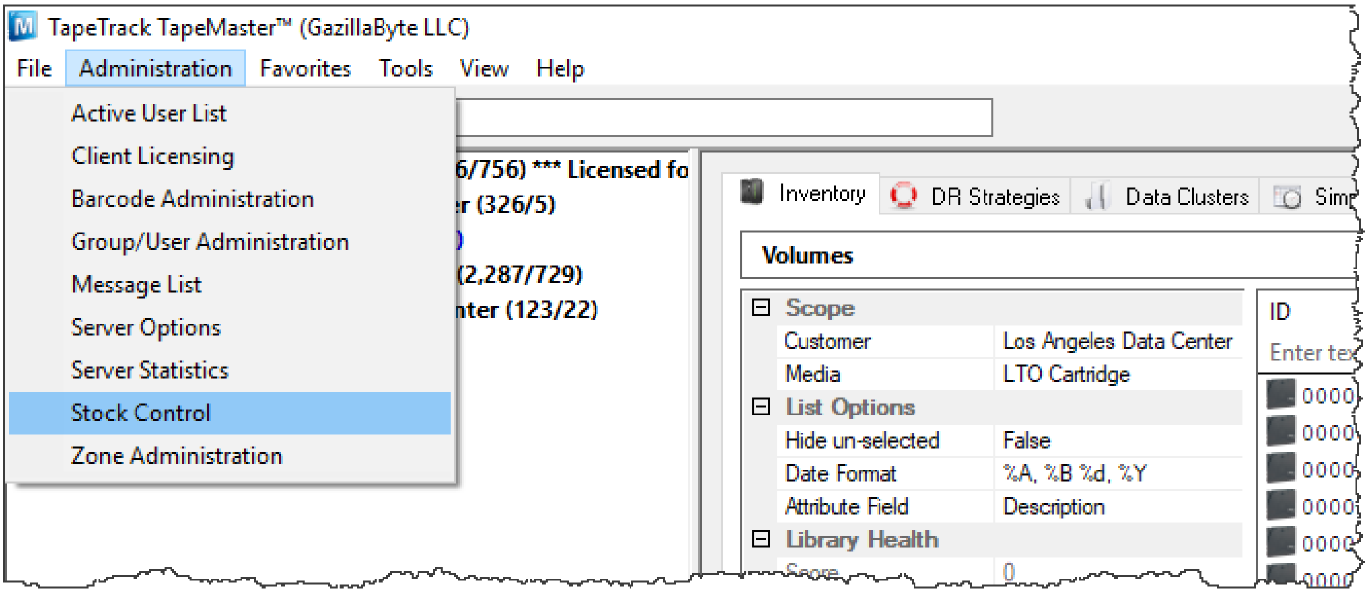
Stock Control

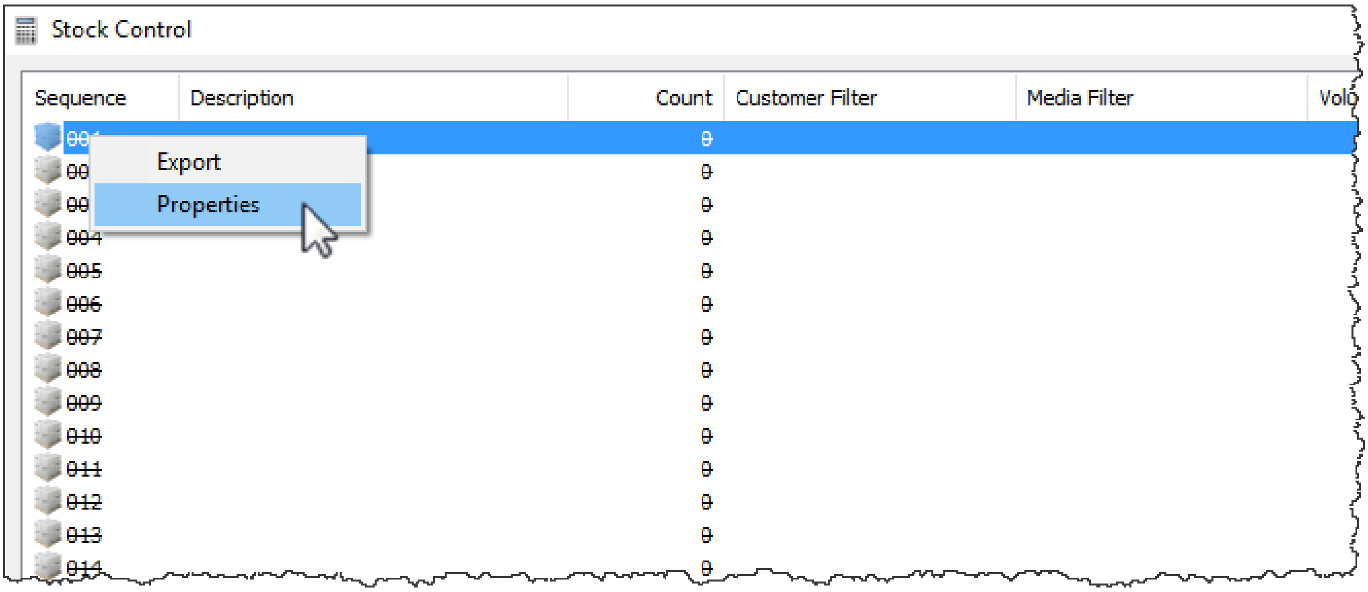
Stock Control enables you to enter Volumes into TapeTrack without Barcodes, to manage Current Stock Levels and track history of New Stock usage.

