



Manage a Stock Number List

Overview

The Warehouse Management module Manage Stock Number Lists process provides the ability to create, update, and delete lists that are used for custom reporting. Stock Number Lists are managed and shared at different Enterprise Levels such as Logistics Program, Region, Site and Warehouse.

Sharing a Stock Number List allows other personnel access to the list within levels (Logistics Program, Region, Site, and Warehouse) of the Logistics Program.

Navigation

My ELMS > Manage Lists > STOCK NBR Lists

Procedures

View the Stock Number List

Select the STOCK NBR List menu item. *The STOCK NBR List grid appears.*

Stock Nbr List		+ Add	⚙ Grid Options ▾		
		List Nm	Is Shared?	Share Lvl	Owning User Nm
 Edit	 Delete	123	Yes	Region	GROCEBP
 View		RS23	Yes	Logistics Program	MCCAULEYJC


 50 items per page
 1 - 2 of 2 items





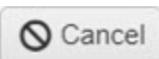
Add a Stock Number List

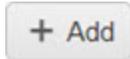
Navigation

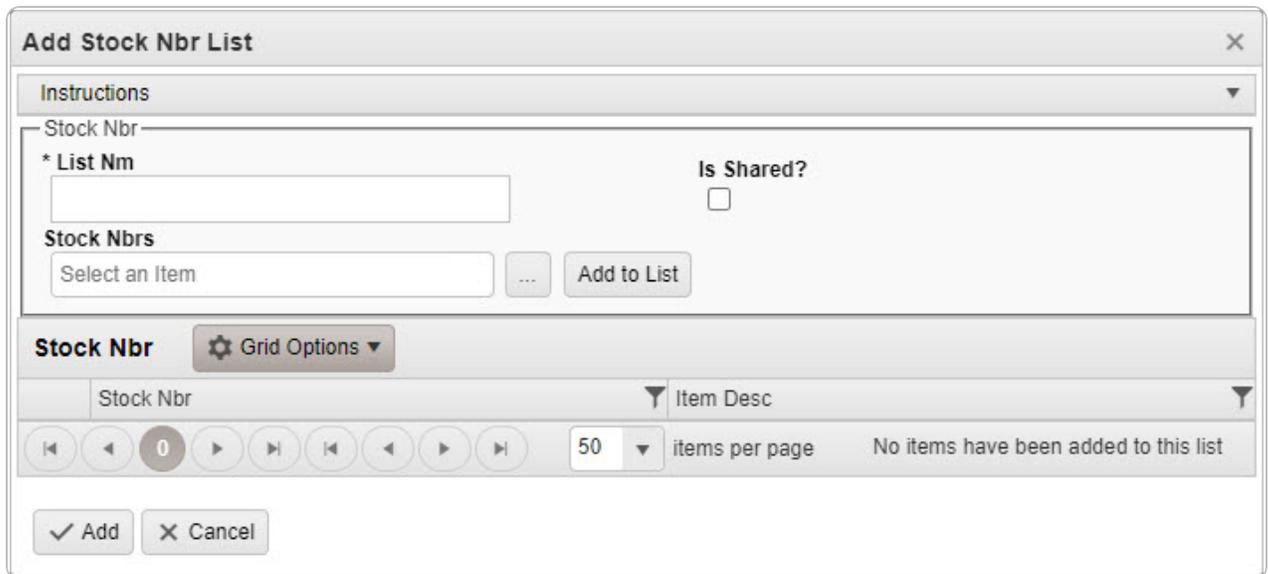
My ELMS > Manage Lists > STOCK NBR Lists >  > Add STOCK NBR List pop-up window

Procedures

Add a Stock Number List

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to create a STOCK NBR List. The **Add Stock NBR List** pop-up window appears.



The screenshot shows a pop-up window titled "Add Stock Nbr List". It contains the following elements:

