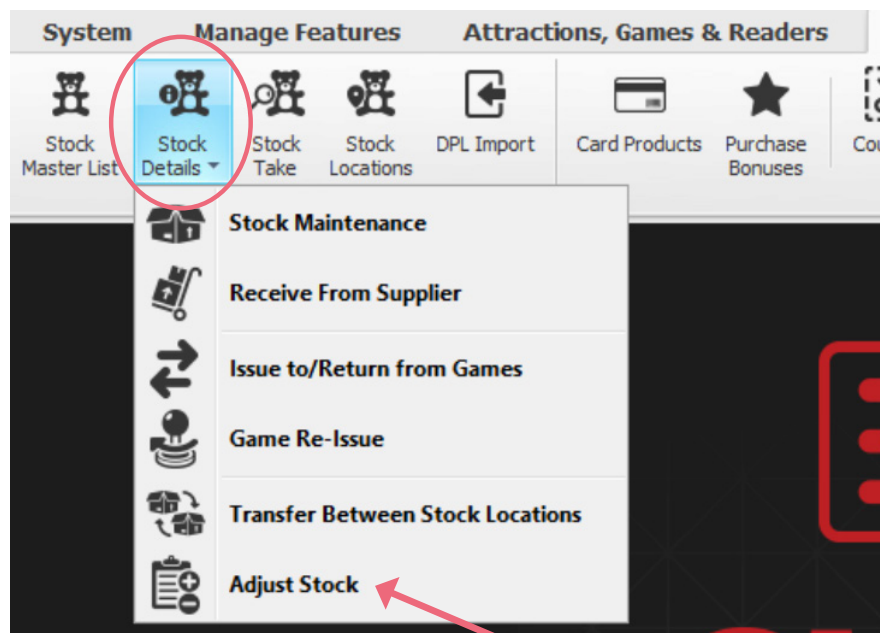


How to adjust stock

Embed Toolkit v7

Inventory integrity is crucial to a strong redemption program. Adjusting stock as soon as a discrepancy is discovered will help keep inventory on track.

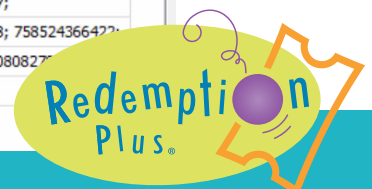
1 | Open the Stock Details Menu and select Adjust Stock.



2 | Once you select your Stock Location, all items in your inventory will be listed out. You will be editing the yellow fields.

The screenshot shows a window titled 'Stock Adjustments'. It has a toolbar with icons for Close, Save Changes, Cancel Changes, Show Search Panel, and Show Filter Row. Below the toolbar is a dropdown menu for 'Stock Location for adjustment' set to 'Main Stock Location'. The main area contains a table with columns: Product Id, Product Name, Quantity, Qty Diff, Comment, Vending Price, Ticket Value, Unit Cost, and Barcodes. The first row is highlighted in blue, and the following rows have yellow backgrounds for the Quantity, Qty Diff, and Comment columns. A red circle highlights the first row of the table, and a red arrow points to the 'Main Stock Location' dropdown.

Product Id	Product Name	Quantity	Qty Diff	Comment	Vending Price	Ticket Value	Unit Cost	Barcodes
111004498	Magic Disappearing Ink 1oz	46	0		0.00	35	0.15	
111004499	Lava ColorMax Paintball Lamp	9	0		0.00	3250	20.14	047162121426;
111004501	Llama Plush 10in Asmt	72	0		0.00	650	3.56	758524366217;
111004502	Melon Ball 5in Asmt Deflated	72	0		0.00	100	0.46	321057;
111004503	Hedgehog Plush 7in Asmt	80	0		0.00	600	3.32	321098; 758524366427;
111004505	XBOX	1	0		0.00	50000	0.00	88537080827;
111004507	Narwhal Asmt 23in	3	0		0.00	1600	8.59	



3 | Make sure the correct value is in the quantity field. The difference will automatically calculate and you can leave a comment. Once the appropriate changes have been made, click Save Changes.

Product Id	Product Name	Quantity	Qty Diff	Comment	Vending Price	Ticket Value	Unit Cost	Barcodes
I 111004498	Magic Disappearing Ink 1oz	44	-2	Damaged	0.00	35	0.15	
111004499	Lava ColorMax Paintball Lump	0	0		0.00	3250	20.14	047162121426;
111004501	Llama Plush 10in Asmt	72	0		0.00	650	3.56	758524366217;
111004502	Melon Ball Sin Asmt Deflated	72	0		0.00	100	0.46	321057;
111004503	Hedgehog Plush 7in Asmt	80	0		0.00	600	3.32	321098; 758524366422;
111004505	XBOX	1	0		0.00	50000	0.00	885370808278;
111004507	Narwhal Asmt 23in	3	0		0.00	1600	8.59	

4 | You will be prompted to confirm your edits. Click Yes and close the dialog box.

