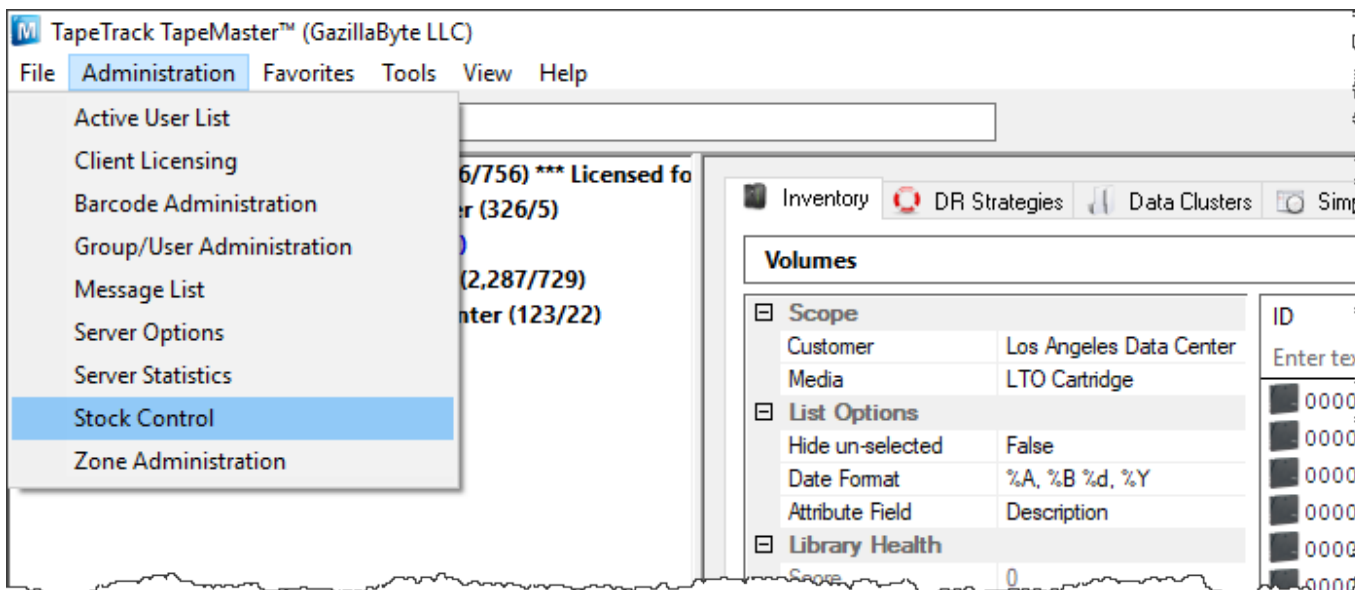


# Stock Control

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

From the menu click Administration → Stock Control



Right-click and select Properties, or double-click, on the first available Stock Control-ID.

