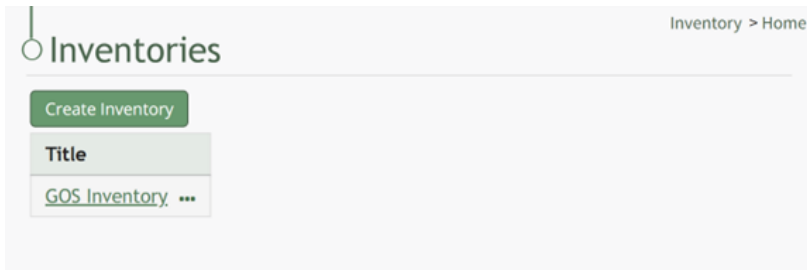
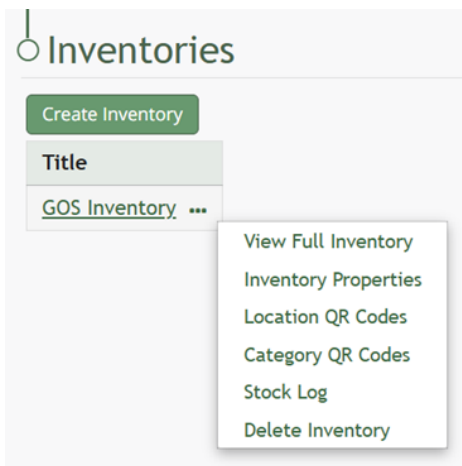


Home Page

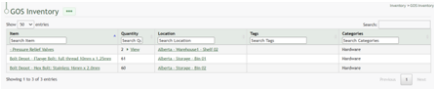
The Inventory Module Home Page is where all inventories in KAStack are created, housed and managed. The Home Page of the Inventory Module displays the Inventory Table.



Inventory Table Context Menu Explanation



Selecting the triple dot (...) icon to the right of an inventory title in the Inventory Table will opens a context menu. The options and an explanation of each action are included in the table below.

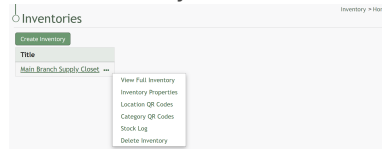
Inventory Table Context Menu Explanation		
Option	Action	Image
View Full Inventory	Selecting “View Full Inventory” from the context menu opens the inventory.	

Inventory Properties

Selecting “Inventory Properties” from the context menu opens the Inventory Properties Module.

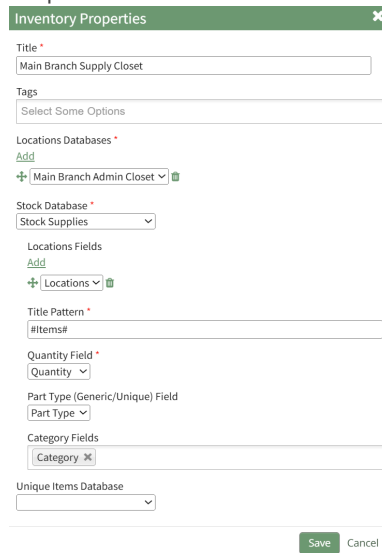
How To: Edit an Inventory

To make edits to an existing inventory, go to the Home Page of the Inventory Module.



You can access a specific inventory by clicking the inventory title or by clicking the three dot (...) icon to the right of the inventory title and selecting “Inventory Properties”.

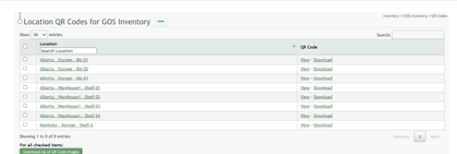
This opens the Inventory Properties Modal.

A screenshot of the 'Inventory Properties' modal form. The title is 'Main Branch Supply Closet'. There are fields for 'Tags' (with a 'Select Some Options' button), 'Locations Databases' (with an 'Add' button and a dropdown menu showing 'Main Branch Admin Closet'), 'Stock Database' (with a dropdown menu showing 'Stock Supplies'), 'Locations Fields' (with an 'Add' button and a dropdown menu showing 'Locations'), 'Title Pattern' (with a text input field containing '#Items#'), 'Quantity Field' (with a dropdown menu showing 'Quantity'), 'Part Type (Generic/Unique) Field' (with a dropdown menu showing 'Part Type'), 'Category Fields' (with a text input field containing 'Category'), and 'Unique Items Database' (with a dropdown menu). At the bottom, there are 'Save' and 'Cancel' buttons.

From this modal, the title, tags, integrated databases selected, and the formatting for the way inventory items are displayed in an inventory can be altered. Make your desired changes to the inventory properties. Click “Cancel” to return to the full inventory without changes being saved. Select the “Save” button to record the changes to the inventory properties and return to the Inventory Page.

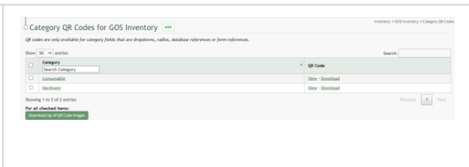
Location QR Codes

Selecting “Location QR Codes” from the context menu opens the Location QR Codes for (INVENTORY NAME) Page.



Category QR Codes

Selecting "Category QR Codes" from the context menu opens the Category QR Codes for (INVENTORY NAME) Page.



