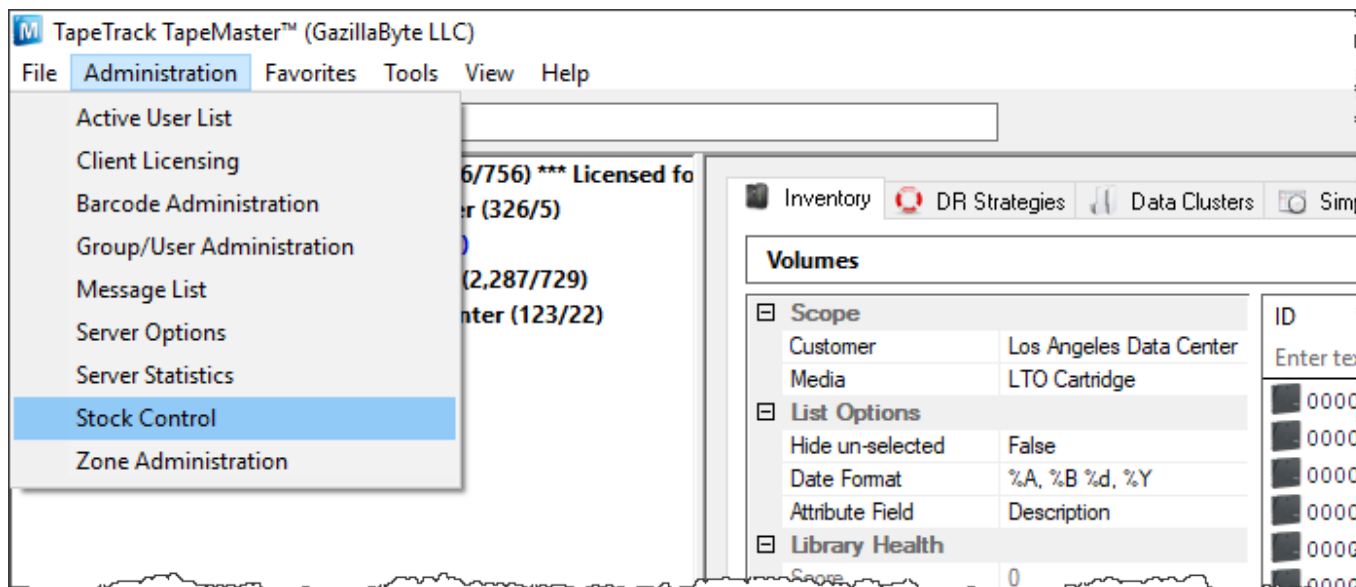


Stock Control

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**
 - Customer: Add filter to select **Customer-IDs** that will use this rule. e.g. For all US **Customers US***
 - Media: Add **Media Type** this rule applies to. e.g. **LTO**
 - Volume: Add **Volume Filters** to enforce correct **Volume-ID** association. e.g. For a 8 character ID ending in L4 use **?????L4**.
- **Totals**
 - Minimum Count: Insert minimum Stock Number before you are alerted of low stock levels (alert is a future enhancement).
 - Current Total: Current total of **Volumes** in Stock (display only).
- **Options**
 - Enabled: Set Enabled to True to make Rule active.

Click OK once all data is correct and complete.