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.



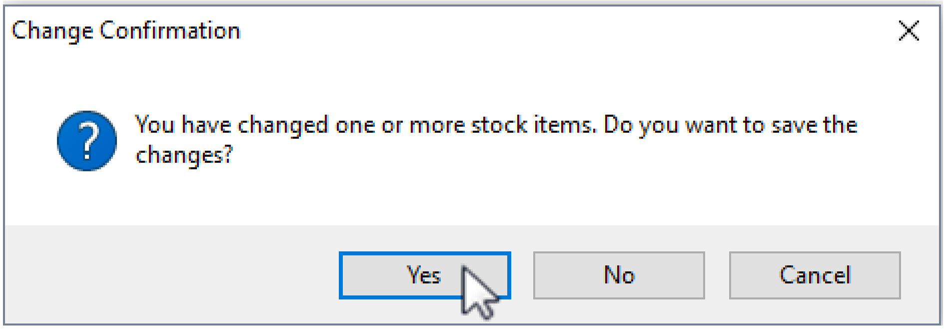
In the Stock Properties window:

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

- Filters
  - Add filter to select Customer-ID/s that will use this rule. e.g. For all US Customers **US***
  - 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 use **??????L4**).
- Totals
  - Insert minimum stock number before you are alerted of low stock levels (alert is a future enhancement).
  - Current total of Volumes in stock (display only).
- Options
  - Change Enabled to `True` to make the 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.