Stock Log

Selecting "Stock Log" from the context menu opens the Stock Log for (INVENTORY NAME) Page. The stock log tracks all quantity changes in an inventory.

Date	Item	Old Quantity	New Quantity	User
Thu Sep 04 2023 at 1:38 AM	Bull Dept - Flange Bolt: Full Thread 10mm x 1.25mm	71	61	Lima Lima
Wed Sep 03 2023 at 1:45 PM	Bull Dept - Hex Bolt: Stainless Hexes x 2.0mm	62	60	Lima Lima
Mon Sep 01 2023 at 10:07 PM	Bull Dept - Hex Bolt: Stainless Hexes x 2.0mm	45	62	Lima Lima
Mon Sep 01 2023 at 10:07 PM	Bull Dept - Flange Bolt: Full Thread 10mm x 1.25mm	46	71	Lima Lima
Mon Sep 01 2023 at 10:05 PM	Bull Dept - Flange Bolt: Full Thread 10mm x 1.25mm	56	46	Robert Claggett
Sun Aug 31 2023 at 4:16 PM	Bull Dept - Flange Bolt: Full Thread 10mm x 1.25mm	61	56	Lima Lima
Sun Aug 31 2023 at 4:10 PM	Pressure Relief Valves	1	2	Robert Claggett
Sun Aug 31 2023 at 4:06 PM	Pressure Relief Valves	0	1	Lima Lima
Sun Aug 31 2023 at 4:05 PM	Bull Dept - Flange Bolt: Full Thread 10mm x 1.25mm	65	61	Robert Claggett
Sun Aug 31 2023 at 4:05 PM	Bull Dept - Flange Bolt: Full Thread 10mm x 1.25mm	70	65	Robert Claggett
Sun Aug 31 2023 at 2:51 PM	Pressure Relief Valves	0	1	Robert Claggett
Sun Aug 31 2023 at 2:50 PM	Pressure Relief Valves	0	0	Robert Claggett
Sun Aug 31 2023 at 2:45 PM	Bull Dept - Hex Bolt: Stainless Hexes x 2.0mm	(New Item)	45	Robert Claggett
Sun Aug 31 2023 at 2:43 PM	Bull Dept - Flange Bolt: Full Thread 10mm x 1.25mm	(New Item)	70	Robert Claggett

Delete Inventory

Selecting "Delete Inventory" from the context menu opens the Delete Inventory Confirmation Modal.

How To: Delete an Inventory

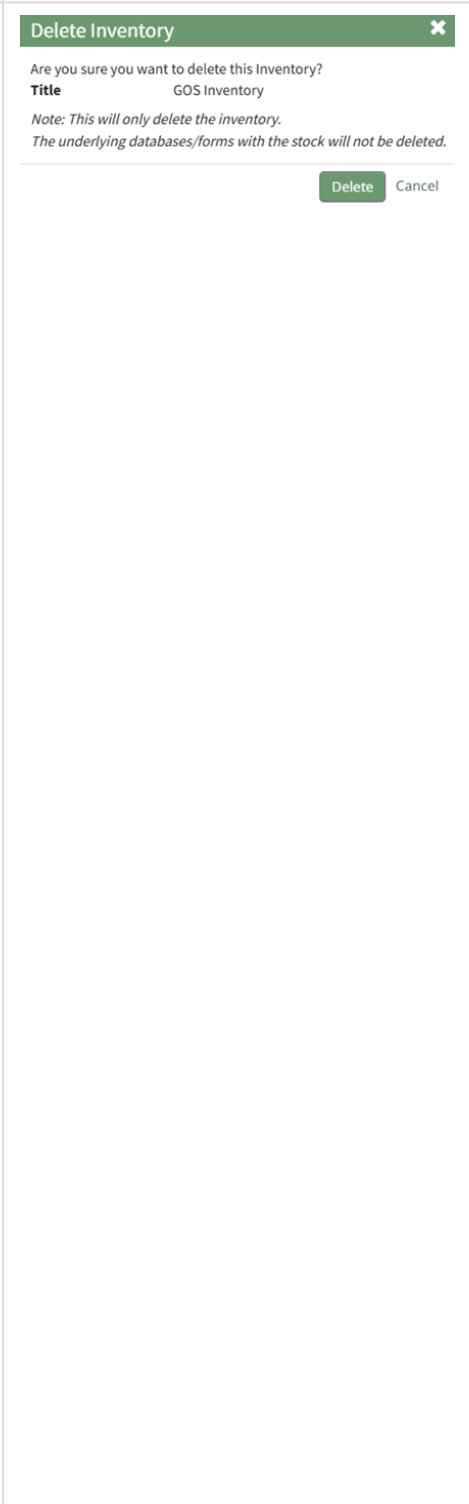
To delete an inventory, open the Home Page of the Inventory Module.

Select the three dot (...) icon to the right of the Inventory Title you wish to delete, opening the Inventory Title Table context menu.

Select "Delete Inventory" from the context menu, opening the Delete Inventory Confirmation Modal. The modal states, "Are you sure you want to delete this inventory?"

This will only delete the inventory. The underlying databases/forms with the stock will not be deleted.

Select the "Delete" button to confirm the inventory deletion and return to the Inventory Module homepage. Click "Cancel" to return to the Home Page without deletion.



Revision #6

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