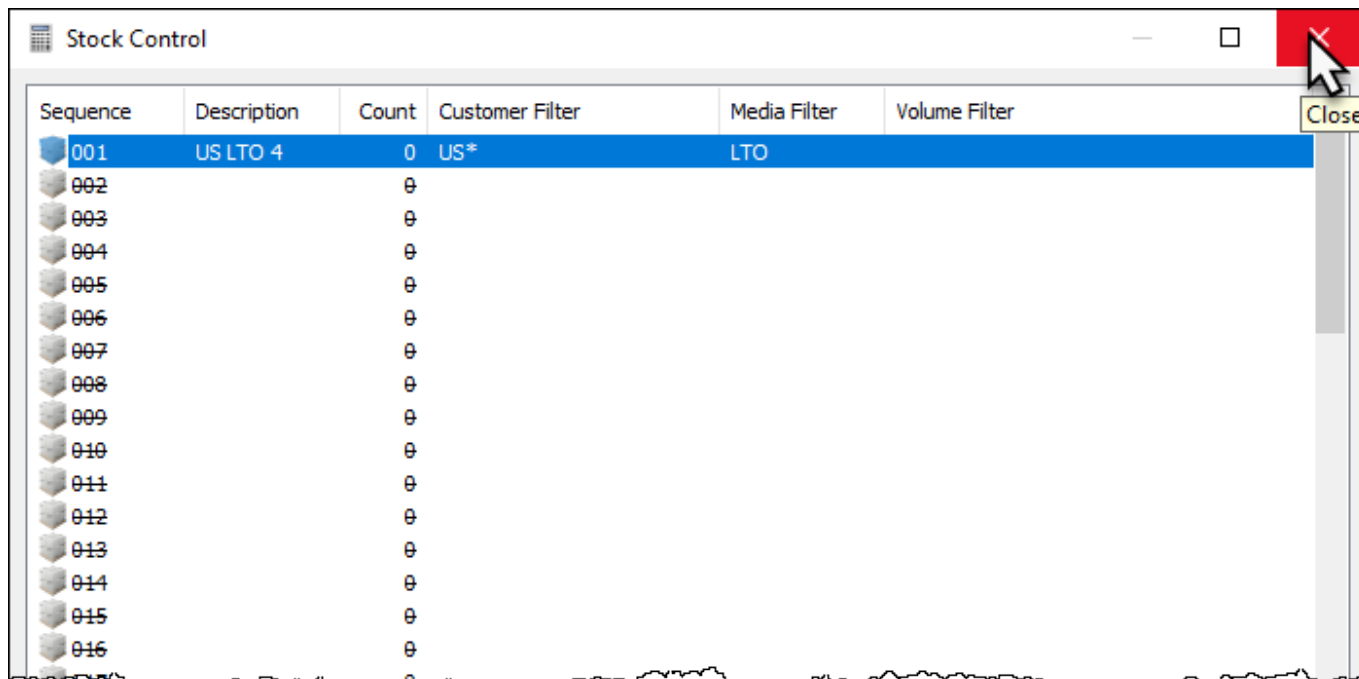
Stock Properties

Description	US LTO 4
Filters	
Customer	US*
Media	LTO
Volume	
Totals	
Minimum Count	20
Current Total	0
Options	
Enabled	True

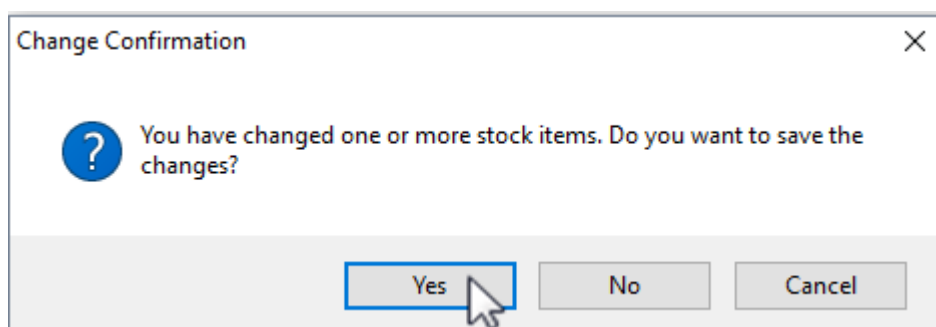
Seq.	Date/Time	Type

There are

Close the Stock Control window and click Save to commit the new Rule/s to the TapeTrack Database.



Click Yes to the popup window to commit the data.

