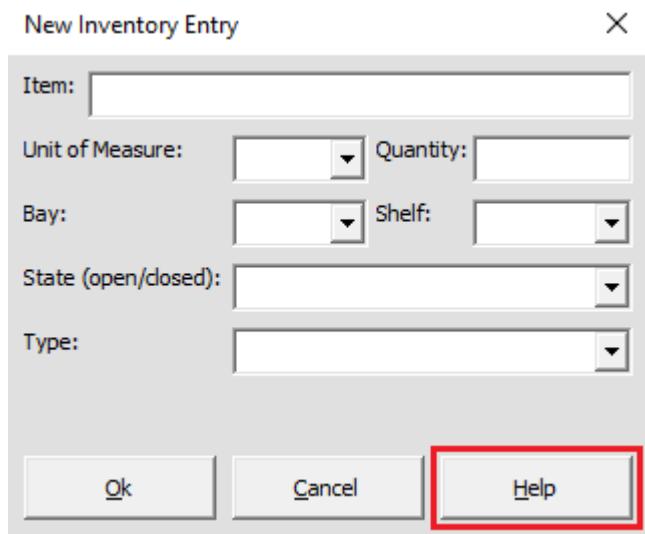
"Cancel" Button



Description

The "Cancel" Button closes the [New Window](#) without saving any information.

"Help" Button



Description

The "Help" Button opens the documentation for the [New Window](#).

Edit Window

Edit Inventory Entries X

ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Entries to be edited

Item: Example 1

Unit of Measure: EA Quantity: 1

Bay: 1 Shelf: 1

State (open/closed):

Type:

[Previous](#) [Next](#) [Apply](#) [Cancel](#) [Help](#)

Description

The "Edit" Window is how current entries are edited in the [Warehouse Inventory List](#).

Usage

It appears after clicking the "[Edit](#)" Button in the [Inventory Window](#). The window will close after clicking the "[Apply](#)" Button, clicking the "[Cancel](#)" Button, or hitting the *Escape* key.

Contents

- ["Edit" List](#)
- ["Item" Field](#)
- ["Unit of Measure" Field](#)
- ["Quantity" Field](#)
- ["Bay" Field](#)
- ["Shelf" Field](#)
- ["State" Field](#)
- ["Type" Field](#)
- ["Subtype" Field](#)
- ["Previous" Button](#)
- ["Next" Button](#)
- ["Apply" Button](#)

- "[Cancel](#)" Button
- "[Help](#)" Button

Edit List

Edit Inventory Entries X

Entries to be edited

ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Item: Example 1

Unit of Measure: EA Quantity: 1

Bay: 1 Shelf: 1

State (open/closed):

Type:

[Previous](#) [Next](#) [Apply](#) [Cancel](#) [Help](#)

Description

The Edit List is where all the entries to be edited can be found. These were selected in the [Inventory Window](#) before clicking the ["Edit" Button](#).

Usage

The entries in the Edit List can be cycled through using the ["Previous" Button](#) and the ["Next" Button](#). A specific entry can be selected by clicking on it.

"Item" Field

Edit Inventory Entries X

Entries to be edited

ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Item: Example 1

Unit of Measure: Quantity:

Bay: Shelf:

State (open/closed):

Type:

Previous Next Apply Cancel Help

Description

The "Item" Field is a text box where the current entry's [Item](#) is displayed. This text is able to be altered.

Usage

Each entry in the [Warehouse Inventory List](#) **must** include an Item. If an Item is not present, an error window will appear when clicking the ["Ok" Button](#).

"Unit of Measure" Field

Edit Inventory Entries X

Entries to be edited

ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Item: Example 1

Unit of Measure: EA ▼ Quantity: 1

Bay: 1 ▼ Shelf: 1 ▼

State (open/closed): ▼

Type: ▼

Previous Next Apply Cancel Help

Description

The "Unit of Measure" Field is a dropdown menu used to display the current entry's [UOM](#).

Usage

To change the UOM for the current entry, click on the down arrow on the right side of the dropdown box then click on the desired abbreviation. This will close the dropdown menu.

To review the abbreviations, go to [Settings](#), then to the "[Other](#)" Tab, and then look at the [Units of Measure List](#).

"Quantity" Field

Edit Inventory Entries X

ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Entries to be edited

Item: Example 1

Unit of Measure: EA Quantity: 1

Bay: 1 Shelf: 1

State (open/closed):

Type:

[Previous](#) [Next](#) [Apply](#) [Cancel](#) [Help](#)

Description

The "Quantity" Field is a text box where the current entry's Quantity is displayed. This text is able to be altered.

Usage

The "Quantity" Field **must** contain a whole number. If the "Quantity" Field does not contain a whole number, an error window will appear when clicking the "Ok" Button.

"Bay" Field

Edit Inventory Entries X

ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Entries to be edited

Item: Example 1

Unit of Measure: EA Quantity: 1

Bay: 1 Shelf: 1

State (open/closed):

Type:

[Previous](#) [Next](#) [Apply](#) [Cancel](#) [Help](#)

Description

The "Bay" Field is a dropdown menu used to display the current entry's [Bay](#).

Usage

To change the Bay for the current entry, click on the down arrow on the right side of the dropdown box then click on the desired number or name. This will close the dropdown menu.

