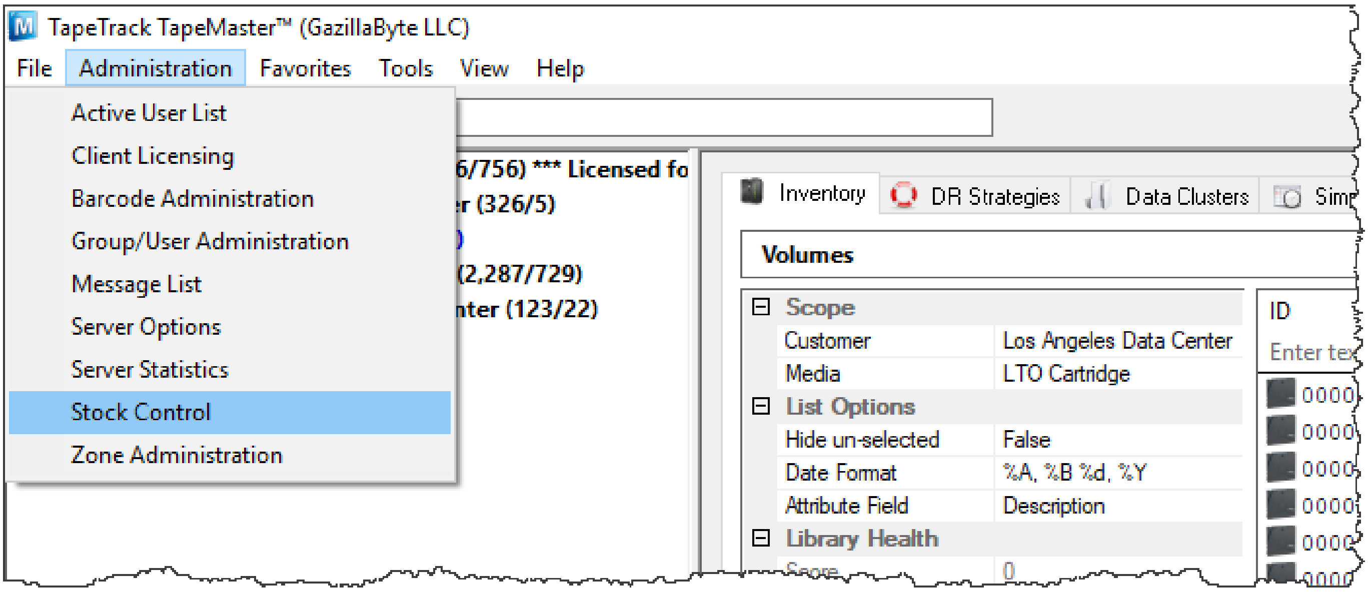
Stock Control

Overview

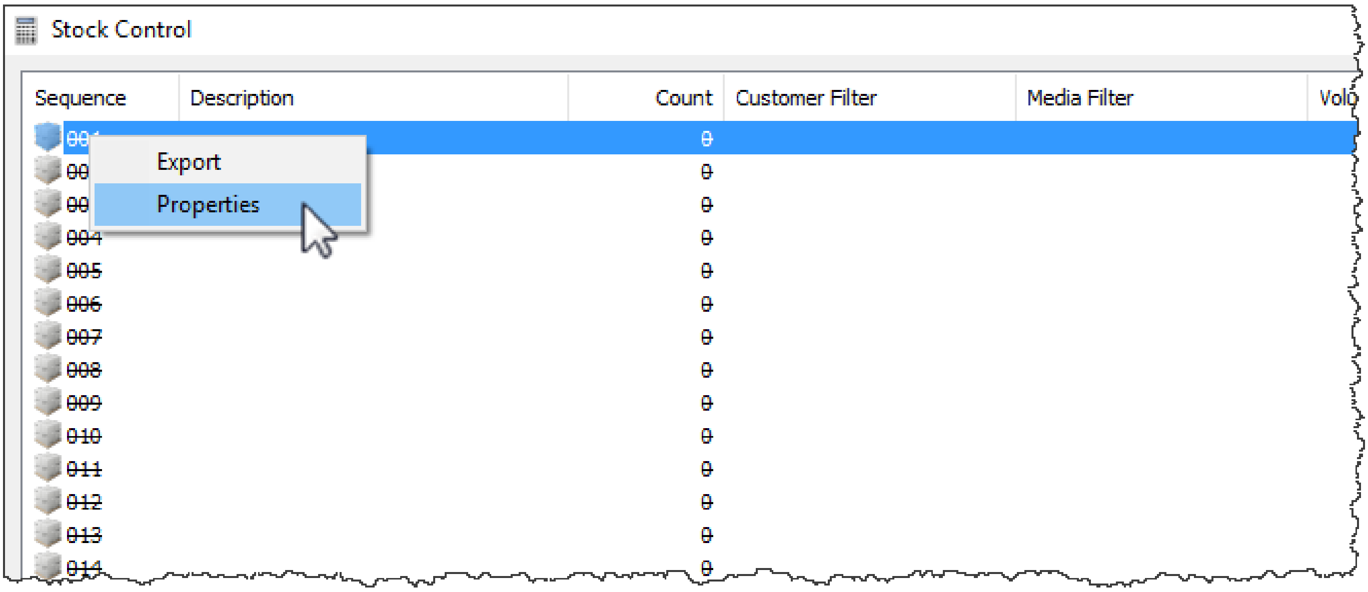
Stock control enables you to enter volumes into TapeTrack without barcodes, to manage current stock levels and track history of new stock usage.

Adding Stock Assignment Rules

From the menu click `Administration` → `Stock Control`



Right click and select `properties`, or double click, on the first available stock control ID.

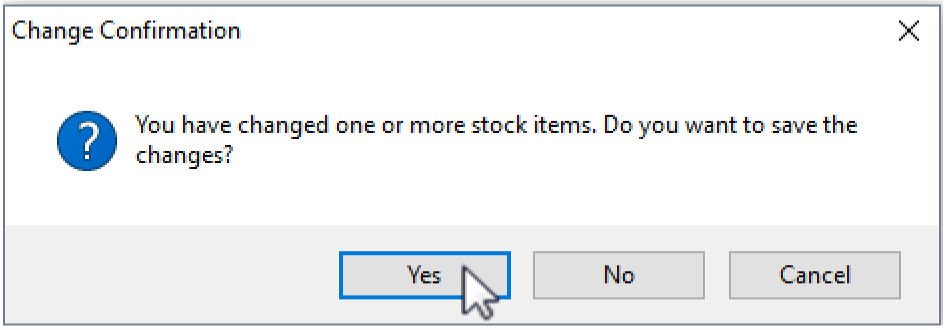


In the Stock Properties window:

- Description
    - Insert a descriptive name for the stock control rule, e.g. for all US customers and LTO4

