

INVENTORY MANAGEMENT OVERVIEW



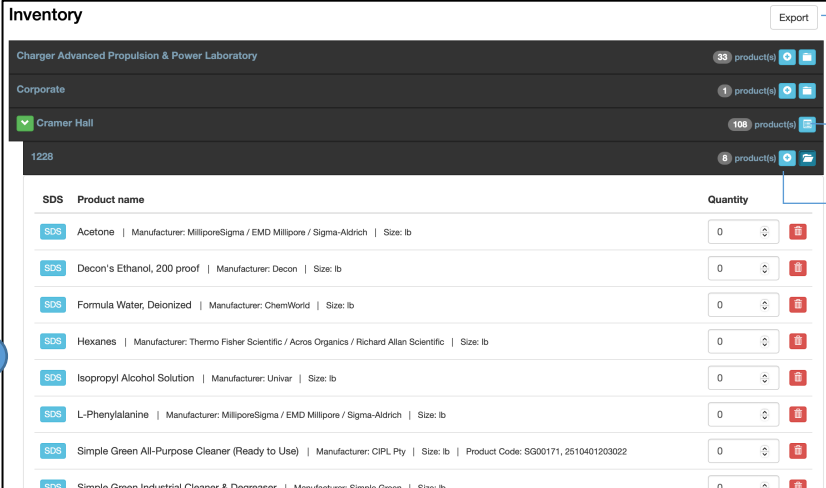
To view locations and manage products at different locations, choose Inventory from the main menu. To view products in your inventory and manage products and locations they are in, choose Products from the main menu.



When viewing an SDS you can view what locations have products that are associated with this SDS by pressing the Inventory button. To view products in your inventory associated with this SDS, press the Products button.

MANAGE VIA INVENTORY

Select location/sub-location to view products at a location and manage.

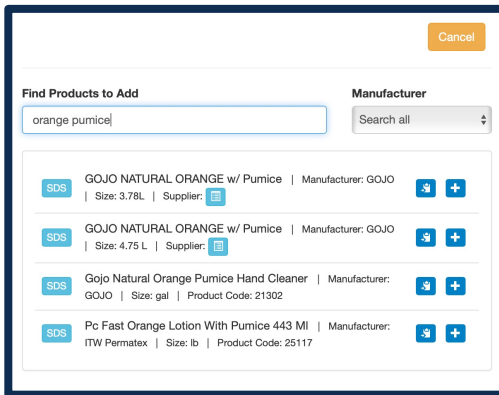


The screenshot shows the 'Inventory' management interface. At the top, there is an 'Export' button (6). Below it, a tree view shows locations: 'Charger Advanced Propulsion & Power Laboratory' (33 products), 'Corporate' (1 product), and 'Cramer Hall' (108 products, selected with a checkmark and circled 1). Under 'Cramer Hall', there is a sub-location '1228' (8 products, circled 2). A table below lists products with columns for 'SDS', 'Product name', and 'Quantity' (circled 4). The table includes items like Acetone, Decon's Ethanol, Formula Water, Hexanes, Isopropyl Alcohol Solution, L-Phenylalanine, and Simple Green All-Purpose Cleaner. A circled 5 points to the 'SDS' column. A circled 3 points to the expand/collapse icon next to the '1228' sub-location.

- 1 Click location to expand and see sub-locations or products
- 2 Show roll up of products in all sub-locations
- 3 Expand or collapse location/sub-location
- 4 Add products to a location (if your account has permission)
- 5 View SDS or change quantity / delete a product from this location (if your account has permission)
- 6 Select locations/sub-locations you wish to export. Can export to a CSV file, export SDSs PDF files, or export a printable file of all SDSs

MANAGE VIA INVENTORY











Adding a product (if your account has permission):






Cancel

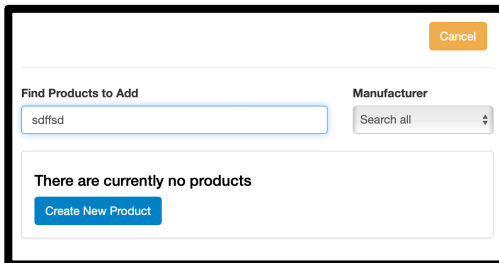
Find Products to Add Manufacturer

orange pumice | Search all

SDS	GOJO NATURAL ORANGE w/ Pumice Size: 3.78L Supplier: 	Manufacturer: GOJO	 
SDS	GOJO NATURAL ORANGE w/ Pumice Size: 4.75 L Supplier: 	Manufacturer: GOJO	 
SDS	Gojo Natural Orange Pumice Hand Cleaner Size: gal Product Code: 21302	Manufacturer: GOJO	 
SDS	Pc Fast Orange Lotion With Pumice 443 MI ITW Permaterx Size: lb Product Code: 25117	Manufacturer: ITW Permaterx	 

When you press the Add a Product button, you are able to search for the product(s) you wish to add.

-  View the SDS associated with this product
-  Add this product into inventory at the associated location
-  Create a new product and copy over this product's details. Useful if this product is similar but slightly different than what you have (a different size for example)



Cancel

Find Products to Add Manufacturer

sdffsd | Search all

There are currently no products

[Create New Product](#)

If you search for a product and nothing is found, you can use the “Create New Product” button to add a new product that doesn’t currently exist into your inventory.

MANAGE VIA PRODUCTS (if your account has permission)

Products

Product name SKU Supplier

1 Size Type Size Unit of Measure

Grade Manufacturer Container Type

SDS Required

2 Find Products to Add Manufacturer

3 Search

4 **Company Products**

SDS	Product name	SKU	Supplier	Manufacturer	Grade	Size	Container Type	
<input type="checkbox"/>	#10 Oil Ingersoll Rand Air Tool			Chemtura		gal		<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	1 Gray Magnaflux Powder			Magnaflux		lb		<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	1 Multi-Form Oil Seal			GM Performance Additives				<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

5 6 7

- 1 Add a new product that doesn't currently exist in the system. For size type use GENERAL.
- 2 Search for an existing product to add to inventory. Works like adding a product in Inventory section
- 3 Filter down product list. Tags button allows you to filter using tags. Export will export filtered product list to CSV
- 4 List of products in all of inventory (can be filtered via #3)
- 5 Create new product from this product. Quick way to create product of a different size for example
- 6 Show all locations and modify quantity of this product at any location
- 7 Delete product entirely from inventory (from all locations)