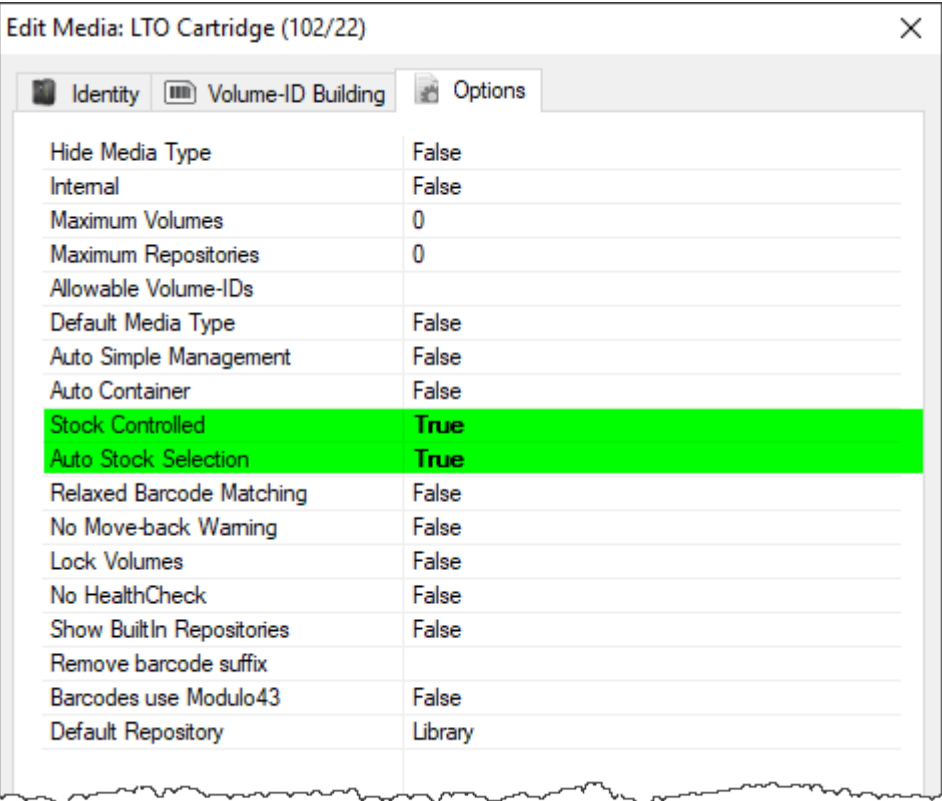


Customer Media Settings

In the [TapeMaster Customer Tree](#), right-click the [Media Type](#) on the [Customer](#) you want to apply Stock Control to and select Properties.

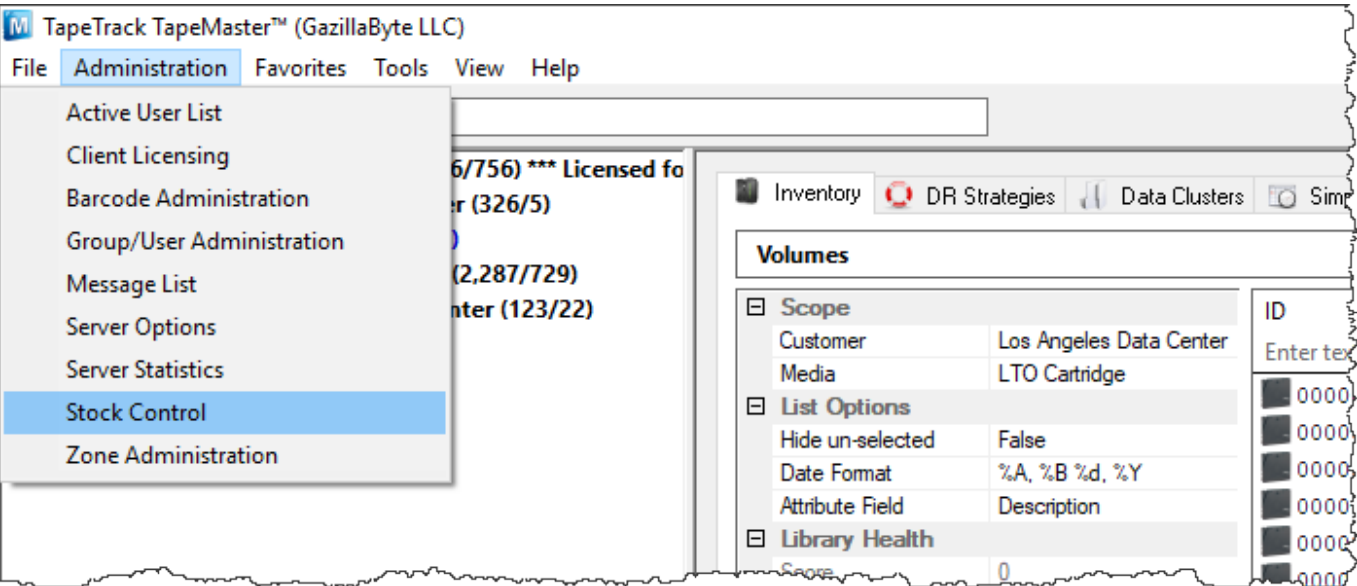
Change Stock Controlled to True.

