System Inventory

+ Add | **Export Inventory List ▾** | **Tools ▾** | ⮂ **View Low Stock**

Advanced Search ▸

Display:

	Prod ID	Description	On Hand	Min	Max	Pack/ Min Order	On Order	UoM	Item Cost	Defa ult Issue	Active	Create Request	Create Reorder	A	C	Link	Actions
▾			5	1	10	0	0	PT	1.0000	1	Y	Request	Not Needed				✏ ✖
	10001																

Choose File | No file chosen

Import CSV

Select Language | ▼

System Inventory

+ Add | **Export Inventory List ▾** | **Tools ▾** | **⟳ View Low Stock**

CSV

PDF

Advanced Search

Excel

Display: 1

	Prod ID		Description	On Hand	Min	Max	Pack/ Min Order Qty	On Order	UoM	Item Cost	Default Issue Qty	Active	Create Request	Create Reorder	A	C	Link	Actions
▾		▲																
	10001 ✕			5	1	10	0	0	PT	1.0000	1	Y	Request	Not Needed				✏ ✕

Choose File | No file chosen

Import CSV

Select Language | ▼

System Inventory

+ Add | **Export Inventory List ▾** | **Tools ▾** | **⟳ View Low Stock**

Download On-Demand Entry Sheet

Print Barcode Labels

Cycle Count (Beta)

Advanced Item Tracking Summary

Advanced Search ▸

Display: 1

	Prod ID	▲	Description	▲ On Hand	▲ Min	▲ Max	▲ Pack/ Min Order Qty	▲ On Order	▲ UoM	▲ Item Cost	▲ Defa ult Issue Qty	▲ Active	Create Request	Create Reorder	A	C	Link	Actions
	10001			5	1	10	0	0	PT	1.0000	1	Y	Request	Not Needed				✏ ✖

Choose File No file chosen

Import CSV

Select Language | ▼

S/N: 1507300800
Training - Company, Training - Division, Training - Location, SecuraStock Training 1
Contact: Lori Lee
Version: 8.4.0.1334

SECURA STOCK

Inventory > Export Inventory List

1	**Location**	Inventory > Export Inventory List button
2	**Export Options**	You may export the following formats. • PDF: • Excel
3	**CSV:** Raw Data	1. You may import this data format into another software for manipulation charts or reporting as needed. 2. You can also edit this file and re upload it back into the software. ○ Don not make any changes for the headers of this file or move columns around. This would cause the file to fail on upload.
4	**PDF:**	Creates a hard copy report
5	**Excel:**	Downloaded file contains excel formatting
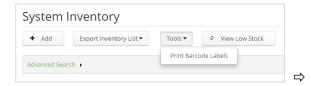
On Demand Entry Sheet – Printing sheet

1	**Login to the SSO**	Site address: https://access.securastock.com
2	**Open the storeroom**	Training PCs- Location 1504121230: SecuraStock Training 1 (Data Sync: Incomplete, Assist Enabled: Incomplete)
3	**System Inventory**	• System Inventory tab, > Tools ▾ > click on the drop down • Select Download On-Demand Entry Sheet
4	**Save and Print**	• Save the pdf file to your desktop • Print file
5	**Additional information**	The On-Demand Entry Sheet is also available as a quick print button on the following : • Configuration > Jobs • Configuration > Machines

		Visit the online manual for further information.
		• Login to: www.support@securastock.com
		  ○ Locate your choice of manual under
		  Manuals, Instructions and Documents
		  ○ View online or download a copy.

Inventory - Tools - **Print Barcode Labels**

User Role Access: **Add/Edit:** User | PowerUser | Manager | Admin   **View:** All User Roles may view

⇨

If Customer P/N field is empty, field will not display ⇧

- **System Inventory Fields included on Barcode Labels:** Prod ID, Description, Min, Max, UOM, Customer P/N

Overview:

SecuraStock allows you to print your own barcode labels for the items in your Inventory Table and print barcode sheets for Jos and Machines as well. Barcodes cannot be generated for inactive records.