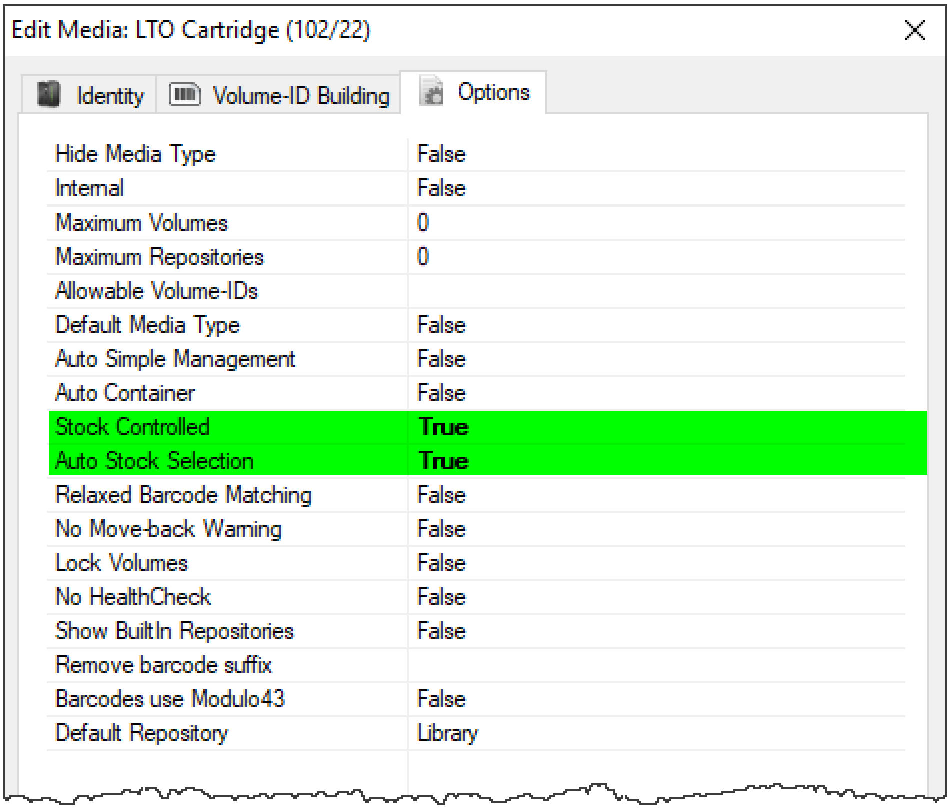


Customer Media Settings

In the TapeMaster Customer Tree, right-click the Media Type on the Customer you want to apply Stock Control to and select `Properties`.

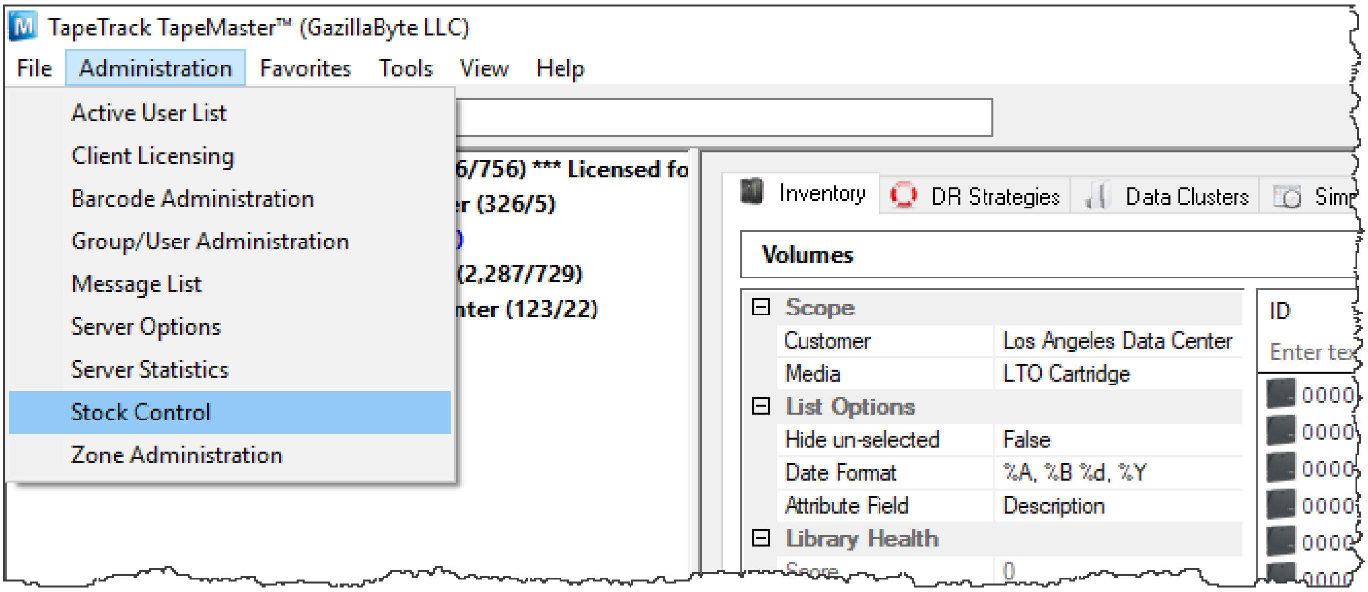
Change `Stock Control` to `True`.

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 TapeMaster.