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

From the menu click Administration → Stock Control



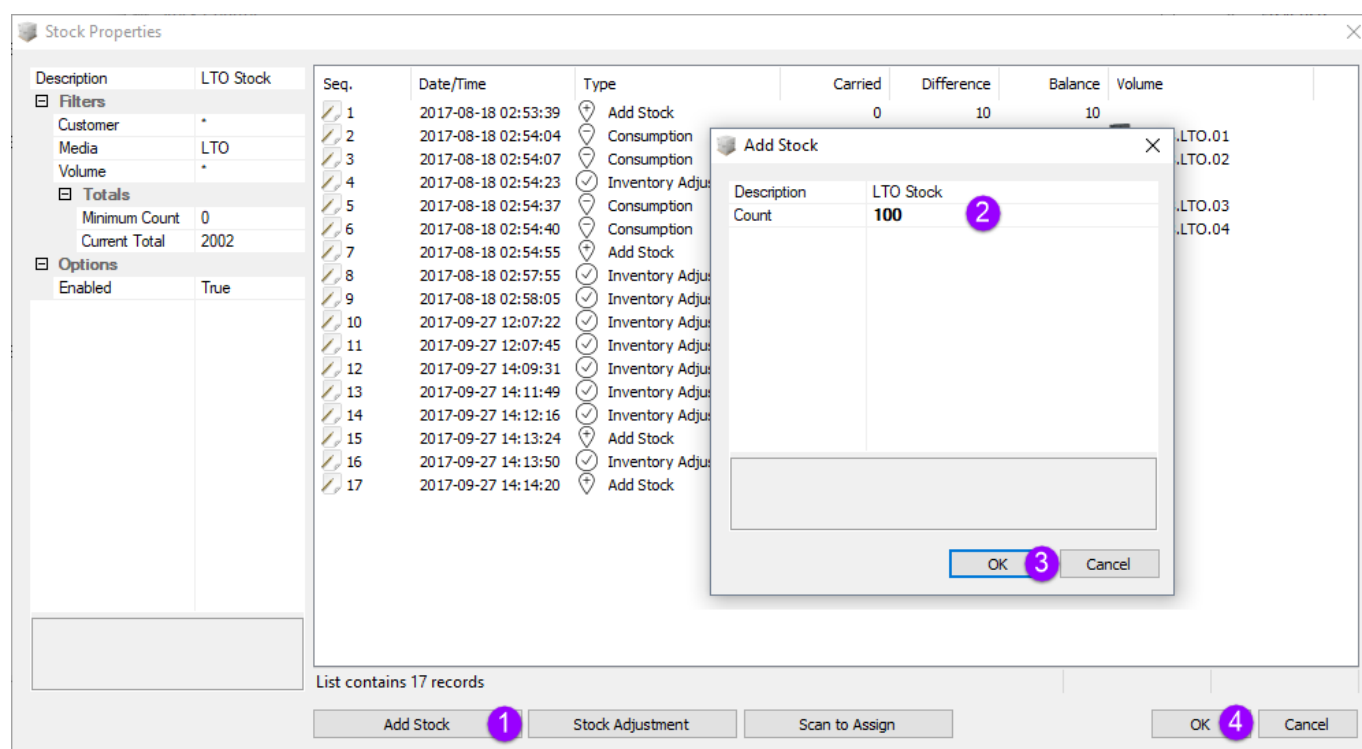
Right-click and select Properties, or double-click, on the first available Stock Control-ID.



