



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.

- If the list is shared, elements below the selected level have access to the list. *For example, a list shared at the Region level allows access at that level and elements directly beneath the Region. Other Regions and their lower levels do not have access.*
- If the list is not shared, it is accessible locally only to the list creator.

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

1

50

items per page

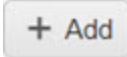
1 - 2 of 2 items





Add a Stock Number List

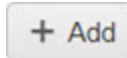
Navigation

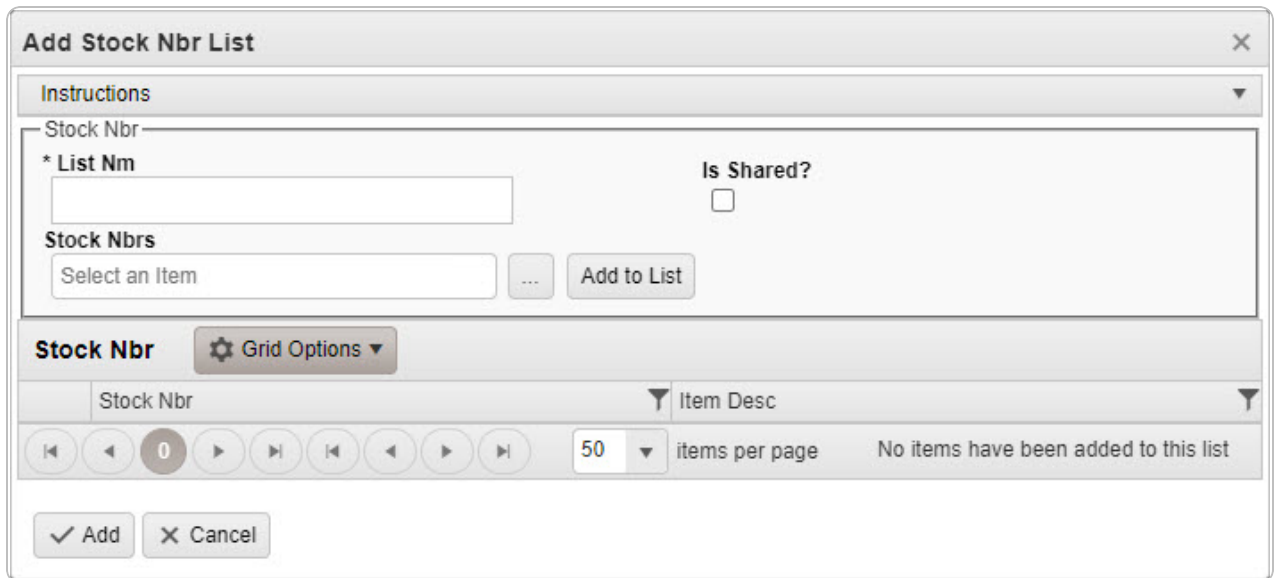
My ELMS > Manage Lists > STOCK NBR Lists >  > Add STOCK NBR List pop-up window

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.