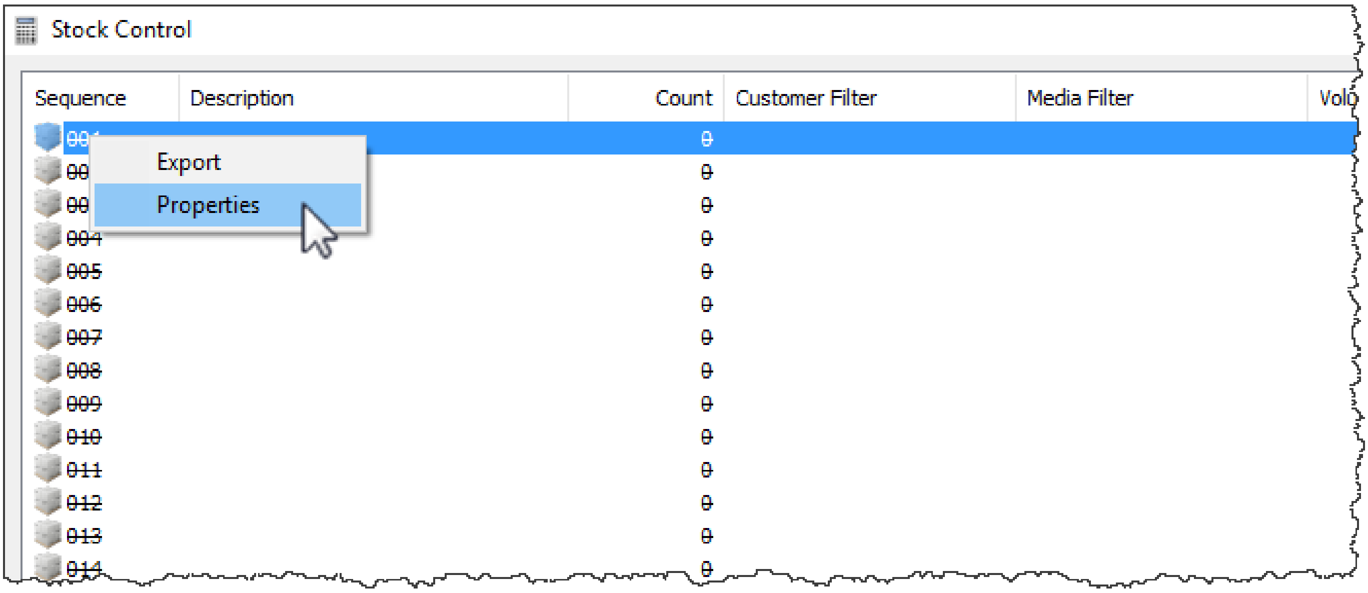


Adding Stock

From the menu click `Administration` → `Stock Control`



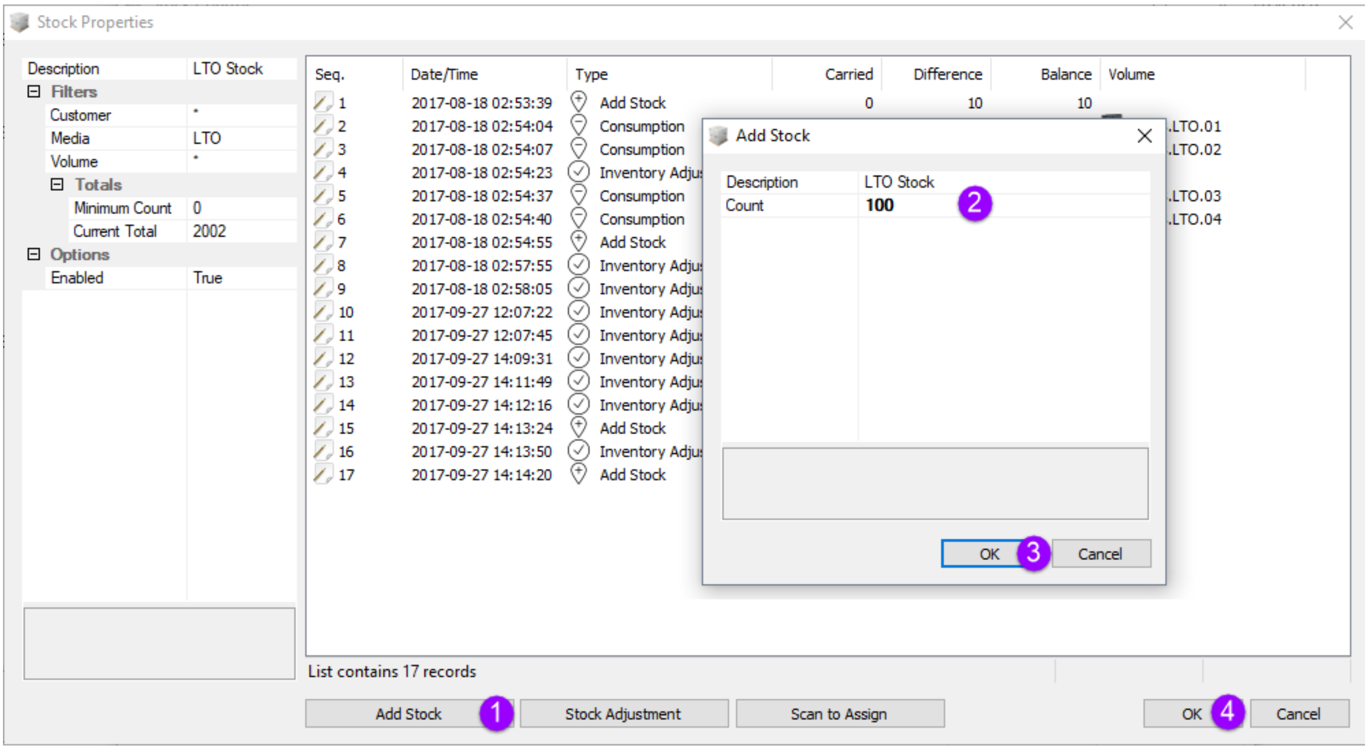
Right-click and select `Properties`, or