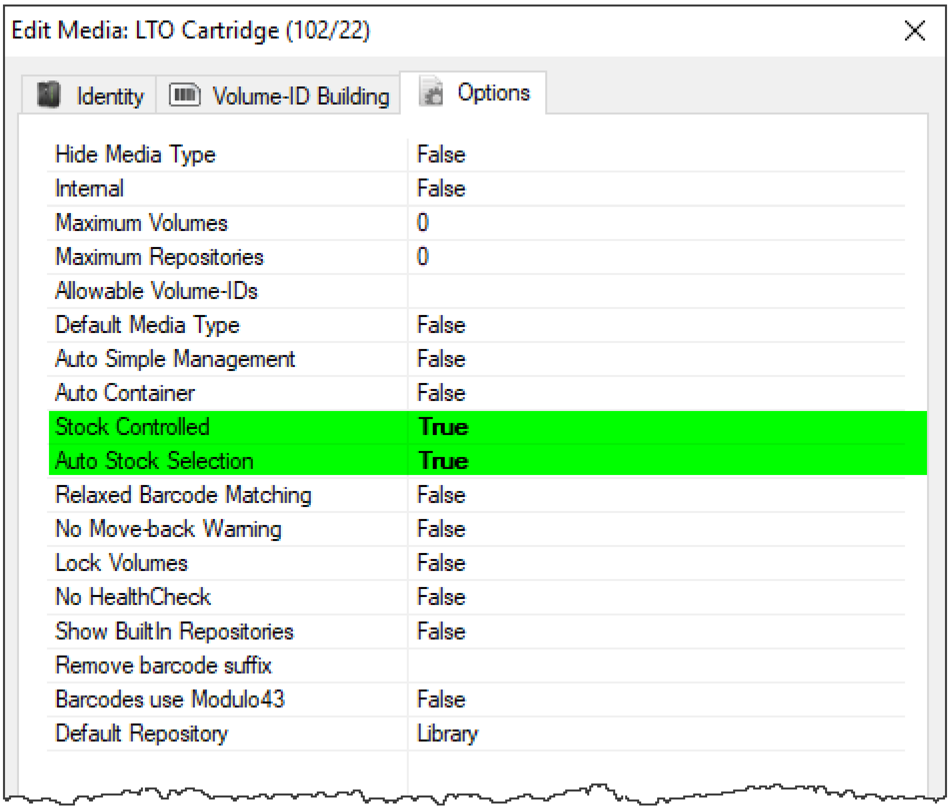
volumes **US LTO 4**
- Filters
    - Add filter to select Customer ID/s that will use this rule. e.g. For all US customers **US***
    - Add Media type this rule applies to. e.g. **LTO**
    - Add volume filter to enforce correct volume ID association. e.g. For a 8 character ID ending in L4 **??????L4**
- Totals
    - Insert minimum stock number before you are alerted of low stock levels (alert is a future enhancement).
    - Current total of volumes in stock (display only).
- Options
    - Change Enabled to true to make rule active.

Click OK once all data is correct and complete. Close the stock control window and click save to commit the new rule/s to the TapeTrack Database.