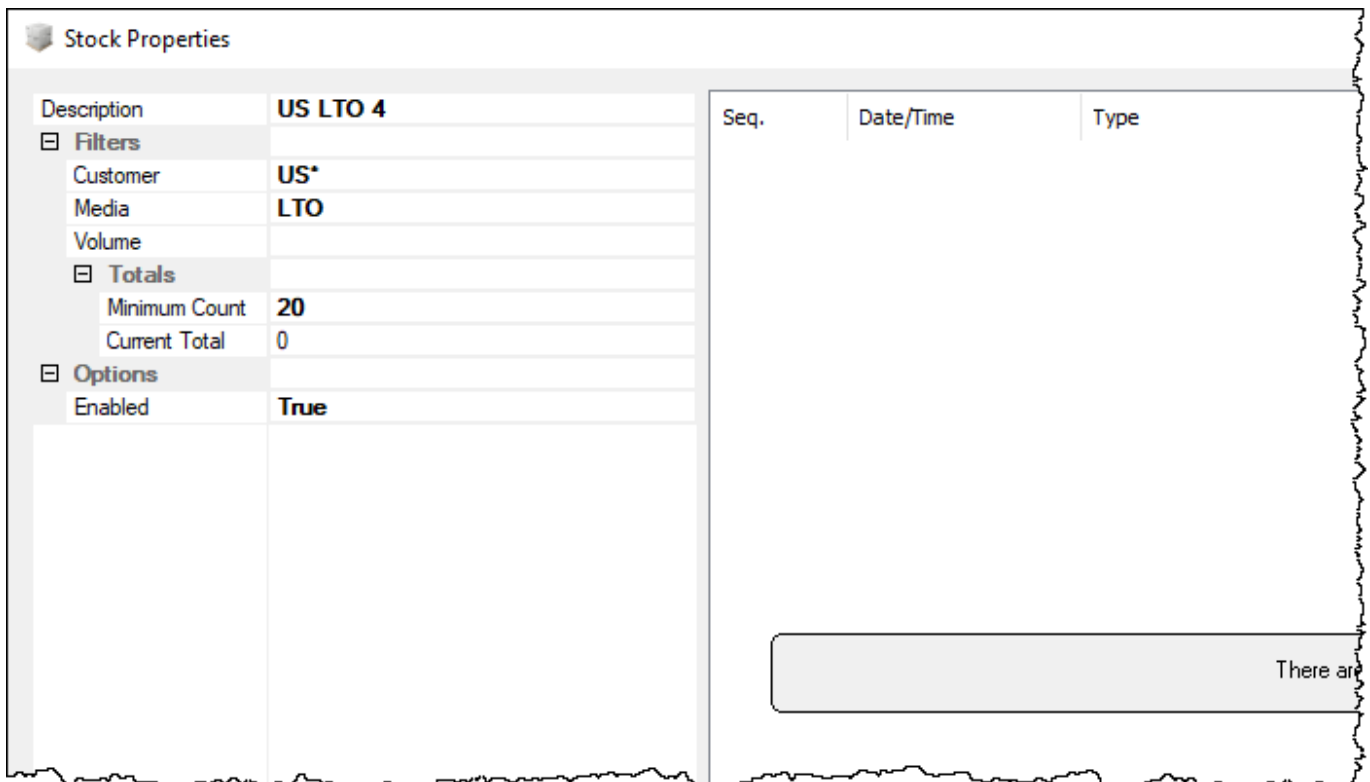


In the Stock Properties window:

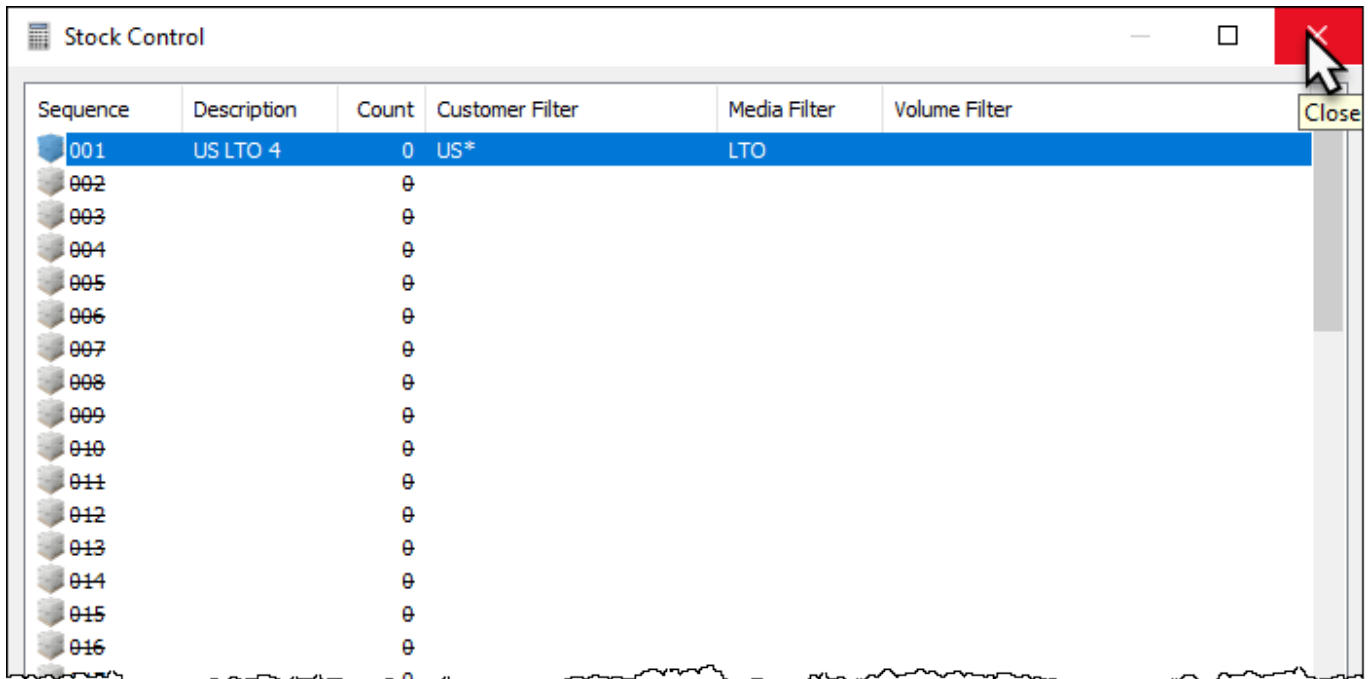
- Description
  - Insert a descriptive name for the Stock Control Rule, e.g. for all US Customers and LTO4 Volumes **US LTO 4**

- Filters
  - Customer: Add filter to select **Customer-IDs** that will use this rule. e.g. For all US **Customers US\***
  - Media: Add **Media Type** this rule applies to. e.g. **LTO**
  - Volume: Add **Volume Filters** to enforce correct **Volume-ID** association. e.g. For a 8 character ID ending in L4 use **??????L4**.
- Totals
  - Minimum Count: Insert minimum Stock Number before you are alerted of low stock levels (alert is a future enhancement).
  - Current Total: Current total of **Volumes** in Stock (display only).
- Options
  - Enabled: Set Enabled to True to make Rule active.