"Shelf" Field

Edit Inventory Entries X

ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Entries to be edited

Item: Example 1

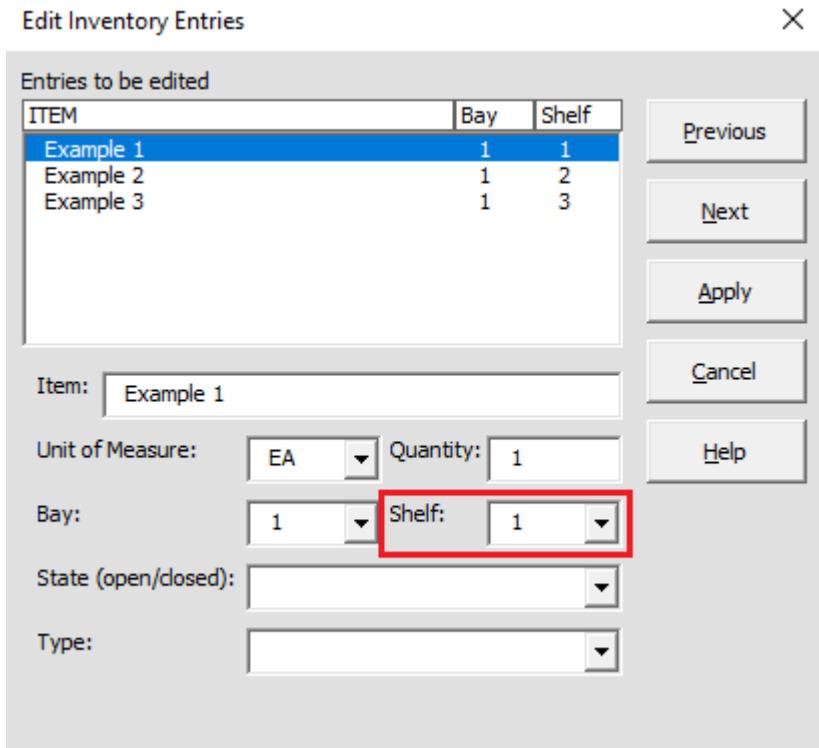
Unit of Measure: EA Quantity: 1

Bay: 1 Shelf: 1

State (open/closed):

Type:

[Previous](#) [Next](#) [Apply](#) [Cancel](#) [Help](#)



Description

The "Shelf" Field is a dropdown menu used to display the current entry's [Shelf](#).

Usage

To change the Shelf for the current entry, click on the down arrow on the right side of the dropdown box then click on the desired number or name. This will close the dropdown menu.

Each [Bay](#) has a different number of Shelves. To review the number of Shelves for each Bay, go to [Settings](#), then to the "[Other](#)" Tab, and then look at the [Bay List](#).

"State" Field

Edit Inventory Entries X

ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Entries to be edited

Item: Example 1

Unit of Measure: EA Quantity: 1

Bay: 1 Shelf: 1

State (open/closed): ▼

Type: ▼

[Previous](#) [Next](#) [Apply](#) [Cancel](#) [Help](#)

Description

The "State (open/closed)" Field is a dropdown menu used to display the current entry's [State](#).

Usage

To change the State for the new entry, click on the down arrow on the right side of the dropdown box then click on the desired State. This will close the dropdown menu.

"Type" Field

Edit Inventory Entries X

Entries to be edited

ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Item: Example 1

Unit of Measure: EA Quantity: 1

Bay: 1 Shelf: 1

State (open/closed):

Type:

[Previous](#) [Next](#) [Apply](#) [Cancel](#) [Help](#)

Description

The "Type" Field is a dropdown menu used to display the current entry's [Type](#).

Usage

To change the Type for the new entry, click on the down arrow on the right side of the dropdown box then click on the desired Type. This will close the dropdown menu.

"Subtype" Field

Edit Inventory Entries X

ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Entries to be edited

Item: Example 1

Unit of Measure: EA Quantity: 1

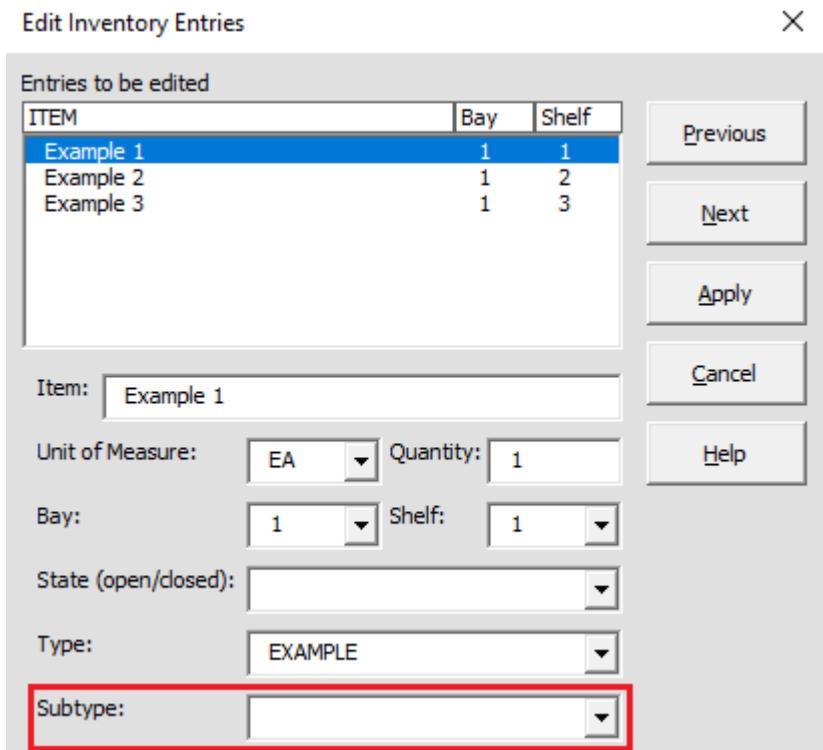
Bay: 1 Shelf: 1

State (open/closed):

Type: EXAMPLE

Subtype:

Previous Next Apply Cancel Help



Description

The "Subtype" Field is a dropdown menu from which the new entry's Subtype is selected from. If this field is not present, the Type in the "Type" Field does not have any Subtypes.

Usage

To change the Subtype for the current entry, click on the down arrow on the right side of the dropdown box then click on the desired Subtype. This will close the dropdown menu.