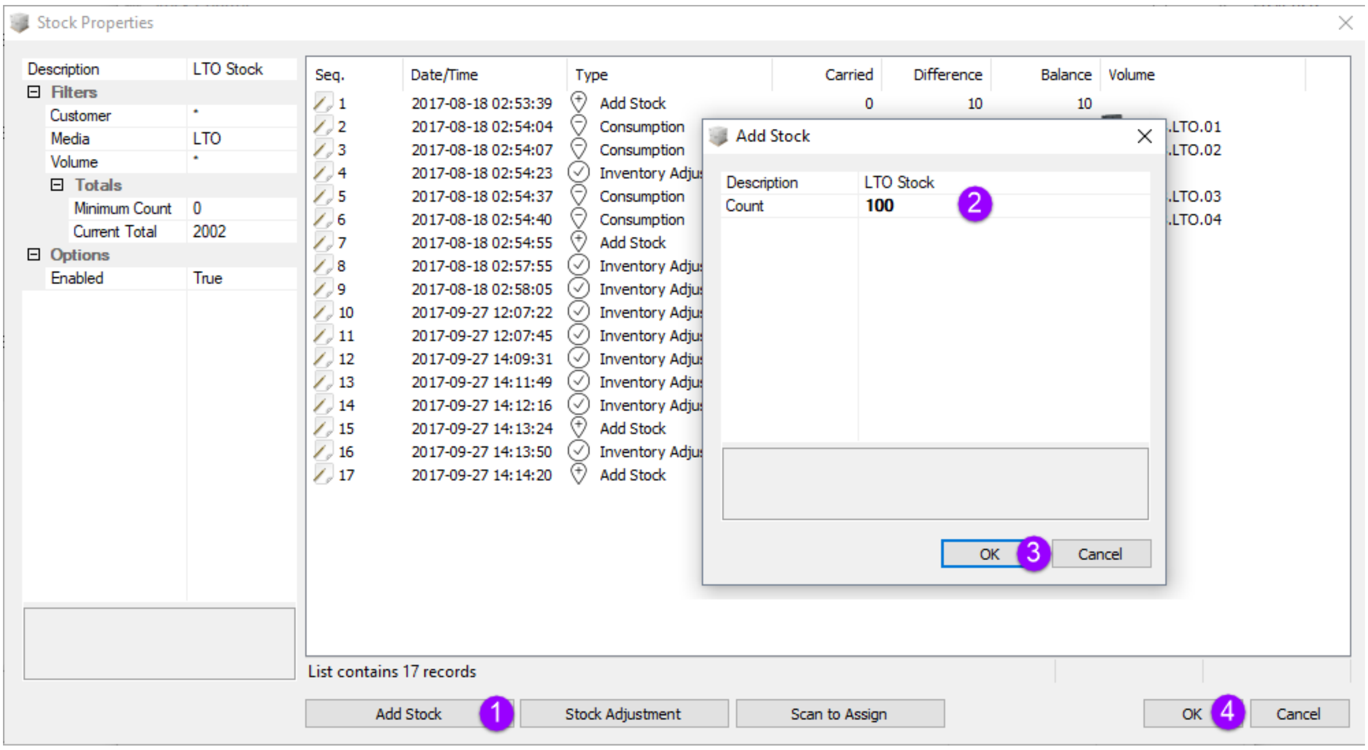
Customer Media Settings

In the TapeMaster Customer Tree, right click the media type on the Customer you want to apply stock control to and select `properties`.
Change `Stock Control` to **true**.
If `Auto stock selection` is set to **false**, all new volumes must be added through the Stock Control window. If set