## Stock Overview

The *Stock list* page will display a grid of all Stock which can be sorted by selecting the heading of the column you choose to sort by.

The *Create Stock* button at the top-right of the *Stock List* view brings you to a new page where you can populate information for the new stock and save it to the *Stock List*. Clicking the three dots next to this button will display more options:

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- Stock Categories this opens the modal shown in the example below where you can edit, delete and add Stock Categories
- Stock Audit Trail opens a modal containing an the Audit Trail of the stock. This can also be exported to excel sheet by selecting *Export to Excel* at the top right of this window.
- Excel Export will export the Stock List to an excel sheet.

The Stock List shows the stock levels (calculated from stock stored in storage areas) and re-order levels. You can edit the stock levels within the Stock list by clicking the pencil icon next to the stock level number:

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This brings you to the *Stock Levels* tab of the Stock information page. This page shows a list of this particular stock held in different storage areas, and assets for this stock.

To add new stock levels, click on the Add Stock Level at the

top-left of the grid. This will prompt a pop-up where you can select the storage area you wish to add stock levels to:

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Or Change Stock Level based on Resource/Site/Asset by selecting the same pencil icon on the Stock Details -> Stock Levels. The following modal will appear where you can make the changes:

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Stock can also be uploaded from the Upload Centre.