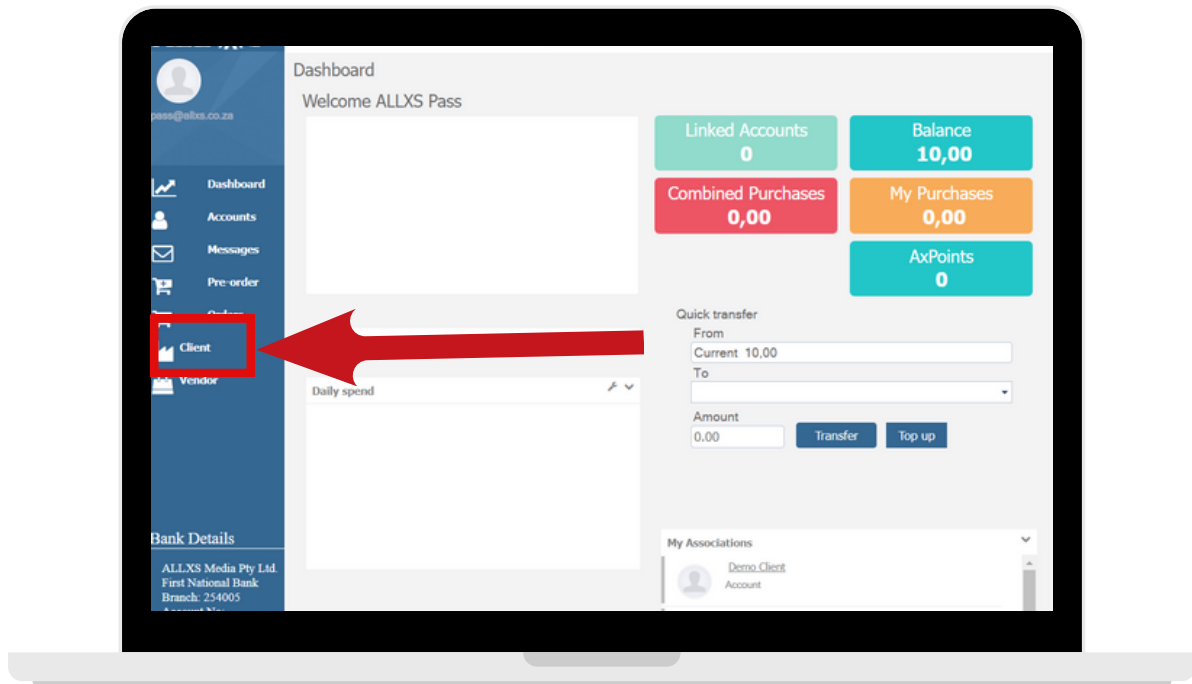
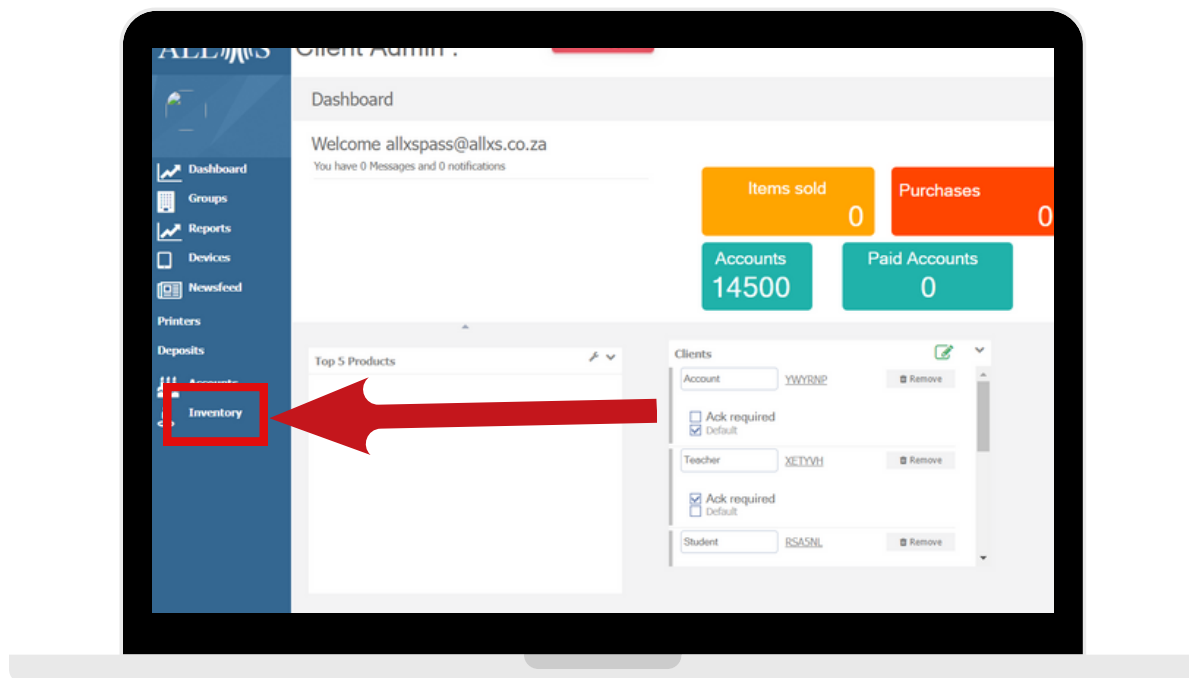