Click OK once all data is correct and complete.

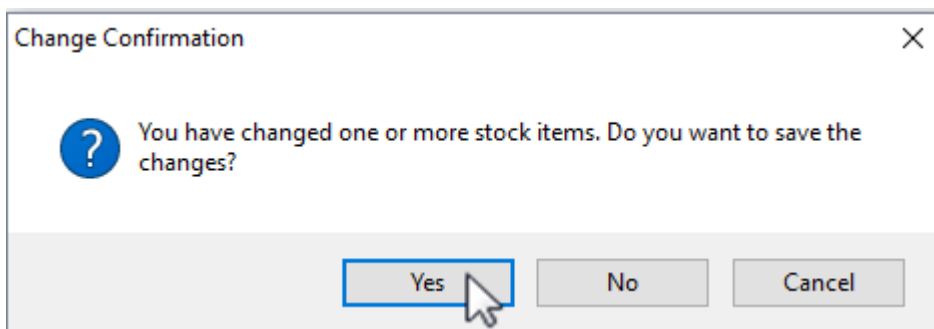


Close the Stock Control window and click Save to commit the new Rule/s to the TapeTrack Database.



Sequence	Description	Count	Customer Filter	Media Filter	Volume Filter
001	US LTO 4	0	US*	LTO	
002		0			
003		0			
004		0			
005		0			
006		0			
007		0			
008		0			
009		0			
010		0			
011		0			
012		0			
013		0			
014		0			
015		0			
016		0			

Click Yes to the popup window to commit the data.

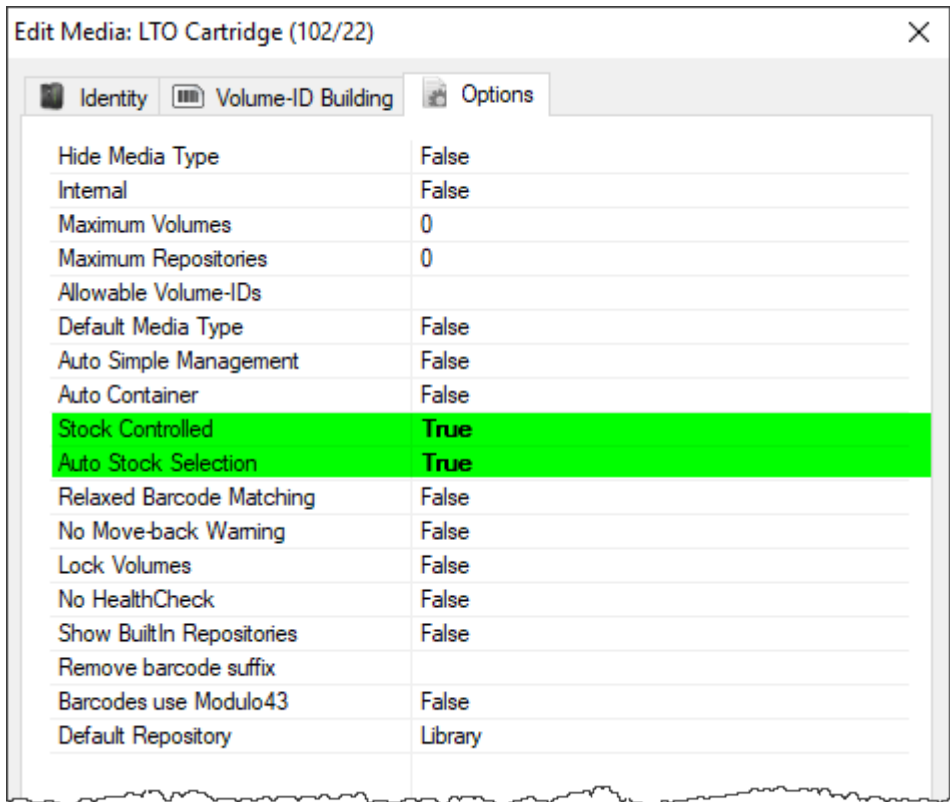


## Customer Media Settings

In the [TapeTrack TapeMaster Customer Tree](#), right-click the [Media Type](#) on the [Customer](#) you want to apply Stock Control to and select [Properties](#).