Each Type has a different list of Subtypes. To review the list of Subtypes for each Type, go to [Settings](#), then to the ["Other" Tab](#), then [Subtypes](#).

"Previous" Button

Edit Inventory Entries X

Entries to be edited		
ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Previous (highlighted)

Next

Apply

Cancel

Help

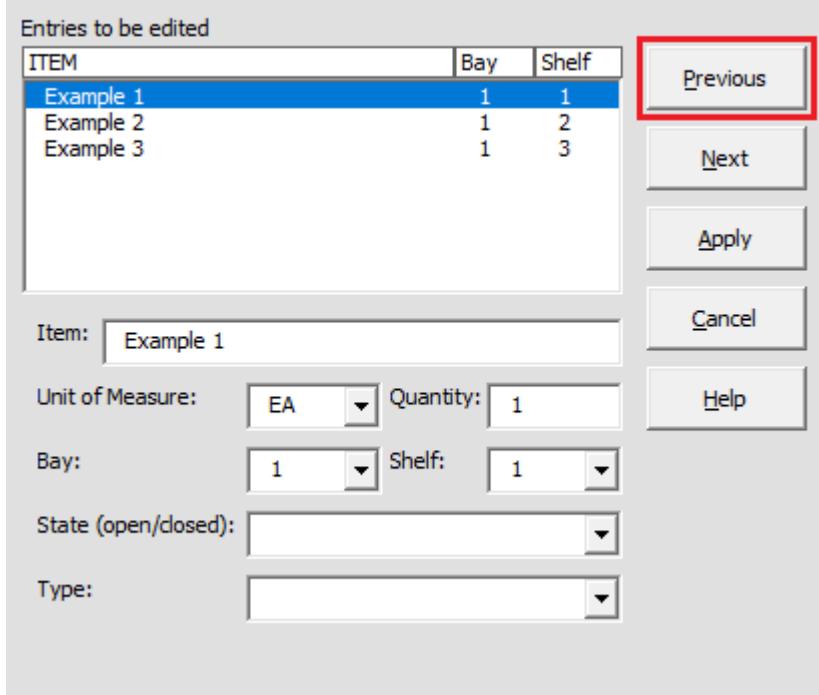
Item: Example 1

Unit of Measure: EA Quantity: 1

Bay: 1 Shelf: 1

State (open/closed):

Type:



Description

The "Previous" Button selects the previous entry in the [Edit List](#) and populates all fields with that entry's information.

Usage

The selection cycles through the Edit List, such that if the current entry is the first entry in the Edit List, the last entry will be selected.

If an Item name is not present in the current entry, an error window will appear when this button is clicked, as every entry **must** have an Item name. After reading the error message, click "Ok" and enter the missing entry information before clicking the "Previous" Button again.

"Next" Button

Edit Inventory Entries X

ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Entries to be edited

Previous Next Apply Cancel Help

Item: Example 1

Unit of Measure: EA Quantity: 1

Bay: 1 Shelf: 1

State (open/closed):

Type:

Description

The "Next" Button selects the next entry in the [Edit List](#) and populates all fields with that entry's information.

Usage

The selection cycles through the Edit List, such that if the current entry is the last entry in the Edit List, the first entry will be selected.

If an Item name is not present in the current entry, an error window will appear when this button is clicked, as every entry **must** have an Item name. After reading the error message, click "Ok" and enter the missing entry information before clicking the "Next" Button again.

"Apply" Button

Edit Inventory Entries X

ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Entries to be edited

Previous Next **Apply** Cancel Help

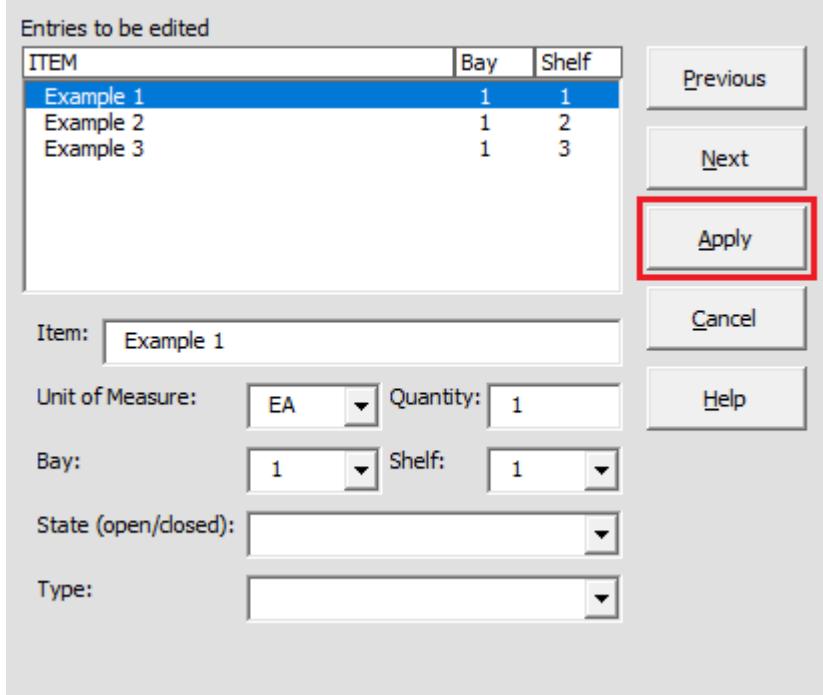
Item: Example 1

Unit of Measure: EA Quantity: 1

Bay: 1 Shelf: 1

State (open/closed):

Type:



Description

The "Apply" Button saves all edits to every entry to the [Warehouse Inventory List](#). It also closes the [Edit Window](#).

Usage

If an [Item name](#) is not present in the current entry, an error window will appear when this button is clicked, as every entry **must** have an Item name. After reading the error message, click "OK" and enter the missing entry information before clicking the "Apply" Button again.