to **true** volumes may be added directly from the inventory window in TapeMaster.



Adding Stock

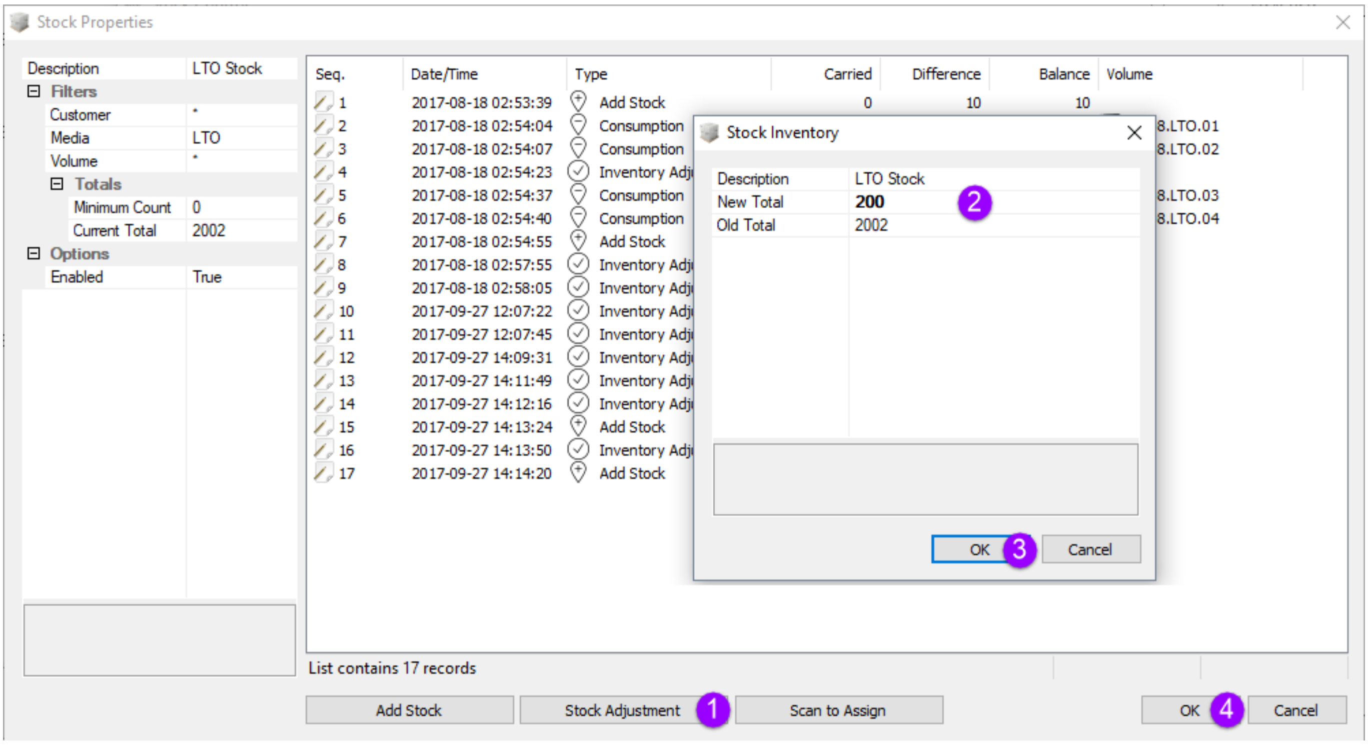
Open the stock control window and double click on the rule you want to add stock to.
Click the `Add Stock` button (1) and add the new stock amount in the `Count` field (2).
Click `OK` (3) to update the stock level.