Getting Started

Location: Inventory > System Inventory Table:

1. Click the "Print Barcode Label" button

    Generate Barcode Labels

2. Select Items to print using the checkboxes.
    a. To **SELECT ALL**, click the topmost checkbox
3. Select the size of label you wish to create.
    a. **1" x 2 5/8"**   or   **2" x 4"**

    Jobs and Machines barcodes do not require a label choice.

4. To generate a PDF, click on the **Generate Barcodes Button**"
5. Select the SaveAs location for the PDF.
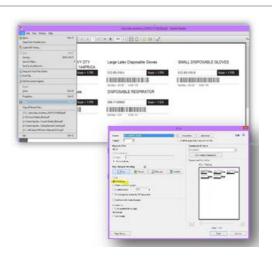   a. It is best to open the file from that location.

    It is acceptable to print on card stock or heavy paper and cut the labels out to eliminate glue build up on the label holders.
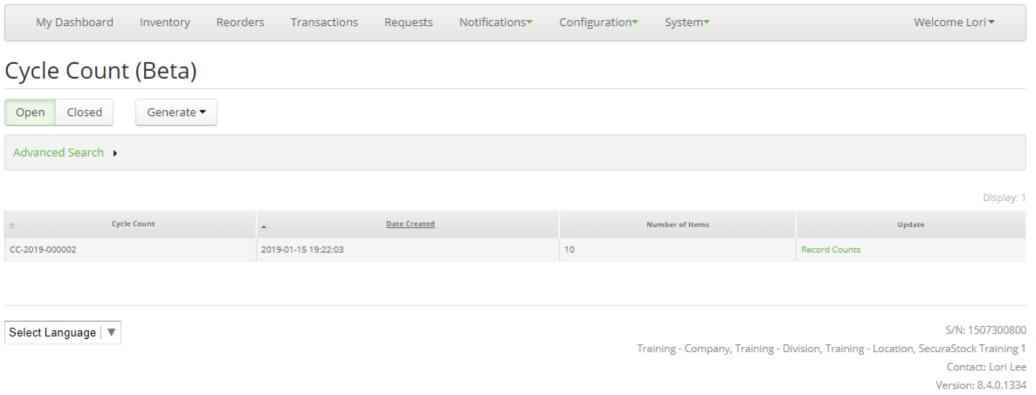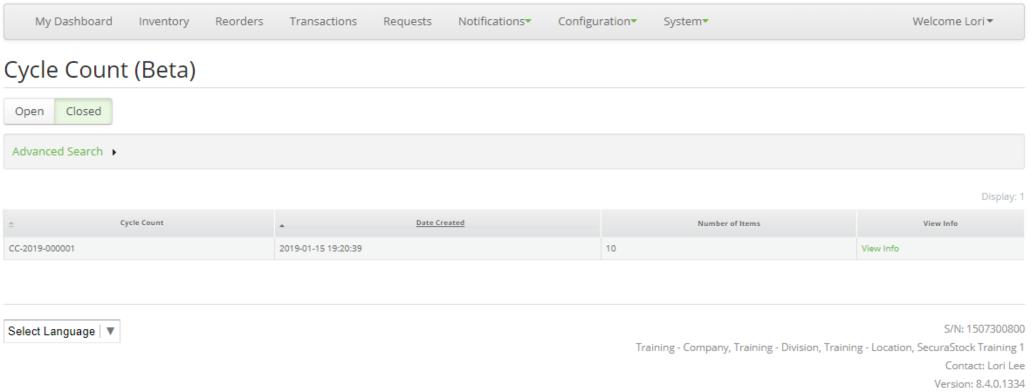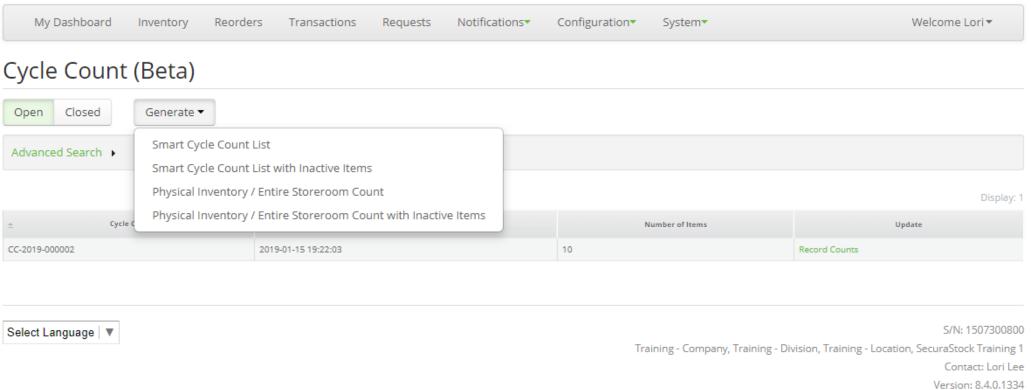
Printing the Sheets