"Cancel" Button

Edit Inventory Entries X

Entries to be edited

ITEM	Bay	Shelf
Example 1	1	1
Example 2	1	2
Example 3	1	3

Item: Example 1

Unit of Measure: EA Quantity: 1

Bay: 1 Shelf: 1

State (open/closed):

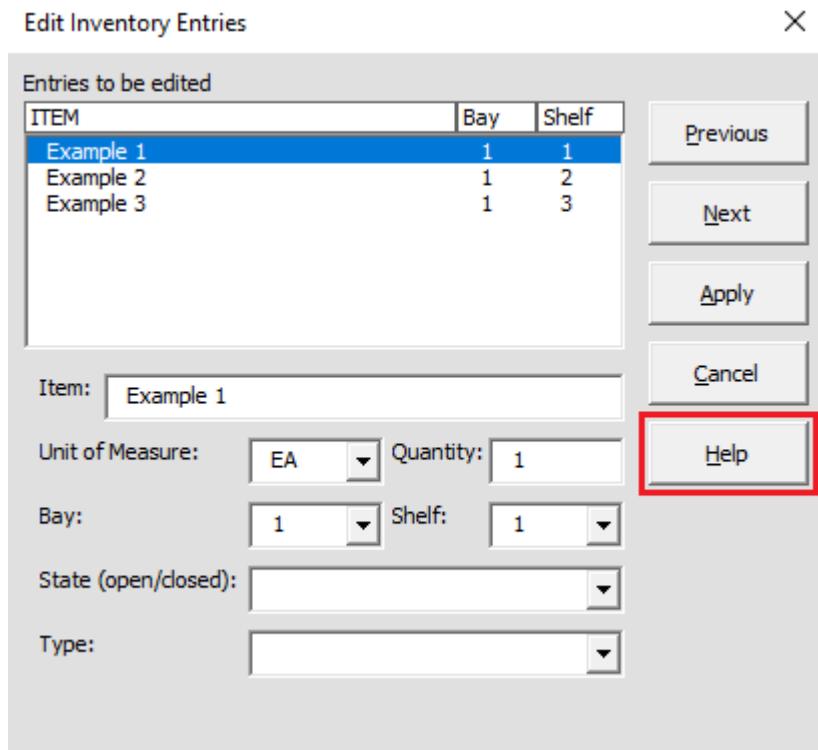
Type:

Previous Next Apply Cancel Help

Description

The "Cancel" Button closes the [Edit Window](#) without saving any edits.

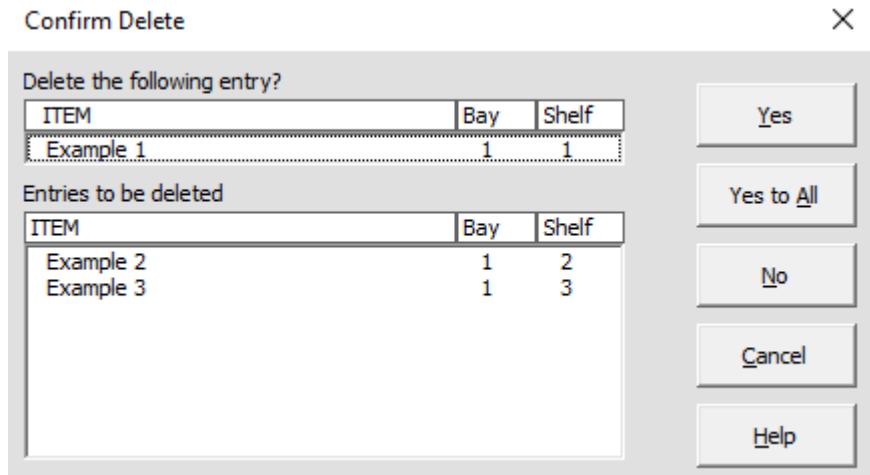
"Help" Button



Description

The "Help" Button opens the documentation for the [Edit Window](#).

Delete Window



Description

The Delete Window is how current entries are permanently deleted from the [Warehouse Inventory List](#).

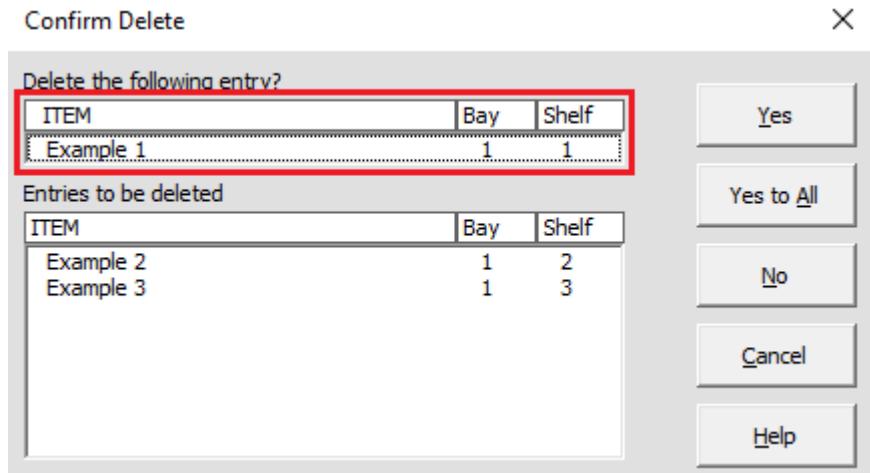
Usage

It appears after clicking the "[Delete](#)" Button in the [Inventory Window](#). The window will close after clicking the "[Yes to All](#)" Button, clicking the "[Cancel](#)" Button, or hitting the *Escape* key, or when there are no more entries to be deleted.