This function is when you want to adjust stock if an item has expired or lost. It is not for generating purchase orders for new stock you want to order.

Open a browser and go to trios.allxs.co.za. Then log in with your owner account credentials.

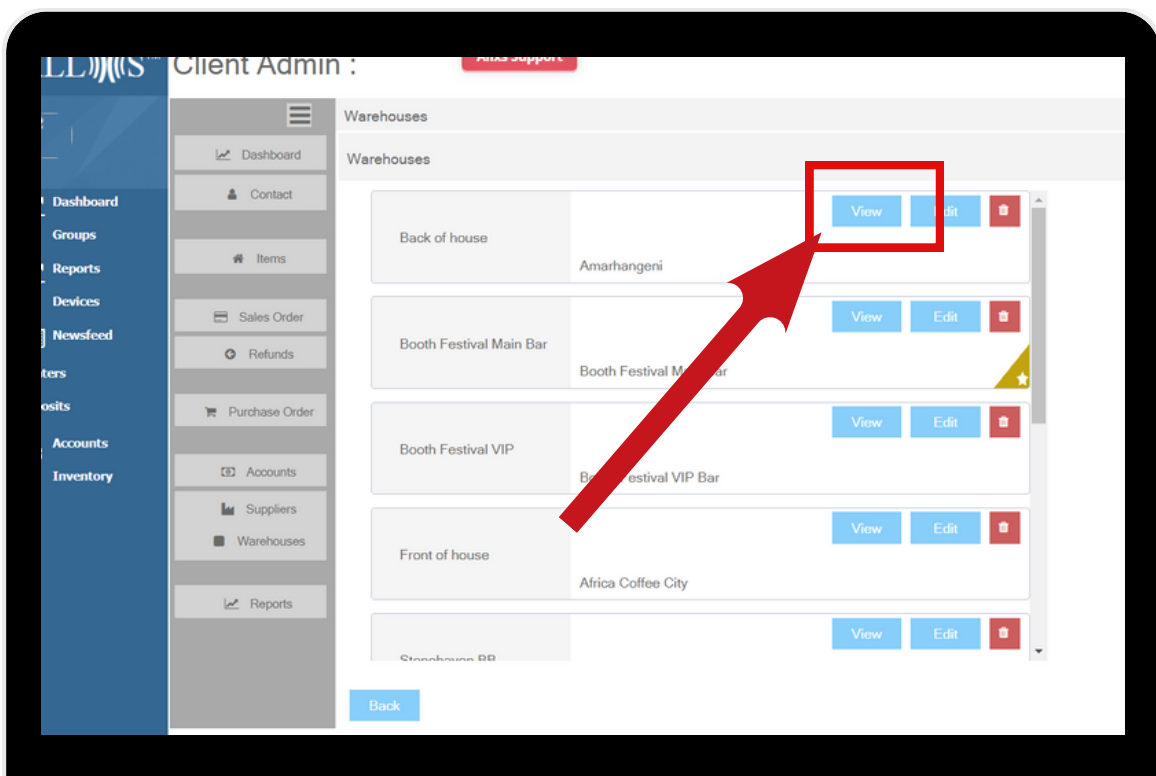
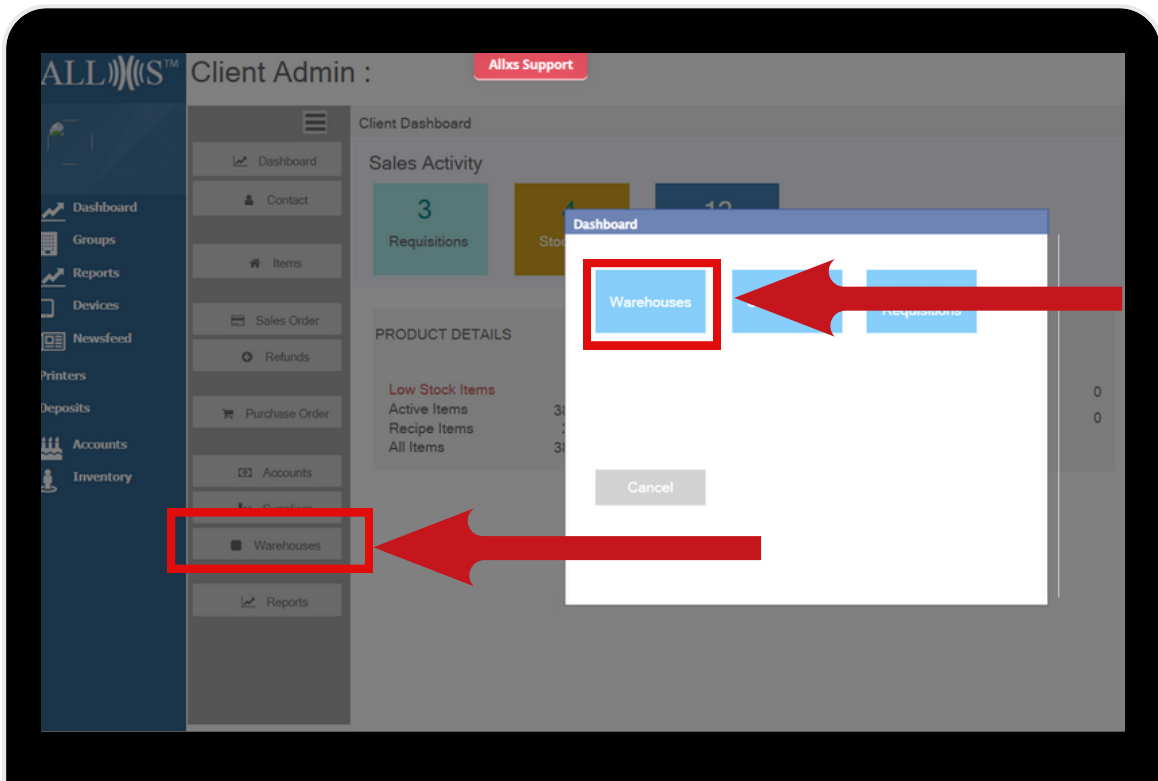


Click on CLIENT on the menu on the left-hand side of the screen.