double-click, on the first available Stock Control ID.



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

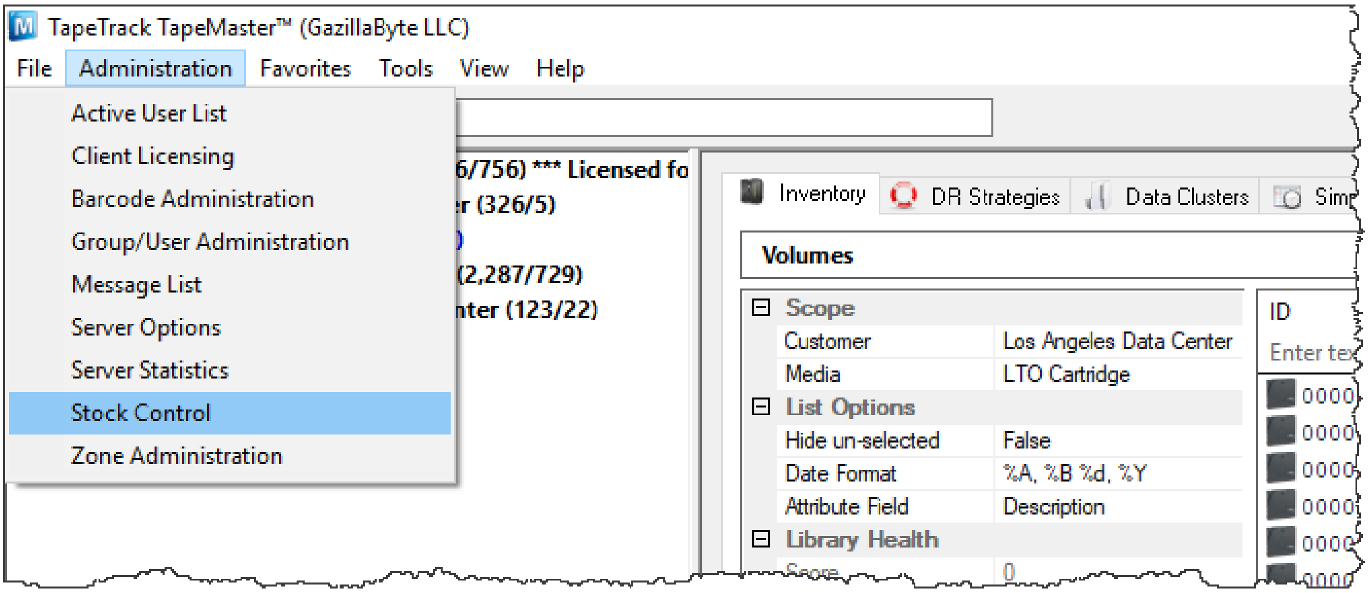
Click `OK` (3) to update the stock level.