Contents

- [Current Entry](#)
- [Queued Entries](#)
- "[Yes](#)" Button
- "[Yes to All](#)" Button
- "[No](#)" Button
- "[Cancel](#)" Button
- "[Help](#)" Button

Current Entry



Description

The Current Entry is the entry currently being evaluated for permanent deletion and is found in upper box of the [Delete Window](#).

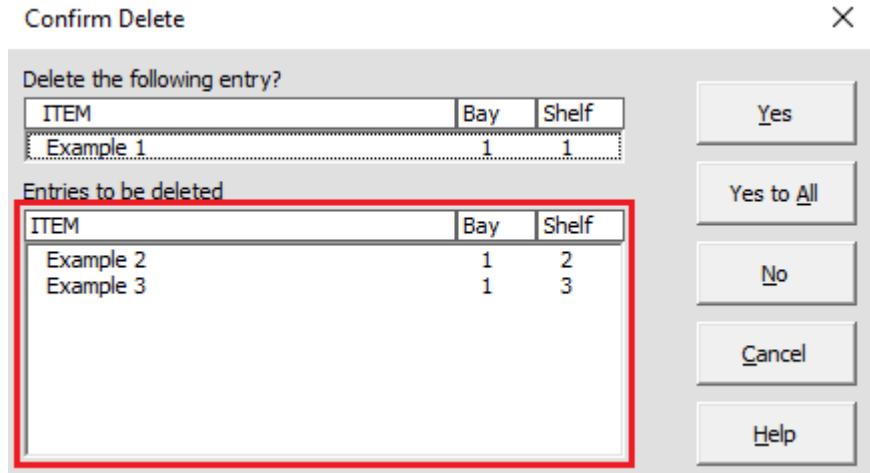
Usage

To permanently delete the Current Entry from the [Warehouse Inventory List](#), click the "[Yes](#)" Button. If there are no [Queued Entries](#) remaining, this will close the Delete Window.

To permanently delete the Current Entry and all Queued Entries from the Warehouse Inventory List, click the "[Yes to All](#)" Button. This will close the Delete Window.

To keep that entry in the Warehouse Inventory List, click the "[No](#)" Button. If there are no Queued Entries remaining, this will close the Delete Window.

Queued Entries



Description

The Queued Entries are the entries queued for permanent deletion and are found in the lower box of the [Delete Window](#).

Usage

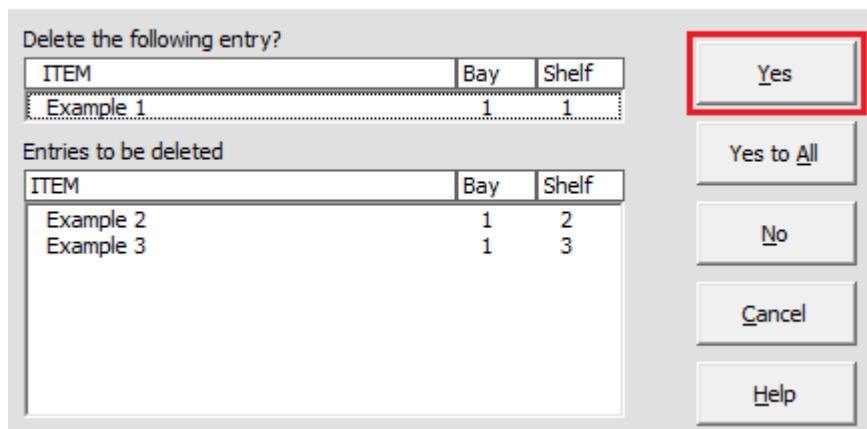
To permanently delete all Queued Entries and the [Current Entry](#) from the [Warehouse Inventory List](#), click the ["Yes to All" Button](#). This will close the Delete Window.

After the Current Entry is either permanently deleted or saved using the ["Yes" Button](#) or the ["No" Button](#), respectively, the entry at the top of the Queued Entries list will become the Current Entry.

"Yes" Button

Confirm Delete

X



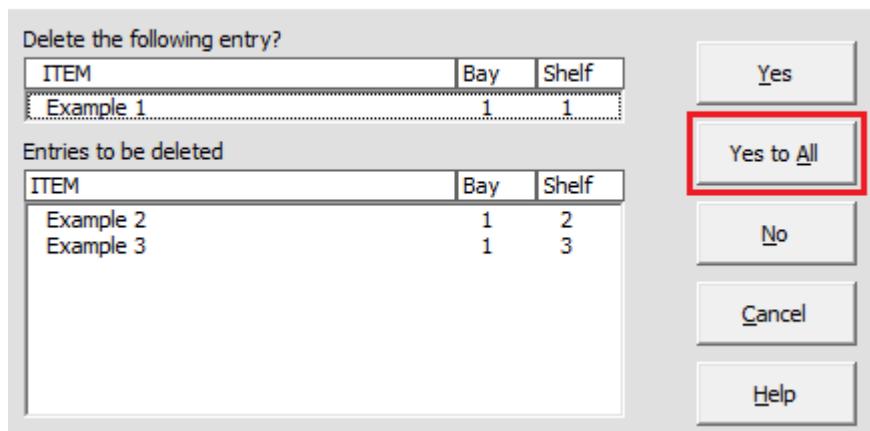
Description

The "Yes" Button **permanently deletes** the [Current Entry](#) from the [Warehouse Inventory List](#). The entry at the top of the [Queued Entries](#) list then becomes the new Current Entry. If there are no Queued Entries remaining, the [Delete Window](#) will close.