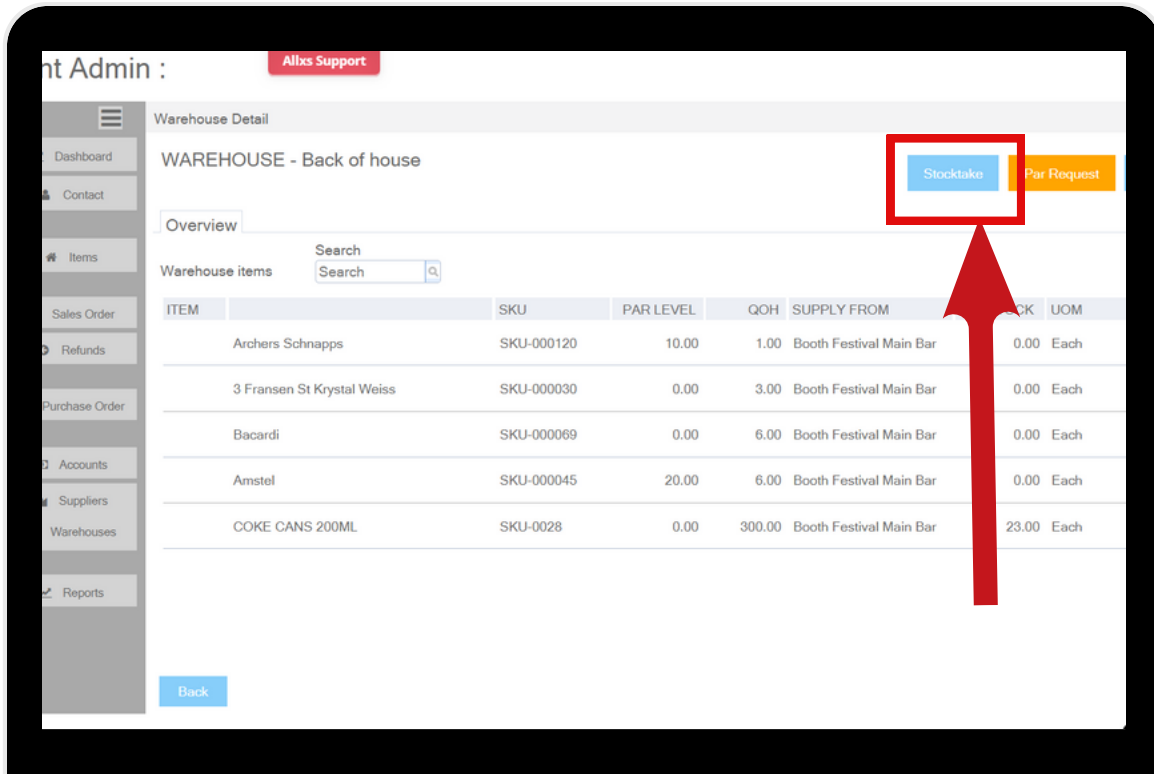
Click on INVENTORY in the drop-down box.

Click on WAREHOUSE in the inner grey menu. Then click on WAREHOUSE in the popup box.