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

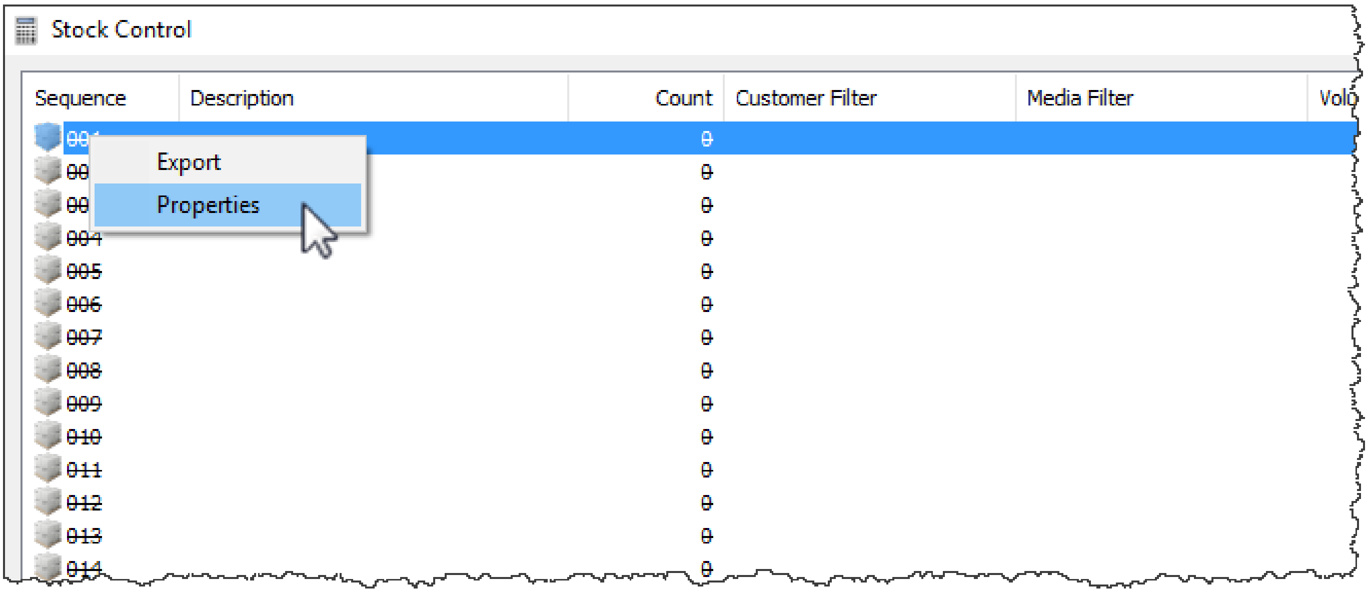


Stock Level Adjustment

From the menu click `Administration` → `Stock Control`

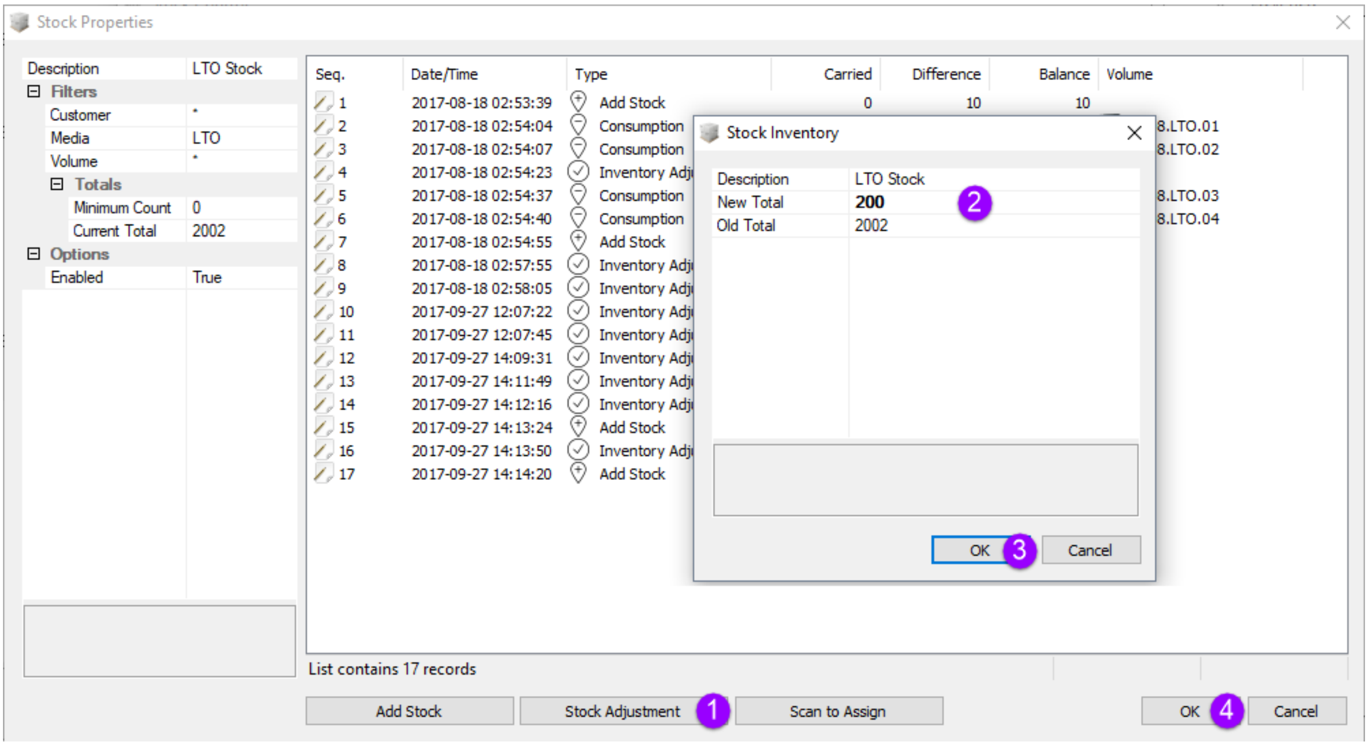