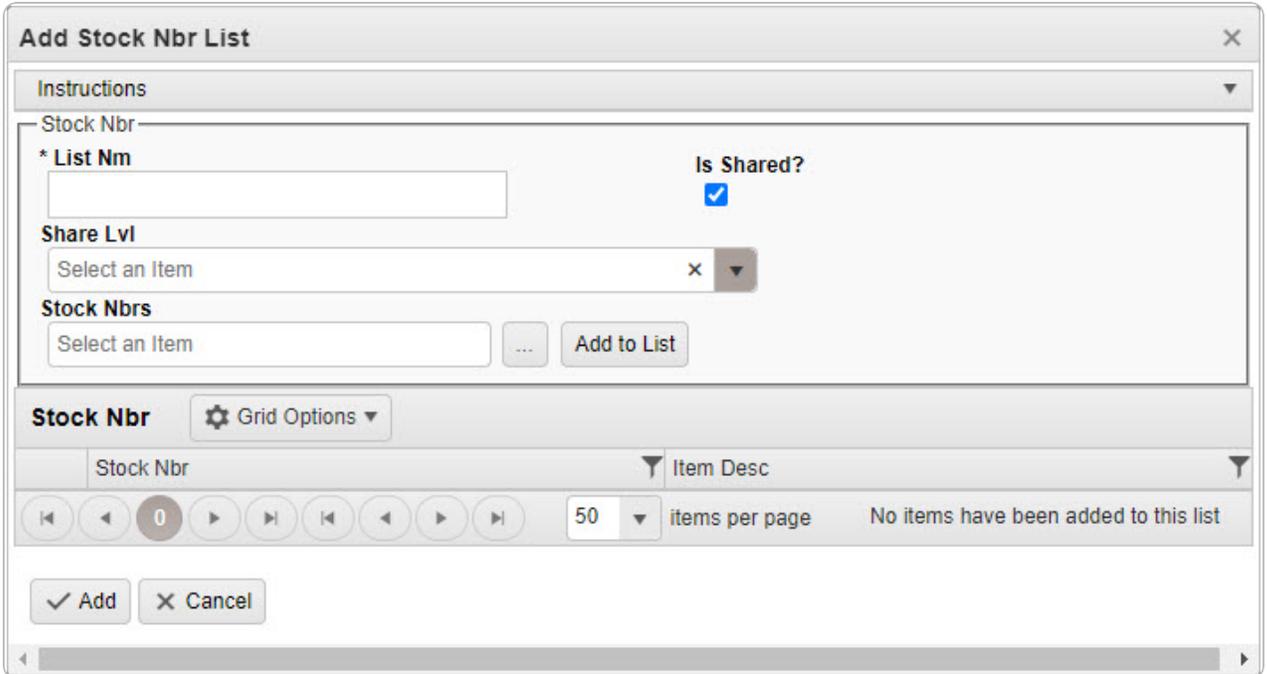
- Instructions:** A dropdown menu.
- Stock Nbr:** A text input field.
- * List Nm:** A text input field.
- Is Shared?:** A checkbox.
- Stock Nbrs:** A section with a "Select an Item" dropdown, an ellipsis button, and an "Add to List" button.
- Stock Nbr:** A header for a table with a "Grid Options" dropdown.
- Table:** A table with columns "Stock Nbr" and "Item Desc". The table is currently empty.
- Table Controls:** Navigation buttons (back, forward, search), a page size dropdown set to "50", and the text "items per page".
- Footer:** "No items have been added to this list" and "Add" and "Cancel" buttons.

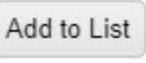
2. Enter the List NM in the field provided. *This is a 500 alphanumeric character field.*
3. Click 'Is Shared?' . *This allows access to the STOCK NBR Lists. If 'Is Shared?' is selected ()*, use





 to select the Share Lvl.



4. Enter the STOCK NBRs, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
5. Select  to add the STOCK NBR to the STOCK NBRs Grid. *The STOCK NBR appears in the grid provided.*
6. Repeat steps 4 and 5 to add more STOCK NBRs to the STOCK NBR Grid.

Delete a LIN/TAMCN

Select  next to the desired STOCK NBR. *The **Confirm Delete Stock NBR Delete** pop-up window appears.*

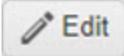
7. Select . *The **Add Stock NBR List** pop-up window closes, and the entry appears as a green row in the STOCK NBR List Grid.*





Update a Stock Number List

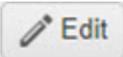
Navigation

My ELMS > Manage Lists > STOCK NBR Lists >  > Edit STOCK NBR List pop-up window

Procedures

Update a Stock Number List

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired STOCK NBR List. The **Edit STOCK NBR List** pop-up window appears.





Edit Stock Nbr List ✕

Instructions ▾

Stock Nbr

* List Nm Is Shared?

Stock Nbrs

...

Stock Nbr ▾

	Stock Nbr	Item Desc
<input type="button" value="X Delete"/>	100500M010001	WEAPONS KIT
<input type="button" value="X Delete"/>	1005013715639	SHOTGUN,12 GAGE,RIO

items per page
 1 - 2 of 2 items

2. Update the List NM, entering the revised name in the field provided. *This is a 500 alpha-numeric character field.*
3. Verify the 'Is Shared?' contains the appropriate or . *This allows access to the LIN/TAMCN Lists. If 'Is Shared?' selected ()*, update the Share Lvl, using to select the desired level.





Edit Stock Nbr List ✕

Instructions ▾

Stock Nbr

* List Nm Is Shared?

Share Lvl ▾

Stock Nbrs ...

Stock Nbr ▾

	Stock Nbr	Item Desc
<input type="button" value="X Delete"/>	100500M010001	WEAPONS KIT
<input type="button" value="X Delete"/>	1005013715639	SHOTGUN,12 GAGE,RIO

items per page
 1 - 2 of 2 items

4. Update the STOCK NBRs, using to browse for the revised number. *This is a 15 alphanumeric character field.*
5. Select to add the revised STOCK NBR to the STOCK NBR Grid. *The STOCK NBR appears in the grid provided.*
6. Repeat steps 4 and 5 to add more STOCK NBRs to the STOCK NBR Grid.