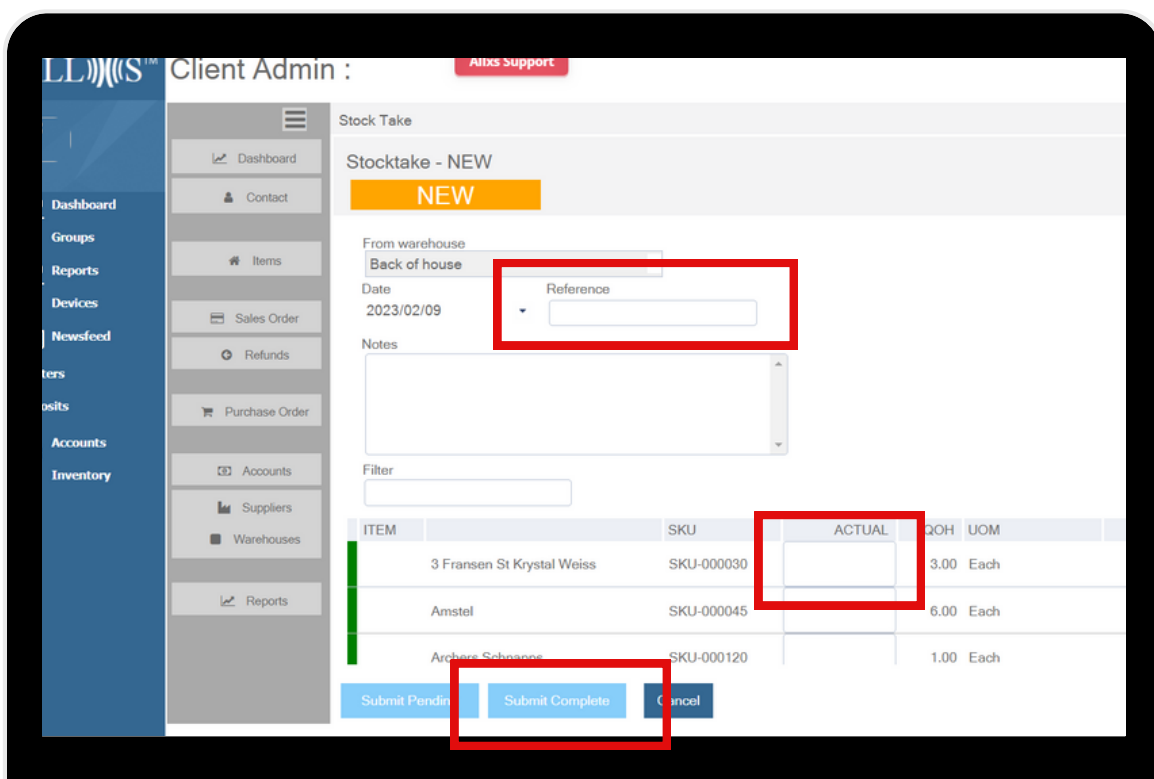
Click VIEW on the warehouse you would like to update.

Click on STOCK TAKE on the top right-hand corner of the screen.