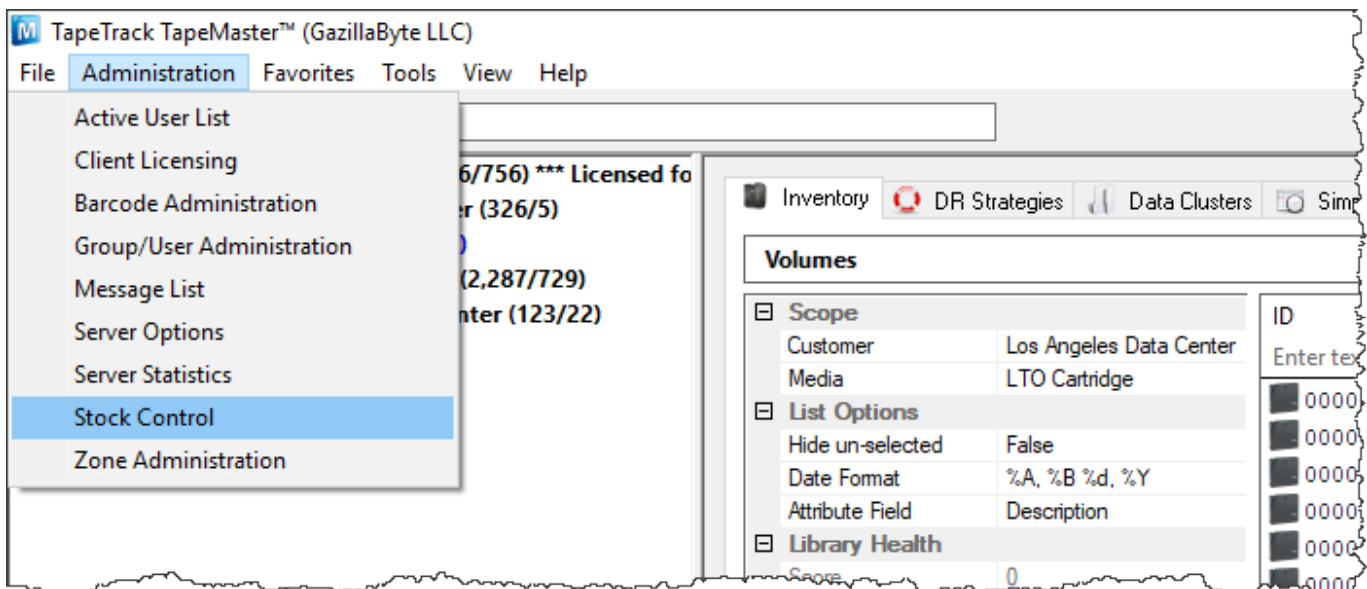
Change [Stock Controlled](#) to True.

If [Auto Stock Selection](#) is set to False, all new [Volumes](#) must be added through the [Stock Control window](#). If set to True [Volumes](#) may be added directly from the [inventory window](#) in [TapeTrack TapeMaster](#).