Click the Add Stock button (1) and add the new Stock amount in the Count field (2).

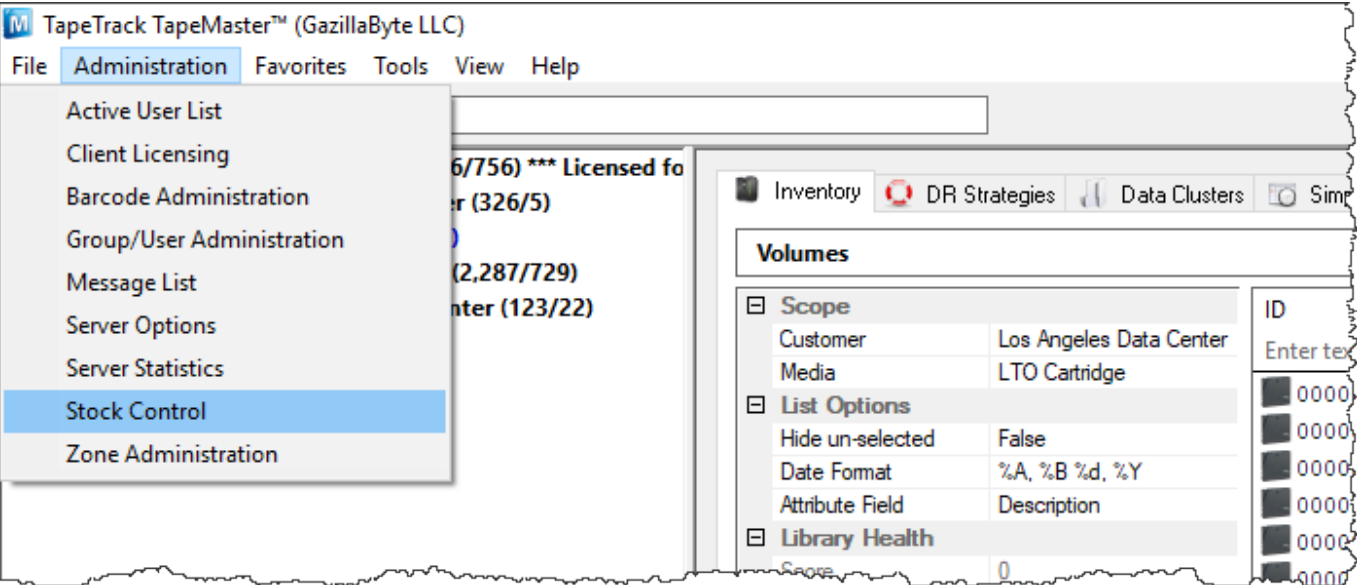
Click OK (3) to update the Stock Level.