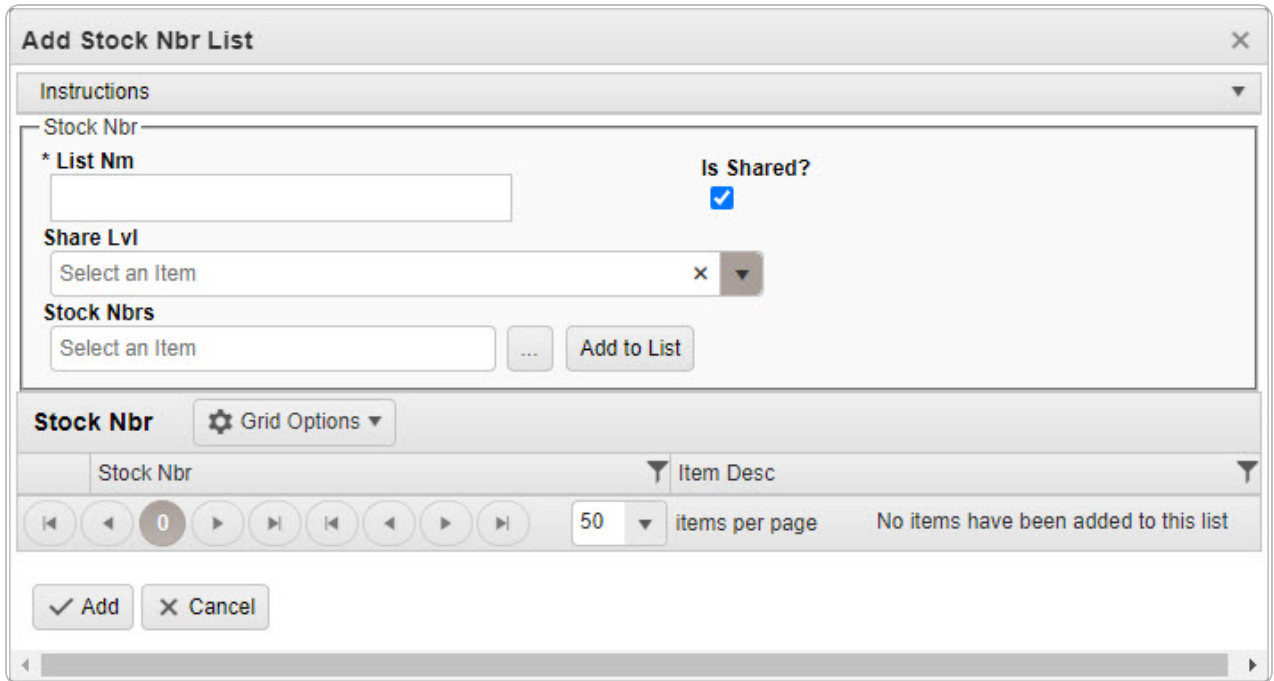


2. Enter the List NM in the field provided. *This is a 500 alphanumeric character field.*
3. Click 'Is Shared?' ☐. *This allows access to the STOCK NBR Lists. If 'Is Shared?' is selected (☒) , use*

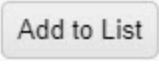




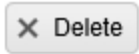
▼ to select the Share Lvl.



The screenshot shows the 'Add Stock Nbr List' window. It has a title bar with a close button. Below the title bar is a section labeled 'Instructions' with a dropdown arrow. The main area contains several fields: 'Stock Nbr' (disabled), '* List Nm' (text input), 'Is Shared?' (checkbox, checked), 'Share Lvl' (dropdown menu with 'Select an Item' and a close button), and 'Stock Nbrs' (text input with a browse button '...' and an 'Add to List' button). Below these fields is a 'Stock Nbr' section with a 'Grid Options' button. The grid itself has columns 'Stock Nbr' and 'Item Desc'. At the bottom of the grid are navigation buttons (back, forward, etc.), a page number '0', a '50 items per page' dropdown, and a status message 'No items have been added to this list'. At the very bottom are 'Add' and 'Cancel' buttons.

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 STOCK NBR

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

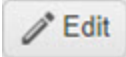
7. Select . The **Add Stock Nbr List** pop-up window closes, and the entry appears as a green row in the STOCK NBR List Grid.





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.





Help Reference Guide

Edit Stock Nbr List

Instructions

Stock Nbr

* List Nm

123

Is Shared?

☐

Stock Nbrs

Select an Item

...

Add to List

Stock Nbr

Grid Options

	Stock Nbr	Item Desc
X Delete	100500M010001	WEAPONS KIT
X Delete	1005013715639	SHOTGUN,12 GAGE,RIO

1

50 items per page

1 - 2 of 2 items

Update

Cancel

- Update the List NM, entering the revised name in the field provided. *This is a 500 alpha-numeric character field.*
- 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.*



Instructions

Stock Nbr

* List Nm

123

Is Shared?

☒

Share Lvl

Region

Stock Nbrs

Select an Item

...

Add to List

Stock Nbr

Grid Options

	Stock Nbr	Item Desc
☒ Delete	100500M010001	WEAPONS KIT
☒ Delete	1005013715639	SHOTGUN,12 GAGE,RIO

⏪

⏴

1

⏵

⏩

⏴

⏵

⏩

50

▼

items per page

1 - 2 of 2 items

✓ Update

✗ Cancel

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

Delete a LIN/TAMCN

✕ Delete

- ✓ Update



Delete a Stock Number List

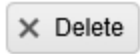
Navigation

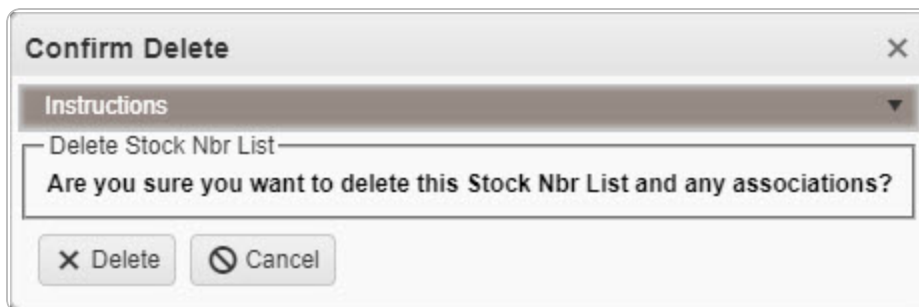
My ELMS > Manage Lists > STOCK NBR Lists >  > Confirm Delete STOCK NBR List Delete pop-up window

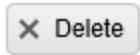
Procedures

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.



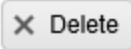
2. Select . The **Confirm Delete STOCK NBR List Delete** pop-up window closes, and the entry is removed from the STOCK NBR List Grid.

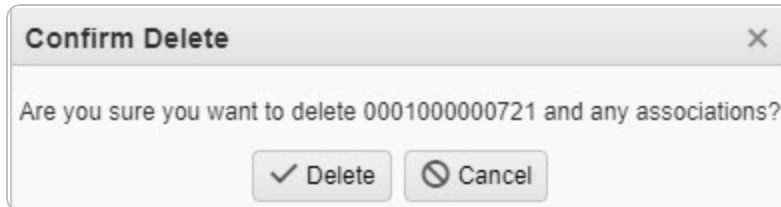
Delete a Stock Number

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



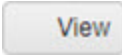
2. Select . The **Confirm Delete Stock NBR Delete** pop-up window closes, and the entry is removed from the STOCK NBR Grid.





View a Stock Number List

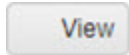
Navigation

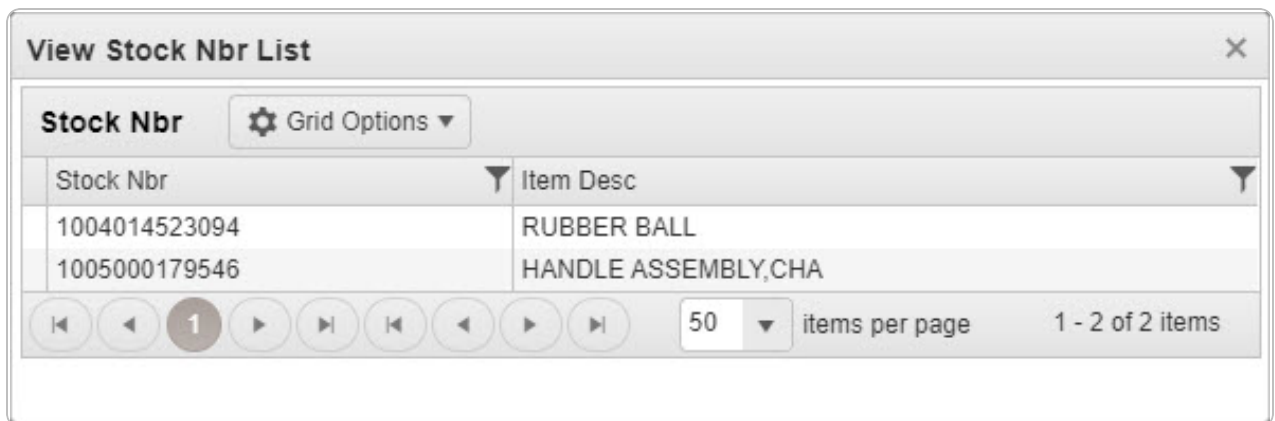
My ELMS > Manage Lists > STOCK NBR Lists >  > View STOCK NBR List pop-up window

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.



Stock Nbr	Item Desc
1004014523094	RUBBER BALL
1005000179546	HANDLE ASSEMBLY,CHA

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