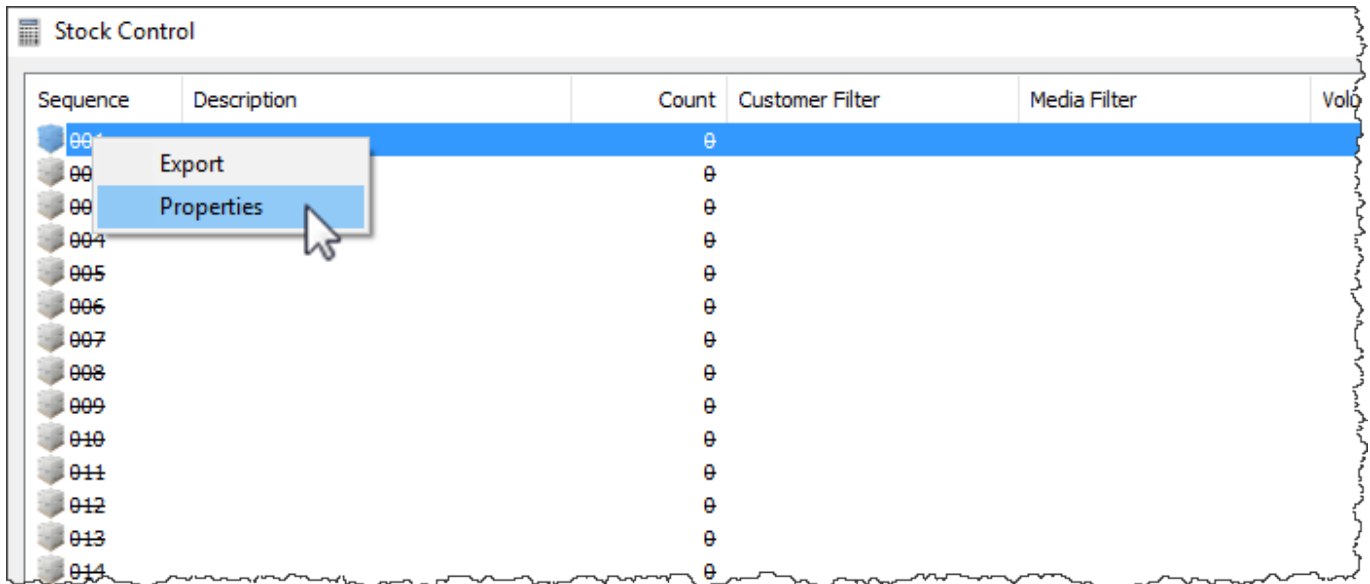


## Adding Stock

From the menu click Administration → Stock Control



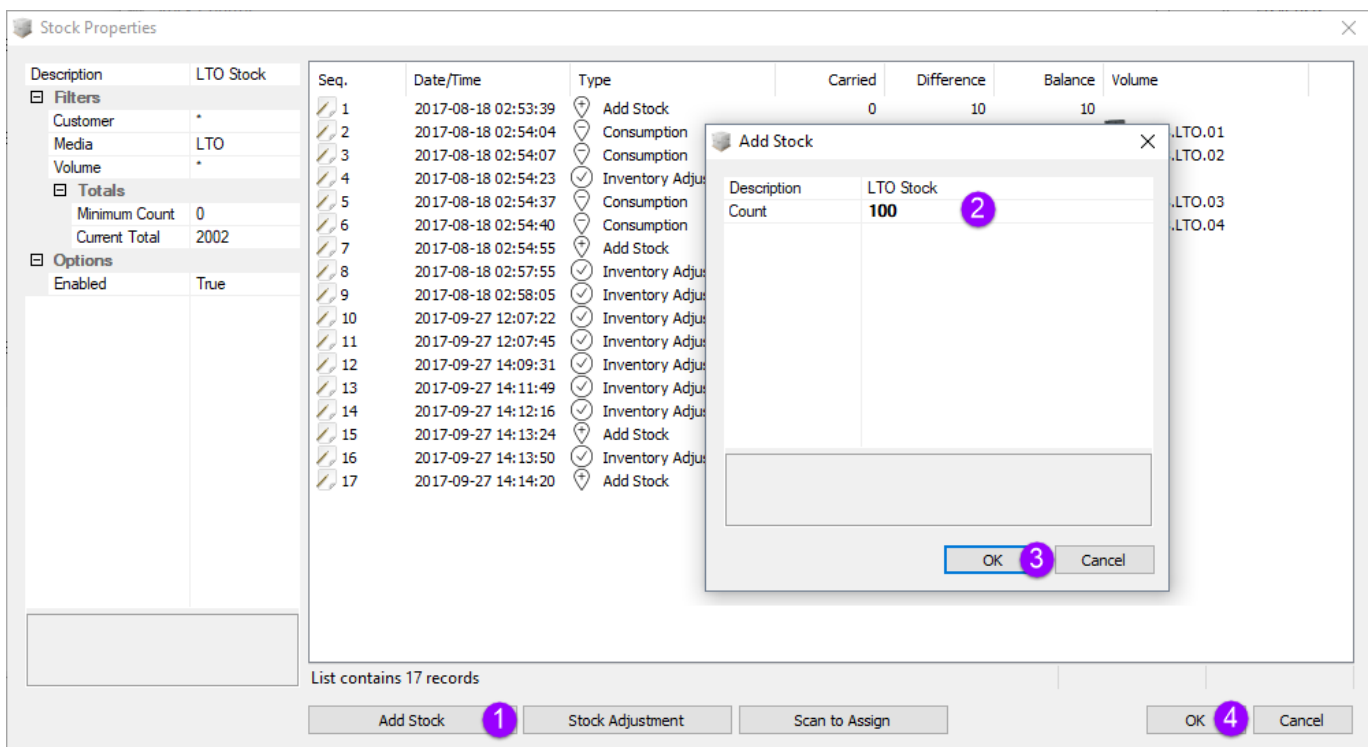
Right-click and select Properties, or double-click, on the first available Stock Control-ID.



Click the Add Stock button (1) and add the new Stock amount in the Count field (2).