Right-click and select `Properties`, or double-click, on the first available stock control ID.



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

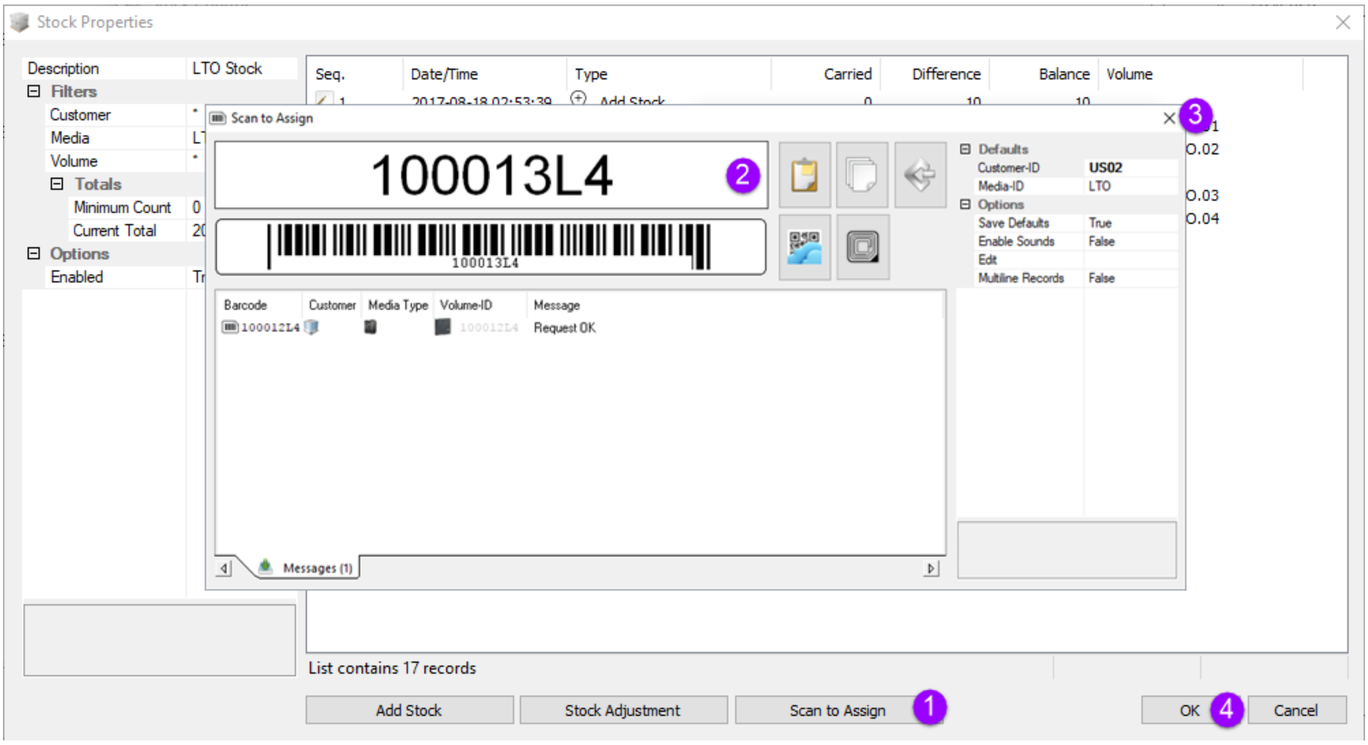
Click OK (4) to close **Stock Properties** window.



