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.

- **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.

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.

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.

Stock can also be uploaded from the Upload Centre.