

# 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...

Location Type: Store

Location: Shop location

Audit Inventory

2C 3 4

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

2A 2B  
Verified Absent

5  
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

stan andrus  
Manager

Search...

Location Type: Store

Location: Shop location

Archive Items

3 4

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

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