Storage Areas

Storage Areas displays a list of Storage Areas and the details relating to each area. The three dots next to the Add Storage Area button will reveal more options:

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 Stock Audit Trail – this will prompt a pop-up with a full Audit Trail which can give information regarding the transfer of stock. This can be exported to an Excel sheet:

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• Excel Export – this will export the Storage Areas list to an Excel sheet.

Selecting the *Add Storage Area* button will open a new page where you can populate information about the new storage area:

Storage Areas can be associated to a Site/Location, Asset, Resource or Stand Alone. You can assign a QR code to a storage area and set up Default Stock Notifications meaning that if the stock level drops below a certain level in that storage area that person will get an email about it.

Create Storage Area				🖘 Back 🕞 Sav
Storage Area		Site	QRCode	
Storage Code		Location Sub Location		
Associated To:	Site/Location Asset Resource Stand Alone	Choose Ste / Location		
Default Stock Line	•			
Default Stock Notifie	ations			
Reorder Level				
Email Recipients	Select User Select Resource			
	⑦ Help			

Save your information to add it to the Storage Areas list: