

# Inventory Controls

These page views & controls exist for all three inventory statuses, Verified, Absent & Archived.

## Inventory views

1. Location selector: Allows for a Specific location, or All Locations view

## 2. Inventory Statuses: (2A) Verified, (2B) Absent, and (2C) Archived

3. Downloader: Option to download reports for any status in Excel or CSV

4. Filters: Ability to customize views

## 5. Products vs. Tags view

It provides the user with two basic views; Product, which groups the tags into the related product, & Tags which displays each tag on its own row.

### Products View

Allows you to view inventory grouped by product (SKU).

### Tags View

A row for every item.

Inventory Products View

Support

stan andrus  
Manager

Search...

Q

Location Type:

Store

Location:

Shop location

Audit Inventory

2C

3

4

Last Scan: Add, 05/28/2025 02:38 PM

5

2A

2B

Verified

Absent

Products

Tags

| Title                                                                                     | SKUs             | Locations     | Tags | Items |
|-------------------------------------------------------------------------------------------|------------------|---------------|------|-------|
|                                                                                           | 30               |               | 85   | 85    |
| 24 Ct. Gold Necklace with Ruby                                                            | 24CTNEK-RBY      | Shop location | 3    | 3     |
| ADIDAS   CLASSIC BACKPACK (ACCESSORIES) - Size: OS - Color: black                         | AD-03-black-OS   | Shop location | 11   | 11    |
| ADIDAS   CLASSIC BACKPACK   LEGEND INK MULTICOLOUR (ACCESSORIES) - Size: OS - Color: blue | AD-04 -blue-OS   | Shop location | 4    | 4     |
| ADIDAS   KID'S STAN SMITH (SHOES) - Size: 1 - Color: white                                | AD-02-white-1    | Shop location | 3    | 3     |
| ADIDAS   KID'S STAN SMITH (SHOES) - Size: 2 - Color: white                                | AD-02-white-2    | Shop location | 4    | 4     |
| ASICS TIGER   GEL-LYTE V '30 YEARS OF GEL' PACK (SHOES) - Size: 14 - Color: black         | AsTi-01-black-14 | Shop location | 1    | 1     |
| Burt's Bees - Hand Salve - size: 2 oz                                                     | BB-HS-2OZ        | Shop location | 2    | 2     |
| Burt's Bees - Hand Salve - size: 4 oz                                                     | BB-HS-4OZ        | Shop location | 1    | 1     |
| CONVERSE   CHUCK TAYLOR ALL STAR II HI (SHOES) - Size: 7 - Color: black                   | C-02-black-7     | Shop location | 2    | 2     |

Lines per page

14

<

1

2

3

>

Go to page

Inventory Products View

Support

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Search...

Q

Location Type:

Store

Location:

Shop location

Archive Items

Last Scan: Add, 05/28/2025 02:38 PM

Verified

Absent

Products

Tags

| Title                                                                                     | SKUs           | Locations     | Tags | Items |
|-------------------------------------------------------------------------------------------|----------------|---------------|------|-------|
|                                                                                           | 2              |               | 2    | 2     |
| ADIDAS   CLASSIC BACKPACK   LEGEND INK MULTICOLOUR (ACCESSORIES) - Size: OS - Color: blue | AD-04 -blue-OS | Shop location | 1    | 1     |
| Mircofiber Mop                                                                            | MFm-1          | Shop location | 1    | 1     |

# Verified Filter

Ability to filter inventory by supplier, the verified date, ability to display expired items, filter by age and expiration, and sort by

## Filter Menu



Supplier:

Select Supplier



Verified Date:

From:

mm/dd/yyyy



To:

mm/dd/yyyy



☐ Show all expired items

Show items that will expire within

Select unit



Show items with Age more than

Select unit



Sort by:

Name



☒ Asc ☐ Desc

Apply

Reset to Default

Absent Filter

## Filter Menu



Supplier:

Select Supplier



Absent Date:

From:

mm/dd/yyyy



To:

mm/dd/yyyy



Sort by:

Name



Asc



Desc

Apply

Reset to Default

Revision #7

Created 27 May 2025 21:49:29 by Stan Andrus

Updated 5 November 2025 23:15:21 by Ryan Larson