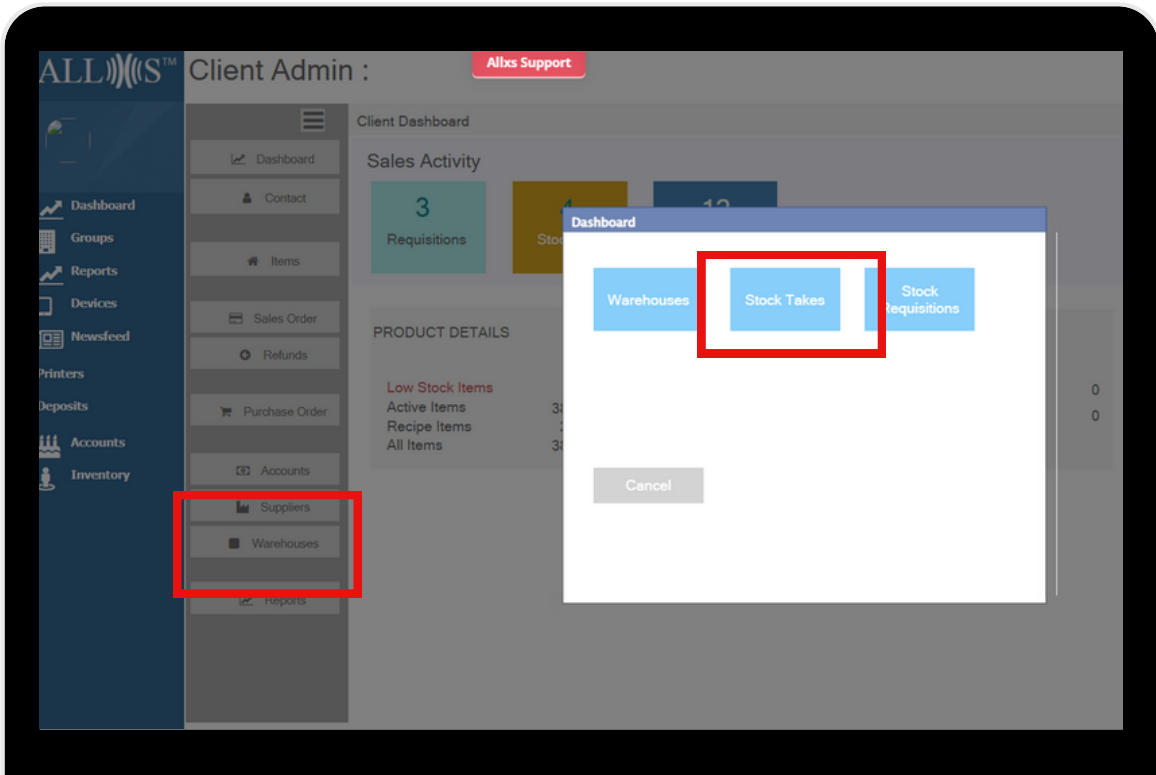


Enter a reference of your own choice. Enter the actual amount of stock on hand.

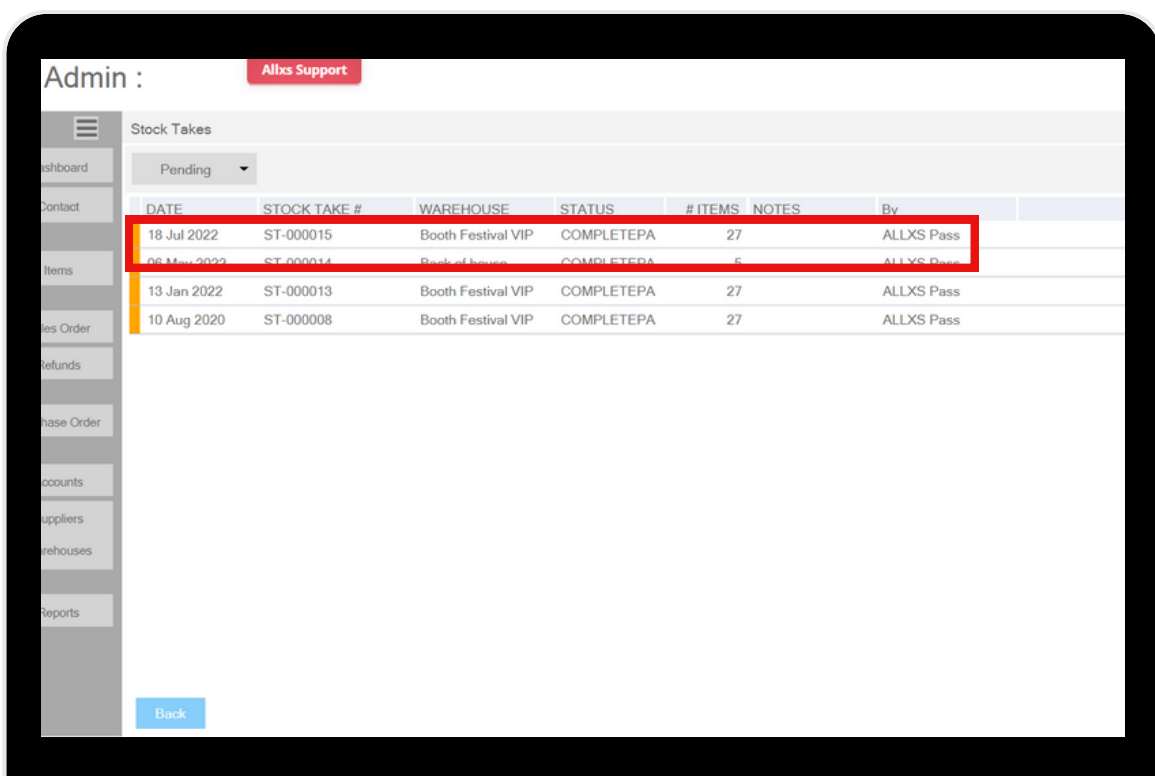
Click COMPLETE. Click PENDING if you want to continue later.