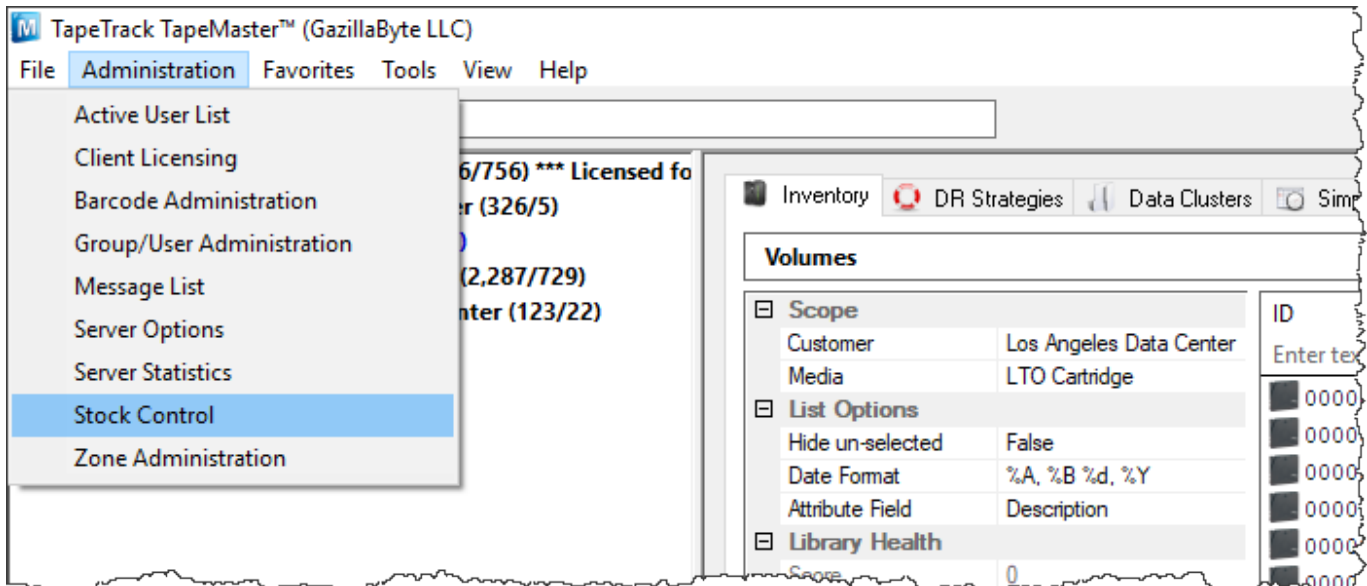
Click OK (3) to update the Stock Level.

Click OK (4) to close **Stock Properties** window.