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

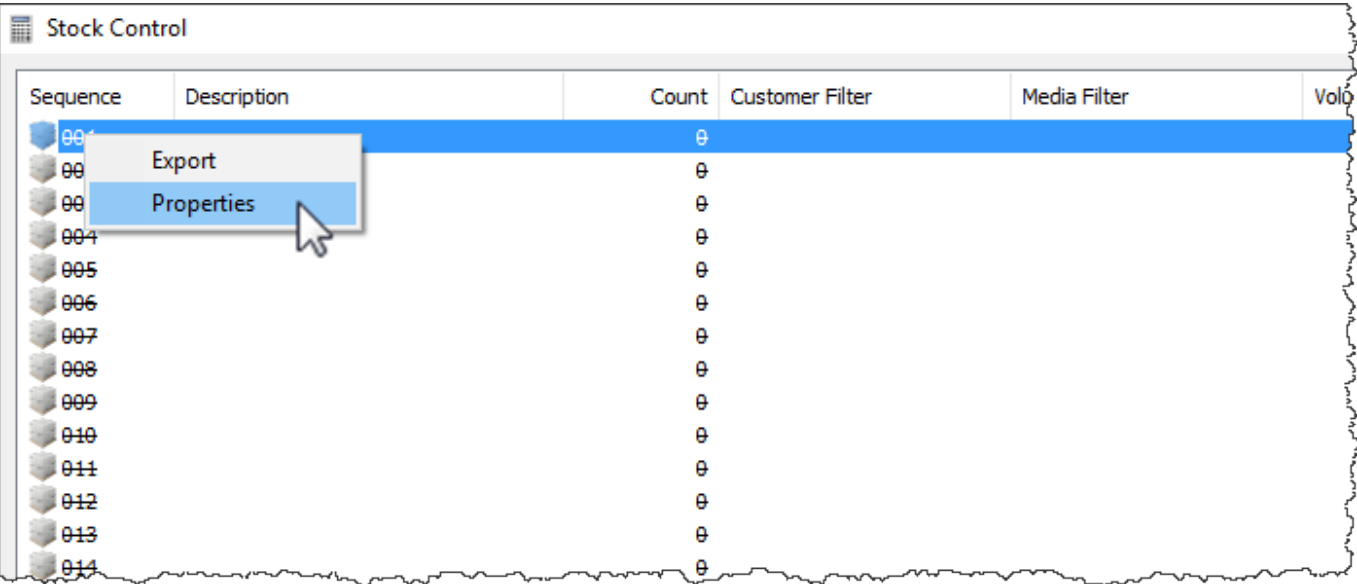


Stock Level Adjustment

From the [TapeMaster Main Menu](#) click Administration → Stock Control

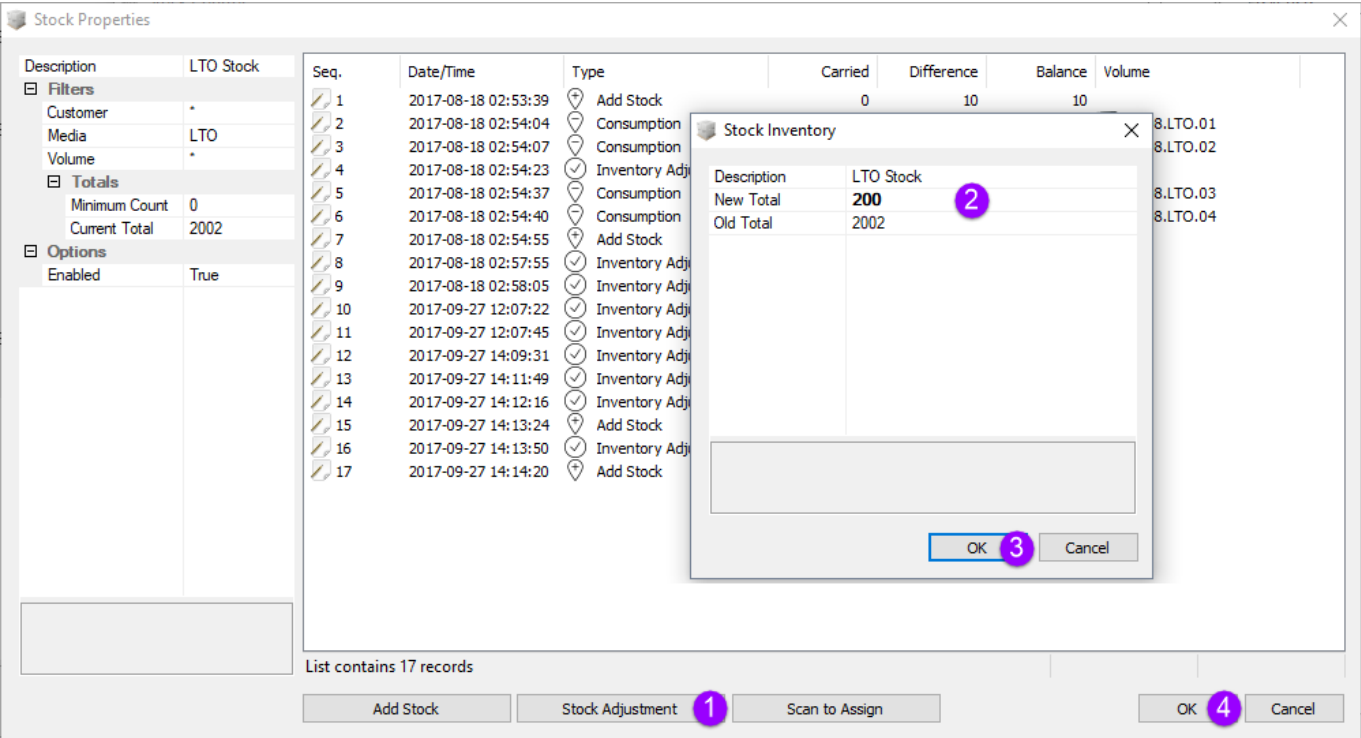