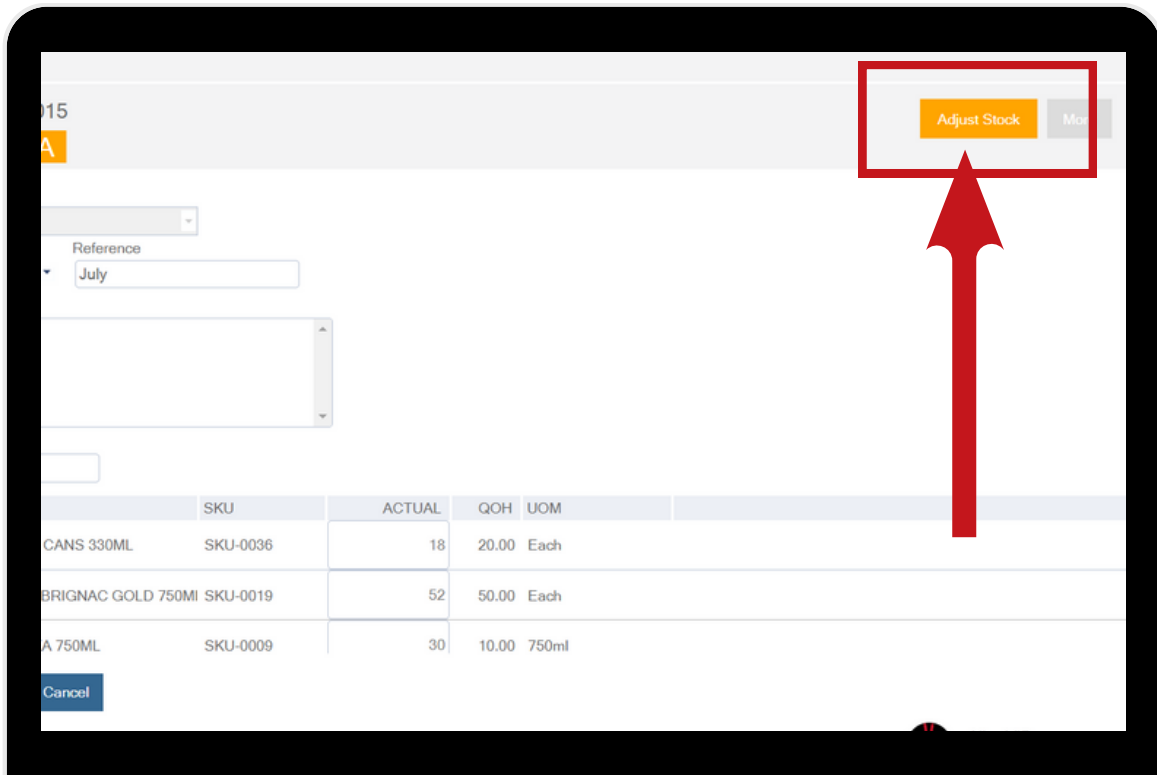
Click on WAREHOUSE again.
Then click on STOCK TAKE in the pop-up box.



Click on the stock you have updated.



Click on ADJUST STOCK button on the top right-hand corner.



Enter a reference number.
Click SAVE.

