## **Stock Control**

## Overview

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**

Select, from the main menu, Administration - Stock Control to open the stock control window.

Right click and select properties, or double click, on the first available stock control ID.

In the Stock Properties window:

- Description
  - $\circ\,$  Insert a descriptive name for the stock control rule, e.g. for all US customers and LTO4 volumes US LTO 4
- Filters
  - $\,\circ\,$  Add filter to select Customer ID/s that will use this rule. e.g. For all US customers  ${\rm \textbf{US}}^*$
  - $\circ\,$  Add Media type this rule applies to. e.g. LTO
  - Add volume filter to enforce correct volume ID association. e.g. For a 8 character ID ending in L4 ?????L4
- Totals
  - $\circ\,$  Insert minimum stock number before you alerted of low stock levels (alert is a future enhancement).
  - Current total of volumes in stock (display only).
- Options
  - $\circ\,$  Change Enabled to true to make rule active.

Click OK once all data is correct and complete. Close the stock control window to commit the new rule/s to the TapeTrack Database.

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