"Yes to All" Button

Confirm Delete

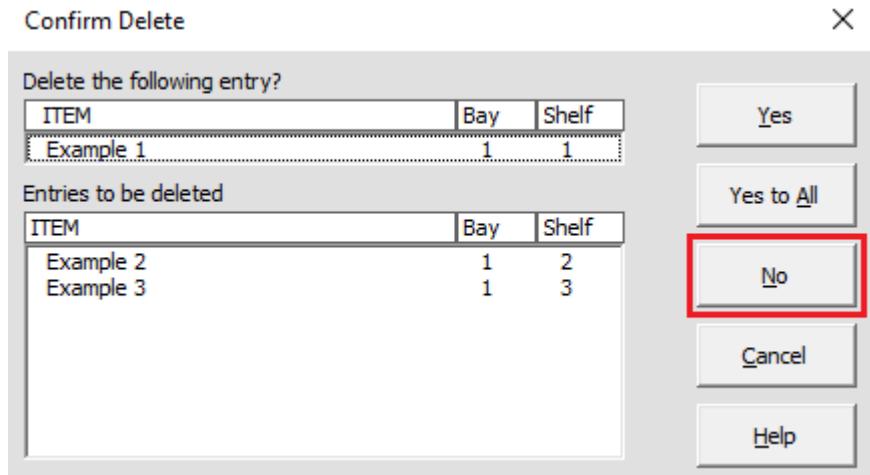
X



Description

The "Yes to All" Button **permanently deletes** the [Current Entry](#) and all [Queued Entries](#) from the Inventory List. This will also close the [Delete Window](#).

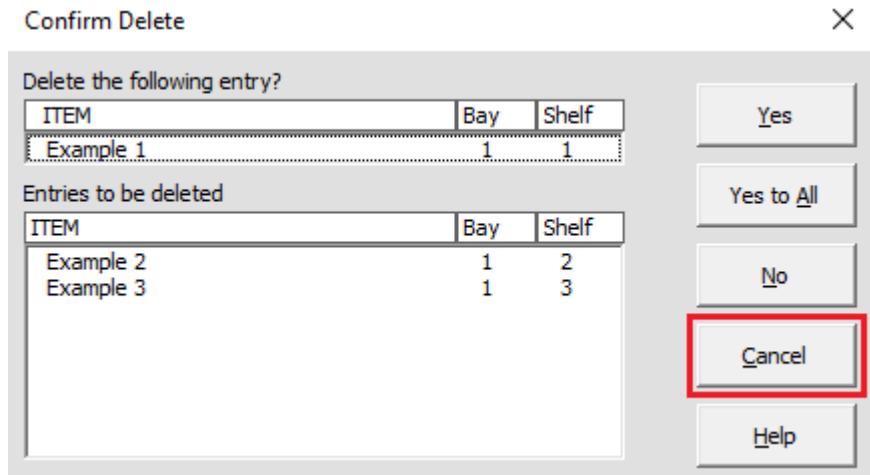
"No" Button



Description

The "No" Button keeps the [Current Entry](#) in the [Warehouse Inventory List](#). The entry at the top of the Queued Entries list then becomes the new Current Entry. If there are no Queued Entries remaining, the [Delete Window](#) will close.

"Cancel" Button



Description

The "Cancel" Button closes the [Delete Window](#).

Usage

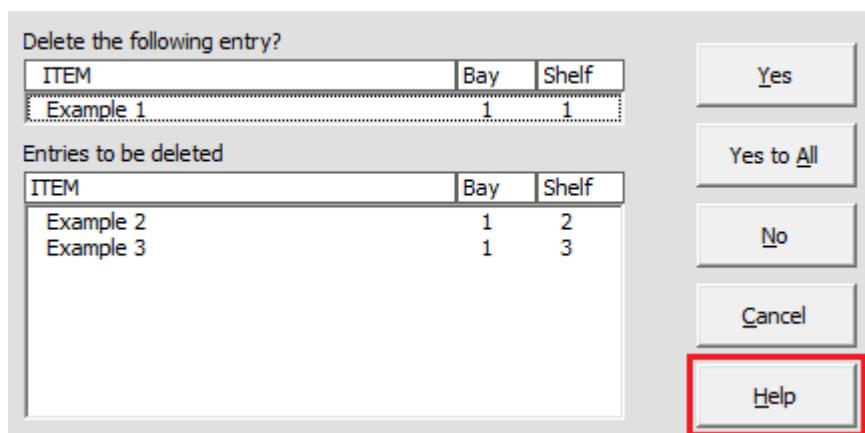
The Current Entry and all Queued Entries will not be deleted.

This **will not** bring back any entries that have already been deleted from the [Warehouse Inventory List](#).

"Help" Button

Confirm Delete

X



Description

The "Help" Button opens the documentation for the [Delete Window](#).

Settings Window

Settings

General | Other

Inventory Window Settings

Height:

Width:

The height must be greater than 443.
The width must be greater than 638.

Column Widths: ▾

Job Form Settings

Date Format: ▾

Using a date format with an asterisk (*) will assume
the date uses the current year

Ok

Cancel

Apply

Description

The Settings Window displays certain attributes of the Inventory system and enables those attributes to be edited.

Usage

It appears after clicking the ["Settings" Button](#) in the [Inventory Window](#). The window will close after clicking the ["Apply" Button](#), clicking the ["Cancel" Button](#), or hitting the *Escape* key.

Contents

- ["General" Tab](#)
- ["Other" Tab](#)
- ["Ok" Button](#)
- ["Cancel" Button](#)
- ["Apply" Button](#)

"General" Tab

Settings

General | Other

Inventory Window Settings

Height:

Width:

The height must be greater than 443.
The width must be greater than 638.

Column Widths: ▾

Job Form Settings

Date Format: ▾

Using a date format with an asterisk (*) will assume
the date uses the current year

Ok

Cancel

Apply

Description

The "General" Tab displays certain attributes of the [Inventory Window](#) and the [Job Form](#) and allows those attributes to be edited.

Contents

- [Inventory Window Settings](#)
- [Job Form Settings](#)

Inventory Window Settings

Settings



General | Other

Inventory Window Settings

Height: 567

Width: 639

The height must be greater than 443.
The width must be greater than 638.