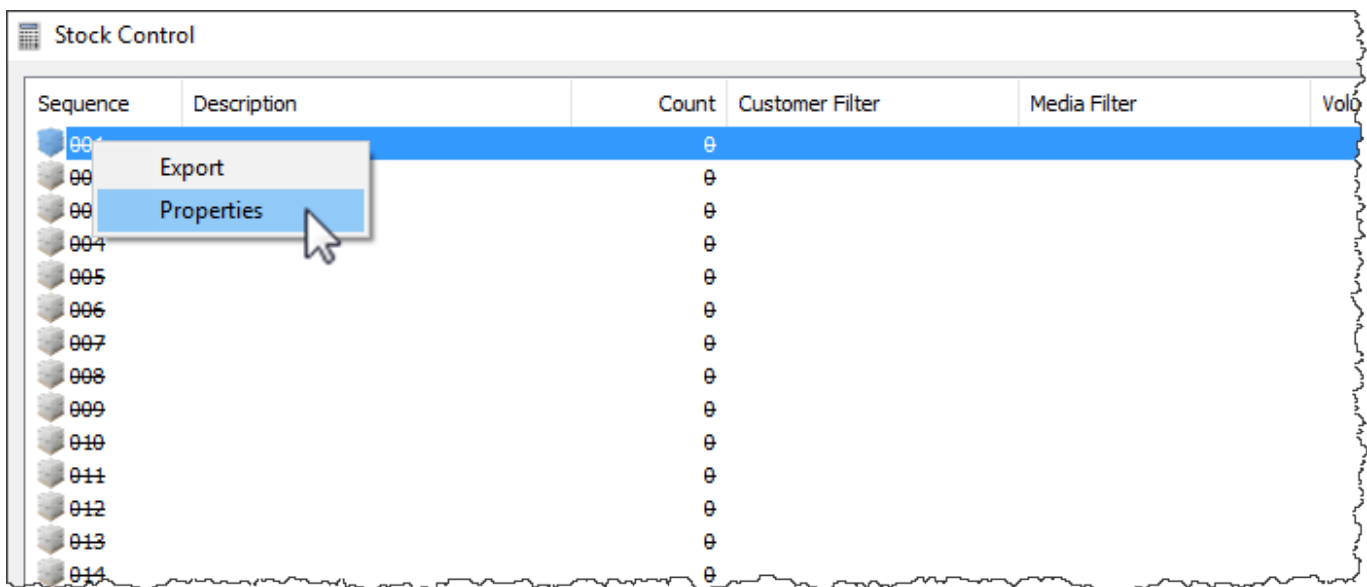


## Stock Level Adjustment

From the [TapeMaster Main Menu](#) click Administration → Stock Control

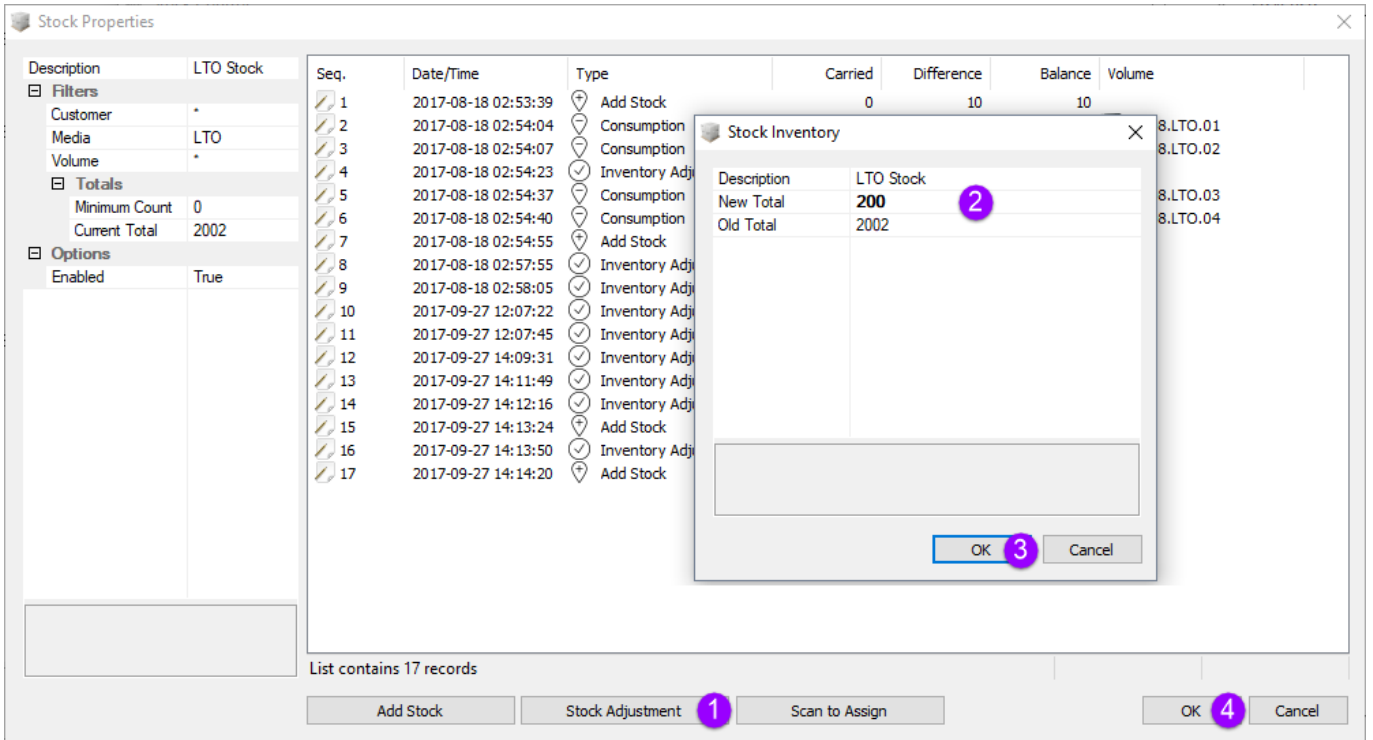


Right-click and select Properties, or double-click, on the first available stock control ID.



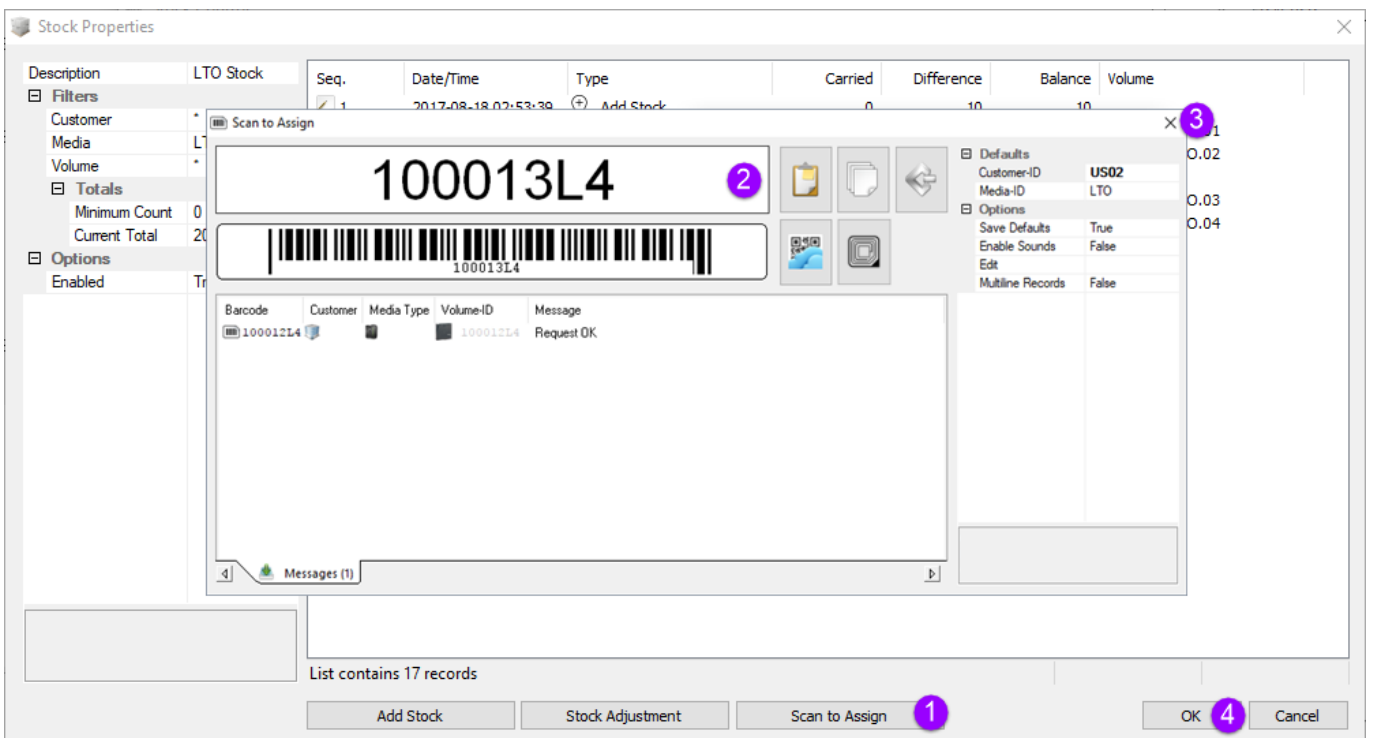
Click on the Stock Adjustment button and enter the correct number in the New Total field and click OK.