1. Open the PDF into Adobe Reader.
2. Make sure that the pdf print setting is **"Actual Size".** If a different mode is selected, the print will not align properly with the labels.
3. Choose File > Print -- to print the PDF.
4. Print a single page to ensure that the labels are properly aligned.
5. After all the settings are correct, print the rest of the labels.

Inventory_Tools_Print_Barcode_Labels.docx

Cycle Count (Beta)

Open | Closed   Generate ▼

Advanced Search ▶

Display: 1

▲ Cycle Count	▲ Date Created	Number of Items	Update
CC-2019-000002	2019-01-15 19:22:03	10	Record Counts

Select Language | ▼

Cycle Count (Beta)

Open | **Closed**

Advanced Search ▶

Display: 1

⇕	Cycle Count	▲	Date Created	Number of Items	View Info
CC-2019-000001			2019-01-15 19:20:39	10	View Info

Cycle Count (Beta)

Open	Closed		Generate ▾

Advanced Search ▸

Smart Cycle Count List

Smart Cycle Count List with Inactive Items

Physical Inventory / Entire Storeroom Count

Physical Inventory / Entire Storeroom Count with Inactive Items

Display: 1

⌃	Cycle C		Number of Items	Update
CC-2019-000002		2019-01-15 19:22:03	10	Record Counts

Select Language | ▼

Update Cycle Count CC-2019-000007

Smart Cycle Count

↩ Back   ✖ Mark Cycle Count Closed   Export Cycle Count ▾

Display: 117

Location	Prod ID	Description	On Hand	Default Issue Qty	UoM	Cycle Count Qty.
	PCP30224	Bin, Size C, 10-7/8" x 4-1/8" x 4", BlueS, ClearT, GreenT, RedS, YellowS,	0	1	EA	1
	PCP30239	Bin, Size N, 10-3/4 x 8-1/4 x 7, BlueS, ClearT, GreenT, RedS, YellowS,	0	1	EA	1
	PCPMCHEM	Manual, Installation & Usage	0	1	EA	1
	PCPMWave	Printed, WAVE, Installation & Usage Manual	0	1	EA	1
	PCPRECEIVINGCARDGRNSTOCK	Shipping Packing list card	0	1	EA	1
	PCPToolKitContentsv8	STOCK Machine toolkit	0	1	EA	1
1st Shelf	19RJBYB	CNMG432EGE-AC820P GRADE SUMITOMO COATED CARBIDE INSERT	36	1	EA	Enter count
1st Shelf	9FR-06864321	CNMG322-TM T9125 GRADE TUNGALOY INSERT	5	1	EA	Enter count
1st Shelf	9FR-1163086	TPGM2151 KC850 CARBIDE INSERT KENNAMETAL	12	1	EA	Enter count