Right-click and select Properties, or double-click, on the first available Stock Control-ID.



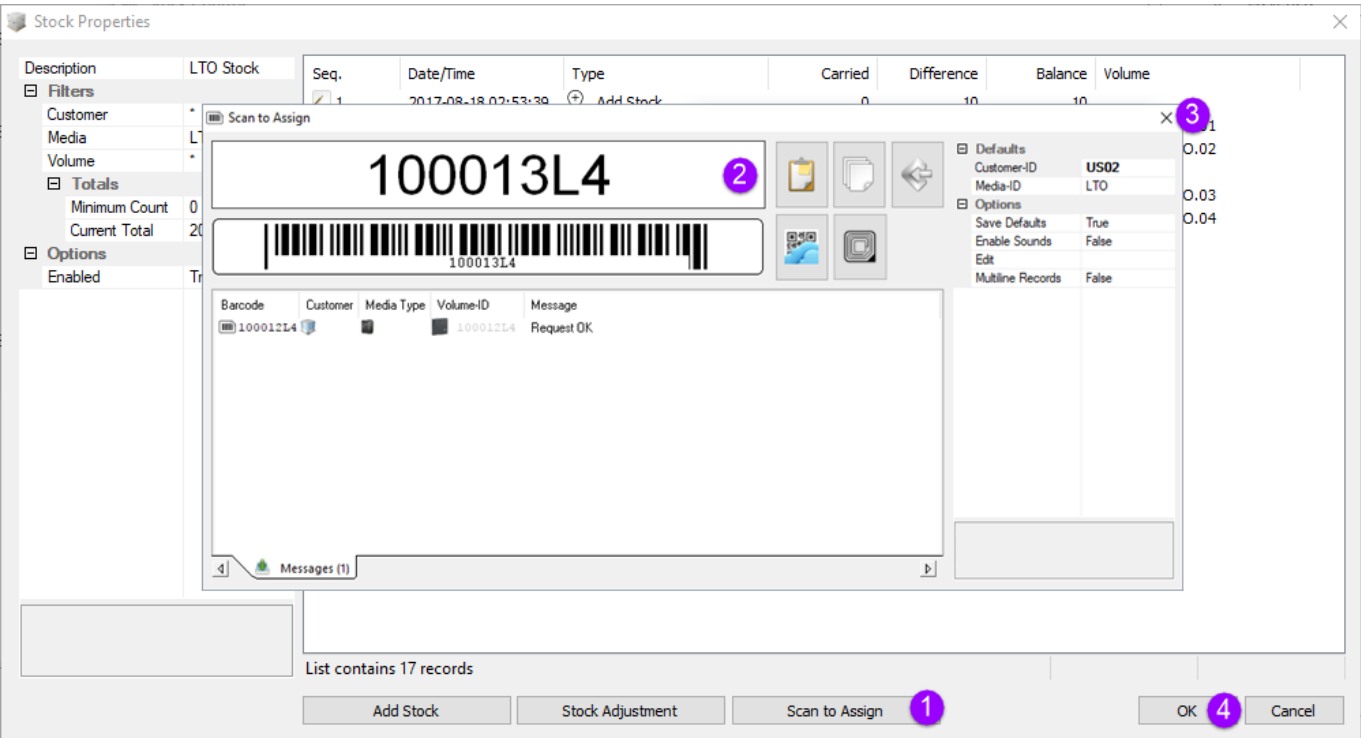
Click on the Stock Adjustment button and enter the correct number in the New Total field and click OK.