Click OK (4) to close **Stock Properties** window.



## Scan To Assign Volumes

To add new volumes, from the stock control window, open the rule you want to assign the new Volume-ID's to. Click on the Scan to Assign button to open the scan in window. Scan the new volume Barcode/s as required.

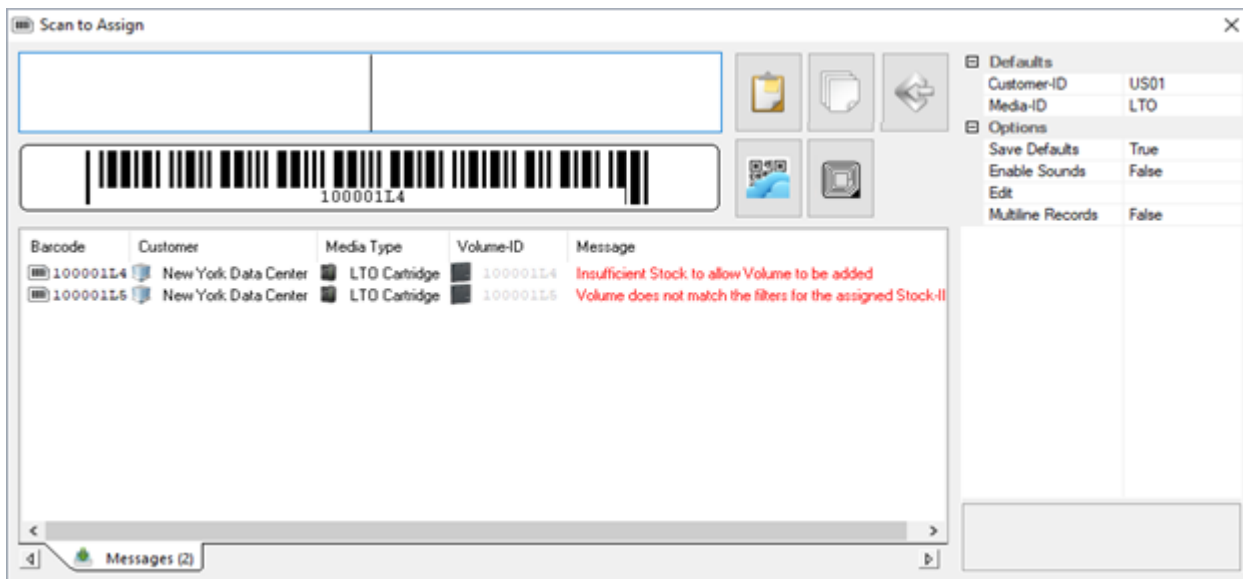


Barcodes that match the Volume-ID filter will be added to the default repository for that customer's media type.

If the scanned Barcode is outside the parameters of the Volume-ID filter, you will receive the message

**Volume does not match the filters for the assigned Stock-ID** and the volume will not be added.

Any attempts to add volumes without current stock will give an error message of **Insufficient Stock to allow Volume to be added.**



## Scan To Assign Volumes From TapeMaster Inventory Window

Volumes can be added directly from the customer inventory window in TapeMaster if the [media options](#) are set to allow this.

Right-click in the Inventory window and select Special Operations → Scan → Scan To Add Volumes to open the scan in window and scan in new [Volume-ID's](#) to the default repository.

To add volumes to the desired [repository](#) (other than default), right-click the target repository and select Scan → To Add to open the scan in window. Scan the new volume/s and close the scan window when complete.

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