Click OK (4) to close **Stock Properties** window.

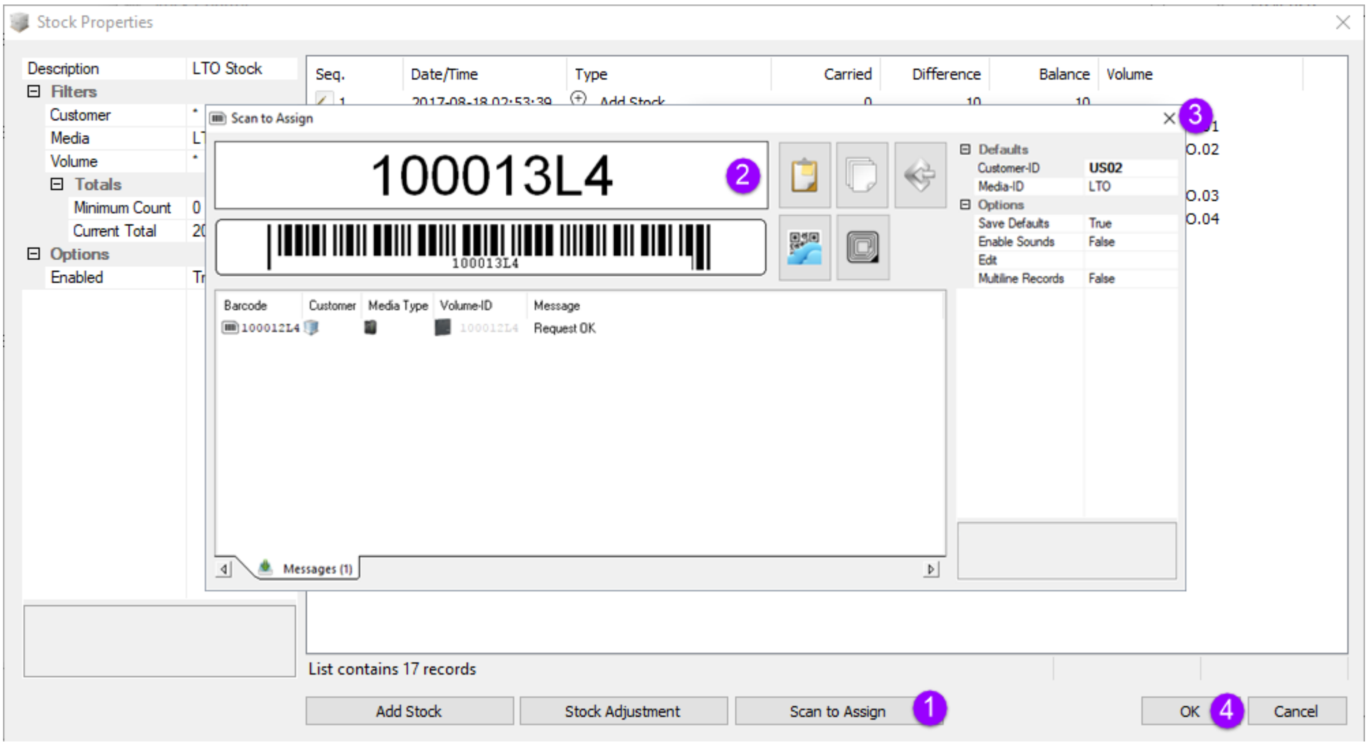
Stock Level Adjustment

To adjust the stock level numbers, if they are not correct for any reason, from the stock control window open the rule you want to adjust the volume level on. Click on the `Stock Adjustment` button and enter the correct number in the `New Total` field and click `OK`.



Scan To Assign Volumes

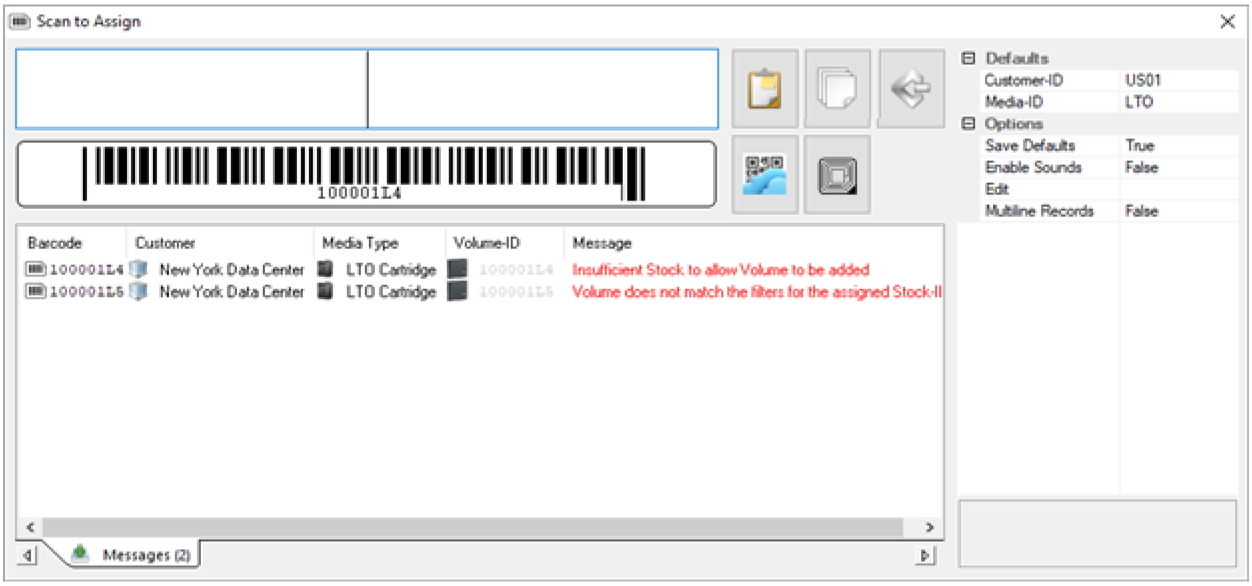
To add new volumes, from the stock control window, open the rule you want to assign the new Volume-ID's to. Click on the `Scan To Assign` button to open the scan in window. Scan the new volume barcode/s as required.



Barcodes that match the Volume ID filter will be added to the default repository for that customer's media type.

If the scanned barcode is outside the parameters of the volume ID filter, you will receive the message **Volume does not match the filters for the assigned Stock-ID** and the volume will not be added.

Any attempts to add volumes without current stock will give an error message of **Insufficient Stock to allow Volume to be added**.



Scan To Assign Volumes From TapeMaster Inventory Window

Volumes can be added directly from the customer inventory window in TapeMaster if the media options are set to allow this.

Right click in the Inventory window and select `Special Operations` - `Scan` - `Scan To Add`

`Volumes` to open the scan in window and scan in new volume ID's to default repository.

To add volumes to the desired repository (other than default), right click the target repository and select `Scan - To Add` to open the scan in window. Scan the new volume/s and close scan window when complete.