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.

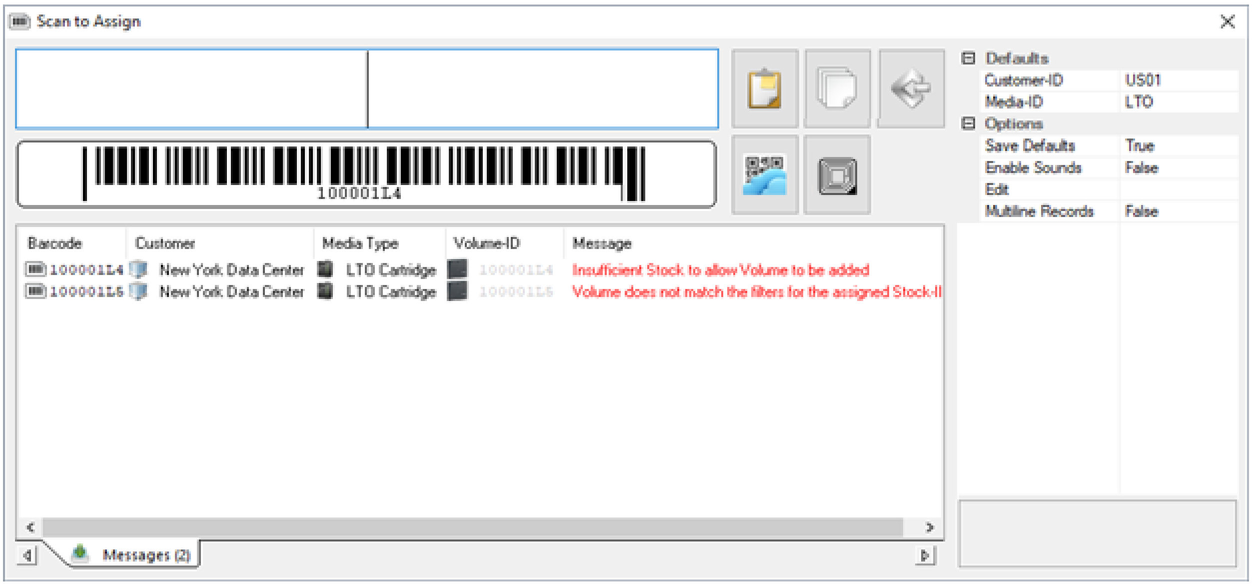
Click on the `Scan To Assign` button to open the Scan-In window. Scan the new Volume Barcode/s as required.



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 default Repository.

To add Volumes to the desired Repository (other than the default), right-click the Target Repository and select `Scan` → `To Add` to open the Scan-In window. Scan the new Volumes and close the Scan window when complete.