Column Widths: Balanced ▾

Job Form Settings

Date Format: 2003-01-02 ▾

Using a date format with an asterisk (*) will assume
the date uses the current year

Ok

Cancel

Apply

Description

The Inventory Window Settings displays certain attributes of the [Inventory Window](#) and allows those attributes to be edited.

Contents

- ["Height" Field](#)
- ["Width" Field](#)
- ["Column Widths" Field](#)
- [Custom Column Widths Form](#)

"Height" Field

Settings



General | Other

Inventory Window Settings

Height: 567

Width: 639

The height must be greater than 443.
The width must be greater than 638.

Column Widths: Balanced ▾

Job Form Settings

Date Format: 2003-01-02 ▾

Using a date format with an asterisk (*) will assume
the date uses the current year

Ok

Cancel

Apply

Description

The "Height" Field controls the height of the [Inventory Window](#). The number must be greater than 443.

"Width" Field

Settings

General | Other

Inventory Window Settings

Height:

Width:

The height must be greater than 443.
The width must be greater than 638.

Column Widths: ▾

Job Form Settings

Date Format: ▾

Using a date format with an asterisk (*) will assume
the date uses the current year

Ok

Cancel

Apply

Description

The "Width" Field controls the width of the [Inventory Window](#). The number must be greater than 638.

"Column Widths" Field

Settings

General | Other

Inventory Window Settings

Height:

Width:

The height must be greater than 443.
The width must be greater than 638.

Column Widths: ▾

Job Form Settings

Date Format: ▾

Using a date format with an asterisk (*) will assume
the date uses the current year

Ok

Cancel

Apply

Description

The "Column Widths" Field controls how the columns of the [Warehouse Inventory List](#) are spaced.

Usage

There are three different modes of column widths:

- "Balanced" (*Recommended*): The width of each column is determined according to its contents
- "Equal": All columns are the same width
- "Custom": The width of each column is controlled by the user in the ["Custom Column Widths" Form](#)

"Custom Column Widths" Form

Settings



General | Other

Inventory Window Settings

Height:

Width:

The height must be greater than 443.
The width must be greater than 638.

Column Widths:

Custom Column Widths

Item:

UoM:

Quantity:

Bay:

Shelf:

State:

Type:

Subtype:

Job Form Settings

Date Format:

Using a date format with an asterisk (*) will assume
the date uses the current year

Ok

Cancel

Apply

Description

The "Custom Column Width" Form allows the user to control the width of each column.

Usage

If this form is not present, the selection in [Column Form Widths Field](#) is not the "Custom" option.

Job Form Settings

Settings

General | Other

Inventory Window Settings

Height:

Width:

The height must be greater than 443.
The width must be greater than 638.

Column Widths: ▾

Job Form Settings

Date Format: ▾

Using a date format with an asterisk (*) will assume
the date uses the current year

Ok

Cancel

Apply

Description

The Job Form Settings displays certain attributes of the [Job Form](#) and allows those attributes to be edited.

Contents

- ["Date Format" Field](#)

"Date Format" Field

Settings

General | Other

Inventory Window Settings

Height:

Width:

The height must be greater than 443.
The width must be greater than 638.

Column Widths: ▾

Job Form Settings

Date Format: ▾

Using a date format with an asterisk (*) will assume
the date uses the current year

Ok

Cancel

Apply

Description

The Date Format Field allows the user to control how the [Date](#) is displayed in the [Job Form](#).

Usage

This does determine the way the Job Sheet will appear. This does not affect how the Jobs are stored.

"Other" Tab

Alt text

Description

The "Other" Tab displays certain attributes of the [Unit of Measure](#), [Bay](#), [Shelf](#), [Type](#), and [Subtype](#) dropdown menus and allows those attributes to be edited.

Contents

- [Units of Measure](#)
- [Types](#)
- [Subtypes](#)
- [Bays](#)

Units of Measure Form

Settings

X

General Other

Units of Measure	
Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays	
Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

Description

The Units of Measure Form displays the full names and abbreviations for the [Unit of Measure](#) values for the corresponding dropdown menus and allows those to be edited.

Contents

- [Unit of Measure List](#)
- ["UoM" Field](#)
- ["Abbr" Field](#)
- ["Add" Button](#)
- ["Edit" Button](#)
- ["Remove" Button](#)

Units of Measure List

Settings

X

General Other

Units of Measure

Full	Abbreviation
5.Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

Description

The Unit of Measure List is where all the full names and abbreviations for the [Unit of Measure](#) values can be viewed.

Usage

A Unit of Measure may be selected by double clicking the corresponding entry in the Unit of Measure List. This will automatically populate the "[UoM](#)" Field and the "[Abbr](#)" Field.

"UoM" Field

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

Description

The "UoM" Field is a text box where the full name of a given [Unit of Measure](#) is displayed. This text is able to be altered.

Usage

If the UoM already exists, the "[Abbr](#)" Field will automatically be filled with its corresponding abbreviation.

Each Unit of Measure **must** include both a full name and an abbreviation. If the "UoM" Field or the "Abbr" Field is empty, an error window will appear when clicking the "[Add](#)" Button.

"Abbr" Field

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

Description

The "Abbr" Field is a text box where the abbreviated name of a given [Unit of Measure](#) is displayed. This text is able to be altered.

Usage

If the UoM already exists, the "[UoM" Field](#) will automatically be filled with its corresponding abbreviation.

Each Unit of Measure **must** include both a full name and an abbreviation. If the "UoM" Field or the "Abbr" Field is empty, an error window will appear when clicking the "[Add" Button](#).

"Add" Button

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

Description

The "Add" Button add the new [Unit of Measure](#) to the [Unit of Measure List](#) and all corresponding dropdown menus.