Delete a LIN/TAMCN

7. Select next to the desired STOCK NBR. *The **Confirm Delete STOCK NBR Delete** pop-up window appears.*
7. Select . *The **Edit STOCK NBR List** pop-up window closes, and the entry appears as a green row in the STOCK NBR List Grid.*





Delete a Stock Number List

Navigation

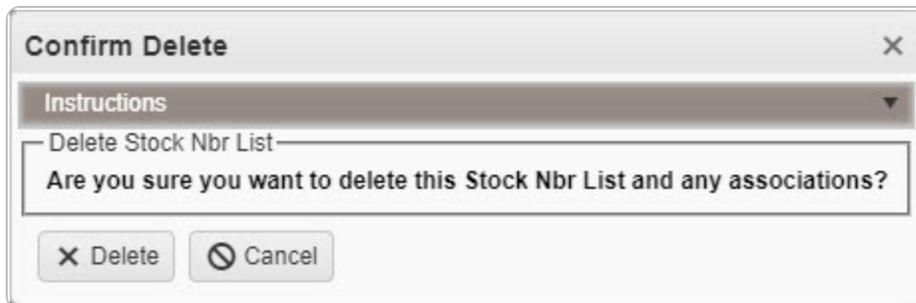
My ELMS > Manage Lists > STOCK NBR Lists >  > Confirm Delete STOCK NBR List Delete pop-up window

Procedures

Delete a Stock Number List

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired STOCK NBR List. The **Confirm Delete STOCK NBR List Delete** pop-up window appears.



2. Select . The **Confirm Delete STOCK NBR List Delete** pop-up window closes, and the entry is removed from the STOCK NBR List Grid.

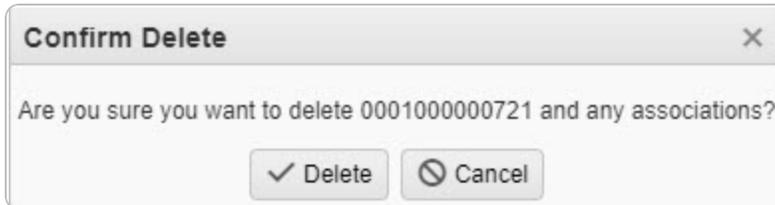
Delete a Stock Number

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





1. Select next to the desired STOCK NBR. The **Confirm Delete STOCK NBR Delete** pop-up window appears.



2. Select . The **Confirm Delete STOCK NBR Delete** pop-up window closes, and the entry is removed from the STOCK NBR Grid.





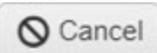
View a Stock Number List

Navigation

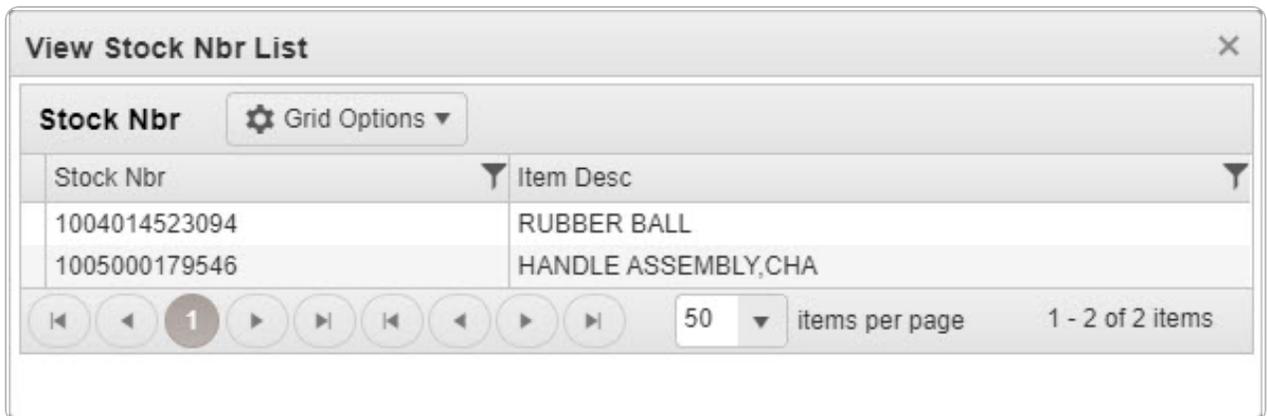
My ELMS > Manage Lists > STOCK NBR Lists >  > View STOCK NBR List pop-up window

Procedures

View a Stock Number List

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired STOCK NBR List. The **View STOCK NBR List** pop-up window appears.



2. Select . The **VIEW STOCK NBR List** pop-up window closes.