Click OK (4) to close Stock Properties window.



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 Barcodes](#) as required.

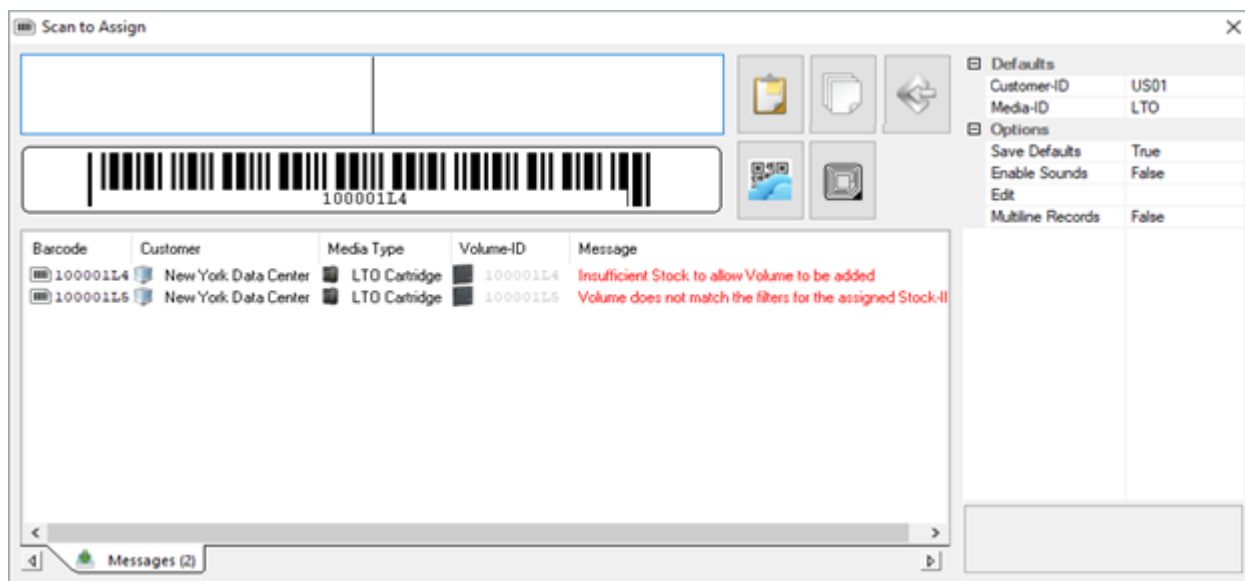


[Barcodes](#) that match the [Volume-ID](#) filter will be added to the Default [Repository](#) for that [Customer's](#) [media type](#).

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** and the **Volume** will not 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-IDs** to the 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 **Volumes** and close the Scan window when complete.

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