Usage

Each Unit of Measure **must** include both a full name and an abbreviation. If the "UoM" Field or the "Abbr" Field is empty, an error window will appear when clicking the [Add](#) Button.

"Edit" Button

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

Description

The "Edit" Button changes the [Unit of Measure](#) to the [Unit of Measure List](#) and all corresponding dropdown menus.

Usage

Each Unit of Measure **must** include both a full name and an abbreviation. If the "UoM" Field or the "Abbr" Field is empty, an error window will appear when clicking the [Add](#) Button.

"Remove" Button

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

Description

The "Remove" Button deletes the [Unit of Measure](#) from the [Unit of Measure List](#) and all corresponding dropdown menus. This action **cannot** be undone.

Types Form

Settings

X

General Other

Units of Measure	
Full	Abbreviation
5.Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays	
Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

Description

Contents

- [Type List](#)
- [Type Field](#)

- "[Add](#)" Button
- "[Remove](#)" Button

Types List

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

Type Field

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

(highlighted with a red box)

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

"Add" Button

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

"Remove" Button

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

Description

The "Remove" Button deletes the [Type](#) from the [Type List](#) and all corresponding dropdown menus. It also deletes all the corresponding [Subtypes](#) from the [Subtypes List](#) and all the corresponding dropdown menus. This action **cannot** be undone.

Subtypes Form

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	5GA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

CONSUMABLES

BAGS
BATTERY
BOOTS
CARTRIDGES
CHEMICALS
CLEANING
DRUMS

Add Remove

Ok Cancel Apply

Description

Contents

- [Type Field](#)
- [Subtype List](#)

- [Subtype Field](#)
- ["Add" Button](#)
- ["Remove" Button](#)

Type Field

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	5GA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

CONSUMABLES

Subtype
BAGS
BATTERY
BOOTS
CARTRIDGES
CHEMICALS
CLEANING
DRUMS

Add Remove

Ok Cancel Apply

Subtype List

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	5GA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

CONSUMABLES

BAGS
BATTERY
BOOTS
CARTRIDGES
CHEMICALS
CLEANING
DRUMS

Add Remove

Ok Cancel Apply

Subtype Field

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	5GA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

CONSUMABLES

BAGS
BATTERY
BOOTS
CARTRIDGES
CHEMICALS
CLEANING
DRUMS

(highlighted with red border)

Add Remove

Ok Cancel Apply

"Add" Button

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	5GA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

CONSUMABLES

BAGS
BATTERY
BOOTS
CARTRIDGES
CHEMICALS
CLEANING
DRUMS

Add Remove

"Remove" Button

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	5GA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

CONSUMABLES

BAGS
BATTERY
BOOTS
CARTRIDGES
CHEMICALS
CLEANING
DRUMS

Add Remove

Ok Cancel Apply

Description

The "Remove" Button deletes the [Subtype](#) from the [Subtype List](#) and all corresponding dropdown menus. This action **cannot** be undone.

Bays Form

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Ok Cancel Apply

Description

Contents

- [Bay List](#)
- ["Bay" Field](#)

- ["Shelves" Field](#)
- ["Add" Button](#)
- ["Edit" Button](#)
- ["Remove" Button](#)

Bays List

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

"Bay" Field

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

"Shelves" Field

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

"Add" Button

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

"Edit" Button

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

"Remove" Button

Settings

X

General Other

Units of Measure

Full	Abbreviation
5 Gallon	SGA
Bag	BG
Bucket	BKT
Barrel	BRL
Bottle	BTL
Box	BX

UoM:

Abbr:

Add Edit Remove

Bays

Bay	Shelves
1	FLOOR, 1, 2, 3
2	FLOOR, 1, 2, 3
3	FLOOR, 1, 2, 3
4	FLOOR, 1, 2, 3
5	FLOOR, 1, 2, 3
6	CAGE, FLOOR, 1, 2
7	FLOOR, 1, 2, 3
8	FLOOR, 1, 2, 3
9	FLOOR
10	FLOOR, 1, 2, 3
11	FLOOR, 1, 2
12	FLOOR, 1, 2, 3
13	FLOOR, 1, 2, 3
14	FLOOR, 1, 2, 3

Bay:

Shelves:

Add Edit Remove

Types

CONSUMABLES
TOOLS/EQUIPMENT

Add Remove

Subtypes

Add Remove

Ok Cancel Apply

Description

The "Remove" Button deletes the [Bay](#) from the [Bay List](#) and all corresponding dropdown menus. It also deletes all the corresponding [Shelves](#) from all the corresponding dropdown menus. This action **cannot** be undone.

"Ok" Button

Settings

General | Other

Inventory Window Settings

Height:

Width:

The height must be greater than 443.
The width must be greater than 638.

Column Widths: ▾

Job Form Settings

Date Format: ▾

Using a date format with an asterisk (*) will assume
the date uses the current year

Ok

Cancel

Apply

Description

The "Ok" Button saves all changes made to the [Settings](#). It does not close the Settings Window.

"Cancel" Button

Settings

General | Other

Inventory Window Settings

Height:

Width:

The height must be greater than 443.
The width must be greater than 638.

Column Widths: ▾

Job Form Settings

Date Format: ▾

Using a date format with an asterisk (*) will assume
the date uses the current year

Ok

Cancel

Apply

Description

The “Cancel” Button closes the [Settings Windpw](#) without saving any edits.

"Apply" Button

Settings

General | Other

Inventory Window Settings

Height:

Width:

The height must be greater than 443.
The width must be greater than 638.

Column Widths: ▾

Job Form Settings

Date Format: ▾

Using a date format with an asterisk (*) will assume
the date uses the current year

Ok

Cancel

Apply

Description

The “Apply” Button saves all changes made to the [Settings](#). It also closes the Settings Window.